



## **HOUSING ADVISORY COMMISSION AGENDA:**

June 4, 2026  
Courthouse  
5:00 PM

### **Approval of Agenda**

### **Approval of Minutes**

1. Minutes from the May 7th, 2026 Meeting.

### **Old Business**

### **New Business**

1. Review Council Goals and Research Topics
2. Recommendations to City Council
3. Announcements and Communications from HAC Members

### **Adjournment**



**MINUTES  
OXFORD HOUSING ADVISORY COMMISSION  
COLLEGE@ELM - 3RD FLOOR LOBBY  
20 SOUTH ELM STREET  
OXFORD, OHIO 45056  
THURSDAY, MAY 7, 2026 AT 5:00 PM**

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**Approval of Agenda**

**Members Present:** Mary Piper, Ann Fuehrer, Anne Bailey, Jason Bracken, Cathryn Loucas

**Staff Liaison:** Jessica Greene

**Called to Order at 5:04 PM**

**Approval of Agenda:**

First: Jason Bracken

Second: Cathryn Loucas

Approved

**Approval of Minutes**

**Approval of Minutes:**

First: Cathryn Loucas

Second: Anne Bailey

Approved

1. Minutes from the April 2nd, 2026 Meeting.

**Old Business**

**New Business**

1. Presentations from Miami University Political Science Capstone 466

- Fair Housing Education Approaches
- Mobile Home Park Policy Recommendations

Miami Student Capstone 466 Class projects presented their research and findings on:

- Fair Housing Education Approaches
- Mobile Home Park Policy Recommendations

Their slide decks are attached.

#### 2. Public Comment from OASH

Grace from OASH shared a statement about Oxford's housing needs. Their letter of recommendation is attached.

#### 3. Discussion of 2026 City Council Goals & 2027 City Council Directed Research Items

There were only a few minutes remaining in the meeting to allow for discussion on goals and recommendations to Council.

Jessica asked for feedback from Commission members on the 47-acre options. There was a brief discussion of possibly parceling the land and selling sections.

Jessica also shared that the Oxford Winter House has requested \$106K for winter 2026-2027 operations. Their request is attached.

Ann F. stated that the June 4th meeting will be dedicated to recommendations to Council.

#### 4. HAC Membership Discussion

Tabled

### **Adjournment**

#### **Motion to Adjourn at 6:14 PM**

First: Cathryn Loucas

Second: Jason Bracken

Approved

#### **Upcoming Meetings:**

- **CANCELED** - Thursday, July 2nd, 2026 at 5 PM
- Thursday, August 6th, 2026 at 5 PM

Prepared by POL 466

# *Renter's Rights*

The City of Oxford



# Meet the Team



**Kimmy Kasarcik**

**Emma King**

**Ella Pieper**

**Brooke Smith**

**Aliyah Thompson**



# *Executive Summary*

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## **Background Information & Research**

- Highlight key laws regarding renters rights.
- Highlight the importance of Renters' Rights
- Differentiate between student and full-time renters in Oxford.

## **Problems & Challenges**

- Examine major problems students and year-round renters face.
- Address project setbacks and challenges our group faced during research and development of deliverables.

## **Deliverables**

- Showcase our Lease Checklist, Who to Call When, Renting in Oxford Pamphlet, etc.
- Share where we will put these and how they will help educate Students and Full-Time renters.

# *Background on Renter's Rights in Oxford*

## **Student Renters**

- Make up around 75% of the population in Oxford
- Unexperienced – More likely to be taken advantage of with predatory rent and poor treatment
- International Students - May struggle to understand their lease if English is a second language

## **Year-Round Renters (YRR)**

- Permanent Oxford residents
- Make up around 25% of the population in Oxford
- Often discriminated against because they are likely more informed on renters' rights and often require more upkeep



# *What the Federal Law Says*

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Park Place Real Estate

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- The Fair Housing Act (and amendments) prevents discrimination against anyone based on race, color, national origin, religion, sex, familial status, or disability.
- The Fair Credit Reporting Act controls how landlords can use a tenant's credit history when they are screening renters.
- The Americans with Disabilities Act requires that individuals with disabilities have equal opportunity access to public areas.

# Meeting with HOME Cincy



**CKC Rentals**

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## Struggles/Problems

- Major lack of knowledge and awareness of renters' rights
- Discrimination through a lack of accommodations for renters with disabilities
- Confusion or lack of awareness of renters' and landlords' rights vs responsibilities
- Social media pages and websites do not bring in new engagement. Only people who already follow the pages or are seeking out the information. (When it's too late)

## Suggestions

- Emphasize the importance and availability of tenant unions and mediation services
- Community events are key to encouraging engagement and spreading awareness
- Meet people where they are at. Come to them, bring awareness to the community and ensure accessibility

# *Problems & Issues*



## **Awareness**

- Whether dealing with inexperienced college students or year-round renters who have not had exposure to renters' rights information and resources, there is a significant lack of education and awareness about renters' rights across the country, especially in Oxford.

