



**AGENDA
OXFORD CITY COUNCIL REGULAR MEETING**

COURTHOUSE

TUESDAY, JANUARY 6, 2026 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. Notice to Legislative Authority — Alena Oxford, LLC DBA Oxford Pit Stop 5182 College Corner Pike, Oxford, OH 45056. (Douglas R. Elliott, Jr., City Manager)
 - 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 December 16, 2025, City Council Works Session. (Heather Barbour, Clerk of Council)
- B. Minutes from the December 16, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)
- C. Uptown Park Permit Form - ROW 01044 Girl Scouts of Western Ohio (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Accepting The Recommendation Of The Oxford Parking & Transportation Advisory Board Establishing The Priority Routes Within The Draft Bicycle & Pedestrian Master Plan For The Purpose Of Future Infrastructure Cost Estimation (Sam Perry, Community Development Director)

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
- B. Second Reading
 - 1. An Ordinance Amending 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. Discussion Item

A. 2025 Council Goals Update (Jessica Greene, Assistant City Manager)

9. 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. Jan 7 | Environmental Commission - CANCELED | Municipal Building | 7:00 p.m. |
| Jan 8 | Housing Advisory Commission | College @Elm | 5:00 p.m. |
| Jan 12 | Public Arts Commission of Oxford | Municipal Building | 5:30 p.m. |
| Jan 13 | Planning Commission | Courthouse | 7:00 p.m. |
| Jan 14 | Historic & Architectural Preservation Commission | Courthouse | 6:00 p.m. |
| Jan 19 | City Offices - CLOSED | | |
| Jan 20 | City Council | Courthouse | 7:30 p.m. |
| Jan 21 | Board of Building Appeals | Courthouse | 5:30 p.m. |
| Jan 27 | Board of Zoning Appeals | Courthouse | 6:30 p.m. |
| Jan 30 | City Council Work Session Retreat | BCRTA Chestnut Station | 10:00 St. a.m. |

10. Adjourn.



OXFORD CITY COUNCIL
ATTN CLERK
15 S COLLEGE AVE
OXFORD OH 45056

RECEIVED

RECEIVED DEC 29 2025

City of Oxford

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form for permit 10006317-1, TRFO type, Alena Oxford LLC dba Oxford Pit Stop, 5182 College Corner Pike, Oxford OH 45056. Includes filing date 12/9/2025 and permit classes C-1, C-2, D-6.

FROM 12/17/2025

Form for permit 00434117-1, BAPPAS INC, 5182 COLLEGE CNR PK, OXFORD OH 45056. Includes filing date and permit classes.

MAILED 12/17/2025 RESPONSES MUST BE POSTMARKED NO LATER THAN 01/18/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN TRFO 10006317-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [] IN OUR COUNTY SEAT [] IN COLUMBUS

WE DO NOT REQUEST A HEARING []

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature and Title section with checkboxes for Clerk of County Commissioner, Clerk of City Council, and Township Fiscal Officer. Includes fields for Date, Printed Name, Email Address, and Telephone No.



**MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
TUESDAY, DECEMBER 16, 2025 AT 6:30 PM**

1. Roll Call.

Motion – To Enter Executive Session at 6:00 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 and O.R.C. 121.22(G)(6) To discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

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

AYE # 7

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 6:35 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 and O.R.C. 121.22(G)(6) To discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

(Voice Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

NAY # 0

ABS # 0

A work session meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, December 16, 2025, at 6:35 p.m. Members in attendance were Amber Franklin, William Snavelly, Jason Bracken, Jim Vinch, Alex Fench, and Roxanne Ornelas.

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. Geoff Robinson, Police Lieutenant; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Sam Perry, Community Development Director; Mr. Ben Mazer, Assistant Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Bicycle & Pedestrian Master Plan Priority Corridors Map

Mr. Perry presented an update and sought Council direction on the Bicycle and Pedestrian Master Plan, emphasizing the need for feedback before beginning engineering work (slides included in minutes). The primary focus of the work session was an update on the Bicycle and Pedestrian Master Plan. Staff presented background on the project, noting its alignment with the 2023 Comprehensive Plan, prior Complete Streets efforts, and a Federal Transit Administration grant partnership with BCRTA. Public engagement included surveys, targeted outreach, and a September open house, with respondents prioritizing protected bike lanes and separate multi-use paths. Staff recommended advancing a Phase 1 route plan map identifying Chestnut Street, College Avenue, Campus Avenue, and Sycamore Street for schematic design and cost estimation, emphasizing the use of existing right-of-way and separated multi-use paths approximately 10 feet wide. Phase 2 corridors and the Locust Street corridor were identified for future consideration due to funding and complexity. Council discussed maintenance responsibilities, public notification, coordination with Miami University, tree impacts, and intersection safety concerns. Council expressed general support for the proposed Phase 1 route plan and directed staff to return with legislation for formal adoption, allowing engineering work and future grant applications to proceed.

B. Annual City Streets Pavement Condition Map

This topic was moved to the January 6, 2026, work session.

3. Adjourn.

Motion – To Adjourn at 7:10 pm.
(Voice Vote) 1st Mr. Snavely 2nd Ms. french
AYE # 7
NAY # 0
ABS # 0

Recommendations from Oxford Parking & Transportation Advisory Board

City Council Work Session

December 16, 2025

Two Recommendation Topics:

- Progress of Bicycle & Pedestrian Master Plan
- Homeowner Awareness of Potential Upcoming Street Re-surfacing Plans

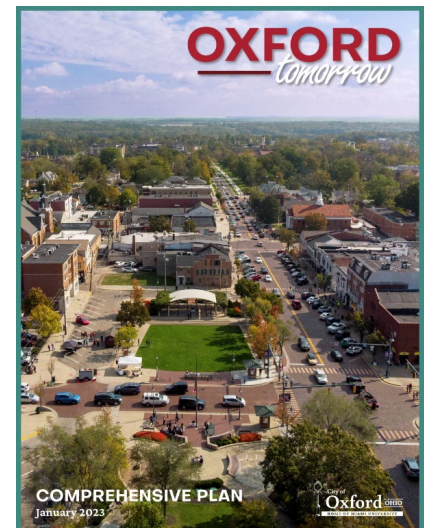
Two Recommendation Topics:

- Progress of Bicycle & Pedestrian Master Plan
- Homeowner Awareness of Potential Upcoming Street Re-surfacing Plans

Bicycle & Pedestrian Master Plan

Background Information

- Supports 12 of the 26 Recommendations within the Mobility Chapter of the 2023 Oxford Tomorrow Comprehensive Plan
- Previous plan adopted in 2014
- Expanding on multi-modal accessibility and infrastructure progress
- 2014 – New bike lanes
- Trail & Sidewalk connections
- New pavement markings
- 2019 Complete Streets Policy



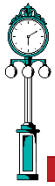
2024-2025 Initiative

- In 2024, the Assistant City Manager and Butler County Regional Transit Authority Executive Director partnered to apply for a \$150,000 grant from the Federal Transit Agency to improve access to transit.
- In March 2025, the project scope was defined as a Bicycle & Pedestrian Master Plan
- 3 Firms came together under KZF Design to lead the project

Consultant Team

- Eric Anderson, AICP, Project Manager
- Etta Reed, PE, Civil Engineer
- Caroline Duffy, PE, Traffic Engineer
- Abby Stanfield, AICP, Planner





Bicycle & Pedestrian Master Plan

Current stage of project:

OXFORD BIKE-PEDESTRIAN MASTER PLAN
REVISED SCHEDULE
10.30.2025

| TASK DESCRIPTION | 2025 | | | | | | | | | | 2026 | | | |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|-----------|-----------|-----------|
| | March | April | May | June | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April |
| Phase 1: Existing Conditions & Analysis | | | | | | | | | | | | | | |
| Project Team Kick-off (internal KZF team) | 3/5/2025 | | | | | | | | | | | | | |
| Kickoff Meeting with the City of Oxford | 3/12/2025 | | | | | | | | | | | | | |
| Project Update Meetings | | 4/21/2025 | 5/19/2025 | 6/17/2025 | 7/24/2025 | 8/18/2025 | 9/15/2025 | 10/23/2025 | 11/17/2025 | 12/15/2025 | 1/19/2026 | 2/16/2026 | 3/16/2026 | |
| Document Existing Conditions with City GIS Data | 3/12/2025 | | | | | | | | | | | | | |
| Develop Base Maps | | | 5/12/2025 | | | | | | | | | | | |
| Site Visit to Evaluate Existing Bike & Pedestrian Facilities | | | 5/14/2025 | | 7/8/2025 | | | | | | | | | |
| Upload GIS Data | | 4/2/2025 | | | | | | | | | | | | |
| Interactive Community Map (Online Mapping Tool) | | 4/7/2025 | | | | | | | | | | | | |
| Develop Project Website | | 4/7/2025 | | | | | | | | | | | | |
| Open House Outreach (Press Release, Email, Flyers, etc.) | | 4/7/2025 | | | | | | | | | | | | |
| Online Community Survey | | 4/27/2025 | | 6/9/2025 | | | | | | | | | | |
| Existing Conditions Open House (virtual) | | 4/27/2025 | | 6/9/2025 | | | | | | | | | | |
| Review and Analyze Feedback | | | | | 7/8/2025 | | | | | | | | | |
| Provide City Staff with Preliminary Route Study Exhibits | | | | | 7/9/2025 | | | | | | | | | |
| Present to Oxford Parking & Transportation Advisory Planning Workshop | | | | | 7/14/2025 | | | | | | | | | |
| Charrette - Network Master Plan of Facilities | | | | | | 8/12/2025 | | | | | | | | |
| Conceptual Street Design | | | | | | | 9/10/2025 | | | | | | | |
| OPTAB Review Meeting | | | | | | | 8/18/2025 | | | | | | | |
| Open House Outreach (Press Release, Email, Flyers, etc.) | | | | | | | 8/20/2025 | | | | | | | |
| Bike/Pedestrian Network Open House (in-person) | | | | | | | | 9/17/2025 | | | | | | |
| Community Bicycle Ride | | | | | | | | | 10/4/2025 | 11/10/2025 | | | | |
| Internal Team Charrette - Revised Recommendations | | | | | | | | | | 11/20/2025 | | | | |
| Organize Findings into a Series of Maps | | | | | | | | | | | | | | |
| Draft Summary Report | | | | | | | | | | | | | | |
| Submit Maps and Report to City Staff for Review | | | | | | | | | | | 12/9/2025 | | | |
| City Council Update Presentation | | | | | | | | | | | 12/16/2025 | | | |
| Revise Maps & Report Based on City Staff Input | | | | | | | | | | | | 1/19/2026 | | |
| Produce Final Plan Documents | | | | | | | | | | | | 1/27/2026 | | |
| Develop Design Guidelines for (3) Street Sections | | | | | | | | | | | | 1/27/2026 | | |
| Phase 2: Share Proposed Routes & 30% Design | | | | | | | | | | | | | | |
| 30% Preliminary Design Documents | | | | | | | | | | | | | | 3/31/2026 |
| Typical Sections, Schematic Plans, Traffic Control Plans, Critical Cross Sections | | | | | | | | | | | | | | 3/31/2026 |
| Prepare Detailed Cost Estimate | | | | | | | | | | | | | | 4/28/2026 |
| Prepare Facility Funding Recommendations | | | | | | | | | | | | | | 4/28/2026 |
| Identify Grant Opportunities | | | | | | | | | | | | | | 4/28/2026 |
| Present final Project to City | | | | | | | | | | | | | | |

CURRENT PROGRESS POINT

Engagement and Planning

- In May–June, virtual and in-person public engagement outreach was launched.
- There were 1,200 website visitors, 200 surveys filled out and 100 map pins placed.
- Existing street segments were prioritized based on public feedback and OPTAB guidance.
- Overarching goal was cost estimations for actual construction projects (not purely a planning study only)



Existing Conditions Engagement Summary

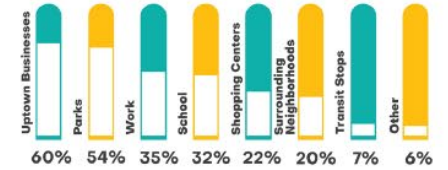
Who Took the Survey?



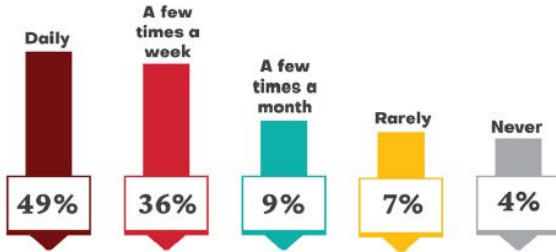
Primary Mode of Transportation?



Important Destinations



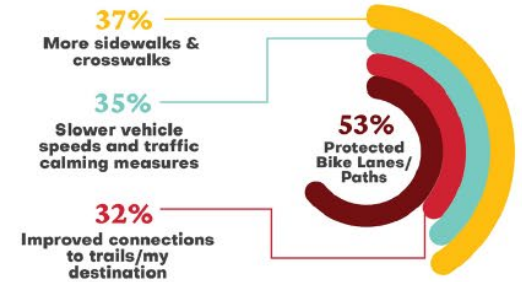
How often do you run, walk or bike?



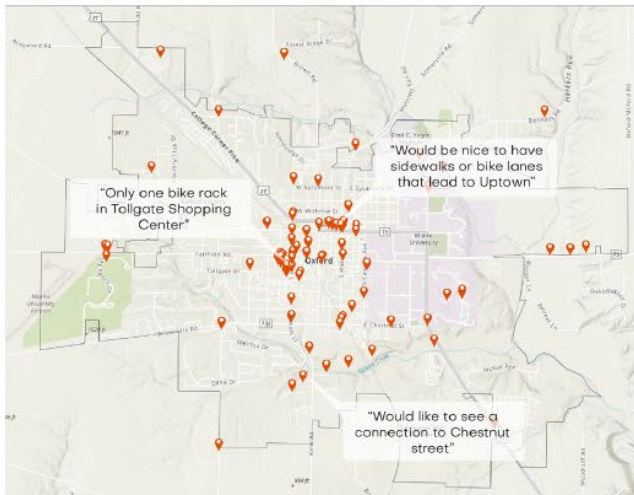
Reasons for Walking or Biking?



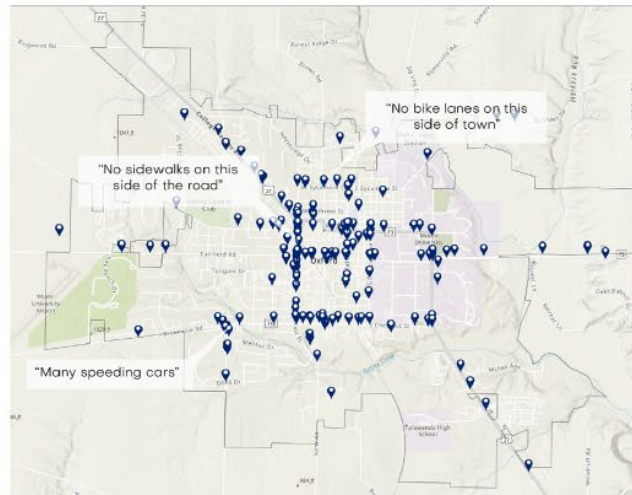
Top Improvements You Want to See



Areas where you'd like to see improved walking / biking access?



Areas where walking/ biking feels unsafe?

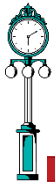


What we heard:

- "Traffic on Chestnut St goes very fast. Chestnut would benefit from traffic calming, like raised crosswalks, another median, rumble strips, or road narrowing.
- "Bike trail access in and out of the city would help people feel safer biking. A trail on 73 to Oxford or Milford bike trail to Sommerville road might be useful.
- "Bike paths and lanes are crucial for safety. We use pedestrian crossings and bike lanes with our family. Focusing on safety is #1.

