

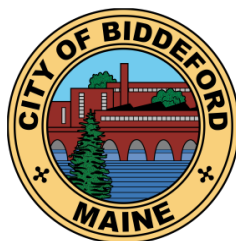
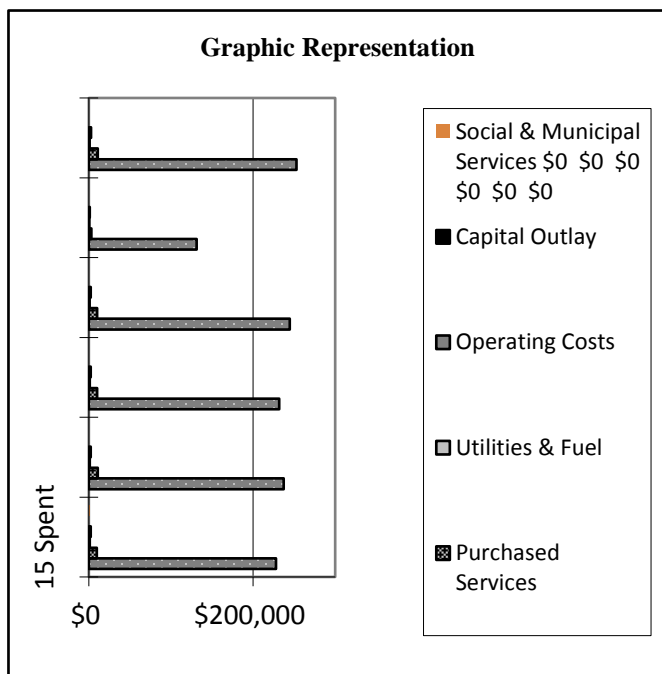
City of Biddeford, Maine

FY2018

Budget: Assessing

Account Number: 21105

	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:	\$227,944	\$237,373	\$231,801	\$244,572	\$131,292	\$253,050	\$193,783	
Purchased Services	\$9,693	\$10,900	\$9,922	\$10,025	\$2,950	\$10,900	\$10,900	
Utilities & Fuel	\$1,182	\$1,136	\$1,074	\$770	\$74	\$680	\$680	
Operating Costs	\$2,228	\$2,425	\$2,132	\$2,450	\$1,051	\$2,600	\$2,475	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS:	\$241,046	\$251,834	\$244,929	\$257,817	\$135,367	\$267,230	\$207,838	\$0



Total Fringe Benefit Impact

FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$14,214
Workers Comp	\$3,094
Health Insurance	\$26,825
Retirement	\$17,837
Unemployment	\$185
Other Insurance	\$815
# of Full Time Employees	3.00
Total Fringe Benefit Impact	\$62,971

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$244,572	\$193,783	-\$50,789	\$0
Purchased Services	\$10,025	\$10,900	\$875	\$0
Utilities & Fuel	\$770	\$680	-\$90	\$0
Operating Costs	\$2,450	\$2,475	\$25	\$0
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$257,817	\$207,838	-\$49,979	-19.4%

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	\$84,971	\$87,404	\$84,079	\$87,940	\$44,143	\$100,762	\$100,762
60102	Mid Mgmt Hrly Employee Wag	\$72,738	\$74,468	\$74,488	\$69,960	\$33,707	\$51,293	\$51,293
60105	F-T Employee Wage Exp	\$18,776	\$18,868	\$19,942	\$10,000	\$21,745	\$33,408	\$36,728
60111	Overtime Wage Expense	\$0	\$518	\$0	\$0	\$0	\$935	\$750
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$625	\$500	\$500
60201	FICA/Medicare-ER Share Exp	\$13,163	\$13,867	\$13,334	\$13,827	\$7,612	\$14,559	\$0
60202	MPERS-Employer Share Exp	\$11,391	\$13,396	\$13,049	\$17,171	\$8,957	\$18,270	\$0
60210	HPHC Ins Employer Share Exp	\$22,299	\$23,997	\$22,980	\$39,091	\$11,366	\$26,825	\$0
60212	S-T Disability ER Share Exp	\$172	\$218	\$196	\$90	\$69	\$201	\$0
60213	L-T Disability ER Share Exp	\$290	\$417	\$345	\$643	\$146	\$547	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$27	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$1,560	\$780	\$1,560	\$0
60251	Conferences/Training Expense	\$2,000	\$2,000	\$1,860	\$2,100	\$1,072	\$2,000	\$1,950
60252	Travel/Mileage Expense	\$700	\$700	\$574	\$650	\$0	\$650	\$650
60253	Food/Lodging Expense	\$500	\$500	\$139	\$500	\$313	\$500	\$500
60256	Dues/Memberships Expense	\$945	\$1,020	\$815	\$1,040	\$730	\$1,040	\$650
Totals		\$227,944	\$237,373	\$231,801	\$244,572	\$131,292	\$253,050	\$193,783

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
60303	Appraisal Services Expense	\$168	\$500	\$0	\$500	\$0	\$500	\$500
60310	Service Contracts Expense	\$9,525	\$10,400	\$9,922	\$9,525	\$2,950	\$10,400	\$10,400
Totals		\$9,693	\$10,900	\$9,922	\$10,025	\$2,950	\$10,900	\$10,900

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
60411	Gasoline Expense	\$1,182	\$1,136	\$1,074	\$770	\$74	\$680	\$680
Totals		\$1,182	\$1,136	\$1,074	\$770	\$74	\$680	\$680