## **Accessibility**

- Throughout the United States, renters may be discriminated against based on race, religion, nationality, gender, age, familial status, disability status, and more.
- These trends can be translated into the rental landscape of Oxford. This is often manifested in predatory rental costs, leases, and maintenance levels of properties.
- Landlords in Oxford often discriminate against year-round renters with families because of the existing rental culture in Oxford.



# What the Website Used to Look Like

## Related Pages

DORA Program

Local Services

Move Out Guide

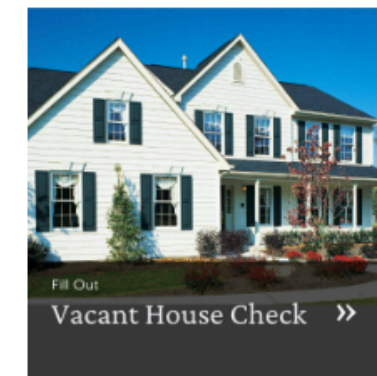
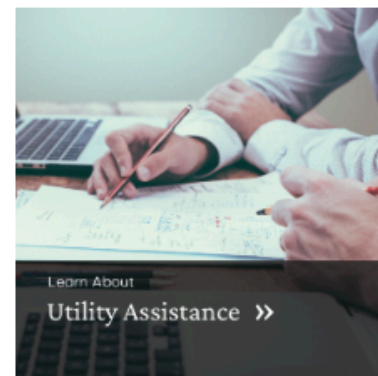
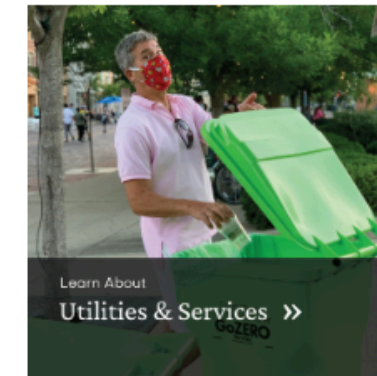
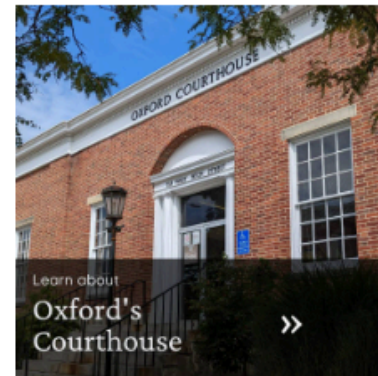
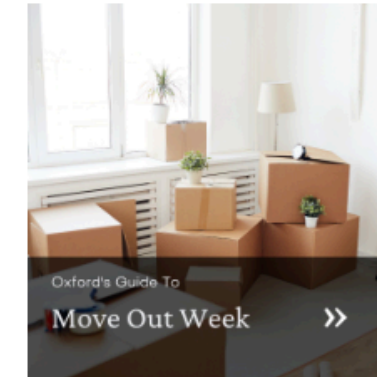
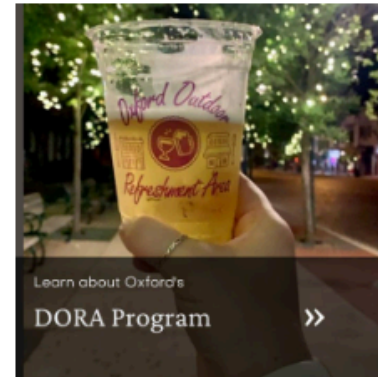
Oxford Courthouse

