



Office of the Mayor

Proclamation

Whereas:

excellence in education is vital to the success of our city; and in Oxford we seek to instill each child and adolescent with a good education; and

WHEREAS, by preparing our students for the responsibilities and opportunities of the future, education develops the intellect through lessons on literacy, math and science; and

WHEREAS, the Rebbe, Rabbi Menachem Schneerson, dedicated his life to the betterment of mankind and tirelessly advocated for a better education for all Americans; and

WHEREAS, the Rebbe taught that education should not be limited to the acquisition of knowledge and preparation for a career, but also on character building, with emphasis on the universal moral and ethical values that are the basis of any peaceful civilized society; and

WHEREAS, the United States Congress has established "Education & Sharing Day USA" as an annual national day to commemorate the Rebbe's achievement's; and the lessons and the vision he set forth are relevant to us all today.

NOW, THEREFORE, I, William Snavelly, Vice Mayor of the City of Oxford, Ohio, do hereby proclaim Sunday, April 5, 2020 as,

"EDUCATION & SHARING DAY OXFORD"

and call upon educators, volunteers and citizens, to reach out to young people and work to create a better, brighter, and more hopeful future for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 17th day of March, 2020.



MICHAEL SMITH, MAYOR

RESOLUTION NO. 7176

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES ON HIGH STREET, EAST PARK PLACE, WEST PARK PLACE, POPLAR STREET, MAIN STREET AND BEECH STREET BETWEEN WALNUT STREET AND CHURCH STREET, AND IN LOT 52 FROM 9:00 A.M. ON MARCH 17, 2020 UNTIL SUCH TIME AS COUNCIL DEEMS APPROPRIATE TO END. THE TWO HOUR RESTRICTION FOR METERS IN THESE LOCATIONS SHALL REMAIN IN EFFECT.

WHEREAS, the Assistant City Manager recommends approval of the proposal to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in Lot 52 from 9:00 a.m. on March 17, 2020 until such time as Council deems appropriate to end. The two hour restriction for meters in these locations shall remain in effect.

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

SECTION 1: City Council hereby accepts the recommendation of the Assistant City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in Lot 52 from 9:00 a.m. on March 17, 2020 until such time as Council deems appropriate to end. The two hour restriction for meters in these locations shall remain in effect.

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


MAYOR

ADOPTED: March 17, 2020

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Law

Originating Department

Council Meeting Of: March 17, 2020

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 16, 2020

Date Prepared

Agenda Title: A Resolution authorizing the use of technology for holding official meetings of Council while under a State of Emergency. (Chris, Conard, Law Director)

Recommendation: Adopt the Resolution

Discussion:

As requested by the City's Law Director.

Approved By:

Initial Date

Asst.

Department Head:

City Manager:

1
JG 13-17-20

EMERGENCY RESOLUTION NO.

A RESOLUTION AUTHORIZING THE USE OF TECHNOLOGY FOR HOLDING OFFICIAL MEETINGS OF COUNCIL WHILE UNDER A STATE OF EMERGENCY.

WHEREAS, the Governor of the State of Ohio has declared a State of Emergency in response to the COVID-19 situation; and

WHEREAS, Council understands that there are essential functions of government which will need to continue; and

WHEREAS, the Open Meetings Act prohibits meeting to be held through use of technology, and require in-person participation by officials; and

WHEREAS, the Attorney General determined that due to the nature of the emergency and the ban on mass gatherings the public bodies may, in limited circumstances, rely on modern technology via teleconferencing or videoconferencing to convene public meetings in lieu of in person public meetings.

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

Section 1: In an effort to protect the public health, safety and welfare of all citizens, including Council members, citizens and staff, if necessary, Council does hereby authorize the use of teleconferencing or videoconferencing to hold essential meetings.

Section 2: In an effort to comply with the spirit and intent of Sunshine Law, any such meeting will be accessible to the public in real time and information as to how to access the meeting will be publicized as customary in the City.

