

## STAFF REPORT

|                                  |                                                                         |
|----------------------------------|-------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Police                                                                  |
| PREPARED BY:                     | John A. Jones, Police Chief                                             |
| DATE PREPARED:                   | November 2, 2021                                                        |
| COUNCIL MEETING DATE:            | November 16, 2021                                                       |
| AGENDA TITLE:                    | Resolution to sell junk/abandoned motor vehicles to the highest bidder. |
| BUDGETED AMOUNT:                 | N/A                                                                     |
| ACCOUNT CODE:                    | N/A                                                                     |
| RECOMMENDATION:                  | Approve                                                                 |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>JS 11/16/21</i>                                                      |

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### DISCUSSION:

Pursuant to Oxford City Code and in accordance with ORC 4513.62, the Division of Police requests that City Council approves the sale of salvage/junk/abandoned motor vehicles described in the attached Exhibit A to the highest bidder and that the proceeds from such sale be placed in the General Fund.



**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE SALE OF SALVAGED, JUNK AND/OR ABANDONED MOTOR VEHICLES.

WHEREAS, the Police Chief recommends that unclaimed motor vehicles ordered into storage pursuant to Section 4513.62 of the Ohio Revised Code be sold to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The motor vehicles to be sold are listed on Exhibit "A" attached hereto and incorporated herein by reference.

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

SECTION 1: City Council hereby accepts the recommendation of the Police Chief and authorizes the sale of the salvaged, junk and/or abandoned motor vehicles listed on Exhibit "A" to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The proceeds thereof shall be placed in the General Fund.

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

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MAYOR

ADOPTED:

ATTEST

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

## Exhibit A

The following vehicles are currently stored at the Oxford Police Department Impound Lot and are unclaimed by the owner after due notice. The Oxford Police Department has obtained salvage titles for the below vehicles and we are requesting they be sold to a salvage dealer.



**1. 1995 Dodge**  
**VIN: 1B7HC16YSS109995**



**2. 2001 Cadillac**

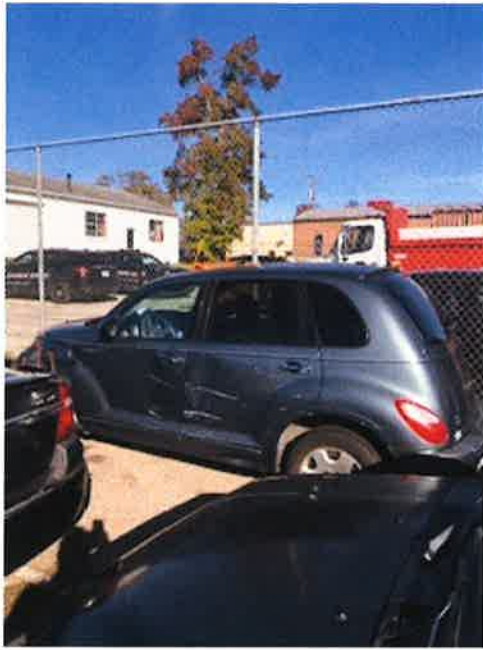
**VIN: 1G6KF57901U286471**



**3. 1998 Ford**  
**VIN: 1FTRX18LOWNA48701**



**4. 2003 Ford**  
**VIN: 1FMZU77E93UB08101**



**5. 2006 Chrysler**  
**VIN: 3A4FY58B56T288786**



**6. 2005 Ford**

**VIN: 1FAFP2419SG132277**



**7. 2006 Chevrolet**  
**VIN: 1G1AM15B067717015**



8. 2005 Chevrolet  
VIN: 1G1ZU54895F162683



9. 1997 Nissan  
VIN: 1N6SD11S1VC370041



**10. 1997 Pontiac**  
**VIN: 1G2WP5218VF319700**



**11. 2003 Buick**  
**VIN: 1G4HP52K33U119793**



**12. 1984 Honda**

**VIN: 1HFSC1414EA011678**



**13. 2003 Chevrolet**

**VIN: 2GCEK19V631162051**

## STAFF REPORT

|                                  |                                                           |
|----------------------------------|-----------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Service Department                                        |
| PREPARED BY:                     | David Treleaven, Environmental Specialist                 |
| DATE PREPARED:                   | November 4, 2021                                          |
| COUNCIL MEETING DATE:            | November 16, 2021                                         |
| AGENDA TITLE:                    | November 3, 2021 Environmental Commission Meeting Summary |
| BUDGETED AMOUNT:                 | N/A                                                       |
| ACCOUNT CODE:                    | N/A                                                       |
| RECOMMENDATION:                  | Approve                                                   |
| CITY MANAGER/DEPT HEAD APPROVAL: | SG 11/12/21 MBD 11/4/21                                   |

Environmental Commission members in attendance at the Wednesday, November 3, 2021 meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, Mr. Steven Elliott, and Ms. Heather Barrett. A quorum was present.

Mr. Elliott moved for approval of the minutes from the October 6, 2021 Environmental Commission meeting; Ms. Barrett seconded. The minutes were unanimously approved as presented.

Ms. Barrett informed the Commission that due to conflict with her work schedule and the regular meeting time of the Climate Action Steering Committee, she would be unable to represent the Environmental Commission at the Committee.

### Discussion:

Staff provided an update regarding public participation and input for future considerations and/or actions by the Commission. This input is envisioned to be incorporated into the upcoming revision of the City's Comprehensive Plan. Assistant City Manager, Ms. Jessica Greene, indicated that Oxford has retained a consultant to aid in the crafting and development of public input mechanisms. Presently, it is envisioned that there will be an on-line survey to help guide the public participation and gather input for the various boards,



commissions, and committees. There is to be extensive advertising to alert the public to the opportunity of the survey. Subsequently, a public participation “lollapalooza” will be held with representatives of many/all of the boards, commissions, and committees present at one place and time to provide the public with a “one-stop-shop” to provide input, rather than having the public potentially attend a multitude of meetings to provide input. The public participation “lollapalooza” is tentatively planned for January 2022.

Staff updated the Commission on recent urban forestry activities. An application to the Ohio Department of Natural Resources “Urban Canopy Restoration Grant Program” has been submitted, requesting a \$10,000 reimbursement on a potential, future \$20,000 street and public tree planting project of an estimated 52 trees. The grant awards are to be announced on Friday, November 19, 2021. The Audubon Miami Valley has arranged to donate three planted trees. The trees are tentatively to be planted by Shademakers along the southern side of Bonham Road across from Leonard Howell Park in November 2021. Oxford’s fall tree planting project will consist of 19 street and park trees, with approximately half of these replacing dead trees at the Oxford Community Park. The Tree City USA application for 2021 is due Friday, December 3, 2021. Tree City USA requires a \$2 per capita urban forest expenditure. From the 2020 census, Oxford’s population is 23,035 (up from 21,371 from the 2010 census). Oxford has already met the \$2 per capita requirement for 2021, and has also completed the other three requirements to qualify for Tree City USA status. This would be Oxford’s 26<sup>th</sup> consecutive year as a Tree City USA community.

Staff updated the Commission on the monthly emission monitoring event of the landfill’s 23 passive gas vents for October. At approximately 221 metric tons (MT) total carbon dioxide equivalent (CO<sub>2</sub>e) for the entire landfill, the October monthly total value was above the monthly average value of approximately 159 MT since October, 2020. The annual total CO<sub>2</sub>e emissions for the last twelve months is estimated at 1,950 MT. This value is 60% lower than the USEPA’s model estimate for the closed landfill emissions (4,764 MT).

Staff provided a summary of the on-going residential food scraps drop-off program. In 134 weeks (since April 2019), approximately 98,900 pounds (49.5 tons) of food scraps have been collected for composting. For 2021 alone, a total of approximately 35,250 pounds (17.6 tons) has been collected in 42 weeks.

Commissioners concluded discussions at 7:40 p.m. The next regularly scheduled monthly Environmental Commission meeting is tentatively scheduled for 7:00 p.m. on December 1, 2021, in the Municipal Building’s first floor conference room.





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

## STAFF REPORT

|                                  |                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Community Development                                                                                           |
| PREPARED BY:                     | Zachary Moore                                                                                                   |
| DATE PREPARED:                   | October 1, 2021                                                                                                 |
| COUNCIL MEETING DATE:            | November 2, 2021                                                                                                |
| AGENDA TITLE:                    | <b>PC-2021-30, 1601 Hoover, FINAL SUBDIVISION, South Farm Section IV, South Farm Development LLC, Applicant</b> |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>DRE 10-29-21</i>                                                                                             |

### Proposal Summary:

The developer for the second phase of South Farm has submitted an application for a Final Subdivision in order to record a final record plat which will create 25 new single-family residential lots on a 6.8-acre site. While this will be the second phase for South Farm, the actual plat itself is titled "South Farm Section IV" due to the sequencing of plat recordings on file with the County Recorder.

The Oxford Subdivision Regulations specify that Council has the authority to approve such applications without a recommendation from the Planning Commission. A Final Subdivision application was previously submitted and approved by City Council on May 5, 2020, with an expiration date of May 5, 2021 per the Code. Due to difficulties experienced resulting from the pandemic, the developer was not able to post bonds, begin building the infrastructure, and record the plat in time for the May 5, 2021 deadline. The developer is now looking to get things moving again by re-applying for Final Subdivision consideration.

### Background:

The South Farm Section IV project has thus far garnered the following approvals:

- Preliminary Subdivision – approved by Council on 9/17/2019, set to expire 9/17/2022
- Preliminary Planned Development (PD) – approved by Council on 9/17/2019
- Construction Drawings – reviewed and approved administratively by staff as of 7/30/2020
- **Final Subdivision – approved by Council on 5/5/2020, expired 5/5/2021**
- Final Planned Development (PD) – approved by Council on 5/5/2020, set to expire 5/5/2025



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

**Discussion and Recommendation:**

The record plat is the legal instrument to be recorded with the Butler County Recorder which will officially subdivide new lot boundaries and establish necessary easements for access, drainage, and utilities.

The submitted record plat is essentially the same as the one previously approved in May 2020. In keeping with Section 203 of the Oxford Subdivision Regulations, staff recommends the subject application be **approved** subject to the following conditions:

1. The Final Subdivision shall be valid for 1 year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this 1 year time period.
2. As necessary, the applicant shall update and/or re-file Construction Drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee construction of the improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

## **ORDINANCE NO.**

### **AN ORDINANCE APPROVING THE FINAL SUBDIVISION APPLICATION AND PLAT FOR SOUTH FARM SECTION IV WITH CONDITIONS.**

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford's Community Development Department received the Final Subdivision Application and Final Plat for South Farm Section IV (Exhibit "A") on March 20, 2020 consisting of 6.8133 acres; and

WHEREAS, the Final Subdivision application was approved by City Council on May 5, 2020, with an expiration date of May 5, 2021 per Oxford Codified Ordinance Section 1101.203(E) and

WHEREAS, a new Final Subdivision application was submitted to the Community Development Department on September 27, 2021; and

WHEREAS, the Community Development Director has reviewed the Final Plat, the approved Preliminary Plat and the preliminary approval Ordinance No. 3535 adopted September 17, 2019; and

WHEREAS, the Community Development Director finds that the Final Plat meets the requirements of Oxford Codified Ordinance Section 1101.203 and further finds the Final Plat substantially corresponds to the approved Preliminary Plat; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Subdivision Application and Plat attached hereto as Exhibit "A" for South Farm Section IV with the following conditions:

1. The Final Subdivision approval shall be valid for one year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this one year time period.
2. As necessary, the applicant shall update and/or re-file construction drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee the construction of the improvements. The record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Subdivision application and plat for South Farm Section IV consisting of 6.8133 acres with the conditions set forth above.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**Internal Use Only:**

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

## Final Subdivision Application

### Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name \* South Farm Development LLC

Mailing Address \* 3225 Indian Creek Road

City, State & Zip Code \* Oxford, Ohio 45056

Telephone Number(s) \* 513-260-2234

Email Address msfarm3225@yahoo.com

### Engineer/Surveyor Information

Name \* Bayer Becker

Mailing Address \* 110 South College Avenue

City, State & Zip Code \* Oxford, Ohio 45040

Telephone Number(s) \* 513-336-6600

Email Address johnbayer@bayerbecker.com

### Location and Lot Information

Name of Subdivision \* South Farm Section 4

Location of Property \* West end of Roberts Drive

Legal Description \* H4100-132-000-014, H4100-137-000-049

Date of Planning Commission Preliminary Approval \* 9/17/2019

Number of Lots \* 28

Zoning District \* R-1B PUD

Total Area \* 6.813 Acres

### Requirements and Documentation

#### Plat

**Fifteen (15) copies of the plat on bond.** Drawing size must be at least 18x24" and should never exceed 24x36." The plat must be prepared in accordance with Chapter 1101, Subdivision Regulations and Chapters 1121-1137, Zoning Code of the City of Oxford<sup>1</sup>. Scale should not exceed 1" = 100.' Plats containing less than three lots are exempted from the provisions of this section. The following information must appear on the plat:

- A. Boundary lines of the area being subdivided with accurate distances and bearings. Each section which is presented for final plat approval must have all of the required improvements extended to the property lines where necessary in order that future final plat sections may connect with them to maintain the continuity of the approved preliminary plan.
- B. A statement dedicating all proposed streets and alleys with their widths and names.

- C. The accurate outline of any portions of the property to be dedicated or granted for public use.
- D. The lines of adjoining streets and alleys with their widths and names.
- E. All lot lines together with an identification system for all lots and blocks. Lot numbers shall be secured from the County Auditor.
- F. The locations of all building lines and easements provided for public use, services or utilities.
- G. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and any other areas for public or private use. Linear dimensions are to be given to the nearest one hundredth of a foot.
- H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.
- I. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.
- J. The name of the subdivision, the scale of the plat, points of the compass and name of owner or owners and subdivider if other than the owner and name of the surveyor and engineer preparing the plat.
- K. The certificate of the surveyor attesting to the accuracy of the survey and to the correct locations of all monuments shown.
- L. Any private restrictions and trusteeships and their duration. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable, thus necessitating the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- M. Acknowledgement by the owner or owners of the plat restrictions.
- N. One tracing cloth or comparable material of the approved final plat, for the City records.
- O. The names and record owners of all adjoining subdivisions and the names of recorded owners of adjoining parcels of un-subdivided land.
- P. A receipt showing that all legally due taxes have been paid.
- Q. North arrow, scale and date.
- R. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses, and drainage ways.
- S. Any existing water mains, culverts, water or sewer lines, easements, buildings and streets, within the tract or immediately adjacent thereto.
- T. Size of the tract in acres and lots in square feet and the boundary lines along with the linear measurement thereof.
- U. The proposed location and width of streets, alleys lots and easements.
- V. The seal, registry number and signature of the public surveyor who prepared the plat.
- W. Any portion of the floodplain as delineated by the Butler County Flood Insurance Rate Maps (FIRM), effective December 17, 2010, must be clearly illustrated and labeled on the plat.

### Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)<sup>2</sup> is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

### Fees & Receipt

The required fee for final plan is \$570.00 plus \$10.00 per lot, plus \$10.00 postage charge.

### Sign and Date

Applicant Signature \*

Date \*

  
9/27/21

### Submit Application, Plans and Documentation, and Fees

***We will not accept incomplete applications and/or plans and documentation.***

Send or drop off this application with required copies of the plat containing all required information as attachments and a check for fees and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204. The application will be placed on the next possible agenda.

## Notes

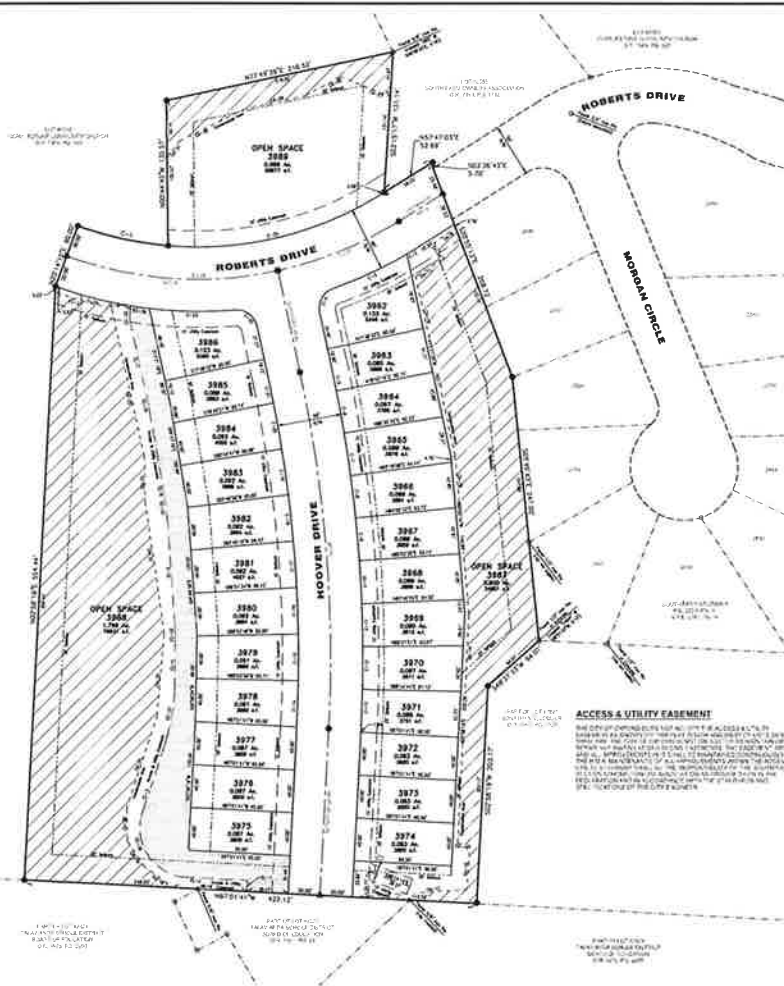
- You must adhere to notification and publication requirements.
- Submit materials 14 days prior to the Planning Commission meeting on which the action is requested.
- City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**
- Per Planning and Zoning Code 1101.203(H)<sup>1</sup>, after final recording at the Butler County Recorder's Office, the applicant shall furnish a proof of such recording for filing to the Community Development Department prior to the issuance of any construction permits for site preparation.

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<sup>1</sup> City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

<sup>2</sup> Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>





## STAFF REPORT

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|-----------------------------------------|-------------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Finance                                                           |
| <b>PREPARED BY:</b>                     | Joe Newlin                                                        |
| <b>DATE PREPARED:</b>                   | 11/9/2021                                                         |
| <b>COUNCIL MEETING DATE:</b>            | 11/16/2021                                                        |
| <b>AGENDA TITLE:</b>                    | A Resolution for advanced property tax payment from Butler County |
| <b>BUDGETED AMOUNT:</b>                 |                                                                   |
| <b>ACCOUNT CODE:</b>                    |                                                                   |
| <b>RECOMMENDATION:</b>                  | Approval                                                          |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | <i>Joe 11/14/21</i> <i>plw 11/9/21</i>                            |

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### DISCUSSION:

This resolution is to request that Butler County remit 2022 property taxes which they have already received to the City earlier than their standard pay date in March. The early payment request can accelerate the receiving of a portion of the taxes by a month or more. To qualify for the early advance, the County requires the passage of a resolution each year.



## **RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2022 FROM BUTLER COUNTY.**

WHEREAS, The City Manager and the Finance Director recommend that the City Manager be authorized to request advanced payment of property taxes, as much as available as soon as possible, from Butler County in order to maximize cash flow to meet the demands of financing operations and capital expenditures.

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

SECTION 1: Council hereby finds that it is in the best interest of the City of Oxford to request payment of property taxes that Butler County has collected in advance of the normal payment date.

SECTION 2: Council further determines that the early receipt of said property taxes will result in additional interest income for the City.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Finance Director and hereby authorizes the City Manager to submit a request to Butler County for the advanced payment of property taxes, as much as available as soon as possible.

SECTION 4: 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)

## STAFF REPORT

|                                         |                                                               |
|-----------------------------------------|---------------------------------------------------------------|
| <b>ORIGINATING DEPARTMENT:</b>          | Service Department                                            |
| <b>PREPARED BY:</b>                     | Michael Dreisbach                                             |
| <b>DATE PREPARED:</b>                   | November 8, 2021                                              |
| <b>COUNCIL MEETING DATE:</b>            | <b>November 16, 2021</b>                                      |
| <b>AGENDA TITLE:</b>                    | Resolution Authorizing a Bond Reduction for Lake Forest Drive |
| <b>BUDGETED AMOUNT:</b>                 | N/A                                                           |
| <b>ACCOUNT CODE:</b>                    | N/A                                                           |
| <b>RECOMMENDATION:</b>                  | Approve                                                       |
| <b>CITY MANAGER/DEPT HEAD APPROVAL:</b> | <i>11/12/21 SD</i> <i>MBD</i> <i>11/8/21</i>                  |

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### Discussion:

The Oxford City Council approved the construction of Lake Forest Drive connecting US27 with Southpointe Parkway. As part of the approval, a one year maintenance bond was required in the amount of \$213,830 (10% of the project's total cost). The bond was provided on November 18, 2020.

The street construction is complete and the maintenance period is expiring. The City Engineer's Office conducted an inspection of the infrastructure and found the street remains in compliance the City's standards with the exception of minor deficiencies including a water valve box that needs to be adjusted, a low spot in one section of curb, two minor ponding areas in the asphalt, and minor settling near a storm sewer manhole. The estimated cost of these repairs is \$15,000.

Staff recommends the Oxford City Council reduce the required bond from the current level of \$213,830 to a new amount of \$15,000. This bonded amount will be released following completion of repairs to the noted deficiencies.



