

Mitch Rhodus
Mayor

Tim Meyers
Councilmember, At-Large

Matt Davidson
Councilmember, At-Large

Gwen Brill
Councilmember, At-Large



Leslie Besl
Councilmember, 1st Ward

Dale Paullus
Councilmember, 2nd Ward

Debbie Pennington
Councilmember, 3rd Ward

Adam Kraft
Councilmember, 4th Ward

**City of Fairfield City Council
Regular Meeting Agenda
Monday, November 24, 2025 7:00 PM
5350 Pleasant Avenue, Fairfield, OH 45014**

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

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

Council-Manager Briefing

6:00 PM - Fairfield Sustains Update

Business Meeting Call to Order

Mayor Mitch Rhodus

Prayer/Pledge of Allegiance

Councilmember Matt Davidson

Roll Call

Agenda Modifications

Executive Session Requests

Special Presentations

1. 100th Birthday Proclamation to Erasmo Iovino

Citizen Comments

Council Reports

Public Hearing(s)

Approval of Minutes

1. Regular Meeting Minutes - November 10, 2025

Old Business

1. Development Services - Councilmember Adam Kraft

- a. Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

- Legislation - Third Reading
- Motion - Adoption

2. Public Safety - Councilmember Dale Paullus

- a. Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.

- Legislation - Third Reading
- Motion - Adoption

New Business - Motion to Read All New Business by Title Only

1. Community & Public Relations - Councilmember Gwen Brill

- a. Ordinance to authorize the City Manager to Enter into a Field of Interest Fund Agreement with the Fairfield Community Foundation to establish the "Fairfield Recovery and Wellness Fund."

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

2. Development Services - Councilmember Adam Kraft

- a. Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1130.01(B)(2), the City of Fairfield, Ohio, Zoning Map by approving the revised concept plan and final development plan for the Patterson Place Planned Unit Development.

- Legislation - First Reading
- Set Joint Public Hearing Date - December 8, 2025

3. Finance & Budget - Councilmember Tim Meyers

- a. Ordinance to amend Ordinance No. 158-24 entitled "An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025" - Supplemental Appropriations.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

- b. Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”
- Contractual Appropriations: \$350,000 total (\$350,000 Field of Interest Fund at Fairfield Community Foundation)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

- c. Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”
- Non-Contractual Appropriations: \$81,250 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

\$40,277 - Instrumentation Pressure Differential Transmitters (Public Utilities - Water Division)

\$12,353 - Replacement Refrigerated Composite Sampler (Public Utilities - Wastewater Division)

\$8,400 - New storage area at Community Arts Center (Parks & Recreation)

\$20,220 - New carpet at South Trace Club House (Parks & Recreation)

Meeting Schedule

Monday, December 8: Council-Manager Briefing, 6:15 PM; Regular Meeting, 7:00 PM

Tuesday, December 16: Oath of Office, 5:30 PM

Monday, January 12: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Executive Session of Council (if Needed)

Adjournment

[MEET_FOOT]

**City of Fairfield Minutes
Regular Meeting of City Council
November 10, 2025**

Council-Manager Briefing

5:30 PM - 2026 Operating Budget

Mayor Rhodus called the briefing to order at 5:30 PM. Councilmembers present: Leslie Besl, Dale Paullus, Debbie Pennington, Adam Kraft, Tim Meyers, Matt Davidson and Gwen Brill. Staff members present: Scott Timmer, Diana Davenport, Laurie Murphy, Adam Sackenheim, Steve Wolterman, Alisha Wilson, Ben Mann, Jason Hunold, Mandi Brock, Greg Kathman, Tom Lakamp, Steve Maynard, Tami Moore.

Finance Director Davenport and Senior Staff presented the second part of the 2026 Operating Budget Review. See attached slides.

Business Meeting Call to Order

Mayor Rhodus called the Regular Meeting to order at 7:00 PM.

Prayer/Pledge of Allegiance

Councilmember Meyers led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Councilmember, 1st Ward Leslie Besl
Councilmember, 2nd Ward Dale Paullus
Councilmember, 3rd Ward Debbie Pennington
Councilmember, 4th Ward Adam Kraft
Councilmember, At-Large Tim Meyers
Councilmember, At-Large Matt Davidson
Councilmember, At-Large Gwen Brill

Agenda Modifications

None.

Executive Session Requests

Councilmember Meyers, seconded by Councilmember Davidson, moved for an Executive Session to discuss employment or compensation of a public employee or official, status of negotiations with public employees, and the purchase of property for public use. Roll call vote. Motion carried 7-0.

Special Presentations

1. Fire Department Oath of Office
 - Shawn May, Life Safety Inspector

Chief Lakamp introduced Shawn May and his son and congratulated Shawn on his new position as Life Safety Inspector with the Fire Department. Mayor Rhodus administered the ceremonial oath of office.

Citizen Comments

None.

Council Reports

Mayor Rhodus welcomed members of the Mayor's Youth Commission.

Councilmember Brill mentioned Veterans Day tomorrow and thanked all veterans and active duty for their service. She also announced the community blood drive on November 24 at Fire headquarters.

Councilmember Davidson announced that contractors are making water main improvements on Winton Road.

Councilmember Meyers congratulated Finance Director Diana Davenport and the City team on the 2026 budget review. He asked Development Services Director Greg Kathman to look into the hazardous waste containers at the Marathon gas station.

Councilmember Kraft thanked Public Utilities Director Jason Hunold for tour he gave to Sacred Heart students.

Councilmember Pennington announced that Public Works was notified by ODOT that the City was awarded \$954,000 for the municipal bridge program for the Augusta Boulevard bridge.

Mayor Rhodus asked Parks & Recreation Director Mandi Brock for an update on the Parade of Lights. She reported that there are currently 36 floats registered and there will be vendors and food trucks, as well as raptors from Raptor, Inc. before the parade kicks off at 6 PM.

Public Hearing(s)

None.

Approval of Minutes

1. Regular Meeting Minutes - October 27, 2025

The Regular Meeting Minutes of October 27, 2025 were approved as written and submitted.

Old Business

1. Development Services - Councilmember Adam Kraft

- a. Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Councilmember Adam Kraft, seconded by Tim Meyers, moved to amend the ordinance.

Motion carried Yes 7, No 0, Abstained 0. Councilmember Kraft presented the second reading of this ordinance.

2. Public Safety - Councilmember Dale Paullus

- a. Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.

Councilmember Paullus presented the second reading of this ordinance.

New Business - Motion to Read All New Business by Title Only

Councilmember Besl, seconded by Councilmember Kraft, moved to read all New Business by title only. Motion carried 7-0.

1. Development Services - Councilmember Adam Kraft

- a. Ordinance to authorize the City Manager to submit an application to the Ohio Department of Development's Brownfield Remediation Program for environmental remediation activities at the former Fairfield Cleaners property at 1099 Magie Avenue, and authorizing the City Manager to send a letter documenting local support for the application by the City of Fairfield, Ohio and declaring an emergency.

Ohio House Bill 96, the 2026-27 State Biennium Budget, reauthorized the Brownfield Remediation Grant Program to assist in the remediation of hazardous substances at brownfield properties. Brownfields are defined as abandoned, idled, or under-used industrial, commercial, or institutional properties where expansion or redevelopment is complicated by known or potential releases of hazardous substances or petroleum. The grant program is administered by the Ohio Department of Development ("ODOD") and funds will be disturbed during competitive statewide application rounds. Applications for the next funding round are due December 5, 2025.

In 2021, City staff was approached by the Hicks Manor Realty Company, Inc. ("Hicks"), the property owner of the former Fairfield Cleaners property located at 1099 Magie Avenue. Fairfield Cleaners was a retail dry cleaners that operated for more than 50 years at the site. Dry cleaners use chemicals such as tetrachloroethylene (known as "PCE") to clean textiles. Hicks engaged environmental consultants that analyzed the property and determined that the dry cleaning operations resulted in levels of PCE and other related chemicals in the soils beneath the site. The presence of these chemicals limit the ability to reoccupy the building and/or redevelop the property.

At the request of Hicks, the City submitted a Brownfield Remediation Program grant application for Fairfield Cleaners in 2022. ODOD awarded the project with a grant of \$1,050,000. Substantial remediation activities have been undertaken, removing more than 90% of environmental contaminants from the site. Additional scope has been identified to complete the remediation work and the administrative steps required to comply with Ohio Environmental Protection Agency ("OEPA") standards. OEPA and ODOD advised Hicks and the City to pursue additional funding in the upcoming funding round.

If awarded funding in the next round, the funds will complete the required remediation work and allow for the preparation of a No Further Action (“NFA”) letter from a certified professional which will result in a Covenant Not to Sue (“CNS”) from OEPA. Receipt of a CNS provides comfort to future owners or occupants that a property is safe for reuse. Applications will be competitively evaluated by ODOD using a scoring system to evaluate economic merit, project readiness, and documented local support.

Approval of the ordinance will 1) authorize submission of a Brownfield Remediation Program application for Fairfield Cleaners and 2) authorize the City Manager to send a letter documenting local support for the application by the City of Fairfield.

Councilmember Kraft presented the first reading of this ordinance. Councilmember Adam Kraft, seconded by Debbie Pennington, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Adam Kraft, seconded by Dale Paullus, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 133-25. APPROVED 7-0.

- b. Ordinance to authorize the City Manager to execute a contract with Tri-State Signs Inc. for the construction and installation of signage for the Town Center.

Fairfield’s Town Center area, the cluster of business and civic uses surrounding the crossroads of Pleasant Avenue and Nilles Road, has been a development focus for several decades. In 1993, Fairfield City Council adopted the Town Center Development Plan which outlined strategies to develop a unique “sense of place” through streetscaping, landscaping, design guidelines, and zoning. Subsequent private development, public investment, and planning efforts have continued to build upon these strategies resulting in quality redevelopment and new additions such as the Village Green Park area.

Despite these efforts, staff has recognized that the Town Center area is not consistently recognized by name or function within the community. In 2020, the City released new branding including a new Fairfield logo and brand colors. As staff explored the need to update signage throughout the Town Center to reflect the new branding, it became apparent that a larger review of signage and branding within the Town Center was necessary.

In December 2023, Fairfield City Council authorized the Fairfield Town Center Placemaking Strategy project. Designing Local, a Columbus planning firm, was engaged to lead the work, which involved development of strategies to enhance the vibrancy of the Town Center through wayfinding and signage, connectivity improvements, placemaking elements, infill development, and other strategies.

The Placemaking Strategy was completed in 2024 and staff began working with Designing Local to complete the design work necessary to begin implementation of several of the signage recommendations. Designing Local developed conceptual designs for an initial signage package which includes gateway signs at the entrances to the Town Center, monument signs at municipal facilities, and replacement wayfinding signs. The designs were presented to Fairfield City Council during a briefing in May 2025.

Staff released an RFP this summer for companies to respond with interest to provide shop drawings, construction, and installation of the signs. Final construction drawings and estimates were then completed by Tri-State Signs, a vendor that has worked with the city on previous projects including the Riegert Square Revitalization Project.

Approval of this ordinance authorizes a contract with Tri-State Signs to construct and install the Town Center Sign Package. The package includes the following signs:

- Four (4) gateway signs:
 1. Pleasant Avenue (south) – near Municipal Building
 2. Pleasant Avenue (north) – near Pleasant Run Creek
 3. Nilles Road (east) – near Pleasant Run Creek
 4. Nilles Road (west) – near River Road intersection

- Two (2) monument signs
 1. Municipal Building
 2. Municipal Annex

- Three (3) wayfinding signs
 1. Pleasant Avenue at Wessel (southbound)
 2. Pleasant Avenue at Wessel (northbound)
 3. Wessel Drive at police/courts driveway

The new signage is consistent with the City's Town Center Revitalization Strategic Initiative, which seeks to enhance the vitality of Fairfield's Town Center as a resident destination and desirable business location through investment in public assets, strategic properties and/or business investments, and quality programming.

Councilmember Kraft presented the first reading of this ordinance. Councilmember Adam Kraft, seconded by Tim Meyers, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Adam Kraft, seconded by Dale Paullus, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 134-25. APPROVED 7-0.

2. Public Safety - Councilmember Dale Paullus

- a. Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of El Patron Bar & Grill CBPB LLC, El Patron/Fairfield, 20 Donald Drive, Fairfield, OH 45014 (Permit Class D5).

Councilmember Paullus, seconded by Councilmember Pennington, moved not to request a hearing regarding this liquor permit application. Motion carried 7-0.

SIMPLE MOTION NO. 17-25. APPROVED 7-0.

3. Public Utilities - Councilmember Matt Davidson

- a. Resolution authorizing the City Manager to execute an agreement with the City of Cincinnati, Ohio for the purchase of water during emergency and non-emergency events, through existing water system interconnections.

The City of Fairfield maintains public water supply interconnections with several neighboring public water systems that can be activated in the event of an emergency - such as a major water main break or major structure fire. Interconnections are one of the most essential components of a public water system for the purposes of system resiliency and redundancy. Interconnections can also be activated in non-emergency situations when authorized.

The City maintains two (2) water system interconnections with the Greater Cincinnati Water Works (GCWW). These interconnections have been in place for decades and remain critical to ensuring operational resiliency for the City's water utility. The City of Fairfield and the City of Cincinnati entered into an existing surplus water supply agreement in 2000, and that agreement expires December 31, 2025. Both parties are in agreement to enter into a new water supply agreement now - to extend the agreement for another twenty-five (25) years.

The 'Water Service Agreement' formalizes the authorized use of the water system interconnections by and between the City of Fairfield and the City of Cincinnati, and provides mechanisms to address notifications, water metering, water billing, and water quality.

Councilmember Davidson presented the first reading of this resolution. Councilmember Matt Davidson, seconded by Tim Meyers, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Matt Davidson, seconded by Gwen Brill, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

RESOLUTION NO. 14-25. APPROVED 7-0.

4. Finance & Budget - Councilmember Tim Meyers

- a. Ordinance to amend Ordinance No. 158-24 entitled "An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025."
- Contractual Appropriations: \$204,626 total (\$189,626 Town Center Signage Installation (Development Services); \$15,000 Concrete/Asphalt Repairs (existing contract; Public Utilities))

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Adam Kraft, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Gwen Brill, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 135-25. APPROVED 7-0.

\$15,000 - Water Division - Asphalt and Concrete (existing contract; Public Utilities)

- b. Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”
- Non-Contractual Appropriations: \$224,460 total (see below for description)

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Adam Kraft, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Gwen Brill, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 136-25. APPROVED 7-0.

\$48,000 - Wastewater Division — Engineering services for the Gray Road Sewer Main Project (Public Utilities)

\$30,000 - Water Division - Fire Hydrants (Public Utilities)

\$74,900 - Harbin Park Shelter Replacements – Shelters #9 and #11 (Public Works)

\$9,309 - Gilbert Farms Park – Concrete Improvements (Public Works)

\$22,251 - Furfield Dog Park – Sun Shade Replacement (Public Works)

\$40,000 - Wastewater Division - Pump appropriation (Public Utilities)

Meeting Schedule

Clerk Wilson read the meeting schedule:

Monday, November 24: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Monday, December 8: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Tuesday, December 16: Oath of Office, 5:30 PM

Executive Session of Council (if Needed)

Council recessed to Executive Session at 7:20 PM.

Adjournment

The Regular Meeting adjourned at 8:08 PM.

ATTEST:

Clerk of Council

Mayor's Approval
Date Approved:



2026 Annual Operating Budget

Diana Davenport, Director of Finance

Scott W. Timmer, City Manager

Agenda

- Monday, October 27, 2025

- ✓ Budget Overview
- ✓ Revenue & Expenditures
- ✓ Council / Mayor / Law
- ✓ General Services
- ✓ City Manager's Office
- ✓ Finance
- ✓ Development Services
- ✓ Fire
- ✓ Police

- Monday, November 10, 2025

- ✓ Municipal Court
- ✓ Public Works
- ✓ Parks & Recreation
- ✓ Public Utilities



FAIRFIELD

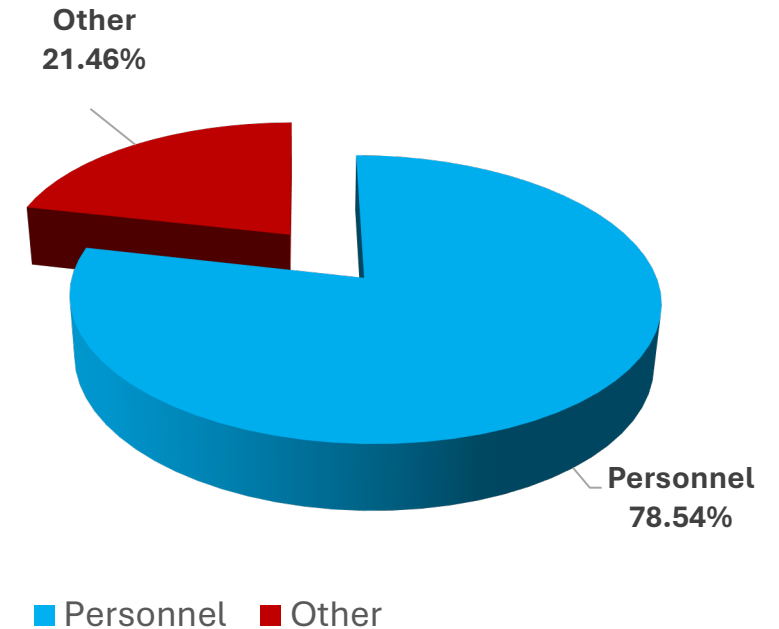
O H I O

Municipal Court

Municipal Court

- Funding Sources
 - ✓ General Fund
 - ✓ Special Revenue Funds
- Expenditures
 - ✓ Municipal Court - General Fund - **\$2,383,547**
 - Personnel – Up 16.19%
 - Non-Personnel – No Change
 - ✓ Probation Services – Special Revenue Fund - **\$470,750**
 - Personnel – Up 3.55%
 - Non-Personnel – Down 11.48
 - ✓ Other Funds – All Special Revenue Funds - **\$373,290**
 - Personnel – Up 3.10%
 - Non-Personnel – Up 7.60%

\$3,227,587 – Up 10.69%





FAIRFIELD

O H I O

Public Works

Public Works

- Funding Source
 - ✓ General Fund
 - ✓ Special Revenue Funds
 - ✓ Internal Service Fund

		2026 Dept Proposed	2025 Original	% Δ
PUBLIC WORKS	Personnel	5,552,405	5,547,946	0.08%
	Other	3,437,939	3,331,994	3.18%
		8,990,344	8,879,940	1.24%

Public Works – Administration & Construction Services

- Funding Source
 - ✓ General Fund
- Combined in 2021
 - ✓ 410-Public Works Administration
 - ✓ 411-Construction Services

		2026 Dept Proposed	2025 Original	% Δ
PUBLIC WORKS	Personnel	907,906	912,956	-0.55%
	Other	209,380	203,380	2.95%
		1,117,286	1,116,336	0.09%

Public Works – Municipal Building and Garage

- Funding Sources
 - ✓ General Fund
 - ✓ Internal Service Fund

		2026 Dept Proposed	2025 Original	% Δ
100 (GENERAL FUND) - 412 (FACILITIES MAINTENANCE)	Personnel	369,845	362,695	1.97%
	Other	262,564	256,154	2.50%
		632,409	618,849	2.19%
705 (MUNICIPAL GARAGE SERVICES) - 430 (FLEET MANAGEMENT)	Personnel	763,129	779,390	-2.09%
	Other	618,300	528,300	17.04%
		1,381,429	1,307,690	5.64%

Public Works – Streets & Grounds

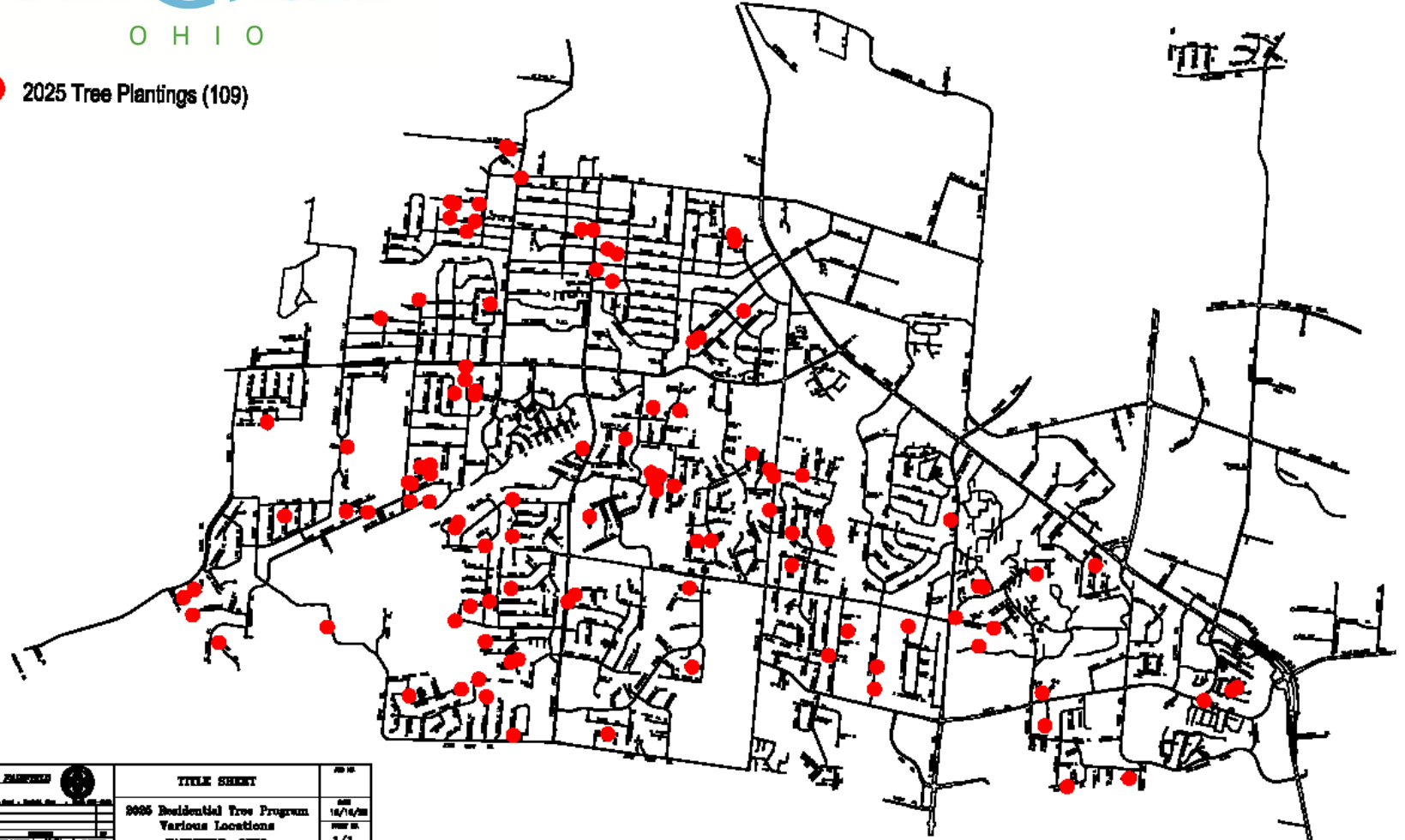
- Funding Sources
 - ✓ Special Revenue Funds
 - ✓ General Fund

		2026 Dept Proposed	2025 Original	% Δ
100 (GENERAL FUND)	Personnel	1,541,378	1,530,420	0.72%
420 (STREETS & GROUNDS)	Other	-	-	0%
201 (STREET CONST, MAINT & REPAIR)	Personnel	1,409,958	1,386,465	1.69%
420 (STREETS & TRANSPORTATION)	Other	2,347,695	2,344,160	0.15%
202 (STATE HIGHWAY IMP)	Personnel	210,189	225,000	-6.58%
420 (STREETS & TRANSPORTATION)	Other	-	-	0%
212 (MUNICIPAL MOTOR VEHICLE)	Personnel	350,000	351,020	-0.29%
420 (STREETS & TRANSPORTATION)	Other	-	-	0%
	Personnel	3,511,525	3,492,905	0.53%
	Other	2,347,695	2,344,160	0.15%
		5,859,220	5,837,065	0.38%

Public Works



● 2025 Tree Plantings (109)



CITY OF FAIRFIELD	TITLE SHEET	2025
<small>Engineering Department</small>	2025 Residential Tree Program Various Locations FAIRFIELD, OHIO	<small>DATE 10/14/24 SHEET NO. 1/1</small>

BACK FOR 2025!

City of Fairfield Residential Tree Program



Let's work together to maintain Fairfield as a great "Tree City" with a thriving urban forest.

The Residential Tree Program provides the City's homeowners with a 50% co-pay, up to \$200, for a tree purchased from Meyer's Garden Center & Landscaping or by Lakeview Garden Center & Landscaping.

GUIDELINES

- Tree must be purchased from Meyer's Garden Center & Landscaping (5072 Dixie Hwy) or by Lakeview Garden Center & Landscaping (6061 Pleasant Ave)
- Tree must be planted on the resident's property or (if approved by the City) in the public right-of-way.
- An approved application is required prior to purchase to ensure that funds are available.
- Each property owner may request one tree per year.
- Program runs from April 1 through November 1

Questions? Contact the Public Works Department at public_works@fairfield-city.org or 513-867-4200.

