

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 520 Sanitary Sewer	DEPARTMENT: 14 Waste Mgmt-Water Pollution	ACTIVITY: 5200 Water Pollution Control Plant
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DEPARTMENT/ACTIVITY DESCRIPTION:

Operate and maintain the City's sanitary sewage lift stations, collection system and treatment facilities. Implementation of Industrial Pretreatment Program as mandated by Federal law. Disposition of sludge biosolids. Operation and maintenance of City's storm water lift stations, collections systems and flood control systems as mandated by U.S. Corps of Engineers and Federal law.

DEPARTMENT/ACTIVITY OBJECTIVES:

To satisfactorily collect, treat and reclaim water resource back to the environment well within our N.P.D.E.S. Permit limit to discharge to the Cedar River. To relieve as much surcharge on collection systems as possible and protect the public from flood conditions. To reclaim solids removed from waste streams back to the environment as prescribed by law.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Superintendent ***	0.71	0.71	0.71	1	1	
Operations Supervisor	0.85	1	1	1	1	
Maintenance Supervisor	0.65	1	1	1	1	
Administrative Secretary **	0.71	0.71	1	1	1	
Lab Services Foreman	1	1	1	1	1	
Treatment Operations Foreman	0	0	1	1	1	
Instrument Control Foreman	1	1	1	1	1	
Maintenance Foreman	1	1	1	1	1	
Clerk I	1	1	1	0	0	
Clerk II	0	0	0	1	1	
Waste Water Operators	7	7	7	6	6	
Lab Technician	2	2	2	2	3	
Sewer Maintenance	5	5	6	7	7	
Instrument Control Technician	3	3	3	3	3	
Mechanic	6	6	6	6	6	
FOG Inspector	0	0	1	1	1	
CMOM Technician	0	0	1	1	1	
TOTAL FULL-TIME EQUIVALENT POSITIONS	29.92	30.42	34.71	35	36	0

* AT CURRENT FYE16 STAFFING LEVEL

** .29 OF ADMIN SECRETARY POSITION NO LONGER CHARGED TO SANITATION AS OF AUG-2014

*** .29 OF SUPERINTENDENT POSITION NO LONGER CHARGED TO SANITATION AS OF AUG-2014 & NO LONGER CHARGED TO CODE ENFORCEMENT AS OF JAN-2016



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 520 - Sanitary Sewer Fund									
REVENUE									
Department 14 - Waste Management-Water Pollution									
Activity 5200 - Water Pollution Control Plant									
Licenses & Permits									
520-14-5200 3266	Industrial Pre-Treatment Permit	2,275.00	475.75	1,100.00	1,100.00	1,100.00	1,100.00	3,215.00	192.27
	<i>Licenses & Permits Totals</i>	\$2,275.00	\$475.75	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$3,215.00	192.27%
Use Of Money & Property									
520-14-5200 3614	Interest - Savings Account	10,738.86	2,257.61	5,500.00	5,500.00	5,500.00	5,500.00	4,000.00	(27.27)
	<i>Use Of Money & Property Totals</i>	\$10,738.86	\$2,257.61	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$4,000.00	(27.27%)
Federal Grants & Reimbursements									
520-14-5200 3345	Federal Emergency Management Agency Grant	17,162.18	.00	.00	.00	.00	.00	.00	.00
	<i>Federal Grants & Reimbursements Totals</i>	\$17,162.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Charges for Fees & Service									
520-14-5200 3113	Sales Tax Collected	311,750.78	173,302.53	335,000.00	335,000.00	335,000.00	335,000.00	335,000.00	.00
520-14-5200 3422	Water Inspection & Testing Fee	64,434.65	31,394.60	60,000.00	60,000.00	60,000.00	60,000.00	62,000.00	3.33
520-14-5200 3431	Vault Dumping Fee	6,958.60	6,021.58	7,180.00	7,180.00	7,180.00	7,180.00	8,500.00	18.38
520-14-5200 3433	Sewer Usage Fee	10,573,305.32	5,293,504.68	10,645,000.00	10,645,000.00	10,645,000.00	12,000,000.00	12,000,000.00	12.72
520-14-5200 3434	Connection Fee	1,271.00	2,607.50	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
520-14-5200 3462	Witness Fee	192.25	.00	65.00	65.00	65.00	65.00	65.00	.00
520-14-5200 3493	Sale of Waste Gas	60,070.50	26,749.50	42,000.00	42,000.00	42,000.00	42,000.00	50,000.00	19.04
520-14-5200 3502	Sale of Junk/Scrap	3,616.08	959.70	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
520-14-5200 3627	Good Faith Deposits	.00	4,530.00	.00	.00	.00	.00	.00	.00
520-14-5200 3721	Service Charges	122.50	.00	100.00	100.00	100.00	100.00	100.00	.00
520-14-5200 3877	Labor & Materials Reimbursement	59,892.59	27,444.41	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	.00
	<i>Charges for Fees & Service Totals</i>	\$11,081,614.27	\$5,566,514.50	\$11,149,345.00	\$11,149,345.00	\$11,149,345.00	\$12,504,345.00	\$12,515,665.00	12.25%
Special Assessments									
520-14-5200 3891	Assessment - Sewage Fees	24,779.41	25,468.99	19,000.00	19,000.00	19,000.00	19,000.00	21,000.00	10.52
	<i>Special Assessments Totals</i>	\$24,779.41	\$25,468.99	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$21,000.00	10.53%
Miscellaneous Revenue									
520-14-5200 3800	Miscellaneous Revenue	35.00	.00	.00	.00	.00	.00	.00	.00
	<i>Miscellaneous Revenue Totals</i>	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 520 - Sanitary Sewer Fund									
REVENUE									
Department	14 - Waste Management-Water Pollution								
Activity	5200 - Water Pollution Control Plant								
<i>Refunds</i>									
520-14-5200 3722	Refunds	74.98	1,568.58	.00	.00	.00	.00	.00	.00
	<i>Refunds Totals</i>	\$74.98	\$1,568.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<i>Proceeds of Capital Asset Sales</i>									
520-14-5200 3498	Sale of Equipment	1,008.00	.00	.00	.00	.00	.00	.00	.00
	<i>Proceeds of Capital Asset Sales Totals</i>	\$1,008.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Activity	5200 - Water Pollution Control Plant Totals	\$11,137,687.70	\$5,596,285.43	\$11,174,945.00	\$11,174,945.00	\$11,174,945.00	\$12,529,945.00	\$12,543,880.00	12.25%
Department	14 - Waste Management-Water Pollution Totals	\$11,137,687.70	\$5,596,285.43	\$11,174,945.00	\$11,174,945.00	\$11,174,945.00	\$12,529,945.00	\$12,543,880.00	12.25%
	REVENUE TOTALS	\$11,137,687.70	\$5,596,285.43	\$11,174,945.00	\$11,174,945.00	\$11,174,945.00	\$12,529,945.00	\$12,543,880.00	12.25%
EXPENSE									
Department	14 - Waste Management-Water Pollution								
Activity	5200 - Water Pollution Control Plant								
<i>Personal Services - Salaries & Benefits</i>									
520-14-5200 1111	Salaries - Regular	1,669,174.04	900,160.34	1,805,914.00	1,919,987.00	2,009,664.00	2,064,909.00	2,064,909.00	7.54
520-14-5200 1113	Longevity Pay	19,546.08	10,319.98	20,979.00	20,979.00	23,885.00	23,885.00	23,885.00	13.85
520-14-5200 1114	Time & Half Pay	62,311.75	32,375.41	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	.00
520-14-5200 1117	Double Time Pay	21,147.75	8,148.03	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
520-14-5200 1118	Bonus Pay	2,471.60	2,015.58	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	.00
520-14-5200 1119	Miscellaneous Pay	10,754.00	5,989.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	.00
520-14-5200 1121	FICA - City Contribution	136,673.76	72,486.60	155,771.00	155,771.00	162,657.00	166,883.00	166,898.00	7.14
520-14-5200 1122	IPERS - City Contribution	159,557.73	85,639.52	180,862.00	180,862.00	189,135.00	194,068.00	194,068.00	7.30
520-14-5200 1123	Life & Disability Insurance	8,902.66	4,763.56	10,334.00	10,334.00	10,804.00	11,089.00	11,089.00	7.30
520-14-5200 1128	Retirement Pay	29,497.51	.00	2,797.00	2,797.00	.00	.00	.00	(100.00)
520-14-5200 1130	Employee Benefit Reimbursement	8,213.69	8,217.93	8,000.00	8,000.00	8,250.00	8,250.00	8,450.00	5.62



