

# City of Biddeford, Maine

## FY2017

Budget: Assessing

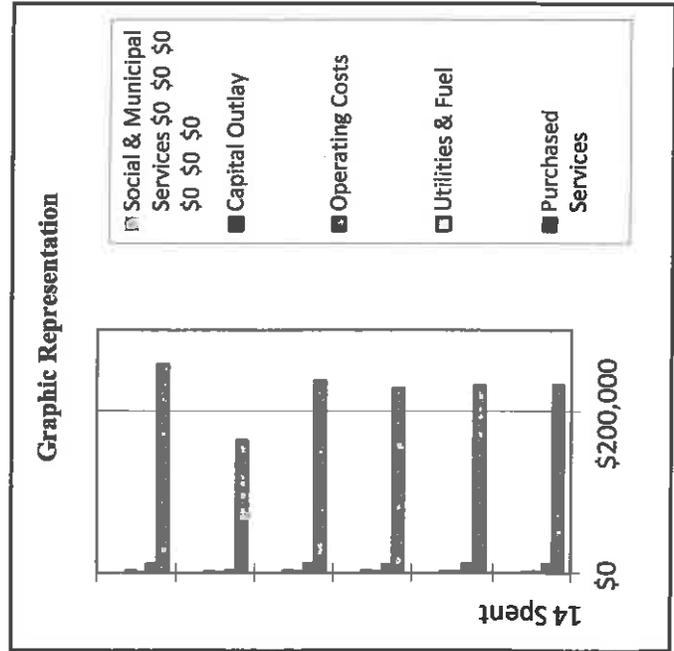
Account Number: 21105

	FY14	FY15	FY15	FY16	FY16	FY2017
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/14/2016	Manager's Rec
					Dept Head	City Council Rec
Personal Services:	\$232,154	\$230,978	\$227,944	\$237,373	\$163,384	\$257,524
Purchased Services	\$10,870	\$10,900	\$9,693	\$10,900	\$2,417	\$10,025
Utilities & Fuel	\$1,347	\$1,136	\$1,182	\$1,136	\$762	\$770
Operating Costs	\$1,277	\$2,025	\$2,228	\$2,425	\$1,576	\$2,450
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS:</b>	<b>\$245,647</b>	<b>\$245,039</b>	<b>\$241,046</b>	<b>\$251,834</b>	<b>\$168,138</b>	<b>\$270,769</b>
						<b>\$247,817</b>
						<b>\$0</b>



**FRINGE BENEFIT IMPACT (ESTIMATED)**

FICA	\$13,827
Workers Comp	\$7,895
Health Insurance	\$39,091
Retirement	\$17,171
Unemployment	\$0
Other Insurance	\$2,293
# of Fulltime Employees	0.00
<b>Total Fringe Benefit Impact</b>	<b>\$80,277</b>



	FY16 Budget	FY17 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$237,373	\$234,572	(\$2,801)	-1.18%
Purchased Services	\$10,900	\$10,025	(\$875)	-8.03%
Utilities & Fuel	\$1,136	\$770	(\$366)	-32.22%
Operating Costs	\$2,425	\$2,450	\$25	1.03%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$251,834</b>	<b>\$247,817</b>	<b>(\$4,017)</b>	<b>-1.60%</b>

FY2017 Personnel Services

Account Number	Description	FY14		FY15		FY16		FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60101	Dept Head Salary	\$83,713	\$83,706	\$84,971	\$87,404	\$60,465	\$87,940	\$87,940	
60102	Mid Mgt Hrly Employee Wage	\$68,988	\$72,729	\$72,738	\$74,468	\$51,747	\$92,806	\$69,960	
60105	F-T Employee Wage	\$20,716	\$18,427	\$18,776	\$18,868	\$14,040	\$0	\$0	
60111	Overime Wage Exp	\$0	\$461	\$0	\$518	\$0	\$0	\$0	
60201	FICA/Medicare Employer Share	\$12,974	\$13,508	\$13,163	\$13,867	\$9,438	\$13,827	\$13,827	
60202	MPERS-Employer Share	\$9,766	\$11,430	\$11,391	\$13,396	\$9,252	\$17,171	\$17,171	
60210	HPHC Ins Employer Share	\$24,355	\$24,648	\$22,299	\$23,997	\$16,350	\$39,091	\$39,091	
60212	S-T Disability ER Share	\$163	\$178	\$172	\$218	\$130	\$90	\$90	
60213	L-T Disability ER Share	\$293	\$1,671	\$290	\$417	\$229	\$643	\$643	
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$1,560	\$1,560	
60251	Conference/Training	\$9,050	\$2,000	\$2,000	\$2,000	\$680	\$2,206	\$2,100	
60252	Travel/Mileage	\$700	\$700	\$700	\$700	\$98	\$650	\$650	
60253	Food/Lodging	\$500	\$500	\$500	\$500	\$139	\$500	\$500	
60256	Dues/Membership	\$937	\$1,020	\$945	\$1,020	\$815	\$1,040	\$1,040	
<b>Totals</b>		<b>\$232,154</b>	<b>\$230,978</b>	<b>\$227,944</b>	<b>\$237,373</b>	<b>\$163,384</b>	<b>\$257,524</b>	<b>\$234,572</b>	

