

**Council Budget Workshop
March 29, 2016
Council Requests/Questions**

1. Are we using reserves to cover deficit fund balances, e.g., the \$191,491 negative fund balance for the Airport and the \$324,227 negative fund balance for Public Access?

Response: As discussed in my March 30 email, Public Access has a positive fund balance of \$77,814 and that error has been corrected in a corrected page.

Regarding the Airport's deficit fund balance, the General Fund has advanced cash to the Airport, which results in the Airport's deficit fund balance. The Airport will remain in a deficit fund balance position until either it becomes self-sustaining and begins receiving revenues in excess of expenditures, or there is a transfer into the Airport fund (e.g., from the General Fund) that eliminates the deficit fund balance.

2. Summary of positions that are split as to where they are split, prior to the reorganization plan.

Response:

Economic Development Dir. – 96% Econ. Dev.; 4% Industrial Park
Code Enforcement Officer – 90% Code Enforcement; 10% Emergency Management
Rec. Admin. Asst. – vacant; 50%
Public Works Dir. – 57.93% Public Works; 42.07% Wastewater Treatment
Comptroller – 41.25% PW Admin.; 44% Sewer; 14.75% Industrial Pretreatment
Solid Waste Driver – 40% Solid Waste; 60% Wastewater treatment
Engineer/Wastewater Dir. – 30% Engineering; 50% Sewer ops.; 20% Industrial
Pretreatment
Engineering Projects Mgr. – 5% Engineering; 95% GIS Coordinator
Engineering Tech/Draftsman – 50% Engineering; 50% Sewer Ops.
Environmental Control Officer – 10% Engineering; 28% Sewer Ops; 62% Industrial
Pretreatment Program
Admin Asst. – 50% Community TV; 50% Rec.
Admin Asst. – 14.29% Sewer Ops.; 57.14% PW Wastewater Maintenance; 28.57%
Wastewater Treatment Plant

3. The percentage increase in MainePers.

Response: We have different plans under MainePers. The increase ranged from no increase to .6% (from 8.9% to 9.5%).

4. What percentage of compensation is for benefits for all budgets?

Response: As a percentage of base pay, benefits average about 49.76%. Benefits as a percentage of base pay depends substantially on the health benefits package, if any, an employee takes.

5. List of what the Animal Control person does.

Response: While assigned to CODES, the ACO was doing work in assisting the CODES department. At the present time, the ACO only does ACO work.

6. What is the cost per person to add the additional two officers relative to street crimes?

Response: Roughly between \$95,000 and \$110,000 per person, depending on what they select for benefits.

7. Provide more details on the grant the Police Department receives and what the grant means going forward a couple of years. What would the grant mean to the downtown district versus city-wide.

Response: The grant started on September 01, 2014. This is a 3-year grant; however, the 2 officers must be retained at full cost of the city for an additional year. The grant is for a total \$250,000.00 (125,000.00 per officer over a 3-year period). About 70 % of the draw down is supposed to be completed within the first 2 years. Funds drawn down as of today: 128,519. An approximate 30,000.00 or so will be drawn down next week.

8. For the three different positions in the Police Department, provide the increase broken down by the percentage for cost of living and the percentage for steps.

Response: All positions within the Police Department follow a progressive longevity step process. Pay steps are: Starting pay, 1 year, 2 year, 3 year, 6 year, 8 year, 10 year, 15 year, 20 year and 25 year, with a 3% difference between each of the pay steps. These pay steps are above and beyond the annual pay increases that established within the Collective Bargaining Agreement.

9. Who is going from Investigative to another line?

Response: Guy Godbout was paid out of detectives and retired. His position was replaced by a patrol position.

10. A Communications person is showing a 25% pay increase.

Response: As the Chief noted at the meeting, that is incorrect. A corrected payroll page is attached, which goes in Tab 31 and should replace the 7th page.

11. Provide a corrected page for the one Fire Department personnel whose salary incorrectly shows as "0.00".

Response: The corrected sheet is attached. It goes in Tab 24, and substitutes for the 7th page.

12. Is it possible for say a Realtor to sell beach tickets to tenants, for example?

Response: We will look into that.

