

City of Biddeford
City Council - Special Meeting
May 19, 2022 5:30 PM Council Chambers and via Zoom
Please click the link below to join the webinar:
<https://biddeford.zoom.us/j/99601794834?pwd=SkNaTHA0Yy95Wkp6QVkrMDJ1UFBTUT09>

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Zoom Meeting Link

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- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
 - 3.1. Add: Order of the Day - 2022.41
- 4. Second Reading(s)**
 - 4.1. Essential Programs & Services Funding Act
[1 School Essential Programs-Services FY23.docx](#)
 - 4.2. School Construction Projects - Local Share
[2 School Construction Projects FY23.docx](#)

- 4.3. Additional Local Funds - for School Purposes
[2A School Additional Funds Raised FY23.docx](#)
- 4.4. School Appropriations:
 - A. Regular Instruction
 - B. Special Education
 - C. Career & Technical Education
 - D. Other Instruction
 - E. Student & Staff Support
 - F. System Administration
 - G. School Administration
 - H. Transportation & Buses
 - I. Facilities Maintenance
 - J. Debt Service & Other Commitments
 - K. All Other Expenditures
 - TOTAL SCHOOL BUDGET[3 School Appropriations FY23.docx](#)
- 4.5. Adult Education
[4 Adult Education FY23.docx](#)
- 4.6. Food Service
[5 Food Service FY23.docx](#)
- 4.7. School Department Estimated Revenues
[7B Revenues-School FY23.docx](#)
- 4.8. City Government Budget
 - A. General Government
 - B. Public Safety
 - C. Public Works
 - D. Public Services
 - E. Debt Service
 - F. Capital Outlays
 - G. Contingency
 - TOTAL CITY BUDGET[6 City Government Appropriations FY23.docx](#)
[5-19-2022 FY23 Budget Budget with Tax Rate Calculation.pdf](#)
- 4.9. Estimated Revenues/Fund Balance Appropriation
 - Non-School
 - State Revenue Sharing
 - Homestead
 - BETE[7A Revenues-City FY23.docx](#)
- 4.10. Airport Operations Fund
[8 Airport Operations Fund FY23.docx](#)
- 4.11. Ambulance Fund
[13 Ambulance Fund FY23.docx](#)
- 4.12. CDBG Fund

[9 CDBG Program Fund FY23.docx](#)

4.13 Mooring Fund

[10 Mooring Fund FY23.docx](#)

4.14 Pool Beach Permit Fund

[11 Pool Beach Permit Fund FY23.docx](#)

4.15 Recreation Programs Fund

[12 Recreation Programs Fund FY23.docx](#)

4.16 Sewer Operations Fund

[14 Sewer Operations Fund FY23.docx](#)

[Sewer Operations Fund - MEMO.pdf](#)

[Sewer Operations Fund - Statement 8.pdf](#)

[Sewer Operations Fund - Statement 9.pdf](#)

5. Orders of the Day

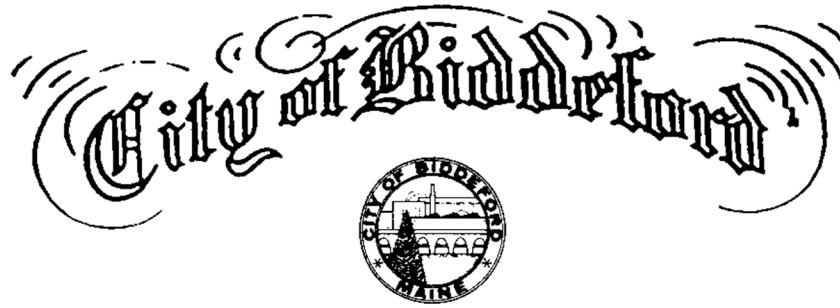
5.1. 2022.41) Approval/Aeration Basin Crack Sealing at Wastewater Treatment Plant/Apex Construction, Inc.

[5-19-2022 Aeration Basin Crack Sealing-ORDER.doc](#)

[5-19-2022 Aeration Basin Crack Sealing-MEMO.docx](#)

[5-19-2022 Aeration Basin Crack Sealing-Pictures.docx](#)

6. Adjourn



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

WHEREAS, the Maine Dept. of Education has determined the total cost of funding public education from kindergarten to grade 12, for Biddeford, as described in the Essential Programs and Services Funding Act to be **\$31,736,063.**

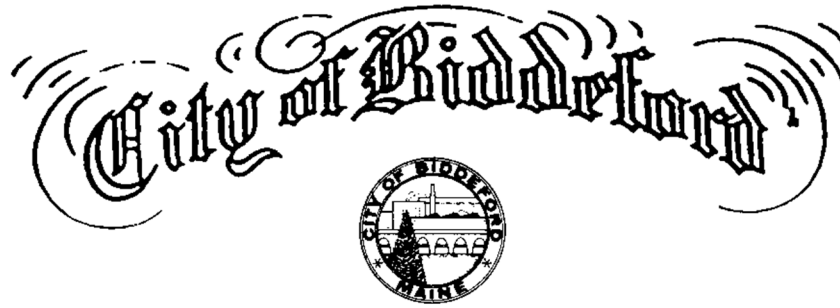
THEREFORE, BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$18,761,513** for the Biddeford School Department's contribution to the total cost of funding public education for kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 2-A, section 15688.