Recycling & Waste

Utilities & Services

Utility Assistance

Vacant House Check



SHARE



# How We Would Update It

## Related Pages

DORA Program

Local Services

Move Out Guide

Oxford Courthouse

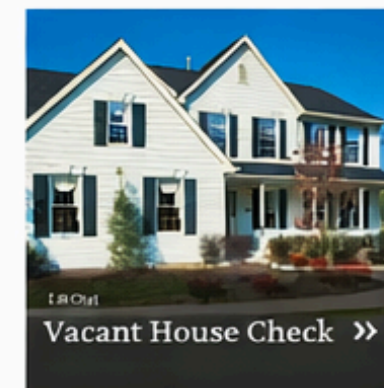
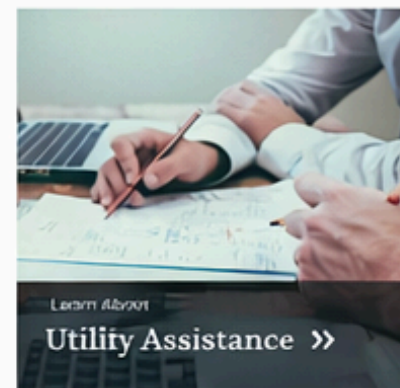
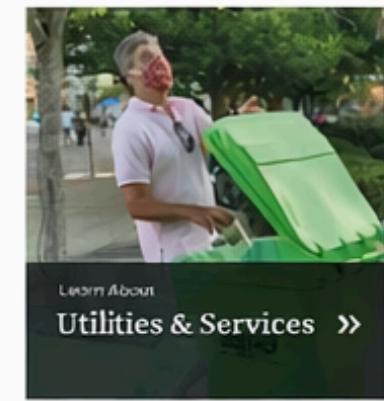
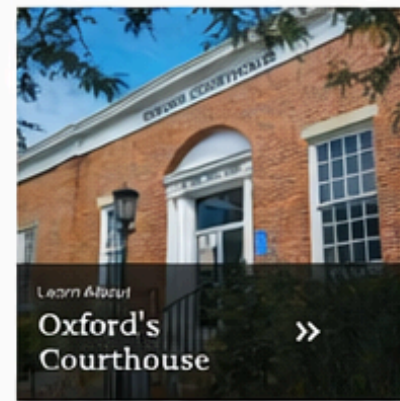
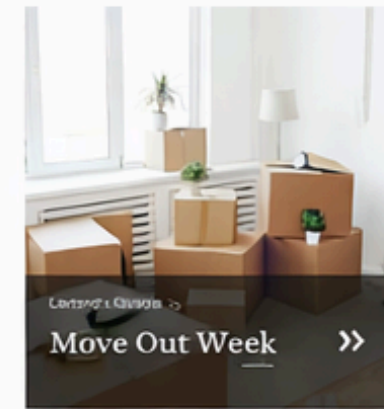
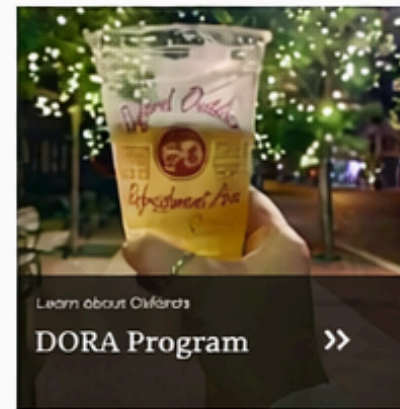
Recycling & Waste

Utilities & Services

**Renters Rights >>**

Utilities & Services

Vacant House Check



SHA



# Renter Lease Checklist & What to Ask During a Tour



Adapted from:

<https://docs.google.com/document/d/1Y7dr1er5tfk4J5FMMaMgvDAuZOXQVGBngYvgyZPxzMo/edit?tab=t.0#heading=h.byx2pjyarkcj>

## WHAT TO ASK DURING A RENTAL TOUR



### LEASE TERMS & COSTS

- What is the length of the lease? Is there a penalty for breaking it early?
- What is the penalty for late rental payments? Is there a grace period for payment?
- How much is the security deposit, and under what conditions is it refundable?
- Are utilities included in the rent? If not, what is the average cost of utilities?
- Will I be in charge of splitting this cost with my roommates, or is this something the property will do for me?
- Are utilities due the same day/time as rent?
- Can I see an itemized list of all the fees that could be included in my lease including parking and amenities?
- How would I pay rent and through what platform?
- Will I be charged an extra fee for using a credit card to pay rent?

### POLICIES & RULES

- Are pets allowed, and are there any additional fees?
- Is subletting allowed, and what are the conditions?
- Is parking available, and is there an extra cost?



### MAINTENANCE & PROPERTY

- Is renter's insurance required?
- How recently have appliances been updated? Have there been regular issues with specific appliances?
- How recently have heating/air conditioning systems been updated?
- What repairs or cleaning will be completed before move-in?
- Who is responsible for maintenance, and how are repair requests handled?
- What is the required time window for the property to respond to maintenance issues?
- Will there be any windowless rooms in my unit? Will this information be included on my lease?

### HISTORY OF PROPERTY

- Have there been any major structural issues or repairs in the past (e.g., foundation problems, roof replacements, plumbing overhauls)?
- Are there any recurring issues with the building that tenants should be aware of?
- How often is maintenance performed on the building?
- Have there been any safety concerns in the past (fires, floods, crime incidents, or code violations)?
- Has the building ever been cited for code violations or required significant updates to meet safety standards?
- Has the property ever been involved in any legal disputes or lawsuits?

Questions from:

<https://docs.google.com/document/d/1GUYJOKiHDbeFztQOal0aGm9ws2mLE2CdNws9uHXeE8g/edit?tab=t.0#heading=h.6ach53lald8n>



# Frequently Asked Questions & Who to Call When...

## Frequently Asked Questions

**Q:** How do I know if my renters' rights are being violated?

**A:** If you feel like something's not right, always check your rights. You have more of them than you think.

**Q:** What do I do if my renters' rights are being violated?

**A:** Reach out to someone. They can help you determine the best solution to your problem. For simple problems, ask your landlord to help you resolve them. For more serious concerns, contact a third-party professional.

