City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/10/2021
COUNCIL MEETING DATE:	5/18/2021
AGENDA TITLE:	CARES Act Funding
BUDGETED AMOUNT:	$11,443
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5-14-21

DISCUSSION:

There is $11,443.00 remaining from our CARES act funds that is currently allocated toward a free COVID testing program at McCullough Hyde Memorial Urgent Care. This testing program has not been utilized since March, 2021 and the volume of tests was very low.

At this time we are recommending that we move these remaining CARES act funds to a vaccine incentive and education program. These funds will be used to purchase gift cards to encourage people to take the vaccine and provide funds for a vaccine safety educational campaign on social media channels and in print.

We are planning to work with Park View Arms and the Miami Mobile Home community with these incentives first. Then if funds allow, we will work with local businesses and the faith community to implement mobile vaccine clinics with incentives as well. The goal of this program is to encourage those who are vaccine hesitant to get the vaccine.

If this program is successful, we may explore using the America Rescue Funds to continue the program in the future.

RESOLUTION NO.

A RESOLUTION REDIRECTING THE EXPENDITURE OF ELEVEN THOUSAND FOUR HUNDRED DOLLARS ($11,443.00) OF FEDERAL CARES ACT FUNDS, WHICH SHALL BE USED TO CREATE A VACCINE INCENTIVE AND EDUCATION PROGRAM TO ENCOURAGE THOSE WHO ARE VACCINE HESITANT TO BE VACCINATED.

WHEREAS, there is $ 11,443.00 of Federal CARES Act funds which are currently allocated toward a free COVID-19 testing program at the McCullough-Hyde Memorial Hospital/TriHealth Urgent Care facility;

WHEREAS, the testing program has not be utilized since March, 2021 and the volume of tests performed were minimal; and

WHEREAS, the City Manager and the Assistant City Manager recommend the remaining funds in the amount of $11,443.00 be redirected to create a vaccine incentive and education program to encourage those who are vaccine hesitant to be vaccinated.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Assistant City Manager and hereby redirects the expenditure of eleven thousand four hundred dollars ($11,443.00) of Federal CARES Act funds, which shall be used to create a vaccine incentive and education program to encourage those who are vaccine hesitant to be vaccinated.

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)

Office of the Mayor

Proclamation

Whereas: Miami University is honoring NBA executive and basketball icon Wayne Embry (Miami '58) and his late wife, Theresa "Terri" Embry (Miami '60), with the Freedom Summer of '64 award today, Tuesday, May 18, 2021 outside the main entrance of Millett Hall, Miami's basketball arena; and

WHEREAS, the Freedom Summer of '64 award is bestowed each year upon distinguished leaders who have inspired the nation to advance civil rights and social justice; and

WHEREAS, the Freedom Summer of '64 Award is being presented to Wayne and posthumously to Terri, his wife of 62 years today, to honor their lifetime of commitment to social justice, for breaking barriers and for their mentorship; and

WHEREAS, "Wayne's success on the court and his achievements as a sports leader laid the foundation and provided inspiration to the generations who have followed him," Miami University President, Gregory Crawford said. "From Terri's march across the bridge in Selma, to her service to the community she touched many lives and advanced social justice in all she did", and;

WHEREAS, a statue capturing Embry's likeness and signature hook shot will be unveiled after the ceremony. The statue - along with a Wayne Embry Scholarship to support Miami varsity men's basketball student-athletes were created from private donations; and

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim Tuesday, May 18, 2021 as:

"Wayne and Terri Embry Day"

in the City of Oxford, it is fitting and proper that Wayne and Terri Embry be honored this day with the Freedom Summer of '64 Award as it recognizes the spirit of those 800 students who assembled in Oxford for the Mississippi Summer training sessions. It is steeped in the belief that by understanding the past, we can build a more just and inclusive future.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 18th day of May, 2021.

Michael Smith

MICHAEL SMITH, MAYOR

City of
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HOME OF MIAMI UNIVERSITY

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	5/13/2021
COUNCIL MEETING DATE:	5/18/2021
AGENDA TITLE:	Supplemental Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5-14-21 5/13/21

DISCUSSION:

Issue 1
To make adjustment to budget appropriations for part-time janitorial help, move appropriations from budgeted operating expenditures to personnel expenditures

Action Needed:

Revenue Side

	- N/A

Expense Side

General Fund (110) Personnel Cost Police	7,500.00
General Fund (110) Operating Expenditure Police	(7,500.00)
General Fund (110) Personnel Cost Municipal Building	7,500.00
General Fund (110) Operating Expenditure Municipal Building	(7,500.00)
Net Effect on Fund Balance/(s) Increase/(Decrease)	-

Issue 2
To make adjustment to budget appropriations for the purchase of a new Memorial Tree Plaque from the unencumbered balance, original budgeted revenue and appropriation $6,000

Action Needed:

Revenue Side

Capital Improvement Fund (141) Contributions	1,750.00

Expense Side

Capital Improvement Fund (141) Tree Plaque	1,750.00
Net Effect on Fund Balance/(s) Increase/(Decrease)	-

Issue 3
To make adjustment to budget revenue for Miami Little League registrations and appropriations for remittance of fees from unencumbered balance

Action Needed:

Revenue Side

General Fund (110) Recreation Program Fees	28,680.00	N/A

Expense Side

General Fund (110) Professional Services	26,672.40
Net Effect on Fund Balance/(s) Increase/(Decrease)	2,007.60
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	2,007.60

Breakdown by Fund

General Fund (110)	2,007.60
Capital Improvement Fund (141)	-
Net Effect on Fund Balance/(s) Increase/(Decrease)	2,007.60

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3600 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021.

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

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

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

SECTION 2: The following increase/(decrease)in revenues be made:

General Fund 110	28,680.00
Capital Improvement Fund 141	1,750.00

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

General Fund 110	(7,500.00)
General Fund 110	7,500.00
General Fund 110	(7,500.00)
General Fund 110	7,500.00
Capital Improvement Fund 141	1,750.00
General Fund 110	26,672.40

SECTION 4: In all other respects, Ordinance No. 3600 shall remain in full force and effect.

SECTION 5: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	May 6, 2021
COUNCIL MEETING DATE:	May 18, 2021
AGENDA TITLE:	May 5, 2021 Environmental Commission (Virtual) Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5/14/21 MBD 5/10/21

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

Environmental Commission members in attendance for the Wednesday, May 5, 2021 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, Mr. Andor Kiss, and Mr. Justin Fain. A quorum was present. Mr. Steven Elliott had previously notified the Commission that he would not be in attendance. Also in attendance were Ms. Shana Rosenberg.

Mr. Fain moved for approval of the minutes from the April 7, 2021 Commission meeting; Ms. Raghu seconded. The minutes were unanimously approved as presented.

Discussion:

Ms. Rosenberg made a presentation regarding a newly formed, local action group "Thread Up Oxford" that encourages textile recycling and re-use. Ms. Rosenberg explained the need for such an organization, noting that the volume of discarded clothing has doubled in the past 20 years from 7 million tons to 14 million tons landfilled annually, with cloth composing almost 6% of the solid waste stream. Thread Up Oxford is recently formed, starting in February 2021 with a clothing swap and rapidly evolving into textile recycling and re-use, with approximately 2,700 pounds of materials collected during their first recycling drive that ended in mid-April 2021. Along with recycling, re-use, and distribution of clothing and textiles, Thread Up Oxford conducts public outreach and education working to affect a cultural change with attitudes towards clothing. Thread Up Oxford is coordinating with Goodwill Industries and the Family Resource Center for distribution of clothing. They are exploring establishing clothing repair and mending workshops with the local Farmers Market and Lane Library to assist in the education of the public. In her research, Ms. Rosenberg has found other textile recycling and re-use companies (Smartwool Second Cut Project that recycles socks into clothing items, and UltraTouch and Blue Jeans Go Green that both re-use denim for insulation materials). Thread Up Oxford has also contacted animal shelters and veterinary offices offering towels. Thread Up Oxford is presently looking for location(s) to serve as a public drop-off, with the vicinity of the residential food scraps drop-off containers being considered as a possibility. A second possibility suggested was by the County's public recycling dumpsters, located along Wells Mill Drive and Miami University's Ditmer parking lot. It was suggested that Ms. Rosenberg contact the Butler County Recycling and Solid Waste District (the District), as they operate the public recycling drop-off locations, and the diversion of cloth from landfills would be part of the District's mandate.

The Commission's participation with the Comprehensive Plan Input Project was discussed. There is a June 30th deadline for a summary of the Commission's duties and responsibilities, and to submit questions that the Commissioners would like to be considered for a community survey regarding the revision of Oxford's Comprehensive Plan. Staff was instructed to prepare a summary of the Environmental Commission's duties and purpose, utilizing the information in Oxford's Codified Ordinance Chapter 135 (which created the Commission) as guidance. Commissioners were requested to consider questions to be possibly included in a community survey for the Comprehensive Plan revision, with review, comments, and possible revisions to both, to occur during the upcoming Commission meeting on June 2nd.

Best management practices (BMPs) for storm water management was discussed. Commissioners have indicated concern in the past that there appears to be an over-reliance by developers to use detention basins to address stormwater run-off in the community. Other storm water BMPs that are available (as presented in Oxford's Stormwater Management Manual and the Ohio Department of Natural Resources "Rainwater and Land Development") do not appear to be considered. Staff updated the Commission with research into riparian buffer (also known as stream setback) areas. Discussion with the Butler County Soil and Water Conservation District (BCSWCD) indicated that their recommendation for the width of undistributed, natural vegetation (ideally, wooded) areas along waterways is 75 feet on either side, although there is no regulations or legislation mandating that distance. The BCSWCD stated that they are not aware of any regulations or legislation anywhere in Butler County requiring riparian buffers. In discussions with Oxford's City Planner, Mr. Zack Moore, Mr. Moore indicated that the Warren County Zoning Code addresses the establishment of stream setbacks. The setbacks are determined by the watershed's drainage area, with consideration for the 100-year floodplains and possible wetlands. Staff was instructed to prepare a summary of how Warren County determines the widths of riparian buffers. Mr. Bracken indicated that while the riparian setbacks were important for water quality, and for wildlife habitat and migration corridors, he would like the Commission to encourage the use of other BMPs for stormwater control that weren't detention basins, and/or how to encourage the incorporation of retention basins that would be required to be developed into viable wetland habitats.

Ms. Raghu informed the Commission she had no additional, updated information regarding PRO Lighting and Solar LLC's installation of roof-mounted solar panels on a total of nine homes and one church in Oxford. The installations are tentatively scheduled to commence during May 2021.

Staff updated Commissioners with summaries of the final presentations from Miami University's (MU's) Institute for the Environment and Sustainability (IES) graduate student teams undertaking a Professional Service Project (PSP) regarding Oxford's greenhouse gas (GHG) inventory, and investigating the Climate Resiliency Assessment for MU and Oxford. The GHG Inventory PSP indicates that during 2019, Oxford's local government operations emitted approximately 7,500 metric tonnes (MT) of carbon dioxide equivalent (CO2e). The treatment of water and waste water were the largest component, making up 45% of the total emissions, with solid waste contributing 31%, buildings at 10%, and the vehicle fleet and the street illumination and traffic control lights both contributing 6% of the total. Oxford's community-scale GHG inventory of a typical municipality's four largest contributors (commercial energy, residential energy, transportation, and solid waste) for 2109 was approximately 233,000 MT CO2e. The commercial energy sector was the largest contributor (at 60% of the total) and included MU in the calculations. The final presentation for the Resiliency Assessment PSP indicated that results from a workshop of 19 individuals representing MU and Oxford considered the top climate hazards for the university and community to be (in order of importance) heat emergencies, drought, flooding, and the increasing severity of storms (in both the summer and winter). While the climate action organizations that MU and Oxford belong to are different, the reporting and procedural requirements are similar. The PSP recommends that MU and Oxford continue to work in partnership to complete their respective resiliency assessments, but offered two options to complete the assessment. The first was to continue to utilize the 19 individuals that participated in the initial workshop with the second being expansion of the number of participants. The advantage to utilizing the original group would be efficiency and knowledge of the process, with a potential drawback of having a limited number of inputs and views. The advantage of increasing the number of participants would be possibly adding expertise and viewpoints, but would likely require additional time to get everyone up to speed. The final reports from both PSPs are due by Friday, May 14, 2021.

Staff updated the Commission on the monthly emission monitoring event of the landfill's 23 passive gas vents for April. This time around, the total CO2e monthly value was slightly above the average value for the past seven months. At 177.7 MT for the entire landfill, this monthly value was the closest to the seven month average (152.2 MT) since the first monthly event in October 2020 (173.9 MT). The fluctuations in the CO2e values continues to suggest that the landfill emissions are not particularly steady over time, and that continued monitoring will likely be necessary to determine an accurate estimate of the landfill's CO2e emissions. Mr. Bracken indicated that the USEPA District 5 office had recently provided him with estimations of the by-products from flaring the closed landfill's emissions and a cost estimate for the flare(s). However, this information was only recently received, and Mr. Bracken has not yet had the opportunity to examine it. Given the time frame, it is likely that the USEPA's review did not have the February and March 2021 monthly monitoring event which had the two lowest total CO2e values to date.

Staff provided a summary of the on-going residential food scraps drop-off program. Since the program started in April 2019 and through May 3, 2021 (109 weeks), approximately 77,100 pounds (38.5 tons) of food scraps have been collected for composting. This is approximately 700 pounds per week on average, with the program's expense coming to $0.32 per pound. For 2021, a total of just over 13,450 pounds has been collected in 17 weeks, with a weekly average of just over 790 pounds, and a program's expense of $0.29 per pound.

Commissioners concluded discussions at 8:05 p.m. The next regularly scheduled monthly Commission meeting is to be a virtual meeting starting at 7:00 p.m. on June 2, 2021.

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Council
PREPARED BY:	David Prytherch
DATE PREPARED:	May 7, 2021
COUNCIL MEETING DATE:	May 18, 2021
AGENDA TITLE:	Establishing GHG Emissions Reduction Targets
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5-14-21

DISCUSSION:

As requested by Councilor Prytherch.

RESOLUTION NO.

A RESOLUTION CONFRONTING THE CLIMATE CRISIS BY ESTABLISHING COMMUNITY-WIDE GREENHOUSE GAS EMISSIONS REDUCTION TARGETS TOWARDS A SUSTAINABLE, CARBON-NEUTRAL OXFORD.

WHEREAS, the public health, safety, and general welfare of our community depends on a stable climate and healthy environment; and

WHEREAS, the 2008 City of Oxford Comprehensive Plan states "the essence of this Comprehensive Plan is to provide for the sustainability of the Oxford Community;" and

WHEREAS, in April 2016 world leaders recognized the urgent need to combat climate change by signing the Paris Agreement, agreeing to keep global warming “well below 2°C above pre-industrial levels” and to “pursue efforts to limit the temperature increase to 1.5°C;” and

WHEREAS, in September 2019 Oxford City Council passed a resolution committing the City of Oxford to a pathway towards and targets to attain carbon neutrality by signing the Global Covenant of Mayors for Climate and Energy; and

WHEREAS, City Council created and charged Oxford’s Climate Action Steering Committee to provide high-level coordination on integrated climate issues and recommend to City Council and the City Manager climate-action targets, policies, and implementation strategies; and

WHEREAS, in April 2021 atmospheric CO2 levels -- historically ranging around 280 ppm -- have reached an ominous threshold of 420 ppm, signaling urgent need for accelerating our response to the climate crisis; and

WHEREAS, basic fairness requires we not knowingly subject present and future generations -- in Oxford and beyond -- to the environmental degradation, economic insecurity, and social injustice of catastrophic climate change; and

WHEREAS, the Oxford Climate Action Steering Committee accepts the conclusions of the Intergovernmental Panel on Climate Change, the U.N. Report on Climate Change of April 2021, and President Biden’s commitment to aggressive climate action, and has reviewed best practices among aspirational peer communities and possible emissions reduction pathways; and

WHEREAS, the Climate Action Steering Committee recommends setting ambitious yet achievable targets to guide the City of Oxford to a more sustainable and just net-zero future.

