



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	November 18, 2020
COUNCIL MEETING DATE:	December 1, 2020
AGENDA TITLE:	Resolution Authorizing a Feasibility Study of Electrical Efficiencies by PRO Lighting & Solar LLC
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>MBD/LAH DRE 11/25/20</i>

Discussion:

At the October 7, 2020 meeting of the Environmental Commission, Mr. Matt Kolbinsky of PRO Lighting & Solar, LLC made a presentation to the Commission, and offered to perform a complimentary feasibility study of City facilities to improve electrical efficiency as well as options for solar panel installations. Mr. Jason Bracken made the following motion, seconded by Mr. Steven Elliott.

The Environmental Commission recommends that City Council permits PRO Lighting & Solar LLC to conduct a no-cost feasibility study of municipal-operated buildings and facilities to identify potential energy savings associated with lighting, and to evaluate suitable locations for the installation of solar panels for electrical generation.

Should the City Council authorize Mr. Kolbinsky to proceed, the City will make it clear that improvement projects will need to follow the City's procurement policies, and no guarantees are made that the City will authorize any additional work.

RESOLUTION NO.

A RESOLUTION AUTHORIZING A FEASIBILITY STUDY OF ELECTRICAL EFFICIENCIES AT CITY FACILITIES BY PRO LIGHTING & SOLAR, LLC AT NO COST TO THE CITY.

WHEREAS, at the October 7, 2020 meeting of the Environmental Commission, Mr. Matt Kolbinsky of PRO Lighting & Solar, LLC made a presentation to the Commission, and offered to perform a complimentary feasibility study of City facilities to identify possible improvements in electrical efficiencies as well as options for solar panel installations; and

WHEREAS, the Environmental Commission was unanimously in favor of having the complimentary feasibility study performed.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, OHIO, THAT:

SECTION 1: Council hereby finds that it is in the best interest of the City of Oxford to authorize PRO Lighting & Solar, LLC to perform a complimentary feasibility study of City facilities to identify possible improvements in electrical efficiencies as well as options for solar panel installations.

SECTION 2: Council further authorizes PRO Lighting & Solar, LLC to perform a complimentary feasibility study of City facilities to identify possible improvements in electrical efficiencies as well as options for solar panel installations.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: COUNCILORS RAGHU & BRACKEN

PREPARED BY: LAW (STAFF)



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STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	November 18, 2020
COUNCIL MEETING DATE:	December 1, 2020
AGENDA TITLE:	Ordinance Authorizing Curb, Gutter, & Sidewalk Special Assessments
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 11/25/20</i> <i>WBT 11/20/20</i>

Discussion:

Through a series of Resolutions, the City has caused the repair of deficient curb, gutter, and sidewalk on parcels identified in the attached Exhibit "A" including:

Feb 2020 Resolution No. 7158 – Declaring the necessity to make improvements

March 2020 Resolution No. 7167 – Authorizing a contract to perform the improvements

July 2020 Resolution No. 7201 – Determination of the total cost of assessment by lot

The proposed assessment costs were advertised as required by Ohio Revised Code; no objections were received from parcel owners as detailed in Exhibit "A". Upon passage of this Ordinance, an owner may pay cash for the assessment within 30 days. Otherwise, the amount will be levied to the owner's property tax bill and must be paid in five (5) annual installments with City assessed interest on deferred payments at a rate of 5% (this percentage rate has been in place for several years; the City Council may change this rate if they desire to do so).

Staff recommends City Council approve this assessment Ordinance, and authorize the City Manager or his designee to take all steps necessary to cause the amounts listed in Exhibit "A" to be levied upon the lots and lands enumerated in the listing.

ORDINANCE NO.

AN ORDINANCE LEVYING UPON THE LOTS AND LANDS ENUMERATED IN THE LIST OF ESTIMATED ASSESSMENTS (EXHIBIT A) THE AMOUNTS SET FORTH ON SUCH LIST AND SETTING FORTH TERMS FOR PAYMENT OF ASSESSMENTS.

WHEREAS, in accordance with Section 729.07 of the Ohio Revised Code, Council filed a list of estimated assessments (Exhibit A) with the Clerk of City Council and ordered it open for public inspection; and

WHEREAS, pursuant to Ohio Revised Code Section 729.08, Council published a notice in the *Journal News*, beginning July 26, 2020 and ending August 9, 2020 stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspection; and

WHEREAS, the Clerk of City Council has received no written objections to the assessments.

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

SECTION 1: Property owners shall be assessed the actual cost over five years as set forth on Exhibit "A" attached hereto.

SECTION 2: Property owners may pay the assessment in five (5) annual installments with interest on deferred payments at 5%. Conversely, property owners may pay the assessment in cash within 30 days after passage of this Ordinance.

SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Exhibit "A"

Curb, Gutter, Sidewalk, for 2020 Resurfacing
Assessment Property List of Final Costs

Direct Ion			Final Quantities									
Address	Street Name	Property Owner	Parcel #	Uneal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Permit Fees	Final Cost		
704	David	JONATHAN L AND KARLA M PRICE	H410012000015	51	25	0	0	0	\$ 188.20	\$ 2,497.81		
617	David	RICHARD B THOMAS	H410012000022	92	0	0	0	0	\$ 319.40	\$ 4,101.52		
700	Marcia	ALEXANDER RALPH W JR & KATHILEEN R	H410012000024	157	135	0	0	0	\$ 527.40	\$ 8,131.87		
708	Marcia	MARGARET T SACCO TR	H4000120000026	46	50	0	80	0	\$ 172.20	\$ 3,382.86		
405	CHESTNUT	KYLE V & AMY R LONGCAMP	H4000114000034	6	0	0	0	0	\$ 153.00	\$ 399.66		
713	CHESTNUT	JEFFREY YEN CHENG	H4000113000005	14	25	0	0	0	\$ 153.00	\$ 941.54		
231	COLLINS	DOLLAR INVESTMENT LLC	H4100004000054	39	0	0	0	0	\$ 153.00	\$ 1,756.29		
230	COLLINS	DAVID M & STEPHANIE S MORTON	H4000004000058	38	0	0	0	0	\$ 153.00	\$ 1,715.18		
11	ELM	ROGER PERRY	H4000004000078 & H4000004000079	50	0	25	72	0	\$ 185.00	\$ 3,301.49		
15	ELM	JASON A & STEPHANIE G REYNOLDS	H4000008000098	5	0	0	0	0	\$ 153.00	\$ 358.55		
22	ELM	HOELZER/HOELZER RENTALS INC	H4100008000096		25	0	0	0	\$ 25.00	\$ 238.00		
4890	DICK	NED C HOELZER TR	H4100017000017	110	0	0	0	0	\$ 377.00	\$ 4,899.10		
6033	JOSEPH	WILLIAM I & DOROTHY A WOLKE	H4100017000036	75	0	0	0	0	\$ 265.00	\$ 3,348.25		
6025	JOSEPH	ELIZABETH M BERGMAN	H4100017000035	65	0	0	0	0	\$ 233.00	\$ 2,905.15		
111	WITHROW	REDHAWK RENTAL PROPERTIES LLC	H4100008000231	45	0	0	96	0	\$ 169.00	\$ 3,091.27		
114	WITHROW	HARRY L & JOYCE DAVIS	H4100008000229	0	118	0	0	0	\$ 25.00	\$ 1,030.36		
201	N COLLEGE	TIMOTHY P & JENNIFER D ROGERS	H4100008000193	0	75	0	0	0	\$ 25.00	\$ 664.00		
10	WITHROW	SUSAN E & ROY D & SAUNDRA S ACRES	H4100007000055	0	50	0	0	0	\$ 25.00	\$ 451.00		
12	WITHROW	DANIEL J & STEPHANIE M LAUDERBACK	H4100007000054	0	95	0	0	0	\$ 25.00	\$ 834.40		
20	WITHROW	CHRISTOPHER ADRYAN & ANN L LARSON ETAL	H4000007000018	10	25	0	0	0	\$ 153.00	\$ 777.10		

