Agenda

Oxford City Council

Court House

TUESDAY, APRIL 9, 2020

EXECUTIVE SESSION

None. This meeting is being conducted in accordance with Sub. HB 197 and the guidelines set forth by the Ohio Department of Health.

1. Roll Call. Mike Smith, Mayor; William Snavely, Vice-Mayor; David Prytherch; Jason Bracken; Chantel Raghu; Glenn Ellerbe; Edna Southard

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MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, proceed to the podium, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours

in advance so that reasonable accommodations can be made.

3. Public Participation.

A. Proclamation – "Creativity City"

Proclamation

B. Public Comments.

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

4. Consent Agenda.

A. Minutes of the March 17, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Minutes

B. Report regarding the March 12, 2020 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

Report

5. Resolutions.

1. A Resolution encouraging the Area I Court of Butler County to immediately suspend or delay for at least sixty (60) days after the Stay at Home Order is vacated, all evictions that occur due to economic hardship caused by the coronavirus pandemic. (Councilors: Bracken, Raghu and Snavely)

Staff Report/Resolution

2. A Resolution repealing the City of Oxford's Revolving Loan Fund Rules and Procedures and adopting new City of Oxford Revolving Loan Fund Rules and Procedures. (Doug Elliott, City Manager)

Staff Report/Resolution

6. Ordinances.

A. First Reading

1.An Ordinance Creating The Oxford Small Business Stimulus Program And Declaring An Emergency. (Doug Elliott, City Manager)

Staff Report/Ordinance

2.An Ordinance Approving The Creation Of A New Fund for The 2020 Operating Budget To Provide For A Grant To The Oxford Community Improvement Corporation And To Account For A Small Business Loan Program And Declaring An Emergency. (Joe Newlin, Finance Director)

Staff Report/Ordinance

B. Second Reading.

1.An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 3 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)

Staff Report/Ordinance

7. A. Announcements & Communications.

1. Remarks from City Council and City Staff. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED – Apr 8 Historic & Architectural Preservation Commission Meeting 6:15 p.m. Virtual

THUR –Apr 9 Recreation Board Meeting 11:30 a.m. Cancelled

MON - Apr 13 Oxford Parking & Transportation Advisory Board 9:30 a.m. Municipal Bldg.

TUES – Apr 14 Public Arts Commission of Oxford Meeting 4:30 p.m. Municipal Building

TUES - Apr 14 Planning Commission Meeting 7:00 p.m. Cancelled

WED - Apr 15 Board of Zoning Appeals Meeting 6:30 p.m. Virtual Meeting Only

FRI - Apr 17 City Council Retreat 1:00 p.m. Marcum Center To be Rescheduled

FRI - Apr 17 Student Community Relations Commission Meeting 3:00 p.m. Virtual Meeting

MON – Apr 20 Housing Advisory Commission Meeting 1:30 p.m.

8. Adjourn.

Office of the Mayor

Proclamation

Whereas: creativity is the skill that gives everyone the power to change lives. We use creativity to generate new ideas, make new decisions, take new actions, and achieve new outcomes. Creativity is the essence of human potential; and

WHEREAS, few attributes of human performance have as much impact on our lives and our world as creativity. Creativity stimulates innovation, creating new dimensions of performance across all disciplines and it is innovation that presents new ideas important to the vibrancy and vitality of our community. Outstanding achievements depend upon creativity. Creativity is linked to improvements in business, education technology, government, and the arts and sciences; and

WHEREAS, World Creativity & Innovation Week was founded in 2002 to steward the grassroots intention of giving people all over the world a time and reason to use creativity to solve problems. Leonardo da Vinci's birthday, April 15, marks the beginning of World Creativity & Innovation Week, a time to celebrate and highlight the unlimited creativity potential that resides within all of us. World Creativity & Innovation Week (April 15-21) opens many doorways and paves the way for creativity to be seen as a central mindset, toolset, and skillset for all people every year; and

WHEREAS, in 2018, the United Nations General Assembly called for international recognition of World Creativity to raise awareness of the role creativity and innovation play in problem-solving, which was joined in support by more than 80 nations; and, throughout the week, across the globe, 106 communities spanning 46 countries engage in a myriad of festivities; and

WHEREAS, in 2019, Miami University's John W. Altman Institute for Entrepreneurship became the international home of World Creativity & Innovation Week (April 15-21). Miami University will lead and grow the celebration within Miami, to surrounding communities and globally by encouraging and empowering everyone to celebrate the week of creativity and innovation in their own way; and

WHEREAS, the City of Oxford, home of Miami University, is an integral part to the support and success in celebrating and growing World Creativity & Innovation Week (April 15-21). The Oxford celebration gives community members the opportunity to teach, share and grow creativity as a necessary and critical skill; and

WHEREAS, thanks to the many Miami/Oxford, Ohio researchers, professors, businesspeople, entrepreneurs and students, their creativity continues to expand and strengthen the community and the world.

NOW, THEREFORE, I, Mike Smith, Mayor of the City of Oxford, Ohio, do hereby recognize Miami University/Oxford, Ohio, annually as "Creativity City" during World Creativity & Innovation Week, April 15-21, to celebrate the unlimited creative potential within each of us to make the world a better place.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 7th day of April 2020.

MICHAEL SMITH, MAYOR

A regular meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, March 17, 2020 at 7:30 p.m. The members present were Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavely and Edna Southard.

Staff members present: Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. John Detherage Fire Chief and Mr. Chris Conard, Law Director.

PLEDGE OF ALLEGIANCE

Mayor Smith requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Southard moved to replace the original agenda published for this evening's Council meeting and adopt the new agenda presented by staff for the reason that the Ohio Governor has declared a State of Emergency and City Council should use tonight's meeting to discuss the City's response to the State of Emergency and address any public concerns. Mr. Snavely seconded. The motion passed 7-0-0.

Mr. Snavely moved to add Resolution number 2 for free parking at the Uptown meters. Ms. Southard seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PROCLAMATION
"EDUCATION & SHARING DAY"

Mayor Smith read the Proclamation and advised this item remained on the agenda because Rabbi Greenberg requested that it be read and he was also the first person volunteering not to come to the meeting tonight. Mayor Smith noted Rabbi Greenberg would receive the Proclamation via email.

PRESENTATION
CITY OF OXFORD'S COVID-19 RESPONSE

Mr. Chris Conard, Law Director, advised in light of the declaration of a State of Emergency a number of events have taken place noting after talking to staff it was decided it was best to let the public know what has been done, what is going to happen, what the legal consequences of that are, and what the citizens of the community can expect. Mr. Conard advised he wanted to commend City staff noting staff has been very proactive and the essential services of the city have been protected and thoughtfully so. Mr. Conard noted his primary involvement has been to ensure the City is following the legal requirements and advised one of the first things determined was the business of the City must go on and every community in Ohio must continue to exist and function to deal with the necessary emergency responses.

Mr. Conard noted he felt it was important for citizens to know the law of Ohio pertaining to open meetings has been modified only for the unique circumstances existing for the current emergency. Mr. Conard advised the Attorney General issued a letter on Friday indicating public bodies can meet using teleconferencing or videoconferencing which is an exception which has never existed under Ohio law and is only being recognized for these circumstances. Mr. Conard noted he felt it was important for citizens to know it is likely legislation will be adopted this evening which will allow the power to meet through technology which will need to be monitored and if possible allow for public participation remotely. Mr. Conard advised Council and staff have attempted to engage in social distancing this evening for the meeting and commended the citizens of Oxford for not coming to the meeting respecting the request from the President and the Governor. Mr. Conard noted staff would provide an update on what has been done and what has been discussed and advised if Council had any questions for him from a legal standpoint he would be happy to answer them.