13. Provide a plan to get the work done listed for the Community Center Building to bring it into good repair.

Response: After reviewing the list of repairs that was provided for the budget year 2016-2017, the plan to assure that these items are accomplished will be as follows. Once the budget has passed, competitive bids will be obtained for those items such as replacement doors bath room stalls, painting of the steeple and replacement lights will be obtained and purchased. Items such as material to do the work in-house will be purchased, as we schedule each job. Funds for roof electrical and plumbing repairs will be expended as needed. We expect that the majority of this work will be completed if we do not run into many unexpected repairs.

14. Planning/Economic Development: (a) what has been accomplished over the last year by the people (three) paid out of the TIF; (b) provide a breakdown of what these people will be doing; (c) what is the plan going forward; (d) Is there going to be anything significant going forward; and (e) provide a list of things on which TIF money can be spent.

Response: Materials will be provided separately.

15. Planning/Economic Development: Provide a breakdown of marketing.

Response: Materials will be provided separately.

16. Planning/Economic Development: Provide a list of Credit Enhancement agreements and the number of years left on those TIFs. Providing what the schedule was is sufficient.

Response: Materials will be provided separately.

17. Provide a list of licenses/Software.

Response: See attached.

Other materials attached: (a) IT-Computers, Tab 11, Corrected pages 1-4; and (b) Health/Welfare, Tab 20, substituted pages for everything in Tab 20.

Licenses Software	Cost	Description/Explanation:
Munis	\$55,673.89	All Munis Moduals
Munis OSDBA Contract	\$12,861.93	Support for Munis
Munis GUI Support	\$1,650.00	GUI Support
Munis Vshell	\$1,000.00	Munis Single Signon
Barracuda Spam and Archive	\$0.00	Paid Until 01-22-18
Baracuda Webfilter	\$948.00	Webfiltering appliance Renewal
Barracuda Cloud Archive Mirror	\$2,500.00	Cloud storage and backup
Trend Micro	\$2,800.00	Virus protection
Gov Office	\$2,000.00	Web Site Hosting and Tools
Citrix	\$3,827.40	Subscription Advantage
Digi Cert Certificate	\$719.00	Websites Certificates
Quest Vranger	\$1,100.00	Vmware Backup for VMDK
V-Locity Conduvis	\$1,520.00	V-locity for all servers
Veritas Backup Exec	\$650.13	Backup Software Subscription Advantage.
Vmware Maintenance	\$3,865.00	Subscription Advantage VMWARE
Cisco Smartnets	\$1,721.00	Vmware Maint.
Zultys Subscription	\$5,363.48	Phone system Support and Software
ESRI Maintenance	\$12,000.00	GIS Use
What's up Gold	\$800.00	Monitoring software Subscription
HP San Care Pack	\$1,015.00	SAN Support
Bomgar renewal	\$998.00	Remote access software
Names4Ever	\$47.45	Domain name provider
Teen Center Webfilter	\$500.00	
License Total	\$113,560.28	

Licenses Hardware Maintenance		
Critical Care	\$18,142.00	Hardware and Maint for most equipment
Formax	\$802.00	Folder maint.
Old San Warentee	\$888.00	Backup SAN Support
Hardware Total	\$19,832.00	

Combined Total	\$133,392.28
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Communications – Tab 31

Substitute for the 7th Page

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2017 BUDGET

DEPARTMENT: COMMUNICATIONS

CLASSIFICATION	RANGE	POSITION	YEAREND		REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	NAME
			ANNUALIZED TOTAL	TOTAL				
DEPUTY CHIEF		1	80,097.98		81,209.75			FISK
IT SPECIALIST		1	75,500.00		77,797.84			GOOCH
DISPATCHER		1	48,921.60		47,376.72			BALLOU
DISPATCHER		1	46,280.00		48,650.40			JACKSON
DISPATCHER		1	48,921.60		50,091.12			LEGERE
SECRETARY CLASS 2		1	43,513.60		44,725.29			LEVASSEUR
DISPATCHER		1	56,451.20		57,816.72			LORD
DISPATCHER		1	46,280.00		47,376.72			MARTIN
DISPATCHER		1	51,771.20		53,014.32			MILLS
DISPATCHER		1	53,289.60		54,559.44			PELLETIER
DISPATCHER		1	48,921.60		50,091.12			PENDLETON
DISPATCHER		1	53,289.60		54,559.44			PENNY
DISPATCHER		1	53,289.60		54,559.44			POMEROY
DISPATCHER		1	48,921.60		50,091.12			TOWNSEND
DISPATCHER		1	58,136.00		59,528.88			VIRE
DISPATCHER		1	53,289.60		56,188.08			WALKER
DISPATCHER		1	54,891.20		56,188.08			WATERHOUSE

