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

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

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:	DRE 11/25/20 MBD 11/20/20

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 729.07of 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.

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MAYOR

ADOPTED:

ATTEST:

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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

Address	Direction	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Permit Fees	Final Cost
					Final Quantities						
704		David	JONATHAN L AND KARLA M PRICE	H4100120000015	51	25	0	0	0	$ 188.20	$ 2,497.81
617		David	RICHARD B THOMAS	H4100120000022	92	0	0	0	0	$ 319.40	$ 4,101.52
700		Marcia	ALEXANDER RALPH W JR & KATHLEEN R	H4100120000024	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	E	CHESTNUT	KYLE V & AMY R LONGCAMP	H4000114000034	6	0	0	0	0	$ 153.00	$ 399.66
713	E	CHESTNUT	JEFFREY YEN CHENG	H4000113000005	14	25	0	0	0	$ 153.00	$ 941.54
231	W	COLLINS	DOLLAR INVESTMENT LLC	H4100004000054	39	0	0	0	0	$ 153.00	$ 1,756.29
230	W	COLLINS	DAVID M & STEPHANIE S MORTON	H4000004000058	38	0	0	0	0	$ 153.00	$ 1,715.18
11	N	ELM	ROGER PERRY	H4000004000078 & H4000004000079	50	0	25	72	0	$ 185.00	$ 3,301.49
15	N	ELM	JASON A & STEPHANIE G REYNOLDS	H4000008000098	5	0	0	0	0	$ 153.00	$ 358.55
22	N	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	W	WITHROW	REDHAWK RENTAL PROPERTIES LLC	H4100008000231	45	0	0	96	0	$ 169.00	$ 3,091.27
114	W	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	W	WITHROW	SUSAN E & ROY D & SAUNDRA S ACRES	H4100007000055	0	50	0	0	0	$ 25.00	$ 451.00
12	W	WITHROW	DANIEL J & STEPHANIE M LAUDERBACK	H4100007000054	0	95	0	0	0	$ 25.00	$ 834.40
20	W	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 #	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Permit Fees	Final Cost
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

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to City Manager		Finance Originating Department
Council Meeting Of :	12/15/2020	
Account Code No. :	see below	Joe Newlin Prepared By
Budgeted Amount :		12/9/2020 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 Follett's 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) Increase/(Decrease)	(33,600.00)	

Issue 2
To make adjustment to budget appropriations for the receipt of CARES from Butler County for business Grants and appropriations to issue the Grants appropriations to issue the Grants, the advance to the Local Coronavirus Relief Fund from the General Fund and repayment of the advance

Action Needed:

Revenue Side

Local Coronavirus Relief Fund (428)	106,714.00	Advance from General Fund
General Fund (110)	106,714.00	Repayment of advance from Local Coronavirus Relief Fund

Expense Side

General Fund (110)	106,714.00	Advance to Local Coronavirus Relief Fund
Local Coronavirus Relief Fund (428)	106,714.00	Repayment of advance to General Fund
Net Effect on Fund Balance/(s) Increase/(Decrease)	-	

Issue 3
To make adjustment to budget appropriations for the transfer of excess funds from Southpointe TIF Capital Improvement Fund

Action Needed:

Revenue Side

Southpointe TIF Debt Service Fund (151)	**1,264.08**	**Transfer of excess funds from Southpointe TIF Capital Improvement Fund**

Expense Side

Southpointe TIF Capital Improvement Fund (146)	**(1,264.08)**	**Construction of Southpointe TIF Roadway**
Southpointe TIF Capital Improvement Fund (146)	**1,264.08**	**Transfer of excess funds to Southpointe TIF Debt Service Fund**
Net Effect on Fund Balance/(s) Increase/(Decrease)	**1,264.08**	

Issue 4
To make adjustment to budget appropriations for the transfer of excess funds from Aquatic Center Capital Improvement Fund

Action Needed:

Revenue Side

Aquatic Center Debt Service Fund (150)	**17,137.82**	**Transfer of excess funds from Aquatic Center Capital Improvement Fund**

Expense Side

Aquatic Center Capital Improvement Fund (145)	**(4,732.44)**	**Aquatic Center Construction**
Aquatic Center Capital Improvement Fund (145)	**17,137.82**	**Transfer of excess funds to Aquatic Center Debt Service Fund**
Net Effect on Fund Balance/(s) Increase/(Decrease)	**4,732.44**	

Issue 5
To make adjustment to budget appropriations for the receipt of reallocated CARES funding and appropriations for Safety Service salaries and benefits

Action Needed:

Revenue Side

Local Coronavirus Relief Fund (428)	**4,284.74**	**Reallocated Cares Funding**

Expense Side

Local Coronavirus Relief Fund (428)	**4,284.74**	**Safety Service salaries and benefits**
Net Effect on Fund Balance/(s) Increase/(Decrease)	**-**	

Issue 6
To make adjustment to budget appropriations for the transfer from the General Fund to the Capital improvement Fund

Action Needed:

