

City of Trenton
REGULAR COUNCIL MEETING
February 16th, 2023 - 7:30 p.m.

CALL TO ORDER

PRAYER

Deacon Larry Gronas – Holy Name Catholic Church

ROLL CALL

PRESENTATIONS

1. Energy Aggregation.

APPROVAL OF MINUTES

1. Minutes of the February 2nd, 2023 Council Work Session.
2. Minutes of the February 2nd, 2023 Regular Council Meeting.

CORRESPONDENCE

1. January Fund Balances.

AUDIENCE OF PUBLIC

UNFINISHED BUSINESS

1. None.

PUBLIC HEARINGS

1. None.

NEW BUSINESS

1. A MOTION AUTHORIZING THE CITY FINANCE DIRECTOR TO TRANSFER \$200,000 COLLECTED VIA THE MAPLE VIEW RESIDENTIAL INCENTIVE DISTRICT AND \$50,000 COLLECTED VIA THE VILLA PLACE RESIDENTIAL INCENTIVE DISTRICT FROM THE CITY'S TAX INCREMENT EQUIVALENT FUND TO THE CITY'S PARKS & RECREATION IMPROVEMENT FUND TO PREPARE FOR FUTURE PARK IMPROVEMENTS PURSUANT TO THE ADOPTED PARKS MASTER PLAN.

2. A MOTION TO APPROVE THE VARIOUS APPOINTMENTS OF MEMBERS TO THE TRENTON COMMUNITY IMPROVEMENT CORPORATION AND THE PARKS AND RECREATION BOARD PER EXHIBIT A.

LEGISLATION

1. A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AND DELIVER ALL DOCUMENTS NECESSARY TO PARTICIPATE IN LITIGATION SETTLEMENTS WITH OPIOID MANUFACTURERS, TEVA AND ALLERGAN, AND PHARMACIES, CVS, WALGREENS AND WALMART, AND DECLARING AN EMERGENCY. **(First Reading, Suspend Rules)**
2. A RESOLUTION ALTERING THE WAGE AND CLASSIFICATION SCALE AS IT RELATES TO VARIOUS FINANCE DEPARTMENT EMPLOYEES, AND DECLARING AN EMERGENCY. **(First Reading)**

REPORTS

AUDIENCE OF COUNCIL

ADJOURNMENT



City Council Work Session Minutes February 2nd, 2023

Mayor Calvin Woodrey called the February 2nd Council Work Session to order at 6:30pm. All members of Council with exception of Councilwoman Harris and necessary administration were in attendance. The mayor asked for City Manager Marcos Nichols to begin with reports. City Manager Nichols asked that Service Director, Rob Leichman begin by discussing the motion regarding the rehab and replacement of resin for two (2) water softeners in the amount of \$113,193.73 which was budgeted for. Mr. Leichman asked that the Operator in charge Dave Combs answer any questions that Council may have. Mr. Combs explained that the support beds in two of our softeners were disturbed causing some damage to the resin within the softeners. The support and bedding will be replaced, and the resin will be repaired. A few questions were asked regarding the initial resin replacement and whether it was still in place. Mr. Combs explained that initial resin was still in place this was just a repair to that, this should help keep them operating, the resin within the softeners should last about 15 years. Another question was asked regarding residential and industrial growth within the city and whether our water service will support it. Mr. Combs stated that eventually we will need to find a location for more wells, and in turn will need more equipment to support that, currently we are producing and treating 3,000,000 gallons of water a day.

Next Finance Director, Matthew Mesisklis discussed the correspondence regarding the month-end financial reports from December of '22 attached below.