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
60453	Vehicle Repair/Tires/Oil Exp	\$889	\$925	\$1,075	\$950	\$406	\$1,100	\$1,100
60500	Admin/Office Supp/Eqt Non-Cap	\$501	\$500	\$410	\$500	\$456	\$500	\$500
60501	Operating Supp/Eqt Non-Cap	\$498	\$500	\$293	\$500	\$189	\$500	\$425
60502	Printing & Copying Expense	\$340	\$500	\$354	\$500	\$0	\$500	\$450
Totals		\$2,228	\$2,425	\$2,132	\$2,450	\$1,051	\$2,600	\$2,475

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2018 BUDGET

DEPARTMENT: 21105 Assessing

CLASSIFICATION	RANGE	POSITION	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	NAME
			ANNUALIZED TOTAL	REQUESTED			
Administrative Assistant		1	36,727.92	36,728	36,728		SAMANTHA BOGAR
Assistant Assessor		1	51,292.52	51,293	51,293		NICHOLAS DESJARDINS
Assessor		1	100,762.06	100,762	100,762		FRANK YATTAW

TOTAL BUDGETED POSITIONS

3	188,782.50	188,782.50	188,782.50	0.00
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Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Dept Manager Salary Exp

Department Number: 21105 Account Number: 60101

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$84,971.37	\$87,404.00	\$84,079.09	\$87,940.00	\$80,584.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,762.06	\$100,762.06		\$12,822.06

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 assessor position split between Biddeford & Saco



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21105

Account Number: 60102

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$72,737.90	\$74,468.00	\$74,488.29	\$69,960.00	\$52,212.64

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$51,292.52	\$51,292.52		(\$18,667.48)

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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: F-T Employee Wage Exp

Department Number: 21105

Account Number: 60105

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$18,776.18	\$18,868.00	\$19,941.69	\$10,000.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,408.00	\$36,727.92		\$26,727.92

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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Overtime Wage Expense

Department Number: 21105

Account Number: 60111

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$518.00	\$0.00	\$0.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$935.42	\$750.00		\$750.00

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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Insurance Buyout Pay

Department Number: 21105

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	\$1,375.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21105

Account Number: 60201

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$13,162.89	\$13,867.00	\$13,334.12	\$13,827.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,558.78	\$14,214.00		\$387.00

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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: MPERS-Employer Share Exp

Department Number: 21105

Account Number: 60202

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$11,390.52	\$13,396.00	\$13,049.46	\$17,171.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	18,269.85	\$17,837.00		\$666.00

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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: HPHC Ins Employer Share Exp

Department Number: 21105

Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$22,298.79	\$23,997.00	\$22,979.50	\$39,091.00	\$39,091.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,825.31	\$26,825.31		(\$12,265.69)

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.

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Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: S-T Disability ER Share Exp

Department Number: 21105

Account Number: 60212

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$171.58	\$218.00	\$195.70	\$90.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$201.00	\$201.00		\$111.00

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.

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Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: L-T Disability ER Share Exp

Department Number: 21105

Account Number: 60213

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$289.71	\$417.00	\$345.09	\$643.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$547.43	\$547.43		(\$95.57)

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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Delta Dental ER Share

Department Number: 21105

Account Number: 60216

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

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: RHSA Plan ER Share

Department Number: 21105

Account Number: 60217

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$1,560.00	

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



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Conferences/Training Expense

Department Number: 21105

Account Number: 60251

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$2,000.00	\$2,000.00	\$1,859.87	\$2,100.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$1,950.00		(\$150.00)

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.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Travel/Mileage Expense

Department Number: 21105

Account Number: 60252

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$700.00	\$700.00	\$573.82	\$650.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		\$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.

Travel to quarterly IAAO meetings, annual schooling, MAAO and Vision Conferences and any other travel needs.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Food/Lodging Expense

Department Number: 21105

Account Number: 60253

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$500.00	\$500.00	\$139.07	\$500.00	

FY-2018 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.

Lodging for Maine Revenue Tax Schooling in Belfast, maine



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Dues/Memberships Expense

Department Number: 21105

Account Number: 60256

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$945.00	\$1,020.00	\$815.00	\$1,040.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,040.00	\$650.00		(\$390.00)

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.

International Association of Assessing Offices - 350

Maine Chapter of IAAO - 225

Maine Association of Assessing Officers - 90

Real Estate License Fees -375



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Appraisal Services Expense

Department Number: 21105

Account Number: 60303

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$167.72	\$500.00	\$0.00	\$500.00	

FY-2018 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.

Used for new Personal Property Accounts



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Service Contracts Expense

Department Number: 21105

Account Number: 60310

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$9,525.00	\$10,400.00	\$9,921.67	\$9,525.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,400.00	\$10,400.00		\$875.00

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.

Vision Governmental Solutions software maintenance agreement



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Gasoline Expense

Department Number: 21105

Account Number: 60411

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,181.78	\$1,136.00	\$1,073.86	\$770.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$680.00	\$680.00		(\$90.00)

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.

350 @ 1.94 per gallon - 680



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21105

Account Number: 60453

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$888.58	\$925.00	\$1,075.07	\$950.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,100.00	\$1,100.00		\$150.00

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.

Request is per Carl Marcotte



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

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

Department Number: 21105

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$500.94	\$500.00	\$410.25	\$500.00	

FY-2018 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.

Marshall & Swift Cost manual, Means Cost manual and other cost publications



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21105

Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$498.34	\$500.00	\$292.80	\$500.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$425.00		(\$75.00)

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.

Pens, pencils, staples, paper clips, general office supplies.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Assessing

Account Title: Printing & Copying Expense

Department Number: 21105

Account Number: 60502

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$339.95	\$500.00	\$354.20	\$500.00	

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$450.00		(\$50.00)

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.

Personal Property Declaration forms and misc. coping.