



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	August 13, 2020
COUNCIL MEETING DATE:	August 18, 2020
AGENDA TITLE:	July 8, 2020 Historic and Architectural Preservation Commission Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRL 8/14/20</i>

This meeting was conducted virtually using Zoom and Youtube in accordance with House Bill 197.

HAPC-2020-06, 28 W High Street, installation of new windows and change of exterior paint color, **Scott Webb, Applicant**; This project is to install upper level windows on the side façade of the 1871 Davis Block. The windows would be visible looking east down High Street. No other changes are proposed to the building, other than re-painting the façade to a lighter color to lower the heat absorption. The Commission approved the request as-presented on the condition that the front façade paint color be carried around the side to match.

HAPC-2020-08, 101 W Church, Pre-Application, demolition and proposed four story structure, **Norm Butt, The Architectural Group, Applicant/Agent**; This project is to demolish the existing 2 story 4,000 square foot building and replace it with a 4 story 19,000 square foot building with underground parking. This project will require at least two HAPC meetings. The site is a 1/4 Uptown city block. The existing building is designated Historic in the 2018 inventory; so a financial analysis for the rehabilitation is required (per 2019 code amendments). Secondly, the design of the replacement building will have to be approved prior to demolition approval. The architect presented the cost analysis from a contractor as well as several slides of the proposed design. The proposed design is a combination of different materials, including glass separation elements, a pitched roof and wrought iron fencing at the ground level. There was discussion on the extent of the fire damage to the building, the history of the site around the current building and the overall scale of the proposed building. The Commission did not vote on the case because it was a pre-application review. The Commission did



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vote to retain a third party entity to conduct a financial analysis: fair market value and construction estimation.

HAPC-2020-09, 36 E High Street, Brick Street, addition of a second floor patio, Mark Weisman, Applicant; This project is to add a second level to the existing outdoor patio structure facing North Poplar Street. The architect and business owner were present for the case. There was discussion on the pedestrian flow, safety and architectural design comparison to existing building. It was found to be appropriate. The Commission approved the design as-presented.



**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

Account Code No. :

Budgeted Amount :

8/4/2020

see below

Finance

Originating Department

Joe Newlin

Prepared By

8/5/2020

Date Prepared

Agenda Title:	2020 Supplemental Budget #5
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Recommendation:	Approve
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Issue 1

To make adjustment to budget for the disbursement of the remaining funds in the Housing Trust Fund to the Family Resource Center for rental assistance for their customers as suggested by the Housing Advisory Commission at the July 21st work session with Council.

Action Needed:

Revenue Side

N/A

Expense Side

Housing Trust Fund (212)	5,902.42	Disbursement of the remaining funds to the Family Resource Center
Net Effect on Fund Balance/(s)	(5,902.42)	
Increase/(Decrease)		

Issue 2

To make adjustment to budgeted transfer from the General Fund to the Aquatic Center Debt Service Fund due to excess funds being available in the Aquatic Center Capital Improvement Fund available to transfer for debt service.

Action Needed:

Revenue Side

Aquatic Center Debt Service Fund (150)	(308,500.00)	Transfer from General Fund
Aquatic Center Debt Service Fund (150)	102,819.84	Transfer from Aquatic Center Capital Improvement Fund

Expense Side

General Fund (110)	(308,500.00)	Transfer to Aquatic Center Debt Service Fund
Aquatic Center Capital Improvement Fund (145)	102,819.84	Transfer to Aquatic Center Debt Service Fund

Net Effect on Fund Balance/(s)	-
Increase/(Decrease)	

Issue 3

To make adjustment to budgeted personnel services in the General Fund for unbudgeted two retirements

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	67,466.00	Unbudgeted retirement
Net Effect on Fund Balance/(s)	(67,466.00)	
Increase/(Decrease)		

Issue 4

To make adjustment to budget for unbudgeted purchase of mobile electronic message boards, to be used for messaging of the City's face mask ordinance to students & visitors (see Exhibit "A" for more details)

Action Needed:

Revenue Side

Capital Equipment Fund (140)	31,570.00	Reimbursement from Local Coronavirus Relief Fund
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Expense Side

Capital Equipment Fund (140)	31,570.00	Purchase of mobile electronic message boards
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Net Effect on Fund Balance/(s)
Increase/(Decrease)

-

Issue 5

To make adjustment to budget for insurance reimbursement and subsequent repair expenditure for squad

Action Needed:

Revenue Side

Fire & EMS Fund (418)	16,766.33	Reimbursement from Insurance company
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Expense Side

Fire & EMS Fund (418)	16,766.33	Repair of vehicle
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Net Effect on Fund Balance/(s)
Increase/(Decrease)

-

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

(73,368.42)

Breakdown by Fund

General Fund (110)	241,034.00
Capital Equipment Fund (140)	-
Aquatic Center Capital Improvement Fund (145)	(102,819.84)
Aquatic Center Debt Service Fund (150)	(205,680.16)
Housing Trust Fund (212)	(5,902.42)
Fire & EMS Fund (418)	-

Net Effect on Fund Balance/(s)
Increase/(Decrease)

(73,368.42)

Approved By:

Department Head:

City Manager:

Initials

Date

5/5/20



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

“Exhibit” A”

MEMO

TO: Joe Newlin, Finance Director
CC: Doug Elliott, City Manager
FROM: Michael Dreisbach, Service Director
DATE: July 27, 2020
SUBJECT: SUPPLEMENTAL BUDGET – MOBILE ELECTRONIC MESSAGE BOARDS

Joe,

As part of the City’s effort to fight the coronavirus, we will be placing programmable mobile message boards on all state and federal routes entering the City. These boards will inform the influx of students and visitors of the City’s facial covering ordinance. We will have a need for 5 message boards.

