



**CITY OF HUBER HEIGHTS  
STATE OF OHIO**

**City Council Work Session**

**August 1, 2022  
6:00 P.M.**

**City Hall – Council Chambers – 6131 Taylorsville Road**

1. **Call Meeting To Order/Roll Call**
2. **Approval of Minutes**
  - A. July 19, 2022
3. **Work Session Topics Of Discussion**
  - A. City Manager Report/Water Infrastructure Update
  - B. Supplemental Appropriations
  - C. Memorandum Of Understanding - School Resource Officers Contract
  - D. Increase Not To Exceed Amount - OnSolve (CodeRED)
  - E. 2023 Sidewalk Program - Resolution Of Necessity
  - F. RTA Bus Shelters - Solicit Bids

G. OPWC Application - Fishburg Road Widening Project

H. Stormwater Fees

I. Natural Gas Aggregation

J. Public Safety Levy - Community Engagement

K. Board And Commission Appointments

- \* Tax Review Board - Appointment

- \* Military and Veterans Commission Appointment

I. City Boards And Commissions

4. **Adjournment**

**AI-8579**

**Topics of Discussion    B.**

**Council Work Session**

**Meeting Date:** 08/01/2022

Supplemental Appropriations

**Submitted By:** Jim Bell

**Department:** Finance

**Division:** Accounting

**Council Committee Review?:** None

**Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Supplemental Appropriations

**Purpose and Background**

The supplemental appropriations are for the following purposes:

- \$152,400 for the hiring of 3 additional Firefighter/Paramedic positions, with benefits, for the remainder of 2022.

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**Fiscal Impact**

**Source of Funds:** Fire Fund

**Cost:** \$152,400

**Recurring Cost? (Yes/No):** Yes

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

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**Attachments**

Ordinance

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2022-O-

AMENDING ORDINANCE NO. 2021-O-2511 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.

WHEREAS, supplemental appropriations for expenses of the City of Huber Heights must be made for appropriations of funds for various 2022 operating and project funding.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Ordinance No. 2021-O-2511 is hereby amended as shown in Exhibit A of this Ordinance.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**

AMENDING ORDINANCE NO. 2021-O-2511 BY MAKING APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.

- 1) Section 6 of Ordinance No. 2021-O-2511 is hereby amended to reflect an increase in the appropriations of the 210 Fire Fund, as follows:
  - a. Subsection a) Fire, Personnel of \$152,400.00

Fire Fund	\$152,400.00
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**AI-8538**

**Topics of Discussion** C.

**Council Work Session**

**Meeting Date:** 08/01/2022

Memorandum Of Understanding - School Resource Officers Contract

**Submitted By:** Maria Beisel

**Department:** Police

**Division:** Police

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Memorandum Of Understanding - School Resource Officers Contract

**Purpose and Background**

The School Resource Officer program is a positive and successful operation for both the Police Division and the Huber Heights City Schools. The continued success led to the addition of a third SRO position to be funded in January, 2023.

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**Fiscal Impact**

**Source of Funds:** Police Fund

**Cost:** Variable

**Recurring Cost? (Yes/No):** Yes

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

Salaries shared with City Schools.

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**Attachments**

Resolution

Exhibit A

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2022-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE HUBER HEIGHTS CITY SCHOOLS AND TO CONTINUE THE SCHOOL RESOURCE OFFICER PROGRAM.

WHEREAS, the Huber Heights Police Division received a grant in 2002 to help fund a School Resource Officer (SRO) program in which a Memorandum of Understanding between the City and the School District was formed; and

WHEREAS, the original Memorandum of Understanding has expired; and

WHEREAS, the School District and the City have agreed to add a third SRO position to expand the valuable program and have agreed to share the funding as detailed in the proposed Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to enter into the Memorandum of Understanding with the Huber Heights City School District to share the funding for three (3) School Resource Officers, attached hereto as Exhibit A.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

### MEMORANDUM OF UNDERSTANDING

#### AGREEMENT BETWEEN THE HUBER HEIGHTS CITY SCHOOL DISTRICT BOARD OF EDUCATION AND THE CITY OF HUBER HEIGHTS.

##### I. Policy Statement

###### A. Purpose

The purpose of the School Resource Officer (SRO) Program involves the assignment of carefully selected and trained police officers from the Huber Heights Police Division to work directly in the schools of the Huber Heights City School District in cooperation with the administrators and faculty. The program is designed to minimize disruption to the educational process in the Huber Heights City School District by a commitment to maintain a zero tolerance for weapons, drugs, violence, and unruly behavior through the arrest of violators, confiscation of contraband, counseling of at-risk youth, and maintaining an atmosphere that is safe and conducive to learning.

###### B. Objectives of the Program.

1. Build a positive image toward orderly behavior.
2. Familiarize students with the role of law enforcement personnel, their objectives, and role in society.
3. Encourage students to stay in school.
4. Implement an effective program of safety education.
5. Make the campus a safe environment for learning through law enforcement and crime prevention.
6. Work with students to foster a positive attitude toward law enforcement.
7. Encourage more cooperation between students and police.
8. Reduce juvenile crime. Promote positive youth development.
9. Assist teachers/staff with instruction or support information as requested.

###### C. Duties of the School Resource Officer (SRO)

The SRO's activity in the Huber Heights City Schools will be guided by the following procedures. These procedures have been drafted in a cooperative effort between Huber Heights City School District and Huber Heights Police Division. These procedures highlight several areas which are collectively felt to be necessary. It is understood that specific daily



assignments to accomplish the following functions will vary from school to school. The primary functions of the SRO are as follows:

1. Provide a safe and secure school environment.
2. Serve as an educational resource officer.
3. Serve as liaison between the school and the Huber Heights Police Division.
4. Meet with the school principal and at times with central office Administration to discuss plans and strategies to address specific issues or needs as they may arise.
5. Protect the students and staff.
6. Reduce juvenile delinquency through close contact with students and school personnel.
7. Investigate delinquent acts within the school system and its neighborhood complex when school or student oriented.
8. Participate as a resource person for the school district in classrooms, assemblies, and other school events.

D. Personnel Assignments

1. Volunteers are selected from the Police Division and after examination of their qualifications by representatives of the Police Division and the District, members will be recommended for consideration by the Police Chief.
2. The officer will be a full-time commissioned police officer certified by the State of Ohio Peace Officer Training Commission.
3. The officers are assigned to the Public Affairs Unit of the Huber Heights Police Division. When dealing with matters specifically related to operation of the schools, the officer will fully cooperate with the school security and/or the building principal. When dealing with matters directly related to violations of law, officers will be under the direction of his/her Police Division chain of command.
4. Ordinarily, the SRO will work five days a week with weekends off. Working schedules and off days may be altered by the officer's supervisor.
5. Communications control
  - i. Interoffice mail, electronic mail and general correspondence
  - ii. Contact by police radio via the communications center
  - iii. Cellular Phone
  - iv. Office Phone in their respective schools
6. Dress for the SRO will be the full police uniform of the day or the approved SRO class C uniform.

E. Scope of Accountability of the SRO

1. The SRO's assignment is the Huber Heights City School District.
2. The SRO will be accountable to the Police Division's chain of command.
3. While at the schools, the SRO will work closely with and fully cooperate with the school security and staff.
4. The SRO is expected to cooperate with the school officials, including administrators and faculty.
5. The SRO will abide by the school policy regarding school operations and respond to the request of school officials regarding school operations and policies.

F. Reporting Responsibilities of the SRO

1. Monthly reports of SRO activities will be prepared and submitted through the SRO's chain of command to the Chief of Police.
2. Program records will be maintained by the Police Division's Administration.
3. A copy of the monthly report will be made available upon request to school administrators, central office staff, and school security officials.

G. Equipment Needs of the SRO

1. Forms will be supplied by the Police Division.
2. Private and effective office space and office supplies will be provided by the school district.
3. All police equipment and clothing are subject to the Police Division rules and regulations as approved.

H. Supervision of the SRO

1. Will be in accordance with the Huber Heights Police Division policy on chain of command.
2. Upon evaluating the performance of the SRO, the respective supervisor will confer with the school principal and/or Superintendent for input regarding in-school performance.

I. Cooperative Liaison

1. School personnel
2. Fire Division
3. Other police units, sections and personnel

J. Guidelines

The School Resource Program has certain guidelines that must be understood by police officers and school staff. They have evolved from experience, informally, but are stated here for clarification.

1. An officer shall be assigned to the school in full uniform or the approved SRO class C uniform.
2. The uniformed officer who relates well to the majority of the student community will help to instill an air of respect and friendliness for other uniformed members of the police division. The uniformed officer who is trained, understanding, fair and sincere can do much towards building positive police-parent relationships.
3. The SRO should not become involved in school matters unless the situation would typically involve law enforcement. SRO's are not school disciplinarians. When working in conjunction with principals and staff on school matters, the SRO's are considered not only law enforcement officers, but also school officials in regard to District policies. They are to work cooperatively with principals and staff on any school related matter. They will remain full time sworn police officers responsible to and directed by the Police Division commandstaff.
4. SRO's will handle any student education records or other confidential information in accordance with District policy and state and federal law.

K. Training

1. In compliance with R.C. 3313.951, any officer assigned as an SRO shall meet the training requirements of that Section, which include:
  - a. Complete a basic training program approved by the Ohio peace officer training commission, as described in division (B) (1) of section 109.7 7 of the Revised Code;
  - b. Complete at least forty hours of school resource officer training within one year after appointment to provide those services through one of the following entities, as approved by the Ohio peace officer training commission:
    - (i) The national association of school resource officers;
    - (ii) The Ohio school resource officer association;

(iii) A peace officer certified to conduct a course that satisfies the conditions set forth in division (B)(3) of this section.

c. Training received pursuant to (b)(i), (ii) or (iii) above shall include instruction regarding skills, tactics, and strategies necessary to address the specific nature of all of the following:

1. School campuses;

11. School building security needs and characteristics;

111. The nuances of law enforcement functions conducted inside a school environment, including:

1 Understanding the psychological and physiological characteristics consistent with the ages of the students in the assigned building or buildings;

2 Understanding the appropriate role of school resource officers regarding discipline and reducing the number of referrals to juvenile court; and

3 Understanding the use of developmentally appropriate interview, interrogation, de-escalation, and behavior management strategies.

