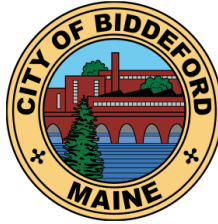
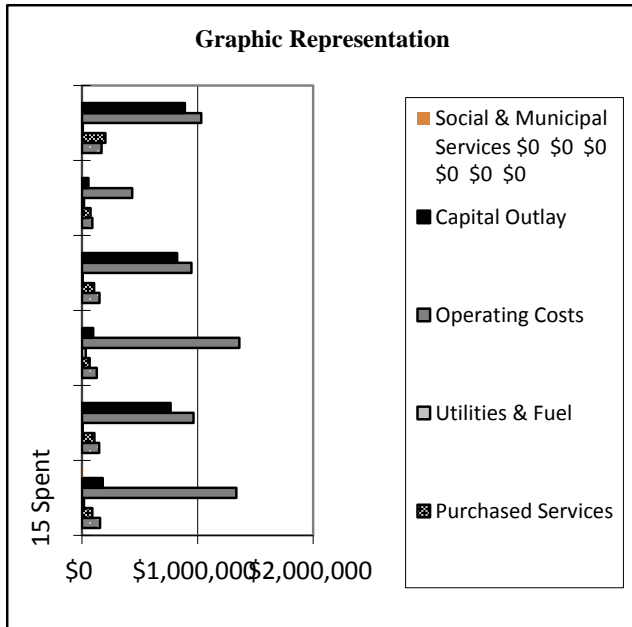


City of Biddeford, Maine
FY2018

Budget: Sewer Operations

Account Number: 35102

	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:	\$155,502	\$149,068	\$128,147	\$150,652	\$88,713	\$169,444	\$152,777	
Purchased Services	\$88,879	\$106,969	\$66,213	\$104,619	\$75,433	\$201,929	\$202,539	
Utilities & Fuel	\$18,767	\$4,547	\$34,049	\$3,680	\$16,578	\$7,912	\$7,919	
Operating Costs	\$1,334,881	\$963,844	\$1,362,415	\$948,197	\$434,858	\$1,030,943	\$1,158,146	
Capital Outlay	\$180,609	\$765,733	\$97,945	\$822,848	\$57,189	\$890,074	\$890,074	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS:	\$1,778,639	\$1,990,161	\$1,688,769	\$2,029,996	\$672,771	\$2,300,302	\$2,411,455	\$0



Total Fringe Benefit Impact

FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$10,297
Workers Comp	\$31,487
Health Insurance	\$19,625
Retirement	\$8,968
Unemployment	\$90
Other Insurance	\$1,231
# of Full Time Employees	1.85
Total Fringe Benefit Impact	\$71,698

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$150,652	\$152,777	\$2,125	1.4%
Purchased Services	\$104,619	\$202,539	\$97,920	93.6%
Utilities & Fuel	\$3,680	\$7,919	\$4,239	115.2%
Operating Costs	\$948,197	\$1,158,146	\$209,949	22.1%
Capital Outlay	\$822,848	\$890,074	\$67,226	8.2%
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,029,996	\$2,411,455	\$381,459	18.8%

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	\$44,007	\$45,158	\$45,372	\$45,435	\$30,009	\$46,198	\$46,198
60102	Mid Mgmt Hrly Employee Wage	\$60,913	\$58,325	\$47,329	\$58,684	\$33,683	\$58,426	\$41,654
60105	F-T Employee Wage Exp	\$5,079	\$5,265	\$4,821	\$5,322	\$3,081	\$0	\$0
60106	P-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$21,470	\$21,599
60111	Overtime Wage Expense	\$0	\$362	\$0	\$366	\$0	\$2,230	\$2,230
60129	Insurance Buyout Pay	\$150	\$270	\$150	\$270	\$75	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$7,931	\$8,447	\$6,999	\$8,618	\$4,872	\$10,297	\$10,297
60202	MPERS-Employer Share Exp	\$3,450	\$4,019	\$4,043	\$4,637	\$2,851	\$4,435	\$4,435
60203	457 Plan-Employer Share Exp	\$1,396	\$1,040	\$717	\$2,568	\$1,551	\$4,533	\$4,533
60210	HPHC Ins Employer Share Exp	\$31,244	\$24,492	\$18,324	\$23,312	\$11,937	\$19,625	\$19,625
60212	S-T Disability ER Share Exp	\$59	\$60	\$51	\$65	\$37	\$46	\$46
60213	L-T Disability ER Share Exp	\$263	\$330	\$271	\$375	\$214	\$382	\$382
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$328	\$803	\$803
60230	Clothing/Uniforms Expense	\$216	\$300	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$320	\$400	\$0	\$400	\$0	\$400	\$400
60252	Travel/Mileage Expense	\$400	\$500	\$69	\$500	\$0	\$500	\$500
60257	Professional License Fees Exp	\$75	\$100	\$0	\$100	\$75	\$100	\$75
Totals		\$155,502	\$149,068	\$128,147	\$150,652	\$88,713	\$169,444	\$152,777

