

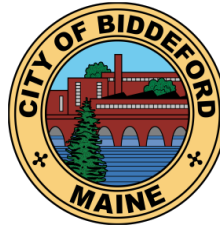
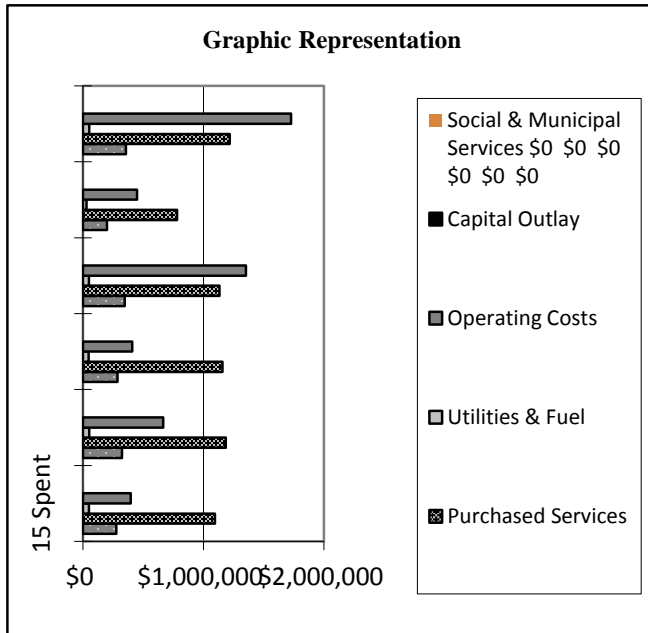
# City of Biddeford, Maine

FY2018

## Budget: General Administration

Account Number: 21111

	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:	\$276,636	\$323,000	\$287,874	\$347,335	\$198,615	\$355,683	\$385,033	
Purchased Services	\$1,095,422	\$1,186,010	\$1,157,113	\$1,134,037	\$781,519	\$1,218,268	\$1,099,102	
Utilities & Fuel	\$48,813	\$52,000	\$47,384	\$50,426	\$28,575	\$52,255	\$52,254	
Operating Costs	\$395,370	\$666,345	\$408,927	\$1,351,847	\$449,578	\$1,728,335	\$1,154,448	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS:</b>	<b>\$1,816,242</b>	<b>\$2,227,355</b>	<b>\$1,901,298</b>	<b>\$2,883,645</b>	<b>\$1,458,287</b>	<b>\$3,354,540</b>	<b>\$2,690,837</b>	<b>\$0</b>



Total Fringe Benefit Impact

FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$0
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
# of Full Time Employees	0.00
Total Fringe Benefit Impact	\$0

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$347,335	\$385,033	\$37,698	\$0
Purchased Services	\$1,134,037	\$1,099,102	-\$34,935	\$0
Utilities & Fuel	\$50,426	\$52,254	\$1,828	\$0
Operating Costs	\$1,351,847	\$1,154,448	-\$197,399	\$0
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$2,883,645</b>	<b>\$2,690,837</b>	<b>-\$192,808</b>	<b>-6.7%</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
60210	HPHC Ins Employer Share Exp	\$112,248	\$120,000	\$90,281	\$120,000	\$52,852	\$120,000	\$160,000
60214	Retiree Health Premiums Expens	\$139,833	\$145,000	\$166,567	\$170,000	\$118,264	\$178,313	\$178,313
60256	Dues/Memberships Expense	\$26,842	\$33,000	\$31,422	\$32,335	\$24,190	\$32,370	\$31,720
60259	Unemployment Comp Exp	\$19,606	\$25,000	(\$396)	\$25,000	\$0	\$25,000	\$15,000
60260	MPERS IUUAL Credit Exp	(\$21,893)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>		<b>\$276,636</b>	<b>\$323,000</b>	<b>\$287,874</b>	<b>\$347,335</b>	<b>\$198,615</b>	<b>\$355,683</b>	<b>\$385,033</b>

