

**RECORD OF PROCEEDINGS**  
Minutes of Village of South Amherst  
REGULAR MEETING  
April 13, 2026

**CALL TO ORDER**

The council meeting was called to order by Mayor Scott Jones at 7:00 p.m.

**LORD'S PRAYER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Councilmember Michele Jeffers	P	Fiscal Officer Michelle Henke	P
Councilmember Robb Koscho	P	Records Clerk Laurie Beran	P
Councilmember Mark Leshinski	P	Law Director Matthew Mishak	EA
Councilmember Jeanne Maschari	P	Utility Admin. David Valentine	P
Councilmember Anthony Savage	P	Assistant F.O. Wendy Kolmorgen	P
Councilmember David Troike	P		

*(EA – excused absences)*

**APPROVAL OF AGENDA** April 13, 2026

Councilmember Koscho moved to approve the agenda as presented. Councilmember Jeffers seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**APPROVAL OF MINUTES** March 23, 2026

Councilmember Savage moved to approve the minutes as presented. Councilmember Koscho seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**VISITORS**

Chris Gallagher 390 Annis Rd.: Inquired on the progress of the aluminum recycle program. Collection is ongoing with small but steady amounts. First recycling run expected within a few weeks. Payment will depend on weight, vendor, and market rates; exact rate unknown. Continued drop-offs encouraged.

Tom Gallagher 390 Annis Rd.: A discussion clarified that collected aluminum cans should be taken to the street garage. A container for cans has not yet been received; until then, cans should be placed in bags only and either left by the front door or dropped over the fence for morning pickup—no loose cans. Outreach to nearby businesses was discussed; one owner (Train Wreck) has been contacted, and flyers have been posted to explain the project to businesses and the public. Direct owner outreach has been limited, though a follow-up call will be made to the owner of Whiskeyville. Questions were raised about whether cans need to be rinsed, but it was noted that cans are typically processed as scrap aluminum.

Chair Beautification Committee Dawn Howell - Reported plans to create a Facebook page to recruit volunteers for upcoming events and requested guidance to avoid misrepresenting affiliation with the Village. It was clarified that the page should clearly state it is not a government-affiliated entity and should include “non-government affiliated” language in the page description. The committee should not claim to act on behalf of the Village but may describe itself as a volunteer beautification committee working independently to improve the community.

CDE Penny Becker – A Memorial Day update was provided, noting that planning is progressing well and remaining items will be discussed at the next committee meeting. The need for a quality sound system was discussed; Chris Bednar is willing to provide services again, and it was confirmed that the Village will cover the cost as done previously. Guidance was requested on improving communication with Village officials, noting limited email responses, and asked about preferred timing or methods for

## RECORD OF PROCEEDINGS

### Minutes of Village of South Amherst

correspondence. It was confirmed that emails are received, phone contact is acceptable, and formal votes cannot occur via email. The use of a council liaison for committee matters was discussed and clarified.

#### MAYOR

Reminder to residents that Primary Elections are May 5<sup>th</sup> at North Lake Missionary Baptist.

#### FISCAL OFFICER

Payment Listing 3/20-4/9/26

Presented to council.

Councilmember Leshinski questioned why only a power unit was purchased for a chain saw. The Utility Administrator clarified that a complete unit was purchased and the receipt just showed an abbreviated description.

#### Financial Reports

The following Financial Reports for April 2026 were presented to council: Revenue Summary, Fund Summary and Appropriation Summary.

#### Recycle Cans / Park Capital Project

The fiscal officer explained that the Law Director advised that revenue from the recycled-can proceeds shall be accounted to the General Fund. A new revenue account line was created for tracking the revenue. Expenditures will be paid from the Parks General Fund.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

#### Reallocation of Appropriations

A reallocation of appropriations was presented, proposing to transfer \$75,999 from the current capital equipment appropriation to a transfer-out account line to move the funds to the Parks Capital Project (Fund 4903) for project and grant tracking purposes.

#### Appropriation Ordinances 336 & 337

Transfer of funds to Park Capital Project Funds is No. 336, with no. 337 the appropriation.

#### RECORDS CLERK

#### Conformity of Boundaries and Property Annexation

Action(s) to be formally taken regarding the annexation of Village owned property PPN 0500010102029 15.83 acres which is adjacent to Evergreen Cemetery and conforming of the Village boundaries.

Councilmember Maschari moved to approve the annexation of 15.83 acres PPN 0500010102029.

Councilmember Troike seconded the motion.

*Discussion: Councilmember Maschari clarified that the current motion on the table is only for annexing the 15.83 acres. Annexation must take place prior to a motion for conforming the boundaries.*

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

Councilmember Maschari moved to conform the boundaries of the Village of South Amherst to include the most current annexation of 15.83 acres. Councilmember Troike seconded the motion.

## RECORD OF PROCEEDINGS

### Minutes of Village of South Amherst

*Discussion: Councilmember Leshinski asked if by conforming the boundaries if you will no longer vote on township trustees or issues. Councilmember Maschari answered, "This means that when the process is complete, you will no longer vote for township trustees, and I cannot answer how the township includes the New Russia township current residents on issues. This is getting our tax dollars into our village, that our residents pay."*

Jeffers  Koscho  Leshinski  **NAY** Maschari  Savage  Troike  Motion carried.

#### Cancellation of Meeting

A recommendation was made to have a policy included in the Rules of Council outlining the procedure to properly cancel a meeting after office hours. A best practice guideline was provided to council for consideration.

Councilmember Maschari moved to include in the Rules of Council a Meeting Cancellation Policy. Councilmember Jeffers seconded the motion.

*Discussion: Councilmember Savage recommended specifying that the Chair or designee would post notice and remain at the meeting location for at least 15 minutes after the scheduled start time to inform the public of the cancellation.*

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

#### March Construction Report

B/Z	ADDRESS	DESCRIPTION	B/Z	ADDRESS	DESCRIPTION
B/Z	115 Buckeye	Pole Barn	B	220 W Main	Electric Meter
Z	307 E Main	Fence	B	132 E Main	Electric Meter
B	131 W Main	Re-roof	B	132 E Main	HVAC replace
B	671 S Lake	Re-roof	B	213 S Lake	Re-roof

#### Planning Commission

Semi-annual meeting will be on Monday the 20<sup>th</sup> at 7:00 p.m.

#### Records Commission

Semi-annual meeting will be on Monday the 27<sup>th</sup> at 6:30 p.m.

### UTILITY ADMINISTRATOR

#### Street/Service

##### Engineering Services

Last month a RFQ was posted for qualified municipal engineering services. The three firms that replied were: Jones & Henry, K.E. McCartney, and Kerpinsky. In order to make a recommendation to council all three firms were evaluated using the same criteria. The utility administrator recommended K.E. McCartney due to their extensive work in the local area, grant searches, and working with county administration.

Councilmember Jeffers moved to negotiate a contract with K.E.M. (K.E. McCartney) for municipal engineering services. Councilmember Koscho seconded the motion.

*Discussion: Clarification was provided that no specific timeline exists for negotiating the contract.*

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

#### Dumpster Days

Friday & Saturday 4/17-18

**RECORD OF PROCEEDINGS**  
Minutes of Village of South Amherst

Employee Reinstatement

Councilmember Troike moved to reinstate Rocco Iafolla as a part-time employee. Councilmember Koscho seconded the motion.

*Discussion: Councilmember Leshinski raised a question regarding whether additional legislation was required. The Fiscal Officer assured Council that the employee would return under the same rate of pay and job description as held previously.*

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

Speed Limit Signs

Councilmember Leshinski raised a prior concern from the March 9 meeting regarding speed limit sign spacing, stating that signs placed every 1,000 feet may reduce effectiveness. The Utility Administrator responded that the general guideline is 1,500 feet and noted that the additional signage applies only to Main Street, which currently lacks sufficient speed limit signs. The mayor concurred, adding that the most frequent complaint heard in Mayor's Court is the absence of speed limit signage.

**Water/Storm**

Consumption Report

Presented to council. Last year's report was at a loss of 51%, this year we are down to a 6% rate of loss.

Hydrant Maintenance

Spring hydrant maintenance will be starting in the next few weeks. CODERed alerts will be going out to alert residents to when and where we will be located.

Water System

Chlorinator will be turned on once a new probe is delivered and installed by Promenade.

Councilmember Leshinski stated that, given the deteriorated condition of the water lines, it may be beneficial for the Village to consider exiting the water business and to see if Northern Ohio or Rural Lorain County Water Authority, would take over. It was noted that during the prior mayor's term, a representative from RLCWA evaluated this option and found it financially infeasible, and that the option has been explored within the past few years. Councilmember Leshinski will re-explore alternatives to remaining in the water business to determine whether costs or conditions have changed.

