



1368 Research Park Dr
Beavercreek, Ohio

CITY COUNCIL
Work Session – September 18, 2017, 5:00 p.m.
Council Chambers

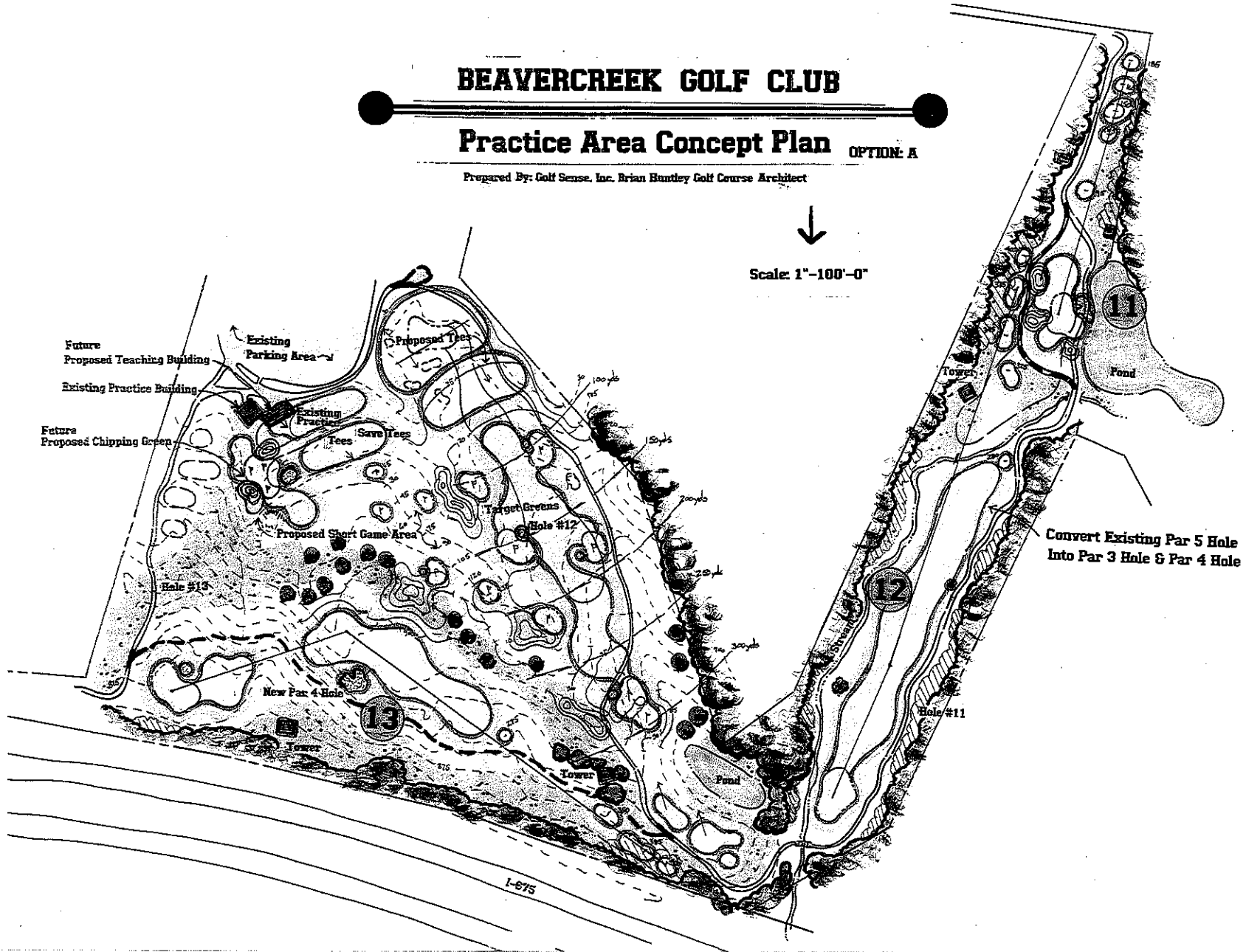
- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. DISCUSSION ITEMS
 - A. Golf Analysis
 - B. City Organization
- V. COUNCIL/CITY MANAGER UPDATES
- VI. ADJOURNMENT

