RECORD OF PROCEEDINGS
Minutes of the Village of South Amherst
REGULAR COUNCIL
July 15, 2024

Call to order:
7:00 p.m. – The council meeting was called to order by Mayor Scott Jones and opened with the Lord's Prayer followed by the Pledge of Allegiance.

The roll was called:

Councilmember Michele Jeffers	P
Councilmember Robb Koscho	P
Councilmember Michael Sangiacomo	P
Councilmember Becky Siesky	P
Councilmember David Troike	P
President Pro Tempore Jeanne Maschari	P

Ex officio members:

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	EA
Law Director Matthew Mishak	EA
Utility Admin. David Valentine	P

(EA – excused absences)

APPROVAL OF AGENDA July 15, 2024 additions of Eastwood Environmental, Inc. contract and Fallen 14 Memorial placement.
Councilmember Jeffers moved to approve the agenda as presented. Councilmember Siesky seconded the motion.
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

APPROVAL OF MINUTES June 24, 2024
Councilmember Maschari moved to approve the Minutes of June 24, 2024 as presented.
Councilmember Koscho seconded the motion.
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

APPROVAL OF MINUTES June 26, 2024
Councilmember Troike moved to approve the Minutes of June 26, 2024 as presented.
Councilmember Siesky seconded the motion.
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

VISITORS
Cemetery Board: Chris Gallagher
CED: Jeri Leigh Siss
SAFD: Assistant Chief Ron Zaleha, Kyle Kudela, Clayton Spiegelberg
Madison Spiegelberg & Lori Zaleha

MAYOR
Swearing-In
Firefighter Clayton Spiegelberg was sworn-in as a fulltime firefighter. The Bible was held by Madison Spiegelberg.

Interim Fire Chief Appointment
Councilmember Koscho moved to approve Ron Zaleha as the Interim Fire Chief.
Councilmember Siesky seconded the motion.
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Assistant Fire Chief Ron Zaleha was sworn-in as the Interim Fire chief.

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FISCAL OFFICER

Payment Listing

Presented to council.

Financial Reports

The following reports were presented to council: Fund Summary, Revenue Summary, Appropriation Summary.

June Reconciliation

Completed and ready for council signatures.

"Then & Now" Purchase Order #312-2024

The purchase order was for Locke's Go Green who had changed their invoice protocol and the fiscal officer had not been receiving invoices. There was an outstanding invoice from May for foundations at a total of $4164.55

Councilmember Troike moved to approve the "Then & Now" Purchase Order #312-2024.

Councilmember Maschari seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

RECORDS CLERK

June Construction Report

B/Z	ADDRESS	DESCRIPTION
B	416 Leonard	Garage, electrical
B	106 Wallu	HVAC
BZ	117 Buckeye	Deck, roof
B	432 Annis	Siding
B	239 S Lake	Re-roof
B	324 Fern	Re-roof
B	20E Main	Re-roof
B	6271 Russia	Re-roof
B	109 Kenwood	Windows
Z		garage
Z		Pole barn
Z		concrete
Z		fence

2025 Calendar

Councilmember Troike moved to table the 2025 Village Calendar until August 12, 2024.

Councilmember Jeffers seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Records Retention Approval

The Mayor's Court and Fire Department Retention Schedules have been approved by the State.

Fraud Training

Friendly reminder to please do your State Auditor Fraud training and email a copy to **recordsclerk@southamherst.org**

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UTILITY ADMINISTRATOR

Consumption Report – June

The report has come down by 900,000 gallons. A service line leak was found and corrected on S. Lake St. There is 110,800 gallons unaccounted in June for which is a major improvement from a million.

Frey Software

The Utility Administrator contacted the Village of Attica which has been served by Frey for 10+ years and Shelby County who has been served for 24 years both entities gave positive reviews. The Village of New Holland was not available.

Councilmember Troike moved to approve the purchase of Frey Software. Councilmember Koscho seconded the motion.

Discussion: Councilmember Maschari requested to see the company presentation. The Utility Administrator stated that he could set up a one-on-one presentation.

Jeffers **x** Koscho **x** Maschari **Nay** Sangiacomo **x** Siesky **x** Troike **x** Motion carried.

Shut offs

Total of 9 shut offs for the month. Currently, 2 are still shut off.

DEPARTMENTS

Fire (Interim Fire Chief Zaleha presented.)

June Call Report

Fire	EMS	MVA	Mutual	Other
1	15	3	4	2

Interim Fire Chief Zaleha thanked the mayor and council for their support.

Radio issues have been resolved with the 700 frequency for the new frequency. A new programming issue has occurred but only affects the department with what we see on the radios. There was evidently a miscommunication between former Chief Crawford and Cleveland Communications Inc. In order to fix the issue, it would cost $2,900.00 to get the original channel settings back. We are able to work on the issue and live with what we have. A request was made to see the original paperwork and I was sent a signed copy of the agreement, so there is no recourse. There is one programing glitch in the program which has nothing to do with our radios that CCI is looking into.

Several department members have stepped up during the transition. Fortunately, there have been no major incidents and area departments have offered help as needed. A few members have expressed concern about the village taking over the department, which Interim Chief Zaleha has reassured those individuals that is not the case. Some former members have expressed an interest in returning to the department.

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Grants – in need of turnout gear. Expired gear needs to be eliminated due to liability. 10-12K balance remaining on current grant. There are some outstanding invoices from former Chief Crawford that have not been processed as of yet, that is why there is not an exact balanced amount. A meeting will be scheduled with Elyria Township Assistant Chief Art Mead to discuss additional grant opportunities.

SCBA fit testing (air masks) has been completed. The Cascade System used to refill air bottles is out of NFPA compliance. The estimated cost to bring the system up to compliance would be $27,000.00. Also, the large bottles used for the system are supposed to be pressure checked every 5 years and that was not done. The pressure testing needs to be done at least within the next couple of months.

Association officers are in the process of acquiring the financial records and account access from Mr. John Crawford.

There is one auxiliary member who has enrolled at EHOVE for the FF I Training. Lorain County Chiefs Association is only offering FF II class this fall.

Exterior door replacement for the chief's office is needed. Lakeland Glass will provide an estimate for the door and installation.

BOARDS

Cemetery (Board member Chris Gallagher presented.)

Ohio Department of Commerce Grant

At this point it is 90% completed. If approved the grant would be used for the Fallen 14 Memorial which would be a beautiful addition to Evergreen Cemetery because people could visit the memorial year-round to reflect on the contributions of our military.

COMMITTEES

Bldg.& Grounds (councilmember Troike presented.)

Fallen 14 Location

Councilmember Troike moved to approve the Fallen 14 Memorial at Evergreen Cemetery. Councilmember Maschari seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Jeri Leigh Siss did reach out to IRG regarding the possibility of using sandstone from the South Amherst Quarries for the columns. A request was also made to a quarry in Birmingham.

Town hall roof painting quote

Only 2 vendors in this area paint metal roofs. The one estimate that was received was in the council packet.

Parking lot seal quote

Now that the town hall parking lot has been in place for a year, it does need to be sealed. Only 1 company submitted an estimate, Anything Asphalt.

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Councilmember Troike moved to have the town hall parking lot sealed by Anything Asphalt. Councilmember Maschari seconded the motion.
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Street-Sidewalk-Service (Service presented.)
Guardrail Installation
Cuyahoga Fence will be installing the guardrail at Russia & Annis Rd.

Safety (Councilmember Jeffers presented.)
The review of SOP's has been completed by Chris Jeffers and once the new chief has been selected it is recommended to have a meeting to review, between the committee and the new chief. Councilmember Maschari will correlate the SOP's.

At the July 1 meeting, discussion was held concerning the return date of treasurer documents for the SAFD Association that John Crawford has in his possession. In-depth discussion was held on possible alternative uses for the 2015 Ford Explorer that was purchased as a command vehicle but cannot be used as such. A prior recommendation was made for any female firefighter being fitted for gear, that there would be a second female present. The recommendation was never followed through with.

Community & Economic Development (Jeri Leigh Siss presented.)
Halloween
Councilmember Koscho moved to approve that the Halloween Parade & Trick or Treat always be on the 4th Saturday of October. Councilmember Troike seconded the motion.
Discussion:
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Tree Lighting
Councilmember Troike moved to approve Tree Lighting always be on the first Friday of December. Councilmember Siesky seconded the motion.
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Monthly Meetings
To be held the first Tuesday of the month at 5:30 through the end of 2024.
Councilmember Maschari moved to allow access to the town hall for the CED committee. Councilmember Troike seconded the motion.
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

ORDINANCE
Ordinance No. 1807-24 *(First Reading)* An Ordinance Amending Section 921.05 Turn-on Fee as it pertains to the fee rate effective 1 October 1 2024.

RESOLUTION
Resolution No. 735-24 *(Final Reading)* Aislinn Consulting, LLC Agreement for

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Development of Property Maintenance Code

Councilmember Koscho moved to approve Resolution No. 735-24. Councilmember Maschari seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike **Nay** Motion carried.

Resolution No. 740-24 *(Second Reading)* Contribution to Qualified Employees' Health Insurance Coverage

MISCELLANEOUS

2015 SUV

Councilmember Maschari moved to have the 2015 Ford Explorer become part of the Service Department fleet. Councilmember Troike seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Councilmember Troike moved to have the service vehicle lettered properly. Councilmember Koscho seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Councilmember Maschari moved to approve the Eastwood Environmental, Inc. contract. Councilmember Jeffers seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

EXECUTIVE SESSION

Councilmember Jeffers moved to enter executive session at 7:52 p.m. to discuss personnel for the vacant fire chief position. Councilmember Koscho seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Return to regular session at 9:23 p.m.

ADJOURNMENT Time 9:23 p.m.

Respectfully submitted,

_____
Fiscal Officer Michelle Henke

_____
Mayor Scott Jones

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Payment Listing

7/12/2024 to 8/8/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
532-2024	07/12/2024	07/11/2024	EW	Ohio Public Employees Retirement System	$9,701.23	O
533-2024	07/19/2024	07/15/2024	EP	Laurie J Beran	$836.22	O
534-2024	07/19/2024	07/15/2024	EP	Dennis M Hevener	$919.59	O
535-2024	07/19/2024	07/15/2024	EP	Wendy Kolmorgen	$665.53	O
536-2024	07/19/2024	07/15/2024	EP	David J Leshinski	$62.15	O
537-2024	07/19/2024	07/15/2024	EP	Alexandra Tuggle	$287.21	O
538-2024	07/19/2024	07/15/2024	EP	David A Valentine Jr	$1,713.63	O
541-2024	07/24/2024	07/15/2024	CH	RLCWA	$10,032.00	O
542-2024	07/24/2024	07/15/2024	CH	RLCWA	$645.70	O
546-2024	07/22/2024	07/19/2024	CH	First National Bank Of Omaha	$57.97	O
547-2024	07/22/2024	07/19/2024	CH	First National Bank Of Omaha	$64.08	O
548-2024	08/01/2024	07/26/2024	EP	Laurie J Beran	$319.31	O
549-2024	08/01/2024	07/26/2024	EP	Michelle M Henke	$1,691.36	O
550-2024	08/01/2024	07/26/2024	EP	Michele Jeffers	$225.32	O
551-2024	08/01/2024	07/26/2024	EP	Scott Jones	$1,101.44	O
552-2024	08/01/2024	07/26/2024	EP	Robert Koscho	$226.13	O
553-2024	08/01/2024	07/26/2024	EP	Rosemary Leshinski	$75.93	O
554-2024	08/01/2024	07/26/2024	EP	Jeanne Maschari	$236.20	O
555-2024	08/01/2024	07/26/2024	EP	Christine A McArtor-Gallagher	$103.58	O
556-2024	08/01/2024	07/26/2024	EP	Matthew A Mishak	$1,292.37	O
557-2024	08/01/2024	07/26/2024	EP	Michael Sangiacomo	$225.59	O
558-2024	08/01/2024	07/26/2024	EP	Becky A Siesky	$185.90	O
559-2024	08/01/2024	07/26/2024	EP	David T Troike	$215.90	O
560-2024	08/01/2024	07/26/2024	EP	Lawrence J Verga	$103.86	O
562-2024	08/01/2024	07/26/2024	EP	James Becker	$45.85	O
563-2024	08/01/2024	07/26/2024	EP	Robert G Becker Jr	$16.72	O
564-2024	08/01/2024	07/26/2024	EP	Jason Deptula	$38.07	O
565-2024	08/01/2024	07/26/2024	EP	Alexander J Gerakis Jr	$69.95	O
566-2024	08/01/2024	07/26/2024	EP	Timothy J Moore	$60.23	O
567-2024	08/01/2024	07/26/2024	EP	Blaze R Olejko	$29.97	O
568-2024	08/01/2024	07/26/2024	EP	Kyle Urig	$188.03	O
569-2024	08/01/2024	07/26/2024	EP	Ronald Zaleha	$462.25	O
572-2024	08/01/2024	07/29/2024	EP	Dillon Crosier	$134.30	O
573-2024	08/01/2024	07/29/2024	EP	Aaron Darnell	$342.84	O
574-2024	08/01/2024	07/29/2024	EP	Michael M Frazier	$2,261.24	O
575-2024	08/01/2024	07/29/2024	EP	Michael Harvan	$1,558.69	O
576-2024	08/01/2024	07/29/2024	EP	Brandon Lawrence	$690.92	O
577-2024	08/01/2024	07/29/2024	EP	Michael Randa	$285.70	O
578-2024	08/01/2024	07/29/2024	EP	Jeffrey Saltis	$1,131.78	O
580-2024	07/29/2024	07/29/2024	CH	Columbia Gas	$178.42	O
581-2024	07/29/2024	07/29/2024	CH	Columbia Gas	$49.18	O
582-2024	07/29/2024	07/29/2024	CH	Columbia Gas	$54.90	O
583-2024	07/29/2024	07/29/2024	CH	Verizon Wireless	$813.17	O
584-2024	07/29/2024	07/29/2024	CH	Nextiva, Inc	$363.76	O
585-2024	08/01/2024	07/29/2024	CH	Ohio Edison	$386.76	O
586-2024	08/01/2024	07/29/2024	CH	Ohio Edison	$420.08	O

