

City of Biddeford
Budget Book
May 03, 2019 2:00 PM Council Chambers

General Government

General Government

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FY20 Budget

July 1, 2019 to June 30, 2020



Agenda

- Dramatic Changes In Community
- Reminder of Fiscal Stewardship of Elected Leadership
- Overview of Budgetary Pressures
 - Old Unresolved Issues
 - New Emerging Issues
- Significant Challenges In Budget
- The \$3.2 Million WWTP Receivable (created over 10 plus years)
- Impact on Property Tax Rate & Median Home
- Governor's Budget Impact and Summary





Community Is Changing

The 2014 Projections Were Wrong:
More Specifically Made Wrong

In 2014, the experts predicted:

- A declining population; 6% by 2030
- Falling home prices
- An accelerating tax burden that will out pace neighboring communities
- Business closures
- Increasingly older population
- Continuing increase in poverty
- Challenges with the old housing stock



Charting A Different Course

Community Created A New Vision:

Elected Leadership Made Tough Decisions To Support Vision

- Heart and Soul Process
- Historical Decision to Eliminate Trash Incinerator
- Made Investments To Encourage Investment

Results

PROJECTIONS

- A declining population; 6% by 2030
- Falling home prices
- An accelerating tax burden that will out pace neighboring communities

ACTUAL

- Population increasing; now at 21,488
- Increasing home prices;
 - MaineBiz rated Biddeford #3 hottest in 2018; 9.19% increase in value
 - Between 2008 to 2015, median SF home lost 16.12% in value against neighboring communities—since 2015 to 2018, the MSFH has increased 6.61% more than same communities
- On median single family home, taxes are \$34.42 less than 6 years ago

Results

PROJECTIONS

- Business closures
- Increasingly older population
- Continuing increase in poverty
- Challenges with the old housing stock

ACTUAL

- Business increase by 6%; employing 1,100 extra workers at 10% higher wages
- Youngest median age community in Maine; drop of 4.4 years since 2010; downtown census tract is now 29.3 vs 34.9 in 2010
- Poverty still high but is declining; incomes in downtown rapidly increasing
- 171 new SF homes; 242 new multi units and 177 rehab multi units



Very Different Challenges

Requires Different Mindset of City

- Rental rates increasing rapidly
 - 56.3% in 3 years 2015-2018
- 20% of residents have moved in last year (2017)
- Very different homeless issue is emerging
- Evictions on the rise; some estimates have City at highest in country in 2016 (4.25%)
- Yet, GA costs are decreasing, but cases are more difficult



The Long Game

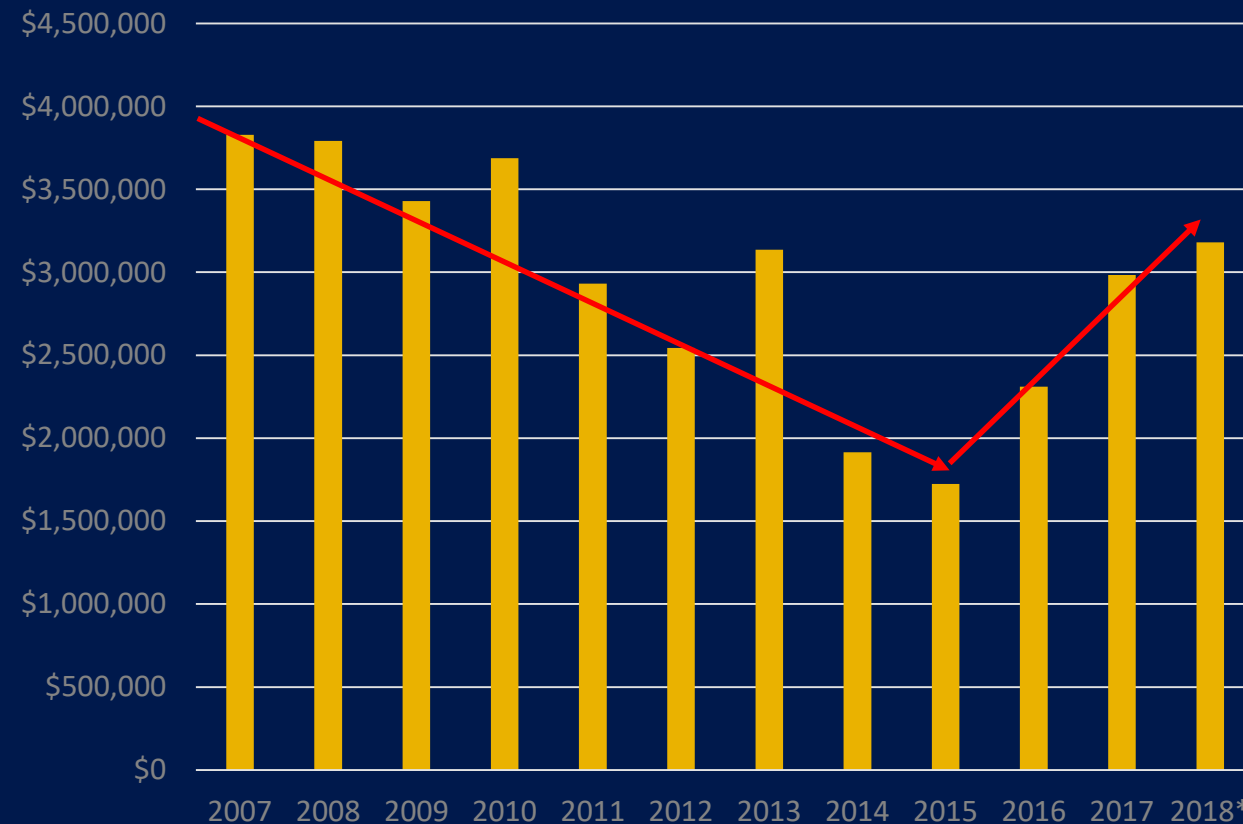
Elected Leadership Turning the Financial Ship Around

- Increasing the Fund Balance
- Decreasing Unfunded Liabilities
- Using Current Taxes to Fund CIP
- Phasing Out of Unparalleled Benefits
- Be Lean But Still Deliver Services



The Long Game

- Increasing fund balance

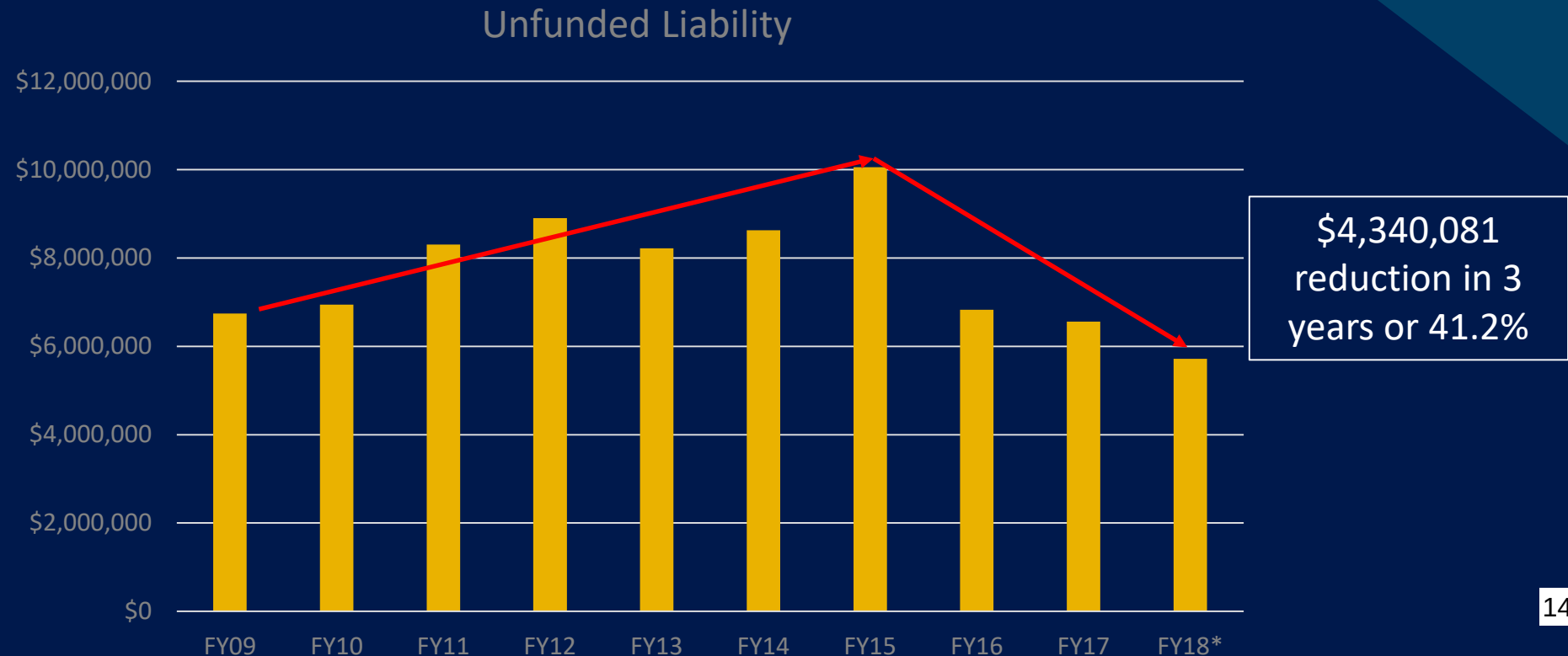


\$1,456,249
increase in 3
years; 84.5%

*adjusted to correct lease timing issue

The Long Game

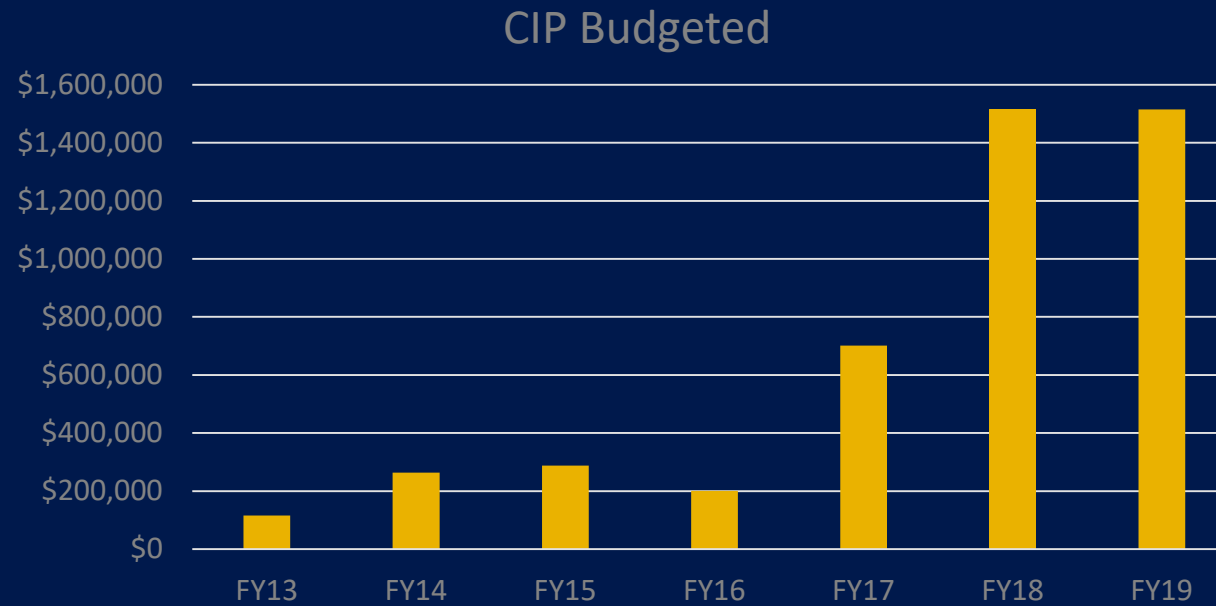
- Decrease unfunded liabilities



*adjusted to same GASB standard

The Long Game

- Increase spending on capital annually



The Long Game

- Unparalleled benefits: longevity bonus

Real Savings:

\$80,881.67 one time

\$4,102.01 annually

plus compounding of wage increases

In 2016:

Unfunded liability	\$483,710.83*
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Annually increasing at	24,532.88*
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*Plus cost of wage increases

In 2020 if left unchanged:

Liability projection:	\$635,884.90
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Increasing annually	27,704.74
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Last payment this year	\$ 77,372.00
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The Long Game

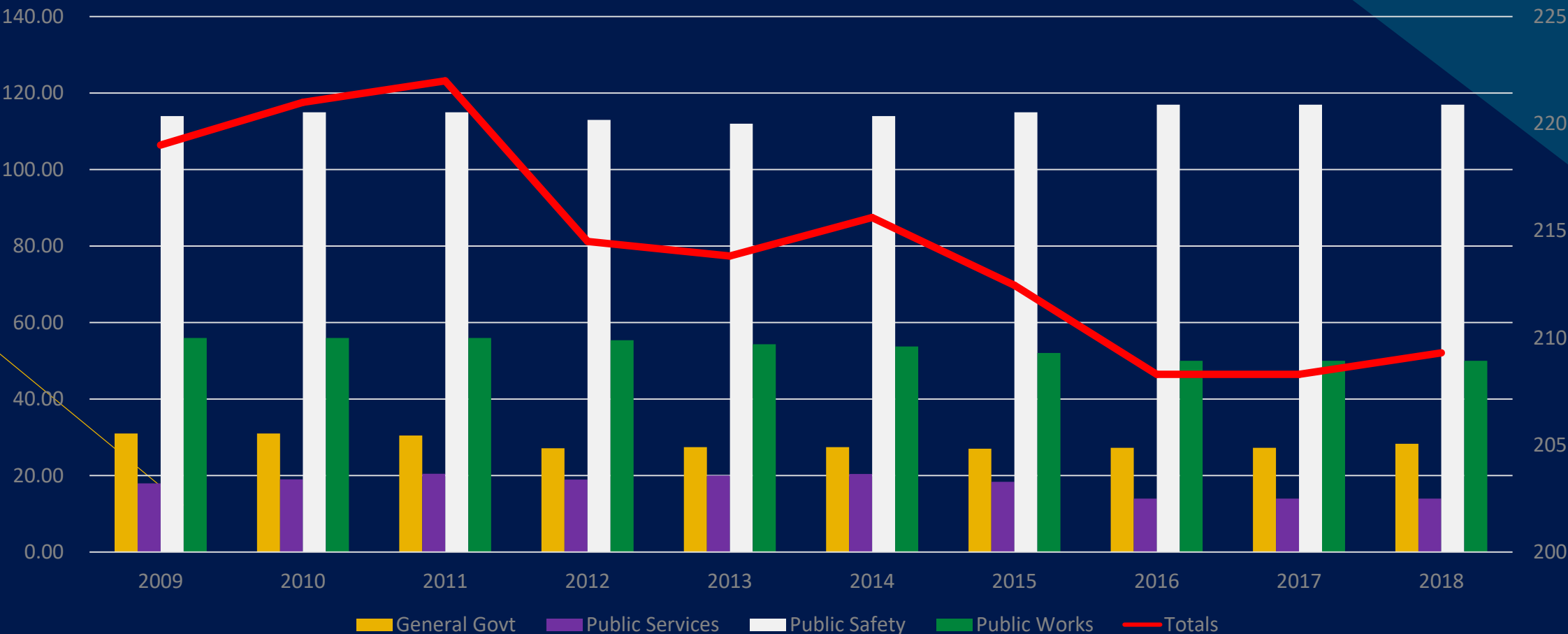
- Phasing out of unparalleled benefits

Elimination of 100% payout of sick time
Reduced vacation buy back

\$110,000 annual savings
\$ 35,000 annual savings



Change in Full Time Employment



What Hasn't Changed Since FY19?

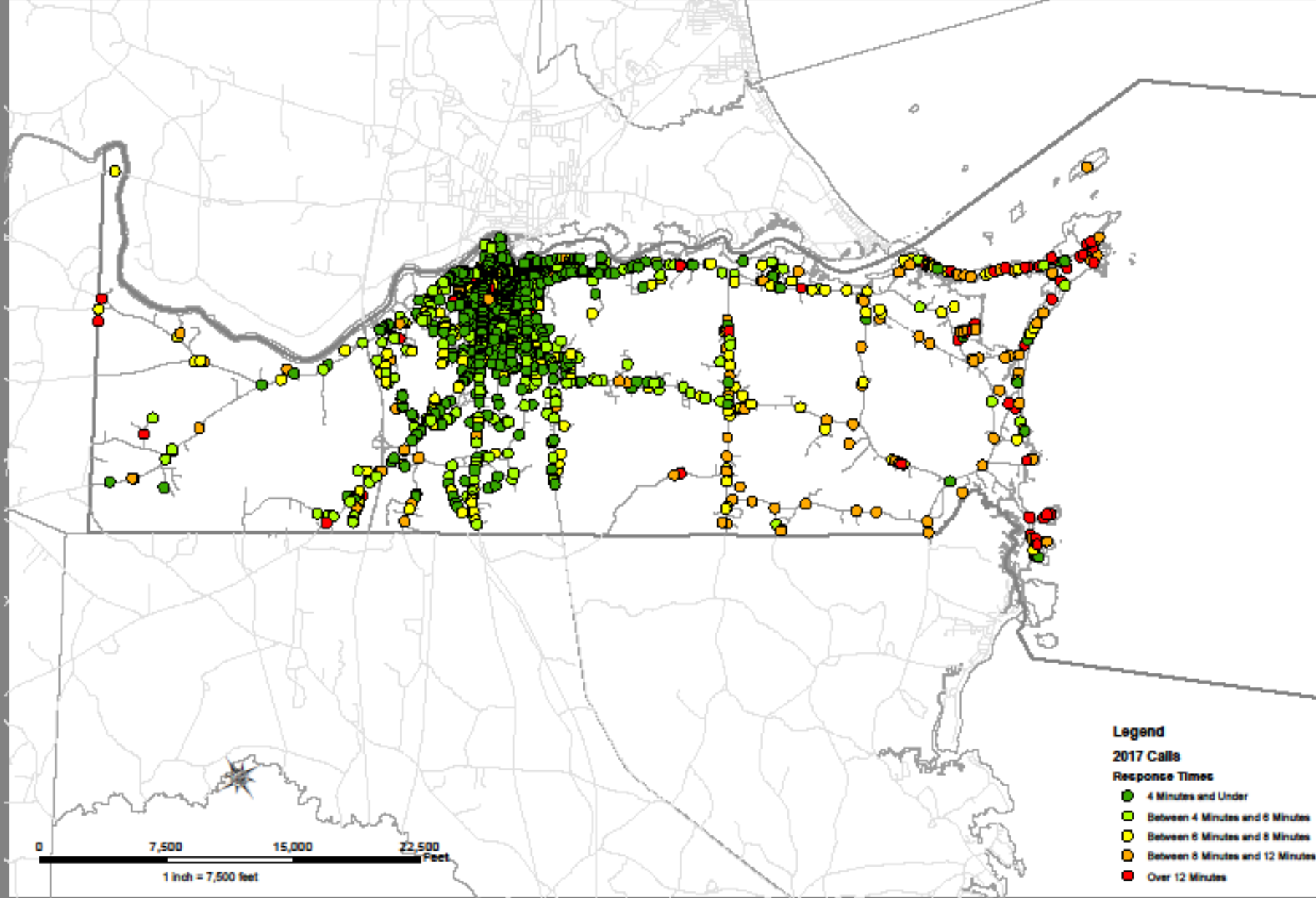
What Has Changed Since FY19?

Not Change Since FY19

- More CIP funding needed
 - Estimate that \$2,500,000 should be target for annual appropriation
- Demand for 3rd ambulance and response time issues
- HR Demands
- Use of one-time sources of funds

Changed Since FY19

- Labor market, especially public safety
- Increase in minimum wage and impact on recreation programs/hiring
- Recycling contamination issue; world wide challenge
- Reversal of decade of revenue sharing raids
- Conservative estimates on some non-property tax revenues because of concern about national/state economy
- New challenges facing community



The City of Biddeford, Maine
Technologies Department - GIS Mapping
205 Main Street - P.O. Box 500 - Biddeford, Maine 04005-0500
Tel. 207-671-0660 - Email gis@biddefordmaine.org

2017 Fire Department Response Times

EMS Response Times 2017



Waste Water Enterprise Fund (Sewer Bill)

- FY15 Audit showed \$4,642,948 internal loan from City GF to WWTP
- January 20, 2017 Moody's Credit Opinion noted the large receivable as a 'credit challenge'
- The adopted 2018-2019 goals included staff making recommendations on this item.
- FY18 audit shows a reduction in the receivable by \$1,365,332 over 3 years; current balance is \$3,277,616

\$4,642,948 in FY15

\$3,277,616 in FY18

\$1,365,332 reduction

What Is The Cause?

Long History of Over Projecting Revenues

- WWTP bill is based on units of water used
- Units are provided by the two water districts
- Total units provided included;
 - Number of units billed
 - Number of units credit
- Instead of deducting credits, it was added together causing a yearly shortage in revenues

Why Was It Not Understood

- Government Accounting Standard Board (GASB) dictates that WWTP funds be accounted for as enterprise (or private sector type accounting)
- City government recognizes all capital expenses in year of purchase
- Enterprise accounting does not; includes depreciation expense instead
- City has been budgeting WWTP like general fund instead of on a 'cash' basis
- The depreciation expense was masking the revenue shortfall



Impact on FY20 WWTP Budget

Current Year

- Prepare budget on cash bases-as enterprise fund
- Fix the revenue forecast to be done correctly-at current rate \$424,622 underfunded
- Designated carryforward WWTP unspent capital funds (FY18) \$3,203,809.71
 - Any funds spent from this account increases the receivable-so really no funds

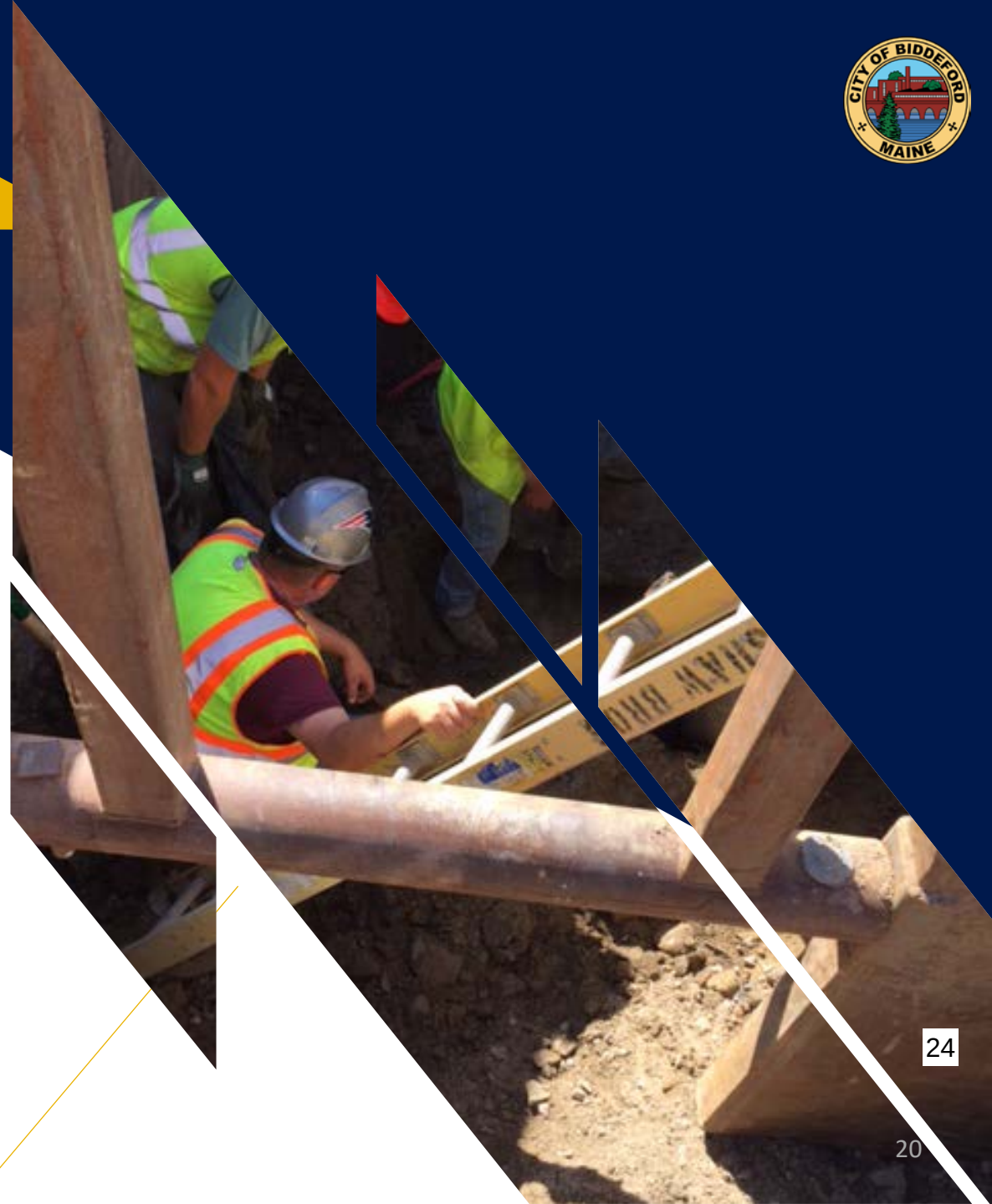
Long Term

- Need to plan to reduce the large receivable
 - Took 10 years to get here
- Need to replace the \$3,203,809.71 in capital funds to meet DEP/EPA projects
- Need to adopted balanced budget in FY20 plus some reduction of long term payable

The WWTP Plan

In FY20

- A 12.5% increase in rate balances the operating budget
 - Phase in by going 7.5% this year
 - Senior Citizen impact is \$15.24 a year
 - Family of four impact is \$84.52 a year
 - Additional 5% in FY21
- Authorize a \$4,000,000 CIP revenue bond in spring of 2020 to complete DEP-EPA projects
- Decrease CIP funding by \$202,000 for 10 years (from \$772,000 annually)
- We reduce payable in 7 to 10 years
- Stabilizes rate for next 5 to 7 years
- Will provide \$9,600,000 in CIP funds over 10 years; meets current expectations





Meeting the FY20 Budget Challenges

Items Included In Budget

- Wage adjustments
 - Public safety personnel
 - Minimum wage impacts
- Increase in CIP funding
 - \$200,000 additional-5 year increase to get to \$2,500,000
- Recycling contamination impact
- Increase in fire/EMS staffing
- Additional flexible help for new challenges and HR issues





Budget As Submitted

Only Municipal (No MRS increase;
No School or York County Tax Change

- Decrease in non-property tax revenues
 - \$539,783
- Increase in expenses
 - \$1,059,080
- Tax Commitment (Net Change)
 - \$1,548,387
- Tax Rate Impact
 - \$0.56 or 2.86%
 - Tax Rate of \$20.26





Revenue Sharing

Highlight Proposed Governor's Budget

- Required by law to be 5%; only been funded at 2%
- Required by law to be used to reduce the final tax levy
- Proposed budget increase to 2.5% in FY20 and 3.0% in FY21
- Projected \$350,000 in new tax relief for Biddeford of \$0.16
 - Would reduce the proposed increase by \$0.40
- Not included in the submitted budget





Other Items of Significance

Tax Rate Increase (as submitted)		\$0.56
Including Rev Sharing	(\$0.16)	\$0.40
Deal with recycling contamination \$150,000	(\$0.06)	\$0.34
Conservative estimate of increase value \$10,000,000 extra or \$200,000	(\$0.08)	\$0.26
Increase funding for CIP \$200,000	(\$0.08)	\$0.18

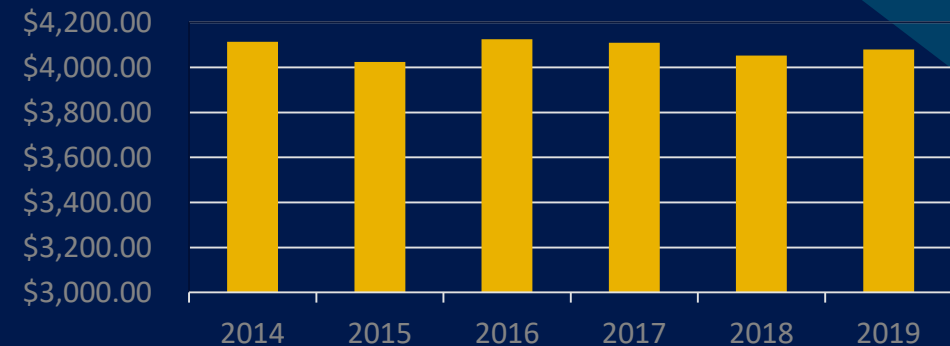
Impact on Median Home (With Homestead)

• 2014 Taxes	\$4,114.29
• 2015 Taxes	\$4,023.98
• 2016 Taxes	\$4,125.69
• 2017 Taxes	\$4,109.03
• 2018 Taxes	\$4,052.13
• 2019 Taxes	\$4,079.87

\$34.42 decrease
compared to
2014 bill

Applying additional revenue sharing
2020 taxes \$4,162.72
\$48.43 increase over 7 years ago

Tax Bill





Questions

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City of Biddeford, Maine
Tax Rate Comparision
FY2019 vs FY2020

	FY2019	City Manager FY2020
County Tax	\$1,284,424	\$1,284,424
Municipal Appropriation:		
Expenses	\$32,422,944	\$33,477,319
Less: Municipal Revenue Sharing	(\$1,425,000)	(\$1,480,000)
Other Non-Property Tax Revenue	<u>(\$7,964,047)</u>	<u>(\$7,424,264)</u>
Net Municipal Appropriation	\$23,033,897	\$24,573,055
TIF	\$1,491,218	\$1,491,218
Local Education Assessment	\$22,275,952	\$22,275,952
Overlay	<u>\$260,744</u>	<u>\$250,000</u>
Total Appropriation	\$48,346,235	\$49,874,649
Less: Other	<u>\$0</u>	<u>\$0</u>
Total Appropriation	\$48,346,235	\$49,874,649
Less: Homestead	(\$820,824)	(\$835,415)
BETE	<u>(\$394,859)</u>	<u>(\$365,000)</u>
(these included in tax commitment)		
Tax Commitment	\$47,130,552	\$48,674,234
Total Taxable Value	\$2,392,413,800	\$2,402,413,800
Tax Rate	\$19.70	\$20.26

	City Manager FY2020	
	In \$	In %
County Tax	\$0	0.00%
Municipal Appropriation:		
Expenses	\$1,054,375	3.25%
Less: Municipal Revenue Sharing	\$55,000	-3.86%
Other Non-Property Tax Revenue	<u>(\$539,783)</u>	<u>6.78%</u>
Net Municipal Appropriation	\$1,539,158	6.68%
TIF	\$0	0.00%
Local Education Assessment	\$0	0.00%
Overlay	<u>(\$10,744)</u>	<u>-4.12%</u>
Total Appropriation	\$1,528,414	3.16%
Amount from surplus/reserves	<u>\$0</u>	<u>0.00%</u>
Total Appropriation	\$1,528,414	3.16%
Less: Homestead	\$14,591	1.78%
BETE	\$29,859	-7.56%
Tax Commitment	\$1,543,682	3.28%
Total Taxable Value	\$10,000,000	0.42%
Tax Rate	\$0.56	2.85%

City of Biddeford, Maine
FY2020

Budget: General Fund

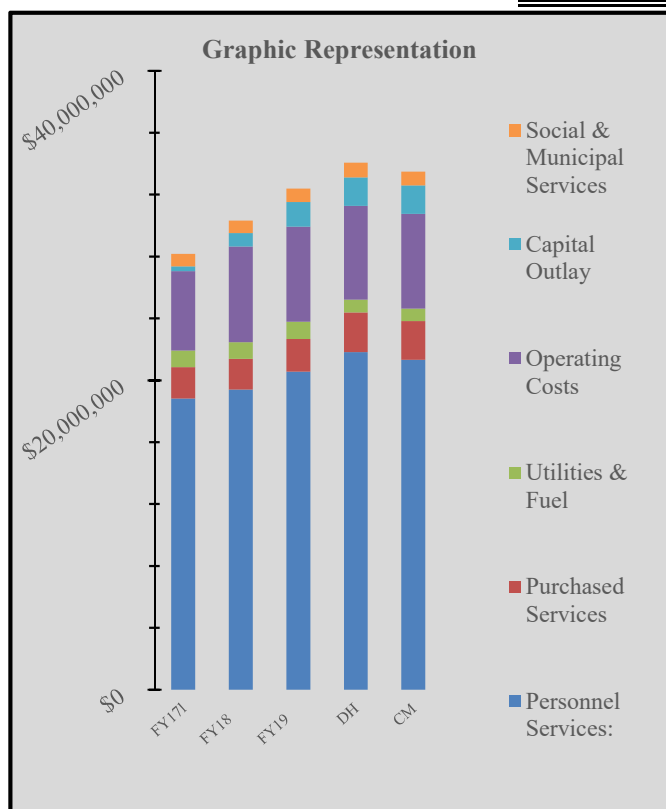
Account Number: 001 001

FY2020

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	Dept Head	Manager's Rec
Personnel Services:	\$18,804,589	\$19,698,075	\$19,381,982	\$20,541,048	\$11,338,285	\$21,812,604	\$21,305,545
Purchased Services	\$2,030,447	\$2,136,466	\$1,988,336	\$2,111,198	\$1,332,686	\$2,571,464	\$2,500,014
Utilities & Fuel	\$1,070,402	\$1,102,966	\$1,080,407	\$1,127,891	\$538,502	\$808,202	\$808,202
Operating Costs	\$5,131,153	\$6,084,001	\$6,185,958	\$6,138,448	\$3,429,995	\$6,065,695	\$6,123,195
Capital Outlay	\$322,476	\$1,796,820	\$870,174	\$1,592,751	\$410,198	\$1,845,547	\$1,845,547
Social & Municipal Services	\$795,517	\$800,480	\$796,887	\$869,817	\$641,267	\$948,108	\$894,817

TOTALS:

\$28,154,583 \$31,618,808 \$30,303,743 \$32,381,153 \$17,690,934 \$34,051,620 \$33,477,319



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$1,101,351
Workers Comp	\$521,160
Health Insurance	\$3,084,446
Retirement	\$1,461,854
Unemployment	\$15,000
Other Insurance	\$122,419
# of Full Time Employees	224.10

Total Fringe Benefit Impact \$6,306,231

	FY18 Budget	FY19 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$20,541,048	\$21,305,545	\$764,497	3.7%
Purchased Services	\$2,111,198	\$2,500,014	\$388,816	\$0
Utilities & Fuel	\$1,127,891	\$808,202	-\$319,689	\$0
Operating Costs	\$6,138,448	\$6,123,195	-\$15,253	-0.2%
Capital Outlay	\$1,592,751	\$1,845,547	\$252,796	\$0
Social & Municipal Services	\$869,817	\$894,817	\$25,000	\$0
TOTALS:	\$32,381,153	\$33,477,319	\$1,096,166	3.4%

FY2018 Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY2020	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$1,143,459	\$1,191,130	\$1,211,938	\$1,214,932	\$705,371	\$1,230,940	\$1,230,940
60102	Mid Mgmt Hrly Employee Wage	\$1,435,141	\$1,550,576	\$1,588,044	\$1,433,962	\$815,127	\$1,468,590	\$1,468,590
60105	F-T Employee Wage Exp	\$8,754,549	\$9,193,116	\$8,920,397	\$9,642,397	\$5,330,356	\$10,257,863	\$9,996,638
60106	P-T Employee Wage Exp	\$189,898	\$202,571	\$166,769	\$200,687	\$87,063	\$147,997	\$161,151
60107	Temp/Seasonal Emp Wage Exp	\$160,757	\$171,611	\$156,308	\$227,734	\$115,797	\$223,158	\$220,718
60111	Overtime Wage Expense	\$943,220	\$677,864	\$937,813	\$752,936	\$560,710	\$873,183	\$826,115
60112	Extra Holiday Pay Exp	\$181,493	\$195,500	\$113,528	\$216,052	\$102,911	\$198,518	\$183,224
60121	Annual Stipend Pay Expense	\$14,665	\$14,700	\$14,625	\$10,800	\$6,150	\$10,800	\$10,800
60123	Car Allowance Expense	\$5,848	\$5,730	\$5,781	\$5,835	\$2,917	\$6,185	\$6,185
60127	Health Club Dues	\$1,320	\$1,560	\$1,900	\$1,560	\$360	\$1,560	\$1,560
60129	Insurance Buyout Pay	\$16,525	\$17,500	\$18,375	\$21,500	\$10,375	\$15,800	\$15,800
60201	FICA/Medicare-ER Share Exp	\$925,316	\$1,020,962	\$968,314	\$1,055,089	\$580,660	\$1,130,942	\$1,101,351
60202	MPERS-Employer Share Exp	\$1,105,937	\$1,222,512	\$1,207,656	\$1,304,018	\$736,789	\$1,354,819	\$1,313,514
60203	457 Plan-Employer Share Exp	\$97,640	\$144,937	\$100,244	\$106,487	\$76,171	\$149,468	\$148,340
60210	HPHC Ins Employer Share Exp	\$1,221,168	\$1,306,012	\$1,203,236	\$1,483,335	\$643,885	\$1,506,612	\$1,463,657
60211	NNEBT Ins Employer Share Exp	\$1,604,877	\$1,713,568	\$1,691,492	\$1,741,881	\$987,221	\$1,941,351	\$1,902,678
60212	S-T Disability ER Share Exp	\$7,930	\$8,513	\$8,104	\$9,506	\$4,587	\$10,280	\$9,809
60213	L-T Disability ER Share Exp	\$7,379	\$8,965	\$7,881	\$7,767	\$4,280	\$8,030	\$7,910
60214	Retiree Health Premiums Expens	\$185,265	\$178,313	\$192,199	\$185,000	\$85,898	\$176,772	\$176,772
60216	Delta Dental ER Share	\$27	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$79,211	\$100,347	\$98,556	\$102,557	\$57,852	\$110,159	\$104,699
60230	Clothing/Uniforms Expense	\$131,887	\$141,900	\$172,564	\$151,575	\$93,313	\$185,425	\$176,225
60251	Conferences/Training Expense	\$57,638	\$51,365	\$46,200	\$67,560	\$21,285	\$91,638	\$97,138
60252	Travel/Mileage Expense	\$21,448	\$26,653	\$25,751	\$27,847	\$14,008	\$24,076	\$24,076
60253	Food/Lodging Expense	\$10,333	\$13,600	\$11,752	\$17,025	\$8,487	\$10,875	\$10,875
60256	Dues/Memberships Expense	\$37,793	\$42,414	\$42,376	\$43,339	\$20,175	\$59,283	\$59,233
60257	Professional License Fees Exp	\$10,668	\$20,156	\$14,630	\$11,810	\$16,638	\$21,310	\$21,310
60258	Hiring Costs/EE Testing Exp	\$4,934	\$6,000	\$4,781	\$6,875	\$3,243	\$12,625	\$10,875
60259	Unemployment Comp Exp	\$0	\$15,000	\$7,316	\$15,000	\$0	\$15,000	\$15,000
60260	MPERS IUUAL Credit Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$448,263	\$455,000	\$443,450	\$475,982	\$246,656	\$550,146	\$521,160
COLLE	College Reimbursement	\$0	\$0	\$0	\$0	\$0	\$19,200	\$19,200
Totals		\$18,804,589	\$19,698,075	\$19,381,982	\$20,541,048	\$11,338,285	\$21,812,604	\$21,305,545
		66.8%	62.3%	64.0%	63.4%	64.1%	64.1%	63.6%

FY2018 Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY2020	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$90,081	\$105,000	\$83,882	\$90,000	\$71,173	\$85,800	\$85,800
60302	Audit Services Expense	\$39,173	\$38,818	\$34,020	\$38,000	\$33,280	\$35,000	\$35,000
60303	Appraisal Services Expense	\$0	\$500	\$0	\$500	\$4,000	\$500	\$500
60304	Registry of Deeds Fee Expense	\$14,157	\$12,100	\$5,322	\$10,600	\$6,462	\$10,600	\$10,600
60305	Computer Support/Service Exp	\$696	\$6,000	\$5,812	\$4,750	\$1,581	\$4,000	\$4,000
60306	Other Prof/Consult Srvs Exp	\$69,218	\$107,700	\$91,555	\$108,000	\$33,783	\$258,700	\$198,100
60308	Actuarial Expense	\$7,300	\$8,000	\$2,000	\$4,000	\$8,300	\$8,300	\$8,300
60310	Service Contracts Expense	\$177,304	\$212,058	\$205,783	\$199,201	\$125,539	\$211,461	\$211,461
60311	Operations Contracts Expense	\$391,691	\$399,606	\$397,091	\$405,591	\$203,040	\$544,785	\$544,785
60312	Temporary Contract Help Exp	\$20,955	\$25,000	\$16,210	\$25,000	\$10,000	\$25,000	\$25,000
60313	Construction Services Expense	\$102,844	\$50,000	\$39,406	\$47,500	\$20,929	\$69,974	\$59,124
60315	User License Expense	\$132,811	\$152,500	\$163,762	\$172,086	\$148,096	\$229,701	\$229,701
60317	Translation Expense	\$372	\$2,500	\$401	\$2,000	\$782	\$2,000	\$2,000
60319	Employee Assistance Program Exp	\$4,368	\$5,100	\$3,120	\$0	\$3,744	\$3,744	\$3,744
60320	Advertising	\$22,685	\$40,000	\$29,241	\$40,000	\$18,481	\$42,000	\$42,000
60322	UCC Expense	\$15	\$0	\$15	\$30	\$0	\$30	\$30
60325	Postage/Shipping Expense	\$40,107	\$34,750	\$30,421	\$36,150	\$18,547	\$36,014	\$36,014
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60331	Land/Building Lease Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60335	Hydrant Rental Expense	\$384,873	\$390,000	\$362,355	\$400,000	\$232,923	\$419,147	\$419,147
60340	Waste Tipping Fee Expense	\$255,965	\$271,665	\$284,658	\$277,500	\$158,862	\$323,194	\$323,194
60341	Non-Burnable Disposal Exp	\$34,103	\$18,500	\$10,399	\$18,500	\$8,895	\$16,500	\$16,500
60345	Rodent Control Expense	\$806	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
60346	Removal of Trees & Stumps	\$3,535	\$5,000	\$3,782	\$5,000	\$5,915	\$8,000	\$8,000
60365	Recreation Programs Expense	\$7,597	\$13,115	\$9,512	\$13,115	\$3,913	\$13,115	\$13,115
60371	General Insurance Expense	\$28,564	\$29,999	\$29,424	\$28,500	\$31,771	\$32,153	\$32,153
60372	Vehicle Insurance Expense	\$80,051	\$83,000	\$76,176	\$80,000	\$80,561	\$85,050	\$85,050
60373	Building/Boiler Insurance Exp	\$41,029	\$41,630	\$41,310	\$41,500	\$41,387	\$43,456	\$43,456
60377	Surety Bonds Expense	\$636	\$625	\$489	\$675	\$738	\$675	\$675
60379	Public Official Liab Insur Exp	\$31,129	\$32,300	\$30,714	\$32,000	\$31,637	\$33,219	\$33,219
60380	Police Prof Liab Insur Exp	\$48,382	\$50,000	\$31,478	\$30,000	\$28,346	\$28,346	\$28,346
Totals		\$2,030,447	\$2,136,466	\$1,988,336	\$2,111,198	\$1,332,686	\$2,571,464	\$2,500,014
		7.2%	6.8%	6.6%	6.5%	7.5%	7.6%	7.5%

FY2018 Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY2020	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$584,744	\$608,515	\$573,274	\$618,265	\$283,712	\$290,317	\$290,317
60401	Water Expense	\$12,084	\$15,971	\$13,627	\$14,215	\$10,791	\$16,038	\$16,038
60402	Phone/Celular/Paging Exp	\$89,196	\$96,050	\$100,111	\$95,609	\$50,147	\$95,957	\$95,957
60404	Sewer User Fee Expense	\$12,489	\$14,640	\$15,332	\$13,840	\$8,479	\$16,150	\$16,150
60405	Heating Fuel Expense	\$126,230	\$117,660	\$125,319	\$117,400	\$38,872	\$117,400	\$117,400
60406	Fiber/Internet Expense	\$25,929	\$28,463	\$28,886	\$28,400	\$16,500	\$28,400	\$28,400
60410	Diesel Fuel Expense	\$128,872	\$127,669	\$132,378	\$144,605	\$75,220	\$146,301	\$146,301
60411	Gasoline Expense	\$89,901	\$92,898	\$90,236	\$94,457	\$54,117	\$96,439	\$96,439
60412	Bottled Gas Expense	\$956	\$1,100	\$1,245	\$1,100	\$664	\$1,200	\$1,200
Totals		\$1,070,402	\$1,102,966	\$1,080,407	\$1,127,891	\$538,502	\$808,202	\$808,202
		3.8%	3.5%	3.6%	3.5%	3.0%	2.4%	2.4%

FY2018 Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY2020	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$165,524	\$156,200	\$167,456	\$181,950	\$86,652	\$173,995	\$173,995
60452	Operating Equip Repair Exp	\$228,344	\$212,000	\$212,975	\$221,450	\$81,959	\$268,950	\$268,950
60453	Vehicle Repair/Tires/Oil Exp	\$326,758	\$291,300	\$374,789	\$294,250	\$229,376	\$317,325	\$317,325
60454	Grounds Maint/Improve Exp	\$12,870	\$42,885	\$28,862	\$40,450	\$3,697	\$48,000	\$48,000
60457	Road Maint/Improve Non-Cap	\$63,807	\$70,000	\$56,155	\$70,000	\$41,577	\$70,000	\$70,000
60461	Repair/Maint-CommunsEquip	\$10,889	\$15,800	\$15,006	\$16,050	\$4,842	\$16,650	\$16,650
60462	Road Painting Expense	\$3,156	\$67,500	\$60,967	\$64,420	\$5,890	\$64,297	\$64,297
60463	Park Improvements/Amenities	\$0	\$49,997	\$0	\$0	\$0	\$0	\$0
60465	Fire Boat Repair/Maint	\$2,134	\$5,000	\$4,124	\$5,000	\$3,291	\$5,000	\$5,000
60500	Admin/Office Supp/Eqt Non-Cap	\$53,748	\$53,650	\$51,723	\$53,525	\$26,019	\$55,034	\$55,034
60501	Operating Supp/Eqt Non-Cap	\$160,474	\$147,040	\$150,728	\$155,575	\$146,167	\$203,225	\$260,725
60502	Printing & Copying Expense	\$41,892	\$57,905	\$47,486	\$57,350	\$22,276	\$58,154	\$58,154
60503	Road Salt Expense	\$208,017	\$195,000	\$237,314	\$202,500	\$124,455	\$210,200	\$210,200
60505	Construction Supplies	\$17,123	\$24,000	\$22,282	\$24,000	\$6,735	\$24,500	\$24,500
60506	Equipment/Small Tools-Non-cap	\$16,029	\$28,800	\$30,725	\$30,170	\$12,336	\$40,850	\$40,850
60507	Street Signs Expense	\$7,172	\$11,000	\$12,029	\$8,625	\$4,668	\$7,607	\$7,607
60508	Ambulance Supplies Non-Capital	\$46,339	\$52,500	\$53,287	\$62,221	\$15,320	\$62,221	\$62,221

60509 Cleaning Supplies Expense	\$21,068	\$22,000	\$22,296	\$21,850	\$9,299	\$21,400	\$21,400
60601 Building Construc/Repair Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60701 Bad Debt Expense	\$288,091	\$275,000	\$274,992	\$0	\$0	\$0	\$0
60703 Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60730 G.A. Electricity Expense	\$3,187	\$3,500	\$3,003	\$3,500	\$1,104	\$3,500	\$3,500
60731 G.A. Client Rent Expense	\$107,166	\$90,000	\$106,400	\$137,500	\$30,388	\$110,000	\$110,000
60732 G.A. Food/Grocery Expense	\$6,537	\$4,500	\$6,202	\$5,000	\$1,267	\$4,500	\$4,500
60734 G.A. Burials Expense	\$8,869	\$8,500	\$2,129	\$7,000	\$2,505	\$5,000	\$5,000
60736 G.A. Conveyance	\$124	\$50	\$0	\$50	\$0	\$0	\$0
60737 G.A. Telephone Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60738 G.A. Sewer User Fee Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60739 G.A. Heating Fuel Expense	\$345	\$1,000	\$525	\$1,000	\$0	\$1,000	\$1,000
60740 G.A. Bottled Gas Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60741 G.A. Miscellaneous Expense	\$2,782	\$2,500	\$1,814	\$0	\$0	\$0	\$0
60742 G.A. Water Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60743 G.A. Medical Expense	\$1,807	\$1,000	\$1,438	\$1,500	\$202	\$1,500	\$1,500
60750 Bond Principal Expense	\$1,136,957	\$1,646,424	\$1,645,894	\$1,526,803	\$926,509	\$1,433,619	\$1,433,619
60751 Bond Interest Expense	\$443,550	\$687,425	\$714,888	\$643,182	\$326,117	\$591,069	\$591,069
60754 Lease Principal Expense	\$533,932	\$546,229	\$605,433	\$544,219	\$275,210	\$672,948	\$672,948
60755 Lease Interest Expense	\$76,177	\$84,433	\$83,134	\$85,410	\$39,311	\$169,094	\$169,094
60795 Personnel Reserve	\$428,909	\$536,252	\$465,127	\$433,207	\$280,823	\$423,297	\$423,297
60794 Unallocated	\$0	(\$262,500)	\$0	\$0	\$0	\$0	\$0
60797 Miscellaneous Expense	\$32,239	\$31,975	\$51,644	\$34,175	\$46,864	\$77,625	\$77,625
60798 Contingency	\$0	\$250,000	\$0	\$531,380	\$0	\$250,000	\$250,000
60799 Transfer Out to Other Funds	\$675,136	\$675,136	\$675,136	\$675,136	\$675,136	\$675,136	\$675,136

Totals	\$5,131,153	\$6,084,001	\$6,185,958	\$6,138,448	\$3,429,995	\$6,065,695	\$6,123,195
	18.2%	19.2%	20.4%	19.0%	19.4%	17.8%	18.3%

FY2018 Capital Outlay

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY2020	
							Dept Head	Mgr's Rec
60601	Building Construc/Repair Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60603	Vehicles Purchase Capital	\$124,679	\$50,000	\$50,260	\$50,000	\$48,460	\$80,000	\$80,000
60604	Road Construc/Improve Cap	\$0	\$561,894	\$208,198	\$500,000	\$197,308	\$0	\$0
60904	City Hall Improvements	\$0	\$25,000	\$0	\$100,000	\$0	\$0	\$0
60905	Community Center	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000
60906	PW Facility Repairs	\$16,500	\$12,000	\$0	\$0	\$0	\$0	\$0
60907	IT Computer Hardware	\$1,655	\$51,600	\$31,594	\$66,467	\$8,075	\$0	\$0
60908	GIS System	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60910	Rotary Park Beach Imp	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
60911	Doiron Field Equip. Room Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60912	St Louis Field Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60913	Communication Equipment	\$0	\$25,000	\$18,002	\$0	\$0	\$0	\$0
60922	Clifford Park Improvements	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0
60923	Tennis Court Repair	\$0	\$0	\$0	\$18,500	\$0	\$0	\$0
60925	PW Equipment Lease	\$0	\$84,000	\$78,000	\$348,047	\$29,592	\$0	\$0
60926	Telephone System	\$0	\$13,021	\$7,106	\$0	\$0	\$0	\$0
60927	Martel Field Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60936	FD Building Improvement	\$0	\$95,500	\$12,679	\$0	\$0	\$0	\$0
60940	May Field Imp	\$0	\$0	\$0	\$4,500	\$0	\$0	\$0
60942	PW Salt Shed Roof	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
60944	Field & Lining Equip/Improves	\$4,751	\$0	\$0	\$0	\$0	\$0	\$0
60948	Underground Fuel Tanks Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60950	Rotary Park Security Gate	\$0	\$90,000	\$135,714	\$18,500	\$0	\$0	\$0
60958	Comprehensive Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60962	Election Equipment	\$19,956	\$0	\$0	\$2,500	\$0	\$0	\$0
60963	Software	\$94,225	\$0	\$0	\$20,000	\$99,287	\$0	\$0
60964	McArthur Library Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60965	Fire Suppression	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60966	EMS Monitor, Stretcher & Other	\$15,000	\$0	\$38,662	\$0	\$0	\$0	\$0
60967	Turnout Gear	\$9,600	\$0	\$0	\$0	\$0	\$0	\$0
60968	SCBA Bottles	\$10,150	\$0	\$0	\$0	\$0	\$0	\$0
60969	Protective Vests Fire/EMS	\$25,960	\$0	\$0	\$0	\$0	\$0	\$0
60970	Thacher Brook Watershed	\$0	\$52,735	\$0	\$0	\$0	\$0	\$0
60971	Riverwalk Phase 4	\$0	\$190,000	\$0	\$0	\$0	\$0	\$0

60972 Grant Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60977 Netting for St. Louis Field	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60979 Saco River Project	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
60980 PACTS Project	\$0	\$114,800	\$0	\$0	\$0	\$0	\$0
60982 Community Center	\$0	\$35,000	\$68,708	\$0	\$0	\$0	\$0
60983 Main Street Improvement	\$0	\$281,270	\$221,251	\$277,204	\$13,824	\$0	\$0
60987 Server Replacement	\$0	\$0	\$0	\$11,500	\$0	\$0	\$0
60988 Desktop Replacement	\$0	\$0	\$0	\$19,033	\$0	\$0	\$0
60989 Park Benches	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0
60990 Playground Improvements	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0
60991 Park Security Imp	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0
60992 Park Signage Imp	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0
60994 Citrix Improvements	\$0	\$0	\$0	\$8,000	\$0	\$0	\$0
60995 FD Equipment	\$0	\$0	\$0	\$15,000	\$13,653	\$0	\$0
CIP13 Place Holder	\$0	\$0	\$0	\$0	\$0	\$1,715,547	\$1,715,547

Totals	<u>\$322,476</u>	<u>\$1,796,820</u>	<u>\$870,174</u>	<u>\$1,592,751</u>	<u>\$410,198</u>	<u>\$1,845,547</u>	<u>\$1,845,547</u>
	1.1%	5.7%	2.9%	4.9%	2.3%	5.4%	5.5%

FY2018 Social & Municipal Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY2020	
							Dept Head	Mgr's Rec
60800	All Social Services Budget Exp	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$75,000
60803	Caring Unlimited	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$0
60806	Stone Soup Food Pantry	\$5,000	\$6,000	\$6,000	\$8,500	\$8,500	\$0	\$0
60811	Bon Appetit Soup Kitchen	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0
60815	Friends of Community Action	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0
60817	Home Health Visiting Nurses	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0
60823	In A Pinch Program	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$0	\$0
60824	Day One	\$1,200	\$1,200	\$1,200	\$0	\$0	\$0	\$0
60826	Coummunity Bicycle Center	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0
60827	Seeds of Hope Neighborhood Ctr	\$7,800	\$8,800	\$8,800	\$12,000	\$12,000	\$0	\$0
60828	Biddeford Food Pantry	\$0	\$0	\$0	\$8,500	\$8,500	\$0	\$0
60851	McArthur Library	\$478,364	\$478,364	\$478,364	\$505,539	\$294,898	\$529,516	\$529,516
60852	Historical Society	\$7,500	\$6,876	\$6,876	\$10,000	\$10,000	\$10,000	\$10,000
60853	City Theater	\$30,000	\$28,500	\$28,500	\$30,000	\$30,000	\$30,000	\$30,000
60854	Bidd-Saco-OOB Transit District	\$125,000	\$125,000	\$125,000	\$140,000	\$140,000	\$165,000	\$165,000
60855	Biddeford Conservation Comm	\$4,621	\$5,000	\$1,753	\$5,000	\$1,646	\$5,000	\$5,000
60856	Eastern Trail Alliance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
60857	Saco River Corridor Comm	\$10,000	\$9,500	\$9,500	\$10,000	\$10,000	\$10,000	\$10,000
60859	Downtown Development Comm	\$4,540	\$0	\$0	\$2,500	\$231	\$5,000	\$5,000
60860	So ME Reg Planning Comm	\$7,164	\$7,379	\$7,379	\$8,117	\$8,117	\$8,928	\$8,928
60861	Bidd-Saco Economic Dev Corp	\$10,361	\$10,361	\$10,361	\$10,361	\$10,361	\$10,361	\$10,361
60862	Historic Preservation Comm	\$179	\$800	\$454	\$800	\$15	\$800	\$800
60863	Heart of Biddeford	\$30,000	\$23,750	\$23,750	\$27,500	\$27,500	\$27,500	\$27,500
60864	Holiday Lighting	\$7,519	\$10,450	\$10,450	\$12,500	\$6,000	\$22,500	\$22,500
60865	Sea Level Working Group	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60866	Project Canopy Committee	\$3,269	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$5,000
60869	Downtown Promotions/Events	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
60870	Biddeford Cultural and Heritage C	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000
COMMU	Community Health and Counselin	\$0	\$0	\$0	\$0	\$0	\$353	\$0
SMVMC	Southern Maine Veterans' Memoi	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0
BMMUS	Biddeford Mills Museum	\$0	\$0	\$0	\$0	\$0	\$14,650	\$0
ADJST	CM Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	(\$37,288)
Totals		\$795,517	\$800,480	\$796,887	\$869,817	\$641,267	\$948,108	\$894,817
		2.8%	2.5%	2.6%	2.7%	3.6%	2.8%	2.7%

City of Biddeford, Maine

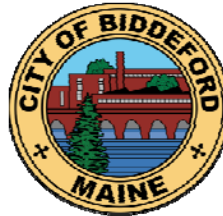
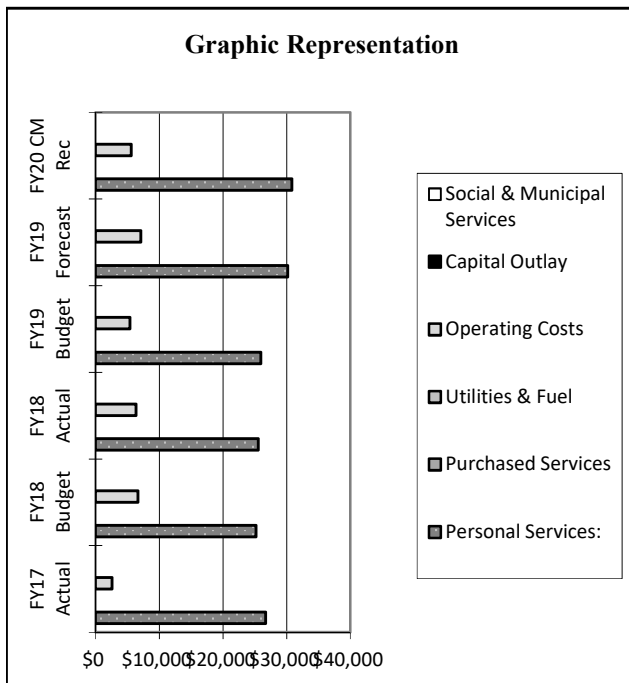
FY2020

Budget: Mayor/Council

Account Number: 21101

FY20

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	Dept Head	Manager's Rec
Personnel Services:	\$26,697	\$25,200	\$25,531	\$25,950	\$14,538	\$30,825	\$30,825
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$2,563	\$6,650	\$6,337	\$5,400	\$6,058	\$5,601	\$5,601
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$29,260	\$31,850	\$31,869	\$31,350	\$20,596	\$36,426	\$36,426



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$1,891
Workers Comp	\$82
Health Insurance	\$0
Retirement	\$0
Unemployment	\$23
Other Insurance	\$0
Total Fringe Benefit Impact	\$1,995
# of Full Time Employees	0.10

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$25,950	\$30,825	\$4,875	18.8%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$5,400	\$5,601	\$201	3.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$31,350	\$36,426	\$5,076	16.2%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$10,050	\$10,000	\$10,000	\$10,000	\$6,233	\$10,000	\$10,000
60106	P-T Employee Wage Exp	\$0	\$0	\$0	\$3,900	\$2,100	\$3,900	\$3,900
60121	Annual Stipend Pay Expense	\$14,665	\$14,700	\$14,625	\$10,800	\$6,150	\$10,800	\$10,800
60201	FICA/Medicare-ER Share Exp	\$1,868	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$114	\$500	\$907	\$1,250	\$55	\$1,925	\$1,925
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$4,200	\$4,200
Totals		\$26,697	\$25,200	\$25,531	\$25,950	\$14,538	\$30,825	\$30,825

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	(\$551)	\$650	\$0	\$650	\$0	\$601	\$601
60797	Miscellaneous Expense	\$3,114	\$6,000	\$6,337	\$4,750	\$6,058	\$5,000	\$5,000
Totals		\$2,563	\$6,650	\$6,337	\$5,400	\$6,058	\$5,601	\$5,601

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21101 City Manager

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
MAYOR	1	0.05	10,000.00	10,000.00	10,000.00		MAYOR (1)
COUNCIL MEMBERS	3	-	10,800.00	10,800.00	10,800.00		COUNCIL (9)
AUDITOR & SUBSTITUTE	14120	0.05	3,900.00	3,900.00	3,900.00		WATERHOUSE
TOTAL BUDGETED POSITIONS		0.10	24,700.00	24,700.00	24,700.00		



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Mayor/Council

Account Title: Dept Manager Salary Exp

Department Number: 21101

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,049.96	\$10,000.00	\$9,999.96	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

Mayor's compensation



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Mayor/Council

Account Title: P-T Employee Wage Exp

Department Number: 21101

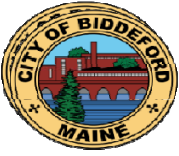
Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$3,900.00	\$3,900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,900.00	\$3,900.00		\$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.

Auditor's compensation



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Mayor/Council

Account Title: Annual Stipend Pay Expense

Department Number: 21101

Account Number: 60121

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$14,665.00	\$14,700.00	\$14,624.66	\$10,800.00	\$10,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,800.00	\$10,800.00		\$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.

City Council's compensation



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Mayor/Council

Account Title: Conferences/Training Expense

Department Number: 21101

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$113.83	\$500.00	\$906.87	\$1,250.00	\$1,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,925.00	\$1,925.00		\$675.00

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.

General contingency available to Mayor and Council for attendance at conferences, training, etc.

Description:	Units:	Unit Price:	Subtotal:
Council Training/Conf: Gov't Services	9	\$125.00	\$1,125.00
Mayor Conferences/Training	1	\$920.00	\$800.00
			\$1,925.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Mayor/Council

Account Title: Dues/Memberships Expense

Department Number: 21101

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,200.00	\$4,200.00		\$4,200.00

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.

Mayor's Coalition portion of shared expenses (estimate)

Previously charged to legal



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Mayor/Council

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

Department Number: 21101

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
-\$551.14	\$650.00	\$0.00	\$650.00	\$600.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 600.50	\$600.50		(\$49.50)

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.

Description:	Units:	Unit Price:	Subtotal:
Budget Books	7 \$	45.00 \$	315.00
32-60 Tab binder Dividers	7 \$	6.50 \$	45.50
General office supplies for Mayor/other Elected Offi	12 \$	20.00 \$	240.00
		\$	600.50



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Mayor/Council

Account Title: Miscellaneous Expense

Department Number: 21101

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,114.09	\$6,000.00	\$6,337.24	\$4,750.00	\$6,474.50

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$250.00

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.

Description:	Units:	Unit Price:	Subtotal:
Flowers, misc other expenses	4	\$262.50	\$1,050.00
Mayoral/Council public functions	10	\$50.00	\$500.00
Meals and Refreshments (council mtgs)	34	\$85.00	\$2,890.00
Printing (stationary, cards, etc)	4	\$140.00	\$560.00
			\$5,000.00

*2019 EOY projection overage is due to fees incurred for Mayor's Coalition. FY2020 classifies the Mayor's Coalition expense under 21101-60256.

City of Biddeford, Maine

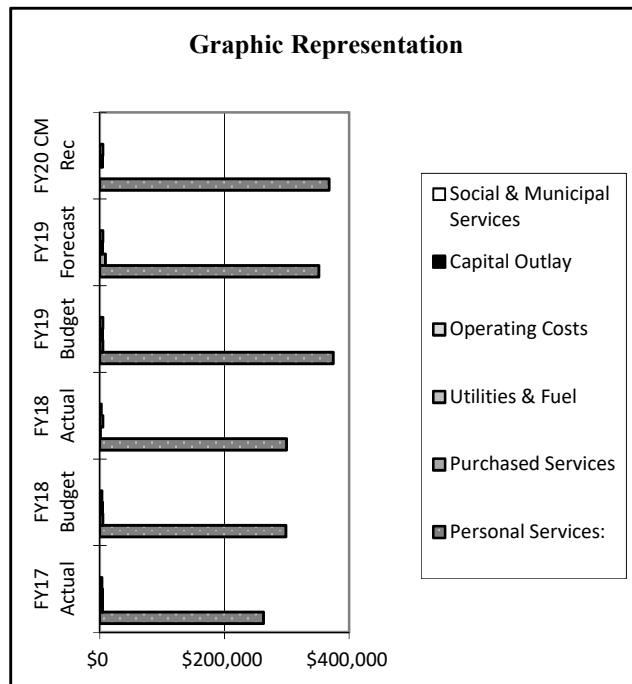
FY2020

Budget: City Manager

Account Number: 21102

FY20 YTD

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	Dept Head	Manager's Rec
Personnel Services:	\$262,476	\$298,354	\$299,475	\$374,249	\$203,775	\$367,770	\$367,770
Purchased Services	\$4,008	\$5,000	\$823	\$5,000	\$0	\$0	\$0
Utilities & Fuel	\$4,202	\$4,200	\$4,550	\$4,200	\$2,450	\$4,200	\$4,200
Operating Costs	\$2,996	\$3,000	\$2,250	\$4,650	\$2,365	\$4,678	\$4,678
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$273,683	\$310,554	\$307,097	\$388,099	\$208,590	\$376,648	\$376,648



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$27,234
Workers Comp	\$1,224
Health Insurance	\$53,260
Retirement	\$31,448
Unemployment	\$324
Other Insurance	\$4,137
Total Fringe Benefit Impact	\$117,628
# of Full Time Employees	4.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$374,249	\$367,770	-\$6,479	-1.7%
Purchased Services	\$5,000	\$0	-\$5,000	N/A
Utilities & Fuel	\$4,200	\$4,200	\$0	\$0
Operating Costs	\$4,650	\$4,678	\$28	0.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$388,099	\$376,648	-\$11,451	-3.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 YTD	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$136,120	\$122,680	\$125,100	\$125,747	\$81,072	\$129,519	\$129,519
60102	Mid Mgmt Hrly Employee Wa	\$48,600	\$100,627	\$100,853	\$102,918	\$61,398	\$107,549	\$107,549
60105	F-T Employee Wage Exp	\$441	\$51,784	\$51,719	\$122,582	\$48,533	\$105,629	\$105,629
60123	Car Allowance Expense	\$5,848	\$5,730	\$5,781	\$5,835	\$2,917	\$6,185	\$6,185
60129	Insurance Buyout Pay	\$0	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$12,879	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$4,444	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$15,525	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$26,323	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$139	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$295	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,410	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$3,677	\$3,535	\$4,681	\$3,700	\$2,895	\$15,233	\$15,233
60252	Travel/Mileage Expense	\$459	\$4,168	\$4,162	\$3,662	\$2,201	\$420	\$420
60253	Food/Lodging Expense	\$3,041	\$7,150	\$4,368	\$7,125	\$4,571	\$875	\$875
60256	Dues/Memberships Expense	\$3,276	\$1,180	\$1,309	\$1,180	\$188	\$2,360	\$2,360
Totals		\$262,476	\$298,354	\$299,475	\$374,249	\$203,775	\$367,770	\$367,770

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 YTD	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$4,008	\$5,000	\$823	\$5,000	\$0	\$0	\$0
Totals		\$4,008	\$5,000	\$823	\$5,000	\$0	\$0	\$0

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 YTD	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$4,202	\$4,200	\$4,550	\$4,200	\$2,450	\$4,200	\$4,200
Totals		\$4,202	\$4,200	\$4,550	\$4,200	\$2,450	\$4,200	\$4,200

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 02/28/18	FY20 YTD	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,994	\$3,000	\$2,250	\$2,900	\$2,426	\$2,928	\$2,928
60501	Operating Supp/Eqt Non-Cap	\$2	\$0	\$0	\$1,750	(\$61)	\$1,750	\$1,750
Totals		\$2,996	\$3,000	\$2,250	\$4,650	\$2,365	\$4,678	\$4,678

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21102 City Manager

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
CITY MANAGER	10685	1.00	129,022.92	129,519.16	129,519.16		BENNETT
CHIEF OPERATING OFFICER	56030	1.00	107,136.64	107,548.70	107,548.70		PHINNEY
EXECUTIVE ASSOCIATE	10829	1.00	55,224.00	55,436.40	55,436.40		NORTON
COMMUNICATIONS	10877	1.00	50,000.00	50,192.31	50,192.31		LAMONTAGNE
TOTAL BUDGETED POSITIONS		4.00	341,383.56	342,696.57	342,696.57		



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Dept Manager Salary Exp

Department Number: 21102

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$136,119.72	\$122,680.00	\$125,100.38	\$125,747.00	\$138,140.19

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$129,519.16	\$129,519.16		\$3,772.16

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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This line reflects 100% of City Manager Salary



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21102

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$48,599.74	\$100,627.00	\$100,852.86	\$102,918.00	\$107,342.65

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$107,548.70	\$107,548.70		\$4,630.70

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.

This line reflects 100% of COO Salary. 57% will be charged to other accounts as shown in transfer/revenue to cover direct costs.

\$107,548 x 57% = \$61,302.36 to be transferred



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: F-T Employee Wage Exp

Department Number: 21102

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$441.00	\$51,784.00	\$51,719.08	\$122,582.00	\$84,128.63

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$105,628.71	\$105,628.71		(\$16,953.29)

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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Line reflects 100% of current full-time executive associate and communications position wages.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Car Allowance Expense

Department Number: 21102

Account Number: 60123

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,847.84	\$5,730.00	\$5,781.36	\$5,835.00	\$5,348.64

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 6,184.97	\$6,184.97		\$349.97

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 Manager car allowance as per employment agreement. Base of \$500 monthly adjusted current IRS rate

Current Rate: \$ 515.41

Desc.	Unit	Unit Price	Subtotal
Car Allowance (Base \$500 adj to \$515.41)	12 \$	515.41 \$	6,184.97

IRS rate change to 0.58 for 2019 ($0.58/0.545=1.06$, $1.06*486.24=515.41$)



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Conferences/Training Expense

Department Number: 21102

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,677.02	\$3,535.00	\$4,681.04	\$3,700.00	\$3,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,233.00	\$15,233.00		\$11,533.00

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.

<u>Conferences</u>	<u>Units</u>	<u>Unit Price</u>	<u>Subtotal</u>	
Transform Local Government Conference	2	\$575.00	\$1,150.00	
Big Ideas Conference	2	\$435.00	\$870.00	
ICMA Conferences City Mgr Only	1	\$860.00	\$860.00	
ICMA Regional Mtg	1	\$225.00	\$225.00	
MTCMA Institute	2	\$474.00	\$948.00	
MTCMA Interchange	2	\$125.00	\$250.00	
MMA Conference	2	\$130.00	\$260.00	
Biddeford-Saco Chamber	1	\$20.00	\$20.00	
Other Misc	1	\$250.00	\$250.00	
<u>Travel to Conferences</u>				
Transform Local Government Conference (airfare)	2	\$850.00	\$1,700.00	
Big Ideas Conference (airfare)	2	\$400.00	\$800.00	
ICMA Conferences City Mgr Only (airfare)	1	\$350.00	\$350.00	
ICMA Regional Mtg (airfare)	1	\$400.00	\$400.00	
MTCMA Institute	1	\$0.00	\$0.00	
MTCMA Interchange	1	\$0.00	\$0.00	
MMA Conference City MGR ONLY	1	\$0.00	\$0.00	
Maine Svc Coalition	1	\$0.00	\$0.00	
<u>Meals/Lodging</u>	<u>Units</u>	<u>Food</u>	<u>Lodging</u>	
TLG Conf	2	\$400.00	\$800.00	\$2,400.00
Big Ideas Conf	2	\$200.00	\$325.00	\$1,050.00
ICMA Confs CMgr Only	1	\$450.00	\$1,000.00	\$1,450.00
ICMA Regional Mtg	1	\$225.00	\$400.00	\$625.00
MTCMA Institute	2	\$125.00	\$400.00	\$1,050.00
MTCMA Interchange	2	\$50.00	\$150.00	\$400.00
MMA Conf	1	\$50.00	\$125.00	\$175.00
				\$15,233.00

Added COO to MTCMA and MMA events



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Travel/Mileage Expense

Department Number: 21102

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$459.29	\$4,168.00	\$4,162.18	\$3,662.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$420.00	\$420.00		(\$3,242.00)

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.

<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Subtotal</u>
Other Misc/tolls	1	\$130.00	\$130.00
Mileage COO	500	\$0.580	\$290.00
			\$420.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Food/Lodging Expense

Department Number: 21102

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,040.74	\$7,150.00	\$4,368.46	\$7,125.00	\$7,125.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$875.00	\$875.00		(\$6,250.00)

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.



<u>Description</u>	<u>Units</u>	<u>Food</u>	<u>Lodging</u>	<u>Subtotal</u>
Other Misc	1	\$100.00	\$125.00	\$225.00
Misc. other meals	1	<u>\$500.00</u>	<u>\$150.00</u>	<u>\$650.00</u>
		\$600.00	\$275.00	<u>\$875.00</u>

CM is on MMA Ex Board; cost of MMA Conf attendance paid by MMA. Expense reflects COO participation.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Dues/Memberships Expense

Department Number: 21102

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,276.44	\$1,180.00	\$1,309.40	\$1,180.00	\$1,180.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,360.00	\$2,360.00		\$1,180.00

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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	Unit	Unit Price	Subtotal
ICMA	2	\$985.00	\$1,970.00
MTCMA	2	\$195.00	\$390.00
			\$2,360.00

ICMA - International City/County Management Association

MTCMA - Maine Town and City Managers Association

Membership dues doubled to include COO



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21102

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,008.20	\$5,000.00	\$822.75	\$5,000.00	\$9,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

*FY2019 expenditure associated with approved communications consultant.
FY2020 moved to 21111 (General Government)



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Phone/Celular/Paging Exp

Department Number: 21102

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,201.95	\$4,200.00	\$4,550.00	\$4,200.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,200.00	\$4,200.00		\$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.

Description:	<u>Unit (Mo)</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Internet Stipend	12	\$350.00	\$4,200.00

City Manager stipend for smartphone & home internet as per Employment Agreement



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

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

Department Number: 21102

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,994.24	\$3,000.00	\$2,249.93	\$2,900.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,928.00	\$2,928.00		\$28.00

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.

<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Subtotal</u>
Coffee & coffee supply monthly orders (WB Mason)	12	\$90.00	\$1,080.00
Note pads as needed (WB Mason)	6	\$30.00	\$180.00
Folders as needed (WB Mason)	6	\$36.00	\$216.00
Pens/pencils as needed (WB Mason)	6	\$12.00	\$72.00
Paper (box every 45 days) (WB Mason)	12	\$45.00	\$540.00
Water monthly delivery (Ready Refresh)	12	\$90.00	\$1,080.00
Newspaper Subscription	2	\$125.00	\$250.00
Misc & Paper goods	12	\$20.00	\$240.00
Other Misc	1	\$350.00	<u>\$350.00</u>
			\$4,008.00
	Revenue		<u>- \$1,080.00</u>
			<u>\$2,928.00</u>

The coffee & coffee supply line will be offset by revenue collected (pay per cup) for coffee. Est. \$1,080 total revenue toward this line.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21102

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1.95	\$0.00	\$0.00	\$1,750.00	\$1,750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,750.00	\$1,750.00		\$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.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Misc.	1	\$1,750.00	\$1,750.00

\$1,750.00

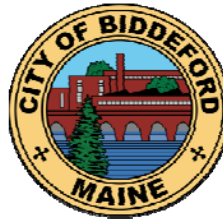
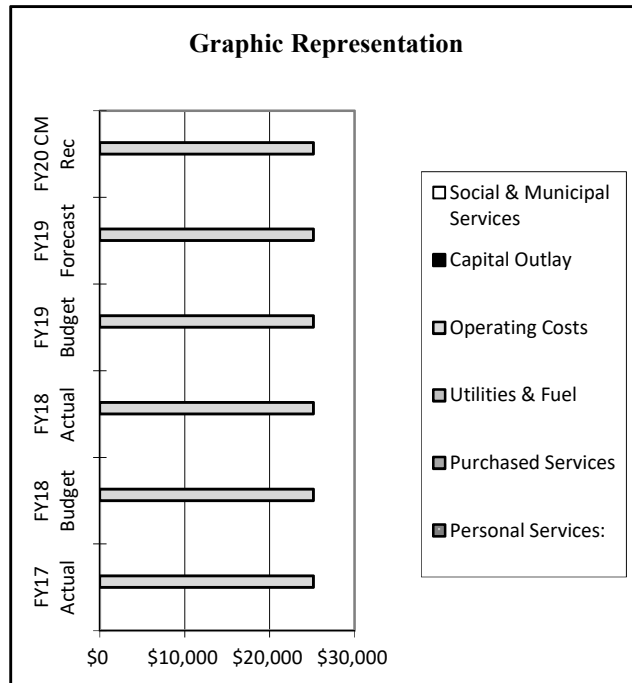
City of Biddeford, Maine

FY2020

Budget: Private Schools

Account Number: 21122

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$0
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$25,136	\$25,136	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$25,136	\$25,136	\$0	0.0%

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60799	Transfer Out to Other Funds	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136
Totals		\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Private Schools

Account Title: Transfer Out to Other Funds

Department Number: 21122

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$25,136.00	\$25,136.00	\$25,136.00	\$25,136.00	\$25,136.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,136.00	\$25,136.00		\$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.

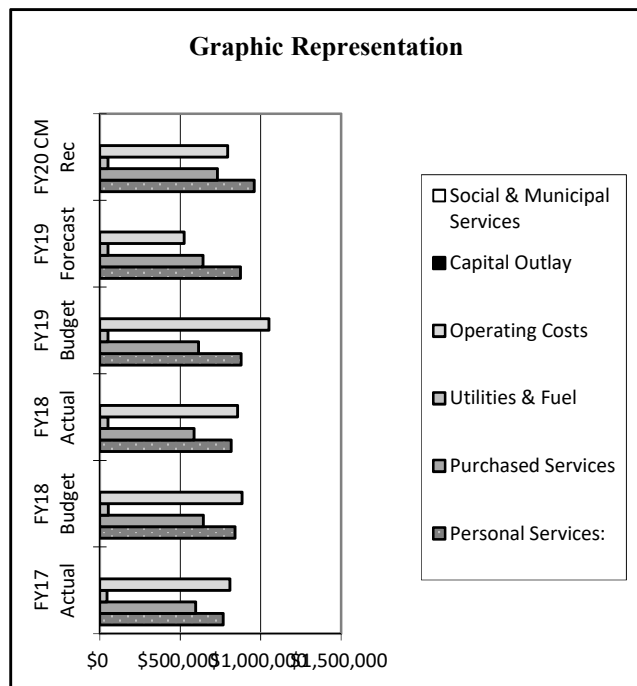
City of Biddeford, Maine

FY2020

Budget: General Administration

Account Number: 21111

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$767,109	\$840,033	\$815,694	\$879,007	\$412,607	\$959,051	\$930,065
Purchased Services	\$594,834	\$644,102	\$585,327	\$614,191	\$529,437	\$730,212	\$730,212
Utilities & Fuel	\$44,319	\$52,254	\$49,439	\$50,400	\$27,930	\$49,933	\$49,933
Operating Costs	\$807,901	\$883,502	\$855,237	\$1,050,587	\$384,080	\$793,896	\$793,896
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$2,214,163	\$2,419,891	\$2,305,697	\$2,594,185	\$1,354,053	\$2,533,091	\$2,504,105



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$3,410
Workers Comp	\$288
Health Insurance	\$9,739
Retirement	\$4,015
Unemployment	\$78
Other Insurance	\$897
Total Fringe Benefit Impact	\$18,428
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$879,007	\$930,065	\$51,058	5.8%
Purchased Services	\$614,191	\$730,212	\$116,021	\$0
Utilities & Fuel	\$50,400	\$49,933	-\$467	\$0
Operating Costs	\$1,050,587	\$793,896	-\$256,691	-24.4%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,594,185	\$2,504,105	-\$90,080	-3.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$40,154	\$40,154
60107	Interns	\$0	\$0	\$0	\$22,500	\$5,852	\$4,427	\$4,427
60201	FICA/Medicare-ER Share Exp	\$7,422	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$378	\$0	\$0	\$0	\$0	\$0	\$0
60210	HRA portion of Health Ins	\$100,760	\$160,000	\$141,954	\$148,936	\$64,688	\$133,947	\$133,947
60211	NNEBT Ins Employer Share E	\$584	\$0	\$0	\$0	\$0	\$0	\$0
60214	Retiree Health Premiums Exp	\$185,265	\$178,313	\$192,199	\$185,000	\$85,898	\$176,772	\$176,772
60217	RHSA Plan ER Share	\$15	\$0	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$24,422	\$31,720	\$30,776	\$31,589	\$9,513	\$38,606	\$38,606
60259	Unemployment Comp Exp	\$0	\$15,000	\$7,316	\$15,000	\$0	\$15,000	\$15,000
60370	Workers Comp Insurance Exp	\$448,263	\$455,000	\$443,450	\$475,982	\$246,656	\$550,146	\$521,160
Totals		\$767,109	\$840,033	\$815,694	\$879,007	\$412,607	\$959,051	\$930,065

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 Dept Head	Mgr's Rec
60301	Legal Services Expense	\$90,081	\$105,000	\$83,882	\$90,000	\$71,173	\$85,800	\$85,800
60302	Audit Services Expense	\$39,173	\$38,818	\$34,020	\$38,000	\$33,280	\$35,000	\$35,000
60304	Registry of Deeds Fee Expense	\$14,147	\$12,000	\$5,311	\$10,500	\$6,462	\$10,500	\$10,500
60308	Actuarial Expense	\$7,300	\$8,000	\$2,000	\$4,000	\$8,300	\$8,300	\$8,300
60310	Service Contracts Expense	\$15,374	\$11,130	\$15,957	\$11,900	\$7,228	\$12,873	\$12,873
60315	User License Expense	\$132,811	\$152,500	\$163,762	\$172,086	\$148,096	\$229,701	\$229,701
60319	Employee Assistance Program	\$4,368	\$5,100	\$3,120	\$0	\$3,744	\$3,744	\$3,744
60320	Advertising	\$22,685	\$40,000	\$29,241	\$40,000	\$18,481	\$36,500	\$36,500
60322	UCC Expense	\$15	\$0	\$15	\$30	\$0	\$30	\$30
60325	Postage/Shipping Expense	\$39,090	\$34,000	\$29,568	\$35,000	\$18,233	\$34,864	\$34,864
60371	General Insurance Expense	\$28,564	\$29,999	\$29,424	\$28,500	\$31,771	\$32,153	\$32,153
60372	Vehicle Insurance Expense	\$80,051	\$83,000	\$76,176	\$80,000	\$80,561	\$85,050	\$85,050
60373	Building/Boiler Insurance Exp	\$41,029	\$41,630	\$41,310	\$41,500	\$41,387	\$43,456	\$43,456
60377	Surety Bonds Expense	\$636	\$625	\$489	\$675	\$738	\$675	\$675
60379	Public Official Liab Insur Exp	\$31,129	\$32,300	\$30,714	\$32,000	\$31,637	\$33,219	\$33,219
60380	Police Prof Liab Insur Exp	\$48,382	\$50,000	\$31,478	\$30,000	\$28,346	\$28,346	\$28,346
60383	Insurance Deductibles	\$0	\$0	\$8,861	\$0	\$0	\$0	\$0
Totals		\$594,834	\$644,102	\$585,327	\$614,191	\$529,437	\$730,212	\$730,212

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$18,390	\$23,791	\$20,553	\$22,000	\$11,430	\$21,533	\$21,533
60406	Fiber/Internet Expense	\$25,929	\$28,463	\$28,886	\$28,400	\$16,500	\$28,400	\$28,400
Totals		\$44,319	\$52,254	\$49,439	\$50,400	\$27,930	\$49,933	\$49,933

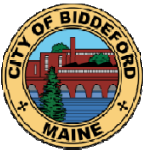
Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$3,950	\$3,750	\$4,054	\$4,000	\$1,637	\$4,000	\$4,000
60501	Operating Supp/Eqt Non-Cap	\$2,456	\$3,000	\$4,501	\$3,000	\$1,183	\$3,500	\$3,500
60502	Printing & Copying Expense	\$14,193	\$16,000	\$18,008	\$17,000	\$10,831	\$18,099	\$18,099
60701	Bad Debt Expense	\$288,091	\$275,000	\$274,992	\$0	\$0	\$0	\$0
60794	Unallocated	\$0	(\$262,500)	\$0	\$0	\$0	\$0	\$0
60795	Personnel Reserve	\$428,909	\$536,252	\$465,127	\$433,207	\$280,823	\$423,297	\$423,297
60797	Miscellaneous Expense	\$20,302	\$12,000	\$38,555	\$12,000	\$39,605	\$45,000	\$45,000
60798	Contingency	\$0	\$250,000	\$0	\$531,380	\$0	\$250,000	\$250,000
60799	Transfer Out to Other Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Totals		\$807,901	\$883,502	\$855,237	\$1,050,587	\$384,080	\$793,896	\$793,896

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21111 General Administration

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
Intern	6	-	4,410.04	4,427.00	4,427.00	4,427.00	0
MANAGEMENT ANALYSIS	301	1.00	40,000.00	40,153.85	40,153.85	40,153.85	NEW POSITION
TOTAL BUDGETED POSITIONS			1.00	44,410.04	44,580.85	44,580.85	



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: F-T Employee Wage Exp

Department Number: 21111

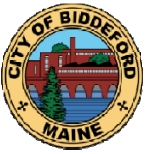
Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	40,153.85	\$40,153.85		\$40,153.85

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.