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
60302	Audit Services Expense	\$6,370	\$6,561	\$6,370	\$6,561	\$6,500	\$6,500	\$6,500
60304	Registry of Deeds Fee Expense	\$8,303	\$7,000	\$9,073	\$7,000	\$6,517	\$7,000	\$8,000
60305	#N/A							
60306	Other Prof/Consult Svcs Exp	\$2,500	\$2,500	\$1,900	\$2,500	\$321	\$10,000	\$10,000
60310	Service Contracts Expense	\$0	\$1,500	\$0	\$1,500	\$0	\$100,150	\$100,150
60312	Temporary Contract Help Exp	\$6,000	\$6,000	\$0	\$6,000	\$0	\$3,000	\$3,000
60325	Postage/Shipping Expense	\$6,896	\$8,000	\$6,125	\$8,000	\$3,547	\$8,000	\$7,600
60330	Equipment Rent/Lease Exp	\$0	\$250	\$0	\$250	\$0	\$0	\$0
60331	Land/Building Lease Expense	\$1,014	\$1,025	\$1,018	\$1,025	\$1,038	\$1,050	\$1,060
60370	Workers Comp Insurance Exp	\$27,701	\$38,266	\$24,380	\$34,483	\$24,380	\$31,487	\$31,487
60372	Vehicle Insurance Expense	\$7,304	\$8,504	\$7,888	\$8,845	\$8,205	\$8,845	\$8,845
60373	Building/Boiler Insurance Exp	\$8,840	\$10,405	\$9,458	\$10,822	\$9,850	\$10,822	\$10,822
60375	Special Equip Insurance Exp	\$0	\$1,412	\$0	\$1,469	\$0	\$0	\$0
60382	Pollution Insurance Expense	\$13,951	\$15,546	\$0	\$16,164	\$15,075	\$15,075	\$15,075

Totals

<u>\$88,879</u>	<u>\$106,969</u>	<u>\$66,213</u>	<u>\$104,619</u>	<u>\$75,433</u>	<u>\$201,929</u>	<u>\$202,539</u>
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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
60400	Electricity Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60401	Water Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60402	Phone/Celular/Paging Exp	\$1,587	\$2,500	\$1,583	\$2,000	\$927	\$2,184	\$2,191
60404	Sewer User Fee Expense	\$15,487	\$1,000	\$31,193	\$1,000	\$15,336	\$5,000	\$5,000
60411	Gasoline Expense	\$1,693	\$1,047	\$1,272	\$680	\$316	\$728	\$728
Totals		\$18,767	\$4,547	\$34,049	\$3,680	\$16,578	\$7,912	\$7,919

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
60453	Vehicle Repair/Tires/Oil Exp	\$79	\$400	\$86	\$400	\$0	\$500	\$400
60500	Admin/Office Supp/Eq Non-Cap	\$143	\$600	\$672	\$500	\$303	\$700	\$700
60501	Operating Supp/Eq Non-Cap	\$52,167	\$75,000	\$45,050	\$75,000	\$13,100	\$30,000	\$30,000
60700	Depreciation Expense	\$943,459	\$0	\$991,752	\$0	\$0	\$0	\$0
60750	Bond Principal Expense	\$0	\$559,000	\$0	\$559,000	\$239,000	\$659,000	\$659,000
60751	Bond Interest Expense	\$222,957	\$207,710	\$206,467	\$192,163	\$97,593	\$242,943	\$242,943
60797	Miscellaneous Expense	\$17,777	\$14,542	\$21,144	\$14,542	\$24,862	\$12,800	\$12,800
60798	Contingency	\$38,300	\$46,592	\$37,244	\$46,592	\$0	\$25,000	\$25,000
60799	Transfer Out to Other Funds	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$187,303
Totals		\$1,334,881	\$963,844	\$1,362,415	\$948,197	\$434,858	\$1,030,943	\$1,158,146

FY2018 Capital Outlay

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60602	Equipment Purchase Cap	\$492	\$100,000	\$8,664	\$100,000	\$32,831	\$100,000	\$100,000
60603	Vehicles Purchase Capital	\$12,368	\$22,333	\$716	\$22,848	\$0	\$17,574	\$17,574
60605	Sewer Construc/Improve Cap	\$167,749	\$643,400	\$88,565	\$700,000	\$24,358	\$772,500	\$772,500
Totals		\$180,609	\$765,733	\$97,945	\$822,848	\$57,189	\$890,074	\$890,074



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Dept Manager Salary Exp

Department Number: 35102

Account Number: 60101

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$44,006.84	\$45,158.00	\$45,372.47	\$45,435.00	\$46,107.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$46,198.00	\$46,198.00		\$763.00

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.

