1. April 21, 2020 Agenda
   Documents:
   
   20200421.PDF

2. April 21, 2020 Workbook
   Documents:
   
   04-21-2020 WORKBOOK.PDF
MIDDLETOWN CITY COUNCIL AGENDA
TUESDAY, April 21, 2020

CITY COUNCIL BUSINESS MEETING – 5:30 PM – VIA ZOOM VIDEO CONFERENCING
This Middletown City Council meeting will be hosted on a Zoom video conference in response to the COVID-19 pandemic and the recently signed Ohio House Bill 197 temporarily amending the public meetings law. The meeting agenda will be conducted as normal, and will be streaming live on Facebook (on the City of Middletown’s page) and will be posted to YouTube (on the City of Middletown’s page)

MOMENT OF MEDITATION/PLEDGE OF ALLEGIANCE TO THE FLAG/ROLL CALL

PUBLIC HEARING: 2020 ANNUAL ACTION PLAN REGARDING HUD FUNDING: The City of Middletown, as directed by the U.S. Department of Housing and Urban Development (HUD), is submitting its Program Year 2019 Annual Action Plan, setting the program activities and budget for the Community Development Block Grant (CDBG) Program.

PUBLIC HEARING: Map Amendment Case #1-20: A request by petitioner Dustin Hurley, with Hurley Gunsher Ltd., on behalf of the property owner, Breiel Butler, LLC., for a map amendment to rezone the property located Northeast of the intersection of Jefferson Road and Spring Grove Lane, Middletown, OH 45044 (Parcel ID: Q65420630000007) from B-1 Neighborhood Business Zoning District to I-1 Industrial Park Zoning District. The property is a total of 5.5980 acres. Planning Commission’s recommendation has been forwarded to City Council for final review and decision.

CITIZEN COMMENTS- Citizen comments will be read into the record at the time set in the agenda. Comments can be submitted to Clerk of Council Amy Schenck via email prior to the meeting until 4:30 p.m. Tuesday, April 21, 2020 at amys@cityofmiddletown.org.

COUNCIL COMMENTS

CITY MANAGER REPORTS

CONSENT AGENDA . . Matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion and one vote of consent. There will be no separate discussion of these items. If discussion is desired, that item will be removed and considered separately.
(a) To request approval to purchase the following items totaling $38,951.55 off the ODAS Contract for a new Fire Marshall Truck and associated equipment:
  • 2020 GMC Sierra 3500 from Bob Ross Auto Group, of Centerville, OH, in the amount of $37,832.00.
  • Graphics package for striping on truck from DanCo Lettering, of Dayton, OH, in the amount of $1,119.55.

MOTION AGENDA
(a) To approve appointment of Evan Skrobot to the position of part-time Line Service Lead in the Economic Development Department, Airport Division
LEGISLATION

1. **Ordinance No. O2020-19**, an ordinance authorizing the City Manager to consent to the Ohio Department of Transportation Type A guardrail replacement. (Second Reading)

2. **Resolution No. R2020-09**, a resolution authorizing the filing of an application with the Department of Transportation, United States of America, for a grant under the Federal Transit Administration Act of 1991, as amended. (Second Reading)

3. **Resolution No. R2020-10**, a resolution authorizing the filing of applications for CY 2021 with the Ohio Department of Transportation for grants under the Ohio Public Transportation Grant Program. (Second Reading)

4. **Resolution No. R2020-11**, a resolution to make adjustments to appropriations for current expenses and other expenditures of the City of Middletown, Counties of Butler and Warren, State of Ohio, for the period ending December 31, 2020. (General Fund) (First Reading)

5. **Ordinance No. O2020-20**, an ordinance changing the zoning classification for a parcel located at the intersection of Jefferson Road and Spring Grove Lane from B-1 (Neighborhood Business District) to I-1 (Industrial Park District). (First Reading)

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MOTION AGENDA

(a) To approve appointment of Evan Skrobot to the position of part-time Line Service Lead in the Economic Development Department, Airport Division

It is the policy of the City of Middletown to make all public hearings and meetings accessible to all persons, in accordance with state and/or federal laws. If you have a disability which requires accommodation in order for you to attend and/or participate in this meeting, please contact us at 425-7831 at least forty-eight hours prior to the time of the meeting to advise us of the need for accommodation, and reasonable efforts shall be made to provide the same. This agenda may be accessed on the City of Middletown website @ http://www.cityofmiddletown.org.
LEGISLATION

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6. **Ordinance No. O2020-21**, an ordinance amending the pay and benefits ordinances, Ordinance No. 02019-83 and Ordinance No. 02019-84. (First Reading)
PUBLIC HEARING
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**  
**PY2020 [PROJECTED BUDGETED USE OF FUNDS 5/1/2020 – 4/30/2021]**

**Anticipated CDBG PY2020:** $733,171

*Caps:* Planning/Admin @ 20% = $146,626  
Public Services @ 15% = $109,976

<table>
<thead>
<tr>
<th><strong>Housing Revitalization</strong> (Eligible CDBG activity: Housing)</th>
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<td>Emergency Repair Program (PWC)</td>
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<td>Legal Aid of Greater Cincinnati</td>
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<td>CBI</td>
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<td>CBI (Workforce Development)</td>
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<tbody>
<tr>
<td>Street Resurfacing/ Beautification</td>
<td>$434,537</td>
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<tr>
<th><strong>Grants Administration</strong></th>
<th>$146,626</th>
</tr>
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<tbody>
<tr>
<td>Planning/Program Administration – CDP</td>
<td>$146,626</td>
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</table>
Department of Administrative Services

March 3, 2020

2020-21 Annual Action Plan
2020-2025 Consolidated Plan

Background

• The City receives an annual allocation of funds from the U.S. Department of Housing and Urban Development (HUD).

