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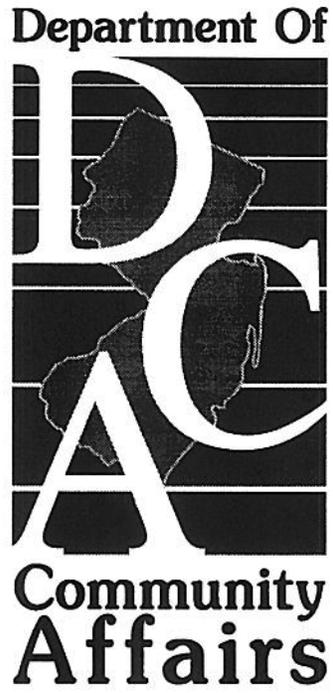
LOCAL GOVT SERVICES
2014 DEC 19 P 12:26

2015 EDGEWATER PARK SEWERAGE Authority Budget

Edgewaterpark-nj.com/sewerage_authority.htm

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(Authority Web Address)



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Division of Local Government Services

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2015 AUTHORITY BUDGET

Certification Section

2015

**EDGEWATER PARK SEWERAGE
AUTHORITY BUDGET**

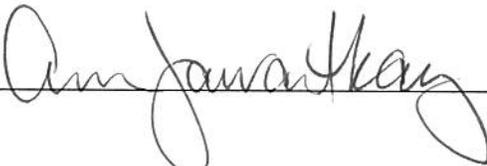
FISCAL YEAR: FROM DECEMBER 1, 2014 TO NOVEMBER 30, 2015

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By:  Date: 11/10/14

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By:  Date: 2/27/15

2015 PREPARER'S CERTIFICATION

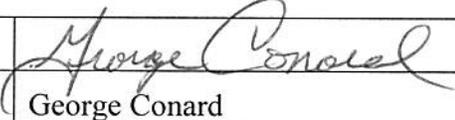
EDGEWATER PARK SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	George Conard		
Title:	Executive Director		
Address:	1123 Cooper St. Edgewater Park, NJ 08010		
Phone Number:	609.877.1411	Fax Number:	609.835.6676
E-mail address	g.conard@comcast.net		

2015 APPROVAL CERTIFICATION

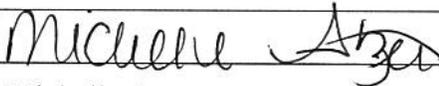
EDGEWATER PARK SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Edgewater Park Sewerage Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 8th day of October, 2014.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Michelle Atzert		
Title:	Treasurer/Secretary		
Address:	1123 Cooper St. Edgewater Park, NJ 08010		
Phone Number:	609.877.1411	Fax Number:	609.835.6676
E-mail address	Michelle.atzert@comcast.net		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: Edgewaterpark-nj.com/sewerage_authority.htm

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- X Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- X The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

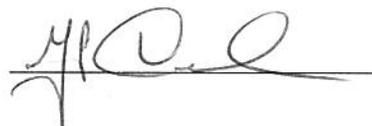
Name of Officer Certifying compliance

George Conard

Title of Officer Certifying compliance

Executive Director

Signature



2015 AUTHORITY BUDGET RESOLUTION 2014-16 EDGEWATER PARK SEWERAGE AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

WHEREAS, the Annual Budget and Capital Budget for the Edgewater Park Sewerage Authority for the fiscal year beginning, December 1, 2014 and ending, November 30, 2015 has been presented before the governing body of the Edgewater Park Sewerage Authority at its open public meeting of October 8, 2014; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,353,010, Total Appropriations, including any Accumulated Deficit if any, of \$ 1,689,647 and Total Unrestricted Net Position utilized of 336,637; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$150,000; and

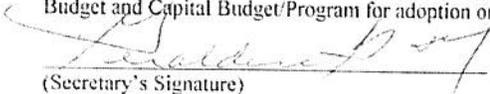
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Edgewater Park Sewerage Authority, at an open public meeting held on October 8, 2014 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Edgewater Park Sewerage Authority for the fiscal year beginning, December 1, 2014 and ending, November 30, 2015 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Edgewater Park Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 12, 2014.


(Secretary's Signature)

10-8-14
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
John Alexander	X			
James Hall	X			
Lester Holley	X			
Kevin Johnson				X
Geraldine Wing	X			

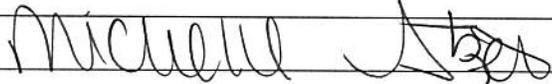
2015 ADOPTION CERTIFICATION

EDGEWATER PARK SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Edgewater Park Sewerage Authority, pursuant to N.J.A.C. 5:31-2.3, on the 10th day of, December, 2014.

