

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: August 15, 2017

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

August 7, 2017
Date Prepared

Agenda Title: Environmental Commission Meeting of August 2, 2017

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, August 2, 2017 meeting were: Chair, Mr. Wright Gwyn; City Council Representative, Mayor Kate Rousmaniere; Planning Commission Representative, Mr. Bill Snavelly; Mr. Vince Hand, Mr. Jon Ralinovsky, and Mr. Andor Kiss. A quorum was present. Vice-Chair, Ms. Madeline Maurer had previously alerted the Commission of her absence at this meeting. Ms. Suzanne Zazycki, Oxford resident and the Associate Director at Miami University's Institute for the Environment and Sustainability (IES), was also in attendance.

The Minutes from the June 7, 2017 Environmental Commission meeting were approved as presented, with five Commissioners voting for approval and one abstention.

The Commission welcomed Mr. Snavelly to the Environmental Commission. Mr. Snavelly replaces Mr. Robert Bell, who was recently elected as Chair to the Planning Commission.

Ms. Zazycki informed the Commissioners that she had been contacted by Ms. Michelle Boone. Ms. Boone, along with Ms. Sandra Woy-Hazelton and Mr. David Prytherch, were interested in encouraging the City of Oxford to participate in the Global Covenant of Mayors for Climate and Energy (formerly the Compact of Mayors, and earlier, the Mayor's Climate Protection Agreement). Ms. Zazycki was asked to consider utilizing research into participation in the Global Covenant of Mayors for Climate and Energy as an IES graduate student Profession Service Project (PSP) for the 2017-2018 academic year. Ms. Zazycki believes this would be a worthwhile PSP, and inquired if the Environmental Commission would be the client representative for the PSP and establish project goals. By joining the Global Covenant of Mayors for Climate and Energy, a city formally commits that within specified time periods, a greenhouse gas (GHG) emission inventory for the city will be compiled (within the first year), climate hazards that could potentially confront the city are identified (within the first year), reductions of GHG emissions are developed and enacted (within two years), and within three years, an action plan to address climate change mitigation is developed and formally adopted. Afterwards, annual reports of the city's progress on mitigation and the action plan would be required to maintain compliance. After discussion, the Environmental Commission voted on the following motion:

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date
MDT 8/11/17
DRE 8/11/17

Motion:

That the Oxford Environmental Commission will act as a client to an IES graduate students PSP. The PSP will research various requirements of the Global Covenant of Mayors for Climate and Energy – a global coalition of mayors and city officials committed to reducing local GHG emissions. This research will include, but is not limited to, identifying and describing steps necessary for completing a GHG inventory and a matching GHG reduction action plan. Each step would include an estimated timeframe (hours) and the tools necessary for their completion. In addition, the PSP will investigate alternative environmental initiatives that could more easily be completed by smaller communities.

The vote to approve the Motion was unanimous.

Mayor Rousmaniere informed the Commission that City Council had approved the revised Stormwater Management Design Manual, effective August 31, 2017. Council also approved the Red Brick and the Gas Light residential planned developments.

Mr. Snavelly informed the Commission that the Planning Commission's work on the Mile Square rezoning to allow for higher densities nearer to Miami University's campus was being provided to City Council for their consideration. A developer had made a concept discussion presentation to the Planning Commission involving the re-development of the residential area in between East Sycamore Street and Homestead Avenue in the northeastern portion of the Mile Square. The Planning Commission expressed concerns of the proposed re-development's building heights and lack of sufficient parking.

Ms. Maurer had provided Staff with an update regarding her research into a 50/50 matching grant opportunity she had located from "PeopleforBikes" for up to \$10,000 (each) towards projects for bike trails, racks, or lanes. The Commission had intended to utilize the South Locust Street improvements (including dedicated bicycle lanes and turn boxes in the West Spring Street – Fairfield Road to Foxfire Drive area) as the grant project. However, since the South Locust Street improvements are to be completed before the grant award's date of December 1, 2017, the project would not be eligible to apply for the "PeopleforBikes" current grant funding. "PeopleforBikes" has a fall grant cycle that opens December 16, 2017. If there are any city projects relating to bikes taking place during the summer of 2018, they could serve as a project for potential grant funding.

Commissioners discussed potential topics for the Environmental Commission to investigate in the future, with Commissioners volunteering to conduct preliminary research. The future projects suggested included:

Bike share programs/electric bikes (Mr. Ralinovsky);
Electrical vehicle charging stations (Mr. Kiss);
Bicycle grant opportunities (Ms. Maurer);
Campus sidewalks "Bike Lanes" designations – painting/staining program (Mr. Snavelly);
Aquatic Center "LEED" certification;
Improved publicity of the Environmental Commission and environmental efforts in Oxford;
Oxford Environmental Commission Mission Statement review; and
"Shifting Gears" pedestrian and bike lane proposal (adopted by City Council in 2014).

The Commissioners concluded discussion at 8:40 p.m. The Environmental Commission is next scheduled to meet at 7:00 p.m. on September 6, 2017, in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: August 15, 2017

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

August 7, 2017

Date Prepared

Agenda Title: Resolution authorizing the City Manager to waive the fees adopted in the fee Ordinance for the street closures for the 2017 annual Summer Music Festival through the month of September on Thursdays.

Recommendation: n/a

Discussion:

Miami University would like to sponsor extending the summer concerts on Thursdays through the month of September. The university would like this to be a town/gown event that will offer extended opportunities for residents and Miami University students to interact.

The attached Resolution will extend the waiver of fees for the street closures for the 2017 summer concerts through the month of September on Thursdays.

Approved By:

Department Head:
City Manager:

Initial Date

DRE 8/15/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSURES FOR THE 2017 ANNUAL SUMMER MUSIC FESTIVAL THROUGH THE MONTH OF SEPTEMBER ON THURSDAYS.

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

SECTION 1: The Visitors Bureau hereby requests Council's consideration of their request to extend the waiver of fees for the street closures for the 2017 Annual Summer Music Festival through the month of September on Thursdays.