Chief Detherage advised the Fire Department is checking the temperatures of all employees upon entering the station for duty to make sure they are not sick noting that has been instituted at the nursing homes and hospitals and advised they do not want to go into one of those facilities and spread something either delivering or picking up a patient. Chief Detherage noted they have updated and made sure their decontamination procedures for the station and the vehicles are appropriate for the situation. Chief Detherage advised patient contact procedures have changed especially with respiratory patients noting upon arrival they are only exposing one person at a time to limit the exposure to someone who might be sick. Chief Detherage noted a City Incident Action Plan was instituted today which provides the groundwork for the Police Department, Fire Department and Service Department regarding things they are going to address, putting it in writing and making sure everyone is on the same page. Chief Detherage advised staff is in contact with the hospital daily to see if they have any needs the City can assist with and to make sure the City is aware of what is going on there. Chief Detherage noted staff is also in contact with the Butler County Emergency Management Agency on a daily basis to keep abreast of the situation.

Mr. Snavely inquired if the Fire and EMS Department has a sufficient supply of masks and gloves and Chief Detherage advised yes, at this time, noting the EMA and the Governor's Office were working to secure additional supplies.

Mr. Prytherch inquired what the protocol was if a first responder was exposed to someone who ultimately tested positive for COVID-19. Chief Detherage advised the first responder would be quarantined and noted it will be difficult to remain staffed if that situation escalates.

Mr. Bracken inquired if there were contingencies for that situation or anymore resources the City could draw upon. Chief Detherage advised the City would draw upon resources from its neighbors and put all steps in place to be as careful as possible to ensure the City will not have that problem. Mr. Bracken inquired if the Fire Department had access to testing outside of monitoring temperatures and Chief Detherage advised not at this time.

Ms. Raghu noted someone tested positive at McCullough Hyde but does not reside in Butler County and inquired if that would count as a positive test for Butler County and Chief Detherage advised he felt it would although he was not sure.

Mr. Prytherch inquired where citizens should go if they felt sick to discern the next steps and Chief Detherage advised the Butler County General Health District's website where there are links for the CDC and the World Health Organization to get the information from the proper source. Mr. Prytherch noted as he understands it people should call their physician as first step and Chief Detherage advised yes.

Ms. Raghu noted her hospital was part of a larger corporation nationwide and their policy was to start with telemedicine and her insurance was covering all telemedicine so a person can field that call and then go in for actual testing.

Ms. Southard inquired how often City staff would meet to reevaluate the situation. Chief Detherage advised staff has been in contact all day long each day to keep abreast of the situation.

Mr. Snavely thanked Chief Detherage noting he appreciates everything the Chief is doing for the City.

Chief Jones advised this was a public health emergency noting is not a public safety emergency which he is used to dealing with. Chief Jones noted the Police Division was working hard to continue to deliver services to the community and at the same time protect the staff. Chief Jones advised the Police Division cannot afford to lose personnel. Chief Jones noted the Police Explorers and Citizens Police Academy programs have ceased to help the continuity of operations and keep staff healthy. Chief Jones advised OPD was trying to deter large public gatherings per the governor's orders noting they were communicating with the Health Department for guidance and advised those gatherings have scaled down. Chief Jones noted the bars and restaurants being closed has helped the situation and since a lot of people have left town it has made the Police Division's job easier. Chief Jones advised OPD would address any house parties through common Ordinances such as litter and noise regulations. Chief Jones noted OPD has increased environmental cleaning and is keeping officers away from station in their patrol cars as much as possible. Chief Jones advised officers might approach a scene a little differently and would not respond to EMS calls unless asked to.

Ms. Raghu noted she heard the Mt. Healthy Police Department had a protocol of telling people if they have a fender bender to try to figure it out on the BMV website and inquired if that would be encouraged here. Chief Jones advised some of the larger agencies were advising not to report minor accidents to the police noting OPD has not taken that step. Chief Jones advised OPD was working on an online reporting system so people do not have to come to the station to file a report. Chief Jones noted officers should use universal precautions when going to a scene, not shaking hands and staying a distance away from people. Chief Jones advised there will be situations when officers will have to put hands on people and they will be equipped with sanitizer and personal protection equipment.

Mr. Ellerbe inquired if OPD was going to do the home safety checks with so many people gone and Chief Jones advised yes.

Mr. Prytherch commended Chief Jones noting it was a lot of work keeping up with the bars to make sure they were complying with the governor's orders.

Mr. Prytherch noted everyone has learned how important it is to maintain social distancing and unfortunately the student population has not necessarily complied with that. Mr. Prytherch advised he felt the student population should go home as they were putting themselves and their family at risk. Mr. Prytherch encouraged aggressive enforcement noting it was a public safety issue even if the ordinance being enforced was litter regulations.

Ms. Greene noted she would speak to the City's response from a broader picture noting she wanted Chief Detherage and Chief Jones to speak to public safety. Ms. Greene advised on January 28 some Miami students returned to Oxford and needed to be tested for COVID-19 noting there was some community fear. Ms. Greene noted the City tried to communicate good sanitation practices and being calm. Ms. Greene advised the City sent word the tests came back negative from the Miami students. Ms. Greene noted on March 9 it was time for the City to send its own response on the virus and it was very focused on sanitation. Ms. Greene advised on March 11 staff met with key community partners from TriHealth, Talawanda School District, Miami University, the Chamber of Commerce, Enjoy Oxford and Oxford Township to focus on the virus. Ms. Greene noted it was a great communication about resource sharing, next steps and planning. Ms. Greene advised the same day staff met with Miami University officials to review the risk of Miami Students going all online for classes with everything else being open as there was fear of public safety mayhem. Ms. Greene noted a plan was developed for increased patrolled enforcement and advised since that time Chief Jones has had several interactions with liquor permit holders about the changes and the enforcement. Ms. Greene advised on March 13 City staff met and decided to close all City programs and a lot of facilities including the gym, teen center, workouts, preschool and all events in public areas through April 6, 2020 which will be reviewed as needed. Ms. Greene noted all in person inspections were suspended, a moratorium was placed on City utility shut-offs and staff asked for clarification from the Board of Health if a bar was actually a restaurant or a bar. Ms. Greene advised the Board of Health provided clarification which allowed staff to communicate that to residents and to permit holders. Ms. Greene advised Department Heads reviewed essential and non-essential staffing for City resources after the schools closed and shared with staff if they have the ability to use sick time, vacation or personal time for child care they could as needed. Ms. Greene noted on March 14, 2020 the Board of Health asked for inspections of bars to check attendance and advised all but one permit holder was actively complying. Ms. Greene noted on March 15, 2020 staff met to discuss issuing a state of emergency which would have allowed a curfew from 9:00 p.m. to 6:00 a.m. although they were worried it would not address daytime drinking and decided to wait to see what the governor might impose noting when he closed all of the bars it solved a lot of problems. Ms. Greene advised on March 16, 2020 staff met with the Miami University Crisis Management team to become informed of what their actions are and to discuss communicating about the issue of voting or not voting on election day. Ms. Greene noted Department Heads met again that day to decide what to do about City staffing noting they immediately made arrangements for staff who are able to work at home to do so. Ms. Greene advised this includes preparing technology and creating a list of projects to be worked on at home noting it was a time to work on projects people never make time for. Ms. Greene advised this will take effect Thursday, March 19, 2020 noting staff who are in atlas categories, age 65 plus, pregnant or with medical complications should work from home as able. Ms. Greene advised there will be at least one staff member in each department at the City building and at Parks and Recreation and other staffing for Fire, Police and Public Works are essential and will be on site at all times.

