

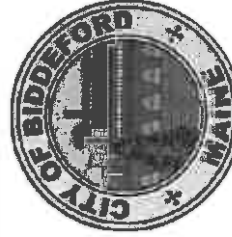
# City of Biddeford, Maine

## FY2017

Budget: General Administration

Account Number: 21111

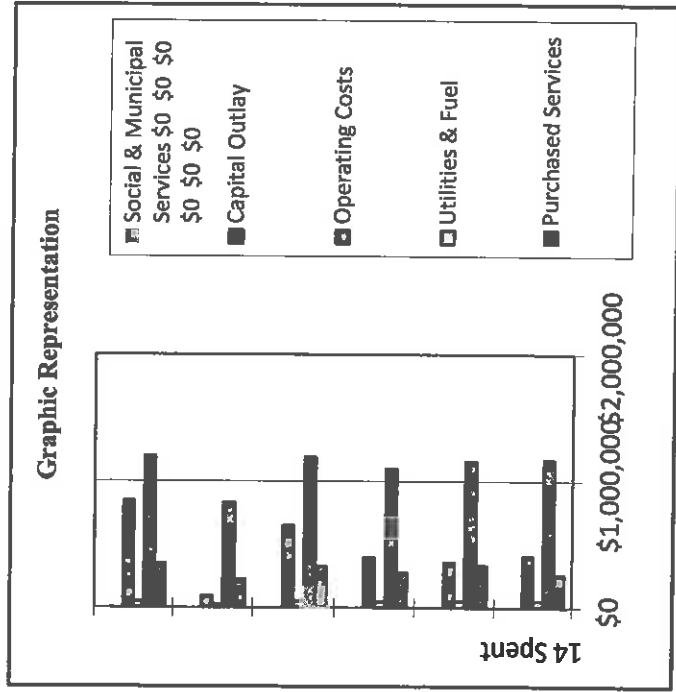
	FY14	FY15	FY15	FY16	FY16	FY16	FY2017	
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/14/2016	Dept Head	Manager's Rec	City Council Rec
Personal Services:	\$256,469	\$330,308	\$277,315	\$323,000	\$219,189	\$347,335	\$347,335	
Purchased Services	\$1,162,849	\$1,153,571	\$1,095,422	\$1,186,010	\$829,003	\$1,196,553	\$1,136,553	
Utilities & Fuel	\$51,522	\$53,000	\$48,813	\$52,000	\$27,930	\$50,426	\$50,426	
Operating Costs	\$405,175	\$357,159	\$395,370	\$646,345	\$89,470	\$843,140	\$1,015,640	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS:</b>	<b>\$1,876,014</b>	<b>\$1,894,038</b>	<b>\$1,816,921</b>	<b>\$2,207,355</b>	<b>\$1,165,592</b>	<b>\$2,437,454</b>	<b>\$2,549,954</b>	<b>\$0</b>



**FRINGE BENEFIT IMPACT (Estimated)**

Workers Comp	\$0
Health Insurance	\$290,000
Retirement	\$0
Unemployment	\$25,000
Other Insurance	\$0
<b># of Full Time Employees</b>	<b>0100</b>

Total Fringe Benefit Impact \$315,000



	FY16 Budget	FY17 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$323,000	\$347,335	\$24,335	7.53%
Purchased Services	\$1,186,010	\$1,136,553	(\$49,457)	-4.17%
Utilities & Fuel	\$52,000	\$50,426	(\$1,574)	-3.03%
Operating Costs	\$646,345	\$1,015,640	\$369,295	57.14%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$2,207,355</b>	<b>\$2,549,954</b>	<b>\$342,599</b>	<b>15.52%</b>

FY2017 Personnel Services

Account Number	Description	FY14		FY15		FY16		FY17	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Budget	Dept Head	Mgr's Rec
60210	HPHC Ins Employer Share	\$90,767	\$120,000	\$112,248	\$120,000	\$72,115	\$120,000	\$120,000	\$120,000
60212	S-T Disability ER Share	\$0	\$0	\$679	\$0	\$0	\$0	\$0	\$0
60214	Retiree Health Premiums	\$148,216	\$155,000	\$139,833	\$145,000	\$123,601	\$170,000	\$170,000	\$170,000
60256	Dues/Membership	\$29,604	\$31,500	\$26,842	\$33,000	\$23,869	\$32,335	\$32,335	\$32,335
60259	Unemployment Comp	\$14,017	\$30,000	\$19,606	\$25,000	(\$396)	\$25,000	\$25,000	\$25,000
60260	MPERS TUAL Credit	(\$26,136)	(\$6,192)	(\$21,893)	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>		<b>\$256,469</b>	<b>\$330,308</b>	<b>\$277,315</b>	<b>\$323,000</b>	<b>\$219,189</b>	<b>\$347,335</b>	<b>\$347,335</b>	<b>\$347,335</b>