## **RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE RELEASE OF A PUBLIC IMPROVEMENT BOND IN THE FORM OF A LETTER OF CREDIT IN THE AMOUNT OF \$213,830.00 FOR LAKE FOREST DRIVE AND ACCEPTING A NEW PUBLIC IMPROVEMENT BOND IN THE FORM OF A LETTER OF CREDIT IN THE AMOUNT OF \$15,000.00.

WHEREAS, the developer (4-Leaf Development, LLC), has met certain terms and conditions for which a public improvement bond in the form of a letter of credit in the amount of \$213,830.00 was issued to the City of Oxford; and

WHEREAS, the City Manager and the Service Director recommend Oxford City Council authorize the release of the public improvement bond in the form of a letter of credit in the amount of \$213,830.00 for Lake Forest Drive and acceptance of a new public improvement bond in the form of a letter of credit in the amount of \$15,000.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and authorizes the City Manager and the Service Director to take all steps necessary to release the public improvement bond in the form of a letter of credit in the amount of \$213,830.00 for Lake Forest Drive and accept a new public improvement bond in the form of a letter of credit in the amount of \$15,000.00.

SECTION 2: The release is hereby given upon report from the City Engineer that a substantial portion of the work secured by the public improvement bond in the form of a letter of credit has been satisfactorily completed.

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

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MAYOR

ADOPTED;

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

## STAFF REPORT

|                                  |                       |
|----------------------------------|-----------------------|
| ORIGINATING DEPARTMENT:          | Human Resources       |
| PREPARED BY:                     | Jessica Greene        |
| DATE PREPARED:                   | November 10, 2021     |
| COUNCIL MEETING DATE:            | November 16, 2021     |
| AGENDA TITLE:                    | 2022 Salary Ordinance |
| BUDGETED AMOUNT:                 | N/A                   |
| ACCOUNT CODE:                    | N/A                   |
| RECOMMENDATION:                  | Approve               |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>Jan 11/12/21</i>   |

### DISCUSSION:

Changes are indicated by yellow highlight and/or strikethrough and have been approved by the City Manager.

#### Section 1. Full-Time Staff

- Office of City Manager
  - Add the IT/GIS role to the City Manager Department. This replaces the Technical Assistant Position that was in the Community Development Department.
- Community Development Department
  - Add Code Enforcement Officer. This is replacing the role that was previously in the NIC contract.
- Division of Police
  - Additional Police Case Manager Position
- Service Department
  - Moved Deputy Service Director from year-round part-time to full-time.
- Streets, Water, and Wastewater
  - Clarification of classifications for Service Workers
    - Service Worker I- nonclassified, pay band 1
    - Service Worker II-classified, pay band 2
    - Service Worker III-classified, pay band 3
- This changes the number of fulltime staff from 121 to 124.

#### Section 2: Pay bands 1-7

- Recommendation of a three percent (3%) cost of living (COLA) increase.

### Section 3: Year-Round Part-Time Staff

- Recommendation to raise the minimum and maximum compensation of year-round part-time positions by increasing the rate by three percent (3%).
- Office of the City Manager
  - Add a PT Online Content Specialist to assist with communications.
- Safety Department-Fire Division
  - Adjustment of staff numbers from 60 PT to 30 PT. It was brought to our attention that this was a clerical error. It was a redundant count and one line needed removed.
  - Recommendation to adjust the pay scale for PT fire staff. Staff will start within the pay range based upon existing certification and experience. Staff may receive a 5% increase with additional earned certification. The proposed new pay scale is as follows:
    - Student EMTs \$13.00 to \$13.50
    - Firefighter/EMT/Paramedics: \$20.00 to \$25.00
    - Fire Division Lieutenants, increase from 1 staff to 2. And adjust pay range to \$20.00 to \$25.00
    - Fire Division Captains, decrease from 3 to 2. Adjust pay range to \$22.00-\$27.00.
- Parks and Recreation
  - Parks and Recreation Technician increased the cap to \$15.00 per hour to allow to for competitive payment rates with the region.
- These changes will result in total authorized part-time personnel of seventy one (71) employees.

### Section 4: Seasonal Part-Time Staff

- Recommendation to raise the minimum and maximum compensation of part-time positions by increasing the rate by three percent (3%).
- Safety Department-Fire Division
  - Adjustment of the Miami University event coverage fee from \$45.00 to \$50.00
- Parks & Recreation Department
  - For the Parks and Recreation Technician position, increased the cap to \$15.00 per hour to allow to payment at regional pay rates for sports officials.
  - Increase Parks & Recreation Technicians from 50 to 65 to assist with pool operations.
- Service Department
  - For the Laborer position, increased the cap to \$15.00 to allow for better competitive rates when hiring for this seasonal position.
- Seasonal Part-time staff increase from 63 to 78.

### Section 5: Department Heads and Supervisory Employees

- C. Vacation Accrual



- Recommendation to amend the vacation leave language to allow for vacation accrual determination at hire, to be based on prior experience in the public, private and nonprofit sectors with City Manager approval. This will assist with the recruitment of qualified staff from other sectors and broaden our recruitment scope beyond Ohio public employers. There is also language that clarifies that vacation accrual begins immediately upon employment but may only be taken in the first year with City Manager approval.

#### Section 6: General Provisions

- No changes

#### Section 7: Employee Benefits

- F. Parental Leave Policy
  - Recommendation to implement a parental leave policy for FT employees of the City of Oxford.
- H. Addition of one additional paid personal leave day. The additional personal day is in lieu of the Juneteenth Federal holiday so the city can remain open to the public.
- L. Vacation Accrual
  - Recommendation to amend the vacation leave language to allow for vacation accrual determination at hire, to be based on prior experience in the public, private and nonprofit sectors with City Manager approval. This will assist with the recruitment of qualified staff from other sectors and broaden our recruitment scope beyond Ohio public employers. There is also language that clarifies that vacation accrual begins immediately upon employment but may only be taken in the first year with City Manager approval.

#### Attachment A:

- The pay bands have been increased by 3% for 2022

#### Attachment B.

- No changes as there is a pending Collective Bargaining Agreement under development.

AN ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 202~~1~~2 THROUGH DECEMBER 31, 202~~1~~2.

WHEREAS, the City Manager recommends the adoption of the 202~~1~~2 Salary and Benefit Ordinance.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO THAT THE SALARIES, WAGES AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

**SECTION 1: Full Time Employees**

The following full-time positions are hereby established with respect to position title, authorized number and pay range:

| Position                                                      | Classified(C) or Non-Classified (NC) | Number of Employees Authorized | Pay Band              |
|---------------------------------------------------------------|--------------------------------------|--------------------------------|-----------------------|
| <b>Office of the City Manager</b>                             |                                      |                                |                       |
| City Manager                                                  | NC                                   | 1                              | By Contract           |
| Assistant to the City Manager                                 | NC                                   | 1                              | 5                     |
| Assistant City Manager/Human Resources & Economic Development | NC                                   | 1                              | 7                     |
| Human Resources Manager                                       | NC                                   | 1                              | 6                     |
| Clerk of Council/AAll                                         | NC                                   | 1                              | <del>4</del> <u>5</u> |
| <u>**IT/GIS Coordinator</u>                                   | <u>NC</u>                            | <u>1</u>                       | <u>5</u>              |
| <b>Finance Department</b>                                     |                                      |                                |                       |
| Finance Director                                              | NC                                   | 1                              | By Contract           |
| Assistant Finance Director                                    | NC                                   | 1                              | 6                     |
| Payroll Specialist                                            | C                                    | 1                              | 5                     |
| Finance Specialist                                            | C                                    | 1                              | 5                     |
| Accounting Specialist                                         | C                                    | 1                              | 4                     |
| Utility Collections Specialist                                | C                                    | 2                              | 4                     |
| <b>Parks &amp; Recreation Department</b>                      |                                      |                                |                       |
| Parks & Recreation Director                                   | NC                                   | 1                              | 7                     |
| Aquatics & Recreation Programs Supervisor                     | C                                    | 1                              | 5                     |

|                                                               |            |          |              |
|---------------------------------------------------------------|------------|----------|--------------|
| Office Manager                                                | NC         | 1        | 5            |
| Receptionist                                                  | C          | 1        | 1            |
| Sports Coordinator                                            | C          | 1        | 3            |
| Aquatics & Recreation Programs Coordinator                    | C          | 1        | 3            |
| Custodian                                                     | NC         | 1        | 1            |
| <b>Community Development Department</b>                       |            |          |              |
| Community Development Director                                | NC         | 1        | 7            |
| Planner                                                       | C          | 1        | 6            |
| <u>Admin Asst to Director (Tech) Code Enforcement Officer</u> | <u>NGC</u> | <u>4</u> | <u>56</u>    |
| Administrative Assistant II                                   | NC         | 2        | 3            |
| <b>Safety Department – Fire Division</b>                      |            |          |              |
| Fire Chief/Inspector                                          | NC         | 1        | 7            |
| Fire Captains                                                 | C          | 3        | Attachment B |
| Firefighter/Paramedics                                        | C          | 6        | Attachment B |
| Administrative Assistant II                                   | NC         | 1        | 3            |
| <b>Safety Department – Police Division</b>                    |            |          |              |
| Police Chief                                                  | NC         | 1        | 7            |
| Police Lieutenant                                             | C          | 2        | By Contract  |
| Police Sergeant                                               | C          | 6        | By Contract  |
| Police Officer                                                | C          | 19       | By Contract  |
| Public Safety Assistant                                       | C          | 3        | By Contract  |
| Police Records Specialist                                     | C          | 1        | By Contract  |
| Dispatcher/Clerk                                              | C          | 6        | By Contract  |
| Office Manager                                                | NC         | 1        | 5            |
| <u>Police Case Manager</u>                                    | <u>NC</u>  | <u>1</u> | <u>5</u>     |
| <b>Service Department</b>                                     |            |          |              |
| Service Director                                              | NC         | 1        | 7            |
| <u>Deputy Service Director</u>                                | <u>C</u>   | <u>1</u> | <u>6</u>     |
| Environmental Specialist                                      | C          | 1        | 5            |
| Administrative Assistant III                                  | NC         | 1        | 4            |
| Custodian                                                     | NC         | 2        | 1            |
| <b>Engineering Division</b>                                   |            |          |              |
| City Engineer                                                 | C          | 1        | 6            |
| Engineering Technician                                        | C          | 1        | 5            |
| Engineering Aide                                              | C          | 1        | 4            |

|                                 |                                                                          |    |                                         |
|---------------------------------|--------------------------------------------------------------------------|----|-----------------------------------------|
| <b>Division</b>                 |                                                                          |    |                                         |
| Streets and Maintenance Manager | C                                                                        | 1  | 6                                       |
| Equipment Mechanic              | C                                                                        | 1  | 5                                       |
| Parks Maintenance Supervisor    | C                                                                        | 1  | 5                                       |
| Street Operations Specialist    | C                                                                        | 1  | 4                                       |
| Service Workers                 | <u>C &amp; NC Service Worker I - NC; Service Worker II &amp; III - C</u> | 11 | <u>Varies 1, 2 &amp; 3 respectively</u> |
| <b>Wastewater Division</b>      |                                                                          |    |                                         |
| <b>Collection</b>               |                                                                          |    |                                         |
| Wastewater Collection Manager   | C                                                                        | 1  | 6                                       |
| Service Workers                 | <u>C &amp; NC Service Worker I - NC Service Worker II, III - C</u>       | 4  | <u>Varies 1, 2 &amp; 4 respectively</u> |
| <b>Plant</b>                    |                                                                          |    |                                         |
| Wastewater Plant Manager        | C                                                                        | 1  | 6                                       |
| WWTP Laboratory Technician      | C                                                                        | 1  | 3                                       |
| Plant Mechanic II               | C                                                                        | 1  | 4                                       |
| Plant Mechanic I                | C                                                                        | 1  | 3                                       |
| Service Worker I                | NC                                                                       | 1  | 1                                       |
| WWTP Operators                  | C                                                                        | 3  | 5                                       |
| <b>Water Division</b>           |                                                                          |    |                                         |
| <b>Distribution</b>             |                                                                          |    |                                         |
| Water Distribution Manager      | C                                                                        | 1  | 6                                       |
| Service Workers                 | <u>C &amp; NC Service Worker I - NC Service Worker II &amp; III - C</u>  | 4  | <u>Varies 1, 2 &amp; 4 respectively</u> |
| <b>Plant</b>                    |                                                                          |    |                                         |
| Water Plant Manager             | C                                                                        | 1  | 6                                       |
| Utility Maintenance Technician  | C                                                                        | 1  | 2                                       |

|                                  |   |                           |        |
|----------------------------------|---|---------------------------|--------|
| Water Plant Operators            | C | 2                         | Varies |
| <b>TOTAL Full-Time Budgeted:</b> |   | <del>121</del> <u>124</u> |        |

## SECTION 2: Pay Bands 1 through 7

The compensation plan setting forth the range of base pay bands for each position title, being pay bands 1 through 7, is attached hereto (Attachment A) and incorporated herein as the Base Pay Band Provisions.

- A. Adoption of this ordinance reflects a 3% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director and City Manager shall also receive the same increase to their current base salaries.
- B. The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D. The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.
- E. Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35; to work under state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC , FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried employees will be paid the "overtime amount" in the form of a bonus. Furthermore, the City Manager authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

## SECTION 3: Year Round Part Time Employees

The following part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

| Year Round Part Time | Number of Employees Authorized | Minimum Pay Rate | Maximum Pay Rate |
|----------------------|--------------------------------|------------------|------------------|
| City Manager         |                                |                  |                  |

|                                                        |                     |                                   |                                      |
|--------------------------------------------------------|---------------------|-----------------------------------|--------------------------------------|
|                                                        |                     | <del>\$21.22</del>                | <del>\$30.04</del>                   |
| <u>Online Content Specialist</u>                       | <u>1</u>            | <u>\$15.00</u>                    | <u>\$20.00</u>                       |
| <b>Parks &amp; Recreation Department</b>               |                     |                                   |                                      |
| Park/Recreation Technician                             | 5                   | \$ <u>9.55</u><br><u>\$9.27</u>   | <del>\$13.52</del> <u>\$15.00</u>    |
| Program Coordinator                                    | 3                   | \$ <u>9.55</u><br><u>\$9.27</u>   | \$ <u>17.40</u><br><u>\$16.89</u>    |
| Senior Program Coordinator                             | 1                   | \$ <u>10.93</u><br><u>\$10.61</u> | \$ <u>18.85</u><br><u>\$18.30</u>    |
| Custodian                                              | 1                   | \$ <u>12.03</u><br><u>\$11.67</u> | \$ <u>16.24</u><br><u>\$15.76</u>    |
| <b>Service Department</b>                              |                     |                                   |                                      |
| <del>Deputy Director</del>                             | <del>1</del>        | <del>\$26.53</del>                | <del>\$45.76</del>                   |
| Laborers                                               | 4                   | \$ <u>9.55</u><br><u>\$9.27</u>   | <del>\$15.00</del><br><u>\$14.63</u> |
| Water Plant Operators                                  | 2                   | \$ <u>18.59</u><br><u>\$18.04</u> | \$ <u>22.58</u><br><u>\$21.92</u>    |
| <b>Safety Department – Fire Division</b>               |                     |                                   |                                      |
| Part-Time Firefighters/EMTs                            | 30                  | <del>\$12.74</del> <u>\$20.00</u> | <del>\$19.15</del> <u>\$25.00</u>    |
| <del>Firefighters or EMTs (single certification)</del> | <del>30</del>       | <del>NA</del>                     | <del>\$12.36</del>                   |
| <u>Student EMTs</u>                                    |                     | <del>\$12.00</del> <u>\$13.00</u> | <del>\$12.25</del> <u>\$13.50</u>    |
| Fire Division Captains                                 | <u>32</u>           | <del>NA</del> <u>\$22.00</u>      | <del>\$20.28</del> <u>\$27.00</u>    |
| Fire Division Lieutenants                              | <u>12</u>           | <del>NA</del> <u>\$20.00</u>      | <del>\$19.15</del> <u>\$25.00</u>    |
| <b>Safety Department – Police Division</b>             |                     |                                   |                                      |
| Property Custodian                                     | 1                   | \$ <u>21.86</u><br><u>\$21.22</u> | \$ <u>31.77</u><br><u>\$30.84</u>    |
| Police Officer                                         | 6                   | \$ <u>30.61</u><br><u>\$29.71</u> | \$ <u>37.17</u><br><u>\$36.08</u>    |
| Public Safety Assistant                                | 4                   | \$ <u>21.86</u><br><u>\$21.22</u> | \$ <u>28.42</u><br><u>\$27.59</u>    |
| Dispatcher/Clerk                                       | 4                   | \$ <u>21.86</u><br><u>\$21.22</u> | \$ <u>28.42</u><br><u>\$27.59</u>    |
| <b>City-Wide</b>                                       |                     |                                   |                                      |
| Intern/Temporary Part-Time                             | 5                   | \$ <u>10.61</u><br><u>\$10.30</u> | \$ <u>14.86</u><br><u>\$14.42</u>    |
| <b>Total Year Round PT Employees</b>                   | <b><u>10271</u></b> |                                   |                                      |

#### SECTION 4: Seasonal Part Time Employees

The following seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

|                                           | Employees<br>Authorized | Pay Rate                     | Pay Rate                       |
|-------------------------------------------|-------------------------|------------------------------|--------------------------------|
| <b>Safety Department – Fire Division</b>  |                         |                              |                                |
| Fire/EMS for Miami University<br>Coverage | N/A                     | N/A                          | <del>\$45.00</del> \$50.00     |
| <b>Parks &amp; Recreation Department</b>  |                         |                              |                                |
| Park/Recreation Technician                | <del>50</del> 65        | \$ 9.55<br><del>\$9.27</del> | \$12.21<br><del>\$15.00</del>  |
| Program Coordinator                       | 3                       | \$ 9.55<br><del>\$9.27</del> | \$ 15.85<br><del>\$15.39</del> |
| <b>Service Department</b>                 |                         |                              |                                |
| <b>Street Department</b>                  |                         |                              |                                |
| Laborer                                   | 7                       | \$ 9.55<br><del>\$9.27</del> | <del>\$15.00</del> \$14.42     |
| <b>Wastewater Division</b>                |                         |                              |                                |
| <b>Plant</b>                              |                         |                              |                                |
| Laborer                                   | 1                       | \$ 9.55<br><del>\$9.27</del> | \$ 14.85<br><del>\$14.42</del> |
| <b>Collections</b>                        |                         |                              |                                |
| Laborer                                   | 1                       | \$ 9.55<br><del>\$9.27</del> | \$ 14.85<br><del>\$14.42</del> |
| <b>Water Division</b>                     |                         |                              |                                |
| <b>Plant</b>                              |                         |                              |                                |
| Laborer                                   | 1                       | \$ 9.55<br><del>\$9.27</del> | \$ 14.85<br><del>\$14.42</del> |
| <b>TOTAL Seasonal Part-Time:</b>          | <b><del>63</del> 78</b> |                              |                                |

#### SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director and Fire Chief are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.
- B. Overtime.** Department heads are salaried employees and are not entitled to overtime.

- C. **~~vacation.~~** Department heads shall accrue vacation leave monthly at the ~~following~~ rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based upon previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately but may only take leave during the first year with City Manager approval. ~~—(except a first year department head who shall receive vacation accrual after the completion of the twelfth month):~~

|                            |           |
|----------------------------|-----------|
| After 12 months (1 year)   | 120 hours |
| After 84 months (7 years)  | 160 hours |
| After 156 months(13 years) | 200 hours |

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head on the basis of extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

- D. **Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.
- E. **Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

## SECTION 6: General Provisions

- A. **Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. **Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.
- C. **Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action

- D. Part Time Firefighters.** Part Time Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred sixty (1560) hours in any given Calendar year to stay compliant with ACA requirements. Nor shall any paid-on-call or part-time firefighter work in excess of one hundred-six (106) hours in any pay period as part of FLSA over-time regulations.

Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other department sanctioned duties other than those for which the employee was hired shall not be included in total hours.

- E. Shift Differential Pay.** The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the majority of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.

## SECTION 7: Employee Benefits

- A. Uniforms.** The Police Chief shall receive credit in the same manner as the Detective Sergeant as specified in the Police Sergeants and Lieutenants contract.

The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.

- B. Sick leave.** Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.

- C. Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave

the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until retirement, death or lay-off, at which time not more than 1200 banked hours may be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.

**F. Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time<sup>e</sup>.

**G. Paid Parental Leave:** Eligible employees, as defined in the employee handbook, are provided up to twelve (12) weeks of leave after the birth or adoption of his or her child. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued vacation and paid sick leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued vacation and paid sick leave. Paid and Unpaid Parental Leave can be used as continuous or intermittent leave. The combination of Paid and Unpaid Parental Leave may not exceed twelve (12) weeks.

**F.H. Payment of Health Insurance Premiums.** For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

**G.I. Holiday Schedule.** There shall be fifteen (15) paid days off for full-time employees as follows: (10 holidays/<sup>65</sup> personal days)

New Year's Day (January 1)  
Martin Luther King, Jr. Day (third Monday in January)  
Washington/Lincoln Day (third Monday in February)  
Memorial Day (last Monday in May)

Labor Day (first Monday in September)  
Thanksgiving Day (fourth Thursday in November)  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Five-Six (65) Personal Days - 480 Hours

New employees hired during the year shall have their Personal Hours pro-rated based on initial hire date. With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday and holidays falling on a Sunday shall be observed on the following Monday.

**H.J. Pay for Work on Certain Holidays.** Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

- If an employee works the designated holiday, the employee is entitled to:
  - One and one-half (1-1/2) times their base hourly rate for the hours worked, and a paid day to be taken at another time.
- If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

**I.K. Group Life and Accidental Death and Dismemberment Insurance.**

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least

coverage on the Police Chief in an amount equal to one and one-half (1-1/2) times the Police Chief's annual salary to a maximum of \$175,000.