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Fund 520 - Sanitary Sewer Fund									
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 5200 - Water Pollution Control Plant									
Personal Services - Salaries & Benefits									
520-14-5200 1131	Health Insurance	564,585.12	297,900.24	623,768.00	623,768.00	635,964.00	653,916.00	653,916.00	4.83
	Personal Services - Salaries & Benefits Totals	\$2,692,835.69	\$1,428,016.19	\$2,892,825.00	\$3,006,898.00	\$3,124,759.00	\$3,207,400.00	\$3,207,615.00	6.68%
Comments									
	Account	Level	Comment						
	1111	Additional Dept Requests	Requesting additional Lab Technician. See additional information provided regarding this new position.						
	1128	Base Level	4 employees eligible for retirement but, none expected and no more frozen sick annuity payments to retirees.						
	1131	Base Level	Superintendent insur cost no longer split 29% to Code Enf. Also, current employee that previously didn't have city insur, now has single coverage.						
	1131	Additional Dept Requests	Budgeting for family coverage for requested new position.						
Contractual Services									
520-14-5200 1301	Temp Agency Services	32,448.56	15,515.92	22,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
520-14-5200 1308	Registrar's Fee	1,050.00	1,050.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	.00
520-14-5200 1310	Professional Services	2,000.00	19,073.48	94,073.00	.00	.00	.00	.00	.00
520-14-5200 1312	Engineering/Planning/Consulting Services	172,138.09	36,198.81	50,000.00	50,000.00	50,000.00	98,000.00	98,000.00	96.00
520-14-5200 1313	Legal Services	110,141.14	99,953.16	100,000.00	100,000.00	100,000.00	45,000.00	45,000.00	(55.00)
520-14-5200 1314	Health Services	2,115.23	1,188.32	2,000.00	2,000.00	2,000.00	2,300.00	2,300.00	15.00
520-14-5200 1315	Educational & Training Services	50.00	72.00	500.00	500.00	500.00	500.00	500.00	.00
520-14-5200 1317	Audit Expense	6,451.00	.00	8,000.00	8,000.00	8,000.00	7,000.00	7,000.00	(12.50)
520-14-5200 1319	Other Professional Services	100,964.65	65,776.61	111,545.00	111,545.00	111,545.00	111,545.00	103,545.00	(7.17)
520-14-5200 1321	Data Processing Services	15,162.74	7,646.33	14,257.00	14,257.00	14,257.00	15,057.00	15,057.00	5.61
520-14-5200 1323	Laboratory Services	36,225.62	13,694.22	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00	.00
520-14-5200 1341	Contract Carriers	297,780.72	144,349.10	260,000.00	260,000.00	260,000.00	300,000.00	300,000.00	15.38
520-14-5200 1343	Postage & Mailing Expense	10,744.00	4,645.06	11,000.00	19,000.00	19,000.00	11,000.00	19,000.00	.00
520-14-5200 1344	Telephone & Fax Expense	5,288.69	2,531.52	6,000.00	6,000.00	6,000.00	7,500.00	7,500.00	25.00
520-14-5200 1346	Travel - Professional Training	2,030.50	965.00	2,500.00	2,500.00	2,500.00	5,000.00	5,000.00	100.00
520-14-5200 1352	Photography & Copy Reproduction	1,816.38	1,292.70	2,844.00	300.00	300.00	3,150.00	3,150.00	950.00