Officer's Signature:			
Name:	Michelle Atzert		
Title:	Treasurer/Secretary		
Address:	1123 Cooper St. Edgewater Park, NJ 08010		
Phone Number:	609.877.1411	Fax Number:	609.835.6676
E-mail address	<u>Michelle.atzert@comcast.net</u>		

2015 ADOPTED BUDGET RESOLUTION #2014-18

EDGEWATER PARK SEWERAGE AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

WHEREAS, the Annual Budget and Capital Budget/Program for the Edgewater Park Sewerage Authority for the fiscal year beginning December 1, 2014 and ending, November 30, 2015 has been presented for adoption before the governing body of the Edgewater Park Sewerage Authority at its open public meeting of December 10, 2014; and

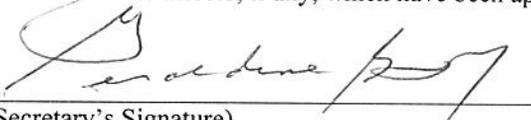
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,353,010, Total Appropriations, including any Accumulated Deficit, if any, of \$1,689,647 and Total Unrestricted Net Position utilized of \$336,637; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized of \$150,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Edgewater Park Sewerage Authority, at an open public meeting held on December 10, 2014 that the Annual Budget and Capital Budget/Program of the Edgewater Park Sewerage Authority for the fiscal year beginning, December 1, 2014 and, ending, November 30, 2015 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


(Secretary's Signature)

12-10-14
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
John Alexander	X			
James Hall	X			
Lester Holley	X			
Kevin Johnson	X			
Geraldine Wing	X			

2015 AUTHORITY BUDGET
Narrative and Information Section

2015 AUTHORITY BUDGET MESSAGE & ANALYSIS

EDGEWATER PARK SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2015 proposed Annual Budget and make comparison to the 2014 adopted budget for each operation. Explain any variances over +/-10% for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

The Authority anticipates that the proposed budget provides adequate funding for its 2014/2015 operations. The interest payments are less in 2014/2015 due to the Authority successfully renegotiating debt.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.

User fees will remain flat for 2014/2015. Interest on investments is anticipated more due to the Authority having more cash on hand for 2014/2015.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The local economy like the rest of the country is still somewhat depressed, however, there will be moderate rate increase for 2014/2015 year.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

The Authority is utilizing \$336,637 of unrestricted net position to balance the budget.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A

6. The proposed budget must not reflect an anticipated deficit from 2015 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

N/A

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

See attached rate schedule

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include sewer and water billings; parking rents and collections; number of customers; number of available parking spaces; etc. See Local Finance Notice 2014-9 for more information.

EDGEWATER PARK SEWERAGE AUTHORITY
1123 COOPER STREET
EDGEWATER PARK, NJ 08010
(609)877-1411/FAX (609) 835-6676

RESIDENTIAL BILLING

\$360.00 Yearly/\$90.00 per Quarter

Effective as of December 1, 2012

- 1ST Quarter Billing ~ December, January, February -----Due Dec 31ST
- 2ND Quarter Billing ~ March, April, May-----Due March 31ST
- 3RD Quarter Billing ~ June, July, August-----Due June 30TH
- 4TH Quarter Billing ~ September, October, November----Due September 30TH
-

COMMERCIAL BILLING

\$125.00 Flat Fee and \$4.00 per thousand over 12,000 gallons

Effective as of December 1, 2009

- 1ST Quarter Billing ~ October, November, December-----Due February 28TH
- 2ND Quarter Billing ~ January, February, March-----Due May 31ST
- 3RD Quarter Billing ~ April, May, June -----Due August 31ST
- 4TH Quarter Billing ~ July, August, September-----Due November 30TH

***CONNECTION FEE FOR RESIDENTIAL \$1756.00**

Effective as of May 9, 2012

AUTHORITY CONTACT INFORMATION

2015

Please complete the following information regarding this Authority. **All** information requested below must be completed.

Name of Authority:	EDGEWATER PARK SEWERAGE AUTHORITY		
Address:	1123 Cooper Street		
City, State, Zip:	Edgewater Park	NJ	08010
Phone: (ext.)	609.877.1411	Fax:	609.835.6676

Preparer's Name:	Brent W. Lee		
Preparer's Address:	3008 New Albany Road		
City, State, Zip:	Cinnaminson	NJ	08077
Phone: (ext.)	609.456.8804	Fax:	
E-mail:	Brentlee1963@yahoo.com		

Chief Executive Officer:	George Conard		
Phone: (ext.)	609.877.1411	Fax:	609.835.6676
E-mail:	g.conard@comcast.net		

Chief Financial Officer:	Michelle Atzert		
Phone: (ext.)	609.877.1411	Fax:	609.835.6676
E-mail:	Michelle.atzert@comcast.net		

Name of Auditor:	Brent W. Lee		
Name of Firm:	Brent W. Lee & Co., LLC		
Address:	3008 New Albany Road		
City, State, Zip:	Cinnaminson	NJ	08077
Phone: (ext.)	609.456.8804	Fax:	
E-mail:	Brentlee1963@yahoo.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

EDGEWATER APRK SEWERAGE AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 9
- 2) Provide the amount of total salaries and wages for calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 41,806
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach narrative.*
- 11) Did the Authority pay for meals or catering during the current fiscal year? No *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? No *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