Revenue Side

Capital Improvement Fund (141)	**650,000.00**	**Transfer from General Fund**

Expense Side

General Fund (110)	**650,000.00**	**Transfer to Capital Improvement Fund**
Net Effect on Fund Balance/(s) Increase/(Decrease)	**-**	

Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(27,603.48)
Breakdown by Fund	
General Fund (110)	**(650,000.00)**
Capital Improvement Fund (141)	**616,400.00**
Aquatic Center Capital Improvement Fund (145)	**(12,405.38)**
Southpointe TIF Capital Improvement Fund (146)	**-**
Aquatic Center Debt Service Fund (150)	**17,137.82**
Southpointe TIF Debt Service Fund (151)	**1,264.08**
Local Coronavirus Relief Fund (428)	**-**
Net Effect on Fund Balance/(s) Increase/(Decrease)	(27,603.48)

Approved By:

	Initials		Date
Department Head:	[signature]	/	12/9/20
City Manager:	JG	/	12/10/20

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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 revenues be made:

Local Coronavirus Relief Fund 428	**4,284.74**

SECTION 3: 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
Local Coronavirus Relief Fund 428	**4,284.74**
Southpointe TIF Capital Improvement Fund 146	**(1,264.08)**
Southpointe TIF Capital Improvement Fund 146	**1,264.08**
Aquatic Center Capital Improvement Fund 145	**(4,732.44)**
Aquatic Center Capital Improvement Fund 145	**17,137.82**
General Fund 110	**650,000.00**

SECTION 4: 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 5: The following increase/(decrease)in revenues be made:

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

SECTION 6: The following transfer(s) be executed:

Transfer from:

Southpointe TIF Capital Improvement Fund 146	**1,264.08**
Aquatic Center Capital Improvement Fund 145	**17,137.82**
General Fund 110	**650,000.00**

Transfer to:

Southpointe TIF Debt Service Fund 151	**1,264.08**
Aquatic Center Debt Service Fund 150	**17,137.82**
Capital Improvement Fund 141	**650,000.00**

SECTION 7: The following increase/(decrease)in revenues be made:

Southpointe TIF Debt Service Fund 151	**1,264.08**
Aquatic Center Debt Service Fund 150	**17,137.82**
Capital Improvement Fund 141	**650,000.00**

SECTION 8: In all other respects, Ordinance No. 3538 shall remain in full force and effect.

SECTION 9: This ordinance shall take effect immediately upon its adoption.

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MAYOR

ADOPTED: ________________

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

The City of Oxford
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STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	December 3, 2020
COUNCIL MEETING DATE:	**December 15, 2020**
AGENDA TITLE:	December 2, 2020 Environmental Commission (Virtual) Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	12/11/20 12/3/20

This meeting was conducted virtually utilizing Zoom in accordance with Ohio House Bill 404 and the guidelines set forth by the Ohio Department of Health.

Environmental Commission members in attendance for the Wednesday, December 2, 2020 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and 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 were Ms. Suzi Zazycki, Associate Director of the Miami University (MU) Institute for the Environment and Sustainability Department (IES), and Oxford resident, Ms. Patricia Platt.

Mr. Elliott moved for approval of the minutes from the November 4, 2020 Commission meeting; Mr. Bracken seconded. The minutes were unanimously approved as presented.

Discussion: Ms. Zazycki provided a summary of activities by the IES graduate student team undertaking the Professional Service Project (PSP) to prepare the community-scale greenhouse gas (GHG) inventory for the City of Oxford (Oxford) during MU's 2020 - 2021 academic year. This inventory is a requirement for Oxford's participation in the Global Covenant of Mayors for Climate and Energy (the Covenant), which Oxford City Council committed to in September 2019. Ms. Zazycki had previously provided a draft Proposal prepared by the student team for the PSP (entitled: "Plans to Conduct CY2019 Government Operations and Community-Wide Greenhouse Gas Emissions Inventories for the City of Oxford, Ohio"). Their Proposal identified the problem(s) and goal(s), and presented their methodology to complete the PSP. Commissioners' review of the Proposal yielded minor edit requests. Discussion indicated that the Commissioners believed the project outline as presented in the Proposal was in line with the Covenant's requirements. Ms. Zazycki allowed that there was some question to how Oxford-specific

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the existing and available GHG-related data would be. Oxford personnel are to complete GHG inventory questionnaires regarding internal energy and materials usage, waste generation, fuel and motor vehicle miles traveled, etc. for the local government operations (LGO) during December. The student team will start on the GHG inventories in earnest on January 4, 2021, utilizing the LGO data to help familiarize themselves with the ClearPath software designated for GHG inventories, while investigating and accumulating GHG data for the community at large. During the week of January 18 - 22, 2021, the PSP team is to meet with the Environmental Commission (or Commission representatives) to provide the findings of the LGO GHG inventory, summarize what community-scale data was found/is available, and outline their intentions regarding the PSP for the rest of the academic semester.