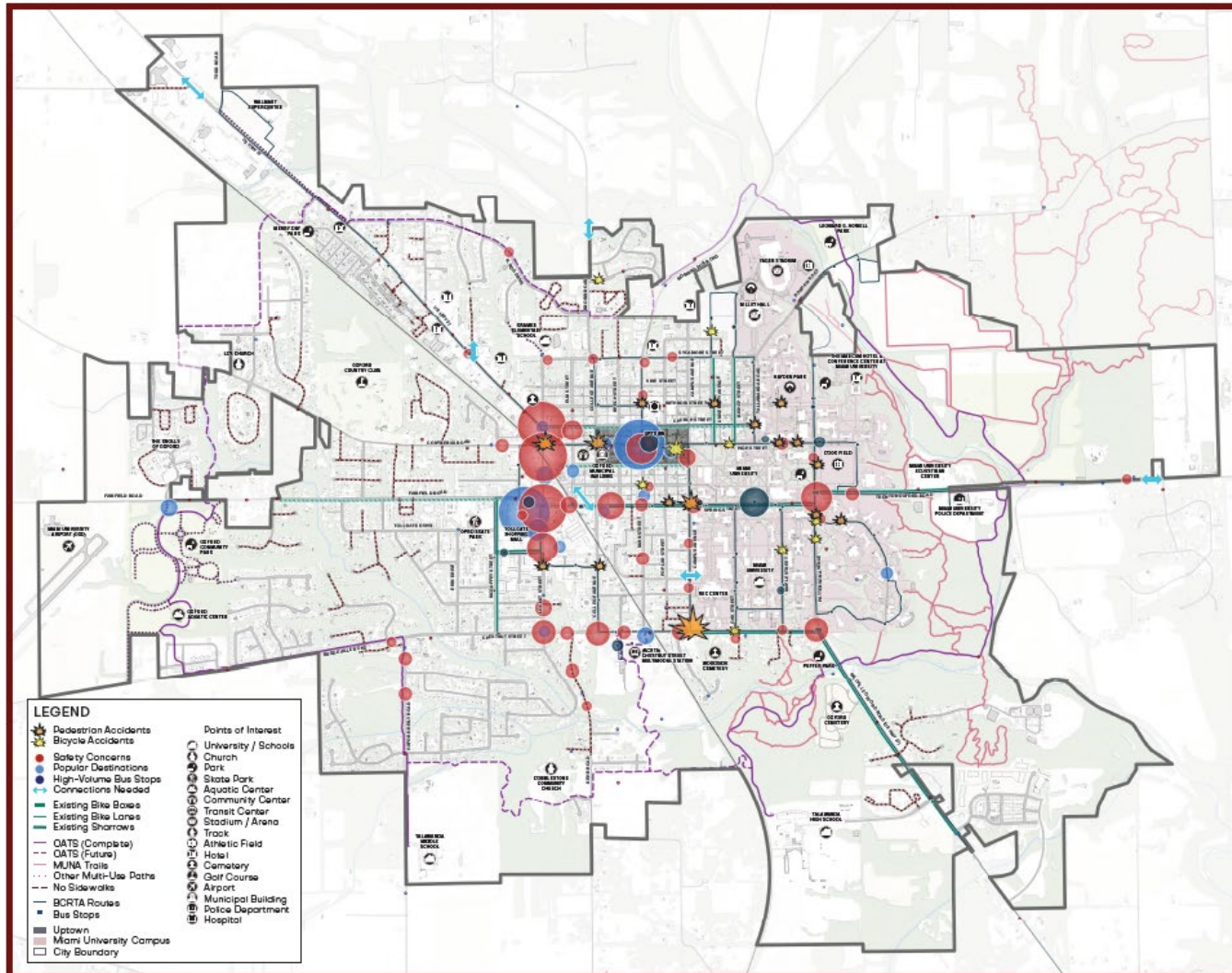
Summary:

- Based on feedback, size of community and field visits, the KZF team and OPTAB recommended separated multi-use paths within the core of Oxford's grid as the initial phase of improvement.
- Four streets within the existing network were prioritized for potential cost estimation:
Chestnut, College, Campus & Sycamore
- Multi-Use Paths allow bicycle, scooter, pedestrian users to coexist in a space away from automobiles and on-street parking spaces
- Future study of the entire Locust Street Corridor as a separate project is also recommended, simultaneously



Bicycle & Pedestrian Master Plan

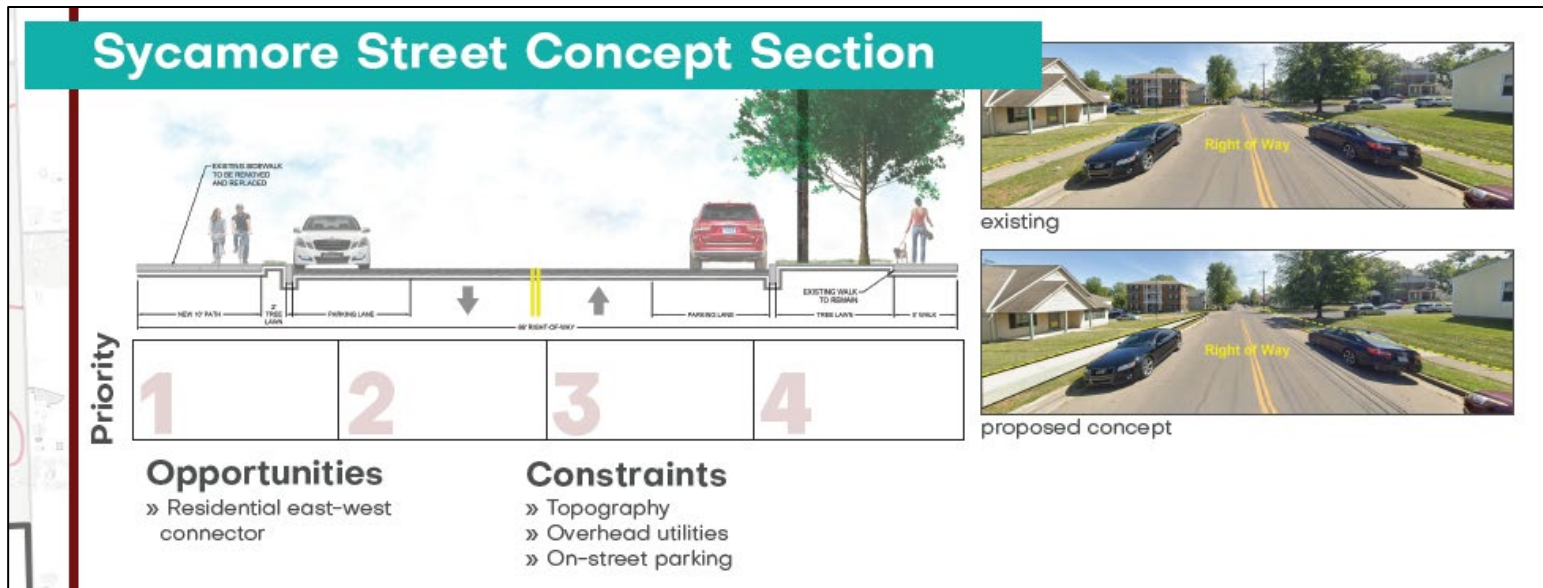
Existing Conditions Map



Key Findings from Phase 1:

- » **Broad Community Interest & Participation:** Wide age range represented, majority live and work in Oxford
- » **Walking & Biking Uses Today:** Primarily for recreation and social activities but also commuting and errands
- » **Top Priorities:** Safer, more protected, and connected infrastructure; separated bike paths and protected lanes
- » **Barriers & Safety Concerns:** Missing sidewalks, gaps in the network, and traffic safety concerns (especially for cyclists)
- » **Supported Improvements:** Traffic calming and better lighting to increase comfort and safety
- » **Key Destinations:** Uptown businesses and city parks are the most requested locations for improved access
- » **Strong Community Support:** Strong overall support for developing the Bike & Pedestrian Master Plan, with some questions about specific destination access.

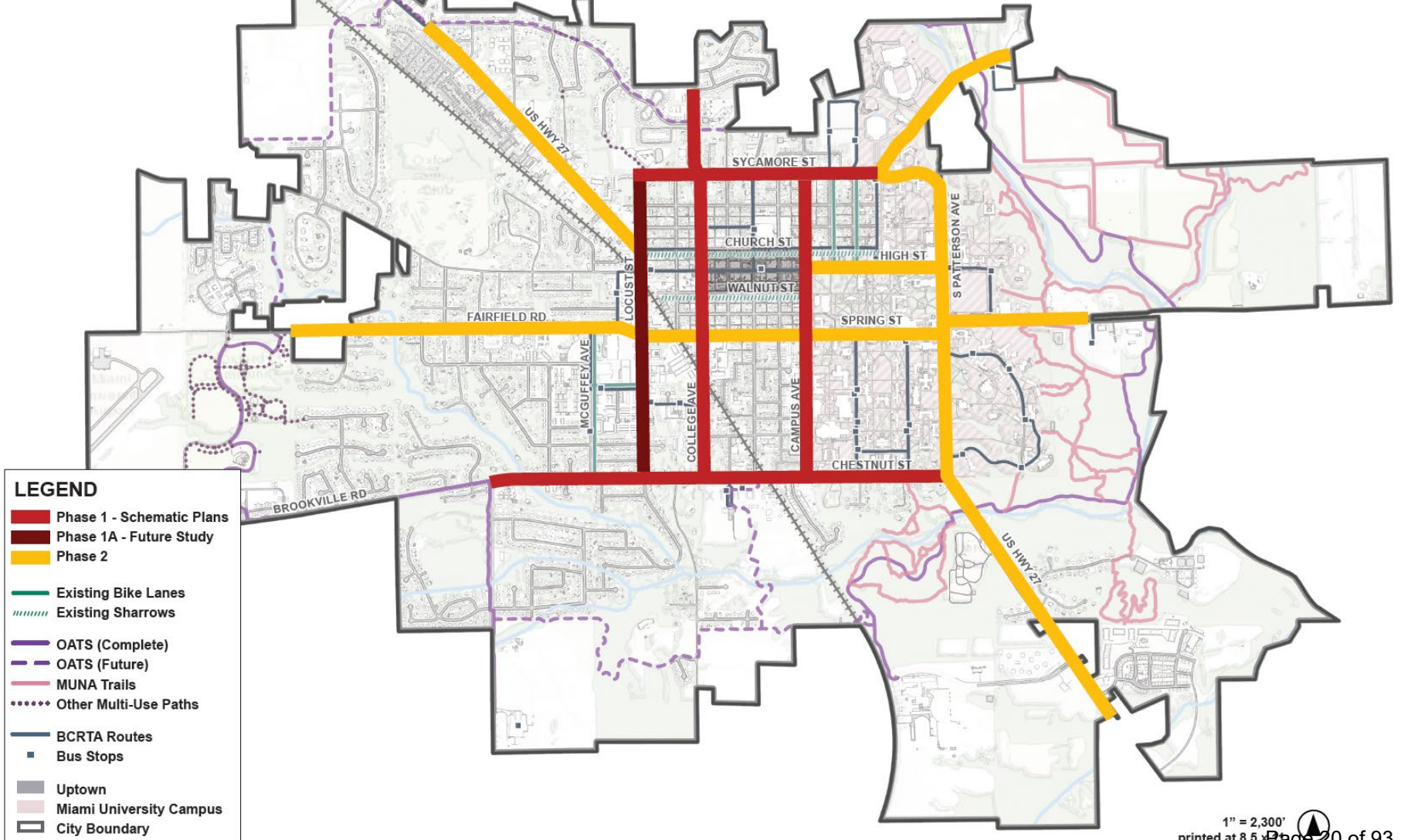
Example New Separated Path (Multi-Use):



ROUTE PLAN MAP

Preliminary 2025 Bicycle & Pedestrian Master Plan

December 8, 2025



Bicycle & Pedestrian Master Plan

Options for Council



- Adopt the Route Plan map as-is, at a future City Council meeting (allows cost estimation to proceed)
- Ask consultant and OPTAB for consideration of changes in street corridor priorities (will require more Planning project funds to be allocated)
- Focus only on Locust Street (addresses a priority but would not be fully funded)

Bicycle & Pedestrian Master Plan

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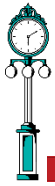
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Thank you

On Behalf of OPTAB and the KZF Design Team

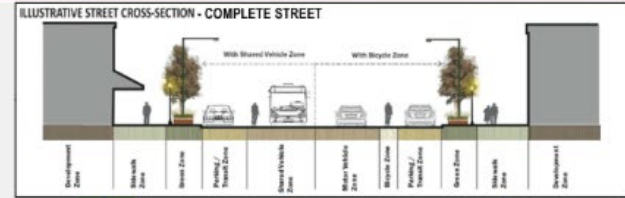


Background Info -2014 Plan

OXFORD TRANSPORTATION PLANS

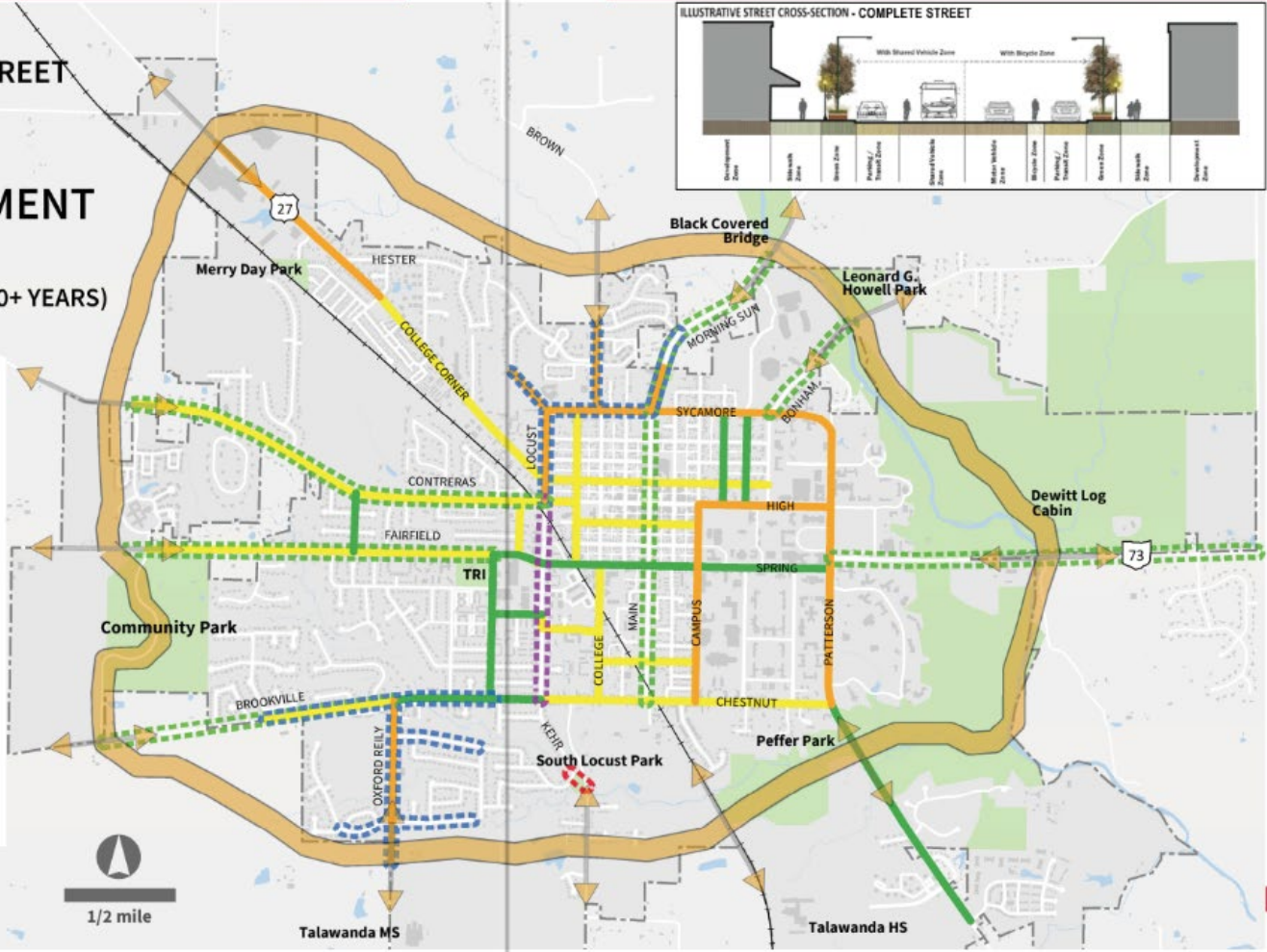
OXFORD BIKE AND PEDESTRIAN SAFETY IMPROVEMENT PLAN (2014)

