

**BELLBROOK CITY COUNCIL AGENDA**  
**June 26, 2017**



City of Bellbrook  
15 E. Franklin Street  
Bellbrook, Ohio 45305

T (937) 848-4666  
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[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

**6:00 pm-Work Session**

**7:00 pm-Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the City Council Regular Meeting Minutes of May 22, 2017 and Work Session Minutes of June 12, 2017.
5. Mayor's Announcements/Special Guest
  - Oath of Office Jeff Owens-Village Review Board-term expires 1-31-19
6. Public Hearing of Ordinances
7. Introduction of Ordinances

**Ordinance 2017-4** An Ordinance Authorizing the City Manager/Finance Director to Submit the Tax Budget for Fiscal Year 2018 to the Greene County Auditor. (Schweller)

**Ordinance 2017-5** An Ordinance Deleting Chapter 848 "Massage Establishments and Technicians" of the Bellbrook Municipal Code in its Entirety and Replacing with Chapter 848 "Massage Service Establishments." (Seger-Lawson)

8. Resolutions

**Resolution O** A Resolution Authorizing the City Manager to Execute a Three Year Agreement between the City of Bellbrook and the Police Sergeants and Police Officers Represented by the Fraternal Order of Police, Ohio Labor Council, Inc. (Edwards)

**Resolution P** A Resolution by the Council of the City of Bellbrook Requesting the County Auditor to Certify the Total Current Tax Valuation of the City of Bellbrook and the Dollar Amount of Revenue that would be Generated by a Specified Number of Mills. (Middlestetter)

**Resolution 2017-Q** A Resolution Declaring Specific Equipment No Longer Needed By the City of Bellbrook as Surplus Property and Authorizing the City Manager to Dispose of Said Surplus Property. (Greenwood)

9. City Manager's Report

10. Committee Reports

- A. Service
- B. Safety
- C. Finance/Audit
- D. Community Affairs

11. Old Business

12. New Business

Ohio Division of Liquor Control Notice-The City received a notice of a change of LLC Membership Interests

13. Open Discussion

14. Adjourn

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
May 22, 2017

**PRESENT:** Mr. Nick Edwards  
Mr. Forrest Greenwood  
Mr. Darryl McGill  
Mrs. Middlestetter  
Mrs. Seger-Lawson  
Deputy Mayor Schweller  
Mayor Bob Baird

This is a summary of the City Council meeting held on Monday, May 22, 2017. Mayor Baird called the meeting to order at 6:00 pm and the Clerk called the roll.

**Mr. Edwards made a motion to go into executive session at 6:01 pm to discuss Collective bargaining relating to the Police union.** Mr. Greenwood seconded the motion. The Clerk called the roll: Mr. Edwards, yes; Mr., Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion was carried 7-0.

**Mrs. Seger-Lawson made a motion to exit out of executive session at 6:55 pm.** Mr. Schweller seconded the motion. The Clerk called the roll: Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mayor Baird, yes. The motion was carried 7-0.

After polling members of City Council, as there were no corrections or additions to the **regular meeting minutes of May 8, 2017** Mayor Baird declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

Police Chief Doug Doherty presented several awards to Police Officers. The Fitness Award was presented to Officer Mark Burns, Officer Nick Davis, Sergeant Keith Salyers, Detective Tony Vetter, Officer Josh Warren and Officer Jamey Johnson.

Sergeant Keith Salyers was also awarded the Meritorious Service award. This award is given to an officer involved in a lifesaving effort that does not put the officer in any danger. Sergeant Salyers performed CPR on a victim with the aid of an AED unit. Sergeant Salyers continued to do this until medics arrived on scene. Captain Haus of the Fire Department advised that the lifesaving efforts performed by Sergeant Salyers saved the victims life. Sergeant Salyers also received a Lifesaving award from the Police Hall of Fame.

The last award Chief Doherty presented was the Leadership award presented to Lieutenant Steve Carmin. Chief Doherty said that Lieutenant Carmin does a lot including: organizing officers for the two local festivals, maintenance of the cruisers, and helps officers with any computer issues. Lieutenant Carmin is also an ALICE trainer. He completed the Law Enforcement Executive training last fall. Lieutenant Carmin said he tries to get the latest technologies in the officer's hands. He said it helps the officers do a better job for the public. Lieutenant Carmin said it is easy to look good when you are part of a good team.

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

May 22, 2017

Mayor Baird thanked the Chief and the rest of the Officers for their service.

Next, Ken LeBlanc came to review the Walkability Workshop that was held on April 12. A copy of the report is attached to the minutes. The report is also available on the City website. The report was also sent to the participants of the workshop.

Mr. Schweller said it was a good report. He said the takeaway from this is the good turnout shows that people are focused on improving the downtown area.

Mr. Greenwood said he was impressed with the good turn out and all of the ideas that were shared. Both businesses and residents are interested.

Mrs. Middlestetter did mention that the planters in downtown will be planted on Wednesday. This will add some plants and vegetation to the downtown area. Mr. LeBlanc said that we should take pictures of the planters once they are planted to show what was done for future information.

Mrs. Seger-Lawson said a lot of people asked what are the next steps. Mr. Schlagheck said the report is on the city website and each person that attended the workshop was sent a copy. He said there will need to be some further conversations. Mrs. Seger-Lawson said she does not think this all needs to be City Council driven. She said that perhaps something can be coordinated with the Chamber. Mr. Schlagheck said that Council can give some direction as to where to start.

Mr. Edwards said he thinks there needs to be someone to champion this. This person or group could gather the interested stake holders and prioritize the items in the report. Mr. Edwards said he thinks the first thing to do is find easy wins to start the process.

Mrs. Seger-Lawson asked about the Village Review Board and Planning Board. Mr. Schlagheck said those boards serve a different function. He did say that a committee could be formed either temporary or permanent in nature. Ultimately they are going to want to know how much money they can spend.

Mr. Edwards said he thinks that if items can get prioritized then it can be determined what the budget could be. We would need to make sure it is feasible for a community our size.

Mayor Baird said this sounds like a good actionable plan. We need to get the community input and then get people involved. Mayor Baird said there are several community originations that could get involved and they would benefit along with the business owners.

## **PUBLIC HEARING OF ORDINANCES**

## **INTRODUCTION OF ORDINANCES**

## **RESOLUTIONS**

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

May 22, 2017

## **CITY MANAGER REPORT**

Mr. Schlagheck said some residents might have been contacted over the past week with a telephone survey. The survey concluded last week and the results will be discussed at the June 12<sup>th</sup> work session.

Next, Mr. Schlagheck talked about the summer meeting schedule. The next meeting will be on June 12<sup>th</sup> which will be a work session. Regular meetings will be held on June 26<sup>th</sup> and July 10<sup>th</sup>. He asked Council to look at their calendar and let us know which date in August will work for a regular meeting, either the 14<sup>th</sup> or 28<sup>th</sup>.

Mr. Schweller wanted to recognize that Mr. Schlagheck was named “fiscal agent” for the City’s medical insurance pool. As fiscal agent, the City will receive about \$15,000 in revenue annually.

## **COMMITTEE REPORTS**

**Service:** No Report.

**Safety:** Mr. Greenwood said this coming Memorial Day is the beginning of the summer season. He just wanted to remind residents to be safe.

**Finance/Audit:** No Report.

**Community Affairs:** **Mrs. Middlestetter made a motion** to appoint Jeff Owens to serve on the Village Review Board, term 5-22-17 to 1-31-19. Mr. Edwards seconded the motion. The Clerk called the roll: Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion was carried 7-0.

## **OLD BUSINESS-**

### **NEW BUSINESS-**

Mr. Schlagheck said our contract with Rumpke for waste collection and recycling services expires at the end of 2017. We are going to do a joint bid for these services with several other area communities including Miamisburg, Brookville and West Carrollton.

**Mrs. Middlestetter made a motion** to authorize the City Manager to solicit bids for waste collection and recycling services. Mr. McGill seconded the motion. The Clerk called the roll: Mrs. Middlestetter, yes; Mr. McGill, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion was carried 7-0.

### **OPEN DISCUSSION-**

Mr. Greenwood said he would like to see the old elementary school in downtown be turned into something that might create an anchor for the Old Village. He said he would hate to see it turned into apartments. Mr. Schlagheck said he has had conversation with the schools about the building. They have no plans to sell the building. He said it is kind of a safety net for the school based upon the growth of the community.

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

May 22, 2017

Mr. McGill reminded residents to watch out for motorcycles this summer. He also wanted to remind residents if they will be on vacation to use the Police Department's vacation check program. It helps to keep their neighborhood safe.

Mayor Baird wished the residents a happy and safe Memorial Day.

Merna Herzog, 255 Upper Hillside Dr. - She wanted to know why the Uniforms, etc. sign was still up at the location on W. Franklin St. The business has been gone for a while. She said the sign can be misleading for people. Mr. Schlagheck did make note of this. She also mentioned the parking in Bellbrook Plaza. She said it would be nice if the business would allow residents to use the parking places when they are not open. Mayor Baird said that property is private property.

Louis Schatzberg, 4082 Ridgetop Dr. - He participated in the Walkability Workshop. He thanked the Council and the City Manager for taking the time to schedule the workshop. It gives residents the opportunity to share their input for the city.

Mrs. Seger-Lawson said the Walkability Workshop was not just Bellbrook residents in attendance. Residents from Sugarcreek Township also attended. She wanted to know if there was any way to work together with them to make improvements to the downtown area. Mayor Baird said they recently met with Sugarcreek Township, the Schools and the Park District. The Township did bring the Walkability process up. Mayor Baird said the door is open for working together and we just need to follow up.

## **ADJOURN**

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 7:59 pm.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
Work Session  
June 12, 2017

**PRESENT:** Mr. Nick Edwards  
Mr. Forrest Greenwood  
Mr. Mike Schweller  
Mayor Bob Baird

**ABSENT:** Mr. Darryl McGill  
Mrs. Elaine Middlestetter  
Mrs. Seger-Lawson

This is a summary of the City Council work session held on Monday, June 12, 2017 at 6:00 pm.

Police Chief Doherty, Lieutenant Carmin and Sergeant Salyers gave demonstrations on OVI Enforcement and Body Worn Cameras. Staff answered several questions from Council about the implementation and ongoing use of the body worn cameras.

Next, Mr. Schlagheck discussed with Council the future revenue needs. He reviewed the results of the recent survey conducted by the consultant. Several future levy options were reviewed with Council. Legislation will be introduced at the next Council meeting to begin the process of placing a 3 mill, 5 year general fund levy for public safety services on the ballot in November 2017.

Other items discussed included: Admin staffing positions, discussion of request to use Bellbrook land to access other's property on the north side of the Sugar Creek. Mr. Schlagheck also provided an update on the process of becoming a Purple Heart City. Council established the meeting date in August to be the 28<sup>th</sup>.

Being no further business the work session ended at 8:08 pm.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council



# RECORD OF ORDINANCES

Ordinance No. 2017-4

July 10, 2017

## City of Bellbrook

### Ordinance No. 2017-4

#### **An Ordinance Authorizing the City Manager/Finance Director to Submit the Tax Budget for Fiscal Year 2018 to the Greene County Auditor.**

WHEREAS, the City is required to prepare and submit the tax budget for 2018 to the Greene County Auditor no later than July 20, 2017 following a public hearing.

#### **Now, Therefore, The City of Bellbrook Hereby Ordains:**

Section 1. That the Tax Budget for fiscal year 2018, as attached hereto, be approved for submission to the Greene County Auditor to guarantee the City's eligibility for the allocation of local government funds in 2018.

Section 2. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2017.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council

APPROVED AS TO FORM:  
Patricia N. Campbell, Municipal Attorney

City or  
 Village of Bellbrook

Greene County, Ohio

(Date) \_\_\_\_\_ Year

*This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. FAILURE TO COMPLY WITH SEC. 5705.28 R. C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.*

To the Auditor of said County:  
 The following Budget year beginning January 1, 2018, has been adopted by Council and is herewith submitted for consideration of the County Budget Commission.  
 Year

Signed \_\_\_\_\_

Title \_\_\_\_\_

### SCHEDULE A

#### SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED RATES

For Municipal Use	For Budget Commission Use			For County Auditor Use	
	Budget Year Amount Requested of Budget Commission Inside/ Outside	Budget Year Amount Approved by Budget Commission Inside 10 Mill Limitation	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's estimate of Tax Rate to be Levied	
				Inside 10 Mill Limit Budget Year	Outside 10 Mill Limit Budget Year
<b>FUND</b> (Include only those funds which are requesting general property tax revenue)	Column 1	Column 2	Column 3	Column 4	Column 5
<b>GOVERNMENT FUNDS</b>	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
GENERAL FUND	\$445,000	\$445,000	\$0	2.70	1.30
Police Pension	\$50,000	\$50,000		0.30	
Police Protection	\$1,485,000		\$1,485,000		9.30
Fire Protection	\$840,000		\$840,000		5.90
<b>PROPRIETARY FUNDS</b>	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
<b>FIDUCIARY FUNDS</b>	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
<b>TOTAL ALL FUNDS</b>	\$2,820,000	\$495,000	\$2,325,000	3.00	16.50





<b>GENERAL FUND</b>	<b>For 2015 Actual</b>	<b>For 2016 Actual</b>	<b>Current Year Estimated for 2017</b>	<b>Budget Year Estimated for 2018</b>
<b>REVENUE</b>				
Local Taxes				
Property Tax	\$ 576,587	\$ 575,527	\$ 577,000	\$ -
Property Tax - Inside 10 Mill Limitation	-	-	-	383,000
Property Tax - Outside 10 Mill Limitation	-	-	-	182,000
<b>Total Local Taxes</b>	<b>576,587</b>	<b>575,527</b>	<b>577,000</b>	<b>565,000</b>
Intergovernmental Revenues				
Local Government	88,399	86,823	92,467	92,467
Estate Tax	2,000	-	-	-
Cigarette Tax	260	260	260	260
Liquor and Beer Permits	7,232	6,514	7,000	7,000
Property Tax Allocation	90,660	91,263	91,500	-
Property Tax Allocation - Inside 10 Mill Limitation	-	-	-	62,000
Property Tax Allocation - Outside 10 Mill Limitation	-	-	-	28,000
<b>Total Intergovernmental Revenues</b>	<b>188,551</b>	<b>184,860</b>	<b>191,227</b>	<b>189,727</b>
Charge for Services	34,335	25,599	19,000	20,000
Special Assessments	-	1,680	1,680	-
Fines, Licenses, and Permits	148,617	137,696	142,500	135,000
Investment Earnings	13,114	31,640	38,500	50,000
Miscellaneous	20,392	12,577	1,500	4,000
<b>TOTAL REVENUE</b>	<b>\$ 981,596</b>	<b>\$ 969,579</b>	<b>\$ 971,407</b>	<b>\$ 963,727</b>
<b>EXPENDITURES</b>				
<b>Legislative</b>				
Wages & Compensation	35,408	35,332	36,497	37,500
Fringe Benefits	5,485	5,449	5,639	5,800
Contract Services	1,398	1,540	3,585	3,600
Supplies & Materials	39	-	-	-
Other Expenses	2,675	2,675	2,675	2,675
<b>Total Legislative Expenses</b>	<b>45,005</b>	<b>44,996</b>	<b>48,396</b>	<b>49,575</b>
<b>Administrative</b>				
Wages & Compensation	103,684	107,377	116,186	140,000
Fringe Benefits	33,434	34,083	29,812	35,000
Contract Services	187,712	164,240	175,493	180,000
Supplies & Materials	3,684	5,321	5,000	5,000
Other Expenses	7,736	18,109	9,150	10,000
<b>Total Administrative Expenses</b>	<b>336,250</b>	<b>329,130</b>	<b>335,641</b>	<b>370,000</b>
<b>Library</b>				
Contract Services	-	39	2,000	2,000
<b>Total Library Expenses</b>	<b>-</b>	<b>39</b>	<b>2,000</b>	<b>2,000</b>
<b>Museum</b>				
Wages & Compensation	6,232	5,917	8,652	9,000
Fringe Benefits	970	913	1,336	1,500
Contract Services	5,443	4,845	6,075	6,000
Supplies & Materials	2,252	1,332	3,000	3,000
Capital Outlay	2,071	-	-	-

## GENERAL FUND

	For 2015 Actual	For 2016 Actual	Current Year Estimated for 2017	Budget Year Estimated for 2018
Other Expenses	-	-	-	-
<b>Total Museum Expenses</b>	<u>16,968</u>	<u>13,007</u>	<u>19,063</u>	<u>19,500</u>
<b>Community Environment</b>				
Wages & Compensation	65,053	65,020	65,020	45,000
Fringe Benefits	17,493	17,672	18,194	12,000
Contract Services	4,187	4,857	5,622	6,000
Supplies & Materials	48	274	350	350
Other Expenses	-	-	-	-
<b>Total Community Environment Expenses</b>	<u>86,781</u>	<u>87,823</u>	<u>89,186</u>	<u>63,350</u>
<b>Other Uses of Funds</b>				
Transfer to the Police Fund	100,000	100,000	100,000	100,000
Transfer to the Fire Fund	100,000	100,000	150,000	250,000
Transfer to the Capital Improvement Fund	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
<b>Total Other Uses of Funds</b>	450,000	450,000	500,000	600,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 935,004</b>	<b>\$ 924,995</b>	<b>\$ 994,286</b>	<b>\$ 1,104,425</b>
Revenues over/(under) Expenditures	\$ 46,592	\$ 44,584	\$ (22,879)	\$ (140,698)
Beginning Unencumbered Balance	\$ 1,193,599	\$ 1,240,191	\$ 1,281,087	\$ 1,258,208
Ending Cash Fund Balance	\$ 1,240,191	\$ 1,284,775	\$ 1,258,208	\$ 1,117,510
Estimated Encumbrances (outstanding at year end)	\$ -	\$ 3,688	\$ -	\$ -
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 1,240,191</b>	<b>\$ 1,281,087</b>	<b>\$ 1,258,208</b>	<b>\$ 1,117,510</b>

<b>POLICE LEVY FUND</b>	<b>For 2015 Actual</b>	<b>For 2016 Actual</b>	<b>Current Year Estimated for 2017</b>	<b>Budget Year Estimated for 2018</b>
<b>REVENUE</b>				
Local Taxes				
General Property Tax -- Real Estate	\$ 1,305,381	\$ 1,303,862	\$ 1,305,000	\$ 1,290,000
Total Local Taxes	1,305,381	1,303,862	1,305,000	1,290,000
Intergovernmental Revenues				
Property Tax Rollback & Homestead	204,935	206,348	207,000	195,000
Federal Grants or Aid	-	-	-	-
State Grants or Aid	14,729	1,080	1,000	-
Total Intergovernmental Revenues	219,664	207,428	208,000	195,000
Charges for Services	16,819	16,430	17,825	18,000
Fines, Licenses & Permits	408	730	600	1,000
Miscellaneous	7,171	7,825	5,550	6,000
Transfers-in from the General Fund	100,000	100,000	100,000	100,000
<b>TOTAL REVENUE</b>	<b>\$ 1,649,443</b>	<b>\$ 1,636,275</b>	<b>\$ 1,636,975</b>	<b>\$ 1,610,000</b>
<b>EXPENDITURES</b>				
<b>Police</b>				
Wages & Compensation	994,920	1,033,561	1,080,982	1,125,000
Fringe Benefits	320,208	323,861	330,103	340,000
Contract Services	233,912	220,131	227,200	235,000
Supplies & Materials	32,784	29,271	37,820	35,000
Other Expenses	9,271	8,886	9,475	10,000
<b>Total Police Expenses</b>	<b>1,591,095</b>	<b>1,615,710</b>	<b>1,685,580</b>	<b>1,745,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,591,095</b>	<b>\$ 1,615,710</b>	<b>\$ 1,685,580</b>	<b>\$ 1,745,000</b>
Revenues over/(under) Expenditures	\$ 58,348	\$ 20,565	\$ (48,605)	\$ (135,000)
Beginning Unencumbered Balance	\$ 158,280	\$ 216,628	\$ 237,069	\$ 188,464
Ending Cash Fund Balance	\$ 216,628	\$ 237,193	\$ 188,464	\$ 53,464
Estimated Encumbrances (outstanding at year end)	\$ -	\$ 124	\$ -	\$ -
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 216,628</b>	<b>\$ 237,069</b>	<b>\$ 188,464</b>	<b>\$ 53,464</b>

<b>FIRE LEVY FUND</b>	<b>For 2015 Actual</b>	<b>For 2016 Actual</b>	<b>Current Year Estimated for 2017</b>	<b>Budget Year Estimated for 2018</b>
<b>REVENUE</b>				
Local Taxes				
General Property Tax -- Real Estate	\$ 737,377	\$ 737,033	\$ 738,000	\$ 730,000
Total Local Taxes	737,377	737,033	738,000	730,000
Intergovernmental Revenues				
Property Tax Rollback & Homestead	116,120	116,915	117,000	110,000
Total Intergovernmental Revenues	116,120	116,915	117,000	110,000
Charges for Services	121,578	130,622	120,000	130,000
Miscellaneous	5,631	5,282	4,150	4,000
Transfer-in from the General Fund	100,000	100,000	150,000	250,000
<b>TOTAL REVENUE</b>	<b>\$ 1,080,706</b>	<b>\$ 1,089,852</b>	<b>\$ 1,129,150</b>	<b>\$ 1,224,000</b>
<b>EXPENDITURES</b>				
<b>Fire</b>				
Wages & Compensation	747,731	756,563	787,865	800,000
Fringe Benefits	213,969	206,226	229,264	235,000
Contract Services	143,224	142,645	154,426	155,000
Supplies & Materials	27,312	23,912	36,500	35,000
Other Expenses	7,404	8,624	8,770	9,000
<b>Total Fire Expenses</b>	<b>1,139,640</b>	<b>1,137,970</b>	<b>1,216,825</b>	<b>1,234,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,139,640</b>	<b>\$ 1,137,970</b>	<b>\$ 1,216,825</b>	<b>\$ 1,234,000</b>
Revenues over/(under) Expenditures	\$ (58,934)	\$ (48,118)	\$ (87,675)	\$ (10,000)
Beginning Unencumbered Balance	\$ 230,241	\$ 171,307	\$ 122,839	\$ 35,164
Ending Cash Fund Balance	\$ 171,307	\$ 123,189	\$ 35,164	\$ 25,164
Estimated Encumbrances (outstanding at year end)	\$ -	\$ 350	\$ -	\$ -
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 171,307</b>	<b>\$ 122,839</b>	<b>\$ 35,164</b>	<b>\$ 25,164</b>

**POLICE PENSION LEVY FUND**

	<b>For 2015 Actual</b>	<b>For 2016 Actual</b>	<b>Current Year Estimated for 2017</b>	<b>Budget Year Estimated for 2018</b>
<b>REVENUE</b>				
Local Taxes				
General Property Tax -- Real Estate	\$ 43,483	\$ 43,395	\$ 43,500	\$ 44,000
Total Local Taxes	43,483	43,395	43,500	44,000
Intergovernmental Revenues				
Property Tax Rollback & Homestead	6,842	6,886	6,900	6,000
Other State Shared Taxes	84	-	-	-
Total Intergovernmental Revenues	6,926	6,886	6,900	6,000
<b>TOTAL REVENUE</b>	<b>\$ 50,409</b>	<b>\$ 50,281</b>	<b>\$ 50,400</b>	<b>\$ 50,000</b>
<b>EXPENDITURES</b>				
Police				
Fringe Benefits	50,000	50,000	48,000	50,000
Other Expenses	291	285	335	350
<b>Total Police Expenses</b>	<b>50,291</b>	<b>50,285</b>	<b>48,335</b>	<b>50,350</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 50,291</b>	<b>\$ 50,285</b>	<b>\$ 48,335</b>	<b>\$ 50,350</b>
Revenues over/(under) Expenditures	\$ 118	\$ (4)	\$ 2,065	\$ (350)
Beginning Unencumbered Balance	\$ 687	\$ 805	\$ 801	\$ 2,866
Ending Cash Fund Balance	\$ 805	\$ 801	\$ 2,866	\$ 2,516
Estimated Encumbrances (outstanding at year end)	\$ -	\$ -	\$ -	\$ -
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 805</b>	<b>\$ 801</b>	<b>\$ 2,866</b>	<b>\$ 2,516</b>

FUND	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipts	Total Available For Expenditures	Budget Year Expenditures and Encumbrances			Estimated Unencumbered Balance 12/31/2018
				Personal Services	Other	Total	
<b>Special Revenue Funds:</b>							
Street Fund	113,028	312,000	425,028	270,000	40,000	310,000	115,028
State Highway Fund	50,909	24,000	74,909	-	25,000	25,000	49,909
Fuel System Fund	1,994	2,100	4,094	-	2,000	2,000	2,094
Motor Vehicle License Fund	169,156	58,000	227,156	-	75,000	75,000	152,156
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 335,087</b>	<b>\$ 396,100</b>	<b>\$ 731,187</b>	<b>\$ 270,000</b>	<b>\$ 142,000</b>	<b>\$ 412,000</b>	<b>\$ 319,187</b>
<b>Capital Project Funds:</b>							
Capital Improvement Fund	897,338	250,000	1,147,338	-	435,000	435,000	712,338
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>\$ 897,338</b>	<b>\$ 250,000</b>	<b>\$ 1,147,338</b>	<b>\$ -</b>	<b>\$ 435,000</b>	<b>\$ 435,000</b>	<b>\$ 712,338</b>
<b>Enterprise Funds:</b>							
Waste Collection Fund	216,744	410,000	626,744	22,000	400,000	422,000	204,744
Water Fund	1,972,371	1,750,000	3,722,371	715,000	1,300,000	2,015,000	1,707,371
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 2,189,115</b>	<b>\$ 2,160,000</b>	<b>\$ 4,349,115</b>	<b>\$ 737,000</b>	<b>\$ 1,700,000</b>	<b>\$ 2,437,000</b>	<b>\$ 1,912,115</b>
<b>TRUST AND AGENCY FUNDS</b>							
Performance Bond Fund	-	25,000	25,000	-	25,000	25,000	-
Agency Fund	-	-	-	-	-	-	-
<b>TOTAL TRUST AND AGENCY FUNDS</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<b>TOTAL (MEMORANDUM ONLY)</b>	<b>\$ 3,421,540</b>	<b>\$ 2,831,100</b>	<b>\$ 6,252,640</b>	<b>\$ 1,007,000</b>	<b>\$ 2,302,000</b>	<b>\$ 3,309,000</b>	<b>\$ 2,943,640</b>

# RECORD OF ORDINANCES

Ordinance No. 2017-5

July 10, 2017

## City of Bellbrook

### Ordinance No. 2017-5

#### **An Ordinance Deleting Chapter 848 “Massage Establishments and Technicians” of the Bellbrook Municipal Code in its Entirety and Replacing with Chapter 848 “Massage Service Establishments.”**

WHEREAS, the City of Bellbrook has enacted Chapter 848 of the Bellbrook Municipal Code which is entitled “Massage Establishments and Technicians”; and

WHEREAS, the purpose of Chapter 848 is to protect the peace, health, safety and welfare of the citizens of Bellbrook; and

WHEREAS, the City desires to delete the entire content of Chapter 848 and replace it in its entirety with new regulations.

#### **Now, Therefore, The City of Bellbrook Hereby Ordains:**

Section 1. That the following sections of Section 848 of the Bellbrook Municipal Code be deleted in their entirety:

- §848.01 Definitions.
- §848.02 Licenses required.
- §848.03 Application for licenses; information required.
- §848.04 Investigations; issuance and effective period of licenses; periodic inspections.
- §848.05 Fee
- §848.06 Posting of licenses
- §848.07 Transfer of licenses
- §848.08 Revocation of licenses; appeals
- §848.09 Hours
- §848.10 Exemptions
- §848.11 Alcoholic beverages; peace disturbances

Section 2. That the following additions to Chapter 848 “Massage Service Establishments” of the Bellbrook Municipal Code be approved with additions shown by italics and underlined.

#### 848.01 Definitions.

- (a) *"Applicant" means a person who has applied for a permit to operate a massage services establishment in the City of Bellbrook.*
- (b) *"Licensed massage therapist" means a person who is licensed under Chapter 4731 of the Ohio Revised Code to practice massage therapy in the State of Ohio.*

# RECORD OF ORDINANCES

Ordinance No. 2017-5

July 10, 2017

- (c) "Massage service" means any method of exerting pressure on, stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulating the external soft tissue of the body with the hands, or with the aid of any mechanical or electrical apparatus or appliance in exchange for anything of value.
- (d) "Massage services establishment" means a place of business or establishment permitted under this section where massage therapy services are provided.
- (e) "Massage therapy" means the treatment of disorders of the human body by the manipulation of soft tissue through the systematic external application of massage techniques including touch, stroking, friction, vibration, percussion, kneading, stretching, compression, and joint movements within the normal physiologic range of motion; and adjunctive thereto, the external application of water, heat, cold, topical preparations, and mechanical devices.

## 848.02 Permit Required; Prohibited Conduct; Exemptions.

- (a) It shall be unlawful for any person to offer or perform massage therapy or massage services in the City of Bellbrook unless that person is a licensed massage therapist with the State of Ohio.
- (b) It shall be unlawful for any person to operate a massage services establishment in the City of Bellbrook unless both of the following applies:
  - (1) The owner or manager is a licensed massage therapist in the State of Ohio.
  - (2) Massage therapy and massage services provided in the massage services establishment are performed exclusively by a licensed massage therapist in the State of Ohio.
- (c) It shall be unlawful to employ a person to perform massage therapy or massage services in a massage service establishment in the City of Bellbrook unless that person is a licensed massage therapist in the State of Ohio.
- (d) It shall be unlawful for a person to operate a massage services establishment in the City of Bellbrook without obtaining a Certificate of Zoning Compliance to operate a massage services establishment from the City of Bellbrook.
- (e) Prohibited Conduct. No person that is providing massage services in the City of Bellbrook shall knowingly do any of the following at, upon or within a massage services establishment or elsewhere:
  - (1) Place his or her hand upon, touch with any part of his or her body, fondle in any manner, or massage the sexual or genital area of any other person;
  - (2) Perform, offer, or agree to perform any act which would require the touching of the sexual or genital area of any other person;
  - (3) Touch, offer or agree to touch the sexual or genital area of any other person with any mechanical or electrical apparatus or appliance;

# RECORD OF ORDINANCES

Ordinance No. 2017-5

July 10, 2017

- (4) Wear unclean clothing, no clothing, transparent clothing, or clothing that otherwise reveals the sexual or genital areas of the masseur or masseuse;
- (5) Uncover or allow the sexual or genital area of any other person to be uncovered while providing a massage;
- (6) Perform, offer or agree to perform a massage with or without compensation to any individual less than eighteen years of age.
- (f) Exceptions. The provisions of this Chapter shall not apply to the following:
  - (1) Hospitals, medical facilities and public health centers (all as defined in Ohio Revised Code section 3701.01);
  - (2) A person licensed or registered by the State of Ohio Medical Board (other than a Massage Therapist) while performing his/her licensed or registered profession;
  - (3) A licensed cosmetologist, registered barber, registered barber apprentice, licensed chiropractor, licensed podiatrist, licensed nurse, or any other licensed health professional while performing his/her licensed or registered profession; and
  - (4) A person working under the direct supervision of individuals or establishments mentioned in this subsection (g) while performing his/her licensed or registered profession.
  - (5) As used in this subsection (g) "licensed" means licensed, certified, or registered to practice in the State of Ohio.

## 848.03 Permit Application Process.

- (a) Permit for Massage Service Establishments. The Chief of Police, or his or her designee is responsible for granting, denying, revoking, and renewing Massage Services Establishment permits. A person who wishes to operate a massage practice must submit a current valid Certificate of Zoning Compliance to the City of Bellbrook Chief of Police or his/her designee and an Application for Massage Service Establishment. The Application for Massage Service Establishment shall be accompanied by the following information:
  - (1) Full legal name and current residential address of the applicant(s);
  - (2) The address of the proposed massage services establishment;
  - (3) The names of any persons who will perform massage therapy at the massage services establishment and copies of all licenses of those persons;
  - (4) A list of other services to be offered at the massage services establishment;
  - (2) The website of the massage services establishment, if applicable;

# RECORD OF ORDINANCES

Ordinance No. 2017-5

July 10, 2017

- (3) All felony and misdemeanor convictions, of the applicant excluding those for traffic offenses;
- (4) A copy of the license provided by the State Medical Board of Ohio for the owner and/or manager and each person who will practice massage therapy at the massage services establishment.
- (5) A printed form, signed by each and every owner of the parcel of real property which is the proposed location of the massage services establishment, whereby each such owner certifies that he/she/it understands and acknowledges that a massage services establishment will be located on said parcel of real property; and
- (6) Any other information requested at the time of application.
- (b) Each individual that performs Massage Services in the City shall be required to obtain a permit from the Chief of Police or his/her designee. Such permits are non-transferable. Before any individual may be issued a permit, he or she shall submit on a form to be provided by the City the following information:
- (1) The individual's name and a personal or business address where mail may be delivered.
- (2) The address where massage services will be performed; and
- (3) A copy of the license provided by the State Medical Board of Ohio.
- (4) For renewals, a statement that the applicant has not violated and provision of this Chapter.
- A permit granted pursuant to this section shall be subject to annual renewal by the Chief of Police upon the written permit application of the individual and a finding by the Chief of Police that the individual has not committed any act during the existence of the previous permit period which would be grounds to deny the initial permit application.
- (c) Applications shall be submitted and approved before a massage services establishment can be operated and massage services offered.
- (d) Once an application is submitted, the applicant shall receive a response in writing no later than 30 days after the date of submission.
- (e) In the event that an application is denied, the applicant may submit a new application.

## 848.04 Issuance of Permit; Expiration and Renewal.

- (a) Upon approval of an application, an applicant shall be provided with a Massage Services Establishment permit to operate a massage services establishment or a Massage services provider permit (as the case may be).
- (b) Each permit shall contain the following information:

# RECORD OF ORDINANCES

Ordinance No. 2017-5

July 10, 2017

- (1) The name of the applicant and address of the massage services establishment where services will be performed;
- (2) A signature from an administrator; and
- (3) The effective dates of the permit.
- (c) Each permit shall be valid for a maximum of 1 year. Regardless of the date issued all permits shall expire on December 31 of the year they were issued.
- (d) No later than 90 days before the expiration date of a permit to operate a massage services establishment, the permit holder shall be notified in writing of the expiration of the permit.
- (e) No later than 30 days before the expiration date of a permit to operate a massage services establishment or provide massage services, the permit holder shall submit a new application pursuant to Section 848.03 of this section.
- (f) Upon approval of the application, the applicant shall be provided with a new Permit to operate a massage services establishment.

## 848.05 Facility Requirements.

- (a) A permit issued under Section 848.04 of this section must be displayed in a conspicuous location.
- (b) All tables and surfaces in the massage services establishment shall be clean and disinfected.
- (c) Clean linen, towels, and other materials used in connection with provided massage therapy services shall be stored in a closed cabinet.
- (d) The permit holder shall comply with any other requirement for operation as a business that is set forth in the Codified Ordinances of the City of Bellbrook.

## 848.06 Prohibitions.

- (a) No individual shall advertise or offer massage services, massage therapy, relaxation massage, or a related service unless that individual is a state-licensed massage therapist and holds a permit issued under Section 848.04 of this section.
- (b) No individual shall advertise massage services or a related service using sexual or provocative words or images. No individual shall advertise massage services or a related service with the suggestion or promise of a sexual service or activity.
- (c) No person who has been issued a permit to operate a massage services establishment shall employ any individual under the age of 18.

# RECORD OF ORDINANCES

Ordinance No. 2017-5

July 10, 2017

## 848.07 Change of Information.

- (a) In the event that information submitted as part of the application process changes, the permit holder shall notify the City of Bellbrook with ten (10) days of such change.
- (b) Failure to update information in a timely manner may result in a suspension or revocation of a permit and a first degree misdemeanor. A separate offense shall be deemed committed each day during on which or which a violation on non-compliance occurs or continues.

## 848.08 Inspections.

- (a) Any of the following individuals may conduct inspections to determine compliance with this section and other applicable state and local laws:
  - (1) A police officer;
  - (2) The Greene County Health Commissioner or their designee;
  - (3) A building inspector appointed by the City of Bellbrook;
  - (4) Any other person authorized by the City of Bellbrook to conduct inspections of a massage services establishment; or
  - (5) A representative of the State Medical Board of Ohio.
- (b) Inspections shall be conducted at any time.
- (c) Inspections shall be conducted at least once per year to determine compliance with this section.
- (d) Permit holders shall be given 10 days from the date of inspection to correct any violations of this section. Permit holders shall immediately correct any issues found to be in compliance with Section 848.05, Facility Requirements.

## 848.09 Penalties; Revocation of Permit.

- (a) Any individual who advertises, offers or performs massage therapy or massage services in violation of this Chapter is guilty of a misdemeanor of the first degree. A separate offense shall be deemed committed each day during on which or which a violation on non-compliance occurs or continues.
- (b) Any individual who holds a permit issued under Section 848.04 of this Chapter who violates any provision of this Chapter is guilty of a misdemeanor of the first degree. A separate offense shall be deemed committed each day during on which or which a violation on non-compliance occurs or continues.
- (c) In addition to a fine, the following actions may be taken against an individual who holds a permit under Section 848.04 of this section and violates any provision of this section:

# RECORD OF ORDINANCES

Ordinance No. 2017-5

July 10, 2017

- (1) An additional fine may be assessed;
- (2) A permit to operate a massage services establishment may be suspended for up to 90 days; and
- (3) After a third offense, a permit to operate a massage services establishment may be revoked.

## 848.10 Appeals; Hearings.

### (a) Appeals.

- (1) Any individual may appeal the denial or revocation of a permit to operate a massage service establishment or provide massage services.
- (2) Any individual who holds a permit to operate a massage service establishment may appeal the findings of an inspection conducted under Section 848.08 of this section.
- (2) Any individual may appeal a penalty assessed under Section 848.10 of this section.

(b) Hearings. If an applicant has been denied a permit to operate a massage service establishment, or provide massage services, failed an inspection, or received a penalty under Section 848.09, the applicant or permittee, shall, within 3 business days, have the right to appeal to City Council from such denial, revocation or suspension. Notice of appeal shall be filed in writing with the Chief of Police who shall fix the time and place for hearing at the next meeting of City Council but not later than thirty (30) days thereafter. The Chief shall notify the Clerk of Council of the time and place of such hearing. Four members of Council shall constitute a quorum to hear such appeal. The appellant may appear and be heard in person or by counsel. If, after hearing, a majority of the members of Council present at such meeting declare in favor of the applicant, such permit shall be forthwith issued or fully reinstated, as the case may be; otherwise, the order appealed from shall become final.

Section 3. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Robert L. Baird, Mayor

\_\_\_\_\_  
Jami L. Kinion, Clerk of Council

APPROVED AS TO FORM:

Patricia N. Campbell, Municipal Attorney



# RECORD OF RESOLUTIONS

Resolution No. 2017-O

June 26, 2017

## City of Bellbrook

### Resolution No. 2017-O

#### **A Resolution Authorizing the City Manager to Execute a Three Year Agreement between the City of Bellbrook and the Police Sergeants and Police Officers Represented by the Fraternal Order of Police, Ohio Labor Council, Inc.**

WHEREAS, the City met with the police sergeants and police officers represented by the Fraternal Order of Police, Ohio Labor Council, Inc. to review the terms of the labor agreement covering wages, fringe benefits and work rules; and

WHEREAS, the parties agreed to terms for a three year contract starting August 1, 2017 and concluding July 31, 2020; and

WHEREAS, the City believes that this three year contract will allow for the continued provision of exceptional police service to the residents and is in the best financial interests of the City.

#### **Now, Therefore, the City of Bellbrook Hereby Resolves:**

Section 1. That the City Manager is hereby authorized to execute a three year agreement, attached hereto, between the City and the Police Sergeants and Police Officers represented by the Fraternal Order of Police, Ohio Labor Council, Inc. with effective dates of August 1, 2017 to July 31, 2020.

Section 2. That this resolution shall take effect and be in force forthwith.

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Robert L. Baird, Mayor

---

Jami L. Kinion, Clerk of Council

**AGREEMENT**

**BY AND BETWEEN**

**THE CITY OF BELLBROOK, OHIO**



and



**THE FRATERNAL ORDER OF POLICE,  
OHIO LABOR COUNCIL, INC.**

**SERGEANTS  
POLICE OFFICERS**

August 1, 2017 through July 31, 2020

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## **ARTICLE 1 - AGREEMENT/PURPOSE**

Section 1.1. This Agreement entered into by the City of Bellbrook, Ohio hereinafter referred to as the "Employer," or the "City," and the Fraternal Order of Police, Ohio Labor Council, Inc., hereinafter referred to as the "FOP/OLC," or the "Union," has as its purpose the following:

To comply with the requirements of Chapter 4117 of the Ohio Revised Code; and to set forth in its entirety, the full and complete understandings and agreements between the parties governing the wages, hours, terms and conditions of employment for those employees included in the bargaining units as defined herein.

Section 1.2. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or regulation from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of those rights and opportunities are set forth in the Agreement. The provisions of this Agreement constitute the entire Agreement between the parties.

## **ARTICLE 2 - CONFLICT WITH LAW AND SEPARABILITY**

Section 2.1. The parties intend this Agreement to supersede and replace any state and local laws on the subjects covered by this Agreement. Where this Agreement makes no specification about a matter, the provisions of applicable law shall prevail. If, by operation of law or by a court of competent jurisdiction, it is found that any provision shall be of no further force and effect, the remainder of the Agreement shall remain in full force and effect for the Agreement term.

Section 2.2. The parties agree that should any provision of this Agreement be invalid as a matter of law, then, upon written request by either party, the parties to this Agreement shall meet at a mutually agreeable time and attempt to modify the invalid provisions of this Agreement by good faith negotiations, but in the event they are unable to reach agreement, then the City shall retain its inherent rights, subject to its obligations to comply with applicable law and neither party shall have access to dispute resolution procedures of Chapter 4117 of the Ohio Revised Code, but shall have access to the grievance procedure set forth in this contract.

## **ARTICLE 3 - RECOGNITION**

Section 3.1. The Fraternal Order of Police, Ohio Labor Council, Inc. is recognized as the sole and exclusive representative for all regular full-time employees in the bargaining units set forth in the certifications issued by the Ohio State Employment Relations Board as follows:

- a. 93-REP-02-0019 as certified April 8, 1993: includes all full-time personnel in the rank of Sergeant.
- b. 93-REP-02-0020 as certified April 8, 1993: includes all full-time Patrol Officers.
- c. Excluded: Chief, Lieutenant(s), Administrative Assistant and all other employees.

Section 3.2. The Employer will not recognize any other union, organization, or person as the representative for any of the bargaining unit members unless required by law to do so.

#### **ARTICLE 4 - FOP/OLC SECURITY/DUES DEDUCTION**

Section 4.1. After sixty (60) days of employment, the City shall deduct from the wages of bargaining unit employees and remit to the FOP/OLC at 222 East Town Street, Columbus, Ohio 43215, or such address as set forth by the FOP/OLC from time to time, an amount certified by the FOP/OLC as monthly dues calculated as the annual dues divided by the number of monthly pay periods, provided the bargaining unit employees shall individually and voluntarily provide the City with dues deduction authorization consistent with the provisions herein and with Section 4117.09(B)(2) of the Ohio Revised Code. The City's obligation to make deductions shall terminate automatically upon timely receipt of revocation of authorization or upon termination of employment or transfer to a job classification outside the bargaining unit.

Section 4.2. The Union will indemnify and save the City harmless from any action growing out of deductions hereunder and commenced by an employee against the City (or the City and Union jointly).

Section 4.3. After sixty (60) days of employment or when a bargaining unit employee elects to revoke their membership during the term of this Agreement, the Employer shall deduct from their pay a fair share fee for the FOP/OLC's representation of such non-members during the term of this Agreement. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes, or any other endeavors not germane to the FOP/OLC's work in the realm of collective bargaining and contract administration. The amount of the fair share fee shall not exceed 100% of the FOP/OLC dues for members.

#### **ARTICLE 5 - FOP/OLC REPRESENTATION**

Section 5.1. One (1) employee per bargaining unit, as selected by the Union to act as Union Representative for the purpose of processing and investigating grievances under the Grievance Procedure, shall be known as the Associate. The Associate may have an alternate who shall act in his/her absence. The Union shall notify the Employer in writing of all employees selected to hold the position of Associate, alternate Associate, or any other position within the Union or the bargaining unit within a reasonable time period.

Section 5.2. No union meetings or other union activities shall take place during working hours without prior approval of the Chief of Police or his designee, provided that an Associate may discuss a grievance with an employee and/or his/her supervisor, for a reasonable period of time. The Union will make reasonable efforts to conduct its affairs in such a manner as not to interfere with the Employer's business.

Section 5.3. The FOP/OLC shall have reasonable access to all meeting areas of the Employer at reasonable times and only so far as any FOP/OLC meetings do not interfere with the Employer's business.

Section 5.4. FOP/OLC non-employee representatives or Associates shall have reasonable visitation privileges to the Employer's facilities, public or otherwise for the purpose of administering this Agreement or attending meetings.

Section 5.5. A total of twenty-four (24) hours of paid leave per calendar year shall be available for use collectively by all employees covered by this Agreement, for the purpose of attending

FOP/OLC functions such as conventions, educational meetings and seminars. Said leave shall be taken in no less than four (4) hour increments. The Employer shall not unreasonably deny the authorization of vacation leave, holidays or the use of compensatory time for a member to attend said functions in addition to the above-mentioned twenty-four (24) hours. Under no circumstances will the Employer be required to provide paid leave to any employee for attending said functions once twenty-four (24) hours of paid leave have been provided, in the aggregate, to employees covered by this Agreement in any calendar year.

Section 5.6. FOP/OLC Associates shall attend to the administration of this Agreement (grievances and negotiation sessions) on a no loss/no gain basis.

## **ARTICLE 6 - MANAGEMENT RIGHTS**

Section 6.1. Unless expressly provided to the contrary by a specific provision of this Agreement, management reserves and retains solely and exclusively all of its statutory and common law rights to manage the operation of the Police Department, as such rights existed prior to the execution of this or any other previous agreement.

The Employer's exclusive rights include, but shall not be limited to the following, except as expressly limited by the terms set forth in this Agreement:

- A. To develop, alter or abolish policies, practices, procedures and rules to govern the operation of the Department of Police and bring about discipline for just cause.
- B. Determine the overall methods, process, means, or personnel by which operations are to be conducted, and establish work schedules, locations or functions in accordance with municipal or departmental needs.
- C. To transfer, promote or demote employees; or, to lay off, terminate or otherwise relieve employees from duty for just cause.
- D. To recruit, select and determine the number, qualifications and characteristics of employees required.
- E. To establish basic and in-service training programs and requirements for upgrading skills of employees.
- F. To take such measures as the City or Department of Police may determine to be necessary to carry out the mission of the department as a governmental unit.

To the extent that the above rights are specifically limited by the provisions of this Agreement, alleged violations are subject to the Grievance and Arbitration Procedure.

## **ARTICLE 7 - NON-DISCRIMINATION**

Section 7.1. Neither the Employer, its agents, or officials, nor the FOP/OLC or its agents or officers shall discriminate against any employee on the basis of age, sex, marital status, race, color, religion, national origin, political affiliation, disability, or union activity.

Section 7.2. All references in this Agreement to the male gender shall be construed to be equally applicable to females.

### **ARTICLE 8 - BULLETIN BOARD**

Section 8.1. The Employer shall provide the Union with a bulletin board, provided that:

1. Such bulletin board shall be used for the posting of notices bearing the written approval of the Union Associate or an official representative of the FOP/OLC and shall be solely for Union business; and,
2. No notice or other writing may contain anything political, controversial or critical of the Employer or any other institution or of any employee or other person; and
3. Upon request from an appropriate official of the Employer, the Union will immediately remove any notice or other writing that the Employer believes violates subparagraphs (1) and (2), but the Union shall have the right to grieve such action through the grievance procedure.

### **ARTICLE 9 - GRIEVANCE PROCEDURE**

Section 9.1. The term "grievance" shall mean an allegation by a bargaining unit employee that there has been a violation of this Agreement, or an allegation that discipline has not been for just cause.

Section 9.2. Disciplinary matters must be brought pursuant to this Grievance Procedure before any appeal to any court or outside agency.

Section 9.3. Grievances will be settled at the earliest possible step of the procedure. The employee must proceed through all steps of the grievance procedure in proper order and within the prescribed time limits, except as otherwise noted.

Section 9.4.

Step 1 - Immediate Supervisor. Any employee or FOP/OLC representative having a grievance shall present his or her grievance in writing to their immediate supervisor, so long as that supervisor is not a bargaining unit member. If there is no such supervisor, the grievance shall proceed to the next step. In order for the grievance to be recognized, it must be presented within seven (7) calendar days from the date of the incident or when the employee knew or should have known of the incident giving rise to the alleged grievance. Within seven (7) calendar days from the date the employee first presented his or her complaint, the supervisor will attempt to resolve the matter or provide a written response to the grievance.

Step 2 - Department Head. If the grievance is not resolved in Step 1, the employee may pursue the matter by presenting the grievance to the Chief within seven (7) calendar days of the date the reply was received or was due to be received in Step 1. The Chief will meet with the grievant and his/her representative(s) and otherwise attempt to resolve the matter within seven (7) calendar days of receipt of the grievance. The Chief after review and investigation of all matters of fact relative to the grievance shall issue a decision on the grievance form within seven (7) calendar days following the meeting.

Step 3 - City Manager. Where the grievant is not satisfied with the Step 2 response, the aggrieved may submit the grievance to the City Manager within seven (7) calendar days of the date of receipt of the Step 2 answer or the date the answer was due to be received. The City Manager will review the grievance and all responses within seven (7) calendar days following the date he received the grievance.

If the City Manager determines that the previous responses were adequate and proper, he will so inform the grievant within fourteen (14) calendar days following the day he received the grievance.

If the City Manager or designee determines the responses to be incomplete or improper, or that sufficient evidence does not appear on its face to warrant a response, he may exercise the following procedure:

Conduct a meeting with all parties involved in attendance and available for questioning within fourteen (14) calendar days following the day he received the grievance. The City Manager or designee will inform the grievant of his decision within five (5) calendar days of the meeting.

Arbitration. When the grievant is unsatisfied, the matter may be taken to arbitration by the FOP/OLC, at its sole discretion, by filing, within fourteen (14) calendar days of the decision of the City Manager a Notice of Intent to Arbitrate. Within ten (10) calendar days of receipt of intent to arbitrate under the grievance arbitration procedure, the City and the FOP/OLC shall by joint letter solicit a list of at least seven nominations of an arbitrator to hear the case from the Federal Mediation and Conciliation Services (FMCS area #15 Ohio). Either party may once reject the list and request from FMCS another list of seven (7) names. The parties shall strike from that list. A date for arbitration shall be set as soon as possible in accordance with the wishes of the City, the FOP/OLC and the availability of the arbitrator. The arbitrator shall reduce his award to writing and state his reasons for reaching the decision. Said award shall be provided to the parties as soon as possible after the date of the hearing. All decisions of the arbitrator shall be final and binding upon all parties participating. Both the City and the FOP/OLC shall share equally in the cost of the arbitrator.

The Arbitrator shall limit his decisions strictly to the interpretation, application, or enforcement of the specific Articles and Sections of this Agreement, and shall be without power or authority to make any decision that is contrary to, or inconsistent with, or modifying or varying in any way the terms of this Agreement or applicable laws.

The Arbitrator shall be without authority to recommend any right of relief on an alleged grievance occurring at any time other than the contract period in which such right originated or make any award based on rights arising under any previous Agreement, grievance or practices. The arbitrator shall not establish any or different wage rates not negotiated as part of this Agreement. In the event of a monetary award, the arbitrator shall limit any retroactive settlement to the date the grievance was presented to the Employer in Step I of the grievance procedure, or in matters of discipline, the date the grievant was affected.

Section 9.5. Time limits and steps as set forth in this procedure may be extended or waived by mutual agreement of the parties in writing.

Section 9.6. All grievances under this procedure shall be written on forms provided by the FOP/OLC.

**ARTICLE 10 - LABOR/MANAGEMENT MEETINGS**

Section 10.1. The parties will establish two (2) labor-management committees consisting of no more than two (2) bargaining unit employees per bargaining unit and the Chief of Police which may meet separately or together upon the request of the Chief or the Associate for the bargaining unit (but in no event more than monthly without mutual consent). The committees may meet at agreeable dates and times for the following purpose:

1. To disseminate general information of interest to the parties.
2. To give the FOP/OLC Representatives the opportunity to share the views of their members and/or suggestions on subjects of interest to their members.
3. To discuss ways to improve efficiency within the Department.
4. To promote harmonious relations between the Employer and the FOP in the best interest of the community.
5. To discuss safety and health issues of the Department.

Section 10.2. All bargaining unit employees of the Labor Management Committee shall be paid at their regular rate of pay while performing committee duties on a no loss/no gain basis.

**ARTICLE 11 - DISCIPLINE**

Section 11.1. The tenure of every employee subject to the terms of this Agreement shall be during good behavior and efficient service. The Employer may take disciplinary action against any employee in the bargaining unit only for just cause. The Employer may take disciplinary action for actions which occur while an employee is on duty, or which occur while an employee is working under the color of the Employer, or in the instances where the employee's conduct violates his oath of office. Forms of disciplinary action are:

1. Verbal reprimand.
2. Written reprimand.
3. Suspension without pay. (At the option of the employee, and the concurrence of the Employer, accrued vacation, holiday time or compensatory time may be forfeited equal to the length of the suspension. Record of suspension will be maintained.)
4. Reduction in rank.
5. Discharge.

Section 11.2. Whenever the Employer determines that an employee may be disciplined for just cause that could result in suspension, reduction, or termination, a pre-disciplinary hearing will be scheduled to give the employee an opportunity to offer explanation of the alleged misconduct. Prior to the hearing, the employee shall be given written explanation of the charges and evidence supporting such charges. A pre-disciplinary hearing, if any, shall be completed within thirty (30) calendar days from the presentation to the employee of the written explanation of charges. A copy of the Hearing Officers decision will be provided to the employee within ten (10) calendar days following the Pre-disciplinary Hearing. Any disciplinary action to be administered must be issued within forty-five (45) calendar days of the receipt of the hearing officer's decision. Time frames may be extended by mutual agreement.

Pre-disciplinary hearings will be conducted by the City Manager and/or the Chief of Police. The employee may choose to:

1. Appear at the hearing to present oral or written statements in his defense.
2. Appear at the hearing and have an employee or non-employee representative of the FOP/OLC present oral or written statements in his defense.
3. Elect in writing to waive the opportunity to have a pre-disciplinary hearing.

At the pre-disciplinary hearing, the hearing officer(s) will ask the employee or his representative to respond to the allegations of misconduct which were outlined to the employee. At the hearing, the employee may present any testimony, witnesses, or documents which he feels may be germane to the charges. The employee shall provide a list of witnesses, and the name and occupation of his representative, if any, to the Employer as far in advance as possible, but not later than eight (8) hours prior to the hearing. It is the employee's responsibility to notify his witnesses that he desires their attendance at the hearing.

The employee will be permitted to confront and cross-examine witnesses, if called by the Employer. The Employer will decide what discipline, if any, is appropriate.

Section 11.3. Disciplinary action may be appealed through the grievance and arbitration procedure. Appealable disciplinary actions must be filed at the appropriate level of the grievance procedure within seven (7) calendar days from receipt of the notice of discipline by the employee.

Section 11.4. The bargaining unit employee under investigation shall be entitled to the presence of an employee and/or a non-employee O.L.C. representative at any questioning of the member, unless the member consents in writing to being questioned outside the presence of the non-employee representative.

Section 11.5. The City agrees that all disciplinary procedures shall be carried out in a private and businesslike manner.

## **ARTICLE 12 - PROBATIONARY PERIOD**

### **(PATROL OFFICERS AND SERGEANTS)**

Section 12.1. Every new Police Officer and Sergeant hired (or promoted) by the City of Bellbrook shall be required to successfully complete a probationary period. The probationary period shall begin on the first day for which the employee receives compensation from the Employer. Police Officers' and Sergeants' probation shall continue for a period of twelve (12) months. During the probationary period, Police Officers shall not have access to the grievance/arbitration provisions of this Agreement with respect to matters of discipline or discharge. Sergeants who fail to successfully complete the probationary period may be returned to their original position without loss of seniority. Absent an arbitrary or capricious or unlawful decision to demote a probationary employee, demotions shall not be subject to the grievance and arbitration provisions of this Agreement.

Section 12.2. An employee who is promoted or upgraded from part-time status to full-time status during their probationary period shall be required to successfully complete the probationary period.

**ARTICLE 13 - (NO CONTENT)**

**ARTICLE 14 - PERSONNEL FILES**

Section 14.1. Personnel files are considered public records in the Ohio Revised Code. Bargaining unit members shall have access to their personnel files.

Section 14.2. Every bargaining unit member shall be allowed to review the contents of his personnel file at all reasonable times upon written request except that any bargaining unit member involved in a grievance or disciplinary matter shall have access at any reasonable time in order to adequately prepare for such process. Memoranda clarifying and explaining alleged inaccuracies of any document in said file may be added to the file by the bargaining unit member.

Section 14.3. All entries of a disciplinary or adverse nature shall be maintained in the personnel file which shall be maintained in the Administration office. The affected bargaining unit member shall be notified of any such entry and shall be afforded a copy of the entry and an opportunity to attach a statement. No unfounded complaint shall become part of any bargaining unit member's personnel file.

Section 14.4. Records of counseling shall cease to have force and effect six (6) months from the date of issue. Verbal reprimands and written reprimands shall cease to have force and effect twelve (12) months from the date of issuance and shall, upon the written request of a bargaining unit member, be totally removed and without further reference from the personnel file, provided no similar intervening discipline has occurred. Any record of discipline involving suspension shall cease to have force and effect thirty-six (36) months from the date of issuance, provided no similar intervening discipline has occurred, and placed in a separate file.

**ARTICLE 15 - SENIORITY**

Section 15.1. "Seniority" shall be computed on the basis of uninterrupted length of continuous service with the City. A termination of employment lasting less than thirty-one (31) days shall not constitute a break in continuous service. Once continuous service is broken, unless the employee is reinstated, the employee loses all previously accumulated seniority.

Section 15.2. An approved leave of absence of one (1) year or less does not constitute a break in continuous service, provided the employee follows the proper procedure for such leave and returns to active service immediately following the expiration of the approved leave. This leave may be extended by the Chief of Police for one (1) additional year for educational purposes.

Section 15.3. Employees laid off shall retain their seniority for a period of twelve (12) months from the date of layoff.

Section 15.4. Employees shall have no seniority during their probationary period, but shall be granted seniority upon successful completion of the probationary period, calculated from the date of hire with the City.

Section 15.5. The Employer may hire individuals with prior training or experience to serve as full-time Officers. The Employer retains the right, to be exercised in its sole discretion, to place such

individuals at any pay level on the appropriate pay scale immediately upon hiring consistent with any restrictions contained in Article 20.

## **ARTICLE 16 - LAYOFF AND RECALL**

Section 16.1. When the Employer determines that a long-term layoff or job abolishment is necessary, he shall notify the affected employees thirty (30) days in advance of the effective date of layoff or job abolishment. Employees will be notified of the Employer's decision to implement any short-term layoff, lasting seventy-two (72) hours or less, as soon as possible.

Section 16.2. Layoffs in the bargaining unit shall be in inverse order of seniority, with the least senior employee being laid off first. No person shall be hired in or promoted to a bargaining unit position while there are bargaining unit employees on layoff or on voluntary demotion.

Section 16.3. Any employee laid off from the bargaining unit position may, at his option, displace a regular part-time or intermittent employee. Failure to bump or failure to accept a recall to a part-time or intermittent position shall not jeopardize an employee's recall rights to a full-time position.

Section 16.4. Employees who are laid off shall be placed on a recall list for a period of twelve (12) months. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff. Any recalled employee requiring additional training to meet the position qualifications in existence at the time of recall must satisfactorily complete the additional training requirements within twelve (12) months of recall. Any training required in this Section shall be at the Employer's expense and time.

Section 16.5. Notice of recall shall be sent to the employee by certified mail. The Employer shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the last mailing address provided by the employee.

Section 16.6. The employee shall have five (5) calendar days following the date of receipt of the certified mail recall notice to notify the Employer of his intention to return to work and shall have fourteen (14) calendar days following the date of receipt of the recall notice in which to report for duty, unless a different date for returning to work is otherwise specified in the notice. An employee failing to notify the Employer of his intention to return within five (5) days, or failing to report for duty within fourteen (14) days of notice, shall be removed from the recall list and be deemed to have resigned.

Section 16.7. For the purpose of this Article, seniority shall be computed on the basis of uninterrupted length of continuous full-time service with the City.

## **ARTICLE 17 - HOURS OF WORK AND OVERTIME**

Section 17.1. The standard work period for all bargaining unit employees shall normally consist of forty (40) hours within a seven (7) day period. The standard work day for all bargaining unit members shall normally consist of eight (8) hours.

Section 17.2. Employees required to work in excess of eight (8) hours per work day, or in excess of forty (40) hours within a seven (7) day work period, shall be paid at the rate of one and one-half (1 - 1/2) times their regular hourly rate of pay for all such excess time.

- A. For purposes of computing hours of work and overtime compensation, anytime an employee is receiving pay from the employer including vacation time, compensatory time, holidays, personal days and sick leave or any other paid time, shall be considered time worked.
- B. There shall be no pyramiding of overtime.
- C. Upon request of the employee, and with the prior approval of the Employer, an employee may work a scheduled day off in exchange for another day off to be scheduled within the same work period.
- D. With the prior approval of the Employer, an employee may exchange days off or work assignments with another employee. Such exchanges shall not affect the active pay status of either employee, except that an employee who works an exchange and is required to work overtime shall receive the overtime compensation. Employees may not exchange for the purpose of creating overtime.
- E. Overtime will be calculated within each pay period for hours worked in excess of the employee's regularly scheduled hours. Overtime will be paid with the regular pay for that pay period.

Section 17.3. Compensatory time shall be granted in lieu of overtime compensation at the request of the employee, and shall not be unreasonably denied. Employees may accumulate a maximum of two hundred forty (240) hours of compensatory time. In the event an employee accumulates two hundred forty (240) hours of compensatory time, any additional overtime worked shall be compensated with overtime pay. When an employee desires to use compensatory time off that he has accumulated, it shall be scheduled and granted with a minimum of seven (7) days' notice subject to the operational needs of the Police Department as determined by the Police Chief or his designee. On the first regularly scheduled pay day in December, of one of the years 2017, 2018 or 2019, employees may elect to cash in their accumulated compensatory time. If an employee elects to cash in their accumulated compensatory time, they will notify the Chief or designee in writing by the end of September in the cash out year.

Section 17.4. Work schedules shall be posted ten (10) calendar days prior to their effective date. Seven (7) calendar days' notice must be given by the Employer prior to any non-emergency change in a posted schedule. All vacation, holiday compensatory time, training, and other leave requests must be submitted in writing to the Chief of Police or his designee no later than seven (7) days prior to the requested time off. The Employer shall have no obligation to grant any request not submitted in accordance with this Section.

Section 17.5. Except for retraining (up to three (3) months), disciplinary reasons and special assignments (current example would be Detective), all bargaining unit employees shall be assigned to specific shifts based on seniority preference with the most senior member having priority selection. Specialty assignments shall not preclude a member from seniority shift selection.

Section 17.6. In the event of non-emergency shift changes, or reassignments, the changes or reassignments shall be made on a seniority basis, with the least senior bargaining unit employee being reassigned first and subject to the provisions of Section 17.5 of this Article.

Section 17.7. Overtime will be equally offered and distributed to employees. Overtime rosters will be kept and will include a list of overtime hours worked and refused. All overtime will be logged except a shift extension due to a late detail or court time. The only time that will not be charged to an employee is when an employee is not spoken to. Advance patrol overtime shall be posted and awarded based on the number of overtime hours worked, starting with the least hours worked and moving forward. Only the person working the overtime will be charged with the hours. If no one is willing to work the overtime and it is needed to be filled or unscheduled overtime needs to be filled a supervisor may order an officer to work the overtime. In this case the officer with the least number of hours will be ordered to work.

Section 17.8. Overtime that is offered/posted for off-duty details is separate from patrol overtime. This overtime will be offered to full-time officers based on seniority, assigned on a rotating basis. With the exception of the Sugar Maple Festival, the Lions Festival and the National Night Out event, overtime for off-duty details will be offered to full-time officers first before scheduling part-time officers for the off-duty detail.

Section 17.9. When additional officers are needed due to scheduled time-off, the City has the right to schedule any officer, full-time or part-time, to fulfill this need. When additional officers are needed due to unscheduled time-off, the City will offer these additional hours to full-time officers first and then to part-time officers. For the purposes of this section, the first two (2) shifts of unscheduled time off shall be offered to full-time officers first.

## **ARTICLE 18 - CALL-IN PAY**

Section 18.1. Call-in time is defined as time for work assigned by the Chief of Police or his designated representative and performed by an employee at a time disconnected from his normal or prescribed hours of work. Call-in time is not extra time at the beginning or end of the normal or prescribed hours of work.

Section 18.2. An employee who is called in will be credited with a minimum of three (3) hours of work at the rate of one and one-half times his normal rate of pay. An employee who is called in and works more than three hours will be paid for actual hours worked at the rate of one and one-half times his normal rate of pay. An employee may elect to receive compensatory time in lieu of pay.

Section 18.3. An employee will be compensated for call-in pay, provided the employee has worked or is in a paid leave status for all regularly scheduled hours by the end of the work period. An employee called in who has not worked all regularly scheduled hours by the end of the work period will be compensated for call-in time at his regular pay rate for actual hours worked until he has a sum of hours equal to regularly scheduled hours. When an employee achieves the sum of hours worked equal to the regular hours normally worked, all call-in time will be compensated for in accordance with Section 18.2 of this Article. An employee may elect to receive compensatory time in lieu of pay.

Section 18.4. The employee on call-in who has worked less than three (3) hours is required to check with his supervising authority on duty if additional necessary work is to be performed at that time before leaving. Except in circumstances unforeseeable to the Employer, the employee shall be notified at the time of call-in that there will be additional necessary work to be performed, and approximately how long such work will take to complete.

## **ARTICLE 19 - COURT TIME**

Section 19.1. All employees who are required to appear in court for criminal proceedings or administrative hearings, when off duty, shall be credited with the actual time that they are required to be in court at a time and one-half rate. In no event will an employee receive less than three (3) hours pay at a one and one-half time rate of pay. An employee may elect to receive compensatory time in lieu of pay.

Section 19.2. Employees will not ordinarily be paid for court appearances in civil matters. However, when the appearance of an employee in a civil action is at the request of the City or on behalf of the City in a matter in which the City is directly interested, or the testimony arises out of and is directly related to the performance of the employee's official duties, the employee, if on duty, shall be released from duty without loss of pay. If the employee, in such a case, is not on duty, he shall be paid for the time he is actually required to be at court at a time and one-half rate, provided such time is in excess of his regularly scheduled hours, but in no event is less than three (3) hours time to be paid at one and one-half times the regular rate of pay. An employee may be granted compensatory time off in lieu of pay under this section at a rate of one and one-half hours off for every hour worked consistent with the prior provisions of this Agreement.

## **ARTICLE 20 - WAGES**

Section 20.1. Effective August 1, 2017, current bargaining unit employees shall receive the hourly wage set forth in the pay schedules attached hereto. New employees shall be placed on the schedule in accordance with the terms of this Agreement. Employees shall move to the next step on the appropriate schedule on the appropriate anniversary date. Police officers promoted to the rank of Sergeant shall be placed on the Sergeant pay scale at a rate that provides at least a five percent wage increase. If the Employer exercises its right to hire an officer and treat such person as a lateral entry pursuant to Article 15 of this Agreement, then the Employer shall have the sole discretion to place such person on the pay scale as follows:

- Lateral Entry Police Officers shall be placed on or below step five of the pay scale in effect as of that date.
- Wages shall increase 2.75% effective August 1, 2017, 2.75% August 1, 2018, and 2.75% August 1, 2019.

Section 20.2. Officers assigned by the Chief, or designee, to serve as an officer-in-charge shall be entitled to receive an officer-in-charge supplement. Employees serving as an officer-in-charge shall be entitled to a supplement of one dollar (\$1.00) per hour.

Section 20.3. A shift differential of fifty cents (\$0.50) per hour shall be paid to all officers who work any hours between 1600 and 0800. This shift differential shall not be increased for overtime hours.

## **ARTICLE 21 - INSURANCE**

Section 21.1. The Employer agrees to maintain for bargaining unit members and their dependents the same Health Care Insurance Plan and Life Insurance Plan offered to all other City of Bellbrook employees. It is understood that such health care insurance plan may change from time-to-time during the term of the agreement. The Life Insurance Plan will be for \$50,000.00 minimum per

employee. The City may offer employees the option of purchasing additional life insurance coverage through the City's group life insurance provider.

Section 21.2. Employees shall contribute the same amount of monthly premium as all other non-union employees not to exceed thirteen percent (13%) of the monthly premium. Employees selecting single coverage shall have one hundred percent (100%) of the premium paid by the City. If the employees elect to participate in a high deductible health care plan, the City will contribute the same amount to the employee's health savings account as it does for all other non-union employees. The health savings account contribution shall not be less than forty percent (40%) of the corresponding deductible.

Section 21.3. The City will continue to participate in the wellness program established by the insurance provider. Employees covered by this agreement will be required to be compliant with the standards of the wellness program. Employees that are non-compliant will have a premium surcharge of \$300 for single coverage or \$600 for employee/spouse and family coverage. This premium surcharge will be deducted from the employee's paycheck on a bi-weekly basis. If the amount of the surcharge increases from \$300 for single coverage or \$600 for employee/spouse and family coverage during the term of this contract, the City will pay the difference.

## **ARTICLE 22 - HOLIDAYS**

Section 22.1. All full-time bargaining unit employees are entitled to the following paid holidays:

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Christmas Eve Day  
Christmas Day

Section 22.2. The length of the holidays listed above shall be eight (8) hours. All hours worked on the Holiday shall be at the overtime rate.

Section 22.3. On the Sunday after the first pay period paid in December of each year of this agreement, each employee shall be credited with ninety-six (96) hours holiday compensatory time. Holiday compensatory time shall be considered separately from overtime compensatory time. Requests for holiday compensatory time off must be submitted in advance of the time requested, and shall be honored subject to the operational needs of the department, in accordance with Section 17.4.

Section 22.4 On the first regularly scheduled pay day in December of each Agreement year, employees shall be paid, by separate check, for the balance of holiday compensatory time to their credit at their current rate of pay.

Holiday compensatory time credit and cash conversion shall be pro-rated for those employees employed for less than the full December to December period, based upon the holidays which occur or occurred during their period of employment. An employee who separates and who has taken holiday compensatory time in excess of his/her pro-rata entitlement, shall have the excess time deducted from any final compensation due.

Section 22.5. FOP members may request in writing to have Holiday compensatory time paid before the first regularly scheduled pay day in December of each year. Only one (1) request shall be allowed per year. These requests will be reviewed and approved as appropriate by the employer. Available Holiday compensatory time paid under this provision will correspond to the member's Holiday compensatory time balance in regard to those holidays having already occurred. Upon the member's request, the Holiday compensatory time pay may be directly deposited into the member's health savings account (HSA).

### **ARTICLE 23 - VACATIONS**

Section 23.1. Bargaining unit employees shall be granted their appropriate vacation leave yearly, with full pay, based on their length of service of full-time employment with the City and subject to the terms of this Agreement.

Section 23.2. Vacation shall be earned as follows:

1. Two (2) weeks vacation (80 hours) after twelve (12) months of continuous service and thereafter in each calendar year after January 1;
2. Three (3) weeks vacation (120 hours) during the calendar year in which the fifth (5th) employment anniversary date occurs;
3. Four (4) weeks vacation (160 hours) during the calendar year in which the fifteenth (15th) employment anniversary date occurs; and
4. Five (5) weeks vacation (200 hours) during the calendar year in which the twentieth (20th) employment anniversary date occurs.

Vacation accumulations are credited to the employee on January 1<sup>st</sup> of each year.

Section 23.3. Vacation time shall be paid at the employee's regular rate of pay in effect at the time the vacation is taken.

Section 23.4. Employee's shall notify the Employer no later than seven (7) days prior to the requested time off to use vacation. Employees may request prior to March 1, the dates for that vacation year (January 1 through December 31 of that year) on which they prefer to use their accumulated vacation. These requests shall be honored on the basis of the employee's seniority with the employer subject to the operational needs of the department. Requests submitted after March 1 shall be honored on a first come first serve basis.

Section 23.5. Bargaining unit employees shall be permitted to carry over and may accumulate unused vacation leave as follows:

Annual Accrual Amount

Maximum Accumulation

2 weeks (80 hours)	160 hours
3 weeks (120 hours)	240 hours
4 weeks (160 hours)	320 hours
5 weeks (200 hours)	400 hours

Employees who are at the maximum vacation accumulation as of December 31st of each calendar year will not receive any additional vacation time as of January 1st. Those employees under the maximum vacation accumulation as of December 31st of any calendar year shall only receive the hours necessary to put them at the maximum vacation accumulation amount as of January 1st. Any employee who has accumulated vacation hours over the maximum vacation accumulation rate as of December 31st of any calendar year shall lose the excess amount as of January 1st.

Section 23.6. Bargaining unit employees who resign or retire are entitled to compensation, at their current rate of pay, for any earned but unused vacation leave at the time of separation.

### **ARTICLE 24 - SICK LEAVE**

Section 24.1. Each full-time employee shall be entitled to 4.6 hours of sick leave with pay, up to an accumulation and maximum annual usage of one hundred twenty (120) days for every eighty (80) hours of regular time, not overtime, worked. A written statement by a physician may be required after three (3) consecutive sick leave days, at the discretion of the Chief of Police or the City Manager. Regular time shall be defined as anytime an employee is receiving pay from the Employer including vacation time, compensatory time, Holidays, personal days, sick leave, or any other paid time excluding overtime.

Section 24.2. An employee may use sick leave for absence due to the employee's illness, injury, doctor's or dentist's appointments, or exposure to a contagious disease which could be communicated to other employees.

Section 24.3. An employee may use ten (10) days of sick leave per year to care for an ill or injured member of the immediate family (when the employee is the primary care giver), as defined in Section 24.4 (excluding aunt and uncle). The employer may reasonably request documentation from an attending physician that the employee's presence is necessary.

Section 24.4. For the purpose of this Article, the "immediate family" is defined as only: mother, father, brother, sister, child, spouse, grandparent, grandchild, aunt, uncle, in-laws, legal guardian or other person who stands in the place of a parent.

Section 24.5. Each Police Officer or Sergeant shall notify or cause his supervisor to be notified of his absence not later than one (1) hour prior to the regular starting time of the working day.

Section 24.6. Employees shall receive accrued sick leave upon active service or disability retirement from OP&F for all days accrued, at the rate of one (1) days pay for each three (3) days accrued but in no event shall any employee receive more than sixty (60) days of pay upon retirement.

Section 24.7. Any employee who does not utilize sick leave for any one hundred twenty (120) consecutive calendar days period shall be entitled to one (1) earned vacation day.

Earned vacation days must be requested in advance and scheduled with the approval of the Chief of Police or his designee.

The one hundred twenty (120) consecutive day period begins the first day following the last occurrence of sick leave usage and ends one hundred twenty (120) calendar days later.

Earned vacation days must be taken within one year of the date of earning; if not taken within one year, the day shall be paid to the employee.

The use of earned vacation days shall not be deducted from the member's accumulated sick time.

Section 24.8. All members of the bargaining unit shall be eligible for donated sick leave benefits, subject to the terms of this Article, to relieve hardship resulting from an extraordinary and extended illness.

Rules and Procedures:

1. When an employee's sick leave hours are about to be exhausted, he/she or the FOP Representative shall request, in writing, to the Chief of Police, consideration for receipt of donated sick leave hours from other bargaining unit members.
2. The Chief of Police has sole decision-making authority for recipients of this program. The decision regarding applications is not subject to the grievance or arbitration procedure.
3. Upon application, the Chief of Police will respond to the employee within five (5) business days.
4. Upon approval of the request, the Chief of Police will post a sick leave donation request announcement for the employee.
5. Only non-probationary employees are allowed to participate, both in receiving and providing sick leave hours.
6. Any employee providing hours must have a minimum of 200 hours to participate. Only hours above the 200 level may be used.
7. Donation of sick leave hours must be in 40-hour blocks (minimum and maximum), except for employees with less than 240 hours.
8. Donated hours are deducted from an employee's available number of days to use each year. Example – 40 hours donated, 120 days – 5 days + 115 days left.
9. Each employee may donate sick leave hours only once in a calendar year.
10. This program is used only when the employee exhausts all other leave (earned vacation days, vacation and compensatory hours).
11. Once hours are donated to an employee, he/she retains that number of hours. If an employee returns to work before the hours are exhausted, the employee retains all unused, donated hours.

## **ARTICLE 25 - INJURY LEAVE**

Section 25.1. No bargaining unit member shall be charged for sick leave or time off against his accumulated sick leave for any time taken as a result of an injury or illness incurred while in the lawful performance of his duties.

Section 25.2. An employee who suffers a service-connected injury incurred in the course of and arising out of employment with the City shall be eligible for injury leave. Injury leave shall be available for a maximum of one hundred eighty (180) working days per injury. After one hundred eighty (180) working days, the employee may utilize sick time or other approved leave of absence.

Section 25.3. When an employee applied for injury leave with pay, he must execute an agreement assigning to the City any such pay from Workers' Compensation during the period of the paid leave, and all necessary forms to process the appropriate claims with the Ohio Bureau Workers' Compensation. After approval of the injury leave by the City, the City will issue a check to the employee each pay period equivalent to the employee's base wage for a pay period.

Section 25.4. The Chief of Police has the right to review the employee's physical and mental status each thirty (30) days of absence in order to determine the member's ability to return to work. In the event of a difference of opinion as to the employee's mental or physical status between the employee's physician and the City's physician, the issue shall be submitted to a third physician specializing in occupational medicine, whose decision regarding the ability of the employee to perform his regular duties shall be final and binding on both parties. The services of the third physician shall be paid by the City. If the employee and the City are unable to agree upon such third physician, both the City's physician and the employee's physician shall together select such third physician.

Section 25.5. For the purposes of this Article, an injury is defined as a traumatic damage to the body or resulting psychological distress resulting in an inability to perform the essential functions of their position.

## **ARTICLE 26 - FUNERAL LEAVE/BEREAVEMENT LEAVE**

Section 26.1. If a death occurs among members of an employee's immediate family as defined in Article 24 of this Agreement, the employee shall be granted three (3) days paid funeral leave/bereavement leave without loss of pay, benefits, days off, holidays or vacation time. Funeral leave may be extended at the discretion of the Chief of Police, based on individual circumstances. Any granted extension of funeral leave/bereavement leave beyond the original three (3) paid days shall be charged to the employee's sick leave.

## **ARTICLE 27 - LEAVES OF ABSENCE**

Section 27.1. Leaves Without Pay Employees may be granted the following types of unpaid leaves of absence:

- A. Disability Leave. A physically or mentally incapacitated employee who has completed his probationary period may request a disability leave. A disability leave for a period not to exceed six (6) months may be granted when the disability continues beyond accumulated sick leave rights, provided the employee furnishes satisfactory medical proof of such disability along with his written request; and is:

1. Hospitalized or institutionalized;
2. On a period of convalescence following hospitalization or institutionalization authorized by a physician at the hospital or institution; or
3. Declared incapacitated for the performance of the duties of his position by a licensed physician designated by the Employer and the employee selected from a list of three (3) licensed physicians prepared by the Employer. It is the employee's responsibility to request a disability leave since such leave is not granted automatically when the employee's sick leave has expired.

When an employee is ready to return to work, he shall furnish a statement by a physician releasing the employee as able to return to work.

B. Employer Required Disability Leave. The Employer may require an employee to be examined by a licensed physician designated by the Employer and the employee per paragraph (a) above, at the Employer's expense. An employee found to be unable to physically or mentally perform the substantial duties of his position by such physician shall be placed on Disability Leave as described in paragraph (A) above.

C. Leave of Absence. The Employer may grant a leave of absence to any employee for a duration of up to six (6) months for any personal reasons of the employee. Such a leave may not be renewed or extended except for educational purposes.

1. The authorization of a leave of absence without pay is a matter of administrative discretion. The Employer will decide in each individual case if a leave of absence is to be granted.
2. The granting of any leave of absence is subject to approval of the Employer. Except for emergencies, employees will advise the Employer sixty (60) days prior to commencement of the desired leave so that the various agency functions may proceed properly.
3. Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists.
4. An employee may return to work before the scheduled expiration of leave as requested by the employee and agreed to by the Employer. If an employee fails to return to work at the expiration of an approved leave of absence, such employee, absent extenuating circumstances, shall be removed from his position and shall not receive seniority time for the period of the leave.
5. No benefits shall accrue or be paid during any unpaid leave of absence.

D. Family and Medical Leave. Pursuant to the Family and Medical Leave Act of 1993, FMLA leave may be granted to an employee who has been employed for at least twelve (12) months by the City and who has provided at least 1,250 hours of service during the twelve (12) months before the leave is requested. Eligible employees shall be entitled to a total of twelve (12) workweeks of leave during a rolling twelve (12) month period measured backward from the date on which an employee uses FMLA leave. Such leave may be granted for the following reasons:

1. Because of the birth of a child or placement for adoption or foster care of a child;

2. In order to care for the spouse, son, daughter, parent, or one who stood in place of a parent of the employee, if such spouse, son, daughter, parent, or "in loco parentis" has a serious health condition;

3. Because of a serious health condition that makes the employee unable to perform his employment functions.

The period of FMLA leave shall include any period of sick leave, vacation, other paid leave, or unpaid leave of absence taken due to the above qualifying events.

The employee must provide the Employer with thirty (30) days advance notice of the leave, or such notice as is practicable, if thirty (30) days notice is not possible. The employee must provide the Employer with certification of the condition from a health care provider. The Employer, at Employer expense, may require a second opinion on the validity of the certification.

Should a conflict arise between health care providers, a third and binding opinion, at Employer expense will be sought. An employee seeking FMLA leave must first use paid sick time (if applicable), vacation time, and any other paid time off (except compensatory time) before going on unpaid leave. The total amount of family leave paid and unpaid will not exceed a total of twelve (12) weeks. In any case in which a husband and wife entitled to family leave are both employed by the Employer, the aggregate number of workweeks of leave to which both may be entitled may be limited to twelve (12) weeks during any twelve (12) month period if such leave is taken because of the birth of a child or placement for adoption or foster care of a child. The employee will be responsible for his share of the health insurance cost during unpaid leave. If the employee does not return from the leave, he is responsible for the total insurance premium paid by the City. The City, as its sole discretion, may waive the insurance premium repayment.

Any eligible employee granted a FMLA leave shall be entitled, on return from such leave, to be restored to the position held by the employee when the leave commenced or a similar position of equivalent pay and benefits. In those situations where the Employer is permitted to require a physician's certification before granting a FMLA leave, the Employer may require that a health care provider certify that the employee is sufficiently recovered to return to work and perform the essential functions of the employee's position before reinstating the employee. Should the Employer require such certification, the Employer shall make its request for the certification at least fifteen (15) calendar days prior to the expected return of the employee.

It is intended that this Article comply with the Family and Medical Leave Act of 1993 and the Employer may promulgate policies in furtherance of the Family and Medical Leave Act that are not inconsistent with this Agreement.

Section 27.2. The Employer agrees to comply with State and Federal laws governing paid court and military leaves.

## **ARTICLE 28 - SUBSTANCE TESTING**

Alcoholism, drug addiction, or drug abuse (the abuse of a legal drug) are recognized by the parties as interfering with the Department's services and as posing a danger to the public's health and safety. The Employer has the right to insist on an alcohol and drug-free environment. The parties

agree to cooperate in encouraging employees afflicted with alcoholism, drug addiction, or drug abuse to undergo a coordinated rehabilitation program.

The Chief or the City Manager may order any employee of the Department to undergo a screening test whenever there is reasonable suspicion to believe an employee has used or is under the influence of illicit drugs, controlled substances, or an abuse of legal substances, or if the employee is under the influence of alcohol while on duty.

Reasonable suspicion must be based upon specific facts and reasonable inferences drawn from those facts, including, but not limited to:

- A. Observable phenomena, such as direct observations of the physical symptoms of being under the influence;
- B. A pattern of unusual conduct or inconsistent behavior, including excessive leave patterns, compared to other employees in the Department;
- C. Arrest or conviction for a drug or alcohol-related offense, including abuse of legal substances, or the identification of an employee as the focus of a criminal investigation into illegal drug or alcohol possession, use, or trafficking;
- D. Evidence that an employee has tampered with a previous drug test;
- E. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

If the screening test is positive, indicating the employee has used illicit drugs, controlled substances, or abused legal drugs, or is under the influence of alcohol on duty, the Chief may order the employee to undergo a confirmatory test. A positive result from an alcohol test means a level of impairment, .02 percent, as outlined under O.R.C. 4511.19(B). The City may also suspend the employee without a loss of pay before the time the confirmatory test result is complete.

A confirmatory test shall be made by a medical professional or institution qualified to administer such a test in accordance with Department of Health and Human Services (DHHS) procedures or equivalent guidelines.

If the screening test and confirmatory test are positive, the Chief may discipline the employee up to and including discharge.

An employee who notifies the Chief after the screening test that he is an alcoholic or drug addict may not be allowed to participate in a rehabilitation program or detoxification program, but shall be subject to appropriate discipline up to and including discharge.

If the employee: (1) refuses to take a screening or confirmatory test or undergo rehabilitation or detoxification or (2) fails to complete a program of rehabilitation or detoxification or (3) tests positive at any time within one (1) year after his return to work upon completion of a program of rehabilitation or detoxification, he shall be subject to disciplinary action up to and including discharge.

All test results and actions taken under or pursuant to this Article shall be kept confidential in accordance with state and federal law.

The Employer shall pay for drug and alcohol screening and confirmatory tests.

### **ARTICLE 29 - EQUIPMENT/CLOTHING**

Section 29.1. The Employer will provide all uniforms and accessories at no cost to the employee.

Section 29.2. The Employer will provide all safety equipment including ballistic vests, and shall replace or update said items as necessary or according to manufacturer's specifications. The employer may require employees to use or wear items purchased under this Article. Said items shall fit properly, shall be in good order and free from defects.

Section 29.3. The Employer will replace worn uniform items or equipment, as necessary, and without delay.

### **ARTICLE 30 - EQUIPMENT REPLACEMENT**

Section 30.1. Employees who damage or lose issued equipment or personal property in the line of duty should apply in writing to their immediate supervisor for reimbursement or replacement. The immediate supervisor will investigate the request and turn in an evaluation to the Chief. The Chief will then decide if a requisition or reimbursement shall be made. Each situation will be judged on a case-by-case basis, but replacement or reimbursement shall not be unreasonably denied. If the employee follows this procedure, the Chief will decide the matter and requisition a replacement of comparable value or repair (if the decision is favorable) as soon as possible but in no case later than thirty (30) days of the application. The Chiefs decision shall not be subject to the grievance procedure contained herein.

### **ARTICLE 31 - VOLUNTARY TRAINING AND SAFETY**

Section 31.3. All employees will attend training sessions necessary to maintain and improve skills as mutually agreed to by the Chief of Police or his authorized designee. Article 32 will not apply to a voluntary training session or conference as defined in this Article.

Section 31.2. An officer may request authorization from the Chief of Police to attend a training session that is not required, but is optional or voluntary. If an officer is authorized to attend a voluntary training session or conference, the City may, at the discretion of the Chief of Police or his designee, pay for some or all of the cost of attending this training session or conference. If an officer is authorized to use his own vehicle to attend the training session, the City shall reimburse the officer for mileage, pursuant to the current IRS rate, if the location is beyond a reasonable commuting distance of fifty (50) miles from the City.

Section 31.3. The City agrees to maintain safe and healthy working conditions in all facilities, vehicles and equipment furnished by the City to carry out the duties of each bargaining unit position, but reserves the right to determine what those facilities, vehicles and equipment shall be. The FOP/OLC agrees to work cooperatively in maintaining safety in the Department.

Section 31.4. The City agrees to discuss safety conditions and practices with the employees and the employees are responsible for reporting unsafe conditions or practices, for avoiding negligence, and for properly using and caring for facilities, vehicles, supplies and equipment provided by the City.

## **ARTICLE 32 - MANDATORY TRAINING**

Section 32.1. All employees will attend training sessions necessary to maintain and improve skills as required by the Chief of Police unless otherwise excused by the Chief of Police or his designee.

Section 32.2. Off-duty time spent in required training or instruction connected to the officer's regularly scheduled hours shall be paid at the rate of one and one-half (1-1/2) times the employee's normal rate of pay for actual hours the employee is involved in the training or instruction. Training or instruction disconnected from an employee's normal work schedule shall be treated as call-in time in accordance with Article 18. An employee may be granted compensatory time off in lieu of pay under this section at a rate of one and one-half (1-1/2) hours off for every hour worked consistent with prior provisions of this Agreement.

Section 32.3. When possible, checks for expenses maybe drawn in advance of the actual attendance at a conference, training session, or other official authorized City business. The rate of expenses in advance shall be as follows:

A. Transportation. Current IRS rate at the time for use of personal vehicle or the actual cost of the ticket, if commercial transportation is used. City vehicles shall be used when feasible and approved. When a City vehicle is used, the employee shall obtain authorization from his supervisor.

B. Meals. Meals required to be purchased by the employee because of official business shall be advanced at rates not to exceed:

Breakfast - \$10.00      Lunch - \$20.00      Dinner - \$30.00

C. Lodging. If official City business requires the employee to stay overnight away from the City, advance payment for lodging shall be the actual cost up to \$175.00 per night.

D. Travel Time. Reasonable travel time to and from out of town training or schools shall be counted as hours worked to the extent that it exceeds a reasonable commute. For purposes of this Article, reasonable commute is more than twenty (20) miles one way. Should the City provide overnight accommodations only one (1) round trip may be compensated.

E. Miscellaneous. If the official City business requires the employee to be away from the City, \$ 10.00 per day will be reimbursed by the City in addition to the expenses listed above in this paragraph to cover miscellaneous expenses.

Section 32.4. Either reimbursement or advance payment shall be reviewed by the Chief and a positive recommendation is necessary before the City Manager can approve the voucher. An employee is entitled to be reimbursed for reasonable actual expenses whether or not an advance payment is made. Receipts for expenditures shall be presented with the voucher so as to accurately determine the actual amount of expenditures.

Section 32.5. This Article does not apply to FOP/OLC business. Expenses related to FOP/OLC business are not chargeable to or reimbursable by the City.

### **ARTICLE 33 - EMERGENCY MEAL ALLOWANCE**

Section 33.1. The City will either furnish meals or reimburse employees for meals, provided the employees work in excess of twelve (12) consecutive hours. Reimbursement will not be paid for an employee's regular lunch period. Maximum reimbursement for meals under this Section shall be \$6.00 per meal. Whenever practicable and while on City time, employees shall be given a period of thirty (30) minutes in accordance with scheduling requirements for the purpose of eating during each of the above periods. This Section is intended to apply to situations where employees are unexpectedly called for duty because of unforeseeable circumstances or emergencies and shall not apply to double shifts within any days as the result of shift rotation or trading of days.

### **ARTICLE 34 - COMMUNICABLE DISEASES**

Section 34.1. The Employer recognizes its obligation to be responsive to the employee's needs regarding communicable diseases. Detailed policy and procedures shall continue to be in place regarding proactive preventative measures. This policy and procedure shall be issued to each bargaining unit member. It shall discuss and describe treatment of citizens and the precautions which should be practiced for one's self protection. Said policy and procedures shall be updated as often as new information is made available.

Section 34.2. The Employer shall issue members all equipment and supplies necessary to reasonably protect the member from contracting communicable diseases within the work environment. The Employer also recognizes the possibility of an employee contracting terminal illness regardless of precautionary measures taken. The Employer agrees to cooperate with members with terminal illness seeking to utilize the pension system disability program and/or retirement system that provide viable options for that affected employee.

### **ARTICLE 35 - TUITION REIMBURSEMENT**

#### **Section 35.1 Reimbursement Program**

Each full-time employee who is subject to the provisions of this Agreement will be eligible for a reimbursement of all tuition in courses of instruction voluntarily undertaken by him and subject to the following conditions:

- A. All courses must be job related and approved by the Employer. All courses must be taken during non-scheduled working hours. All scheduled hours for courses of instruction must be filed with the employee's immediate supervisor and with the City Manager's office. All scheduled times of courses must be approved by the Chief and/or City Manager. Any situation, which in the discretion of the Chief would require a member's presence on the job shall take complete and final precedence over any times scheduled for courses.
- B. Any financial assistance from any governmental or private agency available to an employee, whether or not applied for and regardless of when such assistance may have been received shall be deducted in the entire amount from the tuition reimbursement the employee is eligible for under this Section.

- C. The City Manager shall create and maintain a current list of approved institutions for which reimbursements for tuition may be made under this Section. Only those institutions listed by the City Manager shall establish eligibility of the employee to receive reimbursement for tuition. The FOP/OLC may submit recommendations of schools. Applications for approval of institutions and courses must be made no later than thirty (30) days prior to enrollment.
- D. No reimbursement will be granted for books, papers, supplies of whatever nature, transportation, meals or any other expense connected with any course except the cost of tuition.
- E. Reimbursement for tuition will be made when the Employee presents an official certification, or its equivalent, and a receipt of payment from the institution confirming satisfactory completion of the approved course.
- F. Reimbursement of tuition will be at ninety percent (90%) if the employee has:
  - 1. A grade of "C" or better, ("B" or better in a graduate level course.);
  - 2. A passing grade in a pass/fail course;
  - 3. In a "Test Out" course either number 1 or number 2 shall apply.
- G. After receiving tuition reimbursement, Employees will be expected to repay the City in the following manner if they voluntarily leave the employment of the City:

Persons working on a Post Graduate/Masters Degree will reimburse the City if they leave within three (3) years after receiving reimbursement.

Persons working on a Bachelors Degree will reimburse the City if they leave within two (2) years after receiving reimbursement.

Persons working on an Associates Degree will reimburse the City if they leave within one (1) year after receiving reimbursement.
- H. These regulations do not apply to training which is taken at the specific direction of management and for which the City pays the full cost of tuition and other expenses.

### **ARTICLE 36 - STRIKES AND LOCKOUTS**

Section 36.1. The City agrees that so long as this Agreement is in effect there shall be no lockouts. The FOP/OLC, its members, officers, agents and officers covered by this Agreement agree that there shall be no strikes, sit-downs, boycott or interruption of work or interference with public services for any cause whatsoever.

### **ARTICLE 37 - RETIREMENT**

Section 37.1. Employees approaching retirement shall be presented with the badge worn during service to the community, department patch, service decorations and name plate suitably encased for presentation. The expense of encasing such items shall be the responsibility of the Employer.

Section 37.2. Retired employees shall be permitted to retain their department credentials. The Employer may exercise the option to stamp said credential with the term "Retired."

Section 37.3. Retired employees may retain one complete set of the department's formal uniform with all accessories.

Section 37.4. Employees within twelve (12) months of retirement shall be allotted one (1) workday at department expense to travel to the Police and Fire Pension System and correlate any retirement related affairs.

### **ARTICLE 38 - SCOPE OF BARGAINING**

Section 38.1. The City agrees that conditions of employment relating to wages, hours of work and working conditions not expressly covered by this Agreement which are mandatory subjects of bargaining as defined by law may not be changed unless the FOP is first given notice of the proposed change and an opportunity to bargain regarding the decision and/or effects of the decision on bargaining unit employees as that bargaining obligation is defined by law.

### **ARTICLE 39 - COPIES OF AGREEMENT**

Section 39.1. The FOP/OLC will provide each covered employee, at no cost to the employee, a copy of this Agreement.

### **ARTICLE 40 - DURATION**

Section 40.1. This Agreement shall be effective as of August 1, 2017, and shall remain in full force and effect until midnight July 31, 2020.

Section 40.2. If either party desires to modify, amend or terminate this Agreement, it shall give written notice of such intent no earlier than one hundred and twenty (120) calendar days prior to the expiration date of this Agreement, and no later than sixty (60) calendar days prior to the expiration date of this Agreement.

Section 40.3. If future negotiations proceed to fact-finding and/or conciliation, the parties agree that notwithstanding any contrary provision in R.C. 4117.14(G)(11), the fact-finder and/or conciliator shall have the option to determine that rates of compensation and other matters with cost implications are retroactive to August 1, 2020.

### **ARTICLE 41 - PROMOTIONAL STANDARDS FOR SERGEANTS**

Section 41.1. All current bargaining unit members holding the rank of Patrol Officer applying for promotional consideration to the rank of Sergeant will be required to meet the following criteria. All dates refer to the date of the promotional test. Promotional testing procedures are detailed in the City of Bellbrook Police Department's General Orders.

Section 41.2. All such applicants must:

- A. Have completed five years of full-time service as a Patrol Officer;
- B. Have actively served as a Field Training Officer for the City of Bellbrook within the last three years;

- C. Have not been subject to any disciplinary suspensions for the last three years while employed with the City of Bellbrook;
- D. Be current in all training and certifications; and
- E. Have received positive evaluations for the last three years while employed with the City of Bellbrook.

Section 41.3. The Employer shall, in its sole discretion, determine if an applicant is qualified to sit for the Sergeant's test in light of the foregoing criteria. The Employer's judgment in that regard shall be final.

Section 41.4. Any or all of the foregoing may be waived by the Employer, in its sole discretion, if the applicant pool contains two or fewer Patrol Officers.

Section 41.5. Nothing in this Article shall limit the Employer's rights under Article 6 and 15 to hire new employees.

#### **ARTICLE 42 - MERGER OF SERVICES**

Section 42.1. Should a merger of services occur with the City of Bellbrook and any other Government entity and the City becomes the jurisdiction of name either by retaining the name of "The City of Bellbrook" or by changing its name, all existing employees of The Bellbrook Police Department shall retain their jobs and benefits under the current agreement without being required to reapply for those positions.

Section 42.2. In the event formal merger discussions are started with another entity, the City of Bellbrook and the Union will meet to discuss the terms of a merger, upon written request of either party.

Section 42.3. In the event of a merger as described in section 42.1, a promotional test will be administered for all newly created sergeant positions. Current Bellbrook officers that are no longer in probationary status shall be eligible to participate in the promotional test. Officers from the other entity holding the rank of Sergeant will also be eligible to participate in the promotional test.

Section 42.4. All other officers from the other entity that are hired shall be hired at the rank of Police Officer.

**ADDENDUM “A” - PAY SCALES**

8/1/17 - 7/31/18: - 2.75 % increase

	<i><b>OFFICERS WAGES</b></i>	<i><b>SERGEANTS WAGES</b></i>
<b>STEP</b>		
1	\$24.73	\$27.67
2	\$26.16	\$28.94
3	\$27.56	\$30.34
4	\$28.98	\$31.69
5	\$30.39	\$33.26
6	\$31.85	\$34.96
7	\$33.28	\$36.65
8		\$38.20

8/1/18 - 7/31/19: 2.75 % increase

	<i><b>OFFICERS WAGES</b></i>	<i><b>SERGEANTS WAGES</b></i>
<b>STEP</b>		
1	\$25.41	\$28.43
2	\$26.88	\$29.74
3	\$28.32	\$31.17
4	\$29.78	\$32.56
5	\$31.23	\$34.17
6	\$32.73	\$35.92
7	\$34.20	\$37.66
8		\$39.25

8/1/19 – 7-31-20: - 2.75 % increase

	<i><b>OFFICERS WAGES</b></i>	<i><b>SERGEANTS WAGES</b></i>
<b>STEP</b>		
1	\$26.11	\$29.21
2	\$27.62	\$30.56
3	\$29.10	\$32.03
4	\$30.60	\$33.46
5	\$32.09	\$35.11
6	\$33.63	\$36.91
7	\$35.14	\$38.70
8		\$40.33

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties have hereunto signed by their authorization representative

This \_\_\_\_\_ day of \_\_\_\_\_, 2017.

FOR THE CITY OF BELLBROOK:

FOR THE FRATERNAL ORDER OF POLICE,  
OHIO LABOR COUNCIL, INC.:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
FOP/OLC, STAFF REPRESENTATIVE

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
NEGOTIATING COMMITTEE

\_\_\_\_\_

\_\_\_\_\_  
NEGOTIATING COMMITTEE

\_\_\_\_\_

\_\_\_\_\_  
NEGOTIATING COMMITTEE

# RECORD OF RESOLUTIONS

Resolution No. 2017-P

June 26, 2017

## City of Bellbrook

### Resolution No. 2017-P

#### **A Resolution by the Council of the City of Bellbrook Requesting the County Auditor to Certify the Total Current Tax Valuation of the City of Bellbrook and the Dollar Amount of Revenue that would be Generated by a Specified Number of Mills.**

WHEREAS, the Council of the City of Bellbrook, Ohio, desires to request the voters to approve a 3.00 mill five year additional general fund levy in excess of the ten-mill limitation for the purpose of providing current operating expenses; and

WHEREAS, pursuant to Section 5705.03 of the Revised Code, Council is required to certify to the County Auditor a resolution requesting the total current tax valuation of the City of Bellbrook and the dollar amount of revenue that would be generated by a specified number of mills.

#### **Now, Therefore, the City of Bellbrook Hereby Resolves:**

Section 1. That pursuant to the provisions of Section 5705.19 of the Revised Code, it is necessary that an additional tax be levied in excess of the ten-mill limitation for the benefit of the City of Bellbrook for the purpose of providing current operating expenses of the general fund at a rate not exceeding 3.00 mills for each dollar of valuation, which amounts to 30.0 cents for each \$100.00 of valuation, for a five year period of time.

Section 2. That the question of the passage of said additional tax levy would be submitted to the electors of the City at an election to be held on November 7, 2017. If a majority of the voters voting on this additional levy vote in favor thereof, that tax levy will be first placed on the tax list and duplicate for the tax year 2017, for collection in calendar year 2018.

Section 3. That pursuant to Section 5705.03 of the Revised Code, the County Auditor is hereby requested to certify to the City of Bellbrook the total current tax valuation of the City and the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof, and the Clerk of Council is hereby directed to certify forthwith a copy of this resolution to the County Auditor upon its passage.

Section 4. That this resolution shall take effect and be in force forthwith.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council



# RECORD OF RESOLUTIONS

Resolution No. 2017-Q

June 26, 2017

## City of Bellbrook

### Resolution No. 2017-Q

#### **A Resolution Declaring Specific Equipment No Longer Needed By the City of Bellbrook as Surplus Property and Authorizing the City Manager to Dispose of Said Surplus Property.**

WHEREAS, the City of Bellbrook desires to maintain adequate equipment to be used by its personnel; and

WHEREAS, equipment no longer needed for use by City personnel may be declared as surplus property per Chapter 230 of the Bellbrook Municipal Code.

#### **Now, Therefore, the City of Bellbrook Hereby Resolves:**

Section 1. That the following equipment is hereby declared as surplus property:

2008 Ford Super Duty F-450 (VIN 1FDX46R88EB34243)

Section 2. That the City Manager is hereby authorized and directed to dispose of said property in accordance with Chapter 230 of the Bellbrook Municipal Code.

Section 3. That this resolution shall take effect and be in force forthwith.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council