TOTAL BUDGETED POSITIONS	17	\$921,765.98	\$953,658.63	0	0
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Fire Department – Tab 24

Substitute for the 7th Page

CAPTAIN/FIRST RESPONDER	1	57,693.97	60,934.00	60,934.00	60,934.00	MELANCON	NORMAND
FF II/PARAMEDIC	1	50,418.57	53,250.00	53,250.00	53,250.00	MERTZ	ROBERT
FF II/PARAMEDIC	1	52,395.77	55,388.00	55,388.00	55,388.00	MORROW	ANDREW
FF II/PARAMEDIC	1	49,429.97	52,206.00	52,206.00	52,206.00	MUDGE	JASON
FF II/INTERMEDIATE	1	49,174.68	51,936.00	51,936.00	51,936.00	OUELLETTE	DERICK
FF II/PARAMEDIC	1	52,395.77	55,338.00	55,338.00	55,338.00	PICHE	NANCY
FF II/PARAMEDIC	1	49,429.97	52,206.00	52,206.00	52,206.00	PIERCE	NATHANAEL
CAPTAIN/BASIC	1	58,023.65	61,282.00	61,282.00	61,282.00	POTHIER	JOHN
FF II/INTERMEDIATE	1	50,111.34	52,926.00	52,926.00	52,926.00	ROBERTS	NATHANIEL
FF II/PARAMEDIC	1	52,395.77	55,860.00	55,860.00	55,860.00	SEVIGNY	TIMOTHY
FF II/PARAMEDIC	1	49,429.97	53,250.00	53,250.00	53,250.00	STEVENSON	ANDREW
FF II/PARAMEDIC	1	50,912.87	54,816.00	54,816.00	54,816.00	STOUT	DALE
FF II/PARAMEDIC	1	51,901.47	54,816.00	54,816.00	54,816.00	SULLIVAN	SHAWN
FF II/PARAMEDIC	1	51,901.47	54,816.00	54,816.00	54,816.00	THORPE	KENNETH
LIEUTENANT/INTERMEDIATE	1	54,974.88	58,062.00	58,062.00	58,062.00	WHEELER	ERIC
CAPTAIN/CC	1	60,001.73	63,372.00	63,372.00	63,372.00	WHEELER	JASON
FF II/PARAMEDIC	1		52,206.00	52,206.00	52,206.00	WHITE	MICHAEL
FF II/PARAMEDIC	1		49,882.00	0.00	0.00	NEW	
FF II/PARAMEDIC	1		49,882.00	0.00	0.00	NEW	
FACILITY MAINTENANCE	1		10,440.00	0.00	0.00	NEW	
TOTAL BUDGETED POSITIONS	48	2,212,411.18	2,677,399.10	2,556,257.63	0		

IT-Computers
TAB 11
Corrected Pages 1 -4

City of Biddeford, Maine

FY2017

Budget: Computer Services

Account Number: 21107

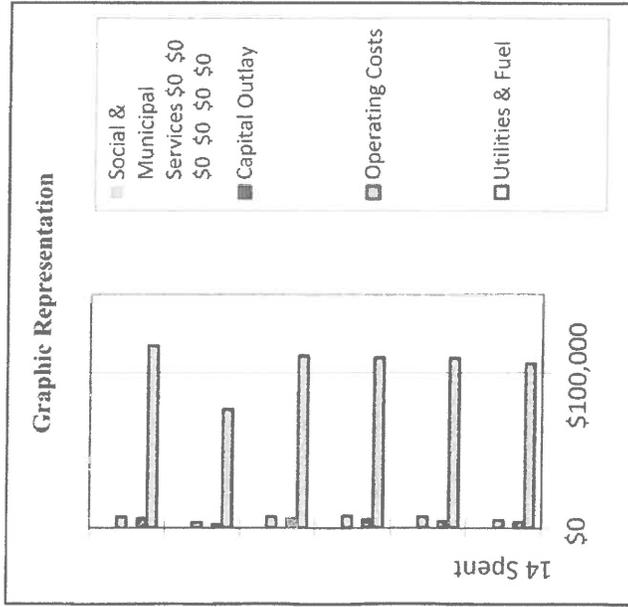
	FY14	FY15	FY15	FY16	FY16	FY17	
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/14/2016	Manager's Rec	City Council Rec
Personal Services:	\$105,827	\$109,317	\$109,336	\$110,666	\$76,286	\$116,943	\$116,943
Purchased Services	\$3,704	\$4,000	\$5,321	\$6,000	\$2,209	\$6,000	\$6,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$4,781	\$7,145	\$7,717	\$7,145	\$3,708	\$7,145	\$6,895
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$114,312	\$120,462	\$122,373	\$123,811	\$82,203	\$130,088	\$129,838