• Funded activities align to the City’s goal of creating a livable and sustainable community.

• These funds are used to create strong, sustainable, inclusive communities and affordable housing.
Entitlement Grants

- Community Development Block Grant (CDBG) – used for a wide range of community development needs. The 2020-21 award amount is $733,171
- HOME Investment Partnerships (HOME) – used to create affordable housing for low-income households. 2020-21 award amount is estimated to be $263,833.

CDBG

- Meets national objectives:
  - Benefit low to moderate income
  - Prevent slums or blight
  - Address urgent community needs
- Used for eligible spending activities
- Not less than 70% of spending must benefit low to moderate income persons
HOME

• Consortium with Butler County

• Eligible activities:
  ✓ Rehabilitation of owner-occupied housing;
  ✓ Assistance to home buyers;
  ✓ Acquisition, rehabilitation, or construction of rental housing;
  ✓ Tenant-based rental assistance

• Benefit low-mod income households

Planning Process

• 2020-2025 Consolidated Plan – five-year community-based (place-based) planning document.

• The Consolidated Plan describes needs, resources, priorities, strategies, goals, and proposed activities for Entitlement Grant programs
Planning Process

- Includes mapping to see how funds are used geographically
- Identifies anticipated leveraged funds
- Describes how other planning efforts inform Consolidated Plan

Planning Process

1. Determining Needs
2. Setting Priorities
3. Setting Goals
4. Allocating/Identifying Resources
5. Administering Program
6. Evaluating Performance

Citizen Participation
Citizen Participation

- Community Conversations
- Current plans/existing reflections/responses
- Response to RFP/Surveys
- Public Hearings
- Written comments on ConPlan/Annual Action Plan
- City Council

Citizen Participation

- 30-Day Comment Period (3/9/20 – 4/8/20)
- All written comments (or oral at the public hearing) must be addressed in the final submitted plan.
- Copies of the plan to be placed at the library, senior center, community center and on the City’s website during comment period.
- Public Hearings – March 3 and April 7, 2020
Consolidated Plan
HUD Priorities/Requirements

• Coordination with Existing Plans
• Collaboration with providers
• Cooperation with other public entities
• Leverage/coordination with other HUD programs/funding
  ➢ BMHA/Section 8
  ➢ CoC Funding

Consolidated Plan
HUD Priorities/Requirements

• Housing for LMI households
  o Special needs
  o Quality housing – decent, safe and sanitary
    ➢ Availability
    ➢ Access
    ➢ Maintenance
**HUD Priorities/Requirements**

- Fair housing – equal opportunity; address impediments to fair housing choice
- Activities and projects that benefit LMI residents

**Consolidated Plan**

**Emerging Needs/Priorities**

- Housing Activities
  - Down payment assistance (convert renters to homeowners)
  - Incentivize work/live households
  - Repairs/rehab for existing homeowners
  - Competitive housing stock
- Workforce Development
**Consolidated Plan**

**Emerging Needs/Priorities**

- Youth activities/centers
- Social services
  - Mental health
  - Substance use treatment
- Removal of blight
- Street resurfacing/beautification
- Focus on Oakland Neighborhood

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**Coordination with Existing Plans**

- What If Middletown
- Chamber of Commerce Focus Areas
- City of Middletown Housing Policy
- Danter Housing Study
- Comprehensive Plan – Middletown
- United Way bold goals
- BCHHC CoC Plan
Planning Process

- Program Year Annual Action Plan – implements strategies and identifies activities to address priorities identified in the Consolidated Plan.
- Year 1 Action Plan covers May 1, 2020 - April 30, 2021

Requests for Proposals

- Advertised and disseminated
- Due January 31, 2020
- Nine subrecipient proposals received
  - Requests totaled $400,914
  - Public Services = $161,984
  - Public Facilities = $168,930
  - Housing = $70,000
### Requests for Proposals

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<th>Organization</th>
<th>Amount</th>
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<tr>
<td>CBI Middletown</td>
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<tr>
<td>HOME</td>
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<tr>
<td>PWC</td>
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<td>Hope House (Center for Men)</td>
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<tr>
<td>Legal Aid</td>
<td>$15,000</td>
</tr>
<tr>
<td>SELF</td>
<td>$20,000</td>
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### Requests for Proposals

<table>
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<tr>
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<tr>
<td>Hope House (Women’s)</td>
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<td>Central Connections</td>
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<tr>
<td>Feed the Hungry</td>
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</table>
### Current activities (PY2019)

- Street resurfacing $332,853
- Demolition $100,000
- Emergency home repair
  - SELF $17,500
  - PWC $50,000
- Community activities
  - CBI $60,000
- Fair Housing - Legal Aid; HOME $20,000

### Recommended activities (PY20)

- Focus on Oakland Neighborhood
  - Continue emergency home repair
    - SELF $20,000
    - PWC $50,000
  - Continue down payment assistance
    (HOME funds = $268,833)
  - Community improvements $434,537
    - Beautification/Street resurfacing
Recommended activities (PY20)

• Continue fair housing
  ➢ HOME $7,000
  ➢ Legal Aid $15,000

• Community activities
  ▪ CBI $30,000

• Workforce development
  ▪ CBI $30,000

2020 Annual Action Plan
CDBG Budget

Emergency Repair Assistance (SELF/PWC) $70,000
Fair Housing (H.O.M.E./Legal Aid) $22,000
Community Center Activities $30,000
Workforce Development (CBI) $30,000
Oakland Beautification/Infrastructure $434,537
Administration $146,634

(Anticipated) TOTAL = $733,171
Downpayment Ass’t (HOME) $268,833
PUBLIC HEARING
STAFF REPORT
Map Amendment Case
B-1 Neighborhood Business District to I-1 Industrial Park District

APPLICANT/ENGINEER: Dustin R. Hurley
Hurley Gunsher, Ltd.
301 N. Breiel Boulevard
Middletown, OH 45042

OWNER: Breiel Butler LLC.
2807 Amsterdam Rd
Villa Hills, KY 41017

PROPERTY ADDRESS:
Lefferson Rd
Middletown, OH 45042
Parcel ID: Q6542063000007

REQUEST:
Map Amendment Case #1-20: A request by petitioner Dustin Hurley, with Hurley Gunsher Ltd., on behalf of the property owner, Breiel Butler, LLC., for a map amendment to rezone the property located Northeast of the intersection of Lefferson Road and Spring Grove Lane, Middletown, OH 45044 (Parcel ID: Q6542063000007) from B-1 Neighborhood Business Zoning District to I-1 Industrial Park Zoning District. The property is a total of 5.5980 acres. Planning Commission’s recommendation will be forwarded to City Council for final review and decision.