We are requesting funding to purchase two of these boards at a total cost of \$31,570. We will need to rent or borrow (from Miami or Butler Co. EMA) additional boards so all state route entrances into the City promote our message. It is my understanding that the purchase of these boards is an allowable expense for CARES ACT funding reimbursement.

Rental companies have limited numbers of these types of boards available, and they are distributed on a first come – first served basis. We are concerned there will not be a sufficient supply of boards available when we will need them with the influx of new students and visitors to Oxford.

Please let me know if you have questions or need additional information.

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 5 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:

Capital Equipment Fund 140	31,570.00
Fire & EMS Fund 418	16,766.33

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

Housing Trust Fund 212	5,902.42
General Fund 110	(308,500.00)
Aquatic Center Capital Improvement Fund 145	102,819.84
General Fund 110	67,466.00
Capital Equipment Fund 140	31,570.00
Fire & EMS Fund 418	16,766.33

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

Transfer from:

General Fund 110	(308,500.00)
Aquatic Center Capital Improvement Fund 145	102,819.84

Transfer to:

Aquatic Center Debt Service Fund 150	(308,500.00)
Aquatic Center Debt Service Fund 150	102,819.84

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

Aquatic Center Debt Service Fund 150	(308,500.00)
Aquatic Center Debt Service Fund 150	102,819.84

SECTION 6: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 7: 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

Parks and Recreation

Originating Department

Council Meeting Of: August 18, 2020

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: August 10, 2020

Agenda Title: Oxford Recreation Board Meeting, 08/06/2020

Recommendation: Approve

Attendance: Rec Board: Mike Smith, Kevin Ackley, Craig Bennett, Holli Morrish
OPRD: Casey Wooddell, Deanna Barbour

The Oxford Recreation Board met on Thursday, August 6, 2020 at 11:30am via Zoom. Parks and Recreation Director Casey Wooddell provided an update to the Recreation Board members about a variety of topics including the current status of the TRI Community Center, Oxford Parks and Recreation Department (OPRD) programs and activities, OPRD projects, and the Oxford Aquatic Center. The most recent updates for OPRD programs, activities and facilities can be found at www.cityofoxford.org/OPRD. Mr. Wooddell discussed ideas for Miami Student programming this fall, as well as how to engage Talawanda students during the day and assist with their virtual learning needs in a safe, supervised environment.

Holli Morrish shared updates from Talawanda School District, including information about Talawanda's fall athletics plan at this time.

Craig Bennett and Kevin Ackley shared updates from Miami University about Goggin Ice Center and Mid-America Conference (MAC) athletic changes which were announced. Richard Kammer shared information and ideas about Resident Advisors and potential new programs.

Meeting adjourned at 12:35pm. Next meeting scheduled for Sept. 3, 2020 at 11:30am. It is not yet determined if this will be a virtual meeting or in-person meeting.

Approved By:

Initial Date

Department Head: CDW \ 8/10/2020

City Manager:

DKE \ 8/14/20



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	Law
PREPARED BY:	Ben Mazer, Assistant Law Director
DATE PREPARED:	August 6, 2020
COUNCIL MEETING DATE:	August 18, 2020
AGENDA TITLE:	An Ordinance Prohibiting Mass Gatherings
BUDGETED AMOUNT:	n/a
ACCOUNT CODE:	n/a
RECOMMENDATION:	Adopt as an emergency.

DRE 8/14/20

DISCUSSION:

AS REQUESTED AT THE AUGUST 4, 2020 CITY COUNCIL MEETING.

ORDINANCE NO.

AN ORDINANCE PROHIBITING MASS GATHERINGS OF MORE THAN TEN (10) NON-HOUSEHOLD MEMBERS WITHIN THE CITY OF OXFORD, OHIO, TO LIMIT THE SPREAD OF COVID-19, AND DECLARING AN EMERGENCY.