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$6,516
Workers Comp	\$4,018
Health Insurance	\$19,194
Retirement	\$3,776
Unemployment	\$0
Other Insurance	\$319
# of Full Time Employees	0.00

Total Fringe Benefit Impact \$33,823



	FY16 Budget	FY17 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$110,666	\$116,943	\$6,277	5.67%
Purchased Services	\$6,000	\$6,000	\$0	0.00%
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$7,145	\$6,895	(\$250)	-3.50%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$123,811	\$129,838	\$6,027	4.87%

FY2017 Personnel Services

Account Number	Description	FY14		FY15		FY16		FY17		Mgr's Rec
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	FY2017		
60101	Dept Head Salary	\$76,283	\$77,998	\$78,007	\$79,863	\$55,496	\$80,353	\$80,353	\$80,353	
60201	FICA/Medicare Employer Share	\$5,697	\$6,265	\$5,852	\$6,415	\$4,180	\$6,516	\$6,516	\$6,516	
60203	457 Employer Share	\$3,814	\$3,900	\$3,900	\$3,993	\$2,836	\$3,776	\$3,776	\$3,776	
60210	HPHC Ins Employer Share	\$19,677	\$20,302	\$21,224	\$19,763	\$13,474	\$19,194	\$19,194	\$19,194	
60212	S-T Disability ER Share	\$26	\$28	\$26	\$28	\$19	\$30	\$30	\$30	
60213	L-T Disability ER Share	\$178	\$254	\$182	\$254	\$143	\$289	\$289	\$289	
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
60251	Conference/Training	\$0	\$0	\$70	\$75	\$0	\$5,495	\$5,495	\$5,495	
60252	Travel/Mileage	\$71	\$300	\$0	\$200	\$63	\$1,140	\$1,140	\$1,140	
60256	Dues/Membership	\$80	\$270	\$75	\$75	\$75	\$150	\$150	\$150	
Totals		\$105,827	\$109,317	\$109,336	\$110,666	\$76,286	\$116,943	\$116,943	\$116,943	

FY2017 Purchased Services

Revised 4/1/2016

Account Number	Description	FY14 Spent	FY15 Budget	FY15 Spent	FY16 Budget	FY16 Yr to Date Spent	FY2017 Dept Head	FY2017 Mgr's Rec
60305	Computer Support/Service	\$3,704	\$4,000	\$5,321	\$6,000	\$2,209	\$6,000	\$6,000
Totals		\$3,704	\$4,000	\$5,321	\$6,000	\$2,209	\$6,000	\$6,000

FY2017 Other Operating Costs

Revised 4/1/2016

Account Number	Description	FY14	FY15	FY15	FY16	FY16	FY16	FY2017	Mgr's Rec
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head		
60452	Operating Equip Repair	\$2,642	\$5,000	\$4,943	\$5,000	\$1,658	\$5,000	\$4,850	
60500	Admin/Office Supplies	\$1,202	\$1,600	\$1,957	\$1,600	\$770	\$1,600	\$1,500	
60501	Operating Supplies	\$937	\$545	\$817	\$545	\$1,280	\$545	\$545	
Totals		\$4,781	\$7,145	\$7,717	\$7,145	\$3,708	\$7,145	\$6,895	