SECTION 2: Council having considered the request determined that the Summer Music Festival is a benefit to the entire community and that waiving the fees for the street closures is in the best interest of the community, hereby authorizes the City Manager to waive the fees for the street closures for the 2017 Annual Summer Music Festival through the month of September on Thursdays.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: August 15, 2017

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

August 4, 2017

Date Prepared

Agenda Title: Legislative Authority Notice - Change of Corporate Stock Ownership for El Burrito Loco, Inc. DBA El Burrito Loco 102 S. Locust Street Oxford, Ohio 45056.

Recommendation: N/A

Discussion: This is a change of Corporate Stock Ownership as indicated above.

The permits are for:

- D1 - Beer only for on premises consumption or in sealed containers for carry out.
- D2 - Wine and mixed beverages for on premises consumption or in sealed containers for carry out.
- D3 - Spirituous liquor for on premises consumption only until 1:00 a.m.
- D6 - Sale of intoxicating liquor on Sunday between the hours of 10:00 a.m. and midnight.

Approved By:

Department Head:
City Manager:

Initial Date

DRE \ 8/11/17

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

24640050010		STCK	EL BURRITO LOCO INC DBA EL BURRITO LOCO 102 S LOCUST ST OXFORD OHIO 45056
PERMIT NUMBER		TYPE	
ISSUE DATE			
05 17 2017			
FILING DATE			
D1 D2 D3 D6			
PERMIT CLASSES			
09	088	A	F18923
TAX DISTRICT		RECEIPT NO.	

FROM 08/03/2017

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO.	

RECEIVED

8-4-17
City of Oxford



MAILED 08/03/2017

RESPONSES MUST BE POSTMARKED NO LATER THAN.

09/05/2017

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES

A STCK 2464005-0010

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF OXFORD CITY COUNCIL
101 E HIGH ST
OXFORD OHIO 45056

For Questions call
(614) 644-3162
Office Hours -
8:00 a.m. - 5:00 p.m.

Ohio Department of Commerce - Division of Liquor Control
6606 Tussing Road, Reynoldsburg, Ohio 43068-9005
<http://www.com.ohio.gov/liq>

OK 1092
\$100



APPLICATION FOR CHANGE OF CORPORATE STOCK OWNERSHIP
PROCESSING FEE \$100.00 CAUTION: ALLOW 10 TO 12 WEEKS FOR PROCESSING

PERMIT HOLDER REQUESTS APPROVAL OF THE DIVISION OF LIQUOR CONTROL OF THE FOLLOWING TRANSFER(S) OF STOCK

Permit Holder Name

Liquor Permit Number(s)

El Burrito Loco, Inc.

24640050010

P-018923

Permit Premises Address

102 S. Locust St., Oxford, OH 45056

Email

Address:

Attorney's Name, Address and Telephone Number (If represented)

Gina M. Dougherty 336 S. High St., Columbus, OH 43215 461-6300

Is Stock Traded on a National Exchange? ☐ YES ☒ NO

If YES, give Name of Exchange and Symbol

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.

SECTION A: PREVIOUS 5% OR MORE STOCKHOLDERS

Name	BIRTHDATE	Social Security Number/FTI#	Number of Shares Issued For Stock Transfer Only (NOT Percentages)
1) Jesus Cuellar	[REDACTED]	[REDACTED]	316.66
2) Juan L. Mata	[REDACTED]	[REDACTED]	633.34
3) Cesareo Barajas	[REDACTED]	[REDACTED]	50
4)			
5)			

SECTION B: REVISED 5% OR MORE STOCKHOLDERS

Name	BIRTHDATE	Social Security Number/FTI#	Number of Shares Issued For Stock Transfer Only (NOT Percentages)
1) Juan L. Mata	[REDACTED]	[REDACTED]	1000
2)			
3)			
4)			
5)			

NOTE: If any Stockholder is a business entity, that entity must list it's federal tax identification number (FTI #) above.

TOTAL NUMBER OF SHARES ISSUED

1000

LIST THE TOP FOUR OFFICERS OF THE CAPTIONED CORPORATION. IF AN OFFICE IS NOT HELD, PLEASE INDICATE BY WRITING "NONE"	Social Security Number	Birthdate
1) CEO/President Juan L. Mata	[REDACTED]	[REDACTED]
2) Vice-President none		
3) Secretary Juan L. Mata	..	..
4) Treasurer ..	..	..

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Council Meeting Of: August 15, 2017

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Sam Perry
Prepared By

August 7, 2017
Date Prepared

HAPC MEETING REPORT – August 2, 2017

HAPC-2017-14, 19 East High Street, Starbucks, new backlit wall sign, Tommy Reed, Atlantic Sign Company, Applicant

The proposed new wall sign is part of a remodel of the existing Starbucks. Oxford Zoning Code only permits signs with flood lighting in the Uptown District. The Board of Zoning Appeals approved a variance for the backlit sign but an approval from HAPC was also needed. A representative of the sign company explained that the reverse lit signs are subtle and appropriate for the historic district context. The Oxford Lane Library uses this type of sign lighting. The Commission discussed the proposal using the Design Guidelines and approved the sign with a vote of 7-0; with the condition that the round logo portion be matte finish.

There were no administrative approvals to report.

Staff reported that a new wall sign for 117 East High Street (The Den) had recently been submitted for review, as follow-up to an enforcement effort. Nothing has been submitted at this time regarding the automatic teller machine in the door.

The regular meeting was followed by an open house to present the draft updated historic building inventory for the Uptown Historic District.

Department Head:
City Attorney:
City Manager:

JHC 8/7/17
DRE 8/11/17

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: Aug 15, 2017

Account Code #: 331.830.52340

Budgeted Amount: \$82,000.00

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

July 19, 2017

Date Prepared

Agenda Title: Land Application of Biosolids from the Wastewater Treatment Plant

Recommendation: Approve

Discussion:

The 2017 Operating Budget includes \$82,000 for various contracted services including the beneficial land application of biosolids from the City's wastewater treatment plant (WWTP).

The City contracted with Synagro Central, LLC. (Synagro) for the removal, transportation, and land application of anaerobically digested biosolids from the WWTP for a two year contract at a rate of \$19.02 per wet ton. This contract allows for two-year extensions of the contract with pricing to be adjusted based on the Consumer Price Index (CPI) for the nearest metro area, in this case, Cincinnati. The CPI has increased 1.013% for this period, therefore a new rate for this contract extension would be \$19.27 per wet ton. The WWTP expects to produce approximately 1500 wet tons of biosolids this year; therefore our expense for this agreement would be approximately \$28,905 annually.