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and can be easily spread from person to person; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) reported over 4 million cases of COVID-19 in the United States, resulting in over 156,000 deaths; and

WHEREAS, on March 9, 2020, the Ohio Department of Health announced confirmed cases of COVID-19 in the State of Ohio, creating a dangerous condition that may affect the health, safety, and welfare of the citizens of Ohio; and

WHEREAS, on that same date Governor Mike DeWine declared a state of emergency for the entire State of Ohio to protect the well-being of the citizens of Ohio from the dangerous effects of COVID-19; and

WHEREAS, COVID-19 endangers the lives of the citizens and residents of Oxford, creating an emergency to life and public safety and disrupting commerce; and

WHEREAS, the CDC reports that people are most contagious when they are most symptomatic, but the virus is also spread by people who are infected, but asymptomatic; and

WHEREAS, on March 15, 2020, the CDC issued Interim Guidance for mass gatherings or large community events, stating that such events that consist of fifty (50) or more people should be cancelled or postponed; and

WHEREAS, on March 17, 2020, the Ohio Department of Health issued an Amended Director's Order to limit and/or prohibit mass gatherings and the closure of venues in the State of Ohio; and

WHEREAS, on March 22, 2020, under the direction of Ohio Governor, Mike DeWine, Ohio Department of Health Director, Amy Acton, M.D. issued an Order requiring all Ohioans to stay in their homes to prevent the further spread of COVID-19 until April 6, 2020 and the Order was extended until May 1, 2020 and has been since amended on April 30, May 20 and May 22, 2020 to allow businesses to open with the recommendation that facial coverings be worn except in certain circumstances; and

WHEREAS, the Governor and the Ohio Department of Health have issued amended Director's Orders to both protect citizens, residents, and guests of the State of Ohio, all of which are incorporated herein by reference; and

WHEREAS, as businesses have re-opened, more people are traveling throughout the state, and within the City of Oxford; and

WHEREAS, a local and statewide state of emergency continues to exist with limits on mass gatherings and recommendations of social distancing; and

WHEREAS, Miami University (the “University”) announced it will allow students on campus for the Fall semester, which shall include both in person and virtual classes; and

WHEREAS, the return of students to the University will result in a large influx of people from across the country and international students; and

WHEREAS, the University has also informed the City that facial coverings will be required to be worn on University owned properties, including University buildings and facilities; and

WHEREAS, due to the above described statewide emergency there is a continuing need to protect all citizens and residents and guests of the City of Oxford from the risks relating to the COVID-19 pandemic; and

WHEREAS, the CDC recommends wearing facial coverings in public where other physical distancing measures are difficult to maintain to help prevent the spread of COVID-19 from asymptomatic or unknowing carriers to others; and

WHEREAS, on July 14, 2020, the City of Oxford issued an ordinance requiring facial coverings in any public space within the City of Oxford, Ohio, to limit the spread of COVID-19, and declaring an emergency; and

WHEREAS, on July 23, 2020, the Ohio Department of Health issued a facial covering Order mandating that individuals be required to wear facial coverings throughout the State of Ohio; and

WHEREAS, as of August 6, 2020, the Ohio Department of Health has issued an Orange Level alert for Butler County due to the COVID-19 virus, which means there is an increased risk of exposure and spread meaning one should limit one’s activities as much as possible; and

WHEREAS, multiple areas of the United States are experiencing “community spread” of the virus that causes COVID-19. Community spread, defined as the transmission of an illness for which the source is unknown, means that isolation of known areas of infection is no longer enough to control the spread; and

WHEREAS, SARS-CoV-2, the virus that causes COVID-19, has been demonstrated to transmit infection from infected persons when symptomatic, asymptomatic, and pre-symptomatic; and

WHEREAS, mass gatherings, defined as non-household gatherings of greater than ten (10) people, increase the risk of community transmission of the virus COVID-19; and

WHEREAS, after weighing the known information from the COVID-19 virus and considering the guidance and orders from the Ohio Department of Health and Butler County General Health District, City Council concludes that the safety of City of Oxford citizens, residents and guests is best protected by implementing a requirement prohibiting mass gatherings of non-household members, both indoors and outdoors, with mass gatherings defined to mean more than ten (10) individuals, as set forth herein; and

WHEREAS, that for the reasons stated in the preamble hereof, this Ordinance is declared to be an emergency measure and shall take effect at the earliest date permitted by law; now, therefore:

THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

SECTION 1: All individuals within the City of Oxford are prohibited from hosting, maintaining or participating in mass gatherings in accordance with the following:

- a. "Mass gatherings" for purposes of this Ordinance, means any social gathering, event or convening that brings together greater than ten (10) non-household persons at the same time, to include both indoor and outdoor gatherings.
- b. "Non-household" for purposes of this Ordinance, means any individuals who do not reside within the same housing unit or dwelling.

SECTION 2: The mandatory prohibition on mass gatherings through this Ordinance does not apply in the following situations:

- a. Normal operations at bus stops or hubs, medical facilities, libraries, shopping malls and centers, or other spaces where fifty (50) or more persons may be in transit.
- b. Typical office environments.
- c. Schools and University classes or officially sanctioned functions.
- d. Factories, warehouses and distribution centers.
- e. Retail or grocery stores where large numbers of people are present, but it is unusual for them to be within arm's length of one another.
- f. Notwithstanding this Ordinance, buildings and venues that traditionally host mass gatherings, whether indoors or outdoors, may continue to be used for community events.

- g. This Ordinance does not apply to and/or excludes members of the media.
- h. This Ordinance does not apply to and/or excludes religious gatherings, gatherings for the purpose of the expression of First Amendment protected speech, weddings and funerals.

SECTION 3: Regardless of whether an event or gathering falls within the definition of mass gathering, all persons are urged to maintain social distancing (approximately six feet away from other people) whenever possible and to continue to wash hands, utilize hand sanitizer and practice proper respiratory etiquette (coughing into elbow, etc.)

