

TO: Village Council and Mayor Brown
FROM: Finance Sub-Committee, Rob Bartlett - Chair
RE: Operations Officer and Task List
DATE: January 13, 2022

The Finance Sub-Committee met on Thursday, January 13, 2022 at 3:00 pm to discuss the Operations Officer role for Mariemont. Present at the meeting were Finance Sub-Committee members Rob Bartlett, Kelly Rankin and Randy York, and Mayor Bill Brown.

Mr. York made modifications to the previous description for the Village Administrator role to address specific needs of the Village. Attachment A is the final version that was agreed to by the sub-committee. We agreed to call the role an Operations Officer. The role will be part time and will report to the Mayor. The role will have no direct reports. Based on other roles in other communities, we believe the pay could be up to \$32/hour. If council is in agreement with the role description, the next step will be to post the role and begin to accept applications. The sub-committee would then work with the Mayor to schedule any interviews. The Mayor will make the recommendation to Council who will then vote to approve.

As part of the role description review, the sub-committee also discussed there are a lot of actions or activities that do not fall under a committee but which still require follow up by either the Mayor or a council member, and that these items should be tracked and reviewed until they are resolved. The sub-committee is recommending that a section be added to the standing council agenda called "Task List" to capture these items. Either the Mayor or a council member will be assigned to each task. That person will then decide what the target date is for completion, similar to items that have been assigned to a committee. Attachment B is an initial cut at this Task List.

The final recommendation of the sub-committee is that at the first council meeting each month, the items in the Task List are reviewed by the Mayor and council. And at the second council meeting each month, each item that has been assigned to a committee be reviewed via a verbal update. The sub-committee believes implementing this process will help ensure that items are being addressed in a timely manner.

Respectfully Submitted,

Rob Bartlett, Chairman

Kelly Rankin, Member

Randy York, Member

Attachment A

The Village of Mariemont is seeking qualified candidates for a part-time Operations Officer role. Mariemont is a community of ~3,500 people, located 10 miles east of Cincinnati. Annual spending is typically around \$5 million.

Mariemont is a statutory village. As such, the Operations Officer is appointed by the Mayor with the approval of Council.

The Operations Officer reports directly to the Mayor, and is responsible for assisting the mayor and Village Council in the overall management and administration of the Village.

Responsibilities: the primary responsibilities of the Operations Officer include, but are not limited to:

- With direction of the mayor and Village Council organizes and manages the operations of the Village. Acts as project manager and oversees and manages projects as assigned by the mayor.
- Provides organization, management, and guidance to the mayor on human resource matters including the on-going updating and management of the Employee Manual, the development of a common annual review process for all full time employees, and the evaluation process of Department Heads. Also assists the mayor in setting personnel policies; succession planning, employee training, development, and discipline.
- Attends all council meetings, as well as committee or commission meetings as needed.
- Assist the Mayor in the preparation of the Village's annual budget; providing regular updates throughout the year on the status of the budget; proactively identifying financial issues and provides potential solutions.
- For new projects or services, develops scope of work, resources and funding required; negotiates contracts; once approved, oversees project implementation and coordination, tracking actual costs versus estimates and obtaining appropriate reimbursements.
- Proactively seeks out and obtains alternative funding sources such as government grants, non-profits, foundations, endowments, private citizens, etc., to support Village projects or services.
- Organize, manage, and coordinate Economic Development activities. Including working with third party resources, volunteer resources, and government/private resources. Identifies opportunities to improve the Village's tax base; recommends incentives and other activities that could be implemented to attract and retain businesses.
- Act as the Village representative to the Community Improvement Corporation (CIC), Hamilton County Development Corporation, Eastern Corridor Committee, Center For Local Government, the Port, and other groups to identify best practices and maximize opportunities for the Village.
- Work with each department and third party contractors to identify efficiencies and implement savings opportunities.
- Assist mayor in improving proactive communication to residents, commercial stakeholders, renters, landlords, and business owners.

Attachment B

Task List

Task	Person Accountable	Target Date for completion
2021 Financial Recap to council with commentary/explanations	Mayor	???
Creating a Village Foundation	Mayor	???
Convene Audit Committee, provide direction and most recent audit	Mayor	???
Finish work on Murray Path and submit invoices to ODNR for reimbursement	Mayor	???
Bell Tower bathroom improvements	Mayor	???
Boat House roof repair and potential grants to help fund	Mayor	???
Clean up of Village (fire hydrants, benches, curbs, etc)	Randy	???
Assessing parks, what needs to be fixed, potential grants to help fund	Randy	???
Swim Pool: a) Implementation of new contract and all associated items b) List of activities identified by Pool Commission is addressed by Village c) Fixing leak at the pool d) Determine who will manage concession stand e) Ed Beck's role f) Long term master plan for pool and facilities	Mayor Mayor Mayor Mayor Mayor ???	??? ??? ??? March, 2022 ??? ???
Master Plan for improving office space utilization in Municipal Building	Mayor	???
Find backfill/replacement for Fiscal Officer and Assistant Fiscal Officer	Mayor	End of 2022
Relaunch of rental inspection program	Mayor	???
Improvements to Bell Tower baseball fields, including batting cage	Mayor	???