Complaint Properties

Address	Direction	Street Name	Property Owner	Parcel #	Square Feet		Square Feet thru driveway	Square Ft Apron		Permit Fees	Final Cost
					Lineal Ft Curb	Sidewalk		Drive Apron	Remove Only		
115	N	Beech	Dollar Investments LLC	H4100007000021		125				\$ 25.00	\$ 1,090.00
117	W	Church	David L & Kristine M Winkler	H4100008000182	10	360				\$ 153.00	\$ 3,631.30
127	W	Church	Robert L Blackburn Tr	H4100008000183	0	70		32.5		\$ 25.00	\$ 984.43
20	W	High	JP Morgan Chase Bank NA	H4100003000266		25				\$ 25.00	\$ 238.00
28	W	High	Dollar Investments LLC	H4100003000017		24				\$ 25.00	\$ 229.48
325	W	Vine	Irene Pierce	H4100008000051	60	65		150		\$ 217.00	\$ 4,912.90

TOTAL OF RESURFACING AND COMPLAINT PROPERTIES \$ 55,911.51



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STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	November 24, 2020
COUNCIL MEETING DATE:	December 1, 2020
AGENDA TITLE:	November 10, 2020 Planning Commission Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 11/25/20 Sam Perry</i>

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

Board and Committee designees provided updates on ongoing work.

Staff presented draft text amendments under two categories: 1) Parking and Site Access Text amendments and 2) District and Supplemental Provisions Text amendments. Both of these packages of amendments had been previewed by the Chair and, in agreement with staff, advertised for public hearing for the December 8 regular meeting. This meeting discussion was for work session purposes to understand additional detail ahead of the public hearing.

The Parking/Site Access package was presented as primarily clarifications for code enforcement and interpretation. One new section was being proposed in partnership with the Service Department that would require new public sidewalk to be installed in front of any new nonresidential or multi-family project. The District/Supplemental package was presented as clarification items that have been challenging for applicants and staff. This included lot frontage, Mile Square design and improved distinctions between patios, decks and porches. Both packages were generally received well. Questions and comments were provided to staff, for additional review/revisions ahead of the December meeting. Staff was appreciative of the thorough review discussion.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott, City Manager
DATE PREPARED:	November 16, 2020
COUNCIL MEETING DATE:	December 1, 2020
AGENDA TITLE:	Agreement with Patriot Engineering and Environmental, Inc.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	<i>DRE 11/25/20</i> Approve the Resolution

DISCUSSION:

The former Follett's Bookstore and city owned property (sidewalk) requires environmental remediation, which includes the removal of any underground fuel storage tanks and contaminated soil. The site address is 110 East High Street and has received designation as a Bureau of Underground Storage Tank Regulations (BUSTR) Class C site. It is a state agency that classifies and regulates Underground Storage Tanks (UST) in Ohio. The City through our consultant (Patriot Engineering and Environmental, Inc.) applied for an Abandoned Gas Station Cleanup Grant from the Ohio Development Services Agency. It was recently denied due to the fact the site was commercially developed after it was a gas station. (A requirement that was not in the regulations as of July 2018 but which appeared in the December 2019 regulations.)

I have received an estimate from Patriot Engineering and Environmental, Inc. to complete the work utilizing City funding. The estimate is \$27,658. I am recommending that City Council appropriate this amount plus a 20% contingency for a total of \$33,600 so that the work can proceed on the City-owned property.



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Also, I'm recommending City Council adopt a resolution authorizing the City Manager to sign a contract with our consultant for this work. This will enable the City to remove three gas tanks under the public sidewalk on E. High Street and any contaminated soil found. The City will be responsible for the replacement of any of the sidewalk and curb removed.



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH PATRIOT ENGINEERING AND ENVIRONMENTAL, INC. FOR THE REMOVAL OF THREE (3) UNDERGROUND FUEL STORAGE TANKS AND ASSOCIATED CONTAMINATED SOIL LOCATED ON CITY OWNED PROPERTY UNDER THE SIDEWALK AT 110 E. HIGH STREET AT A COST OF \$27,658.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$5,942.00 FOR A TOTAL COST NOT TO EXCEED \$33,600.00.

WHEREAS, the former Follett's Bookstore and City owned property (sidewalk) requires environmental remediation, which includes the removal of any underground fuel storage tanks and contaminated soil; and

WHEREAS, the City Manager recommends City Council accept the proposal of Patriot Engineering and Environmental, Inc. and authorize the City Manager to enter into a contract with Patriot Engineering and Environmental, Inc. for the removal of three (3) underground fuel storage tanks and associated contaminated soil located on City owned property under the sidewalk at 110 E. High Street at a cost of \$27,568.00 plus a contingency in the amount of \$5,942.00 for a total cost not to exceed \$33,600.00.

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

SECTION 1: City Council hereby accepts the proposal of Patriot Engineering and Environmental, Inc. and the recommendation of the City Manager and further authorizes the City Manager to enter into a contract with Patriot Engineering and Environmental, Inc. for the removal of three (3) underground fuel storage tanks and associated contaminated soil located on City owned property under the sidewalk at 110 E. High Street at a cost of \$27,568.00 plus a contingency in the amount of \$5,942.00 for a total cost not to exceed \$33,600.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: December 1, 2020

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 20, 2020

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to close Lot 52 each Saturday in 2021 from 5:30 a.m. to 1:00 p.m. to permit the operation of the Farmer's Market within Lot 52 during said time.

Recommendation: N/A

Discussion:

The attached request is for the use of Lot 52 for the operation of the 2021 Farmer's Market, which will occur each Saturday throughout the season.

Approved By:

Initial Date

Department Head:

City Manager: DBE 11-25-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 EACH SATURDAY IN 2021 FROM 5:30 A.M. UNTIL 1:00 P.M TO PERMIT THE OPERATION OF THE FARMERS MARKET WITHIN LOT 52 DURING SAID TIME.

WHEREAS, the Oxford Farmers Market has operated in Uptown Oxford since 2004; and

WHEREAS, Council has determined that it is beneficial for the City to permit the Farmers Market to continue operating in Lot 52 on Saturdays in 2021 and that the closure of Lot 52 between the hours of 5:30 a.m. and 1:00 p.m. is required to permit this operation; and

WHEREAS, the City Manger recommends that Council authorize the City Manager to close Lot 52 on Saturdays in 2021 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmers Market within Lot 52 during said time.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the City Manager to close Lot 52 on Saturdays in 2021 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmer's Market within Lot 52 during said time.

SECTION 2: In all other respects the City of Oxford traffic code shall remain in full force and effect.

SECTION 3: 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)



City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY



REQUEST FOR PUBLIC PARK PERMIT



REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 01 / 01 / 21 through 01 / 01 / 22 From: 05:30 AM To: 01:00 PM

Today's Date: 11 / 04 / 20

☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:

(18 years of age or older)*

Larry Slocum

Organization: Oxford Farmers Market Uptown Association

Address:

803 Morman Road

Advisor:

Larry Slocum, Market Manager

Hamilton, Oh 45013

Address:

PO Box 691

Telephone:

513-505-5238

Telephone:

Oxford, OH 45056

Cellular:

Cellular:

Fax:

Fax:

Email:

info@oxfordfarmersmarket.com

Email:

info@oxfordfarmersmarket.com

* Person in charge - Primary contact

Non-Profit:

☒ Yes ☐ No

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- ☐ Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☒ Other: Lot 52 and surrounding sidewalk and East Park Place

TITLE OF EVENT (be specific and include projected attendance)

Oxford Farmers Market

Projected Attendance: 500-1,200 Has this event been held previously? ☒ Yes ☐ No If "YES", when? since 2004

Will food, goods, services or merchandise be sold at the event? ☒ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