Ms. Greene noted staff roles will be reassigned as necessary, staff is being asked to be available at all times using web tools, they will remain on the payroll and advised this will be reviewed as necessary. Ms. Greene noted the City building will be closed to the public on Thursday, March 19, 2020 and people are being asked to use the drop box for utility payments. Ms. Greene advised a wireless doorbell will be installed for those who need assistance and someone can meet them at the door. Ms. Greene noted the City garage transfer station will remain open and advised people must call first to arrange a one on one transaction to maintain the physical distancing. Ms. Greene advised the Service Department Director wanted her to share the following: Rumpke solid waste and recycling collection will continue without interruption and staff is in active communication with Rumpke regarding "move out" collection, the new recycling totes have been delivered outside the Mile Square, there is no interruption in food scrap collection, yard waste collection is currently being provided, the Water and Wastewater Plants will operate as usual, Duke Energy and Glenwood Energy are suspending utility shut offs during this public health crisis, capital projects are ongoing as possible and the water main replacement project on Walnut Street is on hold for now. Ms. Greene advised from the Community Development Department, Sam Perry is checking with all of the non-profit organizations and will provide a summary of how they are working together noting she has been impressed with their cooperation and how they have stepped up. Ms. Greene noted Mr. Perry is also contacting all rental permit holders to share the City's goals of leniency and community minded decisions at this time. Ms. Greene advised staff has been asked to track expenses at this time in case reimbursement is available from emergency funding. Ms. Greene noted Andrew Wilson is researching web meeting solutions noting her hope to have a report for Council soon regarding options for the City. Ms. Greene advised the Farmers Market is open since they are a food source although they have been asked to make a plan for physical distancing and report back to the City. Ms. Greene noted she is extremely impressed with the kindness and caring community and advised neighbors are reaching out to one another, supporting those in need and trying to help local businesses. Ms. Greene advised this is a rapidly changing public health crisis and we as a City are committed to serving our residents and helping the community get through this challenging time together.

Mr. Snavely advised for 40 years he taught leadership at Miami University and at San Diego State and one of the things they often talked about was in times of crisis we find out where leadership emerges and where true character resides and in Oxford's case he felt it resides with Jessica Greene. Mr. Snavely commended Ms. Greene noting little did she know when she took over as Acting City Manager what was going to hit the fan and he felt Ms. Greene had done an incredibly effective and competent job noting everyone in the community talks about how much they appreciate her. Ms. Greene thanked Mr. Snavely for his comments.

Mr. Prytherch agreed with Mr. Snavely's comments noting these were extraordinary times and he felt the City of Oxford had an incredible team. Mr. Prytherch advised he felt this was not going to be a short term situation in terms of the sustainability of the services the City provides and also from the point of view of how to work on all of the projects that need to have progress made on. Mr. Prytherch referred to the web meeting solutions and noted it may be a cultural change Council may have to use through April, May or longer. Ms. Green advised staff was actively discussing and researching those plans and tools to help keep services going. Mr. Prytherch noted Council was going to discuss the possibility of meeting remotely under certain circumstances this evening and advised there were also a lot of productive boards and commissions and Ms. Greene advised it would extend to them as well.

Ms. Raghu referred to Mr. Perry's correspondence with rental permit holders and inquired if it extended to businesses. Ms. Greene noted she thought it did but would check with Mr. Perry. Ms. Raghu noted restaurants have some income with pickup and delivery orders although she worries about businesses such as Root Yoga who have no alternative. Ms. Greene advised staff was equally worried noting she has sent information to all businesses regarding the Small Business Administration's disaster loans that are available noting as she hears of other options she will send those as well. Ms. Raghu noted it was her understanding Ohio has preempted any type of paid sick leave to be provided by employers noting she thought it was important for the City of Oxford to practice the best model. Ms. Raghu inquired how many paid sick days the City provides or what the range was. Mr. Greene advised she felt the City had a generous sick leave policy noting a number of hours are earned each month. Ms. Greene advised she would get back to Council by email with the exact amount of hours. Ms. Raghu inquired what Ms. Greene's thoughts were about reducing xenophobia as much as possible. Ms. Greene agreed that we should noting she personally has seen an outpouring of kindness in this crisis and less xenophobia than was seen in January and February. Ms. Greene advised if Council was still seeing negative comments to alert her and the City could do a community education campaign although thought will have to be put into the best way to do that. Ms. Raghu noted international students might be stranded here and perhaps their English is not the best and suggested incorporating Chinese and Spanish into the City's communications. Ms. Greene advised she would look into that.

Ms. Southard noted her hope the efforts to encourage people to sign up to receive the City's newsletter will continue. Ms. Southard noted her hope some of the information about the organizations that are available to help will be included in the newsletter. Ms. Southard advised she was on the Self Board and noted she would love to see more information about the resources available for people in Butler County through Self, the food pantry, TOPSS and the Family Resource Center in the newsletter. Ms. Southard noted people can donate to those organizations as well. Ms. Greene advised she felt that was a great suggestion noting one of her community updates needs to be about how people can support the local non-profits to help those in our community. Ms. Greene noted Mr. Perry is helping her gather information on how to donate and how to volunteer which will be released to the public as soon as possible. Ms. Southard advised she was very proud of the neighborhood she lives in noting an email went out and they have exchanged phone numbers so if anyone is going to the post office for example, they do it for everyone. Ms. Southard advised everyone is working together and noted one neighbor put a library in front of his house for people to take a book or leave a book since the public library is closed. Ms. Southard suggested instead of sending an email to pick up the phone and call a neighbor who might be elderly, sick or lonely.

Mr. Bracken inquired if there was an idea of whether different faith centers were still meeting noting some have gone on line and some have not. Mr. Bracken advised he felt it was a vulnerable situation. Ms. Greene advised in person services have decreased and noted on her list on things to do is to reach out to the faith community to see how they are doing and how they are handling the social distancing under the guidelines of the governor. Ms. Greene noted they are exempt technically although many are voluntarily complying.

Mr. Ellerbe inquired as of now how many people were allowed to gather. Ms. Greene advised the official notice from the Board of Health was 100 then they said 50 and then 10. Ms. Greene noted she looked up the written orders as of this morning and it still said 100. Mr. Conard advised the guidance from the federal government is 10. Ms. Greene noted she looked up the printed orders from the Board of Health as of this morning and they were not updated. Mayor Smith advised the number 10 may have come from the CDC.

Mr. Prytherch noted once we are through this crisis he felt there will be economic and social consequences which we have not begun to comprehend and advised he felt we need to think of proactive ways within the guidelines to help the community survive a very difficult time. Mr. Prytherch advised he felt eventually the City can play a role in making the best of a difficult situation. Ms. Greene advised Mr. Wooddell has provided a box outside of the TRI Building containing recreational materials to help children get outside noting the school would help distribute those items to the food drop off locations.

Ms. Greene read a public comment from McCullough Hyde Memorial Hospital/Tri-Health as follows: "The team at McCullough-Hyde is busy preparing for the arrival of the corona virus in our community. At this point the hospital president has reported that there are no patients in the hospital who have tested positive with the virus and they are not aware of any Oxford residents who have tested positive. However; they want to emphasis that the virus will eventually be in this community and the hospital is taking necessary steps to treat those patients while maintaining a safe environment for other patients. The hospital is already restricting visitors and has established processes for evaluating suspected virus patients in an isolated area away from other patients. The hospital is confident they can work with the community and first responders to address this crisis efficiently and effectively." Ms. Greene advised the hospital was working on having a mobile unit installed to use for testing people so they are not close to anyone else.

Mr. Ellerbe inquired if the Community Park was still open and Ms. Greene advised yes.

Mr. Bracken inquired if the City was in good communication with McCullough Hyde and their health services and Ms. Green advised yes, almost daily. Mr. Bracken noted he wanted to make sure the public was aware of that.

Mr. Snavely advised if people go to McCullough Hyde they might find if it is a routine matter they cannot go in the front door and need to go to the Emergency entrance.

Mr. Prytherch noted there will be a lot of stimulus dollars available and the City needs to make sure it captures as much of that as possible to help enhance the City's capacity which will be part of Council's job locally. Ms. Greene advised the City will track that information and be prepared if and when those things are announced.

Mr. Bracken inquired if there were situations where temperature monitoring should be implemented. Ms. Greene advised that will be reviewed as needed.

