VILLAGE OF OAKWOOD

WORK SESSION

6:00 PM

Tuesday, November 24, 2026

1. **Call meeting to order**
2. **Discussion by Mayor and Department Heads of Matters to be brought to the attention of Council if present.**
3. **Questions of Mayor and Department Heads concerning Legislation or potential Legislation to be considered at future Council meetings.**
4. **Discussion of items of draft Legislation or potential Legislation to be considered at future Council meetings.**

   Executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official.
5. **Matters Deemed Appropriate.**

---

6. **(6:00pm)** **Nichole Laird and Patrick Hewitt, Cuyahoga Planning Commission**
   10-15 minutes Oakwood Village Master Plan Scope and Agreement (Presentation)

7. **2026-WS-79** **AN ORDINANCE AUTHORIZING A TRANSFER FROM THE GENERAL FUND FOR CALENDAR YEAR 2026, AND DECLARING AN EMERGENCY**
   Introduced by Mayor
   Tabled on 11/10/2026

8. **2026-WS-81** **AN ORDINANCE AUTHORIZING THE ADMINISTRATION TO AMEND PERMANENT APPROPRIATIONS FOR THE YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY**
   Introduced by Mayor
   Tabled on 11/10/2026

9. **2026-WS-82** **AN RESOLUTION AUTHORIZING THE VILLAGE OF OAKWOOD TO RECEIVE REAL PROPERTY TAX ADVANCES FOR TAX YEAR 2026 COLLECTION YEAR 2027 FROM THE CUYAHOGA COUNTY FISCAL OFFICER, DECLARING AN EMERGENCY**
   Introduced by Mayor

10. **2026-WS-83** **AN ORDINANCE AUTHORIZING THE VILLAGE OF OAKWOOD TO ENTER INTO A SERVICE AGREEMENT WITH CITIZENSERVE IN AN AMOUNT NOT TO EXCEED TWENTY-SIX THOUSAND DOLLARS ($26,000), AND DECLARING AN EMERGENCY (EXHIBIT A)**
    Introduced by Mayor

11. **Adjournment**

Reminder to set date(s) for: Hardin

Council Education Courses	**Hardin**
Clerk of Council	**Hardin**
Municipal complex	**Hardin**
Disaster Recovery Plan	**Hardin**
Human Resources	**Hardin**
Five Year Plan	**Hardin**
Recreation Budget & Events	**Scruggs**

2026 – WS-79

INTRODUCED BY MAYOR

AN ORDINANCE AUTHORIZING A TRANSFER FROM THE GENERAL FUND FOR CALENDAR YEAR 2026, AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Finance has requested authorization to transfer from the General Fund to various funds of the Village as set forth in Exhibit A, attached hereto and incorporated herein; and

WHERAS, the carryover balance of the General Fund is sufficient to support said transfer.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. This Council hereby authorizes the Director of Finance to transfer funds from the General Fund to various funds of the Village in the amounts the Director of Finance determines to be in the best financial interests of the Village, which amounts and which transfers shall not exceed the amounts to be transferred to the various funds of the Village as set forth in Exhibit A, attached hereto and incorporated herein.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting on the date indicated below, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that funds need to be transferred immediately to balance the Village accounts, and provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____

_____
Eloise Hardin, President of Council

_____
Carol Jackson, Clerk of Council

Presented to the
Mayor _____

Approved: _____

_____
Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 – 107 was duly and regularly passed by this Council at the meeting held on the _____ day of _____, 2026.

_____
Carol Jackson, Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026- 107 was duly posted on the _____ day of _____, 2026, and will remain posted in accordance with the Village Charter.

_____
Carol Jackson, Clerk of Council

2026 APPROPRIATION AMENDMENT #2

Fund	Department	Amount	Description
101 General Fund	N/A	29,500	Increase in Appropriations for Transfers Out to the SCMR Fund and Senior Center Rental Fund
201 SCMR	Engineering	(96,100)	Decrease in Appropriations for Engineering Fees so Appropriations Do Not Exceed Estimated Resources
251 Opioid Settlement Fund	N/A	(25,000)	Decrease in Appropriations for Opioid Settlement Expenses so Appropriations Do Not Exceed Estimated Resources
301 G.O. Bond Retirement Fund	N/A	(85,000)	Decrease in Appropriations for Principal Payments so Appropriations Do Not Exceed Estimated Resources
402 TIF - Swift Filters Fund	N/A	(2,000)	Decrease in Appropriations for TIF Expenses so Appropriations Do Not Exceed Estimated Resources
403 TIF- Maines W&D Oakwood Fund	N/A	(10,000)	Decrease in Appropriations for TIF Expenses so Appropriations Do Not Exceed Estimated Resources
404 TIF- Therom	N/A	(1,800)	Decrease in Appropriations for TIF Expenses so Appropriations Do Not Exceed Estimated Resources
405 TIF - Family Dollar	N/A	(6,600)	Decrease in Appropriations for TIF Expenses so Appropriations Do Not Exceed Estimated Resources
406 TIF - Oakwood Hospitality	N/A	(8,100)	Decrease in Appropriations for TIF Expenses so Appropriations Do Not Exceed Estimated Resources
408 TIF - Buckeye Development	N/A	(250)	Decrease in Appropriations for TIF Expenses so Appropriations Do Not Exceed Estimated Resources
410 TIF - Pettitl	N/A	(22,000)	Decrease in Appropriations for TIF Expenses so Appropriations Do Not Exceed Estimated Resources
	Total	(227,350)	

2026 Estimated Resources Amendment #1

204 Recreation Center Fund	Recreation	90,000	Increase in Estimated Resources for Transfers-In so Appropriations Do Not Exceed Estimated Resources
204 Recreation Center Fund	Recreation	31,000	Increase in Estimated Resources for Contributions and Donations
301 GO Bond Retirement Fund	N/A	370,000	Increase in Estimated Resources for Transfers-In so Appropriations Do Not Exceed Estimated Resources
401 General Capital Improvement Fund	N/A	276,000	Increase in Estimated Resources for Transfers-In so Appropriations Do Not Exceed Estimated Resources
803 Senior Center Rental Fund	Recreation	8,500	Increase in Estimated Resources for Transfers-In so Appropriations Do Not Exceed Estimated Resources
	Total	775,500	

2026 – WS- 81

INTRODUCED BY MAYOR

AN ORDINANCE AUTHORIZING THE ADMINISTRATION TO AMEND PERMANENT APPROPRIATIONS FOR THE YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY.

WHEREAS, this Council has determined it to be necessary to amend the current appropriation measure in order to appropriate the funds necessary to meet the unforeseen expenditures of the Village of Oakwood (the "Village") for the year ending December 31, 2026.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. There are hereby appropriated funds of the Village in the amounts and for the purposes set forth in EXHIBIT A, attached hereto and incorporated herein by reference, to provide for expenditures for the operations of the Village for the year ending December 31, 2026.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting on the date indicated below, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that this Ordinance must be effective immediately to pay basic operation expenses and contractual agreements due to deficit appropriation balances therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____

_____
Eloise Hardin, President of Council

Carol Jackson, Clerk of Council

Presented to the
Mayor _____

Approved: _____

Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 – 109 was duly and regularly passed by this Council at the meeting held on the _____ day of _____, 2026.

