



JOINT FINANCE & HUMAN RESOURCES COMMITTEE AGENDA

October 26, 2026 08:30 AM

Mark Mockensturm (Chair- Finance), Heather Phillips, Wendy Greeley
Heather Phillips (Chair- HR), Darren Moore, Ian Katz

- I. Call to Order
- II. Citizen Comments
- III. Approval of HR Committee Minutes
 - a. September 28, 2026
- IV. 2027 Budget Packet Presentation
 - a. Employee Appreciation Fund Discussion
 - b. 2027 Employee Compensation Discussion
 - c. Employee Bonus Discussion
 - d. Village Life Staff
 - e. Employee Handbook Discussion

Wage History	2027	2026	2025	2024	2023	2022	2021	2020	2019	2018	2017
CPI-U (prior yr)	3.7%	2.90%	3.30%	3.70%	8.30%	5.30%	1.40%	1.90%	2.10%	1.50%	0%
Wage Increase		3.00%	3.00%	4.00%	5.00%	4.00%	2.00%	3.00%	3.00%	3.00%	2.00%
Additional		\$3,000	\$3,000	\$3,000	\$5,000	\$3,000	\$1,250	\$1,000	\$1,000	\$1,000	

- V. Citizen Comments
- VI. Adjournment

Public comments are limited to three (3) minutes per speaker, unless extended by the Mayor or Council.
Comment is permitted only during designated citizen comment periods on the agenda.

Individuals wishing to speak must sign in prior to the meeting, providing: Name; Address; Affiliation (if applicable); Topic of comment

Council and staff will generally not respond during public comments, but limited responses may be given at the Presiding Officer's discretion. The Presiding Officer may limit repetitive comments on a single topic after 30 minutes, provided viewpoints are not restricted based on content.

The full and complete public comment policy is set forth in Section IV of the Rules of Council.

OTTAWA HILLS VILLAGE
HUMAN RESOURCE COMMITTEE MEETING MINUTES
September 28, 2026 8:30 AM

Call to Order – Councilwoman Heather Phillips

8:30 AM

Village Representatives in Attendance

Councilwoman Heather Phillips (Chair)
Councilman Darren Moore
Chief Schnoor

Village Administrator April McDonald
Finance Director Debra Hoffman
Village Life Director Becky Hauck

Citizen Attendees

Nasrin Afjeh
Kevin Merrill

Citizen Comments

Mrs. Afjeh made a comment regarding Village Life staffing; however, her comment was inaudible.

Approval of Minutes

A motion was made by Mr. Moore to approve the minutes from the March 31, 2026, meeting and Ms. Phillips seconded the motion. The motion passed unanimously.

Village Life – Staffing Discussion – Becky Hauck

Ms. McDonald discussed the current staffing and operational needs of the Village Life Department. The department currently operates with one part-time employee, Mrs. Hauck, who has independently managed its operations since 2018. Participation in sports and other programming has increased significantly, with basketball participation growing from approximately 9–11 teams to 21 teams. Mrs. Hauck coordinates more than 70 volunteer coaches and oversees related administrative responsibilities, including background checks and compliance training.

Mrs. Hauck proposed adding a second part-time employee to help address the increased workload, with one position focused primarily on sports operations and scheduling and the other responsible for after-school programming, summer camps, and community events. Mr. Moore expressed general support for the proposal, recognizing the value of Village Life programming to residents, and suggested exploring technology and software solutions to automate scheduling, coach reminders, and other administrative tasks. Ms. McDonald will collect financial documents for Village Life and forward to Mr. Moore for review.

The staffing proposal will be included in joint discussions with the Finance Committee as part of the upcoming salary ordinance update.

Village Staff – Handbook Update Proposals

Ms. McDonald presented proposed revisions to the Employee Handbook intended to modernize existing policies and support employee recruitment and retention. The Committee reviewed proposed changes to vacation accrual, including recognition of prior full-time employment with the State of Ohio or any Ohio political subdivision when determining vacation accrual rates, as well as adjustments to vacation accrual milestones.

OTTAWA HILLS VILLAGE
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Ms. McDonald also reviewed a proposed reorganization of the holiday schedule to formally include Juneteenth and Veterans Day while maintaining 12 designated holidays. Proposed changes to holiday compensation would provide employees required to work on designated holidays with time-and-a-half pay for actual hours worked, capped at eight hours per shift, replacing the current floating holiday system.

Additional proposals included a 5% hourly pay increase for officers serving as supervisors in the absence of a sergeant, instructing classes, or assigned to solo duty. Ms. McDonald also proposed replacing the existing sick leave cash incentive, ranging from \$100 to \$500, with eight hours of personal leave for each calendar quarter in which an employee uses four hours or less of sick leave. A formal flex-time policy was also discussed, allowing accrual up to 40 hours to accommodate operational and department needs.

The proposed amendments will undergo further review at the joint HR and Finance meeting.

Citizen Comments

Mrs. Afjeh expressed concerns regarding employee work hours and conduct occurring after meetings. She also expressed a preference for local police dispatch services to remain available after 5:00 p.m.

Adjournment

9:42 AM

Chair Heather Phillips

Village of Ottawa Hills

2027 Draft Budget Packet - Summary for Council

The attached 2027 Draft Budget Packet is intended to serve as a preliminary working document and a starting point for discussion. It is not a final budget proposal, and several items are being presented to obtain Council's guidance before final recommendations and figures are developed.

Some figures included in the packet are preliminary estimates or placeholders used to establish a baseline for discussion. These amounts may change as additional information becomes available, costs are confirmed, and Council provides direction on priorities and decisions.

The packet identifies several items for Council consideration, including:

- **Plow Truck Replacement:** Discussion regarding the need to replace the Service Department's 26-year-old plow truck, its operational importance, and the appropriate timing and funding for replacement.
- **Wages, Benefits, and Employee Handbook:** Review of proposed compensation and benefit changes, including potential policy revisions.
- **Bonuses and Compensation:** Discussion of potential employee compensation adjustments.
- **Capital Projects:** Review of anticipated capital needs along with funding sources and timing.
- **Fund Analysis and Financial Planning:** Review of projected revenues, expenditures, fund balances, and anticipated capital needs to help establish priorities and assess the Village's longer-term financial position.

The purpose of this review is to provide Council with an opportunity to discuss priorities, identify concerns, evaluate alternatives, and offer direction before the budget is further refined. Certain items may require additional research, updated estimates, or separate analysis before a final recommendation can be presented.

The goal is to develop a budget that reflects the Village's operational needs, financial capacity, and Council's priorities. Following these discussions, the draft will be revised as appropriate, with preliminary assumptions replaced by more reliable figures and a November Council meeting needs scheduled.



To: Mayor, Council, Clerk/Treasurer
 From: Finance Director Deb Hoffman

2026 SUMMARY	1/1/2026 Unencumbered Balance	7,029,108
	Projected Operating Revenues	6,848,841
	Projected Operating Expense	(7,274,714)
	Projected Capital Revenue	1,923,717
	Projected Capital Expense	(4,217,695)
	12/31/2026 Estimated Balance	4,309,257

2026 HIGHLIGHTS

Operating Revenue Income tax increase, higher interest
Expense Projecting 6% below operating budget

Capital Revenue	Proj Actual	Budget
ROADS	1,391,088	1,666,250
TARTA LITE	90,000	90,000
OPWC	298,000	298,000
CAPITAL IMP	144,629	500,000
	1,923,717	2,554,250
Expense	Proj Actual	Budget
Roads	2,815,001	2,410,577
Capital Improvements	1,402,693	1,763,331
	4,217,695	4,173,908

2027 SUMMARY	1/1/2027 Estimated Balance	4,309,257
	Projected Operating Revenues	7,155,363
	Proposed Operating Budget	(7,461,578)
	Operating Surplus/Deficit	(306,215) *does not include .94 operating
	Capital Revenue	4,188,725
	Proposed Capital Budget	(3,844,087)
	12/31/2027 Est Unencum Balance	4,347,680