Scan here for more information

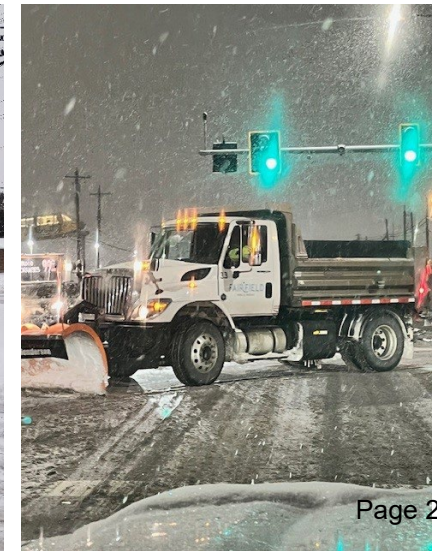
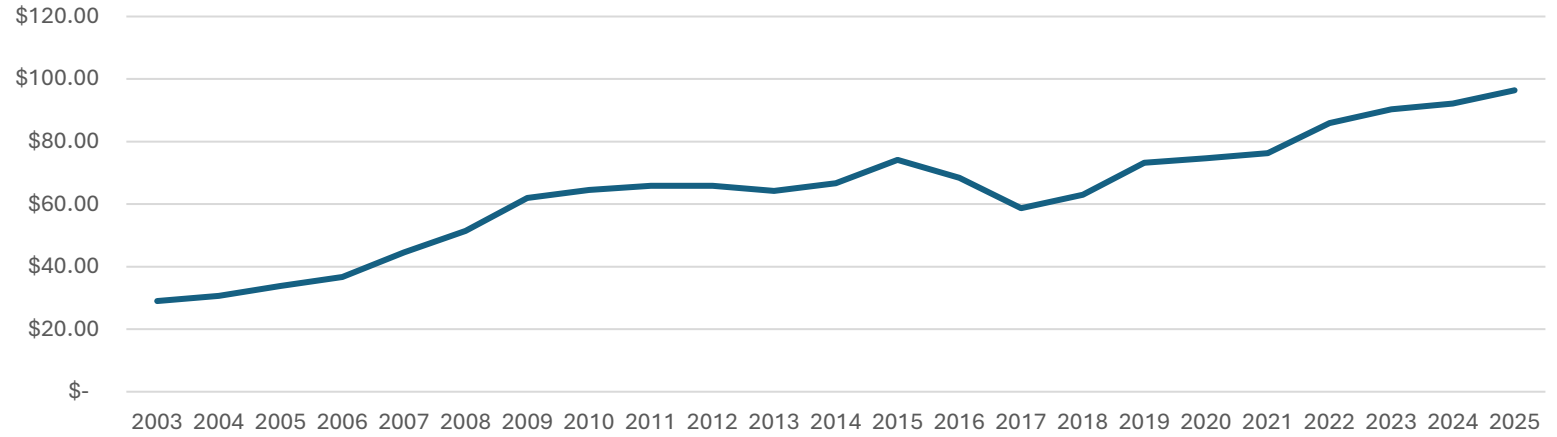


Public Works

Tons of Salt per Year



Salt Price per Ton



Public Works



FAIRFIELD
OHIO





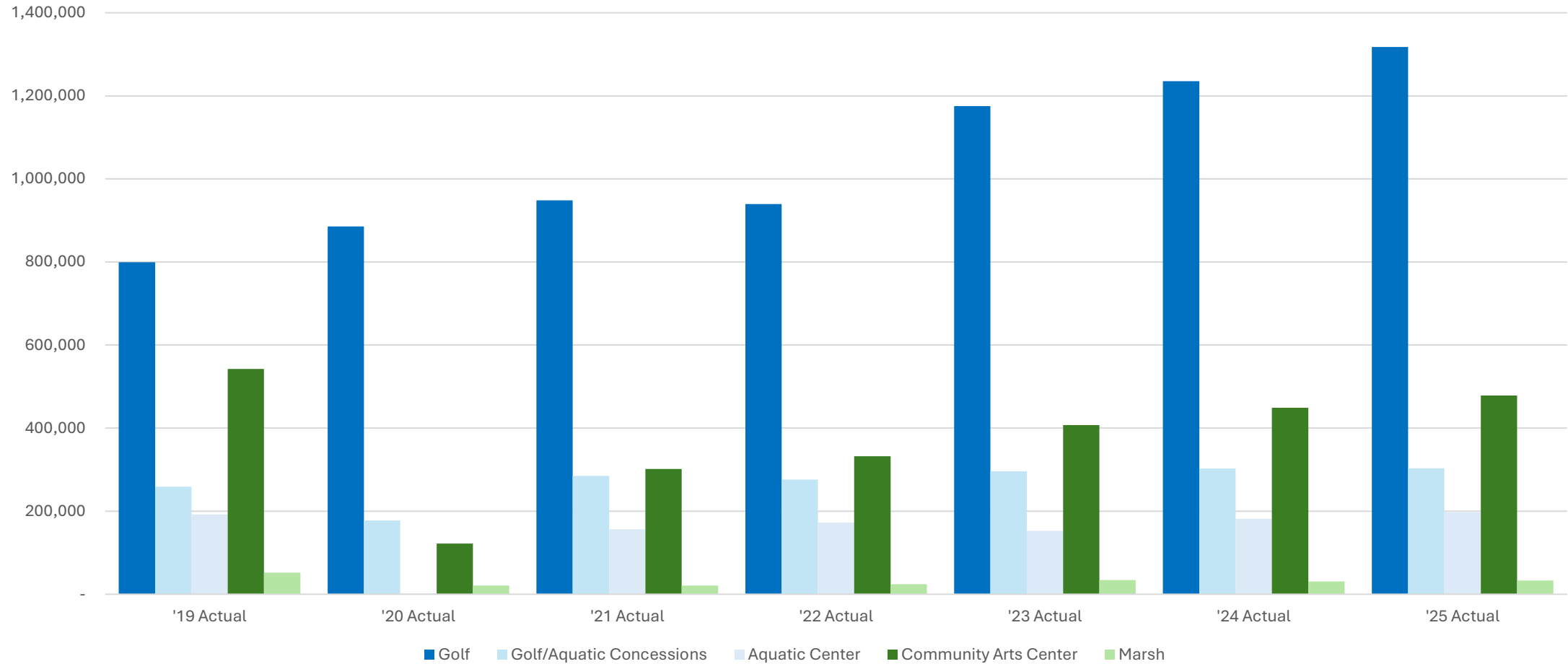
FAIRFIELD

O H I O

Parks and Recreation

Parks & Recreation

Parks and Recreation Revenue – September Year-to-Date



* Does not include Transfers From the General Fund to Golf/Aquatic

Parks & Recreation

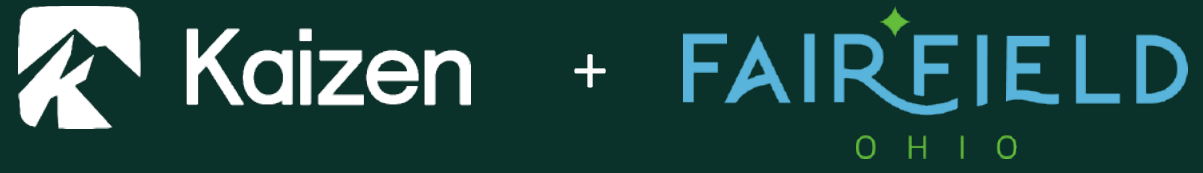
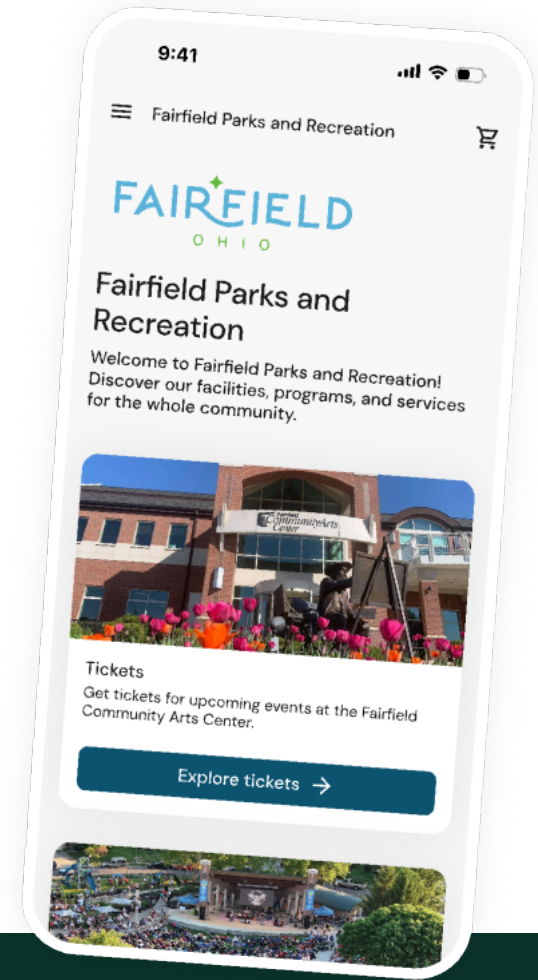
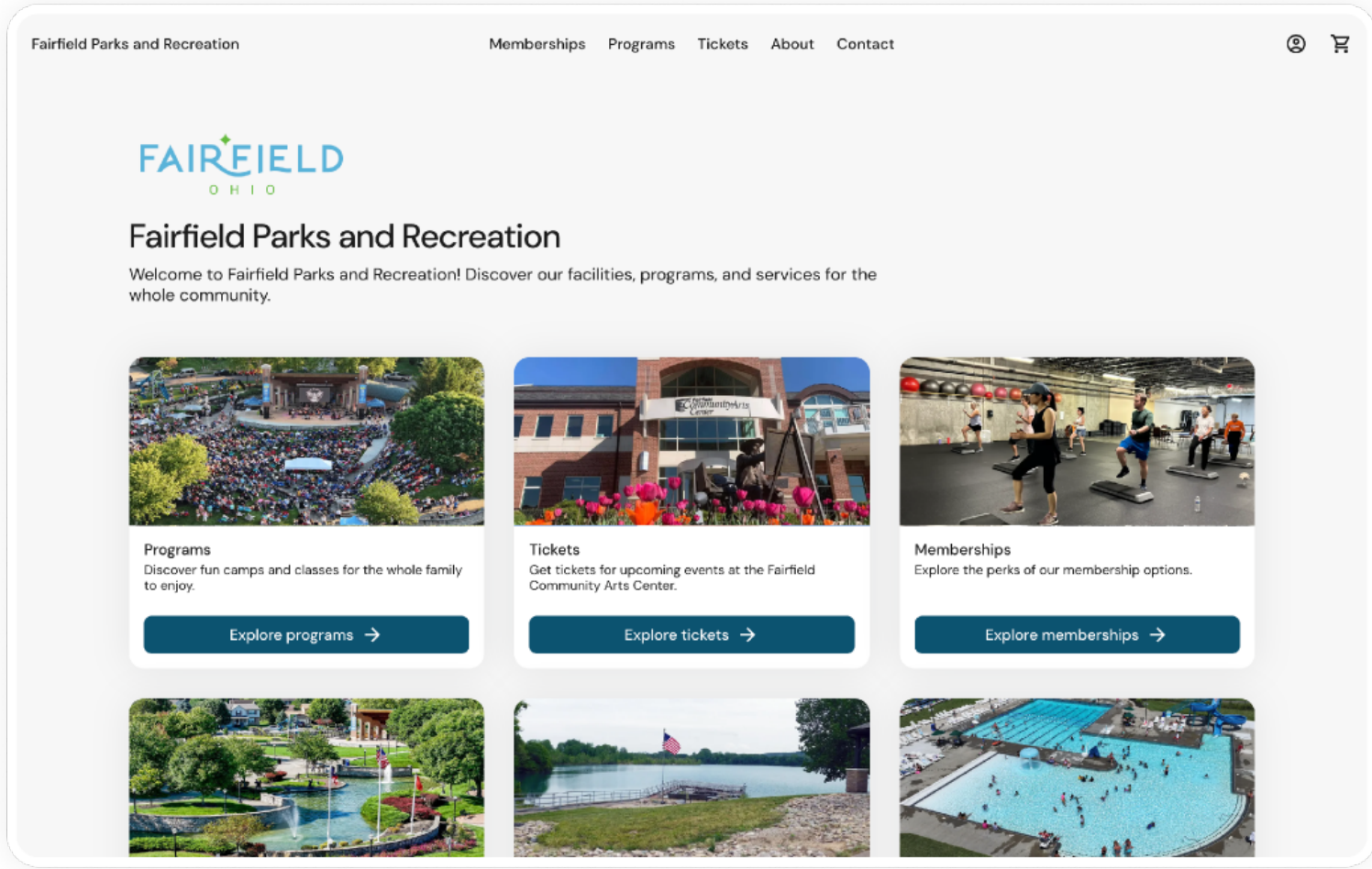
- Funding Source
 - ✓ General Fund
 - ✓ Enterprise Fund(s)

		2026 Dept Proposed	2025 Original	% Δ
PARKS & RECREATION	Personnel	2,446,354	2,373,400	3.07%
	Other	2,823,553	2,561,440	10.23%
		5,269,907	4,934,840	6.79%

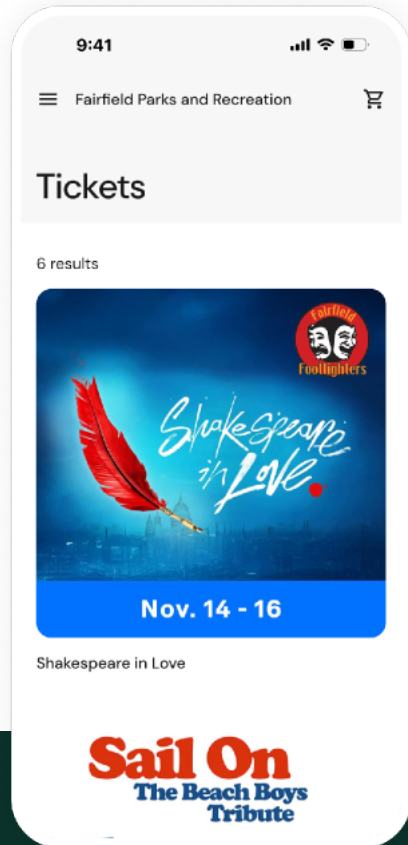
Parks & Recreation

- Funding Source
 - ✓ General Fund

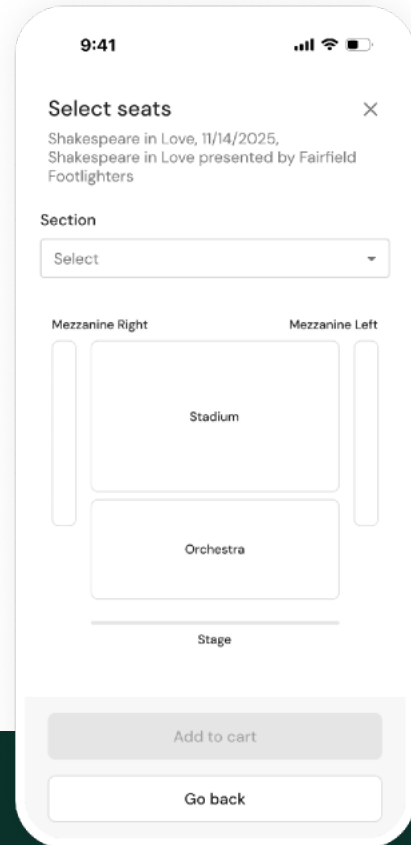
		2026 Dept Proposed	2025 Original	% Δ
100 (GENERAL FUND) - 510 (PARKS & RECREATION ADM)	Personnel	857,162	820,370	4.48%
	Other	627,540	493,065	27.27%
		1,484,702	1,313,435	13.04%
100 (GENERAL FUND) – 513 (MARSH PARK FISHING LAKE)	Personnel	74,553	69,275	7.62%
	Other	78,850	68,975	14.32%
		153,403	138,250	10.96%
100 (GENERAL FUND) - 530 (COMMUNITY ARTS CENTER)	Personnel	534,932	605,810	-11.70%
	Other	741,800	714,750	3.78%
		1,276,732	1,320,560	-3.32%



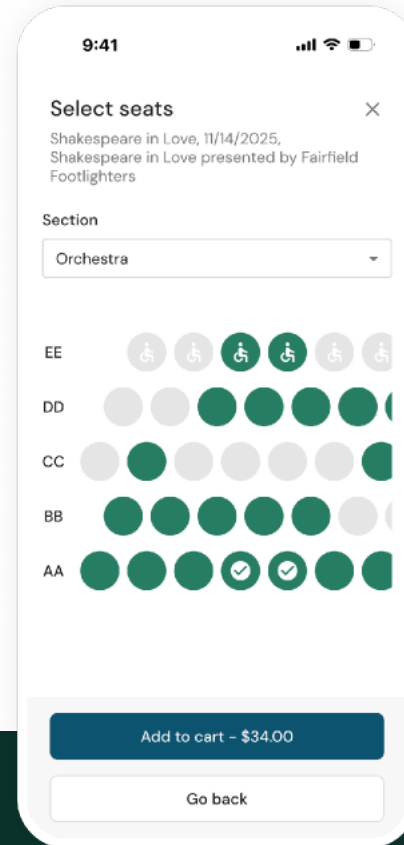
Modern events ticketing built for mobile



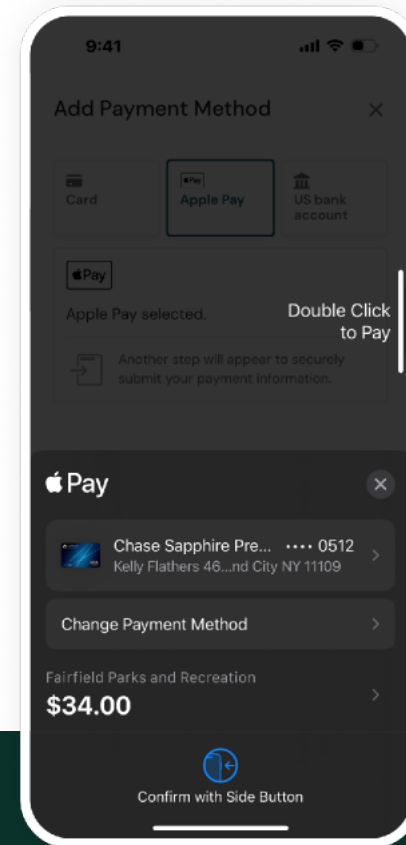
Mobile-friendly browsing



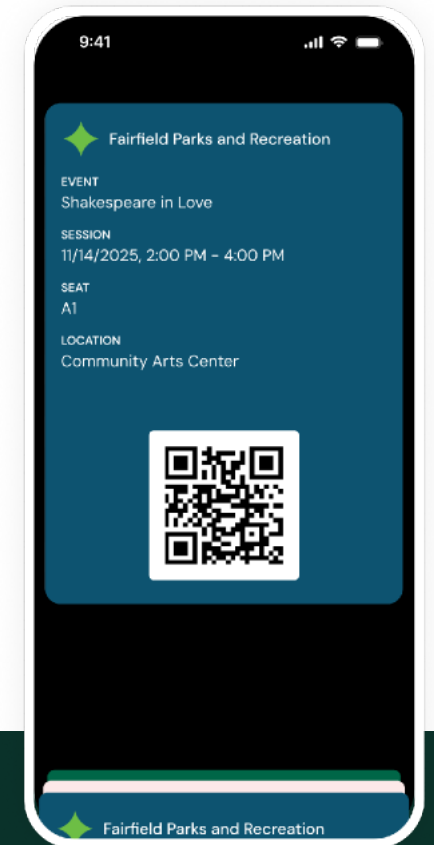
Layout overview



Interactive seat selection



Apple & Google Pay



Apple & Google Wallet

Intuitive management tools for admins



Fairfield Parks and Recreation

- [Calendar](#)
- [Facilities](#)
- [Programs](#)
- [Memberships](#)
- [Point of sale](#)
- [Events](#)
- [Transactions](#)
- [Reports](#)
- [Accounts](#)
- [Settings](#)
- [Tools](#)
- [My account](#)
- [Log out](#)

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Events

[Check-ins](#)
[Reservations](#)
[Management](#)

Name	Event name	Session	Validity	Reservation	Payment	Submitted on
Jan Vanderplough	Shakespeare in Love	Shakespeare in Love presented by Fairfield Footlighters	11/14/2025	Booked	Complete	11/7/2025, 3:15 PM
Jan Vanderplough	Shakespeare in Love	Shakespeare in Love presented by Fairfield Footlighters	11/14/2025	Booked	Complete	11/7/2025, 3:15 PM
Jan Vanderplough	Sail On: The Sounds of The Beach Boys	Fairfield Community Arts Center Presents Sail On: The Sounds of The Beach Boys	11/21/2025	Booked	Complete	11/7/2025, 3:13 PM
Chrishenda Fasse	Sail On: The Sounds of The Beach Boys	Fairfield Community Arts Center Presents Sail On: The Sounds of The Beach Boys	11/21/2025	Booked	Complete	11/7/2025, 3:04 PM
Chrishenda Fasse	Sail On: The Sounds of The Beach Boys	Fairfield Community Arts Center Presents Sail On: The Sounds of The Beach Boys	11/21/2025	Booked	Complete	11/7/2025, 3:04 PM
Theater Guest	Shakespeare in Love	Shakespeare in Love presented by Fairfield Footlighters	11/15/2025	Booked	Complete	11/7/2025, 2:32 PM
Theater Guest	Shakespeare in Love	Shakespeare in Love presented by Fairfield Footlighters	11/15/2025	Booked	Complete	11/7/2025, 2:32 PM
Ellie Bryant	Tartan Terrors : Celtic Christmas	Fairfield Community Arts Center Presents Tartan Terrors : Celtic Christmas	12/20/2025	Booked	Complete	11/7/2025, 2:16 PM
JENNIFER FERRICK	Sail On: The Sounds of The Beach Boys	Fairfield Community Arts Center Presents Sail On: The Sounds of The Beach Boys	11/21/2025	Booked	Complete	11/7/2025, 2:15 PM

Admin dashboard

Parks & Recreation

- Funding Source
 - ✓ Enterprise Fund

		2026 Dept Proposed	2025 Original	% Δ
640 (RECREATIONAL FACILITIES) - 511 (AQUATIC CENTER OPERATIONS)	Personnel	32,954	-	-
	Other	395,722	327,750	20.74%
		428,676	327,750	30.79%
640 (RECREATIONAL FACILITIES) - 515 (GOLF OPERATIONS)	Personnel	461,983	424,280	8.89%
	Other	509,031	511,200	-0.42%
		971,014	935,480	3.80%
640 (RECREATIONAL FACILITIES) - 520 (GOLF MAINTENANCE)	Personnel	484,770	453,665	6.86%
	Other	470,610	445,700	5.59%
		955,380	899,365	6.23%







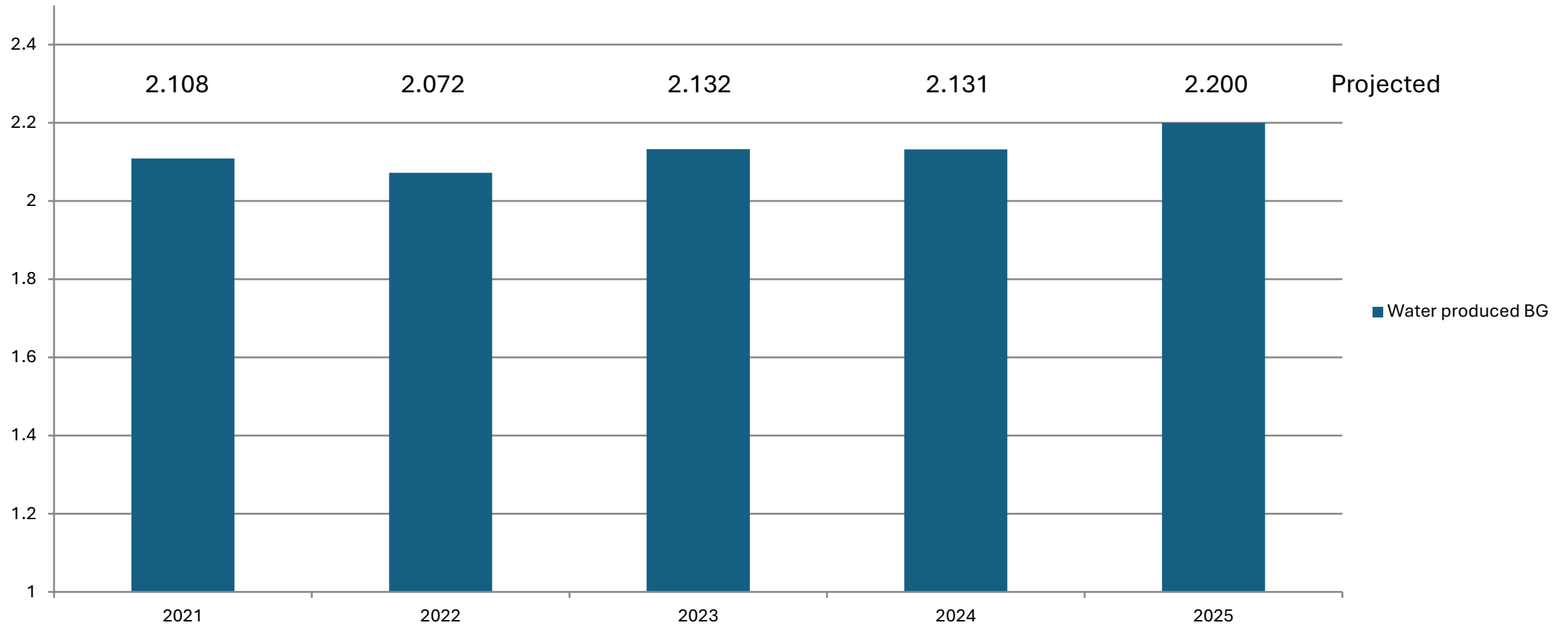
FAIRFIELD

O H I O

Public Utilities



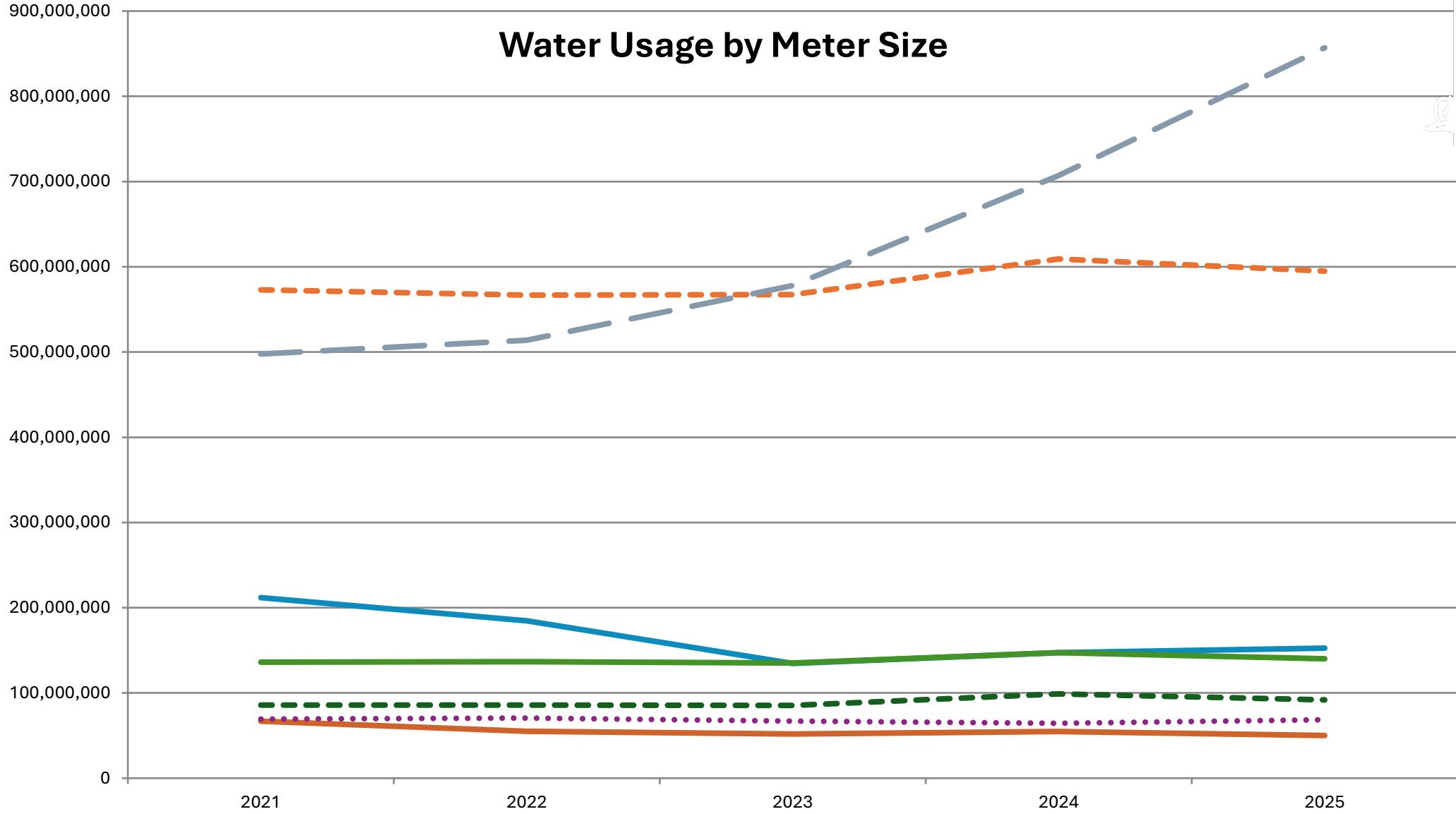
Fairfield Water Division Water Produced In Billion Gallons Per Year



