

TO: Village Council and Mayor Brown  
FROM: Finance Sub-Committee, Rob Bartlett - Chair  
RE: Long Term Organization Structure  
DATE: August 31, 2023

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The Finance Sub-Committee met on Thursday, August 31, 2023 at 4:00 pm to discuss the four different elements of the Ohio Plan proposal. Present at the meeting were Finance Committee Chair Rob Bartlett, Finance Committee Members Kelly Rankin and Rand York, Mayor Bill Brown, Part Time Administrator Chuck Barlow, Superintendent John Scherpenberg and Village Engineer Chris Ertel.

One of the four elements of the Ohio Plan proposal was working on the right long term organization structure for the Village. From previous salary benchmarking work done by the Finance Committee, attached is a document which shows how our Village Office compares versus other similar sized communities. We also reached out to the Center for Local Government, who shared that of the 21 communities that are members, only 4 (including Mariemont) do not have a full time Village Administrator.

After some discussion, the Finance Sub-Committee agreed that the long term goal should be for us to have a full time Village Administrator, a full time Fiscal Officer (when Mrs. Van Pelt retires), a full time Tax Administrator, and a full time Staff Assistant. However, no timeline has been set for reaching this end state.

Respectfully Submitted,

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Rob Bartlett, Chairman

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Randy York, Vice-Chairman

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Kelly Rankin, Member

	Mariemont		Fairfax		Newtown		Terrace Park		Amberley Village		Columbia Township	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Tax Administrator	1											
Tax Assistant		1										
Tax Clerk JED Zone												1
Village Administrator		1	1				1		1		1	
Senior Admin Assitant	1				1							
Staff Assistant	1									1		
Fiscal Officer		1	1		1				1		1	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>
Population (2021)	3,479		1,749		2,671		2,333		3,820		4,507	
Total Revenue (\$k)	\$5,523		\$5,772		\$3,377		\$2,153		\$7,587		\$5,921	
Comments	Tax Assistant to allow Tax Admin to do some Village Admin work Fiscal Officer = 0.5 FTE Senior Admin Asst does HR/Payroll Steiff Asst does General Ledger		Outsourced Tax to RITA Fiscal Officer oversees RITA, too Newtown tried a part time Village Administrator for 2 years		Admin Asst is also Fiscal Officer No income tax, so no Tax Office Police Chief is also Village Administrator		Fiscal Officer also does admin duties (calls/walk-ins) Police and Fire are contracted out, JED Zone Clerk is located in Fairfax but is paid by Columbia Twsp					

FTE = Full Time Equivalent

Other communities with full time Administrator: Glendale, Wyoming, Silverton, Deer Park, Golf Manor, Greenhills, Bellbrook