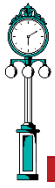
**COMPLETE STREET
CORRIDOR
SAFETY
IMPROVEMENT
PLAN
CUMULATIVE (0-10+ YEARS)**



LEGEND

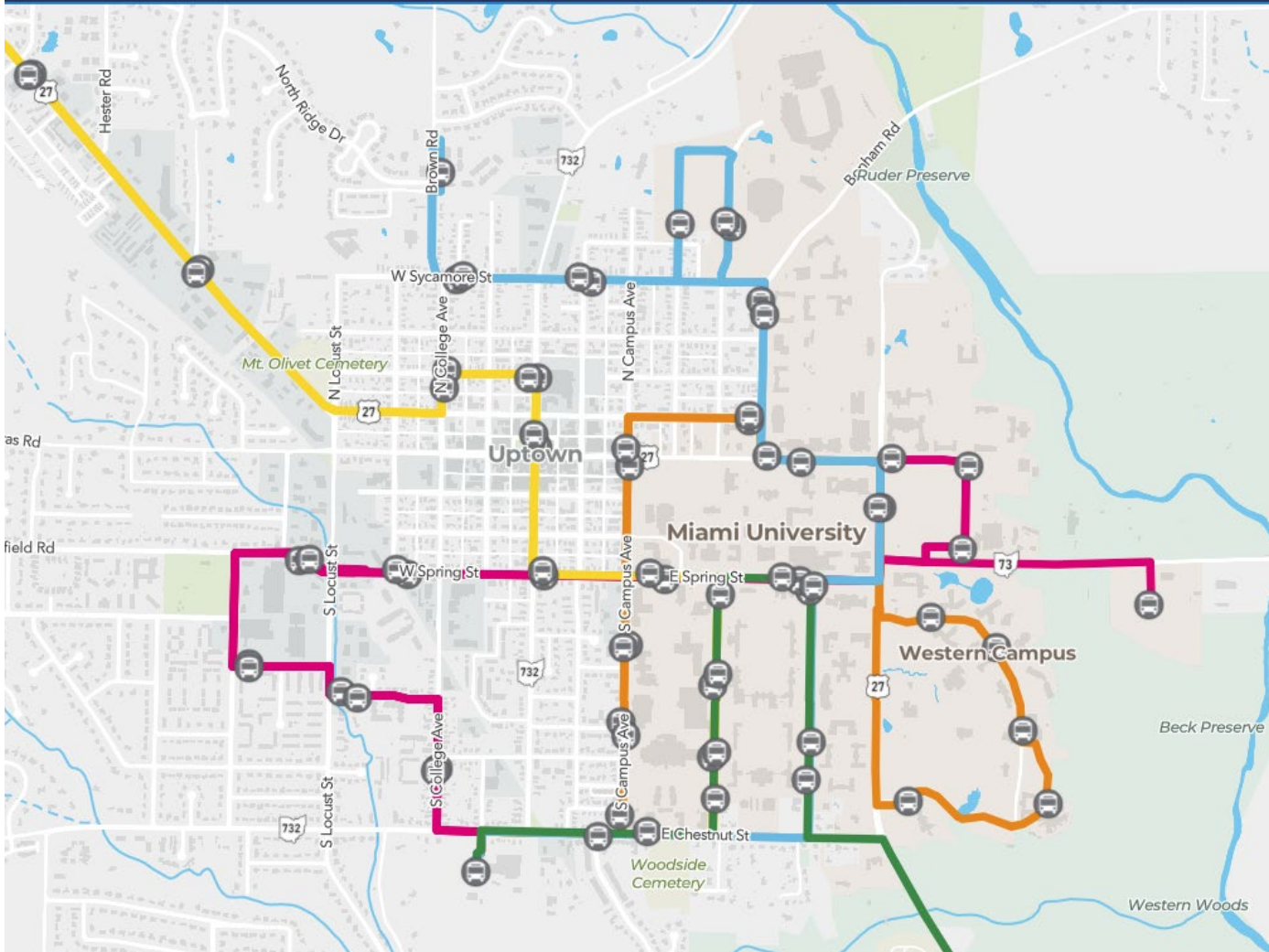
- Generalized OATS trail location
- Spokes (transition to OATS)
- Multi Use Path
- Dedicated Bike Lane
- Sharrow
- Zone Improvements**
- Access Management
- Complete Street
- New Connection
- Safe Routes to School





Background Info -Current Transit Map

OX OH Transit Viewer



Bus Stops



Bus Routes



01

02

03

04

R3



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, DECEMBER 16, 2025 AT 7:30 PM

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1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, December 16, 2025, at 7:30 p.m. Members in attendance were Amber Franklin, William Snavely, Jason Bracken, Jim Vinch, Alex Fench, and Roxanne Ornelas.

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. Geoff Robinson, Police Lieutenant; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Sam Perry, Community Development Director; Mr. Ben Mazer, Assistant 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. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

4. Public Participation.

A. Recognition — Chantel Raghu and David Prytherch

Mayor Smith read Resolution No. 7767 and 7768 to commemorate Ms. Chantel Raghu and Mr. David Prytherch. Ms. Raghu thanked the Council for the coat she was gifted. Ms. Raghu mentioned that everyone was doing a good job and that if someone tells you no, figure out ways to yes. Mr. Prytherch thanked the Council for the coat. Mr. Prytherch mentioned that it has been such a privilege to work alongside all of you. Mr. Prytherch stated that the City of Oxford is a team of its elected officials, appointed officials, staff members, and citizens, making it an amazing thing to be part of.

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. Michael Ramsey, 6011 Stillwell Road - Mr. Ramsey shared that he and his wife own four rental properties in the City of Oxford. Mr. Ramsey explained that he broke his hip this summer and is trying to catch up because he missed the meetings when the sidewalk Ordinance was adopted. Mr. Ramsey expressed concerns about property owners' liability after cleaning the sidewalks. Mr. Ramsey provided the Council with a handout (handout included in minutes).

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. French 2nd Ms. Franklin
AYE # 7

NAY # 0
ABS # 0

- A. Minutes from the December 2, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

- B. Report Regarding the December 3, 2025, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)

- C. A Resolution Authorizing The City Manager To Close The Uptown Municipal Parking Lot Each Saturday In 2026 From 5:30 A.M. Until 1:00 P.M. To Permit The Operation Of The Farmers Market Within The Municipal Parking Lot And On East Park Place Between Main Street And 24 East Park Place During Said Times. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Adopting The City Of Oxford Cybersecurity Policy As Described In Exhibit A, In Accordance With Ohio Revised Code Section 9.64, As Enacted Through Ohio House Bill 96. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7770
(Voice Vote) 1st Mr. Snavely 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- B. A Resolution Approving The Contract Between The City Of Oxford, Ohio, And The Oxford Police Officers, Fraternal Order Of Police, Lodge 38, Detailed In Exhibit A, And

Authorizing The City Manager To Sign The Contract. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7772.
(Voice Vote) 1st Ms. French 2nd Mr. Snively
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - Mr. Geoff Robinson, Police Lieutenant - Lieutenant Robinson shared that the patrol unit is the backbone and community of policing, doing the work. Lieutenant Robinson noted that we don't thank them enough.

- C. A Resolution Approving The Contract Between The City Of Oxford, Ohio, And The Oxford Police Sergeants And Lieutenants, Fraternal Order Of Police, Lodge 38, Detailed In Exhibit A, And Authorizing The City Manager To Sign The Contract. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7771.
(Voice Vote) 1st Ms French 2nd Mr. Snively
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - Mr. Geoff Robinson, Police Lieutenant - Lieutenant Robinson spoke as part of the Sergeants and Lieutenants bargaining unit. Lieutenant Robinson thanked the bargaining team, the FOP attorney, the City's attorney, and the City's bargaining team. Lieutenant Robinson was appreciative of all involved for their willingness to listen to the needs and work through the process. Lieutenant Robinson shared that the proposed contract will help Oxford stay competitive within Butler County. Lieutenant Robinson noted that this would be a recruitment tool when they attend recruitment and job fairs around the region.

Public Comment - Mr. John Jones, Police Chief: Chief Jones mentioned that it was great to complete negotiations before the contract ended. Chief Jones thanked everyone for the effort they put into this from the bargaining unit members on both the patrol and the supervisor's side, the attorneys, the City Manager, and the Council.

- D. A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With CSX Transportation, Inc. As Described In Exhibit A, For The Purpose Of Installing And Maintaining A New Amtrak Passenger Platform (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7773.
(Voice Vote) 1st Ms. French 2nd Mr. Snavelly
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- E. A Resolution Authorizing The City Manager And Law Director To Sign The Amended Subgrant Agreement Detailed In Exhibit A, Between Butler County, Ohio, And The City Of Oxford For \$1,000,000.00 Of American Rescue Plan Act/State And Local Fiscal Recovery Funds To Assist With Affordable Housing Infrastructure, As Allocated By The Butler County Board Of Commissioners. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7774.
(Voice Vote) 1st Ms. French 2nd Mr. Snavelly
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- F. A Resolution Authorizing The Reallocation Of \$20,000 Of The City's American Rescue Plan Funds To Habitat For Humanity Of Greater Cincinnati For The Construction Of Housing. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7775.
(Voice Vote) 1st Ms. French 2nd Ms. Ornelas
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

- G. A Resolution Authorizing The City Manager To Enter Into A New Agreement With Milford Township, Butler County, Ohio, And Authorizing The City Of Oxford To

Provide Emergency Medical Services To The Western Portion Of Milford Township Pursuant To The Agreement. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7776.
(Voice Vote) 1st Ms. French 2nd Mr. Snavely
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

H. A Resolution Authorizing The City Manager To Enter Into An Agreement With Melink Solar For A Solar PV System At The Wastewater Treatment Plant. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7777.
(Voice Vote) 1st Mr. Snavely 2nd Ms. Ornelas
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

I. A Resolution Authorizing The City Manager To Request Advanced Payment Of Property Taxes To The City In 2026 From Butler County. (Heidi Ridenour, Finance Director)

Motion – To Adopt Resolution No. 7778.
(Voice Vote) 1st Ms. French 2nd Mr. Snavely
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - 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 Amending 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 Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3850.
(Roll Call Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

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

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. Dec 17 | Board of Building Appeals | Courthouse | 5:30 p.m. |
| Dec 23 | Board of Zoning Appeals - CANCELED | Courthouse | 6:30 p.m. |
| Dec 24 | City Offices - CLOSED | | |
| Dec 25 | City Offices - CLOSED | | |
| Jan 1 | City Offices - CLOSED | | |
| Jan 6 | City Council | Courthouse | 7:30 p.m. |
| Jan 7 | Environmental Commission | Municipal Building | 7:00 p.m. |
| Jan 8 | Housing Advisory Commission | College @Elm | 5:00 p.m. |
| Jan 12 | Public Arts Commission of Oxford | Municipal Building | 5:30 p.m. |
| Jan 13 | Planning Commission | Courthouse | 7:00 p.m. |
| Jan 14 | Historic & Architectural Preservation Commission | Courthouse | 6:00 p.m. |
| Jan 19 | City Offices - CLOSED | | |
| Jan 20 | City Council | Courthouse | 7:30 p.m. |
| Jan 21 | Board of Building Appeals | Courthouse | 5:30 p.m. |
| Jan 27 | Board of Zoning Appeals | Courthouse | 6:30 p.m. |
| Jan 30 | City Council Work Session Retreat | BCRTA Chestnut Station | 10:00 St. a.m. |

9. Adjourn.

Motion – To Adjourn at 8:45 pm.
(Voice Vote) 1st Ms. Ornelas 2nd Mr. Snavely
AYE # 7
NAY # 0
ABS # 0

Are property owners in Ohio liable

This is a question that one local legal expert answers often.



Author: 10TV Web Staff
Published: 9:41 PM EST December 1, 2025
Updated: 1:28 PM EST December 3, 2025



COLUMBUS, Ohio — 'Tis the season for snow shoveling.

With Ohio getting deeper into winter with snowfall and cold temperatures, homeowners will be out bundled up and shoveling snow until the warmer months.

But if you don't clear the snow and/or ice from your sidewalk, are you liable if someone slips, falls and gets hurt?

No, Ohio property owners are not liable for injuries that happen on snow and ice-covered sidewalks.

Depending on where you live, there may be an ordinance requiring a property owner to remove ice and snow.

"This is such a great question and a perennial one here in the state of Ohio, where snow and ice are obviously very common," said Sarah Cole, the Michael E. Moritz chair in Alternative Dispute Resolution at The Ohio State University. "You might be surprised to know that homeowners actually have no duty to clear the sidewalks of natural accumulations of snow and ice."

Cole explained that snow and ice accumulating in winter are considered open and obvious dangers.

"And the Ohio Supreme Court has routinely held that landowners and in fact, even business owners don't have a duty to clear the sidewalks of snow and ice," she said.

So, if somebody gets hurt on your sidewalk, are you responsible?

"In terms of tort law, or personal injury law, there isn't a responsibility to that landowner, as long as you haven't made that natural accumulation more dangerous through your own behavior. Like let's say if you had drained from your house leaking water onto your front walkway, and so the walkway was much more icy than an individual walking on that sidewalk would have expected or driveway," Cole explained.

The city or town you live in may have its own guidance or regulation for property owners.

In Columbus, city code requires home and business owners to clear sidewalks.

And in Delaware -- an ordinance prohibits property owners or occupants from allowing snow and ice to accumulate "to the annoyance of the public."

THE ANSWER



No, Ohio property owners are not liable for injuries that happen on snow and ice-covered sidewalks

WHAT WE FOUND

Depending on where you live, there may be an ordinance requiring a property owner to remove ice and snow.

“This is such a great question and a perennial one here in the state of Ohio, where snow and ice are obviously very common,” said Sarah Cole. “You might be surprised to know that homeowners actually have no duty to clear the sidewalks of natural accumulations of snow and ice.”

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“And the Ohio Supreme Court has routinely held that landowners and in fact, even business owners don’t have a duty to clear the sidewalks of snow and ice,” she said.

So, if somebody gets hurt on your sidewalk, are you responsible?

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The Legal Ins And Outs Of Snow And Ice Removal In Ohio

When winter approaches, residents of **Northeast Ohio** know how quickly snow and ice can impact daily life. From shoveling driveways in Cleveland to navigating icy sidewalks in Akron, winter hazards are part of living in our region. But many people wonder:

- Do property owners have to clear snow and ice?
- What happens if I slip and fall on someone else's property?
- Could I be held liable if someone falls on my driveway or sidewalk?

The answers may surprise you. **Ohio law generally favors property owners** when it comes to snow- and ice-related injuries. Here's what you need to know.

Ohio's "No-Duty Winter Rule"

Unlike some states, Ohio does not have a statute requiring property owners to remove ice or snow. Instead, our courts have developed a doctrine called the "**no-duty winter rule**."

Under this rule:

- Property owners have **no duty to remove natural accumulations** of snow or ice.
- Owners also do not have to warn visitors of the dangers of natural ice and snow.
- Courts assume that Ohio residents understand the risks of winter conditions and are responsible for protecting themselves.

This rule is stricter than Ohio's "**open and obvious**" doctrine, which requires property owners to warn about hidden dangers. With snow and ice, the courts assume everyone knows the risk.

Exceptions to the No-Duty Rule

There are some exceptions where a property owner may be held liable:

- **Improper accumulation:** When snow or ice covers up a hazardous condition that is more dangerous than the ice itself.
- **Man-made conditions:** If the property owner created an unsafe situation—such as a leaking gutter, broken spigot, or roof overhang that causes unnatural ice buildup—they may be responsible.
- **Hidden dangers:** If snow and ice conceal a defect the owner knew about, liability could arise.

What This Means for Homeowners and Business Owners

Ironically, in some cases, **it may be safer legally not to remove snow and ice**. If you leave natural accumulations untouched, the "no-duty winter rule" usually protects you from liability. But if your snow removal efforts create unnatural hazards—such as icy patches caused by improper salting—you could fall into one of the exceptions.

Business owners in Northeast Ohio owe customers a duty to maintain reasonably safe premises, but the no-duty rule still applies to natural snow and ice.

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Business owners in Northeast Ohio owe customers a duty to maintain reasonably safe premises, but the no-duty rule still applies to natural snow and ice.

What If You're Injured on Snow or Ice in Ohio?

If you are injured after slipping on snow or ice in **Cleveland, Akron, Canton, or surrounding Northeast Ohio communities**, the law may not automatically entitle you to compensation. Because of the no-duty rule, you must prove that the property owner created an exception—such as improper accumulation or a man-made hazard.

That's why it is essential to **consult with an experienced Ohio personal injury attorney.** A lawyer can evaluate whether your case fits into an exception and help you pursue compensation for medical expenses, lost wages, and pain and suffering.

Protect Yourself This Winter

If you are a property owner:

- Clear snow and ice carefully to avoid creating unnatural hazards.
- Report dangerous conditions to your insurance provider if an injury occurs.

If you are a pedestrian:

- Be cautious on sidewalks, driveways, and parking lots.
- Assume icy conditions exist, even if surfaces appear clear.

Ohio law for sidewalk snow removal

In Ohio, property owners are not generally liable for injuries caused by snow and ice on their sidewalks. However, local municipalities have the authority to create ordinances requiring property owners to clear their sidewalks after a snowfall or icy conditions. These ordinances typically set a timeframe within which property owners must remove snow and ice, often ranging from 24 to 48 hours after the event. Failure to comply with these regulations can result in fines or penalties. It is essential for property owners to stay informed about local ordinances and regulations regarding snow and ice removal to avoid potential legal consequences.

