

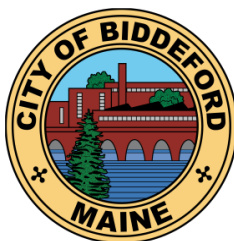
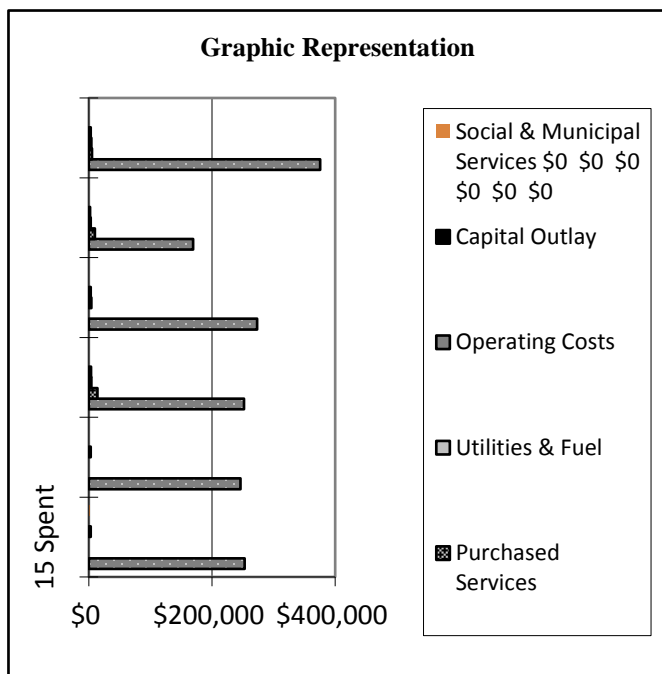
# City of Biddeford, Maine

FY2018

Budget: City Manager

Account Number: 21102

	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:	\$252,962	\$246,085	\$252,016	\$273,346	\$169,252	\$375,759	\$298,353	
Purchased Services	\$0	\$0	\$14,085	\$0	\$10,008	\$5,000	\$5,000	
Utilities & Fuel	\$0	\$0	\$3,850	\$4,200	\$2,802	\$4,200	\$4,200	
Operating Costs	\$3,089	\$3,200	\$3,810	\$3,000	\$2,080	\$3,000	\$3,000	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS:</b>	<b>\$256,051</b>	<b>\$249,285</b>	<b>\$273,761</b>	<b>\$280,546</b>	<b>\$184,142</b>	<b>\$387,959</b>	<b>\$310,553</b>	<b>\$0</b>



Total Fringe Benefit Impact

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$21,067
Workers Comp	\$1,261
Health Insurance	\$27,977
Retirement	\$25,621
Unemployment	\$2,751
Other Insurance	\$3,305
# of Full Time Employees	3.00

\$81,982

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$273,346	\$298,353	\$25,007	9.1%
Purchased Services	\$0	\$5,000	\$5,000	0.0%
Utilities & Fuel	\$4,200	\$4,200	\$0	0.0%
Operating Costs	\$3,000	\$3,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$280,546</b>	<b>\$310,553</b>	<b>\$30,007</b>	<b>10.7%</b>

## 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	\$128,446	\$123,776	\$120,720	\$139,818	\$86,889	\$122,210	\$122,680
60102	Mid Mgmt Hrly Employee Wag	\$52,553	\$50,441	\$50,970	\$50,751	\$31,755	\$100,627	\$100,627
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$51,784	\$51,784
60123	Car Allowance Expense	\$5,115	\$10,200	\$6,027	\$5,778	\$3,744	\$5,730	\$5,730
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
60201	FICA/Medicare-ER Share Exp	\$12,969	\$14,301	\$12,424	\$15,476	\$8,395	\$21,044	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$2,882	\$4,793	\$0
60203	457 Plan-Employer Share Exp	\$15,414	\$18,599	\$15,853	\$19,470	\$10,004	\$20,759	\$0
60210	HPHC Ins Employer Share Exp	\$33,974	\$25,850	\$33,195	\$29,824	\$16,874	\$27,977	\$0
60212	S-T Disability ER Share Exp	\$53	\$55	\$53	\$60	\$91	\$158	\$0
60213	L-T Disability ER Share Exp	\$317	\$563	\$379	\$693	\$188	\$804	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$780	\$831	\$2,340	\$0
60251	Conferences/Training Expense	\$2,365	\$1,000	\$7,322	\$2,990	\$2,828	\$3,535	\$3,535
60252	Travel/Mileage Expense	\$318	\$0	\$2,099	\$2,700	\$366	\$4,168	\$4,168
60253	Food/Lodging Expense	\$0	\$0	\$1,707	\$3,855	\$2,110	\$7,150	\$7,150
60256	Dues/Memberships Expense	\$1,439	\$1,300	\$1,267	\$1,151	\$2,295	\$1,180	\$1,180
<b>Totals</b>		<b>\$252,962</b>	<b>\$246,085</b>	<b>\$252,016</b>	<b>\$273,346</b>	<b>\$169,252</b>	<b>\$375,759</b>	<b>\$298,353</b>