Payment Listing

7/12/2024 to 8/8/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
587-2024	08/01/2024	07/29/2024	CH	Ohio Edison	$96.41	O
588-2024	08/07/2024	07/29/2024	CH	Ohio Edison	$20.13	O
589-2024	08/07/2024	07/29/2024	CH	Ohio Edison	$1,864.98	O
593-2024	08/02/2024	07/29/2024	EP	Laurie J Beran	$792.59	O
594-2024	08/02/2024	07/29/2024	EP	Dennis M Hevener	$919.59	O
595-2024	08/02/2024	07/29/2024	EP	Wendy Kolmorgen	$729.97	O
596-2024	08/02/2024	07/29/2024	EP	David J Leshinski	$85.00	O
597-2024	08/02/2024	07/29/2024	EP	Alexandra Tuggle	$108.81	O
598-2024	08/02/2024	07/29/2024	EP	David A Valentine Jr	$1,662.82	O
600-2024	07/31/2024	08/01/2024	CH	Buckeye Community Bank	$248.49	O
601-2024	08/08/2024	08/07/2024	EW	EFTPS	$3,120.72	O
602-2024	08/08/2024	08/07/2024	EW	Ohio Dept of Taxtion	$685.60	O
603-2024	08/08/2024	08/07/2024	EW	AFLAC	$56.76	O
604-2024	08/08/2024	08/07/2024	EW	Ohio Public Employees Deferred Comp	$200.00	O
605-2024	08/08/2024	08/07/2024	EW	Ohio School District Income Tax	$14.12	O
606-2024	08/08/2024	08/07/2024	EW	REGIONAL INCOME TAX AGENCY	$370.80	O
607-2024	08/08/2024	08/07/2024	EW	Ohio Public Employees Retirement System	$6,976.50	O
9852	07/19/2024	07/15/2024	PR	Rocco Iafolla	$635.14	O
9853	07/15/2024	07/15/2024	AW	Sean M. Bockelman	$300.00	O
9854	07/15/2024	07/15/2024	AW	David Valentine	$82.00	O
9855	07/15/2024	07/15/2024	AW	Minuteman Press	$900.00	O
9856	07/15/2024	07/15/2024	AW	Minuteman Press	$334.00	O
9857	07/15/2024	07/15/2024	AW	Lorain County Chiefs Association	$75.00	O
9858	07/15/2024	07/15/2024	AW	CareSource	$491.20	O
9859	07/19/2024	07/15/2024	PR	Natalie Iafolla	$173.13	O
9860	07/17/2024	07/17/2024	AW	Lockes Go Green	$4,164.55	O
9861	07/19/2024	07/19/2024	RW	Michelle Richards	$311.74	O
9862	07/26/2024	07/26/2024	AW	U S Postal Service	$900.00	O
9863	07/26/2024	07/26/2024	AW	Minuteman Press	$373.06	O
9864	08/01/2024	07/26/2024	PR	Steven J Crawford	$186.69	O
9865	08/01/2024	07/26/2024	PR	Aaron Grimm	$80.21	O
9866	08/01/2024	07/26/2024	PR	Kyle L Kudela	$109.93	O
9867	08/01/2024	07/26/2024	PR	Clayton Spiegelberg	$65.43	O
9868	08/01/2024	07/26/2024	PR	Andrew Streator	$58.64	O
9869	07/29/2024	07/29/2024	AW	FREY Municipal Software	$9,060.20	O
9870	07/29/2024	07/29/2024	AW	Northeast Ohio Areawide Coordinating Agency	$323.00	O
9871	07/29/2024	07/29/2024	AW	P & J Sanitation	$235.00	O
9872	07/29/2024	07/29/2024	AW	OBM	$117.92	O
9873	07/29/2024	07/29/2024	AW	Treasurer State of Ohio	$16.66	O
9874	07/29/2024	07/29/2024	AW	Thomas K Horseman	$1,416.10	O
9875	07/29/2024	07/29/2024	AW	Diggers of Ohio LLC	$2,000.00	O
9876	07/29/2024	07/29/2024	AW	Dewey Pelton	$750.00	O
9877	07/29/2024	07/29/2024	AW	Avon Lake Regional Water	$54.00	O
9878	07/29/2024	07/29/2024	AW	Cleveland Communications Inc	$1,031.25	O
9879	07/29/2024	07/29/2024	AW	Holland Computers Inc	$1,506.17	O
9880	07/29/2024	07/29/2024	AW	Mariotti Printing Co	$370.00	O

Payment Listing

7/12/2024 to 8/8/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
9881	07/29/2024	07/29/2024	AW	S Amherst Historical Society	$60.43	O
9882	07/29/2024	07/29/2024	AW	SABPA	$39.57	O
9883	07/29/2024	07/29/2024	AW	T-Mobile	$397.63	O
9884	08/02/2024	07/29/2024	PR	Natalie Iafolla	$179.66	O
9885	08/02/2024	07/29/2024	PR	Rocco Iafolla	$682.71	O
9886	07/31/2024	07/31/2024	AW	Atlantic Emergency Solutions	$11,410.00	O
9887	08/07/2024	08/07/2024	AW	Michael Frazier	$20.00	O
9888	08/07/2024	08/07/2024	AW	Vaughn's Auto Repair	$2,158.95	O
9889	08/07/2024	08/07/2024	AW	Jarod Abfall	$2,100.00	O
9890	08/07/2024	08/07/2024	AW	Lockes Go Green	$1,594.00	O
9891	08/07/2024	08/07/2024	AW	Piggy's	$100.00	O
9892	08/07/2024	08/07/2024	AW	LifeCare Ambulance, Inc	$732.00	O
9893	08/07/2024	08/07/2024	AW	Gertsburg Licata Co., LPA	$310.00	O
9894	08/07/2024	08/07/2024	AW	Fisher Auto Parts	$50.94	O
9895	08/07/2024	08/07/2024	AW	Treasurer State of Ohio	$20.93	O
9896	08/07/2024	08/07/2024	AW	Buckeye Community Bank	$1,103.93	O
9897	08/07/2024	08/07/2024	AW	Laurie Beran	$243.88	O
9898	08/07/2024	08/07/2024	AW	Republic Services	$271.50	O
9899	08/07/2024	08/07/2024	AW	LEAF	$105.00	O
9900	08/07/2024	08/07/2024	AW	Lorain County Commissioners	$1,030.00	O
9901	08/07/2024	08/07/2024	WH	Lorain County Commissioners	$534.56	O
9902	08/07/2024	08/07/2024	WH	Ohio Child Support Payment Central	$180.51	O
9903	08/07/2024	08/07/2024	WH	LORAIN DEPARTMENT OF TAXATION	$68.25	O
				Total Payments:	$108,039.77	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$108,039.77	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Fund Summary

August 2024

Fund #	Fund Name	Starting Fund Balance	Month To Date Revenue	Year To Date Revenue	Month To Date Expenditures	Year To Date Expenditures	Ending Fund Balance	Current Reserve for Encumbrance	Unencumbered Fund Balance
1000	General	$1,134,965.49	$24,583.69	$524,736.49	$27,859.30	$504,410.93	$1,131,879.82	$81,813.35	$1,049,865.47
2011	Street Construction, Maint. and Repair	$217,585.67	$0.00	$68,658.45	$6,174.81	$77,219.81	$211,420.65	$8,385.28	$203,035.57
2021	State Highway	$48,788.27	$0.00	$5,966.12	$0.00	$0.00	$48,788.27	$0.00	$48,788.27
2031	Cemetery-Operating Funds	$129,636.78	$0.00	$29,987.10	$2,665.30	$39,002.02	$127,271.48	$16,781.11	$110,490.37
2032	Cemetery-Perpetual Funds	$67,274.85	$0.00	$5,897.00	$2,100.00	$4,234.00	$65,174.85	$0.00	$65,174.85
2041	Recreation	$3,089.36	$0.00	$0.00	$0.00	$0.00	$3,089.36	$0.00	$3,089.36
2061	2022 Building Demo & Revitalization	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2091	Law Enforcement Trust	$9,981.68	$0.00	$2,433.08	$0.00	$0.00	$9,981.68	$0.00	$9,981.68
2092	Indigent Alcohol Fund	$175.00	$0.00	$0.00	$0.00	$0.00	$175.00	$0.00	$175.00
2151	Coronavirus Relief Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2152	American Rescue Plan	$39,414.31	$0.00	$0.00	$0.00	$4,285.08	$39,414.31	$1,344.82	$38,069.39
2291	Underground Storage Tank	$13,337.65	$0.00	$0.00	$0.00	$0.00	$13,337.65	$0.00	$13,337.65
2901	Fire Levy	$65,102.36	$0.00	$24,880.99	$0.00	$36,336.86	$65,102.36	$0.00	$65,102.36
2902	Law Enforcement Technology	$7,262.32	$0.00	$0.00	$0.00	$0.00	$7,262.32	$0.00	$7,262.32
2903	Computer Fund Mayor's Court	$4,432.74	$0.00	$1,139.00	$17.50	$824.76	$4,415.24	$70.00	$4,345.24
2904	Computer Fund CLERK Mayor's Court	$15,000.85	$0.00	$3,810.00	$0.00	$364.21	$15,000.85	$129.86	$14,871.09
4901	Capital Projects	$5,478.94	$0.00	$20,000.00	$0.00	$48,589.72	$5,478.94	$0.00	$5,478.94
4902	Russia Rd Capital Projects	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4903	Park Capital Projects	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4904	Leonard St Capital Projects	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4905	Annis Road North Capital Project	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4906	Annis Road North Phase II	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4907	FEMA Other Capital Projects	$672.19	$0.00	$247,542.19	$0.00	$246,670.00	$672.19	$13,400.00	($12,727.81)
4951	Cemetery Endowment Permanent	$5,536.72	$0.00	$30.66	$0.00	$0.00	$5,536.72	$0.00	$5,536.72
5101	Water Operating	$254,808.40	$0.00	$304,671.14	$5,847.08	$216,190.97	$249,091.32	$47,613.56	$201,477.76
5102	Water Improvement	$201,172.89	$0.00	$96,840.64	$0.00	$99,455.56	$201,172.89	$10,167.00	$191,005.89
5103	Water Security Deposits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5751	Water Security Deposits	$13,100.00	$0.00	$4,900.00	$0.00	$1,900.00	$13,100.00	$1,585.01	$11,514.99
5901	Storm Water Management	$77,567.33	$0.00	$23,280.03	$0.00	$10,758.82	$77,567.33	$1,000.00	$76,567.33
9101	Unclaimed Monies	$4,916.34	$0.00	$0.00	$0.00	$0.00	$4,916.34	$0.00	$4,916.34
9901	Prepaid Opening & Closing, Cemetery	$28,831.50	$0.00	$0.00	$0.00	$600.00	$28,831.50	$0.00	$28,831.50
9902	Mayor's Court	$0.00	$0.00	$56,270.00	$0.00	$61,805.00	$0.00	$0.00	$0.00
9976	Prepaid Opening & Closing	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Report Total:	$2,346,803.46	$24,583.69	$1,421,045.18	$44,673.89	$1,351,845.54	$2,328,713.18	$182,290.10	$2,146,423.08

Report reflects selected information.