BEAVERCREEK GOLF CLUB

Practice Area Concept Plan OPTION: A

Prepared By: Golf Sense, Inc. Brian Huntley Golf Course Architect

Scale: 1"=100'-0"



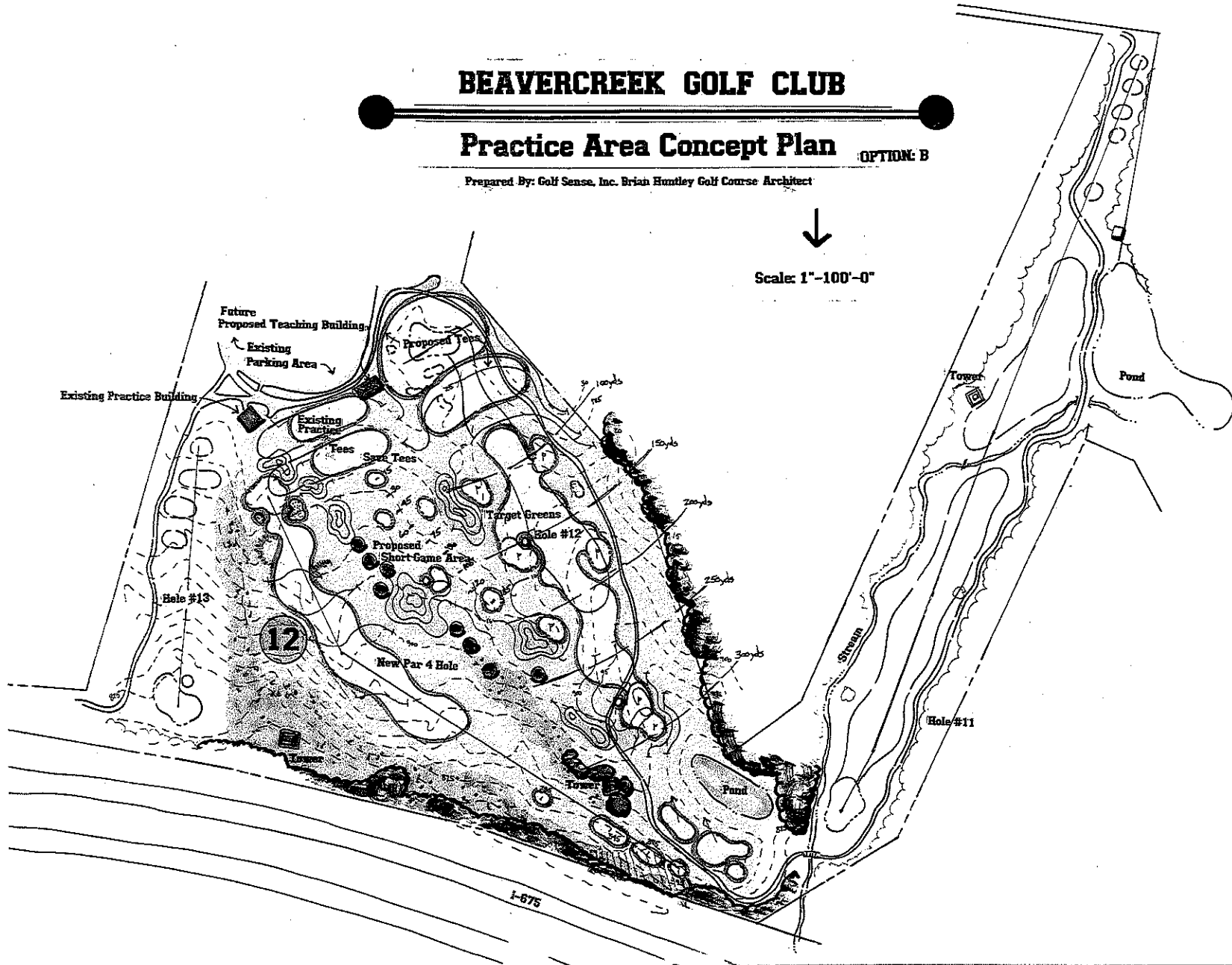
BEAVERCREEK GOLF CLUB

Practice Area Concept Plan OPTION: B

Prepared By: Golf Sense, Inc. Brian Huntley Golf Course Architect



Scale: 1"=100'-0"



**CITY OF BEAVERCREEK
CITY COUNCIL
AGENDA ITEM REPORT**

Meeting Date: September 25, 2017	Reference Topic: Ordinance No. 17-27 AN ORDINANCE AMENDING CHAPTER 30 GOVERNMENTAL ORGANIZATION" BY REPEALING CHAPTER 30 AND ADOPTING A NEW CHAPTER 30 RETROACTIVE TO APRIL 30, 2017.
Agenda Reference No.: VII-	

ACTION REQUESTED		
<input checked="" type="checkbox"/> Adopt Ordinance	<input type="checkbox"/> Adopt Resolution	<input type="checkbox"/> Review and Comment
<input type="checkbox"/> No Action Requested	<input type="checkbox"/> Accept Staff Recommendation	<input type="checkbox"/> Other Motion _____

RESPONSIBLE DEPARTMENT OR AGENCY		
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> City Council	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> Engineering	<input type="checkbox"/> Golf Course
<input type="checkbox"/> Police	<input type="checkbox"/> Public Service	<input type="checkbox"/> City Manager

After an extensive review, the Police Department made changes to its organizational structure and functional responsibilities which took effect April 30, 2017. The changes were made to more evenly distribute overall responsibilities across the divisions and make the overall operations more efficient. These changes were also necessitated due to increasing community engagement requirements associated with our CALEA accreditation and newly developed standards with our State of Ohio certification. Renaming the Investigations Division to Special Services Division and aligning our community programs and engagement efforts under a single division, allows the City's expanded efforts to be more focused and less fragmented. To effectuate these changes several divisions were retitled and therefore per the Charter, Chapter 30, "Governmental Organization" had to be updated.

