



**AGENDA
OXFORD CITY COUNCIL REGULAR
MEETING**

COURTHOUSE

**TUESDAY, NOVEMBER 4, 2025 AT 7:30
PM**

William Snavely, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith

Amber Franklin
Alex French
David Prytherch

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Swearing-In of New Officer (John Jones, Police Chief)
 - B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To

speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes from the October 21, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Resolution Declaring Certain City Property No Longer Needed For Any Municipal Purpose As Surplus And Authorizing Its Advertisement And Sale To The Highest Bidder By Public Auction, Including Internet Electronic Auction, Or Scrapped For Recycling Value. (Michael Dreisbach, Service Director)

6. Resolutions.

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

- 1. An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)
- 2. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)
- 3. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)

4. An Ordinance To Adopt Fees And Charges For The Fiscal Year 2026. (Heidi Ridenour, Finance Director)
5. An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026. (Jessica Greene, Assistant City Manager)

B. Second Reading

1. An Ordinance To Amend The Codified Ordinances Of The City Of Oxford, Ohio, By Adding A New Chapter 746 Titled Prohibition On Source Of Income Discrimination In Housing; Defining Terms; Providing Penalties. (Vice-Mayor Raghu & Councilor Smith)
2. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting		
1. Nov 5	Environmental Commission	Municipal Building	7:00 p.m.
Nov 6	Housing Advisory Commission - CANCELED	College@Elm	5:00 p.m.
Nov 10	Oxford Recreation Board	Municipal Building	12:00 p.m.
Nov 10	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Nov 11	Planning Commission	Courthouse	7:00 p.m.
Nov 12	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Nov 18	City Council	Courthouse	7:30 p.m.

Nov 19 Board of Building Appeals	Courthouse	5:30 p.m.
Nov 20 Police Community Relations & Review Commission	Courthouse	7:00 p.m.
Nov 24 City Council Organizational Meeting	Courthouse	7:00 p.m.
Nov 25 Board of Zoning Appeals	Courthouse	6:30 p.m.
Nov 27 City Offices CLOSED		
Nov 28 City Offices CLOSED		
Dec 2 City Council	Courthouse	7:30 p.m.

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, OCTOBER 21, 2025 AT 7:30 PM

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.

Motion – To Enter Executive Session at 7:15 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions

(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 6

Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, and Mayor Snavelly

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:26 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 6

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, October 21, 2025, at 7:30 p.m. Members in attendance were Chantel Raghu, Amber Franklin, David Prytherch, Michael Smith, and Alex French. Jason Bracken was excused.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Mr. Chad Smith, Parks and Recreation Director; Mr. Sam Perry, Community

Development Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

4. Public Participation.

A. Appointments to Boards & Commissions

Motion – To Appoint Wade Warren to the Housing Advisory Commission to fill an unexpired term ending June 30, 2026.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

B. Proclamation — Caroline Scott Harrison Day

Ms. Heidi Schiller was in attendance to receive the Proclamation.

C. Oxford Community Arts Center (OCAC) Annual Report — Ms. Heidi Schiller

Ms. Schiller thanked Mayor Snavely for the Proclamation and began her presentation. Ms. Schiller shared slides and highlights over the past year (slides included in minutes). Ms. Schiller mentioned that OCAC serves as a bridge between creativity and community, enriching lives and ensuring the future through the arts. Ms. Schiller offered to answer any questions. Mayor Snavely thanked Ms. Schiller for her presentation.

D. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

None.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda.

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 6

NAY # 0

ABS # 0

A. Minutes from the October 6, 2025, City Council Work Session. (Heather Barbour, Clerk of Council)

B. Minutes from the October 7, 2025, City Council Work Session. (Heather Barbour, Clerk of Council)

C. Minutes of the October 7, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

- A. A Resolution Adopting A Statement Indicating The Services The City Of Oxford, Ohio Will Provide To The Territory Proposed To Be Annexed To The City Of Oxford, Ohio Pursuant To A Petition Filed With The Board Of County Commissioners Of Butler County, Ohio, As Provided By Ohio Revised Code Section 709.023(C). (Douglas R. Elliott Jr., City Manager)

Motion – To Adopt Resolution No. 7751.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

Public Comment - None.

Mr. Elliott presented his staff report and addressed questions and comments from the Council.

- B. A Resolution Regarding Zoning Buffers In A Proposed Annexation Of Property Containing 157.217 Acres From Oxford Township, Butler County, Ohio To The City Of Oxford, Butler County, Ohio Pursuant To The Requirement Of Section 709.023(C) Of The Ohio Revised Code. (Douglas R. Elliott Jr., City Manager)

Motion – To Adopt Resolution No. 7752.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

Public Comment - None.

Mr. Elliott presented his staff report and addressed questions and comments from the Council.

- C. A Resolution Authorizing The Release Of A Public Improvement Bond In The Amount Of \$240,577.42, Heritage Vineyard Subdivision, And Acceptance Of A New Public Improvement Bond In The Amount Of \$123,569.81, Ensuring The Completion Of Heritage Vineyard Subdivision Public Improvements. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7753.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 6
NAY # 0
ABS # 0

Public Comment - None.

Mr. Dreisbach presented his staff report and addressed questions and comments from the Council.

- D. A Resolution Authorizing The City Manager To Apply For A Community Development Block Grant For Up To \$180,000.00 For The Construction Of A New Skatepark As A Recreational Facility And Provide A Match Up To \$110,000.00. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7754.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

Public Comment - None.

Ms. Greene presented her staff report and addressed questions and comments from the Council.

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance To Amend The Codified Ordinances Of The City Of Oxford, Ohio, By Adding A New Chapter 746 Titled Prohibition On Source Of Income Discrimination In Housing; Defining Terms; Providing Penalties. (Vice-Mayor Raghu & Councilor Smith)

Ms. Greene and Vice-Mayor Raghu presented their staff report and addressed questions and comments from the Council.

Public Comment - Ms. Ann Fuehrer, Dana Drive - Ms. Fuehrer thanked Councilor Smith and Vice-Mayor Raghu for bringing this Ordinance forward. Ms. Fuehrer noted that Ordinances that come directly from Council members are less common and often reflect some very specific interests that don't require immediate budget or staffing requests and may not fit neatly under annual goals and priorities. Ms. Fuehrer mentioned that at the last OASH meeting, Councilor Smith shared the Ordinance and responded to questions; people were very interested in the Ordinance and wanted more details. Ms. Fuehrer serves as chair of the HAC, and Ms. Greene has already reported on our recent deliberations. Ms. Fuehrer stated that the HAC had a lively conversation, provided support for the spirit of the Ordinance, and endorsed the version that we examined at their last meeting. Ms. Fuehrer noted the HAC had questions primarily about the enforcement and the strength of the Ordinance when the identification of violations relies on the initiative of renters who may be afraid to bring complaints, and the lack of a current mechanism for responding to renters' complaints. Ms. Fuehrer mentioned that, after subsequent reviews by legal aid, the housing opportunities made equal offered revisions, but indicated that this is a strong Ordinance. Ms. Fuehrer stated that in spite of these and perhaps other remaining questions, she hopes that the Council will, after the second reading, support the Ordinance.

2. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Ms. Greene presented Ms. Ridenour's staff report and addressed questions and comments from the Council.

Public Comment - None.

B. Second Reading

1. An Ordinance Repealing Oxford Codified Ordinance Section 1139 Entitled Variances And Adopting New Oxford Codified Ordinance Section 1139 Entitled Variances For The Purpose Of Amending The Code To Comply With Ohio Case Law (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3840.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 6

Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Smith, Ms. Franklin, and Mayor Snavely

NAY # 0

ABS # 0

Public Comment - None.

Mr. Perry reported no changes since the first reading and offered to answer any questions.

2. An Ordinance By Oxford City Council Authorizing The City Manager To Enter Into An Agreement With Duke Energy Corporation For The Sale Of .84 Acres Of City-Owned Land Located On Millville Oxford Road, (Butler County Parcel Id No. H4100110000010), And Declaring The Property Surplus. (Michael Dreisbach, Service Director)

Motion – To Adopt Ordinance No. 3841.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 6

Mr. Prytherch, Ms. Raghu, Mr. Smith, Ms. Franklin, Ms. French, and Mayor Snavely

NAY # 0

ABS # 0

Public Comment - None.

Mr. Dreisbach reported no changes since the first reading and offered to answer any questions.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting
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1.	Oct 28	Board of Zoning Appeals — CANCELED	Courthouse	6:30 p.m.
	Nov 4	City Council	Courthouse	7:30 p.m.
	Nov 5	Environmental Commission	Municipal Building	7:00 p.m.
	Nov 6	Housing Advisory Commission	College@Elm	5:00 p.m.
	Nov 10	Oxford Recreation Board	Municipal Building	12:00 p.m.
	Nov 10	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
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	Nov 24	City Council Organizational Meeting	Courthouse	7:00 p.m.
	Nov 25	Board of Zoning Appeals	Courthouse	6:30 p.m.
	Nov 27	City Offices CLOSED		
	Nov 28	City Offices CLOSED		
	Dec 2	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:30 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

Oxford Community Arts Center

Protecting a Legacy ~ Promoting the Arts

2024-25 Year in Review





Who We Are

The **Oxford Community Arts Center** is a nonprofit fine & performing arts center that celebrates community involvement through fine art, music, theatre, film, dance, writing, photography, and more. Our home is the 1849 ***Oxford Female Institute***, an architectural treasure recognized on the National Register of Historic Places.

The **OCAC** serves as an imagination destination for the Greater Oxford area. Our model includes a monthly celebration of visual and performing artists, community engagement events that build vibrant neighborhoods, low-to-no cost live performances, classes to explore creativity, scholarships for youth, support for artists of all disciplines, and strong ties with enduring community partners.

A photograph of three young girls drawing on a sidewalk with chalk. One girl in the foreground is kneeling and drawing a colorful pattern. Two other girls are standing and watching. The background shows a park-like setting with trees and a building.

OUR MISSION

BUILD
Community

PRESERVE
History

CONNECT
Artists

ENSURE
Future

**20 Live
Performances
+
52 Educational Classes for
adults and youth**

**2nd Friday
Celebration of the Arts
=
22 Exhibits | 154 Artists
695 Works of Art**



**Resident Artist & Drawing
Instructor Joe Prescher discusses
his latest Art Gallery exhibit with
Miami students during 2nd Friday.**

Active Attendance
15,102 Participants
+
Passive Engagement
7,981 Social Media Users

20 Live
Performances
+
52 Educational Classes for
adults and youth

2nd Friday
Celebration of the Arts
=
22 Exhibits | 154 Artists
695 Works of Art



Lexington Children's Theatre
presents "*Winnie the Pooh*,"
Magic Carpet Theatre series.

26 Community
Engagement Events
+
20 Local Nonprofit
Partnerships

Active Attendance
15,102 Participants
+
Passive Engagement
7,981 Social Media Users

20 Live
Performances
+
52 Educational Classes for
adults and youth



26 Community
Engagement Events
+
20 Local Nonprofit
Partnerships

Active Attendance
15,102 Participants
+
Passive Engagement
7,981 Social Media Users

Families enjoy an
afternoon of creativity at
Ox Chalks the Walks





OCAC Scholarships for Educational Classes

Thanks to annual support from the **Kiwanis Club of Oxford**, 18 students received scholarships to participate in arts programs during the 2024–25 year. This \$500 grant partially covered registration fees for classes in theatre, visual arts, and sewing, opening doors for creative learning.

Scholarship students participated in:

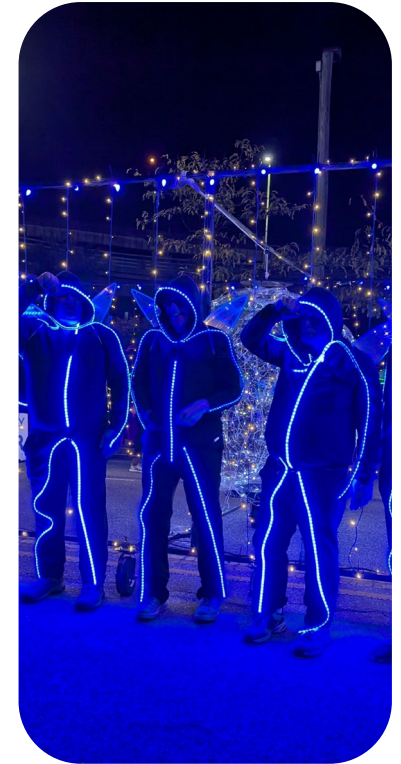
- Theatre Camp for Youth
- After School Art – Fall & Spring
- Intro to Sewing
- Drawing for Youth
- Art Sparks: Art – class for homeschool students

This type of investment ensures every Oxford child has the chance to explore their creativity.