50% of City Engineer Salary with no increase included

See Payroll Worksheet for details

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2018 BUDGET

DEPARTMENT: 35102 Sewer Operations

CLASSIFICATION	RANGE	POSITION	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	NAME	OBJECT	FTE
			ANNUALIZED						
City Engineer		1	45,894.72	46,198.00	46,198.00		Thomas Milligan	60101	0.50
TOTALS FOR OBJECT CODE :		1	45,894.72	46,198.00	46,198.00				0.50
Comptroller		1	24,491.91	24,586.00	26,782.11		Richard Dutremble	60102	0.50
Chief Operating Officer		1	18,006.18	18,075.00	0.00		Brian Phinney	60102	0
Engineering Technician		1	15,703.69	15,765.00	14,871.78		Robert Sanchioni	60102	0.35
TOTALS FOR OBJECT CODE :		3	58,201.78	58,426.00	41,653.89				0.85
Admin. Assistant AC Clerical		1	5,348.54	0.00	0.00		Linda Ridlon	60105	0.00
TOTALS FOR OBJECT CODE :		1	5,348.54	0.00	0.00				0.00
Admin. Assistant AC Clerical		1	0.00	21,470.00	21,599.33		Linda Ridlon	60106	0.50
TOTALS FOR OBJECT CODE :		1	0.00	21,470.00	21,599.33				0.50
TOTAL BUDGETED POSITIONS		6	109,445.04	126,094.00	109,451.22	0.00			1.85



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35102

Account Number: 60102

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$60,912.96	\$58,325.00	\$47,329.21	\$58,684.00	\$51,859.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	58,426.00	41,653.89		(\$17,030.11)

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.

50% of Comptroller salary with no increase included
 Chief Operating Officer removed to be added as lump sum
 35% of Engineering Tech. wages with no increase included

See Payroll Worksheet for details



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: F-T Employee Wage Exp

Department Number: 35102

Account Number: 60105

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$5,078.55	\$5,265.00	\$4,820.69	\$5,322.00	\$4,751.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$5,322.00)

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.

Admin. Asst. Position changed to Part Time

See Payroll Worksheet for details



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: P-T Employee Wage Exp

Department Number: 35102

Account Number: 60106

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)
	21,470.00	21,599.33		\$21,599.33

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.

Admin. Asst. Position changed to Part Time

See Payroll Worksheet for details



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Overtime Wage Expense

Department Number: 35102

Account Number: 60111

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$362.00	\$0.00	\$366.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,229.62	\$2,229.62		\$1,863.62

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.

Projected overtime needs for Eng. Tech. and Admin. Asst. positions

The FY 18 proposed budget includes some overtime funding for the Eng. Tech. position whereas in the past no overtime funding was in place for this position. The position is now hourly and with the reduction in staffing in Engineering, overtime has become a reality.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Insurance Buyout Pay

Department Number: 35102

Account Number: 60129

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$150.00	\$270.00	\$150.00	\$270.00	\$270.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$270.00)

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.

Insurance Buy Out for COO/IPP Coor removed to be added as a lump sum with salary transfer



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35102

Account Number: 60201

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$7,931.08	\$8,447.00	\$6,998.71	\$8,618.00	\$7,493.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,296.66	\$10,296.66		\$1,678.66

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.

7.65% of applicable salaries and wages



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: MPERS-Employer Share Exp

Department Number: 35102

Account Number: 60202

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$3,449.52	\$4,019.00	\$4,043.47	\$4,637.00	\$4,380.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,435.01	\$4,435.01		(\$201.99)

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.

9.6% of applicable salaries and wages



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 35102

Account Number: 60203

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,395.68	\$1,040.00	\$717.27	\$2,568.00	\$2,406.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,533.30	\$4,533.30		\$1,965.30

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.

Up to 6% of applicable salaries and wages



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 35102

Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$31,244.28	\$24,492.00	\$18,324.43	\$23,312.00	\$18,341.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,624.98	\$19,624.98		(\$3,687.02)

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.