New Management Analysis Position



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Interns

Department Number: 21111

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$22,500.00	\$17,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	4,427.00	4,427.00		(\$18,073.00)

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.

Budget for intern position(s)



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: HRA portion of Health Ins

Department Number: 21111

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$100,759.93	\$160,000.00	\$141,953.57	\$148,936.00	\$130,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$133,947.04	\$133,947.04		(\$14,988.96)

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.

This is the HRA portion of the health insurance.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Retiree Health Premiums Expens

Department Number: 21111

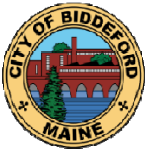
Account Number: 60214

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$185,264.65	\$178,313.00	\$192,198.51	\$185,000.00	\$177,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	176,771.52	\$176,771.52		(\$8,228.48)

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.

Police	\$ 15,148.44
PW	\$ 29,400.00
NonUnion/Fire	\$ 63,202.92
Aetna	\$ 155,090.40
Reimbursements	\$ (86,070.24)
	<u>176,771.52</u>



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Dues/Memberships Expense

Department Number: 21111

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$24,422.40	\$31,720.00	\$30,776.12	\$31,589.00	\$30,863.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 38,606.00	\$38,606.00		\$7,017.00

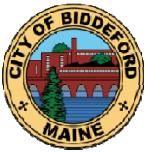
Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted.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

<i>Organization</i>	<i>Fee</i>
Maine Municipal Assoc - Annual Membership (Calendar year membership) 2019 plus 1%	\$ 21,479.00
Maine Service Centers Coalition	\$ 2,650.00
Biddeford Saco Chamber of Commerce	\$ 5,000.00
Alliance for Innovation	\$ 1,900.00
Southern Maine Planning & Development	\$ 325.00
Grow Smart Maine	\$ 180.00
Cumberland County Soil & Water Conservation District (Clean Water Collaborative) ¹	\$ 7,072.00
	\$ 38,606.00

¹Two year Clean Water Collaborative initiative in support of program priority implementation (FY19 & FY20 only)

\$2,500 - Clean water collaborative outreach

\$4,572 - Priority implementation



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Unemployment Comp Exp

Department Number: 21111

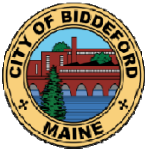
Account Number: 60259

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$15,000.00	\$7,315.71	\$15,000.00	\$15,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$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.

Contingency for unemployment expenses



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Legal Services Expense

Department Number: 21111

Account Number: 60301

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$90,081.26	\$105,000.00	\$83,882.10	\$90,000.00	\$100,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	85,800.00	\$85,800.00		(\$4,200.00)

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.

Change in mgt practices and experience is resulting in reductions in expenditures; majority of costs are related to:

1. Ongoing litigation
2. Attendance at meetings

	<u>Legal Trend Actual</u>
2012	\$ 141,701.33
2013	\$ 213,504.54
2014	\$ 144,851.38
2015	\$ 201,585.27
2016	\$ 201,430.88
2017	\$ 90,081.26
2018	\$ 83,882.10
Average	\$ 153,862.39
Median	\$ 144,851.38
Maximum	\$ 213,504.54

Legal Expense	90,000.00
Mayor's Coalition has been paid out of legal and is now being moved to 21101	(4,200.00)
New Amount	85,800.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Audit Services Expense

Department Number: 21111

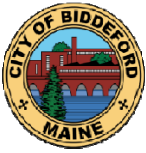
Account Number: 60302

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$39,172.57	\$38,818.00	\$34,020.00	\$38,000.00	\$33,280.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,000.00	\$35,000.00		(\$3,000.00)

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.

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Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Registry of Deeds Fee Expense

Department Number: 21111

Account Number: 60304

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$14,147.00	\$12,000.00	\$5,310.50	\$10,500.00	\$12,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,500.00	\$10,500.00		\$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.

History

<i>Fiscal Year</i>	<i>Actual</i>
FY2013	\$ 9,652.39
FY2014	\$ 9,223.36
FY2015	\$ 10,503.64
FY2016	\$ 11,813.88
FY2017	\$ 14,147.00
FY2018	\$ 5,310.50
Average	\$ 10,108.46
Median	\$ 10,078.02
Maximum	\$ 14,147.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21111

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		\$50,000.00

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.

<i>Description</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Subtotal</i>
Misc. Contingency	1	\$50,000.00	\$50,000.00

Increase funding for misc. outside consultants and experts required during the year to support pace of project work
Moved from Administration (21102)



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Actuarial Expense

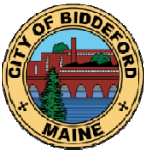
Department Number: 21111

Account Number: 60308

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,300.00	\$8,000.00	\$2,000.00	\$4,000.00	\$8,300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,300.00	\$8,300.00		\$4,300.00

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 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Service Contracts Expense

Department Number: 21111

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$15,373.90	\$11,130.00	\$15,956.91	\$11,900.00	\$15,600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 12,873.00	\$12,873.00		\$973.00

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>Desc</i>	<i>Expense</i>
Group Dynamics	\$ 4,365.00
Csone	\$ 5,052.00
Mailfinance Lease	\$ 3,456.00
	<u>\$ 12,873.00</u>



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: User License Expense

Department Number: 21111

Account Number: 60315

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$132,810.66	\$152,500.00	\$163,762.03	\$172,086.00	\$172,086.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$229,701.00	\$229,701.00		\$57,615.00

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.

Reflects increases in existing fees and software as approved (Citrix FileShare & Scale)

Reflects a reduction of \$13,891 in licenses due to transition to hyperconverge and end of subscriptions

New software proposed includes:

Polco polling software	\$	6,000.00
C-Cure SQL server reporting software	\$	2,500.00
Exacq video surveillance software	\$	2,500.00
ESRI Modules	\$	11,500.00
	\$	22,500.00

Detail provided on back-up sheet

Licenses and Software

Back-up for page 21111-60315

Existing Licenses Software	Cost	Description/Explanation:
Munis	\$61,756.00	All Munis Moduals
Munis OSDBA Contract	\$14,889.29	Support for Munis
Munis GUI Support	\$1,950.00	GUI Support
Munis Vshell	\$1,650.00	Single sign on
Barracuda Message Archiver	\$4,249.00	Local Archiver
Barracuda Email Security Gateway	\$2,260.00	Email Virus and Spam Filter
Baracuda Webfilter	\$1,500.00	Webfiltering
Barracuda Cloud Archive Mirror	\$0.00	Removed w/addition of Scale
Trend Micro	\$2,800.00	Virus protection
Civic Plus	\$2,900.00	Web Site Hosting and Tools (FY19 est. \$200 increase)
Citrix	\$6,655.22	Subscription Advantage
Citrix ShareFile	\$6,000.00	File Sharing Software (approved FY2019)
Digi Cert Certificate	\$719.00	Websites Certificates
Quest Vranger	\$0.00	Removed w/addition of Scale
Veritas Backup Exec	\$316.00	Backup Software Subscription Advantage. (reduced due to Scale)
Vmware Maintenance	\$0.00	Removed w/ addition of Scale
Cisco Smartnets	\$1,721.00	Vmware Maint (24/7 support)
Zultys Subscription	\$7,102.26	Phone system Support and Software
ESRI Maintenance	\$13,500.00	GIS Software
HP San Care Pack	\$0.00	Removed w/ addition of Scale
Bomgar Renewal	\$1,102.87	Remote support for IT staff (FY18 est. \$62 increase)
Aplus.net	\$58.00	Domain name registration
Teen Center Webfilter	\$419.00	Webfilter for Teen Center (FY18 est. \$ 100 decrease)
Granicus Appliance	\$1,890.00	Appliance Fee for Granicus
Granicus	\$10,800.00	Video Archive and Indexing Software
Last Pass	\$85.00	Password Manager
SQL Software assurance	\$3,384.00	Munis, Treatment Plant SQL
Welpac	\$2,000.00	Welfare Software
Vision	\$12,500.00	Vision Maintenance, Hosting, and Commitment Services
Knowbe4	\$0.00	Threat Testing Software (one time subscription)
Scale Computing	\$26,000.00	Scale Service Fees (FY2019)
Existing License Total		
	\$188,206.64	

Licenses Hardware Maintenance	Cost	Description/Explanation
Critical Care	\$18,142.00	Hardware and Maint for most equipment (reduced due to Scale)
Formax	\$852.00	Folder maint.
Old San Warrantee	\$0.00	Removed w/ addition of Scale
Existing Hardware Total	\$18,994.00	

New Software FY2020	Cost	Description/Explanation
Polco	\$6,000.00	Polling Software
C-Cure	\$2,500.00	SQL Server Reporting
Exacq	\$2,500.00	Video Surveillance Software
ESRI Modules	\$11,500.00	Maximizes Utilization of ESRI GIS Software
***	\$***	Web and Social Media Archiving
New Software Total	\$22,500.00	

Existing Software	\$188,206.64
Existing Hardware	\$18,994.00
New Software	\$22,500.00
FY 2018 Total	\$229,700.64



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Employee Assistance Program Ex

Department Number: 21111

Account Number: 60319

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,368.00	\$5,100.00	\$3,120.00	\$0.00	\$3,744.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,744.00	\$3,744.00		\$3,744.00

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 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Advertising

Department Number: 21111

Account Number: 60320

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$22,684.67	\$40,000.00	\$29,240.76	\$40,000.00	\$40,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 36,500.00	\$36,500.00		(\$3,500.00)

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.

Advertising	40,000.00
Reduce by Jobs in ME Moved to HR budget	(3,500.00)
	36,500.00
Journal Tribune	24,000.00
Mainely Media	8,000.00
Maine Today	2,500.00
Other	2,000.00
	36,500.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: UCC Expense

Department Number: 21111

Account Number: 60322

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$15.00	\$0.00	\$15.00	\$30.00	\$30.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30.00	\$30.00		\$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.

City uses UCC process to assist in collections for personal property tax collections



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Postage/Shipping Expense

Department Number: 21111

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$39,089.63	\$34,000.00	\$29,568.34	\$35,000.00	\$34,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 34,864.00	\$34,864.00		(\$136.00)

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.

Formax	\$ 364.00
Bill Trust (mailing tax bills)	\$ 6,000.00
Fedex	\$ 500.00
Postage Machine	\$ 28,000.00
	\$ 34,864.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Workers Comp Insurance Exp

Department Number: 21111

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$448,262.90	\$455,000.00	\$443,450.48	\$475,982.00	\$504,149.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$550,146.00	\$521,160.00		\$45,178.00

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>FY History</i>	<i>Expense</i>
2012 \$	520,861.50
2013 \$	519,651.10
2014 \$	530,443.73
2015 \$	409,749.00
2016 \$	450,921.93
2017 \$	448,262.90
2018 \$	443,450.48
Average \$	474,762.95
Median \$	450,921.93
Max \$	530,443.73

Expenses expected to rise due to settlements and Mod rate impacts

Original budget	\$550,146.00
reduce by the 6 new fire positions in Part II budget	(28,986.00)
New budget	<u>\$521,160.00</u>



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: General Insurance Expense

Department Number: 21111

Account Number: 60371

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$28,563.75	\$29,999.00	\$29,423.75	\$28,500.00	\$30,622.25

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$32,153.36	\$32,153.36		\$3,653.36

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.

Expect a moderate increase for FY2020

<i>Fiscal Year</i>	<i>Actual</i>	<i>Net Change</i>
2012 \$	18,048.00	
2013 \$	18,055.00 \$	7.00
2014 \$	20,399.00 \$	2,344.00
2015 \$	24,423.00 \$	4,024.00
2016 \$	27,834.75 \$	3,411.75
2017 \$	28,563.75 \$	729.00
2018 \$	29,423.75 \$	860.00
Average \$	23,821.04 \$	1,895.96
Median \$	24,423.00 \$	1,602.00
Maximum \$	29,423.75 \$	4,024.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Vehicle Insurance Expense

Department Number: 21111

Account Number: 60372

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$80,051.00	\$83,000.00	\$76,175.50	\$80,000.00	\$81,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$85,050.00	\$85,050.00		\$5,050.00

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.

Insurance Agent says we are expected to have a 2.5%-5% increase, depending if we remain under the rate stabiliation
Our claims have been higher then normal

<i>Fiscal Year</i>	<i>Actual</i>	<i>Net Change</i>
2012 \$	46,668.00	
2013 \$	54,295.00	\$ 7,627.00
2014 \$	64,061.50	\$ 9,766.50
2015 \$	63,730.00	\$ (331.50)
2016 \$	68,518.50	\$ 4,788.50
2017 \$	80,051.00	\$ 11,532.50
2018 \$	76,165.50	\$ (3,885.50)
Average	\$ 64,784.21	
Median	\$ 64,061.50	
Maximum	\$ 80,051.00	



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Building/Boiler Insurance Exp

Department Number: 21111

Account Number: 60373

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$41,029.00	\$41,630.00	\$41,310.00	\$41,500.00	\$41,387.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,456.35	\$43,456.35		\$1,956.35

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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<i>Fiscal Year</i>	<i>Actual</i>	<i>Net Change</i>
2013 \$	35,985.00	
2014 \$	43,087.00 \$	7,102.00
2015 \$	41,641.28 \$	(1,445.72)
2016 \$	39,523.00 \$	(2,118.28)
2017 \$	41,029.00 \$	1,506.00
2018 \$	41,310.00 \$	281.00

Average	\$	40,429.21
Median	\$	41,169.50
Maximum	\$	43,087.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Surety Bonds Expense

Department Number: 21111

Account Number: 60377

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$636.46	\$625.00	\$488.54	\$675.00	\$675.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$675.00	\$675.00		\$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.

Bonding for:

Jim Bennett	City Manager/Treasurer	\$ 225.00
Cheryl Fournier	Finance Director	\$ 225.00
Kristy Cyr	Tax Collector	\$ 225.00
		<u>\$ 675.00</u>



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Public Official Liab Insur Exp

Department Number: 21111

Account Number: 60379

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$31,129.00	\$32,300.00	\$30,714.00	\$32,000.00	\$31,637.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,218.85	\$33,218.85		\$1,218.85

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.

P&C insurance says between 3-5% increase this year, budgeting 5%

<i>Fiscal Year</i>	<i>Actual</i>	<i>Net Change</i>
2013 \$	17,610.00	
2014 \$	19,468.00	\$ 1,858.00
2015 \$	30,977.00	\$ 11,509.00
2016 \$	31,626.00	\$ 649.00
2017 \$	31,129.00	\$ (497.00)
2018 \$	30,714.00	\$ (415.00)
Average	\$ 26,920.67	
Median	\$ 30,845.50	
Maximum	\$ 31,626.00	



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Police Prof Liab Insur Exp

Department Number: 21111

Account Number: 60380

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$48,382.00	\$50,000.00	\$31,478.00	\$30,000.00	\$28,346.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,346.00	\$28,346.00		(\$1,654.00)

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.

CALEA designation in FY2019 they gave us the discount in FY2019, and it should continue

<i>Fiscal Year</i>	<i>Actual</i>	<i>Net Change</i>
2012 \$	14,560.80	
2013 \$	11,881.00 \$	(2,679.80)
2014 \$	70,086.00 \$	58,205.00
2015 \$	63,501.47 \$	(6,584.53)
2016 \$	60,218.00 \$	(3,283.47)
2017 \$	48,382.00 \$	(11,836.00)
2018 \$	31,478.00 \$	(16,904.00)



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Insurance Deductibles

Department Number: 21111

Account Number: 60383

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$8,861.11	\$0.00	\$7,500.00

FY 2020 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 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Phone/Celular/Paging Exp

Department Number: 21111

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$18,389.99	\$23,791.00	\$20,553.41	\$22,000.00	\$21,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 21,532.56	\$21,532.56		(\$467.44)

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	\$ 7,522.56
Mathew Eddy	\$ 210.00
Verizon Wireless	\$ 13,200.00
Welfare (reimbursement for personal phone use)	\$ 600.00
	<u>\$ 21,532.56</u>



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Fiber/Internet Expense

Department Number: 21111

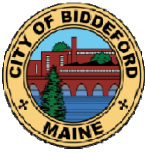
Account Number: 60406

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$25,928.58	\$28,463.00	\$28,885.68	\$28,400.00	\$28,285.68

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,400.00	\$28,400.00		\$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.

<i>Months</i>	<i>Rate/Month</i>	<i>Total</i>
12	2370 \$	28,440.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

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

Department Number: 21111

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,950.45	\$3,750.00	\$4,054.11	\$4,000.00	\$4,000.00

FY 2020 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.

City Hall copy paper, state pricing through WB Mason currently

2013	\$	2,649.78
2014	\$	2,045.31
2015	\$	5,547.39
2016	\$	4,816.29
2017	\$	3,950.45
2018	\$	4,054.11

Average	\$	3,843.89
Median	\$	4,002.28
Maximum	\$	5,547.39



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21111

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,456.00	\$3,000.00	\$4,501.40	\$3,000.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$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.

Employee employment screening and testing. Anticipated constant expense to fill vacant positions and departures

2013	\$	2,600.65
2014	\$	3,608.39
2015	\$	3,482.15
2016	\$	3,250.13
2017	\$	2,456.00
2018	\$	4,501.40

Average	\$	3,316.45
Median	\$	3,366.14
Maximum	\$	4,501.40

Other	\$3,500.00
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Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Printing & Copying Expense

Department Number: 21111

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$14,193.33	\$16,000.00	\$18,007.59	\$17,000.00	\$17,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 18,098.50	\$18,098.50		\$1,098.50

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.

Bill Trust has a 5% increase starting 1/1/19.	\$ 4,070.00
	5%
	\$ 4,273.50
Tyler Forms and Check Stock	\$ 1,900.00
Specialized Purchasing	\$ 8,525.00
Envelope, Employee Permits, and other Printing	\$ 1,700.00
Invoice Cloud	\$ 1,700.00
	<u>\$ 18,098.50</u>



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Unallocated

Department Number: 21111

Account Number: 60794

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	-\$262,500.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Personnel Reserve

Department Number: 21111

Account Number: 60795

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$428,908.77	\$536,252.00	\$465,126.78	\$433,207.00	\$433,207.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 423,297.06	\$423,297.06		(\$9,909.94)

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.

VBB	\$	100,000.00	\$	88,733.46
Longevity (last payment FY2020)	\$	100,869.62	\$	77,372.00
Longevity	\$	21,230.49	\$	18,457.70
Fire Dept Retirements	\$	6,785.15	\$	81,575.42
Police & PWD Retirements	\$	67,483.27	\$	30,478.00
Benefit Contingency (Change in Personnel)	\$	35,000.00	\$	35,000.00
Non-Union Merit Raises	\$	72,403.00	\$	91,680.48
Catch Up Funding for Non-union	\$	45,047.00	\$	-

\$	448,818.53	\$	423,297.06
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Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Miscellaneous Expense

Department Number: 21111

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$20,301.98	\$12,000.00	\$38,555.37	\$12,000.00	\$16,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 45,000.00	\$45,000.00		\$33,000.00

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.

Contingency for expenses not categorized elsewhere and unexpected expenses.

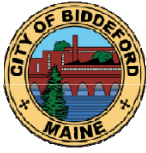
Examples of prior year expenses include, recognition plaques, bereavement or illness flowers, submission fee for CAFR award program, FEMA Mapping consultant, etc.

Estimated expenses ongoing 11,500.00

New expense for 2020 includes:

Periodic structural analysis of 3 Lincoln stack	(to be bid out)	\$ 13,000.00
FAA lighting on stack periodic repair		\$ 16,500.00
3 Lincoln perimeter fencing repair (winter damage)		\$ 4,000.00
		\$ 33,500.00
		\$ 45,000.00

	<u>FY History</u>	<u>Expense</u>
2013	\$	7,570.86
2014	\$	5,624.40
2015	\$	11,997.16
2016	\$	12,857.74
2017	\$	20,301.98
2018	\$	38,555.37



Fiscal Year 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Contingency

Department Number: 21111

Account Number: 60798

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$250,000.00	\$0.00	\$531,380.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250,000.00	\$250,000.00		(\$281,380.00)

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 2020 Budget Request

March 5, 2019

Department: General Administration

Account Title: Transfer Out to Other Funds

Department Number: 21111

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00

FY 2020 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.

River Patrol Fees	\$ 15,000.00
Airport Subsidy	\$ 35,000.00
	\$ 50,000.00

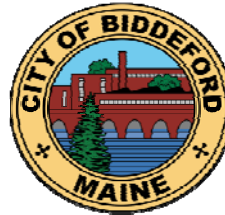
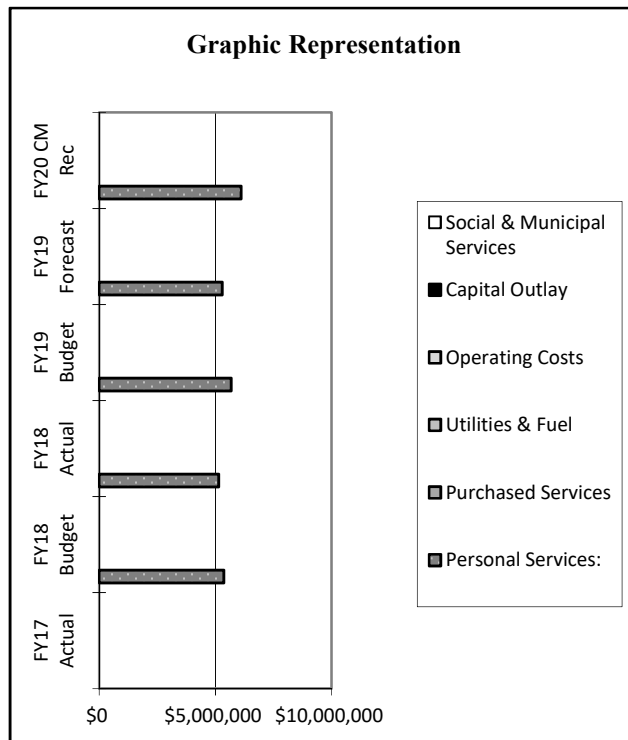
City of Biddeford, Maine

FY2020

Budget: Fringe Benefits

Account Number: 21179

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$5,365,816	\$5,143,530	\$5,681,704	\$3,037,131	\$6,112,414	\$5,952,713
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$5,365,816	\$5,143,530	\$5,681,704	\$3,037,131	\$6,112,414	\$5,952,713



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$0
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$5,681,704	\$5,952,713	\$271,009	4.8%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$5,681,704	\$5,952,713	\$271,009	4.8%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$20,000	\$10,375	\$15,500	\$15,500
60201	FICA/Medicare-ER Share Exp	\$0	\$1,020,962	\$968,314	\$1,055,089	\$580,660	\$1,130,942	\$1,101,351
60202	MPERS-Employer Share Exp	\$0	\$1,222,512	\$1,207,656	\$1,304,018	\$736,789	\$1,354,819	\$1,313,514
60203	457 Plan-Employer Share Exp	\$0	\$144,937	\$100,244	\$106,487	\$76,171	\$149,468	\$148,340
60210	HPHC Ins Employer Share Ex	\$0	\$1,146,012	\$1,061,283	\$1,334,399	\$579,198	\$1,372,665	\$1,329,710
60211	NNEBT Ins Employer Share E	\$0	\$1,713,568	\$1,691,492	\$1,741,881	\$987,221	\$1,941,351	\$1,902,678
60212	S-T Disability ER Share Exp	\$0	\$8,513	\$8,104	\$9,506	\$4,587	\$10,280	\$9,809
60213	L-T Disability ER Share Exp	\$0	\$8,965	\$7,881	\$7,767	\$4,280	\$8,030	\$7,910
60217	RHSA Plan ER Share	\$0	\$100,347	\$98,556	\$102,557	\$57,852	\$110,159	\$104,699
COLLE	College Reimbursement	\$0	\$0	\$0	\$0	\$0	\$19,200	\$19,200
Totals		\$0	\$5,365,816	\$5,143,530	\$5,681,704	\$3,037,131	\$6,112,414	\$5,952,713



Fiscal Year 2019 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: Insurance Buyout Pay

Department Number: 21179

Account Number: 60129

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$20,000.00	\$18,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,500.00	\$15,500.00		(\$4,500.00)

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.

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Fiscal Year 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21179

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,020,962.00	\$968,314.29	\$1,055,089.00	\$1,009,542.26

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,130,942.24	\$1,101,351.12		\$46,262.12

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 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: MPERS-Employer Share Exp

Department Number: 21179

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,222,512.00	\$1,207,655.87	\$1,304,018.00	\$1,275,125.76

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,354,819.12	\$1,313,514.32		\$9,496.32

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 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: 457 Plan-Employer Share Exp

Department Number: 21179

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$144,937.00	\$100,244.41	\$106,487.00	\$128,622.68

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$149,467.58	\$148,340.06		\$41,853.06

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 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: HPHC Ins Employer Share Exp

Department Number: 21179

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,146,012.00	\$1,061,282.89	\$1,334,399.00	\$1,040,475.69

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,372,664.68	\$1,329,709.68		(\$4,689.32)

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 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: NNEBT Ins Employer Share Exp

Department Number: 21179

Account Number: 60211

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,713,568.00	\$1,691,491.83	\$1,741,881.00	\$1,709,060.87

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,941,351.46	\$1,902,678.46		\$160,797.46

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 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: S-T Disability ER Share Exp

Department Number: 21179

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$8,513.00	\$8,103.91	\$9,506.00	\$8,054.09

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,279.97	\$9,809.43		\$303.43

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 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: L-T Disability ER Share Exp

Department Number: 21179

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$8,965.00	\$7,881.31	\$7,767.00	\$7,533.39

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,029.69	\$7,910.32		\$143.32

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 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: College Reimbursement

Department Number: 21179

Account Number: COLLE

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,200.00	\$19,200.00		\$19,200.00

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.

Police Dept	5	\$150	\$9,000
Public Works	1	\$100	\$1,200
Non-union	5	\$150	\$9,000
			\$19,200



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Fringe Benefits

Account Title: RHSA Plan ER Share

Department Number: 21179

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$100,347.00	\$98,555.52	\$102,557.00	\$100,543.30

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,159.40	\$104,699.40		\$2,142.40

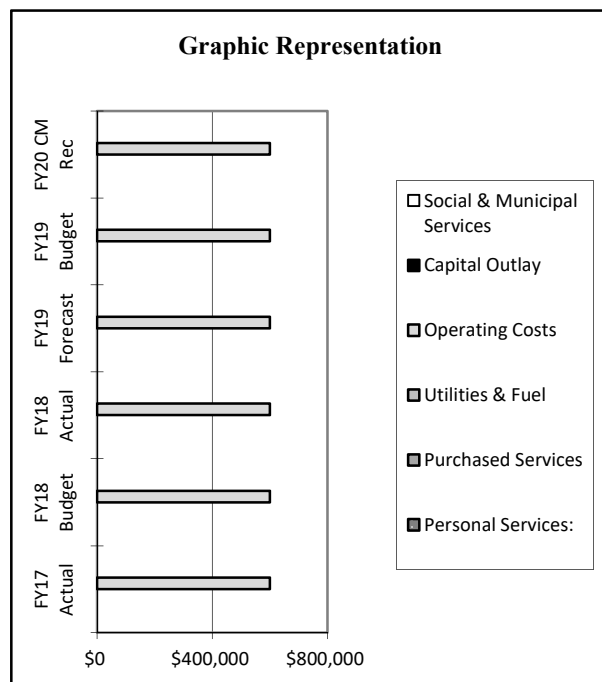
Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted.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

City of Biddeford, Maine

FY2020

Budget: Transfers Out
Account Number: 21199

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Forecast	FY19 Budget	FY19 YTD	FY20	
							Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$600,000	\$600,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$600,000	\$600,000	\$0	0.0%

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 Forecast	FY19 YTD 01/31/19	FY20	
								Dept Head	Mgr's Rec
60799	Transfer Out to Other Funds	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Totals		\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Transfers Out

Account Title: Transfer Out to Other Funds

Department Number:

21199

Account Number:

60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600,000.00	\$600,000.00		\$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.

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City of Biddeford, Maine

FY2020

General Fund

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY2020	
						Dept Head	Manager's Rec
Taxes	\$3,634,523	\$3,357,919	\$3,748,568	\$3,444,787	\$2,129,808	\$3,586,600	\$3,586,600
Licenses, permits and fees	\$2,784,317	\$3,312,420	\$3,320,462	\$3,163,914	\$1,738,249	\$2,698,514	\$2,713,429
Intergovernmental	\$2,439,314	\$2,663,577	\$2,750,079	\$3,014,664	\$2,132,116	\$3,035,161	\$3,035,161
Investment income	\$114,805	\$79,721	\$134,555	\$94,139	\$117,768	\$140,904	\$140,904
Other	\$107,435	\$297,397	\$142,342	\$188,194	\$64,439	\$137,282	\$137,282
Transfer in from other funds	\$466,295	\$933,858	\$779,549	\$662,920	\$662,920	\$506,303	\$491,303
Lease Proceeds	\$133,382	\$0	\$0	\$0	\$1,127,267	\$0	\$0
Use of fund balance	\$75,000	\$281,270	\$0	\$67,731	\$0	\$0	\$0
TOTALS:	\$9,755,072	\$10,926,162	\$10,875,556	\$10,636,349	\$7,972,566	\$10,104,764	\$10,104,679

Account Number	FY2020				Manager's Rec
	FY19	FY19 Budget	FY19 YTD 12/31/18	Dept Head	
Taxes					
40110	Tax Interest Revenue				\$78,000
40111	Tax Lien Costs Revenue				\$20,000
40112	Quit Claim Fee Revenue				\$2,300
40115	Payments in Lieu of Taxes Rev				\$195,000
40120	Motor Vehicle Excise Tax Rev				\$3,275,000
40121	Boat Excise Tax Revenue				\$16,300
	Total taxes				\$3,586,600

Account Number	Description	FY2020				Manager's Rec
		FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18

Licenses, Permits & Fees

40122	Snowmobile Registration Reimbu	\$1,178	\$1,650	\$1,174	\$1,178	\$1,602	\$1,473
40263	Motor Vehicle Reg Fee Rev	\$59,200	\$58,000	\$57,877	\$59,000	\$30,463	\$58,500
40264	IFW Registration Fee Rev	\$2,077	\$2,800	\$1,597	\$2,100	\$921	\$1,800
40200	Birth Certificate Fee Revenue	\$21,555	\$21,000	\$21,298	\$22,000	\$12,316	\$21,500
40201	Death Certificate Fee Revenue	\$10,777	\$10,500	\$10,643	\$11,000	\$6,032	\$10,500
40202	Burial Permit Revenue	\$8,736	\$8,500	\$6,749	\$8,500	\$3,746	\$8,000
40203	Marriage Ceremony Fee Rev	\$0	\$0	\$0	\$0	\$0	\$0
40204	Marriage Certificate Fee Rev	\$4,827	\$5,000	\$4,407	\$5,000	\$2,875	\$5,000
40205	Marriage License Revenue	\$6,789	\$7,000	\$5,257	\$7,000	\$3,852	\$7,000
40206	Resident Turkey License Rev	\$48	\$40	\$34	\$40	\$13	\$35
40207	Resident Fishing License Rev	\$708	\$750	\$657	\$750	\$163	\$700
40208	Massage Therapy License Revenue	\$450	\$450	\$600	\$500	\$920	\$800
40209	Muzzle Loading License Rev	\$18	\$20	\$17	\$20	\$16	\$20
40210	Duplicate License-Combo Rev	\$10	\$20	\$8	\$20	\$0	\$10
40212	Coyote License Revenue	\$6	\$20	\$8	\$10	\$4	\$10
40213	Pheasant Stamp Fee Rev	\$7	\$10	\$4	\$10	\$2	\$10
40214	Duck Stamp Fee Revenue	\$4	\$5	\$2	\$5	\$1	\$5
40215	Resident Hunting Lic Rev	\$148	\$200	\$110	\$200	\$74	\$150
40216	Junior Hunting Lic Rev	\$20	\$20	\$4	\$20	\$10	\$20
40217	Archery License Revenue	\$47	\$50	\$41	\$50	\$26	\$50
40218	Resident Combo Lic Rev	\$266	\$300	\$244	\$300	\$125	\$250
40219	Resident Serviceman Lic Rev	\$2	\$2	\$0	\$2	\$0	\$2
40220	Small Game License Rev	\$6	\$0	\$0	\$5	\$2	\$5
40221	Bear License Revenue	\$12	\$15	\$10	\$15	\$2	\$15
40229	Victualers License Revenue	\$11,796	\$11,000	\$11,325	\$11,000	\$4,250	\$11,000
40230	Entertainment License Rev	\$3,285	\$5,000	\$3,470	\$3,500	\$1,660	\$3,500
40232	Garage/Service Sta Lic Rev	\$2,975	\$3,000	\$2,850	\$3,000	\$2,235	\$2,500

40233	Vendor License Revenue	\$415	\$300	\$340	\$300	\$200	\$300	\$300
40234	Taxi License Revenue	\$370	\$400	\$450	\$100	\$90	\$400	\$400
40237	Second Hand Dealer Lic Rev	\$800	\$1,000	\$1,225	\$1,000	\$400	\$400	\$400
40239	Research Revenue	\$0	\$20	\$0	\$20	\$0	\$10	\$10
40258	Advertising Costs Revenue	\$260	\$300	\$360	\$300	\$200	\$300	\$300
40259	City Clerk Services Rev	\$777	\$850	\$836	\$850	\$563	\$850	\$850
40260	Copies Revenue	\$801	\$1,000	\$1,056	\$1,000	\$375	\$800	\$800
40261	Hospital Liens Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40262	Returned Check Fee Rev	\$705	\$800	\$550	\$600	\$515	\$650	\$650
40265	Building Permit Revenue	\$638,336	\$425,000	\$508,048	\$450,000	\$203,608	\$400,000	\$400,000
40266	Electrical Permit Revenue	\$65,530	\$72,000	\$80,479	\$70,000	\$41,867	\$70,000	\$70,000
40267	Plumbing Permit Revenue	\$20,849	\$27,000	\$26,935	\$45,000	\$19,770	\$40,000	\$40,000
40268	Junk Yard Permit Revenue	\$0	\$200	\$200	\$600	\$400	\$600	\$600
40271	Code Violations Fine Revenue	\$250	\$3,500	\$4,300	\$3,500	\$0	\$3,000	\$3,000
40272	Code Prof Review Fee Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40273	ZBA Fee Revenue	\$500	\$500	\$0	\$500	\$0	\$500	\$500
40274	Contract Zoning Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40275	Plan Bd Admin Fee Rev	\$1,440	\$1,350	\$1,880	\$1,500	\$1,160	\$1,500	\$1,500
40276	Plan Bd Eng Inspect Fee Rev	\$0	\$12,000	\$0	\$12,000	\$0	\$0	\$0
40277	Plan Bd Minor Subdivision Rev	\$0	\$0	\$1,920	\$0	\$1,000	\$1,000	\$1,000
40278	Plan Bd Major Subdivision Rev	\$1,880	\$3,000	\$5,920	\$3,000	\$100	\$3,000	\$3,000
40279	Plan Bd Site Review Rev	\$10,618	\$7,500	\$4,800	\$5,000	\$500	\$5,000	\$5,000
40284	Plan Bd Eng Site Review Rev	\$0	\$8,000	\$0	\$8,000	\$0	\$0	\$0
40285	Plan Bd Cond Use/Oth1 Rev	\$2,000	\$1,800	\$2,200	\$2,000	\$400	\$2,000	\$2,000
40286	Plan Bd Cond Use/Other2 Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40288	Plan Bd Cont/Cond Zone1 Rev	\$1,000	\$2,000	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000
40294	Plan Bd Shoreland Zone Rev	\$800	\$600	\$600	\$600	\$300	\$600	\$600
40310	Sole Proprietor Filing Fee Rv	\$240	\$200	\$210	\$200	\$100	\$200	\$200
40317	Code Permit Application Fee Rv	\$28,805	\$40,000	\$31,200	\$30,000	\$14,040	\$27,500	\$27,500
40318	Historic Preservation App Fee	\$200	\$400	\$600	\$400	\$1,200	\$500	\$500
40321	Inspection Program Revenue	\$0	\$0	\$0	\$65,000	\$0	\$65,000	\$65,000
40319	Special Events Permit	\$0	\$0	\$1,800	\$0	\$275	\$1,800	\$1,800
40320	Accessory Dwelling Fee	\$0	\$0	\$1,000	\$0	\$400	\$1,000	\$1,000
40501	Interest on Notes Rec Rev	\$200	\$0	\$0	\$0	\$0	\$0	\$0
40550	Maps Sold Revenue	\$8	\$20	\$30	\$20	\$12	\$20	\$20
40551	BOCA Books Sold Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40552	Zoning Ordinance Books Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40553	Subdivision Ord Books Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40555	Voter Lists Sold Revenue	\$0	\$0	\$97	\$100	\$0	\$0	\$0
40556	Copies Sold Revenue	\$5	\$0	\$17	\$0	\$7	\$0	\$0
40560	Welfare Restitution Pmts Rev	\$1,450	\$1,250	\$570	\$500	\$0	\$350	\$350
40600	Rental AT&T Cell ME Site	\$39,461	\$22,361	\$27,761	\$28,315	\$14,574	\$28,315	\$28,315
40601	Rental Verizon Cell ME Site Rv	\$14,548	\$15,870	\$17,193	\$16,187	\$7,935	\$15,870	\$15,870
40602	Rental City Theater Revenue	\$960	\$960	\$960	\$960	\$720	\$960	\$960
40603	Rental Community Supp Svcs Rev	\$750	\$1,125	\$0	\$1,125	\$0	\$0	\$0

40604	Rental Sprint Cell ME Site Rev	\$24,345	\$24,125	\$25,075	\$25,577	\$83,104	\$25,827	\$25,827
40605	Rental US Cellular ME Site Rev	\$33,329	\$33,652	\$34,010	\$34,881	\$17,293	\$34,586	\$34,586
40630	Rental Verizon Cell Site	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40638	Rental T-Mobile Cell ME Site R	\$25,535	\$29,865	\$26,831	\$25,928	\$0	\$26,830	\$26,830
40244	Ambulance Service Fee Rev	\$933,747	\$1,425,000	\$1,425,000	\$1,225,000	\$714,312	\$1,300,000	\$1,300,000
40297	False Alarm Fee Revenue	\$35,630	\$25,000	\$46,590	\$32,500	\$18,030	\$25,000	\$25,000
40298	Ordinance Fines Revenue	\$3,097	\$2,000	\$3,058	\$2,000	\$373	\$2,500	\$2,500
40299	Animal Cntrl Collections Rev	\$5,208	\$3,750	\$1,883	\$2,500	\$970	\$2,000	\$2,000
40300	Police Reports Revenue	\$7,817	\$9,000	\$8,293	\$9,000	\$4,123	\$8,000	\$8,000
40307	Court Ordered Restitution Rev	\$423	\$0	\$912	\$0	\$120	\$500	\$500
40309	Blasting Permit Fee Revenue	\$600	\$500	\$750	\$600	\$300	\$600	\$600
40316	Parking Fines Revenue	\$40,326	\$70,500	\$58,840	\$26,531	\$22,703	\$0	\$0
40409	MDEA/DEA Reimburse Rev	\$188,300	\$288,148	\$335,692	\$288,148	\$128,609	\$0	\$0
40430	School Resource Officers Reimb	\$75,961	\$113,480	\$0	\$50,000	\$0	\$0	\$0
40460	PSAP Service Fees	\$203,496	\$208,167	\$208,117	\$213,932	\$213,404	\$225,871	\$225,871
40461	Polygraph Test Revenue	\$0	\$0	\$0	\$10,000	\$1,950	\$10,000	\$10,000
40462	Police Contracted Services Revenue	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
40223	Cemetery Fee Revenue	\$3,650	\$5,000	\$1,850	\$5,000	\$750	\$3,000	\$3,000
40231	Septic Sludge Permit Rev	\$100	\$100	\$100	\$100	\$100	\$100	\$100
40235	Solid Waste Annual Fee Rev	\$5,400	\$25,400	\$5,400	\$5,400	\$6,000	\$5,700	\$5,700
40302	Street Opening Permit Rev	\$4,350	\$8,950	\$3,240	\$5,200	\$2,971	\$3,720	\$3,720
40303	Recycling Revenue	\$72,711	\$50,000	\$86,128	\$65,000	\$28,944	\$50,000	\$50,000
40304	Solid Waste Bag Sales Revenue	\$54,201	\$52,500	\$41,752	\$54,000	\$20,088	\$56,000	\$70,915
40700	Municipal Garage Labor Charge	\$97,188	\$150,625	\$154,020	\$147,715	\$90,083	\$112,000	\$112,000
	Total licenses, permits & fees	\$2,784,317	\$3,312,420	\$3,320,462	\$3,163,914	\$1,738,249	\$2,698,514	\$2,713,429

Account Number	Description	FY17	FY18	FY18	FY19	FY19	FY2020
		Actual	Budget	Actual	Budget	YTD 12/31/18	Dept Head
Intergovernmental							
40406	State Vets Tax Reimburse Rev	\$10,540	\$10,540	\$10,136	\$10,136	\$10,950	\$10,950
40408	State Tree Growth Assess Rev	\$36,328	\$36,000	\$37,989	\$37,988	\$40,296	\$40,296
40400	State Revenue Sharing Rev	\$1,293,059	\$1,360,000	\$1,363,996	\$1,425,000	\$854,501	\$1,480,000
40401	State Homestead Exemption Rev	\$504,494	\$674,000	\$675,008	\$844,050	\$626,561	\$835,415
40433	Fed Fish & Wildlife Rev Share	\$0	\$800	\$7,422	\$0	\$0	\$7,000
40402	State G A Reimbursement Rev	\$88,553	\$77,735	\$84,669	\$110,000	\$15,019	\$80,000
40403	State DHS Assist Rev	\$11,530	\$3,000	\$1,683	\$5,000	\$1,080	\$0
40407	State Parks Fee Sharing Rev	\$650	\$400	\$0	\$500	\$0	\$500
40410	State Witness Fees Rev	\$4,884	\$12,000	\$5,076	\$8,000	\$1,410	\$6,000
40404	State Road Assist Program Rev	\$192,160	\$192,160	\$198,832	\$195,000	\$197,260	\$195,000
40450	School Dept. Share Revenue	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$15,000
40405	State BETE Reimbursement Reven	\$282,116	\$281,942	\$350,268	\$363,990	\$385,038	\$365,000
Total intergovernmental		\$2,439,314	\$2,663,577	\$2,750,079	\$3,014,664	\$2,132,116	\$3,035,161

Account Number	Description	FY17	FY18	FY18	FY19	FY19	FY2020	
		Actual	Budget	Actual	Budget	YTD 12/31/18	Dept Head	Manager's Rec
<u>Investment Income</u>								
40500	Investment Income Revenue	\$95,054	\$75,000	\$119,851	\$80,000	\$117,768	\$125,000	\$125,000
40501	Interest on Notes Rec Rev	\$19,751	\$4,721	\$14,705	\$14,139	\$0	\$15,904	\$15,904
	Total investment income	\$114,805	\$79,721	\$134,555	\$94,139	\$117,768	\$140,904	\$140,904

Account Number	Description	FY2020				
		FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18
					Dept Head	Manager's Rec
Other Revenue						
40126	Sale of Surplus Goods Rev	\$0	\$0	\$6,100	\$0	\$0
40412	State Share Grants Revenue	\$0	\$0	\$0	\$0	\$0
40557	Donations Received Revenue	\$0	\$0	\$0	\$0	\$0
40559	Miscellaneous Revenue	\$70,457	\$261,297	\$44,950	\$76,132	\$76,132
40559	Miscellaneous Revenue	\$0	\$100	\$0	\$0	\$0
40561	Welfare Genl Reimburse Rev	\$0	\$0	\$1,500	\$0	\$0
40562	Arena Debt Serv Reimburse Rev	\$36,000	\$36,000	\$42,000	\$36,000	\$36,000
40559	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
40559	Miscellaneous Revenue	\$979	\$0	\$150	\$250	\$150
40128	Sale of Tax Acquired Prop Rev	\$0	\$0	\$0	\$0	\$0
41193	Contract Admin. Services	\$0	\$0	\$47,642	\$75,812	\$25,000
	Total other revenue	\$107,435	\$297,397	\$142,342	\$188,194	\$137,282

Account Number	Description	FY2020				
		FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18
					Dept Head	Manager's Rec
Transfers in from other funds						
40801	Transfer in from Other Funds	\$466,295	\$933,858	\$779,549	\$662,920	\$491,303
Lease Proceeds						
40592	Lease Proceeds Revenue	\$133,382	\$0	\$0	\$0	\$0
Use of fund balance						
40999	Use of Undesignated Fund Balan	\$75,000	\$281,270	\$0	\$67,731	\$0



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Tax Collector

Account Title: Tax Lien Costs Revenue

Department Number: 24101

Account Number: 40111

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$27,737.46	\$25,000.00	\$1,156.81	\$25,000.00	\$20,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,000.00	\$20,000.00		\$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.

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2013	15,392.17
2014	12,789.13
2015	44,928.04
2016	16,627.36
2017	27,737.46
2018	1,156.81
average	19,771.83



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Tax Collector

Account Title: Quit Claim Fee Revenue

Department Number: 24101

Account Number: 40112

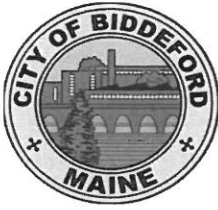
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$2,175.00	\$1,500.00	\$2,400.00	\$1,650.00	\$2,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,300.00	\$2,300.00		\$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.

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2013	4,125.00
2014	1,419.00
2015	1,425.00
2016	4,275.00
2017	2,175.00
2018	2,400.00
average	2,636.50



Fiscal Year 2020 Revenue Estimates

March 1, 2019

Department: Tax Collector

Account Title: Motor Vehicle Excise Tax Rev

Department Number: 24102

Account Number: 40120

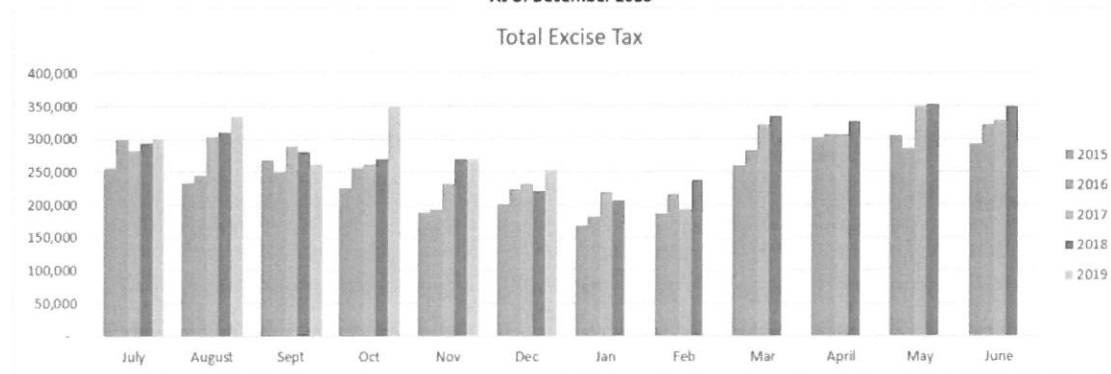
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3,316,877.62	\$3,025,000.00	\$3,448,088.23	\$3,150,000.00	\$3,275,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,275,000.00	\$3,275,000.00		\$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.



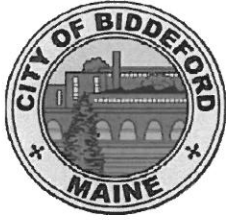
Revenue Trends
As of December 2018



Total Excise Tax by year	2015	2016	2017	2018	YTD 2019
	2,884,117	3,062,132	3,316,878	3,448,085	1,766,820

2016	3,062,132.00
2017	3,316,878.00
2018	3,448,085.00

average 3,275,698.33



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Tax Collector

Account Title: Boat Excise Tax Revenue

Department Number: 24102

Account Number: 40121

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$16,674.80	\$16,250.00	\$15,963.60	\$16,500.00	\$16,300.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,300.00	\$16,300.00		\$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.

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2013	16,298.20
2014	17,967.42
2015	16,303.38
2016	17,649.66
2017	16,674.80
2018	15,963.60
average	16,809.51



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Tax Collector

Account Title: Snowmobile Registration Reimbu

Department Number: 24110

Account Number: 40122

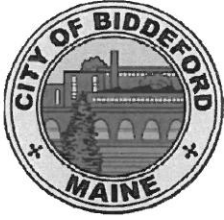
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,178.36	\$1,650.00	\$1,174.16	\$1,178.00	\$1,602.04

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,473.00	\$1,473.00		\$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.

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2013	1,251.18
2014	1,714.58
2015	1,707.96
2016	1,688.10
2017	1,178.36
2018	1,174.16
2019	1,602.04
average	1,473.77



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Tax Collector

Account Title: Motor Vehicle Reg Fee Rev

Department Number: 24110

Account Number: 40263

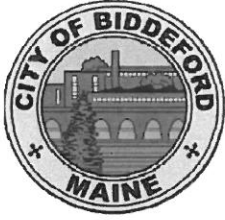
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$59,200.00	\$58,000.00	\$57,877.00	\$59,000.00	\$58,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$58,500.00	\$58,500.00		\$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.

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2013	52,356.78
2014	53,425.72
2015	55,470.03
2016	58,242.38
2017	59,200.00
2018	57,877.00
average	56,095.32
last 3 years average	58,439.79



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Tax Collector

Account Title: IFW Registration Fee Rev

Department Number: 24110

Account Number: 40264

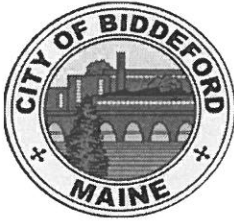
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$2,077.00	\$2,800.00	\$1,597.00	\$2,100.00	\$1,800.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		\$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.

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2013	1,604.80
2014	1,636.00
2015	1,655.80
2016	2,836.00
2017	2,077.00
2018	1,597.00
average	1,901.10



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Birth Certificate Fee Revenue

Department Number: 24111

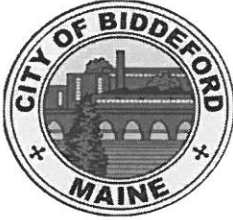
Account Number: 40200

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$21,555.20	\$21,000.00	\$21,298.20	\$22,000.00	\$21,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$21,500.00	\$21,500.00		(\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Death Certificate Fee Revenue

Department Number: 24111

Account Number: 40201

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$10,777.40	\$10,500.00	\$10,642.80	\$11,000.00	\$10,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,500.00	\$10,500.00		(\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Burial Permit Revenue

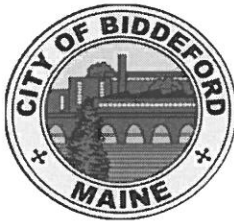
Department Number: 24111

Account Number: 40202

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$8,736.00	\$8,500.00	\$6,749.00	\$8,500.00	\$7,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,000.00	\$8,000.00		(\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Marriage Certificate Fee Rev

Department Number: 24111

Account Number: 40204

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$4,826.80	\$5,000.00	\$4,407.20	\$5,000.00	\$5,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Marriage License Revenue

Department Number: 24111

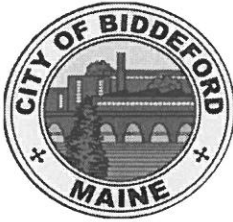
Account Number: 40205

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$6,789.00	\$7,000.00	\$5,257.00	\$7,000.00	\$7,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,000.00	\$7,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Resident Turkey License Rev

Department Number: 24111

Account Number: 40206

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$47.72	\$40.00	\$34.00	\$40.00	\$35.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35.00	\$35.00		(\$5.00)

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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Resident Fishing License Rev

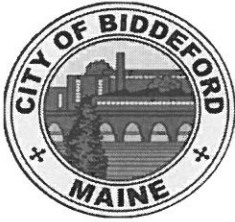
Department Number: 24111

Account Number: 40207

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$708.15	\$750.00	\$657.37	\$750.00	\$700.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		(\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Massage Therapy License Revenue

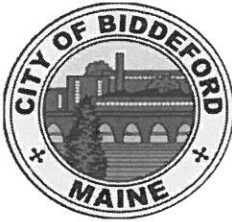
Department Number: 24111

Account Number: 40208

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$450.00	\$450.00	\$600.00	\$500.00	\$800.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$300.00

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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Muzzle Loading License Rev

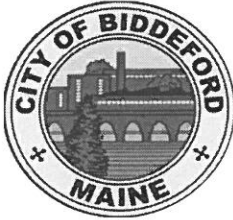
Department Number: 24111

Account Number: 40209

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$18.00	\$20.00	\$17.00	\$20.00	\$20.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20.00	\$20.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Duplicate License-Combo Rev

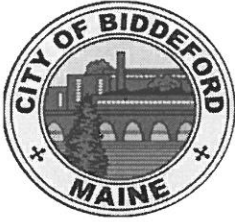
Department Number: 24111

Account Number: 40210

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$10.00	\$20.00	\$8.00	\$20.00	\$10.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10.00	\$10.00		(\$10.00)

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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Coyote License Revenue

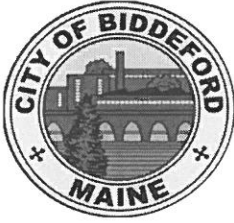
Department Number: 24111

Account Number: 40212

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$6.00	\$20.00	\$8.00	\$10.00	\$10.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10.00	\$10.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Pheasant Stamp Fee Rev

Department Number: 24111

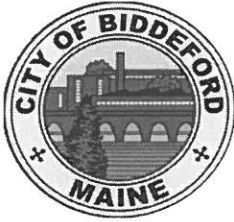
Account Number: 40213

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$7.00	\$10.00	\$4.00	\$10.00	\$10.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10.00	\$10.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Duck Stamp Fee Revenue

Department Number: 24111

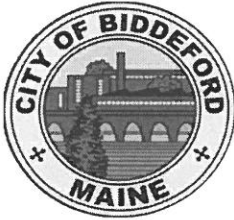
Account Number: 40214

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3.50	\$5.00	\$1.50	\$5.00	\$5.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5.00	\$5.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Resident Hunting Lic Rev

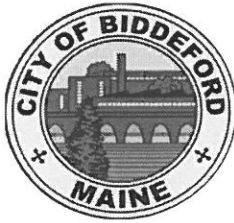
Department Number: 24111

Account Number: 40215

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$148.00	\$200.00	\$110.00	\$200.00	\$150.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00		(\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Junior Hunting Lic Rev

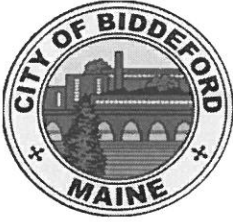
Department Number: 24111

Account Number: 40216

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$20.00	\$20.00	\$4.00	\$20.00	\$20.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20.00	\$20.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Archery License Revenue

Department Number: 24111

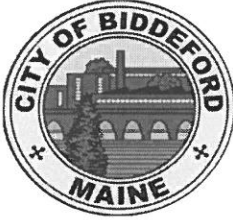
Account Number: 40217

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$46.56	\$50.00	\$41.00	\$50.00	\$50.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50.00	\$50.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Resident Combo Lic Rev

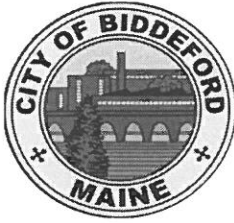
Department Number: 24111

Account Number: 40218

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$265.97	\$300.00	\$244.00	\$300.00	\$250.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250.00	\$250.00		(\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Resident Serviceman Lic Rev

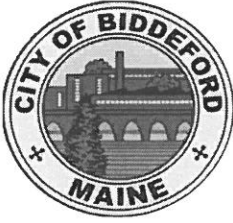
Department Number: 24111

Account Number: 40219

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$2.00	\$2.00	\$0.00	\$2.00	\$2.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2.00	\$2.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Small Game License Rev

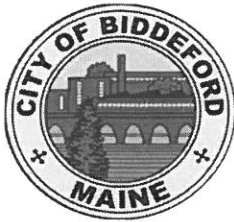
Department Number: 24111

Account Number: 40220

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$6.00	\$0.00	\$0.00	\$5.00	\$5.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5.00	\$5.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Bear License Revenue

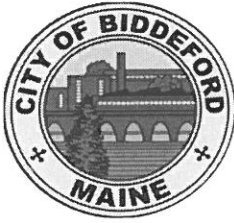
Department Number: 24111

Account Number: 40221

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$12.00	\$15.00	\$10.00	\$15.00	\$15.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15.00	\$15.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Victualers License Revenue

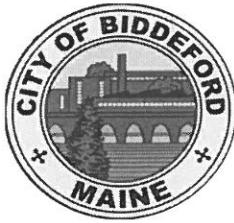
Department Number: 24111

Account Number: 40229

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$11,796.25	\$11,000.00	\$11,325.00	\$11,000.00	\$11,000.00

FY-2020 Budget	Department Estimate	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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Entertainment License Rev

Department Number: 24111

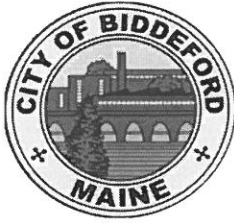
Account Number: 40230

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3,285.00	\$5,000.00	\$3,470.00	\$3,500.00	\$3,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Garage/Service Sta Lic Rev

Department Number: 24111

Account Number: 40232

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$2,975.00	\$3,000.00	\$2,850.00	\$3,000.00	\$2,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		(\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Vendor License Revenue

Department Number: 24111

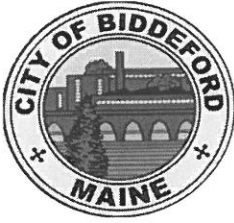
Account Number: 40233

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$415.00	\$300.00	\$340.00	\$300.00	\$300.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Taxi License Revenue

Department Number: 24111

Account Number: 40234

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$370.00	\$400.00	\$450.00	\$100.00	\$400.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		\$300.00

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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Second Hand Dealer Lic Rev

Department Number: 24111

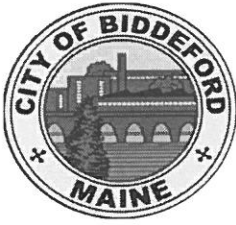
Account Number: 40237

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$800.00	\$1,000.00	\$1,225.00	\$1,000.00	\$400.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		(\$600.00)

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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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Research Revenue

Department Number: 24111

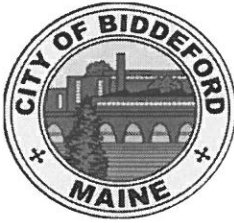
Account Number: 40239

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$20.00	\$0.00	\$20.00	\$10.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10.00	\$10.00		(\$10.00)

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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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Advertising Costs Revenue

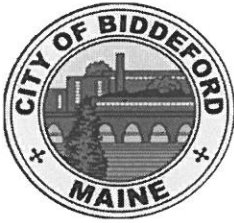
Department Number: 24111

Account Number: 40258

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$260.00	\$300.00	\$360.00	\$300.00	\$300.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: City Clerk Services Rev

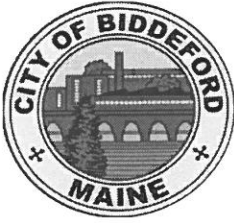
Department Number: 24111

Account Number: 40259

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$777.00	\$850.00	\$836.00	\$850.00	\$850.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$850.00	\$850.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Copies Revenue

Department Number: 24111

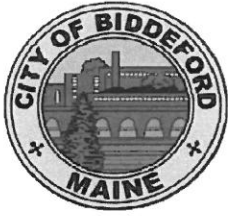
Account Number: 40260

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$801.15	\$1,000.00	\$1,055.50	\$1,000.00	\$500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		(\$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.

This account is also used for voter lists that are sold in the Clerk's Office



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Building Permit Revenue

Department Number: 24111

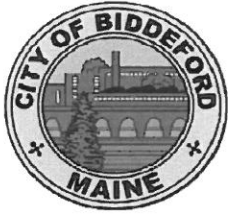
Account Number: 40265

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$638,336.14	\$425,000.00	\$508,048.12	\$450,000.00	\$385,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400,000.00	\$400,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Electrical Permit Revenue

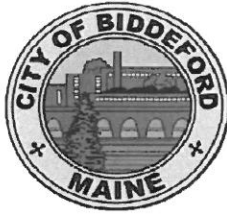
Department Number: 24111

Account Number: 40266

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$65,530.49	\$72,000.00	\$80,478.65	\$70,000.00	\$70,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$70,000.00	\$70,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Plumbing Permit Revenue

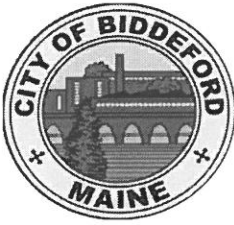
Department Number: 24111

Account Number: 40267

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$20,848.75	\$27,000.00	\$26,935.00	\$45,000.00	\$40,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$40,000.00	\$40,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Junk Yard Permit Revenue

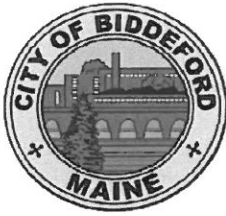
Department Number: 24111

Account Number: 40268

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$200.00	\$200.00	\$600.00	\$600.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600.00	\$600.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Code Violations Fine Revenue

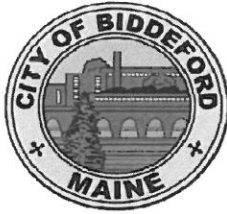
Department Number: 24111

Account Number: 40271

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$250.00	\$3,500.00	\$4,300.00	\$3,500.00	\$3,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: ZBA Fee Revenue

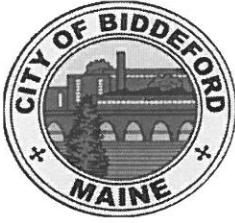
Department Number: 24111

Account Number: 40273

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$500.00	\$500.00	\$0.00	\$500.00	\$100.00

FY-2020 Budget	Department Estimate	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.



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Contract Zoning Revenue

Department Number: 24111

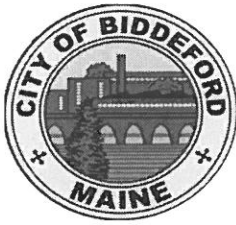
Account Number: 40274

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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.

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Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Admin Fee Rev

Department Number: 24111

Account Number: 40275

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,440.00	\$1,350.00	\$1,880.00	\$1,500.00	\$1,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

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2013	1,680
2014	960
2015	1,960
2016	1,360
2017	1,440
2018	1,880
average	1,547



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Eng Inspect Fee Rev

Department Number: 24111

Account Number: 40276

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$12,000.00	\$0.00	\$12,000.00	\$0.00

FY-2020 Budget	Department Estimate	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 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Minor Subdivision Rev

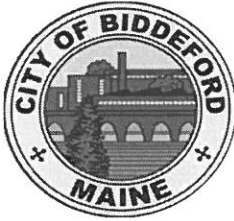
Department Number: 24111

Account Number: 40277

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$1,920.00	\$0.00	\$1,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Major Subdivision Rev

Department Number: 24111

Account Number: 40278

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,880.00	\$3,000.00	\$5,920.00	\$3,000.00	\$3,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

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2013	13,520
2014	6,200
2015	13,400
2016	9,080
2017	1,880
2018	5,920
average	8,333



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Site Review Rev

Department Number: 24111

Account Number: 40279

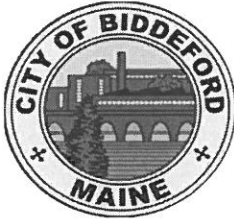
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$10,618.00	\$7,500.00	\$4,800.00	\$5,000.00	\$5,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

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2013	8,125
2014	3,700
2015	9,462
2016	10,348
2017	10,618
2018	4,800
average	7,842



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Eng Site Review Rev

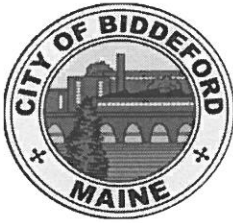
Department Number: 24111

Account Number: 40284

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00

FY-2020 Budget	Department Estimate	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 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Cond Use/Oth1 Rev

Department Number: 24111

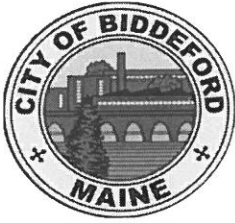
Account Number: 40285

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$2,000.00	\$1,800.00	\$2,200.00	\$2,000.00	\$2,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.

2013	2,200
2014	1,000
2015	2,700
2016	600
2017	2,000
2018	2,200
average	1,783



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Cond Use/Other2 Rev

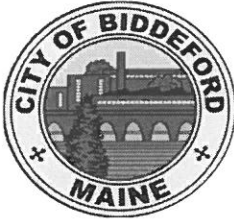
Department Number: 24111

Account Number: 40286

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Cont/Cond Zone1 Rev

Department Number: 24111

Account Number: 40288

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Plan Bd Shoreland Zone Rev

Department Number: 24111

Account Number: 40294

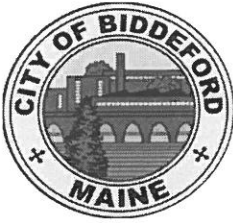
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$800.00	\$600.00	\$600.00	\$600.00	\$600.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600.00	\$600.00		\$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.

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2013	400
2014	100
2015	300
2016	600
2017	800
2018	600
average	466.67



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Sole Prioprietor Filing Fee Rv

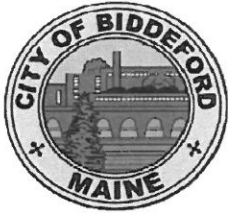
Department Number: 24111

Account Number: 40310

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$240.00	\$200.00	\$210.00	\$200.00	\$200.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Code Permit Application Fee Rv

Department Number: 24111

Account Number: 40317

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$28,805.00	\$40,000.00	\$31,200.00	\$30,000.00	\$20,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$27,500.00	\$27,500.00		\$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.



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Historic Preservation App Fee

Department Number: 24111

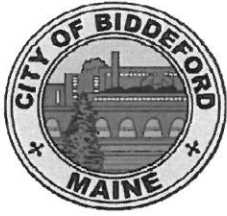
Account Number: 40318

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$200.00	\$400.00	\$1,100.00	\$0.00	\$1,100.00

FY-2020 Budget	Department Estimate	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.

2013	100
2014	440
2015	950
2016	600
2017	200
2018	600
average	481.67



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Special Events Permit

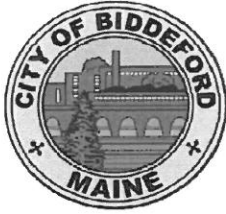
Department Number: 24111

Account Number: 40319

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Accessory Dwelling Fee

Department Number: 24111

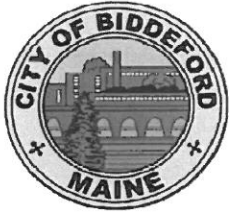
Account Number: 40320

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

This fee was established as part of ordinance upgrade to allow accessory dwellings



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Inspection Program Revenue

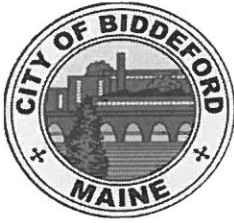
Department Number: 24111

Account Number: 40321

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$65,000.00	\$65,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Maps Sold Revenue

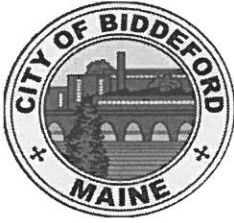
Department Number: 24111

Account Number: 40550

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$8.00	\$20.00	\$30.00	\$20.00	\$20.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20.00	\$20.00		\$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 2020 Revenue Estimates

February 22, 2019

Department: Health & Welfare

Account Title: Welfare Restitution Pmts Rev

Department Number: 24112

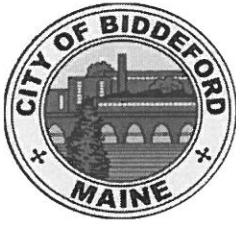
Account Number: 40560

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,450.00	\$1,250.00	\$0.00	\$350.00	\$350.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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.

Currently, there is only one case where the City has been awarded \$700.00 in restitution. At this point, there is no indication when that money will be paid to the City, so the amount has been split between the current fiscal year and the next fiscal year.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Fire Department

Account Title: Ambulance Service Fee Rev

Department Number: 24113

Account Number: 40244

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$933,746.93	\$1,425,000.00	\$1,425,000.00	\$1,225,000.00	\$1,225,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,300,000.00	\$1,300,000.00		\$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 from the Ambulance Fund



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: False Alarm Fee Revenue

Department Number: 24113

Account Number: 40297

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$35,630.00	\$25,000.00	\$46,590.00	\$32,500.00	\$20,000.00

FY-2020 Budget	Department Estimate	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.

2013	17,814
2014	14,078
2015	20,692
2016	25,319
2017	35,630
2018	46,590
average	26,687



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Ordinance Fines Revenue

Department Number: 24113

Account Number: 40298

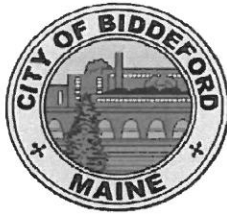
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3,096.90	\$2,000.00	\$3,058.00	\$2,000.00	\$2,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.

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2013	2,256
2014	3,122
2015	3,080
2016	1,346
2017	3,097
2018	3,058
average	2,660



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Code Enforcement

Account Title: Animal Cntrl Collections Rev

Department Number: 24113

Account Number: 40299

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$5,208.00	\$3,750.00	\$1,883.00	\$2,500.00	\$2,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

January 30, 2019

Department: Planning

Account Title: Blasting Permit Fee Revenue

Department Number: 24113

Account Number: 40309

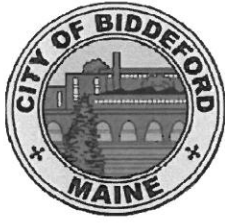
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$600.00	\$500.00	\$750.00	\$600.00	\$600.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600.00	\$600.00		\$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.

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2013	300
2014	500
2015	650
2016	1050
2017	600
2018	750
average	641.67



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Parking Fines Revenue

Department Number: 24113

Account Number: 40316

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$40,325.84	\$70,500.00	\$58,840.11	\$26,531.00	\$0.00

FY-2020 Budget	Department Estimate	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.

Moved to Parking Fund



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Police Reports Revenue

Department Number: 24113

Account Number: 40300

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$7,816.50	\$9,000.00	\$8,293.00	\$9,000.00	\$7,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,000.00	\$8,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: MDEA/DEA Reimburse Rev

Department Number: 24113

Account Number: 40409

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$188,299.88	\$288,148.00	\$335,692.17	\$288,148.00	\$264,431.00

FY-2020 Budget	Department Estimate	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.

Moved to 32551-40409 (New MDEA Grant Fund)



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: School Resource Officers Reimb

Department Number: 24113

Account Number: 40430

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$75,960.68	\$113,480.00	\$0.00	\$50,000.00	\$0.00

FY-2020 Budget	Department Estimate	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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: PSAP Service Fees

Department Number: 24113

Account Number: 40460

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$203,496.00	\$208,167.00	\$208,116.50	\$213,932.00	\$213,404.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$225,870.50	\$225,870.50		\$0.00

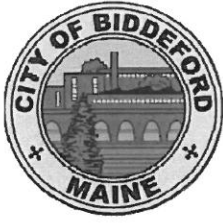
Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted.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

2019-2020 Communications Revenue Contract figures 7.50 per capita

Alfred	\$22,642.50
Arundel	\$30,165.00
Dayton	\$14,737.50
Lyman	\$32,580.00
Waterboro	\$58,500.00
Saco @ 3.50 per capita	\$67,245.50
TOTAL	\$225,870.50

Saco only year 2020-2021

Saco @3.75 per capita 72,048.75



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Polygraph Test Revenue

Department Number: 24113

Account Number: 40461

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Police Contracted Services Revenue

Department Number: 24113

Account Number: 40462

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00

FY-2020 Budget	Department Estimate	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 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Police Grants

Department Number: 24113

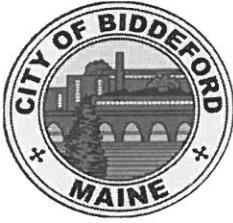
Account Number: 40463

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Cemetery Fee Revenue

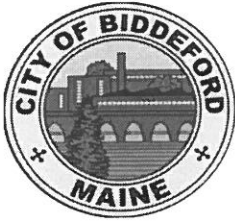
Department Number: 24114

Account Number: 40223

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3,650.00	\$5,000.00	\$1,850.00	\$5,000.00	\$2,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		(\$2,000.00)

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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Septic Sludge Permit Rev

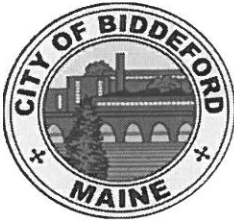
Department Number: 24114

Account Number: 40231

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Solid Waste Annual Fee Rev

Department Number: 24114

Account Number: 40235

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$5,400.00	\$25,400.00	\$5,400.00	\$5,400.00	\$4,200.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,700.00	\$5,700.00		(\$300.00)

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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Fiscal Year 2020 Revenue Estimates

February 20, 2019

Department: Public Works

Account Title: Street Opening Permit Rev

Department Number: 24114

Account Number: 40302

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$4,350.00	\$8,950.00	\$3,240.00	\$5,200.00	\$3,720.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,720.00	\$3,720.00		\$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.

2013	1,710
2014	3,750
2015	5,520
2016	3,750
2017	4,350
2018	3,240
average	3,720



Fiscal Year 2020 Revenue Estimates

February 20, 2019

Department: Public Works

Account Title: Recycling Revenue

Department Number: 24114

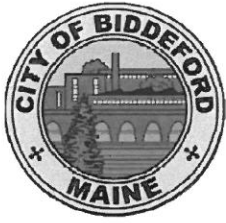
Account Number: 40303

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$72,711.27	\$50,000.00	\$86,127.84	\$65,000.00	\$50,000.00

FY-2020 Budget	Department Estimate	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.

2013	118,694
2014	105,347
2015	77,603
2016	50,873
2017	72,711
2018	86,128
average	85,226



Fiscal Year 2020 Revenue Estimates

February 20, 2019

Department: Public Works

Account Title: Solid Waste Bag Sales Revenue

Department Number: 24114

Account Number: 40304

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$54,200.68	\$52,500.00	\$41,751.85	\$54,000.00	\$56,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$56,000.00	\$70,915.00		\$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.

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2013	46,369
2014	85,307
2015	52,683
2016	54,471
2017	54,201
2018	41,752
average	55,797

Additional sale of waste bags due to recycling program 14,915



Fiscal Year 2020 Revenue Estimates

February 20, 2019

Department: Public Works

Account Title: Municipal Garage Labor Charge

Department Number: 24114

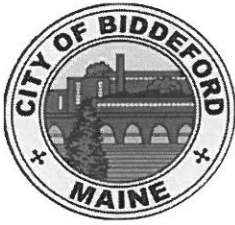
Account Number: 40700

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$97,188.00	\$150,625.00	\$154,019.50	\$147,715.00	\$100,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$112,000.00	\$112,000.00		\$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.

2013	104,721
2014	101,524
2015	117,569
2016	102,702
2017	97,188
2018	154,020
average	112,954



Fiscal Year 2020 Revenue Estimates

February 22, 2019

Department: Health & Welfare

Account Title: State G A Reimbursement Rev

Department Number: 24123

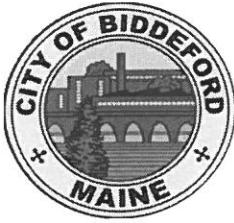
Account Number: 40402

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$88,553.21	\$77,735.00	-\$15,018.73	\$40,000.00	\$40,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$80,000.00	\$80,000.00		(\$50,000.00)

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.

Fewer clients have been seen and assisted in FY19; and that trend is expected going into the next fiscal year.



Fiscal Year 2020 Revenue Estimates

February 22, 2019

Department: Health & Welfare

Account Title: State DHS Assist Rev

Department Number: 24123

Account Number: 40403

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$11,529.68	\$3,000.00	-\$1,080.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

We do not receive funds from DHHS.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: State Witness Fees Rev

Department Number: 24124

Account Number: 40410

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$4,883.71	\$12,000.00	\$5,076.36	\$8,000.00	\$6,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,000.00	\$6,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 20, 2019

Department: Public Works

Account Title: State Road Assist Program Rev

Department Number: 24125

Account Number: 40404

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$192,160.00	\$192,160.00	\$198,832.00	\$195,000.00	\$197,260.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$195,000.00	\$195,000.00		\$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.

2013	219,556
2014	226,775
2015	193,264
2016	195,124
2017	192,160
2018	198,832
average	204,285
last 4 years	194,845



Fiscal Year 2020 Revenue Estimates

February 20, 2019

Department: Public Works

Account Title: School Dept. Share Revenue

Department Number: 24125

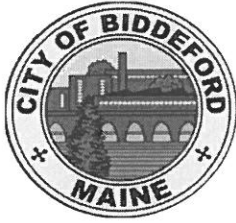
Account Number: 40450

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 22, 2019

Department: Health & Welfare

Account Title: Welfare Genl Reimburse Rev

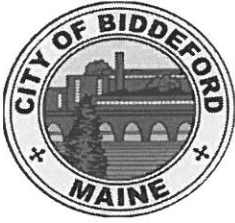
Department Number: 24151

Account Number: 40561

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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 2020 Revenue Estimates

February 28, 2019

Department: Fire Department

Account Title: Miscellaneous Revenue

Department Number: 24152

Account Number: 40559

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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.

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Fiscal Year 2020 Revenue Estimates

February 20, 2019

Department: Public Works

Account Title: Miscellaneous Revenue

Department Number: 24153

Account Number: 40559

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$978.51	\$0.00	\$150.26	\$250.00	\$150.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00		\$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.