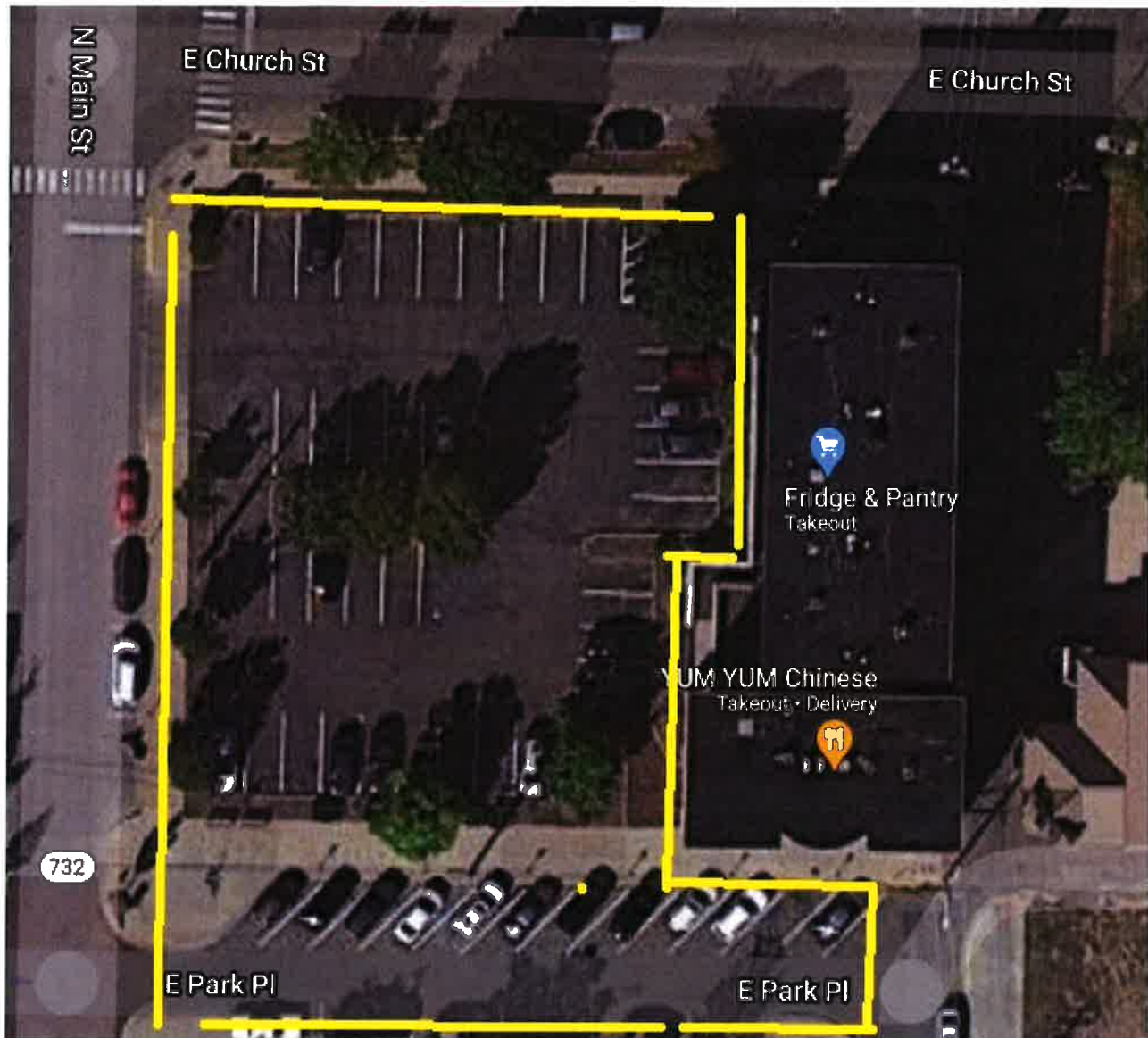
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Larry J. Slocum Date: 11 / 04 / 20

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.



Farmers Market will utilize all of Municipal Parking (Lot 52) and the northern portion of East Park Place. Sidewalks may be partially utilized but possible.

Additional Requests:
(Include details in narrative)

- ☐ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

**Generally the responsibility of the applicant.*

Time Details

	Start	End
Setup		
Event		
Breakdown		



Stipulations and Fees

Note: FULL PAYMENT REQUIRED **BEFORE** THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

Hand sanitizer must be available.

with the Ohio Manual of

ces, will require a pre-event approval. *Note: Requests*

Masks required for all employees/volunteers.

ALL ORDINANCES THAT REQUIRE THESE SHALL BE OBSERVED.

Compliance will be required to any and all State of Ohio, City of Oxford and Health Dept Covid-19 guidelines in effect during this event.

s or into the ground within the
requent requests being denied
e applicant may be required
es may be assessed for

Area shall be cleaned at the end of each day

US

The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.

moved immediately after the
re event and agrees to
st of the base of a tree or

shrub.

6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs \$1.00/ea.
Metered Parking \$10.00/ea
Trash Boxes \$5.00/ea.

Personnel

Police Officer(s) Contact OPD
Street Dept. Personnel \$25.00/hr
Electrician \$100.00
Park & Rec Personnel Contact OPRD

Road Closures

Main Street \$135.00**
US 27 Detour \$135.00**

**Includes labor

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Long J. Kram
Applicant's Signature

Date: 11 / 01 / 20

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
Total			\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief:	☐ Approved	☐ Not Approved	____/____
Fire Chief:	☐ Approved	☐ Not Approved	____/____
Service Director:	☐ Approved	☐ Not Approved	____/____
Recreation Director:	☐ Approved	☐ Not Approved	____/____
City Manager:	☐ Approved	☐ Not Approved	

City Manager's Signature

Date: _____

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)

Oxford Farmers Market Does Our Part to Flatten the Curve on Coronavirus

At South Carolina's Carrboro Farmers Market -- supporter and Clinical Microbiologist Dr. Peter Gilligan a retired Professor of Pathology says, "I actually think the farmers market is a safer place to shop -- because it has sunlight and fresh air -- but we have to have social distancing and that's something people aren't used to. So I've been going around and suggesting to people when they are waiting in line in particular that it's important to maintain social distancing: if you put your arm out and you can touch someone then you are too close."



Below is a list of strategies that the Oxford Farmers Market has implemented to help "flatten the curve" and do our part to slow the spread of the coronavirus.

1. The market will use our digital platforms (Website, email, facebook) to inform customers before each Saturday market of our guidelines and asking folks who are sick to stay home. We are setting up an order and delivery service. More details soon.
2. Customers are encouraged to practice *social distancing* -- maintaining a space of about six feet from each other -- and will be informed of this policy as they enter the market; signage and volunteers spread throughout the market reminded customers of the practice.
3. The space between vendors is increased to reduce crowding.
4. Upon the advice of Dr. Gilligan, vendors rounded their prices to the nearest dollar so they could stop accepting coins -- he said that at least in the laboratory the virus has survived on coins.
5. Customers are asked not to handle any items on the vendors' tables but to just point at what they wanted and let vendors bag their purchases; vendors were provided signage by the market informing customers of this policy.
6. Vendors do not offer samples of their products to reduce opportunities for contamination.
7. Vendors were encouraged not to use tablecloths to make it easier to sanitize surfaces; some vendors laid a sheet of plastic over the top of their tablecloth which they could wipe down with sanitizer.
8. Many vendors chose to wear disposable gloves, mainly as a reminder to not touch their face.
9. Some vendors designate one person to handle money and another to handle product.
10. The market staff will stop by the vendor booths to relieve them so they could leave and wash their hands.
11. Hand sanitizer be throughout the market, at vendor tables and also in other locations.
12. Read more at: <https://growingsmallfarms.ces.ncsu.edu/2020/03/local-farmers-markets-do-their-part-to-flatten-the-curve-on-coronavirus/>

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

11/20/2020
Date Prepared

Agenda Title: 2021 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2021 Budget

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122 447,665.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140 187,450.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141 199,203.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to AQUATIC CENTER DEBT SERVICE FUND 150 304,718.00