**AUTHORITY INFORMATIONAL QUESTIONNAIRE
(CONTINUED)
EDGEWATER PARK SEWERAGE AUTHORITY**

FISCAL YEAR: FROM: DECEMBER 1, TO: NOVEMBER
2014 30, 2015

- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No _____
 - b. Travel for companions No _____
 - c. Tax indemnification and gross-up payments No _____
 - d. Discretionary spending account No _____
 - e. Housing allowance or residence for personal use No _____
 - f. Payments for business use of personal residence No _____
 - g. Vehicle/auto allowance or vehicle for personal use No _____
 - h. Health or social club dues or initiation fees No _____
 - i. Personal services (i.e.: maid, chauffeur, chef) No _____
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes _____ *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No _____ *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? Yes _____ *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No _____ *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No _____ *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

EDGEWATER PARK SEWERAGE AUTHORITY

PERFORMANCE APPRAISAL

EMPLOYEE NAME: Michelle ATZERT SUPERVISOR: George CONARI
DEPARTMENT/JOB TITLE: Admin Asst / Treasurer DATE OF HIRE: 9/5/12
PRESENT REVIEW DATE: 9/3/14 LAST REVIEW DATE: 9/3/13 TIME IN POSITION (YRS.): 2

Comments and/or examples are required for ratings of 1,2,4 and 5. Use the Comments section to note goals being appraised and to provide future goals.

Overall Rating (circle)

1 - Does not meet minimum standards 2 - Needs Improvement 3 - Meets Job Requirements **4** - Exceeds Expectations 5 - Outstanding

TRAINING/ JOB KNOWLEDGE: *Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.*

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job. | <input type="checkbox"/> New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge. | <input type="checkbox"/> Fully understands job responsibilities. Maintains needed certification. Can operate all equipment required to perform his or her job. | <input checked="" type="checkbox"/> Is an expert in the job. Serves as the 'go to' person when an unusual or unique situation arises. | <input type="checkbox"/> Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations. |
|---|--|--|---|---|

Comments:

PERFORMANCE: *Consider dependability, communication skills, and the quality and quantity of work based on established standards.*

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> Frequently damages government property and/or equipment. Work not up to expectations. | <input type="checkbox"/> Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected. | <input type="checkbox"/> Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors. | <input checked="" type="checkbox"/> Job output is usually well above job standards rarely requires revision. Can be viewed as the role model for new employees. | <input type="checkbox"/> Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible. |
|--|---|--|---|---|

Comments:

WORK CONDUCT: *Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.*

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and colleagues. | <input type="checkbox"/> Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner. | <input type="checkbox"/> Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code. | <input checked="" type="checkbox"/> Consistent positive methods and behaviors, which translates into quality work. Has pride in work. | <input type="checkbox"/> Constantly receives positive feedback from colleagues and community. Enthusiastic, self-motivated and influences others in positive manner. |
|---|---|---|---|--|

Comments:

COOPERATION: *Consider teamwork, or the ability to work with others in a cooperative and productive manner.*

- | | | | | |
|--|---|--|--|---|
| <input type="checkbox"/> Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances. | <input type="checkbox"/> Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others. | <input checked="" type="checkbox"/> Fully cooperates with colleagues. Accepts new ideas. Helps others. Willing to work overtime as needed. | <input type="checkbox"/> Continually goes out of way to help colleagues. Learns other job responsibilities to aid in coverage. | <input type="checkbox"/> Always takes initiative to help others. Fosters a sense of teamwork. Sensitive to others' point of view. |
|--|---|--|--|---|

Comments:

SAFETY: *Consider the respect shown for self, colleagues and public.*

- | | | | | |
|---|---|--|---|--|
| <input type="checkbox"/> Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions. | <input type="checkbox"/> Sometimes disregards safety procedures or misuses equipment. | <input type="checkbox"/> Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards. | <input checked="" type="checkbox"/> Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. | <input type="checkbox"/> Anticipates and constantly avoids safety hazards in work group; suggests safety improvements. |
|---|---|--|---|--|

Comments:

CUSTOMER SERVICE: Consider responsiveness to public the needs and requests.

- Responds inappropriately to questions, requests, or situations.
- Occasionally does not respond tactfully or completely.
- Exhibits courtesy and tact. Answers questions or refers to the appropriate party.
- Provides extra attention by explaining procedures whenever possible. Deals effectively with citizenry.
- Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information.

Comments:

JUDGMENT: Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.

- Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision.
- Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems.
- Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes.
- Always understands instructions the first time. Actively seeks information before making a decision.
- Anticipates potential problems. Takes full responsibility for mistakes. Takes initiative to obtain information.

Comments:

ATTENDANCE: Consider absenteeism and punctuality.

- Frequently arrives to work late. Excessive absenteeism beyond allotted time.
- Occasionally arrives late. Uses nearly all allotted sick time each year.
- Always arrives on time. Takes an average amount of sick time.
- Occasionally arrives early. Uses sick time sparingly.
- Always arrives before shift begins. Rarely absent.

Comments:

VOLUNTEER : Consider willingness to volunteer at work and in the community.