2027 HIGHLIGHTS

Operating Expense Projecting 6% below operating budget

Revenue Income tax increase, higher interest

Capital: Evergreen, Capital Improvements

Operating Revenue	2027	Change from
Category	Estimate	Orig 2026 Bud
Income Tax	4,766,500	232,383
Property Tax	1,064,600	(14,202)
Local Government	119,000	11,112
Interest Income	274,800	18,108
Road Funds	302,200	8,700
Other Revenue	628,263	21,583
	7,155,363	277,684

Operating Expense	2027	Change from
Category	Budget	Orig 2026 Bud
Compensation & Pension	3,392,708	196,063
Health Insurance	533,308	82,838
Workers' Comp	56,488	3,411
Fire & Dispatch Contracts	468,700	(60,000)
Contracts	558,350	(66,571)
Utilities	194,952	4,737

Professional Svcs	1,263,980	(312,400)
Insurance	76,261	3,530
Supplies & Repairs	251,440	(567)
Gasoline	69,050	4,640
Construction	153,590	(431,511)
Equipment	262,550	262,550
Throughout	180,200	(109,155)
Total	7,461,577	(422,434)
Estimated 2026 Actual	7,274,714	
	186,863	

Capital Revenue

	<u>2027 Proposed</u>
Road Levy	599,000
TARTA	90,000
Capital 401	600,000
Capital Grants/Loan	2,899,725
	<u>4,188,725</u>

Capital Expense

<u>Capital Item</u>	<u>2027 Proposed</u>
Reconstruction	2,687,087
Nature Conservancy	18,000
4105 Bancroft	15,000
Capital Improvements	1,000,000
Geresy Field repairs	50,000
Sewer Rebuilding	40,000
Sidewalk Repairs	15,000
Audit Fees and Sewer for projects	19,000
	<u>3,844,087</u>

**VILLAGE OF OTTAWA HILLS
2026-2027
ANALYSIS OF FUNDS**

10/23/2026

FUND	2026				2027				RESERVES	
	1/1/26 UNENCUMB'D BALANCE	REVENUE ESTIMATE	EXPENSE ESTIMATE	TRANSFER BUDGET	12/31/26 UNENCUMB'D BALANCE	REVENUE ESTIMATE	EXPENSE PROPOSAL	TRANSFER ESTIMATE		12/31/27 BALANCE ESTIMATE
GENERAL FUND	3,204,991	6,154,200	5,695,110	(880,000)	2,784,081	6,480,363	6,547,159	(610,000)	2,107,285	
STREET REPAIR	1,060,965	311,100	947,818	0	424,247	290,200	181,430		533,017	
HIWAY IMP	84,515	24,150	4,967	0	103,698	21,800	10,750		114,748	
LAW ENFCMNT	17,358	25	0	0	17,383	0	0		17,383	
DRUG ENFCMNT	6,001	0	0	0	6,001	0	500		5,501	
OPIOID FUND	13,808	2,700	0	0	16,508	2,000	0		18,508	
BENEFIT RESERVE	159,228	0	0	0	159,228	0	0		159,228	(159,228)
CAPITAL IMPVMT	532,078	144,629	1,104,693	530,000	102,014	600,000	1,138,000	450,000	14,014	
CAPITAL-GRANT	123,158	298,000	298,000	0	123,158	2,899,725	2,687,087		335,796	
ROADS	1,160,608	1,481,088	2,815,001	250,000	76,696	689,000	19,000		746,696	
STREET LIGHTS	70,129	56,158	57,313	0	68,973	55,000	61,110		62,862	
SHADE TREE	309,228	169,669	290,839	0	188,058	167,000	234,500		120,558	
POLICE PENSION	101,124	65,419	218,667	100,000	47,876	69,500	250,329	160,000	27,047	
FIRE PENSION	185,918	65,420	60,000	0	191,337	69,500	175,800		85,037	
TOTAL	7,029,108	8,772,558	11,492,408	0	4,309,257	11,344,088	11,305,665	0	4,347,680	(159,228)

**VILLAGE OF OTTAWA HILLS
ESTIMATE OF 2026-2027 REVENUES**

10/23/2026

ACCT NO.	ACCOUNT	2027 REVENUES BUDGET	2026 REVENUES ORIGINAL BUDGET
101.41110	REAL ESTATE TAX	\$ 815,600	\$ 830,500
101.41140	MUNICIPAL INCOME TAX (D)	\$ 4,766,500	\$ 4,534,117
101.41210	LOCAL GOVERNMENT (COUNTY)	\$ 90,000	\$ 84,777
101.41270	LOCAL GOVERNMENT (STATE)	\$ 29,000	\$ 23,111
101.41280	PROPERTY TAX ROLLBACK	\$ 110,000	\$ 106,302
101.41410	FEDERAL GRANTS	\$ -	\$ -
101.41440	D.A.R.E.	\$ 2,400	\$ 2,335
101.41530	VILLAGE LIFE	\$ 220,000	\$ 203,500
101.41610	FINES	\$ 550	\$ 550
101.41622	FRANCHISE FEES	\$ 18,000	\$ 24,375
101.41810	SALE OF ASSETS	\$ -	\$ -
101.41820	INTEREST (A)	\$ 265,000	\$ 247,492
210.41830	CONTRIBUTIONS & DONATIONS	\$ -	\$ -
101.41990	REIMBURSED EXP - YARD/BULK (B)	\$ 56,000	\$ 56,668
101.41991	REIMBURSED EXP - PROP MAINT (B)	\$ 1,500	\$ 1,500
101.41992	REIMBURSED EXP - MISC (B)	\$ 45,000	\$ 32,941
101.41993	REIMBURSED EXP - TRAINING (B)	\$ 100	\$ 100
101.41994	REIMBURSED EXP - GRANTS (B)	\$ 11,000	\$ 10,998
101.41995	RENTAL INCOME	\$ 49,713	\$ 49,713
	TOTAL GENERAL FUND	\$ 6,480,363	\$ 6,208,979
201.41240	LICENSE TAX	\$ 75,000	\$ 71,800
201.41260	GASOLINE EXCISE TAX	\$ 170,000	\$ 165,000
201.41261	HIGHWAY DISTRIBUTIONS	\$ 38,400	\$ 38,400
201.41820	INTEREST	\$ 6,800	\$ 6,800
	TOTAL STREET REPAIR	\$ 290,200	\$ 282,000
202.41240	LICENSE TAX	\$ 1,700	\$ 1,700
202.41260	GASOLINE EXCISE TAX	\$ 14,000	\$ 13,500
202.41261	HIGHWAY DISTRIBUTIONS	\$ 3,100	\$ 3,100
202.41820	INTEREST	\$ 3,000	\$ 2,400
	TOTAL HIGHWAY IMPROVEMENT	\$ 21,800	\$ 20,700
208.41614	OTHER	\$ -	\$ -
	TOTAL LAW ENFORCEMENT	\$ -	\$ -
209.41610	FORFEITURES	\$ -	\$ -
209.41614	K-9 & OTHER PROGRAMS	\$ -	\$ -
	TOTAL DRUG ENFORCEMENT	\$ -	\$ -
214.41490	OPIOID FUNDS	\$ 2,000	\$ 2,000
214.41820	INTEREST	\$ -	\$ -
	TOTAL OPIOID	\$ 2,000	\$ 2,000
401.41460	STATE GRANT	\$ 100,000	\$ -
401.41992	OTHER - OHSF	\$ 500,000	\$ -
	TOTAL CAPITAL	\$ 600,000	\$ -
404.41410	FEDERAL GRANT	\$ 2,500,000	\$ -
404.41460	STATE GRANT OPWC	\$ 159,890	\$ -
404.41924	OPWC LOAN PROCEEDS (C)	\$ 239,835	\$ -
	TOTAL CAPITAL - GRANTS	\$ 2,899,725	\$ -
405.41110	REAL ESTATE TAX - ROADS	\$ 594,000	\$ 585,000
405.41280	HOMESTEAD	\$ 5,000	\$ 7,000
405.41290	INTERGOVERNMENTAL TARTA	\$ 90,000	\$ 90,000
405.41460	STATE ISSUE II (C)	\$ -	\$ 298,000
405.41991	REIMBURSEMENT	\$ -	\$ 776,250
	TOTAL ROAD	\$ 689,000	\$ 1,756,250
502.41360	REAL ESTATE-STREET LIGHTS	\$ 55,000	\$ 55,000
	TOTAL STREET LIGHTS	\$ 55,000	\$ 55,000
503.41390	REAL ESTATE-SHADE TREES	\$ 167,000	\$ 167,000
	TOTAL SHADE TREES	\$ 167,000	\$ 167,000
801.41110	REAL ESTATE TAX	\$ 61,160	\$ 62,480
	PROPERTY TAX ROLLBACK	\$ 8,340	\$ 8,520
	TOTAL POLICE PENSION	\$ 69,500	\$ 71,000
802.41110	REAL ESTATE TAX	\$ 61,160	\$ 62,480
	PROPERTY TAX ROLLBACK	\$ 8,340	\$ 8,520

