

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police

Originating Department

Council Meeting Of: November 15, 2016

Lara Fening

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

Date Prepared 10-31-16

Agenda Title: A resolution to provide free 2 hour parking at meters on High St., East and West Park, a portion of lot 52, and Poplar, Main and Beech Streets, between Church and Walnut Streets, during the 2016 Christmas / New Year holiday season.

Recommendation: To approve the resolution.

Discussion: The OPD parking unit recommends that FREE two (2) hour holiday parking be provided at the meters on High Street (between Campus Ave. and College Ave.), East Park Place, West Park Place, as well as Poplar Street, Main Street, and Beech Street, between Walnut St. and Church St. and the southern section of Lot 52, starting on Monday, December 19, 2016 at 9:00 a.m. and ending Saturday, December 31, 2017 at 6:00 p.m.

The meters will be bagged with red, plastic covers that read as follows: "Happy Holidays, FREE PARKING (2 HR LIMIT)." This has been very well received by merchants and shoppers in the past and will hopefully continue to be an incentive for residents and visitors alike to come uptown to shop and/or dine.

This holiday tradition has been approved by Council in the past years.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

[Signature] 10-31-16

DRE 11-11-16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES ON HIGH STREET, EAST PARK PLACE, WEST PARK PLACE, POPLAR STREET, MAIN STREET AND BEECH STREET BETWEEN WALNUT STREET AND CHURCH STREET, AND IN THE SOUTHERN (2-HR) SECTION OF LOT 52 FROM 9:00 A.M. ON DECEMBER 19, 2016 UNTIL 6:00 P.M. ON DECEMBER 31, 2016. THE TWO HOUR RESTRICTION FOR METERS IN THESE LOCATIONS WILL REMAIN IN EFFECT.

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

SECTION 1: The City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section of Lot 52 from 9:00 a.m. on December 19, 2016, until 6:00 p.m. on December 31, 2016. The two hour restriction for meters in these locations will remain in effect.

SECTION 2: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section Lot 52 from 9:00 a.m. on December 19, 2016 until 6:00 p.m. on December 31, 2016. The two hour restriction for meters in these locations will remain in effect.

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

Economic Development Department

For the: November 15, 2016
City Council Meeting

Prepared by: G. Alan Kyger
Date Prepared: November 4, 2016

Agenda Title: Notice of Legislative Authority.
D5i Liquor Permit for Scotty's Brewhouse . 325 S College Ave.

Recommendation: Informational

Scotty's Brewhouse will open in the former Dakota's Roadhouse location at 325 s College Avenue.

Scotty's Brewhouse is a sports themed restaurant. Scotty's is part of a smaller regional chain, with most of their restaurants being in Indiana.

Dakota's closed in January of this year and the previously issued D5i permit for Dakota's was cancelled in June of this year.

A D5i Permit is a non-quota Restaurant Permit. This type of permit is issued to full service restaurants to allow them to sell alcoholic beverages in addition to food.

A D5i Permit has unique stipulations. Some of these requirements are:

- * The restaurant has inside seating for at least 140 people.
- * The restaurant has at least 4,000 sq. ft. of floor area.
- * The restaurant offers full course meals.
- * Alcohol sales cannot exceed 25% of the total gross receipts.
- * The restaurant is located on property with a value over \$750,000.

Reviewed By:

Department Head:

City Attorney:

City Manager:

Initial Date

GA / 11-4-16
DRE / 11-11-16

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

7932515		NEW		SCOTTYS THR3E WISE MEN BREWING COMPANY OHIO LLC DBA SCOTTYS THR3E WISE MEN 325 S COLLEGE AV OXFORD OH 45056
PERMIT NUMBER		TYPE		
ISSUE DATE				
10 27 2016				
FILING DATE				
D5I				
PERMIT CLASSES				
09	088	A	B39131	
TAX DISTRICT		RECEIPT NO.		

FROM 10/31/2016

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



MAILED 10/31/2016

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/01/2016

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 NEW 7932515**

(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

7932515 PERMIT NBR
SCOTTYS THR3E WISE MEN BREWING
COMPANY OHIO LLC
DBA SCOTTYS THR3E WISE MEN
325 S COLLEGE AV
OXFORD OH 45056

SCOTT WISE

07/15/2016 ACTIVE

PRESIDENT MAN-MBR5%V

PA2-KEY = END SESSION, CLEAR-KEY = END OPTION, ENTER-KEY = TO CONTINUE

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/19/2016
Date Prepared

Agenda Title: **2017 ANNUAL BUDGET ORDINANCE**

Recommendation: **Approve**

Discussion:

Description of 2017 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 6th work session.

Highlights: **2% COLA for all fulltime employees**

21.5% decrease Workers Compensation payment for Fire & EMS Fund
12.5% decrease Workers Compensation payment for all other Funds

Capital Improvement & Equipment Spending \$3,498,200
- Includes \$2,213,500 for Municipal Facilities improvements

Water Capital Improvement & Equipment Spending \$1,087,400

Waste Water Capital Improvement & Equipment Spending \$592,000

Decreased revenue Refuse Fund 341 by \$61,636 due to reduced overhead cost associated with Landfill Closure Bond being retired.

2% increase in Water & Sewer rates

- In the Employee Benefit Fund (tracks City's self-insured medical plan) Increase in City's contribution for medical insurance from \$1,198 to \$1,275 per employee per month as well as an increase in employee's monthly contribution. This was done to balance revenues to meet anticipated expenses for 2017.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/20/16
[Signature] 10/27/16

ORDINANCE NO.

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2017, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY

Personnel Services	4,155,001
Other Services & Charges	<u>955,317</u>
Total Appropriation	5,110,318

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>131,064</u>
Total Appropriation	131,064

LEISURE TIME ACTIVITIES

Personnel Services	1,005,595
Other Services & Charges	<u>431,563</u>
Total Appropriation	1,437,158

COMMUNITY ENVIRONMENT

Personnel Services	562,169
Other Services & Charges	<u>373,400</u>
Total Appropriation	935,569

GENERAL GOVERNMENT

Personnel Services	1,010,318
Other Services & Charges	<u>884,061</u>
Total Appropriation	1,894,379

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,615,033</u>
Total Appropriation	1,615,033

ADVANCES TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,419,550</u>
Total Appropriation	1,419,550

TOTAL GENERAL FUND APPROPRIATIONS	12,543,071
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FIRE/EMS FUND 418

Personnel Services	1,402,067
Other Services & Charges	<u>691,687</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	2,093,754

STREET FUND 122

Personnel Services	688,953
Other Services & Charges	<u>208,116</u>
TOTAL STREET FUND APPROPRIATIONS	897,069

STATE HIGHWAY IMPROVEMENT FUND 123

Other Services & Charges	<u>20,200</u>
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	20,200

PARKING FUND 130

Personnel Services	400,608
Other Services & Charges	100,490
Transfer to Other Funds	<u>196,991</u>
TOTAL PARKING FUND APPROPRIATIONS	698,089

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>50,000</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	50,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>119,000</u>
Total Appropriations	119,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

Other Services & Charges	<u>160,000</u>
Total Appropriations	160,000

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>308,200</u>
Total Appropriations	308,200

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	876,500
Advance to Other Funds	<u>521,550</u>
Total Appropriations	1,398,050

MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 140

Other Services & Charges	<u>2,213,500</u>
Total Appropriations	2,213,500

OAT CAPITAL IMPROVEMENT FUND 144

Other Services & Charges	-
Advance to Other Funds	668,000
Total Appropriations	668,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS 4,866,750

WATER FUNDS

WATER (OPERATING) FUND 321

Personal Services	1,359,412
Other Services & Charges	645,561
Transfers to Other Funds	685,616
Total Appropriations	2,690,589

WATER IMPROVEMENT FUND 322

Other Services & Charges	865,000
Total Appropriations	865,000

WATER CAPACITY FUND – NE 381

Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-

WATER CAPACITY FUND – NW 382

Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-

WATER CAPACITY FUND – SE 383

Other Services & Charges	-
Transfers to Other Funds	100,000
Total Appropriations	100,000

WATER CAPACITY FUND – SW 384

Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-

WATER CAPITAL EQUIPMENT FUND 320

Other Services & Charges	222,400
Total Appropriations	222,400

TOTAL WATER FUNDS APPROPRIATIONS 3,877,989

WASTEWATER FUNDS

WASTEWATER (OPERATING) FUND 331

Personal Services	1,535,993
Other Services & Charges	1,342,003
Transfers to Other Funds	<u>412,095</u>
Total Appropriations	3,290,091

WASTEWATER IMPROVEMENT FUND 332

Other Services & Charges	<u>171,000</u>
Total Appropriations	171,000

WASTEWATER CAPACITY FUND – NE 391

Other Services & Charges	-
Transfers to Other Funds	<u>-</u>
Total Appropriations	-

WASTEWATER CAPACITY FUND – NW 392

Other Services & Charges	-
Transfers to Other Funds	<u>-</u>
Total Appropriations	-

WASTEWATER CAPACITY FUND – SE 393

Other Services & Charges	-
Transfers to Other Funds	<u>100,000</u>
Total Appropriations	100,000

WASTEWATER CAPACITY FUND – SW 394

Other Services & Charges	-
Transfers to Other Funds	<u>-</u>
Total Appropriations	-

WASTEWATER CAPITAL EQUIPMENT FUND 330

Other Services & Charges	<u>421,000</u>
Total Appropriations	421,000

TOTAL WASTEWATER FUNDS APPROPRIATIONS

3,982,091

STORM WATER FUND 351

Personal Services	-
Other Services & Charges	<u>45,000</u>

TOTAL STORM WATER FUND APPROPRIATIONS

45,000

RUFUSE FUNDS

REFUSE (OPERATING) FUND 341

Personal Services	175,131
Other Services & Charges	1,411,700
Transfer to Other Funds	<u>32,095</u>
Total Appropriations	1,618,926

LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,200
Transfer to Other Funds	-
Total Appropriations	1,200
TOTAL REFUSE FUNDS APPROPRIATIONS	1,620,126
<u>HOTEL & CONVENTION TAX FUND 120</u>	
Other Services & Charges	216,200
Transfer to Other Funds	13,800
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	230,000
<u>LIFE SQUAD GIFT FUND 210</u>	
Other Services & Charges	-
TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS	-
<u>AFFORDABLE HOUSING TRUST FUND 212</u>	
Other Services & Charges	-
TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS	-
<u>EMPLOYEE BENEFITS FUND 230</u>	
Other Services & Charges	2,040,528
Advance to Other Funds	5,000
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	2,045,528
<u>INTERNAL SERVICE FUND 370</u>	
Other Services & Charges	265,509
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	265,509
<u>LAW ENFORCEMENT TRUST FUND 410</u>	
Personnel Services	-
Other Services & Charges	59,000
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	59,000
<u>ENFORCEMENT & EDUCATION FUND 412</u>	
Personnel Services	-
Other Services & Charges	49,403
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	49,403
<u>BOARD OF BUILDING STANDARDS FUND 414</u>	
Other Services & Charges	2,850
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	2,850
<u>FEMA FUND 416</u>	
Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL FEMA FUND APPROPRIATIONS	-

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	130,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	130,000

OVI TASK FORCE FUND 419

Personnel Services	58,640
Other Services & Charges	166,277
Advance to Other Funds	225,000
TOTAL OVI TASK FORCE FUND APPROPRIATIONS	449,917

DEBT SERVICE FUNDS

1999 PARKS IMPROVEMENT BOND FUND 152	
Other Services & Charges	307,075
TOTAL DEBT SERVICE FUND APPROPRIATIONS	307,075

TOTAL 2017 BUDGET APPROPRIATIONS	34,233,421
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SECTION 2: The City Auditor (Finance Director) is hereby authorized to draw warrants upon the Treasury from the amounts appropriated in this ordinance whenever claims are made, with the approval of the City Manager, where appropriate, and are legally contracted for in accordance with the law.

SECTION 3: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 1, 2016

Account Code #: N/A

Budgeted Amount: N/A

Service Department

Originating Department

Michael Dreisbach, Service Director

Prepared By

October 26, 2016

Date Prepared

Agenda Title: Ordinance Authorizing the Vacation of an Easement

Recommendation: Approve

Discussion:

On November 16, 1993, by Ordinance No. 2332, the City vacated a portion of alley right of way (between new Lot 3010 and Lot 3011; aka, the north / south alley just east of Campus Ave. and north of High St.) abutting the Beta Theta Pi property. As a condition of the alley vacation, a utility easement was granted to the City in the area that was vacated.

The owner of said lots desires to consolidate the lots into one in advance of a construction project to merge the two existing structures into one. In order to accomplish this, the owner has requested the City vacate its utility easement in the vacated alley.

This easement has never been improved and the City has no foreseeable plans to improve or construct utilities in this area. It is Staff's recommendation that the easement described on Exhibit "A" be vacated.

Approved By:

Department Head:

Initial Date
MBD \ 10/26/16

City Manager:

DRE \ 10/27/16

ORDINANCE NO.

AN ORDINANCE APPROVING THE VACATION OF AN EASEMENT LOCATED BETWEEN LOTS 3010 AND 3011 ON HIGH STREET, BETA THETA PI PROPERTY.

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

SECTION 1: Council finds that a vacation request to vacate an easement between Lots 3010 and 3011 on High Street has been made by the owner of the Beta Theta Pi property as part of the consolidation of Lots 3010 and 3011, which easement is described on the document attached hereto as Exhibit "A", and that said request was presented to Council.

SECTION 2: Council finds that there is good cause for the vacation of the easement between Lots 3010 and 3011 on High Street, as described in the document attached hereto as Exhibit "A"; that said vacation of easement is not detrimental to the general public interest.

SECTION 3: Council hereby orders that the easement between Lots 3010 and 3011 on High Street described on the document attached hereto as Exhibit "A" be vacated.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

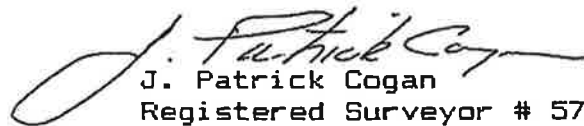
INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

DESCRIPTION FOR ALLEY VACATION FOR THE CITY OF OXFORD

Situate between Lots # 278 and # 279 of the City of Oxford, Butler County, Ohio an alley 16 feet in width is vacated as described as follows: Beginning at a point marking the southeast corner of said Lot # 278 said point being 120.92 feet east of the southwest corner of Lot # 277 of said City; thence due north along the east line of said Lot # 278 a distance of 65 feet to the TRUE POINT OF BEGINNING of the tract herein vacated; thence from said TRUE POINT OF BEGINNING continuing due north 78.66 feet to the northeast corner of said Lot # 278; thence south $89^{\circ}57'$ east 16.00 feet to the northwest corner of said Lot # 279; thence due south along the west line of said Lot # 279 a distance of 78.64 feet; thence south $89^{\circ}54'$ west 16.00 feet to the TRUE POINT OF BEGINNING containing 0.053 acre.

I hereby certify this easement description is from a field survey made by me and is correct to the best of my information, knowledge and belief.