Staff has evaluated other disposal options available to the City including "alternate daily cover" at the Rumpke Sanitary Landfill and thermal oxidation in conjunction with Butler County Department of Environmental Services. At this time, beneficial land application is by far the most economical option for permitted disposal.

This Resolution will authorize the City Manager to extend the City's agreement with Synagro-Central, LLC for the loading, hauling, and land application of biosolids for an amount not to exceed \$28,905 annually. This contract extension would be for a two year period, expiring on May 13, 2019. Staff is not requesting a contingency amount at this time for this contract.

Approved By:

Department Head:

Initial

Date

MBD 7/28/17

City Manager:

DRB 8/17/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AMENDMENT NO. 1 OF THE AGREEMENT WITH SYNAGRO-CENTRAL, LLC FOR THE LOADING, HAULING, AND LAND APPLICATION OF BIOSOLIDS, EXTENDING THE EXPIRATION DATE FROM MAY 14, 2017 TO MAY 13, 2019 AT A COST NOT TO EXCEED \$28,905.00 ANNUALLY.

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

SECTION 1: The City Manager and the Service Director recommend Council authorize the City Manager to sign Amendment No. 1 as set forth on Exhibit "A" attached hereto of the agreement with Synagro-Central, LLC for the loading, hauling, and land application of biosolids, extending the expiration date from May 14, 2017 to May 13, 2019 at a cost not to exceed \$28,905.00 annually.

SECTION 2: Council accepts the recommendation of the City Manager and the Service Director and authorizes the City Manager to sign Amendment No. 1 as set forth on Exhibit "A" attached hereto of the agreement with Synagro-Central, LLC for the loading, hauling, and land application of biosolids, extending the expiration date from May 14, 2017 to May 13, 2019 at a cost not to exceed \$28,905.00 annually.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Amendment #1 to Agreement

Agreement for the Removal, Transportation and Land Application of Anaerobically Digested Cake Biosolids from the City of Oxford, OH Wastewater Treatment Plant

On May 14th, 2015 the Removal, Transportation and Land Application of Anaerobically Digested Cake Biosolids from the City of Oxford, OH Wastewater Treatment Plant (the Contract) was entered into between Synagro Central, LLC (Synagro) and The City of Oxford (Customer).

WHEREAS, Synagro and the Customer desire to further amend the Contract for good and valuable consideration, the receipt of which is hereby acknowledged and parties hereby agree to amend the contract as follows:

1. The term of the contract shall be extended for a period of two (2) years commencing on May 14, 2017 and continuing through May 13, 2019 The Contractor and the Customer further agree that at the end of this term, this Contract may be extended for additional periods as mutually agreed in writing by both parties. Except as modified herein by previous Amendments, and this Amendment, the contract shall remain in effect in full force in accordance with all of the original terms and conditions.
2. Section 2 Contract Price and Payments- Items 2.3 shall be inserted as follows:
2.3 The unit price of \$19.27 per wet ton shall remain in effect for the period of May 14, 2017 through May 13, 2019. The contractor may no more than once per year adjust the price to reflect changes in the consumer price index for the nearest Metro Area (Cincinnati, OH), with no year to exceed five percent in inflation adjustments.

Pricing as of May 14, 2017 will be \$19.27 per wet ton which reflects a 1.013% CPI Calculation Spreadsheet

Current Index - Base Index) * 100
(Base Index) or + 1

Current Index	222.849	2.879	(Current Index - Base Index)
Base Index	219.97	0.013088148	(Sum / Base Index)
		0.013088148	(Sum x 100)
		1.0131	(Sum + 1)(MULTIPLIER BELOW)

	Current		New	
Cost Item 1	\$	19.0200	\$	19.2689

3. Either party may terminate this Agreement upon 30 day prior written notice to the other party.



4. Except as modified herein by and this Amendment, the contract shall remain in effect in full force in accordance with all of the original terms and conditions.

Synagro Central, LLC

By: _____

Signature

Print Name

Title

City of Oxford, OH

By: _____

Signature

Print Name

Title

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire
Originating Department

Council Meeting Of: August 15, 2017

Account Code No. #: 418.152.73111

John Detherage
Prepared By

Budgeted Amount: \$72,000.00

August 7, 2017
Date Prepared

Agenda Title: A Resolution authorizing the purchase three (3) LUCAS Chest Compression Systems

Recommendation: Adopt the Resolution.

Discussion: The 2017 capital equipment budget includes \$72,000.00 for the replacement/upgrade purchase of cardiac monitor/defibrillators for the fire department. Due to the generosity of McCullough-Hyde/Tri-Health and their purchase of four new monitors for the OFD, we would like to repurpose these funds for the purchase of three (3) automated CPR devices. These devices provide quality, consistent CPR to patients suffering from cardiac arrest. Once these units are applied they provide the perfect depth, rate, and chest recoil throughout the event in the field, when transporting the patient, and at the hospital which is impossible with manual CPR due to movement and fatigue of the caregiver.

This project to purchase three LUCAS units and associated accessories from Physio Control has a state contract cost of \$43,333.80.

State of Ohio Contract #800252-2017

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

DRE 8/11/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH PHYSIO-CONTROL, INC. FOR THE PURCHASE OF THREE (3) LUCAS 3.0 CHEST COMPRESSION SYSTEMS AND ASSOCIATED ACCESSORIES AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$43,333.80.

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

SECTION 1: Council hereby authorizes the Fire Department to purchase three (3) Lucas 3.0 Chest Compression Systems and associated accessories at State Contract pricing at a cost not to exceed \$43,333.80.

SECTION 2: The City Manager is hereby authorized to enter into a contract with Physio-Control, Inc. for the purchase of three (3) Lucas 3.0 Chest Compression Systems and associated accessories at State Contract pricing at a cost not to exceed \$43,333.80.

SECTION 3: Funds have been appropriated for the purchase price authorized.