Health Insurance Premiums for applicable positions with projected increase of 7%

Reduction due to changing of Admin. Asst. position to Part Time status



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: S-T Disability ER Share Exp

Department Number: 35102

Account Number: 60212

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$59.18	\$60.00	\$50.97	\$65.00	\$56.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$45.90	\$46.00		(\$19.00)

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.

Life & AD+D premiums for City Engineer, Comptroller, Chief Operating Officer and Eng. Tech.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: L-T Disability ER Share Exp

Department Number: 35102

Account Number: 60213

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$262.98	\$330.00	\$271.40	\$375.00	\$330.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$381.54	\$381.54		\$6.54

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.

Premiums for City Engineer, Comptroller, Chief Operating Officer and Eng. Tech. positions



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Delta Dental ER Share

Department Number: 35102

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 Operations

Account Title: RHSA Plan ER Share

Department Number: 35102

Account Number: 60217

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$780.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$803.40	\$803.40		\$803.40

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.

Retirement Health Savings Account obligations for applicable positions



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Clothing/Uniforms Expense

Department Number: 35102

Account Number: 60230

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$215.62	\$300.00	\$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 Operations

Account Title: Conferences/Training Expense

Department Number: 35102

Account Number: 60251

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$320.34	\$400.00	\$0.00	\$400.00	\$400.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		\$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.

Training costs related to maintaining State Wastewater licenses and certifications

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>
FY2011	\$ 400.00	\$ 400.00
FY2012	\$ 400.00	\$ 361.00
FY2013	\$ 400.00	\$ 251.00
FY2014	\$ 400.00	\$ 300.00
FY2015	\$ 400.00	\$ 320.00
FY2016	\$ 400.00	-
FY2017	\$ 400.00	\$ 400.00 (est. EOY)



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Travel/Mileage Expense

Department Number: 35102

Account Number: 60252

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$400.43	\$500.00	\$68.80	\$500.00	\$500.00

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>Description</i>	<i>Unit (miles)</i>	<i>Rate</i>	<i>Subtotal</i>
DEP meetings :	280.4	\$ 0.54	\$ 150.00
Training sessions :	373.8	\$ 0.54	\$ 200.00
Misc. :	280.4	\$ 0.54	\$ 150.00
		\$	500.00



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Professional License Fees Exp

Department Number: 35102

Account Number: 60257

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$75.00	\$100.00	\$0.00	\$100.00	\$100.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$75.00		(\$25.00)

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.

City Eng's Wastewater Operator License

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>
FY2011	\$ 100.00	\$ 75.00
FY2012	\$ 100.00	-
FY2013	\$ 100.00	\$ 75.00
FY2014	\$ 100.00	-
FY2015	\$ 100.00	\$ 75.00
FY2016	\$ 100.00	-
FY2017	\$ 100.00	\$ 75.00



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Audit Services Expense

Department Number: 35102

Account Number: 60302

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$6,370.00	\$6,561.00	\$6,370.00	\$6,561.00	\$6,500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,500.00	\$6,500.00		(\$61.00)

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.

Wastewater prorated share of City audit costs



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Registry of Deeds Fee Expense

Department Number: 35102

Account Number: 60304

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$8,303.00	\$7,000.00	\$9,073.00	\$7,000.00	\$9,897.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,000.00	\$8,000.00		\$1,000.00

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.

Fees for recording and discharging of liens. Actual values vary year to year.

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 6,000.00	\$ 6,747.00	\$ (747.00)
FY2012	\$ 6,000.00	\$ 7,605.00	\$ (1,605.00)
FY2013	\$ 6,600.00	\$ 6,955.00	\$ (355.00)
FY2014	\$ 6,600.00	\$ 5,992.00	\$ 608.00
FY2015	\$ 6,600.00	\$ 8,303.00	\$ (1,703.00)
FY2016	\$ 7,000.00	\$ 9,073.00	\$ (2,073.00)
FY2017	\$ 7,000.00	\$ 9,897.00	\$ (2,897.00)
	Average	\$ 7,796.00	
	Median	\$ 7,605.00	
	Maximum	\$ 9,897.00	



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Other Prof/Consult Svcs Exp

Department Number: 35102

Account Number: 60306

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$2,500.00	\$2,500.00	\$1,900.00	\$2,500.00	\$2,479.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$7,500.00

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.

Contingency for contracted surveying services and engineering services

Increase due to reduction of survey personnel within Department



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Service Contracts Expense

Department Number: 35102

Account Number: 60310

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,150.00	\$100,150.00		\$98,650.00

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.