**Park**

Entrance Garden

Councilmember Savage moved to proceed with the comprehensive cleanup at the Community Park entrance flowerbed that includes pre and post-emergent weed control, pruning. Debris removal, mulching and monthly weed control maintenance not to exceed \$3,500.00. Councilmember Troike seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**Cemetery**

Memorial Garden

Councilmember Maschari moved that we proceed with the following at Evergreen Memorial Garden by approving the removal of three spruce trees and installing 7 – 6' Norway Spruce not to exceed \$6,300.00. Councilmember Jeffers seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**DEPARTMENTS**

**RECORD OF PROCEEDINGS**  
Minutes of Village of South Amherst

**DEPARTMENTS**

**Fire**

Dismissal of Firefighter

Councilmember Koscho moved to dismiss Firefighter Tim Moore from the South Amherst Fire Department. Councilmember Maschari seconded the motion.

Jeffers  Koscho  Leshinski **Abstain** Maschari  Savage  Troike  Motion carried.

**COMMITTEES**

**Safety**

Fire Chief Compensation

Councilmember Savage moved to hold a special meeting on April 20<sup>th</sup> at 6:30 p.m. for consideration and action of Fire Chief compensation ordinance. Councilmember Koscho seconded the motion.

*Discussion: Councilmember Maschari and the fiscal officer will meet during the week to draft legislation in accordance with FLSA (Fair Labor Standards Act).*

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**Ordinance**

Councilmember Savage moved to have the April Ordinance Committee meeting held at 7:30 p.m. on April 14<sup>th</sup>. Councilmember Koscho seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**ORDINANCES**

Ordinance No. 1854-26 (Second Reading) An Ordinance Amending Section 121.03 of the Codified Ordinances of the Village of South Amherst - Audit Committee

Ordinance No. 1855-26 (First Reading) An Ordinance Creating the Position of Alternate Trainee Mayor's Court Clerk and Fixing the Rate of Compensation

**RESOLUTIONS**

Resolution No. 778-26 (Emergency) Amending the Monthly Payroll Processing Date

Councilmember Jeffers moved to approve Resolution No. 778-26 as an emergency. Councilmember Troike seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**APPROPRIATIONS**

Transfer of funds

Councilmember Troike moved to approve the reallocation of funds. Councilmember Savage seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

Appropriation Ordinance No. 336

Councilmember Troike moved to approve Appropriation Ordinance No. 336. Councilmember Jeffers seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

Appropriation Ordinance No. 337

Councilmember Savage moved to approve Appropriation Ordinance No. 337. Councilmember Leshinski seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

**RECORD OF PROCEEDINGS**  
Minutes of Village of South Amherst

**VISITORS**

CDE Penny Becker inquired as to how many hours were dedicated to Memorial Day by the previous chair. Mayor Jones will contact Jeri Leigh Siss.

Tom Gallagher – Asked whether the Village could exit the water business. It was reiterated from the discussion earlier in the meeting, that a prior review conducted several years ago was rejected due to cost. The prior evaluation by RLWCA indicated they would not assume existing water system loans, would require complete replacement of all water lines, installation of exterior meters at each residence at substantial cost to residents, and would not utilize the existing water tower, creating fire protection concerns. Replacement was estimated to take five to ten years, during which residents would continue paying Village water fees. Other potential providers, including Elyria and Northern Ohio Rural Water, had previously declined interest. It was agreed that no viable alternatives were available at the time, but a Councilmember Leshinski will explore available options.

**EXECUTIVE SESSION**

Councilmember Leshinski moved to enter Executive Session to consider an employee dismissal action in accordance with ORC 121.22 (G)(1) at 7:57 p.m. Councilmember Savage seconded the motion.  
Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

Return to regular session at 8:26 p.m.

**MISCELLANEOUS**

Council Printer

Due to security protocol, councilmembers are unable to wirelessly access the office copier and in need of printing capabilities after office hours.

Councilmember Maschari moved to purchase a personal printer for council use. Councilmember Jeffers seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike  Motion carried.

Councilmember Troike has been tasked with researching a suitable personal printer that supports color printing, duplex copying, and has a minimum paper capacity of 50 sheets.

Removal of trees 310 E Main

Councilmember Troike clarified with the utility administrator that resident is allowed to remove a tree from their tree lawn. Mr. Troike will be removing two Bradford Pear trees which have been designated as an invasive species, plus one of the trees is dying. At a future date they intend to plant Dogwoods from the ODNR recommendation list.

Lorain County Beautiful Day

Lorain County Beautiful Day was announced for May 16 from 9:00 a.m. to 12:00 p.m., with a dumpster placed behind the fire station. Volunteers are needed for cemetery flag placement, trash pickup, mulching, planting flowers, and general cleanup; mulching may occur on additional dates. Volunteers will receive a Keep Lorain County Beautiful patch and safety vest, and donuts will be provided. Interested volunteers were asked to contact David Valentine by **May 11 at [villageadmin@southamehrst.org](mailto:villageadmin@southamehrst.org)**.

**RECORD OF PROCEEDINGS**  
Minutes of Village of South Amherst

Additional information was shared regarding free Lorain County programs: free appliance recycling (items with Freon) at the collection center on May 16, boat wrap recycling, and a countywide plastic grocery bag recycling contest for K-12 schools.

**ADJOURNMENT** 8:41 p.m.

Respectfully submitted,

---

Fiscal Officer Michelle Henke

---

Mayor Scott Jones

DRAFT

**RECORD OF PROCEEDINGS**  
Minutes of Village of South Amherst  
**REGULAR MEETING**  
April 20, 2026

**CALL TO ORDER**

The council meeting was called to order by Mayor Scott Jones at 6:30 p.m.

**LORD'S PRAYER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Councilmember Michele Jeffers	P	Fiscal Officer Michelle Henke	EA
Councilmember Robb Koscho	P	Records Clerk Laurie Beran	P
Councilmember Mark Leshinski	P	Law Director Matthew Mishak	P
Councilmember Anthony Savage	P		
Councilmember David Troike	P	Assistant F.O. Wendy Kolmorgen	P
Council Pro Tempore Jeanne Maschari	P	<i>(EA - excused absences)</i>	

**APPROVAL OF AGENDA**      April 20, 2026      Amend: Volunteer Acknowledgement Form

Councilmember Koscho moved to approve the agenda as amended. Councilmember Jeffers seconded the motion.

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike       Motion carried.

**ORDINANCE**

Ordinance No. 1856-26      **AN ORDINANCE ESTABLISHING FAIR LABOR STANDARDS ACT COMPLIANCE POLICIES, POSITION CLASSIFICATIONS, AND FIRE DEPARTMENT COMPENSATION STRUCTURES FOR THE VILLAGE OF SOUTH AMHERST, AND DECLARING AN EMERGENCY**

Councilmember Koscho moved to approve Ordinance No. 1856-26 as an emergency. Councilmember Troike seconded the motion:

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike       Motion carried.

**Volunteer Acknowledgment Form**

Councilmember Savage moved to approve the Volunteer Acknowledgement Form. Councilmember Jeffers seconded the motion:

Jeffers  Koscho  Leshinski  Maschari  Savage  Troike       Motion carried.

**ADJOURNMENT**      6:33 p.m.

Respectfully submitted,

\_\_\_\_\_  
Fiscal Officer Michelle Henke

\_\_\_\_\_  
Mayor Scott Jones

**Payment Listing**  
4/13/2026 to 4/24/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
292-2026	04/13/2026	04/10/2026	EW	AFLAC	\$56.76	O
293-2026	04/13/2026	04/10/2026	EW	EFTPS	\$1,269.15	O
294-2026	04/13/2026	04/10/2026	EW	Ohio Dept of Taxtion	\$293.52	O
295-2026	04/13/2026	04/10/2026	EW	Ohio Public Employees Deferred Comp	\$240.00	O
296-2026	04/13/2026	04/10/2026	EW	Ohio School District Income Tax	\$19.38	O
297-2026	04/13/2026	04/10/2026	EW	REGIONAL INCOME TAX AGENCY	\$152.41	O
298-2026	04/13/2026	04/10/2026	EW	Ohio Public Employees Retirement System	\$7,500.27	O
300-2026	04/17/2026	04/17/2026	CH	Connect Holding II LLC dba Brightspeed	\$31.29	O
301-2026	04/18/2026	04/17/2026	CH	Spectrum	\$130.00	O
302-2026	04/24/2026	04/17/2026	CH	RLCWA	\$1,421.70	O
303-2026	04/24/2026	04/17/2026	CH	RLCWA	\$11,995.90	O
313-2026	04/24/2026	04/20/2026	EP	Penny R K Becker	\$26.26	O
314-2026	04/24/2026	04/20/2026	EP	Laurie J Beran	\$910.10	O
315-2026	04/24/2026	04/20/2026	EP	Dennis M Hevener	\$1,020.81	O
316-2026	04/24/2026	04/20/2026	EP	Wendy Kolmorgen	\$510.65	O
317-2026	04/24/2026	04/20/2026	EP	David J Leshinski	\$37.59	O
318-2026	04/24/2026	04/20/2026	EP	Brittany M Ramirez	\$640.72	O
319-2026	04/24/2026	04/20/2026	EP	Alexandra Tuggle	\$269.76	O
320-2026	04/24/2026	04/20/2026	EP	David A Valentine Jr	\$1,798.02	O
321-2026	04/24/2026	04/20/2026	EP	Jed Willis	\$360.70	O
10985	04/17/2026	04/17/2026	AW	Pro Playgrounds	\$37,999.50	O
10986	04/17/2026	04/17/2026	AW	Sunrise Cooperative	\$1,185.01	O
10987	04/17/2026	04/17/2026	AW	Atlantic Emergency Solutions	\$2,314.74	O
10988	04/17/2026	04/17/2026	AW	GOGREEN LANDSCAPING LLC	\$3,796.63	O
10989	04/17/2026	04/17/2026	AW	Lexipol, LLC	\$2,940.18	O
10990	04/17/2026	04/17/2026	AW	Gregory Trucking	\$351.00	O
10991	04/17/2026	04/17/2026	AW	Tuffman Equipment Supply	\$1,485.50	O
10992	04/17/2026	04/17/2026	AW	Holland Computers Inc	\$419.95	O
10993	04/17/2026	04/17/2026	AW	Dick Esser Plumbing & Heating, Inc	\$3,800.00	O
10994	04/17/2026	04/17/2026	AW	Core & Main	\$495.80	O
10995	04/24/2026	04/20/2026	PR	Natalie Iafolla	\$54.32	O
10996	04/24/2026	04/20/2026	PR	Rocco Iafolla	\$61.76	O
10997	04/20/2026	04/20/2026	AW	Core & Main	\$188.91	V
10997	04/20/2026	04/20/2026	AW	Core & Main	-\$188.91	V
10998	04/20/2026	04/20/2026	AW	Core & Main	\$188.91	O
Total Payments:					\$83,778.29	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$83,778.29	