Impact | Programming | Community



Impact | Programming | Community



Impact | Programming | Community | Connection



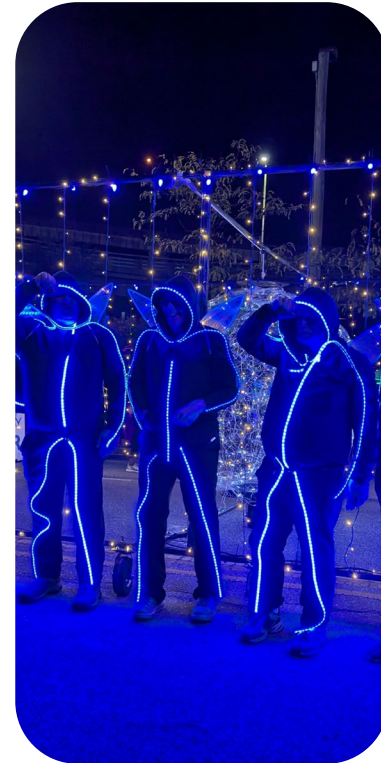
Impact | Programming | Community | Partnership



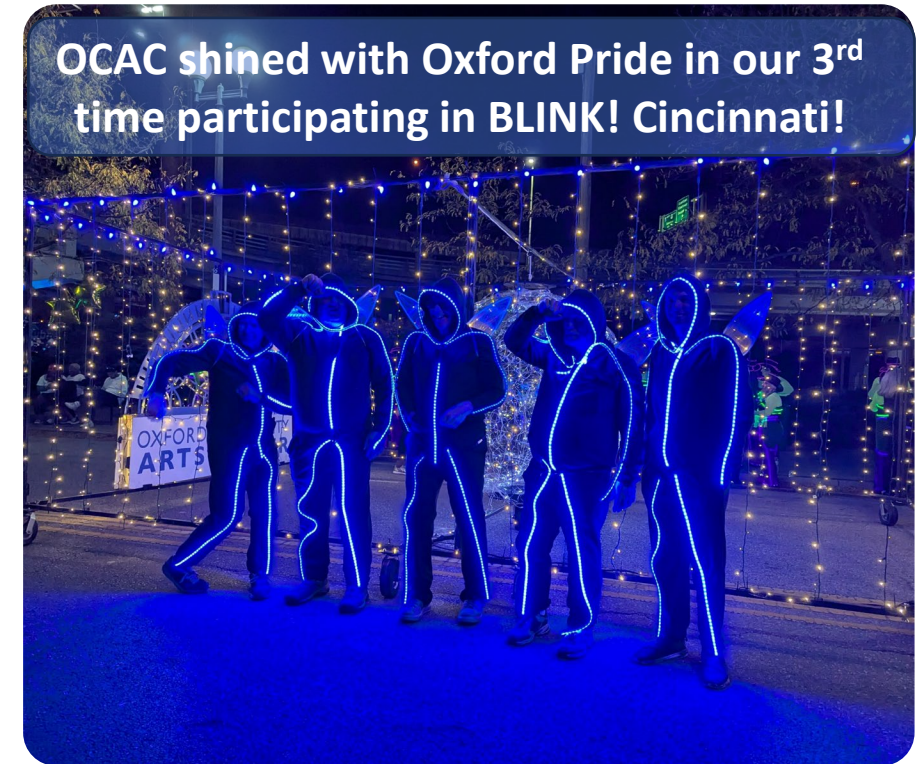
OCAC & Talawanda Band Boosters create OCAC Holiday Fest, including a craft market and North Pole Workshop for kids



Impact | Programming | Community | Education



Impact | Programming | Community | Pride



Impact | Programming | Community | Enrichment



\$171,825

2024-25
Donations & Grants

32%

Unearned Income:
20% comes from contributions
12% comes from grants

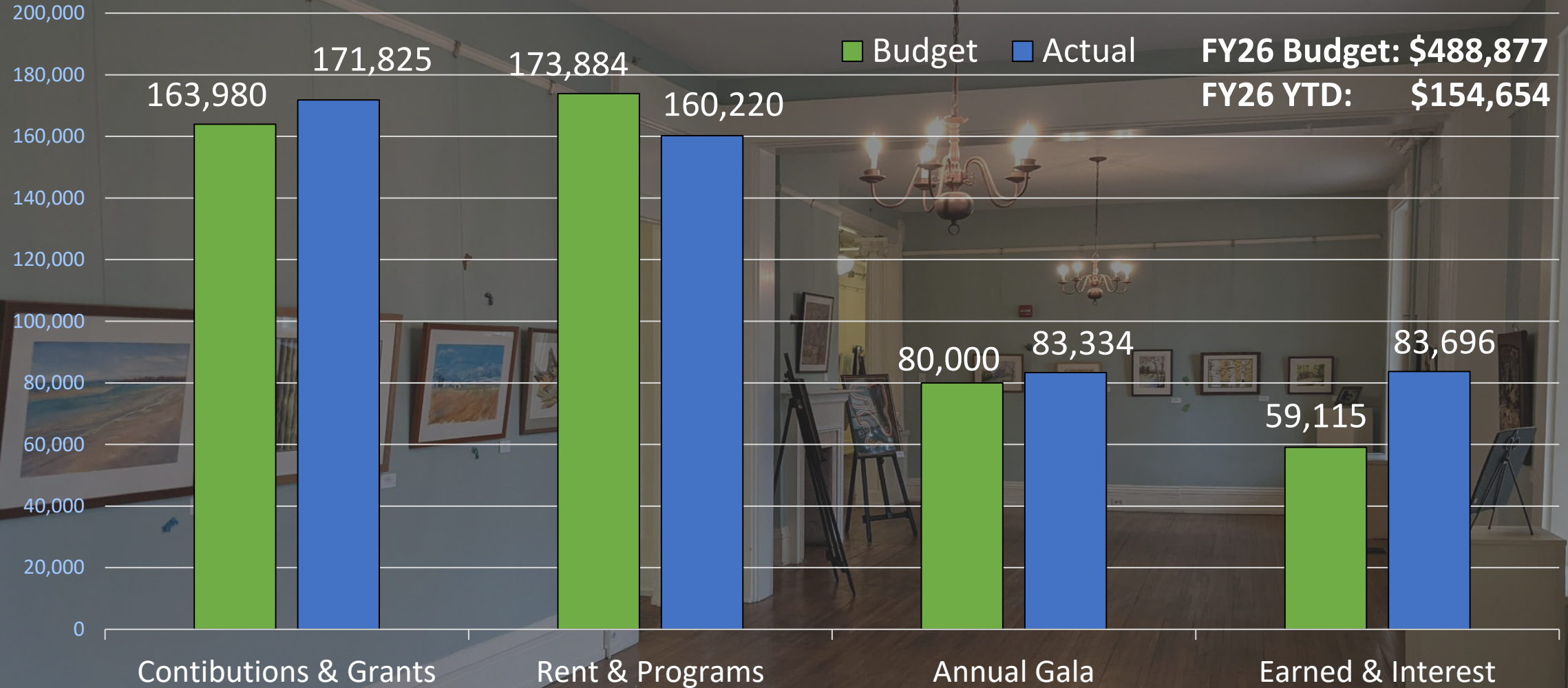


\$83,334 GALA

12%

FY25 Year in Review

FY25 Income: \$499,075
FY25 Expense: \$483,496





PLANNING FOR TOMORROW

OXFORD COMMUNITY ARTS CENTER

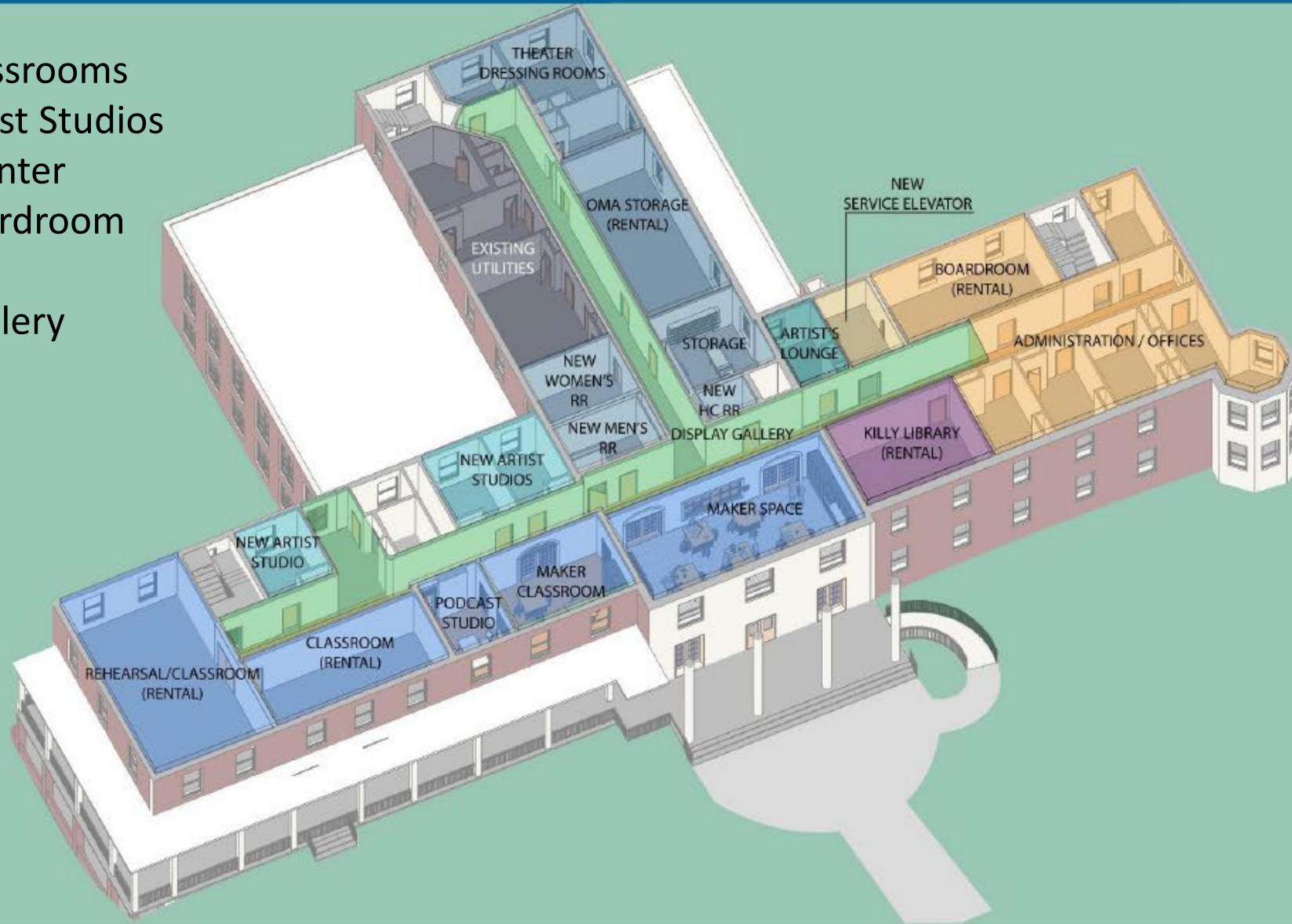
Master Planning Document

June 2024

Page 30 of 101

CONCEPTUAL PLANS

- Additional Classrooms
- Additional Artist Studios
- Technology Center
- Dedicated Boardroom
- Staff Offices
- Art Display Gallery
- Full HVAC



Oxford Community Arts Center

Protecting a Legacy ~ Promoting the Arts

Thank You!

*Together, we open doors
for artists of all ages.*



Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

dennis

Enter your First Name

* Last Name

jena

Enter your Last Name

* Address

1308 Dana Drive

* City

OXFORD

* State

OH

* Email

dennis.jena@gmail.com

Phone

5134611123

- * I am a...
- ☐ Visitor

☒ Resident (i.e. must live within the corporate boundaries)

☐ Business Manager

☐ Business Owner

☐ Employee in Oxford

☐ Student

☐ Other

* Comment(s)

The sidewalk ordinance is misguided and is a tax on the disabled and elderly who are physically unable to shovel snow and ice. They will not have to pay to have this done or pay huge fines to the city. Perhaps jail time would be a better alternative. This is a horrible, horrible decision. Put a few parking people on sidewalk detail during the winter. We have money for murals. We should have money to clean the sidewalk so the elderly and the disabled during a snowstorm. You got money for street cleaners, find the money for sidewalk cleaners. Shame on all of you. Elitists spending the money of those on limited income.