**FY2017 Purchased Services**

Account Number	Description	FY14 Spent	FY15 Budget	FY15 Spent	FY16 Budget	FY16 Yr to Date Spent	FY2017	
							Dept Head	Mgr's Rec
60303	Appraisal Services	\$460	\$500	\$168	\$500	\$0	\$500	\$500
60310	Service Contracts	\$10,410	\$10,400	\$9,525	\$10,400	\$2,417	\$9,525	\$9,525
<b>Totals</b>		<b>\$10,870</b>	<b>\$10,900</b>	<b>\$9,693</b>	<b>\$10,900</b>	<b>\$2,417</b>	<b>\$10,025</b>	<b>\$10,025</b>

**FY2017 Utilities & Fuel**

Account Number	Description	FY14		FY15		FY16		FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Budget	Dept Head	Mgr's Rec
60411	Gasoline	\$1,347	\$1,136	\$1,182	\$1,136	\$762	\$1,136	\$770	\$770
<b>Totals</b>		<b>\$1,347</b>	<b>\$1,136</b>	<b>\$1,182</b>	<b>\$1,136</b>	<b>\$762</b>	<b>\$1,136</b>	<b>\$770</b>	<b>\$770</b>

**FY2017 Other Operating Costs**

Account Number	Description	FY14		FY15		FY16		FY17	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60453	Vehicle Repair/Tires/Oil	\$264	\$525	\$889	\$925	\$721	\$950	\$950	
60500	Admin/Office Supplies	\$328	\$500	\$501	\$500	\$208	\$500	\$500	
60501	Operating Supplies	\$340	\$500	\$498	\$500	\$293	\$500	\$500	
60502	Printing & Copying	\$344	\$500	\$340	\$500	\$354	\$500	\$500	
<b>Totals</b>		<b>\$1,277</b>	<b>\$2,025</b>	<b>\$2,228</b>	<b>\$2,425</b>	<b>\$1,576</b>	<b>\$2,450</b>	<b>\$2,450</b>	



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Dept Manager Salary Exp

Department Number: 21105

Account Number: 60101

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$83,712.58	\$83,706.00	\$84,971.37	\$ 87,404.00	\$86,725.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$87,940.00	\$87,940.00		\$536.00

**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: 21105 Assessing

CLASSIFICATION	RANGE	POSITION	YEAREND ANNUALIZED TOTAL	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	NAME
Assessor	41.7	1	86,725	86,725	86,725		Frank Yattaw
Assistant Assessor/Lister	25.35	1	52,737	52,737	49960		Nick Desiardins
Personal Property	18.82	1	39,150	39,150	20,000		TBD

TOTAL BUDGETED POSITIONS **3 178612.08 178612 156,685 0**

*recommend \$100 adjustment per week for Asst Assessor this year (first year in role) with an additional adjustment in FY18 budget replacing 2 part-time positions with one full time:  
 part-time long term assistant assessor retiring  
 half time administrative position being replace with full time personal property appraiser, effective 10.1.16*



## Fiscal Year 2017 Budget Request

March 14, 2016

Department: Assessing

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21105

Account Number: 60102

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$68,987.79	\$72,729.00	\$72,737.90	\$ 74,468.00	\$91,887.46

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$92,806.00	\$69,960.00		(\$4,508.00)

**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.

*eliminating*



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: F-T Employee Wage Exp

Department Number: 21105

Account Number: 60105

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$20,715.91	\$18,427.00	\$18,776.18	\$ 18,868.00	\$0.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$18,868.00)

**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 time Asst Assessor retiring; filing from within*



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Overtime Wage Expense

Department Number: 21105

Account Number: 60111

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$461.00	\$0.00	\$ 518.00	\$300.00