Carol Jackson, Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026-109 was duly posted on the _____ day of _____, 2026, and will remain posted in accordance with the Village Charter.

Carol Jackson, Clerk of Council

Exhibit A

the village of Oakwood

2026 BUDGET

	FUND	2026 Budget Revenues	2026 Budgeted Expenses	Rev-Exp	Estimated Carryover Unencumbered Balance At 1/1/2026	Estimated Ending Unencumbered Balance At 12/31/26
101	GENERAL FUND	$ 11,860,825.46	$ 11,707,612.00	153,213.46	$ 678,252.04	831,465.50
201	SCMR FUND	$ 835,000.00	$ 860,000.00	(25,000.00)	$ 25,033.15	33.15
202	PERMISSIVE AUTO FUND	$ 45,000.00	$ 15,900.00	29,100.00	$ -	29,100.00
203	STATE HWY. FUND	$ 40,000.00	$ 300.00	39,700.00	$ -	39,700.00
204	RECREATION FUND	$ 196,250.00	$ 194,644.00	1,606.00	$ 676.46	2,282.46
205	BEAUTIFICATION FUND	$ -	$ -	0.00	$ 66.38	66.38
207	POLICE SEIZURE FUND	$ -	$ 1,608.00	(1,608.00)	$ 1,608.00	0.00
208	SENIOR CENTER FUND	$ 77,500.00	$ 56,200.00	21,300.00	$ 5,315.68	26,615.68
209	F.O.J. FUND	$ -	$ -	0.00	$ 436.67	436.67
210	POLICE PENSION FUND	$ 97,688.00	$ 26,000.00	71,688.00	$ 31.73	71,719.73
211	HOLIDAY FUND	$ -	$ 168.00	(168.00)	$ 168.88	0.88
212	POLICE EVENT FUND	$ -	$ 200.00	(200.00)	$ 200.52	0.52
213	MEMORIAL FUND	$ -	$ 279.00	(279.00)	$ 279.30	0.30
214	ENFORCEMENT & EDUCATION FUND	$ 20,000.00	$ 47,500.00	(27,500.00)	$ 48,741.20	21,241.20
215	INDIGENT DRIVER ALCOHOL FUND	$ -	$ -	0.00	$ 20.89	20.89
216	CONFISCATED PROPERTY FUND	$ -	$ 4.00	(4.00)	$ 4.19	0.19
217	AMBULANCE BILLING SERVICE FUND	$ 345,000.00	$ 116,000.00	229,000.00	$ 108,090.24	337,090.24
218	MAYORS COMPUTER	$ 2,000.00	$ 1,800.00	200.00	$ 1,220.50	1,420.50
219	COURT INDIGENT DRIVER ALCOHOL	$ 100.00	$ -	0.00	$ 849.00	849.00
225	STATE TAX-OBBS-BUILDING DEPARTMENT	$ 1,000.00	$ 600.00	400.00	$ 809.24	1,209.24
250	CARES ACT CUYAHOGA COUNTY	$ -	$ -	0.00	$ 736.05	736.05
251	OPIOID SETTLEMENT	$ 3,000.00	$ -	3,000.00	$ 19,095.98	22,095.98
252	ARPA COMMUNITY GRANT FUND CUYAHOGA COUNTY	$ -	$ -	0.00	$ 257,395.28	257,395.28
301	G.O. BOND RETIREMENT FUND	$ 1,767,376.00	$ 1,396,000.00	371,376.00	$ 99.50	371,475.50
401	GENERAL CAPITAL IMPROVE. FUND	$ 576,000.00	$ 441,645.00	134,355.00	$ 108.85	134,463.85
402	TIF-SWIFT FILTERS	$ 2,200.00	$ 10,000.00	(7,800.00)	$ 7,805.49	5.49
403	TIF-MAINES W&D OAKWOOD	$ 2,300.00	$ 25,000.00	(22,700.00)	$ 23,401.11	701.11
404	TIF-THERMO	$ -	$ 7,097.00	(7,097.00)	$ 7,185.05	88.05
405	TIF-FAMILY DOLLAR	$ 13,600.00	$ 61,400.00	(47,800.00)	$ 47,861.75	61.75
406	TIF-OAKWOOD HOSPITALITY	$ 12,638.00	$ 33,900.00	(21,262.00)	$ 21,309.07	47.07
407	TIF-COMMUNITY CARE	$ 13,508.00	$ 22,000.00	(8,492.00)	$ 47,782.85	39,290.85
408	TIF-BUCKEYE DEVELOPMENT	$ 4,203.00	$ 17,478.00	(13,275.00)	$ 13,292.91	17.91
409	TIF- DUNKIN	$ 25,600.00	$ 39,000.00	(13,400.00)	$ 25,692.11	12,292.11
410	TIF-PETTITI	$ 9,600.00	$ 19,038.00	(9,438.00)	$ 9,652.11	214.11
411	TIF OAK CENTER (MCBEE)	$ 24,600.00	$ 35,234.00	(10,634.00)	$ 24,688.54	14,054.54
412	77 MEDUSA(VET CENTER)	$ 3,500.00	$ 3,481.00	19.00	$ -	19.00
501	S. A. BOND RETIREMENT	$ 118,000.00	$ 112,600.00	5,400.00	$ -	5,400.00
602	SANITARY SEWER REVENUE FUND	$ 430,000.00	$ 123,800.00	306,200.00	$ 11,425.32	317,625.32
801	MAINTENANCE BOND DEPOSIT FUND	$ 15,000.00	$ 5,000.00	10,000.00	$ 36,697.66	46,697.66
803	SENIOR CENTER RENTAL FUND	$ 23,500.00	$ 15,000.00	8,500.00	$ 290.98	8,790.98
804	MEADOWS HOMEOWNER INC.	$ -	$ 825.00	(825.00)	$ 825.20	0.20
805	P.C. DEPOSIT FUND	$ 2,000.00	$ 1,620.00	380.00	$ 1,627.81	2,007.81
806	CLEARING FUND	$ 1,000.00	$ 4,998.00	(3,998.00)	$ 12,123.49	8,125.49
	TOTAL ALL FUNDS	$ 16,567,988.46	$ 15,403,931.00	1,163,957.46	$ 1,440,901.18	2,604,858.64

2026 -WS-82

INTRODUCED BY MAYOR

A RESOLUTION AUTHORIZING THE VILLAGE OF OAKWOOD TO RECEIVE REAL PROPERT TAX ADVANCES FOR TAX YEAR 2026 COLLECTION YEAR 2027 FROM THE CUYAHOGA COUNTY FISCAL OFFICER, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Oakwood (the "Village") requires funds to operate and it is the desire of this Council to request payment by the Auditor and Treasurer of Cuyahoga County, Ohio of all such funds as are in the County Treasury applicable to the accounts of the City, in accordance with the terms of Section 321.34 of the Ohio Revised Code; and

WHEREAS, taxing authorities wishing to receive tax advances in 2027 must submit a resolution to the Cuyahoga County Budget Commission no later than December 31, 2026.

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. The Fiscal Officer of Cuyahoga County is hereby requested to draw a draft(s) to the Director of Finance of the Village regarding any money that may be in the Cuyahoga County Treasury to the accounts of the Village and lawfully applicable to the purpose of the current 2026 Fiscal Year for the Village. This shall be deemed to be a request for advance payment in accordance with Section 321.34 of the Ohio Revised Code.