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Fund 520 - Sanitary Sewer Fund									
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 5200 - Water Pollution Control Plant									
Contractual Services									
520-14-5200 1356	Uniforms & Mats - Cleaning & Rental	20,191.74	10,233.38	17,000.00	17,000.00	17,000.00	23,000.00	23,000.00	35.29
520-14-5200 1370	Repair & Maintenance	1,770.00	.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	.00
520-14-5200 1371	Building & Grounds Maintenance	21,600.30	11,863.54	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	.00
520-14-5200 1373	Fixed Plant Operating Equip Repair	8,070.61	.00	.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
520-14-5200 1376	Office Equipment Repair & Maintenance	.00	.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
520-14-5200 1377	Radio Equipment Repair & Maintenance	5,062.34	3,551.95	5,000.00	5,000.00	5,000.00	6,000.00	6,000.00	20.00
520-14-5200 1378	Other Equipment Repair & Maintenance	94,406.58	14,868.06	48,000.00	48,000.00	48,000.00	48,000.00	48,000.00	.00
520-14-5200 1387	Radio & Related Equipment	.00	648.91	649.00	.00	.00	350.00	725.00	.00
520-14-5200 1390	Other Contractual Services	58,600.00	29,400.00	56,400.00	56,400.00	56,400.00	58,800.00	58,800.00	4.25
520-14-5200 1391	Dues & Memberships	510.00	166.67	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
520-14-5200 1398	Sales Tax	310,868.52	181,365.77	335,000.00	335,000.00	335,000.00	335,000.00	335,000.00	.00
520-14-5200 1400	Utility Service	806,110.17	442,019.83	770,000.00	770,000.00	770,000.00	820,000.00	840,000.00	9.09
Contractual Services Totals		\$2,123,597.58	\$1,108,070.34	\$1,975,318.00	\$1,876,052.00	\$1,876,052.00	\$1,967,752.00	\$1,988,127.00	5.97%
Comments									
Account	Level	Comment							
1312	Additional Dept Requests	Amending among individual line items. Current 2016 budget is 72% used and anticipate the amendment will be needed for 2017.							
1313	Additional Dept Requests	Amending among individual line items. Anticipate lower Legal fees with the CD signed.							
1314	Additional Dept Requests	Amending among individual line items.							
1317	Additional Dept Requests	Amending among individual line items.							
1321	Additional Dept Requests	Amending among individual line items.							
1341	Additional Dept Requests	Request for an increase. An increase in biosolids production, producing an increase in biosolids hauling costs.							
1343	Additional Dept Requests	Amending among individual line items.							
1344	Additional Dept Requests	Request for an increase. AirCards for CMOM Program to download and receive live updates of ESRI mapping program with CCTV vans, Flusher trucks, Sewer Maintenance Foreman, and On-Call Foreman.							
1346	Additional Dept Requests	Amending among individual line items. Need for more training in treatment and with CMOM in Collection Systems.							
1352	Additional Dept Requests	Amending among individual line items. Current 2016 budget is not current with the number of Printer ink purchased and costs.							
1356	Additional Dept Requests	Request for an increase. Operations operators (six) need uniform cleaning service as wastewater is a bio safety hazard with purchased uniforms and waring those uniforms home. And line item has been under funded for the past couple budget years.							
1377	Additional Dept Requests	Amending among individual line items.							
1387	Additional Dept Requests	Amending among individual line items.							
1390	Additional Dept Requests	Amending among individual line items.							
1400	Additional Dept Requests	Request for an increase. June of 2013 there was the start-up of the UV Disinfection building which increases power usage and we've had a electrical rate increase.							
Commodities									
520-14-5200 1503	Bank Fees	737.74	347.22	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00