For each firefighter, the City will pay 100% of the premium for a Firefighter's Accident Policy, not to exceed \$10,000 in insurance coverage.

**J.L. Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2020 and are full-time employees of the City on or before December 31, 2020. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2020~~2~~ shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2020~~2~~. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

|                |       |                |         |
|----------------|-------|----------------|---------|
| After 5 years  | \$450 | After 18 years | \$775   |
| After 6 years  | \$475 | After 19 years | \$800   |
| After 7 years  | \$500 | After 20 years | \$825   |
| After 8 years  | \$525 | After 21 years | \$850   |
| After 9 years  | \$550 | After 22 years | \$875   |
| After 10 years | \$575 | After 23 years | \$900   |
| After 11 years | \$600 | After 24 years | \$925   |
| After 12 years | \$625 | After 25 years | \$950   |
| After 13 years | \$650 | After 26 years | \$975   |
| After 14 years | \$675 | After 27 years | \$1,000 |
| After 15 years | \$700 | After 28 years | \$1,025 |
| After 16 years | \$725 | After 29 years | \$1,050 |
| After 17 years | \$750 | After 30 years | \$1,075 |

**M. Vacation.** An employee shall accrue vacation monthly at the following rates listed in the table below, unless otherwise covered by a collective bargaining unit. The City Manager may adjust vacation accrual rates, at the time of hire, based upon previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately but may only take leave during the first year with City Manager approval.  
~~At the end of the first year (after 12 months) a non-contract employee will be credited~~

|                             |     |
|-----------------------------|-----|
| After 12 months (1 year)    | 80  |
| After 24 months (2 years)   | 88  |
| After 48 months (4 years)   | 96  |
| After 60 months (5 years)   | 104 |
| After 72 months (6 years)   | 112 |
| After 84 months (7 years)   | 120 |
| After 96 months (8 years)   | 128 |
| After 108 months (9 years)  | 136 |
| After 120 months (10 years) | 144 |
| After 132 months (11 years) | 152 |
| After 144 months (12 years) | 160 |
| After 156 months (13 years) | 168 |
| After 168 months (14 years) | 176 |
| After 180 months (15 years) | 184 |
| After 192 months (16 years) | 192 |
| After 204 months (17 years) | 200 |

~~vacation. At that time the employee will start accruing monthly vacation according to the following schedule:~~

The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first year anniversary on the basis of extenuating circumstances.

**K.N. Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.

~~E.O.~~ **Continuing Education/Tuition Reimbursement.** For 2024, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Department.~~Director Department.~~

## SECTION 8: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

## SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this ordinance be and the same are hereby repealed.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: Mike Smith

# CITY OF OXFORD OHIO

## PAY BANDS (202~~12~~)

|                   | <u>MINIMUM</u>                      | <u>MAXIMUM</u>                        |
|-------------------|-------------------------------------|---------------------------------------|
| <b>PAY BAND 7</b> |                                     |                                       |
| Annual            | <u>\$75,254</u> <del>\$73,050</del> | <u>\$135,242</u> <del>\$131,290</del> |
| Hourly            | <u>\$36.18</u> <del>\$35.12</del>   | <u>\$65.02</u> <del>\$63.12</del>     |
|                   |                                     |                                       |
| <b>PAY BAND 6</b> |                                     |                                       |
| Annual            | <u>\$58,552</u> <del>\$56,846</del> | <u>\$103,917</u> <del>\$100,880</del> |
| Hourly            | <u>\$28.15</u> <del>\$27.33</del>   | <u>\$49.96</u> <del>\$48.50</del>     |
|                   |                                     |                                       |
| <b>PAY BAND 5</b> |                                     |                                       |
| Annual            | <u>\$50,149</u> <del>\$48,672</del> | <u>\$84,469</u> <del>\$81,994</del>   |
| Hourly            | <u>\$24.11</u> <del>\$23.40</del>   | <u>\$40.61</u> <del>\$39.42</del>     |
|                   |                                     |                                       |
| <b>PAY BAND 4</b> |                                     |                                       |
| Annual            | <u>\$44,054</u> <del>\$42,765</del> | <u>\$71,448</u> <del>\$69,347</del>   |
| Hourly            | <u>\$21.18</u> <del>\$20.56</del>   | <u>\$34.35</u> <del>\$33.34</del>     |
|                   |                                     |                                       |
| <b>PAY BAND 3</b> |                                     |                                       |
| Annual            | <u>\$39,936</u> <del>\$38,771</del> | <u>\$67,350</u> <del>\$65,374</del>   |
| Hourly            | <u>\$19.20</u> <del>\$18.64</del>   | <u>\$32.38</u> <del>\$31.43</del>     |
|                   |                                     |                                       |
| <b>PAY BAND 2</b> |                                     |                                       |
| Annual            | <u>\$37,378</u> <del>\$36,275</del> | <u>\$60,611</u> <del>\$58,843</del>   |
| Hourly            | <u>\$17.97</u> <del>\$17.44</del>   | <u>\$29.14</u> <del>\$28.29</del>     |
|                   |                                     |                                       |
| <b>PAY BAND 1</b> |                                     |                                       |
| Annual            | <u>\$33,779</u> <del>\$32,781</del> | <u>\$54,787</u> <del>\$53,186</del>   |
| Hourly            | <u>\$16.24</u> <del>\$15.76</del>   | <u>\$26.34</u> <del>\$25.57</del>     |

# **CITY OF OXFORD OHIO**

## **Full-Time Fire Captains' and Firefighter's Policies and Wage Rates**

### **Holidays**

Full time Fire Captains and Firefighters working a 24/48 schedule will be paid a holiday check on December 1 of each year. This check will consist of eight (8) hours pay for each of the 10 holidays. If a fire captain or Firefighter is called in to work on an unscheduled Holiday, hours worked will be paid at a double-time rate.

### **Personal Days**

Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to take two (2) 24 hour personal days per calendar year. These hours must be taken each year and may not be accrued.

### **Sick Leave**

Full time Fire Captains and Firefighters working a 24/48 schedule shall accrue sick leave hours at a rate of 13 hours per calendar month. Sick leave may be accumulated without maximum.

### **Sick Leave Incentive**

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to receive a sick leave incentive which is the same as other city employees.

### **Vacation**

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for vacation after one year of employment and as follows: on the first anniversary date 72 hours; on the second through ninth anniversary date 120 hours; on the 10<sup>th</sup> anniversary date and thereafter 168 hours. Full-time Fire Captains and Firefighters can carryover up to one year's vacation accrual plus 72 hours.

### **Funeral Leave**

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to take up to two (2) 24 hour days per calendar year for the purpose of attending the funeral of a member of the employee's immediate family. The definition of immediate family is outlined in the Employee Handbook.

### **Kelly Days**

Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to a Kelly day (day off on the 10<sup>th</sup> scheduled day) when the employee is scheduled to work 10 24 hour days in a 28 day cycle. This will amount to three or four Kelly days per year depending on each employee's schedule.

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for premium group life insurance (term) coverage in an amount equal to 1.5 times the employee's annual base salary paid for by the City.

### **Compensatory Time**

Full time Fire Captains and Firefighters working a 24/48 schedule are not eligible to receive compensatory time (hours) for overtime hours worked.

All other employee benefits are outlined in the salary ordinance and employee handbook.

### **Fire Captain Base Salary**

|               |          |
|---------------|----------|
| 2020 <u>2</u> | \$77,962 |
|---------------|----------|

20202 Holiday pay check will equal (80 hours total) at \$37.49 per hour or \$2,998.53 total.

### **Firefighter/Paramedic Base Salary**

|               |             |
|---------------|-------------|
| 2020 <u>2</u> | \$69,704.22 |
|---------------|-------------|

20202 Holiday pay check will equal (80 hours total) at \$33.52 per hour or \$2,680.94 total.

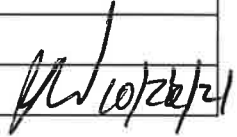
Any newly hired Fire Captain or newly hired Firefighter/Paramedic in 20202 will be paid according to the salary schedule below:

|                        |                              |
|------------------------|------------------------------|
| Starting salary        | 85% of applicable base rate  |
| With 12 mos of service | 90% of applicable base rate  |
| With 24 mos of service | 95% of applicable base rate  |
| With 36 mos of service | 100% of applicable base rate |



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:                   | 10/25/2021                                                                                       |
| COUNCIL MEETING DATE:            | 11/2/2021                                                                                        |
| AGENDA TITLE:                    | Budgeted Advances 2022 Ordinance                                                                 |
| BUDGETED AMOUNT:                 |                                                                                                  |
| ACCOUNT CODE:                    |                                                                                                  |
| RECOMMENDATION:                  | Approval                                                                                         |
| CITY MANAGER/DEPT HEAD APPROVAL: | DRE 10-29-21  |

### DISCUSSION:

#### Description of Budgeted Advances for the 2022 Budget

Advance from GENERAL FUND 110

Advance to CAPITAL IMPROVEMENT FUND 141

- Main Street Brick Repairs

Funds to be reimbursed from Ohio Public Works Commission

276,500.00

This repayment to General Fund will be made when funds received or end of year.

Advance from GENERAL FUND 110

Advance to OXFORD AREA TRAIL CAPITAL IMPROVEMENT FUND 144

- OAT - Peffer Park to Talawanda High School Phase III, West Side Connector Phase IV

Funds to be reimbursed from OKI and OAT Property Taxes

2,871,337.00

This repayment to General Fund will be made when funds received or end of year.



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Advance from GENERAL FUND 110  
Advance to EMPLOYEE BENEFIT FUND 230

- Make whole account balance due to early use of plan which is repaid by the employees evenly throughout the year.

Funds to be reimbursed from employees' contribution for flexible spending program 5,000.00

This repayment to General Fund will be made by year end.

Advance from GENERAL FUND 110  
Advance to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Funds to be reimbursed from the special assessments 150,000.00

This repayment to General Fund will be made by year end.

Advance from GENERAL FUND 110  
Advance to OVI TASK FORCE FUND 419

- Federal funds received pursuant to the OVI Task Force Grant for OVI Task Force activities

Funds to be reimbursed from Ohio Department of Public Safety 225,000.00

This repayment to General Fund will be made by year end.



ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2022 and monies will be available for appropriation in those funds.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2022, as follows:

Advance from:

|                                                |              |
|------------------------------------------------|--------------|
| General Fund 110                               | 276,500.00   |
| Capital Improvement Fund 141                   | 276,500.00   |
| General Fund 110                               | 2,871,337.00 |
| Oxford Area Trail Capital Improvement Fund 144 | 2,871,337.00 |
| General Fund 110                               | 5,000.00     |
| Employee Benefit Fund 230                      | 5,000.00     |
| General Fund 110                               | 150,000.00   |
| Special Assessment Fund 417                    | 150,000.00   |
| General Fund 110                               | 225,000.00   |
| OVI Task Force Fund 419                        | 225,000.00   |

Advance to:

|                                                |              |
|------------------------------------------------|--------------|
| Capital Improvement Fund 141                   | 276,500.00   |
| General Fund 110                               | 276,500.00   |
| Oxford Area Trail Capital Improvement Fund 144 | 2,871,337.00 |
| General Fund 110                               | 2,871,337.00 |
| Employee Benefit Fund 230                      | 5,000.00     |
| General Fund 110                               | 5,000.00     |
| Special Assessment Fund 417                    | 150,000.00   |
| General Fund 110                               | 150,000.00   |
| OVI Task Force Fund 419                        | 225,000.00   |
| General Fund 110                               | 225,000.00   |

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

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MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF



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

## STAFF REPORT

|                                  |                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Community Development                                                                                           |
| PREPARED BY:                     | Zachary Moore                                                                                                   |
| DATE PREPARED:                   | October 1, 2021                                                                                                 |
| COUNCIL MEETING DATE:            | November 2, 2021                                                                                                |
| AGENDA TITLE:                    | <b>PC-2021-30, 1601 Hoover, FINAL SUBDIVISION, South Farm Section IV, South Farm Development LLC, Applicant</b> |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>DRE 10-29-21</i>                                                                                             |

### Proposal Summary:

The developer for the second phase of South Farm has submitted an application for a Final Subdivision in order to record a final record plat which will create 25 new single-family residential lots on a 6.8-acre site. While this will be the second phase for South Farm, the actual plat itself is titled "South Farm Section IV" due to the sequencing of plat recordings on file with the County Recorder.

The Oxford Subdivision Regulations specify that Council has the authority to approve such applications without a recommendation from the Planning Commission. A Final Subdivision application was previously submitted and approved by City Council on May 5, 2020, with an expiration date of May 5, 2021 per the Code. Due to difficulties experienced resulting from the pandemic, the developer was not able to post bonds, begin building the infrastructure, and record the plat in time for the May 5, 2021 deadline. The developer is now looking to get things moving again by re-applying for Final Subdivision consideration.

### Background:

The South Farm Section IV project has thus far garnered the following approvals:

- Preliminary Subdivision – approved by Council on 9/17/2019, set to expire 9/17/2022
- Preliminary Planned Development (PD) – approved by Council on 9/17/2019
- Construction Drawings – reviewed and approved administratively by staff as of 7/30/2020
- **Final Subdivision – approved by Council on 5/5/2020, expired 5/5/2021**
- Final Planned Development (PD) – approved by Council on 5/5/2020, set to expire 5/5/2025



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

**Discussion and Recommendation:**

The record plat is the legal instrument to be recorded with the Butler County Recorder which will officially subdivide new lot boundaries and establish necessary easements for access, drainage, and utilities.

The submitted record plat is essentially the same as the one previously approved in May 2020. In keeping with Section 203 of the Oxford Subdivision Regulations, staff recommends the subject application be **approved** subject to the following conditions:

1. The Final Subdivision shall be valid for 1 year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this 1 year time period.
2. As necessary, the applicant shall update and/or re-file Construction Drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee construction of the improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

## **ORDINANCE NO.**

### **AN ORDINANCE APPROVING THE FINAL SUBDIVISION APPLICATION AND PLAT FOR SOUTH FARM SECTION IV WITH CONDITIONS.**

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford's Community Development Department received the Final Subdivision Application and Final Plat for South Farm Section IV (Exhibit "A") on March 20, 2020 consisting of 6.8133 acres; and

WHEREAS, the Final Subdivision application was approved by City Council on May 5, 2020, with an expiration date of May 5, 2021 per Oxford Codified Ordinance Section 1101.203(E) and

WHEREAS, a new Final Subdivision application was submitted to the Community Development Department on September 27, 2021; and

WHEREAS, the Community Development Director has reviewed the Final Plat, the approved Preliminary Plat and the preliminary approval Ordinance No. 3535 adopted September 17, 2019; and

WHEREAS, the Community Development Director finds that the Final Plat meets the requirements of Oxford Codified Ordinance Section 1101.203 and further finds the Final Plat substantially corresponds to the approved Preliminary Plat; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Subdivision Application and Plat attached hereto as Exhibit "A" for South Farm Section IV with the following conditions:

1. The Final Subdivision approval shall be valid for one year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this one year time period.
2. As necessary, the applicant shall update and/or re-file construction drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee the construction of the improvements. The record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Subdivision application and plat for South Farm Section IV consisting of 6.8133 acres with the conditions set forth above.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**Internal Use Only:**

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

## Final Subdivision Application

### Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name \* South Farm Development LLC

Mailing Address \* 3225 Indian Creek Road

City, State & Zip Code \* Oxford, Ohio 45056

Telephone Number(s) \* 513-260-2234

Email Address msfarm3225@yahoo.com

### Engineer/Surveyor Information

Name \* Bayer Becker

Mailing Address \* 110 South College Avenue

City, State & Zip Code \* Oxford, Ohio 45040

Telephone Number(s) \* 513-336-6600

Email Address johnbayer@bayerbecker.com

### Location and Lot Information

Name of Subdivision \* South Farm Section 4

Location of Property \* West end of Roberts Drive

Legal Description \* H4100-132-000-014, H4100-137-000-049

Date of Planning Commission Preliminary Approval \* 9/17/2019

Number of Lots \* 28

Zoning District \* R-1B PUD

Total Area \* 6.813 Acres

### Requirements and Documentation

#### Plat

**Fifteen (15) copies of the plat on bond.** Drawing size must be at least 18x24" and should never exceed 24x36." The plat must be prepared in accordance with Chapter 1101, Subdivision Regulations and Chapters 1121-1137, Zoning Code of the City of Oxford<sup>1</sup>. Scale should not exceed 1" = 100.' Plats containing less than three lots are exempted from the provisions of this section. The following information must appear on the plat:

- A. Boundary lines of the area being subdivided with accurate distances and bearings. Each section which is presented for final plat approval must have all of the required improvements extended to the property lines where necessary in order that future final plat sections may connect with them to maintain the continuity of the approved preliminary plan.
- B. A statement dedicating all proposed streets and alleys with their widths and names.

- C. The accurate outline of any portions of the property to be dedicated or granted for public use.
- D. The lines of adjoining streets and alleys with their widths and names.
- E. All lot lines together with an identification system for all lots and blocks. Lot numbers shall be secured from the County Auditor.
- F. The locations of all building lines and easements provided for public use, services or utilities.
- G. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and any other areas for public or private use. Linear dimensions are to be given to the nearest one hundredth of a foot.
- H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.
- I. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.
- J. The name of the subdivision, the scale of the plat, points of the compass and name of owner or owners and subdivider if other than the owner and name of the surveyor and engineer preparing the plat.
- K. The certificate of the surveyor attesting to the accuracy of the survey and to the correct locations of all monuments shown.
- L. Any private restrictions and trusteeships and their duration. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable, thus necessitating the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- M. Acknowledgement by the owner or owners of the plat restrictions.
- N. One tracing cloth or comparable material of the approved final plat, for the City records.
- O. The names and record owners of all adjoining subdivisions and the names of recorded owners of adjoining parcels of un-subdivided land.
- P. A receipt showing that all legally due taxes have been paid.
- Q. North arrow, scale and date.
- R. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses, and drainage ways.
- S. Any existing water mains, culverts, water or sewer lines, easements, buildings and streets, within the tract or immediately adjacent thereto.
- T. Size of the tract in acres and lots in square feet and the boundary lines along with the linear measurement thereof.
- U. The proposed location and width of streets, alleys lots and easements.
- V. The seal, registry number and signature of the public surveyor who prepared the plat.
- W. Any portion of the floodplain as delineated by the Butler County Flood Insurance Rate Maps (FIRM), effective December 17, 2010, must be clearly illustrated and labeled on the plat.

### Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)<sup>2</sup> is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

### Fees & Receipt

The required fee for final plan is \$570.00 plus \$10.00 per lot, plus \$10.00 postage charge.

### Sign and Date

Applicant Signature \*

Date \*

  
9/27/21

### Submit Application, Plans and Documentation, and Fees

***We will not accept incomplete applications and/or plans and documentation.***

Send or drop off this application with required copies of the plat containing all required information as attachments and a check for fees and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204. The application will be placed on the next possible agenda.

## Notes

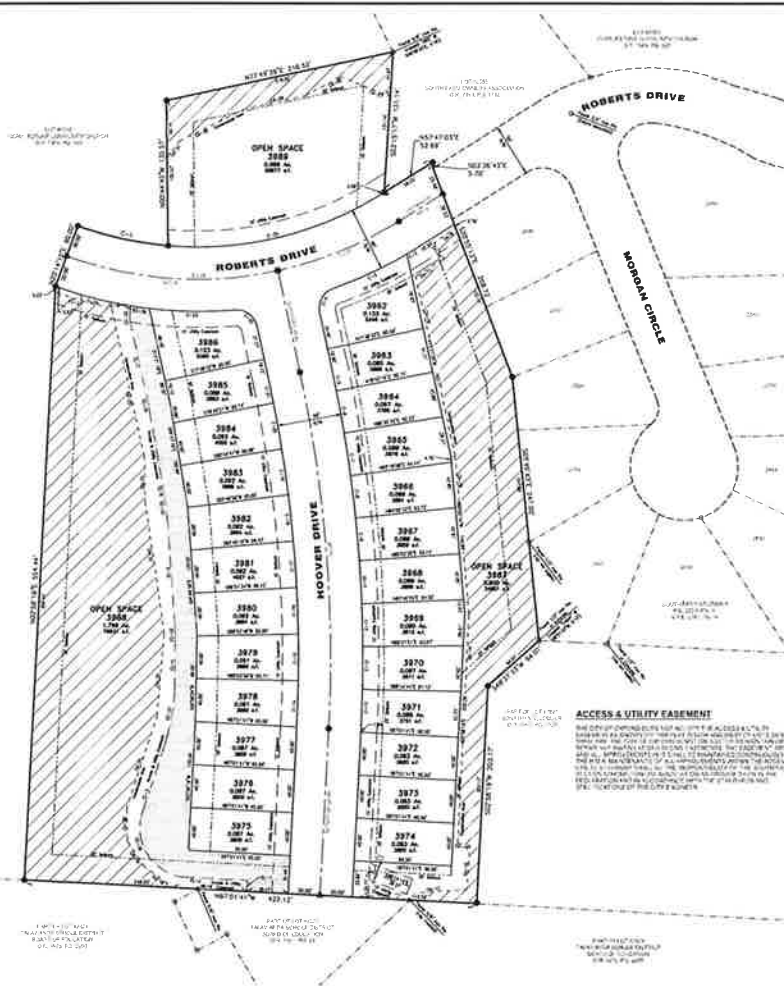
- You must adhere to notification and publication requirements.
- Submit materials 14 days prior to the Planning Commission meeting on which the action is requested.
- City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**
- Per Planning and Zoning Code 1101.203(H)<sup>1</sup>, after final recording at the Butler County Recorder's Office, the applicant shall furnish a proof of such recording for filing to the Community Development Department prior to the issuance of any construction permits for site preparation.

