

Department New Request Form
Fiscal Year 2022

| | | | |
|-------------------------|-------------------------------------------|------------------------------|-------|
| Program | Public Works | Title of New Request: | Rank: |
| Department | Wastewater/Compost | 3 | |
| Request Category | Baseline Adjustment | Plant and Compost Overtime | |
| Request Rating | Urgent | | |
| Department Goal | Harmonious Natural and Built Environments | | |

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

Overtime hours are occasionally required to maintain minimum staff levels at the Wastewater Treatment Facility and Garden City Compost. These staff levels are necessary for the safe and effective operation of the Facilities. The primary interests are the safety of employees along with public health and safety.

2. What specifically is needed to achieve this goal?

Fund required overtime.

3. Cost Impact of New Program:

| Account # | Item | Qty | Unit Cost | Requested One-Time | Requested Ongoing | FY 2022 Unfunded | FY 2022 Funded | Proposed FY 2023 Ongoing |
|--------------------------|----------|-----|-----------|--------------------|-------------------|------------------|----------------|--------------------------|
| Ongoing Expenses | | | | | | | | |
| 5311.330.430640.120 | Overtime | 1 | 22000 | | 22,000 | 22,000 | - | |
| 5311.330.430660.120 | Overtime | 1 | 8000 | | 8,000 | 8,000 | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| One-time Expenses | | | | | | | | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| Expense Sub-Total | | | | - | 30,000 | 30,000 | - | - |

Revenue Offset:

| Account # | Revenue Description | | | Proposed Onetime Revenue | Proposed Ongoing Revenue |
|--------------------------|---------------------|-------------------------|--|--------------------------|--------------------------|
| 5311.000.343034 | E | Treatment Facility Fees | | | 30,000 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Revenue Sub-Total | | | | - | 30,000 |

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

Payroll records will record the use of funds. Successful operation will be tracked by management.

Requested/Proposed Funding Source

| | One-time | Ongoing |
|--------------------------|----------|---------|
| <i>Tax or Assessment</i> | - | - |
| <i>Non-tax</i> | - | 30,000 |
| <i>Fund Balance</i> | - | - |
| <i>Total</i> | - | 30,000 |