HEALTH/WELFARE TAB 20

Substitute the attached pages for everything in Tab 20

City of Biddeford, Maine

FY2017

Budget: Health & Welfare Expense

Account Number: 21125

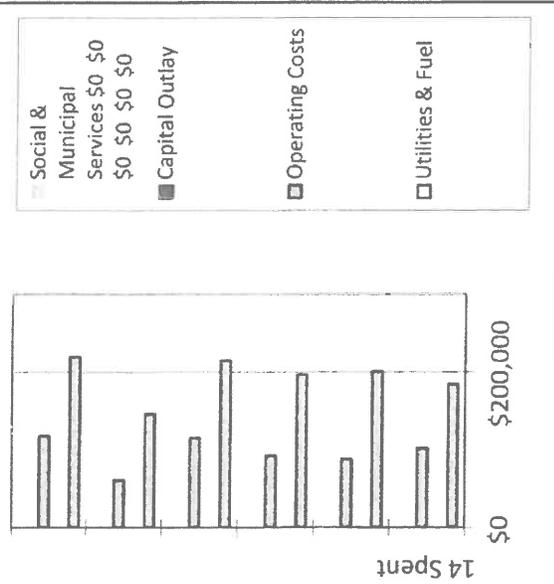
	FY14	FY15	FY16	FY17	FY16	FY17
	Spent	Budget	Spent	Yr to Date Spent thru 3/14/2016	Budget	Manager's Rec
Personal Services:	\$184,235	\$200,162	\$196,450	\$146,053	\$214,333	\$219,272
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$101,598	\$88,075	\$92,142	\$61,112	\$114,824	\$117,690
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$285,832	\$288,237	\$288,592	\$207,165	\$329,157	\$336,962
						\$237,796



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$7,259
Workers Comp	\$0
Health Insurance	\$13,083
Retirement	\$9,015
Unemployment	\$0
Other Insurance	\$1,722
# of Full Time Employees	0.00
Total Fringe Benefit Impact	\$31,079

Graphic Representation



	FY16 Budget	FY17 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$214,333	\$127,746	(\$86,587)	-40.40%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$114,824	\$110,050	(\$4,774)	-4.16%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$329,157	\$237,796	(\$91,361)	-27.76%

FY2017 Personnel Services

Account Number	Description	FY14		FY15		FY16		FY16		FY2017	
		Spent	Budget	Spent	Budget	Budget	Yr to Date Spent	Dept Head	Mgr's Rec		
60101	Dept Head Salary	\$72,774	\$73,971	\$73,980	\$75,740	\$52,630	\$76,206	\$0	\$0		
60102	Mid Mgt Hrly Employee Wage	\$27,751	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
60105	F-T Employee Wage	\$46,114	\$82,497	\$82,919	\$85,816	\$59,544	\$87,538	\$91,647	\$91,647		
60129	Insurance Buyout	\$1,125	\$1,500	\$1,500	\$1,500	\$750	\$1,500	\$1,500	\$1,500		
60201	FICA/Medicare Employer Share	\$10,922	\$12,085	\$11,508	\$12,474	\$8,198	\$12,641	\$7,259	\$7,259		
60202	MPERS-Employer Share	\$9,438	\$12,322	\$12,291	\$14,512	\$9,984	\$15,698	\$9,015	\$9,015		
60210	HPHC Ins Employer Share	\$13,785	\$14,286	\$11,595	\$20,660	\$14,065	\$20,082	\$13,083	\$13,083		
60212	S-T Disability ER Share	\$164	\$191	\$185	\$245	\$142	\$252	\$162	\$162		
60213	L-T Disability ER Share	\$178	\$240	\$182	\$241	\$143	\$275	\$0	\$0		
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$1,560	\$1,560	\$1,560		
60251	Conference/Training	\$610	\$700	\$605	\$700	\$110	\$900	\$900	\$900		
60252	Travel/Mileage	\$938	\$2,000	\$1,240	\$2,000	\$487	\$2,000	\$2,000	\$2,000		
60253	Food/Lodging	\$315	\$250	\$356	\$325	\$0	\$500	\$500	\$500		
60256	Dues/Membership	\$120	\$120	\$90	\$120	\$0	\$120	\$120	\$120		
Totals		\$184,235	\$200,162	\$196,450	\$214,333	\$146,053	\$219,272	\$127,746	\$127,746		