1v. The mechanics of being a positive role model for youth, including appropriate communication techniques which enhance interactions between the school resource officer and students;

v. Providing assistance on topics such as classroom management tools to provide law-related education to students and methods for managing the behaviors sometimes associated with educating children with special needs;

vi. The mechanics of the laws regarding compulsory attendance, as set forth in Chapter 3321 of the Revised Code;

- vu. Identifying the trends in drug use, eliminating the instance of drug use and encouraging a drug-free environment in schools.

## II. School Resource Officer Program

The Huber Heights SRO program will be based on the input from the Huber Heights Police Division, the Huber Heights City Schools Administration, teachers, faculty, and students. The programs will be fashioned to fulfill four main roles: (1) law enforcement, (2) education, (3) crime prevention and (4) mentor/problem solver.

- A. Law Enforcement Role - The SRO will be responsible for the majority of law enforcement activities occurring at the school during school hours. This will involve the traditional enforcement activities of arrests, reports, and filing of charges, etc. The officer is also responsible for conducting follow-up investigations at the request of other police division personnel. In addition, the officer is responsible for information sharing between school officials and the Police Division. To establish and maintain credibility, it is imperative that the SRO not be compromised in his/her position as an enforcement authority.
  - 1. It is critical that we establish with school Administration's input, protocol and procedures for enforcement action detailing the officer's role and the school's role. It must be clear when and how the officer's law enforcement activities and the school's administrative discipline will be coordinated.
- B. Crime Prevention - A second role the SRO fulfills is crime prevention. The officer will conduct various activities including foot patrol and internal security throughout the school property when requested and appropriate by school officials. The officer can be utilized by completing security surveys relative to the physical security of school property and facilities. Additionally, the officer will act as a resource to the faculty and staff of the school to advise on matters relative to criminal activity. The officer will help coordinate or conduct crime prevention presentations for faculty, staff and students. Topics of interest in the areas of criminal law and crime prevention could benefit students and staff. Finally, the officer will gather and disseminate intelligence to prevent potential crimes.
- C. Education - The third role of the SRO is education. Considering the overall mission of our schools is to educate, it is very important that the SRO participate in this mission. By becoming a member of the educational team, the SRO will become more accepted by students, faculty and staff. Officers can provide presentations on law-related topics which are provided to any class by teacher invitation. The officer can also speak

to student and parent support groups and provide training to administrators and faculty in the area of law enforcement. An added benefit to this role is the presence of the officer in the classroom. Students who have the opportunity to spend some time with a police officer in a positive, non-threatening setting are also more likely to open up and share information with that officer, thus building trust and respect.

- D. **Mentor/Problem Solver** - The fourth role of the SRO is that of a mentor/problem solver. Officers can mentor students within the context of that officer's knowledge, training and experience. The officer can be available to the students on a variety of issues which range from dealing with anger, personal conflicts, drug and alcohol issues, abuse and neglect, and other issues which could in some way be connected with the law. The SRO's can work closely with the school counselors, social workers, and psychologists in order to provide appropriate levels of support and information to students in need. SRO's should not attempt to provide ongoing/scheduled or formal counseling with students; but rather, should refer those students to the appropriate school psychologist or counselor for such service.

### III SRO Standard Operating Procedures

The SRO's activity in the school will be guided by the following procedures. These procedures have been drafted in a cooperative effort between the Huber Heights Police Division and the Huber Heights City Schools. These procedures highlight several areas which are collectively believed to be necessary.

- A. **Role in Crime Suppression** - One of the SRO's roles will be enforcement including traditional criminal investigation and report taking. As a police officer, the SRO has the authority to make arrests and use alternatives to arrest at his/her discretion. The following procedures will help the SRO be as effective as possible in this role.
1. The SRO will be informed by school administration and security officials, of all criminal activity which occurs on the school campus during the day regardless of the seriousness of the offense. The SRO will also inform school Administration and security of all criminal activity occurring on campus to make sure all interested parties remain informed.
  2. Typically, for misdemeanor offenses other than drug offenses and offenses of violence, the SRO will work cooperatively with the school administration to determine whether formal charges will be filed. For drug offenses and offenses of violence, the SRO will file formal charges according to Police Division policy.
  3. For all felony offenses, the SRO will file charges or facilitate the filing of formal charges in conjunction with school

administration, school security officials, and other police division personnel.

**B. Role in Locker, Vehicle and Personal Searches - When requested and lawful, the SRO may assist school Administration in searches of person(s), property or vehicle under the following, but not limited to, applicable reasons:**

- 1. Student may reasonably be considered a threat to assault the searchers.**
- 2. Student may attempt to escape in a situation in which the student would be a danger to him/herself or a danger to others.**
- 3. Student may possess a firearm or knife, a suspicion that may be supported on the slightest articulated indication including conclusions drawn as a result of teaching, or law enforcement experience.**
- 4. Student is suspected of having drugs, which may include needles or toxic substances.**
- 5. Items being searched may contain dangerous items.**
- 6. Items to be searched, e.g., an automobile, requires professional search techniques to make the search effective.**

In all cases, the SRO will refrain from actually conducting the search unless permitted under Ohio law. It may be sufficient to simply have the SRO present in any of the foregoing circumstances and the administrator and SRO shall determine how to proceed on a case by case basis and should favor, where reasonable, the administrator conducting the search. The SRO may perform searches independent of the school administration only under the existing provisions of the Ohio Revised Code and the Huber Heights Police Division General Orders.

**C. Role in Critical Incidents - The SRO will be familiar with the emergency operations manual of the Huber Heights City Schools. During any critical incident occurring on school property, the SRO will act as a liaison between the school Administration, the Huber Heights Police Division, and other emergency resources. The SRO's will be on the district 's Disaster Planning Committee.**

**D. Role in Truancy Issues - Truancy will continue to be handled by school personnel. Normally, the SRO will not take an active role in tracking truants. The SRO will act as a liaison between school and police personnel should police involvement become necessary due to safety concerns. The SRO will file charges against students or adults when truancy becomes a violation of Ohio law.**

- E. Role as an Educator - The SRO will serve as an educational resource to school faculty, staff and students. The SRO may be called upon for presentations on specific topics which may lend valuable insight regarding a particular subject matter. The SRO might not be a certified teacher; therefore, the normal classroom teacher or authorized substitute will be present during any instructional period. The SRO will maintain complete lesson plans on their topics of instruction and will furnish a list of topics to school personnel.
- F. Enforcing/Reporting School Policy Violations - The SRO is not a school disciplinarian and normally will take action only when there is a violation of law. School discipline is the responsibility of the appropriate school administrator. The SRO will normally report school policy violations through the proper channels to be handled by school Administration. It is the responsibility of the SRO to become familiar with the student handbook.
- G. Sharing of Information - Recognizing that communication and information sharing is essential to the success of the SRO program; the following procedures should be followed to facilitate a free flow of information to and from the SRO.
  - 1. Sharing of information will be governed by the Ohio Revised Code; the Ohio Administrative Code, Ohio Public Records Law, and relevant Huber Heights Police Division and Huber Heights City School District policies.
  - 2. The sharing of arrest related information by the SRO with school Administration upon request or at the direction of the SRO, if lawful.
  - 3. Juvenile fingerprints and photographs as part of an arrest record shall not be shared by the SRO.
  - 4. If the SRO is aware of information about a student that is obtained by the Huber Heights Police Division, which indicates that the student is in violation of school policies (Student Code of Conduct), the SRO should forward that information to the school administration.
  - 5. If a juvenile or school district employee is an uncharged suspect in a crime, his/her information shall not be released unless authorized by Police Division Command Staff.
  - 6. Information which the SRO obtains from school personnel which deals with criminal or possible criminal activity shall be maintained by the SRO in his/her information files and/or forwarded to the Police Division's Intelligence Unit, but shall not be part of the student's school record.
  - 7. Hearsay information or rumors alone shall not be the basis for any formal action by the school or Police Division. It can be used in an



intelligence gathering capacity or to validate the need for further investigation.

8. The SRO and/or Huber Heights Police Division will issue subpoenas for educational records they wish to obtain from the District. The parties acknowledge that if a subpoena is issued, unless the subpoena states that the existence of the subpoena is not to be disclosed, the District will provide notice to the parent or guardian of the student, pursuant to FERPA, and give such parent or guardian at least five days before providing such records to the SRO or the Huber Heights Police Division.
- H. School Liaison - It is required that each school assign someone to act as the liaison to the SRO program. This person is very important to ensure acceptance and successful implementation of the program. This person will help coordinate the SRO's presence in the various classrooms and at school functions to ensure maximum utilization of the SRO in an educational role and as a liaison.
- I. Office Area - The school shall provide private office space for the SRO including a desk, chairs and a separate telephone line. The office will be in a highly visible location that has easy access to the students but will provide for privacy when needed.
- J. Written Agreement - This document shall serve as the written agreement relating to the current and additional SRO positions, between the Huber Heights City Schools and the Huber Heights Police Division and replaces any previous agreement. This agreement establishes the needed commitment and support from both institutions. This document also provides a series of guidelines and policies relevant to the performance of the SRO's. This document will be the guiding agreement that our officers, school administrators and City administration look to for structure and accountability and should be under constant review. If either party to this Agreement finds a need for modification to the Agreement, it shall be submitted at the time of the renewal. If the change is needed in the interim, it will be administered through an amendment to the Agreement which is mutually agreed upon by both parties.