SCAN THIS QR CODE FOR HELPFUL RESOURCES



## WHO DO I CALL WHEN...

### LANDLORD

### CITY

- |   |  |   |  |
|---|--|---|--|
| 1 | I have a maintenance request (something is broken/dirty) | 1 | I have a health or safety code complaint         |
| 2 | I found minor pest infestation                           | 2 | I feel that I have been discriminated against    |
| 3 | Someone has broken in *                                  | 3 | I need housing assistance                        |
| 4 | My pipes are frozen                                      | 4 | My landlord is retaliating                       |
| 5 | I want to make aesthetic changes                         | 5 | My residence does not have smoke or CO detectors |

\*Always call local law enforcement before your landlord if someone has broken in

**Obtained from:**

<https://blog.militarybyowner.com/renters-heres-when-you-should-call-your-landlord-infographic>



# Bi-Fold Pamphlet



## TABLE OF CONTENTS

- 1- Renting in Oxford: Why This Matters
- 2- Your Rights as a Tenant
- 3- Your Responsibilities as a Tenant
- 4- Landlord Responsibilities
- 5- Repairs and Safe Housing
- 6- Security Deposits
- 7- Fair Housing and Discrimination
- 8- Student Renters: What to Watch For
- 9- Oxford Rental Permit and Inspection Program
- 10- What to Do If Something Goes Wrong
- 11- Where to Get Help
- 12- How to Protect Yourself as a Renter
- 13- FAQ's



RENTING IN OXFORD:

# KNOW YOUR RIGHTS



# CONTACT YOUR LANDLORD: A GUIDE TO ESCALATION

HAVING TROUBLE CONTACTING YOUR LANDLORD? HERE ARE SOME SUGGESTIONS IN ESCALATING ORDER TO GET THE ISSUES RESOLVED.



## IMPORTANT

Remain up-to-date on your rent to prevent grounds for eviction, even if you are upset!

1

## MAINTENANCE REQUEST

Submit a maintenance request via your property's preferred method. Specify the length of time and type of issue that you are experiencing. Take pictures as documentation and keep copies for yourself.



## CONTACT

If the landlord does not respond to the maintenance request within a reasonable period, reach out again via text, email, or phone. An in-person meeting may be helpful as well!

2

## CODE COMPLAINT

Submit a code violation to the City of Oxford [here](#) if your property meets the safety and health code violations presented in the [maintenance code](#). These include a lack of smoke detectors and windowless rooms, etc.



3

## COALITION-BUILDING

Reach out to other residents who have the same landlord or reside on the same property. See who is having similar issues and reach out together to meet with the landlord.



4

## LEGAL ACTION

As a last resort, get legal advice. There are free or low-cost services available in the Oxford area. HOME Cincy also offers free Tenant-Landlord **Mediation**.



5

# RESPONSIBILITIES

## Landlord

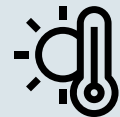
## Tenant



- Comply with the requirements of building, health, and safety codes

- Can commence eviction action if a tenant is engaged in the use, distribution, or possession of controlled substances

- Make repairs and take reasonably necessary actions to keep the premises in a habitable condition



- Supply running water and a reasonable amount of heat, except when there is a direct utility hook-up that the tenant controls

- Give the tenant reasonable notice (24 hours) of a landlord's intent to enter into a tenant's apartment and enter at reasonable times

- Not harass the tenant by unreasonable or repeated demands to enter the tenant's residence



- Provide the tenant with the name and address of the owner in writing at the beginning of tenancy

- Keep all fixtures and appliances in good and safe working condition when these things are supplied by the landlord

- Keep the premises safe and sanitary

- Act in a manner that does not disturb the neighbor's peaceful enjoyment of their premises



- Maintain appliances supplied by the landlord in good working order per the terms and conditions of a written rental agreement

- Dispose of trash in a clean, safe, and sanitary manner

- Use and operate all electrical and plumbing fixtures properly



- Comply with the requirements imposed on tenants by the applicable housing, health, and safety codes

- Allow the landlord to enter for inspection to see what repairs are needed, make repairs, deliver oversized packages, or show the premises to potential clients



- Not intentionally or negligently damaging, destroying, or removing appliances/plumbing fixtures from the premise



# HOUSING DISCRIMINATION

## PROTECTED CLASSES

- Race
- Religion
- National Origin
- Gender/Sexuality
- Disability
- Familial Status

## COMMON SIGNS

- Charging extra fees or deposits
- Altering rules for qualification
- Setting different residency policies
- Refusing to rent or sell a home
- Failing to respond to a call or offer
- Denying access to certain sites
- Requiring unusual IDs or documents

## WANT OR NEED MORE INFO?

Contact HOME Cincy or check out their website and fact sheets to learn more about discriminatory practices in housing!