Annual General Fund Debt Service Payment (bi-annual to match debt payment)

Transfer from GENERAL FUND 110
Transfer to SPECIAL ASSESSMENT FUND 417 50,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110
Transfer to FIRE/EMS FUND 418 20,000.00

Annual General Fund Financial Support (quarterly)

Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	33,302.00
Annual Parking Fund Payment for Service department support (quarterly)	
Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	29,409.00
Annual Parking Fund Financial Support for work performed (quarterly)	
Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	10,000.00
Annual Parking Fund Financial Support (1 st quarter)	
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	37,784.00
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	86,000.00
Annual Water Fund Financial Support (1 st quarter)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	419,348.00
Annual Water Fund Financial Support (1st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	37,784.00
Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	12,600.00
Annual Wastewater Fund Financial Support (1st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	310,655.00
Annual Wastewater Fund Financial Support (1st quarter)	
Transfer from WASTEWATER CAPACITY BENEFIT SW-QUADRANT FUND 394	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	75,000.00
Annual Wastewater Fund Financial Support (1st quarter)	
Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	27,784.00
Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)	

Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	270,161.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	6,864.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,301.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,276.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,223.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Transfer to OXFORD AREA TRAIL CAP. IMPROVEMENT FUND 144	1,036,020.00
Annual Property Tax Transfer (bi-annual to match receipt of property taxes)	

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 11/20/20
[Signature] 11/25/20

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021 AND DECLARING AN EMERGENCY.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2021, as follows:

Transfer from:

General Fund 110	447,665.00
General Fund 110	187,450.00
General Fund 110	199,203.00
General Fund 110	304,718.00
General Fund 110	50,000.00
General Fund 110	20,000.00
Parking Fund 130	33,302.00
Parking Fund 130	29,409.00
Parking Fund 130	10,000.00
Water Fund 321	37,784.00
Water Fund 321	86,000.00
Water Fund 321	419,348.00
Wastewater Fund 331	37,784.00
Wastewater Fund 331	12,600.00
Wastewater Fund 331	310,655.00
Wastewater Capacity Benefit-SW Quadrant Fund 394	75,000.00
Refuse Fund 341	27,784.00
Southpointe TIF District 1 Fund 420	270,161.00
Southpointe TIF District 2 Fund 421	6,864.00
Southpointe TIF District 3 Fund 422	10,301.00
Southpointe TIF District 4 Fund 423	10,276.00
Southpointe TIF District 5 Fund 424	10,223.00
Oxford Area Trail Property Tax Fund 425	1,036,020.00

Transfer to:

Street Fund 122	447,665.00
Capital Equipment Fund 140	187,450.00
Capital Improvement Fund 141	199,203.00
Aquatic Center Debt Service Fund 150	304,718.00
Special Assessment Fund 417	50,000.00
Fire/EMS Fund 418	20,000.00
General Fund 110	33,302.00
Street Fund 122	29,409.00
Parking Improvement Fund 142	10,000.00

General Fund 110	37,784.00
Water Capital Equipment Fund 320	86,000.00
Water Capital Improvement Fund 322	419,348.00
General Fund 110	37,784.00
Wastewater Capital Equipment Fund 330	12,600.00
Wastewater Capital Improvement Fund 332	310,655.00
Wastewater Capital Improvement Fund 332	75,000.00
General Fund 110	27,784.00
Southpointe TIF Debt Service Fund 151	270,161.00
Southpointe TIF Debt Service Fund 151	6,864.00
Southpointe TIF Debt Service Fund 151	10,301.00
Southpointe TIF Debt Service Fund 151	10,276.00
Southpointe TIF Debt Service Fund 151	10,223.00
Oxford Area Trail Capital Improvement Fund 144	1,036,020.00

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of Oxford, the reason for such emergency being to insure the Transfer Ordinance is in effect upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: STAFF

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

12/1/2020

Account Code No. :

see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin

Prepared By

11/24/2020

Date Prepared

Agenda Title: 2020 Supplemental Budget #9

Recommendation: Approve

Issue 1

To make adjustment to budget appropriations for the removal of underground storage tanks in the right-a-way in front of old Follets location

Action Needed:

Revenue Side

NA

Expense Side

Capital Improvement Fund (141) 33,600.00 Removal of underground storage tanks

Net Effect on Fund Balance/(s) (33,600.00)
Increase/(Decrease)

Issue 2

To make adjustment to budget appropriations for the removal of underground storage tanks in the right-a-way in front of old Follets location

Action Needed:

Revenue Side

Local Coronavirus Relief Fund (428) 106,714.00
General Fund (110) 106,714.00

Expense Side

General Fund (110) 106,714.00
Local Coronavirus Relief Fund (428) 106,714.00 Removal of underground storage tanks

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

Total Net Effect on Fund Balance/(s) (33,600.00)
Increase/(Decrease)

Breakdown by Fund
General Fund (110)
Capital Improvement Fund (141) (33,600.00)
Local Coronavirus Relief Fund (428)

Net Effect on Fund Balance/(s) (33,600.00)
Increase/(Decrease)

Approved By:

Department Head:

City Manager:

Initials

Date

[Signature] 11/24/20
DRE 11/25/20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 9 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

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

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

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

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

Capital Improvement Fund 141	33,600.00
General Fund 110	106,714.00
Local Coronavirus Relief Fund 428	106,714.00

SECTION 3: The following advance(s) be executed:

Advance from:

General Fund 110	106,714.00
Local Coronavirus Relief Fund 428	106,714.00

Advance to:

Local Coronavirus Relief Fund 428	106,714.00
General Fund 110	106,714.00

SECTION 4: The following increase/(decrease)in revenues be made:

Local Coronavirus Relief Fund 428	106,714.00
General Fund 110	106,714.00

SECTION 5: In all other respects, Ordinance No. 3538 shall remain in full force and effect.

SECTION 6: 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)

A virtual Work Session of the Oxford City Council was called to order by Mayor, Mike Smith on Tuesday, November 17, 2020 at 6:30 P.M. Council members participating were Jason Bracken, Glenn Ellerbe, David Prytherch, Bill Snavelly and Edna Southard. Ms. Raghu joined a few minutes later.

Staff members participating were Doug Elliott, City Manager, Jessica Greene, Assistant City Manager, Sam Perry, Community Development Director; Zach Moore, Planner; Casey Wooddell, Parks and Recreation Director; Joe Newlin, Finance Director; John Jones, Police Chief, Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snavelly moved to approve the agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Mr. Snavelly, Ms. Southard, Mr. Bracken
Mayor Smith (6)

NAY: None (0)

ABS: None (0)

PURPOSE

The purpose of the Work Session was for Council and staff to discuss updating the City's Comprehensive Plan.

PRESENTATION

Ms. Greene advised she and Mr. Perry would share the presentation of a PowerPoint with Council regarding their thoughts on how to update the City's Comprehensive Plan. Ms. Greene thanked Mr. Moore for his time and effort assisting with the preparation of the PowerPoint. Ms. Greene advised staff's initial concept was that it should be a staff led initiative bringing in subject matter experts as needed to update certain chapters. Ms. Greene noted staff has allowed for completely hiring out the process with a consultant if Council would prefer that method.

Mr. Perry provided a PowerPoint and discussed the slides as follows:
"Two Decades of Change", which showed a map of the City and the substantially changed areas since the year 2000. "Current Plans", which included the Parks and Recreation Master Plan, Uptown Parks and Streetscape Master Plan, Comprehensive Plan, and the various Transportation Plans. Mr. Perry discussed the Design Charrettes held by the City in 2018 (Elm Street) and in 2019 (Western Knolls).