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

SECTION 1. City Council, as part of its commitment to confront the climate challenge as signatory to the Global Covenant of Mayors and alignment with the Paris Climate Accords, accepts the recommendations of the Oxford Climate Action Steering Committee to a set of greenhouse gas emissions targets with the goal of carbon neutrality.

SECTION 2. The City of Oxford thereby commits to the following community-wide greenhouse gas emissions reduction targets in major sectors like buildings, energy, transport, waste, and water.

a. 50% reduction by 2030 over 2019 baseline
b. 90% reduction by 2040 over 2019 baseline
c. achieve net carbon neutrality no later than 2045

SECTION 3. These community-wide targets apply to emissions within the boundaries of the City of Oxford, not including Miami University. However, climate action will be carefully coordinated with neighboring jurisdictions and community partners.

SECTION 4. Recognizing the scope of this challenge and opportunities for a more sustainable future, City Council commits itself and charges staff and boards/commission to prioritize strategies and actions aligned with these emissions reduction and neutrality targets, including through long-range and strategic planning (Comprehensive, Capital Improvements), legislation and policy-making, budgeting, administrative decision-making, and community collaboration.

SECTION 5: This Resolution shall take effect at the earliest time allowed by law.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: LAW (DAVID PRYTHERCH)

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	April 29, 2021
COUNCIL MEETING DATE:	May 4, 2021
AGENDA TITLE:	Repealing Ordinance No. 3573 – Face Coverings
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 4-30-21

DISCUSSION:

The proposed Ordinance seeks to repeal Ordinance No. 3573, which was adopted on July 14, 2020 and required face coverings in any public space within the City of Oxford. The ordinance provided eleven exceptions to this requirement. It included a civil penalty for violations of the ordinance. The Director of the Ohio Department of Health issued an Amended Order on April 8, 2021, which included an updated provision for facial coverings. The preamble to this order states, "Everyone should wear a mask when engaging with others outside their house." The CDC recommends that people wear masks in public settings, at events and gatherings, and anywhere they will be around other people. The suggestive nature of both of these facial covering statements has caused much questioning and confusion regarding the City's facial covering requirement. Also, as more residents are vaccinated and the rate of new Covid-19 cases continue to decline in the U.S., Ohio, and Butler County, it is imperative that the City follow the lead of the CDC and the Ohio Department of Health on this matter. This week Butler County dropped to a Level 2 (Orange) classification under the Ohio Public Health Advisory System. Our facial covering requirement does not provide any flexibility.

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 3573 ADOPTED JULY 14, 2020 REQUIRING FACE COVERINGS IN ANY PUBLIC SPACE WITHIN THE CITY OF OXFORD, OHIO, TO LIMIT THE SPREAD OF COVID-19, AND DECLARING AN EMERGENCY.

WHEREAS, the Centers for Disease Control and Prevention (CDC) reported over 32 million cases of COVID-19 in the United States, resulting in over 573,000 deaths; and

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

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

THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

SECTION 1: Ordinance No. 3573 adopted July 14, 2020 which requires face coverings to be worn in any public space within the City of Oxford, Ohio is hereby repealed.

SECTION 2: Council further encourages the citizens and visitors of Oxford to follow the Public Health Recommendations set forth by the Centers for Disease Control and Prevention and the Ohio Department of Health with regard to the use of face coverings.

SECTION 3: For the reasons set forth in the preamble hereof the Council declares this Ordinance to be an emergency measure which shall take effect at the earliest possible date permitted by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

ORDINANCE NO. 3573

AN ORDINANCE REQUIRING FACE COVERINGS IN ANY PUBLIC SPACE WITHIN THE CITY OF OXFORD, OHIO, TO LIMIT THE SPREAD OF COVID-19, AND DECLARING AN EMERGENCY.

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

WHEREAS, the Centers for Disease Control and Prevention (CDC) reported almost 3 million cases of COVID-19 in the United States, resulting in over 131,065 deaths; and

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

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

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

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

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

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

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

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

WHEREAS, Miami University (the "University") announced it will allow students on campus for the Fall semester that may include both in person and virtual classes; and

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

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

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

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

WHEREAS, as of July 6, 2020, Butler County General Health District has issued a Red Level alert due to the increased risk of contracting the COVID-19 virus, which means there is a very high risk of exposure and spread meaning one should limit one's activities as much as possible; and

WHEREAS, on July 8, 2020, the Ohio Department of Health issued a facial covering order mandating that individuals are required to wear facial coverings during the Red Level alert in Butler County; and

WHEREAS, the Butler County General Health District does not oppose the City of Oxford's passage of this Ordinance; and

WHEREAS, requiring face coverings to be worn by any person in a public place within the City of Oxford best promotes health, safety, and efforts to limit the spread of COVID-19 while enabling the continuation of essential services, businesses, and travel necessary to protect public health and safety, and for the continuity of social and commercial life during the state of emergency; and

WHEREAS, after weighing the known information about the COVID-19 virus, consulting with the Butler County General Health District, and considering the guidance and orders from the Ohio Department of Health, City Council concludes that the safety of City of Oxford citizens, residents and guests is best protected by implementing a requirement to wear face coverings in public places as set forth herein; and

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

THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

Section 1. All individuals within the City of Oxford shall wear a face covering over the individual's nose and mouth and chin in accordance with the following:

a. When entering, exiting, or waiting in line to enter a place of business that is open to the public, and while inside a place of business as to the areas within the place of business that are accessible to, and are intended for the use of, the public:

i. For purposes of this Ordinance, "business" means any for-profit, non-profit, educational entities, or governmental entities (other than federal or state university) regardless of the nature of the service, the function it performs, or its corporate or entity structure.

"Place of business" means any facility, building, or structure operated by or for a business engaged in the sale or other transaction of any kind for anything of value in exchange for goods, commodities, services, or temporary lodging and that is open to the general public or by appointment, and includes, but is not limited to, grocery stores, retail stores, pharmacies, health care facilities, restaurants and bars (including outdoor seating for such facilities), hotels and motels (excluding the rented room or suite), gyms and similar facilities, and the local school district; but excluding religious facilities.

b. When entering, exiting, or waiting in line to enter a City of Oxford operated building or facility that is open to the public, and while inside a City of Oxford operated building or facility as to the areas within such City of Oxford facility that are accessible to, and are intended for the use of, the public.

c. In any public transportation such as a bus or other public transit vehicle, a taxi or ridesharing vehicle or any other vehicle for hire, or at a transit stop or waiting area for any public transportation.

d. In any outdoor space or outdoor place where or when a person is unable to maintain or does not maintain physical separation of not less than six feet from others who are not members of their own household.

Section 2. All places of business shall require all employees that interact with the public to wear a face covering; and all places of business shall only sell or otherwise enter into any transaction of any kind for anything of value in exchange for goods, commodities, services, or provide temporary lodging to those who comply with this Ordinance. Any manager, owner, or person in charge of a place of business who fails or refuses to comply with this Ordinance may be in violation of this Ordinance.

Section 3. The requirement to wear a face covering through this Ordinance does not apply in the following situations:

a. Any individual who cannot wear a face covering because of a medical condition, mental health condition or developmental disability, or who is unable to remove the face covering without assistance, and any individual who should not wear face coverings under the CDC guidance. An individual is not required to produce medical documentation of the condition or disability, provided an employer may require such documentation from an employee in accordance with state and federal law.

b. Individuals under 6 years old.

c. Restaurant and bar patrons while eating or drinking. If a patron is not seated at his or her table or at the bar, a face covering is required.

d. In settings where it is not practicable or feasible to wear a face covering such as when receiving dental services, medical treatments, or while swimming.

e. Walking or exercising outdoors so long as physical separation of not less than six feet is maintained, or while walking or exercising outdoors with other members of the same household.

f. While actually engaged in exercising in a gym or other similar indoor facility so long as physical separation of not less than six feet is maintained and the individual wears a face covering at all times when not actually engaged in exercising.

g. The individual is actively participating in athletic practice, scrimmage, or competition that is permitted under a separate Department of Health order.

h. When an individual is in his or her work office, conference room, or other workspace not intended for use by the general public.

i. When inside a personal or commercial vehicle either parked or moving that is not a vehicle described in Section 1(c).

j. Individuals while acting in their official capacity as a public safety employee or emergency responder when wearing a face covering would interfere with or limit their ability to carry out their official duties or functions. These include peace officers, firefighters, and other public safety or emergency medical personnel that support public safety operations.

k. Individuals complying with the directions of public safety employees or emergency responders as described in 3(i).

Section 4. For the purposes of this Ordinance, "face covering" means a piece of cloth, fabric, or other material that fully covers the mouth and nose and that is secured with ear straps or otherwise tied so as to prevent slipping. A face covering may be factory-made or may be handmade and improvised from household materials. Face coverings include, but are not limited to, bandanas, scarfs, medical masks, and cloth masks; and also include respirators, N95 masks or other personal protective equipment that provides a higher level of protection than a face covering defined in this Section. A face covering shall be worn so as to cover the mouth and nose in compliance with the CDC's guidance on wearing face coverings.

Section 5. A violation of this Ordinance shall be governed and processed by the provisions set forth in Chapter 507 of the Oxford Code of Codified Ordinances titled: Administrative Ticketing, Code Compliance and Hearing. Whoever violates this Ordinance is subject to a civil penalty in the amount of $100.00.

Section 6. For the reasons set forth in the preamble hereof, the Council declares this Ordinance to be an emergency measure which shall take effect at the earliest possible date permitted by law and shall remain in effect during the pendency of State of Ohio Executive Order 2020-01D.

Mike Smith
MAYOR

ADOPTED: July 14, 2020

ATTEST: Mary Ann Eaton
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

A virtual meeting of the Oxford City Council was called to order by Mayor, Mike Smith on Tuesday, May 4, 2021 at 7:00 p.m. Members attending were William Snavely, Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu and Edna Southard.

Staff members participating were Doug Elliott, City Manager, Jessica Greene, Assistant City Manager, Mike Dreisbach, Service Director, Joe Newlin, Finance Director, John Jones, Police Chief, John Detherage, Fire Chief, Casey Wooddell, Parks and Recreation Director, Andrew Wilson, Technical Assistant, Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

ADJOURN TO EXECUTIVE SESSION

Mr. Snavely moved to adjourn to Executive Session immediately pursuant to Section 121.22(G)(1) of the Ohio Revised Code for the purpose of discussing appointments to Boards and Commissions. Mr. Ellerbe seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)

ADJOURN FROM EXECUTIVE SESSION

Mr. Snavely moved to adjourn from Executive Session at 7:27 p.m. Mr. Bracken seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)

APPROVAL OF AGENDA

Mr. Prytherch moved to approve the Agenda. Mr. Snavely seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)

PUBLIC PARTICIPATION

Proclamation – "TSD Employee Appreciation Week"

Mayor Smith read the Proclamation declaring the week of May 10, 2021 through May 14, 2021 as "Talawanda School District Employee Appreciation Week".

Mr. Jonathan James, thanked Mayor Smith and members of Council noting this Proclamation as stated is an effort he hopes many members of the community will be made aware of in an effort to show appreciation and gratitude to the 500 plus people who serve, teach, help, support and invest in the lives of our children and community families. Mr. James advised the past year and the past few months have been incredibly challenging as we have all navigated the realities of a global pandemic. Mr. James noted members of the Oxford Rotary and the Oxford Kiwanis Club have worked together in an effort to bring forth this Proclamation tonight. Mr. James advised next week they would join together to travel to each school building to provide a personalized gift of appreciation as well as a gift certificate to Spring Street Treats for each employee of the Talawanda School District. Mr. James noted the group was very appreciative of Dr. Ed Theroux and Holli Morrish of the Talawanda School District, Mary Ann Eaton for all of her assistance the Proclamation and the many members and board members of both Kiwanis and Rotary who have made this a reality.

Ms. Holli Morrish, advised the School District was grateful for the recognition noting it was awesome to have the Proclamation for next week to recognize all of Talawanda's staff for their very hard work during Covid-19 as it was a difficult year. Ms. Morrish advised she felt everyone had risen to the occasion and she was terribly appreciative and grateful that the employees are being recognized for that.

Mayor Smith thanked Ms. Morrish for her comments.

SCRC 2020-21 – End of Year Presentation – Emily McClary.

Ms. Emily McClary, Associated Student Government, Secretary for Off Campus Affairs, provided a PowerPoint and reported to Council on the activities of the Student Community Relations Commission during the 2020-2021 school year. Ms. McClary noted Conner Manley would replace her as the SCRC representative for the 2021-22 school year and advised he was excited to work with everyone.

Mr. Snavely congratulated Ms. McClary on a successful year and wished her good luck.

Mayor Smith noted it was a tough year and he appreciated all of the work of the commission.

APPOINTMENTS TO BOARDS AND COMMISSIONS

Mayor Smith advised Council would fill positions on the Comprehensive Plan Steering Committee noting Council had tough decisions to make as there were many good applications to choose from.

Mayor Smith encouraged those who were not selected to serve on the committee to come to the meetings and make a contribution.

Ms. Southard moved to nominate J.C. Rupel for the CIC, Carla Blackmar for OPTAB, Craig Bennett for the Recreation Board, Matt Arbuckle for the CRC, Chantel Raghu for the Environmental Commission, Chris Skoglind for the HAPC, Sherry Lind for the HAC, Shana Rosenberg for the Planning Commission, Steve Sullivan for PACO, Emily McClary for the SCRC, Mark Boardman for the Climate Action Steering Committee, Kim Daggy for Enjoy Oxford, Betsy Hope for the Oxford Community Foundation Needs Awareness Committee, Kelli Riggs for the Oxford Chamber of Commerce, Mike Everett for McCullough Hyde Memorial Hospital, Ed Theroux for the Talawanda School District, Amy Macechko for the Coalition for a Healthy Community, Randi Thomas, Miami University, Scott Walter, Miami University, Kate Rousmaniere, Oxford Township, Egan Kraan for the PCR&RC, David Prytherch and Mike Smith for City Council, youth representatives Michelle Miao, William Salzarulo, and Harrison Cradduck, and Connie McCarthy, Steve Dana and William Hazleton for citizens at large. Ms. Southard thanked everyone for their willingness to serve. Mr. Snavely seconded. The nominations were approved by the following roll call:

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

NAY: None (0)

ABS: None (0)

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

Report regarding the April 13, 2021 Planning Commission Meeting. (Sam Perry, Community Development Director)

Report regarding the April 14, 2021 Historic and Architectural Preservation Commission Meeting. (Sam Perry, Community Development Director)

Report regarding the April 21, 2021 Board of Zoning Appeals Meeting. (Sam Perry, Community Development Director)

A Resolution authorizing the City Manager to enter into an agreement with Capital Electric Line Builders to supply and install the necessary equipment to replace a damaged traffic signal support pole and mast arm at the intersection of Chestnut Street and Locust Street in the City of Oxford, Ohio, at a cost not to exceed $29,670.00. (Mike Dreisbach, Service Director)

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

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

NAY: None (0)

ABS: None (0)

RESOLUTIONS

RESOLUTION
REJECT VOTER
SUPRESSION LAWS

A Resolution No. 7293 of Council calling upon the Ohio Legislature to reject voter suppression laws proposed to limit ballot boxes to one per county and to shorten early voting. (Chantel Raghu, Councilor)

Ms. Raghu advised she provided a substitute Resolution for the one appearing in the agenda noting the Representative's name was removed and the proposal was still morphing to shorten the number of early voting days.