## FY2018 Purchased Services

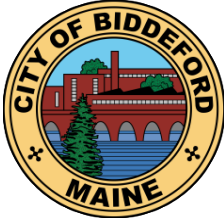
Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$201,585	\$150,000	\$201,431	\$135,000	\$57,390	\$110,000	\$105,000
60302	Audit Services Expense	\$34,410	\$35,501	\$31,360	\$35,300	\$37,325	\$38,818	\$38,818
60304	Registry of Deeds Fee Expense	\$10,504	\$11,000	\$11,814	\$11,000	\$8,552	\$12,000	\$12,000
60308	Actuarial Expense	\$1,750	\$4,000	\$9,300	\$9,000	\$7,300	\$9,000	\$8,000
60310	Service Contracts Expense	\$13,705	\$14,000	\$15,840	\$11,115	\$47,707	\$11,130	\$11,130
60315	User License Expense	\$124,416	\$138,884	\$128,579	\$133,392	\$107,373	\$160,104	\$152,500
60319	Employee Assistance Program Ex	\$5,063	\$5,500	\$5,063	\$5,063	\$4,368	\$5,100	\$5,100
60320	Advertising	\$30,081	\$45,000	\$44,817	\$40,000	\$20,303	\$45,000	\$40,000
60325	Postage/Shipping Expense	\$39,263	\$34,000	\$29,879	\$34,000	\$29,144	\$35,000	\$34,000
60370	Workers Comp Insurance Exp	\$409,749	\$510,000	\$450,922	\$482,484	\$233,218	\$544,283	\$455,000
60371	General Insurance Expense	\$24,423	\$26,300	\$27,835	\$29,240	\$28,845	\$29,999	\$29,999
60372	Vehicle Insurance Expense	\$63,730	\$70,100	\$68,519	\$71,200	\$80,004	\$83,204	\$83,000
60373	Building/Boiler Insurance Exp	\$41,641	\$39,600	\$39,523	\$41,100	\$40,029	\$41,630	\$41,630
60377	Surety Bonds Expense	\$625	\$625	\$388	\$625	\$450	\$625	\$625
60379	Public Official Liab Insur Exp	\$30,977	\$34,100	\$31,626	\$32,891	\$31,129	\$32,374	\$32,300
60380	Police Prof Liab Insur Exp	\$63,501	\$67,400	\$60,218	\$62,627	\$48,382	\$60,000	\$50,000
<b>Totals</b>		<b>\$1,095,422</b>	<b>\$1,186,010</b>	<b>\$1,157,113</b>	<b>\$1,134,037</b>	<b>\$781,519</b>	<b>\$1,218,268</b>	<b>\$1,099,102</b>

## FY2018 Utilities &amp; 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	\$20,528	\$24,000	\$19,098	\$22,140	\$12,075	\$23,791	\$23,791
60406	Fiber/Internet Expense	\$28,286	\$28,000	\$28,286	\$28,286	\$16,500	\$28,463	\$28,463
<b>Totals</b>		<b>\$48,813</b>	<b>\$52,000</b>	<b>\$47,384</b>	<b>\$50,426</b>	<b>\$28,575</b>	<b>\$52,255</b>	<b>\$52,254</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	\$5,547	\$4,000	\$4,816	\$4,000	\$2,183	\$4,000	\$3,750
60501	Operating Supp/Eqt Non-Cap	\$3,482	\$3,000	\$3,250	\$3,200	\$1,494	\$3,200	\$3,000
60502	Printing & Copying Expense	\$18,179	\$15,000	\$17,619	\$16,000	\$12,749	\$17,700	\$16,000
60601	Building Construc/Repair Cap	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
60701	Bad Debt Expense	\$317,713	\$0	\$295,384	\$375,000	\$0	\$300,000	\$275,000
60703	Donations & Contributions	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$0
60795	Personnel Reserve	\$0	\$0	\$0	\$254,940	\$374,906	\$940,935	\$544,698
60797	Miscellaneous Expense	\$11,997	\$15,000	\$12,858	\$12,500	\$7,921	\$12,500	\$12,000
60798	Contingency	\$23,451	\$559,345	\$10,000	\$636,207	\$324	\$400,000	\$250,000
60799	Transfer Out to Other Funds	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Totals</b>		<b>\$395,370</b>	<b>\$666,345</b>	<b>\$408,927</b>	<b>\$1,351,847</b>	<b>\$449,578</b>	<b>\$1,728,335</b>	<b>\$1,154,448</b>