PUBLIC COMMENTS

Mayor Smith advised Council asked citizens not to attend the meeting this evening and pointed out to the public that Council is doing their proper distancing as an example and have done their best to get down to 10 people attending this meeting.

CONSENT AGENDA

MINUTES

Minutes of the March 3, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the March 4, 2020 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTION
INSURANCE COVERAGE

A Resolution No. 7174 accepting the insurance bid of Insurance Specialist Group, Inc., DBA Love Insurance Partners for the City's property and casualty insurance coverage for 2020. (Joe Newlin, Finance Director)

Mr. Snavely moved to approve the consent agenda. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION
STATE OF EMERGENCY

A Resolution No. 7175 authorizing the use of technology for holding official meetings of Council while under a State of Emergency. (Chris Conard, Law Director)

Mr. Conard advised the Attorney General's guidance was the suspension of the open meetings act rules were not intended to be a means to do an end around to pass legislation that might be considered controversial. Mr. Conard noted the intent was to address matters that are of an emergency nature or of an essential nature such as an appropriation Ordinance.

Ms. Southard noted Council pays attention to Sunshine Laws and not doing business by email and inquired if those rules still apply and Mr. Conard advised yes; it only applies to the open meetings act.

Mr. Prytherch advised the title of the Resolution refers to meetings of Council although the rest of the Resolution refers to public meetings generally, and inquired if the Resolution covered public meetings generally, such as the Planning Commission and Mr. Conard advised yes.

Mr. Snavely moved to adopt Resolution No. 7175. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTION
PARKING METER FEES

A Resolution No. 7176 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 Tuesday, March 17, 2020 until such time as Council deems appropriate to end. (William Snavely, Vice Mayor)

Mr. Snavely advised he brought this forward after talking to a number of merchants Uptown noting they want to offer take-out food and a lot of the students have left so it is very similar as holiday periods when Council has waived meter fees in the past. Mr. Snavely advised customers want to park and quickly pick up their food then leave. Mr. Snavely noted he and fellow Councilors want people to know they can come Uptown and not worry about the meters. Mr. Snavely encouraged Uptown employers not to let their employees take advantage of this so spaces are available for customers.

Chief Jones advised he felt this was a policy decision of Council noting he felt it would help the delivery drivers and carry out businesses. Mr. Snavely noted he felt Council needed to do whatever they can within health safety regulations to support the Uptown businesses. Mr. Prytherch advised the purpose of the meters is to promote turnover and suggested a friendly amendment to maintain the two hour limit at meters which he felt was Council's intention.

Mr. Ellerbe moved to include to two hour parking limit. Mr. Snavely accepted the friendly amendment to include the two hour limit on parking meters. Mr. Ellerbe repeated that the City is under a health threat and an economic threat which is why Council is enacting this policy to ensure economic health for the Uptown businesses and allow them the opportunity to interact with as many individuals as possible. Mr. Ellerbe suggested citizens do that because it is taking a toll on the Uptown businesses.

Mr. Snavely moved to adopt Resolution No. 7176 as amended. Ms. Southard Seconded. The motion passed 7-0-0.

ORDINANCES
FIRST READING

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 3 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)

Ms. Greene advised the Supplemental Budget was for a temporary contract with Next Step for additional IT services while the City Manager's Office is adjusting to staffing changes.

Mayor Smith advised the second reading of the proposed Ordinance would occur at the next meeting.

ANNOUNCEMENTS & COMMUNICATIONS

Ms. Greene advised a staff member watching the meeting gave her an update on the sick leave question. Ms. Greene noted staff who are working from home are not required to use leave, they are only using leave if they are actually sick. Ms. Greene advised employees earn ten hours per month of sick leave noting there is no cap, it can roll over year after year. Ms. Greene advised everyone receives 40 hours of personal time each year and noted employees receive two weeks of vacation initially and with seniority it increases over time. Ms. Greene advised employees have the ability to earn comp time and noted under certain circumstances employees can donate time to someone in need. Ms. Raghu inquired if that included part-time workers and Ms. Greene advised no, just fulltime workers.

Ms. Raghu advised Sunday evening she participated in a conference call with approximately 150 other local elected officials around the country. Ms. Raghu noted she was asked to speak because Oxford was on the map along with people from Portland, Seattle and New York City in part because of what Oxford is doing. Ms. Raghu advised Oxford was right behind the efforts being done in Portland. Ms Raghu noted it was encouraging to see what the school board is doing, what the City staff is doing, and commended Ms. Greene for taking this moment to recognize public health is magnifying the inequities in society to an extreme. Ms. Raghu advised people most vulnerable are the ones who are going to get evicted and lose their homes which makes it more dangerous public health wise, and public safety wise for the rest of the community. Ms. Raghu commended Ms. Greene for looking at this problem through the lense of equity and noted she felt there is a lot we can learn from other cities around the country. Ms. Raghu noted because Oxford is small does not mean it cannot learn from bigger cities and advised she looked forward to finding additional ways Oxford can level out inequity.

Mr. Ellerbe noted he would reiterate his comments from the last Council meeting which were to encourage people not to panic and advised calm, rational decision making is needed to make it efficiently through this crisis. Mr. Ellerbe encouraged people to wash their hands and face, engage in social distancing and not in risky activity such as large gatherings. Mr. Ellerbe encouraged citizens to frequent the Uptown businesses as he knew they would appreciate it.

Mr. Snavely commended Ms. Southard for her earlier comments noting he felt it was unfortunate we use the term social distancing and advised maybe a better term should be physical distancing. Mr. Snavely noted we may have a greater need to be socially connected than ever before. Mr. Snavley agreed with Ms. Southard and advised he felt we should connect with our neighbors and do whatever we can to look out for everyone. Mr. Snavley noted everyone should have received information regarding the 2020 Census and encouraged all citizens to participate as it was very important for Oxford to get an accurate count for the benefit of its social services and other services. Mr. Snavely advised it will be challenging with so many individuals being out of town.

Ms. Southard thanked Mr. Snavely for mentioning the Census noting she had planned to. Ms. Southard encouraged everyone to complete the Census in a timely fashion as it saves the Census time, money and house visits.

Ms. Southard as a member of the SELF (Supports to Encourage Low Income Families) Board advised they no longer require an in person visit for assistance with heating, rent or other needs. Ms. Southard encouraged people to call 513-868-9300 or 513-820-5000 for assistance noting their website was www.selfhelps.org. Ms. Southard advised they are doing great work to help citizens in need. Ms. Southard noted in Richmond, Indiana and in Connersville a number of restaurants are offering free carry-out breakfasts and lunches for all K-12 children. Ms. Southard advised she felt it would be great if that could happen in Oxford. Ms. Southard encouraged everyone to pick up the phone and check in with others rather than emailing or texting.

Mr. Snavely encouraged Oxford residents not to panic or hoard supplies so there are enough for everyone.

Mr. Ellerbe advised the governor has a task force looking into price gouging on essential items and encouraged people not to do so as it would be an uncomfortable experience if detected.

Mr. Bracken noted price gouging has occurred on Amazon, EBay, etc and encouraged everyone not to hoard or panic, to be smart and to listen to all the suggestions that have been put forth. Mr. Bracken advised bad decisions can lead to other people being hurt down the line. Mr. Bracken echoed comments made by other Councilors.

Mr. Prytherch advised this is an unprecedented health crisis which needs to be taken seriously noting he felt some people do not realize the risks of careless behavior especially to those who are vulnerable. Mr. Prytherch advised McCullough Hyde was a wonderful hospital noting the infection rate needs to be kept down so if a person needs a hospital bed it is available for them. Mr. Prytherch noted on an emotional level it has been chaotic and frightening as none of us have experienced anything like this. Mr. Prytherch advised he was proud to be from Oxford, Butler County, Ohio because he has strong trust in the institutions which he felt were without parallel in the United States noting they are talking to each other and Oxford was getting the best advice possible on a state and local basis. Mr. Prytherch encouraged people to use the Community Park to be physically distanced but not socially distanced. Mr. Prytherch expressed his thanks for the proactive leadership and hard work he has seen from everyone.