Appropriation Summary

August 2024

1000 - General	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Security of Persons and Property								
Police Enforcement								
Personal Services	$3,302.73	$126,211.20	$129,513.93	$8,481.24	$64,722.53	$1,151.53	$63,639.87	49.973%
Employee Fringe Benefits	$0.00	$23,101.00	$23,101.00	$1,314.84	$11,851.98	$264.05	$10,984.97	51.305%
Contractual Services	$183.26	$20,250.00	$20,433.26	$185.11	$12,030.15	$1,403.96	$6,999.15	58.875%
Supplies and Materials	$328.41	$9,746.00	$10,074.41	$70.94	$2,218.04	$1,774.45	$6,081.92	22.017%
Capital Outlay	$2,608.00	$1,854.00	$4,462.00	$0.00	$2,608.00	$1,854.00	$0.00	58.449%
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Police Enforcement	$6,422.40	$181,162.20	$187,584.60	$10,052.13	$93,430.70	$6,447.99	$87,705.91	
Fire Fighting, Prevention and Inspection								
Personal Services	$469.23	$50,000.00	$50,469.23	$1,737.37	$21,907.11	$178.30	$28,383.82	43.407%
Employee Fringe Benefits	$0.00	$11,800.00	$11,800.00	$224.66	$3,558.22	$0.00	$8,241.78	30.154%
Contractual Services	$322.00	$52,100.00	$52,422.00	$493.11	$25,222.01	$6,896.47	$20,301.52	48.113%
Supplies and Materials	$5,457.25	$35,300.00	$40,757.25	$0.00	$15,375.77	$1,995.23	$23,386.25	37.725%
Capital Outlay	$17,145.00	$30,000.00	$47,145.00	$0.00	$36,719.00	$0.00	$10,426.00	77.885%
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Fire Fighting, Prevention and Inspection	$23,393.48	$179,200.00	$202,593.48	$2,455.14	$102,782.11	$9,072.00	$90,739.37	
Street Lighting								
Contractual Services	$515.88	$22,000.00	$22,515.88	$1,885.11	$14,273.80	$8,135.26	$106.82	63.394%
Total Street Lighting	$515.88	$22,000.00	$22,515.88	$1,885.11	$14,273.80	$8,135.26	$106.82	
Total Security of Persons and Property	$30,331.76	$382,362.20	$412,693.96	$14,392.38	$210,486.61	$23,655.25	$178,552.10	
Leisure Time Activities								
Provide and Maintain Parks								
Personal Services	$2.21	$5,305.00	$5,307.21	$114.68	$1,568.23	$11.48	$3,727.50	29.549%
Employee Fringe Benefits	$0.00	$986.00	$986.00	$30.63	$243.93	$0.00	$742.07	24.739%
Contractual Services	$0.00	$10,401.00	$10,401.00	$0.00	$1,481.67	$450.00	$8,469.33	14.245%
Supplies and Materials	$0.00	$6,450.00	$6,450.00	$0.00	$37.96	$0.00	$6,412.04	0.589%
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Other	$0.00	$500.00	$500.00	$0.00	$418.61	$0.00	$81.39	83.722%
Total Provide and Maintain Parks	$2.21	$23,642.00	$23,644.21	$145.31	$3,750.40	$461.48	$19,432.33	
Total Leisure Time Activities	$2.21	$23,642.00	$23,644.21	$145.31	$3,750.40	$461.48	$19,432.33	
Community Environment								
Community Planning and Zoning								

Report reflects selected information.

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Personal Services	$25.96	$2,002.00	$2,028.96	$145.33	$592.60	$14.36	$1,422.00	29.207%
Employee Fringe Benefits	$0.00	$331.00	$331.00	$28.49	$108.05	$0.00	$222.95	32.644%
Contractual Services	$0.00	$1,300.00	$1,300.00	$0.00	$236.67	$0.00	$1,063.33	18.205%
Total Community Planning and Zoning	$25.96	$3,633.00	$3,659.96	$173.82	$937.32	$14.36	$2,708.28	
Other Community Environment								
Personal Services	$26.94	$1,700.00	$1,726.94	$0.00	$360.94	$0.00	$1,366.00	20.901%
Employee Fringe Benefits	$0.00	$276.00	$276.00	$0.00	$26.79	$0.00	$249.21	9.707%
Contractual Services	$1,426.10	$11,000.00	$12,426.10	$20.93	$6,496.08	$5,561.79	$368.23	52.276%
Total Other Community Environment	$1,453.04	$12,976.00	$14,429.04	$20.93	$6,883.81	$5,561.79	$1,983.44	
Total Community Environment	$1,480.00	$16,609.00	$18,089.00	$194.75	$7,821.13	$5,576.15	$4,691.72	
General Government								
Mayor and Administrative Offices								
Personal Services	$689.40	$41,200.00	$41,889.40	$2,688.80	$20,894.73	$172.60	$20,822.07	49.881%
Employee Fringe Benefits	$0.00	$8,380.00	$8,380.00	$327.96	$3,129.04	$0.00	$5,250.96	37.339%
Contractual Services	$10,291.34	$81,110.00	$91,401.34	$917.11	$66,565.82	$12,583.08	$12,252.44	72.828%
Supplies and Materials	$0.00	$5,252.66	$5,252.66	$50.00	$2,455.81	$423.94	$2,372.91	46.754%
Other	$0.00	$1,247.34	$1,247.34	$0.00	$1,247.34	$0.00	$0.00	100.000%
Total Mayor and Administrative Offices	$10,980.74	$137,190.00	$148,170.74	$3,983.87	$94,292.74	$13,179.62	$40,698.38	
Mayor's Court								
Personal Services	$215.76	$16,400.00	$16,615.76	$585.57	$7,137.82	$52.06	$9,425.88	42.958%
Employee Fringe Benefits	$0.00	$2,740.00	$2,740.00	$132.33	$1,351.91	$0.00	$1,388.09	49.340%
Contractual Services	$0.00	$593.00	$593.00	$0.00	$299.67	$52.70	$230.63	50.535%
Supplies and Materials	$0.00	$1,397.00	$1,397.00	$0.00	$1,181.97	$0.00	$215.03	84.608%
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Mayor's Court	$215.76	$21,130.00	$21,345.76	$717.90	$9,971.37	$114.76	$11,259.63	
Clerk - Treasurer								
Personal Services	$1,494.49	$58,500.00	$59,994.49	$3,857.44	$34,341.18	$583.70	$25,069.61	57.241%
Employee Fringe Benefits	$515.00	$17,430.00	$17,945.00	$1,540.39	$10,738.77	$3,175.00	$4,031.23	59.843%
Contractual Services	$0.00	$6,000.00	$6,000.00	$0.00	$3,558.00	$129.38	$2,312.62	59.300%
Supplies and Materials	$0.00	$300.00	$300.00	$0.00	$42.97	$0.00	$257.03	14.323%
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Clerk - Treasurer	$2,009.49	$82,230.00	$84,239.49	$5,397.83	$48,680.92	$3,888.08	$31,670.49	
Auditor of State Fees								
Contractual Services	$0.00	$3,000.00	$3,000.00	$0.00	$0.00	$0.00	$3,000.00	0.000%

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Auditor of State Fees	$0.00	$3,000.00	$3,000.00	$0.00	$0.00	$0.00	$3,000.00	
Solicitor								
Personal Services	$305.71	$21,096.00	$21,401.71	$1,758.00	$12,546.96	$65.05	$8,790.00	58.625%
Employee Fringe Benefits	$0.00	$4,120.00	$4,120.00	$231.75	$2,187.70	$0.00	$1,932.30	53.100%
Contractual Services	$0.00	$13,170.00	$13,170.00	$310.00	$2,749.45	$1,561.35	$8,859.20	20.877%
Supplies and Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Other	$0.00	$2,580.00	$2,580.00	$0.00	$2,580.00	$0.00	$0.00	100.000%
Total Solicitor	$305.71	$40,966.00	$41,271.71	$2,299.75	$20,063.81	$1,626.40	$19,581.50	
Income Tax Administration								
Contractual Services	$303.09	$15,800.00	$16,103.09	$737.51	$8,603.54	$1,442.72	$6,056.83	53.428%
Supplies and Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Income Tax Administration	$303.09	$15,800.00	$16,103.09	$737.51	$8,603.54	$1,442.72	$6,056.83	
Tax Refunds								
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Tax Refunds	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Other General Government								
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other General Government	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total General Government	$13,814.79	$300,316.00	$314,130.79	$13,136.86	$181,612.38	$20,251.58	$112,266.83	
Capital Outlay								
Capital Outlay								
Capital Outlay	$29,488.00	$95,860.00	$125,348.00	$0.00	$57,574.41	$31,868.89	$35,904.70	45.932%
Total Capital Outlay	$29,488.00	$95,860.00	$125,348.00	$0.00	$57,574.41	$31,868.89	$35,904.70	
Total Capital Outlay	$29,488.00	$95,860.00	$125,348.00	$0.00	$57,574.41	$31,868.89	$35,904.70	
Debt Service								
Debt Service								
Debt Service	$0.00	$21,283.41	$21,283.41	$0.00	$0.00	$0.00	$21,283.41	0.000%
Total Debt Service	$0.00	$21,283.41	$21,283.41	$0.00	$0.00	$0.00	$21,283.41	
Total Debt Service	$0.00	$21,283.41	$21,283.41	$0.00	$0.00	$0.00	$21,283.41	
Other Financing Uses								
Transfers - Out	$0.00	$43,166.00	$43,166.00	$0.00	$43,166.00	$0.00	$0.00	100.000%
Advances - Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Other Financing Uses	$0.00	$43,166.00	$43,166.00	$0.00	$43,166.00	$0.00	$0.00	
Total 1000 - General	$75,116.76	$883,238.61	$958,355.37	$27,869.30	$504,410.93	$81,813.35	$372,131.09	
2011 - Street Construction, Maint. and Repair								
Transportation								
Street Maintenance and Repair								
Personal Services	$414.27	$40,000.00	$40,414.27	$2,296.42	$19,944.65	$186.12	$20,283.50	49.351%
Employee Fringe Benefits	$0.00	$14,860.00	$14,860.00	$567.30	$7,168.70	$1,964.80	$5,726.50	48.242%
Contractual Services	$77.37	$21,300.00	$21,377.37	$48.21	$6,380.67	$3,242.83	$11,753.87	29.848%
Supplies and Materials	$621.12	$23,950.00	$24,571.12	$2,158.95	$10,993.59	$2,991.54	$10,585.99	44.742%
Capital Outlay	$0.00	$24,000.00	$24,000.00	$0.00	$13,013.09	$0.00	$10,986.91	54.221%
Other	$0.00	$150.00	$150.00	$0.00	$139.54	$0.00	$10.46	93.027%
Total Street Maintenance and Repair	$1,112.76	$124,260.00	$125,372.76	$5,070.88	$57,640.24	$8,385.29	$59,347.23	
Total Transportation	$1,112.76	$124,260.00	$125,372.76	$5,070.88	$57,640.24	$8,385.29	$59,347.23	
Capital Outlay								
Capital Outlay								
Capital Outlay	$0.00	$13,000.00	$13,000.00	$0.00	$10,747.93	$0.00	$2,252.07	82.676%
Total Capital Outlay	$0.00	$13,000.00	$13,000.00	$0.00	$10,747.93	$0.00	$2,252.07	
Total Capital Outlay	$0.00	$13,000.00	$13,000.00	$0.00	$10,747.93	$0.00	$2,252.07	
Debt Service								
Debt Service								
Debt Service	$0.00	$13,247.16	$13,247.16	$1,103.93	$8,831.44	$0.00	$4,415.72	66.667%
Total Debt Service	$0.00	$13,247.16	$13,247.16	$1,103.93	$8,831.44	$0.00	$4,415.72	
Total Debt Service	$0.00	$13,247.16	$13,247.16	$1,103.93	$8,831.44	$0.00	$4,415.72	
Total 2011 - Street Construction, Maint. and Repair	$1,112.76	$150,507.16	$151,619.92	$6,174.81	$77,219.61	$8,385.29	$66,015.02	
2021 - State Highway								
Transportation								
Street Maintenance and Repair								
Contractual Services	$0.00	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0.000%
Supplies and Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Street Maintenance and Repair	$0.00	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Transportation	$0.00	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	
Total 2021 - State Highway	$0.00	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	
2031 - Cemetery-Operating Funds								
Public Health Services								
Cemetery								
Personal Services	$105.16	$18,140.00	$18,245.16	$737.60	$8,077.07	$26.66	$10,141.43	44.270%
Employee Fringe Benefits	$0.00	$3,375.00	$3,375.00	$148.59	$1,344.98	$0.00	$2,030.02	39.851%
Contractual Services	$1,183.26	$55,000.00	$56,183.26	$1,779.11	$28,376.86	$16,754.45	$11,051.95	50.508%
Supplies and Materials	$133.91	$4,400.00	$4,533.91	$0.00	$737.99	$0.00	$3,795.92	16.277%
Other	$0.00	$600.00	$600.00	$0.00	$465.12	$0.00	$134.88	77.520%
Total Cemetery	$1,422.33	$81,515.00	$82,937.33	$2,665.30	$39,002.02	$16,781.11	$27,154.20	
Total Public Health Services	$1,422.33	$81,515.00	$82,937.33	$2,665.30	$39,002.02	$16,781.11	$27,154.20	
Capital Outlay								
Capital Outlay								
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 2031 - Cemetery-Operating Funds	$1,422.33	$81,515.00	$82,937.33	$2,665.30	$39,002.02	$16,781.11	$27,154.20	
2032 - Cemetery-Perpetual Funds								
Public Health Services								
Cemetery								
Contractual Services	$0.00	$5,000.00	$5,000.00	$2,100.00	$4,234.00	$0.00	$766.00	84.680%
Total Cemetery	$0.00	$5,000.00	$5,000.00	$2,100.00	$4,234.00	$0.00	$766.00	
Total Public Health Services	$0.00	$5,000.00	$5,000.00	$2,100.00	$4,234.00	$0.00	$766.00	
Total 2032 - Cemetery-Perpetual Funds	$0.00	$5,000.00	$5,000.00	$2,100.00	$4,234.00	$0.00	$766.00	
2041 - Recreation								
Leisure Time Activities								
Recreation								
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Employee Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Contractual Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Supplies and Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Recreation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Leisure Time Activities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 2041 - Recreation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
2091 - Law Enforcement Trust								
Security of Persons and Property								
Police Enforcement								
Contractual Services	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0.000%
Total Police Enforcement	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	
Total Security of Persons and Property	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	
Total 2091 - Law Enforcement Trust	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	
2151 - Coronavirus Relief Fund								
Security of Persons and Property								
Police Enforcement								
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Police Enforcement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Fire Fighting, Prevention and Inspection								
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Fire Fighting, Prevention and Inspection	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Security of Persons and Property	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Public Health Services								
Cemetery								
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Cemetery	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Public Health Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Basic Utility Services								
Administration - Water								