J. Patrick Cogan
Registered Surveyor # 5754
Oxford, Ohio

August 24, 1993





ALPHA CHAPTER HOUSE COMPANY

P.O. Box 943
Oxford, OH 45056

October 24, 2016

Mr. Victor Popescu, P.E.
City Engineer
City of Oxford
Oxford, OH 45056

Dear Mr. Popescu:

It has come to our attention that the City of Oxford has a utility easement that runs in the north-south direction between 200 and 208 East High Street (Lots 3010 and 3011), the use of which may no longer be required. Copies of the plat obtained from the Butler County Recorder's Office website and the easement are attached. On behalf of The Alpha Chapter House Company of the Beta Theta Pi Fraternity, Inc. this letter is to request that the City of Oxford vacate the easement in order to facilitate the fraternity's construction of a walkway connector linking the buildings at 200 and 208 East High Street. Thank you very much for your assistance in reviewing and processing our request. Should you have any questions regarding this matter, please do not hesitate to call our representative, Mr. Randy Kirschner, A.I.A. at 614-600-5872.

Very Truly Yours,

Phil Fernandez
The Alpha Chapter House Company of the Beta Theta Pi Fraternity, Inc.
Treasurer

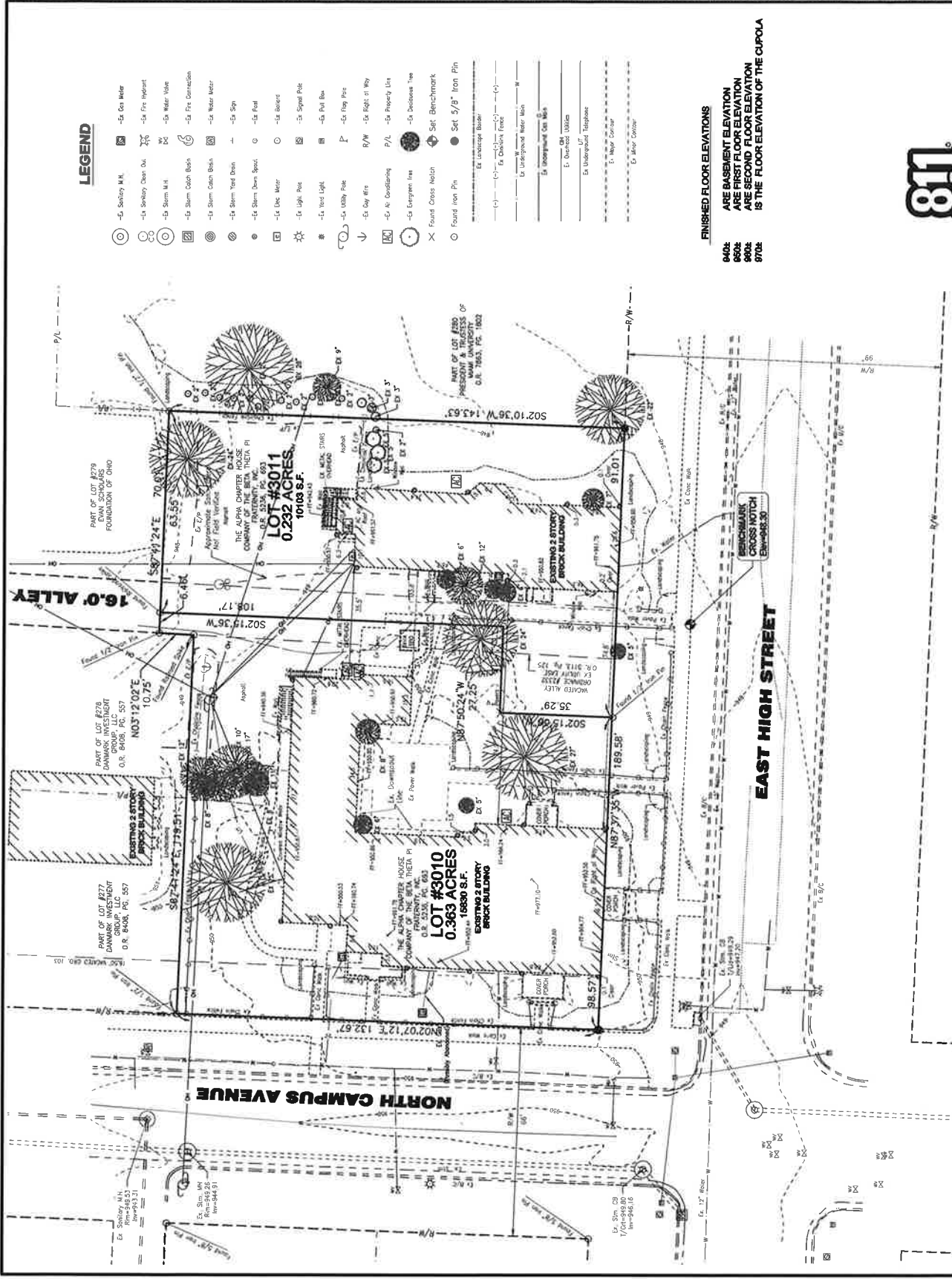
Encl.

CC: P. Fernandez, J. Budde, R. Kirschner, T. Converse, E. Reed



bayer
www.bayerbecker.com
318 S. College Avenue
Oxford, OH 45056 - 513.523.4270

**LOT #3010
AND LOT #3011
ALPHA CHAPTER HOUSE COMPANY
OF BETA THETA PI FRATERNITY, INC.
CITY OF OXFORD
BUTLER COUNTY, OHIO
BOUNDARY/TOPOGRAPHIC SURVEY**

[illegible]

BURIED UTILITIES NOTE: ALL ABOVE GROUND FEATURES HAVE BEEN FIELD LOCATED. ALL BURIED UTILITIES HAVE BEEN SHOWN BASED UPON FIELD EVIDENCE, PROJECT UTILITY PLANS, AND/OR INFORMATION OBTAINED FROM UTILITY COMPANIES. THE UTILITIES SHOWN ON THIS DRAWING ARE BELIEVED TO BE THEIR ACTUAL LOCATION, OTHER THAN WHERE SHOWN. THERE IS NO EXIST ON THE SUBJECT PROPERTY WHICH ARE NOT SHOWN ON THIS DRAWING.

Know what's below.
Call before you dig.

FINISHED FLOOR ELEVATIONS

940± ARE BASEMENT ELEVATION
950± ARE FIRST FLOOR ELEVATION
960± ARE SECOND FLOOR ELEVATION
970± IS THE FLOOR ELEVATION OF THE CUPOLA

APPROVED

AN ORDINANCE APPROVING VACATING OF AN ALLEY LOCATED BETWEEN NEW LOTS 3010 AND 3011 ON HIGH STREET, BETA THETA PI PROPERTY.

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

SECTION 1: Council finds that a petition signed by the owner of property abutting upon the alley between new Lot 3010 and 3011 on High Street, Oxford, Ohio, was presented to this Council, praying that said alley be vacated.

SECTION 2: Council held a public hearing on October 19, 1993, on said petition, notice of such hearing and pendency and prayers of said petition was given, according to the provisions of Revised Code Section 723.04 by publishing the same in a newspaper of general circulation in the City of Oxford, Ohio, for six (6) consecutive weeks.

SECTION 3: Council further finds that there is good cause for such vacation of said alley as prayed for; that said vacation will not be detrimental to the public general interest; and it ought to be made subject to the reservation of a public utility easement.

SECTION 4: Petitioners shall furnish the City a permanent easement reserving to the City a public utility easement of the alley which shall be reviewed and approved by the City Engineer.

SECTION 5: The alley located between new Lot 3010 and 3011 be, and the same is hereby vacated subject to the public utility easement.

SECTION 6: The City Engineer is hereby instructed to have the applicant prepare a vacation plat of said vacated alley; the Clerk of Council is instructed to endorse upon such plat, the action of this Council in vacating such portions of said alley; and to cause the applicant to have said plat and easement recorded at the office of the Recorder of Butler County, Ohio.

SECTION 7: This Ordinance shall take effect at the earliest time allowed by law.

00029036
Filed for Record in:
Butler County Ohio
Joyce B. Thall, Recorder
On 05/11/1994 At 02:41P
AGR 18.00
BOOK 5113 PAGE 128

William Snavelly
MAYOR

TRANSFER NOT NECESSARY

JAMES M. BROWN

BY 5-11-94 AM DEPT.
AUDITOR, BUTLER CO., OHIO

00061398
Filed for Record in:
Butler County Ohio
Joyce B. Thall, Recorder
On 11/01/1994 At 02:03P
AGR 14.00
Book 5236 Page 694

ADOPTED: November 16, 1993

ATTEST:

Douglas L. Brown
DEPUTY CLERK OF COUNCIL

INTRODUCED BY: William Snavelly

LAW (STAFF)

TRANSFER NOT NECESSARY
JAMES M. BROWN
BY 5-11-94 DEPT.
AUDITOR, BUTLER CO., OHIO

E A S E M E N T

That BETA THETA PI FRATERNITY and THE ALPHA CHAPTER HOUSE COMPANY OF THE BETA THETA PI FRATERNITY, INC. do hereby grant to the CITY OF OXFORD, BUTLER COUNTY, OHIO, a municipal corporation, a permanent easement for purposes of installation of public utilities over and through an alley vacated by the City of Oxford: The legal description for said vacated alley is attached hereto as "Exhibit A" and incorporated herein.

To have and to hold said easement unto the said City of Oxford, Butler County, Ohio, its successors and assigns forever.

It is understood that at such time as the City shall install any utilities, it shall restore said property to its original condition and repair any damage caused hereby.

IN WITNESS WHEREOF, Beta Theta Pi Fraternity has caused these presents to be signed by Robert Cottrell, Administrative Secretary, and The Alpha Chapter House Company of The Beta Theta Pi Fraternity, Inc. has caused these presents to be signed by Jonathan Brandt, President and Thomas C. Fey, Secretary this 30th day of December, 1993.

Signed in the presence of: BETA THETA PI FRATERNITY

Mary E. Sharp

By: Robert Cottrell
Robert Cottrell, Administrative Secretary

Brenda E. Fryman

THE ALPHA CHAPTER HOUSE COMPANY OF
THE BETA THETA PI FRATERNITY, INC.

Charles W. Long

By: Jonathan Brandt
Jonathan Brandt, President

Mary E. Sharp

By: Thomas C. Fey
Thomas C. Fey, Secretary

STATE OF OHIO, COUNTY OF BUTLER, SS:

The foregoing instrument was acknowledged before me
this 30th day of December, 1993 by Robert Cottrell,
Administrative Secretary of Beta Theta Pi Fraternity.

Kristy E. Lorentsen
Notary Public, State of Ohio
Kristy E. Lorentsen
Notary Public, State of Ohio
My Commission Expires Aug. 16, 1995

STATE OF OHIO, COUNTY OF BUTLER, SS:

The foregoing instrument was acknowledged before me
this 6th day of January, 1994 by Jonathan Brandt,
President and Thomas C. Fey, Secretary of The Alpha Chapter House
Company of The Beta Theta Pi Fraternity, Inc.

Ruth T. Cookman
Notary Public, State of Ohio
Ruth T. Cookman
Notary Public, State of Ohio
My Commission Expires Aug. 14, 1998

This instrument was prepared by:
Robert E. Fryman, Attorney at Law.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources
Originating Department

Council Meeting Of: November 15, 2016

Account Code No. #: N/A

Candi Turpin
Prepared By

Budgeted Amount: N/A

November 10, 2016
Date Prepared

Agenda Title: An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2017 Through December 31, 2017.

Recommendation: Approve.

Discussion: Additions/corrections are noted in bold and items to be eliminated/changed are indicated by strikeout.

Section 1. The Assistant Finance Director position has been corrected to reflect that the position is Non-Civil Service.

Section 1. The Parks & Recreation Department has been amended by removing the part-time positions of Recreation Programs Coordinator and Custodian and placing them in the appropriate section under part-time positions.

Section 1. The Safety Department-Fire Division has amended the Fire Captains' section to reflect an additional Attachment B has been added. Three full-time Firefighters have also been added to this section.

Section 1. The Safety Department – Police Division has amended the Public Safety Communications Officer positions to their new designation of Dispatcher/Clerk and reduced the number of positions from nine (9) to six (6).

Section 1. The Safety Department – Police Division has also eliminated the positions of Properties Custodian and Parking Clerk.

Section 1. The Service Department has been amended by removing the part-time Deputy Director and placing it in the appropriate part-time section.

These changes will result in total authorized personnel of **one hundred eleven (111) full time employees**.

Section 2. Staff is recommending a two percent (2%) cost of living (COLA) increase or a market adjustment.

Section 3. Staff is requesting an increase to the maximum compensation of part-time positions by increasing the rate to the nearest dollar amount not to exceed a \$1.00 increase except for the Deputy Service Director and Assistants to the Chief in the Police Department who received 4% increases due to not having increases for the last two years.

Section 3. Parks & Recreation Department has increased the number of Program/Facility Coordinators by one (1) position for a total of four (4) and has revised the name of the position to "Program Coordinator". In addition, the Recreation Programs Coordinator position has been eliminated. **Staff also corrected this section to include three (3) part-time custodians.**

Section 3. The Safety Department – Police Division has increased the number of Public Safety Assistants to four (4). In addition, the Public Safety Communications Officer has been changed to Dispatcher/Clerk. The Parking Intern position has been eliminated.

Section 4. The Safety Department – Fire Division has added a seasonal pay rate for those Fire/EMS personnel who provide Miami University coverage on a seasonal basis.

Section 6.D. A clause indicating that there is an additional Attachment B is added. This Attachment includes the policies and wage rates for full-time Fire Captains and Firefighters.

Section 7. C. The work "recuperative" has been replaced by "Worker's Compensation".

Attachment A: The pay bands have been increased by 2% for 2017.

Attachment B: This attachment has been added and includes policies and wage rates for full-time Fire Captains and Firefighters.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

AK 11/10/16

DRK 11/11/16

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, ~~2015-2017~~ THROUGH DECEMBER 31, ~~2015~~2017.

