

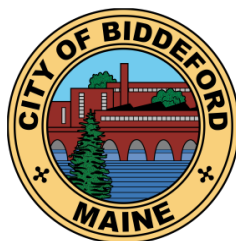
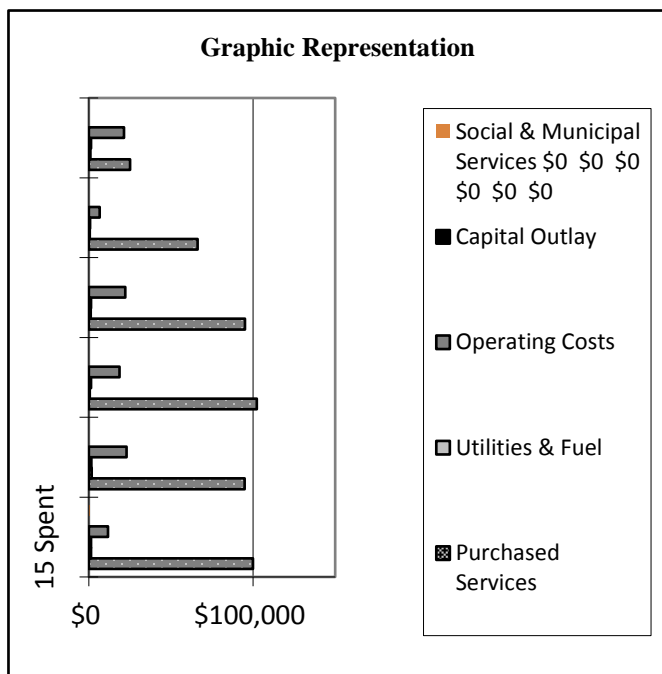
City of Biddeford, Maine

FY2018

Budget: Sewer Ind Pretreat Program

Account Number: 35103

| | FY15 | FY16 | FY16 | FY17 | FY17 | FY2018 | | |
|-----------------------------|------------------|------------------|------------------|------------------|-----------------------------------|-----------------|-----------------|------------------|
| | Spent | Budget | Spent | Budget | Yr to Date Spent thru 3/1/2017 | Dept Head | Manager's Rec | City Council Rec |
| Personnel Services: | \$100,030 | \$94,942 | \$102,176 | \$94,996 | \$66,255 | \$25,095 | \$25,095 | |
| Purchased Services | \$1,427 | \$1,822 | \$485 | \$1,167 | \$485 | \$925 | \$925 | |
| Utilities & Fuel | \$1,303 | \$1,500 | \$1,303 | \$1,303 | \$760 | \$1,305 | \$1,305 | |
| Operating Costs | \$11,640 | \$22,900 | \$18,740 | \$22,236 | \$6,685 | \$21,481 | \$39,171 | |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Social & Municipal Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| TOTALS: | \$114,399 | \$121,164 | \$122,704 | \$119,702 | \$74,185 | \$48,807 | \$66,496 | \$0 |



Total Fringe Benefit Impact

| FRINGE BENEFIT IMPACT (Estimated): | |
|------------------------------------|----------------|
| FICA | \$1,414 |
| Workers Comp | \$425 |
| Health Insurance | \$2,922 |
| Retirement | \$1,774 |
| Unemployment | \$18 |
| Other Insurance | \$73 |
| # of Full Time Employees | 0.35 |
| Total Fringe Benefit Impact | \$6,626 |

| | FY17 Budget | FY18 Manager's Rec | Dollar Change | Percentage Change |
|-----------------------------|------------------|-----------------------|------------------|----------------------|
| Personal Services: | \$94,996 | \$25,095 | -\$69,901 | -73.6% |
| Purchased Services | \$1,167 | \$925 | -\$242 | -20.7% |
| Utilities & Fuel | \$1,303 | \$1,305 | \$2 | 0.2% |
| Operating Costs | \$22,236 | \$39,171 | \$16,935 | 76.2% |
| Capital Outlay | \$0 | \$0 | \$0 | N/A |
| Social & Municipal Services | \$0 | \$0 | \$0 | N/A |
| TOTALS: | \$119,702 | \$66,496 | -\$53,206 | -44.4% |