2013	776
2014	60
2015	1,940
2016	338
2017	979
2018	150
average	707

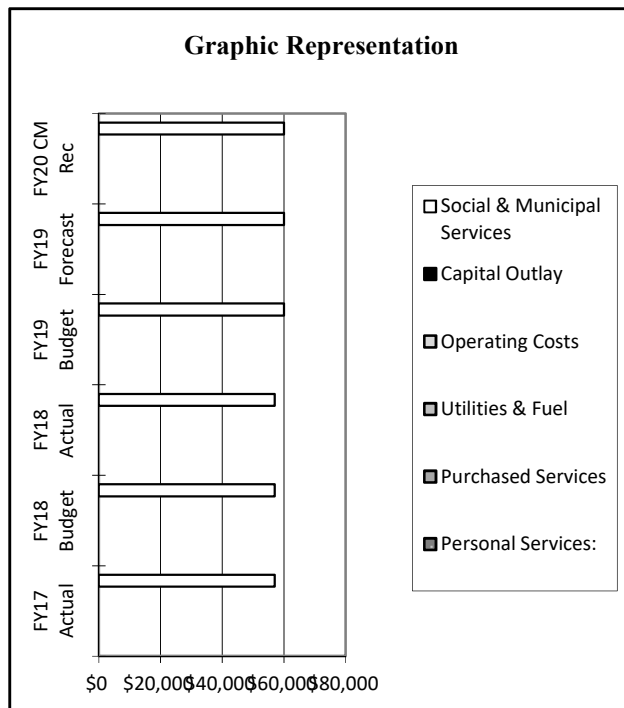
City of Biddeford, Maine

FY2020

Budget: Social Services

Account Number: 21127

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$57,000	\$57,000	\$57,000	\$60,000	\$60,000	\$60,000	\$60,000
TOTALS:	\$57,000	\$57,000	\$57,000	\$60,000	\$60,000	\$60,000	\$60,000



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	#REF!

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$60,000	\$60,000	\$0	\$0
TOTALS:	\$60,000	\$60,000	\$0	0.0%

Social & Municipal Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60800	All Social Services Budget Ex]	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
60803	Caring Unlimited	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$0
60806	Stone Soup Food Pantry	\$5,000	\$6,000	\$6,000	\$8,500	\$8,500	\$0	\$0
60811	Bon Appetit Soup Kitchen	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0
60815	Friends of Community Action	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0
60817	Home Health Visiting Nurses	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0
60823	In A Pinch Program	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$0	\$0
60824	Day One	\$1,200	\$1,200	\$1,200	\$0	\$0	\$0	\$0
60826	Coummunity Bicycle Center	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0
60827	Seeds of Hope Neighborhood t	\$7,800	\$8,800	\$8,800	\$12,000	\$12,000	\$0	\$0
60828	Biddeford Food Pantry	\$0	\$0	\$0	\$8,500	\$8,500	\$0	\$0
Totals		\$57,000	\$57,000	\$57,000	\$60,000	\$60,000	\$60,000	\$60,000



Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: All Social Services Budget Exp

Department Number: 21127

Account Number: 60800

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60,000.00	\$60,000.00		\$60,000.00

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.

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Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Caring Unlimited

Department Number: 21127

Account Number: 60803

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$6,000.00)

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.



Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Stone Soup Food Pantry

Department Number: 21127

Account Number: 60806

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,000.00	\$6,000.00	\$6,000.00	\$8,500.00	\$8,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$8,500.00)

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.



Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Bon Appetit Soup Kitchen

Department Number: 21127

Account Number: 60811

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.



Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Friends of Community Action

Department Number: 21127

Account Number: 60815

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Home Health Visiting Nurses

Department Number: 21127

Account Number: 60817

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.

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Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: In A Pinch Program

Department Number: 21127

Account Number: 60823

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$8,000.00)

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.



Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Day One

Department Number: 21127

Account Number: 60824

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Community Bicycle Center

Department Number: 21127

Account Number: 60826

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$2,000.00)

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.



Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Biddeford Food Pantry

Department Number: 21127

Account Number: 60828

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$8,500.00	\$8,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$8,500.00)

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.



Fiscal Year 2020 Budget Request

February 6, 2019

Department: Social Services

Account Title: Seeds of Hope Neighborhood Ctr

Department Number: 21127

Account Number: 60827

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,800.00	\$8,800.00	\$8,800.00	\$12,000.00	\$12,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$12,000.00)

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.

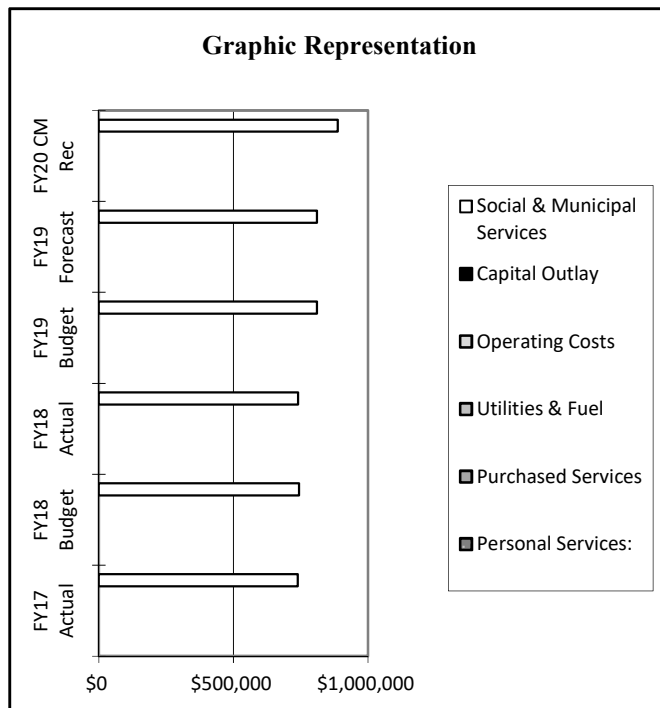
City of Biddeford, Maine

FY2020

Budget: Municipal Services

Account Number: 21128

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$738,517	\$743,480	\$739,887	\$809,817	\$581,267	\$888,108	\$834,817
TOTALS:	\$738,517	\$743,480	\$739,887	\$809,817	\$581,267	\$888,108	\$834,817



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$809,817	\$834,817	\$25,000	\$0
TOTALS:	\$809,817	\$834,817	\$25,000	3.1%

Social & Municipal Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60800	LaKermesse Donation Exp	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
60851	McArthur Library	\$478,364	\$478,364	\$478,364	\$505,539	\$294,898	\$529,516	\$529,516
60852	Historical Society	\$7,500	\$6,876	\$6,876	\$10,000	\$10,000	\$10,000	\$10,000
60853	City Theater	\$30,000	\$28,500	\$28,500	\$30,000	\$30,000	\$30,000	\$30,000
60854	Bidd-Saco-OOB Transit District	\$125,000	\$125,000	\$125,000	\$140,000	\$140,000	\$165,000	\$165,000
60855	Biddeford Conservation Comm	\$4,621	\$5,000	\$1,753	\$5,000	\$1,646	\$5,000	\$5,000
60856	Eastern Trail Alliance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
60857	Saco River Corridor Comm	\$10,000	\$9,500	\$9,500	\$10,000	\$10,000	\$10,000	\$10,000
60859	Downtown Development Comm	\$4,540	\$0	\$0	\$2,500	\$231	\$5,000	\$5,000
60860	So ME Reg Planning Comm	\$7,164	\$7,379	\$7,379	\$8,117	\$8,117	\$8,928	\$8,928
60861	Bidd-Saco Economic Dev Corp	\$10,361	\$10,361	\$10,361	\$10,361	\$10,361	\$10,361	\$10,361
60862	Historic Preservation Comm	\$179	\$800	\$454	\$800	\$15	\$800	\$800
60863	Heart of Biddeford	\$30,000	\$23,750	\$23,750	\$27,500	\$27,500	\$27,500	\$27,500
60864	Holiday Lighting	\$7,519	\$10,450	\$10,450	\$12,500	\$6,000	\$22,500	\$22,500
60866	Project Canopy Committee	\$3,269	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$5,000
60869	Downtown Promotions/Events	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
60870	Biddeford Cultural and Heritage C	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000
COMMU	Community Health and Counselin	\$0	\$0	\$0	\$0	\$0	\$353	\$0
SMVMC	Southern Maine Veterans' Memor	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0
BMMUS	Biddeford Mills Museum	\$0	\$0	\$0	\$0	\$0	\$14,650	\$0
ADJST	CM Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	(\$37,288)
Totals		\$738,517	\$743,480	\$739,887	\$809,817	\$581,267	\$888,108	\$834,817



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: LaKermesse Donation Exp

Department Number: 21128

Account Number: 60800

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$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.

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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: McArthur Library

Department Number: 21128

Account Number: 60851

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$478,364.00	\$478,364.00	\$478,364.00	\$505,539.00	\$505,539.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$529,516.00	\$529,516.00		\$23,977.00

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 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Historical Society

Department Number: 21128

Account Number: 60852

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,500.00	\$6,876.00	\$6,876.00	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: City Theater

Department Number: 21128

Account Number: 60853

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$30,000.00	\$28,500.00	\$28,500.00	\$30,000.00	\$30,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,000.00	\$30,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Bidd-Saco-OOB Transit District

Department Number: 21128

Account Number: 60854

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$125,000.00	\$125,000.00	\$125,000.00	\$140,000.00	\$140,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$165,000.00	\$165,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Biddeford Conservation Comm

Department Number: 21128

Account Number: 60855

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,620.82	\$5,000.00	\$1,753.41	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Eastern Trail Alliance

Department Number: 21128

Account Number: 60856

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Saco River Corridor Comm

Department Number: 21128

Account Number: 60857

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,000.00	\$9,500.00	\$9,500.00	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Downtown Development Comm

Department Number: 21128

Account Number: 60859

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,539.76	\$0.00	\$0.00	\$2,500.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: So ME Reg Planning Comm

Department Number: 21128

Account Number: 60860

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,164.00	\$7,379.00	\$7,379.00	\$8,117.00	\$8,117.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,928.00	\$8,928.00		\$811.00

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 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Bidd-Saco Economic Dev Corp

Department Number: 21128

Account Number: 60861

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,361.00	\$10,361.00	\$10,361.00	\$10,361.00	\$10,361.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,361.00	\$10,361.00		\$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 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Historic Preservation Comm

Department Number: 21128

Account Number: 60862

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$178.84	\$800.00	\$453.59	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$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 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Heart of Biddeford

Department Number: 21128

Account Number: 60863

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$30,000.00	\$23,750.00	\$23,750.00	\$27,500.00	\$27,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$27,500.00	\$27,500.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Holiday Lighting

Department Number: 21128

Account Number: 60864

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,519.44	\$10,450.00	\$10,450.00	\$12,500.00	\$12,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,500.00	\$22,500.00		\$10,000.00

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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Project Canopy Committee

Department Number: 21128

Account Number: 60866

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,268.75	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Downtown Promotions/Events

Department Number: 21128

Account Number: 60869

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,500.00	\$12,500.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Biddeford Cultural and Heritage Center

Department Number: 21128

Account Number: 60870

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Southern Maine Veterans' Memorial Cemetery

Department Number: 21128

Account Number: SMVMC

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$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 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Community Health and Counseling

Department Number: 21128

Account Number: COMMU

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$353.00	\$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 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: Biddeford Mills Museum

Department Number: 21128

Account Number: BMMUS

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,650.00	\$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 2020 Budget Request

February 27, 2019

Department: Municipal Services

Account Title: CM Adjustment

Department Number: 21128

Account Number: ADJST

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	(\$37,288.00)		(\$37,288.00)

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.

CM adjusted to increase the total by \$25,000 or 3.1%



La Kermesse Franco-Américaine

P. O. Box 289
Biddeford, ME 04005-0289

FEBRARY 15, 2019

To: Cheryl Fournier
Finance Director

Per our conversation reference to the City of Biddeford continued sponsorship of the La Kermesse festival. We are hopeful that we can continue having your support. As in previous years we are hopeful that we can count on the same amount (\$15,000.00) as in the prior years.

Sincerely

Paul N. Gagne
Treasurer

La Kermesse \$6000 budget
<u>Plan:</u>
Light the trees at 315 Main, Veterans, and Mechanics
Wrap the Christmas tree, and pay for bucket truck
Tree tops in Shevenell
Tree tops on Main, Adam Street
Wrap light poles from Adams to Elm
Decorate and place wreaths on Main, from Adams to Alfred
Bring power to every tree, purchasing and connecting extension cords from poles to trees
Any funds not spent on lights is for labor costs, contributed to La Kermesse operating budget
La Kermesse Labor includes
Over \$3000 worth of La Kermesse volunteer hours (not counting any extra cost for nighttime and weekend work when lights fall or need replacement)
transport existing lights, and prep them for re-use
purchasing lights
decorating wreaths
stringing lights
upkeep during the winter

10/4/2018



January 31, 2019

Jim Bennett
City Manager
City of Biddeford

Dear Mr. Bennett and Budget Committee,

Attached you will find McArthur Library's proposed FY20 budget, as well as an FAQ document that will inform the Budget Committee's discussions and deliberations.

The Library is requesting \$529,516 from the City for FY20, an increase on our current allocation of \$505,539 of just under \$24,000 or 4.7%. As we do each year, we have made our best effort to control expenditure and increase revenue. We appreciate the increase from last year, and if we had received our full request of \$517,665, our requested increase this year would have only been 2%. Hence, not keeping up with an appropriate funding level makes it more difficult the following year for McArthur Library. Moreover, our trustees for the two primary McArthur Library family endowments are projecting flat income for the coming year, which makes it even more difficult; this is the first year in several years that a projection of this type has been made.

In cities and towns of similar (or similar provision of services) size, the norm is for the town or city to fund its private non-profit public library partners, who are integral service providers to each community, at an average level of approximately 80% of their operating budget. Biddeford still falls well below this mark, funding McArthur Library at a much lower 43%.

Across many similar libraries in Maine who are private non-profits, the average per capita municipal allocation has been updated in the accompanying documents to \$40.85. The comparable figure for the City of Biddeford and McArthur Library remains significantly lower at \$23.52.

Our budget request would increase these figures respectively to 44.2% and \$24.64, modest changes by any measure. These benchmarks and the library data comparison table on the following page should reinforce:

- (1) that there remains a considerable need for Biddeford to increase its investment in McArthur Library;
- (2) the City receives an absolute bargain for the taxpayers of Biddeford compared to many libraries;
- (3) the Library's budget is extremely reasonable and conservative.

On behalf of the McArthur Library Association's Board of Trustees, I thank the City of Biddeford for its ongoing support and appreciate the City Council's consideration of our request. I look forward to being able to meet with the Budget Committee, and speak to any specifics as well as answer any questions you may have.

Sincerely,

Jeff Cabral
Director

cc: Mayor Alan Casavant, Finance Director Cheryl Fournier, and McArthur Library Finance Committee members

McArthur Library FAQs – Budget FY20

What are the key areas of expenditure increase for FY20?

The main areas of expected increases are:

- Increased costs in equipment maintenance for IT– a continually complex and changing area given that we are the technology support center for thousands of visitors each year;
- Need for investment in improving our community programming space, an area that has only received modest investment since it was originally designed in the 1960s;
- Continuing to improve 2nd floor lighting and seating, improving layout of our Circulation area and materials storage, and re-design of staff reference areas (in particular, the latter two are categories where we have not invested enough since the 1996 addition);
- Health insurance premiums projected to rise by at least 15%;
- Modest increases in hourly rates for security providers;
- Hardware replacement requirements (Windows 7 support for public and staff computers to end in 2020);
- Ongoing facility maintenance (aging infrastructure vs. changing needs and increased service demands);
- Part-time support for our Circulation department; we have not increased part-time hours in this area for many years and we are at a critical point where we need to make this change just to keep up. Note that we continuously try to balance staff retention and competitive rates with budget needs. We still pay very modest rates by comparison with other libraries for a variety of part-time positions, including daytime cleaning.

Note that we have been able to reduce operating costs in several areas (such as savings in serials subscriptions, electricity and gas/improved building efficiency; savings in software subscriptions; and a State legislative change that removed a Networkmaine connection fee).

Besides the allocation from the City of Biddeford, what are the primary sources of revenue for McArthur Library?

- Robert McArthur had two daughters, Lena and Jane. When each one passed away, a trust was set up in her name. These two funds are managed by external independent trustees who utilize a financial management firm for fund growth. McArthur Library is the sole beneficiary and receives the income from each trust on a monthly basis. The Library receives a forecast estimate each year from the trustees for the following financial year. The funds perform well and the Library does not have any control over the funds, nor the amounts received.
- McArthur Library maintains its own investment portfolio in addition, and according to its Financial Investment Policy, draws 4% (which is slightly higher than recommended) for operational expenditure. The Library's long-term goal is to reduce the reliance on this fund (which would require a much higher allocation from the City) to preserve the long-term integrity of this fund. Along with the endowments, these three sources of income, and their continued growth, are seen as vital to McArthur Library's perpetuity.
- In addition to our own investments and external endowments, the Library generates modest income as well through library fines, faxing and photocopying services, printing services, meeting room usage donations, non-resident card subscriptions, sales of used/withdrawn/donated material and books, grants and fundraising. We are always increasing our efforts in fundraising and attempting to be more resourceful with finding alternative income each year.

How do Biddeford and McArthur Library compare to other libraries in Maine, with regard to financial support?

As you can see by the table below, McArthur Library has a reasonable budget for a library its size, and the City's support of the library falls considerably below other cities and towns in the State on each of two KPIs.

Library's Town or City (all are private non-profits unless otherwise noted)	FY19 municipal/town Contribution	FY19 Total Library Operating Budget	% of Library Budget Funded by Municipality	Per capita municipal contribution to Library (based on population served)
Kennebunk	\$576,134	\$782,979	74%	\$37.10
Auburn	\$989,000	\$1,200,000	82%	\$39.56
Scarborough	\$1,152,091	\$1,277,610	90%	\$57.54
Falmouth	\$530,213	\$601,088	88%	\$43.82
(Curtis Library)				
Brunswick	\$1,426,425	\$2,101,710 (total income)	79% (between the two towns)	\$69.18
Harpswell	\$137,104	(restricted income is \$450,948 and fees are \$87,233)		\$28.02
Waterville (quasi-municipal)	\$475,550	\$667,025	71%	\$28.64
Sanford (Springvale and Goodall Libraries added together as one municipality funds both)	\$561,975	\$844,440	67%	\$26.72
Saco (figures include Saco Museum)	\$628,000	\$742,100	84%	\$32.23
York	\$598,552	\$749,848	80%	\$45.73
Average	\$786,116	\$996,311	79%	\$40.85
<u>Biddeford</u>				
FY19 Proposed	\$517,665	\$1,177,003	44%	\$24.09
FY19 Actual	\$505,539	\$1,169,933	43%	\$23.52
FY20 Proposed	\$529,516	\$1,196,741	44.2%	\$24.64

McArthur Library Association Proposed Budget for FY19/20

	2018-19 Final Budget	2019-2020 Proposed Budget
Collection and Services		
Adult Collection and Audiovisuals	\$28,120	\$28,964
Young Adult Collection & Audiovisuals	\$10,940	\$11,268
Children's Books & Audiovisuals	\$15,940	\$16,418
Ref. Services/Databases	\$2,600	\$2,800
Ref. Books	\$3,500	\$3,000
Serials & Newspapers	\$10,200	\$8,000
Local History Access	\$11,250	\$4,000
Special Programs	\$2,500	\$2,750
Minerva Membership	\$4,200	\$4,200
Download Library Membership	\$1,200	\$1,200
Networkmaine Connection Fee	\$1,500	\$0
Interlibrary Loan Deliveries	\$2,400	\$2,300
Interlibrary Loan Replacements	\$600	\$800
Subtotal Collection & Services	\$94,950	\$85,700
General Operating		
Supplies	\$23,000	\$23,000
Postage	\$2,300	\$2,300
Light & Power	\$22,500	\$20,500
Heat (Gas)	\$14,000	\$12,000
Water & Sewer	\$3,000	\$2,800
Telephone	\$2,300	\$2,400
Memberships	\$2,700	\$2,700
Staff Development/Conferences	\$3,000	\$2,300
Repairs	\$22,000	\$22,000
Facility Maintenance	\$42,000	\$46,000
Equipment/non-computer	\$11,000	\$11,000
Equipment services	\$14,500	\$17,000
Computers - hardware	\$12,000	\$15,000
IT Services & Software	\$7,500	\$6,500
Miscellaneous	\$7,000	\$7,000
Travel/Mileage	\$2,500	\$2,250
Subtotal Gen Operating	\$191,300	\$194,750
Payroll		
Salaries	\$595,383	\$615,112
General Overhead		
Social Security	\$36,914	\$38,137
Medicare	\$8,633	\$8,919
Unemployment	\$1,400	\$1,200

Insurance	\$14,200	\$14,000
Administration	\$22,500	\$22,500
Security	\$52,900	\$54,500
Group Health Insurance	\$64,888	\$74,611
Supplemental Insurance	\$6,600	\$6,600
TIAA-CREF	\$22,265	\$22,712
Investment Fees	\$18,000	\$18,000
Subtotal Overhead	\$248,300	\$261,179
Capital Improvements - General	\$40,000	\$40,000
Total Expenses	\$1,169,933	\$1,196,741
Funding		
Meeting Room Donations	\$800	\$500
Library Fines/Charges/Misc Income (non resident cards etc)	\$24,000	\$23,500
McArthur Funds	\$138,038	\$141,925
Investment Fees Add Back	\$18,000	\$18,000
Lena McArthur	\$199,000	\$199,000
Jane E. Owen	\$270,000	\$270,000
Interlibrary Loan Replacements	\$1,500	\$1,300
Fundraising Campaign (Net of Expenses)	\$13,056	\$13,000
Subtotal Funding	\$664,394	\$667,225
City of Biddeford	\$505,539	\$529,516
Total	\$1,169,933	\$1,196,741



The Biddeford Historical Society

P. O. Box 200

Biddeford, Maine 04005

Cheryl Fournier

Finance Director

City of Biddeford

To: Biddeford City Council

From: Biddeford Historical Society

Re: \$10,000 request for support

The Biddeford Historical Society appreciates the opportunity to submit a request for funds to supplement our operations of the Society to promote and preserve the history of Biddeford. Your support in the past has been instrumental to bring relevant programs to the community. We look forward to your continued support to meet these goals.

This past year we have held several events at the Meeting House to open the archives of the past. The Society has presented joint programs with the Biddeford Mills Museum and provided valuable research material to the French Canadian Genealogical Society. We continue to receive historical artifacts and provide them to other organizations in their support.

This year we are focusing on the restoration of the Meeting House. Our 2019 Restoration Plan is to provide handicap accessibility, recondition the antique shutters, replace the entry deck, glaze the windows, and explore the feasibility of building a foundation for the facility.

We take great pride in our history and enthusiastically promote our community in many ways. Your support and that of the community is what inspires us work in your support.

Respectfully,

Dana P. Peck, President

January 23, 2019

To: Cheryl Fournier, Finance Director City of Biddeford
From: Mark J. Nahorney, President
City Theater Associates Board of Directors

Subject: Request for Annual Allocation F/Y 2019-20

Dear Ms. Fournier:

Last year the City Council approved \$30,000.00 to continue with the capital repairs, additions and improvements to the theater. We thank you.

City Theater Associates Inc. is requesting \$30,000.00 for the continuation of the facility upkeep, health and safety repairs, restoration/renovation projects, and updating of facility systems. The requested funds will be used to continue with the leasehold improvements and upgrades to the theater.

Priority is based on the following criteria:

- o Emergency and health & safety concerns
- o Age and condition of project items
- o Patron service and comfort
- o Enhancing the artistic level of events
- o Cost savings
- o Supporting long term use of the facility
- o Contractor availability
- o Scheduling
- o Matching donor or grant money

Biddeford City Theater is in its 123rd year of existence. This past year the Theater set new seasonal (14,000 patrons) attendance records and number of events at 61. We once again received special notice and awards from the publication *Broadway World* and *the Journal Tribune*. *Broadway World* selected City Theater as the 5th best theater in the state right behind 4 professional ones.

The Theater has been an integral part of the revitalization of Downtown Biddeford. City Theater Associates (CTA) Board of Directors, a volunteer driven, not-for-profit organization, and over 400 volunteers have provided the time and energy to move the Theater forward, while keeping the Theater in excellent financial health.

However, major capital improvements are not something the CTA can afford to undertake, necessitating that our annual funding request to the City of Biddeford. We are particularly concerned about the heating and A/C projects which combined could cost over \$100,000. Without this annual City funding, we will have capital improvement issues, like these, that will not be properly addressed and will likely become an emergency issue, or require more costly solutions in the future. Building problems do not go away. They just get more expensive the longer one waits to take care of them.

The City Theater extends its gratitude for the City's continued support regarding these projects. Please contact me at thecitytheater@gmail.com or at 207-590-7277 with any questions and further assistance in this matter.

Thank you for supporting Biddeford City Theater.

Expenditures over the past few years:

Refinishing the entrance staircase and lobby hardwood floors
Replacing and maintaining carpeting
Electrical system upgrade
Sound system upgrade
Fire retardant drapery
Marquee lighting upgrade
Concession area refrigerators
Regular theatrical lighting unit replacement
Energy efficiency upgrades
Attic costume storage racks
Theater exterior side door replacement
Main Street entrance exterior refinishing

Upcoming expenditures:

Air conditioning repair and upgrade*
Regular theatrical lighting units and dimmer replacement
Exterior stage doors
Heating boiler (unplanned replacement) with the City*
Refinishing the orchestra section hardwood floor
Aisle railings in the balcony
Finish the Main Street entrance refinishing

***Waiting for estimates from the City Director of Physical Plant**

Anticipated Future Projects:

Updates and repairs to public restrooms

The addition of the heating system (2001) left areas of missing tile and holes. Handicap accessibility and better privacy both need to be taken into consideration. The metal stalls are severely rusted in the men's room and have etched graffiti in the ladies' room. There is no ventilation in either room. Quotes will be researched to make these improvements attractive, functional, and cost effective.

Estimated costs.....\$25,000.00-50,000.00

Upgrading the Concessions area

Paint, lighting, counter tops, cabinets, electrical service and storage would be addressed. Estimated costs.....\$10,000.00

Upgrades and repairs to back stage dressing room and bathroom areas

Painting and patching holes in the hallways

General maintenance, upgrade in fixtures, and repairs are needed on an ongoing basis due to the high use of these areas. Estimated costs.....\$10,000.00

Finish the Main Street entrance refinishing

Refinish the wood ceiling and walls to match the doors that were refinished last year. This will need to be done when the weather agrees. Estimated at.....\$2,500.00

Continued upgrade of electrical service backstage

Over the past three years upgrades to electrical service backstage has been started. The major electrical panel stage right was replaced and new switches installed. Work needs to expand into other off stage areas, specifically the dressing rooms.

Estimated costs.....\$15,000.00

Continued upgrades to “fly system” with the goal of installing a counterweighted system

As stated in previous reports, the current “fly system” above the stage is the original 100+ year old system. In the very near future the entire system will need to be replaced. We are currently taking steps that are “band aids” (new rope and pipes). While still safe to use, these are temporary measures until we can replace the current system.

Estimated cost for new system.....\$1,000,000.00

Addition of a split system air conditioner in stairwell

The stairwell in the lobby is not air conditioned. In the summer this area becomes very humid. The high levels of humidity are ruining the plaster and causing it to fail. A very noticeable musty smell is also apparent in the entry way during the summer months. The solution to these issues is the installation of a split system air conditioner. This would benefit both the second floor landing and stairwell of City Hall and the City Theater lobby stairwell.

Cost & installation of system.....\$15,000.00

Repair to plaster in stairwell due to excessive humidity

Excessive humidity during the summer months has caused the plaster to crack and chip in several areas of the stairwell. Once air-conditioning is installed, repairs to these highly visible areas are needed.

Cost of plaster repair and painting by Tony Castro.....\$7,500.00

Replacement of exterior stage doors in the rear of the building

The current doors are metal. There is no awning or gutter system to divert the rain above the doors. Driving rain seeps into the top of the door and is corroding the metal. Several attempts have been made to repair these doors, but they continue to have issues and are reaching the end of their lifespan. The handicap ramp door was replaced last year. There are still 2 doors that need replacing.

The cost of new doors and installation of rain redirecting barrier above the door is still being priced.

Estimated cost for two doors.....\$4,000.00

Create an external loading dock with large doors at the back of the stage

There exists no way to load to the stage without going up stairs. The ramp and doors would be made at the northwest corner of the back of the Theater facility. This is in the very early stages of planning. No firm estimate exists but could easily cost\$5,000.00-\$10,000.00

Refinishing the orchestra hardwood floor

The regular, increased use of the Theater has worn the hardwood floors. A thorough refinishing should bring back the floors to their original condition. Estimated at.....\$5,000.00

Theatrical lighting unit and systems replacement

This is a recurring expense as we take aged lighting and dimmers out of use

Estimated cost\$7,500.00

Aisle railings in the balcony

We will work with the Codes Enforcement Office to confirm what our architect stated about adding these railings. It would dramatically improve safety of patrons. Estimated at.....\$5,000.00

Additional lobby and concession space

The current lobby space is no longer adequate to serve the large number of people who are attending the Theater’s productions. Discussions have been held with city official’s regarding the possible addition of space. No estimate of costs is available at this time.

Set build shop and storage area

An addition of a shop and storage area would allow the stage/theater to be open to more use. Currently without such a space, we build on the stage three to four weeks before a production; thus preventing use of the theater for other events. Discussions have been held with city officials about such a space. No estimate of costs is available at this time.

HOB \$6500 budget
<u>Plan:</u>
Purchasing lights and wrapping all trees on Main Street, Adams Street
Purchasing Christmas Tree Lights
Lining rooftops on Alfred Street and Lower Main with lights. extension cords
Purchase extension cords, brackets, guide wires, power sockets
Wrapping Shevenell Park
100% of funds used for supply purchases
Over \$1500 worth of HOB labor is donated by volunteers
La Kermesse \$6000 budget
<u>Plan:</u>
Light the trees at 315 Main, Veterans, and Mechanics
Wrap the Christmas tree, and pay for bucket truck
Tree tops in Shevenell
Tree tops on Main, Adam Street
Wrap light poles from Adams to Elm
Decorate and place wreaths on Main, from Adams to Alfred
Bring power to every tree, purchasing and connecting extension cords from poles to trees
Any funds not spent on lights is for labor costs, contributed to La Kermesse operating budget
La Kermesse Labor includes
Over \$3000 worth of La Kermesse volunteer hours (not counting any extra cost for nighttime and weekend work when lights fall or need replacement)
transport existing lights, and prep them for re-use
purchasing lights
decorating wreaths
stringing lights
upkeep during the winter

This was Christmas 2018 additional lighting completed.



La Kermesse Franco-Américaine

P. O. Box 289
Biddeford, ME 04005-0289

February 11, 2019

With the city's appropriation of \$6,000.00 to the La Kermesse Franco-Americaine Association, we will again decorate the downtown area with Christmas lights. Weather permitting we will try to have all lights up and lit as close to Thanksgiving as possible. If there are any questions, please feel free to contact me at 229-2024. Again thank you for your continued support in this venue.

Paul N. Gagne



Treasurer



January 22, 2019

City of Biddeford

Re: Fiscal Year 2020 Budget Request

The Biddeford-Saco-Old Orchard Beach Transit hereby requests an allocation of \$165,000 from each of its three parent municipalities for fiscal year 2020, beginning July 1, 2019. This is an increase of \$25,000 from the current year and is the amount projected for 2020 in our last year's request.

As you may recall, our request letter last year included a 3-year projection, based on many factors and we are still on target for the second year's request for \$25,000 additional for fiscal year 2020 and \$35,000 additional for fiscal year 2021, making the total contribution for each municipality \$200,000 in fiscal year 2021. Our projection after that point should become more stable, with smaller increases needed.

There are numerous reasons for the need, some are listed on the attached document. We will have further backup materials available before your Council or Budget Committee meets to take up this appropriation, including at least a three-year budget projection.

If you would notify us of a day and time when we could be present to make a presentation or answer questions from your Town/City Council, we will be happy to do so. Thank you for your consideration of our financial needs.

Sincerely,

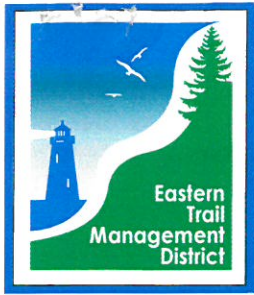


Rod Carpenter
Interim Director

Items Affecting Fiscal 2020 Budgeting

- Health insurance increase of almost 20% for 2019. Anticipate the same for 2020.
- Implementation of pulse system in fiscal year 2020. Addition of one new local service loop requiring more drivers, fuel, repairs, etc. with more buses on the road daily. We have received approval for the increased federal share of this service change, but must raise the 50% match required. We estimate fares of \$25,000 and grant revenue \$100,000, requiring us to raise 100,000 from other sources.
- We have received a grant to cover 80% of the cost of two new coaches for the Zoom runs. Our current vehicles are old, with high mileage and increasing repair costs. We must come up with 20% (\$200,000-\$260,000) as the local match.
- We have received a grant to cover approximately 90% of the cost of two electric buses and the associated infrastructure needed to charge and support them. These will be for use on the local service runs.
- We applied for, but were not successful in obtaining, funding for some new trolleys, to begin replacement of the aging fleet, once again with 20% local match required. All trolleys are scheduled to be replaced over the next few years. We will keep on searching and applying for grant funding.
- As of December 31, our fare revenue has covered 19% of total operating costs, about average for a service like ours. Federal and state grants (including those earned but not received) covered 50%. Ads, stops and other service contributions covered 11%. That left 20% to be covered for operations, by municipal contributions. In addition, municipal contributions are our primary source for local match in capital expenditures.
- Years of focusing on the operating deficits rather than the updating of fleet vehicles has left a significant infrastructure deficit that is being addressed over time, with annual replacement of some vehicles necessary each year. We pursue all available grant sources, but local funds are almost always required to leverage these sources.
- Of our peer transit systems in the area, South Portland Transit is currently subsidized from the South Portland General Fund for approximately \$650,000. Their system has about the same number of buses out as we do, but our service area is much larger, with a current total parent municipal contribution of only \$420,000.
- The giant of our area, Metro (Portland) serves routes in Portland, Westbrook, Falmouth and Gorham and connects to the mall area of South Portland. Their member municipalities contribute according to the route miles within each municipality. Recent annual levels were: Portland \$2.78 million, Westbrook \$633,000 and Falmouth, with limited route miles, \$164,000. Our enabling agreement requires that all three municipalities contribute the same amount. One municipality not accepting the request penalizes our service by three times that amount.

For these reasons, we are asking for a contribution from each of our parent municipalities of \$165,000, an increase from the fiscal year 2019 amount of \$140,000 each. What we can do with what we get makes the benefit to the municipalities, their residents, businesses and employers a substantial bargain, even at the new requested level.



P O Box 250
Saco, ME 04072

207-284-9260
eta@eastertrail.org

November 30, 2018

James Bennett
City Manager
Biddeford City Hall
205 Main Street
Biddeford, ME 04005

Dear Jim,

Please consider this the official annual request for the City of Biddeford to appropriate \$5,000 for 2019-2020 membership fees to support the Eastern Trail Management District (ETMD). An invoice is enclosed for your records. Biddeford is one of twelve charter communities that represent the original membership of the ETMD.

We are pleased to report that by the end of 2018, we have completed 35% of our ultimate goal: to build an entirely off-road recreational/transportation greenway over the 65 miles from Casco Bay to Kittery and are well on our way to raising the funds to continue that effort. Similar trails across the country have proven themselves as economic development engines, tourist attractions, transportation options, and off-road routes to schools, parks and other destinations. Studies show that people want to live and work near community trails.

The ETMD is proud to report the following major activities for 2018:

- The funding goal to close the critical 1.6-mile gap between the South Portland and Scarborough off-road sections of trail has been met thanks to a major collaborative effort. Final design is almost complete, permits are being applied for and an all out campaign has begun to complete closing this gap. Pending regulatory approval, construction is anticipated to begin in 2019.
 - ETMD, together with the Eastern Trail Alliance (ETA), raised and contributed an additional \$77,000 this year.
- ETMD met with the Cities of Saco and Biddeford, East Coast Greenway and Portland Area Comprehensive Transportation System (PACTS) in October and November to identify next steps in moving forward to connect the existing off-road Saco-Biddeford sections. Next meeting is scheduled in December.
- The towns of Kennebunk and Wells have completed the survey work on seven of their combined eleven miles and MaineDOT has accepted the final report. Funding for the first seven miles was through the Private Public Partnership program where each municipality contributed 30% and Maine DOT supplied the 40% balance.
 - ETMD, together with ETA, raised \$36,500 so far this year toward completing the last four miles of the survey.
- ETMD met with the Town of North Berwick, Pratt & Whitney, Hussey Seating and Pike Industries in May and November and identified next steps toward moving forward with their three miles of trail.
- ETMD will meet with the Town of South Berwick in December to determine next steps toward moving forward with their five miles of trail.
- ETMD/ETA Trustee Jim Bucar updated the initial Economic Impact Study. Results show a significant increase in trail users over the 22 miles of existing off-road trail and dollars spent. Over 251,000 users were recorded with an average spending of \$200 per person. This report is an incredible resource for ETMD and the municipalities to use in quantifying the many benefits of an off-road trail. ETMD will send a hard copy to municipalities once funding for printing is secured. An on-line

copy is available now here:

<https://www.eastertrail.org/documents/ETEconomicImpactStudy2018.pdf>

- Unitil, the corridor owner, has sent a letter of intent and support to move forward with the CoLocation Agreement for the balance of 18+ miles from Kennebunk through South Berwick.
- Trademark status is now complete for the name "Eastern Trail".
- ETMD has one complete Connection Agreement plus one pending in Arundel, and one in process in Saco for connections to the Eastern Trail.
- The ETMD Executive Director and Board members continue to work with the East Coast Greenway, Unitil, Maine Department of Transportation, Southern Maine Planning and Development Commission and Portland Area Comprehensive Transportation System to seek funding and direction in planning the balance of the off road route.

In the upcoming year, the ETMD plans to focus on these crucial work tasks:

1. Continue fundraising efforts for the Scarborough-South Portland Close the Gap campaign to cover any unforeseen additional costs that may appear during final design and construction.
2. Expand the campaign to raise funds to "Blaze the Trail South" from Kennebunk through South Berwick including applying for grants and exploring private funding to assist the municipalities efforts. Work with Wells and Kennebunk as they move to negotiate the co-location agreement with Unitil to span this corridor to support the funding process.
3. In addition to the proceeds from the ETA's 2018 Annual Appeal, proceeds from four events ETMD/ETA has planned between April and September will go directly to these projects.
4. Continue to work with Saco and Biddeford to find solutions in closing the gap between their off-road trail sections.
5. Increase outreach efforts in all twelve communities along the trail including presentations to municipalities, Chambers of Commerce, Rotary Clubs, Parks & Rec, Continuing Education programs to raise awareness and gain support for completing the off road sections of trail.
6. Continue efforts to bring all prodigal ETMD members back into the fold, thereby increasing our political and grant-writing power and reducing the ETMD annual dues across the board.
7. Recruit corporate, individual and foundation sponsors to support funding for the expansion of the Trail via donations or event proceeds.
8. Provide the administrative support to promote the Eastern Trail to the public, target use groups including tourist markets, as well as lobby MDOT and the State Legislature for continued support and funding for ET trail expansion.
9. Manage current trail conditions and events.

From 2001 to 2018, member communities and the Eastern Trail Alliance have provided \$875,250 in membership fees. These funds are dedicated to promoting and securing funding for the completion of the off road trail, managing the existing trail events, maintenance and administration, including the huge volume of preparation and recordkeeping required by the MaineDOT for each of the projects that it has funded. In return, over \$15 million in state and federal funds have been committed to the development of the ET.

As one of three "Trails of Statewide Significance" recognized by the Maine DOT, the Eastern Trail has become a tourist destination and community resource. As the southern-most section in Maine of the East Coast Greenway and U S Bike Route 1, the Eastern Trail has achieved local, regional, state-wide and national recognition. We welcome and thank you for your continued support, and look forward to reporting the completion of more of the Eastern Trail, as well as exciting new projects in the works, in the coming year.

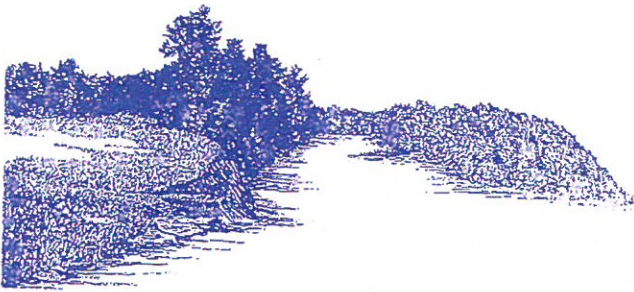
Sincerely,



Bill Reichl, President - ETMD



Carole Brush, Executive Director - ETMD



Saco River Corridor Commission

"Communities Working Together To Protect Our Rivers"

January 10, 2019

Biddeford Budget Committee
P.O. Box 586
Biddeford, ME 04005

Dear Committee Members:

The Commission completed its 18th year of water quality monitoring this past September. In Biddeford, testing sites include off South Street and at Rummery's Boatyard bi-weekly and Rotary Park is tested weekly. The primary reason that we monitor the waters upstream is to ensure that the City's drinking water is protected. We take this program seriously knowing that the Saco River serves as the City of Biddeford's drinking water reservoir. Biddeford's reliance on the river for drinking water helps us to focus on the importance of this work.

The results for Biddeford's 2018 testing season are attached. The data for the entire 2018 season can be found on our website providing a quick overview of the health of the river over the course of our testing season. The collection and examination of several thousand data points looking at dissolved oxygen, pH, temperature, turbidity, specific conductivity, alkalinity, total Kjeldahl nitrogen, total phosphorus, orthophosphate and E.coli, combine into a snapshot of the Saco River's vitality.

The land use regulatory program under the Saco River Corridor Act is also a critical function of the Commission. In 2018, Commissioners reviewed a total of 99 applications and amendments along with several public hearings for variances. The Commissioners work diligently in an effort to protect the drinking water reservoir that is the Saco River. The many hours the Commissioners spend working to protect this vital resource makes a tremendous difference in the protection of the water quality of the Saco River, the quality of life in Southern Maine and in preserving the scenic Maine shoreline. As a result of the Commission's efforts, in May 2018 we were presented with a House Legislative Sentiment (1307), introduced by the Biddeford Representative Martin Grohman and cosponsored by Senator David Woodsome and Representative Richard Cebra for "working to protect the waters of the Saco River Corridor."

At this time, the Commission would like to make its FY2019 appropriations request to the City of Biddeford of \$10,000 to help support our programs. We continue to operate in a budget conscious manner and we have cut back in ways that allow us to meet our programmatic goals and to provide maximum protection for the resource. It's important that our vital drinking water supplies are not left unguarded because diminished water quality represents a diminished quality of life for everyone.

Biddeford Budget Committee

Page 2

December 13, 2017

In your City, the river not only supplies your drinking water and the water used for domestic and commercial purposes, but the river and the city share a common identity. The City of Biddeford is linked irrevocably with the river that defines your vital downtown area. This connection will grow in importance as Biddeford moves forward revitalizing and enhancing the area's river front property. Protecting your drinking water quality is a good investment now and for the future.

The Commission welcomes any comments, questions, or suggestions regarding this program. The City of Biddeford's help and support in this community based venture is appreciated and necessary to protect the future of the Saco River, all water's within the corridor, and the lands they flow past.

Sincerely,



Dalyn Houser
Executive Director

cc: Donald Furman, SRCC Commission Member
Sean Tarpey, SRCC Commission Alternate

Saco River Basin Water Quality Monitoring Program - 2018 Season
Sampling Site Code S20 - South Street in Biddeford

Date	pH (units)	Temperature (degrees C)	Turbidity (NTUs)	Conductivity (µS/cm)	Dissolved Oxygen (mg/L)	Dissolved Oxygen saturation (%)	Total Nitrogen (mg/L)	Total Phosphorus (ug/L)	Orthophosphates (mg/L)	Escherichia coli (CFUs/100 mL)	Alkalinity (mg/L of CaCO3)
5/18/2018	5.7	15.85	2.315	24.15	9.62	97	0.25	12	12	12.2	
6/1/2018	6.78	20.2	2.5	25.85	8.79	97.6	0.25			28.8	
6/15/2018	*	19.3	2.06	29.3	8.47	92	0.25	12	12	48.9	
6/29/2018	6.85	21.2	5.49	31.85	7.95	89.7	0.25			261.3	
7/13/2018	6.25	24.7	1.73	31	7.54	89.9	0.25			31.8	
7/27/2018	6.62	24.4	1.65	34.25	7.3	87.4	0.41			98.2	
8/10/2018	6.07	25.7	1.54	28.3	6.98	86.05	0.46	21	21	38.4	
8/24/2018	7.75	23.05	2.18	*	7.55	87.5	0.36	19	19	101.4	

S20-D: Off of South Street on Western edge of Rotary Park, Biddeford

Note: point moved approximately 1 mile downstream due to loss of testing location above

9/7/2018	7.92	24.25	*	34.7	7.28	86.2	0.37	7		71.7	
9/21/2018	7.84	20.4	1.86	33.55	8.15	89.35	0.46			43.5	
Average:	6.86	21.91	2.37	30.33	7.96	90.27	0.33	14.2	14.2	73.62	

NOTES: *Meter malfunction

S31- Rotary Park, Biddeford

Note: Site began testing in the 2013 season. Only E. coli is tested here and three samples are taken.

Dates	Escherichia coli (CFUs/100 mL)	Sample #1	Sample #2	Sample #3
RP1,2,3- Rotary Park, Biddeford				
Note: Now labeled as RP1,2,3. Only E. coli is tested here and three samples are taken.				
The value shown is the average of those three samples.				
6/12/2018	53.75	78	*	29.5
6/19/2018	44.60	55.4	33.6	44.8
6/26/2018	34.50	47.3	33.1	23.1
7/5/2018	56.70	47.9	49.5	72.7
7/11/2018	45.83	21.1	77.1	39.3
7/18/2018	113.07	95.9	150	93.3
7/25/2018	35.67	38.4	34.5	34.1
7/30/2018	55.47	52.9	55.2	58.3
8/8/2018	280.33	770.1	35.9	35
8/14/2018	34.10	37.7	32.3	32.3
8/22/2018	33.63	39.9	37.9	23.1
8/30/2018	34.67	30.9	30.9	42.2

Saco River Basin Water Quality Monitoring Program - 2018 Season
 Sampling Site Code S22 - Rummery's Boatyard wharf, Water Stret, Biddeford

Date	pH (units)	Temperature (degrees C)	Turbidity (NTUs)	Conductivity (µS/cm)	Dissolved Oxygen (mg/L)	Dissolved Oxygen saturation (%)	Total Kjeldahl Nitrogen (mg/L)	Total Phosphorous (mg/L)	Orthophosphates (mg/L)	Escherichia coli (CFUs/100 mL)	Alkalinity (mg/L of CaCO3)
5/18/2018	6.69	16	2.09	25.95	10.38	103				22.8	
6/1/2018	6.48	19.6	1.53	149.8	9.11	99.7				96	
6/15/2018	*	19.3	1.78	59	9.04	98.8				135.4	
6/29/2018	6.89	22.8	2.53	194.7	8.76	100.65				167.4	
7/13/2018	6.41	24.7	2.74	385.5	8.64	102.95				23.1	
7/22/2018	6.44	24.65	1.76	120.75	8.67	103.95				90.9	
8/10/2018	5.92	25.75	1.59	80.7	8.38	103.2				30.1	
8/24/2018	7.04	23.1	4.90	85.3	8.81	102.3				160.7	
9/7/2018	5.77	24.35	*	*	8.32	98.6				365.4	
9/21/2018	7.1	20.4	1.79	122.25	9.30	101.7				26.2	

Average: 6.53 22.07 2.30 135.99 8.94 101.49 111.8

NOTES: *Meter malfunction

Testing parameter ranges:

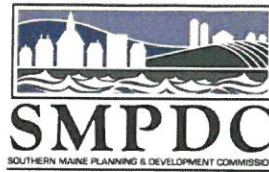
Parameter	Low	High	Unit of Measurement
pH	6.00	8.00	units of hydrogen ions
Dissolved Oxygen	71.00	110.00	percent saturation
Turbidity	0.00	10.00	turbidity units
Conductivity	0.00	200	
Alkalinity**	0.00	5.00	milligrams per liter
Total Kjeldahl Nitrogen*	0.00	1.00	milligrams per liter
Total Phosphorus	0.00	30.00	micrograms per liter
Orthophosphate	0.00	0.03	micrograms per liter
Escherichia coli (single sample)	0.00	240.00	colonies per 100 milliliters
Escherichia coli (five samples)	0.00	126.00	colonies per 100 milliliters

*TNK is usually higher when conductivity is high because TKN measures (among other things) phosphate salts.

**measure of water's ability to buffer or resist sudden changes in pH.

Downtown Development Commission
PROPOSED FY 2020 BUDGET

PROJECTS	AMOUNT
DOWNTOWN CAPITAL EXPENDITURES WiFi Support	\$ 3,000
PUBLIC RELATIONS Social Media Training Workshops for Downtown Businesses	\$ 2,000
TOTAL FY20 REQUEST	\$5,000



Serving the Municipalities of Southwestern Maine For Over 50 years

December 19, 2018

James Bennett
City Manager
City of Biddeford
PO Box 586
Biddeford, ME 04005

Dear Jim;

The Southern Maine Planning and Development Commission (SMPDC) would like to thank you for your dues payment of last year. Your dues payments are the means for SMPDC to provide quality services to your community at an affordable cost, match our state and federal contracts, provide access to federal and state grant programs and work on issues of regional concern. They are the foundation for the technical assistance that we are able to provide to all the cities and municipalities in the region.

The following page highlights the work undertaken by SMPDC in your community over the past year or so. We have also included a list of the benefits that all towns receive in addition to more specialized services. In many cases, the savings in cooperative purchasing savings alone exceed the amount of dues requested.

The value of these services are also greatly increased when one considers the state and federal dollars we have brought into the region through the writing of grants and assisting other non-profits and towns. For instance in the last year alone, SMPDC received and recapitalized a regional Brownfields Program (\$600,000 grant); received a \$29k grant to study dredging in the region, assisted on a \$220,000 grant to develop strategies to mitigate traffic impacts of the Naval Shipyard; and provided support to many communities on the impacts of climate change on their infrastructure. Our work on Brownfields redevelopment and through our EDA Revolving Loan program throughout the region has leveraged over 100 million dollars in private investment, created over 500 jobs and 350 units of new and affordable housing. It is important to note that while some of these projects may take place in a certain community or communities, they benefit our entire region and far surpass the amount of money we request in dues. Furthermore, with our federal Economic Development District status, we can provide additional funds and project money to support economic development activities in the region.

Because of increased costs to the organization, combined with decreasing funds from state and federal partners, last year SMPDC began a two-year program to increase dues by 20% over a two-year period. To that end, SMPDC is requesting a second year increase of 10% dues from the previous year. Based on population and number of communities, our dues structure is still far less than other similar regional planning agencies across the state. These dues are for the upcoming fiscal year beginning on July 1, 2019.

Your dues amount for 2019 will be \$ 8,928.00. This amount is based on a method that accounts for both valuation and population of the community. Please feel free to give me a call (571-7065) to discuss these services and how your dues money is used.

We are grateful for your continued support.

Sincerely,


Paul Schumacher, Executive Director

Biddeford Cultural and Heritage Center

"Preserving the Past to Inspire the Future"

January 18, 2019

To: Mr. James Bennett
City Manager, City of Biddeford
From: Diane Cyr
President BCHC
Subject: Request for \$10,000 Allocation
F/Y 2019-2020

Dear Mr. Bennett,

Last year the City Council approved \$10,000 for the Biddeford Cultural and Heritage Center. We are requesting the same amount for 2019-2020 to continue our work.

This year our Hall of Fame inducted 7 members of the Biddeford community. The plaques hang in the City Council chambers and are a tribute to those who contributed to the city and made it what it is today. We will choose 5 more this summer and make the presentations during the LaKermesse Festival in June.

Our Voices of Biddeford program records the recollections of the people of our community and digitalizes these memories so our past is not lost and is accessible for future reference. Currently we have conducted 10 interviews and they continue to be scheduled. We give the families flash drives with the original interviews so that they can also have the history to share with their families. These interviews are integral to preserving, sharing and teaching about the community and its people.

Our ultimate goal is to acquire a space of our own to house the archives and collections that we are accumulating so that anyone can come and explore the rich heritage & history of our city. We also foresee it with a space for events, other organizations, rooms for research assistance and a resource center.

Once again, the Biddeford Cultural and Heritage Center extends its gratitude for the City's past support regarding these projects and hopes it can continue.

Please contact me for any questions and further assistance in this matter.

Diane Cyr

207-283-3993
President BCHC

Our Mission

Celebrate, preserve, share and teach the culture, heritage, diversity and history of Biddeford, its people and surrounding communities

biddefordculturalandheritagecenter.org

bchc04005@gmail.com



TO: Honorable Mayor Casavant
 Honorable City Council
 James A. Bennett, City Manager

FROM: Jon Edstrom, Vice-President, Biddeford Mills Museum

DATE: January 30, 2019

The Biddeford Mills Museum (BMM) respectfully requests of the City of Biddeford \$14,650 to support of its capacity-building efforts.

The BMM has operated since 2012 providing tours of the former Pepperell Mill buildings to a variety of groups. The BMM has served thousands of people including tourists, local residents, schoolchildren and city officials. Former mill workers act as guides, and relate many historical stories enriched by the compelling architectural details of the many buildings. The museum has found itself captivating enough to attract a variety of groups from outside Biddeford.

Building on the success of its tours, the BMM, with the help of the Maine Historical Society, installed a temporary exhibit at Pepperell Mill Center. An official opening is planned for March 7, 2019. This exhibit is a gripping reminder of the deep history of the textile industry here in Biddeford and the many ways in which innovation spurred prosperity here. During its time at Pepperell Center, the exhibit will provide a unique focal point for the entire Mill District. It was made possible in part by a generous \$30,000 gift of support by the Bangor Savings Bank Foundation. The BMM is honored to have been awarded the Maine Governor's Conference on Tourism Originality Award in 2017.

Currently, the BMM is currently digitizing its collection of images and ledgers for scholarly, as well as general interest purposes. The BMM board is eager to continue this and many other initiatives to fulfill its unique mission.

The long-term goals of the BMM is to continue its role as a destination place for visitors from the broader New England region, as well as the Southern Maine area, acting as an economic and community development driver for Biddeford. According to a report by Oxford Economics in 2017, the Gross Domestic Product (GDP) added by museums nationally is \$50 billion. Museums are clearly a significant economic part of vibrant local economies. To fulfill this role, the museum plans to establish a dedicated museum with a permanent, professionally curated collection. The BMM also wishes to provide stronger educational programming in support of the Biddeford School Department.

However, incremental steps are being taken at this time. This funding request will be used to help purchase audio/visual equipment and/or a welcome kiosk for its exhibit at Pepperell Center. Both of these features support the important story-telling aspect of the museum's work. The best way to convey history is with a good story.

Biddeford Mills Museum Proposed FY20 Budget	
Collections, Services and Exhibit Production	
Exhibit Production / AudioVisual	\$ 6,500
Exhibit Production / Greeting Station Kiosk	\$ 4,000
General Operating	
Office & Archival Supplies	\$ 250
Promotional Costs	\$ 1,500
Special Events and Programs	\$ 500
Website Maintenance	\$ 100
Electricity	\$ 50
Computer Hardware / Other Equipment	\$ 250
Phone	\$ 50
Professional Memberships/Associations	\$ 750
Postage	\$ 25
Merchandising	\$ 1,000
Educational Programming	\$ 2,000
Strategic Planning & Consulting	\$ 2,500
Miscellaneous	\$ 1,000
General Overhead	
General Liability Insurance	\$ 725
Management Liability Insurance	\$ 650
Administration (including corp filings etc)	\$ 750
Total Expenses	\$ 22,600
Income	
General Donations	\$ 1,000
Grant Funding	\$ 1,000
Summer Historic Tours for Public	\$ 2,500
Corporate Sponsors & Donations	\$ 1,000
Special Group and School Tours Off-Season	\$ 1,250
Outreach / Presentations	\$ 750
Promotional Income (Photos, Merchandise, Etc)	\$ 250
Miscellaneous Income	\$ 200
City of Biddeford	\$ 14,650
Total Income	\$ 22,600

November 19th, 2018

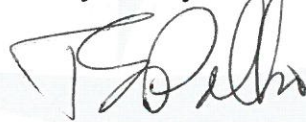
City of Biddeford
Attention: James A. Bennett
205 Main Street Suite 107
Biddeford, ME 04005

Dear Mr. Bennett:

Community Dental has been providing needed, accessible, comprehensive, quality oral health care to improve the lives of children and adults in our communities for 100 years. To meet our mission, we provide a full range of oral health services in our five dental centers across Maine; Biddeford, Portland, Lewiston, Farmington, and Rumford. While our centers are open to all, our mission guides us to serve especially those patients from underserved communities. We serve over 16,000 patients each year, almost 75% whom live at or below 150% of the federally established poverty level.

We provide oral health care to over **880 Biddeford residents**, nearly 70% of whom living in poverty or utilizing our Access program -an income-based, sliding-fee scale- that helps low-income patients afford dental care. We also provide a Patient Assistance Fund (PAF), which provides financial assistance to patients unable to afford treatment. Our full fees are an average of 20% lower than private practice fees in Maine. The lowest fees we offer through our Access program are even more affordable; approximately 65% of our already reduced full fees. Our PAF allows for \$250 of treatment cost assistance per patient, per 12 month period. We are seeking support for these programs to supplement the true cost of necessary oral health care for Portland residents.

Thank you for your time and consideration,



Thomas S. Polko, CEO
Community Dental
Tpolko@communitydentalme.org

ADMINISTRATIVE OFFICE

366 U.S. Route 1
Falmouth, ME 04105
207.874.1025
fax 207.874.1191
www.communitydentalme.org

LOCATIONS

Portland

190 Park Avenue
Portland, ME 04102
207.874.1028
fax 207.842.2963

Biddeford

57 Barra Road
Suite 3
Biddeford, ME 04005
207.282.1305
fax 207.282.7351

Farmington

131 Franklin Health Common
Suite 1
Farmington, ME 04938
207.779.2659
fax 207.779.2697

Lewiston

177 Main Street
Lewiston, ME 04240
207.777.7442
fax 207.777.7706

Rumford

60 Lowell Street
Rumford, ME 04176
207.369.3600
fax 207.369.3604



Community Health and Counseling Services
Home Health, Hospice and Mental Health Services

P.O. Box 425
Bangor, ME 04402-0425
Tel. 207-947-0366
TTY 207-990-4730
www.chcs-me.org

November 9, 2018

Mr. James Bennett, City Manager
Town of Biddeford
P.O. Box 586
Biddeford, ME 04005-0586

Dear Mr. Bennett:

Thank you to the citizens of Biddeford for your past support. Your continued support will help Community Health and Counseling Services (CHCS) to provide home health, hospice, and mental health services to adults and children throughout Maine.

CHCS believes that, whenever possible, care is best given in a familiar setting where family and friends can become a part of the support and recovery process. Your appropriation will support community-based services in Biddeford to:

- adults with severe and persistent mental illness who need assistance in achieving and maintaining independence while living within their communities.
- children and their families who are in need of intensive help in dealing with emotional and behavioral problems.
- homebound individuals with a serious illness or those dealing with a disability and need home health services.
- end-of-life-care (hospice).

As a private not-for-profit organization, CHCS understands the importance of delivering quality services in an efficient and cost effective manner. CHCS collaborates with many resources to provide quality care which benefits the individual and their community.

We recognize the economic challenges facing all Maine communities and municipalities. **Our request for your support in the amount of \$353**, is submitted with an understanding that you face many difficult decisions and constraints. Municipality support helps us to maintain these important services in your community. Any assistance you can provide will help us with our services.

I have included some information relevant to our services in York County. Please do not hesitate to contact me at 922-4701 should you have any questions. Thank you for consideration of our request.

Sincerely,

Dale Hamilton
Executive Director

Community Health and Counseling Services York County - 2018



About Us Our Mission What We Do

Community Health and Counseling Services (CHCS) is a private non-profit organization that provides community-based home health, hospice and mental health services to adults and children in central, eastern, and northern Maine. More than 9,000 people benefit each year from the efforts of over 430 professional, support, and management staff of the agency.

CHCS is Medicare and Medicaid certified, with the healthcare services accredited by the Community Health Accreditation Program (CHAP).

Home Health and Hospice services are not provided in Androscoggin County.

Our Mission

Community Health and Counseling Services will provide community health services, which are needed and valued by the communities and individuals we serve.

Community-Based Services

CHCS supports adults with severe and persistent mental illness and often co-occurring substance use disorders who need assistance in achieving and maintaining independence while living within their communities; children and their families who are in need of intensive help in dealing with emotional and behavioral problems; homebound individuals who are recuperating from surgery, a serious or terminal illness or who may be in need of home health services while dealing with a disability; and end-of-life-care (hospice).

Quality of Life Measurable Benefits

CHCS believes that, whenever possible, care is best given in a familiar setting where family and friends can become a part of the support and recovery process. The services that are offered are designed to enhance the quality of life for those who are facing health challenges.

This is done through services like home health, hospice, physical therapy, adult and child therapy, child treatment foster care, adult community integration services, adult medication management, and adult residential programs.

The community-based nature of the services provided by CHCS helps to prevent admission to more expensive forms of care.

Since our services are developed in partnership with the individual, treatment plans are developed which foster improvement for the individual.

Measurable Benefits

CHCS aggressively measures outcomes for its programs and services. Our home health and hospice services are required to participate in an outcome measurement process called OASIS. OASIS is a national outcome data tool that is mandatory throughout the home health industry.

All of the outcome data collected by CHCS and other entities demonstrates that CHCS is successful in improving the overall quality of lives of individuals who are experiencing significant health needs.

York County Residents Served in 2018

CHCS serves the needs of children, adults and families in York County within 10 communities through its office located in Augusta.

1 resident of York County is part of our caring staff.

CHCS provided support to more than **21 residents** in York County through its services. CHCS community-based services allow residents to remain in their community.

York County received 225 health care visits from CHCS professionals with 197 hours spent in direct patient contact and 409 days in residential care (child).

CHCS Practices Good Stewardship

CHCS establishes a request amount for each county in which we provide service. After determining this request amount, each town's specific request is determined by the amount of services provided to residents in that town in relation to the total population served in the county.

CHCS understands that communities receive many well deserving requests. We attempt to keep our requests to a reasonable level. As such, CHCS caps the total request of any town at \$5,000. This year we are **requesting \$1,000 from York County municipalities.**

CHCS organizational overhead is 11.95%. All other costs are service delivery related. Flexible dollars are used to bridge the gap between reimbursement and the cost of service delivery.



SOUTHERN MAINE VETERANS' MEMORIAL CEMETERY ASSOCIATION

83 Stanley Road, Springvale, Me 04083
southernmaineveteranscemetery.org

Chairman
Joe Doiron

January 2, 2019

Vice Chairman
Dale Midgley

Treasurer
James E. N. Bachelder

Secretary
Ron Rivard

Trustees
Curtis Mills
Ray Parent

Ex Officio
Scott Brown

Board Members
Bob Champagne
Penny Mills
Roger Watson
Brad Hoffman
Dick Langlais
John Flagler

Dear Members of City Council,

The Southern Maine Veterans' Memorial Cemetery, located in Springvale Maine, was created to honor veterans in our communities with a final resting place that is garnished with reverence and perennial beauty.

The State is responsible only for general maintenance: mowing grass, plowing snow, and opening and closing graves. Beautification projects for the cemetery are the sole responsibility of the Southern Maine Veterans' Memorial Cemetery Association [SMVMCA].

SMVMCA is a 501[c]3 non-profit organization and we are not funded by state or by federal money. SMVMCA members are volunteers and our ornamentation projects are supported by public and private donations. Our organization created a website: <http://www.southernmaineveteranscemetery.org/wpress/> and we have a Face Book page to share information with the public.

We raised money to purchase a display cabinet for Military memorabilia. In 2016 we erected and dedicated a service monument honoring veterans of the past, present and future. November 11th, 2018 marked the 100th anniversary of the ending of WWI. On that date at 11:00 A M we dedicated a monument honoring the veterans of WWI.

Health issues with Association members and families caused us to delay installation Of the POW/MIA monument until 2019. We are confident that we will achieve our goal.

Our association continues to add ornamental features to this cemetery. We are on a lengthy fundraising campaign as we strive to reach our goals of erecting monuments, planting flowers and general beautification of this cemetery to show the families of these veterans and the world that we have not forgotten those individuals or their sacrifice.



We have a memorial walkway to provide families with a tangible way to honor departed veterans whose remains may be interred elsewhere. Families or individuals may purchase and place memorial monuments or personalized pavers along this walkway. Selling these personal monuments and pavers is one of the means for our association to raise essential funds for larger projects and improvements to Southern Maine Veteran's Cemetery.

This cemetery opened in August of 2010, and over 1,200 burials have taken place here since that opening. Families from Maine, New Hampshire, and from areas beyond find peace in this cemetery. SMVC serves the veterans in your community by providing free local burial options to qualifying veterans as well as to his or her eligible family members.

SMVMCA is committed to serving the needs and wishes of these veterans and to their families who have lost loved ones, or who are faced with difficult end of life decisions. As of August 31, 2018, there are 94 veterans and/or spouses from Biddeford interred in the Veterans Cemetery; an increase of 33 since August 31 of 2017, that number is sure to increase in future years.

Our members listen to concerns from families who have used our committal shelter for their final service. The shelter is a flawed government design and neither federal or state governments are willing to accept responsibility for necessary alterations. The financial burden of retrofitting the structure to accommodate this community's need falls upon SMVMCA and we strive to meet the needs of the people we serve.

As a service to your veteran community, we ask that you consider making a donation of \$1,000.00 in your next budget process. We humbly request annual financial support from your community as we look forward to this cemetery's future.

Thank you, for your consideration.

Ron Rivard

Ron Rivard

Secretary

SMVMCA

83 Stanley Road

Springvale, ME 04083

207-636-3319

ronrita@metrocast.net



Saco Pathfinders Snowmobile Club

P.O. Box 27

42 Heath Road

Saco, ME. 04072

Tel: (207) 332-0017

February 25, 2019

Hello,

My name is Doug Doherty and I am the President of the Saco Pathfinders Snowmobile Club. I am reaching out to you and the city leadership team for your consideration of a donation to the snowmobile club supporting your local area.

The Pathfinders have been in existence since 1972 and have had a clubhouse in North Saco since the late 70's. We maintain approximately 45 miles of trails in Saco, Scarborough, Dayton, and Biddeford. Our trails connect to other local systems (Lyman, Buxton, and Gorham) and ultimately to the state ITS (Interconnected Trail System) trails.

Like with so many other clubs today, we face a continual struggle for existence. Our club is made up completely of volunteers from the local communities. We work on the trail system typically on Sundays in the fall up until the snow flies. This is done by pretty much walking the entire trail system with loppers and chainsaws in hand. In the winter, we have five snowmobiles and one track truck to drag the trails for the snowmobile crowd.

Annually, the state sends each town/city a reimbursement for the number of snowmobiles registered. The City of Biddeford has received \$1774.16 and \$1602.04 over the past two years. We are requesting a donation of these funds in order to help us survive as the local snowmobile club. Granted, we only maintain about a quarter mile of trail in Biddeford, but we do have several members from Biddeford.

I am more than willing to attend a council meeting or finance meeting to further explain how and where these funds are used. Please let me know the next steps for engaging the city leadership to help us acquire any and all funds you see fit.

Regards,

Doug Doherty, President

Saco Pathfinders Snowmobile Club

ddoherty627@yahoo.com

cc: Mayor Casavant

City Manager, Mr. Bennett

City Councilors

City of Biddeford, Maine

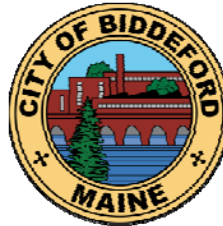
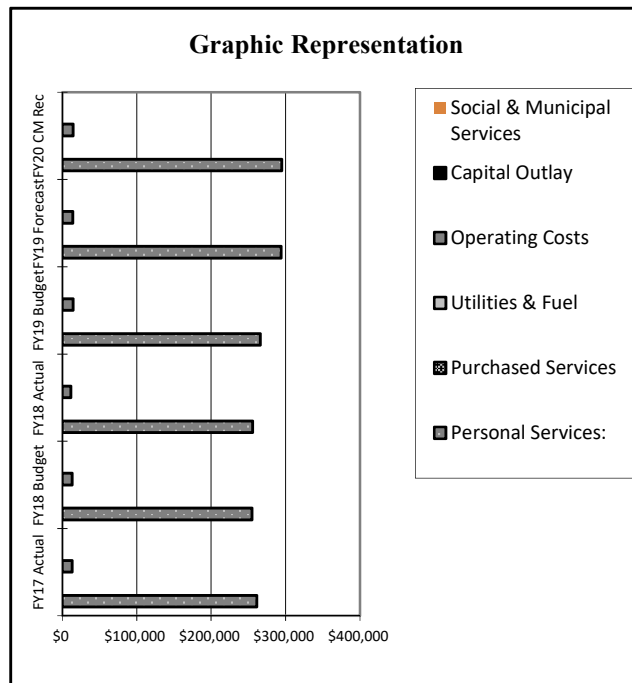
FY2020

Budget: City Clerk

Account Number: 21103

FY20

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	Dept Head	Manager's Rec
Personnel Services:	\$261,410	\$254,731	\$255,620	\$265,856	\$155,885	\$294,803	\$294,803
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$13,053	\$13,000	\$11,202	\$14,400	\$5,388	\$14,300	\$14,300
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$274,462	\$267,731	\$266,822	\$280,256	\$161,274	\$309,103	\$309,103



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$22,979
Workers Comp	\$964
Health Insurance	\$53,274
Retirement	\$25,635
Unemployment	\$274
Other Insurance	\$3,996
Total Fringe Benefit Impact	\$107,121
# of Full Time Employees	5.69

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$265,856	\$294,803	\$28,947	10.9%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$14,400	\$14,300	-\$100	-0.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$280,256	\$309,103	\$28,847	10.3%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$77,096	\$81,413	\$81,506	\$81,808	\$48,489	\$84,938	\$84,938
60105	F-T Employee Wage Exp	\$115,063	\$165,876	\$167,315	\$179,470	\$106,285	\$204,055	\$204,055
60111	Overtime Wage Expense	\$3,140	\$3,500	\$4,207	\$4,000	\$640	\$5,000	\$5,000
60129	Insurance Buyout Pay	\$3,000	\$3,000	\$2,250	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$14,535	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$18,447	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$38	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$27,232	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$356	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$263	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$2,014	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$330	\$160	\$110	\$240	\$660	\$660
60252	Travel/Mileage Expense	\$163	\$500	\$38	\$300	\$41	\$50	\$50
60253	Food/Lodging Expense	\$0	\$0	\$63	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$62	\$112	\$80	\$168	\$190	\$100	\$100
Totals		\$261,410	\$254,731	\$255,620	\$265,856	\$155,885	\$294,803	\$294,803

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,377	\$3,500	\$2,343	\$3,400	\$1,641	\$3,300	\$3,300
60501	Operating Supp/Eqt Non-Cap	\$169	\$0	\$135	\$0	\$171	\$0	\$0
60502	Printing & Copying Expense	\$10,507	\$9,500	\$8,724	\$11,000	\$3,576	\$11,000	\$11,000
Totals		\$13,053	\$13,000	\$11,202	\$14,400	\$5,388	\$14,300	\$14,300

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21103 City Clerk

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
CITY CLERK	42235	1.00	84,612.32	84,937.75	84,937.75		MORRIS
DEPUTY CITY CLERK/DEPUTY TAX COLLEC	10003	1.00	53,476.80	53,682.48	53,682.48		ST. OURS
PAYMENTS CLERK	10590	1.00	45,510.40	45,685.44	45,685.44		DUROSS
PAYMENTS CLERK	10637	1.00	39,561.60	39,713.76	39,713.76		GAGNE
PAYMENTS CLERK	10929	0.69	24,310.00	24,403.50	24,403.50		O'DRISCOLL
PAYMENTS CLERK	52050	1.00	40,414.40	40,569.84	40,569.84		WENTWORTH
TOTAL BUDGETED POSITIONS		5.69	287,885.52	288,992.77	288,992.77		



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Dept Manager Salary Exp

Department Number: 21103

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$77,096.31	\$81,413.00	\$81,506.39	\$81,808.00	\$87,703.92

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$84,937.75	\$84,937.75		\$3,129.75

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 Clerk/Voter Registrar/Health & Welfare Director



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: F-T Employee Wage Exp

Department Number: 21103

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$115,063.38	\$165,876.00	\$167,314.92	\$179,470.00	\$200,623.76

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$204,055.02	\$204,055.02		\$24,585.02

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.

Deputy City Clerk/Tax Collector

(3) Full-time Associate/Counter Clerks

(1) Part-time Associate/Counter Clerk



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Overtime Wage Expense

Department Number: 21103

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,140.47	\$3,500.00	\$4,206.95	\$4,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

Overtime pay for City Clerk's Staff during election time - including early processing of absentee ballots (November 2019; June 2020)

Overtime pay for City Clerk's Staff when required to stay after 5:00 p.m. for late customers



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Conferences/Training Expense

Department Number: 21103

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$330.00	\$160.00	\$110.00	\$400.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$660.00	\$660.00		\$400.00

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.

Tax Collector Workshops (2) - Office Manager/Deputy Tax Collector to attend - \$110.00

Vital Records Workshop (2 Staff members to attend) - 2 x \$80 = \$160.00

Elections Workshops (2 Staff members to attend a 2-day training) - 2 x \$120 = \$240.00

Mileage to Augusta for Vital Records Workshop - \$100.00

Mileage to Portland for Elections Workshops (2 days) - \$50.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Travel/Mileage Expense

Department Number: 21103

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$162.71	\$500.00	\$38.38	\$300.00	\$200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50.00	\$50.00		(\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Food/Lodging Expense

Department Number: 21103

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$63.34	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Dues/Memberships Expense

Department Number: 21103

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$62.00	\$112.00	\$80.00	\$168.00	\$240.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		(\$68.00)

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 Town & City Clerks' Association Membership Dues for City Clerk and Deputy Clerk - \$50.00

York County City & Town Clerk's Association Membership Dues for City Clerk and Deputy Clerk - \$12.00

Maine Tax Collectors' Association Membership Dues for Deputy Tax Collector - \$25.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

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

Department Number: 21103

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,377.09	\$3,500.00	\$2,342.57	\$3,400.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,300.00	\$3,300.00		(\$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.

General office supplies (pens, paper clips, clasp envelopes, colored paper, etc) - \$1500.00

Receipt paper rolls for counter receipt printers - \$1300.00

Printer cartridges for MV printers and ribbons for receipt printers - \$500.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21103

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$168.54	\$0.00	\$135.38	\$0.00	\$0.00

FY 2020 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.

All operating supplies are budgeted for in Account 60500



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Clerk

Account Title: Printing & Copying Expense

Department Number: 21103

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,507.04	\$9,500.00	\$8,724.00	\$11,000.00	\$11,000.00

FY 2020 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.

Dog license reminder postcards - \$150.00

General Code (code analysis, composition & duplication) - \$7,000.00

General Code - annual maintenance fee - \$1195.00

NOTE: General Code fees are dependent on how many ordinance amendments are approved throughout the year.

Kofile - Repair and Restoration of older vital record volumes - \$5000.00

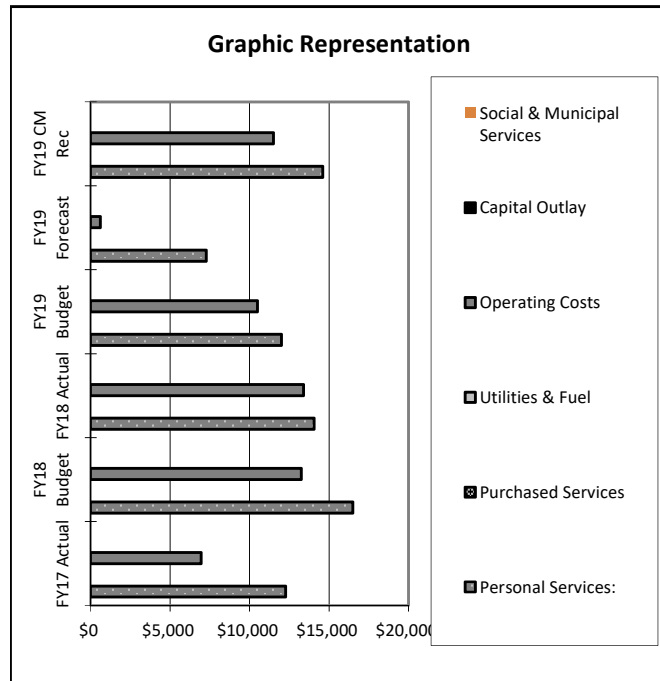
City of Biddeford, Maine

FY2020

Budget: Elections/Voter Registration

Account Number: 21104

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$12,268	\$16,500	\$14,051	\$12,000	\$9,470	\$14,600	\$14,600
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$6,961	\$13,250	\$13,405	\$10,500	\$301	\$11,500	\$11,500
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$19,230	\$29,750	\$27,456	\$22,500	\$9,771	\$26,100	\$26,100



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$918
Workers Comp	\$40
Health Insurance	\$0
Retirement	\$0
Unemployment	\$11
Other Insurance	\$0
Total Fringe Benefit Impact	\$969
# of Full Time Employees	0.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$12,000	\$14,600	\$2,600	21.7%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$10,500	\$11,500	\$1,000	9.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$22,500	\$26,100	\$3,600	16.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60107	Temp/Seasonal Emp Wage Ex	\$11,742	\$16,500	\$13,368	\$12,000	\$7,284	\$14,600	\$14,600
60111	Overtime Wage Expense	\$0	\$0	\$683	\$0	\$2,186	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$11	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$154	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$23	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$305	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$4	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$30	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$12,268	\$16,500	\$14,051	\$12,000	\$9,470	\$14,600	\$14,600

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$1,118	\$1,750	\$38	\$1,500	\$301	\$1,500	\$1,500
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$4,899	\$0	\$0	\$0	\$0
60502	Printing & Copying Expense	\$5,843	\$11,500	\$8,468	\$9,000	\$0	\$10,000	\$10,000
Totals		\$6,961	\$13,250	\$13,405	\$10,500	\$301	\$11,500	\$11,500

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21104 Elections/Voter Registration

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
VOTING CLERKS	4	-	11,954.02	12,000.00	12,000.00		
TOTAL BUDGETED POSITIONS		-	11,954.02	12,000.00	12,000.00	12,000.00	



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Elections/Voter Registration

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21104

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$11,741.59	\$16,500.00	\$13,368.48	\$12,000.00	\$7,284.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,600.00	\$14,600.00		\$2,600.00

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.

November 2019 - Municipal General Election & State Referendum Election - \$7300.00

June 2020 - State Primary Election and School Budget Validation Referendum Election - \$7300.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Elections/Voter Registration

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

Department Number: 21104

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,118.43	\$1,750.00	\$37.98	\$1,500.00	\$600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

Election day supplies and other preparations (pens, clasp envelopes, tape, signage, etc) - \$850.00

Voter Registration Cards - \$650.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Elections/Voter Registration

Account Title: Printing & Copying Expense

Department Number: 21104

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,843.04	\$11,500.00	\$8,468.02	\$9,000.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

Municipal General Ballots for November 2019 Election & June 2020 School Budget Validation Election - \$7000.00

Coding for DS200 voting machines (7 memory sticks) for both November 2019 and June 2020 Elections - \$2800.00

NOTE: Coding and ballot costs are not firm for the June 2020 Election due to the fact that the State may be switching to new/different voting machines

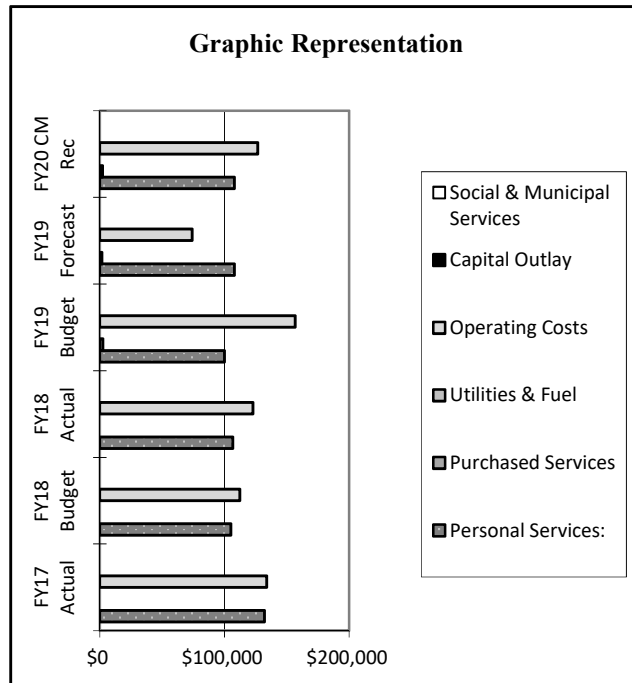
City of Biddeford, Maine

FY2020

Budget: Health & Welfare Expense

Account Number: 21125

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$132,135	\$104,987	\$106,511	\$99,943	\$60,399	\$107,943	\$107,943
Purchased Services	\$0	\$0	\$0	\$2,500	\$740	\$2,000	\$2,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$133,712	\$112,200	\$122,670	\$156,725	\$36,102	\$126,675	\$126,675
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$265,847	\$217,187	\$229,181	\$259,168	\$97,241	\$236,618	\$236,618



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$7,755
Workers Comp	\$332
Health Insurance	\$31,305
Retirement	\$10,138
Unemployment	\$131
Other Insurance	\$1,794
Total Fringe Benefit Impact	\$51,455
# of Full Time Employees	2.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$99,943	\$107,943	\$8,000	8.0%
Purchased Services	\$2,500	\$2,000	-\$500	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$156,725	\$126,675	-\$30,050	-19.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$259,168	\$236,618	-\$22,550	-8.7%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$97,956	\$101,427	\$102,598	\$97,683	\$59,385	\$105,783	\$105,783
60111	Overtime Wage Expense	\$0	\$0	\$1,695	\$0	\$603	\$700	\$700
60129	Insurance Buyout Pay	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$7,203	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$9,292	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$13,720	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$217	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,320	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$435	\$500	\$295	\$700	\$130	\$400	\$400
60252	Travel/Mileage Expense	\$431	\$1,000	\$190	\$1,000	\$0	\$500	\$500
60253	Food/Lodging Expense	\$0	\$500	\$143	\$500	\$220	\$500	\$500
60256	Dues/Memberships Expense	\$60	\$60	\$90	\$60	\$60	\$60	\$60
Totals		\$132,135	\$104,987	\$106,511	\$99,943	\$60,399	\$107,943	\$107,943

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$0	\$0	\$0	\$2,500	\$740	\$2,000	\$2,000
Totals		\$0	\$0	\$0	\$2,500	\$740	\$2,000	\$2,000

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$1,437	\$1,000	\$1,051	\$1,000	\$586	\$1,000	\$1,000
60501	Operating Supp/Eqt Non-Cap	\$1,283	\$0	\$22	\$0	\$0	\$0	\$0
60502	Printing & Copying Expense	\$175	\$150	\$88	\$175	\$50	\$175	\$175
60730	G.A. Electricity Expense	\$3,187	\$3,500	\$3,003	\$3,500	\$1,104	\$3,500	\$3,500
60731	G.A. Client Rent Expense	\$107,166	\$90,000	\$106,400	\$137,500	\$30,388	\$110,000	\$110,000
60732	G.A. Food/Grocery Expense	\$6,537	\$4,500	\$6,202	\$5,000	\$1,267	\$4,500	\$4,500
60734	G.A. Burials Expense	\$8,869	\$8,500	\$2,129	\$7,000	\$2,505	\$5,000	\$5,000
60736	G.A. Conveyance	\$124	\$50	\$0	\$50	\$0	\$0	\$0
60737	G.A. Telephone Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60738	G.A. Sewer User Fee Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60739	G.A. Heating Fuel Expense	\$345	\$1,000	\$525	\$1,000	\$0	\$1,000	\$1,000
60740	G.A. Bottled Gas Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60741	G.A. Miscellaneous Expense	\$2,782	\$2,500	\$1,814	\$0	\$0	\$0	\$0
60742	G.A. Water Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60743	G.A. Medical Expense	\$1,807	\$1,000	\$1,438	\$1,500	\$202	\$1,500	\$1,500
Totals		\$133,712	\$112,200	\$122,670	\$156,725	\$36,102	\$126,675	\$126,675

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21125 Health & Welfare Expense

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL				
CASE WORKER	10501	1.00	58,115.20	58,338.72	58,338.72		BARTH
ADMIN ASST/CASE WORKER	10666	1.00	42,265.60	42,428.16	42,428.16		STEVENSON
TOTAL BUDGETED POSITIONS		2.00	100,380.80	100,766.88	100,766.88		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: F-T Employee Wage Exp

Department Number: 21125

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$97,956.06	\$101,427.00	\$102,597.72	\$97,683.00	\$105,783.28

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$105,783.28	\$105,783.28		\$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.