- Never volunteers to help. Puts down others who do volunteer work.
- Usually not interested in volunteering for projects, teams, etc.
- Willing to volunteer if asked to volunteer.
- Actively seeks opportunities to volunteer at both work or in the community.
- Constantly volunteers and takes leadership roles on various projects or organizations.

Comments:

DIRECTING WORK: Consider planning, organizing, problem solving, leadership, and supervisory skills.

Does this person have supervisory responsibilities?

- All the time as part of job requirement.
- Supervises on an as needed basis.

- Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly.
- New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor.
- Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example.
- Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems.
- Constantly takes initiative to develop employees. Always supports employees. Anticipates changes in workload and develops plans to meet changing needs

Comments:

EMPLOYEE COMMENTS:

I have reviewed the appraisal and discussed its contents with my supervisor.

EMPLOYEE SIGNATURE: Michelle Lopez

DATE: 9/3/14

SUPERVISOR SIGNATURE: [Signature]

DATE: 9/3/14

EDGEWATER PARK SEWERAGE AUTHORITY

PERFORMANCE APPRAISAL

EMPLOYEE NAME: DALZELL WILLIAMS SUPERVISOR: George Conner
DEPARTMENT/JOB TITLE: Secretary DATE OF HIRE: 7/14/14
PRESENT REVIEW DATE: 9/3/14 LAST REVIEW DATE: TIME IN POSITION (YRS.):

Comments and/or examples are required for ratings of 1,2,4 and 5. Use the Comments section to note goals being appraised and to provide future goals.

Overall Rating (circle)

1 - Does not meet minimum standards 2 - Needs Improvement **3 - Meets Job Requirements** 4 - Exceeds Expectations 5 - Outstanding

TRAINING/ JOB KNOWLEDGE: *Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.*

- | | | | | |
|---|--|---|--|---|
| <input type="checkbox"/> Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job. | <input type="checkbox"/> New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge. | <input checked="" type="checkbox"/> Fully understands job responsibilities. Maintains needed certification. Can operate all equipment required to perform his or her job. | <input type="checkbox"/> Is an expert in the job. Serves as the 'go to' person when an unusual or unique situation arises. | <input type="checkbox"/> Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations. |
|---|--|---|--|---|

Comments:

PERFORMANCE: *Consider dependability, communication skills, and the quality and quantity of work based on established standards.*

- | | | | | |
|--|---|---|--|---|
| <input type="checkbox"/> Frequently damages government property and/or equipment. Work not up to expectations. | <input type="checkbox"/> Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected. | <input checked="" type="checkbox"/> Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors. | <input type="checkbox"/> Job output is usually well above job standards rarely requires revision. Can be viewed as the role model for new employees. | <input type="checkbox"/> Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible. |
|--|---|---|--|---|

Comments:

WORK CONDUCT: *Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.*

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and colleagues. | <input type="checkbox"/> Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner. | <input type="checkbox"/> Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code. | <input checked="" type="checkbox"/> Consistent positive methods and behaviors, which translates into quality work. Has pride in work. | <input type="checkbox"/> Constantly receives positive feedback from colleagues and community. Enthusiastic, self-motivated and influences others in positive manner. |
|---|---|---|---|--|

Comments:

COOPERATION: *Consider teamwork, or the ability to work with others in a cooperative and productive manner.*

- | | | | | |
|--|---|--|--|---|
| <input type="checkbox"/> Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances. | <input type="checkbox"/> Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others. | <input checked="" type="checkbox"/> Fully cooperates with colleagues. Accepts new ideas. Helps others. Willing to work overtime as needed. | <input type="checkbox"/> Continually goes out of way to help colleagues. Learns other job responsibilities to aid in coverage. | <input type="checkbox"/> Always takes initiative to help others. Fosters a sense of teamwork. Sensitive to others' point of view. |
|--|---|--|--|---|

Comments:

SAFETY: *Consider the respect shown for self, colleagues and public.*

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions. | <input type="checkbox"/> Sometimes disregards safety procedures or misuses equipment. | <input checked="" type="checkbox"/> Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards. | <input type="checkbox"/> Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. | <input type="checkbox"/> Anticipates and constantly avoids safety hazards in work group; suggests safety improvements. |
|---|---|---|--|--|

Comments:

CUSTOMER SERVICE: Consider responsiveness to public the needs and requests.

- Responds inappropriately to questions, requests, or situations.
- Occasionally does not respond tactfully or completely.
- Exhibits courtesy and tact. Answers questions or refers to the appropriate party.
- Provides extra attention by explaining procedures whenever possible. Deals effectively with citizenry.
- Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information.

Comments:

JUDGMENT: Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.

- Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision.
- Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems.
- Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes.
- Always understands instructions the first time. Actively seeks information before making a decision.
- Anticipates potential problems. Takes full responsibility for mistakes. Takes initiative to obtain information.

Comments:

ATTENDANCE: Consider absenteeism and punctuality.

- Frequently arrives to work late. Excessive absenteeism beyond allotted time.
- Occasionally arrives late. Uses nearly all allotted sick time each year.
- Always arrives on time. Takes an average amount of sick time.
- Occasionally arrives early. Uses sick time sparingly.
- Always arrives before shift begins. Rarely absent.