#### IV. Term of Agreement

The City of Huber Heights, acting on behalf of the Huber Heights Police Division and the Huber Heights City Schools collectively agree that this agreement is a two (2) year commitment, based on the effective date shown at the end of this agreement. If either party chooses to terminate this agreement, six (6) months written notice prior to the end of the agreement shall be provided.

#### V. Financial Agreement

The City of Huber Heights, acting on behalf of Huber Heights Police Division and the Huber Heights City Schools collectively agree to split equally the regular and overtime

cost of wages and fringe benefits of the three (3) SRO(s). In consideration of the times the officers not providing services to the schools (see item VI) the Huber Heights Police Division will pay the cost of the overtime.

#### VI. School out of Session

The SRO's will remain in their capacities during summer and winter breaks. To reduce their absence from their respective schools, the SRO's are encouraged to use this time for any advance training and/or personal leave. In cases of immediate need, the Police Division may temporarily assign the SRO's to cover road patrol, investigative, or public affairs duties. SRO's assigned to Huber Heights shall periodically engage in professional development related to age-appropriate practices for conflict resolution and developmentally informed de-escalation and crisis intervention methods.

#### VII. Conclusion

As an integral part of the school organization, the SRO has a special role to play in each school day. First, he/she is to enforce the law. His/her visibility in many classrooms and talking with students in non-enforcement situations creates a fabric of understanding upon which the stability of a whole community rests. This cooperative effort integrated with the total school program builds a reservoir of understanding for good citizenship.

Legal Refs.: Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g.  
ORC 3319.321  
ORC 3313.951

Signed:

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Bryan Chodkowski, Interim City  
Manager Huber Heights, Ohio

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Jason Enix, Superintendent  
Huber Heights City School

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Mark Lightner, Chief of Police  
Huber Heights Police Division

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Date of Acceptance

## ADDENDUM TO AGREEMENT

BETWEEN THE Huber Heights CITY SCHOOL DISTRICT AND THE CITY OF HUBER HEIGHTS.

### SRO FINANCIAL ARRANGEMENT PAYMENT SCHEDULE

VIII. In accordance with Section V. of SRO Memorandum of Agreement between the Huber Heights City School District and the City of Huber Heights the Huber Heights City School District have agreed to split equally the regular and overtime cost of wages and fringe benefits of three (3) SRO(s). In consideration of the times the officers not providing services to the schools (see item VI) the Huber Heights Police Division will the pay the cost of the overtime.

IX. The Huber Heights City School District agrees to make payments on these services on a quarterly basis beginning October 15, 2022. The City of Huber Heights agrees to invoice the Huber Heights City School District for services for the prior quarter on the following schedule:

Date Invoiced	Period Invoiced	Payment Due Date
October 1	July 1 to September 30	October 15
January 1	October 1 to December 31	January 15
April 1	January 1 to March 31	April 15
July 1	April 1 to June 30	July 15

Invoices should be detailed including personnel billed and period/times billed for and should be remitted to:

Penny Rucker, Treasurer  
5954 Longford Road  
Huber Heights, OH 45424  
Penny.Rucker@myhhcs.org

AI-8571

Topics of Discussion D.

**Council Work Session**

**Meeting Date:** 08/01/2022

Increase Not To Exceed Amount - OnSolve (CodeRED)

**Submitted By:** Keith Knisley

**Department:** Fire

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Increase Not To Exceed Amount - OnSolve (CodeRED)

**Purpose and Background**

This resolution is to increase the not to exceed amount for OnSolve (CodeRED). Due to an error in the invoicing process, services for July, 2021 to July, 2022 were not invoiced until March, 2022. The invoice for services for July, 2022 to July, 2023 are also due this year. The total invoices for two years of service will exceed the spending limits by \$22,500. The request is for the spending limits for OnSolve (CodeRED) to be increased to \$47,500.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

Resolution

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2022-R-

AUTHORIZING THE CITY MANAGER TO INCREASE THE NOT TO EXCEED AMOUNT FOR EMERGENCY COMMUNITY NOTIFICATION SERVICES FOR CALENDAR YEAR 2022.

WHEREAS, it is necessary to maintain emergency notification services for the residents of Huber Heights; and

WHEREAS, OnSolve (CodeRED) is the sole provider for emergency notification services., and notification service invoices within the 2022 calendar year will exceed the limit of \$25,000.00 by an additional \$22,500.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to increase the not to exceed amount for OnSolve (CodeRed) by \$22,500.00 to a new total of \$47,500.00 for continued service to July, 2023.

Section 2. The competitive bidding requirements are hereby waived consistent with appropriate provisions of the Huber Heights City Code in Administrative Code Section 171.12(a)(2).

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_ day of \_\_\_\_\_, 2022;  
\_\_\_\_ Yeas; \_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-8550**

**Topics of Discussion** E.

**Council Work Session**

**Meeting Date:** 08/01/2022

2023 Sidewalk Program - Resolution Of Necessity

**Submitted By:** Hanane Eisentraut

**Department:** Engineering

**Division:**

Engineering

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

2023 Sidewalk Program - Resolution Of Necessity

**Purpose and Background**

The Engineering Division has identified properties requiring work within the 2023 Sidewalk Program area. Additionally, each property has been measured and an estimate of the repair costs has been completed. The Engineering Staff is requesting that the Resolution of Necessity for this ongoing program be passed at the August 8, 2022 City Council Meeting to provide sufficient time for property owners to complete work on their own.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

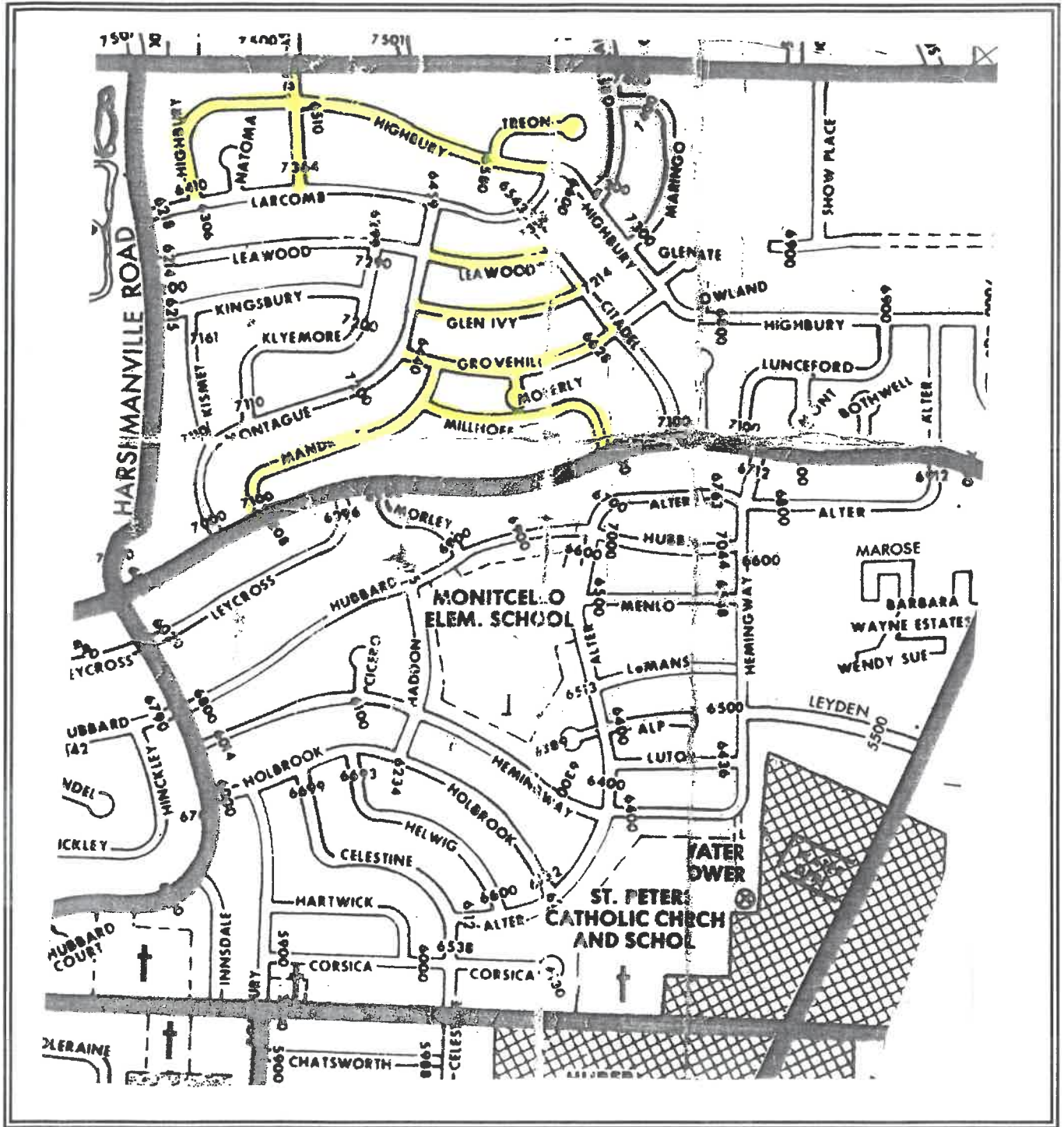
**Financial Implications:**

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**Attachments**

Map  
Resolution  
Exhibit A

---



## Project Location Map 2023 SIDEWALK PROGRAM

Huber Heights, Ohio

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2022-R-

DECLARING THE NECESSITY OF REPAIRING SIDEWALKS, CURBS, GUTTERS, DRIVEWAY APPROACHES AND APPURTENANCES THERETO ON PORTIONS OR ALL OF CERTAIN STREETS IN THE 2023 SIDEWALK PROGRAM, PROVIDING THAT ABUTTING OWNERS REPAIR THE SAME.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio, two-thirds of the members concurring, that:

Section 1. It is necessary to repair sidewalks, curbs, gutters, driveway approaches, and appurtenances thereto on those streets listed in Exhibit A attached hereto and made a part of this Resolution. All such repairs shall be made in accordance with the plans, specifications and estimates of cost prepared by the Engineer of this City and now on file in the Office of the City Engineer.