**VILLAGE OF OTTAWA HILLS
ESTIMATE OF 2026-2027 REVENUES**

10/23/2026

ACCT NO.	ACCOUNT	2027 REVENUES BUDGET	2026 REVENUES ORIGINAL BUDGET
	TOTAL FIRE PENSION	\$ 69,500	\$ 71,000
	TOTAL (WITHOUT TRANSFERS)	\$ 11,344,088	\$ 8,633,929
101.41910	TRANSFERS - GENERAL FUND		
211.41910	TRANSFERS - RECYCLING		
290.41910	TRANSFERS - TERM BENEFIT		
401.41910	TRANSFERS - CAPITAL PROJECTS	\$ 450,000	
404.41910	TRANSFERS - GRANTS		
405.41910	TRANSFERS - VOTED ROADS		
502.41910	TRANSFERS - STREET LIGHTS		
503.41910	TRANSFERS - SHADE TREE		
801.41910	TRANSFERS - POLICE PENSION	\$ 160,000	
802.41910	TRANSFERS - FIRE PENSION		
	TOTAL TRANSFERS FROM GENERAL	\$ 610,000	

2027 BUDGET

10/23/2026

ACCT	ACCOUNT		2027 TOTAL	% OF BUDGET	2026 BUDGET	INCR/(DECR) OVER 2026	% INCR/ (%DECR)	
2100	REGULAR PERSONAL SRVS		\$2,324,295	21%	\$2,184,244	\$140,050	6%	
2101	OVERTIME		\$330,100	3%	\$380,791	(\$50,691)	(13%)	
2105	TRAINING		\$43,000	0%	\$38,000	\$5,000	13%	
2110	PART TIME SRVS	2027 SUMMARY	\$169,982	2%	\$88,652	\$81,330	92%	
2121	PERS			\$203,346	2%	\$181,991	\$21,355	12%
2122	EMPLOYERS SHARE-PENSION	Category	\$249,529	2%	\$246,446	\$3,083	1%	
2123	EMPLOYEE INSURANCE	% of Budget	\$533,308	5%	\$450,470	\$82,838	18%	
2124	MEDICARE	Personnel	\$40,957	0%	\$38,476	\$2,482	6%	
2126	WORKER'S COMPENSATION			\$56,488	0%	\$53,077	\$3,411	6%
2140	CLOTHING ALLOWANCE			\$31,500	0%	\$38,045	(\$6,545)	(17%)
2200	TRAVEL	Operating	\$8,100	0%	\$9,100	(\$1,000)	(11%)	
2300	CONTRACTS		\$1,027,050	9%	\$1,153,621	(\$126,571)	(11%)	
2310	HEAT	Const/Equip	\$50,000	0%	\$50,000	\$0	0%	
2311	LIGHT	HISTORY	\$84,710	1%	\$83,145	\$1,565	2%	
2312	WATER		Category	\$16,360	0%	\$15,881	\$479	3%
2320	PHONE & INTERNET	% of Budg	\$43,883	0%	\$41,189	\$2,694	7%	
2321	POSTAGE	Personnel	\$4,200	0%	\$2,728	\$1,472	54%	
2340	PROFESSIONAL SRVS	2026	\$1,315,980	12%	\$1,711,380	(\$395,400)	(23%)	
2345	PREVENTION	2025	\$5,000	0%	\$5,000	\$0	0%	
2646	DIVERSION	2024	\$500	0%	\$500	\$0	100%	
2347	GRANTS (DARE)	2023	\$2,500	0%	\$2,500	\$0	100%	
2350	FACILITIES MAINTENANCE	2022	\$30,250	0%	\$29,690	\$560	2%	
2360	INSURANCE	Operating	\$76,261	1%	\$72,731	\$3,530	5%	
2380	PRINTING		2026	\$11,800	0%	\$10,600	\$1,200	11%
2390	DUES		2025	\$7,850	0%	\$9,340	(\$1,490)	(16%)
2391	PUBLICATION	2024	\$0	0%	\$0	\$0	0%	
2400	SUPPLIES	2023	\$149,190	1%	\$147,376	\$1,814	1%	
2420	GASOLINE	2022	\$69,050	1%	\$64,410	\$4,640	7%	
2430	REPAIR & MAINT. SUPPLIES	Const/Equip	\$102,250	1%	\$104,631	(\$2,382)	(2%)	
2730	PERSONNEL - LAWSUITS	2026	\$10,000	0%	\$10,000	\$0	0%	
2740	REFUNDS/DEBT	2025	\$100,000	1%	\$209,897	(\$109,897)	(52%)	
2500	CONSTRUCTION	2024	\$3,945,677	35%	\$4,342,177	(\$396,501)	(9%)	
2520	EQUIPMENT	2023	\$262,550	2%	\$281,831	(\$19,281)	(7%)	
Amendments				0%		\$0	N/A	
TOTAL			\$11,305,665		\$12,057,919	(\$752,254)	(6%)	
% OF BUDGET								
FOR COMPARISON	2026 BUDGET - ORIG		\$12,057,919					
	INC (DEC) FROM 2026		(\$752,253)					
	% CHANGE FROM 2026		(6%)					

VILLAGE OF OTTAWA HILLS
2027 BUDGET

10/23/2026

ACCT	ACCOUNT	POLICE & DISPATCH	FIRE	STREET LIGHTS (Village share)	CIVIL DEFNS	CNTY HEALTH	EMP FUND	RECYCLING	VILLAGE LIFE	PARKS
2100	REGULAR PERSONAL SRVS	\$1,266,026						\$84,221		\$84,221
2101	OVERTIME	\$150,000		\$1,500						\$20,000
2105	TRAINING	\$25,000								
2110	PART TIME SRVS	\$80,000							\$89,022	
2121	PERS	\$23,124		\$212				\$11,371	\$12,044	\$14,172
2122	EMPLOYERS SHARE-PENSION									
2123	EMPLOYEE INSURANCE	\$294,446						\$19,128		\$24,005
2124	MEDICARE	\$21,699		\$22				\$1,222	\$1,292	\$1,463
2126	WORKER'S COMPENSATION	\$29,921						\$2,028	\$1,797	\$2,028
2140	CLOTHING ALLOWANCE	\$25,000						\$4,000		\$500
2200	TRAVEL	\$7,000								
2300	CONTRACTS	\$267,150	\$125,000		\$1,400	\$60,400				
2310	HEAT									
2311	LIGHT			\$6,700						\$1,800
2312	WATER									\$6,620
2320	PHONE & INTERNET	\$24,150								
2321	POSTAGE	\$500								
2340	PROFESSIONAL SRVS	\$13,000		\$7,750				\$47,000	\$206,000	\$402,800
2345	PREVENTION	\$5,000								
2646	DIVERSION	\$500								
2347	GRANTS (DARE)	\$2,500								
2350	FACILITIES MAINTENANCE									
2360	INSURANCE	\$27,510						\$3,640	\$4,970	\$4,780
2380	PRINTING	\$4,000								
2390	DUES	\$1,100								
2391	PUBLICATION	\$0								
2400	SUPPLIES	\$11,000		\$950			\$9,000	\$500	\$7,530	\$6,650
2420	GASOLINE	\$33,000						\$5,600		\$2,000
2430	REPAIR & MAINT. SUPPLIES	\$20,000						\$2,100		\$2,200
2730	PERSONNEL - LAWSUITS									
2740	REFUNDS/DEBT									
2500	CONSTRUCTION									\$15,200
2520	EQUIPMENT	\$19,550								
Amendments										
TOTAL		\$2,351,176	\$125,000	\$17,134	\$1,400	\$60,400	\$9,000	\$180,810	\$322,655	\$588,439