In addition, the Department of Planning and Zoning was reviewed and was determined that the Department and the Director titles should be changed to reflect the emphasis the City has placed on economic development. Although always part of the Departments responsibilities in the past, the changes reflects the organizational shift to development and redevelopment within the City.

While reviewing the requirements of Chapter 30 it was determined that the City's organizational structure must be adopted by ordinance related to the offices, department and division titles. In the past, the City also included all position titles (full and part time) within the departments. With the ever changing structure of the departments, position titles and responsibilities continually evolve and necessitate title changes. This has occurred in the past when position titles have been rewritten or positions have been placed at a lower level (i.e. full time to part time). Under the old Chapter 30 these changes would have required an ordinance change. Therefore, for the operational efficiency of this process and in compliance with the Charter, it was determined that the departments and divisions (the organizational structure) would be amended within Chapter 30, but the position titles within specific divisions would be the responsibility of the City Manager. Any operational changes within the department or division would be reflected annually in the operating budgets adopted by City Council.

STAFF RECOMMENDATION: Staff is recommending adoption of Ordinance 17-27.

**ORDINANCE NO. 17-27
CITY OF BEAVERCREEK**

SPONSORED BY COUNCIL MEMBER _____ ON THE
_____ DAY OF _____, 2017.

AN ORDINANCE AMENDING CHAPTER 30 "GOVERNMENT ORGANIZATION"
FOR THE CITY OF BEAVERCREEK BY REPEALING CHAPTER 30 AND
ADOPTING NEW CHAPTER 30, RETROACTIVE TO APRIL 30, 2017.