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

Available for Administrative Assistant for Assessment Review Board



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21105

Account Number: 60201

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$12,973.95	\$13,508.00	\$13,162.89	\$ 13,867.00	\$13,663.86

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,827.00	\$13,827.00		(\$40.00)

**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

March 14, 2016

**Department:** Assessing

Account Title: MPERS-Employer Share Exp

Department Number: 21105

Account Number: 60202

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$9,766.37	\$11,430.00	\$11,390.52	\$ 13,396.00	\$15,896.52

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,171.00	\$17,171.00		\$3,775.00

**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

March 14, 2016

**Department:** Assessing

Account Title: HPHC Ins Employer Share Exp

Department Number: 21105

Account Number: 60210

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$24,354.85	\$24,648.00	\$22,298.79	\$ 23,997.00	\$39,090.30

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$39,091.00	\$39,091.00		\$15,094.00

**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

March 14, 2016

**Department:** Assessing

Account Title: S-T Disability ER Share Exp

Department Number: 21105

Account Number: 60212

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$163.06	\$178.00	\$171.58	\$ 218.00	\$0.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$90.00	\$90.00		(\$128.00)

**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

March 14, 2016

**Department:** Assessing

Account Title: L-T Disability ER Share Exp

Department Number: 21105

Account Number: 60213

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$292.64	\$1,671.00	\$289.71	\$ 417.00	\$643.08

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$643.00	\$643.00		\$226.00

**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

March 14, 2016

**Department:** Assessing

Account Title: Delta Dental ER Share Exp

Department Number: 21105

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.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: RHSA Plan ER Share Exp

Department Number: 21105

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.

Two employees @ \$780 each.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Conferences/Training Expense

Department Number: 21105

Account Number: 60251

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$9,050.00	\$2,000.00	\$2,000.00	\$ 2,000.00	\$1,920.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,206.00	\$2,100.00		\$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.

Maine Municipal Association Convention and Local Chapter of I.A.A.O. quarterly meetings - \$365

Maine Association of Assessing Office 3 day training conference - \$601

Maine Revenue Services training in Belfast at USM. Yearly - \$490

Vision Governmental Solutions User group training on new software, 3 days - \$750



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Travel/Mileage Expense

Department Number: 21105

Account Number: 60252

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$700.00	\$700.00	\$700.00	\$ 700.00	\$615.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		(\$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.

Travel to quarterly meetings, annually schooling and M.A.A.O Conference and any other travels that come up.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Food/Lodging Expense

Department Number: 21105

Account Number: 60253

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$500.00	\$500.00	\$500.00	\$ 500.00	\$476.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$0.00

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

Lodging for Maine Revenue Tax Schooling in Belfast.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Dues/Memberships Expense

Department Number: 21105

Account Number: 60256

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$936.61	\$1,020.00	\$945.00	\$ 1,020.00	\$1,020.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,040.00	\$1,040.00		\$20.00

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

International Association of Assessing Offices -\$350

Maine Chapter of I.A.A.O -\$225

Maine Association of Assessing Officers - \$90

Real Estate State License Fees - \$375



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Appraisal Services Expense

Department Number: 21105

Account Number: 60303

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$460.00	\$500.00	\$167.72	\$ 500.00	\$500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$0.00

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

Used for listing new Personal Property Accounts



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Service Contracts Expense

Department Number: 21105

Account Number: 60310

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$10,410.00	\$10,400.00	\$9,525.00	\$ 10,400.00	\$9,525.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,525.00	\$9,525.00		(\$875.00)

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

Vision Governmental Solutions software maintenance agreement





## Fiscal Year 2017 Budget Request

March 14, 2016

Department: Assessing

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21105

Account Number: 60453

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$264.17	\$525.00	\$888.58	\$ 925.00	\$925.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$950.00	\$950.00		\$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.

Request is per Carl Marcotte



## Fiscal Year 2017 Budget Request

March 14, 2016

Department: Assessing

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

Department Number: 21105

Account Number: 60500

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$328.27	\$500.00	\$500.94	\$ 500.00	\$500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$0.00

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

Marshall & Swift Cost manuals, Means cost manuals and other cost publications.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21105

Account Number: 60501

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$339.99	\$500.00	\$498.34	\$ 500.00	\$500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$0.00

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

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



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Assessing

Account Title: Printing & Copying Expense

Department Number: 21105

Account Number: 60502

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$344.20	\$500.00	\$339.95	\$ 500.00	\$500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$0.00

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

Personal Property Declarations Forms and misc. coping.