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Administration - Water	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Basic Utility Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Transportation								
Street Maintenance and Repair								
Personal Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Street Maintenance and Repair	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 2151 - Coronavirus Relief Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
2152 - American Rescue Plan								
Capital Outlay								
Capital Outlay								
Capital Outlay	$5,630.00	$0.00	$5,630.00	$0.00	$4,285.08	$1,344.92	$0.00	76.112%
Total Capital Outlay	$5,630.00	$0.00	$5,630.00	$0.00	$4,285.08	$1,344.92	$0.00	
Total Capital Outlay	$5,630.00	$0.00	$5,630.00	$0.00	$4,285.08	$1,344.92	$0.00	
Total 2152 - American Rescue Plan	$5,630.00	$0.00	$5,630.00	$0.00	$4,285.08	$1,344.92	$0.00	
2901 - Fire Levy								
Capital Outlay								
Capital Outlay								
Contractual Services	$0.00	$900.00	$900.00	$0.00	$399.96	$0.00	$500.04	44.440%
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Capital Outlay	$0.00	$900.00	$900.00	$0.00	$399.96	$0.00	$500.04	
Total Capital Outlay	$0.00	$900.00	$900.00	$0.00	$399.96	$0.00	$500.04	
Debt Service								
Debt Service								
Debt Service	$0.00	$35,936.90	$35,936.90	$0.00	$35,936.90	$0.00	$0.00	100.000%
Total Debt Service	$0.00	$35,936.90	$35,936.90	$0.00	$35,936.90	$0.00	$0.00	
Total Debt Service	$0.00	$35,936.90	$35,936.90	$0.00	$35,936.90	$0.00	$0.00	
Total 2901 - Fire Levy	$0.00	$36,836.90	$36,836.90	$0.00	$36,336.86	$0.00	$500.04	

Report reflects selected information.

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
2902 - Law Enforcement Technology								
Security of Persons and Property								
Police Enforcement								
Supplies and Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Capital Outlay	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0.000%
Total Police Enforcement	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	
Total Security of Persons and Property	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	
Total 2902 - Law Enforcement Technology	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	
2903 - Computer Fund Mayor's Court								
General Government								
Mayor's Court								
Contractual Services	$0.00	$3,000.00	$3,000.00	$17.50	$824.76	$70.00	$2,105.24	27.492%
Total Mayor's Court	$0.00	$3,000.00	$3,000.00	$17.50	$824.76	$70.00	$2,105.24	
Total General Government	$0.00	$3,000.00	$3,000.00	$17.50	$824.76	$70.00	$2,105.24	
Total 2903 - Computer Fund Mayor's Court	$0.00	$3,000.00	$3,000.00	$17.50	$824.76	$70.00	$2,105.24	
2904 - Computer Fund CLERK Mayor's Court								
General Government								
Mayor's Court								
Contractual Services	$17.50	$1,410.00	$1,427.50	$0.00	$266.23	$129.86	$1,031.41	18.650%
Supplies and Materials	$0.00	$200.00	$200.00	$0.00	$97.98	$0.00	$102.02	48.990%
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Mayor's Court	$17.50	$1,610.00	$1,627.50	$0.00	$364.21	$129.86	$1,133.43	
Total General Government	$17.50	$1,610.00	$1,627.50	$0.00	$364.21	$129.86	$1,133.43	
Total 2904 - Computer Fund CLERK Mayor's Court	$17.50	$1,610.00	$1,627.50	$0.00	$364.21	$129.86	$1,133.43	
4901 - Capital Projects								
Transportation								
Street Construction and Reconstruction								
Contractual Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Street Construction and Reconstruction	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Street Maintenance and Repair								
Contractual Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Street Maintenance and Repair	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Capital Outlay								
Capital Outlay								
Contractual Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Debt Service								
Debt Service								
Debt Service	$0.00	$48,589.72	$48,589.72	$0.00	$48,589.72	$0.00	$0.00	100.000%
Total Debt Service	$0.00	$48,589.72	$48,589.72	$0.00	$48,589.72	$0.00	$0.00	
Total Debt Service	$0.00	$48,589.72	$48,589.72	$0.00	$48,589.72	$0.00	$0.00	
Total 4901 - Capital Projects	$0.00	$48,589.72	$48,589.72	$0.00	$48,589.72	$0.00	$0.00	
4903 - Park Capital Projects								
Capital Outlay								
Capital Outlay								
Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Other Financing Uses								
Advances - Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 4903 - Park Capital Projects	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
4907 - FEMA Other Capital Projects								
Capital Outlay								
Capital Outlay								

Report reflects selected information.

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Capital Outlay	$0.00	$264,970.76	$264,970.76	$0.00	$246,670.00	$13,400.00	$4,900.76	93.093%
Total Capital Outlay	$0.00	$264,970.76	$264,970.76	$0.00	$246,670.00	$13,400.00	$4,900.76	
Total Capital Outlay	$0.00	$264,970.76	$264,970.76	$0.00	$246,670.00	$13,400.00	$4,900.76	
Total 4907 - FEMA Other Capital Projects	$0.00	$264,970.76	$264,970.76	$0.00	$246,670.00	$13,400.00	$4,900.76	
5101 - Water Operating								
Basic Utility Services								
Administration - Water								
Personal Services	$1,265.55	$83,000.00	$84,265.55	$4,027.95	$51,353.10	$464.41	$32,429.14	60.941%
Employee Fringe Benefits	$515.00	$21,305.00	$21,820.00	$1,485.83	$12,653.72	$2,575.00	$6,591.28	57.991%
Total Administration - Water	$1,781.55	$104,305.00	$106,086.55	$5,513.79	$64,006.82	$3,039.41	$39,020.42	
Supply / Purchase - Water								
Contractual Services	$13,426.37	$130,000.00	$143,426.37	$0.00	$112,386.92	$27,140.00	$3,899.45	78.359%
Total Supply / Purchase - Water	$13,426.37	$130,000.00	$143,426.37	$0.00	$112,386.92	$27,140.00	$3,899.45	
Other Water								
Employee Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Contractual Services	$314.62	$62,300.00	$62,614.62	$333.29	$35,892.09	$14,940.64	$11,781.89	57.322%
Supplies and Materials	$1,198.46	$11,134.59	$12,333.05	$0.00	$2,449.74	$2,473.51	$7,409.80	19.863%
Other	$0.00	$1,300.00	$1,300.00	$0.00	$89.99	$0.00	$1,210.01	6.922%
Total Other Water	$1,513.08	$74,734.59	$76,247.67	$333.29	$38,431.82	$17,414.15	$20,401.70	
Total Basic Utility Services	$16,721.10	$309,039.59	$325,760.69	$5,847.08	$214,825.56	$47,613.56	$63,321.57	
Capital Outlay								
Capital Outlay								
Capital Outlay	$0.00	$365.41	$365.41	$0.00	$365.41	$0.00	$0.00	100.000%
Total Capital Outlay	$0.00	$365.41	$365.41	$0.00	$365.41	$0.00	$0.00	
Total Capital Outlay	$0.00	$365.41	$365.41	$0.00	$365.41	$0.00	$0.00	
Total 5101 - Water Operating	$16,721.10	$309,405.00	$326,126.10	$5,847.08	$215,190.97	$47,613.56	$63,321.57	
5102 - Water Improvement								
Basic Utility Services								
Other Water								
Supplies and Materials	$0.00	$10,000.00	$10,000.00	$0.00	$1,505.17	$0.00	$8,493.83	15.052%

Report reflects selected information.

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Other Water	$0.00	$10,000.00	$10,000.00	$0.00	$1,506.17	$0.00	$8,493.83	
Total Basic Utility Services	$0.00	$10,000.00	$10,000.00	$0.00	$1,506.17	$0.00	$8,493.83	
Capital Outlay								
Capital Outlay								
Contractual Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Capital Outlay	$0.00	$50,000.00	$50,000.00	$0.00	$35,403.29	$10,167.00	$4,429.71	70.807%
Total Capital Outlay	$0.00	$50,000.00	$50,000.00	$0.00	$35,403.29	$10,167.00	$4,429.71	
Total Capital Outlay	$0.00	$50,000.00	$50,000.00	$0.00	$35,403.29	$10,167.00	$4,429.71	
Debt Service								
Debt Service								
Debt Service	$0.00	$102,265.56	$102,265.56	$0.00	$62,546.10	$0.00	$39,719.46	61.160%
Total Debt Service	$0.00	$102,265.56	$102,265.56	$0.00	$62,546.10	$0.00	$39,719.46	
Total Debt Service	$0.00	$102,265.56	$102,265.56	$0.00	$62,546.10	$0.00	$39,719.46	
Total 5102 - Water Improvement	$0.00	$162,265.56	$162,265.56	$0.00	$99,455.56	$10,167.00	$52,643.00	
5781 - Water Security Deposits								
Basic Utility Services								
Other Water								
Other	$0.00	$5,000.00	$5,000.00	$0.00	$1,900.00	$1,585.01	$1,514.99	38.000%
Total Other Water	$0.00	$5,000.00	$5,000.00	$0.00	$1,900.00	$1,585.01	$1,514.99	
Total Basic Utility Services	$0.00	$5,000.00	$5,000.00	$0.00	$1,900.00	$1,585.01	$1,514.99	
Total 5781 - Water Security Deposits	$0.00	$5,000.00	$5,000.00	$0.00	$1,900.00	$1,585.01	$1,514.99	
5901 - Storm Water Management								
Basic Utility Services								
Administration - Storm Sewers and Drains								
Personal Services	$383.99	$10,000.00	$10,383.99	$0.00	$1,265.99	$0.00	$9,118.00	12.192%
Employee Fringe Benefits	$0.00	$1,750.00	$1,750.00	$0.00	$303.86	$0.00	$1,446.14	17.363%
Contractual Services	$0.00	$24,200.00	$24,200.00	$0.00	$9,159.40	$1,000.00	$14,040.60	37.849%
Supplies and Materials	$0.00	$1,000.00	$1,000.00	$0.00	$27.57	$0.00	$972.43	2.757%
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Administration - Storm Sewers and Drains	$383.99	$36,950.00	$37,333.99	$0.00	$10,756.82	$1,000.00	$25,577.17	

Report reflects selected information.

Appropriation Summary

August 2024

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Basic Utility Services	$383.99	$36,950.00	$37,333.99	$0.00	$10,756.82	$1,000.00	$25,577.17	
Total 5901 - Storm Water Management	$383.99	$36,950.00	$37,333.99	$0.00	$10,756.82	$1,000.00	$25,577.17	
9101 - Unclaimed Monies								
Fiduciary Distributions								
Distributions of Unclaimed Monies								
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Distributions of Unclaimed Monies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Fiduciary Distributions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total 9101 - Unclaimed Monies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
9901 - Prepaid Opening & Closing, Cemetery								
Fiduciary Distributions								
Distributions to Other Funds (Primary Gov't)								
Other	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00	0.000%
Total Distributions to Other Funds (Primary Gov't)	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00	
Other Distributions								
Contractual Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Distributions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Total Fiduciary Distributions	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00	
Total 9901 - Prepaid Opening & Closing, Cemetery	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00	
9902 - Mayor's Court								
Fiduciary Distributions								
Distributions to Other Governments								
Other	$0.00	$0.00	$0.00	$0.00	$13,910.00	$0.00	$0.00	0.000%
Total Distributions to Other Governments	$0.00	$0.00	$0.00	$0.00	$13,910.00	$0.00	$0.00	
Distributions to Other Funds (Primary Gov't)								
Other	$0.00	$0.00	$0.00	$0.00	$47,895.00	$0.00	$0.00	0.000%
Total Distributions to Other Funds (Primary Gov't)	$0.00	$0.00	$0.00	$0.00	$47,895.00	$0.00	$0.00	
Total Fiduciary Distributions	$0.00	$0.00	$0.00	$0.00	$61,805.00	$0.00	$0.00	

Report reflects selected information.