SECTION 4: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



Physio-Control, Inc
11811 Willows Road NE
P.O. Box 97006
Redmond, WA 98073-9706 U.S.A.
www.physio-control.com
tel 800.442.1142
Sales Order fax 800.732.0956
Service Plan fax 800.772.3340

To CITY OF OXFORD FD
Attn: Jay Fields
217 S ELM ST
OXFORD, OH 45056
(513) 523-6324
jfields@cityofoxford.org

Quote Number 00089568
Revision # 1
Created Date 8/1/2017
Sales Consultant Peter Landry
(614) 701-8678
FOB Destination
Terms All quotes subject to credit approval and the following terms and conditions
NET Terms NET 30

Contract State of OH #800252 - 2017

Expiration Date 10/30/2017

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
99576-000043	LUCAS 3.0 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, 2 SUCTION CUPS, 1 RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE,	3.00	15,950.00	-2,871.00	13,079.00	39,237.00
11576-000060	LUCAS Battery Desk-Top Charger	1.00	1,170.00	-234.00	936.00	936.00
11576-000071	LUCAS Power Supply	3.00	371.00	-74.20	296.80	890.40
11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	3.00	712.00	-142.40	569.60	1,708.80
11576-000090	Grip Tape (3-pack), LUCAS Slim Back Plate	3.00	68.00	-13.60	54.40	163.20
11576-000047	LUCAS Disposable Suction Cup (12 pack)	1.00	498.00	-99.60	398.40	398.40

Subtotal USD 43,333.80

Estimated Tax USD 0.00

Estimated Shipping & Handling USD 0.00

Tax will be calculated at time of invoice and is based on the Ship To location where product will be shipped.

Grand Total USD 43,333.80

Pricing Summary Totals

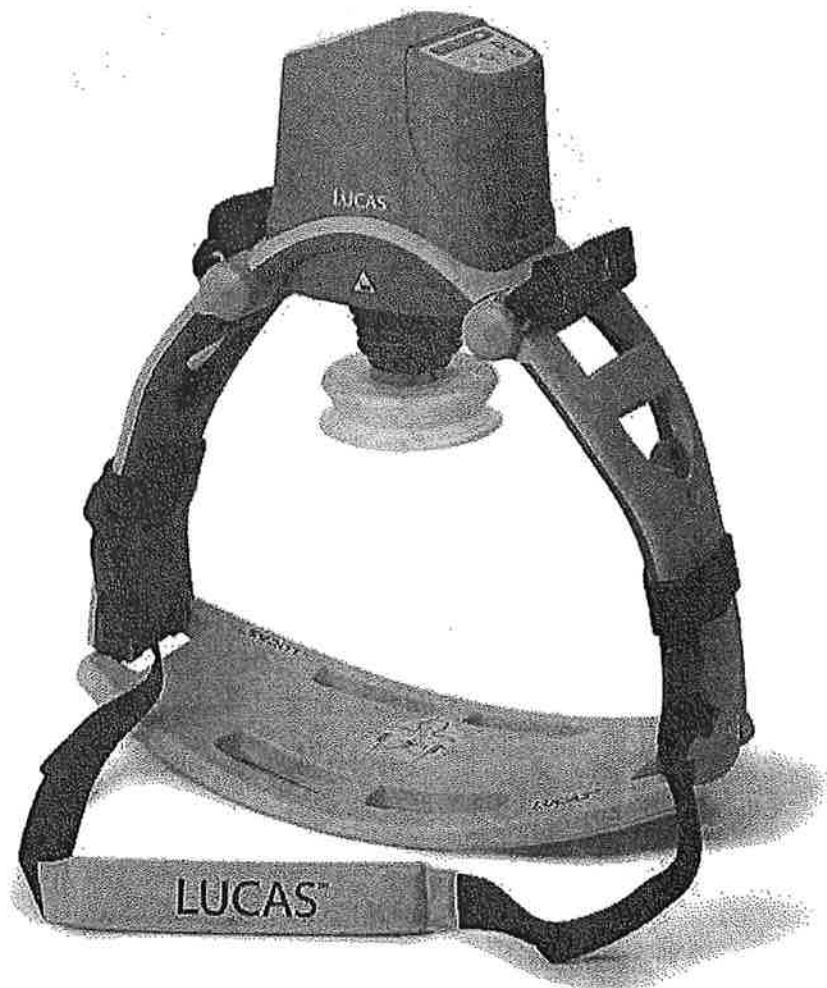
List Price Total USD 52,971.00
Total Contract Discounts Amount USD -9,637.20
Total Discount USD 0.00
Trade In Discounts USD 0.00
Tax + S&H USD 0.00

Quote Number: 00089568



Why choose LUCAS?

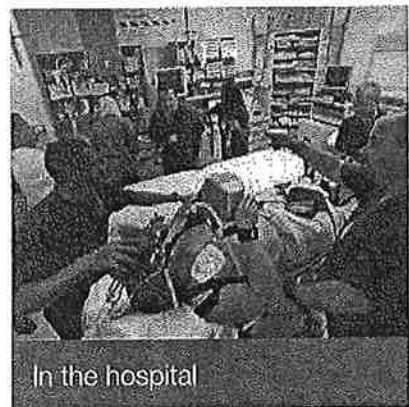
Clinical Overview



LUCAS[®] 2 CHEST COMPRESSION SYSTEM

1

LUCAS delivers effective and consistent chest compressions with a minimum of interruptions.



Better than manual CPR...

LUCAS delivers compressions according to guidelines:

- > 5cm/2" depth
- > 100 compressions per minute
- equal time for compression / decompression
- full chest recoil

LUCAS has shown to **significantly improve quality and increase consistency of compressions** compared to manual CPR, both at the scene, during ambulance or helicopter transportation, as well as in the cath lab setting.¹⁻³

...with less interruptions

In prehospital use, at the scene and during transportation,^{4,5} LUCAS has shown to **significantly increase chest compression fractions** to around 90% compared to manual CPR.

EFFECTIVE

CONSISTENT

UNINTERRUPTED

SAFE

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: August 1, 2017

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

July 21, 2017

Date Prepared

Agenda Title: An Ordinance Amending Ordinance Number 3386 Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio Paid From January 1, 2017 Through December 31, 2017 To Reflect An Additional Two Percent (2%) Wage Increase For Certain Nonunion Employees.

Recommendation: Approve.

