



**AGENDA
OXFORD CITY COUNCIL REGULAR
MEETING**

COURTHOUSE

**TUESDAY, NOVEMBER 18, 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. 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 November 4, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Report Regarding the November 5, 2025, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
- C. A Resolution Authorizing The City Manager To Enter Into A Contract, Detailed In Exhibit A, with Jefferson Health Plan To Assist With Our Self-insured Health Benefits Program (Jessica Greene, Assistant City Manager)
- D. A Resolution Authorizing The City Manager To Enter Into A Contract, Detailed In Exhibit A, With Ameritas To Be The City Of Oxford Dental Provider For Employee Health Benefits (Jessica Greene, Assistant City Manager)
- E. A Resolution Authorizing The City Manager To Sign A 12-Month Contract, Detailed In Exhibit A, Totaling \$283,631.40 With Nextstep Networking To Provide Information Technology Managed Services For The City Of Oxford. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into A Road Maintenance Agreement With The Board Of County Commissioners, Butler County, Ohio, For The Improvement And Maintenance Responsibilities For Portions Of Riggs Road, Brookville Road, Fairfield Road, And Contreras Road. (Michael Dreisbach, Service Director)
- B. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Elam's Excavating, LLC For The Replacement And Upsizing Of The High Street Water Main From Elm Street To College Avenue At A Cost Of \$185,933.04 With A Contingency In The Amount Of \$18,593.30 For A Total Cost Not To Exceed \$204,526.34. (Michael Dreisbach, Service Director)

- C. A Resolution Authorizing The City Manager To Accept The Bid And Enter Into A Contract With DWA Recreation For The 2025 Community Development Block Grant (CDBG) Construction Of A Replacement Playground At The Oxford Community Park Not To Exceed \$112,043.00 (Chad Smith, Director of Parks and Recreation)
- D. A Resolution Authorizing The City Manager To Enter Into An Agreement With TinyMobileRobots For The Purchase Of The TLM Pro X Razor Athletic Field Marking Robot For A Cost Of \$39,595.00. (Chad Smith, Director of Parks and Recreation)
- E. A Resolution Authorizing The City Manager To Sign A New Agreement For Legal Services With Christopher R. Conard, Attorney At Coolidge Wall Co., L.P.A. (Douglas R. Elliott, Jr., City Manager)
- F. A Resolution Authorizing The City Manager To Apply For And, If Awarded, Accept The 2025 State Homeland Security Grant Program In The Amount Of \$353,500 For Event Safety Barricades And Weapon Screening Tools (Jessica Greene, Assistant City Manager)

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 Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

B. Second 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)

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 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.
Dec 3	Environmental Commission	Municipal Building	7:00 p.m.
Dec 4	Housing Advisory Commission	College@Elm	5:00 p.m.
Dec 8	Oxford Parking & Transportation Advisory Board	Municipal building	9:00 a.m.
Dec 8	Oxford Recreation Board	Municipal Building	12:00 p.m.
Dec 8	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Dec 9	Planning Commission	Courthouse	7:00 p.m.
Dec 10	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Dec 11	Civil Rights Commission	Municipal Building	4:00 p.m.
Dec 16	City Council	Courthouse	7:30 p.m.

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, NOVEMBER 4, 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 7:00 p.m. O.R.C. Section 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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

AYE # 7

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:28 p.m. O.R.C. Section 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, November 4, 2025, at 7:30 p.m. Members in attendance were Michael Smith, Jason Bracken, Amber Franklin, David Prytherch, Alex French, and Chantel Raghu.

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; Ms. Heidi Ridenour, Finance 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 # 7
NAY # 0
ABS # 0

4. Public Participation.

A. Swearing-In of New Officer (John Jones, Police Chief)

Chief Jones introduced Mr. Lincoln Wolf. Mr. Conard began swearing in the new officer by instructing Mr. Wolf to recite the oath. Chief Jones called on Officer Wolf's girlfriend, Abby, to complete the pinning ceremony. Mayor Snavelly and the Councilors congratulated Officer Wolf. Officer Wolf shared that he is excited about this opportunity. Officer Wolf mentioned that he was ready to stop reading and start walking around and stretching his legs.

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.

Public Comment - Mr. Tyreke Farquharson, 211 North College Ave. - Mr. Farquharson wished to update the Council on what the student government has been doing. Mr. Farquharson noted a few weeks ago that ASG held its first-ever Town Hall meeting with candidates who were running for City Council. Mr. Farquharson wished everyone running good luck. Mr. Farquharson mentioned that the Town Hall meeting went very well from a student perspective, and everyone was extremely pleased with how it went. Mr. Farquharson shared a goal of establishing a replacement for the recently dissolved SCRC. Mr. Farquharson noted that progress had been made on that front. Mr. Farquharson mentioned that last week, he met with the ASG student body president, the student body vice-president, Chief Jones and Assistant City Manager Greene. Mr. Farquharson remarked that the conversation was extremely productive and useful. Mr. Farquharson shared that he will be working on establishing a forum hosted within ASG to maintain that connection, with the next meeting scheduled for November 21st at the Police Station. Mr. Farquharson shared that this Sunday, the ASG community engagement and the sustainability, transportation, and safety committee will meet at Uptown Park at 3 pm to conduct a survey of off-campus lots. Mr. Farquharson explained that the committee will break into groups and take notes if there are no streetlights or the sidewalk needs repair, they will take pictures and collect the addresses to compile and send to the City Staff. Mr. Farquharson concluded that ASG is extremely grateful for the communication, cooperation and transparency that's been built between our two governing bodies just semester alone, and they are looking forward to continuing that growth.

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 # 7

NAY # 0

ABS # 0

- 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.

None.

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)

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

Public Comment - None.

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)

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

Public Comment - None.

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)

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

Public Comment - None.

4. An Ordinance To Adopt Fees And Charges For The Fiscal Year 2026. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

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)

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

Public Comment - None.

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)

Motion – To Adopt Ordinance No. 3842.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Smith

AYE # 7

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

NAY # 0

ABS # 0

Ms. Greene reported the changes since the first reading and offered to answer any questions.

Public Comment - Ms. Sarah Gifford, 6495 Morning Sun Rd. - Ms. Gifford works at the Oxford branch of the Lane Library. Ms. Gifford shared that during her six years at the library, she's seen an increase in issues of poverty and homelessness, families struggling and seeking resources. Ms. Gifford noted that the Oxford branch never really had to be very well-versed in those resources until the last few years. Ms. Gifford mentioned that they had a family, including two children, living in a truck in the back by the dumpster. Ms. Gifford reported that the food pantry is sadly well-used. Ms. Gifford and our community does a very good job of stocking it. Ms. Gifford noted collaborating with OASH recently on a program aimed at housing insecurity. Ms. Gifford shared that this has really opened her eyes. Ms. Gifford mentioned working with Ashley, the City's Social Services Liaison, who is a wonderful addition. Ms. Gifford hopes that the Council has a commitment to make housing security more attainable for some by opening more rental opportunities through Vouchers and removing sources of income discrimination.

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

Motion – To Adopt Ordinance No. 3843
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

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

NAY # 0

ABS # 0

Ms. Ridenour reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

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.

Motion – To Adjourn at 8:20 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	11/11/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Report Regarding the November 5, 2025, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

Members present were: Jon Ralinovsky, Chair; Jason Bracken, Planning Commission Representative and City Council Member; Peggy Branstrator; Jim Vinch; Michael Vanni; Ken Vincent
 Staff present was Reena Murphy, Sustainability Coordinator.
 Members of the public present was Aidan Cornue with Oxford Free Press.

The meeting began at 7:02pm. Approval of the agenda: Mr. Bracken
 2nd: Ms. Branstrator
 Vote: Unanimous approval

Approval of Minutes
 1. Approval of the September 3rd, 2025 Minutes
 Motion: Ms. Branstrator
 2nd: Mr. Vinch
 Vote: Unanimous approval

Staff provided an update on the Wastewater Treatment Plant (WWTP) Solar Project. The city is interested in owning a 1 MW-AC system at the WWTP. Staff shared that the plant was selected because it is the highest electricity user in the City's building portfolio. The City is pursuing a 1 MW-AC system because it optimizes the City's potential to receive direct pay for the project. Oxford has

an RFP open for the WWTP that closes on November 14th 2025 at 11am

Staff provided the following updates regarding the deer management program. The commission had questions regarding the difference between the bow hunting program vs professional population control, which are addressed below.

Bow hunting

- Administration of the bow hunting program has moved from the Service Department to the City Manager's office
- In session 2 of the bow hunting program, Oxford included 15 new hunters and 11 returning hunters, 6 of whom are Oxford or Oxford township residents.
- We've added 4 new bow hunting locations.
- Sessions 2 and 3 have been shortened to ensure there is no overlap between bow hunting and professional population control.

Professional population control

- White Buffalo, a nationally recognized leader in humane and professional urban deer population control, has been contracted.
- White buffalo will conduct a population survey in December and will return in early January for population reduction.

This semester, Staff has solicited a class project to make recommendations for updating Oxford's Tree List. Staff have met with the students and shared the student-created slides with the commission. The students will present their final recommendations to the commission at the December meeting. Feedback from the commission included skepticism of the inclusion of Osage orange on the small tree list. Additionally, Mr. Vanni requested red bud be considered for addition to the list. Mr. Vincent shared that the students should consider roots in their recommendations, especially if there are some species that tend to push up sidewalks. Outside the scope of the project but related to urban forestry, Mr. Vincent recommended Oxford consider providing homeowners with a small subsidy to remove and replace callery pears on their properties.

No updates from City Council, Planning Commission, or OCASC. Mr. Ralinovsky shared that OPTAB has a bike and pedestrian safety plan bike ride upcoming. Mr. Ralinovsky also shared that he will be stepping down from Environmental Commission and that the December meeting will be his last. The commission and staff thanked Mr. Ralinovsky for his service to the Community.

Staff provided a memo from the Environmental Services Division, which included details on urban forestry, landfill flares, and food scraps.

Staff shared that we are moving forward with the recycling requirement for multi-family properties and an ordinance is being drafted. Similarly, an ordinance is being drafted for consolidating totes into a dumpster for buildings with more than 5 units.

Lastly, staff requested a volunteer for CCEC audit training.

Adjournment

Motion: Mr. Vincent

2nd: Mr. Vanni

Vote: Unanimous approval

The meeting adjourned at 7:47pm



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:	11/3/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A Contract, Detailed In Exhibit A, with Jefferson Health Plan To Assist With Our Self-insured Health Benefits Program (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Annual contract with Jefferson Health Plan.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT, DETAILED IN EXHIBIT A, WITH JEFFERSON HEALTH PLAN TO ASSIST WITH OUR SELF-INSURED HEALTH BENEFITS PROGRAM.

WHEREAS, Jefferson Health Plan is organized and operates as a Council of Governments under Ohio Revised Code Chapter 167 with membership open to political subdivisions within and outside of the State of Ohio; and

WHEREAS, provides health care and related employee benefit programs to over 180 public employer member organizations throughout the States of Ohio, Michigan, Tennessee and Virginia; and

WHEREAS, the Jefferson Health Plan covers over 22,000 employees consisting of member organizations such as school districts, cities, townships, port authorities, county government employees, libraries, villages, etc; and

WHEREAS, the Jefferson Health Plan is an allocated balance model approach. Within this structure, each member organization has ownership of its own reserve balance and earns interest income on those reserves; and

WHEREAS, the City Manager recommends Council authorize the City Manager to enter into a contract with Jefferson Health Plan to assist with our self-insured health benefits program.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to enter into a contract, detailed in Exhibit A, with Jefferson Health Plan to assist with our self-insured health benefits program.

SECTION 2: 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)



Jefferson
HEALTH PLAN

City of Oxford

Renewal Effective 1/1/2026

Confidential

**Protection you can rely on.
Experience you can trust.**

The Jefferson Health Plan

Member Group: City of Oxford - Med/Rx

Accrual Rate Election Sheet - Renewal Effective: 1/1/2026 - 12/31/2026

	Current Enrollment	Current Accrual Rates		Renewal Accrual Rates	
	Med/Rx	Med/Rx	Total	Med/Rx	Total
PPO \$850 75% \$4000					
Employee	37	\$850.34	\$850.34	\$906.67	\$906.67
Family	65	\$2,338.41	\$2,338.41	\$2,493.32	\$2,493.32
Monthly Total	102	\$183,459	\$183,459	\$195,613	\$195,613
HSA \$4000 100% \$4000 (EMB)					
Employee	12	\$768.26	\$768.26	\$819.15	\$819.15
Family	8	\$2,112.71	\$2,112.71	\$2,252.66	\$2,252.66
Monthly Total	20	\$26,121	\$26,121	\$27,851	\$27,851
Total Contracts as of : 7/2025	122				
Estimated Monthly Accrual Total		\$209,580	\$209,580	\$223,464	\$223,464
Estimated Annual Accrual Total		\$2,514,960	\$2,514,960	\$2,681,564	\$2,681,564
Renewal % Increase/Decrease				6.62%	6.62%

Assumed Plan Parameters:

LCRP Deductible Level: \$75,000

Please sign below to accept the renewal rates as shown above:

Member Group Representative Name (Print)	Position/Title
Member Group Representative (Signature)	Date

Notes:

- **Signed election sheet must be returned The Jefferson Health Plan by October 31, 2025 via mail or email to: renewals@thejeffersonhealthplan.org**
- Please remember to also forward a copy of the signed election sheet to your claims administrator (TPA) for their records.
- All network and/or plan changes need to be conveyed in writing to JHP, the TPA, and the PBM/PBA 60+ days prior to the effective date.
- The standard JHP Large Claim Reimbursement Plan (LCRP) Period and Aggregate Plan Period, if applicable, cover paid dates between July 1st and June 30th.
- Changes to LCRP deductible levels can only be made effective July 1st if communicated in writing to JHP at least 30 days prior (June 1st).

The Jefferson Health Plan

Member Group: City of Oxford

Exhibit A - Paid Claims and Enrollment by Month

Prior Period	Paid Claims			Enrollment/Contracts	
	Medical	Pharmacy	Total	Medical	Pharmacy
Paid Month					
Jul-23	\$0.00	\$0.00	\$0.00	0	0
Aug-23	\$0.00	\$0.00	\$0.00	0	0
Sep-23	\$0.00	\$0.00	\$0.00	0	0
Oct-23	\$0.00	\$0.00	\$0.00	0	0
Nov-23	\$0.00	\$0.00	\$0.00	0	0
Dec-23	\$0.00	\$0.00	\$0.00	0	0
Jan-24	\$46,325.57	\$8,314.21	\$54,639.78	117	117
Feb-24	\$40,076.66	\$64,903.75	\$104,980.41	116	116
Mar-24	\$8,028.27	\$71,526.60	\$79,554.87	118	118
Apr-24	\$53,201.22	\$42,121.91	\$95,323.13	116	116
May-24	\$102,611.57	\$45,980.34	\$148,591.91	115	115
Jun-24	\$54,327.18	\$19,608.59	\$73,935.77	118	118
Prior Total	\$304,570.47	\$252,455.40	\$557,025.87	700	700
PEPM	\$435.10	\$360.65	\$795.75	117	117

Rx as a % of Total Med+Rx Claims= 45.3%

Current Period	Paid Claims			Enrollment/Contracts	
	Medical	Pharmacy	Total	Medical	Pharmacy
Paid Month					
Jul-24	\$44,431.80	\$53,792.75	\$98,224.55	119	119
Aug-24	\$111,433.12	\$60,649.27	\$172,082.39	119	119
Sep-24	\$84,455.81	\$48,991.91	\$133,447.72	120	120
Oct-24	\$56,193.11	\$51,392.20	\$107,585.31	122	122
Nov-24	\$281,512.45	\$52,950.84	\$334,463.29	118	118
Dec-24	\$89,169.82	\$47,485.26	\$136,655.08	119	119
Jan-25	\$148,383.58	\$40,429.21	\$188,812.79	123	123
Feb-25	\$89,569.63	\$55,406.71	\$144,976.34	121	121
Mar-25	\$66,129.40	\$30,984.53	\$97,113.93	122	122
Apr-25	\$115,375.84	\$53,515.74	\$168,891.58	124	124
May-25	\$95,931.58	\$73,123.37	\$169,054.95	121	121
Jun-25	\$208,621.54	\$33,215.92	\$241,837.46	122	122
Current Total	\$1,391,207.68	\$601,937.71	\$1,993,145.39	1,450	1,450
PEPM	\$959.45	\$415.13	\$1,374.58	121	121
+/- % Current/Prior	120.5%	15.1%	72.7%		

Rx as a % of Total Med+Rx Claims= 30.2%

*Blended Applied/Yr	\$1,391,207.68	\$601,937.71	\$1,993,145.39	1,450	1,450
*Blended Applied PEPM	\$959.45	\$415.13	\$1,374.58	121	121

Notes:

- If more than 24 months of data are available, blended claims and enrollment are weighted using 67% current period and 33% prior period.
- Paid claims are based on JHP and Member Group Financials.