Appropriation Summary

August 2024

		Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total 9902 - Mayor's Court		$0.00	$0.00	$0.00	$0.00	$61,805.00	$0.00	$0.00	
	Report Totals:	$100,404.44	$2,002,888.71	$2,103,293.15	$44,673.99	$1,351,945.54	$182,290.10	$631,762.51	

Revenue Summary

August 2024

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
1000 General					
Property and Other Local Taxes	$403,909.00	$24,583.69	$326,536.61	($77,372.39)	80.844%
State Shared Taxes and Permits	$74,516.14	$0.00	$56,226.61	($18,289.53)	75.456%
Special Assessments	$0.00	$0.00	$518.52	$518.52	0.000%
Intergovernmental	$10,695.00	$0.00	$2,225.00	($8,470.00)	20.804%
Charges for Services	$72,744.73	$0.00	$39,347.52	($33,397.21)	54.090%
Fines, Licenses and Permits	$65,500.00	$0.00	$65,844.39	$344.39	100.526%
Earnings on Investments	$5,000.00	$0.00	$30,817.29	$25,817.29	616.346%
Miscellaneous	$7,000.00	$0.00	$2,823.55	($4,176.45)	40.336%
Other Financing Sources					
Advances - In	$0.00	$0.00	$0.00	$0.00	0.000%
Sale of Fixed Assets	$0.00	$0.00	$400.00	$400.00	0.000%
Total Other Financing Sources	$0.00	$0.00	$400.00	$400.00	
Total 1000 General	$639,364.87	$24,583.69	$524,739.49	($114,625.38)	
2011 Street Construction, Maint. and Repair					
Property and Other Local Taxes	$6,000.00	$0.00	$6,930.61	$930.61	115.510%
State Shared Taxes and Permits	$74,000.00	$0.00	$58,853.27	($15,146.73)	79.531%
Intergovernmental	$0.00	$0.00	$0.00	$0.00	0.000%
Earnings on Investments	$0.00	$0.00	$2,874.57	$2,874.57	0.000%
Miscellaneous	$800.00	$0.00	$0.00	($800.00)	0.000%
Other Financing Sources					
Transfers - In	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Sources	$0.00	$0.00	$0.00	$0.00	
Total 2011 Street Construction, Maint. and Repair	$80,800.00	$0.00	$68,658.45	($12,141.55)	
2021 State Highway					
Property and Other Local Taxes	$500.00	$0.00	$561.95	$61.95	112.390%
State Shared Taxes and Permits	$5,700.00	$0.00	$4,771.89	($928.11)	83.717%
Earnings on Investments	$100.00	$0.00	$631.28	$531.28	631.280%
Total 2021 State Highway	$6,300.00	$0.00	$5,965.12	($334.88)	

Report reflects selected information.

Revenue Summary

August 2024

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
2152 American Rescue Plan					
Intergovernmental	$0.00	$0.00	$0.00	$0.00	0.000%
Earnings on Investments	$0.00	$0.00	$0.00	$0.00	0.000%
Total 2152 American Rescue Plan	$0.00	$0.00	$0.00	$0.00	
2291 Underground Storage Tank					
Earnings on Investments	$0.00	$0.00	$0.00	$0.00	0.000%
Total 2291 Underground Storage Tank	$0.00	$0.00	$0.00	$0.00	
2901 Fire Levy					
Property and Other Local Taxes	$44,785.00	$0.00	$24,880.99	($19,904.01)	55.557%
Total 2901 Fire Levy	$44,785.00	$0.00	$24,880.99	($19,904.01)	
2903 Computer Fund Mayor's Court					
Fines, Licenses and Permits	$600.00	$0.00	$1,139.00	$539.00	189.833%
Total 2903 Computer Fund Mayor's Court	$600.00	$0.00	$1,139.00	$539.00	
2904 Computer Fund CLERK Mayor's Court					
Fines, Licenses and Permits	$2,000.00	$0.00	$3,810.00	$1,810.00	190.500%
Total 2904 Computer Fund CLERK Mayor's Court	$2,000.00	$0.00	$3,810.00	$1,810.00	
4901 Capital Projects					
Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.000%
Other Financing Sources					
Transfers - In	$20,000.00	$0.00	$20,000.00	$0.00	100.000%
Total Other Financing Sources	$20,000.00	$0.00	$20,000.00	$0.00	
Total 4901 Capital Projects	$20,000.00	$0.00	$20,000.00	$0.00	
4903 Park Capital Projects					
Intergovernmental	$0.00	$0.00	$0.00	$0.00	0.000%
Other Financing Sources					
Transfers - In	$0.00	$0.00	$0.00	$0.00	0.000%

Revenue Summary

August 2024

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Other Financing Sources					
Other Debt Proceeds	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Sources	$0.00	$0.00	$0.00	$0.00	
Total 5102 Water Improvement	$162,000.00	$0.00	$96,840.64	($65,159.36)	
5781 Water Security Deposits					
Charges for Services	$1,700.00	$0.00	$4,900.00	$3,200.00	288.235%
Total 5781 Water Security Deposits	$1,700.00	$0.00	$4,900.00	$3,200.00	
5901 Storm Water Management					
Special Assessments	$36,000.00	$0.00	$22,330.03	($13,669.97)	62.028%
Charges for Services	$1,000.00	$0.00	$950.00	($50.00)	95.000%
Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.000%
Other Financing Sources					
Transfers - In	$0.00	$0.00	$0.00	$0.00	0.000%
Advances - In	$0.00	$0.00	$0.00	$0.00	0.000%
Total Other Financing Sources	$0.00	$0.00	$0.00	$0.00	
Total 5901 Storm Water Management	$37,000.00	$0.00	$23,280.03	($13,719.97)	
9101 Unclaimed Monies					
Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.000%
Total 9101 Unclaimed Monies	$0.00	$0.00	$0.00	$0.00	
9901 Prepaid Opening & Closing, Cemetery					
Charges for Services	$0.00	$0.00	$0.00	$0.00	0.000%
Total 9901 Prepaid Opening & Closing, Cemetery	$0.00	$0.00	$0.00	$0.00	
9902 Mayor's Court					
Miscellaneous	$0.00	$0.00	$56,270.00	$0.00	0.000%
Total 9902 Mayor's Court	$0.00	$0.00	$56,270.00	$0.00	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ***News Year's Day*** ***Office Closed***	2	3	4
5	6	7 SAFD 6:30pm	8 Cemetery Bd 6 pm	9 Ordinance 6 pm	10	11
12	13 Council 7 pm	14 Audit 7 pm SAFD Assoc. 7:30 pm	15	16 Safety 4 pm	17	18
19	20 ***MLK Office Closed***	21 SAFD 6:30pm ZBA*** 6:30 pm Plan 7:00 pm	22	23	24 *Bulk*	25
26	27 Council 7 pm	28 SAFD 7pm	29	30	31	

January 2025

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 SAFD 6:30pm	5	6	7	8
9	10 24 Perm. Approp. 6:45 pm Council 7 pm	11 FD Assoc. 7:30 pm	12 Cemetery Bd 6 pm	13 Ordinance 6 pm	14	15
16	17 ***President's Day*** ***Office Closed***	18 SAFD 6:30pm ZBA*** 6:30 pm Plan 7:00 pm	19	20	21 *Bulk*	22
23	24 Council 7 pm	25 SAFD 7pm	26	27	28	

DRAFT

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 SAFD 6:30pm	5	6	7	8
9	10 Council 7 pm	11 Audit 7 pm FD Assoc. 7:30 pm	12 Cemetery Bd 6 pm	13 Ordinance 6 pm	14	15
16	17 ZBA*** 6:30 pm Plan 7:00 pm	18 SAFD 6:30pm	19	20 Safety 4 pm	21 *Bulk*	22
23	24 Council 7 pm	25 SAFD 7pm	26	27	28	29
30	31					

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 SAFD 6:30pm	2	3	4	5
6	7	8 FD Assoc. 7:30 pm	9 Cemetery Bd 6 pm	10 Ordinance 6 pm	11	12
13	14 Council 7 pm	15 SAFD 6:30pm	16	17	18	19
20	21 ZBA*** 6:30 pm Plan 7:00 pm	22 SAFD 7pm	23	24	25 *Bulk*	26
27	28 Records 6:30 pm Council 7 pm	29	30			

DRAFT

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 SAFD 6:30pm	7	8 Ordinance 6 pm	9	10
11	12 Council 7 pm	13 Audit 7 pm FD Assoc. 7:30 pm	14 Cemetery Bd 6 pm	15 Safety 4 pm	16	17
18	19 ZBA*** 6:30 pm Plan 7:00 pm	20 SAFD 6:30pm	21	22	23 *Bulk*	24
25	26 ***Memorial Day & Parade*** ***Office Closed***	27 Council 7 pm SAFD 7pm	28	29	30	31

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 SAFD 6:30pm	4	5	6	7
8	9 Council 7 pm	10 FD Assoc. 7:30 pm	11 Cemetery Bd 6 pm	12 Ordinance 6 pm	13	14
15	16 ZBA*** 6:30 pm Plan 7:00 pm	17 SAFD 6:30pm	18	19 ***Juneteenth*** ***Office Closed***	20 *Bulk*	21
22	23 2026 Budget Hearing 6:45 pm Council 7 pm	24 SAFD 7pm	25	26	27	28

7/8/24

DRAFT

29	30					

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	BFriday	Saturday
		1 SAFD 6:30pm	2	3	4 *Independence Day* *Office Closed*	5
6	7	8 FD Assoc. 7:30 pm	9 Cemetery 6 pm	10	11	12
13	14 Council 7 pm	15 Audit 7 pm SAFD 6:30pm	16	17 Safety 4 pm	18 *Bulk*	19
20	21	22 SAFD 7pm	23	24	25	26
27	28	29	30	31		

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 SAFD 6:30pm	6	7	8 Village Rummage	9 Sale
10 Village Rummage Sale	11 Council 7 pm	12 FD Assoc. 7:30 pm	13 Cemetery Bd 6 pm	14 Ordinance 6 pm	15	16
17	18 ZBA*** 6:30 pm Plan 7:00 pm	19 SAFD 6:30pm	20	21	22 *Bulk*	23
24	25 Council 7 pm	26 SAFD 7pm	27	28	29	30

7/8/24

DRAFT

31						

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ***Labor Day*** ***Office Closed***	2 SAFD 6:30pm	3	4 Park 7:30 pm	5	6
7	8 Council 7 pm	9 Audit 7 pm FD Assoc. 7:30 pm	10 Cemetery Bd 6 pm	11 Ordinance 6 pm	12	13
14	15 ZBA*** 6:30 pm Plan 7:00 pm	16 SAFD 6:30pm	17	18 Safety 4 pm	19 *Bulk*	20
21	22 Council 7 pm	23 SAFD 7pm	24	25	26	27
28	29	30				

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Park 7:30 pm	3	4
5	6	7 SAFD 6:30pm	8 Cemetery Bd 6 pm	9 Ordinance 6 pm	10	11
12	13 ***Columbus Day*** ***Office Closed***	14 Council 7 pm FD Assoc. 7:30 pm	15	16	17	18
19	20 ZBA*** 6:30 pm Plan 7:00 pm	21 SAFD 6:30pm	22	23	24 *Bulk*	25 **Halloween Parade 3 pm**

7/8/24

DRAFT

						Trick-or-Treat 6-7:30
26	**27** Records 6:30 pm Council 7 pm	**28** SAFD 7pm	**29**	**30**	**31**	

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3**	**4** SAFD 6:30pm	**5**	**6**	**7**	**8**
9	**10** VFDB 6:45 pm Council 7 pm	**11** ***Veterans Day*** ***Office Closed*** FD Assoc. 7:30 pm	**12** Cemetery Bd 6 pm	**13** Ordinance 6 pm	**14**	**15**
16	**17** ZBA*** 6:30 pm Plan 7:00 pm	**18** Audit 7 pm SAFD 6:30pm	**19**	**20** Safety 4 pm	**21** *Bulk*	**22**
23	**24** '26 Temp Approp. 6:45 pm Council 7 pm	**25** SAFD 7pm	**26**	**27** ***Thanksgiving Day*** ***Office Closed***	**28** ***Office Closed***	**29**
30						

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	**2** SAFD 6:30pm	**3**	**4**	**5** **Tree Lighting**	**6**
7	**8** Council 7 pm	**9** FD Assoc. 7:30 pm	**10** Cemetery Bd 6 pm***	**11**	**12**	**13**
14	**15**	**16**	**17**	**18**	**19**	**20**

7/8/24

DRAFT

	***Council 7 pm	SAFD 6:30pm			*Bulk*	
21	**22**	**23**	**24** ***Christmas Eve*** ***Office Closed***	**25** ***Christmas Day*** ***Office Closed***	**26**	**27**
28	**29**	**30**	**31** ***New Year's Eve*** ***Office Closed***			

***(asterisk) If needed** The following committees will meet as needed: Building & Grounds. Service/Street/Sidewalk, Community & Economic Development, Finance

DRAFT

Lakeland Glass Company

4994 Grove Ave. Lorain Oh 44055, 440-277-4527 main office, 440-277-9988 fax

Contractor: Lawler Construction

Project: Cleveland/ Delve Underground – 2nd floor Interior Office Renovation

07/18/2024

South Amherst Fire Department

105 W. Main Street

South Amherst OH

Attn: Ron Zaleha

Project Scope: Replacement of the hollow metal door and frame on the east side of the building.