Comments:

VOLUNTEER : Consider willingness to volunteer at work and in the community.

- Never volunteers to help. Puts down others who do volunteer work.
- Usually not interested in volunteering for projects, teams, etc.
- Willing to volunteer if asked to volunteer.
- Actively seeks opportunities to volunteer at both work or in the community.
- Constantly volunteers and takes leadership roles on various projects or organizations.

Comments:

DIRECTING WORK: Consider planning, organizing, problem solving, leadership, and supervisory skills.

Does this person have supervisory responsibilities?

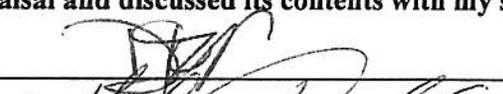
- All the time as part of job requirement.
- Supervises on an as needed basis.

- Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly.
- New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor.
- Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example.
- Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems.
- Constantly takes initiative to develop employees. Always supports employees. Anticipates changes in workload and develops plans to meet changing needs

Comments: NOT IN SUPERVISORY POSITION

EMPLOYEE COMMENTS:

I have reviewed the appraisal and discussed its contents with my supervisor.

EMPLOYEE SIGNATURE: 

DATE: 9.3.14

SUPERVISOR SIGNATURE: 

DATE: 9/3/2014

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
EDGEWATER PARK SEWERAGE AUTHORITY**

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all related entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and related entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

EDGEWATER PARK SEWERAGE AUTHORITY
November 30, 2015

For the Period December 1, 2014 to November 30, 2015

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend								
1	John Alexander	Chairman	X	X				\$ 1,291	\$ 1,291						\$ 1,291	
2	Kevin Johnson	V. Chairman	X	X				1,721	1,721						1,721	
3	James Hall	Boardmember	X					1,721	1,721						1,721	
4	Lester Holley	Boardmember	X					1,721	1,721						1,721	
5	Geraldine Wing	Boardmember	X					1,721	1,721						1,721	
6	David Levay	Boardmember				X		430	430						430	
7	Michelle Atzert	Admin Asst/Treas				X		25,149	25,149						25,149	
8	Beth Ann Hoffmai	Secretary				X		4,992	4,992						4,992	
9	Gina Kaluhiokalan	Secretary				X		3,060	3,060						3,060	
10								-	-						-	
11								-	-						-	
12								-	-						-	
13								-	-						-	
14								-	-						-	
15								-	-						-	
Total:									\$ 41,806	\$ 41,806					\$ 41,806	

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

Schedule of Health Benefits - Detailed Cost Analysis

EDGEWATER PARK SEWERAGE AUTHORITY
 For the Period December 1, 2014 to November 30, 2015

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		# of Covered Members (Medical & Rx) Current Year		Annual Cost per Employee Current Year		Total Current Year Cost		% Increase (Decrease)	
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget	Current Year	Current Year	Current Year	Current Year	Year Cost	Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost												
Single Coverage	0		\$ -		-		\$ -		-		\$ -	#DIV/0!
Parent & Child			-		-		-		-		-	#DIV/0!
Employee & Spouse (or Partner)			-		-		-		-		-	#DIV/0!
Family			-		-		-		-		-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)												#DIV/0!
Subtotal	0		-		-		0		-		-	#DIV/0!
Commissioners - Health Benefits - Annual Cost												
Single Coverage			-		-		-		-		-	#DIV/0!
Parent & Child			-		-		-		-		-	#DIV/0!
Employee & Spouse (or Partner)			-		-		-		-		-	#DIV/0!
Family			-		-		-		-		-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)												#DIV/0!
Subtotal	0		-		-		0		-		-	#DIV/0!
Retirees - Health Benefits - Annual Cost												
Single Coverage			-		-		-		-		-	#DIV/0!
Parent & Child			-		-		-		-		-	#DIV/0!
Employee & Spouse (or Partner)			-		-		-		-		-	#DIV/0!
Family			-		-		-		-		-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)												#DIV/0!
Subtotal	0		-		-		0		-		-	#DIV/0!
GRAND TOTAL	0		\$ -		-		0		\$ -		\$ -	#DIV/0!

Is medical coverage provided by the SHBP (Yes or No)?
 Is prescription drug coverage provided by the SHBP (Yes or No)?