Explanation: The Biddeford School Department's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

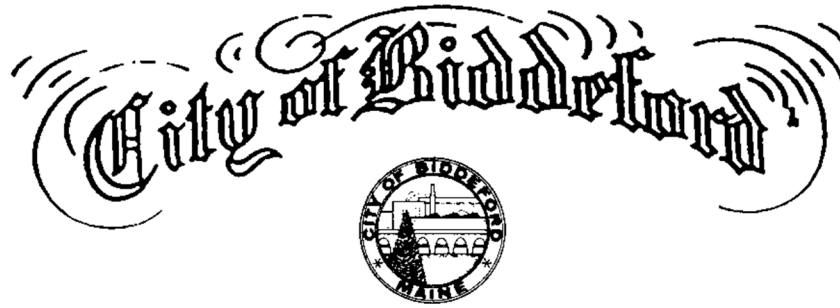
BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$2,427,070** for the annual payments on debt service previously approved by the City Council for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the City of Biddeford's contribution to the total cost of funding public education from kindergarten to grade 12.

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was approved by the voters.

May 17, 2022

Motion by Councilor Mills, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

BE IT ORDERED, that the City Council will raise and appropriate \$2,218,899 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$2,218,899 as required to fund the budget recommended by the Biddeford School Committee.

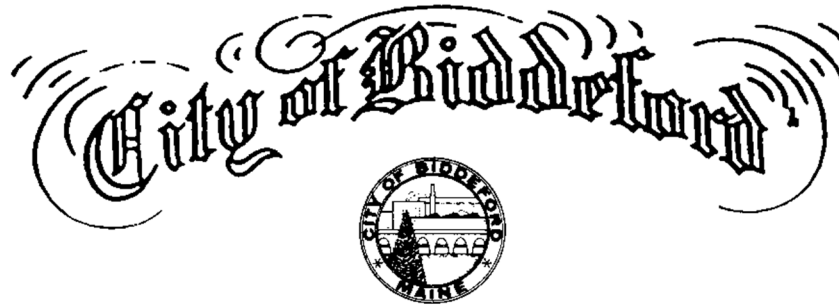
The Biddeford School Committee recommends \$2,218,899 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$2,218,899.

Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Biddeford budget for educational programs.

May 17, 2022

Motion by Councilor Mills, seconded by Councilor Whiting to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

BE IT ORDERED, that the City Council does hereby authorize the Biddeford School Committee to expend **\$41,657,840** or the fiscal year commencing July 1, 2022 and ending June 30, 2023 from the City of Biddeford's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools, and broken down as follows:

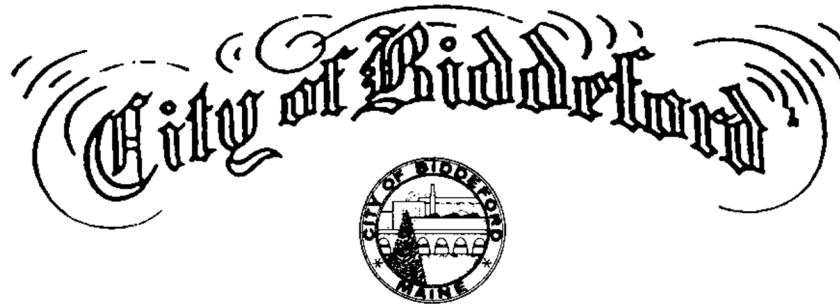
REGULAR INSTRUCTION	\$15,218,285
SPECIAL EDUCATION	\$ 7,695,016
CAREER & TECHNICAL EDUCATION	\$ 3,203,327
OTHER INSTRUCTION	\$ 761,182
STUDENT & STAFF SUPPORT	\$ 2,740,457
SYSTEM ADMINISTRATION	\$ 1,223,643
SCHOOL ADMINISTRATION	\$ 1,610,453
TRANSPORTATION & BUSES	\$ 1,723,621
FACILITIES MAINTENANCE	\$ 4,029,043
DEBT SERVICE & OTHER	
COMMITMENTS	\$ 3,405,735
ALL OTHER EXPENDITURES	\$ 47,078
TOTAL SCHOOL BUDGET	<u>\$41,657,840</u>

BE IT FURTHER ORDERED, that the School Department is authorized to accept grant funds during the fiscal year and to expend such funds for the purposes for which they are intended.

May 17, 2022

Motion by Councilor Clearwater, seconded by Councilor Mills to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

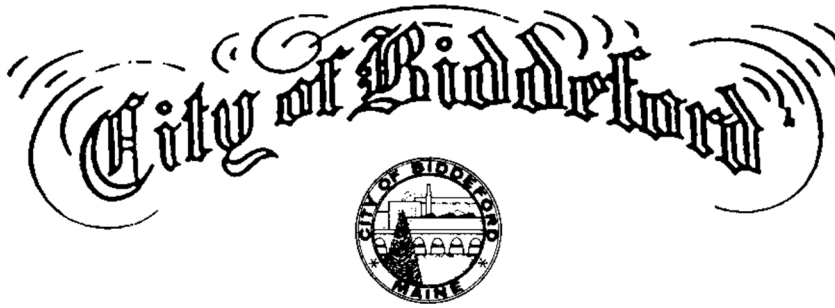
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$749,066** for ADULT EDUCATION for the fiscal year commencing July 1, 2022 and ending June 30, 2023, and does hereby appropriate and will raise the local share for ADULT EDUCATION in the amount of **\$321,588.**

BE IT FURTHER ORDERED that Biddeford Adult Education is authorized to expend any additional, incidental or miscellaneous receipts in the interest and for the wellbeing of the Adult Education Program.