We propose the following:

Per phone conversation and our site visit, we found the existing door and frame to be deteriorating and in need of replacement.

We shall remove the existing door and frame and replace it with a new doors and frame, The new door is a 2'6" x 7'0 door, shall be 18 gauge hollow metal, have a ½ lite vision kit (24 x 30 approx) , the glass shall be ¼" clear or obscure tempered glass (your choice) ,new 4 ½ x 4 ½ but hinges, weatherstripping, threshold and sweep. The door will come primed, ready to paint.

We will remove from the old door and install the Detex lock/handle on the new door.

The frame will be a 34" x 90 ½" x 5 ¾ , 16 gauge hollow metal welded masonry frame.

Quote price ----------$2,425.00

Alternate – If you would like the door and frame painted prior to installation add $250.00 to the base bid.

Thank You

Kevin Swint

Lakeland Glass Co. Inc.

RECORD OF ORDINANCE
VILLAGE OF SOUTH AMHERST

Ordinance No. 1807-24 Passed:

AN ORDINANCE AMENDING SECTION 921.05 TURN-ON FEE AS IT PERTAINS TO THE FEE RATE EFFECTIVE 1 OCTOBER 1 2024

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF SOUTH AMHERST, LORAIN COUNTY, STATE OF OHIO THAT:

SECTION 1: That Section 921.05 of the codified ordinances as enacted by Ordinance No. 1786-23, passed the 13th day of November 2023 is hereby amended to read as follows:

Sec. 921.05 **TURN-ON FEE**

The Village of South Amherst is hereby authorized and shall impose a fee to all water users for turning-on water service to any resident and/or address and/or account. Effective 1 October 2024.

Said fees shall be as follows:

(a) Fifty dollars ($50.00) for all turn-ons taken place during scheduled working hours.
(b) Seventy-five dollars ($75.00) for all turn-ons taken place after scheduled working hours.

SECTION 2: That existing Section 921.05 of the codified ordinances enacted by ordinance No. 1786-23 on the 11th day of November 2023 is hereby repealed.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance 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.

First Reading: July 15, 2024
Second Reading:
PASSED:

_____
Scott Jones, Mayor

ATTEST: _____
Fiscal Officer

RECORD OF ORDINANCE
VILLAGE OF SOUTH AMHERST

I, the Fiscal Officer of the Village of South Amherst, Lorain County, Ohio, hereby certifies that the forgoing Ordinance No. **1807-24** is taken and copied from the record of proceedings of the Village Council of the Village of South Amherst, Lorain County, Ohio and that it has been compared by me with the ordinance on the record and is a true and accurate copy. Further, I certify that the adoption of such ordinance occurred in and open meeting held in compliance with O.R.C. 121.22

_____
Fiscal Officer

APPROVED AS TO FORM:

_____
Matthew A. Mishak, Law Director
SA/1807-24 Water Turn-on Fees

RESOLUTION NO. 740-24

Contribution to Qualified Employees' Health Insurance Coverage

Lorain County, Ohio

Be It Resolved, *by the Council of the Village of South Amherst*

WHEREAS, this date, August 12, 2024, Council moved to adopt the following Resolution:

WHEREAS, the Council of the Village of South Amherst hereby fixing the rate of contribution to qualified employees' health insurance coverage to the sum of $750.00 per month; and,

WHEREAS, This Resolution hereby repeals any and all provisions of Ordinances and/or Resolutions which are in conflict herewith.

NOW THEREFORE, it is hereby RESOLVED that:

1. A qualified employee is considered a full-time employee.

2. The fiscal officer is authorized to pay monthly for each qualified employee an amount not to exceed $750.00 for the monthly premium for health insurance coverage.

3. The monthly premium takes effect on September 1, 2024.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of the Village of South Amherst concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Village of South Amherst Council, and that all deliberations of the Village of South Amherst Council and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 12th day of August2024

First Reading: June 24, 2024
Second Reading: July 15, 2024
PASSED:

_____
Scott Jones, Mayor

ATTEST: _____
Fiscal Officer

RESOLUTION NO. 740-24

Contribution to Qualified Employees' Health Insurance Coverage

Lorain County, Ohio

I, Michelle Henke, the Fiscal Officer of the Village of South Amherst, certifies that the forgoing Resolution No. **740-24** is taken and copied from the record of proceedings of the Village Council of the Village of South Amherst, Lorain County, Ohio and that it has been compared by me with the resolution on the record and is a true and accurate copy. Further, I certify that the adoption of such resolution occurred in and open meeting held in compliance with O.R.C. 121.22

_____

Fiscal Officer

APPROVED AS TO FORM:

_____

Matthew A. Mishak, Law Director

SA\ Res. 749-24 Health Ins. Premium

RESOLUTION NO. 741-24

Eastwood Environmental, Inc Contractual Agreement
Effective 15 July 2024

Lorain County, Ohio

Be It Resolved, *by the Council of the Village of South Amherst*

WHEREAS, this date, August 12, 2024 council moved to adopt the following Resolution:

WHEREAS, the Village of South Amherst authorizes the Mayor all actions necessary to enter into an agreement with Eastwood Environmental, Inc. to serve as the Treatment Operator for the Village's Water Distribution System (PWS ID# OH4701411); and

NOW THEREFORE, it is hereby RESOLVED by the Council that:

the Village of South Amherst wishes to enter into an agreement with Eastwood Environmental, Inc. effective the 15th day of July, 2024 in accordance with the attached agreement, known as Exhibit A; and

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of the Village of South Amherst concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Village of South Amherst Council, and that all deliberations of the Village of South Amherst Council and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

That this resolution is declared an emergency measure necessary for the immediate effectiveness of this Resolution. Wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval.

Adopted the 12th day of August 2024.

PASSED:

_____
Scott Jones, Mayor

ATTEST: _____
Fiscal Officer

I, Michelle Henke, the Fiscal Officer of the Village of South Amherst, certifies that the forgoing Ordinance No. **741-24** is taken and copied from the record of proceedings of the Village Council of the Village of South Amherst, Lorain County, Ohio and that it has been compared by me with the ordinance on the record and is a true and accurate copy. Further, I certify that the adoption of such ordinance occurred in and open meeting held in compliance with O.R.C. 121.22

_____
Fiscal Officer

APPROVED AS TO FORM:

_____
Matthew A. Mishak, Law Director
SA/741-24 Eastwood Environmental, Treatment Operator

Eastwood Environmental, Inc.

Water & Wastewater Systems Compliance

CONTRACTUAL AGREEMENT

July 15, 2024

This agreement is between the companies, **Eastwood Environmental, Inc.** hereafter stated as the treatment operator, and **Village of S. Amherst, Ohio** hereafter stated as the owner.

Correct PWS ID#OH4701411

For the **WATER DISTRIBUTION SYSTEM**, **(PWS ID#OH4701003)** the operator will ensure routine samples (not to include resamples) have been taken in accordance with ORC section 6109 and OAC 3745, for the PWS (Public Water Supply). The operator will verify a contingency and site-sampling plan is in place along with all related records for this PWS. The treatment operator will not be responsible for any violations issued by the Ohio EPA or any other regulating body. The Operator of Record will ensure monthly Hours report and Water Plant/Distribution System Monthly Operating Report (MOR) is submitted to the OEPA. If during routine sampling an exceedance of a particular parameter occurs and a Public Notice is required the Operator will verify the notice is completed, resample's are taken and the event is investigated. And ensure the appropriate notification to the OEPA office was completed.

In the event of a water main break, if requested and or needed, the operator will assist the onsite employee or excavator as needed to oversee line repairs. Any major repairs, such as new electric motors, pumps or structural repairs will be the financial responsibility of the business owner. If needed, any Chemical resupply (i.e. Chlorine), or equipment such as special pumps will also be extra.

The Operator will will be copied all routine communication, i.e. correspondence, with the OEPA. The Owner should make every effort to keep the Operator informed of all routine communication with the regulating body.

The treatment Operator will be available on a 24-hr on-call basis to give on-site assistance and respond to emergencies within two (2) hours of being notified as necessary.

All Eastwood Environmental, Inc. employees holding a OEPA certified operators license will be under the direct supervision of the company. The treatment operator will ensure certified professional operators under employment, comply with the responsibilities of a certified professional operator and provisions of OAC Chapters 3745, 6111, and 6109 and the rules promulgated thereunder.

The treatment operator and owner shall ensure all relevant personnel are notified of written correspondence from or to Ohio EPA. Ensure that correspondence from Ohio EPA, including compliance letters, monitoring schedules and relevant permits, are shared between the owner, the treatment operator and any certified professional operators associated with the facility.

A fee of **$2,601.00** per month will be due by the seventh day of the month that plant checks begin.

If at any time the owner or the treatment operator decides for any reason to discontinue the contract, a one-month notice must be given in writing to cancel this agreement. This contract voids any previous agreement.

SIGNED _____ FACILITY OWNER OR REPRESENTATIVE
Scott Jones, Mayor
Effective 7-15-2024

Date: _____

SIGNED _____ FACILITY OWNER OR REPRESENTATIVE

Date: _____

SIGNED _____ FACILITY OWNER OR REPRESENTATIVE

Date: _____

SIGNED _____ FACILITY OWNER OR REPRESENTATIVE

Date: _____

SIGNED _____ DERRICK O. CHENNAULT, PRESIDENT
EASTWOOD ENVIRONMENTAL, INC.

Date: 07/17/2024

RESOLUTION NO. 742-24

EHOVE Career Center
Tuition Voucher(s) for Firefighter 1 Training

Lorain County, Ohio

Be It Resolved, *by the Council of the Village of South Amherst*

WHEREAS, this date, August 12, 2024 council moved to adopt the following Resolution:

WHEREAS, the Village of South Amherst approves the remittance of the $2061.00 tuition voucher (s) to EHOVE Career Center for one Auxiliary member of the SAFD to attend Firefighter 1 Training ; and

WHEREAS, the tuition voucher(s) will cover the following courses:

a. Firefighter 1, background check, books $1761.00 Exhibit A
b. Pre-requisite classes $ 300.00 Exhibit B

NOW THEREFORE, it is hereby RESOLVED by the Council that:
the Village of South Amherst Council approves the remittance of $2061.00 in tuition to EHOVE Career Center for Firefighter 1 training,

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of the Village of South Amherst concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Village of South Amherst Council, and that all deliberations of the Village of South Amherst Council and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

That this resolution is declared an emergency measure necessary for the immediate effectiveness of this Resolution. Wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval.

Adopted the 12th day of August 2024.

PASSED:

_____
Scott Jones, Mayor

ATTEST: _____
Fiscal Officer

I, Michelle Henke, the Fiscal Officer of the Village of South Amherst, certifies that the forgoing Ordinance No. **742-24** is taken and copied from the record of proceedings of the Village Council of the Village of South Amherst, Lorain County, Ohio and that it has been compared by me with the ordinance on the record and is a true and accurate copy. Further, I certify that the adoption of such ordinance occurred in and open meeting held in compliance with O.R.C. 121.22

_____
Fiscal Officer

APPROVED AS TO FORM:

_____
Matthew A. Mishak, Law Director
SA/742-24 EHOVE Firefighter 1

Resolution 742-24
Exhibit A

EHOVE CAREER CENTER

TUITION VOUCHER

Fill out this form completely and mail to EHOVE Adult Career Center, 316 W Mason Rd, Milan Ohio 44846 or fax to 419-614-5411. This voucher must be presented to the EHOVE Adult Career Center business office prior to the first day of class. An invoice will be sent to the employer once classes have begun. A student's failure to complete the program does not void the company's responsibility to pay in accordance with EHOVE Adult Career Center's withdrawal policy. This voucher is good for the sole use of the student(s) whose name and SSN is listed below.

Student name:	Audrey Baumann
Student Street Address:	889 S Main St
City, State, Zip	Amherst, OH 44001
Student Phone Number:	440-308-5163
Social Security Number:	NA
Program/ Class Title:	Firefighter I

Start Date:	9/10/24	End Date:	2/4/25

Costs Associated With Program

WorkKeys Test	81.00	Background Check	30.00
Tuition	1500.00	Books:	100.00
Gear Rental:	NA	Fees:	50.00

Company listed below agrees to pay the costs listed for the above named program. Charges exceeding the amount listed above as well as any additional charges are the student's responsibility.

Company Name:	Village of South Amherst
Billing Street Address:	103 W Main St.
City, State, Zip	South Amherst, OH 44001
Contact Name:	Michelle Henke, Fiscal Officer
Phone Number:	440-986-2222 ext. 2

Employer Signature & Title — Date

A. Baumann — 4-13-24

Employee Signature — Date

FORM 7224

Resolution 742-24
Exhibit B

EHOVE CAREER CENTER

TUITION VOUCHER

Fill out this form completely and mail to EHOVE Adult Career Center, 316 W Mason Rd, Milan Ohio 44846 or fax to 419-614-5411. This voucher must be presented to the EHOVE Adult Career Center business office prior to the first day of class. An invoice will be sent to the employer once classes have begun. A student's failure to complete the program does not void the company's responsibility to pay in accordance with EHOVE Adult Career Center's withdrawal policy. This voucher is good for the sole use of the student(s) whose name and SSN is listed below.