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Ohio Snow and Ice; to Remove or not to Remove, that is the Question

(assuming you can get out of your drive)

As we dig out from under our latest snowfalls, it seems appropriate to summarize the relatively recent Franklin County Court of Appeals decision in *Cain v. McKee Door Sales, 2013-Ohio-4217*, and other cases dealing with premises liability for injuries due to accumulation of ice and snow.

As aptly pointed out by the Court in *Cain*, "the Supreme Court of Ohio has made liability [in snow and ice cases] very hard to establish." In *Brinkman v. Ross, 68 Ohio St.3d 82 (1993)*; the leading case on this issue), the Ohio Supreme Court held: the "homeowner has no common-law duty to remove or make less hazardous natural accumulation of ice and snow on private sidewalks or walkways on homeowner's premises, or to warn those who enter upon premises of inherent dangers presented by natural accumulations of ice and snow, regardless of whether the entrant is a social guest or business invitee."

In the *Brinkman* case, the Brinkmans were invited to the Ross home during the winter. The Rosses knew that the sidewalk into the house was covered by a sheet of ice, which in turn was covered by snow, but never warned the Brinkmans. While walking on the sidewalk between the driveway and the Ross home, Carol Brinkman slipped on the snow-covered ice and fell, sustaining serious injuries. Ms. Brinkman sued and lost at the trial court stage, but appealed that decision. The court of appeals in *Brinkman* agreed with the plaintiff who admitted the snow/ice had accumulated naturally, but claimed the Rosses had a duty to disclose the dangerous situation that they knew about.

The Ohio Supreme Court in *Brinkman* reversed the decision of the appellate court on the basis of law, and common sense, as if to say: "Who does not know that snow and ice are slippery?" Actually, the Ohio Supreme Court put it more eloquently, by stating: "As a matter of law, the guest is charged with sufficient knowledge of the hazards to be required to protect herself against falls."

The facts of the case in *Cain* are a little more involved. Betty Cain fell on snow and ice in the parking lot at the office of her eye doctor. She was seriously injured, and as a result, she sued various entities affiliated with the office building. In her affidavit, Ms. Cain stated that she approached her car from the rear, and as she was reaching for her door, she slipped and fell on the snow and ice that had accumulated in the drainage swale of the parking lot. While the basic facts in *Cain* are somewhat similar to the basic facts in *Brinkman*, counsel for Ms. Cain argued that the construction of the parking lot was improper or improperly designed, resulting in a trough (or swale) in the parking lot which accumulated snow, ice and water in what constituted an unnatural accumulation. Experts testified to this "unnatural phenomenon". The trial court relied on *Brinkman*, and granted summary judgment in favor of the defendants. Ms. Cain then appealed.

In reversing the trial court's summary judgment, the Franklin County Court of Appeals held that there was a genuine issue of material fact as to whether or not Ms. Cain fell on an unnatural accumulation of ice which resulted from the design of the parking lot, and accordingly remanded (sent back) the case to the trial court for further appropriate proceedings. In other words, the court of appeals simply recognized that there is an exception to the rule (for "unnatural accumulations") and awarded the defendants their day in court to try and prove it.

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Would these cases have come out any different in a landlord-tenant situation? Based on Ohio case law, probably not, with two exceptions. One, if the landlord has promised in its lease to clear snow and ice from the premises, then yes, the landlord can be sued if he fails to live up to his contractual obligations. Two, if a landlord decides to remove ice and snow, without an obligation in the lease to do so, he then has a duty to use ordinary care not to create a hazard or to aggravate an existing hazard. Such a hazard would constitute an unnatural accumulation.

Actually, whether or not in a landlord tenant situation, anyone that undertakes to remove snow/ice can be liable for a slip and fall if they have done so negligently, or in a way that makes the area more hazardous than it had been without the efforts at snow removal.

What is the moral of this story? Never shovel or "de-ice"? There are some who subscribe to that theory. However, before you decide to take such an approach, you should note: 1) A lease or other contract may create the duty/obligation to remove ice and snow; 2) your applicable municipality may have snow removal ordinances. If your city or township has such an ordinance that requires you to keep walkways free of snow and ice, then you have a responsibility to maintain the same. In fact, some Ohio cities with snow removal ordinances levy fines for not removing snow in a timely manner; and 3) if you have a good insurance policy, why not listen to your mother and be nice to your neighbors.

Published by Stephen D. Richman, Esq. on Monday, February 09, 2015.

Labels: Commercial General Liability Insurance , Commercial Leasing , Condominiums and Homeowners Associations , Landlord and Tenant , Premises Liability , Property Management , Residential Real Estate

2 comments :

Lauren said..

Thank you for sharing information on this topic! We have dealt with a rough winter so far so this article will be very helpful to those who experience a lot of snow and/or ice.

February 13, 2015 at 4:38 PM

Paige Smith said...



It is interesting that the moral of the story is to check your insurance and contracts to make sure you are the one responsible for cleaning the parking lot of snow. I think it is interesting that there are so many laws attached to who does what for snow removal. However, I think if we did not have guide lines in place then it would never get done. snow removal

March 25, 2015 at 12:58 PM

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- [Millennials Just Like the Rest of Us When it Comes to Home Renovations](#)
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Useful Resources

- [2010 Interactive Census Map](#)
- [Akron Bar Association](#)
- [American Institute of Architects \(AIA\)](#)
- [American Land Title Association \(ALTA\)](#)
- [American Law Institute/American Bar Association](#)
- [American Society for Testing and Materials \(ASTM\)](#)
- [American Society of Heating, Refrigeration & Air Conditioning Engineers \(ASHRAE\)](#)
- [Building Owners and Managers Association \(BOMA\)](#)
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v. Ohio University (Case No. 2015-00304 August 17, 2015) reminds us that: 1) odds are good that it will show again in a few months; and 2) there are exceptions to the “no duty to remove natural accumulation of ice and snow, general rule.”

The leading case of the “no duty to remove natural accumulation of ice and snow general rule” is *Brinkman v. Ross*, 68 Ohio St.3d 82 (1993). In *Brinkman*, the Ohio Supreme Court held: the “homeowner has no common-law duty to remove or make less hazardous natural accumulation of ice and snow on private sidewalks or walkways on homeowner’s premises, or to warn those who enter upon premises of inherent dangers presented by natural accumulations of ice and snow, regardless of whether the entrant is a social guest or business invitee.”

In the *Brinkman* case, the Brinkmans were invited to the Ross home during the winter. The Rosses knew that the sidewalk into the house was covered by a sheet of ice, which in turn was covered by snow, but never warned the Brinkmans. While walking on the sidewalk between the driveway and the Ross home, Carol Brinkman slipped on the snow-covered ice and fell, sustaining serious injuries. Ms. Brinkman sued and lost at the trial court stage, but appealed that decision. The court of appeals in *Brinkman* agreed with the plaintiff who admitted the snow/ice had accumulated naturally, but claimed the Rosses had a duty to disclose the dangerous situation that they knew about. The Ohio Supreme Court reversed the decision of the appellate court on the basis of law, and common sense, as if to say: “Who does not know that snow and ice are slippery?” Actually, the Ohio Supreme Court put it more eloquently, by stating: “As a matter of law, the guest is charged with sufficient knowledge of the hazards to be required to protect herself against falls.” While the rule of law in *Brinkman* seems clear, judicial decisions are no different than the seemingly clear wishes of Aladdin’s genie which came with a few “exceptions, provisos and quid pro quos.” The case in *Scolaro* reiterates the “statutory law exception” to the “no duty to remove snow and ice general rule” in Ohio. Basically, in cases where a municipality or local government has a law requiring snow and ice removal, there is a statutory duty to remove, failing which will render the offender *negligent per se* (a basic legal principle basically holding that violation of a criminal law that assesses penalties = negligence).

In *Scolaro*, Hannah Scolaro of Akron sued Ohio University in the Ohio Court of Claims after she fell on the ice (on a campus bus-stop sidewalk) and damaged her front teeth, resulting in root canals, crowns and other dental work totaling approximately \$3,000. Scolaro claimed the school was negligent for failing to remove snow and ice on its sidewalks, and asked the court to make the school pay for her dental bill. Apparently, other sidewalks on campus had been salted, but not the bus-stop sidewalk.

The Ohio University claimed Scolaro should have been aware of weather hazards and taken better precautions. Legally, the university relied on the *Ross* decision. Scolaro argued that the school should have done a better job protecting the safety of its students, especially when there is a law requiring them to do so. The Court of Claims agreed with Scolaro. According to the court, “While *Ross* remains the law in Ohio, there is an exception. *Ross* is limited in cases where a municipality or local government has enacted a safety statute requiring snow and ice removal. Athens, where OU is located, is one of these municipalities.”

What is the moral of this story? When it snows again, don’t forget the exceptions, provisos and quid pro quos to the “no duty to remove accumulations of ice and snow general rule” of *Ross v. Brinkman*. Basically, they are: 1) the statutory law exception of *Scolaro v. Ohio University*; 2) a lease or other contract may create a duty/obligation to remove ice and snow; 3) if you undertake to remove snow/ice, you can be held liable if you do so negligently, or in a way that makes the area more hazardous than it had been without your efforts at snow removal; and 4) you may be held liable for *unnatural* accumulations of ice which result, for example from the negligent design of a parking lot (See *Cain v. McKee Door Sales*, 2013-Ohio-4217).

**Girl Scout Cookie Sales
Weekends - 2 hour slot
Feb 21 - Mar 31, 2026**



ROW 01044

Uptown Parks Permi

APPROVED

Memorial Park & Martin Luther

See stipulations below

* Organization Name

Girl Scouts of Western Ohio

Organization Phone

[REDACTED]

* Organization Mailing Address

4930 Cornell Rd. Cincinnati OH 45227

Are you a non-profit?

Yes

. . .

* Applicant's First Name

Jessica

* Applicant's Last Name

James

Applicant's Phone

[REDACTED]

* Email

[REDACTED]

* Applicant's Mailing Address

530 Liberty Ave. West College Corner, Indiana 4703

*If you are a student group, please include your advisor's name.

*If you are a student group, please include your advisor's contact number.

Day Of Contact's First & Last Name

Jessica James

Day Of Contact's Cell Phone

[REDACTED]

. . .

Which park(s) are you requesting? Select all that apply.

- Memorial Park (East Park Place & North Main Street - Pavilion)
- Martin Luther King Jr. Park (West Park Place & North Main Street - Fountain)
- Oxford Area Trail System

*** Name of the Event**

Girl Scout Cookie Booth to sell Girl Scout Cookies

*** Date Requested**

02/27/2026

Format: MM/DD/YYYY

*** Day of Event**

Friday

Monday, Tuesday, Wednesday, etc...

Please check this box if your event exceeds 2 consecutive days or repeats for 2 or more sessions. This will require City Council approval.

Yes

Projected Attendance

We will have at least 4 people at the booth selling (2 adults/2 young girls)

Has this event been held previously?

yes

Event Start Time

Not sure yet, we are sorting out the logistics

Event End Time

Not sure ye (probably a 2 hour range)

Set Up Time Range

15 minutes

Tear Down Time Range

15 minutes

Event Description

We will be setting a cookie booth to sell Girl Scout cookies from February 27-March 30. We will have more concrete times as the dates and times the closer the dates get. We have about 12 troops within the district and I am the coordinator, so I'm in the process of gathering all the times that the troops are committing to selling Uptown. As I get these dates, I will update Mr. Bucholz.

. . .

Do you need reserved parking?

No

Are you requesting a road closure for this event?

No

Will there be portable heaters/fire pits?

No

Will tents, tables and/or chairs be used?

1-2 Tables and 2-4 chairs

Will you need police officers for this event? Depending on the event, this may be required.

No

Will you be renting portable restrooms for this event? (if yes, we recommend renting ADA compliant portable restrooms)

No

Will you need electricity?

No

Will you be bringing a sound system and/or technician?

No

Will alcohol, food, services and/or other items be sold?

If yes to alcohol, food or service, please explain briefly.

No

Will you be exiting the park during the event? (i.e. for a race/run)

No

Any other information that you would like to share?

Please attach a site map sketch for this event, if possible.

No file chosen

Please attach the route map, if applicable (for parades, runs, etc...)

No file chosen

* Event Details Accuracy Acknowledgement

By checking this box, I acknowledge that all of the event details, as listed above, are accurate.

[Click here to read the Stipulations & Fees and then acknowledge below.](#)

Fee Waiver Stipulations:

- **Parking Meter Rental Fee:** Non-profit organizations may be eligible for a 50% discount on parking meter rental rates for community events. The City Manager or designee may grant approval (Please check the appropriate box below if you are requesting this fee waiver).
- **Any Fee:** Events operating for more than two consecutive weeks may request a waiver of fees from City Council (Please check the appropriate box below if you are requesting this fee waiver)..

* Event Stipulations & Fees Acknowledgement

By checking this box, I acknowledge that I have reviewed the stipulations and estimated cost for the event and agree to compensate the City for services rendered as specified in the final invoice. If the event runs past the stated end time and/or the stipulations are not adhered to, I understand that additional charges will accrue and agree to compensate the City accordingly.

Check yes, if you would like to request a waiver of your parking meter fees.

Yes, this event is hosted by a 501 C3 nonprofit organization and documentation will be provided below.

N/A

Attach a 501 C3 documentation proving nonprofit status here.

No file chosen

Check yes, if you would like to request a waiver of fees due to this event running for more than two consecutive weeks.

Yes, this event will run for two consecutive weeks or more.

N/A

Indemnification Clause: The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

*** Indemnification Clause Acknowledgement**

By checking this box, I acknowledge that I have reviewed the indemnification clause above.

*** Today's Date**

12/10/2025

Format: MM/DD/YYYY

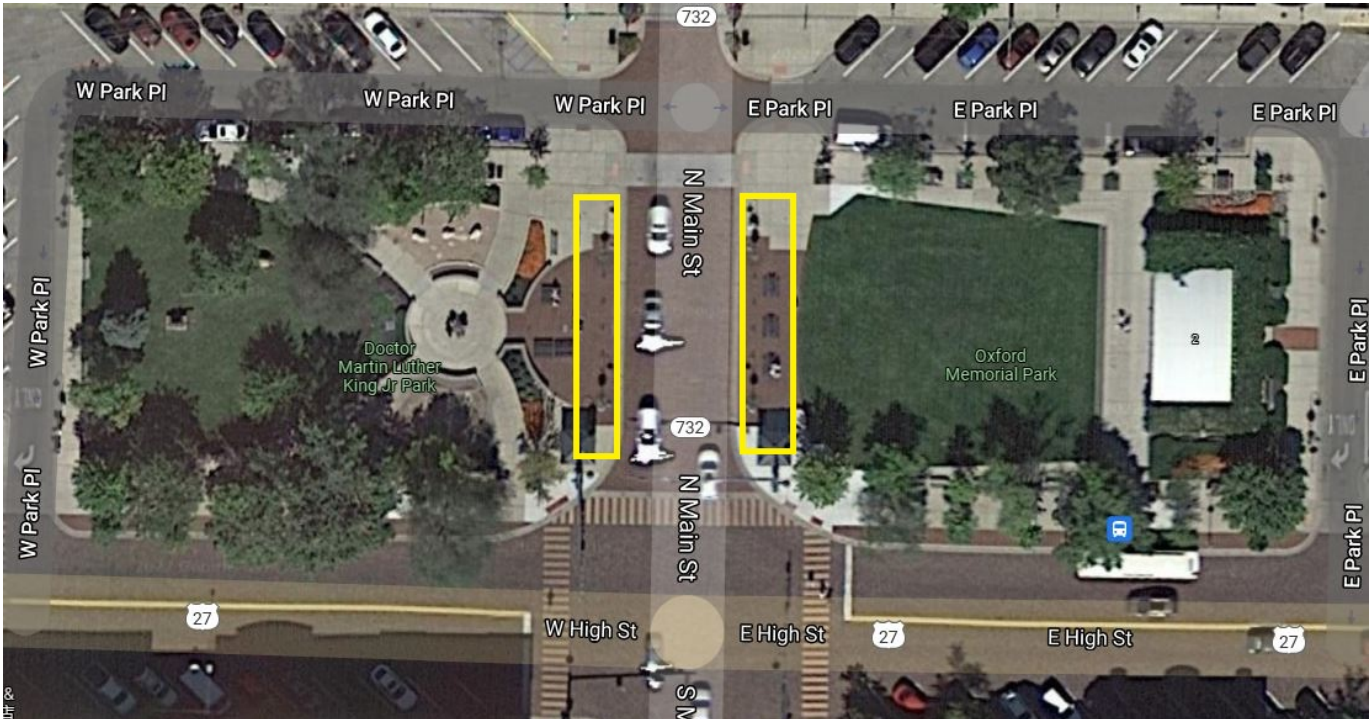
*** Electronic Signature**

Jessica James

If approved, you will receive an approved permit. If an invoice is required, it will also be sent with the approved permit. Invoice payment is due prior to the event.

