

Avon Lake Board of Municipal Utilities

**AGENDA**

For

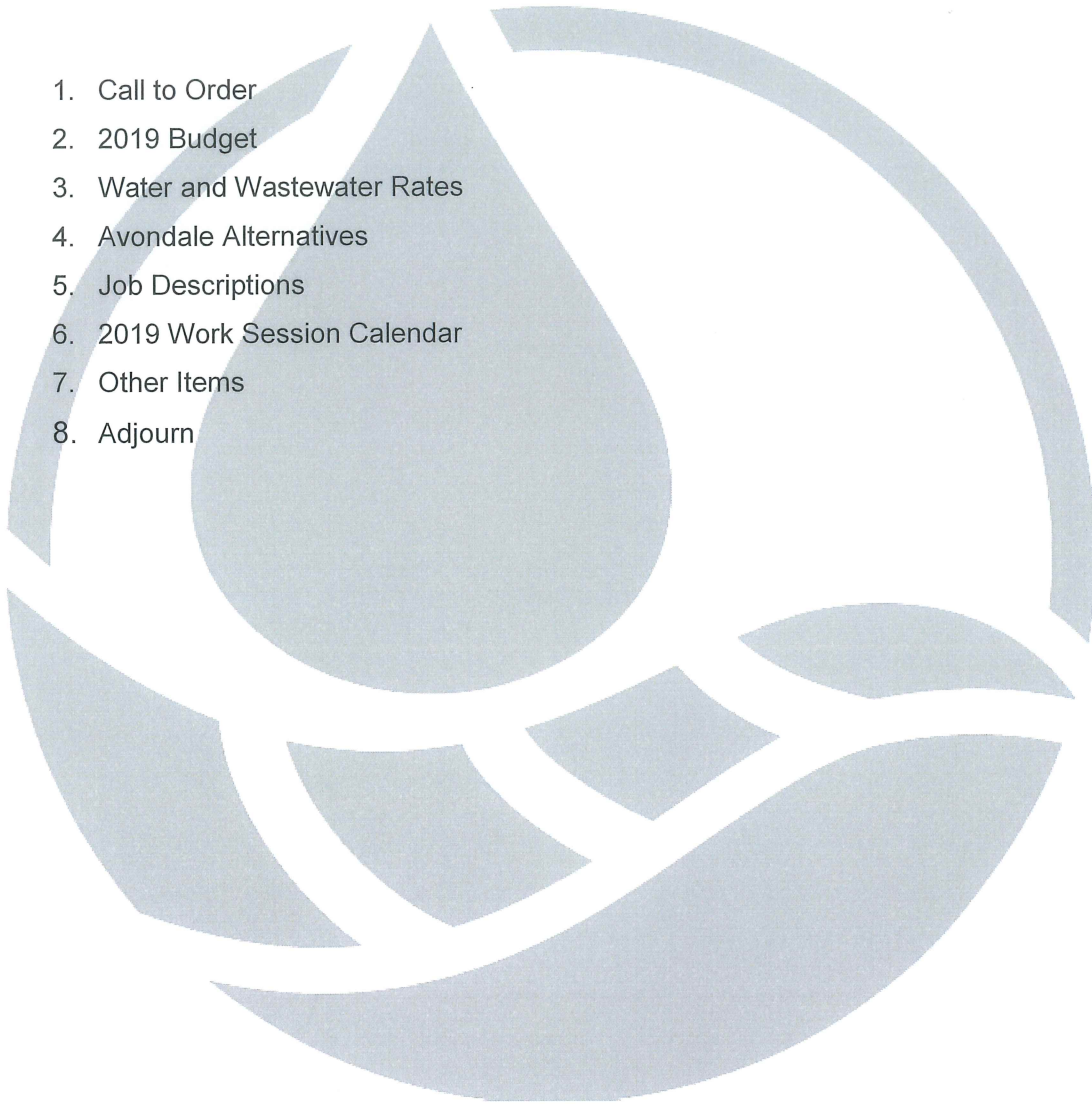
**WORK SESSION**

**Tuesday**

**December 4, 2018**

**6:00 PM**

1. Call to Order
2. 2019 Budget
3. Water and Wastewater Rates
4. Avondale Alternatives
5. Job Descriptions
6. 2019 Work Session Calendar
7. Other Items
8. Adjourn



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Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rob Munro**

Subject: **Agenda Items – December 4, 2018, Work Session**

Date: **November 30, 2018**

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Item 2: **2019 Budget – TAD**

The 2019 budgets are presented with the work session write-up and time is set aside during the work session to allow members to seek final clarification prior to approval at the regular meeting. Staff has updated the Water Fund (701) and Wastewater Fund (721) budgets from what was presented at the last meeting. For the Water Fund, revenue projections were revised down. In order to keep expenditures below revenues, the "Personnel" budget was reduced by about \$70,000 by postponing the addition of a new position within the Distribution and Collection department. Additionally, the "Other" budget was reduced by approximately \$1.1 million. Overall, within the "Other" budget, debt service was increased by \$400,000 to cover the outstanding debt; and meters, building maintenance, new equipment, engineering fees, transfer to Water Construction, and Transfer to Sewer Fund were reduced.

It should be noted that the transfer to Sewer Fund is the annual payment made for treatment of residuals. With the recent improvements at the Water Filtration Plant, backwash water is no longer sent to the water reclamation facility. Therefore, staff is comfortable reducing the annual payment.

With the Wastewater Fund (721), the overall "Other" budget was increased by a net of approximately \$500,000 to cover additional debt service and transfer to the Sewer Construction Fund. The construction and debt service increase of \$900,000 was partially offset by reductions in equipment maintenance, operating supplies, communications, new equipment, and engineering fees.

Item 3: **Water and Wastewater Rates – TAD**

With completion of the 2019 budget and 10-year capital improvement plan, the CUE has completed an initial analysis regarding proposed rate changes for 2019 to 2021. Even with significantly increasing debt service for both water and wastewater, due to the foresight of the Board with previous increases, the CUE is able to hold water rate increases at 4% for each of the three years, which would be about a \$5/year increase for the average customer. (The CUE proposed three years of water rate changes and two years of wastewater rate changes in order to get back on staggered, two-year cycles.)