SECTION 4: A violation of this Ordinance shall be governed and processed by the provisions set forth in Chapter 507 of the Oxford Code of Codified Ordinances titled: Police Civil Citations. Whoever violates this Ordinance is subject to a civil penalty in the amount of \$500.00 for first time violations and \$1,000.000 for any subsequent violations thereafter.

SECTION 5: For the reasons set forth in the preamble hereof, the Council declares this Ordinance to be an emergency measure which shall take effect at the earliest possible date permitted by law and shall remain in effect during the pendency of State of Ohio Executive Order 2020-01D.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	July 24, 2020
COUNCIL MEETING DATE:	August 4, 2020
AGENDA TITLE:	Amendments to Chapter 137
ACCOUNT CODE NO:	
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 7-28-20 Sam Perry</i>

Background:

For several months, the Oxford Housing Advisory Commission (HAC) discussed the need to reevaluate its role and scope within the City government for addressing housing concerns and policies. The following proposed amendments to Chapter 137 of the Oxford Codified Ordinances are the result of the ongoing discussion among HAC members as well as reflects the recent work session on July 21.

The HAC Chair Sherry Lind and staff recommend approval of the amendments.

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 137 ENTITLED HOUSING ADVISORY COMMISSION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 137 ENTITLED HOUSING ADVISORY COMMISSION.

WHEREAS, Council finds in accordance with Section 137.04 of the Codified Ordinances of the City of Oxford, the City of Oxford Housing Advisory Commission held public meetings on January 20, 2020 and on February 18, 2020 and that during the public meetings did discuss the need to reevaluate its role and scope within the City government for addressing housing concerns and policies and as a result of those discussions, the Housing Advisory Commission recommended repealing Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission and adopting new Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission.

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

SECTION I: Council accepts the recommendation of the Housing Advisory Commission and hereby repeals Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission and adopts new Oxford Codified Ordinance Chapter 1367 entitled Housing Advisory Commission as follows: (additions are bolded and deletions are struck through)

137.01 PURPOSE.

(a) The purpose of the Housing Advisory Commission shall be to foster an environment, through education, research and advocacy, in which all **people desiring residency** in residents of Oxford will have an opportunity to own or rent a home; **further:**

(1) To promote safe and decent shelter for anyone desiring to live in Oxford.

~~(1) (2)~~ To encourage and promote the development and maintenance of moderate to low cost **income** housing that will provide affordable home ownership and rentals in the Oxford community.

~~— (2) To promote a positive living environment that is not set apart from the rest of the community, but is interspersed within various neighborhoods throughout the City. This will dissolve the negative stigma associated with affordable housing and create public awareness.~~

(3) To promote a variation of housing density within neighborhoods to dissolve the negative stigma associated with isolated affordable housing.

~~(3) (4)~~ To assist people in buying first time homes ~~and assist long-term residents. Also as well as~~ provide education to home buyers and the community about the need for moderate to low cost **income** housing.

~~(4) (5)~~ To make recommendations to Council that are thoroughly investigated and supported through appropriate documentation.

~~(5) To monitor and provide assistance to affordable housing developers and providers.~~

137.02 DUTIES.

(a) Take an active role in the administration and updating of ~~the Community Housing Improvement Strategy.~~ **a Comprehensive Housing Plan following each decennial census and every 5 years thereafter.**

(b) Make recommendations to Council for the disbursement of the Affordable Housing Funds and other funds designed for moderate to low cost housing and development.

(c) Work with organization(s) to seek funds for the development, refurbishing, weatherization, and maintenance of moderate and lower cost housing and rentals.

(1) Funds may be sought from State, Federal and other sources.

(2) Funds should be available to provide rental assistance, payment assistance, home improvements, development infrastructure, tax credits and other assistance with affordable housing.

(d) To work with or assist organizations such as Habitat for Humanity, People United for Self-Help, ~~Oxford Advisory Welfare Service~~ **Family Resource Center** and other organizations whose missions are to assist families with **finding**, owning or maintaining adequate housing.

(e) To arrange education programs and financial counseling for families who want to rent or purchases moderate to low cost housing.

(1) This may be provided by community resources that provide financial planning.

(2) Resources may also provide low interest loans to home buyers.

(3) Establish guidelines for families to qualify for moderate to low cost housing assistance and aid in the development of a procedure for families to receive assistance.

(4) Investigate and make recommendations to Council regarding existing planning and development policies and ordinances that pose possible impediments to moderate to low cost housing opportunities.

(5) Investigate the need or value of ~~establishing an Oxford Housing Authority to assist in implementing the programs stated in this chapter.~~ **identifying or establishing a non-governmental entity to assist in implementing the policies stated in this chapter.**

(f) The Commission shall report to Council annually **each January** the status of housing issues in the City of Oxford.

137.03 COMPOSITION AND TERM OF OFFICE.

(a) The Housing Advisory Commission shall be composed of **at least seven and up to nine** members appointed by Council ~~from among Oxford residents.~~ All ~~residents~~ **members** shall have, to the greatest extent practical, interest and proficiency in housing issues.