## 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
60306	Other Prof/Consult Srvs Exp	\$0	\$0	\$14,085	\$0	\$10,008	\$5,000	\$5,000
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>	<b>\$14,085</b>	<b>\$0</b>	<b>\$10,008</b>	<b>\$5,000</b>	<b>\$5,000</b>

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
60402	Phone/Celular/Paging Exp	\$0	\$0	\$3,850	\$4,200	\$2,802	\$4,200	\$4,200
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>	<b>\$3,850</b>	<b>\$4,200</b>	<b>\$2,802</b>	<b>\$4,200</b>	<b>\$4,200</b>

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
60500	Admin/Office Supp/Eqt Non-Cap	\$2,948	\$3,000	\$3,810	\$3,000	\$2,078	\$3,000	\$3,000
60501	Operating Supp/Eqt Non-Cap	\$141	\$200	\$0	\$0	\$2	\$0	\$0
<b>Totals</b>		<b>\$3,089</b>	<b>\$3,200</b>	<b>\$3,810</b>	<b>\$3,000</b>	<b>\$2,080</b>	<b>\$3,000</b>	<b>\$3,000</b>

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET  
 Fiscal Year 2018 BUDGET

DEPARTMENT: 21102 City Manager

CLASSIFICATION	RANGE	POSITION	YEAREND		CITY MANAGER	COUNCIL	NAME
			ANNUALIZED	REQUESTED			
City Manager		1	122,210.00	122,680.04	\$122,680		JAMES BENNETT
Chief Operating Officer		1	100,241.00	100,626.54	\$100,627		BRIAN PHINNEY
Executive Associate		1	51,586.00	51,784.41	\$51,784		ANDREA FAGAN

\*\* Change in salary reflects 100% salary charges for employees. 57% charged to this account

TOTAL BUDGETED POSITIONS	<b>3</b>	<b>274,037.00</b>	<b>275,090.99</b>	<b>275,090.99</b>	<b>0.00</b>		
--------------------------	----------	-------------------	-------------------	-------------------	-------------	--	--



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Dept Manager Salary Exp

Department Number: 21102

Account Number: 60101

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$128,445.78	\$123,776.00	\$120,719.98	\$139,818.00	\$133,055.60

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$122,210.00	\$122,680.04		(\$17,137.96)

**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.

FY 2017 line item included city manager and a portion of the salary for the chief operating officer. The 2016 Reorganization Plan is now formal therefor this line reflects only the city manager. COO salary appears in Object 60102.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21102

Account Number: 60102

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$52,552.73	\$50,441.00	\$50,970.10	\$50,751.00	\$46,916.80

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,626.54	\$100,626.54		\$49,875.54

**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.

2017 Budget for this line item reflected only the executive associate salary. The 2018 budget for this Object is now the COO percentage salary line at base salary multiplied by 52.2 weeks per year.

Executive associate salary now appears in 60105 to reflect the reorganization plan and proper classification.

*Other portions of the COO were charged to other accounts. 100% of costs are budgeted here with corresponding charge to WWTP is shown as transfer/revenue to cover direct costs*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: F-T Employee Wage Exp

Department Number: 21102

Account Number: 60105

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$48,017.76

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$51,784.41	\$51,784.41		\$51,784.41

**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.

FY-2018 Budget based on current Full Time Employee (Executive Associate) annual wage



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Car Allowance Expense

Department Number: 21102

Account Number: 60123

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$5,115.18	\$10,200.00	\$6,027.43	\$5,778.00	\$5,778.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,730.00	\$5,730.00		(\$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.