Ms. Greene discussed the slide titled “Looking Ahead” noting staff recognized the need for more citizen feedback and engagement using a variety of tools so multiple citizens could have a voice regardless of their situation. Ms. Greene advised staff recommended seeking input not only on land use but also on topics such as social justice, climate, housing, and multi-modal transportation with a goal of merging this input into a guiding document for the City. Ms. Greene discussed the slide titled “Put it to Work” noting staff felt the Comprehensive Plan needs to become a working document that guides budget making decisions and has more emphasis on specifics rather than generalities. Ms. Greene advised staff felt Council should receive regular reports updating them on the progress toward established goals. Ms. Greene recommended a citizen survey be conducted annually to obtain feedback and that every 5 years a larger targeted outreach takes place to ensure goals are still on point and match community goals. Ms. Greene shared an example slide from another city showing heavy use of visuals, graphics and light text which she would like to see incorporated in Oxford’s plan to help residents and Councilors know what is going on. Ms. Greene discussed the “Who’s in the Driver Seat” slide which shows pros and cons of a Staff-Led project and a Consultant-Led project noting staff recommended the Staff-Led approach. Ms. Greene discussed the “Format Choices” slide noting staff recommended a mixture of Static, Hybrid and Web-Based documents.

Mr. Perry discussed the “Stages” slide noting it was a three step process to inform, educate, inspire, plan and let citizens know what staff has heard and ask them if the information is accurate and then move forward with those steps in plan development. Mr. Perry provided the “Examples of Plan Visuals” slide noting staff would like to incorporate more graphics and less text in the document to help the community get a better understanding of what the vision was for the land use portion of the plan update. Mr. Perry provided the “Framework” slide noting he and Ms. Greene were calling the update a “Community Strategic Plan”. Mr. Perry discussed the elements of the goals, objectives and strategies as they relate to Operations & Relations and Growth & Development. Mr. Perry discussed the “Current Elements” slide (such as Land Use, Cultural Resources, Housing, etc.) and provided an example of how they might be assigned, renamed or grouped as they pertain to Operations & Relations and Growth & Development.

Ms. Greene discussed the “Example Element – Timeline for Completion” slide showing what a new Chapter might look like called “Community Safety & Wellness” related to Police & Social Services. Ms. Greene suggested the first and second quarter of next year would include a Police Community Survey and partnering with the Coalition for a Healthy Community to obtain a resource needs assessment incorporating the recent Housing Assessment. Ms. Greene noted together with the Coalition for a Healthy Community she would like to form a lot of community member focus groups and work with contributors to obtain a lot of information. Ms. Greene advised the third quarter would involve refining the goals and drafting recommendations and then solicit feedback from stakeholders. Ms. Greene advised the goal by fourth quarter would be to come to Council with proposed changes and budget implications to implement in 2022.

Ms. Greene discussed the “Annual Reporting” slide called “Smart Goals” which stands for Specific, Measureable, Achievable, Relevant, and Time-Based as it relates to the City’s Communications Department. Ms. Greene advised she felt reporting to Council and to the public was a good idea because it shows the new things the City is working on such as environmental efforts and social justice efforts as well as the ongoing intentionality behind the City’s service excellence. Ms. Greene noted if Council was in favor of the process presented this evening staff will move forward with it in 2021 or modify it if Council so wished.

DISCUSSION

Mr. Prytherch thanked staff for the presentation noting he shared the vision they laid out. Mr. Prytherch noted if the City was going to invest the time and energy in updating the Comp Plan he wanted it to be broad-based and successful. Mr. Prytherch noted his hope members of boards and commissions would be engaged in the process.

Ms. Southard thanked staff for the presentation noting she thought it was well thought out and well presented. Ms. Southard advised she felt it was a good plan for a number of reasons. Ms. Southard asked for clarification as to when and how consultants might be brought into the process. Ms. Greene advised staff would co-lead the project and consultants would be brought on an as needed basis.

Mr. Ellerbe advised he felt the presentation was awesome noting he appreciated staff putting forth the effort. Mr. Ellerbe advised it was exactly what he envisioned the City to move towards. Mr. Ellerbe noted there will be a communications team that has to perform internal and external communications and inquired what type of resources would be needed to facilitate those feedback loops. Ms. Greene advised she intended to hire a graphic design assistant to help report the progress of the Comp Plan update. Ms. Greene referred to a Resolution on Council’s agenda this evening and advised a new website design will allow for more flexibility in sharing the content of the update.

Ms. Raghu advised she felt the ability and desire to include as many people as possible in the overarching plan was awesome. Ms. Raghu referred to community outreach and inquired what that would look like so it does not discriminate against populations that are vital to the City. Ms. Greene advised an intentional outreach to all citizens would be done and diverse forms of feedback would be provided.

Mayor Smith advised he liked what staff presented and felt staff would have a lot more ownership of the plan with more input in it. Mayor Smith noted he liked the City controlling it as he was never keen on how much the consultants added to the process in previous updates.

Mr. Snavelly advised he agreed with everyone noting he was excited about the project. Mr. Snavelly advised he appreciated saving money on external consultants noting fortunately the City has an outstanding staff and he felt they would do a great job. Mr. Snavelly cautioned staff that the project had to “keep moving”.

Mr. Elliott advised staff wanted to focus on the big picture and have a plan that is workable and flexible. Mr. Elliott noted he felt the City was headed in the right direction.

Mayor Smith advised he felt there was consensus among Council to move forward with the proposed Comp Plan update.

Ms. Greene advised staff will develop an action plan, timeline and proposed next steps to present to Council.

ADJOURNMENT

Mr. Snavelly moved to adjourn at 7:13 p.m. Ms. Raghu seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount:

11/24/2020
Date Prepared

Agenda Title: 2021 ANNUAL BUDGET ORDINANCE
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Recommendation: Approve

Discussion:

Description of 2021 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 15th work session.

Highlights: 3% COLA for all non-contractual fulltime employees, contracted employees received their respective increases, no increases for full-time Firefighter/Paramedics due to the fact they are unionizing and will then receive their contractual increases

17.50% increase Workers Compensation payment for Fire & EMS Fund

5.16% increase Workers Compensation payment for all other Funds

5.3% decrease in income tax receipts

48.9% decrease in hotel tax receipts

45.6% decrease in interest income receipts

5% increase in General Liability Insurance rates compared to 2020 actual

An approximate 1.3% increase in refuse rates for residential customers (0.20 cents per month) & 1.3% average increase for commercial customers

\$11,000 appropriation in Refuse Fund for curb side composting trial

Capital Improvement Fund Spending \$1,521,000

Capital Equipment Fund Spending \$187,450

OATS Trail Improvements Fund Spending \$390,214 engineering costs, Black Bridge repairs and \$31,214 personnel costs for maintenance of trail

Water Capital Improvement Fund Spending \$680,000

Water Capital Equipment Spending \$104,450

Wastewater Capital Improvement Fund Spending \$834,000

Wastewater Capital Equipment Fund Spending \$31,050

Adjustments made to budget after the October 15th work session:

Additional \$1,000 in both revenue and expenditures in the CBDG Fund

Increased High St. Pedestrian Safety (MU) Construction expenditures by \$2,084,503, Miami's contribution to \$1,084,503 match Mike's estimate in our CIP, decrease repayment of advance to the General Fund by \$630,000

Additional appropriation to Legislative Department of \$36,000 to contractual Services for Wi-Fi payments

An additional \$21,000 was added to the Human Resources - Communications - Assistant City Manager Department budget to Police Education Reimbursement

Decreased appropriation to Finance Department of Auditor & Treasurer Fees by \$13,980 and increased appropriation in the OAT Property Tax Fund for Auditor & Treasurer Fees by \$13,980 in order to match revenue with expenditure associated with it

Decreased appropriation to advance to High St. Pedestrian Safety MU Fund by \$630,000

Increased appropriation to Advance to Parking Fund to \$100,000 in the General Fund as well as increased appropriation to Repayment of Advance to General Fund to \$100,000 in the Parking Fund

Decreased appropriation to transfer to Capital Improvement Fund by \$43,020 in order to balance the General Fund budget

Finally included the transfer of \$196,416.90 from the Small Business Loan Fund to the General Fund as well as the increased in appropriation of \$74,160 to the Family Resource Center in the projected 2020 numbers in Budget

