

**CITY OF XENIA, OHIO  
ORDINANCE 2023 – 01**

**PROVIDING APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES  
FOR THE CITY OF XENIA, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023,  
AND DECLARING AN EMERGENCY  
(2023 ANNUAL APPROPRIATIONS ORDINANCE)**

**WHEREAS**, this Council, by Ordinance 2022-49, passed on December 28, 2022, adopted a temporary appropriation ordinance for the first quarter of the 2023 fiscal year, in accordance with City Charter Section 9.05 A. and ORC Section 5705.38, while awaiting the receipt of the Amended Official Certificate of Estimated Resources from Greene County;

**WHEREAS**, having received the Amended Official Certificate of Estimated Resources from Greene County, this Council, on or before April 1<sup>st</sup>, must adopt an Annual Appropriations Ordinance to make certain appropriations to meet current expenses and to authorize certain other expenditures for the fiscal year ending December 31, 2023, as required by City Charter Section 9.05 A. and ORC Code Section 5705.38; and

**WHEREAS**, Section 9.05 F. of the City Charter provide that the Annual Appropriation Ordinance shall be adopted as an emergency ordinance, in accordance with Section 5.04 of the City Charter.

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

**Section 1.** This Ordinance is an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the City of Xenia, Ohio. The reason for such necessity arises from the need to provide appropriations for current expenses and other expenditures, for the fiscal year ending December 31, 2023, to ensure the continued, usual, daily operation of the City government.

**Section 2.** To provide for current expenses and other expenditures of the City of Xenia, Ohio, for the fiscal year ending December 31, 2023, the sums and amounts contained in Exhibit A are hereby appropriated.

**Section 3.** The Finance Director is hereby authorized to make payments from any of the appropriations herein made, upon receiving proper claims, certificates and/or vouchers approved by the appropriate official or department head, or their respective designees, authorized by law, City Charter or this Ordinance to approve the same, or upon an ordinance or resolution of Council approving specific expenditures; provided, however, that no payments for salaries or wages shall be made except to persons employed in accordance with the ordinances of the City of Xenia and/or laws of the State of Ohio.

**Section 4.** In accordance with Section 9.07 of the City Charter, no warrant for payment of any claim shall be issued by the Finance Director unless there is an available appropriation sufficient to cover the payment and the Finance Director is satisfied that the same is in proper form, correctly computed, and that the claim is legally due and payable. No warrant for payment of any contract for goods or services shall be issued by the Finance Director unless the contract has been executed by the City Manager and endorsed by the Law Director; provided, however that contracts for the employment of special counsel shall be executed by the Law Director. No warrant for payment of

legal services of special counsel shall be issued by the Finance Director unless such special counsel has been employed by the Law Director, who is hereby authorized to employ special counsel to handle particular legal matters for the City within the limits of the appropriation for such services made by this Council.

**Section 5.** The Finance Director is hereby authorized, in accordance with Section 9.05 G. of the City Charter, to adjust appropriations within any fund or department, so long as the adjustments made do not exceed the total appropriations authorized within any fund or department and such adjustment is not in violation of City Charter, City ordinance or state law. In addition, the Finance Director is hereby authorized to establish additional cost centers within any Fund as may from time to time be required to ensure proper accounting or by the State of Ohio.

**Section 6.** The Finance Director shall maintain an updated Annual Appropriation Ordinance, showing any and all supplements and amendments thereto made by Council in one document, which shall be available to the public upon request.

**Section 7.** 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 ORC Section 121.22.

**Section 8.** This Ordinance shall take effect upon its adoption, in accordance with Section 5.04 of the City Charter.

Adopted: January 26, 2023

  
William J. Urschel  
President, Xenia City Council

Attest:

  
Michelle D. Johnson  
City Clerk

CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
<b>GENERAL FUND (101, 198, 199, 203)</b>			
COST CENTER 101			
1001 - GEN GOVT/LEG AFF			
PERSONNEL	\$39,553.91		
OPERATING	\$287,749.03	\$327,302.94	
1002 - MUNICIPAL COURT			
PERSONNEL	\$1,290,007.47		
OPERATING	\$521,530.19	\$1,811,537.66	
1003 - LAW DIRECTOR			
PERSONNEL	\$154,199.43		
OPERATING	\$159,377.55	\$313,576.98	
1004 - CITY MANAGER			
PERSONNEL	\$116,061.35		
OPERATING	\$64,007.32	\$180,068.67	
1005 - HUMAN RESOURCES			
PERSONNEL	\$46,221.70		
OPERATING	\$34,899.79	\$81,121.49	
1006 - FINANCE OFFICE			
PERSONNEL	\$145,410.07		
OPERATING	\$147,020.35	\$292,430.42	
1007 - INCOME TAX			
PERSONNEL	\$4,545.47		
OPERATING	\$292,320.43	\$296,865.90	
1009 - MUNICIPAL BLDG & GENERAL SERVICES			
OPERATING	\$345,900.68	\$345,900.68	
1010 - MANAGEMENT INFORMATION SERVICES			
PERSONNEL SERVICES	\$177,717.53		
OPERATING	\$273.00	\$177,990.53	
1011 - CITY CLERK			
PERSONNEL	\$50,844.30		
OPERATING	\$50,757.21	\$101,601.51	
1013 - PUBLIC AFFAIRS AND CATV ADMIN			
PERSONNEL	\$0.00		
OPERATING	\$66,842.75	\$66,842.75	

CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
1017 - SUPPORT SERVICES DIVISION PERSONNEL OPERATING	\$0.00 \$2,200.00	\$2,200.00	
1018 - MUNICIPAL ADMINISTRATIVE BUILDING PERSONNEL OPERATING	\$26,116.31 \$143,943.36	\$170,059.67	
1020 - OTHER FACILITIES/PROPERTIES OPERATING	\$74,525.17	\$74,525.17	
1050 - CEMETERY OPERATING	\$59,894.50	\$59,894.50	
1228 - STREET LTS OPERATING	\$317,436.60	\$317,436.60	
1229 - HOMELAND SECURITY/RISK MGT. OPERATING	\$57,245.49	\$57,245.49	
1442 - GEN PARK MAINT PERSONNEL OPERATING	\$170,149.00 \$252,603.99	\$422,752.99	
1550 - ECONOMIC DEVELOPMENT PERSONNEL OPERATING	\$103,440.93 \$59,088.47	\$162,529.40	
1551 - NEIGHBORHOOD SERVICES PERSONNEL OPERATING	\$83,121.17 \$73,737.99	\$156,859.16	
1552 - PLANNING PERSONNEL OPERATING	\$124,650.03 \$101,698.89	\$226,348.92	
1553 - PROPERTY MAINT. PERSONNEL OPERATING	\$52,595.79 \$167,093.82	\$219,689.61	
1555 - ENGINEERING PERSONNEL OPERATING	\$51,044.42 \$97,985.99	\$149,030.41	
1556 - CONSTRUCTION INSPECTION PERSONNEL OPERATING	\$29,383.73 \$14,126.36	\$43,510.09	
1557 - XENIA STATION OPERATING	\$53,908.27	\$53,908.27	
7001 - INTERFUND LOANS INTERFUND LOANS	\$2,120,000.00	\$2,120,000.00	
9001 - TRANSFERS	\$8,400,000.00	\$8,400,000.00	

<b>CODE/FUND DEPARTMENT PURPOSE</b>	<b>AMOUNTS</b>	<b>DEPARTMENT TOTAL</b>	<b>FUND TOTAL</b>
COST CENTER 198 1227 - BUILDING INSPECTION OPERATING	\$290,300.00	\$290,300.00	
COST CENTER 199 1224 - DARE OPERATING	\$11,742.18	\$11,742.18	
COST CENTER 203 1671 - SHAWNEE EVENTS OPERATING	\$43,790.95	\$43,790.95	
1674 - HOMETOWN CHRISTMAS OPERATING	\$10,000.00	\$10,000.00	
<b>TOTAL GENERAL FUND</b>			\$16,987,062.94
<b>Less Encumbrances - 12/31/2022</b>			<u>(\$538,695.68)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$16,448,367.26</u></u>

CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
<b>II. SPECIAL REVENUE FUNDS</b>			
<b>INDIGENT DRIVER ALCOHOL TREATMENT FUND (212)</b>			
OPERATING	\$130,346.00		
<b>TOTAL INDIGENT DRIVER ALCOHOL TREATMENT FUND</b>			\$130,346.00
Less Encumbrances - 12/31/2022			<u>(\$65,346.00)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$65,000.00</u></u>
<b>ALCOHOL ENFORCEMENT &amp; EDUCATION FUND (213)</b>			
OPERATING	\$3,000.00		
<b>TOTAL ALCOHOL ENFORCEMENT &amp; EDUCATION FUND</b>			\$3,000.00
Less Encumbrances - 12/31/2022			<u>\$0.00</u>
<b>2023 APPROPRIATION</b>			<u><u>\$3,000.00</u></u>
<b>MUNICIPAL COURT PROBATION SERVICES FUND (214)</b>			
PERSONNEL	\$475,908.19		
OPERATING	\$141,853.37		
CAPITAL	\$0.00		
<b>TOTAL MUNICIPAL COURT PROBATION SERVICES FUND</b>			\$617,761.56
Less Encumbrances - 12/31/2022			<u>(\$69,615.37)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$548,146.19</u></u>
<b>STREET FUND (221,228,229)</b>			
PERSONNEL	\$992,153.97		
OPERATING	\$1,203,151.22		
CAPITAL	\$825,129.00		
REFUND	\$0.00		
<b>TOTAL STREET FUND</b>			\$3,020,434.19
Less Encumbrances - 12/31/2022			<u>(\$214,019.79)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$2,806,414.40</u></u>
<b>STATE ROUTE REPAIR FUND (222)</b>			
PERSONNEL	\$42,537.29		
OPERATING	\$149,531.83		
<b>TOTAL STATE ROUTE REPAIR FUND</b>			\$192,069.12
Less Encumbrances - 12/31/2022			<u>(\$62,220.83)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$129,848.29</u></u>

CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
<b>PROPERTY IMPROVEMENTS FUND (233, 236)</b>			
PERSONNEL	\$23,340.00		
OPERATING	\$691,014.97		
CAPITAL	\$3,598.70		
TRANSFERS	\$46,000.00		
<b>TOTAL PROPERTY IMPROVEMENTS FUND</b>			\$763,953.67
<b>Less Encumbrances - 12/31/2022</b>			<u>(\$208,290.67)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$555,663.00</u></u>
<b>911 FUND (250)</b>			
PERSONNEL	\$134,547.77		
OPERATING	\$65,347.61		
CAPITAL	\$50,500.00		
DEBT SERVICE	\$0.00		
<b>TOTAL 911 FUND</b>			\$250,395.38
<b>Less Encumbrances - 12/31/2022</b>	\$0.00		<u>-16,982.98</u>
<b>2023 APPROPRIATION</b>	\$0.00		<u><u>\$233,412.40</u></u>
<b>LAW ENFORCEMENT TRUST FUND (251)</b>			
OPERATING	\$58,852.53		
CAPITAL	\$3,291.27		
<b>TOTAL LAW ENFORCEMENT TRUST FUND</b>			\$62,143.80
<b>Less Encumbrances - 12/31/2022</b>			<u>-19,143.80</u>
<b>2023 APPROPRIATION</b>			<u><u>\$43,000.00</u></u>
<b>DRUG LAW ENFORCEMENT FUND (252)</b>			
OPERATING	\$3,000.00		
<b>TOTAL DRUG LAW ENFORCEMENT FUND</b>			\$3,000.00
<b>Less Encumbrances - 12/31/2022</b>			<u>\$0.00</u>
<b>2023 APPROPRIATION</b>			<u><u>\$3,000.00</u></u>
<b>MUNICIPAL COURT VICTIM ADVOCATE FUND (253)</b>			
PERSONNEL	\$275,187.53		
OPERATING	\$34,573.26		
<b>TOTAL MUNICIPAL COURT VICTIM ADVOCATE FUND</b>			\$309,760.79
<b>Less Encumbrances - 12/31/2022</b>			<u>(\$5,724.69)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$304,036.10</u></u>
<b>PUBLIC SAFETY FUND (270)</b>			
PERSONNEL	\$15,031,160.90		
OPERATING	\$3,273,014.82		
CAPITAL	\$0.00		
<b>TOTAL PUBLIC SAFETY FUND</b>			\$18,304,175.72
<b>Less Encumbrances - 12/31/2022</b>			<u>(\$368,057.45)</u>
<b>2023 APPROPRIATION</b>			<u><u>\$17,936,118.27</u></u>

CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
<b>ONE OHIO FUND (254)</b>			
OPERATING	\$23,500.00		
TOTAL ONE OHIO FUND			\$23,500.00
Less Encumbrances - 12/31/2022			\$0.00
<b>2023 APPROPRIATION</b>			<u>\$23,500.00</u>
<b>COMMUNITY DEVELOPMENT GRANTS FUND (601, 603)</b>			
PERSONNEL	\$0.00		
OPERATING	\$443,021.99		
CAPITAL	\$228,942.00		
INTERFUND LOAN	\$420,000.00		
TOTAL COMMUNITY DEVELOPMENT GRANTS FUND			\$1,091,963.99
Less Encumbrances - 12/31/2022			(\$403,015.99)
<b>2023 APPROPRIATION</b>			<u>\$688,948.00</u>
<b>ECONOMIC DEVELOPMENT LOAN PROGRAMS FUND (602)</b>			
OPERATING	\$190,200.00		
TOTAL ECONOMIC DEVELOPMENT LOAN PROGRAMS FUND			\$190,200.00
Less Encumbrances - 12/31/2022			(\$115,200.00)
<b>2023 APPROPRIATION</b>			<u>\$75,000.00</u>
<b>GRAND TOTAL SPECIAL REVENUE FUNDS</b>			<u>\$23,415,086.65</u>



CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
<b>III. CAPITAL PROJECTS FUNDS</b>			
<b>CAPITAL PERMANENT IMPROVEMENTS FUND (361)</b>			
OPERATING	\$1,861,310.69		
CAPITAL	\$5,257,422.16		
DEBT SERVICE	\$894,401.72		
INTERFUND LOAN	\$333,046.00		
TOTAL CAPITAL PERMANENT IMPROVEMENTS FUND			\$8,346,180.57
Less Encumbrances - 12/31/2022			(\$1,488,617.10)
<b>2023 APPROPRIATION</b>			<u>\$6,857,563.47</u>
<b>ISSUE 2 IMPROVEMENTS FUND (362)</b>			
CAPITAL	\$655,051.00		
INTERFUND LOAN	\$800,000.00		
TOTAL ISSUE 2 IMPROVEMENTS FUND			\$1,455,051.00
Less Encumbrances - 12/31/2022			(\$55,051.00)
<b>2023 APPROPRIATION</b>			<u>\$1,400,000.00</u>
<b>COURT SPECIAL PROJECTS FUND (363)</b>			
PERSONNEL	\$44,429.41		
OPERATING	\$100,724.86		
CAPITAL	\$165,088.00		
TOTAL COURT SPECIAL PROJECTS FUND			\$310,242.27
Less Encumbrances - 12/31/2022			(\$2,007.24)
<b>2023 APPROPRIATION</b>			<u>\$308,235.03</u>
<b>PUBLIC SAFETY PERMANENT IMPRVEMENT FUND (364)</b>			
OPERATING	\$266,125.97		
CAPITAL	\$7,520,278.14		
DEBT SERVICE	\$230,553.68		
TOTAL PUBLIC SAFETY PERMANENT IMPRVEMENT FUND			\$8,016,957.79
Less Encumbrances - 12/31/2022			(\$1,017,571.41)
<b>2023 APPROPRIATION</b>			<u>\$6,999,386.38</u>
<b>GRAND TOTAL CAPITAL PROJECTS FUNDS</b>			<u>\$15,565,184.88</u>
<b>IV. DEBT SERVICE FUNDS</b>			
<b>BOND RETIREMENT FUND (472, 473)</b>			
OPERATING	\$0.00		
DEBT SERVICE	\$3,912,356.00		
BOND RETIREMENT FUND			\$3,912,356.00
Less Encumbrances - 12/31/2022			(\$4.00)
<b>2023 APPROPRIATION</b>			<u>\$3,912,352.00</u>
<b>GRAND TOTAL DEBT SERVICE FUNDS</b>			<u>\$3,912,352.00</u>

CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
<b>V. ENTERPRISE FUNDS</b>			
<b>WATER FUND (611, 664)</b>			
PERSONNEL	\$2,478,491.52		
OPERATING	\$2,482,722.75		
DEBT SERVICE	\$1,043,057.53		
CAPITAL	\$2,660,000.00		
TRANSFERS	\$1,680,654.00		
TOTAL WATER FUND			\$10,344,925.80
Less Encumbrances - 12/31/2022			<u>(\$963,617.32)</u>
2023 APPROPRIATION			<u>\$9,381,308.48</u>
<b>SEWER FUND (612, 665)</b>			
PERSONNEL	\$2,635,134.03		
OPERATING	\$3,709,201.46		
DEBT SERVICE	\$452,218.68		
CAPITAL	\$2,703,486.07		
TRANSFERS	\$2,726,988.00		
TOTAL SEWER FUND			\$12,227,028.24
Less Encumbrances - 12/31/2022			<u>(\$1,595,582.62)</u>
2023 APPROPRIATION			<u>\$10,631,445.62</u>
<b>SANITATION SERVICES FUND (613, 666)</b>			
PERSONNEL	\$595,883.90		
OPERATING	\$2,990,077.85		
DEBT SERVICE	\$0.00		
CAPITAL	\$417,695.50		
TRANSFERS	\$25,663.00		
TOTAL SANITATION SERVICES FUND			\$4,029,320.25
Less Encumbrances - 12/31/2022			<u>(\$759,755.67)</u>
2023 APPROPRIATION			<u>\$3,269,564.58</u>
<b>STORMWATER FUND (614, 667)</b>			
PERSONNEL	\$227,336.11		
OPERATING	\$498,163.96		
DEBT SERVICE	\$0.00		
CAPITAL	\$875,869.00		
TRANSFERS	\$836,000.00		
TOTAL STORMWATER FUND			\$2,437,369.07
Less Encumbrances - 12/31/2022			<u>-\$324,811.90</u>
2023 APPROPRIATION			<u>\$2,112,557.17</u>
<b>PARKING REVENUE FUND (615)</b>			
PERSONNEL	\$51,897.35		
OPERATING	\$27,046.65		
TOTAL PARKING REVENUE FUND			\$78,944.00
Less Encumbrances - 12/31/2022			<u>-3,271.15</u>
2023 APPROPRIATION			<u>\$75,672.85</u>
<b>GRAND TOTAL ENTERPRISE FUNDS</b>			<u>\$25,470,548.70</u>

CODE/FUND DEPARTMENT PURPOSE	AMOUNTS	DEPARTMENT TOTAL	FUND TOTAL
<b>UTILITY BILLING INTERNAL SERVICE FUND (708)</b>			
OPERATING	\$364,543.75		
TOTAL UTILITY BILLING INTERNAL SERVICE FUND			\$364,543.75
Less Encumbrances - 12/31/2022			<u>(\$23,388.47)</u>
<b>2023 APPROPRIATION</b>			<u><b>\$341,155.28</b></u>
<b>CITY GARAGE REVENUE FUND (709)</b>			
PERSONNEL	\$207,588.87		
OPERATING	\$1,139,851.48		
CAPITAL	\$0.00		
TOTAL CITY GARAGE REVENUE FUND			\$1,347,440.35
Less Encumbrances - 12/31/2022			<u>(\$199,676.62)</u>
<b>2023 APPROPRIATION</b>			<u><b>\$1,147,763.73</b></u>
<b>INFORMATION TECHNOLOGY FUND (710)</b>			
OPERATING	\$1,802,810.60		
CAPITAL	\$1,582,589.62		
DEBT SERVICE	\$0.00		
TOTAL INFORMATION TECHNOLOGY FUND			\$3,385,400.22
Less Encumbrances - 12/31/2022			<u>(\$803,202.87)</u>
<b>2023 APPROPRIATION</b>			<u><b>\$2,582,197.35</b></u>
<b>INSURANCE FUND (711)</b>			
OPERATING	\$3,185,685.92		
TOTAL INSURANCE FUND			\$3,185,685.92
Less Encumbrances - 12/31/2022			<u>(\$394.92)</u>
<b>2023 APPROPRIATION</b>			<u><b>\$3,185,291.00</b></u>
<b>GRAND TOTAL INTERNAL SERVICE FUNDS</b>			<u><u><b>\$7,256,407.36</b></u></u>
VII. TRUST FUNDS			
<b>INSURANCE RESERVE FUND (901)</b>			
OPERATING	\$40,000.00		
REFUNDS	\$40,000.00		
TOTAL INSURANCE RESERVE FUND			\$80,000.00
Less Encumbrances - 12/31/2022			<u>\$0.00</u>
<b>2023 APPROPRIATION</b>			<u><b>\$80,000.00</b></u>
<b>UNCLAIMED FUNDS (902)</b>			
OPERATING	\$0.00		
REFUNDS	\$40,000.00		
TOTAL UNCLAIMED FUNDS			\$40,000.00
Less Encumbrances - 12/31/2022			<u>\$0.00</u>
<b>2023 APPROPRIATION</b>			<u><b>\$40,000.00</b></u>
<b>GRAND TOTAL TRUST FUNDS</b>			<u><u><b>\$120,000.00</b></u></u>
<b>GRAND TOTAL ALL FUNDS</b>			<u><u><b>\$92,187,946.85</b></u></u>