WHEREAS, Chapter 30, entitled Governmental Organization outlines the organization of city government into offices, departments, divisions and positions; and

WHEREAS, the City has reorganized the Police Department and the divisions within, and the Department of Planning and Zoning has changed to the Planning and Development Department to reflect the current responsibilities and emphasis of economic development in the Department, and

WHEREAS, the City has determined that the positions within the departments and divisions do not have to be itemized and therefore it would be more operationally efficient to update the department and divisions when necessary now and in the future,

NOW THEREFORE, BE IT RESOLVED by the Beavercreek City Council:

SECTION I.

That the City Council hereby repeals Chapter 30, "Government Organization" and adopts new Chapter 30 attached.

SECTION II.

That the format of Chapter 30 be changed to include Departments and Divisional titles only as required by Section 5.02 Action Requiring an Ordinance of the Charter which indicates that Council is required, by ordinance, to adopt or amend and Administrative Code for establishing, altering, or abolishing any City department, division or office, other than those established by this Charter.

SECTION III.

That all subsections of the ordinance have been updated to reflect the divisions within each Department and reflect the existing and updated Departments and existing or updated division titles to reflect the City's organization structure.

SECTION IV.

It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

SECTION VIII.

This Ordinance shall be in full force and effect from and immediately after the earliest period allowed by law and be retroactive to April 30, 2017.

PASSED this _____ day of _____, 2017.

Robert Stone, Mayor

ATTEST:

CLERK OF COUNCIL

SUMMARY

This is an ordinance repealing Chapter 30 "Government Organization" and adopting a new Chapter 30 to update the organizational structure, department and divisional titles retroactive to April 30, 2017.

CHAPTER 30: GOVERNMENTAL ORGANIZATION

Section

30.01 Governmental organization

§ 30.01 GOVERNMENTAL ORGANIZATION.

The city government shall be organized into the following offices, departments and divisions:

(A) ~~Office of Mayor and City Council.~~

(1) Clerk of Council

~~(1) Regular full-time positions:~~

~~(a) Clerk of Council.~~

~~(2) Regular part-time positions:~~

~~(a) Secretary to Planning Commission.~~

~~(b) Secretary to Board of Zoning Appeals.~~

(Ord. 83-55, passed 5-9-83; Am. Ord. 84-13, passed 3-26-84; Am. Ord. 86-33, passed 10-14-86)

(B) City Manager

~~General Administration:~~

~~(1) Regular full-time positions:~~

~~(a) City Manager.~~

~~(b) Administrative Secretary/Executive Assistant.~~

~~(2) Regular part-time positions:~~

~~(a) Cable Production Assistant.~~

(Ord. 83-55, passed 5-9-83; Am. Ord. 84-13, passed 3-26-84; Am. Ord. 86-33, passed 10-14-86; Am. Ord. 90-29, passed 7-23-90; Am. Ord. 99-51, passed 11-22-99; Am. Ord. 07-31, passed 9-26-07)

(C) *Financial Administrative Services Department.*

(1) Finance Division

(2) Information Services Division

(3) Human Resources Division

~~Regular fFull-time positions.~~

- ~~—(a) Director.~~
- ~~—(b) Fiscal Officer.~~
- ~~—(c) Human Resources Manager.~~
- ~~(d) Account Clerk.~~
- ~~(e) Information Technology Manager.~~
- ~~(f) Cable Communications Coordinator.~~
- ~~—(g) Support Clerk/Receptionist.~~
- ~~(2) Regular part-time positions.~~
 - ~~(a) Administrative Clerk.~~
 - ~~(b) Cable Production Assistance.~~

(Ord. 83-55, passed 5-9-83; Am. Ord. 83-56, passed 5-9-83; Am. Ord. 86-33, passed 10-14-86; Am. Ord. 99-51, passed 11-22-99; Am. Ord. 01-10, passed 3-12-01; Am. Ord. 07-31, passed 9-26-07; Am. Ord. 08-4, passed 2-11-08)