STAFF ANALYSIS:
The subject property is zoned B-1 Neighborhood Business District. Per the City Zoning Map the property is surrounded by R-4 Attached Residential District to the North (existing residential), B-2 Community Business District to the East (existing commercial), I-1 Industrial Park District to the West (existing storage facility), and I-2 General Industrial District to the South (Heavy Industrial). Please see attached zoning map and property photos.

Permitted Uses in the Current B-1 Neighborhood Business District:
Permitted uses in the B-1 Neighborhood Business District include: Agriculture (Raising of Crops), Community Gardens, Dwelling Units above Nonresidential Uses, Veterinarian Offices or Animal Grooming, Restaurants, Live/work units, Mixed Use Building (with Residential Uses), Multi-Tenant Development (without Residential Uses), Business and Professional Offices, Financial Institutions, Medical or Dental Clinics, Business Services, Convenience Stores, Funeral Homes and Mortuaries, Personal Service Establishment, Retail and Service Commercial Uses, Automotive Service Station and Parts Sales, Retail Fuel Sales, Contractor Offices, Active Recreational Facilities, Government Facilities, Passive Parks, Radio and Television Broadcasting Studios, Utility Structures, Wireless Telcommunication Facilities (Antenna Only), Cemeteries, Cultural Facilities, Educational Institutions (K-12).

Per the Middletown Development Code, The purpose of the B-1 Neighborhood Business District is to provide for areas of the City that may contain small-scale commercial, service, and office uses that provide access to the day-to-day goods and services local residents and businesses require but that is at a much smaller scale than the more intense business
districts. This district is intended to be located in close proximity to residential neighborhoods to allow for ease of access to the goods and services.

**Permitted Uses in the Proposed I-1 Industrial Park District:**

Per the Middletown Development Code, The purpose of the I-1 Industrial Park District is to provide areas for the development of industrial uses that have a minimum impact upon the surrounding environment. This district is primarily designed to accommodate the retention and expansion of existing industrial type uses which can be operated in a clean and quiet manner, subject only to those regulations and performance standards necessary to prohibit congestion and for the protection of adjacent residential and business activity areas.

Per the Development Code requirement, legal notice were sent to all the property owners within 200 feet and no comments were received.

**MASTER PLAN:**
Per the City of Middletown’s Master Plan map, the property is located in the “Greentree Road Development Opportunity Area”. Per the map, the property is identified as “neighborhood preserve and enhance”. Please see attached City Master Plan excerpt and map.

It is important to note that the City’s Master Plan was adopted in 2005 and per the American Planner’s Association a Master Plan should be updated every 5 years to ensure goals are being met and to set new goals. The City’s Master Plan is currently in the final stages of being updated. The Master Plan update is to be adopted by Summer 2020.

**OTHER DEPARTMENT COMMENTS:**
No department comments have been received for the proposed zone change.

**MAP AMENDMENT PROCESS:**
Map Amendment Review Procedure
(b) Review Criteria

Recommendations and decisions on map amendment applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.

(1) The proposed amendment is consistent with the master plan, other adopted City plans, and the stated purposes of this code;

(2) The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

(3) The proposed amendment will promote the public health, safety, and general welfare;

(4) The proposed amendment, if amending the zoning map, is consistent with the stated purpose of the proposed zoning district;

(5) The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated; and/or

(6) The proposed amendment is not likely to result in significant adverse impacts upon other property in the vicinity of the subject lot.

Planning Commission Outcome

On Wednesday, March 11, 2020 the Planning Commission voted unanimously to approve map amendment case #1-20 from B-1 Neighborhood Business District to I-1 Industrial Park District.

ATTACHMENTS:
Application and supporting documents submitted by applicant, property photos, zoning map, and City Master Plan excerpt and map.
MIDDLETOWN CITY PLANNING COMMISSION
MAP AMENDMENT (ZONE CHANGE) APPLICATION

PROJECT NAME: Breiel Butler, LLC Development

PROPERTY ADDRESS(ES): Jefferson Road

ADDRESS(ES):

PARCEL NUMBERS: Q6542063000007 TOTAL ACRES: 5.5980

EXISTING ZONING DISTRICT: B-1 PROPOSED ZONING DISTRICT: I-1

CURRENT USES: See Exhibit A PROPOSED USES: See Exhibit A

REASON FOR ZONE CHANGE REQUEST:
See Exhibit A

__________________________________________________________
Breiel Butler, LLC C/O: Dustin R. Hurley, Esq. 301 N. Breiel Blvd.
Middletown, Ohio 45042

PETITIONER'S NAME: Dustin R. Hurley, Esq. ADDRESS: 301 N. Breiel Blvd.
Middletown, Ohio 45042

PETITIONER'S CONTACT NUMBER: 513-878-1650 EMAIL: hurley@hurleygunsher.com

__________________________________________________________
Petitioner's signature Date: 2-7-2020

__________________________________________________________
Property Owner's signature Date: 2-7-2020

REQUIRED APPLICATION ATTACHMENTS:
1. Survey of property proposed for map amendment (electronic copy or 24in X 36in size)
2. The names and addresses of all property owners located within 200 feet of property
3. $500 processing fee for each property (cash/checks made payable to the City of Middletown)

All applicants must have a pre-meeting with staff before submission of application.