FY2017 Purchased Services

Account Number	Description	FY14		FY15		FY16		FY17	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60301	Legal Services	\$144,851	\$140,000	\$201,585	\$150,000	\$128,898	\$175,000	\$135,000	
60302	Audit Services	\$33,670	\$34,460	\$34,410	\$35,501	\$31,360	\$35,300	\$35,300	
60304	Registry of Deeds	\$9,223	\$11,000	\$10,504	\$11,000	\$9,944	\$11,000	\$11,000	
60308	Actuarial Services	\$3,800	\$4,000	\$1,750	\$4,000	\$8,300	\$9,000	\$9,000	
60310	Service Contracts	\$13,436	\$14,000	\$13,705	\$14,000	\$9,204	\$11,115	\$11,115	
60315	User License Fee	\$127,978	\$131,286	\$124,416	\$138,884	\$96,053	\$133,392	\$133,392	
60319	Employee Assistant Program	\$5,063	\$5,500	\$5,063	\$5,500	\$5,063	\$5,063	\$5,063	
60320	Advertising	\$52,837	\$55,000	\$30,081	\$45,000	\$28,471	\$45,000	\$40,000	
60325	Postage/Shipping	\$23,821	\$34,000	\$39,263	\$34,000	\$18,557	\$34,000	\$34,000	
60370	Workers Comp Insurance	\$530,444	\$500,000	\$409,749	\$510,000	\$263,981	\$500,000	\$485,000	
60371	General Insurance	\$20,399	\$19,700	\$24,423	\$26,300	\$28,116	\$29,240	\$29,240	
60372	Vehicle Insurance	\$64,062	\$70,000	\$63,730	\$70,100	\$69,189	\$71,200	\$71,200	
60373	Building/Boiler Insurance	\$43,087	\$46,100	\$41,641	\$39,600	\$39,523	\$41,100	\$41,100	
60377	Surety Bonds	\$625	\$625	\$625	\$625	\$500	\$625	\$625	
60379	Public Officials Liability	\$19,468	\$20,900	\$30,977	\$34,100	\$31,626	\$32,891	\$32,891	
60380	Police Professional Liability	\$70,086	\$67,000	\$63,501	\$67,400	\$60,218	\$62,627	\$62,627	
<b>Totals</b>		<b>\$1,162,849</b>	<b>\$1,153,571</b>	<b>\$1,095,422</b>	<b>\$1,186,010</b>	<b>\$829,003</b>	<b>\$1,196,553</b>	<b>\$1,136,553</b>	

FY2017 Utilities & Fuel

Revised 3/14/2016

Account Number	Description	FY14	FY15	FY15	FY16	FY16	FY16	FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60402	Phone/Cell/Pager	\$23,933	\$23,000	\$20,528	\$24,000	\$11,430	\$22,140	\$22,140	\$22,140
60406	Fiber/Internet	\$27,589	\$30,000	\$28,286	\$28,000	\$16,500	\$28,286	\$28,286	\$28,286
<b>Totals</b>		<b>\$51,522</b>	<b>\$53,000</b>	<b>\$48,813</b>	<b>\$52,000</b>	<b>\$27,930</b>	<b>\$50,426</b>	<b>\$50,426</b>	<b>\$50,426</b>