(513) 721-4663

<https://www.homecincy.org/fair-housing>



# *Renter's Jeopardy Game- MAP Collaboration*

## **Event Rundown**

- Open to the community and students? Separately or Combined?
- Jeopardy-style game with trivia questions about renters' rights.
- Fun and engaging event for students and/or the community to learn more about their rights
- Could offer a prize (gift card to local restaurant, t-shirt, etc.) for engagement

## **Categories**

- Year-Round-Renters vs. Student Renters
- Fair Housing & Discrimination
- Landlord & Tenant Responsibilities
- Who do I call when...?

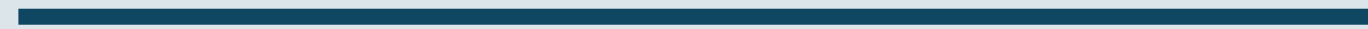
*<https://jeopardylabs.com/play/renters-rights-in-oxford>*



# Conclusion



Through distributing pamphlets and online materials, and by hosting a community event, we hope that Oxford students and year-round residents will have greater clarity about their rights as renters.



# Resources

- **Bere, Maya & Deck, Clementine.** Interview. Conducted by Renter’s Rights Team, 13 March 2026.
- **“City of Oxford, Ohio | Home of Miami University.”** Cityofoxford.org, 2023, [www.cityofoxford.org/government/departments/community\\_development/rental\\_permits\\_\\_housing/rental\\_permits.php](http://www.cityofoxford.org/government/departments/community_development/rental_permits__housing/rental_permits.php).
- **Eckberg, Mary Ann.** “Renters, Here’s When You Should Call Your Landlord.” Militarybyowner.com, MilitaryByOwner Advertising, Inc., 8 Oct. 2021, [blog.militarybyowner.com/renters-heres-when-you-should-call-your-landlord-infographic](http://blog.militarybyowner.com/renters-heres-when-you-should-call-your-landlord-infographic).
- **“Fair Housing | Housing Opportunities Made Equal.”** HOME Greater Cincy, 2023, [www.homecincy.org/fair-housing](http://www.homecincy.org/fair-housing).
- **Greene, Jessica.** Interview. Conducted by Renter’s Rights Team, 9 February 2026.
- **UTU.** “UTU Get Your Landlord to Pay Attention.” Google Docs, 2020, [docs.google.com/document/d/1F8BkYJxJKKcxBOiVos3IOwzTSvra6JBkyvehTDT9eW0/edit?tab=t.0#heading=h.d0s6iza1k7zn](https://docs.google.com/document/d/1F8BkYJxJKKcxBOiVos3IOwzTSvra6JBkyvehTDT9eW0/edit?tab=t.0#heading=h.d0s6iza1k7zn).
- **UTU Lease Checklist.** “UTU Lease Checklist.” Google Docs, 2020, [docs.google.com/document/d/1Y7dr1er5tfk4J5FMMAmgvDAuZ0XQVGBngYvgyZPxzMo/edit?tab=t.0#heading=h.byx2pjyarkcj](https://docs.google.com/document/d/1Y7dr1er5tfk4J5FMMAmgvDAuZ0XQVGBngYvgyZPxzMo/edit?tab=t.0#heading=h.byx2pjyarkcj).
- **UTU.** “UTU Questions to Ask When Touring.” Google Docs, 2019, [docs.google.com/document/d/1GUYJOKiHDbefztQOal0aGm9ws2mLE2CdNws9uHXeE8g/edit?tab=t.0#heading=h.6ach53lald8n](https://docs.google.com/document/d/1GUYJOKiHDbefztQOal0aGm9ws2mLE2CdNws9uHXeE8g/edit?tab=t.0#heading=h.6ach53lald8n).