(1) Two members shall be City Council members. At least one member shall be a member of the ~~Community Improvement Corporation~~ **Planning Commission**. That member may be one of the two City Council members.

(2) At least two members shall be moderate to low income persons.

~~(3) A majority of the members shall reside in the City of Oxford.~~

(3) At least five members shall reside in Oxford or Oxford Township. These members shall be voting members.

(4) Any members not residing in Oxford or Oxford Township shall be ex-officio, non-voting members.

~~(4) The remaining members shall **may** be chosen from the following:~~

(5) Members may be chosen from the following:

A. A member of a housing advocacy group;

B. A member of a minority organization;

C. A **banker or** member of an institution that lends money for housing;

D. A builder, and developer **or property manager** of non-profit housing;

E. A ~~for-profit~~ builder, and developer **or property manager** of **for-profit** housing;

- F. An architect;
- G. A member of a social welfare organization; and
- H. Other groups or individuals that are necessary to provide balanced advice.

~~Upon passage of this chapter, appointments, with the exception of Council members, shall initially be staggered as to length of term with two members for two years, two members for three years, and three members for four years. All Commission members shall thereafter serve for a term of four years without compensation. Council members shall serve per the rules of Council.~~

(5) The City Manager shall serve as an ex-officio member of the Commission.

(6) The City Manager shall appoint administrative staff as a liaison to the Commission. The function will be to support and assist the Commission to the extent resources allow.

(b) Upon passage of this chapter, appointments, with the exception of Council members, shall initially be staggered as to length of term with two members for two years, two members for three years, and three members for four years. All Commission members shall thereafter serve for a term of four years without compensation. Council members shall serve per the rules of Council.

137.04 MEETINGS.

- (a) The Commission shall meet monthly to conduct its business or as requested by Council.
- (b) The Commission shall designate the time and place of the meetings and shall notify the Clerk of Council, City Manager, and staff liaison at least twenty-four hours in advance.
- (c) Five members shall constitute a quorum for the transaction of business.
- (d) All meetings shall comply with the letter and spirit of Ohio R.C. 121.22.

137.05 RULES AND PROCEDURES.

Notwithstanding the requirements established in this chapter, the Commission may establish its own rules and procedures subject to the majority approval of Council.

SECTION II: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY COUNCILORS BRACKEN & ELLERBE

PREPARED BY: LAW (STAFF)



The City of Oxford
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Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	August 13, 2020
COUNCIL MEETING DATE:	August 18, 2020
AGENDA TITLE:	July 15, 2020 Board of Zoning Appeals Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 8/14/20 Sam Perry

BZA-2020-04, 36 E. High Street, Variance to Chapter 1143.10(C)(2) to allow 0' setback for a second floor patio addition, **Mark Weisman, Appellant**; This project is to add a second level to the existing outdoor patio structure facing North Poplar Street. The architect and business owner were present for the case. Zoning code requires a 16.5 foot front yard setback from Poplar Street. The previously approved variance does not allow a second level to be built without this new request to BZA. The applicant's proposal is based upon a desire to expand outdoor service areas for social distancing. The board discussed the case using the seven decision standards and approved the request (3-2-0) with two conditions:

1. The skydeck's rail height shall be increased to the height of the columns/posts (4'8").
2. There will be no egress from the inside of the building to the outside deck, thus limiting to just the two stairways.

The BZA's decision was based on standards:

- C. That the essential character of the neighborhood would not be substantially altered by the variance and adjoining properties not suffer a substantial detriment as a result of the variance.
- F. That the property owner's predicament could not be feasibly obviated through some other method other than a variance.
- G. That the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance

Originating Department

Council Meeting Of: 8/18/2020

Joe Newlin

Account Code No. #: 428.420.52461

Prepared By

Budgeted Amount: \$428,864

8/13/2020

Date Prepared

Agenda Title: A RESOLUTION AUTHORIZING THE DONATION OF ONE THOUSAND DOLLARS (\$1,000.00) TO OXFORD SENIORS AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ASSIST WITH THE PURCHASE OF A NEW TELEPHONE SYSTEM FOR THE SENIOR CENTER FACILITY.

Recommendation: Approve

Discussion:

BACKGROUND

In May, Mr. Schnabl contacted City Manager Elliott concerning the City's portion of CARES funding possibly being available to assist with the unexpected purchase of a new phone system at the Senior Center. Mr. Schnabl followed up with an email on July 21st to City Manager Elliott. By July 23rd, it was determined that this request could be funded by granting CARES funds the City received on July 16th to the Senior Center.

BASIS FOR DECISION

Following best practices for grant funding from receipts the Federal Government sends to the City, I sent a questionnaire from the Association of Government Accountants (AGA). This questionnaire determines if the recipient is classified as a Subrecipient – A non-federal entity that receives a subaward for the purpose of carrying out part of a federal award. The subaward creates a federal assistance relationship with the subrecipient. Or Contractor - A non-federal entity that receives a contract for the purpose of providing goods and services for the awarding non-federal entities own use. The contract creates a procurement relationship with the contractor.

