

Avon Lake Board of Municipal Utilities

**AGENDA**

For

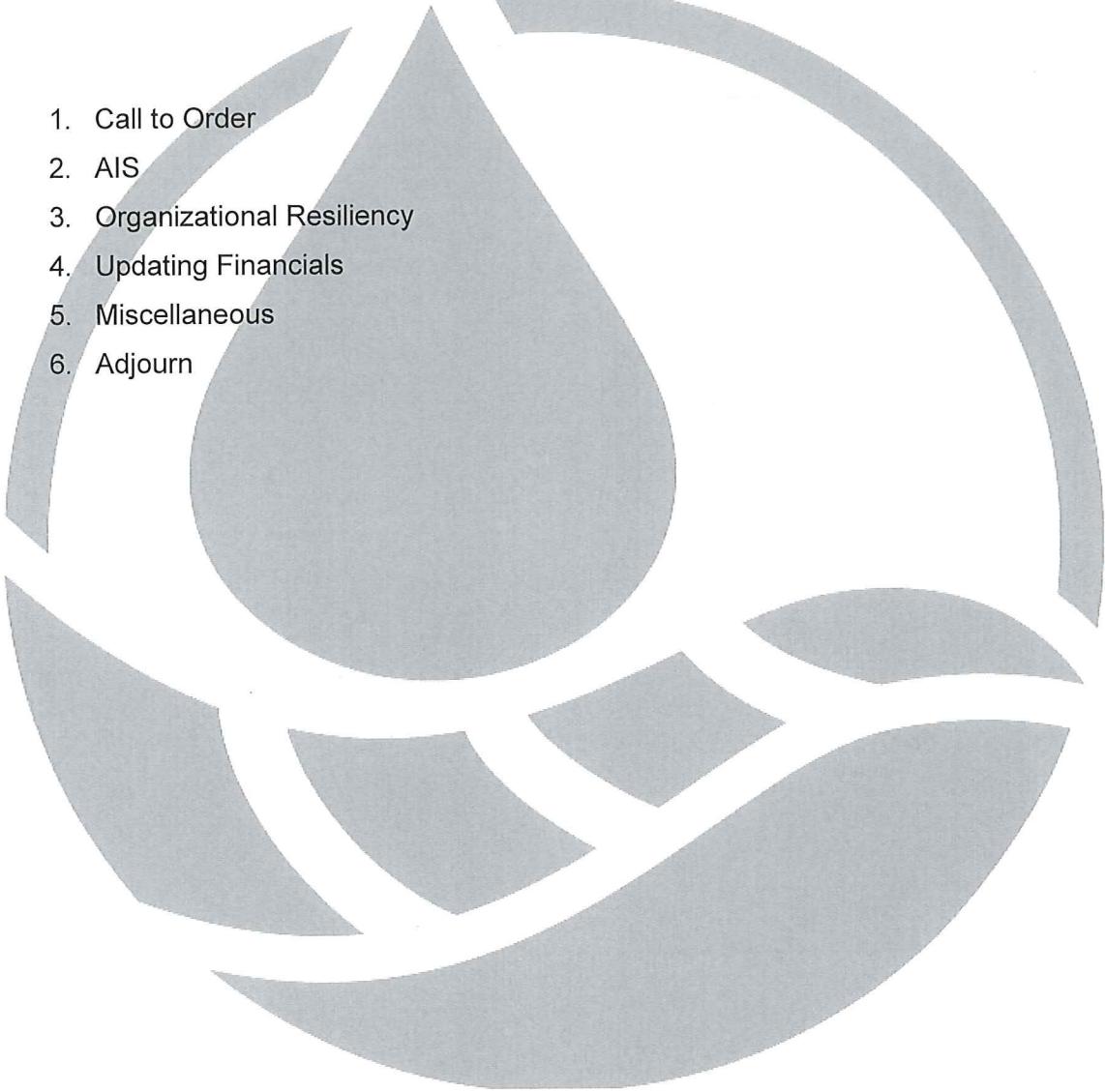
**WORK SESSION**

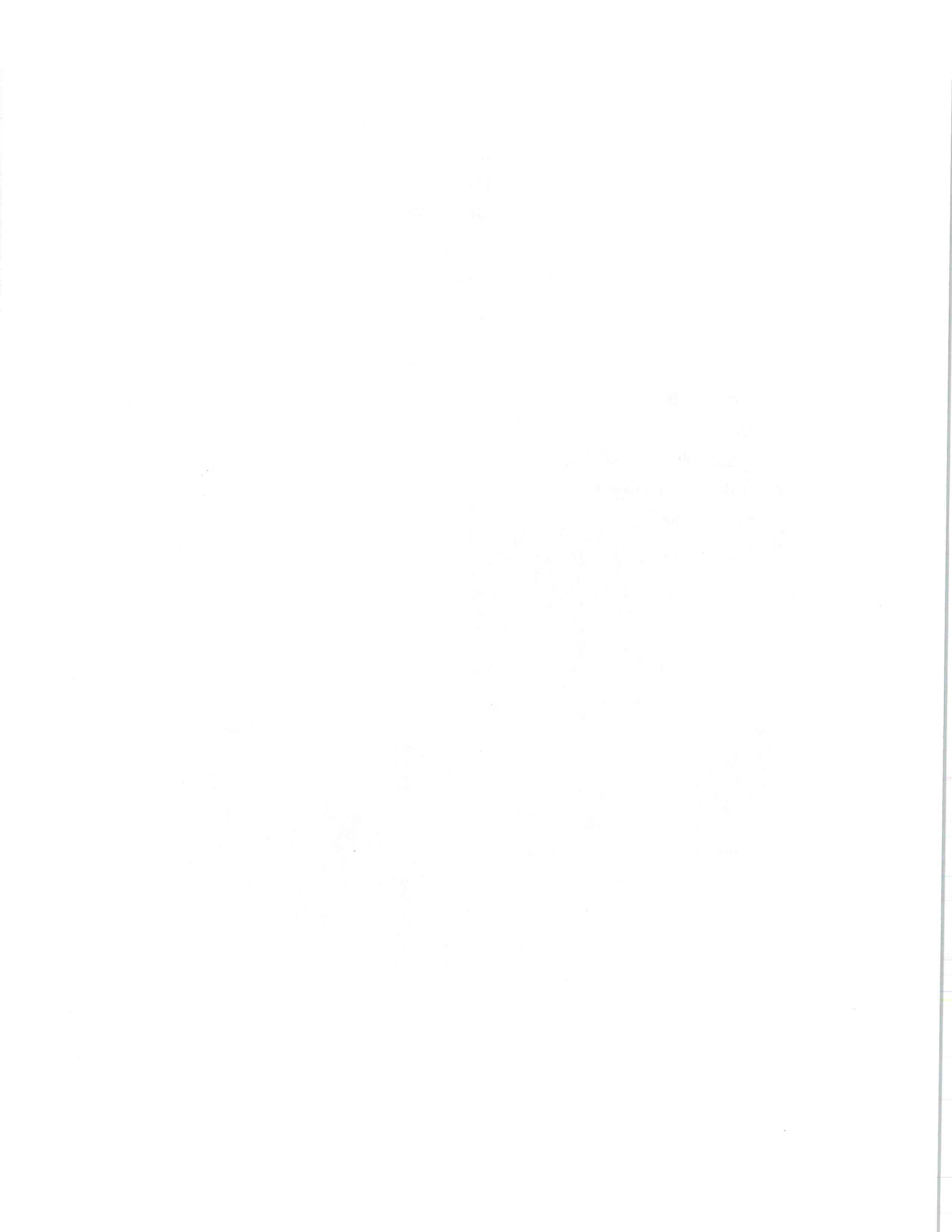
**Tuesday**

**October 18, 2016**

**6:00PM**

1. Call to Order
2. AIS
3. Organizational Resiliency
4. Updating Financials
5. Miscellaneous
6. Adjourn





Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rick Eberle**

Subject: **Agenda Items – Work Session October 18, 2016**

Date: **October 14, 2016**

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Item 2: **AIS – RRE**

*This will be emailed separately.*

Item 3: **Organizational Resiliency – TAD**

Avon Lake Regional Water maintains a small and efficient staff, which leads to risks when individual staff members end their service with us or are out of the office for long periods of time. To help mitigate the risk, senior staff is undertaking several simultaneous items. One initiative is that we are one of the collaborating members for a research project being undertaken by the Water Environment & Reuse Foundation to map how utilities conduct the various tasks associated with their business. This work will allow us to assess how we conduct our business to determine if there are efficiencies we can gain, benchmark against others, and map out our organization to better prepare for and respond to personnel changes.

Another major area on which senior staff is focusing is determining long-term personnel/skill needs and beginning the process of updating job descriptions and organizational structure. One initial area of focus is in our customer service and finance areas. The mid-term vision is to combine the areas so that we have cross-trained staff that can process customer bills and vendor invoices, interact with customers, manage personnel time, and perform a variety of other duties. The intention is to eventually do away with the Biller/Bookkeeper II, Biller/Bookkeeper I, and Cashier/Bookkeeper positions in exchange for the following three positions: Customer Service Clerk, Customer Service Representative, and Customer Service Professional. The draft job descriptions are attached. They would provide all customer service, financial, human resource, and similar functions currently performed in the organization.

Wages are established either based on national trends or to facilitate transitions. The Customer Service Professional (the highest of the three) would have a wage range identical to the Biller/Bookkeeper I and the Cashier/Bookkeeper positions. The Customer Service Representative (the middle of the three) would have a wage range identical to the Biller/Bookkeeper II. The Customer Service Clerk would be an entry level position with a wage range of \$12.00/hour to \$18.00/hour, which trends with national average customer service ranges found with the Bureau of Labor Statistics and several other websites.

The organization currently has four individuals in those positions. The intent would be to migrate from personnel in the current job descriptions to personnel in the new job descriptions during the next two years through natural job turnover and promotions/transfers.

In tandem to these new job descriptions, a new Executive Assistant position is proposed. The position would assist the CUE and also help with administrative duties at the two plants. The

position would be responsible for assisting the CUE with Board-related functions, creating dashboards and other performance tracking mechanisms, helping with the budgeting and budget tracking process, and performing administrative duties. The wage range for the position would be \$15/hour to \$30/hour, based upon national averages found with the Bureau of Labor Statistics and several other websites. With approval of the job description, the position will be included in next year's budget.

During the next several months, senior staff will be reviewing most of the job descriptions within Avon Lake Regional Water to make changes as appropriate based on long-term needs and how the jobs have changed over time. As certain jobs duties have grown with the growth of wages, new positions/job descriptions may be necessary in some areas to establish new entry-level positions.

**Item 4: Updating Financials – TAD**

The September financials are attached. The funds appear to be tracking well compared to expectations. Especially due to the drought, it appears some of funds' appropriations will be insufficient to satisfy expenses through the end of the year. Three funds, specifically, need appropriations to assure expenses do not exceed appropriations.

The Water Fund needs \$180,000 total (\$90,000 in Personnel and \$90,000 in Other). This total additional appropriation relates back to a change that was made immediately after budget approval. When calculations were being made for the proposed wastewater user rates, it was determined that the Water Fund should pay \$180,000 additional for residuals and backwash water treatment. As the year progressed, actual needs were higher than estimated for some lines and lower than estimated for others. Therefore, staff believes splitting the appropriation between Personnel and Other is most appropriate.

ETL1 needs \$75,000 to account for additional water sales. Due to the drought, usage was higher than expected, which led to additional water purchases within the ETL1 fund. Similarly, ETL2 had additional water purchases and needs \$300,000 appropriated to pay for both the additional water purchases and the easement expenses discussed during previous meetings.

**Additional Appropriations for 2016 Budgets**

<b>Fund</b>	<b>Add'nl. Approp.</b>	<b>Justification</b>
Water Fund Personnel	\$90,000	Additional personnel expenses due to construction projects & water breaks
Other	\$90,000	Additional residuals treatment expenses
ETL1	\$75,000	Additional water usage due to drought
ETL2	\$300,000	Additional water usage due to drought & new easement

Job Title: Customer Service Clerk  
Organization: Avon Lake Regional Water  
Immediate Supervisor: Chief Utilities Executive  
Positions Supervised: N/A  
FLSA Status: Non-Exempt  
Bargaining Unit: Yes  
Civil Service Status: Classified

**GENERAL RESPONSIBILITIES:**

Under direct supervision of the Chief Utilities Executive, with related supervision from the Chief of Utility Operations performs duties required for operation of Avon Lake Regional Water's billing and record keeping. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, workmanlike, efficient manner maintaining Avon Lake Regional Water's customer service goals.

**GENERAL QUALIFICATIONS:**

1. High School Graduate.
2. Must have ability to be bonded.

**SPECIFIC DUTIES**

Under the direction of a supervisor, shall perform a variety of technical and routine tasks which may include but not be limited to:

1. Assist in maintaining all Avon Lake Regional Water utility billing records.
2. Answer phones, receive guests at the counter, and operate the drive-up window.
3. Maintain computer based record of utility billing deposits, adjustments, water usage, etc.
4. Process and maintain records of miscellaneous billings and collections.
5. Maintain all utility locate (OUPS) data entry and notifications.
6. Coordinate and maintain sewer inspections, locations and storm disconnection information.
7. Maintain customer files and records.
8. Maintain good customer service practices and procedures.
9. Perform additional functions/tasks, as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

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

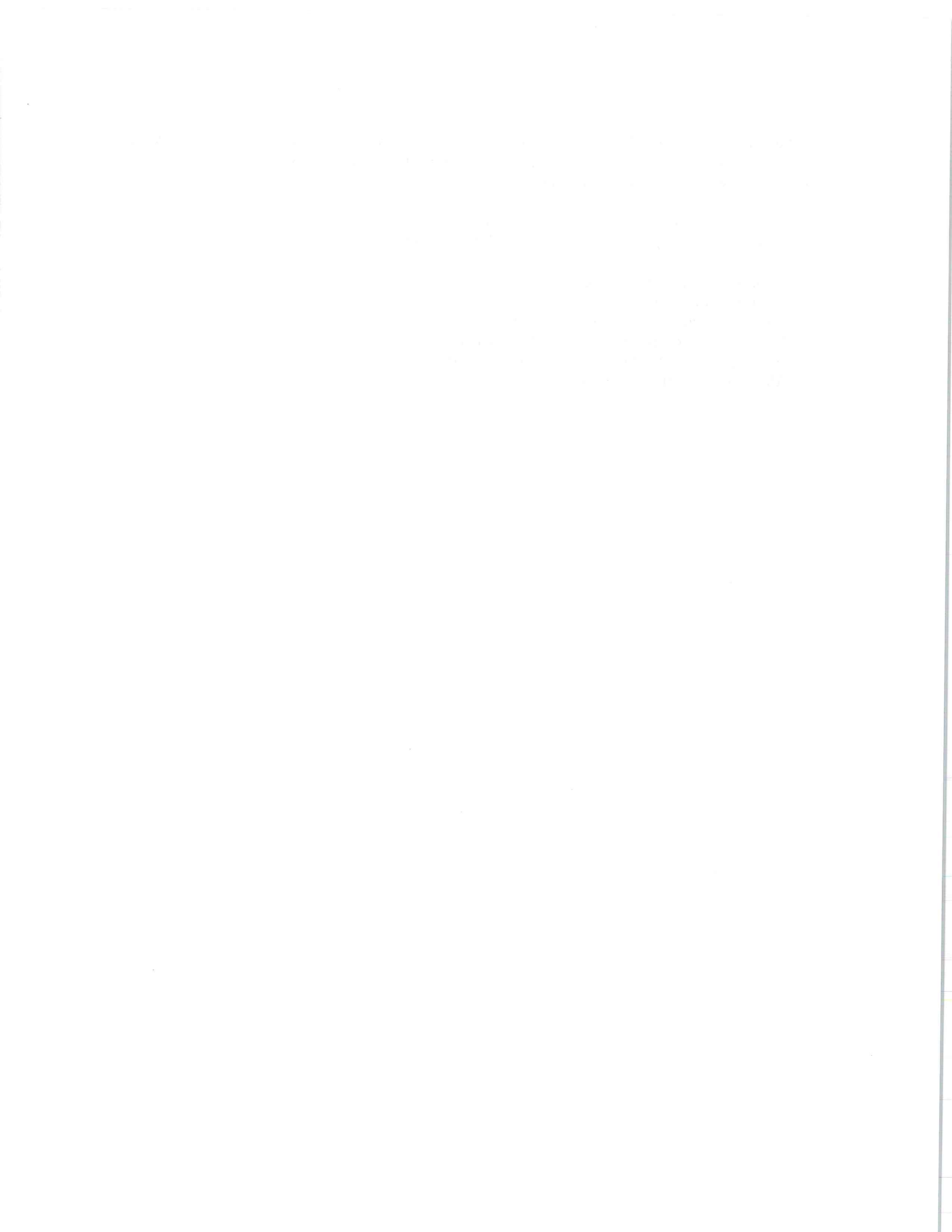
1. Ability to perform all standard and complex clerical tasks.
2. Communicate effectively, both orally and in writing.
3. Work accurately with numbers.
4. Follow oral and written instructions, procedures and supervisory direction.
5. Ability to collect money and record fees from all departments.

*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. Quickly answer staff and customer queries.
2. Work accurately, even with repeated interruptions.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
6. Normal physical activity for an office environment.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure.
9. Must work overtime as needed.

*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. Quickly answer staff and customer queries.
2. Work accurately, even with repeated interruptions.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
6. Normal physical activity for an office environment.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure.
9. Must work overtime as needed.





Job Title: Customer Service Professional  
Organization: Avon Lake Regional Water  
Immediate Supervisor: Chief Utilities Executive  
Positions Supervised: N/A  
FLSA Status: Non-Exempt  
Bargaining Unit: Yes  
Civil Service Status: Classified

**GENERAL RESPONSIBILITIES:**

Under direct supervision of the Chief Utilities Executive, with related supervision from the Chief of Utility Operations performs duties required for operation of Avon Lake Regional Water's billing, accounting, backflow, record keeping, and payroll programs. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, workmanlike, efficient manner maintaining Avon Lake Regional Water's customer service goals.

**GENERAL QUALIFICATIONS:**

1. High School Graduate. Related advanced education/training preferred.
2. Must have ability to be bonded.
3. Minimum five (5) years' experience with Avon Lake Regional Water and/or seven (7) years in complex utility billing, accounting and technical assignments with direct customer service, preferably in a public utility.

**SPECIFIC DUTIES**

Under the guidance of a supervisor, shall perform a variety of technical and routine tasks which may include but not be limited to:

1. Maintain all Avon Lake Regional Water utility billing records.
  - a. Process transactions in utility billing system to produce timely and accurate utility bills.
  - b. Download and upload meter reading data to initiate billing according to established schedules.
  - c. Review consumption reports to ensure billing accuracy.
  - d. Perform critical review of billing exceptions and take appropriate action.
  - e. Ensure accurate establishment of new accounts and final bills in a timely manner.
  - f. Process all forms of utility bill payments.
2. Receive and process time sheets and prepare salary/status changes.
3. Answer phones, receive guests at the counter, and operate the drive-up window.
4. Maintain computer based record of utility billing deposits, adjustments, water usage, etc.
5. Process and maintain records of miscellaneous billings and collections.
6. Maintain all Avon Lake Regional Water backflow prevention program records including registered devices and annual inspection certifications.

- a. Prepare and mail all annual backflow device inspection notices.
- b. Maintain up to date list of approved backflow testers.
7. Maintain all utility locate (OUPS) data entry and notifications.
8. Coordinate and maintain sewer inspections, locations and storm disconnection information.
9. Maintain customer files and records, implementing appropriate retention and destruction schedules.
10. Create and monitor pending and completed distribution/collection work orders.
11. Prepare bid documents and correspondence.
12. Process and maintain records of the Lateral Loan Program.
13. Prepare and maintain accounts payable, fiscal, and related records in accordance with generally accepted accounting practices.
  - a. Account for all payments received.
  - b. Prepare monthly budget reports.
  - c. Prepare journal entries and verify proper coding and posting.
  - d. Prepare periodic financial and statistical reports.
  - e. Process, record, verify, and correct all transaction information.
  - f. Prepare, enter, verify, and back up all financial information.
  - g. Develop financial database information.
  - h. Maintain all transaction records and files.
  - i. Enter accounts payable invoices and process checks.
  - j. Resolve account discrepancies.
  - k. Maintain cash accounts.
  - l. Keep information confidential.
  - m. File inventory, fixed asset, and vendor information including checks, invoices, and letters.
  - n. Perform technical analysis and reconciliations of recorded financial and related transactions.
14. Maintain good customer service practices and procedures.
15. Perform additional functions/tasks, as needed.

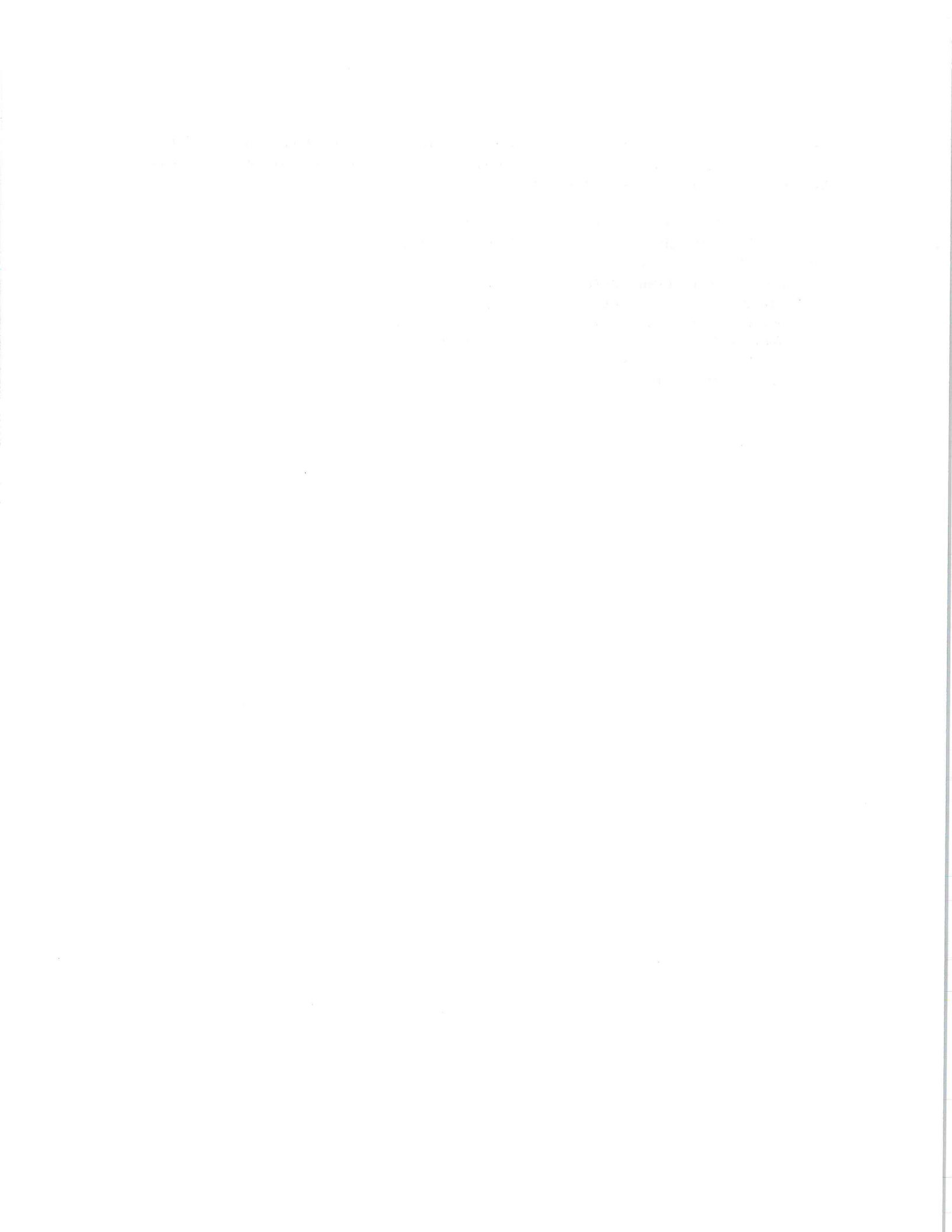
### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

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

1. Thorough knowledge of Avon Lake Regional Water billing and collection and backflow prevention procedures including all meter reading/billing and backflow software.
2. Thorough knowledge of modern office practices and procedures, including all standard equipment and software.
3. Ability to perform all standard and complex clerical tasks.
4. Ability to generate, interpret, and explain all Avon Lake Regional Water billing, backflow reporting, accounting, financial reporting, rules and procedures.
5. Thorough knowledge of general accounting practices and accounting practices as they relate to Avon Lake Regional Water.
6. Ability to generate, interpret, and explain all Avon Lake Regional Water and other agencies financial reports.
7. Communicate effectively, both orally and in writing.
8. Work accurately with numbers.
9. Follow oral and written instructions, procedures and supervisory direction.
10. Ability to collect money and record fees from all departments.

*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. Quickly answer staff and customer queries.
2. Work accurately, even with repeated interruptions.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
6. Normal physical activity for an office environment.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure.
9. Must work overtime as needed.



Job Title: Customer Service Representative  
Organization: Avon Lake Regional Water  
Immediate Supervisor: Chief Utilities Executive  
Positions Supervised: N/A  
FLSA Status: Non-Exempt  
Bargaining Unit: Yes  
Civil Service Status: Classified

**GENERAL RESPONSIBILITIES:**

Under direct supervision of the Chief Utilities Executive, with related supervision from the Chief of Utility Operations performs duties required for operation of Avon Lake Regional Water's billing, accounting, backflow, record keeping, and payroll programs. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, workmanlike, efficient manner maintaining Avon Lake Regional Water's customer service goals.

**GENERAL QUALIFICATIONS:**

1. High School Graduate. Related advanced education/training preferred.
2. Must have ability to be bonded.
3. Minimum three (3) years' experience with Avon Lake Regional Water and/or five (5) years in complex utility billing, accounting and technical assignments with direct customer service, preferably in a public utility.

**SPECIFIC DUTIES**

Under the direction of a supervisor, shall assist the Customer Service Professional in completing technical and routine tasks which may include but not be limited to:

1. Maintain all Avon Lake Regional Water utility billing records.
  - a. Process transactions in utility billing system to produce timely and accurate utility bills.
  - b. Download and upload meter reading data to initiate billing according to established schedules.
  - c. Review consumption reports to ensure billing accuracy.
  - d. Perform critical review of billing exceptions and take appropriate action.
  - e. Ensure accurate establishment of new accounts and final bills in a timely manner.
  - f. Process all forms of utility bill payments.
2. Receive and process time sheets and prepare salary/status changes.
3. Answer phones, receive guests at the counter, and operate the drive-up window.
4. Maintain computer based record of utility billing deposits, adjustments, water usage, etc.
5. Process and maintain records of miscellaneous billings and collections.
6. Maintain all Avon Lake Regional Water backflow prevention program records including registered devices and annual inspection certifications.

- a. Prepare and mail all annual backflow device inspection notices.
- b. Maintain up to date list of approved backflow testers.
7. Maintain all utility locate (OUPS) data entry and notifications.
8. Coordinate and maintain sewer inspections, locations and storm disconnection information.
9. Maintain customer files and records, implementing appropriate retention and destruction schedules.
10. Create and monitor pending and completed distribution/collection work orders.
11. Prepare bid documents and correspondence.
12. Process and maintain records of the Lateral Loan Program.
13. Prepare and maintain accounts payable, fiscal, and related records in accordance with generally accepted accounting practices.
  - a. Account for all payments received.
  - b. Prepare monthly budget reports.
  - c. Prepare journal entries and verify proper coding and posting.
  - d. Prepare periodic financial and statistical reports.
  - e. Process, record, verify, and correct all transaction information.
  - f. Prepare, enter, verify, and back up all financial information.
  - g. Develop financial database information.
  - h. Maintain all transaction records and files.
    - i. Enter accounts payable invoices and process checks.
    - j. Resolve account discrepancies.
  - k. Maintain cash accounts.
    - l. Keep information confidential.
  - m. File inventory, fixed asset, and vendor information including checks, invoices, and letters.
  - n. Perform technical analysis and reconciliations of recorded financial and related transactions.
14. Maintain good customer service practices and procedures.
15. Performs the duties of the Customer Service Professional when the Professional is not present.
16. Perform additional functions/tasks, as needed.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

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

1. Knowledge of Avon Lake Regional Water billing and collection and backflow prevention procedures including all meter reading/billing and backflow software.
2. Knowledge of modern office practices and procedures, including all standard equipment and software.
3. Ability to perform all standard and complex clerical tasks.
4. Ability to learn all Avon Lake Regional Water billing, backflow reporting, accounting, financial reporting, rules and procedures.
5. Knowledge of general accounting practices and accounting practices as they relate to Avon Lake Regional Water.
6. Communicate effectively, both orally and in writing.
7. Work accurately with numbers.
8. Follow oral and written instructions, procedures and supervisory direction.
9. Ability to collect money and record fees from all departments.

Job Title: Executive Assistant  
Organization: Avon Lake Regional Water  
Immediate Supervisor: Chief Utilities Executive  
Positions Supervised: N/A  
FLSA Status: Non-Exempt  
Bargaining Unit: N/A  
Civil Service Status: Unclassified

### **GENERAL RESPONSIBILITIES:**

Provides administrative support to the Chief Utilities Executive (CUE) to help the organization operate progressively and efficiently.

### **GENERAL QUALIFICATIONS:**

1. Educational experience: Associate's Degree required. Bachelor's Degree preferred.
2. Highly proficient with standard software, internet research, and business computing.
3. Ability to type at least 50 wpm and take minutes of meetings.
4. Must possess a valid Ohio driver's license with an acceptable driving record.

### **SPECIFIC DUTIES**

Under the direction of the CUE, shall perform a variety of technical and routine tasks including but not limited to:

- Compose and/or prepare documents, spreadsheets, and other forms of information to assist the CUE in interacting with the Board, staff, customers, and other stakeholders.
- Create "dashboards" to help track and manage budgets and other functions of the organization.
- Monitor expenditures and performs various budgeting tasks.
- Manage projects assigned by the CUE and conduct research for these and other projects.
- Assist the CUE with Board of Municipal Utilities' duties such as creating agendas, collecting background information, and preparing minutes.
- Plan and schedule meetings.
- Organize and maintain files and records.
- Perform routine office functions such as copying, scanning, and operating office equipment.
- Maintain effective interactions and good working relationships with internal and external stakeholders.
- Represent the CUE at meetings as needed and as directed.
- Perform administrative functions for other departments as needed.
- Perform other duties, as needed.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

*The job description does not constitute an employment agreement between the Avon Lake Regional Water 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. An Associate's Degree, with a Bachelor's Degree preferred, experience in an office setting, ability to type at least 50 wpm, and excellent public relations skills or an equivalent combination of skills, training, and experience.
2. Knowledge of general office, filing, and record keeping practices and procedures.
3. Knowledge of various word processing, spreadsheet, presentation, and similar software applications.
4. Ability to effectively communicate in written and verbal forms.
5. Ability to operate various forms of office equipment.
6. Ability to maintain confidential and sensitive information.
7. Ability to positively promote the organization.

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

1. Knowledge of Avon Lake Regional Water operations.
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. Quickly answer staff and customer queries.
3. Work accurately, even with repeated interruptions.
4. Prioritize workloads.
5. Always be mentally alert.
6. Professional and courteous.
7. Work accurately and calmly under pressure.
8. Must work overtime as needed.

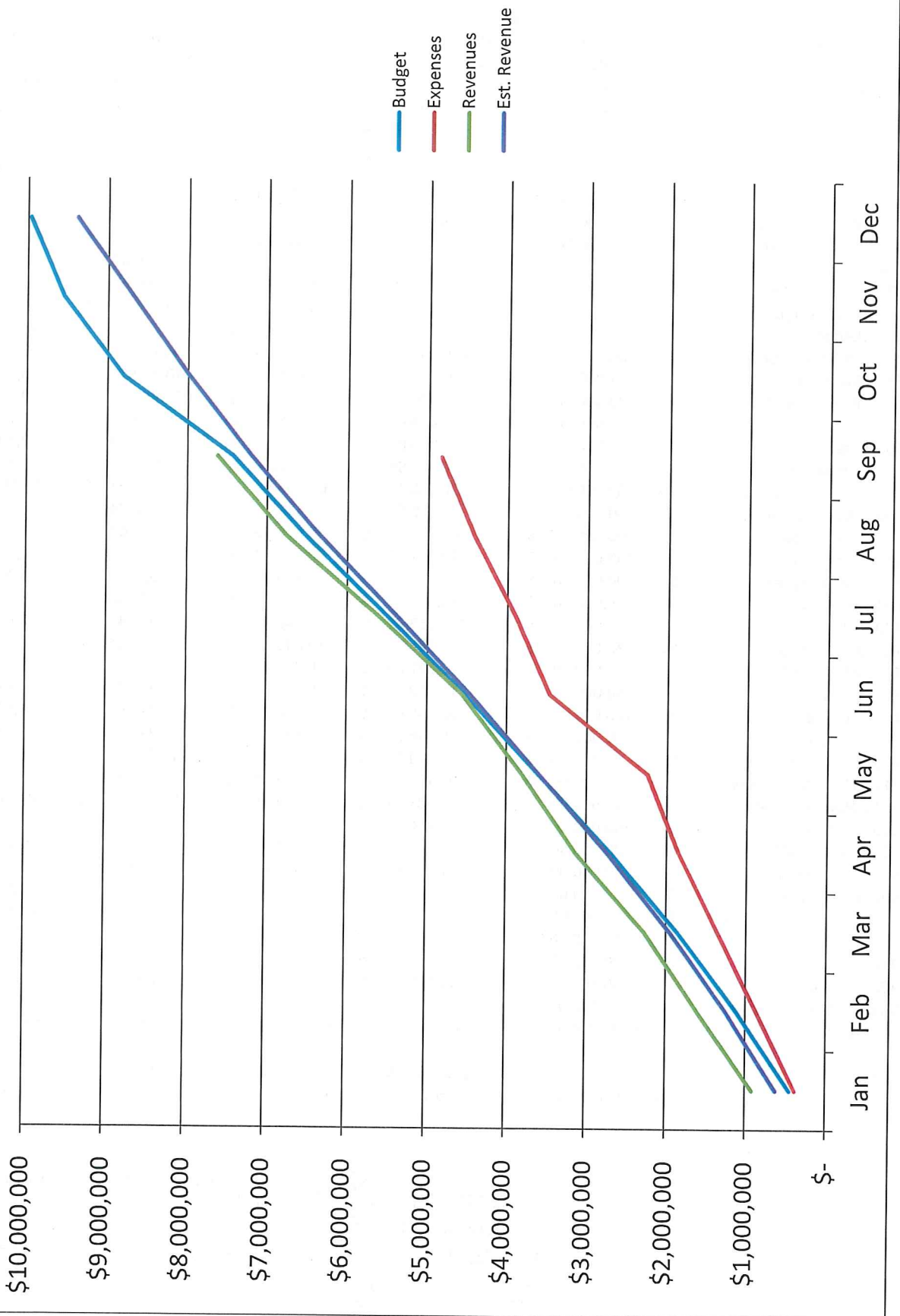


**FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2016  
WATER - FUND 701**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD	MONTHLY	TOTAL EXP	UNEXPENDED	% BUDGET
		EXPENSES	EXPENSES	TO DATE	APPROP	EXPENDED
701 5-180 7-102...Salaries	\$ 1,650,000.00	\$ 1,143,879.98	\$ 109,870.00	\$ 1,253,749.98	\$ 396,250.02	75.98%
701 5-180 7-105...Part Time	\$ 100,000.00	\$ 81,561.16	\$ 7,918.42	\$ 89,479.58	\$ 10,520.42	89.48%
701 5-180 7-106...Overtime	\$ 150,000.00	\$ 105,070.22	\$ 13,793.25	\$ 118,863.47	\$ 31,136.53	79.24%
701 5-180 7-107...CDL License	\$ 3,000.00	\$ 3,175.00	\$ -	\$ 3,175.00	\$ (175.00)	105.83%
701 5-180 7-115...Retire/Sick Pay	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	0.00%
701 5-180 7-126...Shoe Allow	\$ 3,000.00	\$ 3,600.00	\$ -	\$ 3,600.00	\$ (600.00)	120.00%
701 5-180 7-200...Meal Allowances	\$ 1,200.00	\$ 580.00	\$ 120.00	\$ 700.00	\$ 500.00	58.33%
701 5-180 7-201...Workers Comp	\$ 50,000.00	\$ 18,479.10	\$ 7,261.84	\$ 25,740.94	\$ 24,259.06	51.48%
701 5-180 7-203...Hospitalization	\$ 370,000.00	\$ 271,726.84	\$ 21,345.70	\$ 293,072.54	\$ 76,927.46	79.21%
701 5-180 7-204...Group Life	\$ 2,400.00	\$ 1,520.40	\$ 126.00	\$ 1,646.40	\$ 753.60	68.60%
701 5-180 7-205...Dental/Vision	\$ 22,000.00	\$ 14,593.12	\$ 1,108.30	\$ 15,701.42	\$ 6,298.58	71.37%
701 5-180 7-207...Presc Drugs	\$ 76,000.00	\$ 51,891.07	\$ 3,963.38	\$ 55,854.45	\$ 20,145.55	73.49%
701 5-180 7-208...Longevity	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0.00%
701 5-180 7-209...PERS-City Share	\$ 258,000.00	\$ 175,187.04	\$ 19,571.06	\$ 194,758.10	\$ 63,241.90	75.49%
701 5-180 7-212...Medicare	\$ 24,000.00	\$ 16,719.24	\$ 1,690.27	\$ 18,409.51	\$ 5,590.49	76.71%
701 5-180 7-219...PERS-Emp Share	\$ 33,000.00	\$ 24,946.92	\$ -	\$ 24,946.92	\$ 8,053.08	75.60%
701 5-180 8-226...Clothing	\$ 7,000.00	\$ 4,014.44	\$ 1,261.28	\$ 5,275.72	\$ 1,724.28	75.37%
701 5-180 8-500...Travel	\$ 3,000.00	\$ 815.00	\$ -	\$ 815.00	\$ 2,185.00	27.17%
701 5-180 8-601...Office Expense	\$ 40,000.00	\$ 37,858.69	\$ 2,229.99	\$ 40,088.68	\$ (88.68)	100.22%
701 5-180 8-602...Operating Supply	\$ 550,000.00	\$ 387,138.47	\$ 64,796.04	\$ 451,934.51	\$ 98,065.49	82.17%
701 5-180 8-603...Maint Supplies	\$ 50,000.00	\$ 39,006.52	\$ 5,111.72	\$ 44,118.24	\$ 5,881.76	88.24%
701 5-180 8-607...Equip Maint	\$ 200,000.00	\$ 140,513.75	\$ 9,515.29	\$ 150,029.04	\$ 49,970.96	75.01%
701 5-180 8-612...Extensions	\$ 150,000.00	\$ 92,331.77	\$ 36,987.84	\$ 129,319.61	\$ 20,680.39	86.21%
701 5-180 8-615...Lab Supplies	\$ 100,000.00	\$ 72,262.77	\$ 6,333.26	\$ 78,596.03	\$ 21,403.97	78.60%
701 5-180 8-624...Hydrant Repairs	\$ 5,000.00	\$ 13,377.08	\$ -	\$ 13,377.08	\$ (8,377.08)	267.54%
701 5-180 8-700...Utilities	\$ 800,000.00	\$ 487,958.82	\$ 68,985.64	\$ 556,944.46	\$ 243,055.54	69.62%
701 5-180 8-701-000...Prof Services	\$ 375,000.00	\$ 297,835.71	\$ 10,840.73	\$ 308,676.44	\$ 66,323.56	82.31%
701 5-180 8-703...WA Used from ETL1	\$ 5,000.00	\$ 2,627.24	\$ 8,443.68	\$ 11,070.92	\$ (6,070.92)	0.00%
701 5-180 8-707...Mobile Equip	\$ 50,000.00	\$ 18,688.47	\$ 6,834.62	\$ 25,523.09	\$ 24,476.91	51.05%
701 5-180 8-708...Bldg Maint	\$ 175,000.00	\$ 92,840.07	\$ 10,570.83	\$ 103,410.90	\$ 71,589.10	59.09%
701 5-180 8-709...Contract Services	\$ 10,000.00	\$ 5,416.67	\$ 868.48	\$ 6,285.15	\$ 3,714.85	62.85%
701 5-180 8-710...Insurance	\$ 23,000.00	\$ 17,844.11	\$ -	\$ 17,844.11	\$ 5,155.89	77.58%
701 5-180 8-711...New Bldg-Op Cost	\$ 60,000.00	\$ 20,153.60	\$ 2,551.85	\$ 22,705.45	\$ 37,294.55	37.84%
701 5-180 8-804...New Equipment	\$ 137,500.00	\$ 91,938.07	\$ 1,197.90	\$ 93,135.97	\$ 44,364.03	67.74%
701 5-180 8-805...Meters	\$ 150,000.00	\$ 2,158.97	\$ -	\$ 2,158.97	\$ 147,841.03	1.44%
701 5-180 8-907-001...Legal Fees	\$ 30,000.00	\$ -	\$ 81.70	\$ 81.70	\$ 29,918.30	0.27%
701 5-180 8-907-002...Bank Fees	\$ 12,000.00	\$ 7,289.04	\$ 2,129.80	\$ 9,418.84	\$ 2,581.16	78.49%
701 5-180 8-907-003...Finance Fees	\$ 29,500.00	\$ -	\$ -	\$ -	\$ 29,500.00	0.00%
701 9-180 8-465...Trsf to WWC Fund	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,500,000.00	0.00%
701 9-180 8-473...Trsf to WDS (2005)	\$ 360,800.00	\$ -	\$ -	\$ -	\$ 360,800.00	0.00%
701 9-180 8-476...Trsf to SW-Sludge	\$ 920,000.00	\$ -	\$ -	\$ -	\$ 920,000.00	0.00%
701 9-180 8-485...Trsf to OWDA	\$ 1,456,500.00	\$ 670,005.21	\$ -	\$ 670,005.21	\$ 786,494.79	46.00%
701 9-180 8-901...Refund/Reimburs	\$ 4,000.00	\$ 1,797.22	\$ 749.07	\$ 2,546.29	\$ 1,453.71	63.66%
<b>TOTALS</b>	<b>\$ 9,965,900.00</b>	<b>\$ 4,416,801.78</b>	<b>\$ 426,257.94</b>	<b>\$ 4,843,059.72</b>	<b>\$ 5,122,840.28</b>	<b>48.60%</b>
<b>RECEIPTS</b>	<b>\$ 1,067,724.73</b>	<b>\$ 6,755,573.92</b>	<b>\$ 872,369.92</b>	<b>\$ 7,627,943.84</b>	<b>\$ 3,852,608.85</b>	
	(January 1, 2016)	(Prev. Receipts)	(Monthly Receipts)	(To Date)	(Ending Balance)	

	PREV.TOTALS	MO.TOTALS	YTD TOTALS
WA IMPACT FEE	\$ 207,400.00	\$ 12,000.00	\$ 219,400.00
AVON DEBT - ETL2	\$ 34,190.63	\$ 3,798.96	\$ 37,989.59
N.RIDGE - ETL2	\$ 35,506.08	\$ 4,438.26	\$ 39,944.34
Interest Revenue	\$ -	\$ -	\$ -

# 2016 Water Fund Cumulative Budget, Expenses, & Revenues



**WATER BUDGET - FUND 701**

Account #	Description	Approved 2016	Thru Sept	2016 Est. Actual
701 5-180-7-102	Salaries	\$ 1,650,000	\$ 1,253,750	\$ 1,671,700
105	Part Time	\$ 100,000	\$ 89,480	\$ 119,300
106	Overtime	\$ 150,000	\$ 118,863	\$ 158,500
107	Other (CDL's)	\$ 3,000	\$ 3,175	\$ 3,200
115	Retirement/Sick Pay	\$ 5,000		\$ -
126	Clothing Allowance	\$ 3,000	\$ 3,600	\$ 3,600
200	Meal Allowances	\$ 1,200	\$ 700	\$ 900
201	Workers Comp.	\$ 50,000	\$ 25,741	\$ 34,300
203	Hospitalization	370,000	\$ 293,073	\$ 390,800
204	Group Life	2,400	\$ 1,646	\$ 2,200
205	Dental & Vision	22,000	\$ 15,701	\$ 20,900
207	Prescription Drug	76,000	\$ 55,854	\$ 74,500
208	Longevity	15,000		\$ 15,000
209	PERS-City's Share	258,000	\$ 194,758	\$ 259,700
212	Medicare	24,000	\$ 18,410	\$ 24,500
219	PERS-Employee Share	33,000	\$ 24,947	\$ 24,900
	<b>PERSONNEL TOTAL</b>	<b>\$ 2,762,600</b>	<b>\$ 2,099,698</b>	<b>\$ 2,804,000</b>
701 5-180 8-226	Clothing	\$ 7,000	\$ 5,276	\$ 7,000
500	Travel	\$ 3,000	\$ 815	\$ 1,100
601	Office Expense	\$ 40,000	\$ 40,089	\$ 53,500
602	Operating Supplies	\$ 550,000	\$ 451,935	\$ 602,600
603	Maintenance Supplies	\$ 50,000	\$ 44,118	\$ 58,800
607	Equipment Maint.	\$ 200,000	\$ 150,029	\$ 200,000
612	Extensions	\$ 150,000	\$ 129,320	\$ 172,400
615	Lab Supplies	\$ 100,000	\$ 78,596	\$ 104,800
624	Hydrant Repairs	\$ 5,000	\$ 13,377	\$ 13,400
700	Utilities	\$ 800,000	\$ 556,944	\$ 742,600
701	Professional Services	\$ 375,000	\$ 308,676	\$ 411,600
701-001	Personnel Replacement	\$ -		\$ -
703	Water Used from ETL1	\$ 5,000	\$ 11,071	\$ 11,100
707	Mobile Equipment Exp.	\$ 50,000	\$ 25,523	\$ 34,000
708	Building Maintenance	\$ 175,000	\$ 103,411	\$ 137,900
709	Contr. Serv. (Lawn/Cleaning)	\$ 10,000	\$ 6,285	\$ 8,400
710	Insurance	\$ 23,000	\$ 17,844	\$ 23,800
711	Office Bldg - Op. Exp.	\$ 60,000	\$ 22,705	\$ 30,300
804	New Equipment	\$ 137,500	\$ 93,136	\$ 124,200
805	Meters	\$ 150,000	\$ 2,159	\$ 2,900
907-001	Legal Fees	\$ 30,000	\$ 82	\$ 10,000
907-002	Bank Fees	\$ 12,000	\$ 9,419	\$ 12,600
907-003	Finance Dept. Fees	\$ 29,500		\$ 29,500
701 9-180 8-703	Transfer to ETL Interest Due	\$ -		
	Transfer to ETL1	\$ -		
	Transfer to ETL1 - share of relo.	\$ -		
465	Transf. to Water Const Fd.	\$ 1,500,000		\$ 1,500,000
473	Transf. to WDS-2005	\$ 360,800		\$ 360,800
474	Transfer to WDS-2001			\$ -
476	Transf. to Sewer Fd.	\$ 920,000		\$ 1,100,000
485	Transfer to WDS OWDA	\$ 1,456,500	\$ 670,005	\$ 1,456,500
492	Transf. to Replace & Exp.	\$ -		
901	Refund & Reimb.	\$ 4,000	\$ 2,546	\$ 3,400
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,817,300</b>	<b>\$ 670,005</b>	<b>\$ 1,817,300</b>
	<b>OTHER TOTAL</b>	<b>\$ 7,203,300</b>	<b>\$ 2,743,361</b>	<b>\$ 7,213,200</b>
	<b>TOTALS</b>	<b>\$ 9,965,900</b>	<b>\$ 4,843,060</b>	<b>\$ 10,017,200</b>

**ESTIMATED RECEIPTS:**

	Bulk Contract Revenue	\$ 7,289,000	\$ 7,627,944	\$ 10,170,600
	Water Fund A.L. Cust Revenue	\$ 1,513,000		Incl above
	Carry-Over	\$ 2,000,000		\$ -
	Transfer from Wa Constr 704			
	Refunds			
	Fund Interest	\$ 10,000		\$ -
	Miscellaneous Revenue (Mgmt Rev & Misc.)	\$ 570,000		\$ -
	Large Taps	\$ 5,000		\$ -
	<b>TOTAL CASH</b>	<b>\$ 11,387,000</b>		<b>\$ 10,170,600</b>

**FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2016  
WASTEWATER - FUND 721**

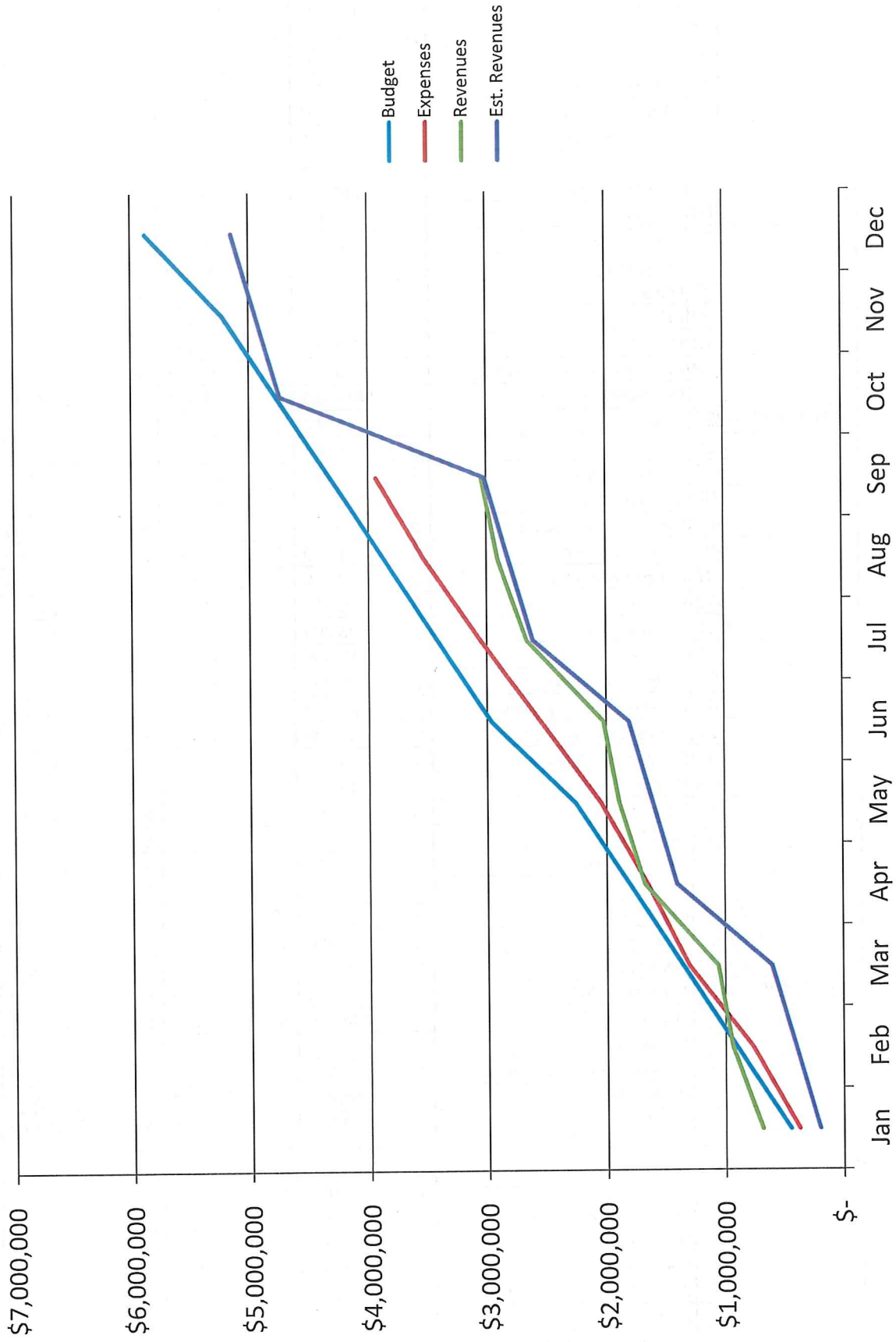
ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD	MONTHLY	TOTAL EXP	UNEXPENDED	% BUDGET
		EXPENSES	EXPENSES	TO DATE	APPROP	EXPENDED
721 5-190 7-102..Salaries	\$ 1,407,100.00	\$ 945,472.63	\$ 112,244.40	\$ 1,057,717.03	\$ 349,382.97	75.17%
721 5-190 7-105..Part Time	\$ 150,000.00	\$ 113,044.72	\$ 11,257.55	\$ 124,302.27	\$ 25,697.73	82.87%
721 5-190 7-106..Overtime	\$ 130,000.00	\$ 78,685.07	\$ 16,470.93	\$ 95,156.00	\$ 34,844.00	73.20%
721 5-190 7-107..CDL License	\$ 3,000.00	\$ 2,775.00	\$ -	\$ 2,775.00	\$ 225.00	92.50%
721 5-190 7-115..Retirement/Sick	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00%
721 5-190 7-126..Shoe Allowance	\$ 2,600.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ (400.00)	0.00%
721 5-190 7-200..Meal Allowances	\$ 1,500.00	\$ 800.00	\$ 100.00	\$ 900.00	\$ 600.00	60.00%
721 5-190 7-201..Workers Comp	\$ 44,500.00	\$ 16,956.83	\$ 6,663.62	\$ 23,620.45	\$ 20,879.55	53.08%
721 5-190 7-203..Hospitalization	\$ 388,000.00	\$ 260,415.45	\$ 36,715.10	\$ 297,130.55	\$ 90,869.45	76.58%
721 5-190 7-204..Group Life	\$ 2,500.00	\$ 1,587.60	\$ 210.00	\$ 1,797.60	\$ 702.40	71.90%
721 5-190 7-205..Dental / Vision	\$ 22,600.00	\$ 14,264.93	\$ 2,011.01	\$ 16,275.94	\$ 6,324.06	72.02%
721 5-190 7-205..Presc Drug	\$ 77,900.00	\$ 51,060.20	\$ 7,169.27	\$ 58,229.47	\$ 19,670.53	74.75%
721 5-190 7-208..Longevity	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0.00%
721 5-190 7-209..PERS, City Share	\$ 232,900.00	\$ 148,526.54	\$ 20,226.63	\$ 168,753.17	\$ 64,146.83	72.46%
721 5-190 7-212..Medicare	\$ 22,400.00	\$ 15,006.06	\$ 1,733.75	\$ 16,739.81	\$ 5,660.19	74.73%
721 5-190 7-219..PERS, Emp Share	\$ 40,200.00	\$ 12,583.29	\$ -	\$ 12,583.29	\$ 27,616.71	31.30%
721 5-190 8-226..Clothing	\$ 5,000.00	\$ 4,287.26	\$ 1,261.27	\$ 5,548.53	\$ (548.53)	110.97%
721 5-190 8-500..Travel	\$ 4,000.00	\$ 3,140.88	\$ -	\$ 3,140.88	\$ 859.12	78.52%
721 5-190 8-601..Office Expense	\$ 30,000.00	\$ 29,776.83	\$ 1,686.69	\$ 31,463.52	\$ (1,463.52)	104.88%
721 5-190 8-602..Operating Supplies	\$ 220,000.00	\$ 182,141.54	\$ 22,162.28	\$ 204,303.82	\$ 15,696.18	92.87%
721 5-190 8-603..Maint Supplies	\$ 50,000.00	\$ 44,748.56	\$ 9,636.44	\$ 54,385.00	\$ (4,385.00)	108.77%
721 5-190 8-604..Stormwa Removal	\$ 1,500.00	\$ 2,494.29	\$ -	\$ 2,494.29	\$ (994.29)	166.29%
721 5-190 8-607..Equip Maint	\$ 150,000.00	\$ 79,780.13	\$ 5,158.12	\$ 84,938.25	\$ 65,061.75	56.63%
721 5-190 8-612..Extensions	\$ 85,000.00	\$ 10,176.94	\$ 11,484.97	\$ 21,661.91	\$ 63,338.09	25.48%
721 5-190 8-615..Lab Supplies	\$ 35,000.00	\$ 27,093.26	\$ 9,082.53	\$ 36,175.79	\$ (1,175.79)	103.36%
721 5-190 8-700..Utilities	\$ 350,000.00	\$ 185,473.69	\$ 14,044.21	\$ 199,517.90	\$ 150,482.10	57.01%
721 5-190 8-701..Prof Services	\$ 750,000.00	\$ 551,871.16	\$ 75,120.85	\$ 626,992.01	\$ 123,007.99	83.60%
721 5-190 8-702..Residual Hauling	\$ 325,000.00	\$ 268,419.71	\$ 30,315.19	\$ 298,734.90	\$ 26,265.10	91.92%
721 5-190 8-707..Mobile Equipment	\$ 55,000.00	\$ 26,895.12	\$ 9,271.04	\$ 36,166.16	\$ 18,833.84	65.76%
721 5-190 8-708..Building Maint	\$ 60,000.00	\$ 108,453.17	\$ 804.45	\$ 109,257.62	\$ (49,257.62)	182.10%
721 5-190 8-709..Contract Services	\$ 10,000.00	\$ 5,416.67	\$ 868.47	\$ 6,285.14	\$ 3,714.86	62.85%
721 5-190 8-710..Insurance	\$ 15,000.00	\$ 11,637.46	\$ -	\$ 11,637.46	\$ 3,362.54	77.58%
721 5-190 8-804..New Equipment	\$ 214,000.00	\$ 138,796.00	\$ -	\$ 138,796.00	\$ 75,204.00	64.86%
721 5-190 8-805..Meters	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	0.00%
721-5-190 8-907-1..Legal Fees	\$ 25,000.00	\$ -	\$ 81.70	\$ 81.70	\$ 24,918.30	0.33%
721 5-190 8-907-2..Bank Fees	\$ 12,000.00	\$ 7,214.49	\$ 2,129.81	\$ 9,344.30	\$ 2,655.70	77.87%
721 5-190 8-907-3..Fin Dept Fees	\$ 29,500.00	\$ -	\$ -	\$ -	\$ 29,500.00	0.00%
721 9-190 8-477..Transfer to SCF	\$ 140,000.00	\$ 29,809.26	\$ -	\$ 29,809.26	\$ 110,190.74	21.29%
721 9-190 8-479..Transfer to SDR	\$ 718,000.00	\$ 145,308.70	\$ -	\$ 145,308.70	\$ 572,691.30	20.24%
721 9-190 8-901..Refunds/Reimburs	\$ 6,000.00	\$ 591.06	\$ -	\$ 591.06	\$ 5,408.94	9.85%
<b>TOTALS</b>	<b>\$ 5,875,200.00</b>	<b>\$ 3,527,704.50</b>	<b>\$ 407,910.28</b>	<b>\$ 3,935,614.78</b>	<b>\$ 1,939,585.22</b>	<b>66.99%</b>

<b>RECEIPTS</b>	\$ 1,382,644.99	\$ 2,907,969.06	\$ 134,889.20	\$ 3,042,858.26	\$ 489,888.47
	(January 1, 2016)	(Prev.Receipts)	(Monthly Rec.)	(To Date)	(Ending Balance)

	PREV.TOTALS	MO.TOTALS	ACCUM.TOTALS
TSSF-A.L.	\$ 176,204.00	\$ 5,970.00	\$ 182,174.00
TSSF-AVON	\$ 315,804.19	\$ -	\$ 315,804.19
TSSF - Interest	\$ 966.43	\$ 149.43	\$ 1,115.86
Total TSSF	\$ 492,974.62	\$ 6,119.43	\$ 499,094.05

	PREV.TOTALS	MO.TOTALS	ACCUM.TOTALS
INTEREST REV.			
Interest	\$ 1,081.20	\$ 167.17	\$ 1,248.37

# 2016 Sewer Fund Cumulative Budget, Expenses, & Revenues



**SEWER BUDGET - FUND 721**

Account #	Description	Orig Budget 2016	Thru Sept	2016 Estimated
721 5-190 7-102	Salaries	\$ 1,407,100	\$ 1,057,717	\$ 1,410,300
105	Part Time	\$ 150,000	\$ 124,302	\$ 165,700
105	Overtime	\$ 130,000	\$ 95,156	\$ 126,900
107	Other (CDL's)	\$ 3,000	\$ 2,775	\$ 2,775
115	Retirement/Sick Pay	\$ 40,000		\$ -
126	Clothing Allowance	\$ 2,600	\$ 3,000	\$ 3,000
200	Meal Allowances	\$ 1,500	\$ 900	\$ 1,200
201	Workers' Compensation	\$ 44,500	\$ 23,620	\$ 31,500
203	Hospitalization	388,000	\$ 297,131	\$ 396,200
204	Group Life	2,500	\$ 1,798	\$ 2,400
205	Dental & Vision	22,600	\$ 16,276	\$ 21,700
207	Prescription Drug	77,900	\$ 58,229	\$ 77,600
208	Longevity	15,000		\$ 15,000
209	PERS-City's Share	232,900	\$ 168,753	\$ 225,000
212	Medicare	22,400	\$ 16,740	\$ 22,300
219	PERS-Employee's Share	40,200	\$ 12,583	\$ 12,600
	<b>PERSONNEL TOTAL</b>	<b>\$ 2,580,200</b>	<b>\$ 1,878,981</b>	<b>\$ 2,514,175</b>
721 5-190 8-226	Clothing	\$ 5,000	\$ 5,549	\$ 7,400
500	Travel	\$ 4,000	\$ 3,141	\$ 4,200
601	Office Expense	\$ 30,000	\$ 31,464	\$ 42,000
602	Operating Supplies	\$ 220,000	\$ 204,304	\$ 272,400
603	Maintenance Supplies	\$ 50,000	\$ 54,385	\$ 72,500
604	Stormwater Removal	\$ 1,500	\$ 2,494	\$ 3,300
607	Equipment Maintenance	\$ 150,000	\$ 84,938	\$ 113,300
612	Extensions	\$ 85,000	\$ 21,662	\$ 28,900
615	Lab Supplies	\$ 35,000	\$ 36,176	\$ 48,200
700	Utilities	\$ 350,000	\$ 119,518	\$ 159,400
701	Professional Services	\$ 750,000	\$ 626,992	\$ 836,000
701-002	Residuals Hauling/Disposal	\$ 325,000	\$ 298,735	\$ 398,300
707	Mobile Equipment Expense	\$ 55,000	\$ 36,166	\$ 48,200
708	Building Maintenance	\$ 60,000	\$ 109,258	\$ 145,700
709	Contract Services	\$ 10,000	\$ 6,285	\$ 8,400
710	Insurance	\$ 15,000	\$ 11,637	\$ 15,500
802	Land Purchase			\$ -
804	New Equipment	\$ 214,000	\$ 138,796	\$ 185,100
805	Meters	\$ 5,000		\$ -
907-001	Legal Fees	\$ 25,000	\$ 82	\$ 100
907-002	Bank Fees	\$ 12,000	\$ 9,344	\$ 12,500
907-003	Finance Dept. Fees	\$ 29,500		\$ 29,500
721 9-190 8-477	Transfer to SCF	\$ 140,000	\$ 29,809	\$ 140,000
479	Transfer to SDSR	\$ 718,000	\$ 145,309	\$ 718,000
481	Transfer to Fund 725			
901	Refunds & Reimbursements	\$ 6,000	\$ 591	\$ 6,000
	<b>OTHER TOTAL</b>	<b>\$ 3,295,000</b>	<b>\$ 1,976,634</b>	<b>\$ 3,294,900</b>
	<b>TOTALS</b>	<b>\$ 5,875,200</b>	<b>\$ 3,855,615</b>	<b>\$ 5,809,075</b>

	Sewer Fund Cust. Revenue	\$ 3,961,000	\$ 3,042,858	\$ 4,341,100
	Sewer Rate Rebate Liability	\$ (56,000)		
	Misc Revenue	\$ 262,000		\$ -
	Carry-Over	\$ 1,100,000	\$ 391,258	\$ 391,258
	Water Plt. Wastewater Trmt.	\$ 920,000		\$ 1,100,000
	Interest	\$ 1,000		\$ -
	LORCO & Misc Refunds			
	<b>TOTAL CASH</b>	<b>\$ 6,244,000</b>	<b>\$ 3,434,116</b>	<b>\$ 5,832,358</b>

**FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2016  
MOR FUND 703 - ETL1**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
703 5-180 8-607..Op Chgs-Special	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
703 5-180 8-701..Prof Svcs	\$ 20,000.00	\$ 5,061.55	\$ -	\$ 5,061.55	\$ 14,938.45	25.31%
703 5-180 8-703..Pump Sta Power	\$ 240,000.00	\$ 128,107.44	\$ 18,616.61	\$ 146,724.05	\$ 93,275.95	61.14%
703 5-180 8-704..Water Purchases	\$ 1,481,000.00	\$ 994,592.86	\$ 166,668.74	\$ 1,161,261.60	\$ 319,738.40	78.41%
703 5-180 8-710..Insurance	\$ 9,000.00	\$ 9,223.00	\$ -	\$ 9,223.00	\$ (223.00)	102.48%
703 5-180 8-740..Operator Charges	\$ 190,000.00	\$ 176,472.23	\$ 372.60	\$ 176,844.83	\$ 13,155.17	93.08%
703 5-180 8-743..Vault Power	\$ 7,500.00	\$ 3,930.71	\$ 546.58	\$ 4,477.29	\$ 3,022.71	59.70%
703 5-180 8-801..Krebs PRV Vaults	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
703 9-180 8-473..Debt Service	\$ 20,500.00	\$ -	\$ -	\$ -	\$ 20,500.00	0.00%
<b>TOTALS</b>	<b>\$ 1,968,000.00</b>	<b>\$ 1,317,387.79</b>	<b>\$ 186,204.53</b>	<b>\$ 1,503,592.32</b>	<b>\$ 464,407.68</b>	<b>76.40%</b>
<b>RECEIPTS</b>	<b>\$ 38,095.82</b>	<b>\$ 1,444,975.27</b>	<b>\$ 215,953.02</b>	<b>\$ 1,660,928.29</b>	<b>\$ 195,431.79</b>	
	(January 1, 2016)	(Previous Rec.)	(Monthly)	(To Date)	(Ending Balance)	

RECEIPTS	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
Avon	\$ 43,026.06	\$ 16,017.12	\$ 59,043.18
Avon Lake	\$ 2,627.24	\$ 8,443.68	\$ 11,070.92
N.Ridgeville	\$ 446,653.34	\$ 88,801.44	\$ 535,454.78
RLCWA	\$ 657,843.06	\$ 102,690.00	\$ 760,533.06
<b>TOTAL</b>	<b>\$ 1,150,149.70</b>	<b>\$ 215,952.24</b>	<b>\$ 1,366,101.94</b>
Miscellaneous	\$ 29,576.53	\$ -	\$ 29,576.53
Int. Revenue	\$ 5.04	\$ 0.78	\$ 5.82
Trsf from ETL2	\$ 265,244.00	\$ -	\$ 265,244.00
	<b>\$ 1,444,975.27</b>	<b>\$ 215,953.02</b>	<b>\$ 1,660,928.29</b>

**MOR BUDGET-FUND 703 - ETL1**

Account #	Description	Approved 2016	Thru Sept	Estimated 2016
703 5-180 8-607	Operator Charges-Special	\$ -	\$ -	\$ -
701	Professional Services	\$ 20,000	\$ 5,062	\$ 6,700
703	Pump Station Power	\$ 240,000	\$ 146,724	\$ 195,600
704	Water Purchases	\$ 1,481,000	\$ 1,161,262	\$ 1,548,300
705	Corrosion Project			\$ -
710	Insurance	\$ 9,000	\$ 9,223	\$ 9,200
740	Operator Charges	\$ 190,000	\$ 176,845	\$ 235,800
743	Vault Power	\$ 7,500	\$ 4,477	\$ 6,000
801	Krebs Vault			\$ -
703 9-180 8-463	Debt Service Trsf to Fund 706	\$ 20,500		\$ 20,500
	Payment for manuscript debt			\$ -
	Repayment of advance			
	<b>TOTALS</b>	<b>\$ 1,968,000</b>	<b>\$ 1,503,592</b>	<b>\$ 2,022,100</b>

	Carry-Over	\$ 50,000	\$ -	\$ -
	ETL1 vs ETL2 Power Cost Adj	\$ 265,244	\$ -	\$ -
	Interest Revenue Yearly	\$ 1,500		\$ -
	Misc			\$ -
	MOR Fund Receipts	\$ 1,677,000	\$ 1,660,928	\$ 2,214,600
	Rate Increase			Incls all receipts
	Payment from ALRW for Krebs incr			\$ -
	<b>TOTAL CASH</b>	<b>\$ 1,993,744</b>	<b>\$ 1,660,928</b>	<b>\$ 2,214,600</b>



**FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2016  
MOR FUND 762 - ETL2 - SUBFUND #2**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
762 5-180 8-607..Op Chgs-Special	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
762 5-180 8-701..Prof. Services	\$ 10,000.00	\$ 16,010.31	\$ -	\$ 16,010.31	\$ (6,010.31)	160.10%
762 5-180 8-703..Pump Sta Power	\$ 120,000.00	\$ 74,697.81	\$ 12,232.19	\$ 86,930.00	\$ 33,070.00	72.44%
762 5-180 8-704..Water Purchases	\$ 3,465,000.00	\$ 2,151,457.04	\$ 335,139.40	\$ 2,486,596.44	\$ 978,403.56	71.76%
762 5-180 8-710..Insurance	\$ 9,500.00	\$ 9,223.00	\$ -	\$ 9,223.00	\$ 277.00	97.08%
762 5-180 8-740..Operator Charges	\$ 74,800.00	\$ 40,979.74	\$ 7,025.40	\$ 48,005.14	\$ 26,794.86	64.18%
762 5-180 8-743..Vault Power	\$ 4,456.00	\$ 2,790.71	\$ 308.83	\$ 3,099.54	\$ 1,356.46	69.56%
762 9-180 8-401..Trsf to ETL1 Elect	\$ 265,244.00	\$ 265,244.00	\$ -	\$ 265,244.00	\$ -	0.00%
<b>TOTALS</b>	<b>\$ 3,949,000.00</b>	<b>\$ 2,560,402.61</b>	<b>\$ 354,705.82</b>	<b>\$ 2,915,108.43</b>	<b>\$ 1,033,891.57</b>	<b>73.82%</b>
<b>RECEIPTS</b>	<b>\$ 1,243,024.50</b>	<b>\$ 2,600,417.71</b>	<b>\$ 394,792.54</b>	<b>\$ 2,995,210.25</b>	<b>\$ 1,323,126.32</b>	
	(January 1, 2016)	(Prev. Receipts)	(Mo. Receipts)	(To Date)	(Ending Balance)	

GALLONS BILLED X \$1.58 RECEIPTS:	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
RLCWA	\$ 373,885.42	\$ 54,571.62	\$ 428,457.04
MEDINA CO.	\$ 961,047.40	\$ 143,495.60	\$ 1,104,543.00
MEDINA CITY.	\$ 1,124,323.48	\$ 167,805.48	\$ 1,292,128.96
N.RIDGEVILLE	\$ 2,569.58	\$ 323.90	\$ 2,893.48
AVON	\$ 102,568.82	\$ 28,542.70	\$ 131,111.52
SUB TOTAL	\$ 2,564,394.70	\$ 394,739.30	\$ 2,959,134.00
INT. REV.	\$ 344.30	\$ 53.24	\$ 397.54
Miscellaneous	\$ 35,678.71	\$ -	\$ 35,678.71
<b>TOTALS</b>	<b>\$ 2,600,417.71</b>	<b>\$ 394,792.54</b>	<b>\$ 2,995,210.25</b>

**FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2016  
MOR FUND 762 - ETL2 - SUBFUND #3 (ISLAND ROAD POWER COSTS)**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
762 5-180 8-703..Pump Sta Power	\$ 220,000.00	\$ 110,453.44	\$ 14,754.48	\$ 125,207.92	\$ 94,792.08	56.91%
<b>TOTALS</b>	<b>\$ 220,000.00</b>	<b>\$ 110,453.44</b>	<b>\$ 14,754.48</b>	<b>\$ 125,207.92</b>	<b>\$ 94,792.08</b>	
<b>RECEIPTS</b>	<b>\$ 126,462.79</b>	<b>\$ 159,433.40</b>	<b>\$ 23,156.50</b>	<b>\$ 182,589.90</b>	<b>\$ 183,844.77</b>	
	(January 1, 2016)	(Prev. Receipts)	(Mo. Receipts)	(To Date)	(Ending Balance)	

Gals. Billed X \$.10 RECEIPTS:	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
RLCWA	\$ 24,175.50	\$ 3,453.90	\$ 27,629.40
Medina Co.	\$ 62,117.00	\$ 9,082.00	\$ 71,199.00
Medina City	\$ 73,140.90	\$ 10,620.60	\$ 83,761.50
Miscellaneous	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 159,433.40</b>	<b>\$ 23,156.50</b>	<b>\$ 182,589.90</b>

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

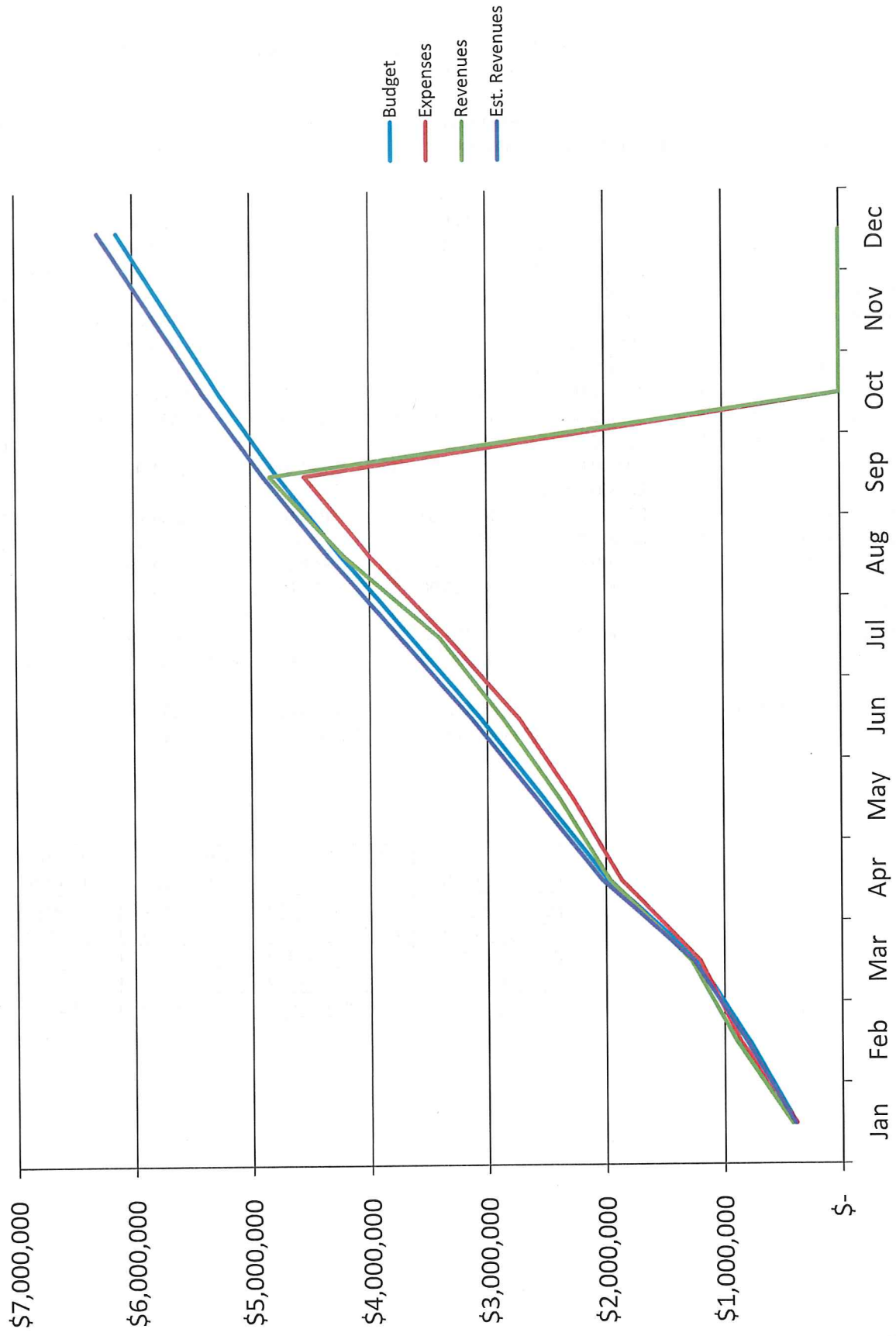
Account #	Description	Approved 2016	Thru Sept	Estimated 2016
762 5-180 8-607	Operator Charges-Special	\$ -	\$ -	\$ -
701	Professional Services	\$ 10,000	\$ 16,010	\$ 24,000
703	Pump Station Power (Moore Rd)	\$ 120,000	\$ 86,930	\$ 130,400
704	Water Purchases	\$ 3,465,000	\$ 2,486,596	\$ 3,729,900
710	Insurance	\$ 9,500	\$ 9,223	\$ 9,223
740	Operator Charges	\$ 74,800	\$ 48,005	\$ 72,000
743	Vault Power	\$ 4,456	\$ 3,100	\$ 4,600
	ETL1 vs ETL2 Power Cost Adj.	\$ 265,244	\$ 265,244	\$ 71,557
	Easement			\$ 180,000
	<b>TOTALS</b>	<b>\$ 3,949,000</b>	<b>\$ 2,915,108</b>	<b>\$ 4,221,680</b>

	Carry-Over	\$ 1,000,000		\$ -
	MOR Fund Rec.	\$ 4,106,000	\$ 2,995,210	\$ 4,492,800
	Rate Increase			
	Interest Revenue	\$ 5,000		\$ -
	Repayment of ETL1 Loan			
	Miscellaneous	\$ -		\$ -
	<b>TOTAL CASH</b>	<b>\$ 5,111,000</b>	<b>\$ 2,995,210</b>	<b>\$ 4,492,800</b>

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

Account #	Description	Approved 2016	Thru Sept	Estimated 2016
762 5-180 8-703	Pump Station Power (Island Rd)	\$ 220,000	\$ 125,208	\$ 187,800
804	New Equipment			
	<b>TOTALS</b>	<b>\$ 220,000</b>	<b>\$ 125,208</b>	<b>\$ 187,800</b>
	Carry-Over		\$ -	
	MOR Fund Rec.	\$ 244,200	\$ 182,590	\$ 273,900
	Project Payments			
	<b>TOTAL CASH</b>	<b>\$ 244,200</b>	<b>\$ 182,590</b>	<b>\$ 273,900</b>

# 2016 ETL Funds Cumulative Budget, Expenses, & Revenues

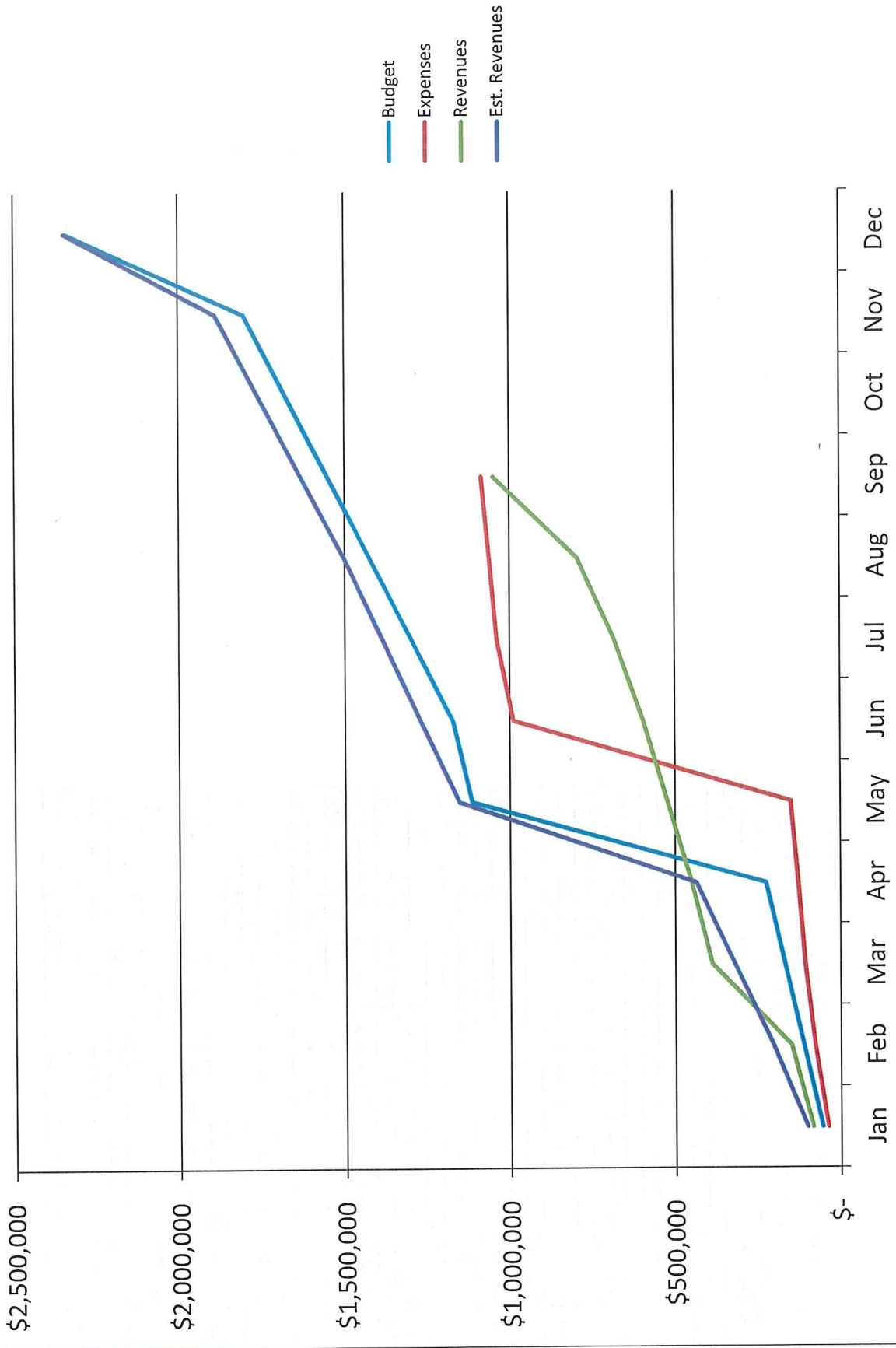


**FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2016  
LORCO OPERATING FUND 749**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
749 5-190 7-102..Salaries	\$ 7,500.00	\$ 5,625.00	\$ -	\$ 5,625.00	\$ 1,875.00	75.00%
749 5-190 7-209..PERS	\$ -	\$ 525.00	\$ -	\$ 525.00	\$ (525.00)	0.00%
749 5-190 7-212..Medicare	\$ -	\$ 54.38	\$ -	\$ 54.38	\$ (54.38)	0.00%
..Booked Labor	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	0.00%
749 5-190 8-500..Travel	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	0.00%
749 5-190 8-601..Office Supplies	\$ 1,500.00	\$ 160.32	\$ -	\$ 160.32	\$ 1,339.68	10.69%
749 5-190 8-603..Maint Supplies	\$ 20,000.00	\$ 39,974.71	\$ -	\$ 39,974.71	\$ (19,974.71)	0.00%
749 5-190 8-607..Equip Maint.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	0.00%
749 5-180 8-700..Utilities	\$ 40,000.00	\$ 21,274.49	\$ 2,098.44	\$ 23,372.93	\$ 16,627.07	58.43%
749 5-190 8-701..Professional Svc	\$ 50,000.00	\$ 13,533.01	\$ 477.76	\$ 14,010.77	\$ 35,989.23	28.02%
749 5-190 8-709..Contract Services	\$ 5,500.00	\$ -	\$ -	\$ -	\$ 5,500.00	0.00%
749 5-190 8-710..Insurance	\$ 10,000.00	\$ -	\$ 6,221.00	\$ 6,221.00	\$ 3,779.00	62.21%
749 5-190 8-804..Treatment	\$ 220,000.00	\$ -	\$ -	\$ -	\$ 220,000.00	0.00%
749 5-190 8-848..Billing Expenses	\$ 25,000.00	\$ 16,434.81	\$ 859.92	\$ 17,294.73	\$ 7,705.27	69.18%
749 5-190 8-907-001..Legal Fees	\$ 30,000.00	\$ 37,811.59	\$ -	\$ 37,811.59	\$ (7,811.59)	126.04%
749 5-190 8-907-002..Bank Fees	\$ 500.00	\$ 1,081.04	\$ 568.86	\$ 1,649.90	\$ (1,149.90)	329.98%
749 5-190 8-907-003..Coop Pmt	\$ 162,000.00	\$ 108,000.00	\$ 13,500.00	\$ 121,500.00	\$ 40,500.00	0.00%
749 9-190 8-304...Repay Adv to 725	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
749 9-190 8-727 ..Debt Service	\$ 1,700,000.00	\$ 816,482.05	\$ -	\$ 816,482.05	\$ 883,517.95	48.03%
<b>TOTALS</b>	<b>\$ 2,342,300.00</b>	<b>\$ 1,060,956.40</b>	<b>\$ 23,725.98</b>	<b>\$ 1,084,682.38</b>	<b>\$ 1,257,617.62</b>	
<b>RECEIPTS</b>	<b>\$ 92,712.40</b>	<b>\$ 796,112.91</b>	<b>\$ 254,148.43</b>	<b>\$ 1,050,261.34</b>	<b>\$ 58,291.36</b>	
	(January 1, 2016)	(Previous Rec.)	(Monthly)	(To Date)	(Ending Balance)	

RECEIPTS	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
Tap Fees	\$ 262,227.11	\$ 137,897.24	\$ 400,124.35
Billing Revenue	\$ 533,055.80	\$ 116,251.19	\$ 649,306.99
Miscellaneous	\$ 830.00	\$ -	\$ 830.00
Advance	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 796,112.91</b>	<b>\$ 254,148.43</b>	<b>\$ 1,050,261.34</b>

# 2016 LORCO Fund Cumulative Budget, Expenses, & Revenues



LORCO Operating Budget - Fund 749					
Account #	Description	Approved 2016	Thru Sept	2016 Est. Actual	
749 5-190 7-102	Salaries	\$ 7,500	\$ 5,625	\$ 7,500	
105	Part Time			\$ -	
106	Overtime			\$ -	
126	Clothing			\$ -	
200	Meal Allowances			\$ -	
201	Workmans' Comp			\$ -	
203	Hospitalization			\$ -	
204	Group Life			\$ -	
205	Dental / Vision			\$ -	
207	Prescription Drug			\$ -	
209	PERS - City Share	\$ 525	\$ 525	\$ 600	
212	Medicare	\$ 100	\$ 54	\$ 100	
219	PERS - Employee's Share			\$ -	
	Booked Labor	\$ 60,000		\$ -	
	PERSONNEL TOTAL	\$ 67,500	\$ 6,204	\$ 8,200	
749 5-190 8-500	Travel	\$ 300		\$ -	
-601	Office Expense	\$ 1,500	\$ 160	\$ 200	
-603	Maint Supplies	\$ 20,000	\$ 39,975	\$ 48,000	
-607	Equipment Maintenance	\$ 10,000		\$ -	
-700	Utilities	\$ 40,000	\$ 23,373	\$ 28,000	
-701	Professional Services	\$ 50,000	\$ 14,011	\$ 16,800	
-707	Mobile Phone			\$ -	
709	Contract Services	\$ 5,500		\$ 5,500	
-710	Insurance	\$ 10,000	\$ 6,221	\$ 7,500	
-804	Treatment	\$ 220,000		\$ -	
-848	Billing Expenses	\$ 25,000	\$ 17,295	\$ 20,800	
-907-001	Legal Fees	\$ 30,000	\$ 37,812	\$ 100,000	
-907-002	Bank Fees	\$ 500	\$ 1,650	\$ 2,000	
-907-003	Cooperative Agreement - pymt	\$ 162,000	\$ 121,500	\$ 148,500	
	Repay Adv to 729	\$ -		\$ -	
	Repay Adv to 725			\$ -	
749 9-190 8-473	Debt Service	\$ 1,700,000	\$ 816,482	\$ 1,632,964	
	Transf to Fund 739			\$ -	
	OTHER TOTAL	\$ 2,274,800	\$ 1,078,478	\$ 2,010,264	
	TOTAL	\$ 2,342,300	\$ 1,084,682	\$ 2,018,464	
LORCO OPERATING REVENUES					
	Balance	\$ 5,000			
	Tap Fees	\$ 80,000	\$ 98,000	\$ 98,000	
	Annual Tax Assessment	\$ 316,000	\$ 302,124	\$ 302,124	
	Monthly Billings	\$ 872,000	\$ 649,307	\$ 865,743	
	Misc. Revenue				
	Adv. from Avon Lake Regional Water	\$ 800,000		\$ 800,000	
	Booked Treatment/Labor	\$ 280,000		\$ -	
	TOTAL RECEIPTS	\$ 2,353,000	\$ 1,049,431	\$ 2,065,867	

Avon Lake Board of Municipal Utilities

**AGENDA**

For

**Tuesday**

**October 18, 2016**

**Immediately Following Work Session**

1. Call to Order
2. General Matters
  - A. Approve Minutes
  - B. Public Speakers (*3 minutes each*)
  - C. Correspondence
3. Expenditures
4. Revenue Bond
5. Additional Appropriations
6. Compensatory Time for Non-Bargaining Staff
7. New Job Descriptions
8. Informational Items
  - A. Reports/Updates
    - 1) Software Updates
    - 2) Lateral Loan Program
    - 3) Chairman/Committee/Member Reports
    - 4) CUE Report
  - B. Miscellaneous
9. Public Speakers
10. Adjourn

QUESTION 1

100%

10

100%

100%

QUESTION 2

QUESTION 3

QUESTION 4

QUESTION 5

QUESTION 6

QUESTION 7

QUESTION 8

QUESTION 9

QUESTION 10

QUESTION 11

QUESTION 12

QUESTION 13

QUESTION 14

QUESTION 15

QUESTION 16

QUESTION 17

QUESTION 18

QUESTION 19

QUESTION 20

QUESTION 21



Board of Municipal Utilities  
**Regular Meeting Minutes**  
**October 4, 2016**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM.

Present: Mr. Dzwonczyk, Mr. Rush, Mr. Rickey, Mr. Berner and Ms. Schnabel.

Also present: Chief Utilities Executive Danielson, WPCO Manager Baytos, Mayor Zilka Councilmember Fenderbosch.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the August 16, 2016, Work Session, the September 20, 2016, Work Session, and the September 20, 2016, Regular Meeting. With the correction of spelling of Mr. Dzwonczyk's name in one instance and the inclusion of Mr. Orlousky's correspondence that was requested to be part of the official record, the minutes were ordered to stand and be distributed as presented.

***Public Speakers*** – None.

***Correspondence*** – Chairman Dzwonczyk presented eight additional letters in reference to the staging area for Avon Lake Regional Water's future project sites.

***Expenditures***

Following review of expenses dated October 4, 2016 for funds and amounts as follows, Mr. Rush moved, Mr. Rickey seconded, that all be approved and paid per budget:

Water Fund 701	\$	143,206.17
Wastewater Fund 721	\$	194,565.10
MOR Fund 703 ETL1	\$	14,463.27
MOR Fund 762 ETL2	\$	11,263.84
LORCO Fund 749	\$	1,949.77
Water Const 704	\$	823,071.37

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

***Reports/Updates***

***LORCO Advance:*** With the approval of the 2016 budget, \$800,000 was appropriated to the Water Construction Fund (704) that would be loaned to LORCO at the 3.94% interest rate as per the Cooperative Agreement. Per custom, once the Board has appropriated the money, further action is not necessary for the advance (loan). In October, \$800,000 will be advanced to LORCO to assist with debt service payments.

*Lateral Loan Program:* Since the last Board meeting, six additional agreements for the Lateral Loan Program have been executed, bringing the total to thirteen properties, with \$40,850 committed so far.

*Awards:* At WEFTEC, the Water Environment Federation's annual national conference, Avon Lake Regional Water received two awards. The first is a Certificate of Recognition that Avon Lake Regional Water is considered a Water Resources Utility of the Future Today. This is the first year of the program that highlights utilities that are forward thinking and applying concepts that leaders in the profession believe utilities should be striving to do. The recognition was granted to 61 utilities nationally. Also at WEFTEC, Avon Lake Regional Water received a Public Outreach award for the video, "Why do I need to separate my home's outgoing water?"

*Chairman/Committee/Members Reports*

Chairman Dzwonczyk requested an update on action items from the previous Board meeting.

*Time Clocks-CUE* Danielson is working with staff and City Hall to track overtime for employees and post it to the proper Funds.

*GPS-CUE* Danielson is working with staff to determine if GPS would be appropriate.

*LORCO Trustees-CUE* Danielson will work with the Executive Director to educate the new trustees with LORCO. Chairman Dzwonczyk requested a more detailed report at the next Board meeting.

*Staging Area-CUE* Danielson will send a letter to residents that Ilg Park is taken off the list for project staging areas and is hoping to be able to include information regarding the intended staging areas in the same letter.

*ETL 2-CUE* Danielson reported GRW was the company who designed the plans and hired a minority inspection firm to inspect the lines. Jack Gaydar was tasked with surveying easements when he first started, but this was not a concern that we were aware of at the time.

*Budget Adjustment-*Appropriations will be discussed in the next work session in October.

*Additional Easement-*Easement language has been written up and is still in the process of legal review.

*Solicitation for Proposals-*Currently staff is researching the best way to solicit for proposals. Eleven potential firms are interested in submitting qualifications for the 45s combined sewer separation project, through our current solicitations.

*Full Separation in the 45s-*Following extensive discussion on the sewer separation project for the 45s, staff indicated that the 2004 Long-Term Control Plan selected complete sewer separation as the most cost-effective approach to end combined sewer overflows. The current Brown and Caldwell study is confirming whether this is still the case for the 45s.

*ETL2 Easement*-CUE Danielson reported Avon Lake Regional Water is responsible to restore the easement to the original condition. With the exception of a property disturbance by Avon Lake Regional Water or its operations, all ongoing maintenance is the responsibility of the property owner.

*What would happen if the Board violated an agreement with the state?* -CUE Danielson stated violations would have to be mitigated. The Board of Municipal Utilities would have to uphold the agreement.

*Shamrock replacement*-Staff is moving forward with Smart Bill as a replacement printing company, this company should save us money.

Mr. Rush reported he attended the Human Resources meeting and requested to be excused as they dismissed for Executive Session as it did not pertain to Avon Lake Regional Water.

Ms. Schnabel reported she attended the Environmental meeting and that nothing related to Avon Lake Regional Water was discussed.

CUO Eberle reported the American Iron Steel correction at the current water project will be discussed at the next work session. Staff will provide information before the work session and would welcome any questions before the meeting.

*CUE Report*  
None.

***Miscellaneous***

None.

***Executive Session***

Mr. Rush moved, Mr. Rickey seconded, to meet in Executive Session as allowed by ORC 121.22 (G)(1) to discuss employee matters and to include the CUE in the discussion.

Ayes (per rollcall vote): Dzwonczyk, Berner, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 8:24 PM

Mr. Dzwonczyk moved, Mr. Rush seconded to exclude employees of the Board of Municipal Utilities from Temporary Legislation 10731 item (d) and Temporary Legislation 10735.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

***Adjourn***

As there was no further business, Mr. Rush moved, Ms. Schnabel seconded, that the meeting adjourn at 8:27 PM.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved October 18, 2016

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

DRAFT

Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**  
From: **Todd Danielson**  
Subject: **Agenda Items – October 18, 2016**  
Date: **October 14, 2016**

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**Item 4: Revenue Bond – TAD**

The CUE is working with the Finance Director to convert the Moorewood area combined sewer separation note into a revenue bond. The \$5 million note is due in December. A revenue bond will be issued to pay the note. We are currently working to identify the most appropriate terms and conditions for the bond.

The conversion of the note to a revenue bond is in line with the Principles:

- ◆ Provide quality, affordable water services.
- ◆ Exercise fiduciary responsibility.

*Recommended motion:*

*I move to authorize the CUE to work with the finance director to issue wastewater revenue bonds to pay off the Moorewood area sewer separation bond anticipation notes.*

**Item 5: Additional Appropriations – TAD**

As presented in the Work Session, the drought during this past summer led to increased expenses, as did some previously unbudgeted expenses. Revenues sufficiently offset the additional expenses. However, appropriations must be made in order not to exceed budgeted amounts.

*Recommended Motion:*

*I move to appropriate the following:*

<i>Fund / Account</i>	<i>Amount</i>
<i>Water Fund 701 Personnel</i>	<i>\$90,000</i>
<i>Water Fund 701 Other</i>	<i>\$90,000</i>
<i>ETL1 Fund 703</i>	<i>\$75,000</i>
<i>ETL2 Fund 762 subfund 2</i>	<i>\$300,000</i>

**Item 6: Compensatory Time for Non-Bargaining Staff – TAD**

As a way to reduce overtime expenses, management and the union negotiated as part of the collective bargaining agreement to allow bargaining employees to accumulate compensatory time and have the option to take time off, rather than be paid overtime. The CUE would like to allow a similar opportunity for non-bargaining staff. The program would allow non-bargaining staff to bank up to a rolling 60 hours of time that would have been paid as overtime but may be used as time off instead. This would reduce overtime paid to non-bargaining staff and help reduce personnel expenses.

In making this decision, the Principles that would help guide the Board are:

- ◆ Sustain an empowered, skilled, quality workforce with a commitment to innovation.
- ◆ Exercise fiduciary responsibility.

*Recommended motion:*

*I move to authorize the CUE to establish a compensatory time program for non-bargaining staff similar to that previously approved for bargaining staff.*

**Item 7: New Job Descriptions – TAD**

In order to respond to changes in how the organization has been doing business and to prepare for the future, the CUE requests the approval of the job descriptions for Customer Service Clerk, Customer Service Representative, Customer Service Professional, and Executive Assistant. Over time, the intention is that these positions will replace the Biller/Bookkeeper II, Biller/Bookkeeper I, and Cashier/Bookkeeper positions.

With the approval of the job descriptions, the CUE will present them to the Civil Service Commission for confirmation which positions will be considered part of the classified service. With approval by the Civil Service Commission, they will be presented to the HR Committee and then Council for final approval.

In making this decision, the Principles that would help guide the Board are:

- ◆ Sustain an empowered, skilled, quality workforce with a commitment to innovation.
- ◆ Exercise fiduciary responsibility.

*Recommended motion:*

*I move to approve the job descriptions for Customer Service Clerk, Customer Service Representative, Customer Service Professional, and Executive Assistant.*

*I further move to approve a \$15/hour to \$30/hour wage range for the Executive Assistant and the following hourly wage range for the Customer Service Clerk:*

<i>Step 1A</i>	<i>Step 1B</i>	<i>Step 1C</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>\$12.00</i>	<i>\$13.00</i>	<i>\$14.00</i>	<i>\$15.00</i>	<i>\$16.00</i>	<i>\$17.00</i>	<i>\$18.00</i>

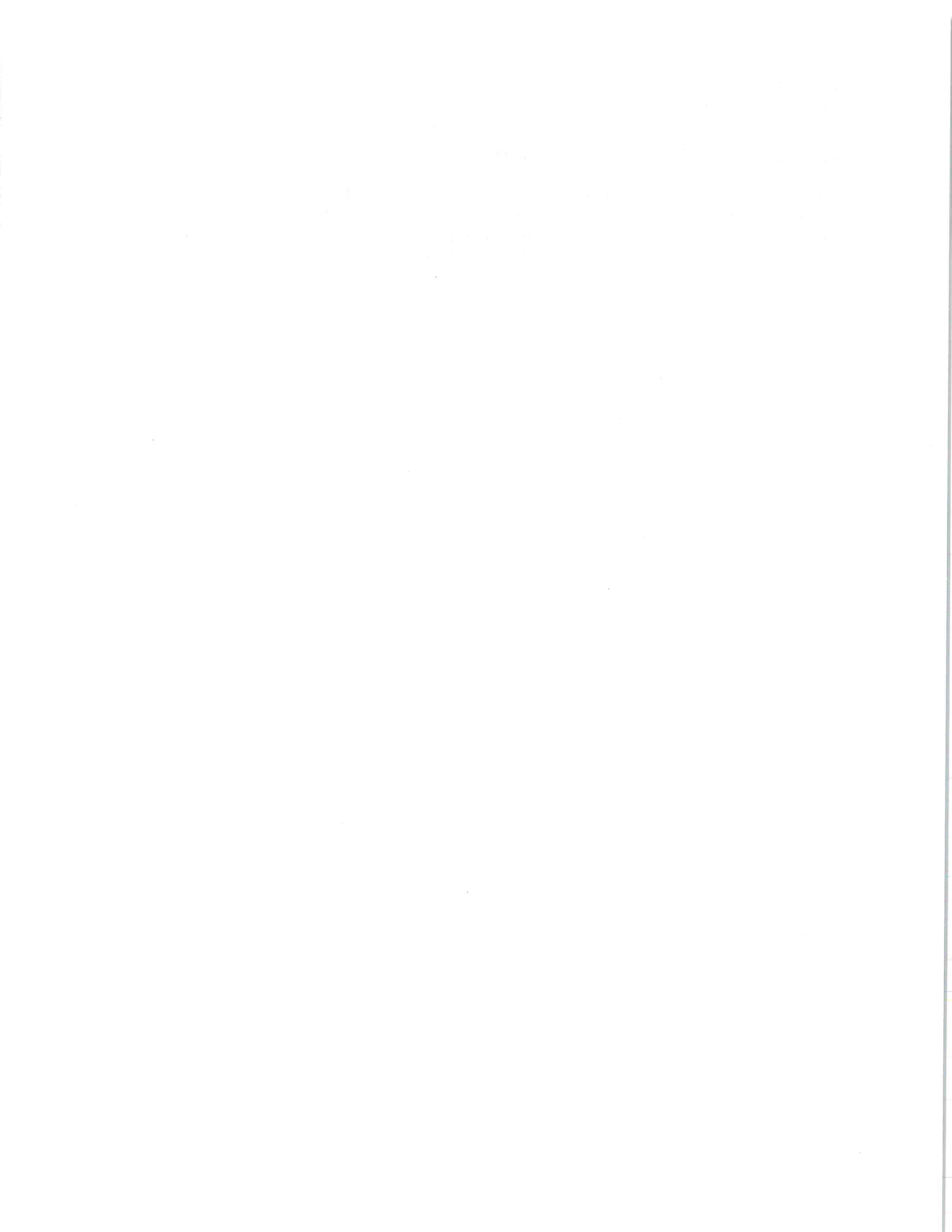
**Item 8A1: Software Updates – TAD**

The City has been working through the launch of the new accounting software. The old system has been "turned off" and all information/open purchase orders are being loaded into the new system. New general ledger items have been created. Connection issues between different buildings have been resolved. Once the new system is up and running, new purchase orders from the previous two weeks can be entered. The City is working to resolve outstanding issues because, similar to all other expenses, none of the expenses the Board is approving at this meeting can be paid until the new system is live.

Similarly, the vendor and staff are working through issues with the launch our customer information system (Muni-Link). Much of what has caused the delays in implementation relate back to the difficulty to convert the data from our previous system. As of this writing, staff remains hopeful that the system will be accessible to customers late Friday.

Item 8A2:      **Lateral Loan Program – TAD**

Since the last Board meeting, four additional agreements for the Lateral Loan Program have been executed, bringing the total to seventeen properties, with \$49,550 committed so far. Members asked to have included how much money has been expended. With the updates to the software systems, this should be easily able to be tracked and will be included in the future.





10/14/16

Avon Lake Municipal Utilities  
Water Fund 701 Expenses  
October 18, 2016

Name	Amount	Memo	Account
Oct 18, 16			
1. Water Employees	50,105.14	Salaries P/R #21 9/19/16-10/2/16	701 5-180 7-102-...
2. Water Employees	1,846.50	PartTime P/R#21 9/19/16-10/2/16	701 5-180 7-105-...
3. Water Employees	6,981.67	Overtime P/R #21 9/19/16-10/2/16	701 5-180 7-106-...
4. Brass, Mike	20.00	2 Employee Meal Allowances - LS	701 5-180 7-200-...
5. Klunk, Brian	10.00	1 Employee Meal Allowance-LS	701 5-180 7-200-...
6. Kral, Kristin	50.00	5 Employee Meal Allowances-LS	701 5-180 7-200-...
7. Gomez, Kristin	30.00	3 Employee Meal Allowances-LS	701 5-180 7-200-...
8. Medical Mutual of Ohio	17,844.40	Hospitalization - November 2016	701 5-180 7-203-...
9. Medical Mutual of Ohio	126.00	Group Life - November 2016	701 5-180 7-204-...
10. Medical Mutual of Ohio	1,021.16	Dental/Vision - November 2016	701 5-180 7-205-...
11. Medical Mutual of Ohio	3,657.33	Prescription Drug - November 2016	701 5-180 7-207-...
12. Cintas Corp.	175.22	Emp Uniform Rental Sept. 2016-RK	701 5-180 8-226-...
13. Rockmont	50.00	Employee Clothing-EW	701 5-180 8-226-...
14. Firstmerit Bankcard Ctr	786.72	Conference Expenses-SH	701 5-180 8-500-...
15. Automated Business Machi...	41.25	1/2-Canon Cleaning Cards-KK	701 5-180 8-601-...
16. Avon Lake Printing	1,516.61	Waterline, Labels, Forms-EW/SH	701 5-180 8-601-...
17. FriendsOffice	549.21	Office Supplies-LS/KK/KG	701 5-180 8-601-...
18. Staples	50.49	1/2-Office Supplies-LS	701 5-180 8-601-...
19. Applied Specialties Inc.	2,870.40	Polymer - SH	701 5-180 8-602-...
20. Cabot Norit Americas Inc.	36,537.60	20.76 Tons Carbon/SH	701 5-180 8-602-...
21. Jones Chemicals Inc.	3,325.00	7 Tons Chlorine @ Water Plant - SH	701 5-180 8-602-...
22. USALCO	12,701.88	99.17 Tons Alum - SH	701 5-180 8-602-...
23. ABC Equipment Rental	353.26	Maintenance Supplies-RK	701 5-180 8-603-...
24. Active Plumbing Supply	54.69	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
25. Allied Electronics Inc.	26.01	Maintenance Supplies-SH	701 5-180 8-603-...
26. E & H Hardware Group, LLC.	40.18	1/2-Maintenance Supplies-TAD	701 5-180 8-603-...
27. Fastenal Company	31.73	Maintenance Supplies-SH	701 5-180 8-603-...
28. Grainger Inc.	442.46	Maintenance Supplies-SH	701 5-180 8-603-...
29. GVS Safety Supplies, Inc.	605.00	Maintenance Supplies-SH	701 5-180 8-603-...
30. Home Depot	331.88	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
31. Indy Equipment	114.60	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
32. Trico Oxygen Company	249.06	Maintenance Gases/Supplies-RK/SH	701 5-180 8-603-...
33. Pollardwater	404.23	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
34. Firstmerit Bankcard Ctr	368.35	Repair Parts-SH	701 5-180 8-603-...
35. Brohl & Appell, Inc.	323.26	Chlorine System Parts-SH	701 5-180 8-607-...
36. FCX Performance Inc.	1,243.10	Equipment Maintenance-SH	701 5-180 8-607-...
37. Grainger Inc.	613.16	Plumbing Parts-Carbon Feed System-...	701 5-180 8-607-...
38. McMaster-Carr Supply	641.84	Clamps for Crib Air System-SH	701 5-180 8-607-...
39. USA Blue Book	215.79	Parts-Sweep Pump Flow Control-SH	701 5-180 8-607-...
40. Complete Concrete	350.00	Saw Cut Rt. 83 for New Wa Line-RK	701 5-180 8-612-...
41. Harold Archer & Sons	1,796.69	99.54 Tons Stone-RK	701 5-180 8-612-...
42. HD Supply Waterworks, Ltd.	5,171.98	Water Distribution Supplies-RK	701 5-180 8-612-...
43. Kendera Concrete & Mason...	7,050.00	Drive Repairs-RK	701 5-180 8-612-...
44. Westview Concrete Corp.	1,862.00	Street Repairs-RK	701 5-180 8-612-...
45. Culligan of Cleveland	68.00	DI Rental 10/1/16-10/31/16-SH	701 5-180 8-615-...
46. Environmental Associates L...	60.87	Fluoride QC-SH	701 5-180 8-615-...
47. Trico Oxygen Company	40.60	Lab Gases-SH	701 5-180 8-615-...
48. CenturyLink	561.35	TelephoneSvc@WaterPlant-Sept 2016...	701 5-180 8-700-...
49. Illuminating Co.	57.83	Elect@WalkerWaTower 8/6/16-9/7/16-...	701 5-180 8-700-...
50. Illuminating Co.	62.00	Elect@LearWaTower 8/11/16-9/12/16-...	701 5-180 8-700-...
51. Illuminating Co.	55.60	Elect@AuxPumpHouse 8/9/16-9/8/16-...	701 5-180 8-700-...
52. Illuminating Co.	23,463.87	Elect@WA Plant 8/19/16-9/19/16-SH	701 5-180 8-700-...
53. Illuminating Co.	528.68	Elect@SIP 9/8/16-10/7/16-SH	701 5-180 8-700-...
54. Engie Resources	35,892.83	Elect @WA Plant 8/19/16-9/19/16-SH	701 5-180 8-700-...

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Avon Lake Municipal Utilities  
Water Fund 701 Expenses  
October 18, 2016

Name	Amount	Memo	Account
55. Time Warner Cable	214.99	InternetSvc@WaPlant 9/30/16-10/29/1...	701 5-180 8-700-...
56. Verizon Wireless	439.02	1/2-Cell Svc 9/26/16-10/25/16-TAD	701 5-180 8-700-...
57. AWWA	257.00	AWWA Membership-Brass & Bruder-LS	701 5-180 8-701-...
58. Area Temps	2,674.82	Temporary Office Help-TAD	701 5-180 8-701-...
59. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Sept 2016-TAD	701 5-180 8-701-...
60. Davey Resource Group	515.00	Wa Resource Assessment-Division Rd...	701 5-180 8-701-...
61. McAfee	27.50	1/2-Email Filtering-Oct 2016-RRE	701 5-180 8-701-...
62. Ohio Department of Job & F...	34.60	Unemployment Benefits - R. Berner	701 5-180 8-701-...
63. PICT Partnership-Westlife	48.75	Ad in A.L. Press-TAD	701 5-180 8-701-...
64. Rockmont	2,065.21	Promotional T-Shirts-EW	701 5-180 8-701-...
65. Solar Testing Laboratories, I...	1,563.00	Testing/Inspection-Walker Wa Tower ...	701 5-180 8-701-...
66. SOS Integration Service	900.00	SCADA Work @Water Plant-SH	701 5-180 8-701-...
67. Technology Management S...	1,236.25	1/2-Computer Support-Oct 2016-TAD	701 5-180 8-701-...
68. Technology Management S...	850.00	1/2-Offsite Backup-Oct 2016-TAD	701 5-180 8-701-...
69. WEOL-AM	504.00	Waterfest Radio Cut-Ins-EW	701 5-180 8-701-...
70. West, Elana	25.00	Reimbursement for Cell Phone-Oct 20...	701 5-180 8-701-...
71. Yuronich, Greg	25.00	Reimbursement for Cell Phone-Oct. 20...	701 5-180 8-701-...
72. Firstmerit Bankcard Ctr	474.33	Dues, Promotional Items-TAD	701 5-180 8-701-...
73. Firstmerit Bankcard Ctr	332.63	1/2-Items for Big Truck Show-RRE	701 5-180 8-701-...
74. Firstmerit Bankcard Ctr	245.00	1/2-Camera, Workshop Fees-JRG	701 5-180 8-701-...
75. Avon Lake Regional Water	300.72	Water Used on ETL1-September 2016...	701 5-180 8-703-...
76. Fuelman of Northern Ohio	477.46	1/2-Fuel for Vehicles 9/26/16-10/9/16-LS	701 5-180 8-707-...
77. Advance Auto Parts	48.69	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
78. Affordable Signs & Graphics...	823.50	1/2-Lettering for Trucks-RK	701 5-180 8-707-...
79. AutoZone	21.82	Truck Parts - SH RK	701 5-180 8-707-...
80. Fisher Auto Parts Inc.	174.54	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
81. Interstate Billing Service, Inc.	133.09	1/2-Truck Repair Parts-RK	701 5-180 8-707-...
82. Firstmerit Bankcard Ctr	34.43	Fuel for Vehicle-RRE	701 5-180 8-707-...
83. Avon Lake Sheet Metal Co...	2,160.00	Miscellaneous Work-SH	701 5-180 8-708-...
84. Higey Mechanical Service, I...	186.00	Service Repair Work - A/C Unit-SH	701 5-180 8-708-...
85. Hoban Services, Inc.	135.00	Remove Yellow Jacket Nest@Wa Plan...	701 5-180 8-708-...
86. Kalinoski Roofing LLC	2,300.00	Repair Roof Tiles at Water Plant-SH	701 5-180 8-708-...
87. Lawn Tech	114.45	Fertilize Lawn@Wa Plant-SH	701 5-180 8-708-...
88. Pro OnCall Technologies	4,747.20	Telephone Repair Work @Wa Plant-SH	701 5-180 8-708-...
89. Rebman Systems Inc.	264.00	1/2-Fire Alarm Monitoring 11/1/16-10/3...	701 5-180 8-708-...
90. Rex Pipe & Supply Co.	94.72	Toilet Repair Valve-SH	701 5-180 8-708-...
91. Sherwin-Williams Co.	8.31	Paint/Supplies-RK	701 5-180 8-708-...
92. Cutting Edge Lawn & Lands...	380.00	Lawn Svc@201 Miller-Sept 2016- RK	701 5-180 8-709-...
93. Lawn Tech	135.97	1/2-Fertilize Lawn@201Miller-RK	701 5-180 8-709-...
94. Speed Exterminating Comp...	30.00	1/2-Exterminating@201Miller-Sept 201...	701 5-180 8-709-...
95. Columbia Gas	103.83	Gas Service@201 Miller 8/25/16-9/26/...	701 5-180 8-711-...
96. Illuminating Co.	752.11	El;ect Svc@201 Miller 9/9/16-10/7/16-...	701 5-180 8-711-...
97. Badger Meter Inc.	3,184.51	Meters-RK	701 5-180 8-805-...
98. Fauver Keyse-Walker & Do...	661.50	Legal Svc-Emergency Wa Agree.8/10/...	701 5-180 8-907-...
99. Discover Network	0.93	1/2-Discover Card Fee-Sept 2016-LS	701 5-180 8-907-...
100. Shamrock	180.40	1/2-UBill Fees - Sept 2016-TAD	701 5-180 8-907-...
101. U.S. Bank	61.77	1/2-US Bank Fees-July 2016-LS	701 5-180 8-907-...
102. Finance Department	29,500.00	1/2-Portion-Finance Dept Salaries for 2...	701 5-180 8-907-...
103. Water Works Construction ...	1,500,000.00	Transfer Per 2016 Budget-TAD	701 9-180 8-465-...
104. Sewer Fund 721	1,100,000.00	Trsf Funds-Treatment WTP Sludge & ...	701 9-180 8-476-...
105. Mesker, Kathleene	-15.77	Refund Cr Balance on Closed Acct-LS	701 9-180 8-901-...
106. Rahn, Cynthia	-3.90	Refund Cr Balance on Closed Acct-LS	701 9-180 8-901-...
Oct 18, 16	<u>2,883,679.86</u>		

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Avon Lake Municipal Utilities  
**Wastewater Fund 721 Expenses**  
 October 18, 2016

Name	Amount	Memo	Account
Oct 18, 16			
1. Wastewater Employees	69,294.22	Salaries P/R #21 9/19/16-10/2/16	721 5-190 7-102...
2. Wastewater Employees	6,124.48	PartTime P/R #21 9/19/16-10/2/16	721 5-190 7-105...
3. Wastewater Employees	8,943.25	OverTime P/R #21 9/19/16-10/2/16	721 5-190 7-106...
4. Knick, Dennis	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
5. Mitchell, Dale	20.00	2 Employee Meal Allowances-LS	721 5-190 7-200...
6. Sadowski, Dale	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
7. Spinks, Joshua D.	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
8. Tomsik, Joe	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
9. Medical Mutual of Ohio	35,137.60	Hospitalization - November 2016	721 5-190 7-203...
10. Dependent Health Care	800.00	Dependent Healthcare July-Oct. 2016	721 5-190 7-203...
11. Medical Mutual of Ohio	210.00	Group Life - November 2016	721 5-190 7-204...
12. Medical Mutual of Ohio	2,011.01	Dental/Vision - November 2016	721 5-190 7-205...
13. Medical Mutual of Ohio	7,169.27	Prescription Drug - November 2016	721 5-190 7-207...
14. Cintas Corp.	175.22	Emp Uniform Rental Sept. 2016-RK	721 5-190 8-226...
15. Rockmont	220.76	Employee Clothing-EW	721 5-190 8-226...
16. Firstmerit Bankcard Ctr	2,362.11	Conference Expenses-TAD	721 5-190 8-500...
17. Firstmerit Bankcard Ctr	3,836.27	Conference Expenses-SB	721 5-190 8-500...
18. Automated Business Ma...	41.25	1/2-Canon Cleaning Cards-KK	721 5-190 8-601...
19. Avon Lake Printing	50.00	Labels-EW	721 5-190 8-601...
20. FriendsOffice	137.26	Office Supplies-LS/KK/KG	721 5-190 8-601...
21. Staples	50.49	1/2-Office Supplies-LS	721 5-190 8-601...
22. Kemira Water Solutions I...	1,158.00	4.804 Gals. Ferrous Chloride-SB	721 5-190 8-602...
23. Mississippi Lime Co.	8,928.66	60.97 Tons Lime-SH	721 5-190 8-602...
24. ABC Equipment Rental	641.22	Maintenance Supplies-RK/SB	721 5-190 8-603...
25. Active Plumbing Supply	54.69	1/2-Maintenance Supplies-RK	721 5-190 8-603...
26. E & H Hardware Group, ...	40.18	1/2-Maintenance Supplies-TAD	721 5-190 8-603...
27. Home Depot	331.88	1/2-Maintenance Supplies-RK	721 5-190 8-603...
28. Indy Equipment	114.59	1/2-Maintenance Supplies-RK	721 5-190 8-603...
29. McMaster-Carr Supply	33.70	Maintenance Supplies-SB	721 5-190 8-603...
30. Trico Oxygen Company	248.46	Maintenance Gases/Supplies-RK/SB	721 5-190 8-603...
31. Pollardwater	404.23	1/2-Maintenance Supplies-RK	721 5-190 8-603...
32. United Laboratories	1,190.45	Maintenance Supplies-SB	721 5-190 8-603...
33. Firstmerit Bankcard Ctr	164.19	Repair Parts-RK	721 5-190 8-603...
34. Culligan of Cleveland	37.80	DI Rental 10/1/16-10/31/16-SH	721 5-190 8-615...
35. Enviroscience, Inc.	1,595.00	Bioassay Testing-SB	721 5-190 8-615...
36. Jones & Henry Labs Inc.	360.00	Lab Samples-SB	721 5-190 8-615...
37. CenturyLink	372.54	TelephoneSvc@PumpStations-Sept 2016-T...	721 5-190 8-700...
38. Columbia Gas	29.54	GasSvc@Bridgeside P.S. 8/29/16-9/28/16-RK	721 5-190 8-700...
39. Columbia Gas	27.30	GasSvc@Lear P.S. 9/1/16-10/3/16-RK	721 5-190 8-700...
40. Columbia Gas	28.96	Gas Svc@Hunt Club P.S. 8/29/16-9/28/16-RK	721 5-190 8-700...
41. Illuminating Co.	2,207.94	Elect@Center Rd P.S. 9/9/16-10/6/16-RK	721 5-190 8-700...
42. Illuminating Co.	87.18	Elect@Bridgeside P.S. 9/7/16-10/5/16-RK	721 5-190 8-700...
43. Illuminating Co.	86.05	Elect@Lear P.S. 9/8/16-10/5/16-RK	721 5-190 8-700...
44. Illuminating Co.	99.13	Elect@HuntClub P.S. 9/7/16-1/5/16-RK	721 5-190 8-700...
45. Illuminating Co.	55.57	Elect@Jaycox SwMtr 9/8/16-10/5/16-RK	721 5-190 8-700...
46. Time Warner Cable	266.05	Internet/PhoneSvc@WPCC 9/22/16-10/21/...	721 5-190 8-700...
47. Verizon Wireless	439.01	1/2-Cell Svc 9/26/16-10/25/16-TAD	721 5-190 8-700...
48. Illuminating Co.	128.23	Elect@31900Lake 9/7/16-10/6/16-RK	721 5-190 8-700...
49. Baytos, Steve	344.52	Reimbursement-Mileage - TAD	721 5-190 8-701...
50. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Sept 2016-TAD	721 5-190 8-701...
51. Danielson, Todd	54.00	Reimbursement for Expenses - LS	721 5-190 8-701...
52. Great Lakes Pipeline Ser...	950.00	CCTV Inspect Sw Lines-Webber-JRG	721 5-190 8-701...
53. McAfee	27.50	1/2-Email Filtering-Oct 2016-RRE	721 5-190 8-701...
54. Mercy Occupational Health	102.00	Immunization - 1 Employee-TAD	721 5-190 8-701...

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Avon Lake Municipal Utilities  
 Wastewater Fund 721 Expenses  
 October 18, 2016

Name	Amount	Memo	Account
55. Pijor, Jeremy	120.16	Reimburs-WEFTEC Conf Expenses-LS	721 5-190 8-701...
56. SME	1,300.00	Geotechnical Exploration-45's Project-JRG	721 5-190 8-701...
57. Solar Testing Laboratorie...	1,732.00	Testing/Inspection-WPCC 9/5/16-9/18/16-T...	721 5-190 8-701...
58. Technology Managemen...	1,236.25	1/2-Computer Support-Oct 2016-TAD	721 5-190 8-701...
59. Technology Managemen...	850.00	1/2-Offsite Backup-Oct 2016-TAD	721 5-190 8-701...
60. Williams Scotsman, Inc.	1,457.00	Container Rental 9/21/16-10/28/16-SB	721 5-190 8-701...
61. Firstmerit Bankcard Ctr	332.62	1/2-Items for Big Truck Show-RRE	721 5-190 8-701...
62. Firstmerit Bankcard Ctr	244.99	1/2-Camera, Workshop Fees-JRG	721 5-190 8-701...
63. Fuelman of Northern Ohio	477.46	1/2-Fuel for Vehicles 9/26/16-10/9/16-LS	721 5-190 8-707...
64. Advance Auto Parts	48.69	1/2-Misc Truck Parts-RK	721 5-190 8-707...
65. Affordable Signs & Grap...	823.50	1/2-Lettering for Trucks-RK	721 5-190 8-707...
66. AutoZone	21.82	Truck Parts - SH RK	721 5-190 8-707...
67. Fisher Auto Parts Inc.	174.54	1/2-Misc Truck Parts-RK	721 5-190 8-707...
68. Great Lakes Petroleum ...	1,238.61	505 Gals Diesel Fuel-SB	721 5-190 8-707...
69. Interstate Billing Service, ...	133.08	1/2-Truck Repair Parts-RK	721 5-190 8-707...
70. Firstmerit Bankcard Ctr	32.80	Fuel for Vehicles-JRG	721 5-190 8-707...
71. Goldstar Products Inc.	2,660.68	Gray Non Skid Paint-SB	721 5-190 8-708...
72. Lawn Tech	35.12	Fertilize Lawn@Center P.S.-RK	721 5-190 8-708...
73. Rebman Systems Inc.	264.00	1/2-Fire Alarm Monitoring 11/1/16-10/31/17-...	721 5-190 8-708...
74. Cutting Edge Lawn & La...	380.00	Lawn Svc@201 Miller-Sept 2016- RK	721 5-190 8-709...
75. Lawn Tech	135.98	1/2-Fertilize Lawn@201Miller-RK	721 5-190 8-709...
76. Speed Exterminating Co...	30.00	1/2-Exterminating@201Miller-Sept 2016-TAD	721 5-190 8-709...
77. Discover Network	0.93	1/2-Discover Card Fee-Sept 2016 -LS	721 5-190 8-907...
78. Shamrock	180.40	1/2-UBill Fees - Sept 2016-TAD	721 5-190 8-907...
79. U.S. Bank	61.77	1/2-US Bank Fees-July 2016-LS	721 5-190 8-907...
80. Finance Department	29,500.00	1/2-Portion-Finance Dept Salaries for 2016-...	721 5-190 8-907...
81. Mesker, Kathleene	47.49	Refund Cr Balance on Closed Acct-LS	721 9-190 8-901...
82. Rahn, Cynthia	10.08	Refund Cr Balance on Closed Acct-LS	721 9-190 8-901...
Oct 18, 16	<u>201,636.73</u>		

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Avon Lake Municipal Utilities  
MOR Fund 703 Expenses - ETL1  
October 18, 2016

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Name	Amount	Memo	Account
Oct 18, 16			
1. James Zupka, CPA	500.00	Fee for Auditing Service Per Finance	703 5-180 8-701...
2. Avon Lake Regional W...	151,565.88	Water Used from ETL1-Sept 2016-TAD	703 5-180 8-704...
3. Avon Lake Regional W...	11,915.33	Operator Charges-3rd Quarter 2016-TAD	703 5-180 8-740...
4. Illuminating Co.	104.58	Elect@Moore/RR 7/12/16-9/12/16-TAD	703 5-180 8-743...
5. Illuminating Co.	81.23	Elect@Lear/Krebs 8/6/16-9/7/16-TAD	703 5-180 8-743...
6. Ohio Edison	66.89	Elect@Butternut/Root 9/2/16-10/4/16-T...	703 5-180 8-743...
7. Ohio Edison	52.83	Elect@Lear/Chstn 9/7/16-10/5/16-TAD	703 5-180 8-743...
8. Ohio Edison	70.43	Elect@Lear/Mills 9/8/16-10/6/16-TAD	703 5-180 8-743...
9. Ohio Edison	51.57	Elect@Lear/US20 9/7/16-10/5/16-TAD	703 5-180 8-743...
10. Ohio Edison	57.71	Elect@Root/Sprag 9/2/16-10/4/16-TAD	703 5-180 8-743...
11. Engie Resources	30.69	Elect@Root/Sprag 9/2/16-10/4/16-TAD	703 5-180 8-743...
Oct 18, 16	<u>164,497.14</u>		

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Avon Lake Municipal Utilities  
MOR Fund 762 Expenses - ETL2  
October 18, 2016

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Name	Amount	Memo	Account
Oct 18, 16			
1. James Zupka, CPA	500.00	Fee for Auditing Service Per Finance	762 5-180 8-70...
2. Ohio Edison	7,716.68	Elect@Island P.S. 9/1/16-10/3/16-TAD	762 5-180 8-70...
3. Ohio Edison	37.21	Elect@Island OAL 9/2/16-10/4/16-TAD	762 5-180 8-70...
4. Engie Resources	5,983.07	Elect@Island P.S. 9/1/16-10/3/16-TAD	762 5-180 8-70...
5. Avon Lake Regional W...	310,972.66	Water Used from ETL2-Sept 2016-TAD	762 5-180 8-70...
6. Avon Lake Regional W...	7,243.03	Operator Charges - 3rd Qtr 2016-TAD	762 5-180 8-74...
7. Jones Chemicals Inc.	325.00	Chlorine @Island P.S.-SH	762 5-180 8-74...
8. Ohio Edison	64.77	Elect@Barres PRV 9/7/16-10/6/16-TAD	762 5-180 8-74...
9. Ohio Edison	55.76	Elect@CenterRidge 9/2/16-10/4/16-TAD	762 5-180 8-74...
10. Ohio Edison	48.60	Elect@ChestnutRidge 9/3/16-10/4/16-T...	762 5-180 8-74...
Oct 18, 16	<u>332,946.78</u>		

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Avon Lake Municipal Utilities  
 LORCO Fund 749 Expenses  
 October 18, 2016

Name	Amount	Memo	Account
Oct 18, 16			
1. LORCO Employees	1,250.00	3rd Qtr LORCO Stipends	749 5-190 7-102...
2. Frontier	56.73	TelephoneSvc@Four Plex 9/25/16-10/2...	749 5-190 8-700...
3. Lorain-Medina Rural Ele...	89.69	Elect@Slife 8/23/16 - 9/23/16-TAD	749 5-190 8-700...
4. Lorain-Medina Rural Ele...	94.62	Elect@IndianHollow 8/23/16-9/23/16 -T...	749 5-190 8-700...
5. Lorain-Medina Rural Ele...	47.73	Elect@Durkee(South) 8/23/16-9/23/16-...	749 5-190 8-700...
6. Lorain-Medina Rural Ele...	100.78	Elect@12775 Durkee(North) 8/23/16-9/...	749 5-190 8-700...
7. Lorain-Medina Rural Ele...	70.92	Elect@12601 Cowley 8/23/16-9/23/16-T...	749 5-190 8-700...
8. Lorain-Medina Rural Ele...	79.83	Elect@36879 Capel 8/23/16-9/23/16-TAD	749 5-190 8-700...
9. Lorain-Medina Rural Ele...	101.15	Elect@Banks Rd 8/23/16-9/23/16 - TAD	749 5-190 8-700...
10. Engie Resources	10.18	Elect@36780Giles 8/31/16-9/30/16-TAD	749 5-190 8-700...
11. Engie Resources	27.33	Elect@33930Cooley 9/1/16-10/3/16-TAD	749 5-190 8-700...
12. Engie Resources	12.45	Elect@12901AvonBelden 9/1/16-10/31/...	749 5-190 8-700...
13. Engie Resources	6.62	Elect@12169AvonBelden 9/1/16-10/31/...	749 5-190 8-700...
14. Engie Resources	70.00	Elect@9845AvonBelden 9/2/16-10/4/16...	749 5-190 8-700...
15. Engie Resources	86.68	Elect@38393AvonBelden 8/31/16-9/30/...	749 5-190 8-700...
16. Engie Resources	23.26	Elect@10301Reed 9/6/16-10/4/16-TAD	749 5-190 8-700...
17. Ohio Edison	99.32	Elect@9845AvonBelden 9/2/16-10/4/16...	749 5-190 8-700...
18. Ohio Edison	51.03	Elect@12169AvonBelden 9/1/16-10/3/1...	749 5-190 8-700...
19. Ohio Edison	53.04	Elect@12901AvonBelden 9/1/16-10/3/1...	749 5-190 8-700...
20. Ohio Edison	57.42	Elect@33930Cooley 9/1/16-10/3/16-TAD	749 5-190 8-700...
21. Ohio Edison	53.26	Elect@36780Giles 8/31/16-9/30/16-TAD	749 5-190 8-700...
22. Ohio Edison	50.73	Elect@10920 Hawke 9/3/16-10/5/16-TAD	749 5-190 8-700...
23. Ohio Edison	91.60	Elect@10301 Reed 9/3/16-10/4/16-TAD	749 5-190 8-700...
24. Data-Command	2,694.00	Annual Subscription 11/1/16-11/1/17-T...	749 5-190 8-701...
25. RLCWA	1,134.00	Meter Readings - Sept 2016-TAD	749 5-190 8-848...
26. Shamrock	383.89	Print/Mail LORCO Bills - Aug. 2016-TAD	749 5-190 8-848...
27. Firstmerit	56.45	Charges for Deposit Slips-LS	749 5-190 8-907...
28. LORCO	13,500.00	Monthly Advance - October 2016 - TAD	749 5-190 8-907...
Oct 18, 16	<u>20,352.71</u>		

10/14/16

Avon Lake Municipal Utilities  
Water Works Construction Fund 704 Expenses  
October 18, 2016

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Name	Amount	Memo	Account
Oct 18, 16			
1. Underground Utilities I...	<u>691,919.00</u>	Pmt #3-Walker Rd WaMain-Phase 2-T...	704 5-180 8-84...
Oct 18, 16	<u><u>691,919.00</u></u>		