

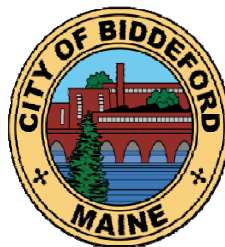
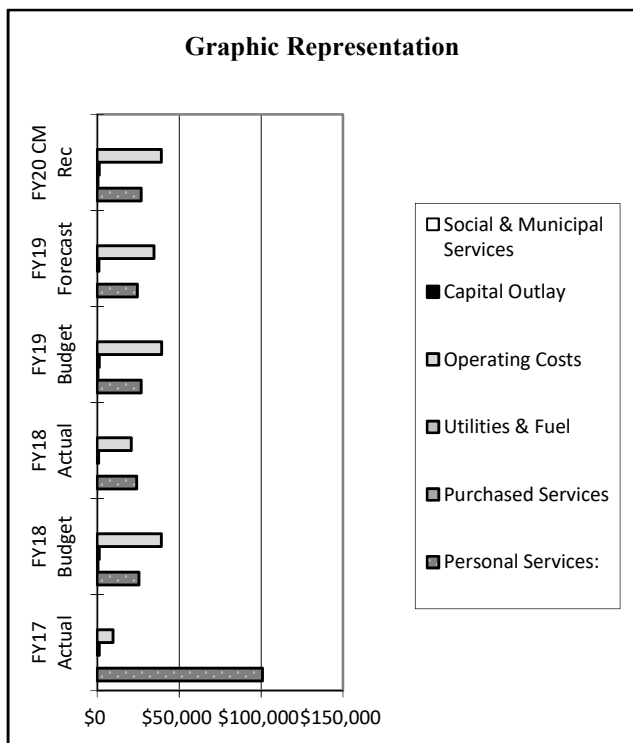
City of Biddeford, Maine

FY2020

Budget: Sewer Ind Pretreat Program

Account Number: 35103

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$100,834	\$25,503	\$24,138	\$26,811	\$10,825	\$26,853	\$26,853
Purchased Services	\$0	\$500	\$0	\$500	\$0	\$500	\$500
Utilities & Fuel	\$1,194	\$1,305	\$784	\$1,305	\$338	\$1,305	\$1,305
Operating Costs	\$9,675	\$39,170	\$20,720	\$39,341	\$6,380	\$39,106	\$39,106
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$111,704	\$66,478	\$45,642	\$67,957	\$17,543	\$67,764	\$67,764



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$1,435
Workers Comp	\$381
Health Insurance	\$4,313
Retirement	\$1,876
Unemployment	\$69
Other Insurance	\$64
Total Fringe Benefit Impact	\$8,138
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$26,811	\$26,853	\$42	0.2%
Purchased Services	\$500	\$500	\$0	\$0
Utilities & Fuel	\$1,305	\$1,305	\$0	\$0
Operating Costs	\$39,341	\$39,106	-\$235	-0.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$67,957	\$67,764	-\$193	-0.3%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$18,429	\$18,479	\$18,376	\$18,445	\$10,708	\$18,757	\$18,757
60102	Mid Mgmt Hrly Employee Wa	\$63,684	\$0	\$2,035	\$0	\$0	\$0	\$0
60129	Insurance Buyout Pay	\$1,050	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$6,446	\$1,414	\$712	\$1,641	\$0	\$1,435	\$1,435
60202	MPERS-Employer Share Exp	\$1,751	\$1,774	\$841	\$1,771	\$0	\$1,876	\$1,876
60203	457 Plan-Employer Share Exp	\$3,624	\$0	\$430	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$3,881	\$2,922	\$1,228	\$4,043	\$0	\$3,854	\$3,854
60212	S-T Disability ER Share Exp	\$26	\$6	\$3	\$7	\$0	\$7	\$7
60213	L-T Disability ER Share Exp	\$234	\$67	\$25	\$55	\$0	\$56	\$56
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$460	\$0	\$50	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$150	\$0	\$150	\$0	\$150	\$150
60252	Travel/Mileage Expense	\$764	\$334	\$321	\$334	\$0	\$338	\$338
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$485	\$357	\$117	\$365	\$117	\$381	\$381
Totals		\$100,834	\$25,503	\$24,138	\$26,811	\$10,825	\$26,853	\$26,853

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$500	\$0	\$500	\$0	\$500	\$500
Totals		\$0	\$500	\$0	\$500	\$0	\$500	\$500

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60406	Fiber/Internet Expense	\$1,194	\$1,305	\$784	\$1,305	\$338	\$1,305	\$1,305
Totals		\$1,194	\$1,305	\$784	\$1,305	\$338	\$1,305	\$1,305

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$0	\$378	\$0	\$379	\$0	\$379	\$379
60501	Operating Supp/Eqt Non-Cap	\$0	\$603	\$203	\$381	\$0	\$145	\$145
60797	Miscellaneous Expense	\$9,675	\$38,189	\$20,517	\$38,581	\$6,380	\$38,582	\$38,582
Totals		\$9,675	\$39,170	\$20,720	\$39,341	\$6,380	\$39,106	\$39,106