Mayor Smith referred to the recreation boxes at the Tri center and at Leonard Howell Park and encouraged citizens to donate sidewalk chalk, frisbees, jump ropes, hula hoops, kites, bubbles, basketballs, soccer balls and footballs for children who may not have access to them. Mayor Smith reiterated to everyone we will get through this and be stronger for it. Mayor Smith advised there were many workers worried about rent money noting he expressed to as many of them as possible to file for unemployment so the governor knows how many of them there are and advised apparently 48,000 people have done that. Mayor Smith encouraged citizens to donate to the Family Resource Center if possible to assist those in need. Mayor Smith publically asked landlords to be patient for those out of work and to work with them noting if he sees eviction notices in the next 60 days he would be asking a lot of questions. Mayor Smith reminded everyone there was a moratorium on City utility shut-offs and noted Duke energy and Glenwood Energy had moratoriums on shut offs as well. Mayor Smith reminded everyone to be mindful of what they buy in terms of food and cleaning supplies noting the local Kroger will get upwards of 25 loads of product per week and will not run out of things.

Mayor Smith encouraged everyone to continue checking the City's website as it will have the most up to date and accurate information and advised there are no cases of COVID-19 in Oxford and his hope was that it would stay that way for a while.

ADJOURN

Mr. Snavely moved to adjourn at 8:48 p.m. Ms. Southard seconded. The motion passed 7-0-0.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: April 7, 2020

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: March 16, 2020

Agenda Title: Oxford Recreation Board Meeting, 03/12/2020

Recommendation: No Action Necessary

Attendance: Rec Board: Mike Smith, Kevin Ackley, Ken Bogard
OPRD: Casey Wooddell, Deanna Barbour

Due to three board members being unexpectedly unable to attend this meeting due to dealing with issues related to the COVID-19 pandemic, there was not a quorum of members in attendance.

No official Recreation Board meeting was held on March 12, 2020.
Next meeting scheduled for April 9, 2020.

Approved By:	Initial Date
Department Head:	CDW \ 3/16/2020
City Manager:	DRB \ 4/3/20

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: April 7, 2020

Mary Ann Eaton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

April 3, 2020
Date Prepared

Agenda Title: A Resolution encouraging the Area I Court of Butler County to immediately suspend or delay for at least sixty (60) days after the Stay at Home Order is vacated, all evictions that occur due to economic hardship caused by the coronavirus pandemic. (Councilors: Bracken, Raghu, Snavely)

Recommendation: N/A

Discussion:

As requested by Councilor Bracken, Councilor Raghu and Vice Mayor Snavely.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE/MAE	

RESOLUTION NO.

A RESOLUTION ENCOURAGING THE AREA I COURT OF BUTLER COUNTY TO IMMEDIATELY SUSPEND OR DELAY FOR AT LEAST SIXTY (60) DAYS AFTER THE STAY AT HOME ORDER IS VACATED, ALL EVICTIONS THAT OCCUR DUE TO ECONOMIC HARDSHIP CAUSED BY THE CORONAVIRUS PANDEMIC.

WHEREAS, on March 9, 2020, Governor DeWine put Ohio under a State of Emergency to maintain the health and safety of citizens and to free up resources to help manage the coronavirus pandemic; and

WHEREAS, the City of Oxford has suspended shutoffs of City operated utilities during this crisis; and

WHEREAS, at least four evictions of City of Oxford residents have been filed with the Area I Court since Governor DeWine declared a State of Emergency; and

WHEREAS, this Resolution constitutes an emergency measure for the immediate preservation of the public peace, property, health, safety or welfare in that, if tenants are undergoing economic hardships as a result of the coronavirus pandemic, then they should not be immediately evicted.

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

Section 1. For the reasons stated in the preamble, this Council encourages the Area I Court of Butler County to immediately suspend or delay, for at least sixty (60) days after the Stay at Home Order is vacated, all evictions that occur due to economic hardship caused by the coronavirus pandemic.

Section 2. This Resolution shall take effect at the earliest date allowed by law. (Immediately)

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: BRACKEN/RAGHU/SNAVELY

PREPARED BY: LAW (STAFF)

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: April 7, 2020

Account Code No. #: N/A

Budgeted Amount: N/A

City Manager
Originating Department

Doug Elliott
Prepared By

April 3, 2020
Date Prepared

Agenda Title: Resolution repealing the City of Oxford's Revolving Loan Fund Rules and Procedures and adopting new City of Oxford Revolving Loan Fund Rules and Procedures.

Recommendation: Adopt the Resolution.

Discussion:

The current Revolving Loan Fund (RLF) Rules and Procedures were amended by Resolution of City Council on May 5, 2009. The current Rules and Procedures only provide funding for the creation of new jobs for low to moderate income persons. The HUD eligible activities also includes the retention of jobs for low and moderate income persons. I am recommending that the rules be revised to include the retention of jobs during an Emergency Declaration by the Governor of Ohio or the City Manager. The current fund balance in the RLF is approximately $550,000. The City through the CIC can provide loan assistance for the retention of jobs for low and moderate income persons working for our small businesses during this health and economic crisis.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE	4/3/20

RESOLUTION NO.

A RESOLUTION REPEALING THE CITY OF OXFORD'S REVOLVING LOAN FUND RULES AND PROCEDURES AND ADOPTING NEW CITY OF OXFORD REVOLVING LOAN FUND RULES AND PROCEDURES.

WHEREAS, the Oxford Community Improvement Corporation recommends that the current Rules and Procedures for the City of Oxford's Revolving Loan Fund be repealed and new City of Oxford Revolving Loan Fund Rules and Procedures be adopted as attached hereto and incorporated herein as Exhibit "A".

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

SECTION 1: Council hereby accepts the recommendation of the Oxford Community Improvement Corporation and adopts the City of Oxford's Revolving Loan Fund Rules and Procedures as attached hereto and incorporated herein as Exhibit "A".

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

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

EXHIBIT "A"

CITY OF OXFORD
REVOLVING LOAN FUND PROGRAM
RULES AND PROCEDURES

I. Purpose and Summary of Program.

To strengthen and facilitate the transformation of Oxford as a retail trading center and a location for tourism, the City establishes the Oxford Revolving Loan Fund (RLF). **An RLF is one that continually uses principal and interest revenues as they are received from outstanding loans to replenish the fund and make loans to other eligible borrowers.** Through the RLF, the City will use recaptured monies from loans initially made with Competitive Economic Development Community Development Block Grant funds to assist in the creation or expansion of businesses where the creation or expansion results in new or retained permanent jobs, primarily for persons of low and moderate income. The RLF, administered by the Oxford Community Improvement Corporation and City Council, will provide direct loans to small businesses at below prevailing interest rates on a portion of the project to enable them to complete the project, provided there is other private or public sector financing and owner's equity.

The RLF will be administered by the Oxford Community Improvement Corporation, a non-profit organization made up of representatives of city government, and the community.

The CIC will review loan applications and make recommendations on them to the Oxford City Council which will authorize them.

II. Goals and Objectives of RLF.

The goal of the RLF is to: Create or retain private sector jobs, particularly for low and moderate income persons.

The objectives of the RLF are to:

- To identify and promote economic development goals within Oxford's Comprehensive Plan;
- Stimulate the expansion of the City's economic base;
- Provide gap financing for projects where private sector and other public sector financing and owners' equity are insufficient to cover project costs;
- Provide below market interest financing for projects that have concomitant public benefit.

IV. Targeting Criteria.

The RLF will target its financing to borrowers engaged in business for profit, whether commercial or industrial. RLF borrowers may be incorporated, a partnership, or a sole proprietor. The RLF will target its funds to businesses which reinforce the City's economic development goals within Oxford's Comprehensive Plan.