	% OF BUDGET	21%	1%	0%	0%	1%	0%	2%	3%	5%
FOR COMPARISON	2026 BUDGET - ORIG	\$2,214,499	\$288,000	\$15,145	\$1,400	\$57,500	\$9,000	\$61,765	\$267,648	\$516,382
	INC (DEC) FROM 2026	\$136,677	(\$163,000)	\$1,989	\$0	\$2,900	\$0	\$119,045	\$55,007	\$72,057
	% CHANGE FROM 2026	6%	(57%)	13%	0%	5%	0%	193%	21%	14%

VILLAGE OF OTTAWA HILLS
2027 BUDGET

10/23/2026

ACCT	ACCOUNT	SEWERS	REFUSE	STREET CLEANING	TRAFFIC SIGNS	GARAGE	VILLAGE ADMIN	COUNCIL	CLERK/ TREAS	MUNICIPAL BLDG	COUNTY AUDITR	STATE AUDITR	LEGAL	LEGAL ADVT
2100	REGULAR PERSONAL SRVS		\$462,481				\$247,476		\$179,870					
2101	OVERTIME	\$1,000	\$1,000	\$155,600		\$1,000								
2105	TRAINING			\$3,000		\$3,000	\$2,000		\$10,000					
2110	PART TIME SRVS							\$840	\$120					
2121	PERS	\$142	\$62,079	\$21,775		\$142	\$33,807	\$118	\$24,360					
2122	EMPLOYERS SHARE-PENSION													
2123	EMPLOYEE INSURANCE			\$99,672			\$38,256		\$57,801					
2124	MEDICARE	\$15	\$6,726	\$2,304		\$15	\$3,590		\$2,609					
2126	WORKER'S COMPENSATION		\$12,164				\$4,950		\$3,600					
2140	CLOTHING ALLOWANCE		\$1,000	\$500		\$500								
2200	TRAVEL						\$850		\$250					
2300	CONTRACTS		\$181,200	\$38,300		\$9,750	\$12,250	\$3,600	\$37,900	\$12,300	\$9,500	\$2,000	\$5,300	
2310	HEAT					\$25,000				\$25,000				
2311	LIGHT				\$2,210	\$3,900				\$30,900				
2312	WATER					\$4,870				\$4,870				
2320	PHONE & INTERNET					\$7,000	\$3,300		\$4,643	\$4,790				
2321	POSTAGE						\$3,100		\$600					
2340	PROFESSIONAL SRVS	\$17,500	\$47,000	\$60,900	\$2,600		\$34,800		\$10,000	\$24,800			\$30,000	
2345	PREVENTION													
2646	DIVERSION													
2347	GRANTS (DARE)													
2350	FACILITIES MAINTENANCE					\$11,350				\$18,900				
2360	INSURANCE		\$3,640	\$3,640		\$3,640	\$5,460	\$6,030	\$1,820	\$3,620			\$1,820	
2380	PRINTING						\$2,800		\$1,000					\$4,000
2390	DUES						\$5,000		\$1,000				\$750	
2391	PUBLICATION													
2400	SUPPLIES	\$600	\$5,000	\$63,150	\$9,800	\$16,000	\$2,700	\$3,300	\$2,500	\$3,300				
2420	GASOLINE		\$10,950	\$12,100										
2430	REPAIR & MAINT. SUPPLIES		\$17,500	\$54,000										
2730	PERSONNEL - LAWSUITS													
2740	REFUNDS/DEBT													
2500	CONSTRUCTION					\$10,000								
2520	EQUIPMENT					\$243,000								
Amendments														
TOTAL		\$19,257	\$810,740	\$514,941	\$14,610	\$339,167	\$400,339	\$13,888	\$338,073	\$128,480	\$9,500	\$2,000	\$37,870	\$4,000

% OF BUDGET		0%	7%	5%	0%	3%	4%	0%	3%	1%	0%	0%	0%	0%
FOR COMPARISON	2026 BUDGET - ORIG	\$18,100	\$764,678	\$570,114	\$14,500	\$188,746	\$363,901	\$13,593	\$315,972	\$117,191	\$9,500	\$16,750	\$37,785	\$4,000
	INC (DEC) FROM 2026	\$1,157	\$46,062	(\$55,173)	\$110	\$150,421	\$36,438	\$295	\$22,101	\$11,289	\$0	(\$14,750)	\$85	\$0
	% CHANGE FROM 2026	6%	6%	(10%)	1%	80%	10%	2%	7%	10%	0%	100%	0%	0%

VILLAGE OF OTTAWA HILLS
2027 BUDGET

10/23/2026

ACCT	ACCOUNT	ELECTION	INCOME TAX	LAWSUITS	GENERAL FUND SUBTOTAL	STREET REPAIR	HIWAY IMPV	LAW ENFRGMT	DRUG ENFRGMT	CAPITAL IMPVMT	CAPITAL GRANTS	ROAD	STREET LIGHT (assess)
2100	REGULAR PERSONAL SRVS				\$2,324,295								
2101	OVERTIME				\$330,100								
2105	TRAINING				\$43,000								
2110	PART TIME SRVS				\$169,982								
2121	PERS				\$203,346								
2122	EMPLOYERS SHARE-PENSION				\$0								
2123	EMPLOYEE INSURANCE				\$533,308								
2124	MEDICARE				\$40,957								
2126	WORKER'S COMPENSATION				\$56,488								
2140	CLOTHING ALLOWANCE				\$31,500								
2200	TRAVEL				\$8,100								
2300	CONTRACTS	\$3,200			\$769,250								\$1,100
2310	HEAT				\$50,000								
2311	LIGHT				\$45,510								\$39,200
2312	WATER				\$16,360								
2320	PHONE & INTERNET				\$43,883								
2321	POSTAGE				\$4,200								
2340	PROFESSIONAL SRVS		\$145,080		\$1,049,230	\$87,650	\$3,800		\$500	\$33,000		\$19,000	\$14,000
2345	PREVENTION				\$5,000								
2646	DIVERSION				\$500								
2347	GRANTS (DARE)				\$2,500								
2350	FACILITIES MAINTENANCE				\$30,250								
2360	INSURANCE				\$70,570	\$3,340							\$2,350
2380	PRINTING				\$11,800								
2390	DUES				\$7,850								
2391	PUBLICATION				\$0								
2400	SUPPLIES				\$141,980	\$2,750							\$4,460
2420	GASOLINE				\$63,650	\$5,400							
2430	REPAIR & MAINT. SUPPLIES				\$95,800	\$5,400	\$1,050						
2730	PERSONNEL - LAWSUITS			\$10,000	\$10,000								
2740	REFUNDS/DEBT		\$100,000		\$100,000								
2500	CONSTRUCTION				\$25,200	\$76,890	\$5,900			\$1,105,000	\$2,687,087		
2520	EQUIPMENT				\$262,550								
Amendments													
TOTAL					\$6,547,159	\$181,430	\$10,750	\$0	\$500	\$1,138,000	\$2,687,087	\$19,000	\$61,110
% OF BUDGET						2%	0%	0%	0%	10%	24%	0%	1%
FOR COMPARISON	2026 BUDGET - ORIG	\$3,200	\$345,996	\$10,000	\$6,225,365	\$1,077,046	\$10,424	\$0	\$500	\$1,465,331	\$298,000	\$2,410,577	\$60,980
	INC (DEC) FROM 2026	\$0	(\$100,916)	\$0	\$321,794	(\$895,616)	\$326	\$0	\$0	(\$327,331)	\$2,389,087	(\$2,391,577)	\$130
	% CHANGE FROM 2026	0%	(29%)	0%	5%	(83%)	3%	0%	0%	(22%)	0%	(99%)	0%