Map Amendment Application
February 7, 2020

Austin Eidemiller
Zoning Inspector
City of Middletown
1 Donham Plaza
Middletown, Ohio 45042

Via Personal Delivery

Re: Breiel Butler, LLC
Map Amendment Application

Dear Mr. Eidemiller:

Enclosed, please find the Map Amendment Application submitted on behalf of our client, Breiel Butler, LLC. I look forward to working with you on this matter.

An electronic copy of the property survey has already been emailed to you.

Sincerely,

Dustin R. Hurley, Esq.
Hurley@HurleyGunsher.com

Enclosures

Cc: James Wenstrup, via email
Exhibit A

Current Uses
The property is currently vacant, unimproved land.

Proposed Uses
The Property Owner intends to use the property for indoor and outdoor storage.

Reason for Zone Change Request
The Property Owner desires to improve the vacant land and create economic benefit from the property. The Property Owner is in the business of indoor and outdoor storage across multiple states. The Property Owner currently operates another storage facility located at 2300/2400 S. Breiel Blvd. in Middletown.

Review Criteria
The proposed amendment is consistent with the Master Plan. The Master Plan has three main goals. Approving this application helps accomplish all three main goals, and directly accomplishes five of the 17 sub-objectives within those three main goals, including:

1. Recruit businesses that allow Middletown to capture a proportional share of new economy jobs found in the region.
2. Create market-ready sites at attractive locations with good regional access.
3. Retain and expand businesses by creating and maintaining a positive business environment.
4. Convert all underutilized commercial and industrial properties to productive uses.
5. Encourage private reinvestment in distressed neighborhoods.

The proposed amendment is desirable because of changing conditions. A mobile home park is located immediately to the North of the property. Those residents have increasing demand for additional storage space. By providing a close and convenient storage option to those residents, there is reduced opportunity for those residents to store property outside their mobile homes, resulting in a more appealing neighborhood.

The proposed amendment will promote the general welfare. Income tax revenue will be generated from a commercial lot that currently generates no income tax revenue. In addition, the property value will increase, resulting in increased property taxes.

The proposed amendment will not result in adverse impact upon the natural environment. The property currently has no trees, vegetation, or water that would be disrupted by converting the vacant lot into a storage facility.

The proposed amendment will not result in adverse impact upon other property in the vicinity. The adjacent property to the South contains AK Steel’s manufacturing facility. The adjacent property to the West is currently used for the exact same proposed use; as an indoor and outdoor storage facility. The adjacent properties to the North contain a mobile home park that would benefit from the convenience of nearby storage options. The adjacent properties to the West contain two commercial businesses.
REVIEW CRITERIA:
Per the Middletown Development Code recommendations and decisions on map amendment applications shall be based on consideration of the following review criteria. However, not all criteria may be applicable in each case and cases shall be determined on its own facts.

(1) The proposed amendment is consistent with the master plan, other adopted City plans, and the stated purposes of this code;
(2) The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;
(3) The proposed amendment will promote the public health, safety, and general welfare;
(4) The proposed amendment, if amending the zoning map, is consistent with the stated purpose of the proposed zoning district;
(5) The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated; and/or
(6) The proposed amendment is not likely to result in significant adverse impacts upon other property in the vicinity of the subject lot.

MAP AMENDMENT PROCESS (4-6 Months):
Step 1 – Application
A. For amendments that are not initiated by the Planning Commission or City Council, the applicant shall submit an application in accordance with Section 1226.02, and with the provisions of this section.
B. Amendments initiated by City Council shall be referred to the Planning Commission for review.

Step 2 – Staff Review and Staff Report
A. Upon determination that a text or zoning map amendment application is complete, the Development Code Administrator shall schedule the review of the application at the next available Planning Commission meeting.
B. Prior to the Planning Commission hearing for the text or map amendment, the Development Code Administrator shall review the application and prepare a staff report.

Step 3 – Planning Commission Review and Recommendation
A. The Planning Commission shall hold a public hearing on the code text or map amendment at its next regularly scheduled meeting or at a special meeting after the application is determined to be complete, subject to the submittal deadlines established by the Development Code Administrator.
B. Notification of the public hearing shall be provided in accordance with Section 1226.02(i).
C. In reviewing the application, the Planning Commission shall at a minimum, consider the staff report from the Development Code Administrator and the review criteria of this section.
D. Within a reasonable amount of time from the close of the public hearing, the Planning Commission shall make a recommendation to City Council on the application. In making its recommendation, the Planning Commission may recommend approval, approval with some modification, or denial of the application.

Step 4 – City Council Review and Decision
A. Following receipt of the recommendation from the Planning Commission, City Council shall set a time for a public hearing on the proposed amendment.
B. Notification of the public hearing shall be provided in accordance with Section 1226.02(i).
C. City Council shall review a text or zoning map amendment application during a public hearing. In reviewing the application, City Council shall at a minimum, consider the staff report from the Development Code Administrator, recommendation from Planning Commission, and the review criteria of this section.
D. City Council shall adopt, adopt with some modification, or deny the recommendation of the Planning Commission. City Council shall not alter or make a decision that varies from the Planning Commission without a majority vote of City Council.