2015 AUTHORITY BUDGET

Financial Schedules Section

2015 Budget Summary

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

	Proposed Budget					Current Year Adopted Budget		\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	SEWER	N/A	N/A	N/A	N/A	Total All Operations			
						-	-		
REVENUES									
Total Operating Revenues	\$ 1,343,510	\$ -	\$ -	\$ -	\$ -	\$ 1,343,510	\$ 1,343,510	\$ -	0.0%
Total Non-Operating Revenues	9,500	-	-	-	-	9,500	7,500	2,000	26.7%
Total Anticipated Revenues	1,353,010	-	-	-	-	1,353,010	1,351,010	2,000	0.1%
APPROPRIATIONS									
Total Administration	290,228	-	-	-	-	290,228	274,653	15,575	5.7%
Total Cost of Providing Services	1,199,000	-	-	-	-	1,199,000	1,197,000	2,000	0.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	153,506	-	-	-	-	153,506	148,764	4,742	3.2%
Total Operating Appropriations	1,642,734	-	-	-	-	1,642,734	1,620,417	22,317	1.4%
Total Interest Payments on Debt	46,913	-	-	-	-	46,913	72,813	(25,900)	-35.6% #DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	-
Total Non-Operating Appropriations	46,913	-	-	-	-	46,913	72,813	(25,900)	-35.6% #DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,689,647	-	-	-	-	1,689,647	1,693,230	(3,583)	-0.2%
Less: Total Unrestricted Net Position Utilized	336,637	-	-	-	-	336,637	342,220	(5,583)	-1.6%
Net Total Appropriations	1,353,010	-	-	-	-	1,353,010	1,351,010	2,000	0.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

2015 Revenue Schedule

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

	Proposed Budget						Total All Operations	Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	SEWER	N/A	N/A	N/A	N/A	N/A		Total All Operations	All Operations	All Operations
								Total All Operations	All Operations	All Operations
OPERATING REVENUES										
<i>Service Charges</i>										
Residential	\$ 569,880						\$ 569,880	\$ 569,880	\$ -	0.0%
Business/Commercial	114,470						114,470	114,470	-	0.0%
Industrial							-	-	-	#DIV/0!
Intergovernmental	659,160						659,160	659,160	-	0.0%
Other							-	-	-	#DIV/0!
Total Service Charges	1,343,510	-	-	-	-	-	1,343,510	1,343,510	-	0.0%
<i>Connection Fees</i>										
Residential							-	-	-	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees	-	-	-	-	-	-	-	-	-	#DIV/0!
<i>Parking Fees</i>										
Meters							-	-	-	#DIV/0!
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Parking Fees	-	-	-	-	-	-	-	-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>										
Other Revenue 1							-	-	-	#DIV/0!
Other Revenue 2							-	-	-	#DIV/0!
Other Revenue 3							-	-	-	#DIV/0!
Other Revenue 4							-	-	-	#DIV/0!
Total Other Revenue	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Revenues	1,343,510	-	-	-	-	-	1,343,510	1,343,510	-	0.0%
NON-OPERATING REVENUES										
<i>Grants & Entitlements (List)</i>										
Grant #1							-	-	-	#DIV/0!
Grant #2							-	-	-	#DIV/0!
Grant #3							-	-	-	#DIV/0!
Grant #4							-	-	-	#DIV/0!
Total Grants & Entitlements	-	-	-	-	-	-	-	-	-	#DIV/0!
<i>Local Subsidies & Donations (List)</i>										
Local Subsidy #1							-	-	-	#DIV/0!
Local Subsidy #2							-	-	-	#DIV/0!
Local Subsidy #3							-	-	-	#DIV/0!
Local Subsidy #4							-	-	-	#DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits</i>										
Investments	4,500						4,500	2,500	2,000	80.0%
Security Deposits							-	-	-	#DIV/0!
Penalties	5,000						5,000	5,000	-	0.0%
Other Investments							-	-	-	#DIV/0!
Total Interest	9,500	-	-	-	-	-	9,500	7,500	2,000	26.7%
<i>Other Non-Operating Revenues (List)</i>										
Other Non-Operating #1							-	-	-	#DIV/0!
Other Non-Operating #2							-	-	-	#DIV/0!
Other Non-Operating #3							-	-	-	#DIV/0!
Other Non-Operating #4							-	-	-	#DIV/0!
Other Non-Operating Revenues	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Revenues	9,500	-	-	-	-	-	9,500	7,500	2,000	26.7%
TOTAL ANTICIPATED REVENUES	\$ 1,353,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,353,010	\$ 1,351,010	\$ 2,000	0.1%

2014 Revenue Schedule

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

Current Year Adopted Budget

	SEWER	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	\$ 569,880						\$ 569,880
Business/Commercial	114,470						114,470
Industrial							-
Intergovernmental	659,160						659,160
Other							-
Total Service Charges	1,343,510	-	-	-	-	-	1,343,510
<i>Connection Fees</i>							
Residential							-
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	-	-	-	-	-	-	-
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Other Revenue 1							-
Other Revenue 2							-
Other Revenue 3							-
Other Revenue 4							-
Total Other Revenue	-	-	-	-	-	-	-
Total Operating Revenues	1,343,510	-	-	-	-	-	1,343,510
NON-OPERATING REVENUES							
<i>Grants & Entitlements (List)</i>							
Grant #1							-
Grant #2							-
Grant #3							-
Grant #4							-
Total Grants & Entitlements	-	-	-	-	-	-	-
<i>Local Subsidies & Donations (List)</i>							
Local Subsidy #1							-
Local Subsidy #2							-
Local Subsidy #3							-
Local Subsidy #4							-
Total Local Subsidies & Donations	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Investments	2,500						2,500
Security Deposits							-
Penalties	5,000						5,000
Other Investments							-
Total Interest	7,500	-	-	-	-	-	7,500
<i>Other Non-Operating Revenues (List)</i>							
Other Non-Operating #1							-
Other Non-Operating #2							-
Other Non-Operating #3							-
Other Non-Operating #4							-
Total Non-Operating Revenues	7,500	-	-	-	-	-	7,500
TOTAL ANTICIPATED REVENUES	\$ 1,351,010	\$ -	\$ 1,351,010				