Ms. Raghu moved to substitute the current Resolution into this evening's agenda. Mr. Snavely seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)

The following e-comments were received prior to the meeting:

Comments submitted on Friday, April 30, 2021 - 9:25am:

- **Name**: Kelsey Snyder
- **Address**: 624 Brookview Ct
- **Email Address**:
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Voter suppression laws
- **Comments**:

I've long been proud to say that while Ohioans may differ in our politics, we have agreed upon the need for accessibility of the vote. One of the best ways we have achieved this is through our responsible early voting possibilities. To infringe on what has been the standard my entire life would be an insult to all that Ohio has grown to stand for. Comments submitted on Friday, April 30, 2021 - 10:11am:

- **Name**: Mary Bausano
- **Address**: 114 HILLTOP RD
- **Email Address**: bausanmo@miamioh.edu
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Voter supression law resolution
- **Comments**:

I add my voice to the many who support the resolution to urge state legislators to reject ANY law aimed at voter suppression. We should all be making it easier to vote, not harder.

- **Position**: Support

Comments submitted on Friday, April 30, 2021 - 11:32am:

- **Name**: Brandon Humphrey
- **Address**: 609 Ogden Ct
- **Email Address**: bhumphrey1993@gmail.com
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: 5.1. A Resolution of Council calling upon the Ohio Legislature to reject voter suppression laws . . .
- **Comments**:

I write in support of this resolution. I couldn't have laid out my arguments better than the preamble of this resolution does. These voter suppression laws are dangerous and cynical, and they MUST be opposed. This should not be a partisan issue! Please use the collective voice of City Council to amplify the voices of the Oxford community. Your constituents -- be they the liberal voters whose voices these laws are intended to silence or the older adults who are largely collateral damage -- will thank you. Thank you for your time, and a special thanks to Councilor Raghu for introducing this resolution.

- **Position**: Support

Comments submitted on Friday, April 30, 2021 - 5:26pm:

- **Name**: Marsha and Terry Williamson
- **Address**: 614 David Dr.
- **Email Address**: marshawilliamson@msn.com
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Resolution to reject voter suppression
- **Comments**:

We support Chantel Raghu's proposal that state legislators reject policies designed to suppress or limit voting. Voting should be made more accessible to all citizens (not suppressed) in order for our democracy to survive.

Comments submitted on Tuesday, May 4, 2021 - 12:51pm:

- **Name**: Sandra Drewes
- **Address**: 477 White Oak Drive
- **Email Address**: drewess@miamioh.edu
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Resolution of Council Regarding Voting Rights
- **Comments**:

I am writing in strong support of the Resolution of Council regarding protection of voting rights in the State of Ohio. I thank Chantel Raghu for bringing forth concern for the attempt of the Ohio Legislature to reduce days to vote and limit the number of ballot boxes to one per county. As OUR governmental body in Oxford, I hope the members of City Council will join Ms Raghu in formally opposing any effort now or in the future that limits or restricts the voting rights for the people of Oxford.

- **Position**: Support

Ms. Amy Shaiman, 11 Heather Ridge Court, advised she was speaking on behalf of herself and her family. Ms. Shaiman thanked Councilor Raghu for bringing the proposed Resolution forward and spoke in favor of it.

Ms. Jenny Fisher, League of Women Voters, read the following into the record on behalf of the league: "Our league has been actively advocating for voter rights in our community since 1954. Last spring we were pressing the Butler County Board of Elections on accountability for 318 mail-in ballots that were unable to be counted during the primary election. These ballots were mailed on time but misplaced by the United States Postal Service. In accordance with Ohio law these ballots were not counted and the identities of the voters were never released. We need to continue to advocate for support and funding of the Postal Service but the reliability and the consistency that they have demonstrated for decades may continue to be impacted by the lack of resources and political pressure. It is unwise of the Ohio State Legislature to lock-in any policies that may hurt Ohio voters in the future, especially in regard to voting. In the summer and fall of 2020 we were advocating for an official Butler County Board of Elections drop box to be installed in our community. As you know our city is a 45 minute drive to our Board of Elections. If an official drop box was installed inside of our library or inside of our City Hall could this benefit our community? Would this be safe at night? There was a lot of discussions on ballot drop boxes in 2020 but they are not a new concept. There are communities in this country that currently rely on them for the implementation of their elections. We see no reason that Ohio should be limited to one drop box per county when there are so many secure drop box solutions that have been implemented across the country. Ohio can benefit from these solutions. Each year elections are securely implemented in our community and locally we have an adequate number of polling locations. Here in Oxford, we have short wait times.

The State and the Board of Elections are under a lot of stress to get enough poll workers to successfully implement elections. Poll workers are asked to work very long hours, 15 hours in one day for not much pay. As an organization that encourages poll workers to give their time to support our local elections, to support a democracy, we witness a staffing crunch that the Board of Elections continues to battle. Solutions that allow voters to cast ballots in advance of Election Day can ease some of the strain. According to the Ohio Secretary of State, 59% of the ballots cast in the November 2020 election were cast prior to Election Day. We want to give a thank-you to Council member Raghu for introducing this Resolution to our state legislature and our league supports advocacy for more drop boxes as well as convenient early voting hours.

Ms. Kathy Brinkman, 404 Emerald Woods Drive, thanked Councilor Raghu for introducing the proposed Resolution and spoke in favor of it. Ms. Brinkman also provided her perspective on proposed election law modernization and reform bills and advised she was against the reduction of early voting days and limiting ballot drop boxes to one per county.

Ms. Raghu advised the goals of voting should always be 100% voter turnout noting even though we had a lot more people than we ever had vote during the past election it by no means was the highest voter turnout. Ms. Raghu stated she felt we should always look at what evidence there is to encourage voter turnout. Ms. Raghu advised the things being proposed are very clearly meant to suppress the votes. Ms. Raghu noted her hope with the proposed Resolution this evening and with other cities joining in too, that collectively Council can use their voice to try to stop this before it gets included.

Mr. Snavely advised he supported the proposed Resolution 100% and thanked Ms. Raghu for bringing it forward. Mr. Snavely noted friendly amendments as follows: in the first paragraph "antithesis" should be "antithetical". In the second paragraph "poling" should be "polling", “casted" should be "cast" and the word "that" should be stricken. In the third paragraph, "increase" should be "increases". Mr. Snavely noted he felt movements to try to restrict what it means to be a democracy in the U.S. is maddening and citizens should not put up with it.

Ms. Southard thanked Ms. Raghu for bringing the proposed Resolution forward and noted her hope with people working together change could come about. Ms. Southard advised the League of Women voters has long been active in helping people get out to vote on a non-partisan basis. Ms. Southard noted during the last election the Senior Center provided vans to transport people to the polls although she felt even that was not enough as the goal was to have as many people as possible vote and everyone's vote should count in this democracy and in this country.

Mr. Prytherch thanked Ms. Raghu for bringing the proposed Resolution forward and thanked the League of Women voters for their support. Mr. Prytherch noted he felt a person should not have to own a car to participate in our democracy. Mr. Prytherch advised the polling places in Oxford are not particularly accessible to where the majority of voters in town live. Mr. Prytherch advised he felt democracy works better when more people participate.

Mr. Ellerbe referred to voting laws and noted he heard a lot of people say there are not any systemic issues in America yet for whatever reason a lot of laws are being proposed and he was not sure why. Mr. Ellerbe advised the State of Utah has ideal voting laws noting they changed their voting laws this year as a result of the past election. Mr. Ellerbe advised he agrees with the proposed Resolution and noted his hope it carried enough weight to deal with the bill in the Ohio Legislature.

Mayor Smith agreed with all of Council's comments and noted his hope the proposed Resolution will carry some weight in Columbus as he expected better from the State of Ohio.

Mr. Prytherch moved to adopt Resolution No. 7293. Ms. Raghu seconded. The Resolution was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

ORDINANCES
FIRST READING

ORDINANCE
AMENDING ORDINANCE NO. 579

An Ordinance No. 3620 Amending Ordinance No. 3579 By Prohibiting Mass Gatherings Indoors Of More Than Ten (10) Non-Household Members Within The City Of Oxford, Ohio, To Limit The Spread Of COVID-19, And Declaring An Emergency. (Doug Elliott, City Manager)

Mr. Elliott advised presently the City's mass gathering Ordinance restricts both indoor and outdoor gatherings to ten guests noting the Ordinance before Council proposes to exclude outdoor gatherings. Mr. Elliott noted the risk of Covid-19 spreading outdoors is considerably less than indoor gatherings. Mr. Elliott advised the Ohio Department of Health has rescinded the State Order for outdoor gatherings and he believed the City should follow the lead of the Ohio Department of Health and the CDC. Mr. Elliott noted social distancing is still recommended and face coverings are required in certain situations. Mr. Elliott recommended Council's adoption of the proposed Ordinance.

Ms. Patricia Talbot, 212 Wilber Avenue, thanked Council for making Oxford a safe and welcoming home for those who call Oxford home. Ms. Talbot advised she and her husband were Miami University alumni as well as her 4 children noting her 4th child to graduate from Miami will officially graduate May 14th from the nursing school. Ms. Talbot advised Oxford is home to so many students and alumni and she was grateful to the City for welcoming her family to the Oxford community over the years. Ms. Talbot noted her hope all could celebrate graduation weekend together outside with no restrictions.

Mr. Prytherch noted he was an advocate of the mass gathering Ordinance adopted last August and advised he was proud of what the City has done with the mass gathering Ordinance and that it was enforced. Mr. Prytherch noted he felt the ordinance helped to keep the Oxford and Miami community safe and it helped Miami have a relatively safe semester. Mr. Prytherch advised with the rates of vaccination and with what we have learned about the risks, he felt it was a wise move to exclude outdoor gatherings.

Mr. Bracken noted he agreed that outdoors was much safer although he was concerned there was not much to stop people from starting outdoors and then going indoors. Mr. Bracken advised he did not feel the Ordinance should be amended until the students leave Oxford.

Ms. Southard advised she felt the only reason this is even possible is because it is springtime and people can be distanced outside. Ms. Southard noted her hope people will take the recommendation for social distancing and wearing face coverings seriously.

Ms. Raghu inquired if any public comments (e-comments) were received by the City. Mr. Elliott advised there was one from Ms. Talbot.

Mr. Snavely advised he wanted to incentivize people to be outside instead of hiding inside noting he would likely support the proposed amendment.

Mr. Bracken advised he understood both sides and noted he just wanted to keep everyone safe.

Mayor Smith advised he thought long and hard about the amendment and he agreed with Mr. Snavely that Council should incentivize people to gather outdoors. Mayor Smith noted all but one of Miami's commencements would take place outdoors and would be very spread out. Mayor Smith advised the infection rate among Miami students was very low with the last numbers being less than 1%. Mayor Smith noted he was willing to support the proposed amendment.

Mr. Prytherch moved to adopt Ordinance No. 3620. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Mayor Smith (6)

NAY: Mr. Bracken (1)

ABS: None (0)

ORDINANCE
REPEALING ORDINANCE NO. 3573

An Ordinance Repealing Ordinance No. 3573 Adopted July 14, 2020 Requiring Face Coverings In Any Public Space Within The City Of Oxford, Ohio, To Limit The Spread Of COVID-19 And Declaring An Emergency. (Doug Elliott, City Manager)

The following e-comments were received prior to the meeting:

I understand that council is considering dropping the mask requirement immediately. While I am supportive of a return to normalcy, it seems hasty to drop the restriction while Miami students are still in residency. There will be an influx of people for graduation weekend and this is an opportunity to spread the virus. Why not wait until after the students are gone and then remove the restriction? The masks are a reminder that the virus is still around and it would be easier and safer to continue the use of masks. Betty Rogers
Comments submitted on Monday, May 3, 2021 - 11:28am:

- **Name**: Deborah Lyons
- **Address**: 326 West Withrow St. Apt. 1
- **Email Address**: basilissa1@gmail.com
- **Meeting Date**: Mon, 05/03/2021
- **Agenda Item**: Lifting the Mask Requirement -- Terrible Idea!
- **Comments**:

Lifting the mask requirement right before the influx of thousands of visitors for Miami graduation seems to me the height of folly. While not all will follow the requirement, and I do not support aggressive policing measures to insure that they do, the mere lifting of the rule will signal -- especially to new graduates in a festive mood -- that they no longer need to take precautions. Although it happens rarely, even the fully vaccinated can still get fairly sick with Covid -- as a colleague of mine recently discovered. Butler County is still listed as at high risk so this is no time to be pouring more fuel on the fire!

- **Position**: Oppose

Comments submitted on Monday, May 3, 2021 - 11:54am:

- **Name**: Carole Katz
- **Address**: 214 W. Withrow Street
- **Email Address**: ckatz@one.net
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Repeal of Ordinance No. 3573 (face coverings)
- **Comments**:

I welcome the City's review of the COVID situation, BUT I do not support repealing face mask ordinance, especially since thousands of people will be coming in to Oxford in a few weeks for Miami's spring graduation. The completed vaccination rate in Butler County as of yesterday was 33%, not even close to what's needed to provide any kind of community immunity, and while we've dropped to a lower level on the COVID threat scale, other areas of Ohio (where many graduation guests will come from) have not. We know enough about COVID transmission now to understand that masks greatly reduce the risk. And while it's true that being outdoors is safer than being in confined spaces, Miami's graduation presents a particular risk, with so many people coming together in crowded circumstances.

The CDC says, "Masks work best when everyone wears one." They also advise people to check for local mask mandates, and to follow those if they exist. This seems pretty straightforward. I understand that it may be inconvenient and frustrating for residents and out-of-town guests to have to continue to wear masks, but for the safety of our townspeople, I strongly urge you to keep this ordinance in place until we achieve a stronger level of protection against the virus in our community. I for one do not want to have to spend another year in isolation because some people don't like wearing masks and so cause spread of COVID variants through Oxford.

If you haven't seen it yet, please check out this NY Times article: https://www.nytimes.com/2021/05/03/health/covid-herd-immunity-vaccine.html. I thinks it speaks to the concept of maintaining as much protection as possible, by increasing vaccination rates AND by wearing masks.

I urge you not to give in to pressure to repeal the face mask ordinance. Please keep Oxford as protected as possible.

Thank you.

- **Position**: Opposed

Comments submitted on Monday, May 3, 2021 - 12:00pm:

- **Name**: Nicole Thesz
- **Address**: 16 Fox Run Circle
- **Email Address**: theszn@miamioh.edu
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Removing Mask Mandate
- **Comments**:

I have heard that the city council is considering removing the mask mandate uptown, and am very concerned about the public health effects of this, not to mention the message this measure would send. As it is, students are not complying very well, but to reward this behavior (especially before graduation parties) will have the effect of making students think that such mandates are unnecessary or optional. This may have negative effects on behavior in the fall, too. Moreover, the fact that guests will be visiting from out of town and out of state simply multiplies the risk of covid cases and variants spreading in Oxford. Thank you for your consideration.