Discussion:

The City's nonunion employees received an across-the-board increase of 2% effective January 1, 2017. This ordinance was adopted December 6, 2016. Since the City's police union employees have settled for a 4% increase in wages for 2017, I am recommending to City Council that the nonunion employees receive an additional 2% wage increase retroactive to January 1, 2017.

Approved By:

Initial Date

Department Head: _____

City Manager: _____

DRE

7-28-17

ORDINANCE NO. _____

AN ORDINANCE **AMENDING ORDINANCE NUMBER 3386** ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2017 **TO REFLECT AN ADDITIONAL TWO PERCENT (2%) WAGE INCREASE FOR CERTAIN NONUNION EMPLOYEES.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT THE SALARIES, WAGES AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

SECTION 1: The following full-time positions are hereby established with respect to position title, authorized number and pay range:

Position		Authorization	
	Type	# of Employees	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Human Resources Director	NC	1	7
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	1	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll & Benefits Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Law Department			
Law Director	NC	1	By Contract
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5
Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3

Community Development Department			
Community Development Director	NC	1	7
Planner	C	1	6
Admin Asst to Director (Tech)	NC	1	5
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains *See Attachment B	C	3	6
Firefighter/Paramedics *See Attachment B	C	3	5
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	16	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	1	1
Engineering Division			
City Engineer	C	1	6
Engineer-In-Training (EIT)	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5
Street Operations Specialist	C	1	4
Service Workers		9	
Wastewater Division			
Collection			
Wastewater Collection Manager	C	1	6
Service Workers		4	

Plant			
Wastewater Plant Manager	C	1	6
WWTP Laboratory Technician	C	1	3
Plant Mechanic II	C	1	4
Plant Mechanic I	C	1	3
Service Worker I	NC	1	1
WWTP Operators		3	
Water Division			
Distribution			
Water Distribution Manager	C	1	6
Service Workers		4	
Plant			
Water Plant Manager	C	1	6
Utility Maintenance Technician	C	1	2
Utility Meter Reader	NC	1	1
Water Plant Operators		2	
TOTAL Full-Time Budgeted:		111	

NC = Non-Classified Employee
C = Classified Employee

SECTION 2: The compensation plan setting forth the range of base pay bands for each position title, being pay bands 1 through 7, is attached hereto (Attachment A) and incorporated herein as the Base Pay Band Provisions.

- A.** Adoption of this ordinance reflects an ~~2%(COLA)~~ additional 2% increase (for a total of 4% for 2017) increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.

SECTION 3: The following part-time positions are hereby established with respect to position title, authorized number and maximum compensation (rate per hour except as otherwise indicated):

Position	Authorization # of Employees	Maximum Pay Rate
Finance Department		
Accounting Assistant	1	\$15.00/hr
Parks & Recreation Department		
Park/Recreation Technician	5	\$ 12.00/hr
Program Coordinator	4	\$ 15.00/hr
Senior Program Coordinator	1	\$16.25/hr
Custodian	3	\$ 14.00/hr
Service Department		
Deputy Director	1	\$ 39.84 40.64/hr
Laborers	4	\$ 13.00/hr
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$ 21.00/hr
Safety Department – Fire Division		
Part-Time Firefighters/EMTs	30	\$17.00/hr
Firefighters and/or EMTs	64	\$17.00/hr
Fire Division Captains	3	\$18.00/hr
Fire Division Lieutenants	1	\$17.00 per hour
Safety Department – Police Division		
Assistant To the Chief – Parking & Transportation	1	\$26.84 27.38/hr
Assistant to Chief – Business Liasion	1	\$26.84 27.38/hr
Police Officer	6	Contract base pay
Public Safety Assistant	4	Contract base pay
Dispatcher/Clerk	4	Contract base pay
TOTAL Part-Time Authorized Strength:	136	
City-Wide		
Intern/Temporary Part-Time		\$14.00/hr

SECTION 4: The following seasonal part-time positions are hereby established with respect to position title, authorized number and maximum compensation (rate per hour except as otherwise indicated):

Position	Authorization	Pay Rate
	# of Employees	
Safety Department – Fire Division		
Fire/EMS for Miami University Coverage		\$45.00 per hour
Parks & Recreation Department		
Park/Recreation Technician	36	\$11.50/hr
Program Coordinator	3	\$14.50/hr
Service Department		
Street Department		
Laborer	7	\$ 13.00/hr
Wastewater Division		
Plant		
Laborer	1	\$ 13.00/hr
Collections		
Laborer	1	\$ 13.00/hr
Water Division		
Plant		
Laborer	1	\$13.00/hr
TOTAL Seasonal Part-Time Authorized Strength:	49	

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Finance Director, Law Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, Human Resource Director and Economic Development Director are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.
- B. Overtime.** Department heads are salaried employees and are not entitled to overtime.

- C. Vacation.** Department heads shall accrue vacation leave monthly at the following rates (except a first year department head who shall receive vacation accrual after the completion of the twelfth month):

After 12 months (1 year) - 120 hours
After 84 months (7 years) - 160 hours
After 156 months(13 years) - 200 hours

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head on the basis of extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

- D. Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

- A. Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.

C. Emergency Appointments. In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.

D. Firefighters (excluding full-time Fire Captains and Firefighter/Paramedics. See Appendix B). Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred (1500) hours in any given Calendar year or in excess of one hundred-six (106) hours in any pay period.

Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other department sanctioned duties other than those for which the employee was hired shall not be included in total hours.

E. Shift Differential Pay. The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the majority of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.

SECTION 7: Employee Benefits

- A. **Uniforms.** The Police Chief shall receive credit in the same manner as the Detective Sergeant as specified in the Police Sergeants and Lieutenants contract.

The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.

- B. **Sick leave.** Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.

- C. **Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until retirement, death or lay-off, at which time not more than 1200 banked hours may be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.

- D. **Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

- E. **Payment of Health Insurance Premiums.** For each full-time employee and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/4 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve Day (The day preceding or following
Christmas Day holiday as designated by the City Manager)
Christmas Day (December 25)
Four (4) Personal Days - 32 Hours

New employees hired during the year shall have their Personal Hours pro-rated based on initial hire date. With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday and holidays falling on a Sunday shall be observed on the following Monday.