General Assistance Administrator

(1) Caseworker



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Overtime Wage Expense

Department Number: 21125

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$1,695.26	\$0.00	\$700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		\$700.00

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.

Overtime for meetings running beyond 5:00pm; travel time back from Augusta for MWDA Board Meetings & Workshops
Emergency calls taken during nights and weekends



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Conferences/Training Expense

Department Number: 21125

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$435.00	\$500.00	\$295.00	\$700.00	\$230.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$900.00	\$400.00		(\$300.00)

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.

(6) GA Workshops - Caseworker to attend @ \$50.00 each = \$300.00

Spring Seminar - Caseworker to attend (2 days) - \$100.00

General Assistance Administrator attends Workshops and Spring Seminar at no charge because she serves on MWDA Board	\$ 400.00
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Lodging and food expenses for both GA Administrator and Caseworker to attend 2-day Spring Seminar	\$ 500.00
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	\$ 900.00
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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Travel/Mileage Expense

Department Number: 21125

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$431.41	\$1,000.00	\$190.05	\$1,000.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		(\$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.

Mileage reimbursement often comes from MWDA due to the fact that the GA Administrator is a Board member



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Food/Lodging Expense

Department Number: 21125

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$142.91	\$500.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Dues/Memberships Expense

Department Number: 21125

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$60.00	\$60.00	\$90.00	\$60.00	\$60.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60.00	\$60.00		\$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.

Maine Welfare Directors Association Membership dues for GA Administrator and Caseworker - \$30.00 each



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21125

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$2,500.00	\$1,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		(\$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.

The City is responsible for providing Interpreters when necessary; and these costs are non-reimbursable through the GA Program.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

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

Department Number: 21125

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,437.12	\$1,000.00	\$1,051.22	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

General office and filing supplies



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21125

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,283.14	\$0.00	\$21.71	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: Printing & Copying Expense

Department Number: 21125

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$175.00	\$150.00	\$87.52	\$175.00	\$175.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$175.00	\$175.00		\$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.

Printing costs for General Assistance Applications; appointment cards; business cards



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Electricity Expense

Department Number: 21125

Account Number: 60730

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,187.34	\$3,500.00	\$3,002.84	\$3,500.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$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.

This is an account used for all general utilities, of which electricity is the primary expense that is paid



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Client Rent Expense

Department Number: 21125

Account Number: 60731

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$107,166.42	\$90,000.00	\$106,399.66	\$137,500.00	\$60,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,000.00	\$110,000.00		(\$27,500.00)

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.

The GA Office has seen a bit of a decrease this fiscal year in clients needing assistance with housing expenses; however, this trend could change at any time. The amount has been decreased conservatively in the event the GA Office starts seeing more applicants



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Food/Grocery Expense

Department Number: 21125

Account Number: 60732

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,536.60	\$4,500.00	\$6,201.88	\$5,000.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00		(\$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.

DHHS has caps on food supplements to applicants, so the City is required to cover what the State programs don't cover.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Burials Expense

Department Number: 21125

Account Number: 60734

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,869.20	\$8,500.00	\$2,129.00	\$7,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		(\$2,000.00)

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.

Burial expenses are not consistent from year to year. There is no way to estimate or determine how many folks will pass away who have no family or other way to cover burial expenses. A reasonable is made by looking at what was spend in past years.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Conveyance

Department Number: 21125

Account Number: 60736

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$124.00	\$50.00	\$0.00	\$50.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

The ShuttleBus has graciously given the GA Office bus tokens at no charge for the past year or so.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Telephone Expense

Department Number: 21125

Account Number: 60737

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.

This account is no longer needed



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Sewer User Fee Expense

Department Number: 21125

Account Number: 60738

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.

This account is no longer needed



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Heating Fuel Expense

Department Number: 21125

Account Number: 60739

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$344.80	\$1,000.00	\$524.80	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Most applicants who seek assistance with fuel are over income and do not qualify for the GA Program. In these cases, folks are often assisted through other fuel assistance programs; however, funds do need to be available for those applicants who do qualify for the GA Program or would be considered for emergency assistance.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Bottled Gas Expense

Department Number: 21125

Account Number: 60740

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.

This account is no longer needed



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Miscellaneous Expense

Department Number: 21125

Account Number: 60741

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,781.60	\$2,500.00	\$1,813.50	\$0.00	\$0.00

FY 2020 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.

This account is no longer needed



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Water Expense

Department Number: 21125

Account Number: 60742

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.

This account is no longer needed



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Health & Welfare Expense

Account Title: G.A. Medical Expense

Department Number: 21125

Account Number: 60743

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,807.22	\$1,000.00	\$1,437.54	\$1,500.00	\$750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

This account is used to cover medical expenses for those who don't qualify under Maine Care, but do qualify for the GA Program.

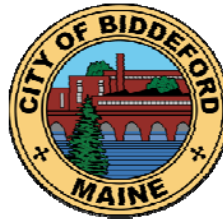
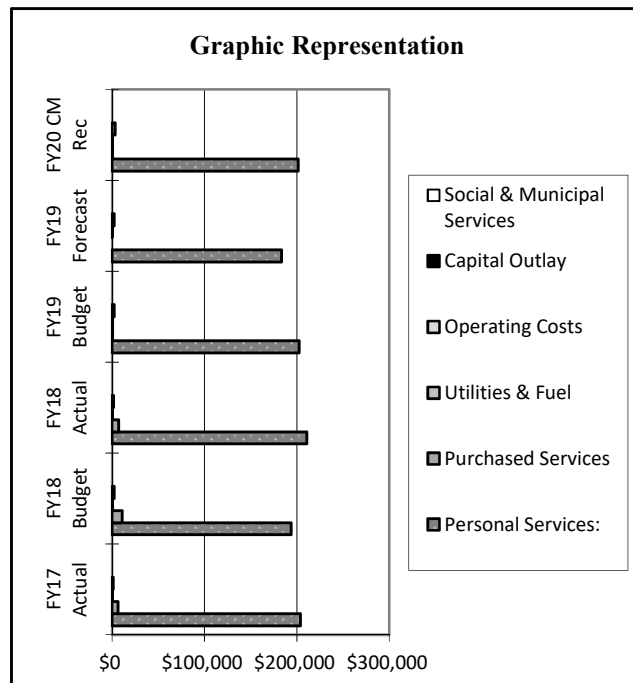
City of Biddeford, Maine

FY2020

Budget: Assessing

Account Number: 21105

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$203,851	\$193,783	\$210,580	\$202,567	\$95,568	\$201,468	\$206,973
Purchased Services	\$6,425	\$10,900	\$7,190	\$500	\$4,000	\$500	\$500
Utilities & Fuel	\$183	\$680	\$96	\$718	\$221	\$306	\$306
Operating Costs	\$1,296	\$2,475	\$1,756	\$2,300	\$2,467	\$3,400	\$3,400
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$211,754	\$207,838	\$219,622	\$206,085	\$102,257	\$205,674	\$211,179



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$14,936
Workers Comp	\$3,223
Health Insurance	\$41,044
Retirement	\$19,524
Unemployment	\$179
Other Insurance	\$2,984
Total Fringe Benefit Impact	\$81,891
# of Full Time Employees	3.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$202,567	\$206,973	\$4,406	2.2%
Purchased Services	\$500	\$500	\$0	\$0
Utilities & Fuel	\$718	\$306	-\$412	-\$1
Operating Costs	\$2,300	\$3,400	\$1,100	47.8%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$206,085	\$211,179	\$5,094	2.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$63,161	\$100,762	\$114,522	\$105,548	\$46,643	\$94,830	\$95,195
60102	Mid Mgmt Hrly Employee Wa	\$51,449	\$51,293	\$54,606	\$54,810	\$21,747	\$56,278	\$56,494
60105	F-T Employee Wage Exp	\$35,596	\$36,728	\$37,163	\$37,459	\$25,378	\$43,680	\$42,804
60111	Overtime Wage Expense	\$0	\$750	\$0	\$750	\$92	\$750	\$750
60129	Insurance Buyout Pay	\$1,375	\$500	\$750	\$0	\$0	\$300	\$300
60201	FICA/Medicare-ER Share Exp	\$12,495	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$15,141	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$18,775	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$126	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$291	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$27	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,326	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$1,962	\$1,950	\$1,898	\$1,950	\$415	\$2,140	\$7,640
60252	Travel/Mileage Expense	\$196	\$650	\$158	\$450	\$384	\$450	\$450
60253	Food/Lodging Expense	\$1,142	\$500	\$793	\$800	\$0	\$2,300	\$2,300
60256	Dues/Memberships Expense	\$790	\$650	\$690	\$800	\$910	\$1,040	\$1,040
Totals		\$203,851	\$193,783	\$210,580	\$202,567	\$95,568	\$201,768	\$206,973

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60303	Appraisal Services Expense	\$0	\$500	\$0	\$500	\$4,000	\$500	\$500
60310	Service Contracts Expense	\$6,425	\$10,400	\$7,190	\$0	\$0	\$0	\$0
Totals		\$6,425	\$10,900	\$7,190	\$500	\$4,000	\$500	\$500

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60411	Gasoline Expense	\$183	\$680	\$96	\$718	\$221	\$306	\$306
Totals		\$183	\$680	\$96	\$718	\$221	\$306	\$306

Other Operating Costs

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$487	\$1,100	\$734	\$1,100	\$23	\$800	\$800
60500	Admin/Office Supp/Eqt Non-C	\$597	\$500	\$544	\$450	\$461	\$800	\$800
60501	Operating Supp/Eqt Non-Cap	\$213	\$425	\$327	\$450	\$1,984	\$1,500	\$1,500
60502	Printing & Copying Expense	\$0	\$450	\$151	\$300	\$0	\$300	\$300
Totals		\$1,296	\$2,475	\$1,756	\$2,300	\$2,467	\$3,400	\$3,400

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21105 Assessing

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
ASSESSOR	10243	1.00	94,830.00	95,194.73	95,194.73		DESJARDINS
ASST. ASSESSOR	10919	1.00	56,278.00	56,494.45	56,494.45		LE
ADMINISTRATIVE ASST.	10663	1.00	42,640.00	42,804.00	42,804.00		BINETTE
TOTAL BUDGETED POSITIONS		3.00	193,748.00	194,493.18	194,493.18		



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Dept Manager Salary Exp

Department Number: 21105

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$63,160.79	\$100,762.00	\$114,522.26	\$105,548.00	\$91,079.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$95,194.73	\$95,194.73		(\$10,353.27)

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 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Mid Mgmt Hrly Employee Wage Ex

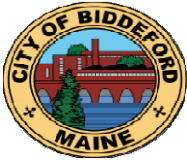
Department Number: 21105

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$51,448.67	\$51,293.00	\$54,606.37	\$54,810.00	\$46,177.75

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$56,494.45	\$56,494.45		\$1,684.45

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 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: F-T Employee Wage Exp

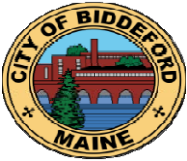
Department Number: 21105

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$35,595.94	\$36,728.00	\$37,162.71	\$37,459.00	\$44,383.10

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,804.00	\$42,804.00		\$5,345.00

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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Overtime Wage Expense

Department Number: 21105

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$750.00	\$0.00	\$750.00	\$92.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$750.00	\$750.00		\$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.

This account is used for the Secretary for the Board of Assessment Review.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Conferences/Training Expense

Department Number: 21105

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,962.10	\$1,950.00	\$1,897.58	\$1,950.00	\$415.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,140.00	\$7,640.00		\$5,690.00

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.

Conference and training with the Maine Revenue Service, Vision Technologies, I.A.A.O. and M.A.A.O. training
Training is required for yearly continuing education requirements for CMA (Certified Maine Assessor) re-certification

Maine Revenue Service, Tax School: \$270/person x 2= 540

Maine Chapter I.A.A.O.: \$100/person x 2= \$200

M.A.A.O.: \$100/person x 2=\$200

I.A.A.O. Online Course: \$400/ea x 2= \$800

I.A.A.O., MRS sponsored: \$200/ea x 2=\$400

Employee training and development, professional development for future growth

Maine Leadership Training

\$5,500.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Travel/Mileage Expense

Department Number: 21105

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$196.00	\$650.00	\$158.40	\$450.00	\$384.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$450.00	\$450.00		\$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.

Travel to quarterly meetings, annual schooling and M.A.A.O./I.A.A.O. conference and any travel expense



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Food/Lodging Expense

Department Number: 21105

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,141.98	\$500.00	\$793.12	\$800.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,300.00	\$2,300.00		\$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.

Lodging for M.A.A.O. conference located in Sebasco Estates, ME (65 Miles)
\$250/person x 2=\$500 (3 days, conference/training)

Lodging for MRS tax school located in Belfast, ME (120 miles)
\$650/person x 2=\$1,300 (5 days, conference/training)

Lodging for I.A.A.O. property tax institute Sunday River, Newry, ME (89 miles)
\$250/person x 2=\$500 (3 days, conference/training)

Conference training for continuing education requirement for M.R.S. CMA
(Certified Maine Assessor) annual re-certification



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Dues/Memberships Expense

Department Number: 21105

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$790.00	\$650.00	\$690.00	\$800.00	\$910.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,040.00	\$1,040.00		\$240.00

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.

Internationa Association of Assessing Officers- \$420

Maine Chapter of I.A.A.O.- \$60

Maine Association of Assessing Officers-\$80

Real Estate State License Fees-\$100

Appraisal State Licnese Fee-\$380



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Appraisal Services Expense

Department Number: 21105

Account Number: 60303

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY 2020 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.

Hiring license professional Appraiser for valuation disputes



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Service Contracts Expense

Department Number: 21105

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,425.00	\$10,400.00	\$7,190.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Gasoline Expense

Department Number: 21105

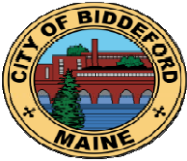
Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$182.59	\$680.00	\$95.73	\$718.00	\$23.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$306.00	\$306.00		(\$412.00)

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.

Estimated by Carl at Public Works



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21105

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$486.58	\$1,100.00	\$734.33	\$1,100.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		(\$300.00)

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.

Vehicle maintenance request from carl at Public Works



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

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

Department Number: 21105

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$596.51	\$500.00	\$544.24	\$450.00	\$461.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$350.00

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.

Annual Miscellaneous office supplies

Poland Spring water=\$25/ave monthly x 12=\$300



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21105

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$213.08	\$425.00	\$326.82	\$450.00	\$1,984.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$1,050.00

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 and other cost publications. Annual construction updates

Vision Surface 8 Mi-Fi one time expense+\$150

Yearly Mi-Fi cost=\$550



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Assessing

Account Title: Printing & Copying Expense

Department Number: 21105

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$450.00	\$150.86	\$300.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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. Copying

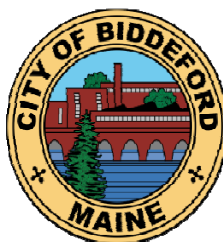
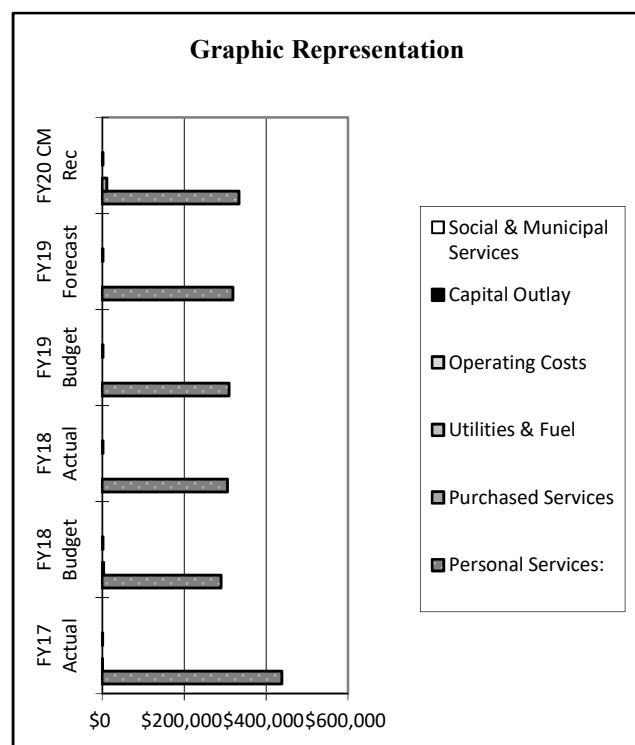
City of Biddeford, Maine

FY2020

Budget: Finance

Account Number: 21106

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$438,348	\$289,803	\$306,083	\$309,385	\$181,455	\$334,138	\$334,138
Purchased Services	\$675	\$3,000	\$0	\$0	\$0	\$11,200	\$11,200
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$1,186	\$1,500	\$1,954	\$1,560	\$756	\$1,560	\$1,560
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$440,208	\$294,303	\$308,036	\$310,945	\$182,211	\$346,898	\$346,898



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$25,650
Workers Comp	\$1,085
Health Insurance	\$73,128
Retirement	\$30,458
Unemployment	\$354
Other Insurance	\$5,039
Total Fringe Benefit Impact	\$135,714
# of Full Time Employees	5.80

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$309,385	\$334,138	\$24,753	8.0%
Purchased Services	\$0	\$11,200	\$11,200	#DIV/0!
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$1,560	\$1,560	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$310,945	\$346,898	\$35,953	11.6%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/01/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$96,531	\$90,686	\$105,545	\$106,408	\$61,961	\$108,536	\$108,536
60102	Mid Mgmt Hrly Employee Wa	\$122,855	\$151,852	\$151,577	\$152,136	\$90,492	\$135,403	\$135,403
60105	F-T Employee Wage Exp	\$94,027	\$45,480	\$46,874	\$46,186	\$27,500	\$85,274	\$85,274
60111	Overtime Wage Expense	\$105	\$500	\$9	\$250	\$36	\$200	\$200
60201	FICA/Medicare-ER Share Exp	\$22,393	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$14,773	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$8,249	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$73,241	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$296	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$678	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$3,199	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$570	\$400	\$390	\$1,400	\$495	\$3,780	\$3,780
60252	Travel/Mileage Expense	\$126	\$300	\$497	\$970	\$411	\$0	\$0
60253	Food/Lodging Expense	\$0	\$250	\$0	\$1,100	\$500	\$0	\$0
60256	Dues/Memberships Expense	\$1,305	\$335	\$1,190	\$935	\$60	\$945	\$945
Totals		\$438,348	\$289,803	\$306,083	\$309,385	\$181,455	\$334,138	\$334,138

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/01/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$675	\$3,000	\$0	\$0	\$0	\$11,200	\$11,200
Totals		\$675	\$3,000	\$0	\$0	\$0	\$11,200	\$11,200

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/01/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$1,186	\$1,500	\$800	\$1,200	\$576	\$1,200	\$1,200
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$1,154	\$360	\$180	\$360	\$360
Totals		\$1,186	\$1,500	\$1,954	\$1,560	\$756	\$1,560	\$1,560

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21106 Finance

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL	REQUESTED			
FINANCE DIRECTOR	10813	1.00	108,119.96	108,535.81	108,535.81		FOURNIER
TAX COLLECTOR	14950	1.00	62,150.40	62,389.44	62,389.44		CYR
COMPTROLLER (RETIRING 7/11/19)	22401	0.80	4,384.97	4,401.84	4,401.84		DUTREMBLE
DEPUTY FINANCE DIRECTOR	10297	1.00	68,348.80	68,611.68	68,611.68		MATHERNE
FINANCE CLERK	60000	1.00	47,507.20	47,689.92	47,689.92		ROBERGE
AR/FINANCE CLERK	252	1.00	37,440.00	37,584.00	37,584.00		NEW POSITION
TOTAL BUDGETED POSITIONS			5.80	327,951.33	329,212.68	329,212.68	

Notes:

Deputy Finance Director position was referred to as "Staff Accountant" in prior budgets
 Comptroller 50% to wastewater division

Richard Dutremble is retiring 7/11/19 50% paid by WW
 Finance Coverage 7% of expenses (96% of the year)

FY20 WW Expense	
	4,402
\$	24,977
\$	29,378

We will now carry the expense in the Finance Dept with a transfer from WW to pay for them
 Multiple positions will be helping WW to allow for more timely entries



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Dept Manager Salary Exp

Department Number:

21106

Account Number:

60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$96,530.62	\$90,686.00	\$105,544.53	\$106,408.00	\$108,535.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$108,535.81	\$108,535.81		\$2,127.81

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 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21106

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$122,855.49	\$151,852.00	\$151,577.48	\$152,136.00	\$158,512.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$135,402.96	\$135,402.96		(\$16,733.04)

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.

Remove Rick from 50% WWTP/50% Finance

The finance support will be done as a transfer and hold all expenses within Finance.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: F-T Employee Wage Exp

Department Number: 21106

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$94,026.66	\$45,480.00	\$46,874.36	\$46,186.00	\$47,689.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$85,273.92	\$85,273.92		\$39,087.92

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.

New position to replace Dutremble upon retirement, a transfer will be done to cover this amount.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Overtime Wage Expense

Department Number: 21106

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$105.39	\$500.00	\$8.96	\$250.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		(\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Conferences/Training Expense

Department Number: 21106

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$570.00	\$400.00	\$390.00	\$1,400.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,780.00	\$3,780.00		\$2,380.00

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.

NESGFOA Spring and Fall Conference	\$ 600.00
4 GFOA quarterly meetings - Finance Director	\$ 160.00
1 Training for Tax Collector	\$ 150.00
1 Training for Deputy Finance Director	\$ 150.00
NESGFOA Spring and Fall Conference Food/Lodging	\$ 1,100.00
Mileage for local conferences (6 x 95)	\$ 570.00
Travel to NESGFOA Annual Conference - Fall Vermont	\$ 700.00
Travel to NESGFOA Annual Conference - Spring Waltham	\$ 350.00
	\$ 3,780.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Travel/Mileage Expense

Department Number: 21106

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$125.58	\$300.00	\$497.28	\$970.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$970.00)

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.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Food/Lodging Expense

Department Number: 21106

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$250.00	\$0.00	\$1,100.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Dues/Memberships Expense

Department Number: 21106

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,305.00	\$335.00	\$1,190.00	\$935.00	\$935.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$945.00	\$945.00		\$10.00

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.

GFOA CAFR	\$ 580.00
GFOA Membership	\$ 260.00
MMTCTA Membership - Finance Director	\$ 35.00
MMTCTA Membership - Tax Collector	\$ 35.00
MMTCTA Membership - Deputy Finance Director	\$ 35.00
	\$ 945.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21106

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$675.00	\$3,000.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,200.00	\$11,200.00		\$11,200.00

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.

Purchase the Citizen Self Service module for Munis. Currently, we use an external software for citizens to pay for bills online. The upload isn't working correctly, we think that is due to one of the upgrades of Munis. It isn't calculating interest correct, and doesn't match Munis. This is causing issues and frustration for citizens as they think they paid the full amount, but it isn't paid in full. This will allow staff to see payments instantly, as it directly posts to Munis. For more detail, see the Capital Budget



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

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

Department Number: 21106

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,185.56	\$1,500.00	\$799.52	\$1,200.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

Annual Staples Supplies/tax forms/check stock	\$	1,200.00
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Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21106

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$1,154.00	\$360.00	\$360.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00		\$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.

Cell Phone Allowance (\$30/month)	\$	360.00
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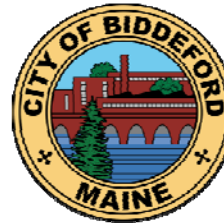
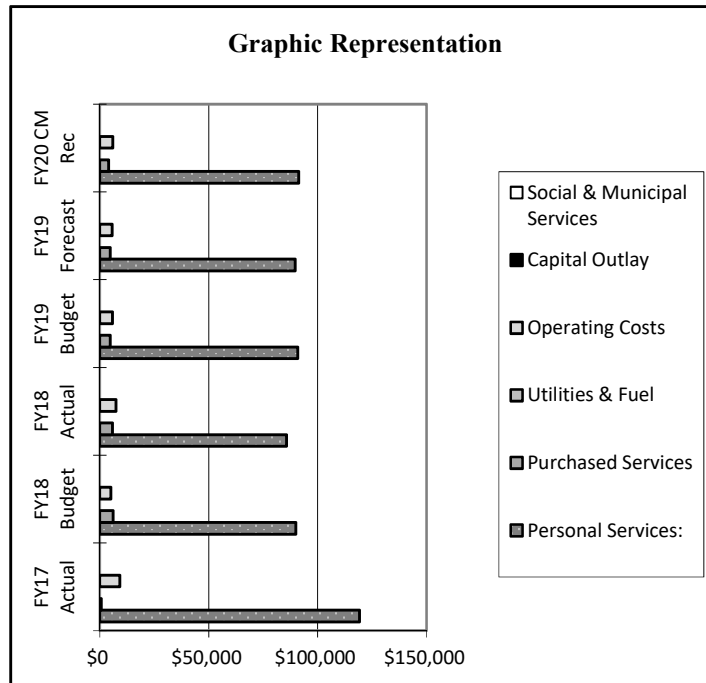
City of Biddeford, Maine

FY2020

Budget: Computer Services

Account Number: 21107

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$119,254	\$89,924	\$85,631	\$90,886	\$52,918	\$91,276	\$91,226
Purchased Services	\$696	\$6,000	\$5,812	\$4,750	\$1,581	\$4,000	\$4,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$9,210	\$5,000	\$7,394	\$5,750	\$3,397	\$5,950	\$79,150
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$129,160	\$100,924	\$98,838	\$101,386	\$57,897	\$101,226	\$174,376



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$7,447
Workers Comp	\$301
Health Insurance	\$21,566
Retirement	\$5,510
Unemployment	\$57
Other Insurance	\$1,081
Total Fringe Benefit Impact	\$35,963
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$90,886	\$91,226	\$340	0.4%
Purchased Services	\$4,750	\$4,000	-\$750	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$5,750	\$79,150	\$73,400	1276.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$101,386	\$174,376	\$72,990	72.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$81,935	\$84,149	\$85,125	\$85,441	\$50,492	\$88,446	\$88,446
60102	Mid Mgmt Hrly Employee Wage Ex	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$6,222	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$4,909	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$19,863	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$28	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$260	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$558	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$4,434	\$3,800	\$0	\$3,500	\$499	\$2,100	\$2,100
60252	Travel/Mileage Expense	\$219	\$875	\$377	\$545	\$1,000	\$580	\$580
60253	Food/Lodging Expense	\$726	\$950	\$29	\$1,250	\$928		
60256	Dues/Memberships Expense	\$100	\$150	\$100	\$150	\$0	\$150	\$100
Totals		\$119,254	\$89,924	\$85,631	\$90,886	\$52,918	\$91,276	\$91,226

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60305	Computer Support/Service Exp	\$696	\$6,000	\$5,812	\$4,750	\$1,581	\$4,000	\$4,000
Totals		\$696	\$6,000	\$5,812	\$4,750	\$1,581	\$4,000	\$4,000

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$6,375	\$4,400	\$6,040	\$4,200	\$2,693	\$4,550	\$4,550
60500	Admin/Office Supp/Eqt Non-Cap	\$2,419	\$300	\$557	\$300	\$287	\$300	\$300
60501	Operating Supp/Eqt Non-Cap	\$417	\$300	\$796	\$1,250	\$417	\$1,100	\$74,300
Totals		\$9,210	\$5,000	\$7,394	\$5,750	\$3,397	\$5,950	\$79,150

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21107 Computer Services

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
SYSTEM ADMINISTRATOR	28895	1.00	88,106.72	88,445.59	88,445.59		GERLACH
TOTAL BUDGETED POSITIONS		1.00	88,106.72	88,445.59	88,445.59		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Dept Manager Salary Exp

Department Number: 21107

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$81,935.27	\$84,149.00	\$85,125.11	\$85,441.00	\$87,041.69

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$88,445.59	\$88,445.59		\$3,004.59

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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Base salary for IT Director position



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Conferences/Training Expense

Department Number: 21107

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,433.69	\$3,800.00	\$0.00	\$3,500.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,100.00	\$2,100.00		(\$1,400.00)

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.

<u>Conferences</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Midsized Enterprise Summit	1	\$350.00	\$350.00
Misc Training	1	\$500.00	\$500.00
<u>Meals/Lodging</u>			
Munis/Tyler	1	\$1,125.00	\$1,125.00
Midsized Enterprise Summit	1	\$125.00	\$125.00
			\$2,100.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Travel/Mileage Expense

Department Number: 21107

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$218.90	\$875.00	\$376.70	\$545.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$580.00	\$580.00		\$35.00

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.

<u>Description</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Mileage/Travel	1,000	\$0.580	\$580.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Food/Lodging Expense

Department Number: 21107

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$726.00	\$950.00	\$29.49	\$1,250.00	\$950.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	#REF!	#REF!		#REF!

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.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Dues/Memberships Expense

Department Number: 21107

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$100.00	\$150.00	\$100.00	\$150.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$100.00		(\$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.

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<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
GMIS Membership	1	\$75.00	\$75.00
MMA Membership	1	\$75.00	\$75.00
	-	\$0.00	\$0.00
			\$150.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Computer Support/Service Exp

Department Number: 21107

Account Number: 60305

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$696.25	\$6,000.00	\$5,812.45	\$4,750.00	\$4,750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		(\$750.00)

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.

This is a contingency line for outside support expenses. An expert in a specific field may be called in to work on an issue. This contingency also covers firewall and router changes. Due to the nature of unexpected issues the full budget amount is listed as expended under "FY2019 Est. Expended".

Past expenses are detailed below for comparison purposes

FY2013 Actual	\$4,645.55
FY2014 Actual	\$3,703.75
FY2015 Actual	\$5,320.75
FY2016 Actual	\$1,847.25
FY2017 Actual	\$696.25
FY2018 Actual	\$5,812.45
Average	\$3,671.00
Median	\$4,174.65
Maximum	\$5,812.45



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Operating Equip Repair Exp

Department Number: 21107

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,374.51	\$4,400.00	\$6,040.09	\$4,200.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,550.00	\$4,550.00		\$350.00

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.

This is a contingency line for repair or replacement of out-of-warranty computer equipment
Due to the nature of unexpected issues the full budget amount is listed as expended under "FY2018 Est. Expended".

Past expenses are detailed below for comparison purposes

FY2013 Actual	\$4,159.50
FY2014 Actual	\$2,641.63
FY2015 Actual	\$4,943.24
FY2016 Actual	\$3,490.27
FY2017 Actual	\$6,374.51
FY2018 Actual	\$6,040.09
Average	\$4,608.21
Median	\$4,551.37
Maximum	\$6,374.51



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

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

Department Number: 21107

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,418.78	\$300.00	\$557.47	\$300.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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.

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<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
General administrative office supplies (pens, notepads, media, etc)	1 \$	300.00 \$	300.00

Past expenses are detailed below for comparison purposes

FY2013 Actual	\$1,577.32
FY2014 Actual	\$1,202.30
FY2015 Actual	\$1,956.59
FY2016 Actual	\$1,004.10
FY2017 Actual	\$2,418.78
FY2018 Actual	\$557.47
Average	\$1,452.76
Median	\$1,389.81
Maximum	\$2,418.78



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21107

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$417.04	\$300.00	\$796.32	\$1,250.00	\$1,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,100.00	\$74,300.00		\$73,050.00

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.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
IT Director Home Internet (systems access)	12	\$50.00	\$600.00
Operating supplies (cables, cases, memory, etc)	1	\$500.00	\$500.00
			\$1,100.00
<i>Moved from 21110 (Codes Computer Replacement)</i>			\$2,600.00
<i>Moved from 21146 (PD Computer Replacement)</i>			\$5,600.00
<i>Moved from 21141 (Fire Computer Replacement)</i>			\$5,000.00
<i>Subtotal</i>			\$14,300.00
<i>Computer Replacement for other departments</i>			\$60,000.00
<i>Total Budget Amount</i>			\$74,300.00

Moving toward having all Computer Replacements being centralized to allow for better use of our limited resources

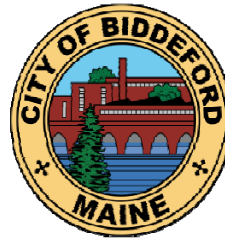
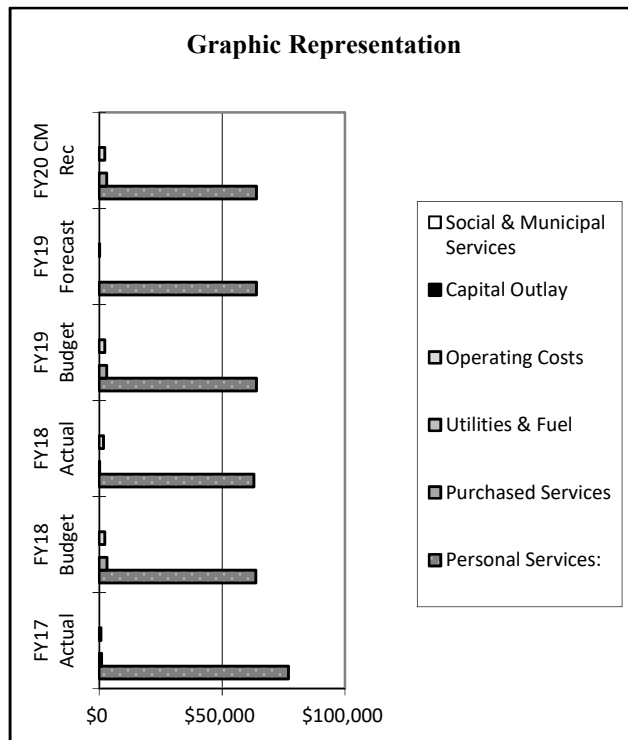
City of Biddeford, Maine

FY2020

Budget: GIS Division

Account Number: 21168

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$76,972	\$63,780	\$62,975	\$63,984	\$36,916	\$63,979	\$63,979
Purchased Services	\$983	\$3,200	\$177	\$3,000	\$0	\$3,000	\$2,400
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$737	\$2,200	\$1,720	\$2,200	\$670	\$2,200	\$2,200
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$78,692	\$69,180	\$64,872	\$69,184	\$37,586	\$69,179	\$68,579



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$4,781
Workers Comp	\$205
Health Insurance	\$9,739
Retirement	\$6,249
Unemployment	\$61
Other Insurance	\$223
Total Fringe Benefit Impact	\$21,258
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$63,984	\$63,979	-\$5	0.0%
Purchased Services	\$3,000	\$2,400	-\$600	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$2,200	\$2,200	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$69,184	\$68,579	-\$605	-0.9%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$54,429	\$62,295	\$62,128	\$62,494	\$36,916	\$62,494	\$62,494
60201	FICA/Medicare-ER Share Exp	\$3,965	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$5,172	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$12,686	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$26	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$201	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$387	\$800	\$352	\$800	\$0	\$800	\$800
60252	Travel/Mileage Expense	\$107	\$185	\$0	\$190	\$0	\$190	\$190
60256	Dues/Memberships Expense	\$0	\$225	\$220	\$225	\$0	\$220	\$220
60257	Professional License Fees Exp	\$0	\$275	\$275	\$275	\$0	\$275	\$275
Totals		\$76,972	\$63,780	\$62,975	\$63,984	\$36,916	\$63,979	\$63,979

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$983	\$3,200	\$177	\$3,000	\$0	\$3,000	\$2,400
Totals		\$983	\$3,200	\$177	\$3,000	\$0	\$3,000	\$2,400

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$439	\$200	\$1,494	\$200	\$0	\$200	\$200
60501	Operating Supp/Eqt Non-Cap	\$298	\$2,000	\$226	\$2,000	\$670	\$2,000	\$2,000
Totals		\$737	\$2,200	\$1,720	\$2,200	\$670	\$2,200	\$2,200

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21168 GIS Division

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
ENGINEERING PROJECTS MGR	13030	1.00	62,254.40	62,493.84	62,493.84		COPELAND
TOTAL BUDGETED POSITIONS		1.00	62,254.40	62,493.84	62,493.84		



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21168

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$54,429.16	\$62,295.00	\$62,127.77	\$62,494.00	\$62,493.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$62,493.84	\$62,493.84		(\$0.16)

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.

Line item reflects salary for GIS/Web Master



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Clothing/Uniforms Expense

Department Number: 21168

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.

Not applicable



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Conferences/Training Expense

Department Number: 21168

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$386.74	\$800.00	\$351.86	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$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.

<i>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
MSLS 2019 Annual Mtg	1	\$600.00	\$600.00
MSLS Fall 2018	1	\$100.00	\$100.00
MSLS Spring 2019	1	\$100.00	\$100.00
			\$800.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Travel/Mileage Expense

Department Number: 21168

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$107.00	\$185.00	\$0.00	\$190.00	\$190.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$190.00	\$190.00		\$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.

<i>Desc</i>	<i>Unit (miles)</i>	<i>Unit Rate</i>	<i>Subtotal</i>
MSLS 2019 Annual Mtg	190	\$0.580	110.20
MSLS 2018 Fall and 2019 Spring Mtg	137	\$0.580	79.46
			189.66



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Professional License Fees Exp

Department Number: 21168

Account Number: 60257

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$275.00	\$275.00	\$275.00	\$275.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$275.00	\$275.00		\$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.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Annual Professional Land Surveyor Fee	1	\$275.00	\$275.00
			\$275.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Dues/Memberships Expense

Department Number: 21168

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$225.00	\$220.00	\$225.00	\$200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$220.00	\$220.00		(\$5.00)

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>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
MSLS	1	\$195.00	\$195.00
MEGUG	1	\$25.00	\$25.00
			\$220.00

MSLS = Maine Society of Land Surveyors

MEGUG = Maine GIS Users Group

Dues and memberships to GIS and surveyors associations



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21168

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$983.21	\$3,200.00	\$177.22	\$3,000.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$2,400.00		(\$600.00)

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.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Tech Support/Consulting for GIS Website (hr)	25	\$80.00	\$2,000.00
Cleaning for plotter (unit price)	1	\$1,000.00	\$1,000.00
			\$3,000.00

Historical spending for line item:

FY2013 Actual	\$	1,851.45
FY2014 Actual	\$	2,487.00
FY2015 Actual	\$	2,257.75
FY2016 Actual	\$	2,385.43
FY2017 Actual	\$	983.21
FY2018 Actual	\$	177.22
Average	\$	1,690.34
Mean	\$	2,257.75
Maximum	\$	2,487.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

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

Department Number: 21168

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$439.00	\$200.00	\$1,494.01	\$200.00	\$200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		\$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.

<i>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
Binder Clips, Pads, Pencils, Pens, Folders, Hanging Folders, etc.	1	\$200.00	\$200.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: GIS Division

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21168

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$297.70	\$2,000.00	\$226.16	\$2,000.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.

<i>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
Plotter Paper	6	\$60.00	\$360.00
Printer Cartridges	18	\$85.00	\$1,530.00
Thumb Drives	10	\$15.00	\$150.00
			\$2,040.00

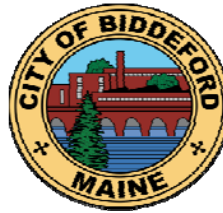
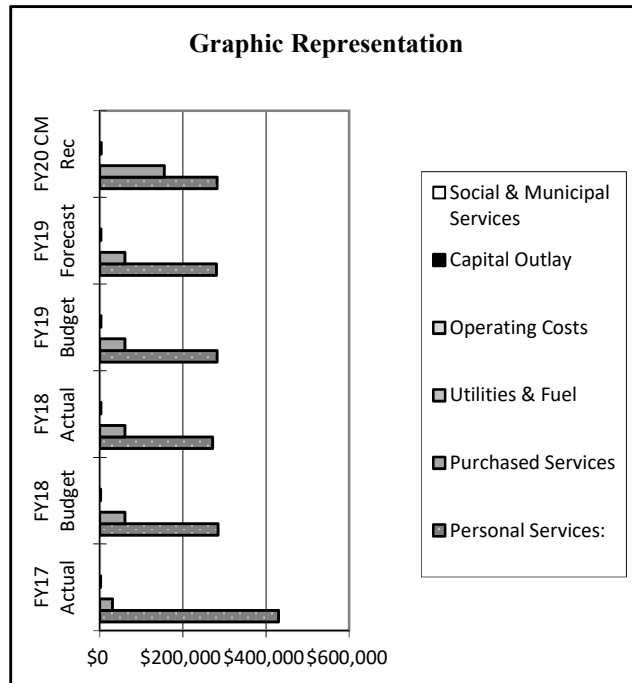
City of Biddeford, Maine

FY2020

Budget: Planning/Economic Development

Account Number: 21109

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$429,973	\$284,621	\$271,188	\$281,798	\$159,597	\$282,049	\$282,049
Purchased Services	\$30,000	\$60,000	\$60,000	\$60,000	\$30,000	\$155,000	\$95,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$1,854	\$1,550	\$2,356	\$2,150	\$1,136	\$3,050	\$3,050
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$461,827	\$346,171	\$333,544	\$343,948	\$190,733	\$440,099	\$380,099



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$22,268
Workers Comp	\$967
Health Insurance	\$49,635
Retirement	\$18,524
Unemployment	\$236
Other Insurance	\$3,085
Total Fringe Benefit Impact	\$94,716
# of Full Time Employees	3.80

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$281,798	\$282,049	\$251	0.1%
Purchased Services	\$60,000	\$95,000	\$35,000	\$1
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$2,150	\$3,050	\$900	41.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$343,948	\$380,099	\$36,151	10.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$92,879	\$96,731	\$82,395	\$95,777	\$53,044	\$95,770	\$95,770
60102	Mid Mgmt Hrly Employee Wa	\$87,676	\$87,601	\$89,120	\$87,612	\$50,579	\$88,598	\$88,598
60105	F-T Employee Wage Exp	\$139,370	\$86,816	\$88,755	\$88,431	\$53,603	\$88,431	\$88,431
60106	P-T Employee Wage Exp	\$7,486	\$6,623	\$4,967	\$1,928	\$0	\$0	\$0
60111	Overtime Wage Expense	\$31	\$0	\$0	\$0	\$31	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$24,922	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$2,337	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$16,078	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$51,633	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$255	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$635	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,813	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$965	\$4,000	\$2,252	\$5,000	\$429	\$5,500	\$5,500
60252	Travel/Mileage Expense	\$1,553	\$1,250	\$2,066	\$1,250	\$317	\$1,250	\$1,250
60253	Food/Lodging Expense	\$1,685	\$900	\$1,360	\$900	\$105	\$1,000	\$1,000
60256	Dues/Memberships Expense	\$655	\$700	\$273	\$900	\$1,490	\$1,500	\$1,500
Totals		\$429,973	\$284,621	\$271,188	\$281,798	\$159,597	\$282,049	\$282,049

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$30,000	\$60,000	\$60,000	\$60,000	\$30,000	\$155,000	\$95,000
Totals		\$30,000	\$60,000	\$60,000	\$60,000	\$30,000	\$155,000	\$95,000

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$1,125	\$900	\$800	\$1,200	\$722	\$1,200	\$1,200
60501	Operating Supp/Eqt Non-Cap	\$363	\$500	\$1,411	\$800	\$264	\$800	\$800
60502	Printing & Copying Expense	\$100	\$150	\$145	\$150	\$150	\$50	\$50
60797	Miscellaneous Expense	\$266	\$0	\$0	\$0	\$0	\$1,000	\$1,000
Totals		\$1,854	\$1,550	\$2,356	\$2,150	\$1,136	\$3,050	\$3,050

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21109 Planning/Economic Development FY18 YTD

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
COMM./ECON. DEV. DIRECTOR	10855	1.00	96,410.08	96,780.89	96,780.89		EDDY
PLANNER	65675	1.00	88,258.56	88,598.02	88,598.02		TANSLEY
ECONOMIC DEVELOPMENT COORDINATOR	10635	1.00	58,240.00	58,464.00	58,464.00		FAVREAU
ADMINISTRATIVE ASST.	32279	0.80	34,428.16	34,560.58	34,560.58		HALL
TOTAL BUDGETED POSITIONS		3.80	277,336.80	278,403.48	278,403.48		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Dept Manager Salary Exp

Department Number: 21109

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$92,878.89	\$96,731.00	\$82,395.25	\$95,777.00	\$95,770.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$95,770.00	\$95,770.00		(\$7.00)

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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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21109

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$87,676.24	\$87,601.00	\$89,119.83	\$87,612.00	\$87,612.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$88,598.02	\$88,598.02		\$986.02

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 Wages



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: F-T Employee Wage Exp

Department Number: 21109

Account Number: 60105

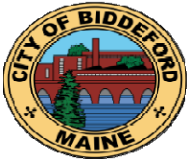
FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$139,369.67	\$86,816.00	\$88,755.27	\$88,431.00	\$88,431.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$88,431.00	\$88,431.00		\$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.

Employee Wages

Note: Administrator has gone to full time; her salary will be covered under the CDBG account, 31117. Her role, based on HUD input, is to have the administrator complete invoice billing or drawdowns to separate the role of CDBG Coordinator and Administrator. Drawdowns will be done in conjunction with Finance.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: P-T Employee Wage Exp

Department Number: 21109

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,485.74	\$6,623.00	\$4,966.64	\$1,928.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$1,928.00)

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.

Should be only limited hours for part-time work; office generally covered



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Overtime Wage Expense

Department Number: 21109

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$30.58	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.

anticipate no overtime for staff as constituted



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Conferences/Training Expense

Department Number: 21109

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$965.41	\$4,000.00	\$2,251.73	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,500.00	\$5,500.00		\$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.

Based on experience with HUD review, we are ensuring that staff has adequate training to follow rule changes in past three years. Planner will continue AICP/planning related training, Ec coordinator Eco Dev./housing Certification, Director focused on meeting with like communities to review experience. Shannon will receive additional training in grant administration through other funds. See CDBG budget for CD Coordinator



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Travel/Mileage Expense

Department Number: 21109

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,553.42	\$1,250.00	\$2,066.30	\$1,250.00	\$1,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,250.00	\$1,250.00		\$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 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Food/Lodging Expense

Department Number: 21109

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,684.85	\$900.00	\$1,360.44	\$900.00	\$900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Dues/Memberships Expense

Department Number: 21109

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$655.00	\$700.00	\$272.95	\$900.00	\$1,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$600.00

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.

increase based on changes in staff, affiliations (Economic Development council of Maine, Maine Community Development Association)

Maine Association of Planners, American Association of Planners, Maine Real Estate and Development Association, Maine Community Development Association, IEDC, EDCM. Past expenses were drawn from the TIF account, shifting them to department related expenses. Still a valid TIF expenditure, if the City so chooses.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21109

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$30,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 155,000.00	\$ 95,000.00		\$35,000.00

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.

These funds will be reserved for contracting services for engineering, comprehensive planning, or re-write of the zoning ordinance. It is our intent to complete the comp. plan and start the zoning ordinance re-write in this fiscal year.

There are two approaches: contract out to assist us in that work or complete the work internally. If we complete the work internally, we will need contracted staff to fill the role of site plan and subdivision reviews, freeing up the City Planner to focus more on the Comp Plan/ordinance work (an ongoing struggle). Experience tells us that internally developed Comp. Plans and zoning ordinances better represent the needs and philosophy of the community. We would prefer that the Ordinance work be completed internally and expect it to take 2 years to complete (entire re-write, committee management, open public sessions complimented by surveys, final drafting and public hearings.

Marketing	Transfer from TIF	\$ 30,000.00
Grant Writer	Transfer from TIF	\$ 65,000.00
		\$ 155,000.00

\$60,000 consultant fee removed and adjusted in CM budget for management analysts to serve as a floating position with HR, Planning, and other departments. Overall, 1.5 positions removed in support of 1 "floater" position added to CM budget.

<i>\$ (60,000.00)</i>
<i>\$ 95,000.00</i>



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

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

Department Number: 21109

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,124.76	\$900.00	\$800.11	\$1,200.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

Based on past experience



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21109

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$362.53	\$500.00	\$1,410.95	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$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.

Based on staff experience, expectations



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Printing & Copying Expense

Department Number: 21109

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$100.00	\$150.00	\$144.54	\$150.00	\$150.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50.00	\$50.00		(\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Planning/Economic Development

Account Title: Miscellaneous Expense

Department Number: 21109

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$266.43	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Officereconfiguration, preparing for staff related to new grants.

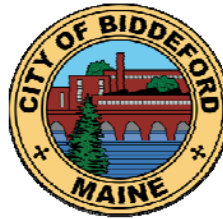
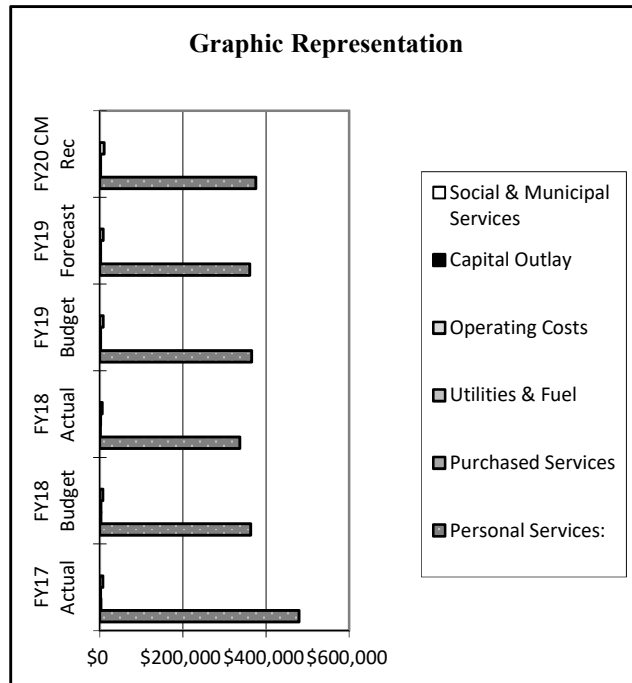
City of Biddeford, Maine

FY2020

Budget: Code Enforcement/Inspections

Account Number: 21110

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$479,030	\$362,965	\$336,782	\$365,163	\$179,837	\$375,108	\$375,108
Purchased Services	\$2,511	\$2,500	\$1,018	\$2,000	\$1,560	\$2,000	\$2,000
Utilities & Fuel	\$1,545	\$2,300	\$1,913	\$2,050	\$929	\$2,050	\$2,050
Operating Costs	\$6,796	\$7,100	\$5,224	\$7,600	\$3,796	\$10,200	\$7,600
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$489,882	\$374,865	\$344,937	\$376,813	\$186,121	\$389,358	\$386,758



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$29,360
Workers Comp	\$6,871
Health Insurance	\$89,046
Retirement	\$28,131
Unemployment	\$281
Other Insurance	\$5,485
Total Fringe Benefit Impact	\$159,174
# of Full Time Employees	6.69

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$365,163	\$375,108	\$9,945	2.7%
Purchased Services	\$2,000	\$2,000	\$0	\$0
Utilities & Fuel	\$2,050	\$2,050	\$0	\$0
Operating Costs	\$7,600	\$7,600	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$376,813	\$386,758	\$9,945	2.6%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$64,304	\$71,056	\$69,741	\$70,000	\$44,145	\$72,465	\$72,465
60102	Mid Mgmt Hrly Employee Wa	\$128,004	\$138,875	\$170,472	\$0	\$0	\$0	\$0
60105	F-T Employee Wage Exp	\$106,443	\$110,704	\$92,439	\$289,033	\$133,207	\$296,543	\$296,543
60106	P-T Employee Wage Exp	\$47,533	\$35,880	\$0	\$0	\$0	\$0	\$0
60111	Overtime Wage Expense	\$1,598	\$3,500	\$2,434	\$3,000	\$1,557	\$3,000	\$3,000
60201	FICA/Medicare-ER Share Exp	\$25,078	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$14,159	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$4,161	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$74,429	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$6,768	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$548	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$253	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$3,126	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$0	\$500	\$193	\$700	\$340	\$800	\$800
60251	Conferences/Training Expense	\$2,032	\$1,800	\$998	\$1,800	\$518	\$1,800	\$1,800
60252	Travel/Mileage Expense	\$0	\$50	\$6	\$30	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$595	\$600	\$500	\$600	\$70	\$500	\$500
Totals		\$479,030	\$362,965	\$336,782	\$365,163	\$179,837	\$375,108	\$375,108

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$2,511	\$2,500	\$1,018	\$2,000	\$1,560	\$2,000	\$2,000
Totals		\$2,511	\$2,500	\$1,018	\$2,000	\$1,560	\$2,000	\$2,000

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60411	Gasoline Expense	\$1,545	\$2,300	\$1,913	\$2,050	\$929	\$2,050	\$2,050
Totals		\$1,545	\$2,300	\$1,913	\$2,050	\$929	\$2,050	\$2,050

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$2,627	\$3,500	\$1,671	\$4,000	\$1,584	\$4,000	\$4,000
60500	Admin/Office Supp/Eqt Non-C	\$1,875	\$1,750	\$1,801	\$1,800	\$1,299	\$1,800	\$1,800
60501	Operating Supp/Eqt Non-Cap	\$1,238	\$1,000	\$948	\$1,000	\$718	\$3,600	\$1,000
60797	Miscellaneous Expense	\$1,055	\$850	\$804	\$800	\$194	\$800	\$800
Totals		\$6,796	\$7,100	\$5,224	\$7,600	\$3,796	\$10,200	\$7,600

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21110 Code Enforcement/Inspections

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
CODE ENFORCEMENT OFFICER	24253	1.00	72,187.60	72,465.24	72,465.24		FECTION
LIFE SAFETY INSPECTOR	10757	1.00	42,868.80	43,033.68	43,033.68		VACANT
ASSISTANT CODE ENFORCEMENT OFF	10828	1.00	51,043.20	51,239.52	51,239.52		FENTON
LIFE SAFETY INSPECTOR	68400	1.00	48,276.80	48,462.48	48,462.48		WELTON
ADMINISTRATIVE ASST.	12250	0.94	46,254.00	46,431.90	46,431.90		CHARRON
CIVIL VIOLATIONS ENFORCE. OFF.	49750	1.00	68,369.60	68,632.56	68,632.56		MONTEITH
ELECTRICAL INSPECTOR	10792	0.75	38,594.40	38,742.84	38,742.84		KELLY
TOTAL BUDGETED POSITIONS		6.69	367,594.40	369,008.22	369,008.22		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Dept Manager Salary Exp

Department Number: 21110

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$64,304.09	\$71,056.00	\$69,741.40	\$70,000.00	\$72,465.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$72,465.24	\$72,465.24		\$2,465.24

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 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21110

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$128,003.94	\$138,875.00	\$170,472.45	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: F-T Employee Wage Exp

Department Number: 21110

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$106,442.53	\$110,704.00	\$92,438.62	\$289,033.00	\$282,263.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$296,542.98	\$296,542.98		\$7,509.98

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.

Consist of 5 employees



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: P-T Employee Wage Exp

Department Number: 21110

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$47,532.63	\$35,880.00	\$0.00	\$0.00	

FY 2020 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 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Overtime Wage Expense

Department Number: 21110

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,597.86	\$3,500.00	\$2,433.73	\$3,000.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Clothing/Uniforms Expense

Department Number: 21110

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$193.15	\$700.00	\$700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$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.

CODE Shirts



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Conferences/Training Expense

Department Number: 21110

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,031.84	\$1,800.00	\$997.50	\$1,800.00	\$1,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		\$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.

CODE seminars and trainings/ CODE Books



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Travel/Mileage Expense

Department Number: 21110

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$50.00	\$5.50	\$30.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$30.00)

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 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Dues/Memberships Expense

Department Number: 21110

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$595.00	\$600.00	\$500.00	\$600.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		(\$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.

MBOIA and NFPA MEMBERSHIP



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21110

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,511.08	\$2,500.00	\$1,017.50	\$2,000.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.

Contractor services



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Gasoline Expense

Department Number: 21110

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,545.41	\$2,300.00	\$1,912.72	\$2,050.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,050.00	\$2,050.00		\$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.

GASOLINE FIGURES GIVEN BY DPW



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21110

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,626.81	\$3,500.00	\$1,671.19	\$4,000.00	\$4,000.00

FY 2020 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.

NUMBERS GIVEN BY DPW



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

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

Department Number: 21110

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,875.39	\$1,750.00	\$1,800.82	\$1,800.00	\$1,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		\$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.

Office supplies



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21110

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,238.37	\$1,000.00	\$948.41	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,600.00	\$1,000.00		\$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.

NEED TO REPLACE 2 PCs and 2 MONITORS. REPLACE WITH 1 SURFACE PRO and 1 REGULAR	2,600.00
Other Items	1,000.00
	3,600.00
<i>Remove the replacement of computers and move them to the IT budget (21107)</i>	<i>(2,600.00)</i>
	<i>1,000.00</i>



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Code Enforcement/Inspections

Account Title: Miscellaneous Expense

Department Number: 21110

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,054.98	\$850.00	\$803.68	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$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.

MISC ITEMS THE OFFICE MAY NEED.

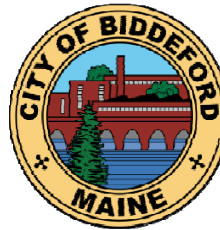
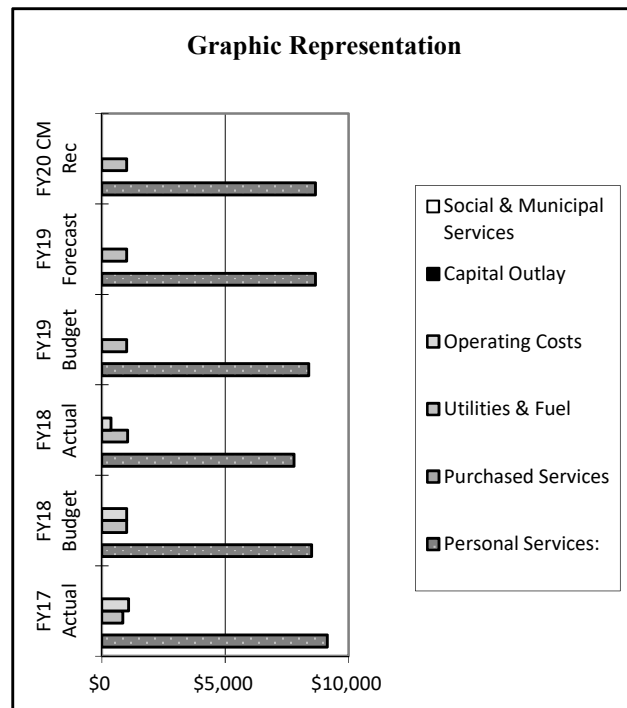
City of Biddeford, Maine

FY2020

Budget: Emergency Management

Account Number: 21144

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$9,132	\$8,495	\$7,787	\$8,378	\$4,892	\$8,652	\$8,652
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$842	\$1,000	\$1,045	\$1,000	\$622	\$1,000	\$1,000
Operating Costs	\$1,075	\$1,000	\$368	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$11,049	\$10,495	\$9,200	\$9,378	\$5,514	\$9,652	\$9,652



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$616
Workers Comp	\$164
Health Insurance	\$974
Retirement	\$805
Unemployment	\$106
Other Insurance	\$106
Total Fringe Benefit Impact	\$2,771
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$8,378	\$8,652	\$274	3.3%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$1,000	\$1,000	\$0	\$0
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$9,378	\$9,652	\$274	2.9%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$7,145	\$7,895	\$7,762	\$7,778	\$4,892	\$8,052	\$8,052
60201	FICA/Medicare-ER Share Exp	\$533	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$679	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$694	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$3	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$25	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$54	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$0	\$100	\$0	\$100	\$0	\$100	\$100
60251	Conferences/Training Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60252	Travel/Mileage Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60253	Food/Lodging Expense	\$0	\$500	\$25	\$500	\$0	\$500	\$500
Totals		\$9,132	\$8,495	\$7,787	\$8,378	\$4,892	\$8,652	\$8,652

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$842	\$1,000	\$1,045	\$1,000	\$622	\$1,000	\$1,000
Totals		\$842	\$1,000	\$1,045	\$1,000	\$622	\$1,000	\$1,000

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$386	\$0	\$0	\$0	\$0	\$0	\$0
60500	Admin/Office Supp/Eqt Non-C	\$200	\$0	\$0	\$0	\$0	\$0	\$0
60501	Operating Supp/Eqt Non-Cap	\$489	\$1,000	\$368	\$0	\$0	\$0	\$0
Totals		\$1,075	\$1,000	\$368	\$0	\$0	\$0	\$0

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21144 Emergency Management

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED TOTAL				
EMERGENCY MANAGEMENT DIR	242531	1.00	8,020.84	8,051.69	8,051.69		FECTEAU
TOTAL BUDGETED POSITIONS		1.00	8,020.84	8,051.69	8,051.69		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Emergency Management

Account Title: Dept Manager Salary Exp

Department Number: 21144

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,144.97	\$7,895.00	\$7,762.31	\$7,778.00	\$8,051.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,051.69	\$8,051.69		\$273.69

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 2020 Budget Request

February 27, 2019

Department: Emergency Management

Account Title: Clothing/Uniforms Expense

Department Number: 21144

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$100.00	\$0.00	\$100.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		\$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.

SHIRTS



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Emergency Management

Account Title: Food/Lodging Expense

Department Number: 21144

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$24.82	\$500.00	\$500.00

FY 2020 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.

WEATHER EVENT MEALS



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Emergency Management

Account Title: Phone/Celular/Paging Exp

Department Number: 21144

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$841.56	\$1,000.00	\$1,045.02	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

PLAIN OLD TELEPHONE LINES (2 LINES)



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Emergency Management

Account Title: Operating Equip Repair Exp

Department Number: 21144

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$385.82	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 27, 2019

Department: Emergency Management

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

Department Number: 21144

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$200.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 27, 2019

Department: Emergency Management

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21144

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$488.75	\$1,000.00	\$367.91	\$0.00	\$0.00

FY 2020 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.

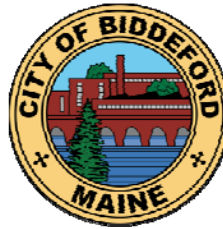
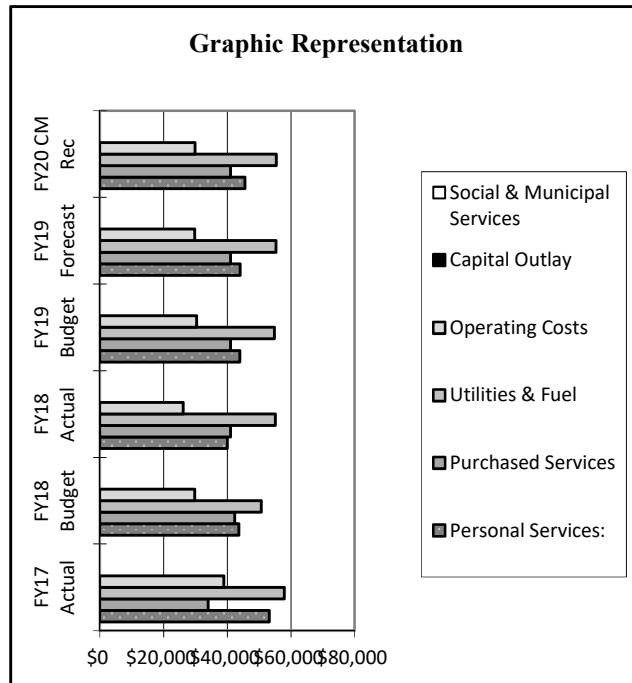
City of Biddeford, Maine

FY2020

Budget: City Hall Building Exp

Account Number: 21121

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY18 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$53,211	\$43,689	\$40,076	\$43,984	\$26,543	\$45,559	\$45,559
Purchased Services	\$34,046	\$42,348	\$41,031	\$41,000	\$22,718	\$41,000	\$41,000
Utilities & Fuel	\$57,948	\$50,649	\$55,101	\$54,799	\$17,264	\$55,370	\$55,370
Operating Costs	\$38,972	\$29,800	\$26,207	\$30,400	\$12,803	\$29,925	\$29,925
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$184,177	\$166,486	\$162,416	\$170,183	\$79,328	\$171,854	\$171,854



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$3,548
Workers Comp	\$1,644
Health Insurance	\$9,739
Retirement	\$1,351
Unemployment	\$40
Other Insurance	\$897
Total Fringe Benefit Impact	\$17,219
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$43,984	\$45,559	\$1,575	3.6%
Purchased Services	\$41,000	\$41,000	\$0	\$0
Utilities & Fuel	\$54,799	\$55,370	\$571	\$0
Operating Costs	\$30,400	\$29,925	-\$475	-1.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$170,183	\$171,854	\$1,671	1.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY18 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$39,619	\$41,189	\$36,263	\$41,509	\$24,567	\$43,034	\$43,034
60111	Overtime Wage Expense	\$1,850	\$2,000	\$3,747	\$2,000	\$1,976	\$2,300	\$2,300
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$3,030	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$924	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$6,759	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$107	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$650	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$0	\$150	\$66	\$125	\$0	\$125	\$125
60252	Travel/Mileage Expense	\$272	\$350	\$0	\$350	\$0	\$100	\$100
Totals		\$53,211	\$43,689	\$40,076	\$43,984	\$26,543	\$45,559	\$45,559

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY18 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$34,046	\$42,348	\$41,031	\$41,000	\$22,718	\$41,000	\$41,000
Totals		\$34,046	\$42,348	\$41,031	\$41,000	\$22,718	\$41,000	\$41,000

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY18 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$34,795	\$29,500	\$30,041	\$33,500	\$10,738	\$33,500	\$33,500
60401	Water Expense	\$1,098	\$2,100	\$1,459	\$1,150	\$637	\$1,150	\$1,150
60404	Sewer User Fee Expense	\$1,519	\$1,500	\$2,028	\$1,600	\$1,047	\$2,200	\$2,200
60405	Heating Fuel Expense	\$20,536	\$17,500	\$21,574	\$18,500	\$4,842	\$18,500	\$18,500
60411	Gasoline Expense	\$0	\$49	\$0	\$49	\$0	\$20	\$20
Totals		\$57,948	\$50,649	\$55,101	\$54,799	\$17,264	\$55,370	\$55,370

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY18 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$33,950	\$25,000	\$22,784	\$25,000	\$10,589	\$25,000	\$25,000
60452	Operating Equip Repair Exp	\$0	\$300	\$0	\$300	\$0	\$300	\$300
60453	Vehicle Repair/Tires/Oil Exp	\$44	\$100	\$81	\$100	\$0	\$125	\$125
60501	Operating Supp/Eqt Non-Cap	\$2,315	\$1,900	\$1,914	\$2,500	\$1,807	\$2,500	\$2,500
60509	Cleaning Supplies Expense	\$2,662	\$2,500	\$1,428	\$2,500	\$406	\$2,000	\$2,000
Totals		\$38,972	\$29,800	\$26,207	\$30,400	\$12,803	\$29,925	\$29,925

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21121 City Hall Building Exp

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED TOTAL				
ROVING MAINTENANCE WORKER	10335	1.00	42,868.80	43,033.68	43,033.68		LAROSE
TOTAL BUDGETED POSITIONS		1.00	42,868.80	43,033.68	43,033.68		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: F-T Employee Wage Exp

Department Number: 21121

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$39,619.12	\$41,189.00	\$36,262.71	\$41,509.00	\$41,509.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,033.68	\$43,033.68		\$1,524.68

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 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Overtime Wage Expense

Department Number: 21121

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,849.72	\$2,000.00	\$3,747.14	\$2,000.00	\$2,300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,300.00	\$2,300.00		\$300.00

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 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Clothing/Uniforms Expense

Department Number: 21121

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$150.00	\$66.45	\$125.00	\$125.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$125.00	\$125.00		\$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 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Travel/Mileage Expense

Department Number: 21121

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$271.82	\$350.00	\$0.00	\$350.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		(\$250.00)

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.

Decrease use of personal vehicle



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Service Contracts Expense

Department Number: 21121

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$34,046.01	\$42,348.00	\$41,030.99	\$41,000.00	\$41,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,000.00	\$41,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Electricity Expense

Department Number: 21121

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$34,795.14	\$29,500.00	\$30,040.62	\$33,500.00	\$33,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,500.00	\$33,500.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Water Expense

Department Number: 21121

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,097.98	\$2,100.00	\$1,458.65	\$1,150.00	\$1,050.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,150.00	\$1,150.00		\$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.

Water usage controlled by making sure toilets are not running or sinks left on.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Sewer User Fee Expense

Department Number: 21121

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,518.80	\$1,500.00	\$2,027.71	\$1,600.00	\$2,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,200.00	\$2,200.00		\$600.00

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 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Heating Fuel Expense

Department Number: 21121

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$20,536.23	\$17,500.00	\$21,574.29	\$18,500.00	\$18,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,500.00	\$18,500.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Gasoline Expense

Department Number: 21121

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$49.00	\$0.00	\$49.00	\$25.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20.40	\$20.40		(\$28.60)

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.

10 gallons @\$2.04 per gallon



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Building Repair/Maint Exp

Department Number: 21121

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$33,950.18	\$25,000.00	\$22,783.70	\$25,000.00	\$25,000.00

FY 2020 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.

Plumbing repairs \$2500.00
 Electrical repairs \$3500.00
 dorr hardware repairs and replacements \$1500.00
 Roof repairs \$1000.00
 Flooring repairs \$4,500.00
 Masonary repairs to back stairs and ramp \$5500.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Operating Equip Repair Exp

Department Number: 21121

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$300.00	\$0.00	\$300.00	\$150.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21121

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$43.92	\$100.00	\$81.45	\$100.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$125.00	\$125.00		\$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.

Repairs to snow blower and lawn mower per Carl Marcott



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21121

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,315.45	\$1,900.00	\$1,914.00	\$2,500.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.

Table saw \$800.00

Ice melt \$550.00

snow shovels , rakes \$175.00

Light bulbs \$200.00

Miscellaneous tools and hard ware \$275.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Hall Building Exp

Account Title: Cleaning Supplies Expense

Department Number: 21121

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,662.29	\$2,500.00	\$1,428.08	\$2,500.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		(\$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.

Paper towel @17.75 per case \$355.00

Toilet paper@18.30 per case \$366.00

Plastic trash bags@\$15.65 per case \$313.00

disinfectant \$125.00

Neutral Floor cleaner \$150.00

Heavy Duty Cleaner \$175.00

Glass Cleaner \$80.00

Wet Mops, Dry Mops \$130.00

brooms , plungers wet floor signs waste baskets \$225.00

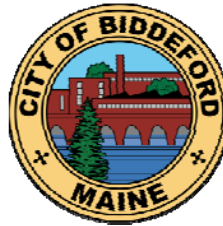
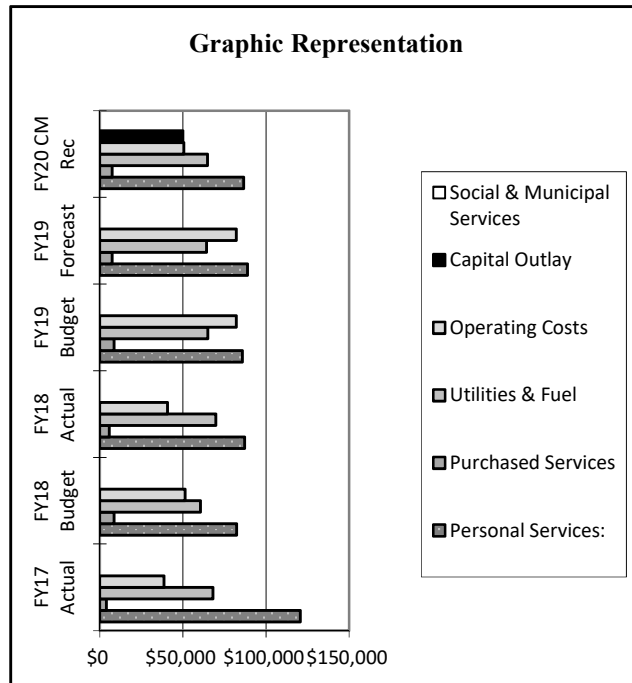
City of Biddeford, Maine

FY2020

Budget: Community Center

Account Number: 21123

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$120,641	\$82,274	\$87,058	\$85,688	\$51,218	\$86,452	\$86,452
Purchased Services	\$3,867	\$8,451	\$5,688	\$8,451	\$4,696	\$7,415	\$7,415
Utilities & Fuel	\$67,992	\$60,490	\$69,777	\$65,029	\$29,573	\$64,750	\$64,750
Operating Costs	\$38,586	\$51,300	\$40,598	\$82,025	\$6,988	\$50,525	\$50,525
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$231,086	\$202,515	\$203,122	\$241,193	\$92,474	\$259,142	\$259,142



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$6,816
Workers Comp	\$3,142
Health Insurance	\$30,731
Retirement	\$4,307
Unemployment	\$115
Other Insurance	\$1,169
Total Fringe Benefit Impact	\$46,280
# of Full Time Employees	3.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$85,688	\$86,452	\$764	0.9%
Purchased Services	\$8,451	\$7,415	-\$1,036	\$0
Utilities & Fuel	\$65,029	\$64,750	-\$279	\$0
Operating Costs	\$82,025	\$50,525	-\$31,500	-38.4%
Capital Outlay	\$0	\$50,000	\$50,000	#DIV/0!
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$241,193	\$259,142	\$17,949	7.4%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$34,858	\$34,774	\$37,122	\$37,292	\$22,648	\$39,672	\$39,672
60106	P-T Employee Wage Exp	\$45,916	\$45,000	\$46,777	\$45,696	\$26,540	\$46,030	\$46,030
60111	Overtime Wage Expense	\$2,632	\$1,750	\$2,225	\$1,950	\$2,029	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$5,649	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$3,599	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$26,235	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$143	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$153	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$663	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$375	\$450	\$185	\$450	\$0	\$450	\$450
60252	Travel/Mileage Expense	\$418	\$300	\$748	\$300	\$0	\$300	\$300
Totals		\$120,641	\$82,274	\$87,058	\$85,688	\$51,218	\$86,452	\$86,452

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$3,867	\$8,451	\$5,688	\$8,451	\$4,696	\$7,415	\$7,415
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$3,867	\$8,451	\$5,688	\$8,451	\$4,696	\$7,415	\$7,415

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$19,952	\$17,500	\$17,087	\$18,250	\$7,887	\$18,250	\$18,250
60401	Water Expense	\$1,126	\$840	\$1,321	\$840	\$561	\$1,000	\$1,000
60402	Phone/Celular/Paging Exp	\$1,299	\$750	\$1,418	\$1,439	\$779	\$0	\$0
60404	Sewer User Fee Expense	\$3,332	\$2,000	\$3,558	\$2,000	\$1,376	\$2,500	\$2,500
60405	Heating Fuel Expense	\$42,283	\$39,400	\$46,393	\$42,500	\$18,971	\$43,000	\$43,000
Totals		\$67,992	\$60,490	\$69,777	\$65,029	\$29,573	\$64,750	\$64,750

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$33,005	\$43,750	\$34,902	\$74,500	\$5,773	\$43,000	\$43,000
60454	Grounds Maint/Improve Exp	\$782	\$3,000	\$450	\$3,000	\$360	\$3,000	\$3,000
60500	Admin/Office Supp/Eqt Non-C	\$146	\$50	\$0	\$25	\$0	\$25	\$25
60501	Operating Supp/Eqt Non-Cap	\$1,085	\$1,000	\$1,614	\$1,000	\$649	\$1,000	\$1,000
60509	Cleaning Supplies Expense	\$3,568	\$3,500	\$3,631	\$3,500	\$205	\$3,500	\$3,500
Totals		\$38,586	\$51,300	\$40,598	\$82,025	\$6,988	\$50,525	\$50,525

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21123 Community Center

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
ROVING MAINTENANCE WORKER	10002	1.00	39,520.00	39,672.00	39,672.00		LAPIERRE
CUSTODIAN	10715	0.50	11,138.40	11,181.24	11,181.24		COTE
CUSTODIAN	10660	0.50	11,138.40	11,181.24	11,181.24		ARSENAULT
CUSTODIAN	10756	0.50	11,918.40	11,964.24	11,964.24		ADAMS
CUSTODIAN	10776	0.50	11,658.40	11,703.24	11,703.24		LECLERC
TOTAL BUDGETED POSITIONS		3.00	85,373.60	85,701.96	85,701.96		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: F-T Employee Wage Exp

Department Number: 21123

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$34,858.23	\$34,774.00	\$37,122.20	\$37,292.00	\$39,672.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$39,672.00	\$39,672.00		\$2,380.00

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 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: P-T Employee Wage Exp

Department Number: 21123

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$45,916.40	\$45,000.00	\$46,777.17	\$45,696.00	\$46,030.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$46,029.96	\$46,029.96		\$333.96

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 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Overtime Wage Expense

Department Number: 21123

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,631.92	\$1,750.00	\$2,224.97	\$1,950.00	\$2,300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$1,950.00)

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.

Set up for events scheduled in the building and also the teen center, snow removal, coverage for City Hall staff during vacations.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Clothing/Uniforms Expense

Department Number: 21123

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$375.00	\$450.00	\$185.39	\$450.00	\$450.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$450.00	\$450.00		\$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.

Work clothing for custodial staff and maintenance.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Travel/Mileage Expense

Department Number: 21123

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$417.87	\$300.00	\$748.48	\$300.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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.

Mileage for maintenance person to travel to other buildings to work.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Service Contracts Expense

Department Number: 21123

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,866.51	\$8,451.00	\$5,688.04	\$8,451.00	\$7,415.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,415.00	\$7,415.00		(\$1,036.00)

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.

Thysenkrupp elevator \$5395.00
Modern pest Services \$50.00 per month \$600.00
Fire alarm test \$350.00
elevator Licence \$70.00
Boiler licences \$100.00
Fire alarm monitoring \$375.00
Sprinkler testing \$525.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Equipment Rent/Lease Exp

Department Number: 21123

Account Number: 60330

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Electricity Expense

Department Number: 21123

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$19,952.49	\$17,500.00	\$17,086.98	\$18,250.00	\$18,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,250.00	\$18,250.00		\$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 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Water Expense

Department Number: 21123

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,126.04	\$840.00	\$1,321.15	\$840.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$160.00

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.

Budget for water bases Budget for water budget closer to what expected usage has been in the past.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Phone/Celular/Paging Exp

Department Number: 21123

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,298.75	\$750.00	\$1,417.84	\$1,439.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$0.00		(\$1,439.00)

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.

1 phone at \$28.00 per month \$336.00 assigned to the custodian on duty
1 phone at \$30.00 per month \$360.00 assigned to the maintenance person.
\$60.89 per month for GWI = \$730.68 per year



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Sewer User Fee Expense

Department Number: 21123

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,331.70	\$2,000.00	\$3,557.78	\$2,000.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Heating Fuel Expense

Department Number: 21123

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$42,283.29	\$39,400.00	\$46,393.32	\$42,500.00	\$42,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,000.00	\$43,000.00		\$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.

20,000 gallons fuel oil @ \$2.15 per gallon 2020 budget yr

2018 \$46,393.00
 2017 \$42,283.29
 2016 \$42,765.02
 2015 \$67,059.48
 2014 \$64,957.07
 2013 \$58,513.87
 2012 \$55,350.75



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Building Repair/Maint Exp

Department Number: 21123

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$33,005.34	\$43,750.00	\$34,901.96	\$74,500.00	\$74,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,000.00	\$43,000.00		(\$31,500.00)

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.