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Fund 520 - Sanitary Sewer Fund									
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 5200 - Water Pollution Control Plant									
<i>Commodities</i>									
520-14-5200 1511	Concrete & Aggregates	11,371.69	8,930.24	11,000.00	8,500.00	8,500.00	12,000.00	12,000.00	41.17
520-14-5200 1513	Chemicals & Gases	290,374.94	127,931.88	300,000.00	300,000.00	300,000.00	425,000.00	425,000.00	41.66
520-14-5200 1516	Minor Computer Equipment	6,250.39	1,962.73	4,500.00	4,500.00	4,500.00	5,500.00	5,500.00	22.22
520-14-5200 1520	Computer Software	21,654.22	5,276.12	19,500.00	19,500.00	19,500.00	32,000.00	32,000.00	64.10
520-14-5200 1521	Electrical Supplies	68,128.71	29,721.70	59,000.00	59,000.00	59,000.00	59,000.00	59,000.00	.00
520-14-5200 1522	Light Bulbs	.00	.00	.00	.00	.00	67,100.00	67,100.00	.00
520-14-5200 1533	Fuel Expense	64,063.69	22,351.19	69,807.00	73,000.00	73,000.00	73,000.00	63,000.00	(13.69)
520-14-5200 1535	Hardware Items	17,634.22	2,212.38	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	.00
520-14-5200 1537	Horticultural & Landscaping Supplies	162.87	63.60	125.00	125.00	125.00	125.00	125.00	.00
520-14-5200 1541	Janitorial Supplies	2,564.77	691.17	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
520-14-5200 1547	Oils & Greases	8,708.93	2,004.13	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	.00
520-14-5200 1549	Lumber/Wood & Insulation	249.86	538.46	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
520-14-5200 1551	Drugs/Medicines & Medical/Lab Supplies	16,325.28	8,442.31	15,000.00	7,500.00	7,500.00	26,000.00	26,000.00	246.66
520-14-5200 1555	Minor Equipment & Supplies	11,494.06	3,363.99	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
520-14-5200 1561	Office Supplies & Minor Equipment	5,360.48	3,187.75	4,200.00	4,200.00	4,200.00	5,500.00	5,500.00	30.95
520-14-5200 1564	Equipment Rental	1,754.30	620.40	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
520-14-5200 1565	Plumbing, Sewage & Drainage Supplies	14,076.15	5,042.93	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	.00
520-14-5200 1569	Vehicle Replacement Parts	41,975.17	20,313.15	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	.00
520-14-5200 1571	Machinery & Equipment Replacement Parts	335,479.44	235,954.67	325,000.00	250,000.00	250,000.00	350,000.00	350,000.00	40.00
520-14-5200 1573	Safety & Protective Equipment	10,209.76	8,228.68	13,000.00	5,000.00	5,000.00	12,500.00	12,500.00	150.00
520-14-5200 1575	Steel, Iron & Metal Supplies	1,613.72	501.52	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
520-14-5200 1579	Uniforms	2,377.28	164.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
520-14-5200 1581	Paint & Paint Supplies	1,927.30	1,098.24	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
520-14-5200 1584	Reference Materials	280.00	.00	500.00	500.00	500.00	500.00	500.00	.00
520-14-5200 1750	Debt Service Expense	15,016.74	.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	.00
520-14-5200 1785	Refund Payments	6,742.48	.00	4,850.00	4,850.00	4,850.00	4,850.00	4,850.00	.00
<i>Commodities Totals</i>		\$956,534.19	\$488,948.46	\$929,482.00	\$839,675.00	\$839,675.00	\$1,176,075.00	\$1,166,075.00	38.87%



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 520 - Sanitary Sewer Fund									
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 5200 - Water Pollution Control Plant									
<div> Comments <div> AccountLevelComment 1511Additional Dept RequestsAmending among individual line items. CMOM collection system inspections will exhibit or expose that more repairs of concrete will be needed. 1513Additional Dept RequestsRequest for an increase. Need for Magnesium Hydroxide (Mg(OH)2) to promote growth of nitrifying bacteria for ammonia removal thereby helping meet ammonia NPDES permit limits in March and April of each year, when ammonia limits are more difficult to remove. Estimated cost (First trial year) \$102,000.00. And an increase use of polymer from an increase biosolids production, Estimated increase cost of \$23,000.00 for polymer. 1516Additional Dept RequestsAmending among individual line items. 1520Additional Dept RequestsRequest for an increase. For an increase number in annual ESRI software licenses, of eight. 1522Additional Dept RequestsRequest for an increase. New Disinfection treatment process that consist of two banks with each bank having 126 lamps/bulbs and 252 lamps total. The life of a lamp is 12,000 hours. To replace one bank of 126 lamps cost is \$65,000.00 and the two bank life cycle should be every four years. Other cost are Acti Gel lamp cleaning chemical \$1,400.00/year and maintenance of transmittance probe \$700.00/year. 1551Additional Dept RequestsRequest for an increase. In the past three years the Lab supplies, (the purchase of probes, chemicals for analysis, filter papers, and others supplies) has been over budget, 2013 \$3,000.00, 2014 \$6,100.00 and 2015 \$8,800.00. In 2016 the city should receive a renewed NPDES permit for the wastewater treatment plant and on that permit there will be increase sampling and analysis. New Laboratory Grade Water System, the current system is outdated estimated cost \$4,000.00. BOD Incubater cost \$2,000.00. 1561Additional Dept RequestsAmending among individual line items. 1571Additional Dept RequestsAmending among individual line items. 1573Additional Dept RequestsRequest for an increase. The current 2016 safety budget is over budget and has been over budget for the last four years. There has been an increase need for safety tools and equipment. There is a current need to replace our gas detectors/monitors for confine space entry as the gas detectors/monitors have come to the end of there life. </div> </div>									
Capital Outlay									
520-14-5200 2103	Engineering & Consulting	7,824.04	754,360.13	1,110,000.00	.00	.00	.00	500,000.00	.00
520-14-5200 2117	Motor Vehicles & Equipment	96,167.00	.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	.00
520-14-5200 2119	Plant Equipment	.00	16,868.42	72,500.00	200,000.00	200,000.00	100,000.00	100,000.00	(50.00)
520-14-5200 2152	Building Improvements	.00	50,350.00	52,500.00	.00	.00	83,750.00	83,750.00	.00
520-14-5200 2163	Sanitary Sewers	624,691.23	.00	.00	1,110,000.00	1,110,000.00	758,309.00	258,309.00	(76.72)
Capital Outlay Totals		\$728,682.27	\$821,578.55	\$1,365,000.00	\$1,440,000.00	\$1,440,000.00	\$1,072,059.00	\$1,072,059.00	(25.55%)
<div> Comments <div> AccountLevelComment 2119Additional Dept RequestsAmending among individual line items. 2152Additional Dept RequestsRequest for an increase. Repair and sealing of six Anaerobic Digester lids to give them a ten year extended life at a cost of \$68,750.00. 2163Additional Dept RequestsRoof repair on Shop break room and windows removed with window holes covered on the Shop building at a cost estimate of \$15,000.00. Estimate for final FY15 Recon - \$14,559 plus estimate for FY16 Recon - \$743,750 </div> </div>									
Activity 5200 - Water Pollution Control Plant Totals		\$6,501,649.73	\$3,846,613.54	\$7,162,625.00	\$7,162,625.00	\$7,280,486.00	\$7,423,286.00	\$7,433,876.00	3.79%
Department 14 - Waste Management-Water Pollution Totals		\$6,501,649.73	\$3,846,613.54	\$7,162,625.00	\$7,162,625.00	\$7,280,486.00	\$7,423,286.00	\$7,433,876.00	3.79%
EXPENSE TOTALS		\$6,501,649.73	\$3,846,613.54	\$7,162,625.00	\$7,162,625.00	\$7,280,486.00	\$7,423,286.00	\$7,433,876.00	3.79%