- **Position**: Oppose

Comments submitted on Monday, May 3, 2021 - 12:44pm:

- **Name**: Brandon Ney
- **Address**: 319 west withrow street
- **Email Address**: brandon.ney@gmail.com
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Mask mandate

- **Comments**:

I can't imagine the motivation for removing the mask mandate before exactly the kind of public event a mask mandate is intended to protect the public during. Graduation weekend, even last year's, exhibits a population swell in Oxford of people from all over the world. These people are likely going to have a hard enough time wearing a mask for their own protection, much less for the public health. Repealing the mask mandate before graduation weekend is to publicly condone a slow-motion super spreader event in Oxford. Ya like variants? Cause this is how you get variants.

- **Position**: Neutral

Comments submitted on Monday, May 3, 2021 - 1:03pm:

- **Name**: Erika Nelson
- **Address**: 5508 Brown Road
- **Email Address**: erika.d.nelson@gmail.com
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Mask Mandate, City of Oxford
- **Comments**:

Hello everyone! I an writing to express my concern over the proposed lifting of the mask mandate in advance of the Miami University graduation later this month. We have all worked so hard and have been careful for so long...please don't encourage people to let down their guard now! Miami has spread the event out over several days in order to protect participants, and would hate to see this become a 'super-spreader-event' as part of the memories. Thousands of people will be traveling in from out of town, and then returning to their communities. It is not fair to them, or the local residents, to take such a risk. True, not everyone 'obeys' the mandate, but even if 50% of people take it seriously, it is better than a free-for-all.
Thanks for keeping our vulnerable residents (and restaurant and bar workers!) safe for this month and into the summer. Comments submitted on Monday, May 3, 2021 - 1:11pm:

- **Name**: Keith Gelber
- **Address**: 5115 Bonham rd
- **Email Address**: kgelber@hotmail.com
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Mask mandate
- **Comments**:

I was shocked to hear about Oxford removing the mask mandate before graduation. We are still in the midst of a pandemic and with many people refusing vaccinations, we know there will be an increased threat of Covid in Oxford during graduation due to increased population. I am 100% against the idea of removing the mandate and will be watching the decisions made by the city council to see if they are more supportive of community health or Miami graduation events.

- **Position**: Oppose

Comments submitted on Monday, May 3, 2021 - 3:23pm:

- **Name**: Jennifer Gelber
- **Address**: 5115 Bonham Road
- **Email Address**: jennyzambia@gmail.com
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: proposal to repeal Ordinance 3573 (facial coverings)
- **Comments**:

Honorable Councilmembers, I urge you NOT to repeal Ordinance 3573 requiring facial coverings be worn within City of Oxford limits. While the Director of Ohio's Dept. of Health has issued guidance on wearing masks, if the City repeals this Ordinance, you won't have any way to enforce it. The State's guidance relies on County Health Departments and County Sheriff's office for enforcement. Both the Butler County Health Department and the Butler County Sheriff's office have stated they won't enforce any state orders or mandate related to coronavirus.

If there is confusion among residents, instead of repealing Ord. 3573, the City could choose to amend the ordinance to match the guidance coming from the State level. At least that way you can still enforce it. If you repeal it now you put the community at risk with Miami graduation coming up, which will bring outsiders to our community.

I'm fully vaccinated but CDC guidance says I can still catch COVID, and still spread it, therefore I still wear a mask in public in order to do my part to stop community spread. While the spread has slowed, it hasn't stopped. Masks are as important as ever to slow the spread - perhaps even more so with all the distrust of getting a vaccine.

- **Position**: Opposed

Comments submitted on Monday, May 3, 2021 - 4:53pm:

- **Name**: Michele Ittel
- **Address**: 7553 Jones Rd
- **Email Address**: micheleittel@gmail.com
- **Meeting Date**: Mon, 05/03/2021
- **Agenda Item**: Mask mandates
- **Comments**:

I do most of my living inside the Oxford Community. I gather with friends, and eat in restaurants, and love going to the farmer's market. I feel lifting mask mandates will drive many of us back into our homes in quarantine. We are fully vaccinated but we do not feel safe in large crowds and/or around unmasked people. The virus continues to mutate into variants and sadly, not enough vaccines went into arms. I do hope you want to see Oxford area residents coming back into town as we have done. Today, I visited three businesses and plan to have dinner at Hueston Woods lodge this evening. This is huge as my husband and I quarantined for a year and two weeks until we both were fully vaccinated. You will drive us out of town lifting mask mandates at this time and this idea makes me very sad. I hope to continue enjoying Oxford, especially this summer.

I really miss being around people and a mask is a small inconvenience a best. Thank you for your consideration.

Comments submitted on Tuesday, May 4, 2021 - 11:58am:

- **Name**: Heidi Schran
- **Address**: 319 W Withrow St
- **Email Address**: hschran@gmail.com
- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: First Reading on the lifting of the ordinances for mass gatherings and face coverings
- **Comments**:

I am a high school teacher at THS and chaperoned at the prom this past weekend. Over 250 students attended, all wearing masks. It was wonderful to see them all celebrating and getting to experience a sense of normalcy in a safe manner.
I KNOW that enforcing these rules is not easy- I spend my days reminding students at the high school to wear their masks correctly. But I am the adult in the room, so I keep doing it. By having a mask mandate and ordinances against large gatherings, the City of Oxford has been "the adult in the room". To lift these regulations just before graduation would be massively irresponsible.
We are in the middle of a pandemic (just look at India to see what could happen if we allow people to think prematurely that it is over). If we all do our job well, no one will know. There won't be another wave and people will say that we should have opened up more. But that only means that we were successful.
Healthy Together does not mean that Miami's Graduation becomes a super-spreader event. It means it never had a chance to.
Those responsible high school students that were at the prom last weekend, following the rules, wearing their masks... they will be the people working at all of the businesses in town on graduation weekend once the undergraduates leave and the graduates celebrate with their families. They have not yet had a chance to be fully vaccinated. What message is sent if we put them at risk by lifting the ordinances that would help protect them?
Who would be served if these ordinances are lifted?
I ask that we do our best to serve the public good and hold the Miami Graduates and their families to the same standards as everyone else. Please keep the requirement for face coverings and limit gatherings to no more than ten until after graduation weekend.
Thank you.
And many thanks for "Talawanda School District Employee Appreciation Day".

- **Position**: Opposed

Comments submitted on Tuesday, May 4, 2021 - 5:28pm:

- **Name**: Alex French
- **Address**: 5431 Hester Road
- **Email Address**: amintorcio@gmail.com

- **Meeting Date**: Tue, 05/04/2021
- **Agenda Item**: Ordinance Repealing Ordinance No. 3573
- **Comments**:

I do not support repealing the mask mandate prior to graduation weekend. Miami is going ahead with in-person commencement ceremonies the weekend of May 15th. Further, they are allowing each student to have 6 people in attendance, meaning that for every student who moves out of a dorm or apartment, 5 (if not more) additional people are arriving to attend graduation. Graduation weekend also brings an influx in foot traffic Uptown. People looking in our shops and eating in our restaurants means longer lines and increased sidewalk crowds - making social distancing much more difficult.

By repealing the mask mandate, we are signaling that we are not prioritizing the safety of our permanent residents or the employees of our businesses. Our mandate will encourage the new arrivals to think twice before they ditch their mask - and if even a small percent of people mask up who otherwise wouldn't, that has significant impact on the health and safety of our community.

- **Position**: Oppose

Mr. Elliott recommended the proposed Ordinance be tabled noting he felt it was more appropriate to consider it at the next meeting when the majority of Miami University students will have left Oxford.

Mr. Snavely moved to table the proposed Ordinance. Mr. Prytherch seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)

Second Reading – None.

ANNOUNCEMENTS

Mr. Elliott thanked Council for their support in amending the mass gathering Ordinance noting this has been a difficult year for everyone and we were not out of the woods yet. Mr. Elliott thanked Council, City staff, Miami University and all of the community organizations for the excellent job they did this school year and advised he was proud of the City and what it was able to accomplish.

Mr. Elliott discussed the City's potential income tax revenue loss pending some proposals by the state legislature.

Mr. Elliott advised he and Chief Jones attended a Work Session of the County Commissioners regarding the consolidated dispatch services for Butler County and noted he felt the City of Oxford was paying more than its fair share because several villages and townships were not contributing. Mr. Elliott noted the commissioners were addressing the issue although there was not a final solution yet.

Chief Jones advised the 2021 Citizens Police Academy wrapped up last month noting it was a trying year to have one. Chief Jones thanked Councilor Bracken for attending the academy as well as Hannah Stohry from the Police Community Relations & Review Commission and 13 other citizens. Chief Jones noted it was great to get back to doing some community outreach even though it was scaled down from previous years due to Covid-19. Chief Jones thanked Officer Wagers and Lt. Fening who helped facilitate the program.

Mr. Newlin reminded everyone the due date for filing taxes this year has been extended to May 17, 2021.

Mr. Wooddell noted the aquatic center would open in 25 days and advised he felt the Parks and Recreation Department operated the facility very safely last summer and they would do the same this year.

Mr. Wooddell advised the Epic Cup Soccer Tournament was held last weekend and would be held again this weekend at the Oxford Community Park noting 100 teams participate each weekend.

Mr. Wooddell thanked the Lions Club and the Rotary Club noting they donated money again this season to allow OPRD to offer free swimming lessons and free life guard certification courses at the aquatic center.

Ms. Greene advised she was conducting listening sessions regarding the American Rescue Plan funds to learn how the public may wish the funds to be used. Ms. Greene noted a session was held with the non-profit providers and one would be held next week with business providers. Ms. Greene advised there was also an open community survey and encouraged citizens to share their thoughts.

Ms. Greene advised staff was researching with community partners how to provide mobile vaccine clinics and possibly using incentives to promote it. Ms. Greene noted her hope to have a proposal for Council soon.

Ms. Greene advised staff was also researching what public meetings will look like once they are being held in person noting there were a lot of unknowns at this point especially with regard to virtual participation.

Ms. Greene referred to Town/Gown initiatives noting she is working very closely with the Miami University President's Office on a variety of topics including the College@Elm building, Amtrak and the Oxford Area Trail. Ms. Greene advised Miami University recently committed to providing matching funds for Phase III of the trail.

Ms. Greene noted there has been a very open line of communication between the City and Miami University during this very challenging year.

Mr. Conard advised he did not feel it was necessarily the year to conduct a Charter Review and suggested at a later date Council may want to consider adding language in the Charter to address a State of Emergency.

Ms. Raghu thanked Ms. Greene for the update on the American Rescue Plan process noting she felt it was important to get as much input as possible.

Ms. Raghu advised she ran for Council because she wanted to live in a town that was really clean, equitable and thriving noting from a moral standpoint she wanted to know that the people she lives down the street from feel like they are not going to get evicted. Ms. Raghu advised she wanted to know that they can have access to permanent housing. Ms. Raghu noted she wanted more things to do in town and she wanted to know as a 35 year old person that there are things to do and that Oxford is thriving which she felt Oxford can not do without a permanent year-round residents. Ms. Raghu inquired with Oxford's biggest employer paying half of their staff less than $40,000 what can Council do to make sure those who work here can also live here so our economy can thrive and so people do not have to commute from far away. Ms. Raghu noted she felt Covid-19 exposed all of Oxford's societal problems and lit them on fire and Oxford's housing problem is even bigger now. Ms. Raghu advised she strongly hoped Council will do whatever it takes to actually try to make housing available for everyone. Ms. Raghu noted her hope going forward Council can do what it takes to invest the Rescue Plan money and not throw it away or just spend it.

Mr. Ellerbe noted he felt we could see light at the end of the tunnel after dealing with a difficult year and commended City staff for doing a fantastic job of getting the City through and setting examples of how to do some things not only in the state but in the country. Mr. Ellerbe advised Oxford has a very large gathering in front of it and should not lose sight of making sure everyone in town stays safe. Mr. Ellerbe noted once graduation is over he looked forward to all of the good things the City did last year to get the residents of Oxford out and interacting with the businesses and with each other. Mr. Ellerbe advised he hoped graduation weekend would be uneventful and that everyone has a safe and respectful time.

Mr. Snavely advised many people in Oxford do not have computers or the ability to participate in Zoom meetings. Mr. Snavely noted he served on two other boards/committees that are now meeting in person. Mr. Snavely inquired what Council's plans were moving forward noting he felt fairly comfortable meeting in person. Mr. Snavely advised he felt Council should discuss meeting in person so people can attend in person noting perhaps there could be a mechanism for people via computer who cannot attend in person.

Ms. Southard advised she was suprised recently by a comment made by someone who works at the university who had never heard the term town/gown. Ms. Southard noted town/gown was a phrase Council used all the time and she felt Covid-19 has frayed the town/gown relations somewhat. Ms. Southard advised Council looks forward to better connections between the university, City and community.

Ms. Southard noted the International Town/Gown Association has met for many years and the Ohio Town/Gown Association was formed a few years ago and has met in Lima, Ohio and in Oxford. Ms. Southard advised a number of meetings have been held to deal with the various problems that university towns have. Ms. Southard noted she felt this was something Council needs to continue to work on.

Mr. Prytherch noted it was nice to vote on loosening some of the restrictions Council adopted locally almost a year ago when faced with a crisis. Mr. Prytherch advised none of Council when they ran for Council thought this would be a crisis and none of the people who were employed by Miami University thought 2020 and 2021 would be dedicated to this issue. Mr. Prytherch noted he was proud of what we have done and how we have managed the crisis. Mr. Prytherch advised as much as he was happy to loosen the outdoor gathering restrictions he was happy to table the mask ordinance as he felt we were not ready for that yet.

Mr. Prytherch advised we do face another crisis and noted there is an observatory on top of Mauna Loa that measures the carbon dioxide in the atmosphere and it peaked at the highest number ever recently. Mr. Prytherch noted as we pass through pandemic we are going to face perhaps a much greater crisis locally and globally. Mr. Prytherch advised at the May 18 Council meeting the Climate Action Steering Committee will share with everyone some of the work they have been doing.

Mr. Bracken suggested for the families coming into town for graduation that the celebrations be held at Hueston Woods, the Leonard Howell Park or the Oxford Community Park rather than at the private residences. Mr. Bracken noted then there is no chance for indoor gathering and there is much more room to spread out in a park. Mr. Bracken highly recommended everyone get vaccinated before they come to Oxford.

Mr. Bracken advised he too looked forward to opening up events again especially outdoors.

Mayor Smith noted the Coalition for a Healthy Community held a "drug take back" recently and set a new record by collecting 202 pounds of un-needed medication.

Mayor Smith advised the ShareFest event would take place May 13-19 noting items can be dropped off at the Chestnut Fields parking lot. Mayor Smith encouraged anyone wishing to volunteer to visit www.sharefestoxford.org to sign up.

Mayor Smith advised he would like Council to return to in person meetings in June as long as the Covid-19 numbers keep dropping.

Mayor Smith advised 2 years ago he had the opportunity to attend the Town/Gown conference at Kent State University and noted today is the 51st anniversary of four students losing their lives on that campus and we should never forget that.

ADJOURN

Mr. Snavely moved to adjourn at 8:46 p.m. Ms. Southard seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Mary Ann Eaton
DATE PREPARED:	May 14 2021
COUNCIL MEETING DATE:	May 18, 2021
AGENDA TITLE:	Authorizing use of Lot 52
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5-14-21

DISCUSSION:

The attached request is for the use of a portion of Lot 52 for the operation of the Tuesday Farmers Market.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE THE SOUTH SIDE OF LOT 52 EACH TUESDAY FROM 3:00 P.M. TO 8:00 P.M. TO PERMIT THE OPERATION OF THE TUESDAY FARMERS MARKET WITHIN LOT 52 FROM MAY OF 2021 THROUGH MAY OF 2022.