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	Type	Authorization # 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
Recreation Programs Coordinator	C	1**	3
Custodian	NC	1**	1

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 <i>*See Attachment B</i>	CC	33	66
Firefighters <i>*See Attachment B</i>	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
Public Safety Communications Officer/Dispatcher/Clerk	C	96	By Contract
Office Manager	NC	1	5
Properties Custodian	G	4	2
Parking Clerk	NG	4	2
Service Department			
Service Director	NC	1	7
Deputy Director	G	4**	6
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:		111111	

~~Authorized Part-Time~~**

NC = Non-~~Classified~~~~Classified~~ Employee

C = ~~Classified~~ ~~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 a 2%(COLA) 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	Maximum
	# of Employees	Pay Rate
Finance Department		
Accounting Assistant	1	\$14.00/hr <u>\$15.00/hr</u>
Parks & Recreation Department		
Park/Recreation Technician	5	\$11.00/hr <u>\$12.00/hr</u>
Program/ Facility Coordinator	43	\$14.00/hr <u>\$15.00/hr</u>
Senior Program Coordinator	1	\$16.25/hr
Recreation Programs Coordinator	4	\$12.00/hr
Custodian	23	\$13.00/hr <u>\$14.00/hr</u>
Service Department		
Deputy Director	1	\$38.31/hr <u>\$39.84/hr</u>
Laborers	4	\$12.00/hr <u>\$13.00/hr</u>
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.66/hr <u>\$21.00/hr</u>
Safety Department – Fire Division		
Part-Time Firefighters/EMTs	30	Up to \$16.04/hr <u>\$17.00/hr</u>
Firefighters and/or EMTs	64	Up to \$16.04/hr <u>\$17.00/hr</u>
Fire Division Captains	3	Up to \$17.12/hr <u>\$18.00/hr</u>
Fire Division Lieutenants	31	Up to \$16.58/hr <u>\$17.00 per hour</u>
Safety Department – Police Division		
Assistant To the Chief – Parking & Transportation	1	\$25.81/hr <u>\$26.84/hr</u>
Assistant to Chief – Business Liasion	1	\$25.81/hr <u>\$26.84/hr</u>
Police Officer	6	Contract base pay
Public Safety Assistant	34	Contract base pay
Public Safety Communications Officer Dispatcher/Clerk	4	Contract base pay
Parking Interns (Reimbursed)	8*	\$14.00/hr
TOTAL Part-Time Authorized Strength:	144 <u>136</u>	
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	
<u>Safety Department – Fire Division</u>		
<u>Fire/EMS for Miami University Coverage</u>		<u>\$45.00 per hour</u>
Parks & Recreation Department		
Park/Recreation Technician	36	\$11.00/hr <u>\$11.50/hr</u>
Program/ Facility Coordinator	3	\$14.00/hr <u>\$14.50/hr</u>
Service Department		
<i>Street Department</i>		
Laborer	7	\$12.00/hr <u>\$13.00/hr</u>
Wastewater Division		
<i>Plant</i>		
Laborer	1	\$12.00/hour <u>\$13.00/hr</u>
<i>Collections</i>		
Laborer	1	\$12.00/hour <u>\$13.00/hr</u>
Water Division		
<i>Plant</i>		
Laborer	1	\$12.00/hour <u>\$13.00/hr</u>
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 Firefighters. 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 ~~recuperative~~ 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 (~~forty hours per week~~) 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, 201562017-and are full-time employees of the City on or before December 31, 201562017. 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 201562017 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 201562017. 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 ~~20156~~ 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: ~~KEVIN MCKEEHANK~~ Kate Rousmaniere

~~PREPARED BY: LAW (STAFF)~~

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (~~2015~~2017)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$62,358 <u>\$63,605</u>	\$112,091 <u>\$114,333</u>
Hourly	\$29.98 <u>\$30.58</u>	\$53.89 <u>\$54.97</u>
PAY BAND 6		
Annual	\$48,506 <u>\$49,476</u>	\$86,112 <u>\$87,834</u>
Hourly	\$23.32 <u>\$23.79</u>	\$41.40 <u>\$42.23</u>
PAY BAND 5		
Annual	\$41,538 <u>\$42,369</u>	\$70,012 <u>\$71,412</u>
Hourly	\$19.97 <u>\$20.37</u>	\$33.66 <u>\$34.34</u>
PAY BAND 4		
Annual	\$36,504 <u>\$37,234</u>	\$59,197 <u>\$60,381</u>
Hourly	\$17.55 <u>\$17.91</u>	\$28.46 <u>\$29.03</u>
PAY BAND 3		
Annual	\$33,093 <u>\$33,755</u>	\$55,786 <u>\$56,902</u>
Hourly	\$15.91 <u>\$16.23</u>	\$26.82 <u>\$27.36</u>
PAY BAND 2		
Annual	\$30,950 <u>\$31,569</u>	\$50,232 <u>\$51,237</u>
Hourly	\$14.88 <u>\$15.18</u>	\$24.15 <u>\$24.64</u>
PAY BAND 1		
Annual	\$27,976 <u>\$28,536</u>	\$45,386 <u>\$46,294</u>
Hourly	\$13.45 <u>\$13.72</u>	\$21.82 <u>\$22.26</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 15, 2016

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

November 4, 2016
Date Prepared

Agenda Title:	Environmental Commission Meeting of November 2, 2016
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the Wednesday, November 2, 2016 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; City Council Representative, Mayor Kate Rousmaniere, Ms. Madeline Maurer, and Mr. Andor Kiss. A quorum was present. Commissioner Mr. Robert Bell had previously notified the Commission that he would be unable to attend the meeting. Oxford resident, Mr. Jonathon Ralinosky, was also in attendance.

The minutes from the October 5, 2016 Environmental Commission meeting were unanimously approved as presented.

As this was Mr. Kiss's first meeting as a Commissioner, introductions were made. Mr. Ralinosky submitted his application for the Environmental Commission to Staff.

Mayor Rousmaniere informed Commissioners that in the previous week, Oxford Police Department had emphasized monitoring the bicycle lanes for vehicular infringements, the most common of which were vehicles stopping or parking curbside, thus blocking the bicycle lane. Mayor Rousmaniere had inquired of the Finance Department the effects of satisfying the landfill's closure loan. Finance Director, Mr. Joe Newlin, indicated that the commercial and residential refuse rates for 2017 would be decreased, even though there would be a 2.5% increase in the refuse fees charged to Oxford by the contractor.

The Environmental Commission continued to work on crafting Sensitive Development Areas language for Planned Development code (Oxford Codified Ordinance Chapter 1145.402). Mr. Hand recommended that the language pertaining to wetlands, aquifers and tributary drainage systems, and the Wetland Assessment/Delineation should to be consistent in regards to the qualifications of those making the determination on these features. In an email to Mayor Rousmaniere, Community Development Director, Mr. Jung-Han Chen, recommended that aspects in the existing code regarding tree growth or urban forested areas referenced in Chapter 1145.402(D)(7) be addressed by revisions to Oxford's Codified Ordinance Chapter 935 (entitled: "Trees, Shrubs and Other Plants"). The Commissioners reviewed Chapter 935 and noted the absence of a tree preservation and/or replacement requirement within Chapter 935. The Commission already had copies of the City of Delaware, Ohio Tree Preservation Regulations, and Mr. Hand was aware of several other Ohio municipalities that had pertinent codified regulations. Mr. Hand was to provide copies and/or links to some of these municipal codes. Commissioners were asked to review them and to prepare suggestions and/or recommendations for inclusion of tree preservation and/or language for potential inclusion in Chapter 935.

(Continued)

Approved By:	Department Head: City Manager:	Initial <u>DRE</u>	Date <u>11/11/16</u>
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Staff informed the Commission that a draft of the revised Storm Water Management Design Manual for the City of Oxford should be completed by the December 7th Environmental Commission meeting. The Manual is to be provided to the Commissioners for their review and comment. Commissioners asked that if the Manual was completed prior to the December meeting, that it be posted to the public access drive Mr. Hand had created for the Environmental Commission, and Commissioners alerted to its availability.

The Commissioners concluded discussion at 8:25 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, December 7, 2016 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/19/2016
Date Prepared

Agenda Title: 2017 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2017 Budget

Transfer from GENERAL FUND 110	
Transfer to STREET FUND 122	544,613.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL IMPROVEMENT FUND 141	385,000.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152	307,075.00
Annual General Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL EQUIPMENT FUND 140	290,195.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to STORM WATER FUND 351	40,000.00
General Fund Financial Support (1 st quarter)	
Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	30,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110	
Transfer to FIRE/EMS FUND 418	18,150.00

Annual General Fund Financial Support (quarterly)

Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00

Annual Parking Fund Loan Repayment (quarterly)

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	32,000.00

Annual Parking Fund Financial Support (1st quarter)

Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	29,711.00

Annual Parking Fund Payment for Service department support (quarterly)

Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	25,280.00

Annual Parking Fund Financial Support for work performed (quarterly)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	518,043.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	125,478.00

Annual Water Fund Financial Support (quarterly)

Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	42,095.00

Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)

Transfer from WATER CAPACITY BENEFIT SE FUND 383	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	100,000.00

Water CBF – SW Fund Financial Support – Radio Meter Project (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	200,000.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	170,000.00

Annual Wastewater Fund Financial Support (quarterly)

Transfer from WASTEWATER FUND 331

Transfer to GENERAL FUND 110

42,095.00

Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)

Transfer from WASTEWATER CAPACITY BENEFIT SE FUND 393

Transfer to WATER CAPITAL IMPROVEMENT FUND 322

100,000.00

Wastewater CBF – SW Fund Financial Support – Radio Meter Project (1st quarter)

Transfer from REFUSE FUND 341

Transfer to GENERAL FUND 110

32,095.00

Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)

Transfer from HOTEL TAX FUND 120

Transfer to GENERAL FUND 110

13,800.00

Annual Hotel Tax Fund Financial Support (monthly)

Approved By:

Department Head:

City Manager:

Initial Date

DRS 10/19/16
DRS 10/27/16

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2017, as follows:

Transfer from:

General Fund 110	544,613.00
General Fund 110	385,000.00
General Fund 110	307,075.00
General Fund 110	290,195.00
General Fund 110	40,000.00
General Fund 110	30,000.00
General Fund 110	18,150.00
Parking Fund 130	110,000.00
Parking Fund 130	32,000.00
Parking Fund 130	29,711.00
Parking Fund 130	25,280.00
Water Fund 321	518,043.00
Water Fund 321	125,478.00
Water Fund 321	42,095.00
Water Capacity Benefit – SE Quadrant Fund 383	100,000.00
Wastewater Fund 331	200,000.00
Wastewater Fund 331	170,000.00
Wastewater Fund 331	42,095.00
Wastewater Capacity Benefit – SE Quadrant Fund 393	100,000.00
Refuse Fund 341	32,095.00
Hotel Tax Fund 120	13,800.00

Transfer to:

Street Fund 122	544,613.00
Capital Improvement Fund 141	385,000.00
Parks Improvements Bond Debt Service Fund 152	307,075.00
Capital Equipment Fund 140	290,195.00
Storm Water Fund 351	40,000.00
Special Assessment Fund 417	30,000.00
Fire/EMS Fund 418	18,150.00
Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	32,000.00
General Fund 110	29,711.00
Street Fund 122	25,280.00
Water Capital Improvement Fund 322	518,043.00
Water Capital Equipment Fund 320	125,478.00

General Fund 110	42,095.00
Water Capital Improvement Fund 322	100,000.00
Wastewater Improvement Fund 332	200,000.00
Wastewater Capital Equipment Fund 330	170,000.00
General Fund 110	42,095.00
Water Capital Improvement Fund 322	100,000.00
General Fund 110	32,095.00
General Fund 110	13,800.00

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin

Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/19/2016
Date Prepared

Agenda Title: 2017 ANNUAL ADVANCE ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2017 Budget

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- Collins Run Rd Imp & Chestnut Rd Signal

Funds to be reimbursed from Ohio Public Works Commission	521,550.00
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This repayment to General Fund will be made when funds received.

Advance from GENERAL FUND 110
Advance to OAT CAPITAL IMPROVEMENT FUND 144
- Phase I OAT construction

Funds to be reimbursed from ODNR - Clean Ohio Trail Fund & Donations	668,000.00
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This repayment to General Fund will be made when funds received.

Advance from GENERAL FUND 110
Advance to EMPLOYEE BENEFIT FUND 230
- Make whole account balance due to early use of plan which is repaid by the employees evenly throughout the year.

Funds to be reimbursed from employees' contribution for flexible spending program.	5,000.00
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This repayment to General Fund will be made by year end.

Advance from GENERAL FUND 110

Advance to OVI TASK FORCE FUND 419

- Federal funds received pursuant to the OVI Task Force Grant for OVI Task Force activities

Funds to be reimbursed from Ohio Department of Public Safety

225,000.00

This repayment to General Fund will be made when funds received.

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 10/18/16
[Signature] 10/27/16

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2017, as follows:

Advance from:

General Fund 110	521,550.00
Capital Improvement Fund 141	521,550.00
General Fund 110	668,000.00
OAT Capital Improvement Fund 144	668,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Capital Improvement Fund 141	521,550.00
General Fund 110	521,550.00
OAT Capital Improvement Fund 144	668,000.00
General Fund 110	668,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

SECTION 2: This Ordinance shall take effect at the earliest time 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 City Manager

Finance
Originating Department

Council Meeting Of : 11/15/2016

Account Code No. : see below

Joe Newlin
Prepared By

Budgeted Amount :

11/10/2016
Date Prepared

Agenda Title:	2016 Supplemental Budget #10
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Recommendation:	Approve
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Issue 1

To make adjustment to amended budget for projected increase in Hotel Tax Receipts and related expenses.

Action Needed:

Revenue Side

General Fund (110)	25,000.00	Hotel Tax Receipts
Hotel Tax Agency Fund (120)	25,000.00	Hotel Tax Receipts
General Fund (110)	1,500.00	Transfer from Hotel Tax Agency Fund

Expense Side

Hotel Tax Agency Fund (120)	1,500.00	Transfer to General Fund (6% of receipts)
Net Effect on Fund Balance/(s) Increase/(Decrease)	50,000.00	

Issue 2

To make adjustment to amended budget for health care reimbursements and associated expenditures over the \$75,000 budgeted amount
Increased \$58,500

Action Needed:

Revenue Side

Employee Benefits (230)	162,977.00	Reimbursements from carrier
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Expense Side

Employee Benefits (230)	162,977.00	Appropriation from unencumbered balance for medical expenses
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Net Effect on Fund Balance/(s) Increase/(Decrease)	-	
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Issue 3

To make adjustment to amended budget for unencumberd funds moving \$165,000 from US 27 South project to realign Collins Run Road with Main St. and to install traffic signals at Chestnut / Main & Chestnut / Campus project

Action Needed:

Revenue Side

NA

Expense Side

Capital Improvement (141)	(165,000.00)	Decrease appropriation from unencumbered balance for US 27 South project
Capital Improvement (141)	165,000.00	Appropriation from unencumbered balance for Collins Run Road project

Net Effect on Fund Balance/(s) Increase/(Decrease)	-	
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	50,000.00	
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Breakdown by Fund

General Fund (110)	26,500.00	
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Hotel Tax Agency Fund (120)	23,500.00
Capital Improvement (141)	-
Employee Benefits (230)	-
Net Effect on Fund Balance/(s) Increase/(Decrease)	50,000.00

Approved By:

Department Head:

City Manager:

Initials	Date
<u>DE</u>	<u>11/10/16</u>
<u>DRE</u>	<u>11/11/16</u>

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3335 AND DECLARING IT AN EMERGENCY. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 10 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues;

SECTION 2: The following increase/(decrease)in revenues be made:

General Fund 110	25,000.00
Hotel Tax Agency Fund 120	25,000.00
Employee Benefit Fund 230	162,977.00

SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

Hotel Tax Agency Fund 120	1,500.00
Employee Benefit Fund 230	162,977.00
Capital Improvement Fund 141	(165,000.00)
Capital Improvement Fund 141	165,000.00

SECTION 4: The following transfer(s) be executed:

Transfer from:	
Hotel Tax Agency Fund 120	1,500.00

Transfer to:	
General Fund 110	1,500.00

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

General Fund 110	1,500.00
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SECTION 6: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: Nov 15 & Dec 6, 2016

Account Code #: Not Applicable

Budgeted Amount: \$ Not Applicable

Service Department

Originating Department

Michael Dreisbach, Service Director

Prepared By

November 7, 2016

Date Prepared

Agenda Title: An Ordinance Amending Ordinance No. 3267 Granting a Franchise to Glenwood Energy of Oxford, Inc. to Allow a "Heating Value" Rider Rate

Recommendation: Approval

Discussion:

On April 19, 2011, the Oxford City Council adopted Ordinance No. 3147 granting Glenwood Energy of Oxford, Inc. (Glenwood Energy) a franchise to provide natural gas service and regulating rates and charges for the utility.

The Ordinance has since been amended one time in March 2014 (Ordinance No. 3267) to allow Glenwood Energy to recover costs associated with the relocation of gas mains to accommodate the widening of US27 South. This amendment added 24 cents to the General Service Rate (GSR) per thousand cubic feet (Mcf) and cost the typical household user (72 Mcf) approximately \$1.44 per month above the previously approved GSR.