FY2018 Personnel Services

| Account Number | Description | FY15 Spent | FY16 Budget | FY16 Spent | FY17 Budget | FY17 Yr to Date Spent | FY2018 | |
|-------------------|------------------------------|------------------|-----------------|------------------|-----------------|--------------------------|-----------------|-----------------|
| | | | | | | | Dept Head | Mgr's Rec |
| 60101 | Dept Manager Salary Exp | \$17,603 | \$18,063 | \$18,149 | \$18,174 | \$12,004 | \$18,429 | \$18,429 |
| 60102 | Mid Mgmt Hrly Employee Wag | \$64,093 | \$58,694 | \$66,990 | \$58,805 | \$42,925 | \$0 | \$0 |
| 60129 | Insurance Buyout Pay | \$1,050 | \$935 | \$1,050 | \$930 | \$525 | \$0 | \$0 |
| 60201 | FICA/Medicare-ER Share Exp | \$6,322 | \$6,144 | \$6,617 | \$6,218 | \$4,299 | \$1,414 | \$1,414 |
| 60202 | MPERS-Employer Share Exp | \$1,379 | \$1,608 | \$1,617 | \$1,727 | \$1,140 | \$1,774 | \$1,774 |
| 60203 | 457 Plan-Employer Share Exp | \$2,830 | \$2,625 | \$3,202 | \$3,369 | \$2,400 | \$0 | \$0 |
| 60210 | HPHC Ins Employer Share Exp | \$5,751 | \$4,601 | \$3,825 | \$4,033 | \$2,504 | \$2,922 | \$2,922 |
| 60212 | S-T Disability ER Share Exp | \$28 | \$27 | \$28 | \$29 | \$18 | \$6 | \$6 |
| 60213 | L-T Disability ER Share Exp | \$187 | \$245 | \$230 | \$277 | \$159 | \$67 | \$67 |
| 60216 | Delta Dental ER Share | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 60217 | RHSA Plan ER Share | \$0 | \$0 | \$0 | \$484 | \$282 | \$0 | \$0 |
| 60251 | Conferences/Training Expense | \$0 | \$1,000 | \$0 | \$150 | \$0 | \$150 | \$150 |
| 60252 | Travel/Mileage Expense | \$787 | \$800 | \$467 | \$800 | \$0 | \$334 | \$334 |
| 60256 | Dues/Memberships Expense | \$0 | \$200 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Totals | | \$100,030 | \$94,942 | \$102,176 | \$94,996 | \$66,255 | \$25,095 | \$25,095 |

FY2018 Purchased Services

| Account Number | Description | FY15 Spent | FY16 Budget | FY16 Spent | FY17 Budget | FY17 Yr to Date Spent | FY2018 | |
|-------------------|----------------------------|----------------|----------------|---------------|----------------|--------------------------|--------------|--------------|
| | | | | | | | Dept Head | Mgr's Rec |
| 60301 | Legal Services Expense | \$0 | \$500 | \$0 | \$500 | \$0 | \$500 | \$500 |
| 60370 | Workers Comp Insurance Exp | \$1,427 | \$1,322 | \$485 | \$667 | \$485 | \$425 | \$425 |
| Totals | | \$1,427 | \$1,822 | \$485 | \$1,167 | \$485 | \$925 | \$925 |