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: RHSA Plan ER Share

Department Number: 21111

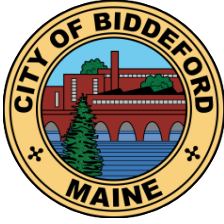
Account Number:

60217

FY 2015 Actual	FY 2016 Budget	FY2016 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)
	\$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:** General Administration

Account Title: L-T Disability ER Share Exp

Department Number: 21111

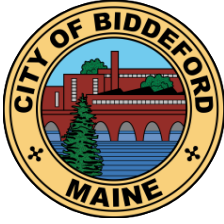
Account Number:

60213

FY 2015 Actual	FY 2016 Budget	FY2016 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)
	\$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:** General Administration

Account Title: S-T Disability ER Share Exp

Department Number: 21111

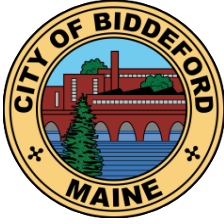
Account Number:

60212

FY 2015 Actual	FY 2016 Budget	FY2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$679.05	\$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:** General Administration

Account Title: NNEBT Ins Employer Share Exp

Department Number: 21111

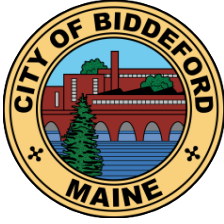
Account Number:

60211

FY 2015 Actual	FY 2016 Budget	FY2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$27,020.50	\$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:** General Administration

Account Title: 457 Plan-Employer Share Exp

Department Number: 21111

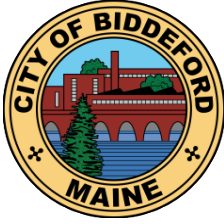
Account Number: 60203

FY 2015 Actual	FY 2016 Budget	FY2016 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)
	\$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:** General Administration

Account Title: Insurance Buyout Pay

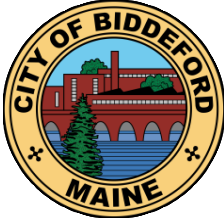
Department Number: 21111

Account Number: 60129

FY 2015 Actual	FY 2016 Budget	FY2016 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)
	\$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:** General Administration

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21111

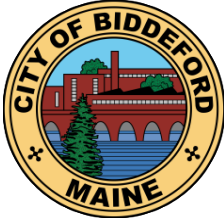
Account Number:

60201

FY 2015 Actual	FY 2016 Budget	FY2016 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)
	\$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:** General Administration

Account Title: MPERS Employer Share Exp

Department Number: 21111

Account Number:

60202

FY 2015 Actual	FY 2016 Budget	FY2016 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)
	\$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:** General Administration

Account Title: HPHC Ins Employer Share Exp

Department Number: 21111

Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$112,247.51	\$120,000.00	\$90,281.12	\$120,000.00	\$123,500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$120,000.00	\$160,000.00		\$40,000.00

**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.

Cost of HRA supplement to health insurance plans, all employees

*as of Jan 1; all firefighters needed to be on HMO with HRA; reduced general health insurance but increase this line currently averaging about \$1,900 per employee; 76 employees on HMO plan budgeted at \$2,105 per employee for next year*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Retiree Health Premiums Expens

Department Number: 21111

Account Number: 60214

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$139,832.90	\$145,000.00	\$166,566.53	\$170,000.00	\$121,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$178,313.16	\$178,313.00		\$8,313.00

**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.

Cost of health insurance premiums provided to retired employees under contracts or policy.

