

CITY OF CLAYTON, OHIO

RESOLUTIONS AND ORDINANCES

December 18, 2025

OLD BUSINESS

ORDINANCES (SECOND OF TWO READINGS)

ORDINANCE NO. O – 12 – 25 – 34

AN ORDINANCE ADOPTING THE 2026 JOB CATEGORIES AND WAGE SCALE FOR THE CITY OF CLAYTON, OHIO; ESTABLISHING CLASSIFICATIONS, PAY GRADES, AND COMPENSATION ADMINISTRATION AND DECLARING AN EMERGENCY

WHEREAS, The purpose of this Ordinance is to adopt and implement the 2026 Job Categories and Wage Scale for City of Clayton employees, to ensure competitive and equitable compensation, to align classifications with operational needs, and to provide for uniform administration consistent with applicable provisions of the Ohio Revised Code and the Clayton Codified Ordinances; and

WHEREAS, This Ordinance is enacted pursuant to the municipal home rule authority conferred by Article XVIII, Section 3 of the Ohio Constitution, applicable provisions of the Ohio Revised Code, and the Clayton Codified Ordinances authorizing Council to establish and fund positions, classifications; and compensation for municipal employees; and

WHEREAS, Council finds that:

- A staff report titled “Staff Report 2026 Job Categories and Wage Scale” was prepared and presented to Council and forms the basis for this action.
- The City has reviewed market conditions, internal equity, legal compliance, budgetary impacts, and operational requirements.
- Adoption of the 2026 scale promotes continuity of operations, recruitment and retention, fiscal responsibility, and compliance with applicable wage and hour requirements; and

WHEREAS, For purposes of this Ordinance:

3.1 “Job Category” means a grouping of related positions based on function, responsibility, and required qualifications (e.g., Administrative, Public Safety, Public Works, Professional/Technical, Seasonal/Temporary).

3.2 “Classification” means a distinct position title within a Job Category reflecting a defined scope of duties, minimum qualifications, and pay grade assignment (e.g., Finance Director, City Planner, Police Officer).

3.3 “Pay Grade” means a numeric or alphanumeric level in the compensation structure associated with a salary or hourly wage range, including minimum, midpoint, and maximum rates.

3.4 “Wage Scale” means the 2026 schedule of pay grades and corresponding rates adopted by this Ordinance, including rules for placement and movement within ranges.

3.5 “Exempt/Non-Exempt” refers to Fair Labor Standards Act (FLSA) exemption status.

3.6 “Step” means a defined progression point within a pay range, if steps are utilized.

3.7 “COLA” means cost-of-living adjustment; and

WHEREAS, The document entitled “Staff Report 2026 Job Categories and Wage Scale on file with the Clerk of Council, is adopted by reference as the City’s 2026 Job Categories and Wage Scale (the “2026 Wage Scale”), including:

- Job Categories and Classifications (titles and FLSA status);
- Pay Grade structure and the salary/hourly ranges for each grade;
- Step structure (if applicable), progression methodology, and effective rates;
- Position control and authorized headcount by department; and

4.2 Attachment. A copy of the 2026 Wage Scale, labeled “Exhibit A – 2026 Job Categories and Wage Scale,” is attached hereto and incorporated herein by reference.

4.3 Authority to Publish. The Clerk of Council is authorized to publish Exhibit A in summary form and to maintain the full exhibit for public inspection; and

WHEREAS, Implementation of the 2026 Wage Scale is contingent upon lawful appropriations adopted by Council. Department directors shall manage salary obligations within approved budgets.

5.2 Mid-Year Adjustments. The City Manager may recommend mid-year adjustments to address recruitment/retention, market shifts, or internal equity, subject to Council approval where required.

5.3 No Vested Rights. Placement within a range does not create a property interest in a particular rate or future increase. Prior tolerance of deviations does not create vested rights; and

WHEREAS, The City Manager is authorized to interpret and administer this Ordinance and Exhibit A, to issue implementing procedures consistent herewith, and to resolve ambiguities in a manner consistent with law and Council intent.

6.2 Recordkeeping. Human Resources shall maintain official classification specifications, pay ranges, FLSA determinations, and individual placement records, and shall provide reports to Council upon request.