SECTION 2. The Clerk of Council is hereby directed to certify a copy of this Resolution to the Budget Commission of Cuyahoga County.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting on the date indicated below, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the Village needs to submit this request prior to December 31, 2026, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Resolution shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____ _____

Eloise Hardin, President of Council

_____

Carol Jackson, Clerk of Council

Presented to the
Mayor _____

Approved: _____

_____

Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Resolution No. 2026 – [] was duly and regularly passed by this Council at the meeting held on the _____ day of _____, 2026.

_____

Carol Jackson, Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Resolution No. 2026- [] was duly posted on the _____ day of _____, 2026, and will remain posted in accordance with the Village Charter.

_____

Carol Jackson, Clerk of Council

2026 – WS- 83

INTRODUCED BY MAYOR

AN ORDINANCE AUTHORIZING THE VILLAGE OF OAKWOOD TO ENTER INTO A SERVICE AGREEMENT WITH CITIZENSERVE IN AN AMOUNT NOT TO EXCEED TWENTY-SIX THOUSAND DOLLARS ($26,000), AND DECLARING AN EMERGENCY.

WHEREAS, the Administration, after due consideration, recommends that the Village of Oakwood ("Village") enter into a Service Agreement with Online Solutions LLC ("Citizenserve"), to provide software for the Building Department, attached as Exhibit A, and incorporated herein by reference; and

WHEREAS, the Director of Finance has certified, in writing, that the money required from the Village for such expenditures is in the treasury to the credit of the General Fund from which said monies have not been appropriated for any other purpose as reflected in the Certificate attached as Exhibit B.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. This Council does hereby authorize and approve the Service Agreement between the Village of Oakwood and Online Solutions LLC ("Citizenserve"), attached as Exhibit A (the "Agreement").

SECTION 2. The Mayor is hereby authorized and directed to execute the Agreement on behalf of the Village, and the Director of Finance is hereby authorized and directed to make payment to Citizenserve in accordance with the terms of the Agreement in an amount not to exceed twenty-six thousand dollars ($26,000), to be paid from the General Fund.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting on the date indicated below, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the Village needs to ensure continuity of software and begin the software migration process immediately; therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance

shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____ _____
Eloise Hardin, President of Council

_____
Carol Jackson, Clerk of Council

Presented to the
Mayor _____

Approved: _____

_____
Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 – [] was duly and regularly passed by this Council at the meeting held on the _____ day of _____, 2026.

_____
Carol Jackson, Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026- [] was duly posted on the _____ day of _____, 2026, and will remain posted in accordance with the Village Charter.

_____
Carol Jackson, Clerk of Council

Exhibit A

citizenserve

Order Form - 08/26/2026

Account Name: Oakwood (Cuyahoga County), Ohio

Contact Information:

Rod Stephens
rstephens@oakwoodvillageoh.com

Billing Information:

Rod Stephens
rstephens@oakwoodvillageoh.com

Contract Term:

Billing Cycle: Annual
Billing Schedule: Upon Contract Signing
Service Term Starts: 10/01/2026
Service Term Ends: 09/30/2027

Components to be Implemented

☑ Permitting

Fees:

5 User Subscriptions	$2,700.00 per named user per year	$13,500.00
Project Management, Training, and Implementation	$1,500.00 per user	$7,500.00
Data Migrations	iworks	$5,000.00
Integrations and Services	GIS Use of Existing Integration for Cuyahoga County	$0.00
	Use of Existing Payment Provider Integration	$0.00
	Total 1st Year Fees	**$26,000.00**
	Each Additional Year Fees	**$13,500.00**

I authorize Online Solutions, LLC to invoice as per the above information.

Online Solutions, LLC "Citizenserve":

Authorized Signature

Print or Type Name of Signatory

Execution Date

Address: 1101 E. Warner Road, Suite 160
Tempe, AZ 85284

Customer:

Authorized Signature

Print or Type Name of Signatory

Execution Date

Address:

© 2025 Online Solutions, LLC, All rights reserved

citizenserve

SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") between Online Solutions LLC. ("Citizenserve") with its principal place of business 1101 East Warner, Suite 160, Tempe, Arizona 85284 and the Oakwood (Cuyahoga County), Ohio ("Customer") with its principal place of business at , , is made effective as of 10/01/2026 ("Effective Date").

1. ONLINE SOLUTIONS DELIVERY OF SERVICES

Citizenserve grants Customer a non-exclusive, non-transferable, limited subscription to access and use the Citizenserve software-as-a-service (SaaS) platform (the "Service") as described in the Citizenserve Order Form and Statement of Work (SOW), incorporated herein by reference. The subscription term begins on the date specified in the Order Form. On this date Citizenserve's responsibilities begin regarding providing support services, infrastructure, backing up data, security, and performing setup and configuration. Implementation and go-live timelines depend on Customer's availability, responsiveness, and priorities. Both parties will collaborate in good faith, as outlined in the SOW, to achieve a successful migration from legacy systems and meet Customer's objectives.

2. OWNERSHIP

Customer acknowledges that it receives only a limited subscription to use the Service and associated documentation, with no ownership or title to the Software or Service, which remains with Citizenserve. Customer may use the Software and Service solely for its operations and may not lease, rent, or provide access to third parties without Citizenserve's prior written consent. All Customer data remains owned by Customer.

3. DATA MIGRATION

For implementations requiring the migration of legacy data, Citizenserve staff will perform the data migration by module/function. The Customer's team members will review and test the migrated data and provide written feedback on any errors or required changes; updates will be made to the migration script as needed. It is **critical** that the Customer's team put in the time and effort to thoroughly review the data migration and identify any issues before go live so that corrections can be made to the migration script. The data migration import can be modified and run as many times as needed prior to go live to ensure the accuracy of imported data during this phase. Once the data migration script has been run in production for go live, no additional changes can be made to the migrated data.

4. SERVICE LEVELS AND SUPPORT

Citizenserve will use commercially reasonable efforts to maintain the Service and Authorized website(s) availability and performance, consistent with industry standards for SaaS platforms serving local governments. Support will be provided during normal business hours (Monday–Friday, 8:00 AM–5:00 PM MST) via the Citizenserve Support Center, with response times of one hour for standard requests and 15 minutes for urgent requests.

Disclaimer: The Service is provided "as is."I Citizenserve does not warrant that the Service will be uninterrupted or error-free but will address issues promptly in accordance with the SOW.

5. ADDITION OF NEW USERS

New users added by Customer before the renewal date will be prorated to the term of the subscription at the current subscription rate. Setup costs may be applied for each new user.

Customer must notify Citizenserve of any user additions that result in a user count that is higher than Customer's subscription. If Customer adds new users and goes over the number of users specified in their subscription, Citizenserve will invoice Customer for any users above this user count. Setup costs may be applied for each new user.

6. SUBSCRIPTION PRICE INCREASES

Citizenserve applies an annual inflation adjustment to subscription prices each January, calculated as the increase in the Consumer Price Index (CPI) for the preceding twelve months.