45 Employee Units



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Dues/Memberships Expense

Department Number: 21111

Account Number: 60256

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$26,842.24	\$33,000.00	\$31,422.24	\$32,335.00	\$32,335.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 32,370.00	\$ 31,720.00		(\$615.00)

**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.

**Municipal Memberships**

MMA	\$ 21,300.00	\$ 21,300.00
Chamber of Commerce	\$ 5,000.00	\$ 5,000.00
Maine Development Foundation	\$ 500.00	\$ -
Maine Service Centers Coalition	\$ 2,700.00	\$ 2,700.00
Economic Development Council	\$ 200.00	\$ 200.00
York County Advocacy Group	\$ 260.00	\$ 260.00
Alliance for Innovation	\$ 1,860.00	\$ 1,860.00
Growsmart Maine	\$ 150.00	\$ -
Lobbying Registration Fee	\$ 400.00	\$ 400.00
	\$ 32,370.00	\$ 31,720.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Unemployment Comp Exp

Department Number: 21111

Account Number:

60259

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$19,606.25	\$25,000.00	-\$395.94	\$25,000.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,000.00	\$15,000.00		(\$10,000.00)

**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.

Cost of unemployment claimed against City. The City pays dollar for dollar for actual claims. To date, there has been no unemployment exposure.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: MPERS IUUAL Credit Exp

Department Number: 21111

Account Number: 60260

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
-\$21,893.07	\$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.

Not applicable as of FY2017





## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Legal Services Expense

Department Number: 21111

Account Number:

60301

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$201,585.27	\$150,000.00	\$201,430.88	\$135,000.00	\$90,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,000.00	\$105,000.00		(\$30,000.00)

**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.

Legal services from City Solicitor, Bond Counsel, labor mediation, special attorneys, etc.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Audit Services Expense

Department Number: 21111

Account Number: 60302

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$34,410.00	\$35,501.00	\$31,360.00	\$35,300.00	\$37,325.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,818.00	\$38,818.00		\$3,518.00

**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 share of audit costs.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Registry of Deeds Fee Expense

Department Number: 21111

Account Number: 60304

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$10,503.64	\$11,000.00	\$11,813.88	\$11,000.00	\$8,552.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$1,000.00

**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.

Costs billed by York County Registry of Deeds for filing and releasing real estate tax liens, quit claim deeds, and receipt of property transfer modifications for Assessing.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Actuarial Expense

Department Number: 21111

Account Number: 60308

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,750.00	\$4,000.00	\$9,300.00	\$9,000.00	\$9,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$8,000.00		(\$1,000.00)

**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.

Actuarial update to estimate future liabilities for retiree health insurance premiums. A full valuation anticipated for FY2017 with carryover estimated for FY2018.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Service Contracts Expense

Department Number: 21111

Account Number: 60310

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$13,704.59	\$14,000.00	\$15,840.17	\$11,115.00	\$11,100.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 11,130.00	\$11,130.00		\$15.00

**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.

Existing Contracts

Mail/Finance postage machine	12	\$	290.00	\$	3,480.00
Panic Alarms	1	\$	500.00	\$	500.00
PCORI Fees	1	\$	150.00	\$	150.00
Combined Services, flex benefit and HRA Plan	1	\$	7,000.00	\$	7,000.00
					\$ 11,130.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: User License Expense

Department Number: 21111

Account Number: 60315

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$124,415.66	\$138,884.00	\$128,579.01	\$133,392.00	\$108,433.13

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$160,104.00	\$152,500.00		\$19,108.00

**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.

See attached list of software software licenses and subscriptions



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Employee Assistance Program Ex

Department Number: 21111

Account Number:

60319

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$5,062.50	\$5,500.00	\$5,062.50	\$5,063.00	\$5,500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,100.00	\$5,100.00		\$37.00

**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.

Contract program that offers assistance to employees in crisis or in need of specialized advice or assistance.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Advertising

Department Number: 21111

Account Number: 60320

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$30,081.32	\$45,000.00	\$44,817.18	\$40,000.00	\$35,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$45,000.00	\$40,000.00		\$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.

All City advertising for meetings, positions, events, etc.





## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: UCC Expense

Department Number: 21111

Account Number: 60322

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)
	\$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.

