

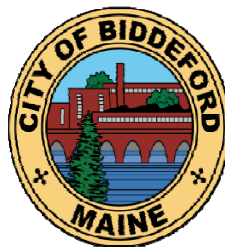
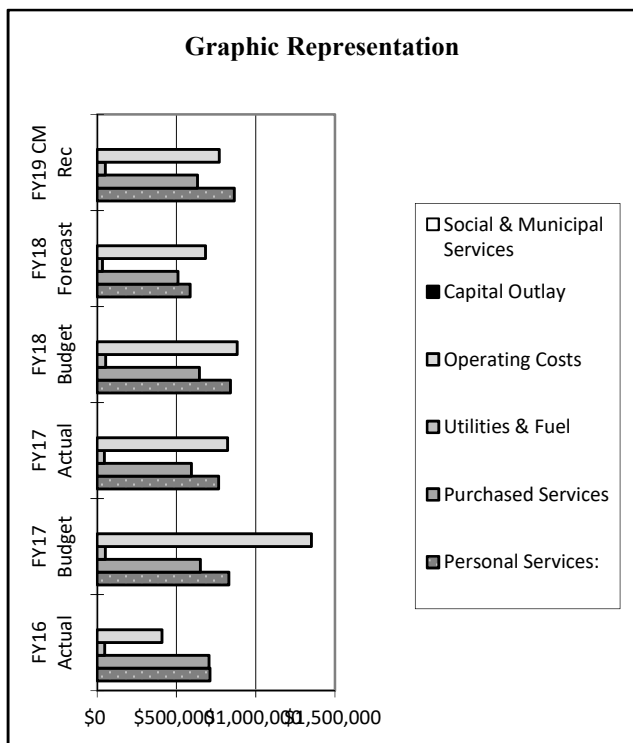
City of Biddeford, Maine

FY2019

Budget: General Administration

Account Number: 21111

	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD	FY19	
						Dept Head	Manager's Rec
Personnel Services:	\$711,775	\$829,819	\$767,109	\$840,033	\$585,444	\$864,655	\$864,655
Purchased Services	\$706,191	\$651,553	\$594,819	\$644,102	\$509,082	\$633,361	\$614,161
Utilities & Fuel	\$47,384	\$50,426	\$44,319	\$52,254	\$32,409	\$51,314	\$50,400
Operating Costs	\$408,927	\$1,351,847	\$822,901	\$883,502	\$683,709	\$769,207	\$769,207
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,874,277	\$2,883,645	\$2,229,148	\$2,419,891	\$1,810,643	\$2,318,538	\$2,298,424



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$1,721
Workers Comp	\$832
Health Insurance	\$0
Retirement	\$0
Unemployment	\$23
Other Insurance	\$0
Total Fringe Benefit Impact	\$2,576
# of Full Time Employees	0.00

	FY18 Budget	FY19 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$840,033	\$864,655	\$24,622	2.9%
Purchased Services	\$644,102	\$614,161	-\$29,941	\$0
Utilities & Fuel	\$52,254	\$50,400	-\$1,854	\$0
Operating Costs	\$883,502	\$769,207	-\$114,295	-12.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,419,891	\$2,298,424	-\$121,467	-5.0%

Personnel Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60107	Interns	\$0	\$0	\$0	\$0	\$0	\$22,500	\$22,500
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$7,422	\$0	\$0	\$0	\$0
60202	MPERS Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$378	\$0	\$0	\$0	\$0
60210	HRA portion of Health Ins	\$90,281	\$120,000	\$100,760	\$160,000	\$62,975	\$145,566	\$145,566
60211	NNEBT Ins Employer Share E	(\$27,021)	\$0	\$584	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60214	Retiree Health Premiums Exp	\$166,567	\$170,000	\$185,265	\$178,313	\$118,442	\$185,000	\$185,000
60217	RHSA Plan ER Share	\$0	\$0	\$15	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$31,422	\$32,335	\$24,422	\$31,720	\$30,776	\$31,589	\$31,589
60259	Unemployment Comp Exp	(\$396)	\$25,000	\$0	\$15,000	\$836	\$15,000	\$15,000
60260	MPERS IUUAL Credit Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$450,922	\$482,484	\$448,263	\$455,000	\$372,415	\$465,000	\$465,000
Totals		\$711,775	\$829,819	\$767,109	\$840,033	\$585,444	\$864,655	\$864,655