Section 3: The use of technology to hold a meeting will be used only to the extent determined lawful.

Section 4: This resolution shall be in effect only during a declared State of Emergency.

Section 5: This Resolution shall be in full force and effect immediately upon adoption

MAYOR

ADOPTED: March 17, 2020

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

3/17/2020

Account Code No. :

see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

3/10/2020
Date Prepared

Agenda Title: 2020 Supplemental Budget #3

Recommendation: Approve

Issue 1

To make adjustment to budget for additional temporary MIS services due to the conversion of all the City's PC to Windows 10 and reorganization of the City Manager's office from unencumbered balance

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110) 13,900.00 Expenditures for MIS services

Net Effect on Fund Balance/(s)
Increase/(Decrease) (13,900.00)

Total Net Effect on Fund Balance/(s)
Increase/(Decrease) (13,900.00)

Breakdown by Fund

General Fund (110) (13,900.00)

Net Effect on Fund Balance/(s)
Increase/(Decrease) (13,900.00)

Approved By:

Department Head:

Asst City Manager:

Initials

Date

[Signature] , 3/10/20
[Signature] , 3/13/20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 3 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

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

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

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

SECTION 2: The following increase/(decrease) in appropriations from unencumbered balances be made:

General Fund 110	13,900.00
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SECTION 3: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance Department
Originating Department

Council Meeting Of: March 17, 2020

Joe Newlin
Prepared By

Account Code No. #: Various

Budgeted Amount: \$192,868

March 11, 2020
Date Prepared

Agenda Title: 2020 Property and Casualty Insurance

Recommendation: Approve

Discussion:

Staff is requesting Council to approve the property and casualty insurance renewal of up to \$173,512 for 2020. This represents a \$267 increase over last year's cost of \$173,245. The primary increase is due to an increase in value of automobile replacement coverage over last year, and a decrease in property values. Insurance premiums will be paid on a semiannual basis.

Approved By:

Asst.
Department Head:
City Manager:

Initial Date

[Signature] 3/11/20
[Signature] 3/13/20

RESOLUTION NO.

A RESOLUTION ACCEPTING THE INSURANCE BID OF INSURANCE SPECIALIST GROUP, INC., DBA LOVE INSURANCE PARTNERS FOR THE CITY'S PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2020.

WHEREAS, Insurance Specialist Group, Inc., dba Love Insurance Partners (hereinafter 'Love Insurance Partners') submitted an insurance bid not to exceed \$173,512.00 for the City's property and casualty insurance coverage for 2020, a \$267 increase over last year's cost of \$173,245.00; and

WHEREAS, the City Manager and the Finance Director recommend Council accept the insurance bid of Love Insurance Partners not to exceed \$173,512.00 for the City's property and casualty insurance coverage for 2020.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and accepts the insurance bid of Love Insurance Partners not to exceed \$173,512.00 for the City's property and casualty insurance coverage for 2020.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: March 17, 2020

Service Department
Originating Department

Account Code #: N/A

David Treleven
Prepared By

Budgeted Amount: N/A

March 6, 2020
Date Prepared

Agenda Title: Environmental Commission Meeting of March 4, 2020

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, March 4, 2020 meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair, Mr. Wright Gwyn; City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken; Mr. Andor Kiss, and Mr. Steven Elliott. A quorum was present. Ms. Madeline Maurer had previously notified the Commission that she would be unable to attend this meeting. Also in attendance were graduate students from the Miami University (MU) Institute for the Environment and Sustainability Department (IES) Mr. Noah Miller and Mr. Cecil Okotah.

The minutes from the February 5, 2020 monthly Commission meeting was unanimously approved as presented.