---

<sup>1</sup> City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

<sup>2</sup> Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>







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

## STAFF REPORT

|                                  |                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Community Development                                                                                           |
| PREPARED BY:                     | Zachary Moore                                                                                                   |
| DATE PREPARED:                   | October 1, 2021                                                                                                 |
| COUNCIL MEETING DATE:            | November 2, 2021                                                                                                |
| AGENDA TITLE:                    | <b>PC-2021-30, 1601 Hoover, FINAL SUBDIVISION, South Farm Section IV, South Farm Development LLC, Applicant</b> |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>DRE 10-29-21</i>                                                                                             |

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The City of Oxford  
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**Discussion and Recommendation:**

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3. The applicant shall file with the City a suitable form of financial security in order to guarantee construction of the improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

**ORDINANCE NO.**

AN ORDINANCE VACATING RIGHT-OF-WAY ASSOCIATED WITH ROBERTS DRIVE AND HOOVER DRIVE AS WAS PREVIOUSLY DEDICATED BY O.R. 7959 PG 1551, REPLAT FOR SOUTH FARM SECTION 2 & 2A.

WHEREAS, right-of-way was previously dedicated by means of recording O.R. 7959 Pg. 1551, Replat for South Farm Section 2 & 2A on November 9, 2007; and

WHEREAS, said described right-of-way is presently unimproved; and

WHEREAS, Lots 3696-3708 as depicted on O.R. 7959 Pg. 1551 are all presently under the same ownership, with said owner's interest being the development of South Farm Section IV; and

WHEREAS, a Final Subdivision application for South Farm Section IV was submitted to the City on March 20, 2020 for consideration which includes a relocation of Hoover Drive; and

WHEREAS, the Final Subdivision application approval for South Farm Section IV expired on May 5, 2021 and a new Final Subdivision application was submitted on September 27, 2021.

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

SECTION 1: Council finds this right-of-way vacation is necessary in order to accommodate the re-dedication of right-of-way associated with Roberts Drive and Hoover Drive in South Farm Section IV.

SECTION 2: Council hereby orders that the right-of-way as described and depicted on the document attached hereto as Exhibit "A" be vacated.

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

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MAYOR

ADOPTED:

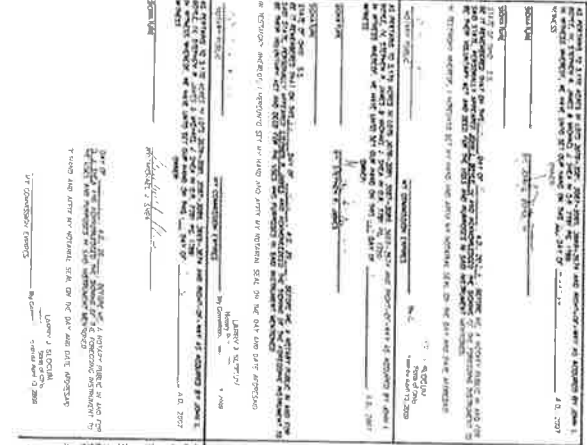
ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW(STAFF)

[illegible][illegible]



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

## STAFF REPORT

|                                  |                                                                       |
|----------------------------------|-----------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Service Department                                                    |
| PREPARED BY:                     | Michael Dreisbach                                                     |
| DATE PREPARED:                   | October 22, 2021                                                      |
| COUNCIL MEETING DATE:            | November 2, 2021                                                      |
| AGENDA TITLE:                    | Ordinance Authorizing Curb, Gutter, & Sidewalk<br>Special Assessments |
| BUDGETED AMOUNT:                 | N/A                                                                   |
| ACCOUNT CODE:                    | N/A                                                                   |
| RECOMMENDATION:                  | Approve                                                               |
| CITY MANAGER/DEPT HEAD APPROVAL: | DRE 10-29-21 MBD 10/25/21                                             |

### Discussion:

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

Feb 2021 Resolution No. 7262 – Declaring the necessity to make improvements

April 2021 Resolution No. 7279 – Authorizing a contract to perform the improvements

Sept. 2021 Resolution No. 7336 – Determination of the total cost of assessment by lot

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

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

**ORDINANCE NO.**

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

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

WHEREAS, pursuant to Ohio Revised Code Section 729.08, Council published a notice in the *Journal News*, on Sundays beginning Sunday, September 12, 2021 and ending Sunday, September 26, 2021 stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspection; and

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

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

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

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

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**Curb, Gutter, Sidewalk, for 2021 Resurfacing  
Assessment Property List of Final Costs**

|        |           |                                         |                                                       |                                                                                             |                                                                                     | Final Quantities |                      |                                    |                       |                             |             |            |          |
|--------|-----------|-----------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|----------------------|------------------------------------|-----------------------|-----------------------------|-------------|------------|----------|
| Dist#1 | Address   | Street Name                             | Property Owner                                        | Parcel #                                                                                    | Mailing Address                                                                     | Linear Ft Curb   | Square Feet Sidewalk | Square Feet Sidewalk thru driveway | Square Ft Drive Apron | Square Ft Apron Remove Only | Permit Fees | Final Cost |          |
| 705    | Melissa   | Barbara W Reed                          | H4100121000014                                        | Barbara W Reed<br>706 Melissa Dr.<br>Oxford, OH 45056                                       | 34                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 1,674.50   |          |
| 610    | Melissa   | Matthew Joseph & Hannah Elizabeth Moran | H4100121000011                                        | Matthew & Hannah Morgan<br>430 Melissa Dr.<br>Oxford, OH 45056                              | 42                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 159.40                   | \$          | 2,038.90   |          |
| 542    | Melissa   | Jeffrey D Douglass                      | H4100180000040                                        | Jeffrey D Douglass<br>542 Melissa Dr.<br>Oxford, OH 45056                                   | 33                                                                                  | 0                | 0                    | 76                                 | 0                     | \$ 153.00                   | \$          | 3,016.75   |          |
| 549    | Melissa   | Langford C Hargraves                    | H410018000001                                         | Langford C Hargraves<br>549 Melissa Dr.<br>Oxford, OH 45056                                 | 10                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 600.50     |          |
| 725    | Melissa   | Mark G & Venus Schofield                | H4100373000029                                        | Mark G Schofield<br>725 Melissa Dr.<br>Oxford, OH 45056                                     | 43                                                                                  | 30               | 25                   | 0                                  | 0                     | \$ 228.80                   | \$          | 3,753.10   |          |
| 727    | Melinda   | Joshua & Laura Birkenhauer              | H4100121000055                                        | Josh & Laura Birkenhauer<br>727 Melinda Dr.<br>Oxford, OH 45056                             | 80                                                                                  | 0                | 0                    | 52                                 | 0                     | \$ 281.00                   | \$          | 4,810.00   |          |
| 615    | Melinda   | Matthew S & Annelia J Wagers            | H4100121000062                                        | Matthew S & Annelia J Wagers<br>615 Melinda Dr.<br>Oxford, OH 45056                         | 59                                                                                  | 0                | 0                    | 39                                 | 0                     | \$ 213.80                   | \$          | 3,585.80   |          |
| 712    | Melinda   | William G Stover TR                     | H4100121000048                                        | William G Stover<br>712 Melinda Dr.<br>Oxford, OH 45056                                     | 28                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 1,406.00   |          |
| 818    | Melinda   | Judith A & Michael A Theodore           | H4100121000026                                        | Judith A & Michael A Theodore<br>2301 Macmillan Dr.<br>Springhill, FL 34609                 | 134                                                                                 | 25               | 0                    | 0                                  | 0                     | \$ 453.80                   | \$          | 6,724.05   |          |
| 100    | W         | High                                    | Michael Simonds A TR of the Michael Simonds Rev Trust | H4100004000143                                                                              | George & Michael Simonds<br>6340 Brown Rd<br>Oxford, OH 45056                       | 22               | 225                  | 0                                  | 0                     | 0                           | \$ 153.00   | \$         | 3,601.25 |
| N      | Beech     | GTE North INC                           | H4100008000033                                        | Frontier Communications<br>Tax Department<br>401 Newell St<br>Norwalk, CT 06851             | 10                                                                                  | 105              | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 1,750.25   |          |
| 210    | N         | Beech                                   | MPR II LLC                                            | H4100008000026                                                                              | MPR II LLC<br>Attn: Adele Z Drake<br>26 Portland Pl<br>Salem, MA 01970              | 0                | 300                  | 0                                  | 0                     | 0                           | \$ 25.00    | \$         | 3,310.00 |
| 214    | N         | Beech                                   | Gold Dust Properties LLC                              | H4000008000025                                                                              | Gold Dust Properties LLC<br>5899 Gold Dust Dr.<br>Cincinnati, OH 45247              | 9                | 0                    | 0                                  | 0                     | 0                           | \$ 153.00   | \$         | 555.75   |
| 211    | N         | Beech                                   | T H INC                                               | H4100007000015                                                                              | T H INC<br>PO Box 357<br>Oxford, OH 45056                                           | 15               | 0                    | 0                                  | 0                     | 0                           | \$ 153.00   | \$         | 824.25   |
| 308    | N         | Beech                                   | College Street Properties INC                         | H40000080000215                                                                             | College Street Properties INC<br>316 S College Ave<br>Oxford, OH 45056              | 35               | 100                  | 0                                  | 0                     | 0                           | \$ 153.00   | \$         | 2,614.25 |
| 105    | W         | Sycamore                                | Oxford Miami Properties LLC                           | H41000080000251                                                                             | Oxford Miami Properties LLC<br>5235 Mission Oaks Blvd Ste 315<br>Campbell, CA 95012 | 62               | 125                  | 0                                  | 0                     | 0                           | \$ 223.40   | \$         | 4,368.65 |
| 321    | N         | Beech                                   | College Street Properties INC                         | H4100007000003                                                                              | College Street Properties INC<br>316 S College Ave<br>Oxford, OH 45056              | 29               | 0                    | 0                                  | 119                   | 0                           | \$ 153.00   | \$         | 3,622.50 |
| 317    | N         | Beech                                   | Rangall Capital LLC & Tenet MSG I LLC                 | H4000007000004                                                                              | Rangall Capital LLC & Tenet MSG I LLC<br>PO Box 91<br>West Chester, OH 45007        | 48               | 203                  | 0                                  | 84                    | 0                           | \$ 178.60   | \$         | 6,082.45 |
| 311    | N         | Beech                                   | Mark Schlichter                                       | H4100007000005                                                                              | Mark Schlichter<br>7900 Brookville Rd<br>Oxford, OH 45056                           | 20               | 25                   | 0                                  | 0                     | 0                           | \$ 153.00   | \$         | 1,321.75 |
| 309    | N         | Beech                                   | Phinn Properties LP                                   | H4100007000006                                                                              | Phinn Properties LP<br>309 N Beech St.<br>Oxford, OH 45056                          | 50               | 0                    | 0                                  | 112                   | 0                           | \$ 185.00   | \$         | 4,466.50 |
| 307    | N         | Beech                                   | Kaufman Miller Rentals LLC                            | H4000007000007                                                                              | Kaufman Miller Rentals LLC<br>4721 Riggs Rd<br>Oxford, OH 45056                     | 60               | 0                    | 0                                  | 0                     | 0                           | \$ 217.00   | \$         | 2,902.00 |
| 82     | W         | Vine                                    | 104 Properties LLC                                    | H4100007000008                                                                              | 10K Properties LLC<br>Joseph McCullough<br>101 Commerce Blvd<br>Leweland, OH 45340  | 49               | 35                   | 25                                 | 100                   | 0                           | \$ 153.00   | \$         | 4,420.50 |
| 307    | Brookview | Christopher Curtis & Lisa Hendricks     | H4100105000010                                        | Christopher Curtis & Lisa Hendricks<br>307 Brookview Ct<br>Oxford, OH 45056                 | 39                                                                                  | 0                | 0                    | 70                                 | 0                     | \$ 153.00                   | \$          | 3,175.75   |          |
| 311    | Brookview | Myo T San & El P Lwin                   | H4100105000013                                        | Myo T San & El P Lwin<br>817 Windybrook Dr.<br>Oxford, OH 45056                             | 30                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 1,485.50   |          |
| 317    | Brookview | James & Shelby Oudekirk                 | H4100105000012                                        | James & Shelby Oudekirk<br>3483 Sherbrooke Dr.<br>Cincinnati, OH 45241                      | 50                                                                                  | 0                | 0                    | 96                                 | 0                     | \$ 153.00                   | \$          | 3,247.50   |          |
| 518    | Brookview | Calista Enterprises LLC                 | H4100122000053                                        | Calista Enterprises LLC<br>114 E High St<br>Oxford, OH 45056                                | 30                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 1,485.50   |          |
| 600    | Brookview | Beulah Mae Terry                        | H4100122000067                                        | Beulah Mae Terry<br>600 Brookview Ct<br>Oxford, OH 45056                                    | 79                                                                                  | 100              | 0                    | 0                                  | 0                     | \$ 277.80                   | \$          | 4,908.05   |          |
| 604    | Brookview | Garry & Sandra D Lawson                 | H4100122000068                                        | Garry & Sandra D Lawson<br>604 Brookview Ct<br>Oxford, OH 45056                             | 70                                                                                  | 100              | 0                    | 72                                 | 0                     | \$ 249.00                   | \$          | 5,790.50   |          |
| 629    | Brookview | Bethel A M E Church of Oxford           | H4100122000075                                        | Bethel A M E Church<br>PO Box 494<br>Oxford, OH 45056                                       | 20                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 1,048.00   |          |
| 812    | Brookview | Steven B Frey                           | H4100122000078                                        | Steven B Frey<br>C/O Niah J Frey & John R Layman SR<br>613 Brookview Ct<br>Oxford, OH 45056 | 22                                                                                  | 35               | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 2,182.50   |          |
| 650    | McGuffey  | IF Homes LLC                            | H4000122000106                                        | IF Homes LLC<br>Ying Han<br>850 McGuffey Ave Unit 4<br>Oxford, OH 45056                     | 31                                                                                  | 125              | 0                    | 0                                  | 0                     | \$ 153.00                   | \$          | 2,998.50   |          |
| 627    | Bell      | Juanita Franklin                        | H4000122000113                                        | Juanita Franklin<br>627 Bell Dr.<br>Oxford, OH 45056                                        | 70                                                                                  | 75               | 50                   | 35                                 | 0                     | \$ 249.00                   | \$          | 5,864.00   |          |
| 615    | Bell      | David J & Susan M Skiles                | H4100122000117                                        | David J & Susan M Skiles<br>7548 Whitehall Circle West<br>West Chester, OH 45069            | 46                                                                                  | 0                | 0                    | 0                                  | 0                     | \$ 172.20                   | \$          | 2,230.70   |          |
| 611    | Bell      | Perkins Realty LLC                      | H4100122000118                                        | Perkins Realty LLC<br>10 Patrick Dr.<br>Oxford, OH 45056                                    | 60                                                                                  | 35               | 50                   | 62                                 | 0                     | \$ 217.00                   | \$          | 5,064.75   |          |

**Complaint Properties**

| Dist#1 | Address | Street Name | Property Owner                                             | Parcel #       | Mailing Address                                                 | Linear Ft Curb | Square Feet Sidewalk | Square Feet Sidewalk thru driveway | Square Ft Drive Apron | Square Ft Apron Remove Only | Permit Fees | Final Cost  |
|--------|---------|-------------|------------------------------------------------------------|----------------|-----------------------------------------------------------------|----------------|----------------------|------------------------------------|-----------------------|-----------------------------|-------------|-------------|
| 321    | N       | Elm         | Quin or Erika Fulton (Also sent to resident: Merle Arnold) | H4100008000133 | Quinn & Erika L Fulton<br>212 Bearpoint Dr.<br>Oxford, OH 45056 | 31             | 55                   | 0                                  | 0                     | 0                           | \$ 153.00   | \$ 2,142.50 |
| 316    | W       | Church      | Nature LLC                                                 | H4000008000038 | Nature LLC<br>PO Box 91<br>West Chester, OH 45007               | 0              | 300                  | 0                                  | 0                     | 0                           | \$ 25.00    | \$ 2,215.00 |



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:                   | 10/25/2021                                      |
| COUNCIL MEETING DATE:            | 11/2/2021                                       |
| AGENDA TITLE:                    | 2022 Annual Budget Ordinance                    |
| BUDGETED AMOUNT:                 |                                                 |
| ACCOUNT CODE:                    |                                                 |
| RECOMMENDATION:                  | Approval                                        |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>DRE 10-29-21</i> <i>[Signature] 10/26/21</i> |

### DISCUSSION:

#### Description of 2022 Budget

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

#### Highlights:

Total Appropriations with transfers and advances \$49,761,177, \$8,088,138 or 19.4% increase over \$41,673,309 in 2021

Total Appropriations without transfers and advances \$39,136,475, \$5,362,483 or 15.9% increase over \$33,773,992 in 2022. \$3,483,669 or 65% of the increase is attributed to Capital Improvements. The main drivers of this increase are two phases of OAT being constructed in 2022 as well as the engineering and design of Water Softening Project.

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

Property Tax Receipts in General Fund budgeted at \$1,400,000 a 16.7% increase over 2021 Budget



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Income Tax Receipts in General Fund budgeted at \$8,673,150 a 0.5% increase over 2021 Budget

Hotel Tax Receipts in General Fund budgeted at \$220,000 a 62.5% increase over 2021 Budget

13.51% increase Workers Compensation payment for Fire & EMS Fund

4.91% increase Workers Compensation payment for all other Funds

| <u>2021</u> | <u>2022</u> | <u>Delta</u> | <u>Inc./ (Dec)</u> |                                                |
|-------------|-------------|--------------|--------------------|------------------------------------------------|
| 7,684,526   | 8,060,584   | 376,058      | 4.89%              | General Fund                                   |
| 69.38%      | 71.30%      |              |                    | Salary & Benefits as a % of Operating Expenses |
| 1,834,804   | 1,903,027   | 68,223       | 3.72%              | Fire EMS Fund                                  |
| 78.08%      | 77.86%      |              |                    | Salary & Benefits as a % of Operating Expenses |
| 794,827     | 822,880     | 28,053       | 3.53%              | Street Fund                                    |
| 79.14%      | 77.15%      |              |                    | Salary & Benefits as a % of Operating Expenses |
| 455,868     | 468,311     | 12,443       | 2.73%              | Parking Fund                                   |
| 80.64%      | 72.51%      |              |                    | Salary & Benefits as a % of Operating Expenses |
| 1,463,210   | 1,510,625   | 38,415       | 2.63%              | Water Fund                                     |
| 67.23%      | 67.12%      |              |                    | Salary & Benefits as a % of Operating Expenses |
| 1,738,662   | 1,801,180   | 62,518       | 3.60%              | Wastewater Fund                                |
| 66.36%      | 66.45%      |              |                    | Salary & Benefits as a % of Operating Expenses |
| 227,466     | 233,233     | 5,767        | 2.54%              | Refuse Fund                                    |
| 12.58%      | 12.60%      |              |                    | Salary & Benefits as a % of Operating Expenses |
| 14,199,363  | 14,790,840  | 591,477      | 4.17%              | Total                                          |
| 65.74%      | 66.44%      |              |                    | Salary & Benefits as a % of Operating Expenses |

Full-Time Social Worker - \$83K Salary & Benefits - Law Enforcement

Full-Time Code Enforcement Officer - \$92K Salary & Benefits – Inspections, Revenue Off-Set \$200,000  
X 90% = \$180,000

Part-Time Communication Specialist - \$22K Salary & Benefits - HR - Communications - Assistant City Manager





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Part-Time Custodian, 100% - \$38K Salary & Benefits - Municipal Building, Expenditure Off-Set \$24K - \$12K from Law Enforcement & Municipal Building Contracted Services

$\$83K + \$92K + \$22K + \$38K = \$235K$  which is = 62.5% of the \$376K increase in the General Fund's increase in Salary & Benefits for 2022

Revenue Off-Set of the Full-Time Code Enforcement Officer and expenditure off-set from Law Enforcement & Municipal Building Contracted Services \$204K covers 86.8% of the \$235K increase in Salary & Benefits in 2022 or 54.3% of the \$376K total increase

Total Capital Equipment purchases in 2022 - \$920,213

Total Capital Improvement spending in 2022 - \$10,659,359



**ORDINANCE NO.**

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2022 and monies will be available for appropriation in those funds.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2022, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

|                                   |                  |
|-----------------------------------|------------------|
| SECURITY OF PERSONS & PROPERTY    |                  |
| Personnel Services                | 4,973,470        |
| Other Services & Charges          | <u>1,055,506</u> |
| Total Appropriations              | 6,028,976        |
| PUBLIC HEALTH AND WELFARE         |                  |
| Other Services & Charges          | <u>166,774</u>   |
| Total Appropriations              | 166,774          |
| LEISURE TIME ACTIVITIES           |                  |
| Personnel Services                | 1,312,587        |
| Other Services & Charges          | <u>550,041</u>   |
| Total Appropriations              | 1,862,628        |
| COMMUNITY ENVIRONMENT             |                  |
| Personnel Services                | 674,572          |
| Other Services & Charges          | <u>318,688</u>   |
| Total Appropriations              | 993,260          |
| GENERAL GOVERNMENT                |                  |
| Personnel Services                | 1,119,955        |
| Other Services & Charges          | <u>1,132,815</u> |
| Total Appropriations              | 2,252,770        |
| TRANSFERS TO OTHER FUNDS          |                  |
| Other Services & Charges          | <u>1,393,477</u> |
| Total Appropriations              | 1,393,477        |
| ADVANCES TO OTHER FUNDS           |                  |
| Other Services & Charges          | <u>3,527,837</u> |
| Total Appropriations              | 3,527,837        |
| TOTAL GENERAL FUND APPROPRIATIONS | 16,225,722       |

