

City of Biddeford
Finance Committee
November 08, 2018 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. October 16, 2018 Finance Committee Meeting Minutes
[10-16-2018 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Consideration/FY19 Budget Amendments/Parking Management Plan
[11-08-18 Budget Amendment - Parking Enforcement-Final.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
October 16, 2018

The meeting was called to order at 5:00 pm by the Chair, Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of October 2, 2018, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Approval/Purchase of Firefighter Gear Washer/Extractor

Motion by Councilor Ready to recommend the purchase of the Firefighter Gear Washer/Extractor for \$15,183.00, seconded by Councilor St. Cyr.

Discussion: Fire Chief, Scott Gagne, answered questions about the bidding process for the protective clothing, plumbing and electrical work.

The Committee had questions on the bidding process and the City Manager explained the policy for dollar amount and going out to bid.

Vote: unanimous.

Motion carried 4-0.

Approval/Wayfinding Signage for Industrial/Business Park/Electrical Work

Motion by Councilor Ready to recommend the contracting for electrical work for the Wayfinding Signage at the Alfred Road Industrial/Business Park for \$1,720.00, seconded by Councilor St. Cyr.

Discussion: Brad Favreau, Community Development Coordinator, presented the item and explained the additional cost for electrical work.

Councilor McCurry questioned if the City was paying the electrical and internet services. Brad noted the City is paying electrical, and internet is coming out of the Industrial Park Fund.

Vote: unanimous.
Motion carried 4-0.

Rate Stabilization Policy

Discussion: The City Manager gave an explanation for the reason this policy was drafted. The Policy states, "If the budget increase is larger than the Consumer Price Index for All Urban Consumers (CPI-U), the Budget Committee needs a two-thirds vote to pass the budget."

City Manager, James Bennett, suggested the word 'budget' be changed to 'tax rate'.

The Finance Committee had questions and decided the Policy requires further development.

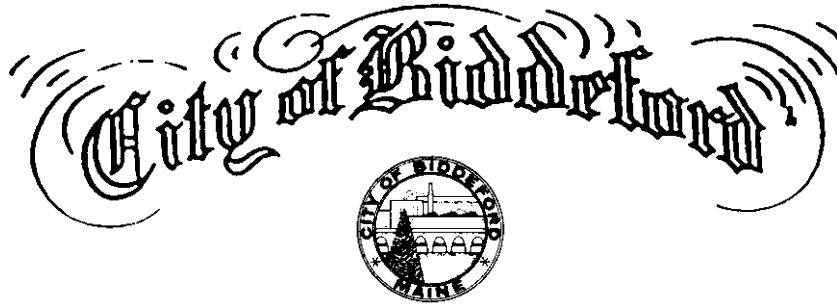
Other Business

Councilor Ready asked about the financial reports. Finance Director, Cheryl Fournier, explained to the Committee she finished the financial reports today and will email them to the Committee members.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carried 4-0.

Adjourned at 5:22 pm.



2018.128 IN BOARD OF CITY COUNCIL..NOVEMBER 8, 2018

BE IT ORDERED, that the City Council does hereby approve the following budget amendments:

➤ **General Fund**

- o Decrease revenue 24113-40316 – Parking Fines Revenue by \$28,469
- o Decrease Expense 21146-60105 – FT Employee Wages by \$27,648
- o Decrease Expense 21179-60201 – FICA taxes by \$ 2,115
- o Decrease Expense 21179-60217 – RHS by \$ 520
- o Decrease Expense 21179-60211 – Health Insurance by \$10,483
- o Decrease Expense 21179-60202 – MEPERS by \$ 2,765
- o Decrease Expense 21162-60507 – Parking Lot Signs by \$ 1,375
- o Decrease Expense 21162-60462 – Lot Painting by \$ 3,080
- o Decrease Expense 21162-60105 – Labor/Mowing/Sweeping by \$ 3,410
- o Decrease Expense 21162-60111 – Labor/Winter Maint./OT by \$15,100
- o Decrease Expense 21162-60313 – Contract Svcs (Snow) \$ 2,500

Revenue Total: -\$28,469

Expense Total: -\$68,996

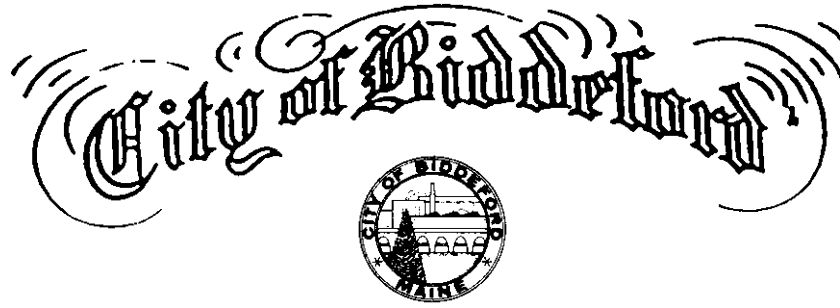
➤ **Parking Fund**

- o Increase revenue 31235-40316 – Parking Fines Revenue by \$28,470
- o Increase revenue 31235-TBD – Permit Revenue by \$49,380
- o Increase revenue 31235-40639 – Parking Lot Rentals \$38,400
- o Increase Expense 31235-60105 – FT Employee Wages by \$43,105
- o Increase Expense 31235-60201 – FICA taxes by \$ 3,300
- o Increase Expense 31235-60217 – RHS by \$ 520
- o Increase Expense 31235-60211 – Health Insurance by \$10,485
- o Increase Expense 31235-60202 – MEPERS by \$ 2,765
- o Increase Expense 31235-60310 - Contract Svcs (Snow) \$ 2,500
- o Increase Expense 31235-60454 – Ground Improvement by \$28,465
- o Increase Expense 31235-TBD – Sinking Fund \$ 5,800

▪ Total Increase in revenue \$116,250

▪ Total Increase in expense \$ 96,940

This amendment is to move the parking enforcement officer to the Parking Fund starting November 1, 2018 and budgeting for one part-time enforcement officer. The movement of the Parking Fines starting November 1 to the Parking Fund. The Lofts current rental



amount for the parking lot has been posted to the Parking Fund. The anticipated revenue now appears as a budget item. The new accounts for Permit Revenue (long-term and hourly) are created in accordance with recent order 2018.97 - Adoption of Fees for Municipal Parking Lots.