If you have any questions, reach out to John Buchholz at (513) 839-4781 or jbuchholz@cityofoxford.org.

History



**Setting up 1-2 tables and 2-4 chairs for selling Girl Scout Cookies.
2-3 hours time frame each occurrence.**

Uptown Public Parks Permit - Internal

Event Name Girl Scout Cookie Sales 2025 **Event Date** Feb 21-Mar 31, 2026

Event Time 2-3 hours **Set Up Time** _____ **Tear Down Time** _____

Contact Name Jessica James **Contact Phone** [REDACTED]

Contact E-mail [REDACTED]

Event Description Cookie Sales on weekends from Feb 21-Mar 31, 2026. Would like to utilize sidewalks adjacent to Memorial Park or MLK Park.

Areas Utilized _____ **Maps Attached?** Y N

- Police Officers Y N
- Meter Rental? Y N
- Street Closure Y N
- Service Personnel Y N
- Trash Boxes Y N
- Food For Sale Y N
- Alcohol For Sale Y N
- Electric Service Y N
- Insurance Required Y N
- Portable Restrooms Y N
- Bringing Sound System Y N
- Live Animals Present Y N
- Other _____

- How Many** _____ **Time Range** _____
- List Meter Numbers** _____
- Attached Map or Route?** Y N
- How Many** _____ **Time Range** _____
- How Many** _____
- Permit Number** Girl Scout Cookies
- Permit Number** _____
- Details** _____
- Details** _____
- Details** _____
- Details** _____
- Details** _____

Department Approval

- Police Department Y N
- Fire Department Y N
- Service Department Y N
- Recreation Department Y N
- City Manager Department Y N

- Date** _____
- Date** _____
- Date** Dec 15, 2025 Mike Dreisbach
- Date** _____
- Date** Dec 15, 2025 Jessica Greene

Event Approved Y N

Signature Jessica Greene, Asst City Manager

Documents Attached

- Invoice
- Original Application
- Stipulations & Fees



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

STAFF REPORT

| | |
|---|---|
| ORIGINATING DEPARTMENT: | Community Development |
| PREPARED BY: | Sam Perry |
| DATE PREPARED: | 12/29/2025 |
| COUNCIL MEETING DATE: | January 6, 2026 |
| AGENDA TITLE: | A Resolution Accepting The Recommendation Of The Oxford Parking & Transportation Advisory Board Establishing The Priority Routes Within The Draft Bicycle & Pedestrian Master Plan For The Purpose Of Future Infrastructure Cost Estimation (Sam Perry, Community Development Director) |
| COUNCIL GOAL AREA: | Safe and Efficient Travel for All Modes of Transportation |
| BUDGETED AMOUNT: | \$16,666.67, locally; \$133,333.33 through BCRTA |
| ACCOUNT CODE: | 141.310.63196.000 |
| RECOMMENDATION: | Approve as Recommended |
| CITY MANAGER/DEPT HEAD APPROVAL: | SP DRE |

DISCUSSION:

A Council work session on this topic was held on December 16, 2025. In partnership with Butler County Regional Transit Authority, KZF Design was hired to assist the City of Oxford in developing a Bicycle & Pedestrian Master Plan. This is a \$150,000 project, funded through Federal Transit Administration, which began in April 2025. A project website: <https://engage.kzf.com/oxford>, was developed and there have been several public engagement opportunities: in-person, virtual and on bicycle rides with staff/consultant. The Oxford Parking & Transportation Advisory Board (OPTAB) is the city board involved with this project. The project is due to be completed in April 2026. The main focus of the project has been to develop cost estimations for physical improvements to the transportation infrastructure, that would benefit persons without a personal automobile for daily transportation. Staff are asking Council to adopt the Route Plan map so that the engineering design team can move forward with cost estimations. The results will be 30% completed "schematic" designs which is sufficient for seeking future grant funding for construction. However, please note that no construction work or funding is scheduled at this time.

The Phase One Routes are the ones that will be estimated and included with the final plan to be presented to Council in April 2026. These are Chestnut, College, Campus and Sycamore, which totals over four miles of improvements. The primary treatment identified by the consulting team will be multi-use paths that are separate from the existing streets; essentially functioning as widened sidewalks. The consulting team found, based on feedback and our existing conditions, that the multi-use path improvement would have the most return on investment in our situation. In some sections, new bike lanes, such as on Chestnut Street, may be appropriate.

Due to project funding limits, an improvement study for Locust Street must be a separate project, because of the multiple modes and intersections involved. Phase Two design/estimation would also be a separate project, which includes U.S. 27, Fairfield Rd, High, Spring, Patterson and S.R. 73. It is hoped that these additional areas can be funded for study in the future.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE RECOMMENDATION OF THE OXFORD PARKING AND TRANSPORTATION ADVISORY BOARD ESTABLISHING THE PRIORITY ROUTES WITHIN THE DRAFT BICYCLE & PEDESTRIAN MASTER PLAN FOR THE PURPOSES OF FUTURE INFRASTRUCTURE COST ESTIMATION

WHEREAS, In 2014, the City of Oxford adopted the Complete Street Corridor Safety Improvement Plan and in 2019, a Complete Streets Policy; and

WHEREAS, in 2023, the City of Oxford adopted the Oxford Tomorrow Comprehensive Plan, which included a Mobility Chapter and the goal of “Safe and Efficient Travel for All Modes of Transportation; and

WHEREAS, in 2024, the City of Oxford and Butler County Regional Transit Authority partnered to apply for a grant from the Federal Transit Agency; and

WHEREAS, a grant for \$150,000, for improving access to transit, was awarded; and

WHEREAS, in March 2025, the project scope was defined as a Bicycle & Pedestrian Master Plan; and

WHEREAS, the consultant team has now reached the mid-point of the project and City staff seek Council approval of the Route Plan map; and

WHEREAS, Council held a work session on this topic on December 16, 2025; and

WHEREAS, the Community Development Director and City Manager recommend approval of the Exhibit A Route Plan map, so that engineering schematic design and cost estimation can proceed; and

WHEREAS, Council accepts the recommendation of the Community Development Director and City Manager and hereby adopts the Exhibit A Route Plan map.

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

SECTION 1: Oxford City Council adopts the Exhibit A Route Plan map so that schematic design and cost estimation can proceed.

SECTION 2: This Resolution shall take effect as early as allowable by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JAMES VINCH

PREPARED BY: PLANNING STAFF (STAFF)

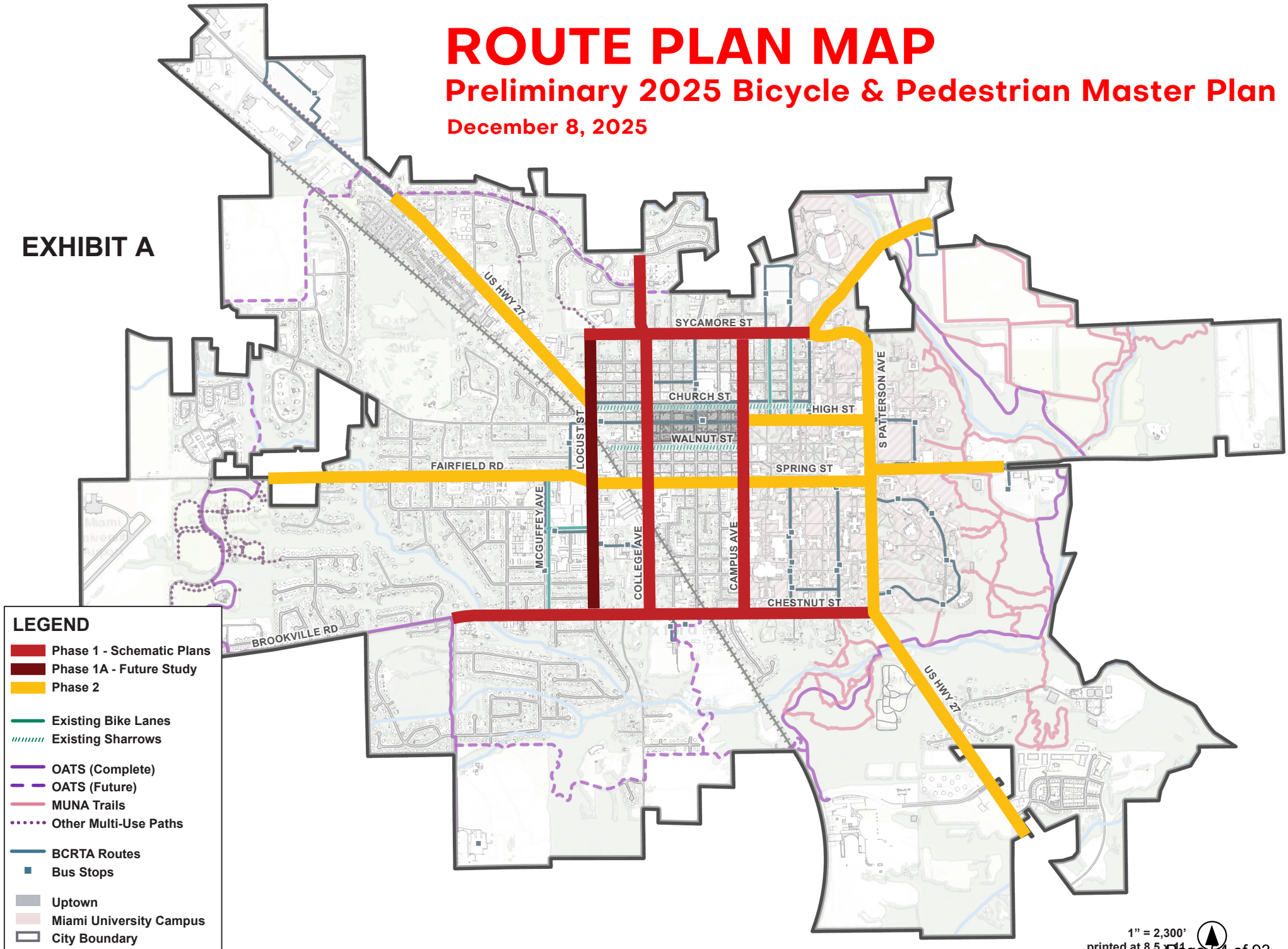
CHECKED BY: LAW (STAFF)

ROUTE PLAN MAP

Preliminary 2025 Bicycle & Pedestrian Master Plan

December 8, 2025

EXHIBIT A





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: | 12/10/2025 |
| COUNCIL MEETING DATE: | January 6, 2026 |
| AGENDA TITLE: | An Ordinance Amending 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:

With the adoption of the police and sergeant/lieutenant collective bargaining agreements, the city intends to share the same cost-of-living adjustment (COLA) and benefits with other non-contract employees.

This amended salary ordinance will match the 5% COLA given to the police union members for non-contract staff. This amended ordinance also provides for the sick leave cash-out upon retirement provision for non-contract staff.

All other items remain the same.

We recommend approval of this amended salary ordinance.

ORDINANCE NO.

An Ordinance Amending 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 amended 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 5% increase, rounded up to the nearest penny, for all full-time 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 .

D. Sick leave conversion:

Eligibility:

Employees hired before December 31, 2007, who had 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 appear on the individual's pay stub for use in the event of illness.

Employees who retire after January 1, 2026, and who have ten (10) or more full years of service with the State of Ohio and political subdivisions of the State of Ohio, or any combination thereof, and the employee must be retiring and begin drawing benefits immediately.

Conversion formula:

Before separation for employees hired before December 31, 2007: 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.

At separation for employees hired before December 31, 2007, with banked hours: 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.

Employees who retire after January 1, 2026: Employees shall be paid in cash for one-fourth (1:4) of the value of the employee's accrued but unused sick leave credit. Payment shall not exceed the value of 300 hours.

Payment shall be based on the employee's rate of pay at retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

- 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 upon hire, 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: MICHAEL SMITH

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 | \$ 44.46 | \$ 79.89 | |
| Operations/HR Manager | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Clerk of Council/Administrative Assistant II | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Economic Development Specialist | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Sustainability Coordinator | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Administrative Assistant II/Deputy Clerk | 1 | Pay Band 3 | \$ 23.61 | \$ 39.80 | |
| Finance Department | | | | | |
| Finance Director | 1 | By Contract | | | |
| Assistant Finance Director | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Payroll Specialist | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Finance Specialist | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Accounting Specialist | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| Utility Collections Specialist | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| Sr. Utility Collections Specialist | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| Parks & Recreation | | | | | |
| Parks & Recreation Director | 1 | Pay Band 7 | \$ 44.46 | \$ 79.89 | |
| Aquatics & Recreation Programs Supervisor | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Operations Supervisor | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | Change of title to Operations Supervisor to better reflect the role. |
| Sports Activities Supervisor | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Aquatics & Recreation Programs Coordinator | 1 | Pay Band 3 | \$ 23.61 | \$ 39.80 | |
| Sports Coordinator | 1 | Pay Band 3 | \$ 23.61 | \$ 39.80 | |
| Preschool Teacher | 1 | Pay Band 2 | \$ 22.09 | \$ 35.83 | |
| Custodian | 1 | Pay Band 1 | \$ 19.98 | \$ 32.38 | |
| Receptionist | 1 | Pay Band 1 | \$ 19.98 | \$ 32.38 | |
| Community Development Department | | | | | |

EXHIBIT A: POSITIONS AND PAYBANDS

| | | | | | |
|--|----|-------------|----------|----------|---|
| Community Development Director | 1 | Pay Band 7 | \$ 44.46 | \$ 79.89 | |
| City Planner/GIS Coordinator | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Code Enforcement Officer | 2 | Pay Band 6 | \$ 34.59 | \$ 61.39 | Increased 2nd code enforcement offer from PT to FT. |
| Safety Department – Fire Division | | | | | |
| Fire Chief/Inspector | 1 | Pay Band 7 | \$ 44.46 | \$ 79.89 | |
| Assistant Chief | 2 | Pay Band 6 | \$ 34.59 | \$ 61.39 | This staff is needed to train new FF and was included in Levy budget. |
| Fire Captains | 3 | By Contract | | | |
| 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 | \$ 29.65 | \$ 49.90 | |
| Safety Department – Police Division | | | | | |
| Police Chief | 1 | Pay Band 7 | \$ 44.46 | \$ 79.89 | |
| 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 | \$ 29.65 | \$ 49.90 | |
| Social Services Liaison | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Service Department | | | | | |
| Service Director | 1 | Pay Band 7 | \$ 44.46 | \$ 79.89 | |
| Deputy Service Director | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Environmental Specialist | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Office Manager | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| Custodian | 2 | Pay Band 1 | \$ 19.98 | \$ 32.38 | |
| Engineering Division | | | | | |
| City Engineer | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Engineering Technician | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Engineering Aide | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| Streets and Maintenance Division | | | | | |
| Streets and Maintenance Manager | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Equipment Mechanic | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Grounds Maintenance Supervisor | 2 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Street Operations Specialist | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |

EXHIBIT A: POSITIONS AND PAYBANDS

| | | | | | |
|------------------------------------|------------|------------|----------|----------|---|
| Service Worker I | 4 | Pay Band 1 | \$ 19.98 | \$ 32.38 | |
| Service Worker II | 3 | Pay Band 2 | \$ 22.09 | \$ 35.83 | |
| Service Worker III | 4 | Pay Band 3 | \$ 23.61 | \$ 39.80 | |
| Wastewater Division | | | | | |
| Collection | | | | | |
| Wastewater Collection Manager | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Wastewater Collections Operator I | 1 | Pay Band 2 | \$ 22.09 | \$ 35.83 | Anticipated OEPA certification and promotion from SW II to Operator I. |
| Wastewater Collections Operator II | 3 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| Plant | | | | | |
| Wastewater Plant Manager | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| WWTP Laboratory Technician | 1 | Pay Band 3 | \$ 23.61 | \$ 39.80 | |
| Service Worker I | 1 | Pay Band 1 | \$ 19.98 | \$ 32.38 | |
| Plant Mechanic I | 1 | Pay Band 3 | \$ 23.61 | \$ 39.80 | |
| Plant Mechanic II | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| WWTP Operators II | 2 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| WWTP Operator III | 2 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| Water Division | | | | | |
| Distribution | | | | | |
| Water Distribution Manager | 1 | Pay Band 6 | \$ 34.59 | \$ 61.39 | |
| Water Distribution Operator I | 1 | Pay Band 2 | \$ 22.09 | \$ 35.83 | Will replace retiree at Operator II with a new Operator I |
| Water Distribution Operator II | 3 | Pay Band 4 | \$ 26.04 | \$ 42.21 | 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 | \$ 34.59 | \$ 61.39 | |
| Utility Maintenance Technician | 1 | Pay Band 2 | \$ 22.09 | \$ 35.83 | |
| Utility Meter Reader | 1 | Pay Band 1 | \$ 19.98 | \$ 32.38 | |
| Water Plant Operator II | 1 | Pay Band 4 | \$ 26.04 | \$ 42.21 | |
| Water Plant Operator III | 1 | Pay Band 5 | \$ 29.65 | \$ 49.90 | |
| 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 | \$ 31.51 | \$ 38.86 | |
| Parks & Recreation | | | | |
| Recreation Technician | 2 | \$ 14.71 | \$ 22.06 | |
| Front Desk Receptionist | 3 | \$ 14.71 | \$ 22.06 | |
| Pre School Teacher Assistant | 8 | \$ 14.71 | \$ 22.06 | |
| Service Department | | | | |
| Custodian | 1 | \$ 14.71 | \$ 22.06 | |
| Laborers | 4 | \$ 14.71 | \$ 22.06 | |
| Water Operators | 2 | \$ 24.24 | \$ 35.35 | |
| Safety Department – Fire Division | | | | |
| Fire Inspector | 2 | \$ 31.51 | \$ 38.86 | |
| Fire Division Captains | | \$ 23.11 | \$ 30.46 | Hours per year, not # of positions |
| Fire Division Lieutenants-EMT | | \$ 22.06 | \$ 29.41 | Hours per year, not # of positions |
| Firefighter/EMT or Paramedic | | \$ 22.22 | \$ 30.30 | Hours per year, not # of positions |
| Student EMTs | | \$ 14.71 | \$ 22.06 | Hours per year, not # of positions |
| Safety Department – Police Division | | | | |
| Property Custodian | 1 | \$ 31.51 | \$ 38.86 | |
| Police Officer | 6 | \$ 37.81 | \$ 45.17 | |
| Public Safety Assistant | 4 | \$ 26.26 | \$ 33.61 | |
| Dispatcher/Clerk | 4 | \$ 26.26 | \$ 33.61 | |
| Dispatcher/Clerk | 4 | \$ 26.26 | \$ 33.61 | |
| City-Wide | | | | |
| Interns: High school, undergraduate, and graduate level students. | - | \$ 12.60 | \$ 18.91 | Hours per year, not # of positions |
| Total Year-Round PT Employees | 42 | | | |
| 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 A: POSITIONS AND PAYBANDS

2026 Rates Amended

Pay Bands:

Pay bands are classifications of jobs in a broad category. Each band demonstrates a minimum to maximum pay for a grouping of similar types of positions. It does not represent a minimum to maximum pay for any one position.

| | Min Hourly | Min Annual | Max Hourly | Max Annual |
|------------|-------------------|-------------------|-------------------|-------------------|
| Pay Band 7 | \$44.46 | \$92,476.80 | \$79.89 | \$166,171.20 |
| Pay Band 6 | \$34.59 | \$71,947.20 | \$61.39 | \$127,691.20 |
| Pay Band 5 | \$29.65 | \$61,672.00 | \$49.90 | \$103,792.00 |
| Pay Band 4 | \$26.04 | \$54,163.20 | \$42.21 | \$87,796.80 |
| Pay Band 3 | \$23.61 | \$49,108.80 | \$39.80 | \$82,784.00 |
| Pay Band 2 | \$22.09 | \$45,947.20 | \$35.83 | \$74,526.40 |
| Pay Band 1 | \$19.98 | \$41,558.40 | \$32.38 | \$67,350.40 |

EXHIBIT B: PAY BANDS

| 2026 Rates Amended | | | | |
|---|------------|-------------|------------|--------------|
| <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 | \$44.46 | \$92,476.80 | \$79.89 | \$166,171.20 |
| Pay Band 6 | \$34.59 | \$71,947.20 | \$61.39 | \$127,691.20 |
| Pay Band 5 | \$29.65 | \$61,672.00 | \$49.90 | \$103,792.00 |
| Pay Band 4 | \$26.04 | \$54,163.20 | \$42.21 | \$87,796.80 |
| Pay Band 3 | \$23.61 | \$49,108.80 | \$39.80 | \$82,784.00 |
| Pay Band 2 | \$22.09 | \$45,947.20 | \$35.83 | \$74,526.40 |
| Pay Band 1 | \$19.98 | \$41,558.40 | \$32.38 | \$67,350.40 |
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EXHIBIT C: PROMOTIONAL PATHWAYS

City of Oxford Promotional Pathways:

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

Promotions Pathway-Water and Wastewater Divisions

Promotional opportunities will be aligned with staff certifications as follows:

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

Promotions Pathway- Streets & Maintenance Division

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

SW I to SW II:

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

SW II to SW III:

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

EXHIBIT C: PROMOTIONAL PATHWAYS

Promotions Pathway-All other non-contract employees:

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

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

EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY

Fire Division: Part Time Employee Hours Policy

I. GENERAL ORDER

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

EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY

Enforcement:

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



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

STAFF REPORT

| | |
|---|--|
| ORIGINATING DEPARTMENT: | City Manager |
| PREPARED BY: | Jessica Greene |
| DATE PREPARED: | 12/29/2025 |
| COUNCIL MEETING DATE: | January 6, 2026 |
| AGENDA TITLE: | 2025 Council Goals Update (Jessica Greene, Assistant City Manager) |
| COUNCIL GOAL AREA: | |
| BUDGETED AMOUNT: | |
| ACCOUNT CODE: | |
| RECOMMENDATION: | |
| CITY MANAGER/DEPT HEAD APPROVAL: | JG DRE |

DISCUSSION:

A review of the 2025 action items toward the comprehensive plan goals. This presentation summarizes the highlights; for a complete list, please see the attached table.

2025 Action Items Toward Comp Plan

| Department | Comp Plan Goal | Comp Plan Action | Measure of Success | Notes | June 2025 Update | December 2025 Update | 2026 Carry over? Y/N or TBD |
|-----------------------|---|--|--|--|--|--|--------------------------------|
| Community Development | 1. L: Smart Growth and Quality Places | L2-A5: Inventory and recognize historic and contributing structures throughout the city | In July and December 2025 staff will provide a status update toward the progress of updating the historic preservation guidelines and recommendations on contributing historic structures or expansion of historic districts. | | As part of contracted consultant services, with McKenna and Preservation Forward, 9 sites currently outside of historic districts have been identified thus far. An additional 1,089 sites are being evaluated for significance. | 52 significant buildings have been identified by a GIS intern. 3 historic plaques, 3 preservation awards and a Historic Preservation Day have occurred in 2025. The Design Guidelines and Historic Preservation Plan documents are underway. | Y |
| Community Development | 1. L: Smart Growth and Quality Places | L4-A1: Create a Joint Plan for land use & development with surrounding jurisdictions | By December 2025 staff and Planning Commission will present a recommendation to Council of an Inter-jurisdictional urban growth / ag heritage preservation plan | | No progress on this project other than staff assisting Oxford Township Trustees in the updating of their Land Use Plan in February 2025. | No progress due to other demands. | Y |
| Service | 2. M: Safe and Efficient Travel for All Modes of Transportation | M1-A4: Establish passenger rail service to/from Oxford | By October 2025, complete facility design and specifications; obtain CSX and SDS easements and final Amtrak contract. | | Stage I plans are complete with adjustments being made to the south as we could not obtain TSD cooperation on siting. CSCX and SDS easements are pending. | Stage II plans will be complete by Dec. 31 and submitted to ODOT for review. Lease agreement with CSX goes to Council for approval on Dec. 16, 2025. | Y |
| Service | 2. M: Safe and Efficient Travel for All Modes of Transportation | M2-A3: Conduct a feasibility study for a grade-separated crossing over or under a railroad | By December 2025, coordinate with Ohio Rail Development Commission to conduct a feasibility study and cost estimate for RR overpass/underpass and present findings to City Council. | | The ORDC controls the funding for this study and has put the project on hold pending confirmation that the Federal grant will continue for the project. | The ORDC controls the funding for this study and has put the project on hold pending confirmation that the Federal grant will continue for the project. | N |
| Community Development | 2. M: Safe and Efficient Travel for All Modes of Transportation | M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility | By June 2025 staff will review the draft Pedestrian and Traffic Safety Planning in Oxford's Mile Square plan and host a work session with Council to examine possible adoption and prioritization of projects. | * New from 2/4 Council Meeting. Will require cross department review: Service, Police, CM. | A work session was hosted on this topic on May 6, 2025 | Some elements of the Student's Mile Square Ped and Traffic Safety Plan are budgeted for 2026: Walnut Street bump outs in three places and evaluation of intersections for visibility improvements. The plan has not been adopted. | N |
| Service | 2. M: Safe and Efficient Travel for All Modes of Transportation | M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility | By March 2025, pass an ordinance to improve snow removal on high pedestrian sidewalks; by fall 2025 purchase necessary sidewalk snow removal equipment for OATS - Ph. IV and have a contract for snow removal on non-compliant target area properties. | New from retreat | Updated snow ordinance was passed in March 2025. Will plan for staffing costs and implementation in the 2026 operational budget. | The City has purchased snow removal equipment for OATS Ph. IV (Kubota UTV) and has contracted with Clayton Property Services to clear a 4' wide path on non-compliant properties on Snow Emergency Routes. | N |
| Service | 2. M: Safe and Efficient Travel for All Modes of Transportation | M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility | By December 2025, complete construction of missing sidewalk segments including S. Locust St. at Spring St. | | The City has awarded a contract for this project; work will begin in June and should be completed by September 2025. | This project is complete. | N |
| Service | 2. M: Safe and Efficient Travel for All Modes of Transportation | M3-A2: Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas | By May 2025, bid out phase 5 of the Oxford Area Trail and Begin construction by fall 2025. | | A \$5.4M contract has been awarded for construction of Phase V. Work will begin summer 2025 and likely take two years to complete. | Work has begun on Phase V of the OATS trail. Work is significantly ahead of schedule due to the contractor assigning more crews here and cooperative weather for the 2025 construction season. | Y |

| | | | | | | | |
|-----------------------|---|---|---|--|---|---|---|
| Service | 2. M: Safe and Efficient Travel for All Modes of Transportation | M3-A2: Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas | By December 2025, complete rehabilitation and repair of Black Covered Bridge on OATS trail. | | The City has awarded a contract for this project; work began in May 2025. Work is expected to be complete by September 2025. | This project is complete. | N |
| Community Development | 2. M: Safe and Efficient Travel for All Modes of Transportation | M3-A3: Conduct a feasibility study for connections between the Oxford Area Trail System (OATS) and business districts | By November 2025 in coordination with OPTAB, complete a study of interior bike/ped improvements that connect to transit locations, including a review of the Main Street corridor. This route review and recommendation will be presented to City Council by December 2025. | | The City has contracted with KZF design to complete a bike pedestrian plan that connects to transit stops and shows area for improvements and connections for our bike and pedestrian infrastructure. The community survey portion is complete and KZF will now move into draft designs. They aim to present the final plan by February 2026. | Council held a work session on 12/16/25 to discuss the progress. The Preliminary Route Plan will be reviewed for adoption on January 6. After adoption, the consultant will proceed with schematic design to be back to Council in April/May. | Y |
| Community Development | 3. H: Housing Opportunities for Everyone | H1-A1: Update zoning regulations to increase density and promote a diversity of residential housing types and living arrangements | In July and December 2025 Staff will provide updates to City Council on the progress on Chapter 11, Planning & Zoning Code Re-write | | 3 public meetings have been held as part of the Oxford Today project. Staff is taking leadership in partnering with McKenna Associates. A new website has been created for the Unified Development Code, www.oxfordudc.com, which includes links to a draft zoning map, definitions and building types. | Other workload demands, working group directives and priority projects (snow removal) have delayed this project. It remains the top priority major project for the CD department to complete a draft by summer 2026. | Y |
| City Manager | 3. H: Housing Opportunities for Everyone | H1-A4: Leverage land and other tangible assets to address housing supply gaps by boosting inventory | By June 2025, distribute ARPA funds to Habitat to assist with their housing infrastructure and help with recruitment of families for the housing. | | Habitat plan for 32 townhomes has been approved and we have entered into a development agreement. We have yet to release ARPA funds because construction has not begun. | They plan to begin infrastructure construction in spring 2026. Infrastructure will be built first, then homes over 2 years, following this proposed timeline: Infrastructure: March-June 2026 Homes 1-10: July-December 2026 Homes 11-18: January-June 2027 Homes 19-32: July 2027-March 2028 | Y |
| City Manager | 3. H: Housing Opportunities for Everyone | H1-A4: Leverage land and other tangible assets to address housing supply gaps by boosting inventory | By May 2025 release RFP for 47 acres for mixed income, mixed types housing and include some small neighborhood business. | | We are waiting to release this until the Ec Dev Strategic Plan is adopted, since a plan for the 47 acres is outlined in that Strategic Plan. | We have had an evaluation by Butler County Soil & Water to determine developable area. We are now having the land evaluated for value by Integra to determine what to ask for or leverage during the RFP process. The actual RFP drafting will role into 2026. | Y |
| City Manager | 3. H: Housing Opportunities for Everyone | H1-A5: Support developments and programs addressing supportive and transitional housing | By April 2025 award RFP for Hester Rd housing development. | | Empower Me Living and Inclusive Housing Resources have been selected as the new development partner for Hester Rd. We are now working on an option to purchase and development agreement with them. | IHR and Empower Me are in the planned development process now and hope to present to the planning commission in January 2026 and are aiming for Council approval by March 2026. Their goal is to construct 16 units of micro homes. | Y |
| City Manager | 3. H: Housing Opportunities for Everyone | H2-A5: Create an ordinance to outlaw housing discrimination based on source of income | By July 2025, HAC will research and make recommendations to City Council regarding Eviction Diversion Program, Tenant Rights Legislation, Nuisance Proprieties Legislation and income discrimination legislation. | | We were awarded a \$136K grant through Interact for Health to implement our proposed Eviction Diversion and Housing Stability program in partnership with TOPSS and HOME Cincy. This will allow TOPSS to have a FT Housing Advocacy Position, provide a legal fund for lease disputes and provide funds for a tenant rights education campaign. | Ban on Source of Income Legislation passed the Council in October 2025. | N |

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| Community Development | 3. H: Housing Opportunities for Everyone | L1-A3: Modernize the Oxford Zoning Code to include a hybrid of use-based and form-based approaches to standards | By May 2025, staff will coordinate with the code re write subcontractor and discuss how to approach possible inclusionary zoning- such as, but not limited to: density bonus, set asides, fee waivers, expedited approval, no parking minimums and provide updates and recommendations to the Planning Commission. | | The Unified Development Code (UDC) project has not reached this point of the code-writing yet. | As mentioned above, other workload demands, working group directives and priority projects (snow removal) have delayed this project. It remains the top priority major project for the CD department to complete a draft by summer 2026. | Y |
| Community Development | 3. H: Housing Opportunities for Everyone | L1-A3: Modernize the Oxford Zoning Code to include a hybrid of use-based and form-based approaches to standards | By May 2025, staff will coordinate with the code re write subcontractor and discuss how to approach possible mixed income neighborhood overlay district and provide a report to Planning Commission. | | The Unified Development Code (UDC) project has not reached this point of the code-writing yet. | As noted above, other workload demands, working group directives and priority projects (snow removal) have delayed this project. It remains the top priority major project for the CD department to complete a draft by summer 2026. | Y |
| City Manager | 3. H: Housing Opportunities for Everyone | Other: | By December 2025, HAC will explore ways to prevent corporate purchase of homes and report back to City Council | | Not yet researched. | There are many state and federal efforts to address this issue. No legislation at that level has passed yet. | TBD |
| City Manager | 4. E: A Thriving and Resilient Year-Round Economy | E1-A3: Develop an economic development strategic plan for Oxford | By March 2025 present Economic Development Strategic Plan CIC for public comment and refinement. By April 2025 present the plan to City Council for approval. This plan should include a sub area plan or approach for each development area highlighted in the Comp Plan | | The Ec Dev Strategic Plan is in final draft and out for public comment through May 30. The CIC will meet June 6 to review and make a recommendation to City Council. Will present to Council for adoption on June 17. | Ec Dev Plan was adopted July 2025. | N |
| City Manager | 4. E: A Thriving and Resilient Year-Round Economy | E1-A5: Explore job creation as a result of Advanced Air Mobility programming and research. | By June 2025, define a funding source and apply for site readiness grant for OXD and possibly SR 73. | New from retreat. x | Continued collaboration with partners at Miami, CVG, and Butler County regarding various projects at this site. Coordinating Airport Zoning Overlay legislation alignment with City of Oxford and Butler County. Discussions with CVG regarding immediate and long-term infrastructure needs for various projects (EV charging, box hangar development, etc.). Continued efforts to complete annexation of full airport property as a necessary first step before City assistance on further development and funding. Site visit to Springfield airport with Butler County. | OXD and Miami with City cooperation are applying for an Ohio Department of Development Grant for site infrastructure preparation to allow for future job creation in AAM. City Economic Development Staff are cooperating with CVG, Miami, and Butler County Finance Authority on combined efforts to develop cooperation and synergy between Butler County's three airports (Oxford, Middletown, BC). | Y |