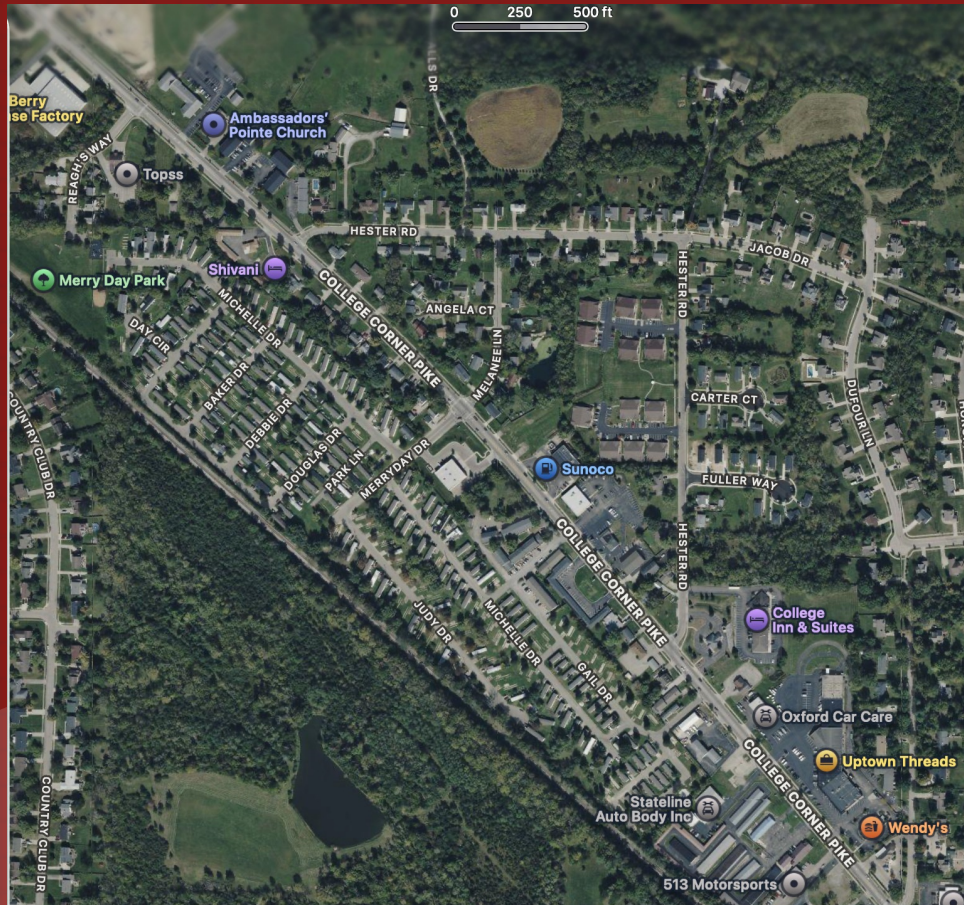




*Thank you*



# MMHP MIAMI GROUP PROPOSAL

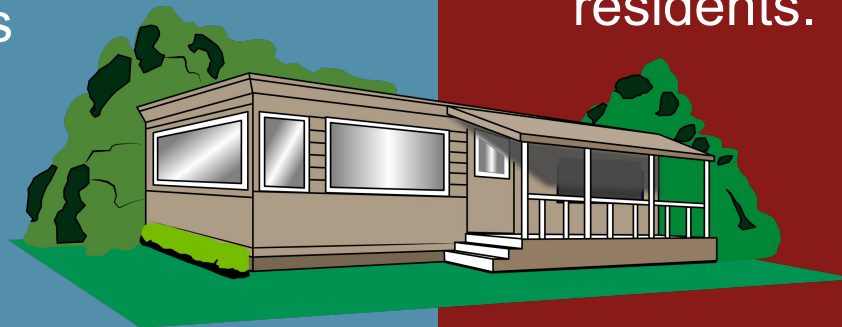


# OVERVIEW OF THE ISSUE AT HAND

The Miami Mobile Home Park (MMHP) is an affordable housing option in Oxford.

There have been ongoing concerns about the MMHP and its residents, including:

- Affordability
- Plumbing and utilities
- Renters' rights



# WHY THIS IS AN ISSUE

In the City of Oxford, efforts have continuously been made to increase affordable housing access and quality, such as the 2023 Comprehensive Plan.

It is essential that affordable housing options are safe and reasonable for City of Oxford residents.

# Goals



- Understand current conditions of MMHP
  - Specifically evaluate the quality of the water and sewage systems at MMHP
- Receive feedback from community members about their experiences
- Establish a thorough comprehension of current Ohio mobile home law
- Craft a policy suggestion that best addresses current conditions and needs

# PROCESS

- Connected with Sam Perry, Community Development Director for the city
- Conducted qualitative research through key informant and expert interviews
- Completed desk research using credible government sources
- Surveyed residents within the MMHP community
- Developed policy alternatives based on comprehensive analysis of findings.



# INTERVIEWS

- Ohio Department of Commerce -  
Manufactured Homes Program
  - March 13th
- City of Oxford Water and Sanitation Departments
  - February 19th

# MEETINGS

- Sam Perry
  - February 6th, 13th;  
March 6th, 16th



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Our research included meetings with state authorities and understanding Ohio State and Municipalities Housing and Renting Code.

We found:

- Cities and Municipalities are limited in their ability to inspect Manufactured homes without partnership with the Ohio Department of Commerce - Manufactured Homes Program.
- Responsibilities of maintenance and safety upkeep largely lie with the Park operators and with the Department of Commerce - MHP
- Resources are available to Manufactured Home owners and renters, but many individuals are unaware of how to access these.