Student name:	Audrey Baumann		
Student Street Address:	859 S Main St		
City, State, Zip	Amherst, OH 44001		
Student Phone Number:	440-308-5163		
Social Security Number:	NA		
Program/ Class Title:	Fire – CPR Fire - EVO		
Start Date:	9/3/24 10/22/24	End Date:	9/5/24 10/26/24

Costs Associated With Program

Tuition	CPR 100.00 EVO 200.00	Books:	NA
Supplies:	NA	Fees:	NA

Company listed below agrees to pay the costs listed for the above named program. Charges exceeding the amount listed above as well as any additional charges are the student's responsibility.

Company Name:	Village of South Amherst
Billing Street Address:	103 W Main St.
City, State, Zip	South Amherst, OH 44001
Contact Name:	Michelle Henke, Fiscal Officer
Phone Number:	440-986-2222 ext. 2

Employer Signature & Title — Date

A Baumann — 4-13-24

Employee Signature — Date

FORM 7224

Village of South Amherst

Idea to Project

08/12/2024

Table of Contents

Disclaimer 2
Definitions as they pertain to Ideas/Projects 2
Introduction 3
Phase I Cursory Review 4
Phase II Funding Review 5
Phase III Final Stage Review 6
Phase IV Approved Project to Completion 7
Phase V Contracts 8
Appendix 10

Disclaimer

This document is designed to assist in developing ideas for a project complying with local ordinances, the Ohio Revised Code, and standard business practices. These guidelines will be reviewed annually by the Admin Committee and approved through legislation. It is not intended to replace legal or Engineering advice; each committee with an idea or project must work through its process. The committees have reviewed these guidelines to ensure that it is an acceptable process. To supplement this document, you may request a copy of the Ohio Municipal League Bidding, Purchasing, and Contracting presentation provided at the Municipal League Conference 2018 for additional information through the Buildings and Grounds Committee.

Definitions as they pertain to Ideas/Projects

Boards - Boards have numerous responsibilities: they oversee management, finances, and quality; set strategic direction; build community relationships; establish ethical standards, values, and compliance; and select a Board chair/department head and monitor their progress.

Board chair/department head - The chair (or chairperson) is essential to a board's smooth running and effectiveness. Since the chair represents a branch of the village government to the outside world and determines the order of the board agenda, this role requires excellent leadership and communication skills.

Building Clerk- The person who works with the village building ordinances and building department to ensure compliance with local and state codes.

Clerk – The person who serves as board clerk is responsible for the day-to-day operations of the governing fund and their bylaws. They attend board meetings, transcribe the minutes, and assist board member/department heads as directed by the Board chair/department head or as the board motions.

Committee Chair - The person responsible for scheduling/holding committee meetings and making the final recommendation to the legislative body to vote and pass legislation on the project if approved.

Competitive bid - A competitive bid is a proposal and price submitted by a vendor or service provider to a company for a business opportunity involving products or services. Competitive bidding is a common procurement practice that involves inviting multiple vendors to bid for the same material, product, or service. Companies and government agencies that require large-scale delivery of products or services often use competitive bidding.

Department Head– The Department Head would be the chairperson of any of the established boards of the village, or any of the departments operated within the village government. The following procedures would apply to all departments of the village. Department heads such as the Police, Fire, and Street department projects would be approved by the Council.

Engineer- Their role is dependent on an agreed applied scope that may guide cost estimates, recommends the type of bidding process utilized, becomes the Project Manager for the Engineering side of the project if it goes out for competitive bid, and sees the project to completion.

Estimate -Estimates may be used for smaller projects based on recommendations from the village's Engineer. Best efforts to obtain three estimates are required. They should be based on the same criteria for easy comparison. The Project Manager should be clear when, making the request, what is needed in the estimate.

Fiscal Officer- Determines if funds are available, completes purchase orders, handles the competitive bid posting, and refers Fund Project Manager to the Finance Committee if needed.

Fund Project Manager- This person is a board member/department head or board chair/department head responsible for developing, researching, maintaining records and e-mails, and requesting committee meetings as the idea moves along the phases outlined in this document. They also work with the Engineer as needed.

Law Director- Provides legal opinion and drafts legislation as needed.

Mayor- The Mayor performs duties established by the village council in its bylaws and ordinances. The Mayor's duty as chief executive is to see that all village laws are enforced. The Mayor must also sign various legal instruments as the village council or State law requires. (ORC 733.30)

Minutes - Minutes taken by a clerk or committee should reflect the discussion and intent of the project and any documents reviewed in making decisions.

Project - Unique, goal-oriented activities that require specific resources to achieve a particular objective that changes the footprint of village properties, including buildings and grounds.

Things that we do (or work that we do) which is routine and regular are not projects. Things that are done towards a one-time effort, done seeking a specific outcome, are projects.

Purchase Order - Purchase orders shall be used to approve purchase commitments and to encumber funds against the available appropriation account(s). The encumbrance of funds must be completed before any obligation of an expenditure.

Zoning Inspector- Reviews village zoning ordinances and ensures the project is compliant before the project goes to committee.

Introduction

An idea to evolve into a project has many components that must be considered. As a municipal government, we must understand that we do not follow the same path as a private business. Even at the level of different funds, there may be slightly different rules to follow, which are defined in the Ohio Revised Code. Some standards, such as having a signed contract for $25,000 and over for services provided (ORC 9.231) or projects $75,000 and above, must go out for competitive bids. (ORC 9.17, ORC 735.05, and 735.29) See ORC 9.17 for possible percent increases effective October 3, 2023. An example of an exception would be when a real and present emergency disrupts village utility services, the village council, by a two-thirds vote, may authorize the board to contract for necessary repairs without formal bidding or advertising. (ORC 735.051)

AN IDEA TO PROJECT COMPLETION
STANDARD OPERATING PROCEDURE

The South Amherst municipal government has established committees covering various aspects of the village government. Public officials have a broad fiduciary duty to carry out their responsibilities in a manner that is faithful to the public trust reposed in them. Therefore, they must do their due diligence to research and review information about an idea or potential project and make their recommendations to the legislative authorities.

Communication is vital in the many steps to presenting a project. The various committees and departments of the village play a role in moving a project smoothly through to completion. A Fund Project manager and various committees, public officials, and employees should communicate via e-mail for documentation.

Any board or public official needs to understand that there will be preliminary costs involved in flushing out an idea, obtaining permits, grant funding, or having Engineering costs that may not be fruitful in the approval of a project. They must weigh the project's benefit against a sound financial decision. Therefore, the board and project manager need to decide what they want their investment of time and funds to be before they start.

The Engineer will be responsible for creating any bidding documents and managing the project if it is $75,000 or over, or if the board requests the Engineer to manage a project under $75,000. See ORC 9.17 for possible percent increases effective October 3, 2023.

Phase I Cursory Review

A. An idea is discussed at a public meeting. Each board is responsible for developing the project for the fund they manage. The Council is responsible for developing projects for the General fund, excluding the Police, Fire Department, and Park.

B. Minutes must reflect all motions, voting, and assignments, and all communications between committees should be documented with an e-mail.

C. The board motions to move forward with the investigation of a possible project.

D. Assign a Fund Project Management person from any of the board member/department heads.

E. Start a project folder with copies of e-mail communications, estimates, designs, or sketches.

F. Board members/department heads should provide any pertinent information to the Fund Project Manager to submit to the Buildings and Grounds Committee.

G. Motion for the designated Fund Project Manager to request a cursory review of the project with the Buildings and Grounds Committee and Engineer. Currently, the engineer charges $180.00 per hour. They will make their recommendation on what they feel the project cost may be, or if you need an architect, soil study, Engineer design, RFI, RFQ, RFP or competitive bids and

language for scoring, etc. If it is a small project, there may be no charge for them to look at the project information, and it may not require further participation of the engineer.

H. The Fund Project Manager shall e-mail a request for a cursory review of the project to the Engineer and provide all available information about the project.

I. Once the Engineer has provided his information via e-mail back to the Fund Project Manager, they should share the information with their board and liaison to determine if they want to move forward with a meeting with the Buildings and Grounds committee to review.

J. The Buildings and Grounds committee chair will schedule a meeting with their committee members. A public meeting must be posted by the Buildings and Grounds chair. However, the Fund Project Manager would be responsible for submitting any preliminary information.

K. The Buildings and Grounds Committee chair will recommend to the Council whether the project investigation moves forward.

L. The Council will motion to approve the recommendation made and vote.

M. The Buildings and Grounds chair will notify the Funds Project Manager of the Council's decision via e-mail.

N. If approved, move forward to Phase II. **If not, the project cannot move forward.**

Phase II Funding Review

A. If the decision is in favor of moving forward with further development of the project, the Fund Project Manager may start researching the following information to present to their board:

B. Determine if there are any zoning or building issues by submitting an e-mail with information about the project, including a sketch with measurements and dimensions of the project, to the Zoning Inspector and Building Clerk via e-mail. They both should respond via e-mail if they need additional information or what the applicable ordinances and requirements pertain to your project.

C. Determine if there are any grants available as a funding source along with grant requirements. This will be helpful information to determine if proper funds are available for the project. The Engineer may be able to provide grant availability information.

D. Determine the funds available for the project with the Fiscal Officer via e-mail. The Fiscal Officer's response should include budgetary concerns or whether the project should be presented to the Finance Committee with a preliminary limit not to exceed amount. As the

project investigation progresses, the Project Fund Project Manager should inform the Fiscal Officer of cost changes.

E. If the Project Fund Project Manager is informed that the project needs to go before the Finance Committee, they should send an e-mail to the Finance Committee chairperson to schedule a meeting and copy the Fiscal Officer. Be prepared to provide as much cost information as possible and the preliminary limit not to exceed amount. The chair of the Finance Committee will e-mail the committee's decision after the meeting and report their decision at the next council meeting. If the Fund Project Manager has received the decision from the Finance Committee in favor of the expenditure, the Fund Project Manager may proceed with the project investigation.

F. The board will need to review and vote to approve the Engineering cost for the preliminary plans.

G. If the Engineer feels the project can be completed for less than $75,000 and estimates would be appropriate without an RFI, RFQ, or RFP, you may start the final stages. See Phase III below.

H. If the Engineer is to be involved based on the project size, project requirements, or board request, communicate via e-mail to all parties involved, such as the Mayor, Fiscal Officer, Buildings and Grounds Committee, etc., with timelines, design, and costs.

Phase III Final Stage Review

A. If all pertinent committees, Board members, Fiscal Officer, and Council have approved the preliminary project, you may now proceed with designing the project, getting estimates, etc.

B. Determine if grants or other funding sources are available. The timing of grant applications may not align with the project's final approval. You must determine if you have enough information about the project to proceed with the grant application. The board must approve applying for the grant, reflect the motion, and vote in the minutes. Obtain approval from the board to pursue funding. Grant language may require council legislation. Once the grant application has been accepted and approved, communicate with the Records Clerk to have the legislation put on the agenda. The Records Clerk should notify you via e-mail of the outcome of the legislation. The legislated grant or funding source application does not mean the final project is approved.

C. You may be working on each step simultaneously; however, you mustn't move forward without the preliminary steps done first.

D. The Engineer will tell you if they recommend an RFI (Request for Information), RFP (Request for Proposal), RFQ (Request for Qualifications), or Competitive Bid. Since each project may differ, no templates exist to create any of these documents. However, certain information should be

included, and the Engineer will assist you with completing them and scoring the applicants.

E. The Project Manager should inform the Engineer via e-mail that the project must go to the board for review and approval, followed by a final review of the Buildings and Grounds Committee for final recommendation. See H below for applicable documents needed.

F. Suppose the project is anticipated to come under $25,000, and the Engineer feels that estimates are an acceptable method of determining costs. In that case, the Funds Project Manager should make every effort to obtain three estimates for the board to review and vote on at their next meeting.

G. The board may review estimates on a smaller project and move to approve an estimate or contract or determine they do not want to move forward due to financial stability.

H. If the board reviews the preliminary components of the project and votes to move forward with the project, the Fund Project Manager should request a meeting with the Buildings and Grounds Committee via e-mail. The committee chair will schedule the meeting and notify the Records Clerk to post the session. The Fund Project Manager should be prepared to answer questions and get any follow-up information the committee asks for. Your packet should include:
   - Property location
   - Sketches of project
   - Measurements
   - Materials
   - Estimates/RFI (Request for Information), RFQ (Request for Qualifications) and or RFP (Request for Proposal)
   - Opinion from Engineer
   - Building and Zoning requirements
   - Recommendations from the Finance Committee and Fiscal Officer
   - Determine a Not-to-Exceed amount

I. The Buildings and Grounds Committee will review the information provided and decide whether to recommend it to the Council. After the committee has had an appropriate amount of time to review the project, the committee chairperson will request the proposed project to be added to the council agenda for a vote with a Not-to-Exceed amount including a contingency amount based on scope and project costs.

Phase IV Approved Project to Completion

A. If the Council moves to approve the project, the Records Clerk will notify the Fund Project Manager and board member/department heads that the project was approved for a Not to Exceed amount.