May 17, 2022

Motion by Councilor Mills, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

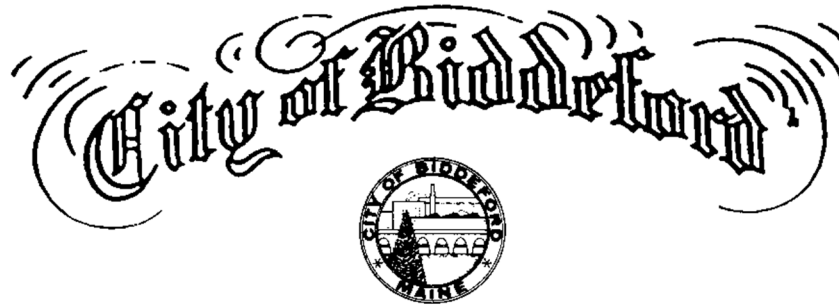
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum **\$1,709,640** for School FOOD SERVICE ("Hot Lunch") for the fiscal year commencing on July 1, 2022, and ending on June 30, 2023, and

BE IT FURTHER ORDERED, that the sum of **\$1,709,640** in estimated revenues is adopted in support of FOOD SERVICE, with a local share for FOOD SERVICE in the amount of \$0.

May 17, 2022

Motion by Councilor Whiting, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt the following estimated revenues and appropriations from fund balance in support of the general fund budget for the fiscal year commencing July 1, 2022 and ending June 30, 2023:

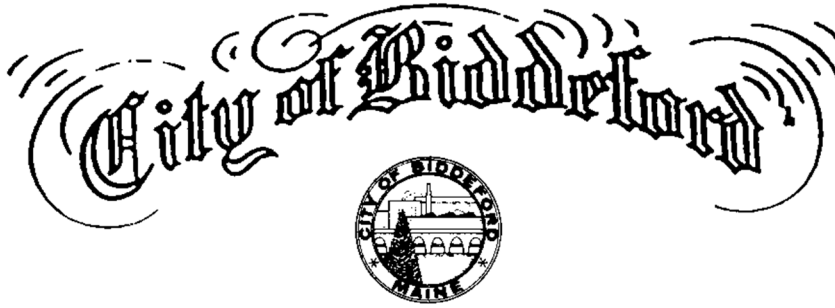
School Estimated Revenue:

Education:	\$ 617,816
Adult Education:	\$ 195,376
State Allocation to Education:	\$ 15,881,268
Appropriations from Fund Balance, K-12:	\$ 1,751,274
Appropriation from Fund Balance, Adult Education:	\$ 232,102
TOTAL ESTIMATED REVENUES AND APPROPRIATIONS FROM FUND BALANCE:	\$ 18,677,836

May 17, 2022

Motion by Councilor Mills, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$38,391,757** for the CITY GENERAL FUND budget excluding Schools, Adult Education, TIF Funding and County Tax for the fiscal year commencing on July 1, 2022 and ending June 30, 2023, broken down as follows:

GENERAL GOVERNMENT	\$12,015,619
PUBLIC SAFETY	\$11,843,136
PUBLIC WORKS	\$ 5,415,014
PUBLIC SERVICES	\$2,957,522
DEBT SERVICE	\$ 4,410,465
CAPITAL OUTLAYS	\$ 1,625,000
CONTINGENCY	\$ 125,000
TOTAL	\$38,391,757

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Motion by Councilor Clearwater, seconded by Councilor Belanger to amend the City Government budget as follows:

- Increase General Administration (21111) by \$35,000 for audit services
- Reduce General Administration (21111) by \$40,000 for retiree payouts
- Reduce Finance (21106) by \$16,425 for other professional consulting services
- Reduce Assessing (21105) by \$10,000 for Department Head salary
- Reduce Fringe Benefits (21179) by \$2,061 for Assessing Dept. Head benefits
- Increase Fringe Benefits (21179) by \$119,997 for Allegiant and MMEHT insurance adjustments
- Reduce Fire Department (21141) by \$10,000 for extra holiday pay

- Reduce Solid Waste Management (21164) by \$7,985 for non-burnable disposal expense
- Reduce Capital Outlays (21201) by \$25,000 for trash collection vehicle

For revised budget numbers:

General Government	\$12,105,772
Public Safety	\$11,833,136
Public Works	\$ 5,407,029
Public Services	\$ 2,957,522
Debt Service	\$ 4,410,465
Capital Outlays	\$ 1,600,000
Contingency	<u>\$ 125,000</u>
	<u>\$38,438,924</u>

Vote on amendments: Unanimous.

Motion by Councilor Belanger, seconded by Councilor Clearwater to further amend by increasing Debt Service by \$125,000.

Vote: Unanimous.

Vote on first reading of the budget order: Unanimous.