Projected Additional 69 MG in 2025

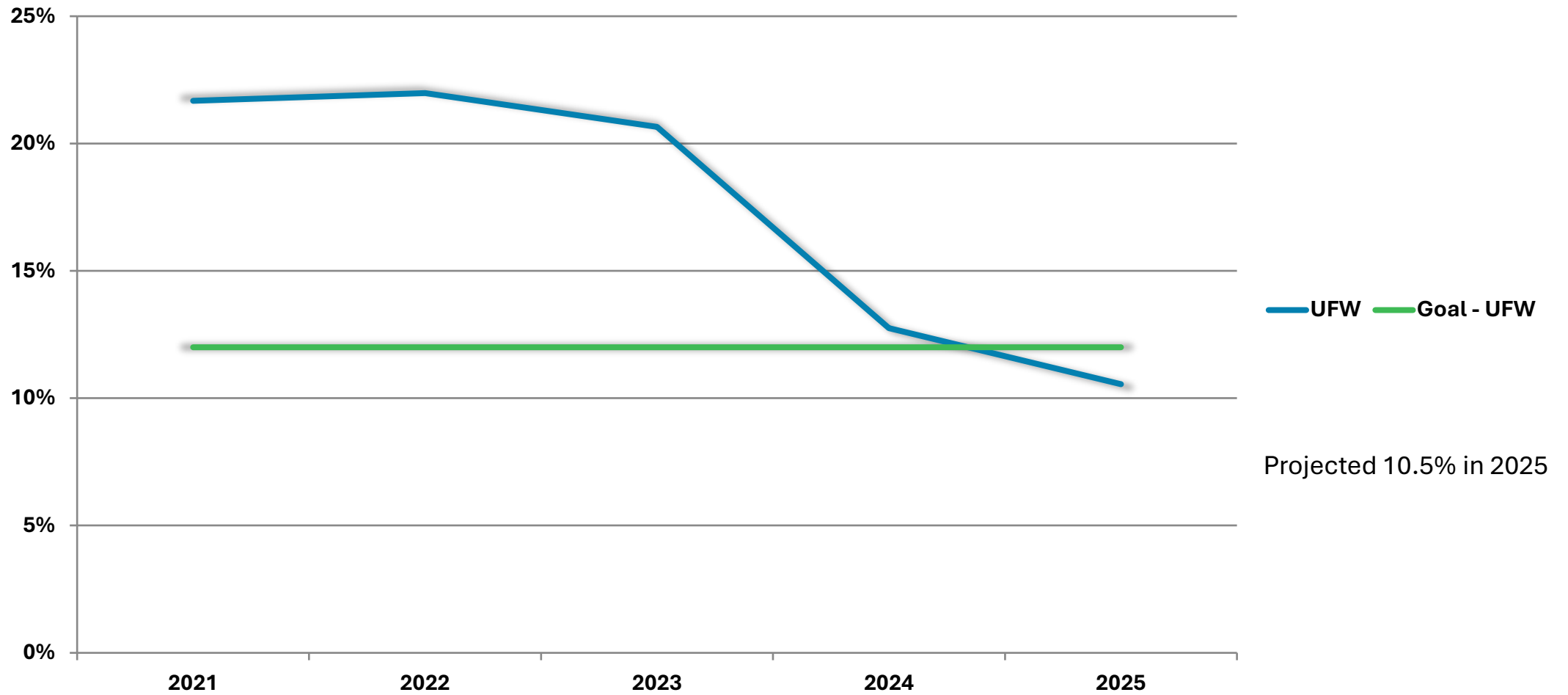


Water Usage by Meter Size



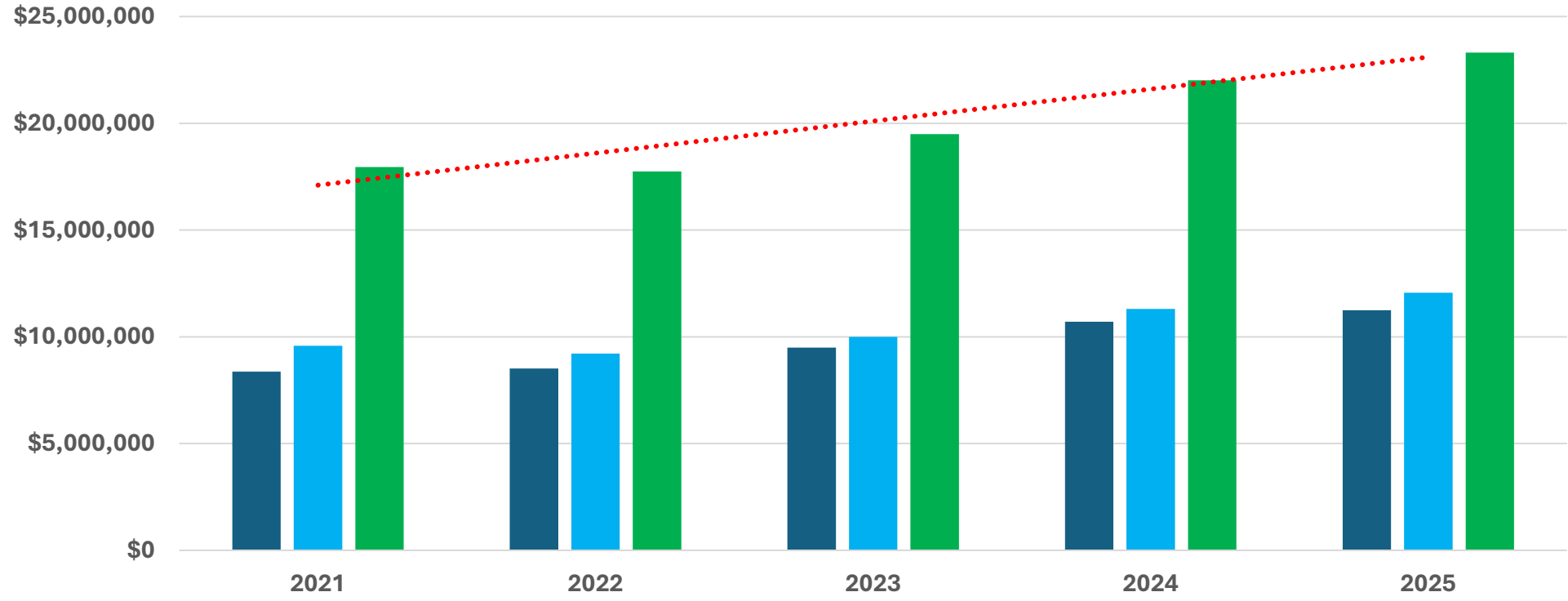


Fairfield Water Division: Unaccounted for Water (UfW) over time





Public Utilities - Revenues



Water (601 & 604) Sewer (620 & 623) Total Linear (Total)

Projected Revenue Increases
2024 vs 2025:

Water: \$542,000
Sewer: \$1,299,000
Combined: \$1,841,000

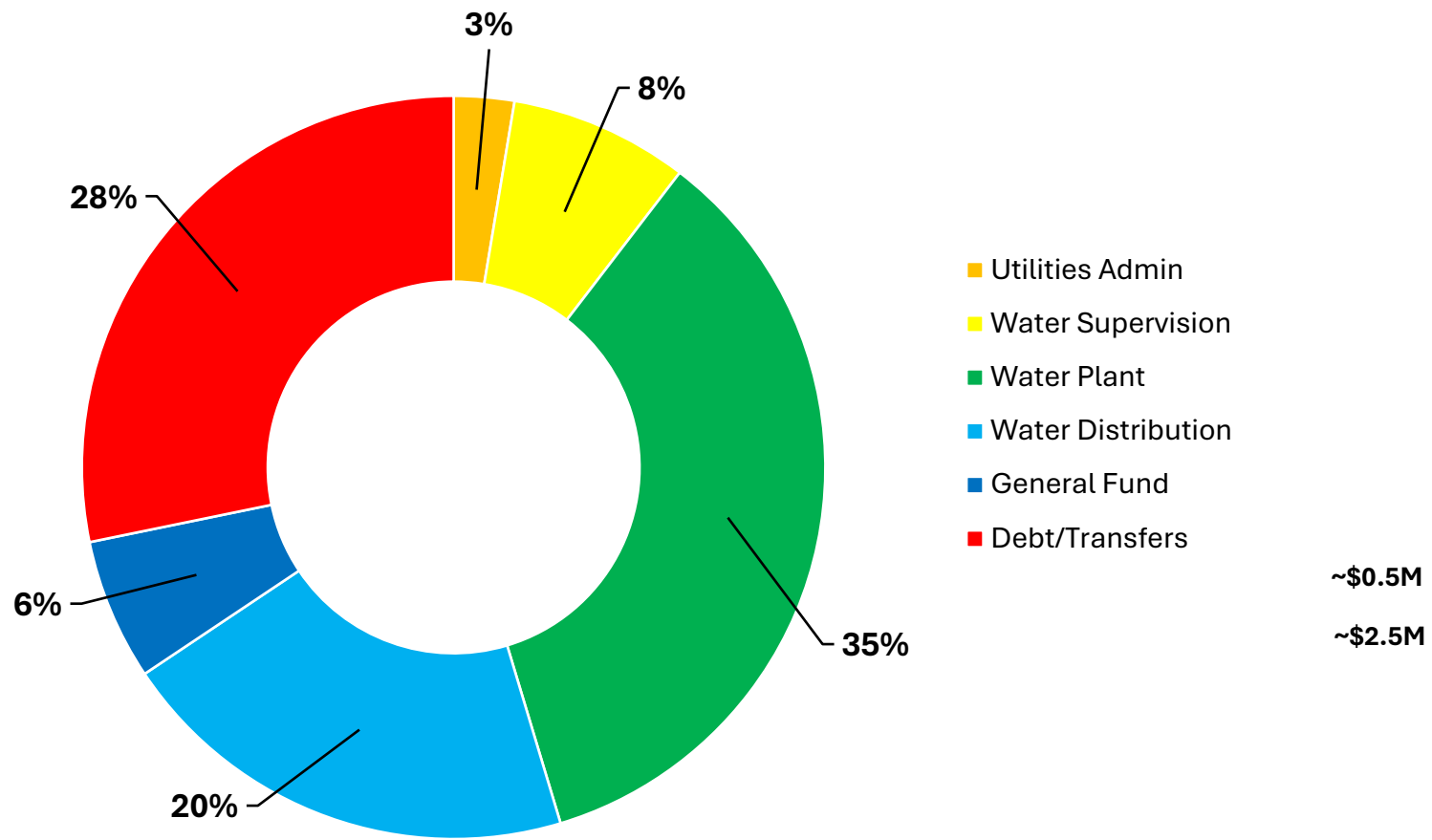
Public Utilities - Water

- Funding Source
 - ✓ Enterprise Fund(s)

		2026 Dept Proposed	2025 Original	% Δ
601 (WATER REVENUE) - 610 (PUBLIC UTILITY ADMINISTRATION)	Personnel	106,015	109,100	-2.83%
	Other	130,550	130,550	0.00%
601 (WATER REVENUE) - 611 (WATER SUPERVISION)	Personnel	406,555	406,935	-0.09%
	Other	848,690	776,354	9.32%
601 (WATER REVENUE) - 612 (WATER PUMPING TREATMENT)	Personnel	1,217,496	1,197,240	1.69%
	Other	1,929,700	1,749,700	10.29%
601 (WATER REVENUE) - 613 (WATER DISTRIBUTION & MAINT)	Personnel	1,012,880	973,255	4.07%
	Other	812,700	690,700	17.66%
PUBLIC UTILITIES - Water Revenue Fund (Excluding Debt)	Personnel	2,742,946	2,686,530	2.10%
	Other	3,721,640	3,347,304	11.18%
		6,464,586	6,033,834	7.14%



2026 Proposed Water Division Operating Budget



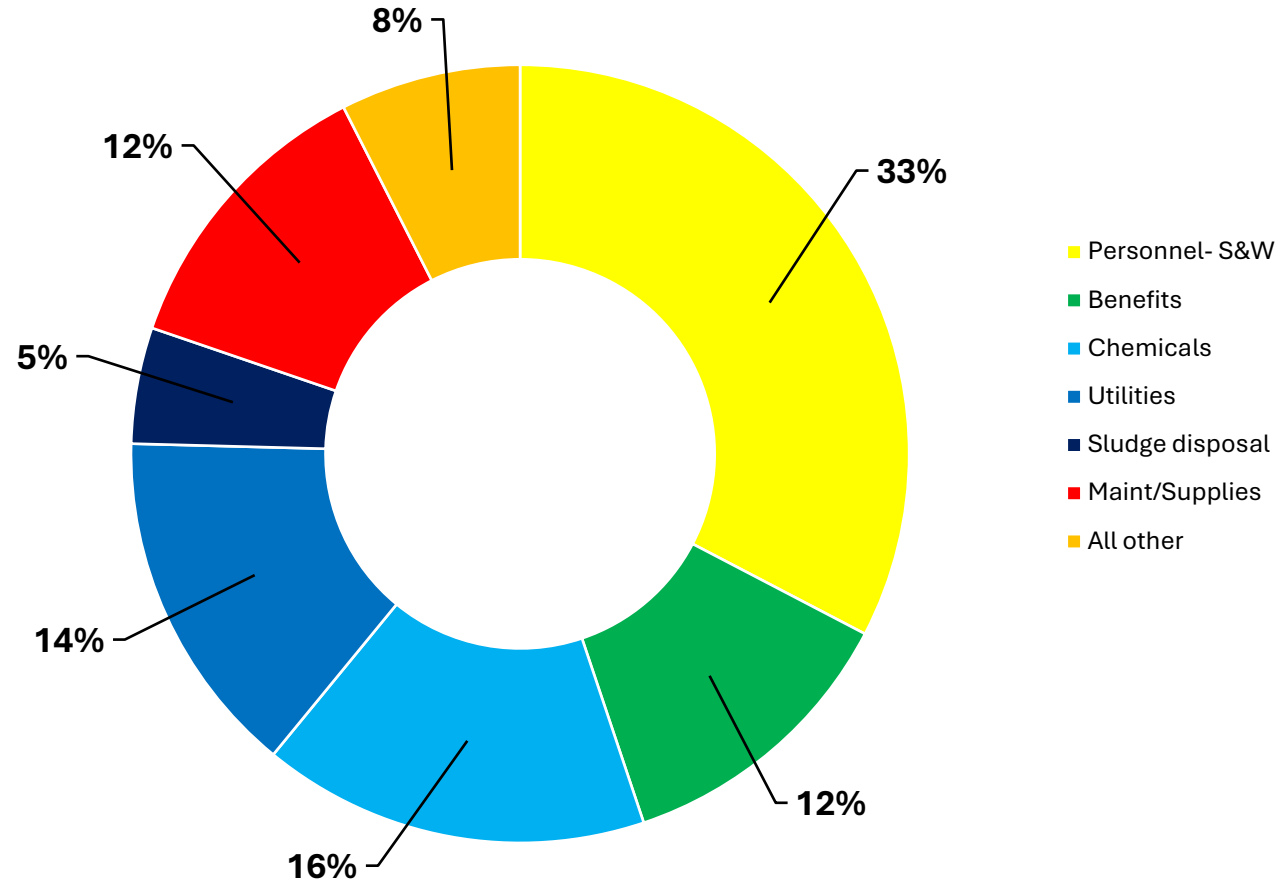
WD Debt and Transfers

- Water Main Improvements
- Port Union Tank
- Water Meters (AMI)
- Chemical Feed Improvements
- General Fund (W. Supervision)
- Surplus

~\$0.5M
~\$2.5M

2026 Proposed Total Operating Expenses Including Debt and Transfers: ~\$ 9.0M

2026 Proposed Water Pumping/Distribution Expenses



Proposed Increases

- Chemicals: \$75,000
- Utilities: \$150,000
- Maint/Supplies: \$45,000
- Metering Software: \$32,000
- Personnel Costs/Benefits

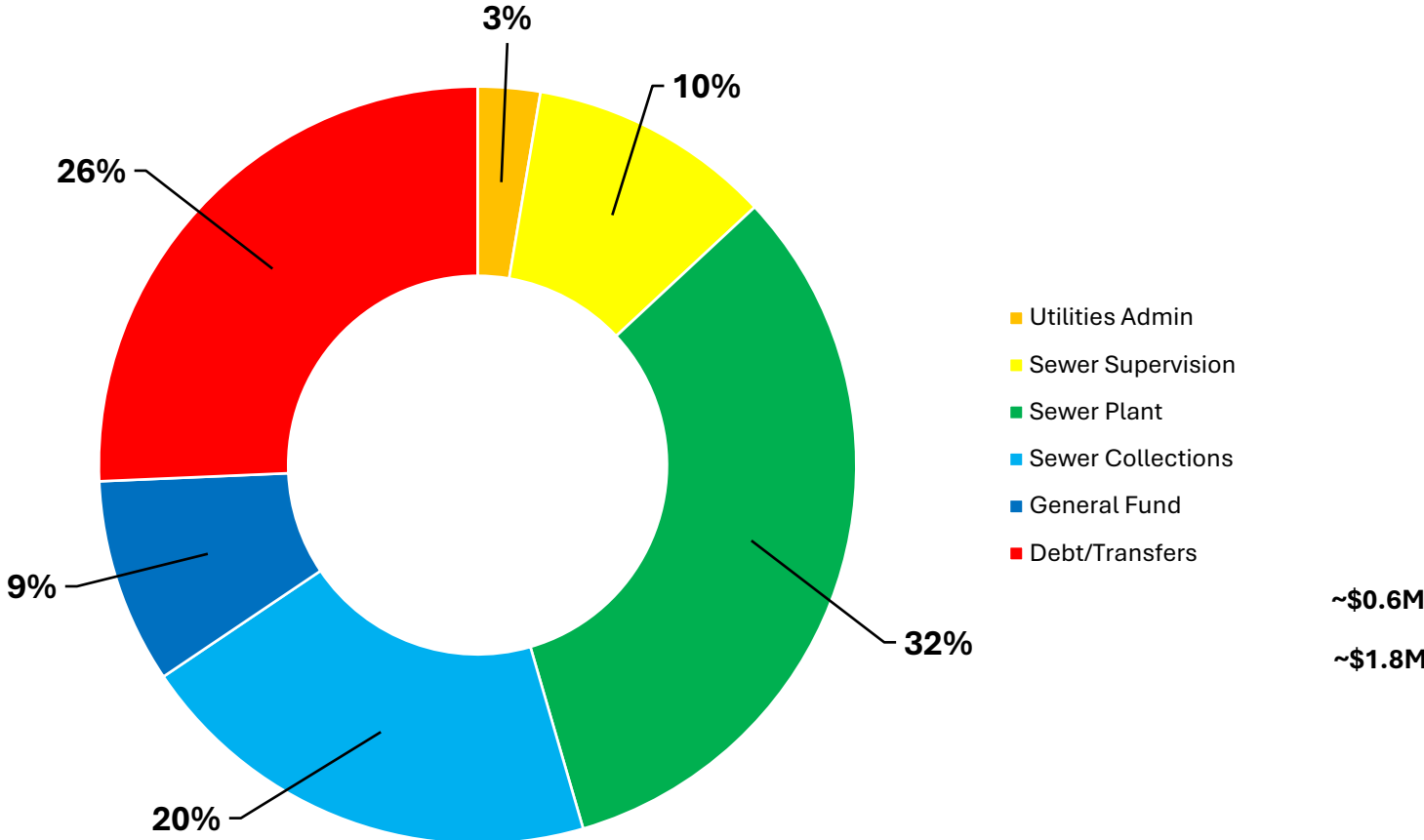
2026 proposed increase ~\$430,000 vs 2025

Public Utilities - Sewer

- Funding Source
 - ✓ Enterprise Fund(s)

		2026 Dept Proposed	2025 Original	% Δ
620 (SEWER REVENUE) - 610 (PUBLIC UTILITY ADMINISTRATION)	Personnel	106,015	109,100	-2.83%
	Other	85,600	85,600	0.00%
620 (SEWER REVENUE) - 621 (SEWER SUPERVISION)	Personnel	465,344	508,625	-8.51%
	Other	912,940	828,620	10.18%
620 (SEWER REVENUE) - 622 (SEWER PLANT)	Personnel	1,198,141	1,180,900	1.46%
	Other	1,135,900	1,037,964	9.44%
620 (SEWER REVENUE) - 623 (SEWER COLLECTION & MAINT)	Personnel	1,115,980	1,199,125	-6.93%
	Other	327,700	283,200	15.71%
PUBLIC UTILITIES - Sewer Revenue Fund (Excluding Debt)	Personnel	2,885,480	2,997,750	-3.75%
	Other	2,462,140	2,235,384	10.14%
		5,347,620	5,233,134	2.19%

2026 Proposed Sewer Division Operating Budget

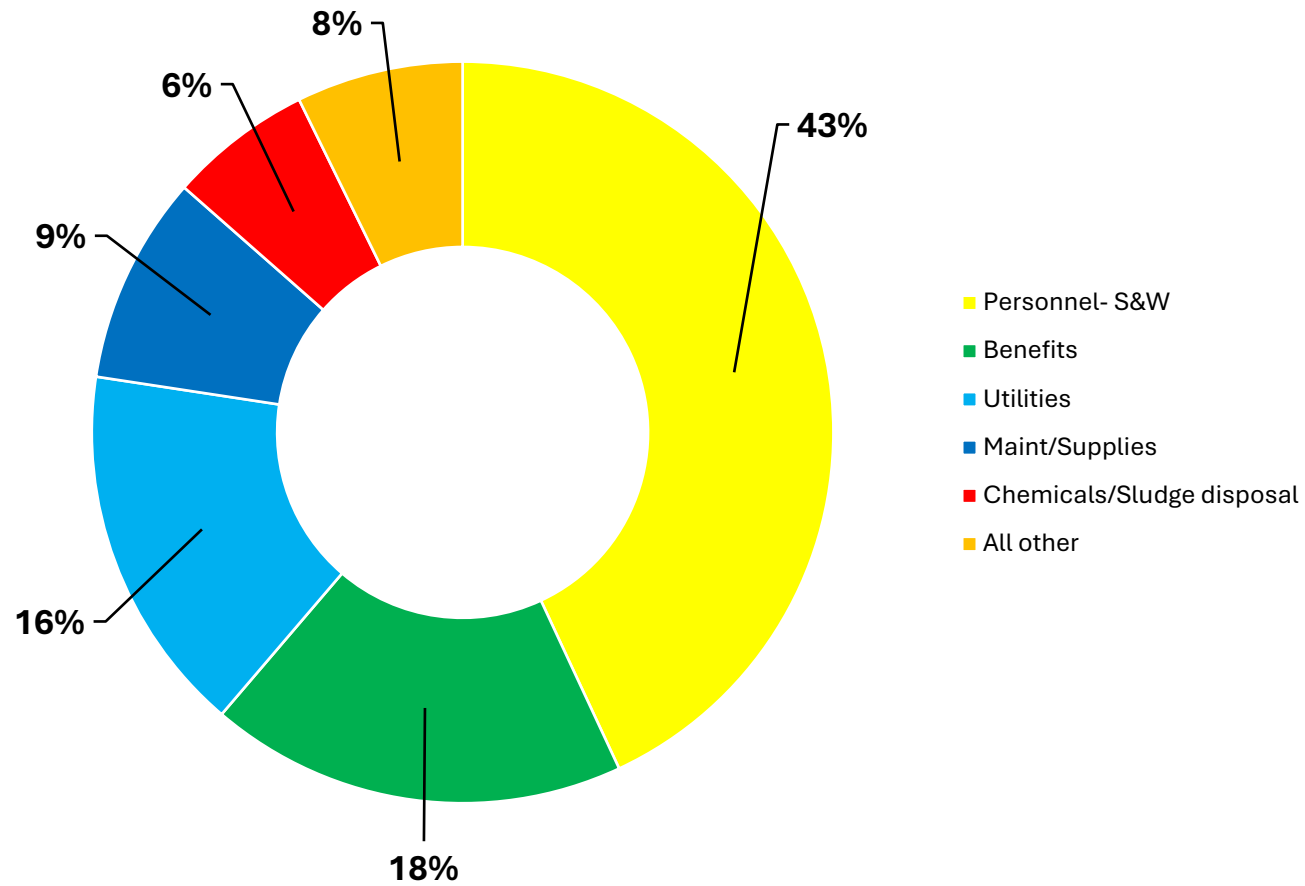


WWD Dept and Transfers

- Motor Control Center
- Water Meters (AMI)
- Multi-Purpose Building
- Aeration System Improvements
- General Fund (S. Supervision)
- Surplus

2026 Proposed Total Operating Expenses Including Debt and Transfers: ~\$7.2 M

2026 Proposed Sewer Plant/Collection Expenses



Proposed Increases

- Insurance: \$43,000
- Utilities: \$127,000
- Metering Software: \$32,000
- Personnel Costs/Benefits (Decrease in Health Insurance Premium – Merged Plans)
- Other Professional Services (Decrease – Generator Purchase/Service Agreement)

2026 proposed increase ~\$115,000 vs 2025

Public Utilities

- Funding Source
 - ✓ Enterprise Fund(s)

		2026 Dept Proposed	2025 Original	% Δ
PUBLIC UTILITIES - Water Revenue Fund (Fund 601)	Personnel	2,742,946	2,686,530	2.10%
	Other	3,721,640	3,347,304	11.18%
		6,464,586	6,033,834	7.14%
PUBLIC UTILITIES - Sewer Revenue Fund (Fund 620)	Personnel	2,885,480	2,997,750	-3.75%
	Other	2,462,140	2,235,384	10.14%
		5,347,620	5,233,134	2.19%
PUBLIC UTILITIES	Personnel	5,628,426	5,684,280	-0.98%
	Other	6,183,780	5,582,688	10.77%
		11,812,206	11,266,968	4.84%



Police Department – Executive Summary

- Funding Request:
 - ✓ *The Fairfield Police Department is seeking to strengthen community safety, reduce response times, and enhance proactive crime prevention through the addition of five (5) full-time officers in 2026.*
- Resources will focus on:
 1. Traffic Enforcement & Safety – Data-driven deployment focused on “hot spots” and recurring complaints
 2. Crime Prevention – Increased visibility and community engagement to deter issues before they escalate
 3. Targeted Enforcement – Strengthened warrant service, surveillance, and special operations to neutralize threats
 4. Regional Collaboration – Enhanced mutual aid partnerships and coordinated response with regional law enforcement
 5. Unit Specialization – Development of focused expertise to expand departmental capability
- Overall Impact of Manpower
 - ✓ Increased Resource Flexibility – Faster, data-driven response to crime patterns, traffic trends, and community concerns
 - ✓ Improve Officer Morale – Balanced workloads, enhanced safety, and greater team cohesion
 - ✓ Career Development & Retention – New positions create advancement pathways and strengthen internal leadership depth



FAIRFIELD

OHIO



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Development Services

Subject:

2025 Planning and Zoning Code Modifications

Legislation Title:

Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Recommendation:

It is recommended that City Council have a first reading on this ordinance at the September 22, 2025 meeting, set a joint public hearing for October 14 and await the written recommendation from the Planning Commission.