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 35103 Sewer Ind Pretreat Program

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED				
#N/A	492402	1.00	18,684.74	18,756.61	18,756.61		MILLIGAN
TOTAL BUDGETED POSITIONS		1.00	18,684.74	18,756.61	18,756.61		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Dept Manager Salary Exp

Department Number: 35103

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$18,428.91	\$18,479.00	\$18,375.90	\$18,445.00	\$18,597.14

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,756.61	\$18,756.61		\$311.61

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



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35103

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,446.21	\$1,414.00	\$712.16	\$1,641.00	\$1,422.68

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,434.88	\$1,434.88		(\$206.12)

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.

Line item reflects salary FICA for wastewater director salary at 20%



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: MPERS-Employer Share Exp

Department Number: 35103

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,751.30	\$1,774.00	\$841.22	\$1,771.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,875.66	\$1,875.66		\$104.66

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.

Line item reflects 20% of wastewater director portion of salary for MPERS



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: HPHC Ins Employer Share Exp

Department Number: 35103

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,881.36	\$2,922.00	\$1,228.05	\$4,043.00	\$3,780.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,854.00	\$3,854.00		(\$189.00)

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.

Line item reflects 20% of wastewater director salary for HPHC



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: S-T Disability ER Share Exp

Department Number: 35103

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$25.79	\$6.00	\$2.98	\$7.00	\$7.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7.20	\$7.20		\$0.20

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.

Line item reflects 20% of wastewater director salary for S-T disability



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: L-T Disability ER Share Exp

Department Number: 35103

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$234.27	\$67.00	\$24.93	\$55.00	\$54.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$56.30	\$56.30		\$1.30

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.

Line item reflects 20% of wastewater director salary for L-T disability



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Conferences/Training Expense

Department Number: 35103

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$150.00	\$0.00	\$150.00	\$0.00

FY 2020 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>Unit Rate</i>	<i>Subtotal</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 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Travel/Mileage Expense

Department Number: 35103

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$764.00	\$334.00	\$320.93	\$334.00	\$260.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$337.50	\$337.50		\$3.50

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>Unit Rate</i>	<i>Subtotal</i>
Jul-Dec	300	\$0.545	\$163.50
Jan-Jun	300	\$0.580	\$174.00
			\$337.50

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



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Legal Services Expense

Department Number: 35103

Account Number: 60301

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY 2020 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>Unit Rate</i>	<i>Subtotal</i>
Legal Contingency	1	\$500.00	\$500.00

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



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Workers Comp Insurance Exp

Department Number: 35103

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$485.00	\$357.00	\$117.00	\$365.00	\$351.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$381.00	\$381.00		\$16.00

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.

Line reflects percentage of wastewater director salary at 20%



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Fiber/Internet Expense

Department Number: 35103

Account Number: 60406

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,194.27	\$1,305.00	\$784.31	\$1,305.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,305.00	\$1,305.00		\$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>Unit Rate</i>	<i>Subtotal</i>
Fiber/Internet	25%	\$5,220.00	\$1,305.00

Industrial Pretreatment Portion of Fiber/Internet Fee



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

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

Department Number: 35103

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$378.00	\$0.00	\$379.00	\$360.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$379.00	\$379.00		\$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.

Office supplies to manage administrative aspects of IPP

4" D-Ring Binder (9)	\$155.00
3" D-Ring Binder (6)	\$69.00
1.5" D-Ring Binder	\$12.00
10-Tab Dividers (15)	\$143.00
	\$379.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35103

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$603.00	\$202.69	\$381.00	\$200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 145.00	\$145.00		(\$236.00)

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.

Equipment, materials, and supplies for industrial pretreatment program

Disposable gloves	\$	10.58
pH Probe Solution	\$	33.85
Misc.	\$	100.00
		144.43

Reduction in expenses due to materials already in inventory that do not need replacement



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Miscellaneous Expense

Department Number: 35103

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,675.00	\$38,189.00	\$20,517.00	\$38,581.00	\$34,081.32

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,582.00	\$38,582.00		\$1.00

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.

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

Budget includes actual and contingency testing. Actual expenditures will be used to determine industrial pretreatment fees.

FY	Budget	Actual
2012	\$20,500.00	\$8,399.50
2013	\$20,500.00	\$14,135.00
2014	\$20,500.00	\$20,492.00
2015	\$20,500.00	\$9,625.00
2016	\$20,500.00	\$18,740.00
2017	\$20,500.00	\$9,675.00
2018	\$38,189.00	\$20,517.00
Average		Est \$14,511.93
Median		\$14,135.00
Max		\$20,517.00

Lump sum COO/IPP Coord Salary Transfer	\$18,081.30
	\$38,581.30