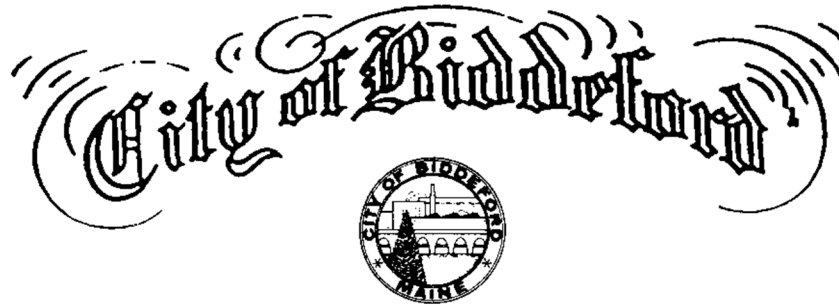
CITY OF BIDDEFORD NOTICE OF BUDGET

	Approved Budget FY2022	City Manager Recommendation FY2023	City Council First Reading 05/17/22 FY2023
County Tax	\$1,331,480.0	\$1,331,480	\$1,410,767
Municipal Appropriation:			
General Government	\$11,804,206	\$12,225,835	\$12,105,772
Public Services	\$2,622,420	\$2,984,833	\$2,957,522
Public Safety	\$10,749,194	\$11,879,010	\$11,833,136
Public Works	\$4,998,016	\$5,332,194	\$5,407,029
Contingency	<u>\$455,508</u>	<u>\$250,000</u>	<u>\$125,000</u>
Total Operating Budget	\$30,629,344	\$32,671,873	\$32,428,459
Debt Service	\$3,422,031	\$4,410,465	\$4,535,465
Capital Projects	\$1,750,000	\$2,000,000	\$1,600,000
Total Municipal Appropriation	<u>\$35,801,374</u>	<u>\$39,082,338</u>	<u>\$38,563,925</u>
Less: Municipal Revenue Sharing	(\$3,125,000)	(\$4,350,000)	(\$4,125,000)
Other Non-Property Tax Revenue	(\$8,897,370)	(\$9,106,065)	(\$9,077,969)
Use of Prior Year Surplus	(\$300,000)	(\$520,000)	(\$520,000)
Net Municipal Appropriation	\$23,479,004	\$25,106,273	\$24,840,955
TIF	\$1,821,432	\$1,821,432	\$1,821,432
Local Education Assessment	\$23,062,705	\$23,062,705	\$23,729,071
Overlay	<u>\$267,794</u>	<u>\$250,000</u>	<u>\$225,000</u>
Total Appropriation	\$49,962,415	\$51,571,890	\$52,027,225
Less: Homestead	(\$1,043,610)	(\$1,043,610)	(\$1,043,610)
BETE	(\$372,838)	(\$372,838)	(\$372,838)
Tax Commitment	\$48,545,967	\$50,155,442	\$50,610,777
Total Taxable Value	\$2,662,971,338	\$2,677,971,338	\$2,680,471,338
Tax Rate	<u>\$18.23</u>	<u>\$18.73</u>	<u>\$18.88</u>

	City Manager FY2023		Proposed FY2023	
	In \$	In %	In \$	In %
County Tax	\$0	0.00%	\$79,287	5.95%
Municipal Appropriation:				
Expenses	\$3,280,964	9.16%	\$2,762,550	7.72%
Less: Municipal Revenue Sharing	(\$1,225,000)	39.20%	\$1,000,000	32.00%
Other Non-Property Tax Revenue	<u>(\$208,695)</u>	<u>2.35%</u>	<u>\$180,599</u>	<u>2.03%</u>
Net Municipal Appropriation	\$1,627,268	6.93%	\$1,361,951	5.80%
TIF	\$0	0.00%	\$0	0.00%
Local Education Assessment	\$0	0.00%	\$666,366	2.89%
Overlay	<u>(\$17,794)</u>	<u>-6.64%</u>	<u>(\$42,794)</u>	<u>-15.98%</u>
Total Appropriation	\$1,609,474	3.22%	\$2,064,810	4.13%
Amount from surplus/reserves	<u>(\$520,000)</u>	<u>0.00%</u>	<u>(\$520,000)</u>	<u>0.00%</u>
Total Appropriation	\$1,089,474	2.18%	\$1,544,810	3.09%
Less: Homestead	\$0	0.00%	\$0	0.00%
BETE	\$0	0.00%	\$0	0.00%
Tax Commitment	\$1,609,474	3.32%	\$2,064,810	4.25%
Total Taxable Value	\$15,000,000	0.56%	\$17,500,000	0.66%
Tax Rate	\$0.4971	2.73%	\$0.65	3.57%

	\$ Needed	Tax Rate +/-	% Increase
Needed to get to zero:			
Total	\$1,742,306	\$0.65	3.57%
County	\$79,287	\$0.03	0.16%
School	\$666,366	\$0.25	1.36%
City	\$996,654	\$0.37	2.04%

Note: The Homestead Exemption, BETE, Overlay, TIF Taxes and Taxable Valuation figure are estimates, as the Assessor's property valuation process is not yet complete. These items will be adjusted by the Assessor when work is complete on new valuations and adjustments to existing valuations and personal property. The final tax rate will be set at that time. Mil rate to be determined.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt the following estimated revenues and appropriations from fund balance in support of the general fund budget for the fiscal year commencing July 1, 2022 and ending June 30, 2023:

City Estimated Revenues:

Other Non-Property Tax Revenue:	\$ 9,626,065
State Revenue Sharing:	\$ 4,125,000
Homestead:	\$ 1,043,610
BETE:	\$ 372,838
TOTAL ESTIMATED REVENUES AND APPROPRIATIONS:	\$ 15,167,513

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Whiting to grant the first reading of the budget order.

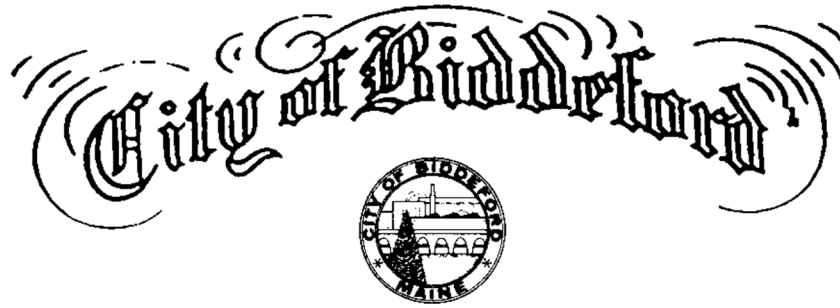
Motion by Councilor Belanger, seconded by Councilor Clearwater to amend to reduce Finance Revenue (24150) by \$28,086 for contract administrative services.