FOR DEPARTMENTAL USE ONLY:

Zone Change Case No. _______ Accepted By: _________________________ Date: _______________
CITIZEN
COMMENTS
COUNCIL COMMENTS
CITY MANAGER REPORTS
CONSENT

AGENDA
April 7, 2020

TO: Susan Cohen, Acting City Manager
FROM: Samantha Zimmerman, Purchasing Agent

PURPOSE

To request approval to purchase the following items totaling $38,951.55 off the ODAS Contract for a new Fire Marshall Truck and associated equipment:

- 2020 GMC Sierra 3500 from Bob Ross Auto Group, of Centerville, OH, in the amount of $37,832.00.
- Graphics package for striping on truck from DanCo Lettering, of Dayton, OH, in the amount of $1,119.55.

BACKGROUND and FINDINGS

The Division of Fire has an 18 year old truck that needs to be replaced. The current vehicle is a 2002 Chevrolet K2500 HD that has met the City’s 15 point replacement schedule and is 131 months past replacement date. The current vehicle will be sold through GovDeals.

The truck is available through the state cooperative purchasing program, so bidding is not necessary.

ALTERNATIVES

The alternative is to keep the old vehicle, although maintenance costs continue to escalate.

FINANCIAL IMPACT

Funds have been appropriated in the 2020 budget for this purchase.

EMERGENCY/NON EMERGENCY

Consent agenda

cc: Jacob Burton, Finance Director
Scott Tadych, Public Works & Utilities Director
Rex Hoit, Garage Superintendent
MOTION

AGENDA
March 31, 2020

TO: Susan Cohen, Acting City Manager

FROM: Brittany Grimes, Human Resources Specialist

SUBJECT: APPOINTMENT – PART-TIME LINE SERVICE LEAD

We are recommending the conditional appointment of EVAN SKROBOT to the position of part-time Line Service Lead in the Economic Development Department, Airport Division.

Mr. Skrobot will be assigned to Range 228, Step D, which provides a salary of $16.64 hourly. The appointment is conditional upon the candidate successfully passing the required medical evaluation.

/bg

c: Amy Schenck, Clerk of Council
    Matt Eisenbraun, Assistant Economic Development Director
    Dan Dickten, Airport Manager
    Human Resources
    Finance (Payroll)
    File

Ccmtg4/7/20

AIRPORT
Authorized Strength – 4 (Max strength for full-time positions)
Current Staff Level – 2
LEGISLATION

ITEM 1
ORDINANCE NO. O2020-19

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO CONSENT TO THE OHIO DEPARTMENT OF TRANSPORTATION TYPE A GUARDRAIL REPLACEMENT.

PID No. 111482

BE IT ORDAINED, by the City Council of the City of Middletown, Butler/Warren Counties, Ohio, that:

Section 1 – Project Description

The City (hereinafter “the Local Public Agency or LPA”) has determined the need for District wide replacement of type A anchor assembly guardrail on NHS local routes, to include a portion of SR 122, CR 600, and TR 146 in the City of Middletown.

Section 2 – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

Section 3 – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The State shall assume and bear 100% of all of the cost for guardrail replacement requested by the LPA and agreed to by the State.

The LPA agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

Section 4 – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

Section 5 – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3)
maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

**Section 6 – Authority to Sign**

The City Manager of the City of Middletown is hereby empowered by the Middletown City Council to enter into contracts with the Director of Transportation which are necessary to complete the above described project.

**Section 7 – Effective Date**

This ordinance shall be effective at the earliest time permitted by law.

_____________________________
Nicole Condrey, Mayor

1st Reading: April 7, 2020
2nd Reading:_________________
Adopted:____________________
Effective:___________________

Attest: _______________________
        Clerk of the City Council
DATE March 24, 2020

TO: Susan Cohen, Acting City Manager

FROM: Scott Tadych, Public Works and Utilities Director
Prepared by Rob Nicolls, City Engineer

PURPOSE

Authorize the City Manager to sign a consent form with the Ohio Department of Transportation (ODOT) to participate in ODOT's PID 111482-D08 GR Type A Replacement which will replace the Type A end treatments on certain guardrail sections within the City.

BACKGROUND AND FINDINGS

ODOT plans to replace Type A anchor assemblies on guardrail throughout the district. This legislation is required to give ODOT consent to complete the project on guardrails on ODOT routes within the City.

ALTERNATIVES

None.

FINANCIAL IMPACTS

Not Applicable

EMERGENCY/NON EMERGENCY

Non Emergency

ATTACHMENTS

Sample Consent Legislation
The following is a/an __________________ enacted by the City of Middletown of Butler County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I – Project Description

WHEREAS, the (LPA/STATE) has determined the need for the described project:

District wide replacement of type A anchor assembly guardrail on NHS local routes, to include a portion of SR 122, CR 600, and TR 146 in the City of Middletown.

NOW THEREFORE, be it ordained by the City of Middletown of Butler County, Ohio.

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION II – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The State shall assume and bear 100% of all the costs of the improvement.

The LPA agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.
SECTION IV – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION V – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VI Authority to Sign

I, ____________ of said City of Middletown is hereby empowered on behalf of the City of Middletown to enter into contracts with the Director of Transportation which is necessary to complete the above described project.

Passed: ________________, 2______.

Attested: _______________________    ___________________________
          (Clerk)                         (Contractual Agent of LPA – title)

Attested: _______________________    ___________________________
          (Title)                        ( President of Council)

The ____________ is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.
CERTIFICATE OF COPY
STATE OF OHIO

City of Middletown of Butler County, Ohio
(LPA)

I, __________________________, as Clerk of the City of Middletown
(LPA)
of Butler County, Ohio, do hereby certify that the foregoing is a true and correct copy of
_____________________________ adopted by the legislative Authority of the said
(Ordinance/Resolution)
City of Middletown on the _____________ day of ________________, 2_____.
(LPA)

That the publication of such ______________________ has been made and certified of record according to
(Ordinance/Resolution)
Law; that no proceedings looking to a referendum upon such _____________________ have been taken;
(Ordinance/Resolution)
and that such ______________________ and certificate of publication thereof are of record in ________________,
(Ordinance/Resolution)
Page _______________.
(Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable,
this _____________ day of __________________ 2______.
(Clerk)

(CITY SEAL) City of Middletown of Butler County, Ohio
(LPA)

(If the LPA is designated as a City then the “City Seal” is required. If no Seal, then a letter stating “No Seal is required to accompany the
executed legislation.”)