History

Update By: Heather Barbour

Public - 0 seconds ago () - #1

- Changed status from **Open** to **Acknowledged**
- Changed assigned user from **Doug Elliott** to **Jessica Greene**

Dear Mr. Jena,

Thank you for taking the time to share your thoughts and concerns with the Council. I will share your comments with the Council and City Staff. I will also include a print copy in the minutes of the October 21, 2025, City Council Meeting.

Thank you,

Heather Barbour

Clerk of Council

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name dennis Enter your First Name	* Last Name jena Enter your Last Name
* Address 1308 Dana Drive	
* City OXFORD	* State OH
* Email dennis.jena@gmail.com	Phone 5134611123
* I am a... ☐ Visitor ☒ Resident (i.e. must live within the corporate boundaries) ☐ Business Manager ☐ Business Owner ☐ Employee in Oxford ☐ Student ☐ Other	

What the hell in for a diamond for a dollar huh? We have money to buy machines for people to drive around all year riding parking tickets. We certainly should be able to afford to buy little machines to drive up and down sidewalks a couple times a year to clean them. It's folly to make old people, out of shape people or anybody to go out and shovel snow in freezing cold weather.. medical professionals tell you that's the easiest way to a heart attack. I pointed this out in an earlier,. In a prior comment I also pointed out the alternative to shoveling is to hiring someone. This is an ugly alternative taking money from people's pockets in the winter time when I have to pay extra money to heat their house. There will be people on fixed incomes having to choose what to do with limited income. Threatening a fine on top of this is no way to govern. It's easy to tell people what to do, governing, the hard part is making that happen. You want clean sidewalks? Everybody does. Your job,the hard part is to figure out how to get it done without making the voter go out and risk his life. Your alternative, to pick his pocket, is no better. Find the money to clean the sidewalks yourselves. You have money for so many other things, certainly public safety should be at the top of that list, ahead of all the feel good celebrations in the summer.

Make a public comment for review by City Council

History

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* First Name

dennis

Enter your First Name

* Last Name

jena

Enter your Last Name

* Address

1308 Dana Drive

* City

OXFORD

* State

OH

* Email

dennis.jena@gmail.com

Phone

5134611123

* I am a...

☐ Visitor

☒ Resident (i.e. must live within the corporate boundaries)

☐ Business Manager

☐ Business Owner

☐ Employee in Oxford

☐ Student

☐ Other

* Comment(s)

One thing I would like to add to my comments about the sidewalk ordinance is every year the medical community comes out and talks about how people should not shovel their sidewalks because it's the easiest way to a heart attack. So the city should ask themselves how many people are we willing to kill in order to keep the sidewalk clean? How many deaths are acceptable? Just let me know the number

Make a public comment for review by City Council

History



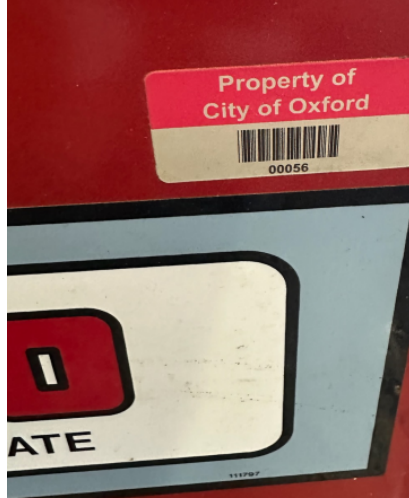
The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	10/28/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	A Resolution Declaring Certain City Property No Longer Needed For Any Municipal Purpose As Surplus And Authorizing Its Advertisement And Sale To The Highest Bidder By Public Auction, Including Internet Electronic Auction, Or Scrapped For Recycling Value. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 10/28/25 DRE

DISCUSSION:

The City Maintenance Garage's tire balancer (Asset Tag #56) is no longer functional, and repair costs would exceed those of a new machine. The City has replaced this unit with a new unit. Staff recommends the City Council approve a Resolution authorizing disposal of the old machine, either by auction or by scrapping for recycling value.



RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE AS SURPLUS AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER BY PUBLIC AUCTION, INCLUDING INTERNET ELECTRONIC AUCTION, OR SCRAPPED FOR RECYCLING VALUE.

WHEREAS, Asset Tag #56 Tire Balancer no longer functions, and repair costs would exceed those of a new machine.

WHEREAS, Asset Tag #56 Tire Balancer is surplus and no longer needed for any municipal purpose, and

WHEREAS, the City Manager and the Service Director recommend that Asset Tag #56 Tire Balancer be declared surplus and that the same be advertised and sold to the highest bidder by public auction, including internet electronic auction at the earliest convenience of the City.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and hereby declares Asset Tag #56 Tire Balancer as surplus.

SECTION 2: Council further authorizes the advertisement and sale of the surplus equipment Asset Tag #56 Tire Balancer to the highest bidder by public auction, including internet electronic auction, with the proceeds thereof deposited in the General Fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/28/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

The Appropriation Ordinance reflects the information presented to Council at its October 6th work session. There have been a few changes made since the presentation. These changes are as follows:

CDBG Fund – Increased budgeted expense by \$131,815 as the 2025 grant funding will not be expended until 2026.

Street Fund - Expense was increased \$10,000 in contracted services to allow funding for the snow removal contract for 2026.

Capital Equipment – Reduced expenditures by (\$50,000) and reallocated to the Capital Improvement Fund for the project realignment to allow for the construction of the Skate Park.

Capital Improvement Fund – Increased expense by \$50,000 for Skate Park reallocation. Increased the Passenger Rail Platform by \$959,771 with the expected changes for additional

design and construction. We also increased estimated revenue from Miami by \$653,000 and OKI by \$209,618 for their additional cost share of the increased project.

General Fund – Increased expenses in Planning for the increased cost of ARC GIS by \$3,000.

Board of Building Standards Fund – Increased revenue and expense by \$1,500 for pass through of State of Ohio fees collected.

Employee Benefit Fund – Increased expense \$160,594 and revenue by \$78,582 after our health insurance renewal meeting with our brokers.

Fire Levy Fund – Reduce County Auditor fees by \$5,000. This estimate was inflated due to the levy being new this year.

ORDINANCE NO.

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2026 and monies will be available for appropriation in those funds.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2026, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	6,619,352
Other Services & Charges	<u>1,259,462</u>
Total Appropriations	7,878,814
 PUBLIC HEALTH AND WELFARE	
Personnel Services	147,380
Other Services & Charges	<u>203,074</u>
Total Appropriations	353,903
 LEISURE TIME ACTIVITIES	
Personnel Services	1,754,522
Other Services & Charges	<u>671,317</u>
Total Appropriations	2,425,839
 COMMUNITY ENVIRONMENT	
Personnel Services	857,382
Other Services & Charges	<u>404,787</u>
Total Appropriations	1,262,169
 GENERAL GOVERNMENT	
Personnel Services	1,322,766
Other Services & Charges	<u>1,549,288</u>
Total Appropriations	2,872,054
 TRANSFERS TO OTHER FUNDS	
Other Services & Charges	<u>2,027,400</u>
Total Appropriations	2,027,400
 ADVANCES TO OTHER FUNDS	
Other Services & Charges	<u>355,000</u>
Total Appropriations	355,000
 TOTAL GENERAL FUND APPROPRIATIONS	17,175,179

SPECIAL REVENUE FUNDS

STREET FUND 122	
Personnel Services	1,017,714
Other Services & Charges	<u>293,564</u>
Total Appropriations	1,311,278

STATE HIGHWAY IMPROVEMENT FUND 123	
Other Services & Charges	<u>20,200</u>
Total Appropriations	20,200
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126	
Other Services & Charges	<u>262,815</u>
Total Appropriations	262,815
COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128	
Other Services & Charges	<u>160,000</u>
Total Appropriations	160,000
PARKING FUND 130	
Personnel Services	485,819
Other Services & Charges	245,681
Transfer to Other Funds	<u>232,183</u>
Total Appropriations	963,683
AFFORDABLE HOUSING TRUST FUND 212	
Other Services & Charges	<u>71,800</u>
Total Appropriations	71,800
LAW ENFORCEMENT TRUST FUND 410	
Other Services & Charges	<u>9,000</u>
Total Appropriations	9,000
ENFORCEMENT & EDUCATION FUND 412	
Other Services & Charges	<u>25,000</u>
Total Appropriations	25,000
FIRE/EMS FUND 418	
Personnel Services	4,108,463
Other Services & Charges	<u>1,441,191</u>
Total Appropriations	5,549,654
OVI TASK FORCE FUND 419	
Personnel Services	59,866
Other Services & Charges	190,134
Advance to Other Funds	<u>250,000</u>
Total Appropriations	500,000
SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfers to Other Funds	<u>267,569</u>
Total Appropriations	267,569
SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfers to Other Funds	<u>6,799</u>
Total Appropriations	6,799
SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfers to Other Funds	<u>10,202</u>
Total Appropriations	10,202
SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfers to Other Funds	<u>10,178</u>
Total Appropriations	10,178

SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfers to Other Funds	<u>10,127</u>
Total Appropriations	10,127
OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Other Services & Charges	11,000
Transfers to Other Funds	<u>1,125,000</u>
Total Appropriations	1,136,000
FIRE/EMS PROPERTY TAX LEVY FUND 431	
Other Services & Charges	15,000
Transfer to Other Funds	<u>1,270,000</u>
	1,285,000
ECONOMIC DEVELOPMENT FUND 432	
Other Services & Charges	<u>40,000</u>
	40,000
TOTAL SPECIAL REVENUE FUNDS APPROPRIATIONS	11,639,305
<u>DEBT SERVICE FUNDS</u>	
AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150	
Other Services & Charges	<u>307,400</u>
Total Appropriations	307,400
SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151	
Other Services & Charges	<u>304,875</u>
Total Appropriations	304,875
TOTAL DEBT SERVICE FUND APPROPRIATIONS	612,275
<u>CAPITAL IMPROVEMENT FUNDS</u>	
CAPITAL EQUIPMENT FUND 140	
Other Services & Charges	<u>705,300</u>
Total Appropriations	705,300
CAPITAL IMPROVEMENT FUND 141	
Other Services & Charges	<u>8,069,000</u>
Total Appropriations	8,069,000
PARKING IMPROVEMENT FUND 142	
Other Services & Charges	<u>41,449</u>
Total Appropriations	41,449
OAT CAPITAL IMPROVEMENT FUND 144	
Personnel Services	41,138
Other Services & Charges	0
Advance to Other Funds	<u>3,400,000</u>
Total Appropriations	3,441,138
SPECIAL ASSESSMENT FUND 417	
Other Services & Charges	200,000
Advance to Other Funds	<u>100,000</u>
Total Appropriations	300,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	12,556,887
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ENTERPRISE FUNDS

WATER (OPERATING) FUND 321	
Personnel Services	2,052,089
Other Services & Charges	920,438
Transfers to Other Funds	<u>614,986</u>
Total Appropriations	3,587,513
WATER IMPROVEMENT FUND 322	
Other Services & Charges	<u>647,000</u>
Total Appropriations	647,000
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	<u>143,100</u>
Total Appropriations	143,100
WASTEWATER (OPERATING) FUND 331	
Personnel Services	2,298,325
Other Services & Charges	1,172,804
Transfers to Other Funds	<u>242,486</u>
Total Appropriations	3,713,615
WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	<u>8,442,000</u>
Total Appropriations	8,442,000
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	<u>170,600</u>
Total Appropriations	170,600
STORM WATER FUND 351	
Other Services & Charges	<u>30,000</u>
Total Appropriations	30,000
SOLID WASTE (OPERATING) FUND 341	
Personnel Services	214,753
Other Services & Charges	2,216,982
Transfer to Other Funds	<u>36,886</u>
Total Appropriations	2,468,621
LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,400
Transfers to Other Funds	<u>150,000</u>
Total Appropriations	151,400
TOTAL ENTERPRISE FUNDS APPROPRIATIONS	19,353,849

INTERNAL SERVICE FUNDS

EMPLOYEE BENEFITS FUND 230	
Other Services & Charges	2,928,809
Advance to Other Funds	<u>5,000</u>
Total Appropriations	2,933,809
INTERNAL SERVICE FUND 370	
Other Services & Charges	<u>310,714</u>
Total Appropriations	310,714

TOTAL INTERNAL SERVICE FUNDS APPROPRIATIONS 3,244,523

FIDUCIARY FUNDS

HOTEL & CONVENTION TAX FUND 120	
Other Services & Charges	370,000
Transfer to Other Funds	<u>88,000</u>
TOTAL APPROPRIATIONS	458,000
BOARD OF BUILDING STANDARDS FUND 414	
Other Services & Charges	<u>5,500</u>
Total Appropriations	5,500
TOTAL FIDUCIARY FUNDS APPROPRIATIONS	463,500

TOTAL 2026 BUDGET APPROPRIATIONS 65,045,518

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/28/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Description of Budgeted Advances for the 2026 Budget:

Budgeted advances are used to allow specific funds money to expense prior to receiving reimbursement or other expected revenue. These amounts are then returned to the advancing fund prior to year-end.