Vote: Unanimous.

For revised numbers:

Other Non-Property Tax Revenue:	\$ 9,597,969
State Revenue Sharing:	\$ 4,125,000
Homestead:	\$ 1,043,610
BETE:	\$ 372,838
TOTAL ESTIMATED REVENUES AND APPROPRIATIONS:	\$ 15,139,417

Vote on first reading, as amended: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

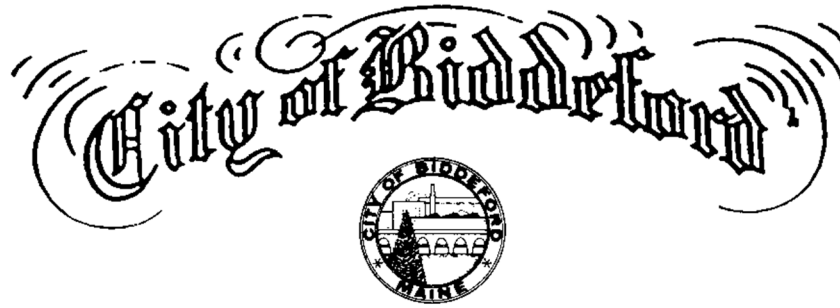
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum o, f **\$238,780** for the Biddeford Airport comprised of \$238,780 for the AIRPORT OPERATIONS FUND and \$0 in reimbursable grant expenses for the AIRPORT REIMBURSABLE IMPROVEMENT FUND for the fiscal year commencing on July 1, 2022 and ending June 30, 2023, and

BE IT FURTHER ORDERED, that estimated revenues to the Biddeford Airport Fund in the sum of **\$547,770** comprised of \$547,770 for the AIPORT OPERTIONS FUND and \$0 for the AIRPORT REIMBURSABLE IMPROVEMENT FUND be hereby adopted in support of the Biddeford Airport appropriation.

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

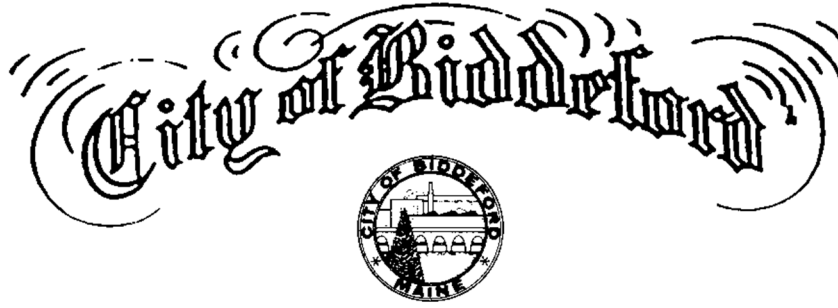
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$1,557,000** for the AMBULANCE FUND for the fiscal year commencing on July 1, 2022 and ending June 30, 2023 and

BE IT FURTHER ORDERED, that the sum of **\$1,425,000** in estimated revenues to the Ambulance Fund be hereby adopted in support of the Ambulance Fund appropriation.

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL..MAY 10, 2022

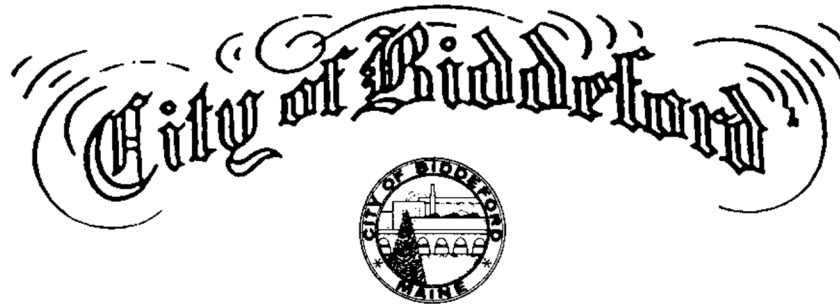
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$438,001** for the CDBG PROGRAM FUND for the fiscal year commencing on July 1, 2022 and ending June 30, 2023 and

BE IT FURTHER ORDERED, that the sum of **\$439,734** in estimated revenues to the CDBG PROGRAM FUND be hereby adopted in support of the CDBG Program appropriation.

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

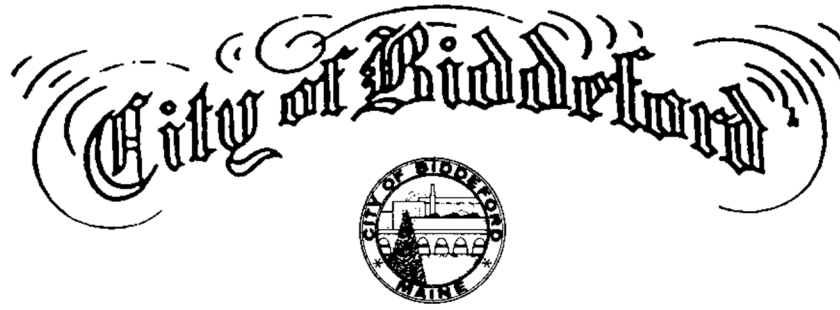
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$41,200** for the MOORING FEES FUND for the fiscal year commencing on July 1, 2022 and ending June 30, 2023 and

BE IT FURTHER ORDERED, that the sum of **\$41,200** in estimated revenues to the Mooring Fees Fund be hereby adopted in support of the Mooring Fees Fund appropriation.