On March 11, 2016, Glenwood Energy notified the City of a change in heating value (BTU's) of the natural gas the company supplied to its customers. Previously, the company's gas was harvested and transported from regions near the Gulf of Mexico. As natural gas supplies have become plentiful in eastern Ohio and western Pennsylvania, Glenwood has selected these regions to replace gas previously transported from the south. One result of this supply change is the BTU value of the new supply. The BTU value is 4.75% higher, thus reducing the amount of gas required to obtain the same heating equivalent. Since the company makes its earnings based on the volume of gas sold, and not the price of the raw energy, the company has collected significantly less revenue from its GSR. The cumulative loss of revenue forecast for the period January 2015 through December 2016 is \$182,709.50. This amount would be amortized over a period of 48 months adding \$0.1218 per Mcf to the GSR. This fixed component increase is referenced in Section VI (ii) of the proposed Ordinance and would raise the monthly utility bill of a typical user (72 Mcf) approximately \$1.93 per month.

(Continued)

Approved By:

Department Head:

City Manager:

Initial

Date

MBS

DRE

11/7/16

11/11/16

Section VI (i) of the Ordinance addresses the variable component of the rate calculations and allows the rate to be adjusted based on actual data obtained every six months. By allowing a variable component in the rate, the interest of both the utility user and company are protected by a review of actual costs and gas quality data to ensure fair adjustments to the GSR.

It should also be noted that rate payers have enjoyed approximately \$125,000 in savings by utilizing the higher BTU gas and the associated smaller volumes being consumed by users (these savings come from the significantly lower transportation costs associated with gas fields in OH and PA).

It is Staff's recommendation that the City Council amend Ordinance No. 3267 and authorize the BTU Rider allowing Glenwood Energy to recover costs associated with distributing higher BTU value natural gas from shale fields in OH and PA versus gas from the Gulf of Mexico region.

ORDINANCE NO.

AN ORDINANCE TO AMEND ORDINANCE NO. 3298 REGULATING THE RATES AND CHARGES TO BE CHARGED AND COLLECTED AND THE SERVICES TO BE RENDERED BY GLENWOOD ENERGY OF OXFORD, INC., ITS SUCCESSORS AND ASSIGNS, FOR GAS AND GAS SERVICE FURNISHED TO ALL OF ITS CUSTOMERS WITHIN THE CORPORATE LIMITS OF THE CITY OF OXFORD DURING THE PERIOD ENDING FEBRUARY 28, 2018 BY AUTHORIZING GLENWOOD ENERGY OF OXFORD, INC. TO IMPLEMENT AN ADJUSTMENT TO THE GENERAL SERVICE RATE AUTHORIZED BY ORDINANCE NO. 3298 TO RECOGNIZE THE IMPACT ON REVENUES OF A CHANGE IN THE HEATING VALUE OF THE NATURAL GAS FURNISHED TO CUSTOMERS SUBSEQUENT TO THE ADOPTION OF SAID ORDINANCE.

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

SECTION 1: On January 6, 2015, Council of the City of Oxford adopted Ordinance No. 3298 regulating the rates and charges to be charged and collected by Glenwood Energy of Oxford, Inc. (the "Company") for gas service furnished to customers within the City of Oxford for the period ending February 28, 2018.

SECTION 2: During the 2014-2015 winter, the wholesale supplier from which the Company purchases natural gas for delivery to its customers changed the source of the gas transported to the Company via interstate pipelines from the Gulf of Mexico to shale deposits in Ohio and Pennsylvania.

SECTION 3: As a result of this change in the source of supply, the British Thermal Unit ("BTU") content of the gas that is now being delivered to Glenwood by its wholesale supplier is significantly higher than the heating value of the gas volumes that were used to develop the per-Mcf General Service Rate ("GSR") set forth in Section I.2.b. of Ordinance No. 3298. The higher BTU content of this gas means that the Company's customers require fewer Mcf of gas to meet their requirements than were assumed when the GSR was established, which, in turn, means that the GSR is not generating the level of revenue necessary to satisfy the authorized annual pro forma revenue target that the GSR was designed to achieve.

SECTION 4: Although the recovery of the actual cost of gas through the Gas Cost Recovery Rate ("GCR") authorized in Section I.3 of Ordinance No. 3298 is unaffected by the change in the source of supply, the Company's customers have realized a savings of approximately \$125,000 due to the fact that the transportation cost component of the cost of gas is now lower than when the source of gas was the Gulf of Mexico.

SECTION 5: Under these circumstances, it is reasonable to authorize the Company to recover the amount of the GSR revenue shortfall resulting from the change in the BTU content of the gas furnished to its customers in accordance with the the terms and conditions set forth below.

SECTION 6: Ordinance No. 3298 shall be amended by removing existing Section 1.2.b and replacing it with the following provision:

General Service Rate. The Company shall charge a base distribution rate of \$3.03 per Mcf of gas delivered to all general service customers, subject to an adjustment to recognize the impact on consumption of the difference between the BTU content of the gas volumes now being delivered to customers and the BTU content of the gas volumes used to calculate the \$3.03 per-Mcf GSR for purposes of Ordinance No. 3298 (the "BTU Adjustment"). The BTU Adjustment shall consist of two separate components, a Variable Component to recognize, going forward, the revenue impact of the difference between the BTU content of gas volumes currently being delivered to customers and the BTU content of the gas volumes that were used to calculate the \$3.03 per-Mcf GSR, and a Fixed Component designed to recover the pro forma revenue shortfall experienced to date by the Company as a result of the change in the source of gas supplied to customers.

i. BTU Adjustment – Variable Component. The Variable Component of the BTU Adjustment shall be an estimate of the revenue impact of the change in source of gas determined by comparing the per-Mcf BTU value of the gas volumes used to calculate the GSR rate of purposes of Ordinance No. 3298 of 1.0170 BTU/Mcf to the average monthly per-MCF BTU value of the gas delivered to customers for the most recent six (6) months for which data is available, which, as of the effective date of this ordinance, is 1.0701 BTU/Mcf, and which produces an initial Variable Component of \$0.2012 per MCF. The Variable Component shall be trued up every six (6) months to reflect the difference, plus or minus, between the estimated average monthly per-Mcf BTU value used to calculate the Variable Component then in effect and the actual average monthly BTU/Mcf value of the gas delivered to customers over the preceding six months. The Company shall provide documentation supporting the calculation of the revised Variable Component to the City Manager for review and approval no later than five (5) business days before including the revised Variable Component on customer bills.

ii. BTU Adjustment – Fixed Component. The cumulative revenue shortfall of \$182,709 attributable to the change in the source of gas supplied to customers for the period January 2015 through December 2016 shall be amortized over forty-eight (48) months and shall be recovered through the Fixed Component of the BTU Adjustment at a rate of \$0.1218 per Mcf. The Fixed Component shall be eliminated from customer bills in the month following the month in which the total amount of the cumulative revenue shortfall has been recovered. The Company shall provide documentation to the City Manager of the amount recovered through the Fixed Component no less frequently than once every six (6) months during the period the Fixed Component remains in effect.

The Variable Component and the Fixed Component of the BTU Adjustment shall be effective on a bills-rendered basis commencing with the first monthly billing following the effective date of this ordinance.

SECTION 7: The amendment adopted by this ordinance shall have no effect on any other provisions of Ordinance No. 3298, all of which shall remain in force and effect.

SECTION 8: If the Company accepts this ordinance, the Company shall file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage by Council and this ordinance shall constitute a contract between the City and the Company. If the Company does not accept this ordinance, the Company shall file a complaint and appeal from this ordinance with the PUCO pursuant to Section 4909.34, ORC, within (30) days after its passage. If the Company does not file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage and does not file a complaint and appeal from this ordinance with the PUCO within (30) days after its passage by Council, the Company shall be deemed to have accepted this ordinance and shall be bound by its terms as if it had filed a written acceptance.

SECTION 9: This ordinance shall take effect at the earliest time allowed by law.

Mayor

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



GLENWOOD ENERGY
natural gas • the GREEN energy

O X F O R D

March 11, 2016

via – email -delliott@cityofoxford.org
(original mailed via UPS Ground)

Mr. Douglas R. Elliott, Jr. - City Manager
City of Oxford
101 East High Street
Oxford, OH 45056-1887

RE: Glenwood Energy of Oxford, Inc.
BTU Content Change in Natural Gas Deliveries

Dear Mr. Elliott:

As a follow up to a recent meeting between representatives of Glenwood Energy of Oxford, Inc. ("Glenwood") and Michael Dreisbach, City of Oxford Service Director, we wanted to inform your office regarding the matter of a change in the "heating value" of the natural gas delivered to the City Gate and the direct impact on the gas consumption of our ratepayers.

Over the course of the last fourteen months we have been monitoring a change in the heating value and we informed our natural gas supplier, Atmos Energy Marketing, of an imbalance of gas used (consumed by the ratepayers) and the gas purchased (i.e. delivered to the City Gate).

The heating value, measured in BTUs (or British Thermal Units), of natural gas has historically been stable. The amount of energy contained in a known, measurable volume of natural gas varies with the BTU content of that particular gas. The higher the BTU content of natural gas, the lower the volume of natural gas consumed.

Over the last fourteen months, the gas delivered to Glenwood has an increased heating value (BTU content) of nearly 1.0805, (rolling monthly average) which represents a 4.75% increase over the historical heating value of 1.0316. We have experienced BTU content factors increasing to a daily high of 1.1111 in February 2015. This rise in heating value stems directly from the change in Glenwood's natural gas supply source previously coming from the Gulf of Mexico region to supplies coming from the Ohio and Pennsylvania shale clay deposits. The natural gas flowing from the east coast towards the Midwest and the west coast contains higher concentrations of natural gas liquids (NGLs). NGLs increase the BTU content of gas.

Mr. Douglas R. Elliott, Jr.
City of Oxford
March 11, 2016
Page 2

I have attached a schedule of the monthly TETCO BTU content over the last fourteen months, as verified by Atmos Energy Marketing. The attached summary also reveals the financial impact of the change in BTU content to Glenwood through February 29, 2016. The increase in the BTU content has negatively impacted our financial position by nearly \$101,000 in lost General Service Rate and Rider revenues.

We will continue to update this summary through March 31, 2016 and will submit a final analysis to you then. We ask that the City of Oxford authorize Glenwood to implement a new Rider to permit the collection of this lost revenue. As it would be required, we will submit an annual reconciliation (true up) of this new rider each year as to the under collected position. Over time, we do expect the BTU content factor to level off and maintain some form of consistency.

Thank you for your time and consideration of this matter. If you need any additional information please don't hesitate to call us in the office at 523.2555 or email us at KGSmith@fuse.net and richperkins@waltekltd.com.

Best regards,



Richard A. Perkins, CPA
Chief Financial Officer
Glenwood Energy of Oxford, Inc.

Enclosures

CC; Mr. Michael Dreisbach – City of Oxford – (via email)
Mr. Keith G. Smith – President – Glenwood Energy of Oxford, Inc.
Mr. John Stenger – Chief Operating Officer – Glenwood Energy of Oxford, Inc.

Effect of Increased Btu Content - GEO's UMS Thru Put/ Revenue and Billing Recognition Supporting Calculations

ESTIMATED 1-1-17 TO 6-30-17													
Test Period - 2014 City Ordinance -Btu	Tetco Avg Btu	Delta "Test Period" vs Tetco	Riders Billings of \$.5413										Total Loss Revenue and Billings
			UMS Sales	Delta *	UMS	Projected	Revenue	Loss in	Tax Adj	Pipp	MCF Billings	Sub -Total	PUET
A	B	C	D	E	F	G	H	I	J	K	L	M	N
			MCF	UMS	(D + E)	(E * \$3.03)	(E * \$5.413)	(E * \$.0411)	(G + H + I)	(J * \$.049032)	(J + K)		
Jan-17	1.0170	0.0531	89,278	4,741	94,019	\$ 14,364.26	\$ 2,566.13	\$ 194.84	\$ 17,125.23	\$ 839.68	\$ 17,964.91		
Feb-17	1.0170	0.0531	78,957	4,193	83,150	\$ 12,703.63	\$ 2,269.46	\$ 172.32	\$ 15,145.41	\$ 742.61	\$ 15,888.02		
Mar-17	1.0170	0.0531	56,936	3,023	59,959	\$ 9,160.55	\$ 1,636.50	\$ 124.26	\$ 10,921.31	\$ 535.49	\$ 11,456.80		
Apr-17	1.0170	0.0531	29,945	1,590	31,535	\$ 4,817.99	\$ 860.72	\$ 65.35	\$ 5,744.07	\$ 281.64	\$ 6,025.71		
May-17	1.0170	0.0531	19,876	1,055	20,931	\$ 3,197.91	\$ 571.30	\$ 43.38	\$ 3,812.58	\$ 186.94	\$ 3,999.52		
Jun-17	1.0170	0.0531	10,496	557	11,053	\$ 1,688.73	\$ 301.69	\$ 22.91	\$ 2,013.33	\$ 98.72	\$ 2,112.04		
Jul-17	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Aug-17	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sep-17	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Oct-17	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Nov-17	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Dec-17	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Average	1.0701		285,488	15,159	300,648	\$ 45,933.07	\$ 8,205.80	\$ 623.05	\$ 54,761.93	\$ 2,685.09	\$ 57,447.01	\$	0.2012
										Cumulative Loss of Revenue and Billings as of :			
										Estimated Cumulative Loss of Revenue and Billings as of :			
										12/31/2016 \$ 182,709.50 Per attached			
										6/30/2017 \$ 240,156.51			

Notes:

- The estimates thru put for the period of 1-1-17 to 6-30-17 is based upon a 3 year average for the respective months.
The BTU factors for the period of 1-1-17 to 6-30-17 is based upon the actual average of 1.0701 for the actual results of April 2016 through September 2016.
- * The increase in Btu Content is confirmed by Atmos Energy and TETCO line station survey.
* Atmos Energy and TETCO expect Btu content to remain at these levels for the foreseeable future.
- * The referenced TETCO Btu content is taken daily and averaged monthly.
- * For the past ten years the local average has been 1.025 versus the current monthly average range of 1.0684 to 1.0968. We have experienced daily actuals as high as 1.1110
- * The imbalance between the Atmos Ditch quantities and the at meter reading for our UMS customers is accounted for in the normal gas cost recovery calculation (GCR).

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 1, 2016

Sam Perry

Account Code No. #:

Prepared By:

Budgeted Amount:

October 26, 2016

Date Prepared:

PC-2016-18, CONDITIONAL USE, to permit Beta Theta Pi to renovate and add to the existing fraternity at 200 and 208 East High Street, Renouveau Design, Inc. / Tom Converse Architect

Recommendation by the Planning Commission: Approval with Conditions

Discussion:

This application is to allow the existing fraternity use to continue through the approval of a conditional use for a major interior renovation. There would also be a two-story addition which would connect the two existing buildings. The R2MS Zoning District permits fraternities as conditional uses. The site is also within the University Historic District. Beta Theta Pi existed at this site at least fifty years before the current land use regulations existed. The conceptual design has been reviewed by the Historic and Architectural Preservation Commission with no major concerns. A final review by HAPC has not yet been scheduled.

The intent of the applicant is to maintain the existing character of both streetscapes by retaining the historic architecture. The connector addition would be set back from the historic buildings. The renovations would keep the same number of students as currently permitted (50), while improving the on-site facilities for accessory uses such as food preparation, dining, gathering and study. An on-site, non-student staff member would be added as part of the project. An access improvement for food service delivery trucks twice per week is requested by the applicant. Original plans for a curb cut access from Campus Avenue have been replaced with a proposed loading zone along the street. The loading zoning conceptual alternative has been reviewed and preferred by the Service Department.