Purchased Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$201,431	\$135,000	\$90,081	\$105,000	\$49,227	\$105,000	\$90,000
60302	Audit Services Expense	\$31,360	\$35,300	\$39,173	\$38,818	\$32,320	\$38,000	\$38,000
60304	Registry of Deeds Fee Expense	\$11,814	\$11,000	\$14,147	\$12,000	\$4,242	\$11,500	\$10,500
60308	Actuarial Expense	\$9,300	\$9,000	\$7,300	\$8,000	\$2,000	\$4,000	\$4,000
60310	Service Contracts Expense	\$15,840	\$11,115	\$15,374	\$11,130	\$7,450	\$11,900	\$11,900
60315	User License Expense	\$128,579	\$133,392	\$132,811	\$152,500	\$161,749	\$172,086	\$172,086
60319	Employee Assistance Program	\$5,063	\$5,063	\$4,368	\$5,100	\$3,120	\$0	\$0
60320	Advertising	\$44,817	\$40,000	\$22,685	\$40,000	\$19,147	\$40,000	\$40,000
60325	Postage/Shipping Expense	\$29,879	\$34,000	\$39,090	\$34,000	\$18,694	\$37,500	\$35,000
60371	General Insurance Expense	\$27,835	\$29,240	\$28,564	\$29,999	\$27,998	\$28,500	\$28,500
60372	Vehicle Insurance Expense	\$68,519	\$71,200	\$80,051	\$83,000	\$75,913	\$80,000	\$80,000
60373	Building/Boiler Insurance Exp	\$39,523	\$41,100	\$41,029	\$41,630	\$44,406	\$41,700	\$41,500
60377	Surety Bonds Expense	\$388	\$625	\$636	\$625	\$625	\$675	\$675

60379 Public Official Liab Insur Exp	\$31,626	\$32,891	\$31,129	\$32,300	\$30,714	\$32,500	\$32,000
60380 Police Prof Liab Insur Exp	\$60,218	\$62,627	\$48,382	\$50,000	\$31,478	\$30,000	\$30,000

Totals	\$706,191	\$651,553	\$594,819	\$644,102	\$509,082	\$633,361	\$614,161
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Utilities & Fuel

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$19,098	\$22,140	\$18,390	\$23,791	\$12,952	\$22,000	\$22,000
60406	Fiber/Internet Expense	\$28,286	\$28,286	\$25,929	\$28,463	\$19,457	\$29,314	\$28,400
Totals		\$47,384	\$50,426	\$44,319	\$52,254	\$32,409	\$51,314	\$50,400

Other Operating Costs

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$4,816	\$4,000	\$3,950	\$3,750	\$2,624	\$4,000	\$4,000
60501	Operating Supp/Eqt Non-Cap	\$3,250	\$3,200	\$2,456	\$3,000	\$2,531	\$3,000	\$3,000
60502	Printing & Copying Expense	\$17,619	\$16,000	\$14,193	\$16,000	\$14,681	\$17,000	\$17,000
60601	Building Construc/Repair Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60701	Bad Debt Expense	\$295,384	\$375,000	\$288,091	\$275,000	\$183,328	\$0	\$0
60703	Donations & Contributions	\$15,000	\$0	\$15,000	\$0	\$15,000	\$0	\$0
60794	Unallocated	\$0	\$0	\$0	(\$262,500)	\$0	\$0	\$0
60795	Personnel Reserve	\$0	\$254,940	\$428,909	\$536,252	\$379,929	\$433,207	\$433,207
60797	Miscellaneous Expense	\$12,858	\$12,500	\$20,302	\$12,000	\$35,616	\$12,000	\$12,000
60798	Contingency	\$10,000	\$636,207	\$0	\$250,000	\$0	\$250,000	\$250,000
60799	Transfer Out to Other Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Totals		\$408,927	\$1,351,847	\$822,901	\$883,502	\$683,709	\$769,207	\$769,207



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Interns

Department Number: 21111

Account Number: 60107

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,500.00	\$22,500.00		\$22,500.00

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.