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

**Payment Listing**

4/13/2026 to 4/24/2026

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

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
Fund Summary  
April 2026

4/22/2026 7:43:53 AM  
UAN V2026.2

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	\$1,284,476.95	\$1,819.32	\$276,214.42	\$151,885.70	\$379,331.47	\$1,134,409.57	\$183,430.44	\$950,979.13
2011	Street Construction, Maint. and Repair	\$106,325.78	\$0.00	\$31,330.87	\$13,027.64	\$47,766.82	\$93,298.14	\$17,335.75	\$75,962.39
2021	State Highway	\$62,244.66	\$0.00	\$2,734.04	\$6,630.00	\$6,630.00	\$55,614.66	\$0.00	\$55,614.66
2031	Cemetery-Operating Funds	\$90,799.37	\$680.00	\$13,810.29	\$9,354.04	\$17,236.15	\$73,125.33	\$36,983.33	\$36,142.00
2032	Cemetery-Perpetual Funds	\$59,534.55	\$270.00	\$3,492.00	\$0.00	\$0.00	\$59,804.55	\$0.00	\$59,804.55
2041	Recreation	\$3,089.36	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.36	\$0.00	\$3,089.36
2091	Law Enforcement Trust	\$14,936.26	\$0.00	\$4,566.50	\$2,000.00	\$2,000.00	\$12,936.26	\$0.00	\$12,936.26
2092	Indigent Alcohol Fund	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00
2152	American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2291	Underground Storage Tank	\$13,337.65	\$0.00	\$0.00	\$0.00	\$0.00	\$13,337.65	\$0.00	\$13,337.65
2391	Fire Levy	\$117,890.27	\$0.00	\$23,149.45	\$0.00	\$430.72	\$117,890.27	\$0.00	\$117,890.27
2502	Law Enforcement Technology	\$7,262.32	\$0.00	\$0.00	\$0.00	\$0.00	\$7,262.32	\$0.00	\$7,262.32
2503	Computer Fund Mayor's Court	\$3,726.31	\$0.00	\$412.00	\$39.17	\$367.60	\$3,689.14	\$363.80	\$3,325.34
2504	Computer Fund CLERK Mayor's Court	\$24,492.94	\$0.00	\$1,381.00	\$20.43	\$102.15	\$24,472.51	\$0.00	\$24,472.51
2505	Fire Donation Special Revenue Fund	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
4501	Capital Projects	\$32,594.36	\$0.00	\$60,000.00	\$0.00	\$24,294.86	\$32,594.36	\$0.00	\$32,594.36
4903	Park Capital Projects	\$0.00	\$75,999.00	\$75,999.00	\$37,999.50	\$37,999.50	\$37,999.50	\$37,999.50	\$0.00
4907	FEIMA Other Capital Projects	\$0.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.76	\$0.00	\$0.76
4951	Cemetery Endowment Permanent	\$9,867.24	\$0.00	\$0.00	\$0.00	\$0.00	\$9,867.24	\$0.00	\$9,867.24
5101	Water Operating	\$512,879.18	\$18,359.71	\$192,762.75	\$40,550.73	\$125,028.03	\$490,688.16	\$26,521.88	\$464,166.28
5102	Water Improvement	\$249,744.64	\$9,763.48	\$51,683.52	\$425.00	\$60,089.43	\$259,083.12	\$0.00	\$259,083.12
5751	Water Security Deposits	\$20,950.00	\$300.00	\$900.00	\$0.00	\$200.00	\$21,250.00	\$1,800.00	\$19,450.00
5901	Storm Water Management	\$94,607.87	\$0.00	\$600.00	\$215.78	\$6,774.92	\$94,392.09	\$2,131.49	\$92,260.60
9101	Unclaimed Monies	\$6,799.60	\$0.00	\$0.00	\$0.00	\$0.00	\$6,799.60	\$0.00	\$6,799.60
9901	Prepaid Opening & Closing, Cemetery	\$28,031.50	\$0.00	\$0.00	\$0.00	\$0.00	\$28,031.50	\$0.00	\$28,031.50
9902	Mayor's Court	\$13,590.00	\$0.00	\$31,515.00	\$13,590.00	\$40,595.00	\$0.00	\$0.00	\$0.00
<b>Report Total:</b>		<b>\$2,745,357.57</b>	<b>\$107,191.51</b>	<b>\$722,480.85</b>	<b>\$274,737.99</b>	<b>\$738,668.65</b>	<b>\$2,577,811.09</b>	<b>\$308,566.19</b>	<b>\$2,269,244.90</b>

Last reconciled to bank: 02/28/2026 - Total other adjusting factors: \$0.00

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
Appropriation Summary  
April 2026

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	\$3,604.82	\$153,594.00	\$157,198.82	\$7,511.40	\$29,332.22	\$1,213.60	\$126,648.00	19.669%
Employee Fringe Benefits	\$198.48	\$29,085.00	\$29,283.48	\$1,222.20	\$6,245.71	\$1,000.00	\$22,037.74	21.308%
Contractual Services	\$337.91	\$19,850.00	\$20,187.91	\$8,169.70	\$10,731.40	\$2,505.92	\$6,949.59	53.158%
Supplies and Materials	\$407.79	\$7,700.00	\$8,107.79	\$331.80	\$1,181.97	\$1,860.08	\$5,055.74	14.578%
Capital Outlay	\$0.00	\$22,200.00	\$22,200.00	\$0.00	\$1,400.00	\$19,957.76	\$842.24	6.306%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Police Enforcement	\$4,548.97	\$232,429.00	\$236,977.97	\$17,235.10	\$48,891.30	\$26,543.36	\$161,543.31	
Fire Fighting, Prevention and Inspection								
Personal Services	\$1,816.20	\$70,000.00	\$71,816.20	\$10,709.32	\$26,482.02	\$1,380.68	\$43,953.60	36.875%
Employee Fringe Benefits	\$0.00	\$34,815.00	\$34,815.00	\$87.08	\$9,990.81	\$0.00	\$24,824.19	28.697%
Contractual Services	\$940.42	\$67,400.00	\$68,340.42	\$13,685.21	\$28,722.34	\$5,724.74	\$23,893.34	49.232%
Supplies and Materials	\$0.00	\$42,000.00	\$42,000.00	\$2,509.96	\$15,366.38	\$6,594.09	\$20,039.53	36.887%
Capital Outlay	\$0.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$17,272.00	\$12,728.00	0.000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Fire Fighting, Prevention and Inspection	\$2,756.62	\$234,215.00	\$236,971.62	\$26,991.57	\$90,561.55	\$30,971.51	\$125,438.56	
Street Lighting								
Contractual Services	\$1,632.15	\$28,000.00	\$29,632.15	\$1,699.62	\$6,578.52	\$15,453.63	\$7,600.00	22.201%
Total Street Lighting	\$1,632.15	\$28,000.00	\$29,632.15	\$1,699.62	\$6,578.52	\$15,453.63	\$7,600.00	
Total Security of Persons and Property	\$8,937.74	\$494,644.00	\$503,581.74	\$45,916.29	\$136,031.37	\$72,969.50	\$294,581.87	
Leisure Time Activities								
Provide and Maintain Parks								
Personal Services	\$45.15	\$6,200.00	\$6,246.15	\$149.91	\$287.30	\$44.85	\$5,914.00	4.600%
Employee Fringe Benefits	\$0.00	\$958.00	\$958.00	\$8.03	\$37.34	\$0.00	\$920.66	3.898%
Contractual Services	\$0.00	\$7,000.00	\$7,000.00	\$806.67	\$806.67	\$3,455.00	\$2,738.33	11.524%
Supplies and Materials	\$0.00	\$4,800.00	\$4,800.00	\$0.00	\$37.58	\$0.00	\$4,762.42	0.783%
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	\$444.13	\$0.00	\$55.87	89.828%
Total Provide and Maintain Parks	\$45.15	\$19,458.00	\$19,504.15	\$964.61	\$1,613.02	\$3,499.85	\$14,391.28	
Other Leisure Time Activities								
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Supplies and Materials	\$0.00	\$2,800.00	\$2,900.00	\$351.01	\$351.01	\$177.76	\$2,371.23	12.104%

Report reflects selected information.

