

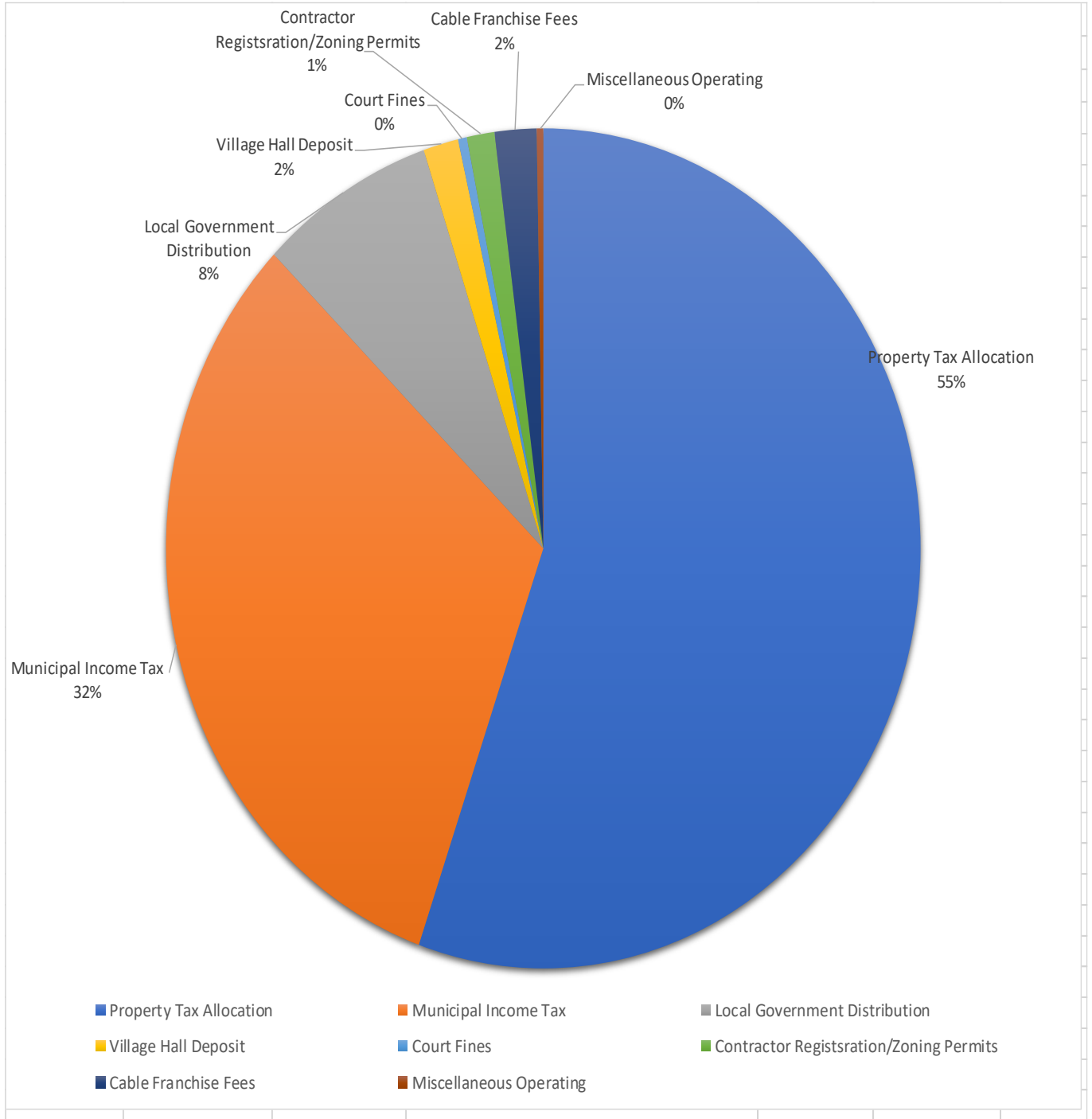
**VILLAGE OF  
TIMBERLAKE**

**YEAR 2022**

**BUDGET**

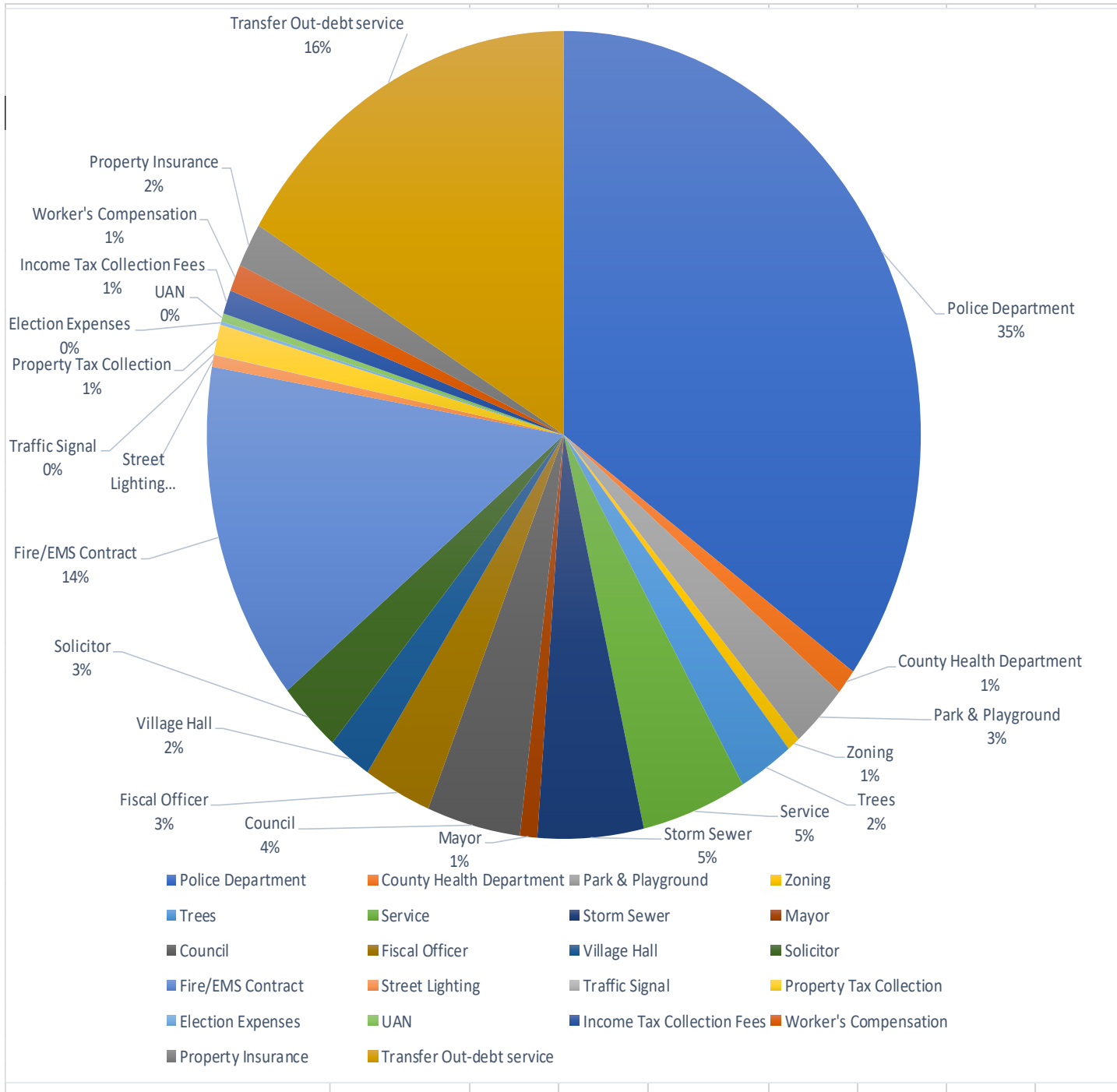
# REVENUE

**YR. 2022 ESTIMATE GENERAL FUND REVENUE BUDGET**



# **APPROPRIATIONS**

## YR. 2022 GENERAL FUND APPROPRIATIONS



**RESOLUTION NO. 2021-48**

**A RESOLUTION APPROVING THE PERMANENT APPROPRIATIONS FUNDS FOR THE VILLAGE OF TIMBERLAKE, OHIO FOR THE YEAR 2022 AND DECLARING AN EMERGENCY**

**WHEREAS**, Council has been advised that it is necessary at this time to appropriate money in all funds used by the Village of Timberlake, Ohio so that proper and necessary expenditures may be made; and