The Jefferson Health Plan

Glossary

Terms:

Experience	Detail of actual claims paid during a specified time period for the member group.
Experience Period	The period of time used to project the expected expenses for the next contract period.
Experience Rating	Rating method which uses the actual claims and accruals for the specific group to project the group's likely experience in the next contract period, and translate this projection into rates.

Row: (correlates with the row #s on the Rate Development as a reference)

1 Historical Average Enrollment/Contracts	The average enrollment, or average number of contracts, used within the rate development to correlate accurately with claims paid. The calculation adds the number of employees by month for the months within the experience period.
2 Claims Paid	Claims paid by product line over the experience period used in the rate development. Medical and drug claims represent a blend of 67% of the current period with 33% of the prior period. Blending the current and prior periods allows to help mitigate the impact that any given year of high claims may have on the member group's renewal development. This rating methodology is applied consistently to all member groups.
3 Benefit Adjustment	When a benefit change has occurred during the experience period, an underwriting adjustment is made to the claims. Assuming a downgrade in benefit, the adjustment would 'recast', or reduce, the claim amount by month for each month prior to the adjustment. The intention is to bring all claims to the current benefit level to more accurately predict future claims.
5a LCRP Deductible (Level)	The amount of eligible expenses relating to a covered person that the member group must pay before the member group is eligible for a large claim reimbursement (example: \$150,000). LCRP coverage mitigates risks associated with individuals.
5b Large Claims Reimbursed	Large claims paid by covered person that were above the LCRP Deductible threshold for the member group and below the JHP specific deductible that have been
7-10 Trend	Factor reflecting the combined effect of unit cost increases and increases in utilization. The trend is calculated from the mid-point of the experience period to the mid-point of the contract period.
13-14 Fixed Costs	All fees not associated with expected claims to include, but not limited to, large claim reimbursement plan fees, aggregate protection fees, administrative and network access fees, commissions, and other bank fees, if applicable.
17 Current Annual Accruals	The amount of accruals paid by the member group over the length of the experience period (# of enrollees by benefit plan by contract type X current accrual rate X month). Accrual refers to the accrual rate billed by coverage type. This rate is inclusive of all costs for the program under consideration, to include projected claims, fixed costs, and reserves. These rates are similar to premiums paid under an insured policy, but are not to be considered premiums. The accrual rates represent the maximum payment to JHP, made by the member group, within the contract period.
20 Credibility	A credibility factor, up to 1.00, is applied to a member group's claims experience, based on group size, to blend the group's actual experience with that of the overall JHP consortium experience. The purpose is to adjust for random claims fluctuation. Generally, the larger the group, the more stable the experience will be from one year to the next. Conversely, the smaller the group, the less stable the claims experience will be from one year to the next. Credibility regresses the group's experience toward the mean for all groups of a similar size. This helps mitigate the impact that any given year of high claims may have on the member group's renewal development. This rating methodology is applied consistently to all member groups.

The Jefferson Health Plan

Glossary (continued)

Terms:

21	JHP Consortium Renewal Rate	The overall consortium renewal rate applied as a book rate during credibility to the member group's experience at renewal.
25	Member Group Reserve Balance	The member group's reserve account balance as of the most recent bank statement available at time of renewal.
26	Outstanding Large Claim Reimbursements	Any outstanding large claim reimbursements that have been submitted but not yet included on the bank statement due to a timing issue. Applied to show the earned increase in reserve balance.
27	Outstanding Member Group Funding Payment	Any outstanding member group funding (accrual) payments that have been submitted but not yet included on the bank statement due to a timing issue. This is applied to show the earned increase in reserve balance.
29	Deficit Funding Requirement	The funding amount required to reduce the deficit over a specified period of time as established by Underwriting.
30	IBNR Funding Requirement	Claims that have been "incurred but not reported" refers to claims that are in the "lag period" that occurs between the date of service of a claim (incurred date) and the date the claim is paid by the administrator (paid date). JHP, in accordance with Ohio Revised Code, requires member groups to fund a portion of their reserve account to cover these expenses. This reserve is determined actuarially as adequate to fund the required Ohio Revised Code claim liability for the member organization. The reserve amount associated with this additional estimated claims expense is calculated as a percentage of the total claims paid for the experience period used in the rate development. The percentage used within the calculation has been recommended by a local Actuarial firm hired by the Jefferson Health Plan based on the needs of the member groups within the consortium. JHP requires the IBNR funding requirement be fulfilled prior to applying the CFR Requirement.
31	Claims Fluctuation Reserve (CFR) Requirement	Claims can be volatile, unpredictable and can vary based on employer group size. JHP requires member groups to fund a portion of their reserve account to cover these unanticipated expenses. The percentage of projected annual claims, used within the calculation has been recommended by a local Actuarial firm hired by the Jefferson Health Plan based on the needs of the member groups within the Consortium. JHP requires the IBNR funding requirement be fulfilled prior to applying the CFR Requirement.
33	Moratoria	During each annual renewal evaluation, the reserve balance of each member organization is reviewed. If a member organization's reserve balance held by The Jefferson Health Plan exceeds the amount required under the consortium's Funding Guidelines by the equivalent of one or more months of the member organization's funding factor accrual, the member organization may apply for a Funding Moratorium.



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:	11/3/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A Contract, Detailed In Exhibit A, With Ameritas To Be The City Of Oxford Dental Provider For Employee Health Benefits (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

Annual contract with Ameritas for dental insurance coverage.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT, DETAILED IN EXHIBIT A, WITH AMERITAS TO BE THE CITY OF OXFORD DENTAL PROVIDER FOR EMPLOYEE HEALTH BENEFITS.

WHEREAS, the City of Oxford is committed to providing quality healthcare benefits to our employees, including access to comprehensive dental care; and

WHEREAS, Ameritas has demonstrated a strong reputation for reliable and cost-effective dental insurance coverage with a broad provider network; and

WHEREAS, Ameritas offers competitive premium rates and plan options that meet the diverse needs of City of Oxford employees and their families; and

WHEREAS, the selection of Ameritas as the dental service provider was made following a review of available options, ensuring the City of Oxford receives the best value and service.

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

SECTION 1: Council hereby accepts the recommendation and authorizes the City Manager to enter into a contract, detailed in Exhibit A, with Ameritas to be the City of Oxford's dental provider for employee health benefits.

SECTION 2: 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)

Renewal Plan Alternative Overview



Group Name: CITY OF OXFORD
 Policy Number: 010-65878
 Renewal effective: 1/1/2026
 Plan: 1

Plan Benefit	Current Plan 1		Benefit Value	Plan Alternative 1	
	In Network	Out of Network*		In Network	Out of Network
Type 1	100%	100% 90TH U&C		100%	100% 90TH U&C
Type 2	80%	80% 90TH U&C		80%	80% 90TH U&C
Type 3	50%	50% 90TH U&C		50%	50% 90TH U&C
Orthodontics	1000 Both Employee And Dependents			1000 Both Employee And Dependents	
Deductible	\$0 Lifetime \$50 Lifetime \$50 Lifetime	\$0 Lifetime \$50 Lifetime \$50 Lifetime		\$0 Lifetime \$50 Lifetime \$50 Lifetime	\$0 Lifetime \$50 Lifetime \$50 Lifetime
Annual Maximum (per person)	\$1500	\$1500		\$1500	\$1500
Routine Exams and Propy	2 Per Benefit Period		-2.0%	1 every 6 months	
Bitewing Xrays	1 Per Benefit Period		0.0%	1 Per Benefit Period	
Fluoride	1 treatment per benefit period up to age 99		-0.2%	1 treatment in 12 months up to age 14	
Full Mouth Xrays	1 every 36 months		-0.1%	1 every 60 months	
Crown/Dentures/Bridge Replacement	1 every 60 months		-0.5%	1 every 84 months	
Other Xrays	Type 1		-1.0%	Type 2	
Root Canals, Surgical Endodontics, Other Endodontics	Type 2		-1.5%	Type 3	
Surgical Extractions	Type 2		-1.5%	Type 3	
	Renewal Rates*			Plan Alternative Rates*	
Employee Only	\$33.00			\$30.84	
Employee + Spouse	\$69.04			\$64.48	
Employee + Child(ren)	\$91.04			\$85.04	
Employee, Spouse, Child(ren)	\$127.08			\$118.68	
Plan Alternative Total Value			-6.60%		

*Rates may include multiple lines of business. Plan Alternative Total Value only applied to dental rates.

This is a brief summary of benefits and not a certificate of insurance or guarantee of benefits. A comprehensive listing of dental benefits can be found in your certificate of coverage. If any discrepancies exist, the coverage will be based on the certificate issued under the Ameritas policy.

To request a change to your plan simply have an authorized group representative sign below and return this document to implement the plan cha

Signature: _____ Title: _____ Print Name: _____ Date: __ / __ / ____

Impact of Plan Design Changes

A group's coverage should reflect their employees' needs and financial parameters. Here is a general framework that showcases what impact can be made by changing certain procedures or frequencies.

Procedure	Recommended	Why adjust to recommended	Rates impact
Exams & cleanings	Type 1, once per 6 months	<ul style="list-style-type: none"> • There is no evidence to support that twice-per-year visits are necessary except for those with compromised oral health factors • Lower frequency lowers the cost of the plan 	-2.0%
Periapical X-rays	Type 2 or Type 3	<ul style="list-style-type: none"> • Periapical X-rays are utilized to evaluate a single tooth, most often performed as problem-focused • Most problem-focused dental procedures are categorized as Type 2 or Type 3 	-1.0%
<p>The rate at which dentists submit periapical X-rays is impacted by how they are covered. If covered at 100%, dentists will submit them more frequently than when they are covered as Type 3 and there is a cost share. In plans that cover periapical X-rays in Type 1, the percent of members with 2 or more X-rays has increased 10% in the last 6 years. Whereas in plans that cover periapical X-rays in Type 3, this percentage has not changed in the same time period. Moving them to Type 3 not only reduces the policyholder's rate, it better manages long-term costs.</p>			
Bitewing X-rays	1 every 12 months	<ul style="list-style-type: none"> • The ADA recommends most patients have bitewing X-rays taken, at most, once every 12 months 	-1.0%
Simple/ Surgical extractions (oral surgery)	Simple Type 2, Surgical Type 3	<ul style="list-style-type: none"> • Simple extractions are relatively low cost • Surgical extractions are covered as Type 3 • Removal of impacted teeth should only be completed if there are issues with the tooth; this procedure should be elective 	-1.50%
Root canals	Type 3	<ul style="list-style-type: none"> • Endo coverage is acute • Properly distinguishing between acute and chronic care helps ensure dental benefits are structured effectively and sustainably, supporting both immediate treatment needs and long-term oral health 	-1.50%

Prosthodontics <i>Crowns, bridges, implants, implant prosthetics – crowns and pontics & denture replacement</i>	Once every 10 years	<ul style="list-style-type: none"> • Crowns, bridges, implants, implant prosthetics, dentures, core build up, post and core are meant to last more than 10 years if properly placed and well-maintained 	-0.50%
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These rates changes are approximated ranges and should be used as such. They are not guarantees and may vary based on plan design, group size and final enrollment. Actual procedural placement, limitations and frequencies may vary from policy to policy. Multiple plan design changes are not necessarily cumulative. Contact your sales rep or underwriter to determine specific rating impacts for cases.





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:	11/3/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Sign A 12-Month Contract, Detailed In Exhibit A, Totaling \$283,631.40 With Nextstep Networking To Provide Information Technology Managed Services For The City Of Oxford. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

Annual contract with NextStep IT services for managed IT support for the City of Oxford. This includes staffing, cybersecurity, software review, hardware installation, network support, etc.

RESOLUTION NO. 7599

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A 12-MONTH CONTRACT, DETAILED IN EXHIBIT A, TOTALING \$283,631.40 WITH NEXTSTEP NETWORKING TO PROVIDE INFORMATION TECHNOLOGY MANAGED SERVICES FOR THE CITY OF OXFORD.

WHEREAS, the City of Oxford has contracted with NextStep for over 25 years to provide information technology support; and

WHEREAS, the City has a vacancy in an IT technician role and has determined that the supervision and support for this role cannot be supported by current staff members; and

WHEREAS, NextStep Networking provides a Field Staff model in which they assign a full-time staff member to the City of Oxford and provide all salaries, benefits, training, and supervision for this staff member; and

WHEREAS, the City of Oxford has determined that it needs a full-time, on-site IT support model to provide consistent operations; and

WHEREAS, the City Manager and the Assistant City Manager recommend entering into a 12-month contract with NextStep Networking totaling \$99,996.00 to provide information technology field staff support.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and authorizes the City Manager to sign a 12-month contract with NextStep Networking totaling \$99,996.00 to provide information technology field staff support.