This is the HRA portion of the health insurance.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: HRA portion of Health Ins

Department Number: 21111

Account Number: 60210

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$90,281.12	\$120,000.00	\$100,759.93	\$160,000.00	\$160,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$145,566.40	\$145,566.40		(\$14,433.60)

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.

This is the HRA portion of the health insurance.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Retiree Health Premiums Expens

Department Number: 21111

Account Number: 60214

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$166,566.53	\$170,000.00	\$185,264.65	\$178,313.00	\$185,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$185,000.00	\$185,000.00		\$6,687.00

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.



Police	19,484.76
Public Works	28,452.00
Non-Union/Fire	72,852.24
Aetna	156,282.00
Subtotal	277,071.00
Reimbursements	(57,513.80)
Reimbursements	(9,372.00)
Reimbursements	(8,916.00)
Reimbursed by Sick forfeiture	(19,298.64)
Total	181,970.56



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Dues/Memberships Expense

Department Number: 21111

Account Number: 60256

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$31,422.24	\$32,335.00	\$24,422.40	\$31,720.00	\$31,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,589.00	\$31,589.00		(\$131.00)

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.

Maine Municipal Assoc - Annual Membership (Calendar year membership) 2018 plus 1%	\$	21,534.00
Maine Service Centers Coalition	\$	2,650.00
Biddeford Saco Chamber of Commerce	\$	5,000.00
Alliance for Innovation	\$	1,900.00
Southern Maine Planning & Development	\$	325.00
Grow Smart Maine	\$	180.00
	\$	31,589.00



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Unemployment Comp Exp

Department Number: 21111

Account Number: 60259

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
-\$395.94	\$25,000.00	\$0.00	\$15,000.00	\$15,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$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.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Legal Services Expense

Department Number: 21111

Account Number: 60301

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$201,430.88	\$135,000.00	\$90,081.26	\$105,000.00	\$90,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$105,000.00	\$90,000.00		(\$15,000.00)

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.

change in mgt practices and experience is resulting in reductions in expenditures; majority of costs are related to:

1. *litigation filed*
2. *attendance at meetings*

	Legal Trend
2017	\$ 90,081.26
2016	\$ 201,430.88
2015	\$ 201,585.27
2014	\$ 144,851.38
2013	\$ 213,504.54
2012	\$ 141,701.33



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Audit Services Expense

Department Number: 21111

Account Number: 60302

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$31,360.00	\$35,300.00	\$39,172.57	\$38,818.00	\$37,320.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,000.00	\$38,000.00		(\$818.00)

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 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Registry of Deeds Fee Expense

Department Number: 21111

Account Number: 60304

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$11,813.88	\$11,000.00	\$14,147.00	\$12,000.00	\$11,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,500.00	\$10,500.00		(\$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.

Estimated to remain at the level due to already working the old items after the new policy was passed. FY2017 will not be the norm.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Actuarial Expense

Department Number: 21111

Account Number: 60308

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$9,300.00	\$9,000.00	\$7,300.00	\$8,000.00	\$4,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		(\$4,000.00)

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.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Service Contracts Expense

Department Number: 21111

Account Number: 60310

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$15,840.17	\$11,115.00	\$15,373.90	\$11,130.00	\$11,900.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,900.00	\$11,900.00		\$770.00

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 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: User License Expense

Department Number: 21111

Account Number: 60315

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$128,579.01	\$133,392.00	\$132,810.66	\$152,500.00	\$152,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$172,086.00	\$172,086.00		\$19,586.00

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.