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund	520 - Sanitary Sewer Fund Totals								
	REVENUE TOTALS	\$11,137,687.70	\$5,596,285.43	\$11,174,945.00	\$11,174,945.00	\$11,174,945.00	\$12,529,945.00	\$12,543,880.00	12.25%
	EXPENSE TOTALS	\$6,501,649.73	\$3,846,613.54	\$7,162,625.00	\$7,162,625.00	\$7,280,486.00	\$7,423,286.00	\$7,433,876.00	3.79%
Fund	520 - Sanitary Sewer Fund Totals	\$4,636,037.97	\$1,749,671.89	\$4,012,320.00	\$4,012,320.00	\$3,894,459.00	\$5,106,659.00	\$5,110,004.00	27.36%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$11,137,687.70	\$5,596,285.43	\$11,174,945.00	\$11,174,945.00	\$11,174,945.00	\$12,529,945.00	\$12,543,880.00	12.25%
	EXPENSE GRAND TOTALS	\$6,501,649.73	\$3,846,613.54	\$7,162,625.00	\$7,162,625.00	\$7,280,486.00	\$7,423,286.00	\$7,433,876.00	3.79%
	Net Grand Totals	\$4,636,037.97	\$1,749,671.89	\$4,012,320.00	\$4,012,320.00	\$3,894,459.00	\$5,106,659.00	\$5,110,004.00	27.36%

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 520 Sanitary Sewer	DEPARTMENT: 14 Waste Mgmt-Water Pollution	ACTIVITY: 5202 Sewer Chargebacks
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DEPARTMENT/ACTIVITY DESCRIPTION: This activity reflects the Sewer Fund share of liability insurance premiums as well as expenses related to services received from the City Clerk, Finance, Human Resources, Management Information Services and the Central Garage.
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DEPARTMENT/ACTIVITY OBJECTIVES:
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PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 520 - Sanitary Sewer Fund									
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 5202 - Sewer Chargebacks									
<i>Contractual Services</i>									
520-14-5202 1405	Service From Clerk/Finance	450,000.00	.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	.00
520-14-5202 1406	Service From City Engineer	50,000.00	.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	.00
520-14-5202 1407	Service From Human Resources	12,000.00	.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	.00
520-14-5202 1408	Service From Central Garage	140,000.00	.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	.00
520-14-5202 1411	Service From MIS	40,000.00	.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	.00
	<i>Contractual Services Totals</i>	\$692,000.00	\$0.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	0.00%
	Activity 5202 - Sewer Chargebacks Totals	\$692,000.00	\$0.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	0.00%
	Department 14 - Waste Management-Water Pollution Totals	\$692,000.00	\$0.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	0.00%
	EXPENSE TOTALS	\$692,000.00	\$0.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	0.00%
	Fund 520 - Sanitary Sewer Fund Totals	\$692,000.00	\$0.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	0.00%
	EXPENSE TOTALS	\$692,000.00	\$0.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	0.00%
	Fund 520 - Sanitary Sewer Fund Totals	(\$692,000.00)	\$0.00	(\$692,000.00)	(\$692,000.00)	(\$692,000.00)	(\$692,000.00)	(\$692,000.00)	0.00%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$692,000.00	\$0.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	\$692,000.00	0.00%
	Net Grand Totals	(\$692,000.00)	\$0.00	(\$692,000.00)	(\$692,000.00)	(\$692,000.00)	(\$692,000.00)	(\$692,000.00)	0.00%