- G. Pay for Work on Certain Holidays.** Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

- a) If an employee works the designated holiday, the employee is entitled to:
 - 1) One and one-half (1-1/2) times their base hourly rate for the hours worked, and
 - 2) a paid day to be taken at another time.
- b) If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

H. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week and the Law Director. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half(1-1/2)times the Police Chief's annual salary.

For each firefighter, the City will pay 100% of the premium for a Firefighter's Accident Policy, not to exceed \$10,000 in insurance coverage.

I. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 62017and are full-time employees of the City on or before December 31, 62017. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 62017 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 62017. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years - \$450	After 18 years - \$775
After 6 years - \$475	After 19 years - \$800
After 7 years - \$500	After 20 years - \$825
After 8 years - \$525	After 21 years - \$850
After 9 years - \$550	After 22 years - \$875
After 10 years - \$575	After 23 years - \$900
After 11 years - \$600	After 24 years - \$925
After 12 years - \$625	After 25 years - \$950
After 13 years - \$650	After 26 years - \$975
After 14 years - \$675	After 27 years - \$1000
After 15 years - \$700	After 28 years - \$1025
After 16 years - \$725	After 29 years - \$1050
After 17 years - \$750	After 30 years - \$1075

- J. Vacation.** An employee shall accrue vacation monthly at the following rate unless otherwise covered by a collective bargaining unit. At the end of the first year (after 12 months) a non-contract employee will be credited with eighty (80) hours of vacation. At that time the employee will start accruing monthly vacation according to the following schedule:

After 12 months (1 year) - 80 hours
After 24 months (2 years) - 88 hours
After 48 months (4 years) - 96 hours
After 60 months (5 years) - 104 hours
After 72 months (6 years) - 112 hours
After 84 months (7 years) - 120 hours
After 96 months (8 years) - 128 hours
After 108 months (9 years) - 136 hours
After 120 months (10 years)- 144 hours
After 132 months (11 years)- 152 hours
After 144 months (12 years)- 160 hours
After 156 months (13 years)- 168 hours
After 168 months (14 years)- 176 hours
After 180 months (15 years)- 184 hours
After 192 months (16 years)- 192 hours
After 204 months (17 years)- 200 hours

The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first year anniversary on the basis of extenuating circumstances.

- K. Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.

- L. Continuing Education/Tuition Reimbursement.** For 6-2017, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this ordinance be and the same are hereby repealed.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: Kate Rousmaniere

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (2017)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$63,605 \$64,877	\$114,333 \$116,626
Hourly	\$30.58 \$31.19	\$54.97 \$56.07
PAY BAND 6		
Annual	\$49,476 \$50,466	\$87,834 \$89,591
Hourly	\$23.79 \$24.26	\$42.23 \$43.07
PAY BAND 5		
Annual	\$42,369 \$43,216	\$71,412 \$72,840
Hourly	\$20.37 \$20.78	\$34.34 \$35.02
PAY BAND 4		
Annual	\$37,234 \$37,979	\$60,381 \$61,589
Hourly	\$17.91 \$18.26	\$29.03 \$29.61
PAY BAND 3		
Annual	\$33,755 \$34,430	\$56,902 \$58,040
Hourly	\$16.23 \$16.55	\$27.36 \$27.90
PAY BAND 2		
Annual	\$31,569 \$32,200	\$51,237 \$52,262
Hourly	\$15.18 \$15.48	\$24.64 \$25.13
PAY BAND 1		
Annual	\$28,536 \$29,107	\$46,294 \$47,220
Hourly	\$13.72 \$13.99	\$22.26 \$22.70

ATTACHMENT B

CITY OF OXFORD OHIO

Full-Time Fire Captains' and Firefighter's Policies and Wage Rates

Holidays

Full time Fire Captains and Firefighters working a 24/48 schedule will be paid a holiday check on December 1 of each year. This check will consist of eight (8) hours pay for each of the 10 holidays. If a fire captain or Firefighter is called in to work on an unscheduled Holiday, hours worked will be paid at a double-time rate.

Personal Days

Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to take two (2) 24 hour personal days per calendar year. These hours must be taken each year and may not be accrued.

Sick Leave

Full time Fire Captains and Firefighters working a 24/48 schedule shall accrue sick leave hours at a rate of 13 hours per calendar month. Sick leave may be accumulated without maximum.

Sick Leave Incentive

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to receive a sick leave incentive which is the same as other city employees.

Vacation

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for vacation after one year of employment and as follows: on the first anniversary date 72 hours; on the second through ninth anniversary date 120 hours; on the 10th anniversary date and thereafter 168 hours.

Funeral Leave

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to take up to two (2) 24 hour days per calendar year for the purpose of attending the funeral of a member of the employee's immediate family. The definition of immediate family is outlined in the Employee Handbook.

Kelly Days

Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to a Kelly day (day off on the 10th scheduled day) when the employee is scheduled to work 10 24 hour days in a 28 day cycle. This will amount to three or four Kelly days per year depending on each employee's schedule.

Life Insurance

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for premium group life insurance (term) coverage in an amount equal to 1.5 times the employee's annual base salary paid for by the City.

Compensatory Time

Full time Fire Captains and Firefighters working a 24/48 schedule are not eligible to receive compensatory time (hours) for overtime hours worked.

All other employee benefits are outlined in the salary ordinance and employee handbook.

Fire Captain Salary Schedule

The following salary schedule shall take effect 1/1/2017 for all full-time Fire Captains. Fire Captains who are employed on January 1 of 2017 will receive the amount listed below plus any additional overall adjustment granted by Council.

<u>2017</u>	<u>\$65,258</u>
	<u>\$67,932.80</u>

2017 Holiday pay check will equal (80 hours total) at ~~\$31.37~~ \$32.66 per hour or ~~\$2,509.60~~ \$2,612.80 total.

Firefighter Salary Schedule

Any newly hired firefighter in 2017 will be paid the following rate.