I also asked Mr. Schnabl to send a letter stating why he believed his request was related to COVID-19. In his response (Exhibit A) he points out that in the Governor's orders issued in March Oxford Seniors remain open as an essential service by the State designation specifically to provide Meals on Wheels and senior transportation. The phone system began to fail in May and was replaced in June. The phone system was an unbudgeted item and was essential to provided services.

That said the recommendation is to ask Council for their support of this donation to the Senior Center using CARES Act funds.

Approved By:

Department Head:

City Manager:

Initial Date

[Signature]
8/13/20
~~8/13/20~~ 8/14/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF ONE THOUSAND DOLLARS (\$1,000.00) TO OXFORD SENIORS AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ASSIST WITH THE PURCHASE OF A NEW TELEPHONE SYSTEM FOR THE SENIOR CENTER FACILITY.

WHEREAS, the telephone system at the Oxford Seniors facility has reached the end of its useful life and is in need of replacement; and

WHEREAS, telephone communications are vital to Oxford Seniors continued outreach to Oxford area seniors and for incoming scheduling for state deemed essential transportation services and home delivered meal services which are being provided during the current health crisis; and

WHEREAS, the City Manager and the Finance Director recommend City Council authorize the donation of one thousand dollars (\$1,000.00) to Oxford Seniors as a sub-recipient of CARES Act funds to assist with the purchase of a new telephone system for the senior center facility.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Finance Director and hereby authorizes the donation of one thousand dollars (\$1,000.00) to Oxford Seniors as a sub-recipient of Federal CARES Act funds to assist with the purchase of a new telephone system for the senior center facility.

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)



922 TOLLGATE DRIVE
OXFORD, OH 45056

(513) 523-8100 PHONE
(513) 524-3126 FAX

www.oxfordsenior.org

August 6, 2020

Mr. Doug Elliott
City Manager
15 South College Ave
Oxford OH 45056

Dear Mr. Elliott:

I am writing to request special City funding of \$1000 toward the unexpected expense of replacing our agency telephone system at a total cost of \$4176.75.

I had contacted you in May to discuss this possibility, and you had indicated that the City may receive some one-time federal dollars related to addressing the COVID19 situation

While having been closed to the public in March by Governor's orders, Oxford Seniors remains open as an essential service by State designation specifically to provide Meals on Wheels and Senior Transportation. Those active services, and our Supportive Services social work are funded primarily by the federal Older Americans Act, each using the City's annual grant funding as local match on those contracts. Our phone system began failing in May, with loss of incoming lines, and individual telephones not working. After several repair visits, we had no choice but to replace the entire system immediately.

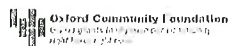
The phone service is necessary for us to schedule rides, take new referrals and resolve client issues. Before the hospital allowed us earlier this month to resume daily meal delivery of hot food they prepared, we were reduced to delivering frozen meals once per week from a Cincinnati caterer, requiring us to call the clients for the wellness check-ins that normally occurs when a daily meal is delivered. We continue to rely on phone service to maintain our required operations.

The new system was installed June 8 and is working well. Thank you for your consideration.

Sincerely,

F. Stephen Schnabl,
Executive Director

cc: Joe Newlin



CREATING COMMUNITY SINCE 1953

Office of the Mayor

Proclamation

Whereas: on August 26, 1920, the Nineteenth Amendment was certified as part of our national Constitution, assuring that "the right of citizens of the United States to vote shall not be denied or abridged by the United States or any State on account of sex"; and

WHEREAS, the struggle for women's suffrage was the first step toward full and equal participation of women in our nation's life. In recent years giant strides have been taken to eliminate discrimination through our laws and to pave new avenues for equal economic opportunity for women; and

WHEREAS, this year, August 26, 2020, is the one-hundredth anniversary of this important milestone in U.S. history; and

WHEREAS, we recognize that attitudes cannot be changed by laws alone, prejudices still exist in the way of progress for women; we therefore, must do all that we can to overcome the barriers against what is fair and right by providing equal opportunity for everyone and voting rights for all citizens, and by urging all citizens to exercise their right to vote in local, state, and national elections.

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim August 26, 2020 to be:

"WOMEN'S EQUALITY DAY"

in the City of Oxford and urge all citizens to join in celebrating the progress, while we continue the work of providing "equal opportunities for all".

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 18th day of August, 2020.

MICHAEL SMITH, MAYOR



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: August 18, 2020

Service Department
Originating Department

Account Code #: N/A

David Treleven
Prepared By

Budgeted Amount: N/A

August 7, 2020
Date Prepared

Agenda Title: Environmental Commission Meeting of August 5, 2020

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members in attendance for the Wednesday, August 5, 2020 virtual 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. Also present for the virtual meeting was Ms. Suzi Zazycki, Associate Director of the Miami University (MU) Institute for the Environment and Sustainability Department (IES).

The minutes from the June 3, 2020 monthly Commission meeting was unanimously approved as presented.