SECTION 2: 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)



Managed Services Proposal

Quote Number: 11222

Prepared for: City Of Oxford

Expiration Date: Monday, August 25, 2025

Scope-of-Work

Network Infrastructure Support



- 24x7x365 remote-first support (on an emergency-only basis on weekdays from 5:00pm-7:59am weekends, and holidays)
- 24x7x365 monitoring
- Patch management
- Network & infrastructure management
- Physical Server:
 - Active Directory Management
 - Operating system patching
- Service availability monitoring
- Wi-Fi management
- Microsoft Exchange maintenance, administration, and support
- Backup maintenance, administration, and support *[Installation and configuration of servers due to disaster is covered, provided the client is using a NextStep-approved backup solution.]*
- Critical line-of-business application support *[LOB/application must have a valid maintenance or support contract.]*

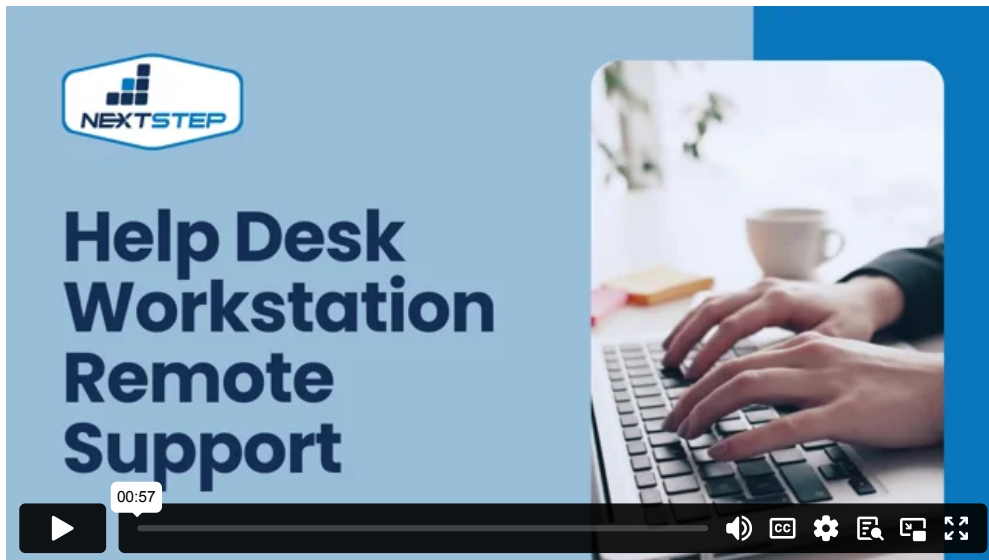
Maintenance

- Microsoft patch management
- Event log monitoring
- Log file maintenance
- Drive space monitoring
- Printer management

Security

- User account administration
- File sharing permission administration
- Security administration

Help Desk Workstation Remote Support



- 24x7x365 Remote-first support (*emergency basis only on weekdays from 5:00pm-7:59am, weekends, and holidays*)
- 24x7x365 monitoring
- Patch management

Microsoft 365 Administration



NextStep's support plan covers all of the following services. Services not covered by the selected plan will be billed at the preferred discounted rate.

Covered Services:

- Microsoft 365 apps domain administration
- Adds/moves/changes
- Device provisioning
- Policy creation

Backup and Disaster Recovery



NextStep offers a complete encrypted Backup and Disaster Recovery Solution (BDR) for windows servers.

- Local and encrypted remote data storage
- Automated backup monitoring
- Routine backup integrity testing
- Recovery time objective (RTO)
 - Single server: 2 hours
 - Site recovery: 48 - 96 hours
- Configurable bandwidth throttling
- Redundant offsite data storage
- Retention periods
 - Base image
 - Monthly synthetic (all)
 - Weekly synthetics (for last 5 weeks)
 - Daily synthetics (for last 14 days)
 - Intra-day incremental (for last 2 days)

Data is encrypted before it leaves your servers with an encryption key that only NextStep can access. The data is then encrypted again for its transit over the internet. Files are then stored, in the encrypted form, on multiple servers in high-security facilities.

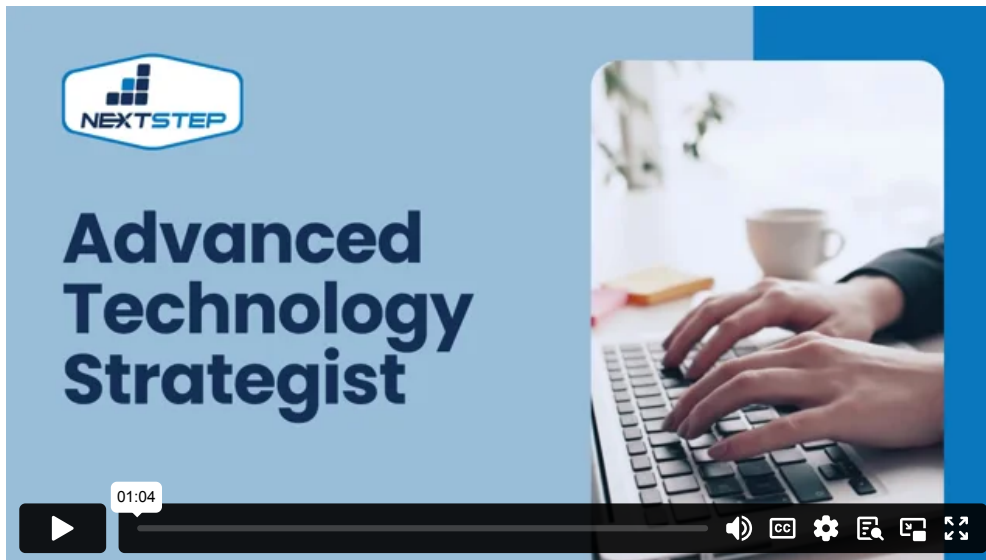
In a disaster, where you should lose your entire office, we will have a new NAS imaged, with the most current backup information available. It will be shipped out via next-business day air transportation to a location of your choice or delivered by one of NextStep's engineers. There is an additional cost for this service.

The backup data being stored on the NAS and at the Data Center remains the sole property of the Client. If the Client chooses to terminate services, NextStep can assist in providing a copy of the data. Charges will be incurred for labor, material or licensing required.



NextStep offers a complete encrypted Backup and Disaster Recovery Solution (BDR) for Microsoft 365 and Google Workspace.

- 3x/day automated backup for Office 365's Exchange, OneDrive and SharePoint / Teams and for Google Apps Emails, Calendars, Contacts, Google Drive, Files, and Folders.
- Perform additional backups as needed at any time.
- Security controls that include compliance with SOC 2 Type II, HIPAA, and PCI Compliant. Data is secured with 256-bit encryption.
- Browse and preview backups by user and item or search for metadata.
- Restore individual files or groups of files back into a user's account or export them directly to your machine.
- Monitor data with domain health status and activity log.



Our Technology Strategist service provides strategic planning based on your organization's short and long-term goals. This service provides a suggested plan, timeline, and projected spend on computer networks and end-user devices.

The primary objectives of the service are for your technology strategist to:

- Work with your team to understand your organizational needs and collaborate with the team to design, research, and execute solutions.
- Plan specific elements of fieldwork and develop moderator guides.
- Translate insights with a strategic vision that aligns to the organization's goals.
- Serve as technical project-lead with both internal resources and external vendors.
- Collaborate in workshop-style client meetings, moderate focus groups and in-depth interviews.
- Partner with strategic planners, creative team, technical project management, and other internal departments to solve research challenges.
- Compose final reports and deliverables that are strategic, clear, concise, and solution-oriented.
- Manage existing and identify new projects based on your business' technology goals.
- Build a relationship as a trusted advisor.

Some specific examples these services are:







- IT budget planning
- Procurement assistance
- Network design
- Strategic consulting
- Vendor assessment
- Business continuity planning
- Working with vendors to evaluate the IT integration specifications
- New office technology planning
- Evaluation of current ISP provider

Technology Strategist service is a consulting and planning engagement service. Labor for Implementation, installation, and configuration of new equipment and or software will be billable.

Managed Services - Infrastructure

Discounted 66% off MSRP by Matt Worthen

\$2,223.94





Product	Quantity
 Infrastructure - Servers & Cloud Consoles Monthly x 12	24
 Infrastructure - Meraki Switches Monthly x 12	26
 Infrastructure - Meraki Firewalls Monthly x 12	11
 Infrastructure - Meraki Access Points Monthly x 12	45
 Infrastructure - Cloud Console - O365 Monthly x 12	218
 Infrastructure - Tech Strategy (Advanced) Monthly x 12	1

Managed Services - Help Desk

Discounted 85% off MSRP by Matt Worthen



Applied Discount is dependent on the Field Staffing Position. If the field staffing position is removed, Managed Services - Helpdesk pricing may increase.







\$3,135.26


Product	Quantity
 Help Desk and NOC Services - End Users Monthly x 12	192
 Help Desk and NOC Services - End Points Monthly x 12	218
 Help Desk and NOC Services after Hours - End Users Monthly x 12	192
 Remote Monitoring & Management (RMM) Agent / Software Monthly x 12	218


Managed Services - Business Continuity / Disaster Recovery


\$2,335.00


Product	Quantity	Price	Amount
 Datto SaaS - 1 Year Commit - High Watermark Billing Monthly	284	\$5.00	\$1,420.00
 S4E12 Time-Based Retention (1yr) - Monthly	1	\$915.00	\$915.00

Microsoft 365 Licensing				\$3,974.25
Product		Quantity	Price	Amount
 Sherweb - Office 365 G3 (Governmental Community Cloud Pricing) (NCE) - Annual paid monthly		1	\$37.80	\$37.80
 Microsoft 365 GCC G5 (Governmental Community Cloud Pricing) [New Commerce Experience] - Monthly - 1YR Commit	Monthly	2	\$59.85	\$119.70
 Microsoft Entra ID P1 (Governmental Community Cloud Pricing) [New Commerce Experience] - Monthly	Monthly	4	\$6.30	\$25.20
 Microsoft Office 365 Extra File Storage for GCC - Monthly	Monthly	300	\$0.21	\$63.00
 Office 365 G1 (Governmental Community Cloud Pricing) [New Commerce Experience] - Monthly - 1YR Commit	Monthly	132	\$10.50	\$1,386.00
 Office 365 G3 (Governmental Community Cloud Pricing) [New Commerce Experience] - Monthly - Monthly Commit	Monthly	97	\$24.15	\$2,342.55

DUO Essentials				\$195.00
Product		Quantity	Price	Amount
 DUO Essentials		65	\$3.00	\$195.00

Block Hour (Planned Coverage & Projects)				\$5,000.00
<i>One time purchase Non-recurring</i>				
Product		Quantity	Price	Amount
 Block Hour - Technical Services		40	\$125.00	\$5,000.00

Field Staffing - On Site L1 Technician				\$6,768.00
Product		Quantity	Price	Amount
 Field Staffing - 4 days per week	Monthly x 12	1	\$6,768.00	\$6,768.00

One Off	\$5,232.80
Monthly 	\$36,733.85
Discount	-\$18,335.20
Shipping	\$0.00
<hr/>	
Tax	\$0.00
<hr/>	
Total	\$23,631.45

Current MSP agreement expires ***insert date***

This agreement will begin ***insert date***. Expiring after 12 month.

Service Level Objectives (SLOs)

Urgency	Response Time	Communication Cadence
Critical (entire organization unable to function)	30 minutes	Hourly unless otherwise communicated/scheduled
High (department or key employee unable to function)	1 hour	Hourly unless otherwise communicated/scheduled
Medium (employee can function with limitations)	4 hours	1 business day
Low (preventative work or employee has a work around until issue is resolved)	1 business day	4 business days

Incident Investigation and Response

The SOC will provide monitoring, detection, investigation, escalation and incident support for all incidents within the current supported toolset and visibility of the managed services.

The SOC is responsible for incident monitoring, detection, analysis, investigation, escalation, and incident support. The SOC will be responsible for remote incident analysis and investigation to determine if alerts or security events warrant incident classification. If an event is classified as an incident by the SOC, the SOC will track the incident with You. The SOC will perform incident triage to include determining threat scope, urgency, potential impact and make recommendations designed to allow for remediation. The SOC will remotely investigate initial security events identified by the SOC and escalate as appropriate in accordance with the established and agreed upon Service Level Objectives (SLOs). Events and incidents will be analyzed and investigated using the SOC's standard process and procedures. Escalations will follow established escalation paths and utilize contact information collected during onboarding and documented by SOC.

For incidents that are assigned to the Client after analysis, the Client is responsible for escalating incidents back to the SOC that require action or analysis by the SOC. The SOC will be the collection point for additional group inputs for classification of security incidents. The potential exists for other entities to notify the SOC of possible events. In these relatively rare cases, the SOC will ensure outside sources of information are incorporated into established SOC workflow procedures. As events are pulled into the SOC Workflow, it is the SOC's responsibility to create and classify incidents. As the SOC is responsible for incident escalation and response, only the SOC has the authority to classify events or alerts as incidents to ensure due diligence of event investigation and accountability in reporting.

During incident investigation the SOC may perform the following activities:

- Perform analysis on client assets/traffic, document results noting attacker profiles.
- Assist in identifying potential impact of incidents on client systems and using available security tools to assist client in determining if data was exfiltrated.
- Document and track events (false positives and false negatives, blacklists, whitelists) within the security toolset.
- Escalate incidents to identified client contacts for further remediation.

Scheduled and Emergency Maintenance

Scheduled maintenance means any maintenance that is performed during a scheduled maintenance window or in which Client is notified at least one day in advance. Notice of scheduled maintenance will be provided to the Client's Authorized Point of Contact.

Emergency maintenance means any non-scheduled, non-standard maintenance required by SOC. No statement in the section of any Services entitled "Service Level Objectives" shall prevent SOC from conducting emergency maintenance if it is critically necessary for the integrity and security of the Services. During such emergency maintenance, Client's Authorized Point of Contact will receive notification of initialization of the emergency maintenance, and of the completion of the emergency maintenance. The SOC will be relieved of its obligations under the applicable SLOs during scheduled and emergency maintenance.

File Sample Submissions

The EDR and SIEM SOC services may detect suspicious or malicious executable files on endpoints. Sometimes it is necessary to perform additional investigations to understand an attack. In these cases, SOC may retrieve file samples of suspicious or malicious files from an endpoint to perform additional analysis. By allowing sample submissions, our analysts are enabled to provide more in-depth analysis and context to their investigations of potential incidents, as well as enhancing the detection and prevention of future incidents that may involve the same file(s). Part of this process may require our analysts to automatically request samples of files, scripts or other source detected in Client or End Client environments to perform further analysis. In addition to our own in-house analysis, the SOC may use outside services including but not limited to:

- VirusTotal
- Opswat MetaDefender
- Joe Sandbox

Unless Client opts-out of File Analysis Submissions, the SOC will request samples from an endpoint and upload potentially malicious files for analysis as needed.

By allowing permission for the SOC to upload unknown binaries, SOC Analysts will either manually or automatically upload unknown binaries to outside analysis services:

- Sample binary or its hash representation will be submitted to the appropriate analysis service.
- Terms of Service and Privacy Policy for each service will apply.
- The SOC shall not be responsible for this submission or for any act or omission by any online service.

You are hereby advised some/most analysis services make the file metadata publicly available, along with scan results from numerous anti-virus products. Service providers may also make the files samples available for download to partners.

Host Isolation Terms

Our SOC has the ability to isolate machines on a Client or End Client's network that have an agent installed. The SOC uses host isolation to prevent the spread of malicious code by preventing a compromised machine from communicating to other network devices on the Internet or the Client or End Client's network. The isolated machine will maintain connectivity to SOC and allow our analysts to continue investigation without risking other network devices to malicious code or active attacks. Unless the Client opts-out, the SOC will isolate potentially compromised machines. The SOC will manually isolate the machine using the installed Endpoint Agent and notify the client of the isolation via an incident for escalation. The machines will remain in isolation until the threat has been remediated or the client has specifically said they accept the risk and request the SOC to remove the isolation.

- The client commits to identifying production impacting servers and assets that are NOT to be isolated unless the client has given written authorization. Client recognizes they assume all risk for non-isolated machines and the spread of any attack profile due to this.
- The SOC commits to isolating machines that are NOT on the unauthorized list only to prevent the spread of malicious code and lateral movement by suspected attackers.

- The SOC will escalate all incidents that require isolation to the client for their visibility and active feedback on the incident.

Clients are hereby advised that the SOC has the functionality to isolate machines on your network or with installed EDR offerings, that the SOC has the ability to use this function to protect the network, and that the isolated machines will lose all connectivity to all other devices on the network.

Automated Remediation

Some incidents can be remediated by the SOC EDR agents. These remediation actions are visible in the endpoint console.

