RECORD OF RESOLUTIONS

Resolution No. 47-2026 *Passed:* October 27, 2026

A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE, TO ENTER INTO, AND TO TAKE ALL STEPS NECESSARY TO EXECUTE AN AGREEMENT WITH THE SHARED RESOURCE CENTER TO PROVIDE FISCAL SUPPORT AND RELATED SERVICES ON AN AS-NEEDED AND AS-AVAILABLE BASIS.

WHEREAS, the City Manager has determined that the City of West Carrollton requires access to qualified fiscal and financial personnel to support the effective administration of the City's financial operations and related responsibilities; and

WHEREAS, the Shared Resource Center ("SRC") is a regional council of governments established pursuant to Ohio Revised Code Chapter 167 that provides shared services and has qualified personnel available to perform fiscal and related services for public entities; and

WHEREAS, the SRC has offered to provide fiscal support services to the City on an as-needed and as-available basis, under the direction and supervision of the City Manager, or her designee, utilizing appropriately trained and qualified personnel; and

WHEREAS, SRC has provided related services to more than 30 local government entities, and dozens of school districts in Ohio; and

WHEREAS, staff has performed reference checks and has received favorable feedback regarding SRC's performance from other local government entities; and

WHEREAS, the proposed agreement establishes hourly rates for fiscal support services, including finance director and interim finance director services, assistant finance director services, accounts payable and receivable, data entry, payroll, and consulting services; and

WHEREAS, the proposed agreement provides access to such services subject to corresponding operating and maintenance budgetary appropriations, but does not require the City of West Carrollton to utilize a minimum amount of services; and

WHEREAS, the agreement provides for services during the period commencing October 15, 2026, and ending December 31, 2027, with the option to extend the agreement for up to one additional year upon written request of the City Manager and agreement of the SRC; and

WHEREAS, the City finds that access to these services on a flexible, as-needed basis will provide an additional resource to support the continuity and effectiveness of the City's fiscal operations; and

WHEREAS, the City Council finds that entering into the agreement with the Shared Resource Center is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WEST CARROLLTON, OHIO:

RECORD OF RESOLUTIONS

Resolution No. 47-2026 *Passed: October 27, 2026*

Section 1: The City Manager, or her designee, is authorized to negotiate, to enter into, and to take all steps necessary to execute an Agreement, attached hereto and incorporated herein by reference as "Exhibit A", with Shared Resource Center. The City Manager is authorized to extend the agreement subject to ongoing need and available budgetary appropriations.

Section 2: The City Manager, Finance Director, or their designee, is authorized and directed to take all steps necessary to facilitate payment in accordance with Exhibit A.

Section 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4: This resolution shall be in full force and effect from and after its date of passage.

Passed: October 27, 2026

Robin B. Babbert
Mayor

Attest: Tracy Moore
Clerk of Council

Effective Date: October 27, 2026

AGREEMENT TO PROVIDE SERVICES

SHARED RESOURCE CENTER

and

THE CITY OF WEST CARROLLTON

Fiscal Support Services

This Agreement is entered into on _____, by and between the **CITY OF WEST CARROLLTON** (hereinafter the "**CITY**"), and the **GOVERNING BOARD OF THE SHARED RESOURCE CENTER**, a regional council of governments established pursuant to Ohio Revised Code Chapter 167 (hereinafter "**SRC**"). Collectively, the parties will be referred to as "the Parties". This Agreement is entered into for the purpose of compensating the SRC for providing the City with fiscal support services pursuant to the Terms of Agreement below.

WITNESSETH:

WHEREAS the SRC provides shared services to member and non-member entities; and

WHEREAS the SRC has qualified personnel available to perform financial and other services as are typically performed in public entities in the State of Ohio; and

WHEREAS the City has a need for such financial services; and

WHEREAS the SRC and the City each represent and warrant to the other party that they possess all necessary rights, power, and authority to enter into this Agreement and to fully perform each and all of their respective obligations hereunder.

WHEREAS the City deems it in their best interests to obtain fiscal and related services from the SRC; and

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Terms of Agreement**

   The SRC will provide the City with fiscal support services, on an as needed, as available basis, at the direction and supervision of the City Manager. Services will be provided by appropriately trained and qualified personnel from October 15, 2026, through December 31, 2027.