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 520 Sanitary Sewer	DEPARTMENT: 14 Waste Mgmt-Water Pollution	ACTIVITY: 8980 Fiduciary Transactions
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DEPARTMENT/ACTIVITY DESCRIPTION: This activity provides for sewer revenue bond financing activities.
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DEPARTMENT/ACTIVITY OBJECTIVES: Manage sewer revenue bond issues to minimize total interest payments and provide for level annual principal and interest repayment schedules. Make timely annual principal and interest payments on sewer revenue bonds outstanding.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 520 - Sanitary Sewer Fund									
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 8980 - Fiduciary Transactions									
Commodities									
520-14-8980 1750	Debt Service Expense	2,529.46	.00	.00	.00	.00	11,208.00	11,208.00	.00
	<i>Commodities Totals</i>	\$2,529.46	\$0.00	\$0.00	\$0.00	\$0.00	\$11,208.00	\$11,208.00	+++
<i>Debt Service</i>									
520-14-8980 2220	Revenue Bonds Principal	1,195,000.00	.00	575,000.00	575,000.00	140,000.00	387,000.00	387,000.00	(32.69)
520-14-8980 2221	Revenue Bonds Interest	38,702.50	8,706.25	17,413.00	17,413.00	4,200.00	82,657.00	82,657.00	374.68
	<i>Debt Service Totals</i>	\$1,233,702.50	\$8,706.25	\$592,413.00	\$592,413.00	\$144,200.00	\$469,657.00	\$469,657.00	(20.72%)
Comments									
Account	Level	Comment							
2220	Base Level	Only 1 remaining sewer revenue bond with principal due in FY17							
2220	Additional Dept Requests	SRF funds repayment added							
2221	Base Level	Only 1 remaining sewer revenue bond with interest due in FY17							
Activity 8980 - Fiduciary Transactions Totals		\$1,236,231.96	\$8,706.25	\$592,413.00	\$592,413.00	\$144,200.00	\$480,865.00	\$480,865.00	(18.83%)
Department 14 - Waste Management-Water Pollution Totals		\$1,236,231.96	\$8,706.25	\$592,413.00	\$592,413.00	\$144,200.00	\$480,865.00	\$480,865.00	(18.83%)
	EXPENSE TOTALS	\$1,236,231.96	\$8,706.25	\$592,413.00	\$592,413.00	\$144,200.00	\$480,865.00	\$480,865.00	(18.83%)
Fund 520 - Sanitary Sewer Fund Totals		\$1,236,231.96	\$8,706.25	\$592,413.00	\$592,413.00	\$144,200.00	\$480,865.00	\$480,865.00	(18.83%)
	EXPENSE TOTALS	\$1,236,231.96	\$8,706.25	\$592,413.00	\$592,413.00	\$144,200.00	\$480,865.00	\$480,865.00	(18.83%)
Fund 520 - Sanitary Sewer Fund Totals		(\$1,236,231.96)	(\$8,706.25)	(\$592,413.00)	(\$592,413.00)	(\$144,200.00)	(\$480,865.00)	(\$480,865.00)	(18.83%)
Net Grand Totals									
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$1,236,231.96	\$8,706.25	\$592,413.00	\$592,413.00	\$144,200.00	\$480,865.00	\$480,865.00	(18.83%)
	Net Grand Totals	(\$1,236,231.96)	(\$8,706.25)	(\$592,413.00)	(\$592,413.00)	(\$144,200.00)	(\$480,865.00)	(\$480,865.00)	(18.83%)

FYE2017 BUDGET ACTIVITY NARRATIVE

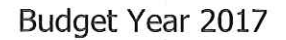
FUND:	520 Sanitary Sewer	DEPARTMENT:	14 Waste Mgmt-Water Pollution	ACTIVITY:	9050 Transfers
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DEPARTMENT/ACTIVITY DESCRIPTION:
This activity provides general obligation bond financing activities for sanitary sewer system projects.

DEPARTMENT/ACTIVITY OBJECTIVES:
Manage the sanitary sewer system portion of general obligation bond issues to minimize total interest payments and provide for level annual principal and interest repayment schedules.
Make timely transfers of amounts required to fund the sanitary sewer portion of general obligation bond principal and interest payments annually.
Make timely transfers of general obligation bond proceeds used for the sanitary sewer and flood control systems.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL

Page 1 of 1

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 521 Storm Water **DEPARTMENT:** 14 Waste Mgmt-Water Pollution **ACTIVITY:** 5310 Storm Sewer Maintenance

DEPARTMENT/ACTIVITY DESCRIPTION:

Operate and maintain the flood control system for the City of Waterloo.

DEPARTMENT/ACTIVITY OBJECTIVES:

To ensure the protection of the property and citizens of Waterloo while maintaining standards set by the Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (IDNR).