Clients can opt-out of allowing SOC Analysts to execute the automated remediation actions on affected endpoints. The current remediation actions that can be performed are, but are not limited to:

- Kill Process
- Quarantine Files
- Remediate Threat
- Rollback Threat

Clients are hereby advised that the SOC has the functionality to remediate machines on your network, that the SOC has the ability to use this function to protect the network, and that the SOC is not liable for downtime as the result of remediation actions that were taken.

Out-of-Scope Services

1. The SOC Service does not modify network configurations, including firewalls, nor does it provide support for troubleshooting network performance or function.
2. Fix database corruption issues
3. SOC Service will not perform any virtualizations on a backup solution.
4. Training
5. Contacting 3rd party vendors for support or security involvement
6. Under no circumstance will the SOC Service engage in financial transactions on Client's behalf.
7. Hardware-related issues (hard disk, memory, power supply, etc.). All hardware and/or equipment issues will be escalated to NextStep support for remediation.
8. Internet service provider (ISP) outages
9. Hardware, software, or ISP vendor ticketing and management
10. On-site support at client and/or end client locations
11. Anything not specifically identified as in scope.

Client Responsibilities

Client understands that SOC's performance of the services is dependent in part on the Client's compliance with the requirements of this SOW. The Client understands that it is responsible for timely delivery of the items and information listed in the following sections of this SOW. Additionally, the Client understands that it must perform the tasks, and provide access to Client or End Client's employees, consultants, business processes, and/or systems as contemplated herein for SOC to be able to perform such services efficiently.

The following list is required for the SOC's ability to perform the Services: The Client shall provide reasonable assistance to the SOC for performance under this SOW, including helping troubleshoot technical issues within the Client or End Client's environments as well as any services provided by third parties to the client that may affect the delivery of the Services. SOC services are dependent of the connectivity of the tools utilized. Client is responsible for maintaining a proper Internet connection sized appropriately to handle the load of the SOC tools and monitoring activities on their network and any Client network supported by the SOC services. Provide SOC with accurate and up-to-date information including, the name, email, landline, and mobile numbers for all designated authorized Client Points(s) of Contact ("POC(s)").

Notify NextStep at least twenty-four (24) hours in advance of any scheduled maintenance, network or system administration activity that would affect SOC's ability to perform under this SOW. Maintaining current maintenance, supported versions and technical support contracts with Client's software and hardware vendors for any device affected by this SOW. Client is responsible for maintaining SOC products installed on Client's networks on currently supported versions and monitoring that any EDR endpoint agent stays in an online state.

Client Environment Failures

Client agrees that the SOC will not be liable for any failure to provide the SOC Services if such failure is caused by Client's failure to meet the applicable requirements for each Service. At a minimum, Client is responsible for ensuring the following environmental failures do not negatively impact the

Services:

- Service interruptions, deficiencies, degradations or delays due to any Client supplied internet or private access whether provided by Client or third parties engaged by Client or equipment when provided by Client or third parties engaged by Client.
- Failure or deficient performance of Client-supplied power, equipment, services, or systems not provided by the SOC.
- Client's election to not release a service component for testing and/or repair and to continue using the service component.
- Client's failure to adhere to SOC recommended configurations on managed or unmanaged equipment that affects the Service.
- Client's failure to deploy SOC Agents within monitored networks.
- Service interruptions, deficiencies, degradations, or delays during any period when a service component is removed from Service for maintenance, replacement, or rearrangement purposes by Client's submission without a mutually agreed upon change order form.
- Failure to provide a suitable secure environment for on-premise devices, including, but not limited to secure mounting/racking, appropriate cooling and air handling, secure from theft, loose wires bundled neatly, etc.
- Service interruptions, deficiencies, degradations, or delays in Service caused by a piece of equipment, configuration, routing event or technology required.

This Master Services Agreement ("Agreement") is by and between EAJ Services, LLC d/b/a NextStep Networking and the above referenced client. Company and Client shall collectively be the "Parties" and individually a "Party".

This is a master agreement that governs all services that Company performs or provides to Client (collectively, the "Services"). The scope, terms, and fees charged for the Services will be described in one or more proposals or statements of work that we provide to Client (each, a "SOW"). A SOW may be accepted electronically or by physically signing it and, once Client and Company mutually agree to a SOW, the SOW will automatically become a part of, and governed under, the terms of this Agreement.

If there is a material difference between the language in a SOW and the language in this Agreement, then the language of the SOW will control, except in situations involving warranties, limitations of liability, or termination of this MSA. Under those limited circumstances, the terms of this Agreement will control unless the SOW expressly states that it is overriding the conflicting provisions of this Agreement.

1 Definitions.

"Services" means the services that Company agrees to provide to Client as expressly set forth in this Agreement.

"System" means, collectively, any computer network, computer system, peripheral or device installed, maintained, monitored, or operated by us pursuant to a SOW. To avoid a delay or negative impact on our provision of the Services, during the term of each SOW Client agrees to refrain from modifying or moving the System, or installing software on the System, unless Company expressly authorizes such activity.

"Client Users" or "Users" means the individuals associated with Client who are authorized to use the Services.

2 Term, Services, and Billing.

This Agreement between and Client is effective upon the date signed and shall remain in force for two (2) years ("Initial Term"). This Agreement may be renewed or extended by mutual agreement of the Parties. Any renewal or extension of this Agreement must be in writing and may include any new or modified terms as the Parties may mutually agree. During the Initial Term set forth in each SOW, the fees due hereunder (subject to changes in user counts and/or Services being provided), shall be as set forth in the Scope of Work ("SOW"). If a SOW does not include a fee schedule, then Client agrees to pay Company on an hourly basis pursuant to Company's then-current standard hourly rate schedule. All Company invoices are due immediately upon receipt. Client must pay such invoice via ACH, credit card, or other payment method(s) (if any) offered by Company from time to time. 1.5% interest monthly (or the maximum amount allowed by law, if less), shall accrue on fees hereunder not paid by Client within thirty (30) days of Client receipt of the invoice. Client shall be solely responsible for any taxes arising out of this Agreement (excluding taxes on the income of Company). Client is exempt from Ohio sales tax pursuant to section 6119.40 of the Ohio Revised Code.

3 Termination

3.1 Company may terminate this Agreement at any time, with or without cause, upon sixty (60) days prior written notice to Client.

3.2 Client may terminate this Agreement upon not less than thirty (30) days written notice. If Company has as of the date of Client termination performed any services in connection with an active SOW, Company shall immediately wind up its work under the SOW and invoice Client for the work performed based upon the proportion of the services actually performed as to the date of Client termination.

3.3 Either Party may terminate this Agreement, upon written notice to the other party, if there is a breach of this Agreement, provided however, that such Party must provide the other party with thirty (30) days written notice of the breach and a thirty (30) day opportunity to cure such breach.

3.4 If there is no active SOW between the Parties, either Party may terminate this Agreement upon thirty (30) days written notice to the other Party.

3.5 Company and Client may mutually consent, in writing, to terminate a SOW or this Agreement at any time.

3.6 If Client ceases to pay any charges, when due, associated with any Services, terminates or suspends its business operations, is insolvent, or enters into bankruptcy or receivership (voluntarily or involuntarily), Company may suspend or terminate the Agreement upon written notice to Client. Company is not responsible for damages that may result due to suspension or termination of services by Company due to Client non-payment of fees.

3.7 If either party terminates this Agreement, Company may assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Company actual costs of rendering such assistance. Company will promptly provide Client with a complete copy of any Client data in Company possession or control, but thereafter, Company will not retain any data stored for Client after the Termination Date, unless required to retain by law.

4 Support, Point of Contact Requirements, and Cooperation.

4.1 Company will provide reasonable quantities of telephone or on-line support during normal support hours as more fully described in the Scope of Work. Client understands and agrees that Scope of Work may be required for Support Services outside of Client's chosen support level, if any, and that such support may require Client to pay additional professional fees. Client will supply a primary and a backup support contact, who must be a full-time employee of Client, knowledgeable and trained to make support calls, receive responses, and coordinate and facilitate the support services.

4.2 During the Term, Company will make recommendations from time to time regarding security products and services for Client, in line with commercially reasonable best IT and security practices, including risks associated with various solutions. However, responsibility to accept, reject, or change such solutions ultimately resides with the Client, not Company. Client understands and agrees that no security solution is 100% faultless or perfect in all situations, that failure to implement Company recommendations could result in a less secure IT environment, and that implementation of the Services under this Agreement is not a guarantee that security incidents or breaches will not occur. Company may, in its discretion, request that Client sign a written document reflecting the recommendations that the Client has or has not elected to implement, and such document will serve as express evidence of solutions not implemented by Company.

4.3 Proper and safe environmental conditions must be provided and assured by Client at all times. Company shall not be required to engage in any activity or provide any Services under conditions that pose or may pose a safety or health concern to any personnel, or that would require extraordinary or non-industry standard efforts to achieve.

4.4 Cooperation. Client shall cooperate with Company with regard to the performance of Company's obligations hereunder, including (without limitation):

- (a) Providing to Company such information, data, access to premises, remote access to Client's System, management decisions, approvals, and acceptances as may be commercially reasonable to permit Company to provide the Services;
- (b) Acquiring for Company throughout the Term, at Client's expense, all rights and privileges (including, at a minimum, applicable application program and software licenses, maintenance and support privileges (including telephone support privileges) from the applicable licensor(s) or vendor(s)) necessary for Company to use, on behalf of Client, the application programs or any other software which is reasonably necessary to provide the Services and to install such application programs or such other software on the System, workstations, or servers, as appropriate.

5 Internet and Equipment.

5.1 The Services require a reasonable internet connection and Client is solely responsible for procuring and maintaining telecommunications and internet services from a third-party provider. Client understands and agrees that Company is not responsible for any interruptions in service, downtime, speed issues, or other problems involving Company's internet connection.

5.2 Company may provide equipment, in support of the provision of Services, and Company grants Client a non-exclusive, non-transferable, limited license to use the equipment in accordance with this Agreement. Client understands and agrees that Company provided, or owned equipment must be serviced only by Company personnel or a third-party specifically selected and authorized by Company. In the event that a third-party has serviced or otherwise modified the equipment without Company's authorization, Company may, in its discretion (1) charge Company's normal hourly rates for any Company Services needed to fix issues related to the equipment; (2) remove the equipment device from the scope of Client's Managed IT agreement coverage, if applicable, as well as any warranties provided by the Company on such equipment, if applicable; and/or (3) require that Client pay the full replacement costs for such equipment. If Client is supplied with Company-owned equipment, Client agrees to acquire and maintain, at its sole cost, insurance for the full replacement value of that equipment. Company must be listed as an additional insured on any policy acquired and maintained by Client under this Agreement, and the policy will not be canceled or modified during the term of the applicable SOW without prior notification to Company. Upon Company's reasonable request, Client agrees to provide proof of insurance, including proof of payment of any applicable premiums or other amounts due under the insurance policy.

5.3 For Client-owned equipment, Company will take no responsibility of ownership but will offer support services as set forth in this agreement. Client agrees to give Company reasonable access during regular business hours, or at any time in the event of an emergency, to service or remove the equipment at Company's sole discretion.

5.4 Unless otherwise stated in a SOW, all hardware, software, peripherals or accessories purchased through Company ("Third-Party Products") is subject to a restocking fee once the applicable purchase order is placed in Company's queue for delivery. Company will use reasonable efforts to assign, transfer and facilitate all warranties (if any) and service level commitments

(if any) for the Third-Party Products to Client, but will have no liability whatsoever for any Third-Party Products. Client will have no liability whatsoever for any Third-Party Products.

5.5 Upon termination of this Agreement or applicable SOW for any reason, Client will provide Company with reasonable access, during normal business hours, to Client's premises or any other locations at which Company-owned equipment or software is located to enable Company to remove all Company equipment, hardware, software, and similar items from the premises. If Client fails or refuses to grant Company access as described herein, or if any of the Company equipment, software, hardware, or other items are missing, broken or damaged (normal wear and tear excepted), Company may invoice Client, and Client shall immediately pay, the full replacement value of any and all missing or damaged items.

6 Restrictions on Use.

Client and its Users agree that they will not:

6.1 Use the Service in a manner that violates any applicable local, state, federal or international law, order or regulation.

6.2 Take part in any fraudulent activities, including impersonating any person or entity or forging anyone else's digital or manual signature.

6.3 Invade another person's privacy, stalk, harass, or otherwise violate the rights of others.

6.4 Post, transmit, or distribute content that is illegal, threatening, abusive, libelous, slanderous, defamatory, promotes violence, or is otherwise offensive or objectionable in Company's sole discretion.

6.5 Restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Services, including, without limitation, by posting or transmitting any information or software which contains a virus, lock, key, bomb, worm, Trojan botnet, cancelbot, or other harmful feature.

7 No Hire or Interference.

The Client agrees that at all times while Client is employing the services of and for twelve (12) months after the contract period terminates, the Client will not solicit, hire, retain (including as a consultant) any Company employee or independent contractor or any former employee or independent contractor who has left employment or contract within twelve (12) months prior to such hiring. This Section does not prevent Client from hiring or soliciting any employee, independent contractor, or former employee or independent contractor of the Company who responds to a general solicitation that is a public solicitation of prospective employees and/or independent contractors and is not directed specifically to the employees or independent contractors of Company.

8 Use of Client's Name for Marketing Purposes

During the term of this Agreement, Client agrees that Company may use Client's company name in conjunction with a client list that may appear in Company's printed marketing material, electronic documents and/or similar presentations on the Internet, provided that any such client list is utilized by Company solely for general marketing purposes in the ordinary course of Company's business, and also includes the names of representative clients of Company in addition to Client.

9 Confidentiality.

Each party shall treat the information received from the other party that is designated as confidential or otherwise so identified, and/or any information that by its form, nature, content or mode of transmission would to a reasonable recipient be deemed confidential or proprietary ("Confidential Information") as and not disclose or use such Confidential Information except in the performance of this Agreement. "Confidential Information" is restricted to information that qualifies as a "trade secret" under Ohio law. Each party agrees to use the same degree of care that it maintains with regard to its own information of similar or like importance. Company designates the Services, all information relating to the Services and the financial terms of this Agreement as Confidential Information. Both parties shall: (i) restrict disclosure of Confidential Information to employees and agents solely on a "need to know" basis; (ii) advise employees and agents of their confidentiality obligations; (iii) protect the confidential information of the disclosing party in the manner the disclosing party would protect such information; (iv) notify the other of any unauthorized possession or use of that party's Confidential Information as soon as practicable after receiving notice of same; and (v) if either party is legally compelled in any litigation, administrative, or similar proceeding to disclose the other Party's Confidential Information, such party shall immediately notify the other Party and reasonably cooperate with the other Party to seek a protective order for such Confidential Information, at the other Party's expense. Notwithstanding the foregoing, neither party shall be obligated to preserve the confidentiality of any information which: (i) was previously known; (ii) is a matter of public knowledge; (iii) was or is independently developed by the recipient; (iv) is released for disclosure with written consent; (v) is received from a third-party to whom the information was disclosed without restriction; or (vi) disclosed by the non-receiving party to other persons without similar restriction. NextStep recognizes the Village is a public entity subject to the Ohio Meetings Act and the Ohio Public Records Act, and nothing in Section 9 shall be construed to prevent the Village from complying with its obligations under both provisions.