<u>2017</u>	<u>\$53,125</u>
	<u>\$54,204.80</u>

2017 Holiday pay check will equal (80 hours total) at ~~\$25.54~~ \$26.06 per hour or ~~\$2,043.20~~ \$2,084.80 total.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: August 15, 2017

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

August 8, 2017
Date Prepared

Agenda Title: Resolution Accepting a Petition to Create a Neighborhood Conservation Overlay District for the area of Silvoor Lane and East Chestnut Street
--

Recommendation: Approval
--

Discussion:

The legislation of creating the Residential Conservation Overlay District was adopted by the City Council in 2012 to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment by restricting residential properties to be rented to no more than two unrelated individuals. The process to establish an overlay district begins with a petition with signatures of more than two-thirds of parcel owners within the proposed district. The petition goes before City Council for acceptance and the petition is then referred to the Planning Commission as a zoning map amendment. There have been fourteen (14) petitions that have come before the City Council since 2014.

There are a total of 21 parcels contained in the proposed overlay. A map of the proposed area is attached. The overlay includes all of the households accessed by Silvoor Lane as well as four accessed by East Chestnut Street. The signatures represent 15 parcels within the boundary, which is 71%. The signatures in this petition exceed the two-thirds requirement of the parcel owners of this petitioned area per Oxford Zoning Code Section 1146.03(a)(3). The proposed overlay is adjacent to the recent expanded Cedar Drive/East Chestnut Street.

This is the first step of public notice process in creating the neighborhood conservation overlay district and requires City Council to formally accept the petition and forward this petition to the Planning Commission for review.

The petition meets the code requirements of Section 1146 therefore Staff recommends accepting the petition and forwarding the request to the Planning Commission for zoning map amendment.

Approved by:

	Initial	Date
Department Head:	<u>JAC</u>	<u>8-9-17</u>
City Manager:	<u>DRE</u>	<u>8-11-17</u>

RESOLUTION NO.

A RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR THAT AREA OF E. CHESTNUT STREET AND SILVOOR LANE AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

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

SECTION 1: The Clerk of Council and the Community Development Director having determined pursuant to Oxford Codified Ordinance §1146.03(b) that the Petition to Establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms to the petition requirements of Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

SECTION 2: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and refers the Petition to Establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

TO: SILVOOR LANE/EAST CHESTNUT ST. PROPERTY OWNERS
RE: PETITION FOR RESIDENTIAL CONSERVATION OVERLAY
DATE: LATE APRIL, 2017

PROPOSED: That Silvoor Lane/East Chestnut St. homeowners apply for a change of zoning to apply a neighborhood conservation overlay district. **This proposed zoning limits the number of persons in a rental residence to no more than two unrelated individuals.** If the zoning is approved, homeowners may rent property but **are limited to two unrelated persons who may live in the house.** This would still allow ownership or rental of the property to a large family, a couple, one person, or two unrelated persons.

The purpose of the Conservation Neighborhood Overlay Zoning:

The purposes outlined in the ordinance are:

1. To maintain an attractive community appearance and provide a desirable living environment for residents by preserving the owner-occupies character of the neighborhood.
2. To preserve the integrity of the Silvoor Biological Sanctuary, which is comprised entirely of properties in this proposed overlay and Miami University properties bordering this proposed overlay.
3. To protect the privacy of residents and to minimize noise congestion and nuisance impacts by regulating the types of rental properties occupied by unrelated persons.
4. To prevent excessive traffic and parking in the neighborhoods.
5. To ensure the safety of children living on the street (currently, there are 12 children living in the proposed overlay properties).

Current zoning in the proposed overlay zone (21 lots): The current zoning is as a "Single family residence" defined as no more than FOUR unrelated people may live in the dwelling. Three of these 21 lots are currently permitted as a rental property which allows four unrelated people to live in the dwelling. These properties will not be impacted by this petition unless the rental permit expires.

Process for a neighborhood to achieve expansion of the overlay zoning:

1. In order for the expansion of the current overlay district, we must have **2/3 of the property owners sign a petition within 60 days** (14 of 21 lots).
2. The petition is sent to Oxford City Council that refers it to the Planning Commission for its recommendation.
3. If the recommendation is approved it is returned to the City Council for second reading and approval. The process takes about three months.

Rhett and Amanda Brymer and/or Chris and Teresa Sutter, who own properties in the proposed overlay, will be contacting you soon with the opportunity to sign the petition. The signer of the petition must be the homeowner (if jointly owned, only one needs to sign). You may contact any of the overlay petitioners for further information.

Rhett and Amanda Brymer
946 Silvoor Lane
850-251-0314 (Rhett)
281-910-3010 (Amanda)
rhett.brymer@gmail.com
abentley.brymer@gmail.com

Chris and Teresa Sutter
933 Silvoor Lane
513-461-2563 (Chris)
513-461-4870 (Teresa)
chris.j.sutter@gmail.com
teresa.d.sutter@gmail.com

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD RESTRICT THE ABILITY OF PROPERTY OWNERS TO RENT THEIR PROPERTY TO MORE THAN TWO UNRELATED INDIVIDUALS.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY:

Proposed Cedar Expansion Overlay

NORTH BOUNDARY:

E. Chestnut Street

WEST BOUNDARY:

Western property lines of homes with Silvoor Lane addresses

SOUTH BOUNDARY:

Southern property lines of homes with Silvoor Lane addresses

CIRCULATOR'S FULL NAME:

Rhett Bryner

CIRCULATOR'S ADDRESS:

946 Silvoor Lane

CIRCULATOR'S SIGNATURE:



DATE SUBMITTED:

7/14/17

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT. SIGNATURES OVER SIX MONTHS OLD ARE VOID.)



Silvoor Chestnut Expanded Neighborhood Conservation Overlay District Petition Boundaries