FY2017 Other Operating Costs

Account Number	Description	FY14		FY15		FY16		FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60500	Admin/Office Supplies	\$3,192	\$2,000	\$2,196	\$2,000	\$885	\$2,000	\$1,850	
60501	Operating Supplies	\$16,463	\$2,000	\$1,450	\$3,200	\$1,305	\$2,500	\$1,500	
60502	Printing & Copying	\$0	\$125	\$108	\$125	\$0	\$390	\$150	
60730	GA Electricity	\$3,628	\$3,750	\$3,274	\$5,390	\$1,228	\$2,750	\$2,250	
60731	GA Rent	\$68,526	\$72,000	\$77,989	\$88,754	\$52,282	\$95,000	\$90,000	
60732	GA Food	\$2,956	\$3,000	\$1,490	\$4,500	\$1,063	\$3,200	\$3,000	
60734	GA Burials	\$2,594	\$1,500	\$5,250	\$4,500	\$3,948	\$6,900	\$6,900	
60736	GA Conveyance	\$131	\$200	\$68	\$200	\$45	\$200	\$150	
60737	GA Telephone	\$0	\$100	\$0	\$100	\$0	\$100	\$100	
60738	GA Sewer User Fee	\$0	\$0	\$0	\$75	\$0	\$75	\$75	
60739	GA Heating	\$1,181	\$2,000	\$0	\$1,500	\$138	\$1,500	\$1,000	
60740	GA Bottle Gas	\$0	\$0	\$0	\$200	\$0	\$200	\$200	
60741	GA Misc	\$225	\$400	\$46	\$205	\$61	\$800	\$800	
60742	GA Water	\$0	\$0	\$0	\$75	\$0	\$75	\$75	
60743	GA Medical	\$2,701	\$1,000	\$271	\$4,000	\$160	\$2,000	\$2,000	
Totals		\$101,598	\$88,075	\$92,142	\$114,824	\$61,112	\$117,690	\$110,050	



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21125

Account Number: 60102

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$27,750.68	\$0.00	\$0.00	\$ -	\$0.00

FY-2017 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.

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

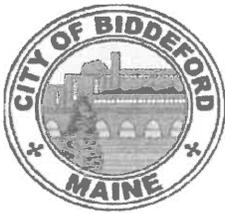
Fiscal Year 2017 BUDGET

DEPARTMENT:
Health & Welfare

CLASSIFICATION	RANGE	POSITION	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	NAME
			ANNUALIZED TOTAL	REQUESTED			
Director/Health Officer		1	76,206	0			Ederly, Vicky L.
Deputy Director/Caseworker		1	46,506	52,356			Barth, Kristen
Office Manager/Caseworker		1	41,033	39,291			Duross, Katie
TOTAL BUDGETED POSITIONS							
			3	163,745	91,647	0	0

CURT, ARE YOU SURE THESE WAGE FIGURES ARE CORRECT???

*Adjustment of \$100 extra per week for Deputy until 9.23; another \$50 per week after that date
EOY wage will be \$53,669*



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: F-T Employee Wage Exp

Department Number: 21125

Account Number: 60105

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$46,114.26	\$82,497.00	\$82,919.09	\$ 85,816.00	\$85,816.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$87,538.00	\$91,647.00		\$5,831.00

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.

Based on 1% increase as directed



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Insurance Buyout Pay

Department Number: 21125

Account Number: 60129

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$1,125.00	\$1,500.00	\$1,500.00	\$ 1,500.00	\$1,500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21125

Account Number: 60201

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$10,922.09	\$12,085.00	\$11,507.68	\$ 12,474.00	\$11,493.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,641.00	\$7,259.00		(\$5,215.00)

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.

Benefit based on wages



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: MPERS-Employer Share Exp

Department Number: 21125

Account Number: 60202

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$9,438.44	\$12,322.00	\$12,290.74	\$ 14,512.00	\$13,989.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,698.00	\$9,015.00		(\$5,497.00)

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.