10 Third-Party Products and Title.

To the extent that Client has ordered services or products provided by a Third-Party as part of the Services (e.g. firewall), Client acknowledges such Third-Party Services or Products may require Client to accept an End User License Agreement (EULA) or other third-party services agreement and that such agreement is a binding agreement between such third-party provider and Client. Company retains all right, title, copyright, patent, trademark, trade secret and all other proprietary interests to all Services and any derivatives thereof. No title, copyright, patent, trademark, trade secret or other right of intellectual property not expressly granted under the Agreement is exchanged between the Parties.

11 Minimum System Requirements, Updates, and Patches

11.1 At all times, all software on the System must be genuine and licensed, and Client agrees to provide us with proof of such licensing upon our request. If Company requires Client to implement certain minimum hardware or software requirements in a SOW ("Minimum Requirements"), Client agrees to do so as an ongoing requirement of us providing our Services to Client.

11.2 If patches and other software-related maintenance updates ("Updates") are provided under a SOW, Company will install the Updates only if Company has determined, in its reasonable discretion, that the Updates will be compatible with the configuration of the System and materially beneficial to the features or functionality of the affected software or hardware. Company will not be responsible for any downtime or losses arising from or related to the installation or use of any Update, provided that the Update was installed in accordance with the manufacturer's or applicable vendor's instructions.

12 Insurance

Company and Client will each maintain, at its own expense, reasonable insurance necessary to cover the Party, its assets/property, and employees and contractors. This insurance shall include, at a minimum, the following: (1) general commercial liability insurance with a limit of no less than \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate; and (2) workers' compensation and unemployment insurance coverages as required by any state and federal laws to which each Party is subject. All of the insurance policies described herein will not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to the other party.

13 Jurisdiction and Venue.

13.1 This Agreement shall be governed by the laws of the State of Ohio without reference to its conflicts of law.

14 Limited Liability and Warranty

14.1 Company agrees to provide the Services in a professional manner, in line with reasonable industry standards.

14.2 Except as otherwise expressly stated in this Agreement or in any SOW to which this Agreement applies, the Services, including all hardware, software, and Third-Party Products are provided "as is" and "as available" without warranty or condition of any kind, including but not limited to the implied warranties or conditions of merchantable quality and fitness for a particular purpose. Company does not warrant that the Services will meet any particular need or that the operation will be error free.

14.3 Although Company has taken commercially reasonable steps to provide a secure system within limitations existing in network and computer infrastructure, Company does not warrant or guarantee that communication over the Services will be secure from monitoring or tampering, nor that information stored on any computer connected to the Services will be secure from monitoring or tampering. Because of this, any sensitive or confidential information (such as credit card numbers or other financial information, medical information or trade secrets) sent by Client or Client's users is at Client's sole risk and Company shall have no liability whatsoever for any claims, losses, action, damages, suits or proceedings arising out of or otherwise relating to

such actions by Client or its Users. Client agrees that the total aggregate liability limit of Company shall in no event exceed the total dollar amount which Client paid during the previous six (6) month period for the Service that gave rise to the claim.

14.4 Under no circumstances will Company be responsible for any data lost, corrupted or rendered unreadable due to (i) communication and/or transmissions errors or related failures, (ii) equipment failures, including, but not limited to, silent hardware corruption-related issues, or (iii) Company's failure to backup or secure data from portions of the System that were not expressly designated in the applicable SOW as requiring backup or recovery services, or for which backup or recovery services were not purchased. Unless expressly stated in a SOW, Company does not warrant or guarantee that any maintained storage device or functionality, data backup device or functionality, or load balancing functionality will operate in a completely error-free manner.

15 Miscellaneous.

15.1 All notices hereunder shall be delivered to the other Party identified in the Agreement either personally, via certified mail, email, or overnight courier. If delivered personally, notice shall be deemed effective when delivered; and if delivered via certified mail or overnight courier, notice shall be deemed effective three days after mailing. If delivered via email, such notice is deemed effective on the time and date a return email confirming receipt is sent by Company or Client (as applicable), and both parties agree to send return receipts within two (2) business days of receipt of an applicable email. Electronic signatures have the same legal effect as a physical signature to the maximum amount allowable under applicable state law.

15.2 Client acknowledges that the Services are subject to control under U.S. law, including the Export Administration Regulations (15 CFR 730-774) and agrees to comply with all applicable import and export laws and regulations.

15.3 Should any clause, term or condition of this Agreement be or become illegal or impossible to perform because of a law or ruling of any controlling governmental agency in the Territory, such clause, term or condition shall be viewed as separate from the remainder of this Agreement, which shall be valid and binding. Should the terms of this Agreement contradict the terms provided in the Scope of Work, the terms provided here shall govern unless expressly stated otherwise. The failure of either Party to enforce any of the provisions of this Agreement or the waiver thereof in any instance shall not be construed as a general waiver or relinquishment on its part of any such provisions, but the same shall, nevertheless, be and remain in full force and effect. Sections regarding Indemnity, Confidentiality, Title, Limitation of Liability, Termination, and Import Export shall survive termination of this Agreement.

15.4 Neither Company nor Client shall be liable for any failure to perform (other than payment of fees) due causes beyond its reasonable control that make performance impossible or commercially impracticable, including strikes, riots, terrorism, earthquakes, epidemics, wars, theft, fires, floods, weather, acts of God, strikes, lockouts, or court order.

15.5 This Agreement, including any Scope of Works, constitutes the entire agreement between the parties relating to its subject matter and can only be modified by a writing signed by authorized officers of Company and Client. Client shall not assign, transfer, or delegate (including via merger, acquisition, reorganization, or transfer of 51% or more of the ownership interests or assets of the Company) any interest, obligation, or right under this Agreement without the prior written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties and their successors or assigns.



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:	10/30/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A Road Maintenance Agreement With The Board Of County Commissioners, Butler County, Ohio, For The Improvement And Maintenance Responsibilities For Portions Of Riggs Road, Brookville Road, Fairfield Road, And Contreras Road. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD DRE

DISCUSSION:

With the pending annexation of the Miami Airport property into the corporate limits of the city of Oxford, the Butler County Engineer's Office (BCEO) requires a Road Maintenance Agreement clearly describing roadway maintenance obligations and which political subdivision will be responsible for maintenance. City Staff worked with the BCEO to develop a fair and equitable agreement for maintenance of the roads surrounding the airport property, including Riggs Road, Brookville Road, Fairfield Road, and Contreras Road.

Per the attached draft map and agreement, it is proposed that the BCEO continue to provide all maintenance for Riggs Road. The City is already providing maintenance on Brookville, Fairfield, and Contreras roads, and will extend City maintenance services to the intersections with Riggs Road. Before the proposed agreement becomes effective, the BCEO will make improvements or repairs to three culverts in the agreement area.

Staff recommends that the City Council authorize the City Manager to sign the attached Road Maintenance Agreement with the Butler County Board of County Commissioners.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A ROAD MAINTENANCE AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS, BUTLER COUNTY, OHIO, FOR THE IMPROVEMENT AND MAINTENANCE RESPONSIBILITIES FOR PORTIONS OF RIGGS ROAD, BROOKVILLE ROAD, FAIRFIELD ROAD, AND CONTRERAS ROAD.

WHEREAS, the City of Oxford is pending annexation of 157.217 acres of land located along Riggs Road, Brookville Road, Fairfield Road, and Contreras Road, with the adoption of Resolution No. 7745 on October 7, 2025, Resolution No. 7751 and 7752 on October 21, 2025; and

WHEREAS, portions of Riggs Road, Brookville Road, Fairfield Road, and Contreras Road are within the corporation limits of the City of Oxford; and portions of Riggs Road, Brookville Road, Fairfield Road, and Contreras Road are also within the un-incorporated areas of Oxford Township; and

WHEREAS, the City of Oxford and the Board of County Commissioners desire to provide for the allocation between them of the improvement and maintenance responsibilities for portions of Riggs Road, Brookville Road, Fairfield Road, and Contreras Road as set forth in Exhibit “A” attached hereto.

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

SECTION 1: Council desires for the City to enter into a Road Maintenance Agreement with the Board of County Commissioners, Butler County, Ohio for the improvement and maintenance responsibilities for portions of Riggs Road, Brookville Road, Fairfield Road, and Contreras Road and finds that such Road Maintenance Agreement is in the best interests of the City and would promote the health, safety and welfare of the citizens.

SECTION 2: The City Manager is hereby authorized to enter into, on behalf of the City, a Road Maintenance Agreement with the Board of County Commissioners, Butler County, Ohio, for the improvement and maintenance responsibilities for portions of Riggs Road, Brookville Road, Fairfield Road, and Contreras Road as set forth in Exhibit “A” attached hereto.

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)

Road Maintenance Agreement

Between the governmental agencies of

**Board of County Commissioners, Butler County, Ohio
City of Oxford, Butler County, Ohio**

This agreement is made and entered into by and between the Board of County Commissioners of Butler County, Ohio, and the City of Oxford, both political subdivisions of the State of Ohio, following an annexation pursuant to Ohio Revised Code Sections 709.021 and 709.023 of territory along Brookville Road, Fairfield Road and Riggs Road to the City of Oxford.

WITNESSETH:

WHEREAS, portions of Brookville, Fairfield, Contreras and Riggs Roads are within the corporation limits of the City of Oxford and portions of Brookville, Fairfield, and Riggs Roads are also within the un-incorporated areas of Oxford Township; and

WHEREAS, City of Oxford and the Board of County Commissioners desire to provide for the allocation between them of the improvement and maintenance responsibilities for portions of Brookville, Fairfield, and Riggs Roads; and

WHEREAS, henceforth all improvement and maintenance responsibilities shall be divided as follows:

- (1) City of Oxford is to maintain and repair Brookville Road from SR 732 (also known as Oxford Reily Road) to Riggs Road; and
- (2) Butler County is to maintain and repair Brookville Road from Riggs Road, including the intersection, to the western terminus of Brookville Road in Oxford Township; and
- (3) City of Oxford is to maintain and repair Fairfield Road from US 27 (also known as Paterson Avenue to its easternmost intersection with Riggs Road; and
- (4) Butler County is to maintain and repair Fairfield Road from its easternmost intersection of Riggs Road, including the intersection, to the western terminus of Fairfield Road in Oxford Township; and
- (5) City of Oxford is to maintain and repair Contreras Road from its intersection with College Street to Riggs Road; and
- (6) Butler County is to maintain and repair Contreras Road from Riggs Road,

including its intersection, to the western terminus of Contreras Road in Oxford Township; and

- (7) Butler County is to maintain and repair Riggs Road from Brookville Road to Contreras Road; and

WHEREAS, for purposes of this agreement, improvement includes any permanent and fixed change; and maintenance includes any and all repairs, general upkeep of the roadway, and culverts within the right-of-way.

AND WHEREAS, this agreement involves both improvements and maintenance;

THEREFORE IT IS MUTUALLY AGREED

- (1) That pursuant to Chapter 5557 and other applicable provisions of the Ohio Revised Code, the Board of County Commissioners hereby adopt this agreement to become effective upon the adoption of the same agreement by the City of Oxford.
- (2) All improvements and maintenance responsibilities shall be divided between Butler County and City of Oxford as follows:
 - a. City of Oxford is to maintain and repair Brookville Road from SR 732 (also known as Oxford Reily Road) to Riggs Road; and
 - b. Butler County is to maintain and repair Brookville Road from Riggs Road, including the intersection, to the western terminus of Brookville Road in Oxford Township; and
 - c. City of Oxford is to maintain and repair Fairfield Road from US 27 (also known as Paterson Avenue to its easternmost intersection with Riggs Road; and
 - d. Butler County is to maintain and repair Fairfield Road from its easternmost intersection of Riggs Road, including the intersection, to the western terminus of Fairfield Road in Oxford Township; and
 - e. City of Oxford is to maintain and repair Contreras Road from its intersection with College Street to Riggs Road; and
 - f. Butler County is to maintain and repair Contreras Road from Riggs Road, including its intersection, to the western terminus of Contreras Road in Oxford Township; and
 - g. Butler County is to maintain and repair Riggs Road from Brookville Road to Contreras Road; and

- (3) That Butler County and City of Oxford shall notify and report to each other of any work on Brookville Road, Fairfield Road, and Riggs Road undertaken during each year.
- (4) That each entity shall finance and pay for all costs of improvements, repairs and maintenance undertaken by them.
- (5) That unless otherwise agreed upon, employees and contractors of each entity shall remain solely the responsibility of that entity, as to payment, worker's compensation, and insurance, and the performing entity shall hold the other entity harmless as to any and all debts and obligations concerning those employees or contractors.

In witness whereof, the parties of this Agreement have set their hands this _____ day of _____, 2025.

Approved as to Form Only:

BOARD OF COUNTY COMMISSIONERS

Assistant Prosecuting Attorney

By: _____
Donald L. Dixon, President

By: _____
T.C. Rogers, Vice President

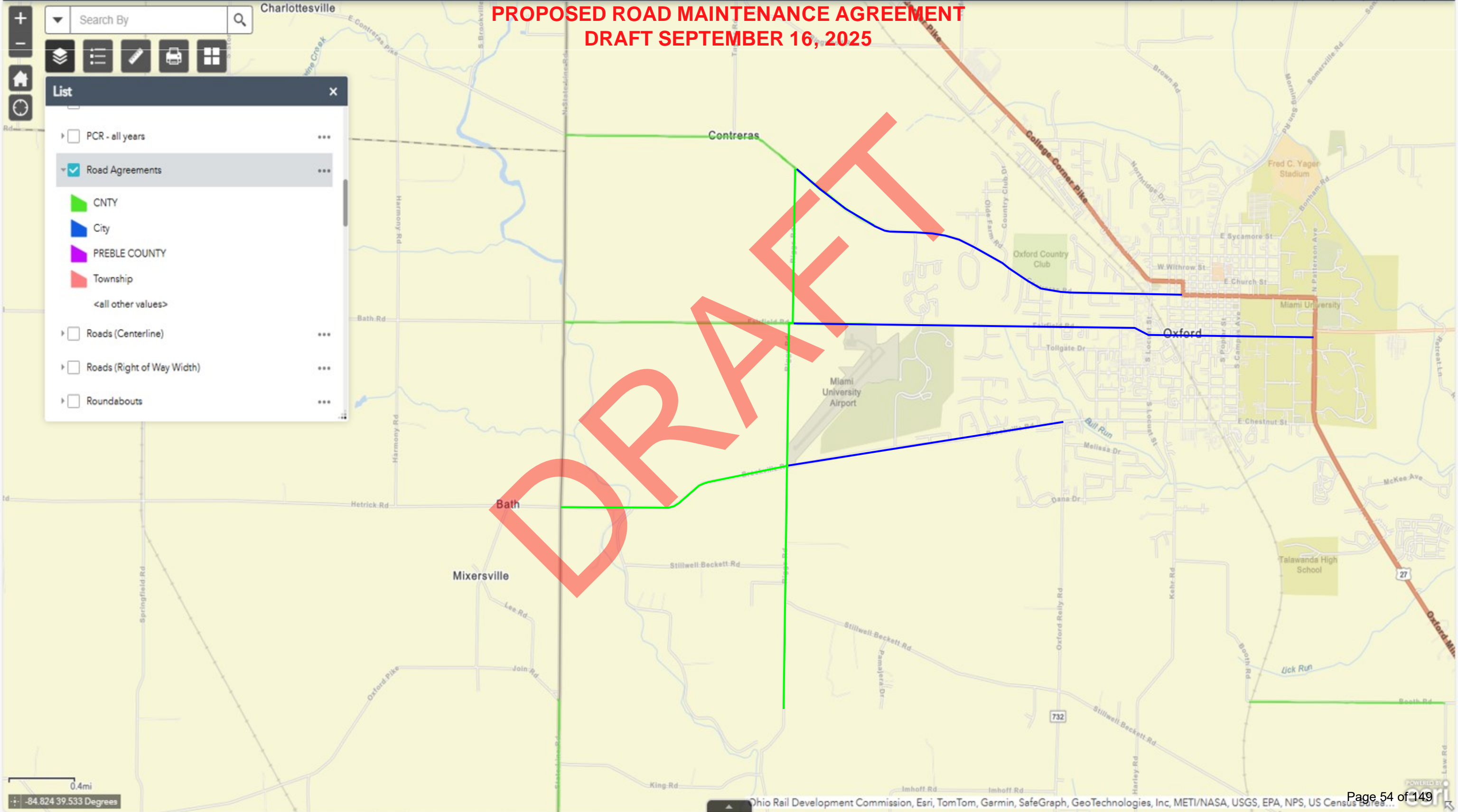
By: _____
Cindy Carpenter, Member

CITY OF OXFORD

Authorized by City Council
Resolution No. _____

By: _____
Douglas R. Elliott, Jr.; City Manager

**PROPOSED ROAD MAINTENANCE AGREEMENT
DRAFT SEPTEMBER 16, 2025**



Search By

List

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- Roundabouts



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:	11/7/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into An Agreement With Elam's Excavating, LLC For The Replacement And Upsizing Of The High Street Water Main From Elm Street To College Avenue At A Cost Of \$185,933.04 With A Contingency In The Amount Of \$18,593.30 For A Total Cost Not To Exceed \$204,526.34. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$250,000
ACCOUNT CODE:	322.811.67145
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 11/7/25 DRE

DISCUSSION:

The 2025 Capital Improvement budget includes \$250,000 for the replacement and upsizing of the High St. water main from College Ave. to Locust. The City has already replaced the water main from the water treatment plant along SR 73, Patterson Ave, and High St. (from Patterson Ave to College Ave.). The new main is 12" ductile iron having greater capacity (+ 44%) and resilience compared to the existing 10" cast iron main. This main is eventually planned to be replaced in its entirety to the West Booster Station and storage reservoirs on Contreras Road. The brick intersection at High St. and College Ave. (termination of the last completed phase) should not be disturbed as part of this project.