FY2018 Utilities & Fuel

| Account Number | Description | FY15 Spent | FY16 Budget | FY16 Spent | FY17 Budget | FY17 Yr to Date Spent | FY2018 | |
|-------------------|------------------------|----------------|----------------|----------------|----------------|--------------------------|----------------|----------------|
| | | | | | | | Dept Head | Mgr's Rec |
| 60406 | Fiber/Internet Expense | \$1,303 | \$1,500 | \$1,303 | \$1,303 | \$760 | \$1,305 | \$1,305 |
| Totals | | \$1,303 | \$1,500 | \$1,303 | \$1,303 | \$760 | \$1,305 | \$1,305 |

FY2018 Other Operating Costs

| Account Number | Description | FY15 Spent | FY16 Budget | FY16 Spent | FY17 Budget | FY17 Yr to Date Spent | FY2018 | |
|-------------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|--------------------------|-----------------|-----------------|
| | | | | | | | Dept Head | Mgr's Rec |
| 60500 | Admin/Office Supp/Eqt Non-Cap | \$648 | \$1,000 | \$0 | \$386 | \$0 | \$378 | \$378 |
| 60501 | Operating Supp/Eqt Non-Cap | \$1,367 | \$1,400 | \$0 | \$1,350 | \$0 | \$603 | \$603 |
| 60797 | Miscellaneous Expense | \$9,625 | \$20,500 | \$18,740 | \$20,500 | \$6,685 | \$20,500 | \$38,189 |
| Totals | | \$11,640 | \$22,900 | \$18,740 | \$22,236 | \$6,685 | \$21,481 | \$39,171 |



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Dept Manager Salary Exp

Department Number: 35103

Account Number: 60101

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$17,602.75 | \$18,063.00 | \$18,149.17 | \$18,174.00 | \$18,055.63 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$18,428.52 | \$18,428.52 | | \$254.52 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary for wastewater director at 20% of salary

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2018 BUDGET

DEPARTMENT: 35103 Sewer Ind Pretreat Program

| CLASSIFICATION | RANGE | POSITION | YEAREND | REQUESTED | CITY MANAGER RECOMMEND. | COUNCIL APPROP. | NAME | OBJECT | FTE |
|-------------------------|-------|----------|---------------------|-----------|----------------------------|--------------------|-----------------|--------|------|
| | | | ANNUALIZED TOTAL | | | | | | |
| Engineering Director | | 1 | 18,479.20 | 18,428.52 | 18,428.52 | | THOMAS MILLIGAN | 60101 | 0.20 |
| Chief Operating Officer | | 1 | 0.00 | 0.00 | 0.00 | | BRIAN PHINNEY | 60102 | 0.15 |

**Salary percentages change from last year, reducing budget
 COO transfer as a lump sum

| | | | | | | | | | |
|--------------------------|--|----------|------------------|------------------|------------------|-------------|--|--|--|
| TOTAL BUDGETED POSITIONS | | 2 | 18,479.20 | 18,428.52 | 18,428.52 | 0.00 | | | |
|--------------------------|--|----------|------------------|------------------|------------------|-------------|--|--|--|



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35103

Account Number: 60102

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$64,092.80 | \$58,694.00 | \$66,990.11 | \$58,805.00 | \$66,034.49 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$0.00 | \$0.00 | | (\$58,805.00) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary for IPP coordinator reallocated to City Manager budget with a lump sum transfer appearing in 60797
Removal of comptroller from budget line item



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Insurance Buyout Pay

Department Number: 35103

Account Number: 60129

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$1,050.00 | \$935.00 | \$1,050.00 | \$930.00 | \$1,050.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$0.00 | \$0.00 | | (\$930.00) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in salary percentage assigned to this department.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35103

Account Number: 60201

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$6,321.87 | \$6,144.00 | \$6,616.99 | \$6,218.00 | \$6,316.23 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$1,413.66 | \$1,414 | | (\$4,804.34) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in salary percentage assigned to this department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: MPERS-Employer Share Exp

Department Number: 35103

Account Number: 60202

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$1,379.00 | \$1,608.00 | \$1,617.40 | \$1,727.00 | \$1,715.42 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$1,774.00 | \$1,774 | | \$47.00 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Salary expense from payroll worksheet.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: 457 Plan-Employer Share Exp