Plumbing repairs \$3500.00
 Electrical repairs \$4000.00
 HVAC Repairs (Steam Leaks and Traps) \$5500.00
 Roof Repairs \$2500.00
 Asbestos removal \$2500.00
 Gym floor refinish \$1285.00
 Ross Center floor refinish \$750.00
 Auditorium floor refinish \$800.00
 Masonary repairs to stairways Mertyl and Clark Street Stairways \$4500.00
 Replace tile floors first and second floor mens and womans rooms \$5500.00
 Interior paint and supplies \$3800.00
 Ceiling tiles \$3,500.00
 Elevator floor \$500.00
 Door hardware \$3000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Grounds Maint/Improve Exp

Department Number: 21123

Account Number: 60454

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$782.00	\$3,000.00	\$450.40	\$3,000.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

Patching of Mertyl street parking lot \$1500.00
repair to fence and gate \$500.00
Patching of pavement on Prospect side of building \$300.00
Exterior trash receptacles \$700.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

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

Department Number: 21123

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$146.12	\$50.00	\$0.00	\$25.00	\$25.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25.00	\$25.00		\$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 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21123

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,084.50	\$1,000.00	\$1,614.43	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Replacement of hand tools and power drill \$500.00

Interior fire proof trash receptacles \$500.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Cleaning Supplies Expense

Department Number: 21123

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,568.47	\$3,500.00	\$3,631.42	\$3,500.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$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.

Paper towel 50 cases at \$17.75 per case	\$887.00
Toilet paper 60 cases @18.30 per case	\$1,098.00
Plastic trash bags 30 cases @15.65 per case	\$469.50
Disinfectant	\$150.00
Glasss cleaner	\$125.00
Neutral Floor cleaner	\$275.00
Wet mops	\$125.00
Dry mops	\$100.00
Heavy duty cleaner	\$175.00
Laundry soap	\$65.00
Brooms, dust pans toilet plungers micro fiber cloths etc	\$200.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Community Center

Account Title: Community Center

Department Number: 21123

Account Number: 60905

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		\$50,000.00

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.

Architech work

50,000.00

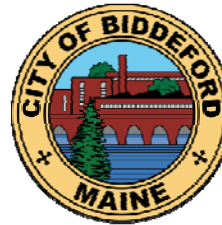
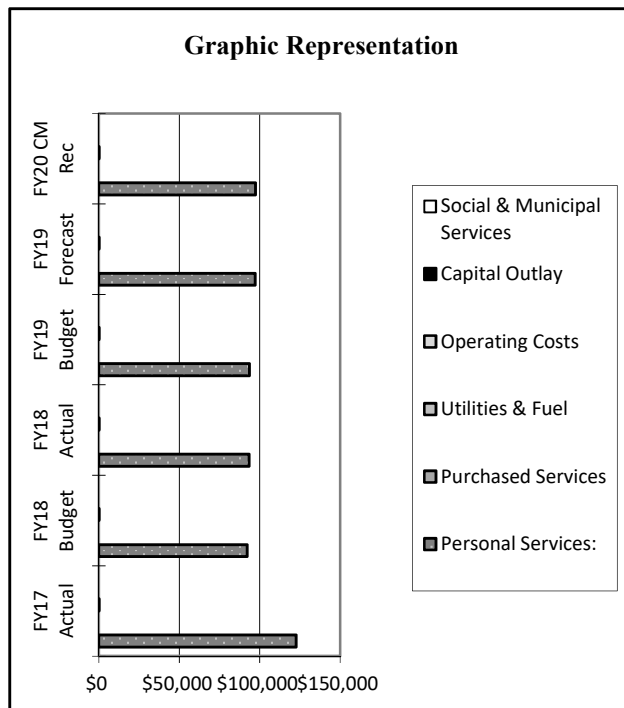
City of Biddeford, Maine

FY2020

Budget: Facilities Management Expense

Account Number: 21126

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$122,569	\$92,186	\$93,277	\$93,615	\$54,572	\$97,368	\$97,368
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$39	\$150	\$45	\$100	\$60	\$100	\$100
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$122,608	\$92,336	\$93,322	\$93,715	\$54,632	\$97,468	\$97,468



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$7,615
Workers Comp	\$3,688
Health Insurance	\$9,739
Retirement	\$9,954
Unemployment	\$86
Other Insurance	\$1,104
Total Fringe Benefit Impact	\$32,186
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$93,615	\$97,368	\$3,753	4.0%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$100	\$100	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$93,715	\$97,468	\$3,753	4.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$88,508	\$91,336	\$92,231	\$92,415	\$54,572	\$95,868	\$95,868
60201	FICA/Medicare-ER Share Exp	\$6,268	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$8,410	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$17,576	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$28	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$260	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$663	\$0	\$0	\$0	\$0	\$0	\$0
60252	Travel/Mileage Expense	\$856	\$850	\$1,046	\$1,200	\$0	\$1,500	\$1,500
Totals		\$122,569	\$92,186	\$93,277	\$93,615	\$54,572	\$97,368	\$97,368

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$39	\$150	\$45	\$100	\$60	\$100	\$100
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$39	\$150	\$45	\$100	\$60	\$100	\$100

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21126 Facilities Management Expense

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL				
FACILITIES MANAGER	10212	1.00	95,500.60	95,867.91	95,867.91		RADDING
TOTAL BUDGETED POSITIONS		1.00	95,500.60	95,867.91	95,867.91		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Facilities Management Expense

Account Title: Dept Manager Salary Exp

Department Number: 21126

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$88,507.84	\$91,336.00	\$92,231.45	\$92,415.00	\$95,868.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$95,867.91	\$95,867.91		\$3,452.91

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 2020 Budget Request

February 27, 2019

Department: Facilities Management Expense

Account Title: Travel/Mileage Expense

Department Number: 21126

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$855.87	\$850.00	\$1,045.58	\$1,200.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

Use of vehicle has gone up in the past several years and amount of money budgeted has not been enough.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Facilities Management Expense

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

Department Number: 21126

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$38.96	\$150.00	\$44.77	\$100.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		\$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.

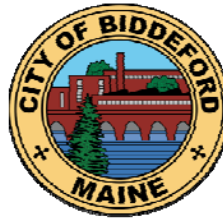
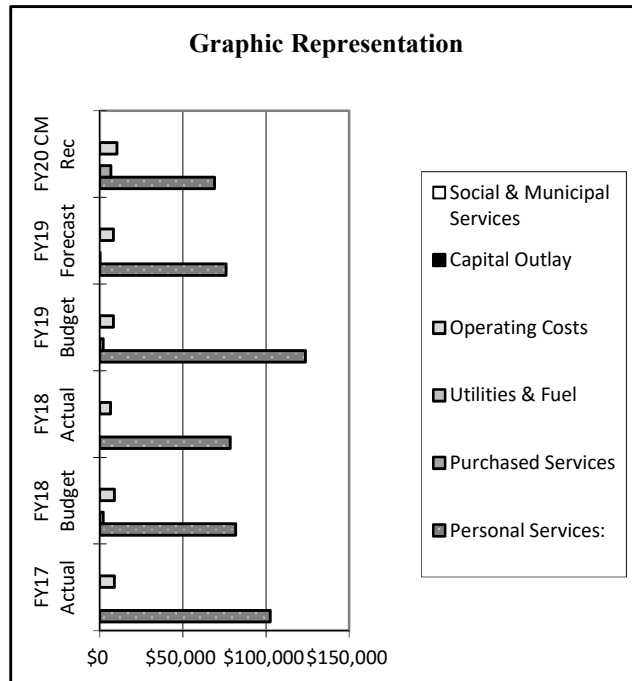
City of Biddeford, Maine

FY2020

Budget: Personnel

Account Number: 21108

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$102,455	\$81,780	\$78,441	\$123,682	\$39,869	\$68,968	\$82,122
Purchased Services	\$0	\$2,000	\$0	\$2,000	\$823	\$6,500	\$6,500
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$8,757	\$8,800	\$6,417	\$8,100	\$5,950	\$10,300	\$10,300
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$111,212	\$92,580	\$84,858	\$133,782	\$46,642	\$85,768	\$98,922



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$6,198
Workers Comp	\$259
Health Insurance	\$9,739
Retirement	\$1,977
Unemployment	\$101
Other Insurance	\$1,131
Total Fringe Benefit Impact	\$19,405
# of Full Time Employees	2.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$123,682	\$82,122	-\$41,560	-33.6%
Purchased Services	\$2,000	\$6,500	\$4,500	\$2
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$8,100	\$10,300	\$2,200	27.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$133,782	\$98,922	-\$34,860	-26.1%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$65,813	\$70,767	\$69,763	\$70,032	\$33,818	\$65,893	\$65,893
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$8,414	\$9,973	\$8,369	\$52,610	\$6,026	\$0	\$13,154
60201	FICA/Medicare-ER Share Exp	\$5,220	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$1,953	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$19,824	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$77	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$174	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$543	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$196	\$800	\$100	\$800	\$0	\$2,800	\$2,800
60256	Dues/Memberships Expense	\$240	\$240	\$209	\$240	\$25	\$275	\$275
Totals		\$102,455	\$81,780	\$78,441	\$123,682	\$39,869	\$68,968	\$82,122

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$0	\$2,000	\$0	\$2,000	\$823	\$1,000	\$1,000
60320	Advertising	\$0	\$0	\$0	\$0	\$0	\$5,500	\$5,500
Totals		\$0	\$2,000	\$0	\$2,000	\$823	\$6,500	\$6,500

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$300	\$300	\$300	\$300	\$50	\$300	\$300
60501	Operating Supp/Eqt Non-Cap	\$8,457	\$8,500	\$6,117	\$7,800	\$5,900	\$10,000	\$10,000
Totals		\$8,757	\$8,800	\$6,417	\$8,100	\$5,950	\$10,300	\$10,300

DEPARTMENT PERSONNEL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21108 Personnel

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED TOTAL	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
DEPUTY HUMAN RESOURCES DIRECTOR	10921	1.00	65,640.12	65,892.58	65,892.58		DEPAOLO
BENEFITS CLERK - PART TIME	6000	0.30	13,104.00	13,154.40	13,154.40		BOISVERT
TOTAL BUDGETED POSITIONS		1.30	78,744.12	79,046.98	79,046.98		



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: Dept Manager Salary Exp

Department Number: 21108

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$65,812.88	\$70,767.00	\$69,763.20	\$70,032.00	\$62,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$65,892.58	\$65,892.58		(\$4,139.42)

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 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: F-T Employee Wage Exp

Department Number: 21108

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 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 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: P-T Employee Wage Exp

Department Number: 21108

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,414.31	\$9,973.00	\$8,369.24	\$52,610.00	\$13,104.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$13,154.40		(\$39,455.60)

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 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: Conferences/Training Expense

Department Number: 21108

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$196.34	\$800.00	\$100.00	\$800.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,800.00	\$2,800.00		\$2,000.00

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.

Munis 1 day training on HR/Payroll	\$ 1,800.00
MMA/HR conference	\$ 1,000.00
	\$ 2,800.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: Dues/Memberships Expense

Department Number: 21108

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$240.00	\$240.00	\$209.00	\$240.00	\$240.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$275.00	\$275.00		\$35.00

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 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21108

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$150.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		(\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: Advertising

Department Number: 21108

Account Number: 60320

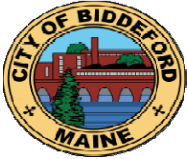
FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 5,500.00	\$5,500.00		\$5,500.00

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.

Base Annual Jobs in ME (21111-60320, was reduced by this amount)	\$ 3,500.00
Boosting (Highlighting Jobs) with Indeed and Craigs List	\$ 1,000.00
Other Recruiting/Job Fairs/Expos	\$ 1,000.00
	\$ 5,500.00

The market for the most talented and skilled employees, the future of our departments and the City of Biddeford, is the most difficult it has been in many years. We need to start tracking spending and the efficacy of those dollars more closely to create a results oriented approach to attracting and retaining the best talent.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Personnel

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

Department Number: 21108

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$300.00	\$300.00	\$300.00	\$300.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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 2020 Budget Request

February 27, 2019

Department:

Personnel

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21108

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,457.47	\$8,500.00	\$6,116.84	\$7,800.00	\$7,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 10,000.00	\$10,000.00		\$2,200.00

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 Banquet	\$ 7,500.00
Employee Health Fair	\$ 1,000.00
Leadership Academy	\$ 1,500.00
	\$ 10,000.00

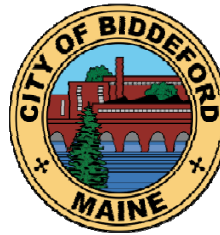
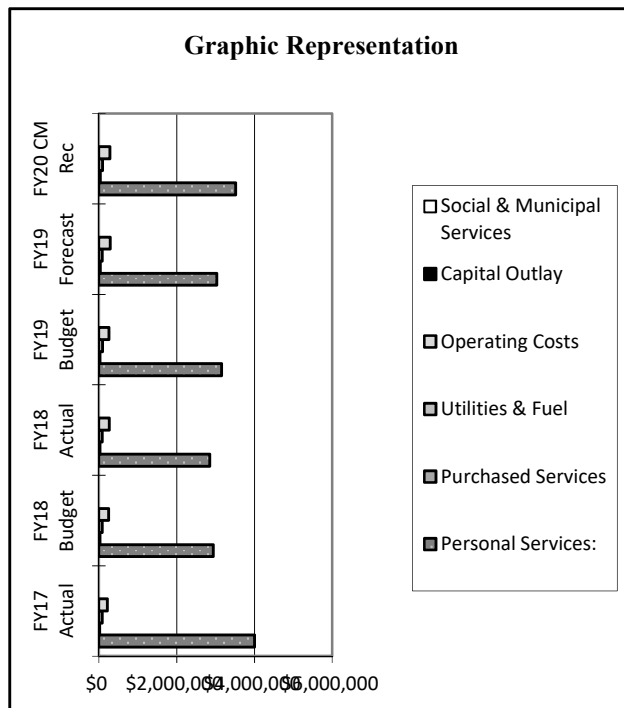
City of Biddeford, Maine

FY2020

Budget: Fire Dept.

Account Number: 21141

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$4,005,112	\$2,944,792	\$2,848,446	\$3,155,070	\$1,685,965	\$3,521,151	\$3,186,614
Purchased Services	\$16,916	\$23,000	\$23,427	\$26,300	\$18,688	\$38,607	\$38,607
Utilities & Fuel	\$83,116	\$87,272	\$84,603	\$93,900	\$42,170	\$96,682	\$96,682
Operating Costs	\$215,395	\$247,850	\$267,832	\$260,071	\$145,694	\$281,071	\$276,071
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$4,320,539	\$3,302,914	\$3,224,309	\$3,535,341	\$1,892,517	\$3,937,510	\$3,597,974



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$244,351
Workers Comp	\$254,383
Health Insurance	\$734,001
Retirement	\$385,701
Unemployment	\$3,005
Other Insurance	\$24,826
Total Fringe Benefit Impact	\$1,646,267
# of Full Time Employees	48.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$3,155,070	\$3,186,614	\$31,544	1.0%
Purchased Services	\$26,300	\$38,607	\$12,307	\$0
Utilities & Fuel	\$93,900	\$96,682	\$2,782	\$0
Operating Costs	\$260,071	\$276,071	\$16,000	6.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$3,535,341	\$3,597,974	\$62,633	1.8%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$92,067	\$89,637	\$91,017	\$91,204	\$53,260	\$93,564	\$93,564
60102	Mid Mgmt Hrly Employee Wa	\$204,162	\$206,998	\$210,521	\$209,823	\$122,455	\$216,813	\$216,813
60105	F-T Employee Wage Exp	\$2,222,159	\$2,207,507	\$2,180,994	\$2,383,588	\$1,279,080	\$2,662,086	\$2,400,862
60107	Temp/Seasonal Emp Wage Ex	\$45,168	\$52,500	\$43,651	\$57,500	\$18,596	\$57,500	\$57,500
60111	Overtime Wage Expense	\$176,321	\$217,500	\$212,828	\$237,586	\$124,178	\$282,068	\$235,000
60112	Extra Holiday Pay Exp	\$40,638	\$75,000	\$10,070	\$78,394	\$39,523	\$90,295	\$75,000
60129	Insurance Buyout Pay	\$4,000	\$4,000	\$8,000	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$196,683	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$293,629	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$6,789	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$638,914	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$46	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$4,393	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$892	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$4,983	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$47,502	\$62,500	\$61,749	\$67,100	\$36,799	\$80,800	\$71,600
60251	Conferences/Training Expense	\$14,997	\$17,500	\$16,946	\$17,500	\$3,830	\$17,500	\$17,500
60252	Travel/Mileage Expense	\$0	\$500	\$0	\$350	\$0	\$300	\$300
60253	Food/Lodging Expense	\$3,577	\$1,750	\$4,170	\$1,750	\$2,163	\$4,200	\$4,200
60256	Dues/Memberships Expense	\$3,259	\$3,400	\$3,719	\$3,400	\$2,838	\$3,400	\$3,400
60258	Hiring Costs/EE Testing Exp	\$4,934	\$6,000	\$4,781	\$6,875	\$3,243	\$12,625	\$10,875
Totals		\$4,005,112	\$2,944,792	\$2,848,446	\$3,155,070	\$1,685,965	\$3,521,151	\$3,186,614

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$16,718	\$23,000	\$23,323	\$26,000	\$18,658	\$38,307	\$38,307
60325	Postage/Shipping Expense	\$197	\$0	\$104	\$300	\$30	\$300	\$300
Totals		\$16,916	\$23,000	\$23,427	\$26,300	\$18,688	\$38,607	\$38,607

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$22,501	\$22,000	\$20,940	\$25,000	\$9,382	\$25,000	\$25,000
60401	Water Expense	\$1,496	\$1,900	\$1,713	\$1,800	\$886	\$1,854	\$1,854
60402	Phone/Celular/Paging Exp	\$10,363	\$11,500	\$12,119	\$11,500	\$5,556	\$12,500	\$12,500
60404	Sewer User Fee Expense	\$3,241	\$4,500	\$3,818	\$4,400	\$2,029	\$4,400	\$4,400
60405	Heating Fuel Expense	\$15,709	\$16,000	\$13,779	\$17,500	\$4,406	\$17,500	\$17,500
60410	Diesel Fuel Expense	\$25,213	\$26,910	\$28,084	\$29,000	\$17,636	\$30,940	\$30,940
60411	Gasoline Expense	\$4,594	\$4,462	\$4,149	\$4,700	\$2,276	\$4,488	\$4,488
Totals		\$83,116	\$87,272	\$84,603	\$93,900	\$42,170	\$96,682	\$96,682

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$33,656	\$35,000	\$35,118	\$35,000	\$13,507	\$38,000	\$38,000
60452	Operating Equip Repair Exp	\$39,327	\$52,500	\$53,500	\$52,500	\$14,797	\$55,000	\$55,000
60453	Vehicle Repair/Tires/Oil Exp	\$67,254	\$70,000	\$89,119	\$72,500	\$81,486	\$88,000	\$88,000
60461	Repair/Maint-CommunsEquip	\$10,804	\$11,000	\$10,922	\$11,000	\$4,184	\$11,000	\$11,000
60465	Fire Boat Repair/Maint	\$2,134	\$5,000	\$4,124	\$5,000	\$3,291	\$5,000	\$5,000
60500	Admin/Office Supp/Eqt Non-Cap	\$5,246	\$6,000	\$5,648	\$6,000	\$4,402	\$6,000	\$6,000
60501	Operating Supp/Eqt Non-Cap	\$5,737	\$11,100	\$10,959	\$11,000	\$5,760	\$11,000	\$6,000
60508	Ambulance Supplies Non-Cap	\$46,339	\$52,500	\$53,287	\$62,221	\$15,320	\$62,221	\$62,221
60509	Cleaning Supplies Expense	\$4,899	\$4,750	\$5,154	\$4,850	\$2,948	\$4,850	\$4,850
Totals		\$215,395	\$247,850	\$267,832	\$260,071	\$145,694	\$281,071	\$276,071

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21141 Fire Dept.

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED TOTAL				
FIRE CHIEF	27026	1.00	93,205.32	93,563.80	93,563.80		GAGNE
OFFICE MANAGER	7725	1.00	59,467.20	59,695.92	59,695.92		BOYDEN
DEPUTY FIRE CHIEF	21600	1.00	76,644.56	76,939.34	76,939.34		DUROSS
ASSISTANT FIRE CHIEF	38700	1.00	79,870.96	80,178.16	80,178.16		LABRECQUE
FF II/INTERMEDIATE	10053	1.00	51,782.64	51,981.80	51,981.80		ABERLE
CAPTAIN/BASIC	1150	1.00	61,108.32	61,343.35	61,343.35		ANTON
FF II/PARAMEDIC	10304	1.00	53,617.20	53,823.42	53,823.42		BEAULIEU
FF II/PARAMEDIC	4700	1.00	50,166.48	50,359.43	50,359.43		BINETTE
FF II/PARAMEDIC	10865	1.00	52,044.72	52,244.89	52,244.89		BROWN
FF II/PARAMEDIC	10497	1.00	53,606.06	53,812.24	53,812.24		CLEMENT
CAPTAIN/PARAMEDIC	13000	1.00	64,426.91	64,674.70	64,674.70		COOPER
FF II/PARAMEDIC	10060	1.00	54,665.52	54,875.77	54,875.77		CROCKER
FF II/PARAMEDIC	10785	1.00	52,044.72	52,244.89	52,244.89		CUNNINGHAM
FF II/PARAMEDIC	10905	1.00	52,044.72	52,244.89	52,244.89		DOROW
FF II/PARAMEDIC	20530	1.00	56,100.49	56,316.26	56,316.26		DREW
CAPTAIN/BASIC	21700	1.00	61,108.32	61,343.35	61,343.35		DUSSAULT
LIEUTENANT/PARAMEDIC	22000	1.00	60,649.68	60,882.95	60,882.95		DUTREMBLE
FF II/PARAMEDIC	10326	1.00	55,158.69	55,370.84	55,370.84		FROMAN
FF II/INTERMEDIATE	27100	1.00	52,765.44	52,968.38	52,968.38		GAGNE
FF II/PARAMEDIC	10906	1.00	52,044.72	52,244.89	52,244.89		GRIFFIN
FF II/PARAMEDIC	10783	1.00	52,044.72	52,244.89	52,244.89		HAYES
FF II/PARAMEDIC	10655	1.00	52,630.22	52,832.65	52,832.65		HUTCHINGS
FF II/PARAMEDIC	10330	1.00	55,158.69	55,370.84	55,370.84		KIESMAN
LIEUTENANT/PARAMEDIC	39950	1.00	61,098.66	61,333.65	61,333.65		LANG
FF II/INTERMEDIATE	40201	1.00	52,765.44	52,968.38	52,968.38		LANGEVIN
LIEUTENANT/PARAMEDIC	41400	1.00	55,036.80	55,248.48	55,248.48		LEACH
FF II/INTERMEDIATE	44675	1.00	52,765.44	52,968.38	52,968.38		MALONEY
FF II/PARAMEDIC	10415	1.00	53,617.20	53,823.42	53,823.42		MERTZ
FF II/PARAMEDIC	10782	1.00	52,044.72	52,244.89	52,244.89		MORGAN
FF II/PARAMEDIC	50780	1.00	55,167.84	55,380.02	55,380.02		MORROW
FF II/PARAMEDIC	10539	1.00	53,093.04	53,297.24	53,297.24		MUDGE
FF II/INTERMEDIATE	10028	1.00	52,041.55	52,241.71	52,241.71		OUELLETTE
FF II/PARAMEDIC	56101	1.00	55,692.00	55,906.20	55,906.20		PICHE
FF II/PARAMEDIC	10746	1.00	52,044.72	52,244.89	52,244.89		QUINN
FF II/PARAMEDIC	62915	1.00	55,692.00	55,906.20	55,906.20		SEVIGNY

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21141 Fire Dept.

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED TOTAL				
					RECOMMEND.	APPROP.	
FF II/PARAMEDIC	10414	1.00	53,617.20	53,823.42	53,823.42		STEVENSON
FF II/PARAMEDIC	10106	1.00	54,665.52	54,875.77	54,875.77		STOUT
FF II/PARAMEDIC	64700	1.00	56,032.16	56,247.67	56,247.67		SULLIVAN
FF II/PARAMEDIC	10784	1.00	52,044.72	52,244.89	52,244.89		SZOSTEK
FF II/PARAMEDIC	65900	1.00	54,665.52	54,875.77	54,875.77		THORPE
CAPTAIN/PARAMEDIC	57900	1.00	62,855.52	63,097.27	63,097.27		VACANT
OFF CONTRACT FIREFIGHTER	36400	1.00	52,044.72	52,244.89	52,244.89		VACANT
OFF CONTRACT FIREFIGHTER	10764	1.00	52,044.72	52,244.89	52,244.89		VACANT
OFF CONTRACT FIREFIGHTER	10540	1.00	52,044.72	52,244.89	52,244.89		VACANT
LIEUTENANT/INTERMEDIATE	68625	1.00	58,443.84	58,668.62	58,668.62		WHEELER
FF II/PARAMEDIC	10786	1.00	52,044.72	52,244.89	52,244.89		ZOIDIS
OFF CONTRACT FIREFIGHTER (1/1/20 Star	103	1.00	52,044.72	52,244.89	26,122.45		NEW POSITION
OFF CONTRACT FIREFIGHTER (1/1/20 Star	104	1.00	52,044.72	52,244.89	26,122.45		NEW POSITION
OFF CONTRACT FIREFIGHTER	105	-	52,044.72	52,244.89	-		NEW POSITION
OFF CONTRACT FIREFIGHTER	106	-	52,044.72	52,244.89	-		NEW POSITION
OFF CONTRACT FIREFIGHTER	107	-	52,044.72	52,244.89	-		NEW POSITION
OFF CONTRACT FIREFIGHTER	108	-	52,044.72	52,244.89	-		NEW POSITION
ACTING LIEUTENANTS	10	-	10,021.46	10,060.00	10,060.00		0
PAYOUTS	11	-	34,865.90	35,000.00	35,000.00		0
CALL FORCE	13	-	57,279.69	57,500.00	57,500.00		0
TOTAL BUDGETED POSITIONS			48.00	3,018,354.44	3,029,963.50	2,768,739.04	



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Dept Manager Salary Exp

Department Number:

21141

Account Number:

60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$92,066.64	\$89,637.00	\$91,017.08	\$91,204.00	\$91,204.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$93,563.80	\$93,563.80		\$2,359.80

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.

This line covers the salary of the department head.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21141

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$204,161.76	\$206,998.00	\$210,521.15	\$209,823.00	\$209,823.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$216,813.42	\$216,813.42		\$6,990.42

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.

This line covers the salary of the Assisant Chief, Deputy Chief, and the Office Manager.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: F-T Employee Wage Exp

Department Number: 21141

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,222,159.34	\$2,207,507.00	\$2,180,993.62	\$2,383,588.00	\$2,323,094.08

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,662,086.28	\$2,400,861.82		\$17,273.82

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.

This line covers the salary cost of the career firefighters, paramedics, and officers. This increase of 6 staff will allow us to operate with a minimum staffing of 10 personnel on duty 24/7 or 12 personnel on duty during day time operations or night time operations depending on work schedule on a rotating basis. This staffing level will allow us to staff the second engine full time, allow four assigned aerial operator, allow for better supervision, have a third ambulance staffed more often and will greatly increase the safety with more properly staffed apparatus. See staffing plan on next page

<i>Department Budget</i>	\$ 2,662,086.28
<i>Removed 4 new employees</i>	\$ (208,979.57)
<i>Subtotal</i>	\$ 2,453,106.71
<i>Moved the 2 new positions for a start date of 01/01/2020</i>	\$ (52,244.89)
<i>New Budget</i>	<u>\$ 2,400,861.82</u>

Apparatus on Duty Staffing Plan with One Staffed Station												
2019	staffing	16	15	14	13	12	11	10	9	8		
Engine		3	2	3	3	3	3	3	3	3		
Ambulance		2	2	2	2	2	2	2	2	2		
Aerial Truck		3	3	3	3	3	3	2	1	1		
Ambulance		2	2	2	2	2	2	2	2	2		
Engine		3	3	3	3	2	1	1	1			
Ambulance		2	2	*2	*2	*2	*2					
Battalion Chief		1	1	1								
Special Hazards		*	*	*	*	*	*	*	*	*		
Brush 20		*	*	*	*	*	*	*	*	*		
* cross staffing apparatus with personnel assigned to other apparatus												
The department operates with four shifts, to increase the on duty staffing by one, four personnel need to be hired each time when operating 24hr shifts.												
When operating on 12 hours, hiring two people allows for half time coverage per day.												
Apparatus on Duty Staffing Plan with two Staffed Stations												
	staffing	16	15	14	13	12	11	10	9	8		
Engine		3	3	3	3	3	3	3	3	3		
Ambulance		2	2	2	2	2	2	2	2	2		
Aerial Truck		3	3	3	3	2	3	2	1	1		
Ambulance		2	2	2	2	2	2	2	2	2		
Battalion Chief		1	1	1								
Special Hazards 34		*	1	*	*	*	*	*	*	*		
Brush 20		*	*	*	*	*	*	*	*	*		
Quint/Engine		3	3	3	3	3	1	1	1			
Ambulance		2	*2	*2	*2	*2	*2					
* cross staffing apparatus with personnel assigned to other apparatus												
The department operates with four shifts, to increase the on duty staffing by one, four personnel need to be hired each time when operating 24hr shifts.												
When operating on 12 hours, hiring two people allows for half time coverage per day.												



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21141

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$45,167.68	\$52,500.00	\$43,650.58	\$57,500.00	\$47,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$57,500.00	\$57,500.00		\$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.

This line covers the salary cost for our Call Force stipends and training and call back response. It also covers the cost for our department Chaplin who responds to incident to assist citizens, spends time at the FD assisting our personnel, and delivers community outreach programs.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Overtime Wage Expense

Department Number: 21141

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$176,320.58	\$217,500.00	\$212,827.99	\$237,586.00	\$240,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$282,067.64	\$ 235,000.00		(\$2,586.00)

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.

This line covers the cost of shift overtime that may be needed for normal operations as well as overtime that may be needed for outside details or major storm coverage. Additionally, the line covers overtime for some training that needs to be done off duty. This year I have added \$10,000 to fund additional training. Mandatory additional EMS CEH requirements have lead us to have to offer an additional all day EMS training day at a cost of about \$8,000. I have also added \$2,000 to allow me to have more Officer meeting and training sessions. We are experiencing a huge turn over in Officers, our new officers require additional meeting and training to help with better department operations. To help keep cost down, we have started an online training system for our EMS training, but we are still required to have so many hours of hands on practical training that is done both on and off duty depending on the class and certification that is needed.

Department Budget	\$ 282,067.64
Removed 4 new employees	\$ (22,987.80)
Subtotal	\$ 259,079.84
Adjustment for start of new employees 01/01/2020 which should reduce overtime needs	\$ (24,079.84)
New Budget	\$ 235,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Extra Holiday Pay Exp

Department Number: 21141

Account Number: 60112

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$40,638.36	\$75,000.00	\$10,069.53	\$78,394.00	\$24,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$90,294.56	\$ 75,000.00		(\$3,394.00)

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.

This line covers the cost of holidays as listed in the bargaining agreement.

<i>Department Budget</i>	\$ 90,294.56
<i>Removed 4 new employees</i>	\$ (6,863.04)
<i>Subtotal</i>	\$ 83,431.52
<i>Adjustment</i>	\$ (8,431.52)
<i>New Budget</i>	<u>\$ 75,000.00</u>



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Clothing/Uniforms Expense

Department Number: 21141

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$47,501.81	\$62,500.00	\$61,748.69	\$67,100.00	\$66,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$80,800.00	\$ 71,600.00		\$4,500.00

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.

\$27,000 of this line goes to clothing allowance for our career personnel as outlined in the current bargaining agreement. The remaining amount is used to purchase and replace firefighting gear, hazmat suits, ice water suits, swift water rescue suits, repelling harnesses, specialty rescue clothing, helmets, ballistic vests, badges, and other uniform apparel.

<i>Department Budget</i>	\$ 80,800.00
<i>Removed 4 new employees</i>	\$ (9,200.00)
<i>New Budget</i>	<u>\$ 71,600.00</u>



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Conferences/Training Expense

Department Number: 21141

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$14,996.75	\$17,500.00	\$16,946.44	\$17,500.00	\$17,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,500.00	\$17,500.00		\$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.

This line supports Firefighter I & II, specialty tech rescue team training, job related training and conferences, officer development , EMS training to include Pre-Hospital Trauma Life Support, Advanced Cardiac Life Support, Geriatric Emergency Medical Services, Advanced Medical Life Support, Pediatric Advanced Life Support as well as hazmat & extrication training. It covers the cost of books that may be required for classes and pays for seminars and workshops to include Maine Fire Chiefs, Maine Municipal Association, York County Chiefs Association, National Fire Academy, New England Chief Association Arson Investigations.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Travel/Mileage Expense

Department Number: 21141

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$350.00	\$125.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		(\$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.

This line is used for any travel/mileage costs.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Food/Lodging Expense

Department Number: 21141

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,577.45	\$1,750.00	\$4,170.35	\$1,750.00	\$4,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,200.00	\$4,200.00		\$2,450.00

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.

This line is used for special events, but is primarily used to feed crews from the FD, PD, Dispatch, and Public Works who are working major storms and natural disaster events. Food is prepared at the FD.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Dues/Memberships Expense

Department Number: 21141

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,259.00	\$3,400.00	\$3,719.26	\$3,400.00	\$3,360.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,400.00	\$3,400.00		\$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.

This line pays for membership & dues to include International Association of Fire Chiefs, Fire Chiefs Magazine, Fire Engineering Publication, Maine Fire Chiefs Association, National Fire Protection Codes Manuals, York County Fire Investigators, Maine EMS, Fire Service Instructors, & NFPA.

FY2019

Assoc of Fire Chiefs	\$532.00
Fire Engineering Subscription	\$52.00
NFPA Codes	\$1,350.00
NFPA dues for Chief	\$175.00
Maine Fire Chiefs Assoc	\$276.00
Society of Fire Instr.	\$125.00
F.D. Safety Officers Assoc.	\$105.00
Fire Chiefs of Mass	\$200.00
Maine Assoc of Arson Inves.	\$200.00
York County Chief's Assoc	\$75.00
Internt'l Assoc of Arson Inves.	\$200.00
Nat'l EMT Assoc.	\$40.00
Fire House Magazine	\$30.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Hiring Costs/EE Testing Exp

Department Number:

21141

Account Number:

60258

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,934.10	\$6,000.00	\$4,781.43	\$6,875.00	\$8,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,625.00	\$ 10,875.00		\$4,000.00

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.

This line covers the cost of physicals and exams for new employees as well as yearly SCBA respiratory evaluations, testing and follow ups as required by federal law. This line has been increased to cover the cost of anticipated new employees and to perform psychological exams on potential new employees.

<i>Department Budget</i>	\$ 12,625.00
<i>Removed 6 new employees</i>	\$ (1,750.00)
<i>New Budget</i>	<u>\$ 10,875.00</u>



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Service Contracts Expense

Department Number: 21141

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$16,718.37	\$23,000.00	\$23,323.49	\$26,000.00	\$35,306.50

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,306.50	\$38,306.50		\$12,306.50

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.

This line covers cardiac monitor maintenance contracts, IMC contracts, State EMS software AED contracts Image Trend Software, SCBA annual flow testing, EMS stretcher and stair chair contracts, breathing air quality testing, sprinkler and fire alarm testing, annual gear inspections, annual fire ladder testing, extrication equipment testing, and fire extinguisher training maintenance.
This increase reflects annual rate increases for the service contracts.

FY2019

Maine State Security	\$700.00	
Treasurer State of Me (licenses)	\$10.00	
Eastern Fire	\$304.50	
Northeast Emergency (Air Pack Test)	\$3,533.50	
Tritech Software (IMC)	\$1,940.00	
Fully Involved (Data Trac)	\$1,100.00	
Linwood Davis (fire ext inspections)	\$950.00	
Saco F.D.(fire ext. yearly maint.)	\$931.00	
Minuteman Security	\$300.00	
Industrial Protection(hydrotest scba's)(every 5 yrs)		\$3,000.00
Air Tech(air quality testing)	\$375.00	
CLIA Lab (med waiver for labs)	\$150.00	
Stryker (stretcher maint. Cont.)	\$2,827.50	
Emergency Svs(I am responding contract)	\$800.00	
Maine EMS (EMS Svs lic.)	\$280.00	
Annual SCBA mask test	\$1,000.00	
New England Ladder(ground ladder testing)	\$1,310.00	
Image Trend	\$225.00	
Atlantic Partners (took place of So Me EMS)	\$2,500.00	
Hose Testing	\$6,200.00	
Cardiac Monitor/AED servicing	\$1,140.00	
Annaul apparatus pump testing	\$600.00	
Fire Safe Equipment Kitchen hood inspection	\$150.00	
Kitchen Tech	\$300.00	
Bed bug inspections	\$750.00	
Power DMS	\$3,300.00	
Target Solutions EMS training	\$2,500.00	
Fire Tech extrication tool service	\$1,030.00	
Air Gas cutting touch bottles	\$100.00	
	\$35,306.50	



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Postage/Shipping Expense

Department Number: 21141

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$197.40	\$0.00	\$103.93	\$300.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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.

This line is used for department postage.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Electricity Expense

Department Number: 21141

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$22,501.05	\$22,000.00	\$20,940.27	\$25,000.00	\$22,500.00

FY 2020 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.

This line covers Central Station electrical costs.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Water Expense

Department Number: 21141

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,495.81	\$1,900.00	\$1,712.86	\$1,800.00	\$1,716.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,854.00	\$1,854.00		\$54.00

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.

This line covers the cost of domestic water for Central Station.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Phone/Celular/Paging Exp

Department Number: 21141

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,362.67	\$11,500.00	\$12,118.79	\$11,500.00	\$11,600.56

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,500.00	\$12,500.00		\$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.

The line covers cell phone and computer data plans for Command Chiefs and the emergency apparatus.

All apparatus have data terminal that receive call information and information on things like hydrant sprinkler connections, building information, cross streets, department policies, hazmat, and other related information and allow for EMS and inspections reporting to be completed. This line has been increased to add an additional data line to each ambulance to allow for improved EMS reporting and cardiac monitor information transfer.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Sewer User Fee Expense

Department Number: 21141

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,240.95	\$4,500.00	\$3,818.22	\$4,400.00	\$3,900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,400.00	\$4,400.00		\$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.

This line covers the cost of sewer user fee for Central Station.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Heating Fuel Expense

Department Number: 21141

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$15,709.09	\$16,000.00	\$13,778.82	\$17,500.00	\$13,600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,500.00	\$17,500.00		\$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.

This line covers the cost of heating Central Station.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Diesel Fuel Expense

Department Number: 21141

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$25,212.97	\$26,910.00	\$28,084.44	\$29,000.00	\$30,300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,940.00	\$30,940.00		\$1,940.00

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.

This line covers the cost of diesel for the apparatus. This number provided by DPW.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Gasoline Expense

Department Number: 21141

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,593.84	\$4,462.00	\$4,149.46	\$4,700.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,488.00	\$4,488.00		(\$212.00)

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.

This line covers the cost of gasoline for FD vehicles. This number provided by DPW.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Building Repair/Maint Exp

Department Number: 21141

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$33,655.85	\$35,000.00	\$35,118.38	\$35,000.00	\$34,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,000.00	\$38,000.00		\$3,000.00

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.

This line covers grounds and all building maintenance, supplies, paint and repair. Maintenance of the boiler and AC system, fire department monument, museum, and apparatus floor cleaner.

In addition we have many projects that need attention including lot fence repairs, exhaust system repairs for the connections to the fire apparatus, multiple electrical repairs, garage door opener replacements, security system continuations, and holiday decorations. The line has been increased to cover some of the cost of HVAC preheat system. When the new system was installed the pre-heat system was not included. The cause us to such down the fresh air intake during the cold season, not allowing for proper circulation in the station.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Operating Equip Repair Exp

Department Number: 21141

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$39,326.67	\$52,500.00	\$53,500.07	\$52,500.00	\$52,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$55,000.00	\$55,000.00		\$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.

This line covers cost for all equipment maintenance of the tools carried on fire apparatus. It replaces such items broken during the course of fire suppression and rescue operations. This line is also used for the repairs to breathing air equipment, maintenance of fire extinguishers, extrication power tools. It covers the cost of SCBA bottles, fire suppression equipment, haz-mat equipment, cold water gear, confined space equipment, fire police. This line also covers the cost of our SCBA bottle replacement plan. The line has been increased this year to cover the projection of increased bottle costs.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21141

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$67,253.56	\$70,000.00	\$89,119.30	\$72,500.00	\$105,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$88,000.00	\$88,000.00		\$15,500.00

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.

This line covers the cost of vehicle repairs. This number provided by DPW. This line has been increased to cover needed repairs such as the generator on Engine 26 and the increasing repair cost with the increasing age of our fire apparatus and the increasing call volume.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Repair/Maint-CommunsEquip

Department Number: 21141

Account Number: 60461

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,803.56	\$11,000.00	\$10,921.79	\$11,000.00	\$10,400.00

FY 2020 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.

This line covers the cost to purchase and maintain our communications equipment such as apparatus radios, portable radios, pagers, antennas, speaker mics, fire department radios in Dispatch, and all in house communication needs and equipment. It also covers the cost of FD radios in dispatch at the PD as well as FD remote sites within the city.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Fire Boat Repair/Maint

Department Number: 21141

Account Number: 60465

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,134.21	\$5,000.00	\$4,124.38	\$5,000.00	\$4,600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

This line covers the cost for repairs, equipment, and maintainace for emrgency boat operations.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

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

Department Number: 21141

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,245.58	\$6,000.00	\$5,648.06	\$6,000.00	\$5,830.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,000.00	\$6,000.00		\$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.

This line covers the cost on all office operating expenses, supplies, maintenance and procurement. It also covers FD education material for public education, photo supplies for investigations, Juvenile Fire Setters Program, merit awards, and inspections materials.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21141

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,736.70	\$11,100.00	\$10,958.91	\$11,000.00	\$10,878.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,000.00	\$6,000.00		(\$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.

This line will cover office hardware and computers for the station and apparatus such as network repairs, wiring, system back up batteries, station AV equipment, computers, cameras for investigation and interviews, remote printers. Repairs to office equipment.

Dept request		\$11,000.00
Remove the computer purchases and move to Technology Budget		-\$5,000.00
New Budget Amount		\$6,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Ambulance Supplies Non-Capital

Department Number: 21141

Account Number: 60508

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$46,339.39	\$52,500.00	\$53,287.26	\$62,221.00	\$59,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$62,221.00	\$62,221.00		\$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.

This line covers the cost of EMS supplies and replacement of medical equipment and medications for ambulances and fire apparatus. This includes purchasing of AEDs and other EMS equipment.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Fire Dept.

Account Title: Cleaning Supplies Expense

Department Number: 21141

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,899.13	\$4,750.00	\$5,154.05	\$4,850.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,850.00	\$4,850.00		\$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.

This line covers the cost of cleaning supplies for the building, land, and apparatus.

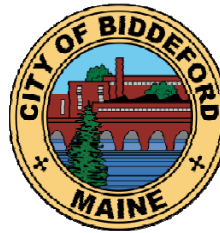
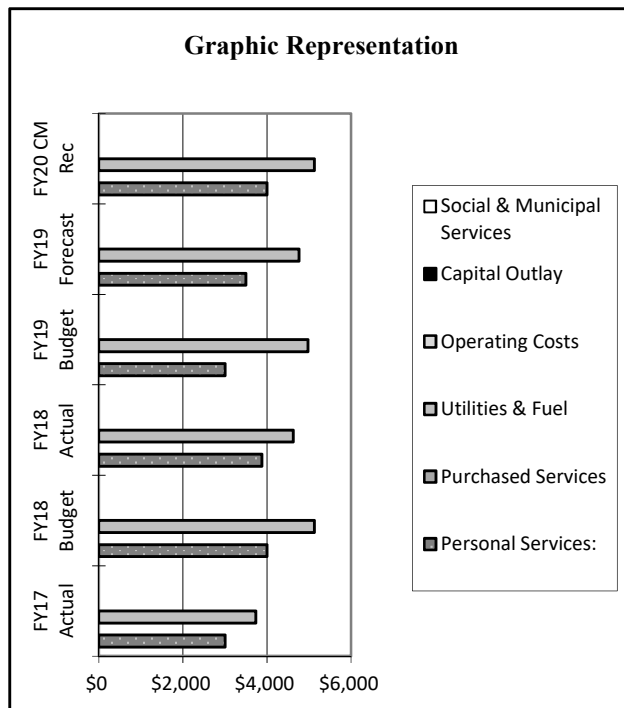
City of Biddeford, Maine

FY2020

Budget: Biddeford Pool Fire Dept.

Account Number: 21142

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$3,000	\$4,000	\$3,876	\$3,000	\$0	\$4,000	\$4,000
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$3,732	\$5,125	\$4,625	\$4,975	\$2,105	\$5,125	\$5,125
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$6,732	\$9,125	\$8,501	\$7,975	\$2,105	\$9,125	\$9,125



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$3,000	\$4,000	\$1,000	33.3%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$4,975	\$5,125	\$150	\$0
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$7,975	\$9,125	\$1,150	14.4%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60230	Clothing/Uniforms Expense	\$3,000	\$4,000	\$3,876	\$3,000	\$0	\$4,000	\$4,000
Totals		\$3,000	\$4,000	\$3,876	\$3,000	\$0	\$4,000	\$4,000

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$1,006	\$1,500	\$1,206	\$1,500	\$658	\$1,500	\$1,500
60401	Water Expense	\$176	\$275	\$148	\$225	\$38	\$275	\$275
60402	Phone/Celular/Paging Exp	\$308	\$350	\$336	\$350	\$196	\$350	\$350
60405	Heating Fuel Expense	\$2,242	\$3,000	\$2,935	\$2,900	\$1,214	\$3,000	\$3,000
Totals		\$3,732	\$5,125	\$4,625	\$4,975	\$2,105	\$5,125	\$5,125



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Biddeford Pool Fire Dept.

Account Title: Clothing/Uniforms Expense

Department Number: 21142

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,000.00	\$4,000.00	\$3,876.23	\$3,000.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		\$1,000.00

Support for Budget Request:

This line covers the cost of personnel protection equipment for the personnel assigned to this station.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Biddeford Pool Fire Dept.

Account Title: Electricity Expense

Department Number: 21142

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,005.71	\$1,500.00	\$1,205.78	\$1,500.00	\$1,340.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

This line covers electricity use for Biddeford Pool Station.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Biddeford Pool Fire Dept.

Account Title: Water Expense

Department Number: 21142

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$176.10	\$275.00	\$147.95	\$225.00	\$175.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$275.00	\$275.00		\$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.

This line covers the cost of water use.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Biddeford Pool Fire Dept.

Account Title: Phone/Celular/Paging Exp

Department Number: 21142

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$308.00	\$350.00	\$336.00	\$350.00	\$345.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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.

This line covers the cost of phone use for this station.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Biddeford Pool Fire Dept.

Account Title: Heating Fuel Expense

Department Number: 21142

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,242.25	\$3,000.00	\$2,935.00	\$2,900.00	\$2,900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

This line covers the cost of propane for heating this station.

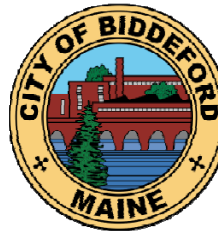
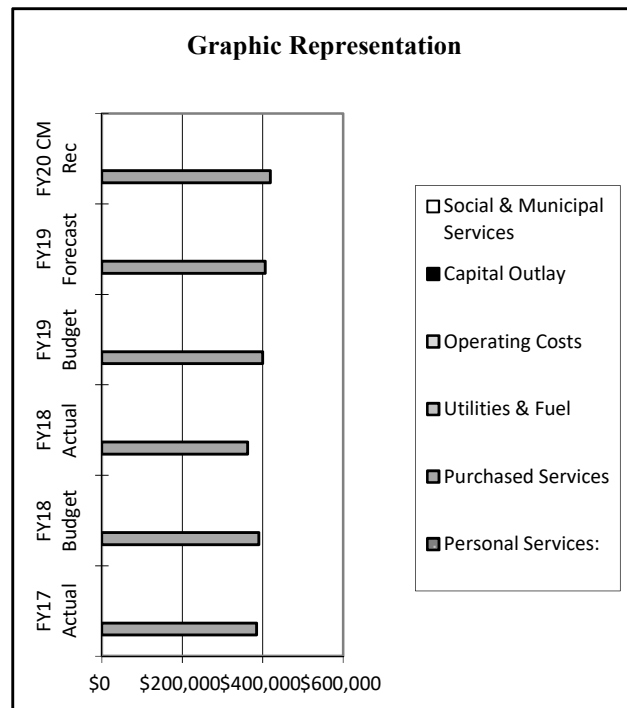
City of Biddeford, Maine

FY2020

Budget: Hydrant Rental

Account Number: 21145

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$384,873	\$390,000	\$362,355	\$400,000	\$232,923	\$419,147	\$419,147
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$384,873	\$390,000	\$362,355	\$400,000	\$232,923	\$419,147	\$419,147



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$400,000	\$419,147	\$19,147	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$400,000	\$419,147	\$19,147	4.8%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60335	Hydrant Rental Expense	\$384,873	\$390,000	\$362,355	\$400,000	\$232,923	\$419,147	\$419,147
Totals		\$384,873	\$390,000	\$362,355	\$400,000	\$232,923	\$419,147	\$419,147



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Hydrant Rental

Account Title: Hydrant Rental Expense

Department Number: 21145

Account Number: 60335

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$384,873.37	\$390,000.00	\$362,354.92	\$400,000.00	\$405,943.92

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$419,147.00	\$419,147.00		\$19,147.00

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.

This line covers the cost of hydrant rentals from Maine Water and Kennebunk Water District. KKW monthly bill will be \$3,991.58 and \$30,555.38 a month after a 2.4% raise for the first six months and then a forecasted additional 2.5% increase in Jan 2020.

	<u>Monthly</u>	
Maine Water after approved increase	\$30,555	\$366,665
Maine Water 2.5% increase in January 2020		\$4,583
Kennebunk Water		\$47,899
		\$419,147

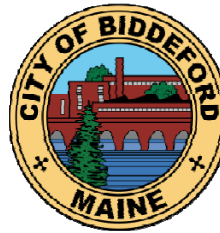
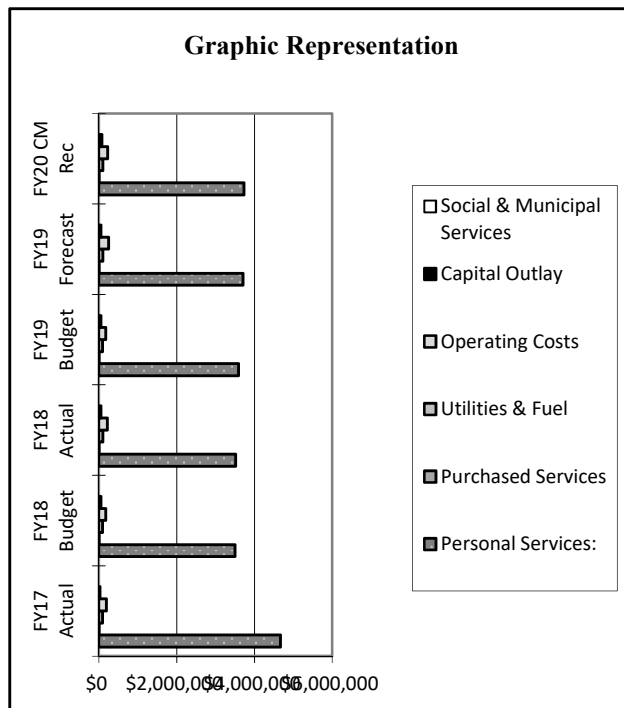
City of Biddeford, Maine

FY2020

Budget: Police Dept.

Account Number: 21146

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$4,672,032	\$3,497,908	\$3,518,699	\$3,594,466	\$2,102,535	\$3,729,392	\$3,729,392
Purchased Services	\$545	\$500	\$368	\$500	\$115	\$500	\$500
Utilities & Fuel	\$96,044	\$94,340	\$97,444	\$96,365	\$49,866	\$99,659	\$99,659
Operating Costs	\$189,458	\$176,000	\$215,125	\$171,400	\$176,545	\$223,695	\$218,095
Capital Outlay	\$30,804	\$50,000	\$50,260	\$50,000	\$48,460	\$80,000	\$80,000
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$4,988,883	\$3,818,748	\$3,881,896	\$3,912,731	\$2,377,521	\$4,133,246	\$4,127,646



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$270,193
Workers Comp	\$93,136
Health Insurance	\$767,733
Retirement	\$418,046
Unemployment	\$3,110
Other Insurance	\$28,781
Total Fringe Benefit Impact	\$1,580,999
# of Full Time Employees	51.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$3,594,466	\$3,729,392	\$134,926	3.8%
Purchased Services	\$500	\$500	\$0	\$0
Utilities & Fuel	\$96,365	\$99,659	\$3,294	\$0
Operating Costs	\$171,400	\$218,095	\$46,695	27.2%
Capital Outlay	\$50,000	\$80,000	\$30,000	\$1
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$3,912,731	\$4,127,646	\$214,915	5.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$107,561	\$106,518	\$108,720	\$107,574	\$71,690	\$110,841	\$110,841
60102	Mid Mgmt Hrly Employee Wa	\$105,776	\$140,875	\$132,966	\$144,505	\$74,452	\$150,543	\$150,543
60105	F-T Employee Wage Exp	\$2,754,982	\$2,931,729	\$2,875,725	\$2,954,239	\$1,647,451	\$3,007,394	\$3,007,394
60107	Temp/Seasonal Emp Wage Ex	\$605	\$3,000	\$1,732	\$3,000	\$2,419	\$0	\$0
60111	Overtime Wage Expense	\$238,476	\$140,000	\$206,614	\$180,000	\$186,276	\$250,000	\$250,000
60112	Extra Holiday Pay Exp	\$95,506	\$92,500	\$72,487	\$107,158	\$42,749	\$80,224	\$80,224
60127	Health Club Dues	\$1,200	\$1,440	\$1,900	\$1,440	\$360	\$1,440	\$1,440
60129	Insurance Buyout Pay	\$1,500	\$1,500	\$875	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$237,315	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$362,014	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$2,234	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$477	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$640,105	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$151	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$533	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$28,126	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$57,753	\$50,000	\$85,763	\$57,500	\$47,165	\$75,000	\$75,000
60251	Conferences/Training Expense	\$19,744	\$7,000	\$10,871	\$20,000	\$5,717	\$22,000	\$22,000
60252	Travel/Mileage Expense	\$6,057	\$2,500	\$4,793	\$4,250	\$3,513	\$5,000	\$5,000
60253	Food/Lodging Expense	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000
60256	Dues/Memberships Expense	\$1,699	\$1,500	\$1,899	\$1,800	\$4,105	\$4,450	\$4,450
60257	Professional License Fees Exp	\$10,218	\$19,346	\$14,355	\$11,000	\$16,638	\$20,500	\$20,500
Totals		\$4,672,032	\$3,497,908	\$3,518,699	\$3,594,466	\$2,102,535	\$3,729,392	\$3,729,392

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60325	Postage/Shipping Expense	\$545	\$500	\$368	\$500	\$115	\$500	\$500
Totals		\$545	\$500	\$368	\$500	\$115	\$500	\$500

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$35,561	\$32,000	\$36,411	\$34,000	\$13,387	\$36,000	\$36,000
60401	Water Expense	\$389	\$350	\$507	\$400	\$292	\$584	\$584
60404	Sewer User Fee Expense	\$646	\$640	\$791	\$640	\$457	\$750	\$750
60405	Heating Fuel Expense	\$7,216	\$8,000	\$7,174	\$7,000	\$4,214	\$7,000	\$7,000
60411	Gasoline Expense	\$52,232	\$53,350	\$52,561	\$54,325	\$31,516	\$55,325	\$55,325
Totals		\$96,044	\$94,340	\$97,444	\$96,365	\$49,866	\$99,659	\$99,659

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$39,755	\$30,000	\$49,455	\$25,000	\$44,937	\$44,795	\$44,795
60452	Operating Equip Repair Exp	\$13,738	\$10,000	\$10,937	\$10,000	\$7,362	\$10,000	\$10,000
60453	Vehicle Repair/Tires/Oil Exp	\$55,581	\$70,000	\$70,851	\$70,000	\$36,293	\$72,000	\$72,000
60500	Admin/Office Supp/Eqt Non-C	\$5,376	\$4,750	\$5,365	\$4,900	\$2,652	\$4,900	\$4,900
60501	Operating Supp/Eqt Non-Cap	\$63,586	\$47,500	\$61,593	\$47,500	\$77,571	\$80,000	\$74,400
60502	Printing & Copying Expense	\$6,268	\$8,750	\$10,828	\$9,000	\$4,502	\$7,000	\$7,000
60509	Cleaning Supplies Expense	\$5,155	\$5,000	\$6,096	\$5,000	\$3,228	\$5,000	\$5,000
Totals		\$189,458	\$176,000	\$215,125	\$171,400	\$176,545	\$223,695	\$218,095

Capital Outlay

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60603	Vehicles Purchase Capital	\$30,804	\$50,000	\$50,260	\$50,000	\$48,460	\$80,000	\$80,000
Totals		\$30,804	\$50,000	\$50,260	\$50,000	\$48,460	\$80,000	\$80,000

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21146 Police Dept.

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
POLICE CHIEF	2600	1.00	110,416.80	110,841.48	110,841.48		BEAUPRE
EXECUTIVE ASSISTANT	12175	1.00	59,675.20	59,904.72	59,904.72		CLOUTIER
POLICE PLANER	10186	1.00	49,169.25	49,358.36	49,358.36		EMERSON
OPIATE OUTREACH LIAISON	10787	1.00	41,121.60	41,279.76	41,279.76		LAMBERT-IRIS
LIEUTENANT	600	1.00	84,346.29	84,670.70	84,670.70		ALLAIRE
PATROLMAN	1110	1.00	67,014.27	67,272.02	67,272.02		ANGIS
PATROLMAN	10602	1.00	64,357.70	64,605.23	64,605.23		BAILEY
SECRETARY CLASS 2	5590	1.00	55,638.13	55,852.12	55,852.12		BOCK
SERGEANT	8800	1.00	84,024.93	84,348.10	84,348.10		BUHELT
PATROLMAN	12275	1.00	64,357.70	64,605.23	64,605.23		CIAMPI
PATROLMAN	122751	1.00	53,967.06	54,174.62	54,174.62		COTTON
PATROLMAN	10492	1.00	60,544.22	60,777.09	60,777.09		CUTLER
PATROLMAN	10333	1.00	29,822.21	29,936.91	29,936.91		DEXTER
PATROLMAN	19850	1.00	67,014.27	67,272.02	67,272.02		DONAGHUE
PATROLMAN	10915	1.00	55,357.72	55,570.63	55,570.63		DONILON
LIEUTENANT	20410	1.00	87,538.46	87,875.15	87,875.15		DOYON
PATROLMAN	10778	1.00	57,416.32	57,637.15	57,637.15		DUBE
SERGEANT	10523	1.00	74,924.94	75,213.11	75,213.11		EVANS
PATROLMAN	10006	1.00	64,357.70	64,605.23	64,605.23		FLINT
SERGEANT	10336	1.00	76,912.16	77,207.98	77,207.98		GILMAN
PATROLMAN	10725	1.00	59,196.23	59,423.90	59,423.90		GILMAN
SERGEANT	30530	1.00	83,219.99	83,540.06	83,540.06		GORTON
PATROLMAN	10657	1.00	60,544.22	60,777.09	60,777.09		GUZELIAN
PATROLMAN	10850	1.00	60,544.22	60,777.09	60,777.09		HUBBARD
PATROLMAN	38710	1.00	67,014.27	67,272.02	67,272.02		LABRECQUE
PATROLMAN	10307	1.00	59,194.51	59,422.18	59,422.18		LABRECQUE
PATROLMAN/MDEA OT ONLY	40270	1.00	67,014.27	67,272.02	67,272.02		LAPIERRE
PATROLMAN	10763	1.00	58,749.53	58,975.49	58,975.49		LAVERTUE
PATROLMAN	10036	1.00	72,027.06	72,304.09	72,304.09		MEDEIROS
SERGEANT	49250	1.00	76,912.16	77,207.98	77,207.98		MILLS
PATROLMAN	10916	1.00	56,918.02	57,136.94	57,136.94		MOORE

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21146 Police Dept.

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
SECRETARY/ACCOUNTING CLERK	10086	1.00	53,110.10	53,314.37	53,314.37		MORTON
PATROLMAN	10856	1.00	56,559.68	56,777.22	56,777.22		O'DONNELL
PATROLMAN	10458	1.00	64,357.70	64,605.23	64,605.23		OUELLETTE
CUSTODIAN	52850	1.00	47,989.76	48,174.34	48,174.34		OUELLETTE
PATROLMAN	10664	1.00	59,342.50	59,570.74	59,570.74		PARKER
PATROLMAN	54800	1.00	67,014.27	67,272.02	67,272.02		PELLETIER
PATROLMAN	54970	1.00	67,014.27	67,272.02	67,272.02		PENNY
PATROLMAN	10633	1.00	62,665.20	62,906.22	62,906.22		PHILLIPS
PATROLMAN	10886	1.00	53,967.06	54,174.62	54,174.62		PRIOR
PATROLMAN	10069	1.00	64,357.70	64,605.23	64,605.23		REALI
PATROLMAN	10902	1.00	59,194.51	59,422.18	59,422.18		REUSS
PATROLMAN	59900	1.00	70,420.69	70,691.54	70,691.54		RICHARD-COL
PATROLMAN	10248	1.00	62,472.38	62,712.66	62,712.66		RONDEAU
PATROLMAN	10136	1.00	64,357.70	64,605.23	64,605.23		ROUSSEAU
PATROLMAN	10941	1.00	55,724.22	55,938.55	55,938.55		SHIRK
PATROLMAN	10116	1.00	64,357.70	64,605.23	64,605.23		SHORTILL
PATROLMAN	10332	1.00	66,127.53	66,381.87	66,381.87		SIMMONS
PATROLMAN	10724	1.00	59,194.51	59,422.18	59,422.18		SPATES
PATROLMAN	10137	1.00	64,357.70	64,605.23	64,605.23		THOMPSON
PATROLMAN	10113	1.00	64,357.70	64,605.23	64,605.23		WOLTERBEEK
PART-TIME EMPLOYEES	16	-	3,486.59	3,500.00	3,500.00		0
TOTAL BUDGETED POSITIONS			51.00	3,259,740.85	3,272,278.32	3,272,278.32	



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Dept Manager Salary Exp

Department Number:

21146

Account Number:

60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$107,560.76	\$106,518.00	\$108,719.57	\$107,574.00	\$107,574.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,841.48	\$110,841.48		\$3,267.48

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 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number:

21146

Account Number:

60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$105,775.98	\$140,875.00	\$132,966.12	\$144,505.00	\$144,505.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150,542.84	\$150,542.84		\$6,037.84

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 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: F-T Employee Wage Exp

Department Number:

21146

Account Number:

60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,754,981.86	\$2,931,729.00	\$2,875,724.93	\$2,954,239.00	\$2,981,887.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,007,393.99	\$3,007,393.99		\$53,154.99

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 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21146

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$604.50	\$3,000.00	\$1,732.25	\$3,000.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$3,000.00)

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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Overtime Wage Expense

Department Number:

21146

Account Number:

60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$238,476.21	\$140,000.00	\$206,613.75	\$180,000.00	\$300,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250,000.00	\$250,000.00		\$70,000.00

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.

Increase in overtime is due to contractual increase in vacation time off which will result in overtime as well as more military personnel employed that are taking drill weekends, annual training, etc.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Extra Holiday Pay Exp

Department Number: 21146

Account Number: 60112

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$95,506.30	\$92,500.00	\$72,486.79	\$107,158.00	\$50,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$80,223.61	\$80,223.61		(\$26,934.39)

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 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Health Club Dues

Department Number: 21146

Account Number: 60127

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,200.00	\$1,440.00	\$1,900.00	\$1,440.00	\$1,440.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,440.00	\$1,440.00		\$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.

Amount is based on the number of employees expected to submit for Health Club reimbursement.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Clothing/Uniforms Expense

Department Number: 21146

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$57,752.51	\$50,000.00	\$85,762.69	\$57,500.00	\$75,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75,000.00	\$75,000.00		\$17,500.00

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.

Increase is due to new/replacement vests as well as the cost to outfit officers @ \$5400 each.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Conferences/Training Expense

Department Number: 21146

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$19,743.71	\$7,000.00	\$10,871.10	\$20,000.00	\$20,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,000.00	\$22,000.00		\$2,000.00

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.

Increase in hosting of training at the police department as well as more training needs to keep the officers safe in the course of their duties.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Travel/Mileage Expense

Department Number: 21146

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,056.59	\$2,500.00	\$4,792.79	\$4,250.00	\$5,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$750.00

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.

Increase due to mileage reimbursement for officers attending training at MCJA.

Mileage is factured at 208 miles round trip for 18 trips per officer attending BLETP....about \$2,000 per officer.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Food/Lodging Expense

Department Number: 21146

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Dues/Memberships Expense

Department Number: 21146

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,699.00	\$1,500.00	\$1,899.00	\$1,800.00	\$4,450.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,450.00	\$4,450.00		\$2,650.00

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.

Increase is due to Buxton & Hollis Rod & Gun Club membership of \$2650.00 necessary for mandatory firearms training. Memberships to: Maine Chiefs of Police Association; New England Chiefs Association; National IA investigators



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Professional License Fees Exp

Department Number: 21146

Account Number: 60257

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,217.64	\$19,346.00	\$14,354.80	\$11,000.00	\$18,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,500.00	\$20,500.00		\$9,500.00

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.

Professional standards:

- Photoshop Premier and Premier Element (2 x \$149) \$298
- Laptops W/16gb + ram to handle video (replacement for AM) (2 x \$1,500) \$3,000
- 23 or 27 inch Monitors (2 x \$150) \$300
- L-Shape Desk and chair \$2,300
- PowerDMS Annual Fee \$3,107.
- CALEA Continuation Fee \$4,595
- CALEA Conference Registration (3 x \$675) \$2,025
- CALEA Conference Lodging (12 x \$165) \$1,980
- CALEA Conference Per Diem (12 x \$55) \$660
- CALEA Conference Travel (3 x \$650) \$1,950
- NNEPAC Fee \$50
- NNPEAC Conference (3 x \$350) \$1,050
- Policy Training (Daigle Law) Registration for Professional Standards (3 x \$700) \$2,100
- Daigle Law Conference Lodging (4 nights x 3 people = 12 x \$165) \$1,980
- Daigle Law Conference Per Diem (12 x \$55) \$660
- Daigle Law Conference Travel \$260



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Postage/Shipping Expense

Department Number: 21146

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$545.37	\$500.00	\$368.23	\$500.00	\$500.00

FY 2020 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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Electricity Expense

Department Number: 21146

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$35,560.78	\$32,000.00	\$36,410.87	\$34,000.00	\$37,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$36,000.00	\$36,000.00		\$2,000.00

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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Water Expense

Department Number: 21146

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$388.78	\$350.00	\$506.91	\$400.00	\$584.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$584.00	\$584.00		\$184.00

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.

Increase is due to the average amount we have spent monthly for FY19 (\$48.73) x 12 months



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Sewer User Fee Expense

Department Number: 21146

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$645.75	\$640.00	\$791.16	\$640.00	\$750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$750.00	\$750.00		\$110.00

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 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Heating Fuel Expense

Department Number: 21146

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,216.08	\$8,000.00	\$7,174.34	\$7,000.00	\$7,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,000.00	\$7,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Gasoline Expense

Department Number: 21146

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$52,232.24	\$53,350.00	\$52,560.81	\$54,325.00	\$54,325.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$55,325.00	\$55,325.00		\$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.

Gas	26,500 gallons @ \$2.04 per gallon	\$54,060.00
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Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Building Repair/Maint Exp

Department Number: 21146

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$39,754.61	\$30,000.00	\$49,454.97	\$25,000.00	\$60,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,795.00	\$44,795.00		\$19,795.00

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.

Anticipated costs associated with range reconstruction (plumbing, heating, lockers, etc.)

- Complete transition of the (former) range into locker-room and additional offices.
- Complete prisoner dock painting (upper part) \$500
- Facility wall repair and maintenance in the hallway and current locker room
- Floor tile and replacement in downstairs hall way \$1,000
- Replace some ceiling tile in downstairs hallway \$500
- Larger snow blower (current is 12 years old) \$1,500
- Vacuum for upstairs \$400
- Replace/repair sidewalk (parking lot side) \$17,950
- Assess expanding ID card security access within PD facility



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Operating Equip Repair Exp

Department Number: 21146

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$13,738.13	\$10,000.00	\$10,936.92	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

Police Bikes repair
Radar Calibration
Dirigo Wireless
Mop head cleaning and repair
Fire Extinguishers
AED
Watchguard equipment



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21146

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$55,581.27	\$70,000.00	\$70,851.06	\$70,000.00	\$70,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$72,000.00	\$72,000.00		\$2,000.00

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 Carl Marcotte: Maintenance \$72,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

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

Department Number: 21146

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,375.90	\$4,750.00	\$5,365.12	\$4,900.00	\$4,900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,900.00	\$4,900.00		\$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, paper, etc.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21146

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$63,585.98	\$47,500.00	\$61,593.40	\$47,500.00	\$90,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$80,000.00	\$74,400.00		\$26,900.00

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.

Increase is due to the increase in the cost of ammunition, more lab testing required of suspected drugs (\$120 per test), new workstation, inventory software, 2 new laptops, replacement computers

For the budget year **2019/2020**, ammunition needed for qualifications:

1. The approximate ammunition needed for pistol qualifications/training 2020 10,000 rounds 230-grain 45 cal. FMJ reloads at \$294.51 per 1000. **\$2,945.10**
2. I would request adding 6000 rounds for four attendees at the MCJA at **\$1764.60**
3. Replacement of our 45 cal. duty ammunition for the spring of 2020 3000 rounds of 230-grain JHP at \$371.51 per 1000. **\$1,114.53**

Rifle qualification and training for the fall 2020.

1. The approximate ammunition needed for training and qualification will amount to 6,000 rounds of 55-grain .223 cal. FMJ at \$379.00 per 1000. **\$2,274.00**

Force on Force training ammunition:

1. Simunition Non-lethal marking rounds **\$514.00** per 1000 rounds.

Glock Armorers Kit:

1. Assorted wearable parts for Gen 4 Glock 21, 30, and Gen 5 Glock 19. **\$500.00**

2019/2020 Total: \$9,112.23

- Upgrade two WatchGuard cruiser cameras (2 x \$5,500) \$10,500
- Upgrade two Radar cruiser units (2 x \$2,000) \$4,400
- Expand Electronic Speed Sign Program \$3,600
- Trailer for Speed Sign \$1,500
- Upgrade AR Pro 12 software (4 x \$99) users \$400

Total \$20,400

Remove the PC replacement from PD and move it to the IT budget

\$ (5,600.00)



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Printing & Copying Expense

Department Number: 21146

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,267.87	\$8,750.00	\$10,828.24	\$9,000.00	\$7,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,000.00	\$7,000.00		(\$2,000.00)

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.

Decrease due to parking control expenses being transferred to another expense code.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Cleaning Supplies Expense

Department Number: 21146

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,154.64	\$5,000.00	\$6,095.54	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Police Dept.

Account Title: Vehicles Purchase Capital

Department Number: 21146

Account Number: 60603

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$30,804.00	\$50,000.00	\$50,260.00	\$50,000.00	\$48,460.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$80,000.00	\$80,000.00		\$30,000.00

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.

Replacing three cruisers one of which is out of the TIF
Five (5) units are in excess of 100,000 miles

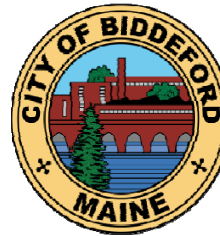
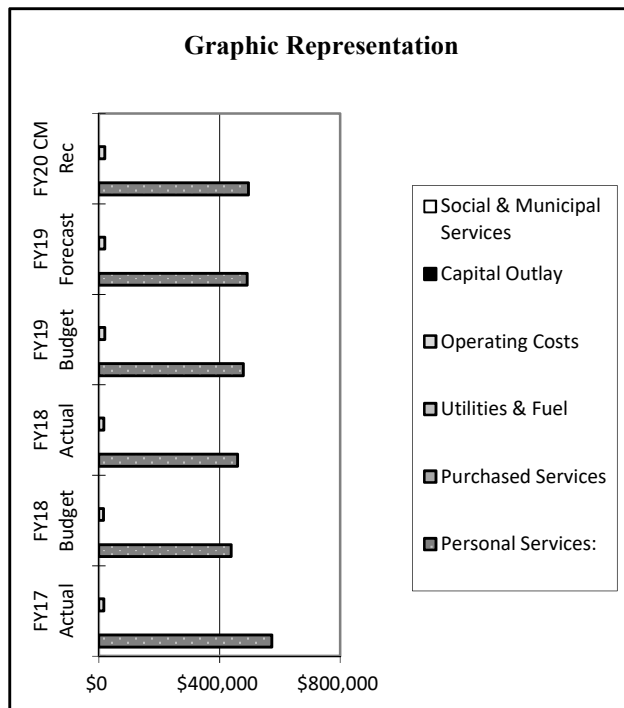
City of Biddeford, Maine

FY2020

Budget: Police Investigative Services

Account Number: 21147

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$573,611	\$438,932	\$459,472	\$478,651	\$276,691	\$495,668	\$495,668
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$16,486	\$15,500	\$15,726	\$19,500	\$3,965	\$19,500	\$19,500
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$590,097	\$454,432	\$475,198	\$498,151	\$280,656	\$515,168	\$515,168



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$37,816
Workers Comp	\$14,946
Health Insurance	\$93,210
Retirement	\$58,450
Unemployment	\$468
Other Insurance	\$2,340
Total Fringe Benefit Impact	\$207,230
# of Full Time Employees	6.60

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$478,651	\$495,668	\$17,017	3.6%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$19,500	\$19,500	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$498,151	\$515,168	\$17,017	3.4%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$373,968	\$408,162	\$419,472	\$413,281	\$231,141	\$427,074	\$427,074
60107	Temp/Seasonal Emp Wage Ex	\$0	\$0	\$0	\$33,000	\$21,444	\$34,313	\$34,313
60111	Overtime Wage Expense	\$17,052	\$18,000	\$31,056	\$21,000	\$16,534	\$23,000	\$23,000
60112	Extra Holiday Pay Exp	\$11,554	\$5,500	\$3,177	\$5,500	\$1,827	\$3,000	\$3,000
60127	Health Club Dues	\$120	\$120	\$0	\$120	\$0	\$120	\$120
60201	FICA/Medicare-ER Share Exp	\$30,189	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$46,433	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$751	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$84,818	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,292	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$4,855	\$5,400	\$4,800	\$4,000	\$3,000	\$5,000	\$5,000
60251	Conferences/Training Expense	\$2,336	\$1,500	\$722	\$1,750	\$2,586	\$3,000	\$3,000
60256	Dues/Memberships Expense	\$243	\$250	\$245	\$0	\$160	\$160	\$160
Totals		\$573,611	\$438,932	\$459,472	\$478,651	\$276,691	\$495,668	\$495,668

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,543	\$2,500	\$2,468	\$2,000	\$0	\$2,000	\$2,000
60501	Operating Supp/Eqt Non-Cap	\$13,943	\$13,000	\$13,258	\$17,500	\$3,965	\$17,500	\$17,500
Totals		\$16,486	\$15,500	\$15,726	\$19,500	\$3,965	\$19,500	\$19,500

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21147 Police Investigative Services

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			TOTAL		RECOMMEND.	APPROP.	
DETECTIVE	1633	1.00	71,020.56	71,293.72	71,293.72		BALDWIN
DETECTIVE	10535	1.00	63,222.22	63,465.39	63,465.39		PLAMONDON
DETECTIVE	10779	1.00	67,035.70	67,293.53	67,293.53		GILL
DETECTIVE	30981	1.00	84,024.93	84,348.10	84,348.10		GREENWOOD
DETECTIVE	55200	1.00	73,098.69	73,379.84	73,379.84		PERKINS
DETECTIVE	58900	1.00	67,035.70	67,293.53	67,293.53		QUARLES
DETECTIVE	12150	0.60	34,181.99	34,313.46	34,313.46		CLOUTIER
TOTAL BUDGETED POSITIONS			6.60	459,619.78	461,387.55	461,387.55	



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: F-T Employee Wage Exp

Department Number: 21147

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$373,967.63	\$408,162.00	\$419,472.36	\$413,281.00	\$418,444.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$427,074.09	\$427,074.09		\$13,793.09

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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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21147

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$33,000.00	\$39,823.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$34,313.46	\$34,313.46		\$1,313.46

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.

Increase is due to employee's (Polygraph Examiner) weekly rate of pay x 52 weeks.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Overtime Wage Expense

Department Number: 21147

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$17,052.24	\$18,000.00	\$31,055.96	\$21,000.00	\$25,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$23,000.00	\$23,000.00		\$2,000.00

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.

Increase is due to wage increase.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Extra Holiday Pay Exp

Department Number: 21147

Account Number: 60112

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$11,554.45	\$5,500.00	\$3,176.68	\$5,500.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		(\$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.

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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Health Club Dues

Department Number: 21147

Account Number: 60127

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$120.00	\$120.00	\$0.00	\$120.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$120.00	\$120.00		\$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.

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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Clothing/Uniforms Expense

Department Number: 21147

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,855.00	\$5,400.00	\$4,800.00	\$4,000.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Conferences/Training Expense

Department Number: 21147

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,336.39	\$1,500.00	\$721.76	\$1,750.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$1,250.00

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.

Increase is due to increased training needs for specialized investigations.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Dues/Memberships Expense

Department Number: 21147

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$242.50	\$250.00	\$245.00	\$0.00	\$160.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$160.00	\$160.00		\$160.00

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 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

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

Department Number: 21147

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,542.69	\$2,500.00	\$2,468.29	\$2,000.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Police Investigative Services

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21147

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$13,943.43	\$13,000.00	\$13,257.72	\$17,500.00	\$17,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,500.00	\$17,500.00		\$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.