SPECIAL REVENUE FUNDS

STREET FUND 122

|                          |                |
|--------------------------|----------------|
| Personnel Services       | 822,880        |
| Other Services & Charges | <u>538,767</u> |
| Total Appropriations     | 1,361,647      |

STATE HIGHWAY IMPROVEMENT FUND 123

|                          |               |
|--------------------------|---------------|
| Other Services & Charges | <u>20,200</u> |
| Total Appropriations     | 20,200        |

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

|                          |                |
|--------------------------|----------------|
| Other Services & Charges | <u>112,778</u> |
| Total Appropriations     | 112,778        |

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

PARKING FUND 130

|                          |               |
|--------------------------|---------------|
| Personnel Services       | 468,311       |
| Other Services & Charges | 177,582       |
| Transfer to Other Funds  | <u>75,485</u> |
| Total Appropriations     | 721,378       |

AFFORDABLE HOUSING TRUST FUND 212

|                          |               |
|--------------------------|---------------|
| Other Services & Charges | <u>20,000</u> |
| Total Appropriations     | 20,000        |

LAW ENFORCEMENT TRUST FUND 410

|                          |               |
|--------------------------|---------------|
| Other Services & Charges | <u>21,300</u> |
| Total Appropriations     | 21,300        |

ENFORCEMENT & EDUCATION FUND 412

|                          |               |
|--------------------------|---------------|
| Other Services & Charges | <u>16,000</u> |
| Total Appropriations     | 16,000        |

FIRE/EMS FUND 418

|                          |                |
|--------------------------|----------------|
| Personnel Services       | 1,903,027      |
| Other Services & Charges | <u>658,615</u> |
| Total Appropriations     | 2,561,642      |

OVI TASK FORCE FUND 419

|                          |                |
|--------------------------|----------------|
| Personnel Services       | 59,355         |
| Other Services & Charges | 165,645        |
| Advance to Other Funds   | <u>225,000</u> |
| Total Appropriations     | 450,000        |

|                                            |                  |
|--------------------------------------------|------------------|
| SOUTHPOINTE TIF DISTRICT 1 FUND 420        |                  |
| Transfers to Other Funds                   | <u>268,230</u>   |
| Total Appropriations                       | 268,230          |
| SOUTHPOINTE TIF DISTRICT 2 FUND 421        |                  |
| Transfers to Other Funds                   | <u>6,815</u>     |
| Total Appropriations                       | 6,815            |
| SOUTHPOINTE TIF DISTRICT 3 FUND 422        |                  |
| Transfers to Other Funds                   | <u>10,227</u>    |
| Total Appropriations                       | 10,227           |
| SOUTHPOINTE TIF DISTRICT 4 FUND 423        |                  |
| Transfers to Other Funds                   | <u>10,203</u>    |
| Total Appropriations                       | 10,203           |
| SOUTHPOINTE TIF DISTRICT 5 FUND 424        |                  |
| Transfers to Other Funds                   | <u>10,150</u>    |
| Total Appropriations                       | 10,150           |
| OXFORD AREA TRAIL PROPERTY TAX FUND 425    |                  |
| Other Services & Charges                   | 15,000           |
| Transfers to Other Funds                   | <u>1,035,000</u> |
| Total Appropriations                       | 1,050,000        |
| CORONAVIRUS LOCAL FISCAL RECOVERY FUND 429 |                  |
| Other Services & Charges                   | <u>1,210,399</u> |
| Total Appropriations                       | 1,210,399        |
| TOTAL SPECIAL REVENUE FUNDS APPROPRIATIONS | 8,010,969        |

#### DEBT SERVICE FUNDS

|                                                   |                |
|---------------------------------------------------|----------------|
| AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150  |                |
| Other Services & Charges                          | <u>305,250</u> |
| Total Appropriations                              | 305,250        |
| SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151 |                |
| Other Services & Charges                          | <u>305,625</u> |
| Total Appropriations                              | 305,625        |
| TOTAL DEBT SERVICE FUND APPROPRIATIONS            | 610,875        |

#### CAPITAL IMPROVEMENT FUNDS

|                            |                |
|----------------------------|----------------|
| CAPITAL EQUIPMENT FUND 140 |                |
| Other Services & Charges   | <u>313,975</u> |
| Total Appropriations       | 313,975        |

|                                               |                  |
|-----------------------------------------------|------------------|
| CAPITAL IMPROVEMENT FUND 141                  |                  |
| Other Services & Charges                      | 725,000          |
| Advance to Other Funds                        | <u>276,500</u>   |
| Total Appropriations                          | 1,001,500        |
| PARKING IMPROVEMENT FUND 142                  |                  |
| Other Services & Charges                      | <u>100,000</u>   |
| Total Appropriations                          | 100,000          |
| OAT CAPITAL IMPROVEMENT FUND 144              |                  |
| Personnel Services                            | 31,936           |
| Other Services & Charges                      | 5,500,000        |
| Advance to Other Funds                        | <u>2,871,337</u> |
| Total Appropriations                          | 8,403,273        |
| AQUATIC CENTER CAPITAL IMPROVEMENT FUND 145   |                  |
| Other Services & Charges                      | <u>11,059</u>    |
| Total Appropriations                          | 11,059           |
| SPECIAL ASSESSMENT FUND 417                   |                  |
| Other Services & Charges                      | 150,000          |
| Advance to Other Funds                        | <u>150,000</u>   |
| Total Appropriations                          | 300,000          |
| TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS | 10,129,807       |

ENTERPRISE FUNDS

|                                  |                  |
|----------------------------------|------------------|
| WATER (OPERATING) FUND 321       |                  |
| Personal Services                | 1,501,625        |
| Other Services & Charges         | 735,760          |
| Transfers to Other Funds         | <u>465,342</u>   |
| Total Appropriations             | 2,702,727        |
| WATER IMPROVEMENT FUND 322       |                  |
| Other Services & Charges         | <u>2,864,400</u> |
| Total Appropriations             | 2,864,400        |
| WATER CAPITAL EQUIPMENT FUND 320 |                  |
| Other Services & Charges         | <u>64,460</u>    |
| Total Appropriations             | 64,460           |
| WASTEWATER (OPERATING) FUND 331  |                  |
| Personal Services                | 1,801,180        |
| Other Services & Charges         | 909,584          |
| Transfers to Other Funds         | <u>260,248</u>   |
| Total Appropriations             | 2,971,012        |

|                                             |                  |
|---------------------------------------------|------------------|
| WASTEWATER IMPROVEMENT FUND 332             |                  |
| Other Services & Charges                    | <u>1,199,400</u> |
| Total Appropriations                        | 1,199,400        |
| WASTEWATER CAPITAL EQUIPMENT FUND 330       |                  |
| Other Services & Charges                    | <u>114,278</u>   |
| Total Appropriations                        | 114,278          |
| STORM WATER FUND 351                        |                  |
| Other Services & Charges                    | <u>30,000</u>    |
| Total Appropriations                        | 30,000           |
| SOLID WASTE (OPERATING) FUND 341            |                  |
| Personal Services                           | 233,233          |
| Other Services & Charges                    | 1,698,022        |
| Transfer to Other Funds                     | <u>33,851</u>    |
| Total Appropriations                        | 1,965,106        |
| LANDFILL POST-CLOSURE INVESTMENT FUND 353   |                  |
| Other Services & Charges                    | <u>1,200</u>     |
| Total Appropriations                        | 1,200            |
| TOTAL ENTERPRISE FUNDS APPROPRIATIONS       | 11,912,583       |
| <u>INTERNAL SERVICE FUNDS</u>               |                  |
| EMPLOYEE BENEFITS FUND 230                  |                  |
| Other Services & Charges                    | 2,365,792        |
| Advance to Other Funds                      | <u>5,000</u>     |
| Total Appropriations                        | 2,370,792        |
| INTERNAL SERVICE FUND 370                   |                  |
| Other Services & Charges                    | <u>273,529</u>   |
| Total Appropriations                        | 273,529          |
| TOTAL INTERNAL SERVICE FUNDS APPROPRIATIONS | 2,644,321        |
| <u>FIDUCIARY FUNDS</u>                      |                  |
| HOTEL & CONVENTION TAX FUND 120             |                  |
| Other Services & Charges                    | <u>220,000</u>   |
| TOTAL APPROPRIATIONS                        | 220,000          |
| BOARD OF BUILDING STANDARDS FUND 414        |                  |
| Other Services & Charges                    | <u>6,900</u>     |
| Total Appropriations                        | 6,900            |
| TOTAL FIDUCIARY FUNDS APPROPRIATIONS        | 226,900          |

TOTAL 2022 BUDGET APPROPRIATIONS

49,761,177

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

SECTION 3: This Ordinance 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: MIKE SMITH

PREPARED BY: STAFF

## STAFF REPORT

|                                  |                                                                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Division of Police                                                                                                                          |
| PREPARED BY:                     | Lt. Geoffrey W. Robinson                                                                                                                    |
| DATE PREPARED:                   | 8 NOV 2021                                                                                                                                  |
| COUNCIL MEETING DATE:            | 16 NOV 2021                                                                                                                                 |
| AGENDA TITLE:                    | Authorization to enter into a contract with Lexipol to provide policy redevelopment /implementation services and policy management services |
| BUDGETED AMOUNT:                 | Not Budgeted in 2021                                                                                                                        |
| ACCOUNT CODE:                    | 110.110.52340<br>130.710.52340                                                                                                              |
| RECOMMENDATION:                  | Approve                                                                                                                                     |
| CITY MANAGER/DEPT HEAD APPROVAL: | JG 11/12/21                                                                                                                                 |

### DISCUSSION:

The Police Division has reviewed and examined the Lexipol policy management software for use across the division since 2019. The reviews of their product, hands-on testing, and discussions with outside agencies have been positive. The Lexipol product includes a full implementation process of reviewing the division's current policy/general orders manual, comparing those policy's against best practices as well as federal, state, and local case law. Once the division's policy has been refined and developed, Lexipol provides on-going review so that changes in legislation, case law, or best practices are reflected in the division's policy manual in an efficient, timely manner. Division members are kept apprised to changes by the software and are given read/sign requirements as needed. On a regular basis (from monthly to daily) Lexipol automates testing and training for various policies including high risk, low frequency topics such as use of force and pursuit driving.





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

In late 2020, the division implemented the training portion of their product through the PoliceOne Academy. The PoliceOne Academy Portal provides a large on-line catalog of courses that allowed the division's staff to take assigned courses at their own pace during a defined time frame. The division has completed over 654 hours of training in topics such as Ethics in Law Enforcement, Verbal De-Escalation Skills, and Cultural Awareness and Diversity. This product has been successful and found to be very useful and user friendly for division staff.

For several years the implementation cost been the biggest hurdle to moving forward. The 2021 Police Division's budget has been managed very conservatively in response to COVID-19, specifically in the first and second quarters. This fiscal management will allow for the implementation and year one cost to be absorbed into the 2021 operating budget. For 2022 the yearly ongoing cost has been accounted for within the Police Division's contracted services budget.

Approval of this resolution will authorize the City Manager to enter into a contract with Lexipol to provide policy redevelopment /implementation services and policy management services for the Police Division at a total year one cost not to exceed \$35,584 (first year subscription cost is \$12,106 and one time implementation cost is \$23,478). This agreement would automatically renew annually at a cost not to exceed 5% of the previous year's annual subscription fee (\$12,106 in year one)



## **RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH LEXIPOL TO PROVIDE POLICY REDEVELOPMENT IMPLEMENTATION SERVICES AND POLICY MANAGEMENT SERVICES FOR THE POLICE DIVISION AT A TOTAL YEAR ONE COST NOT TO EXCEED \$35,584 (FIRST YEAR SUBSCRIPTION COST IS \$12,106 AND ONE TIME IMPLEMENTATION COST IS \$23,478). THIS AGREEMENT WOULD AUTOMATICALLY RENEW ANNUALLY AT A COST NOT TO EXCEED 5% OF THE PREVIOUS YEAR'S ANNUAL SUBSCRIPTION FEE.

WHEREAS, the purpose of the proposed contract is to provide policy redevelopment, implementation services and policy management services for the Police Division; and

WHEREAS, Lexipol will provide policy management software, including a full implementation process by reviewing the division's current policy/general orders manual, comparing those policy's against best practices as well as federal, state and local case law; and

WHEREAS, once the division's policy has been refined, Lexipol provides on-going review so that changes in legislation, case law, or best practices are reflected in the division's policy manual in an efficient, timely manner; and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to enter into a contract with Lexipol to provide policy redevelopment, implementation services and policy management services for the Police Division at a total year one cost not to exceed \$35,584 (first year subscription cost is \$12,106 and one time implementation cost is \$23,478). This agreement will automatically renew annually at a cost not to exceed 5% of the previous year's annual subscription fee.

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

SECTION 1: Council having reviewed the proposed contract hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to enter into a contract with Lexipol to provide policy redevelopment /implementation services and policy management services for the Police Division at a total year one cost not to exceed \$35,584 (first year subscription cost is \$12,106 and one time implementation cost is \$23,478). This agreement will automatically renew annually at a cost not to exceed 5% of the previous year's annual subscription fee.

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)



# SOLUTIONS PROPOSAL



**PREPARED FOR:**

Oxford Police Department (OH)  
Lt. Geoff Robinson  
[grobinson@cityofoxford.org](mailto:grobinson@cityofoxford.org)  
(513) 524-5247

**PREPARED BY:**

Jessica Levenberg  
[jlevenberg@lexipol.com](mailto:jlevenberg@lexipol.com)  
(949) 667-5008

2611 Internet Blvd, Ste 100  
Frisco, Texas 75034  
(844) 312-9500  
[www.lexipol.com](http://www.lexipol.com)

## Executive Summary

Public safety agencies and local government organizations today face challenges of keeping personnel safe and healthy, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, training, mental health and grants. We continually monitor changes and trends in legislation, case law and best practices and use this knowledge to create policies, training, wellness resources and funding services that minimize risk and help you effectively serve your community.

### **THE LEXIPOL ADVANTAGE**

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 8,100 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Unchecked mental health needs of staff
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 320 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, develop training or wellness content or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with Oxford Police Department (OH) to address your unique challenges.

## Scope of Services

### Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

### Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

### Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

### Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

### Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

### Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

### Law Enforcement Operations Procedures

To ensure consistent, effective and safe operations, a law enforcement agency's procedures should align with its policies and be accessible in an easy-to-understand format. Lexipol's Law Enforcement Procedure Guide and Framework, based on national best practices, gives you the guidance and a template to build such a procedure manual.

- More than 40 procedure guides designed to help you ensure your procedures follow important policy requirements and national best practices
- Each procedure provides an editable template to conveniently author new content and merge existing agency content
- Procedures are aligned with Lexipol policy requirements to address the most important operations of a law enforcement agency
- Well-structured and policy-aligned procedures enhance preparation for accreditation assessments

### **Full Implementation**

Lexipol's Full Implementation Service is individually tailored for agencies who want a start-to-finish, comprehensive policy adoption assistance. Lexipol's experienced Professional Services staff will:

- Streamline the process of policy adoption
- Assist your agency in developing a policy manual that meets your unique needs, philosophy and project timeline
- Integrate pre-existing agency content into appropriate sections within the policy manual
- Use a proven structure of policy editing and content merging, which will provide a framework to expedite subsequent policy updates and Daily Training Bulletin administration

# Proposal

Prepared By: Jessica Levenberg  
Phone: (949) 667-5008  
Email: jlevenberg@lexipol.com

Quote #: Q-10358-2  
Date: 7/15/2020  
Valid Through: 12/30/2020

## Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 8,000 agencies and municipalities. The services proposed below are designed to meet your agency's specific goals and needs.

### Annual Subscription

| QTY                                  | DESCRIPTION                                                                                                                  | UNIT PRICE    | DISC | DISC AMT     | EXTENDED      |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------|------|--------------|---------------|
| 1                                    | Annual Law Enforcement Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/ Procedures (12 Months) | USD 14,242.00 | 15%  | USD 2,136.00 | USD 12,106.00 |
|                                      | <b>Subscription Line Items Total</b>                                                                                         |               |      | USD 2,136.00 | USD 12,106.00 |
|                                      |                                                                                                                              |               |      | USD 2,136.00 | USD 12,106.00 |
| <b>Annual Subscription Discount:</b> |                                                                                                                              |               |      |              | USD 2,136.00  |
| <b>Annual Subscription TOTAL:</b>    |                                                                                                                              |               |      |              | USD 12,106.00 |

### One Time Implementation Fee

| QTY                                       | DESCRIPTION                         | UNIT PRICE    | DISC | DISC AMT | EXTENDED      |
|-------------------------------------------|-------------------------------------|---------------|------|----------|---------------|
| 1                                         | Law Enforcement Full Implementation | USD 23,478.00 |      | USD 0.00 | USD 23,478.00 |
|                                           | <b>One-Time Line Items Total</b>    |               |      | USD 0.00 | USD 23,478.00 |
|                                           |                                     |               |      | USD 0.00 | USD 23,478.00 |
| <b>One Time Implementation Fee TOTAL:</b> |                                     |               |      |          | USD 23,478.00 |

\*Law Enforcement Policy pricing is based on 30 Law Enforcement Sworn Officers.

#### Notes

Year 1 Fee \$35,584. The annual subscription cost \$12,106.00 will be billed and invoiced in 2021. The One Time Implementation fee of \$23,478.00 will be invoiced and billed in January 2022.

#### Discount Notes

Annual 15% P1A multi Client Discount



## AGREEMENT FOR USE OF SUBSCRIPTION MATERIAL

Agency's Name: Oxford Police Department (OH)  
Agency's Address: 101 E High St  
Oxford, Ohio 45056

Attention: Lieutenant Geoff Robinson

Lexipol's Address: 2611 Internet Boulevard, Suite 100  
Frisco, Texas 75034

Prepared By: Jessica Levenberg

Program Start Date:

\_\_\_\_\_  
(to be completed by Lexipol upon receipt of signed Agreement)

This Subscription Agreement (the "Agreement") is entered into by and between Lexipol, LLC, a Delaware limited liability company ("**Lexipol**"), and the Agency identified above.

This Agreement consists of: (a) this **Cover Sheet**; (b) **Exhibit A** (Subscriptions Being Purchased and Subscription Fees); (c) **Exhibit B** (Terms and Conditions Specific to this Agreement); and (d) Lexipol's General Terms and Conditions, available at: <https://www.lexipol.com/terms-and-conditions/>.

In the event of any inconsistency or conflict between Lexipol's General Terms and Conditions and those contained in **Exhibit B**, the terms and conditions contained in **Exhibit B** shall control.

Each person signing below represents and warrants that they have full and complete authority to bind the party on whose behalf they are signing to all terms and conditions contained in this Agreement.

Oxford Police Department (OH)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## Exhibit A

### SUBSCRIPTIONS BEING PURCHASED AND SUBSCRIPTION FEES

**Agency is purchasing the following:**

#### Annual Subscription

| QTY                                  | DESCRIPTION                                                                                                                  | UNIT PRICE    | DISC | DISC AMT            | EXTENDED             |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------|------|---------------------|----------------------|
| 1                                    | Annual Law Enforcement Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/ Procedures (12 Months) | USD 14,242.00 | 15%  | USD 2,136.00        | USD 12,106.00        |
|                                      | <b>Subscription Line Items Total</b>                                                                                         |               |      | <b>USD 2,136.00</b> | <b>USD 12,106.00</b> |
|                                      |                                                                                                                              |               |      | <b>USD 2,136.00</b> | <b>USD 12,106.00</b> |
| <b>Annual Subscription Discount:</b> |                                                                                                                              |               |      |                     | USD 2,136.00         |
| <b>Annual Subscription TOTAL:</b>    |                                                                                                                              |               |      |                     | USD 12,106.00        |

#### One Time Implementation Fee

| QTY                                       | DESCRIPTION                         | UNIT PRICE    | DISC | DISC AMT        | EXTENDED             |
|-------------------------------------------|-------------------------------------|---------------|------|-----------------|----------------------|
| 1                                         | Law Enforcement Full Implementation | USD 23,478.00 |      | USD 0.00        | USD 23,478.00        |
|                                           | <b>One-Time Line Items Total</b>    |               |      | <b>USD 0.00</b> | <b>USD 23,478.00</b> |
|                                           |                                     |               |      | <b>USD 0.00</b> | <b>USD 23,478.00</b> |
| <b>One Time Implementation Fee TOTAL:</b> |                                     |               |      |                 | USD 23,478.00        |

\*Law Enforcement pricing is based on 30 Law Enforcement Sworn Officers.

\*The above subscription services, and when applicable, implementation services, shall be invoiced by Lexipol upon the execution of this Agreement.

#### Notes

Year 1 Fee \$35,584. The annual subscription cost \$12,106.00 will be billed and invoiced in 2021. The One Time Implementation fee of \$23,478.00 will be invoiced and billed in January 2022.

#### Discount Notes

Annual 15% P1A multi Client Discount

## Exhibit B

### Terms and Conditions Specific to this Agreement

The following terms and conditions apply to all Subscription Services purchased by Agency. Capitalized terms used but not defined herein shall have the meaning set forth in Lexipol's General Terms and Conditions, available at: <https://www.lexipol.com/terms-and-conditions/>. In the event of any inconsistency or conflict between Lexipol's General Terms and Conditions and those contained herein, the Terms and Conditions contained in this Exhibit B shall control.