City manager car allowance as per employment agreement. 2016 Base of \$500 monthly adjusted downward by the current changes in IRS rate. 2016 Base of \$500 monthly adjusted downward by the current changes in IRS rate.

<i>Desc.</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Car Allowance (Base \$500 adj to \$477.32)	12 \$	477.32 \$	5,727.84





## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Insurance Buyout Pay

Department Number: 21102

Account Number: 60129

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)
	\$1,500.00	\$1,500.00		\$1,500.00

**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.

Insurance buyout reflects changes in 2016 Reorganization Plan. COO salary assigned to other departments on a defined percentage basis will be transferred out as a lump sum.

\$ 1,500.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21102

Account Number: 60201

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$12,968.91	\$14,301.00	\$12,424.17	\$15,476.00	\$15,476.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$21,044.46	\$21,044.46		\$5,568.46

**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 reflects 2016 Reorganization Plan with addition of COO



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: MPERS-Employer Share Exp

Department Number: 21102

Account Number: 60202

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$4,426.18

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,792.71	\$4,792.71		\$4,792.71

**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.

Reflects Executive Associate pay roll expenses for MPERS based on payroll calculations provided by Finance Dept. Position was open in FY2016 so the election of MPERS or 457 was unknown.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: 457 Plan-Employer Share Exp

Department Number: 21102

Account Number: 60203

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$15,413.66	\$18,599.00	\$15,852.91	\$19,470.00	\$15,171.48

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,759.20	\$20,828.00		\$1,358.00

**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.

FY2017 Budget included estimate for to-be-filled executive assistant position and a percentage of COO 457 election.  
 FY2018 Budget Request covers city manager at 100% and and COO at 100 % 457 payroll elections



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: HPHC Ins Employer Share Exp

Department Number: 21102

Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$33,973.84	\$25,850.00	\$33,194.89	\$29,824.00	\$25,851.89

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$27,977.00	\$27,977.00		(\$1,847.00)

**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.

FY2017 covers projected HPHC expenses through the end of the FY. The FY2018 Budget Request reflects a full year of HPHC at the calculated rate.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: S-T Disability ER Share Exp

Department Number: 21102

Account Number: 60212

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$52.54	\$55.00	\$52.59	\$60.00	\$139.55

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 158.10	\$ 158.10		\$98.10

**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.

FY2017 projected expenses based on two positions with an estimate for the to-be-filled executive associate position. and a percentage of the COO expenses.

FY2018 includes the following at 100%

<i>Des</i>	<i>Units</i>	<i>S-T Dis</i>	<i>Life AD&amp;D</i>	<i>Subtotal</i>
City Manager		1	\$ 30.00	\$ 30.00
Chief Operating Officer		1	\$ 17.10	\$ 17.10
Executive Associate		1 \$	81.00 \$	\$ 111.00
				\$ 158.10



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: L-T Disability ER Share Exp

Department Number: 21102

Account Number: 60213

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$316.85	\$563.00	\$378.98	\$693.00	\$288.69

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$803.95	\$807.00		\$114.00

**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.

FY2017 covers employee cost for L-T Disability for city manager and a percentage of COO expenses.

FY2018 Budget Request covers 100% of employee L-T Disability expense for CM and COO

City Manager	441.68
COO	362.28
	803.95



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: RHSA Plan ER Share

Department Number: 21102

Account Number: 60217

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$780.00	\$1,629.84

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 2,340.00	\$2,340.00		\$1,560.00

**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.

As per adopted RHSA Plan

FY2017 Budget reflects one employee; FY2017 Est. Expended reflects three employees with COO at a defined percentatge.

FY2018 Budget Request is for 3-employees at the defined RHSA Plan rate of 100% for CM and EA and 57% for COO

	<i>No. Employees</i>	<i>Weekly Rate</i>	<i>Weeks</i>	<i>Subtotal</i>
RSHA Plan	2	15	52.2 \$	1,566.00
	1	8.55	52.2 \$	446.31
			\$	2,012.31





## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Conferences/Training Expense

Department Number: 21102

Account Number: 60251

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$2,365.16	\$1,000.00	\$7,321.92	\$2,990.00	\$2,990.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,535.00	\$ 3,535.00		\$545.00

**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.



TLG \*2 (City Mgr and COO attendance), Big Ideas \*2 (City Mgr and COO attendance)