City of Trenton Fund Balance and Investment
Report Month Ended 12/31/2022

Fund	Fund Name	Fund Balance	Reserve Policy	Net Change (Month)	Policy	Interest Allocation
011	General	\$ 5,612,567	\$ 1,628,204.04	\$ 243,188	5 Months	\$ 48,084.12
250	GF Stabilization	\$ 398,366	\$ 390,768.97	\$ -	10% GF Appropriations	\$ -
026	Water Revenue	\$ 2,121,015	\$ 847,367.73	\$ (276,540)	6 Months	\$ -
030	Water System Reserve	\$ 878,948	\$ 300,000.00	\$ 20,971		\$ -
027	Water Rate Stabilization	\$ 304,723	\$ 300,000.00	\$ -		\$ -
025	Water Replacement and Improvements	\$ 304,723	\$ 300,000.00	\$ -		\$ -
028	Utility Credit Memo	\$ 28,702	\$ 30,000.00	\$ (9,131)		\$ -
030	Utility Deposit Trust Fund	\$ 216,985	\$ -	\$ 525		\$ -

023	Water Debt Service	\$ 4,817	\$ -	\$ (381,939)		\$ -
066	Sewer Revenue	\$ 1,127,197	\$ 650,000.00	\$ 85,298	6 Months	\$ -
076	Sewer Reserve	\$ 3,857,036	\$ 300,000.00	\$ (11,376)		\$ -
096	Refuse Collection	\$ 579,003	\$ -	\$ 56,058		\$ -
166	Stormwater	\$ 156,588	\$ 125,638.71	\$ (48,822)	6 Months	\$ -
102	Street Maint.	\$ 1,177,781	\$ -	\$ (177,139)		\$ -
192	County Motor Vehicle	\$ -	\$ -	\$ -		\$ -
202	Municipal Motor Vehicle	\$ 200,439	\$ -	\$ 6,968		\$ -
218	Police Levy	\$ 1,959,981	\$ -	\$ (305,952)		\$ -
222	Fire Levy	\$ 793,455	\$ -	\$ (99,003)		\$ -
253	Tax Increment Equivalent Fund	\$ 2,302,940	\$ -	\$ -		\$ -
890	Employee Termination	\$ 144,315	\$ 204,834.00	\$ (61,473)	Based on Audit	\$ -

TOTAL Fund Balance	\$ 23,928,384	December Income Tax:	\$ 324,175
		December Interest Earned:	\$ 48,084

Bank	Balance	Earnings
1st Financial	\$ 913,453	
StarOhio	\$ 4,089,178	\$ 15,167.49
Redtree Financial	\$ 18,896,306	\$ 30,021.59
Huntington	\$ 40,782	\$ 2,895.04

The City of Trenton has several funds, dedicated to various purposes of local governance. These funds have distinct revenues which they are allowed to collect, and equally-distinct categories of spending that each fund can be used to provide for projects and city operations. As good stewards of public finances, the City has policies within its various funds to maintain minimum balances based on spending trends. These policies allow Trenton's operations to remain efficient and intact even in times of crisis. Ample reserves also contribute the City's respectable Bond rating of Aa3, which promotes access to low-interest debt to complete large-scale projects without undue debt burden. Reserves also allow for the collection of interest revenue to further improve the City's financial security. The City holds its funds in StarOhio - Ohio's Local Government Investment Pool - which operates as a liquid money-market fund. The City also invests in securities such as CDs, Municipal Bonds, Treasury Bonds, and Commercial Paper for more aggressive yields with its investment advisor, RedTree Financial. To maximize returns, funds are held in common with investment advisors and then interest earnings are distributed to those marked in bold above on a monthly basis.

This report is updated and presented to City Council monthly.

Finally, City Manager Nichols had an executive session request to consider confidential information related to marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance. As well as to consider the purchase of property for public purposes, also for the purpose of considering the employment or dismissal of a public employee or official and to confer with legal counsel.

Vice Mayor Perry made a motion to go into executive session for the above stated purposes, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent. Council went into executive session at 6:39pm.

A motion to come out of executive session was made by Councilman Agee, followed by a second by Vice Mayor Perry. Roll call was taken; 6 ayes, 0 nays, 1 absent.

A motion to adjourn the February 2nd Work session was made by Vice Mayor Perry, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent. The Council work session was adjourned at 7:25pm.

City of Trenton
REGULAR COUNCIL MEETING MINUTES
February 2nd, 2023 - 7:30 p.m.

CALL TO ORDER

Mayor Calvin Woodrey called the February 2nd Council meeting to order at 7:30pm.

PRAYER

Pastor Ron Wenzel from Trenton Mennonite Church led everyone in prayer, followed by the pledge of allegiance to our flag.