1. **Term.** This Agreement becomes effective and enforceable upon signature by Agency's authorized representative, with a Program Start Date as specified on the cover sheet of this Agreement. This Agreement shall remain in effect for a minimum one (1) year period commencing on the Program Start Date unless a different time period is specified on Exhibit A (the "Initial Term"); provided, however, that the Term will be automatically extended for successive one-year periods thereafter (each a "Renewal Term") unless one party provides written notice of non-renewal to the other party at least thirty (30) days prior to expiration of the Initial Term or the then-current Renewal Term, as the case may be. The Initial Term and all subsequent Renewal Terms shall collectively comprise the "Term" of this Agreement. Notwithstanding the foregoing, this Agreement remains subject to termination as provided in Lexipol's General Terms and Conditions, available at: <https://www.lexipol.com/terms-and-conditions/>.
2. **Subscription Fee/Invoicing.** Lexipol will invoice Agency for purchased Subscription Services at the commencement of the Initial Term and thirty (30) days prior to the beginning of each Renewal Term. Agency will pay the invoiced amount to Lexipol within thirty (30) days of the invoice date. All invoices will be sent to Agency at the address for Agency specified on the first page of this Agreement to which these Terms and Conditions are attached. All payments will be made to Lexipol at the address for Lexipol specified on the invoice. Lexipol reserves the right to increase pricing for each Renewal Term.
3. **Product-Specific Terms; Ownership; Right to Use.** This Section pertains to specific products and services offered by Lexipol and its affiliates. If Agency has selected a particular product or service referenced below, the applicable Section(s) and associated supplemental terms will apply. If Agency has not selected a particular product or service referenced below, the subsection referencing such product or service shall not apply.
  - 3.1 **Policy Subscriptions and Materials.** This Section applies when Agency has subscribed to or otherwise receives access to Lexipol's Policy Subscription Materials, as defined below.
    - i **Generally.** Agency acknowledges and agrees that all policy-based Subscription Services, including but not limited to all policy manuals, supplemental policy publications, daily training bulletins, and all other materials provided by Lexipol to Agency from time to time during the term of this Agreement (such materials collectively, the "Subscription Materials") are proprietary products of Lexipol, protected under U.S. copyright, trademark, patent, and other applicable law, and that Lexipol reserves all rights not expressly granted in this Agreement. Subject to the terms, conditions and limitations in this Agreement, Lexipol hereby grants Agency the right to prepare derivative works of the Subscription Materials (each, a "Derivative Work," as defined in Section 1 of the General Terms and Conditions); provided, however, that Agency acknowledges and agrees that Lexipol will be the sole owner of all right, title and interest in and to all Derivative Works, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto, and Agency hereby assigns and transfers to Lexipol all right, title and interest in and to all Derivative Works, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto. Agency will not remove any copyright notice or other proprietary notice of Lexipol appearing on Subscription Materials or Derivative Works and shall include such notices at the appropriate place on each copy thereof.
    - ii **Right to Use; Limitations on Use.** Subject to the terms, conditions, and limitations in this Agreement, Lexipol hereby grants to Agency a perpetual, personal, fully paid-up, right to use the Subscription Materials and any Derivative Works in each case, solely for the Agency's internal purposes. Agency shall not use, copy, republish, lend, distribute, post on servers, transmit, redistribute, or display, in whole or in part, by any means or medium, whether electronic or mechanical, or by any information storage and retrieval system, any Subscription Materials or any Derivative Work other than as expressly authorized by the immediately preceding sentence. Without limiting the generality of the foregoing, Agency will not import, upload, or otherwise make available any Subscription Materials or any Derivative Work into or onto any third party, document, knowledge, or other content management system or service without Lexipol's prior written consent. The foregoing does not prohibit Agency from providing Subscription Materials or Derivative Works pursuant to an order from a court or other

## Exhibit B

governmental agency or other legal process, Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, nor does it prohibit Agency from displaying the adopted/approved final policy document on a publicly accessible website for official agency purposes, so long as Agency includes the appropriate copyright and other proprietary notices on such final policy document as required by Section 3.1(i) above.

- iii **Policy Adoption.** Agency hereby acknowledges and agrees that all policies and Daily Training Bulletins (DTBs) included in the Subscription Materials provided by Lexipol have been individually reviewed, customized, and adopted by Agency for use by Agency in accordance with this Agreement. Agency further acknowledges and agrees that neither Lexipol nor any of its agents, employees, or representatives shall be considered "policy makers" in any legal or other sense, and that the chief executive of Agency will, for all purposes, be considered the "policy maker" with regard to each and every such policy and DTB.

**3.2 Learning Management System.** This Section applies when Agency subscribes to Lexipol's Learning Management System ("LMS"). The LMS is a proprietary product of Lexipol, protected under U.S. copyright, trademark, patent, and other applicable law. Lexipol and its licensors retain all rights, title, and interest in and to the LMS (including, without limitation, all intellectual property rights), including all copies, modifications, extensions, and Derivative Works thereof. Agency's right to use the LMS is limited to the rights expressly granted in this Agreement. All rights not expressly granted to Agency are reserved and retained by Lexipol and its licensors. As between Agency and Lexipol, (a) all Agency Data, defined as data owned by Agency prior to the Program Start Date of this Agreement or data not otherwise subject to the definition of "Derivative Work" in Lexipol's General Terms and Conditions, is Agency's property, and (b) Agency retains all rights, title, and interest in and to Agency Data, including all copies, modifications, extensions, and derivative works thereof. Lexipol retains no right or interest in any Agency Data and shall return or destroy Agency Data following termination of this Agreement. Agency's purchase of LMS Subscription Services is also subject to the LMS Master Service Agreement located at: <https://www.lexipol.com/lms-master-service-agreement>.

**3.3 Grant Services.** This Section applies when Agency subscribes to Lexipol's Grant Writing, Consulting, and/or GrantFinder services, offered by Praetorian Digital. If Agency selects Grant Writing services, Agency takes full responsibility for submitting information reasonably required by Praetorian Digital in a timely manner. All Agency materials must be received 5 days prior to the grant application close date, and Agency is responsible for all submissions of final grant applications by grant deadlines. Failure to submit requested materials to write grant applications on time will result in rollover of project services and fees to next grant application cycle. Requests for cancellation of Grant Writing services will result in a 50% fee of the total value of the service. Invoices for Grant Writing services will be sent as soon as work begins for the applicable target grant. Complete payment must be received no later than thirty (30) days after receipt of invoice. In the event Agency has not made timely payment on an invoice, Lexipol/Praetorian Digital reserves the right to suspend all Grant services until payment is received in full and may terminate Agency's access to GrantFinder, if applicable. Invoices over thirty (30) days past due shall be charged a twenty-five dollar (\$25) late fee. Agency's purchase of the Grant services is also subject to the GrantFinder Master Subscription Agreement located at <http://www.lexipol.com/GTGF-Master-ServiceAgreement>.

**3.4 Cordico Wellness Applications.** This Section applies when Agency subscribes to Lexipol's Wellness Applications, offered by Cordico®, including but not limited to CordicoShield, CordicoFire, and all other Cordico products and services (collectively, the "Wellness Services"). The Wellness Services are proprietary products of Lexipol, protected under U.S. copyright, trademark, patent, and other applicable law. Lexipol and its licensors retain all rights, title, and interest in and to the Wellness Services (including, without limitation, all intellectual property rights), including all copies, updates, modifications, and versions thereof. Agency's right to access and use the Wellness Services is limited to the rights expressly granted in this Agreement. All rights not expressly granted to Agency are reserved and retained by Lexipol and its licensors. As between Agency and Lexipol, (a) all Agency Data collected through the Wellness Services remains Agency's property, and (b) Agency retains all rights, title, and interest in and to Agency Data, including all copies, modifications, extensions, and derivative works thereof. Lexipol retains no right or interest in any Agency Data and shall return or destroy Agency Data following termination of this Agreement. In addition, upon termination of this Agreement for any reason, Agency shall lose access to all Wellness Services. Agency's purchase of Wellness Services is also subject to Cordico's Terms and Conditions located at <https://www.cordico.com/terms-and-conditions/> and the Terms and Conditions set forth within each Wellness Application.

## Exhibit B

- 3.5 Generally; Injunctive Relief.** Except as expressly provided herein, nothing in this Agreement shall be construed as conferring any rights or license to Lexipol's trade secrets, intellectual property, Confidential Information, Subscription Materials, Wellness Services, or the software underlying such products and services, whether by estoppel, implication or otherwise. Agency may not decompile, disassemble, reverse engineer or otherwise attempt to discover any source code contained in any software-based Subscription Services. Notwithstanding any other term or condition herein, Agency grants all rights and permissions in or relating to Agency Data as are necessary or useful to Lexipol to enforce this Agreement, exercise Lexipol's rights, and perform Lexipol's obligations hereunder. Agency acknowledges that a breach or threatened breach of any portion of this Section 3 may cause irreparable harm and shall entitle Lexipol to injunctive relief in addition to any other available remedy.
4. **Warranty Disclaimer.** ALL SUBSCRIPTION SERVICES AND SUBSCRIPTION MATERIALS ARE PROVIDED "AS IS" AND LEXIPOL HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. LEXIPOL SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE.
5. **Disclaimer of Liability.** Agency acknowledges and agrees that Lexipol, its officers, agents, managers, and employees will have no liability to Agency or any other person or entity arising from or related to the Subscription Services or the Subscription Materials, or any act or omission by Agency or its personnel pursuant to, or in reliance on, any of the Subscription Materials.
6. **Limitation of Liability.** Lexipol's cumulative liability to Agency and any other person or entity for any loss or damages resulting from any claims, demands, or actions arising out of or relating to this Agreement, the Subscription Services, or the use of any Subscription Materials shall not exceed the subscription fees actually paid to Lexipol by Agency for the Purchased Subscription Services under this Agreement during the twelve-month period immediately prior to the assertion of such claim, demand, or action. In no event shall Lexipol be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Lexipol has been advised of the possibility of such damages. The limitations set forth in this Section shall apply whether Agency's claim is based on breach of contract, tort, strict liability, product liability or any other theory or cause of action.
7. **Governing Law.** This Agreement shall be construed in accordance with, and governed by, the laws of the State of Texas, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.
8. **Entire Agreement.** This Agreement embodies the entire agreement and understanding of the parties hereto and hereby expressly supersedes all prior written and oral agreements and understandings with respect to the subject matter hereof. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied in this Agreement. Terms and conditions set forth in any purchase order, or any other form or document of Agency, which are inconsistent with, or in addition to, the terms and conditions set forth in this Agreement, are hereby objected to and rejected in their entirety, regardless of when received, without further action or notification by Lexipol, and shall not be considered binding on Lexipol unless specifically agreed to in writing by it.
9. **Additional Terms and Conditions.** Except as set forth above, this Agreement remains subject to Lexipol's General Terms and Conditions, available at: <https://www.lexipol.com/terms-and-conditions/>.



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

## STAFF REPORT

|                                  |                                                                                            |
|----------------------------------|--------------------------------------------------------------------------------------------|
| ORIGINATING DEPARTMENT:          | Community Development                                                                      |
| PREPARED BY:                     | Zachary Moore                                                                              |
| DATE PREPARED:                   | November 4, 2021                                                                           |
| COUNCIL MEETING DATE:            | November 16, 2021                                                                          |
| AGENDA TITLE:                    | PC-2021-25, 4147 Kehr Road, FINAL SUBDIVISION, Heron Pond, HPCT Properties Inc., Applicant |
| CITY MANAGER/DEPT HEAD APPROVAL: | JG 11/12/21                                                                                |

### Proposal Summary:

The applicant is requesting approval of a Final Subdivision application associated with a planned 15-unit condominium community to be called Heron Pond, located off Kehr Road and Roberts Drive in close proximity to the South Farm subdivision and Cobblestone Community Church. City Council approval of the Final Subdivision would allow the developer to continue forward with the necessary steps to ultimately record a plat with Butler County. The plat instrument would officially subdivide the 4.5-acre site into a total of 16 parcels, including 15 parcels for each of the 15 single-family dwelling units, and 1 large parcel reserved for access, utility, drainage, and open space purposes. Access easements are to be dedicated over the larger parcel to ensure future residents are able to access their individual units in perpetuity, since the new street (Heron Pond Way) is to be private and owned by the HOA. Additional right-of-way will also be dedicated along Kehr Road and Roberts Drive per previous Planned Development approvals.

### Background:

The Heron Pond project has thus far garnered the following approvals:

- **Preliminary Planned Development (PD)** – approved by Council on March 16, 2021 by Ord. No. 3615
- **Final Planned Development (PD)** – approved by Council on August 17, 2021 by Ord. No. 3631. Expires August 17, 2026.
- **Construction Drawings** – preliminary set approved on a contingent basis by City staff on September 2, 2021. Final set to be approved at a later date.



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#### **Discussion and Recommendation:**

City staff has reviewed the proposed Record Plat instrument and believes it satisfies all prior design-related approval conditions inherent to past Preliminary PD and Final PD approvals. Following a City Council approval, the developer will need to take additional steps in order to secure City Officials' signatures on the plat prior to recording. These future steps include: (1) staff review of the final HOA Declaration; (2) staff review of access easement agreements pertaining to the existing Cobblestone Church driveway and South Farm HOA parcel; and (3) submission of infrastructure cost estimates to the Service Department and posting of bonds/financial security. In keeping with Section 203 of the Oxford Subdivision Regulations, staff recommends the subject application be **approved** subject to the following conditions:

1. The Final Subdivision shall be valid for 1 year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this 1 year time period.
2. As necessary, the applicant shall update and/or re-file Construction Drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee construction of the improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

## **ORDINANCE**

### **AN ORDINANCE APPROVING THE FINAL SUBDIVISION APPLICATION AND PLAT FOR HERON POND WITH CONDITIONS.**

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford's Community Development Department received the Final Subdivision Application and the proposed Record Plat for Heron Pond (Exhibit "A") on August 3, 2021 consisting of 4.572 acres; and

WHEREAS, the Community Development Department staff has reviewed the proposed Record Plat instrument and believes it satisfies all prior design related approval conditions inherent to the past Preliminary Planned Development and Final Planned Development approvals; and

WHEREAS, the Community Development Department staff finds that the proposed Record Plat meets the requirements of Oxford Codified Ordinance Section 1101.203 and further finds the Record Plat substantially corresponds to the approved Preliminary Planned Development and Final Planned Development; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Subdivision Application and Plat attached hereto as Exhibit "A" for Heron Pond with the following conditions:

1. The Final Subdivision approval shall be valid for one year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this one year time period.
2. As necessary, the applicant shall update and/or re-file construction drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee the construction of the improvements. The record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Subdivision application and plat for Heron Pond consisting of 4.572 acres with the conditions set forth above.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**Internal Use Only:**

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

## Final Subdivision Application

### Applicant Information

*Attach a Letter of Agency if the Applicant is not the property owner.*

Name \* HPCT Properties Inc.

Mailing Address \* 5282 Booth Road

City, State & Zip Code \* Liberty, IN 47353

Telephone Number(s) \* 765-580-0378

Email Address shanebcoffman@aol.com

### Engineer/Surveyor Information

Name \* Bayer Becker

Mailing Address \* 110 S. College Avenue

City, State & Zip Code \* Oxford, Ohio 45056

Telephone Number(s) \* 513-523-4270

Email Address johnbayer@bayerbecker.com

### Location and Lot Information

Name of Subdivision \* Heron Pond

Location of Property \* 4147 Kehr Road, Oxford, Ohio 45056

Legal Description \* H4100-00-137-000-039 & 040

Date of Planning Commission Preliminary Approval \* 3/16/2021

Number of Lots \* 16

Zoning District \* R-1B Planned Dev

Total Area \* 4.572 Acres

### Requirements and Documentation

#### Plat

**Fifteen (15) copies of the plat on bond.** Drawing size must be at least 18x24" and should never exceed 24x36." The plat must be prepared in accordance with Chapter 1101, Subdivision Regulations and Chapters 1121-1137, Zoning Code of the City of Oxford<sup>1</sup>. Scale should not exceed 1" = 100.' Plats containing less than three lots are exempted from the provisions of this section. The following information must appear on the plat:

- A. Boundary lines of the area being subdivided with accurate distances and bearings. Each section which is presented for final plat approval must have all of the required improvements extended to the property lines where necessary in order that future final plat sections may connect with them to maintain the continuity of the approved preliminary plan.
- B. A statement dedicating all proposed streets and alleys with their widths and names.

- C. The accurate outline of any portions of the property to be dedicated or granted for public use.
- D. The lines of adjoining streets and alleys with their widths and names.
- E. All lot lines together with an identification system for all lots and blocks. Lot numbers shall be secured from the County Auditor.
- F. The locations of all building lines and easements provided for public use, services or utilities.
- G. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and any other areas for public or private use. Linear dimensions are to be given to the nearest one hundredth of a foot.
- H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.
- I. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.
- J. The name of the subdivision, the scale of the plat, points of the compass and name of owner or owners and subdivider if other than the owner and name of the surveyor and engineer preparing the plat.
- K. The certificate of the surveyor attesting to the accuracy of the survey and to the correct locations of all monuments shown.
- L. Any private restrictions and trusteeships and their duration. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable, thus necessitating the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- M. Acknowledgement by the owner or owners of the plat restrictions.
- N. One tracing cloth or comparable material of the approved final plat, for the City records.
- O. The names and record owners of all adjoining subdivisions and the names of recorded owners of adjoining parcels of un-subdivided land.
- P. A receipt showing that all legally due taxes have been paid.
- Q. North arrow, scale and date.
- R. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses, and drainage ways.
- S. Any existing water mains, culverts, water or sewer lines, easements, buildings and streets, within the tract or immediately adjacent thereto.
- T. Size of the tract in acres and lots in square feet and the boundary lines along with the linear measurement thereof.
- U. The proposed location and width of streets, alleys lots and easements.
- V. The seal, registry number and signature of the public surveyor who prepared the plat.
- W. Any portion of the floodplain as delineated by the Butler County Flood Insurance Rate Maps (FIRM), effective December 17, 2010, must be clearly illustrated and labeled on the plat.

### Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)<sup>2</sup> is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

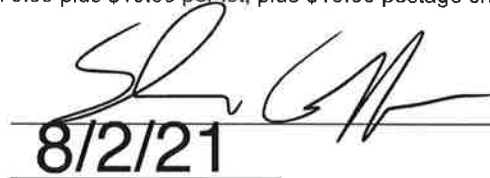
### Fees & Receipt

The required fee for final plan is \$570.00 plus \$10.00 per lot, plus \$10.00 postage charge.

### Sign and Date

Applicant Signature \*

Date \*



### Submit Application, Plans and Documentation, and Fees

***We will not accept incomplete applications and/or plans and documentation.***

Send or drop off this application with required copies of the plat containing all required information as attachments and a check for fees and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204. The application will be placed on the next possible agenda.

## Notes

- You must adhere to notification and publication requirements.
- Submit materials 14 days prior to the Planning Commission meeting on which the action is requested.
- City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**
- Per Planning and Zoning Code 1101.203(H)<sup>1</sup>, after final recording at the Butler County Recorder's Office, the applicant shall furnish a proof of such recording for filing to the Community Development Department prior to the issuance of any construction permits for site preparation.

---

<sup>1</sup> City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

<sup>2</sup> Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

August 2, 2021

Mr. Zach Moore  
Planner  
City of Oxford  
15 South College Avenue  
Oxford, Ohio 45056

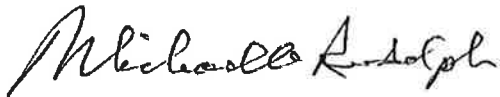
Re: Parcel H4100-137-00-039  
Cobblestone Community Church Inc.

Dear Mr. Moore,

Please be advised that HPCT Properties Inc. has our permission to submit applications for the approval of a Final Planned Development on parcel H4100-137-000-040 located adjacent to Roberts Drive and Kehr Road.

Should you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Joseph". The signature is fluid and cursive, with the first name "Michael" being the most prominent part.

South Farm Owners Association Inc.

August 2, 2021

Mr. Zach Moore  
Planner  
City of Oxford  
15 South College Avenue  
Oxford, Ohio 45056

Re: Parcel H4100-137-00-039  
Cobblestone Community Church Inc.

Dear Mr. Moore,

Please be advised that HPCT Properties Inc. has our permission to submit applications for the approval of a Final Subdivision on parcel H4100-137-000-039 located adjacent to Roberts Drive and Kehr Road.

Should you have any questions, please do not hesitate to contact us.

Sincerely,

|                                                                                     |                                                                                  |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|  | <small>dotloop verified<br/>08/03/21 8:51 AM EDT<br/>FJMV-DWOG-RVPY-C4EN</small> |
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Cobblestone Community Church, Inc.