The following Advances will be made by the General Fund and returned to the General Fund from the recipient Fund in 2026:

Employee Benefit Fund - \$5,000

Special Assessment Fund - \$100,000

OVI Task Force Fund - \$250,000

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2026 and monies will be available for appropriation in those funds.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2026, as follows:

Advance from:

General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	100,000.00
Special Assessment Fund 417	100,000.00
General Fund 110	250,000.00
OVI Task Force Fund 419	250,000.00

Advance to:

General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	100,000.00
Special Assessment Fund 417	100,000.00
General Fund 110	250,000.00
OVI Task Force Fund 419	250,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/28/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2026. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Description of Budgeted Transfers for the 2026 Budget:

Budgeted transfers include operating support; capital transfers; and debt service payments.

The following transfers will be made from the General Fund:

Street Fund - \$700,000

Capital Equipment Fund - \$220,000

Capital Improvement Fund - \$320,000

Aquatic Debt Service Fund - \$307,400

Storm Water Fund - \$30,000

Special Assessment Fund - \$50,000

Fire/EMS Fund - \$400,000

The following transfer will be made from the Hotel Tax fund:

Economic Development Fund - \$88,000

The following transfers will be made from the Parking Fund:

General Fund \$43,170

Street Fund - \$37,513

Capital Improvement Fund - \$110,000

Parking Improvement Fund – \$41,500

The following transfers will be made to the Southpoint Debt Service Fund:

TIF District 1 – \$267,569

TIF District 2 - \$6,799

TIF District 3 - \$10,202

TIF District 4 - \$10,178

TIF District 5 - \$10,127

The following transfer will be made from the Oxford Are Trail Property Tax Fund:

Oxford Area Trail Capital Improvement Fund - \$1,125,000

The following Transfer will be made from the Fire Property Tax Levy Fund:

Fire/EMS Fund - \$1,270,000

The following transfers will be made from the Water Fund:

General Fund - \$46,886

Water Capital Equipment Fund - \$68,100

Water Capital Improvement Fund - \$500,000

The following transfers will be made from the Wastewater Fund:

General Fund \$46,886

Wastewater Capital Equipment Fund - \$170,600

Wastewater Capital Improvement Fund - \$25,000

The following transfer will be made from the Refuse Fund:

General Fund - \$36,886

The following transfer will be made from the Landfill Post Closure Investment Fund:

Refuse Fund - \$150,000

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2026 and monies will be available for appropriation in those funds.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2026, as follows:

Transfer from:

General Fund 110	700,000.00
General Fund 110	220,000.00
General Fund 110	320,000.00
General Fund 110	307,400.00
General Fund 110	30,000.00
General Fund 110	50,000.00
General Fund 110	400,000.00
Hotel Tax Fund 120	88,000.00
Parking Fund 130	43,170.00
Parking Fund 130	37,513.00
Parking Fund 130	110,000.00
Parking Fund 130	41,500.00
Southpointe TIF District 1 Fund 420	267,569.00
Southpointe TIF District 2 Fund 421	6,799.00
Southpointe TIF District 3 Fund 422	10,202.00
Southpointe TIF District 4 Fund 423	10,178.00
Southpointe TIF District 5 Fund 424	10,127.00
Oxford Area Trail Property Tax Fund 425	1,125,000.00
Fire Property Tax Levy Fund 431	1,270,000.00
Water Fund 321	46,886.00
Water Fund 321	68,100.00
Water Fund 321	500,000.00
Wastewater Fund 331	46,886.00
Wastewater Fund 331	170,600.00
Wastewater Fund 331	25,000.00
Refuse Fund 341	36,886.00
Landfill Post Closure Investment Fund 353	150,000.00

Transfer to:

Street Fund 122	700,000.00
Capital Equipment Fund 140	220,000.00
Capital Improvement Fund 141	320,000.00
Aquatic Center Debt Service Fund 150	307,400.00
Storm Water Fund 351	30,000.00
Special Assessment Fund 417	50,000.00

Fire/EMS Fund 418	400,000.00
Economic Development Fund	88,000.00
General Fund 110	43,170.00
Street Fund 122	37,513.00
Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	41,500.00
Southpointe TIF Debt Service Fund 151	267,569.00
Southpointe TIF Debt Service Fund 151	6,799.00
Southpointe TIF Debt Service Fund 151	10,202.00
Southpointe TIF Debt Service Fund 151	10,178.00
Southpointe TIF Debt Service Fund 151	10,127.00
Oxford Area Trail Capital Improvement Fund 144	1,125,000.00
Fire/EMS Fund 418	1,270,000.00
General Fund 110	46,886.00
Water Capital Equipment Fund 320	68,100.00
Water Capital Improvement Fund 322	500,000.00
General Fund 110	46,886.00
Wastewater Capital Equipment Fund 330	170,600.00
Wastewater Capital Improvement Fund 332	25,000.00
General Fund 110	36,886.00
Refuse Fund 341	150,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



The City of Oxford
(513) 524-5200
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Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/27/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	An Ordinance To Adopt Fees And Charges For The Fiscal Year 2026. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Additions, changes, or deletions in the ordinance are shown as follows:

- o Additions are in bold
- o Deletions are in strikeout type
- o Fees not changed are in normal type

Any questions regarding fee changes should be directed to the respective department heads.

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2026.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2026, as itemized below.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and authorizes the adoption of the fees as contained herein. Additionally, the Council authorizes the City Manager to implement changes to existing fees or add new fees as deemed appropriate.

A. RECREATION DEPARTMENT (Residents living or working in the City of Oxford)

	<u>\$ Amount</u>	<u>\$ Amount</u>	
	<u>Residents</u>	<u>Non-residents</u>	
<u>1) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER</u>			
(INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)			
Child (Ages 0-9)	FREE	FREE	
Youth (Ages 10-17)	12.00	14.00	
Adult (Ages 18+)	25.00	28.00	
<u>PICKLE BALL COURT RENTAL - TRI COMMUNITY CENTER</u>			
Adult (Ages 18+) Reservation, per hour	75.00	100.00	
<u>2) PRESCHOOL (per month)*effective 6/1/2026</u>			
Mon-Fri All Day	650.00	715.00	
<u>3) SUMMER CAMP PROGRAM</u>			
Weekly	160.00	176.00	
each additional child in family	140.00	154.00	
Pre-school camps (1/2 Day)	70.00	77.00	
Pre-school camps (Full Day)	140.00	154.00	
<u>4) YOUTH SPORTS LEAGUES</u>			
Basketball			
Instructional League, Grade K	75.00	83.00	
Competitive League, Grade 1-2	95.00	105.00	
Competitive League, Grade 3-12	105.00	115.00	
Flag Football League - Instructional			
Flag Football League	90.00	99.00	
<u>5) ADULT SPORTS LEAGUES</u>			
Adult softball	475.00		
<u>6) RESERVATION FEES</u>			
Oxford Aquatic Center			
Reservation, per hour (competition pool only)	160.00	176.00	200.00
Reservation, per hour (activity pool only)	230.00	253.00	290.00
Reservation, per hour (both pools)	245.00	270.00	307.00
Athletic Fields			
Per game, per field	40.00	44.00	
Per day, per field	200.00	220.00	
Per game, per field (preps)	40.00	44.00	
Per hour, per field (lights)	35.00	39.00	
Community Park Gazebo Reservation	15.00 per hour	17.00 per hour	
Park Shelter Reservation	12.00 per hour	14.00 per hour	
Electric Tap Fee	100.00 per day		
(Large machines such as ice machine, inflatables, etc.)			

7) AQUATIC CENTER

Season pool passes

Adult (18-59)	100.00	110.00	125.00
Senior (60+)	85.00	94.00	107.00
Youth (2-17)	85.00	94.00	107.00
Child under 2	FREE	FREE	
Household (4 or less)	230.00	253.00	290.00

General admission

Adult (18-59)	8.00		10.00
Senior (60+)	7.00		9.00
Youth (2-17)	7.00		9.00
Child under 2	FREE	FREE	

Swimming lessons

Parent/child	50.00	55.00	63.00
Preschool & Level I	50.00	55.00	63.00
Skill Level II thru V	55.00	61.00	70.00

8) SENIOR CITIZEN CENTER RENTAL

Includes kitchen & great room (minimum 2 hour rental)	65.00/hour	72.00/hour
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Special events and specialty class fees are established to cover the direct cost of each class/activity offered.

9) COMMUNITY EVENT TENT RENTAL

25.00	*per event	* Fee may be waived by the City Manager
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B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item

Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Residential	50.00	
Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Commercial	100.00	
One or Two-Family Residential, New home or unit addition	100.00	
One or Two-Family Residential, Existing	50.00	
Three-Family or more Residential	50.00	per unit
Commercial (existing and new)	200.00	per unit
Revision after the 2nd submittal	100.00	
Sidewalk Use Permit	50.00	
Signs	25.00	plus \$1 per sq. ft. per side, per sign
Sign Face Change	25.00	per face
Zoning verification letter	50.00	
Site work permit or Construction Drawings	200.00	plus \$10.00 per acre
Site Plan Review	150.00	
Work without permit fee	250.00	
Demolition	50.00	
Zoning approval extension	50.00	

2) BOARD OR COMMISSION REVIEW

a) Planning Commission

Planning Commission Item

Conditional Use Permit	400.00	plus 10.00 postage
Annexation 100% owner petition	300.00	plus 1.00 per acre
Conceptual Review	No fee	
Subdivision Development, Preliminary	470.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	470.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	470.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	470.00	plus 100.00 per acre, plus 10.00 postage

Minor Amendment to Conditional Use Permit or Planned Development	150.00	
Lot Consolidation	50.00	
Lot Split	50.00	
Zoning Code Amendment	250.00	plus 10.00 postage, per topic
Zoning Map Amendment	250.00	plus 10.00 postage
Significant changes to original application	Determined by the Community Development Director at a cost not to exceed original application	
Revision beyond the 2nd submittal, requiring zoning or engineering review.	100.00	per review
b) Historic & Architectural Preservation Commission		
<u>HAPC Item</u>		
Certificate of Appropriateness	50.00	
Pre-application	No fee	
Certificate of Appropriateness for demolition of Contributing Structure	250.00	
Demolition permit contributing building in historic district	10% demolition cost per HAPC code	
c) Board of Zoning Appeals		
<u>BZA Item</u>		
Variance Petition	200.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	150.00	
Appeal of HAPC Decision	150.00	
<u>3) DOCUMENTS, MAPS, & OTHER MATERIALS</u>	At Media or Copy Cost Otherwise Noted	
<u>4) PLANNING AND DATA SERVICES</u>	55.00	per hour
<u>C) INSPECTIONS (Building Official)</u>		
<u>1) One, Two, and Three-Family Dwellings and Accessory Buildings (OBOA - Residential Code of Ohio - Ohio Building Officials Association)</u>		
<u>Residential Building Item</u>		
Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	120.00	0.32 per sq ft
Mechanical (HVAC) - New / Add / Remodel	90.00	0.05 per sq ft
Electrical - New / Add / Remodel	90.00	0.05 per sq ft
Second and subsequent plan review (1/4 hr increments)	65.00	per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	80.00	
Accessory structures: Awnings, Decks, Sheds (Accessory building <200 sq ft do not require building review)	90.00	plus 0.15 per sq ft
Furnace or A/C Replacement	85.00	per unit
Heat Pump	85.00	per unit
Gas Piping	75.00	
Geothermal trench/pressure test	75.00	
Electrical Service Upgrade / New / Reconnect	90.00	
Electric for Swimming Pool (In ground/above ground bonding/wiring)	90.00	
Electric Vehicle Chargers	90.00	
Demolition	75.00	per structure
Industrialized Unit - Foundation Only (Does not include elec. Service, decks, porches, garages or other add.)	125.00	
Roof Replacement or Structural Change	50.00	
Partial permits (where granted)	50.00	
Temporary Certificate of Occupancy (30 days)	150.00	
Certificate of Occupancy	50.00	
Occupying without a Certificate of Occupancy	250.00	
Permit extension if approved	100.00	
Copy Plans and Re-stamp	50.00	plus copy cost - estimate provided
Re-Inspection (Charge for the third and subsequent inspection)	90.00	
Non-Permit Inspection Request	80.00	
Out of Normal Hours Inspection	125.00	per hour/3 hr min
Swimming Pool deeper than 24"	100.00	
Solar Array	90.00	plus 5.50/panel
Solar Array with battery storage	120.00	plus 5.50/panel