ROLL CALL

Council Clerk Laura Daley took roll call; all members of Council were present with the exception of Councilwoman Harris. A motion was made by Councilwoman Combs to excuse Councilwoman Harris, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent.

PRESENTATIONS

1. None.

APPROVAL OF MINUTES

1. Minutes of the January 19th, 2023 Council Work Session.
2. Minutes of the January 19th, 2023 Regular Council Meeting.
A motion to approve the January 19th Council work session and regular meeting was made by Vice Mayor Perry, followed by a second by Councilwoman Montgomery. Roll call was taken; 6 ayes, 0 nays, 1 absent.

CORRESPONDENCE

1. December 2022 Fund Balance Report.
Finance Director Matthew Mesisklis reviewed this report explain that this is the financial overview for all Funds and investments for December of '22. He explained that this report was discussed in Council work session and explained it showed no major financial changes.

AUDIENCE OF PUBLIC

None.

UNFINISHED BUSINESS

1. None.

PUBLIC HEARINGS

1. None.

NEW BUSINESS

1. A MOTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DOLL LAYMAN LTD. TO REHABILITATE AND REPLACE RESIN FOR TWO (2) SOFTNER VESSELS AT THE WATER TREATMENT PLANT AT A COST OF ONE HUNDRED THIRTEEN THOUSAND, ONE HUNDRED NINETY-THREE DOLLARS AND SEVENTY THREE CENTS (\$113,193.73) AND, FURTHER AUTHORIZING THE CITY MANAGER TO SIGN ALL REQUIRED DOCUMENTS RELATED THERETO.

A motion to authorize was made by Vice Mayor Perry, followed by a second by Councilwoman Montgomery. Roll call was taken; 6 ayes, 0 nays, 1 absent.

LEGISLATION

1. None.

REPORTS

City Attorney Nick Ziepfel had no reports.

Finance Director Matthew Mesisklis reported that a bin has been placed outside the Clerk of Courts office for the collection of electronics in need of recycling. This will be a service that is offered to the public. Some items may cost the City to recycle but some items the City will receive payment and any revenue that we receive for these items will be donated to the parks fund. Next he reviewed the upcoming property tax bills where resident's may have heard they will be seeing an increase in there taxes. He wanted to clarify that any increase is not die to anything within the City, these increases will be caused by the County and state. The County will be reinstating a couple inside millage levies that were put on hold to give tax payers some reprieve but those will go back into effect this year causing a homeowner within Butler County to see around an \$88 increase per \$100,000.00 value of their property. This is not controlled by any City official or City employee.

Clerk of Council Laura Daley had no reports.

City Manager Marcos Nichols had no reports.

AUDIENCE OF COUNCIL

Councilwoman Combs had no reports.

Councilman Perry had no reports.

Councilman Agee stated that if you have not already gotten your dog tags, the renewal fee has now gone up to \$28.00.

Councilwoman Montgomery had no reports.

Vice Mayor Perry had no reports.

Mayor Woodrey stated he went to Dayton this past week to be a part of a video conference regarding the City of Trenton joining the Riverway. The video will be shared at the Annual River summit.

ADJOURNMENT

A motion to adjourn was made by Vice Mayor Perry, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent. The February 2nd regular Council meeting was adjourned at 7:40 pm.