**WHEREAS**, Council has been further advised that said Permanent Appropriations for the Village's fiscal year 2022 shall not affective until it has approved same; and

**WHEREAS**, Council finds it is to be in the best interests of the residents of the Village that such Appropriations be authorized and approved.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF TIMBERLAKE, COUNTY OF LAKE, AND STATE OF OHIO, AS FOLLOWS:**

Section 1. That, effective the 1st day of January 2022, the Permanent Appropriations for the fiscal year 2022 of the Village of Timberlake, Ohio [as are more specifically set forth in Exhibit A, a two (2) page document that is attached hereto and made a part hereof], are hereby approved and authorized.

Section 2. That all formal actions of this Council concerning the passage of this Resolution were adopted in a open meeting, and all deliberations of this Council, or any of its Committees, which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. That this Resolution is hereby declared to be and is passed as an emergency measure, the emergency being the need to continually provide for the fair and prudent administration of Village affairs. Said resolution is necessary for the immediate preservation of the public, peace, health, safety and welfare of the inhabitants of the Village of Timberlake.

**WHEREAS**, this Resolution shall be in full force and effect immediately upon its passage.

\_\_\_\_\_  
Mayor John Marra

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

ATTEST: \_\_\_\_\_

Joanne Clapp, MMC-Fiscal Officer

**"Exhibit A"**

Resolution No. 2021-48					11/13/2021
Year 2022					
<b>General Fund</b>					
1000	Police Department				
		Wages and Benefits	\$ 194,720.00		
		Police Other Expenses	\$ 62,300.00		
	Total Police Department			\$ 257,020.00	
	County Health Department				\$ 7,500.00
	Park & Playground				
		Wages and Benefits	\$ 3,010.00		
		Park & Playground Other Expense	\$ 16,100.00		
	Total Park & Playground			\$ 19,110.00	
	Zoning				
		Wages and Benefits	\$ 3,463.50		
		Zoning Other Expense	\$ 750.00		
	Total Zoning			\$ 4,213.50	
	Trees				
		Wages and Benefits	\$ 2,309.00		
		Trees Other Expenses	\$ 16,000.00		
	Total Trees			\$ 18,309.00	
	Service				
		Wages and Benefits	\$ 17,400.00		
		Service Other Expense	\$ 17,525.00		
	Total Service			\$ 34,925.00	
	Storm Sewer				
		Wages and Benefits	\$ 18,475.00		
		Storm Sewer Other Expense	\$ 16,700.00		
	Total Storm Sewer			\$ 35,175.00	
	Mayor				
		Wages and Benefits	\$ 3,880.00		
		Mayor Other Expense	\$ 1,900.00		
	Total Mayor			\$ 5,780.00	
	Council				
		Wages and Benefits	\$ 12,800.00		
		Council Other Expense	\$ 18,300.00		
	Total Council			\$ 31,100.00	
	Fiscal Officer				
		Wages and Benefits	\$ 19,320.00		
		Fiscal Officer Other Expense	\$ 3,250.00		
	Total Fiscal Officer			\$ 22,570.00	
	Village Hall				
		Wages and Benefits	\$ 3,250.00		
		Village Hall Other Expense	\$ 11,100.00		
	Total Village Hall			\$ 14,350.00	
	Solicitor				
		Wages and Benefits	\$ 20,800.00		
		Solicitor Other Expense	\$ 350.00		
	Total Solicitor			\$ 21,150.00	

Fire/EMS Contract	\$	101,635.68	
Street Lighting	\$	3,500.00	
Traffic Signal	\$	100.00	
Garbage and Trash Removal	\$	-	
Property Tax Collection	\$	8,900.00	
Election Expenses	\$	1,000.00	
State Auditor	\$	-	
UAN	\$	2,400.00	
Tax Collection Fees - RITA Income Tax	\$	7,000.00	
Worker's Compensation	\$	8,000.00	
Property Insurance	\$	13,000.00	
Capital Outlay	\$	-	
Transfer Out-debt service	\$	120,000.00	
Contingencies	\$	-	
<b>Total General Fund</b>			\$ 736,738.18

