



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	July 13, 2020
COUNCIL MEETING DATE:	July 21, 2020
AGENDA TITLE:	Building Official and Inspection Services
ACCOUNT CODE NO:	110.320.52334.000
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 7/17/20 Perry</i>

Background: The City of Oxford outsources state-required Building Official services to National Inspection Corporation (NIC), based in Centerville, Ohio. The wide variety of trade skills would otherwise require multiple additional staff on payroll. Contracting with an entity that services multiple jurisdictions in the region allows leveraging that scale to keep fees affordable and maintain service reliability. We get very few complaints with this service in proportion to the permit and inspection volume. This is a fee-for-service operation that is not intended to generate additional revenue. The primary intent is to ensure public health, safety and welfare while supporting economic viability of the community. Approximately \$300,000 per year is paid to provide this service. Fees paid by applicants support this service.

When the city's part-time zoning inspector left for a full time job in 2019, we began exploring adding a portion of the zoning inspection services to the NIC contract. We reached an agreement for this function but had not finalized the contract prior to the onset of COVID. The active contract was approved in January 2013 by City Council. In summary, this contract adds zoning inspection and property maintenance code enforcement as a combined service. This allows the seasonal ebb and flow to be handled by field inspectors that are already out in the community. It also demonstrates to taxpayers the value of code enforcement, which was previously rolled into rental inspections as a free service. For consistency, NIC is already completing the field work aspect of building and rental inspections.

Staff recommends that City Council authorize the City Manager to sign the new contract. On the following page is a comparison table summary of the changes.



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15 S. College Ave.
Oxford, OH 45056

	Existing Contract	New Contract
Zoning Inspection	N/A	\$2,000/Month
Prop. Main. Inspection	Free	included w/Zoning
Building Plan Review	Fee Ordinance	Fee Ordinance
Building Inspection	Included w/permit	Included w/permit
Rental Inspection	Included w/permit	Included w/permit

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW AGREEMENT WITH NATIONAL INSPECTION CORPORATION FOR THEIR SERVICES AS CHIEF BUILDING OFFICIAL/PLANS EXAMINER, INSPECTION AND PROPERTY MAINTENANCE AND ZONING COMPLIANCE INSPECTION SERVICES FOR THE CITY OF OXFORD.

WHEREAS, the City Manager and the Community Development Director recommend the continuation of Chief Building Official/Plan Examiner, inspection and property maintenance and zoning compliance inspection services by National Inspection Corporation of Centerville, Ohio.

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

SECTION 1: The City Manager is hereby authorized to enter into a new agreement a copy of which is attached hereto as Exhibit "A" with National Inspection Corporation, Centerville, Ohio, for Chief Building Official/Plans Examiner, inspection and property maintenance and zoning compliance inspection services for the City of Oxford.

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)

2020 Inspection Services

AGREEMENT

The City of Oxford, Ohio ("Oxford"), 15 South College Ave, Oxford, OH 45056-1887, and National Inspection Corporation, 311 Regency Ridge, Centerville, Ohio 45459 ("NIC"), an Ohio corporation, hereby enter into this agreement ("Agreement") upon the terms and conditions as set forth herein.

WHEREAS, Ohio Revised Code Section 3781.10(E)(7) provides in part:

"Enforcement authority for approval of plans and specifications and enforcement authority for inspections may be exercised, and plans and specifications may be approved and inspections may be made on behalf of a municipal corporation, township or county, by any of the following who the board of building standards certifies:

- a. Officers or employees of the municipal corporation or county;
- b. Persons, or employees of firms or corporations, pursuant to a contract to furnish architectural, engineering, or other services to the municipal corporation, township or county;

WHEREAS, Oxford and NIC desire to enter into a contract for NIC to perform plan review and to exercise enforcement authority for plan review and inspections as set forth in this Agreement and to provide Building Official services and supervision of the Building Department for the City of Oxford; and

WHEREAS, The City Council of Oxford, Ohio requires that any agreement for services be approved by a majority of City Council prior to the City Manager's affixing of his or her signature to said agreement; and

WHEREAS, The City of Oxford, Ohio strives to maintain the public health, safety and general welfare of the community by ensuring that buildings and properties are properly built and maintained; and

WHEREAS, NIC has provided services to Oxford since 1998;

WHEREAS, the services to be performed by NIC are of a technical, non-competitive and professional nature;

NOW, THEREFORE, Oxford and NIC agree as follows:

1. NIC will provide Building Official ("B.O.") and Deputy services for the City of Oxford which shall be the relevant functions described in The Ohio Building Code with local amendments. The B.O. or his/her designated inspectors will be available in

person or by telephone during regular business hours to perform his/her duties and at other times for emergencies. Additionally, NIC will manage the operations and staff of the Building Department under the supervision of the Community Development Director (CDD). The CDD will be the primary contact person for NIC.

2. Oxford agrees that NIC shall exercise enforcement authority for inspection on behalf of Oxford and shall review plans and specifications. Such authority conveyed to NIC by this Agreement shall be no more than authority conveyed to Oxford, Ohio by its Building Code and by the Ohio Revised Code Sections 3781.10(E)(7).

3. NIC agrees to fully and diligently exercise enforcement authority for inspections and complete plan reviews within Oxford and to conduct plan reviews on behalf of Oxford. No waiver of code requirements shall be issued by NIC. Plans are to be submitted through Oxford's municipal office at its address as written above or through its online services launching in 2020. Plans will be reviewed in the order received. A written response shall be provided by NIC to the applicant and Oxford within 7 days of receipt of plans for residential and within 14 days of receipt of plans for commercial.

4. NIC agrees that Plan Reviewers will maintain state certification as required by law. Plan review shall be performed by a certified Plans Examiner for all plans submitted for a permit under the requirements of the Ohio Building Code (OBC).

5. NIC agrees to fully and diligently perform the following inspections and related administrative tasks in a timely manner:

- a. B.O./Plans Examiner Service
- b. OBC and RCO construction excluding Plumbing
- c. Existing construction/Rental Housing
- d. Property Maintenance Code Compliance
- e. Zoning Code Compliance (Inspections/enforcement only, not plan review)

6. Collection of permit fees shall be the sole responsibility of Oxford.

7. NIC agrees to indemnify Oxford for any loss or liability, caused by or arising out of action or inaction of NIC or any of its employees taken or required to be taken under this Agreement. NIC further shall be required to carry a policy of general liability insurance with limits not less than \$1,000,000.00 per claim and errors and omission coverage with limits of not less than \$500,000.00 and shall provide Oxford with certificates evidencing said insurance coverage, as well as a certificate evidencing worker's compensation coverage if applicable to Oxford upon request.

8. NIC agrees to furnish the following specific services to Oxford:

- a. Examine plans and specifications for proposed work as required by the Oxford Building Code, the Ohio Building Code and all other related

laws and ordinances. Such examination and plan approval pertains only in general to technical and energy code compliance. Any part which may be in violation will not be considered as being approved.

- b. Conduct building inspections as requested by Oxford or by building permit holders.
 - c. Upon request, advise applicants on code requirements, but shall not perform design services for the completion of inadequate applications.
 - d. Approve permits and certificates of occupancy when the plans and work complies with all applicable building regulations, ordinances and statutes.
 - e. Upon request of the Oxford Law Director or Mayor, make itself reasonably available for and shall testify in any judicial proceeding or any formal or informal dispute resolution proceeding involving issues arising from the performance of the services herein described. NIC shall be paid \$100.00 per hour for the time any of its employees or principals shall take to fulfill the requirement as set forth in this section.
 - f. Provide utility companies with certificates of approval when necessary for the release of new utility services.
 - g. Rental and building inspections:
 - 1. Provide a verbal inspection report to the owner or owner's agent, if on-site at the time of the scheduled inspection.
 - 2. Provide written inspection results in a form acceptable to Oxford.
 - h. Check compliance of residential rental properties with Oxford Property Maintenance Code utilizing a periodic inspection schedule managed by Oxford.
 - i. Respond to Oxford Property Maintenance Code questions and follow up with inspections as needed.
 - j. Provide Oxford Zoning code inspection and enforcement services for compliance purposes.
 - k. For zoning and property maintenance inspections, provide written inspection results in a form acceptable to Oxford.
9. All documents and data, including applications, plan review, job progress reports, photographs, and inspection reports shall remain the property of Oxford.

10. NIC agrees to maintain redundant data file storage to minimize risk of loss of records. NIC agrees to maintain its own work stations and mobile devices in order to integrate with Oxford's permitting software. Oxford agrees to purchase and maintain BS&A software service licenses as well as pay for training of all personnel for Oxford's permitting software launching in 2020.

11. NIC agrees to maintain its own vehicles, inspection equipment and personnel identification, utilizing them in a professional manner that is becoming of a City of Oxford representative.

12. This Agreement shall be effective upon the date of this execution by an authorized official of Oxford and shall continue for 12 months. This Agreement shall be automatically renewed for one year if neither party cancels the agreement. If renewed automatically, either party may subsequently cancel the agreement upon 90 days notice. At the end of two years, if both parties agree, a revised agreement may be reached. The previous Agreement signed January 2, 2013 is hereby terminated.

13. Oxford shall pay to NIC as the fee for the building, mechanical, electrical and rental services described herein ninety percent (90%) of all fees charged by Oxford based on the approved 2020 Fee Schedule Ordinance or later amendments (excluding the supplemental fee paid directly to the Ohio Board of Building Standards and excluding any rental permit late fees). The 2020 fee schedule is appended hereto as exhibit "A" and incorporated herein.

14. Oxford shall pay to NIC fifty percent (50%) of any rental permit late fees collected by Oxford.

15. Oxford shall pay to NIC as the fee for zoning and property maintenance code inspection and enforcement a fee of \$2,000.00 per month. These services are above and beyond services previously provided as part of periodic rental inspections. Zoning inspection is a new service as of the enactment of this 2020 agreement.

16. Zoning and Property Maintenance code inspection and enforcement that is not part of periodic rental inspections or requested building inspections shall be provided throughout the year with the focus shifting from one to the other depending upon the seasonal need as determined by Oxford.

17. This agreement does not include the enforcement of vegetation encroachment into alleys or placement of trash cans.

18. This Agreement constitutes only a contract for independently provided services and not a contract of employment. NIC shall be solely responsible for, and shall have sole control over, the means, methods, techniques, equipment, and procedures for performance of the services herein. NIC, nor any of its employees, is not eligible for fringe benefits or health insurance coverage offered by City. NIC shall work as an independent contractor and be solely responsible for compliance with all federal, state, and local laws concerning withholding, estimation, and payment of taxes in connection with any and all

income or benefits earned under this Agreement. While this Agreement is in effect and for one year after termination, Oxford will not offer employment to, nor solicit any employment applications from employees or contractors of NIC.

19. This Agreement may be terminated by either party hereto for cause if the other party breaches any material term of this Agreement.

20. All notices to be given by or to either party to this Agreement shall be sent by U.S. Mail, Certified, returned receipt requested to the address as is noted above or as it is duly noticed by either party. All such notices shall be effective as of the date received.

21. This Agreement shall be construed under and in accordance with the laws of the State of Ohio, and all obligations to the parties created under this Agreement are performable in Butler County, Ohio.

22. This Agreement shall be binding and inure to the benefit of the parties of this Agreement and their respective heirs, executors, administrators, legal representatives, successors and assigns as permitted by this Agreement.

23. In the case of one of more of the provisions contained in this Agreement shall for a reason be held invalid, illegal or unenforceable in any respect, that invalidity, illegality or enforceability shall not affect any other provisions. This Agreement shall be construed if the invalid, illegal or unenforceable provision had never contained in it.

24. This Agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

25. This Agreement may not be assigned to an unrelated third party.

THE CITY OF OXFORD, OHIO

Date: _____

Signed: _____
Douglas R. Elliott, Jr., City Manager

NATIONAL INSPECTION CORP.