<i>Desc</i>	<i>Units</i>	<i>Unit Price</i>	<i>Subtotals</i>
Transform Local Government Conference	2 \$	575.00 \$	1,150.00
Big Ideas Conference	2 \$	435.00 \$	870.00
ICMA Conferences City Mgr Only	1 \$	800.00 \$	800.00
ICMA Regional Mtg	1 \$	225.00 \$	225.00
MTCMA Institute	1 \$	125.00 \$	125.00
MTCMA Interchange	1 \$	50.00 \$	50.00
MMA Conference City Mgr Only	1 \$	65.00 \$	65.00
Other Misc	\$	250.00 \$	250.00
		\$	3,535.00

*some costs were paid in FY17 by others because of CM's official role with ICMA and ICMA-RC; no longer applicable*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Travel/Mileage Expense

Department Number: 21102

Account Number: 60252

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$318.43	\$0.00	\$2,098.95	\$2,700.00	\$2,700.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 4,167.50	\$ 4,168		\$1,467.50

**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>Units</i>	<i>Unit Price</i>	<i>Subtotals</i>
Transform Local Government Conference	2 \$	800.00 \$	1,600.00
Big Ideas Conference	2 \$	650.00 \$	1,300.00
ICMA Conferences	1	650 \$	650.00
ICMA Regional Mtg	1 \$	350.00 \$	350.00
MTCMA Institute		\$	-
MTCMA Interchange		\$	-
MMA Conference		\$	-
Other Misc		\$	-
Mileage COO	500 \$	0.535 \$	<u>267.50</u>
		\$	4,168

*some costs were paid in FY17 by others because of CM's official role with ICMA and ICMA-RC; no longer applicable*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Food/Lodging Expense

Department Number: 21102

Account Number: 60253

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$1,707.28	\$3,855.00	\$3,500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 7,150.00	\$ 7,150.00		\$3,295.00

**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>Units</i>	<i>Food</i>	<i>Lodging</i>	<i>Subtotals</i>
TLG Conference	2	225 \$	320.00 \$	1,090.00
Big Ideas Conference	2	450 \$	600.00 \$	2,100.00
ICMA Conferences	1	450 \$	1,200.00 \$	1,650.00
ICMA Regional Mtg	1	225 \$	300.00 \$	525.00
MTCMA Institute	1	225 \$	375.00 \$	600.00
MTCMA Interchange	1	75	100 \$	175.00
MMA Conference	1	75	85 \$	160.00
Other Misc	1	100	125 \$	225.00
Miscellaneous other meals,	1	500	125 \$	625.00
<i>Totals</i>			\$	7,150.00

*some costs were paid in FY17 by others because of CM's official role with ICMA and ICMA-RC; no longer applicable*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Dues/Memberships Expense

Department Number: 21102

Account Number: 60256

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,439.24	\$1,300.00	\$1,266.66	\$1,151.00	\$2,295.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,180.00	\$1,180.00		\$29.00

**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.

ICMA	\$985.00
MTCMA	<u>\$195.00</u>
<i>Subtotal</i>	<i>\$1,180.00</i>



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21102

Account Number: 60306

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$14,085.38	\$0.00	\$12,000.00

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

**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.

misc outside consultants and experters during the year

*undefined; available if needed because of special need and no in house talent available*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Phone/Celular/Paging Exp

Department Number: 21102

Account Number: 60402

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$3,850.00	\$4,200.00	\$4,201.95

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,200.00	\$4,200.00		\$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>Rate</i>	<i>Subtotal</i>
City Mgr phone and home internet (per Employment Agreement)	350 monthly \$	4,200.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

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

Department Number: 21102

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$2,948.43	\$3,000.00	\$3,809.63	\$3,000.00	\$3,000.00

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

<i>Desc</i>	<i>Units</i>	<i>Unit Price</i>	<i>Subtotals</i>
Coffee monthly orders	12 \$	70.00 \$	840.00
Note pads as needed	12 \$	24.00 \$	288.00
Folders as needed	8 \$	36.00 \$	288.00
Pens/pencils as needed	3 \$	12.00 \$	36.00
Paper (box every month and half)	8 \$	120.00 \$	960.00
Water monthly delivery	12 \$	40.00 \$	480.00
Misc.	1 \$	100.00 \$	100.00
		\$	2,992.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Manager

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21102

Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$140.59	\$200.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
				\$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>Rate</i>	<i>Subtotal</i>
--------------	-------------	-------------	-----------------