**Appropriation Summary**

April 2026

	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 Leisure Time Activities	\$0.00	\$2,900.00	\$2,900.00	\$351.01	\$351.01	\$177.76	\$2,371.23	
Total Leisure Time Activities	\$46.15	\$22,358.00	\$22,404.15	\$1,315.62	\$1,964.03	\$3,677.61	\$16,762.51	
Community Environment								
Community Planning and Zoning								
Other Community Environment								
Personal Services	\$38.42	\$5,920.00	\$5,958.42	\$472.96	\$875.50	\$36.15	\$5,045.77	
Employee Fringe Benefits	\$0.00	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.000%
Contractual Services	\$129.00	\$18,000.00	\$18,129.00	\$774.00	\$2,386.66	\$4,730.34	\$11,010.00	13.176%
Total Other Community Environment	\$129.00	\$19,976.00	\$20,105.00	\$774.00	\$2,386.66	\$4,730.34	\$12,966.00	
Total Community Environment	\$167.42	\$25,896.00	\$26,063.42	\$1,246.96	\$3,265.16	\$4,766.49	\$18,031.77	
General Government								
Mayor and Administrative Offices								
Personal Services	\$700.82	\$47,200.00	\$47,900.82	\$3,184.04	\$10,587.45	\$286.98	\$37,026.39	22.103%
Employee Fringe Benefits	\$0.00	\$18,780.00	\$18,780.00	\$252.33	\$4,797.58	\$0.00	\$13,982.62	25.545%
Contractual Services	\$262.25	\$111,800.00	\$112,062.25	\$9,767.46	\$36,823.79	\$21,054.99	\$52,163.47	34.645%
Supplies and Materials	\$17.06	\$5,100.00	\$5,117.08	\$0.00	\$643.88	\$974.97	\$3,598.23	12.583%
Other	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$1,541.78	\$0.00	\$58.22	97.089%
Total Mayor and Administrative Offices	\$960.15	\$184,880.00	\$185,660.15	\$13,203.83	\$56,794.28	\$22,716.94	\$105,846.93	
Mayor's Court								
Personal Services	\$238.90	\$16,400.00	\$16,638.90	\$961.27	\$4,079.64	\$139.48	\$12,419.78	24.519%
Employee Fringe Benefits	\$0.00	\$3,140.00	\$3,140.00	\$141.14	\$656.16	\$0.00	\$2,483.84	20.897%
Contractual Services	\$0.00	\$1,600.00	\$1,600.00	\$0.00	\$510.87	\$67.79	\$1,021.34	31.929%
Supplies and Materials	\$0.00	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$460.43	\$989.57	0.000%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Mayor's Court	\$238.90	\$22,490.00	\$22,728.90	\$1,122.41	\$5,246.67	\$667.70	\$16,814.53	
Clerk - Treasurer								
Personal Services	\$1,646.97	\$90,250.00	\$91,896.97	\$6,058.09	\$25,363.55	\$1,271.45	\$65,260.97	27.600%
Employee Fringe Benefits	\$750.00	\$26,840.12	\$27,590.12	\$1,836.89	\$7,043.94	\$675.10	\$19,871.08	25.531%
Contractual Services	\$0.00	\$7,880.00	\$7,880.00	\$0.00	\$1,655.00	\$3,834.00	\$2,391.00	21.003%

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	Reserved for Encumbrance -12031 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Supplies and Materials	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
<b>Total Clerk - Treasurer Auditor of State Fees</b>	<b>\$2,395.97</b>	<b>\$125,370.12</b>	<b>\$127,766.09</b>	<b>\$7,854.98</b>	<b>\$34,062.49</b>	<b>\$5,780.55</b>	<b>\$87,923.05</b>	
Contractual Services	\$210.00	\$210.00	\$420.00	\$0.00	\$210.00	\$0.00	\$210.00	50.000%
Total Auditor of State Fees	\$210.00	\$210.00	\$420.00	\$0.00	\$210.00	\$0.00	\$210.00	
Solicitor								
Personal Services	\$325.07	\$22,358.61	\$22,683.68	\$1,765.18	\$5,836.89	\$78.04	\$16,769.15	25.731%
Employee Fringe Benefits	\$0.00	\$4,085.00	\$4,085.00	\$222.57	\$975.43	\$0.00	\$3,109.57	23.678%
Contractual Services	\$0.00	\$14,000.00	\$14,000.00	\$12.03	\$510.15	\$1,000.00	\$12,489.85	3.644%
Supplies and Materials	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.000%
Other	\$0.00	\$2,800.00	\$2,800.00	\$2,580.00	\$2,580.00	\$0.00	\$220.00	92.143%
<b>Total Solicitor</b>	<b>\$325.07</b>	<b>\$44,243.61</b>	<b>\$44,568.68</b>	<b>\$4,598.78</b>	<b>\$9,902.27</b>	<b>\$1,078.04</b>	<b>\$33,588.57</b>	
Income Tax Administration								
Contractual Services	\$0.00	\$18,800.00	\$18,800.00	\$586.61	\$3,360.20	\$3,226.61	\$12,213.19	17.873%
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
<b>Total Income Tax Administration Tax Refunds</b>	<b>\$0.00</b>	<b>\$18,800.00</b>	<b>\$18,800.00</b>	<b>\$586.61</b>	<b>\$3,360.20</b>	<b>\$3,226.61</b>	<b>\$12,213.19</b>	
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	0.000%
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	0.000%
Total General Government	\$4,150.09	\$395,593.53	\$400,144.02	\$27,407.81	\$109,575.91	\$32,969.84	\$257,498.27	
Capital Outlay								
Capital Outlay	\$8,076.00	\$91,001.00	\$99,077.00	\$0.00	\$2,496.00	\$69,046.00	\$27,533.00	2.519%
Total Capital Outlay	\$8,076.00	\$91,001.00	\$99,077.00	\$0.00	\$2,496.00	\$69,046.00	\$27,533.00	
Total Capital Outlay	\$8,076.00	\$91,001.00	\$99,077.00	\$0.00	\$2,496.00	\$69,046.00	\$27,533.00	
Debt Service								
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	Reserved for Encumbrance 1231 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Financing Uses								
Transfers - Out	\$0.00	\$125,999.00	\$125,999.00	\$75,999.00	\$125,999.00	\$0.00	\$0.00	100.0000%
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Other Financing Uses	\$0.00	\$125,999.00	\$125,999.00	\$75,999.00	\$125,999.00	\$0.00	\$0.00	
Total 1000 - General	\$21,377.40	\$1,155,891.93	\$1,177,269.33	\$151,885.70	\$379,331.47	\$183,430.44	\$614,507.42	
<b>2011 - Street Construction, Maint, and Repair</b>								
<b>Transportation</b>								
<b>Street Maintenance and Repair</b>								
Personal Services	\$832.19	\$76,000.00	\$76,832.19	\$4,493.74	\$25,155.99	\$1,140.70	\$50,535.50	32.741%
Employee Fringe Benefits	\$0.00	\$23,460.12	\$23,460.12	\$623.42	\$5,447.15	\$1,912.92	\$16,100.05	23.218%
Contractual Services	\$113.40	\$22,600.00	\$22,713.40	\$4,497.97	\$7,281.07	\$1,648.66	\$13,783.67	32.066%
Supplies and Materials	\$207.64	\$30,600.00	\$30,807.64	\$2,308.58	\$5,340.85	\$12,633.47	\$12,633.32	17.336%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other	\$0.00	\$200.00	\$200.00	\$0.00	\$148.04	\$0.00	\$51.96	74.020%
Total Street Maintenance and Repair	\$1,153.23	\$152,860.12	\$154,013.35	\$11,923.71	\$43,373.10	\$17,335.75	\$93,304.50	
Total Transportation	\$1,153.23	\$152,860.12	\$154,013.35	\$11,923.71	\$43,373.10	\$17,335.75	\$93,304.50	
Capital Outlay								
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	\$0.00	\$13,247.16	\$13,247.16	\$1,103.93	\$4,415.72	\$0.00	\$8,831.44	33.333%
Total Debt Service	\$0.00	\$13,247.16	\$13,247.16	\$1,103.93	\$4,415.72	\$0.00	\$8,831.44	
Total Debt Service	\$0.00	\$13,247.16	\$13,247.16	\$1,103.93	\$4,415.72	\$0.00	\$8,831.44	
Total 2011 - Street Construction, Maint, and Repair	\$1,153.23	\$166,107.28	\$167,260.51	\$13,027.64	\$47,788.82	\$17,335.75	\$102,135.94	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	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
<b>2021 - State Highway</b>								
Transportation								
Street Maintenance and Repair								
Contractual Services	\$0.00	\$8,210.00	\$8,210.00	\$4,850.00	\$4,850.00	\$0.00	\$3,360.00	59.074%
Supplies and Materials	\$0.00	\$1,790.00	\$1,790.00	\$1,790.00	\$1,790.00	\$0.00	\$10.00	99.441%
Total Street Maintenance and Repair	\$0.00	\$10,000.00	\$10,000.00	\$6,630.00	\$6,630.00	\$0.00	\$3,370.00	
Total Transportation	\$0.00	\$10,000.00	\$10,000.00	\$6,630.00	\$6,630.00	\$0.00	\$3,370.00	
Total 2021 - State Highway	\$0.00	\$10,000.00	\$10,000.00	\$6,630.00	\$6,630.00	\$0.00	\$3,370.00	
<b>2031 - Cemetery-Operating Funds</b>								
Public Health Services								
Cemetery								
Personal Services	\$78.00	\$19,078.00	\$19,078.00	\$553.01	\$2,816.24	\$89.47	\$16,172.29	14.762%
Employee Fringe Benefits	\$0.00	\$3,390.00	\$3,390.00	\$108.29	\$405.95	\$0.00	\$2,984.05	11.975%
Contractual Services	\$762.25	\$60,000.00	\$60,762.25	\$7,573.00	\$12,937.19	\$36,859.24	\$10,965.62	21.291%
Supplies and Materials	\$0.00	\$3,300.00	\$3,300.00	\$119.74	\$563.29	\$34.62	\$2,682.09	17.875%
Other	\$0.00	\$500.00	\$500.00	\$0.00	\$483.48	\$0.00	\$52	98.686%
Total Cemetery	\$840.25	\$86,390.00	\$87,030.25	\$8,354.04	\$17,296.15	\$36,983.33	\$32,810.77	
Total Public Health Services	\$840.25	\$86,390.00	\$87,030.25	\$8,354.04	\$17,296.15	\$36,983.33	\$32,810.77	
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 2031 - Cemetery-Operating Funds	\$840.25	\$86,390.00	\$87,030.25	\$8,354.04	\$17,296.15	\$36,983.33	\$32,810.77	
<b>2032 - Cemetery-Perpetual Funds</b>								
Public Health Services								
Cemetery								
Contractual Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.000%
Total Cemetery	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
Total Public Health Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	Reserved for Encumbrance 1201 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total 2032 - Cemetery-Perpetual Funds	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
<b>2041 - Recreation</b>								
Leisure Time Activities								
Recreation								
Personal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Employee Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	
<b>2091 - Law Enforcement Trust</b>								
Security of Persons and Property								
Police Enforcement								
Contractual Services	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	100.0000%
Total Police Enforcement	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
Total Security of Persons and Property	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
Total 2091 - Law Enforcement Trust	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
<b>2152 - American Rescue Plan</b>								
Capital Outlay								
Capital Outlay								
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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 2152 - American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>2901 - Fire Levy</b>								
Capital Outlay								