(D) ~~Department of Planning and Zoning~~ Planning and Development Department

- ~~(1) Regular fFull-time positions.~~
 - ~~—(a) Director.~~
 - ~~—(b) City Planner.~~
 - ~~—(c) Associate Planner.~~
 - ~~—(d) Zoning Administrator~~
 - ~~—(e) Code Enforcement Officer.~~
 - ~~—(f) Secretary.~~
 - ~~—(g) Planning Technician.~~
- ~~—(2) Regular part-time positions.~~
 - ~~—(a) Administrative Clerk~~

(Ord. 83-55, passed 5-9-83; Am. Ord. 84-14, passed 3-26-84; Am. Ord. 86-33, passed 10-14-86; Am. Ord. 97-41, passed 8-25-97; Am. Ord. 01-11, passed 3-12-01; Am. Ord. 04-1, passed 2-9-04, Am.)

(E) *Public Administrative Services Department.*

- (1) Engineering Division
- (2) Parks, Recreation and Culture Division

(3) Public Services Division

(4) Golf Course Division

~~Regular full-time positions.~~

- ~~(a) Public Administrative Services Director.~~
- ~~(b) City Engineer.~~
- ~~(c) Secretary~~
- ~~(d) Assistant City Engineer.~~
- ~~(e) Street/Construction Inspectors.~~
- ~~(f) Computer Systems Coordinator.~~
- ~~(g) Superintendent of Public Services.~~
- ~~(h) Secretary.~~
- ~~(j) Foreman~~
- ~~(k) Section Leaders~~
- ~~(l) Fleet/Building and Grounds Manager.~~
- ~~(m) Mechanic II.~~
- ~~(n) Mechanic I.~~
- ~~(o) Equipment Operators.~~
- ~~(p) Maintenance Service Worker I.~~
- ~~(q) Maintenance Service Worker.~~
- ~~(r) Traffic Safety Technicians.~~
- ~~(s) Traffic Service Workers I.~~
- ~~(t) Building Attendant.~~
- ~~(u) Superintendent of Parks, Recreation, and Culture.~~
- ~~(w) Recreation Program Supervisor.~~
- ~~(x) Secretary~~
- ~~(y) Section Leader.~~
- ~~(x) Equipment Operator.~~
- ~~(z) Parks Service Worker II.~~

- ~~— (aa) Parks Service Worker I.~~
- ~~— (bb) Cemetery Service Worker.~~
- ~~— (cc) Senior Center Supervisor.~~
- ~~— (dd) Senior Center Coordinator.~~
- ~~— (ee) Golf Course Manager.~~
- ~~— (ff) Food and Beverage Manager.~~
- ~~— (gg) Assistant Golf Professional.~~
- ~~— (hh) Golf Course Superintendent~~
- ~~— (ii) Sous Chef.~~
- ~~— (ll) Banquet Supervisor.~~
- ~~— (jj) Assistant Superintendent—Golf Course.~~
- ~~— (kk) Mechanic—Golf Course.~~
- ~~— (2) Regular part time positions.~~
 - ~~— (a) Administrative Clerk.~~
 - ~~— (b) Building Attendant~~
 - ~~— (c) Cook.~~
 - ~~— (d) Dishwasher.~~

(Ord. 86-33, passed 10-14-86; Am. Ord. 89-13, passed 3-27-89; Am. Ord. 97-41, passed 8-25-97; Am. Ord. 98-36, passed 10-13-98; Am. Ord. 00-28, passed 9-11-00; Am. Ord. 04-5, passed 3-22-04; Am. Ord. 09-27, passed 9-28-09)