Department Number: 35103

Account Number: 60203

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$2,829.97 | \$2,625.00 | \$3,202.23 | \$3,369.00 | \$3,591.96 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$0.00 | \$0.00 | | (\$3,369.00) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in percentage assigned to this department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: HPHC Ins Employer Share Exp

Department Number: 35103

Account Number: 60210

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$5,751.48 | \$4,601.00 | \$3,825.12 | \$4,033.00 | \$3,808.42 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$2,921.84 | \$2,922 | | (\$1,111.16) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in percentage assigned to this department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: S-T Disability ER Share Exp

Department Number: 35103

Account Number: 60212

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$27.80 | \$27.00 | \$28.38 | \$29.00 | \$28.30 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$6.00 | \$6.00 | | (\$23.00) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in percentage assigned to this department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: L-T Disability ER Share Exp

Department Number: 35103

Account Number: 60213

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$187.31 | \$245.00 | \$229.78 | \$277.00 | \$245.87 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$66.53 | \$66.53 | | (\$210.47) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in percentage assigned to this department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Delta Dental ER Share

Department Number: 35103

Account Number: 60216

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$0.00 | \$0.00 | | \$0.00 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Not applicable



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: RHSA Plan ER Share

Department Number: 35103

Account Number: 60217

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$0.00 | \$0.00 | \$0.00 | \$484.00 | \$515.69 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$0.00 | \$0.00 | | (\$484.00) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in percentage assigned to this department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Conferences/Training Expense

Department Number: 35103

Account Number: 60251

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$0.00 | \$1,000.00 | \$0.00 | \$150.00 | \$0.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$150.00 | \$150.00 | | \$0.00 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

| <i>Desc</i> | <i>Unit</i> | <i>Rate</i> | <i>Total</i> |
|---------------------------|-------------|-------------|--------------|
| Conf/Training Contingency | 1 \$ | 150.00 \$ | 150.00 |

As a revenue fund, if the line item is not expended it will not be included in the user fee calculation



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Travel/Mileage Expense

Department Number: 35103

Account Number: 60252

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$786.91 | \$800.00 | \$467.11 | \$800.00 | \$600.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$ 334.38 | \$334 | | (\$465.62) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

| <i>Desc</i> | <i>Unit</i> | <i>Rate</i> | <i>Total</i> |
|--------------------------------|-------------|-------------|--------------|
| Mileage (inspections/meetings) | 625 | \$0.54 | \$334.38 |



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Dues/Memberships Expense

Department Number: 35103

Account Number: 60256

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$0.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$0.00 | \$0.00 | | \$0.00 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Not applicable



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Legal Services Expense

Department Number: 35103

Account Number: 60301

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$ 500.00 | \$500.00 | | \$0.00 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

| <i>Desc</i> | <i>Unit</i> | <i>Rate</i> | <i>Total</i> |
|----------------------------|-------------|-------------|--------------|
| Legal Services Contingency | 1 \$ | 500.00 \$ | 500.00 |

As a revenue fund, if the contingency is not expended it will not be used in calculating user fees.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Workers Comp Insurance Exp

Department Number: 35103

Account Number: 60370

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$1,427.00 | \$1,322.00 | \$485.00 | \$667.00 | \$485.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$425.31 | \$425 | | (\$241.69) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Reduction reflects change in percentage assigned to this department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Fiber/Internet Expense

Department Number: 35103

Account Number: 60406

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$1,302.84 | \$1,500.00 | \$1,302.84 | \$1,303.00 | \$1,303.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$1,305.00 | \$1,305.00 | | \$2.00 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Prorated share of facility internet service provider costs.

| | | |
|--------------------------------------|----|----------|
| Facility internet/fiber fee (Annual) | \$ | 5,222.00 |
| IPP Percentage | | 25% |
| | \$ | 1,305.50 |



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Admin/Office Supp/Eqt Non-Cap

Department Number: 35103

Account Number: 60500

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$647.74 | \$1,000.00 | \$0.00 | \$386.00 | \$386.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$ 378.19 | \$378 | | (\$7.81) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Office supplies to manage administrative aspects of IPP.