**HERON POND**  
ENTIRE LOT #3556  
CONGRESS LANDS WEST OF THE MIAMI RIVER  
SECTIONS 27 & 34, TOWN 5, RANGE 1  
CITY OF OXFORD  
BUTLER COUNTY, OHIO

**VICINITY MAP**  
(NOT TO SCALE)

**OWNER**  
SOUTH FARM OWNERS ASSOCIATION, INC.  
190 SOUTH FARM ROAD  
OXFORD, OH 43086

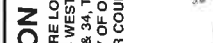
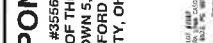
**ENGINEER / SURVEYOR**  
BATES BENDER  
110 SOUTH COLLEGE AVENUE, SUITE 101  
OXFORD, OH 43086

**BENCHMARK**  
FOUNDATION STATIONMENT AT  
NORTH END OF HERON POND  
ELEVATION: 100.00

**SHEET INDEX:**  
1. TITLE  
2. PLAN

**CURVE TABLE**

| Curve | Chain   | Radius  | Length  | Chord      |           |        |
|-------|---------|---------|---------|------------|-----------|--------|
| C-1   | 0+00.00 | 250.00' | 47.13'  | 547.48217m | 42.43'    |        |
| C-2   | 200.00  | 250.00' | 23.56'  | 86.31'     | 877.1317m | 86.30' |
| C-3   | 300.00  | 197.80' | 135.74' | 108.23216m | 131.17'   |        |



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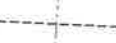
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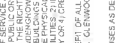
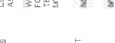
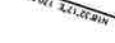
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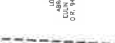
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**CURVE TABLE**

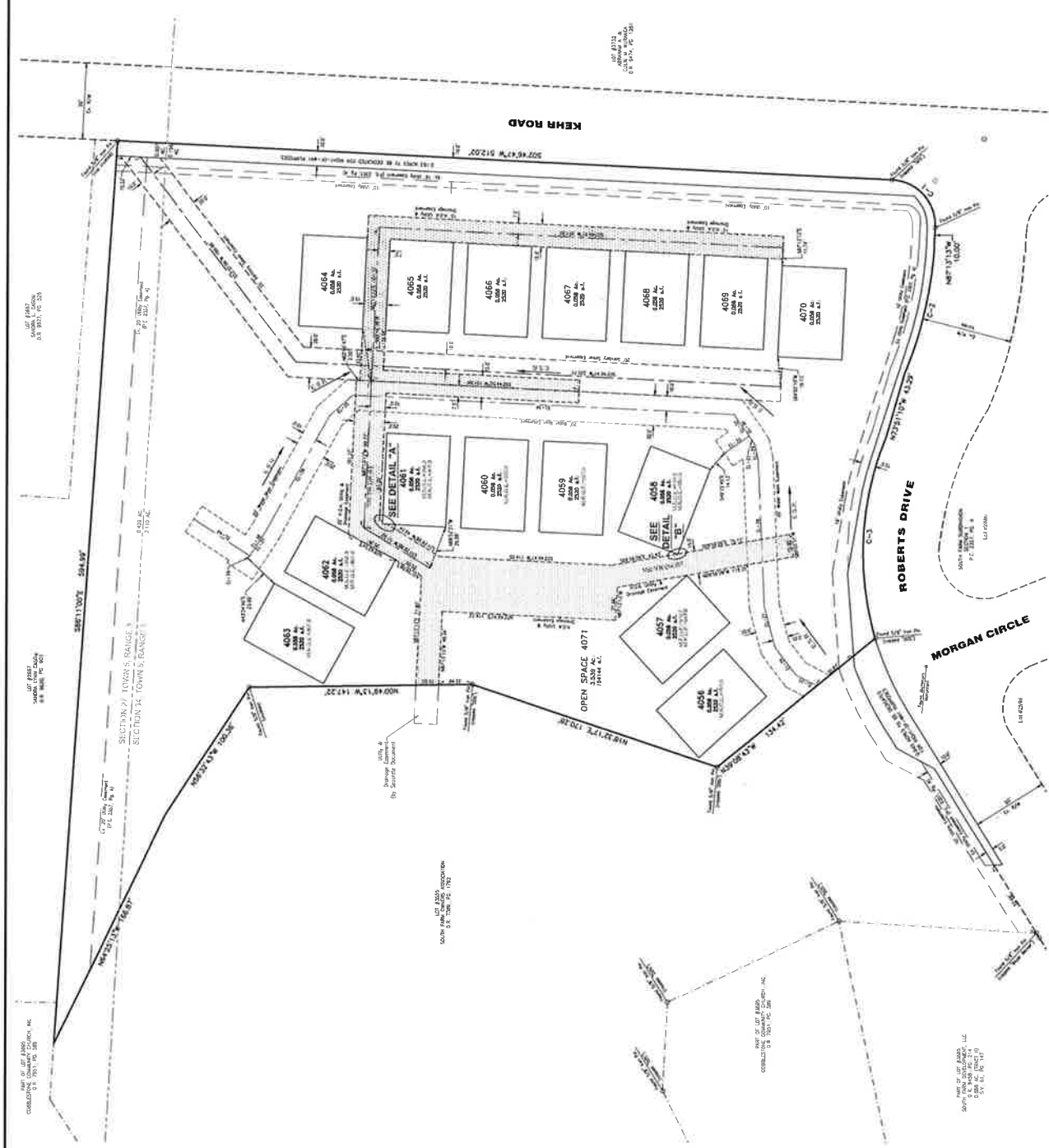
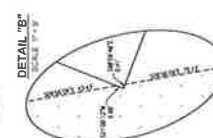
| Curve | Chain   | Radius  | Length  | Chord      |           |        |
|-------|---------|---------|---------|------------|-----------|--------|
| C-1   | 0+00.00 | 250.00' | 47.13'  | 547.48217m | 42.43'    |        |
| C-2   | 200.00  | 250.00' | 23.56'  | 86.31'     | 877.1317m | 86.30' |
| C-3   | 300.00  | 197.80' | 135.74' | 108.23216m | 131.17'   |        |





[illegible]

| Line    | Direction  | Distance |
|---------|------------|----------|
| Line 10 | 47293.00 N | 15.38    |
| Line 11 | 47293.00 E | 23.37    |
| Line 12 | 47293.00 S | 38.44    |
| Line 13 | 47293.00 W | 18.49    |
| Line 14 | 47293.00 N | 9.97     |
| Line 15 | 47293.00 E | 34.37    |
| Line 16 | 47293.00 S | 8.38     |
| Line 17 | 47293.00 W | 17.37    |
| Line 18 | 47293.00 N | 16.75    |
| Line 19 | 47293.00 E | 25.20    |
| Line 20 | 47293.00 S | 20.37    |
| Line 21 | 47293.00 W | 46.12    |
| Line 22 | 47293.00 N | 32.26    |
| Line 23 | 47293.00 E | 37.89    |
| Line 24 | 47293.00 S | 1.87     |
| Line 25 | 47293.00 W | 44.37    |

[illegible]

## STAFF REPORT

|                                  |                      |
|----------------------------------|----------------------|
| ORIGINATING DEPARTMENT:          | City Manager         |
| PREPARED BY:                     | Doug Elliott         |
| DATE PREPARED:                   | November 9, 2021     |
| COUNCIL MEETING DATE:            | November 16, 2021    |
| AGENDA TITLE:                    | Lease Agreement      |
| RECOMMENDATION:                  | Approve              |
| CITY MANAGER/DEPT HEAD APPROVAL: | <i>John 11/16/21</i> |

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### DISCUSSION:

City staff and I have been working with Mindy Muller of Community Development Professionals of Hamilton, Ohio on an Oxford Cottage Community concept since 2018. A City owned site off of US 27 S was explored but did not come to fruition. The availability of American Rescue Plan Act (ARPA) Funds in February 2021 provided an opportunity to move this concept forward at another location and accomplish Council's Affordable Housing priority. On October 5, 2021, Council adopted Ordinance No. 3640, which authorized the City Manager to purchase approximately 2.1 acres located at 5234 Hester Rd. at a cost of \$150,000 for the Oxford Cottage Community Project. The City and property owner closed on the purchase of this property on Wednesday, November 10, 2021. The City utilized ARPA funds for this purchase. The next step is for the City to lease this property for 20 years at \$1.00 a year with the Center for Community Revitalization (CCR). The CCR is a nonprofit Ohio Corporation that will own and manage this project.

The project includes construction of 12 cottages to create a cottage community (planned use development). The cottage community targets a mixed population of persons needing affordable housing - five will be occupied by displaced families, five will be occupied by low income seniors 60 and older, and two will house other income qualifying households. The cottages are self-contained housing units, 364 sq. ft. that can accommodate up to six people. All cottages have one bedroom, kitchenette, great room, bathroom, and front porch. Units come furnished including stackable washer/dryer and loft. All cottages will meet HUD Housing Quality Standards (HQS) and are rented at or below fair market rate.

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## ORDINANCE NO.

ORDINANCE AUTHORIZING THE CITY MANAGER TO LEASE APPROXIMATELY 2.1 ACRES OF CITY OWNED LAND LOCATED AT 5234 HESTER ROAD FOR THE OXFORD COTTAGE COMMUNITY PROJECT.

WHEREAS, the American Rescue Plan Act will provide the City of Oxford approximately \$2.4 million to be used towards the City's Coronavirus response; and

WHEREAS, these funds are intended to combat the Coronavirus pandemic, including the public health and economic impacts; and

WHEREAS, City staff and the Housing Advisory Commission have worked with Community Development Professionals on a Cottage Community project for several years; and

WHEREAS, City Council authorized the utilization of American Rescue Plan Act funds for the purchase of 2.1 acres located at 5234 Hester Road for the Oxford Cottage Community Project; and

WHEREAS, the City Manager recommends that the City lease this land to The Center for Community Revitalization for the Oxford Cottage Community Project.

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

SECTION 1: City Council hereby authorizes the City Manager to sign a 20-year land lease as set forth in Exhibit "A" attached hereto with the nonprofit Center for Community Revitalization for the property located at 5234 Hester Road to develop and manage the Oxford Cottage Community Project.

SECTION 2: The tenant shall have the right to extend the lease for an additional 20 years.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

## GROUND LEASE

THIS GROUND LEASE ("Lease") is made as of \_\_\_\_\_, 2021, by and between **THE CITY OF OXFORD, OHIO**, an Ohio municipal corporation ("Landlord"), and **THE CENTER FOR COMMUNITY REVITALIZATION**, an Ohio non-profit corporation ("Tenant").

WITNESSETH:

1. DEMISE

- (a) Land. Landlord leases to Tenant, and Tenant leases from Landlord, the real property described in **Exhibit A** (the "Land"), together with the right to utilize and benefit from all easements benefiting the Land, subject to, and in accordance with, the terms, conditions and limitations of such easements (the "Real Property"). Tenant acknowledges that Landlord has made no representations, promises or warranties, express or implied, with respect to the Real Property, and that Tenant is familiar with the condition of the Real Property, including but not limited to, soil conditions, drainage, environmental matters, zoning, utility availability and easements, and accepts the Real Property in its "AS IS, WHERE IS" condition without representation or warranty of any kind, express or implied and with all defects, whether patent or latent.
- (b) Improvements. Tenant shall undertake construction of a project known as the Oxford Cottage Community targeting a mixed population of persons in need of affordable housing (the "Project"), together with ancillary structures (the "Improvements", and together with the Real Property, collectively the "Premises") at its sole expense and in accordance with the following provisions:
  - (i) The parties recognize and agree that the improvements which are to be constructed on the Land by the Tenant shall constitute "Improvements" hereunder. All Improvements shall be construed on or before to December 31, 2023. If Tenant fails to substantially complete construction by the date provided herein, Landlord shall be permitted to terminate this Lease, and each party shall be released of their obligations hereunder, except for those which survive the expiration or termination of this Lease.
  - (ii) Construction of the Improvements shall be performed by a contractor and subcontractors as mutually agreed to in writing by Landlord and Tenant. No construction, addition or alteration shall be undertaken until Tenant has procured and paid for, so far as the same may be required from time to time, all necessary permits and authorizations of all governmental authorities having jurisdiction.
  - (iii) Tenant shall be solely responsible for the preparation, costs and expenses attributable to any required site plans or other required submittals relating specifically to the Improvements ("Site Specific Submittals"). Landlord shall, however, to the extent required, join in the submittal of any Site Specific Submittals

or other applications for permits or authorizations whenever such action is necessary for approval of the Improvements, but Landlord shall not be required to incur the expenses with respect thereto.

(iv) During construction, the insurance policies required hereunder shall include builders' risk coverage. All construction, including without limitation, additions and alterations to the Improvements, shall be made in a good and workmanlike manner and in compliance with all applicable permits, authorizations and building, zoning and other codes, ordinances, statutes, regulations and laws. Tenant shall be wholly liable for all expenses and costs incurred in the construction of the Improvements and any alterations or additions thereto. All bids and contracts for any construction, including without limitation, additions, and alterations to the Improvements, shall be in Tenant's own name, subject to any requirements by Landlord.

(v) Tenant shall bear all of the costs and expenses charged by any lender in connection with any debt on Tenant's leasehold estate for the Land and all Improvements located thereon.

(vi) At the expiration or earlier termination of the Lease, the Improvements shall vest to the Landlord as provided in Section 15.

## 2. TERM

The term of this Lease shall be for twenty (20) years ("Term") and shall commence effective as of February 1, 2022 ("Commencement Date") and shall end on January 31, 2042, ("Termination Date"). A lease year shall run on a twelve (12) month cycle from the Commencement Date (each a "Lease Year"). Tenant shall have the right to extend the Term of this Lease for one (1) additional term of twenty (20) years (the "Renewal Term"). Tenant shall exercise said renewal option by providing written notice not less than one hundred eighty (180) days before the Termination Date.

## 3. RENT

- (a) Rent. The base rent payment for the Real Property during the Term and the Renewal Term shall be equal to One Dollar (\$1.00) per Lease Year (the "Rent").
- (b) Payment and Delinquent Payment. Rent shall be due and payable in advance on the 1st day of each and every Lease Year, without demand, setoff, deduction or counterclaim. If Tenant does not pay to Landlord on or before the due date any amount due hereunder, Tenant shall also pay to Landlord a sum equal to the amount of the late payment plus a late charge equal to five percent (5%) of the delinquent amount. Late charge rates shall be retroactive to the date the original payment was due and shall continue until the full amount is current. All late charges shall be an additional part of the rent reserved under this Lease.

4. USE OF PREMISES

- (a) Purpose. The Premises shall be used exclusively for the Project and for no other purpose without the prior written consent of Landlord, which shall be determined in Landlord's sole discretion.
- (b) Compliance with Laws. Tenant shall keep the Premises in a clean, well-maintained and orderly condition and free of noxious or injurious materials and all other nuisances. Tenant shall comply with all covenants, conditions and restrictions of record affecting the Premises and all laws, rules and regulations, orders and directives of any governmental agency or authority having jurisdiction over the Premises, including, but not limited to, any and all zoning ordinances, and shall promptly pay all costs, expenses, fines and penalties resulting from failure to observe any of the foregoing.
- (c) Environmental Laws. As used herein, "Environmental Laws" means any federal, state or local law, ordinance, regulation or order relating to the protection of or regulation of the environment or public health or safety, including cleanup of Hazardous Materials. "Hazardous Materials" shall be construed broadly to mean all chemicals, substances and/or materials listed under or otherwise governed or regulated by any Environmental Laws including, without limitation, hazardous or toxic substances, wastes or materials, petroleum products or any constituents thereof.
  - (i) Tenant will comply with all Environmental Laws and all governmental notices, orders and requests pursuant to Environmental Laws, including without limitation, providing, obtaining, maintaining and complying with all permits, registrations, notifications, reports, licenses and other authorizations required by Environmental Laws applicable to Tenant's use or occupancy of the Premises and/or the Improvements.
  - (ii) Tenant will not permit or cause any Hazardous Materials to be brought, placed, held, stored, located, used, disposed of or released upon, under, from or at the Premises, other than in strict compliance with all Environmental Laws and only in those amounts necessitated by Tenant's permitted use of the Premises. Prior to bringing any such Hazardous Materials onto the Premises, Tenant will provide Landlord with a list of the names and quantities of such Hazardous Materials and, upon request, will provide Landlord with a copy of the material safety data sheet for such Hazardous Material.
  - (iii) Tenant will: (A) provide Landlord with copies of all communications between Tenant and any governmental agencies or authorities or a third party related to Hazardous Materials brought, placed, held, stored, located, used, disposed of or released upon, under, from or at the Premises or related to the violation or alleged violation of any Environmental Laws with respect to Tenant's use or occupancy of the Premises; (B) permit Landlord, at Landlord's sole

discretion, to participate in any proceeding brought by a government agency or authority, or a third party, with respect to Hazardous Materials brought, placed, held, stored, located, used, disposed of or released upon, under, from or at the Premises or with respect to the violation or alleged violation of any Environmental Laws arising out of Tenant's use or occupancy of the Premises; and (C) permit Landlord, from time-to-time at Landlord's sole discretion, to conduct inspections, tests, analyses and investigations of Tenant's compliance with its obligations in this paragraph or otherwise related to the environmental conditions relative to Tenant's use or occupancy of the Premises

(iv) Tenant shall indemnify, defend, and hold Landlord harmless from and against any and all claims, judgments, orders, losses, damages, including reasonable attorney and expert fees, arising out of or in connection with: (A) Tenant's breach of any provision of this Section 4(b); or (B) Hazardous Materials brought, placed, held, stored, located, used, disposed of or released upon, under, from or at the Premises by Tenant, its employees, representatives, agents, sublessees, contractors, subcontractors and any invitees.

5. UTILITIES

Tenant shall pay all charges against the Premises and Improvements for sanitary sewer, gas, heat, electricity, water, telephone, trash disposal, internet services and any other utility services or public services furnished to the Premises, including any assessment against the Premises for making such services available. Landlord shall not be liable for any claims, damages, costs, expenses, liabilities or losses suffered as a result of any interruption in service furnished to the Premises. Landlord shall not be responsible for payment of any utility services or public services, including, but not limited, those mentioned in this Section 5.

6. TAXES

In addition to the Rent to be paid hereunder, Tenant shall pay and discharge as they become due, properly and before delinquency all taxes, assessments, levies, fees and charges, general or special, ordinary or extraordinary, of whatever name, nature and kind, which may be levied, assessed or imposed by any governmental agency or authority upon the Premises or Improvements or any part thereof (the "Impositions") during the Term of the Lease.

7. MAINTENANCE AND REPAIRS

Throughout the term of this Lease and all renewals and extensions hereof, Tenant, at its own expense, shall maintain or cause to be maintained the Premises in good order and condition and make all necessary repairs and replacements thereto, interior and exterior, structural and non-structural, ordinary and extraordinary and foreseen and unforeseen, in a good and workmanlike manner. Tenant hereby assumes the full and sole responsibility for the condition, operation, repair, replacement, maintenance and management of the Premises, and Landlord shall not be required to furnish any services or facilities or make any repairs or replacements to the Premises.

8. LIENS.

Tenant shall not permit any mortgage, charge, lien or encumbrance to exist on the Premises or any part thereof without Landlord's consent. If any mechanics', laborers' or materialmen's lien is filed at any time against this Lease or any interest herein and/or the Premises or any part thereof, arising out of Tenant's construction of the Improvements or any additions, alterations, repairs or replacements thereto, then within sixty (60) days after the filing thereof, Tenant shall cause the same to be discharged of record by payment, bond, order of a court of competent jurisdiction or otherwise. Nothing contained herein shall prevent Tenant from contesting a lien.

9. INSURANCE

- (a) Tenant, at its sole cost and expense, shall keep all Improvements which now or hereafter become a part of the Real Property continuously insured against the perils covered by a broad form of "all risk of physical loss" standard policy insuring against loss or damage by fire, earthquake and other extended coverage hazards, and such other risks are typically insured against for comparable properties in the area, in an amount that is not less than full replacement value of the Improvements. The replacement cost of the Improvements will be determined not less frequently than at yearly intervals by the insurance company providing the required coverage and the agreed amount included in the insurance policy. The permitted deductible will be at commercially reasonable levels customary for insuring comparable facilities and may be adjusted from time to time upon the agreement of Landlord and Tenant.
- (b) Tenant, at its sole cost and expense, will keep and maintain commercial general liability insurance, with the broad form of commercial liability endorsement, including contractual liability coverage, covering claims for bodily injury, death and property damage in or about the Premises, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate or such other amounts as determined by Landlord and which are commercially reasonable for comparable properties in the area. Landlord shall be named as an additional insured in such policies. To the extent the foregoing figures become unreasonably low from a commercial standpoint, the parties shall mutually agree upon a commercially reasonable increase in the amounts thereof.
- (c) Tenant, at its sole cost and expense, will keep and maintain and cause its contractors to keep and maintain Worker's Compensation insurance, in such amounts as is required under applicable law, covering all persons employed in connection with work occurring on or about the Premises.
- (d) The insurance coverages required under this Lease will be obtained and maintained either by means of policies with generally recognized, responsible insurance companies satisfactory to Landlord or by other arrangements reasonably

satisfactory to Landlord, and all such companies shall at all times be qualified to do business in the State of Ohio and have a Best's rating A or better. Each policy of insurance will be written to recognize the interest of Landlord and Tenant, as their interests may appear, and will not be subject to cancellation or non-renewal upon less than thirty (30) days advance written notice to Landlord, provided that in the case of cancellation for non-payment of premiums, advance written notice of not less than ten (10) days shall be required.

- (e) Tenant shall deposit with Landlord certificates or other evidence satisfactory to Landlord that the insurance required hereby has been obtained and is and continues to be in full force and effect. Prior to the expiration of any such insurance, Tenant shall furnish Landlord with evidence satisfactory to Landlord that such insurance has been renewed or replaced and that all premiums thereon have been paid in full and all insurance policies required hereby are in full force and effect.

#### 10. WAIVER OF SUBROGATION

Notwithstanding anything in this Lease to the contrary, to the extent permissible under the insurance policies required by this Lease and/or maintained by Tenant or Landlord with respect to the Premises, and without invalidation of the same, Landlord and Tenant each hereby (i) waive any and all rights or recovery, claim, action or cause of action, against the other, its agents, officers or employees, for any loss or damage that occurs to the Premises, any improvements, any fixtures or personal property of such party therein, by reason of fire, the elements, or any other cause which could be insured against under the terms of such insurance policies, regardless of cause or origin, including negligence of the other party hereto, its agents, officers, or employees, and (ii) covenant that no insurer will hold any right of subrogation against such other party.