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Sewer Maintenance	5	5	5	5	5	
Foreman	1	1	1	1	1	
Capacity Mgmt Operations & Mtce Specialist	1	1	1	1	1	
TOTAL FULL-TIME EQUIVALENT POSITIONS	7	7	7	7	7	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 521 - Storm Water Fund									
REVENUE									
Department 14 - Waste Management-Water Pollution									
Activity 5310 - Storm Sewer Maintenance									
Federal Grants & Reimbursements									
521-14-5310 3345	Federal Emergency Management Agency Grant	4,222.51	.00	.00	.00	.00	.00	.00	.00
	<i>Federal Grants & Reimbursements Totals</i>	\$4,222.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Activity 5310 - Storm Sewer Maintenance Totals	\$4,222.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Department 14 - Waste Management-Water Pollution Totals	\$4,222.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$4,222.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 5310 - Storm Sewer Maintenance									
Personal Services - Salaries & Benefits									
521-14-5310 1111	Salaries - Regular	361,019.38	187,804.76	380,185.00	380,185.00	389,457.00	389,457.00	389,457.00	2.43
521-14-5310 1113	Longevity Pay	6,452.03	3,290.64	6,680.00	6,680.00	7,565.00	7,565.00	7,565.00	13.24
521-14-5310 1114	Time & Half Pay	27,625.99	7,565.67	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	.00
521-14-5310 1117	Double Time Pay	5,366.76	1,941.07	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	.00
521-14-5310 1118	Bonus Pay	2,551.49	1,781.55	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
521-14-5310 1119	Miscellaneous Pay	3,739.00	1,496.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	.00
521-14-5310 1121	FICA - City Contribution	30,765.36	15,525.75	31,960.00	31,960.00	32,714.00	32,714.00	32,714.00	2.35
521-14-5310 1122	IPERS - City Contribution	36,323.20	18,206.54	36,985.00	36,985.00	37,892.00	37,892.00	37,892.00	2.45
521-14-5310 1123	Life & Disability Insurance	2,008.32	1,029.36	2,061.00	2,061.00	2,103.00	2,103.00	2,103.00	2.03
521-14-5310 1130	Employee Benefit Reimbursement	3,646.17	3,091.99	3,600.00	3,600.00	3,300.00	3,300.00	3,300.00	(8.33)
521-14-5310 1131	Health Insurance	114,708.00	57,354.00	114,702.00	114,702.00	114,702.00	114,702.00	114,702.00	.00
	<i>Personal Services - Salaries & Benefits Totals</i>	\$594,205.70	\$299,087.33	\$603,473.00	\$603,473.00	\$615,033.00	\$615,033.00	\$615,033.00	1.92%
Contractual Services									
521-14-5310 1314	Health Services	248.92	456.98	1,000.00	1,000.00	1,000.00	750.00	750.00	(25.00)
521-14-5310 1344	Telephone & Fax Expense	318.61	165.49	421.00	421.00	421.00	421.00	421.00	.00
521-14-5310 1346	Travel - Professional Training	280.00	.00	.00	.00	.00	250.00	250.00	.00
	<i>Contractual Services Totals</i>	\$847.53	\$622.47	\$1,421.00	\$1,421.00	\$1,421.00	\$1,421.00	\$1,421.00	0.00%
Comments									
Account	Level	Comment							
1314	Additional Dept Requests	Amending among individual line items.							
1346	Additional Dept Requests	Amending among individual line items.							



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 521 - Storm Water Fund									
EXPENSE									
Department 14 - Waste Management-Water Pollution									
Activity 5310 - Storm Sewer Maintenance									
Commodities									
521-14-5310 1511	Concrete & Aggregates	5,000.00	1,413.99	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
521-14-5310 1533	Fuel Expense	11,776.03	3,334.83	20,300.00	26,300.00	26,300.00	20,000.00	20,000.00	(23.95)
521-14-5310 1535	Hardware Items	92.18	206.70	500.00	500.00	500.00	500.00	500.00	.00
521-14-5310 1537	Horticultural & Landscaping Supplies	39.98	.00	50.00	50.00	50.00	50.00	50.00	.00
521-14-5310 1547	Oils & Greases	546.26	353.24	600.00	600.00	600.00	600.00	600.00	.00
521-14-5310 1569	Vehicle Replacement Parts	13,329.81	14,128.38	16,000.00	10,000.00	10,000.00	16,000.00	16,000.00	60.00
521-14-5310 1573	Safety & Protective Equipment	1,054.79	118.99	600.00	600.00	600.00	900.00	900.00	50.00
	Commodities Totals	\$31,839.05	\$19,556.13	\$43,050.00	\$43,050.00	\$43,050.00	\$43,050.00	\$43,050.00	0.00%
Comments									
Account	Level								
1533	Additional Dept Requests								
1569	Additional Dept Requests								
1573	Additional Dept Requests								
Activity 5310 - Storm Sewer Maintenance Totals		\$626,892.28	\$319,265.93	\$647,944.00	\$647,944.00	\$659,504.00	\$659,504.00	\$659,504.00	1.78%
Department 14 - Waste Management-Water Pollution Totals		\$626,892.28	\$319,265.93	\$647,944.00	\$647,944.00	\$659,504.00	\$659,504.00	\$659,504.00	1.78%
EXPENSE TOTALS		\$626,892.28	\$319,265.93	\$647,944.00	\$647,944.00	\$659,504.00	\$659,504.00	\$659,504.00	1.78%
Fund 521 - Storm Water Fund Totals									
REVENUE TOTALS		\$4,222.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE TOTALS		\$626,892.28	\$319,265.93	\$647,944.00	\$647,944.00	\$659,504.00	\$659,504.00	\$659,504.00	1.78%
Fund 521 - Storm Water Fund Totals		(\$622,669.77)	(\$319,265.93)	(\$647,944.00)	(\$647,944.00)	(\$659,504.00)	(\$659,504.00)	(\$659,504.00)	1.78%
Net Grand Totals									
REVENUE GRAND TOTALS		\$4,222.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$626,892.28	\$319,265.93	\$647,944.00	\$647,944.00	\$659,504.00	\$659,504.00	\$659,504.00	1.78%
Net Grand Totals		(\$622,669.77)	(\$319,265.93)	(\$647,944.00)	(\$647,944.00)	(\$659,504.00)	(\$659,504.00)	(\$659,504.00)	1.78%



CITY OF WATERLOO, IOWA

WASTE MANAGEMENT SERVICES DEPARTMENT

3505 Easton Ave. • Waterloo, IA 50702 • (319) 291-4553

MEMORANDUM

To: Mayor Quentin Hart / CFO Michelle Weidner
From: John Lapointe, Interim Wastewater Supt.
Date: February 9, 2016
Re: 2% & 5% Reductions to Base Level Budget

This memorandum is provided in response to the January 8, 2016 memorandum from Mayor Hart requesting an impact statement explaining what the response from Waste Management Services Department (WMSD) would be if WMSD was required to reduce FY 2017 budgeted base level expenses. One impact statement is to be provided for a 2% reduction in base level expenses, the other for a 5% reduction.