The afore going is accepted as a basis for proceeding with the project herein described.
For the City of Middletown of Butler County, Ohio.
(LPA)

Attested: ____________________________ Date ________________
(Contractual Agent)

For the State of Ohio

Attested: ____________________________ Date ________________
(Director, Ohio Department of Transportation)
LEGISLATION
ITEM 2
RESOLUTION NO. R2020-09

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR A GRANT UNDER THE FEDERAL TRANSIT ADMINISTRATION ACT OF 1991, AS AMENDED.

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects and budget; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Middletown, Butler and Warren Counties of Ohio that:

Section 1

The City Manager is authorized to execute and file an application on behalf of the City of Middletown (Middletown Transit System) with the Federal Transit Administration to aid in the financing of an operating assistance project pursuant to Section 5307 of the Federal Transit Act of 1991, as amended, for 2021.

Section 2

The City Manager is authorized to execute and file with such application an assurance or any other document required by the Federal Transit Administration effectuating the purposes of Title VI of the Civil Rights Act of 1964.

Section 3

The City Manager is authorized to furnish such additional information as the Federal Transit Administration may require in connection with the application for the "program of projects".
Section 4

The City Manager is authorized to set forth and execute affirmative minority business policies in connection with the "program of projects" procurement needs.

Section 5

The City Manager is authorized to execute grant agreements on behalf of the City of Middletown (Middletown Transit System) with the Federal Transit Administration for aid in the financing of the operating assistance "program of projects" for 2021.

Section 6

This ordinance shall be effective at the earliest time permitted by law.

Nicole Condrey, Mayor

1st Reading: April 7, 2020
2nd Reading:_____________
Adopted:_______________
Effective:_______________

Attest:____________________
   Clerk of the City Council
March 2, 2020

FROM: Susan Cohen, Acting City Manager

PURPOSE
To present a resolution authorizing the filing of the annual Federal 5307 application for the Middletown Transit System (MTS) for 2021

BACKGROUND AND FINDINGS
This grant provides substantial federal subsidies for MTS. The grant application estimates the 2021 operating, capital and planning expenditures with state and other federal funds using a percentage formula as follows:

<table>
<thead>
<tr>
<th>Eligible Operating Expenses</th>
<th>Eligible Capital Expenses</th>
<th>Eligible Planning Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal 50% State 10%</td>
<td>Federal 80% State 0%</td>
<td>Federal 80% State 0%</td>
</tr>
<tr>
<td>60%</td>
<td>80%</td>
<td>80%</td>
</tr>
</tbody>
</table>

ALTERNATIVES
No alternatives exist to these funding sources other than the General Fund.

FINANCIAL IMPACTS
The City has budgeted $2,151,994 in the 2020 budget for transit. However, 80-90% of those cost are paid for by these grants. In addition, City cost is lowered after predicted fare box revenue, and Elderly and Disabled grant from the total operating budget. We anticipate a similar budget for 2021

EMERGENCY/NON EMERGENCY
Non-Emergency
LEGISLATION
ITEM 3
RESOLUTION NO. R2020-10

A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS FOR CY 2021 WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR GRANTS UNDER THE OHIO PUBLIC TRANSPORTATION GRANT PROGRAM.

WHEREAS, the Secretary of Transportation, U.S. Department of Transportation, is authorized to make grants for a mass transportation program of projects and budget; and

WHEREAS, the Ohio Department of Transportation (ODOT) provides financial assistance to public transportation systems in Ohio through the Ohio Public Transportation Grant Program; and

WHEREAS, it is in the best interest of the City of Middletown/Middletown Transit System to make applications for OTP2, 5339, 5307, and all other State of Federal Funds appropriated by the State of Ohio or ODOT Office of Transit grant funds to match Federal capital and/or operating assistance grants; and

WHEREAS, State funds are available to match Federal grants in the local share of the Net Project Cost; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local, non-State, share of the project costs in the program.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Middletown, Butler and Warren Counties of Ohio that:

Section 1

The City Manager is hereby authorized to execute and file applications on behalf of the City of Middletown Transit System with ODOT to aid in the financing of capital, planning and/or operating and elderly and disabled assistance projects in CY 2021.

Section 2

The City Manager is authorized to furnish such additional information as ODOT may require in connection with the application for the program of projects and budget.

Section 3

The City Manager is authorized to execute grant agreements on behalf of the City of Middletown Transit System with ODOT for aid in the financing of the capital, planning and/or operating and elderly and disabled assistance program of the projects and budgets.
Section 4

The City Manager is hereby authorized to take such further action and execute and deliver such further documents as, acting with the advice of counsel, he shall deem necessary or appropriate to carry out the intent of this resolution.

Section 5

This ordinance shall be effective at the earliest time permitted by law.

Nicole Condrey, Mayor

1st Reading: April 7, 2020
2nd Reading:_____________
Adopted:_______________
Effective:_______________

Attest:  ______________________
          Clerk of the City Council

H:\Law\leg\2020 Leg\r State Transit Grant CY 2021
March 2, 2020

FROM: Susan Cohen, Acting City Manager

PURPOSE
To present a resolution authorizing the filing of the State Operating Grant Applications for the Middletown Transit System (MTS) for 2021.

