



**AGENDA
OXFORD CITY COUNCIL REGULAR MEETING**

COURTHOUSE

TUESDAY, DECEMBER 2, 2025 AT 7:30 PM

Michael Smith, Mayor

Alex French, Vice-Mayor
Jason Bracken
William Snavely

Amber Franklin
Roxanne Ornelas
Jim Vinch

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. Appointments to Boards & Commissions
 - B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your

comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

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

- A. Minutes from the November 18, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. Minutes from the November 24, 2025, Organizational Meeting. (Heather Barbour, Clerk of Council)
- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Waive Parking Meter Fees Throughout The City From 9:00 A.M. On Monday, December 15, 2025, Until 8:00 P.M. On Saturday, January 10, 2026, The Two-Hour And The Eleven-Hour Restrictions For Parking Meters Shall Remain In Effect. (John Jones, Police Chief)

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 9 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

B. Second 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)

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. 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	College@Elm	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.
Dec 17	Board of Building Appeals	Courthouse	5:30 p.m.
Dec 23	Board of Zoning Appeals	Courthouse	6:30 p.m.
Dec 24	City Offices - CLOSED		
Dec 25	City Offices - CLOSED		
Jan 1	City Offices - CLOSED		

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, NOVEMBER 18, 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. 121.22 (G)(4) To prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

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

AYE # 6

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:30 p.m. O.R.C. 121.22 (G)(4) To prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

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

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, November 18, 2025, at 7:30 p.m. Members in attendance were Alex French, Michael Smith, Amber Franklin, David Prytherch, Jason Bracken, and Chantel Raghu, who arrived at 7:15 pm.

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; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Sam Perry, Community Development Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

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.

Public Comment - None

5. Consent Agenda.

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

Motion – To Approve the Consent Agenda
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

- 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)

Motion – To Adopt Resolution No. 7759
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- 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)

Motion – To Adopt Resolution No.7760
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None

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

- 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)

Motion – To Adopt Resolution No. 7761
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- 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)

Motion – To Adopt Resolution No. 7762
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- 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)

Motion – To Adopt Resolution No. 7763
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- 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)

Motion – To Adopt Resolution No. 7764
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

7. Ordinances.

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

A. First Reading

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

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

Public Comment - None.

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)

Motion – To Adopt Ordinance No. 3844
(Roll Call Vote) 1st Ms. Raghu 2nd

AYE # 7

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

NAY # 0

ABS # 0

Public Comment - None.

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

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)

Motion – To Adopt Ordinance No. 3845
(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

Public Comment - None.

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

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)

Motion – To Adopt Ordinance No. 3846
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

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

NAY # 0

ABS # 0

Public Comment - None.

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

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

Motion – To Adopt Ordinance No. 3847
(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

Public Comment - None.

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

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)

Motion – To Adopt Ordinance No. 3848
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

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

NAY # 0

ABS # 0

Public Comment - None.

Ms. Greene reviewed the changes that were made after the first reading and offered to answer any questions.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

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

B. Future Meetings.

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

DATE	Meeting		
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.

Motion – To Adjourn at 8:33 p.m.
 (Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
 AYE # 7
 NAY # 0
 ABS # 0



MINUTES
OXFORD CITY COUNCIL ORGANIZATIONAL MEETING
COURTHOUSE
MONDAY, NOVEMBER 24, 2025 AT 7:00 PM

1. Roll Call.

The Organizational meeting of the Oxford City Council was called to order by William Snavely on Tuesday, November 24, 2025, at 7:00 p.m. Those members present were Amber Franklin, Jim Vinch, David Prytherch, Michael Smith, Chantel Raghu, Alex French, Jason Bracken, and Roxanne Ornelas.

Staff members present: Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. Chris Conard, Law Director, and 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. Swearing in of New Council Members

- A. Amber Franklin, Alex French, Roxanne Ornelas, and Jim Vinch (Chris Conard, Law Director)

Mr. Conard performed the swearing-in of the elected Council members: Amber Franklin, Alex French, Roxanne Ornelas, and Jim Vinch. Oaths of Office were signed and photos taken.