The City Engineer and his staff developed plans and specifications for this improvement. The project was advertised in the Journal News and several plan clearinghouses for water infrastructure projects on October 24 and 31, 2025. The City received five bids that were opened and read aloud on November 7, 2025 with the following results:

Elam's Excavating, LLC	\$ 185,933.04
W.G. Stang, LLC	245,630.00
Rack & Ballauer Exc.	265,325.00
Majors Enterprises	308,155.00
Ford Development	333,196.00

The City has completed one construction project with Elam's Excavating, LLC (replacing water main on High St. from Locust to Elm), and has been very pleased with the quality of their work. With an approved contract, work will begin in May 2026 following Miami University's spring graduation. The City plans to resurface High St. from Locust St. to College Ave. in late summer 2026 under a separate contract.

This Resolution will authorize the City Manager to enter into an Agreement with Elam's Excavating, LLC for the installation of new water main on High Street from College Ave. to Elm St. at a cost of \$ 185,933.04. Staff is also requesting a 10% contingency in the amount of \$ 18,593.30; therefore, the total not to exceed for this project shall be **\$ 204,526.34**

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ELAM'S EXCAVATING, LLC FOR THE REPLACEMENT AND UPSIZING OF THE HIGH STREET WATER MAIN FROM ELM STREET TO COLLEGE AVENUE AT A COST OF \$185,933.04 WITH A CONTINGENCY IN THE AMOUNT OF \$18,593.30 FOR A TOTAL COST NOT TO EXCEED \$204,526.34.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on October 24th and 31st, 2025. Sealed proposals were opened and read aloud on November 7, 2025, with five firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to enter into an agreement with Elam's Excavating, LLC for the replacement and upsizing of the Hish Street water main from Elm Street to College Avenue at a cost of \$185,593.30 with a contingency in the amount of \$18,933.04 for a total cost not to exceed \$204,526.34.

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

SECTION 1: Council finds Elam's Excavating LLC to be the lowest and best bidder and accepts the bid of \$185,933.04 for the replacement and upsizing of the High Street water main from Elm Street to College Avenue.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Elam's Excavating LLC at a cost of \$185,933.04 with a contingency in the amount of \$18,593.30 for a total cost not to exceed \$204,526.34 for the replacement and upsizing of the High Street water main from Elm Street to College Avenue.

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:	Parks & Recreation
PREPARED BY:	Chad Smith
DATE PREPARED:	11/5/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Accept The Bid And Enter Into A Contract With DWA Recreation For The 2025 Community Development Block Grant (CDBG) Construction Of A Replacement Playground At The Oxford Community Park Not To Exceed \$112,043.00 (Chad Smith, Director of Parks and Recreation)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$112,043.00
ACCOUNT CODE:	40283.025
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	CS DRE

DISCUSSION:

The 2025 Community Development Block Grant includes \$112,043.00 for Playground Replacement. One of the two playgrounds located at the Oxford Community Park remains an original playground from the time of construction, making it over 20 years old. Staff determined there to be a need for a new state-of-the-art playground to replace the original playground. The new playground is to be constructed with an emphasis on safe and inclusive play and designed specifically for 2 to 5-year-old users.

A request for "design/build" proposals was published in the Hamilton Journal on September 26 and October 3, 2025. The Request for Proposals was also advertised on the city of Oxford's website from September 24th - October 24th 2025. Sealed Proposals were opened and read aloud on October 24, 2025. Four companies submitted proposals, DWA Recreation, MidState Recreation, Adventurous Play, and Alpha Construction. After an internal review and scoring of all the proposals, DWA Recreation was selected as the preferred company for the project for a cost of \$99,994.84.

The Recommended Contractor, DWA Recreation Proposal, is attached as Exhibit "A".

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE BID AND ENTER INTO A CONTRACT WITH DWA RECREATION FOR THE 2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSTRUCTION OF A REPLACEMENT PLAYGROUND AT THE OXFORD COMMUNITY PARK NOT TO EXCEED \$112,043.00

WHEREAS, a request for proposals was published in the *Journal News* on September 26th and October 3rd, 2025. Sealed proposals were opened and read aloud on October 24, 2025, with four firms submitting bids; and

WHEREAS, the City Manager and Parks and Recreation Director recommend Council accept the proposal and authorize the City Manager to enter into an agreement with DWA Recreation for the 2025 Community Development Block Grant playground replacement project at a cost of \$99,994.84.

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

SECTION 1: Council finds DWA Recreation to be the best bidder and accepts the bid of \$99,994.84 for the 2025 Community Development Block Grant playground replacement project as described in Exhibit “A” attached hereto and incorporated herein, and

SECTION 2: The City Manager is hereby authorized to enter into an agreement with DWA Recreation. at a cost of \$99,994.84 for the 2025 Community Development Block Grant playground replacement project as described in Exhibit “A” attached hereto and incorporated herein.

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)



P.O. Box 208 Harrison, OH 45030
 Toll Free 800-762-7936
 Fax 513-788-1825
 www.dwarec.com
 info@dwarec.com

10/13/2025
 Quote #
 108340-01-01

BID - City of Oxford - Oxford Community Park

Oxford Parks & Recreation
 Attn: Chad Smith
 Oxford Community Park, 6801 Fairfield Road
 Oxford, OH 45056
 United States
 Chadsmith@cityofoxford.org

Project # 108340
Job # 108340-01
Ship to Zip 45056

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Primetime Structure - (ZOXFORD)	\$61,496.78	\$61,496.78
1	6376	GameTime - Duo Spinner	\$2,751.00	\$2,751.00
1	178749	GameTime - Owner's Kit	\$92.08	\$92.08
1	RDU	GameTime - ***Installation of Play Equipment- DWA Recreation is responsible for the following: - Contact OUPS 811 - Call Before You Dig - Installation of Play Structure - Installation of Duo Spinner Non-prevailing wage rates Dirt spoils to be left on site Owner/General Contractor is responsible for the following: - Mark private utilities - Take delivery of equipment prior to installation - Removal of dirt spoils Pricing does NOT include permits Pricing does NOT include contractor registration	\$14,860.00	\$14,860.00
1	RDU	GT-Impax - Supply & Install of 1,690 Sq Ft of Poured-in-Place Rubber Surfacing- Based on the following: 4" Compacted Stone Subbase 2.25" Thickness for 5' CFH 50% black & 50% standard color blend: _____(indicate color wanted) Temperatures must be 50 degrees & rising; all areas must be installed on same trip; security during cure time (approximately 72 hours) to be provided by owner or general contractor unless otherwise noted; standard flush edging detail unless otherwise noted; installation figured at non-prevailing wage rates. Dumpster Included	\$34,686.10	\$34,686.10
1	INSTALL	GameTime - Demolition of Existing Equipment	\$6,435.00	\$6,435.00
1	INSTALL	GameTime - Removal & Disposal of PIP	\$4,680.00	\$4,680.00
1	INSTALL	GameTime - BOND	\$1,480.00	\$1,480.00
			Sub Total	\$126,480.96
			Discount	(\$31,518.64)
			Material Surcharge	\$1,955.87
			Freight	\$3,076.65
			Total	\$99,994.84

Comments

Non-Prevailing Rates Apply.
Concrete Curb Not Included.





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10/13/2025
Quote #
108340-01-01

BID - City of Oxford - Oxford Community Park

Pricing on Equipment is valid for 30 days. Please request a new price after that time. Our quotation is based on shipment of all items at one time to a single destination, unless otherwise noted, and changes are subject to price adjustment.

Due to volatility of fuel prices, freight charges may change at time of delivery.

Surfacing Square Footage Disclaimer: The above square footage is based on our calculations from drawings offered in the bid package. While DWA Recreation, Inc. tries to be accurate, we do not guarantee the preciseness of the square footage given. The contractor shall be responsible for verifying all calculations. Should the contractor need to adjust pricing to meet their calculations, please feel free to contact our office to verify the cost per square foot.

Payment Terms:

- Cash With Order Discount (CWO): Orders for GameTime equipment paid in full at time of order via check, Electronic Funds Transfer (ACH or wire) and only items shipping from Fort Payne, AL are eligible for a three percent (3%) cash with order discount.
 - This does not apply to any type of Safety Surfacing material.
- Payment via credit card: If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.
- Credit terms are Net 30 days, subject to approval by the GameTime Credit Manager.
- A completed credit application must be submitted and approved prior to the order being received. Please allow at minimum 2 days for the credit review process.
- GameTime may also require: Completed Project Information Sheet (if applicable) and Copies of Payment and Performance Bonds (if applicable)
- A 1.5% per month finance charge will be imposed on all past due invoices.
- Retainage not accepted.
- Orders under \$5,000 require payment with order.
- Equipment will be invoiced separately from other services and shall be payable in advance of those services and project completion.

Force Majeure: No Party to this Agreement shall be responsible for any delays, price increases, or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbance, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested.

This quote does not include any state or local sales taxes. Sales tax will be added to the order if required, unless otherwise noted.

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Purchase Orders or Checks must be made out to:

PlayCore Wisconsin Inc. dba GameTime
c/o DWA Recreation, Inc.
P.O. Box 208
Harrison, OH 45030

Once equipment is ordered, the owner assumes that the equipment is being installed according to the ASTM standards for layout and design. Additionally, the owner shall check to make sure that all appropriate fall zones are current and compliant. In the event that the owner has to return the equipment, both inbound and outbound freight will be charged along with a 25% restocking fee.

Shipping Time: Estimated Ship time is 10-12 weeks for certain items on this quote. Please verify current lead time when placing order. Allow 7-10 days for actual transit time.

Short Ship Claims: Purchaser has 14 days from receipt of equipment to file a short ship report in writing to our office. Company reserves right to not honor claims made after this time.



P.O. Box 208 Harrison, OH 45030
Toll Free 800-762-7936
Fax 513-788-1825
www.dwarec.com
info@dwarec.com

10/13/2025
Quote #
108340-01-01

BID - City of Oxford - Oxford Community Park

Exclusions:

"Unless otherwise indicated in the pricing issued above, this quotation does NOT include the cost(s) or fee(s) associated with (and thusly, DWA Recreation, Inc. & its subcontractors do not anticipate provision of) the following:

- any/all registrations, e.g. Vendor or Contractor Registrations with local City and/or County
- any/all professional licensing, e.g. occupational licensing with local City and/or County
- any/all permitting, e.g. building or zoning permits
- lift-gate service by courier at time of delivery
- acceptance of delivery and offloading by DWA Recreation, Inc., or its subcontractors
- any/all waste management services, e.g. provision of a dumpster
- any/all site restoration, e.g. removal of spoils, rough grading, seeding and/or other reclamation
- any/all inspections

"Unless otherwise indicated, labor rates on installation are NOT figured at Prevailing Wage or Davis-Bacon mandate wage rates. Please contact your DWA Sales Representative if Prevailing Wage/Davis-Bacon rates will apply, or if any of the above mentioned items should be supplied by DWA Recreation, Inc."

We are NOT responsible for building permits and/or any other fees, including hauling away of spoils or reclamation of disturbed areas unless otherwise indicated on quote.

Installation Terms:

- The above pricing is based on installation over natural earth and does not include any site work including excavation or drainage, unless otherwise noted on this quote.
- This pricing does not include receiving and storage of the equipment prior to installation.
- Any existing wood chips, asphalt, or playground equipment, in the area where the new structure will be located, must be removed by the owner unless otherwise noted on this quote.
- The play area site would need to be level prior to installation.
- An area will need to be provided for the disposal of excess dirt created when augering holes. Spoils to be left on site unless otherwise noted.
- Access to a dumpster will need to be provided for the disposal of packaging materials and old equipment (if applicable).
- The above pricing is based on non-prevailing wage rates unless otherwise noted.

Please note, you are required by Ohio law to contact "Ohio Utilities Protection Service" at 1-800-362-2764 before any excavation or installation takes place. Because their questions will relate to the location of the site, we ask you to please contact them personally. This should be done within a two week period but not less than four days prior to installation, as they will need 48 hours to mark off the site.

Owner is responsible for verifying and marking all private underground utilities locations prior to installation.

Unitary Rubber Surfacing Installation Terms:

- See product specifications for specific detailed product information, installation information, compliance documentation, and appropriate certifications. Standard warranty included unless otherwise noted.
- Quote is based on the information provided and is subject to change based on final installation unless indicated otherwise, in writing. Any changes or additions to this proposal, will affect pricing.
- Sub-base when provided by others is the responsibility of the owner and/or others, unless otherwise noted. The substrate must meet specifications including drainage and grade requirements.
- There is no demolition or site-work included in the scope of this quote unless noted otherwise above.
- Site access must be a minimum of 25' for trucks and mixer, with no stairs. Irrigation, sprinkler, and/or water systems must be shut off 24 hours before install and remain off until 24 hours after installation is complete.
- Additional charges for downtime/stand-by may be assessed in the event that installation is delayed due to the site not being ready as scheduled or if installation is interrupted for reasons other than those related to weather or general public emergencies.
- Security and waste removal during install and upon completion is the responsibility of the owner, unless noted otherwise above.
- See appropriate specification for temperature and precipitation constraints.
- The scope of this quote does not include on-site fall attenuation testing, available upon request at additional charge.
- Installations scheduled after 90 days of proposal acceptance may be subject to price adjustments.
- Please be advised that our current lead time is approximately 8-10 weeks due to a national urethane shortage. Install dates could be pushed back as we wait to receive our allotment of urethane. We appreciated your patience and will keep you updated as it gets closer to install.