V. Standards for the RLF Portfolio.

The minimum standards for projects and the RLF portfolio are as follows:

1. Job/Cost Ratio:
For each Thirty-five Thousand Dollars ($35,000) loaned, one full-time equivalent job must be created or retained within 12 months of project completion.

2. Proportion of Low and Moderate Income Jobs:
A majority (51%) of the jobs created by the total of all projects financed with RLF monies must be directed to low and moderate income persons, or, a majority (51%) of the jobs retained by the total of all projects financed with RLF monies must be directed to low and moderate income persons. A low and moderate annual wage shall not exceed the most recent U.S. Department of Housing and Urban Development Section 8 Housing Income Limits for a family of four (4) for Butler County.

3. Leverage Ratio:
In no circumstances does the RLF provide more than 50% of the financing for a project; the applicant business is required to have at least 10% owner equity.

4. Eligible Activities: Eligible types of loans include the following:

- Fixed asset loan for the acquisition and/or improvement of land, buildings, machinery and equipment, including new construction or renovation of existing facilities, demolition and site preparation. (Loan terms should not exceed the life of the asset);
- Working capital loans are eligible, however, they will be reviewed on a case-by-case basis. In the event of an Emergency Declaration by the Governor of Ohio or Oxford City Manager, working capital loans may be considered more broadly.

5. Ineligible Activities. Ineligible loan activities of uses of RLF funds include the following:

- Financing of existing debts, non-capital equipment and training costs;
- Financing of a project that involves the relocation of an industry or business from one area of the state to another. Upon approval by the state, exceptions may be made only if:
  1.The relocation of an industry or business demonstrates additional long term job creations, and/or;
  2.The industry or business demonstrates, to the satisfaction of the state, that the operation of such industry or business cannot be continued in the existing location.

6. Other Standards:
Once a loan has been approved and the project is completed, the borrower shall not change the location of the business, either plant facilities or offices, out of the Talawanda School District. Any such changes or relocation shall constitute a default under the loan agreement and all sums advanced by the RLF shall be due immediately.

VI. Financing Policies.

There must be "necessary and appropriate determination" for utilizing the RLF:

- Inability on the part of the business to afford conventional interest rates
- Inability on the part of the business to afford conventional down payment
- Inability of the business to obtain favorable terms

The RLF is not intended to be a substitute for private capital. It is, therefore, required that the business consult first with a private lending institution for financing. Applications for RLF are considered only when the bank is unwilling to make the loan or if the conditions of the loan put a great strain on the business. Proof of this must be provided at the time of application.

Loans for fixed asset financing are preferred.

In the event of an Emergency Declaration by the Governor of Ohio or Oxford City Manager, this requirement may be suspended.

1. Average Loan Size: Minimum loan amount shall be $10,000. It is recommended the maximum loan amount shall not exceed 1/3 of the RLF balance. Loan amounts and interest rates are set by the CIC Loan Committee and are set as deemed necessary and appropriate for each application.

2. Term of Loan: The RLF program financing will be offered for a term determined to be necessary and appropriate, but no longer than the life of the asset financed. A term for financing machinery and equipment will generally be five (5) to seven (7) years. This term will vary depending on the life of the asset(s) and the financing needs of the business. A business may be offered a term of up to fifteen (15) years for real estate and up to ten (10) years for machinery and equipment.

3. Rate of Interest: The interest rate to be charged by the RLF will be dependent on the financing needs of the business for the project.

4. Loan Security: Loans are secured in one or more of the following manners:

- Mortgage position on the real estate involved in the project;
- Lien position on the equipment involved in the project;
- Personal guaranty of owner(s);
- Depending on the assets purchased, additional collateral may be required in order to secure a loan.

5. Planned Use of Interest and Application Fees: The interest payments will be returned to the RLF for relending. The loan application fee, Two Hundred Fifty Dollars ($250.00), will defray the cost of the credit analysis. The interest earned on the investment account will defray the cost of administration. In the event of an Emergency Declaration by the Governor of Ohio or Oxford City Manager, this fee may be waived.

6. Creditworthiness: The RLF program is a lending program for healthy and expanding small businesses. Loans will be made to businesses with a good credit history and excellent potential to fulfill loan obligations. Applicants must demonstrate ability to operate the business successfully. Applicants must have enough capital so that, with a RLF loan, the borrower can operate on a sound financial basis. Applicants must show that the proposed loan is of sound value or so secured as to reasonably assure repayment. Applicants must show that the past earnings record and/or future prospects of the company indicate ability to repay the loan and other debt out of profits. A thorough credit analysis will be performed on every loan applicant by the City or the Butler County Community Development Department.

7. Loan Selection Priorities: Priority will be given to expansion of existing City businesses and to businesses wishing to establish themselves in Oxford. Priority will be given to projects which will have a substantial economic development impact on the community.

8. Special Financing Techniques: All loan payments shall be made on a monthly basis. The City may, at its option, approve "interest only" payments on any RLF loan for up to one (1) year from the date of the initial loan. The City may, at the request of the borrower, renegotiate the terms of the loan where unforeseen circumstances have arisen which make renegotiation necessary.

VII. Related Activities.

The RLF program provides technical and management assistance to RLF and non-RLF applicants by way of coordination with the Department of Jobs and Family Services to make available jobs created by RLF funds to low/moderate-income households, providing information about area retired persons resource organizations and to make available information concerning the SBA 504 loan program and Access Business Development and Finance Inc., area chambers of commerce and the Cincinnati area Small Business Development Center.

In order to conform to HUD's low/moderate income household requirement, the RLF program maintains a procedure by which all businesses participating in the RLF program are apprised of the existence and purpose of the Employment and Training Administration within Butler County.

VIII. RLF Administration.

Under the direction of the City Manager, the Economic Development Director will administer the RLF program for the City of Oxford. The RLF administration is substantially in compliance with federal regulations for the CDBG program.

1. Loan Administration Board: The Oxford Community Improvement Corporation (CIC) will serve as the loan administration board.

The CIC will, by majority vote, appoint three of their members, including the Executive Director, to the RLF Loan Committee which will review the loan request and conduct an analysis of the loan application.

The RLF Loan Committee will recommend approval or disapproval of the loan, the rate of interest, the term of the loan and any other conditions to the CIC Board. The CIC Board will review the recommendation of the RLF Loan Committee and recommend approval or disapproval to City Council.

If more applications are received than funds available, the CIC shall rank the applications according to priority and that ranking will be submitted to the City Council.

The City Council makes the final decision on the loan based upon the recommendation of the CIC.

The CIC will review any changes in these procedures for the RLF program. Such changes will then be brought to the City Council which will adopt them by resolution.

2. Staff Assistance: The Economic Development Department (RLF staff) will assist the CIC and potential loan applicants. This department is responsible for client relations, application review, credit analysis, loan packaging, processing and servicing.

The department also monitors compliance with this Revolving Loan Fund Program and all governing Regulations of HUD. The department is also responsible for maintaining all accounting records of the RLF program. Any legal work needed is performed by the City of Oxford's legal counsel.

3. Loan Selection and Approval Process:
Once it has been determined that the business and the project meet the eligibility requirements and a loan of this type is suited to their needs, an initial interview is arranged.

During this interview, or shortly thereafter the business should present the Revolving Loan Fund staff with the following:

1. Completed Application Form which will list existing jobs, jobs to be retained or created, and job classification. (Appendix A)
2. Previous three years financial statements; balance sheets, profit and loss statements and interim financial statements (for existing businesses)
3. A copy of their three credit reports, available free annually from www.annualcreditreport.com,
4. Proforma statement for the length of the desired loan
5. Corporate tax returns
6. Personal financial statements and resumes of principals (Appendix B)
7. Application fee
8. List of personnel
9. Bank commitment letters
10. Corporate Resolution
11. Other documentation deemed necessary by the RLF Administrator.

The application and financial statements are reviewed by the RLF staff to determine if the necessary and appropriate qualifications are evident. Staff then reviews the company's ability to repay the loan, and formulates a recommendation to the CIC Loan Committee.