B. The Fund Project Manager will e-mail the Engineer and Fiscal Officer that the project was approved.

C. If an RFP or public bid is required, the Engineer is to be involved. The Records Clerk will have a resolution to enter a contract with the Engineer drafted for passage at the next council meeting.

D. Based on the Engineer's approved recommendations, they will prepare the plan or approve plans provided by the contractor.

E. Once the plans are prepared, the board will review, approve, or modify plans working with the Engineer. Once the board has approved final plans, the Engineer will complete the work based on their recommendations and take over as the Project Manager, communicating with the Fund Project Manager and Fiscal Officer.

F. The Fiscal Officer will post the bid requirements in the newspaper.

G. Public bids or RFPs must be dated upon receipt and remain sealed until the hearing date to select a contractor.

H. The Engineer will score the submissions and make his recommendations to the board or Council for the lowest and best bid.

I. If the project only requires three estimates, the board may motion to select a contractor and move forward with the project. All projects for services should have a resolution by the Council approving the Mayor to enter into a contract, which the Mayor then signs. All products purchased should have a warranty.

J. The Funds Project Manager should give vendor information and estimates to the Fiscal Officer, and all expenditures require a purchase order issued by them.

Phase V Contracts

A. Quoting the Law Director, Matthew Mishak "In Ohio, a service contract typically includes the following elements:

1. Identification of the parties involved: The service contract should clearly identify the parties involved, including the service provider and the customer.

2. Scope of services: The contract should clearly define the services that will be provided by the service provider.

3. Term: The contract should specify the length of time that the service provider will be providing services to the customer.

4. Payment terms: The contract should outline the payment terms for the services provided, including the amount to be paid, payment schedule, and any late payment penalties.

5. Warranties: The contract should specify any warranties or guarantees provided by the service provider.
6. Limitations of liability: The contract should outline any limitations on the liability of the service provider.

7. Termination: The contract should outline the process for resolving any disputes that may arise between the service provider and the customer.

8. Dispute resolution: The contract should outline the process for resolving any disputes that may arise between the service provider and the customer.

It is important to note that these elements may vary depending on the specific type of service being provided and the individual agreement between the service provider and customer."

Appendix

Ohio Revised Code Section 9.17 Competitive bidding threshold amount.

Effective: October 3, 2023 Legislation: House Bill 33 - 135th General Assembly (A) The amount for purposes of a provision of the Revised Code that references this section shall be as follows: (1) Beginning on the effective date of this section through the calendar year 2024, seventy-five thousand dollars; (2) For each calendar year thereafter, the amount for the previous calendar year increased by three percent as determined and published by the director of commerce.

Section 9.231 Disbursements over $25,000 - contract required - exceptions.
Effective: October 3, 2023
Legislation: House Bill 33
(A)(1) Subject to divisions (A)(2) and (3) of this section, a governmental entity shall not disburse money totaling twenty-five thousand dollars or more to any person for the provision of services for the primary benefit of individuals or the public and not for the primary benefit of a governmental entity or the employees of a governmental entity, unless the contracting authority of the governmental entity first enters into a written contract with the person that is signed by the person or by an officer or agent of the person authorized to legally bind the person and that embodies all of the requirements and conditions set forth in sections 9.23 to 9.236 of the Revised Code. If the disbursement of money occurs over the course of a governmental entity's fiscal year, rather than in a lump sum, the contracting authority of the governmental entity shall enter into the written contract with the person at the point during the governmental entity's fiscal year that at least seventy-five thousand dollars has been disbursed by the governmental entity to the person. Thereafter, the contracting authority of the governmental entity shall enter into the written contract with the person at the beginning of the governmental entity's fiscal year, if, during the immediately preceding fiscal year, the governmental entity disbursed to that person an aggregate amount totaling at least seventy-five thousand dollars.

(A)(2) If the money referred to in division (A)(1) of this section is disbursed by or through more than one state agency to the person for the provision of services to the same population, the contracting authorities of those agencies shall determine which one of them will enter into the written contract with the person.

(A)(3) The requirements and conditions set forth in divisions (A), (B), (C), and (F) of section 9.232, divisions (A)(1) and (2) and (B) of section 9.234, divisions (A)(2) and (B) of section 9.235, and sections 9.233 and 9.236 of the Revised Code do not apply with respect to the following:
(a) Contracts to which all of the following apply:

(i) The amount received for the services is a set fee for each time the services are provided, is determined in accordance with a fixed rate per unit of time or per service, or is a capitated rate, and the fee or rate is established by competitive bidding or by a market rate survey of similar services provided in a defined market area. The market rate survey may be one conducted by or on behalf of the governmental entity or an independent survey accepted by the governmental entity as statistically valid and reliable.

(ii) The services are provided in accordance with standards established by state or federal law, or by rules or regulations adopted thereunder, for their delivery, which standards are enforced by the federal government, a governmental entity, or an accrediting organization recognized by the federal government or a governmental entity.

(iii) Payment for the services is made after the services are delivered and upon submission to the governmental entity of an invoice or other claim for payment as required by any applicable local, state, or federal law or, if no such law applies, by the terms of the contract.

(b) Contracts under which the services are reimbursed through or in a manner consistent with a federal program that meets all of the following requirements:

(i) The program calculates the reimbursement rate on the basis of the previous year's experience or in accordance with an alternative method set forth in rules adopted by the Ohio Department of Job and Family Services.

(ii) The reimbursement rate is derived from a breakdown of direct and indirect costs.

(iii) The program's guidelines describe types of expenditures that are allowable and not allowable
under the program and delineate which costs are acceptable as direct costs for purposes of calculating the reimbursement rate.

(iv) The program includes a uniform cost reporting system with specific audit requirements.

(c) Contracts under which the services are reimbursed through or in a manner consistent with a federal program that calculates the reimbursement rate on a fee for service basis in compliance with United States office of management and budget Circular A-87, as revised May 10, 2004.

(d) Contracts for services that are paid pursuant to the earmarking of an appropriation made by the general assembly for that purpose.

(B) Division (A) of this section does not apply if the money is disbursed to a person pursuant to a contract with the United States or a governmental entity under any of the following circumstances:
(1) The person receives the money directly or indirectly from the United States, and no governmental entity exercises any oversight or control over the use of the money.
(2) The person receives the money solely in return for the performance of one or more of the following types of services:

(a) Medical, therapeutic, or other health-related services provided by a person if the amount received is a set fee for each time the person provides the services, is determined in accordance with a fixed rate per unit of time, or is a capitated rate, and the fee or rate is reasonable and customary in the person's trade or profession;

(b) Medicaid-funded services, including administrative and management services, provided pursuant to a contract or Medicaid provider agreement that meets the requirements of the Medicaid program.

(c) Services, other than administrative or management services or any of the services described in division (B)(2)(a) or (b) of this section, that are commonly purchased by the public at an hourly rate or at a set fee for each time the services are provided, unless the services are performed for the benefit of children, persons who are eligible for the services by reason of advanced age, medical condition, or financial need, or persons who are confined in a detention facility as defined in section 2921.01 of the Revised Code, and the services are intended to help promote the health, safety, or welfare of those children or persons;

(d) Educational services provided by a school to children eligible to attend that school. For purposes of division (B)(2)(d) of this section, "school" means any school operated by a school district board of education, any community school established under Chapter 3314. of the Revised Code, or any nonpublic school for which the director of education and workforce prescribes minimum education standards under section 3301.07 of the Revised Code.

(e) Services provided by a foster home as defined in section 5103.02 of the Revised Code;

(f) "Routine business services other than administrative or management services," as that term is defined by the attorney general by rule adopted in accordance with Chapter 119. of the Revised Code;

(g) Services to protect the environment or promote environmental education that are provided by a nonprofit entity or services to protect the environment that are funded with federal grants or revolving loan funds and administered in accordance with federal law.

(3) The person receives the money solely in return for the performance of services intended to help preserve public health or safety under circumstances requiring immediate action as a result of a natural or man-made emergency.

(C) With respect to an unincorporated nonprofit association, corporation, or organization established for the purpose of providing educational, technical, consulting, training, financial, or other services to its members in exchange for membership dues and other fees, any of the services provided to a member that is a governmental entity shall, for purposes of this section, be considered services "for the primary benefit of a governmental entity or the employees of a governmental entity."

Section 733.30 | General duties of the Mayor of a municipal corporation.

Ohio Revised Code/Title 7 Municipal Corporations/Chapter 733 Officers

Effective:

October 1, 1953

Latest Legislation:

House Bill 1 - 100th General Assembly

The major shall perform all the duties prescribed by the bylaws and ordinances of the municipal corporation. He shall see that all ordinances, bylaws, and resolutions of the legislative authority are faithfully obeyed and enforced. He shall sign all commissions, licenses, and permits granted by such legislative authority, or authorized by Title VII of the Revised Code, and such other instruments as by law or ordinances require his certificate.

- October 1, 1953 – House Bill 1 - 100th General Assembly

Section 735.051 | Emergency conditions obviate formal bidding and advertising for contracts.

Ohio Revised Code/Title 7 Municipal Corporations/Chapter 735 Public Service

Effective:

November 5, 1965

Latest Legislation:

House Bill 360 - 106th General Assembly

In the case of a real and present emergency arising in connection with the operation and maintenance of the department of public service, including all municipally owned utilities, the department of public safety, or any other department, division, commission, bureau, or board of the municipality, the legislative authority of the municipality may by a two-thirds vote of all the members elected thereto, authorize the director of public service, director of public safety, city manager, board of public affairs, or other duly authorized contracting officer, commission, board, or authority, to enter into a contract for work to be done or for the purchase of supplies or materials without formal bidding and advertising.

- November 5, 1965 – House Bill 360 - 106th General Assembly

Section 735.29 | General powers and duties.

Ohio Revised Code/Title 7 Municipal Corporations/Chapter 735 Public Service

Effective:

September 25, 1986

Latest Legislation:

House Bill 754 - 116th General Assembly

The board of trustees of public affairs appointed under section 735.28 of the Revised Code shall manage, conduct, and control the waterworks, electric light plants, artificial or natural gas plants, or other similar public utilities, furnish supplies of water, electricity, or gas, collect all water, electric, and gas rents or charges, and appoint necessary officers, employees, and agents.
The board may make such bylaws and rules as it determines to be necessary for the safe, economical, and efficient management and protection of such works, plants, and public utilities. These bylaws and rules, when not repugnant to municipal ordinances or to the constitution or laws of this state, shall have the same validity as ordinances.

For the purpose of paying the expenses of conducting and managing such waterworks, plants, and public utilities or of making necessary additions thereto and extensions and repairs thereon, the board may assess a water rent or charge, or a light, power, gas, or utility rent, of sufficient amount, and in such manner as it determines to be most equitable, upon all tenements and premises supplied therewith. When such rents, except water rents and charges, are not paid when due, the board may certify them to the county auditor to be placed on the duplicate and collected as other village taxes, or it may collect them by actions at law in the name of the village. When water rents or charges are not paid when due, the board may do either or both of the following:

(A) Certify them, together with any penalties, to the county auditor. The county auditor shall place the certified amount on the real property tax list and duplicate against the property served by the connection if he also receives from the board additional certification that the unpaid rents or charges have arisen pursuant to a service contract made directly with an owner who occupies the property served.

The amount placed on the tax list and duplicate shall be a lien on the property served from the date placed on the list and duplicate and shall be collected in the same manner as other taxes, except that, notwithstanding section 323.15 of the Revised Code, a county treasurer shall accept a payment in such amount when separately tendered as payment for the full amount of such unpaid water rents or charges and associated penalties. The lien shall be released immediately upon payment in full of the certified amount. Any amounts collected by the county treasurer under this division shall be placed for immediate distribution to the village, in the appropriate distinct fund established for water rents and charges.

(B) Collect them by actions at law in the name of the village from an owner, tenant, or other person who is liable to pay the rents or charges.

The board shall have the same powers and perform the same duties as are provided in sections 743.01, 743.05 to 743.07, 743.10, 743.11, 743.18, 743.24, and 735.05 to 735.09 of the Revised Code, and all powers and duties relating to waterworks in any of such sections shall extend to and include electric light, power, and gas plants, and such other similar public utilities, and such board shall have such other duties as are prescribed by law or ordinance not inconsistent herewith.
Each board that assesses water rents or charges shall determine the actual amount of rents due based upon an actual reading of each customer's meter at least once in each three-month period, and at least quarterly the board shall render a bill for the actual amount shown by the meter reading to be due, except estimated bills may be rendered if access to a customer's meter was unobtainable for a timely reading. Each board that assesses water rents or charges shall establish procedures providing fair and reasonable opportunity for resolution of billing disputes.

When property to which water service is provided is about to be sold, any party to the sale or his agent may request the board to read the meter at that property and to render within ten days following the date on which the request is made, a final bill for all outstanding rents and charges for water service. Such a request shall be made at least fourteen days prior to the transfer of the title of such property.

At any time prior to a certification under division (A) of this section, the board shall accept any partial payment of unpaid water rents or charges, in the amount of ten dollars or more.

- September 25, 1986 – House Bill 754 - 116th General Assembly