Benefit based on wages



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: HPHC Ins Employer Share Exp

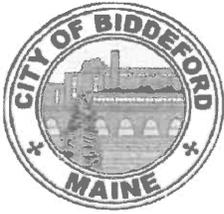
Department Number: 21125

Account Number: 60210

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$13,784.72	\$14,286.00	\$11,595.21	\$ 20,660.00	\$20,093.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,082.00	\$13,083.00		(\$7,577.00)

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 2017
Budget Request**

April 1, 2016

Department: Health & Welfare Expense

Account Title: S-T Disability ER Share Exp

Department Number: 21125

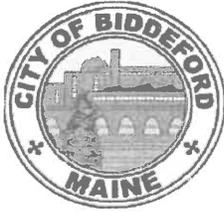
Account Number: 60212

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$163.56	\$191.00	\$185.29	\$ 245.00	\$253.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$252.00	\$162.00		(\$83.00)

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 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: L-T Disability ER Share Exp

Department Number: 21125

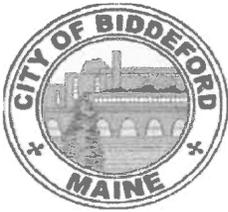
Account Number: 60213

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$178.17	\$240.00	\$181.66	\$ 241.00	\$256.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$275.00	\$0.00		(\$241.00)

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.

current cost x 52 weeks as instructed



**Fiscal Year 2017
Budget Request**

April 1, 2016

Department: Health & Welfare Expense

Account Title: Delta Dental ER Share Exp

Department Number: 21125

Account Number: 60216

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ -	\$0.00

FY-2017 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 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: RHSA Plan ER Share Exp

Department Number: 21125

Account Number: 60217

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ -	\$0.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,560.00	\$1,560.00		\$1,560.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

2 employees @ \$780.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Conferences/Training Expense

Department Number: 21125

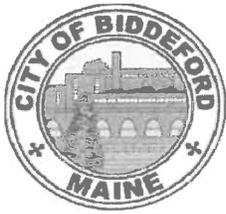
Account Number: 60251

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$610.00	\$700.00	\$605.00	\$ 700.00	\$700.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$900.00	\$900.00		\$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.

MWDA Spring Seminar -3 attending
 MMA Convention - 2 attending
 GA training required for certification
 Health and EMA trainings



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Travel/Mileage Expense

Department Number: 21125

Account Number: 60252

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$938.34	\$2,000.00	\$1,239.57	\$ 2,000.00	\$1,250.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

I have been able to keep the travel/mileage expense down because I am a member of the MWDA Board of Directors. MWDA has been covering the travel expenses for board members. Also I ride share whenever possible. This may change depending on the MWDA election results that take place in June.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Food/Lodging Expense

Department Number: 21125

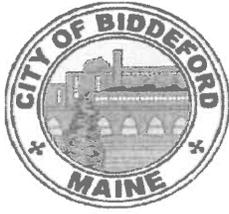
Account Number: 60253

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$315.40	\$250.00	\$356.00	\$ 325.00	\$325.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$175.00

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 cover the lodging expense for the MWDA Spring Seminar as well as the cost of meals. MWDA has been paying for my meals when the activities are MWDA related; staff has been paying their own.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Dues/Memberships Expense

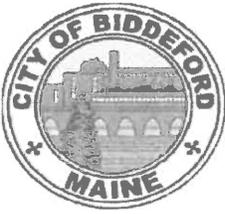
Department Number: 21125

Account Number: 60256

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$120.00	\$120.00	\$90.00	\$ 120.00	\$120.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$120.00	\$120.00		\$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 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

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

Department Number: 21125

Account Number: 60500

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$3,191.95	\$2,000.00	\$2,196.44	\$ 2,000.00	\$1,700.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$1,850.00		(\$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.

Office supplies



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Operating Supp/Eq Non-Cap

Department Number: 21125

Account Number: 60501

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$16,463.44	\$2,000.00	\$1,449.70	\$ 3,200.00	\$2,200.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$1,500.00		(\$1,700.00)

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 category includes a \$1200.00 annual contract fee for the Welpac Program used to record General Assistance records. It also includes funds to replace equipment such as calculators, headsets, computers, etc.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Printing & Copying Expense

Department Number: 21125

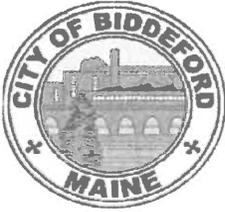
Account Number: 60502

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$125.00	\$108.00	\$ 125.00	\$75.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$390.00	\$150.00		\$25.00

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 account covers the expense of printing General Assistance Applications, re-applications, business and appointment cards.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Electricity Expense

Department Number: 21125

Account Number: 60730

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$3,628.46	\$3,750.00	\$3,273.84	\$ 5,390.00	\$2,500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,750.00	\$2,250.00		(\$3,140.00)

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 a guess based on the current spending.