Ms. Zazycki provided an anticipated timeline for the IES Professional Service Project (PSP) to prepare a community-scale greenhouse gas (GHG) inventory for Oxford. The community-scale GHG inventory is required for Oxford's participation in the Global Mayors Covenant for the Climate and Energy. Work on the PSP will occur during the upcoming MU 2020 – 2021 academic year. Presently, five graduate students will be work on the PSP, but it is not yet known about the distribution of in-person attendance versus remote learning due to the on-going COVID-19 restrictions. On-line experiences with last semester's PSP indicated that while cumbersome, remote and/or virtual efforts could be successful in completing PSPs. The graduate students will spend the first semester researching the GHG inventory process, reviewing work on GHG inventories from past PSPs, and are to prepare a proposal to the Commission outlining their proposed goals and objectives. Work on the Oxford community-scale GHG inventory will start in January 2021. The January "J" Term is typically when the students can make good progress on their PSP, as they do not yet have other class loads to compete for their time. The initial intent was to utilize 2020 data for the preparation of the community-scale GHG inventory, but Commissioners pointed out that given the social disruptions due to the COVID-19 restrictions, the 2020 data may not be representative. The Commission recommended utilizing 2019 data instead.

Mr. Gwyn presented a summary of his research regarding other Ohio communities' determination of their tree fund fees for trees that are not planted as part of a property's development. Previously, City Staff had prepared a summary of City tree planting expenses to assist in determining an appropriate value for a tree replacement Tree Fund Fee associated with the recently enacted tree preservation and protection legislation.

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date
MD \ 8/7/20
DRE \ 8/14/20

From 2016 – 2019, Oxford planted 293 street and public trees at a total of expense of \$97,719. The average expense for a tree during this time period was \$333.51. Utilizing an administrative expense of 19.46% (the administrative fee utilized by the Finance Department in Oxford's 2020 refuse and recycling fee schedule), the cost of Oxford having to plant a replacement tree would be \$398.41. From Mr. Gwyn's research, the fees charged by two communities (the Cities of Delaware and Dublin) are based upon the size of the tree removed, at \$100 and \$150 (respectively) per caliber inch. The local Ohio Department of Natural Resources Urban Forester recommends at expense of approximately \$810 per trees to allow for watering and training/maintenance pruning for up to 15 years. The City of Waterville utilizes this approach, with their tree fee being \$850 per tree planted. The City of Westerville utilizes an approach similar to Oxford's previously described cost estimation, with the tree fund fee being \$350. Commissioners liked the transparency and ease of justification presented by Oxford's cost estimate, which also could be easily adjusted for the annual Fee Schedule Ordinance. The Commissioners also thought that an additional 15% surcharge to encourage the developer to plant the trees was appropriate. The Oxford Tree Fund Fee for 2021 would be \$458.18 per tree if planted by Oxford.

Mr. Gwyn proposed the following Motion. Ms. Raghu seconded the Motion

Motion:

The Environmental Commission recommends that the Tree Fund Fee for 2021 be \$458.18 per tree in the upcoming 2021 Fee Schedule. The Tree Fund Fee can be periodically revised based upon average tree planting costs incurred by Oxford, as well annual administrative expenses, and a 15% tree planting encouragement assessment.

The Motion passed unanimously. The Commission instructed Staff to incorporate the Tree Fund Fee into the upcoming 2021 Fee Schedule Ordinance, pending City Council's consideration.

Ms. Raghu informed the Commission that bicycle lanes were added to either side of East Chestnut Street, running approximately between South Campus Avenue to South Patterson Avenue. During a strategic planning session held on Monday, August 3, 2020, it appears that the potential of installation of solar panels at the closed landfill and a program to assist home owners with obtaining solar panels for their private properties were popular with the City Council.

Mr. Ralinovsky informed that Commission that the Parking and Transportation Advisory Board has requested Oxford's street paving plan for 2021 with the intention of exploring expansion of designated bicycle lanes.

Mr. Bracken informed the Commission that the Climate Action Steering Committee had it first meeting. The second meeting of the Steering Committee is on Monday, August 10, 2020.

City Staff updated the Commission regarding on-going monthly emission monitoring of the closed landfill passive vents. The emission monitoring was initiated in an effort to document the accuracy of the USEPA's estimation of 4,764 metric tons of carbon dioxide equivalence (CO₂e) being emitted by the landfill annually (averaging 397 metric tons CO₂e monthly). If the USEPA's estimation were accurate, the closed landfill emissions would account for approximately 36% of the municipal operations GHG emissions (estimated at a total of 13,348 metric tons CO₂e in 2018). Since May 2020 (three months of data), the monitoring data suggests that the total volume of CO₂e emissions for these three months to be approximately 7.6 metric tons CO₂e, or an estimated approximate 30.5 metric tons CO₂e annually (assuming similar emission values for the rest of the year). Staff informed the Commission that the Southwest Ohio Air Quality Agency is currently reviewing the emissions monitoring data to date to ensure its accuracy. The Commission suggested that Oxford have at least one monitoring event conducted by an entity that performs emission monitoring, to permit a comparison of Oxford's monitoring procedures and/or observed values.