**Special Revenue**

2011 Street Construction, Maintenance, Repairs (SCMR)

Wages and Benefits	\$	2,900.00
SCMR Other Expense	\$	<u>5,500.00</u>

Total SCMR \$ 8,400.00

2021 State Highway

Wages and Benefits	\$	1,200.00
State Highway Other Expense	\$	<u>2,500.00</u>

Total State Highway \$ 3,700.00

2081 Drug Law Enforcement

\$ -

2091 Law Enforcement

\$ -

2152 American Relief Plan

\$ 33,939.35

2271 Enforcement & Education

\$ -

2901 Sanitary Sewer

\$ 12,200.00

**Total Special Revenue**

\$58,239.35

**Debt Service**

3901 Sewer Loan

\$ 14,173.90

3902 Paving Loan

\$ 45,585.54

3903 Cruiser Loan

\$ -

**Total Debt Service**

\$ 59,759.44

**Capital**

4901 Police Cruiser Capital

\$ -

4902 Service Vehicle Capital

\$ -

4903 Village Hall Capital

\$ -

**Total Capital**

\$ -





## Year 2022 Budget Explanation

1000 General- This fund accounts for and reports all financial resources non-restricted accounted for and reported in another fund.

2011 Street Construction, Maintenance and Repair- This fund is restricted. You are allowed to spend money pertaining to the construction, maintenance and repair of Village roads.

2021 State Highway- This fund is restricted. You are allowed to spend money pertaining only to road expenses relating to Lake Shore Blvd.

2081 Drug Enforcement – This fund is restricted. You are allowed to spend money in this fund for law enforcement costs related to drugs. Revenue for this fund comes from drug offenders’ fines.

2091 Law Enforcement- This fund is restricted. You are allowed to spend money in this fund for law enforcement costs related expensed pertain to the seized property and cash. Revenue for this fund comes from the sale of seized property and cash.

2152 American Relief- This fund is restricted. You are required to follow the Federal Guidelines and report to the US Treasury. Eligible uses: Water, Sewer and Broadband Infrastructure.

2277 Police Enforcement and Education- This fund is restricted. You are allowed to spend money in this fund to enforce ORC 4511.19 and to educate the public about driving under the influence. Revenue for this fund comes from fines.

2901 Sanitary Sewer- This fund is sanitary sewer repairs.

3901 Sanitary Sewer Debt- This fund is to repay the Ohio Water Development Authority Loan “OWDA” that was taken out in year 2010 with the payoff date being July 1, 2030. General Fund transfers money into here to make the payments. Repayment schedule is as per exhibit “\_\_\_\_”.

3902 Paving Improvement Debt- This fund is to repay the Ohio Public Works Loan “OPWC” taken out year 2015 with the payoff date being July 2036 and General Obligation Bonds that was taken out year 2017 with the payoff date being December 1, 2026. General Fund transfers money into here to make the payments. Payment schedule is as per exhibit “\_\_\_\_”.

4901 Police Cruiser Capital- This is set up to set money aside for the purchase of new police cruisers. Council needs to pass a resolution/ordinance to transfer fund from the General Fund. This transfer maybe done yearly or when Council feels it is necessary. However, funds transferred into this fund must be used within ten years per ORC 5705.13 (c).

4902 Service Capital- This is set up to set money aside for the purchase of new truck. Council needs to pass a resolution/ordinance to transfer fund from the General Fund. This transfer maybe done yearly or when Council feels it is necessary. However, funds transferred into this fund must be used within ten years per ORC 5705.13 (c).

4903 Village Hall Capital- This is set up to set money aside for capital repairs to Village Hall and Village Properties. Council needs to pass a resolution/ordinance to transfer fund from the General Fund. This transfer maybe done yearly or when Council feels it is necessary. However, funds transferred into this fund must be used within ten years per ORC 5705.13 (c) .

9901 Village Hall Deposit- This figure depends on the number of hall rentals made by residents. This fund is restricted only to refund Village Hall Deposits and cannot be used for another expenditures, unless the deposit is not return to resident. An explanation must be provided as to why the Village Hall deposit wasn't returned. Council then will pass a resolution/ordinance to transferred the un-returned deposit to the general fund to cover the expense.