Increase due to restructuring of cost allocations within budget*

Boiler Inspection :	\$	80.00
Elevator Inspection :	\$	70.00
Plotter Maint. Agrmnt :	\$	1,200.00
Flow Meters Maint. Agrmnt :	\$	60,000.00
Water Meter Readings :	\$	32,800.00
Sewer Billing Services:	\$	6,000.00
	\$	100,150.00

*The Flow meters Maintenance Agreement was moved into this line from the 60501 line and the water meter readings and billing were moved into this line from the miscellaneous line 60797. These items are service contracts and belong in 60310.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Temporary Contract Help Exp

Department Number: 35102

Account Number: 60312

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$4,500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		(\$3,000.00)

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.

Projected costs for hiring construction inspectors

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 15,000.00	\$ -	\$ 15,000.00
FY2012	\$ 15,000.00	\$ -	\$ 15,000.00
FY2013	\$ 15,000.00	\$ 5,908.00	\$ 9,092.00
FY2014	\$ 10,000.00	\$ 3,300.00	\$ 6,700.00
FY2015	\$ 6,000.00	\$ 6,000.00	\$ -
FY2016	\$ 6,000.00	\$ -	\$ 6,000.00
FY2017	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Postage/Shipping Expense

Department Number: 35102

Account Number: 60325

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$6,896.10	\$8,000.00	\$6,125.34	\$8,000.00	\$5,294.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,000.00	\$7,600.00		(\$400.00)

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.

Mailing expenses for sewer billing

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 9,000.00	\$ 7,202.00	\$ 1,798.00
FY2012	\$ 9,000.00	\$ 7,572.00	\$ 1,428.00
FY2013	\$ 14,500.00	\$ 6,003.00	\$ 8,497.00
FY2014	\$ 9,500.00	\$ 7,014.00	\$ 2,486.00
FY2015	\$ 8,000.00	\$ 6,896.00	\$ 1,104.00
FY2016	\$ 8,000.00	\$ 6,125.00	\$ 1,875.00
FY2017	\$ 8,000.00	\$ 5,294.00	\$ 2,706.00
	Min	\$ 6,003.00	
	Ave	\$ 6,802.00	
	Max	\$ 7,572.00	



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Equipment Rent/Lease Exp

Department Number: 35102

Account Number: 60330

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$250.00	\$0.00	\$250.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$250.00)

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.

None anticipated



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Land/Building Lease Expense

Department Number: 35102

Account Number: 60331

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,013.51	\$1,025.00	\$1,018.16	\$1,025.00	\$1,038.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,050.00	\$1,060.00		\$35.00

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.

License fees for sewer lines crossing railroad property/tracks (Boston & Maine Corp)

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Increase</i>
FY2011	\$ 1,000.00	\$ -	
FY2012	\$ 1,000.00	\$ -	
FY2013	\$ 1,000.00	\$ -	
FY2014	\$ 1,000.00	\$ 997.00	
FY2015	\$ 1,000.00	\$ 1,014.00	1.7%
FY2016	\$ 1,025.00	\$ 1,018.00	0.4%
FY2017	\$ 1,025.00	\$ 1,039.00	2.1%

CM recommendation based on EOY actual with a 2.1% increase
 (\$1,039 x (1+2.1%)= \$1,060)



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Workers Comp Insurance Exp

Department Number: 35102

Account Number: 60370

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$27,701.00	\$38,266.00	\$24,380.00	\$34,483.00	\$36,388.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,487.00	\$31,487.00		(\$2,996.00)

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.

Wastewater prorated share of City Workers Comp. expenses

Decrease due to reduction of Comptroller and Admin. Asst.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Vehicle Insurance Expense

Department Number: 35102

Account Number: 60372

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$7,304.00	\$8,504.00	\$7,888.00	\$8,845.00	\$8,205.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,845.00	\$8,845.00		\$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.

Vehicle/Equip. Insurance premiums for Wastewater Dept. units



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Building/Boiler Insurance Exp

Department Number: 35102

Account Number: 60373

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$8,840.00	\$10,405.00	\$9,458.00	\$10,822.00	\$9,850.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,822.00	\$10,822.00		\$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.

Insurance for wastewater buildings and facilities



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Special Equip Insurance Exp

Department Number: 35102

Account Number: 60375

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$1,412.00	\$0.00	\$1,469.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$1,469.00)

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.

None anticipated



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Pollution Insurance Expense

Department Number: 35102

Account Number: 60382

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$13,951.00	\$15,546.00	\$0.00	\$16,164.00	\$15,075.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,075.00	\$15,075.00		(\$1,089.00)

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.