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	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	\$900.00	\$900.00	\$0.00	\$430.72	\$0.00	\$469.28	47.868%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Outlay	\$0.00	\$900.00	\$900.00	\$0.00	\$430.72	\$0.00	\$469.28	
Total Capital Outlay	\$0.00	\$900.00	\$900.00	\$0.00	\$430.72	\$0.00	\$469.28	
Total Capital Outlay	\$0.00	\$900.00	\$900.00	\$0.00	\$430.72	\$0.00	\$469.28	
Debt Service								
Debt Service	\$0.00	\$35,936.90	\$35,936.90	\$0.00	\$0.00	\$0.00	\$35,936.90	0.000%
Total Debt Service	\$0.00	\$35,936.90	\$35,936.90	\$0.00	\$0.00	\$0.00	\$35,936.90	
Total Debt Service	\$0.00	\$35,936.90	\$35,936.90	\$0.00	\$0.00	\$0.00	\$35,936.90	
Total 2901 - Fire Levy	\$0.00	\$36,836.90	\$36,836.90	\$0.00	\$430.72	\$0.00	\$36,406.18	
2902 - Law Enforcement Technology								
Security of Persons and Property								
Police Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Supplies and Materials	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.000%
Capital Outlay	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
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	\$0.00	\$2,100.00	\$2,100.00	\$39.17	\$367.60	\$363.80	\$1,368.60	17.505%
Contractual Services	\$0.00	\$2,100.00	\$2,100.00	\$39.17	\$367.60	\$363.80	\$1,368.60	
Total Mayor's Court	\$0.00	\$2,100.00	\$2,100.00	\$39.17	\$367.60	\$363.80	\$1,368.60	
Total General Government	\$0.00	\$2,100.00	\$2,100.00	\$39.17	\$367.60	\$363.80	\$1,368.60	
Total 2903 - Computer Fund Mayor's Court	\$0.00	\$2,100.00	\$2,100.00	\$39.17	\$367.60	\$363.80	\$1,368.60	
2904 - Computer Fund CLERK Mayor's Court								
General Government								
Mayor's Court								

Report reflects selected information.

**Appropriation Summary**

April 2026

	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
Contractual Services	\$0.00	\$1,800.00	\$1,800.00	\$20.43	\$102.15	\$0.00	\$1,697.85	5.675%
Supplies and Materials	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.000%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Mayor's Court	\$0.00	\$3,300.00	\$3,300.00	\$20.43	\$102.15	\$0.00	\$3,197.85	
Total General Government	\$0.00	\$3,300.00	\$3,300.00	\$20.43	\$102.15	\$0.00	\$3,197.85	
Total 2904 - Computer Fund CLERK Mayor's Court	\$0.00	\$3,300.00	\$3,300.00	\$20.43	\$102.15	\$0.00	\$3,197.85	
<hr/>								
2905 - Fire Donation Special Revenue Fund								
Security of Persons and Property								
File Fighting, Prevention and Inspection								
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	\$2,000.00	\$0.00	0.000%
Total Fire Fighting, Prevention and Inspection	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
Total Security of Persons and Property	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
Total 2905 - Fire Donation Special Revenue Fund	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
<hr/>								
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	
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								
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	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
Debt Service	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	50.0000%
Debt Service	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	
Total Debt Service	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	
Total 4901 - Capital Projects	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	
4903 - Park Capital Projects								
Capital Outlay	\$0.00	\$75,999.00	\$75,999.00	\$37,999.50	\$37,999.50	\$37,999.50	\$0.00	50.0000%
Capital Outlay	\$0.00	\$75,999.00	\$75,999.00	\$37,999.50	\$37,999.50	\$37,999.50	\$0.00	
Total Capital Outlay	\$0.00	\$75,999.00	\$75,999.00	\$37,999.50	\$37,999.50	\$37,999.50	\$0.00	
Total Capital Outlay	\$0.00	\$75,999.00	\$75,999.00	\$37,999.50	\$37,999.50	\$37,999.50	\$0.00	0.0000%
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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	\$75,999.00	\$75,999.00	\$37,999.50	\$37,999.50	\$37,999.50	\$0.00	
4907 - FEMA Other Capital Projects								
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 4907 - FEMA Other Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5101 - Water Operating								
Basic Utility Services								
Administration - Water	\$1,004.21	\$90,000.00	\$91,004.21	\$4,742.33	\$18,873.27	\$1,258.16	\$70,862.78	20.7359%
Personal Services	\$750.00	\$26,145.12	\$26,895.12	\$1,557.73	\$6,277.87	\$478.72	\$20,138.53	23.342%
Employee Fringe Benefits								
Total Administration - Water	\$1,754.21	\$116,145.12	\$117,899.33	\$6,300.06	\$25,151.14	\$1,746.88	\$91,001.31	
Supply / Purchase - Water								