Date: _____

Signed: _____
Andrew McKenzie, President

APPROVED AS TO FORM:

Christopher R. Conard, Law Director

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: July 21, 2020

Account Code #: N/A

Budgeted Amount: N/A

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

June 25, 2020

Date Prepared

Agenda Title: Resolution of City Council to Dissolve the Residential Permit Parking Zone on East Chestnut Street (Oak Street to Patterson Avenue) and Installation of Dedicated Bicycle Lanes

Recommendation: Oxford Parking and Transportation Advisory Board recommends approval

Discussion: The Oxford City Council approved Resolution No. 4101 on Sept. 6, 2005 establishing a Residential Permitted Parking (RPP) area on E. Chestnut St. from Oak St. to Patterson Ave. (Exhibit "A"). The City will be repairing road base and resurfacing this section of E. Chestnut this summer. Given that the City Council has now established a Complete Streets Policy, this improvement has triggered a review of how best to utilize this resource for all modes of transportation, including the location of the center line, parking, dedicated bicycle lanes, etc...

The Complete Street Corridor Plan approved in 2014 (Exhibit "B") designated this corridor to be a "Shared Use Roadway" marked with specific signage and chevrons or "Sharrows" to remind vehicles to share the road with cyclists. The Service Department, as well as the Community Development Department, recommended this plan be implemented with no changes to the center line alignment or parking on this street.

The Oxford Parking and Transportation Advisory Board (OPTAB) met virtually on June 8, 2020 to discuss this issue. Several strategies were reviewed on how best to achieve the goals established by the City's Complete Streets Policy. A summary of the meeting, prepared by the Chair of OPTAB, is attached to this report and labeled "Exhibit C". The Board found that no action was not acceptable, and installation of shared use arrows insufficient to ensure the safety of bicycle travel. After significant discussion, the Board recommended the following:

Pedestrian crossing safety should be prioritized; including the addition of Rapid Flash Rectangular Beacons
Bicycle lanes, both east and west bound, should be installed in some configuration
Residential permitted parking should be modified accordingly
Long term plans should consider widening the sidewalk on the north side of Chestnut St.

The City notified property owners abutting Chestnut St. within the boundaries of RPP via US Mail on or about June 23, 2020 of the public hearing to be held by the City Council on July 21, 2020 (Exhibit "D"). Property owners were advised they could give comment in person (possibly virtually), or could submit comments via email to the City Engineer that would be compiled into a report to the Council. The written comment deadline is July 15, 2020.

The current width of Chestnut St. will support two 11' travel lanes (EB and WB), but will not support both parking and dedicated bicycle lanes. This Resolution, if approved, will dissolve the Residential Permit Parking Zone on E. Chestnut St. (Oak St. to Patterson Ave.), and allow for the installation of dedicated EB and WB bicycle lanes.

Approved By:

Department Head:

City Manager:

Initial

Date

MB

7/13/20

DRE

7/14/20

RESOLUTION NO.

A RESOLUTION OF CITY COUNCIL DISSOLVING THE RESIDENTIAL PERMITTED PARKING ZONE ON EAST CHESTNUT STREET FROM OAK STREET TO PATTERSON AVENUE TO ALLOW FOR THE INSTALLATION OF DEDICATED EAST BOUND AND WEST BOUND BICYCLE LANES.

WHEREAS, Council finds the Complete Street Corridor Safety Improvement Plan was adopted in 2014 which designated the Chestnut Street corridor as a “Shared Use Roadway”; and

WHEREAS, Council further finds the Oxford Parking and Transportation Advisory Board met on June 8, 2020 to discuss strategies to achieve the goals established by the Complete Street Corridor Safety Improvement Plan; and

WHEREAS, the Oxford Parking and Transportation Advisory Board recommends the installation of dedicated east bound and west bound bicycle lanes on Chestnut Street and that the Residential Permitted Parking zone be modified to accommodate the dedicated bicycle lanes.

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

SECTION 1: Council accepts the recommendation of the Oxford Parking and Transportation Advisory Board and hereby dissolves the Residential Permitted Parking zone on East Chestnut Street from Oak Street to Patterson Avenue to allow for the installation of dedicated east bound and west bound bicycle lanes.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: LAW (STAFF)

RESOLUTION NO.

A RESOLUTION OF CITY COUNCIL DISSOLVING THE RESIDENTIAL PERMITTED PARKING ZONE ON EAST CHESTNUT STREET FROM OAK STREET TO PATTERSON AVENUE TO ALLOW FOR THE INSTALLATION OF DEDICATED EAST BOUND AND WEST BOUND BICYCLE LANES.

WHEREAS, Council finds the Complete Street Corridor Safety Improvement Plan was adopted in 2014 which designated the Chestnut Street corridor as a “Shared Use Roadway”; and

WHEREAS, Council further finds the Oxford Parking and Transportation Advisory Board met on June 8, 2020 to discuss strategies to achieve the goals established by the Complete Street Corridor Safety Improvement Plan; and

WHEREAS, the Oxford Parking and Transportation Advisory Board recommends the installation of dedicated east bound and west bound bicycle lanes on Chestnut Street and that the Residential Permitted Parking zone be modified to accommodate the dedicated bicycle lanes.

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

SECTION 1: Council accepts the recommendation of the Oxford Parking and Transportation Advisory Board and hereby dissolves the Residential Permitted Parking zone on East Chestnut Street from Oak Street to Patterson Avenue to allow for the installation of dedicated east bound and west bound bicycle lanes.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: LAW (STAFF)

RESOLUTION NO. 4101

A RESOLUTION ESTABLISHING A RESIDENTIAL PERMITTED PARKING AREA, ON EAST CHESTNUT STREET, FROM OAK STREET/CEDAR DRIVE TO PATTERSON AVENUE, SEVEN DAYS A WEEK, TWENTY-FOUR HOURS A DAY AND ON CEDAR DRIVE FROM EAST CHESTNUT STREET TO THE TERMINUS, SEVEN DAYS A WEEK, TWENTY-FOUR HOURS A DAY.

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

SECTION 1: The Council hereby finds that in accordance with the requirements of City Ordinance No. 2580, adopted April 7, 1998, a petition duly signed and executed by residents comprising more than 51% of the residential living units in the area proposed for designation was duly submitted to the City Manager.

SECTION 2: Council finds that as a result of submission of the petition proposing designation a public hearing was scheduled.

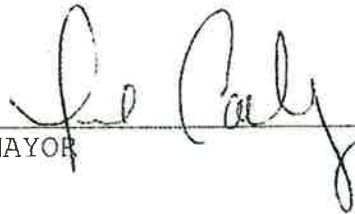
SECTION 3: Council further finds that on August 23, 2005, a notice of public hearing was posted on the City of Oxford web site and appeared in newspapers on Friday, August 26, 2005. Said notice being at least 10 days prior to the hearing held on September 1, 2005, at the Oxford Senior Citizens Center. It is further found that the notice clearly stated the purpose of the hearing, the location and boundaries tentatively considered for the proposed residential permit parking area. Those residents residing within the area further were sent notification on August 24, 2005. The Council finds all of which is in compliance with Section 355.04(B) of the Oxford Codified Ordinances.

SECTION 4: As a result of the public hearing and the request by petition, the City Manager found based on the evidence that:

- (1) The petition was valid and showed support for the designation.
- (2) No one spoke in opposition to the residential permit parking area designation at the public hearing.

SECTION 5: Council finds in accordance with Section 355.06 of the Oxford Codified Ordinances that the standards for designation of a residential permit street parking area have been met for East Chestnut Street from Oak Street/Cedar Drive to Patterson Avenue and on Cedar Drive, from East Chestnut Street to the terminus, therefore Council by this Resolution hereby designates the public street of East Chestnut from Oak Street/Cedar Drive to Patterson Avenue and Cedar Drive from East Chestnut Street to the terminus, seven days a week, twenty-four hours a day, as a residential permit parking area. Council further orders that resident motor vehicles shall display a valid parking permit entitling them to stand or be parked without limitation by parking time restrictions established by this Resolution.

SECTION 6: This Resolution shall take effect at the earliest date allowed by law.


MAYOR

ADOPTED: September 6, 2005

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JEROME CONLEY

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Jane Howington *Police*

Originating Department

Council Meeting Of: September 6, 2005

Steve Schwein

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

2 September 2005

Date Prepared

Agenda Title: Resolution establishing a Residential Permit Parking zone on East Chestnut Street, from Oak Street/Cedar Drive to Patterson Avenue, Twenty-Four (24) hours a day, Seven (7) days a week and on Cedar Drive, from East Chestnut Street to the Terminus, Twenty-Four (24) hours a day, Seven (7) days a week.

Recommendation: Approve

Discussion: The residents of East Chestnut Street (Oak Street on the north and Cedar Drive on the south to Patterson Avenue) have requested the city implement a Residential Permit Parking area, requiring parking with an RPP permit twenty-four (24) hours a day, seven (7) days a week.

The residents of Cedar Drive (East Chestnut Street to its Terminus) have requested the city implement a Residential Permit Parking area, requiring parking with an RPP permit twenty-four (24) hours a day, seven (7) days a week.

In the fall of 2004, Miami University implemented parking restrictions on Oak Street and Maple Street, prohibiting parking on one side of each street every night. The residual vehicles, no longer able to park on Oak Street and Maple Street moved into certain residential areas contiguous to these two streets. Due to the increased number of non-resident vehicles parking in the area, the city implemented a No Overnight Parking 2 am to 6 am prohibition on East Chestnut Street in January 2005 to determine if certain parking restrictions would lessen the severity of the parking problem in the neighborhood. After discussions with residents, it was determined by staff that such a prohibition has been effective regarding overnight parking for East Chestnut Street, however problems with availability of parking for area residents have continued during the regular day-time hours. The over-night restrictions also created parking problems on Cedar Drive and Silvoor Drive due to their close proximity to East Chestnut Street and lack of similar overnight restrictions.

Therefore, the residents and staff are recommending that the initial consideration of a

Residential Permit Parking only area now be established both neighborhoods to further address the continued problems residents have in attempting to locate suitable parking near their residences. A Residential Permit Parking zone was established on Silvoor Lane in the spring of 2005, and is contiguous to the current RPP being recommended.

Due to the previous implementation of the overnight parking prohibition during the early months of 2005, on-going discussions with residents as well as staff-monitoring of the neighborhood, it is the belief of staff that there is sufficient information to determine the need for such a parking restriction on East Chestnut Street and Cedar Drive, and therefore the survey was waived by staff.

A public hearing was held on September 1, 2005. Residents of East Chestnut Street and Cedar Drive appeared to speak on behalf of their petitions. All agreed that similar problems experienced in the spring of 2005 have continued with the beginning of the academic year. No one appeared at the public hearing to speak against the Residential Permit Parking petitions.

Therefore it is the request of staff that City Council by Resolution authorize the implementation of a Residential Permit Parking Zone on East Chestnut from Oak Street on the north and Cedar Drive on the South to Patterson Avenue (encompassing the 400, 500, 600 and 700 blocks) twenty-four (24) hours a day, seven (7) days a week and on Cedar Drive from East Chestnut to its terminus twenty-four (24) hours a day, seven (7) days a week.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

SDS 12/2/05

JH 12/2/05

***City of Oxford
Public Hearing
Residential Permitted Parking***

A public hearing for two Residential Permitted Parking petitions was held on Thursday, September 1, 2005, at 7:00 p.m. at the Oxford Senior Citizens Center, Tollgate Drive.

The two petitions for public hearing were East Chestnut Street (Oak Street/Cedar Drive to Patterson Avenue) and Cedar Drive (East Chestnut Street to its terminus). Both petitions request residential permitted parking twenty-four (24) hours a day, seven (7) days a week.

City staff in attendance were Police Chief Steve Schwein and Administrative Assistant Thayer Talbott.