**Fiscal Year 2017
Budget Request**

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Client Rent Expense

Department Number: 21125

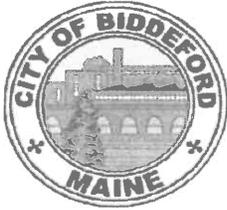
Account Number: 60731

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$68,526.48	\$72,000.00	\$77,989.35	\$ 88,754.00	\$90,845.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$95,000.00	\$90,000.00		\$1,246.00

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.

Rent prices have been increasing and more applicants requiring larger apartments have been applying.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Food/Grocery Expense

Department Number: 21125

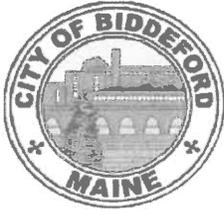
Account Number: 60732

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$2,955.68	\$3,000.00	\$1,490.23	\$ 4,500.00	\$1,693.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,200.00	\$3,000.00		(\$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.

Applicants tend to seek their full benefit towards rent. Those who are seeking food assistance seem to have larger families and are requesting increased benefits.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Burials Expense

Department Number: 21125

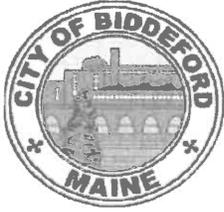
Account Number: 60734

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$2,594.00	\$1,500.00	\$5,249.92	\$ 4,500.00	\$6,820.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,900.00	\$6,900.00		\$2,400.00

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.

Requested amount is based on what I anticipate spending this year.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Conveyance

Department Number: 21125

Account Number: 60736

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$130.50	\$200.00	\$68.00	\$ 200.00	\$200.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$150.00		(\$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.

This account is used to purchase bus passes for working people, bus fare for relocation if needed, and taxi service.



**Fiscal Year 2017
Budget Request**

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Telephone Expense

Department Number: 21125

Account Number: 60737

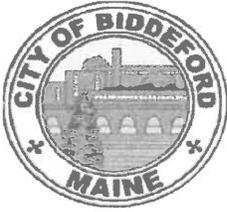
FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$100.00	\$0.00	\$ 100.00	\$100.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		\$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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General Assistance will pay telephone expenses if the phone is required for medical purposes.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Sewer User Fee Expense

Department Number: 21125

Account Number: 60738

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ 75.00	\$75.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75.00	\$75.00		\$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 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Heating Fuel Expense

Department Number: 21125

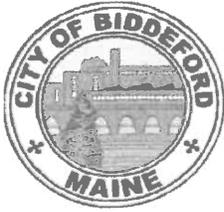
Account Number: 60739

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$1,181.15	\$2,000.00	\$0.00	\$ 1,500.00	\$1,500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,000.00		(\$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.

Most applicants who seek assistance with fuel are over income for General Assistance. They are often assisted through a special fuel account that has been established. However, should they qualify for GA, there needs to be funds allocated.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Bottled Gas Expense

Department Number: 21125

Account Number: 60740

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ 200.00	\$200.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Miscellaneous Expense

Department Number: 21125

Account Number: 60741

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$225.00	\$400.00	\$45.52	\$ 205.00	\$205.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$595.00

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 account is used to purchase clothing and other items that cannot be secured through other means. It is also used to pay interpreter fees which cost \$50 hourly. DHHS does not reimburse the City for interpreter fees.



**Fiscal Year 2017
Budget Request**

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Water Expense

Department Number: 21125

Account Number: 60742

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ 75.00	\$75.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75.00	\$75.00		\$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 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: G.A. Medical Expense

Department Number: 21125

Account Number: 60743

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$2,700.88	\$1,000.00	\$270.66	\$ 4,000.00	\$2,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		(\$2,000.00)

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 calculation is based on current spending including outstanding vouchers.



Fiscal Year 2017 Budget Request

April 1, 2016

Department: Health & Welfare Expense

Account Title: Dept Manager Salary Exp

Department Number: 21125

Account Number: 60101

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$72,774.26	\$73,971.00	\$73,979.99	\$ 75,740.00	\$75,740.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$76,206.00	\$0.00		(\$75,740.00)

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.

Based on 1% increase as directed.