Evidence:

1. Evidence **processing** supplies \$1,000
 - Brushes
 - Powders
 - Lifters
 - Accutran / Microsil (tool marks)
 - Static lifts
 - Gel Lifters
 - Chemicals
 - Presumptive Tests
 - Scales and assorted forensic related tools
2. Evidence **Packaging** supplies \$500
 - Tape
 - Heat seal plastic
 - Boxes
 - Bags
 - Assorted tags, decals, cutting tools, cable ties etc.
3. New S61 benchtop model Cyanoacrylate fuming chamber \$11,300.
Total: \$12,800
1. Practical Homicide Investigation 5th Edition by Vernon Geberth
(A substantial resource for all death investigation, not just homicide)
\$121.93
2. Practical Aspects of Rape Investigation by Hazelwood and Burgess
\$74.56
3. Gunshot Wounds by Vincent DiMaio
\$77.50
4. Forensic Pathology by DiMaio
\$90.15
5. Bloodstain Pattern Analysis 3rd Edition by Bevel and Gardiner
\$132.29
6. The Sexual Exploitation of Children by Goldstein
\$79.99
7. Practical Fire and Arson Investigation by Redsicker and O'Connor
\$70.35
8. Practical Crime Scene Processing by Ross Gardner
\$87.36
9. Criminal Profiling : Introduction to Behavioral Evidence Analysis 4th ed.
By Turvey
\$75.74
10. Diagnostic and Statistical Manual of Mental Disorders (DSM 5)
\$159.32

Total: \$969.19

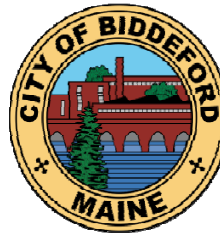
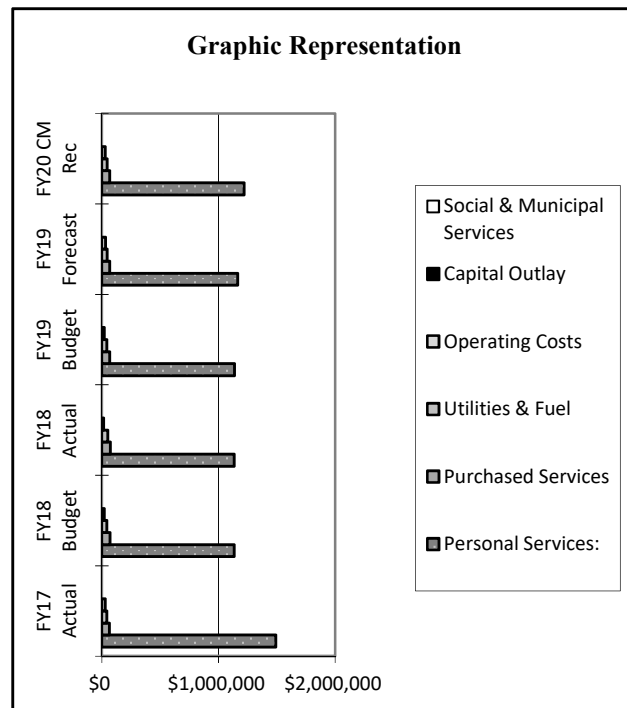
City of Biddeford, Maine

FY2020

Budget: Communications

Account Number: 21148

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$1,490,134	\$1,133,100	\$1,133,743	\$1,138,218	\$683,135	\$1,220,062	\$1,220,062
Purchased Services	\$63,010	\$70,629	\$70,762	\$66,000	\$58,190	\$66,000	\$66,000
Utilities & Fuel	\$42,584	\$41,000	\$49,525	\$41,000	\$25,668	\$45,000	\$45,000
Operating Costs	\$29,097	\$18,650	\$15,293	\$20,750	\$19,363	\$29,250	\$29,250
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,624,825	\$1,263,379	\$1,269,323	\$1,265,968	\$786,357	\$1,360,312	\$1,360,312



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$96,191
Workers Comp	\$6,063
Health Insurance	\$272,061
Retirement	\$115,378
Unemployment	\$1,089
Other Insurance	\$10,443
Total Fringe Benefit Impact	\$501,225
# of Full Time Employees	18.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$1,138,218	\$1,220,062	\$81,844	7.2%
Purchased Services	\$66,000	\$66,000	\$0	\$0
Utilities & Fuel	\$41,000	\$45,000	\$4,000	\$0
Operating Costs	\$20,750	\$29,250	\$8,500	41.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,265,968	\$1,360,312	\$94,344	7.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wz	\$158,916	\$163,111	\$164,490	\$168,397	\$94,050	\$173,865	\$173,865
60105	F-T Employee Wage Exp	\$786,312	\$861,864	\$803,960	\$849,421	\$484,949	\$917,397	\$917,397
60111	Overtime Wage Expense	\$90,382	\$82,500	\$135,352	\$92,500	\$83,772	\$100,000	\$100,000
60112	Extra Holiday Pay Exp	\$33,794	\$22,500	\$27,795	\$25,000	\$18,813	\$25,000	\$25,000
60201	FICA/Medicare-ER Share Exp	\$76,566	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$84,465	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$9,778	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$187	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$240,469	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$28	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$260	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$8,743	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$76	\$2,500	\$1,172	\$2,500	\$773	\$3,000	\$3,000
60252	Travel/Mileage Expense	\$158	\$625	\$974	\$400	\$779	\$800	\$800
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$1,490,134	\$1,133,100	\$1,133,743	\$1,138,218	\$683,135	\$1,220,062	\$1,220,062

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$62,638	\$68,129	\$70,361	\$64,000	\$57,408	\$64,000	\$64,000
60317	Translation Expense	\$372	\$2,500	\$401	\$2,000	\$782	\$2,000	\$2,000
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$63,010	\$70,629	\$70,762	\$66,000	\$58,190	\$66,000	\$66,000

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$1,663	\$2,500	\$4,286	\$2,500	\$4,122	\$5,000	\$5,000
60402	Phone/Celular/Paging Exp	\$40,921	\$38,500	\$45,239	\$38,500	\$21,546	\$40,000	\$40,000
Totals		\$42,584	\$41,000	\$49,525	\$41,000	\$25,668	\$45,000	\$45,000

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$7,794	\$7,500	\$9,213	\$7,500	\$2,049	\$10,000	\$10,000
60500	Admin/Office Supp/Eqt Non-C	\$2,544	\$1,900	\$2,852	\$2,250	\$95	\$2,250	\$2,250
60501	Operating Supp/Eqt Non-Cap	\$18,760	\$9,250	\$3,228	\$11,000	\$17,219	\$17,000	\$17,000
Totals		\$29,097	\$18,650	\$15,293	\$20,750	\$19,363	\$29,250	\$29,250

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21148 Communications

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
DEPUTY CHIEF	24440	1.00	88,640.76	88,981.69	88,981.69		FISK
IT SPECIALIST	30300	1.00	84,557.99	84,883.22	84,883.22		GOOCH
DISPATCHER	10661	1.00	55,638.13	55,852.12	55,852.12		BALLOU
DISPATCHER	10868	1.00	51,389.03	51,586.68	51,586.68		BOYDEN
DISPATCHER	10634	1.00	52,499.20	52,701.12	52,701.12		COLE
DISPATCHER	10467	1.00	56,173.73	56,389.78	56,389.78		LEGERE
DISPATCHER	42550	1.00	49,532.29	49,722.80	49,722.80		LEVASSEUR
DISPATCHER	43340	1.00	64,124.34	64,370.97	64,370.97		LORD
DISPATCHER	10700	1.00	54,609.78	54,819.81	54,819.81		MARTIN
DISPATCHER	10217	1.00	58,894.58	59,121.09	59,121.09		MILLS
DISPATCHER	10927	1.00	55,638.13	55,852.12	55,852.12		MOORE
DISPATCHER	37700	1.00	60,824.45	61,058.39	61,058.39		PELLETIER
DISPATCHER	10484	1.00	56,124.96	56,340.83	56,340.83		PENDLETON
DISPATCHER	50135	1.00	60,672.77	60,906.12	60,906.12		PENNY
DISPATCHER	57505	1.00	59,041.81	59,268.90	59,268.90		POMEROY
DISPATCHER	10571	1.00	55,638.13	55,852.12	55,852.12		TOWNSEND
DISPATCHER	68180	1.00	60,672.77	60,906.12	60,906.12		WALKER
DISPATCHER	14125	1.00	62,408.11	62,648.14	62,648.14		WATERHOUSE
TOTAL BUDGETED POSITIONS			18.00	1,087,080.94	1,091,262.02	1,091,262.02	



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21148

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$158,915.73	\$163,111.00	\$164,490.31	\$168,397.00	\$169,055.90

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$173,864.90	\$173,864.90		\$5,467.90

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 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: F-T Employee Wage Exp

Department Number: 21148

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$786,311.82	\$861,864.00	\$803,959.58	\$849,421.00	\$831,510.26

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$917,397.12	\$917,397.12		\$67,976.12

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 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Overtime Wage Expense

Department Number: 21148

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$90,382.33	\$82,500.00	\$135,351.67	\$92,500.00	\$135,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,000.00	\$100,000.00		\$7,500.00

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.

Increase is due to escalation of overtime as a result of increased vacation time per the Union Contract.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Extra Holiday Pay Exp

Department Number: 21148

Account Number: 60112

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$33,794.34	\$22,500.00	\$27,795.07	\$25,000.00	\$25,000.00

FY 2020 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.

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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Conferences/Training Expense

Department Number: 21148

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$75.71	\$2,500.00	\$1,172.00	\$2,500.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

EMD/EFD annual CHE increase.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Travel/Mileage Expense

Department Number: 21148

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$158.08	\$625.00	\$974.28	\$400.00	\$850.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$400.00

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 increase due to mileage for training at MCJA



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Service Contracts Expense

Department Number: 21148

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$62,638.47	\$68,129.00	\$70,361.23	\$64,000.00	\$64,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$64,000.00	\$64,000.00		\$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.

Symantec Backup Exec	\$ 240.00
Time-Clock Plus	\$ 1,474.00
Tritech IMC - Support	\$ 24,133.75
CPI - OpenFox Messenger	\$ 1,030.00
Exacom - 5yr at \$5699 starting 6/13/13	\$ 5,699.00
Smith and Wesson - IdentiKit	\$ 495.00
Lexis Nexis AccuRint 12mo.	\$ 2,820.00
Maine State Security	\$ 300.00
Higgins- Datacard	\$ 125.00
RAD Care	disc
MorphoTrak Service Contract	\$ 5,470.00
Cisco Smartnets wireless 1142	disc
DigiCert	\$ 719.00
Digicert extra name	\$ 87.00
Hunter Camera Booking	\$ 299.00
RSA SecureCare 31.08 x 20	\$ 594.00
RSA Hardware Tokens x20	\$ 1,176.00
Fiber Maintenance contract	\$ 3,498.00
Minuteman Securities - C-Cure 9000 Series	\$ 250.00
City of Portland- P2P program	\$ 300.00
Justice JPMA - training	\$ 4,395.00
Pitney Bowes	\$ 3,588.00
Callyo (CID)	\$ 3,110.00
Katana Forensics (Perkins/Labrecque)	\$ 1,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Translation Expense

Department Number: 21148

Account Number: 60317

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$371.88	\$2,500.00	\$401.07	\$2,000.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Electricity Expense

Department Number: 21148

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,662.70	\$2,500.00	\$4,286.34	\$2,500.00	\$6,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Phone/Celular/Paging Exp

Department Number: 21148

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$40,920.93	\$38,500.00	\$45,238.75	\$38,500.00	\$38,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$40,000.00	\$40,000.00		\$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.

Number	Name	Plan Cost	Device Type	Totals
43 Phones	All Essential	\$1933.22 /Month	Handhelds	\$23,198.64
3	IPad s	\$120.00 /Month		\$1,440.00
	Aircard - IMC Switch	\$39.99	Aircard	
	Aircard - Unit 112	\$39.99	Aircard 4G	
	Aircard - Unit 116	\$39.99	Aircard	
	Aircard - Unit 111	\$39.99	Aircard 4G	
	Aircard - Unit 115	\$39.99	Aircard 4G	
	Aircard - Unit 111	\$39.99	Aircard	
	Aircard - Unit 112	\$39.99	Aircard 4G	
	Aircard - Lapierre	\$39.99	Aircard	
	Aircard - ACO	\$39.99	Aircard 4G	
	Aircard - Unit 113	\$39.99	Aircard	
	Aircard - Unit 117	\$39.99	Aircard 4G	
	Aircard Unit 118	\$39.99	Aircard 4G	
	Aircard - Greenwood	\$39.99	Aircard 4G	
	Aircard - Street Crimes	\$39.99	Aircard 4G	
	Total Aircard	\$559.86 /Month		\$6,718.32

Cell & Aircard Total:	\$31,356.96
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Internet Fees Command Staff connection:	\$126.05 /Month	\$1,512.60
Texting & paging payout for Dispatchers	\$20.00 /month/15	\$3,600.00
Teletype Fees	\$120.00/month	\$1,440.00
Straight talk for furtive operations	\$46.64/month	\$559.68
Consolidate Communications	\$60.-- /month	\$720.00

Total: \$7,832.28

Grand Total:	\$39,189.24
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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Operating Equip Repair Exp

Department Number: 21148

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,793.73	\$7,500.00	\$9,213.19	\$7,500.00	\$7,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

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Anticipated repair of aging radio/console equipment.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Communications

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

Department Number: 21148

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,543.53	\$1,900.00	\$2,851.85	\$2,250.00	\$2,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,250.00	\$2,250.00		\$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 2020 Budget Request

February 27, 2019

Department: Communications

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21148

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$18,759.64	\$9,250.00	\$3,227.53	\$11,000.00	\$22,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,000.00	\$17,000.00		\$6,000.00

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.

Replacement costs of aging equipment. New printer for Dispatch; Chair replacement; software update; UPS

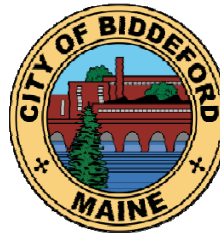
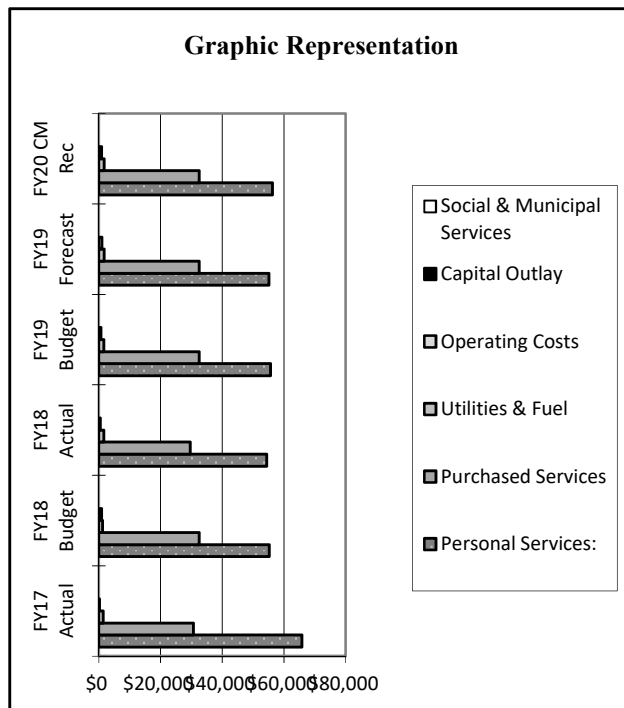
City of Biddeford, Maine

FY2020

Budget: Animal Control Officer

Account Number: 21149

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$65,796	\$55,254	\$54,430	\$55,663	\$31,021	\$56,248	\$56,248
Purchased Services	\$30,636	\$32,500	\$29,607	\$32,500	\$7,644	\$32,500	\$32,500
Utilities & Fuel	\$1,421	\$1,175	\$1,605	\$1,620	\$999	\$1,720	\$1,720
Operating Costs	\$125	\$850	\$481	\$600	\$615	\$850	\$850
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$97,977	\$89,779	\$86,123	\$90,383	\$40,279	\$91,318	\$91,318



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$4,654
Workers Comp	\$743
Health Insurance	\$7,932
Retirement	\$4,506
Unemployment	\$59
Other Insurance	\$780
Total Fringe Benefit Impact	\$18,674
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$55,663	\$56,248	\$585	1.1%
Purchased Services	\$32,500	\$32,500	\$0	\$0
Utilities & Fuel	\$1,620	\$1,720	\$100	\$0
Operating Costs	\$600	\$850	\$250	41.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$90,383	\$91,318	\$935	1.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$49,916	\$54,079	\$53,957	\$54,163	\$30,982	\$55,248	\$55,248
60111	Overtime Wage Expense	\$637	\$675	\$474	\$1,000	\$39	\$500	\$500
60201	FICA/Medicare-ER Share Exp	\$3,990	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$2,607	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$7,192	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$790	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$665	\$500	\$0	\$500	\$0	\$500	\$500
Totals		\$65,796	\$55,254	\$54,430	\$55,663	\$31,021	\$56,248	\$56,248

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$30,636	\$32,500	\$29,607	\$32,500	\$7,644	\$32,500	\$32,500
Totals		\$30,636	\$32,500	\$29,607	\$32,500	\$7,644	\$32,500	\$32,500

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$226	\$275	\$373	\$720	\$230	\$720	\$720
60411	Gasoline Expense	\$1,195	\$900	\$1,232	\$900	\$769	\$1,000	\$1,000
Totals		\$1,421	\$1,175	\$1,605	\$1,620	\$999	\$1,720	\$1,720

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$0	\$350	\$37	\$350	\$0	\$350	\$350
60501	Operating Supp/Eqt Non-Cap	\$125	\$500	\$444	\$250	\$615	\$500	\$500
Totals		\$125	\$850	\$481	\$600	\$615	\$850	\$850

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21149 Animal Control Officer

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED TOTAL				
ANIMAL CONTROL	10331	1.00	55,036.80	55,248.48	55,248.48		RUSSELL
TOTAL BUDGETED POSITIONS		1.00	55,036.80	55,248.48	55,248.48		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: F-T Employee Wage Exp

Department Number: 21149

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$49,915.76	\$54,079.00	\$53,956.96	\$54,163.00	\$54,163.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$55,248.48	\$55,248.48		\$1,085.48

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 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: Overtime Wage Expense

Department Number: 21149

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$637.20	\$675.00	\$473.53	\$1,000.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		(\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: Clothing/Uniforms Expense

Department Number: 21149

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$664.80	\$500.00	\$0.00	\$500.00	\$500.00

FY 2020 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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: Service Contracts Expense

Department Number: 21149

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$30,635.51	\$32,500.00	\$29,607.04	\$32,500.00	\$32,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$32,500.00	\$32,500.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: Phone/Celular/Paging Exp

Department Number: 21149

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$225.56	\$275.00	\$373.02	\$720.00	\$720.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$720.00	\$720.00		\$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 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: Gasoline Expense

Department Number: 21149

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,195.28	\$900.00	\$1,231.85	\$900.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21149

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$350.00	\$37.00	\$350.00	\$350.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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 2020 Budget Request

February 27, 2019

Department: Animal Control Officer

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21149

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$125.00	\$500.00	\$443.58	\$250.00	\$650.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$250.00

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.

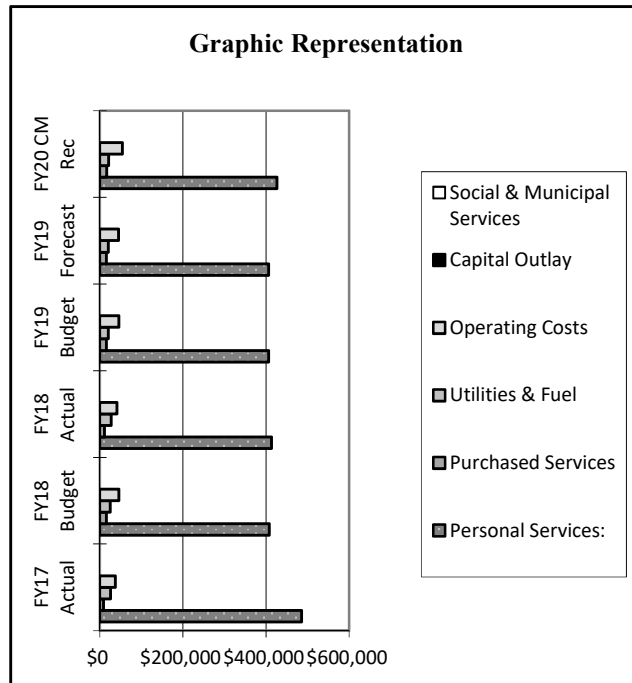
City of Biddeford, Maine

FY2020

Budget: Recreation

Account Number: 21124

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$485,524	\$407,530	\$413,329	\$405,984	\$244,790	\$426,186	\$423,746
Purchased Services	\$8,752	\$15,815	\$10,845	\$15,865	\$5,371	\$16,181	\$16,181
Utilities & Fuel	\$25,262	\$24,751	\$26,927	\$20,094	\$14,467	\$21,052	\$21,052
Operating Costs	\$37,112	\$45,970	\$40,694	\$45,540	\$22,105	\$53,720	\$51,220
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$556,651	\$494,066	\$491,794	\$487,483	\$286,733	\$517,139	\$512,199



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$33,018
Workers Comp	\$13,578
Health Insurance	\$57,437
Retirement	\$17,595
Unemployment	\$368
Other Insurance	\$3,763
Total Fringe Benefit Impact	\$125,758
# of Full Time Employees	7.35

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$405,984	\$423,746	\$17,762	4.4%
Purchased Services	\$15,865	\$16,181	\$316	\$0
Utilities & Fuel	\$20,094	\$21,052	\$958	\$0
Operating Costs	\$45,540	\$51,220	\$5,680	12.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$487,483	\$512,199	\$24,716	5.1%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$70,792	\$76,989	\$75,992	\$76,275	\$45,009	\$78,841	\$78,841
60105	F-T Employee Wage Exp	\$152,297	\$158,482	\$171,777	\$183,769	\$118,028	\$188,898	\$188,898
60106	P-T Employee Wage Exp	\$79,608	\$78,795	\$69,583	\$54,053	\$25,659	\$55,567	\$55,567
60107	Temp/Seasonal Emp Wage Ex	\$88,756	\$77,974	\$82,437	\$78,097	\$48,631	\$87,340	\$84,900
60111	Overtime Wage Expense	\$4,362	\$3,500	\$3,499	\$3,500	\$3,505	\$5,000	\$5,000
60129	Insurance Buyout Pay	\$1,875	\$1,500	\$1,500	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$29,582	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$6,032	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$9,018	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$32,580	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$673	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$250	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,598	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$195	\$1,250	\$796	\$1,250	\$0	\$1,500	\$1,500
60251	Conferences/Training Expense	\$1,629	\$800	\$255	\$800	\$100	\$800	\$800
60252	Travel/Mileage Expense	\$5,774	\$7,000	\$6,346	\$7,000	\$3,683	\$7,000	\$7,000
60253	Food/Lodging Expense	\$162	\$800	\$800	\$800	\$0	\$800	\$800
60256	Dues/Memberships Expense	\$340	\$440	\$345	\$440	\$175	\$440	\$440
Totals		\$485,524	\$407,530	\$413,329	\$405,984	\$244,790	\$426,186	\$423,746

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
60310	Service Contracts Expense	\$1,156	\$1,700	\$1,333	\$1,750	\$1,458	\$2,066	\$2,066
60365	Recreation Programs Expense	\$7,597	\$13,115	\$9,512	\$13,115	\$3,913	\$13,115	\$13,115
Totals		\$8,752	\$15,815	\$10,845	\$15,865	\$5,371	\$16,181	\$16,181

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$9,815	\$10,500	\$10,888	\$10,500	\$7,451	\$11,000	\$11,000
60402	Phone/Celular/Paging Exp	\$3,738	\$4,394	\$4,556	\$4,394	\$2,448	\$4,394	\$4,394
60405	Heating Fuel Expense	\$9,165	\$7,260	\$8,394	\$1,000	\$527	\$1,000	\$1,000
60410	Diesel Fuel Expense	\$1,858	\$1,967	\$2,202	\$3,500	\$3,461	\$3,536	\$3,536
60411	Gasoline Expense	\$686	\$630	\$887	\$700	\$579	\$1,122	\$1,122
Totals		\$25,262	\$24,751	\$26,927	\$20,094	\$14,467	\$21,052	\$21,052

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$8,026	\$9,000	\$6,945	\$9,000	\$4,309	\$9,000	\$9,000
60452	Operating Equip Repair Exp	\$3,015	\$4,000	\$4,219	\$4,000	\$69	\$4,000	\$4,000
60453	Vehicle Repair/Tires/Oil Exp	\$3,272	\$5,000	\$8,376	\$5,250	\$2,772	\$10,000	\$10,000
60500	Admin/Office Supp/Eqt Non-C	\$2,433	\$3,500	\$2,759	\$3,500	\$1,843	\$3,500	\$3,500
60501	Operating Supp/Eqt Non-Cap	\$17,365	\$16,890	\$15,466	\$16,890	\$10,887	\$19,390	\$16,890
60502	Printing & Copying Expense	\$3,001	\$6,680	\$2,593	\$6,000	\$2,225	\$6,880	\$6,880
60509	Cleaning Supplies Expense	\$0	\$900	\$336	\$900	\$0	\$950	\$950
Totals		\$37,112	\$45,970	\$40,694	\$45,540	\$22,105	\$53,720	\$51,220

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2019 BUDGET

DEPARTMENT: 21124 Recreation

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL	REQUESTED			
RECREATION DIRECTOR	68190	1.00	78,538.72	78,840.79	78,840.79		WALSH
ADMINISTRATIVE ASST.	12968	0.88	20,129.20	20,206.62	20,206.62		CONWAY
50+ COORDINATOR	20550	1.00	49,524.80	49,715.28	49,715.28		DROUIN
ADULT COORDINATOR	10098	1.00	45,572.80	45,748.08	45,748.08		DUNPHE
YOUTH COORDINATOR	24000	1.00	48,276.80	48,462.48	48,462.48		FECTEAU
RP MON-FRI	10361	0.73	23,374.00	23,463.90	23,463.90		0
PROGRAM ASSISTANT	10181	0.73	24,670.88	24,765.77	24,765.77		LAPIERRE
BUS DRIVER	8	0.30	9,359.66	9,395.66	9,395.66		VARIOUS
SEASONAL EMPLOYEES	9	-	87,005.36	87,340.00	87,340.00		0
RP MON-FRI	10831	0.73	22,620.00	22,707.00	22,707.00		0
TOTAL BUDGETED POSITIONS		7.35	409,072.23	410,645.58	410,645.58		



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Dept Manager Salary Exp

Department Number: 21124

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$70,791.88	\$76,989.00	\$75,992.28	\$76,275.00	\$76,275.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$78,840.79	\$78,840.79		\$2,565.79

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 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: F-T Employee Wage Exp

Department Number:

21124

Account Number:

60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$152,297.13	\$158,482.00	\$171,776.73	\$183,769.00	\$183,769.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$188,898.23	\$188,898.23		\$5,129.23

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.

Adult Coordinator Brian Dunphe	\$	45,748
Youth Coord. Mike Fecteau	\$	48,462
Director Ross Center & 50 Plus Club Deb Drouin	\$	49,715
Administrative Assistant at 22.5 Hrs - Pat Conway	\$	20,207
Program Assitant/Linda Lapierre	\$	24,766
Youth & Family Services Coordinator (Rev Fund)	\$	188,898



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: P-T Employee Wage Exp

Department Number: 21124

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$79,607.74	\$78,795.00	\$69,582.62	\$54,053.00	\$54,053.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$55,566.56	\$55,566.56		\$1,513.56

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.

Teen

RP Mon-Fri 2-6PM (29hrs*52.2wks)	\$	23,464
RP Mon-Fri 2-6PM (29hrs*52.2wks)	\$	22,707
Bus driver (15.75/hr*12 wk*48.5 wks) 15.00	\$	9,396
	\$	55,567



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21124

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$88,755.96	\$77,974.00	\$82,436.57	\$78,097.00	\$78,097.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$87,340.00	\$84,900.00		\$6,803.00

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.

	<u>Dept. Head</u>	<u>City Manager</u>
Youth Sports Assistant (15.00/hr*25hrs*10wks)	\$3,300.00	\$3,300.00
Enrichment Staff 365 Hrs * 12 hr Community Event Support	\$4,380.00	\$4,380.00
Park Facility Custodial/Maint April 1-Oct17-M,R,C,StL	\$14,900.00	\$14,900.00
Rotary Park Lifeguard Supervisor (17/hr*40hrs*12wks)	\$8,840.00	\$8,840.00
Rotary Park Lifeguards (5.5*40Hrs*13/hr*12wks)	\$34,320.00	\$34,320.00
Field Staff Lining, Field Prep 13/hr*20hrs*12wks	\$3,120.00	\$3,120.00
Clifford Park Steward (\$16/hr*30hr*11wks)	\$5,280.00	\$5,280.00
CIT Director 16*40*9	\$5,760.00	\$5,760.00
Staff - Evaluate/expand program access	\$7,440.00	\$5,000.00
	<u>\$87,340.00</u>	<u>\$84,900.00</u>

\$5,000 only covers once month (June 2020) for introduction of the program



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Overtime Wage Expense

Department Number:

21124

Account Number:

60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,362.38	\$3,500.00	\$3,499.43	\$3,500.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

Lifeguard RP OT Wages

5,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Clothing/Uniforms Expense

Department Number: 21124

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$195.00	\$1,250.00	\$796.00	\$1,250.00	\$1,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$250.00

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.

Lifeguard RP Gear

1,500.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Conferences/Training Expense

Department Number: 21124

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,628.93	\$800.00	\$255.00	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,600.00	\$800.00		\$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.

MMA, NNRPC, MRPA Conferences	\$800.00
Food/Lodging Conference to cover 5 staff	\$800.00
	\$1,600.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Travel/Mileage Expense

Department Number: 21124

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,773.77	\$7,000.00	\$6,346.18	\$7,000.00	\$7,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,000.00	\$7,000.00		\$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.

Mileage Incl seven reg staff plus seasonal cleaning staff
Bus Usage/Tcenter Substitutions-EZPASS

7,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Food/Lodging Expense

Department Number: 21124

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$162.06	\$800.00	\$799.50	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$800.00		\$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.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Dues/Memberships Expense

Department Number: 21124

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$340.00	\$440.00	\$345.00	\$440.00	\$440.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$440.00	\$440.00		\$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.

NRPA, New England Park Association, MRPA, Council on Senior Citizens

440.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21124

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Prof Conslt Rotary Beach Testing/Rotary Park

1000



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Service Contracts Expense

Department Number: 21124

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,155.50	\$1,700.00	\$1,333.00	\$1,750.00	\$1,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,066.00	\$2,066.00		\$316.00

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.

Teen Center Critter Control 68.00 month= 816.00

MyRec.com = 1 quarter 1250

\$ 2,066.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Recreation Programs Expense

Department Number: 21124

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,596.85	\$13,115.00	\$9,511.80	\$13,115.00	\$13,115.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,115.00	\$13,115.00		\$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.

Christmas, Halloween, Easter Entertainment,	\$	2,500
Winter B. Ball Board Cert Official Home Games (2 Ref)	\$	2,100
Fall Soccer Referees & Assignor Fees	\$	1,500
Bacon St (700), Fall Fest, River Jam	\$	2,700
ASCAP and BMI License	\$	700
Youth & Teen Programs	\$	1,990
Youth Summer Trips 1 per week*9wks*\$125-CIT	\$	1,125
Ross Center Holiday Social	\$	500
		13,115



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Electricity Expense

Department Number: 21124

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,815.43	\$10,500.00	\$10,888.04	\$10,500.00	\$10,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,000.00	\$11,000.00		\$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.

Covers 3 St. Louis Field Accounts , Pool Beach Bathhouse

11,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Phone/Celular/Paging Exp

Department Number: 21124

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,738.47	\$4,394.00	\$4,556.03	\$4,394.00	\$4,394.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,394.00	\$4,394.00		\$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.

Rotary Park, St.Louis Office, Cell Phones (6) -Computer Links with CH

4,394.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Heating Fuel Expense

Department Number: 21124

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,164.58	\$7,260.00	\$8,393.93	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Teen Center based on 1.50 gal, incl tank rental *660 gals. =990

990.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Diesel Fuel Expense

Department Number: 21124

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,858.18	\$1,967.00	\$2,201.98	\$3,500.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,536.00	\$3,536.00		\$36.00

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.

Based on 1600 gallons at 2.21 per gallon

\$ 3,536.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Gasoline Expense

Department Number: 21124

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$685.78	\$630.00	\$886.55	\$700.00	\$700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,122.00	\$1,122.00		\$422.00

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.

550 Gallns at 2.04 per gallon

\$ 1,122.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Building Repair/Maint Exp

Department Number: 21124

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,025.78	\$9,000.00	\$6,945.32	\$9,000.00	\$9,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$9,000.00		\$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.

Doran Fld	\$	500
St. Louis (included recharge fire extinguishers)	\$	2,300
Clifford Park	\$	500
Rotary Bathhouse	\$	2,000
Mayfield	\$	2,000
Teen Center (incl recharge fire extinguishers)	\$	1,700
	\$	9,000



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Operating Equip Repair Exp

Department Number: 21124

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,014.55	\$4,000.00	\$4,219.00	\$4,000.00	\$3,500.00

FY 2020 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.

Rotary and Clifford Skatepark upkeep

4,000.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21124

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,272.40	\$5,000.00	\$8,375.78	\$5,250.00	\$5,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$4,750.00

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.

Teen Center/Recreation Bus/2 Vans/ Ross Bus/2 trailers/2 ATVs

10,000



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

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

Department Number: 21124

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,433.38	\$3,500.00	\$2,758.77	\$3,500.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$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.

Supports Recreation, Teen Center, Ross Center and Cub Care Offices	\$	3,500.00
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Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21124

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$17,364.77	\$16,890.00	\$15,465.96	\$16,890.00	\$16,890.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,390.00	\$16,890.00		\$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.

	<u>Dept. Head</u>	<u>City Manager</u>
Ross Senior Center	\$2,040.00	\$2,040.00
Family Seasonal Events Youth & Teen	\$3,700.00	\$3,700.00
Safety Equipment-First Aid Supplies-Guard Equip	\$2,500.00	\$2,500.00
Safety Training-Summer Staff (50 staff)	\$1,200.00	\$1,200.00
Enrichment/Youth	\$1,500.00	\$1,500.00
Teen Center	\$2,230.00	\$2,230.00
Rotary 2 units,Doran 1unit,St Louis 1 unit * 8 mos	\$2,720.00	\$2,720.00
Festival Supply/Family Fest and Winterfest	\$1,000.00	\$1,000.00
Westbrook Skating Support	\$2,500.00	
	\$19,390.00	\$16,890.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Printing & Copying Expense

Department Number: 21124

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,001.44	\$6,680.00	\$2,592.87	\$6,000.00	\$6,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,880.00	\$6,880.00		\$880.00

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.

Program Receipts/Copier Support/Contract

6,880.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Recreation

Account Title: Cleaning Supplies Expense

Department Number: 21124

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$900.00	\$335.96	\$900.00	\$900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$950.00	\$950.00		\$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.

Covers, St Louis Field, Teen Center, Rotary Bathhouse, Mayfield, Clifford Park Facilities

950.00

City of Biddeford, Maine

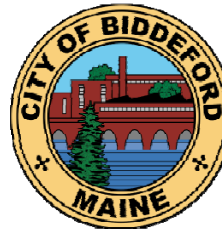
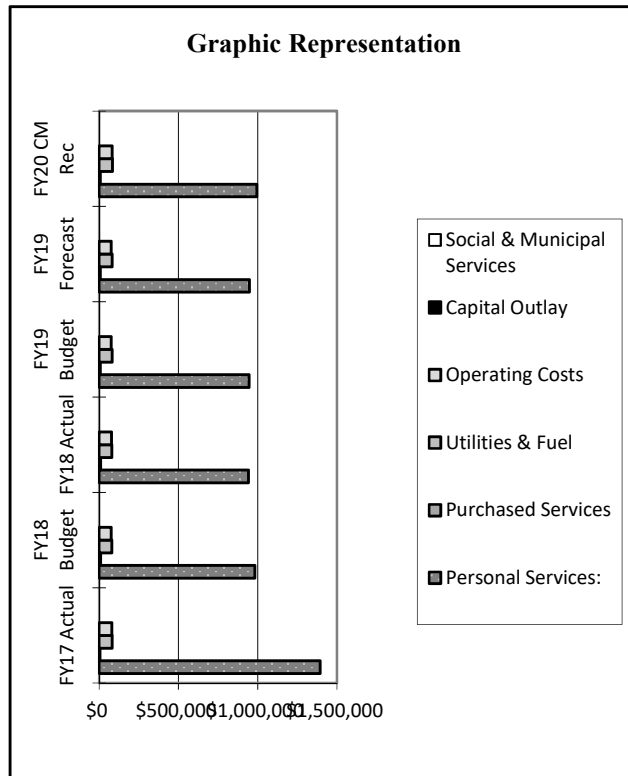
FY2020

Budget: PW Admin/Fleet Maint. Exp

Account Number: 21161

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$1,395,269	\$982,083	\$941,360	\$945,662	\$537,255	\$994,879	\$994,879
Purchased Services	\$5,183	\$8,250	\$9,104	\$6,950	\$5,091	\$6,650	\$6,650
Utilities & Fuel	\$82,049	\$79,928	\$78,528	\$80,600	\$33,090	\$84,125	\$84,125
Operating Costs	\$78,910	\$76,225	\$78,062	\$76,095	\$40,612	\$81,905	\$81,905
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,561,412	\$1,146,486	\$1,107,053	\$1,109,307	\$616,049	\$1,167,559	\$1,167,559

Graphic Representation



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$76,515
Workers Comp	\$31,450
Health Insurance	\$273,506
Retirement	\$96,712
Unemployment	\$899
Other Insurance	\$2,711
Total Fringe Benefit Impact	\$481,794
# of Full Time Employees	15.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personnel Services	\$945,662	\$994,879	\$49,217	5.2%
Purchased Services	\$6,950	\$6,650	-\$300	-4.3%
Utilities & Fuel	\$80,600	\$84,125	\$3,525	4.4%
Operating Costs	\$76,095	\$81,905	\$5,810	7.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$163,645	\$172,680	\$9,035	5.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$59,583	\$60,342	\$61,182	\$58,807	\$33,717	\$62,429	\$62,429
60102	Mid Mgmt Hrly Employee Wa	\$240,540	\$222,391	\$225,210	\$225,406	\$132,292	\$239,375	\$239,375
60105	F-T Employee Wage Exp	\$573,542	\$623,998	\$569,725	\$584,597	\$322,233	\$612,287	\$612,287
60111	Overtime Wage Expense	\$96,955	\$62,500	\$74,828	\$63,500	\$43,530	\$65,000	\$65,000
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$68,404	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$76,232	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$9,555	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$33,977	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$221,351	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$219	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$1,007	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$2,475	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$4,067	\$4,200	\$3,116	\$4,500	\$1,057	\$4,500	\$4,500
60251	Conferences/Training Expense	\$3,321	\$3,000	\$3,319	\$3,200	\$2,353	\$5,850	\$5,850
60252	Travel/Mileage Expense	\$3,487	\$4,800	\$3,599	\$4,800	\$1,680	\$4,886	\$4,886
60253	Food/Lodging Expense	\$0	\$300	\$0	\$300	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$552	\$552	\$380	\$552	\$392	\$552	\$552
Totals		\$1,395,269	\$982,083	\$941,360	\$945,662	\$537,255	\$994,879	\$994,879

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$4,908	\$8,000	\$8,724	\$6,600	\$4,923	\$6,300	\$6,300
60325	Postage/Shipping Expense	\$275	\$250	\$380	\$350	\$168	\$350	\$350
Totals		\$5,183	\$8,250	\$9,104	\$6,950	\$5,091	\$6,650	\$6,650

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$26,744	\$24,000	\$25,956	\$24,000	\$12,056	\$26,520	\$26,520
60401	Water Expense	\$2,207	\$2,640	\$2,359	\$1,900	\$1,800	\$2,475	\$2,475
60402	Phone/Celular/Paging Exp	\$8,600	\$9,788	\$9,148	\$10,000	\$4,490	\$9,670	\$9,670
60404	Sewer User Fee Expense	\$3,459	\$5,000	\$3,253	\$4,200	\$2,734	\$4,800	\$4,800
60405	Heating Fuel Expense	\$29,079	\$26,500	\$25,070	\$28,000	\$4,698	\$27,400	\$27,400
60411	Gasoline Expense	\$11,961	\$12,000	\$12,743	\$12,500	\$7,312	\$13,260	\$13,260
Totals		\$82,049	\$79,928	\$78,528	\$80,600	\$33,090	\$84,125	\$84,125

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$12,804	\$12,000	\$16,230	\$12,000	\$7,513	\$12,500	\$12,500
60452	Operating Equip Repair Exp	\$8,672	\$9,000	\$10,059	\$9,500	\$3,808	\$9,500	\$9,500
60453	Vehicle Repair/Tires/Oil Exp	\$21,388	\$9,000	\$8,042	\$8,750	\$5,657	\$8,850	\$8,850
60461	Repair/Maint-CommunsEquip	\$85	\$3,500	\$2,874	\$3,750	\$658	\$3,700	\$3,700
60500	Admin/Office Supp/Eqt Non-C	\$14,095	\$14,000	\$14,290	\$14,250	\$6,981	\$15,330	\$15,330
60501	Operating Supp/Eqt Non-Cap	\$6,483	\$8,750	\$6,983	\$8,850	\$6,780	\$8,850	\$8,850
60505	Construction Supplies	\$110	\$2,000	\$0	\$1,500	\$224	\$1,500	\$1,500
60506	Equipment/Small Tools-Non-c	\$11,376	\$14,250	\$14,550	\$13,770	\$6,741	\$17,950	\$17,950
60509	Cleaning Supplies Expense	\$2,731	\$3,100	\$3,558	\$3,100	\$2,251	\$3,100	\$3,100
60797	Miscellaneous Expense	\$1,165	\$625	\$1,476	\$625	\$0	\$625	\$625
Totals		\$78,910	\$76,225	\$78,062	\$76,095	\$40,612	\$81,905	\$81,905

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21161 PW Admin/Fleet Maint. Exp

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
PUBLIC WORKS DIRECTOR	10800	1.00	62,189.54	62,428.73	62,428.73		DEMERS
STREET WORKING SUPERVISOR	43400	1.00	68,215.92	68,478.29	68,478.29		LOVEJOY
ASST. PUBLIC WORKS DIRECTOR	45300	1.00	95,277.00	95,643.45	95,643.45		MARCOTTE
OPERATION MANAGER	53900	1.00	74,965.28	75,253.61	75,253.61		PARENT
MECHANIC 1	10143	1.00	58,316.13	58,540.42	58,540.42		BEAULIEU
HEAD MECHANIC	12725	1.00	60,137.17	60,368.46	60,368.46		COLLOMY
ADMIN. ASSISTANT	10104	1.00	52,638.77	52,841.22	52,841.22		COTE
BODY & FENDER	14325	1.00	59,301.63	59,529.72	59,529.72		COURT
MECHANIC 1	36850	1.00	54,416.96	54,626.26	54,626.26		JONES
MECHANIC 1	10914	1.00	50,453.52	50,647.57	50,647.57		FICKETT
MECHANIC 1	21580	1.00	56,195.15	56,411.29	56,411.29		DUNHAM
MECHANIC 1	32750	1.00	54,631.20	54,841.32	54,841.32		HARRIMAN
MECHANIC 1	35905	1.00	53,988.48	54,196.13	54,196.13		JACKSON
MECHANIC 1	50230	1.00	55,488.16	55,701.58	55,701.58		MORAIS
PARTS MAN	60910	1.00	54,374.11	54,583.24	54,583.24		ROSCIA
JOB ADJUSTMENTS	21	-	-	-	-		VARIOUS
TOTAL BUDGETED POSITIONS			15.00	910,589.02	914,091.29	914,091.29	



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Dept Manager Salary Exp

Department Number: 21161

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$59,583.40	\$60,342.00	\$61,182.27	\$58,807.00	\$58,807.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$62,428.73	\$62,428.73		\$3,621.73

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.

58% of Director's Salary
See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21161

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$240,540.24	\$222,391.00	\$225,209.67	\$225,406.00	\$225,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$239,375.35	\$239,375.35		\$13,969.35

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.

- 1 Street Working Supervisor salary with increase contract year.
- 1 Operations manager salary
- 1 Assistant Director

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: F-T Employee Wage Exp

Department Number: 21161

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$573,542.22	\$623,998.00	\$569,725.36	\$584,597.00	\$580,193.63

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$612,287.21	\$612,287.21		\$27,690.21

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.

Following positions wages with no increase.

- 1 Head Mechanic position
- 7 Mechanic positions
- 1 Body & Fender position
- 1 Parts Technician position
- 1 Admin. Asst. position

See Payroll worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Overtime Wage Expense

Department Number: 21161

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$96,955.00	\$62,500.00	\$74,828.43	\$63,500.00	\$70,508.81

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$65,000.00	\$65,000.00		\$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.

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Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Clothing/Uniforms Expense

Department Number: 21161

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,066.97	\$4,200.00	\$3,116.06	\$4,500.00	\$4,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00		\$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.

Contractual obligation for clothing for the following positions :

Street Working Supervisor

Head Mechanic

7 Mechanics

Body & Fender

Parts Tech.

Extra for new employee



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Conferences/Training Expense

Department Number: 21161

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,320.52	\$3,000.00	\$3,319.00	\$3,200.00	\$3,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,850.00	\$5,850.00		\$2,650.00

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.

Projected Training costs for the following positions :

Asst. Director

Op's manager

Street Working Supervisor

Head Mechanic

Mechanics

Body & Fender

Parts Tech.

Admin. Asst.

}	\$ 5,500.00
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Estimated cost related to off site training sessions

\$ 350.00

\$ 5,850.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Travel/Mileage Expense

Department Number: 21161

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,487.43	\$4,800.00	\$3,598.95	\$4,800.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,886.00	\$4,886.00		\$86.00

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.

Turnpike toll expenses for :

Trash trucks	524 trips per year.	\$3,144
Large Item truck	156 trips per year.	\$1,092
Parts pick up/misc.		\$650
	Totals:	\$4,886

Hauled to OOB several times not Westbrook



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Food/Lodging Expense

Department Number: 21161

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$300.00	\$0.00	\$300.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$300.00)

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.

Moved to 60251



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Dues/Memberships Expense

Department Number: 21161

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$552.00	\$552.00	\$380.00	\$552.00	\$392.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$552.00	\$552.00		\$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.

APWA (American Public Works Association) membership dues for following positions :

Director	\$184
Asst. Director	\$184
Ops Manager	\$184
Total:	\$552



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Service Contracts Expense

Department Number: 21161

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,908.11	\$8,000.00	\$8,723.73	\$6,600.00	\$6,600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,300.00	\$6,300.00		(\$300.00)

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.

Annual Service Contracts :

UST (underground storage tanks) Inspections : \$1,200

Interstate Fuel Fire System : \$600

Maine State Securities : \$600

Heating and Air Cond. System : \$3,200

Crane Inspections : \$700

Total: \$6,300



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Postage/Shipping Expense

Department Number: 21161

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$274.82	\$250.00	\$380.14	\$350.00	\$250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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.

Projected costs for shipping of parts



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Electricity Expense

Department Number: 21161

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$26,743.70	\$24,000.00	\$25,955.95	\$24,000.00	\$24,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,520.00	\$26,520.00		\$2,520.00

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.

Projected cost for Public Works Facility with 2% increase



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Water Expense

Department Number: 21161

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,207.33	\$2,640.00	\$2,358.60	\$1,900.00	\$2,400.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,475.00	\$2,475.00		\$575.00

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.

Projected cost for Public Works facility per Maine water with a projected 3% increase



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Phone/Celular/Paging Exp

Department Number: 21161

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,599.92	\$9,788.00	\$9,147.70	\$10,000.00	\$9,670.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,670.00	\$9,670.00		(\$330.00)

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.

Phone & GPS Units costs :

10 GPS units :	\$17.00/month/each	\$2,040
16 GPS Units :	\$18.95/month/each	\$3,540
4 Cell Phones :	\$34/month/each	\$1,224
2 Smart Phone :	\$61/month	\$1,464
2 Land Lines :	\$37.5/month/each	\$900
Misc. :		\$500

Total: \$9,668



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ☒ Admin/Fleet Maint. Exp

Account Title: Sewer User Fee Expense

Department Number: 21161

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,458.70	\$5,000.00	\$3,253.27	\$4,200.00	\$4,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,800.00	\$4,800.00		\$600.00

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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Projected cost based on Historical data



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Heating Fuel Expense

Department Number: 21161

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$29,078.51	\$26,500.00	\$25,069.73	\$28,000.00	\$27,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$27,400.00	\$27,400.00		(\$600.00)

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.

Projected cost based upon Historical data



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Gasoline Expense

Department Number: 21161

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$11,960.75	\$12,000.00	\$12,742.58	\$12,500.00	\$13,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,260.00	\$13,260.00		\$760.00

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.

Projected 6500 gallons @ \$2.04/gal

FY 19: (6) Months 3,050 gals.
FY 18 : 6,500 gals.
FY 17 : 6,310 gals.



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Building Repair/Maint Exp

Department Number: 21161

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$12,804.39	\$12,000.00	\$16,229.54	\$12,000.00	\$12,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,500.00	\$12,500.00		\$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.

Overhead Door Maint. :	\$6,000.00
Repairs/paint/electrical/lighting :	\$4,000.00
Misc. :	\$2,500.00
Total:	\$12,500.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Operating Equip Repair Exp

Department Number: 21161

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,672.04	\$9,000.00	\$10,059.15	\$9,500.00	\$9,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,500.00	\$9,500.00		\$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.

Mechanical lifts :	\$1,600
Vehicle jacks :	\$1,000
Oil dispensing/reclaiming syst. :	\$2,800
Compressors :	\$800
Fuel Island :	\$2,500
Power washer	\$800
Total:	\$9,500



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21161

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$21,387.55	\$9,000.00	\$8,042.40	\$8,750.00	\$8,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,850.00	\$8,850.00		\$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.

1	\$1,250
2	\$1,600
3	\$2,100
7	\$1,100
9	\$1,500
42	\$1,200

TOTAL:	\$8,750
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Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Repair/Maint-CommunsEquip

Department Number: 21161

Account Number: 60461

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$85.00	\$3,500.00	\$2,874.44	\$3,750.00	\$2,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,700.00	\$3,700.00		(\$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.

PW share of the communication tower and components.	\$3,000
PW Facility Radios & Units 1, 2, 3, 7, 9, 42 :	\$700
Total:	\$3,700



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

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

Department Number: 21161

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$14,095.17	\$14,000.00	\$14,289.55	\$14,250.00	\$14,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,330.00	\$15,330.00		\$1,080.00

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.

Maint. Dossier on-line service:	\$4,700
Laptop Updates :	\$850
Office Supplies :	\$2,550
Mitchell's online Manuals :	\$4,880
Scan Tool Support and upgrades:	\$1,400
Time clock support	\$950
Total:	\$15,330



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21161

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,483.46	\$8,750.00	\$6,982.58	\$8,850.00	\$8,850.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,850.00	\$8,850.00		\$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.

<i>Prod.Maint. Supplies</i>	\$2,250
Safety Equip. :	\$2,400
Medical Supplies :	\$1,000
Safety Boots :	\$2,200
OSHA/DOL Mandates :	\$1,000
Total:	\$8,850



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Construction Supplies

Department Number: 21161

Account Number: 60505

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$110.36	\$2,000.00	\$0.00	\$1,500.00	\$1,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

Hot top curbing	\$800
Gravel/Stone	\$400
Loam/seeding/Fertilizer	\$300

Total: \$1,500



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21161

Account Number: 60506

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$11,376.29	\$14,250.00	\$14,549.56	\$13,770.00	\$13,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,950.00	\$17,950.00		\$4,180.00

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.

Tool Allowance Per contract:	\$4,950
Replace Tire Machine	\$10,500
Misc. garage tools :	\$2,500

Total: \$17,950



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Cleaning Supplies Expense

Department Number: 21161

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,731.21	\$3,100.00	\$3,558.37	\$3,100.00	\$3,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,100.00	\$3,100.00		\$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.

Projected cost based upon historical data



Fiscal Year 2020 Budget Request

February 28, 2019

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Miscellaneous Expense

Department Number: 21161

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,165.02	\$625.00	\$1,476.37	\$625.00	\$625.00

FY 2020 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.

UST (Underground storage tanks) Registration:

\$200

CIRF Fees :

\$425

Total:

\$625

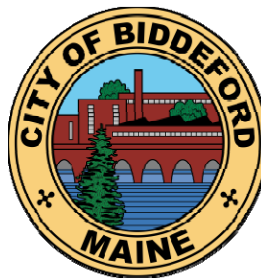
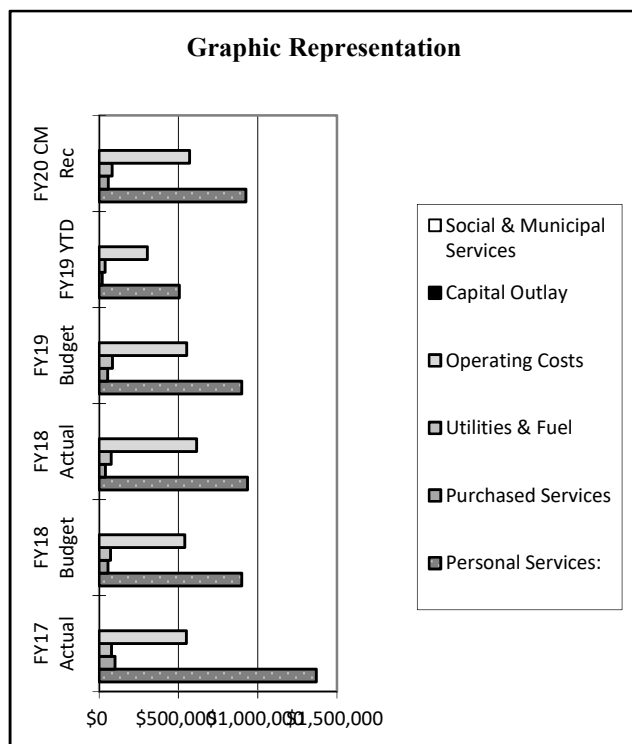
City of Biddeford, Maine

FY2020

Budget: Public Works Roads Maintenance

Account Number: 21162

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$1,370,014	\$898,608	\$935,030	\$900,210	\$505,828	\$926,550	\$926,550
Purchased Services	\$99,277	\$55,000	\$38,249	\$52,500	\$19,011	\$58,000	\$58,000
Utilities & Fuel	\$76,511	\$71,478	\$74,704	\$82,420	\$37,554	\$80,935	\$80,935
Operating Costs	\$549,011	\$540,550	\$614,955	\$552,195	\$304,494	\$570,054	\$570,054
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$2,094,812	\$1,565,636	\$1,662,937	\$1,587,325	\$866,887	\$1,635,539	\$1,635,539



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$71,738
Workers Comp	\$51,373
Health Insurance	\$259,871
Retirement	\$92,306
Unemployment	\$877
Other Insurance	\$7,020
Total Fringe Benefit Impact	\$483,185
# of Full Time Employees	18.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$900,210	\$926,550	\$26,340	2.9%
Purchased Services	\$52,500	\$58,000	\$5,500	\$0
Utilities & Fuel	\$82,420	\$80,935	-\$1,485	\$0
Operating Costs	\$552,195	\$570,054	\$17,859	3.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,587,325	\$1,635,539	\$48,214	3.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$726,073	\$796,274	\$724,596	\$798,660	\$437,299	\$830,935	\$830,935
60111	Overtime Wage Expense	\$240,559	\$93,684	\$201,671	\$94,900	\$65,522	\$88,665	\$88,665
60129	Insurance Buyout Pay	\$1,500	\$2,000	\$2,000	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$67,121	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$85,843	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$2,592	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$231,464	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$7,390	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$7,470	\$6,650	\$6,763	\$6,650	\$3,007	\$6,950	\$6,950
Totals		\$1,370,014	\$898,608	\$935,030	\$900,210	\$505,828	\$926,550	\$926,550

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60312	Temporary Contract Help Exp	\$20,955	\$25,000	\$16,210	\$25,000	\$10,000	\$25,000	\$25,000
60313	Construction Services Expense	\$74,787	\$25,000	\$18,258	\$22,500	\$3,096	\$25,000	\$25,000
60346	Removal of Trees & Stumps	\$3,535	\$5,000	\$3,782	\$5,000	\$5,915	\$8,000	\$8,000
Totals		\$99,277	\$55,000	\$38,249	\$52,500	\$19,011	\$58,000	\$58,000

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60410	Diesel Fuel Expense	\$72,144	\$66,240	\$71,020	\$77,500	\$34,610	\$76,245	\$76,245
60411	Gasoline Expense	\$4,367	\$5,238	\$3,684	\$4,920	\$2,944	\$4,690	\$4,690
Totals		\$76,511	\$71,478	\$74,704	\$82,420	\$37,554	\$80,935	\$80,935

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$104,197	\$78,550	\$76,984	\$87,500	\$45,851	\$90,600	\$90,600
60453	Vehicle Repair/Tires/Oil Exp	\$139,699	\$87,000	\$146,413	\$87,000	\$74,008	\$87,000	\$87,000
60457	Road Maint/Improve Non-Cap	\$59,364	\$67,500	\$52,155	\$67,500	\$39,131	\$67,500	\$67,500
60461	Repair/Maint-CommunsEquip	\$0	\$0	\$605	\$650	\$0	\$650	\$650
60462	Road Painting Expense	\$3,156	\$67,500	\$60,967	\$64,420	\$5,890	\$64,297	\$64,297
60501	Operating Supp/Eqt Non-Cap	\$7,442	\$9,500	\$7,360	\$9,500	\$4,992	\$9,500	\$9,500
60503	Road Salt Expense	\$208,017	\$195,000	\$237,314	\$202,500	\$124,455	\$210,200	\$210,200
60505	Construction Supplies	\$16,439	\$20,500	\$17,040	\$20,500	\$4,235	\$20,500	\$20,500
60506	Equipment/Small Tools-Non-c	\$3,525	\$4,000	\$4,088	\$4,000	\$1,264	\$12,200	\$12,200
60507	Street Signs Expense	\$7,172	\$11,000	\$12,029	\$8,625	\$4,668	\$7,607	\$7,607
Totals		\$549,011	\$540,550	\$614,955	\$552,195	\$304,494	\$570,054	\$570,054

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21162 Public Works Roads Maintenance

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
TRUCK DRIVER 2	2880	1.00	45,483.15	45,658.09	45,658.09		BELISLE
EQUIPMENT OPERATOR 1	10170	1.00	52,295.98	52,497.12	52,497.12		BLAIS
TRUCK DRIVER 1	53070	1.00	47,989.76	48,174.34	48,174.34		FARLEY
LABORER 1/UTILITY	10928	1.00	39,355.89	39,507.26	39,507.26		DELUCA
TRUCK DRIVER 1	27660	1.00	48,418.24	48,604.46	48,604.46		GAGNON
TRUCK DRIVER 2	27700	1.00	45,911.63	46,088.22	46,088.22		GALLANT
EQUIPMENT OPERATOR 2	10591	1.00	47,754.10	47,937.77	47,937.77		GIRARD
TRUCK DRIVER 2	10433	1.00	43,876.35	44,045.11	44,045.11		GUAY
EQUIPMENT OPERATOR 2	10598	1.00	47,432.74	47,615.17	47,615.17		JEWETT
LABORER 1/UTILITY	10910	1.00	39,355.89	39,507.26	39,507.26		SEDLIS
TRUCK DRIVER 1	41360	1.00	47,989.76	48,174.34	48,174.34		LAVOIE
EQUIPMENT OPERATOR 2	10432	1.00	47,754.10	47,937.77	47,937.77		LOVEJOY
TRUCK DRIVER 1	48650	1.00	47,989.76	48,174.34	48,174.34		MENARD
EQUIPMENT OPERATOR 1	10013	1.00	52,617.34	52,819.72	52,819.72		MORIN
TRUCK DRIVER 2	10713	1.00	42,912.27	43,077.32	43,077.32		MOULTON
LABORER 1/UTILITY	44800	1.00	42,226.70	42,389.11	42,389.11		NIGHTINGALE
EQUIPMENT OPERATOR 2	52140	1.00	49,725.10	49,916.35	49,916.35		NIGHTINGALE
TRUCK DRIVER 2	10652	1.00	42,912.27	43,077.32	43,077.32		DUBOIS
JOB ADJUSTMENTS	22	-	4,980.84	5,000.00	5,000.00		VARIOUS
TOTAL BUDGETED POSITIONS		18.00	836,981.88	840,201.04	840,201.04		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: F-T Employee Wage Exp

Department Number: 21162

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$726,073.21	\$796,274.00	\$724,595.75	\$798,660.00	\$797,160.46

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 830,935.04	\$830,935.04		\$32,275.04

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.

Wages for the following positions with increase contract year :

2 Operator I positions
4 Operator II positions
4 Truck Driver I positions
5 Truck Driver II positions
3 Laborer/Utility positions

See Payroll Worksheet for details

Remove the labor for mowing of parking lots and move it to 31235 (Parking Fund)	\$ (1,830.00)
Remove the labor for sweeping of parking lots and move it to 31235 (Parking Fund)	\$ (1,716.00)
Moved the maintainance labor to 31235 (Parking Lots)	\$ (5,720.00)



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Overtime Wage Expense

Department Number: 21162

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$240,559.11	\$93,684.00	\$201,670.78	\$94,900.00	\$110,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 88,665.00	\$88,665.00		(\$6,235.00)

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.

Projected overtime based upon historical data	\$	110,000.00
Remove the labor for mowing and sweeping of parking lots and move it to 31235 (Parking Fund)	\$	(21,335.00)



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Clothing/Uniforms Expense

Department Number: 21162

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,470.32	\$6,650.00	\$6,763.13	\$6,650.00	\$7,600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,950.00	\$6,950.00		\$300.00

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.

Contractual obligation for clothing for the following positions :

2 Operator I
4 Operator II
4 Truck Driver I
5 Truck Driver II
3 Laborer/Utility
Extra New employee's



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Temporary Contract Help Exp

Department Number: 21162

Account Number: 60312

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$20,954.65	\$25,000.00	\$16,209.53	\$25,000.00	\$20,000.00

FY 2020 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.

Weed Control Program 4 months :	\$20,000
Reserve Emergency Personnel :	\$5,000



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Construction Services Expense

Department Number: 21162

Account Number: 60313

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$74,787.09	\$25,000.00	\$18,258.30	\$22,500.00	\$20,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,000.00	\$25,000.00		\$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.

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Spoils Crushing :	\$7,500.00
Contract Specialty Work :	\$7,500.00
Snow Hauling :	\$10,000.00
Total:	\$25,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Removal of Trees & Stumps

Department Number: 21162

Account Number: 60346

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,535.00	\$5,000.00	\$3,781.57	\$5,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,000.00	\$8,000.00		\$3,000.00

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.

Projected cost for removal of tree's



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Diesel Fuel Expense

Department Number: 21162

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$72,143.93	\$66,240.00	\$71,019.76	\$77,500.00	\$60,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$76,245.00	\$76,245.00		(\$1,255.00)

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.

Projected 34,500 gallons @ \$2.21 per gal.

FY 19 : (6 Months)	12016 gals.
FY 18 :	33784 gals.
FY 17 :	37,305 gals.
FY 16 :	25,068 gals.
Fy 15 :	38,106 gals.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Gasoline Expense

Department Number: 21162

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,366.72	\$5,238.00	\$3,684.05	\$4,920.00	\$4,920.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,690.00	\$4,690.00		(\$230.00)

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.

Projected 2,300 gallons @ \$2.04 per gal.

FY 19 : (6 Months) 1109 gals.

FY 18: 1940 gals.

FY 17 : 2,306 gals.

FY 16 : 2,481 gals.

FY 15 : 2,295 gals.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Operating Equip Repair Exp

Department Number: 21162

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$104,197.02	\$78,550.00	\$76,984.26	\$87,500.00	\$90,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$90,600.00	\$90,600.00		\$3,100.00

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.

<u>Unit #</u>	<u>Cost</u>	<u>Unit #</u>	<u>Cost</u>
11	\$ 700.00	43	\$ 1,800.00
12	\$ 2,050.00	44	\$ 2,800.00
14	\$ 6,000.00	46	\$ 1,000.00
15	\$ 7,500.00	48	\$ 4,400.00
17	\$ 17,500.00	50	\$ 5,150.00
18	\$ 7,800.00	71	\$ 600.00
20	\$ 10,500.00	72	\$ 500.00
27	\$ 2,800.00	195	\$ 11,450.00
32	\$ 5,000.00	93	\$ 1,600.00
41	\$ 1,450.00		
		\$ 90,600.00	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21162

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$139,698.76	\$87,000.00	\$146,413.42	\$87,000.00	\$8,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$87,000.00	\$87,000.00		\$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.

<u>Unit #</u>	<u>Cost</u>	<u>Unit #</u>	<u>Cost</u>
5	\$ 3,160.00	57	\$ 5,900.00
6	\$ 100.00	58	\$ 25.00
28	\$ -	62	\$ 425.00
29	\$ 225.00	63	\$ 10,000.00
30	\$ 965.00	64	\$ 4,400.00
31	\$ 4,200.00	66	\$ 500.00
36	\$ 4,750.00	67	\$ 800.00
37	\$ 225.00	68	\$ 300.00
38	\$ 225.00	69	\$ 3,500.00
40	\$ 200.00	73	\$ 9,750.00
45	\$ 225.00	74	\$ 5,100.00
47	\$ -	75	\$ 6,500.00
49	\$ 4,000.00	76	\$ 5,000.00
54	\$ -	77	\$ 7,400.00
56	\$ 6,000.00	80	\$ 3,125.00

\$ 87,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Road Maint/Improve Non-Cap

Department Number: 21162

Account Number: 60457

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$59,363.68	\$67,500.00	\$52,154.96	\$67,500.00	\$67,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$67,500.00	\$67,500.00		\$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.

Projected need for spot paving repairs



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Repair/Maint-CommunsEquip

Department Number: 21162

Account Number: 60461

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$604.66	\$650.00	\$650.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		\$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.

Replacement cost for 1 radio (New truck coming in).



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Road Painting Expense

Department Number: 21162

Account Number: 60462

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,156.12	\$67,500.00	\$60,966.62	\$64,420.00	\$67,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 64,297.00	\$64,297.00		(\$123.00)

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 services for centerlines, edge lines, fog lines, lane lines :	\$47,000
In house sevices for arrows, cross walks, lettering, parking stalls :	\$20,500
Move to 31235 (Parking Lot) maintenance	\$ (3,203.00)



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21162

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,442.22	\$9,500.00	\$7,359.65	\$9,500.00	\$9,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,500.00	\$9,500.00		\$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.

Prod./Maint. Supplies :	\$4,700
Industrial Chemicals :	\$1,200
Safety Boots :	\$3,600
Total:	\$9,500



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Road Salt Expense

Department Number: 21162

Account Number: 60503

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$208,017.45	\$195,000.00	\$237,313.53	\$202,500.00	\$202,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$210,200.00	\$210,200.00		\$7,700.00

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.

Salt 3,200 tons @ \$58.50/tn :	\$187,200
Mag. Chloride 20,000 gals. @ \$1.15/gal :	\$23,000

Projected .05% Increase in salt
Added 200 tons do to More Icing events.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Construction Supplies

Department Number: 21162

Account Number: 60505

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$16,438.89	\$20,500.00	\$17,040.48	\$20,500.00	\$20,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,500.00	\$20,500.00		\$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.

Road/Drainage Const. Supplies :	\$17,000
Winter Sand :	\$3,000
Misc. :	\$500



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21162

Account Number: 60506

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,525.34	\$4,000.00	\$4,087.82	\$4,000.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,200.00	\$12,200.00		\$8,200.00

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.

Curbing Machine	\$11,000
Small Tools :	\$1,200



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Works Roads Maintenance

Account Title: Street Signs Expense

Department Number: 21162

Account Number: 60507

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,171.93	\$11,000.00	\$12,029.18	\$8,625.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 7,607.00	\$7,607.00		(\$1,018.00)

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.

Projected need based upon historical data

Moved to 31235 (Parking Lot) \$ (2,393.00)

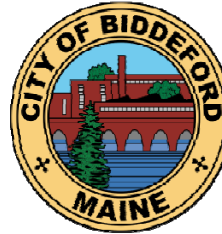
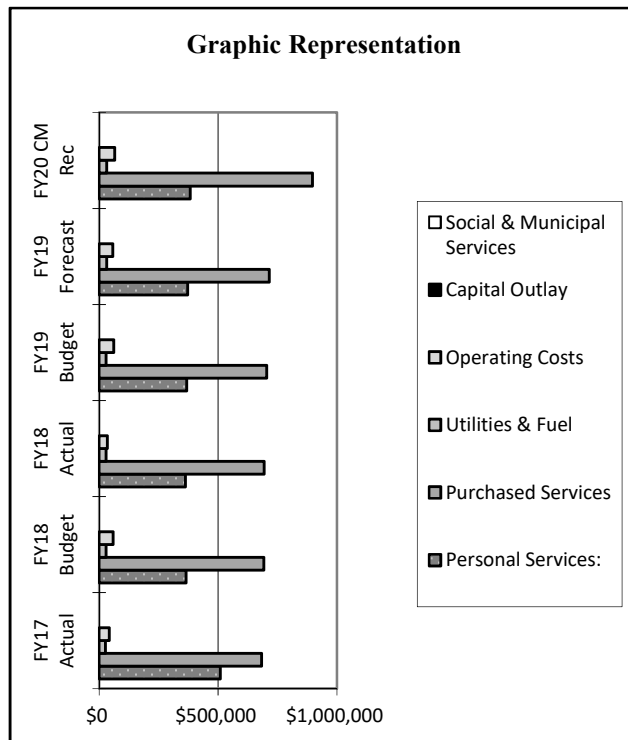
City of Biddeford, Maine

FY2020

Budget: Solid Waste Management

Account Number: 21164

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$509,552	\$365,079	\$362,413	\$368,002	\$213,035	\$382,875	\$382,875
Purchased Services	\$682,565	\$692,271	\$693,697	\$704,091	\$370,797	\$897,179	\$886,329
Utilities & Fuel	\$25,329	\$28,010	\$28,024	\$29,100	\$18,690	\$31,035	\$31,035
Operating Costs	\$42,635	\$57,775	\$33,592	\$61,475	\$25,664	\$64,600	\$64,600
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,260,081	\$1,143,135	\$1,117,725	\$1,162,668	\$628,186	\$1,375,689	\$1,364,839



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$30,196
Workers Comp	\$13,692
Health Insurance	\$128,024
Retirement	\$31,084
Unemployment	\$356
Other Insurance	\$3,362
Total Fringe Benefit Impact	\$206,715
# of Full Time Employees	8.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$368,002	\$382,875	\$14,873	4.0%
Purchased Services	\$704,091	\$886,329	\$182,238	\$0
Utilities & Fuel	\$29,100	\$31,035	\$1,935	\$0
Operating Costs	\$61,475	\$64,600	\$3,125	5.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,162,668	\$1,364,839	\$202,171	17.4%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$64,163	\$65,477	\$65,746	\$65,568	\$37,205	\$68,791	\$68,791
60105	F-T Employee Wage Exp	\$262,089	\$268,452	\$268,448	\$272,084	\$157,183	\$283,734	\$283,734
60111	Overtime Wage Expense	\$30,927	\$27,500	\$25,505	\$27,500	\$17,762	\$27,500	\$27,500
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$24,420	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$23,263	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$98,164	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$28	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$241	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$3,128	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$3,130	\$3,650	\$2,715	\$2,850	\$884	\$2,850	\$2,850
Totals		\$509,552	\$365,079	\$362,413	\$368,002	\$213,035	\$382,875	\$382,875

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60311	Operations Contracts Expense	\$391,691	\$399,606	\$397,091	\$405,591	\$203,040	\$544,785	\$544,785
60313	Construction Services Expense	\$0	\$1,500	\$1,548	\$1,500	\$0	\$11,700	\$850
60340	Waste Tipping Fee Expense	\$255,965	\$271,665	\$284,658	\$277,500	\$158,862	\$323,194	\$323,194
60341	Non-Burnable Disposal Exp	\$34,103	\$18,500	\$10,399	\$18,500	\$8,895	\$16,500	\$16,500
60345	Rodent Control Expense	\$806	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
Totals		\$682,565	\$692,271	\$693,697	\$704,091	\$370,797	\$897,179	\$886,329

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60410	Diesel Fuel Expense	\$24,373	\$26,910	\$26,779	\$28,000	\$18,025	\$29,835	\$29,835
60412	Bottled Gas Expense	\$956	\$1,100	\$1,245	\$1,100	\$664	\$1,200	\$1,200
Totals		\$25,329	\$28,010	\$28,024	\$29,100	\$18,690	\$31,035	\$31,035

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$1,967	\$5,500	\$2,173	\$5,500	\$266	\$5,500	\$5,500
60453	Vehicle Repair/Tires/Oil Exp	\$28,119	\$34,250	\$29,833	\$34,000	\$20,872	\$35,000	\$35,000
60461	Repair/Maint-CommunsEquip	\$0	\$650	\$605	\$650	\$0	\$650	\$650
60501	Operating Supp/Eqt Non-Cap	\$4,900	\$4,800	\$2,012	\$5,250	\$2,737	\$5,250	\$5,250
60502	Printing & Copying Expense	\$1,795	\$4,575	(\$1,518)	\$4,575	\$941	\$4,500	\$4,500
60506	Equipment/Small Tools-Non-c	\$230	\$500	\$21	\$500	\$428	\$500	\$500
60797	Miscellaneous Expense	\$5,625	\$7,500	\$466	\$11,000	\$419	\$13,200	\$13,200
Totals		\$42,635	\$57,775	\$33,592	\$61,475	\$25,664	\$64,600	\$64,600

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21164 Solid Waste Management

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
SOLID WASTE/STREET WORK. SUPER.	40300	1.00	68,527.82	68,791.39	68,791.39		LAPOINTE
SOLID WASTE DRIVER/UTILITY	8000	1.00	19,195.90	19,269.73	19,269.73		BUDA
WASTE TRUCK DRIVER	17040	1.00	48,418.24	48,604.46	48,604.46		DALTON
WASTE TRUCK DRIVER	51250	1.00	48,868.14	49,056.10	49,056.10		NADEAU
WASTE HANDLER	10180	1.00	43,726.38	43,894.56	43,894.56		ROBERTS
SOLID WASTE LABORER/UTILITY	10494	1.00	39,591.55	39,743.83	39,743.83		ROBERTS
SOLID WASTE LABORER/UTILITY	10352	1.00	39,977.18	40,130.94	40,130.94		THIBODEAU
WASTE HANDLER	10693	1.00	42,869.42	43,034.31	43,034.31		VIGER
TOTAL BUDGETED POSITIONS		8.00	351,174.65	352,525.32	352,525.32		



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21164

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$64,162.93	\$65,477.00	\$65,745.73	\$65,568.00	\$68,791.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$68,791.39	\$68,791.39		\$3,223.39

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.

Solid Waste/Street Working Supervisor increase in salary contract year.

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: F-T Employee Wage Exp

Department Number: 21164

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$262,088.94	\$268,452.00	\$268,447.67	\$272,084.00	\$272,439.65

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$283,733.94	\$283,733.94		\$11,649.94

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.

Wages for the following positions with No pay increase.

40 % of Solid Waste Driver
2 Waste Truck Drivers
2 Waste Handlers
2 Solid Waste Laborer/Utility

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Overtime Wage Expense

Department Number: 21164

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$30,927.49	\$27,500.00	\$25,504.55	\$27,500.00	\$27,932.56

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$27,500.00	\$27,500.00		\$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.

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Projected overtime based upon historical data



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Clothing/Uniforms Expense

Department Number: 21164

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,129.50	\$3,650.00	\$2,715.17	\$2,850.00	\$2,850.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,850.00	\$2,850.00		\$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.

Contractual obligation for clothing for the following positions :

	unit (each)	Rate
Solid Waste/Street Working Supervisor	1	\$350
Solid Waste Driver	1	\$350
2 Waste truck Drivers	2	\$700
2 Waste Handlers	2	\$750
2 Solid Waste Laborer/Utility	1	\$700
Total:		\$2,850



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Operations Contracts Expense

Department Number: 21164

Account Number: 60311

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$391,690.84	\$399,606.00	\$397,091.42	\$405,591.00	\$409,926.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 544,785.00	\$ 544,785.00		\$139,194.00

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.

Curbside collection of recycling contract service

Projecting a 2% CPI increase
Current rate \$34.161 per month

FY 19 CPI increase : 3.09%
FY 18 CPI increase : 1.50%
FY 17 CPI increase : 0.10%

	<u>Tons</u>	<u>Tons</u>
Total Recycling Tons		2,549
Total Grandfathered Tons	<u>26</u>	
1/2 of the Grandfathered will not comply		(13)
Total 3-6 Units tons	<u>850</u>	
1/2 of the Grandfathered will not comply		(425)
	-17.2%	<u>(438)</u>
Total Tons		2,111
Surcharge rate per ton		<u>120.00</u>
Additional for grandfathered non-compliance to recycling - surcharge		\$ 253,320.00
		<u>50%</u>
Additional Expense		<u>\$ 126,660.00</u>



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Construction Services Expense

Department Number: 21164

Account Number: 60313

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,500.00	\$1,547.78	\$1,500.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,700.00	\$850.00		(\$650.00)

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.

Storage buildings :	\$850
Auto-gate :	\$10,850
Total:	\$11,700
Auto-gate	-\$10,850
	\$850



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Waste Tipping Fee Expense

Department Number: 21164

Account Number: 60340

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$255,965.30	\$271,665.00	\$284,658.39	\$277,500.00	\$292,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 323,193.50	\$323,193.50		\$45,693.50

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.

July 2019 through December 2019 :	2610 tns @ \$59.86 /tn	\$156,234	
January 2020 through June 2020 :	2327 tns @ \$ 61.05 /tn	\$142,063	
Projecting a 2% CPI increase		Total: \$298,297	

January 2019 CPI inc.:	1.02%
January 2018 CPI inc :	2.18%
January 2017 CPI inc. :	2.00%

Price as of 1/1/2019 \$59.86

Tons 3-6 Units	425
Rate per ton	\$ 58.58
Additional Waste Tipping'	\$ 24,896.50



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Non-Burnable Disposal Exp

Department Number: 21164

Account Number: 60341

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$34,102.96	\$18,500.00	\$10,399.32	\$18,500.00	\$12,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,500.00	\$16,500.00		(\$2,000.00)

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.

One HHW Collection Event :	\$12,000
Tires, waste oils/lubricants, etc. :	\$4,500
Total:	\$16,500



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Rodent Control Expense

Department Number: 21164

Account Number: 60345

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$805.63	\$1,000.00	\$0.00	\$1,000.00	\$840.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

PW Facility :	\$840
Landfill :	\$160
Total:	\$1,000



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Diesel Fuel Expense

Department Number: 21164

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$24,372.83	\$26,910.00	\$26,779.00	\$28,000.00	\$30,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,835.00	\$29,835.00		\$1,835.00

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.

Projected 13500 gal @ 2.21/gal

FY 19 usage (6 months)	7100 gallons
FY 18 usage :	13280 gallons
FY 17 usage :	12,787 gallons



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Bottled Gas Expense

Department Number: 21164

Account Number: 60412

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$956.43	\$1,100.00	\$1,244.55	\$1,100.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

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Projected need based upon historical data with price increase



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Operating Equip Repair Exp

Department Number: 21164

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,967.07	\$5,500.00	\$2,172.81	\$5,500.00	\$4,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,500.00	\$5,500.00		\$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.

Bailers :	\$2,300
Unit #82	\$1,500
Unit #83	\$0
Compactor	\$1,700
Total:	\$5,500



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21164

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$28,118.56	\$34,250.00	\$29,833.46	\$34,000.00	\$35,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,000.00	\$35,000.00		\$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.

Unit #	Cost
22	\$3,400
23	\$11,300
24	\$11,500
61	\$1,100
40% of 78	\$7,700
Total:	\$35,000



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Repair/Maint-CommunsEquip

Department Number: 21164

Account Number: 60461

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$650.00	\$604.66	\$650.00	\$650.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		\$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.

Replacement cost for 1 radio



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21164

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,900.04	\$4,800.00	\$2,011.84	\$5,250.00	\$4,350.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,250.00	\$5,250.00		\$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.

Bailing wire :	\$2,250
Safety Boots :	\$1,600
Violation Stickers :	\$500
Bins :	\$900
Total:	\$5,250



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Printing & Copying Expense

Department Number: 21164

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,794.92	\$4,575.00	-\$1,518.14	\$4,575.00	\$4,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00		(\$75.00)

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.

Funding for Solid Waste Commission for education, advertising, informational documents, Earth Machines.



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21164

Account Number: 60506

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$229.76	\$500.00	\$21.08	\$500.00	\$500.00

FY 2020 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.

Small tools :	\$250
Misc. :	\$250
Total:	\$500



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Solid Waste Management

Account Title: Miscellaneous Expense

Department Number: 21164

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,625.00	\$7,500.00	\$466.00	\$11,000.00	\$7,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,200.00	\$13,200.00		\$2,200.00

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.

Land Fill Monitoring		\$7,000.00
Transfer Station License/Fees:		\$500.00
Reporting-Law change ¹	\$85/hr x 20 hrs	\$1,700.00
Monitoring well repairs		\$3,500.00
(6) month portable toilet		\$500.00
	Total:	\$13,200.00

¹The Maine DEP provided notice that there is a plan to shift landfill monitoring reporting responsibilities to landfill

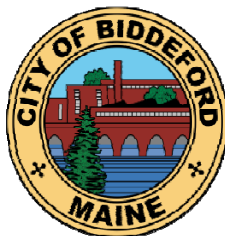
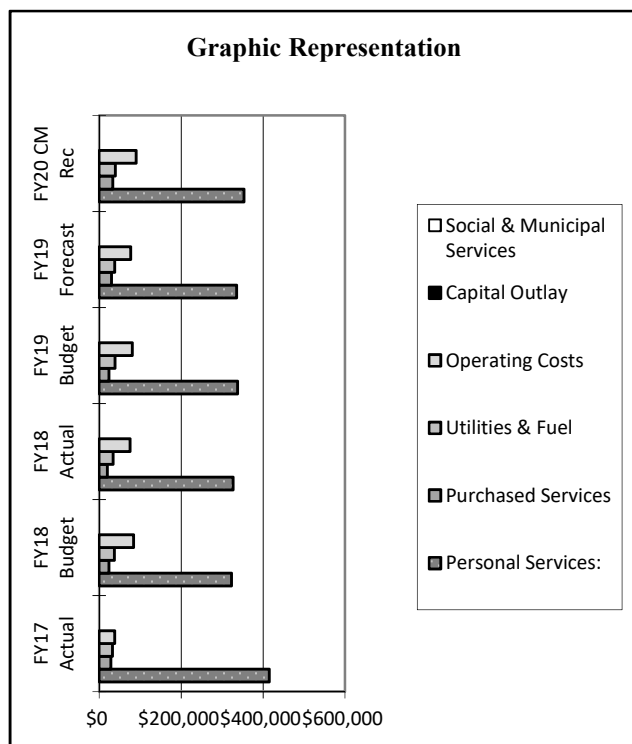
City of Biddeford, Maine

FY2020

Budget: Parks Maintenance

Account Number: 21165

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$414,957	\$322,673	\$327,131	\$337,619	\$195,925	\$353,312	\$353,312
Purchased Services	\$28,057	\$23,500	\$19,600	\$23,500	\$17,833	\$33,274	\$33,274
Utilities & Fuel	\$32,239	\$36,946	\$33,948	\$38,345	\$21,308	\$39,597	\$39,597
Operating Costs	\$37,644	\$83,585	\$75,146	\$80,400	\$21,787	\$90,450	\$90,450
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$512,897	\$466,704	\$455,825	\$479,864	\$256,854	\$516,633	\$516,633



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$27,575
Workers Comp	\$13,350
Health Insurance	\$97,150
Retirement	\$28,629
Unemployment	\$262
Other Insurance	\$2,582
Total Fringe Benefit Impact	\$169,548
# of Full Time Employees	6.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$337,619	\$353,312	\$15,693	4.6%
Purchased Services	\$23,500	\$33,274	\$9,774	\$0
Utilities & Fuel	\$38,345	\$39,597	\$1,252	\$0
Operating Costs	\$80,400	\$90,450	\$10,050	12.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$479,864	\$516,633	\$36,769	7.7%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$62,747	\$65,477	\$65,569	\$65,569	\$37,106	\$68,782	\$68,782
60105	F-T Employee Wage Exp	\$189,838	\$207,791	\$191,497	\$208,950	\$120,904	\$221,430	\$221,430
60106	P-T Employee Wage Exp	\$941	\$26,300	\$37,073	\$42,500	\$26,737	\$42,500	\$42,500
60111	Overtime Wage Expense	\$38,066	\$19,005	\$30,951	\$18,500	\$10,443	\$18,500	\$18,500
60129	Insurance Buyout Pay	\$1,625	\$2,000	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$20,414	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$22,700	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$254	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$73,915	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$28	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$226	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$2,221	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$1,984	\$2,100	\$2,041	\$2,100	\$735	\$2,100	\$2,100
Totals		\$414,957	\$322,673	\$327,131	\$337,619	\$195,925	\$353,312	\$353,312

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60313	Construction Services Expense	\$28,057	\$23,500	\$19,600	\$23,500	\$17,833	\$33,274	\$33,274
Totals		\$28,057	\$23,500	\$19,600	\$23,500	\$17,833	\$33,274	\$33,274

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$9,395	\$11,000	\$10,079	\$11,000	\$5,770	\$11,220	\$11,220
60401	Water Expense	\$5,453	\$7,536	\$5,995	\$7,700	\$6,500	\$8,500	\$8,500
60404	Sewer User Fee Expense	\$293	\$1,000	\$1,884	\$1,000	\$836	\$1,500	\$1,500
60410	Diesel Fuel Expense	\$5,108	\$5,382	\$4,119	\$6,345	\$1,370	\$5,525	\$5,525
60411	Gasoline Expense	\$11,990	\$12,028	\$11,871	\$12,300	\$6,833	\$12,852	\$12,852
Totals		\$32,239	\$36,946	\$33,948	\$38,345	\$21,308	\$39,597	\$39,597

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$327	\$1,000	\$2,022	\$1,000	\$17	\$1,200	\$1,200
60452	Operating Equip Repair Exp	\$12,799	\$16,750	\$8,608	\$17,250	\$6,970	\$18,000	\$18,000
60453	Vehicle Repair/Tires/Oil Exp	\$6,637	\$10,000	\$17,655	\$10,000	\$6,275	\$10,000	\$10,000
60454	Grounds Maint/Improve Exp	\$11,958	\$39,135	\$27,640	\$36,650	\$3,961	\$44,100	\$44,100
60461	Repair/Maint-CommunsEquip	\$0	\$650	\$0	\$0	\$0	\$650	\$650
60500	Admin/Office Supp/Eqt Non-C	\$466	\$500	\$758	\$500	\$0	\$500	\$500
60501	Operating Supp/Eqt Non-Cap	\$1,951	\$2,500	\$2,290	\$2,300	\$802	\$2,500	\$2,500
60505	Construction Supplies	\$574	\$1,500	\$5,241	\$2,000	\$2,276	\$2,500	\$2,500
60506	Equipment/Small Tools-Non-c	\$881	\$9,300	\$8,840	\$8,700	\$1,224	\$9,000	\$9,000
60509	Cleaning Supplies Expense	\$2,052	\$2,250	\$2,092	\$2,000	\$262	\$2,000	\$2,000
Totals		\$37,644	\$83,585	\$75,146	\$80,400	\$21,787	\$90,450	\$90,450

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 21165 Parks Maintenance

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
PARKS MAINTENANCE SUPERVISOR	45250	1.00	68,518.26	68,781.79	68,781.79		MARCHAND
PARKS & REC. MAINT. WORKER	9957	1.00	42,848.00	43,012.80	43,012.80		CANTARA
EQUIPMENT OPERATOR 3	24750	1.00	49,103.81	49,292.67	49,292.67		FLEURANT
PARKS MAINTENANCE	10555	1.00	42,312.40	42,475.14	42,475.14		HAUCK
PARKS & REC. MAINT. WORKER	10266	1.00	43,083.66	43,249.37	43,249.37		ROUSELLE
TRUCK DRIVER 2	10656	1.00	43,233.63	43,399.92	43,399.92		SPEAR
P-T PARKS MAINTENANCE WORKERS	26	-	42,337.16	42,500.00	42,500.00		0
TOTAL BUDGETED POSITIONS		6.00	331,436.92	332,711.68	332,711.68		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21165

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$62,746.50	\$65,477.00	\$65,568.90	\$65,569.00	\$64,553.91

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$68,781.79	\$68,781.79		\$3,212.79

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.