The public hearing was called to order and the first item to be heard was the East Chestnut petition. There were no comments against allowing a residential permitted parking area on this street.

Several residents spoke in favor of the petition citing difficulties finding parking on the street when open to public parking. Residents stated that the implementation of no overnight parking did alleviate some of the storage issues with non-resident vehicles; however the public parking during the day severely prohibits the residents from parking their own vehicles and those of their guests as the street fills with non-resident vehicles. Mr. Jesse Dickson stated that as more vehicles park along the street, the ability to adequately view on-coming traffic to exit driveways diminishes severely, especially when vehicles are not properly parked. Mr. Vincent Hand stated that all the residents along East Chestnut he had spoken with had whole-heartedly supported the petition, including the Oxford Bible Fellowship at the corner of Maple Street and East Chestnut Street. Mr. Hand supplied a letter and photographs for the record.

The second item to be heard was the Cedar Drive petition. There were no comments against allowing residential permitted parking on this street.

Residents spoke in favor, citing an on-going problem with non-resident vehicles being parked along the roadway for several days at a time. Mr. Alan Winkler stated that the vehicles are often parked along the grass of the residential yards, causing damage to the properties. Ms. Teresa June stated that when vehicles drive Cedar Drive looking for parking, drivers do not pay attention to the children playing in the neighborhood as they are distracted in their search for parking. She stated that the increase in vehicles along the narrow roadway significantly increases the danger to neighborhood children attempting to cross the street. Residents stated that there is universal approval of this type of parking

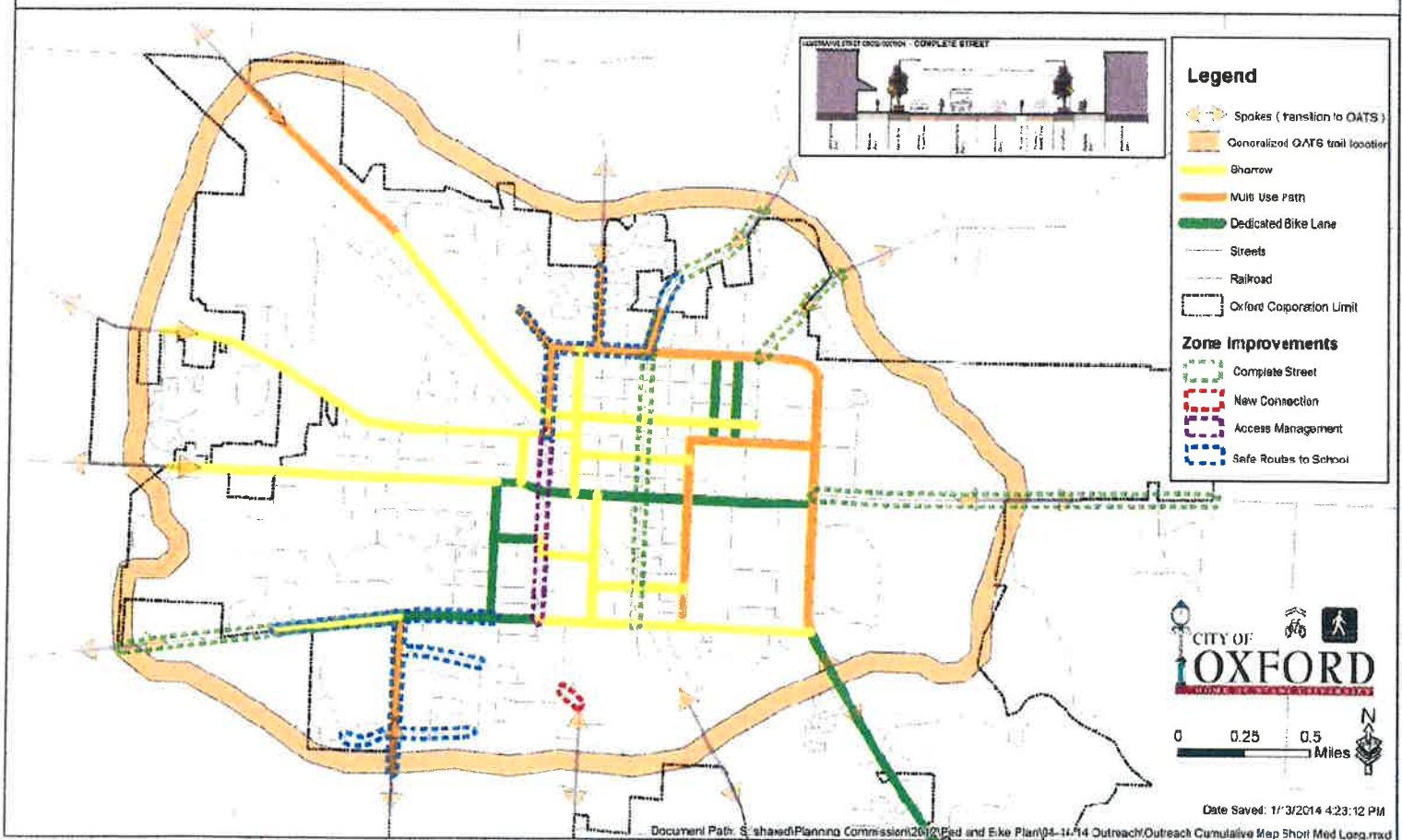
restriction on the street due to the narrowness of the street and the increase in non-resident vehicles appearing and left for days.

A request for final comments, questions and concerns was made to the room at large. Mr. Hand expressed his gratitude to city staff for their attention to the issues over the last year, their willingness to meet with and work with residents, and their appreciation for the ability to petition for this type of parking restriction in their neighborhood.

The public hearing was adjourned at 7:35 p.m.

Prepared by Thayer Talbott, Administrative Assistant

Complete Street Corridor Safety Improvement Plan - Cumulative (0-10 Years)



Date: June 8, 2020

To: Douglas Elliott, City Manager
Honorable Mayor Mike Smith and Oxford City Council

From: Oxford Parking and Transportation Advisory Board

Re: Report from OPTAB June 8, 2020 Meeting and Recommendations to City Council and Manager on Chestnut Complete Streets Strategies

The Oxford Parking and Transportation Advisory Board met on June 8, 2020 to discuss strategies to ensure Chestnut St. repaving complies with the Complete Streets Policy, seeking to balance multi-modal safety with parking and align with long-term transportation plans.

The board emphasized the importance of Chestnut Street as a major east/west corridor providing key connections used by all modes. Traffic volumes and speeds have increased with changing traffic patterns (traffic calming on campus, synchronized lights on Chestnut), yet existing pedestrian accommodations are already inadequate and there are none for bicyclists. Chestnut is identified as a key “Complete Streets Corridor” in City Transportation Plans and will only grow in importance with proposed multi-modal facilities and proximity to Oxford Area Trails.

Mr. Dreisbach provided engineering and cost analysis of a range of strategies, including no bicycle accommodations, shared use arrows and signage, bike lanes, and widening of the sidewalk on the northern side of Chestnut into a multi-use pathway. He described the process required to change residential permitted parking.

The board discussed at length the benefits and costs of different strategies.

The board concurred with Mr. Dreisbach that widening of the sidewalk on the north side into a multi-use pathway is an attractive long-term solution, and believes it should be considered in long-range capital improvements planning. But it shared concern about the significant cost and uncertainty about when such a capital project might be completed.

The board focused on ways to best assure pedestrians and bicycle safety within the scope of 2020 repaving. The board found “no action” unacceptable. Shared use arrows, while recommended in 2014 plans, are insufficient to ensure safety of bicycle travel. The board considered ways lane striping might accommodate bicyclists, while better guiding motorists, buffering sidewalks, calming traffic, and shortening pedestrian crossing distances.

OPTAB members recognize the current repaving budget did not account for bicycle safety features or additional crosswalk improvements but believe Complete Streets accommodations can be provided at a reasonable cost proportional to the need and likelihood of use (and much less costly if undertaken during repaving than retrofitted later).

OPTAB members sought to preserve on-street parking, but under the assumption user safety should be prioritized over parking convenience. Existing roadway width is unfortunately insufficient to provide on-street bicycle accommodations and maintain parking. However, already limited parking is underutilized

due to low neighborhood demand and traffic conditions. By ordinance residential parking permit holders should be notified and public hearing held regarding changes to on-street parking.

The Oxford Parking and Transportation Advisory Board appreciated constructive engagement among members of diverse perspectives and with Service and Engineering staff in trying to strike a careful balance among competing priorities. There is no easy solution, but the board achieved consensus on the following.

After careful and lengthy debate it recommends to City Council and the City Manager:

1. Pedestrian crossing safety should be prioritized, including additional rapid flash beacon(s).
2. Bicycles should be safely accommodated on the street -- east and west bound -- using bicycle lanes in some configuration.
3. Residential permitted parking should be modified accordingly.
4. Long-term plans should consider widening the sidewalk on the north side of Chestnut (in future capital budgets), ideally in partnership with Miami University.



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

June 23, 2020

Firstname Lastname

Job title, Company

123 Address St.

City, ST 12345

Dear Ms. Lastname,

On August 20, 2019, the Oxford City Council passed Resolution No. 7098 approving a "Complete Streets Policy" for the City of Oxford (City). This policy requires City transportation projects ensure the needs of all users are balanced to the greatest reasonable measure while creating a comprehensive, functional, and visually attractive surface transportation network.

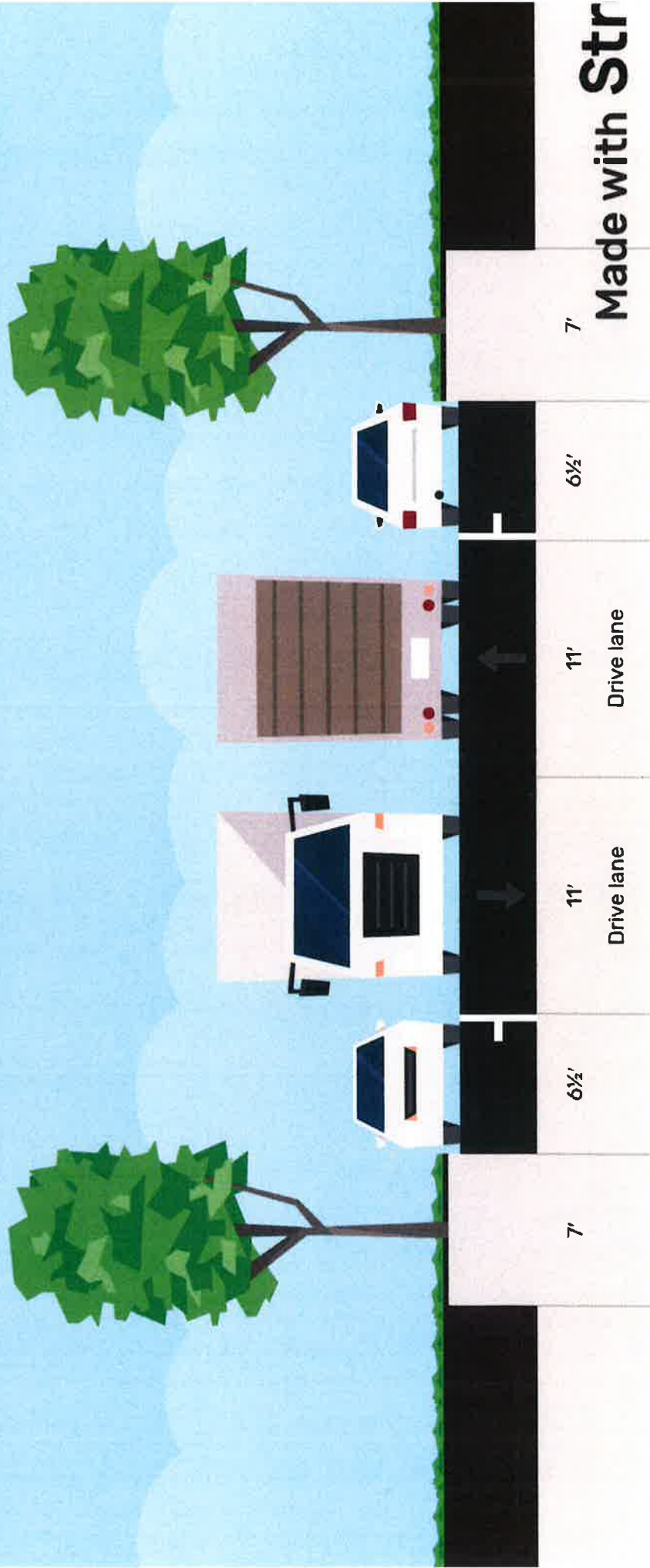
Later this summer, the City will be repairing failed road base and then resurfacing E. Chestnut St. from Oak St. to Patterson Ave. The Oxford Parking & Transportation Advisory Board (OPTAB) has made a recommendation to the City Council to remove all parking on Chestnut St. (from Oak to Patterson) to allow for the installation of dedicated bicycle lanes on both the north and south sides of E. Chestnut St. from Oak St. to Patterson Ave.