A portion of the rear parking spaces are to be replaced with a granular pervious parking system which would be the first such type installed in Oxford. 2014 Zoning Code parking revisions allow alternative surfaces. Additionally, the conditional use process allows the City to waive or modify zoning requirements such as setbacks, lot coverage and parking requirements. An acceptance of Commission's recommendation would approve the plan as presented, including the waivers of zoning code sections.

There are currently two lots on the site which require consolidation due to setback requirements. The Mile Square Design Guidelines encourage preservation of mature trees. The Planning Commission discussed additional concerns of Campus Avenue traffic, roof access and parking screening. The applicant agreed these would be addressed with the permit submittal to staff. Following the Commission review, the applicant notified the City they would pursue the elimination of an unused utility easement on this site.

After the public hearing, the Commission voted 6-1-0 to recommend approval of the Conditional Use Permit Application, subject to the following conditions:

1. Consolidation of lots prior to building permit issuance.
2. Review and approval of a right of way permit for Campus Avenue loading zone.
3. Evaluation of mature trees on-site for potential preservation.
4. No roof areas are to be used as outdoor activity areas.
5. Provide screening along the eastern side of the parking lot.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC , 10/26/16
DRE , 10/27/16

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR AN ADDITION AND SITE MODIFICATIONS OF AN EXISTING FRATERNITY HOUSE IN A R2MS (SINGLE, TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT AT 200 and 208 E. HIGH STREET, OXFORD, OHIO 45056 WITH CONDITIONS.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on October 11, 2016 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Renouveau Design Inc., Applicant, for a conditional use permit to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056.

SECTION 2: The Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056 with the following conditions:

1. That the consolidation of lots will occur prior to a building permit being issued;
2. That the review and approval of a right-of-way permit for Campus Avenue loading zone takes place;
3. That an evaluation of mature trees on site for potential preservation takes place;
4. That no roof areas are to be used as outdoor activity areas;
5. That screening will be provided along the eastern side of the parking lot.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056 in accordance with the conditions set forth above.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Certification of Action

Oxford Planning Commission

Recommendation to City Council

<u>Report Date</u>	November 1, 2016
<u>Case Number</u>	PC-2016-18
<u>Applicant Information</u>	Renouveau Design, Inc. Beta Theta Pi
<u>Requested Action</u>	Conditional Use
<u>Summary of Request</u>	Renovation of an Existing Fraternity and Addition
<u>Public Hearing Information</u>	A Public Hearing took place at 118 W. High Street on October 11, 2016. A Public Hearing notice was published in the Journal News on September 11, 2016. Courtesy notices were mailed to adjacent property owners on September 26, 2016. Signage was posted at the site on October 4, 2016.
<u>Commission Action</u>	The Planning Commission voted 6-1-0 recommending approval with conditions.
<u>Commission Findings and Conclusions</u>	The proposal assured that the overall character of the site would remain and that the addition would not distract from the existing structures. The Planning Commission did share their concerns and after discussion with their recommendation for approval made the following conditions: That the consolidation of lots would occur prior to a building permit being issued; That, the review and approval of a right-of-way permit for Campus Avenue loading zone takes place; That, an evaluation of mature trees on site for potential preservation takes place; That, no roof areas are to be used as outdoor activity areas; That, screening will be provided along the eastern side of the parking lot.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated October 5, 2016 2. Interoffice Review Transmittal Sheets 3. Surrounding Property Owner Notifications Map 4. Letter of Agency 5. Conditional Use Application and Pertinent Documents Submitted by Applicant

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2016-18

Date – October 11, 2016

APPLICATION

Applicant:	Tom Converse, Architect, Renouveau Design, Inc. (RDI)
Location:	200 and 208 East High Street
Owner:	Beta Theta Pi
Action Request:	Conditional Use Permit Application
Current Use:	Fraternity
Zoning:	R2MS (Single, Two-Family Mile Square Residential) District University Historic District Overlay
Surrounding Existing Land Uses:	Two-Family Residences, Fraternity, Professional Office

GENERAL DESCRIPTION

The applicant is seeking a recommendation of approval of a conditional use for an existing fraternity located at 200 and 208 East High Street. The site location is at the intersection of Campus Avenue and High Street. The intersection acts as a gateway between the City and the University. Although the use is not changing, the proposed building addition and site modifications require the conditional use approval prior to the issuance of building permits.

Architect Tom Converse, on behalf of Beta Theta Pi, proposes to retain the existing two historic buildings and to install a new two story addition which connects the buildings. The interiors would be fully remodeled with the addition of a sprinkler system, improved food service and an on-site staff suite. Enhanced parking and loading access is also proposed. The renderings of the improvements have been presented to the Historic and Architectural Preservation Commission. The role of the Planning Commission is to use the requirements of the Zoning Code to formulate a recommendation to City Council.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a notice sign was placed on the property. No comments were received as of this writing.

AGENCY REVIEWS

Requests for review were made to the Police, Fire, Engineering and Economic Development Departments. The following comments have been received:

Police:	Returned without comments.
Fire:	Returned with comments.
Engineering:	Returned with comments.
Econ. Dev.:	Returned with comments.

ZONING CODE REVIEW

Below is an excerpt from Oxford Zoning Code Section 1147.03, Use-Specific Regulations with staff comments in ***bold/italic***:

- (19) Fraternity and Sorority Houses.
 - A. Potential Concerns.
 - 1. Aesthetic Concerns:
 - a. Historical characteristics of existing structures.
Pre-application complete

- b. Residential scale and character.
Altered somewhat
 - c. Yards and landscaping.
Maintained
 - d. Walls and fences.
Alterations including mechanical yards
 - 2. Activities Areas:
 - a. Porches and patios.
Maintained (one in street right of way)
 - b. Locations of recreational areas and courts.
N/A
 - c. Locations of accessory structures.
N/A
 - 3. Vehicle Management:
 - a. Site access.
Maintain alley access. New loading zone.
 - b. Required parking.
Maintain 14 of 21 required
 - c. Emergency access.
No change
 - d. Deliveries.
New loading zone for food service 2x/week
 - e. Occasional and excess parking management.
On-street, pedestrian-only and Miami lots.
 - 4. Adequate Public Utilities:
 - a. Water.
No change expected to domestic supply. Fire sprinkler proposed.
 - b. Sewer.
No change expected.
 - c. Storm water management.
Increased impervious proposed to be mitigated
 - d. Other services.
 - 5. Nuisance:
 - a. Waste/trash management.
Increase of food services
 - b. Noise and off-site impact.
Mechanical equipment noise directed upward.
 - c. Lighting and off-site impact.
Additional site lighting not yet designed
- B. Requirements:
- 1. New Structures: Building shall be of a size and scale that approximates neighboring structures.
N/A
 - 2. Existing Structures: Exterior renovation and improvements shall be maintained to protect existing architectural details, materials and ornamentation.
Existing structures to be retained. Restoration details not yet submitted.
 - 3. Addition: Building expansions shall be sympathetic to the architectural scale and style of the existing building.
The two-story building addition is similar scale and style to existing. A Certificate of Appropriateness is being sought from HAPC.
 - 4. Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.
Front outdoor patios only.
 - 5. Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened.

The waste enclosure shall be adequate for the occupancy and accessible to service vehicles.

New enclosure proposed in rear; existing alley access.

6. **Parking and Transportation Demand Management:** Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.

No change in parking layout or number of spaces.

General Decision Standards for Conditional Uses — Section 1147.02(c)(2)

- (2) General Decision Standards. All Conditional Uses shall satisfy these General Decision Standards.

A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.

Yes, the use can be allowed as a conditional use.

B. The use and site will satisfy the general intent of this Zoning Code.

Yes, the site changes can satisfy the intent.

C. The use and site will be compatible with the general intent of the Comprehensive Plan.

Yes, the Comp Plan encourages redevelopment, infill and preservation or existing resources.

D. The size and shape of the site are sufficient for the proposed use.

The size of the site is undersized to provide outdoor activity and sufficient parking but is in close proximity to similar available services.

E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

None expected.

F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.

New mechanical noise is intended to be directed upward by enclosures.

G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.

No additional accessory uses expected.

H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.

Opportunity for comment has been provided to Police, Fire and Service Department. Additional detail will be provided with building plans.

I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.

Beta is expected to pay for any on or off-site infrastructure necessary to support the proposed redevelopment. The proposed loading zone is within the public right of way which will require further engineering details and right of way permit if the conditional use is approved as submitted.

J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.

The rendering of the proposed central addition is harmonious with the character of the general vicinity. No elevation drawing of the west façade has been provided. Detailed elevation drawings will be required before final approval of the Historic and Architectural Preservation Commission.

K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.

The Campus Avenue site access point is no longer being considered. The site access from the public alley off Church Street is existing with no change proposed.

L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

The structures are historic buildings in the University District Historic overlay. The renderings were reviewed by the Oxford Historic and Architectural Preservation Commission and will require a second, more detailed review before approval.

M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Yes, as stated by applicant.

Below is an excerpt of Oxford Zoning Code 1143.05(c), the R2-MS (Single and Two-Family Residential Mile Square, Site Development Regulations:

		1-family	2-family
(1)	<u>Lots requirements.</u>		
	A. Minimum lot area	5,000 sq. ft.	7,500 sq. ft.
	B. Minimum lot width	50 feet	75 feet
(2)	<u>Yard requirements.</u>		
	A. Minimum front yard depth	20 feet	20 feet
	B. Minimum rear yard depth	35 feet	35 feet
	C. Minimum side yard width	7.5 feet	7.5 feet
(3)	<u>Structural requirements.</u>		
	A. Maximum building height	35 feet	35 feet
(4)	<u>Lot coverage.</u>		
	A. Lots with vehicular access from a public street		
	1. Lot total – 35 percent		
	2. All enclosed buildings – 25 percent of lot		
	3. Front yard – 25 percent of front yard		
	B. Lots with vehicular access from a rear or side alley, and no access from a public street		
	1. Lot total – 40 percent		
	2. All enclosed buildings – 25 percent of lot		
	3. Front yard – 5 percent of front yard		

There are existing nonconformities with the above R2-MS zoning code requirements:

- The interior setback issue will be resolved by consolidation of the two lots*
- The existing buildings extend 3-25' into the front yard setbacks from both streets*
- The lot coverage is 15% over the 40% limit. The increase due to building addition is proposed to be partially mitigated by converting existing impervious asphalt parking to pervious brick paver parking.*
- The Mile Square Guidelines of the R2MS require that existing mature trees should be preserved when possible. There are existing mature trees on the site that should be evaluated.*

Below is an excerpt of Oxford Zoning Code Section 1149.02 Parking and Site Access:

- (a) Any new development, redevelopment, or change to a use or structure or site (whether conforming or nonconforming) shall meet the current parking and site access regulations for the entire use

and structure and site. Any nonconforming uses, structures or sites shall follow the provisions in Chapter 1137.

Regarding subsection A, above, the proposal is considered a change to the structure which requires existing parking to meet current design requirements such as access, aisles and setbacks.

- *The use is not considered a non-residential parking lot by zoning code, so the only requirement is a three-foot setback.*
- *Stacked parking is not permitted but is an existing condition.*
- *Alley access is required by the Mile Square guidelines, however, the alley available is not a through alley. Alley access is proposed as an existing condition.*
- *Pervious pavement is not a requirement but is proposed to mitigate the existing impervious lot coverage.*

ANALYSIS

The proposed fraternity redevelopment utilizes an existing fraternity and historic site conditions to modernize the facilities for improved usage. The proposal represents significant effort to preserve historic architecture and institutional legacy. The proposed Campus Avenue loading zone as well as any increased traffic from building residents would be the only two noticeable impacts to the general public. All other additional details are typically handled administratively during the building plan/site review.

RECOMMENDATION

Based upon the zoning code review within and the above analysis, if the Planning Commission finds the proposal to meet the general and site specific requirements, it can forward a recommendation of approval to the City Council with the following potential conditions:

1. Consolidation of lots prior to building permit issuance
2. Review and approval of right of way permit for Campus Avenue loading zone
3. Evaluation of mature trees on-site for potential preservation

Staff recommends forwarding a recommendation of approval to City Council with the above conditions.

SUBMITTED BY:



Sam Perry, AICP
Planner

DATE: October 5, 2016

ATTACHMENT

(c) Planning Commission Review. The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

- A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an Applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.
- B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

(2) General decision standards. All Conditional Uses shall satisfy these General Decision Standards:

- A. The proposed use is in fact a Conditional Use in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, **Renouveau Design, Inc., Applicant, Agent**

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

It will be important to this project that the information submitted in regard to supervision and fire safety are strictly adhered to.

Drawings reviewed by:

[Signature]

Date:

9-9-16

John Detherage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, **Renouveau Design, Inc., Applicant, Agent**

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

SEE ATTACHED MEMO DATED 10-4-2016

Drawings reviewed by: *V. Popescu* Date: 10-4-2016

 VICTOR POPESCU

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, PE
City Engineer

RE: PC - 2016-18
Conditional Use
200 & 208 E. High St. - Beta Theta Pi House

DATE: October 4, 2016

The following are comments from the Engineering Division.

- The proposed access from Campus Avenue is not recommended. Although it is proposed to be "one way" only, the width does not accommodate entry for average size vehicles, let alone delivery trucks and/or emergency vehicles. Additionally, large size vehicles would find it difficult to negotiate the turn into the north-south alley.
- An alternate to the above, it is proposed to modify the tree lawn, so as to create a loading zone. What this would do is to reduce the width of the existing tree lawn by 4 linear feet (only in the area of the loading zone), create north and south bound travel lanes of 11 linear feet width, and a loading zone of 10 linear feet. The Engineering Division finds this proposal acceptable.
- The addition to the Beta Theta Pi House will increase the potential of storm water runoff from the site. The plans shall account for the increase by various available design methods.

If there are questions, please contact the Engineering Division.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, Renouveau Design, Inc., Applicant, Agent

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:  Date: 9/15/16

John A. Jones

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, Renouveau Design, Inc., Applicant, Agent

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

LOOKS GREAT!