Parks Foreman salary increase contract year.

See Payroll Workseet for details



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: F-T Employee Wage Exp

Department Number: 21165

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$189,838.18	\$207,791.00	\$191,496.69	\$208,950.00	\$210,962.07

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$221,429.89	\$221,429.89		\$12,479.89

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.

Wages for the following positions :

3 Parks Maintenance Workers
Equipment Operator
Truck Driver II



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: P-T Employee Wage Exp

Department Number: 21165

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$941.02	\$26,300.00	\$37,073.30	\$42,500.00	\$42,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,500.00	\$42,500.00		\$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.

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Part Time Parks Maintenance worker @ \$14,400 yr (40 weeks/24 hours per week @ \$15.00 per/hr)

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Wages for 2 Downtown part time summer maintenance gardening employees

Dedicated Downtown part time (20wks/24 hrs/wk @ \$16.00 per hr)

Dedicated Downtown part time (20wks/20 hrs/wk @ \$15.00 per hr)



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Overtime Wage Expense

Department Number: 21165

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$38,066.04	\$19,005.00	\$30,950.55	\$18,500.00	\$15,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,500.00	\$18,500.00		\$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.

Overtime needs based upon historical data



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Clothing/Uniforms Expense

Department Number: 21165

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,984.00	\$2,100.00	\$2,041.28	\$2,100.00	\$2,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,100.00	\$2,100.00		\$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.

Contractual obligation for clothing for the following positions :

Parks Foreman
3 Parks Maintenance Workers
Equipment Operator
Truck Driver II



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Construction Services Expense

Department Number: 21165

Account Number: 60313

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$28,057.04	\$23,500.00	\$19,599.97	\$23,500.00	\$30,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,274.00	\$33,274.00		\$9,774.00

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.

Sports Field Inc.	\$7,520
Boston Co. :	\$21,754
Irrigation:	\$3,000
Cover/Uncover Ball field lights:	\$1,000
Total:	\$33,274



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Electricity Expense

Department Number: 21165

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,394.50	\$11,000.00	\$10,078.63	\$11,000.00	\$11,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,220.00	\$11,220.00		\$220.00

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.

Projected cost based upon historical data with a 2% rate increase



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Water Expense

Department Number: 21165

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,453.49	\$7,536.00	\$5,994.71	\$7,700.00	\$8,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,500.00	\$8,500.00		\$800.00

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.

Projected costs anticipating a 3% rate increase.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Sewer User Fee Expense

Department Number: 21165

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$293.22	\$1,000.00	\$1,883.84	\$1,000.00	\$1,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

Projected cost based upon historical data



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Diesel Fuel Expense

Department Number: 21165

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,107.94	\$5,382.00	\$4,119.28	\$6,345.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,525.00	\$5,525.00		(\$820.00)

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.

Projected 2,500 gallons at \$2.21/gal.

FY 19 usage : (6 months)	419 gallons
FY 18 usage :	2,006 gallons
FY 17 usage :	2,653 gallons
FY 16 usage :	1,969 gallons
FY 15 usage :	2,604 gallons



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Gasoline Expense

Department Number: 21165

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$11,990.06	\$12,028.00	\$11,871.40	\$12,300.00	\$12,300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,852.00	\$12,852.00		\$552.00

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.

Projected 6300 gallons @ \$2.04 /gal.

FY 19 usage : (6 months)	2,915 gallons
FY 18 usage :	6,264 gallons
FY 17 usage :	6,333 gallons
FY 16 usage :	5,849 gallons
FY 15 usage :	5,784 gallons



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Building Repair/Maint Exp

Department Number: 21165

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$326.65	\$1,000.00	\$2,022.28	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

Winterizing St. Louis Field bldg. : \$700
Utility systems : \$500

Total: \$1,200



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Operating Equip Repair Exp

Department Number: 21165

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$12,798.62	\$16,750.00	\$8,607.78	\$17,250.00	\$17,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,000.00	\$18,000.00		\$750.00

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.

Unit #	Cost
21	\$2,350
26	\$2,475
34	\$3,125
35	\$3,825
554	\$1,000
556	\$800
557	\$750
559-560	\$1,400
561	\$475
562	\$350
564	\$800
579	\$350
580	\$300

Total: \$18,000



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21165

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,636.84	\$10,000.00	\$17,655.36	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

Unit #	Cost
551	\$3,400
552	\$1,650
553	\$2,700
585	\$2,250
Total:	\$10,000



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Grounds Maint/Improve Exp

Department Number: 21165

Account Number: 60454

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$11,957.94	\$39,135.00	\$27,639.81	\$36,650.00	\$32,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,100.00	\$44,100.00		\$7,450.00

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.

Agricultural Supplies (loam, seed, Fertilizer) :	\$1,200
Play ground chips/Bark mulch	\$4,950
Atheltic Field Paint	\$5,350
Total:	\$11,500
Down Town Flowers:	
Hanging Baskets	\$1,800
Soil	\$225
Plants Annuals	\$7,000
Planters	\$6,000
MISC:	\$475
Total:	\$15,500
Maintanance of tree's	\$4,500
Turfce/Speedy dry	\$12,000
Dog waste	\$600
Total:	\$17,100
Grand Total:	\$44,100



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Repair/Maint-CommunsEquip

Department Number: 21165

Account Number: 60461

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$650.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		\$650.00

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.

Replacement cost for (1) 2 way radio



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

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

Department Number: 21165

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$466.05	\$500.00	\$757.50	\$500.00	\$500.00

FY 2020 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.

Misc. Office supplies



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21165

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,950.99	\$2,500.00	\$2,289.80	\$2,300.00	\$2,300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.

Safety Equipment :	\$600
Medical Supplies :	\$700
Safety Boots :	\$1,200
Total:	\$2,500



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Construction Supplies

Department Number: 21165

Account Number: 60505

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$573.80	\$1,500.00	\$5,241.41	\$2,000.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.

Fencing :	\$650
Benches :	\$450
Trash Cans :	\$450
Stone :	\$250
Misc. :	\$700

Total:	\$2,500
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Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21165

Account Number: 60506

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$880.94	\$9,300.00	\$8,840.37	\$8,700.00	\$8,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$9,000.00		\$300.00

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.

Rakes/shovels, weed wackers,blowers :	\$3,000
Replace 48" Riding lawn mower :	\$5,700
4x6 Utility trailer	\$300
	\$9,000



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Parks Maintenance

Account Title: Cleaning Supplies Expense

Department Number: 21165

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,051.81	\$2,250.00	\$2,092.12	\$2,000.00	\$2,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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.

Projected cost based upon historical data

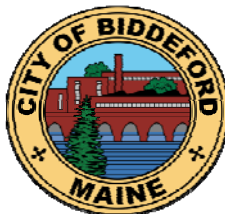
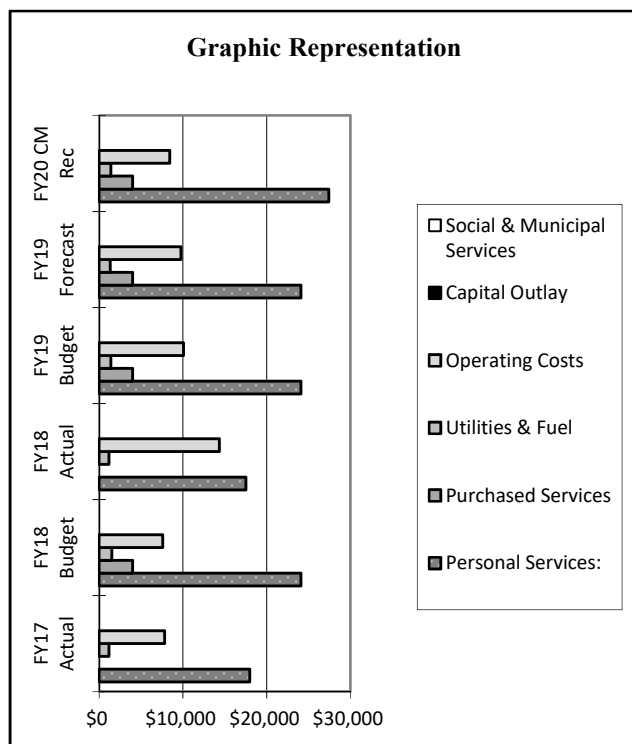
City of Biddeford, Maine

FY2020

Budget: Cemetery

Account Number: 21166

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$17,964	\$24,087	\$17,520	\$24,087	\$12,971	\$27,428	\$27,428
Purchased Services	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$4,000
Utilities & Fuel	\$1,162	\$1,492	\$1,172	\$1,370	\$788	\$1,376	\$1,376
Operating Costs	\$7,790	\$7,575	\$14,362	\$10,075	\$6,485	\$8,425	\$8,425
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$26,916	\$37,154	\$33,054	\$39,532	\$20,244	\$41,229	\$41,229



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$2,098
Workers Comp	\$1,104
Health Insurance	\$0
Retirement	\$0
Unemployment	\$52
Other Insurance	\$0
Total Fringe Benefit Impact	\$3,254
# of Full Time Employees	1.38

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$24,087	\$27,428	\$3,341	13.9%
Purchased Services	\$4,000	\$4,000	\$0	\$0
Utilities & Fuel	\$1,370	\$1,376	\$6	\$0
Operating Costs	\$10,075	\$8,425	-\$1,650	-16.4%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$39,532	\$41,229	\$1,697	4.3%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$2,200	\$2,450	\$2,400	\$2,450	\$1,400	\$2,450	\$2,450
60107	Temp/Seasonal Emp Wage Ex	\$14,488	\$21,637	\$15,120	\$21,637	\$11,571	\$24,978	\$24,978
60201	FICA/Medicare-ER Share Exp	\$1,276	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$17,964	\$24,087	\$17,520	\$24,087	\$12,971	\$27,428	\$27,428

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$4,000
Totals		\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$4,000

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$265	\$275	\$299	\$275	\$188	\$310	\$310
60401	Water Expense	\$139	\$330	\$126	\$200	\$79	\$200	\$200
60402	Phone/Celular/Paging Exp	\$308	\$336	\$336	\$340	\$196	\$340	\$340
60410	Diesel Fuel Expense	\$176	\$260	\$174	\$260	\$117	\$220	\$220
60411	Gasoline Expense	\$274	\$291	\$237	\$295	\$208	\$306	\$306
Totals		\$1,162	\$1,492	\$1,172	\$1,370	\$788	\$1,376	\$1,376

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$1	\$450	\$0	\$450	\$7	\$500	\$500
60452	Operating Equip Repair Exp	\$3,199	\$3,000	\$6,364	\$3,000	\$1,901	\$3,200	\$3,200
60454	Grounds Maint/Improve Exp	\$130	\$750	\$772	\$800	(\$625)	\$900	\$900
60457	Road Maint/Improve Non-Cap	\$4,443	\$2,500	\$4,000	\$2,500	\$2,446	\$2,500	\$2,500
60501	Operating Supp/Eqt Non-Cap	\$0	\$125	\$0	\$125	\$76	\$125	\$125
60506	Equipment/Small Tools-Non-c	\$17	\$750	\$3,226	\$3,200	\$2,679	\$1,200	\$1,200
Totals		\$7,790	\$7,575	\$14,362	\$10,075	\$6,485	\$8,425	\$8,425

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21166 Cemetery

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL				
SUPERVISOR OF BURIALS	10025	-	2,440.61	2,450.00	2,450.00		LETELLIER
CEMETERY MAINTENANCE WORKERS	27	1.38	24,882.00	24,977.70	24,977.70		PART-TIMES
TOTAL BUDGETED POSITIONS		1.38	27,322.61	27,427.70	27,427.70		



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Dept Manager Salary Exp

Department Number: 21166

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,200.00	\$2,450.00	\$2,400.00	\$2,450.00	\$2,450.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,450.00	\$2,450.00		\$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.

Wages for Superintendent of Burials.

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Temp/Seasonal Emp Wage Exp

Department Number:

21166

Account Number:

60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$14,487.56	\$21,637.00	\$15,120.19	\$21,637.00	\$21,637.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$24,977.70	\$24,977.70		\$3,340.70

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.

Wages for two part time cemetery workers.

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Service Contracts Expense

Department Number: 21166

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00

FY 2020 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.

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Projected costs for flags for Veterans graves or any other needs as needed.



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Electricity Expense

Department Number: 21166

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$265.18	\$275.00	\$299.17	\$275.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$310.00	\$310.00		\$35.00

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.

Projected cost based upon historical data with a 2% increase



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Water Expense

Department Number: 21166

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$138.83	\$330.00	\$125.84	\$200.00	\$150.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		\$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.

Projected costs per Maine Water Co. Historical data with a 3% increase



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Phone/Celular/Paging Exp

Department Number: 21166

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$308.00	\$336.00	\$336.00	\$340.00	\$340.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$340.00	\$340.00		\$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.

Projectd costs based upon historical data



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Diesel Fuel Expense

Department Number: 21166

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$176.31	\$260.00	\$173.56	\$260.00	\$220.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$220.00	\$220.00		(\$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.

Projected usage 100 gallons @ \$2.21/gal.

FY 19 usage 6 (months)	55 gallons
FY 18 usage :	85 gallons
FY 17 usage :	92 gallons
FY 16 usage :	115 gallons



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Gasoline Expense

Department Number: 21166

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$274.02	\$291.00	\$237.24	\$295.00	\$295.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$306.00	\$306.00		\$11.00

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.

Projected usage 150 gallons @ \$2.04/gal.

FY 19 usage : (6 months)	101 gallons
FY 18 usage :	127 gallons
FY 17 usage :	145 gallons
FY 16 usage :	171 gallons
FY 15 usage :	121 gallons



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Building Repair/Maint Exp

Department Number: 21166

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1.06	\$450.00	\$0.00	\$450.00	\$200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$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.

Projected costs for maintenance of office/maintenance building



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Operating Equip Repair Exp

Department Number: 21166

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,198.93	\$3,000.00	\$6,363.66	\$3,000.00	\$3,200.00

FY 2020 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.

(2) Riding mowers :	\$1,600
Hand mowers :	\$800
Weed whackers :	\$800
 Total:	 \$3,200



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Grounds Maint/Improve Exp

Department Number: 21166

Account Number: 60454

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$130.12	\$750.00	\$772.00	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$900.00	\$900.00		\$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.

Loam :	\$650
Seed & Fertilizer :	\$250
Total:	\$900



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Road Maint/Improve Non-Cap

Department Number: 21166

Account Number: 60457

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,443.06	\$2,500.00	\$4,000.00	\$2,500.00	\$2,446.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.

Paving costs for approx. 500 lf of roadway



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21166

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$125.00	\$0.00	\$125.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$125.00	\$125.00		\$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.

Rags, trash bags, cleaners, etc.



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Cemetery

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21166

Account Number: 60506

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$16.89	\$750.00	\$3,226.36	\$3,200.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		(\$2,000.00)

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.

Leaf Blower	\$500.00
(2) Weed Wackers	\$400.00
Lawn Mower	\$300.00
Total:	\$1,200.00

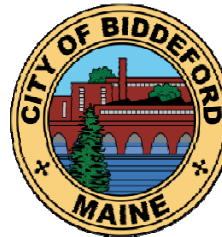
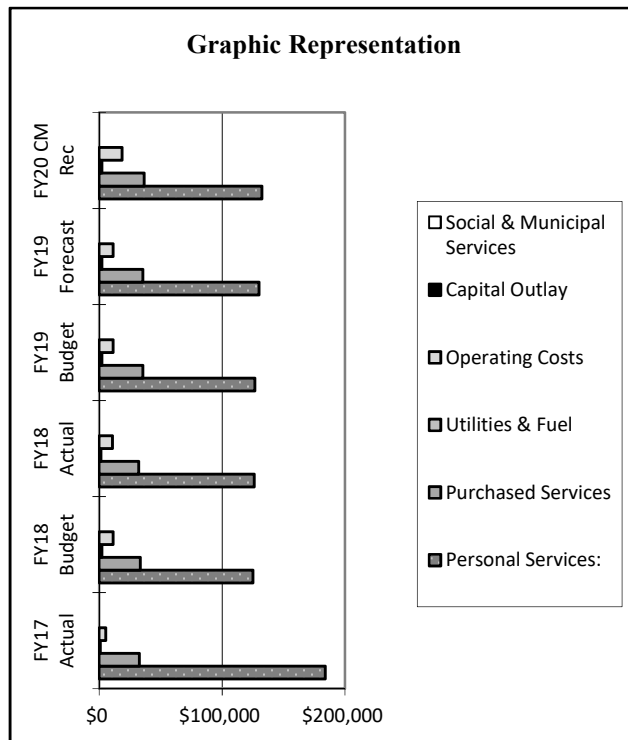
City of Biddeford, Maine

FY2020

Budget: Engineering

Account Number: 21167

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$184,094	\$125,108	\$126,240	\$126,577	\$71,944	\$132,427	\$132,427
Purchased Services	\$32,588	\$33,500	\$32,117	\$35,600	\$1,467	\$36,600	\$36,600
Utilities & Fuel	\$874	\$2,136	\$1,301	\$2,166	\$732	\$2,270	\$2,270
Operating Costs	\$5,164	\$11,350	\$10,790	\$11,150	\$1,876	\$18,450	\$18,450
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$222,721	\$172,094	\$170,448	\$175,493	\$76,020	\$189,747	\$189,747



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$10,426
Workers Comp	\$2,728
Health Insurance	\$30,227
Retirement	\$11,293
Unemployment	\$174
Other Insurance	\$1,741
Total Fringe Benefit Impact	\$56,589
# of Full Time Employees	3.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$126,577	\$132,427	\$5,850	4.6%
Purchased Services	\$35,600	\$36,600	\$1,000	\$0
Utilities & Fuel	\$2,166	\$2,270	\$104	\$0
Operating Costs	\$11,150	\$18,450	\$7,300	65.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$175,493	\$189,747	\$14,254	8.1%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$27,715	\$27,719	\$28,935	\$27,668	\$14,933	\$28,135	\$28,135
60102	Mid Mgmt Hrly Employee Wa	\$105,825	\$93,704	\$94,786	\$94,724	\$56,436	\$99,883	\$99,883
60111	Overtime Wage Expense	\$125	\$1,000	\$37	\$1,000	\$0	\$1,000	\$1,000
60129	Insurance Buyout Pay	\$150	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$9,664	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$8,720	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$1,821	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$24,977	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$59	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$483	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,082	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$892	\$450	\$500	\$750	\$325	\$750	\$750
60251	Conferences/Training Expense	\$764	\$650	\$883	\$800	\$250	\$1,050	\$1,050
60252	Travel/Mileage Expense	\$1,173	\$750	\$750	\$800	\$0	\$750	\$750
60256	Dues/Memberships Expense	\$195	\$300	\$350	\$300	\$0	\$325	\$325
60257	Professional License Fees Exp	\$450	\$535	\$0	\$535	\$0	\$535	\$535
Totals		\$184,094	\$125,108	\$126,240	\$126,577	\$71,944	\$132,427	\$132,427

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60304	Registry of Deeds Fee Expense	\$10	\$100	\$11	\$100	\$0	\$100	\$100
60306	Other Prof/Consult Svcs Exp	\$31,041	\$31,000	\$29,537	\$32,500	\$660	\$33,500	\$33,500
60310	Service Contracts Expense	\$1,537	\$2,400	\$2,569	\$3,000	\$807	\$3,000	\$3,000
Totals		\$32,588	\$33,500	\$32,117	\$35,600	\$1,467	\$36,600	\$36,600

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$0	\$1,166	\$438	\$1,166	\$204	\$1,250	\$1,250
60411	Gasoline Expense	\$874	\$970	\$863	\$1,000	\$529	\$1,020	\$1,020
Totals		\$874	\$2,136	\$1,301	\$2,166	\$732	\$2,270	\$2,270

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$0	\$500	\$600	\$200	\$0	\$300	\$300
60453	Vehicle Repair/Tires/Oil Exp	\$1,652	\$1,000	\$1,974	\$1,200	\$406	\$1,200	\$1,200
60500	Admin/Office Supp/Eqt Non-C	\$1,395	\$1,200	\$1,507	\$1,100	\$0	\$1,300	\$1,300
60501	Operating Supp/Eqt Non-Cap	\$1,397	\$3,500	\$2,704	\$3,500	\$883	\$3,500	\$3,500
60502	Printing & Copying Expense	\$9	\$150	\$0	\$150	\$0	\$150	\$150
60797	Miscellaneous Expense	\$711	\$5,000	\$4,005	\$5,000	\$588	\$12,000	\$12,000
Totals		\$5,164	\$11,350	\$10,790	\$11,150	\$1,876	\$18,450	\$18,450

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21167 Engineering

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
CITY ENGINEER	49240	1.00	28,027.12	28,134.91	28,134.91		MILLIGAN
ENGINEERING TECH	61915	1.00	35,078.59	35,213.50	35,213.50		SANCHIONI
ASST ENGINEER	10721	1.00	64,421.24	64,669.01	64,669.01		MALLOY
TOTAL BUDGETED POSITIONS			3.00	127,526.94	128,017.43	128,017.43	



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Dept Manager Salary Exp

Department Number: 21167

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$27,715.20	\$27,719.00	\$28,934.73	\$27,668.00	\$27,895.74

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,134.91	\$28,134.91		\$466.91

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.

30% of Engineer Salary with no increase included
See payroll Worksheet for details



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21167

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$105,824.89	\$93,704.00	\$94,785.75	\$94,724.00	\$98,017.02

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$99,882.52	\$99,882.52		\$5,158.52

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.

65 % of Eng. Tech. Wages with no increase included
Staff Engineer salary

See payroll worksheet for details.



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Overtime Wage Expense

Department Number: 21167

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$125.27	\$1,000.00	\$36.96	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Projected overtime costs for Eng. Tech. position



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Engineering

Account Title: Clothing/Uniforms Expense

Department Number:

21167

Account Number:

60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$892.01	\$450.00	\$499.64	\$750.00	\$750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$750.00	\$750.00		\$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.

Clothing Allowance for following positions:

Protective safety clothing

City Engineer

Staff Engineer

Eng. Tech.

	Fiscal Year	Budget	Actual
FY 16	\$	900.00	\$ 762.82
FY 17	\$	600.00	\$ 892.01
FY 18	\$	450.00 (6 months)	\$ 205.90



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Conferences/Training Expense

Department Number: 21167

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$763.98	\$650.00	\$883.05	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,050.00	\$1,050.00		\$250.00

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.

Training/education costs to maintain professional licenses

City Engineer:	\$	400.00
Staff Engineer:	\$	250.00
Eng. Tech. :	\$	250.00
Travel to Training:	\$	150.00
	\$	1,050.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Travel/Mileage Expense

Department Number: 21167

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,172.55	\$750.00	\$750.00	\$800.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$750.00	\$750.00		(\$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.

PACTS Mtgs:	\$ 350.00
State Muni.Engineers Meetings:	\$ 160.00
Storm water meetings	\$ 140.00
Misc. :	\$ 100.00
	\$ 750.00

	Fiscal Year	Budget	Actual
FY 17	\$	750.00	\$ 1,172.55
FY 18	\$	750.00	\$ 750.00
FY 19	\$	800.00	



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Dues/Memberships Expense

Department Number: 21167

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$195.00	\$300.00	\$350.00	\$300.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$325.00	\$325.00		\$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.

Maine Society of Land Surveyors:	\$	225.00
Maine Assoc. of Site Evaluators:	\$	100.00
	\$	<u>325.00</u>



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Professional License Fees Exp

Department Number: 21167

Account Number: 60257

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$450.00	\$535.00	\$0.00	\$535.00	\$535.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$535.00	\$535.00		\$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.

Maine Society of Land Surveyors:	\$	200.00
Maine Assoc. of Site Evaluators:	\$	100.00
(2) PE License fee's	\$	235.00
Total:	\$	535.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Engineering

Account Title: Registry of Deeds Fee Expense

Department Number:

21167

Account Number:

60304

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10.00	\$100.00	\$11.00	\$100.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		\$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.

Deed/Plan copies



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21167

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$31,040.88	\$31,000.00	\$29,537.13	\$32,500.00	\$32,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,500.00	\$33,500.00		\$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.

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All storm water fee's, Cumberland County storm water

Stormwater MS4 (ongoing training):

\$ 31,000.00

Thatcher Brook Watershed (ongoing training):

\$ 2,500.00

\$ 33,500.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Service Contracts Expense

Department Number: 21167

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,537.00	\$2,400.00	\$2,568.50	\$3,000.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

Plotter:	\$	1,200.00	Half charged to 35102
NRTK Base unit	\$	1,800.00	
	\$	3,000.00	



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Phone/Celular/Paging Exp

Department Number: 21167

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,166.00	\$438.07	\$1,166.00	\$1,166.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,250.00	\$1,250.00		\$84.00

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.

RTK Unit aircard \$39.17/month	\$ 570.00
Staff Engr. Smart phone \$58.00/month	\$ 680.00
	\$ 1,250.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Gasoline Expense

Department Number: 21167

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$874.20	\$970.00	\$863.36	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,020.00	\$1,020.00		\$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.

Projected usage 500 gallons @ 2.04 per gallon

FY 19 usage (6) months)

FY 18

FY 17 462 gallons

FY 16 393 gallons

FY 15 413 gallons



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Operating Equip Repair Exp

Department Number: 21167

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$600.00	\$200.00	\$200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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.

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Projected costs for upkeep transit and GPS / repair of GPS unit in the fall



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21167

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,652.19	\$1,000.00	\$1,974.09	\$1,200.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

Unit #	cost
59	\$ 1,200.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department:

Engineering

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

Department Number:

21167

Account Number:

60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,394.80	\$1,200.00	\$1,506.86	\$1,100.00	\$1,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,300.00	\$1,300.00		\$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.

Misc. Office Supplies



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21167

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,397.13	\$3,500.00	\$2,704.00	\$3,500.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$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.

Drafting supplies :	\$ 1,800.00
Survey supplies :	\$ 200.00
Books, manuals :	\$ 100.00
Software :	\$ 800.00
Construction supplies :	\$ 250.00
Small tools :	\$ 250.00
Safety equip. ;	\$ 100.00
	\$ 3,500.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Printing & Copying Expense

Department Number: 21167

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9.00	\$150.00	\$0.00	\$150.00	\$150.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00		\$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.

Printing of plans and specifications by outside vendors



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Engineering

Account Title: Miscellaneous Expense

Department Number: 21167

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$711.34	\$5,000.00	\$4,004.86	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$7,000.00

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.

Increase due to outside service needs.

Outside surveying services :	\$ 6,000.00
Outside Engineering Services :	\$ 6,000.00
	\$ 12,000.00

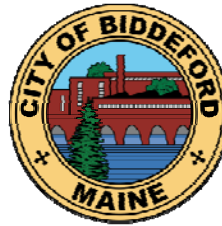
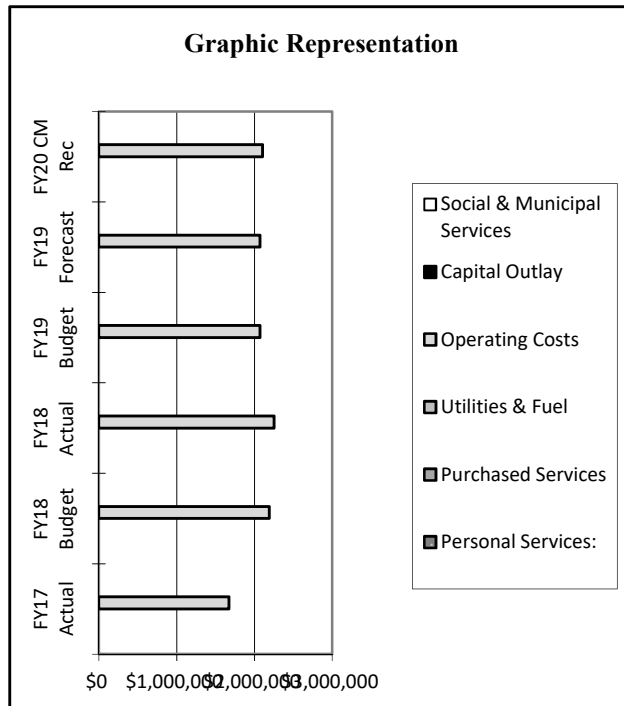
City of Biddeford, Maine

FY2020

Budget: Debt Service - Principal

Account Number: 21185

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$1,670,890	\$2,192,653	\$2,251,326	\$2,071,022	\$1,201,718	\$2,106,567	\$2,106,567
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,670,890	\$2,192,653	\$2,251,326	\$2,071,022	\$1,201,718	\$2,106,567	\$2,106,567



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$2,071,022	\$2,106,567	\$35,545	1.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,071,022	\$2,106,567	\$35,545	1.7%

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60750	Bond Principal Expense	\$1,136,957	\$1,646,424	\$1,645,894	\$1,526,803	\$926,509	\$1,433,619	\$1,433,619
60754	Lease Principal Expense	\$533,932	\$546,229	\$605,433	\$544,219	\$275,210	\$672,948	\$672,948
Totals		\$1,670,890	\$2,192,653	\$2,251,326	\$2,071,022	\$1,201,718	\$2,106,567	\$2,106,567



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Debt Service - Principal

Account Title: Bond Principal Expense

Department Number: 21185

Account Number: 60750

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,136,957.21	\$1,646,424.00	\$1,645,893.69	\$1,526,803.00	\$1,526,803.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	1,433,619.00	\$1,433,619.00		(\$93,184.00)

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.

Description	<u>2019</u>	<u>2020</u>
Road Reconstruction/Repair	200,000.00	200,000.00
2009 ARRA	29,605.50	29,605.50
2010 Road Project (Refunded 2017)	210,000.00	210,000.00
CSO Project (Refunded 2017)	225,000.00	225,000.00
1999 Refunding Bonds (Refunded 2017)	100,000.00	-
2011 Ice Arena	23,639.32	24,413.84
MERC Purchase	241,662.94	247,704.52
MERC Paid by Route 111 TIF	(138,000.00)	(138,000.00)
2013 GOB - CSO Project	60,000.00	60,000.00
2013 GOB - Roof Replacement	25,000.00	25,000.00
2013 Refunding 02 Bond - City	20,000.00	20,000.00
Bond Pay 12 CSO CWSRF	14,400.00	14,400.00
Clean Water Revolving Loan	15,495.40	15,495.40
2017 CSO Bonding	200,000.00	200,000.00
2017 Roads Bonding	300,000.00	300,000.00

Total City	1,526,803.16	1,433,619.26
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Fiscal Year 2020 Budget Request

February 27, 2019

Department: Debt Service - Principal

Account Title: Lease Principal Expense

Department Number: 21185

Account Number: 60754

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$533,932.46	\$546,229.00	\$605,432.79	\$544,219.00	\$544,219.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	672,948.00	\$672,948.00		\$128,729.00

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.

<u>DESCRIPTION OF LEASE</u>	<u>FY19 Principal</u>	<u>FY20 Principal</u>
ENERGY UPGRADES	88,470.84	91,815.04
ENERGY UPGRADES, PART 2	13,549.54	14,138.94
Vehicles - FY'12	57,743.28	-
EQUIPMENT	92,629.86	94,600.97
Combination Lease 2013	8,074.93	8,254.20
Equipment lease 2015 (Tractor/Lease)	27,417.29	-
Airport Portion (Equipment Lease 2015)	(4,530.78)	-
Plow Truck Lease 10yr	27,956.45	28,696.55
Forklift 5 yr	21,784.55	22,277.45
2017 Equipment (10 year)	70,545.95	72,443.64
2017 Equipment (5 year)	17,577.54	17,994.13
FY2018 Equipment Loan	90,000.00	123,773.42
New Loan May 2019 - 10 Year - Vehicles/Equipment	-	33,000.00
New Loan May 2019 - 7 Year - Vehicle	-	6,000.00
New Loan May 2019 - 10 Year - Street Lights	-	126,000.00
City Photo Copier Lease 2016	32,999.59	33,953.28
	544,219.04	672,947.62

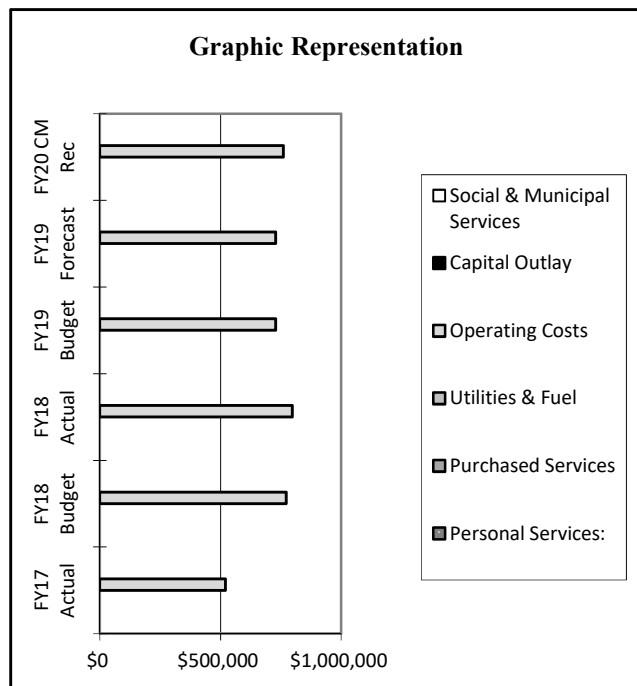
City of Biddeford, Maine

FY2020

Budget: Debt Service - Interest

Account Number: 21186

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$519,728	\$771,858	\$798,021	\$728,592	\$365,428	\$760,163	\$760,163
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$519,728	\$771,858	\$798,021	\$728,592	\$365,428	\$760,163	\$760,163



FRINGE BENEFIT IMPACT (Estimated):

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$728,592	\$760,163	\$31,571	4.3%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$728,592	\$760,163	\$31,571	4.3%

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60751	Bond Interest Expense	\$443,550	\$687,425	\$714,888	\$643,182	\$326,117	\$591,069	\$591,069
60755	Lease Interest Expense	\$76,177	\$84,433	\$83,134	\$85,410	\$39,311	\$169,094	\$169,094
Totals		\$519,728	\$771,858	\$798,021	\$728,592	\$365,428	\$760,163	\$760,163



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Debt Service - Interest

Account Title: Bond Interest Expense

Department Number: 21186

Account Number: 60751

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$443,550.06	\$687,425.00	\$714,887.60	\$643,182.00	\$643,182.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	591,069.00	\$591,069.00		(\$52,113.00)

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.

<u>Description</u>	<u>2019</u>	<u>2020</u>
Road Reconstruction/Repair	64,268.34	50,710.03
2009 ARRA	1,480.28	1,480.28
Community Television Center Building Note	1,565.22	801.63
2010 Road Project (Refunded 2017)	15,817.55	8,400.00
CSO Project (Refunded 2017)	16,947.37	9,000.00
1999 Refunding Bonds (Refunded 2017)	577.13	-
2011 Ice Arena	12,360.68	11,586.16
MERC Purchase	108,337.06	102,295.48
MERC Paid by Route 111 TIF	(62,000.00)	(62,000.00)
2013 GOB - CSO Project	17,712.50	16,512.50
2013 GOB - Roof Replacement	7,206.26	6,706.26
2013 Refunding 02 Bond - City	1,399.44	999.60
Bond Pay 12 CSO CWSRF	2,912.40	2,761.20
510-511 Elm Street	8,800.28	6,181.86
Clean Water Revolving Loan	3,622.16	3,459.46
2017 CSO Bonding	111,550.00	107,550.00
2017 Roads Bonding	170,650.00	164,650.00
2017 Refunding	159,975.00	159,975.00
Total City	643,181.67	591,069.46



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Debt Service - Interest

Account Title: Lease Interest Expense

Department Number: 21186

Account Number: 60755

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$76,177.44	\$84,433.00	\$83,133.50	\$85,410.00	\$85,410.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	169,094.00	\$169,094.00		\$83,684.00

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.

DESCRIPTION OF LEASE	<u>FY19 Interest</u>	<u>FY20 Interest</u>
ENERGY UPGRADES	18,033.79	14,689.59
ENERGY UPGRADES, PART 2	3,214.81	2,625.41
Vehicles - FY'12	1,145.06	-
EQUIPMENT	10,392.95	8,401.84
Combination Lease 2013	937.01	757.74
Equipment lease 2015 (Tractor/Lease)	819.98	-
Airport portion (Equipment Lease 2015)	(139.16)	-
Plow Truck Lease 10yr	5,391.45	4,651.35
Forklift 5 yr	1,906.31	1,413.41
2017 Equipment (10 year)	19,037.02	17,139.34
2017 Equipment (5 year)	1,726.53	1,309.94
2018 Equipment Loan	20,000.00	37,864.21
New Loan May 2019 - 10 Year - Vehicle/Equipment		16,000.00
New Loan May 2019 - 7 Year - Vehicle		2,000.00
New Loan May 2019 - 10 Year - Street Light		60,250.00
City Photo Copier Lease 2016	2,944.55	1,990.86
	85,410.30	169,093.69

CITY OF BIDDEFORD, MAINE
Statement of Cash Flows
Wastewater Fund

Business-type Activities - Enterprise Funds					
		FY2020			
	FY2019	Dept Head	Manager's Rec	City Council Rec	
Cash flows from operating activities:					
Receipts from customers and users (user fee)	\$ 3,877,739	3,495,856	3,758,045	3,758,045	
Revenue Shortage	(392,622)				
Receipts from customers and users (other fees)	155,163	174,051	174,051	174,051	
Payments to suppliers and service providers	(1,263,447)	(1,301,809)	(1,301,809)	(1,301,809)	
Payments to employees for salaries and benefits	(1,550,133)	(1,534,035)	(1,534,035)	(1,534,035)	
Net cash provided by operating activities	826,700	834,063	1,096,252	1,096,252	
Cash flows from noncapital financing activities:					
Transfers to other funds	(187,303)	(211,473)	(211,473)	(211,473)	
Transfers from other funds	600,000	600,000	600,000	600,000	
Decrease in interfund loans	-	-	-	-	
Net cash provided by noncapital financing activities	412,697	388,527	388,527	388,527	
Cash flows from capital and related financing activities:					
Acquisition and construction of capital assets	(914,421)	(876,954)	(674,038)	(674,038)	[1]
Acquisition and construction of capital assets	(160,000)				[1]
Lease Premium	128,000				[3]
Principal paid on capital debt	(567,889)	(575,624)	(575,624)	(575,624)	[2]
Interest paid on capital debt	(158,598)	(135,116)	(185,116)	(185,116)	
Net cash used in capital and related financing activities	(1,672,908)	(1,587,694)	(1,434,778)	(1,434,778)	
Net increase (decrease) in cash and cash equivalents (due to/from GF)	(433,511)	(365,105)	50,000	50,000	[4]
Beginning due to/from	(2,280,958)	(2,714,469)	(2,714,469)	(2,714,469)	
Ending due to/from	(2,714,469)	(3,079,574)	(2,664,469)	(2,664,469)	
Reconciliation of net cash to operating income					
Net Cash Flow	(433,511)	(365,105)	50,000	50,000	[4]
Adjustments to reconcile net income to net cash provided by operating activities:					
Depreciation expense	(1,042,398)	(1,041,530)	(1,041,530)	(1,041,530)	[5]
Increase (decrease) in operating assets:					
Fixed Assets	660,000	750,000	500,000	500,000	[1]
Increase (decrease) in operating liabilities:					
Debt Service	567,889	575,624	575,624	575,624	[2]
Operating Income (Audit Statement 8)	\$ (248,020)	(81,011)	84,095	84,095	[6]

[1] Not all Acquisition of capital assets will be added to fixed assets, they are deducted for cash flow purposes, but not all will be added for operating income purposes

[2] All principal payments on debt are deducted on cash flow purposes, but at not considers expenses for Operating Income

[3] Lease Premium is a return on expenses for capital assets purchased

[4] When an increase it reduces the amount of due to/from to General Fund. When a decrease, it will increase the due to/from to general fund.

[5] Depreciation is not cash basis, but it is deducted for the operating income purposes. Depreciation is expensing a capital asset over time.

[6] Operating Income is the net income of running the Wastewater Treatment Plant.

CITY OF BIDDEFORD, MAINE
Statement of Crosswalk
Wastewater Fund

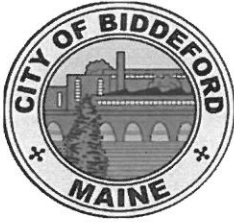
	FY2020		
	Cash Basis	Adjustment	Accrual
Cash flows from operating activities:			
Receipts from customers and users	\$ 3,932,096	-	3,932,096
Payments to suppliers and service providers	(1,301,809)	-	(1,301,809)
Payments to employees for salaries and benefits	(1,534,035)	-	(1,534,035)
Net cash provided by operating activities	1,096,252	-	1,096,252
Cash flows from noncapital financing activities:			
Transfers to other funds	(211,473)	-	(211,473)
Transfers from other funds	600,000	-	600,000
Decrease in interfund loans	-	-	-
Net cash provided by noncapital financing activities	388,527	-	388,527
Cash flows from capital and related financing activities:			
Acquisition and construction of capital assets	(674,038)	500,000	(174,038)
Depreciation	-	(1,041,530)	(1,041,530)
Lease Premium	-	-	-
Principal paid on capital debt	(575,624)	575,624	-
Interest paid on capital debt	(185,116)	-	(185,116)
Net cash used in capital and related financing activities	(1,434,778)	34,094	(1,400,684)
Net increase (decrease) in cash and cash equivalents (due to/from GF)	50,000	34,094	84,095
Beginning due to/from	3,266,029		
Net Position		-	18,076,845
Ending due to/from	50,000	34,094	18,160,940



City of Biddeford, Maine
FY2020

Wastewater Fund

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/2019	Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$3,751,588	\$3,989,692	\$3,453,196	\$4,032,902	\$2,296,134	\$3,669,907	\$3,932,096
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$4,351,588	\$4,589,692	\$4,053,196	\$4,632,902	\$2,896,134	\$4,269,907	\$4,532,096



Fiscal Year 2020 Revenue Estimates

March 4, 2019

Department: Wastewater

Account Title: Inflow & Infiltration Fee Rev

Department Number: 35101

Account Number: 40250

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$155,981.12	\$0.00	\$75,603.20	\$39,460.00	\$41,929.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$67,761.00	\$67,761.00		\$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 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Transfer in from Other Funds

Department Number: 35102

Account Number: 40801

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600,000.00	\$600,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Septic Sludge Disposal Fee Rev

Department Number: 35102

Account Number: 40245

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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.

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Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Inspection Fee Revenue

Department Number: 35102

Account Number: 40246

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,860.00	\$1,700.00	\$1,830.00	\$1,600.00	\$1,600.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,600.00	\$1,600.00		\$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 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Hook-up Fee Revenue

Department Number: 35102

Account Number: 40247

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$6,855.00	\$5,600.00	\$4,950.00	\$7,000.00	\$5,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Capacity App Fee Rev

Department Number: 35102

Account Number: 40248

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$2,650.00	\$1,500.00	\$2,862.64	\$3,000.00	\$2,600.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,600.00	\$2,600.00		\$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 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer User Fee Revenue

Department Number: 35102

Account Number: 40249

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3,539,856.78	\$3,877,739.00	\$3,342,273.69	\$3,877,739.00	\$3,490,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,495,856.00	\$3,758,045.48		\$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.

7.5% fee increase

Table 1 - Current Rates

Code	Svc	Type	Frequency	MinVolume (100 CF)	MAXVolume (100 CF)	Increase	
						Proposed Budgeted Rate	Proposed Budgeted Min Charge
30ResidentialMon1	30 Residential	Mon		-	392	\$ 6.31	\$ 18.19
30ResidentialMon2	30 Residential	Mon		393	1,666	\$ 6.31	
30ResidentialMon3	30 Residential	Mon		1,667	1,000,000,000	\$ 6.63	
40ResidentialQtr1	40 Residential	Qtr		-	1,175		\$ 54.49
40ResidentialQtr2	40 Residential	Qtr		1,176	5,000	\$ 6.31	
40ResidentialQtr3	40 Residential	Qtr		5,001		\$ 6.63	
50CommercialMon1	50 Commercial	Mon		-	425		\$ 29.37
50CommercialMon2	50 Commercial	Mon		426	1,667	\$ 6.91	
50CommercialMon3	50 Commercial	Mon		1,668	4,167	\$ 7.64	
50CommercialMon4	50 Commercial	Mon		4,168	1,000,000,000	\$ 8.26	
60CommercialQtr1	60 Commercial	Qtr		-	1,275		\$ 88.10
60CommercialQtr2	60 Commercial	Qtr		1,276	5,000	\$ 6.91	
60CommercialQtr3	60 Commercial	Qtr		5,001	12,500	\$ 7.64	
60CommercialQtr4	60 Commercial	Qtr		12,501	1,000,000,000	\$ 8.26	

Current Rate	Current Min Charge
\$ 5.87	\$ 16.92
\$ 6.16	
\$ 5.87	\$ 50.69
\$ 6.16	
\$ 6.43	\$ 27.32
\$ 7.11	
\$ 7.68	
\$ 6.43	\$ 81.95
\$ 7.11	
\$ 7.68	

Table 2 - Usage

Current Rate Classes	FY2020 Estimate		FY2018		FY2017		FY2016		FY2015		FY2014	
	Count	Billable Units	Count	Billable Units	Count	Billable Units	Count	Billable Units	Count	Billable Units	Count	Billable Units
30ResidentialMon1	6	73	6	73	8	97	11	133	14	172	8	100
30ResidentialMon2	96	12,329	93	12,085	99	12,572	88	11,373	86	11,057	83	11,226
30ResidentialMon3	141	75,174	143	75,166	140	75,181	143	74,353	143	75,951	152	78,541
40ResidentialQtr1	1,155	4,695	1,155	4,736	1,107	4,654	1,118	4,611	992	3,995	1,064	4,257
40ResidentialQtr2	2,005	181,649	2,004	181,194	2,007	182,105	1,957	178,391	2,029	184,808	2,002	180,365
40ResidentialQtr3	224	72,659	224	72,079	225	73,239	220	71,474	230	74,829	210	72,824
50CommercialMon1	27	323	27	323	31	376	25	311	26	314	26	317
50CommercialMon2	37	4,483	37	4,495	37	4,470	38	4,581	37	4,491	37	4,503
50CommercialMon3	36	11,506	36	11,203	37	11,808	32	10,265	35	11,479	35	11,345
50CommercialMon4	60	112,269	60	112,269	56	107,371	58	115,529	55	91,171	52	85,435
60CommercialQtr1	101	396	98	390	104	402	96	396	90	398	96	380
60CommercialQtr2	71	7,164	72	7,467	69	6,860	76	7,604	77	7,892	82	8,101
60CommercialQtr3	20	5,871	22	6,319	18	5,422	18	5,468	22	6,367	22	6,550
60CommercialQtr4	12	13,672	11	12,690	13	14,653	12	13,947	14	14,333	9	12,012
		502,260		500,489		499,210		498,435		487,257		475,956

Table 3 - (Table 2 multiplied by 7.5% increased rate)

30 Estimated Revenue	\$ 577,198.84	\$ 575,612.74	\$ 579,221.49	\$ 566,824.82	\$ 576,128.29	\$ 593,045.75
Estimated Units	87,575.00	87,324.00	87,850.00	85,859.00	87,180.00	89,867.00
Average Cost per unit	6.59	6.59	6.59	6.60	6.61	6.60
40 Estimated Revenue	\$ 1,883,416.01	\$ 1,878,953.59	\$ 1,887,911.12	\$ 1,850,422.66	\$ 1,879,579.07	\$ 1,852,534.05
Estimated Units	259,003.48	258,009.77	259,997.78	254,475.48	263,632.00	257,445.50
Average Cost per unit	7.27	7.28	7.26	7.27	7.13	7.20
50 Estimated Revenue	\$ 1,055,326.72	\$ 1,053,099.57	\$ 1,018,667.55	\$ 1,073,096.50	\$ 880,719.03	\$ 832,503.47
Estimated Units	128,580.00	128,289.67	124,025.23	130,686.07	107,455.29	101,600.06
Average Cost per unit	8.21	8.21	8.21	8.21	8.20	8.19
60 Estimated Revenue	\$ 242,103.90	\$ 238,994.16	\$ 245,213.65	\$ 244,345.90	\$ 256,565.17	\$ 238,659.84
Estimated Units	27,101.50	26,866.00	27,337.00	27,414.80	28,989.64	27,043.00
Average Cost per unit	8.93	8.90	8.97	8.91	8.85	8.83
Estimated Revenue	\$ 3,758,045.48	\$ 3,746,660.05	\$ 3,731,013.82	\$ 3,734,689.88	\$ 3,592,991.56	\$ 3,516,743.10
Estimated Units	502,259.98	500,489.44	499,210.01	498,435.35	487,256.93	475,955.56
Average Cost per unit	7.48	7.49	7.47	7.49	7.37	7.39



Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Lien Fee Revenue

Department Number: 35102

Account Number: 40251

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$20,367.58	\$14,000.00	\$3,365.21	\$13,000.00	\$12,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Quit Claim Fee Rev

Department Number: 35102

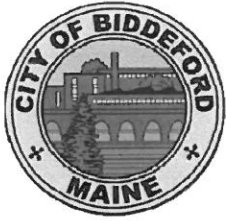
Account Number: 40252

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$400.00	\$0.00	\$400.00	\$0.00

FY-2020 Budget	Department Estimate	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.

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Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Current Interest Rev

Department Number: 35102

Account Number: 40253

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$33,729.12	\$20,000.00	\$19,715.51	\$22,000.00	\$22,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,000.00	\$22,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Pump Station Fee Rev

Department Number: 35102

Account Number: 40254

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$9,450.35	\$500.00	\$0.00	\$500.00	\$0.00

FY-2020 Budget	Department Estimate	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 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Sewer Submeter Sales Rev

Department Number: 35102

Account Number: 40256

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,819.29	\$1,500.00	\$2,420.51	\$1,450.00	\$1,450.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,450.00	\$1,450.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Wastewater

Account Title: Bond Premium Revenue

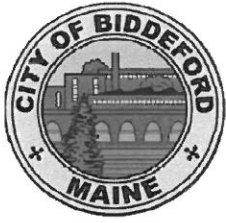
Department Number: 35102

Account Number: 40593

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: Industrial Pretreatment Rev

Department Number: 35103

Account Number: 40255

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
-\$20,981.36	\$66,753.00	\$175.00	\$66,753.00	\$65,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$61,640.00	\$61,640.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 25, 2019

Department: Wastewater

Account Title: FOG Registration Fee Rev.

Department Number: 35103

Account Number: 40257

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$75.00	\$0.00	\$0.00	\$0.00	

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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.

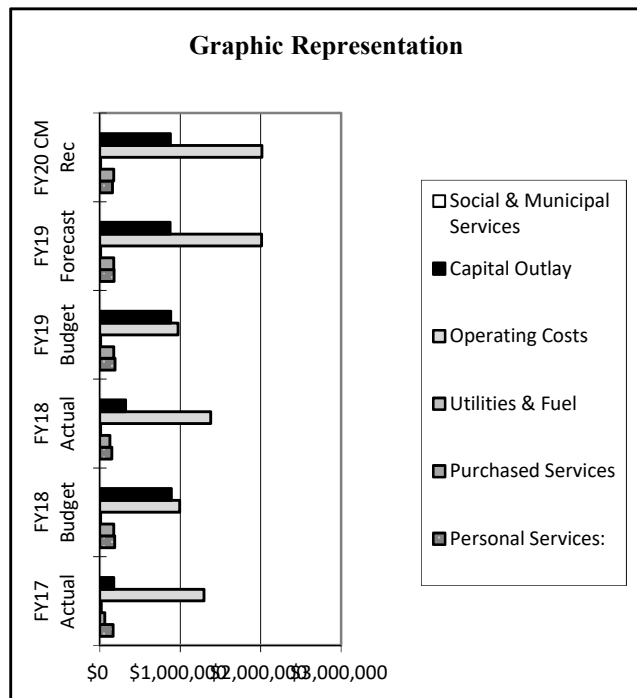
City of Biddeford, Maine

FY2020

Budget: Sewer Operations

Account Number: 35102

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$165,700	\$184,211	\$148,566	\$187,152	\$87,290	\$157,372	\$157,372
Purchased Services	\$62,100	\$171,052	\$123,769	\$172,052	\$126,964	\$172,322	\$172,322
Utilities & Fuel	\$18,453	\$7,919	\$10,479	\$8,011	\$4,779	\$9,803	\$9,803
Operating Costs	\$1,295,664	\$991,880	\$1,378,992	\$973,801	\$528,340	\$2,016,719	\$2,066,719
Capital Outlay	\$173,177	\$890,074	\$320,832	\$882,421	\$37,148	\$876,954	\$674,038
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,715,094	\$2,245,136	\$1,982,638	\$2,223,437	\$784,521	\$3,233,171	\$3,080,255



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$7,261
Workers Comp	\$1,438
Health Insurance	\$18,307
Retirement	\$5,815
Unemployment	\$60
Other Insurance	\$580
Total Fringe Benefit Impact	\$33,461
# of Full Time Employees	3.30

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$187,152	\$157,372	-\$29,780	-15.9%
Purchased Services	\$172,052	\$172,322	\$270	\$0
Utilities & Fuel	\$8,011	\$9,803	\$1,792	\$0
Operating Costs	\$973,801	\$2,066,719	\$1,092,918	112.2%
Capital Outlay	\$882,421	\$674,038	-\$208,383	\$0
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,223,437	\$3,080,255	\$856,818	38.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$46,072	\$46,198	\$45,940	\$46,114	\$26,770	\$46,892	\$46,892
60102	Mid Mgmt Hrly Employee Wa	\$55,974	\$43,854	\$44,856	\$44,717	\$26,215	\$23,363	\$23,363
60105	F-T Employee Wage Exp	\$3,825	\$0	\$0	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$87	\$21,599	\$21,272	\$20,066	\$13,600	\$21,130	\$21,130
60111	Overtime Wage Expense	\$0	\$2,340	\$0	\$2,340	\$0	\$2,340	\$2,340
60129	Insurance Buyout Pay	\$150	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$7,856	\$8,946	\$6,935	\$14,109	\$3,340	\$7,261	\$7,261
60202	MPERS-Employer Share Exp	\$4,378	\$4,435	\$3,369	\$4,427	\$0	\$4,689	\$4,689
60203	457 Plan-Employer Share Exp	\$2,629	\$2,948	\$1,965	\$2,170	\$1,892	\$1,126	\$1,126
60210	HPHC Ins Employer Share Ex	\$18,033	\$19,581	\$11,412	\$19,229	\$4,364	\$17,067	\$17,067
60212	S-T Disability ER Share Exp	\$52	\$41	\$112	\$49	\$45	\$33	\$33
60213	L-T Disability ER Share Exp	\$331	\$324	\$258	\$272	\$127	\$211	\$211
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$590	\$663	\$736	\$663	\$435	\$335	\$335
60230	Clothing/Uniforms Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$117	\$400	\$730	\$300	\$0	\$400	\$400
60252	Travel/Mileage Expense	\$1,152	\$500	\$480	\$750	\$0	\$750	\$750
60257	Professional License Fees Exp	\$75	\$75	\$0	\$100	\$0	\$120	\$120
60370	Workers Comp Insurance Exp	\$24,380	\$32,307	\$10,502	\$31,846	\$10,502	\$31,655	\$31,655
Totals		\$165,700	\$184,211	\$148,566	\$187,152	\$87,290	\$157,372	\$157,372

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60302	Audit Services Expense	\$6,500	\$6,500	\$6,565	\$6,500	\$6,760	\$6,500	\$6,500
60304	Registry of Deeds Fee Expense	\$10,697	\$8,000	\$3,193	\$9,000	\$4,845	\$9,000	\$9,000
60306	Other Prof/Consult Svcs Exp	\$927	\$10,000	\$0	\$10,000	\$0	\$10,000	\$10,000
60310	Service Contracts Expense	\$0	\$100,150	\$73,762	\$100,150	\$72,515	\$100,150	\$100,150
60312	Temporary Contract Help Exp	\$0	\$3,000	\$0	\$3,000	\$3,900	\$3,000	\$3,000
60325	Postage/Shipping Expense	\$9,808	\$7,600	\$6,291	\$7,600	\$4,111	\$7,600	\$7,600
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60331	Land/Building Lease Expense	\$1,038	\$1,060	\$1,064	\$1,060	\$770	\$1,060	\$1,060
60372	Vehicle Insurance Expense	\$8,205	\$8,845	\$7,686	\$8,845	\$8,335	\$8,752	\$8,752
60373	Building/Boiler Insurance Exp	\$9,850	\$10,822	\$10,134	\$10,822	\$10,653	\$11,186	\$11,186
60375	Special Equip Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60382	Pollution Insurance Expense	\$15,075	\$15,075	\$15,074	\$15,075	\$15,075	\$15,075	\$15,075
Totals		\$62,100	\$171,052	\$123,769	\$172,052	\$126,964	\$172,322	\$172,322

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60401	Water Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60402	Phone/Celular/Paging Exp	\$1,458	\$2,191	\$1,717	\$2,191	\$1,014	\$2,191	\$2,191
60404	Sewer User Fee Expense	\$16,270	\$5,000	\$8,148	\$5,000	\$3,404	\$7,000	\$7,000
60411	Gasoline Expense	\$726	\$728	\$614	\$820	\$360	\$612	\$612
Totals		\$18,453	\$7,919	\$10,479	\$8,011	\$4,779	\$9,803	\$9,803

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$138	\$400	\$70	\$400	\$376	\$1,100	\$1,100
60500	Admin/Office Supp/Eqt Non-C	\$416	\$700	\$205	\$700	\$59	\$700	\$700
60501	Operating Supp/Eqt Non-Cap	\$21,200	\$30,000	\$11,030	\$30,000	\$0	\$30,000	\$30,000
60700	Depreciation Expense	\$1,006,320	\$0	\$1,041,961	\$0	\$0	\$1,041,530	\$1,041,530
60750	Bond Principal Expense	\$0	\$559,000	\$0	\$559,000	\$239,000	\$559,000	\$559,000
60751	Bond Interest Expense	\$165,309	\$176,677	\$171,837	\$158,598	\$80,522	\$135,116	\$185,116
60797	Miscellaneous Expense	\$40,693	\$12,800	\$3,889	\$12,800	\$11,202	\$12,800	\$12,800
60798	Contingency	\$1,588	\$25,000	\$0	\$25,000	\$9,879	\$25,000	\$25,000
60799	Transfer Out to Other Funds	\$60,000	\$187,303	\$150,000	\$187,303	\$187,303	\$211,473	\$211,473
Totals		\$1,295,664	\$991,880	\$1,378,992	\$973,801	\$528,340	\$2,016,719	\$2,066,719

Capital Outlay

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60602	Equipment Purchase Cap	\$54,438	\$100,000	\$88,823	\$100,000	\$0	\$100,000	\$100,000
60603	Vehicles Purchase Capital	\$1,660	\$17,574	\$1,349	\$9,921	\$0	\$4,454	\$4,454
60605	Sewer Construc/Improve Cap	\$117,079	\$772,500	\$230,660	\$772,500	\$37,148	\$772,500	\$569,584
Totals		\$173,177	\$890,074	\$320,832	\$882,421	\$37,148	\$876,954	\$674,038

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 35102 Sewer Operations

CLASSIFICATION	EMP #	POSITION	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED TOTAL				
CITY ENGINEER	492401	1	46,711.86	46,891.52	46,891.52		MILLIGAN
CONTROLLER	224011	1	4,384.97	4,401.84	4,401.84		DUTREMBLE
ENGINEERING TECH	619151	1	18,888.47	18,961.12	18,961.12		SANCHIONI
ADMINISTRATIVE ASST.	10799	1	21,049.08	21,130.04	21,130.04		LEVASSEUR
TOTAL BUDGETED POSITIONS		5	91,034.38	91,384.51	91,384.51		



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Dept Manager Salary Exp

Department Number: 35102

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$46,072.22	\$46,198.00	\$45,939.78	\$46,114.00	\$46,891.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$46,891.52	\$46,891.52		\$777.52

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.

50% of City Engineer Salary with no increase included

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35102

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$55,973.80	\$43,854.00	\$44,856.05	\$44,717.00	\$44,717.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$23,362.96	\$23,362.96		(\$21,354.04)

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.

Retirement of the Controller, will change to a transfer to General Fund vs posting payroll
35% of Engineering Tech. wages with no increase included

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: P-T Employee Wage Exp

Department Number: 35102

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$86.70	\$21,599.00	\$21,272.38	\$20,066.00	\$21,130.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$21,130.04	\$21,130.04		\$1,064.04

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.

Admin. Asst. Position

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Overtime Wage Expense

Department Number: 35102

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$2,340.00	\$0.00	\$2,340.00	\$2,340.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,340.00	\$2,340.00		\$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.

Projected overtime needs for Eng. Tech. and Admin. Asst. positions



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35102

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,856.13	\$8,946.00	\$6,935.27	\$14,109.00	\$7,260.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,260.81	\$7,260.81		(\$6,848.19)

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.

7.65% of applicable salaries and wages



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: MPERS-Employer Share Exp

Department Number: 35102

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,378.06	\$4,435.00	\$3,368.52	\$4,427.00	\$4,427.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,689.15	\$4,689.15		\$262.15

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.

9.6% of applicable salaries and wages



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 35102

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,628.95	\$2,948.00	\$1,965.35	\$2,170.00	\$2,170.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,126.18	\$1,126.18		(\$1,043.82)

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.

Up to 6% of applicable salaries and wages



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 35102

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$18,032.62	\$19,581.00	\$11,411.64	\$19,229.00	\$13,189.50

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,066.78	\$17,066.78		(\$2,162.22)

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.

Health Insurance Premiums for applicable positions.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: S-T Disability ER Share Exp

Department Number: 35102

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$51.64	\$41.00	\$111.60	\$49.00	\$49.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33.48	\$33.48		(\$15.52)

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.

Life & AD+D premiums for City Engineer, Comptroller, Chief Operating Officer and Eng. Tech.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: L-T Disability ER Share Exp

Department Number: 35102

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$331.32	\$324.00	\$258.24	\$272.00	\$210.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$210.82	\$210.82		(\$61.18)

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.

Life & AD+D premiums for City Engineer, Comptroller, Chief Operating Officer and Eng. Tech.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: RHSA Plan ER Share

Department Number: 35102

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$589.96	\$663.00	\$735.52	\$663.00	\$720.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$335.40	\$335.40		(\$327.60)

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.

Retirement Health Savings Account obligations for applicable positions



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Conferences/Training Expense

Department Number: 35102

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$116.50	\$400.00	\$729.71	\$300.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		\$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.

Training costs related to maintaining State Wastewater licenses and certifications

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>
FY2017	\$	400.00	\$	116.50
FY2018	\$	300.00	\$	729.71
FY2019	\$	300.00	\$	-



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Travel/Mileage Expense

Department Number: 35102

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,152.11	\$500.00	\$480.21	\$750.00	\$750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$750.00	\$750.00		\$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.

<i>Description</i>	<i>Unit (miles)</i>	<i>Rate</i>	<i>Subtotal</i>
DEP meetings :	280.4	\$ 0.54	\$ 150.00
Training sessions :	373.8	\$ 0.54	\$ 200.00
Travel Exsp.	465.0	\$ 0.54	\$ 250.00
Misc. :		\$	\$ 150.00
		\$	\$ 750.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Professional License Fees Exp

Department Number: 35102

Account Number: 60257

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$75.00	\$75.00	\$0.00	\$100.00	\$120.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$120.00	\$120.00		\$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.

City Eng's Wastewater Operator License

<i>Fiscal Year History</i>		<i>Budget</i>	<i>Actual</i>
FY2017	\$	100.00	\$ 75.00
FY2018	\$	100.00	-
FY2019	\$	100.00	



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Audit Services Expense

Department Number: 35102

Account Number: 60302

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,500.00	\$6,500.00	\$6,565.00	\$6,500.00	\$6,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,500.00	\$6,500.00		\$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.

Wastewater prorated share of City audit costs



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Registry of Deeds Fee Expense

Department Number: 35102

Account Number: 60304

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,697.00	\$8,000.00	\$3,193.00	\$9,000.00	\$9,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$9,000.00		\$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.

Fees for recording and discharging of liens. Actual values vary year to year.

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	7,000.00	\$	10,697.00	\$	(3,697.00)
FY2018	\$	8,000.00	\$	3,193.00	\$	4,807.00
FY2019	\$	9,000.00	\$	-	\$	9,000.00
		Average	\$	4,630.00		
		Median	\$	3,193.00		
		Maximum	\$	10,697.00		



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Other Prof/Consult Srvs Exp

Department Number: 35102

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$927.03	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

Contingency for contracted surveying services and engineering services

Increase due to reduction of survey personnel within Department



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Service Contracts Expense

Department Number: 35102

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$100,150.00	\$73,761.52	\$100,150.00	\$100,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,150.00	\$100,150.00		\$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.

Boiler Inspection :	\$ 80.00
Elevator Inspection :	\$ 70.00
Plotter Maint. Agrmnt :	\$ 1,200.00
Flow Meters Maint. Agrmnt :	\$ 60,000.00
Water Meter Readings :	\$ 32,800.00
Sewer Billing Services:	\$ 6,000.00
	\$ 100,150.00

These items are service contracts.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Temporary Contract Help Exp

Department Number: 35102

Account Number: 60312

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

Projected costs for hiring construction inspectors

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	6,000.00	\$	-	\$	6,000.00
FY2018	\$	3,000.00	\$	-	\$	3,000.00
FY2019	\$	3,000.00	\$	-	\$	3,000.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Postage/Shipping Expense

Department Number: 35102

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,807.67	\$7,600.00	\$6,291.21	\$7,600.00	\$7,600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,600.00	\$7,600.00		\$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.

Mailing expenses for sewer billing

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	8,000.00	\$	9,807.00	\$ (1,807.00)
FY2018	\$	7,600.00	\$	6,291.21	\$ 1,308.79
FY2019	\$	7,600.00		\$	7,600.00
	Min		\$	6,291.21	
	Ave		\$	8,049.11	
	Max		\$	9,807.00	



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Land/Building Lease Expense

Department Number: 35102

Account Number: 60331

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,038.29	\$1,060.00	\$1,064.22	\$1,060.00	\$1,060.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,060.00	\$1,060.00		\$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.

License fees for sewer lines crossing railroad property/tracks (Boston & Maine Corp)

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>	<i>Increase</i>
FY2017	\$	1,025.00	\$	1,039.00	1.4%
FY2018	\$	1,060.00	\$	1,064.22	2.4%
FY2019	\$	1,060.00			



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Workers Comp Insurance Exp

Department Number: 35102

Account Number: 60370

Fund

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$24,380.00	\$32,307.00	\$10,502.00	\$31,846.00	\$31,846.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,655.00	\$31,655.00		(\$191.00)

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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Wastewater prorated share of City Workers Comp. expenses



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Vehicle Insurance Expense

Department Number: 35102

Account Number: 60372

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,205.00	\$8,845.00	\$7,686.00	\$8,845.00	\$8,335.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,751.75	\$8,751.75		(\$93.25)

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.

Vehicle/Equip. Insurance premiums for Wastewater Dept. units
Estimated 5% increase per Insurance Agent



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Building/Boiler Insurance Exp

Department Number: 35102

Account Number: 60373

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,850.00	\$10,822.00	\$10,134.00	\$10,822.00	\$10,653.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,185.65	\$11,185.65		\$363.65

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.

Insurance for wastewater buildings and facilities
Estimated 5% increase per Insurance Agent



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Pollution Insurance Expense

Department Number: 35102

Account Number: 60382

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$15,075.00	\$15,075.00	\$15,074.21	\$15,075.00	\$15,075.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,075.00	\$15,075.00		\$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.

Liability Insurance Premium in case of pollution events



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 35102

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,457.56	\$2,191.00	\$1,717.02	\$2,191.00	\$2,191.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,191.00	\$2,191.00		\$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.

<i>Desc</i>	<i>Unit (month)</i>	<i>Rate</i>	<i>Subtotal</i>
1 smart phone	12 \$	50.00 \$	600.00
Land line and fiber line	12 \$	132.55 \$	1,590.60
		\$	2,190.60

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>
FY2017	\$ 2,000.00	\$ 1,457.56
FY2018	\$ 2,191.00	\$ 1,717.02
FY2019	\$ 2,191.00	

No increase in service.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Sewer User Fee Expense

Department Number: 35102

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$16,270.15	\$5,000.00	\$8,148.03	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,000.00	\$7,000.00		\$2,000.00

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.

Sewer User Fee for wastewater facilities.

Change made in operations to use process water instead of public water for certain operations. This will reduce significantly consumption of public water thereby reducing sewer user fee costs

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2017	\$	1,000.00	\$	16,270.15
FY2018	\$	5,000.00	\$	8,148.03
FY2019	\$	5,000.00		



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Gasoline Expense

Department Number: 35102

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$725.76	\$728.00	\$614.09	\$820.00	\$700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$612.00	\$612.00		(\$208.00)

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>Desc</i>	<i>Unit (gal)</i>	<i>Rate</i>	<i>Subtotal</i>
Projected gasoline usage	300 \$	2.04 \$	612.00

FY 19 usage (6 months) :	135 Gallons
FY 18 usage :	327 gallons



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 35102

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$138.02	\$400.00	\$69.92	\$400.00	\$400.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,100.00	\$1,100.00		\$700.00

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.

Maintenance costs for Unit #33

<i>Fiscal Year</i>		<i>Budget</i>	<i>Actual</i>
FY2017	\$	400.00	\$138.02
FY2018	\$	400.00	\$ 69.92
FY2019			



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

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

Department Number: 35102

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$416.03	\$700.00	\$204.55	\$700.00	\$700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		\$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.

Misc. Office Supplies :

Plotter copy Paper	\$200
Binders/accessories	\$279
Envelopes	\$39
Pens	\$12
Legal Pads	\$70
Storage files	\$100
	\$700



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35102

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$21,200.00	\$30,000.00	\$11,030.00	\$30,000.00	\$30,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,000.00	\$30,000.00		\$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.

<i>Desc</i>	<i>Unit (ea)</i>	<i>Rate</i>	<i>Subtotal</i>
2 new flow meters :	2.0	\$ 10,000	\$ 20,000
Flow meter repairs and supplies :	1.0	\$ 10,000	\$ 10,000
		\$	\$ 30,000

Required for flow data collection and analysis activities

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 75,000.00	\$ 21,200.00	\$ 53,800.00
FY2018	\$ 30,000.00	\$ 11,030.00	\$ 18,970.00
FY2019	\$ 30,000.00		
Average	\$	16,115.00	
Median	\$	16,115.00	
Maximum	\$	21,200.00	



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Equipment Purchase Cap

Department Number: 35102

Account Number: 60602

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$54,438.00	\$100,000.00	\$88,822.80	\$100,000.00	\$100,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,000.00	\$100,000.00		\$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.

Sewer System Capital Equip. Replacement : \$100,000

The Maine Department of Environmental Protection requires the capital equipment set aside for grant eligibility

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	100,000.00		\$54,438.00	\$	45,562.00
FY2018	\$	100,000.00	\$	88,822.80	\$	11,177.20
FY2019	\$	100,000.00				
		Average	\$	71,630.40		
		Median	\$	71,630.40		
		Maximum	\$	88,822.80		

The funds in this line are moved into reserves at the end of FY in order to complete capital replacement projects. Final payment of Screens will expend funds this year.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Vehicles Purchase Capital

Department Number: 35102

Account Number: 60603

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,659.84	\$17,574.00	\$1,348.96	\$9,921.00	\$1,031.51

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	4,454.00	\$4,454.00		(\$5,467.00)

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.

Lease payments for Wastewater vehicles/equip.

		<u>FY19</u>	<u>FY20</u>
Units 8, 16 & 55	Principal	8,889.30	9,086.56
	Interest	1,031.51	834.16
new vehicle - 604 Single Axel Truck	Principal - Estimate		7,537.83
	Interest - Estimate		3,620.00
	Principal Reclass to Loan payoff		(16,624.39)
		9,920.81	4,454.16



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Sewer Construc/Improve Cap

Department Number: 35102

Account Number: 60605

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$117,078.75	\$772,500.00	\$230,660.14	\$772,500.00	\$772,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$772,500.00	\$569,584.00		(\$202,916.00)

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.

ST. Marys St pump station	\$	150,000.00
Flow monitoring:	\$	120,000.00
Update SCADA System :	\$	37,500.00
GIS Sewer Mapping/Basins inventory	\$	250,000.00
Master plan update:	\$	125,000.00
Morin Street Sewer replacement:	\$	90,000.00
	\$	<u>772,500.00</u>

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>		<i>Reserve</i>
FY2017	\$	700,000.00		\$117,078.75	\$	582,921.25
FY2018	\$	772,500.00	\$	230,660.14	\$	541,839.86
FY2019	\$	772,500.00				

Reduce the Capital Projects

(\$202,916.00)



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Bond Principal Expense

Department Number: 35102

Account Number: 60750

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$559,000.00	\$0.00	\$559,000.00	\$554,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$559,000.00	\$559,000.00		\$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.

	<u>FY19</u>	<u>FY20</u>
2013 Refunding 02 Bond - Sewer	225,000.00	225,000.00
1999 Refunding Bonds (Refunded 2017)	315,000.00	320,000.00
2011 CWSRLF	14,000.00	14,000.00
2017 Refunding	-	-
Total Proprietary Fund	554,000.00	559,000.00



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Bond Interest Expense

Department Number: 35102

Account Number: 60751

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$165,308.66	\$176,677.00	\$171,837.19	\$158,598.00	\$158,598.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	135,116.00	185,115.90		\$26,517.90

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.

	<u>FY19</u>	<u>FY20</u>
2013 Refunding 02 Bond - Sewer	15,750.56	11,250.40
1999 Refunding Bonds (Refunded 2017)	31,635.08	12,800.00
2011 CWSRLF	2,537.50	2,390.50
2017 Refunding	108,675.00	108,675.00
Total Proprietary Fund (35102)	158,598.14	135,115.90
<i>Accrued interest for new bond (\$4,000,000)</i>		<u>50,000.00</u>
		185,115.90



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Miscellaneous Expense

Department Number: 35102

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$40,693.05	\$12,800.00	\$3,888.97	\$12,800.00	\$12,800.00

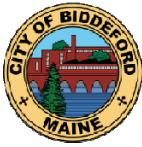
FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,800.00	\$12,800.00		\$0.00

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.

CSO Discharge Fee :	\$	12,000.00
WWTF License Fee :	\$	800.00
	\$	12,800.00

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	14,452.00	\$	40,693.05	\$	(26,241.05)
FY2018	\$	12,800.00	\$	3,888.97	\$	8,911.03
FY2019	\$	12,800.00				

Fee based on CSO discharge flow weather related.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Contingency

Department Number: 35102

Account Number: 60798

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,588.39	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00

FY 2020 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.

Engineering services :	\$	15,000.00
Misc. :	\$	10,000.00

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	46,592.00	\$	1,588.39	\$	45,003.61
FY2018	\$	25,000.00	\$	-	\$	25,000.00
FY2019	\$	25,000.00				

The license requirements were moved out of this line and the misc in FY 18. portion was reduced by \$15,000 as well.



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Transfer Out to Other Funds

Department Number: 35102

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$60,000.00	\$187,303.00	\$150,000.00	\$187,303.00	\$187,303.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 211,473.30	\$211,473.30		\$24,170.30

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 allocated to Wastewater Fund for services of Finance Dept. and City Clerk' Office and 18% lump sum transfer of COO/IPP salary.

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 60,000.00	\$ 60,000.00	\$ -
FY2018	\$ 187,303.00	\$ 150,000.00	\$ 37,303.00
FY2019	\$ 187,303.00		
Lump sum transfer COO/IPP Coord		\$ 37,303.30	
Admin fee		\$ 150,000.00	
		<u>\$ 187,303.30</u>	
Finance Change to transfer vs payroll		\$ 24,170.00	
		<u>\$ 211,473.30</u>	



Fiscal Year 2020 Budget Request

March 5, 2019

Department: Sewer Operations

Account Title: Depreciation Expense

Department Number: 35102

Account Number: 60700

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,006,319.68	\$0.00	\$1,041,961.36	\$0.00	\$1,042,398.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,041,530.00	\$1,041,530.00		\$1,041,530.00

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.