Not applicable



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Postage/Shipping Expense

Department Number: 21111

Account Number: 60325

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$39,262.76	\$34,000.00	\$29,879.30	\$34,000.00	\$37,700.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,000.00	\$34,000.00		\$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.

Postage costs for mailing tax bills, reminders, ordinary mail, newsletters, etc., for all General Fund departments. Also includes freight costs for goods in and out, as applicable.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Workers Comp Insurance Exp

Department Number: 21111

Account Number: 60370

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$409,749.00	\$510,000.00	\$450,921.93	\$482,484.00	\$455,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$544,283.36	\$455,000.00		(\$27,484.00)

**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.

Workers' Compensation Insurance premium for all General Fund departments. Policy runs on a calendar year basis.

*with the successful safety program; rates are decreasing, with increase wages, the contribution would go up slightly program is based on calendar year; recommending the same for fy18*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: General Insurance Expense

Department Number: 21111

Account Number: 60371

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$24,423.00	\$26,300.00	\$27,834.75	\$29,240.00	\$28,845.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,998.80	\$29,999.00		\$759.00

**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.

Estimated 4% premium increase. Also used to pay deductibles on claims against the City.



## Fiscal Year 2018 Budget Request

April 14, 2017

Department: General Administration

Account Title: Vehicle Insurance Expense

Department Number: 21111

Account Number:

60372

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$63,730.00	\$70,100.00	\$68,518.50	\$71,200.00	\$80,004.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$83,204.16	\$83,000.00		\$11,800.00

**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.

Estimate a 4% premium increase for FY2018



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Building/Boiler Insurance Exp

Department Number: 21111

Account Number:

60373

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$41,641.28	\$39,600.00	\$39,523.00	\$41,100.00	\$40,029.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,630.16	\$41,630.00		\$530.00

**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.

Estimate a 4% premium increase for FY2018.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Surety Bonds Expense

Department Number: 21111

Account Number:

60377

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$625.00	\$625.00	\$387.50	\$625.00	\$625.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$625.00	\$625.00		\$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.

Estimate for surety bonds on City Manager, Treasurer, and Tax Collector



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Public Official Liab Insur Exp

Department Number: 21111

Account Number:

60379

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$30,977.00	\$34,100.00	\$31,626.00	\$32,891.00	\$31,129.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$32,374.16	\$32,300.00		(\$591.00)

**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.

Estimate a 4% premium increase for FY2018.





## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Police Prof Liab Insur Exp

Department Number: 21111

Account Number: 60380

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$63,501.47	\$67,400.00	\$60,218.00	\$62,627.00	\$48,382.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60,000.00	\$50,000.00		(\$12,627.00)

**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.

Estimate a 4% premium increase for FY2018, maintain historic rate as contingency

*this item will be reduced once the department because CELEA certified as well; reduction does not include that item*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Phone/Celular/Paging Exp

Department Number: 21111

Account Number:

60402

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$20,527.61	\$24,000.00	\$19,098.36	\$22,140.00	\$21,750.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 23,791.20	\$ 23,791.00		\$1,651.00

**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.

Telephone and cellular expense for General Fund cell phones and City Hall telephone

GWI telephone	12	\$	452.60	\$	5,431.20
Verizon Wireless Cellular	12	\$	1,480.00	\$	17,760.00
Use of Personal Cell Reimbursement (Tansley, G)	12	\$	50.00	\$	600.00
					\$ 23,791.20



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Fiber/Internet Expense

Department Number: 21111

Account Number: 60406

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$28,285.68	\$28,000.00	\$28,285.68	\$28,286.00	\$25,250.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 28,463.40	\$28,463.00		\$177.00

**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.

GWI Internet connection	12	\$	2,370.00	\$	28,440.00
Executive Office Cable Card	12		1.95		23.4
					\$ 28,463.40



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

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

Department Number: 21111

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$5,547.39	\$4,000.00	\$4,816.29	\$4,000.00	\$2,875.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$3,750.00		(\$250.00)

**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.

General paper and copy/print/postage machine supplies for City Hall



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21111

Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$3,482.15	\$3,000.00	\$3,250.13	\$3,200.00	\$1,895.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,200.00	\$3,000.00		(\$200.00)

**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.

Employee testing programs for drugs & alcohol, and CDL random testing



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Printing & Copying Expense

Department Number: 21111

Account Number:

60502

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$18,179.27	\$15,000.00	\$17,618.74	\$16,000.00	\$15,345.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,700.00	\$16,000.00		\$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.