2015 Appropriations Schedule

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

	Proposed Budget						Total All	Current Year	\$ Increase	% Increase
	SEWER	N/A	N/A	N/A	N/A	N/A	Operations	Adopted Budget	Proposed vs.	(Decrease)
								Total All	Operations	Current Year
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 68,928						\$ 68,928	\$ 65,428	\$ 3,500	5.3%
Fringe Benefits	14,500						14,500	13,625	875	6.4%
Total Administration - Personnel	83,428	-	-	-	-	-	83,428	79,053	4,375	5.5%
<i>Administration - Other (List)</i>										
Professional Services	50,000						50,000	50,000	-	0.0%
Contracted Services - Executive Director	40,000						40,000	45,000	(5,000)	-11.1%
Rent Expense	13,800						13,800	12,600	1,200	9.5%
Insurance Expenses	33,000						33,000	30,000	3,000	10.0%
Miscellaneous Administration*	70,000						70,000	58,000	12,000	20.7%
Total Administration - Other	206,800	-	-	-	-	-	206,800	195,600	11,200	5.7%
Total Administration	290,228	-	-	-	-	-	290,228	274,653	15,575	5.7%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages							-	-	-	#DIV/0!
Fringe Benefits							-	-	-	#DIV/0!
Total COPS - Personnel							-	-	-	#DIV/0!
<i>Cost of Providing Services - Other (List)</i>										
Utility Expenses	44,000						44,000	36,000	8,000	22.2%
Treatment Fees	900,000						900,000	900,000	-	0.0%
Repair & Maintenance Expenses	185,000						185,000	185,000	-	0.0%
Professional Services	20,000						20,000	30,000	(10,000)	-33.3%
Miscellaneous COPS*	50,000						50,000	46,000	4,000	8.7%
Total COPS - Other	1,199,000	-	-	-	-	-	1,199,000	1,197,000	2,000	0.2%
Total Cost of Providing Services	1,199,000	-	-	-	-	-	1,199,000	1,197,000	2,000	0.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	153,506	-	-	-	-	-	153,506	148,764	4,742	3.2%
Total Operating Appropriations	1,642,734	-	-	-	-	-	1,642,734	1,620,417	22,317	1.4%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	46,913	-	-	-	-	-	46,913	72,813	(25,900)	-35.6%
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve							-	-	-	#DIV/0!
Municipality/County Appropriation							-	-	-	#DIV/0!
Other Reserves							-	-	-	#DIV/0!
Total Non-Operating Appropriations	46,913	-	-	-	-	-	46,913	72,813	(25,900)	-35.6%
TOTAL APPROPRIATIONS	1,689,647	-	-	-	-	-	1,689,647	1,693,230	(3,583)	-0.2%
ACCUMULATED DEFICIT										
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,689,647	-	-	-	-	-	1,689,647	1,693,230	(3,583)	-0.2%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation							-	-	-	#DIV/0!
Other	336,637						336,637	342,220	(5,583)	-1.6%
Total Unrestricted Net Position Utilized	336,637	-	-	-	-	-	336,637	342,220	(5,583)	-1.6%
TOTAL NET APPROPRIATIONS	\$ 1,353,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,353,010	\$ 1,351,010	\$ 2,000	0.1%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 82,136.70 \$ - \$ - \$ - \$ - \$ - \$ - \$ 82,136.70

2014 Appropriations Schedule

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

Current Year Adopted Budget

	SEWER	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 65,428						\$ 65,428
Fringe Benefits	13,625						13,625
Total Administration - Personnel	79,053	-	-	-	-	-	79,053
<i>Administration - Other (List)</i>							
Professional Services	50,000						50,000
Contracted Services - Executive Director	45,000						45,000
Rent Expense	12,600						12,600
Insurance Expenses	30,000						30,000
Miscellaneous Administration*	58,000						58,000
Total Administration - Other	195,600	-	-	-	-	-	195,600
Total Administration	274,653	-	-	-	-	-	274,653
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages							-
Fringe Benefits							-
Total COPS - Personnel	-	-	-	-	-	-	-
<i>Cost of Providing Services - Other (List)</i>							
Utility Expenses	36,000						36,000
Treatment Fees	900,000						900,000
Repair & Maintenance Expenses	185,000						185,000
Professional Services	30,000						30,000
Miscellaneous COPS*	46,000						46,000
Total COPS - Other	1,197,000	-	-	-	-	-	1,197,000
Total Cost of Providing Services	1,197,000	-	-	-	-	-	1,197,000
Total Principal Payments on Debt Service in Lieu of Depreciation	148,764	-	-	-	-	-	148,764
Total Operating Appropriations	1,620,417	-	-	-	-	-	1,620,417
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	72,813	-	-	-	-	-	72,813
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	72,813	-	-	-	-	-	72,813
TOTAL APPROPRIATIONS	1,693,230	-	-	-	-	-	1,693,230
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,693,230	-	-	-	-	-	1,693,230
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	342,220						342,220
Total Unrestricted Net Position Utilized	342,220	-	-	-	-	-	342,220
TOTAL NET APPROPRIATIONS	\$ 1,351,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,351,010