VILLAGE OF OTTAWA HILLS
2027 BUDGET

10/23/2026

ACCT	ACCOUNT	SHADE TREE	POLICE PENSN	FIRE PENSION	TOTAL
2100	REGULAR PERSONAL SRVS				\$2,324,295
2101	OVERTIME				\$330,100
2105	TRAINING				\$43,000
2110	PART TIME SRVS				\$169,982
2121	PERS				\$203,346
2122	EMPLOYERS SHARE-PENSION		\$249,529		\$249,529
2123	EMPLOYEE INSURANCE				\$533,308
2124	MEDICARE				\$40,957
2126	WORKER'S COMPENSATION				\$56,488
2140	CLOTHING ALLOWANCE				\$31,500
2200	TRAVEL				\$8,100
2300	CONTRACTS	\$80,100	\$800	\$175,800	\$1,027,050
2310	HEAT				\$50,000
2311	LIGHT				\$84,710
2312	WATER				\$16,360
2320	PHONE & INTERNET				\$43,883
2321	POSTAGE				\$4,200
2340	PROFESSIONAL SRVS	\$108,800			\$1,315,980
2345	PREVENTION				\$5,000
2646	DIVERSION				\$500
2347	GRANTS (DARE)				\$2,500
2350	FACILITIES MAINTENANCE				\$30,250
2360	INSURANCE				\$76,261
2380	PRINTING				\$11,800
2390	DUES				\$7,850
2391	PUBLICATION				\$0
2400	SUPPLIES				\$149,190
2420	GASOLINE				\$69,050
2430	REPAIR & MAINT. SUPPLIES				\$102,250
2730	PERSONNEL - LAWSUITS				\$10,000
2740	REFUNDS/DEBT				\$100,000
2500	CONSTRUCTION	\$45,600			\$3,945,677
2520	EQUIPMENT				\$262,550
Amendments					
TOTAL					\$11,305,665
% OF BUDGET					
FOR COMPARISON	2026 BUDGET - ORIG	\$189,650	\$247,246	\$72,800	\$12,057,919
	INC (DEC) FROM 2026	\$44,850	\$3,083	\$103,000	(\$752,252)
	% CHANGE FROM 2026	24%	1%	141%	(6%)

**VILLAGE OF OTTAWA HILLS
2027 BUDGET
CONTRACT LIST**

10/23/2026

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
POLICE	Dispatch - COG	168,700.00	
	NORIS Contracts	34,000.00	
	Police Contracts, software, email	29,850	
	Nemsys	22,500	
	Lexipol - Policy software	8,100	
	Jail Housing	4,000	267,150
FIRE	Fire contract	125,000	125,000
CIVIL DEFENSE	Emergency Management Assoc.	1,400	1,400
COUNTY HEALTH	Lucas County Health Dept.	60,400	60,400
REFUSE	Landfill costs	85,000	
	Yard waste pickup (offsetting revenue)	46,400	
	Limb program	28,000	
	Bulk pickup (offsetting revenue)	17,300	
	Computer contracts	3,300	
	Yard waste disposal	1,200	181,200
STREET CLEANING	Leaf disposal	10,900	
	Street sweeping & disposal	10,900	
	Contracted Snowplowing	5,500	
	Contracted leaf collection	5,500	
	Sidewalk snow removal	5,500	38,300
GARAGE	Gas Tank Insure & Testing	3,300	
	Nemsys	6,450	9,750
ADMINISTRATOR	Cartegraph/Esri	7,000	
	Nemsys	3,750	
	Software	1,500	12,250
COUNCIL	County Extension Service	1,600	
	Internet	1,300	
	Web hosting	700	3,600
CLERK/TREASURER	Nemsys	20,900	
	Software	8,500	
	Website maintenance	5,300	
	Postage/copier	3,200	37,900
ADMIN BUILDING	Heat/Air Conditioning Maintenance/Generator	12,300	12,300
COUNTY AUDITOR	Fees for auditor's office	9,500	9,500
STATE AUDITOR	Audit	2,000	2,000

**VILLAGE OF OTTAWA HILLS
2027 BUDGET
CONTRACT LIST**

10/23/2026

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
LEGAL	Prosecution	5,300	5,300
ELECTION EXPENSE	Election expense	3,200	3,200
STREET LIGHTS	Auditor fees for assessment	1,100	1,100
SHADE TREE	Tree trimming contract	79,000	
	Auditor fees	1,100	80,100
POLICE PENSION	Auditor fees	800	800
FIRE PENSION	Fire contract	175,000	
	Auditor fees	800	175,800
TOTAL CONTRACTS			1,027,050

**VILLAGE OF OTTAWA HILLS
2027 BUDGET
PROFESSIONAL SERVICES**

10/23/2026

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
POLICE	Employee medical & drug testing	6,500	
	Misc (help wanted ads, deputy support)	6,500	13,000
STREET LIGHTS (23%)	Paint street lights	7,750	7,750
VILLAGE LIFE	Course instructors	206,000	206,000
PARKS	White Field (mow, maint, utilities, taxes,engin	230,000	
	Geresy Field (mow, maint, utilities)	55,000	
	Facility (taxes, etc)	22,300	
	Park mowing	60,000	
	Tree maintenance	20,000	
	Parks maintenance	5,000	
	Island & cemetery upkeep	7,500	
	Neglected property maintenance	3,000	402,800
SEWERS	Cleaning & Televising	8,500	
	Clean catch basins (30)	5,000	
	EPA requirements & TMACOG storm dues	4,000	17,500
REFUSE	Temp. workers	47,000	47,000
STREET CLEANING	Temp. workers	47,000	
	Chipping & Misc	13,900	60,900
TRAFFIC SIGNS	Traffic light repairs	2,600	2,600
ADMINISTRATOR	10-Mile Creek Watershed	31,000	
	Professional services	3,800	34,800
CLERK/TREASURER	Misc	10,000	10,000
TAX	RITA retainer/fees	145,080	145,080
ADMIN BUILDING	HVAC maintenance	6,100	
	Electrical/Plumbing/Heating/Fire	6,000	
	Lawn care	4,100	
	Alarm services	3,600	
	Maintenance	5,000	24,800
LEGAL	Legal fees	30,000	30,000
STREET CONST	Painting & Thermoplastic	25,650	
	Engineering- future projects 2028	62,000	87,650
HIGHWAY IMPRV	Painting & Thermoplastic	3,800	3,800
DRUG ENFORCMNT	Lab Testing for DUI	500	500
RECYCLING	Temp. workers	47,000	47,000

VILLAGE OF OTTAWA HILLS
2027 BUDGET
PROFESSIONAL SERVICES

10/23/2026

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
CAPITAL PROJECTS	Nature Conservancy	18,000	
	4105 Bancroft	15,000	33,000
ROADS			
	Sewer Work for Road Project	10,000	
	Auditor Fees for Levy	9,000	19,000
STREET LIGHTS (77%)	Paint street lights (@\$150ea)	14,000	14,000
SHADE TREE	Limb program	20,000	
	Hazard tree work	80,000	
	Tree maintenance/treatments	8,800	108,800
TOTAL PROFESSIONAL SERVICES			1,315,980

**VILLAGE OF OTTAWA HILLS
2027 BUDGET
CONSTRUCTION**

10/23/2026

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
PARKS	Flower Baskets	8,900	
	Tree planting	6,300	15,200
GARAGE	Building maintenance	10,000	10,000
STREET CONST	Crack Sealing/Reclamite/Patch	76,890	76,890
HIGHWAY IMPRV	Crack Sealing/Reclamite/Patch	5,900	5,900
CAPITAL IMPVT	Geresy Field repairs	50,000	
	Sewer Rebuilding	40,000	
	Sidewalk Repairs	15,000	
	Capital Improvements	1,000,000	1,105,000
CAPITAL GRANTS	OPWC Loan	239,835	
	Evergreen	2,447,252	2,687,087
ROADS			0
SHADE TREE	Tree replacements	45,600	45,600
TOTAL CONSTRUCTION			3,945,677

**VILLAGE OF OTTAWA HILLS
2027 BUDGET
EQUIPMENT**

10/23/2026

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
POLICE	Miscellaneous Equipment	5,000	
	Portable Radios and Batteries	5,000	
	Body Cam Batteries	750	
	Taser Batteries and Cartridges	2,000	
	Computer Hardware	800	
	Less Lethal System	6,000	19,550
GARAGE	2 Ton Plow Truck	114,000	
	Plow Package	124,000	
	Misc	5,000	243,000
TOTAL EQUIPMENT			262,550