Report reflects selected information

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	Reserved for Encumbrance 1231 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Contractual Services	\$11,118.00	\$210,000.00	\$221,118.00	\$13,417.60	\$54,520.85	\$1,557.15	\$165,000.00	24.657%
Total Supply / Purchase - Water	\$11,118.00	\$210,000.00	\$221,118.00	\$13,417.60	\$54,520.85	\$1,557.15	\$165,000.00	
Other Water								
Employee Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Contractual Services	\$906.78	\$87,800.00	\$88,706.78	\$17,764.85	\$41,081.14	\$20,155.59	\$37,460.05	41.619%
Supplies and Materials	\$242.77	\$10,000.00	\$10,242.77	\$3,058.22	\$4,274.90	\$3,012.26	\$2,965.61	41.736%
Other	\$0.00	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.000%
Total Other Water	\$1,149.55	\$108,400.00	\$109,549.55	\$20,833.07	\$45,356.04	\$23,177.85	\$41,015.56	
Total Basic Utility Services	\$14,021.76	\$434,545.12	\$448,566.88	\$40,550.73	\$125,028.03	\$26,521.88	\$297,016.97	
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 5101 - Water Operating	\$14,021.76	\$434,545.12	\$448,566.88	\$40,550.73	\$125,028.03	\$26,521.88	\$297,016.97	
5102 - Water Improvement								
Basic Utility Services								
Other Water								
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other 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	
Capital Outlay								
Capital Outlay	\$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%
Capital Outlay	\$0.00	\$60,000.00	\$60,000.00	\$425.00	\$18,739.60	\$0.00	\$41,260.40	31.233%
Total Capital Outlay	\$0.00	\$60,000.00	\$60,000.00	\$425.00	\$18,739.60	\$0.00	\$41,260.40	
Total Capital Outlay	\$0.00	\$60,000.00	\$60,000.00	\$425.00	\$18,739.60	\$0.00	\$41,260.40	
Debt Service								
Debt Service	\$0.00	\$62,722.76	\$62,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	49.982%
Debt Service	\$0.00	\$62,722.76	\$62,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	
Total Debt Service	\$0.00	\$62,722.76	\$62,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	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 Debt Service	\$0.00	\$62,722.76	\$62,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	
Total 5102 - Water Improvement	\$0.00	\$122,722.76	\$122,722.76	\$425.00	\$50,089.43	\$0.00	\$72,633.33	
5781 - Water Security Deposits								
Basic Utility Services								
Other Water	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$1,800.00	\$3,000.00	4.0000%
Total Other Water	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$1,800.00	\$3,000.00	
Total Basic Utility Services	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$1,800.00	\$3,000.00	
Total 5781 - Water Security Deposits	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$1,800.00	\$3,000.00	
5901 - Storm Water Management								
Basic Utility Services								
Administration - Storm Sewers and Drains								
Personal Services	\$47.04	\$6,000.00	\$6,047.04	\$174.36	\$950.55	\$31.49	\$7,065.00	11.812%
Employee Fringe Benefits	\$0.00	\$1,250.00	\$1,250.00	\$41.42	\$121.37	\$0.00	\$1,128.63	9.710%
Contractual Services	\$0.00	\$28,400.00	\$28,400.00	\$0.00	\$5,703.50	\$2,100.00	\$20,697.00	20.081%
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Administration - Storm Sewers and Drains	\$47.04	\$37,650.00	\$37,697.04	\$215.78	\$6,774.92	\$2,131.49	\$28,790.63	
Total Basic Utility Services	\$47.04	\$37,650.00	\$37,697.04	\$215.78	\$6,774.92	\$2,131.49	\$28,790.63	
Total 5901 - Storm Water Management	\$47.04	\$37,650.00	\$37,697.04	\$215.78	\$6,774.92	\$2,131.49	\$28,790.63	
9101 - Unclaimed Monies								
Fiduciary Distributions								
Distributions of Unclaimed Monies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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 - Pressed Opening & Closing, Cemetery								

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Appropriation Summary**  
April 2026

	Reserved for Encumbrance 1231 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
<b>Fiduciary Distributions</b>								
Distributions to Other Funds (Primary Gov't)								
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Distributions to Other Funds (Primary Gov't)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other Distributions								
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Other Distributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Fiduciary Distributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total 9901 - Prepaid Opening & Closing, Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
<b>9902 - Mayor's Court</b>								
Fiduciary Distributions								
Distributions to Other Governments								
Other	\$0.00	\$0.00	\$0.00	\$2,756.00	\$8,237.00	\$0.00	\$0.00	0.0000%
Total Distributions to Other Governments	\$0.00	\$0.00	\$0.00	\$2,756.00	\$8,237.00	\$0.00	\$0.00	0.0000%
Distributions to Other Funds (Primary Gov't)								
Other	\$0.00	\$0.00	\$0.00	\$10,754.00	\$32,358.00	\$0.00	\$0.00	0.0000%
Total Distributions to Other Funds (Primary Gov't)	\$0.00	\$0.00	\$0.00	\$10,754.00	\$32,358.00	\$0.00	\$0.00	0.0000%
Total Fiduciary Distributions	\$0.00	\$0.00	\$0.00	\$13,550.00	\$40,595.00	\$0.00	\$0.00	0.0000%
Total 9902 - Mayor's Court	\$0.00	\$0.00	\$0.00	\$13,550.00	\$40,595.00	\$0.00	\$0.00	0.0000%
<b>Report Totals</b>	<b>\$37,438.68</b>	<b>\$2,152,932.71</b>	<b>\$2,230,372.39</b>	<b>\$274,737.99</b>	<b>\$736,868.65</b>	<b>\$308,496.19</b>	<b>\$1,223,632.55</b>	

Report reflects selected information.

## Revenue Summary

April 2026

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
1000 General					
Property and Other Local Taxes	\$515,856.66	\$0.00	\$166,188.49	(\$349,668.17)	32.216%
State Shared Taxes and Permits	\$77,000.00	\$0.00	\$24,040.99	(\$52,959.01)	31.222%
Special Assessments	\$0.00	\$0.00	\$306.00	\$306.00	0.000%
Intergovernmental	\$0.00	\$0.00	\$11,701.15	\$11,701.15	0.000%
Charges for Services	\$79,827.52	\$0.00	\$32,898.67	(\$46,928.85)	41.212%
Fines, Licenses and Permits	\$106,100.00	\$1,719.32	\$29,709.75	(\$76,390.25)	28.002%
Earnings on Investments	\$50,000.00	\$0.00	\$8,230.69	(\$41,769.31)	16.461%
Miscellaneous	\$5,200.00	\$100.00	\$3,138.68	(\$2,061.32)	60.359%
Other Financing Sources					
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 1000 General	\$833,984.18	\$1,819.32	\$276,214.42	(\$557,769.76)	
2011 Street Construction, Maint. and Repair					
Property and Other Local Taxes	\$11,000.00	\$0.00	\$3,241.80	(\$7,758.20)	29.471%
State Shared Taxes and Permits	\$99,000.00	\$0.00	\$27,735.32	(\$71,264.68)	28.015%
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Earnings on Investments	\$3,500.00	\$0.00	\$353.75	(\$3,146.25)	10.107%
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%
Sale of Fixed Assets	\$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	\$114,300.00	\$0.00	\$31,330.87	(\$82,969.13)	
2021 State Highway					
Property and Other Local Taxes	\$940.00	\$0.00	\$262.85	(\$677.15)	27.963%
State Shared Taxes and Permits	\$7,800.00	\$0.00	\$2,248.81	(\$5,551.19)	28.831%
Earnings on Investments	\$1,000.00	\$0.00	\$222.38	(\$777.62)	22.238%

Report reflects selected information.

**Revenue Summary**

April 2026

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Total 2021 State Highway	\$9,740.00	\$0.00	\$2,734.04	(\$7,005.96)	
<b>2031 Cemetery-Operating Funds</b>					
Property and Other Local Taxes	\$9,000.00	\$0.00	\$5,452.29	(\$3,547.71)	60.581%
State Shared Taxes and Permits	\$1,400.00	\$0.00	\$0.00	(\$1,400.00)	0.000%
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Charges for Services	\$34,000.00	\$680.00	\$8,358.00	(\$25,642.00)	24.582%
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 2031 Cemetery-Operating Funds	\$44,400.00	\$680.00	\$13,810.29	(\$30,589.71)	
<b>2032 Cemetery-Perpetual Funds</b>					
Charges for Services	\$13,000.00	\$270.00	\$3,432.00	(\$9,568.00)	26.400%
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 2032 Cemetery-Perpetual Funds	\$13,000.00	\$270.00	\$3,432.00	(\$9,568.00)	
<b>2041 Recreation</b>					
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total 2041 Recreation	\$0.00	\$0.00	\$0.00	\$0.00	
<b>2091 Law Enforcement Trust</b>					
Intergovernmental	\$0.00	\$0.00	\$4,556.50	\$4,556.50	0.000%
Total 2091 Law Enforcement Trust	\$0.00	\$0.00	\$4,556.50	\$4,556.50	
<b>2092 Indigent Alcohol Fund</b>					
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

**Revenue Summary**

April 2026

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Total 2092 Indigent Alcohol Fund	\$0.00	\$0.00	\$0.00	\$0.00	
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	\$46,000.00	\$0.00	\$23,149.45	(\$22,850.55)	50.325%
Total 2901 Fire Levy	\$46,000.00	\$0.00	\$23,149.45	(\$22,850.55)	
2903 Computer Fund Mayor's Court					
Fines, Licenses and Permits	\$1,900.00	\$0.00	\$412.00	(\$1,488.00)	21.684%
Total 2903 Computer Fund Mayor's Court	\$1,900.00	\$0.00	\$412.00	(\$1,488.00)	
2904 Computer Fund CLERK Mayor's Court					
Fines, Licenses and Permits	\$6,000.00	\$0.00	\$1,381.00	(\$4,619.00)	23.017%
Total 2904 Computer Fund CLERK Mayor's Court	\$6,000.00	\$0.00	\$1,381.00	(\$4,619.00)	
2905 Fire Donation Special Revenue Fund					
Miscellaneous	\$2,000.00	\$0.00	\$2,000.00	\$0.00	100.000%
Total 2905 Fire Donation Special Revenue Fund	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
4901 Capital Projects					
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other Financing Sources	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.000%
Transfers - In					
Total Other Financing Sources	\$50,000.00	\$0.00	\$50,000.00	\$0.00	
Total 4901 Capital Projects	\$50,000.00	\$0.00	\$50,000.00	\$0.00	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Revenue Summary**  
 April 2026