Drawings reviewed by: _____

Date: _____

G. ALAN KUBER

PRINTED NAME



PC-2016-18

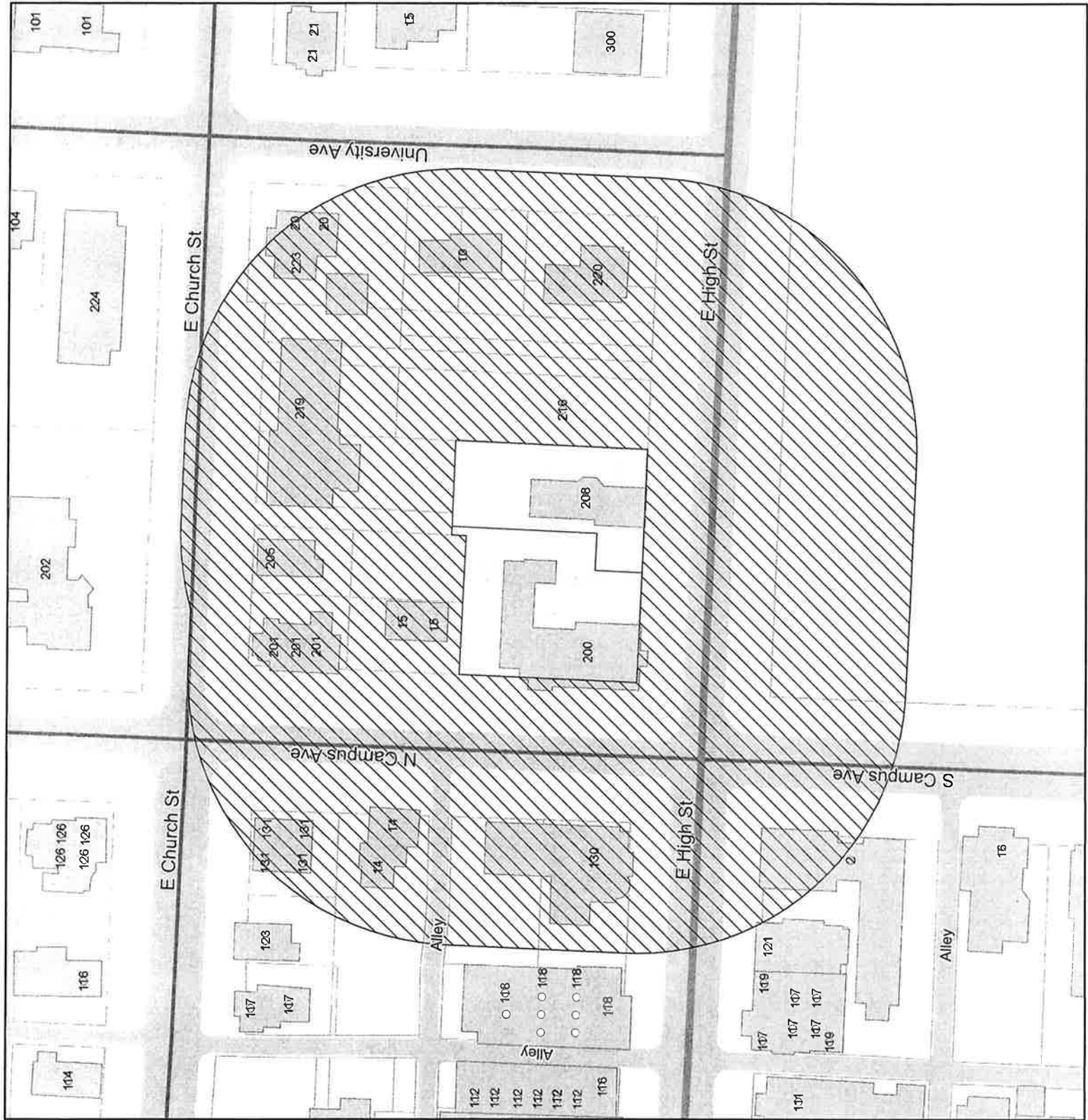
Surrounding Property Owners Notifications Map

Legend

- Subject Parcels
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- Building Footprint
- Paved Roadway



1 inch = 100 feet



Prepared on Thursday, September 15, 2016

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.



ALPHA CHAPTER HOUSE COMPANY

P.O. Box 943
Oxford, OH 45056

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Renouveau Design, Inc. has permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission hearing October 11, 2016 regarding The Alpha Chapter House Company of Beta Theta Pi Fraternity, Renovation and Expansion at our property located at 208 East High Street Oxford, Ohio 45056

Thank-you,

Signed:

Phil Fernandez, Treasurer

Date:

The Alpha Chapter House Company of Beta Theta Pi Fraternity



Internal Use Only:	
Case No.	PC-2016-18
Date Filed	8/26/16

Conditional Use Permit Application

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * Renouveau Design, Inc., Agent

Mailing Address * 1570 Fishinger Road

City, State & Zip Code * Columbus, Ohio 43221

Telephone Number(s) * 614 538 8780

Email Address TConverse@RDIColumbus.com

Owner Information

Name * Alpha Chapter of Beta Theta Pi House Company

Mailing Address * P.O. Box 943

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513 273 2208

Email Address

Location and Lot Information

Location of Property * 200 and 208 East High Street, Oxford, Ohio 45056

Legal Description * O.R. 5236, PG. 693, Lot #3010 and Lot #3011

Zoning District * R2MS

Total Area * 0.595 → Check One * Acres ☒ Square Feet ☐

Existing Use Description * Fraternity House

Proposed Use Description * Fraternity House

Submission Requirements and Documentation

From Section 1147.02(a)¹.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.
- Application Fee.
 - Description of Use and Site.
 - A written, detailed description shall include the following information. A separate response is required for each subsection.
 - The name, mailing address, and telephone number of the applicant and the property owner.
 - If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
 - A legal description of the site, including all separate lots.

- A. The proposed use is in fact a Conditional Use appropriate for the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fee is \$400.00, plus postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

Applicant Signature *

 Tom Converse

Date *

8/26/16

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required plans and documentation as attachments and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Dept. at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

For Staff Use Only

Fee Paid Date *

8/26/16

Receipt Number *

107258

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter/>

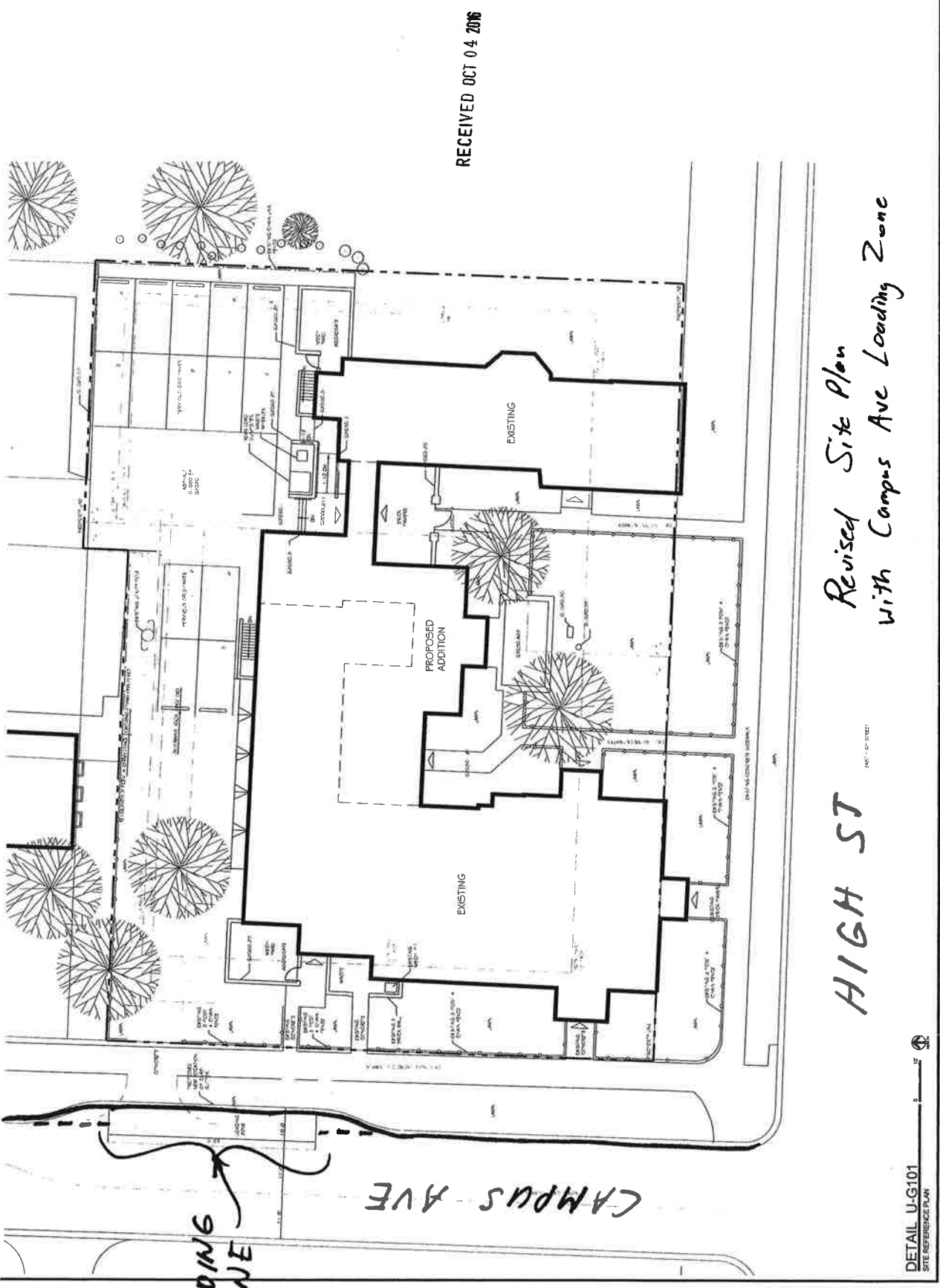
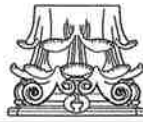
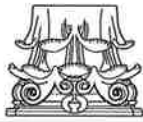
² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

³ The United States Postal Service: <http://www.usps.com/>



MAJOR ADDITION SCHEME

ELEVATION AT EAST HIGH STREET



RECEIVED OCT 04 2016

*Revised Site Plan
 with Campus Ave Loading Zone*

HIGH ST

**LOADING
 ZONE**

CAMPUS AVE

DETAIL U-G101
 SITE REFERENCE PLAN





October 3, 2016

Sam Perry
Community Development Department
City of Oxford
101 East Main Street
Oxford, Ohio 45056

RECEIVED OCT 04 2016

re: Conditional Use Permit Application
200 and 208 East High Street

Dear Sam,

Following our conversations of September 14th and 22nd, we've undertaken some additional consideration of concerns Oxford has raised concerning Beta's Conditional Use Permit Application. These are broadly grouped into three areas.

Lot Coverage

The proposed Lot Coverage is 66% (within property line and including walks and patios). Of this, 16% is pervious and 49% is impervious. The property line was established along the south facades of the existing historic buildings; however, if the property had been established such that there was a complying 20' front yard the lot coverage would be 54% (40% impervious lot coverage based on revised site plan).

Access Drive

Studies of the proposed Alternate IGC1 Access Drive from North Campus Avenue determined that the expected food service delivery truck would not be able to make the turn where the access drive meets the existing alley. Vehicles larger than a Paramedic Unit would have to back out on to Campus Avenue to exit the site (Paramedic Units could make the turn).

Eliminating the three additional parking spaces on the north side of the access drive, permits widening the access drive to 12 feet, the parking spaces on the south side to 9 feet, and provides 5 feet of lawn between pavement at property line. The parking spaces are 5 feet from the building façade. Trucks larger than a paramedic unit could still not make the turn.

Since Oxford is concerned that the proposed access drive would change the character of North Campus Avenue from High Street to Church Street, a loading zone on the east side of North Campus Avenue is proposed. The loading zone would have limited use, expected to be 2 hours twice a week, weekdays. The loading zone would be 9-foot-wide and traffic lanes north of it 9.5-foot-wide each.

Parking

Beta has not been able to develop an economically feasible approach to requiring residents without on-site assigned parking spaces to obtain off-site and off-street parking spaces. However,

Beta has authorized revising the site design responding to the proposed Oxford Stormwater Best Management Practices.

The revised site design reduces the impervious lot coverage from 55% before improvements to 49% with improvements, a reduction in site runoff. The proposed storm sewer will also be designed to reduce the rate of run-off into the city storm sewer to less than that required by current storm water management regulations.

Please let us know if there is any additional information you would like prior to, or at, the October 11th Commission meeting.

Sincerely,



Thomas I. Converse
President

16321 PC 160930.docx

Enclosures:

Copy to:
R Kirschner
P Hernandez

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Renovation and Expansion of

ALPHA CHAPTER HOUSE

Beta Theta Pi Fraternity

26-Sep-16

Lot Coverages

RECEIVED OCT 04 2016

WITHIN EXISTING PROPERTY LINE

	Existing	%	Base	%	Alternate	%
Total Lot	25,580 SF	100%	25,580 SF	100%	25,580 SF	100%
Lot Coverage	15,162 SF	59%	16,762 SF	66%	18,473 SF	72%
Building	7,670 SF	30%	9,740 SF	38%	9,740 SF	38%
Walks/Patios	2,524 SF	10%	3,410 SF	13%	3,702 SF	14%
Parking	4,968 SF	19%	3,612 SF	14%	5,031 SF	20%
Pervious	980 SF	4%	4,207 SF	16%	4,327 SF	17%
Impervious	14,182 SF	55%	12,555 SF	49%	14,146 SF	55%

PROPERTY LINE 20' FROM BUILDING

	Existing	%	Base	%	Alternate	%
Total Lot	32,633 SF	100%	32,633 SF	100%	32,633 SF	100%
Lot Coverage	15,968 SF	49%	17,568 SF	54%	19,279 SF	59%
Building	7,746 SF	24%	9,816 SF	30%	9,816 SF	30%
Walks/Patios	3,254 SF	10%	4,140 SF	13%	4,432 SF	14%
Parking	4,968 SF	15%	3,612 SF	11%	5,031 SF	15%
Pervious	1,401 SF	4%	4,628 SF	14%	4,748 SF	15%
Impervious	14,567 SF	45%	12,940 SF	40%	14,531 SF	45%



Oxford, Ohio
PLANNING COMMISSION
CONDITIONAL USE PERMIT APPLICATION
200 and 208 East High Street
Supporting Documentation

BETA THETA PI
— MEN OF PRINCIPLE —



**THE ALPHA CHAPTER OF BETA THETA PI
HOUSE COMPANY**
P.O. Box 943
Oxford, Ohio 45056
Columbus, Ohio 43215

August 26, 2016

1570 Fishinger Road • Columbus, Ohio 43221 • 614 538 8780

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PROJECT DESCRIPTION

General Description

The Project consists of renovation and additions to the Alpha Chapter House of Beta Theta Pi Fraternity at Miami University and located at 200 + 208 East High Street in Oxford, Ohio's R-2MS Zoning District and University Historic District.

Owner

The Alpha Chapter House Company of the
Beta Theta Pi Fraternity
P.O. Box 943
Oxford, Ohio 45056
513 273 2208

Applicant

Renouveau Design, Inc.
1570 Fishinger Road
Columbus, Ohio 43221
614 538 8780

Legal Description - 200 East High Street

O.R. 5236, PG. 693 Lot #3010

Legal Description - 208 East High Street

O.R. 5236, PG. 693 Lot #3010

Background

Alpha Chapter is the oldest chapter of the national Beta Theta Pi Fraternity, which was the first collegiate fraternal organization established west of the Allegheny Mountains. Betas first occupied the site in 1896 and have owned the site since 1918. A Project goal is to complete construction by mid summer 2018 for the 100th year of Betas at 200 East High Street.

The facility consists of an historic residence at the northeast corner of East High Street and North Campus Avenue, at the historical 'entrance' to Miami University. As the university and chapter grew an addition was added in the mid-20th century. The Beta Theta Pi National Headquarters moved into an historic residence at 208 East High Street and the two buildings shared a courtyard, presenting a common image. The national headquarters has since moved to newer facilities in the Oxford area.

Program of Requirements

The Project plans to expand the chapter house to include, and connect to the 208 building. The chapter house expansion plans include new classroom, lounge, bedrooms, elevator, and exit stair. The historic 200 structure would undergo significant interior renovation including bathrooms and some room reconfigurations. The 200 mid-century addition would undergo major interior renovation of bathrooms and room reconfigurations. The 208 facility would undergo major interior renovation relocating bathrooms and room configurations. It is planned the facility will continue as Beta's Alpha Chapter fraternity house and be occupied by Beta actives, current students at Miami University.