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

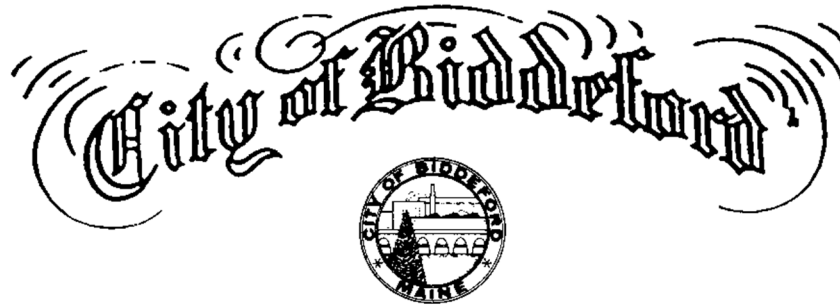
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$175,705** for the POOL BEACH PERMITS FUND for the fiscal year commencing on July 1, 2022 and ending June 30, 2023, and

BE IT FURTHER ORDERED, that the sum of **\$176,750** in estimated revenues to the Pool Beach Permits Fund be hereby adopted in support of the Pool Beach Permits Fund appropriation.

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL.. MAY 10, 2022

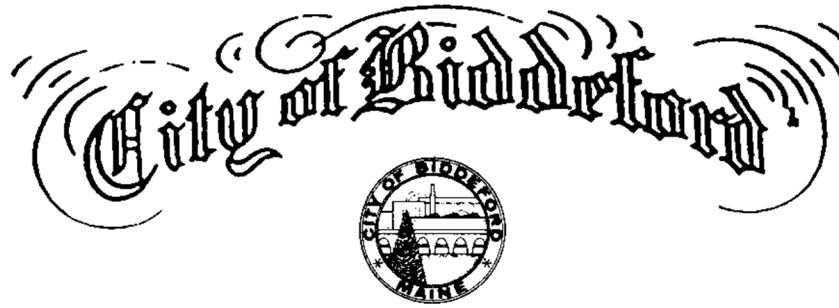
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$796,024** for the RECREATION PROGRAMS FUND for the fiscal year commencing on July 1, 2022 and ending June 30, 2023, and

BE IT FURTHER ORDERED, that the sum of **\$796,024** in estimated revenues to the Recreation Programs Fund be hereby adopted in support of the Recreation Programs Fund appropriation.

May 17, 2022

Motion by Councilor Belanger, seconded by Councilor Clearwater to grant the first reading of the budget order.

Vote: Unanimous.



2022

IN BOARD OF CITY COUNCIL...MAY 10, 2022

BE IT ORDERED, that the City Council of the City of Biddeford does hereby accept the recommendation of the Budget Committee for expenses within the SEWER OPERATIONS FUND for the fiscal year commencing July 1, 2022 and ending June 30, 2023, and detailed as follows:

Sewer Operations:	\$3,508,595
Industrial Pretreatment:	\$ 42,160
Maintenance:	\$ 1,150,876
Depreciation:	<u>\$1,146,380</u>
Total	\$5,848,011

BE IT FURTHER ORDERED, City Council of the City of Biddeford does hereby accept the recommendation of the Budget Committee for revenues within the SEWER OPERATIONS FUND for the fiscal year commencing July 1, 2022 and ending June 30, 2023, and detailed as follows:

Sewer User Fees	\$3,700,000
Other Revenue	\$ 135,569
Transfer from General Fund	<u>\$ 600,000</u>
Total	\$4,435,569

May 17, 2022

Motion by Councilor Clearwater, seconded by Councilor Whiting to approve the Sewer Operations Fund as recommended by the Budget Committee, with the following amendments:

- 35102-60605
 - Main Street Separation – reduction of \$60,000 (\$150,000 down to \$90,000)
 - Master Plan Update – reduction of \$45,000 (\$100,000 down to \$55,000)
 - Catch Basin Removal – reduction of \$35,000 (\$100,000 down to \$65,000)
- 35104-60313
 - Sewer Rehab – reduction of \$100,000 (from \$100,000 down to \$0.00)
 - Sewer Cleaning Services – reduction of \$10,000 (from \$50,000 down to \$40,000)
- 35105-60342
 - PFAS Fee – reduction of \$24,750; legislation did not pass (from \$24,750 down to \$0.00)

To further amend to establish a reserve account for sewer rehabilitation projects in the amount of \$100,000 to be replenished annually by the amount expended in the previous fiscal year.

Editing Note: The impact of the proposed amendments on the estimated expenses and revenues is reflected as:

Expenses

Sewer Operations (35102 & 35105):	\$3,343,845
Industrial Pretreatment (35103):	\$ 42,160
Maintenance (35104):	\$ 1,040,876
Depreciation:	<u>\$ 1,146,380</u>
Total	\$5,573,261

Revenues

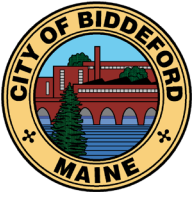
Sewer User Fees	\$3,700,000
Other Revenue	\$ 135,569
Transfer from General Fund	<u>\$ 600,000</u>
Total	\$4,435,569

Vote on the amendments: Unanimous.