FY2017 Other Operating Costs

Revised 3/14/2016

Account Number	Description	FY14	FY15	FY15	FY16	FY16	FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec
60500	Admin/Office Supplies	\$2,045	\$3,000	\$5,547	\$4,000	\$3,460	\$4,000	\$4,000
60501	Operating Supplies	\$3,608	\$3,000	\$3,482	\$3,000	\$2,517	\$3,200	\$3,200
60502	Printing & Copying	\$13,834	\$15,500	\$18,179	\$15,000	\$13,285	\$16,000	\$16,000
60701	Bad Debt	\$367,359	\$0	\$317,713	\$0	\$0	\$400,000	\$375,000
60703	Donations & Contributions	\$10,000	\$0	\$15,000	\$0	\$0	\$0	\$0
60795	Personnel Reserve	\$0	\$0	\$0	\$0	\$0	\$254,940	\$254,940
60797	Misc Expense	\$5,624	\$15,000	\$11,997	\$15,000	\$10,208	\$15,000	\$12,500
60798	Contingency	\$2,704	\$320,659	\$23,451	\$559,345	\$10,000	\$100,000	\$300,000
60799	Transfer in and out	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000
<b>Totals</b>		<b>\$405,175</b>	<b>\$357,159</b>	<b>\$395,370</b>	<b>\$646,345</b>	<b>\$89,470</b>	<b>\$843,140</b>	<b>\$1,015,640</b>



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: HPHC Ins Employer Share Exp

Department Number: 21111

Account Number: 60210

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$90,767.07	\$120,000.00	\$112,247.51	\$ 120,000.00	\$110,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$120,000.00	\$120,000.00		\$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.

Costs of HRA supplement to health insurance plans, all employees



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: S-T Disability ER Share Exp

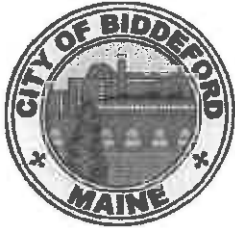
Department Number: 21111

Account Number: 60212

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$679.05	\$ -	\$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 15, 2016

**Department:** General Administration

Account Title: Retiree Health Premiums Expens

Department Number: 21111

Account Number: 60214

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$148,216.16	\$155,000.00	\$139,832.90	\$ 145,000.00	\$168,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$170,000.00	\$170,000.00		\$25,000.00

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

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





## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: Dues/Memberships Expense

Department Number: 21111

Account Number: 60256

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$29,604.24	\$31,500.00	\$26,842.24	\$ 33,000.00	\$32,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$32,335.00	\$32,335.00		(\$665.00)

**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.

**Memberships for City:**

MMA	\$21,300
Chamber of Commerce	\$5,000
Maine Development Foundation	\$500
Maine Service Centers Coalition	\$2,700
Economic Development Council	\$200
York County Advocacy Group	\$260
Alliance for Innovation	\$1,825
GrowSmart Maine	\$150
Lobbying Registration Fee	\$400



**Fiscal Year 2017  
Budget Request**

March 15, 2016

**Department:** General Administration

Account Title: Unemployment Comp Exp

Department Number: 21111

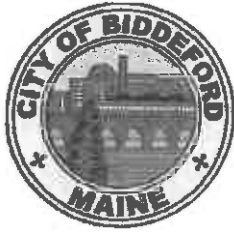
Account Number: 60259

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$14,017.03	\$30,000.00	\$19,606.25	\$ 25,000.00	\$2,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,000.00	\$25,000.00		\$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.

Cost of unemployment claimed against City. We pay dollar for dollar for actual claims.



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: MPERS IUUAL Credit Exp

Department Number: 21111

Account Number: 60260

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
(\$26,136.00)	(\$6,192.00)	(\$21,893.07)	\$ -	\$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.

No longer applicable.



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: Legal Services Expense

Department Number: 21111

Account Number: 60301

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$144,851.38	\$140,000.00	\$201,585.27	\$ 150,000.00	\$170,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$175,000.00	\$135,000.00		(\$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.

Legal services from City Solicitor, Bond Counsel, Labor mediation, specialist attorneys, etc.

*other than the ongoing and threaten litigation, day to day use of attorney has benn reduced by new process*



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Audit Services Expense

Department Number: 21111

Account Number: 60302

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$33,670.00	\$34,460.00	\$34,410.00	\$ 35,501.00	\$34,560.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,300.00	\$35,300.00		(\$201.00)

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

City share of audit costs, as quoted by audit firm.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Registry of Deeds Fee Expense

Department Number: 21111

Account Number: 60304

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$9,223.36	\$11,000.00	\$10,503.64	\$ 11,000.00	\$11,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,000.00	\$11,000.00		\$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.

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



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: Actuarial Expense

Department Number: 21111

Account Number: 60308

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$3,800.00	\$4,000.00	\$1,750.00	\$ 4,000.00	\$8,300.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$9,000.00		\$5,000.00

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

Actuarial update to estimated future liabilities for retiree health insurance premiums. A full valuation will need to be done this year due to changes in eligibility for retiree health coverage. Estimated.