Section 2. The owners of the lots and lands bounding and abutting upon the streets, sidewalks, curbs, gutters, and driveway approaches, and appurtenances thereto described in Section 1 of this Resolution shall repair sidewalks, curbs, gutters and driveway approaches and the appurtenances thereto in front of their premises in accordance with the plans and specifications now on file with such repair work to be completed by December 31, 2022. If such repair by any such property owner is not completed within said period, this Council shall have the same done and the entire cost thereof shall be assessed upon the property of each such defaulting owner and made a lien thereon, to be collected in the manner provided by law and with penalty and interest as provided by law. The cost of such repair and improvement shall include the cost of preliminary and other surveys, plans, specifications, profiles and estimates and of printing, serving and publishing notices, resolutions and ordinances. Such costs shall further include the costs incurred in connection with the preparation, levy, and collection of the special assessments, expenses of legal services, including obtaining and approving legal opinion, costs of labor and materials, and interest on any bonds and notes that could be sold at the time to finance the improvements plus administration and collection costs, together with all other necessary expenditures.

Section 3. The Clerk of Council is directed to cause written notice of the adoption of this Resolution to be served as required by law.

Section 4. The plans, specifications and estimates of cost for such repair work, as referred to above in this Resolution and as heretofore filed with the Office of the City Engineer, are hereby approved.

Section 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 6. This Resolution shall go into effect upon its passage as provided by law and the Charter of The City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2022;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:



AUTHENTICATION:

\_\_\_\_\_

Clerk of Council

\_\_\_\_\_

Mayor

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**EXHIBIT A**

**2023 SIDEWALK PROGRAM  
STREET LISTING**

Millhoff Drive:	from 6520 Millhoff Drive to 6591 Millhoft Drive
Mandrake Driveive:	from 7101 Mandrake Drive to 7193 Mandrake Drive
Grovehill Drive:	from 6440 Grovehill Drive to 6628 Grovehill Drive
Moberly Place:	from 7100 Moberly Place to 7111 Moberly Place.
Glen Ivy Drive:	from 6501 Glen Ivy Drive to 6549 Glen Ivy Drive.
Leawood Drive:	from 6410 Leawood Drive to 6443 Leawood Drive
Highbury Road:	from 6410 Highbury Road to 6587 Highbury Road
Damascus Drive:	from 7368 Damascus Drive to 7389 Damascus Drive
Treon Place:	from 7405 Treon Place to 7430 Treon Place

**AI-8573**

**Topics of Discussion** F.

**Council Work Session**

**Meeting Date:** 08/01/2022

RTA Bus Shelters - Solicit Bids

**Submitted By:** Hanane Eisentraut

**Department:** Engineering

**Division:** Engineering

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

RTA Bus Shelters - Solicit Bids

**Purpose and Background**

This legislation will allow the City to solicit bids for the installation of bus shelters at four (4) different locations. The City of Huber Heights has received a grant through the RTA Community Grant Fund to construct these bus shelters. The cost of this improvement shall not exceed \$90,000.00. Eighty percent (80%) of the cost will be reimbursed from the grant.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

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**Attachments**

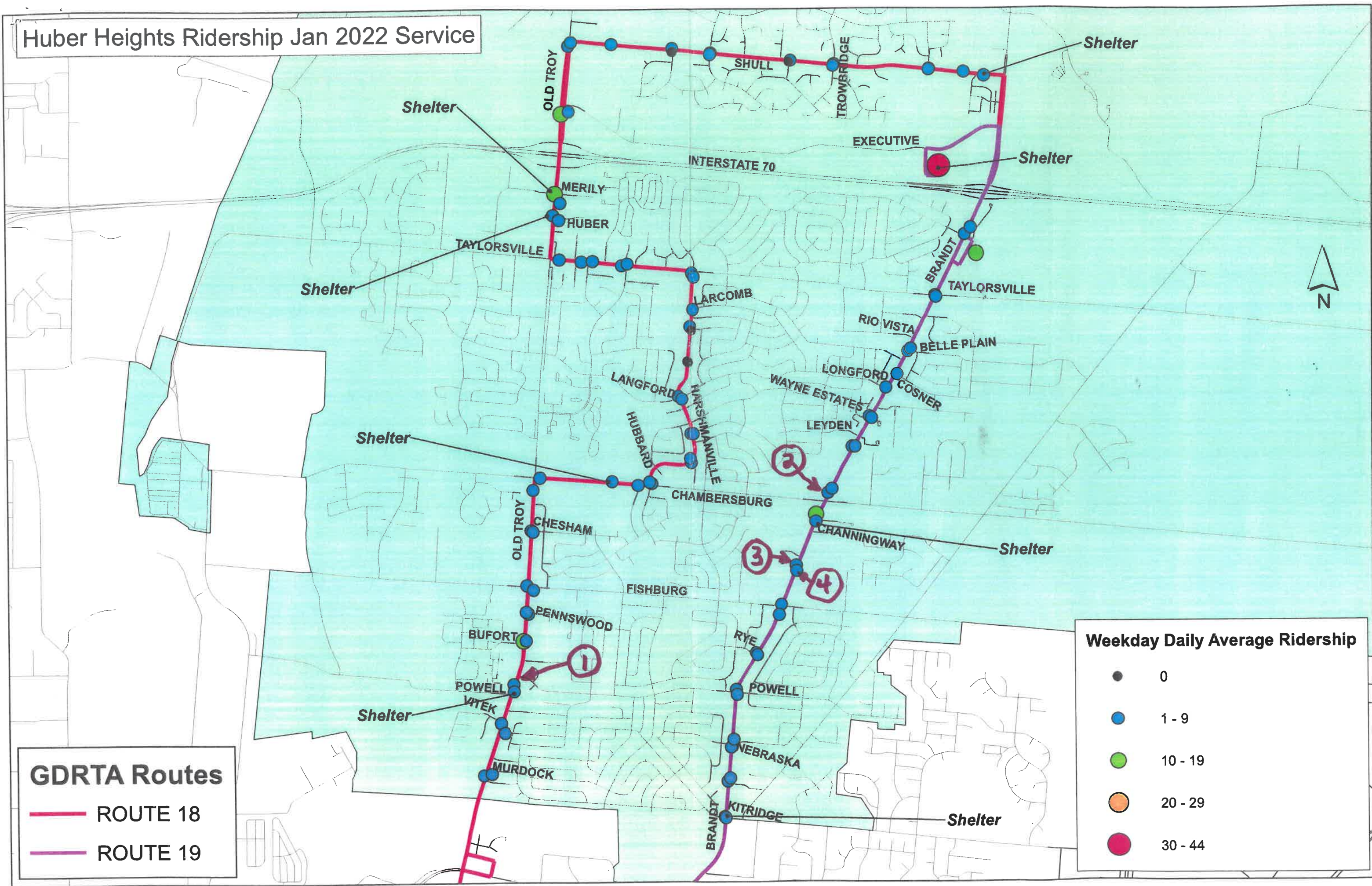
Map

Resolution

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# Huber Heights Ridership Jan 2022 Service





CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2022-R-

AUTHORIZING THE CITY MANAGER TO SOLICIT, ADVERTISE, AND RECEIVE BIDS FROM QUALIFIED FIRMS FOR THE INSTALLATION OF BUS SHELTERS AT FOUR DIFFERENT LOCATIONS.

WHEREAS, the Miami Valley Regional Transit Authority provides for the allocation of funding in the form of grants through its RTA Community Grant Program for the purpose of promoting transit-related planning and development in Montgomery County; and

WHEREAS, the City has received a grant through RTA Community Grant Program during this funding cycle to construct new bus shelters at various bus stops throughout the City; and

WHEREAS, City Council has determined to proceed with the construction of this project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to solicit, advertise, and receive responses from qualified firms for the installation of bus shelters at four different locations in accordance with Section 171.03 of the Codified Ordinances of Huber Heights at a cost not to exceed \$90,000.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-8572**

**Topics of Discussion**     G.

**Council Work Session**

**Meeting Date:** 08/01/2022

OPWC Application - Fishburg Road Widening Project

**Submitted By:** Stephanie Wunderlich

**Department:** Engineering     **Division:** Engineering

**Council Committee Review?:** Council Work Session     **Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None     **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

OPWC Application - Fishburg Road Widening Project

**Purpose and Background**

This legislation will authorize the City Manager to submit an application to the District IV Integrating Committee for funding to construct the Fishburg Road Widening Project. The widening is on the south side of Fishburg Road from Old Troy Pike to Tomberg Street. The work includes the widening of the road on the south side to make the road three lanes. This will make the road a full three lanes from Old Troy Pike to Brandt Pike, and it will allow the City to restripe the road to make it two lanes each way and a center turn lane. The work will also include curb, storm sewer, and sidewalk.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

Map

Resolution

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# Untitled Map

Write a description for your map.



Legend

OLD TROY PIKE

FISHBURG ROAD

TOMBE PG  
STREET

Google Earth

© 2022 Google



800 ft



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2022-R-

AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED FOR THE FISHBURG ROAD WIDENING PROJECT.

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the City of Huber Heights is planning to make capital improvements to Fishburg Road from Old Troy Pike to Tomberg Street; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the Ohio Public Works Commission (OPWC) programs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager and/or the City Engineer is hereby authorized to apply to the Ohio Public Works Commission for funds as described above.

Section 2. The City Manager is further authorized to enter into any agreements as may be necessary and appropriate with the Ohio Public Works Commission (OPWC) to obtain this financial assistance for the Fishburg Road Widening Project.