BID - City of Oxford - Oxford Community Park

Material Color Options

Metal Uprights and Accents



Rotomold Plastic



HDPE Panels



Shade Fabric



VistaRope® Standard



VistaRope® Custom



*Colors for VistaRope products only. All standard GameTime ropes are black.

Site Recycled Lumber



Decks



Special Rock



Actual colors may differ from the images represented here. Contact your local GameTime representative for sample materials.



P.O. Box 208 Harrison, OH 45030
Toll Free 800-762-7936
Fax 513-788-1825
www.dwarec.com
info@dwarec.com

10/13/2025
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108340-01-01

BID - City of Oxford - Oxford Community Park

Please indicate desired color palette: _____

OR

Custom Color Selection:

Metal Uprights (Basic): _____

Metal Accents: _____

Roto Plastic: _____

HDPE: _____

2-Color HDPE: _____

Decks: _____

Rock: _____

Rope: _____

Shade: _____





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10/13/2025
Quote #
108340-01-01

BID - City of Oxford - Oxford Community Park

Bill To:

Business/Company: _____
Contact: _____
Address: _____
City, State, Zip: _____
Office Number: _____
Cell Phone: _____
Email: _____
Fax: _____

Ship To:

Same as Bill To

Business/Company: _____
Contact: _____
Address: _____
City, State, Zip: _____
Office Number: _____
Cell Phone: _____
Email: _____
Fax: _____

Project/Site Location:

Same as Bill To Same as Ship To

Business/Company: _____
Contact: _____
Address: _____
City, State, Zip: _____
Office Number: _____
Cell Phone: _____
Email: _____
Fax: _____





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info@dwarec.com

10/13/2025
Quote #
108340-01-01

BID - City of Oxford - Oxford Community Park

Purchasing Information:

Purchase Amount: \$99,994.84

Sales Tax Exemption Certificate #: _____

P.O. No: _____

Please provide a copy of Tax Exemption Certificate, P.O., Copy of Check, or any other applicable payment information with this quote.

Acceptance of quotation:

Please Initial:

_____ I hereby acknowledge that I have received a copy of this quote and agree to all terms set forth within.

_____ I confirm that I have had the opportunity to review and ask questions regarding the terms detailed in this quote. I agree to all terms as stated.

_____ I certify that I have carefully read and comprehended the contents of this quote and contract. By signing below, I signify my consent and agreement to all terms specified, including the payment terms.

Accepted By (printed): _____

Date: _____

Accepted By (signature): _____

Title: _____

Phone Number: _____

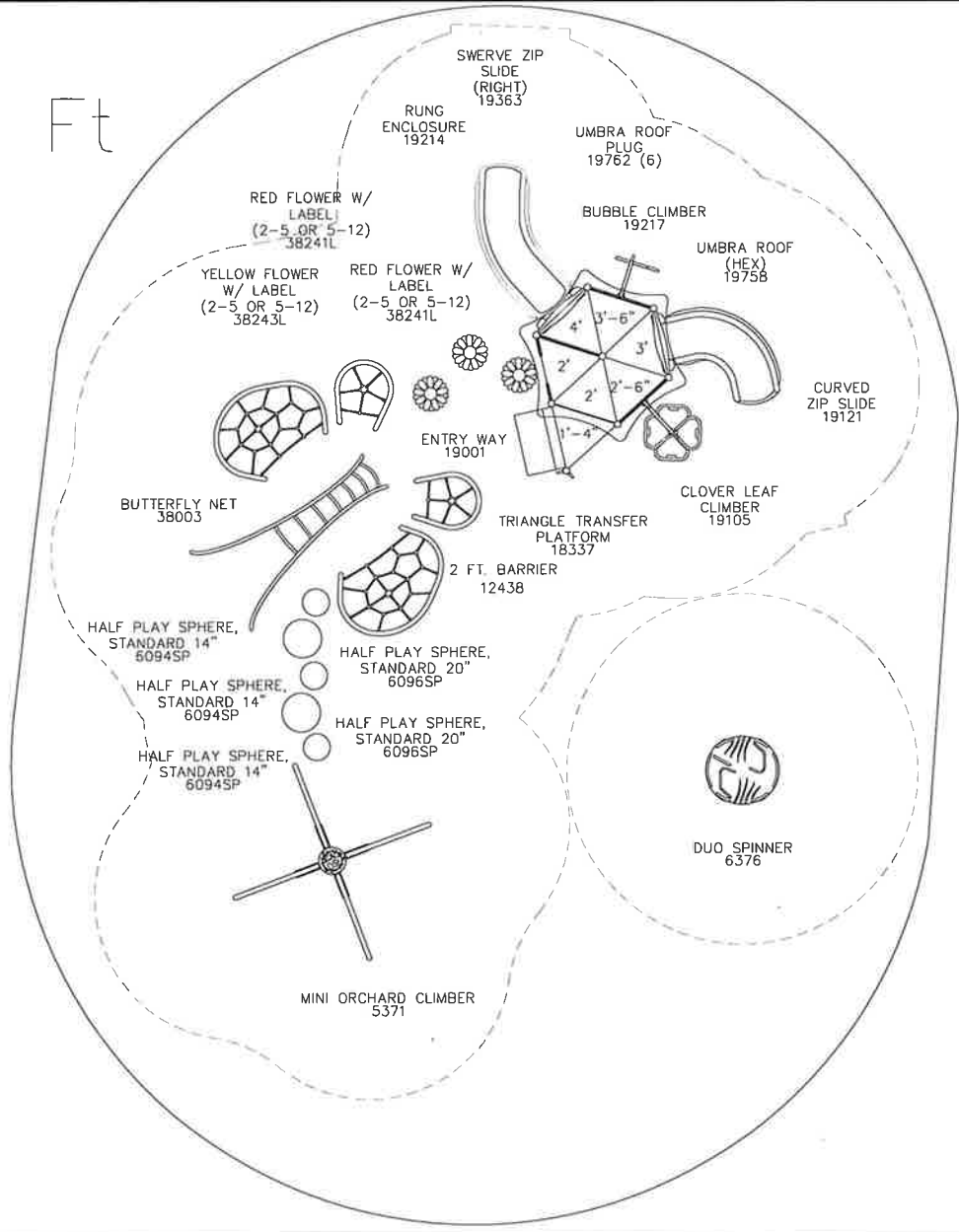
Email: _____

Quote prepared by: Taylor Laughlin

Sales Representative: Zach Theobald



1,690 Sq Ft



IMPORTANT: Soft landing surfacing should be placed in the use zones of all equipment, and as specified for each type of equipment, and as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1957 and Canadian Standard CAN/CSA-Z-314

Minimum Area Required:
0' X 0'

This play equipment is recommended for children ages 2-5
DRAWING NO: ZOXFORD-OPT1
DATE: 10-13-2025
DRAWN BY: TL

PROJECT TITLE:
CITY OF OXFORD
OXFORD COMMUNITY PARK
OXFORD, OHIO
REPRESENTATIVE:
DWA RECREATION

SHEET NO:
1



Intellectual property of GameTime, a Playcore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.



PLAYCORE COMPANY

www.gametime.com

Oxford Community Park





Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.



A PLAYCORE Company

www.gametime.com

Oxford Community Park





Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.



PLAYCORE Company

www.gametime.com

Oxford Community Park





Intellectual property of GameTime. All Play Core elements of the site shown in rendering is an interpretation and may not reflect exact site conditions.



A PLAYCORE company

www.gametime.com

Oxford Community Park





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PLAYCORE Company

www.gametime.com

Oxford Community Park





Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.



A PLAYCORE company

www.gametime.com

Oxford Community Park





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Parks & Recreation
PREPARED BY:	Chad Smith
DATE PREPARED:	11/6/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into An Agreement With TinyMobileRobots For The Purchase Of The TLM Pro X Razor Athletic Field Marking Robot For A Cost Of \$39,595.00. (Chad Smith, Director of Parks and Recreation)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	\$39,995.00
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	CS DRE

DISCUSSION:

In June 2025, \$16,345.00 was appropriated as a grant match for the purchase of an athletic field marking robot from the company TinyMobileRobots with a total cost of \$56,345.00. The grant subsequently became unavailable. TinyMobileRobot is now offering a new purchase agreement without a grant for a total of \$39,595.00 of which the payment terms are available in three installment transactions, one payment in FY2025, one payment in Q1FY2026, and one payment in Q1FY2027. Staff recommends using the originally appropriated amount of \$16,345.00 for the first installment transaction, with the two remaining payments to paid out of capital equipment funds in 2026 and 2027.

The TLM Pro Razor will have countless applications for athletic field marking, reducing staff time for Parks and Recreation staff and the possibility for additional applications including, but not exclusive to, parking lot marking, concrete court marking, and Logo painting.

Staff recommends council approving the City Manager to enter into the purchase agreement with TinyMobileRobots for a total amount not exceed \$39,595.00. As detailed in the attached Exhibit A.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TINY MOBILE ROBOTS FOR THE PURCHASE OF THE TLM PRO X RAZOR ATHLETIC FIELD MARKING ROBOT FOR A COST OF \$39,595.00.

WHEREAS, the City of Oxford Parks and Recreation Department seeks to improve the efficiency and accuracy of athletic field maintenance and preparation; and

WHEREAS, the TinyMobileRobot Pro X Razor Athletic Field Marking Robot is an innovative tool that can significantly reduce staff time, improve field consistency, and enhance operational productivity; and

WHEREAS, the total cost of the TinyMobileRobot Pro X Razor is \$39,595.00, and purchase is available with three installment payments; and

WHEREAS, the City of Oxford is committed to providing up to three installment payments not to exceed \$39,595.00 for the purchase of said equipment.

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

SECTION 1: The City of Oxford Parks and Recreation Department is hereby authorized to enter into a purchase agreement for a TinyMobileRobot Pro X Razor Athletic Field Marking Robot at a total cost of \$39,595.00.

SECTION 2: The City hereby commits to up to three installment payments not to exceed a total of \$39,595.00 for this purchase.

SECTION 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

TinyMobileRobots®

CITY OF OXFORD PARKS &
RECREATION

#20251031-140624798

Issued

October 31, 2025

Expires

November 30, 2025

TinyMobileRobots

1634 Cobb International Blvd NW

Kennesaw, Georgia 30152

United States

Nick Graham

ng@tinymobilerobots.com

+13808009826

Prepared for

City of Oxford Parks & Recreation

6025 Fairfield Rd
Oxford, 45056-1507
United States

Chad Smith
Director of Parks and Recreation
chadsmith@cityofoxford.org
(513) 523-6314

Dustin VanWinkle
Sports Supervisor, CYSA
dvanwinkle@cityofoxford.org
513-523-6314

Products & Services	Item #	Quantity	Unit price	Price
TLM Pro X Razor	100-1155-21-USSP	1	\$43,995.00	\$43,995.00
Template Custom Designs	110-1017-01	1	\$2,035.00	\$2,035.00
Spare Battery 36V-17400-3pol with Handle	420-1001-01	1	\$1,380.00	\$1,380.00
Flat Spray Tip - Green TeeJet Visiflo - Med. Consumption	300-1149-01	5	\$0.00	\$0.00
Flat Spray Tip - Yellow TeeJet VisiFlo - High Consumption	300-1150-01	5	\$0.00	\$0.00

Products & Services	Item #	Quantity	Unit price	Price
Flat Spray Tip - Orange Teejet Visiflow - Low Consumption	300- 1151-01	5	\$0.00	\$0.00
3 Year Connectivity, Service & Updates RTK, Cellular, Live Support, Cloud Software Updates, Back-Up & Security	120- 1029- 01- USSP	1	\$5,970.00	\$5,970.00
Paint- Ready to Spray: \$4,000 One-Time- Purchase Package 44 Jug (2.5 Gallon per Jug) Ready-to-Spray Paint, one-time purchase	610- 1013- 01- USPP	1	\$4,000.00	\$4,000.00
One-time subtotal				\$57,380.00
Custom Logo Free				(\$2,035.00)
ProX Price Adjust Paint				(\$4,000.00)
Robot Discount- Customer Satisfaction				(\$10,500.00)
Razor Price Adjustment				(\$1,250.00)
Total				\$39,595.00
Total contract value				\$39,595.00

Comments

3 Year Connectivity Included. \$1,990 connectivity cost guaranteed for 6 years.

Payment Terms available in 3 transactions,
\$12,900 in 2025
\$13,347.50 Q1 2026
\$13,347.50 Q1 2027

Shipping & Billing Information

Please notify Nick Graham if any Shipping or Billing information changes are needed

Tax Exempt Status:

Public or Private:

Shipping Information

Contact Name:

Contact Phone Number:

Contact Email:

Shipping Address:

Billing Information

Contact Name:

Contact Phone Number:

Contact Email:

Billing Address:

Warranty

To view TinyMobileRobots' Warranty Policy, please refer to [this link](#).

Terms & Conditions

To view TinyMobileRobots' Terms & Conditions, please refer to [this link](#).

End User License Agreement

To view TinyMobileRobots' End User License Agreement, please refer to [this link](#).

W-9

To view TinyMobileRobots' W-9, please refer to [this link](#).

Return Guarantee

To view TinyMobileRobots' Return Guarantee, please refer to [this link](#).

Signature

If you have a Purchase Order (PO), please submit it through the form linked below.

If you have a Tax Exemption Form, please submit it through the form linked below.

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Chad Smith
chadsmith@cityofoxford.org

[sig|req|signer1]



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	11/7/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Sign A New Agreement For Legal Services With Christopher R. Conard, Attorney At Coolidge Wall Co., L.P.A. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	\$120,592.00
ACCOUNT CODE:	110.430.52340
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Council desires to amend the agreement for legal services with Coolidge Wall Co., L.P.A. The hourly rate will be increased from \$155 per hour to \$185 per hour. The annual retainer amount will be increased from \$85,000 to \$90,000 beginning on January 1, 2026. Each year thereafter the retainer will be increased by the same amount that the non-classified city employees receive for the cost of living adjustment.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A NEW AGREEMENT FOR LEGAL SERVICES WITH CHRISTOPHER R. CONARD, ATTORNEY AT COOLIDGE WALL CO., L.P.A.

WHEREAS, City Council adopted Resolution No. 7440 on October 18, 2022, naming Christopher R. Conard, Attorney at Coolidge Wall Co., L.P.A. A. as City Attorney for the City of Oxford; and

WHEREAS, the City Manager signed an agreement for legal services dated October 18, 2022; and

WHEREAS, the City Council desires to sign a new agreement for legal services.

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

SECTION 1: The City Manager is hereby authorized to sign a new agreement with the terms set forth in Exhibit "A" for legal services with Christopher R. Conard, Attorney at Coolidge Wall Co., L.P.A.

SECTION 2: 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)

RESOLUTION NO. 7440

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A NEW AGREEMENT FOR LEGAL SERVICES WITH CHRISTOPHER R. CONARD, ATTORNEY AT COOLIDGE WALL CO., L. P. A.

WHEREAS, City Council adopted Resolution No. 7111 on October 1, 2019, naming Christopher R. Conard, Attorney at Coolidge Wall Co., L. P. A. as City Attorney for the City of Oxford; and

WHEREAS, the City Manager signed an agreement for legal services dated October 1, 2019; and

WHEREAS, the City Council desires to sign a new agreement for legal services.

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

SECTION 1: The City Manager is hereby authorized to sign a new agreement with the terms set forth in Exhibit "A" for legal services with Christopher R. Conard, Attorney at Coolidge Wall Co., L. P. A.