Temporary Supply	75.00	
Temporary Tent 400-699 sq. ft. with sides	80.00	plus 0.15 per sq ft
Temporary Tent 700 sq. ft. or more with or without sides	80.00	plus 0.12 per sq ft
Fence over 6 feet tall	50.00	
Work Without Permit	Doubled permit fee	
Change of Building Plans (after approval)	75.00	plus 65.00 per hour (1/4 hr increments)
Residential Code of Ohio Surcharge	Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03	

2) Commercial Buildings (Ohio Building Code) Commercial and residential

Commercial Building Item

Building (Except Multi-Family)	220.00	plus 0.18 per sq ft
Building (Multi-Family)	220.00	plus 0.23 per sq ft
Mechanical	220.00	plus 0.06 per sq ft
Electrical	220.00	plus 0.06 per sq ft
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	100.00	
Fire Suppression Systems (all suppressed areas)	250.00	plus 0.065 per sq ft
Kitchen Exhaust Hood	250.00	
Hood Suppression System	250.00	plus 50.00 each addl unit
Underground Fire Line	250.00	plus 0.065 per linear ft
Fire Alarm System	250.00	plus 6.50 per device
Plan Review (1/4 hr increments)	90.00	per hour
Revision to approved plans	125.00	plus plan review
Demolition	100.00	per structure
Roof Replacements	250.00	
Storage Rack Systems	220.00	plus 0.18 per sq ft
Furnace or A/C Replacement	150.00	plus 65.00 per each addl unit
Geothermal Trench/Pressure Test	100.00	per inspection
Electric Vehicle Charging Stations	200.00	First charger/plus 150.00 per each add'l charger
Solar Arrays	220.00	plus 5.50 per panel
Solar Array with battery storage	250.00	plus 5.50 per panel
Industrialized Unit	220.00	plus 0.18 per sq ft
Partial Permit (where granted)	100.00	
Temporary Certificate of Occupancy (30 days)	350.00	
Certificate of Use and Occupancy (not associated with building permit)	250.00	
Certificate of Occupancy with a permit	100.00	
Re-Inspection (Charge for the third and subsequent inspection)	115.00	per inspection
Non-Permit Inspection Request	150.00	
Out of Normal Hours Inspection	125.00	per hour/ 3 hour min
Permit extension, if approved	100.00	
Temporary-Supply (electric)	90.00	
Change of Building Plans (after approval)	75.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank
Temporary structures	80.00	plus 0.12 per sq ft
Temporary Tent 400-699 sq. ft. with sides	80.00	plus 0.15 per sq ft
Temporary Tent 700 sq. ft. or more with or without sides	80.00	plus 0.12 per sq ft
Awnings	75.00	
Signs	125.00	without electric
	150.00	with electric
Fence over 6 feet tall	50.00	
Work without a permit	Doubled Permit Fee	
Gas Piping	75.00	
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)	

3) Rental Permits

a) Initial Establishment, Annual Renewal & Ownership Transfer

One-Family Structure	60.00		63.00	
Two-Family Structure	100.00		104.00	
Three-Family Structure	130.00		135.00	
Four-Family Structure	155.00		164.00	
Five or More Unit Structure	33.00	per unit	35.00	per unit
Fraternity or Sorority House	365.00		383.00	
Condominium	60.00		63.00	
Lodging House	120.00		126.00	

b) Late Renewal per building

After 30 days expired	15.00
After 60 days expired	30.00
After 90 days expired	45.00
Fraternity Late Fee	50.00

c) Re-inspection

2nd and subsequent Re-Inspection 150.00

Inspection Cancellation Fee 20.00 per unit

d) Property Maintenance and Building Board of Appeals Application

150.00

4) Tobacco Retailer Licensing

a) Annual Retailer License	250.00
b) Retailer License late fee	100.00

D) POLICE DIVISION

Events requiring Officers for Crowd or Traffic Control:

One Officer	60.00	per hour	65.00	per hour
Each additional Officer	60.00	per hour	65.00	per hour
Police Supervisor (Required for each 4 Police Officers)	70.00	per hour	75.00	per hour
Police Command Officer (Required for two squads of five Officers)	80.00	per hour	85.00	per hour

Per arrestee processed and transported to Butler

County Jail by Oxford Police Department on City of Oxford criminal charges	200.00
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Subsequent per diem for inmates incarcerated in Butler

County Jail on City of Oxford criminal charges	100.00
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Fingerprinting

Black Ink Card	15.00
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Ohio Background Check	40.00
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FBI Background Check	40.00
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Ohio and FBI Combined Background Check	70.00
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Local Records Checks	15.00
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Solicitor permit	50.00
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Body Worn Camera video 75.00 per hour of footage
Not to exceed \$750 per record

False Alarm Fees

Residential, Commercial & Industrial

1 to 2 Annually No charge

Residential

3 or more 100.00 per occurrence

Commercial/Industrial

3 to 4 Annually 100.00 per occurrence

5 to 6 Annually 200.00 per occurrence

7 to 8 Annually 400.00 per occurrence

9 or more 800.00 per occurrence

Accident, crime, other reports	0.10	per page
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Purchase Meter time

Special Event/Construction - four hours or less	6.00	per meter per day
Special Event/Construction - more than four hours	12.00	per meter per day

Nonprofit organizations may be eligible for a 50% discount on parking meter rental rates for community events. Approval may be granted by the City Manager or designee as part of the right-of-way permit process.

Any events operating for more than 2 consecutive weeks may request a waiver of fees from the City Council.

Signs: "No Parking by Order of the Oxford P.D."	—————1.00	per sign	2.00	per sign
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Other fees

Impound/Immobilization Fees	125.00	
Each subsequent day or any part thereof	15.00	
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00	
Towing Charges	150.00	plus charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00	per appeal (lost appeal only)
Administrative Citation Collection Fee	22%	of unpaid fine
Animal Boarding		
1 st day or any part thereof	21.50	
Each subsequent day or any part thereof	13.50	

Unmanned Aerial System (drone) fees

Small Drone	25.00	per hour	150.00	per day
Large Drone	75.00	per hour	500.00	per day

Shared Active Transportation Permit Fees

Annual Permit Fee	500.00
Annual Public Infrastructure and Property Maintenance Fee	
per approved small vehicle	40.00
Small Vehicle Impound Fee	50.00

Parking

Smartmeters and Multi-space meters		
South Campus Avenue	1.00	per hour
High Street, Park Place	1.00	per hour
Municipal Surface Lot	1.00	per hour
Parking garage	0.50	per hour
Main Street	1.00	per hour
Beech St. & Poplar Street	0.50	per hour
Walnut Street & Church Street	0.25	per hour
Elm Street & 200 Block West High Street	0.25	per hour
Traditional coin-only meters	0.25	per hour

Parking Garage lease

Summer lease only (June 1- August 14)	—————150.00	200.00
School year (August 15-May 31)	—————1,150.00	1,200.00
Annual	—————1,250.00	1,300.00
Per Semester (August 15-December 31) January 1-May 31)	—————625.00	700.00
Parking garage replacement/lost card	25.00	
Residential Permitted Parking	15.00	annually

Parking Collection Fees

Retrieval of vehicle record	2.00	per look up
Citations collection fee	30%	of unpaid fine

E) FIRE/EMS DIVISION

EMS Runs		
BLS-E	825.00	per run
ALS-1 E	1,300.00	per run
ALS-2 E	1,400.00	per run
EMS Mileage Rate	22.00	per loaded mile

Non-Emergency Transport				
BLS	825.00	per run		
ALS	1,300.00	per run		
Mileage	22.00	per loaded mile		
Critical Care Interhospital Transport	3,000.00			
Mileage	22.00	per loaded mile		
Court ordered restitution for transport refusal	400.00			
Fire Watch	60.00	per hour per person (2 hour min.)	65.00	per hour per person (2 hour min.)
EMS Stand-By	60.00	per hour per person (2 hour min.)	65.00	per hour per person (2 hour min.)
Fire and or EMS Coverage for Events	60.00	per hour per person (2 hour min.)	65.00	per hour per person (2 hour min.)

Reimbursement Rates

Fire Engine/Tanker	250.00	per hour + Staff (2 hour min.)
Ladder	350.00	per hour + Staff (2 hour min.)
Brush Truck	100.00	per hour + Staff (2 hour min.)
Staff car/Command Post	75.00	per hour + Staff (2 hour min.)
EMS Transport Unit	150.00	per hour + Staff (2 hour min.)
Fire/EMS Staff Reimbursement	65.00	per hour per person (2 hour min.)
Damaged/Destroyed Equipment	Replacement cost + 25% admin fee	
Consumables (Haz Mat, etc.)	Replacement cost + 25% admin fee	

CPR/AED/First Aid Training	40.00	Resident
	50.00	Non-Resident

Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)
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Failure to show for scheduled inspection	75.00
Building Plans Review	175.00
Fire Review	150.00
Fire Suppression Plans Review	150.00
Underground Fire Line/Fire Dept. Connection	175.00
Fire Alarm Plan Review	150.00
Kitchen Hood	150.00
Kitchen Hood Suppression System	150.00
Revision/Change to Approved Plans	150.00
Tent Plan Review/Inspection	175.00
Initial Fire Inspection/First Re-Inspection	No Charge
2nd and subsequent Re-inspection	150.00

Re-Inspection fees are separate from any citation issued for violations of the Ohio Fire Code.

Food Truck/ Trailer Annual Inspection	75.00
Demolition	100.00 Residential
	150.00 Commercial

F) SERVICE DEPARTMENT

1) Water Service

Temporary meter deposit (hydrant connection)			
5/8 inch	520.00		
2 inch	1,665.00		
Daily set up and removal of device	106.00		
Cost of water by volume (temporary meter)	3.72	per 100 cubic feet	3.87
Bulk Water Service	3.72	per 100 cubic feet	3.87
Requires new account fee for service. Sanitary fees in effect for water entering sanitary system. Service available under the authority of the Service Director or his/her designee.			
Account Initiation Fee	50.00	(50% Water, 50% Sewer)	

Water rates

Volume charge	2.71	per 100 cubic feet	2.88
Base monthly charge Meter size (inch):			
3/4	9.80		
1	16.20		
1 1/2	32.50		
2	51.90		
3	97.25		
4	162.05		
6	324.15		
Outside city limits	35.00%	added to amounts above	
Late fee	10.00%		
Green Card distribution	5.00		
Gold Card distribution	5.00		
(If card leaves office, charge would be in addition to turn on fee if service is terminated.)			
Reconnection fee when payment is received before 3:00 PM	10.00		
After 3:00 PM and for weekends/holidays	50.00		
Irrigation Meter	At cost to City		
Irrigation Meter repair	5.00	plus costs	
"No show" on scheduled appointment	25.00		
Tap in fees			
Based on tap size (inch):			
1	3,345.00		
2	3,813.00		
4	4,683.00		
6	5,795.00		
8	8,743.00		
10	12,056.00		
12	13,824.00		
Outside city limits	35%	added to amounts above	
Separate meter pits	Time and materials		
Meter vault and Lid (based on meter size)	695.00	each additional (max of 4 pits per residential tap)	
5/8 & 3/4 Inch - one included in tap fee			
3" and greater installed by the contractor at developer's expense			

Water Meter including RF remote sending unit (inch):

5/8 & 3/4	385.00	
Ally Remote Meter & Valve assembly	775.00	
1	486.00	
1 1/2	2,092.00	
2	2,384.00	
3	2,967.00	
4	5,008.00	
>4	Cost to City plus 10% administrative fee	

Water Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,730.00
1	4,480.00
1 1/2	9,023.00
2	14,626.00
3	29,098.00
4	45,372.00
6	90,980.00
8	145,508.00
10	209,502.00

Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.