Discussion:

The Planning and Zoning Code is the city's primary tool to guide development throughout the community. It sets standards as to how land can be developed and used, such as building setbacks, landscaping requirements, type of fencing, and design guidelines for new construction and redevelopment. In addition, it addresses procedures to administer the zoning code.

In March, 2024 City Council approved a comprehensive update of the Planning and Zoning Code to address relevant zoning issues in the city as well as deficiencies in the code. This was the first major update since 1984. The revised code has been in effect for approximately 18 months, providing staff an opportunity to identify any errors or omissions, as well as to assess the effectiveness of the new regulations.

Attached is a list of the proposed changes as well as the modified code sections. Strike-through represents text removal and capitalized bold text represents new language.

Financial Impact:

There is no financial impact with this request.

Emergency Provision:

No

Rule Suspension Requested:

No

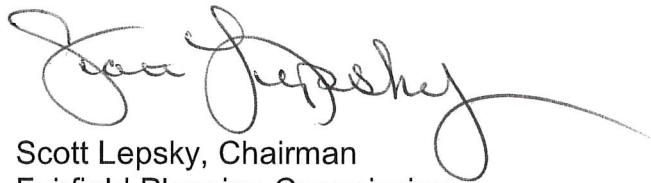
ATTACHMENTS:

1. Code Changes 10.22.25-SL
2. AMEND PLANNING AND ZONING CODE-ORD
3. EXHIBIT A-PLANNING AND ZONING CODE CHANGE
4. EXHIBIT A-1 PLANNING AND ZONING CODE CHANGE

FAIRFIELD
CITY OF OPPORTUNITY
DEPARTMENTAL CORRESPONDENCE

To: Mayor Rhodus and City Councilmembers
From: Scott Lepsky, Planning Commission Chairman
Subject: Planning Commission Recommendation
Date: 10/27/2024

Please be advised that at the Planning Commission meeting held on Wednesday, October 22, 2025, the Planning Commission voted 5-0 in favor of recommending approval of proposed code changes to the Planning and Zoning Code.



Scott Lepsky, Chairman
Fairfield Planning Commission

cc: Scott Timmer, City Manager
Alisha Wilson, Clerk of Council
Steve Wolterman, Law Director

ORDINANCE NO. _____

ORDINANCE TO AMEND VARIOUS SECTIONS OF THE PLANNING AND ZONING CODE OF ORDINANCE NO. 166-84, THE CODIFIED ORDINANCES OF FAIRFIELD, OHIO.

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

Section 1. Various sections of the Planning and Zoning Code of Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio, are hereby amended to read as follows:

SEE ATTACHED EXHIBIT "A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

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

Passed _____
- _____ Mayor's Approval

Posted _____
-

First Reading _____ Rules Suspended _____
-

Second Reading _____
-

Third Reading _____
-

ATTEST:

Clerk of Council

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

Clerk of Council

EXHIBIT "A"

1130.05 Industrial Zoning Districts

[NO CHANGES UNTIL PARAGRAPH B.1.]

- B. 1. "M-1" Industrial Park.** It is the purpose of the "M-1" Industrial Park District to promote and protect certain land areas for [~~light industrial development.~~] **INDUSTRIAL USES WITH LIMITED OBJECTIONABLE EXTERNAL EFFECTS. THE INTENT IS TO PERMIT MOST MANUFACTURING, WHOLESALING AND WAREHOUSING ACTIVITIES THAT CAN BE OPERATED IN A CLEAN AND QUIET MANNER, SUBJECT ONLY TO THOSE REGULATIONS NECESSARY TO THE PROTECTION OF ADJACENT RESIDENTIAL AND BUSINESS ACTIVITIES.**
- 2. "M-2" General Industrial.** It is the purpose of the "M-2" General Industrial District to promote and protect certain land areas for [~~general industrial development.~~] **INDUSTRIAL AND OTHER USES THAT BY VIRTUE OF THEIR EXTERNAL EFFECTS, SHOULD BE ISOLATED FROM RESIDENTIAL USES AND COMMERCIAL USES. THESE USES PERFORM ESSENTIAL FUNCTIONS FOR COMMUNITY AND EMPLOYMENT OPPORTUNITIES, AND SHOULD BE PROVIDED FOR IN AREAS THAT ARE BEST SUITED FOR INDUSTRIAL DEVELOPMENT BY REASON OF LOCATION, TOPOGRAPHY, AND THE AVAILABILITY OF ADEQUATE UTILITIES AND TRANSPORTATION SYSTEMS.**

1131.07 Agricultural and Residential Accessory Structure Standards

[NO CHANGES UNTIL PARAGRAPH B.]

- B. Animal Enclosures.** Animal enclosures shall be located in the rear yard and shall be included in the calculation of the accessory use limitation contained with Subsection ~~S~~ 1131.07.A.3. **AND 4.** Animal enclosures, whether permanent or temporary, shall be no greater than eight feet in height from grade to the top of the enclosure.

[NO FURTHER CHANGES TO THIS SECTION.]

1131.10 Non-Residential Districts Use Table and Standards.

[NO CHANGES UNTIL TABLE 1131.10-2]

**Table 1131.10-2: Non-Residential Districts – Use Table
SEE ATTACHED EXHIBIT "A-1"**

[NO FURTHER CHANGES TO THIS SECTION.]

1131.11 Non-Residential District General Use Regulations

[NO CHANGES UNTIL PARAGRAPH H.]

H. Maximum Size for Primary Structures.

- 1.** Primary structures in the C-1 and C-2 Districts are limited to a maximum of 5,000 square feet of gross floor area, except the following uses are exempt from this requirement:
- ~~[1]~~ **A.** Assisted living, nursing, and rehabilitation facility;
 - ~~[2]~~ **B.** Community and cultural facility;
 - ~~[3]~~ **C.** Education facility;
 - ~~[4]~~ **D.** Essential service;
 - ~~[5]~~ **E.** Government facility; and
 - ~~[6]~~ **F.** Recreation facility, public or private.
- 2. PRIMARY STRUCTURES IN THE M-1 ZONING DISTRICT ARE LIMITED TO A MAXIMUM OF 300,000 SQUARE FEET GROSS FLOOR AREA.**

1131.12 Non-Residential Districts Use Specific Standards

[NO CHANGES UNTIL NEW PARAGRAPH I.-1.]

I.-1. DRIVE-THROUGH CONVENIENCE STORE.

1. **DRIVE-THROUGH CONVENIENCE STORE USES SHALL BE REQUIRED TO MEET THE VEHICLE STACKING SPACE REQUIREMENTS IN SECTION 1151.03.H.**

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH JJ.]

JJ. Stone and Monument Works. Stone and monument work uses [~~that are located in the C-3 and C-3A Districts~~] shall be subject to the following:

1. All cutting and other similar operations shall be conducted within an enclosed structure.
2. No operation shall be constructed, or equipment used which would create excessive noise or dust.
3. The outdoor display of products **IN THE C-3 AND C-3A DISTRICTS** shall comply with Section 1131.13.J.
4. There shall be a minimum setback of 200 feet from any A or R District.

[NO FURTHER CHANGES TO THIS SECTION UNTIL NEW PARAGRAPH OO.]

OO. WAREHOUSE, CROSS-DOCK. WAREHOUSES, CROSS-DOCK ARE SUBJECT TO THE FOLLOWING:

1. **THERE SHALL BE A MINIMUM SETBACK OF 200 FEET FROM ANY A OR R DISTRICT.**
2. **THE SIZE OF ALL ACCESSORY OFF-STREET PARKING FACILITIES AS REQUIRED UNDER SECTION 1151.03 SHALL BE A MAXIMUM OF 100 PERCENT OF THE ENCLOSED AREA OF THE STRUCTURE OR STRUCTURES.**
3. **ANY OUTDOOR STORAGE SHALL COMPLY WITH THE OUTDOOR STORAGE REQUIREMENTS OF SECTION 1131.13.K.**

[NO FURTHER CHANGES TO THIS SECTION]

1131.13 Non-Residential Accessory Uses and Structures

[NO CHANGES UNTIL PARAGRAPH E.]

E. Drive-Through Facility, ACCESSORY. A use that proposes to utilize a drive-through or pick-up window shall be subject to the following:

1. All drive-through areas, including, but not limited to, stacking lanes, trash receptacles, outdoor speakers, drive-up windows, and other objects associated with the drive-through area shall be located in the side or rear yard of a property, and shall not cross, interfere with, or impede any public right-of-way.
2. Drive-through structures shall be subject to the vehicle stacking requirements of Section 1151.03.H.
3. Any canopy structure shall be constructed of the same or complimentary materials used on the principal building.
4. Audible electronic devices such as loudspeakers, automobile service order devices, and similar instruments shall be set back a minimum of 100 feet from any A or R District and shall not be audible beyond the property line.
5. Menu board signage shall comply with Section 1155.06.F.

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH K.]

K. Outdoor Storage, Accessory. Outdoor storage accessory areas, where permitted, shall be paved with a hard durable surface located only in the rear yard, and shall be screened on all sides with an opaque fence or wall **SUBJECT TO THE PROVISIONS OF SECTION 1153.04.B.** that is six feet in height.

[NO FURTHER CHANGES TO THIS SECTION]

1132.01 Planned Unit Developments

[NO CHANGES UNTIL PARAGRAPH L.5.]

- L. 5. **Transparency.** All building elevations that are visible from public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level (see Figure 1132-5).

[NO FURTHER CHANGES TO THIS SECTION]

1132.03 Route 4 Corridor Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent.

[NO FURTHER CHANGES TO THIS SECTION]

1132.04 Town Center Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of a building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1132.05 John Gray/Pleasant Overlay District

[NO CHANGES UNTIL PARAGRAPH C.5.]

- C. 5. ~~[Motor vehicle related businesses, such as]~~ **Motor vehicle fueling [and]/CHARGING, SERVICE AND REPAIR** facilities, and self-storage facilities are not permitted in the overlay district.

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1132.06 South Gilmore/Mack Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1151.03 Parking Requirements

Table 1151.03-3: Stacking Space Requirements

SEE ATTACHED EXHIBIT "A-1"

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH O.]

O. Parking of Commercial AND CONSTRUCTION Vehicles

1. The parking or storing of any of the following on any property used for residential purposes or on any street in an A or R District for any period exceeding four consecutive hours is prohibited: semi-truck, semi-trailer, box truck, box van, step van, cement truck, stake bed truck, boom truck, food truck, tank truck, tar truck, dump truck, tow truck, wrecker, bus or van capable of carrying more than 10 people, limousine, dump trailer, gooseneck trailer, livestock trailer, trailer with pipe rails and or side walls exceeding 36 inches higher than the trailer bed, and other similar vehicles or trailers. In addition, any other commercial or noncommercial vehicle or trailer that exceeds eight feet in height and/or 22 feet in length shall be prohibited.
2. **THE PARKING OR STORING OF ANY CONSTRUCTION VEHICLE, MACHINE, DEVICE, OR EQUIPMENT ON ANY PROPERTY USED FOR RESIDENTIAL PURPOSES OR ON ANY STREET IN AN A OR R DISTRICT FOR ANY PERIOD EXCEEDING FOUR CONSECUTIVE HOURS IS PROHIBITED. CONSTRUCTION VEHICLES, MACHINERY, DEVICES, AND EQUIPMENT SHALL INCLUDE, BUT NOT BE LIMITED TO, EARTH MOVING EQUIPMENT, SKID STEER LOADER, CEMENT MIXER, HOIST, SCAFFOLDING, SNOW PLOW AND SIMILAR DEVICES, CONSTRUCTION MATERIALS, AND OTHER APPARATUS AND MACHINES USED IN THE CONSTRUCTION OR MAINTENANCE OF BUILDINGS, HOUSES, ROADS, SIDEWALKS, DRIVEWAYS OR LANDSCAPING.**
- [2-] 3. Nothing herein shall prevent the parking **OR STORAGE** of such vehicle, [ø] trailer, **OR EQUIPMENT** in a fully enclosed garage or similar permanent structure, or at any construction project where such vehicles, **TRAILER OR EQUIPMENT ARE ACTIVELY BEING USED FOR AND** are an integral component of such project.
- [3-] 4. The parking or storing of recreational vehicles on any property used for residential purposes shall be in compliance with all regulations of Section 1151.03.N.

[NO FURTHER CHANGES TO THIS SECTION]

1152.08 Parking and Vehicular Use Area Landscaping Requirements

- A. Perimeter Requirements.** When any [~~off-street parking lot~~] **VEHICLE USE AREA** for any multi-family dwelling use, non-residential use, or mixed-use development is proposed to abut a public street, or a property upon which a single family dwelling or two family dwelling exists, a landscape buffer shall be provided that consists of the following:
1. A minimum width of five feet adjacent to the parking lot;
 2. One deciduous tree located every 30 linear feet (a minimum of one tree is required); and
 3. Shrubs planted every three linear feet.

[NO FURTHER CHANGES TO THIS SECTION]

1153.04 Design Regulations

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH B.2.]

- B. 2.** Allowable fence or wall materials include stone **OR BRICK** masonry product, wood, vinyl, aluminum, ornamental iron, and chain link.

[NO FURTHER CHANGES TO THIS SECTION]

1155.06 General Sign Regulations

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH D.2.]

- D. 2.** Electronic message centers shall be **EQUAL OR** subordinate to the principal sign face in size and shall be located below **OR ADJACENT TO** the principal sign face. **NO PORTION**

OF AN ELECTRONIC MESSAGE CENTER IS PERMITTED TO BE LOCATED ABOVE THE PRINCIPAL SIGN FACE.

[NO FURTHER CHANGES TO THIS SECTION]

1170.03 Common Review Requirements

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH B.]

- B. 1.** The fees to be charged for applications and procedures pertaining to the administration and enforcement of this zoning code shall be as follows:

Table [1170.02-2] 1170.03-1: Planning and Zoning Fee Schedule

SEE ATTACHED EXHIBIT "A-1"

- 2.** Until all fees, charges, and expenses have been paid in full, no action shall be taken on any application, appeal, or administrative review and approval.
- 3. THE FEE FOR ALL APPLICATIONS LISTED IN TABLE 1170.03-1 SHALL BE NON-REFUNDABLE.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.04 Zoning Text or Map Amendment

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH E.3.]

- E. 3.** ~~[The fee established by the City Council.]~~ **THE FEE APPLICABLE TO THE FILING OF A ZONING TEXT OR MAP AMENDMENT AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.05 Conditional Use

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH E.1.e.]

- E. 1. e.** ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A CONDITIONAL USE APPLICATION AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.06 Variances

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH D.1.d.]

- D. 1. d.** ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A VARIANCE APPLICATION AND FOR ANY OTHER SUBMISSION PERTAINING TO THESE REGULATIONS AS SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).**

[NO FURTHER CHANGES TO THIS SECTION]

1170.07 Site Plan Review

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH C.1.c.]

- C. 1. c.** ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A SITE PLAN REVIEW APPLICATION AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.08 Residential Infill Review

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH F.1.d.]

- F. 1. d.** ~~[Payment of a fee as established by the City Council, which shall not be~~

~~refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A RESIDENTIAL INFILL REVIEW APPLICATION AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.12 Appeals of a Decision by an Official

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH C.4.]

C. 4. ~~[A payment of a fee as established by the City Council, which shall not be refundable.]~~
THE FEE APPLICABLE TO THE FILING OF AN APPEAL OF A DECISION BY AN OFFICIAL AS SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).

D. **[Approval] APPEAL Process**

[NO FURTHER CHANGES TO THIS SECTION]

1171.02 Defined Words

[NO CHANGES TO THIS SECTION UNTIL LETTER D]

D

DATA CENTER. A FACILITY USED PRIMARILY FOR THE STORAGE, MANAGEMENT, PROCESSING, AND TRANSMISSION OF DIGITAL DATA, WHICH HOUSES COMPUTER OR NETWORK EQUIPMENT, SYSTEMS, SERVERS, APPLIANCES, AND OTHER ASSOCIATED COMPONENTS RELATED TO THE DIGITAL STORAGE AND OPERATIONS.

Day Care Center. A place in which supervision, protection, and care is administered to a person or persons, but not including overnight lodging. Such uses may also include educational learning, such as preschool and kindergarten programs, as accessory uses.

Day Care, Home Type A. The permanent residence of the administrator in which childcare is provided for seven to 12 children at one time or a permanent residence of the administrator in which childcare is provided for four to 12 children at one time if four or more children at one time are under two years of age. In counting children for the purpose of this definition, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Day Care, Home Type B. The permanent residence of the administrator in which childcare is provided for one to six children at any one time and in which no more than three children are under two years of age at one time. In counting children for the purposes of this division, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Design, Construction, and Materials Specification Handbook. A handbook adopted by City Council containing the official standards for the city governing the design, construction, and materials permitted to be used in all proposed improvements.

Development Services Director. The development services director for the City of Fairfield, Ohio.

District. A portion of the territory of the city within which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning code.

Drainage Plan. A plan for the control of stormwater runoff in accordance with the requirements of Section 1199.03.F.

DRIVE-THROUGH CONVENIENCE STORE. AN ESTABLISHMENT DESIGNED SO A MOTOR VEHICLE ENTERS THE BUILDING AT ONE END AND EXITS AT THE OTHER END, THAT SELLS MERCHANDISE SUCH AS PREPACKED FOOD ITEMS, TOBACCO PRODUCTS, AND BEVERAGES WITHIN THE BUILDING WHILE THE OCCUPANT REMAINS SEATED IN THE MOTOR VEHICLE. THIS DOES NOT INCLUDE DRIVE-THROUGH FACILITY, ACCESSORY.

Drive-Through Facility, ACCESSORY. Any operation by a business establishment where the transfer of goods and services to the customers is accomplished through an opening in the building while the customer remains in their vehicle. **THIS DOES NOT INCLUDE DRIVE-THROUGH CONVENIENCE STORE.**

Drywell. A type of drainage well used for the underground disposal of stormwater runoff from paved areas such as parking lots, streets, residential subdivisions, and building rooftops.

Dumpster, Garbage or Recycling. A container used for the temporary storage of solid waste and garbage or for materials to be recycled pending collection, having a capacity of at least 2 cubic yards. This definition includes compactors and grease dumpsters. Garbage or recycling dumpsters do not include garbage cans which can be moved by a person.

Dumpster, Roll-Off/ Construction. A container used for the temporary collection of large quantities of trash, yard waste, garbage, or building or construction debris, and designed to be delivered and picked up by a truck and which is left on site for a temporary period of time. Roll-off/construction dumpsters do not include dumpsters used by multi-family dwellings or businesses.

Dwelling. Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons, but not including a tent, boarding, or lodging house, motel, hotel, recreational vehicle, or a mobile home, except when it is located in a mobile home park.

Dwelling, Accessory Commercial. A dwelling unit secondary and accessory to a principal commercial use for the purpose of providing essential 24-hour care and security for the commercial business.

Dwelling, Multi-Family Large Scale (5+ units). One or more buildings, or portion of buildings, on a single lot that contains five or more individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Multi-Family Small Scale (3-4 units). One or more buildings, or portion of buildings, on a single lot that contains three or four individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Single Family Attached. A building designed or arranged for use by a single family consisting of one dwelling unit only, sharing at least one wall with another dwelling unit. Such uses shall have an individual entrance to the outdoors. Each shared wall shall be placed on a property lot line.

Dwelling, Single Family Detached. A building designed or arranged for use by a single family consisting of one dwelling unit only, separated from other dwelling units by open space.

Dwelling, Two Family. A building consisting of two dwelling units arranged, intended, or designed to be occupied by two families only. Such uses may be arranged with one dwelling unit on the first floor and the other dwelling unit on the second floor, or with the two dwelling units located adjacent to each other, on the same lot or parcel, with a shared wall. Such uses shall have an individual entrance to the outdoors.
[NO FURTHER CHANGES TO THIS SECTION UNTIL LETTER M]

M

Major Redevelopment. Any project that meets one of the following conditions:

- A. The construction of one or more buildings or improvements on a site where all or part of a building or improvement has been previously demolished;
- B. The renovation, rehabilitation, addition to, or re-purpose of existing buildings or improvements on a site where the cost of work performed exceeds 50 percent of the pre-renovation market value of the building or improvements as determined by the county auditor;
- C. The demolition and reconstruction of a building or structure; or
- D. Any addition that exceeds 50 percent of the square footage of the existing building or structure.

Major redevelopment does not include activities associated with routine maintenance and/or remodeling of occupied properties.

Manufacturing, Artisan. An establishment or business where an artist, artisan, or craftsperson teaches, makes, or fabricates crafts or products by hand or with minimal automation, and which may include direct sales to consumers. This definition includes uses such as small-scale fabrication, manufacturing, and other industrial uses and processes such as small-scale welding and sculpting. This use includes fabrication implements that are more industrial than that of an art studio and includes coopering, and crafting of cabinetry, furniture, and other similar small-scale manufacturing.

Manufacturing, Heavy. The manufacturing of products from raw or unprocessed materials, including recycling processes. This category shall also include any establishment or facility using large outdoor structures or storage that cannot be integrated into the building design. Any industrial use that generates noise, odor, vibration, illumination, or particulate that may be offensive or obnoxious to adjacent land uses, or requires a significant amount of on-site hazardous chemical storage shall be classified under this land use. Examples include, but are not limited to, the production of the following: lumber, milling, and planning facilities; aggregate, concrete, and asphalt plants; foundries; forge shops, open air welding, and any other intensive metal and plastic fabrication facilities; and chemical manufacturing.

Manufacturing, Light. Product assembling or mixing, where previously processed components or manufactured parts produced off-site are fitted together into a machine or blended or blown or extruded to form a non-combustible and non-explosive product. Product packaging, including bottling, canning, packing, wrapping, and boxing of products assembled. Laboratories for testing of non-hazardous materials. The assembling or packaging shall not produce noise, vibration, hazardous waste materials, or particulate that create significant negative impacts to adjacent land uses. Odors produced on-site shall not negatively affect other businesses or properties in the area. Examples of assembling include but are

not limited to the production of the following: clothes, including screen printing; furniture (where wood is milled off-site); pharmaceuticals; hardware; toys; musical instruments; mechanical components; electric or electronic components and appliances; small vehicle assembly; and computer software. Examples of packaging include, but not limited to, facilities for bottling beverages, canning, and wrapping of foos, and boxing electronic components.

Marijuana. The following terms shall have the same meaning as defined in Section 3780.01 of the ORC:

- Adult Use Cannabis
- Cannabis
- Marijuana
- Medical Marijuana
- Adult Use Cannabis Operator
- Adult Use Cultivator
- Adult Use Dispensary
- Adult Use Processor
- Adult Use Testing Laboratory (also including Laboratory Testing of Medical Marijuana)
- Cultivate
- Cultivation Area
- Cultivation Facility
- Dispensary
- Level I Adult Use Cultivator
- Level II Adult Use Cultivator
- Level III Adult Use Cultivator
- Level I Cultivator
- Level II Cultivator
- Processor

Media Studio. Studio spaces for the creation of and broadcasting of radio, television, internet, or other media programs.

Medical Office (High Intensity). A place used for the care, diagnosis, and treatment of more than 40 sick, ailing, infirm and injured persons/patients per day, but who are not provided with board or room or kept overnight on the premises. This use includes medical care, dental care, urgent care, and outpatient care centers.

Medical Office (Low Intensity). A place used for the care, diagnosis, and treatment of up to 40 sick, ailing, infirm, and injured persons/patients per day, but who are not provided with board or room or kept overnight on the premises. This use includes medical care, dental care, urgent care, and outpatient care centers.

Micro-Fulfillment Center. A small-scale facility, including a stand-alone facility or a facility operated in conjunction with a retail space open to the public, used for the purpose of receiving, transferring, storing, and packaging retail and other similar goods for delivery to or pick-up by customers.

Mixed Use. A building, lot, or development that contains a mixture of uses including residential, commercial, and/or industrial uses. Such uses may be mixed within one building (either horizontally or vertically) or within an overall development. Mixed use buildings shall only include uses that are permitted in the zoning district where the building is located.

Mobile Home. A transportable structure, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to required utilities, and contains a living, sleeping, and eating quarters. This definition includes a mobile home as defined in Chapter 4501 of the ORC. This definition does not include recreational vehicles.

Mobile Home Park. Any lot or part thereof which is used or offered as a location for two or more mobile homes used for residential purposes.

Motor Vehicle. A machine designed or intended to travel over land, sea, or air by self-propulsion or while attached to any self-propelled vehicle such as a camper, trailer, or travel trailer.

Motor Vehicle Fueling/Charging Facility. A place where gasoline, other motor vehicle fuel, or alternative power/energy is sold at retail to the public via direct transmission from a pump or charger to the motor vehicles and where no other motor vehicle service is performed. The sale of gasoline or other motor vehicle fuel or alternative power/energy under this definition shall be the primary use. Other retail sales, including the sale of convenience goods such as groceries, packaged food, newspapers, and household items are permitted within a wholly enclosed building as an accessory use. Outdoor retail displays shall not exceed five percent of the gross floor area of the principal permitted structure. This definition does not include facilities designed for the fueling or charging of semi-trailer trucks.

Motor Vehicle Repair. Any establishment or place of business which is maintained and operated for the primary purpose of making general repair, rebuilding or reconstruction of engines or making general repair to motor vehicle quarter panels, doors, fenders, bumpers, other parts of auto body, frames or other exterior surfaces or providing collision services including but not limited to painting, frame straightening or frame dissecting. This definition does not include any establishment, place of business or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Sales/Rental Area. Any establishment, place of business, property or open area used for the display of new or used motor vehicles that are for sale, lease, or rent and in operable condition.