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| Community Development | 4. E: A Thriving and Resilient Year-Round Economy | E2-A1: Support business startups and local entrepreneurship | By July 2025 coordinate with the County to create an Inter-jurisdictional airport protection ordinance – response to OXD Master plan. By August 2025, staff will draft language pointing to this new County overlay district to guide our local approach with the airport. | New from retreat x | Developed partnerships with Miami, CVG, and Butler County regarding code language development, FCC regulations, future site development, etc. Bi-weekly meetings March - May 2025 to inform legislation development and keep project on track. Developing coordinated draft language unifying City and County regulation of airport property and surrounding areas. Latest draft complete in May 2025. | Overlay draft has been developed and approved by City, County and CVG staff. Draft needs proposal and approval from Miami University Board of Directors and Butler County Commissioners | Y |
| Community Development | 4. E: A Thriving and Resilient Year-Round Economy | E4-A1: Create events and activities that drive economic impact | By July 2025, Bid and construct a new public restroom and develop an operation and maintenance plan for this new facility. | x | Bids for new 2-room public restroom are due back June 18. A maintenance plan has been drafted. | Funding in place and contractor retained. Construction to start Jan. 2026 to be completed by June 2026. | Y |
| City Manager | 4. E: A Thriving and Resilient Year-Round Economy | Other: | By May 2025 present to City Council concepts and costs for uptown alley improvements and/or reuse. This should include sustainability practices, waste management, alternate use plans and beautification. | New from retreat. x | The City engaged with a student group to review alley improvements and possible reuse. They conducted research and made several recommendations. Possible topics to advance to 2026 include improved waste management policies and beautification efforts. | Waste management targets and actions are listed in the goal area below. Engaged with local business and property owners in town hall sessions to gather input and buy-in. | TBD. |
| Service | 4. E: A Thriving and Resilient Year-Round Economy | Other: | By September 2025 present to City Council options for the uptown surface lot and the courthouse with associated cost estimates. | | EV fast charging stations continue to be planned for this property along with a continuation of the Farmer's Market on weekends. Funds have not been spent on a consultant for this topic. | EV fast charging stations continue to be planned for this property along with a continuation of the Farmer's Market on weekends. Funds have not been spent on a consultant for this topic. The City awaits a decision from Butler County Area Courts if they will vacate the Courthouse and move to Hamilton. | Y |
| City Manager | 5. S: A Sustainable Oxford | Other: | By March 2025 conduct greenhouse gas inventories for CY 2023. | | Inventory for Local Government Operations is complete. Community Scale is in final stages. Worked with PCFO for technical assistance. Have had a work session with OCASC. | Complete | N |

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| City Manager | 5. S: A Sustainable Oxford | Other: | In July and December 2025 staff will report on the progress toward regional composting facilities in collaboration with Hamilton County. | | Hamilton County Feasibility Study in progress and seeking public-private partnership. https://hamiltoncountyresource.org/about_us/research_reports/organics_processing_feasibility_study.php | Hamilton County is exploring partnerships and locations for compost facilities. Expanded compost capacity in SW Ohio will benefit Oxford with more food scrap composting options in the future. | N |
| City Manager | 5. S: A Sustainable Oxford | Other: | By May 2025 Staff will report on a Deer Management Program. This will include a needs assessment, options for management with price estimates, and provide a recommendation to Council. | New from retreat x | City worked with a student group to research deer management programs. Recommendations include: Improvements to our local hunting program A culling program with a 3rd party vendor. Estimated cost \$40K + | Complete. Improvements to local program have been implemented. Moving forward with culling in January 2026. | N |
| City Manager | 5. S: A Sustainable Oxford | S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally | By February 2025 apply for grant for improved energy efficiently and solar install on city owned property. and By April 2025 Release RFP for solar on closed landfill | | Grant application not viable due to lack of projects that met the 15 year ROI and energy reduction requirements. RFP in progress, estimated June release. | Application for energy efficiency and solar at the Senior Center was submitted under a different grant opportunity. Waiting for award announcement. Landfill RFP process under legal review. | Y |
| City Manager | 5. S: A Sustainable Oxford | S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally | Explore Sustainable Ohio Public Energy Council (SOPEC) membership, if found viable, join SOPEC by March 2025 | | On June 17th Council agenda. Hosted info session with Environmental Commission. | Complete. Oxford joined SOPEC and will aggregate with them starting with the January meter read dates. | N |
| Service | 5. S: A Sustainable Oxford | S1-A6: Install EV charging stations in places available for public use | By December 2025, install 6 EV charging stations in places available for public use. | | | The City awaits approval from ODOT to release an advertisement for bids. This project is 100% funded by grants and the City must follow ODOT's direction prior to bidding. | Y |

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| Service | 5. S: A Sustainable Oxford | S2-A4: Manage adequate water supplies and demand for projected future conditions | By March 2025, obtain site approval from Ohio EPA for a new raw water production well at the Seven Mile well field. | | OEPA has approved an additional production well at the Seven Mile well field. All necessary easements from neighboring properties have been obtained and recorded. | OEPA has approved an additional production well at the Seven Mile well field. All necessary easements from neighboring properties have been obtained and recorded. | N |
| Service | 5. S: A Sustainable Oxford | S2-A4: Manage adequate water supplies and demand for projected future conditions | By December 2025, construct a flushing point at the Seven Mile well field for the raw water transmission main. | | The City has awarded a contract for this project; work will begin in June and should be complete by September 2025. | This project is complete. | N |
| City Manager | 5. S: A Sustainable Oxford | S3-A1: Require all commercial properties, including multi-unit apartment complexes, to recycle | By June 2025 Staff and the Environmental Commission will review recycling mandate legislation for multi-family and commercial properties and make a recommendation to City Council. | New from retreat x | On July EC Agenda, Research has included student involvement (Alley project), discussing with peer cities, and internal review of staff time necessary for implementation. | Sustainability staff hosted a work session with Council to review options regarding waste management. Council indicated they wanted to advance with 3 items: Uptown district: Replace toters with dumpsters where possible. Large apartment complexes: Mandate a recycling dumpster Uptown: Pilot 3 shared recycling dumpsters. Legislative outlines have been shared with the City attorney for assistance. It is still in process. | Y |

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| City Manager | 5. S: A Sustainable Oxford | S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs | By November 2025 a Student project will review approved street trees list and make recommendations for species based on sequestration potential, climate resilience, and natives. | | Not started; fall 2025 capstone class | In progress; The student class has provided their final recommendations. Environmental Commission will discuss and bring a recommendation to Council in 2026. | Y |
| Community Development | 5. S: A Sustainable Oxford | S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs | By December 2025, staff will provide an update of the existing Tree Ordinance in coordination with the new code rewrite and discuss possible changes to strengthen conservation of mature forests in development review. | | The Unified Development Code (UDC) project has not reached this point of the code-writing yet. Initial research by an intern of 14 peer cities indicates that private property tree preservation has very limited potential and that public tree canopy preservation is a better focus. | As noted above, other workload demands, working group directives and priority projects (snow removal) have delayed this project. It remains the top priority major project for the CD department to complete a draft by summer 2026. | N |
| Service | 5. S: A Sustainable Oxford | S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs | By May 2025, Staff will draft and submit a grant for Bradford Pear replacement. And By June 2025 half of the uptown Bradford pear trees will be replaced. | | The 2025 Tree Replacement Grant was canceled by ODNR. 50% of the Uptown District Bradford Pear Trees will be replaced in fall 2025 using local funds. | Contract has been awarded. Work planned for end of Dec / Jan as weather permits | Y |
| City Manager | 5. S: A Sustainable Oxford | S4-A5: Revise street design guidelines to incorporate blue/green infrastructure for stormwater retention, filtration, and tree canopy goals. | By December 2025 staff will share a report on research conducted on storm water revenue funds in other communities and methods/models to revise street guidelines to incorporate green infrastructure. | | Summer2025 fellow project with Green Umbrella. Possible models/methods will be researched and shared with EC by September 2025. | Stormwater revenue fund report completed by Green Umbrella fellow. | TBD |
| Parks & Recreation | 6. R: Celebration of the People and Places that Make Oxford Unique | Other: | By March 2025, As part of fountain replacement and new restroom, research electric needs and determine if an electric upgrade is possible in the Uptown Parks to limit need for generators at events. | | City staff has reached out to other large event coordinators to understand their utility needs during events. This information, paired with city event's needs will help develop an updated utility request list for the Uptown parks area. | Needs have been communicated prior to design and utility needs will be incorporated into the project. Explored potential community grant support from T-Mobile, Duke Energy, and Schneider Electric. | Y |
| Service | 6. R: Celebration of the People and Places that Make Oxford Unique | Other: | By December 2025, Bid and replace Uptown Splash Pad | | City requested proposals in Q1, but received no responses to replace the Splash Pad. Staff is evaluating replacing the existing facility like for like using primarily City forces. Work would likely begin in September 2025. | City requested proposals in Q1, but received no responses to replace the Splash Pad. Staff is evaluating replacing the existing facility like for like using primarily City forces. Work will likely begin in early 2026. | Y |

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| Parks & Recreation | 6. R: Celebration of the People and Places that Make Oxford Unique | R1-A4: Improve or modify existing playgrounds to be more inclusive | By October 2025 bid and replace Playground at Oxford Community Park - age 2-5 playground | | Acquiring Quotes. | RFP complete. Contractor under contract. estimated construction in late winter 2026. | N |
| Parks & Recreation | 6. R: Celebration of the People and Places that Make Oxford Unique | R2-A6: Construct a new dog park to meet the demands of the community | By February 2025, open the Barkham Park / New Dog Park Facility. By April 2025; ensure shade structure(s) are complete. By December 2025 continue progress on Environmental/Naturalization plan | | Barkahm Park/New Dog Park Facility is open and has seen high visitation from the community. No Shade structures have been installed as funds for this improvement has not yet been identified. | Had planned to utilize CDBG funds for shade structure but that grant now reallocated toward new skatepark. Will utilize Community Foundation Funds toward a smaller shade structure option. | Yes. |
| City Manager | 6. R: Celebration of the People and Places that Make Oxford Unique | R3-A2: Create incentives for private developments to include public art including murals | By November 2025, coordinate with PACO to implement public art project on City Garage | New from retreat x | RFQ for muralists has gone out. Qualifications and initial concepts are due July 10th. Public restroom is out to bid (June 2025) and will include space for a removable art panels in 2026. | Artist for city garage has been selected. Implementation will occur in 2026. 2026 will also be a mural at the duke substitution paid for by a grant from Duke Energy. | Y |
| Parks & Recreation | 6. R: Celebration of the People and Places that Make Oxford Unique | R3-A7: Support partnerships to create new education, recreation, and cultural opportunities for the community | In April 2025, host the first annual Oxford Bee Fest event and O.A.T.S. & Honey 5K/10K Event. Partnership with Enjoy Oxford, Chamber, and Miami University. | | In April 2025, we hosted the first annual Bee Festival and OATS & Honey race. It was an extremely successful event with X racers and over 8,000 guests in attendance the Uptown event. Partnered with multiple entities across Oxford and Butler County, including Oxford Chamber, Enjoy Oxford, Oxford Farmers Market, Butler County Beekeepers Association and over 50 local businesses, artisans, etc. | Plans underway for 2026 Bee Festival to be h | Y |
| City Manager | 7. C: A Connected, Livable, and Equitable Community for All | C2-A1: Ensure adequate year-round childcare services | By May 2025, promote childcare \$30K forgivable loan program through CIC Revolving Loan Fund program. | | Met with Bulter County Educational Services in January 2025 to help develop FAQ section of program promotion on City website. Engaged with local property owners to identify potential property for a commercial licensed childcare facility. Identified suitable property for large-scale operation. In May 2025 met with Greater Miami Valley YMCA to explore possible partnership on a variety of programs including childcare, daycare, headstart, etc. | Private childcare providers have not applied for our start up forgivable loan. Corporate partners are interested if we can provide a large space. This project is now on hold. | TBD |

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| City Manager | 7. C: A Connected, Livable, and Equitable Community for All | C5-A4: Expand the role of the Civil Rights Commission to incorporate diversity, equity, and inclusion initiatives | By June 2025, staff will research CRC roles and responsibilities to make a recommendation to City Council regarding CRC updates. | | With the passage of an updated Title VI plan, we would like the CRC to monitor and manage adherence to that plan. Fall 2025, we will conduct an ADA compliance review of public facilities and communications tools. | The CRC heard results of the ADA review and will make recommendations on key improvement areas. They will also monitor the City's Title VI plan. | Y |
| City Manager | 7. C: A Connected, Livable, and Equitable Community for All | Other: | By February 2025, research Event safety resources and strategies. Implement for 2025 summer event season. By June 2025 research and provide cost estimates for event security improvements. | New from retreat x | City staff have met repeatedly to review safety risks at events and create a draft safety plan. We will include recommendations in the 2026 CIP. Researched best practices and drew from examples from peer communities regarding public safety and placemaking. Implemented new event safety protocols with the April | Grant has been applied for to acquire event safety barricades. | Y |
| Fire | 7. C: A Connected, Livable, and Equitable Community for All | Other: | By December 2025, create job descriptions and begin process to hire Assistant Chief and Deputy Chief. | | Deputy Chief job description completed. | Both job descriptions completed. | Y |
| Fire | 7. C: A Connected, Livable, and Equitable Community for All | Other: | By April 2025 Review possible fire staffing structures and make recommendations for coverage and models with the goal of 7 on duty. | | Firefighter/Paramedic candidate hiring in process. Currently staffing at 6-7 with part-time employees when possible. | Completed. | N |
| Fire | 7. C: A Connected, Livable, and Equitable Community for All | Other: | By July 2025, Replace all mobile 800mhz in apparatus. | | Equipment delivered. Installation pending. | Completed. | N |
| Fire | 7. C: A Connected, Livable, and Equitable Community for All | Other: | By June 2025, explore the feasibility of a consultant to help draft a SAFER grant so assist with funding fire staffing . | | Contacted a grant consultant ant. He recommended applying in next years process as the funding for this year has been reduced and the focus for this cycle has been placed on larger departments. We will focus on collecting the needed data to submit an application in the next process. | On hold. | N |

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| Service | 8. U: Accessible, High-Quality Infrastructure | U1-A8: Implement water softening for the public potable water supply | By March 2025, evaluate options to include solar on the roof on Water Softening Plant. Present options to City Council. | New from retreat: Staff recommendation-review Seven Mile Well fields (50 acres) as a solar array location to assist with carbon neutrality goals. | Entered: 2/6/2025 Cost of roof solar per Ameresco report: \$417K. Direct pay incentive: \$125,168 Cost to city:\$291,832 Annual energy savings: \$8,297 ROI in years: 35 years Feasibility report from Ameresco. Roof top solar on water softening plant not viable and ground mounted system not recommended because of flood plain. | Entered: 2/6/2025 Cost of roof solar per Ameresco report: \$417K. Direct pay incentive: \$125,168 Cost to city:\$291,832 Annual energy savings: \$8,297 ROI in years: 35 years Feasibility report from Ameresco. Roof top solar on water softening plant not viable and ground mounted system not recommended because of flood plain. | N |
| Service | 8. U: Accessible, High-Quality Infrastructure | A8: Implement water softening for the public potable water supply | By July 2025, obtain Permit to Install from Ohio EPA for new water softening plant and begin procurement process. | | We are close to final design approval from the EPA. Once achieved, we can bid for this project. | The City awaits a Permit to Install from the Ohio EPA. The permit is now expected in January 2026. | Y |
| Service | 8. U: Accessible, High-Quality Infrastructure | U1-A9: Replace lead water pipes for public health and safety | By December 2025, begin implementation of a multi-year program to replace Lead Service Lines, on both public and private property, by Agreement with, and at the cost to, the Utility. | | Agreement is complete and the process of replacing lead service lines has begun. The Utility is paying for all costs associated with the replacements. | Agreement is complete and the process of replacing lead service lines has begun. The Utility is paying for all costs associated with the replacements. There are only approximately 70 known lead or galvanized lines in the City needing replacement. | Y |
| City Manager | 9. Essential Services | Other: | By July 2025 staff will review and develop a stronger metrics dashboard to present in conjunction with action plan updates. | | On hold. | ACM met with a view vendors to develop stronger metrics reporting dashboard. Cost is \$20K + a year. Staff does not recommend this upgrade unless the council indicates it is a top priority. | TBD |
| City Manager | 9. Essential Services | Other: | By June 2025, contract with Lexipol to implement policy tracking software by the end of 2025 for non public safety employees. | | On hold. | CM did not grant approval for this software purchase. | N |
| Community Development | 9. Essential Services | Other: | By March 2025 present options and budget impacts to increase Code enforcement capabilities: (housing, trash, sustainability and snow removal) | *New from retreat: x | Housing, trash and snow removal has been researched. Sustainability has not yet. Snow enforcement has been developed into a draft operational plan. For trash, staff has visited Athens, Ohio to learn their processes, staffing and methods and will be making recommendations to Council. | Sidewalk snow removal program is underway. Civil enforcement for trash violations have been ramped up. No changes to Code or Charter have been made yet. | Y |
| Finance | 9. Essential Services | Other: | By August 2025, draft new procedure manuals for accounts payable and payroll processes to incorporate our new software systems. | | Payroll manual is 75% completed. Accounts payable manual is in the beginning stages of updated procedures. | The Payroll manual is in the final stages of completion. The Accounts Payable manual is at 50% completion. | Y |