   Services under this Agreement will be provided on-site and off-site as appropriate for the job, but which are agreed to typically fall between the regular business hours (8:00 a.m. – 4:30 p.m., Monday – Friday).

2. Compensation

A. Hourly Services

The City shall pay the SRC at the following hourly rate(s) for the services of SRC employees as set forth in Section 1 above, during the term of this Agreement.

1.	Finance Director/ Interim Finance Director ..... $	175.00
2.	Assistant Finance Director..... $	100.00
3.	AP / AR..... $	90.00
4.	Data Entry ..... $	75.00
5.	Payroll..... $	110.00
6.	Consulting..... $	200.00

If services are requested under circumstances determined to be an emergency or exceed eight (8) hours in a day, the hourly cost shall be invoiced at time and a half of the current hourly rate. The hourly amounts may be increased but not decreased during the life of this Agreement.

Unless otherwise agreed, payment will be made monthly, within thirty (30) days of the date of the invoice for services. Proper invoices will be submitted.

3. Actual and Necessary Reimbursements

The City agrees to reimburse the SRC for travel consistent with the City's policy and with pre-authorization if the City requires representation off site or inner-city travel.

Unless otherwise agreed, payment will be made monthly, within thirty (30) days of the date of the invoice for services. Proper invoices will be submitted.

4. Benefits

It is expressly understood that SRC personnel who provide services under this Agreement shall be agents and are not "employees" of the City. The SRC personnel who provide services under this Agreement were and continue for all purposes to be exclusively employed by the SRC. The SRC will be the employer of said personnel and will be solely responsible for their compensation and benefits, including but not limited to retirement contributions, payroll taxes, unemployment costs, and worker's compensation coverage.

5. Professional Liability Insurance

The City will provide professional liability insurance coverage protecting SRC employees performing work under this Agreement from liability from claims, suits, actions, and legal proceedings brought against them in their official capacity as agents of the City and while acting within the scope and course of said agency and appointment. The liability insurance policy shall identify the SRC as an insured party. **This paragraph shall not be construed to require the purchase of additional insurance if a general liability policy is already in effect.**

Exhibit A

The SRC shall provide professional liability insurance coverage protecting the City from errors and omissions of personnel funded through this Agreement. All responsibility for banking and processing fees, processes, and payment of the City employees remains the responsibility of the City.

6. Effective Dates

A. Term

The effective term of this Agreement shall be October 15, 2026, through December 31, 2027, on an as needed, as available basis.

B. Extension

This Agreement can be extended for up to one year, as needed, as available, with a five percent (5%) increase of the hourly rate(s), upon request of the City Manager, in writing, and with agreement of the SRC.

7. Conflicts with Law

This Agreement shall be subject to and construed in accordance with the laws of the State of Ohio. Any provision hereof declared invalid or unenforceable by a court of competent jurisdiction shall be severed and the remaining terms continued in full force and effect.

8. Agreement Modifications

The City and the SRC shall fulfill all aspects of this Agreement. Any exceptions or modifications to this Agreement shall be made in writing and signed by the City and the SRC.

9. Termination of Agreement

This Agreement may be terminated by:

A. Mutual Agreement of the parties.
B. Upon the giving of thirty (30) days written notice by the SRC to the City or by the City to the SRC, in which event this Agreement and all obligations hereunder shall cease at the expiration of thirty (30) days following delivery of such notice.

10. Complete Understanding

The SRC and the City each represent and warrant to the other party that they possess all necessary rights, power, and authority to enter into this Agreement and to fully perform each and all of their respective obligations hereunder.

This Agreement expresses and contains the entire agreement between the parties, and supersedes and replaces any prior or contemporaneous agreements, understandings, or arrangements between the parties, whether verbal or written. This Agreement may be modified by a written instrument signed by both parties.

Exhibit A

WHEREFORE, the parties have indicated their Agreement and intent to be bound to the above terms by affixing their signatures below.

GOVERNING BOARD OF THE SHARED RESOURCE CENTER

By: _____
Executive Director

Dated:_____

CITY OF WEST CARROLLTON

By: _____

Date:_____

Exhibit A