

**Department New Request Form  
Fiscal Year 2024**

<b>Program</b>	<b>Public Works</b>	<b>Title of New Request:</b>	<b>Rank:</b> 1
<b>Department</b>	Wastewater/Compost	Baseline Increases	
<b>Request Category</b>	<b>Baseline Adjustment</b>		
<b>Request Rating</b>	<b>Required</b>		
<b>Department Goal</b>	Organizational Excellence		

**1. How will request assist in achieving Department Goal and benefit the customer**

In order to maintain service, inflationary adjustments need to be made. Baseline adjustments have been requested on known increases provided by Finance: postage at 14%, electricity and natural gas at 19%, water at 5%, and garbage at 5%. In recent years Wastewater has experienced unusual annual cost increases in Operating Supplies which has led to a shortfall in this activity. An additional new request for known increased costs for operating supplies in the Plant, operating supplies in Compost, and repair and maintenance in Compost will correct this shortfall. A request for one time funding to replace computers and software per the citywide equipment replacement schedule has also been added.

**2. What specifically is needed to achieve this goal?**

Adjust baseline for known increased expenses.

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2024 Unfunded	FY 2024 Funded	Proposed FY 2025 Ongoing	
<b>Ongoing Expenses</b>									
5311.330.430610.310	Postage	1	2674		2,674	2,674	—		
5311.330.430660.310	Postage	1	213		213	213	—		
5311.330.430630.341	Electricity and Natural Gas	1	20779		20,779	20,779	—		
5311.330.430640.341	Electricity and Natural Gas	1	103887		103,887	103,887	—		
5311.330.430660.341	Electricity and Natural Gas	1	1899		1,899	1,899	—		
5311.330.430630.343	Water	1	255		255	255	—		
5311.330.430640.343	Water	1	163		163	163	—		
5311.330.430640.345	Garbage	1	1812		1,812	1,812	—		
5311.330.430660.345	Garbage	1	199		199	199	—		
5311.330.430640.220	Operating supplies - Plant	1	20000		20,000	20,000	—		
5311.330.430660.220	Operating supplies - Compost	1	40000		40,000	40,000	—		
5311.330.430660.360	R&M - Compost	1	5000		5,000	5,000	—		
					—	—	—		
<b>Expense Sub-Total</b>					<b>7,451</b>	<b>196,881</b>	<b>204,332</b>	—	—
<b>One-time Expenses</b>									
5311.330.430610.220	Computer Replacement	1	2059.5	2,060		2,060	—		
5311.330.430630.220	Computer Replacement	1	1175	1,175		1,175	—		
5311.330.430650.220	Computer Replacement	1	2716	2,716		2,716	—		
5311.330.430660.220	Computer Replacement	1	1500	1,500		1,500	—		
				—		—	—		

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
5311	E Existing operating revenues	7,451	196,881
<b>Revenue Sub-Total</b>		<b>7,451</b>	<b>196,881</b>

**4. What sort of data will be used to report results and outcomes of request?**

	<b>Requested/Proposed Funding Source</b>	
	<b>One-time</b>	<b>Ongoing</b>
<b>Tax or Assessment</b>	-	-
<b>Non-tax</b>	7,451	196,881
<b>Fund Balance</b>	-	-
<b>Total</b>	7,451	196,881