Interest rate on past due capacity benefit permits

unpaid after 30 days

Highest rate allowable by law

New construction inspection

50.00 initial inspection/re-inspection of failed work

New water main Chlorination/Disinfection Inspection

150.00

New water main valve operation/and line flushing

150.00

New water main Hydrostatic testing

100.00 per test

New water main bacteria sampling/testing

150.00 per event (includes laboratory fees)

Water main installation inspection/outside normal working hours

City cost for inspection expense

Fire Hydrant flow testing

100.00 per hydrant test

Backflow Prevention Permit

25.00

Damage to City facilities

Repair cost plus 40%

Participation in City Lead/Copper Sampling Program

30.00 credit to participant utility account

2) Sanitary Sewer serviceSewer rates

Volume charge

4.20 per 100 cubic feet

4.37

Base monthly fee

4.02

Surcharges for High Strength Waste

Excess suspended solids

1.0-2.0 X Allowable Strength - 1.25 x Base Rate

2.1-3.0 X Allowable Strength - 1.50 x Base Rate

3.1-4.0 X Allowable Strength - 2.00 x Base Rate

Over 4.01 X Allowable Strength - 4.00 x Base Rate

Excess biochemical oxygen demand

1.0-2.0 X Allowable Strength - 1.25 x Base Rate

2.1-3.0 X Allowable Strength - 1.50 x Base Rate

3.1-4.0 X Allowable Strength - 2.00 x Base Rate

Over 4.01 X Allowable Strength - 4.00 x Base Rate

Excess oil and grease

1.25 / lb. > 50 mg/l

Commercial preparer or server of food

0.10 per 100 cubic feet

Sewage sampling fee

100.00

Late fee

10%

Sewer Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,730.00
1	4,480.00
1 1/2	9,023.00
2	14,626.00
3	29,098.00
4	45,372.00
6	90,980.00
8	145,508.00
10	209,502.00

Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.

Interest rate on past due capacity benefit permits unpaid after 30 days

Highest rate allowable by law

New construction sanitary inspection

Lateral repair inspection	50.00	initial inspection
reinspection of failed work	50.00	
inspection of existing sanitary lateral repairs	50.00	
Sanitary sewer cleaning (jet truck)	345.00	per hour (1 hour min.)
Sanitary sewer main video inspection	345.00	per hour (1 hour min.)
Sanitary lateral video inspection	345.00	per hour (1 hour min.)
Sanitary sewer manhole inspection (vacuum method)	50.00	per manhole
Staff monitoring of private contractor video inspection	25.00	per hour (2 hour min.)
Sanitary sewer low pressure air test (per city specs)	25.00	per test section
Sanitary sewer main construction (inspection beyond normal working hours - overtime expense)	Cost to City	
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee	
Locating service for private sanitary lateral	295.00	per hour (1 hour min.)
Non-compliance causing blockage or damage to City facilities	Response or repair cost plus 40%	
Special wastewater discharge application (tank pumping, groundwater, etc.)	25.00	
Special wastewater contaminated discharge treatment	0.10	per gallon
Acceptable analytical data required for special waste		
Damage to City facilities	Repair costs plus 40%	

3) Refuse serviceService TypeMonthly Charge

Hand Service refuse	45.00
Hand Service recycling	25.00

Move in/out solid waste removal fee for all dwelling units with Rental permits within the Mile Square "Plus" area, as designated by Section 931.02 of the Oxford Codified Ordinance, excluding multiple dwelling units utilizing commercial dumpsters.

	Rumpke	Admin	Total			
<u>Refuse</u>						
Residential	14.28	3.32	17.60	14.86	3.32	18.18
(Single family or multi-unit dwellings with four or less units)						
Rental for Waste wheeler	3.50	-	3.50			
Residential rates include 4.00 Recycle fee						
Commercial						
2 Cubic Yard dumpster						
1x/week	45.49	9.46	54.95			
2x/week	86.44	14.97	101.41			
3x/week	127.83	22.39	150.22			
4x/week	168.33	28.98	197.31			
5x/week	209.27	36.26	245.53			
6x/week	250.22	43.45	293.67			
Requested extra pick up (outside of normal schedule)	40.00	6.88	46.88			
Rental fee	14.00	-	14.00			
3 Cubic Yard dumpster						
1x/week	58.51	12.22	70.73			
2x/week	111.74	21.55	133.29			
3x/week	164.67	31.17	195.84			
4x/week	217.60	40.81	258.41			
5x/week	270.53	50.19	320.72			
6x/week	323.46	59.96	383.42			
Requested extra pick up (outside of normal schedule)	45.00	7.16	52.16			
Rental fee	17.00	-	17.00			
4 Cubic Yard dumpster						
1x/week	76.16	15.86	92.02			
2x/week	144.71	27.98	172.69			
3x/week	213.26	40.10	253.36			
4x/week	281.81	52.43	334.24			
5x/week	350.36	64.52	414.88			
6x/week	418.90	76.37	495.27			
Requested extra pick up (outside of normal schedule)	50.00	8.26	58.26			
Rental fee	20.00	-	20.00			

6 Cubic Yard dumpster			
1x/week	113.40	23.59	136.99
2x/week	215.46	40.60	256.06
3x/week	317.52	57.96	375.48
4x/week	419.59	71.53	491.12
5x/week	521.65	93.18	614.83
6x/week	623.71	110.84	734.55
Requested extra pick up (outside of normal schedule)	55.00	9.02	64.02
Rental fee	23.00	-	23.00

8 Cubic Yard dumpster			
1x/week	149.33	31.03	180.36
2x/week	283.72	53.58	337.30
3x/week	418.12	76.02	494.14
4x/week	552.51	98.47	650.98
5x/week	686.91	120.63	807.54
6x/week	821.30	144.02	965.32
Requested extra pick up (outside of normal schedule)	60.00	9.67	69.67
Rental fee	26.00	-	26.00

Waste wheeler	Rumpke	Admin	Total
1x/week	18.20	3.86	22.06
2x/week	34.59	6.62	41.21
3x/week	50.97	9.37	60.34
4x/week	67.35	12.15	79.50
5x/week	83.73	14.88	98.61
6x/week	100.12	17.63	117.75
Requested extra pick up (outside of normal schedule)	15.00	2.76	17.76
Rental fee	10.00	-	10.00

Recycling

2 Cubic Yard dumpster	
1x/week	48.25
2x/week	91.68
3x/week	135.11
4x/week	178.54
5x/week	221.97
Requested extra pick up (outside of normal schedule)	40.00

3 Cubic Yard dumpster	
1x/week	64.34
2x/week	122.25
3x/week	180.16
4x/week	238.07
5x/week	295.98
Requested extra pick up (outside of normal schedule)	45.00

4 Cubic Yard dumpster	
1x/week	80.42
2x/week	152.8
3x/week	225.17
4x/week	297.55
5x/week	369.93
Requested extra pick up (outside of normal schedule)	50.00

6 Cubic Yard dumpster			
1x/week	109.91		
2x/week	208.82		
3x/week	307.74		
4x/week	406.65		
5x/week	505.57		
Requested extra pick up (outside of normal schedule)	55.00		
8 Cubic Yard dumpster			
1x/week	132.72		
2x/week	252.17		
3x/week	371.62		
4x/week	491.07		
5x/week	610.52		
Requested extra pick up (outside of normal schedule)	60.00		
Waste wheeler			
1x/week	16.00		
2x/week	30.40		
3x/week	44.80		
4x/week	59.20		
5x/week	73.60		
Requested extra pick up (outside of normal schedule)	15.00		
Late fee	10%		
One time additional pickup permit stickers	15.00	per sticker	
Compactor tickets	51.00	per 1 cubic yard	53.00 per 1 cubic yard

4) Video service provider fee 5% of annual gross revenue

5) Miscellaneous

Tree Plantings required by Codified Ordinance Chapter 1148 495.00 per tree

G) ENGINEERING DIVISION

1) Design manual fees:

Water and sanitary sewer improvement specifications	30.00	
Storm water management design	25.00	
Digital city standard drawings	15.00	Media

2) Map Order

Media:	Bond	8 1/2 x 11 B/W	4.00
	Bond	8 1/2 x 11 Color	4.00
	Bond	11 x 17 B/W	4.00
	Bond	11 x 17 Color	4.50
	Bond	24 x 36 B/W	10.00
	Bond	24 x 36 Color	11.00
	Bond	36 x 48 B/W	18.00
	Bond	36 x 48 Color	20.00

Base and Zoning maps:

Lots	5.00	plus media cost
Oxford Historic District	1.00	plus media cost
Corporation limits	Free	
Water lines	5.00	plus media cost
Sewer lines	5.00	plus media cost
Storm sewer lines	5.00	plus media cost
Zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	plus media cost

3) Plans and Specifications Sales	20.00-500.00	dependent on size of project
4) Document handling/forwarding fee to regulating agencies	25.00	
5) Engineering plan review for revisions after 2nd submittal	100.00	per submission
<u>H) STREET DIVISION</u>		
Street cut surface repair - April through November:		
Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)	148.00	
More than 40 sq. ft.	148.00	plus 3.70 per additional sq. ft.
December through March:		add 50% to above costs
Brick Street Repair	60.00	per sq. ft.
Sidewalk Curb Gutter Permit	25.00	
Work without a permit in ROW (Starting construction or work without permit)		Greater of \$200.00 or twice the cost of permit
Street Tree Permits		No charge
Removal of hazardous trees from private property		At cost to city plus 5% Administrative fee
Street Spills		Cost of time and materials for cleanup plus 10% administrative fee
Right-of-way Requests		
Personnel (misc. tasks)	30.00	per hour
Event Electrician	120.00	plus necessary materials at cost
Road Closures/Detours	150.00	
Event Trash cans	6.00	
Street Signs		Cost of labor/materials used plus 10% administrative fee
<u>Oxford Cemetery</u>		
Gravesite Plots	975.00	
Cemetery Niches	1,000-2600.00	Based on size of Niche
Opening and closing of gravesite	975.00	
Additonal charge after 3:30 pm weekdays or on weekends or Holidays	200.00	
Cremation Interments	500.00	
Additonal charge after 3:30 pm weekdays or on weekends or Holidays	200.00	
Installation of headstone	150.00	
Installation of plaque	50.00	
<u>Woodside Cemetery</u>		
Gravesite plots	225.00	
Opening and closing of gravesite	375.00	
Additional charge after 3:30 pm weekdays and on weekends or Holidays	200.00	
Installation of headstone	150.00	
Installation of plaque	50.00	
Street Banner Installation and removal	125.00	Single banner
Damage to City Facilities		Cost to City plus 40%
<u>I) FINANCE DEPARTMENT</u>		
Miscellaneous copies	0.10	per page per copy
Transcription of recorded public meeting		At cost to City
Final Annual Budget Document		
Paper	At cost to City	
Electronic	5.00	per DVD/CD
Any other method	At cost to City	
Annual Comprehensive Financial Report		
Paper	At cost to City	
Electronic	5.00	per DVD/CD
Any other method	At cost to City	
Hotel/Short term rental tax rates:		
Hotel tax	3%	
Convention tax	3%	

NSF check Fee	At cost to City
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SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

PREPARED BY : LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	10/27/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

This ordinance establishes the number of positions for city employees, as well as the pay bands and benefits to be offered.

Over the next two years, we anticipate nearly 10 retirements in the Service Department. To prepare for this, we are establishing a succession plan that includes CDL training and promotional pathways to encourage staff to obtain certification in water, wastewater, street maintenance, and grounds maintenance.

The position list also includes anticipated changes to positions due to planned retirements.

For areas of the city that rely on larger numbers of part-time staff, we have changed the tracking from positions to hours. This is easier for recordkeeping and our annual audit. These roles include PT firefighters, recreation staff, and interns.

We have included a 4% Cost of Living Adjustment (COLA) for all non-contract staff.

Finally, I have made a few clarifications in response to questions that have arisen throughout the year.

I've added a clarification on how personal hours are accrued.

I've edited the life insurance language defining supervisors; it's no longer relevant.

These proposed changes are incorporated into the 2026 operating budget and we recommend approval.

An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026.

WHEREAS, the City Manager recommends the adoption of the 2026 Salary and Benefits Ordinance.

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

SECTION 1: Full-Time Employees

Full-time positions are hereby established with respect to position title, authorized number, and pay range as listed in **Exhibit A**.

SECTION 2: Pay Bands 1 through 7

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

Adoption of this Ordinance reflects a 4% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director and City Manager shall also receive the same increase to their current base salaries.

Except as otherwise provided in the charter, the City Manager is authorized to establish the starting salary based on a review of comparable positions in similar municipalities. Beginning January 1, 2024, new hires with equivalent experience and/or certification will be hired at the same rate as other employees in that classification. If the new hire does not have comparable experience or certification, they may be brought in at a lower starting wage and be provided with a 1-3 year pathway, contingent upon positive performance, to achieve equal pay with other employees in the same classification. This pathway will be outlined in the offer letter. If there are no other individuals in the same classification as a new hire, a market range based upon comparable municipalities may be used to determine a new hire salary.