An important aspect of the Project is to preserve the historic character of the buildings with renovations and additions designed in character with the existing buildings.

Alternate IGC3 -(1) - Campus Avenue Vehicular Access and Additional Parking

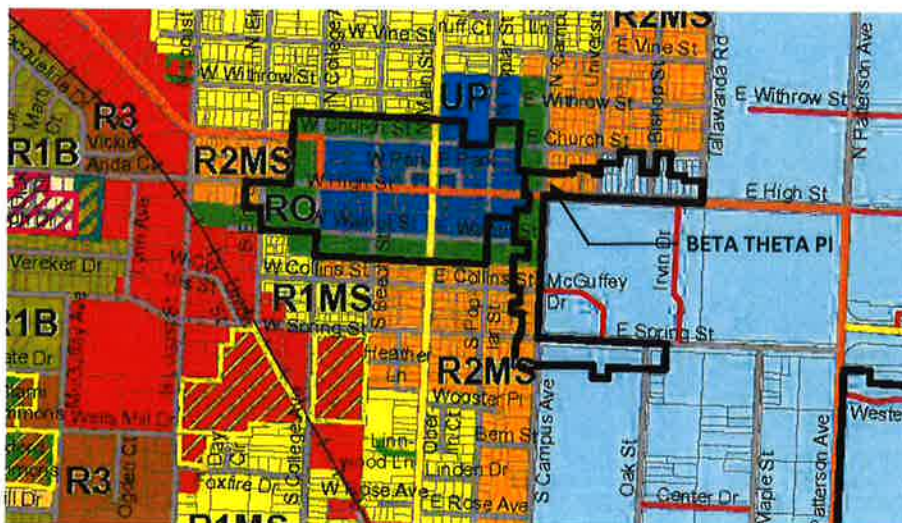
The Project is being managed within a construction budget that is expected to be supported by gifts and ongoing operating income. Alternates are a budget management tool used to postpone cost commitments until costs and resources become more certain. Alternate IGC3 - Campus Avenue Vehicular Access and Additional Parking is optional additional improvements that are planned to be undertaken if others costs and funding permit.



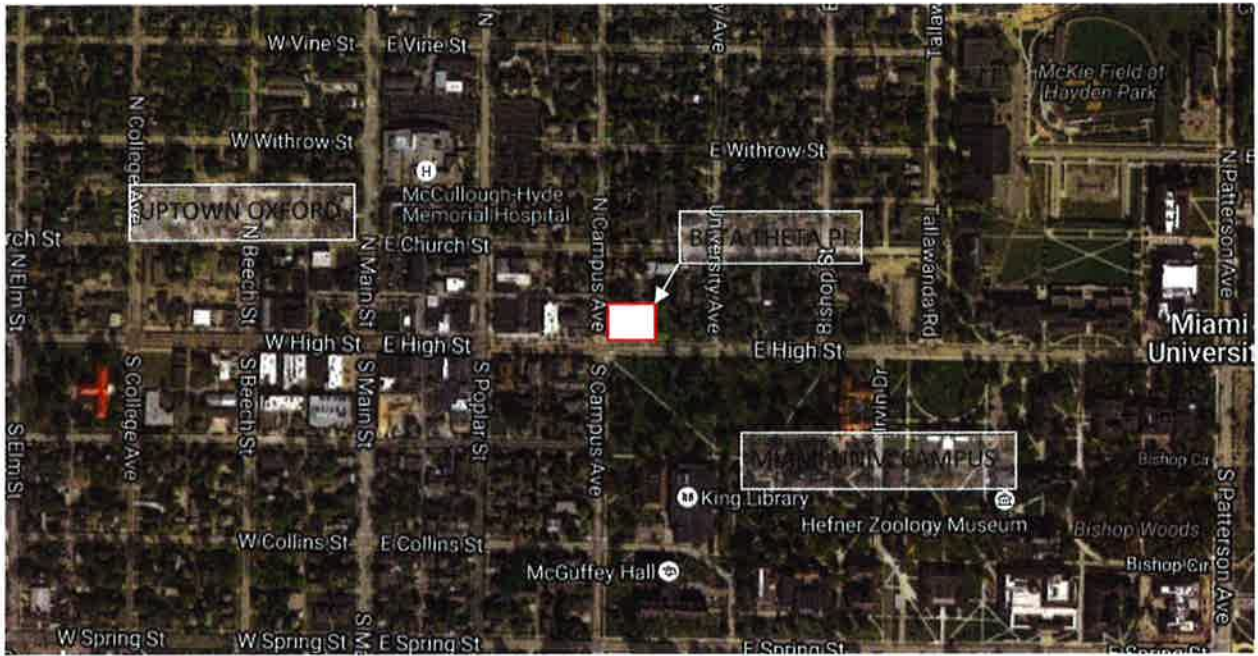
A photograph of a large, two-story brick building with white window shutters, surrounded by mature trees and a clear blue sky. The building has a central section and two wings. A paved road with a yellow curb is in the foreground.

The existing facilities operate as a fraternity house, providing housing for 51 students of Miami University. The facilities are occupied as living quarters for the students and include bathrooms, sleeping areas, and living areas. Due to the facilities' location, the students have a pedestrian relationship to Miami University and uptown Oxford, and most of the places they need to go. There is little occupant generated vehicular traffic at the site.

Existing Zoning District



EXISTING CONDITIONS



Vicinity Environs



Immediate Environs

EXISTING CONDITIONS



N Campus View South 1



N Campus View South 2



EXISTING CONDITIONS



N Campus View South 3



N Campus E High Intersection View South



EXISTING CONDITIONS



N Campus E High Intersection View East



N Campus E High Intersection View North



EXISTING CONDITIONS



N Campus E High Intersection View West



E High View North West



PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

Description of Operations

The facility will remain a fraternity house. The number of active members, Miami University students, residing at the facility is proposed to remain at 51. The facilities are proposed to be occupied as living quarters for the residents and include bathroom facilities and kitchen facilities in addition to sleeping and living areas.

The principal purpose of the expanded facilities is to provide community eating, study, and living areas for all active members of Alpha Chapter (planned to be 80-120). It is intended to provide facilities that support Beta programs for developing personal responsibility and community through training, commitment, and evaluation. Beta believes this is foundational to developing principled, responsible members and citizens.

The proposed addition provides for numerous spaces for small study groups, a large classroom that can accommodate all active members, a dining room that can accommodate all active members, common living room, and TV room. Alpha Chapter considers these necessary for learning and practicing Beta values of integrity, mutual assistance, cultivation of the intellect, trust, and responsible conduct.

Like any residential facility, there is expected to be more activity weekday mornings and evenings. No alcohol or illegal drugs would be permitted.

There will be a full-time, in-residence adult house director living in a dwelling unit at the facility.

Consequently, pedestrian traffic from Miami University campus areas to the facility at meal times, evenings, and weekends is expected to return to pre-1996 levels. Food deliveries are expected to return to pre-1996 levels, twice a week, the last time food was prepared on site for 3-meals a day. Refuse collection and recycling, is expected to remain five times a week.

PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

Beta Principles: Integrity, Mutual Assistance, Cultivation of the Intellect, Trust, and Responsible Conduct

Compatibility with General Vicinity and Adjoining Properties

Fraternity house use is a natural social bridge between university and community. Therefore, they are naturally located to create a transition between university and community. Fraternity house uses are common in R-2MS districts, particularly along streets that border Miami University, like Campus Avenue and Tallawanda Road.

Most Appropriate Location

From the early 19th century a path, known since the early 20th century as 'Slant Walk', has represented the relationship between Oxford and Miami University. Since the early 20th century, Alpha Chapter of Beta Theta Pi fraternity has occupied the site at the east end of Uptown Oxford and the northwest end of Slant Walk, the most visible fraternity house location in Oxford. A residence for men of principle is an appropriate linchpin for the transition from the academy to civil society.

200 East High Street is the ancestral home to all Alpha Betas and, by extension Betas worldwide. Excepting two brief periods, Betas have occupied the structure for 98 years. History and tradition are important aspects of teaching young people Beta principles.

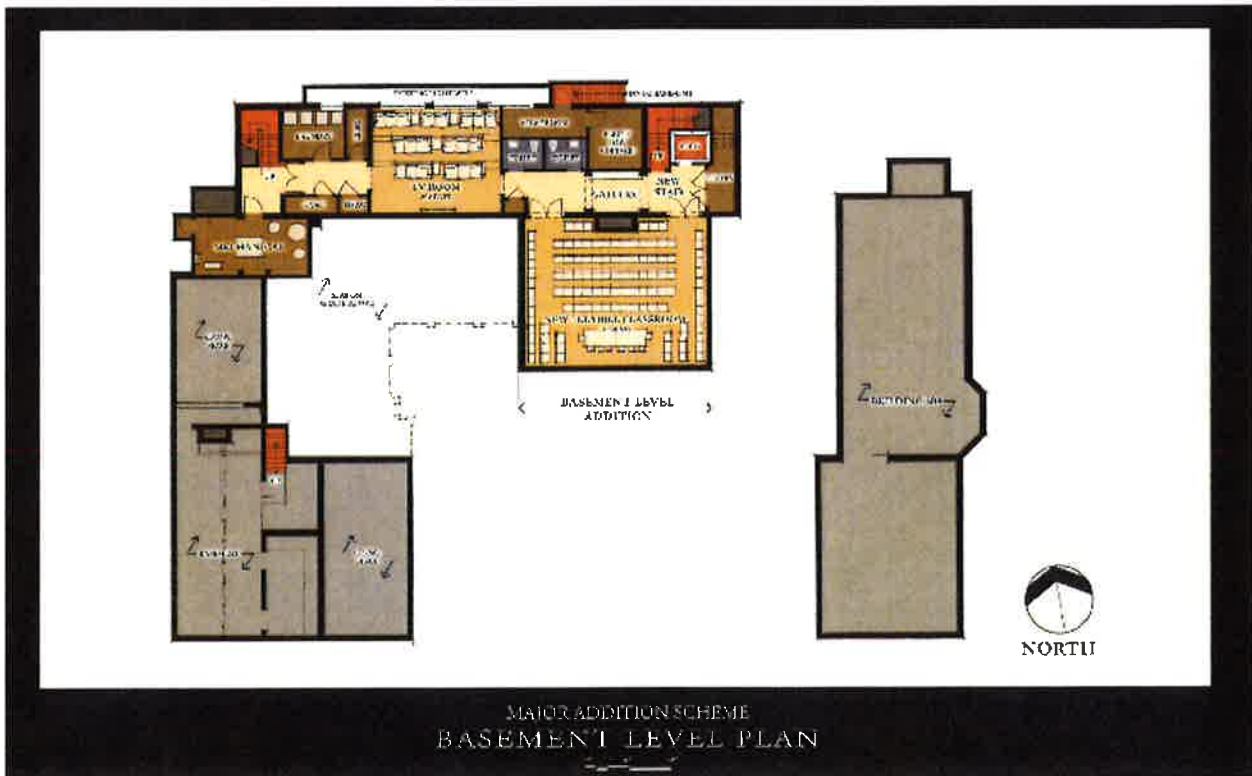
Desirability of the Proposed Use to the Neighborhood and Community

Oxford, and Miami University, will benefit from young men learning and practicing the principles of integrity, mutual assistance, cultivation of the intellect, trust, and responsible conduct, the characteristics of good citizens

Architectural floor plan of the Upper Level. The plan shows a complex arrangement of rooms, corridors, and a central courtyard. Rooms are numbered, and various areas are highlighted in different colors (pink, yellow, orange, blue). A central corridor runs through the middle of the plan. A north arrow is located in the bottom right corner. The plan is titled 'UPPER LEVEL PLAN' and includes a scale bar.

MEMBERING IN THE CALCULATIONS

MEMBER	AREA	PERIMETER	AREA	PERIMETER
MEMBER 1	10.0	10.0	10.0	10.0
MEMBER 2	10.0	10.0	10.0	10.0
MEMBER 3	10.0	10.0	10.0	10.0
MEMBER 4	10.0	10.0	10.0	10.0
MEMBER 5	10.0	10.0	10.0	10.0
MEMBER 6	10.0	10.0	10.0	10.0
MEMBER 7	10.0	10.0	10.0	10.0
MEMBER 8	10.0	10.0	10.0	10.0
MEMBER 9	10.0	10.0	10.0	10.0
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MEMBER 22	10.0	10.0	10.0	10.0
MEMBER 23	10.0	10.0	10.0	10.0
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MEMBER 48	10.0	10.0	10.0	10.0
MEMBER 49	10.0	10.0	10.0	10.0
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MEMBER 53	10.0	10.0	10.0	10.0
MEMBER 54	10.0	10.0	10.0	10.0
MEMBER 55	10.0	10.0	10.0	10.0
MEMBER 56	10.0	10.0	10.0	10.0
MEMBER 57	10.0	10.0	10.0	10.0
MEMBER 58	10.0	10.0	10.0	10.0



RDI

PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

Accessory Uses

Fences, Walls, and Hedges (1141.01 (c) (4)) A.

Location	Type	Permitted		Existing		Proposed	
		Height	To PL	Height	To PL	Height	To PL
Front Yards							
East High Street	Post + Chain	4'	2'	3'	(1)	3'	(1)
North Campus Avenue	Post + Chain	4'	2'	3'	0'	3'	0' (2)
	Brick	4'	2'	5'	13'	5' (3)	13'
Side Yards							
North	Post + Chain	8'	2'	3'	3'	3'	6" (4)
	Chain Link	8'	2'	4'	3'	4'	6" (4)
East	Chain Link	8'	2'	4'	0' (5)	4'	0' (5)
	Brick	8'	2'			5'	4'

- (1) Existing condition, at sidewalk, beyond property line. Provides for improved security and landscaping maintenance. This is an existing condition and exists elsewhere in the immediate neighborhood to help manage pedestrian traffic.
- (2) Existing condition, at sidewalk. Provides for improved security and landscaping maintenance. This is an existing condition and exists elsewhere in the immediate neighborhood to help manage pedestrian traffic.
- (3) Matches existing wall heights and is needed to visually screen mechanical equipment.
- (4) Required for Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking. The distance between existing structures and north property line is principally used for pavements, forcing the fence close to the property line.
- (5) Existing condition to remain.

PROPOSED USE AND IMPROVEMENTS

Trash/Recycling Facility (1141.04 (j))

Trash and recycling receptacles are planned to be enclosed in by a 5-foot-high brick wall on three sides and open on a long side for access by collection vehicles. The enclosure is screened from public streets by the proposed building structures. The open side faces an existing alley. Maneuvering space for collection vehicle access is provided in the on-site aisle between parking areas.

The adjoining properties are an multi-family residential with parking and unscreened trash collection facilities in the rear yard facing the alley and a fraternity house with parking and unscreened trash collection facilities in the rear yard facing the alley. Both rear yards adjoin the side yard of the Beta property where parking and trash collection are proposed. The decreased safety, increased debris, and increased difficulty maintaining gates from a totally enclosed space would not seem to offset the enclosure of the side facing an alley, parking, and other unenclosed trash facilities.