Section 3. This legislation shall serve to authorize the transmittal and submission of an application for funding under the OPWC Funds. The application authorized by this Resolution shall be for the widening of Fishburg Road from Old Troy Pike to Tomberg Street.

Section 4. This legislation shall also authorize the provision on any additional information which may be requested during the review of this application conducted by the District IV Public Works Integrating Committee or any other appropriate committee or State agency.

Section 5. The City of Huber Heights hereby commits to the local contribution for the project as identified in the project application as pertains to the improvement located within the corporate boundaries of the City of Huber Heights and further commits to those costs exceeding the estimate and which, therefore, exceed the grant amount.

Section 6. The City of Huber Heights hereby agrees to voluntarily contribute up to 1 percent of the approved grant amount for the funds spent within the City of Huber Heights to help pay for expenses of the Committee.

Section 7. The City of Huber Heights also commits to additional reporting requirements by the Committee and required as part of the funding process.

Section 8. The City Manager is authorized to execute and enter into any agreements as may be necessary and appropriate with the Ohio Public Works Commission for the Fishburg Road Widening Project.

Section 9. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its



Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 10. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-8433**

**Topics of Discussion** H.

**Council Work Session**

**Meeting Date:** 08/01/2022

Stormwater Fees

**Submitted By:** Stephanie Wunderlich

**Department:** Engineering

**Division:** Engineering

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 06/07/2022 and 08/01/2022

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Stormwater Fees

**Purpose and Background**

This discussion is concerning the City's current stormwater fee (\$2/month) that is charged to the residents. The legislation is to increase the stormwater fee for residential and commercial properties within the City based on the current and future needs of the Engineering Division and the Public Works Division. A list of the current stormwater fees for some of the surrounding cities is also attached.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

Stormwater Fees - Surrounding Cities  
Ordinance

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### **Current Stormwater Fees for Surrounding Cities**

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<b>City</b>	<b>Stormwater Fee Per Month</b>
Huber Heights	\$2.00
Brookville	\$3.38
Dayton	\$4.32
Troy	\$5.65
Oakwood	\$10.00
Springboro	\$3.00
Xenia	\$2.50
Urbana	\$5.00 per meter
Franklin	\$3.50
Piqua	\$6.70

CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2022-0-

AMENDING SECTION 922.27 OF THE CODIFIED ORDINANCES OF HUBER HEIGHTS BY INCREASING THE MONTHLY STORMWATER SEWER RATE BEGINNING OCTOBER 1, 2022, AGAIN OCTOBER 1, 2023, AND PROVIDING AN ANNUAL ADJUSTMENT TO THE RATE THEREAFTER.

WHEREAS, Section 922.27 of the Codified Ordinances of the City of Huber Heights sets forth the stormwater sewer rate at \$2.00 per Equivalent Residential Unit (ERU); and

WHEREAS this rate has been in effect since 2002; and

WHEREAS, City Council has determined it is necessary to increase the stormwater sewer rate across the board to \$3.00 per ERU beginning October 1, 2022; to \$3.50 per ERU beginning October 1, 2023; and to annually increase it every October 1 thereafter through a cost-of-living increase based on the Consumer Price Index, Series ID # CUURD200SA0, as published by the U.S. Department of Labor, Bureau of Labor Statistics.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Section 922.27 of the Codified Ordinances of the City of Huber Heights is hereby amended to read as follows:

922.27 - Monthly charge per equivalent residential unit.

The monthly charge per ERU shall be \$2.00. Effective October 1, 2022, the monthly charge per ERU shall be \$3.00. Effective October 1, 2023, the monthly charge per ERU shall be \$3.50. Effective October 1, 2024, the monthly charge per ERU then in effect shall be subject to an annual cost of living increase based on the Consumer Price Index, Series ID # CUURD200SA0, as published by the U.S. Department of Labor, Bureau of Labor Statistics using the 12-month percentage change of December to December.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-8575**

**Topics of Discussion** I.

**Council Work Session**

**Meeting Date:** 08/01/2022

Natural Gas Aggregation

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Natural Gas Aggregation

**Purpose and Background**

This agenda item is for discussion regarding natural gas aggregation. Energy Alliances has provided a handout with some information regarding natural gas aggregation (see attached).

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

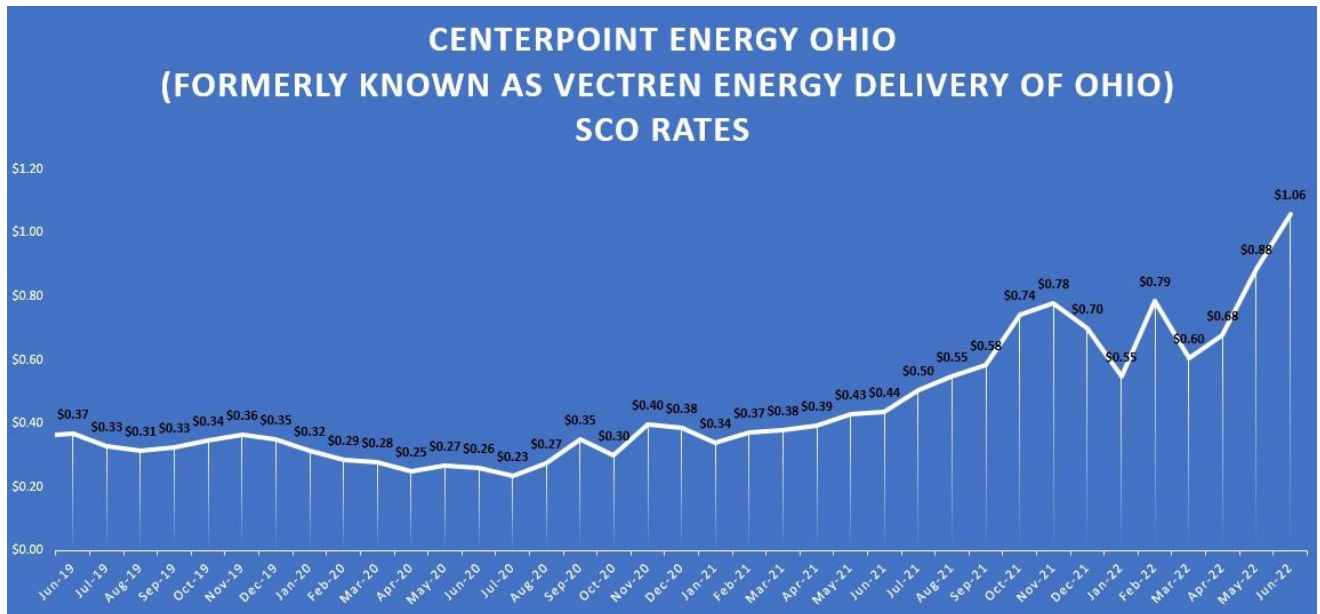
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**Attachments**

Information

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## NATURAL GAS AGGREGATION



For many years, a natural gas program in the Greater Dayton area didn't make sense when prices were falling. We've seen a growing interest for natural gas aggregation around Dayton as prices have risen. The CenterPoint's rates are variable and changes monthly.

An aggregation could give residents price certainty that that utility cannot by locking into a fixed rate. I did mention during one of my latest Council meeting visits that it could be something to consider.

The process to become a natural gas aggregator is similar to the electric. It must be put on the ballot and passed by voters and then an application must be filed with PUCO, something Energy Alliances can assist with.

Timeline: If Council wanted to put it on the ballot in November 2022, we could have a program up and running in time for the Winter of 2023/2024 (not worth starting a gas program in the Spring/Summer). There is not an election in May 2023. If it is not put on the ballot until November 2023 then Winter 2024/2025 would be the next viable opportunity for a program.

I suggest Council consider putting it on the ballot when able. We could go through the process of getting certified and then make decisions. There is not even the opportunity to consider a program if not certified.

Energy Alliance is currently managing 28 cities in southern Ohio with their gas aggregation programs.

Rich Surace  
Chief Operating Officer



AI-8574

Topics of Discussion J.

**Council Work Session**

**Meeting Date:** 08/01/2022

Public Safety Levy - Community Engagement

**Submitted By:** Bryan Chodkowski

**Department:** City Manager

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Public Safety Levy - Community Engagement

**Purpose and Background**

As City Council is aware, there are two income tax levies scheduled to expire, one in 2024 and the other in 2025. For the City to prepare effective operational strategies related to these levies, it is essential that the City Council and City Staff develop and execute a strategic communications plan. The Impact Group has provided the City with a proposal for such a communication plan. As proposed, The Impact Group will determine the community's knowledge of municipal services, define a fact-based, content-neutral education plan in response to the community's baseline knowledge of municipal services, and execute the delivery of said education plan.

---

**Fiscal Impact**

**Source of Funds:** General Fund

**Cost:** \$74,000

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

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**Attachments**

Resolution

Exhibit A

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2022-R-

AUTHORIZING THE CITY MANAGER TO CONTRACT WITH THE IMPACT GROUP FOR MUNICIPAL COMMUNICATION SERVICES.

WHEREAS, the citizens of Huber Heights require the efficient and orderly delivery of municipal services; and

WHEREAS, the City of Huber Heights has a desire to meaningfully communicate with community stakeholders regarding available services and attributes of the City; and

WHEREAS, the City of Huber Heights further desires to provided public information outreach services to communicate the value of City services provided to the community; and

WHEREAS, The Impact Group was previously engaged by the City to provided public information outreach services in 2014 and 2015.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to contract with The Impact Group, in accordance with the proposal attached hereto as Exhibit A, as if incorporated herein, for an amount not to exceed \$74,000.00.

Section 2. That this contract is awarded in accordance with Section 171.12(a)(4) of the City Code of the City of Huber Heights.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



EXHIBIT A



THINK. CREATE. *excite.*



THINK

Are you out of ideas?  
We have some.