Motor Vehicle Service. Any establishment or place of business which is maintained and operated for the primary purpose of performing routine maintenance of **OPERABLE** motor vehicles such as removal and replacement of lubricants, tires, and batteries for the public and which may include retail sales of [fuels,] lubricants, **AND** air [and/or for washing operable motor vehicles]. This definition does not include any establishment, place of business or property upon which storage or repair of any unlicensed, partially dismantled, or inoperable motor vehicles takes place.

Motor Vehicle Storage. Any establishment, place of business, property or open area used for the storage of new or used motor vehicles that are in operable condition. This definition does not include the storage of delivery trucks, tractor-trailers and associated semi-trailers, or shipping containers.

Motor Vehicle Tow Yard. Any establishment, place of business, or property used by a tow company or wrecker service for temporary storage of operable motor vehicles or inoperable motor vehicles designated to be transported to a motor vehicle repair garage or junkyard. This definition does not include any establishment, place of business, or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Washing Facility. A facility for washing, cleaning, drying, and waxing of passenger vehicles, motorcycles, and trucks of one ton rating or less, which may be self-service or full-service.

Mulching. The application of suitable materials on the soil surface to conserve moisture, reduce weed growth, hold soil in place, and aid in establishing plant cover.

Museum. See Cultural Facility.

[NO FURTHER CHANGES TO THIS SECTION UNTIL LETTER W]

W

Wall. An architectural partition with a height and length greater than its thickness; used to divide or enclose an area or to support another structure.

Wall, Retaining. A structure that holds back soil or rock from a building, structure or area. Retaining walls prevent downslope movement or erosion and provide support for vertical or near-vertical grade changes.

Warehouse. An enclosed structure used for the storage and/or distribution of goods of any type by or on behalf of the owner of the goods when 80 percent or more of the enclosed structure is designed or used for storage space. This definition includes distribution and fulfillment facilities, **BUT DOES NOT INCLUDE WAREHOUSE, CROSS-DOCKS.**

Warehouse, Accessory. A secondary and subordinate use to an industrial or commercial use where raw materials, parts, or finished manufactured goods may be stored before their export or distribution. Such storage shall be within a building.

WAREHOUSE, CROSS-DOCK. AN ENCLOSED STRUCTURE WITH LOADING DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURE USED FOR THE STORAGE AND/OR DISTRIBUTION OF GOODS OF ANY TYPE BY OR ON BEHALF OF THE OWNER OF THE GOODS WHEN 80 PERCENT OR MORE OF THE ENCLOSED STRUCTURE IS DESIGNED OR USED FOR STORAGE SPACE. THIS DEFINITION INCLUDES DISTRIBUTION AND FULFILLMENT FACILITIES WHICH HAVE DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURES.

Waste Area. An area approved by the engineer for the disposal of waste material and restricted from the building of any structure and delineated by the requirements of Section 1159.05.

Waste Material. Any material that is not approved “fill material” but approved for disposal in an approved waste area site by the Public Works Director.

Watercourse. A permanent stream, intermittent stream, river, brook, channel, creek, or ditch for water whether natural or man-made.

Wind Farm. Commercial wind power installations that consist of wind turbines and associated facilities.

Wind Turbine. A device that converts the wind’s kinetic energy into electrical energy.

[NO FURTHER CHANGES TO THIS SECTION]

Exhibit "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Public/Institutional Uses											
Public Recreation Facility, Outdoor		P	P	P			P	P			
Religious Facility	C	C	C	C	C	C	C	C	C	C	
Wireless Communication			C	C					PS	PS	1131.15
Commercial Uses											
Animal Boarding/ Kennel		C	C	C					C	C	1131.12.A
Animal Day Care		C	C	C					C	C	1131.12.B
Animal Hospital, Veterinary Clinic	PS	PS	PS	PS		PS	PS	PS			1131.12.C
Art Studio	P	P	P	P	P	P		P			
Assisted Living Facility		C	P	P			P	C			
Bar/Night Club		C	C	C		C		C			
Brewery, Distillery, Winery, Cidery (Macro)			C	C		C			C	C	1131.12.D
Brewery, Distillery, Winery, Cidery (Micro)		C	C	C		C		C	C	C	1131.12.D
Building and Related Trade Shop		C	P	P					P	P	
Check Cashing, Short Term Loan			PS	PS		PS					1131.12.E
Club/Lodge, Private	C	C	C	C	C	C	C	C			
Commercial Kitchen			C	C					C		
Day Care Center	C	C	PS	PS	C	PS	PS	C			1131.12.I
DRIVE-THROUGH CONVENIENCE STORE		C	PS	PS		PS					1331.12.I.1
Entertainment Venue			C	C		P					
Event Center			C	C		P					1131.12.K

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Financial Establishment	C	PS	PS	PS	C	PS	PS	PS	C		1131.12.L
Fitness/Dance Studio	P	P	P	P	P	P		P			
Flea Market			C	C							1131.12.M
Funeral Home	C	P	P	P				C			
Greenhouse, Wholesale									C	C	
Hospital		C	C	C			PS				1131.12.N
Hotel, Motel		C	P	P		P					
Landscaping Retail Facility		PS	PS	PS		PS		PS			1131.12.P
Landscaping Service Facility			C	C					PS	PS	1131.12.Q
Laundry, Commercial			P	P		P		P			
Marijuana: Adult Use Dispensary and Dispensary (Medical)			PS	PS		PS					1131.12.S.1
Media Studio	PS	PS	PS	PS		PS		PS			1131.12.T
Medical Office (High Intensity)		C	C	C		C	P	C	C	C	1131.12.U
Medical Office (Low Intensity)	P	P	P	P	P	P	P	P	C		
Micro-Fulfillment Center	PS	PS	PS	PS		PS		PS			1131.12.V
Mixed Use			C	C				C			
Motor Vehicle Fueling/ Charging		C	PS	PS				G			1131.12.X
Motor Vehicle Repair			C	C					C	C	1131.12.Y

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use
P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.

Table 1131.10-2: Non-Residential Districts – Use Table

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Motor Vehicle Sale/ Rental Area			C	C							1131.12.Z
Motor Vehicle Service		C	C	C		C		C	C	C	1131.12.AA
Motor Vehicle Washing Facility		C	PS	PS		PS					1131.12.DD
Nursing and Rehabilitation Facility		C	P	P			P	C			
Office, General	P	P	P	P	P	P	P	P	C		
Outdoor Amusement Ride and Entrainment Display						P					
Personal Service	P	P	P	P	P	P	P	P			
Recreational Facility, Indoor	C	C	P	P		P	C	C	C	C	
Recreational Facility, Outdoor	C	C	C	C		P	C	C			
Restaurant, Full Service	C	P	P	P		P		P	C		
Restaurant, Quick Service	C	PS	PS	PS		PS		PS	C		1131.12.GG
Retail	P	P	P	P	P	P		P	C		
Self-Storage Facility			C	C						C	1131.12.HH
Sexually Oriented Business			C	C							1131.12.II
Showroom	C	P	P	P				P			
Storage Shed, Barn, Carpport, or Play Structure Sales Area			C	C							1131.12.KK
Teen Club		C	C	C				C			
Theater, Cinema		C	P	P		P		C			

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Tobacco/Vape Store			PS	PS		PS					1131.12.LL
Industrial Uses											
Building Material Yard										C	1131.12.E
Construction and Large Equipment Rental, Sale, and Service										C	1131.12.G
Contractor Yard										C	1131.12.H
Crematorium										C	
DATA CENTER									C		
Food Processing									C	P	
Junkyard										C	1131.12.O
Laundry, Industrial									C	P	
Manufacturing, Artisan			C	C					P	P	
Manufacturing, Light									PS	PS	1131.12.S
Manufacturing, Heavy										C	1131.12.R
Marijuana: Adult Use Cultivator										P	
Marijuana: Adult Use Processor										P	
Marijuana: Adult Use Testing Laboratory										P	
Marijuana: Cultivation Facility										P	
Marijuana: Level I Adult Use Cultivator										P	
Marijuana: Level II Adult Use Cultivator										P	

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.

Table 1131.10-2: Non-Residential Districts – Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Industrial Uses											
Marijuana: Level III Adult Use Cultivator										P	
Marijuana: Level I Cultivator										P	
Marijuana: Level II Cultivator										P	
Marijuana: Processor (Medical)										P	
Motor Vehicle Storage										C	1131.12. BB
Motor Vehicle Tow Yard										C	1131.12. CC
Renewable Energy Facility										C	1131.12. EE
Research, Development, Laboratory Facility			C	C			PS		C	C	1131.12. FF
Stone and Monument Works			C	C					P C	PS	1131.12. JJ
Trucking or Logistics Terminal										C	1131.12. MM
Warehouse			C	C					PS	PS	1131.12. NN
WAREHOUSE, CROSS-DOCK										PS	1131.12.OO
Accessory Uses											
Accessory Structure	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. A
Accessory Use	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. B
Automated Teller Machine (ATM)	PS	PS	PS	PS	PS	PS	PS	PS	PS		1131.13. C
Charitable Drop-Off Receptacle	PS	PS	PS	PS	PS	PS	PS	PS			1131.13. D
Drive-Through Facility, ACCESSORY		C	PS	PS	C	PS		C	C		1131.13. E
Dumpster, Garbage and Recycling	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. E

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1151.03 Parking Requirements

Table 1151.03-3: Stacking Space Requirements

Activity	Minimum Number of Stacking Spaces	Measured From
Drive-Through Convenience Store	5 for a single lane	Entrance to the building
Food and Beverage Use with Drive-Through Window	12 for a single lane or 6 per lane for 2 or more lanes	The order point
Food and Beverage Use with Pick Up Window Only	5 for a single lane	Pick-up window
Financial Institution	4 per lane for an ATM, 2 per lane for a teller or window	Teller or ATM
Motor Vehicle Fueling/Charging Facility	1 per fuel pump	Pump island
Pharmacy	5 for a single lane or 3 per lane for 2 or more lanes	Pick-up window
Motor Vehicle Washing, Automatic	4 for a single lane or 2 per lane for 2 or more lanes	Entrance to washing bay
Other	As determined by the Development Services Director or their designee	

EXHIBIT "A-1"

1170.03 Common Review Requirements Table
1170.0[2-2]3-1: Planning and Zoning Fee Schedule

Application	Fee (\$)
Board of Zoning Appeals	
Board of Zoning Appeals - Residential	100
Board of Zoning Appeals - Nonresidential	200
Planning Commission	
Rezoning Zoning Text or Map Amendment	500
PUD - Concept Development Plan	500
PUD - Final Development Plan	500
PUD - Minor Modification (residential)	50
PUD - Minor Modification (nonresidential)	200
Conditional Use	250
Preliminary Plat	500
Final Plat	300
Replat	100
Overlay District Review	200
Residential Infill Review	50
All other Planning Commission Requests	100
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50

EXHIBIT "A-1"

**1170.03 Common Review Requirements
Table 1170.03-1: Planning and Zoning Fee Schedule**

Application	Fee (\$)
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50
Floodplain Development Permit	200
Zoning Verification Letter	50



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Fire

Subject:

Ordinance to adopt the 2025 Emergency Operations Plan

Legislation Title:

Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.

Recommendation:

It is recommended that Council adopt the 2025 Emergency Operations Plan for the City of Fairfield.

Discussion:

The 2025 Emergency Operations Plan revision was a complete overhaul of the previous edition. This revision better aligns with the emergency management operations plans at the County, State and Federal levels.

Financial Impact:

None

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. City of Fairfield-Base-Plan-2025
2. EMERGENCY OPERATIONS PLAN-ORD



**The City of Fairfield
EMERGENCY OPERATIONS PLAN
BASE PLAN**

December 2025

APPROVAL & IMPLEMENTATION PAGE

This Emergency Operations Plan (EOP) addresses the City of Fairfield’s planned response to extraordinary disaster situations associated with all hazards such as natural disasters, technological accidents and human-caused incidents. It is the principal guide for ensuring the protection of health, safety, and property of the public and aiding in short-term recovery operations for the City of Fairfield. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly among local, state, and federal agencies in emergency management, and establish a framework for an effective system of comprehensive emergency management.

This plan was developed using generally accepted emergency management principles and practices. Incorporated are planning elements derived from Federal Emergency Management Agency and Ohio Emergency Management Agency planning documents. Additionally, this plan was developed to be consistent with the Butler County EOP. Modifications to this plan may be made under the direction of the City of Fairfield City Manager. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption.

This plan is approved and endorsed by the City Manager of the City of Fairfield.

This plan supersedes any previous versions.

_____ Mitch Rhodus, Mayor	_____ Date
_____ Scott Timmer, City Manager	_____ Date
_____ Steve Maynard, Chief of Police	_____ Date
_____ Thomas Lakamp, Fire Chief	_____ Date

PROMULGATION

Ohio Administrative Code (4501:3-6-01) requires each political subdivision to maintain a current Emergency Operations Plan (EOP) and ensure its consistency with the Butler County EOP. This plan lists the responsibilities and authority of the City of Fairfield as it pertains to the actions taken to adequately prepare for, respond to, and recover from emergencies and disasters.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to organizations within or providing services to the City of Fairfield. It is developed pursuant to Section 5502 and 3750 of the Ohio Revised Code and 4501 of the Ohio Administrative Code. Additionally, it conforms to the National Incident Management System (NIMS) and all applicable Homeland Security Presidential Directives.

In order to execute this plan effectively, all organizations having roles and authorities are expected to partake in plan maintenance activities, trainings, and exercises. Additionally, they will develop standard operating procedures/standard operating guidelines (SOPs/SOGs) based on the provisions of this plan. This will ensure all implementing personnel have a familiarity with the procedures set forth in this plan.

The primary responsibility of elected and appointed officials is to ensure the welfare of those who reside or work in the City of Fairfield. This EOP directly supports that responsibility with the goal of ensuring a timely and organized management of the consequences arising from emergencies to save lives, protect property and preserve the environment.

_____	_____
Tim Meyers, Councilmember At-Large	Date
_____	_____
Gwen Brill, Councilmember At-Large	Date
_____	_____
Matthew Davidson, Councilmember At-Large>	Date
_____	_____
Leslie Besl, Councilmember 1 st Ward	Date
_____	_____
Dale Paullus, Councilmember 2 nd Ward	Date
_____	_____
Debbie Pennington, Councilmember 3 rd Ward	Date
_____	_____
Adam Kraft, Councilmember 4 th Ward	Date

RECORD OF CHANGES

Change Number	Date of Change	Section Changed	Description of Change	Made By
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

RECORD OF DISTRIBUTION

Upon adoption of the plan by the Mayor and City Council an electronic and a hard copy of the final plan will be distributed to the Mayor, City Manager, Police Chief, and all entities with responsibilities within this plan. A copy of the finalized plan will also be sent to the Butler County Emergency Management (EMA).

Change Number	Name	Title	Organization	Date Distributed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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I. PURPOSE

1. The purpose of this plan is to:
 - a. Establish a concept of operations spanning the emergency from initial monitoring through disaster response and finally disaster recovery.
 - b. Define interagency and intergovernmental coordination to facilitate delivery of local response and recovery forces.
 - c. Assign specific functional responsibilities to appropriate local departments, private sector groups, and volunteer organizations.
2. The intent of this plan is to:
 - a. Ensure prompt and efficient emergency response and recovery.
 - b. Effectively utilize systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
 - c. Provide for the rapid and orderly restoration and recovery of persons and property affected by emergencies.

II. SCOPE

Effective emergency management requires trust and close working relationships among all levels of government, non-governmental organizations, the private sector, and the general public. Each of these groups within the City of Fairfield are affected by this plan and all emergency management activities. Additionally, the organizations explicitly having responsibilities outlined in this plan are involved in emergency and disaster preparedness, response, and recovery efforts. The City of Fairfield's EOP addresses preparedness, response, and recovery activities for events that exceed normal operating response capabilities within the jurisdiction and are so complex they require assistance from outside resources or capabilities, and/or are expected to last for an extended period of time.

III. SITUATIONAL OVERVIEW

The City of Fairfield is a densely populated city situated in the southwest portion of Butler County, Ohio with an estimated population of 45,000. Nine hazards are likely to affect the City of Fairfield and lead to emergency/disaster declarations. A complete list can be found in Tab #2 – Threat and Hazard Ranking. Full analyses of these hazards and delineation of risks are addressed in the *2023 Butler County Multi-Hazard Mitigation Plan*.

IV. PLANNING ASSUMPTIONS

- A hazard may occur with little or no warning and may escalate quicker than the ability of any single local response organization to handle.
- Disasters or incidents will occur that exhaust local response forces and there will be a need to receive county, state or federal level assistance.

- Hazards may extend beyond the borders of the City of Fairfield and may require a coordinated response and recovery effort between multiple jurisdictions at the local, county, or even state level.
- Hazards may have cascading effects that require their own unique approaches for response and recovery.
- Hazards may overwhelm the response and recovery capabilities of the City of Fairfield.
- Response and recovery may include prolonged, sustained incident management activities.
- Response support from outside the City of Fairfield that extends beyond their day-to-day limited assistance from surrounding communities may not arrive immediately. Even after outside support arrives, there may be a scarcity of resources available.
- Communications capabilities are adequate to provide a coordinated local response.

V. CONCEPT OF OPERATIONS

It is the responsibility of local government to reasonably protect life, property, and the environment from the effects of disasters. Most emergencies are handled by the local jurisdiction; however, supplemental assistance and coordination can be called upon whenever the consequences of a disaster exceed local capabilities. Butler County can be requested to provide assistance in a disaster. Assistance may take the form of coordinating County resources, gathering and disseminating incident information, or requesting additional assistance from the State of Ohio. Additionally, local and county entities may proactively take certain measures to prepare for pre-planned events.

Generally, to receive County and/or State assistance, information on the impact of the disaster and a request for specific assistance must be communicated to the Butler County Emergency Management (EMA) or the Butler County EOC, located at the Butler County Emergency Management Office, by the local jurisdiction. A declaration of a State of Emergency from the elected governing body of the City of Fairfield will aid in facilitating the process of obtaining additional assistance.

This Emergency Operations Plan (EOP) serves to provide guidance and should not be rigidly applied to every disaster or pre-planned event. Every situation will present different and unique challenges, complexities, and requirements. The specific tasks, assignments, and provisions contained within this plan may need to be modified to effectively deal with the situation at hand.

Overall Plan Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

1. Life Safety:
 - a. Save or rescue human lives.
 - b. Treat the injured.
 - c. Warn the public to avoid further casualties.
 - d. Evacuate people from the effects of the emergency.

- e. Search for human lives.
 - f. Shelter and care for those evacuated.
2. Incident Stabilization:
 - a. Secure the impacted area.
 - b. Contain the source of the hazard.
 - c. Mitigate cascading effects.
 3. Property Conservation:
 - a. Save property from destruction.
 - b. Take action to prevent property damage.
 - c. Provide security for property (e.g., evacuated or destroyed areas).
 4. Community Recovery:
 - a. Reestablish essential services.
 - b. Repair community infrastructure.
 - c. Restore economic base of the community.

Emergency Operations Center

1. The City of Fairfield's EOC is the physical location at which all appropriate entities involved in the response effort coordinate, develop a common operating picture, and share information with executives who have the authority to make decisions in support of incident response.
2. The City of Fairfield's EOC is made up of an Executive Group (including their support staff), the EOC Director, and 15 Functions. Not all of the 15 Functions may be needed in all disasters and they are scalable based on the need. Detailed procedures covering EOC operations and coordination are addressed in the Emergency Operations Center Standard Operating Procedures/Guidelines (EOC-SOPs/SOGs).
3. The City of Fairfield's EOC is located at 5230 Pleasant Ave – Police Training Room. The 24-hour emergency number for the EOC is 513-858-2397. In the event this structure has sustained damage or otherwise unavailable, the alternate EOC will be located at the Fairfield Public Works facility on North Gilmore Road.
4. The City Manager or their designee, will activate the EOC. Activation of the EOC may occur at the request of the Incident Commander, fire chief, police chief, or chief elected official. Once the EOC is activated, appropriate entities will be requested to respond to the EOC by the EOC Director, or their designee. The EOC Director will evaluate the status of the EOC including whether or not to maintain current operations, increase operations, or demobilize.
5. The notification system found in the Alert & Notification Section (below) will be used to notify organizations when the City of Fairfield's EOC is activated. After initial notification, the EOC Director is responsible for ensuring proper staffing of the EOC and notification of additional Functions needed.

6. Organization of Emergency Operations Center: See EOC SOPs/SOGs

Declaration of a State of Emergency

Declaration of a State of Emergency may be made when a disaster has reached a level where additional resources will be needed, or it is anticipated that the scale of the disaster shall exceed the capabilities of the City of Fairfield.

1. Declaring a State of Emergency will facilitate the process of obtaining County assistance, and possibly state or federal assets. Additionally, declaring a State of Emergency grants special powers that are outlined in state and local law.
 - a. Fairfield City Charter: Article V, 5.02 Powers and Duties: (D) The Mayor shall be the head of the City government for all military purposes in time of war, national emergency, riot or insurrection, or other emergency threatening the safety of life or property within the City; and as such head shall have all the powers, duties and functions granted by the Constitution and laws of Ohio to mayors or other chief executives of municipal corporations, or as granted to the Mayor by ordinances or resolutions adopted by the Council.
2. A State of Emergency may be declared through adoption of a resolution by the Fairfield City Council, upon finding that a disaster has occurred, or the threat of a disaster within the jurisdiction is imminent.
3. When County-level capabilities, including mutual aid are not sufficient to address the disaster, the Butler County Board of County Commissioners may declare an emergency for the County and request state assistance through Butler County EMA or the County EOC, if activated.

Alert & Notification

Public notification is accomplished through the use of mass notification systems and broadcast media. Based upon resident location and activity, there may be some individuals who do not receive warning due to limitations of existing systems. To mitigate this, residents are encouraged to have multiple methods of receiving alerts and warnings. As technology continues to advance, new means of public notification will be explored.

1. The City of Fairfield utilizes the Code Red public notification system. The Code Red system requires the public to subscribe to the system using an address and a phone number to receive alerts. Subscribers control the types of alerts they wish to receive. Code Red activation can be authorized by the following:
 - a. City Manager
 - b. Assistant City Manager
 - c. Police Chief
 - d. Fire Chief
 - e. Deputy Fire Chief

The Code Red system can be activated by Fairfield Dispatch or from any computer with the proper access codes. The Assistant City Manager serves as the administrator for the Code Red system.

2. Butler County uses "Alert Butler County (Alert BC)" through RAVE Mobile Safety as the mass notification system used to notify opted-in subscribers about emergencies and other important information throughout Butler County. The public chooses to sign up for the alerts and warnings they would like to receive and designates the methods (email, text, or voice call) for how they will receive them.
 - a. Butler County EMA manages Alert BC and can send alerts and warnings.

- b. Alerts can be requested by public safety officials through the Butler County Dispatch Center.
- 3. The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability that federal, state, territorial, tribal, and local authorities can use to issue critical public alerts and warnings. Warning systems included in IPAWS are: Emergency Alert System (EAS), National Warning System (NAWAS), and Wireless Emergency Alerts (WEA). EAS messages appear as the scrolling messages across the television screen and over the radio. NAWAS is an automated telephone system used to convey warnings to federal, state, and local governments as well as the general public. WEA is an alerting network designed to disseminate emergency alerts to mobile devices located within a specific geographic area that has been designated to be at risk by a life-safety critical hazard.
 - a. Butler County is an alerting authority for IPAWS and may send alerts to the public including people within the City of Fairfield
 - b. Activation of IPAWS in the City of Fairfield is requested through Butler County EMA.
 - c. Alerts can be requested by public safety officials through the Butler County Dispatch Center.
- 4. The National Weather Service (NWS) is the government agency responsible for the declaration and dissemination of "Severe Weather Watches and Warnings." The NWS Office in Wilmington, Ohio serves as the warning center for all jurisdictions within Butler County.
- 5. There is a system of outdoor warning sirens within the City of Fairfield. These sirens are operated and activated by the Fairfield Communications Center. The sirens will be activated under one of the following criteria:
 - a. The NWS issues a Tornado Warning for all or part of Butler County or northern Hamilton County
 - b. A tornado is reported by a local public safety official to the NWS or The Fairfield Communications Center.
 - c. Locations of the 10 outdoor warning sirens:
 - 1. Tylersville Road/Seward Road
 - 2. Seward Road/Port Union Road
 - 3. Mack Road/Crestview Drive
 - 4. Mack Road/Boymel Drive
 - 5. Good Neighbor's Park – Walter Avenue
 - 6. River Road/Muskopf Drive
 - 7. Lake Manor Drive
 - 8. Nilles Road/Winton Road
 - 9. Gilmore Road – Fairfield High School
 - 10. Hunter Road/Pleasant Avenue
- 6. The use of mobile public address systems and/or door-to-door notification by emergency response personnel may be required when a quick onset emergency occurs necessitating an evacuation. At no time should the safety of personnel be compromised to complete door-to-door notifications.

Public Protective Action Notifications

Notifications to the public will need to be made when a community is faced with an evacuation or shelter-in-place order.

1. Shelter-in-place is a process for taking immediate shelter in a location readily accessible to the affected individual(s) by sealing off a single area (such as a room or building) from outside contaminants and shutting off all HVAC systems. This process is designed for situations when it is safer to remain in a building than to evacuate. Shelter-in-place incidents usually last a few hours, not days or weeks.
2. An evacuation is the process of relocating a segment of the population from a threatened location to a safe location during an emergency. Evacuation commonly takes place in the event of an impending natural disaster, transportation or industrial accident that releases hazardous materials; or other emergency situations, such as a bomb threat.
 - a. There are many populated areas within the City of Fairfield that are or could be in close proximity to hazardous materials production/storage facilities. The residents in these areas may have to be evacuated or ordered to shelter-in-place in the event of a hazardous materials incident. Maps of these locations are maintained by the City of Fairfield
 - b. There are flood plains in the City of Fairfield that affect populated areas.
 - c. During emergencies which require evacuations, residents will be directed along routes identified by the City of Fairfield officials.
 - d. The Ohio Revised Code grants township and municipal police and fire departments and the county sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the sheriff and the chiefs of these organizations, or their designees, may determine the need for and order evacuations during emergencies. When time allows, all evacuation orders will be coordinated with the City of Fairfield City Manager before they are released to the public.
 - e. The City of Fairfield is responsible for notifying other jurisdictions that may be affected.
 - f. Within any evacuation area, it is likely that certain facilities will require special consideration. These facilities include schools, nursing homes, day-care centers, shopping centers, theaters, and facilities that can be characterized as having large numbers of people clustered in a small geographic area with varying degrees of availability for transportation.
 - g. If the evacuation involves more than one jurisdiction, consider coordinating with County officials to evacuate by sectors or county-wide.
 - h. Law enforcement personnel will control evacuation routes.