Liability Insurance Premium in case of pollution events



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Electricity Expense

Department Number: 35102

Account Number: 60400

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 Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 35102

Account Number: 60402

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,587.29	\$2,500.00	\$1,583.45	\$2,000.00	\$1,581.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,184.00	\$2,191.00		\$191.00

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 (month)</i>	<i>Rate</i>	<i>Subtotal</i>
1 smart phone	12 \$	50.00 \$	600.00
Land line and fiber line	12 \$	132.55 \$	1,590.60
		\$	2,190.60

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>
FY2011	\$ 2,500.00	\$ 2,067.00
FY2012	\$ 2,500.00	\$ 2,250.00
FY2013	\$ 2,500.00	\$ 2,255.00
FY2014	\$ 2,500.00	\$ 1,591.00
FY2015	\$ 2,500.00	\$ 1,587.00
FY2016	\$ 2,500.00	\$ 1,583.00
FY2017	\$ 2,000.00	\$ 1,590.00 (est. EOY)



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Sewer User Fee Expense

Department Number: 35102

Account Number: 60404

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$15,487.28	\$1,000.00	\$31,193.40	\$1,000.00	\$17,889.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$4,000.00

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.

Sewer User Fee for wastewater facilities.

Change made in operations to use process water instead of public water for certain operations. This will reduce significantly consumption of public water thereby reducing sewer user fee costs

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>
FY2011	\$ 4,000.00	\$ 679.00
FY2012	\$ 4,000.00	\$ 314.00
FY2013	\$ 4,000.00	\$ 209.00
FY2014	\$ 1,000.00	\$ 1,322.00
FY2015	\$ 1,000.00	\$ 15,487.00
FY2016	\$ 1,000.00	\$ 31,193.00
FY2017	\$ 1,000.00	\$ 17,000.00 (est. EOY)



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Gasoline Expense

Department Number: 35102

Account Number: 60411

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,692.80	\$1,047.00	\$1,272.39	\$680.00	\$471.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$728.00	\$728.00		\$48.00

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 (gal)</i>	<i>Rate</i>	<i>Subtotal</i>
Projected gasoline usage	375 \$	1.94 \$	727.50

FY 17 usage (6 months) :	163 gallons
FY 16 usage :	424 gallons
FY 15 usage :	290 gallons
FY 14 usage :	298 gallons



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 35102

Account Number: 60453

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$78.85	\$400.00	\$85.67	\$400.00	\$400.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$400.00		\$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.

Maintenance costs for Unit #33

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>
FY2011	\$ 625.00	\$ 668.00
FY2012	\$ 675.00	\$ 110.00
FY2013	\$ 700.00	\$ 302.00
FY2014	\$ 400.00	\$ 106.00
FY2015	\$ 400.00	\$ 79.00
FY2016	\$ 400.00	\$ 86.00
FY2017	\$ 400.00	\$400.00 (est. EOY)



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

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

Department Number: 35102

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$143.06	\$600.00	\$671.84	\$500.00	\$452.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		\$200.00

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.

Misc. Office Supplies :

PhotoCopy Paper	\$200
Binders/accessories	\$279
Envelopes	\$39
Pens	\$12
Legal Pads	\$70
Storage files	\$100
	\$700



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35102 Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$52,166.58	\$75,000.00	\$45,050.00	\$75,000.00	\$69,552.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,000.00	\$30,000.00		(\$45,000.00)

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 (ea)</i>	<i>Rate</i>	<i>Subtotal</i>
2 new flow meters :	2.0	\$ 10,000	\$ 20,000
Flow meter repairs and supplies :	1.0	\$ 10,000	\$ 10,000
		\$	30,000

Required for flow data collection and analysis activities

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 16,650.00	\$ 11,411.00	\$ 5,239.00
FY2012	\$ 16,650.00	\$ 608.00	\$ 16,042.00
FY2013	\$ 16,650.00	\$ 16,650.00	-
FY2014	\$ 16,500.00	\$ 16,650.00	\$ (150.00)
FY2015	\$ 66,600.00	\$ 52,167.00	\$ 14,433.00
FY2016	\$ 75,000.00	\$ 45,050.00	\$ 29,950.00
FY2017	\$ 75,000.00	\$ 69,552.00	\$ 5,448.00

Average	\$	23,756.00
Median	\$	16,650.00
Maximum	\$	52,167.00



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Equipment Purchase Cap

Department Number: 35102

Account Number: 60602

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$491.60	\$100,000.00	\$8,664.00	\$100,000.00	\$100,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,000.00	\$100,000.00		\$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.