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

WHEREAS, Council has determined it would be beneficial for the City to permit the Farmers Market to operate in the south side of Lot 52 on Tuesdays and that the closure of the south side of Lot 52 between the hours of 3:00 p.m. and 8:00 p.m. is required to permit this operation; and

WHEREAS, the City Manger recommends Council authorize the closure of the south side of Lot 52 each Tuesday from 3:00 p.m. to 8:00 p.m. to permit the operation of the Tuesday Farmers Market within Lot 52 from May of 2021 through May of 2022.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the closure of the south side of Lot 52 each Tuesday from 3:00 p.m. to 8:00 p.m. to permit the operation of the Tuesday Farmers Market within Lot 52 from May of 2021 through May of 2022.

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Public Health Butler County General Health District
Butler County Health Department notified

[redacted]

[redacted]

CITY OF OXFORD

☐ REQUEST FOR PUBLIC PARK PERMIT

☒ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 05 / 10 / 21 through 05 / 10 / 22 **From:** 03:00 PM **To:** 08:00 PM

Today's Date: 05 / 10 / 21 ☐ Emergency Utility Repair *(check box, if applicable)*

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

Responsible Adult:
(18 years of age or older)* Larry Slocum
Address: 803 Morman Road
Hamilton, OH 45013
Telephone: 513-505-5238
Cellular:
Fax:
Email: info@oxfordfarmersmarket.com

** Person in charge - Primary contact*

Organization: Oxford Farmers Market Uptown Association
Advisor: Larry Slocum, Market Manager
Address: PO Box 691
Oxford, OH 45056
Telephone: 513-505-5238
Cellular:
Fax:
Email: info@oxfordfarmersmarket.com
Non-Profit: ☒ Yes ☐ No

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – *Contact 523-6314 to confirm date(s)*
- Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☒ Other: Close E Park Place to meter #646 in front of Yum Yum's. And surrounding sidewalk of open grass area

TITLE OF EVENT (be specific and include projected attendance)

Tuesday Farmers Market

Projected Attendance: 150 Has this event been held previously? ☒ Yes ☐ No If "YES", when? Last year at T

Will food, goods, services or merchandise be sold at the event? ☒ Yes ☐ No
If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

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

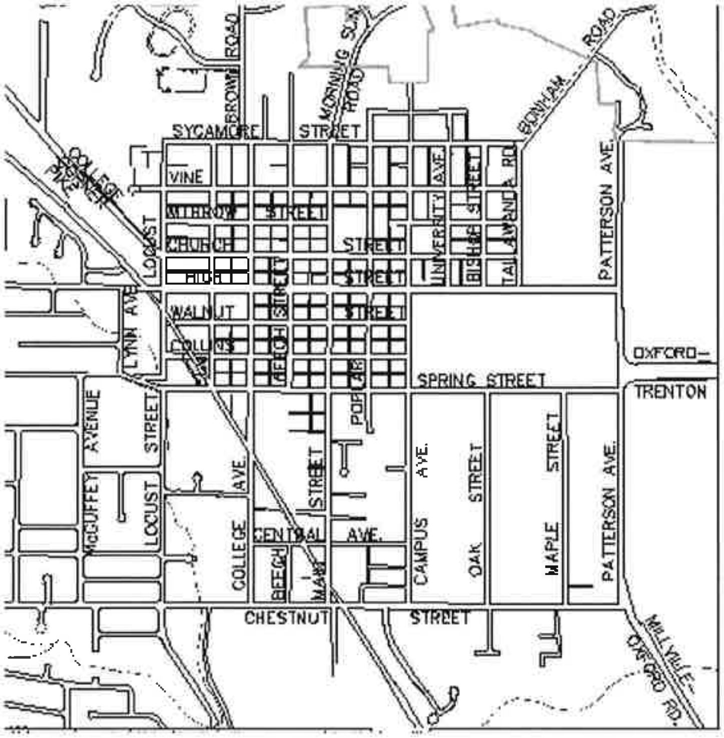
Applicant's Signature: Larry J Slocum Date: 05 / 10 / 2021

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

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

Due to the Covid-19 Pandemic the status and/or stipulations of a permit may change based upon State of Ohio and/or City of Oxford guidelines.

Note
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

Requesting 18 spots on South side of Lot 52 for the Tuesday evening market.
OFM staff can install no parking signs. Requesting adjustment of fees from $10/per spot per week to $250 per year
for the Tuesday use of the lot.

Additional Requests:
(Include details in narrative)

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

**Generally the responsibility of the applicant.*

Time Details

	Start	End
Setup		
Event		
Breakdown		

Rev. 1/19

CITY OF OXFORD

HOME OF MIAMI UNIVERSITY

Stipulations and Fees

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

RIGHT-OF-WAY

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

1. **Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.**
2.

Area shall be cleaned at the end of each day

3.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The applicant is responsible for cleanup. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.

2 e

3

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

additional insured for events with live animals or inflated play structures with a minimum of $1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	$1.00/ea.
Metered Parking	$10.00/ea
Trash Boxes	$5.00/ea.
Personnel	
Police Officer(s)	Contact OPD
Street Dept. Personnel	$25.00/hr
Electrician	$100.00
Park & Rec Personnel	Contact OPRD
Road Closures	
Main Street	$135.00**
US 27 Detour	$135.00**
***Includes labor*	
Sports Fields/Gazebo	
Contact OPRD – 523-6314	

APPLICANT'S ASSURANCE

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

Larry J. Slocum

Applicant's Signature

Date: 05 / 10 / 21

CITY USE ONLY

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

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

Pre-Meeting (if applicable): Reviewed with ____________________ on ______________.

Reviewer(s): ______________________________ ______________________________

APPROVAL SECTION (with conditions)

Police Chief: ☐ Approved ☐ Not Approved _____/________

Fire Chief: ☐ Approved ☐ Not Approved _____/________

Service Director: ☐ Approved ☐ Not Approved _____/________

Recreation Director: ☐ Approved ☐ Not Approved _____/________

City Manager: ☐ Approved ☐ Not Approved

______________________________ Date: ____________________
City Manager's Signature

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

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

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

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

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

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

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

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Division of Police
PREPARED BY:	Lt. Geoffrey W. Robinson
DATE PREPARED:	10 MAY 2021
COUNCIL MEETING DATE:	18 MAY 2021
AGENDA TITLE:	Authorization to enter a contract with AXON Enterprise, INC. for the purchase of 28 Body Worn Cameras, docking equipment, data storage, software licensing and support for the police division.
BUDGETED AMOUNT:	$40,000 – Year 1
ACCOUNT CODE:	110.110.52340
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5-14-21

DISCUSSION:

In August 2017 the Division of Police entered into a contract with Safariland /VieVu to purchase Body Worn Cameras (BWCs) , associated equipment, data storage and support. That contract expired in September 2020. The division has been operating on a month-to-month basis for the previous 8 months to maintain our Body Worn Camera program.

The Division was notified in early 2018 that AXON Enterprise, INC. purchased the VieVu brand from Safariland. In September 2019 the Division was notified that the VieVu LE 5 Lite camera we use would no longer be supported by AXON and a migration to their platform with new technology would be necessary. Preliminary discussions with AXON Enterprises, INC. indicated that a similar platform to that of VieVu would cost approximately $40,000 per year. This amount was budgeted in the 2021 Police Division operating budget (Contracted Services).

The Police Division has been using the VieVu LE 5 Lite for nearly 4 years with overall success. The cameras have reached the end of their useful life and are beginning to fail with no replacements readily available. As part of the migration to the AXON platform (Evidence.com), Axon will move our data currently hosted in the VieVu cloud to the AXON's Evidence.com suite.

The division has tested AXON products and is a current subscriber to Evidence.com for TASER related data storage and technology maintenance. As part of our due diligence for the latest Body Worn 3 camera by AXON, we spoke with neighboring agencies that use the technology and tested the Evidence.com software suite. All reviews, including our previous internal evaluations were favorable. The major difference between our current VieVu LE 5 Lite camera and the AXON Body Worn 3 is the ability to buffer video prior to activating the camera. This feature, not available on the VieVu product, will allow a pre-activation capture of video should a spontaneous police contact occur.

AXON Enterprise, INC. is proposing a five-year subscription to their Technology Assurance Plan (TAP). The Technology Assurance Plan (TAP) will provide new cameras/docking stations every 2.5 years to the division's 28 sworn police officers. This program minimizes down time from faulty cameras and reduces the likelihood of equipment failures due to aged equipment. In addition to the Body Worn Cameras and docking stations, AXON will provide two (2) spare cameras and mounting solutions for each officer.

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

The software package proposed by AXON Enterprise, INC includes Evidence.com licenses for both officers and administrative staff. These licenses will allow officers to upload, tag, and view their captured footage. Administrators will be able to redact, audit, and share data as required for training, case preparation, and public release. AXON Capture is a capability that will enable officers and investigators to attach digital data shared by victims/witnesses to their Evidence.com case file. To support the division's UAS capabilities, one (1) drone license for incident live streaming and data management is included. Finally, AXON will provide 5.6TB of BWC video storage per year to support 365-day retention on most videos.

AXON warranties all of their devices for 5 years and will provide onsite installation/configuration of Evidence.com, all devices and docking stations. They will also provide onsite administrator and end-user training for the division.

The yearly cost for these services is $26,708.44 per year or $133,542.20 over the 5-year life of the contract.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE (5) YEAR CONTRACT WITH AXON ENTERPRISE INC. FOR THE PURCHASE OF TWENTY-EIGHT (28) BODY WORN CAMERAS AND THE ASSOCIATED DOCKING EQUIPMENT, DATA STORAGE, SOFTWARE LICENSING AND SUPPORT FOR THE POLICE DIVISION AT A COST NOT TO EXCEED $26,708.44 PER YEAR OR $133,542.20 OVER THE 5-YEAR LIFE OF THE CONTRACT SUBJECT TO THE LAW DIRECTOR'S APPROVAL OF THE CONTRACT.

WHEREAS, the 2021 Police Operating budget includes $40,000.00 for the purchase of body worn cameras, associated equipment, data storage and support; and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to enter into a five (5) year contract with AXON Enterprise, Inc. for the purchase of twenty-eight (28) body worn cameras and the associated docking equipment, data storage, software licensing and support for the Police Division at a cost not to exceed $26,708.44 per year or $133,542.20 over the 5-year life of the contract subject to the Law Director's approval of the contract.

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 further authorizes the City Manager to enter into a five (5) year contract with AXON Enterprise, Inc. for the purchase of twenty-eight (28) body worn cameras and the associated docking equipment, data storage, software licensing and support for the Police Division at a cost not to exceed $26,708.44 per year or $133,542.20 over the 5-year life of the contract subject to the Law Director's approval of the contract.

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)

AXON ENTERPRISE, INC.

5-YEAR QUOTE SUMMARY

Oxford Police Department

Axon Enterprise, Inc.
17800 North 85th Street
Scottsdale, AZ 85255

Main Contacts:

Amber Stanton
480-676-2854

Axon's Body 3 package bundles hardware, software, accessories, equipment refreshes, and warranties together to help equip your officers with the solutions they need to stay safe.

Oxford and Axon Enterprise, Inc. (Axon) will be partnering to deliver a Body Worn Camera (BWC) solution for the Oxford Police Department at a total 5 year cost of **$ 133,542.20.** Our goal is to deliver predictable annual spend, and the best technology in order to reduce your agency's liability while increasing your agency's efficiency and most importantly, safety.

Axon represents the entire network of devices, applications, and people that is revolutionizing public safety around the world. Our mission is to protect life. Our technologies give law enforcement the confidence, focus, and time they need to keep their communities safe. Today, our CEWs are in use in more than 18,000 agencies globally and our other Axon family of products are in use by more than 6,000 agencies. Our suite of connected products from body cameras to evidence management, has given police agencies the flexibility and the versatility to operate with increased transparency and efficiency

A message from our CEO and founder Rick Smith
WHERE DO WE GO FROM HERE?
https://www.axon.com/news/where-do-we-go-from-here

Hardware:
Axon Body 3 isn't just a camera: it's a rugged communications beacon front-and-center on every call. Featuring enhanced low-light performance, reduced motion blur, and optional LTE connectivity.

- (4) 8 Bay Docking Stations for Charging and Evidence Offload
- (28) AB3 Cameras Delivered in Year 1
- (2) Spare AB3
- Mounts for Each User

Software:
Complete your case with a powerful case management experience, including bulk actions, access controls, and automated suggestions. And save time with efficiency tools like redaction assistant.

- (2) Pro Licenses on Evidence.com
- (30) Basic Licenses on Evidence.com
- Axon Capture for Every Officer (Logging Video, Photo and Audio Evidence Through the Axon Portal)
- Multi-Cam Playback, Redaction Studio, and Device Analytics for Pro License Users
- 200GB of Storage Per Year for Every Body Camera User (28) in Evidence.com
- (1) Air License on Evidence.com

Warranties and Equipment Refresh:
Automatic refresh units every 2.5 years. Minimizing the chance that an officer goes on duty without a camera, includes on-site spare units, as well as an extended warranty at no additional cost through the life of the agreement. not only protecting your agency today but ensuring it will stay protected in the future.

- Full 5-year Warranty on All Devices
- (30) Body Cameras Delivered at Year 2.5
- (30) Body Cameras Delivered at Year 5
- (4) New Docking Stations Each Refresh

Axon Professional Services:
Axon's Professional Serves Help introduce our technologies to agencies with the right training and implementation support.

- Onsite Configuration of Evidence.com and All Devices and Docks
- System Admin and End User Training on Site

Program Products & Features:

Axon Body 3

Axon Body 3 isn't just a camera: it's a rugged communications beacon front-and-center on every call. Featuring our new Axon Aware technology and an LTE connection that enables real-time features like GPS; Body 3 empowers officers with more support in the moment. Coupled with enhanced low-light performance and reduced motion blur, that means clearer evidence in the now, more efficient AI-powered processes after the fact, and most importantly, safer communities in the long run.

What is TAP?

The Technology Assurance Plan (TAP) is a service plan that combines warranty coverage on your Axon body cameras with automatic refresh units every 2.5 years. Minimizing the chance that an officer goes on duty without a camera, TAP includes on-site spare units, as well as an extended warranty at no additional cost through the life of the agreement. TAP not only protects your agency today—it ensures it will stay protected in the future.

Evidence.com

Axon Evidence is a scalable, cloud-based system that consolidates all of your digital files, making them easy to manage, access, and share. Now you can also know your evidence is securely stored in Microsoft Azure's Government cloud, and that any activity is captured in audit trails to ensure chain of custody and evidence authenticity.