#### 11. INDEMNITY

Landlord will not be liable for any personal injury to Tenant or to any guest, sublessee, occupant, invitee or licensee of the Tenant or for any damage to any property of Tenant or of any occupant, guest, patient, sublessee, invitee or licensee of the Tenant arising out of Tenant's use of the Premises, regardless if such injury or damage is caused by the gross negligence or willful misconduct of Landlord, and Tenant waives all right of recovery against Landlord. Tenant shall indemnify, hold harmless and defend Landlord from and against all claims, liabilities, losses, damages, costs and expenses whatsoever, including without limitation, reasonable attorneys' and experts' fees and court costs, arising in connection with or resulting from, directly or indirectly, the failure of Tenant to perform any covenant required to be performed by Tenant in this Lease, including but not limited to, the failure to comply with Environmental Laws, any act or negligence of Tenant or any occupant, sublessee, guest, patient, invitee or licensee of the Tenant or arising out of the condition, use or management or occupancy of the Premises or Improvements by Tenant. This provision will survive expiration or termination of this Lease without limitation.

12. DAMAGE TO PREMISES

No destruction of or inability to occupy the Premises or any part thereof by reason of fire, flood or other casualty shall affect in any way the payment of Rent hereunder or the validity of this Lease or any part hereof. In the event of damage to or destruction of the Improvements, Tenant, at its sole expense, shall make all repairs, restoration and replacements necessary to rebuild the Improvements to their value, character and condition immediately prior to such damage or destruction, including temporary repairs and work necessary to protect the Premises from further injury, in compliance with applicable building codes provided Tenant receives proceeds of insurance to cover such cost; provided, however, in the event Tenant does not receive adequate insurance proceeds, Tenant shall be solely responsible for the cost of returning the Real Property to the same condition as existed as of the date of this Lease, including any demolition associated therewith. Such rebuilding shall be commenced promptly and continued with diligence. Nothing contained herein will be deemed to vary any requirements of Tenant as to insurance under this Lease.

13. DEFAULT

- (a) Events of Default. The following events shall constitute an event of default under this Lease:
- (i) If Tenant shall breach this Lease by failing to make any payment of money when due and fails to remedy the breach within ten (10) days after written notice of said breach from Landlord; or
  - (ii) If Tenant shall breach any provision of this Lease other than for the payment of money, and fails to remedy the breach within thirty (30) days after written notice of said breach from Landlord, except if, at the end of the thirty (30) day period, the cure cannot reasonably be completed, but Tenant has promptly undertaken the cure and diligently pursued the cure throughout the period, then the cure period shall be extended for a time that is necessary to complete the cure with continued diligent efforts; or
  - (iii) If Tenant shall make an assignment for the benefit of its creditors, if any petition shall be filed against Tenant in any court, whether or not pursuant to any statute of the United States or of any state, in any bankruptcy, reorganization, composition, extension, arrangements or insolvency proceedings, and Tenant shall thereafter be adjudicated bankrupt, or such petition shall be approved by the court, or the court shall assume jurisdiction of the subject matter, or if such proceedings shall not be dismissed within sixty (60) days after the institution of the same; or
  - (iv) If, in any proceeding, a receiver or trustee be appointed for all or any portion of Tenant's property, and such receivership or trusteeship shall not be

vacated or set aside within ninety (90) days after the appointment of such receiver or trustee; or

- (v) If Tenant fails to maintain in effect at all times the insurance required to be maintained by Tenant pursuant to this Lease.
- (b) Landlord's Remedies. Upon an event of default, Landlord has the right to terminate this Lease, or re-enter the Premises and take possession without terminating the Lease, or exercise any other remedies set forth in this Lease or available at law or in equity. Should Landlord at any time terminate this Lease for any default, in addition to any other remedy it may have, it may recover from Tenant all damages it may incur by reason of such breach, including the cost of recovering the Premises, reasonable attorneys' fees and litigation expenses.
- (c) Landlord's Performance of Tenant's Obligations. If Tenant shall fail to perform any obligation which Tenant is obligated to perform under this Lease, then Landlord may, but shall not be obligated to, and without waiving or releasing Tenant from any obligations of Tenant under this Lease, perform such obligation, and, in exercising any such rights, pay necessary and incidental reasonable costs and expenses, employ legal counsel and incur and pay reasonable attorneys' fees. All sums so paid by Landlord and all necessary and incidental costs and expenses in connection with the performance of any such act by Landlord shall be additional rent hereunder due and payable on demand.
- (d) Recovery of Damages. In addition to all other remedies available, Landlord shall have the right to recover from Tenant upon the occurrence of a default continuing beyond any applicable grace period (i) all Rent and other sums due under this Lease accruing up to the time of termination; (ii) all damages to the Premises and/or other liabilities, costs, losses, diminutions in value, fines, penalties, claims, cost recovery actions, suits, administrative proceedings, orders, response costs, remedial costs, sustained as a result of Tenant's default; (iii) all reasonable costs and expenses incurred by Landlord in reletting or subletting the Premises (including without limitation, attorneys' fees, brokerage fees, expenses for repairing or restoring the Premises, and expenses for redecoration, alterations and other costs in connection with preparing the Premises for new tenants); and (iv) damages equal to the Rent due and payable for the remainder of the Term.
- (e) Survival of Obligations. Tenant's obligations to pay the Rent and all other sums under this Lease shall survive any termination of this Lease due to Tenant's default, and no re-entry shall release Tenant from its covenants to pay the Rent and all other sums provided for in this Lease. Any suit brought to collect the amount of the deficiency for any month shall not prejudice in any way the rights of Landlord to collect the deficiency for any subsequent month by a similar proceeding. Landlord shall in no event be liable in any way for failure to relet or sublet the Premises, or in the event the Premises are relet, for failure to collect the rent under the reletting.

- (f) Attorneys' Fees and Expenses. In the event that Landlord is required to retain legal counsel to enforce any term, covenant or condition of this Lease, then Landlord shall be entitled to recover from Tenant any and all reasonable, attorneys' fees and expenses resulting therefrom.

14. CONDEMNATION

It is the intent of Landlord and Tenant that, in the event the whole or any portion of the Premises is taken or sold under threat of condemnation or appropriation by any public authority having the power of eminent domain, the parties hereto shall share in their awards to the extent that their interests, respectively, are depreciated, damaged or destroyed by the exercise of the right of eminent domain. In this regard, the parties agree that the condemnation award shall be allocated so that the portion of the total award attributable to the value of the unimproved property shall be allocated to Landlord, and the portion of the award attributable to the value of the Improvements thereon shall be allocated between Landlord and Tenant after giving due consideration to the number of years remaining in the term of this Lease, assuming Tenant renews this Lease for all additional renewal terms, and the condition of the Improvements at the time of condemnation. Accordingly, although title to the Improvements on the Premises will pass to Landlord upon termination of this Lease, Tenant will have constructed the Improvements on the Real Property and should therefore be compensated for the deprivation of use of such Improvements for the remainder of the term of this Lease or, if applicable, the renewal terms

15. TERMINATION

On the last day of the term of this Lease or upon any earlier termination of this Lease, Tenant shall surrender and deliver up the Premises, including, without limitation, the Improvements, into the possession and use of Landlord without delay and in good order, condition and repair, and free and clear of all liens and encumbrances other than those created by Landlord, those existing as of the date of this Lease and real estate taxes and assessments which are not yet due and payable.

16. LIMITATION ON LIABILITY OF LANDLORD

If Landlord shall fail to perform any covenant, term or condition of this Lease upon Landlord's part to be performed, and if as a consequence of such default, Tenant shall recover a money judgment against Landlord, such judgment shall be satisfied only out of the proceeds of sale received upon execution of such judgment and levied thereon against the right, title and interest of Landlord in the Premises and out of rents or other income from such property received by Landlord, or out of the consideration received by Landlord from the sale or other disposition of any part of Landlord's right, title and interest in the Premises, and Landlord shall not be liable for any deficiency.

17. SUCCESSORS AND ASSIGNS

The conditions, covenants and agreements in this Lease to be kept and performed by the parties hereto shall bind and inure to the benefit of their respective successors and assigns.

18. SUBLETTING AND ASSIGNMENT

- (a) Tenant shall not assign, transfer, encumber or convey this Lease, or any of the Improvements, or sublease the Premises or any part thereof without the prior written consent of Landlord, which consent shall be given in Landlord's sole discretion; provided, however, Tenant shall be permitted to sublease Improvements individual residential tenants in accordance with the reasonable rules and regulations prescribed by Landlord from time to time.
- (b) Tenant shall not enter into any sublease for a term that exceeds the original term of this Lease or any renewal term which has been properly exercised

19. NONWAIVER AND CUMULATIVE REMEDIES

The remedies of Landlord specified in this Lease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which Landlord may be entitled. The failure of Landlord to exercise its rights under the terms of this Lease on any one occasion shall not be construed as a waiver of any requirement of this Lease or a waiver of Landlord's right to take advantage of any subsequent or continued breach of any covenant contained in the Lease. All remedies herein provided shall be in addition to, and not in substitution for, any remedies otherwise available to Landlord.

20. LEGAL CONSTRUCTION

This Lease shall be construed under the laws of Ohio. If one or more of the provisions contained in this Lease shall be held to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Lease shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

21. AMENDMENT

No amendment, modification or alteration of the terms hereof shall be binding unless it is in writing, dated subsequent to the date hereof, and duly executed by the parties hereto.

22. MEMORANDUM OF LEASE

Landlord and Tenant shall execute a Memorandum of Ground Lease in the form attached to this Lease as Exhibit B and in a form complying with Ohio Revised Code Section 5301.251, and the Tenant shall record the Memorandum of Lease in the office of the Recorder of Butler County, Ohio.

23. CAREFREE LEASE

It is the intention of the Landlord and Tenant that all expenses of every kind with respect to the Premises shall be paid by Tenant and all responsibilities for care of the Premises shall be the responsibility of Tenant during the term of this Lease. Landlord shall own the

property and collect rent free of any responsibility, and as set forth herein, Tenant shall indemnify and hold harmless Landlord from any expense, loss, damage or liability with respect to the Premises.

24. NOTICES

All notices required by the terms of this Lease to be given to Landlord or Tenant shall be in writing and will be deemed given three (3) business days after posting in the United States mail, postage prepaid by registered or certified mail, return receipt requested, or one (1) business day after depositing with a nationally recognized overnight courier, or upon actual receipt or delivery if delivered by hand, to Landlord or Tenant at the following addresses or to such other address as either party may hereafter designated in writing for such purpose:

To Landlord:  
City of Oxford, Ohio

15 South College Avenue  
Oxford, Ohio 45056  
Attn: City Manager

To Tenant:  
Center for Community Revitalization

\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

25. WARRANTIES OF TENANT REGARDING EXISTENCE, AUTHORITY

Tenant represents and warrants that it is a validly constituted Ohio limited liability company and that all necessary documents establishing Tenant and permitting its conduct of business in the State of Ohio have been filed with the appropriate governmental authorities. Upon request of Landlord, Tenant shall furnish Landlord with evidence that this Lease, and the execution by Tenant hereof, has been duly authorized by Tenant pursuant to its governing documents.

26. GENERAL

- (a) If any term or provision of this Lease or the application thereof to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, will not be affected thereby,

and each term and provision of this Lease will be valid and be enforced to the fullest extent permitted by law.

- (b) The covenants and agreements herein contained will bind and inure to the benefit of Landlord and its successors and assigns, and Tenant and its successors and assigns, except as otherwise provided herein.
- (c) This Lease may not be deemed or construed to create or establish any relationship of partnership, agency, or joint venture (or any other similar relationship or arrangement) between Landlord and Tenant.
- (d) This Lease constitutes the entire understanding between the parties as to the lease of the Premises to Tenant and supersedes all prior agreements as to the lease of the Premises.
- (i) This Lease may be executed in one or more counterparts which, when taken together, shall be deemed to be one and the same original.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, Landlord and Tenant have caused this Lease to be signed on the day and year first above written.

**“LANDLORD”**

**THE CITY OF OXFORD, OHIO**  
an Ohio municipal corporation

By: \_\_\_\_\_  
Name: Douglas R. Elliott, Jr.  
Title: City Manager

**“TENANT”**

**THE CENTER FOR COMMUNITY  
REVITALIZATION**  
an Ohio non-profit corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF OHIO, COUNTY OF BUTLER, ss:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, the \_\_\_\_\_ of the City of Oxford, Ohio, an Ohio municipal corporation, on behalf of said municipal corporation. This is an acknowledgment clause. No oath or affirmation was administered to signer.

\_\_\_\_\_  
Notary Public

STATE OF OHIO, COUNTY OF BUTLER, ss:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, the \_\_\_\_\_ of the Center for Community Revitalization, an Ohio non-profit corporation, on behalf of said company. This is an acknowledgment clause. No oath or affirmation was administered to signer.

\_\_\_\_\_  
Notary Public

## **EXHIBIT A**

### **DESCRIPTION OF REAL PROPERTY**

Part of Lots #13 and #9 as the same are known and designated in Gath Subdivision of Lot #5, Section 22 in Oxford Township, Butler County, Ohio and bounded and described as follows: Beginning at the southwest corner of Lot #13; thence east along the south line of said Lot #13 and #9; 523.38 feet to a point in the said south line of said Lot #9; thence north with the west line of a 3 acre tract of land owned by Paul J. Welsh, 182.82 feet to a point; thence west on a line parallel with the south line of said Lot #13 and #9 approximately 523.38 feet to a point in the west line of said Lot #13; thence south along the west line of said Lot #13 to the place of beginning containing 2.19 acres more or less.

Now known as Lot #1307 in the City of Oxford, Butler County, Ohio.

**Exhibit B**

**MEMORANDUM OF LEASE**

**[INSERT FORM]**



Community Development Professionals  
EDUCATE. SUPPORT. DEVELOP. CONNECT.

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*Helping Communities Thrive.*

May 3, 2021

City of Oxford  
Assistant City Manager Jessica Greene  
15 S. College Ave  
Oxford, Ohio 45056  
Email: [jgreene@cityofoxford.org](mailto:jgreene@cityofoxford.org)

Re: Cottage Community

Ms. Greene:

Community Development Professionals has been working on development of an Oxford Cottage Community for some time. There have been significant efforts to define need, identify partners and develop a project to fill housing gaps in the community. The City has been supportive of the concept and its recent housing plans and studies validate the need for quality, affordable housing for displaced families, seniors and others struggling to find affordable housing in the City of Oxford.

Oxford Cottage Community necessitates a nonprofit partner to own and manage the units. To meet rigorous funding requirements, the partner has to demonstrate experience in affordable housing and/or the capacity to comply with long-term restrictive covenants tied to the project. Center for Community Revitalization (CCR) is the 501c3 that will own and manage the project. A copy of 501c3 letter for CCR is attached hereto. A synopsis of the organization's vision, mission, values and strategic priorities is also attached for reference.

CDP has identified a 2-acre property on Hester Road as an ideal location for the Cottage Community. We are requesting up to \$200,000 from the City be set aside to assist in acquiring and readying the property for this project. Additional funding is being secured from other sources to bring this project to fruition, including private churches and individuals, as well as grants from the Oxford Community Foundation, First Financial, Butler County Community Development and Federal Home Loan Bank.

I have attached the most recent synopsis of the project and some conceptual renderings of the cottages and overall community. Thank you for your consideration of this request. I welcome your questions.

Sincerely,

A handwritten signature in black ink that reads "Mindy Muller". The script is fluid and cursive, with the first letters of "Mindy" and "Muller" being capitalized and prominent.

Mindy Muller  
President/CEO

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332 Dayton Street • Hamilton OH 45011 • T: 513/858.1738 • F: 513/858-1739  
<http://cdp.training> • [info@cdp.training](mailto:info@cdp.training)

## **Project Description**

The project includes construction of 12 cottages on 2 acres on Hester Road to create a cottage community (planned use development) in the city of Oxford. The cottage community targets a mixed population of persons needing affordable housing – five will be occupied by displaced families, five will be occupied by low-income seniors 60 and older and two will house other income-qualifying households. Center for Community Revitalization will own and manage the cottages.

The cottages are self-contained housing units, 364 sq ft that can accommodate up to 6 people. All cottages have one bedroom, kitchenette, great room, bathroom and front porch. Units come furnished including stackable washer/dryer and loft. All cottages will meet HUD HQS standards and are rented at or below fair market rate.

## **Cost**

The cost to develop a cottage community is estimated to be \$867,150. Additional funds are being sought ahead of securing grant funding through HOME and FHLB to acquire the desired property for the project. The planned funding for the cottages is as follows:

| <u>Contributor</u>          | <u>Amount</u> | <u>Investment per unit</u> |
|-----------------------------|---------------|----------------------------|
| Federal Home Loan Bank      | \$496,275     | \$41,356                   |
| HOME/CDBG                   | \$294,875     | \$24,573                   |
| City of Oxford/OCF          | \$30,000      | \$2,500                    |
| Member Bank/First Financial | \$25,000      | \$2,083                    |
| CCR                         | \$30,000      | \$2,500                    |
| Faith Community             | \$21,000      | \$1,750                    |

There will be no permanent debt on property. There will be a 15-year affordability period with accompanying deed restriction on development.

### Requested In-kind contributions

City of Oxford  
Community organizations

### Contribution

Fee waiver (tap/permit/zoning, etc)  
Donated furnishings, credit counseling services, employment/training services, educational services, daycare

### Member participation

Construction/bridge loan  
Cash contribution of \$500+  
Lender concessions (at least .5% below market rate)  
    Below-market rate on construction/bridge loan  
    Non-subsidized FHLB construction/bridge loan

## **Timeline**

### June 2021

Finalize funding commitments  
Secure site control for property

### March – August 2022

Complete project

### July 2021

Funding deadline for FHLB

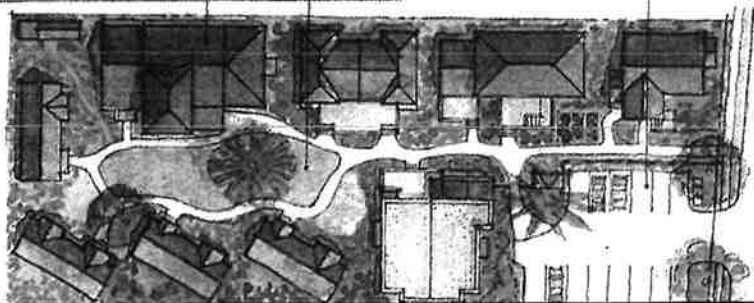
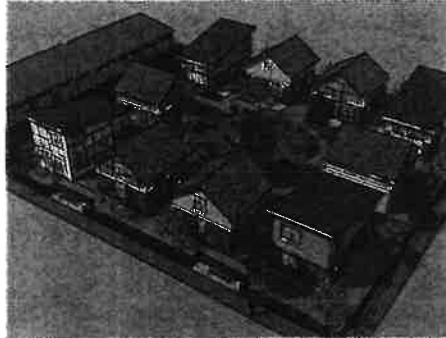
### November 2021

Submit HOME/CDBG proposal to Butler County  
Notification of FHLB award  
Finalize project schedule for development of property

## Potential site: 5234 Hester Road

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**Vision**  
Center for Community Revitalization (CCR) is an innovative investor, property owner and strategic partner in projects that make an impact in local communities.

## Mission

Center for Community Revitalization (CCR) facilitates the development of unique and innovative projects that create social and economic opportunities for low- and moderate-income persons.

## Values

The culture and operations of CCR will reflect the following values:

- **Innovation.** CCR strives to create new solutions to community challenges that are replicable and sustainable.
- **Accountability.** CCR holds its leaders and community partners to the highest standards of excellence and transparency through strong internal controls and reporting protocols.
- **Integrity.** CCR will be honest, authentic and ethical in its business practices and will ensure its actions, decisions, and leadership reflect the highest standard of integrity.
- **Stewardship.** CCR will use its own resources and the investments of others wisely to provide the highest return on investment and ensure funds are used to make a visible and substantial impact.

## Policy Statements

The Board of Directors will assure the health and growth of the organization, consistent with its vision and mission. The Board leadership is visionary, committed, progressive, invigorating and purposeful in the advancement and achievement of the mission and services, programs and initiatives undertaken by CCR.

The organization maintains an empowering work culture with policies that advance CCR's mission while supporting its local community partners and current suite of projects.

CCR is the model for visionary leadership and best practices. Projects are data-driven and financially solvent, reflective of CCR's mission, vision and values, comply with industry standards and governmental mandates, high in quality, and responsive to community needs.

CCR will maintain a financial position that enables it to deliver its vision and mission, operate responsibly and strengthen its ability to effectively serve its purpose.

CCR seeks to cultivate strategic partnerships to advance its mission and serve its community partners.



## Strategic Priorities 2021 - 2026

CCR has adopted three strategic priorities to guide its work toward achieving its vision over the next five years:

### **Strategic Priority #1: Create nonprofit hubs in communities of need across the United States.**

**Key Goal #1:** Identify 25 highest communities of need in United States.

**Key Goal #2:** Explore identified communities and partners to select 10 sites for nonprofit community hubs.

**Key Goal #3:** Secure funding and sites to establish community hubs.

### **Strategic Priority #2: Position CCR as strategic partner in development of affordable housing.**

**Key Goal #1:** Develop working relationships with officials at three financial institutions/FHLB member banks

**Key Goal #2:** Identify and serve as sponsor for five projects yielding 200 or more units of affordable housing.

### **Strategic Priority #3: Strengthen organizational infrastructure to ensure highest standard of excellence.**

**Key Goal #1:** Adhere to highest industry standards of excellence.

**Key Goal #2:** Ensure organization has strong data collection and management and uses data to inform its decisions.

**Key Goal #3:** Build organizational sustainability through strong governance and aggressive resource development.