6.3 Audit. The City reserves the right to audit compensation administration for compliance and equity and to take corrective action as necessary; and

WHEREAS, This Ordinance and the 2026 Wage Scale shall take effect on the first payroll period beginning on or after January 1, 2026, unless otherwise stated in Exhibit A.

7.2 Retroactivity. If Council determines retroactive effect is necessary to ensure continuity of pay, adjustments may be applied retroactively to January 1, 2026, as authorized in Exhibit A or a subsequent Council action; and

WHEREAS, If any provision of this Ordinance is held invalid or unenforceable, such invalidity shall not affect other provisions that can be given effect without the invalid provision, and to this end the provisions are severable; and

WHEREAS, All prior ordinances or resolutions, or parts thereof, that are inconsistent with this Ordinance or Exhibit A are hereby repealed or superseded to the extent of such inconsistency, effective as of the earliest period allowed by law following adoption and authentication.

Clerk's Certification

The Clerk of Council is directed to certify the adoption of this Resolution, attest to its accuracy, and maintain it in the City's legislative records. The Clerk shall further provide copies to the Finance Director and all affected departments.

ADOPTED BY COUNCIL ON DECEMBER 18, 2025

NEW BUSINESS

RESOLUTIONS (SINGLE READING AND IMMEDIATE ENACTMENT)

RESOLUTION NO. R – 12 – 25 – 81

**A RESOLUTION APPROVING AMENDMENT OF 2025
APPROPRIATIONS AND ESTIMATED RESOURCES**

WHEREAS, during the operation of the City of Clayton certain expenditures are required to provide required governmental services; and

WHEREAS, the expenditures must be in accordance with requirements provided by applicable state law and be applied against certain designated City funds; and

WHEREAS, certain transfers of moneys within and between specified City funds may be required to comply with accounting requirements established by the office of the State Auditor of Ohio; and

WHEREAS, certain appropriations are necessary to authorize payment from certain funds: and

WHEREAS, Council previously approved the Original Certificate of Estimated Resources and Appropriations: and

WHEREAS, the Finance Director has requested amendment of the 2025 Appropriations and Estimated Resources with respect to the below indicated funds.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CLAYTON, STATE OF OHIO:

1. That the following amendments are hereby approved as follows and all of the appropriation amendments are for operating expenses:

<u>Fund</u>	<u>Estimated Resources</u>	<u>Appropriations</u>
Police (201)	\$1,500.99	\$1,500.99
Law Enforcement Trust (227)	\$2,000	
EMS (325)	\$3,675	\$3,675
		(\$14,000) personnel
		\$14,000 operating
Fire Trust (330)	\$6,000	\$6,000
Street Lights (501)	\$3,025	\$3,025
Wenger Village TIF (710)	\$5,610	\$7,709.23
Grand Traditions TIF (711)		\$661.44
JEDD Tax (953)	\$59,676	\$122,732
Agency (954)	\$243.21	\$243.21

2. That the Finance Director is hereby authorized, empowered and directed to take all action necessary to affect such amendments and appropriations and evidence same on the books and financial record of the City.

ADOPTED BY COUNCIL ON DECEMBER 18, 2025

RESOLUTION NO. R – 12 – 25 – 82

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR INSPECTION OF THE HOKE ROAD WIDENING PROJECT

WHEREAS the City of Clayton (the City) has undertaken a multi-phase public improvement known as the Hoke Road Widening Project (the Project) to improve traffic flow and safety along Hoke Road; and

WHEREAS the Miami Valley Regional Planning Commission (MVRPC) has awarded grant funding to support the Project, subject to applicable grant administration and reporting requirements; and

WHEREAS the City’s staff report titled “Hoke Rd. Widening” dated [December 12, 2025] (the Staff Report) recommends: (a) for Phase 1 (Smith Road north to Wenger Road, including a roundabout), the selection of CTL Engineering, Inc. for construction engineering/inspection services, with the City responsible for twenty-one percent (21%) of the construction engineering/inspection costs, not to exceed Forty-One Thousand Two Hundred Thirty-Six Dollars (\$41,236), to be included in the City’s yearly construction budget; and

WHEREAS in connection with Phase 1, the Project is estimated to commence in or about April 2026, and