Q-266471-44327.708AS

Issued: 05/11/2021

Quote Expiration: 06/30/2021

Account Number: 106557

Payment Terms: Net 30

Delivery Method: Fedex - Ground

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737

SHIP TO
Geoffrey Robinson
Oxford Police Dept. - OH
101 E. HIGH ST.
OXFORD, OH 45056
US

BILL TO
Oxford Police Dept. - OH
11 S. Poplar St.
Oxford, OH 45056
US

SALES REPRESENTATIVE
Amber Stanton
Phone:
Email: astanton@axon.com
Fax:

PRIMARY CONTACT
Geoffrey Robinson
Phone: (513) 524-5240
Email: grobinson@cityofoxford.org

Year 1

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	30	0.00	0.00	0.00
73840	EVIDENCE.COM BASIC ACCESS LICENSE	60	30	0.00	0.00	0.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	6	0.00	0.00	0.00
73746	PROFESSIONAL EVIDENCE.COM LICENSE	60	2	0.00	0.00	0.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	560	0.00	0.00	0.00
Hardware						
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	2	336.00	0.00	0.00
73202	AXON BODY 3 - NA10		28	699.00	83.23	2,330.44
74210	AXON BODY 3 - 8 BAY DOCK		4	1,495.00	1,495.00	5,980.00
73202	AXON BODY 3 - NA10		2	699.00	0.00	0.00
74028	WING CLIP MOUNT, AXON RAPIDLOCK		28	0.00	0.00	0.00
11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2		28	0.00	0.00	0.00
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	28	336.00	336.00	9,408.00
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	4	354.00	354.00	1,416.00
74028	WING CLIP MOUNT, AXON RAPIDLOCK		2	0.00	0.00	0.00
11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2		2	0.00	0.00	0.00

Year 1 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Other						
73827	AB3 CAMERA TAP WARRANTY	60	2	0.00	0.00	0.00
12338	AXON AIR EVIDENCE.COM LICENSE	60	1	0.00	0.00	0.00
12339	AXON AIR EVIDENCE.COM LICENSE PAYMENT	12	1	1,200.00	1,200.00	1,200.00
71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK		4	0.00	0.00	0.00
73827	AB3 CAMERA TAP WARRANTY	60	28	0.00	0.00	0.00
73828	AB3 8 BAY DOCK TAP WARRANTY	60	4	0.00	0.00	0.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	30	180.00	0.00	0.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	468.00	936.00
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	560	4.80	4.80	2,688.00
Services						
85144	AXON STARTER		1	2,750.00	2,750.00	2,750.00
					Subtotal	26,708.44
					Estimated Shipping	0.00
					Estimated Tax	0.00
					Total	26,708.44

Year 2

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	2	336.00	0.00	0.00
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	28	336.00	336.00	9,408.00
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	4	354.00	354.00	1,416.00
Other						
12339	AXON AIR EVIDENCE.COM LICENSE PAYMENT	12	1	1,200.00	1,200.00	1,200.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	30	180.00	180.00	5,400.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	3,298.22	6,596.44

Year 2 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Other (Continued)						
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	560	4.80	4.80	2,688.00
					Subtotal	26,708.44
					Estimated Tax	0.00
					Total	26,708.44

Year 3

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	2	336.00	0.00	0.00
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	28	336.00	336.00	9,408.00
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	4	354.00	354.00	1,416.00
Other						
73309	AXON CAMERA REFRESH ONE		2	0.00	0.00	0.00
12339	AXON AIR EVIDENCE.COM LICENSE PAYMENT	12	1	1,200.00	1,200.00	1,200.00
73309	AXON CAMERA REFRESH ONE		28	0.00	0.00	0.00
73689	MULTI-BAY BWC DOCK 1ST REFRESH		4	0.00	0.00	0.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	30	180.00	180.00	5,400.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	3,298.22	6,596.44
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	560	4.80	4.80	2,688.00
					Subtotal	26,708.44
					Estimated Tax	0.00
					Total	26,708.44

Year 4

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	2	336.00	0.00	0.00
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	28	336.00	336.00	9,408.00

Year 4 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware (Continued)						
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	4	354.00	354.00	1,416.00
Other						
12339	AXON AIR EVIDENCE.COM LICENSE PAYMENT	12	1	1,200.00	1,200.00	1,200.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	30	180.00	180.00	5,400.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	3,298.22	6,596.44
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	560	4.80	4.80	2,688.00
					Subtotal	26,708.44
					Estimated Tax	0.00
					Total	26,708.44

Year 5

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	2	336.00	0.00	0.00
87063	TECH ASSURANCE PLAN BODY 3 CAMERA PAYMENT	12	28	336.00	336.00	9,408.00
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	4	354.00	354.00	1,416.00
Other						
73310	AXON CAMERA REFRESH TWO		2	0.00	0.00	0.00
12339	AXON AIR EVIDENCE.COM LICENSE PAYMENT	12	1	1,200.00	1,200.00	1,200.00
73310	AXON CAMERA REFRESH TWO		28	0.00	0.00	0.00
73688	MULTI-BAY BWC DOCK 2ND REFRESH		4	0.00	0.00	0.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	30	180.00	180.00	5,400.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	3,298.22	6,596.44

Year 5 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Other (Continued)						
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	560	4.80	4.80	2,688.00
					Subtotal	26,708.44
					Estimated Tax	0.00
					Total	26,708.44

Grand Total	**133,542.20**

Discounts (USD)

Quote Expiration: 06/30/2021

List Amount	138,300.00
Discounts	4,757.80
Total	**133,542.20**

**Total excludes applicable taxes*

Summary of Payments

Payment	Amount (USD)
Year 1	26,708.44
Year 2	26,708.44
Year 3	26,708.44
Year 4	26,708.44
Year 5	26,708.44
Grand Total	**133,542.20**

Tax is subject to change at order processing with valid exemption.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions) **and the Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience** (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. **The Axon Customer Experience Improvement Program Appendix ONLY applies to Customers in the USA.** In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it contemplates the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: ______________________ **Date:** ______________________

Name (Print): ______________________ **Title:** ______________________

PO# (Or write N/A): ______________________

Please sign and email to Amber Stanton at astanton@axon.com or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

The trademarks referenced above are the property of their respective owners.

Axon Internal Use Only		
		SFDC Contract #: Order Type: RMA #: Address Used: SO #:
Review 1	Review 2	
Comments:		

City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Mary Ann Eaton
DATE PREPARED:	May 10, 2021
COUNCIL MEETING DATE:	May 18, 2021
AGENDA TITLE:	Waiving fees for the annual music festival
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5-14-21

DISCUSSION:

Council has approved this request every year since 2005. The fee for each street closure is $135.00.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSURES FOR THE VISITORS BUREAU (ENJOY OXFORD) FOR THE 2021 ANNUAL SUMMER MUSIC FESTIVAL.

WHEREAS, Enjoy Oxford has requested Council to consider waiving the fees for the street closures for the 2021 Annual Summer Music Festival; and

WHEREAS, Oxford City Council has approved this request every year since 2005. The fee for each street closure is $135.00.

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

SECTION 1: Council having considered the request determined that the Summer Music Festival is a benefit to the entire community and that waiving the fees for the street closures is in the best interest of the community, hereby authorizes the City Manager to waive the fees for the street closures for the 2021 Annual Summer Music Festival.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	4/14/2021
COUNCIL MEETING DATE:	5/18/2021
AGENDA TITLE:	Resolution adopting new RLF Rules & Procedures
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 5-14-21

DISCUSSION:

One of the goals of the Community Improvement Corporation is to better utilize the Revolving Loan Fund to spur economic growth. The existing applications, forms and rules have not been updated in many years. Staff conducted a thorough review of the existing forms and rules and proposed updated language that the CIC then adopted. Staff also recommended the creation of a new smaller loan amount under the revolving loan fund program to encourage more businesses to take advantage of this program.

After review and edits by City staff members, a meeting was held on February 10, 2021, with the CIC Loan Committee. At this meeting, the Loan Committee reviewed all forms and edits that were proposed. City staff made the suggested edits before presentation to the full CIC Board.

On February 26, 2021 the RLF program proposal was presented to the full CIC Board. The proposed changes listed above were approved via unanimous vote.

All forms have been provided to you for review and approval.

City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY

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

The details to the updates and proposed new program model are below.

Updated the forms and language of the Revolving Loan Fund (RLF) to:

- Reduce the number of forms used by eliminating redundancy, and condensing language of multiple documents into fewer more comprehensive documents.
- Modernize forms for brand alignment, and to be electronically shareable and fillable
- Clarify conditions of loan eligibility, limiting availability to new businesses in the City of Oxford and clarifying the requirements for job creation or retention.

Creation of two program models under the Revolving Loan Fund.

- Growth and Startup Loans: This is the new name of the current loan program.
    - For loans valued greater than $10K and intended for establishment of new businesses or significant expansion of a current business. The intention of this loan is for the creation of new jobs within the City of Oxford.
- Improvement and Retention Loans: This is a new loan program for loans up to $10K and intended for improvement projects at existing businesses. The intention for this loan is retaining current jobs at recipient businesses and improving customer experience.

Attachment 1:

- Growth and Startup Loan Rules and Procedures with track changes
- Growth and Startup Loans Rules and Procedures clean draft

Attachment 2:

- Improvement and Retention Rules and Procedures proposed draft

Attachment 3:

- Application forms packet. (All forms needed to apply for the RLF for either program)

RESOLUTION NO.

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

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

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: COUNCILORS ELLERBE & PRYTHERCH

PREPARED BY: LAW (STAFF)

EXHIBIT “A”

City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY
Economic Development Department
15 S. College Ave.
Oxford, OH 45056

CITY OF OXFORD
REVOLVING LOAN FUND PROGRAM
RULES AND PROCEDURES

$10,000 and Over -- Growth & Startup Loan

~~I. Purpose and Summary of Program.~~

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

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

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

I. Program Overview

- Purpose: For the purpose of expanding the City’s economic base, generating and retaining local jobs, and enhancing Oxford as a location for tourism and economic opportunity, the City establishes the Oxford Revolving Loan Fund to financially assist local business in growth, expansion, and renovation. **An RLF is one that continually uses principal and interest revenues as they are received from outstanding loans to replenish the fund and make loans to other eligible borrowers.**

- Summary: Through the RLF, the City will use recaptured monies from loans initially made with federal Competitive Economic Development Community Development Block Grant funds to provide direct loans of $10,000 and over to small businesses. The loans will assist in the creation or expansion of businesses where the creation or expansion results in new or retained permanent jobs, primarily for persons of low and moderate income. The loans will be below prevailing interest rates on a portion of a project, enabling the project’s completion, provided there is other private or public sector financing and owner's equity.

APPENDIX A

- Administration: The RLF will be administered by the Oxford Community Improvement Corporation (CIC), a non-profit organization made up of representatives of city government, and the community. The CIC will review loan applications and make recommendations on them to the Oxford City Council which will authorize them.

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

II. Goals and Objectives of RLF.

- The goal of the RLF is to:
  - Create or retain private sector jobs, particularly for low and moderate income persons.
- The objectives of the RLF are to:
  - To identify and promote economic development goals within Oxford's Comprehensive Plan;
  - Stimulate the expansion of the City's economic base;
  - Provide gap financing for projects where private sector and other public sector financing and owners' equity are insufficient to cover project costs;
  - Provide below market interest financing for projects that have concomitant public benefit.

~~IV. Targeting Criteria.~~

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

III. ~~Standards~~ Requirements for the RLF Portfolio.

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

1. Job/Cost Ratio:

For each Thirty-five Thousand Dollars ($35,000) loaned, one full-time equivalent job must be created or retained within 12 months of project completion. For loans under Thirty-five Thousand Dollars ($35,000), one full-time equivalent job must be created or retained within 12 months of project completion.

2. Proportion of Low and Moderate Income Jobs:

A majority (51%) of the jobs created by the total of all projects financed with RLF monies must be directed to low and moderate income persons, or, a majority (51%) of the jobs retained by the total of all projects financed with RLF monies must be directed to low and moderate income persons. A low and moderate annual wage shall not exceed the most recent U.S. Department of Housing and Urban Development Section 8 Housing Income Limits for a family of four (4) for Butler County. The RLF staff will update the city website annually with the most recent HUD income limits.

3. Leverage Ratio:

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

4. Eligible Activities:

Eligible types of loans include the following:

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

5. Ineligible Activities.

Ineligible loan activities of uses of RLF funds include ~~the following:~~ financing of existing debts, non-capital equipment and training costs;

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

6. Other Standards:

Once a loan has been approved and the project is completed, the borrower shall not change the location of the business, nor ~~either~~ plant facilities nor offices, ~~out of the Talawanda School District.~~ out of the City of Oxford. Any such changes or relocation shall constitute a default under the loan agreement and all sums advanced by the RLF shall be due immediately.

IV. Financing Policies

1. Private Funding Requirement:

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

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

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

Loans for fixed asset financing are preferred.

In the event of a declaration of emergency by the governor of Ohio or the city manager of Oxford, this requirement may be suspended.

2. Average Loan Size:

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

3. Term of Loan:

The RLF program financing will be offered for a term determined to be necessary and appropriate, but no longer than the life of the asset financed.

- Machinery and equipment: Terms will generally be for five (5) to seven (7) years for machinery and equipment. This term will vary depending on the life of the asset(s) and the financing needs of the business. A business may be offered a term up to ten (10) years for machinery and equipment
- Real Estate: A business may be offered a term of up to fifteen (15) years for real estate

4. Rate of Interest:

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

5. Loan Security:

Loans are secured in one or more of the following manners:

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

6. Planned Use of Interest and Application Fees:

The interest payments will be returned to the RLF for relending. The loan application fee, Two Hundred Fifty Dollars ($250.00), will defray the cost of the credit analysis. The interest earned on the investment account will defray the cost of administration. In the event of a declaration of emergency by the governor of Ohio or the city manager of Oxford, this fee may be waived.

7. Creditworthiness:

The RLF program is a lending program for healthy and expanding small businesses. Loans will be made to businesses with a good credit history and excellent potential to fulfill loan obligations. A thorough credit analysis will be performed on every loan applicant by the City or the Butler County Community Development Department.

- ☐ Applicants must demonstrate ability to operate the business successfully.
- ☐ Applicants must have enough capital so that, with a RLF loan, the borrower can operate on a sound financial basis.
- ☐ Applicants must show that the proposed loan is of sound value or so secured as to reasonably assure repayment.
- ☐ Applicants must show that the past earnings record and/or future prospects of

the company indicate ability to repay the loan and other debt out of profits.

8. Loan Selection Priorities:

~~Priority~~ Loans will be given for the expansion of existing City businesses and to businesses wishing to establish themselves in Oxford. Priority will be given to projects which will have a substantial economic development impact on the community.

9. Special Financing Techniques:

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

~~VII. Related Activities.~~

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

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

V. RLF Administration.

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

1. Loan Administration Board and Loan Committee:

The Oxford Community Improvement Corporation (CIC) will serve as the loan administration board.

- The CIC will, by majority vote, appoint three of their members, including the Executive Director, to the RLF Loan Committee which will review the loan request and conduct an analysis of the loan application.
- The CIC Board will review the recommendation of the RLF Loan Committee and recommend approval or disapproval to City Council. If more applications are received than funds available, the CIC shall rank the applications according to priority and that ranking will be submitted to the City Council. The City Council makes the final decision on the loan based upon the recommendation of the CIC.

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

2. **Staff Assistance:**

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

- The department will monitor compliance with this Revolving Loan Fund Program and all governing Regulations of HUD.
- The department shall report each year on the success of the RLF program by reporting the annual amount of money loaned from the RLF fund, the number of new businesses that utilized RLF funding, and the number of full time equivalent jobs created or retained by RLF loan recipients that continue to do business in Oxford.
- The department shall annually update the most recent U.S. Department of Housing and Urban Development Section 8 Housing Income Limits for a family of four (4) for Butler County in the RLF application
- The department is also responsible for maintaining all accounting records of the RLF program.

Any legal work needed is performed by the City of Oxford's legal counsel.