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 81,020.85 \$ - \$ - \$ - \$ - \$ - \$ 81,020.85

5 Year Debt Service Schedule - Principal

EDGEWATER PARK SEWERAGE AUTHORITY

	<i>Fiscal Year Beginning in</i>							Total Principal Outstanding	
	Current Year (2014)	2015	2016	2017	2018	2019	2020		Thereafter
SEWER									
NJEIT 2004	\$ 19,723	\$ 19,465	\$ 19,206	\$ 18,948	\$ 18,625	\$ 18,303	\$ 17,980	\$ 68,736	\$ 181,263
NJEIT 2010	129,041	134,041	139,041	139,041	144,041	144,041	149,041	735,610	1,584,856
Debt Issuance #3									
Debt Issuance #4									
Total Principal	148,764	153,506	158,247	157,989	162,666	162,344	167,021	804,346	1,766,119
N/A									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal									
N/A									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal									
N/A									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal									
N/A									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal									
TOTAL PRINCIPAL ALL OPERATIONS	\$ 148,764	\$ 153,506	\$ 158,247	\$ 157,989	\$ 162,666	\$ 162,344	\$ 167,021	\$ 804,346	\$ 1,766,119

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

2015 Net Position Reconciliation

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

Proposed Budget

	SEWER	N/A	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,926,313						\$ 1,926,313
Less: Invested in Capital Assets, Net of Related Debt (1)	771,090						771,090
Less: Restricted for Debt Service Reserve (1)							
Less: Other Restricted Net Position (1)	342,220						342,220
Total Unrestricted Net Position (1)	813,003						813,003
Less: Designated for Non-Operating Improvements & Repairs							
Less: Designated for Rate Stabilization							
Less: Other Designated by Resolution							
Plus: Accrued Unfunded Pension Liability (1)							
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							
Plus: Estimated Income (Loss) on Current Year Operations (2)							
Plus: Other Adjustments (attach schedule)							
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	813,003						813,003
Unrestricted Net Position Utilized to Balance Proposed Budget	336,637						336,637
Unrestricted Net Position Utilized in Proposed Capital Budget	150,000						150,000
Appropriation to Municipality/County (3)							
Total Unrestricted Net Position Utilized in Proposed Budget	486,637						486,637
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR							
(4)	\$ 326,366	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326,366

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 82,137 \$ - \$ - \$ - \$ - \$ - \$ 82,137
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2015
EDGEWATER
PARK SEWERAGE
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2015 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

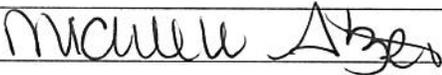
EDGEWATER PARK SEWERAGE AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2014 **TO:** NOVEMBER 30, 2015

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Edgewater Park Sewerage Authority, on the 8th day of October, 2014.

OR

It is hereby certified that the governing body of the EPS Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Michelle Atzert		
Title:	Treasurer/Secretary		
Address:	1123 Cooper Street Edgewater Park, NJ 08010		
Phone Number:	609.877.1411	Fax Number:	609.835.6676
E-mail address	Michelle.atzert@comcast.net		

2015 CAPITAL BUDGET/PROGRAM MESSAGE

EDEWATER PARK SEWERAGE Authority

FISCAL YEAR: FROM: DECEMBER 1, 2014 TO: NOVEMBER 30, 2015

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

Budget plans have been reviewed with the engineer.

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

Yes

3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?

Yes

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

The proposed plan has no immediate impact on the user fees for the 2014/2015 fiscal year.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

None

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

None

Add additional sheets if necessary.

2015 Proposed Capital Budget

EDGEWATER PARK SEWERAGE AUTHORITY
For the Period December 1, 2014 to November 30, 2015

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
SEWER						
Collection System Upgrades	\$ 150,000	\$ 150,000				
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	150,000	150,000	-	-	-	-
N/A						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
N/A						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
N/A						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
N/A						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
N/A						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

Fiscal Year Beginning in

	<u>Estimated Total Cost</u>	<u>Current Year</u>					
		<u>Proposed Budget</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<i>SEWER</i>							
Collection System Upgrades	\$ 900,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	<u>900,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	<u><u>\$ 900,000</u></u>	<u><u>\$ 150,000</u></u>					

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

EDGEWATER PARK SEWERAGE AUTHORITY

For the Period December 1, 2014 to November 30, 2015

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>SEWER</i>						
Collection System Upgrades	\$ 900,000	\$ 900,000				
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	900,000	900,000	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 900,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.