© 2025 Online Solutions, LLC, All rights reserved

7. TERMINATION

Either party may terminate this Agreement for material breach with sixty (60) days' written notice, provided the breaching party fails to cure the breach within that period. Customer must submit a termination request by emailing jim@citizenserve.com. If Customer terminates without cause after the subscription term begins, Customer shall pay the remaining balance of the current term, due immediately. Citizenserve may suspend or terminate the Service for non-payment as specified in the Order Form. Upon termination, Citizenserve will provide Customer with an electronic copy of Customer's data upon request, within thirty (30) days. Sections concerning Ownership, Confidentiality, Liability, Taxes, and Miscellaneous shall survive termination.

8. CONFIDENTIALITY

Each party agrees to protect the other's confidential information, including proprietary materials, trade secrets, and non-public data, acquired under this Agreement. Confidential information shall not be disclosed except as required by law (e.g., public records requests under applicable state law) or as necessary to perform under this Agreement. Citizenserve will ensure its contractors maintain confidentiality of Customer's data. Customer acknowledges that the Service contains Citizenserve's trade secrets and will take reasonable measures to prevent unauthorized access.

9. DATA PRIVACY AND USAGE

9.1 CUSTOMER DATA OWNERSHIP

Customer retains ownership of all data uploaded, inputted, or generated through the Service ("Customer Data"). Citizenserve will not use Customer Data except as necessary to provide the Service or as permitted under this Agreement.

9.2 AI AND SERVICE IMPROVEMENT

Customer grants Citizenserve a non-exclusive, worldwide, royalty-free license to use anonymized or aggregated Customer Data for developing and improving artificial intelligence (AI) models, machine learning algorithms, and Service enhancements, such as predictive analytics and automation. Citizenserve will anonymize or aggregate Customer Data to the extent practicable to minimize the risk of identification of individuals or entities, in compliance with applicable laws, including the General Data Protection Regulation (GDPR) (if applicable), California Consumer Privacy Act (CCPA), and state public records laws. Customer may opt out of AI data usage by emailing jim@citizenserve.com. Opting out may limit access to AI-driven features (e.g., predictive analytics, automated workflows).

9.3 SENDING OF BULK EMAILS

Citizenserve can be configured to send emails on behalf of Customer. Customer has the option of sending emails configured as the Citizenserve email domain (no-reply@citizenserve.com or customername@citizenserve.com) or configured as Customer's email domain (e.g., employeename@customerdomain.gov). Major email providers require proper authentication of senders to prevent emails from being flagged as spam, which risks outright rejection of the emails or automatic delivery to the recipient's spam folder. If Customer elects to send emails configured from Citizenserve's email domain, no action is required by Customer to remain in compliance. If Customer elects to send emails configured from Customer's email domain, Customer must take all three of the following actions to meet the requirements of major email providers:

1. Implement or update the Sender Policy Framework (SPF) protocol to include a valid Citizenserve record. Citizenserve will assist you with this configuration.
2. Implement or update the Domain Keys Identified Mail (DKIM) protocol to include a valid Citizenserve record. Citizenserve will assist you with this configuration.
3. Implement the Domain-based Message Authentication, Reporting & Conformance (DMARC) protocol. Customer must publish a valid DMARC policy.

10. TAXES

Customer is responsible for all applicable taxes, including sales, use, or value-added taxes, arising from the subscription, except for taxes based on Citizenserve's net income. Customer shall provide valid tax exemption certificates, if applicable, prior to the Effective Date. If exemption documentation is not provided, Citizenserve may invoice Customer for applicable taxes, which Customer agrees to pay promptly. Customer shall indemnify Citizenserve against liabilities arising from Customer's failure to pay or properly claim tax exemptions.

© 2025 Online Solutions, LLC, All rights reserved

11. NO THIRD-PARTY BENEFICIARIES

This Agreement is solely for the benefit of Citizenserve and Customer and does not confer rights or benefits on any third party.

12. ACCEPTABLE USE

Customer shall use the Service solely for lawful purposes in compliance with applicable federal, state, and local laws, including public sector regulations. Citizenserve may request Customer to restrict access to the Service by any user engaging in misuse, and Customer shall comply promptly unless the misuse is corrected.

13. MISCELLANEOUS

13.1 GOVERNING LAW

This Agreement is governed by the laws of the State of Ohio, without regard to conflict of law principles.

13.2 ASSIGNMENT

Neither party may assign this Agreement without the other's prior written consent, except that Customer may assign it to a successor governmental entity with notice to Citizenserve.

13.3 ENTIRE AGREEMENT

This Agreement, including the Order Form and SOW, constitutes the entire agreement between the parties and supersedes all prior agreements. Amendments must be in writing and signed by both parties.

13.4 PUBLIC RECORDS

Citizenserve acknowledges that Customer, as a governmental entity, may be subject to public records laws. Citizenserve will cooperate with Customer to comply with such laws, including providing data in a format suitable for public disclosure, if requested.

14. ACCEPTANCE

By signing below, the authorized representatives of Customer and Citizenserve agree to the terms of this Agreement, effective as of the Effective Date.

	Online Solutions, LLC "Citizenserve"	**Customer: "Customer"**
Date:	_____	Date: _____
Signature:	_____	Signature: _____
Name:	Jim Garvey	Print Name: _____
Title:	Manager	Title: _____

© 2025 Online Solutions, LLC, All rights reserved

CITIZENSERVE STATEMENT OF WORK

This Statement of Work (SOW) defines the services and deliverables that Citizenserve provide Customer. All services will be conducted remotely.

Implementation Method. Citizenserve will use an agile methodology to engage in the implementation.

Completion of the Setup Checklist. The Citizenserve account manager will provide a Setup Checklist of supporting documentation that will be required to begin the setup. The supporting documentation typically includes items like copies of permit and license applications, fee structures, notices, forms, etc. Customer team will work to gather all the documentation and information included in the Setup Checklist.

Project Kickoff. The project kickoff meeting includes the key Customer and Citizenserve team members. The Citizenserve implementation manager will work with the Customer's project manager to develop the agenda and PowerPoint presentation for the kickoff meeting. Key components of the project will be discussed including roles, responsibilities, timeline, and objectives. The Citizenserve implementation manager will provide a report summarizing the meeting and assigning action items.

System Walkthroughs. A weekly meeting will be scheduled with the customer team and the implementation manager. The Citizenserve implementation manager will familiarize the Customer's team members on Citizenserve at the beginning of the walkthroughs to enable the team to make informed decisions on configurations and workflows. During the walkthrough meetings, the team will review each area of the system and make a list of changes or additions. In the days before the next meeting, the Customer team will get "hands on" with Citizenserve, trying out the new configurations, running new reports, and identifying any needed changes. The walkthroughs and the hands-on practice make up an iterative process that allows Customer to clarify or improve upon existing processes and configure Citizenserve to support those processes.

The weekly walkthroughs are held with customer staff who are familiar with the Customer's business processes and associated requirements for configurations, workflows, and reporting. It is critical that the staff who attend the meetings have the knowledge and experience required to provide accurate requirements; we therefore will not conduct the walkthroughs with a surrogate such as a consultant or contractor. If the Customer's subject matter expert staff are not available, we will postpone the walkthroughs until the staff members have availability to attend the meetings and complete assignments before the next meeting.

Data Migration. Citizenserve staff will perform the data migration by module/function. Once the setup for a module is nearly complete and the Customer has delivered to Citizenserve the data to be migrated, Citizenserve will begin creating programs to convert and import the related Customer data. This process cannot take place until all custom fields for the module that are related to a legacy system have been identified and configured in Citizenserve.