5. Adjourn to Executive Session

- A. O.R.C. 121.22(G)(1) To Consider Appointments to Boards and Commissions

Motion – To enter into Executive Session at 7:08 p.m. O.R.C. 121.22(G)(1) To Consider Appointments to Boards and Commissions
(Roll Call Vote) 1st Ms. French 2nd Ms. Franklin

AYE # 7

Mr. Smith, Ms. Franklin, Ms. French, Mr. Vinch, Ms. Ornelas, Mr. Bracken, and Mayor Snavely

NAY # 0

ABS # 0

6. Return form Executive Session

Motion – To Adjourn from Executive Session at 7:30 p.m.

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

AYE # 7

NAY # 0

ABS # 0

- A. Election of Mayor

Motion – To nominate Mr. Michael Smith to the office of Mayor.

(Voice Vote) 1st Mr. Bracken 2nd Ms. Ornelas

AYE # 7

NAY # 0

ABS # 0

- B. Election of Vice-Mayor

Motion – To nominate Ms. Alex to the position of Vice-Mayor.
(Voice Vote) 1st Ms. Franklin 2nd Mr. Bracken
AYE # 7
NAY # 0
ABS # 0

C. Swearing-In of Mayor and Vice-Mayor (Chris Conard, Law Director)

Mr. Conard performed the swearing-in of the Mayor, Mr. Michael Smith, and the Vice-Mayor, Ms. Alex French.

7. Council Appointments to Boards & Commissions

Motion – To nominate Mr. Bracken and Mr. Snavely to serve on the Planning Commission, Ms. Ornelas to serve on the Recreation Board, Ms. French to serve on the Historical & Architectural Preservation Commission, Ms. French and Mr. Snavely to serve on the Community Improvement Corp., Mr. Vinch to serve on the Environmental Commission, Mr. Bracken and Ms. Ornelas to serve on the Housing Advisory Commission, Mr. Smith and Ms. Franklin to serve on the Fierfighters Dependents Board, Mr. Smith and Ms. French to serve on the Woodside Cemetery Board, Mr. Smith to serve as the OKI Representative, Ms. Franklin to serve on the Senior Citizens Board of Trustees, Ms. French to serve on the Enjoy Oxford Board, Ms. Franklin to serve on the Public Arts Commission of Oxford, Mr. Vinch to serve on the Parking & Transportation Advisory Board, and Mr. Bracken and Mr. Vinch to serve on the Climate Action Steering Committee.

(Voice Vote) 1st Mr. Smith 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

8. Adjourn.

Motion – To Adjourn at 7:37 p.m.
(Voice Vote) 1st Mr. Snavely 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0



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:	11/21/2025
COUNCIL MEETING DATE:	December 2, 2025
AGENDA TITLE:	A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Staff is requesting Council to approve the then and now certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date. After discussing the issue with the Auditors, they requested we begin bringing any purchase orders meeting this criteria, to Council for approval for compliance with the O.R.C. 5705.41 (d).

RESOLUTION NO.

A RESOLUTION APPROVING THEN AND NOW CERTIFICATES FOR PURCHASE ORDERS ISSUED ABOVE \$3,000 WHERE AN INVOICE WAS RECEIVED PRIOR TO THE PURCHASE ORDER DATE, AS A REQUIREMENT OF OHIO REVISED CODE 5705.41 (d).

WHEREAS, Council in accordance with Ohio Revised Code, shall approve any purchases made over \$3,000 where an invoice is dated prior to the purchase order date; and

WHEREAS, at the time the merchandise was purchased and at the time the purchase order was executed to cover the purchase, a sufficient sum was appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances; and

WHEREAS, there is a sufficient sum appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances.

WHEREAS, the City Manager and the Finance Director recommend Council approve authorizing such certificates, as set forth in Exhibit "A" attached hereto and incorporated herein by reference:.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director approving Then and Now Certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date.