Motion by Councilor Clearwater, seconded by Councilor Mills to adopt Statement 8, as is; and Statement 9 with \$100,000 less in the cash position.

Vote: Unanimous.

City of Biddeford, Maine



The Office of
Chief Operating Officer
Brian S. Phinney

Email: brian.phinney@biddefordmaine.org

MEMORANDUM

TO:	Honorable City Council
FROM:	Brian S. Phinney, COO
DATE:	May 13, 2022
RE:	FY23 Budget – Wastewater Recommendations

As discussed in FY19 in preparation for the FY20 Budget, a significant issue had been identified in preparation for the FY20 annual financial audit. Certain expense and revenue had been historically recorded incorrectly with the error offsetting what would otherwise have been a noticeable change in the financial health of the fund. Since that time the Wastewater Fund has been reviewed through the accounting accrual/cash basis perspective as identified with each audit.

In FY22, the Wastewater Fund was evaluated within the budget preparation process in the typical gross budget format and using the accrual/cash basis. The FY23 budget relies solely on accrual/cash basis review consistent with the format required of the annual financial audit to ensure a balanced budget.

In order to ensure a positive cash position, additional reductions are proposed for FY23. Attached you will find representative copies of so-called Schedule 8 and Schedule 9 found in the annual audit. The schedules have been modified by Nichole to project the accrual and cash position based on FY23 expenses and revenues. At the bottom of Schedule 8, you will see a change in net position of -\$164,941 on an accrual basis. At the bottom of Schedule 9, you will see an increase of \$14,071 on a cash basis with the projected ending cash position of \$395,428, trending well into positive territory.

The specific recommended changes include:

- 35102-60605
 - Main Street Separation – reduction of \$60,000 (\$150,000 down to \$90,000)
 - Master Plan Update – reduction of \$45,000 (\$100,000 down to \$55,000)
 - Catch Basin Removal – reduction of \$35,000 (\$100,000 down to \$65,000)
- 35104-60313:
 - Sewer Rehab – reduction of \$100,000 (from \$100,000 down to \$0.00)
 - Sewer Cleaning Services – reduction of \$10,000 (from \$50,000 down to \$40,000)
- 35105-60342:
 - PFAS Fee – reduction of \$24,750; legislation did not pass (from \$24,750 down to \$0.00)
- The Sewer Rehab reduction is removed as noted above; however, the intent is to establish a reserve account for sewer rehabilitation projects in the amount of \$100,000 to be replenished annually by the amount expended in the previous fiscal year.

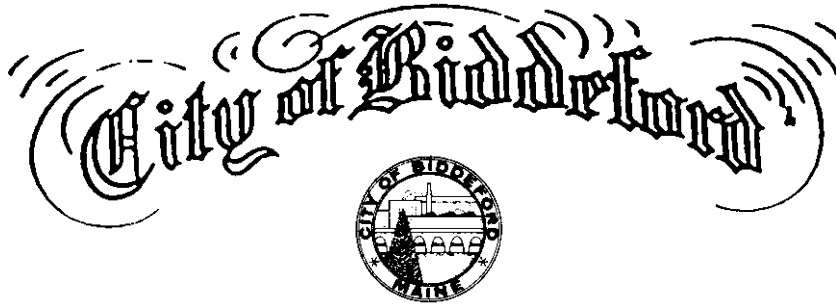
Please note that only the 35104-60313 and 35105-60342 changes affected net position, as the reduction in 35102-60605 is all reflected in the number for capital, which is only shown in the cash-basis statement.

CITY OF BIDEEDFORD, MAINE
Revenues, Expenses and Change in Net Position - Statement 8 Revised
Wastewater Fund

	FY2021 Audit - Actual Accrual Basis	FY2022 Projected Accrual Basis	FY2023		
			Dept Head	Cash Basis	City Council Rec
Operating revenues:					
Charges for services	\$ 3,859,331	3,573,041	3,741,269	3,741,269	3,741,269
Intergovernmental / ARPA		1,678,610			
Other	92,165	116,508	94,300	94,300	94,300
Totoal Operating Revenues	3,951,496	5,368,159	3,835,569	3,835,569	3,835,569
Operating Expenses					
Personnel Services	1,403,506	1,457,741	1,569,862	1,569,862	1,569,862
Contract Services	139,653	90,284	151,365	151,365	151,365
Supplies, maintenance and repairs	701,392	576,144	837,558	727,558	727,558
Insurance	56,685	56,937	60,560	60,560	60,560
Utilities	242,035	234,977	332,760	332,760	332,760
Other	431,058	195,325	324,804	300,054	300,054
Depreciation	1,118,464	1,144,272	1,146,380	1,146,380	1,146,380
Total Operating Expenses	4,092,793	3,755,680	4,423,290	4,288,539	4,288,539
Operating Income (loss)	(141,297)	1,612,479	(587,721)	(452,970)	(452,970)
Non-operating Expense:					
Interest expense	(131,397)	(103,670)	(100,497)	(100,497)	(100,497)
Total Non-operating Expense	(131,397)	(103,670)	(100,497)	(100,497)	(100,497)
Net Income (Loss) Before Transfers and Contributions	(272,694)	1,508,809	(688,218)	(553,467)	(553,467)
Transfers and Contributions					
Transfers - in	600,000	600,000	600,000	600,000	600,000
Transfers - out	(193,617)	(211,474)	(211,474)	(211,474)	(211,474)
Contributed assets					
Total Transfers	406,383	388,526	388,526	388,526	388,526
Change in Net Position	133,689	1,897,335	(299,692)	(164,941)	(164,941)
Net Position, Beginning	20,085,691	20,219,380	22,116,715	22,116,715	22,116,715
Net Position Ending	20,219,380	22,116,715	21,817,023	21,951,774	21,951,774