The Customer's team members will review and test the migrated data and provide written feedback on any errors or required changes; updates will be made to the migration script as needed. It is **critical** that the Customer's team put in the time and effort to thoroughly review the data migration and identify any issues before go live so that corrections can be made to the migration script. The data migration import can be modified and run as many times as needed prior to go live to ensure the accuracy of imported data during this phase. Once the data migration script has been run in production for go live, no additional changes can be made to the migrated data.

Integration. The requirements for the configurations of the integrations will be gathered during the weekly walkthroughs. The Citizenserve system architect will develop the scripts for the integration points on the Citizenserve side (development of code to export data from or accept data into Citizenserve); if an API is not available, the Customer's technical resources will be responsible for developing the code to export data to Citizenserve or accept data from Citizenserve. The Customer's team will test the data exchanged between Citizenserve and the external systems and will provide feedback on needed changes.

Training. Prior to go live, staff members will be trained online in small groups. Training will be conducted via web conferencing in small groups. The web conferences used for training can be recorded and edited for later viewing. Each training session will focus on a specific group's core job responsibilities. Most users will attend one or two training sessions that last up to four hours; additional one-on-one training sessions can be scheduled as needed.

Go Live. Final data will be provided on a Friday afternoon. Over the weekend all test data will be removed from the system and the legacy data will be converted.

Ongoing Support. The weekly walkthrough meetings will continue for 2-4 weeks after go live to identify any issues or changes needed.

After go live, users can request support for any needs or questions through the Citizenserve support center. Response time to a support request is within one hour; urgent requests receive a response within 15 minutes.

© 2025 Online Solutions, LLC, All rights reserved

citizenserve®

Appendix A - Citizenserve existing payment processors

PAYMENT PROCESSOR	OPTIONS AVAILABLE				
	Credit Cards	Checks	Payments on Permits & Licenses	Payments on Activities	Single payment for multiple items (permits, licenses, activities, etc.)
Citizenserve/Fiserv	Yes	Yes	Yes	Yes	Yes
ACI Universal - CoBrand+ API With Postback	Yes	Yes	Yes	Yes	Yes*
Authorize.net - REST API	Yes	Yes	Yes	Yes	Yes*
Hancock Whitney Transactis BIQ SHO Version 7.0	Yes	No	Yes	No	No
Bluefin PayConex QSAPI3.8	Yes	Yes	Yes	No	No
City Hall Systems Secure Pay eCart API	Yes	Yes	Yes	No	No
Civitek WPS Paynow	Yes	Yes	Yes	Yes	No
Converge - "Key Value" Pair API dated Nov-2014	Yes	Yes	Yes	No	Only for Permits/Licenses
CyberSource Simple Order API	Yes	Yes	Yes	Yes	Yes
EGov Strategies LLC Rest API	Yes	Yes	Yes	No	No
HP ETS Money Ver 3.0	Yes	No	Yes	No	Yes*
Forte Web Services V3	Yes	Yes	Yes	Yes	Yes*
AllPaid.Com GovPayNet - Web Services API 1.8	Yes	No	Yes	No	No
Heartland Bolletta Pay	Yes	Yes	Yes	No	Only for Permits/Licenses
InvoiceCloud Web Services V2	Yes	Yes	Yes	Yes	Yes*
JetPay Magic REST API	Yes	Yes	Yes	No	No
Kubra EZ-Pay	Yes	Yes	Yes	No	No
MuniciPay - Form POST	Yes	Yes	Yes	No	No
NIC Inc - Common Checkout Page (CCP)	Yes	Yes	Yes	No	Only for Permits/Licenses
OpenEdge Host Pay ver1.0	Yes	Yes	Yes	No	Only for Permits/Licenses
HP Paybill web services v4.0	Yes	No	Yes	No	Only for Permits/Licenses
First Billing Payeezy ver1.1 - Hosted Page	Yes	Yes	Yes	No	No
Paya Payconnect - REST API	Yes	Yes	Yes	No	No
Paymentus Web Services Payment API	Yes	Yes	Yes	Yes	Yes*
Paypal PayFlow Pro API	Yes	Yes	Yes	Yes	No
Point and Pay API3.2.8	Yes	Yes	Yes	No	Only for Permits/Licenses
PlugnPay - Iframe Hosted Page Solution	Yes	No	Yes	No	Only for Permits/Licenses
Payment Services Network PSN Auto Auth API	Yes	Yes	Yes	No	No
Unibank RTI v2.0 (unibank)	Yes	Yes	Yes	No	Only for Permits/Licenses
Value Payment Systems REST API (VPS)	Yes	Yes	Yes	No	No
XPRESS BILL PAY Secure API	Yes	Yes	Yes	Yes	Yes*

*Currently this integration allows a single payment for multiple permits and licenses only, activities are not included. We can add this to the integration at no cost, however, additional time may be required to include the multiple payments on activities option.

© 2025 Online Solutions, LLC, All rights reserved

the village of Oakwood

November 20, 2026

HEREAS, the Director of Finance has certified, in writing, that the money required from the Village for such expenditures is in the treasury to the credit of the General Fund from which said monies have been appropriated for any other purpose as reflected in the Certificate attached as Exhibit B.

Pam Keener

Pamela Keener

Interim Finance Director

VILLAGE OF OAKWOOD

COUNCIL MEETING

Tuesday, November 24, 2026

7:00 PM

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance**
3. **Roll Call**

Council President -Eloise Hardin	Mayor -Erica L Nikolic
President Pro Tem -Deb Hladky	Law Director- Brendan Heil
Ward 1 Council -Taunya Scruggs	Finance Director -Pamela Keener
Ward 2 Council -Yvonne Evans-Warren	Service -Tom Haba
Ward 3 Council -Paggie Matlock	Fire Chief -Dave Tapp/Capt. Brian Dirocco
Ward 4 Council -Mary Davis	Building Dept Mgr. – Rodney Stephens
Ward 5 Council -Malcolm Sims, Jr.	Engineer -Matt Jones
	Recreation -Karen Gaither
	Police Chief – John Freeman
	Police Captain- Cameron Reed

4. **Minutes**
   - **A.** Council to Approve Meeting Minutes for (4 meetings), September 15th Finance, Sept. 18th Special Mtg and Sept. 22nd WS and Council

5. **Correspondence- Clerks Office**

6. **Departmental Reports**

MAYOR – ERICA NIKOLIC	FIRE CHIEF-DAVE TAPP
LAW DIRECTOR-BRENDAN HEIL	BLDG DEPT. MGR-RODNEY STEPHENS
FINANCE DIR.-PAMELA KEENER	SERVICE-TOM HABA
POLICE CHIEF-JOHN FREEMAN	ENGINEER-MATT JONES
POLICE CAPTAIN-CAMERON REED	RECREATION-KAREN GAITHER

7. **Ward Reports & Committee Reports**

8. **Open Floor Comments from the Village Residents** (comments in general- please state your name, address, and you wish to discuss for the record. Please limit your comments to five (5) minutes. Thank you. Please sign in to speak.)