Ms. Patricia Platt made a presentation to the Commission regarding Bee City USA to encourage the Commission to support the City of Oxford's participation in the program. The Bee City USA (BCUSA) program is currently being managed by the Xerces Society for Invertebrate Conservation, an international nonprofit organization that protects the natural world through the conservation of invertebrates and their habitats. Ms. Platt explained that participation in the BCUSA requires an initial application (including a City resolution and designation of a specific responsible committee) with a $200 fee, several annual and on-going activities, and an annual summary report and renewal application with an annual fee submittal. Ms. Platt described Oxford's historic association with bee keeping, the on-going interest, dedication and participation in bee keeping by residents and a MU club, and the known and potential benefits associated with the protection of bees and other pollinators. The Environmental Commissioners indicated that they thought the BCUSA program should be considered for the community, and mentioned other organizations (the MU bee keeping club and the local Audubon Society's chapter) had indicated a willingness to participate. A question was raised regarding Oxford's past investigation into participating in the BCUSA program. During the 2016 - 2017 time period, the Oxford Visitors Bureau had hosted meetings to investigate BCUSA. At that time, the City felt that it did not have adequate and available staffing to properly undertake and maintain the on-going responsibilities associated with BCUSA. Subsequently, the Three Valley Conservation Trust had stated their willingness to be the sponsoring organization. Ms. Platt indicated that a key, motivating individual in the previous BCUSA effort had reportedly moved away from the Oxford community, and until Ms. Platt's interest and concern, nobody had championed the idea. Staff indicated that the City's personnel situation had not changed since the earlier efforts, and Oxford still would not have the personnel to properly undertake and maintain a BCUSA program. Ms. Platt and the Commissioners thought that a more grass-root, broad-based and collaborative approach with several organizations participating would a better approach, and would serve to further the community's commitment to, and awareness of, the BCUSA program while demonstrating wide communal support of the BCUSA program. Having multiple organizations on board and participating would increase the available workforce to establish and maintain pollinator habitats, while also reducing the possibility of having the loss of a single individual ceasing all efforts as had apparently previously happened. Mr. Bracken and Mr. Kiss volunteered to work with Ms. Platt in an effort to establish this collaborative approach to establishing the broad-based approach to Oxford's participation in the BCUSA program.

Ms. Raghu informed the Commission that the City Council had endorsed the Resolution proposed by the Environmental Commission of having PRO Lighting and Energy, LLC conduct a complimentary energy audit of City facilities.

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Mr. Ralinovsky informed the Commission that the Oxford Parking and Transportation Advisory Board was investigating permit parking on Acorn Circle, had completed a study of parking in the Uptown area (and are advising the extension of the hours requiring use of parking meters), and a sub-committee was investigating connectivity between the Oxford Area Trail system and the Uptown area.

Staff informed the Commission that the Tree City USA re-certification application for 2020 had been submitted, with Oxford apparently meeting all of the criteria for the Tree City USA designation. During 2020, Oxford had an expenditure of $3.78 per capita on its urban forest (the requirement is for at least $2 per capita), planted 89 public trees with 71 trees receiving maintenance pruning. A total of 80 trees were removed, but 54 of these were dead Ash trees in the Oxford Community Park wooded areas, with 26 street or Park trees removed. This will be Oxford's 25th consecutive year of qualifying for the Tree City USA designation.

Staff updated the Commission on the November monthly emission monitoring of the landfill's 23 passive gas vents. This monitoring event continued to obtain measurements from both the top of vent casings as had been done in the past, and from the recently installed sample ports on the sides of the vent casings. As anticipated, the emission flow values obtained from the sample ports were greater than those from the top-of-casings (the sample ports allowed the monitoring equipment's pressure transducer to experience a greater pressure difference). As with October's event, the measured methane and carbon dioxide concertation's of the emissions as measured at each location were more similar. An issue with the rental velocity/flow meter's power supply prevented monitoring of all 23 vents. Emission values from 16 vents were obtained. The October emission values for the other seven vents were repeated to provide values for the November event. Estimated total monthly carbon dioxide equivalent (CO2e) values from the sample port measurements were approximately 3.7 times greater than those determined utilizing the top-of-casing values (approximately the same as observed in October), with an estimated monthly CO2e of 207 metric tons measured from the sample ports versus 56 metric tons from the top-of-casing. Both values were below the estimated monthly average of 397 metric tonnes obtained from the USEPA's model for the closed landfill's emissions. Staff intends to continue obtaining both measurements in an effort to determine a relative factor for comparing the two CO2e values, in an effort to be able to utilize the previous month's data that was obtained utilizing the top-of-casing measurements.

Staff provided a summary of the on-going residential food scraps drop-off program. Through the end of November, approximately 58,320 pounds (29.2 tons) of food scraps have been collected for composting since April 2019. This is approximately 678 pounds per week on average, with the program's expense coming to $0.33 per pound.

Agenda discussion items for the December Commission meeting were discussed. Ms. Raghu requested that time be set aside for a discussion of the creation of a "Food Forest" in at least one of the City-owned parks.

Commissioners concluded discussions at 8:00 p.m. The next regularly scheduled monthly Commission meeting is to be an online, virtual meeting starting at 7:00 p.m. on January 6, 2020.