Mr. Miller and Mr. Okotah are members of the IES Professional Service Project (PSP) graduate student team working on the greenhouse gas (GHG) inventory for the City of Oxford. The PSP team has confirmed their GHG inventory numbers for Oxford's local government operations (LGO) activities, and has mostly completed that aspect of the PSP. The PSP team is now examining options for how to best conduct a community-wide GHG inventory, and the preparation of a manual to guide Oxford in conducting its community-wide (CW) GHG inventory. Both the CW and LGO GHG inventories are necessary to help Oxford identify the GHG emissions from the community and to serve as a first step to reducing its contribution to climate change. For the CW GHG inventory, the PSP team needs to determine the level of detail desired, which would assist in ascertaining which of two methodologies to use, "Basic" or "Basic +". Utilizing the Basic method, emissions from four areas would be inventoried: stationary energy uses (such as heating), transportation, waste production and treatment within Oxford corporate limits (the waste water treatment plant, closed landfill, and private and municipal composting), and waste generated within the City limits, but handled/disposed of elsewhere (trash and recycling). The Basic + method include emissions from these four areas, plus four other areas, these being: electrical losses due to transmission between power plants and the end user, industrial processes, fugitive refrigerant emissions, and agricultural land use(s). Commissioners suggested the PSP team look at MU's past GHG inventories, and utilize which of the two methodologies best matches their level of scrutiny, as MU's existing GHG inventory will be used as part of the CW emission numbers.

(Continued)

Approved By:

Department Head:
City Manager:

Initial	Date
<u>ME</u>	<u>3/6/20</u>
<u>JS</u>	<u>3/13/20</u>

Mr. Bracken and Ms. Raghu informed the Commissioners that they had scheduled tours of Oxford's Waste Water Treatment Plant on Thursday morning, March 5, 2020, and Friday morning, March 6, 2020, and inquired if others would be interested in going on either tour. Mr. Kiss and Mr. Ralinovsky indicated that they would accompany the Friday tour.

During the last Planning Commission meeting, the tree preservation and protection legislation was unanimously approved by the five Planning Commissioners in attendance. The current version of the legislation includes four of the five features that the Environmental Commission had expressed concern over when the legislation was initially introduced to the Planning Commission for consideration. The only item currently not included is a specification of the tree fund fee for when developers can't (or won't) replant sufficient numbers of trees on a property to cover the 50% caliper replacement requirement. The Planning Commission had requested that the Environmental Commission determine an appropriate fee to be referenced in the legislation. Commissioners instructed Staff to review at least the last five years of Oxford's annual urban forestry planting projects and determine the average cost for a contractor-planted tree. Staff was also instructed to determine the fee pricing assuming administrative expenses and penalty fees (to discourage developers from not planting as many trees as needed) of various percentages of the tree fund fee between 15% and 50%. Staff is to have these values by the next Commission meeting of April 1, 2020. The Environmental Commission intends to select a tree fund fee, and is to make a recommendation to City Council that this fee be incorporated into the current and future fee schedules.

Mr. Bracken informed the Commissioners that he had been asked to be a member of Oxford's pending Climate Action Task Force, representing the Environmental Commission as well as several other public bodies. The Commissioners expressed concern with having one individual representing several different Commissions/Boards on the Climate Action Task Force, feeling this lessened the intent of having representatives from a variety of segments of the community that may have different views, priorities, and/or thoughts on approaches. Mr. Kiss volunteered to represent the Environmental Commission on the Climate Action Task Force. The Commissioners unanimously agreed to Mr. Kiss' representation.

Mr. Kiss informed the Commission that the Ohio Environmental Protection Agency (OEPA) had informed him that the next grant program for electrical vehicle charging stations was to be announced during March 2020. The OEPA is to specifically inform Mr. Kiss of the grant program's availability, with Mr. Kiss indicating that if he had not heard from the OEPA by mid-month, he would contact them for an update.

Ms. Raghu informed the Commission that Oxford's energy broker would be making a presentation to City Council at the Tuesday, April 21, 2020 Council meeting regarding Oxford's electrical aggregation program and renewable energy credits.

Commissioners concluded discussions at 8:25 p.m. The next regularly scheduled monthly Commission meeting is scheduled for 7:00 p.m. on April 1, 2020 in the Municipal Building's First Floor Conference Room.