9. **Legislation**

2026-105 Introduced by Mayor 1st read 11/10/2026 2nd read 11/24/2026	**AN RESOLUTION ACCEPTING DONATIONS IN THE AMOUNT OF $17,000 FROM DONORS FOR THE VILLAGES 75TH ANNIVERSARY EVENT, AND DECLARING AN EMERGENCY (EXHIBIT A)**
2026-106 Introduced by Mayor and Council as a Whole 1st read 11/10/2026 2nd read 11/12/2026 Tabled on 11/16/2026	**A RESOLUTION APPROVING THE APPOINTMENT OF JOHN FREEMAN TO THE POSITION OF POLICE CHIEF AND DECLARING AN EMERGENCY**
2026-108 Introduced by Mayor 1st read on 11/10/2026 Tabled on 11/12/2026	**AN ORDINANCE REVISING AND REPLACING THE SALARY RANGES FOR VARIOUS POSITIONS OF THE VILLAGE OF OAKWOOD, AND DECLARING AN EMERGENCY**

10. Discussions

11. Adjournment

RESOLUTION 2026 - 105

INTRODUCED BY MAYOR

A RESOLUTION ACCEPTING DONATIONS IN THE AMOUNT OF $17,000 FROM DONORS FOR THE VILLAGES 75TH ANNIVERSARY EVENT, AND DECLARING AN EMERGENCY.

WHEREAS, the Village identified a need for sponsors for the Village's 75th Anniversary Event; and

WHEREAS, the Village under R.C. 9.28 is authorized to accept donations of property or funds for public purposes; and

WHEREAS, the donors list in **Exhibit A** made donations in the amount of $17,000 for use in connection with Village programming and events.

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. Council for the Village of Oakwood, Cuyahoga County, Ohio, hereby authorizes the Mayor to accept the donations listed in **Exhibit A**, attached hereto and incorporated herein.

SECTION 2. On behalf of the Village this Council thanks these donors for their contributions to the Village.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting on the date indicated below, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the Village needs to immediately include these funds in the available budget, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Resolution shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____ _____
Eloise Hardin, President of Council

_____
Carol Jackson, Clerk of Council

Presented to the
Mayor _____

Approved: _____

_____
Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Resolution No. 2026 – 105 was duly and regularly passed by this Council at the meeting held on the _____ day of _____, 2026.

_____
Carol Jackson, Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Resolution No. 2026- 105 was duly posted on the _____ day of _____, 2026, and will remain posted in accordance with the Village Charter.

_____
Carol Jackson, Clerk of Council

Exhibit A

75th Anniversary Sponsors	Amount Donated
Rome Missionary Baptist Church	$500
Hampton Inn & Suites	$5,000
Petitti Garden Center	$5,000
Chagrin Valley Engineering, Ltd	$3,000
Levin Furniture & Mattress	$1,000
The Joseph Tartabini Sr. Family	$1,000
Harjan, Inc.	$500
Northeast Auto Sale	$500
Dengensha America Corporation	$500
	Total: $17,000

RESOLUTION NO. 2026-106

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

A RESOLUTION APPROVING THE APPOINTMENT OF JOHN FREEMAN TO THE POSITION OF POLICE CHIEF AND DECLARING AN EMERGENCY

WHEREAS, the Police Chief, Mark A. Garrett retired effective October 16, 2026; and,

WHEREAS, pursuant to Charter Section 9.09 the Mayor is appointing Captain John Freeman to the position of Police Chief and that appointment is subject to the approval of this Council; and,

WHEREAS, this Council seeks to confirm the appointment of John Freeman to the position of Police Chief pursuant to Charter Section 9.09.

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio:

SECTION 1. That this Council hereby approves the appointment of John Freeman to the position of Police Chief as provided by Oakwood Charter Section 9.09.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that it is critical to the daily operations of the Village and the Village is required under the Charter to have a Police Chief, therefore, provided it receives two-thirds (⅔) of the vote of all members of Council elected thereto, said Resolution shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED:_____ _____
Eloise Hardin, President of Council

_____
Carol Jackson Clerk of Council

Presented to the
Mayor _____

Approved: _____

_____
Mayor, Erica Nikolic

2026-WS-78 becomes Resolution No. 2026-106

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Resolution No. 2026 -106 was duly and regularly passed by this Council at the meeting held on the _____ day of _____, 2026.

_____

Carol Jackson Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Resolution No. 2026 - 106 was duly posted on the _____ day of _____, 2026, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers in the locations and manner provided in the Village Charter.

_____
Carol Jackson Clerk of Council

DATED: _____

ORDINANCE 2026 - 108

INTRODUCED BY MAYOR

AN ORDINANCE REVISING AND REPLACING THE SALARY RANGES FOR VARIOUS POSITIONS OF THE VILLAGE OF OAKWOOD, AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary for Council to review salary ranges from time to time for employment positions within the Village; and

WHERAS, employee compensation shall not excess the authorized salary ordinance maximum pay range.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. This positions of employment and the schedule of compensation for employees of the Village of Oakwood shall be as listed in Exhibit A, attached hereto and incorporated herein. To the extent the pay range in Exhibit A differs from previous salary ordinances those pay ranges are repealed and replaced in accordance with this Ordinance.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting on the date indicated below, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that salary ranges need to be updated to provide for past due raises for employees, and provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____

_____

Eloise Hardin, President of Council

_____
Carol Jackson, Clerk of Council

Presented to the
Mayor _____

Approved: _____

_____
Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 – 108 was duly and regularly passed by this Council at the meeting held on the _____ day of _____, 2026.

_____
Carol Jackson, Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026- 108 was duly posted on the _____ day of _____, 2026, and will remain posted in accordance with the Village Charter.