**City of Trenton Fund Balance and Investment Report
Month Ended 1/31/2023**

Fund	Fund Name	Fund Balance	Reserve Policy	Net Change (Month)	Policy	Interest Allocation
011	General	\$ 4,544,426	\$ 1,264,480.00	\$ (1,068,141)	5 Months	\$ 80,282.23
250	GF Stabilization	\$ 398,366	\$ 303,475.20	\$ -	10% GF Appropriations	\$ -
026	Water Revenue	\$ 2,109,875	\$ 649,142.50	\$ (11,140)	6 Months	\$ -
036	Water System Reserve	\$ 867,948	\$ 300,000.00	\$ (11,000)		\$ -
027	Water Rate Stabilization	\$ 304,723	\$ 300,000.00	\$ -		\$ -
025	Water Replacement and Improvements	\$ 304,723	\$ 300,000.00	\$ -		\$ -
028	Utility Credit Memo	\$ 30,379	\$ 30,000.00	\$ 1,677		\$ -
050	Utility Deposit Trust Fund	\$ 218,425	\$ -	\$ 1,440		\$ -
023	Water Debt Service	\$ 42,978	\$ -	\$ 38,161		\$ -
066	Sewer Revenue	\$ 1,168,850	\$ 579,302.00	\$ 41,653	6 Months	\$ -
076	Sewer Reserve	\$ 3,820,566	\$ 300,000.00	\$ (36,470)		\$ -
096	Refuse Collection	\$ 569,865	\$ -	\$ (9,138)		\$ -
166	Stormwater	\$ 166,173	\$ 155,371.50	\$ 9,585	6 Months	\$ -
102	Street Maint.	\$ 2,362,004	\$ -	\$ 1,184,222		\$ -
192	County Motor Vehicle	\$ -	\$ -	\$ -		\$ -
202	Municipal Motor Vehicle	\$ 206,937	\$ -	\$ 6,498		\$ -
218	Police Levy	\$ 1,590,011	\$ -	\$ (369,970)		\$ -
222	Fire Levy	\$ 722,364	\$ -	\$ (71,091)		\$ -
253	Tax Increment Equivalent Fund	\$ 2,302,940	\$ -	\$ -		\$ -
890	Employee Termination	\$ 144,315	\$ 143,361.00	\$ -	Based on Audit	\$ -

TOTAL Fund Balance	\$ 23,003,667	January Income Tax:	\$ 313,780
		January Interest Earned:	\$ 80,282

Bank	Balance	Earnings
1st Financial	\$ 1,150,208	\$ -
StarOhio	\$ 2,600,433	\$ 11,254.40
Redtree Financial	\$ 19,464,035	\$ 68,998.57
Huntington	78,699.82	\$ 29.26

The City of Trenton has several funds, dedicated to various purposes of local governance. These funds have distinct revenues which they are allowed to collect, and equally-distinct categories of spending that each fund can be used to provide for projects and city operations. As good stewards of public finances, the City has policies within its various funds to maintain minimum balances based on spending trends. These policies allow Trenton's operations to remain efficient and intact even in times of crisis. Ample reserves also contribute the City's respectable Bond rating of Aa3, which promotes access to low-interest debt to complete large-scale projects without undue debt burden. Reserves also allow for the collection of interest revenue to further improve the City's financial security. The City holds its funds in StarOhio - Ohio's Local Government Investment Pool - which operates as a liquid money-market fund. The City also invests in securities such as CDs, Municipal Bonds, Treasury Bonds, and Commercial Paper for more aggressive yields with its investment advisor, RedTree Financial. To maximize returns, funds are held in common with investment advisors and then interest earnings are distributed to those marked in bold above on a monthly basis. This report is updated and presented to City Council monthly.

City Council Meeting Staff Report

Report To: The Honorable Mayor Calvin Woodrey & Members of Council

Report From: Matthew L. Mesisklis, Finance Director

Agenda Item: A Motion authorizing a cash transfer of \$250,000 from the Tax Increment Equivalent Fund to the Parks Fund

Ordinance/Resolution/Motion <i>Motion</i>	1 st Reading Date: Motion Date: 02/16/23 Ordinance Date: Public Hearing Date:	Strategic Goals Connected Community Economic Vitality Operational Excellence Strong & Secure Neighborhood General Operations
Contract	Contract Required: No	Additional Document(s) Attached:
Fiscal Impact	Budgeted: Yes Expenditure: \$250,000 Source Funds: Various Funds	<i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report.</i>

Policy Issue

Does City Council wish to adopt: This transfer of funds to allow incentive district collections to pay for local park improvements pursuant to the Parks Master Plan?

Policy Alternative

City Council can choose to not approve: The City of Trenton has various approved uses for Residential Incentive District funds, including street and utility improvements, as well as public parks

Staff Recommendation

Staff recommends that Council receive this report and adopt the requested legislation.

Statutory/Policy Authority

- ORC and Ordinances of the City of Trenton, including the allowed uses of RID Funds

Fiscal Impact Summary

This cash transfer intends to be used as a base for which specific park improvements in the Parks Master Plan can be kicked off from, and does not itself spend the money requested.