~~3. Loan Selection and Approval Process:~~

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

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

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

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

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

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

~~approval.~~

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

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

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

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

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

~~5.~~ 3. Recapitalization Strategy:

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

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

~~**6. Other Requirements:**~~

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

APPENDIX A

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

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

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

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

4. Sources of Funding to Cover Administrative Costs:

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

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

VI. Loan Approval Process

1. The applicant business must contact the RLF staff and express interest in applying for a loan. Once the RLF staff determines that the business and the project meet the eligibility requirements and a loan of this type is suited to their needs, an initial interview is arranged.

2. During this interview, or shortly thereafter the business should present the Revolving Loan Fund staff with a completed application that includes the following:

- ☐ Completed Application Form which will list existing jobs, jobs to be retained or created, and job classification. (Appendix A)
- ☐ Application fee
- ☐ Pro forma statement for the length of the desired loan
- ☐ Financial statements from previous three years, including balance sheets, profit and loss statements, interim financial statements,
- ☐ Federal tax returns from previous three years
- ☐ Personal financial statements, tax returns, and resumes of principals (Appendix B)

- ☐ Business agreement paperwork (i.e. articles of incorporation, operating agreement, partnership agreement, franchise agreement, etc.)
- ☐ For existing businesses: License, two years income statement proformas, franchise agreement, corporate resolution
- ☐ For new businesses: Business plan, start-up balance sheet, 3 year personal income balance sheet, 12-month cash flow statement
- ☐ Bank commitment letters
- ☐ Corporate Resolution
- ☐ Real estate purchase agreement and construction cost budget/equipment invoices
- ☐ Evidence of available equity
- ☐ A copy of their three credit reports, available free annually from www.annualcreditreport.com,
- ☐ Other documentation as listed in RLF Loan application (or as deemed necessary by the RLF administration)

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

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

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

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

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

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

VII. Other Requirements:

1. Environmental Requirements:

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

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

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

2. Default Requirements:

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

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

Over $10k - Growth & Startup Loan

Revolving Loan Fund | Rules & Procedures

Program Overview

Purpose

For the purpose of expanding the City's economic base, generating and retaining local jobs, and enhancing Oxford as a location for tourism and economic opportunity, the City establishes the Oxford Revolving Loan Fund to financially assist local business in growth, expansion, and renovation. **An RLF is one that continually uses principal and interest revenues as they are received from outstanding loans to replenish the fund and make loans to other eligible borrowers.**

Summary

The Revolving Loan Fund (RLF) uses recaptured monies from loans initially made with Competitive Economic Development Community Development Block Grant funds to provide direct loans of more than $10,000 to small businesses. These loan funds are to be used to assist in the expansion of existing or establishment of a new business, and the creation of permanent jobs for low to moderate income individuals. The loans will be below prevailing interest rates to enable the completion of applicable projects.

Administration

The RLF will be administered by the Oxford Community Improvement Corporation (CIC), a non-profit organization made up of representatives of city government, and the community. The CIC will review loan applications and make recommendations on them to the Oxford City Council which will authorize them.

Targeting

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

Goals & Objectives of RLF

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

The objectives of the RLF are to

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

Over $10k - Growth & Startup Loan

Revolving Loan Fund | Rules & Procedures

Requirements for RFL Loans

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

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

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

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

Eligible Activities
Eligible types of loans include the following:

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

Ineligible Activities
Ineligible loan activities of uses of RLF funds include financing of existing debts, non-capital equipment and training costs;

Other Standards
Once a loan has been approved and the project is completed, the borrower shall not change the location of the business, nor plant facilities nor offices, out of the City of Oxford. Any such changes or relocation shall constitute a default under the loan agreement and all sums advanced by the RLF shall be due immediately.

Financing Policies

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

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

Revolving Loan Fund | Rules & Procedures

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

Loans for fixed asset financing are preferred.

In the event of a declaration of emergency by the governor of Ohio or the city manager of Oxford, this requirement may be suspended.

Average Loan Size

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

Term of Loan

The RLF program financing will be offered for a term determined to be necessary and appropriate, but no longer than the life of the asset financed.

- Machinery and equipment: Terms will generally be for five (5) to seven (7) years for machinery and equipment. This term will vary depending on the life of the asset(s) and the financing needs of the business. A business may be offered a term up to ten (10) years for machinery and equipment
- Real Estate: A business may be offered a term of up to fifteen (15) years for real estate

Rate of Interest

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

Loan Security

Loans are secured in one or more of the following manners:

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

Planned Use of Interest and Application Fees

The interest payments will be returned to the RLF for relending. The loan application fee, Two Hundred Fifty Dollars ($250.00), will defray the cost of the credit analysis. The interest earned on the investment account will defray the cost of administration. In the event of a declaration of emergency by the governor of Ohio or the city manager of Oxford, this fee may be waived.

Creditworthiness

The RLF program is a lending program for healthy and expanding small businesses. Loans will be made to businesses with a good credit history and excellent potential to fulfill loan obligations. A thorough credit analysis will be performed on every loan applicant by the City or the Butler County Community Development Department.

- Applicants must demonstrate ability to operate the business successfully.
- Applicants must have enough capital so that, with a RLF loan, the borrower can operate on a sound financial basis.
- Applicants must show that the proposed loan is of sound value or so secured as to reasonably assure repayment.

- Applicants must show that the past earnings record and/or future prospects of the company indicate ability to repay the loan and other debt out of profits.

Loan Selection Priorities

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

Special Financing Techniques

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

RLF Administration

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

Loan Administration Board and Loan Committee

The Oxford Community Improvement Corporation (CIC) will serve as the loan administration board.

- The CIC will, by majority vote, appoint three of their members, including the Executive Director, to the RLF Loan Committee which will review the loan request and conduct an analysis of the loan application.
- The CIC Board will review the recommendation of the RLF Loan Committee and recommend approval or disapproval to City Council. If more applications are received than funds available, the CIC shall rank the applications according to priority and that ranking will be submitted to the City Council. The City Council makes the final decision on the loan based upon the recommendation of the CIC.

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

Staff Assistance

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

- The department will monitor compliance with this Revolving Loan Fund Program and all governing Regulations of HUD.
- The department shall report each year on the success of the RLF program by reporting the annual amount of money loaned from the RLF fund, the number of new businesses that utilized RLF funding, and the number of full time equivalent jobs created or retained by RLF loan recipients that continue to do business in Oxford.
- The department shall annually update the most recent U.S. Department of Housing and Urban Development Section 8 Housing Income Limits for a family of four (4) for Butler County in the RLF application
- The department is also responsible for maintaining all accounting records of the RLF program.

Any legal work needed is performed by the City of Oxford's legal counsel.

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

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

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

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

Loan Approval Process

1. The applicant business must contact the RLF staff and express interest in applying for a loan. Once the RLF staff determines that the business and the project meet the eligibility requirements and a loan of this type is suited to their needs, an initial interview is arranged.

2. During this interview, or shortly thereafter the business should present the Revolving Loan Fund staff with a completed application that includes the following:

- Completed Application Form which will list existing jobs, jobs to be retained or created, and job classification. (Appendix A)
- Application fee
- Pro forma statement for the length of the desired loan
- Financial statements from previous three years, including balance sheets, profit and loss statements, interim financial statements
- Federal tax returns from previous three years
- Personal financial statements, tax returns, and resumes of principals (Appendix B)
- Business agreement paperwork (i.e. articles of incorporation, operating agreement, partnership agreement, franchise agreement, etc.)
- For existing businesses: License, two years income statement proformas, franchise agreement, corporate resolution
- For new businesses: Business plan, start-up balance sheet, 3 year personal income balance sheet, 12-month cash flow statement
- Bank commitment letters
- Corporate Resolution
- Real estate purchase agreement and construction cost budget/equipment invoices

- Evidence of available equity
- A copy of their three credit reports, available free annually from www.annualcreditreport.com
- Other documentation as listed in RLF Loan application (or as deemed necessary by the RLF administration)

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

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

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

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

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

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

Other Requirements

Environmental Requirements

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

Over $10k - Growth & Startup Loan

Revolving Loan Fund | Rules & Procedures

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

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

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

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

Under $10k - Improvement & Retention Loan

Revolving Loan Fund | Rules & Procedures

Program Overview

Purpose
For the purpose of expanding the City's economic base, generating and retaining local jobs, and enhancing Oxford as a location for tourism and economic opportunity, the City establishes the Oxford Revolving Loan Fund to financially assist local business in growth, expansion, and renovation. **An RLF is one that continually uses principal and interest revenues as they are received from outstanding loans to replenish the fund and make loans to other eligible borrowers.**

Summary
The Revolving Loan Fund (RLF) uses recaptured monies from loans initially made with Competitive Economic Development Community Development Block Grant funds to provide direct loans of up to $10,000 to small businesses. These loan funds are to be used to assist in the renovation or improvement of an existing, and the retention of permanent jobs for low to moderate income individuals. Projects appropriate for this loan type include, but are not limited to; purchase or replacement of equipment, addition of management or service systems, renovation or remodeling projects, etc. The loans will be below prevailing interest rates to enable the completion of applicable projects.

Administration
The RLF will be administered by the Oxford Community Improvement Corporation (CIC), a non-profit organization made up of representatives of city government, and the community. The CIC will review loan applications and make recommendations on them to the Oxford City Council which will authorize them.

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

Goals & Objectives of RLF

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

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

Requirements for RFL Loans

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

Loan Amount/Usage
Up to Ten Thousand Dollars ($10,000) may be loaned for small projects completed for the purpose of job retention.

Proportion of Low and Moderate Income Jobs
A majority (51%) of the jobs retained by the total of all projects financed with RLF monies must be directed to low and moderate income persons. A low and moderate annual wage shall not exceed the most recent U.S. Department of Housing and Urban Development Section 8 Housing Income Limits for a family of four (4) for Butler County. The RLF staff will update the city website annually and RLF application forms with the most recent HUD income limits.

Eligible Activities
These loans are to be used for small improvement projects that allow for staff retention.

Ineligible Activities
Ineligible loan activities of uses of RLF funds include financing of existing debts, non-capital equipment and training costs.

Other Standards
Once a loan has been approved and the project is completed, the borrower shall not change the location of the business, nor plant facilities nor offices, out of the City of Oxford. Any such changes or relocation shall constitute a default under the loan agreement and all sums advanced by the RLF shall be due immediately.

Financing Policies

Average Loan Size
Loan amounts may be up to Ten Thousand Dollars ($10,000). The total amount of all "Improvement and Retention" loans ($10,000 and under) shall not exceed Two Hundred Thousand Dollars ($200,000).

Term of Loan
The RLF program financing will be offered for a term determined to be necessary and appropriate. The term will generally be four (4) years or less.

Rate of Interest
The interest rate for all loans shall be set by the CIC Loan Committee dependent on the financing needs of the business for the project.

Loan Security
Loans are secured in one or more of the following manners:
- Universal Commercial Code filing
- Personal guaranty of owner(s)

Creditworthiness

The RLF program is a lending program for healthy and expanding small businesses. Loans will be made to businesses with a good credit history and excellent potential to fulfill loan obligations. A thorough credit analysis will be performed on every loan applicant.

- Applicants must demonstrate ability to operate the business successfully.
- Applicants must have enough capital so that, with a RLF loan, the borrower can operate on a sound financial basis.
- Applicants must show that the proposed loan is of sound value or so secured as to reasonably assure repayment.
- Applicants must show that the past earnings record and/or future prospects of the company indicate ability to repay the loan and other debt out of profits.

Special Financing Techniques

All loan payments shall be made on a monthly basis. The City may, at the request of the borrower, renegotiate the terms of the loan where unforeseen circumstances have arisen which make renegotiation necessary.

RLF Administration

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

Loan Administration Board and Loan Committee

The Oxford Community Improvement Corporation (CIC) will serve as the loan administration board.

- The CIC will, by majority vote, appoint three of their members, including the Executive Director, to the RLF Loan Committee which will review the loan request and conduct an analysis of the loan application.
- The CIC Board will review the recommendation of the RLF Loan Committee and recommend approval or disapproval to City Council. If more applications are received than funds available, the CIC shall rank the applications according to priority and that ranking will be submitted to the City Council. The City Council makes the final decision on the loan based upon the recommendation of the CIC.

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

Staff Assistance

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

- The department will monitor compliance with this Revolving Loan Fund Program and all governing Regulations of HUD.
- The department shall report each year on the success of the RLF program by reporting the annual amount of money loaned from the RLF fund, the number of new businesses that utilized RLF funding, and the number of full time equivalent jobs created or retained by RLF loan recipients that continue to do business in Oxford.
- The department shall annually update the most recent U.S. Department of Housing and Urban Development Section 8 Housing Income Limits for a family of four (4) for Butler County in the RLF application
- The department is also responsible for maintaining all accounting records of the RLF program.

Any legal work needed is performed by the City of Oxford's legal counsel.

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

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

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

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

Loan Approval Process

1. During this interview, or shortly thereafter the business should present the Revolving Loan Fund staff with a completed application that includes the following:
- Completed Application Form
- Previous Year Profit Loss Statement for Business
- Previous Year Business Balance Sheet
- Personal Financial Statement
- A copy of their three credit reports, available free annually from www.annualcreditreport.com

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

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

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

5. Upon receipt of the Council resolution approving the loan, the RLF staff proceeds in having the following documents executed:
- Commercial Note
- Loan Agreement
- Security Agreement; if applicable
- Signed copies of Agreement of Compliance and Assurance of Compliance for Nondiscrimination
- W-9

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

Other Requirements

Default Requirements

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

Application

Revolving Loan Fund Loan Application

Company Information

Company Name ______________________________

Address ______________________ City __________ State ______ Zip ________

Principal in charge ______________________ Phone ____________ Fax ____________

Secondary Contact Person ____________________ Phone ____________ Fax ____________

Type of Business ______________________________ Date Established ________

Type of Entity (check one) ○ Proprietorship ○ Partnership ○ Corporation ○ LLC

Company Ownership

Name ______________________ Title ____________ % of Ownership ________

Name ______________________ Title ____________ % of Ownership ________

Name ______________________ Title ____________ % of Ownership ________

Affiliate Businesses (If Applicable)

Name ______________________ Owner ____________ % of Ownership ________

Name ______________________ Owner ____________ % of Ownership ________

Existing Business Locations

Address ______________________ S.F. ______ Lease Payment ______ Replaced by new facility? ______

Address ______________________ S.F. ______ Lease Payment ______ Replaced by new facility? ______

Application

Revolving Loan Fund Loan Application

References

Bank Name ____________________ Acct. # ____________________

Acct. Officer ____________________ Phone ____________________

Bank Name ____________________ Acct. # ____________________

Acct. Officer ____________________ Phone ____________________

Accountant ______________ Firm Name ______________ Phone ______________

Accountant ______________ Firm Name ______________ Phone ______________

Attorney ______________ Firm Name ______________ Phone ______________

Attorney ______________ Firm Name ______________ Phone ______________

Trade References

Contact Person ____________________ Phone ______________

Contact Person ____________________ Phone ______________

Application

Revolving Loan Fund Loan Application

Nature of Your Business

Nature of your business ______________________________

Type of products or services (include any catalogues or brochures) ______________________________

Geographic market area ______________________________

List key customers ______________________________

List major competitors ______________________________

Project Information

Street of project ______________________________

City ____________________ State ______ Zip __________ County __________

S.F. of the new building? __________ S.F your company will occupy? __________

Escrow closing date __________ Realtor's name ____________________ Phone __________

If known, how will the property be vested (i.e. individually, partnership, LLC, corporation, trust, etc.)

____

Please provide appropriate documentation (i.e. individually, partnership, LLC, corporation, trust, etc.)