**City of Huber Heights**

**Community Engagement/Communications**

**Bryan Chodkowski** - *Interim City Manager*

**Sarah Williams** - *Community Engagement Specialist*

6131 Taylorsville Rd.

Huber Heights, OH 45424

Dear Mr. Chodkowski and Ms. Williams,

It is with great excitement that we submit the following proposal to the City of Huber Heights for a strategic communications plan and communication services. We believe our track record of positive collaboration with cities and municipalities will serve us well as we partner together to provide the City of Huber Heights with a full-service solution to your communications needs.

The Impact Group's comprehensive and innovative approach to the communications process will deliver a streamlined strategy that is both creative and appealing, while maintaining the essential elements of practicality and ease of implementation.

Based in Hudson, Ohio, our firm offers a host of capabilities featuring a talented team of professionals with diverse backgrounds and one thing in common: results. We have a successful history of driving results for clients with a strong emphasis on communications strategy and target audience delivery. Our services encompass a wide range of strategies, including those needed to carry out a highly tactical and streamlined communications plan. These include hyper-targeted message development, the creation of detailed communications expectations and a communications Gantt chart, among others.

Since 2000, The Impact Group has assisted local governments, state agencies, boards of developmental disabilities, k-12 education, higher education, non-profits and corporations in developing and strengthening their marketing and public relations strategies, specializing in a holistic approach to communications and planning. We are at our best when helping others reach their goals and believe in the tremendous power of relationships as a driving force with our clients and stakeholders.

Please contact us at our information below if you have any questions regarding our proposal or qualifications. Thank you in advance for your consideration.

Sincerely,

**Tom Speaks**

*Principal*

tspeaks@igpr.com

330.329.5680

**Lauren Scherr**


*Manager of New Business Development*

lscherr@igpr.com

216.402.1665

# Project Overview

The City of Huber Heights has a desire to meaningfully communicate with community stakeholders regarding available services and attributes of the city. The community engagement/communications services initiative will serve as a public information outreach to communicate the value that The City of Huber Heights provides to the individuals that they serve.



***The City of Huber Heights has a need for community engagement services which include:***

Focus Groups

Online Survey

Phone Interviews

***The City of Huber Heights has a need for communication services that includes:***

Communications Review

Timing & Tactics

3-30-3 Message Creation

Strategic Services & Planning



# Statement of Work

## Community Engagement and Data Collection

The City of Huber Heights must gather data to ensure its community has an opportunity to provide feedback about their community. To uncover this critical information, The Impact Group is proposing the following:

- Leadership Team Whiteboard Session
- Stakeholder Focus Groups
- Online Community Survey
- Phone Interviews

---

### LEADERSHIP TEAM WHITEBOARD SESSION

The Impact Group will conduct a whiteboard session with the leadership team to define the goals and objectives for data collection process. This session will drive the development of the focus group questions.

---

### STAKEHOLDER FOCUS GROUPS

The methodology uses focus groups to gather valuable community and stakeholder input and insight regarding the perceptions of the City of Huber Heights. This qualitative data will be used in the designing of the communication plan.

Over the past 20 years, The Impact Group has conducted hundreds of successful focus groups for organizations that rely on public tax revenue to serve the greater community. You will discover an accurate picture of the vital perspectives of your community and key stakeholders utilizing proven focus group methodologies. This technique will provide in-depth information that will be critical in the development and implementation of the communications plan.

The Impact Group proposes four (4) focus groups for this project. The City of Huber Heights leadership team is responsible for inviting participants to the focus groups.

# Statement of Work

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## STAKEHOLDER FOCUS GROUPS CONT.

The focus groups will be scheduled so that all focus groups will be conducted in person (or virtual if requested) on two consecutive days. The Impact Group will lead all focus group sessions, record discussions and present a final report of our observations.

- Three (3) Community Partner or Organization Focus Groups (no limit to group size)
- One (1) Employee or Staff Focus Group (no limit to group size)

The City of Huber Heights will provide contact names of potential participants. The Impact Group will provide support materials to assist in the invitation of community partners and employees.

---

## ONLINE COMMUNITY SURVEY

The Impact Group will conduct an online community survey as an additional measure of data compilation. The goal of the survey is to create an easy, flexible mechanism to ensure maximum participation from all stakeholders. Survey questions will closely mirror those utilized in focus groups. The Impact Group will send a survey link to the City of Huber Heights' City Manager to be distributed on multiple platforms to maximize participation.

---

## PHONE INTERVIEWS

The Impact Group will conduct five (5) phone interviews with key community influencers as approved by the City Manager. The City of Huber Heights' City Manager will provide names and contact information of potential participants.

# Statement of Work

## COMMUNICATIONS REVIEW

The Impact Group will perform a communications review by looking at the existing communication platforms being utilized in the city. Based on the review and our understanding of communication best practices, The Impact Group will recommend any additional necessary platforms for further development in order to provide consistency and to reach a broader audience. This review will provide the basis for the communications plan.

## THE COMMUNICATIONS PLAN

The Communications Plan will consist of:

### Audience Identification

The Impact Group will determine the primary targeted audiences in your organization and provide recommendations regarding the best methods and mediums to effectively reach these audiences.

### Resource Allocation

Utilizing the information derived from the communications review, The Impact Group will determine which existing City of Huber Heights communication assets should be used and to what capacity. This is a critical component of the plan, as the assets that are working well should remain in place. Assets could include personnel, technology platforms or other resources. This analysis would also allow us to understand potential gaps in communication capabilities and knowledge.

### Timing and Tactics

The Impact Group will provide a communications plan that will show communication tactics and an appropriate timeline for implementing each. The timing and tactics will be provided in both a narrative format and as a Gantt project management chart.

### Message Development (3-30-3)

With the information derived from the communications review, The Impact Group will create messaging that resonates with your target audience.

### DETAILED MESSAGE CREATION “3-30-3”

- A compelling **THREE SECOND** message will be created. This message must broadly convey the propositions offered by the organization.
- Compelling **30 SECOND** messages will be created in order to connect with various audiences you are trying to reach.
- An evidence-based **THREE MINUTE** message that is supported by facts, figures and stories. The Impact Group will work with you to direct interested parties to existing data and information.
- The Impact Group will create visual designs to convey these messages.

# Statement of Work

## Final Communications Plan

The delivered communications plan will provide detailed recommendations that will allow the organization to make decisions positioning it for future success. Details will include a budget of recommended assets needed to achieve the strategic communication goals of the organization.

## Communications Services

Based on the information we gather during our sessions with leadership from The City of Huber Heights, the following services will be chosen as a priority and identified as areas of need for The City of Huber Heights. We propose the following statement of work for 12 months, in order to position The City of Huber Heights' communications accordingly within their community.

***The Impact Group may provide 37 hours per month of communication services. Those 37 hours will be made-up of a combination of the following available services dependent upon identified communication objectives. The Impact Group will guide you through the menu of options that we think will best fit your needs.***

---

## Strategic Advancement/Factual Communications

- Communicate value provided by The City of Huber Heights
- Communicate sound fiscal management

---

## Content Development

- City of Huber Heights success stories
- Testimonials
- Factual city information

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## Social Media Strategy

- Content calendars
- Engaging content
- Strategic social campaigns (i.e. topic/project specific)
- Graphic design

# Statement of Work

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## Crisis Communication Support

- Messaging
- On-site coordination and support
- Press releases
- Social media monitoring
- Speaking points and coaching on how to address media
- Strategy on how and when to heal from a crisis
- Pre-event media training

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## Public Relations/Media Liaison

- Press releases
- Content pitching
- Speaking points

---

## Website

- Audits
- Content development

---

## Monthly Communications Meeting

- Central organizational meeting to coordinate communication efforts
- Consistent meeting schedule
- “Same page” dialogue
- You will have an experienced account lead that will always be available to you



# Meet Your Team!

The Impact Group is a talented team of full-service marketing professionals with diverse backgrounds and one thing in common: results. The Impact Group has a successful track record of driving results for school districts, municipalities, corporate clients, business-to-business clients and nonprofits through community engagement, messaging, branding, staff training and market execution.

Our team is composed of individuals who specialize in **Strategic Planning, Rebrands, Website Development, Digital Lead Generation Campaigns, Community Engagement Projects, Social Media, Organizational Development, Public Relations, Professional Speaking** and more!



**Tom Speaks, Principal and Co-Founder**

Co-founder of The Impact Group, Tom is a strategic thinker, professional speaker, pollster and recognized expert in community engagement. No matter the problem or question that arises, he knows how to guide you through even the toughest of challenges. If Tom's involved, you're going to get results and achieve success.



**Phil Herman, Principal**

Phil is passionate about helping individuals and organizations become their best selves. With over 25 years of experience in education, Phil has worked as a teacher, coach, principal, director of human resources, assistant superintendent and superintendent for 11 years. As a leader in community engagement, team development, crisis communications, leadership development and leading high-level organizations, Phil focuses on the creation of meaningful relationships to bring communities together to solve problems.



**Krista Rodriguez, Vice President of Client Services**

Krista is the brand guru. She has an incredible eye for the right look and feel to meet all of your needs. Her attention to detail is also conveyed in her approach to ensuring our content is appropriate for your goals and meets your expectations.



**Lori Sandel, Vice President of Strategic Services**

Lori has spent more than twenty years developing her career in the educational field. She began teaching in 1998 which then catapulted her professionally through the gradations of public school administration. Lori's exposure as Assistant Principal, Principal, and Curriculum Director, established her comprehensive awareness in all aspects of education. As a member of our team, Lori's skills and knowledge base provide a vision for strategic planning that is top-notch!



**Lauren Scherr, Manager of New Business Development**

Lauren will be with you every step of the way as your partnership with The Impact Group takes shape. With over 20 years experience in television, radio, and educational sales, Lauren has extensive advertising and marketing knowledge that will guide your organization toward tailored solutions that deliver results. Committed to developing lasting, genuine relationships, Lauren will provide a holistic approach that addresses all of your goals and challenges.