CITY OF BIDDEFORD, MAINE
Statement of Cash Flow - Statement 9 Revised
Wastewater Fund

	FY2021 Audit	FY22 Projected	FY2023		
			Dept Head	City Manager	City Council Rec
Cash flows from operating activities:					
Receipts from customers and users	4,074,291	3,689,549	3,835,569	3,835,569	3,835,569
Receipts from other governments	-	1,678,610	-		
Payments to suppliers and service providers	(1,574,711)	(1,153,667)	(1,707,047)	(1,572,297)	(1,572,297)
Payments to employees for salaries and benefits	(1,403,506)	(1,457,741)	(1,569,862)	(1,569,862)	(1,569,862)
Net cash provided by (used in) operating activities	1,096,074	2,756,751	558,659	693,410	693,410
Cash flows from noncapital financing activities:					
Transfers to other funds	(193,617)	(211,474)	(211,474)	(211,474)	(211,474)
Transfers from other funds	600,000	600,000	600,000	600,000	600,000
Principal Payments Received on Notes Receivable	5,382	5,382	5,382	5,382	5,382
Increase (Decrease) in interfund loans		-	-	-	-
Net cash provided by (used in) noncapital financing activities	411,765	393,908	393,908	393,908	393,908
Cash flows from capital and related financing activities:					
Acquisition and construction of capital assets	(76,231)	(561,500)	(421,500)	(421,500)	(421,500)
Principal paid on capital debt	(630,296)	(551,250)	(551,250)	(551,250)	(551,250)
Interest paid on capital debt	(135,815)	(103,670)	(100,497)	(100,497)	(100,497)
Net cash used in capital and related financing activities	(842,342)	(1,216,420)	(1,073,247)	(1,073,247)	(1,073,247)
Net increase (decrease) in cash and cash equivalents (due to/from GF)	665,497	1,934,239	(120,680)	14,071	14,071
Interfund balance - general fund, beginning	(2,218,379)	(1,552,882)	381,357	381,357	381,357
Cash and cash equivalents, ending	(1,552,882)	381,357	260,677	395,428	395,428



2022.41

IN BOARD OF CITY COUNCIL..MAY 19, 2022

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve crack sealing work on the Aeration Basins at the Wastewater Treatment Plant to be completed by Apex Construction, Inc., in an amount not to exceed \$32,405.00. Funding for this project will be from Bond proceeds.

NOTE: Apex Construction, Inc. was originally awarded the contract for Aeration Basin painting in February 2022.



City Council

Meeting Date: 5/19/2022

Meeting Time: 6:00 PM

Agenda Item No: 2022.41

Item Description: Approval/Aeration Basin Crack Sealing at Waste Water Plant

Submitted by: Jeff Demers - Public Works Director/Waste Water

Supporting Information/Documentation:

Aeration pictures

Executive Summary:

Approval to completely finish the Wastewater Treatment Plant Aeration basins epoxy compound.

Detailed Review:

The Wastewater Treatment Plant Aeration basins were built as part of the original plant in 1965 and are in need of concrete repairs and a new coat of epoxy paint. These tanks are the primary source of treatment for all of Biddeford's wastewater and need to be repaired to maintain good working order. Waste Water staff did an RFP for contractors on November 10, 2020. Three contractors supplied bid packets with pricing. On 2/15/22 City Council approved spending \$36,775 to paint the two bioreactors (aeration basins), knowing that this would also involve extensive concrete repairs that would surface as the tanks were pumped down and pressure washed. This part of the inspection has been completed. It is worth noting that these tanks are part of the original treatment plant that was built in 1962 and have not been repaired since. Once the surfaces above the water had been cleaned and assessed an additional \$18,195 was approved to repair the cracks and damaged concrete that was visible without pumping down the tanks.

Now that the tanks have been drained and pressured washed below the water level, additional cracks and damage for one tank have been discovered. Please see the attached pictures. The full extent is as follows:

40 ft (epoxy) injection @ \$92/ LF = \$3,680

250 ft crack sealant (caulking) @ \$23/ LF = \$5,750

25 SF > 2" repair @ \$139/ SF = \$3,475

200 SF skim coat max ½" depth @ \$30 = \$6,000 (not to be confused with <2" spall repair for areas greater than ½" skim coat thickness)

The total to repair all damaged concrete in tank 1 is \$18,905.

It is the recommendation of the Public works director that an additional \$18,905.00 is approved to remedy the structure issues that have been discovered. Once these repairs have been made, bioreactor #1 will be in excellent shape and should not require any further work other than general preventive maintenance for decades to come. It is also recommended that an additional \$13,500 be funded to completely finish A/B #2. Once these repairs have been made, bioreactor #2 will be in excellent shape and should not require any further work other than general preventive maintenance for decades to come.

Funding Source:

The final repairs of this project will be funded from the Bond proceeds.

Staff Recommendation:

The cost to have the epoxy injected into the cracks is additional \$18,905.00 for A/B #1 and an additional \$13,500 to totally Finish A/B #2. Total cost for the A/B repairs are an additional \$32,405.00. Staff recommends updating the approval for Apex Construction to perform these added repairs.

Staff appreciates the finance committee working with us through this step by step process.