EMPLOYEE	2026 SALARY	ADJ	INCR 3.0%	2027 SALARY	PENSION		MEDI/ FICA	INSUR.	WORK COMP	EMP PREM
					PERS 14.00%	POLICE 19.50%				
POLICE										
DARLING (7/27/2026) 1/1	83,554	2,035	2,507	88,096		17,179	1,278	13,309		1,137
ESTOK	97,581		2,927	100,508		19,600	1,458	21,645		3,410
KOCH (8/12/24) 3/3	83,554	1,850	2,507	87,911		17,143	1,275	11,812		
KOZAK (3/9/2027) 1/3	91,457	2,437	2,744	96,638		18,845	1,402	27,296		2,500
KOZMAN (10/2/2025) 2/3	78,883	1,296	2,366	82,546		16,097	1,197	11,812		
LARGENT	88,224		2,647	90,871		17,720	1,318	21,645		3,410
MOTTER	88,224		2,647	90,871		17,720	1,318	37,917		3,511
NELSON	88,224		2,647	90,871		17,720	1,318	21,655		1,137
SCHNOOR	130,250		3,908	134,158		26,161	1,946	33,296		
SHIREY	88,224		2,647	90,871		17,720	1,318	27,296		2,500
SISK (4/21/25) 2/3	78,883	4,150	2,366	85,399		16,653	1,239	21,655		
WOLKE	88,224		2,647	90,871		17,720	1,318	11,812		
CHESTER (7/6/26) 1/2	80,060	2,703	2,402	85,165	11,924		1,235	33,296		
SICK & BONUS	48,500			51,250			744			
SUBTOTAL	1,213,842	14,471	34,961	1,266,026	11,924	220,279	18,364	294,446		17,605
PART TIME	40,170			80,000	11,200		1,160			
OVERTIME	206,000			150,000		29,250	2,175			
POLICE	1,460,012	14,471	34,961	1,496,026	23,124	249,529	21,699	294,446	29,921	17,605
SERVICE										
PELLAND	111,570		3,347	114,917	16,089		1,667	33,296		
REED	78,855		2,366	81,221	11,371		1,178	24,005		
KOZMAN (8/14/26) 1/3	47,412	2,581	1,422	51,415	7,199		746	11,812		
GOWING, H (6/1/26) 1/3	47,412	3,871	1,422	52,705	7,379		765	11,812		
GOWING, J	68,124		2,044	70,168	9,824		1,018	19,128		
MATTONI	78,855		2,366	81,221	11,371		1,178	19,128		
SANTUS	68,124		2,044	70,168	9,824		1,018	11,812		
SULLIVAN	68,124		2,044	70,168	9,824		1,018	11,812		
ACL	12,466		374	12,840	1,798		187			
BONUS (Sick etc)	28,000			26,100			379			
SUBTOTAL	608,942	6,452	17,429	630,923	84,679		9,154			0
OVERTIME	174,791			180,100	25,214		2,612			
SERVICE	783,733	6,452	17,428	811,022	109,893	0	11,767	142,805	16,220	0
ADMINISTRATOR										
MCDONALD	158,374		4,751	163,125	22,838		2,366	19,128		
HOLDREN (5/20/2024) 3/3	67,596	2,726	2,028	72,350	10,129		1,050	19,128		
BONUS	6,000			6,000			87			
ADD'L COMP	6,000			6,000	840		87			
ADMINISTRATOR	237,970	2,726	6,779	247,476	33,807	0	3,590	38,256	4,950	
FINANCE										
CLERK/TREASURER	120			120	17					
HOFFMAN (3/17/2026) 1/2	100,008	6,518	3,000	109,526	15,334		1,589	31,796		
HENRY (3/17/2026) 1/3	58,997	3,577	1,770	64,344	9,009		933	24,005		
BONUS	6,000			6,000			87			
CHAMBER FEES				0			0	2,000		
CLERK	165,125	10,095	4,770	179,990	24,360	0	2,609	57,801	3,600	
MISC										
HAUCK	44,681		1,341	46,022	6,444		668			
VACANT				40,000	5,600		580		1,797	
BONUS	1,500			3,000			44			
COUNCIL	840			840	118					
MISC	47,021	0	1,341	89,862	12,162	0	1,292	0	1,797	
TOTALS	2,693,861	33,743	65,281	2,824,377	203,346	249,529	40,957	533,308	56,488	17,605

	2026	Change	2027
Full Time	2,131,259	97,686	2,228,945
Part Time	85,811	81,170	166,982
Overtime	380,791	-50,691	330,100
Miscellaneous	96,000	2,350	98,350
TOTAL	2,693,861	130,515	2,824,377

ASSUMPTIONS:	
PERSONNEL	25 Full Time, 8 Part Time
WAGES:	Wage Incr 3%
INSURANCE:	20% Est Incr 5/1 renewal + \$1500 TO H.S.A., Dental, Vision
WORK COMP:	2% of Wages

**VILLAGE LIFE
ANALYSIS
FOR ADDITIONAL
STAFF**

2025 Expenditures

Code	Description	2025 Activity	2025 Encumbrance	2025 Budget	2025 Variance	2025 % of Budget
52110	PART TIME SERVICES - MUN. BLDG.	46190	0	46190	0	1
52121	PERS	6355.34	0	6375	19.66	0.9969
52124	MEDICARE	670.83	0	675	4.17	0.9938
52126	WORKERS' COMPENSATION	562.6	932.88	1495.48	0	1
52340	PROFESSIONAL SERVICES	162506	4510.5	200256.25	33239.75	0.834
52360	INSURANCE	4635	0	4635	0	1
52400	SUPPLIES	5854.68	2507	8976	614.32	0.9316
		226848.7	7950.38	268685.98	33886.9	0.8739

2025 Revenue

Code	Description	2025 Activity	2025 Encumbrance	2025 Budget	2025 Variance	2025 % of Budget
101.000~	VILLAGE LIFE	209202.78	0	195000	14202.78	1.0728
		209202.78	0	195000	14202.78	1.0728

Village of Ottawa Hills

2025 Recreation Program – Financial Analysis

Prepared for Council | Administrator's Review

Purpose: To provide Council with a concise review of the 2025 Recreation Program's revenue, expenditures, budget performance, and Village financial support.

EXECUTIVE SUMMARY

The Recreation Program generated \$209,202.78 in 2025 revenue against \$226,848.70 in actual expenditures. This resulted in an actual Village subsidy of approximately \$17,645.92, meaning the program recovered 92.2% of its actual expenditures through program revenue.

2025 Financial Measure	Amount	Result
Actual Revenue	\$209,202.78	92.2% of actual expenditures
Actual Expenditures	\$226,848.70	Below budget
Actual Village Subsidy	\$17,645.92	7.8% of expenditures
Outstanding Encumbrances	\$7,950.38	Potential additional cost
Revenue + Expenditure Commitment	\$234,799.08	Includes encumbrances
Potential Subsidy Including Encumbrances	\$25,596.30	10.9% of committed cost

1. Revenue Performance

Actual revenue of \$209,202.78 exceeded the 2025 revenue budget of \$195,000.00 by \$14,202.78, or approximately 7.3%. This indicates that the program generated more revenue than anticipated.

Revenue	Budget	Actual	Variance
2025	\$195,000.00	\$209,202.78	\$14,202.78

2. Expenditure Performance

Actual expenditures of \$226,848.70 were approximately \$41,837.28 below the reported expenditure budget of \$268,685.98. In addition, the report identifies \$7,950.38 in outstanding encumbrances. If those commitments are paid, total committed expenditures would be approximately \$234,799.08.

Expenditure Measure	Amount
Budget	\$268,685.98
Actual expenditures	\$226,848.70
Outstanding encumbrances	\$7,950.38
Actual + encumbrances	\$234,799.08
Budget remaining after commitments	\$33,886.90

3. Village Subsidy and Cost Recovery

Based on actual expenditures, the program's net Village subsidy was approximately **\$17,645.92**. The program therefore recovered **92.2%** of actual expenditures through revenue, with the Village supporting approximately **7.8%** of the actual cost.