BACKGROUND AND FINDINGS
This grant provides substantial state subsidies for MTS. The grant application estimates the 2021 operating, capital and planning expenditures with state and other federal funds using a percentage formula as follows:

<table>
<thead>
<tr>
<th>Eligible Operating Expenses</th>
<th>Eligible Capital Expenses</th>
<th>Eligible Planning Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>Federal</td>
<td>Federal</td>
</tr>
<tr>
<td>50%</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
<td></td>
</tr>
<tr>
<td>10%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>60%</td>
<td>80%</td>
<td>80%</td>
</tr>
</tbody>
</table>

ALTERNATIVES
No alternatives exist to these funding sources other than the General Fund.

FINANCIAL IMPACTS
The City has budgeted $2,151,994 in the 2020 budget for transit. However, 80-90% of those cost are paid for by these grants. In addition, City cost is lowered after predicted fare box revenue, and Elderly and Disabled grant from the total operating budget. We anticipate a similar budget for 2021.

EMERGENCY/NON EMERGENCY
Non-Emergency
LEGISLATION
ITEM 4
RESOLUTION NO. R2020-11

A RESOLUTION TO MAKE ADJUSTMENTS TO APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MIDDLETOWN, COUNTIES OF BUTLER AND WARREN, STATE OF OHIO, FOR THE PERIOD ENDING DECEMBER 31, 2020. (GENERAL FUND)

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Middletown, Butler/Warren Counties, Ohio that:

Section 1

The following sums are hereby removed from appropriated funds in the General Fund of the City to accounts of the City for the purposes herein described as follows:

FROM:  
City Manager, Accounts of 111 (100.111.51110) $30,000  
Human Resources, Accounts of 142 (100.142.51110) $6,000  
Human Resources, Accounts of 142 (100.142.51230) $7,500  
Law, Accounts of 150 (100.150.51230) $6,700  
Planning, Accounts of 162 (100.162.51230) $13,300  
Economic Development, Accounts of 164 (100.164.51110) $2,500  
Economic Development, Accounts of 164 (100.164.52480) $92,000  
Communications, Accounts of 165 (100.165.52480) $4,000  
Building Inspection, Accounts of 260 (100.260.51110) $54,000  
Building Inspection, Accounts of 260 (100.260.51211) $7,000  
Building Inspection, Accounts of 260 (100.260.51230) $15,500  
Building Maintenance, Accounts of 261 (100.261.51110) $9,000  
Building Maintenance, Accounts of 261 (100.261.51230) $15,500  
Parks Maintenance, Accounts of 542 (100.542.51230) $22,000  

TO:  Unappropriated GENERAL Fund (Fund # 100) $285,000  

TOTAL GENERAL FUND $285,000

Section 2

The Finance Director is hereby authorized to draw his warrants on the City Treasurer for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the Board of Officers authorized by law to approve the same, or an ordinance or resolution of the City Council to make expenditures provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance.

Section 3

All legislation inconsistent herewith is hereby repealed.
Section 4

This resolution shall take effect and be in force from and after the earliest period allowed by law.

____________________________
Nicole Condrey, Mayor

1\textsuperscript{st} Reading: April 21, 2020  
2\textsuperscript{nd} Reading:_________
Adopted:_________
Effective:_________

Attest:    _______________________
Clerk of City Council

H:\Law\Leg\2020 Leg\r De-Approp – General Fund
DATE: April 9, 2020  

TO: Susan Cohen, Acting City Manager  

FROM: Jacob Burton, Finance Director  

De-appropriation of General Fund Accounts

**PURPOSE**

To request a de-appropriation of expenditures from the General Fund in the amount of $285,000 to ensure these funds will not be spent in 2020.

**BACKGROUND and FINDINGS**

These de-appropriations are from savings already realized in the 2020 budget from vacant positions, lower than budgeted health insurance options chosen, and the decision to no longer hire a previously budgeted communications firm. This de-appropriation is a first step to reduce the 2020 budgeted expenditures as a result of the anticipated COVID-19 economic impact. A summary of de-appropriations are as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Reason</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>Vacant City Mgr. position</td>
<td>100.111.51110</td>
<td>30,000</td>
</tr>
<tr>
<td>HR</td>
<td>Vacant HR Mgr. position</td>
<td>100.142.51110</td>
<td>6,000</td>
</tr>
<tr>
<td>HR</td>
<td>Vacant HR Mgr. position</td>
<td>100.142.51230</td>
<td>7,500</td>
</tr>
<tr>
<td>Law</td>
<td>Health Ins. Choices less than budgeted</td>
<td>100.150.51230</td>
<td>6,700</td>
</tr>
<tr>
<td>Planning</td>
<td>Health Ins. Choices less than budgeted</td>
<td>100.162.51230</td>
<td>13,300</td>
</tr>
<tr>
<td>Econ. Dev.</td>
<td>Vacant ED Director position</td>
<td>100.164.51110</td>
<td>2,500</td>
</tr>
<tr>
<td>Econ. Dev.</td>
<td>Cancel Communications firm</td>
<td>100.164.52480</td>
<td>92,000</td>
</tr>
<tr>
<td>Communications</td>
<td>Cancel Communications firm</td>
<td>100.165.52480</td>
<td>4,000</td>
</tr>
<tr>
<td>Bldg. Inspection</td>
<td>Vacant Field Inspector position</td>
<td>100.260.51110</td>
<td>54,000</td>
</tr>
<tr>
<td>Bldg. Inspection</td>
<td>Vacant Field Inspector position</td>
<td>100.260.51211</td>
<td>7,000</td>
</tr>
<tr>
<td>Bldg. Inspection</td>
<td>Vacant Field Inspector position</td>
<td>100.260.51230</td>
<td>15,500</td>
</tr>
<tr>
<td>Bldg. Maintenance</td>
<td>Vacant HVAC/Bldg. Maint. Tech position</td>
<td>100.261.51110</td>
<td>9,000</td>
</tr>
<tr>
<td>Bldg. Maintenance</td>
<td>Vacant HVAC/Bldg. Maint. Tech position</td>
<td>100.261.51230</td>
<td>15,500</td>
</tr>
<tr>
<td>Parks Maintenance</td>
<td>Health Ins. Choices less than budgeted</td>
<td>100.542.51230</td>
<td>22,000</td>
</tr>
</tbody>
</table>

TOTAL 285,000
ALTERNATIVES

The alternative would be not to de-appropriate the funds.