The CIC Loan Committee approves or disapproves the request for a loan and sets the terms of the loan agreement based on the financing policies stated in this plan. The CIC Loan Committee also determines the manner in which the loan shall be secured.

Upon approval, a recommendation is made by the CIC Board for resolution to City Council for their approval.

Upon receipt of the Council resolution approving the loan, the RLF staff proceeds in having the following documents executed:

1. Commercial Note
2. Loan Agreement
3. Security Agreement; if applicable
4. Mortgage Agreement; if applicable
5. Guaranty Agreement; if applicable
6. Signed copies of Agreement of Compliance and Assurance of Compliance for Nondiscrimination (Appendices C & D)
7. Non-displacement Compliance Agreement (Appendix E)
8. Community Reporting Compliance Agreement (Appendix F)
9. Any other documents deemed necessary to protect the interests of the Loan Fund.

Loan proceeds for the purpose of purchasing equipment are not released until the equipment is in place and has been inspected by the RLF staff.

4. Sources of Funding to Cover Administrative Costs: The RLF program initially received its funds from the competitive Economic Development CDBG program. When payment on a loan is made, the RLF is replenished. Interest on the investment account, interest earned on RLF loans and loan fees are sources of funding to cover administrative costs for the RLF program. In addition, up to ten twenty percent (20%) of CDBG monies may be used for administrative costs, including the RLF program.

The application fees are intended to cover the cost of the credit analysis. Loan principal and interest are to make other loans. Interest earned on the account may be used to cover staff expenses to operate the RLF (e.g., advertising expense).

5. Recapitalization Strategy: The RLF program continually uses principal and interest revenues as they are received from outstanding loans to replenish the fund and to make loans to other eligible borrowers. Because of the nature of the Fund, shorter term loans are preferred; a longer term means that the Fund will not be replenished as quickly. All monies shall remain in the account until the amount reaches the sum needed to loan to the next applicant [minimum: Ten Thousand Dollars ($10,000)].

There are two strategies to accelerate recapitalization of the RLF: (1) Offer a lower interest rate for a shorter term loan; (2) Encourage machinery and equipment loans which typically have shorter (5-7 years) terms.

6. Other Requirements:

Environmental Requirements: The City shall perform its environmental review at the time of formal application. The purchase of machinery and equipment is exempted from further review. Renovation and expansion of buildings for substantially the same use is categorically excluded. If it is determined that a Finding of No Significant Impact or an Environmental Impact Statement must be prepared, an outside consultant will prepare the report. The RLF borrower will be required to pay the cost of preparation, unless sufficient administrative funds are available from the CDBG formula allocation to cover the environmental review. Any identified adverse environmental impacts will be discussed with the borrower, the engineer and the contractor in an attempt to minimize the impact.

Clearance procedures for environmental requirements and historic properties are handled through the State agencies at the time of application submittal. Prior to loan closing, the project must be in compliance with local and state environmental requirements.

The City participates in the federal flood insurance program. It will not lend money for construction in any flood plan designated pursuant to this program.

Default Requirements: A RLF loan project must be within Oxford. Included in the loan agreement will be a statement of default. The statement provides that the debtor shall keep the collateral separate and identifiable at the address shown and will not remove the collateral from the address without the City's written consent. The debtor shall be in default under the loan agreement if any representation or statement made to the City proves to have been false in any respect.

Attachments: Application Form
Personal Financial Statement
Agreement of Compliance
Assurance of Compliance for Nondiscrimination
Non-displacement Compliance Agreement
Community Reporting Compliance Agreement
Job Benefit Verification Form

Revised April 7, 2020

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: April 7, 2020

Doug Elliott
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 30, 2020
Date Prepared

Agenda Title: An Ordinance Adopting The Oxford Small Business Stimulus Program.

Recommendation: Adopt the Ordinance as an Emergency.

Discussion:
In the current health crisis the City of Oxford's small business community is struggling to survive, I have spoken to several owners who have either closed or greatly reduced operations. Our small business community employs many full and part time employees who either have been laid off or had hours reduced. I am proposing for Council's consideration a local Oxford Small Business Stimulus Program. Under this proposal, the City will provide a $200,000 grant to the Oxford Community Improvement Corporation (CIC) to purchase $200,000 worth of gift cards from small businesses in Oxford. The CIC will administer this program and purchase gift cards from our small businesses. The CIC board includes representatives from the Chamber of Commerce, Planning Commission, Miami University, Talawanda School District, and Oxford Township. The CIC loan committee or other CIC committee will decide how many gift cards will be purchased from each local business with the grant money from the City. The gift cards are not to be utilized for at least 60 days (or more) once purchased from the business. The CIC will hold these gift cards during that period of time before selling them to the public. The businesses that have sold gift cards will not be out any money for goods or services during the holding period. The program will focus on restaurants and retail. It is not to be utilized to pay City utilities because the City will work out a payment plan with businesses that are behind on City utilities. After the holding period, the CIC can sell these gift cards to consumers and the money the CIC receives will be dedicated to an Oxford Small Business Revolving Loan Fund to further assist small business. The CIC presently manages the City of Oxford's CDBG revolving loan fund. This program will require a $200,000 transfer from the General Fund and the establishment of a Special Revenue Fund (Small Business Development Fund). I recommend that City Council adopt the emergency legislation to create this business stimulus program.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE	4-3-20

ORDINANCE NO.

AN ORDINANCE CREATING THE OXFORD SMALL BUSINESS STIMULUS PROGRAM AND DECLARING AN EMERGENCY.

WHEREAS, the Oxford Community Improvement Corporation (OCIC) was formed in 1982; and

WHEREAS, the OCIC is a not-for-profit corporation organized under the Ohio Revised Code for the sole purpose of advancing, encouraging, and promoting the industrial, economic, commercial, and civic development of the City of Oxford and the surrounding area; and

WHEREAS, Council wishes to affirm the City's ongoing relationship with the OCIC for the purposes of advancing, encouraging, and promoting general economic development and community welfare, having determined that it is the policy of the City to promote the health, safety, morals, and general welfare of its inhabitants through the ongoing relationship with the OCIC; and

WHEREAS, Section 1.02 of the Charter of the City of Oxford provides that the City shall have and may exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever except as prohibited by the Constitution of this state or restricted by this Charter; and

WHEREAS, Article XVIII, Section 3 of the Constitution of Ohio grants to a municipal corporation the authority to exercise all powers of local self-government, which powers include to spend money for municipal purposes; and

WHERERAS, Article VIII, Section 13 of the Constitution of Ohio provides, in relevant part, that to create and preserve jobs and employment opportunities and to improve the economic welfare of the people of the state, it is in the public interest and a proper public purpose for the state or its political subdivisions, taxing districts, or public authorities, it's or their agencies or instrumentalities, or corporations not for profit designated by any of them as such agencies or instrumentalities, to acquire, construct, enlarge, improve, or equip, and to sell, lease, exchange or otherwise dispose of property, structures, equipment and facilities within the State of Ohio for industry, commerce, distribution and research; and

WHEREAS, this Council finds and determines that preserving, advancing, encouraging and promoting industrial, economic, commercial, and civil development and local small business concerns within the City, including, but without limitation, emergency economic relief programs aimed at local small businesses, constitute municipal public purposes, and that a grant of public moneys to nonprofit organizations such as the OCIC to be used for such municipal public purposes is in the best interest of the City; and

WHEREAS, this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the peace, property, health and safety of the City and for the further reason that this Ordinance is required to be immediately effective to permit the prompt grant of public money to the OCIC to enable the establishment of an emergency economic development relief program consistent with the stated municipal public purposes in a timely manner, thereby improving the property, health and safety of the residents of the City.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS BY THREE-FOURTHS OF ALL COUNCIL MEMBERS ELECTED CONCURRING THAT:

SECTION 1: This Council affirms its ongoing relationship with the OCIC, an Ohio nonprofit corporation established pursuant to Chapter 1702 of the Revised Code, as the City's partner in advancing, encouraging and promoting general economic development and community welfare within the City.