This area includes a Residential Permitted Parking zone instituted by the City Council in 2005. The City Council will consider dissolving this zone at their July 21, 2020 City Council meeting in conjunction with the recommendation from OPTAB to remove all parking from E. Chestnut St. (from Oak to Patterson). The City is requesting your input on the proposed changes to parking on E. Chestnut St. You may attend the City Council meeting on July 21, 2020 and speak to the matter (it has not yet been decided if the meeting will be virtual or conducted at the Oxford Courthouse (118 W. High St.). You may also send your comments by email to the Oxford City Engineer, Mr. Scott Otto, PE at sotto@cityofoxford.org no later than **July 15, 2020**. Your written comments will be included in a summary report to the City Council on this matter. Please feel free to contact me at 513.524.5206 should you have questions or need additional information.

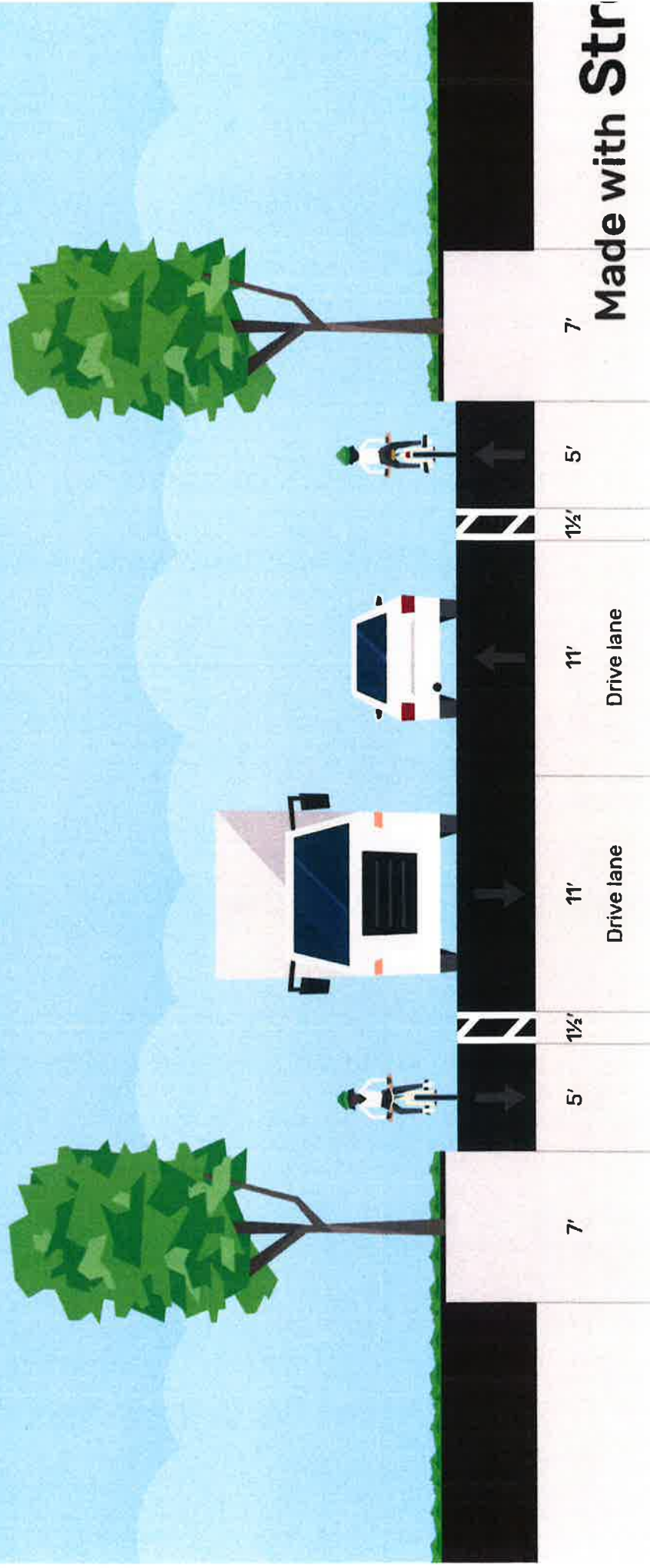
Sincerely,

Michael Dreisbach
Director of Public Services

Chestnut St.



Chestnut St.



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott *Police*
Council Meeting Of: July 21, 2020 *Originating Department*
Account Code No. #: N/A *John A. Jones*
Budgeted Amount: N/A *Prepared By*
July 10, 2020
Date Prepared

Agenda Title: Resolution authorizing the City Manager to enter into an agreement with the Talawanda City School District to provide three School Resource Officers for the 2020-2021 school year.

Recommendation: Approve

Discussion: The Talawanda City School District and the Oxford Police Division have agreed to assign three police officers to the position of School Resource Officer (SRO) for the Talawanda District. The SROs would work forty (40) hours per week and the Talawanda School District agrees to reimburse the City of Oxford for forty (40) hours worked by the officers at a rate of \$25.00 per hour.

The SROs will be primarily assigned to Kramer Elementary School, Talawanda Middle School and Talawanda High School. Butler County Sheriff Deputies will be assigned to Marshall and Bogan elementary schools. The SROs will work with the Talawanda Staff to create positive interactions with students, to implement programming, and to promote a safe haven for teaching and learning. The SROs will work to deter incidents of crime and violence to protect students, staff, and visitors at the Talawanda Schools located within the City of Oxford.

The agreement was approved by the Talawanda City School Board at the July 9, 2020 Board of Education meeting.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

JAG \ 7/10/2020
DRE \ 7/14/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SCHOOL RESOURCE OFFICER PROGRAM
MEMORANDUM OF UNDERSTANDING BETWEEN THE TALAWANDA CITY SCHOOL
DISTRICT AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO
SIGN THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE CITY.

WHEREAS, the Talawanda City School District and the Oxford Police Division have agreed that three (3) police officers should be assigned to the position of School Resource Officer (SRO) for the Talawanda City School District; and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to sign on behalf of the City, the proposed Memorandum of Understanding attached hereto as Exhibit "A" with the Talawanda City School District for the services of three (3) "School Resource Officers". The Talawanda City School District shall reimburse the City for each hour the School Resource Officers work at a rate of \$25.00 per hour for the 2020-2021 school year not to exceed 200 days.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Police Chief and finds that the Memorandum of Understanding to provide three (3) School Resource Officers in the Talawanda City School District will benefit the community and authorizes the City Manager to sign the Memorandum of Understanding on behalf of the City.

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)

**Memorandum of Understanding
School Resource Officer Program**

This Memorandum of Understanding (MOU) is executed on _____, 2020 by and between the Talawanda City School District Board of Education ("Board") and the City of Oxford Division of Police ("OPD"). This MOU satisfies the obligations of Ohio Revised Code 3313.951 and supplements the 2019-2020 contract previously executed by the parties.

I. Purpose

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students, promote a safe and positive learning environment and decrease the number of youth formally referred to the juvenile justice system.

II. Mission

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers, and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

III. Goals of the SRO Program

SRO Program goals include:

1. To ensure a safe learning environment for all children and adults who enter the building.
2. To prevent and reduce potential harm related to incidents of school violence and/or illegal drug and controlled substance abuse.
3. To foster a positive school climate based on respect for all children and adults in the school.
4. To create partnerships with behavioral health and other care providers in the community for student and family referral.

This SRO program is unique to the community, based on input from the school administration, teachers, faculty, students, families and community members. The program is designed to fulfill three overall roles:

1. Law Enforcement
2. Fostering Positive School Climate/Crime Prevention
3. Education

Law Enforcement Role - SROs are responsible for the majority of law enforcement activities occurring at the school during school hours. Building administration is responsible for school- based discipline. A determination of whether an activity raises to the level of a law enforcement activity shall be made in consultation with a school administrator. Parents, students, teachers and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO.

While law enforcement is the role of SROs, alternatives to arrest should be used when possible, and arrest of students should be a measure of last resort. The SROs discretion to act remains the same as that of any other police officer.

Fostering Positive School Climate/Crime Prevention - One of the primary roles SROs fulfill is fostering a positive school climate through relationship-building and crime prevention. Officers will engage in various activities, in consultation with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. Officers may also complete security surveys analyzing the physical safety of school property and facilities.

Education - SROs should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

Whether talking to students in the hallway or delivering a presentation in the classroom, SROs are embedded in the education fabric within the school. SROs are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

IV. Organizational Structure

A. Composition

The SRO program will consist of full time/part-time police division personnel that are certified peace officers for the state of Ohio and meet all requirements as set forth by the Board and the City of Oxford Division of Police.

B. Background Requirements

School officials and the police division shall agree on guidelines for the selection of officers to serve as SROs. The ultimate selection process and appointment of the SRO is completed by the City of Oxford Division of Police.

SROs should meet three general criteria:

- a. **College or degree coursework** - SROs are in an educational atmosphere and will be supporting instruction in elementary/middle/high school classes. To increase credibility in this area, a college degree or substantial college-level coursework is preferred.
- b. **Experience as a police officer and commitment to student well-being** - SROs must have a minimum of two years' experience as a patrol officer, be at least 21 years of age and have extensive experience with juvenile assignments. Experience working with youth and an interest in student success; juvenile justice; child and adolescent development and psychology; and creating a positive school climate are essential.
- c. **Successful performance** - All candidates should have proven performance as reflected by prior performance evaluations. Candidates should be free of significant disciplinary action.

C. Professional Development

Unless on temporary assignment, SRO officers shall complete a minimum of 40 hours of initial training that covers responsibilities and/or limitations of SROs, Ohio school laws, MOUs, child development, age-appropriate practices for conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. In addition, it is recommended that SROs receive additional training each year on topics such as trending school based law enforcement topics; child development; adolescent psychology; trauma; conflict resolution; mental health and addiction; children with disabilities; juvenile and education law and policy; PBIS; and cultural competence.

V. Operational Procedures

Chain of Command for SROs: The SRO will be ultimately accountable to the City of Oxford Division of Police's chain of command. However, while at the school, the SRO will be additionally accountable to the building principal or his/her designee. The SRO is expected to cooperate with the school officials, including administrators and faculty. The SRO will abide by Board policy and Administrative Guidelines, and will promptly respond to the requests of school officials.

The SRO's activity in the school is guided by the following procedures, and supervision and evaluation shall be provided by both the Talawanda School District administration and the City of Oxford Division of Police to effectively support the SROs' efforts and monitor their progress.

A. Duties

The primary functions of the SRO are to help provide a safe and secure learning environment, foster a positive school climate, reduce/prevent crime, serve as an educational resource, and serve as a liaison between the school and the police division. Specific daily assignments to accomplish this function will vary by school. The SRO and the building principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise.