FINANCIAL IMPACT

This will increase the General Fund 2020 projected year-end balance by $285,000.

EMERGENCY/NON EMERGENCY

Non-Emergency
LEGISLATION
ITEM 5
ORDINANCE NO. O2020-20

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR A PARCEL LOCATED AT THE INTERSECTION OF LEFFERSON ROAD AND SPRING GROVE LANE FROM B-1 (NEIGHBORHOOD BUSINESS DISTRICT) TO I-1 (INDUSTRIAL PARK DISTRICT).

WHEREAS, Butler County parcel number Q65420630000007 contains approximately 5.5980 acres located at the intersection of Jefferson Road and Spring Grove Lane which is presently zoned B-1 (Neighborhood Business District); and

WHEREAS, the attorney for the owner has petitioned for the parcel to be rezoned to I-1 (Industrial Park District) so that the parcel can be developed as an indoor/outdoor storage facility; and,

WHEREAS, the City Planning Commission conducted a public hearing on March 11, 2020 after giving notice of the time and place of the hearing to all property owners within two hundred feet of the boundaries of the subject property; and,

WHEREAS, the City Planning Commission has recommended that the request for rezone to I-1 be approved; and,

WHEREAS, the City Council held a public hearing on April 21, 2020, notice of such public hearing having been given in the Journal News at least 30 days prior to such hearing; and

WHEREAS, City Council hereby concurs in the recommendation of the City Planning Commission and agrees that the request substantially complies with the review criteria contained in the City Development Code for rezoning of property;

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Middletown, Butler/Warren Counties, Ohio that:

Section 1

The zoning classification for Butler County parcel number Q65420630000007 which is presently zoned B-1 (Neighborhood Center District) is hereby changed to I-1 (Industrial Park District). The area to be rezoned is more particularly shown in Exhibit “A”, attached hereto. Staff is directed to revise the zoning map for the City to reflect this change.
Section 2

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

Nicole Condrey, Mayor

1st Reading: April 21, 2020
2nd Reading:_________
Adopted:___________
Effective:___________

Attest:    _______________________
           Clerk of City Council
H:/Law/leg/2020 Leg/O Zone Change Jefferson Road (1-20)
LEGISLATION
ITEM 6
ORDINANCE NO. O2020-21


BE IT ORDAINED, by the City Council of the City of Middletown, Butler/Warren Counties, Ohio that:

Section 1

The following job classifications are hereby added to Section 1(C) of Ordinance No. O2019-83 and Ordinance No. O2019-84, both adopted November 19, 2019:

<table>
<thead>
<tr>
<th>Pay Ranges</th>
<th>O2019-81</th>
<th>O2019-82</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Service Technician</td>
<td>190</td>
<td>228</td>
</tr>
</tbody>
</table>

Section 2

Exhibit A to Ordinance No. O2019-83 and Exhibit B to Ordinance No. O2019-84 (both Exhibits are identical) which contain the list of exempt, supervisory, unclassified and classified positions of the City is also hereby amended and is attached hereto as Attachment 1.

Section 3

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

Nicole Condrey, Mayor

1st Reading: April 21, 2020
2nd Reading:___________
Adopted:_______________
Effective:_____________

Attest:__________________
Clerk of City Council
### Table of Exempt (E), Supervisory (S), Unclassified (UC) & Classified (C) Positions

<table>
<thead>
<tr>
<th>Job Classifications</th>
<th>E</th>
<th>S</th>
<th>UC</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Administrative Services Director</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Airport Facilities Supervisor</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Airport Manager</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Animal Control Officer</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assistant City Engineer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assistant Economic Development Director</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assistant Finance Director</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assistant Fire Chief</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Assistant Information Systems Director</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assistant Public Works &amp; Utilities Director</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assistant Public Works Superintendent / Safety Officer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Budget Analyst</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Building Cleaner</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Building Maintenance Technician</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bus Cleaner</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chief Building Official</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>City Engineer</td>
<td>X</td>
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DATE       April 16, 2020
FROM:   Susan Cohen, Acting City Manager

**PURPOSE**

To provide information to Council regarding update of the 2020 Pay and Benefits Ordinances.

**BACKGROUND AND FINDINGS**

Each fall, Council passes the Pay and Benefits Ordinances for the next calendar year. The Ordinances establish the pay ranges for each employee. Occasionally, there are mid-year updates that are recommended to address the shifting roles and responsibilities of personnel.

One recommended update this year is to the job titles for the Line Service Lead position at the Airport. As the City assumed control of the FBO in 2020, job titles and descriptions were created. As FBO operations have developed, the job description and work has also been modified. Staff is proposing amending the Pay and Benefits Ordinances to include the job title of “Line Service Technician” in order to most accurately represent the nature of the employment.

If Council chooses to approve this amendment, all employees currently under the current job classification would be brought to Council to be appointed to the new position title.

The Table of Exempt (E), Supervisory (S), Unclassified (UC) & Classified (C) Positions which is attached to the Ordinances will also be amended to include Line Service Technician. When staff was adding the new position to the table, it was also discovered that Airport Facilities Supervisor was marked as exempt in error when the position is non-exempt. That has been corrected in the table attached to the proposed legislation.

**ALTERNATIVES**

Maintain Current Pay and Benefits

**FINANCIAL IMPACTS**

There is no financial impact, this would be a title change to provide clarity to job duties.

**EMERGENCY/NON EMERGENCY**

Non Emergency