The response to Mayor Hart was also to include information on the impacts of not filling Additional Requests contained in the WMSD 2017 FY Budget.

I. 2% Reduction In Base Level Expenses

Based on FY 2017 base level expenses of \$7,280,486.00 as provided by the Finance Department, a 2% reduction would equal a budget cut of \$145,600. WMSD's recommendation for achieving a 2% reduction in base level expenses is as follows:

A. Eliminate Expense Item 2117 – Motor Vehicles & Equipment :	\$80,000.00
B. Reduction of Expense Item 1313 – Legal Services.:	\$50,000.00
C. Reduction of Expense Item 1533 – Fuel Expenses.:	\$6,600.00
D. 2% Reduction of Expenses Item 1405 – Service from Clerk/Finance:	\$9,000.00
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Total Reduction:	\$145,600.00

The impacts of the reduction in Motor Vehicle & Equipment expenses include;

- Delaying vehicle purchases in FY 2017 will likely result in disproportional increases for this budget item in future fiscal years.
- The use of shared vehicles causes inefficiencies and inconveniences.

The impacts of the reduction in Legal Services expenses include;

- Less legal assistance from Hall & Associates on matters pertaining to the Consent Decree and the Waterloo WWTF NPDES Permit.

The impacts of the reduction in Fuel expenses include;

- Significant risk of going over the budget if fuel costs increase.

The impacts of the reduction in Service From Clerk/Finance expenses include;

- Less overall assistance provided to WMSD on financial matters.

II. 5% Reduction In Base Level Expenses

Based on FY 2017 base level expenses of \$7,280,486.00 as provided by the Finance Department, a 5% reduction would equal a budget cut of \$364,000. WMSD's recommendation for achieving a 5% reduction in base level expenses is as follows:

A. Eliminate Expense Item 2117 – Motor Vehicles & Equipment :	\$101,000.00
B. Reduction of Expense Item 1313 – Legal Services.:	\$50,000.00
C. Reduction of Expense Item 1533 – Fuel Expenses.:	\$6,600.00
D. 5% Reduction of Expenses Item 1405 – Service from Clerk/Finance:	\$9,000.00
E. Reduction of Expense Item 2119 – Plant Equipment:	\$197,400.00
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Total Reduction:	\$364,000.00

The impacts of the reduction in Motor Vehicle & Equipment expenses include;

- Delaying vehicle purchases in FY 2017 will likely result in disproportional increases for this budget item in future fiscal years.
- The use of shared vehicles causes inefficiencies and inconveniences.

The impacts of the reduction in Legal Services expenses include;

- Less legal assistance from Hall & Associates on matters pertaining to the Consent Decree and the Waterloo WWTF NPDES Permit.

The impacts of the reduction in Fuel expenses include;

- Significant risk of going over the budget if fuel costs increase.

The impacts of the reduction in Service From Clerk/Finance expenses include;

- Less overall assistance provided to WMSD on financial matters.

The impacts of the reduction in Plant Equipment expenses include;

- Delaying plant equipment purchases in FY 2017 will likely result in disproportional increases for this budget item in future fiscal years.
- Emergency repair of deteriorating equipment might cost more than replacement of equipment prior to the onset of an emergency.

III. Impacts Of Not Filling Additional Requests

Account Number	Description	Increase Requested	Comment / Impact
1131	Salaries & Benefits	\$82,641	Sampling required by new NPDES Permit might not get adequately conducted.
1312	Engr./Planning/Consult. Services	\$48,000	Amending along individual line items.
1314	Health Services	\$300	Amending along individual line items.
1321	Data Processing Services	\$800	Amending along individual line items.
1341	Contract Carriers	\$40,000	Biosolids would have to be stockpiled on the WWTF site for future hauling
1344	Telephone	\$1,500	Aircards would not be purchased resulting in inefficiencies in data transfer
1346	Travel – Professional Training	\$2,500	Amending along individual line items.
1352	Copies	\$2,850	Amending along individual line items.
1356	Uniforms	\$6,000	Operators exposed to higher risk of bio hazard.
1377	Radio Equipment	\$1,000	Amending along individual line items.
1387	Radio Equipment	\$350	Amending along individual line items.
1390	Other Contractual Services	\$2,400	Amending along individual line items.
1400	Utility Service (Primarily Electric)	\$50,000	Cutbacks on power consumption could jeopardize WWTF effluent quality.
1511	Concrete & Aggregates	\$3,500	Potentially unable to perform necessary CMOM related improvements
1513	Chemicals & Gases	\$125,000	Potential effluent limitations violations. Also, increased cost of biosolids hauling.
1516	Minor Computer Equipment	\$1,000	Amending along individual line items.
1520	Computer Software	\$12,500	Potential failure to meet deadlines of the Consent Decree.
1522	Light Bulbs (Disinfection UV Lamps)	\$67,100	Potential WWTF effluent violations.
1551	Lab Supplies	\$18,500	Potential failure to meet the sampling requirements of the new NPDES Permit.
1561	Office Supplies & Equipment	\$1,300	Amending along individual line items.
1571	Machinery & Equipment	\$100,000	Amending along individual line items.
1573	Safety Equipment	\$7,500	Increased risk of harm to employees.
2152	Building Improvements	\$83,750	Digester covers fail resulting in expensive emergency repairs.