Basic responsibilities of the SRO will include, but will not be limited to:

1. To enforce criminal law and protect the students, staff, and public at large against criminal activity.
2. Foster mutually respectful relationships with students and staff to support a positive school climate.
3. Provide information concerning questions about law enforcement topics to students and staff.
4. Provide classroom instruction on a variety of topics including, but not limited to safety, public relations, occupational training, leadership, and life skills.
5. Coordinate investigative procedures between police and school administrators.
6. Handle initial police reports of violent crimes committed on campus.
7. Take enforcement action on criminal matters when appropriate and after consultation with school administrators.
8. Attend school special events as needed.
9. Assist the teacher in preparation of lesson plans, as necessary, when the SRO is integrated into classroom instruction.
10. Collect data on SRO activities (arrests, citations, etc.).

B. Uniform

Normally, the SRO is in uniform when performing services under this MOU.

C. Daily Schedule

To be determined by the commanding officer and school administration, consistent with the terms of the 2020-2021 Talawanda School Resource Officer Contract between the Board and the City of Oxford Division of Police and this MOU.

D. Absence/Substitution

School administration and the Butler County Sheriff should develop and agree on a protocol for assigning and using substitute SROs when regular SROs are unavailable. Substitute SROs should, at a minimum, have the same requisite experience as regular SROs and, ideally, should receive training on age-appropriate practices for conflict resolution and developmentally informed de-escalation and crisis intervention methods in a school environment.

E. Special Events

To be determined by the commanding officer and school administration, consistent with the terms of this MOU.

F. Role in Responding to Criminal Activity

One of the roles of SROs, as law enforcement officers, is to engage in traditional criminal investigation and report taking. As a police officer, SROs have the authority to issue warnings, make arrests and use alternatives to arrest at their discretion. SROs, however, perform their duties mindful of the parties' common goal of supporting student success. The following procedures will help SROs be as effective as possible in this role:

1. School staff will contact SROs to inform them of all violent or other criminal activity that creates a safety risk that occurs on the school campus. SROs and school officials shall discuss and agree in writing on what levels of violent activity would prompt school officials to notify the SROs. This information will be conveyed to all school staff. In turn, SROs will inform school administration of all criminal activity they observe on the school campus.
2. For any offense on school property, the SRO, working cooperatively with the school administration, will endeavor to avoid arrest and criminal involvement for misdemeanor activity. Certain offenses (felonies), such as sex offenses, weapons offenses, and any offenses of violence, will normally require the filing of charges in consultation with school officials, but should be evaluated on a case-by-case basis. The SRO's powers to arrest will be governed by the Ohio Revised Code.
3. The SRO and school officials shall put into place plans, such as de-escalation techniques, conflict resolution and restorative justice practices, to serve as an alternative to arrest, which will be distributed to school staff.

G. Role in School Policy Violations

SROs are not school disciplinarians and violations of the student code of conduct, Board policy or other school regulations that are not criminal matters should be handled by school administration and/or faculty, and not by SROs. SROs should not directly intervene unless the situation directly

affects an imminent threat to the health, safety, and security of the student or another person in the school and will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator and clear guidelines on SRO involvement should be developed and distributed to school staff. The SRO, as a staff member, will report violations of the student code of conduct, Board policy, or school regulations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the Student Handbook and/or Student Code of Conduct for the SRO's assigned school, but it is not the responsibility of the SRO to enforce the rules in these documents.

H. Data Collection

SROs should submit a monthly activity report to the Superintendent of Schools, building principals, and the City of Oxford Division of Police. The report should include descriptions of all activities engaged in by the SRO, including incidents or calls for service, names of students and/or staff involved, student searches, arrests, citations and/or summons issued, and other referrals to the juvenile justice system.

I. Sharing of Information

Communication and information sharing is essential to the success of the SRO program. The following procedures should be followed to facilitate a free flow of information between school officials and the SRO:

1. Sharing of information will be governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, the Family Information and Privacy Act ("FERPA"), and relevant City of Oxford Division of Police and Board policies.
2. The sharing of arrest related information by the SRO with school administration, upon request or at the direction of the SRO, will involve the dissemination of arrest reports and calls for service filed with the City of Oxford Division of Police or from other law enforcement agencies coming into contact with students from Talawanda School District.
3. Juvenile fingerprints and photos as part of the arrest record will not be shared by the SRO, or as dictated by law.
4. If the SRO is aware of information on a student that is officially obtained by the Butler County Sheriff, which reflects that the student is in violation of school policies (Student Handbook or Athletic Code), the SRO may forward that information to school administration.
5. If a juvenile is an uncharged suspect in a crime, his/her information will not be released unless authorized by the Butler County Sheriff Chief Deputy or his/her designee.
6. Information which the SRO obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the SRO as a criminal justice file. This

file may be shared with other Butler County Sheriff personnel and criminal justice agencies, but will not be part of the student's school record.

7. Any information that is obtained by the SRO that pertains to criminal activity occurring outside Butler County, Ohio limits shall be relayed to the police department of jurisdiction.
8. When any felony occurs or any crime that prompts a Public Information Officer response from the schools or the City, or if a school building is evacuated, the SRO shall contact his immediate supervisor at the Butler County Sheriff as soon as possible.
9. The SRO shall have access to any public records maintained by the school to the extent allowed by law. Law enforcement officials may need confidential information in emergency situations based on the seriousness of the threat to someone's health or safety, time sensitivity, and the direct relationship of the information to the emergency.
10. To the extent allowed by applicable law, the Board shall identify its SRO as a "school official" in the annual FERPA notice of rights given to parents and eligible students subsequent the execution of this MOU.

J. Role in Critical Incidents

The SRO will be familiar with the Talawanda School District crisis plan. During critical incidents occurring when the SRO is present, the SRO will normally act as a liaison between school administration and staff, law enforcement personnel, and other emergency resources if practical.

VI. School District Responsibilities

The Board shall provide the SRO of each campus and any SRO supervisor the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted private office, which shall contain a telephone, a secure computer, and a printer, which may be used for general business purposes.
2. A location for files and records which can be properly locked and secured.
3. A desk with drawers, chair, work table, filing cabinet, and office supplies.
4. The opportunity for SROs to address teachers, school administrators, students and their families about the SRO program, goals and objectives.
5. The opportunity to provide input regarding criminal justice problems relating to students.
6. The opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.

7. The District Emergency Operations Manual, Crisis Plan, Student Handbook/Code of Conduct and other related materials as deemed appropriate.
8. School staff designee for referrals for counseling and other school-based and/or community based supportive services for students and families.
9. SROs shall respect the sensitive nature of student privacy and shall abide by all applicable confidentiality and/or privacy policies, regulations and laws.
10. Provide training to teachers, administrators, staff and SROs about when to directly involve SROs with student misconduct and about available alternatives to arrest.

VII. Reimbursement Costs

1. The Board agrees to reimburse the City of Oxford Division of Police \$25.00 per hour for each hour the School Resource Officers work for the 2020-2021 school year, not to exceed 200 school days.
2. The Board shall make checks payable to the City of Oxford and shall mail checks to the City of Oxford Finance Department at 15 S. College Ave. Oxford, OH 45056.
3. The Board shall also pay overtime worked by the SRO for athletic events, Board of Education meetings, or other afterhours school functions at the request of Talawanda Schools. The City will make every effort to utilize the three SROs to fill these requests. If more officers are requested, or the SROs are unavailable, the City will provide other police officers for the event. The Board will reimburse the City at the overtime rate of \$45 per hour for these details for services provided under this Memorandum of Understanding and requested by the Board.
4. The City of Oxford Division of Police shall be responsible for all employment-related costs for the SRO, including worker's compensation, unemployment compensation, benefits and any other liability or responsibility of an employer with respect to the law enforcement officers that is assigns to the District pursuant to the Memorandum of Understanding.

VIII. Crisis Planning

The Board, the City of Oxford Division of Police, and any other law enforcement agencies partnering with the Board will coordinate crisis planning and training. Each entity will be involved in updates and creation of new crisis plans.

Lock down drills shall be included as part of the District's preparedness plan. The City of Oxford Division of Police shall be included in the creation of lock down procedures so that first responders are familiar with procedures. Lock down procedures should be trauma-informed and consistent throughout the District.

IX. Reviewing the MOU and SRO Program

The assigned parties may review the MOU/SRO Program annually and make adjustments as needed. Any revisions will be reflected in an updated MOU.

SO AGREED:

Talawanda City School District Board of Education

Chris Otto, Board President

Date

Shaunna Tafelski, Interim Treasurer

Date

Dr. Edward Theroux, Superintendent

Date

City of Oxford

Douglas R. Elliott, Jr., City Manager

Date

John A. Jones, Police Chief

Date

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: July 21, 2020

Account Code #: N/A

Budgeted Amount: N/A

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

June 25, 2020

Date Prepared

Agenda Title: Public Hearing – Dissolution of Residential Permit Parking Zone on East Chestnut Street (Oak Street to Patterson Avenue)

Recommendation: Conduct a Public Hearing to obtain citizen input on this issue

Discussion: The Oxford City Council approved Resolution No. 4101 on Sept. 6, 2005 establishing a Residential Permitted Parking (RPP) area on E. Chestnut St. from Oak St. to Patterson Ave. (Exhibit “A”). The City will be repairing road base and resurfacing this section of E. Chestnut this summer. Given that the City Council has now established a Complete Streets Policy, this improvement has triggered a review of how best to utilize this resource for all modes of transportation, including the location of the center line, parking, dedicated bicycle lanes, etc...

The Complete Street Corridor Plan approved in 2014 (Exhibit “B”) designated this corridor to be a “Shared Use Roadway” marked with specific signage and chevrons or “Sharrows” to remind vehicles to share the road with cyclists. The Service Department, as well as the Community Development Department, recommended this plan be implemented with no changes to the center line alignment or parking on this street.

The Oxford Parking and Transportation Advisory Board (OPTAB) met virtually on June 8, 2020 to discuss this issue. Several strategies were reviewed on how best to achieve the goals established by the City’s Complete Streets Policy. A summary of the meeting, prepared by the Chair of OPTAB, is attached to this report and labeled “Exhibit C”. The Board found that no action was not acceptable, and installation of shared use arrows insufficient to ensure the safety of bicycle travel. After significant discussion, the Board recommended the following:

Pedestrian crossing safety should be prioritized; including the addition of Rapid Flash Rectangular Beacons
Bicycle lanes, both east and west bound, should be installed in some configuration
Residential permitted parking should be modified accordingly
Long term plans should consider widening the sidewalk on the north side of Chestnut St.

The City notified property owners abutting Chestnut St. within the boundaries of RPP via US Mail on or about June 23, 2020 of the public hearing to be held by the City Council on July 21, 2020 (Exhibit “D”). Property owners were advised they could give comment in person (possibly virtually), or could submit comments via email to the City Engineer that would be compiled into a report to the Council. The written comment deadline is July 15, 2020.

The current width of Chestnut St. will support two 11’ travel lanes (EB and WB), but it will not support both parking and dedicated bicycle lanes. Staff requests guidance from Council on removing parking on this section of E. Chestnut St. for the installation of EB and WB dedicated bicycle lanes.

Approved By:

Department Head:

Initial

Date

MBT

7/13/20

City Manager:

DRE

7/14/20

RESOLUTION NO. 4101

A RESOLUTION ESTABLISHING A RESIDENTIAL PERMITTED PARKING AREA, ON EAST CHESTNUT STREET, FROM OAK STREET/CEDAR DRIVE TO PATTERSON AVENUE, SEVEN DAYS A WEEK, TWENTY-FOUR HOURS A DAY AND ON CEDAR DRIVE FROM EAST CHESTNUT STREET TO THE TERMINUS, SEVEN DAYS A WEEK, TWENTY-FOUR HOURS A DAY.