Background Information

The City of Trenton collects property tax revenues in various RID districts differently than in most parts of town. A RID district’s revenues are concentrated into collections for the municipality and can pay for specific public improvements, rather than disbursed to various city and county levies. In this case, we are using RID moneys which have been collecting for over a decade as seed money for the approved Parks Master Plan.

MOTION

A MOTION AUTHORIZING THE CITY FINANCE DIRECTOR TO TRANSFER \$200,000 COLLECTED VIA THE MAPLE VIEW RESIDENTIAL INCENTIVE DISTRICT AND \$50,000 COLLECTED VIA THE VILLA PLACE RESIDENTIAL INCENTIVE DISTRICT FROM THE CITY'S TAX INCREMENT EQUIVALENT FUND TO THE CITY'S PARKS & RECREATION IMPROVEMENT FUND TO PREPARE FOR FUTURE PARK IMPROVEMENTS PURSUANT TO THE ADOPTED PARKS MASTER PLAN

Motioned by _____ authorizing the city finance director to transfer \$200,000 collected via the maple view residential incentive district and \$50,000 collected via the villa place residential incentive district from the city's tax increment equivalent fund to the city's parks & recreation improvement fund to prepare for future park improvements pursuant to the adopted parks master plan.

Seconded by: _____

Upon Roll Call, the Vote Resulted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

CERTIFICATION

I, the undersigned Clerk of Council, hereby certify that the above motion is a true and correct copy as passed by the Council of the City of Trenton on the ____ day of _____, 2023 and at least a majority of the elected voted in the affirmative on said motion.

Clerk of Council

MOTION

MOTION TO APPROVE THE VARIOUS APPOINTMENTS OF MEMBERS TO THE TRENTON COMMUNITY IMPROVEMENT CORPORATION AND THE PARKS AND RECREATION BOARD PER EXHIBIT "A"

Moved by _____ to approve the appointments of various Board Members per Exhibit "A".

Seconded by:

Upon roll call, the vote resulted as follows:

AYES: ____ NAYS: ____ ABSENT: _____

CERTIFICATION I, the undersigned Clerk of Council hereby certify that the foregoing is a true and correct copy of the motion as passed by the Council of the City of Trenton, this 16th day of February 2023.

CLERK OF COUNCIL

MOTION TO APPOINT – 2

2023

TRENTON COMMUNITY IMPROVEMENT CORPORATION

1.

2.

3.

4.

PARKS AND RECREATION BOARD:

1.

2.

PARKS & RECREATION BOARD

Member Duties & Responsibilities

Area of Responsibility:	Advisory Committee to City Council and City Manager pertaining to matters of public recreation and management of parks.
Term:	3 years
Appointed by:	City Council
Legal Basis:	City Charter, Article VI

PURPOSE

To act as an Advisory Committee in the Recreation and Parks Division with regard to recreational programs and facilities.

DUTIES

The Parks and Recreation Board shall act in an advisory capacity to Council and the City Manager in matters pertaining to public recreation and the acquisition, development, improvement and management of parks, park strips and other City property. It shall conduct studies of existing parks, recreational programs and facilities in the community, the need for improvement and extension thereof, and the need and feasibility of additional parks and recreation facilities and methods of financing the same. It shall consider plans for the better coordination of recreational facilities offered by various agencies in the community, and for the better administration and utilization of such activities, and shall report its findings and recommendations to Council and the City Manager. It shall perform such other duties relative to parks and recreational programs and activities as may, from time to time, be delegated to it by Council.

ADVISORS

City Staff shall provide advice and technical support for Commissions and Boards, but do not work for them. Staff is to be treated with respect and human dignity. Any breach, or abuse, of this may result in dismissal by the City Council.

REMOVAL

The City Council shall have the right to remove, for misfeasance, malfeasance or nonfeasance, by a two-thirds vote of Council, any appointed member of any board, commission, agency or authority created by or pursuant to this Charter. (Charter section 6.02). Members are expected to be present at all meetings, if possible. If the member is unexcused for two consecutive meetings, they may be removed from the Board or Commission with a two-thirds vote of Council.