**Daniel Graves, Account Lead**

As our go-to for cities, Daniel is excited to offer support if you need help navigating the public. He has diverse experience in helping government officials and organizations build trust with their communities, such as running political campaigns, managing FedEx regional accounts and designing PR strategies for NGOs. In addition, Daniel's strategic messaging, storytelling and media-relations skills make him uniquely equipped to help cities in an ever-changing landscape. As a proud Cleveland native, Daniel brings a purpose-driven approach to our IGPR city clients.



**Roger Hoover, Creative Director**

Roger's vision for clients has helped to grow businesses and nonprofits, revitalize city blocks and inspire communities. Roger has dedicated himself full-time to a career in photography and videography. His genre-bending portfolio touches the worlds of art, advertising, portraiture and community activism.



**Fernanda Frazier, Vice President of Finance**

Fernanda is the Vice President of Finance and is responsible for all of financial and operating aspects of The Impact Group. She earned her accounting degree from the University of Akron and is a jack-of-all-trades.

# References

**Edward Kraus**

Mayor, City of Solon  
34200 Bainbridge Rd.  
Solon, OH 44139  
(440) 349-6720

**David Basil**

Former Mayor, City of Hudson  
115 Executive Parkway  
Hudson, OH 44236  
[dbasil@hudson.oh.us](mailto:dbasil@hudson.oh.us)

**Todd Younkin**

Director, Fairfield County Parks  
407 E. Main St.  
Lancaster, OH 43130  
[tyounkin@fairfieldcountyparks.org](mailto:tyounkin@fairfieldcountyparks.org)

**Andrew Brown**

Director, Sandusky County Parks  
1970 Countryside Place  
Fremont, OH 43420  
[abrown@sanduskycountyparks.com](mailto:abrown@sanduskycountyparks.com)

**Arnie Biondo**

Director, Centerville-Washington Park District  
221 N. Main St.  
Centerville, OH 45459  
[abiondo@cwpc.org](mailto:abiondo@cwpc.org)

**Anthony DiCicco**

Mayor, City of Mayfield Heights  
6154 Mayfield Rd.  
Mayfield Heights, OH 44124  
[anthonydicicco@mayfieldheights.org](mailto:anthonydicicco@mayfieldheights.org)

**Nicholas Molnar**

Mayor, City of Macedonia  
9691 Valley View Rd.  
Macedonia, OH 44056  
[nmolnar@macedonia.oh.us](mailto:nmolnar@macedonia.oh.us)

**Pat Moeller**

Mayor, City of Hamilton  
345 High St.  
Hamilton, OH 45011  
[pat.moeller@hamilton-oh.gov](mailto:pat.moeller@hamilton-oh.gov)

**Richard (Rich) Parker**

Community Center Manager, City of Solon  
35000 Portz Parkway  
Solon, OH 44139  
[rparker@solonohio.org](mailto:rparker@solonohio.org)

**Ben Garlich**

Mayor, Village of Middlefield  
14860 N. State Ave.  
Middlefield, OH 44062  
[bgarlich@middlefieldohio.com](mailto:bgarlich@middlefieldohio.com)

**Bill Goncy**

Mayor, Village of Boston Heights  
45 E. Boston Mills Rd.  
Boston Heights, OH 44236  
[b.goncy@bostonheightsvillage.com](mailto:b.goncy@bostonheightsvillage.com)

**Gerard Neugebauer**

Mayor, City of Green  
1755 Town Park Blvd.  
Green, OH 44685  
[gneugebauer@cityofgreen.org](mailto:gneugebauer@cityofgreen.org)

**Mike Mallis**

City Manager, City of Bedford  
165 Center Rd.  
Bedford, OH 44146  
[citymanager@bedfordoh.gov](mailto:citymanager@bedfordoh.gov)

Additional references available upon request.

# Testimonials



"The Impact Group has a fantastic, high energy, creative staff who are a pleasure to work with. They are responsive and truly care about their clients. The work they have done for my organization has truly been invaluable and I highly recommend them."

***Amy Jordan, President, Hudson Community Foundation***

"The Impact Group is a great resource for public relations, strategic planning and crisis communication. The Impact Group employs a cadre of professionals skilled in all aspects of public relations."

***Ed Stark, Superintendent, Trumbull County Board of Developmental Disabilities***

"The Impact Group took our ideas and created an amazing brand for our business. They continue to come up with great ideas all the time. Would recommend their services to anyone!"

***Amber Mohrman, Owner, Mohr Stamping***

"Locking arms with the staff at The Impact Group who want to do the same and have fun doing it was nothing but advantageous for our organization in our strategic planning process. The Impact Group delivered a sophisticated report, yet, simple for staff to create, share and implement."

***Jeannie Turner, Director of Community Services, Greene County Board of Developmental Disabilities***

# EXCITE

Look at you.  
You just got noticed.

 **THE impact | group**  
IGPR.COM



# Budget Considerations

## City of Huber Heights Community Engagement/Communications Services

**Project Duration:** Twelve (12) months

**Proposed Project Timeline:** August 2022 – July 2023

### ***Total Investment***

**\$74,000**

This proposal is based upon an estimated 37 hours of communications services per month. If the communications services regularly exceed the estimated hours, The Impact Group will discuss the service arrangement with the client in order to align with the proposed communication hours.

Invoices will be sent monthly. \$12,000 due in August and September and \$5,000 each month October 2022 – July 2023.

This budget does not include additional hard costs. For example, printing, postage, boosting advertisements on social media, etc. When hard cost items are needed, The Impact Group will first seek client approval and will invoice the client separately for hard costs. Mileage to be provided by The City of Huber Heights.

As part of the retainer, The Impact Group will dedicate 25 hours or less to a specific crisis communication situation in a given month. We will bill your account at \$135 per hour should the specified situation exceed 25 hours. The Impact Group will seek approval before we exceed the 25 hours on the specified crisis communication issue.

# Community Engagement/ Communications Services Proposal for The City of Huber Heights



## ***City of Huber Heights***

BY: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ***The Impact Group Public Relations/Marketing Communications Inc.***

BY: \_\_\_\_\_

PRINT NAME: Thomas J. Speaks

TITLE: Principal

DATE: \_\_\_\_\_

By signing this proposal, you are agreeing to the terms and conditions of this official statement of work. This document coincides with the services agreement. Per the budget considerations page of the proposal, the agreed-upon amount is \$74,000 for services rendered.

**AI-8578**

**Topics of Discussion**     **K.**

**Council Work Session**

**Meeting Date:** 08/01/2022

Tax Review Board Appointment - S. Richardson

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Board And Commission Appointments

\* Tax Review Board - Appointment

**Purpose and Background**

The City's interview panel recommends the appointment of Samuel Richardson to the Tax Review Board for a term ending December 31, 2023. A background check has been completed on Mr. Richardson by Human Resources.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

Application - S. Richardson

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6131 Taylorsville Road  
Huber Heights, Ohio 45424  
Phone: (937) 233-1423  
Fax: (937) 233-1272  
[www.hhoh.org](http://www.hhoh.org)  
An Equal Opportunity Employer

# Application For City Boards and Commissions

RECEIVED ON:  
JUL 15 2022

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or disability.

CLERK OF COUNCIL

**PLEASE COMPLETE ALL SECTIONS AND EACH QUESTION  
COMPLETELY AND ACCURATELY**

<b>Board or Commission Applied For:</b> Personnel Appeals ~ or ~ Tax Review	<b>Date Applied:</b> 07/12/2022
--	------------------------------------

Richardson	Samuel	Saul
Last Name	First Name	Middle Name
6919 Serene Place	Huber Heights	OH
Address	City	State
		45424
		Zip Code
412-901-2944	S.S. Richardson@outlook.com	
Home Phone Number	Daytime Phone Number	E-mail Address

## EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL	East Allegheny High School North Versailles, PA	Diploma, General
COLLEGE	Clarion University of Pennsylvania Clarion, PA	B.S. in Public Relations, Advertising & Corporate Communications
GRADUATE SCHOOL	Mississippi College School of Law Jackson, MS	J.D. (Law degree)
OTHER (Specify)	Clarion University of Pennsylvania Clarion, PA	Certificate in Advanced Paralegal Studies

## COMMUNITY INVOLVEMENT

Please list all civic, community, or non-profit organizations to which you have belonged or currently do belong, and your dates of service.

Organization	Dates of Service
Clarion University Paralegal Advisory Board	2021 - Present
Freemasons	2019 - Present
Dayton Bar Association	2022 - Present
Kappa Kappa Psi	2015 - 2018

## EMPLOYMENT HISTORY

Name of Employer	Position(s) Held	Dates of Employment
Shelby County COH	Assistant Public Defender	08/2021 - Present
Law Office of Samuel Saul Richardson LLC	Attorney at Law	03/2022 - Present
Mississippi College <sup>School of Law</sup>	Property Teaching Assistant	01/2020 - 05/2021
Pennsylvania Army <sup>National Guard</sup>	Human Resources Specialist	08/2012 - 08/2018
North Versailles Township <sup>CPA</sup>	Road & Parks Laborer	06/2012 - 07/2014

## REFERENCES

Jenny Goehring	173 Leuthen Road Darlington, PA 16115	724-544-9907
Name	Address	Telephone Number
Taylor Lewin	5401 Coleraine Drive Huber Heights, OH 45424	937-516-0808
Name	Address	Telephone Number
Kaithyn Atkins	558 Roosevelt Avenue Madison, TN 37115	256-727-0378
Name	Address	Telephone Number

## STATEMENT OF INTEREST

Please tell us why you are interested in serving on this board or commission

See attached.