Emergency Management Partner Notification

1. The City of Fairfield Communications Center will receive warnings and information regarding weather and other emergencies affecting the City of Fairfield. The dispatch center(s) will notify:
 - a. Law enforcement officers (Notify by radio and notify command staff via cell phone message)
 - b. Fire department personnel (Notify by radio and notify command staff via cell phone message)

- c. City Council
 - d. City Manager
 - e. Assistant City Managers
 - f. Public Works personnel
 - g. Public Utilities personnel
2. Once the notifications are made by dispatch, all subsequent notifications for those staffing positions in the EOC will be completed by the departments or agencies contacted (each department or agency will be responsible for maintaining phone trees for these notifications).
- a. Emergency Management Point of Contact Notifies:
 - i. Butler County EMA
 - b. The City Manager's Office Notifies:
 - i. Mayor and Council
 - ii. Confirms notification of department heads (police, fire, public works, etc.)
 - iii. Clerical support staff
 - c. Police Department Notifies:
 - i. Officers needed for increased operations
 - ii. Clerical support staff
 - d. Fire Department Notifies:
 - i. Fire/EMS units
 - ii. Firefighters needed for increased operations
 - e. Public Information Officer (PIO) Notifies:
 - i. Radio and TV stations
 - ii. Newspapers
 - iii. Social Media
 - f. Public Works Notifies:
 - i. Clerical support staff
 - ii. Staff needed for increased operations
 - g. Public Utilities (Water/Sewer)
 - i. Clerical support staff
 - ii. Staff needed for increased operations
3. Depending on the scale and scope of the event, Butler County EMA may also share information with partners within the City of Fairfield including the Mayor, the City Manager, the fire chief, and the police chief. Each of these department heads are responsible for disseminating the information to the appropriate individuals within their departments.

Requesting Additional Assistance

1. An EOC has a critical role in acquiring, allocating and tracking resources, managing and distributing information, and setting response priorities. Requesting resources using the City of Fairfield's EOC allows for greater accountability and will ensure situational awareness is maintained. Each level of

government may request additional resources from the next highest level of government. Local, county, state, and federal EOCs are used to communicate and process these requests.

2. When local capabilities, including mutual aid are not sufficient to address the disaster, requests for outside assistance may be made to the County. All requests for outside resources will be coordinated through Butler County EMA or the Butler County EOC, if activated. Butler County EMA will forward the requests to the appropriate agency or organization. If the resource request is outside of county-level capabilities, Butler County EMA will send the request to the Ohio Emergency Management Agency (EMA). Ohio EMA will then forward the requests to the appropriate agency or organization.
 - a. The City of Fairfield should request County assistance by contacting the Butler County EMA Duty Officer through the Butler County Dispatch Center.
 - b. If the Butler County EOC is activated:
 - o The EOC may be contacted directly at (513) 785-5810.
 - o Incident specific phones numbers for contacting EOC personnel will be shared in WebEOC or disseminated using other methods as appropriate.
 - o The City of Fairfield EOC Functions may be communicating directly with the corresponding County Emergency Support Functions.

Whole Community

The City of Fairfield recognizes that a government-centric approach to emergency management is not enough to meet the challenges posed by all hazards. As such, the City of Fairfield will make every effort to incorporate all of the resources within the community. This incorporates engaging the private and non-profit sectors, including businesses, faith-based and disability organizations, and the public.

VI. Organization & Assignment of Responsibility

Organization

Responsibilities for response operations are primarily an extension of services that are provided on a daily basis by most departments. During an emergency it is possible that the situation will require services of most City of Fairfield employees. This could mean that many would assist in the public safety response efforts, which would require working outside the scope of their day-to-day responsibilities. Additionally, during an emergency, some day-to-day operations that do not directly contribute to the emergency response efforts may be delayed while the incident is being managed.

Assignment of Responsibility

Comprehensive Responsibilities:

The following list of responsibilities is applicable to all entities, organizations, and individuals who have a defined role outlined in this EOP. This includes but is not limited to elected officials, the emergency management point of contact, the EOC Executive Group and all other organizations with a functional role.

1. Incorporate operational priorities into response activities.
2. Designate sufficient representatives to support/staff operations at the City of Fairfield's EOC/Incident Command Post (ICP) and maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communication outages.

3. Develop, maintain and implement internal emergency operations procedures including relevant SOPs/SOGs.
4. Develop and regularly update internal resource listings of personnel, equipment, supplies, and services that would be used by the jurisdiction during emergencies. Ensure emergency resources are operational and available.
5. Participate in Butler County's comprehensive training and exercise program.

Elected Officials – Fairfield City Council:

Elected officials are important stakeholders that represent the interests of those who elected them to office. They play an important role prior to, during, and after an emergency occurs. However, as stakeholders they may have a limited role in the EOC in order to avoid potential conflicts due to response priorities and allocation of limited resources. To support disaster operations, elected officials should:

1. Be present at a designated location during the initial 12 to 24 hours of the event, in case emergency legislation needs to be passed.
2. Approve emergency expenditures.
3. Maintain situational awareness.
4. Consult with senior public safety officials and determine if declaring a State of Emergency is necessary.
5. Understand the federal declaration process and what funding may be available to assist with recovery.
6. Understand the resource request process and work within the system to avoid competing or conflicting requests.
7. Coordinate public messages with the Public Information Function Representative/PIO and County PIO, if the disaster impacts more than one jurisdiction, to ensure a coordinated message.
8. Suspend non-essential daily operations of the government that do not contribute directly to emergency operations, when applicable.

Mayor:

Under Ohio Law and Section 5.02 of the Fairfield Charter, the ultimate responsibility for emergency management in the City belongs to the Mayor. Under him/her, in an established line of succession, are the responsibilities of the fire, police and service departments. During emergencies, these departments will follow the Standard Operating Procedures and actions as outlined under Ohio Law. To support disaster operations, the Mayor could do the following based on the nature and scope of the incident:

1. Issues a proclamation declaring that an emergency or disaster exists, based on information provided by the City Manager.
2. Requests a presidential disaster or emergency declaration from the Governor, based on information provided by the City Manager.
3. Delegates management of the EOC to the Fire Chief.
4. Manages City Council meetings

City Manager:

1. Responsible for notification of city officials of Emergency Declaration. Using email, text messaging, or dispatch will contact City Council members individually or collectively to deploy them to a designated site.
2. Provides liaison with elected officials; keeps the City Council informed in an emergency.

3. Requests appropriations and authorizes expenditure of funds, approves contracts and authorizes distribution of equipment, materials and supplies for disaster purposes.
4. Authorizes deployment of city resources beyond the scope of normal operations.
5. An integral part of the Unified Command System (UCS) and will be based in the EOC.
6. Provides liaison with other city managers, township managers, and county administrators.
7. Performs liaison activities between the City Council and the Emergency Operations Center.
8. Initiates action for request for disaster declaration to the Governor, based on information provided by the Fairfield Emergency Management.
9. Ensure that the line of succession is implemented, if warranted.

Emergency Manager:

In the City of Fairfield, the Fire Chief serves as the Emergency Manager and will oversee most disaster situations. With the concurrence of the City Manager, the Fire Chief will oversee the operations of the Emergency Operations Center and will coordinate the functions of the various city departments. In the event the incident dictates the presence of the Fire Chief at the incident scene, the overall management of the EOC will be transferred to the Police Chief or designee with the concurrence of the City Manager.

Emergency Management Point of Contact:

The emergency management point of contact coordinates and is knowledgeable about all the emergency responsibilities for the City of Fairfield. The responsibilities of the emergency management point of contact include:

1. Communicate with Butler County EMA or the County EOC, if activated, regarding the incident status and impact, including: the number of fatalities and casualties, the estimated number of affected buildings, road closures, facility closings (schools and businesses), and/or utility outages.
2. Ensure all past, active, and future mitigation projects are tracked.
3. Be aware of all emergency management responsibilities for the jurisdiction and ensure they are performed.

EOC Executive Group:

The EOC Executive Group provides support to all the activities of the City of Fairfield EOC. The EOC Executive Group shall be comprised of experienced and/or authorized individuals including, but not limited to the Mayor and City Council, the City Manager and Assistant City Managers, police chief, fire chief, and high-level subject matter experts. The EOC Executive Group may have the authority or information necessary to expedite response actions. Due to a limited number of personnel, individuals in the EOC may serve in multiple roles including the Executive Group and Function Representatives. Responsibilities for the EOC Executive Group may include:

1. Provide operational guidance during an emergency.
2. Adopt policy that relates to the incident or disaster.
3. Authorize additional fiscal resources required for the response.
4. Maintain on-going communications with the Board of County Commissioners and neighboring executives.
5. Serve as spokesperson for the EOC if requested by the PIO.

6. Resolve potential conflicts that may arise if there is a scarcity of resources.

EOC Positions:

The roles and responsibilities for all EOC positions are detailed in the EOC SOPs/SOGs.

Functional Groups:

The fifteen (15) EOC Functions identify and group government and certain private-sector entities by their capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed in a disaster. This plan is based off of the Emergency Support Functions (ESFs) format used federally, by the State of Ohio, and Butler County. Functions may directly communicate and coordinate with the corresponding ESFs at the county, state, and federal level. The Functional Annexes to this EOP describe the actions, roles, and responsibilities of each Function. One or multiple City of Fairfield departments/organizations may fulfill the capabilities identified in the Function. Similarly, one department/organization may be fulfilling the roles of multiple Functions. Some individuals serving as Function Representatives may be present in the EOC or fulfilling responsibilities while in the field. Below is a table identifying the organization/department/agency that will staff the position of the Function Representative. The Function Representative is the entity responsible for coordinating each Function’s activities.

Functional Annexes		
Function	Annex	Organization(s)/Department(s)
Transportation Function	A	Fairfield Public Works
Communication Function	B	Fairfield Information Technology
Engineering and Public Works Function	C	Fairfield Public Works
Fire and EMS Function	D	Fairfield Fire Department
Information and Planning Function	E	Fairfield City Manager’s Office/Administration
Mass Care Function	F	Fairfield Parks Department
Resource Support Function	G	Fairfield Public Utilities
Health and Medical Function	H	Fairfield Fire Department
Search and Rescue Function	I	Fairfield Fire Department
Hazardous Materials Function	J	Fairfield Fire Department
Animals and Agriculture Function	K	Fairfield Animal Control
Energy Function	L	Fairfield Public Utilities
Law Enforcement Function	M	Fairfield Police Department
Disaster Recovery Function	N	Fairfield Public Utilities
Public Information Function	O	Fairfield City Manager’s Office/Administration

VII. DIRECTION AND CONTROL

The City of Fairfield utilizes the processes, guides, protocols and procedures prescribed in the National Incident Management System (NIMS). NIMS standardizes incident management for all hazards, regardless of the scale or requirements of the incident, across all levels of government. The Incident Command System (ICS) has been established by NIMS as the standardized incident organizational structure for the management of all incidents.

The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications within a common organizational structure. The ICS is a nationally used, standardized on-scene emergency management concept. The ICS, with a well-located command post and ICS positions filled as needed, will provide command and control to coordinate emergency response during disasters.

The first response agency on the scene will establish command, following the ICS, and alert other responders regarding the status of the situation. The Incident Commander will then be responsible for advising decision makers about the risks associated with the threat and recommending response actions. During the incident, the Incident Commander maintains command and control of all response and recovery operations regardless of what level of government provides resource support.

During a disaster or emergency, resource support for the Incident Commander is provided by the City of Fairfield EOC which will in turn contact the County EOC, if activated, for any additional resource support that is needed. When conflicts arise for resource needs, the City of Fairfield EOC Director and the City of Fairfield EOC Executive Group manage and coordinate the distribution of additional emergency response and recovery resources. The EOC should be viewed as an extension of the ICS and the two components should be fully integrated. Functions within the EOC exist to support Incident Command. Different Functions have unique responsibilities that support and supplement the Administration/Finance, Logistics, Operations, and Planning sections. These sections may exist in the field as part of the ICS, at the EOC, or a combination of the two.

Few, if any, jurisdictions have an adequate number of personnel to fully staff all ICS and EOC positions separately. Whenever possible, a single Function operating from either the ICS or the EOC, should provide service to the entire emergency operation. For example, the Resource Management Function may be established in the EOC and performed by a representative from the fire department. This person would be tracking resources involved in the response, obtaining additional resources, and supporting the demobilization of resources. Similarly, a Logistics Section Chief may be established in the field to manage a staging area and order additional resources to support the response effort. In both examples, the representative would be performing logistics duties for both the ICS and the EOC, regardless of their location.

In cases where the same or similar Functions are required on-scene and at the EOC, these Functions should be in close communication with one another. For example, an incident may require a Transportation Officer in the field. The EOC may also have a Transportation Function Representative. These two Functions should communicate with one another, although their missions may not be identical.

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

Emergency response actions will generate increased costs for the City of Fairfield. These costs will primarily result from the deployment of personnel and equipment in support of emergency operations. While some personnel and equipment costs may be recoverable from state and federal agencies, it is unlikely that all costs will be reimbursed. To ensure reimbursement, the City of Fairfield must document all costs associated with an incident.

1. Documentation:

Responding agencies should keep documentation of actions taken using the ICS Activity Log (ICS Form 214) or another suitable log. All personnel in the City of Fairfield's EOC are required to use **ICS FORMS and WEBEOC** for documentation. Any forms used prior to an incident being created in WebEOC can be scanned and uploaded onto the Incident Documentation Board or by posting in the Activity Log. The Information and Planning Function will track information and document activities through situation reports, common operating pictures, and WebEOC, if applicable.

2. Finance:

Costs will be documented by the Finance/Administration Section located either in the EOC or ICP. If the Finance/Administration Section is not activated, documentation of cost will be the responsibility of the entity that makes the request. This request shall be submitted to the Incident Commander or the City of Fairfield's EOC, if activated.

3. Logistics and Resources:

Resource management is conducted in the EOC by the Resource Support Function. Resources include personnel, teams, facilities, equipment, and supplies. The Resource Support Function's primary mission is to provide logistical and resource support to local agencies or departments involved in emergency response and recovery. More detailed information about logistics and resources is found in Annex G – Resource Support Function.

In order to obtain federal reimbursement for a disaster, the incident must be declared an emergency by the federal government. After a local declaration is made, the process is initiated through Butler County. This is consistent with the requirements as outlined in the Robert T. Stafford Act (P.L. 100-707). Reimbursement may be obtained from the State of Ohio without a declared emergency through Individual Assistance or Public Assistance Programs.

IX. PLAN MAINTENANCE

Every five year(s) the City of Fairfield's EOP will undergo a comprehensive review. Additionally, the plan will undergo review after an incident and after exercises. The plan will be formally adopted by the City of Fairfield Council.

Major revisions, those which significantly alter or establish new policy, must be approved by the Mayor, City Manager, Police Chief and Fire Chief and adopted by the City of Fairfield Council. The plan will be redistributed as per the Record of Distribution. Minor revisions may be made by the City Manager as needed and will not require redistribution. All revisions will be recorded in the Record of Changes Table at the front of the plan.

X. AUTHORITIES & REFERENCES

Authorities

1. Federal
 - a. Federal Disaster Assistance, 44 CFR § 206 (1990).
<https://www.ecfr.gov/current/title-44/chapter-I/subchapter-D/part-206>
 - b. Homeland Security Presidential Directive 5
 - c. Presidential Policy Directive 8 – National Preparedness
 - d. Public Law 99-499 – Emergency Planning and Community Right-to-Know Act of 1986
 - e. Public Law 100-707 – Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - f. Public Law 106-390 – Disaster Mitigation Act of 2000
 - g. Public Law 107-296 – Homeland Security Act of 2002
 - h. Public Law 109-295 – Title VI – Post-Katrina Emergency Management Reform Act of 2006
 - i. Public Law 109-308 – Pets Evacuation and Transportation Standards Act of 2006

2. State

- a. Ohio Administrative Code 1301:7-7-01(D)(11) – Authority at Fires and Other Emergencies
- b. Ohio Administrative Code 3750-20 – Emergency Planning
- c. Ohio Administrative Code 4123:1-21-07 – Fire Department Occupational Safety and Health
- d. Ohio Administrative Code 4501:3 – Emergency Management Agency
- e. Ohio Revised Code 149.433 – Exempting Security and Infrastructure Records
- f. Ohio Revised Code 161 – Emergency Interim Government
- g. Ohio Revised Code 311.07 – General Powers and Duties of Sheriff
- h. Ohio Revised Code 737.11- General Duties of Police and Fire Departments
- i. Ohio Revised Code 733.03 – General Powers of Mayor in Cities
- j. Ohio Revised Code 935 – Possession of Wild Animals and Snakes
- k. Ohio Revised Code 3701 – Department of Health
- l. Ohio Revised Code 3750 – Emergency Planning
- m. Ohio Revised Code 5502 – Department of Public Safety

3. County

- a. Butler County Resolution dated May 4, 2006 – Resolution Authorizing the Enactment of County Emergency Management Agreements #06-05-0786

4. Local

- a. City of Fairfield Resolution No. 1-05; National Incident Management System Adoption – January 24, 2005

References

1. Federal

- a. Federal Emergency Management Agency. (2010). *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101*. Version 2.0. Retrieved from <https://www.fema.gov/media-library/assets/documents/25975>
- b. Federal Emergency Management Agency. (2010). *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*. Retrieved from https://www.fema.gov/pdf/about/odc/fnss_guidance.pdf
- c. Federal Emergency Management Agency. (2017). *National Incident Management System, Third Edition*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf
- d. U.S. Department of Homeland Security. (2011). *National Preparedness System*. Retrieved from <http://www.fema.gov/national-preparedness-system>
- e. U.S. Department of Homeland Security. (2013). *Homeland Security Exercise and Evaluation Program (HSEEP)*. Retrieved from <https://www.fema.gov/media-library/assets/documents/32326>
- f. U.S. Department of Homeland Security. (2015). *National Preparedness Goal, Second Edition*. Retrieved from <http://www.fema.gov/media-library/assets/documents/25959>
- g. U.S. Department of Homeland Security. (2016). *National Response Framework, Third Edition*. Retrieved from <http://www.fema.gov/media-library/assets/documents/117791>
- h. U.S. Department of Homeland Security. (2016). *National Disaster Recovery Framework, Second Edition*. Retrieved from https://www.fema.gov/sites/default/files/2020-06/national_disaster_recovery_framework_2nd.pdf

2. State

- a. Ohio Emergency Management Agency. (2014). *State of Ohio Emergency Operations Plan*. Retrieved from http://ema.ohio.gov/EOP_Detail.aspx
- b. Ohio Emergency Management Agency. (2015). *2015 State of Ohio Threat and Hazard Identification and Risk Assessment*.
- c. Ohio Emergency Management Agency. (2015). *Plan Development and Review Guidance for Local Emergency Operations Plans*.

3. County

- a. Butler County Emergency Management Agency. (2023). *Butler County All-Hazards Mitigation Plan*.
- b. Butler County Emergency Management Agency. (2020). *Butler County Emergency Operations Plan*.
- c. Butler County Local Emergency Planning Committee. (2023). *Butler County Hazardous Materials Response Plan*.

4. Local

- a. City of Fairfield EOC Operations Manual

XI. Acronyms and Glossary

Acronyms

BCGHD – Butler County General Health District

CART – County Animal Response Team

CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive

COAD – Community Organizations Active in Disasters

DA – Damage Assessment

DAT – Disaster Assistance Team

EAL – Emergency Action Level

EAS – Emergency Alert System

EMA – Emergency Management Agency

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPI – Emergency Public Information

EPA – Environmental Protection Agency

ERP – Emergency Response Plan

ERS – Emergency Response System

ESF – Emergency Support Function

FCC – Federal Communications Commission

FEMA – Federal Emergency Management Agency

FWI – Family Welfare Information

HazMat – Hazardous Materials

IA – Individual Assistance

IAP – Incident Action Plan

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Command System

IPAWS – Integrated Public Alert and Warning System

JIC – Joint Information Center

JIS – Joint Information System

LEADS – Law Enforcement Automated Data System

LERP – Law Enforcement Response Plan

MOA – Memorandum of Agreement

MOU – Memorandum of Understanding

NAWAS – National Warning System

NDMS – National Disaster Medical System

NFPA – National Fire Protection Association

NIMS – National Incident Management System

NWS – National Weather Service

OAC – Ohio Administrative Code

ODNR – Ohio Department of Natural Resources

OFCA – Ohio Fire Chief's Association

Ohio EMA – Ohio Emergency Management Agency
OKI – Ohio-Kentucky-Indiana Regional Council of Government
ONG – Ohio National Guard
ORC – Ohio Revised Code
OSHA – Occupational Safety and Health Administration
OSP/OSHP – Ohio State Patrol/Ohio State Highway Patrol

PA – Public Assistance
PIO – Public Information Officer
POD – Point of Dispensing
PSAP – Public-safety Answering Point

SAR – Search and Rescue
SNS – Strategic National Stockpile
SOG – Standard Operating Guidelines
SOP – Standard Operating Procedure
SORTA – Southwest Ohio Regional Transit Authority
SOSINK – Southwestern Ohio, Southeastern Indiana, Northern Kentucky

USAR – Urban Search and Rescue

WMD – Weapons of Mass Destruction

Glossary

Annex: A functional specific portion in an EOP.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Coordinate: To advance systematically an analysis and exchange of information among principals who need to know certain information to carry out specific incident management responsibilities.

Damage Assessment: A process to determine the severity and magnitude of a disaster or other emergency on the public and private sectors.

Disaster: An event in which a community undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available within the community are exceeded. In disasters, resources from beyond the local jurisdiction, that is state or federal level, are required to meet the disaster demands.

Emergency: An unexpected event which places life and/or property in danger and requires an immediate response through the use of routine community resources and procedures. Emergencies occur daily within Butler County and can usually be addressed by the resources of the local jurisdiction. Though the impact to individuals may be great, emergencies are not necessarily a disaster.

Emergency Alert System: The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, and direct broadcast satellite providers to provide the communications capability to the President to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information, such as AMBER alerts and weather information targeted to specific areas.

Emergency Activation Levels: Emergencies that occur in Butler County may require the immediate activation of the entire EOP and Emergency Operation Center (EOC) or may require merely monitoring by emergency management personnel.

The following are the stages of activation:

Monitoring

The Emergency Management Agency notifies the Executive Committee of the current situation as well as begin the process of coordinating with affected jurisdictions. Emergency Management personnel report to the EOC for monitoring duties and assessment. Information is continuously gathered from locally affected agencies. Depending on the event, the situation is either ended or upgraded to the next activation level.

Partial

An Emergency Management Agency representative is sent to the emergency or disaster site to further evaluate the situation, provide information concerning the on-going incident and/or assess the needs of the jurisdiction(s). Emergency Management Agency personnel notify the Ohio Emergency Management Agency that state involvement or assistance may be required. Resources deemed necessary by the Incident Commander(s) will be notified and pre-positioned.

The following personnel will report to the EOC:

- Emergency Management Director
- Available members of the Butler County Incident Management Team (IMT)
- Other necessary EOC staff

The EOC will activate on 12-hour shifts until the event is either ended or upgraded to the next level of activation.

Full

24-hour activation of the EOC occurs. Emergency declarations are passed by the Board of County Commissioners and state assistance will be requested.

The following personnel will report to the EOC

- All personnel named in the partial EOC activation section
- All Emergency Support Functions (ESF) positions, as needed

Emergency Operations Centers: The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central, permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Emergency Operations Plan: Emergency Operations Plans (EOPs) describe who will do what, as well as when, with what resources, and by what authority—before, during, and immediately after a disaster. EOPs provide for as much generally applicable capability as possible without reference to any particular hazard. Unique aspects of individual disasters are addressed in hazard-specific appendices.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides direct actions required to be taken by the general public.

Emergency Support Function: Emergency Support Functions (ESFs) is the grouping of governmental and certain private sector/nongovernmental organization capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help disaster survivors and communities return to normal following disasters.

Evacuation: The temporary, organized movement of people away from an area in imminent or present danger.

Event: A planned, non-emergency activity such as parades, concerts, or sporting events.

Function: In Butler County, Function refers to the local jurisdiction's capability of fulfilling the Emergency Support Functions.

Butler County Communications Center: The Butler County Communications Center (BCCC) is a 24-hour, 7-day a week public safety communications system that provides emergency dispatch services and 9-1-1 call answering for 29 jurisdictions in Butler County. Additionally, BCCC coordinates communications for 27 police, fire and EMS departments.

Hazard: A Hazard is a natural, technological or social phenomenon that poses a threat to people and their surroundings (in terms of both the natural and built environment) that may cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.

Hazards Identification/Analysis: Hazard identification is part of the process used to evaluate if any particular situation, place, thing, etc. may have the potential to cause harm. Hazard analysis is the process of recognizing hazards that may arise from a system or its environment, documenting their negative consequences and analyzing their potential causes.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System: The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Incident Commander: The incident commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

Individual Assistance: Refers to certain state and federal programs that may be available to provide assistance or funding to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance.

Joint Information Center: The Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System. A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

Joint Information System: The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector.

Local Jurisdiction: In Butler County, local jurisdiction refers to cities, villages and townships that are a part of Butler County. Disasters begin and end at the local level. Local jurisdictions must plan and prepare for disasters in the same way Butler County, the State of Ohio, and the federal government do. While they may not have the resources that the county, state, or federal government have, local jurisdictions will still be the first provider of emergency services.

Mitigation: The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

Memorandum of Agreement/Understanding: A memorandum of agreement/understanding (MOA/MOU) is a written document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective. An MOA serves as a legal document and describes the terms and details of the partnership agreement.

Mutual Aid: In emergency services, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire. Mutual aid may be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest fire station, regardless of which side of the jurisdictional boundary the incident is on.

National Disaster Medical System: The National Disaster Medical System (NDMS) is a federally coordinated healthcare system and partnership of the Departments of Health and Human Services, Homeland Security, Defense, and Veterans Affairs. The purpose of the NDMS is to support state, local, tribal and territorial authorities following disasters and emergencies by supplementing health and medical systems and response capabilities.

National Incident Management System: The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

Nongovernmental Organization: A non-governmental organization (NGO) is an organization that is formed independently from any governmental structure. NGOs are typically nonprofit entities and many of them are active in humanitarianism or the social services sector.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector is made up of households, businesses, and organizations, spanning jobs in a variety of fields, such as retail, construction, and manufacturing. Most private sector organizations are run with the intention of making a profit, differentiating it from an NGO.

Public Assistance: Refers to certain state and federal programs that may be available to provide supplemental disaster grant assistance to local governments and certain types of nonprofit organizations for response and recovery activities.

Public Protective Actions: Those emergency measures taken to protect the population from the effects of a hazard. These may include shelter-in-place, evacuation and re-entry.

Staging Area: An area designated by the Incident Commander for the temporary assignment of equipment or personnel that could be used during an incident.

Standard Operating Procedures/Guidelines: Standard Operating Procedures/Standard Operating Guidelines (SOPs/SOGs) are a checklist or set of procedures that instruct the user of the document on how to accomplish a given task, such as decontaminating personnel and equipment. SOPs are generally written in step-by-step formats.