Decreased appropriation Legislative Department in the General Fund to \$31,200 in Contractual Services for Wi-Fi payments to match contractual payment adopted at the last meeting

Increased appropriation for transfer to Aquatic Center Debt Service Fund From the General Fund to \$304,718 due to the fact less was available to transfer from the Aquatic Center Capital Improvement Fund in 2020

Increased the appropriations in the Fire & EMS Fund by \$4,450 to include the Server Infrastructure Upgrades spread across various Funds

Increased the appropriations in the Water Capital Equipment Fund and the Waste Water Capital Equipment Fund to include the Server Infrastructure Upgrades, Technology Replacements and replacing the 2007 Honda to an all-electric vehicle if the City installs planned chargers spread across various Funds

Decrease the appropriations in the in the OATS Capital Improvement Fund to match Mike's estimated spending presented in the CIP Work Shop

Increased appropriations in General Fund by \$10,000 in the Engineering Department budget for Energy Efficiency Initiatives

Decreased appropriations in General Fund by \$10,000 for transfer to the Capital Improvement Fund

Increased appropriations in Fire & EMS Fund by \$10,000 in the Fire & EMS Department budget for Energy Efficiency Initiatives

Increased appropriations in Water Fund by \$40,000 in the Engineering Department budget for Energy Efficiency Initiatives

Decreased appropriations in Water Fund by \$40,000 for transfer to the Water Capital Improvement Fund

Increased appropriations in Wastewater Fund by \$40,000 in the Engineering Department budget for Energy Efficiency Initiatives

Decreased appropriations in Wastewater Fund by \$40,000 for transfer to the Wastewater Capital Improvement Fund

Approved By:

**Department Head:
City Manager:**

Initial Date

[Signature] 11/24/20
DRE 11/25/20

ORDINANCE NO. 1

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021 AND DECLARING AN EMERGENCY.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2021, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	4,811,116
Other Services & Charges	<u>1,046,766</u>
Total Appropriation	5,857,882
PUBLIC HEALTH AND WELFARE	
Other Services & Charges	<u>135,574</u>
Total Appropriation	135,574
LEISURE TIME ACTIVITIES	
Personnel Services	1,299,566
Other Services & Charges	<u>503,689</u>
Total Appropriation	1,803,255
COMMUNITY ENVIRONMENT	
Personnel Services	658,592
Other Services & Charges	<u>530,088</u>
Total Appropriation	1,188,680
GENERAL GOVERNMENT	
Personnel Services	935,252
Other Services & Charges	<u>1,155,025</u>
Total Appropriation	2,090,277
TRANSFERS TO OTHER FUNDS	
Other Services & Charges	<u>1,209,036</u>
Total Appropriation	1,209,036
ADVANCES TO OTHER FUNDS	
Other Services & Charges	<u>2,133,250</u>
Total Appropriation	2,133,250
TOTAL GENERAL FUND APPROPRIATIONS	14,417,954

FIRE/EMS FUND 418

Personnel Services	1,834,804
Other Services & Charges	<u>619,477</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	2,454,281

STREET FUND 122

Personnel Services	794,827
Other Services & Charges	<u>424,517</u>
TOTAL STREET FUND APPROPRIATIONS	1,219,344

STATE HIGHWAY IMPROVEMENT FUND 123

Other Services & Charges	<u>20,200</u>
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	20,200

PARKING FUND 130

Personnel Services	455,868
Other Services & Charges	109,476
Transfer to Other Funds	72,711
Advance to Other Funds	<u>100,000</u>
TOTAL PARKING FUND APPROPRIATIONS	738,055

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>100,000</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	100,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>221,450</u>
Total Appropriations	221,450

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

Other Services & Charges	<u>160,000</u>
Total Appropriations	160,000

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>187,450</u>
Total Appropriations	187,450

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	1,521,000
Advance to Other Funds	<u>103,250</u>
Total Appropriations	1,624,250

OAT CAPITAL IMPROVEMENT FUND 144

Personnel Services	31,214
Other Services & Charges	359,000
Advance to Other Funds	<u>550,000</u>

Total Appropriations	940,214
HIGH ST. PEDESTRIAN SAFETY (MU) CAPITAL IMPROVEMENT FUND 147	
Other Services & Charges	3,714,503
Advance to Other Funds	<u>1,000,000</u>
Total Appropriations	4,714,503
TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	7,847,867
<u>WATER FUNDS</u>	
WATER (OPERATING) FUND 321	
Personal Services	1,463,210
Other Services & Charges	713,337
Transfers to Other Funds	<u>543,132</u>
Total Appropriations	2,719,679
WATER IMPROVEMENT FUND 322	
Other Services & Charges	<u>680,000</u>
Total Appropriations	680,000
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	<u>104,450</u>
Total Appropriations	104,450
TOTAL WATER FUNDS APPROPRIATIONS	3,504,129
<u>WASTEWATER FUNDS</u>	
WASTEWATER (OPERATING) FUND 331	
Personal Services	1,738,662
Other Services & Charges	881,350
Transfers to Other Funds	<u>361,039</u>
Total Appropriations	2,981,051
WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	<u>834,000</u>
Total Appropriations	834,000
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	<u>31,050</u>
Total Appropriations	31,050
WASTEWATER CAPACITY BENEFIT SW QUADRANT FUND 394	
Transfers to Other Funds	<u>75,000</u>
Total Appropriations	75,000
TOTAL WASTEWATER FUNDS APPROPRIATIONS	3,921,101

STORM WATER FUND 351

Other Services & Charges	30,000
TOTAL STORM WATER FUND APPROPRIATIONS	30,000

SOLID WASTE FUNDSSOLID WASTE (OPERATING) FUND 341

Personal Services	227,466
Other Services & Charges	1,630,277
Transfer to Other Funds	27,784
Total Appropriations	1,885,527

LANDFILL POST-CLOSURE INVESTMENT FUND 353

Other Services & Charges	1,200
Total Appropriations	1,200

TOTAL SOLID WASTE FUNDS APPROPRIATIONS	1,886,727
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HOTEL & CONVENTION TAX FUND 120

Other Services & Charges	135,400
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	135,400

EMPLOYEE BENEFITS FUND 230

Other Services & Charges	2,365,792
Advance to Other Funds	5,000
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	2,370,792

INTERNAL SERVICE FUND 370

Other Services & Charges	256,729
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	256,729

LAW ENFORCEMENT TRUST FUND 410

Other Services & Charges	22,460
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	22,460

ENFORCEMENT & EDUCATION FUND 412

Other Services & Charges	16,000
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	16,000

BOARD OF BUILDING STANDARDS FUND 414

Other Services & Charges	6,900
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	6,900

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	150,000
Advance to Other Funds	150,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	300,000

<u>OVI TASK FORCE FUND 419</u>	
Personnel Services	59,355
Other Services & Charges	165,645
Advance to Other Funds	<u>225,000</u>
TOTAL OVI TASK FORCE FUND APPROPRIATIONS	450,000
 <u>SOUTHPOINTE TIF DISTRICT 1 FUND 420</u>	
Transfers to Other Funds	<u>270,161</u>
Total Appropriations	270,161
 <u>SOUTHPOINTE TIF DISTRICT 2 FUND 421</u>	
Transfers to Other Funds	<u>6,864</u>
Total Appropriations	6,864
 <u>SOUTHPOINTE TIF DISTRICT 3 FUND 422</u>	
Transfers to Other Funds	<u>10,301</u>
Total Appropriations	10,301
 <u>SOUTHPOINTE TIF DISTRICT 4 FUND 423</u>	
Transfers to Other Funds	<u>10,276</u>
Total Appropriations	10,276
 <u>SOUTHPOINTE TIF DISTRICT 5 FUND 424</u>	
Transfers to Other Funds	<u>10,223</u>
Total Appropriations	10,223
 <u>OXFORD AREA TRAIL PROPERTY TAX FUND 425</u>	
Other Services & Charges	13,980
Transfers to Other Funds	<u>1,036,020</u>
Total Appropriations	1,050,000
 TOTAL MISCELLANEOUS FUNDS APPROPRIATIONS	4,916,106
 <u>DEBT SERVICE FUNDS</u>	
 AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150	
Other Services & Charges	<u>309,450</u>
Total Appropriations	309,450
 SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151	
Other Services & Charges	<u>307,825</u>
Total Appropriations	307,825
 TOTAL DEBT SERVICE FUND APPROPRIATIONS	617,275
 TOTAL 2021 BUDGET APPROPRIATIONS	41,673,039