Sewer System Capital Equip. Replacement : \$100,000

The Maine Department of Environmental Protection requires the capital equipment set aside for grant eligibility

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 100,000.00	\$ -	\$ 100,000.00
FY2012	\$ 100,000.00	\$ -	\$ 100,000.00
FY2013	\$ 100,000.00	\$ -	\$ 100,000.00
FY2014	\$ 100,000.00	\$ -	\$ 100,000.00
FY2015	\$ 100,000.00	\$ 491.60	\$ 99,508.40
FY2016	\$ 100,000.00	\$ 8,664.00	\$ 91,336.00
FY2017	\$ 100,000.00	\$ 32,831.00	\$ 67,169.00
Average	\$	5,998.09	
Median	\$	-	
Maximum	\$	8,664.00	

The funds in this line are moved into reserves at the end of FY in order to complete capital replacement projects.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Vehicles Purchase Capital

Department Number: 35102

Account Number: 60603

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$12,368.36	\$22,333.00	\$715.58	\$22,848.00	\$22,848.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,574.00	\$17,574.00		(\$5,274.00)

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.

Lease payments for Wastewater vehicles/equip.

Units 8, 16 & 55 \$ 17,574.00

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 38,536.00	\$ 5,632.00	\$ 32,904.00
FY2012	\$ 43,455.00	\$ 6,049.00	\$ 37,406.00
FY2013	\$ 46,955.00	\$ 3,500.00	\$ 43,455.00
FY2014	\$ 49,666.00	\$ 68,915.00	\$ (19,249.00)
FY2015	\$ 22,333.00	\$ 12,368.00	\$ 9,965.00
FY2016	\$ 22,333.00	\$ 716.00	\$ 21,617.00
FY2017	\$ 22,848.00	\$ 400.00	\$ 22,448.00



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Sewer Construc/Improve Cap

Department Number: 35102

Account Number: 60605

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$167,749.02	\$643,400.00	\$88,565.38	\$700,000.00	\$700,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$772,500.00	\$772,500.00		\$72,500.00

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.

Process Water to CSO Tank :	\$	75,000.00
Replace FMI Pump Station :	\$	340,000.00
Update SCADA System :	\$	37,500.00
Flow Monitoring :	\$	120,000.00
Install Green Infrstrtr., LID Devices :	\$	200,000.00
	\$	772,500.00

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>		<i>Reserve</i>
FY2011	\$	440,000.00	\$	82,725.00	\$	357,275.00
FY2012	\$	752,700.00	\$	194,585.00	\$	558,115.00
FY2013	\$	500,000.00	\$	326,648.00	\$	173,352.00
FY2014	\$	285,000.00	\$	51,421.00	\$	233,579.00
FY2015	\$	470,000.00	\$	167,749.00	\$	302,251.00
FY2016	\$	643,400.00	\$	88,565.00	\$	554,835.00
FY2017	\$	700,000.00		\$700,000.00	\$	-

Average	\$	230,241.86
Median	\$	167,749.00
Maximum	\$	700,000.00

The funds in this line are moved into reserves as projects develop and get completed which usually takes more than 1 Fiscal Year due to complexity and engineering and design. The listed amount is tied in to the submittals for the CIP plan and the list of projects is what was submitted in the CIP plan under the City funding.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Depreciation Expense

Department Number: 35102

Account Number: 60700

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$943,459.26	\$0.00	\$991,751.84	\$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.

This accounts for depreciation on capital items but is not budgetted

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>
FY2011	\$ -	\$ 709,986.90
FY2012	\$ -	\$ 846,842.48
FY2013	\$ -	\$ 314,110.28
FY2014	\$ -	\$ 894,307.06
FY2015	\$ -	\$ 943,459.26
FY2016	\$ -	\$ 991,751.84
FY2017	\$ -	



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Bond Principal Expense

Department Number: 35102 Account Number: 60750

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$559,000.00	\$0.00	\$559,000.00	\$559,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$659,000.00	\$659,000.00		\$100,000.00

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.

Wastewater Bond/Loan Principal Payments

Includes \$100,000 for the Nov. 2015 Bond approval of \$3,925,000 which is 50% of principal payment due. This Bond was suppose to be fully paid out of General Fund but is proposed to be split between the General Fund and the Wastewater Fund

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>
FY2011	\$ 909,250.00	\$ -
FY2012	\$ 684,000.00	\$ -
FY2013	\$ 684,000.00	\$ -
FY2014	\$ 684,000.00	\$ -
FY2015	\$ 684,000.00	\$ -
FY2016	\$ 559,000.00	\$ -
FY2017	\$ 559,000.00	\$ 559,000.00

*These payments have been made annually but at the end of a FY the Finance Dept. closes out the expenditure and moves the cost onto the balance sheet as a payable, thus no "actual" shown for FY2015 and FY2016.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Bond Interest Expense

Department Number: 35102

Account Number: 60751

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$222,956.65	\$207,710.00	\$206,467.46	\$192,163.00	\$192,163.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$242,943.00	\$242,943.00		\$50,780.00

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.