Strategic National Stockpile: The Strategic National Stockpile (SNS), managed by the Centers for Disease Control and Prevention, is the nation's largest supply of potentially life-saving pharmaceuticals and medical supplies for use in a public health emergency severe enough to cause local supplies to run out.

Threat and Hazard Identification and Risk Assessment: The Threat and Hazard Identification and Risk Assessment (THIRA) is a three-step risk assessment process that helps communities understand the threats and hazards that can affect the community, the potential impacts from the identified threats and hazards if they were to occur, and the capabilities the community should have to address the identified impacts. The THIRA helps communities understand their risks and determine the level of capability they need in order to address those risks.

Tri-State Community Organizations Active in Disaster: A nonprofit, nonpartisan, membership-based organization that serves as the forum where organizations from the Southeast Indiana-Northern Kentucky-Southwest Ohio Region share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster survivors and their communities.

Volunteer Reception Center: A volunteer reception center is the location where spontaneous volunteers can be registered and assigned to work with an established non-governmental organization to aid the disaster response effort.

WebEOC: Butler County utilizes WebEOC which is a web-based information management system that provides a single access point for the collection and dissemination of disaster or event-related information.

ORDINANCE NO. _____

ORDINANCE TO ADOPT THE 2025 EMERGENCY OPERATIONS PLAN FOR THE CITY OF FAIRFIELD.

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

Section 1. The City Council hereby adopts the 2025 Emergency Operations Plan for the City of Fairfield in accordance with the plan on file in the office of the City Manager.

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

Passed _____

Mayor's Approval

Posted _____

First Reading _____

Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

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

Clerk of Council



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Scott Timmer, City Manager
Department: City Manager's Office - CPO

Subject:

Agreement with the Fairfield Community Foundation for a Field of Interest Fund

Legislation Title:

Ordinance to authorize the City Manager to Enter into a Field of Interest Fund Agreement with the Fairfield Community Foundation to establish the "Fairfield Recovery and Wellness Fund."

Recommendation:

It is respectfully recommended that City Council pass an ordinance that:

1. Authorizes the City Manager to execute the Field of Interest Fund Agreement with the Fairfield Community Foundation, an affiliate of the Hamilton Community Foundation.
2. Establishes the "Fairfield Recovery and Wellness Fund" as a new component fund of the Foundation, to be owned and administered by the Foundation.
3. Authorizes the appropriation and transfer of \$350,000 from the City's restricted One Ohio Fund as the irrevocable initial contribution to establish the Fund.

Discussion:

The City has been exploring strategic and sustainable methods for deploying the settlement funds received from the One Ohio opioid litigation. The primary goal is to ensure these funds have a meaningful and lasting impact on our community, rather than being exhausted on short-term, one-time expenditures.

To achieve this, we propose a strategic partnership with the Fairfield Community Foundation. This agreement would use \$350,000 in settlement funds to establish a permanent endowment—the **Fairfield Recovery and Wellness Fund**.

This structure provides several key advantages:

- **Perpetual Impact:** By establishing an endowment and requesting that distributions be made from interest and income only, the \$350,000 principal (corpus) remains intact. This fund will generate investment returns in perpetuity, creating a permanent, annual funding stream for recovery and wellness programs far into the future.
- **Targeted Purpose:** The Fund's purpose is explicitly tied to the One Ohio guidelines. Disbursements will support local programs and initiatives that "prevent, treat, and aid recovery from addiction, including opioid and other substance use disorders, as well as co-occurring mental health conditions."

- **Expert Administration:** The Fairfield Community Foundation will manage all administrative aspects, including fund investment, compliance, and application intake from local non-profits.
- **Retained City Oversight:** This agreement is structured to ensure the City maintains final authority. Annually, Foundation staff, along with the City Manager or a designee, will review all grant applications and submit recommendations directly to the **full City Council for final review and approval.**

This "Field of Interest" model leverages the Foundation's investment expertise while ensuring the funds are deployed in alignment with Council's priorities and with a strong preference for organizations serving City of Fairfield residents. This approach transforms a one-time settlement into a long-term community asset dedicated to health and recovery.

Financial Impact:

The total financial impact is a one-time transfer of \$350,000 from the City's One Ohio Fund.

These funds were received as part of the state-wide opioid litigation settlement and are legally restricted for expenses related to opioid abatement, treatment, and prevention. This agreement and its stated purpose are fully compliant with the approved uses for this restricted revenue.

This action has no impact on the City's General Fund. The ordinance will appropriate \$350,000 from the restricted One Ohio Fund balance to the Fairfield Community Foundation for the establishment of this endowment.

Emergency Provision:

No.

Rule Suspension Requested:

Yes.

ATTACHMENTS:

1. 2025-11-12 Fairfield Recovery and Wellness Fund
2. Fairfield Recovery and Wellness Fund-Ord



FIELD OF INTEREST FUND AGREEMENT

THIS FIELD OF INTEREST FUND AGREEMENT (“Agreement”) is made this 14th day of November, 2025, between THE FAIRFIELD COMMUNITY FOUNDATION, an affiliate of the Hamilton Community Foundation, Inc., an Ohio nonprofit corporation and community foundation (“Foundation”) and City of Fairfield to create a Field of Interest Fund (“Fund”) of the Foundation.

1. Introduction.

(a) The Foundation is a publicly supported community foundation exempt from federal income taxation pursuant to sections 501(c)(3) and 170(b)(1)(A)(vi) of the Internal Revenue Code and was established to receive and accept property to be administered exclusively for charitable purposes primarily in, and for the benefit of the people in, the City of Fairfield, Ohio, Fairfield Township, Ohio, and vicinity (“service area”).

(b) The City, in order to support the charitable purposes of the Foundation, desires to establish a Fund, to be owned by the Foundation and to be subject to the terms and conditions set forth in this Agreement.

2. Name of Fund.

The name of the Fund created hereby is: Fairfield Recovery and Wellness Fund

3. Contributions to the Fund.

(a) Initial Contribution. Upon signing this Agreement, the Donor has transferred and delivered to the Foundation the initial contribution to establish this Fund. The Fund is created and this contribution made for the purposes and uses and upon the terms and conditions set forth in this Agreement.

(b) Subsequent Contributions. The City or any other person or organization may make contributions to the Fund, which shall be administered according to the terms set forth herein. All contributions to the Fund, including the City's initial contribution, shall be irrevocable.

(c) Prohibition of Personal Benefit. Neither the City nor any other person may receive any personal benefit or privilege from the Fund. No distributions will be used to discharge or satisfy a legally enforceable pledge or obligation of any person, including the City.

4. Administrative Provisions.

The Board of Trustees of the Foundation (the "Foundation Board") shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified organizations, if, in the sole judgment of the Foundation Board (without the approval of any person or organization), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the Foundation's service area.

The Fund shall be administered in strict compliance with the governing instruments of the Foundation including its Articles of Incorporation and Code of Regulations, as amended from time to time, and any resolutions and procedures from time to time in effect. All the provisions of such governing instruments of the Foundation and such resolutions and procedures are incorporated in this Agreement and by this reference made a part hereof.

It is intended that the Fund shall be a component part of the Foundation and not a separate trust, and that nothing in this Agreement shall affect the status of the Foundation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and as an organization which is not a private foundation within the meaning of Section 509(a) of the Code. This Agreement shall be interpreted to conform to the requirements of the foregoing provisions of the federal tax laws and any regulations issued pursuant thereto. The

Foundation is authorized to amend this Agreement to conform to the provisions of any applicable law or government regulation in order to carry out the purposes of this Fund.

References herein to provisions of the Internal Revenue Code of 1986, as amended, shall be deemed references to the corresponding provisions of any future Internal Revenue Code.

5. **Use of Fund.**

It is the general policy of the Foundation that a substantial part of its restricted funds shall remain as a permanent endowment of the Foundation. It is also the general policy of the Foundation that an amount equal to the net income of a Field of Interest Fund shall be distributed during the fiscal year in which such net income is realized, or before the end of the next fiscal year, unless the Foundation determines that it is in the best interest of the Foundation to accumulate net income, in whole or in part, for a specific project, which it is contemplated will be accomplished in a reasonable period of time. Acknowledging these policies, the City requests (but does not direct) that distributions of interest/income only be made from the Fund.

All disbursements shall be to charitable organizations or for qualified charitable purposes in the Foundation's service area. The City requests that disbursements shall be made for the following charitable purpose(s): **to support programs and initiatives in the area that prevent, treat, and aid recovery from addiction, including opioid and other substance use disorders, as well as co-occurring mental health conditions. The funds shall be utilized for Approved Purposes as defined in the One Ohio Memorandum of Understanding which identifies purposes for which Opioid Settlement funds may be used. The One Ohio Memorandum of Understanding specifies that "Approved Purpose(s)" shall mean evidence-based forward-looking strategies, programming and services used to (i) expand the availability of treatment for individuals affected by substance use disorders, (ii) develop, promote and provide evidence-based substance use prevention strategies, (iii) provide substance use avoidance and awareness education, (iv) decrease the oversupply of licit and**

illicit opioids, and (v) support recovery from addiction services performed by qualified and appropriately licensed providers, as is further set forth in the agreed Opioid Abatement Strategies attached to the One Ohio Memorandum of Understanding as Exhibit A. Further the funds shall be directed to organizations/programs serving City of Fairfield residents. Annually, the Foundation staff along with the City Manager or Designee will review applications and submit recommendations to the Fairfield City Council for their review and approval.

The Foundation agrees to fulfill the direction and purpose of Donor designated herein, subject to the Administrative Provisions of Section 4 of this Agreement.

6. Investment of Fund.

The City requests, but does not direct, that this Fund be invested in a manner consistent with the Foundation's Investment Policy to produce income and appreciation through the Diversified Fund.

The Foundation and the Donor have executed this Agreement as of the day of year first written.

THE FAIRFIELD COMMUNITY FOUNDATION
Affiliate of the Hamilton Community Foundation, Inc.

By: _____
John Guidugli, President/CEO

City of Fairfield

By: _____
Scott W. Timmer, City Manager

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A FIELD OF INTEREST FUND AGREEMENT WITH THE FAIRFIELD COMMUNITY FOUNDATION TO ESTABLISH THE "FAIRFIELD RECOVERY AND WELLNESS FUND".

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

Section 1. The City Manager is hereby authorized to enter into a Field of Interest Fund Agreement with the Fairfield Community Foundation to establish the "Fairfield Recovery and Wellness Fund" in accordance with the agreement on file in the office of the City Manager.

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

Passed _____ Mayor's Approval _____

Posted _____

First Reading _____ Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

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

Clerk of Council



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Erin Lynn, Planning Manager
Department: Development Services

Subject:

Revised Concept (Patterson Place) and Final Development Plan for Minnick's Drive-Thru.

Legislation Title:

Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1130.01(B)(2), the City of Fairfield, Ohio, Zoning Map by approving the revised concept plan and final development plan for the Patterson Place Planned Unit Development.

- Legislation - First Reading
- Set Joint Public Hearing Date - December 8, 2025

Recommendation:

It is recommended that City Council have a first reading on this item at the November 24, 2025 meeting, set a joint public hearing for December 8, and await the written recommendation from the Planning Commission.

Discussion:

Minnick's Drive-Thru proposes a commercial and residential development on a 9-acre land site at the northeast corner of River Road and Patterson Drive. The property was part of a 17-acre site that was rezoned from D-1, Downtown District, to Planned Unit Development (PUD) in 2010 to allow both senior apartments and single-family homes. The senior apartments were constructed in 2015, and the subject site (proposed single family) has remained undeveloped.

The applicant is proposing both a Concept and Final Development Plan for the commercial component of the development to construct a 4,560 square foot drive-through convenience store on 3.11 acres on River Road. The site will have vehicular access via River Road across from Dorshire Drive, and on Patterson Drive east of the River Road Marathon gas station.

The applicant is also seeking to revise the existing Concept Development Plan for the residential component located on Patterson Drive, east of the drive-through. The development will consist of 11 paired villa buildings (22 units). Each unit is proposed to be owner-occupied and will be located on individual lots with a shared common wall. The site is located in both the 100 and 500 year flood zones, which negates basements for the homes. The units will be served by private streets and stormwater runoff will be collected via the retention pond located east of the site that is shared with the senior apartment building.

Financial Impact:

None. This is a land use decision.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. Minnick PUD Aerial Council
2. Minnick Drive-Thru Elevation
3. Minnicks Fairfield Site Plan
4. Patterson Place-PUD-Ord

Minnick PUD Application





PRELIMINARY BUILDING EXTERIOR

FRONT FACADE FACING RIVER ROAD



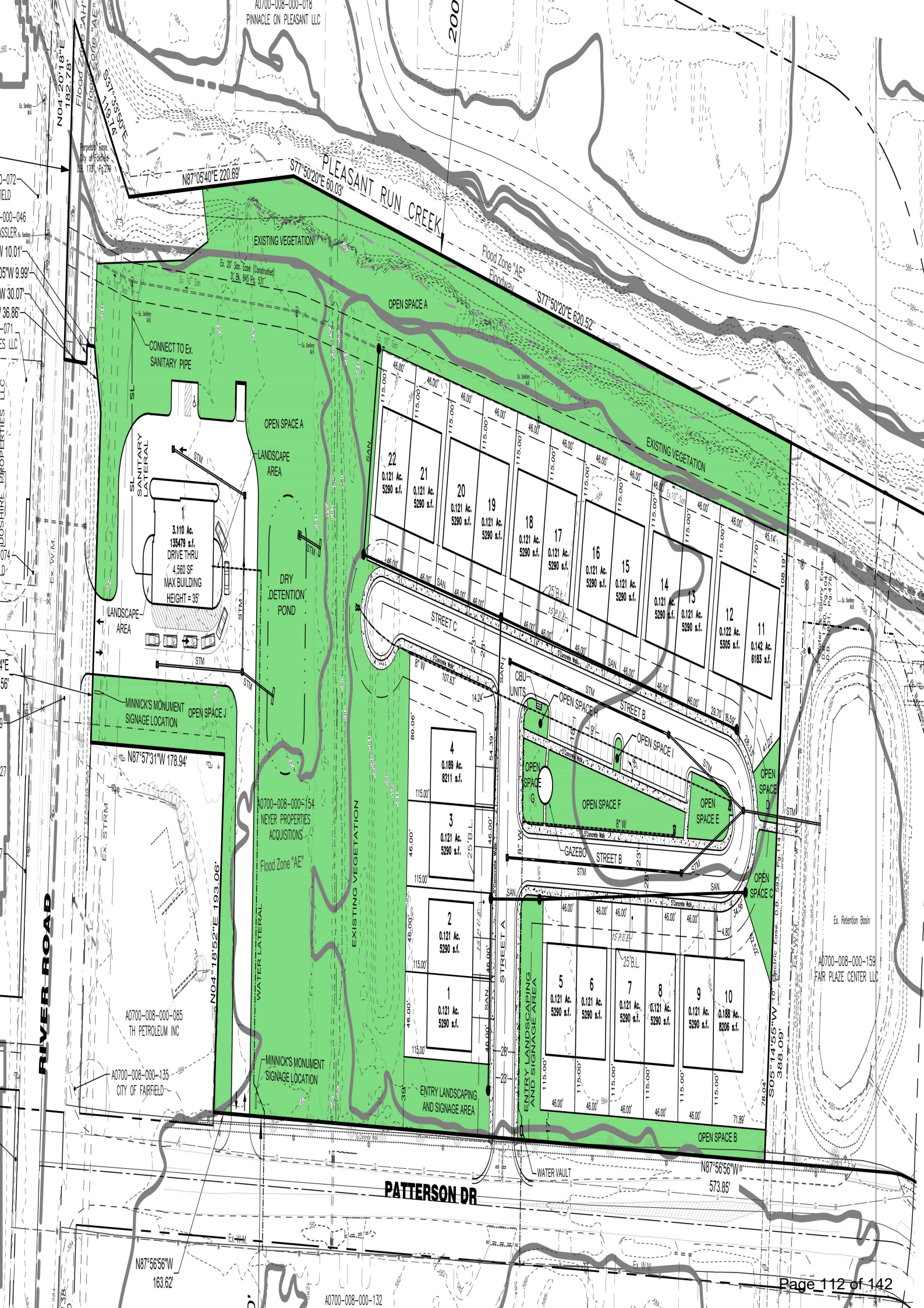
SCOTT
WEBB
ARCHITECT

103 West Walnut Street
Circleville, Ohio 45006
(614) 523-3838
www.scottwebbarchitect.com

PROPOSED NEW DRIVE-THROUGH MARKET
Minnick's Drive Thru
 RIVER ROAD
 FAIRFIELD, OHIO 45014

DATE	November 10, 2025
REVISIONS	

A-2



RIVER ROAD

PATTERSON DR

ORDINANCE NO. _____

ORDINANCE AMENDING ORDINANCE NO. 166-84, THE CODIFIED ORDINANCES OF FAIRFIELD, OHIO, SECTION 1130.01(B)(2), THE CITY OF FAIRFIELD, OHIO, ZONING MAP BY APPROVING THE REVISED CONCEPT AND FINAL DEVELOPMENT PLAN FOR THE PATTERSON PLACE PLANNED UNIT DEVELOPMENT.

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

Section 1. The official Zoning Map of the City of Fairfield, Ohio, which is incorporated into Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio, Section 1130.01(B)(2), is hereby amended by changing the zoning classification of the 17-acre site located at the northeast corner of River Road and Patterson Drive from its present Planned Unit Development (PUD) classification by approving the revised concept and final development plans for the Patterson Place Planned Unit Development, a copy of which revised plan, including the written terms and conditions which constitute a material part thereof, is on file in the office of the Clerk of Council and which are incorporated herein by reference.

Section 2. The Director of Development Services is hereby directed to change the official Zoning Map of the City of Fairfield, Ohio in accordance with this ordinance.

Section 3. This ordinance shall take effect at the earliest period allowed by law.

Passed _____ Mayor's Approval _____

Posted _____

First Reading _____ Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

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

Clerk of Council



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Diana Davenport, Finance Director
Department: Finance

Subject:

Supplemental Appropriations

Legislation Title:

Ordinance to amend Ordinance No. 158-24 entitled "An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025" - Supplemental Appropriations.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council authorize and direct the preparation of legislation amending the annual operating budget.

Discussion:

After analysis of 2025 General Fund revenues and expenditures, and in an effort for continued commitment to Park Development, Economic Development, Active Transportation, and Sustainability capital investments in the future years of the Capital Improvement Program, staff recommends transfers totaling \$10 Million from the General Fund to the following funds:

From: Unappropriated General Fund...

\$10,000,000

To: 10012527-271000 Transfer To (413 Park Development)

\$4,500,000

To: 10012527-271000 Transfer To (414 Transformative Economic Development)

\$2,250,000

To: 10012527-271000 Transfer To (415 Active Transportation)

\$2,250,000

To: 10012527-271000 Transfer To (416 Sustainability)

\$1,000,000

Financial Impact:

Supplemental Appropriations are required in the following amounts: Unappropriated General Fund - \$10,000,000.

Emergency Provision:

N/A

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. SUPPLEMENTAL 11-24-ORD

ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 158-24 ENTITLED "AN ORDINANCE TO MAKE ESTIMATED APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF FAIRFIELD, OHIO, DURING A PERIOD BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025."

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

Section 1. Ordinance No. 158-24, the 2025 Appropriation Ordinance, is hereby amended in the following respects:

From:	Unappropriated General Fund	\$10,000,000
To:	10012527-271000 Transfer To <i>(413 Park Development Fund)</i>	\$4,500,000
To:	10012527-271000 Transfer To <i>(414 Transformative Economic Development Fund)</i>	\$2,250,000
To:	10012527-271000 Transfer To <i>(415 Active Transportation Fund)</i>	\$2,250,000
To:	10012527-271000 Transfer To <i>(416 Sustainability Fund)</i>	\$1,000,000

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

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

ATTEST:

Clerk of Council

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

Clerk of Council

ACTIVE CLIENTS\CITY OF FAIRFIELD\ORDINANCES\2025\SUPPLEMENTAL 11-24-ORD



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Clerk's Office

Subject:

Contractual Appropriations

Legislation Title:

Ordinance to amend Ordinance No. 158-24 entitled "An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025."

- Contractual Appropriations: \$350,000 total (\$350,000 Field of Interest Fund at Fairfield Community Foundation)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

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

Discussion:

Please refer to specific Council Communications for full description of these items.

Financial Impact:

\$350,000 from noted funding source.

Emergency Provision:

No

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. CONTRACTUAL 11-24-ORD

ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 158-24 ENTITLED "AN ORDINANCE TO MAKE ESTIMATED APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF FAIRFIELD, OHIO, DURING A PERIOD BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025."

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

Section 1. Ordinance No. 158-24, the 2025 Appropriation Ordinance, is hereby amended in the following respects:

From:	Unappropriated One Ohio Fund	\$350,000
To:	26716027-271500 Funding Grant	\$350,000
	<i>(Transfer to Fairfield Community Foundation to establish Field of Interest Fund)</i>	

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

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

ATTEST:

Clerk of Council

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

Clerk of Council



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Finance

Subject:

Non-Contractual Appropriations

Legislation Title:

Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”

- Non-Contractual Appropriations: \$81,250 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

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

Discussion:

Please refer to specific Council Communications for full description of these items.

Financial Impact:

\$81,250 from noted funding source.

Emergency Provision:

NA

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. NON CONTRACTUAL 11-24-ORD

ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 158-24 ENTITLED "AN ORDINANCE TO MAKE ESTIMATED APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF FAIRFIELD, OHIO, DURING A PERIOD BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025."

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

Section 1. Ordinance No. 158-24, the 2025 Appropriation Ordinance, is hereby amended in the following respects:

From: Unappropriated Capital Improvement Fund \$28,620

40216025-252000 Improvements Other Than Building \$28,620

(New storage area at CAC 5PR01 [\$8,400]) (South Trace Carpet 5RC13 [\$20,220])

From: Unappropriated Water Surplus Fund \$40,277

To: 60516025-252000 Improvements Other Than Bldg. \$40,277

(Instrumentation Pressure Differential Transmitters 5WT02)

From: Unappropriated Sewer Surplus Fund \$12,353

To: 62416025-253200 Capital Equipment \$12,353

(Refrigerated Composite Sampler 5WW10)

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

Passed _____

Mayor's Approval

Posted _____

First Reading _____

Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

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

Clerk of Council

ACTIVE CLIENTS\CITY OF FAIRFIELD\ORDINANCES\2025\NON CONTRACTUAL 11-24-ORD



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Jeremy Hamel, Treatment Superintendent
Department: Public Utilities

Subject:

Water Division-Instrumentation Pressure Differential Transmitters

Legislation Title:

\$40,277 - Instrumentation Pressure Differential Transmitters (Public Utilities - Water Division)

Recommendation:

It is recommended that the city council authorize an appropriation in the amount of \$40,277 for the purchase of instrumentation pressure transmitters for the Water Treatment Plant.

Discussion:

The rapid sand filters are a critical piece of the treatment process at the Water Treatment Plant. The differential pressure transmitters allow the sand filters to operate efficiently through filter and backwash cycles. Replacement of the outdated transmitters will help maintain the reliability of our process and consistency of the water being distributed to the system.

Water Division Staff recommends purchasing the pressure transmitters from VEGA Americas, Inc. These instruments are desired due to proven durability and robust technology. Furthermore - Water Division staff desires consistency in instrumentation and desires VEGA units as the best option for these applications. VEGA Americas' does not sell through other distributors and instead use a direct sales model for municipal customers exclusively in the City's territory. A Sole Source letter has been attached for review.

Financial Impact:

An appropriation in the amount of \$40,277 is being requested for the purchase of differential pressure transmitters at the Water Treatment Plant. Funding for this project was approved in the 2025-2029 Capital Improvement Program (CIP) under project #5WT02, Instrumentation Replacement Program. The funding source is the Water Surplus Fund, 605.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. Vega Water Filter Instrument

2. Sole Source Letter - COF

Quote No. 4218678/0



VEGA Americas, Inc. *3877 Mason Research Pkwy* Mason * OH 45036 * USA

City of Fairfield Water Treatment Plant
Mr. Jason Blevens
Maint Foreman
5021 Groh Ln
Fairfield OH 45014-2303

Technical Specialist: Julian Harris
Phone: 513 272 4265
E-mail: j.harris@vega.com
Date: 11/03/25
Quote Validity: 11/30/25

Customer Reference: RFQ - Differential Pressure Replacement Project

Hello Jason

The total for this quotation, not including shipping and handling, is **\$ 42,714.88**.

The lead time for the equipment is **three (3) business days after receipt of order**.

All sales are final. The Buyer assumes responsibility for ensuring all specifications outlined below are correct for the Buyer's intended application.

VEGA remains committed to delivering our products on-time whenever possible. However, ongoing challenges to the global supply chain may lead to delays in quoted delivery dates.

TARIFF SURCHARGE: A surcharge of 9% will be applied to the goods supplied under this quotation. This surcharge is not included in the unit price of the equipment and will appear as a separate line item on the quotation and on the final invoice. The surcharge reflects increased costs associated with tariffs on imported components and materials. Applicable sales and use taxes may apply.

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VEGA Americas, Inc.
3877 Mason Research Pkwy
Mason, OH 45036
USA

Tel 513 272 0131
Fax 513 272 0133
americas@vega.com
www.vega.com

US Remit to Address:
VEGA Americas, Inc.
PO Box 640162
Cincinnati, OH 45264-0162
US Bank
SWIFT No: USBKUS44IMT
ABA Routing No#042000013
Account NO#821710100

Canadian Funds Remit To:
VEGA Americas, Inc.
Account #: 1002823
Transit #: 01014, Bank #: 0003
Wire Transfer:
Royal Bank of Canada
180 Wellington St. W
Toronto, ON M5J 1J1
SWIFT: ROYCCAT2

Euro Funds Remit To:
VEGA Americas, Inc.
Financial Institution - US Bank National
Association
SWIFT No: USBKUS44IMT
Account No: 0300455948099

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
1		Filters Loss of Head Unit 1-4		
1.1	4	VEGADIF 85 DF85.FXD1ADMZXADNKXXXXXXXXXXNADNAH1XX eID: US92991258 Differential pressure transmitter with metal measuring diaphragm Application area The VEGADIF 85 is a universal differential pressure transmitter for measurement of liquids, gases and vapours. Typical application areas are level measurement in pressurized vessels as well as flow measurement in combination with effective pressure transmitters. Further applications are pressure monitoring on filters as well as density and interface measurements. Your benefit - Measurement of very low differential pressures through high precision measured value detection - High reliability through integrated overload diaphragm - Multivariable sensor through integrated measurement of the absolute pressure Scope Approval Process Fitting / Material / Lateral Ventilation Material diaphragm Seal Measuring range / PN Accuracy class Electronics Linearization curve Supplementary electronics Overvoltage arrester for supply cable Housing Housing version / Protection Cable entry / Connection Display/adjustment module PLICSCOM Accessory Accessory version / Material / Material valve seal Accessory process side Accessory sensor side Accessory fixing screws / Material Accessory Process seal / Temperature range Certificates Operating instructions Linearization Application-specific parameter settings Min. process pressure Max. process pressure Customs tariff number (HS code)	2,122.98	8,491.92
		F : USA X : for Ex-free area (incl. Ordinary Location approval) D : NPT1/4-18, IEC61518, UNF7/16-20 / 316L / without 1 : 316L A : FKM (ERIKS 514531; PN400) D : 7.50 psi / 2400 psi M : 0.065 % Z : Two-wire 4 ... 20 mA : linear X : without : without A : Aluminium single chamber D : compact / IP66/IP68 (0.2bar); NEMA 6P N : 1/2NPT / Blind plug K : mounted; with Bluetooth, magnetic pen operation A : Oval flange adapter included D : Basic version / 316L with CRN N : 1/2NPT female A : Form A, IEC61518 H : 7/16 UNF, length: 1 1/2" / steel 8.8 galvanized 1 : FKM (Vi 399) / -15...+200°C X : No : without : No : No : -14.504 psi : 2320.640 psi : 90262020		

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 2:	8,491.92

2 Filter Effluent Unit 1-4

2.1 4 **VEGADIF 85** 1,769.56 7,078.24

DF85.FXD1ADMZXADNKXXXXXXXXXXNXXXXXXXXXX

eID: [US92992519](#)

Differential pressure transmitter with metal measuring diaphragm

Application area

The VEGADIF 85 is a universal differential pressure transmitter for measurement of liquids, gases and vapours. Typical application areas are level measurement in pressurized vessels as well as flow measurement in combination with effective pressure transmitters. Further applications are pressure monitoring on filters as well as density and interface measurements.