SECTION 2: The Finance Director is hereby authorized to draw warrants upon the Treasury from the amounts appropriated in this ordinance whenever claims are made, with the approval of the City Manager, where appropriate, and are legally contracted for in accordance with the law.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of Oxford, the reason for such emergency being to insure the appropriation Ordinance is in effect upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: STAFF

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Fire Department

Originating Department

Council Meeting Of : December 1, 2020

John Detherage

Account Code No. #: 418.152.52340

Prepared By:

Budgeted Amount: \$230.00 mo./60 month lease

November 18, 2020

Date Prepared

Agenda Title: A resolution authorizing the City Manager to enter into a contract with Canon Solutions America, Inc. for a 60-month lease on a new Canon Image Runner Advance DX C37301 color copier, printer, scanner and fax machine.

Recommendation: Adopt the Resolution

Discussion:

The Canon Image Runner Advance DX C37301 Color Copier from Canon Solutions America, Inc. will replace our current Ricoh MP C2503 Color MFD copier from Woodhull, LLC. Our lease will expire in February 2021.

The current lease for the Ricoh MP C2503 is \$293 per month, includes a 2,500 B&W allowance.

The Fire Department proposes to enter into a contract with Canon Solutions America, Inc. for a 60-month lease agreement paying \$230 per month, *billed quarterly*, which includes 3,500 B&W and 1,500 Color copies per month. All maintenance and parts are included with this agreement.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date



DRE 11-25-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CANON SOLUTIONS AMERICA, INC. FOR A 60-MONTH LEASE OF A CANON IMAGERUNNER ADVANCE DX C37301 COLOR COPIER FOR USE BY THE OXFORD FIRE DEPARTMENT.

WHEREAS, the City Manager has reviewed information submitted for the replacement of the existing copier equipment at the Oxford Fire Department and has recommended that the current copier equipment be replaced with the Canon ImageRunner Advance DX C37301 color copier; and

WHEREAS, the City Manager recommends that the City enter into a 60-month lease agreement with Canon Solutions America, Inc. for leasing the Canon ImageRunner Advance DX C37301 color copier for use by the Oxford Fire Department at a monthly cost of \$ 230.00.

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

SECTION 1: Council having reviewed the City Manager's recommendation hereby authorizes the City Manager to enter into an Agreement with Canon Solutions America, Inc. for a 60-month lease of the Canon ImageRunner Advance DX C37301 color copier for use by the Oxford Fire Department at a monthly cost of \$230.00.

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)



MA6914

Customer ("you"):

Company: OXFORD, CITY OF		
Address: 15 S COLLEGE AVE		
City: OXFORD		County: BUTLER
State: OH	Zip: 45056-1754	Phone #: 513.523.6324
Contact: TREVA PIERCE		Fax #:
Email: TPIERCE@CITYOFOXORD.ORG		

Applicable Terms and Conditions	Customer Organizational Information
TERMS AND CONDITIONS ARE AVAILABLE AT: ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS The CSA customer terms and conditions located at the above website ("Terms") form part of this Agreement. The Terms include general terms, and terms for product and service purchase, maintenance, support and leasing (pursuant to the terms of Rider G); managed print services; and quotes. The Terms applicable to each of your transactions will be referenced in the Order Schedule. By your initials herein and signature below, you understand and acknowledge such Terms and agree to comply with those applicable to each Order Schedule. Customer Initials	Federal Tax ID Number: _____ Organization type: State or Local Government Address for Notices: Attn: TREVA PIERCE Address: 217 SOUTH ELM STREET Address 2: City: OXFORD State: OH Zip: 45056 Email: TPIERCE@CITYOFFOXFORFORD.ORG

Customer's Authorized Signature _____

Printed Name _____ Title _____ Date _____



Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Lease Schedule ("Schedule") - Blended (SER-800)

Page 1 of 1

Customer: OXFORD, CITY OF
Agreement #: MA6914

CFS App #: 1676808
Transaction #: S1132623

Salesperson: Jonathan James Gaffney
Order Date: 11/18/20

Billing Information Customer Account: 1567456		Payment Information		Equipment Maintenance Information	
Company: OXFORD, CITY OF DBA: THE CITY OF OXFORD DIVISION OF FIRE Address: 217 SOUTH ELM STREET Address 2: City: OXFORD County: BUTLER State: OH Zip: 45056 Phone #: 513.523.6324 Contact: TREVA PIERCE Fax #: Email: TPIERCE@CITYOFXFORD.ORG		Listed Items Lease Term 63 Months	# of Lease Payments 20	Maintenance Included for all Equipment Excess Per Image Charge Invoiced Quarterly by CFS Per Unit Coverage Plan Fixed Price Plan	
		Payment* (*Plus Applicable Taxes) Total \$690.00		CFS Invoicing Lease Payment shall be Invoiced Quarterly	
		Due at Signing # of Payments in Advance 0		Total Due at Signing \$0.00	
Covered Device - Rider A (Office Equip/Cut Sheet Production)		Covered Images Included in Payment B&W: 10,500 Color: 4,500		Excess Per Image Charge(s) B&W: \$0.006900 Color: \$0.048000	
Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information		
3856C002	IRADVDC3730I	1	Shipping: 217 SOUTH ELM STREET Delivery Date: 11/27/20		
1537C002	CASSETTE FEEDING UNIT-AP1	1	Address 2:		
1553C001	INNER FINISHER-K1	1	City: OXFORD County: BUTLER State: OH Zip: 45056		
3284C001	SUPER G3 FAX BOARD-AZ1	1	Primary Customer Contact: TREVA PIERCE		
1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D	1	Phone #: 513.523.6324 Email: TPIERCE@CITYOFXFORD.ORG		
2388V119	LOW VOLUME CONNECTIVITY UP TO 30PPM	1	Meter Contact:		
3754V837	IR ADV DX C3730/3725 INSTALL PAK	1	Phone #:		
1618V190	IR ADVANCE IMPLEMENTATION SERVICES BY LOCAL SYSTEMS ENGINEER	3	IT Contact: KIM NEWTON		
In/Supplies	Pre-Installed Supplies Installed in Machine	1	Phone #: 513.524.5211 Email: KNEWTON@CITYOFXFORD.ORG		
		Billing:			
		Address 2:			
		City: County: State: Zip:			
		Billing Contact:			
		Phone #: Email:			
		Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5			
		Consumables: Toner Only Auto-Toner Fulfillment**			
		Meter Method: ImageWare Remote Corporate Advantage			
		For CSA USE ONLY:			
		Config: A 55916400			
OC: COUNTY OF DUPAGE CONTRACT FI-R-0251-18					
THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"). TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS , AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CSA AND LESSOR AS PROVIDED IN THE LEASE TERMS. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.					
Customer Authorized Signature:		Printed Name:		Title:	
		ACCEPTANCE CERTIFICATE		Date:	
To: CSA and Lessor: Customer certifies that (a) the Listed Items referred to in the above Schedule have been received, (b) installation has been completed, (c) the Listed Items have been examined by Customer and are in good operating order and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule.					
Authorized Signature:		Printed Name:		Title:	
				Date:	
For Internal Purposes Only:					
CFS Authorized Signature:		Printed Name:		Title:	
				Date:	



Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Trade In, Upgrade, Return, Buyout Schedule ("Schedule") (SLS-900)