4/22/2026 7:44:36 AM  
 UJAN v2026.2

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
4903 Park Capital Projects					
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other Financing Sources					
Transfers - In	\$75,999.00	\$75,999.00	\$75,999.00	\$0.00	100.000%
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$75,999.00	\$75,999.00	\$75,999.00	\$0.00	
Total 4903 Park Capital Projects	\$75,999.00	\$75,999.00	\$75,999.00	\$0.00	
4907 FEMA Other 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%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 4907 FEMA Other Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	
4951 Cemetery Endowment Permanent					
Earnings on Investments	\$100.00	\$0.00	\$0.00	(\$100.00)	0.000%
Total 4951 Cemetery Endowment Permanent	\$100.00	\$0.00	\$0.00	(\$100.00)	
5101 Water Operating					
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Charges for Services	\$460,250.00	\$18,359.71	\$152,469.09	(\$307,780.91)	33.127%
Miscellaneous	\$0.00	\$0.00	\$293.67	\$293.67	0.000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 5101 Water Operating	\$460,250.00	\$18,359.71	\$152,762.76	(\$307,487.24)	
5102 Water Improvement					
Charges for Services	\$162,000.00	\$9,763.48	\$51,683.52	(\$110,316.48)	31.903%

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY  
**Revenue Summary**  
 April 2026

4/22/2026 7:44:36 AM  
 UAN v2026.2

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 5102 Water Improvement	\$162,000.00	\$9,763.48	\$51,683.52	(\$110,316.48)	
5781 Water Security Deposits					
Charges for Services	\$0.00	\$300.00	\$900.00	\$900.00	0.0000%
Total 5781 Water Security Deposits	\$0.00	\$300.00	\$900.00	\$900.00	
5901 Storm Water Management					
Special Assessments	\$36,000.00	\$0.00	\$0.00	(\$36,000.00)	0.0000%
Charges for Services	\$1,000.00	\$0.00	\$600.00	(\$400.00)	60.0000%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 5901 Storm Water Management	\$37,000.00	\$0.00	\$600.00	(\$36,400.00)	
9101 Unclaimed Monies					
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	0.0000%
Total 9901 Prepaid Opening & Closing, Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	
9902 Mayor's Court					
Miscellaneous	\$0.00	\$0.00	\$31,515.00	\$0.00	0.0000%
Total 9902 Mayor's Court	\$0.00	\$0.00	\$31,515.00	\$0.00	

Report reflects selected information.

**Revenue Summary**

April 2026

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Report Total:	\$1,856,673.18	\$107,191.51	\$722,480.85	(\$1,165,707.33)	

## **RULE 1 MEETINGS**

- A. Regular Meetings- Regular meetings of Council shall be held in Council Chambers at the Village Hall scheduled to begin at 7:00 p.m. on the second and fourth Monday of each month, or as otherwise set forth on the annual calendar and approved by Council.
- B. Special Meetings- Council shall hold such special meetings as may be found necessary, which will be called by the Clerk of Council, upon the request of the Mayor or of three (3) Members of Council. Twenty-four (24) hours notice of such special meeting shall be given to each Member of Council and the Mayor by personal service or by delivery thereof at their usual places of residence or by telephone, but Members of Council may waive such notice by their attendance at such special meetings. Special meetings must be posted 24 hours prior on the Village's website and official social media platforms as well as places within the Village as determined by the Council.
- C. **Cancellation of a Meeting – Reasonable public notice shall be provided whenever a meeting is cancelled. Notice of cancellation shall be posted in accordance with Section 123.01. If a meeting is cancelled or postponed after regular business hours, the Chair or the Chair's designee shall post cancellation notices on the doors of Village Hall and remain on the premises for at least fifteen (15) minutes after the scheduled meeting time in the event a member of the public arrives.**

# Guest Speaker - Special Event Policy (Simplified)

Effective Date: [Insert Date]

Approved By: [Council Name]

Applies To: All guest speakers and special events

## 1. Purpose

To ensure guest speaker/special events are planned safely, approved in advance, and properly resourced—especially when held outside council chambers or when extra staffing, parking, or rental costs are involved.

## 2. Scope

Applies to all on-site and off-site events organized by departments, councils, committees, or staff that are considered special events and for guest speakers.

## 3. Key Roles

Council: Approves events

Event Lead: Coordinates the event from planning through cleanup

Outside Facility: Any venue other than council chambers

## 4. Core Requirements

### A. Notice & Approval

- Submit guest speaker requests at least 14 days in advance. Special Event requests at least 30 days in advance.
- No promotion, booking, or contracts may occur before Council approval.
- Request must include:
  - Event purpose, speaker info, date, time, location, expected attendance
  - Setup/take-down needs, parking/traffic needs (if any)
  - Estimated budget (staffing including police & fire, plus rentals)

### B. Outside Facilities

If the event is not in council chambers:

- Confirm venue availability in writing.
- Verify capacity, ADA access, AV, parking, security, insurance, and fees.
- All contracts must be reviewed and approved before signed by the Mayor.

### C. Event Lead Responsibilities

The Event Lead must:

- Serve as the main contact for the speaker and venue
- Coordinate setup, take-down, and staffing
- Ensure permits, insurance, and accessibility requirements
- Assess security and traffic needs
- Manage the budget and track all fees
- Coordinate with Public Safety if required
- Approve messaging and media presence

### D. Setup & Take-Down

Assign responsibility for room setup, AV, signage, and cleanup.  
Schedule setup/take-down times with the venue.

Spaces must be returned to original condition; damage must be reported.

#### **E. Parking & Traffic**

Confirm parking capacity and plan for overflow if needed.  
Coordinate traffic control with Security/Public Safety when necessary.  
All parking and traffic costs must be approved in advance.

#### **F. Staffing & Rentals**

Request additional staffing at least 10 days before the event.  
All rentals and services must be included in the approved budget.  
A funding source and Fiscal approval are required.  
Submit invoices and receipts within 5 business days after the event.

#### **5. Safety & Compliance**

Confirm required insurance and conduct standards.  
Ensure ADA accessibility.  
Brief staff on emergency procedures.  
Follow background check requirements when applicable.

#### **6. Communications & Media**

All promotions and press must be approved by Communications.  
Confirm photo/video permissions.  
Notify Security/Public Safety if media will attend.

#### **7. Changes or Cancellations**

Notify Council, venue, and stakeholders within 24 hours of major changes.  
Sponsoring department is responsible for any cancellation fees.

#### **8. Records**

Maintain contracts, insurance documents, budgets, invoices, and post-event reports per records retention requirements.

#### **9. Enforcement**

Failure to follow this policy may result in event cancellation, cost reallocation, or restrictions on future events.

#### **10. Budget Reminder**

Plan for:  
Staffing: Security, custodial, AV  
Rentals: Venue, furniture, AV, barricades, signage  
Contingency: 10–15% recommended

**Guest Speaker - Special Event Checklist**

Event Name: \_\_\_\_\_

Date / Time: \_\_\_\_\_

Location:  Council Chambers  Outside Facility

Event Lead: \_\_\_\_\_

1. Initial Planning (At Least 30 days prior for special event, 14 Days speaker in chambers)

- Event purpose and objectives defined
- Guest speaker name, bio, and affiliation confirmed
- Date, time, and location proposed
- Estimated attendance confirmed
- Preliminary budget drafted (staffing, rentals, parking, other costs)

2. Council Approval

- Complete request submitted to Council
- Council approval received
- No advertising, contracts, or commitments made before approval

3. Venue (If Outside Council Chambers)

- Venue availability confirmed in writing
- Capacity and layout verified
- ADA access confirmed
- AV capabilities confirmed
- Parking availability confirmed
- Insurance requirements reviewed
- All contracts reviewed by Legal/Procurement/Finance
- Venue fees approved in budget

4. Staffing & Rentals

- Security needs assessed
- Custodial needs assessed
- AV support requested
- Internal work order/service request submitted (10 days prior)
- All rental items approved (furniture, AV, barricades, signage)
- Funding source identified and Finance approval obtained

5. Setup & Take-Down

- Responsible parties assigned for:
- Room setup (chairs, podium, stage)
- AV setup
- Signage / registration

- Post-event cleanup
- Setup and take-down times scheduled with venue
- Space return and damage reporting standards shared

#### 6. Parking & Traffic

- Parking capacity reviewed
- Overflow plan prepared (if needed)
- Traffic control assessed
- Security/Public Safety coordinated (if required)
- Costs approved in advance

#### 7. Safety, Risk & Compliance

- Insurance verified (speaker/vendors)
- Speaker conduct standards acknowledged
- ADA seating and access confirmed
- Emergency exits and procedures reviewed with team
- Background checks completed (if required)

#### 8. Communications & Media

- Promotions approved by Communications
- Photo/video permissions confirmed
- Media presence communicated to Security/Public Safety

#### 9. Day-Of Event

- Event Lead on site
- Staffing and setup verified
- Parking and traffic plan active
- Emergency contacts available

#### 10. Post-Event (Within 5 Business Days)

- Venue cleaned and reset
- Any damage reported
- Invoices and receipts submitted
- Budget reconciled
- Records filed per retention schedule



# Village of South Amherst

## Water Line Replacement: Maroy Dr., Thompson St., Oakdale Dr.

### Description:

This project consists of replacing approximately 3,661 linear feet of existing 6-inch ductile iron water line with new 8-inch C900 PVC water line to improve system capacity, reliability, and water quality. The work will take place at the north end of the Village of South Amherst and is intended to modernize aging infrastructure.