# **APPROVED VENDORS**

## Year 2022 Approved Vendors

### Monthly

AT&T	For: Police Cell Phones
City of Eastlake	For: Fire/EMS Contract
Comdoc Inc.	For: Copier
Dominion Energy Ohio	For: Natural Gas-heat (all buildings)
IRS	For: Employee Withholding Tax, SS & Medicare
Lake County Department of Utilities	For: Water & Sewer
Ohio Police and Fire Pension Fund	For: Chief Police Pension Payment
Ohio Public Employee Retirement	For: Part-time & Elective Pension Payment
RITA Income Tax	For: Monthly Collection Retainer
Spectrum (Time Warner)	For: Police Department internet and phones
The Illuminating Company	For: Electric (all buildings), Traffic and Street Lights
Treasurer State of Ohio	For: Various Items
Verizon Wireless	For: Police Department Cell Phones
WEX	For: Police Cruiser Fuel and Service Dept. Fuel

**Year 2022 Approved Vendors and Amounts allowed**

Throughout the Year

American Legal Publishing	Amount:	\$8,000.00	For:	Code Book Update and Online
Atwell Police and Fire Equip.	Amount:	\$2,000.00	For:	Police Uniforms
Axon Enterprise Inc.	Amount:	\$1,000.00	For:	Police Evidence Storage
Best Truck Equipment	Amount:	\$ 500.00	For:	Service Dept. Truck-Snow Removal
City of Eastlake	Amount:	\$2,500.00	For:	Road Salt
Demilta Sand and Gravel	Amount:	\$ 700.00	For:	Debris and Gravel
EJ USA Inc.	Amount:	\$5,000.00	For:	Sewer and Storm Sewer Grates
Endeavor Pest Management	Amount:	\$ 500.00	For:	Village Hall & Police Dept Pest Control
Erie Bank	Amount:	\$43,000.00	For:	Loan
Gene Ptacek & Son Fire Equip.	Amount:	\$ 500.00	For:	Annual Fire Suppression Inspection
Hanley Printing	Amount:	\$ 300.00	For:	Fiscal Officer Account Payable Checks
Lake Cty Central Communication	Amount:	\$26,000.00	For:	Police Department
Lake Cty Information Technology	Amount:	\$ 2,500.00	For:	Police Department Computers
Lake Cty Telecommunications	Amount:	\$ 8,000.00	For:	Police Department
Lake Health	Amount:	\$ 1,500.00	For:	Police & Service – New Hire Pre-employment screening
Love Insurance Agency	Amount:	\$13,000.00	For:	Property & Liability Insurance
Northeast OH Mayors	Amount:	\$ 250.00	For:	Mayor Membership dues
Ohio BWC	Amount:	\$ 8,000.00	For:	Worker’s Compensation
Ohio Municipal League	Amount:	\$ 295.00	For:	Council Membership
Ohio Public Works Commission	Amount:	\$ 2,850.00	For:	Road Paving Loan
Ohio Water Development	Amount:	\$14,175.00	For:	Sewer Loan
RTS Service Center	Amount:	\$ 1,000.00	For:	Police & Service Dept Vehicle Maintenance
Sedgwick	Amount:	\$ 400.00	For:	Worker’s Comp Administrator
The City of Willoughby	Amount:	\$1,000.00	For:	Court Fees
The News-Herald	Amount:	\$ 250.00	For:	Legal Ads
Village of Perry	Amount:	\$1,500.00	For:	Required Fiscal Officer
Training				
Visa	Amount:	\$6,000.00	For:	Credit Items that have received prior approval from the Finance Committee and/or Fiscal Officer
Willoughby Municipal Court	Amount:	\$1,000.00	For:	Court Fees
Willowick Ace Hardware	Amount:	\$ 200.00	For:	Miscellaneous Supplies
WyattWorks Plumbing	Amount:	\$1,000.00	For:	Sewers and Storm Sewers
General Office Supplies	Amount:	\$1,500.00	For:	All Village Departments
General Cleaning Supplies	Amount:	\$1,000.00	For:	All Village Departments

# **CAPITAL EXPENDITURES**

### **Year 2022 Major Capital Items**

- Village Hall – Fence
- Beach Gate
- Repair Stairs to Beach
- Service Department Small Tools/Equipment – estimated cost \$10,000

#### American Relief Plan Funds

- New Generator at Village Hall
- Replace HVAC at Village Hall/Police Department
- Storm Sewer Repairs

### **2023 Major Capital Items**

- New Service Department Truck – estimated cost \$56,000
- New Police Cruiser – estimated cost \$44,000