_____
Carol Jackson, Clerk of Council

AMENDED

Exhibit A

OAKWOOD VILLAGE, OH

2026 DRAFT SALARY SCHEDULE

	Current Salary Range		2026 Adjusted Range		Percent Change	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Council Employee						
Clerk of Council	$ 15.77	$ 19.77	$ 17.00	$ 22.00	7.80%	11.28%
Interim Assistant Clerk of Council	$ 15.77	$ 19.77	$ 17.00	$ 22.00	7.80%	11.28%
Administration Full-Time Salary Employee						
Executive Assistant to Mayor	$ 55,000.00	$ 68,250.00	$ 58,000.00	$ 68,250.00	5.45%	0.00%
Administration Assistant			$ 37,440.00	$ 45,000.00	N/A	N/A
Finance Director	$ 82,000.00	$ 92,435.20	$ 85,000.00	$ 108,150.00	3.66%	17.00%
Fire Chief	$ 85,774.00	$ 91,000.00	$ 95,000.00	$ 105,000.00	10.76%	15.38%
Service Director Public Service/Properties	$ 90,542.40	$ 95,069.52	$ 92,000.00	$ 102,000.00	1.61%	7.29%
Recreation Commissioner	$ 49,000.00	$ 56,784.00	$ 75,000.00	$ 92,000.00	53.06%	62.02%
Administrative Job (Part-Time)						
Chief Building Official	$ 40,000.00	$ 43,938.96	$ 41,000.00	$ 51,000.00	2.50%	16.07%
Fire Chief	$ 42,887.00	$ 45,031.35	$ 44,174.00	$ 54,174.00	3.00%	20.30%
Recreation Commissioner	$ 23.55	$ 27.30	$ 24.00	$ 34.00	1.91%	24.54%
Building Department (Full-Time)						
Building Department Secretary	$ 21.66	$ 22.74	$ 22.00	$ 26.00	1.57%	14.34%
Housing Inspector-Building	$ 17.52	$ 40.00	$ 18.00	$ 40.00	2.74%	0.00%
Office Manager/Executive Secretary Building	$ 20.58	$ 21.66	$ 28.00	$ 39.00	36.05%	80.06%
Finance Department (Full-Time)						
Assistant Finance Director			$ 75,000.00	$ 95,000.00	N/A	N/A
Accounts Payable (Sr. Accounting Specialist)	$ 19.23	$ 20.19	$ 25.00	$ 35.00	30.01%	73.35%
Payroll Specialist (Payroll/HR Specialist)	$ 24.04	$ 25.24	$ 24.00	$ 32.00	-0.17%	26.78%
Finance Specialist (Account Specialist)	$ 21.63	$ 22.72	$ 22.00	$ 31.00	1.71%	36.44%
Finance Clerk (Customer Service Specialist)	$ 18.22	$ 19.13	$ 19.00	$ 24.00	4.28%	25.46%
Finance Department (Part-Time)						
Accounts Payable (Sr. Accounting Specialist)						
Payroll Specialist (Payroll/HR Specialist)			$ 25.00	$ 35.00	N/A	N/A
Finance Specialist (Account Specialist)			$ 23.00	$ 32.00	N/A	N/A
Mayor's Court (Full-Time)						
Chief Deputy Clerk of Courts	$ 23.67	$ 24.85	$ 24.00	$ 34.00	1.39%	36.82%
Clerk of Mayors' Court	$ 24.94	$ 26.19	$ 26.00	$ 36.00	4.25%	37.46%
Recreation Department						
Recreation Assistant	$ 12.36	$ 12.98	$ 13.00	$ 16.00	5.18%	23.27%
Recreation Commission Secretary	$ 20.00		$ 21.00	$ 24.00	5.00%	
Summer Camp Counselor	$ 13.00	$ 15.00	$ 13.00	$ 15.00	0.00%	0.00%
Summer Camp Supervisor	$ 16.00	$ 16.80	$ 16.00	$ 17.00	0.00%	1.19%
Police Department (Full-Time)						
Administrative Assistant	$ 23.67	$ 24.85	$ 24.00	$ 34.00	1.39%	36.82%
Police Department (Part-Time)						
Auxiliary Police	$ 16.50	$ 17.33	$ 17.00	$ 24.00	3.03%	38.49%
Service Department (Full-Time)						
Foreman	$ 26.58	$ 27.91	$ 27.00	$ 34.00	1.58%	21.82%
General Laborer Service Worker Level	$ 25.50	$ 26.77	$ 26.00	$ 33.00	1.96%	23.27%
Service Department (Part-Time)						
Custodian	$ 16.81	$ 17.65	$ 18.00	$ 21.00	7.08%	18.98%
Labor Service Worker	$ 25.00		$ 18.00	$ 26.00	-28.00%	
Mechanic	$ 17.00	$ 17.85	$ 18.00	$ 24.00	5.88%	34.45%
Senior Van Driver	$ 10.93	$ 11.48	$ 11.00	$ 19.00	0.64%	65.51%
Summer Laborers	$ 15.00	$ 16.71	$ 15.00	$ 18.00	0.00%	7.72%
Traffic Control (Part-Time)						
School Guard	$ 14.02	$ 14.72	$ 15.00	$ 17.00	6.99%	15.49%
Fire Department (Not to Exceed 71 Total)						
Assistant Fire Chief (2)	$ 35.09	$ 36.84	$ 36.00	$ 47.00	2.59%	27.58%

OAKWOOD VILLAGE, OH

2026 DRAFT SALARY SCHEDULE

	Current Salary Range		2026 Adjusted Range		Percent Change	
(Assistant Chiefs, each one works 20 hours per week on average						
Captain	$ 30.38	$ 31.90	$ 31.00	$ 47.00	2.04%	47.34%
**Captain Weekend Differential Rage*	$ 37.98		$ 39.00		2.69%	
Fire Prevention (Monday - Friday Only)	$ 27.62	$ 29.00	$ 29.00	$ 43.00	5.00%	48.28%
Lieutenant	$ 27.62	$ 29.00	$ 29.00	$ 43.00	5.00%	48.28%
**Lt Weekend Differential Rate*	$ 34.53		$ 35.00		1.36%	
Fire Fighter						
**Fire Fighter Weekend Differential Rate*	$ 25.11	$ 26.37	$ 26.00	$ 39.00	3.54%	47.90%
	$ 31.39		$ 32.00		1.94%	
Probationary Fire Fighter (fire 6 months)	$ 20.33	$ 21.35	$ 21.00	$ 27.00	3.30%	26.46%
**Probationary Fire Fighter Weekend Differential Rate*	$ 25.41		$ 26.00		2.32%	

BUILDING DEPARTMENT
REPORT

Inspections & Enforcement:

POS Inspections

23780 High Rd - Pass
23282 High Rd - Fail
26350 Morning Glory - Fail
Exterior evaluations, photo documentation and correction reports

Complaint Inspections:

26285 Broadway - ongoing
Apple Creek # 14,33- complete Trailer 14 was removed
23303 Broadway-ongoing

Planning:

Citizenserve proposed first-year cost
$26,500
Potential grant offset
($10,000)
Citizenserve net after grant
$16,500
iWorQ renewal quote
$7,250
The department has considered implementing Citizenserve while retaining iWorQ until termination costs can be revisited.

OAKWOOD SERVICE DEPARTMENT REPORT

REPORT PERIOD: 10/01/2026 - 10/31/2026

General Maintenance

1-Oct	Cut Wright Playground
	Cut Big Triangle near freeway
	Trim Corners around the Bridges
	Replace donated swings at Wright Playground
2-Oct	Replace donated swings at Wright Playground
3-Oct Sat.	Closed
4-Oct Sun.	Closed
5-Oct	Cut Delinquent lots
	Cut ditches with Flail attachment
6-Oct	Trim Oakhill Park/Parkway
	Trim Broadway
	Water grass planted around Village
12-Oct	Cut Delinquent lots
	Cut Community Center
	Cut Forbes Rd.
13-Oct	Cut Village Hall
	Trim Forbes Rd.
14-Oct	Trim Community Garden
15-Oct	Leaf Vac Village
	Cut Broadway tree lawns
	Cut Forbes Rd.
19-Oct	Cut Guardrails on Access Roads
20-Oct	Leaf Vac Village
	Cut Village Hall
	Cut Triangles
	Cut Playgrounds
21-Oct	Leaf Vac Village
26-Oct	Leaf Vac Village
27-Oct	Leaf Vac Village
28-Oct	Leaf Vac Village
	Cut Forbes Rd.
	Cut Broadway tree lawns
	Cut Delinquent lots
29-Oct	Cut Delinquent lots
	Clean and trim Flower Beds
	Cut Forbes Rd. Tree lawns
	Cut Richmond Rd. tree lawns
30-Oct	Cut Delinquent lots
31-Oct Sat.	Water grass planted around Village