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)

Appendix A

P.O. Number	P.O. Date	Vendor	Amount	Purpose
5541	10/09/25	Schindler Elevator Corporation	\$ 3,155.02	Preventative maintenance agreement for parking garage elevator



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	11/10/2025
COUNCIL MEETING DATE:	December 2, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Waive Parking Meter Fees Throughout The City From 9:00 A.M. On Monday, December 15, 2025, Until 8:00 P.M. On Saturday, January 10, 2026, The Two-Hour And The Eleven-Hour Restrictions For Parking Meters Shall Remain In Effect. (John Jones, Police Chief)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JJ DRE

DISCUSSION:

The OPD Parking Unit recommends that FREE holiday parking be provided at parking meters throughout the City beginning on Monday, December 15, 2025, at 9 a.m. and ending on Saturday, January 10, 2026, at 8:00 p.m.

Time limits of 2 hours and 11 hours will still apply based on signage at the meter. This has been very well received by merchants and shoppers in the past and will hopefully continue to be an incentive for residents and visitors alike to shop and/or dine Uptown.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES THROUGHOUT THE CITY FROM 9:00 A.M. ON MONDAY, DECEMBER 15, 2025, UNTIL 8:00 P.M. ON SATURDAY, JANUARY 10, 2026, THE TWO-HOUR AND THE ELEVEN-HOUR RESTRICTIONS FOR PARKING METERS SHALL REMAIN IN EFFECT.

WHEREAS, the City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees throughout the City from 9:00 a.m. on December 15, 2025, until 8:00 p.m. on January 10, 2026. The two-hour and the eleven-hour restrictions for parking meters shall remain in effect. The parking prohibition between 4:00 a.m. and 5:30 a.m. shall also remain in effect where posted.

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

SECTION 1: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees throughout the City from 9:00 a.m. on December 15, 2025, until 8:00 p.m. on January 10, 2026. The two-hour and the eleven-hour restrictions for parking meters shall remain in effect. The parking prohibition between 4:00 a.m. and 5:30 a.m. shall also remain in effect where posted.

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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	11/21/2025
COUNCIL MEETING DATE:	December 2, 2025
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 9 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: – General Fund 110

To make adjustment to budgeted revenue and appropriation for annual transfers to capital equipment and capital improvement Funds.

Revenue increase \$600,000

Appropriation for Capital Equipment \$626,300

Appropriation for Capital Improvement \$1,415,296

Issue 2: – Hotel Tax Fund 120 and Economic Development Fund

To make adjustment to budgeted revenue and appropriation for additional hotel tax revenue collected.

Revenue increase \$22,000

Transfer to Economic Development Fund \$22,000

Issue 3: (\$18,200,000)– Water Capital Improvement Fund 322

To make adjustment to budgeted revenue and appropriation for the OWDA loan funding of the Water Softening project at the Water Treatment Plant. While the OEPA is still reviewing the plans, the project funding and contract will not occur until 2026.

Issue 4: (\$5,700,000)- Wastewater Improvement Fund 332

To make adjustment to budgeted revenue and appropriation for the Biotower Media Replacement at the Wastewater Treatment Plant. The project funding and contract will not occur until 2026.

Issue 5: (\$905,489) – Capital Improvement Fund 141

To make adjustment to budgeted revenue and appropriation for the purchase of the EV charging station. Once released by ODOT, they will pay the contractor directly and the City will not receive not expend the funds.

Issue 6: - Capital Improvement Fund 141

To make adjustment to budgeted revenue (\$334,800) and appropriation of (\$240,000) for the Locust Street Sidewalk replacement. ODOT funding was paid to contractor directly.

Issue 7: (\$240,000) – Capital Improvement Fund 141

To reduce appropriation for the Skate Park replacement. In 2025 the project was budgeted as a fund-raising project. The City’s match is being carried forward and is incorporated into the 2026 Budget.

Issue 8: \$4,500 – General Fund 110

To increase appropriation for Oxford Cemetery. The anticipated concrete pours for headstones exceeded the 2025 budget.