Reduced request based on projected need. Active effort to reduce office supplies by converting to digital recordkeeping.

| | | |
|------------------------|----|--------|
| 4" D-Ring Binder (9) | \$ | 155.61 |
| 3" D-Ring Binder (6) | \$ | 68.94 |
| 1.5" D-Ring Binder (6) | \$ | 11.29 |
| 10-Tab Dividers (15) | \$ | 142.35 |
| | \$ | 378.19 |



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35103

Account Number: 60501

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$1,366.93 | \$1,400.00 | \$0.00 | \$1,350.00 | \$1,100.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$ 603.14 | \$603.14 | | (\$746.86) |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Equipment, materials, and supplies for industrial pretreatment program.

| | | |
|--------------------------------------|----|--------|
| Safety Glasses-Diopter (1) | \$ | 10.58 |
| Disposable gloves (Box) | \$ | 25.00 |
| Cut Resistant Waterproof Work Glove | \$ | 43.95 |
| Steel-toe Rubber Boots (1 pr) | \$ | 16.49 |
| Hardhat Mounted H. Protection (1 pr) | \$ | 11.99 |
| pH Electrode Solution | \$ | 33.85 |
| 1000ml Sampling Bottle (1 case) | \$ | 327.90 |
| Utility Funnel - 8 oz (2) | \$ | 8.38 |
| Carry case for supplies | \$ | 125.00 |
| | \$ | 603.14 |



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Vehicles Purchase Capital

Department Number: 35103

Account Number: 60603

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$0.00 | \$0.00 | | \$0.00 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Not applicable



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Ind Pretreat Program

Account Title: Miscellaneous Expense

Department Number: 35103 Account Number: 60797

| FY2015 Actual | FY 2016 Budget | FY 2016 Actual | FY 2017 Budget | FY 2017 Est. Expended |
|------------------|-------------------|-------------------|-------------------|--------------------------|
| \$9,625.00 | \$20,500.00 | \$18,740.00 | \$20,500.00 | \$14,225.00 |

| FY-2018 Budget | Department Request | City Mgr Recommendation | Council Action | Increase (Decrease) |
|-------------------|-----------------------|----------------------------|-------------------|------------------------|
| | \$20,500.00 | \$ 38,189.34 | | \$17,689.34 |

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Budget for required external certified laboratory testing of influent, effluent, background, sludge, and receiving water in accordance with the facility discharge license and industrial pretreatment program.

Budget includes actual and contingency testing. Contingency testing includes investigation of abnormal plant influent, repeat tests required when a laboratory test fails QA/QC criteria, and performance testing to evaluate plant systems.

Actual expenditures will be used to determining industrial pretreatment fees.

| <i>FY</i> | <i>Budget</i> | <i>Actual</i> |
|---------------------------------------|---------------|------------------|
| 2011 \$ | 15,000.00 \$ | 10,231.43 |
| 2012 \$ | 20,500.00 \$ | 8,399.50 |
| 2013 \$ | 20,500.00 \$ | 14,135.00 |
| 2014 \$ | 20,500.00 \$ | 20,492.64 |
| 2015 \$ | 20,500.00 \$ | 9,625.00 |
| 2016 \$ | 20,500.00 \$ | 18,740.00 |
| 2017 \$ | 20,500.00 \$ | 14,000.00 |
| Average | \$ | 13,660.51 |
| Median | \$ | 14,000.00 |
| Maximum | \$ | 20,492.64 |
| Lump sum COO/IPP Coor Salary Transfer | \$ | 17,696.70 |
| Total | \$ | 38,189.34 |