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| Finance | 9. Essential Services | Other: | By September 2025, make Oxford cemetery records digital files available to the public in a searchable format. | | This project is 100% complete and went live in May 2025. | This project is 100% complete and went live in May 2025. | N |
| Finance | 9. Essential Services | Other: | By June 2025, Complete the compilation and audit of the City's 2024 Comprehensive Annual Financial Report and submit the report to the Government Finance Officers Association for the "Certificate of Achievement for Excellence in Financial Reporting" Award. | | Currently waiting on the State Auditors to complete the audit in order to file our ACFR for 2024. | The Audit was completed in June and the application for the "Certificate of Achievement for Excellence in Financial Reporting" was | N |
| Finance | 9. Essential Services | Other: | By August 2025, improve Move in/Move Out process for residents and update forms and optimize work flow for staff. | | This project is 95% complete. Completed round one of changing processing prior to "move out" period. Additional changes realized from move out currently in process and finalizing prior to "move in". | This project was completed in August 2025. | N |
| Finance | 9. Essential Services | Other: | By July 2025, research and develop a new grant tracking process and implement city wide. | | We are waiting on confirmation of a training date with BS&A for the grant tracking module. They cancelled the first training day. We hope to have the training prior to the end of June to begin the implementation. | Training on a grant portal was taken by staff in July. The grant tracking module is in place. | N |

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| Police | 9. Essential Services | Other: | By April 2025, Promote a Lieutenant and a Sergeant. | | Complete | Completed in Q1 & Q2. | N |
| Police | 9. Essential Services | Other: | By August 2025, make changes to Police Officer hiring and recruiting process and have a new police officer hired. | | Changes complete. Written & Physical testing completed in May. Interviews scheduled for June. | Completed. Police officer hiring and recruitment continue under the new guidelines. | N |
| Police | 9. Essential Services | Other: | By December 2025, complete parking garage fiber connection/surveillance camera project. | | Search for vendor still in progress. | Partially completed but camera project not approved in Capital Budget. Will continue into the following year. | Y |
| City Manager | 9. Essential Services | | By July 2025, conduct a survey of our community with budget questions to establish priority areas. | | June budget meeting can serve an opportunity to provide input or we can develop a survey with Council direction. | June budget meeting work session was held September capital budget meeting work session was held October operating budget meeting work session was held 2 public Council meetings held for budget adoption. If a different approach is requested, staff will need direction from Council to more clearly identify their request. | TBD |
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Departments

City Manager
Service
Finance
Community Development
Police
Fire
Parks & Recreation

Comp Plan Goals

1. L: Smart Growth and Quality Places
2. M: Safe and Efficient Travel for All Modes of Transportation
3. H: Housing Opportunities for Everyone
4. E: A Thriving and Resilient Year-Round Economy
5. S: A Sustainable Oxford
6. R: Celebration of the People and Places that Make Oxford Unique
7. C: A Connected, Livable, and Equitable Community for All
8. U: Accessible, High-Quality Infrastructure
9. Essential Services

Comp Plan Actions

Action

- L1-A1: Favor traditional, urban neighborhood qualities over conventional, auto-oriented designs
L1-A2: Explore increasing allowable building height in one or more targeted locations
L1-A3: Modernize the Oxford Zoning Code to include a hybrid of use-based and form-based approaches to standards
L1-A4: Refine zoning districts to promote mixed-use and neighborhood-oriented commercial development
L1-A5: Update the Zoning Code's Mile Square Design Standards for residential development
L1-A6: Develop design guidelines for residential and commercial development
- L2-A1: Ensure new developments include adequate green and open spaces
L2-A2: Promote preservation and creation of contiguous open space, aligning development with planned open space networks.
L2-A3: Explore opportunities for expanded outdoor dining
L2-A4: Create a Mile Square Master Plan
L2-A5: Inventory and recognize historic and contributing structures throughout the city
L2-A6: Improve signage and landscaping at major entry points into Oxford to refresh the gateway experience
- L3-A1: Favor infill development over physical expansion of districts as much as possible
L3-A2: Encourage adaptive reuse in buildings of special architectural or historical value
L3-A3: Promote transit-oriented development (TOD) around key transit nodes and corridors
L3-A4: Develop an area plan for transit-oriented development for the S. Main/Chestnut Fields area
L3-A5: Designate a Pink Zone in a targeted location to encourage local entrepreneurship
- L4-A1: Create a Joint Plan for land use & development with surrounding jurisdictions
L4-A2: Develop an annexation policy and adequate public facilities ordinance to ensure growth aligns with public goals
L4-A3: Coordinate regularly with University partners to plan for enrollment growth, student needs, and impact on community
- M1-A1: Ensure new private developments embrace Complete Streets principles and practices
M1-A2: Implement Complete Streets principles and practices in public infrastructure projects
M1-A3: Expand bus and/or shuttle transportation options to provide service accessible within a 1/4 mile to all City residents

M1-A4: Establish passenger rail service to/from Oxford
M1-A5: Encourage commuter transit connections to/from other regional hubs
M1-A6: Analyze public transit access and transportation costs for neighborhoods with housing affordable to low- and moderate-income households
M1-A7: Update policies for micromobility transportation

M2-A1: Adopt a new Transportation Plan
M2-A2: Adopt Access Management Regulations to regulate curb cuts and intersections along major thoroughfares
M2-A3: Conduct a feasibility study for a grade-separated crossing over or under a railroad
M2-A4: Research and recommend an alternate truck route to reduce truck traffic Uptown

M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility
M3-A2: Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas
M3-A3: Conduct a feasibility study for connections between the Oxford Area Trail System (OATS) and business districts
M3-A4: Ensure sidewalks are cleared of snow
M3-A5: Establish a green alley system in the Mile Square to create a network of shared, low-impact streets
M3-A6: Reduce off-street parking minimums in certain areas of town
M3-A7: Update Typical Sections in the Subdivision Regulations to ensure high quality, complete streets
M3-A8: Enable safe walking and biking to in-town schools through infrastructure improvements and programming in partnership with Talawanda School District
M3-A9: Become a designated Bicycle Friendly Community by the League of American Bicyclists
M3-A10: Encourage Mile Square student renters to utilize long-term parking facilities on campus
M3-A11: Construct or retrofit transportation infrastructure to meet standards in the Americans with Disabilities Act

M4-A1: Explore opportunities for shared parking agreements to boost available parking supply when needed
M4-A2: Explore park and shuttle opportunities
M4-A3: Explore the feasibility of a parking authority or management entity
M4-A4: Determine need and plan for long-term parking solutions
M4-A5: Create a plan for parking garage replacement

H1-A1: Update zoning regulations to increase density and promote a diversity of residential housing types and living arrangements
H1-A2: Update zoning regulations to expand allowance for accessory dwelling units (ADUs)
H1-A3: Identify areas of town which are appropriate for increased density allowance, housing diversity, and accessory dwelling units (ADUs).
H1-A4: Leverage land and other tangible assets to address housing supply gaps by boosting inventory
H1-A5: Support developments and programs addressing supportive and transitional housing
H1-A6: Reestablish a homeownership program to incentivize and assist University faculty and staff to secure housing in Oxford
H1-A7: Support opportunities to create housing dedicated to University alumni
H1-A8: Recognize and support the valuable service assisted living and senior living developments provide to the community

H2-A1: Activate a non-profit entity devoted to expanding attainable housing opportunities
H2-A5: Create an ordinance to outlaw housing discrimination based on source of income
H2-A6: Promote the Housing Choice Voucher Program
H2-A7: Explore ways to incentivize the creation and maintenance of housing types and arrangements that fulfill community needs
H2-A8: Partner with nonprofit organization(s) to provide education, counseling, and financial assistance to homebuyers or renters

H3-A1: Identify existing NOAH areas and developments
H3-A2: Promote retention of existing NOAH developments where conditions are safe for occupancy
H3-A3: Evaluate the financial impacts land use decisions can have on existing NOAH

H4-A1: Coordinate with University partners in monitoring anticipated changes in student housing demand
H4-A2: Identify areas of town which are appropriate to accommodate additional student housing

E1-A1: Foster a culture of service excellence in attracting new businesses and assisting new business startups
E1-A2: Conduct a market study to determine Oxford's key industries and sectors that can grow jobs
E1-A3: Develop an economic development strategic plan for Oxford
E1-A4: Develop a tax abatement program or other form of financial assistance for businesses that leads to high quality job growth
E1-A5: Explore job creation as a result of Advanced Air Mobility programming and research.

E2-A1: Support business startups and local entrepreneurship
E2-A2: Encourage university spin-offs
E2-A3: Support the development of the College@Elm Innovation and Entrepreneurship Center
E2-A4: Identify potential locations for scalable commercial shell space

E3-A1: Establish a Special Assessment District for the Uptown commercial district
E3-A2: Designate a Small Business Advocate to provide technical assistance in an effort to better ensure business survival
E3-A3: Promote the Revolving Loan Fund to local businesses
E3-A4: Encourage a local business procurement program

E4-A1: Create events and activities that drive economic impact
E4-A2: Encourage creative placemaking for a more engaging community and visitor experience

E5-A1: Consider the tax benefits and other residual economic benefits when reviewing development proposals

S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally
S1-A2: Promote incentives for on-site solar and wind for residential and commercial properties
S1-A3: Develop regulations and incentives to ensure electrification of new construction with high-efficiency space and water heating
S1-A4: Promote retrofitting of existing buildings with energy conservation and electrification
S1-A5: Adopt EV charging infrastructure requirements for new multi-family and commercial developments
S1-A6: Install EV charging stations in places available for public use
S1-A7: Convert the city vehicle fleet to hybrid and/or electric vehicles
S1-A8: Coordinate with community partners in climate action planning

S2-A1: Ensure community cooling and warming shelter adequate to public need
S2-A2: Adopt climate responsive and resilient building and zoning codes
S2-A3: Work with utilities to transition local electricity distribution to below-ground
S2-A4: Manage adequate water supplies and demand for projected future conditions

S3-A6: Increase community waste diversion through reuse, recycling, and composting
S3-A7: Advocate for expansion of regional recycling and composting capacity
S3-A1: Require all commercial properties, including multi-unit apartment complexes, to recycle
S3-A2: Establish Community Clean-Up Days to provide opportunities for disposal of bulky, sensitive, or hazardous items
S3-A3: Pilot and launch a curbside composting pilot program
S3-A4: Encourage retailers to itemize a charge for single-use plastics
S3-A5: Promote reusable serviceware for dine-in restaurants, and compostable serviceware and containers for take-out

S4-A1: Strengthen conservation of mature forests and other significant environmental areas in development review
S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs
S4-A3: Utilize alternatives to conventional pesticides and herbicides on public property
S4-A4: Implement an "Adopt Your Drain" program for individuals to prevent water pollution through storm drains
S4-A5: Revise street design guidelines to incorporate blue/green infrastructure for stormwater retention, filtration, and tree canopy goals.
S4-A6: Adopt regulations or incentives to promote efficient residential and commercial water use (and reuse/harvesting)
S4-A7: Revise development codes to promote low impact stormwater management
S4-A8: Expand public education on sustainability and conservation, using public lands and facilities as models (i.e. interpretive signage)

R1-A1: Create and implement a new Parks and Recreation Master Plan
R1-A2: Develop a Community Center that offers programming, recreation, access to social services, and rentable community space
R1-A3: Develop a variety of arts and recreational programs for all ages.
R1-A4: Improve or modify existing playgrounds to be more inclusive
R1-A5: Install publicly accessible fitness equipment in parks

R2-A2: Promote acquisition of open space areas for either recreational or preservation purposes
R2-A3: Coordinate with regional partners to connect local trails with the regional trail network
R2-A4: Encourage sponsors of arts and recreational programs to be inclusive toward marginalized residents
R2-A5: Strive for equitable distribution of parks and recreational facilities across the city
R2-A1: Improve access to Miami University parks, events, and programs for all residents
R2-A6: Construct a new dog park to meet the demands of the community

R3-A6: Promote Oxford's parks and green spaces for residents and visitors to experience
R3-A7: Support partnerships to create new education, recreation, and cultural opportunities for the community
R3-A1: Create a trail system to identify historic structures and sites
R3-A2: Create incentives for private developments to include public art including murals
R3-A3: Identify spaces on public property which could showcase the artwork of local artists
R3-A4: Include public art as part of the Capital Improvement Program (CIP)
R3-A5: Promote temporary public art installations in vacant storefronts Uptown

C1-A1: Support events that promote culture, health, wellness, and active living
C1-A2: Celebrate and build local food cultures through regular events and programs

C2-A1: Ensure adequate year-round childcare services
C2-A2: Ensure adequate elder care and in-home services for aging-in-place
C2-A3: Expand the capacity of the Oxford Family Resource Center
C2-A4: Develop multiple ways for residents to provide anonymous feedback and ideas to the City.
C2-A5: Encourage collective memory work by working on cultural and historic development
C2-A6: Develop goal-oriented funding model when providing financial resources to area non-profits
C2-A7: Expand the local presence of regional and countywide non-profits

C3-A1: Increase access for all Oxford residents to the full continuum of services for mental health and substance use disorder
C3-A2: Explore community paramedicine as a model for improving non-urgent healthcare delivery
C3-A3: Increase access for geriatric care for older adults in Oxford

C4-A1: Coordinate public safety needs with local partners
C4-A2: Ensure public safety staff have access to appropriate education and training
C4-A3: Decrease emergency calls by implementing prevention programs
C4-A4: Consider impact on public safety when making land use decisions
C4-A5: Update Emergency Operations Plan for disaster preparedness and community resiliency
C4-A6: Review public facility needs and plan for repair, replacement, or expansion
C4-A7: Review effectiveness of policies surrounding minor offenses and violations
C4-A8: Develop community education programming around key public safety topics

C5-A1: Provide information about community issues, programs, services, and activities that is accessible to limited English proficiency residents
C5-A2: Host events and programs that recognize and celebrate the community's social and cultural diversity
C5-A3: Establish regular communication and consultation with staff and researchers at Miami University on key community issues
C5-A4: Expand the role of the Civil Rights Commission to incorporate diversity, equity, and inclusion initiatives

U1-A1: Maximize usage of existing utilities by promoting infill and redevelopment opportunities
U1-A2: Integrate utility upgrade & extension decisions with annexation, future land use, and development decisions
U1-A3: Promote the co-location of utilities
U1-A4: Conduct a study to determine the impact of building height increases on Oxford's utility systems
U1-A5: Refine the urban service boundary
U1-A6: Work to expand broadband access in the region and ensure Oxford's broadband technology infrastructure is future-ready for higher speeds
U1-A7: Improve transparency and opportunity for public feedback on the Capital Improvement Plan (CIP), including utility extensions
U1-A8: Implement water softening for the public potable water supply
U1-A9: Replace lead water pipes for public health and safety

U2-A1: Promote Low Impact Development (LID) techniques, such as rain barrels and bioswales, to reduce runoff at the source
U2-A2: Establish a revenue source for the enterprise fund for stormwater improvements and mitigation
U2-A3: Adopt stream corridor protections and regulations

Other: