

**CITY OF XENIA, OHIO  
ORDINANCE 2018 – 02**

**ENACTING SECTION 230.03, TITLED “ADMINISTRATIVE STEERING COMMITTEE,”  
AND REPEALING SECTIONS 236.09 AND 252.03 OF THE CODIFIED ORDINANCES  
OF THE CITY OF XENIA, OHIO**

**WHEREAS**, per the City Charter, the management of the City of Xenia is placed in the charge of the City Manager, the Finance Director, and the Law Director, all of whom are appointed by and report to the City Council;

**WHEREAS**, City government also consists of the Xenia Municipal Court, which was created by ORC 1901.01 and is governed by the Ohio Revised Code; and

**WHEREAS**, this Council finds it to be in the best interests of the health, safety, and welfare of the City and its inhabitants to create an Administrative Steering Committee consisting of the City Manager, the Finance Director, the Law Director, and the Clerk of the Xenia Municipal Court to confer and make recommendations on administrative policies and procedures that affect all branches of the City government.

**NOW, THEREFORE, THE CITY OF XENIA HEREBY ORDAINS**, at least four (4) members of the City Council concurring, that:

**Section 1.** Section 230.03, titled “Administrative Steering Committee,” as shown in the attached Exhibit A, is hereby enacted, to be added to Part Two – Administration Code, Title Six – Administration, Chapter 230 – City Manager.

**Section 2.** Sections 236.09 and 252.03 of the Codified Ordinances of the City of Xenia, Ohio, are hereby repealed in their entirety.

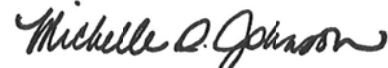
**Section 3.** It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.


**Section 4.** This ordinance shall be effective as of February 24, 2018.

Introduced: January 11, 2018

Adopted: January 25, 2018

Attest:

  
Michelle D. Johnson  
City Clerk

  
Michael D. Engle  
President, Xenia City Council

**230.03 ADMINISTRATIVE STEERING COMMITTEE.**

**(a) Establishment: There is hereby established an Administrative Steering Committee of the City to provide policy direction and guidance on building security, information technology issues and projects, human resources and personnel management and any other topics or issues affecting the Departments and Divisions under the direction and control of the City Manager, the Finance Director, the Law Director and the Xenia Municipal Court.**

**(b) Membership: The Administrative Steering Committee shall consist of the City Manager, the Finance Director, the Law Director and the Clerk of Court of Xenia Municipal Court.**

**(c) Meetings: The Administrative Steering Committee shall meet at such times as is necessary, and a meeting of the Committee may be called upon the approval of any two (2) members of the Committee.**

**(d) Information Technology Director: The Committee may evaluate applicants for the position of Information Technology Director, and may make recommendations to the Finance Director as to the appointment of the Information Technology Director. The Committee may also evaluate the performance of the Information Technology Director and recommendations to the Finance Director regarding his or her performance.**

**(e) Human Resources Director: The Committee may evaluate applicants for the position of Human Resources Director and may make recommendations to the City Manager as to the appointment of the Human Resources Director. The Committee may also evaluate the performance of the Human Resources Director and recommendations to the City Manager regarding his or her performance.**

~~236.09 INFORMATION TECHNOLOGY STEERING COMMITTEE.~~

~~—There is hereby established an Information Technology Steering Committee of the city to provide policy direction and guidance on information technology issues and projects affecting the city. The Committee shall consist of the City Manager, the Finance Director, the Law Director, and the Municipal Court Clerk, as appointing authorities within the city. The Committee shall meet at such times as is necessary to provide policy direction and guidance to the Information Technology Director and approve recommendations on policies, procedures, and projects related to information technology. The Committee will also review the Information Technology budget and approve annual updates to the Information Technology Strategic Plan. The Committee may evaluate applicants for the position of Information Technology Director and make recommendations to the Finance Director as to the appointment of the Director. The Committee may also evaluate the performance of the Director and recommend to the Finance Director appropriate action to be taken. (Ord. 14-20, passed 5-8-2014)~~

~~252.03 PERSONNEL MANAGEMENT COMMITTEE.~~

~~—There is hereby established a Personnel Management Committee of the city to provide policy direction and suggestions affecting human services and personnel management within the city. The Committee shall consist of the City Manager, the Finance Director and the Law Director, as appointing authorities within the city, and the Chairperson of the Civil Service Commission. The Committee shall meet at such times as is necessary to provide policy direction and to receive suggestions concerning the development of programs and procedures to improve personnel management and human resources within the city. The Committee may evaluate applicants for the position of Human Resources Director and make recommendations to the City Manager as to the appointment of the Director. The Committee may also evaluate the performance of the Director and recommend to the City Manager appropriate action to be taken. (Ord. 84-47, passed 9-27-1984)~~