The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

The City Manager is hereby authorized to increase an employee's salary when a promotion occurs, where an employee moves to a higher job classification. The new salary range should be based on a review of comparable positions in similar municipalities. **Promotional pathways are detailed in Exhibit C.**

Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35 and 5502.41; to work under local, state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC , FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried employees will be paid the "overtime amount" in the form of a bonus. Furthermore, the City Manager

authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

SECTION 3: Year-Round Part-Time Employees

Part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation as listed in **Exhibit A**. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

Part-time is defined as working less than 1,560 hours per year, from October to November. This does not apply to PT Firefighter EMT and Firefighter/Paramedic staffing, who should refer to the Fire Part-Time policy in **Exhibit D..**

SECTION 4: Seasonal Part Time Employees

Seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation in Exhibit A. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined. The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, and Fire Chief are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager **for the purposes of group life and accidental death and dismemberment**, are considered supervisory employees.
- B. Overtime. Department heads are salaried employees and are not entitled to overtime.
- C. Vacation. Department heads shall accrue vacation leave monthly at the rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based on previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately, but may only take leave during the first year with City Manager approval.

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

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

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

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

SECTION 6: General Provisions

- A. Pay Periods. Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work. Full-time, non-contract, and non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week.
- C. On Call Pay: Non-salaried, qualified staff who provide coverage to respond to alarms and emergency calls for service after regularly scheduled work hours will be paid one hour, at a rate of one and half times their normal pay rate, per 24 hours of coverage.
- D. Call In Pay: Staff who are called in for non-scheduled tasks, after the completion of their normal work day or 30 minutes prior to the start of their next normal work day, shall receive a minimum of three (3) hours compensation at one and a half times their normal rate of pay.
- E. Shift Differential Pay. The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the majority of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.
- F. F. CDL Trainer Stipend: Staff who are qualified to provide CDL instruction and with supervisor approval, offer program training to other employees, will be provided a stipend of \$1,000.

- G. Emergency Appointments. In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.

SECTION 7: Employee Benefits

- A. Uniforms. The Police Chief shall receive credit in the same manner as the Detective Sergeant, as specified in the Police Sergeants and Lieutenants contract. The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.
- B. Sick leave. Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.
- C. Sick Leave Incentive. A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph. As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until voluntary departure, death, or lay off, at which time not more than 1,200 banked hours shall be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.
- D. Sick leave conversion. Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.
- E. Payment of Health Insurance Premiums. For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes. The City

may offer different health care program options at different employee contribution rates, and may offer an incentive to participate in the City's wellness program.

- F. Holiday Schedule. There shall be sixteen (16) paid days off for full-time employees as follows: (10 holidays/6 personal days)

New Year's Day (January 1)

Martin Luther King, Jr. Day (third Monday in January)

Washington/Lincoln Day (third Monday in February)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving Day (fourth Thursday in November)

Day after Thanksgiving

Christmas Eve (December 24)

Christmas Day (December 25)

Personal Hours - 48 Hours (Note: The Juneteenth holiday is granted as 8 personal hours within this total of 48 hours).

New employees hired during the year shall have their Personal Hours pro-rated based on their initial hire date. Personal Hours are earned at a rate of 4 hours per month, but are provided to the employee in a lump sum of 48 hours on January 1 each year. If an employee separates from the city after using all Personal Hours but before they have been accrued, the employee will be responsible for repaying the value of those hours, which will be deducted from their final paycheck. With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday, and holidays falling on a Sunday shall be observed on the following Monday.

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

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

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

If an employee works the designated holiday, the employee is entitled to:

One and one-half (1-1/2) times their base hourly rate for the hours worked, and a paid day to be taken at another time.

If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

H. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half (1-1/2) times the Police Chief's annual salary to a maximum of \$175,000.

- I. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2025 and are full-time employees of the City on or before December 31, 2025. To be eligible for Longevity Bonus Pay an employee must meet both requirements. No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2026 shall be given their longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2026. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

Longevity Pay	Rate
After 5 years	\$800
After 6 years	\$825
After 7 years	\$850
After 8 years	\$875
After 9 years	\$900
After 10 years	\$925
After 11 years	\$950
After 12 years	\$975
After 13 years	\$1,000
After 14 years	\$1,025
After 15 years	\$1,050
After 16 years	\$1,075
After 17 years	\$1,100
After 18 years	\$1,125
After 19 years	\$1,150
After 20 years	\$1,175
After 21 years	\$1,200
After 22 years	\$1,225
After 23 years	\$1,250
After 24 years	\$1,275
After 25 years	\$1,300
After 26 years	\$1,325
After 27 years	\$1,350
After 28 years	\$1,375
After 29 years	\$1,400
After 30 years	\$1,425

- J. Vacation. An employee shall accrue vacation monthly at the following rates listed in the table below, unless otherwise covered by a collective bargaining unit. New hires with prior public sector experience may provide documentation of prior experience, be credited with years of service, and earn vacation at a higher rate. Upon written request, the City Manager may review documented prior experience in the nonprofit and private sectors and may adjust vacation accrual rates if the experience is deemed relevant to the current position. The employee begins accruing vacation leave immediately, but may only take leave during the first year with Supervisor approval. The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first-year anniversary on the basis of extenuating circumstances.

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

- K. Reimbursement. Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals and other costs according to the travel policy.

- L. Continuing Education/Tuition Reimbursement. For 2026, \$10,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a “B” average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of “A” will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of “A” for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Department.

SECTION 8: Applicability

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

SECTION 9: Repeal of Conflicting Ordinances

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

EXHIBIT A: POSITIONS AND PAYBANDS

Full-Time Employees					
Position	Number of Employees Authorized	Pay Band	Pay Band Range Min	Pay Band Range Max	Notes
Office of the City Manager					
City Manager	1	By Contract			
Assistant City Manager/Human Resources & Economic Development	1	Pay Band 7	\$ 44.04	\$ 79.13	
Operations/HR Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Clerk of Council/Administrative Assistant II	1	Pay Band 5	\$ 29.36	\$ 49.43	
Economic Development Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Sustainability Coordinator	1	Pay Band 5	\$ 29.36	\$ 49.43	
Administrative Assistant II/Deputy Clerk	1	Pay Band 3	\$ 23.38	\$ 39.42	
Finance Department					
Finance Director	1	By Contract			
Assistant Finance Director	1	Pay Band 6	\$ 34.26	\$ 60.80	
Payroll Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Finance Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Accounting Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	
Utility Collections Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	
Sr. Utility Collections Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	

EXHIBIT A: POSITIONS AND PAYBANDS

Parks & Recreation					
Parks & Recreation Director	1	Pay Band 7	\$ 44.04	\$ 79.13	
Aquatics & Recreation Programs Supervisor	1	Pay Band 5	\$ 29.36	\$ 49.43	
Office Manager Operations Supervisor	1	Pay Band 5	\$ 29.36	\$ 49.43	Change the title to Operations Supervisor to better reflect the role.
Sports Activities Supervisor	1	Pay Band 5	\$ 29.36	\$ 49.43	
Aquatics & Recreation Programs Coordinator	1	Pay Band 3	\$ 23.38	\$ 39.42	
Sports Coordinator	1	Pay Band 3	\$ 23.38	\$ 39.42	
Preschool Teacher	1	Pay Band 2	\$ 21.88	\$ 35.49	
Custodian	1	Pay Band 1	\$ 19.79	\$ 32.07	
Receptionist	1	Pay Band 1	\$ 19.79	\$ 32.07	
Community Development Department					
Community Development Director	1	Pay Band 7	\$ 44.04	\$ 79.13	
City Planner/GIS Coordinator	1	Pay Band 6	\$ 34.26	\$ 60.80	
Code Enforcement Officer	2	Pay Band 6	\$ 34.26	\$ 60.80	Increased 2nd code enforcement officer from PT to FT.
Administrative Assistant II	2 1	Pay Band 3	\$ 23.38	\$ 39.42	Did not replace a retiree from 2025 at this time due to new software. May add this role later once the workload is understood.

EXHIBIT A: POSITIONS AND PAYBANDS

Safety Department – Fire Division					
Fire Chief/Inspector	1	Pay Band 7	\$ 44.04	\$ 79.13	
Assistant Chief	1				This staff is needed to train new FF, and it was included in the levy budget.
Fire Captains	4	By Contract			+1 Fire Captain
Firefighter/Paramedics or EMT	15	By Contract			2026 will add +3 FT FF to get to 15 FT FF staff.
Office Manager	1	Pay Band 5	\$ 29.36	\$ 49.43	
Safety Department – Police Division					
Police Chief	1	Pay Band 7	\$ 44.04	\$ 79.13	
Police Lieutenant	2	By Contract			
Police Sergeant	6	By Contract			
Police Officer	22	By Contract			
Public Safety Assistant	3	By Contract			
Police Records Specialist	1	By Contract			
Dispatcher/Clerk	6	By Contract			
Office Manager	1	Pay Band 5	\$ 29.36	\$ 49.43	
Social Services Liaison	1	Pay Band 5	\$ 29.36	\$ 49.43	
Service Department					
Service Director	1	Pay Band 7	\$ 44.04	\$ 79.13	
Deputy Service Director	1	Pay Band 6	\$ 34.26	\$ 60.80	
Environmental Specialist	1	Pay Band 5	\$ 29.36	\$ 49.43	
Office Manager	1	Pay Band 4	\$ 25.80	\$ 41.81	
Custodian	2	Pay Band 1	\$ 19.79	\$ 32.07	

EXHIBIT A: POSITIONS AND PAYBANDS

Engineering Division					
City Engineer	1	Pay Band 6	\$ 34.26	\$ 60.80	
Engineering Technician	1	Pay Band 5	\$ 29.36	\$ 49.43	
Engineering Aide	1	Pay Band 4	\$ 25.80	\$ 41.81	
Streets and Maintenance Division					
Streets and Maintenance Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Equipment Mechanic	1	Pay Band 5	\$ 29.36	\$ 49.43	
Grounds Maintenance Supervisor	2	Pay Band 5	\$ 29.36	\$ 49.43	
Street Operations Specialist	1	Pay Band 4	\$ 25.80	\$ 41.81	
Service Worker I	4	Pay Band 1	\$ 19.79	\$ 32.07	
Service Worker II	3	Pay Band 2	\$ 21.88	\$ 35.49	
Service Worker III	4	Pay Band 3	\$ 23.38	\$ 39.42	
Wastewater Division					
Collection					
Wastewater Collection Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Wastewater Collections Operator I	1	Pay Band 2	\$ 21.88	\$ 35.49	Anticipated OEPA certification and promotion from SW II to Operator I.
Wastewater Collections Operator II	3	Pay Band 4	\$ 25.80	\$ 41.81	
SW II	4	Pay Band 2	\$ 21.88	\$ 35.49	

EXHIBIT A: POSITIONS AND PAYBANDS

Plant					
Wastewater Plant Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
WWTP Laboratory Technician	1	Pay Band 3	\$ 23.38	\$ 39.42	
Service Worker I	1	Pay Band 1	\$ 19.79	\$ 32.07	
Plant Mechanic I	1	Pay Band 3	\$ 23.38	\$ 39.42	
Plant Mechanic II	1	Pay Band 4	\$ 25.80	\$ 41.81	
WWTP Operators II	2	Pay Band 4	\$ 25.80	\$ 41.81	
WWTP Operator III	2	Pay Band 5	\$ 29.36	\$ 49.43	
Water Division					
Distribution					
Water Distribution Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Water Distribution Operator I	3 1	Pay Band 2	\$ 21.88	\$ 35.49	Will replace retiree at Operator II with a new Operator I
Water Distribution Operator II	4 3	Pay Band 4	\$ 25.80	\$ 41.81	1 anticipated retirement, and 3 anticipated staff OEPA certifications leading to promotions from Operator I to II
Plant					
Water Plant Manager	1	Pay Band 6	\$ 34.26	\$ 60.80	
Utility Maintenance Technician	1	Pay Band 2	\$ 21.88	\$ 35.49	
Utility Meter Reader	1	Pay Band 1	\$ 19.79	\$ 32.07	
Water Plant Operator II	1	Pay Band 4	\$ 25.80	\$ 41.81	
Water Plant Operator III	1	Pay Band 4	\$ 25.80	\$ 41.81	
TOTAL Full-Time Budgeted:	142				