Application

Revolving Loan Fund Loan Application

Total Project Costs

Total (A+B+C) $0

Purchase existing building or equipment only

Purchase Price $ ____________

Tenant Improvements $ ____________

*Equipment $ ____________

Other $ ____________

Total (A) $0

Construction Project

Land Aquisition $ ____________

Construction Bid $ ____________

Architects, permits, other soft costs $ ____________

*Equipment $ ____________

Other $ ____________

Total (B) $0

Payoff Band Loan $ ____________

Other Dept Payment $ ____________

Inventory Purchase $ ____________

Working Capital $ ____________

Aquisition of Existing Businesses $ ____________

All Other $ ____________

Total (C) $0

*Please note - equipment to be financed must have a useful life of 10 years or greater

If there are any tenants that will remain in the building, please provide information. Also, please have your realtor provide copies of all existing leases.

Tenant Name	S.F.	Lease Expiration	Rent amount

Application

Revolving Loan Fund Loan Application

Employee Questionnaire

Number of current employees

Number of employees if loan is approved

Key Employees

Name	Title	Responsibilities	Years with Company	Years in Industry

Miscellaneous Questions Please answer the following questions & provide the appropriate information if applicable

Do you have any co-signers and/or guarantors for this loan? If so, please submit their names, addresses and personal balance sheets.

If not applicable, check here ○

A schedule of any previous government financing by any principals or affiliates

Name of Agency ______________________ Original Amount ______________

Date of Request ______________________ Approved ○ Declined ○

The Outstanding Balance ______________________ Status ______________

If not applicable, check here ○

Do you buy from, sell to, or use the service of any concern in which someone in your company has a significant financial interest. If so provide details.

If not applicable, check here ○

Does your business, its owners or majority stockholders own or have a controlling interest in other businesses. If yes please provide their names and the relationship with your company along with a current balance sheet and operating statement for each.

If not applicable, check here ○

Application

Revolving Loan Fund Loan Application

Do you or your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their households work for the Small Business Administration, Small Business Advisory Council, SCORE, or ACE, any Federal Agency, or the participating lender? Of so, please provide the name and address of the person and the office where employed.

If not applicable, check here ○

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? If so, please provide details.

If not applicable, check here ○

Are you or your business involved in any pending lawsuits?

If not applicable, check here ○

Are you buying machinery or equipment with your loan money? If so, you must include a list of the equipment and cost as quoted by the seller and his name and address. (Attached invoices if available).

Description	Make/Model	Seller	Qty	Cost

If not applicable, check here ○

Application

Revolving Loan Fund Loan Application

Checklist

Business Information

- ○ Business financial statements for the last 3 years
- ○ Interim financial statement dated within the last 45 days
- ○ Business debt schedule (form attached)
- ○ Federal tax returns for the last 3 years
- ○ Articles of incorporation and By-Laws (if corporation)
- ○ President:
- ○ Secretary:
- ○ Articles of Organization & Operating Agreement (if LLC)
- ○ Partnership Agreement (if Partnership)
- ○ Business License & Fictitious Business Name Statement (if Proprietorship)
- ○ Franchise Agreement
- ○ 2 Years Income Statement Proformas (existing business)
- ○ Evidence of available equity
- ○ Corporate Resolution
- ○ Band Committment Letter

Personal Information
(for each owner of 20% or greater)

- ○ Personal tax returns for the last 3 years
- ○ Personal resume (form attached)
- ○ Personal financial statement (form attached)

Real Estate Information

- ○ Real Estate Purchase Agreement or Settlement Sheet
- ○ Construction Cost Budget and/or Equipment Invoices
- ○ Existing Environmental Studies

New Businesses

- ○ Business Plan
- ○ Start Up Balance Sheet
- ○ 3 years Balance Sheet & Income Statement Proformas
- ○ 12 Month Cash Flow Statement

Application

Revolving Loan Fund Loan Application

Authorization to Release Information

I/We hereby authorize the release to the City of Oxford of any information they may require at any time for any purpose related to my/our credit transaction with them.

I/We hereby authorize the City of Oxford to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that he enclosed information, including any attachments or exhibits provided herewithin or at a later date, is valid and correct to the best of my/our knowledge.

Name of Applicant(s) ______________________________

Signature of Applicants ______________________ **Date** __________

Name of Applicant(s) ______________________________

Signature of Applicants ______________________ **Date** __________

Name of Applicant(s) ______________________________

Signature of Applicants ______________________ **Date** __________

Note: Please include the non-refundable $100.00 Application Fee with Submission
**Federal prevailing wages must be paid on all contracts involving construction or installation where labor exceeds $2,000.00 or more.

NOTICE : IMPORTANT INFORMATION ABOUT IDENTIFICATION PROCEDURES WHEN OBTAINING A REVOLVING LOAN FUND (RLF) LOAN To help the government fight the funding of terrorism and money laundering activities, Federal law requires all the City of Oxford Companies to obtain, verify, and record information that identifies each person who applies for a RLF Loan.

What this means for you: When you apply for a RLF Loan, we will ask for your name, address, date of birth, other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Application

Revolving Loan Fund Loan Application | Business Debt Schedule

Indebtedness: Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities.

Date* ____________________

Creditor Name / Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent
		Total Present Balance**	0		**Total Monthly Payment**	0		

* Should be the same date as current financial statement

**Total must agree with balance shown on current financial statement.

OMB APPROVAL NO. 3245-0188
EXPIRATION DATE:3/31/2008

PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of ______________ , ________

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name

Business Phone

Residence Address

Residence Phone

City, State, & Zip Code

Business Name of Applicant/Borrower

ASSETS	(Omit Cents)	**LIABILITIES**	(Omit Cents)
Cash on hand & in Banks	$	Accounts Payable	$
Savings Accounts	$	Notes Payable to Banks and Others (Describe in Section 2)	$
IRA or Other Retirement Account	$	Installment Account (Auto)	$
Accounts & Notes Receivable	$	Mo. Payments $	
Life Insurance-Cash Surrender Value Only (Complete Section 8)	$	Installment Account (Other)	$
		Mo. Payments $	
Stocks and Bonds (Describe in Section 3)	$	Loan on Life Insurance	$
Real Estate (Describe in Section 4)	$	Mortgages on Real Estate (Describe in Section 4)	$
Automobile-Present Value	$	Unpaid Taxes (Describe in Section 6)	$
Other Personal Property (Describe in Section 5)	$	Other Liabilities (Describe in Section 7)	$
Other Assets (Describe in Section 5)	$	Total Liabilities	$
		Net Worth	$
Total	$	**Total**	$

Section 1. Source of Income		**Contingent Liabilities**	
Salary	$	As Endorser or Co-Maker	$
Net Investment Income	$	Legal Claims & Judgments	$
Real Estate Income	$	Provision for Federal Income Tax	$
Other Income (Describe below)*	$	Other Special Debt	$

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly,etc.)	How Secured or Endorsed Type of Collateral

This form was electronically produced by Elite Federal Forms, Inc.

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: Date: Social Security Number:

Signature: Date: Social Security Number:

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. **PLEASE DO NOT SEND FORMS TO OMB.**

Appendix C

Revolving Loan Fund | Agreement of Compliance

The applicant/recipient, contractor or subcontractor hereby covenants, promises and agrees that in consideration of the approval and as a condition of the disbursement of all or any part of a loan by the City of Oxford Revolving Loan Fund (COORLF) that it will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or Vietnam era veteran status, and that it will incorporate or cause to be incorporated into any contract or subcontract in excess of $10,000 for construction work, or modification thereof, which is paid for in whole or in part with funds obtained from COORLF pursuant to a loan or guarantee, an Equal Opportunity clause, the notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity Construction Contract Specifications which contain all the provisions and requirements of Executive Order 11246, as amended.

The applicant/recipient, contractor/subcontractor certifies that he or she does not maintain or provide for his or her employees any segregated facilities on the basis of race, color, religion, handicap or national origin because of habit, local custom or otherwise at any of his or her establishments, and that he or she does not permit any employees to perform their services at any location under his or her control, where segregated facilities are maintained. He or she also certifies that he or she will not maintain or provide for any employees any segregated facilities at any establishments, and that he or she will not permit any employees to perform their services at any location under his or her control, where segregated facilities are maintained.

In addition, the applicant/recipient agrees that if it fails or refuses to comply with any nondiscrimination provision or requirement, COORLF, in cooperation with the Department of Labor, may take any or all of the following action: cancel, terminate or suspend in whole or in part the loan, refrain from extending any further assistance to the applicant/recipient under the programs with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

In consideration of the approval by the City of Oxford Revolving Loan Fund of a loan to

____

promises and agrees that they will comply with all nondiscrimination provisions and requirements.

Executed the ______ day of ____________________________, 20 ________.

Signature of Authorized Official ______________________________

Signature of Authorized Official ______________________________

Appendix D

Revolving Loan Fund | Assurance of Compliance for Non-Discrimination

______________________________, Applicant/ Licensee/ Recipient/ Subrecipient (hereafter referred to as applicant) in consideration of financial assistance from the City of Oxford Revolving Loan Fund (COORLF) herewith covenants, promises, agrees and gives assurance that it will comply with the following nondiscrimination requirements.

No person shall on the grounds of age, color, handicap, marital status, national origin, Race, religion or sex, be excluded from participation in, be denied the benefits or otherwise be Subjected to discrimination under any program or activity for which the applicant received Federal financial assistance from COORLF.

Applicant agrees to compile data, maintain records and submit reports as required to permit effective enforcement of the above nondiscrimination requirements. Applicant further agrees to obtain or require similar Assurance of Compliance for Nondiscrimination from subrecipients, contractors/subcontractors, successors, transferees and assignees as long as it/they receive or retain possession of any Federal financial assistance from COORLF. In the event the applicant fails to comply with any of these provisions or requirements, COORLF may call, cancel, terminate, accelerate repayment or suspend any or all Federal financial assistance provided by COORLF.

Executed the ______ day of ______________________, 20 ______.

Signature of Authorized Official ______________________________

Signature of Authorized Official ______________________________

Appendix E

Revolving Loan Fund | Non-Displacement Compliance Agreement

Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Section 104(J),

and HUD implementing regulations at 24 CFR, Part 42, ______________________________ (Borrower), certifies that no family, business, individual, non-profit organization or farm will be displaced as a result of a

revolving loan from the City of Oxford to ______________________________ (Borrower)

Executed the _______ day of ______________________________, 20 _______.

Signature of Authorized Official ______________________________

Signature of Authorized Official ______________________________

Appendix F

Revolving Loan Fund | Community Reporting Compliance Agreement

This AGREEMENT made this ______ day of ______________________________ , 20 ________ between ______________________________________ , and the City of Oxford Revolving Loan Fund, 101 E. High Street, Oxford, Ohio 45056. This AGREEMENT includes the following:

That upon approval of ______________________________ Revolving Loan application,

______________________________ agrees to comply with the following conditions:

______________________________ agrees that as a result of this loan ______ (number of LMI jobs) will be created within 12 months. ______________________________ agrees to consider, first, persons of low or moderate income as defined by Federal Section 8 income levels. ______________________________ agrees to document (see attachments) that the first consideration process will generate enough low or moderate income applicants, the applicants will be considered, and the eligible ones will be hired. The company further agrees at least 51% of the eligible applicants that will be hired, as a result of the loan will be of low or moderate income.

______________________________ will submit completed job verification forms (See Attachments) for all applicants to the City of Oxford Revolving Loan Fund Board.

______________________________ shall submit to the Revolving Loan Fund Board within 60 days after the close of each quarterly period of its fiscal year a balance sheet and a statement of profit and loss reflecting the financial condition of ______________________________ at the end of such period and the result of its operations during each period, such balance sheet and statement of profits and loss to be signed by ______________________________ (list of Officers of Company) financial conditions during such periods in accordance with generally accepted accounting principles, consistently applied.

Executed the ______ day of ______________________________ , 20 ________ .

Signature of Authorized Official ______________________________

Signature of Authorized Official ______________________________

Appendix G

Community Development Block Grant Program | Job Benefit Verification Employee Certification

Instructions for Completion *(to be completed by the job applicant)*

Your current/perspective employer, which appears below, is the recipient of financial assistance through the federally funded Ohio Community Development Block Grant (CDBG) Small Cities Program. As a result of the assistance received, the business must provide data on job creation and/or retention. **This information is not part of the interview process and will not be considered for hiring purposes.** This information is, however, subject to verification by authorized government officials.

Name of Employer ____________________

Address of Employer ____________________

Name of Employee ____________________

Race, Ethnicity, Gender and Disability Status

Please mark only one of the following race classifications

- ○ White
- ○ Black/African American
- ○ American Indian/Alaska Native
- ○ Asian
- ○ Native Hawaiian/Other Pacific Islander

Multi-Racial

- ○ Black/African American & White
- ○ American Indian/Alaska Native & White
- ○ Asian & White
- ○ American Indian/Alaska Native & Black/African American
- ○ Other Multi-Racial

Please check "Yes" or "No"

Hispanic or Latino ○ Yes ○ No

Please check all that apply

○ Male ○ Female

○ Disabled ○ Female Head of Household

Job Title and Description ____________________

____

Date Employed (mo / day / yr) ☐ ☐ ☐

Check One

○ Full-Time ○ Part-Time (less than 35 hrs per week)

Appendix G

Community Development Block Grant Program | Job Benefit Verification Employee Certification

Household Information

Check the income range in the corresponding row that represents your household income for the previous 12 months

	HUD Section 8 Limits
○ a	○ 0 - 38,500
○ b	○ 38,501 - 44,000
○ c	○ 44,001 - 49,500
○ d	○ 49,501 - 54,950
○ e	○ 54,951 - 59,350
○ f	○ 59,351 - 63,750
○ g	○ 63,751 - 68,150
○ h	○ 68,151 - 72,550
○ i	○ Above

Total number of household members (include yourself, spouse, children, etc.) ☐

Employee Signature ______________________________

Date Completed ________________

Do Not Write Below This Line - For Office Use Only

County ________________________

FY ________________________

LMI Qualified

○ Yes

○ No

Appendix G

Community Development Block Grant Program | Job Certification Summary

Grant # City of Oxford Revolving Loan Fund
Community Oxford, Ohio

As per the loan agreement between the City of Oxford and ________________ full-time equivalent (FTE) jobs were to be created and retained. Of these jobs, two (2) were to be taken by or made available to persons from low - and moderate - income households (LMI).

The company's current level of employment is ________________

The company's level of employment prior to receiving assistance was ________________

The project was complete on ________________

The job creation period extended through ________________

As of this date, ________ FTE jobs were created and ________ FTE were retained. Of the jobs created and retained, ________ jobs were taken by persons from low- and moderate-income households (attach copies of job benefit verification forms). Of the ________ LMI jobs, ________ qualify at the 80% level, ________ qualify at the 50% level, and ________ qualify at the 30% level.

Ethnicity and Race Summary

☐☐ White
☐☐ Black/African American
☐☐ American Indian/Alaska Native
☐☐ Asian
☐☐ Native Hawaiian/Other Pacific Islander

Multi-Racial

☐☐ Black/African American & White
☐☐ American Indian/Alaska Native & White
☐☐ Asian & White
☐☐ American Indian/Alaska Native & Black/African American
☐☐ Other Multi-Racial

______ of these jobs were take by female heads of household

______ of these jobs were taken by disabled individuals

A narrative explanation must be attached to this form to justify a difference between the projected & actual job creation figures. The undersigned community & business representatives certify that this is an accurate accounting of the job creation resulting from the ________________ RLF.

Business Representative ________________________ **Date** __________

Community Representative ________________________ **Date** __________