



#3 GENERAL MANAGER

**GENERAL MANAGER'S OFFICE
2018 BUDGET WORKSHEET**

		2012	2013	2014	2015	2016	2017	2017	2018	2018
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	FORECAST	STAFF	FINAL
	EXPENSES									
420	PAYROLL	167,691	190,969	181,644	209,765	242,508	207,545	212,677	191,250	
435	OVERTIME	635	0	0	0	0	0	0	0	
445	PAYROLL COSTS	35,901	45,653	45,399	48,299	49,143	52,240	54,055	53,151	
460	EMPLOYEES	547	137	234	1,563	2,114	200	2,000	200	
465	TRAINING	0	2,015	1,102	270	555	0	0	0	
	TOTAL PAYROLL	204,774	238,774	228,379	259,897	294,320	259,985	268,732	244,601	0
	CONTRACT/SUPPLIES									
475	COMPUTER SUPPLIES	1,414	253	1,172	1,247	947	1,000	1,000	1,000	
481	EMPLOYEE ADS	871	51	0	0	0	1,000	1,000	1,000	
504	CONTRACT SERVICES	7,348	4,503	2,525	2,633	5,640	3,000	4,000	4,000	
513	CLEANING SUPPLIES	393	198	220	242	156	250	250	250	
552	GAS/OIL	5,504	5,590	5,786	10,777	10,734	10,780	4,000	5,200	
558	POSTAGE	161	198	156	116	25	200	200	200	
564	SUPPLIES	2,709	1,766	2,269	1,899	961	1,500	1,000	1,000	
	TOTAL CONTR/SUPPLIES	18,400	12,559	12,128	16,914	18,463	17,730	11,450	12,650	0
	REPAIR/MAINTENANCE									
594	EQUIPMENT	0	0	0	0	0	0	0	0	0
	TOTAL REPAIR/MAINT	0	0	0	0	0	0	0	0	0
	UTILITIES									
620	ELECTRICITY	3,022	3,165	3,024	3,301	3,023	3,250	3,150	3,200	
626	REFUSE REMOVE	261	268	266	281	302	300	300	300	
629	TELEPHONE	3,337	3,512	2,513	2,896	3,936	3,000	3,000	3,000	
633	WATER/SEWER	372	420	432	516	500	510	557	557	
	TOTAL UTILITIES	6,992	7,365	6,235	6,994	7,761	7,060	7,007	7,057	0
	OTHER COSTS									
681	DUES/SUBSCRIPTIONS	324	279	1,921	332	575	500	575	575	
688	INSURANCE	1,080	1,065	1,080	996	1,016	1,016	1,225	1,290	
696	PERMITS/LICENSES	0	146	0	0	0	0	20	0	
	TOTAL OTHER	1,404	1,490	3,001	1,328	1,591	1,516	1,820	1,865	0
	TOTAL EXPENSES	231,570	260,188	249,743	285,133	322,135	286,291	289,009	266,173	0
	NET OPERATING	-231,570	-260,188	-249,743	-285,133	-322,135	-286,291	-289,009	-266,173	0

	GENERAL MANAGER'S OFFICE			
	CAPITAL EXPENDITURES			
	BUDGET 2018			
DESCRIPTION			AMOUNT	FUNDING
Computer & Phone System			250,000	RR
Office Renovation			72,000	RR
TOTAL			322,000	
RR = REPLACEMENT RESERVE				

CAPITAL PROJECT WORKSHEET



DEPARTMENT/COST CENTER
(circle one)

- ADM ADM/ACCOUNTING ADM/MARKETING ADM/MEMBERSHIP
- FB/YC FB/BC FB/CC FB/TG
- GOLF/OPS GOLF/MAINT
- PW/ROADS PW/BULKHEADS PW/CPI PW/GEN MAINT
- R&P R&P/TENNIS R&P/PARKING R&P/MARINAS
- AQUATICS POLICE

PREPARED BY: Brett Hill DEPT HEAD: Brett Hill

PROJECT: Office Renovation

FOR FY: 2017-2018 NEW REPLACEMENT (check one)

ESTIMATED TIME FROM START TO FINISH WORK: 90 DAYS

PROJECT NEEDS TO BE COMPLETE BY: 10/31/17 DATE

PROJECT TO BE COMPLETED: IN HOUSE CONTRACTED OUT

PURPOSE OF PROJECT:

Consolidation / Renovation of Administrative / Finance offices.

WHY NEEDED?:

In order for the police department to expand within the existing building footprint, current conference and storage facilities need to be converted to offices.

PROJECT DESCRIPTION AND SCOPE:

Move membership desk to current board room, create IT room, alter payroll office, remove storage areas for police renovations.

ESTIMATED COSTS: 72,000.00 GM APPROVAL: _____ DATE: _____

Note 1. Attach supporting data such as committee recommendations, product specs, cost estimates, etc. as needed and appropriate.