This line reflects municipal software and software related licensing and maintenance fees. (1) The increase over last year includes a transfer from the Assessing Dept (21105-60310). In prior years the assessing department carried funds for Vision maintenance, hosting, and commitment work. These fees have been deducted from Assessing and moved here to consolidate and better manage software expenses. (2) The line also includes security testing and training software capable of testing network security as well as performing real-world employee testing & training related to network security.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Employee Assistance Program Ex

Department Number: 21111

Account Number: 60319

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$5,062.50	\$5,063.00	\$4,368.00	\$5,100.00	\$3,820.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$5,100.00)

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.

The new health insurance policy through MMEHT includes the EAP program as part of the cost.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Advertising

Department Number: 21111

Account Number: 60320

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$44,817.18	\$40,000.00	\$22,684.67	\$40,000.00	\$37,076.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$40,000.00	\$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.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: UCC Expense

Department Number: 21111

Account Number: 60322

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$15.00	\$0.00	\$30.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30.00	\$30.00		\$30.00

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 is now using UCC process to assist in collections for personal property tax collections



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Postage/Shipping Expense

Department Number: 21111

Account Number: 60325

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$29,879.30	\$34,000.00	\$39,089.63	\$34,000.00	\$37,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$37,500.00	\$35,000.00		\$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.



Increasing due to trying to keep the foreclosure list at a minimum, doing extra mailings.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Workers Comp Insurance Exp

Department Number: 21111

Account Number: 60370

Fund	1
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FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$450,921.93	\$482,484.00	\$448,262.90	\$455,000.00	\$465,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$465,000.00	\$465,000.00		\$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.



Updated based off the renewal rates, with an estimated of 7% increase, due to possible experience mod increase for school.

2017	\$	448,262.90
2016	\$	450,921.93
2015	\$	409,749.00
2014	\$	530,443.73
2013	\$	519,651.10
2012	\$	520,861.50



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: General Insurance Expense

Department Number: 21111

Account Number: 60371

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$27,834.75	\$29,240.00	\$28,563.75	\$29,999.00	\$27,492.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,500.00	\$28,500.00		(\$1,499.00)

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.

P&C Insurance said this one should remain stable next year

2017	\$	28,563.75
2016	\$	27,834.75
2015	\$	24,423.00
2014	\$	20,399.00
2013	\$	18,055.00
2012	\$	18,048.00



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Vehicle Insurance Expense

Department Number: 21111

Account Number: 60372

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$68,518.50	\$71,200.00	\$80,051.00	\$83,000.00	\$80,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$80,000.00	\$80,000.00		(\$3,000.00)

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.

P&C Insurance said this should remain stable next year.

2017	\$	80,051.00
2016	\$	68,518.50
2015	\$	63,730.00
2014	\$	64,061.50
2013	\$	54,295.00
2012	\$	46,668.00



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Building/Boiler Insurance Exp

Department Number: 21111

Account Number: 60373

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$39,523.00	\$41,100.00	\$41,029.00	\$41,630.00	\$41,641.28

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,700.00	\$41,500.00		(\$130.00)

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.



P&C Insurance said this should remain stable next year.

2017	\$	41,029.00
2016	\$	39,523.00
2015	\$	41,641.28
2014	\$	43,087.00
2013	\$	35,985.00
2012	\$	34,622.00



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Surety Bonds Expense

Department Number: 21111

Account Number: 60377

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$387.50	\$625.00	\$636.46	\$625.00	\$675.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$675.00	\$675.00		\$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.



Bonding for:

Jim Bennett	City Manager/Treasurer	\$	225.00
Cheryl Fournier	Finance Director	\$	225.00
Kristy Cyr	Tax Collector	\$	225.00
		\$	675.00



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Public Official Liab Insur Exp

Department Number: 21111

Account Number: 60379

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$31,626.00	\$32,891.00	\$31,129.00	\$32,300.00	\$30,714.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$32,500.00	\$32,000.00		(\$300.00)

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.



P&C Insurance said to increase about 5%.