Site Development Regulations (1143.05 (c))

Location	Required	Existing	Proposed	w/ Alt IGC3 (1)
Minimum Lot Area	7,500 sf	25,934 sf	25,934 sf	25,934,sf
Minimum Lot Width				
East High Street	75'	189'	189'	189'
North Campus Avenue	75'	132'	132'	132'
Minimum Front Yard				
East High Street	20'	0' (2)	0' (2)	0' (2)
North Campus Avenue	20'	9'	9' (3)	9' (3)
Minimum Side Yard				
East High Street	7.5'	20'	20'	20'
North Campus Avenue	7.5'	32'	32'	32'
Maximum Building Height	35'	40'	40' (4)	40' (4)
Lot Coverage				
With Alley Access				
Lot	40%	52%	66% (5) :	
Building	25%	30%	38% (5)	
Front Yard				
East High Street	5%	(2)	(2)	
North Campus Avenue	5%	11%	11%	
With Access to Public Street				
Lot	35%	59%		68% (6)
Building	25%	30%		38% (6)
Front Yard				
East High Street	25%	(2)		(2)
North Campus Avenue	25%	11%		19% (6)

(1) Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking

(2) The building is on the Lot Line: There is no front yard. Existing condition to remain. There is 18.5' from property line to lot side of sidewalk with 9% 'Lot Coverage' in this area.

(3) Existing condition to remain.

(4) The addition building height is 30'. The existing structures remain their existing height.

(5) The Site Plan proposes to mitigate the 3,577 sf increase in Lot Coverage with 780 sf of pervious walks in the courtyard to reduce the increased impervious lot coverage from 14% to 11%.

(6) The Site Plan proposed to mitigate the 1,951 sf increase in Lot Coverage with 1,010 sf of pervious parking spaces to reduce impervious lot coverage from 8% to 4%.

PROPOSED USE AND IMPROVEMENTS

Parking (1149)

Minimum Parking Space	Required Width	Required Length	Existing Spaces	Proposed Spaces	w/ Alt IGC3 (1) Spaces
Parallel					
Compact	8'0"	22'0"			7
90-degree					
Standard	9'0"	18'0"	6	5	5
Compact	8'0"	16'0"	2	2	
Stacked					
Standard	9'0"	18'0"	6	5	5
Compact	8'0"	16'0"		2	
Total (21 required)			14	14	17

Minimum Aisle	Required One-Way Width	Required Two-Way Width	Existing Two-Way Width	Proposed Two-Way Width	w/ Alt IGC3 One-Way Width (1)	w/ Alt IGC3 Two-Way Width (1)
Parallel						
Compact	11'				10' (2)	
90-degree						
Standard		24'	24'	24'		24'
Compact		24'	24'	24'		24'

Required Parking Spaces	Beds	Required	Existing	Proposed	w/Alt IGC3 (1)
	52	21	14	14	17

Compact Spaces	Total Spaces	Permitted Compact	Existing Compact	Proposed Compact
Proposed	14	3	2	0
With Alt IGC3	17	4	2	7 (2)

Stacked Parking Spaces	Permitted	Existing	Proposed	w/Alt IGC3 (1)
	1	6	7 (4)	5 (3)

Parking Setback from Lot Line	Required	Existing	Proposed	w/Alt IGC3 (1)
North Side Yard	10'	6'	1' (4)	1' (2)
East Side Yard	10'	1'	1' (5)	1' (5)

- (1) w/Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking
- (2) The distance between the existing structure and the north property line require 8-foot-wide spaces (Compact Car Space width) and 10-foot-wide one-way aisle. This is expected to reasonably accommodate actual needs, since it is assumed students are more likely than others to use a compact car.
- (3) Use of Stacked Parking Spaces for more than 85% of the parking spaces is an existing condition. It is a reasonable accommodation in a fraternity where communal living agreements govern assignment of on-site parking. Fewer students than the general adult population have cars at Oxford. Students with cars and without assigned on-site parking will park with permit in Miami University parking lots and on city streets.
- (4) Existing condition; adjoins parking areas on adjoining lots.
- (5) Existing condition.

POTENTIAL CONCERNS



Renderings by Michael S. Hug, Architect

Aesthetic Concerns (See Site Plan for yards, landscaping, walls, and fences)

An important aspect of the Project is to preserve the historic character of the buildings with renovations and additions designed in character with the existing buildings. The street side exterior facades of the original 200 East High Street building and the 208 East High Street building are planned to remain substantially unaltered (except the addition of a two-story connecting hallway to 208 East High Street).

Proposed additions are planned to be complementary to the existing Greek Revival Style of 200 East High Street and the Federal style of 208 East High Street. Exposed portions of exterior walls are planned to be face brick, aluminum windows with muntin bars, raised panel painted wood exterior doors, Federal style wood trim, and asphalt shingle roofing.

The Project is seeking a Certificate of Appropriateness from the Oxford Historic Architecture Preservation Commission.

Activities Areas

Outdoor activity areas are located in the courtyard at grade level and set back from East High Street. These locations are isolated from adjoining property owners by the existing and proposed two-story structures on the north, east, and west sides, which are expected to limit light and noise from outdoor activities reaching adjoining properties.

Vehicle Management

The Project is not expected to appreciably increase traffic in the neighborhood or require street improvements. If funding permits, an alternate is planned to provide a one-way vehicular site access drive from North Campus Avenue. This access drive would divert some deliveries from trucks parked on North Campus Avenue, to the new rear entrance on the north side. It would provide better access for emergency and service vehicles.

POTENTIAL CONCERNS



The number of parking spaces would not be reduced from the current 14 spaces and continue to rely on almost 50% of the spaces be stacked. A planned Alternate would increase on site parking to 17 and reduce the number of stacked spaces, but relies on compact spaces and a narrow aisle between parallel parking spaces. This is expected to reasonably accommodate actual needs, since it is assumed students are more likely than others to use a compact car.

Residents without on-site parking spaces will park with permit in Miami University parking lots and on city streets. Nearly all special occasions attended by visitors, who are expected to be students at Miami University and utilize pedestrian access to the site.

Adequate Public Utilities

There appears to be adequate public utility service to the site for proposed use.

Since the number of residents is not increasing, the domestic water demand is expected to remain about the same. An automatic sprinkler system is planned to be added to the entire facility. Water main sizes, pressures, and flow rates along East High Street and Campus Avenue appear to be adequate for sprinkler connections.

The existing sanitary service facilities are expected to be adequate. Flow rates are expected to remain about the same since the number of residents is not changing.

Storm water will be collected on site in a piped storm water system and connected to existing City of Oxford storm mains. The system is expected to utilize detention and flow restriction so flow rates comply with City of Oxford requirements.

POTENTIAL CONCERNS

Nuisance

See 'Trash/Recycling Facility (1141.04 (j))' in Proposed Use and Improvements section.

For noise and off-site impact mitigation, see 'Activities Areas' earlier in the Potential Concerns section. Noise from outdoor heating, ventilating, and air-conditioning equipment is expected to be directed upward by brick wall enclosures. The kitchen exhaust fan is located on the North Campus Avenue side of the building, away from adjoining property owners and is expected to be lower decibel levels than street traffic in the area.

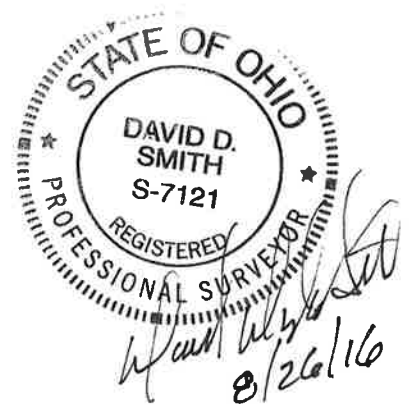
It is planned that existing exterior building lighting would remain, including parking lighting. The proposed addition exterior lighting would comply with Oxford Zoning Code section 1141.04 (f).

Odors from food preparation are planned to exhaust on the North Campus Avenue side of the building above pedestrian and vehicle height and away from adjoining properties.

Date: August 18, 2016
Description: Lot #3010 & #3011
Location: City of Oxford
Butler County, Ohio



Situated in the State of Ohio, Congress Lands West of the Miami River, City of Oxford, Butler County and being entire Lots #3010 & #3011 as known and designated on the list of lots in said City of Oxford.



6900 Tylersville Road, Suite A 110 South College Ave, Suite 101 1404 Race Street, Suite 204
Mason, OH 45040 Oxford, OH 45056 Cincinnati, OH 45202
513-336-6600 513-523-4270 513-834-6151

209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

<http://www.bayerbecker.com>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 1, 2016

Candi Turpin

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 1, 2016

Date Prepared

Agenda Title: An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2017 Through December 31, 2017.

Recommendation: Approve.

Discussion: Additions/corrections are noted in bold and items to be eliminated/changed are indicated by strikeout.

Section 1. The Assistant Finance Director position has been corrected to reflect that the position is Non-Civil Service.

Section 1. The Parks & Recreation Department has been amended by removing the part-time positions of Recreation Programs Coordinator and Custodian and placing them in the appropriate section under part-time positions.

Section 1. The Safety Department-Fire Division has amended the Fire Captains' section to reflect an additional Attachment B has been added. Three full-time Firefighters have also been added to this section.

Section 1. The Safety Department – Police Division has amended the Public Safety Communications Officer positions to their new designation of Dispatcher/Clerk and reduced the number of positions from nine (9) to six (6).

Section 1. The Safety Department – Police Division has also eliminated the positions of Properties Custodian and Parking Clerk.

Section 1. The Service Department has been amended by removing the part-time Deputy Director and placing it in the appropriate part-time section.

These changes will result in total authorized personnel of one hundred and eight (108) full time employees.

Section 2. Staff is recommending a two percent (2%) cost of living (COLA) increase or a market adjustment.

Section 3. Staff is requesting an increase to the maximum compensation of part-time positions by increasing the rate to the nearest dollar amount not to exceed a \$1.00 increase except for the Deputy Service Director and Assistants to the Chief in the Police Department who received 4% increases

due to not having increases for the last two years.

Section 3. Parks& Recreation Department has increased the number of Program/Facility Coordinators by one (1) position for a total of four (4) and has revised the name of the position to "Program Coordinator". In addition, the Recreation Programs Coordinator position has been eliminated.

Section 3. The Safety Department – Police Division has increased the number of Public Safety Assistants to four (4). In addition, the Public Safety Communications Officer has been changed to Dispatcher/Clerk. The Parking Intern position has been eliminated.

Section 4. The Safety Department – Fire Division has added a seasonal pay rate for those Fire/EMS personnel who provide Miami University coverage on a seasonal basis.

Section 6.D. A clause indicating that there is an additional Attachment B is added. This Attachment includes the policies and wage rates for full-time Fire Captains and Firefighters.

Section 7. C. The work "recuperative" has been replaced by "Worker's Compensation".

Attachment A: The pay bands have been increased by 2% for 2017.

Attachment B: This attachment has been added and includes policies and wage rates for full-time Fire Captains and Firefighters.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/26
[Signature] 10/27/16

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, ~~2015~~2017 THROUGH DECEMBER 31, ~~2015~~2017.

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	Type	Authorization # 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
Recreation Programs Coordinator	C	1**	3
Custodian	NC	1**	4

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 <i>*See Attachment B</i>	CC	33	66
Firefighters <i>*See Attachment B</i>	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
Public Safety Communications Officer/Dispatcher/Clerk	C	96	By Contract
Office Manager	NC	1	5
Properties Custodian	C	4	2
Parking Clerk	NC	4	2
Service Department			
Service Director	NC	1	7
Deputy Director	C	1**	6
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:		111108	

~~Authorized Part-Time~~**

NC = Non-~~Classified~~~~Classified~~ Employee

C = ~~Classified~~~~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 a 2%(COLA) 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	Maximum
	# of Employees	Pay Rate
Finance Department		
Accounting Assistant	1	\$14.00/hr <u>\$15.00/hr</u>
Parks & Recreation Department		
Park/Recreation Technician	5	\$11.00/hr <u>\$12.00/hr</u>
Program/ Facility Coordinator	4 <u>3</u>	\$14.00/hr <u>\$15.00/hr</u>
Senior Program Coordinator	1	\$16.25/hr
Recreation Programs Coordinator	1	\$12.00/hr
Custodian	2	\$13.00/hr <u>\$14.00/hr</u>
Service Department		
Deputy Director	1	\$38.31/hr <u>\$39.84/hr</u>
Laborers	4	\$12.00/hr <u>\$13.00/hr</u>
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.66/hr <u>\$21.00/hr</u>
Safety Department – Fire Division		
Part-Time Firefighters/EMTs	30	Up to \$16.04/hr <u>\$17.00/hr</u>
Firefighters and/or EMTs	64	Up to \$16.04/hr <u>\$17.00/hr</u>
Fire Division Captains	3	Up to \$17.12/hr <u>\$18.00/hr</u>
Fire Division Lieutenants	3 <u>1</u>	Up to \$16.58/hr <u>\$17.00 per hour</u>
Safety Department – Police Division		
Assistant To the Chief – Parking & Transportation	1	\$25.81/hr <u>\$26.84/hr</u>
Assistant to Chief – Business Liasion	1	\$25.81/hr <u>\$26.84/hr</u>
Police Officer	6	Contract base pay
Public Safety Assistant	3 <u>4</u>	Contract base pay
Public Safety Communications Officer <u>Dispatcher/Clerk</u>	4	Contract base pay
Parking Interns (Reimbursed)	8 <u>*</u>	\$14.00/hr
TOTAL Part-Time Authorized Strength:	144 <u>136</u>	
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		
<u>Fire/EMS for Miami University Coverage</u>		<u>\$45.00 per hour</u>
Parks & Recreation Department		
Park/Recreation Technician	36	\$11.00/hr \$11.50/hr
Program/ Facility Coordinator	3	\$14.00/hr \$14.50/hr
Service Department		
Street Department		
Laborer	7	\$12.00/hr 13.00/hr
Wastewater Division		
Plant		
Laborer	1	\$12.00/hour 13.00/hr
Collections		
Laborer	1	\$12.00/hour 13.00/hr
Water Division		
Plant		
Laborer	1	\$12.00/hour 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 Firefighters. 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 ~~recuperative~~ 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 (~~forty hours per week~~) 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, 201562017-and are full-time employees of the City on or before December 31, 201562017. 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 201562017 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 201562017. 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 ~~20156~~ 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: ~~KEVIN MCKEEHANK~~ Kate Rousmaniere

| ~~PREPARED BY: LAW (STAFF)~~

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (~~2015~~2017)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$62,358 \$63,605	\$112,091 \$114,333
Hourly	\$29.98 \$30.58	\$53.89 \$54.97
PAY BAND 6		
Annual	\$48,506 \$49,476	\$86,112 \$87,834
Hourly	\$23.32 \$23.79	\$41.40 \$42.23
PAY BAND 5		
Annual	\$41,538 \$42,369	\$70,012 \$71,412
Hourly	\$19.97 \$20.37	\$33.66 \$34.34
PAY BAND 4		
Annual	\$36,504 \$37,234	\$59,197 \$60,381
Hourly	\$17.55 \$17.91	\$28.46 \$29.03
PAY BAND 3		
Annual	\$33,093 \$33,755	\$55,786 \$56,902
Hourly	\$15.91 \$16.23	\$26.82 \$27.36
PAY BAND 2		
Annual	\$30,950 \$31,569	\$50,232 \$51,237
Hourly	\$14.88 \$15.18	\$24.15 \$24.64
PAY BAND 1		
Annual	\$27,976 \$28,536	\$45,386 \$46,294
Hourly	\$13.45 \$13.72	\$21.82 \$22.26

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>
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2017 Holiday pay check will equal (80 hours total) at \$31.37 per hour or \$2509.60 total.

Firefighter Salary Schedule

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

<u>2017</u>	<u>\$53,125</u>
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2017 Holiday pay check will equal (80 hours total) at \$25.54 per hour or \$2043.20 total.