SECTION 2: It is necessary and in the best interest of the City to authorize a grant of two hundred thousand and 00/00 dollars ($200,000.00) of public money to the OCIC to facilitate economic development within the City, which may include, but not be limited to emergency economic relief programs aimed at local small businesses.

SECTION 3: All monies recovered shall be placed into the Oxford Small Business Loan Fund program to be used to provide loans for small businesses in the City of Oxford. The Oxford OCIC shall prepare a loan application, rules and procedures for this loan program.

SECTION 4: That the City Manager is hereby authorized and directed to take any and all actions and to execute such documents, certificates and other instruments that may be necessary or appropriate in order to effect the intent of this Ordinance and the making of the grant to the OCIC hereby authorized.

SECTION 5: This Ordinance is hereby declared to be an emergency measure under the home rule powers granted by the Charter for the reasons set forth in the final preamble hereto and shall be in effect from and after its passage.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

OXFORD SMALL BUSINESS RESTAURANT AND RETAIL STIMULUS

APPLICATION

The Oxford community realizes many small businesses are experiencing hardships well outside of their control. To help sustain our small businesses for the next 60 days, a local stimulus package (pending City Council approval on April 7, 2020) will be provided in the form of gift card purchases at small restaurants and retail establishments.

The following form will be used to prioritize funds for a local stimulus package for Oxford's small businesses. Funds will be prioritized for restaurant and retail establishments first. Funds will be utilized to purchase gift cards. The Oxford Community Improvement Corporation (CIC) Selection Committee shall determine, in its sole discretion, whether an application meets the eligibility criteria to participate in the grant program. The CIC Selection Committee may contact you to obtain additional information about your application.

Must be a brick and mortar business, located within the City of Oxford, Butler County.

*Required

1. Please provide your name and name of your business* ______________________________

2. Are you the owner of the business? Yes___ No___

3. Please provide your email address* ______________________________

4. Please provide the address of your brick-and-mortar location within the City of Oxford, Ohio.*

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5. What amount of funding are you requesting? * ______________________________

6. Please provide a brief narrative about why you are requesting this amount. * ______________

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7. Any other items that should be considered (average monthly payroll, average monthly sales)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: April 7, 2020

Doug Elliott
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 30, 2020
Date Prepared

Agenda Title: An Ordinance Creating a New Fund for the 2020 Operating Budget.

Recommendation: Adopt the Ordinance as an Emergency.

Discussion:
In the current health crisis the City of Oxford's small business community is struggling to survive, I have spoken to several owners who have either closed or greatly reduced operations. Our small business community employs many full and part time employees who either have been laid off or had hours reduced. I am proposing for Council's consideration a local Oxford Small Business Stimulus Program. Under this proposal, the City will provide a $200,000 grant to the Oxford Community Improvement Corporation (CIC) to purchase $200,000 worth of gift cards from small businesses in Oxford. The CIC will administer this program and purchase gift cards from our small businesses. The CIC board includes representatives from the Chamber of Commerce, Planning Commission, Miami University, Talawanda School District, and Oxford Township. The CIC loan committee or other CIC committee will decide how many gift cards will be purchased from each local business with the grant money from the City. The gift cards are not to be utilized for at least 60 days (or more) once purchased from the business. The CIC will hold these gift cards during that period of time before selling them to the public. The businesses that have sold gift cards will not be out any money for goods or services during the holding period. The program will focus on restaurants and retail. It is not to be utilized to pay City utilities because the City will work out a payment plan with businesses that are behind on City utilities. After the holding period, the CIC can sell these gift cards to consumers and the money the CIC receives will be dedicated to an Oxford Small Business Revolving Loan Fund to further assist small business. The CIC presently manages the City of Oxford's CDBG revolving loan fund. This program will require a $200,000 transfer from the General Fund and the establishment of a Special Revenue Fund (Small Business Development Fund). I recommend that City Council adopt the emergency legislation to create this business stimulus program.

Approved By:

Initial Date
Department Head: \
City Manager: DRE \ 4/3/20

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2020 OPERATING BUDGET TO PROVIDE FOR A GRANT TO THE OXFORD COMMUNITY IMPROVEMENT CORPORATION AND TO ACCOUNT FOR A SMALL BUSINESS LOAN PROGRAM AND DECLARING AN EMERGENCY.

WHEREAS, the City Manager and the Finance Director recommend that the Oxford Community Improvement Corporation have oversight over the activities within the Small Business Loan Fund and that the original grant of $200,000.00 by the City shall be used for the purchase of gift cards from small businesses within the City of Oxford.

WHEREAS, this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the peace, property, health and safety of the City and for the further reason that this Ordinance is required to be immediately effective to permit the prompt grant of public money to the OCIC to enable the establishment of an emergency economic development relief program consistent with the stated municipal public purposes in a timely manner, thereby improving the property, health and safety of the residents of the City.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS BY THREE-FOURTHS OF ALL COUNCIL MEMBERS ELECTED CONCURRING THAT:

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #427 Small Business Loan Fund for the sole purpose of accounting for the $200,000.00 emergency small business stimulus program and the small business loan program from the sale of gift cards purchased under the stimulus program.

SECTION 2: This Ordinance is hereby declared to be an emergency measure under the home rule powers granted by the Charter for the reasons set forth above and shall be in effect from and after its passage.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to City Manager		Finance Originating Department
Council Meeting Of :	3/17/2020	
Account Code No. :	see below	Joe Newlin Prepared By
Budgeted Amount :		3/30/2020 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)	

Issue 2
To make adjustment to budgeted revenue for a Bureau of Workers Compensation Grant. And subsequent expenditures for the purchase of safety equipment, particulate blocking firefighting protective hoods for cancer prevention, from unencumbered balance

Action Needed:

Revenue Side

Fire & EMS Fund (418)	**8,385.00**	**BWC Grant**

Expense Side

Fire & EMS Fund (418)	**8,385.00**	**Expenditures for safety equipment**
Net Effect on Fund Balance/(s) **Increase/(Decrease)**	**-**	

Issue 3
To make adjustment to budgeted revenue for a grant from the General Fund to the Small Business Loan Fund. And subsequent expenditures for the purchase of gift cards from unencumbered balance

Action Needed:

Revenue Side

Small Business Loan Fund (427)	**200,000.00**	**Grant transfer from the General Fund**

Expense Side

Small Business Loan Fund (427)	**200,000.00**	**Expenditures for gift cards**
General Fund (110)	**200,000.00**	**Transfer to the Small Business Loan Fund**
Net Effect on Fund Balance/(s) **Increase/(Decrease)**	**(200,000.00)**	

Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(213,900.00)
Breakdown by Fund	
General Fund (110)	(213,900.00)

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Fire & EMS Fund (418)	-
Small Business Loan Fund (427)	-
Net Effect on Fund Balance/(s) Increase/(Decrease)	(213,900.00)

Approved By:

	Initials	Date
Department Head:	[signature]	3/30/20
City Manager:	DRE	4/3/20

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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 revenues be made:

Fire & EMS Fund 419	**8,385.00**

SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

General Fund 110	13,900.00
Fire & EMS Fund 419	**8,385.00**
General Fund 110	**200,000.00**

SECTION 4: The following transfer(s) be executed:

Transfer from:

General Fund 110	**200,000.00**

Transfer to:

Small Business Loan Fund 427	**200,000.00**

SECTION 5: The following increase/(decrease)in revenues be made:

Small Business Loan Fund 427	**200,000.00**

SECTION 6: The following increase/(decrease)in appropriations from unencumbered balances be made:

Small Business Loan Fund 427	**200,000.00**

SECTION 7: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 8: This ordinance shall take effect immediately upon its adoption.

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MAYOR

ADOPTED: __________________

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)