EXHIBIT A: POSITIONS AND PAYBANDS

Year Round Part Time				
Position	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate	Notes
City Manager				
Community Outreach Specialist	1	\$ 31.20	\$ 38.48	
Community Development Department				
Inspector	4	\$ 31.20	\$ 38.48	Changed to FT
Parks & Recreation				
Recreation Technician	2	\$ 14.56	\$ 21.84	
Front Desk Receptionist	3	\$ 14.56	\$ 21.84	
Pre School Teacher Assistant	8	\$ 14.56	\$ 21.84	
Service Department				
Custodian	1	\$ 14.56	\$ 21.84	
Laborers	4	\$ 14.56	\$ 21.84	
Water Operators	2	\$ 24.00	\$ 35.00	
Safety Department – Fire Division				
Fire Inspector	2	\$ 31.20	\$ 38.48	
Fire Division Captains		\$ 22.88	\$ 30.16	Hours per year, not # of positions
Fire Division Lieutenants-EMT		\$ 21.84	\$ 29.12	Hours per year, not # of positions
Firefighter/EMT or Paramedic		\$ 22.00	\$ 30.00	Hours per year, not # of positions
Student EMTs		\$ 14.56	\$ 21.84	Hours per year, not # of positions
Safety Department – Police Division				
Property Custodian	1	\$ 31.20	\$ 38.48	
Police Officer	6	\$ 37.44	\$ 44.72	
Public Safety Assistant	4	\$ 26.00	\$ 33.28	
Dispatcher/Clerk	4	\$ 26.00	\$ 33.28	
Dispatcher/Clerk	4	\$ 26.00	\$ 33.28	
City-Wide				
Interns: High school, undergraduate, and graduate level students.	-	\$ 12.48	\$ 18.72	Hours per year, not # of positions
Total Year-Round PT Employees	43			
Number of hours budgeted for PT Fire	22,600.00			
Number of hours budgeted for PT interns	5,000.00			

EXHIBIT A: POSITIONS AND PAYBANDS

Seasonal Part-Time				
Positions	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate	Notes
Parks & Recreation Department				
Parks & Recreation Technician		\$12.00	\$19.00	Hours per year, not # of positions
Program Coordinator	3	\$15.00	\$22.00	
Service Department				
Street Department				
Laborer	7	\$12.00	\$20.00	
Wastewater Division				
Plant				
Laborer	1	\$12.00	\$20.00	
Collections				
Laborer	1	\$12.00	\$20.00	
Water Division				
Plant				
Laborer	1	\$12.00	\$20.00	
TOTAL Seasonal Part-Time:	13			

Number of hours budgeted for
Parks & Recreation Technicians 17,000

EXHIBIT B: PAY BANDS

2026 Pay Band Ranges				
Pay Bands: Pay bands are classifications of jobs in a broad category. Each band demonstrates a minimum to maximum pay for a grouping of similar types of positions. It does not represent a minimum to maximum pay for any one position.				
	Min Hourly	Min Annual	Max Hourly	Max Annual
Pay Band 7	\$44.04	\$91,603.20	\$79.13	\$164,590.40
Pay Band 6	\$34.26	\$71,260.80	\$60.80	\$126,464.00
Pay Band 5	\$29.36	\$61,068.80	\$49.43	\$102,814.40
Pay Band 4	\$25.80	\$53,664.00	\$41.81	\$86,964.80
Pay Band 3	\$23.38	\$48,630.40	\$39.42	\$81,993.60
Pay Band 2	\$21.88	\$45,510.40	\$35.49	\$73,819.20
Pay Band 1	\$19.79	\$41,163.20	\$32.07	\$66,705.60

EXHIBIT C: PROMOTIONAL PATHWAYS

City of Oxford Promotional Pathways

Promotions may be granted based on certification, educational achievement, and additional responsibilities. An employee must have a positive performance evaluation and meet the criteria listed below.

Promotions Pathway-Water and Wastewater Divisions

Promotional opportunities will be aligned with staff certifications as follows:

- **Operator Roles:** Staff in operator positions will advance to the next classification upon achieving their next level of Ohio EPA certification.
- **Non-Operator Roles :** Staff outside operator roles who obtain Ohio EPA certification will receive a 5% raise to recognize their accomplishment.

Promotions Pathway- Streets & Maintenance Division

Staff in the Streets & Maintenance Division will have a structured ten-year, two-step pathway. Staff must become certified through the Ohio Department of Transportation's (ODOT) Road Scholars program **or** obtain an Ohio Department of Agriculture (ODA) Pesticide Commercial Applicator License and meet the criteria listed below. A supervisor must document and certify that this promotional pathway criterion has been accomplished and will forward the request to Human Resources for review and implementation.

SW I to SW II:

- Five (5) years as Service Worker I
- Road Scholar I Certification through ODOT **or** Pesticide Commercial Applicator License through the ODA at the following levels:
 - Core Pesticide Certification
 - Category 5-Industrial Vegetation Control
- CDL Class B with Airbrake

SW II to SW III:

- Five (5) years as SW II
- Road Scholar II Certification through ODOT **or** Pesticide Commercial Applicator License through the ODA at the following levels:
 - Core Pesticide Certification
 - Category 5 (Industrial Vegetation Control)
 - Category 6 (Ornamental weed/pest)
 - Category 8 (Turf)
- CDL Class A

EXHIBIT C: PROMOTIONAL PATHWAYS

Promotions Pathway-All other non-contract employees:

May be eligible for a promotion with the creation of a new position or vacancy in an existing position. Internal staff may apply for positions based on their experience and qualifications.

In addition to creating a new position or vacancy, a supervisor may recommend a raise of up to 5% for staff who have taken on significant new responsibilities or achieved an educational milestone, which must be approved by the City Manager.

EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY

Fire Division: Part Time Employee Hours Policy

I. GENERAL ORDER

1. No Paid-On-Call or Part-time employee may be scheduled in excess of fifteen hundred fifty nine (1559) hours in any given year. For the purposes of calculating the 1559 hours, the period will begin on November 1 and end on October 31 (Fiscal Year).
2. No Paid-On-Call or Part-time employee may work in excess of one hundred-six (106) hours in any pay period without approval from the Fire Chief.
3. Part-time employees will only be scheduled for a maximum of 30 hours per week on average, or a maximum of 1559 hours annually.
4. Part-time employees who have documented health care insurance through another employer or provider may decline health insurance coverage from the City of Oxford. Those employees declining health care insurance may voluntarily sign up for additional hours once the schedule is posted, up to a maximum of 2,500 hours per year.
 - a. Should the part-time employee lose or cancel their insurance coverage for any reason, they will then be held to the 1559 hour limit for the current year. Should the employee already be in excess of 1559 they will not be eligible to work for the remainder of that fiscal year.
5. Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other sanctioned duties other than those for which the employee was hired shall not be included in total hours.
6. Due to employees working trades and picking up additional shifts, it is the responsibility of the employee to keep from working in excess of one hundred-six (106) hours in any given pay period, and fifteen hundred fifty-nine (1559) hours in any given fiscal year.
7. Any employee with a set schedule is ultimately responsible for all of their scheduled shifts. The employee must keep this in mind when picking up or covering shifts.
8. All employees assigned to "part-time" status are required to work a minimum of 12 hours in each two week pay period. Employees may have these hours waived by the Fire Chief if no shifts are available.

EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY

Enforcement:

1. Any employee of this department working in excess of one hundred-six (106) hours in any given pay period without authorization from a Chief Officer, will be subject to disciplinary action as outlined in the City of Oxford Employee Handbook.
2. Should an employee work fifteen hundred fifty-nine (1559) hours within a given fiscal year, then that employee will immediately be placed on Administrative Leave without pay until November 1 of that year, unless they have waived health insurance.
3. Should an employee meet the fifteen hundred fifty-nine (1559) hour maximum prior to the end of the fiscal year, without waiving health insurance, each uncovered scheduled shift will be cause for disciplinary action as outlined in the City of Oxford Employee Handbook.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	9/23/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	An Ordinance To Amend The Codified Ordinances Of The City Of Oxford, Ohio, By Adding A New Chapter 746 Titled Prohibition On Source Of Income Discrimination In Housing; Defining Terms; Providing Penalties. (Vice-Mayor Raghu & Councilor Smith)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Requested by Vice-Mayor Raghu and Councilor Smith. The Housing Advisory Commission reviewed this legislation on Thursday, October 2, 2025, endorsed the concept, and requested that Legal Aid of Southwest Ohio and the Housing Opportunities Made Equal (HOME Cincy) organization review it.

Both organizations voluntarily reviewed the legislation, and their attorneys assisted in providing some language. They added a clarification of retaliation, which is covered in the Ohio Revised Code, but its inclusion in this legislation limits the need to review multiple sources of legislation. The second change is adding a civil charge in addition to the criminal charge. This will give the city more options when exploring enforcement options.

ORDINANCE NO.

AN ORDINANCE TO AMEND THE CODIFIED ORDINANCES OF THE CITY OF OXFORD, OHIO, BY ADDING A NEW CHAPTER 746 TITLED PROHIBITION ON SOURCE OF INCOME DISCRIMINATION IN HOUSING; DEFINING TERMS; PROVIDING PENALTIES.

WHEREAS, the City of Oxford recognizes that all persons are entitled to equal treatment and fairness in opportunities for housing; and

WHEREAS, discrimination against tenants and prospective tenants based on lawful sources of income restricts housing access; and

WHEREAS, Council finds it appropriate and necessary to prohibit such discrimination and provide effective enforcement to protect the health, safety, and welfare of its citizens and residents.

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

SECTION 1: Council hereby adopts a new Chapter 746 of the Codified Ordinances of the City of Oxford entitled Prohibition on Source of Income Discrimination in Housing; Defining Terms; Providing Penalties as set forth in attached Exhibit A.

SECTION 2: This Ordinance is passed under the home rule powers of the City of Oxford.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption 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 actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This Ordinance shall take effect at the earliest time permitted by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: VICE-MAYOR CHANTEL RAGHU & COUNCILOR MICHAEL SMITH

PREPARED BY: LAW (STAFF)

746.01 – DEFINITIONS

As used in this chapter:

- (a) “Source of Income” means any lawful source of income which can be verified, including but not limited to: wages; salaries; social security; supplemental security income; public or private assistance payments or subsidies; emergency assistance payments; veterans’ benefits; disability benefits; housing choice vouchers or other rent vouchers; unemployment compensation; child support; and spousal support.**
- (b) “Housing Provider” means any person or entity engaging in the rental, lease, or management of residential property including owners, lessors, sublessors, assignees, managing agents, or representatives.**

746.02– Source of Income Discrimination Prohibited

- (a) It shall be unlawful for any housing provider, landlord, property owner, manager, agent, or operator to, because of a person’s source of income:**
 - 1. Refuse to rent or lease a dwelling unit;**
 - 2. Impose different rental terms, conditions, fees, or privileges under the terms of the lease;**
 - 3. Apply different rules, requirements, or policies of tenancy that differ from other leases;**
 - 4. Misrepresent the availability of housing;**
 - 5. Discourage or dissuade a person from applying;**
 - 6. Assist, induce, or coerce another person to commit any act prohibited by this section;**
 - 7. Engage in retaliation against any person for exercising rights under this ordinance. Prohibit retaliatory conduct includes the prohibited acts set forth in R.C. 5321.02.**
- (b) Income Thresholds Requirement. If a housing provider requires a minimum income or other financial standard, all lawful sources of income as defined in Section 746.01(a) shall be included in calculating whether the standard has been met. A**

housing provider shall not apply an income multiple or ratio requirement (such as a rule that income must equal or exceed three times the monthly rent) when a portion of the rent is paid or guaranteed by a lawful source of income, including a housing choice voucher or other rental subsidy.

746. 99– Penalty

- (a) Whoever violates Section 746.02(a) is guilty of Source of Income Discrimination, a misdemeanor of the first degree.**
- (b) In addition to a criminal penalty under this section, the City may impose civil fines up to \$1,000 per violation.**
- (c) If any provision of this ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions which can be given effect without the invalid portion.**



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/15/2025
COUNCIL MEETING DATE:	November 4, 2025
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	\$11,700.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Issue 1: \$10,000 – Street Fund 122

To make adjustment to budgeted appropriations for additional funding to contract the snow removal program.

Issue 2: \$1,500 – Board of Building Standards Fund 414

To make adjustment to budgeted revenue and appropriation to account for fees collected and remitted to the State of Ohio. With housing expansion projects, these original estimates were exceeded.

Issue 3: \$200.00 – Landfill Investment Fund 353

To make adjustment to budgeted revenue and appropriation for bank and investment fees. This is being funded through additional interest.

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3783 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 7 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2025.

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

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

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

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

Board of Building Standards Fund 414	1,500.00
Landfill Investment Fund 353	500.00

SECTION 3: The following increase/(decrease) in expenditures be made:

Street Fund 122	10,000.00
Board of Building Fund 414	1,500.00
Landfill Investment Fund 353	500.00

SECTION 4: In all other respects, Ordinance No. 3783 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)