Legend

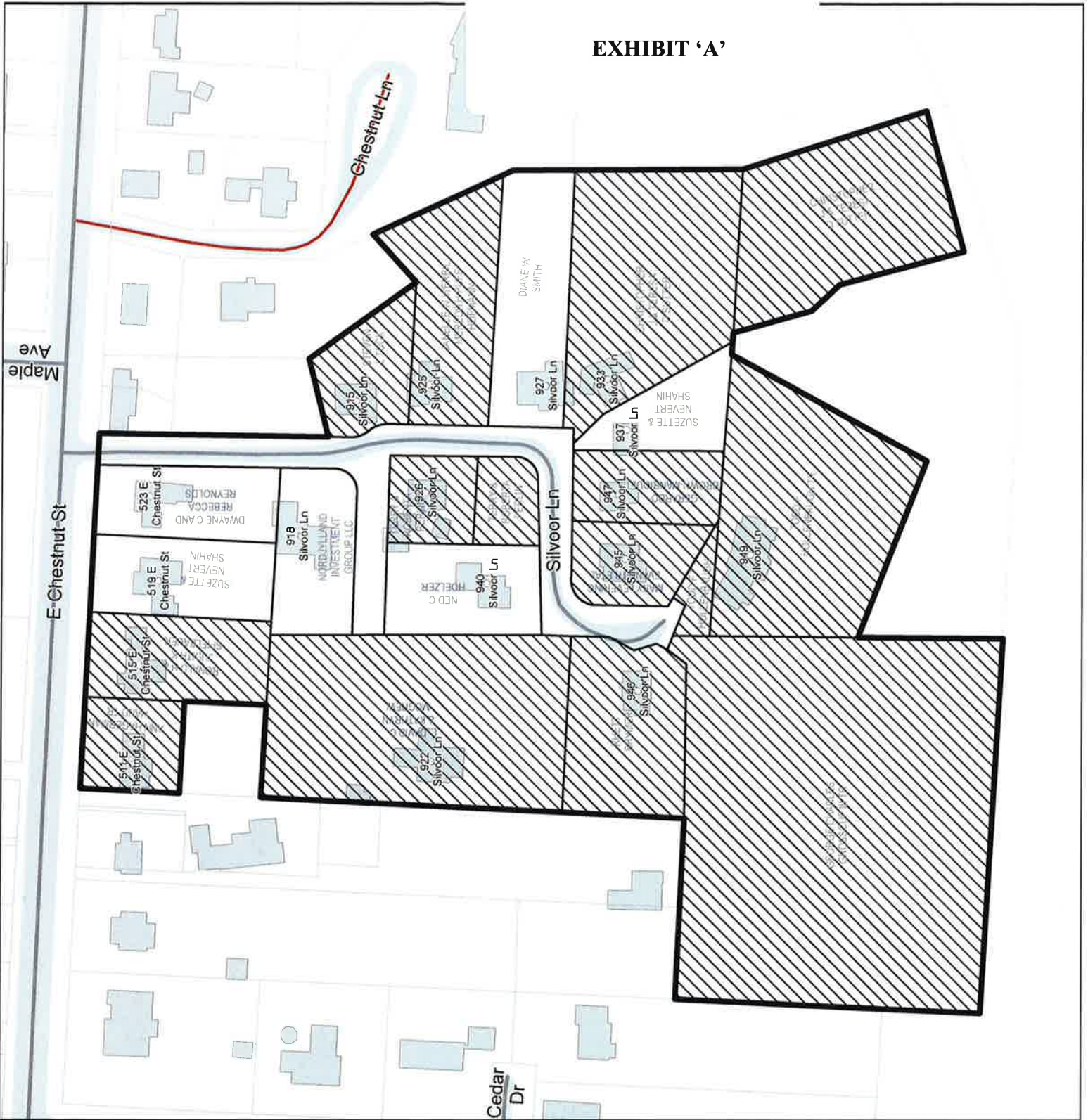
- Petition Area
- Petition Parcel: Signed
- Petition Parcel: Not Signed
- Oxford Corporation Limit
- Address Point
- Parcel
- Building Footprint
- Paved Roadway



1 inch = 150 feet

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.

EXHIBIT 'A'



Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 948 Silvoor Ln

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

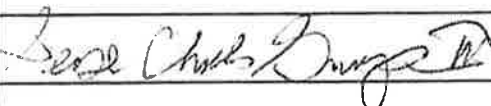
Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR		
	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	518 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
Vacant 4 Acres	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR	Finley B. Grosscup	co- owner
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR		
	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
Vacant 4 Acres	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	928 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

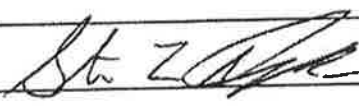
Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR		
	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
7/11/2017	915 SILVOOR LN/ H4100113000020	MARK D FALKE Steven Tuck		closed on the house 5/19/17
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR		
	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
8-20-17 7/20/17 4-20-17 7/20/17	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN Vacant Lot	Terry Perlin Roberta Perlin	
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN	Roberta Perlin	

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Bryner, 946 Silvoor Ln

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR		
	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		sent mail on 4/21 left Fred V Mon 4/21 call Fred 305 4/21
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		Sent mail on 4/21 Sent mail on 4/21 Sent mail to need address via written on 4/23
5/21/17	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		Dropped off papers written on 4/21 to address 5/21/17
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW	David McGrew	
4/25/17	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN	Meredith Puff Hofmann	
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
4/23/2017	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR	<i>Ann Hagerman</i>	
4/23/2017	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER	<i>Judith Spielbauer</i>	
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	927 SILVOOR LN/ H4100113000018	DIANE W SMITH		
4/23/17	933 SILVOOR LN/ H4100113000017	CHRISTOPHER J & TERESA D SUTTER	CS-SH	
4/23/17	SILVOOR LN/ H4100113000013	CHRISTOPHER J & TERESA D SUTTER <i>Vacant lot</i>	CS-SH	
	937 SILVOOR LN/ H4000113000047	SUZETTE & NEVERT SHAHIN		
	940 SILVOOR LN/ H4100113000030	NED C HOELZER		
4/24/17	945 SILVOOR LN/ H4100113000045	MARY LEVERING EVANS TR ETAL	<i>Mary Levering Evans</i>	
4/24/17	946 SILVOOR LN/ H4100113000044	RHETT BRYMER	<i>Rhett Brymer</i>	
2 APR 17	947 SILVOOR LN/ H4100113000016	GERARDO BROWN-MANRIQUE	<i>Gerardo Brown-Manrique</i>	
23 APR 17	949 SILVOOR LN/ H4100113000015	TODD F HOLLENBAUGH <i>Vacant lot</i>	<i>Todd F Hollenbaugh</i>	
23 APR 17	949 SILVOOR LN/ H4100113000014	TODD F HOLLENBAUGH TR	<i>Todd F Hollenbaugh</i>	

4/24/17
Spoke w/
Heather on
Pete's phone

Dropped off personal
things @ 9:00 AM
4/24/17. Spoke with
Heather on 4/24/17.