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

SECTION 1: The Council hereby finds that in accordance with the requirements of City Ordinance No. 2580, adopted April 7, 1998, a petition duly signed and executed by residents comprising more than 51% of the residential living units in the area proposed for designation was duly submitted to the City Manager.

SECTION 2: Council finds that as a result of submission of the petition proposing designation a public hearing was scheduled.

SECTION 3: Council further finds that on August 23, 2005, a notice of public hearing was posted on the City of Oxford web site and appeared in newspapers on Friday, August 26, 2005. Said notice being at least 10 days prior to the hearing held on September 1, 2005, at the Oxford Senior Citizens Center. It is further found that the notice clearly stated the purpose of the hearing, the location and boundaries tentatively considered for the proposed residential permit parking area. Those residents residing within the area further were sent notification on August 24, 2005. The Council finds all of which is in compliance with Section 355.04(B) of the Oxford Codified Ordinances.

SECTION 4: As a result of the public hearing and the request by petition, the City Manager found based on the evidence that:

- (1) The petition was valid and showed support for the designation.
- (2) No one spoke in opposition to the residential permit parking area designation at the public hearing.

SECTION 5: Council finds in accordance with Section 355.06 of the Oxford Codified Ordinances that the standards for designation of a residential permit street parking area have been met for East Chestnut Street from Oak Street/Cedar Drive to Patterson Avenue and on Cedar Drive, from East Chestnut Street to the terminus, therefore Council by this Resolution hereby designates the public street of East Chestnut from Oak Street/Cedar Drive to Patterson Avenue and Cedar Drive from East Chestnut Street to the terminus, seven days a week, twenty-four hours a day, as a residential permit parking area. Council further orders that resident motor vehicles shall display a valid parking permit entitling them to stand or be parked without limitation by parking time restrictions established by this Resolution.

SECTION 6: This Resolution shall take effect at the earliest date allowed by law.



MAYOR

ADOPTED: September 6, 2005

ATTEST:



CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JEROME CONLEY

PREPARED BY: LAW (STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager: Jane Howington *Police*

Originating Department

Council Meeting Of: September 6, 2005

Steve Schwein

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

2 September 2005

Date Prepared

Agenda Title: Resolution establishing a Residential Permit Parking zone on East Chestnut Street, from Oak Street/Cedar Drive to Patterson Avenue, Twenty-Four (24) hours a day, Seven (7) days a week and on Cedar Drive, from East Chestnut Street to the Terminus, Twenty-Four (24) hours a day, Seven (7) days a week.

Recommendation: Approve

Discussion: The residents of East Chestnut Street (Oak Street on the north and Cedar Drive on the south to Patterson Avenue) have requested the city implement a Residential Permit Parking area, requiring parking with an RPP permit twenty-four (24) hours a day, seven (7) days a week.

The residents of Cedar Drive (East Chestnut Street to its Terminus) have requested the city implement a Residential Permit Parking area, requiring parking with an RPP permit twenty-four (24) hours a day, seven (7) days a week.

In the fall of 2004, Miami University implemented parking restrictions on Oak Street and Maple Street, prohibiting parking on one side of each street every night. The residual vehicles, no longer able to park on Oak Street and Maple Street moved into certain residential areas contiguous to these two streets. Due to the increased number of non-resident vehicles parking in the area, the city implemented a No Overnight Parking 2 am to 6 am prohibition on East Chestnut Street in January 2005 to determine if certain parking restrictions would lessen the severity of the parking problem in the neighborhood. After discussions with residents, it was determined by staff that such a prohibition has been effective regarding overnight parking for East Chestnut Street, however problems with availability of parking for area residents have continued during the regular day-time hours. The over-night restrictions also created parking problems on Cedar Drive and Silvoor Drive due to their close proximity to East Chestnut Street and lack of similar overnight restrictions.

Therefore, the residents and staff are recommending that the initial consideration of a

Residential Permit Parking only area now be established both neighborhoods to further address the continued problems residents have in attempting to locate suitable parking near their residences. A Residential Permit Parking zone was established on Silvoor Lane in the spring of 2005, and is contiguous to the current RPP being recommended.

Due to the previous implementation of the overnight parking prohibition during the early months of 2005, on-going discussions with residents as well as staff-monitoring of the neighborhood, it is the belief of staff that there is sufficient information to determine the need for such a parking restriction on East Chestnut Street and Cedar Drive, and therefore the survey was waived by staff.

A public hearing was held on September 1, 2005. Residents of East Chestnut Street and Cedar Drive appeared to speak on behalf of their petitions. All agreed that similar problems experienced in the spring of 2005 have continued with the beginning of the academic year. No one appeared at the public hearing to speak against the Residential Permit Parking petitions.

Therefore it is the request of staff that City Council by Resolution authorize the implementation of a Residential Permit Parking Zone on East Chestnut from Oak Street on the north and Cedar Drive on the South to Patterson Avenue (encompassing the 400, 500, 600 and 700 blocks) twenty-four (24) hours a day, seven (7) days a week and on Cedar Drive from East Chestnut to its terminus twenty-four (24) hours a day, seven (7) days a week.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

SDS 12/2/05

JH 12/2/05

***City of Oxford
Public Hearing
Residential Permitted Parking***

A public hearing for two Residential Permitted Parking petitions was held on Thursday, September 1, 2005, at 7:00 p.m. at the Oxford Senior Citizens Center, Tollgate Drive.

The two petitions for public hearing were East Chestnut Street (Oak Street/Cedar Drive to Patterson Avenue) and Cedar Drive (East Chestnut Street to its terminus). Both petitions request residential permitted parking twenty-four (24) hours a day, seven (7) days a week.

City staff in attendance were Police Chief Steve Schwein and Administrative Assistant Thayer Talbott.

The public hearing was called to order and the first item to be heard was the East Chestnut petition. There were no comments against allowing a residential permitted parking area on this street.

Several residents spoke in favor of the petition citing difficulties finding parking on the street when open to public parking. Residents stated that the implementation of no overnight parking did alleviate some of the storage issues with non-resident vehicles; however the public parking during the day severely prohibits the residents from parking their own vehicles and those of their guests as the street fills with non-resident vehicles. Mr. Jesse Dickson stated that as more vehicles park along the street, the ability to adequately view on-coming traffic to exit driveways diminishes severely, especially when vehicles are not properly parked. Mr. Vincent Hand stated that all the residents along East Chestnut he had spoken with had whole-heartedly supported the petition, including the Oxford Bible Fellowship at the corner of Maple Street and East Chestnut Street. Mr. Hand supplied a letter and photographs for the record.

The second item to be heard was the Cedar Drive petition. There were no comments against allowing residential permitted parking on this street.

Residents spoke in favor, citing an on-going problem with non-resident vehicles being parked along the roadway for several days at a time. Mr. Alan Winkler stated that the vehicles are often parked along the grass of the residential yards, causing damage to the properties. Ms. Teresa June stated that when vehicles drive Cedar Drive looking for parking, drivers do not pay attention to the children playing in the neighborhood as they are distracted in their search for parking. She stated that the increase in vehicles along the narrow roadway significantly increases the danger to neighborhood children attempting to cross the street. Residents stated that there is universal approval of this type of parking

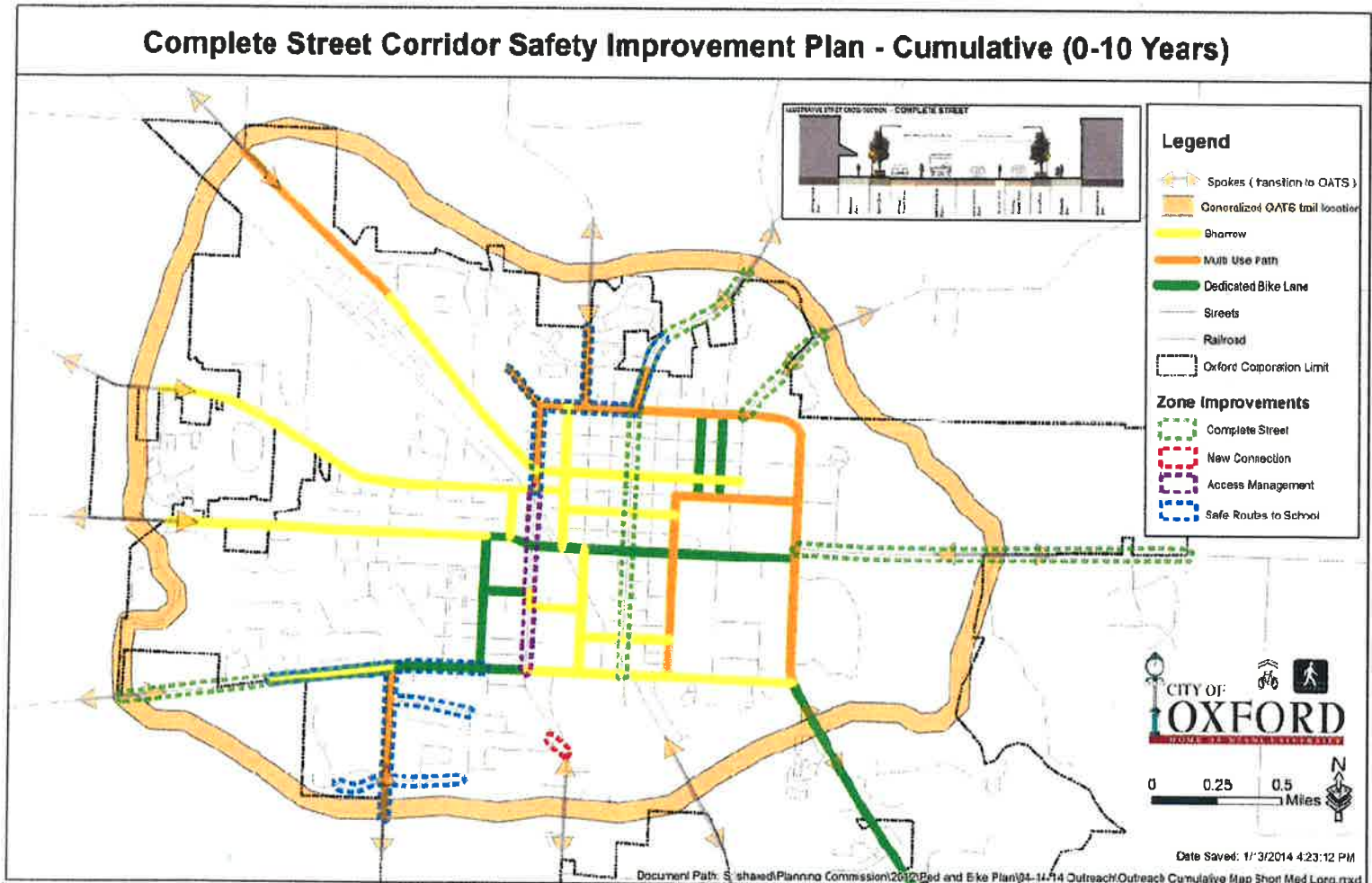
restriction on the street due to the narrowness of the street and the increase in non-resident vehicles appearing and left for days.

A request for final comments, questions and concerns was made to the room at large. Mr. Hand expressed his gratitude to city staff for their attention to the issues over the last year, their willingness to meet with and work with residents, and their appreciation for the ability to petition for this type of parking restriction in their neighborhood.

The public hearing was adjourned at 7:35 p.m.

Prepared by Thayer Talbott, Administrative Assistant

Complete Street Corridor Safety Improvement Plan - Cumulative (0-10 Years)



Date: June 8, 2020

To: Douglas Elliott, City Manager
Honorable Mayor Mike Smith and Oxford City Council

From: Oxford Parking and Transportation Advisory Board

Re: Report from OPTAB June 8, 2020 Meeting and Recommendations to City Council and Manager on Chestnut Complete Streets Strategies

The Oxford Parking and Transportation Advisory Board met on June 8, 2020 to discuss strategies to ensure Chestnut St. repaving complies with the Complete Streets Policy, seeking to balance multi-modal safety with parking and align with long-term transportation plans.