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: Service Contracts Expense

Department Number: 21111

Account Number: 60310

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$13,435.70	\$14,000.00	\$13,704.59	\$ 14,000.00	\$11,115.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,115.00	\$11,115.00		(\$2,885.00)

**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.

**Contracts outstanding:**

MailFinance postage machine, \$288.71 per month	\$3,465
Panic alarms	\$500
PCORI fees	\$150
Combined Services, flex and HRA plans administration	\$7,000





## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: User License Expense

Department Number: 21111

Account Number: 60315

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$127,978.28	\$131,286.00	\$124,415.66	\$ 138,884.00	\$138,884.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$133,392.00	\$133,392.00		(\$5,492.00)

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

See accompanying sheet for listing of software licenses and similar costs administered by IT, which benefit all departments.

<b>Licenses Software</b>	<b>Cost</b>	<b>Description/Explanation:</b>
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 Conduktiv	\$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
Bongar renewal	\$998.00	Remote access software
Names4Ever	\$47.45	Domain name provider
Teen Center Webfilter	\$500.00	
<b>License Total</b>	<b>\$113,560.28</b>	

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

<b>Combined Total</b>	<b>\$133,392.28</b>
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## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Employee Assistance Program Ex

Department Number: 21111

Account Number: 60319

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$5,062.50	\$5,500.00	\$5,062.50	\$ 5,500.00	\$5,063.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,063.00	\$5,063.00		(\$437.00)

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

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



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: Advertising

Department Number: 21111

Account Number: 60320

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$52,836.63	\$55,000.00	\$30,081.32	\$ 45,000.00	\$45,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$45,000.00	\$40,000.00		(\$5,000.00)

**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.

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



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

Account Title: Postage/Shipping Expense

Department Number: 21111

Account Number: 60325

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$23,820.79	\$34,000.00	\$39,262.76	\$ 34,000.00	\$34,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$34,000.00	\$34,000.00		\$0.00

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

Postage costs for mailing tax bills, reminders, ordinary mail, newsletters, etc. for all General Fund departments.

Also includes freight costs for goods in and out, if applicable.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Workers Comp Insurance Exp

Department Number: 21111

Account Number: 60370

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$530,443.73	\$500,000.00	\$409,749.00	\$ 510,000.00	\$500,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500,000.00	\$485,000.00		(\$25,000.00)

**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.

Workers compensation insurance premium for all General Fund departments. Policy runs on calendar year, so estimating change for 2017.

*reduce to reflect reductions in claims based on the work staff has done in this area*



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: General Insurance Expense

Department Number: 21111

Account Number: 60371

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$20,399.00	\$19,700.00	\$24,423.00	\$ 26,300.00	\$29,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,240.00	\$29,240.00		\$2,940.00

**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.

Agent advises to estimate 4% increase above FY16 actual.  
When we must pay a deductible on a claim against us, it is charged here as well.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Vehicle Insurance Expense

Department Number: 21111

Account Number: 60372

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$64,061.50	\$70,000.00	\$63,730.00	\$ 70,100.00	\$69,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$71,200.00	\$71,200.00		\$1,100.00

**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.

Agent advises to estimate 4% increase above FY16 actual.





## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Building/Boiler Insurance Exp

Department Number: 21111

Account Number: 60373

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$43,087.00	\$46,100.00	\$41,641.28	\$ 39,600.00	\$39,523.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,100.00	\$41,100.00		\$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.

Agent advises to estimate 4% increase above FY16 actual.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Surety Bonds Expense

Department Number: 21111

Account Number: 60377

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$625.00	\$625.00	\$625.00	\$ 625.00	\$625.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$625.00	\$625.00		\$0.00

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

Surety bonds on City Manager, Treasurer and Tax Collector.