## REQUIREMENTS AND APPLICANT STATEMENT

Are you at least 18 years of age? ☒ Yes ☐ No

Do you currently reside in the City of Huber Heights? ☒ Yes ☐ No

Have you resided in the City of Huber Heights for at least one year prior to making this application? ☒ Yes ☐ No

Are you a registered voter? ☒ Yes ☐ No

Are you willing to sign a release to allow the City of Huber Heights to perform a background screening and criminal records check? ☒ Yes ☐ No

I certify that all of the information furnished in this application and its addenda are true and complete to the best of my knowledge. I understand that the City of Huber Heights may investigate the information I have furnished and I realize that any omissions, misrepresentation or false information in this application and/or its addenda may lead to revocation of any volunteer appointment.

I hereby acknowledge that I, voluntarily and of my own free will, have applied for a volunteer position with the City of Huber Heights with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures might include, but are not limited to, interviews, criminal record checks, driving records checks and reference checks. I also acknowledge that any such screening procedures, as reasonably required by the City of Huber Heights, are prerequisites to my appointment to a volunteer position with the City of Huber Heights.

In addition, I also hereby understand that the City of Huber Heights cannot guarantee the confidentiality of the results of, or information obtained through the aforementioned screening procedures. Decisions of the Ohio Supreme Court regarding the Ohio Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable time. Additionally, all information furnished in this application is subject to disclosure under the Ohio Public Records Act.

Therefore, in consideration of my application being reviewed by the City of Huber Heights, under no legal disability, and on behalf of my heirs and assigns, hereby release and agree to hold harmless the City of Huber Heights and any of its agents, employees, or related officials from any and all liability, whatever the type and nature resulting from the administration of any such screening procedures and/or release of the results therefrom.

Saul Saul Smith

**Signature**

07/12/2022

**Date**

RECEIVED ON:

July 12, 2022

JUL 14 2022

CLERK OF COUNCIL

Huber Heights City Council  
c/o Anthony Rodgers, Clerk of Council  
6131 Taylorsville Road  
Huber Heights, OH 45424

Huber Heights City Council:

I am highly interested in serving on a Board or Commission with the City. I believe that many great things can be done at the local level, but it is an often-overlooked part of our country's framework. I would like to be more involved and get to know my City better and I think that this would be the right area for me to be involved in.

I would like to apologize for my application being late. The website states that you wanted applications in by July 8, however, my one year residency in Huber Heights was not satisfied until today, July 12. Additionally, I know that I listed both the Personnel Appeals Board or the Tax Review Board on my application. Because I am late I was unsure if either of those were filled, and I believe that I would be a great fit for either one. I also know that at least one of the positions for the Tax Review Board has been posted on the City website for quite some time

First, because I am an attorney and know how the law is interpreted. I enjoy legal research and would use all of my skills while serving on either of these positions. Although none of my legal experiences are in these particular areas, I am very passionate about expanding my knowledge bases. Secondly, either of these positions will not only allow me to help the community at large, but it will help me become a more well-rounded attorney. I look forward to the opportunity to 'grow with' with the City.

I have attached my resume along with the application and would be happy to provide any additional information requested by the Council. Thank you in advance for your consideration and I look forward to your response.

Sincerely,



Samuel Saul Richardson, Esq.  
6919 Serene Place  
Huber Heights, OH 45424



## Samuel Saul Richardson, Esq.

6919 Serene Place • Huber Heights, OH 45424 • (412) 901-2944 • S.S.Richardson@outlook.com

### EDUCATION

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**Mississippi College: School of Law**, 151 E. Griffith St, Jackson, MS May 2021

Juris Doctor

Certificate in Pro Bono

GPA: 3.46/4.00

Class Rank: 24/82

Honors: *Cum Laude*

Activities:

President, International Law Society

Vice-President, ACLU

Mississippi Defense Lawyer's Association

Phi Delta Phi

**Clarion University of Pennsylvania**, 840 Wood St, Clarion, PA

May 2018

Certificate in Advanced Paralegal Studies

GPA: 4.00/4.00

**Clarion University of Pennsylvania**, 840 Wood St, Clarion, PA

May 2017

Bachelor of Science in Public Relations, Advertising, and Corporate Communications

Minors in Political Science and Speech Communication

Activities:

Joint Chair, Kappa Kappa Psi

Symphony Orchestra

President, Phi Mu Alpha

Section Leader, Marching Band

President, Student Veterans Association

Host, Eagle Media Productions

### EXPERIENCE

---

**The Law Office of Samuel Saul Richardson, LLC**, P.O. Box 24252, Huber Heights, OH

March 2022-Present

*Attorney-at-Law*

Operate a general practice solo law firm out of a virtual office in the Greater Dayton Area.

**Shelby County (OH)**, 129 E. Court St, Sidney, OH

August 2021-Present

*Assistant Public Defender*

Cover all misdemeanor traffic and DUI cases; Cover all probation violations arising from traffic cases; Conduct felony arraignments; Conduct legal research for certain felony cases.

**Mississippi College: School of Law**, 151 E. Griffith St, Jackson, MS

January 2020-May 2021

*Property Teaching Assistant for Professor Alina Ng*

Prepare and host tutoring sessions for 1L students. Present questions for the students to review.

**Law Offices of Ali & Associates, P.A.**, 713 S. Pear Orchard Rd. Suite 205, Ridgeland, MS

*Legal Assistant*

February 2021-April 2021

Prepare applications and write briefs for asylum, employment authorization, bond, and any other immigration matters. Conduct research on immigration cases.

**Mississippi College: School of Law**, 151 E. Griffith St, Jackson, MS

August 2020-November 2020

*Education Law and Policy Clinic Limited Practice Student Attorney*

Filed complaints in federal and state court on behalf of students. Conducted research on education law and due process matters. Represented clients (with supervision) during meetings with school districts.

**Chhabra & Gibbs, P.A.**, 120 N. Congress St. Suite 200, Jackson, MS

July 2019-December 2019

*Law Clerk and French Interpreter*

Prepare applications for asylum, employment authorization, bond, and other immigration matters. Conduct research on immigration cases. Prepare complaints for plaintiff personal injury claims. Interpret meetings with clients whose primary or only language is French. Conduct research on municipal and workers' compensation cases.

**Pennsylvania Army National Guard**, 160 George Jr. Rd, Grove City, PA

August 2012- August 2018

*Human Resources Specialist and Field Artillery Cannon Crewmember*

Updated and maintained the personnel records of unit soldiers. Assisted Supply Section with the transfer and turn-in of all individual military gear. Provided maintenance and accountability of section vehicles and equipment.

**Samuel Saul Richardson, Esq.**

6919 Serene Place • Huber Heights, OH 45424 • (412) 901-2944 • S.S.Richardson@outlook.com

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**PUBLICATIONS**

**36 Thomas M. Cooley Law Review 1**

*Then and Now: Pestilence, Police Power, and Private Property*  
Summer 2021

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**VOLUNTEER & COMMUNITY SERVICE**

**Pennsylvania Western University- Clarion, Clarion, PA**

November 2021-Present

*Paralegal Advisory Board*

Propose curriculum changes and adaptations to best prepare students for a career in the legal profession.

**Mississippi College: School of Law Veterans Legal Aid Clinic, Jackson, MS**

October 2018-April 2020

*Volunteer Law Student*

Assist with client interviews. Conduct client intake process. Organize student and attorney volunteers. Conduct research on client cases with a wide range of topics including, but not limited to: personal injury, small claims court, eviction, § 1983 actions, and breach of contract.

**Mission First, Jackson, MS**

September 2018-April 2020

*Legal Aid Clinic Volunteer*

Assist with client interviews. Conduct client intake process.

**Urban Voice Cambodia via Love Volunteers, Phnom Penh, Cambodia**

July 2015

*Communication/Advocacy Volunteer Officer*

Supported staff on the preparation and editing of blog and website content. Reviewed and edited English uses on translated documents prepared for donors and directors. Attended protests to provide on-the-spot grammatical corrections.

**Vision of Hope Ministries via First Evangelical Free Church, Cap Haitien, Haiti**

June 2012

*Missions Team Member*

Organized, ran, provided security and limited translation for a community medical clinic. Assisted in building a wall around the church compound. Assisted in running religious services.

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**ADDITIONAL INFORMATION**

**LANGUAGE:**

- Proficient in French (read, write, speak intermediate)

**LICENCES:**

- VA Accreditation #GCL102702
- EOIR Registration #DD121546
- Ohio Law License #0101691
- Tennessee Law License #039381
- Class B Commercial Drivers License #VJ389678

**AWARDS:**

- Mississippi Bar Association Section on Litigation Award (June 2021)
- American Planning Association: Planning and Law Division's 37th Annual Smith-Babcock-Williams Writing Competition, Honorable Mention (December 2020)
- Best Paper Award, Elder Law (Fall 2020)
- Best Paper Award, International Law (Spring 2020)

**OTHER INVOLVEMENT:**

- Freemasons
- TAMA Martial Arts

**AI-8577**

**Topics of Discussion**

**Council Work Session**

**Meeting Date:** 08/01/2022

Military and Veterans Commission Appointment - J. Held

**Submitted By:** Karen Powell

**Department:** City Council

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

\* Military and Veterans Commission Appointment

**Purpose and Background**

The City's interview panel recommends the appointment of Jeffrey Held to the Military and Veterans Commission for a term ending December 31, 2024. A background check on Mr. Held was completed previously through Human Resources. Mr. Held was appointed as an Ex Officio member of the Military and Veterans Commission in March, 2022, but has since established residency as an elector in the City and wishes to be appointed as a member of the commission.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

*No file(s) attached.*

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**AI-8576**

**Topics of Discussion** I.

**Council Work Session**

**Meeting Date:** 08/01/2022

City Boards And Commissions

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 08/01/2022

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

City Boards And Commissions

**Purpose and Background**

This agenda item is for discussion about the organization and functions of the City's existing boards and commissions and to discuss the creation of a special committee or board for planning the City's Fourth of July celebrations.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

*No file(s) attached.*

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