Miscellaneous Services

1-Oct	Drive Senior Van to Winery
	Rearrange Community Center From Town Hall
	Pick up Food For Food Distribution at Community Center
	Assemble signs for Mayors event
2-Oct	Deliver trucks to residents
	Clean Community Center
	Clean Village Hall
	Buy supplies for Municipal Buildings
3-Oct Sat.	Closed
4-Oct Sun.	Closed
5-Oct	Retrieve trucks delivered to residents
	Clean Community Center
	Clean Village Hall
7-Oct	Repair Vandalized Grass at Oakhill Park
	Clean Village Hall
	Clean Community Center
	Work on Baseball Fields at Oakhill Park
8-Oct	Clean Village Hall
	Clean Community Center
	Remove a load of branches and brush from Robertdale Rd.
	Repair Vandalized Grass at Oakhill Park
9-Oct	Clean Village Hall
	Clean Community Center
	Refuel Vehicles
	Water grass at Oakhill Park and Hydrant repairs
10-Oct Sat.	Spray house for bees
	Water grass at Oakhill Park and Hydrant repairs
	Refuel Vehicles
	Deliver trucks to residents
	Trim overhanging branches from around street signs.
11-Oct Sun	Closed
12-Oct	Retrieve trucks delivered to residents
	Clean Village Hall
	Clean Community Center
	Hang nets at Booker Playground
	Sharpen saw blades
	Pick up Donated Picnic tables from Federal Metal
13-Oct	Install speed humps on Booker Ave. and Red fox Trail
	Clean Village Hall
	Clean Community Center
14-Oct	Clean Village Hall
	Clean Community Center
	Place donated picnic tables at Wright Ave.
	Clean Gravel from Road Repair on Alexander at Macedonia

	Refuel Vehicles and Machinery
	Set up Comm. Ctr. For State of the Village
15-Oct	Rearrange Community Center From State of the Village
16-Oct	Deliver trucks to residents
	Remove al dead flowers around the Village
	Clean Community Center
	Clean Village Hall
	Clean Trucks
17-Oct Sat.	Clean Community Center
18-Oct Sun.	Closed
19-Oct	Clean Village Hall
	Clean Community Center
	Retrieve trucks delivered to residents
	Water grass at Oakhill Park and Hydrant repairs
20-Oct	Clean Community Center
	Clean Village Hall
21-Oct	Water grass at Oakhill Park and Hydrant repairs
	Clean Village Hall
	Clean Community Center
22-Oct	Remove tree near Community Garden
	Winterize Roundabout Island
	Winterize Oakhill Park
23-Oct	Clean Community Center
	Clean Village Hall
	Clean Service Dept.
24-Oct Sat.	Closed
25-Oct Sun.	Closed
26-Oct	Clean Village Hall
	Clean Community Center
27-Oct	Water grass at Oakhill Park and Hydrant repairs
	Buy supplies for Municipal Buildings
	Annual Health Department Training and Inspection
30-Oct	Refuel Vehicles and Machinery
31-Oct Sat.	Clean Community Center

Dead Animals

12-Oct	Dead deer on Broadway Ave.
17-Oct	Dead deer on Broadway

Trash and Debris

1-Oct	Pick up Couch and cabinets abandoned on north Lane
	Pick up trash cans on Tryon Rd.
13-Oct	Trash on Broadway Ave

12-Oct	Trash at Booker Playground
17-Oct	Empty Village Owned Trash Cans
31-Oct	Trash on Richmond Rd.
	Empty Village Owned Trash Cans

Oakwood Police Department

Monthly Call Reporting

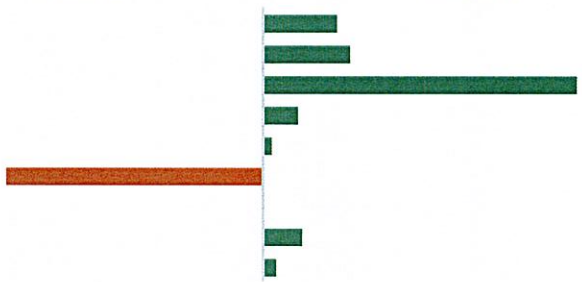
October 18–November 18, 2026

Reporting period	Citations	Charges	Calls	Accidents	Reports	Traffic Stops	Follow-ups	Investigations	Arrests	Incident Reports	Citizen Complaints
Dec. 2025 (reference)	156	221	873	21	8	333	6	17	3	—	—
Oct. 18–Nov. 18	**183**	**254**	**881**	**19**	**20**	**334**	**14**	**42**	**5**	**—**	**—**
September	166	234	809	11	18	393	14	33	2	—	—
August	161	227	857	5	26	380	15	43	2	—	—
July	223	291	980	11	17	479	12	30	0	—	—
June	206	287	1,005	17	15	375	11	32	7	—	—
May	213	305	1,078	12	21	436	34	29	7	—	—
April	206	267	921	17	11	415	11	15	1	—	—
March	243	346	1,010	14	13	502	7	27	1	—	—
February	224	314	988	11	10	468	15	20	2	—	—
January	186	275	1,047	25	18	422	8	23	4	—	—
2026 YTD (periods shown)	**2,011**	**2,800**	**9,576**	**142**	**169**	**4,204**	**141**	**294**	**31**	**—**	**—**

Change from the prior reporting period

Current period compared with the workbook's September totals

Activity	September	Current	Change	% Change
Citations	166	183	**+17**	+10.2%
Charges	234	254	**+20**	+8.5%
Calls	809	881	**+72**	+8.9%
Accidents	11	19	**+8**	+72.7%
Reports	18	20	**+2**	+11.1%
Traffic Stops	393	334	**-59**	-15.0%
Follow-ups	14	14	**0**	0.0%
Investigations	33	42	**+9**	+27.3%
Arrests	2	5	**+3**	+150.0%



Descriptions

Citations	Citations issued for local and state charges
Charges	Total number of charges written. Citations can have multiple charges.
Calls	Calls separate from citations, accidents, and traffic stops, such as noise or animal complaints, welfare checks, DOAs, and mutual aid. These calls are dispatched to officers.
Reports	Additional reports written for incidents needing further detail or a narrative
Traffic Stops	Number of traffic stops initiated by officers. Officers can issue citations or give warnings.
Follow-ups	Follow-up calls initiated by officers
Investigations	Investigations done by the Detective Bureau for reported cases such as theft, domestic violence, abuse, juveniles, and assault
Incident Reports	Detailed reports written for cases or charges, typically required for court cases
Arrests	Number of people arrested and taken to jail

Incident Reports and Citizen Complaints were not supplied and are shown as —. December is shown for reference only and is excluded from 2026 YTD.

Please see below for the **Fire Department** report for November 24.

Emergency Responses The Fire Department has responded to 2,009 emergency calls year-to-date and is currently on pace to respond to approximately 2,270 calls by the end of the year.

Smoke Alarm Program The Fire Department continues to offer free smoke alarms to residents. Please call 440-232-6695 to schedule an appointment for us to come to your home and install one.

Carbon Monoxide (CO) Alarms We also offer discounted carbon monoxide alarms to residents for just $10 each. Limit one per household.

Space Heater Safety As temperatures drop and residents begin using space heaters, we encourage everyone to follow these important safety guidelines:

- Plug space heaters directly into a wall outlet. Never use an extension cord or power strip.
- Place heaters on a firm, level surface and keep them at least three feet away from anything combustible.
- Never leave a space heater unattended. Only operate it when someone is in the room.

Brian DiRocco

Assistant Fire Chief

24800 Broadway Avenue

Oakwood Village OH 44146

440-232-6695