Issue 9: \$75,000 – Water Fund and Water Improvement Fund

To transfer additional funding from the Water Fund to the Water Improvement Fund for future capital improvements.

Issue 10: \$156,684– Wastewater Fund and Wastewater Equipment Fund

To transfer additional funding from the Water Fund to the Water Improvement Fund for future capital improvements.

Issue 11: \$2,800,000 – General Fund/Wastewater Improvement Fund/ Wastewater CBC Fund’s

To make adjustments to these funds for appropriation, and revenue resulting in transfers, for the construction of a solar project at the Wastewater Treatment Plant.

General 110 - \$1,800,000 appropriation – transfer to Wastewater Improvement

Wastewater Capacity NE 391-\$430,000 appropriation- transfer to Wastewater Improvement

Wastewater Capacity NW 392-\$200,000 appropriation -transfer to Wastewater Improvement

Wastewater Capacity SE 393-\$120,000 appropriation -transfer to Wastewater Improvement

Wastewater Capacity SW 394-\$250,000 appropriation -transfer to Wastewater Improvement

Wastewater Improvement 332 -\$2,800,000 Revenue and Appropriation

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3783 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 9 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:

General Fund 110	600,000.00
Hotel Tax Fund 120	22,000.00
Capital Improvement Fund 141	(905,489.00)
Capital Improvement Fund 141	(334,800.00)
Water Capital Improvement Fund 322	(18,200,000.00)
Wastewater Improvement Fund 332	(5,700,000.00)

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

General Fund 110	1,415,296.00
General Fund 110	626,300.00
General Fund 110	1,800,000.00
General Fund 110	4,500.00
Hotel Tax Fund 120	22,000.00
Capital Improvement Fund 141	(905,489.00)
Capital Improvement Fund 141	(240,000.00)
Capital Improvement Fund 141	(240,000.00)
Water Fund 321	75,000.00
Water Capital Improvement Fund 322	(18,200,000.00)
Wastewater Fund 331	156,684.00
Wastewater Improvement Fund 332	(5,700,000.00)
Wastewater Capacity Benefit Fund 391	430,000.00
Wastewater Capacity Benefit Fund 392	200,000.00
Wastewater Capacity Benefit Fund 393	120,000.00
Wastewater Capacity Benefit Fund 394	250,000.00

SECTION 4: The following transfers be executed:

General Fund 110	1,415,296.00
General Fund 110	626,300.00
General Fund 110	1,800,000.00
Hotel Tax Fund 120	22,000.00
Capital Equipment Fund 140	626,300.00

Capital Improvement Fund 141	1,415,296.00
Economic Development Fund 432	22,000.00
Water Fund 321	75,000.00
Water Capital Improvement Fund 322	75,000.00
Wastewater Fund 331	156,684.00
Wastewater Capital Equipment Fund 330	156,684.00
Wastewater Capital Improvement Fund 332	1,800,000.00
Wastewater Capital Improvement Fund 332	1,000,000.00
Wastewater Capacity Benefit Fund 391	430,000.00
Wastewater Capacity Benefit Fund 392	200,000.00
Wastewater Capacity Benefit Fund 393	120,000.00
Wastewater Capacity Benefit Fund 394	250,000.00

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

Capital Equipment Fund	626,300.00
Capital Improvement Fund	1,415,296.00
Water Capital Improvement Fund 322	75,000.00
Wastewater Capital Equipment Fund 330	156,684.00
Wastewater Improvement Fund 332	1,800,000.00
Wastewater Improvement Fund 332	1,000,000.00
Economic Development Fund 432	22,000.00

SECTION 6: The following increase/(decrease) in expenditures be made:

Wastewater Improvement Fund 332	2,800,000.00
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SECTION 7: In all other respects, Ordinance No. 3783 shall remain in full force and effect.

SECTION 8: 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:	11/12/2025
COUNCIL MEETING DATE:	December 2, 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)
Fire/EMS Fund 418	(22,980.24)
OAT Capital Improvement Fund 144	(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)