The board emphasized the importance of Chestnut Street as a major east/west corridor providing key connections used by all modes. Traffic volumes and speeds have increased with changing traffic patterns (traffic calming on campus, synchronized lights on Chestnut), yet existing pedestrian accommodations are already inadequate and there are none for bicyclists. Chestnut is identified as a key "Complete Streets Corridor" in City Transportation Plans and will only grow in importance with proposed multi-modal facilities and proximity to Oxford Area Trails.

Mr. Dreisbach provided engineering and cost analysis of a range of strategies, including no bicycle accommodations, shared use arrows and signage, bike lanes, and widening of the sidewalk on the northern side of Chestnut into a multi-use pathway. He described the process required to change residential permitted parking.

The board discussed at length the benefits and costs of different strategies.

The board concurred with Mr. Dreisbach that widening of the sidewalk on the north side into a multi-use pathway is an attractive long-term solution, and believes it should be considered in long-range capital improvements planning. But it shared concern about the significant cost and uncertainty about when such a capital project might be completed.

The board focused on ways to best assure pedestrians and bicycle safety within the scope of 2020 repaving. The board found "no action" unacceptable. Shared use arrows, while recommended in 2014 plans, are insufficient to ensure safety of bicycle travel. The board considered ways lane striping might accommodate bicyclists, while better guiding motorists, buffering sidewalks, calming traffic, and shortening pedestrian crossing distances.

OPTAB members recognize the current repaving budget did not account for bicycle safety features or additional crosswalk improvements but believe Complete Streets accommodations can be provided at a reasonable cost proportional to the need and likelihood of use (and much less costly if undertaken during repaving than retrofitted later).

OPTAB members sought to preserve on-street parking, but under the assumption user safety should be prioritized over parking convenience. Existing roadway width is unfortunately insufficient to provide on-street bicycle accommodations and maintain parking. However, already limited parking is underutilized

due to low neighborhood demand and traffic conditions. By ordinance residential parking permit holders should be notified and public hearing held regarding changes to on-street parking.

The Oxford Parking and Transportation Advisory Board appreciated constructive engagement among members of diverse perspectives and with Service and Engineering staff in trying to strike a careful balance among competing priorities. There is no easy solution, but the board achieved consensus on the following.

After careful and lengthy debate it recommends to City Council and the City Manager:

1. Pedestrian crossing safety should be prioritized, including additional rapid flash beacon(s).
2. Bicycles should be safely accommodated on the street -- east and west bound -- using bicycle lanes in some configuration.
3. Residential permitted parking should be modified accordingly.
4. Long-term plans should consider widening the sidewalk on the north side of Chestnut (in future capital budgets), ideally in partnership with Miami University.



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

June 23, 2020

Firstname Lastname

Job title, Company

123 Address St.

City, ST 12345

Dear Ms. Lastname,

On August 20, 2019, the Oxford City Council passed Resolution No. 7098 approving a "Complete Streets Policy" for the City of Oxford (City). This policy requires City transportation projects ensure the needs of all users are balanced to the greatest reasonable measure while creating a comprehensive, functional, and visually attractive surface transportation network.

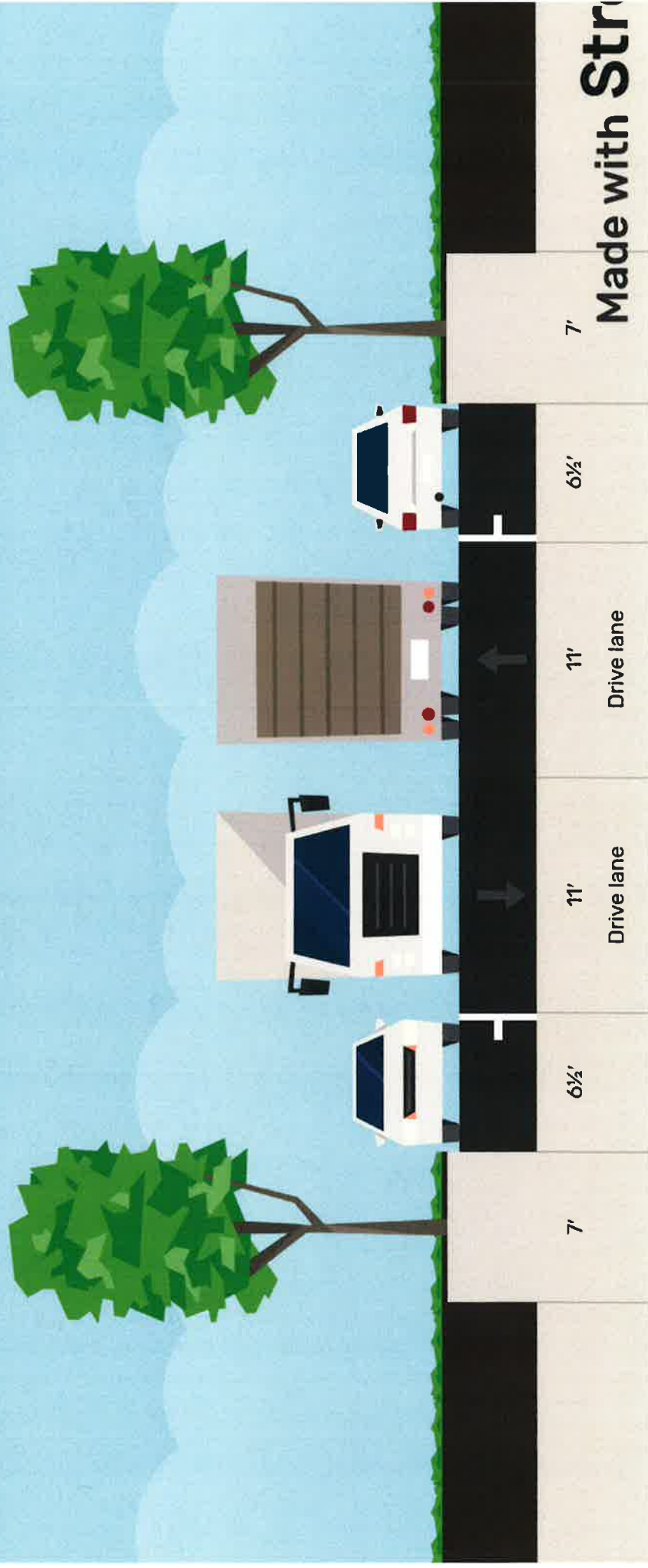
Later this summer, the City will be repairing failed road base and then resurfacing E. Chestnut St. from Oak St. to Patterson Ave. The Oxford Parking & Transportation Advisory Board (OPTAB) has made a recommendation to the City Council to remove all parking on Chestnut St. (from Oak to Patterson) to allow for the installation of dedicated bicycle lanes on both the north and south sides of E. Chestnut St. from Oak St. to Patterson Ave.

This area includes a Residential Permitted Parking zone instituted by the City Council in 2005. The City Council will consider dissolving this zone at their July 21, 2020 City Council meeting in conjunction with the recommendation from OPTAB to remove all parking from E. Chestnut St. (from Oak to Patterson). The City is requesting your input on the proposed changes to parking on E. Chestnut St. You may attend the City Council meeting on July 21, 2020 and speak to the matter (it has not yet been decided if the meeting will be virtual or conducted at the Oxford Courthouse (118 W. High St.). You may also send your comments by email to the Oxford City Engineer, Mr. Scott Otto, PE at sotto@cityofoxford.org no later than **July 15, 2020**. Your written comments will be included in a summary report to the City Council on this matter. Please feel free to contact me at 513.524.5206 should you have questions or need additional information.

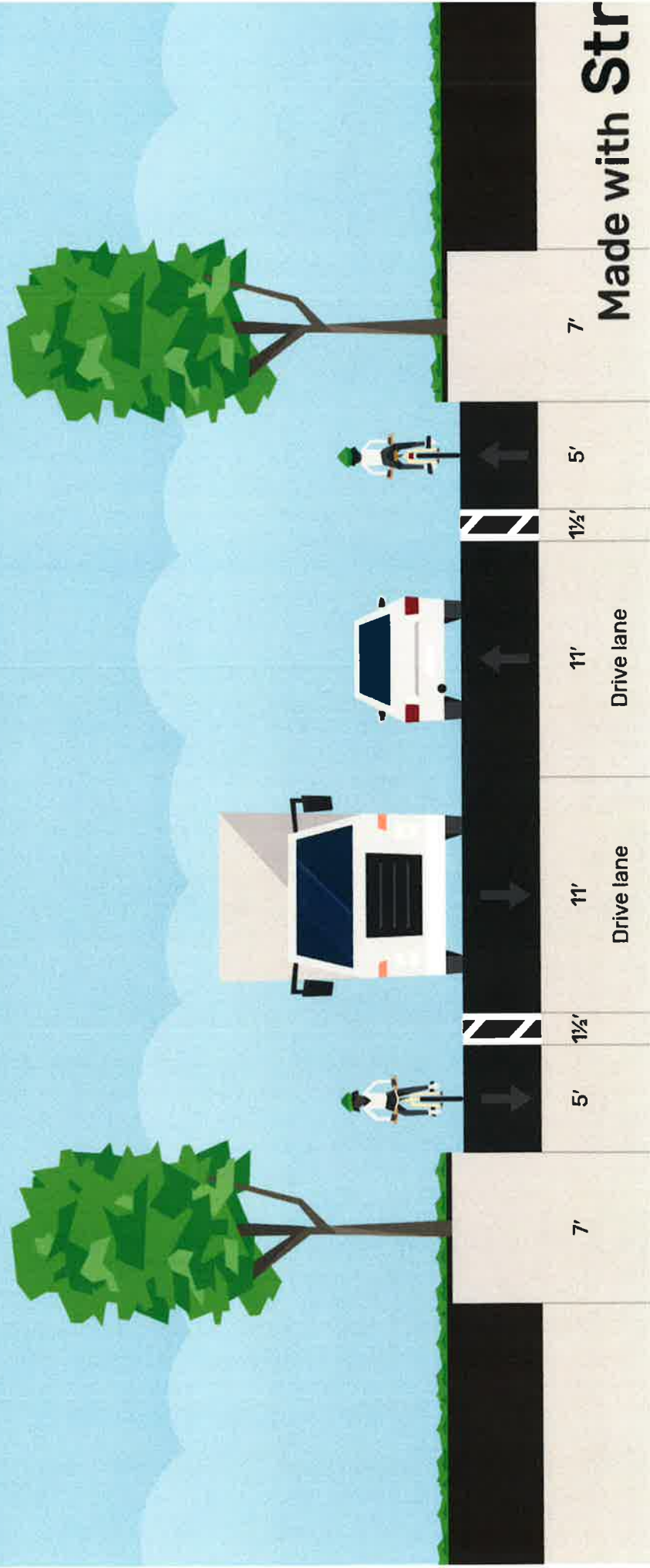
Sincerely,

Michael Dreisbach
Director of Public Services

Chestnut St.



Chestnut St.



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: July 21, 2020

Account Code #: N/A

Budgeted Amount: N/A

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

June 12, 2020

Date Prepared

Agenda Title: Notice of Actual Costs for Special Assessment Improvements

Recommendation: Approve

Discussion:

On February 4, 2020, the Oxford City Council passed Resolution No. 7158 declaring the necessity to improve portions of certain properties on multiple streets in the City of Oxford. An exhibit with this Resolution identified properties that required improvements to the property's curb, gutter, sidewalk and/or driveway apron in the Right of Way (ROW).

On March 3, 2020, the Oxford City Council passed Resolution No. 7167 authorizing a construction contract with Jackson Construction, Inc. for the removal and replacement of substandard curb, gutter, sidewalk, and driveways. Jackson Construction, Inc. has completed all work necessary associated with this contract.