(F) *Police Department*

(1) **Operations Division**

(2) **Support Services Division**

(3) **Special Services Division**

~~Regular full time positions.~~

- ~~— (a) Chief of Police Chief.~~
- ~~— (b) Captain(s).~~
- ~~— (c) Sergeants.~~
- ~~— (d) Patrol Officers.~~
- ~~— (e) Dispatchers.~~

~~— (f) Administrative Systems Coordinator.~~

~~— (g) Records Clerks.~~

~~— (h) Crime Prevention Specialist~~

~~— (i) Secretary to the Police Chief~~

~~— (j) Property and Resource Clerk.~~

~~— (2) Regular part-time positions.~~

~~— (a) Administrative Clerk~~

~~— (b) Secretary.~~

(Ord. 83-55, passed 5-9-83; Am. Ord. 86-33, passed 10-14-85; Am. Ord. 90-29, passed 7-23-90; Am. Ord. 95-57, passed 9-25-95; Am. Ord. 97-60, passed 11-10-97; Am. Ord. 99-6, passed 2-22-99; Am. Ord. 09-27, passed 9-28-09)



CITY COUNCIL
Regular Meeting – September 25, 2017 6:00 p.m.
Council Chambers

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE AND PRAYER/MOMENT OF SILENCE – Council Member Upton
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. August 31, 2017 Special Meeting
 - B. September 11, 2017 Regular Meeting
- VI. ORDINANCES, RESOLUTIONS AND PUDS
 - A. Ordinance 17-19 PUD 17-3 Cedarbrook Rezoning (Third Reading)
 - B. Ordinance 17-20 PUD 17-2 Speedway Rezoning (Third Reading)
 - C. Ordinance 17-25 Establish New PACE Fund (First Reading)
 - D. Ordinance 17-26 Additional Appropriations (Single Reading)
 - E. Ordinance 17-27 Chapter 30 Updates (First Reading)
 - F. Resolution 17-27 Accepting Amounts and Rates and Certifying Them to the County Auditor
 - G. Ordinance 17-___ Aley Church Lighting Easement (First Reading)
 - H. Resolution 17-29 2018 Selective Traffic Enforcement Program (STEP) Grant
 - I. Resolution 17-30 2018 Impaired Driving Enforcement Program (IDEP) Grant
- VII. CITY MANAGER'S REPORT
- VIII. MAYOR'S REPORT
- IX. COUNCIL TIME
- X. CITIZEN COMMENTS
- XI. EXECUTIVE SESSION
- XII. ADJOURNMENT



CITY COUNCIL
Joint Work Session w/ Greene County
541 Ledbetter Road, Xenia, Ohio
Greene County Media Room
October 2, 2017, 5:00 p.m.

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. DISCUSSION ITEMS
 - A. Super Street Update
 - B. Road Projects
 - C. Beavercreek Township/Greene County Parks Update
- V. ROUND TABLE DISCUSSION
- VI. ADJOURNMENT

DRAFT

PLANNING DEPARTMENT STATUS REPORT

September 14, 2017

CITY COUNCIL

September 25, 2017

- PUD 17-2, Speedway, rezoning, third reading
- PUD 17-3, Cedarbrook Flower Farm, rezoning, third reading

October 9, 2017

- PUD 88-18, Major MOD, BSM Development, public hearing
- PUD 13-4, Major MOD, Home2 Suites by Hilton, public hearing
- Z-17-2, 3076 Dayton-Xenia, public hearing, first reading

Tabled / Delayed / Pending

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PLANNING COMMISSION

October 4, 2017

- PUD 02-4 Amendment 9/17, Meadows, public hearing
- PUD 17-4, Rock Drive rezoning, public hearing
- PC 17-4, ASRA, 4090 Indian Ripple, public hearing (tabled 9/6/17)
-

Currently Tabled / Delayed

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Commercial Permits Submitted and Under Review

- Raising Canes
- Simms Cottages of Beavercreek
- Clover Senior Apartments

BOARD OF ZONING APPEALS

October 11, 2017

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