Similarly, with debt service increasing in 2019 (from \$1.2 million to \$1.4 million) and the major debt service increases beginning in 2020 (up to \$2.3 million in 2020 and then \$3.3 million in 2021), the Board's proper planning allows the CUE to continue with the previous recommended increases of 15% per year for 2019 and 2020, which would be about a \$40/year increase for the average customer.



**Item 4: Avondale Alternatives – TAD**

As a follow-up to the public speaker at the September 4 meeting, the chairman asked staff to present alternatives and a recommendation regarding how to separate the sewer on Avondale.

Staff investigated eight alternatives, which are included in the following table:

Option	Estimated Cost	Comments
1 Gravity sewer	\$304,000	
2 Low pressure grinder system	\$127,000	Requires grinder pumps on the two residential properties, gravity sewer for commercial entity
3 Onsite system		Requires additional land, questions regarding soil suitability
4 Duplex lift station & gravity	\$250,000	
5 Convert combined to sanitary		Operational issues if only 3 buildings discharge to 36" sewer, wet weather impacts on sewer
6 Holding tank	\$180,000 (for 5 yrs)	Must receive approval by OEPA
7 Purchase homes		Requires ~\$40,000 construction for commercial entity, in addition to homes purchase
8 Joint grinder system	\$150,000	One, shared grinder pump for 2 residential homes, gravity connection for commercial entity

Based upon the options presented above and in consideration of risks and other factors, staff recommends designing the joint grinder system. Should members request it, staff can make a presentation regarding the options considered and why the recommendation was made.

**Item 5: Job Descriptions – TAD**

Attached to the write-up is a draft job description for the Technical Support Specialist. Staff worked with David Miles to recast the Analyst/Assistant into the Technical Support Specialist. The new description tries to more appropriately capture the technical nature of the job, while also serving in a Board support role. The position has been budgeted for a number of years. Once the job description and wage range are established, the CUE intends to fill the position, which will end the need for temporary assistance.

**Item 6: 2019 Work Session Calendar – TAD**

Attached to the write-up is the tentative 2019 work session calendar. Members will see that staff has tentatively set an aggressive schedule in order to accomplish the key goals for next year and provide the updates the Board has requested. If members have other items they would like included, please request them of the CUE.



Avon Lake Regional Water  
**MEMORANDUM**

To: Board of Municipal Utilities  
From: Todd Danielson  
Subject: 2019 Budget  
Date: **November 30, 2018**

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Submitted in the December 4, 2018 Board package is Avon Lake Regional Water's proposed 2019 budget. Staff has conscientiously prepared a realistic budget. The Water Fund (701) and Wastewater Fund (721) budgets include debt service increases and transfers to their respective Construction Funds (smaller than in previous years) in order to allow some new, small projects to be immediately paid.

In 2019, a few projects will be on-going and two will be initiated. On-going projects include the finalization of the rehabilitation of the liquids side of the Water Reclamation Facility and The 45 Area combined sewer separation project, the Curtis sewer rehabilitation, the emergency repair on ETL-2, and the Elyria emergency interconnection. New 2019 projects include the Avondale combined sewer separation; the Moorewood sewer realignment; and water lines on Walker, Avondale, Jaycox, and Avon Belden.

This year's weather and the rate increases should lead to water revenues to end the year near \$11.1 million (approximately 4% above last year) and wastewater revenues to end the year near \$6.8 million (approximately 15% above last year). Water sales are anticipated to be approximately 7.2 billion gallons, which is 0.2 billion gallons less than last year.

For the Water Fund, the personnel budget is 9.7% higher than the original 2018 personnel budget but only 1% above the amended 2018 personnel budget. The Water Fund's "other" budget is 7.5% higher than last year but only 1% above the amended "other" budget. The "other" budget includes \$950,000 in additional debt service.

For the Wastewater Fund, the personnel budget is 5% lower than the 2018 personnel budget, reflective of staffing changes. The Wastewater Fund's "other" budget is 12% greater than 2018, primarily due to increased debt service and set-aside for construction projects.

It should be noted that in the Board meeting write-up associated with this memo is an information item regarding the potential water reclamation facility effluent flow diversion project. Because this project is only in very initial stages, it has not been included in the 2019 budget. However, if Ohio EPA agrees with the concept in order to grant additional time to investigate whether overflow storage is necessary in order to prevent sewer overflows, staff will complete design work and cost estimates early in the New Year and request the Board appropriate the funds for the project.

The following table provides an overall summary of the budget totals and fund balance changes:

**Summary of Annual Budget Totals**

**Expenses**

	Operations	Debt	Construction	Totals
Water	\$8.4M	\$3.1M	\$5.4M	\$16.9M
Wastewater	\$5.7M	\$1.3M <sup>1</sup>	\$4.2M <sup>2</sup>	\$11.2M
Lateral Loan			\$2.0M	\$2.0M
ETLs	\$2.1M	\$0.0M	---	\$2.1M
LORCO	\$0.7M	\$1.7M	---	\$2.4M
<b>Totals</b>	<b>\$16.9M</b>	<b>\$6.1M</b>	<b>\$11.6M</b>	<b>\$34.6M</b>

**Anticipated Revenues**

	Earned	Loans	
Water	\$12.3M <sup>3</sup>	\$5.4M	
Wastewater	\$6.8M <sup>4</sup>	\$4.2M <sup>5</sup>	
Lateral Loan		\$2.0M	
ETLs	\$0.8M <sup>6</sup>	---	
LORCO	\$1.3M	\$0.4M <sup>7</sup>	
<b>Totals</b>	<b>\$21.2M</b>	<b>\$12.0M</b>	<b>\$33.2M</b>

**Anticipated Fund Bal**

	1/1/19	12/31/19	
All Water	\$7.6M	\$7.7M	Loaning ~\$0.7M to LORCO
All Sewer	\$2.4M	\$2.2M	
All ETL	\$2.8M	\$1.5M	
All LORCO	\$0.0M	\$0.0M	
<b>Totals</b>	<b>\$12.8M</b>	<b>\$11.4M</b>	Net Increase
	(W+Swr)	(W+Swr)	Net Decrease (\$0.1M) (W+Swr)

- Notes:
- 1: Does not include LORCO debt of \$1.7M.
  - 2: Does not include treatment plant rehab work paid directly from loan and has not yet included cost for effluent diversion.
  - 3: Includes ETL revenues and \$800,000 payment from RLCWA for interconnection.
  - 4: Includes TSSFs.
  - 5: Does not include loan for effluent diversion
  - 6: Water sales included in Water Revenue are not included. Proposing MOR rate increase to ETL consortium.
  - 7: Represents booked treatment/labor.



WATER BUDGET - FUND 701

Account #	Description	Approved 2018	Thru Oct	2018 Est. Actual	Proposed 2019	Notes
1	701.180.000-51102 Salaries	\$ 1,763,000	\$ 1,628,782	\$ 1,954,538	\$ 1,965,800	CUE/BB/CS salaries/New Tech Sppt Splcst 3/4 wfr, 1/4 swr, incr w/ Union contract
2	701.180.000-51105 Part Time	\$ 96,000	\$ 93,174	\$ 111,809	\$ 112,900	Includes 1/2 of Board's, Arnold's salary, assumes 5 summer employees are here for 12 weeks + misc other interns
3	701.180.000-51106 Overtime	\$ 160,000	\$ 139,304	\$ 167,165	\$ 168,200	
4	701.180.000-52115 Retirement/Sick Pay	\$ 35,000	\$ 32,781	\$ 39,337	\$ 39,300	
5	701.180.000-52126 Shoe/Clothing Allowances/Slipend	\$ 4,000	\$ 17,412	\$ 20,884	\$ 20,900	Per union contract
6	701.180.000-52127 CDL Allowance	\$ 3,000	\$ 2,400	\$ 2,880	\$ 2,900	Per union contract
7	701.180.000-52201 Workers Comp.	\$ 40,000	\$ 28,462	\$ 34,154	\$ 34,200	
8	701.180.000-52202 Unemployment Comp	\$ -	\$ -	\$ -	\$ -	
9	701.180.000-52203 Hospitalization	\$ 549,000	\$ 435,682	\$ 522,818	\$ 552,900	
10	701.180.000-52204 Group Life	\$ 3,000	\$ 3,101	\$ 3,721	\$ 3,700	
13	701.180.000-52208 Longevity	\$ 15,000	\$ 25,312	\$ 30,374	\$ 30,400	
14	701.180.000-52209 PERS	\$ 288,000	\$ 282,088	\$ 302,506	\$ 296,500	
15	7401.180.000-52212 Medicare	\$ 27,000	\$ 18,220	\$ 21,864	\$ 21,900	
16	<b>PERSONNEL TOTAL</b>	<b>\$ 2,983,000</b>	<b>\$ 2,676,718</b>	<b>\$ 3,212,082</b>	<b>\$ 3,249,600</b>	
17	701.180.000-52226 Clothing/Uniforms	\$ 20,000	\$ 5,548	\$ 6,700	\$ 8,000	New/replacement employer-provided apparel + clothing allowance
18	701.180.000-52227 Meal Allowances	\$ 2,000	\$ 800	\$ 1,000	\$ 2,000	Per union contract, employees working over 11 consecutive hours are provided \$10/meal
19	701.180.000-53206 Employee Physicals	\$ 2,000	\$ 1,283	\$ 1,500	\$ 2,000	
20	701.180.000-53500 Education/Training	\$ 80,000	\$ 15,007	\$ 18,000	\$ 100,000	Staff trng (prof devt, continuous improvement, mgt trng/team bldg, ISO training)
21	701.180.000-53602 Office Supplies	\$ 50,000	\$ 56,014	\$ 67,200	\$ 50,000	
22	701.180.000-53604 Gasoline/Oil	\$ 25,000	\$ 17,281	\$ 20,700	\$ 20,700	
23	701.180.000-53607 Equipment Maintenance	\$ 173,000	\$ 154,992	\$ 186,000	\$ 186,000	PLC replacements @ WFP, floc drive, exh fans, rebuild/replace chem pumps, ASCO valves, gen svc, turb mtrs
24	701.180.000-53611 Operating Supplies	\$ 700,000	\$ 611,903	\$ 734,300	\$ 734,300	
25	701.180.000-53612 Repairs/Maintenance	\$ 250,000	\$ 274,563	\$ 329,500	\$ 300,000	
26	701.180.000-53612.005 Meters	\$ 175,000	\$ 76,533	\$ 91,800	\$ 450,000	Phase 1 AMI meter replacement 6-Year plan
27	701.180.000-53613 Lab Supplies	\$ 100,000	\$ 74,112	\$ 88,900	\$ 95,000	
28	701.180.000-53701 Contractual Service	\$ 350,000	\$ 444,783	\$ 533,700	\$ 375,000	
29	701.180.000-53702 Gas Service	\$ 25,000	\$ 19,141	\$ 23,000	\$ 25,000	
30	701.180.000-53703 Electric Service	\$ 700,000	\$ 717,250	\$ 860,700	\$ 860,700	
31	701.180.000-53704 Water Used	\$ 30,000	\$ 15,092	\$ 18,100	\$ 30,000	Includes 1/2 of new phone system
32	701.180.000-53705 Communications	\$ 50,000	\$ 23,156	\$ 27,800	\$ 40,000	
33	701.180.000-53706 Real Estate Taxes	\$ 1,000	\$ 1,447	\$ 1,700	\$ 1,000	
34	701.180.000-53707 Mobile Equipment Maintenance	\$ 15,000	\$ 12,863	\$ 15,400	\$ 15,000	Brick buildings/flashing repair, fence repl, heaters, door, lights, cell modems for BP-Ss
35	701.180.000-53708 Building Maintenance	\$ 418,000	\$ 66,133	\$ 79,400	\$ 150,000	
36	701.180.000-53710 Insurance	\$ 30,000	\$ 263	\$ 300	\$ 30,000	
37	701.180.000-53804 New Equipment	\$ 278,500	\$ 104,159	\$ 125,000	\$ 175,000	Ford Transit, 1/2 Explorer, New meter software, 1/2 City Force software, 1/2 Security enhancements
38	701.180.000-53806 Engineering Fees	\$ 148,000	\$ 162,952	\$ 195,500	\$ 325,000	Professional design services (master plan, water line design), 1/2 Asset mgt & GIS assistance
39	701.180.000-53901 Refund/Reimbursement	\$ 6,000	\$ 7,180	\$ 8,600	\$ 6,000	
40	701.180.000-53907.001 Bank Fees	\$ 5,000	\$ 294	\$ 400	\$ 5,000	
41	701.180.000-53907.002 Legal Fees	\$ 75,000	\$ 36,566	\$ 29,500	\$ 50,000	Building future replacement fund, partially funding projects
42	701.180.000-59701 Transf. to Water Const Fd.	\$ 500,000	\$ -	\$ -	\$ 100,000	
43	701.180.000-59707 Transf. to Debt Svc	\$ 2,200,500	\$ 1,189,671	\$ 2,900,500	\$ 3,150,000	
44	701.180.000-59703 Transf. to Sewer Fd. (sludge)	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,000,000	Residuals treatment
45	<b>OTHER TOTAL</b>	<b>\$ 7,707,000</b>	<b>\$ 5,388,986</b>	<b>\$ 7,665,200</b>	<b>\$ 8,285,700</b>	
46	<b>TOTALS</b>	<b>\$ 10,670,000</b>	<b>\$ 8,065,704</b>	<b>\$ 10,877,282</b>	<b>\$ 11,535,300</b>	

ESTIMATED RECEIPTS:

48	Bulk Contract Revenue	\$ 10,928,790	\$ 9,531,720	\$ 11,084,900	\$ 11,538,696	
49	Water Fund A. L. Cust Revenue	Incl above	Incl above	Incl above	Incl above	
50	Carry-Over	\$ 3,100,000	\$ -	\$ -	\$ 4,000,000	
51	Transfer from Wa Const 704					
52	Refunds					
53	Fund Interest					
54	Misc. Revenue (Mgmt Rev & Misc.)					
55	Large Taps					
56	<b>TOTAL CASH</b>	<b>\$ 13,328,790</b>	<b>\$ 9,531,720</b>	<b>\$ 11,084,900</b>	<b>\$ 15,538,696</b>	

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**WATER CONSTRUCTION FUND - 704  
2019 PROPOSED BUDGET**

	<b>2019 Anticipated Expenses</b>	<b>2019 Anticipated Revenue</b>		<b>2018 Anticipated Expenses</b>	<b>2018 Anticipated Revenue</b>
1	\$ 1,000,000		Walker Road Main Replacement (2015/16)		
2	\$ -		2018 Projects	\$ 3,148,337	
3	\$ 1,500,000		Elyria Interconnection		
4	\$ 1,400,000		Walker Road Main Replacement (2019)		
5	\$ 700,000		Avondale Extension		
6	\$ 1,650,000		Jaycox RR to Walker		
7	\$ 200,000		Avon Belden Realignment by School		
8	\$ -		Notes (Transf to Debt Svc)	\$ 2,100,000	
9	\$ 700,000		Advance to LORCO	\$ 650,000	
10			Transfer to Debt Svc		
11		\$ 800,000	RLCWA Payment for Elyria Interconnect		
12		\$ 5,450,000	OWDA Loan/Bond/Other		\$ 3,148,337
13		\$ 2,050,000	Water Construction Fund Bal.		\$ 3,800,000
14		\$ 100,000	Transfer from Water Fund701		\$ 1,000,000
15			Interest		
16	<b>\$ 7,150,000</b>	<b>\$ 8,400,000</b>	<b>Totals</b>	<b>\$ 5,898,337</b>	<b>\$ 7,948,337</b>

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**WATER DEBT SERVICE FUND - 706  
2019 DRAFT BUDGET**

	<b>2019 Anticipated Expenses</b>	<b>2019 Anticipated Revenue</b>		<b>2018 Anticipated Expenses</b>	<b>2018 Anticipated Revenue</b>
1	\$ 656,196		2015 Bonds (Refi of 2005)	\$ 222,323	
2	\$ 354,102		2005 OWDA Debt (#4001)	\$ 352,743	
3	\$ 245,049		2014 Water Plant Exp 50 mgd (#6454)	\$ 245,049	
4	\$ 1,711,715		2018 Addnl Storage & HAB (#7048)	\$ 1,298,361	
5	\$ 28,082		Belmar (#6456)	\$ 28,082	
6	\$ 64,754		Mull/Norman (#7240)	\$ 72,830	
7	\$ 100,000		Walker Rd GO Bond	\$ -	
8	\$ 19,854		ETL 1 MOR Fd. Debt	\$ 6,727	
9					
10			Revenue:		
11		\$ 3,159,898	Transfers from Water Fund		\$ 2,200,500
12			Transfers from Water Constr Fund		\$ 2,100,000
13		\$ 19,854	Transfer from MOR Fund 703		\$ 6,000
14	<b>\$ 3,179,752</b>	<b>\$ 3,179,752</b>	<b>TOTALS</b>	<b>\$ 2,226,115</b>	<b>\$ 4,306,500</b>

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WASTEWATER BUDGET - FUND 721

Account #	Description	Approved 2018	Thru Oct	2018 Estimated	Proposed 2019	Notes
1	721.190.000-51102 Salaries	\$ 1,500,000	\$ 1,123,905	\$ 1,348,700	\$ 1,363,300	1/4 of new Analyst, Salary incr with new Union contract
2	721.190.000-51105 Part Time	\$ 138,000	\$ 115,465	\$ 138,600	\$ 140,000	Includes 1/2 of Board's, & Comm's salary, includes 2 Inspectors, assumes 5 summer employees are here for 12 weeks
3	721.190.000-51106 Overtime	\$ 136,000	\$ 125,462	\$ 150,600	\$ 150,600	
4	721.190.000-52115 Retirement/Sick Pay	\$ 30,000	\$ 41,614	\$ 49,900	\$ 39,900	Potential retirement
5	721.190.000-52126 Shoe/Clothing Allowance/Stipend	\$ 3,000	\$ 13,788	\$ 16,500	\$ 16,500	Per union contract
6	721.190.000-52127 CDL Allowances	\$ 3,000	\$ 2,850	\$ 3,400	\$ 3,000	Per union contract
7	721.190.000-52201 Workers' Compensation	\$ 38,000	\$ 28,504	\$ 34,200	\$ 35,000	
8	721.190.000-52202 Unemployment	\$ 549,000	\$ 297,407	\$ 356,900	\$ 552,900	
9	721.190.000-52203 Hospitalization	\$ 2,000	\$ 2,201	\$ 2,600	\$ 3,000	
10	721.190.000-52204 Group Life	\$ 20,000	\$ 18,323	\$ 22,000	\$ 20,000	
13	721.190.000-52208 Longevity	\$ 239,000	\$ 170,452	\$ 204,500	\$ 207,000	
14	721.190.000-52209 PERS	\$ 22,000	\$ 12,204	\$ 14,600	\$ 15,000	
15	721.190.000-52212 Medicare	\$ 2,680,000	\$ 1,952,174	\$ 2,342,500	\$ 2,546,200	
16	<b>PERSONNEL TOTAL</b>	\$ 2,680,000	\$ 1,952,174	\$ 2,342,500	\$ 2,546,200	
17	721.190.000-52226 Clothing	\$ 1,000	\$ 1,320	\$ 1,600	\$ 1,300	New/replacement employer-provided apparel.
18	721.190.000-52227 Meal Allowances	\$ 1,000	\$ 1,195	\$ 1,400	\$ 1,000	Per union contract, employees working over 11 consecutive hours are provided \$10/meal
19	721.190.000-53206 Employee Physicals	\$ 80,000	\$ 14,371	\$ 17,200	\$ 100,000	Staff trng (prof devt, continuous improvement, mgt trng/team bldg, ISO training)
20	721.190.000-53300 Education/Training	\$ 50,000	\$ 27,490	\$ 33,000	\$ 50,000	
21	721.190.000-53602 Office Supplies	\$ 25,000	\$ 18,121	\$ 21,700	\$ 25,000	
22	721.190.000-53604 Gasoline/Oil	\$ 120,000	\$ 65,944	\$ 79,100	\$ 100,000	
23	721.190.000-53607 Equipment Maintenance	\$ 250,000	\$ 60,554	\$ 72,700	\$ 175,000	
24	721.190.000-53611 Operating Supplies	\$ 130,000	\$ 149,612	\$ 179,500	\$ 180,000	
25	721.190.000-53612 Repairs/Maintenance	\$ 5,000	\$ -	\$ -	\$ 10,000	
26	721.190.000-53612.005 Meters	\$ 50,000	\$ 22,724	\$ 27,300	\$ 50,000	
27	721.190.000-53613 Lab Supplies	\$ 400,000	\$ 745,078	\$ 894,100	\$ 500,000	
28	721.190.000-53701 Contractual Services	\$ 400,000	\$ 283,128	\$ 339,800	\$ 450,000	Incl beginning of monofill removal
29	721.190.000-53701.007 Residuals Hauling/Disposal	\$ 20,000	\$ 15,404	\$ 18,500	\$ 20,000	
30	721.190.000-53702 Gas Service	\$ 230,000	\$ 281,391	\$ 337,700	\$ 335,000	incl new phone system
31	721.190.000-53703 Electric Service	\$ 40,000	\$ 13,877	\$ 16,700	\$ 30,000	
32	721.190.000-53705 Communications	\$ 20,000	\$ 11,621	\$ 13,900	\$ 20,000	sealing, louver motors, landscaping
33	721.190.000-53707 Mobile Equipment Maintenance	\$ 120,000	\$ 65,874	\$ 79,000	\$ 105,000	
34	721.190.000-53708 Building Maintenance	\$ 20,000	\$ 263	\$ 300	\$ 20,000	
35	721.190.000-53710 Insurance	\$ 83,500	\$ 42,635	\$ 51,200	\$ 100,000	Ford Transit, 1/2 Explorer, iPads, Security camera equipment
36	721.190.000-53804 New Equipment	\$ 596,000	\$ 23,981	\$ 28,800	\$ 350,000	residuals master plan, wet weather, 1/2 GIS & asset mgt assistance
37	721.190.000-53806 Engineering Fees	\$ 5,000	\$ 7,751	\$ 9,300	\$ 5,000	
38	721.190.000-53901 Refunds & Reimbursements	\$ 5,000	\$ 135	\$ 200	\$ 5,000	
39	721.190.000-53907.001 Bank Fees	\$ 30,000	\$ 38,708	\$ 46,449.50	\$ 75,000	
40	721.190.000-53907.002 Legal Fees	\$ 200,000	\$ 38,745	\$ 200,000	\$ 400,000	
41	721.190.000-59701 Transfer to SCF	\$ 1,062,000	\$ 212,059	\$ 1,052,000	\$ 1,300,000	
42	721.190.000-59708 Transfer to SDR	\$ 3,963,500	\$ 2,147,590	\$ 3,628,150	\$ 4,415,300	
43	<b>OTHER TOTAL</b>	\$ 6,633,500	\$ 4,099,765	\$ 5,870,650	\$ 6,961,500	
44	<b>TOTALS</b>	\$ 6,633,500	\$ 4,099,765	\$ 5,870,650	\$ 6,961,500	
46	Wastewater Fund Cust. Revenue	\$ 5,150,000	\$ 4,696,837	\$ 5,487,000	\$ 5,995,000	Includes rate increase and assumes 95% of last year's usage
47	Misc Revenue	\$ -	\$ -	\$ -	\$ -	
##	Carry-Over	\$ -	\$ -	\$ -	\$ 1,000,000	Does not include recent interest
##	Water Plt. Wastewater Trmt.	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,000,000	
##	Interest	\$ -	\$ -	\$ -	\$ 1,000	
##	LORCO & Misc Refunds	\$ 6,244,000	\$ 6,196,837	\$ 6,787,000	\$ 7,995,000	
##	<b>TOTAL CASH</b>	\$ 6,244,000	\$ 6,196,837	\$ 6,787,000	\$ 7,995,000	

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**WASTEWATER CONSTRUCTION FUND - 724  
2019 DRAFT BUDGET**

	<b>2019 Anticipated Expenses</b>	<b>2019 Anticipated Revenue</b>		<b>2018 Anticipated Expenses</b>	<b>2018 Anticipated Revenue</b>
1			Transfer to Sewer Debt Service	\$ 1,400,000	
2	\$ 4,000,000		45s Combined Sewer Separation (\$7M WW)		
3	\$ 500,000		WPCC Renovation (\$35M)	\$ 4,500,000	
4	\$ 20,000		Curtis Sewer Rehab		
5	\$ 200,000		Avondale		
6	\$ 50,000		Moorewood Realignment		
7			Miscellaneous Sewer Projects		
8					
9			Revenue:		
10		\$ 4,520,000	OWDA/Other Loans/Debt		\$ 5,639,307
11		\$ 100,000	Sw. Const. Fund Bal.		\$ 295,581
12		\$ 50,000	\$.03/1,000 Gallons		\$ 40,000
13			Transfer from TSSF		
14		\$ 400,000	Transfer from Sewer Fund 721		\$ 160,000
15					
16	<b>\$ 4,770,000</b>	<b>\$ 5,070,000</b>	<b>TOTALS</b>	<b>\$ 5,900,000</b>	<b>\$ 6,134,889</b>

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**TRUNK SANITARY SEWER FUND - 725  
2019 DRAFT BUDGET**

	2019 Anticipated Expenses	2019 Anticipated Revenue		2018 Anticipated Expenses	2018 Anticipated Revenue
1			Transfers:		
2	\$ 10,000		Lear Road Sanitary Debt Service	\$ 9,041	
3	\$ 4,000		Refunds	\$ 959	
4			Debt Service	\$ 600,000	
5					
6					
7					
8			Revenue:		
9		\$ 276,400	Balance		\$ 709,000
10		\$ 75,000	Yearly Revenue - Avon TSSF		
11		\$ 75,000	Avon Lake TSSF Receipts		\$ 175,000
12			Transfer from Sewer Fund/Repayment		
13			Interest		\$ 2,400
14	<b>\$ 14,000</b>	<b>\$ 426,400</b>	<b>TOTALS</b>	<b>\$ 610,000</b>	<b>\$ 886,400</b>

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**WASTEWATER DEBT SERVICE FUND - 727  
2019 DRAFT BUDGET**

	2019 Expenses	2019 Revenue		2018 Expenses	2018 Revenue
1	\$ 237,547		2012 Various Bonds	\$ 241,346	
2	\$ 99,361		2008 Center Rd. Pump Sta. (#4889)	\$ 99,179	
3	\$ 113,324		2009 Fay / Vineyard OWDA (#4930)	\$ 113,212	
4	\$ -		1998 Digester Renovation (#3139)	\$ 26,820	
5	\$ 145,324		2009 Jaycox Separation (#5990)	\$ 145,324	
6	\$ 157,380		Belmar (#6456)	\$ 157,380	
7	\$ 33,047		Lear Rd. Sanitary Sewer (#7239)	\$ 33,676	
8	\$ 114,093		Mull/Norman (#7240)	\$ 128,322	
9	\$ 400,000		Moorewood GO Bond		
10	\$ 1,664,591		LORCO	\$ 1,664,246	
11					
12					
13					
14					
15					
16			Revenue:		
17		\$ 50,000	Carry Over		\$ 602,552
18		\$ 1,300,000	Transfer from Sewer Fund - 721		\$ 1,190,000
19			Transfer from Sewer Const Fund - 724		\$ 240,639
20			Transfer from TSS Fund - 725		\$ 9,041
21		\$ 1,664,591	Transfer from LORCO		\$ 1,664,246
22	<b>\$ 2,964,667</b>	<b>\$ 3,014,591</b>	<b>TOTALS</b>	<b>\$ 2,609,504</b>	<b>\$ 3,706,478</b>

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**LATERAL LOAN FUND - 765  
2019 DRAFT BUDGET**

	2019 Expenses	2019 Revenue		2018 Expenses	2018 Revenue
1	\$ 2,000,000		Lateral Payments To Contractors	\$ 525,000	
2					
3					
4			Revenue:		
5		\$ 377,000	Carry Over		\$ 365,000
6			Transfer In		
7		\$ 75,000	Customer Revenue		\$ 12,000
8		\$ 2,000,000	WPCLF Loan		\$ 525,000
9					
10	<b>\$ 2,000,000</b>	<b>\$ 2,452,000</b>	<b>TOTALS</b>	<b>\$ 525,000</b>	<b>\$ 902,000</b>

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MOR BUDGET- FUND 703 - ETL1

Account #	Description	Approved 2018	Thru Oct	Estimated 2018	Proposed 2019	Notes
1	703.180.000-53611	\$ 5,000	\$ 225	\$ 300	\$ 2,000	
2	703.180.00-53612	\$ 150,000	\$ 90,696	\$ 108,800	\$ 150,000	
3	703.180.000-53701	\$ 60,000	\$ 44,912	\$ 53,900	\$ 60,000	
4	703.180.000-53703.003	\$ 253,000	\$ 230,396	\$ 276,500	\$ 290,000	
5	703.180.000-53703.004	\$ 7,000	\$ 5,595	\$ 6,700	\$ 7,000	
6	703.180.000-53704	\$ 2,194,000	\$ 1,771,297	\$ 2,125,600	\$ 2,299,000	Assumes dryer year and rate increase
7	703.180.000-53710	\$ 9,000	\$ 18,722	\$ 22,500	\$ 19,000	
8		\$ 200,000	\$ 125,450	\$ 150,500	\$ 115,000	Replace soft starts, pump/motor #4 rebuild
9				\$ -	\$ 100,000	Corrosion/Redundancy investigation
10		\$ 50,000	\$ -	\$ 50,000	\$ -	
11	703.180.000-59702	\$ 6,000	\$ -	\$ 6,000	\$ 20,000	
12		\$ 2,934,000	\$ 2,287,293	\$ 2,800,800	\$ 3,062,000	
13						
14						
15	Carry-Over	\$ 250,000	\$ 354,627	\$ 300,000	\$ 400,000	
16	ETL1 vs ETL2 Power Cost Adj	\$ 225,245	\$ 225,245	\$ 225,245	\$ 182,659	Proportion cost by flow billed to ETL1&2 custs.
17	Interest Revenue Yearly	\$ 1,000	\$ 14	\$ -	\$ 100	
18	Misc		\$ 11,354	\$ 11,400		
19	MOR Fund Receipts	\$ 2,508,000	\$ 1,923,099	\$ 2,307,700	\$ 2,496,000	Same assumptions as water purchases
20	Rate Increase					
22	TOTAL CASH	\$ 2,984,245	\$ 2,514,339	\$ 2,844,345	\$ 3,078,759	

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**MOR BUDGET - FUND 762 - ETL #2 - SUB FUND 2**

Account #	Description	Approved 2018	Thru Oct	Estimated 2018	Proposed 2019	Notes
1	762.180.000-53611	Operating Supplies	\$ 3,755	\$ 3,750	\$ 4,500	\$ 4,000
2	762.180.000-53612	Repairs/Maintenance	\$ 83,900	\$ 65,749	\$ 78,900	\$ 90,000
3	762.180.000-53701	Contractual Services	\$ 20,000	\$ 55,034	\$ 66,000	\$ 20,000
4	762.180.000-53703.003	Electric - Pump Station (Moore Rd)	\$ 130,000	\$ 154,624	\$ 185,500	\$ 185,000
5	762.180.000-53703.004	Electric - PRVs	\$ 4,600	\$ 3,961	\$ 4,800	\$ 4,600
6	762.180.000-53704	Water Used	\$ 3,943,000	\$ 3,252,257	\$ 3,902,700	\$ 4,221,000
7	762.180.000-53710	Insurance	\$ 9,500	\$ 18,722	\$ 22,500	\$ 9,500
11	762.180.000-59707	ETL1 vs ETL2 Power Cost Adj.	\$ 225,245	\$ 225,245	\$ 225,245	\$ 182,659
13	762.180.000-55001	New Pumps	\$ 29,380	\$ 29,380	\$ 35,300	\$ 700,000
14		<b>TOTALS</b>	<b>\$ 4,449,380</b>	<b>\$ 3,808,722</b>	<b>\$ 4,525,445</b>	<b>\$ 5,416,759</b>
16						
17		Carry-Over	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
18		MOR Fund Rec.	\$ 4,319,000	\$ 3,539,155	\$ 4,247,000	\$ 4,593,000
19		Rate Increase				Same assumptions as water purchases
20		Interest Revenue	\$ 5,000	\$ 947	\$ 1,100	\$ 5,000
21		Repayment of ETL1 Loan				
22		Miscellaneous	\$ -	\$ 13,679	\$ 13,700	\$ -
23		<b>TOTAL CASH</b>	<b>\$ 5,324,000</b>	<b>\$ 3,553,780</b>	<b>\$ 4,261,800</b>	<b>\$ 5,598,000</b>
24						

**MOR BUDGET - FUND 762 - ETL #2 - SUB FUND 3**

Account #	Description	Approved 2018	Thru Oct	Estimated 2018	Proposed 2019	Notes
28	762.180.000-53703.003	Pump Station Power (Island Rd)	\$ 146,000	\$ 136,301	\$ 163,600	\$ 172,000
29	762.180.000-53804	New Equipment				
30		<b>TOTALS</b>	<b>\$ 175,000</b>	<b>\$ 136,301</b>	<b>\$ 163,600</b>	<b>\$ 172,000</b>
32						
33		Carry-Over	\$ -	\$ -	\$ -	\$ 375,000
34		MOR Fund Rec.	\$ 244,000	\$ 202,402	\$ 242,900	\$ 243,000
35		Project Payments				
36		<b>TOTAL CASH</b>	<b>\$ 244,000</b>	<b>\$ 202,402</b>	<b>\$ 242,900</b>	<b>\$ 618,000</b>

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LORCO Operating Budget - Fund 749						
Account #	Description	Approved 2018	Thru Oct	2018 Est. Actual	Proposed 2019	Notes
1	749.190.000-51102	\$ 10,000	\$ -	\$ 7,500	\$ 10,000	Maintenance Salary Costs are booked and payable with interest. Admin costs are per stipend.
2	749.190.000-52209	\$ -	\$ -	\$ -		
3	749.190.000-52212	\$ -	\$ -	\$ -		
4		\$ 50,000	\$ -	\$ -	\$ 50,000	
5		\$ 60,000	\$ -	\$ 7,500	\$ 60,000	
6	749.190.000-53500	\$ -	\$ -	\$ -		
7	749.190.000-53602	\$ 1,000	\$ 112	\$ 100	\$ 1,000	
8	749.190.000-53604	\$ 1,000	\$ -	\$ -	\$ 1,000	
9	749.190.000-53607	\$ 10,000	\$ 1,270	\$ 1,500	\$ 10,000	motor tester, motor oven
10	749.190.000-53612	\$ 50,000	\$ 38,879	\$ 46,700	\$ 50,000	
11	749.190.000-53701	\$ 70,000	\$ 22,495	\$ 27,000	\$ 70,000	Includes contractors hired for new cnxns/grinders, hired repairs, wet weather work
12	749.190.000-53703	\$ 40,000	\$ 34,913	\$ 41,900	\$ 40,000	
13	749.190.000-53705	\$ 1,000	\$ 540	\$ 600	\$ 1,000	
14	749.190.000-53710	\$ 8,000	\$ 6,365	\$ 7,600	\$ 8,000	
15	749.190.000-53754	\$ 350,000	\$ 1,406	\$ 1,700	\$ 350,000	
16	749.190.000-53760	\$ -	\$ 18,227	\$ 21,900		
17	749.190.000-53804	\$ -	\$ -	\$ -	\$ 15,000	
18	749.190.000-53901	\$ 10,000	\$ 17,596	\$ 21,100	\$ 10,000	
19	749.190.000-53907.001	\$ 1,000	\$ 79	\$ 100	\$ 1,000	
20	749.190.000-53907.002	\$ 1,000	\$ -	\$ -	\$ 1,000	
21	749.190.000-59500	\$ 144,000	\$ 112,000	\$ 134,400	\$ 102,000	
22	749.190.000-59706	\$ 1,700,000	\$ 832,081	\$ 1,700,000	\$ 1,700,000	
23		\$ 2,387,000	\$ 1,085,962	\$ 2,004,600	\$ 2,360,000	
24		\$ 2,447,000	\$ 1,085,962	\$ 2,012,100	\$ 2,420,000	
25	<b>LORCO OPERATING REVENUES</b>					
26	Balance	\$ 5,000			\$ 20,000	
27	Tap Fees	\$ 80,000	\$ 152,000	\$ 152,000	\$ 150,000	
28	Annual Tax Assessment	\$ 310,000	\$ 314,519	\$ 314,519	\$ 322,000	
29	Monthly Billings	\$ 866,000	\$ 695,190	\$ 834,228	\$ 834,000	
30	Misc. Revenue					
31	Adv. from Avon Lake Regional Water	\$ 900,000		\$ 800,000	\$ 700,000	
32	Booked Treatment/Labor	\$ 379,500			\$ 400,000	
33	<b>TOTAL RECEIPTS</b>	\$ 2,540,500	\$ 1,111,548	\$ 2,100,747	\$ 2,426,000	

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Job Title: Technical Support Specialist

Organization: Avon Lake Regional Water

Immediate Supervisor: Chief Utilities Executive and Management through matrix reporting

Positions Supervised: N/A

FLSA Status: Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

**GENERAL RESPONSIBILITIES:**

Provide analysis, data, financial reports, and operations information independently developed and created for the following three categories: (1) finance, (2) engineering, and (3) business operations directly to the Chief Utilities Executive (CUE) and management staff, the Board of Directors, and other stakeholders, as required. Must operate at extremely high levels of accuracy and competencies, with a high knowledge of content.

**GENERAL QUALIFICATIONS:**

1. Educational experience: Bachelor's Degree, preferably in business or engineering with at least three years of related work experience.
2. Familiar with financial processes/analyses and reporting, engineering terminology related to the utility, and business operations/stakeholder interface.
3. Highly proficient with standard software packages and applications, internet research and technical reviews, and business computing.
4. Must be able to present to stakeholders both verbally and in written documentation at a credible level of knowledge and accuracy.
5. Must possess a valid driver's license with an acceptable driving record.

**SPECIFIC DUTIES**

Under the general direction of matrix reporting, shall independently perform a variety of technical tasks, along with additional recurring tasks including but not limited to:

Financial:

- Create and maintain "dashboards" to help track and manage budgets and other functions of the organization.
- Provide accounting duties to assure revenues and expenses are posted/tracked in an auditable manner.
- Monitor expenditures and perform various budgeting tasks.
- Oversee financial duties at the CUE's direction.
- Perform other duties, as needed.

Engineering:

- Identify and apply for grants to help complete projects and other activities.
- Model financial “what if” scenarios to help recommend best alternatives.
- Manage projects assigned by the CUE, conduct research, and write reports for these and other projects.
- Prepare bid documents and advertisements, bid tabulations, and other documents to support projects.
- Maintain effective interactions and good working relationships with internal and external stakeholders.
- Perform other duties, as needed.

Business Operations:

- Evaluate data, analyze trends, prepare forecasts, and present results pertaining to revenues, operations, construction, debt service and other areas.
- Research and recommend various financing and money management options to provide best “return on investment” for customers.
- Prepare sensitivity analyses regarding customer, operational, and project changes to forecast impacts on revenues and expenses.
- Represent the organization at meetings as needed and as directed.
- Compose and/or prepare documents, spreadsheets, and other forms of information to assist in interacting with the Board, staff, customers, and other stakeholders.
- With input, lead Board of Municipal Utilities' duties such as creating agendas and packages, collecting background information, and preparing minutes.
- Plan and schedule organization meetings; organize and maintain files and records; handle information requests; and perform routine office functions such as copying, scanning, and operating office equipment.
- Perform other duties, as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs and requirements of the job change.*

Before being hired, the successful applicant should possess:

1. A Bachelor's Degree, experience in an office setting, and excellent public relations skills or an equivalent combination of skills, training, and experience. An Associate's Degree and 10 years' relevant experience or 10 years' relevant military experience may be considered in lieu of a Bachelor's Degree.
2. Familiarity with money management in a business, preferably government, setting.
3. Ability to work closely and positively with all levels of stakeholders.
4. Ability to positively promote the organization and work in public-facing roles.
5. Ability to maintain confidential and sensitive information.
6. Ability to work with detailed, technical information.
7. Knowledge of general office, filing, and record keeping practices and procedures.
8. Knowledge of various word processing, spreadsheet, accounting, presentation, and similar software applications.
9. Ability to effectively communicate in written and verbal forms.
10. Ability to operate various forms of office equipment.

After performing the job, the successful applicant should also possess:

1. Knowledge of Avon Lake Regional Water operations and comfort with basic engineering terms and processes.
2. Knowledge of the budgeting, purchasing, and tracking processes.
3. Knowledge of the interrelations and necessary interactions between the City of Avon Lake and Avon Lake Regional Water.

*The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Meet the physical and mental demands.
2. Work in office and similar areas and visit treatment plants and field locations.
3. Must hear and speak to communicate effectively in person and over the telephone. May have to interact with difficult stakeholders and respond appropriately.
4. Quickly answer staff and customer queries.
5. Work independently or in a team environment.
6. Prioritize workloads.
7. Always be mentally alert.
8. Act professionally and courteously.
9. Uphold a detail-oriented nature, with the desire to always improve the process and the outcome.
10. Work accurately and calmly under pressure and/or with repeated interruptions.
11. Make independent decisions.
12. Frequently required to talk or hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls; and reach.
13. The noise level in the work environment is usually low but sometimes may be high in the field and at the plants.
14. Specific vision abilities required by this job include close vision and the ability to adjust focus.
15. Work safely without presenting a direct threat to self or others.
16. Physically capable of operating vehicles (city-owned or personal) safely.
17. Must be available for evening meetings, etc. as needed.





**2019 Tentative Board Work Session Calendar**  
*As of November 28, 2018*

January:

- 15: Meter replacement program  
Revenue v. GO Bond for Walker Rd. Water Line and Moorewood CSS

February:

- 5: Draft strategic plan & org chart
- 19: ISO 9001/Continuous Improvement update

March:

- 5: Residuals master plan
- 19: Strategic plan & org chart

April:

- 2: Capacity/redundancy master plan
- 16: Cleveland Water Alliance partnership

May:

- 7: Departmental update by managers
- 21: Biomimicry student update

June:

- 18: Wet weather update (Separation update, OEPA permit mod, laterals, flow monitoring, storm water design)

July:

None – summer break

August:

- 20: LORCO Update

September:

- 17: Security update  
Financial “health” update  
Review of lockbox/e-lockbox

October:

- 15: Capacity/redundancy master plan update

November:

- 5: Draft budget
- 19: ISO 9001 status update  
Continued budget discussion

December:

- 3: Draft rates
- 17: Continue rate discussion