Since receiving notice of City's intention to move forward with improvements, several property owners elected to have the work done under their own control and at their own cost. Forty-five properties elected to have the City construct the required improvements. Per Ohio Revised Code 729.07, the attached Exhibit "A" details the actual costs incurred by the City for each property electing improvements via special assessment on their property taxes.

Upon approval of this Resolution, these costs will be filed with the Clerk of Council for public inspection. The City will also publish a notice weekly for three consecutive weeks in the *Journal News* detailing the parcels involved and the actual costs of the work performed as required by Ohio Revised Code. **The City will also send a letter by regular US Mail to property owners, notifying them of the actual costs for their parcel, and their options for payment.** If an owner objects to the assessment, they must file their objection in writing with the Clerk of Council within two weeks after the expiration of the notice.

The City Council will have the opportunity to review any objection and then consider adopting an Ordinance levying the costs of improvements upon the parcels as detailed in Exhibit "A". The Ordinance must detail the number of annual installments, in this case five (5), with City assessed interest on deferred payments at a rate of 5%. The owner may also pay cash for the assessment within 30 days after passage of the Assessing Ordinance.

Staff recommends Council authorize the Clerk to make said assessment costs available for public inspection and to publish such weekly in the *Journal News* for a period of three consecutive weeks. The Clerk shall then report to Council any objections to the assessments that may be received prior to an assessment authorizing Ordinance.

Approved By:

Department Head:

Initial

Date

MBD

6/12/20

City Manager:

DRE

7/14/20

RESOLUTION NO.

A RESOLUTION DETERMINING THE TOTAL COST OF THE ASSESSMENT BY LOT, AUTHORIZING THE LIST OF ASSESSMENTS BY LOT TO BE FILED WITH THE CLERK OF CITY COUNCIL AND ORDERING THE SAME BE OPENED FOR PUBLIC INSPECTION AND AUTHORIZING THE CLERK OF CITY COUNCIL TO PUBLISH NOTICE IN A NEWSPAPER OF GENERAL CIRCULATION THAT THE LIST OF ASSESSMENTS BY LOT IS AVAILABLE FOR PUBLIC INSPECTION.

WHEREAS, Pursuant to Ohio Revised Code 729.07, the City of Oxford Clerk of Council has reported to the Oxford City Council that the final cost of construction and repair of sidewalks, curbs and gutters was \$98,847.87; and

WHEREAS, Pursuant to Ohio Rev. Code 729.07, Oxford City Council authorized the creation of a list of estimated assessments ("Exhibit A"), which includes the total cost of construction, repair or installation to each lot or land abutting such construction, repair or installation.

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

SECTION I: Pursuant to Ohio Rev. Code 729.07, Council authorizes Exhibit A to be filed with the Clerk of Council and be made available for public inspection.

SECTION 2: Pursuant to Ohio Rev. Code 729.08, Council authorizes the Clerk of Council to publish a notice in the *Journal News* for three (3) consecutive weeks stating that Exhibit A is on file with the Clerk of Council and is available for public inspection. The notice shall further state that any person who objects to an assessment listed on Exhibit A must file his/her objections in writing with the Oxford Clerk of Council within two (2) weeks after the expiration of the notice.

SECTION 3: Pursuant to Ohio Rev. Code 729.09, the Clerk of Council shall deliver any written objections to City Council for review and City Council will adopt an ordinance levying upon the lots and lands listed in Exhibit A the final assessment amounts with such changes or corrections, as Council deems proper. The ordinance shall state that the assessments are payable over no more than five (5) annual installments, with interest on deferred payments at the rate of 5%. The ordinance shall also state that assessments may be paid in full in cash within 30 days after passage of the ordinance.

SECTION 4: 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)

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

					Final Quantities						
Address	Direct Ion	Street Name	Property Owner	Parcel #	Linear 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	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
719		David	KATHLEEN & WALLACE J BOLDUC	H4000120000058	74	200	0	72	0	\$ 261.80	\$ 5,812.18
700		Marcla	ALEXANDER RALPH W JR & KATHLEEN R	H4100120000024	157	135	0	0	0	\$ 527.40	\$ 8,131.87
708		Marcla	MARGARET T SACCO TR	H4000120000026	46	50	0	80	0	\$ 172.20	\$ 3,982.86
405	E	CHESTNUT	KYLE V & AMY R LONGCAMP	H4000114000034	6	0	0	0	0	\$ 153.00	\$ 399.66
605	E	CHESTNUT	THOMAS A FREDERICK & AMANDA LEWIS	H4100113000025	9	0	25	15	0	\$ 153.00	\$ 947.29
607	E	CHESTNUT	THOMAS A FREDERICK & AMANDA LEWIS	H4100113000024	0	25	0	0	0	\$ 25.00	\$ 238.00
617	E	CHESTNUT	MILE SQUARE PRESERVATION LLC	H4100113000008	28	0	0	0	0	\$ 153.00	\$ 1,304.08
709	E	CHESTNUT	MARLENE F HOFFMAN	H4100113000006	0	25	0	0	0	\$ 25.00	\$ 238.00
713	E	CHESTNUT	JEFFREY YEN CHENG	H4000113000005	14	25	0	0	0	\$ 153.00	\$ 941.54
841	S	MAPLE	MICHAEL E & GAYLE L MCCAFFERTY	H4000108000012 & H4000108000009	12	50	0	0	0	\$ 153.00	\$ 1,072.32
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
115	S	ELM	MILE SQUARE PRESERVATION LLC	H4100004000059	5	175	0	0	0	\$ 153.00	\$ 1,849.55
106	S	ELM	RODBRO & MYERS INVESTMENTS LLC	H4100004000026	83	235	0	0	0	\$ 290.60	\$ 5,704.93
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
12	N	ELM	LOUISE A HAUTAU RENTALS LLC	H4100004000006	30	160	0	0	0	\$ 153.00	\$ 2,749.50
4890		DICK	NED C HOELZER TR	H4100017000017	110	0	0	0	0	\$ 377.00	\$ 4,899.10
6051		CONTRERAS	BETTY L & SCOTT K BARNHART	H4100017000018	89	0	0	0	0	\$ 309.80	\$ 3,968.59
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
6102		JOSEPH	CHRISTOPHER M & PAMELA S ROBBRO	H4100017000035	105	0	0	0	0	\$ 361.00	\$ 4,677.55
123	N	COLLEGE	JOHN D & MOLLY M SULLIVAN	H4100008000191	10	300	0	0	0	\$ 153.00	\$ 3,120.10
117	W	WITHROW	NORDJYLLAND INVESTMENT GROUP LLC	H4100008000257	20	0	0	0	0	\$ 153.00	\$ 975.20
115	W	WITHROW	HARRY L & JOYCE DAVIS	H4100008000230	10	0	0	0	0	\$ 153.00	\$ 564.10
111	W	WITHROW	REDHAWK RENTAL PROPERTIES LLC	H4100008000231	45	0	0	96	0	\$ 169.00	\$ 3,091.27
104	W	WITHROW	OXFORD RESIDENTIAL & MIAMI STUDENT RENTALS LLC	H4000008000228	0	0	0	48	0	\$ 25.00	\$ 561.16
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 ADRIAN & ANNI L LARSON ETAL	H4000007000018	10	25	0	0	0	\$ 153.00	\$ 777.10

Complaint Properties

Address	Direct Ion	Street Name	Property Owner	Parcel #	Linear Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Permit Fees	Final Cost
32	W	Church	North Sea Investment Group LLC	H4000007000022 & H4000007000025		125				\$ 25.00	\$ 1,090.00
115	N	Beech	Dollar Investments LLC	H4100007000021		125				\$ 25.00	\$ 1,090.00
215	N	Beech	T H Inc.	H4100007000014	5	175				\$ 153.00	\$ 1,849.55
21-25	W	Vine	Rodbro and Myers Investments LLC	H4100007000013	40	325				\$ 153.00	\$ 4,566.40
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 Plerce	H4100008000051	60	65		150		\$ 217.00	\$ 4,912.90
328	W	Withrow	Steven R Elliott	H4100008000066	26	50				\$ 153.00	\$ 1,647.86

TOTAL OF RESURFACING AND COMPLAINT PROPERTIES

\$ 98,847.87



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Andrew Wilson
DATE PREPARED:	Thursday, July 9, 2020
COUNCIL MEETING DATE:	Tuesday, July 21, 2020
AGENDA TITLE:	Changes to SCRC Composition
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve <i>DRE</i> <i>7/14/20</i>

DISCUSSION:

On Friday, May 22, 2020, the Student/Community Relations Commission (SCRC) held a special meeting to discuss improving the composition of the commission in order to reflect staff changes at Miami University and a more diverse student body, as well as adding flexibility for filling vacant ex-officio seats.

1. Miami University has more than a dozen international student organizations but the SCRC composition requires an ex-officio representative from the International Student Association and the seat has been unfilled for many years. Associated Student Government (ASG) has committed to filling one of the voting, student seats with an international student. The commission recommends eliminating the International Student Association seat.
2. The university requests the "Dean of Students or the Dean's designee" be changed to "Vice President for Student Life or designee" to add flexibility for representation.
3. Miami University eliminated the Coordinator of Off-Campus Affairs position. The commission recommends replacing this seat with "Health and Wellness Administrator or designee."
4. The commission recommends combining the Interfraternity Council and PanHellenic Association members into one seat, then alternating between the organizations each year.
5. Finally, the commission recommends adding ex-officio representatives from Commuters of Miami and National Pan-Hellenic Council (NPHC). NPHC encompasses historically black fraternities and sororities.

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 139 ENTITLED STUDENT/COMMUNITY RELATIONS COMMISSION SECTION 139.02 ENTITLED COMPOSITION AND APPOINTMENT, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 139 ENTITLED STUDENT/COMMUNITY RELATIONS COMMISSION, SECTION 139.02 ENTITLED COMPOSITION AND APPOINTMENT.

WHEREAS, Council finds the Student Community Relation Commission met on Friday, May 22, 2020 to deliberate and make recommendations regarding the composition of the commission to make the body reflective of a more diverse community while making it more flexible in terms of filling seats.

SECTION 1: Council hereby repeals Chapter 139 Section 139.02 of the Oxford Codified Ordinances entitled Composition and Appointment to amend the composition of the Student/Community Relations Commission and adopts new Chapter 139 Section 139.02 as follows:

139.02 COMPOSITION AND APPOINTMENT.

(a) The composition of the Commission and method of appointment thereto shall be as follows:

- (1) Six residents of the City of Oxford, at least one of whom shall reside in the Mile Square to be appointed by the Oxford City Council. Appointments shall initially be staggered as to length of term with two (2) members for one (1) year, two (2) members for two (2) years, and two (2) members for three (3) years. Commission members shall thereafter serve for a term of three (3) years without compensation.
- (2) Five Miami University students, appointed by the Associated Student Government. One of whom shall be the Secretary for Off Campus Affairs and one **of whom shall be an international student** serving two (2) year terms without compensation.

(b) The Commission shall also have twelve (12) ex-officio members as follows:

- (1) The City Manager or the City Manager's designee;
- (2) The Miami University ~~Dean of Students or the Dean's designee;~~ **Vice President for Student Life or designee;**
- (3) The Miami University ~~Coordinator of Off-Campus Affairs;~~ **Health and Wellness Administrator or designee;**
- (4) One representative of the Oxford Chamber of Commerce;
- (5) One member of the Oxford Police Department and one member of the Miami University Police Department;
- (6) One representative of the Talawanda School District;
- (7) One member of the Oxford City Council

- (8) One representative from each of the following Miami University recognized organizations: Interfraternity Council, **or** PanHellenic Association (**alternate each year**); Graduate Student Association and ~~International Student Association~~. **Commuters of Miami, and National Pan-Hellenic Council (NPHC)**

Each of the above ex-officio members shall be appointed to serve a one (1) year term.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)