**Fiscal Year 2017  
Budget Request**

March 15, 2016

**Department:** General Administration

Account Title: Public Official Liab Insur Exp

Department Number: 21111

Account Number: 60379

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$19,468.00	\$20,900.00	\$30,977.00	\$ 34,100.00	\$31,626.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$32,891.00	\$32,891.00		(\$1,209.00)

**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.

Agent advises to estimate 4% increase above FT16 actual.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Police Prof Liab Insur Exp

Department Number: 21111

Account Number: 60380

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$70,086.00	\$67,000.00	\$63,501.47	\$ 67,400.00	\$60,218.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$62,627.00	\$62,627.00		(\$4,773.00)

**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.

Agent advises to estimate 4% increase over FY16 actual.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Phone/Celular/Paging Exp

Department Number: 21111

Account Number: 60402

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$23,932.52	\$23,000.00	\$20,527.61	\$ 24,000.00	\$22,140.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,140.00	\$22,140.00		(\$1,860.00)

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

Telephone and cellular charges for all City Hall departments.

GWI telephone	\$435 per month	\$5,220.00
Verizon Wireless cellular	\$1,360 per month	\$16,320.00
Greg Tansley, reimburse for personal cell phone use	\$50 per month	\$600.00



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Fiber/Internet Expense

Department Number: 21111

Account Number: 60406

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$27,589.33	\$30,000.00	\$28,285.68	\$ 28,000.00	\$28,286.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,286.00	\$28,286.00		\$286.00

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

GWI Internet connection @ \$2,357.14 per month



## Fiscal Year 2017 Budget Request

March 15, 2016

Department: General Administration

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

Department Number: 21111

Account Number: 60500

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$2,045.31	\$3,000.00	\$5,547.39	\$ 4,000.00	\$5,100.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		\$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.

Copy paper and copy/print/postage machines supplies for City Hall.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21111

Account Number: 60501

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$3,608.39	\$3,000.00	\$3,482.15	\$ 3,000.00	\$3,000.00

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

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

Employee testing programs for drugs & alcohol, CDL random tests.





## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Printing & Copying Expense

Department Number: 21111

Account Number: 60502

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$13,833.51	\$15,500.00	\$18,179.27	\$ 15,000.00	\$15,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,000.00	\$16,000.00		\$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.

- Per copy charges for all City Hall leased machines.
- Printing of tax bills.
- Generic envelopes for City Hall.
- Forms for printing checks, W-2s, 1099s and 1095s.
- Monthly fee for online billing system.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Bad Debt Expense

Department Number: 21111

Account Number: 60701

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$367,358.96	\$0.00	\$317,713.21	\$ -	\$400,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400,000.00	\$375,000.00		\$375,000.00

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

Write off third oldest year of uncollected ambulance fees. Estimate.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Donations & Contributions

Department Number: 21111

Account Number: 60703

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$10,000.00	\$0.00	\$15,000.00	\$ -	\$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.

Donation moved to 21128-60800.



**Fiscal Year 2017  
Budget Request**

March 15, 2016

**Department:** General Administration

Account Title: Personnel Reserve

Department Number: 21111

Account Number: 60795

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)
	\$254,940.00	\$254,940.00		\$254,940.00

**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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Funding \$100,000 for payouts for sick, severance and vacation accumulations per contract or at separation.  
 Funding the amount needed for 1.5% increase to all non-union employees, to be used for merit (\$54,940).  
 Funding for longevity payable to pre-1997 non-union payment \$100,000; paid over 4 years, plus annual payment



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Miscellaneous Expense

Department Number: 21111

Account Number: 60797

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$5,624.40	\$15,000.00	\$11,997.15	\$ 15,000.00	\$15,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$12,500.00		(\$2,500.00)

**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.

There are always costs that don't fit into anywhere else and are charged here. It is a small amount and not worth analyzing to adjust other budgets by handfuls of dollars.

Examples from prior years:

Recognition plaques, bereavement or illness flowers, small adjustments required to balance accounts at year-end, submission fee for CAFR award program.



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Contingency

Department Number: 21111

Account Number: 60798

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$2,704.00	\$320,659.00	\$23,450.95	\$ 559,345.00	\$10,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,000.00	\$ 300,000		(\$259,345.00)

**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>General contingency</i>	\$	<i>100,000</i>
<i>Fossil Fuel contingency</i>	\$	<i>50,000</i>
<i>Match funds for unexpected grants, other</i>	\$	<i>150,000</i>
<i>Total</i>	\$	<u><u><i>300,000</i></u></u>



## Fiscal Year 2017 Budget Request

March 15, 2016

**Department:** General Administration

Account Title: Transfer Out to Other Funds

Department Number: 21111

Account Number: 60799

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ 50,000.00	\$50,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		\$0.00

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

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