# POLICE AND SERVICE WAGES

**POLICE DEPARTMENT WAGES**

Yearly Wage Amounts							
11/10/2021							
	Rate	Hours	Base Rate	Medicare	OPERS	Police & Fire	Total
Chief			40,568.00	588.24	-	7,910.76	49,067.00
Brown	13.00	832.00	10,816.00	156.83	1,514.24	-	12,487.07
Daher	15.00	832.00	12,480.00	180.96	1,747.20	-	14,408.16
Gorse	12.00	1,394.00	16,728.00	242.56	2,341.92	-	19,312.48
Jackson	12.00	1,395.00	16,740.00	242.73	2,343.60	-	19,326.33
Krause	12.00	1,395.00	16,740.00	242.73	2,343.60	-	19,326.33
Turner	14.00	832.00	11,648.00	168.90	1,630.72	-	13,447.62
Total		6,680.00	125,720.00	1,822.94	11,921.28		147,374.98

Note: The hours per employee are subject to change. Chief will set employees scheduled hours

	365 Day						
	<u>24</u> Hours						
	8,760.00	Total hours for year					
	<u>(2,080.00)</u>	Chief full time hours					
	6,680.00	Hours left to be filled by Part Time Officers					
	Finance Committee discussed increase starting wages to \$18.00 per hour for new hires						

**SERVICE DEPARTMENT WAGES**

Yearly Wage Amounts						
11/10/2021						
	Rate	Hours	Base Rate	Medicare	OPERS	Total
Gardner	11.65	1,040.00	12,116.00	175.68	1,696.24	13,987.92
Pirosko	11.65	1,040.00	12,116.00	175.68	1,696.24	13,987.92
Summer	11.65	1,040.00	12,116.00	175.68	1,696.24	13,987.92
Total		3,120.00	36,348.00		5,088.72	41,963.77
Note: The hours per employee are subject to change.						
Street Commisioner/Supervisor will set employees scheduled hours						
Finance Committee discussed increase starting wages to \$14.00 per hour for new hires						

TRANSFER OUT  
FROM  
GENERAL FUND

**RESOLUTION NO. 2021-41**

**A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO TRANSFER FIFTY-NINE THOUSAND SEVEN HUNDRED FIFTY-NINE DOLLARS AND FORTY-FOUR CENTS (\$59,759.44) FROM THE GENERAL FUND (1000) TO THE SANITARY SEWER DEBT SERVICE FUND (3101) FOURTEEN THOUSAND ONE HUNDRED SEVENTY-THREE AND NINETY CENTS (\$14,173.90); AND PAVING IMPROVEMENT DEBT FUND (3902) FORTY-FIVE THOUSAND, FIVE HUNDRED AND EIGHTY-FIVE AND FIFTY-FOUR CENTS (\$45,585.54); FOR YEAR 2022, AND DECLARING AN EMERGENCY**

BE IT RESOLVED, by Council of the Village of Timberlake, County of Lake and State of Ohio;

**Section 1.** That the Fiscal Officer is hereby authorized to transfer Fifty-nine thousand seven hundred fifty-nine dollars and forty-four cents (\$59,759.44) from the general fund (1000) to the sanitary sewer debt service fund (3101) fourteen thousand one hundred seventy-three and ninety cents (\$14,173.90); paving improvement debt fund (3902) forty-five thousand, five hundred eighty-five and fifty-four cents (\$45,585.54)

**Section 2.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were taken in open meetings of this Council, and that all deliberations of this Council were in meetings open to the public and in full compliance with all legal requirements, including without limitation, those set forth in 122.22 of the Ohio Revised Code.

**Section 3.** That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare, and for the further reason that it is necessary to authorize the Fiscal Officer to take the action in order to properly reflect the true and accurate balances in all Village funds, and upon its passage by the members of Council and approval of the Mayor, shall go into effect at the earliest period allowable by law.

RESOLUTION ADOPTED this \_\_\_\_\_ day of December 2021.

\_\_\_\_\_  
Mayor John Marra

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_  
Joanne Clapp, Fiscal Officer

**OTHER TRANSFER OUTS**

\$20,000.00 to 4901 Capital Police Cruiser  
\$20,000.00 to 4902 Capital Service Vehicle  
\$20,000.00 to 4903 Capital Village Hall