- Per copy charges for all City Hall leased print/copy machines
- Printing of tax bills
- Envelopes for City Hall
- Forms for printing checks, W-2s, 1099s, and 1095s
- Monthly fee for online billing systems



## Fiscal Year 2018 Budget Request

April 14, 2017

Department: General Administration

Account Title: Building Construc/Repair Cap

Department Number: 21111

Account Number: 60601

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$20,000.00	\$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.

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## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Bad Debt Expense

Department Number: 21111

Account Number: 60701

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$317,713.21	\$0.00	\$295,384.14	\$375,000.00	\$375,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300,000.00	\$275,000.00		(\$100,000.00)

**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.

Write off third oldest year of uncollected ambulance fees. Estimate





## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Donations & Contributions

Department Number: 21111

Account Number: 60703

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$15,000.00	\$0.00	\$15,000.00	\$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.

Not applicable, donations moved to 21128-60800 as per FY2017



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Personnel Reserve

Department Number: 21111

Account Number: 60795

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$254,940.00	\$345,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 940,934.51	\$ 544,698.47		\$289,758.47

**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.

				Part II recommendation
Second Installment - Longevity Incentive Bonus	\$ 100,869.62	\$	100,869.62	
Annual Payment - Longevity Incentive Bonus	\$ 21,230.49	\$	21,230.49	
Fire Dept. - Sick 20% Cash Out - ICMA-RC	\$ 24,641.61	\$	24,641.61	
Police & PWD Sick Buy Back	\$ 57,352.00	\$	57,352.00	
Vacation Buyback Liability	\$ 304,520.76	\$	100,000.00	\$ 225,000.00
Benefit Contingency (Change in Employee)	\$ 50,000.00	\$	35,000.00	
Non-Union Merit Raises (lump sum)	\$ 95,958.03	\$	80,604.75	
Catch up funding for non-union	\$ 36,362.00	\$	-	
Accumulated wages owed at separation	\$ 250,000.00	\$	125,000.00	\$ 125,000.00
	<b>\$ 940,934.51</b>	<b>\$</b>	<b>544,698.47</b>	<b>\$ 350,000.00</b>

225,000 funded in 'Part II' budget

*the non-union adjustment for 'catch up' funds are included in the individual lines*

*as of June 30, 2016, the city had an unfunded liability of \$1,749,928 of accrued pay due at separation*



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Miscellaneous Expense

Department Number: 21111

Account Number: 60797

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$11,997.15	\$15,000.00	\$12,857.74	\$12,500.00	\$11,881.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,500.00	\$12,000.00		(\$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.

Contingency for unexpected expenses that are not categorized elsewhere.

Examples of prior year expenses include:  
 Recognition plaques, bereavement or illness flowers,  
 submission fee for CAFR award program, etc.



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Contingency

Department Number: 21111

Account Number:

60798

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$23,450.95	\$559,345.00	\$10,000.00	\$636,207.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 400,000.00	\$ 250,000.00		(\$386,207.00)

**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.

**Part II Funding**

General contingency	\$ 200,000.00	\$ 150,000.00	
Fossil fuel contingency	\$ 50,000.00	\$ 50,000.00	
allocated to undesignated fund balance	\$ 150,000.00	\$ 50,000.00	\$ 200,000.00
	<b>\$ 400,000.00</b>	<b>\$ 250,000.00</b>	<b>\$ 200,000.00</b>

allocation of \$200,000 to fund balance in 'part II' budget



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** General Administration

Account Title: Transfer Out to Other Funds

Department Number: 21111

Account Number: 60799

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		\$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.

Transfer tax money from private hangers to Airport Fund	\$	35,000.00
Transfer tax money for river patrol officers to Mooring Fees Fund	\$	15,000.00