# SURVEY RESULTS

-Only 3 responses, all varying from one another-



- Somewhat content with the living circumstances.

- Feeling like safety and accommodations are NOT reasonable for their price point.

- For problems, reach out to the office or park manager. Some get same-day responses, others wait 2-3 days for responses.

- Most say they do not have access to renter's rights resources.

- Pricing is the biggest concern with the current conditions of the mobile home park.

What are your biggest concerns with the current conditions at MMHP?

The landlord and rent pricing and also TORNADO SHELTER. Landlord raises rent every year we resign the lease.

The birds and my car.

Monthly rate

# Policy Recommendations



1. To authorize the City of Oxford to conduct mobile home inspections, the City must obtain certification from the Ohio Department of Commerce Division of Industrial Compliance.

- i. Obtain approval as a Manufactured Homes Inspection Agency (MHIA)
- ii. The City of Oxford can formally request agency involvement if there are public health concerns.

1. Develop a centralized website that provides accessible, up-to-date resources and information tailored specifically to the manufactured and mobile home park (MMHP) community.



1. Enhance transparency and public health protections by requiring park management to promptly notify residents of any sewage system failures, drinking water leakage issues, or other environmental health concerns.



- Establish a neighborhood association or coalition with the residents of the MMHP community
- Research further into the possibility of internal home inspections
- Continue to make resources more easily accessible to mobile home renters (info on their rights, protections, etc.)

# Limitations

Lack of responses in the survey, leading to varying answers

Lack of response from TOPPS and Ohio Department of Commerce

Confusing codes when doing research

# ACKNOWLEDGMENTS

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Sam Perry - City of Oxford

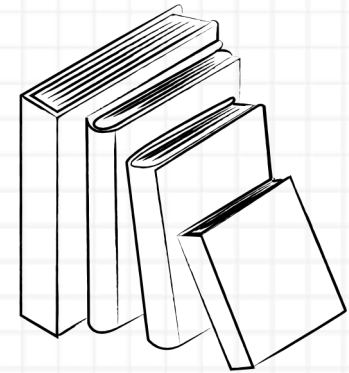
Dr. Matthew Arbuckle - Miami University

D.W. Route - Ohio Department of Commerce

Kyra Darfus - Ohio Department of Commerce

# REFERENCES

- Ohio Revised Code
  - Chapter 4781
- Ohio Administrative Code
  - Chapter 4781
- Ohio Department of Commerce Manufactured Homes Program
- United States Department of Housing and Urban Development



# Thank you for listening!

Megan Kellerman, Sam Detmer, Claire Morgan, Victoria Eachus,  
and Victoria Rivas

Email: [keller79@miamioh.edu](mailto:keller79@miamioh.edu)

## Proposal to the City of Oxford

**Subject:** Temporary Emergency Winter Homeless Shelter, the Oxford Winter House

**Oxford Winter House Operating Period:** November 15, 2026 - March 15, 2027

**Submitted to:** City of Oxford, Ohio

**Submitted by:** Oxford Winter House Committee, a coalition of local Oxford churches and community members.

### **Executive Summary**

Oxford Winter House (OWH) respectfully submits this proposal to the City of Oxford to operate a temporary emergency winter homeless shelter to serve individuals experiencing homelessness in the greater Oxford area during the coldest months of the year. The shelter would operate from November 15, 2026 through March 15, 2027 providing a safe, warm, and supervised overnight environment during periods when exposure to winter weather poses significant health and safety risks. This represents an expansion of one additional month of operation relative to the 2025-2026 OWH. The Oxford Winter House would follow the similar policies and procedures submitted in 2025. The Oxford Winter House would like to have this proposal approved and funding granted by June 2026 so that staff can be hired, volunteers gathered and proper building approvals can be submitted for the November 15th start date.

A first step proposed by the Oxford Winter House committee is to file for 501(c)(3) nonprofit status to operate in partnership with community stakeholders, volunteers, and the City of Oxford. The goal of the Oxford Winter House is to be temporary, seasonal, accountable, and responsive to community needs while maintaining public safety and operational transparency.

We propose to operate the OWH at the same physical facility as used in 2025-2026. In addition, the OWH planning committee is open to discussing use of the OWH building as a cooling/warming DAY shelter during months of the year when it is not being operated as a transitional/emergency shelter. This would require additional planning and budget increases.

The total budget for this proposal is \$213,267 which is itemized below in the Financial Overview.

### **Statement of Need**

Winter weather in southwestern Ohio presents life-threatening risks to individuals without stable housing. Prolonged exposure to cold temperatures increases the likelihood of hypothermia, frostbite, cardiac events, and related medical emergencies. Oxford currently lacks a dedicated overnight winter shelter, leaving unsheltered individuals with limited or no safe alternatives during severe weather.

