

- To complete this phase Ehlers will need to request and review the following:
 - Current schedule of sewer rates.
 - Annual audits for the past five years. (We have this information on file).
 - Year to date actual expenses and revenues.
 - Latest line-item budget.
 - Current annual debt service schedules for existing utility debt. (We have this information on file).
 - Any available capital improvement plan documents.

Phase II – Report, Presentation(s), & Implementation

- Draft Report
 - Meet with Village staff virtually (phone or web-based service) to discuss initial findings
- Final Report and Presentation
 - Prepare a report including all project tables and a brief presentation describing the findings and recommendations of the LRCFA.
 - Review the report with staff and make any appropriate changes.
 - Prepare a final report and submit via PDF or paper copy
 - Prepare and be available for one (1) presentation of the report and findings to the Village Board or other designated governing body.
- Implementation
 - Assist utility in determining implementation date
 - Provide updated rate schedules for implementation
 - Discuss proper implementation process as it relates to the municipality's ordinance

Phase III – Utility Rate Study (as necessary)

- Under this phase we will complete the Sewer Rate Study. This analysis will include:
 - Development of Revenue Requirements
 - Based on the available budget, debt and asset detail, develop the revenue requirements for the utility under the cash based or utility-based method.
 - Cost of Service Study
 - Allocate the revenue requirements for the test year to the appropriate utility functions.
 - Rate Design