Your benefit

- Measurement of very low differential pressures through high precision measured value detection
- High reliability through integrated overload diaphragm
- Multivariable sensor through integrated measurement of the absolute pressure

Scope	F : USA
Approval	X : for Ex-free area (incl. Ordinary Location approval)
Process Fitting / Material / Lateral	D : NPT1/4-18, IEC61518, UNF7/16-20 / 316L / without
Ventilation	
Material diaphragm	1 : 316L
Seal	A : FKM (ERIKS 514531; PN400)
Measuring range / PN	D : 7.50 psi / 2400 psi
Accuracy class	M : 0.065 %
Electronics	Z : Two-wire 4 ... 20 mA
Linearization curve	: linear
Supplementary electronics	X : without
Overvoltage arrester for supply cable	: without
Housing	A : Aluminium single chamber
Housing version / Protection	D : compact / IP66/IP68 (0.2bar); NEMA 6P
Cable entry / Connection	N : 1/2NPT / Blind plug
Display/adjustment module PLICSCOM	K : mounted; with Bluetooth, magnetic pen operation
Certificates	X : No
Operating instructions	: without
Linearization	: No
Application-specific parameter settings	: No
Min. process pressure	: -14.504 psi
Max. process pressure	: 2320.640 psi
Customs tariff number (HS code)	: 90262020

2.2 4 **Valve block** 199.00 796.00

DIFVALVE.CVNA4X

eID: [US67886397](#)

For direct connection to the differential pressure transmitter VEGADIF

Application area

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 3:	16,366.16

Continuation position: 2.2

The use of the valve block with inlet and outlet valves ensures the simple installation and setup of the differential pressure transmitter.

Your benefit

- Proven technology because suitable for connections according to IEC 61518
- Simple mounting and dismounting of the differential pressure transmitter
- Individual adaptation to the respective process

Version	C : 3-fold DN5 PN420
Material block / Material valve seal	V : 316L (1.4404) / PTFE
Process side	N : 1/2NPT female
Sensor side	A : Form A, IEC61518
Fixing screws / Material process seal	4 : 7/16 UNF galvanized steel, length: 1 3/4" / PTFE
Operating instructions	: without
Certificate / Standard	X : without
Customs tariff number (HS code)	: 84818073

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 4:	16,366.16

3 Filters Loss of Head Unit 5-8

3.1 4 **VEGADIF 85** 2,122.98 8,491.92

DF85.FXD1ADMZXADNKXXXXXXXXXXNADNAH1XX

eID: [US92991258](#)

Differential pressure transmitter with metal measuring diaphragm

Application area

The VEGADIF 85 is a universal differential pressure transmitter for measurement of liquids, gases and vapours. Typical application areas are level measurement in pressurized vessels as well as flow measurement in combination with effective pressure transmitters. Further applications are pressure monitoring on filters as well as density and interface measurements.

Your benefit

- Measurement of very low differential pressures through high precision measured value detection
- High reliability through integrated overload diaphragm
- Multivariable sensor through integrated measurement of the absolute pressure

Scope	F : USA
Approval	X : for Ex-free area (incl. Ordinary Location approval)
Process Fitting / Material / Lateral	D : NPT1/4-18, IEC61518, UNF7/16-20 / 316L / without
Ventilation	
Material diaphragm	1 : 316L
Seal	A : FKM (ERIKS 514531; PN400)
Measuring range / PN	D : 7.50 psi / 2400 psi
Accuracy class	M : 0.065 %
Electronics	Z : Two-wire 4 ... 20 mA
Linearization curve	: linear
Supplementary electronics	X : without
Overvoltage arrester for supply cable	: without
Housing	A : Aluminium single chamber
Housing version / Protection	D : compact / IP66/IP68 (0.2bar); NEMA 6P
Cable entry / Connection	N : 1/2NPT / Blind plug
Display/adjustment module PLICSCOM	K : mounted; with Bluetooth, magnetic pen operation
Accessory	A : Oval flange adapter included
Accessory version / Material / Material valve seal	D : Basic version / 316L with CRN
Accessory process side	N : 1/2NPT female
Accessory sensor side	A : Form A, IEC61518
Accessory fixing screws / Material	H : 7/16 UNF, length: 1 1/2" / steel 8.8 galvanized
Accessory Process seal / Temperature range	1 : FKM (Vi 399) / -15...+200°C
Certificates	X : No
Operating instructions	: without
Linearization	: No
Application-specific parameter settings	: No
Min. process pressure	: -14.504 psi
Max. process pressure	: 2320.640 psi
Customs tariff number (HS code)	: 90262020

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 5:	24,858.08

3.2	4	Valve block	199.00	796.00
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DIFVALVE.CVNA4X

eID: [US67886397](#)

For direct connection to the differential pressure transmitter VEGADIF

Application area

The use of the valve block with inlet and outlet valves ensures the simple installation and setup of the differential pressure transmitter.

Your benefit

- Proven technology because suitable for connections according to IEC 61518
- Simple mounting and dismounting of the differential pressure transmitter
- Individual adaptation to the respective process

Version	C : 3-fold DN5 PN420
Material block / Material valve seal	V : 316L (1.4404) / PTFE
Process side	N : 1/2NPT female
Sensor side	A : Form A, IEC61518
Fixing screws / Material process seal	4 : 7/16 UNF galvanized steel, length: 1 3/4" / PTFE
Operating instructions	: without
Certificate / Standard	X : without
Customs tariff number (HS code)	: 84818073

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 6:	25,654.08

4		Filter Effluent Unit 5-8		
4.1	4	VEGADIF 85	2,122.98	8,491.92

DF85.FXD1ADMZXADNKXXXXXXXXXXNADNAH1XX

eID: [US92991258](#)

Differential pressure transmitter with metal measuring diaphragm

Application area

The VEGADIF 85 is a universal differential pressure transmitter for measurement of liquids, gases and vapours. Typical application areas are level measurement in pressurized vessels as well as flow measurement in combination with effective pressure transmitters. Further applications are pressure monitoring on filters as well as density and interface measurements.

Your benefit

- Measurement of very low differential pressures through high precision measured value detection
- High reliability through integrated overload diaphragm
- Multivariable sensor through integrated measurement of the absolute pressure

Scope	F : USA
Approval	X : for Ex-free area (incl. Ordinary Location approval)
Process Fitting / Material / Lateral	D : NPT1/4-18, IEC61518, UNF7/16-20 / 316L / without
Ventilation	
Material diaphragm	1 : 316L
Seal	A : FKM (ERIKS 514531; PN400)
Measuring range / PN	D : 7.50 psi / 2400 psi
Accuracy class	M : 0.065 %
Electronics	Z : Two-wire 4 ... 20 mA
Linearization curve	: linear
Supplementary electronics	X : without
Overvoltage arrester for supply cable	: without
Housing	A : Aluminium single chamber
Housing version / Protection	D : compact / IP66/IP68 (0.2bar); NEMA 6P
Cable entry / Connection	N : 1/2NPT / Blind plug
Display/adjustment module PLICSCOM	K : mounted; with Bluetooth, magnetic pen operation
Accessory	A : Oval flange adapter included
Accessory version / Material / Material valve seal	D : Basic version / 316L with CRN
Accessory process side	N : 1/2NPT female
Accessory sensor side	A : Form A, IEC61518
Accessory fixing screws / Material	H : 7/16 UNF, length: 1 1/2" / steel 8.8 galvanized
Accessory Process seal / Temperature range	1 : FKM (Vi 399) / -15...+200°C
Certificates	X : No
Operating instructions	: without
Linearization	: No
Application-specific parameter settings	: No
Min. process pressure	: -14.504 psi
Max. process pressure	: 2320.640 psi
Customs tariff number (HS code)	: 90262020

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 7:	34,146.00

4.2	4	Valve block	199.00	796.00
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DIFVALVE.CVNA4X

eID: [US67886397](#)

For direct connection to the differential pressure transmitter VEGADIF

Application area

The use of the valve block with inlet and outlet valves ensures the simple installation and setup of the differential pressure transmitter.

Your benefit

- Proven technology because suitable for connections according to IEC 61518
- Simple mounting and dismounting of the differential pressure transmitter
- Individual adaptation to the respective process

Version	C : 3-fold DN5 PN420
Material block / Material valve seal	V : 316L (1.4404) / PTFE
Process side	N : 1/2NPT female
Sensor side	A : Form A, IEC61518
Fixing screws / Material process seal	4 : 7/16 UNF galvanized steel, length: 1 3/4" / PTFE
Operating instructions	: without
Certificate / Standard	X : without
Customs tariff number (HS code)	: 84818073

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 8:	34,942.00

5		Backwash unit 1		
5.1	1	VEGADIF 85	2,122.98	2,122.98

DF85.FXD1ADMZXADNKXXXXXXXXXXNADNAH1XX

eID: [US92991258](#)

Differential pressure transmitter with metal measuring diaphragm

Application area

The VEGADIF 85 is a universal differential pressure transmitter for measurement of liquids, gases and vapours. Typical application areas are level measurement in pressurized vessels as well as flow measurement in combination with effective pressure transmitters. Further applications are pressure monitoring on filters as well as density and interface measurements.

Your benefit

- Measurement of very low differential pressures through high precision measured value detection
- High reliability through integrated overload diaphragm
- Multivariable sensor through integrated measurement of the absolute pressure

Scope	F : USA
Approval	X : for Ex-free area (incl. Ordinary Location approval)
Process Fitting / Material / Lateral	D : NPT1/4-18, IEC61518, UNF7/16-20 / 316L / without
Ventilation	
Material diaphragm	1 : 316L
Seal	A : FKM (ERIKS 514531; PN400)
Measuring range / PN	D : 7.50 psi / 2400 psi
Accuracy class	M : 0.065 %
Electronics	Z : Two-wire 4 ... 20 mA
Linearization curve	: linear
Supplementary electronics	X : without
Overvoltage arrester for supply cable	: without
Housing	A : Aluminium single chamber
Housing version / Protection	D : compact / IP66/IP68 (0.2bar); NEMA 6P
Cable entry / Connection	N : 1/2NPT / Blind plug
Display/adjustment module PLICSCOM	K : mounted; with Bluetooth, magnetic pen operation
Accessory	A : Oval flange adapter included
Accessory version / Material / Material valve seal	D : Basic version / 316L with CRN
Accessory process side	N : 1/2NPT female
Accessory sensor side	A : Form A, IEC61518
Accessory fixing screws / Material	H : 7/16 UNF, length: 1 1/2" / steel 8.8 galvanized
Accessory Process seal / Temperature range	1 : FKM (Vi 399) / -15...+200°C
Certificates	X : No
Operating instructions	: without
Linearization	: No
Application-specific parameter settings	: No
Min. process pressure	: -14.504 psi
Max. process pressure	: 2320.640 psi
Customs tariff number (HS code)	: 90262020

Pos.	Quantity	Instrument Type	Unit Price USD	Total Price USD
			Carried over Value of Goods Net Page 9:	37,064.98

6		Filter Flume Level		
6.1	1	VEGADIF 85	2,122.98	2,122.98

DF85.FXD1AEMZXADNKXXXXXXXXXXNADNAH1XX

eID: [US92993489](#)

Differential pressure transmitter with metal measuring diaphragm

Application area

The VEGADIF 85 is a universal differential pressure transmitter for measurement of liquids, gases and vapours. Typical application areas are level measurement in pressurized vessels as well as flow measurement in combination with effective pressure transmitters. Further applications are pressure monitoring on filters as well as density and interface measurements.

Your benefit

- Measurement of very low differential pressures through high precision measured value detection
- High reliability through integrated overload diaphragm
- Multivariable sensor through integrated measurement of the absolute pressure

Scope	F : USA
Approval	X : for Ex-free area (incl. Ordinary Location approval)
Process Fitting / Material / Lateral	D : NPT1/4-18, IEC61518, UNF7/16-20 / 316L / without
Ventilation	
Material diaphragm	1 : 316L
Seal	A : FKM (ERIKS 514531; PN400)
Measuring range / PN	E : 45psi / 2400psi
Accuracy class	M : 0.065 %
Electronics	Z : Two-wire 4 ... 20 mA
Linearization curve	: linear
Supplementary electronics	X : without
Overvoltage arrester for supply cable	: without
Housing	A : Aluminium single chamber
Housing version / Protection	D : compact / IP66/IP68 (0.2bar); NEMA 6P
Cable entry / Connection	N : 1/2NPT / Blind plug
Display/adjustment module PLICSCOM	K : mounted; with Bluetooth, magnetic pen operation
Accessory	A : Oval flange adapter included
Accessory version / Material / Material valve seal	D : Basic version / 316L with CRN
Accessory process side	N : 1/2NPT female
Accessory sensor side	A : Form A, IEC61518
Accessory fixing screws / Material	H : 7/16 UNF, length: 1 1/2" / steel 8.8 galvanized
Accessory Process seal / Temperature range	1 : FKM (Vi 399) / -15...+200°C
Certificates	X : No
Operating instructions	: without
Linearization	: No
Application-specific parameter settings	: No
Min. process pressure	: -14.504 psi
Max. process pressure	: 2320.640 psi
Customs tariff number (HS code)	: 90262020

Value of Goods Net USD:	39,187.96
Tariff Surcharge USD:	3,526.92
Total USD	42,714.88

Contact Information:

Local Sales Contact **Joe Simmons**
 Phone: 513 272 4037
 E-mail: j.simmons@vega.com

Technical Specialist **Julian Harris**
 Phone: 513 272 4265
 E-mail: j.harris@vega.com

Please Submit all Purchase orders to orders.us@vega.com

VEGA YOUR TRUSTED PRESSURE & LEVEL SUPPLIER
 Pressure sensors for any measurement challenge



VEGABAR 82 with abrasion-resistant ceramic cell

VEGADIF 85 for measurement in pressurized vessels

PLICSCOM. Even easier to operate with Bluetooth

The innovative PLICSCOM display and adjustment module is mounted directly on the sensor for measured value indication, adjustment and diagnostics.



12404-US-250430



www.vega.com

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This quotation is expressly conditioned on the application of VEGA Americas' General Terms and Conditions of Sale, which govern all sales of goods and services referenced herein. Customer's issuance of a purchase order or other acceptance of this quotation/invoice shall constitute Customer's agreement to be bound by VEGA Americas' Terms and Conditions, including but not limited to any applicable surcharges, terms, and conditions expressly set forth in this document. Any additional or conflicting terms proposed by Customer, whether in a purchase order or otherwise, are hereby rejected and shall be of no force or effect unless expressly accepted in writing by VEGA Americas.

<https://www.vega.com/en-us/company/legal-notice>

- Page 11/11 -

VEGA Americas, Inc.
 3877 Mason Research Pkwy
 Mason, OH 45036
 USA

Tel 513 272 0131
 Fax 513 272 0133
 americas@vega.com
 www.vega.com

US Remit to Address:
 VEGA Americas, Inc.
 PO Box 640162
 Cincinnati, OH 45264-0162
 US Bank
 SWIFT No: USBKUS44IMT
 ABA Routing No#042000013
 Account NO#821710100

Canadian Funds Remit To:
 VEGA Americas, Inc.
 Account #: 1002823
 Transit #: 01014, Bank #: 0003
 Wire Transfer:
 Royal Bank of Canada
 180 Wellington St. W
 Toronto, ON M5J 1J1
 SWIFT: ROYCCAT2

Euro Funds Remit To:
 VEGA Americas, Inc.
 Financial Institution - US Bank National Association
 SWIFT No: USBKUS44IMT
 Account No: 0300455948099



VEGA Americas, Inc. 1.800.FOR.LEVEL
3877 Mason Research Parkway Tel: 513.272.0131
Mason, OH 45036 Fax: 513.272.0133
USA www.vega.com
americas@vega.com

11/6/2025

Mr. Jeremy Hamel,

City of Fairfield Public Utilities
5350 Pleasant Avenue
Fairfield, OH 45014

Subject: Sole Source Provider

Dear Jeremy,

The purpose of this letter is to provide verification that VEGA Americas' does not sell through other distributors and instead use a direct sales model for municipal customers exclusively in your territory.

VEGA Americas appreciates the opportunity to do business with you. We look forward to serving your level and pressure instrumentation needs.

Partnering with VEGA for your instrumentation needs provides our customers with many advantages:

- Best in Class Radar Technology - VEGA radar instruments feature innovations including a proprietary radar chip, high dynamic range, and advanced signal processing. This allows the VEGAPULS 6X to reliably measure all media, including liquids and bulk solids with poor reflective properties.
- Wide Range of Pressure Transmitter Products - VEGA offers a broad range of technologies and features that are offered by only a small number of instrumentation suppliers. Our CERTEC® ceramic diaphragms offer superior abrasion resistance and high overload resistance. METEC® cells offer superior temperature stability. The Electronic Differential Pressure system can provide advantages over traditional differential pressure units in many applications.
- Ease of use - The VEGATools app with Bluetooth connectivity provides our customers with the easiest instrument set-up on the market.
- Support – VEGA provides 24/7 technical support at no charge at 844-VEGA-NOW.

We look forward to the opportunity of working with you. I am confident we can be a responsive and reliable supplier for your instrumentation needs.

Sincerely,

Will Bailey

National Sales Manager – Americas

Phone 513.272.4380

Cell: 513.885.0622

Email: w.bailey@vega.com



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Jeremy Hamel, Treatment Superintendent
Department: Public Utilities

Subject:

Wastewater Division-Replacement Refrigerated Composite Sampler

Legislation Title:

\$12,353 - Replacement Refrigerated Composite Sampler (Public Utilities - Wastewater Division)

Recommendation:

It is recommended that city council authorize an appropriation in the amount of \$12,353 for the purchase of a refrigerated composite sampler.

Discussion:

The Wastewater Division utilizes composite samplers to collect wastewater samples which are analyzed for parameters outlined in the Division's National Pollutant Discharge Elimination System (NPDES) permit. The current sampler has exceeded the normal operation life and is in need of replacement.

Financial Impact:

An appropriation in the amount of \$12,353 is being requested for the purchase of a Refrigerated Composite Sampler at the Wastewater Treatment Plant. Funding for this project was approved in the 2025-2029 Capital Improvement Program (CIP) under project #5WW10, Monitoring Equipment. The funding source is the Sewer Surplus Fund, 624.

Emergency Provision:

NO

Rule Suspension Requested:

NO

ATTACHMENTS:

1. FAIRFIELDHOPUBLICUTILITIES_Estimate_16004



17322 Westfield Park Rd.
P.O. Box 405
Westfield, IN 46074
• Phone (317) 896-3700 • Fax (317) 896-9267

PROPOSAL FOR
FAIRFIELD OH PUBLIC UTILITIES JEREMY HAMEL 4799 Groh Ln Fairfield, OH 45014-2341

PROPOSAL	
Proposal #	16004
Proposal Date	Sat Nov 8, 2025
Proposed By	Keith Hicks
Ship Via	

PROJECT NAME
Isco 5800 Refrigerated Sampler

Qty	Part #	Name	Description	Rate	Amount
1	685800102	685800102	5800 Refrigerated Sampler (115 VAC, 60 Hz) with pump heater. Includes control panel, refrigeration unit, pump housing heater, distributor arm, two pump tubes, instruction manual, and pocket guide. To receive a complete system you must also order a bottle configuration kit and suction line with strainer.	\$10,864.00	\$10,864.00
1	685800009	685800009	1-bottle Configuration. Includes one polyethylene 2.5-gallon (10-liter) round bottle, locating base, two caps and two discharge tubes.	\$319.00	\$319.00
1	609004379	609004379	3/8 inch ID x 25 ft. long vinyl suction line with standard weighted polypropylene strainer. Includes tubing coupler.	\$240.00	\$240.00
1	685800020	685800020	5800 refrigerated sampler multipurpose cable with 16 unterminated leads, 10 ft. (3 m). Includes instruction sheet.	\$209.00	\$209.00
1		OH/KY Shipping R5800 6712FR	SHIPPING- Refrigerators (5800, 6712FR, Optima, Dual, Premium, Explosion Proof)	\$721.00	\$721.00

Proposal valid for 30 days from date of issue. Please send P/O number upon acceptance of this proposal to: orders@grippinc.com UPS Ground Shipment Quoted – Overnight Service Available Major Credit Cards Accepted	Sub-Total	\$12,353.00
	Sales Tax	\$0.00
	Total	\$12,353.00

NOTES

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CERTIFICATIONS

- Teledyne/Isco Factory Trained Technicians • Confined Space Entry
- CCS • ARSC • ISN • AVETTA • OSHA 10



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Mandi Brock, Parks & Recreation Director
Department: Parks & Recreation

Subject:

New Storage area at CAC

Legislation Title:

\$8,400 - New storage area at Community Arts Center (Parks & Recreation)

Recommendation:

It is recommended that the City Council authorize an appropriation of \$8,400 from the Capital Improvement Program for CAC upgrades.

Discussion:

This project involves enclosing the area beneath the main staircase at the CAC to create additional closet and storage space. The new enclosure will provide a secure and organized area for storing rental items such as tables, chairs, and linens used during events. By maximizing the use of existing space, this improvement will enhance the overall functionality and efficiency of event operations. Funding for these improvements is included in the 2025-2029 Capital Improvement Program under project CIP 5PR01.

Financial Impact:

\$8,400 from the Capital Improvement Fund 5PR01.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. Storage Area at CAC

Beambridge Construction LLC

Hamilton, Ohio
513-200-3031
Beambridgeco@gmail.com

Client information/ Bill To:

Job / Address

Address Rodney Jones
411 Wessell dr
City, State ZIP Fairfield, oh. 45014
Phone Rodney 513-304-8835
Email rjones@fairfield-city.org

Name FFCAC Interior wall addition
Address same
City, State ZIP _____

Scope of work

Remove existing bench in commons area and construct wall flush with existing staircase to column. Wrap around back to existing closet and provide door opening (R.O. 54" x 81 1/2"). Re use existing baseboard and chair rail for finish.

All material and labor included from demo to paint and fginal finish.

Addition Information

Door and Install by others. Electric if any by others.

8/21/2025

We estimate that the project will take approximately **1 week** depending on the specific needs of the project, and dependent on other contractors or weather outside of our control, if any. We will work closely with you throughout the process to ensure project is completed on time and within budget. Price included all material and labor unless stated otherwise.

Our price to complete this project is, **\$8,400** Change orders if any will be carried out after cost is approved by client and billed separately.

Payments are as follows: In full upon completion

*Payments over 30 days late are subject to 18% interest monthly.

signed: _____

date: _____

Questions or concerns please feel free to call. Joe Kunkel: 513-200-3031, beambridgeco@gmail.com
Proposal is good for 45 days.



**City Council Communication
Regular Meeting - November 24, 2025**

Submitted by: Mandi Brock, Parks & Recreation Director
Department: Parks & Recreation

Subject:

South Trace Carpet

Legislation Title:

\$20,220 - New carpet at South Trace Club House (Parks & Recreation)

Recommendation:

It is recommended that City Council authorize an appropriation of \$20,220 from the Capital Improvement Program for new carpet at South Trace Club House.

Discussion:

The carpet at the South Trace Clubhouse has reached the end of its life and needs to be replaced. Due to heavy, year-round use by golfers, the existing flooring has experienced significant wear. The proposed project includes replacing the carpet throughout the entire facility, including the dining area, pro shop, and office spaces.

Although multiple bids were solicited (from Buddy's; Carpet Discounter; McSwain; and Carpet Land), only this vendor (Carpet Land) was able to provide a quote. Funding for this improvement is included in the 2025–2029 Capital Improvement Program under Project CIP 5RC13.

Financial Impact:

\$20,220 from the Capital Improvement Fund as CIP 5RC13.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. South Trace Carpet Quote

Carpetland Proposal

1050 Skillman Drive, Cincinnati, OH 45215
 (513) 771-2345 x 126 * fax (513) 672-8450
 E-mail: JCOMBS@CARPETLAND-CINCY.COM

Submitted To:	Work To Be Performed at:
City of Fairfield	South Trace Golf Course
	2200 John Gray Road
E-mail: rjones@fairfield-city.org	Fairfield, Ohio
Phone:	
	Date: 11/11/25 Updated

We hereby propose to furnish all material and perform all labor necessary for the completion of the following flooring:

Replace all existing carpet tile in Club House
 Demo existing carpet tile = \$1,800.00 (Fairfield to have dumpster on-site for disposal)
 Carpet Tile - \$36 Installed Allowance = \$15,120.00
 Walk-Off Carpet for 4 areas = \$3,300.00

Total = \$20,220.00

City of Fairfield to move all furniture and fixtures prior to installation.
 Work to be performed during daytime business hours in winter months.

Buyers agree to furnish suitable subfloors, swept clean and ready to receive Seller's installation. Should Buyer request installation on non-recommended subfloors, Buyer shall be responsible for such installation. No repairing, sanding or leveling of subfloors or waxing of the finished floor is to be furnished by the Seller. Concrete floors are to have a smooth steel trowel finish. Seller shall have no obligation in preparing, replacing, etc., the floor surface unless stated above. Seller shall not be responsible for any delay in performance of the foregoing contract caused by unobtainability, of material, strikes, acts of God, inaccessibility of premises or failure of any other contractors and/or material men to do their work.

Respectfully submitted by: _____ *Jeffrey Combs* _____

Pricing for this proposal is only good for 30 days.

Accepted by: _____ sign & print name, Date: _____