Commissioners concluded discussions at 8:25p.m. The next regularly scheduled monthly Commission meeting is to be an online, virtual meeting starting at 7:00 p.m. on September 2, 2020.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: August 18, 2020

Service Department
Originating Department

Account Code #: 140.720.xxxxx

Michael Dreisbach
Prepared By

Budgeted Amount: Supp. Budget

August 11, 2020
Date Prepared

Agenda Title:	Purchase of Electronic Mobile Message Boards
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Recommendation:	Approve
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Discussion:

As part of the education campaign to make residents and visitors aware of the City Ordinance requiring facial coverings, the City has been authorized to use federal CARES Act funds for the purchase of solar powered mobile message boards. These boards will be placed on heavily traveled State and Federal routes entering Oxford. The purchased signs will be used in conjunction with similar signs owned by Miami University, Butler County EMA, BCEO, etc...(when available).

Staff has requested funding for these signs in the current Supplemental Budget. Should the City Council approve, the signs will be purchased from All Traffic Solutions utilizing current government pricing under GSA contract GS-07F-6092R. Two signs will be purchased for a total price of \$29,259.76.

These signs are identical to signs owned by Miami and can be controlled using the same system. In addition to mobile messaging, the signs may also be used on construction projects, during public emergencies, and are also radar equipped to remind drivers of their vehicle speed.

This Resolution will authorize the purchase of two trailer mounted, solar powered, mobile message boards from All Traffic Solutions, Inc. at a price not to exceed \$29,259.76.

Approved By:	Department Head: City Manager:	Initial MBD \ 8/11/20 <u>DRE \ 8/14/20</u>	Date 8/11/20 <u>8/14/20</u>
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RESOLUTION NO.

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO TRAILER MOUNTED, SOLAR POWERED, MOBILE MESSAGE BOARDS FROM ALL TRAFFIC SOLUTIONS, INC. UTILIZING CURRENT GOVERNMENT PRICING AT A COST NOT TO EXCEED \$29,259.76.

WHEREAS, as part of the education campaign to make residents and visitors aware of the City Ordinance requiring facial coverings, the City has been authorized to use Federal CARES Act funds for the purchase of solar powered mobile message boards which shall be placed on heavily traveled State and Federal routes entering Oxford; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the purchase of two trailer mounted, solar powered, mobile message boards from All Traffic Solutions, Inc. utilizing current government pricing at a cost not to exceed \$29,259.76.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the current government pricing for the purchase of two trailer mounted, solar powered, mobile message boards at a cost not to exceed \$29,259.76.

SECTION 2: Council further authorizes the purchase of two trailer mounted, solar powered, mobile message boards at a cost not to exceed \$29,259.76.

SECTION 3: 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)

**Mail Purchase
Orders to:**

3100 Research Dr.
State College, PA
16801

All Traffic Solutions Inc.
12950 Worldgate Dr #310
Herndon, VA 20170
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

Contract:
GSA: GS-07F-6092R

QUOTE Q-52678**DATE:** 08/10/2020**PAGE
NO:
1**

**Questions contact:
MANUFACTURER:
All Traffic Solutions**

Julie Styskin
(866) 366-6602
x 250
jstyskin@alltrafficsolutions.com

Independent Sales Rep:**BILL TO:**

City of Oxford DPW
15 South College Ave
Oxford OH 45056

SHIP TO:

City of Oxford DPW
15 South College Ave
Oxford OH 45056
Attn: Michael Dreisbach

Billing Contact:

PAYMENT TERMS: Net 30 **CUSTOMER:** City of Oxford DPW **CONTACT:** (513) 839-0029 ext, 0

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000745	SpeedAlert 24 Radar Message Sign (RMS); base unit (select mount separately)	2	\$7,707.81	\$15,415.62
4000647	App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	2	\$1,284.63	\$2,569.26
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite)	2	\$0.00	\$0.00
4000173	Trailer, ATS-5 (select power separately)	2	\$2,901.76	\$5,803.52
4000750	App, Mobile User Interface perpetual license (only 1 req'd per account)	1	\$85.64	\$85.64
4000636	Trailer Battery kit for ATS-5, 470Ah deep cycle batteries w/cover, hold down, cables& hdwr (iA24, SA24)	2	\$847.86	\$1,695.72
4000740	Trailer Certificate of Origin	2	\$0.00	\$0.00
4000754	USB cable, 16ft, extra long for trailer or pole	2	\$0.00	\$0.00
4000641	Shipping and Handling Common Carrier	2	\$950.00	\$1,900.00
4100557	hrns, Power cord, iA w/ quick connects for trailer	2	\$0.00	\$0.00
4001626	VZW communications prep	2	\$0.00	\$0.00

4000275	Solar panel, 60W; includes bracket for ATS-5 trailer and harness	2	\$895.00	\$1,790.00
4001299	3 Year Warranty	2	\$0.00	\$0.00

Special Notes:

**SALES
AMOUNT:**

\$29,259.76

SA24 – Combined Radar and message sign – trailer mounted with 60 watt solar assist – all features activated perpetually (Bluetooth – Data and imaging) 1 year of web services (TraffiCloud) to all 6 Apps (Remote Management – Imaging – Data – Alerts, Mapping and Premier Care warranty) - shipping and training. 3- year warranty

**TOTAL
USD:**

\$29,259.76

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

Print Name, Title

Signature

Date