Wastewater Bonds/Loans Interest Payments

Includes \$66,265 for the Nov. 2015 Bond approval of \$3,925,000 which is 50% of interest payment due. This Bond was suppose to be fully paid out of General Fund but is proposed to be split between the General Fund and the Wastewater Fund.

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 394,733.00	\$ 393,526.00	\$ 1,207.00
FY2012	\$ 371,840.00	\$ 363,799.00	\$ 8,041.00
FY2013	\$ 348,868.00	\$ 319,611.00	\$ 29,257.00
FY2014	\$ 255,927.00	\$ 261,496.00	\$ (5,569.00)
FY2015	\$ 224,663.00	\$ 222,957.00	\$ 1,706.00
FY2016	\$ 207,710.00	\$ 206,467.00	\$ 1,243.00
FY2017	\$ 192,163.00	\$ 192,163.00	-



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Miscellaneous Expense

Department Number: 35102

Account Number: 60797

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$17,776.88	\$14,542.00	\$21,143.79	\$14,542.00	\$25,132.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,800.00	\$12,800.00		(\$1,742.00)

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.

The reduction is due to the water meter readings and billing being moved to 60310 under service contracts

CSO Discharge Fee :	\$	12,000.00
WWTF License Fee :	\$	800.00
	\$	12,800.00

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 31,600.00	\$ 53,647.00	\$ (22,047.00)
FY2012	\$ 31,600.00	\$ 76,573.00	\$ (44,973.00)
FY2013	\$ 36,600.00	\$ 55,149.00	\$ (18,549.00)
FY2014	\$ 36,600.00	\$ 33,671.00	\$ 2,929.00
FY2015	\$ 36,600.00	\$ 17,777.00	\$ 18,823.00
FY2016*	\$ 14,542.00	\$ 21,144.00	\$ (6,602.00)
FY2017**	\$ 14,452.00	\$ 24,861.00	\$ (10,409.00)

*FY2016 Budget was \$36,600, with a transfer out for 2% increase of \$22,058 creating an adjusted budget of \$14,542.

**FY2017 Actual reflects year-to-date expenditures



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Contingency

Department Number: 35102

Account Number: 60798

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$38,300.00	\$46,592.00	\$37,244.40	\$46,592.00	\$10,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,000.00	\$25,000.00		(\$21,592.00)

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.

Employee increases for FY 18 : \$15,000
Misc. : \$10,000

Decrease is due to restructuring of cost allocations in budget

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ 63,517.00	\$ 37,737.00	\$ 25,780.00
FY2012	\$ 71,213.00	\$ 46,601.00	\$ 24,612.00
FY2013	\$ 13,601.00	\$ 8,908.00	\$ 4,693.00
FY2014	\$ 52,270.00	\$ 48,623.00	\$ 3,647.00
FY2015	\$ 46,592.00	\$ 38,300.00	\$ 8,292.00
FY2016	\$ 46,592.00	\$ 37,244.00	\$ 9,348.00
FY2017	\$ 46,592.00	\$ 25,000.00	\$ 21,592.00

The license requirements were moved out of this line and the misc. portion was reduced by \$15,000 as well.



Fiscal Year 2018 Budget Request

April 19, 2017

Department: Sewer Operations

Account Title: Transfer Out to Other Funds

Department Number: 35102

Account Number: 60799

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60,000.00	\$ 187,303.30		\$127,303.30

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.

Costs allocated to Wastewater Fund for services of Finance Dept. and City Clerk' Office and 18% lump sum transfer of COO/IPP salary.

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2011	\$ -	\$ -	-
FY2012	\$ -	\$ -	-
FY2013	\$ -	\$ -	-
FY2014	\$ -	\$ -	-
FY2015	\$ 60,000.00	\$ 60,000.00	-
FY2016	\$ 60,000.00	\$ 60,000.00	-
FY2017	\$ 60,000.00	\$ 60,000.00	-
Lump sum transfer COO/IPP Coor		\$ 37,303.30	
Admin fee		\$ 150,000.00	
		\$ 187,303.30	