If all outstanding encumbrances are ultimately paid, the potential Village subsidy would be approximately **\$25,596.30**. Even under that scenario, the program would remain substantially self-supporting.

4. Budget Performance

The original budget anticipated a Village subsidy of approximately **\$73,685.98** (\$268,685.98 expenditures less \$195,000.00 revenue). The actual subsidy of approximately **\$17,645.92** is approximately **\$56,040.06** lower than the budgeted subsidy. This improvement is attributable to both stronger-than-budgeted revenue and lower-than-budgeted expenditures.

Village of Ottawa Hills

2025 Recreation Program – Additional Staff Scenario

Financial impact of adding one additional staff member at the same cost as the existing part-time position

This analysis uses the 2025 Recreation Program financial results and models one additional staff member at the same direct part-time cost and proportional employer-related costs shown in the financial report. No additional revenue is assumed from the new position.

KEY RESULT

Adding one staff member at the same full loaded cost would add approximately \$53,778.77 annually. If revenue remained unchanged, the Village's actual annual subsidy would increase from \$17,645.92 to approximately \$71,424.69.

Financial Measure	Current 2025	With Additional Staff	Change
Revenue	\$209,202.78	\$209,202.78	\$0
Actual expenditures	\$226,848.70	\$280,627.47	\$53,778.77
Actual Village subsidy	\$17,645.92	\$71,424.69	\$53,778.77
Revenue recovery	92.2%	74.5%	-17.7%

1. Cost of the Additional Staff Member

Existing Staff Cost Component	Additional Annual Cost
Part-time services	\$46,190.00
PERS	\$6,355.34
Medicare	\$670.83
Workers' compensation	\$562.60
Total additional loaded cost	\$53,778.77

The modeled additional position costs \$53,778.77 per year on a fully loaded basis. This is more than the \$46,190 direct part-time wage cost because it also includes the associated employer costs.

2. Impact on the Recreation Program

With no additional revenue attributed to the new staff member, expenditures would rise from \$226,848.70 to \$280,627.47. The Village subsidy would increase by the full additional staff cost, from \$17,645.92 to \$71,424.69.

Measure	Current	Additional Staff Scenario
Actual expenditures	\$226,848.70	\$280,627.47
Revenue	\$209,202.78	\$209,202.78
Village subsidy	\$17,645.92	\$71,424.69
Revenue recovery	92.2%	74.5%

Measure	Current	Additional Staff Scenario
Village subsidy as % of expenditures	7.8%	25.5%

3. Effect on Budget

The existing expenditure budget is approximately \$268,685.98. If Council were to add the position without changing the budget, the modeled expenditures of \$280,627.47 would exceed the current budget by approximately \$11,941.49. A budget amendment or additional funding would therefore be appropriate if the position is intended to be permanent.

If the Village increased the expenditure budget by the full loaded staff cost, the revised expenditure budget would be approximately \$322,464.75. Assuming the revenue budget remained at \$195,000.00, the budgeted subsidy under that scenario would be approximately \$127,464.75.

Village Life & Village Life Sports Proposal (August 2026)

VILLAGE LIFE	VILLAGE LIFE - SPORTS
villagelife@ohschools.org RESPONSIBILITIES After School Classes (during school year) and Summer Camp: ● Hire instructors ● Request and maintain instructor paperwork as needed, including: ○ Background check ○ W-9 ○ Independent Contractor Form ● Issue contracts for each class and camp ● Schedule sports camp sessions (these are treated differently than sports teams) ● Schedule classes ● Maintain class lists and descriptions on website ● Monitor registration ● Send reminders before each session starts ● Give class list to instructor for each class and camp ● Create class lists to share with elementary school teachers & office ● Add classes & camps to Village Life google calendar ● Give assistance to class and camp instructors as needed ● Escort kindergarten students to after school class location ● Promote classes and camps through emails ● Request checks to pay instructors on a bi-weekly basis ● Maintain waitlist for classes/camps that reach capacity and fill any spots that become available ● Maintain refund request list and issue refunds on a timely basis ● Report to the Joint Rec Board on a quarterly basis and in between as needed Community Events: ● Coordinate and promote events as needed. Events in the past have included: ○ Celebration of Village Life Parade ○ Music at the Point (if Village Vibes events are not scheduled) ○ Movie night ○ Open House at elementary school	villagelifesports@ohschools.org (proposed email) RESPONSIBILITIES Sports: ● Plan for sports for each season (see separate list) ● Promote sign ups for each sport ● Recruit coaches and coordinators as needed ● Request and maintain records of requirements for all volunteer coaches ○ Background check ○ Concussion training ○ Lindsay's Law (sudden cardiac arrest) ● Hold coaches meetings, as needed ● Schedule player evaluations (required for basketball) ● Schedule gym and field space by season ● Work with AD Ryan Wronkowitz when scheduling high school facilities (stadium, high school gym, etc) ● Work with Julio on setting up fields at Elementary school or Geresy (soccer, flag football, baseball/softball) ● Maintain consistency with scheduling facilities, and team formation guidelines ● Coordinate with Director of Village Life to avoid conflicts with other programming ● Maintain equipment and uniforms owned by Village Life ● Order uniforms/jerseys as needed for different sports ● Order awards as needed for different sports ● Monitor weather conditions and notify coaches/teams of any weather restrictions or change to schedule ● Submit any required pay requests for coordinators, refs, etc to Director of Village Life ● Supply the Director of Village Life information regarding sports for promotional emails ● Report to the Joint Rec Board on a quarterly basis and in between as needed

Website & Moosend (Email) • Enter and maintain all Village Life class/program listings on the Village Life website • Create and send emails relating to Village Life classes and sports ◦ The sports emails could potentially be split off and handled by the VL Sports coordinator at a later date	
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VILLAGE LIFE SPORTS by SEASONS

FALL

- Soccer - elementary and junior high
- Field Hockey - elementary and junior high
- Flag Football - elementary house program
- Any off season sports that may be practicing

WINTER

- Basketball - elementary
- Any off season sports that may be practicing

SPRING

- Baseball - elementary and junior high
- Softball - elementary and junior high
- Lacrosse - elementary and junior high
- Volleyball - elementary
- Any off season sports that may be practicing

SUMMER

- Any off season sports that may be practicing
- Plan for fall sports

OTHER INFORMATION

- This could potentially be mostly a remote position
- Hours would vary by the season with basketball season requiring the most hours. Fall is busy due to soccer, but summer would require minimum hours.
- Village Life Director would coordinate summer sports camps because they do not involve team formation or volunteer coaches

SKILLS REQUIRED

- Candidate should be very organized and a good communicator
- Experience with using Google Drive
- General knowledge of most sports
- Consistent with implementing and following Village Life guidelines and policy

Village Life Growth Over the Years

Office of Village Life

2009-2018 (Oct): 2 Village Life employees

2018 (Oct)-present: 1 Village Life employee

Registrations by the year (for classes and camps):

2016: 1312

2017: 1251

2018: 1321

2019: 1831

2020: 981 (Covid shut down)

2021: 1989

2022: 2226

2023: 2367

2024: 1923

2025: 2035

Basketball Teams by the year:

2014-2022: 9-11 each year

2023: 14

2024: 17

2025: 21

Summer Camp Sessions

2016: 40

2026: 61



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Employee Handbook Adjustment Proposal

The proposed handbook adjustments are intended to strengthen the Village's recruitment and retention efforts, provide greater consistency in employee policies, and offer Department Heads clearer guidance in administering personnel matters. These items were proposed at the most recent HR Committee meeting for review, discussion, and guidance. Please be advised that these are strictly proposals and no changes have been implemented, and all final decisions, modifications, and policy approvals rest entirely with the Village Council.

1. Vacation Time Prior Service Credit
2. Vacation Time Accrual Rate
3. Holidays
4. Holiday Pay
5. Shift Commander Pay
6. Part-time Officer
7. Funeral Leave
8. Sick Leave
9. Sick Leave Incentive / Personal Leave
10. Flex-Time Bank

1. Vacation Time Prior Service Credit

Current structure: Prior full-time and part-time service with any Ohio Municipality shall be recognized for purposes of determining vacation for full-time employees employed as of April 1, 1994. Such prior service *may* be recognized for full-time employees hired after April 1, 1994.

Proposed structure: Prior full-time service with *the State of Ohio or any political subdivision of Ohio* shall be recognized for purposes of determining vacation for full-time employees employed as of April 1, 1994. Such prior service *shall* be recognized for full-time employees hired after April 1, 1994.

The Village is reviewing its vacation accrual schedule to consider recognizing qualifying prior years of service when determining employee vacation benefits. This approach could help the Village remain competitive in recruiting and retaining experienced employees.

While this change would not necessarily increase salaries or direct payroll expenses, additional paid vacation would reduce the number of hours employees are available to perform Village work while their regular compensation remains unchanged. Even when additional staffing or overtime is not required, this represents a reduction in available staff capacity.

The practical impact will depend on departmental workloads and the ability to maintain service levels, meet project deadlines, and complete routine responsibilities.

2. Vacation Time Accrual Rate

Current and optional proposed structure:

Vacation Level	Current	<i>Proposed</i>
2 weeks	0–4 years	0–2 years
3 weeks	5–14 years	3–7 years
4 weeks	15–23 years	8–12 years
5 weeks	24+ years	13+ years

This proposed structure revises the years-of-service thresholds for each vacation accrual level while maintaining the existing accrual rates (5 weeks maximum). The revised structure provides employees with access to higher accrual levels at earlier service milestones.

- **Accrual Adjustments:** The Village Administrator will continue to have the authorization to advance an employee by one tier in the vacation accrual structure when deemed necessary for strategic hiring or employee retention.

3. Holidays

Current – 12 total:

Full-time employees shall receive the following paid holidays. Part-time employees shall not receive holiday pay.

The following twelve (12) days will be observed as paid holidays:

New Year's Day (first day of January)

Martin Luther King Day (third Monday of January)

Presidents' Day (third Monday in February or as declared by Congress)

Memorial Day (last Monday in May)

Independence Day (fourth day of July)

Labor Day (first Monday in September)

Thanksgiving Day (as declared by the President of the U.S.)

Christmas Eve (1/2 day on the 24th of December)

Christmas Day (25th of December)

New Year's Eve (1/2 day on the 31st of December)

3 Personal Days (1 Personal Day earned January 1, March 31, and June 30)

Proposed – 12 total:

Full-time employees shall receive the following paid holidays. Part-time employees shall not receive holiday pay.

The following twelve (12) days will be observed as paid holidays:

New Year's Day (January 1st)

Martin Luther King Day (third Monday of January)

Presidents' Day (third Monday in February or as declared by Congress)

Memorial Day (last Monday in May)

Juneteenth (June 19th)

Independence Day (fourth day of July)

Labor Day (first Monday in September)

Veterans Day (November 11)

Thanksgiving Day (as declared by the President of the U.S.)

Christmas Eve (December 24th)

Christmas Day (December 25th)

1 Personal Day

or 0 Personal Days and add the day after Thanksgiving

or 1 Personal Day and swap Veterans Day for the day after Thanksgiving

4. Holiday Pay - when required to work:

Current: Full-time employees required to work a holiday shall be granted another day off in lieu of the actual holiday. Police personnel will be permitted to schedule all holidays as floating holidays, in accordance with departmental policy.

Proposed:

Full-time Service Department employees required to work on a designated Village holiday shall be compensated at one and one-half (1.5) times their regular hourly rate for all hours actually worked on the holiday. For the remaining hours of the employee's regularly scheduled eight (8)-hour shift that are not worked, the employee shall receive holiday pay at their regular hourly rate.

Police personnel wages do not change and shall continue to receive floating holidays, which may be scheduled in accordance with departmental policy.

5. Police Department Shift Commander pay:

Current structure: We would eliminate police acting salary items on the ordinance. Acting pay has not been used recently.

Proposed structure: Compensation for working alone, serving as the supervisor when working with another officer(s), or acting as a department instructor. Shift commander pay would be paid at employee's normal hourly rate plus an additional 5% for any time worked alone, as an instructor, or as a shift commander (in the absence of a Sergeant). Such pay would not be applicable for supervisors. Shift commander pay must be approved by the Chief of Police.

6. Part-time Officer:

Part time officers: Make part-time and full-time rates the same to promote equity and improve recruiting.

7. Funeral leave:

Current structure: After completion of the 180-day probationary period, full time employees who have a death in their immediate family may be granted up to three working days. Additional time up to 2 days, may be granted in extraordinary circumstances. When calculating overtime for a payroll period, the use of any sick leave time, funeral leave, compensatory time, and/or other leaves of absence will not be considered as compensable hours worked or counted as active pay status for overtime payment.

Proposed structure: After completion of the 180-day probationary period, full time employees who have a death in their immediate family may be granted up to three *paid* days, not taken from sick time leave bank, one of which must be the funeral. Must be an immediate family member as defined by Rule 123:1-47-01 (A) 30. When calculating overtime for a payroll period, the use of any sick leave time, funeral leave, compensatory time, and/or other leaves of absence will not be considered as compensable hours worked or counted as active pay status for overtime payment.

8. Sick leave:

Current: The Village may require an employee to provide written explanation and/or a doctor's statement detailing all relevant information, prior to allowing an employee to return to work or prior to payment for sick leave.

Sick leave proposed policy: The Village may require an employee to provide written explanation and/or a doctor's statement detailing all relevant information, prior to allowing an employee to return to work or prior to payment for sick leave. *Employees should refer to their Department Head for any department-specific requirements or policies.*

9. Sick Leave Incentive / Personal Leave

Current: Employees who take two or fewer sick days in the preceding year will receive a bonus as follows:

No sick time used during the year = \$500 bonus

1 sick day or less used during the year = \$250 bonus

2 sick days or less used during the year = \$100 bonus

Proposed: Employees who use four (4) hours or less of sick leave during a calendar quarter will receive eight (8) hours of personal leave.

Employees hired during a calendar quarter will become eligible to earn personal leave beginning with the first full calendar quarter following their date of hire.

Employees may earn up to thirty-two (32) hours of personal leave per calendar year, based on qualifying quarterly usage. Employees may carry over a maximum of two (2) personal days into the following calendar year.

For reference:

In 2025, the breakdown for earned sick bonus:

Police: 1 employee @\$500

Service: 4 employees @\$500 and 2 employees @\$100

Admin: 0

In 2024, the breakdown for earned sick bonus:

Police: 2 employees @\$500

Service: 5 employees @\$500, 1 employee @\$100

Admin: 1 employee @\$250

The proposed policy would replace the current annual cash bonus for limited sick-leave usage with the opportunity to earn up to 32 hours of paid personal leave annually. The proposal does not change employees' annual salaries or hourly wage rates. However, it would provide additional paid time away from work, which may affect productivity.

The operational and financial effects may vary by department. In Administration and Service, the primary consideration is the impact of additional employee absences on productivity and workload. In the Police Department, personal leave may also create additional wage expenses when another officer is required to cover the absent employee's shift.

10. Flex-Time Bank

No current policy

Proposed:

The Village may provide a Flex Time Bank for overtime-exempt employees who work additional hours beyond their regular schedule due to operational or departmental needs.

- Overtime-exempt employees may accrue flex time on an hour-for-hour basis, up to a maximum balance of forty (40) hours and can be carried over the calendar year.
- The use of flex time must not interfere with the orderly operation of the Village or the employee's departmental responsibilities.
- Unused flex time will not be paid out upon separation, retirement, or termination of employment.

Operational demands may periodically require extended hours. The proposed flex-time bank would establish a structured and limited process for recognizing these additional hours. Eligible employees would be permitted to accrue approved flex time on an hour-for-hour basis, subject to a maximum balance of 40 hours.

The intent is not to compensate employees for additional hours worked or to change their base salaries. Rather, it is to provide a reasonable, accountable mechanism for managing periods of unusually high workload while maintaining continuity of Village operations.