TRENTON COMMUNITY IMPROVEMENT CORPORATION (CIC)

Member Duties & Responsibilities

07/01/82

Area of Responsibility:	Facilitate industrial, commercial, distribution and research development activities
Term:	Nominally one year, but functionally open-ended as members serve "until a successor is appointed"
Appointed by:	City Council, with certain powers to appoint and remove members given to the CIC Board. At least 40% of the Board must be elected or appointed officials of the City
Legal Basis:	Section 1724.10 of the Ohio Revised Code

DUTIES & POWERS

- A non-profit instrument for the City to facilitate industrial, commercial, distribution and research development
- Create opportunities for employment
- Increase tax valuation
- Sell and buy property

(the CIC has numerous powers that allow it to pursue the above objectives)

REMOVAL

A Board member may be removed for good cause by a vote of at least 90% of the remaining members of the Board

RESOLUTION NO. _____ -2023

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AND DELIVER ALL DOCUMENTS NECESSARY TO PARTICIPATE IN LITIGATION SETTLEMENTS WITH OPIOID MANUFACTURERS, TEVA AND ALLERGAN, AND PHARMACIES, CVS, WALGREENS AND WALMART, AND DECLARING AN EMERGENCY

WHEREAS, the people of the State of Ohio and its local communities have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities within the Opioid Pharmaceutical Supply Chain; and

WHEREAS, certain litigation has been brought by several states and local political subdivisions against opioid manufacturers, Teva and Allergan, as well as pharmacies, CVS, Walgreens and Walmart, so to attempt to remedy such aforementioned misfeasance, nonfeasance and malfeasance; and

WHEREAS, the City of Trenton, Ohio has been notified that settlements have been reached in the aforementioned litigation in excess of \$20 billion; and

WHEREAS, the State of Ohio has elected to participate in such settlements; and

WHEREAS, to participate in the settlement and receive settlement funds, it is necessary for the City to opt-in, and the City of Trenton, Ohio will receive no settlement funds if it does not elect to opt-in; and

WHEREAS, this Council finds and determines, after reviewing all pertinent information, that it is necessary and in the best interest of the City of Trenton, Ohio to authorize the City Manager to execute and deliver all documents necessary to participate in litigation settlements with opioid manufacturers, Teva and Allergan, as well as pharmacies, CVS, Walgreens and Walmart.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Trenton, Ohio:

Section 1: The City Manager is hereby authorized to execute and deliver all documents necessary to participate in litigation settlements with opioid manufacturers, Teva and Allergan, as well as pharmacies, CVS, Walgreens and Walmart.

Section 2: Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this resolution were taken in open meetings of this Council and any deliberations of this Council and any of its committees that resulted in this formal action were in meetings open to the public, in compliance with all legal requirements.

Section 3: This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the residents of the City of Trenton, Ohio and for the purpose of immediately participating in the

aforementioned settlements and opting in to do so within the provided timeframe, and shall take effect and be in force at the earliest period allowed by law.

Passed February 16, 2023
Ayes _____ Nays _____
Absent _____

Calvin Woodrey /s/ _____
Mayor

Rules Suspended February 16, 2023
Ayes _____ Nays _____
Absent _____

ATTEST:

Laura Daley /s/ _____
CLERK OF COUNCIL

CERTIFICATE

I, the undersigned Clerk of Council for the City of Trenton, Ohio, Ohio, hereby certify that the foregoing Resolution No. _____ -2023 is a true and correct copy as passed by the Council of the City of Trenton, Ohio on the 16th day of February, 2023 and that at least two-thirds of the elected members voted in the affirmative on said motion.

Clerk of Council

City Council Meeting Staff Report

Report To: The Honorable Mayor Calvin Woodrey & Members of the City Council

Report From: Matthew L. Mesisklis, Finance Director

Agenda Item: A Resolution altering the organization of the Finance Department by delineating roles of current finance clerks.

Ordinance/Resolution/Motion <i>Resolution</i>	1 st Reading Date: 2/16/23	Strategic Goals Connected Community Economic Vitality Operational Excellence Strong & Secure Neighborhood General Operations
	2nd Reading Date:	
	Motion Date:	
	Ordinance Date:	
	Public Hearing Date:	
Contract	Contract Required: No	Additional Document(s) Attached:
Fiscal Impact	Budgeted: Yes	<i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report.</i>
	Expenditure: \$0	
	Source Funds: Various Funds	

Policy Issue

Does City Council wish to adopt: these revisions to the classification and wage plan in preparation for the upcoming city-wide wage and classification study?