2017	\$	31,129.00
2016	\$	31,626.00
2015	\$	30,977.00
2014	\$	19,468.00
2013	\$	17,610.00
2012	\$	15,232.00



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Police Prof Liab Insur Exp

Department Number: 21111

Account Number: 60380

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$60,218.00	\$62,627.00	\$48,382.00	\$50,000.00	\$31,478.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,000.00	\$30,000.00		(\$20,000.00)

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.

FY18 renewal was decreased
with expected CALEA designation in FY19, the cost should decrease again

2017	\$	48,382.00
2016	\$	60,218.00
2015	\$	63,501.47
2014	\$	70,086.00
2013	\$	11,881.00
2012	\$	14,560.80



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Phone/Celular/Paging Exp

Department Number: 21111

Account Number: 60402

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$19,098.36	\$22,140.00	\$18,389.99	\$23,791.00	\$21,408.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,000.00	\$22,000.00		(\$1,791.00)

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 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Fiber/Internet Expense

Department Number: 21111

Account Number: 60406

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$28,285.68	\$28,286.00	\$25,928.58	\$28,463.00	\$29,314.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,314.00	\$28,400.00		(\$63.00)

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 2019 Budget Request

March 5, 2018

Department: General Administration

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

Department Number: 21111

Account Number: 60500

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$4,816.29	\$4,000.00	\$3,950.45	\$3,750.00	\$4,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		\$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.

City Hall Copy Paper, state pricing throught WB Mason currently



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21111

Account Number: 60501

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$3,250.13	\$3,200.00	\$2,456.00	\$3,000.00	\$3,000.00

FY-2019 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.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Printing & Copying Expense

Department Number: 21111

Account Number: 60502

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$17,618.74	\$16,000.00	\$14,193.33	\$16,000.00	\$16,980.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,000.00	\$17,000.00		\$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.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Bad Debt Expense

Department Number: 21111

Account Number: 60701

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$295,384.14	\$375,000.00	\$288,090.54	\$275,000.00	\$275,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$275,000.00)

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.



This will no longer be used, the amount of the transfer from the Ambulance Fund will be reduced by this amount.



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Donations & Contributions

Department Number: 21111

Account Number: 60703

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00

FY-2019 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 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Unallocated

Department Number: 21111

Account Number: 60794

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$0.00	-\$262,500.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$262,500.00

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 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Personnel Reserve

Department Number: 21111

Account Number: 60795

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$254,940.00	\$428,908.77	\$536,252.00	\$502,776.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$433,207.42	\$ 433,207.42		(\$103,044.58)

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.



		<u>2018 Budget</u>		<u>2019 Budget</u>
Longevity Bonus	\$	100,869.62	\$	85,259.00
Longevity Bonus	\$	21,230.49	\$	21,230.00
Fire Dept Sick 20%	\$	24,641.61	\$	6,785.15
Police & PWD Sick Buy Back	\$	57,352.00	\$	67,483.27
Vacation Buyback	\$	100,000.00	\$	100,000.00
Benefit Contingency (Change in Personnel)	\$	35,000.00	\$	35,000.00
Non-Union Merit Raises	\$	80,604.75	\$	72,403.00
Catch Up Funding for Non-union	\$	116,553.53	\$	45,047.00
		\$ 536,252.00		\$ 433,207.42

Raises and Benefits



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Miscellaneous Expense

Department Number: 21111

Account Number: 60797

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$12,857.74	\$12,500.00	\$20,301.98	\$12,000.00	\$36,091.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$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.

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 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Contingency

Department Number: 21111

Account Number: 60798

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$10,000.00	\$636,207.00	\$0.00	\$250,000.00	\$72,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250,000.00	\$250,000.00		\$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.

Only true contingency line for entire budget to cover unforeseen expenses; cover any bad forecasts, i.e fossil fuel costs



Fiscal Year 2019 Budget Request

March 5, 2018

Department: General Administration

Account Title: Transfer Out to Other Funds

Department Number: 21111

Account Number: 60799

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00

FY-2019 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.

Airport subsidy expense