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


MAYOR

ADOPTED: OCTOBER 18, 2022

ATTEST: 
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is made and entered into this ___ day of _____ 2025 by and between the City of Oxford (“Client”), whose address is 15 South College Avenue, Oxford, Ohio 45056 and Coolidge Wall Co., L.P.A. (the “Firm”), whose address is 33 West First Street, Suite 200, Dayton, Ohio 45402. The effective date of the Agreement shall be January 1, 2026.

WHEREAS, the Client desires to retain the Firm to provide legal services to the City of Oxford; and,

WHEREAS, the Client desires to name Christopher R. Conard, attorney of the Firm, as City Attorney for the City of Oxford;

WHEREAS, the Firm desires to provide legal services and authorize Christopher R. Conard to be named City Attorney for the Client in accordance with the terms outlined herein.

NOW, THEREFORE, the parties agree as follows:

1. The City of Oxford shall pay to Coolidge Wall, Co., L.P.A. in the form of a legal services retainer, the sum of \$90,000 (“Retainer”). The Retainer shall be paid in twelve (12) equal monthly installments. No deductions for health insurance or public employee’s retirement benefits shall be made from the Retainer or any other funds paid by the Client to the Firm. Any written waivers necessary to effectuate the waiver of any benefits shall be executed by Coolidge Wall Co., L.P.A. and/or Christopher R. Conard, Esq.
2. In exchange for the aforementioned Retainer, Christopher R. Conard, or a licensed attorney employed by Coolidge Wall, L.P.A. working at Mr. Conard’s direction, shall provide the following legal services: the approval and drafting of legislation; attendance at all regularly scheduled meetings of City Council, Planning Commission, Board of Zoning Appeals and Property Maintenance Appeals Board; attendance at two staff meeting per month; attendance at special meetings as requested; providing legal opinions to the City Manager, Department Heads and elected and appointed officials; review of legal agreements pertaining to the ordinary

course of daily business of the City; drafting of legal agreements pertaining to the ordinary course of daily business of the City and attention to other such matters as are necessary to carry out the duties of City Attorney.

3. In addition to the foregoing legal services retainer, legal services rendered to the City by Coolidge Wall Co., L.P.A. in connection with litigation, or in connection with matters which are not legal issues addressed by the City in the ordinary course of daily business (otherwise known as outside retainer matters) shall be compensated on a case-by-case basis at an hourly rate of One Hundred and Seventy Dollars (\$185.00) per hour. Prior to initiating an outside retainer matter to be billed at an hourly rate, Mr. Conard shall acquire the approval of the Oxford City Manager. The Firm shall keep records of time spent and expenses incurred for such litigation or other outside retainer matters and shall bill the City for payment by detailed monthly invoice. The Firm may periodically request reasonable hourly rate increases.
4. All other Coolidge Wall Co. L.P.A. employees providing services under the terms of this Agreement shall work under the direct supervision of a licensed attorney who shall, at all times, remain responsible for the performance of said work.
5. No criminal matters are subject to this Agreement unless agreed to by the Client and the Firm by a separate agreement.
6. Each year the Retainer will be increased by same annual percentage that non-classified Client employees receive for the cost of living or similar adjustment.
7. The Firm and its lawyers, paralegals and staff are independent contractors and not employees of the Client and therefore are not entitled to the benefits accorded to Client's employees.
8. In addition to charges for professional services, the Client may be charged expenses incurred on its behalf. These expenses may include but are not limited to the following examples: large project duplication and binding of documents, messengers, couriers, and postal services; and other business expenses as approved by the City Manager. In addition, the City Attorney may from time to time be required to engage the services of third parties on Client's behalf. Generally, the Client will be asked to pay for third party services directly, provided that whenever possible, the City Manager shall approve in advance

the third-party provider and the cost of such services. When relatively small amounts of money are involved, advance payments to third parties may be made by the Firm and included in monthly bills. In event, special legal counsel is necessary due to conflict of interest(s), the need for specialized representation or other reasons as determined by City Council or City Staff, City Council shall approve the retention of special legal counsel by Resolution or other lawful process.

9. The Client shall not be responsible for the Firm's purchase of any municipal publications, Firm employees' attendance at seminars and conferences unless specifically authorized by the City Manager.
10. The Firm will provide monthly itemized billing subject to the Firm's standard billing terms. Timekeepers are expected to bill time for services performed in quarter of an hour increments.
11. The Client or the Firm may terminate this Agreement upon providing sixty (60) days written notice of the intention to terminate. In the event, either party elects to terminate the relationship, fees and expense incurred up to the date of termination will be due and payable.
12. This Agreement embodies the entire agreement and understanding between the parties, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. This Agreement shall be governed by the laws of the State of Ohio.

IN WITNESS WHEREOF, this Agreement, which is subject to the terms and conditions stated is accepted as of the later date this document is signed by both parties.

City of Oxford

Coolidge Wall Co., LPA

By _____

By _____

William Snavelly, Mayor

Christopher R. Conard
Coolidge Wall, Vice- President

4894-7514-9297



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:	11/11/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Apply For And, If Awarded, Accept The 2025 State Homeland Security Grant Program In The Amount Of \$353,500 For Event Safety Barricades And Weapon Screening Tools (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene DRE

DISCUSSION:

The City is requesting \$353,500 through the 2025 State Homeland Security Grant Program. This funding, if awarded, is 100%, with no local match requirement.

The City of Oxford regularly hosts large public events, including festivals, parades, street fairs, and Miami University gatherings that attract thousands of attendees. These events provide valuable cultural, recreational, and economic benefits but also pose unique public safety challenges due to their open, accessible nature.

Oxford’s Comprehensive Plan identifies an objective to “Improve access to parks, recreation, and cultural facilities,” which includes ensuring the safety and security of those using these community spaces. In January 2025, City Council directed staff to explore event safety resources and strategies to mitigate risks associated with large gatherings.

In recent years, incidents involving vehicle-borne and weapon-based attacks have underscored the importance of proactive safety measures at public events nationwide.

Staff research found that portable vehicle barriers and weapon screening tools can be effective in restricting unauthorized vehicle access and preventing weapons from entering crowded areas.

The proposed project seeks to fund two primary projects:

Project 1: \$250,000.00 for Portable Vehicle Barriers – Moveable barricades designed to prevent vehicle entrance into pedestrian zones. These barriers can be used for special events throughout the year.

Project 2: \$103,500.00 for Walk-Through and Hand-Held Metal Detectors – Equipment to detect weapons or prohibited items at entrances to high-attendance events, concerts, and university-related activities.

Together, these tools will improve Oxford’s capacity to protect both residents and visitors.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND, IF AWARDED, ACCEPT THE 2025 STATE HOMELAND SECURITY GRANT PROGRAM IN THE AMOUNT OF \$353,500 FOR EVENT SAFETY BARRICADES AND WEAPON SCREENING TOOLS

WHEREAS, the *Oxford Comprehensive Plan* includes an objective to improve access to parks, recreation, and cultural facilities, ensuring that community spaces are safe, welcoming, and accessible to all residents and visitors; and

WHEREAS, the Oxford City Council established an action item directing staff to research event safety resources and strategies to enhance the protection of participants and spectators during public gatherings; and

WHEREAS, the City of Oxford seeks to enhance the safety and security of its residents and visitors by purchasing portable vehicle barriers and weapon screening equipment for use during public events, and

WHEREAS, this project directly supports the National and State Homeland Security priorities to prevent, protect against, and mitigate acts of terrorism; particularly vehicle-borne and weapon-based attacks, which continue to present a credible threat to mass gatherings nationwide; and

WHEREAS, the acquisition of portable vehicle barriers and weapon screening equipment will significantly enhance the City's and the region's ability to prevent and mitigate the impact of potential threats by providing rapid-deployment protection for pedestrians, staff, and public infrastructure; and

WHEREAS, the City's participation in the 2025 State Homeland Security Grant Program will strengthen Oxford's overall preparedness posture, align with Physical Protective Measures identified in the National Preparedness Goal, and contribute to a safer environment for large-scale community and university events.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, OHIO:

SECTION 1: The City Manager is hereby authorized to apply for, and if awarded, accept the 2025 State Homeland Security Grant Program in the amount of **\$353,500** for the purpose of acquiring event safety barricades and weapon screening tools.

SECTION 2: The City Manager, or designee, is authorized to execute all necessary documents and take any additional actions required to secure and administer the grant funds.

SECTION 3: This resolution shall take effect and be in full force from and after its passage in accordance with the Charter of the City of Oxford.

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:	11/12/2025
COUNCIL MEETING DATE:	November 18, 2025
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Issue 1: – Fire/EMS Property Tax Fund 431

To make adjustment to budgeted revenue and appropriation for property tax collected. Collected tax came in less than projected.

Revenue needs reduced (\$20,782.46)

Expenses for Audit Fees (\$7,802.22)

Reduction in transfer to OAT Capital Fund (\$22,980.24)

Issue 2: – OAT Property Tax Fund 425

To make adjustment to budgeted revenue for property tax collected. Collected tax came in less than projected.

Revenue needs reduced (\$29,226.83)

Expenses for Audit Fees (\$4,334.98)

Reduction in transfer to OAT Capital Fund (\$7,540.31)

Issue 3: \$31,500– Genera Fund 110

To make adjustment to budgeted appropriation for increased salary and wages cost in the Parks & Recreation department. Council chose to increase part time seasonal hourly rate which was not incorporated into the budget. Additionally, \$16,500 was paid out with termination payouts and vacation

payouts. Additional appropriation is needed to continue through year end.

Issue 4: (\$3,400,000)- **OAT Capital Improvement Fund 144**

Reduction of the return advance to the General Fund to ensure fund balance for the contractual commitment for the OATS Trail Phase V. Reimbursements will not be received until 2026, therefore we will postpone the return advance until 2026. This is also incorporated into the 2026 Budget and Advance Ordinances.

ORDINANCE NO.

An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 8 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:

Fire/EMS Property Tax Fund 431	(20,782.46)
OAT Property Tax Fund 425	(29,226.83)

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

General Fund 110	32,500.00
Fire/EMS Property Tax Fund 431	(7,802.22)
Fire/EMS Property Tax Fund 431	(22,980.24)
OAT Property Tax Fund 425	(4,334.98)
OAT Property Tax Fund 425	(7,540.31)
OAT Capital Improvement Fund 144	(3,400,000.00)

SECTION 4: The following transfers be executed:

Fire/EMS Property Tax Fund 431	(22,980.24)
OAT Property Tax Fund 425	(7,540.31)

SECTION 5: The following increase/(decrease)in revenue be made:

Fire/EMS Fund 418	(22,980.24)
OAT Capital Improvement Fund 144	(7,540.31)

SECTION 6: The following advances be executed:

OAT Capital Improvement Fund 144	(3,400,000.00)
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SECTION 7: The following increase/(decrease)in revenue
be made:

General Fund 110 (3,400,000.00)

SECTION 8: In all other respects, Ordinance No. 3783 shall
remain in full force and effect.

SECTION 9: 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)



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 18, 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	10,127
Total Appropriations	<u>10,127</u>
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

ENTERPRISE FUNDS

WATER (OPERATING) FUND 321
Personnel Services 2,052,089
Other Services & Charges 920,438
Transfers to Other Funds 614,986
Total Appropriations 3,587,513

WATER IMPROVEMENT FUND 322
Other Services & Charges 647,000
Total Appropriations 647,000

WATER CAPITAL EQUIPMENT FUND 320
Other Services & Charges 143,100
Total Appropriations 143,100

WASTEWATER (OPERATING) FUND 331
Personnel Services 2,298,325
Other Services & Charges 1,172,804
Transfers to Other Funds 242,486
Total Appropriations 3,713,615

WASTEWATER IMPROVEMENT FUND 332
Other Services & Charges 8,442,000
Total Appropriations 8,442,000

WASTEWATER CAPITAL EQUIPMENT FUND 330
Other Services & Charges 170,600
Total Appropriations 170,600

STORM WATER FUND 351
Other Services & Charges 30,000
Total Appropriations 30,000

SOLID WASTE (OPERATING) FUND 341
Personnel Services 214,753
Other Services & Charges 2,216,982
Transfer to Other Funds 36,886
Total Appropriations 2,468,621

LANDFILL POST-CLOSURE INVESTMENT FUND 353
Other Services & Charges 1,400
Transfers to Other Funds 150,000
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 5,000
Total Appropriations 2,933,809

INTERNAL SERVICE FUND 370
Other Services & Charges 310,714
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 88,000
TOTAL APPROPRIATIONS 458,000

BOARD OF BUILDING STANDARDS FUND 414
Other Services & Charges 5,500
Total Appropriations 5,500

TOTAL FIDUCIARY FUNDS APPROPRIATIONS 463,500

TOTAL 2026 BUDGET APPROPRIATIONS 65,045,518

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

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

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 18, 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:

Genera 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:

Genera 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 18, 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
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/27/2025
COUNCIL MEETING DATE:	November 18, 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	200.00
Reservation, per hour (activity pool only)	230.00	290.00
Reservation, per hour (both pools)	245.00	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		125.00
Senior (60+)	85.00		107.00
Youth (2-17)	85.00		107.00
Child under 2	FREE		FREE
Household (4 or less)	230.00		290.00
General admission			
Adult (18-59)	10.00		
Senior (60+)	9.00		
Youth (2-17)	9.00		
Child under 2	FREE		FREE
Swimming lessons			
Parent/child	50.00		63.00
Preschool & Level I	50.00		63.00
Skill Level II thru V	55.00		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.

<u>9) COMMUNITY EVENT TENT RENTAL</u>	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	63.00
Two-Family Structure	104.00
Three-Family Structure	135.00
Four-Family Structure	164.00
Five or More Unit Structure	35.00 per unit
Fraternity or Sorority House	383.00
Condominium	63.00
Lodging House	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	75.00
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	65.00	per hour
Each additional Officer	65.00	per hour
Police Supervisor (Required for each 4 Police Officers)	75.00	per hour
Police Command Officer (Required for two squads of five Officers)	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	
Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges	100.00	
Fingerprinting		
Black Ink Card	15.00	
Ohio Background Check	40.00	
FBI Background Check	40.00	
Ohio and FBI Combined Background Check	70.00	
Local Records Checks	15.00	
Solicitor permit	50.00	
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

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."	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)	200.00	
School year (August 15-May 31)	1,200.00	
Annual	1,300.00	
Per Semester (August 15-December 31) January 1-May 31)	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	65.00	per hour per person (2 hour min.)
EMS Stand-By	65.00	per hour per person (2 hour min.)
Fire and or EMS Coverage for Events	65.00	per hour per person (2 hour min.)
 <u>Reimbursement Rates</u>		
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)	
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)	3.87	per 100 cubic feet
Bulk Water Service	3.87	per 100 cubic feet
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	2.88	per 100 cubic feet
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 additional 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 service

Sewer rates

Volume charge	4.37 per 100 cubic feet
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 service

<u>Service Type</u>	<u>Monthly Charge</u>
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. 6.38

	Rumpke	Admin	Total
<u>Refuse</u>			
Residential	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	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
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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%	



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 18, 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.

ORDINANCE NO.

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 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. 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 up to \$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 prorated 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 having used Personal Hours 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 in accordance with state and federal law.

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	2				This staff is needed to train new FF, and it was included in the levy budget.
Fire Captains	3	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 5	\$ 29.36	\$ 49.43	
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	31,600			
Number of hours budgeted for PT interns	5,000			

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				
<p>Pay Bands:</p> <p>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.</p>				
	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.

DRAFT

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.