Policy Alternative

City Council can choose to not approve and maintain the departmental status quo of 3 finance clerks performing varied roles

Staff Recommendation

Staff recommends that Council receive this report and adopt the necessary legislation.

Statutory/Policy Authority

- **ORC and Ordinances of the City of Trenton**

Fiscal Impact Summary

Presently, the position changes would be title only. Future research will provide recommendations for altering the pay scale of the various finance positions

Background Information

Trenton’s 3 Finance Clerks have served the City since the mid-1990s, and have endured many operational changes and growth in the City. A result of such changes has specialized the roles of each employee beyond a generic role of clerk. Although all 3 employees are expected to receive payments and greet residents, Utility Billing is a complicated and tedious process that requires strong attention to detail and knowledge of practices, rates, and technologies in ways that is not as easily trainable as other roles. Accounts Receivable is more customer-facing and is primarily focused on applying payments received electronically and in-person to the proper account lines in our software and balancing bank deposits. Accounts Payable is less related to the other two, and involves upkeeping vendors, managing accounting reports, and processing all payments for the City, including payroll.

RESOLUTION NO. xx-2023

A RESOLUTION ALTERING THE WAGE AND CLASSIFICATION SCALE AS IT RELATES TO VARIOUS FINANCE DEPARTMENT EMPLOYEES, AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary that the City of Trenton, Ohio, maintain fair and equitable employee policies; and

WHEREAS, City Administration has determined the necessity to establish the positions of Utility Billing Administrator, Accounts Payable Specialist, and Accounts Receivable Clerk; and

WHEREAS, it has become necessary to maintain a schedule of salaries and wages which promote the retention of experienced employees and to permit the hiring of qualified new personnel;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TRENTON, BUTLER COUNTY, OHIO:

Section 1. That this Resolution provides for the creation of a full-time Utility Billing Administrator, a full-time Accounts Payable Specialist, a full-time Accounts Receivable Clerk, and reclassifies the position of Finance Clerk to a part-time role at a lesser compensation rate than currently applied.

Section 2. That this Resolution does not provide for any salary alteration of existing employees.

Section 3. That all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

Section 4. That this Resolution is hereby declared to be an emergency measure for the reason that it provides for the immediate preservation of public health, safety and general welfare, so that the City is properly staffed to perform current operations, and so that City finance employees may be paid under the 2023 Classification and Wage Plan (Exhibit A) and shall take effect immediately upon its passage.

PASSED _____
AYES _____ NAYS _____
ABSENT _____
First Reading 12/15/2022
Second Reading _____

Calvin Woodrey _____
Mayor
Rules Suspended
AYES _____ NAYS _____
ABSENT _____

ATTEST:

Laura Daley _____
Clerk of Council

CERTIFICATE

I, the undersigned Clerk of Council, hereby certify that the above Resolution is a true and correct copy as passed by the Council of the City of Trenton on the 15th day of December, 2022 and that at least two-thirds of the elected members voted in the affirmative on said Resolution.

Clerk of Council

City	Position	Annual Range							
		Ann. Min	Ann. Max	A	B	C	D	E	F
Finance	Finance Director/Treasurer	N/A	92,086	N/A	N/A	N/A	N/A	N/A	47.06
	Tax Commissioner	\$ 67,829	\$ 86,596	32.61	34.21	35.95	37.75	39.64	41.63
	Tax Training and Special Projects	N/A	N/A	32.61	34.21	35.95	37.75	39.64	41.63
	Finance and Tax Accountant	\$ 56,496	\$ 77,277	27.16	29.15	31.15	33.15	35.13	37.15
	Utility Billing Administrator	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Accounts Payable Specialist	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Tax and Finance Clerk	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Accounts Receivable Clerk	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Income Tax Clerk (PT)	N/A	N/A	15.70	16.47	17.35	18.23	19.17	20.17
	Finance Clerk (PT)	N/A	N/A	16.00	16.80	17.64	18.52	19.45	20.42