In addition to the main line replacement, the project includes updating water service connections for 72 residential properties, ensuring improved service delivery and long-term performance.

The scope of work also involves critical system upgrades, including:

- Replacement of four (4) existing main line shut-off valves
- Replacement of eight (8) outdated fire hydrants
- Replacement of five (5) fire hydrant shut-off valves
- Installation of three (3) new fire hydrant shut-off valves to improve operational control and emergency response capabilities

Overall, this project will enhance water distribution efficiency, increase fire protection reliability, and reduce maintenance needs by replacing outdated components with modern, durable materials.

### Project Objectives:

- **Improve Water System Capacity:**  
Increase water flow by upsizing the existing 6-inch main to an 8-inch water line, supporting current demand and future growth.
- **Enhance System Reliability:**  
Replace aging and deteriorated infrastructure to reduce the frequency of leaks, breaks, and service disruptions.
- **Protect Water Quality:**  
Eliminate older ductile iron piping that may contribute to corrosion or sediment buildup, ensuring cleaner and safer drinking water.
- **Upgrade Service Connections:**  
Provide improved and more dependable water service to 72 residential properties through updated service lines.
- **Strengthen Fire Protection:**  
Replace outdated fire hydrants and install additional hydrant valves to improve firefighting capabilities and emergency response times.
- **Improve System Control and Operations:**  
Replace and add shut-off valves to allow better isolation of sections of the system during maintenance or emergencies.
- **Reduce Long-Term Maintenance Costs:**  
Install durable, modern materials (C900 PVC) that require less maintenance and have a longer service life.
- **Modernize Infrastructure:**  
Bring the water distribution system up to current standards, supporting long-term sustainability and regulatory compliance.

### Project Material Cost Estimate:

• <b>8-inch C900 PVC Water Line</b>	
3,661 LF @ \$22.23 per foot .....	<b>\$81,384.03</b>
• <b>1-inch Plastic Service Line</b>	
2,500 LF @ \$0.99 per foot .....	<b>\$2,475.00</b>
• <b>1-inch CC Tapping Saddles</b>	
72 each @ \$191.60 .....	<b>\$13,795.20</b>
• <b>1-inch Corporation Stops</b>	
72 each @ \$84.53 .....	<b>\$6,086.16</b>

- **1-inch Shut-Off Valves**  
72 each @ \$170.18 ..... **\$12,252.96**
- **Valve Boxes**  
72 each @ \$149.48 ..... **\$10,762.56**
- **Water Main Shut-Off Valves**  
4 each @ \$2,301.25 ..... **\$9,205.00**
- **Main Shut-Off Valve Boxes**  
4 each @ \$269.36 ..... **\$1,077.44**
- **Fire Hydrants**  
8 each @ \$6,057.75 ..... **\$48,462.00**
- **Fire Hydrant Shut-Off Valves**  
8 each @ \$2,301.25 ..... **\$18,410.00**
- **Hydrant Shut-Off Valve Boxes**  
8 each @ \$269.36 ..... **\$2,154.88**

**Total Estimated Material Cost: \$206,065.23**

**Conclusion:**

The proposed water line replacement project represents a critical investment in the long-term reliability and performance of the Village of South Amherst's water distribution system. By replacing aging 6-inch ductile iron pipe with modern 8-inch C900 PVC water line, the project will significantly improve system capacity, water quality, and overall service reliability.

In addition to the main line improvements, the replacement of outdated service connections, valves, and fire hydrants will enhance operational efficiency and provide greater system control. These upgrades will also strengthen fire protection capabilities, ensuring the community is better equipped to respond to emergencies.

Overall, this project will reduce maintenance demands, minimize the risk of future system failures, and provide dependable water service to residents for years to come. It reflects a proactive approach to infrastructure management and supports the continued safety, health, and growth of the Village of South Amherst.

**RECORD OF ORDINANCE  
VILLAGE OF SOUTH AMHERST**

Ordinance No. 1854-26

Passed: \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 121.03 OF THE CODIFIED  
ORDINANCES OF THE VILLAGE OF SOUTH AMHERST – AUDIT  
COMMITTEE**

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

SECTION 1: That Section 1129.02 of the codified ordinances as enacted by Ordinance No. 1484-15 passed on the 27<sup>th</sup> day of March 2015 is hereby amended to read as follows:

**121.03 AUDIT COMMITTEE**

- (a) No substantive changes.
- (b) The Audit Committee shall consist of four (4) members: three (3) council members and one (1) village resident appointed by the mayor. If a resident is not appointed, the committee shall continue to perform its oversight duties.

SECTION 2: That existing Section 121.03 of the codified ordinances as enacted by Ordinance No 1484-15 passed on the 27<sup>th</sup> day of March 2015 is hereby repealed.

SECTION 3: This ordinance shall take effect and be in full force from and after the earliest period allowed by law.

SECTION 4: 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:* \_\_\_\_\_, 2026

*Second Reading:* \_\_\_\_\_, 2026

*Adopted the* \_\_\_ *day of* \_\_\_ 2026.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Scott Jones, Mayor

ATTEST: \_\_\_\_\_  
Fiscal Officer

**RECORD OF ORDINANCE  
VILLAGE OF SOUTH AMHERST**

I, Michelle Henke, the Fiscal Officer of the Village of South Amherst, certifies that the forgoing Ordinance No. **1854-26** 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 an open meeting held in compliance with O.R.C. 121.22

\_\_\_\_\_  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Matthew A. Mishak, Law Director  
SA/1854-26 Audit Committee

**RECORD OF ORDINANCE  
VILLAGE OF SOUTH AMHERST**

Ordinance No. 1855-26

Passed: \_\_\_\_\_

**AN ORDINANCE CREATING THE POSITION OF ALTERNATE TRAINEE  
MAYOR'S COURT CLERK AND FIXING THE RATE OF COMPENSATION**

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

SECTION 1: The Council of the Village of South Amherst hereby creates the following position for the Village of South Amherst:

- (a.) Alternate Trainee Mayor's Court Clerk .....appointee's current rate/per hour
- (b.) Per duties outlined in Exhibit A.

SECTION 2: 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.

SECTION 3: This Ordinance is declared to be an emergency measure necessary for the efficient and orderly operation of the Village of South Amherst and services to the Village, and the immediate preservation of the public health, safety and welfare of the Village, wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval.

*First Reading:* \_\_\_\_\_, 2026  
*Adopted the* \_\_\_ *day of* \_\_\_ 2026

*Second Reading:* \_\_\_\_\_, 2026  
*Vote: Aye* \_\_\_ *Nay* \_\_\_

\_\_\_\_\_  
Scott Jones, Mayor

ATTEST: \_\_\_\_\_  
Fiscal Officer

I, Michelle Henke, the Fiscal Officer of the Village of South Amherst, certifies that the forgoing Ordinance No. 1855-26 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/1855-26 Alternate Trainee MC Clerk

**Job Title: Alternate Trainee Mayor’s Court Clerk**

**Department:** Mayor’s Court

**Reports To:** Chief of Police

**General Description**

The Alternate Trainee Mayor’s Court Clerk is a part-time, on-call backup position and shall be utilized only when the primary clerk is unavailable or when coverage is otherwise required. This position does not carry a regular schedule or guaranteed hours. Attendance at Mayor’s Court sessions—normally scheduled two times per month—will be required only during periods of activation. Any additional clerical duties will be performed solely as necessary and based on caseload during such periods. The position provides clerical support for Mayor’s Court and reports to the Chief of Police.

**General Statement of Duties:**

The clerk is responsible for the administrative activities and coordinating, organizing, and executing functions of the Mayor's Court. The Mayor's Court Clerk is responsible for the preparation of all paperwork and records associated with court activity as well as the custody of Mayor's Court Funds.

**Essential Functions-Examples of Duties:**

*Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in this position. While working at the front desk, the Court Clerk may assist customers that come to the counter for other village business.*

- Prepares and keeps all records for the Court.
- Responsible for the administrative function of Mayor's Court including response to telephone inquiries, maintaining correspondence files including all documents relating to court cases.
- Records case disposition and payment arrangement of court fees/fines.
- Collects court fees/fines, records amount collected and reconciles account.
- Maintenance of Court records and RC-2 forms for record retention scheduling and disposal.
- Office supply inventory and ordering as needed for Court supply.

**Knowledge, Skills and Abilities:**

The person/persons succeeding in this position must acquire comprehensive knowledge of the Court. Excellent computer and clerical skills are essential including record keeping, report filing, and database entry. Professional appearance and conduct are required in dealing with the public. This position is minimally supervised so independent work and decisions are required.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date