Page 1 of 1

Return Schedule, Rider B of Agreement

Customer: OXFORD, CITY OF

Salesperson: Jonathan James Gaffney

Agreement #: MA6914

Transaction #: S1132623

Order date: 11/18/20

Customer ("You")	Customer Account: 1567456	Service Requested:	
Company: OXFORD, CITY OF		Buyout Reimbursement	
Address: 217 SOUTH ELM STREET		Lease Information (if applicable)	
City: OXFORD	County: BUTLER	Leasing company name	Lease Number
State: OH	Zip: 45056		
Phone: 513.523.6324			
Contact name: TREVA PIERCE			
Email: TPIERCE@CITYOFOXORD.ORG			
Alternate Contact:			
Alternate Phone:			

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ 1,000.00 To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: You Reason for check issuance: COMPETITIVE LEASE PAYOFF

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

- Select one:**
- ☐ Not Applicable: No Equipment pick up required
 - ☐ CSA will pick up the Equipment
 - ☐ Return Equipment to CFS
 - ☐ Return Equipment to CSA Original Order Date _____
 - ☐ You will return Equipment to leasing company according to the terms and conditions of your lease agreement
 - ☐ You will retain the equipment.
 - Will retained equipment remain under a CSA Maintenance Agreement?
 - ☐ No
 - ☐ Yes: SELECT ONE: under an Existing Contract ☐ Or New Contract ☐

Trade In Equipment Condition:

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Return code	Item Code	Description	Serial #	Equipment Location	Contact Name & Phone	Email	Alt pick up date

Pick Up /Return Information:

- ☐ Same Date as Delivery of Listed Items Specified on the Agreement
- ☐ Other Specified Date: ____ / ____ / ____ (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name: TREVA PIERCE Phone: 513.523.6324 Email: TPIERCE@CITYOFOXORD.ORG

Hours of Operation: 9-5 Number of Steps: 0 Elevator: No Loading Dock: No

Special Instructions:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature _____

Printed Name _____

Title _____

Date _____



CANON SOLUTIONS AMERICA

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800) 613-2228

**SPECIAL LEASED EQUIPMENT REIMBURSEMENT
& RETURN AGREEMENT**Related to transaction # MA6914Salesperson Jonathan GaffneyOrder Date: 11 / 18 / 2020

Customer ("you"):		Customer #:	Customer Contact for Equipment Return Coordination	
Company: OXFORD, CITY OF (OXFORD DIVISION OF FIRE)			Primary Contact Name: TREVA PIERCE	
Address: 217 SOUTH ELM STREET			Title: OFFICE MANAGER	
City: OXFORD	County: BUTLER		Phone #: (513) 523-6324	
State: OH	Zip: 45056		Email Address: TPIERCE@CITYOFFOXFORD.ORG	
End of Lease Conditions and Lease Return Instructions:			Alternative Contact Name:	
Lease Term Status: ☒ Original Term ☐ In Renewal Term(s)			Phone#	
Lease End Date (or end of Renewal Term if applicable): <u>Complete in table below</u>			Email Address:	
Lease <u>non-renewal</u> notification requirement: (Check one)			Pick Up Location Information:	
☐ 30 Days ☐ 60 Days ☐ 90 Days ☒ Other <u>90-150</u>			Hours of Operation <u>8:30am - 5pm</u> # Steps _____	
Return Options: (Check one)			Elevator: Yes ☐ No ☐ Loading Dock: Yes ☐ No ☒	
☐ CSA will Return the Equipment to the Leasing Company subject to the Terms and Conditions of this Agreement			Other Requirements: _____	
☒ CSA will not pick up and return the Equipment to the Leasing Company			Required Documentation:	
Leasing Company <u>U.S. BANK EQUIPMENT FINANCE</u>			This executed form must be accompanied by the following Documents:	
Lease # <u>500-0460323-000</u>			- A copy of the related executed Lease Agreement - A copy of your most recent lease invoice	
Customer Reimbursement:				
Promotional Customer Reimbursement \$ <u>1,000.00</u>				
Other (describe) _____ \$ _____				
Total Customer Reimbursement..... \$ <u>1,000.00</u>				

PLEASE PRINT EQUIPMENT LOCATION INFORMATION BELOW:

Brand	Model / Accessory Description	Serial #	Meter Reading	Lease End Date	Street	City	State	Zip
RICOH	MPC2503	E215MA60636	87,219	2/20/2021	217 SOUTH ELM STREET	OXFORD	OH	45056

CSA or its designee will issue a check to you for the Total Customer Reimbursement amount specified above for the sole purpose of reimbursement of early termination charges or fees and associated expenses for equipment being replaced by the listed items in the transaction number referenced above. You shall retain all payment obligations associated with your lease(s).

If you have elected to have CSA return Equipment to the Leasing Company listed above, you hereby authorize CSA to use commercially reasonable efforts to pick up the equipment listed above in its existing condition, store in a CSA designated location and transport such equipment to the Leasing Company's return location at CSA's expense. You acknowledge that CSA's obligations hereunder are limited to transportation and/or storage of equipment and that CSA or its designee does not inspect functionality prior to relocation and therefore makes no representation regarding functionality upon delivery. CSA shall only be responsible for obvious damage which occurs during relocation. If CSA is returning the equipment to a Leasing Company on your behalf, you agree to notify the Leasing Company of your intent to return the equipment within your contractual timeframe, which you have indicated above. In addition, you agree to obtain the required return authorization and return instructions ("Instructions") from the Leasing Company and provide the same to CSA promptly so CSA may return the equipment within 30 days of the earliest date permitted on the Instructions but not sooner than 30 days from CSA's receipt of the Instructions. If for any reason you do not provide CSA the Instructions within 60 days of the Lease End Date indicated above, CSA will attempt to contact you to obtain such Instructions. If CSA is unable to contact you or you fail to respond to CSA request for information, you authorize CSA to attempt to obtain such Instructions directly from the Leasing Company or otherwise dispose of the Equipment to avoid further storage costs. All Instructions must be sent by email to CSA at the following address: ESSRelocationInstructions@csa.canon.com

CSA SHALL NOT BE LIABLE FOR INJURY OR DAMAGE EXCEPT TO THE EXTENT CAUSED BY CSA'S NEGLIGENCE OR WILLFUL MISCONDUCT. CSA SHALL NOT BE LIABLE FOR LOSS OF REVENUE OR PROFIT, LOSS, CORRUPTION OR RELEASE OF DATA, FAILURE TO REALIZE SAVINGS OR OTHER BENEFITS, STORAGE CHARGES OR INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED AND EVEN IF CSA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. This agreement and all claims, disputes and causes of action relating thereto, whether sounding in contract, tort or statute, shall be governed by and construed in accordance with the laws of the State of New York. You consent to the exclusive jurisdiction and venue of any State or Federal Court located within the City of New York upon service of process made in accordance with the applicable statutes and rules of the State of New York or the United States. Any and all suits you commence against CSA, whether or not arising under this agreement, shall be brought only in the State or Federal Courts located within the City of New York, you hereby waive objections as to venue and convenience of forum. Any suit, other than one seeking payment of amounts due hereunder, shall be commenced, if at all, within one (1) year of the date that the claim accrues. The parties irrevocably waive any right to a jury trial in any suit between them.

DATA. You acknowledge that the hard drive on the Equipment may retain images, content or other data that you may store for purposes of normal operation of the Equipment ("Data"). You acknowledge that CSA is not storing Data on behalf of you and that exposure or access to the Data by CSA, if any, is purely incidental to the services performed by CSA. Neither CSA nor any of its affiliates has an obligation to erase or overwrite Data upon Your return of the Equipment to CSA or any leasing company. You are solely responsible for: (i) Your compliance with applicable law and legal requirements pertaining to data privacy, storage, security, retention and protection; and (ii) all decisions related to erasing or overwriting Data. The terms of this section shall solely govern as to Data, notwithstanding that any provisions of this Agreement or any separate confidentiality or data security or other agreement now or hereafter entered into between you and CSA could be construed to apply to Data.

Customer's Authorized Signature _____

Printed Name _____

Title _____

Date _____