A temporary emergency winter shelter will:

- Reduce risk of cold-weather-related injury or death
- Decrease strain on emergency services and hospital systems
- Provide a structured and supervised environment
- Improve public safety and community well-being
- Unify many in the Oxford Community to come together to care for those with emergency housing needs during the winter months.

- Help connect unhoused individuals with social services with a goal of helping them secure more permanent housing.

## **Organizational Overview**

Oxford Winter House will be a nonprofit organization created specifically to address seasonal shelter gaps in the Oxford community. The organization will file for 501(c)(3) tax-exempt status and will be governed by a Board of Directors with experience in nonprofit management, and community engagement.

The organization will operate under clear policies related to safety, accountability, non-discrimination, and collaboration with local agencies.

## **Shelter Operations**

- Operating Dates: November 15 – March 15
- Operating Schedule: 24/7 emergency shelter
- Population Served: Adults experiencing homelessness
- Services Provided:
  - Warm and safe overnight accommodation
  - Restroom and shower access and hygiene resources
  - Meals and snacks -
  - Staff supervision and volunteer support
  - Coordination with local resources and services
  - Supportive services during daytime hours (e.g., access to PATH, transportation...)

The shelter will not function as a permanent housing facility and will not provide long-term residency.

## **Staffing and Management**

Oxford Winter House will employ a Director/Shelter Coordinator who will be responsible for:

- Overall management of the temporary shelter
- Hiring, training, and supervising staff and volunteers
- Recruiting, training, and coordinating volunteers
- Ensuring compliance with City requirements and shelter policies
- Serving as the primary liaison with the City of Oxford
- Oversight of safety protocols, documentation, and daily operations
- Reporting to the board with updates and any concerns

Additional paid staff and trained volunteers will support -24/7 operations to ensure appropriate supervision, safety, and continuity of care.

## **Proposed Location:**

The winter shelter would operate in a separate facility dedicated exclusively to 24/7 sheltering and support.

Advantages:

- Full operational independence
- Less scheduling overlap with other programs
- Flexibility in layout and capacity

Considerations:

- Higher facility-related costs
- Additional staffing and security needs
- Separate utilities, insurance, and maintenance requirements

**Safety, Accountability, and Community Impact**

Oxford Winter House is committed to operating a shelter that is:

- Well-supervised and structured
- Respectful of guests and neighbors
- Transparent and accountable to the City

Safety protocols will include:

- Staffed -24/7 supervision
- Guest code of conduct—Oxford Winter House rules
- Incident reporting procedures
- Coordination with local emergency services as needed

The shelter will aim to minimize disruption to surrounding neighborhoods while improving overall community safety and outcomes.

**Financial Overview**

The estimated operating budget for the winter shelter (covering staffing, facility costs, supplies, insurance, and administrative expenses) is summarized in the table below.

<b>Budget Category</b>	<b>Estimate</b>	
Insurance	\$14,000	
501(c)(3) Status	\$600	
Staffing	\$86,667	
Executive Director	\$30,000	
Facility Upgrades	\$20,000	
Furnishings	\$5,333	
Supplies	\$2,667	
Family Lodging	\$3,333	
Guest Transportation	\$2,667	
Guest Helps	\$1,333	
Guest Sick Lodging	\$2,667	
Pet Care Needs	\$2,667	
<b>Subtotal</b>	<b>\$171,933</b>	
Food	\$33,333	Donated in 2025
Rent	\$5,867	Donated in 2025
Utilities	\$2,133	Donated in 2025

<b>Grand Total</b>	<b>\$213,267</b>	
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\* All entries are an extrapolation to 4 months from the expenses incurred operating the shelter for 3 months in 2025-2026. The only new budget item is for the Executive Director. Additional Facility Upgrades will allow for the addition of a kitchen / kitchenette to the OWH facility while the facility upgrade in 2025-2026 allowed for the addition of a shower and laundry facilities.

Oxford Winter House anticipates a combination of funding sources including grants, private donations, community fundraising, and potential public or partner support.

### **Partnership with the City of Oxford**

Oxford Winter House seeks the City of Oxford support in:

- Authorization to operate a temporary winter shelter
- Financial assistance based on the proposed budget of 50% which is \$106,634
- Collaboration on site selection and compliance requirements
- Ongoing communication and oversight

The organization is committed to partnering closely with the City to ensure the shelter aligns with municipal standards, public safety goals, and community expectations.

### **Conclusion**

Oxford Winter House requests approval to operate a temporary emergency winter homeless shelter from November 15 through March 15. This program will provide lifesaving protection for vulnerable residents while maintaining strong oversight, professional management, and collaboration with the City of Oxford.

We appreciate the City of Oxford considering this proposal and welcome the opportunity to discuss this in greater detail.