WHEREAS the City Manager, as the contracting authority for the design and inspection phases, requires formal authorization to negotiate, execute, and administer contracts for the above-described services, consistent with applicable Ohio law, ODOT standards where applicable, and MVRPC grant requirements;

Now, therefore, be it resolved by the Council of the City of Clayton, Ohio, that:

1. Authorization for Phase 1 Construction Engineering/Inspection

1.1. The City Manager is authorized to negotiate, execute, and deliver on behalf of the City a contract with CTL Engineering, Inc. for construction engineering/inspection services for the Hoke Road Widening Project, Phase 1 (Smith Road to Wenger Road, including the roundabout), substantially consistent with the recommendations set forth in the Staff Report.

1.2. The City's share of the cost for Phase 1 construction engineering/inspection shall be twenty-one percent (21%), in a total amount not to exceed Forty-One Thousand Two Hundred Thirty-Six Dollars (\$41,236), inclusive of all City obligations for such services, which amount shall be paid from appropriations in the City's yearly construction budget.

ADOPTED BY COUNCIL ON DECEMBER 18, 2025

RESOLUTION NO. R – 12 – 25 – 83

AN RESOLUTION AUTHORIZING THE CITY OF CLAYTON TO ENTER INTO A CONTRACT WITH AMERICAN STRUCTURE POINT INC. FOR DESIGN ENGINEERING SERVICES, AND AUTHORIZING THE EXPENDITURE OF FUNDS NOT TO EXCEED \$630,000 FROM THE CITY'S CONSTRUCTION BUDGET; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Clayton Staff recommends in its' report approval of a contract for design engineering services with American Structure Point Inc. for the next phase of the Hoke Road Widening project; and

WHEREAS, the Staff reports that the City of Clayton is responsible for one hundred percent (100%) of the design engineering costs for Phase 2A, in an amount not to exceed Six Hundred Thirty Thousand Dollars (\$630,000), which is to be funded from the City's yearly construction budget; and

WHEREAS, the City Council finds and determines that adopting the recommendations contained in the Staff Report is in the best interests of the City and its residents, promotes public safety and infrastructure reliability, and is consistent with applicable procurement requirements, grant conditions (if any), and budgetary controls under Ohio law and municipal regulations; and

WHEREAS, the City Council desires to authorize the City Manager and/or the Public Service Director to take all necessary actions to enter into and administer the contract consistent with the Staff Report and this Resolution.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLAYTON, OHIO:

1. **Authorization to Contract**
The City Manager, or designee, is authorized to negotiate, approve, and execute, in a form approved by the Law Director, a contract with American Structure Point Inc. for design engineering services for the Hoke Road Widening project, Phase 2A, consistent with the scope and terms contemplated in the Staff Report.
2. **Appropriation and Expenditure Limit**
The Finance Director is authorized to allocate and expend funds from the City's yearly construction budget in an amount not to exceed Six Hundred Thirty Thousand Dollars (\$630,000) for the design engineering services authorized herein, together with customary ancillary and incidental costs necessary to effectuate the contract, provided the total amount shall not exceed the stated cap absent further Council authorization.
3. **Compliance with Laws; Procurement; Grant Conditions**
All actions taken pursuant to this Resolution shall comply with applicable provisions of the Ohio Revised Code, the Codified Resolutions of the City of Clayton, competitive procurement requirements (as applicable), and any grant terms and conditions associated with the project. The City Manager and staff are authorized to implement procedures to ensure such compliance, including documentation, reporting, and contract administration.
4. **Administration; Further Actions**
The City Manager, Public Service Director, Finance Director, and Law Director are authorized to take all further actions, execute all documents, and issue all approvals necessary to carry out the intent of this Resolution, including change orders or amendments that do not cause the total authorized expenditure to exceed the not-to-exceed amount stated above.
5. **Findings; Best Interest**
Council finds and determines that the adoption of the Staff Report recommendations and authorization to proceed with design engineering services are necessary to advance the Hoke Road Widening project, protect public safety, and serve the public convenience and welfare.
6. **Effective Date**
This Resolution shall take effect and be in force at the earliest period allowed by law.

ADOPTED BY COUNCIL ON DECEMBER 18, 2025