This accounts for depreciation on capital items but is not budgetted

<i>Fiscal Year History</i>		<i>Budget</i>	<i>Actual</i>
FY2013	\$	-	\$ 314,110.28
FY2014	\$	-	894,307.06
FY2015	\$	-	943,459.26
FY2016	\$	-	991,751.84
FY2017	\$	-	1,006,319.68
FY2018	\$	-	1,041,961.36
FY2019			

City of Biddeford, Maine
FY2020

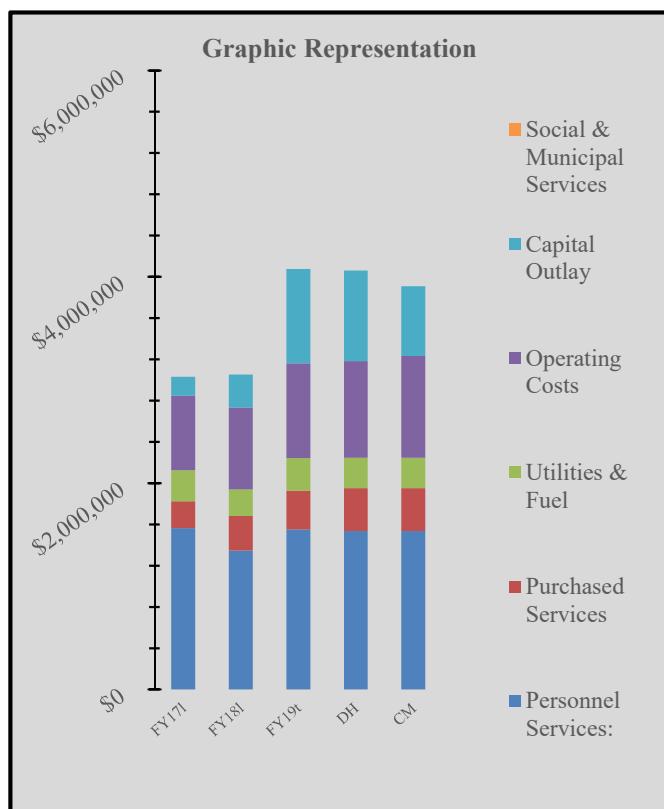
Operating Expenses

Budget:
Account Number:

Wastewater
601

FY2020

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/2019	Dept Head	Manager's Rec
Personnel Services:	\$1,563,196	\$1,509,795	\$1,345,861	\$1,550,133	\$789,460	\$1,534,035	\$1,534,035
Purchased Services	\$261,010	\$376,046	\$334,472	\$376,172	\$267,628	\$416,364	\$416,364
Utilities & Fuel	\$300,130	\$315,377	\$257,928	\$314,209	\$146,932	\$295,589	\$295,589
Operating Costs	\$723,044	\$939,400	\$792,602	\$918,967	\$462,807	\$936,445	\$986,445
Capital Outlay	\$182,177	\$890,074	\$320,832	\$914,421	\$37,148	\$876,954	\$674,038
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$3,029,556	\$4,030,692	\$3,051,696	\$4,073,902	\$1,703,974	\$4,059,388	\$3,906,472



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$80,651
Workers Comp	\$32,036
Health Insurance	\$293,291
Retirement	\$94,035
Unemployment	
Other Insurance	\$13,107
# of Full Time Employees	17.67
Total Fringe Benefit Impact	\$513,120

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$1,550,133	\$1,534,035	-\$16,098	-1.0%
Purchased Services	\$376,172	\$416,364	\$40,192	\$0
Utilities & Fuel	\$314,209	\$295,589	-\$18,620	\$0
Operating Costs	\$918,967	\$986,445	\$67,478	7.3%
Capital Outlay	\$914,421	\$674,038	-\$240,383	\$0
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$4,073,902	\$3,906,472	-\$167,430	-4.1%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/2019	FY2020	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$107,781	\$108,508	\$108,591	\$107,283	\$62,134	\$111,004	\$111,004
60102	Mid Mgmt Hrly Employee Wage	\$336,286	\$267,716	\$249,317	\$267,406	\$147,771	\$182,837	\$182,837
60105	F-T Employee Wage Exp	\$573,121	\$558,782	\$529,626	\$563,143	\$316,918	\$634,546	\$634,546
60106	P-T Employee Wage Exp	\$2,280	\$21,599	\$21,272	\$20,066	\$13,600	\$21,130	\$21,130
60107	Temp/Seasonal Emp Wage Exp	\$7,047	\$4,000	\$96	\$4,000	\$6,744	\$5,000	\$5,000
60111	Overtime Wage Expense	\$65,632	\$55,937	\$59,542	\$61,240	\$33,889	\$45,309	\$45,309
60129	Insurance Buyout Pay	\$3,200	\$2,000	\$3,000	\$4,000	\$1,000	\$4,000	\$4,000
60201	FICA/Medicare-ER Share Exp	\$77,782	\$79,271	\$63,314	\$86,161	\$36,435	\$80,651	\$80,651
60202	MPERS-Employer Share Exp	\$73,772	\$75,086	\$65,444	\$84,728	\$37,213	\$85,008	\$85,008
60203	457 Plan-Employer Share Exp	\$13,678	\$14,218	\$7,156	\$8,908	\$3,854	\$9,026	\$9,026
60210	HPHC Ins Employer Share Exp	\$37,046	\$30,968	\$16,297	\$23,272	\$4,364	\$20,921	\$20,921
60211	NNEBT Ins Employer Share Exp	\$219,016	\$236,106	\$191,410	\$264,929	\$104,799	\$272,371	\$272,371
60212	S-T Disability ER Share Exp	\$255	\$150	\$163	\$186	\$45	\$135	\$135
60213	L-T Disability ER Share Exp	\$1,441	\$1,343	\$929	\$1,178	\$421	\$837	\$837
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$8,827	\$8,463	\$7,925	\$8,463	\$4,455	\$8,135	\$8,135
60230	Clothing/Uniforms Expense	\$4,593	\$4,550	\$4,419	\$4,550	\$1,348	\$6,600	\$6,600
60251	Conferences/Training Expense	\$2,113	\$4,250	\$3,471	\$3,950	\$2,181	\$3,287	\$3,287
60252	Travel/Mileage Expense	\$3,552	\$2,859	\$2,502	\$3,109	\$1,360	\$9,893	\$9,893
60253	Food/Lodging Expense	\$131	\$200	\$81	\$200	\$0	\$450	\$450
60256	Dues/Memberships Expense	\$479	\$725	\$463	\$725	\$309	\$365	\$365
60257	Professional License Fees Exp	\$300	\$400	\$225	\$425	\$0	\$495	\$495
60370	Workers Comp Insurance Exp	\$24,865	\$32,664	\$10,619	\$32,211	\$10,619	\$32,036	\$32,036
Totals		\$1,563,196	\$1,509,795	\$1,345,861	\$1,550,133	\$789,460	\$1,534,035	\$1,534,035
		51.6%	37.5%	44.1%	38.1%	46.3%	37.8%	39.3%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/2019	FY2020	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$1,250	\$0	\$1,250	\$0	\$1,250	\$1,250
60302	Audit Services Expense	\$6,500	\$6,500	\$6,565	\$6,500	\$6,760	\$6,500	\$6,500
60304	Registry of Deeds Fee Expense	\$10,697	\$8,000	\$3,193	\$9,000	\$4,845	\$9,000	\$9,000
60306	Other Prof/Consult Srvs Exp	\$22,978	\$30,000	\$14,355	\$30,000	\$9,999	\$30,000	\$30,000
60310	Service Contracts Expense	\$6,976	\$108,825	\$83,491	\$108,825	\$77,803	\$111,368	\$111,368
60312	Temporary Contract Help Exp	\$26,803	\$32,270	\$23,476	\$32,270	\$28,975	\$32,855	\$32,855
60313	Construction Services Expense	\$27,620	\$30,000	\$31,430	\$29,000	\$11,176	\$31,000	\$31,000
60325	Postage/Shipping Expense	\$9,911	\$7,850	\$6,334	\$7,850	\$4,111	\$7,850	\$7,850
60330	Equipment Rent/Lease Exp	\$1,932	\$1,500	\$171	\$1,600	\$0	\$1,600	\$1,600
60331	Land/Building Lease Expense	\$1,038	\$1,060	\$1,064	\$1,060	\$770	\$1,060	\$1,060
60342	Grit Disposal Expense	\$113,425	\$113,974	\$131,499	\$114,000	\$89,125	\$148,794	\$148,794
60345	Rodent Control Expense	\$0	\$75	\$0	\$75	\$0	\$75	\$75
60372	Vehicle Insurance Expense	\$8,205	\$8,845	\$7,686	\$8,845	\$8,335	\$8,752	\$8,752
60373	Building/Boiler Insurance Exp	\$9,850	\$10,822	\$10,134	\$10,822	\$10,653	\$11,186	\$11,186
60375	Special Equip Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60382	Pollution Insurance Expense	\$15,075	\$15,075	\$15,074	\$15,075	\$15,075	\$15,075	\$15,075
Totals		\$261,010	\$376,046	\$334,472	\$376,172	\$267,628	\$416,364	\$416,364
		8.6%	9.3%	11.0%	9.2%	15.7%	10.3%	10.7%

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/2019	FY2020	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$209,645	\$230,500	\$177,099	\$225,500	\$105,205	\$208,000	\$208,000
60401	Water Expense	\$4,884	\$8,200	\$5,081	\$6,000	\$3,572	\$6,000	\$6,000
60402	Phone/Celular/Paging Exp	\$11,043	\$11,979	\$10,810	\$11,979	\$6,085	\$12,950	\$12,950
60404	Sewer User Fee Expense	\$16,270	\$5,000	\$8,148	\$5,000	\$3,404	\$7,000	\$7,000
60405	Heating Fuel Expense	\$17,821	\$18,000	\$16,786	\$18,000	\$6,563	\$17,000	\$17,000
60406	Fiber/Internet Expense	\$5,971	\$6,520	\$3,922	\$6,520	\$1,774	\$6,525	\$6,525
60410	Diesel Fuel Expense	\$24,961	\$26,108	\$26,621	\$30,550	\$15,587	\$28,730	\$28,730
60411	Gasoline Expense	\$9,534	\$9,070	\$9,463	\$10,660	\$4,741	\$9,384	\$9,384
Totals		\$300,130	\$315,377	\$257,928	\$314,209	\$146,932	\$295,589	\$295,589
		9.9%	7.8%	8.5%	7.7%	8.6%	7.3%	7.6%

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/2019	FY2020	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$77,204	\$72,000	\$65,747	\$72,000	\$18,604	\$72,000	\$72,000
60452	Operating Equip Repair Exp	\$110,662	\$113,625	\$99,871	\$114,000	\$39,370	\$114,000	\$114,000
60453	Vehicle Repair/Tires/Oil Exp	\$29,977	\$31,100	\$34,890	\$33,400	\$13,767	\$33,500	\$33,500
60456	Plant Operations/Maint. Exp	\$10,500	\$10,000	\$8,957	\$10,000	\$5,647	\$10,000	\$10,000
60457	Road Maint/Improve Non-Cap	\$12,311	\$20,000	\$15,074	\$20,000	\$0	\$20,000	\$20,000
60461	Repair/Maint-CommunsEquip	\$178	\$1,300	\$3,356	\$1,300	\$0	\$1,300	\$1,300
60500	Admin/Office Supp/Eqt Non-Cap	\$7,935	\$7,478	\$5,393	\$7,479	\$3,856	\$23,629	\$23,629
60501	Operating Supp/Eqt Non-Cap	\$40,329	\$53,903	\$33,552	\$53,681	\$6,620	\$50,145	\$50,145
60505	Construction Supplies	\$37,427	\$43,500	\$40,543	\$43,500	\$9,178	\$42,000	\$42,000
60506	Equipment/Small Tools-Non-cap	\$16,472	\$26,325	\$25,500	\$26,325	\$5,368	\$26,000	\$26,000
60509	Cleaning Supplies Expense	\$1,554	\$3,200	\$1,878	\$3,000	\$1,196	\$3,000	\$3,000
60510	Process Chemicals Expense	\$85,008	\$100,000	\$94,813	\$95,000	\$49,547	\$100,000	\$100,000
60511	Laboratory Supplies Exp	\$16,222	\$17,000	\$16,785	\$17,000	\$14,370	\$17,900	\$17,900
60751	Bond Interest Expense	\$165,309	\$176,677	\$171,837	\$158,598	\$80,522	\$135,116	\$185,116
60797	Miscellaneous Expense	\$50,368	\$50,989	\$24,406	\$51,381	\$17,582	\$51,382	\$51,382
60798	Contingency	\$1,588	\$25,000	\$0	\$25,000	\$9,879	\$25,000	\$25,000
60799	Transfer Out to Other Funds	\$60,000	\$187,303	\$150,000	\$187,303	\$187,303	\$211,473	\$211,473
Totals		\$723,044	\$939,400	\$792,602	\$918,967	\$462,807	\$936,445	\$986,445
		23.9%	23.3%	26.0%	22.6%	27.2%	23.1%	25.3%

Capital Outlay

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/2019	FY2020	
							Dept Head	Mgr's Rec
60602	Equipment Purchase Cap	\$54,438	\$100,000	\$88,823	\$100,000	\$0	\$100,000	\$100,000
60603	Vehicles Purchase Capital	\$10,660	\$17,574	\$1,349	\$41,921	\$0	\$4,454	\$4,454
60605	Sewer Construc/Improve Cap	\$117,079	\$772,500	\$230,660	\$772,500	\$37,148	\$772,500	\$569,584
Totals		\$182,177	\$890,074	\$320,832	\$914,421	\$37,148	\$876,954	\$674,038
		6.0%	22.1%	10.5%	22.4%	2.2%	21.6%	17.3%

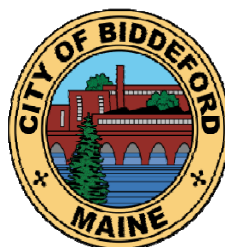
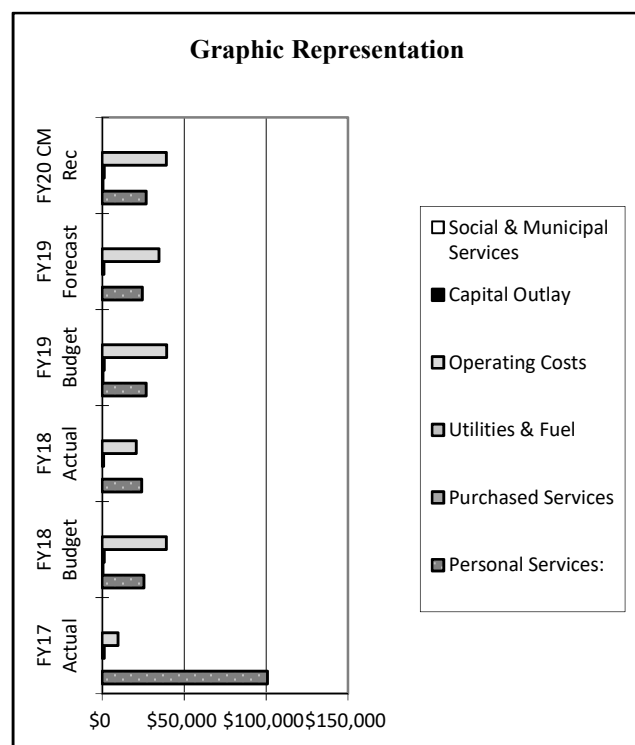
City of Biddeford, Maine

FY2020

Budget: Sewer Ind Pretreat Program

Account Number: 35103

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$100,834	\$25,503	\$24,138	\$26,811	\$10,825	\$26,853	\$26,853
Purchased Services	\$0	\$500	\$0	\$500	\$0	\$500	\$500
Utilities & Fuel	\$1,194	\$1,305	\$784	\$1,305	\$338	\$1,305	\$1,305
Operating Costs	\$9,675	\$39,170	\$20,720	\$39,341	\$6,380	\$39,106	\$39,106
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$111,704	\$66,478	\$45,642	\$67,957	\$17,543	\$67,764	\$67,764



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$1,435
Workers Comp	\$381
Health Insurance	\$4,313
Retirement	\$1,876
Unemployment	\$69
Other Insurance	\$64
Total Fringe Benefit Impact	\$8,138
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$26,811	\$26,853	\$42	0.2%
Purchased Services	\$500	\$500	\$0	\$0
Utilities & Fuel	\$1,305	\$1,305	\$0	\$0
Operating Costs	\$39,341	\$39,106	-\$235	-0.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$67,957	\$67,764	-\$193	-0.3%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$18,429	\$18,479	\$18,376	\$18,445	\$10,708	\$18,757	\$18,757
60102	Mid Mgmt Hrly Employee Wa	\$63,684	\$0	\$2,035	\$0	\$0	\$0	\$0
60129	Insurance Buyout Pay	\$1,050	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$6,446	\$1,414	\$712	\$1,641	\$0	\$1,435	\$1,435
60202	MPERS-Employer Share Exp	\$1,751	\$1,774	\$841	\$1,771	\$0	\$1,876	\$1,876
60203	457 Plan-Employer Share Exp	\$3,624	\$0	\$430	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$3,881	\$2,922	\$1,228	\$4,043	\$0	\$3,854	\$3,854
60212	S-T Disability ER Share Exp	\$26	\$6	\$3	\$7	\$0	\$7	\$7
60213	L-T Disability ER Share Exp	\$234	\$67	\$25	\$55	\$0	\$56	\$56
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$460	\$0	\$50	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$150	\$0	\$150	\$0	\$150	\$150
60252	Travel/Mileage Expense	\$764	\$334	\$321	\$334	\$0	\$338	\$338
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$485	\$357	\$117	\$365	\$117	\$381	\$381
Totals		\$100,834	\$25,503	\$24,138	\$26,811	\$10,825	\$26,853	\$26,853

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$500	\$0	\$500	\$0	\$500	\$500
Totals		\$0	\$500	\$0	\$500	\$0	\$500	\$500

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60406	Fiber/Internet Expense	\$1,194	\$1,305	\$784	\$1,305	\$338	\$1,305	\$1,305
Totals		\$1,194	\$1,305	\$784	\$1,305	\$338	\$1,305	\$1,305

Other Operating Costs

Account Number	Description	FY17	FY18	FY18	FY19	FY19	FY20	
		Actual	Budget	Actual	Budget	YTD 01/31/19	Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$0	\$378	\$0	\$379	\$0	\$379	\$379
60501	Operating Supp/Eqt Non-Cap	\$0	\$603	\$203	\$381	\$0	\$145	\$145
60797	Miscellaneous Expense	\$9,675	\$38,189	\$20,517	\$38,581	\$6,380	\$38,582	\$38,582
Totals		\$9,675	\$39,170	\$20,720	\$39,341	\$6,380	\$39,106	\$39,106

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 35103 Sewer Ind Pretreat Program

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL				
#N/A	492402	1.00	18,684.74	18,756.61	18,756.61		MILLIGAN
TOTAL BUDGETED POSITIONS		1.00	18,684.74	18,756.61	18,756.61		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Dept Manager Salary Exp

Department Number: 35103

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$18,428.91	\$18,479.00	\$18,375.90	\$18,445.00	\$18,597.14

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,756.61	\$18,756.61		\$311.61

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.

Salary for wastewater director at 20% of salary



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35103

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,446.21	\$1,414.00	\$712.16	\$1,641.00	\$1,422.68

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,434.88	\$1,434.88		(\$206.12)

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.

Line item reflects salary FICA for wastewater director salary at 20%



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: MPERS-Employer Share Exp

Department Number: 35103

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,751.30	\$1,774.00	\$841.22	\$1,771.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,875.66	\$1,875.66		\$104.66

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.

Line item reflects 20% of wastewater director portion of salary for MPERS



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: HPHC Ins Employer Share Exp

Department Number: 35103

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,881.36	\$2,922.00	\$1,228.05	\$4,043.00	\$3,780.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,854.00	\$3,854.00		(\$189.00)

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.

Line item reflects 20% of wastewater director salary for HPHC



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: S-T Disability ER Share Exp

Department Number: 35103

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$25.79	\$6.00	\$2.98	\$7.00	\$7.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7.20	\$7.20		\$0.20

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.

Line item reflects 20% of wastewater director salary for S-T disability



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: L-T Disability ER Share Exp

Department Number: 35103

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$234.27	\$67.00	\$24.93	\$55.00	\$54.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$56.30	\$56.30		\$1.30

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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Line item reflects 20% of wastewater director salary for L-T disability



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Conferences/Training Expense

Department Number: 35103

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$150.00	\$0.00	\$150.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00		\$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.

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<i>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
Conf/Training Contingency	1	\$150.00	\$150.00

As a revenue fund, if the line item is not expended it will not be included in the user fee calculation



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Travel/Mileage Expense

Department Number: 35103

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$764.00	\$334.00	\$320.93	\$334.00	\$260.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$337.50	\$337.50		\$3.50

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>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
Jul-Dec	300	\$0.545	\$163.50
Jan-Jun	300	\$0.580	\$174.00
			\$337.50

As a revenue fund, if the line item is not expended it will not be included in the user fee calculation



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Legal Services Expense

Department Number: 35103

Account Number: 60301

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY 2020 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.

<i>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
Legal Contingency	1	\$500.00	\$500.00

As a revenue fund, if the line item is not expended it will not be included in the user fee calculation



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Workers Comp Insurance Exp

Department Number: 35103

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$485.00	\$357.00	\$117.00	\$365.00	\$351.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$381.00	\$381.00		\$16.00

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.

Line reflects percentage of wastewater director salary at 20%



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Fiber/Internet Expense

Department Number: 35103

Account Number: 60406

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,194.27	\$1,305.00	\$784.31	\$1,305.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,305.00	\$1,305.00		\$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.

<i>Desc</i>	<i>Unit</i>	<i>Unit Rate</i>	<i>Subtotal</i>
Fiber/Internet	25%	\$5,220.00	\$1,305.00

Industrial Pretreatment Portion of Fiber/Internet Fee



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

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

Department Number: 35103

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$378.00	\$0.00	\$379.00	\$360.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$379.00	\$379.00		\$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.

Office supplies to manage administrative aspects of IPP

4" D-Ring Binder (9)	\$155.00
3" D-Ring Binder (6)	\$69.00
1.5" D-Ring Binder	\$12.00
10-Tab Dividers (15)	\$143.00
	\$379.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35103

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$603.00	\$202.69	\$381.00	\$200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 145.00	\$145.00		(\$236.00)

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.

Equipment, materials, and supplies for industrial pretreatment program

Disposable gloves	\$ 10.58
pH Probe Solution	\$ 33.85
Misc.	\$ 100.00
	\$ 144.43

Reduction in expenses due to materials already in inventory that do not need replacement



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Sewer Ind Pretreat Program

Account Title: Miscellaneous Expense

Department Number: 35103

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,675.00	\$38,189.00	\$20,517.00	\$38,581.00	\$34,081.32

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,582.00	\$38,582.00		\$1.00

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.

Budget for external certified laboratory testing of influent, effluent, background, sludge, and receiving waters in accordance with facility discharge license and industrial pretreatment program.

Budget includes actual and contingency testing. Actual expenditures will be used to determine industrial pretreatment fees.

FY	Budget	Actual
2012	\$20,500.00	\$8,399.50
2013	\$20,500.00	\$14,135.00
2014	\$20,500.00	\$20,492.00
2015	\$20,500.00	\$9,625.00
2016	\$20,500.00	\$18,740.00
2017	\$20,500.00	\$9,675.00
2018	\$38,189.00	\$20,517.00
		Est
Average		\$14,511.93
Median		\$14,135.00
Max		\$20,517.00

Lump sum COO/IPP Coord Salary Transfer

\$18,081.30

\$38,581.30

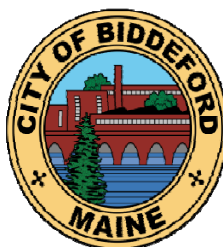
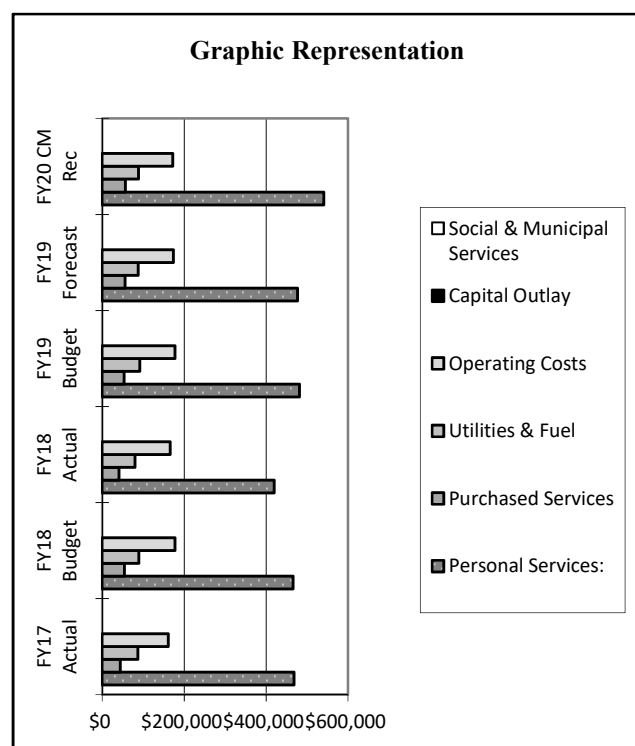
City of Biddeford, Maine

FY2020

Budget: P.W. Wastewater Maintenance

Account Number: 35104

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$467,942	\$466,198	\$419,912	\$481,895	\$262,195	\$540,813	\$540,813
Purchased Services	\$43,781	\$53,845	\$40,715	\$52,945	\$39,608	\$56,530	\$56,530
Utilities & Fuel	\$87,004	\$89,098	\$79,990	\$91,330	\$42,792	\$88,239	\$88,239
Operating Costs	\$161,067	\$177,600	\$165,994	\$177,975	\$37,764	\$172,250	\$172,250
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$759,794	\$786,741	\$706,610	\$804,145	\$382,359	\$857,832	\$857,832



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$27,578
Workers Comp	\$11,457
Health Insurance	\$118,684
Retirement	\$31,880
Unemployment	\$314
Other Insurance	\$2,789
Total Fringe Benefit Impact	\$192,702
# of Full Time Employees	6.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$481,895	\$540,813	\$58,918	12.2%
Purchased Services	\$52,945	\$56,530	\$3,585	\$0
Utilities & Fuel	\$91,330	\$88,239	-\$3,091	\$0
Operating Costs	\$177,975	\$172,250	-\$5,725	-3.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$804,145	\$857,832	\$53,687	6.7%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$68,962	\$70,320	\$70,226	\$69,618	\$41,478	\$72,523	\$72,523
60105	F-T Employee Wage Exp	\$238,556	\$234,620	\$210,964	\$233,982	\$134,696	\$262,228	\$262,228
60111	Overtime Wage Expense	\$19,326	\$9,597	\$14,006	\$12,500	\$4,753	\$13,895	\$13,895
60129	Insurance Buyout Pay	\$2,000	\$2,000	\$2,500	\$4,000	\$500	\$4,000	\$4,000
60201	FICA/Medicare-ER Share Exp	\$23,124	\$24,775	\$22,015	\$26,470	\$13,204	\$29,000	\$29,000
60202	MPERS-Employer Share Exp	\$18,482	\$18,510	\$17,372	\$21,490	\$14,584	\$29,981	\$29,981
60203	457 Plan-Employer Share Exp	\$4,369	\$7,325	\$3,491	\$6,738	\$1,962	\$3,775	\$3,775
60210	HPHC Ins Employer Share Ex	\$4,639	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$82,858	\$93,256	\$74,419	\$101,275	\$49,556	\$118,684	\$118,684
60212	S-T Disability ER Share Exp	\$73	\$30	\$13	\$43	\$0	\$79	\$79
60213	L-T Disability ER Share Exp	\$260	\$250	\$246	\$264	\$149	\$433	\$433
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$2,326	\$2,340	\$2,121	\$2,340	\$1,140	\$2,340	\$2,340
60230	Clothing/Uniforms Expense	\$2,055	\$2,100	\$2,059	\$2,100	\$172	\$3,300	\$3,300
60251	Conferences/Training Expense	\$895	\$1,000	\$480	\$1,000	\$0	\$500	\$500
60252	Travel/Mileage Expense	\$0	\$25	\$0	\$25	\$0	\$25	\$25
60253	Food/Lodging Expense	\$18	\$50	\$0	\$50	\$0	\$50	\$50
Totals		\$467,942	\$466,198	\$419,912	\$481,895	\$262,195	\$540,813	\$540,813

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60312	Temporary Contract Help Exp	\$26,803	\$29,270	\$23,476	\$29,270	\$25,075	\$29,855	\$29,855
60313	Construction Services Expense	\$13,967	\$15,000	\$14,236	\$14,000	\$3,714	\$14,000	\$14,000
60330	Equipment Rent/Lease Exp	\$1,583	\$500	\$163	\$600	\$0	\$600	\$600
60342	Grit Disposal Expense	\$1,428	\$9,000	\$2,839	\$9,000	\$10,818	\$12,000	\$12,000
60345	Rodent Control Expense	\$0	\$75	\$0	\$75	\$0	\$75	\$75
Totals		\$43,781	\$53,845	\$40,715	\$52,945	\$39,608	\$56,530	\$56,530

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$65,943	\$68,000	\$58,570	\$68,000	\$30,708	\$65,000	\$65,000
60402	Phone/Celular/Paging Exp	\$5,307	\$5,200	\$5,269	\$5,200	\$2,747	\$6,171	\$6,171
60410	Diesel Fuel Expense	\$8,597	\$9,108	\$8,911	\$10,340	\$5,289	\$9,724	\$9,724
60411	Gasoline Expense	\$7,157	\$6,790	\$7,239	\$7,790	\$4,048	\$7,344	\$7,344
Totals		\$87,004	\$89,098	\$79,990	\$91,330	\$42,792	\$88,239	\$88,239

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$57,603	\$50,000	\$47,454	\$50,000	\$17,330	\$50,000	\$50,000
60452	Operating Equip Repair Exp	\$12,831	\$13,625	\$8,824	\$14,000	\$2,255	\$14,000	\$14,000
60453	Vehicle Repair/Tires/Oil Exp	\$21,019	\$20,000	\$23,542	\$20,000	\$6,333	\$18,000	\$18,000
60457	Road Maint/Improve Non-Cap	\$12,311	\$20,000	\$15,074	\$20,000	\$0	\$20,000	\$20,000
60461	Repair/Maint-CommunsEquip	\$0	\$650	\$3,356	\$650	\$0	\$650	\$650
60500	Admin/Office Supp/Eqt Non-C	\$4,092	\$3,500	\$2,388	\$3,500	\$1,000	\$3,500	\$3,500
60501	Operating Supp/Eqt Non-Cap	\$5,693	\$7,500	\$6,442	\$7,500	\$1,217	\$5,600	\$5,600
60505	Construction Supplies	\$37,427	\$43,500	\$40,543	\$43,500	\$9,178	\$42,000	\$42,000
60506	Equipment/Small Tools-Non-c	\$10,090	\$18,825	\$18,370	\$18,825	\$451	\$18,500	\$18,500
Totals		\$161,067	\$177,600	\$165,994	\$177,975	\$37,764	\$172,250	\$172,250

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 35104 P.W. Wastewater Maintenance

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL	REQUESTED			
WASTEWATER SUPERVISOR	37750	1.00	72,245.58	72,523.45	72,523.45		KINNEY
OPERATOR WITHOUT GRADE 5	700	1.00	52,810.16	53,013.28	53,013.28		ALLEN
OPERATOR WITHOUT GRADE 5	10592	1.00	51,031.97	51,228.24	51,228.24		DEMERS
PUMP TECH/OPERATOR WITHOUT GRADE 5	10268	1.00	51,631.84	51,830.42	51,830.42		DEMERS
PUMP TECH/OPERATOR WITHOUT GRADE 5	26105	1.00	52,810.16	53,013.28	53,013.28		FRECHETTE
OPERATOR WITHOUT GRADE 5	10112	1.00	52,938.70	53,142.31	53,142.31		LABRECQUE
ADJUSTMENTS	33	-	-	-	-		VARIOUS
TOTAL BUDGETED POSITIONS		6.00	333,468.42	334,750.99	334,750.99		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35104

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$68,962.30	\$70,320.00	\$70,226.25	\$69,618.00	\$72,523.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$72,523.45	\$72,523.45		\$2,905.45

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.

Wastewater Supervisor salary Note: increase added cotract year
See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: F-T Employee Wage Exp

Department Number: 35104

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$238,555.60	\$234,620.00	\$210,963.95	\$233,982.00	\$230,623.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$262,227.54	\$262,227.54		\$28,245.54

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.

Wages for the following positions. Note: increase added contract year

Sewer system operator

Sewer System Asst. Technician

2 Pump Station Technicians

See Oayroll worksheet for details



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Overtime Wage Expense

Department Number: 35104

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$19,325.61	\$9,597.00	\$14,005.68	\$12,500.00	\$12,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,895.00	\$13,895.00		\$1,395.00

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.

Projected overtime needs based upon historical data

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	10,845.00	\$	18,066.00	\$ (7,221.00)
FY2018	\$	9,597.00	\$	14,005.68	\$ (4,408.68)
FY2019	\$	12,500.00			
	Average		\$	16,035.84	
	Median		\$	16,035.84	
	Maximum		\$	18,066.00	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Insurance Buyout Pay

Department Number: 35104

Account Number: 60129

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,000.00	\$2,000.00	\$2,500.00	\$4,000.00	\$3,000.00

FY 2020 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.

Contractual obligation for 1 employee choosing buyout option

			<i>Rate</i>		<i>Subtotal</i>
Union employee	2	\$	2,000.00	\$	4,000.00
				\$	4,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35104

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$23,123.72	\$24,775.00	\$22,015.12	\$26,470.00	\$24,188.14

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,999.66	\$28,999.66		\$2,529.66

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 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: MPERS-Employer Share Exp

Department Number: 35104

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$18,481.90	\$18,510.00	\$17,371.82	\$21,490.00	\$26,707.64

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,980.88	\$29,980.88	\$29,980.88	\$8,490.88

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 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: 457 Plan-Employer Share Exp

Department Number: 35104

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,369.34	\$7,325.00	\$3,491.09	\$6,738.00	\$3,700.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,774.85	\$3,774.85	\$3,774.85	(\$2,963.15)

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 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: NNEBT Ins Employer Share Exp

Department Number: 35104

Account Number: 60211

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$82,858.29	\$93,256.00	\$74,418.93	\$101,275.00	\$98,700.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$118,684.00	\$118,684.00	\$118,684.00	\$17,409.00

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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Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: S-T Disability ER Share Exp

Department Number: 35104

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$73.00	\$30.00	\$13.20	\$43.00	\$43.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$79.20	\$79.20	\$79.20	\$36.20

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 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: L-T Disability ER Share Exp

Department Number: 35104

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$259.96	\$250.00	\$245.92	\$264.00	\$264.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$433.33	\$433.33	\$433.33	\$169.33

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 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: RHSA Plan ER Share

Department Number: 35104

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,325.60	\$2,340.00	\$2,121.00	\$2,340.00	\$2,340.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,340.00	\$2,340.00	\$2,340.00	\$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 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Clothing/Uniforms Expense

Department Number: 35104

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,055.09	\$2,100.00	\$2,059.13	\$2,100.00	\$2,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,300.00	\$3,300.00		\$1,200.00

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.

Contractual obligation for clothing for the following positions :

Moved safety boots from 60501

			<i>Rate</i>		<i>Subtotal</i>
Wastewater Supervisor	1	\$	350.00	\$	550.00
Sewer System Operator w/out Grade #5	1	\$	350.00	\$	550.00
Sewer System Technician w/out Grade #5	1	\$	350.00	\$	550.00
Sewer System Asst. Technician w/out Grade #5	1	\$	350.00	\$	550.00
2 Pump Station Technicians w/out Grade #5	2	\$	350.00	\$	550.00
				\$	3,300.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Conferences/Training Expense

Department Number: 35104

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$895.00	\$1,000.00	\$480.00	\$1,000.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		(\$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.

Training required to maintain State licenses and certifications

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>
FY2017	\$	1,000.00	\$	1,000.00
FY2018	\$	1,000.00	\$	480.00
FY2019	\$	1,000.00		
	Average		\$	740.00
	Median		\$	740.00
	Maximum		\$	1,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Travel/Mileage Expense

Department Number: 35104

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$25.00	\$0.00	\$25.00	\$25.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25.00	\$25.00		\$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.

Projected Travel expenses for training sessions

				<i>Actual</i>
FY2017	\$	50.00	\$	50.00
FY2018	\$	25.00	\$	-
FY2019	\$	25.00		
		Average	\$	25.00
		Median	\$	25.00
		Maximum	\$	50.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Food/Lodging Expense

Department Number: 35104

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$17.64	\$50.00	\$0.00	\$50.00	\$50.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50.00	\$50.00		\$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.

Projected expenses for off site training sessions

				<i>Actual</i>
FY2017	\$	50.00	\$	50.00
FY2018	\$	50.00	\$	-
FY2019	\$	50.00		
		Average	\$	25.00
		Median	\$	25.00
		Maximum	\$	50.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Temporary Contract Help Exp

Department Number: 35104

Account Number: 60312

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$26,803.19	\$29,270.00	\$23,476.16	\$29,270.00	\$29,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,855.00	\$29,855.00		\$585.00

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.

Biddeford's share (40%) of Tri-Community utility camera position

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	30,024.00	\$	26,803.19	\$ 3,220.81
FY2018	\$	29,270.00	\$	23,476.16	\$ 5,793.84
FY2019	\$	29,270.00			



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Construction Services Expense

Department Number: 35104

Account Number: 60313

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$13,967.06	\$15,000.00	\$14,236.45	\$14,000.00	\$14,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,000.00	\$14,000.00		\$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.

Spoils crushing :	\$6,000
Specialty contract work :	\$7,000

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	15,000.00	\$	13,967.06	\$ 1,032.94
FY2018	\$	15,000.00	\$	14,236.45	\$ 763.55
FY2019	\$	14,000.00			



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Equipment Rent/Lease Exp

Department Number: 35104

Account Number: 60330

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,582.75	\$500.00	\$162.68	\$600.00	\$600.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600.00	\$600.00		\$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.

Rentals

				<i>Actual</i>		<i>Differential</i>
FY2017	\$	500.00	\$	1,582.75	\$	(1,082.75)
FY2018	\$	500.00	\$	162.68	\$	337.32
FY2019	\$	600.00				



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Grit Disposal Expense

Department Number: 35104

Account Number: 60342

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,428.41	\$9,000.00	\$2,839.47	\$9,000.00	\$12,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$3,000.00

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.

Catch basin grit disposal (Waste Management & Commercial Paving) and acceptance testing

			<i>Rate</i>		<i>Subtotal</i>
Grit disposal	90	\$	100.00	\$	9,000.00
<i>Fiscal Year Review</i>			<i>Budget</i>		<i>Differential</i>
FY2017	\$	12,000.00	\$	1,428.41	\$ 10,571.59
FY2018	\$	9,000.00	\$	2,839.47	\$ 6,160.53
FY2019	\$	9,000.00		\$	9,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Rodent Control Expense

Department Number: 35104

Account Number: 60345

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$75.00	\$0.00	\$75.00	\$75.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75.00	\$75.00		\$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.

For rodent control in sewer system

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>
FY2017	\$	75.00	\$	-
FY2018	\$	75.00	\$	-
FY2019	\$	75.00		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Electricity Expense

Department Number: 35104

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$65,943.23	\$68,000.00	\$58,569.65	\$68,000.00	\$65,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$65,000.00	\$65,000.00		(\$3,000.00)

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.

Projected Electrical costs for 24 pump stations.
No change in price current contract through 2020.

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2014	\$	80,000.00	\$	74,517.00	\$	5,483.00
FY2015	\$	75,000.00	\$	55,723.00	\$	19,277.00
FY2016	\$	76,120.00	\$	65,074.00	\$	11,046.00
FY2017	\$	72,000.00	\$	65,943.23	\$	6,056.77
FY2018	\$	68,000.00	\$	58,569.65	\$	9,430.35
FY2019	\$	68,000.00			\$	68,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Phone/Celular/Paging Exp

Department Number: 35104

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,306.69	\$5,200.00	\$5,269.23	\$5,200.00	\$5,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,171.00	\$6,171.00		\$971.00

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.

Type	Units	Months	\$/Month	Total
Cell Phone	6	12	\$31.05	\$2,235.60
Tablet	3	12	\$40.00	\$1,440.00
Cell Modem	1	12	\$40.00	\$480.00
GPS	4	12	\$18.95	\$909.60
Water St Phone	1	12	\$28.00	\$336.00
RBC Phone	1	12	\$29.17	\$350.04
Horrigans Phone	1	12	\$35.00	\$420.00
			Total	\$6,171.24



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Diesel Fuel Expense

Department Number: 35104

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,597.02	\$9,108.00	\$8,911.44	\$10,340.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,724.00	\$9,724.00		(\$616.00)

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>Desc</i>	<i>Unit (Gal)</i>	<i>Rate</i>	<i>Subtotal</i>
Projected diesel usage	4,400	\$ 2.21	\$ 9,724.00

FY 18	4365 Gallons
FY 19 (6months)	2143 Gallons



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Gasoline Expense

Department Number: 35104

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,156.91	\$6,790.00	\$7,239.44	\$7,790.00	\$7,790.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,344.00	\$7,344.00		(\$446.00)

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>Desc</i>	<i>Unit (Gal)</i>	<i>Rate</i>	<i>Subtotal</i>
Projected gasoline usage	3,600 \$	2.04 \$	7,344.00

FY 18 usage: 3540 Gallons

FY 19 usage: (6 months) 1730 Gallons



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Building Repair/Maint Exp

Department Number: 35104

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$57,603.40	\$50,000.00	\$47,453.56	\$50,000.00	\$50,000.00

FY 2020 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.

Gates, Check valves	\$7,000.00
Transducers, Floats	\$5,000.00
Sensors	\$5,000.00
Pumps and Parts	\$10,000.00
Controls	\$10,000.00
Hardware, paint	\$3,000.00
Misc repairs	\$10,000.00
Total	\$50,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Operating Equip Repair Exp

Department Number: 35104

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$12,830.76	\$13,625.00	\$8,823.58	\$14,000.00	\$14,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,000.00	\$14,000.00		\$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.

661	Generator	\$675.00
665	Portable pump	\$950.00
670	Trailer	\$6,050.00
685	Generator	\$1,075.00
686	Generator	\$900.00
	Camera Cam Truck	\$4,350.00
Total		\$14,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 35104

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$21,019.42	\$20,000.00	\$23,542.19	\$20,000.00	\$18,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,000.00	\$18,000.00		(\$2,000.00)

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.

Equipment Unit # Cost

606	\$ 2,850.00
610	\$ 2,900.00
616	\$ 2,000.00
660	\$ 10,250.00
	\$ 18,000.00

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	19,000.00	\$	21,019.42	\$	(2,019.42)
FY2018	\$	20,000.00	\$	23,542.19	\$	(3,542.19)
FY2019	\$	20,000.00				
	Average		\$	22,280.81		
	Median		\$	22,280.81		
	Max		\$	23,542.19		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Road Maint/Improve Non-Cap

Department Number: 35104

Account Number: 60457

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$12,310.81	\$20,000.00	\$15,074.47	\$20,000.00	\$20,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,000.00	\$20,000.00		\$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.

Projected need based upon historical data for spot repairs

			<i>Actual</i>	<i>Differential</i>
FY2017	\$	20,000.00	\$ 12,310.81	\$ 7,689.19
FY2018	\$	20,000.00	\$ 15,074.47	\$ 4,925.53
FY2019	\$	20,000.00		
	Average	\$	13,692.64	
	Median	\$	13,692.64	
	Max	\$	15,074.47	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Repair/Maint-CommunsEquip

Department Number: 35104

Account Number: 60461

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$650.00	\$3,355.97	\$650.00	\$650.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		\$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.

Budgeted replacement cost for 1 radio

			<i>Actual</i>		<i>Differential</i>
FY2017	\$	650.00	\$	650.00	\$ -
FY2018	\$	650.00	\$	3,355.97	\$ (2,705.97)
FY2019	\$	650.00			\$ 650.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

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

Department Number: 35104

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,092.18	\$3,500.00	\$2,388.49	\$3,500.00	\$3,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$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.

Office Supplies	\$500.00
Computer Hardware/Software	\$3,000.00
SCADA	\$0.00
Total	\$3,500.00

Tablet for Unit #4

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	3,500.00	\$	4,092.18	\$	(592.18)
FY2018	\$	3,500.00	\$	2,388.49	\$	1,111.51
FY2019	\$	3,500.00				



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35104

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,693.47	\$7,500.00	\$6,441.76	\$7,500.00	\$6,750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,600.00	\$5,600.00		(\$1,900.00)

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.

Safety Boots	\$	-	Moved to 60230
Safety Equipment	\$	5,100.00	
Industrial Chemicals	\$	500.00	

Total: \$ **5,600.00**

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	7,700.00	\$	5,693.47	\$	2,006.53
FY2018	\$	7,500.00	\$	6,441.76	\$	1,058.24
FY2019	\$	7,500.00				
		Average	\$	6,067.62		
		Median	\$	6,067.62		
		Max	\$	6,441.76		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Construction Supplies

Department Number: 35104

Account Number: 60505

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$37,427.38	\$43,500.00	\$40,543.29	\$43,500.00	\$42,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,000.00	\$42,000.00		(\$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.

Contingency needs based on upcoming maintenance projects and unplanned projects

Pipe :	\$ 10,000.00
Rims & Covers :	\$ 12,000.00
Manholes :	\$ 15,000.00
Misc. :	\$ 5,000.00
	\$ 42,000.00

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	43,500.00	\$	37,427.38	\$ 6,072.62
FY2018	\$	43,500.00	\$	40,543.29	\$ 2,956.71
FY2019	\$	43,500.00			
		Average	\$	38,985.34	
		Median	\$	38,985.34	
		Max	\$	40,543.29	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: P.W. Wastewater Maintenance

Account Title: Equipment/Small Tools-Non-cap

Department Number: 35104

Account Number: 60506

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,089.80	\$18,825.00	\$18,370.32	\$18,825.00	\$18,825.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,500.00	\$18,500.00		(\$325.00)

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.

Tri-Community Captial Account :	\$	12,000.00
Hand tools :	\$	5,500.00
Misc. :	\$	1,000.00
Total: \$		18,500.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: #N/A

Account Title: #N/A

Department Number: 35104

Account Number: 60603

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
#N/A	#N/A	#N/A	#N/A	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$0.00		#N/A

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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Replace Unit #4, Down payment

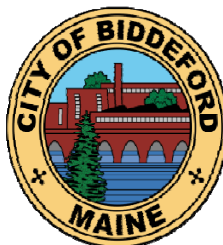
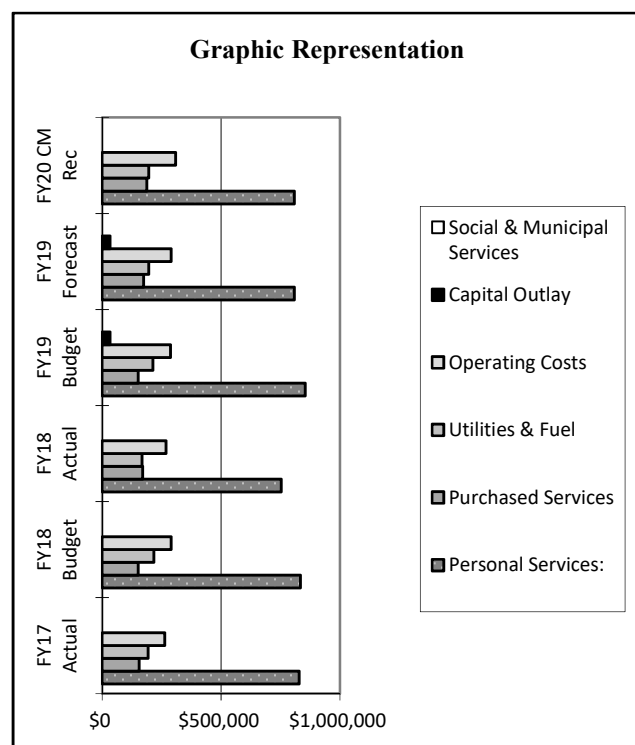
City of Biddeford, Maine

FY2020

Budget: New Sewer Operations Exp

Account Number: 35105

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$828,720	\$833,883	\$753,245	\$854,275	\$429,150	\$808,997	\$808,997
Purchased Services	\$155,129	\$150,649	\$169,988	\$150,675	\$101,057	\$187,012	\$187,012
Utilities & Fuel	\$193,478	\$217,055	\$166,675	\$213,563	\$99,023	\$196,242	\$196,242
Operating Costs	\$262,958	\$289,750	\$268,858	\$286,850	\$129,322	\$308,900	\$308,900
Capital Outlay	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,440,284	\$1,491,337	\$1,358,766	\$1,537,363	\$758,552	\$1,501,151	\$1,501,151



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$42,955
Workers Comp	\$18,379
Health Insurance	\$153,687
Retirement	\$52,588
Unemployment	\$456
Other Insurance	\$5,611
Total Fringe Benefit Impact	\$273,676
# of Full Time Employees	9.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$854,275	\$808,997	-\$45,278	-5.3%
Purchased Services	\$150,675	\$187,012	\$36,337	\$0
Utilities & Fuel	\$213,563	\$196,242	-\$17,321	\$0
Operating Costs	\$286,850	\$308,900	\$22,050	7.7%
Capital Outlay	\$32,000	\$0	-\$32,000	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,537,363	\$1,501,151	-\$36,212	-2.4%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$43,279	\$43,831	\$44,276	\$42,724	\$24,657	\$45,356	\$45,356
60102	Mid Mgmt Hrly Employee Wa	\$147,666	\$153,542	\$132,200	\$153,071	\$80,078	\$86,951	\$86,951
60105	F-T Employee Wage Exp	\$330,740	\$324,162	\$318,662	\$329,161	\$182,222	\$372,319	\$372,319
60106	P-T Employee Wage Exp	\$2,193	\$0	\$0	\$0	\$0	\$0	\$0
60107	Temp/Seasonal Emp Wage Ex	\$7,047	\$4,000	\$96	\$4,000	\$6,744	\$5,000	\$5,000
60111	Overtime Wage Expense	\$46,306	\$44,000	\$45,536	\$46,400	\$29,136	\$29,074	\$29,074
60129	Insurance Buyout Pay	\$0	\$0	\$500	\$0	\$500	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$40,356	\$44,136	\$33,651	\$43,941	\$19,891	\$42,955	\$42,955
60202	MPERS-Employer Share Exp	\$49,161	\$50,367	\$43,862	\$57,040	\$22,629	\$48,463	\$48,463
60203	457 Plan-Employer Share Exp	\$3,056	\$3,945	\$1,269	\$0	\$0	\$4,125	\$4,125
60210	HPHC Ins Employer Share Ex	\$10,493	\$8,465	\$3,657	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$136,158	\$142,850	\$116,991	\$163,654	\$55,243	\$153,687	\$153,687
60212	S-T Disability ER Share Exp	\$105	\$73	\$35	\$87	\$0	\$15	\$15
60213	L-T Disability ER Share Exp	\$615	\$702	\$400	\$587	\$145	\$136	\$136
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$5,452	\$5,460	\$5,019	\$5,460	\$2,880	\$5,460	\$5,460
60230	Clothing/Uniforms Expense	\$2,538	\$2,450	\$2,360	\$2,450	\$1,176	\$3,300	\$3,300
60251	Conferences/Training Expense	\$1,102	\$2,700	\$2,261	\$2,500	\$2,181	\$2,237	\$2,237
60252	Travel/Mileage Expense	\$1,636	\$2,000	\$1,701	\$2,000	\$1,360	\$8,780	\$8,780
60253	Food/Lodging Expense	\$113	\$150	\$81	\$150	\$0	\$400	\$400
60256	Dues/Memberships Expense	\$479	\$725	\$463	\$725	\$309	\$365	\$365
60257	Professional License Fees Exp	\$225	\$325	\$225	\$325	\$0	\$375	\$375
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$828,720	\$833,883	\$753,245	\$854,275	\$429,150	\$808,997	\$808,997

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$750	\$0	\$750	\$0	\$750	\$750
60306	Other Prof/Consult Svcs Exp	\$22,051	\$20,000	\$14,355	\$20,000	\$9,999	\$20,000	\$20,000
60310	Service Contracts Expense	\$6,976	\$8,675	\$9,730	\$8,675	\$5,289	\$11,218	\$11,218
60313	Construction Services Expense	\$13,653	\$15,000	\$17,193	\$15,000	\$7,462	\$17,000	\$17,000
60325	Postage/Shipping Expense	\$103	\$250	\$42	\$250	\$0	\$250	\$250

60330 Equipment Rent/Lease Exp	\$350	\$1,000	\$8	\$1,000	\$0	\$1,000	\$1,000
60342 Grit Disposal Expense	\$111,996	\$104,974	\$128,659	\$105,000	\$78,307	\$136,794	\$136,794

Totals	\$155,129	\$150,649	\$169,988	\$150,675	\$101,057	\$187,012	\$187,012
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Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20 Dept Head	Mgr's Rec
60400	Electricity Expense	\$143,702	\$162,500	\$118,529	\$157,500	\$74,497	\$143,000	\$143,000
60401	Water Expense	\$4,884	\$8,200	\$5,081	\$6,000	\$3,572	\$6,000	\$6,000
60402	Phone/Celular/Paging Exp	\$4,279	\$4,588	\$3,824	\$4,588	\$2,324	\$4,588	\$4,588
60405	Heating Fuel Expense	\$17,821	\$18,000	\$16,786	\$18,000	\$6,563	\$17,000	\$17,000
60406	Fiber/Internet Expense	\$4,777	\$5,215	\$3,137	\$5,215	\$1,436	\$5,220	\$5,220
60410	Diesel Fuel Expense	\$16,364	\$17,000	\$17,709	\$20,210	\$10,298	\$19,006	\$19,006
60411	Gasoline Expense	\$1,652	\$1,552	\$1,610	\$2,050	\$333	\$1,428	\$1,428
Totals		\$193,478	\$217,055	\$166,675	\$213,563	\$99,023	\$196,242	\$196,242

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20 Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$19,601	\$22,000	\$18,293	\$22,000	\$1,273	\$22,000	\$22,000
60452	Operating Equip Repair Exp	\$97,832	\$100,000	\$91,047	\$100,000	\$37,114	\$100,000	\$100,000
60453	Vehicle Repair/Tires/Oil Exp	\$8,820	\$10,700	\$11,278	\$13,000	\$7,059	\$14,400	\$14,400
60456	Plant Operations/Maint. Exp	\$10,500	\$10,000	\$8,957	\$10,000	\$5,647	\$10,000	\$10,000
60461	Repair/Maint-CommunsEquip	\$178	\$650	\$0	\$650	\$0	\$650	\$650
60500	Admin/Office Supp/Eqt Non-C	\$3,427	\$2,900	\$2,800	\$2,900	\$2,797	\$19,050	\$19,050
60501	Operating Supp/Eqt Non-Cap	\$13,436	\$15,800	\$15,877	\$15,800	\$5,403	\$14,400	\$14,400
60506	Equipment/Small Tools-Non-c	\$6,382	\$7,500	\$7,130	\$7,500	\$4,917	\$7,500	\$7,500
60509	Cleaning Supplies Expense	\$1,554	\$3,200	\$1,878	\$3,000	\$1,196	\$3,000	\$3,000
60510	Process Chemicals Expense	\$85,008	\$100,000	\$94,813	\$95,000	\$49,547	\$100,000	\$100,000
60511	Laboratory Supplies Exp	\$16,222	\$17,000	\$16,785	\$17,000	\$14,370	\$17,900	\$17,900
Totals		\$262,958	\$289,750	\$268,858	\$286,850	\$129,322	\$308,900	\$308,900

Capital Outlay

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60603	Vehicles Purchase Capital	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$32,000	\$0	\$0	\$0

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 35105 New Sewer Operations Exp

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL	REQUESTED			
PUBLIC WORKS DIRECTOR	108001	1.00	45,181.90	45,355.68	45,355.68		DEMERS
LAB TECH/TREATMENT PLANT OPERATOR	10249	1.00	59,044.54	59,271.64	59,271.64		COURT
SOLID WASTE DRIVER/UTILITY	800011	1.00	28,793.86	28,904.60	28,904.60		BUDA
WASTEWATER SUPERINTENDENT	10349	1.00	86,617.44	86,950.58	86,950.58		BUECHNER
TREATMENT PLANT MAINT TECH	10242	1.00	55,081.10	55,292.95	55,292.95		COLLOMY
LEAD OPERATOR	10341	1.00	63,993.49	64,239.62	64,239.62		ELLSWORTH
TREATMENT PLANT MAINT TECH	10408	1.00	53,410.03	53,615.46	53,615.46		KOESTNER
PLANT OPERATOR WITH GRADE 5	10088	1.00	61,294.06	61,529.81	61,529.81		LEWIS
PLANT OPERATOR WITHOUT GRADE 5	10694	1.00	49,275.20	49,464.72	49,464.72		PHINNEY
ADJUSTMENTS	34	-	-	-	-		VARIOUS
TOTAL BUDGETED POSITIONS			9.00	502,691.63	504,625.06	504,625.06	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Dept Manager Salary Exp

Department Number: 35105

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$43,279.47	\$43,831.00	\$44,275.77	\$42,724.00	\$42,724.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$45,355.68	\$45,355.68		\$2,631.68

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.

42 % of Public Works Director salary with no increase included
See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35105

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$147,665.78	\$153,542.00	\$132,199.66	\$153,071.00	\$147,606.50

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$86,950.58	\$86,950.58		(\$66,120.42)

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.

Superintendent of Wastewater Operations salary with no increase included

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: F-T Employee Wage Exp

Department Number: 35105

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$330,740.06	\$324,162.00	\$318,662.39	\$329,161.00	\$312,628.50

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$372,318.80	\$372,318.80		\$43,157.80

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.

Wages for the following positions.
Contract year increase added.

60% Solid Waste Driver/Utility
Lead Operator with Grade #5
Operator with Grade #5
Operator without Grade #5
Treatment Plant Mechanic
Lab/Tech Plant operator

See Payroll Worksheet for details



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 35105

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,047.00	\$4,000.00	\$96.00	\$4,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

Contract Seasonal Workers

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	4,000.00	\$	7,047.00	\$	(3,047.00)
FY2018	\$	4,000.00	\$	96.00	\$	3,904.00
FY2019	\$	4,000.00	\$	6,744.00	\$	(2,744.00)

Average	\$	4,629.00
Median	\$	6,744.00
Maximum	\$	7,047.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Overtime Wage Expense

Department Number: 35105

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$46,306.44	\$44,000.00	\$45,536.08	\$46,400.00	\$49,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,074.00	\$29,074.00		(\$17,326.00)

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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Projected overtime needs. OT lowered per new contract agreement.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Insurance Buyout Pay

Department Number: 35105

Account Number: 60129

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$500.00	\$0.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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.

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Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35105

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$40,355.71	\$44,136.00	\$33,651.44	\$43,941.00	\$42,607.36

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,955.35	\$42,955.35	\$42,955.35	(\$985.65)

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 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: MPERS-Employer Share Exp

Department Number: 35105

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$49,161.05	\$50,367.00	\$43,862.06	\$57,040.00	\$45,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$48,462.74	\$48,462.74	\$48,462.74	(\$8,577.26)

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 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: 457 Plan-Employer Share Exp

Department Number: 35105

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,055.55	\$3,945.00	\$1,269.02	\$0.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,125.31	\$4,125.31	\$4,125.31	\$4,125.31

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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Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: HPHC Ins Employer Share Exp

Department Number: 35105

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,493.04	\$8,465.00	\$3,657.12	\$0.00	\$0.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: NNEBT Ins Employer Share Exp

Department Number: 35105

Account Number: 60211

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$136,158.05	\$142,850.00	\$116,991.14	\$163,654.00	\$150,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$153,686.54	\$153,686.54	\$153,686.54	(\$9,967.46)

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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Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: S-T Disability ER Share Exp

Department Number: 35105

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$104.92	\$73.00	\$34.78	\$87.00	\$15.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15.15	\$15.15	\$15.15	(\$71.85)

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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Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: L-T Disability ER Share Exp

Department Number: 35105

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$615.44	\$702.00	\$399.77	\$587.00	\$240.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$136.08	\$136.08	\$136.08	(\$450.92)

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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Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: RHSA Plan ER Share

Department Number: 35105

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,451.78	\$5,460.00	\$5,019.00	\$5,460.00	\$5,460.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,460.00	\$5,460.00	\$5,460.00	\$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 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Clothing/Uniforms Expense

Department Number: 35105

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,538.17	\$2,450.00	\$2,359.52	\$2,450.00	\$2,450.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,300.00	\$3,300.00		\$850.00

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.

Contractual obligation for clothing for the following positions : Moved boots from 60501 to here.

Lab Tech./Operator
Treatment Plant Maint. Tech.
Treatment Plant Operator with Grade 5
Operator without grade 5
Treatment plant maint tech.
Lead operator

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	2,450.00	\$	2,538.17	(88.17)
FY2018	\$	2,450.00	\$	2,359.52	90.48
FY2019	\$	2,450.00			

Average	\$	2,448.85
Median	\$	2,448.85
Maximum	\$	2,538.17



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Conferences/Training Expense

Department Number: 35105

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,101.63	\$2,700.00	\$2,261.04	\$2,500.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,237.00	\$2,237.00		(\$263.00)

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.

Training requirements for State wastewater licenses and certifications

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	3,000.00	\$	1,101.63	\$ 1,898.37
FY2018	\$	2,500.00	\$	2,261.04	\$ 238.96
FY2019	\$	2,500.00			
	Average		\$	1,681.34	
	Median		\$	1,681.34	
	Maximum		\$	2,261.04	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Travel/Mileage Expense

Department Number: 35105

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,636.25	\$2,000.00	\$1,701.05	\$2,000.00	\$2,050.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,780.00	\$8,780.00		\$6,780.00

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.

35105	60252	Tolls for sludge hauling	\$1,279.80
35015	60252	Superintendent Travel	\$7,400.00
35105	60252	Misc travel exp	\$100.00
		Total	\$8,779.80

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	2,000.00	\$	1,636.25	\$	363.75
FY2018	\$	2,000.00	\$	1,701.05	\$	298.95
FY2019	\$	2,000.00				
		Average	\$	1,668.65		
		Median	\$	1,668.65		
		Maximum	\$	1,701.05		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Food/Lodging Expense

Department Number: 35105

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$112.88	\$150.00	\$81.15	\$150.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		\$250.00

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.

Projected need for off site training sessions to help meet the means of certificates.

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	150.00	\$	100.00	\$	50.00
FY2018	\$	150.00	\$	81.15	\$	68.85
FY2019	\$	150.00				
	Average		\$	90.58		
	Median		\$	90.58		
	Maximum		\$	100.00		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Dues/Memberships Expense

Department Number: 35105

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$478.78	\$725.00	\$463.00	\$725.00	\$425.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$365.00	\$365.00		(\$360.00)

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.

New England Wastewater Association
WEFTEC

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	725.00	\$	478.78	\$ 246.22
FY2018	\$	725.00	\$	463.00	\$ 262.00
FY2019	\$	725.00			
	Average		\$	470.89	
	Median		\$	470.89	
	Maximum		\$	478.78	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Professional License Fees Exp

Department Number: 35105

Account Number: 60257

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$225.00	\$325.00	\$225.00	\$325.00	\$325.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$375.00	\$375.00		\$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.

State License fees for the following positions :

Superintendent of Wastewater Operations
Lead Operator
Treatment Plant Operator
Lab Tech./Operator
Plant Operator w/out Grade #5

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	325.00	\$	225.00	\$ 100.00
FY2018	\$	325.00	\$	225.00	\$ 100.00
FY2019	\$	325.00			
	Average		\$	225.00	
	Median		\$	225.00	
	Maximum		\$	225.00	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Legal Services Expense

Department Number: 35105

Account Number: 60301

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$750.00	\$0.00	\$750.00	\$750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$750.00	\$750.00		\$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.

Contingency funding for potential use of City Attorney

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	750.00	\$	-	\$	750.00
FY2018	\$	750.00	\$	-	\$	750.00
FY2019	\$	750.00				
		Average	\$	-		
		Median	\$	-		
		Maximum	\$	-		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Other Prof/Consult Srvs Exp

Department Number: 35105

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$22,050.52	\$20,000.00	\$14,355.33	\$20,000.00	\$20,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,000.00	\$20,000.00		\$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.

PLC Programming :	\$7,500
SCADA Programming :	\$7,500
Engineering Services :	\$2,500
Electrical Eng. Services :	\$2,500
	\$20,000

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	20,000.00	\$	22,050.22	\$	(2,050.22)
FY2018	\$	20,000.00	\$	14,355.33	\$	5,644.67
FY2019	\$	20,000.00				
		Average	\$	18,202.78		
		Median	\$	18,202.78		
		Maximum	\$	22,050.22		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Service Contracts Expense

Department Number: 35105

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,976.12	\$8,675.00	\$9,729.90	\$8,675.00	\$8,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,217.68	\$11,217.68		\$2,542.68

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.

Service Contractor

Lab Calibration	\$1,255.00	
Flow Meter Calibration	\$619.68	
Generator PMs	\$1,500.00	
Backflow Preventors	\$750.00	
Sprinkler PMs	\$483.00	
Crane Inspection	\$400.00	
Pest Services	\$480.00	
Actuator PMs	\$1,839.00	
Garage Door PMs	\$1,045.00	
Sludge Scale Calibration	\$0.00	1 year left of 5 year deal
HVAC PMs	\$2,846.00	Taken out of 60450
Total	\$11,217.68	

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	8,675.00		\$6,976.12	\$	1,698.88
FY2018	\$	8,675.00	\$	9,729.90	\$	(1,054.90)
FY2019	\$	8,675.00				
	Average	\$		8,353.01		
	Median	\$		8,353.01		
	Maximum	\$		9,729.90		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Construction Services Expense

Department Number: 35105

Account Number: 60313

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$13,653.18	\$15,000.00	\$17,193.48	\$15,000.00	\$15,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,000.00	\$17,000.00		\$2,000.00

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.

PLC Changes	\$10,000.00
Electrician Services	\$4,000.00
Flow monitoring	\$3,000.00
Total	\$17,000.00

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	15,000.00	\$	13,653.18	\$	1,346.82
FY2018	\$	15,000.00	\$	17,193.48	\$	(2,193.48)
FY2019	\$	15,000.00				
		Average	\$	15,423.33		
		Median	\$	15,423.33		
		Maximum	\$	17,193.48		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Postage/Shipping Expense

Department Number: 35105

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$103.02	\$250.00	\$42.34	\$250.00	\$250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250.00	\$250.00		\$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.

Projected need based upon historical data

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	250.00	\$	103.02	\$	146.98
FY2018	\$	250.00	\$	42.34	\$	207.66
FY2019	\$	250.00				
	Average		\$	72.68		
	Median		\$	72.68		
	Maximum		\$	103.02		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Equipment Rent/Lease Exp

Department Number: 35105

Account Number: 60330

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$349.63	\$1,000.00	\$8.31	\$1,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Specialty Equip. :	\$	500.00			
Misc. :	\$	500.00			
	\$	1,000.00			

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	2,000.00		\$349.00	\$	1,651.00
FY2018	\$	1,000.00	\$	8.31	\$	991.69
FY2019	\$	1,000.00				
		Average	\$	178.66		
		Median	\$	178.66		
		Maximum	\$	349.00		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Grit Disposal Expense

Department Number: 35105

Account Number: 60342

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$111,996.13	\$104,974.00	\$128,659.13	\$105,000.00	\$129,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$136,794.00	\$136,794.00		\$31,794.00

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.

	Volume	Units	Rate per unit	Sludge fee	WM Fee	Fuel Charge	Total
WW Sludge	2511	Tons	\$43.25	\$108,600.75	\$11,984.90	\$7,166.48	\$133,972.56
TP Dumpster	26	Cans	\$108.50				\$2,821.00
							\$136,793.56

<i>Fiscal Year Review</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 98,000.00	\$ 111,996.13	\$ (13,996.13)
FY2018	\$ 104,974.00	\$ 128,659.13	\$ (23,685.13)
FY2019	\$ 105,000.00		
	Average	\$ 120,327.63	
	Median	\$ 120,327.63	
	Maximum	\$ 128,659.13	

Projected 4.4% increase in January in sludge hauling



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Electricity Expense

Department Number: 35105

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$143,701.77	\$162,500.00	\$118,529.09	\$157,500.00	\$144,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$143,000.00	\$143,000.00		(\$14,500.00)

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.

Projected need based upon historical data and facility changes
Estimated 2% rate increase included

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	162,500.00	\$	143,701.77	\$ 18,798.23
FY2018	\$	157,500.00	\$	118,529.09	\$ 38,970.91
FY2019	\$	157,500.00			
		Average	\$	131,115.43	
		Median	\$	131,115.43	
		Maximum	\$	143,701.77	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Water Expense

Department Number: 35105

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,883.51	\$8,200.00	\$5,080.80	\$6,000.00	\$6,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,000.00	\$6,000.00		\$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.

Projected need based upon historical data per rates Maine Water Co. With projected increase.

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	7,000.00	\$	4,883.51	\$	2,116.49
FY2018	\$	8,200.00	\$	5,080.80	\$	3,119.20
FY2019	\$	6,000.00				
		Average	\$	4,982.16		
		Median	\$	4,982.16		
		Maximum	\$	5,080.80		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Phone/Celular/Paging Exp

Department Number: 35105

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,279.18	\$4,588.00	\$3,823.68	\$4,588.00	\$4,588.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,588.00	\$4,588.00		\$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.

<i>Desc</i>	<i>Number (ea)</i>	<i>Units (month)</i>	<i>Rate</i>	<i>Subtotal</i>
Smart phones	2	12	\$ 58.00	\$ 1,392.00
Cell phones	6	12	\$ 31.05	\$ 2,235.60
Aircard	1	12	\$ 40.00	\$ 480.00
I Pad	1	12	\$ 40.00	\$ 480.00
			\$	4,587.60

<i>Fiscal Year Review</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 4,590.00	\$ 4,279.18	\$ 310.82
FY2018	\$ 4,588.00	\$ 3,823.68	\$ 764.32
FY2019	\$ 4,588.00		
	Average	\$ 4,051.43	
	Median	\$ 4,051.43	
	Maximum	\$ 4,279.18	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Heating Fuel Expense

Department Number: 35105

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$17,820.81	\$18,000.00	\$16,785.56	\$18,000.00	\$16,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,000.00	\$17,000.00		(\$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.

Projected need based upon historical data

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	23,000.00	\$	17,820.21	\$ 5,179.79
FY2018	\$	18,000.00	\$	16,785.56	\$ 1,214.44
FY2019	\$	18,000.00			
		Average	\$	17,302.89	
		Median	\$	17,302.89	
		Maximum	\$	17,820.21	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Fiber/Internet Expense

Department Number: 35105

Account Number: 60406

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,777.19	\$5,215.00	\$3,137.26	\$5,215.00	\$5,220.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,220.00	\$5,220.00		\$5.00

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>Desc</i>	<i>Unit (month)</i>	<i>Rate</i>	<i>Subtotal</i>
GWI Fiber @ treatment plant	12	\$ 435.00	\$ 5,220.00

<i>Fiscal Year Review</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 5,220.00	\$ 4,777.19	\$ 442.81
FY2018	\$ 5,215.00	\$ 3,137.26	\$ 2,077.74
FY2019	\$ 5,215.00		
Average	\$	3,957.23	
Median	\$	3,957.23	
Maximum	\$	4,777.19	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Diesel Fuel Expense

Department Number: 35105

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$16,363.74	\$17,000.00	\$17,709.20	\$20,210.00	\$19,250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,006.00	\$19,006.00		(\$1,204.00)

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.

Projected 8600 gals. @ \$2.21/gal.

FY 19 Usage (6 months): 4162 gallons
 FY 18 Usage : 8464 gallons
 FY 17 usage : 8306 gallons

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2014	\$	3,564.00	\$	609.00	\$	2,955.00
FY2015	\$	20,058.00	\$	14,658.00	\$	5,400.00
FY2016	\$	17,435.00	\$	17,873.00	\$	(438.00)
FY2017	\$	10,325.00	\$	16,363.74	\$	(6,038.74)
FY2018	\$	17,000.00	\$	17,709.20	\$	(709.20)
FY2019	\$	20,210.00				
		Average	\$	13,442.59		
		Median	\$	16,363.74		
		Maximum	\$	17,873.00		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Gasoline Expense

Department Number: 35105

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,651.75	\$1,552.00	\$1,609.56	\$2,050.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,428.00	\$1,428.00		(\$622.00)

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>Desc</i>	<i>Unit (gal)</i>	<i>Rate</i>	<i>Subtotal</i>
Projected gasoline usage	700	\$ 2.04	
FY 19 usage (6 Months)	gallons		
FY 18 usage	gallons		
FY 17 usage :	872 gallons		
FY 16 usage :	535 gallons		
FY 15 usage :	815 gallons		
FY 14 usage :	929 gallons		

<i>Fiscal Year Review</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 1,810.00	\$ 1,651.75	\$ 158.25
FY2018	\$ 1,552.00	\$ 1,609.56	\$ (57.56)
FY2019	\$ 2,050.00		
Average	\$	1,630.66	
Median	\$	1,630.66	
Maximum	\$	1,651.75	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Building Repair/Maint Exp

Department Number: 35105

Account Number: 60450

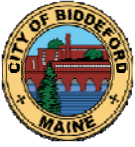
FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$19,600.65	\$22,000.00	\$18,293.48	\$22,000.00	\$22,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,000.00	\$22,000.00		\$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.

Overhead doors/Gate	\$ 6,000.00
Utility systems :	\$ 10,000.00
Doors, windows, etc. :	\$ 6,000.00
	\$ 22,000.00

<i>Fiscal Year Review</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 22,000.00	\$ 19,600.55	\$ 2,399.45
FY2018	\$ 22,000.00	\$ 18,293.48	\$ 3,706.52
FY2019	\$ 22,000.00		
	Average	\$ 18,947.02	
	Median	\$ 18,947.02	
	Maximum	\$ 19,600.55	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Operating Equip Repair Exp

Department Number: 35105

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$97,831.57	\$100,000.00	\$91,047.12	\$100,000.00	\$100,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,000.00	\$100,000.00		\$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.

Pumps :	\$ 10,000.00
Structures :	\$ 15,000.00
PLC's :	\$ 10,000.00
Presses :	\$ 10,000.00
Clarifiers :	\$ 20,000.00
Aeration Basins :	\$ 20,000.00
Misc. :	\$ 15,000.00
	\$ 100,000.00

Misc. Items :
VFD Drives
Valves, Fittings
Actuators, motors, pulleys
Seal Kits
Electrical Panels, relays
Floats, sensors
Fabrication

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	100,000.00	\$	97,831.57	\$ 2,168.43
FY2018	\$	100,000.00	\$	91,047.12	\$ 8,952.88
FY2019	\$	100,000.00			
		Average	\$	94,439.35	
		Median	\$	94,439.35	
		Maximum	\$	97,831.57	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 35105

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,819.65	\$10,700.00	\$11,277.87	\$13,000.00	\$13,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,400.00	\$14,400.00		\$1,400.00

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.

608	Ford Truck	\$1,350.00
640	Snowblower	\$140.00
642	Snowblower	\$140.00
643	Lawnmower	\$325.00
644	Lawnmower	\$130.00
645	Lawntool	\$130.00
646	Weedwacker	\$130.00
691	Generator	\$800.00
98		\$850.00
60% of 78		\$9,000.00
	Total	\$12,995.00
Request based on Calrs suggestion		\$14,400.00

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	10,000.00	\$	8,819.65	\$	1,180.35
FY2018	\$	10,700.00	\$	11,277.87	\$	(577.87)
FY2019	\$	13,000.00				
		Average	\$	10,048.76		
		Median	\$	10,048.76		
		Maximum	\$	11,277.87		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Plant Operations/Maint. Exp

Department Number: 35105

Account Number: 60456

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,499.57	\$10,000.00	\$8,956.50	\$10,000.00	\$10,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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.

RBC Plant Operations and Maintenance

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	10,000.00	\$	10,499.57	\$ (499.57)
FY2018	\$	10,000.00	\$	8,956.50	\$ 1,043.50
FY2019	\$	10,000.00			
		Average	\$	9,728.04	
		Median	\$	9,728.04	
		Maximum	\$	10,499.57	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Repair/Maint-CommunsEquip

Department Number: 35105

Account Number: 60461

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$177.58	\$650.00	\$0.00	\$650.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		\$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.

Contingency line to cover full replacement of one radio

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2014	\$	500.00	\$	-	\$	500.00
FY2015	\$	500.00	\$	175.00	\$	325.00
FY2016	\$	650.00	\$	178.00	\$	472.00
FY2017	\$	650.00	\$	177.58	\$	472.42
FY2018	\$	650.00	\$	-	\$	650.00
FY2019	\$	650.00				
		Average	\$	106.12		
		Median	\$	175.00		
		Maximum	\$	178.00		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

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

Department Number: 35105

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,427.07	\$2,900.00	\$2,800.28	\$2,900.00	\$2,900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,050.00	\$19,050.00		\$16,150.00

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.

Computer Hardware :	\$	1,000.00	
Office Supplies :	\$	500.00	
<u>Software licenses:</u>			
Allmax	\$	880.00	
Win 911	\$	495.00	
Infor	\$	1,194.62	
Go to my PC	\$	480.00	
ESRI	\$	6,250.00	New 1/4 of GIS
Thin Manager	\$	8,250.00	New Simplify Scada
Total:	\$	19,049.62	

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	2,900.00	\$	3,427.07	\$	(527.07)
FY2018	\$	2,900.00	\$	2,800.28	\$	99.72
FY2019	\$	2,900.00				
		Average	\$	3,113.68		
		Median	\$	3,113.68		
		Maximum	\$	3,427.07		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35105

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$13,435.99	\$15,800.00	\$15,877.06	\$15,800.00	\$15,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,400.00	\$14,400.00		(\$1,400.00)

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.

Safety Equipment :	\$ 7,250.00
Medical Supplies :	\$ 1,050.00
Gloves :	\$ 2,000.00
Lubricants / Rags :	\$ 4,100.00
	\$ 14,400.00

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	16,500.00	\$	13,435.99	\$	3,064.01
FY2018	\$	15,800.00	\$	15,877.06	\$	(77.06)
FY2019	\$	15,800.00				
		Average	\$	14,656.53		
		Median	\$	14,656.53		
		Maximum	\$	15,877.06		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Equipment/Small Tools-Non-cap

Department Number: 35105

Account Number: 60506

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,382.17	\$7,500.00	\$7,129.62	\$7,500.00	\$7,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,500.00	\$7,500.00		\$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.

Chainfalls :	\$ 1,000.00
Hoists :	\$ 1,000.00
Hand Tools :	\$ 500.00
Drills :	\$ 500.00
Cutting Torches :	\$ 500.00
Meters :	\$ 3,500.00
Welding Materials :	\$ 500.00
	\$ 7,500.00

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	7,500.00	\$	6,382.17	\$ 1,117.83
FY2018	\$	7,500.00	\$	7,129.82	\$ 370.18
FY2019	\$	7,500.00			
	Average		\$	6,756.00	
	Median		\$	6,756.00	
	Maximum		\$	7,129.82	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Cleaning Supplies Expense

Department Number: 35105

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,553.98	\$3,200.00	\$1,877.71	\$3,000.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

Projected need based upon historical data

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>	<i>Differential</i>
FY2017	\$	3,500.00	\$	1,553.98	\$ 1,946.02
FY2018	\$	3,200.00	\$	1,877.71	\$ 1,322.29
FY2019	\$	3,000.00			
	Average		\$	1,715.85	
	Median		\$	1,715.85	
	Maximum		\$	1,877.71	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Process Chemicals Expense

Department Number: 35105

Account Number: 60510

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$85,007.60	\$100,000.00	\$94,812.77	\$95,000.00	\$98,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,000.00	\$100,000.00		\$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.

<i>Desc</i>	<i>Units</i>	<i>Rate</i>	<i>Subtotal</i>
Hypochlorite approx. gals.	32,000	\$ 0.83	\$ 26,400.00
Bisulfite approx.gals.	9,200	\$ 1.40	\$ 12,880.00
Polymer approx. lbs.	35,000	\$ 1.69	\$ 59,062.50
		\$	\$ 98,342.50

<i>Fiscal Year Review</i>	<i>Budget</i>	<i>Actual</i>	<i>Differential</i>
FY2017	\$ 100,000.00	\$85,007.60	\$ 14,992.40
FY2018	\$ 100,000.00	\$ 94,812.77	\$ 5,187.23
FY2019	\$ 95,000.00		
Average	\$	89,910.19	
Median	\$	89,910.19	
Maximum	\$	94,812.77	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Laboratory Supplies Exp

Department Number: 35105

Account Number: 60511

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$16,221.95	\$17,000.00	\$16,785.35	\$17,000.00	\$17,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,900.00	\$17,900.00		\$900.00

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.

Disposables-Chemicals / Agents :	\$	6,500.00
Equipment / Glassware :	\$	7,000.00
DI Water	\$	1,400.00
Ovens :	\$	3,000.00
	\$	17,900.00

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	15,500.00	\$	16,221.95	\$	(721.95)
FY2018	\$	17,000.00	\$	16,785.35	\$	214.65
FY2019	\$	17,000.00				
		Average	\$	16,503.65		
		Median	\$	16,503.65		
		Maximum	\$	16,785.35		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: New Sewer Operations Exp

Account Title: Vehicles Purchase Capital

Department Number: 35105

Account Number: 60603

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$32,000.00	\$32,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$32,000.00)

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.

Nothing Requested this budget year

<i>Fiscal Year Review</i>		<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
FY2017	\$	9,000.00	\$	9,000.00	\$	-
FY2018	\$	-	\$	-	\$	-
FY2019	\$	32,000.00		32000		

Unit #4 Replacement for 2019

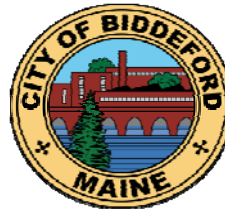
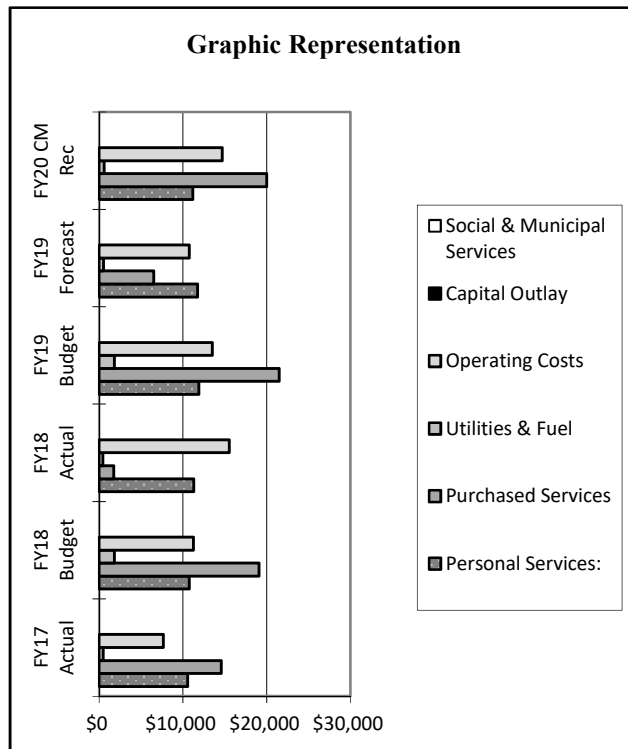
City of Biddeford, Maine

FY2020

Budget: Mooring Fees

Account Number: 31102

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$10,577	\$10,764	\$11,306	\$11,889	\$5,907	\$11,190	\$11,190
Purchased Services	\$14,592	\$19,100	\$1,712	\$21,500	\$0	\$20,000	\$20,000
Utilities & Fuel	\$460	\$1,800	\$444	\$1,800	\$386	\$600	\$600
Operating Costs	\$7,646	\$11,250	\$15,537	\$13,500	\$8,681	\$14,700	\$14,700
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$33,276	\$42,914	\$28,999	\$48,689	\$14,974	\$46,490	\$46,490



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$0
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
Total Fringe Benefit Impact	\$0
# of Full Time Employees	0.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$11,889	\$11,190	-\$699	-5.9%
Purchased Services	\$21,500	\$20,000	-\$1,500	\$0
Utilities & Fuel	\$1,800	\$600	-\$1,200	-\$1
Operating Costs	\$13,500	\$14,700	\$1,200	8.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$48,689	\$46,490	-\$2,199	-4.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60121	Annual Stipend Pay Expense	\$9,000	\$9,000	\$9,000	\$9,000	\$4,500	\$9,000	\$9,000
60201	FICA/Medicare-ER Share Exp	\$688	\$689	\$796	\$689	\$172	\$790	\$790
60251	Conferences/Training Expense	\$350	\$175	\$725	\$700	\$400	\$400	\$400
60253	Food/Lodging Expense	\$0	\$150	\$400	\$700	\$450	\$450	\$450
60256	Dues/Memberships Expense	\$100	\$100	\$100	\$150	\$100	\$100	\$100
60370	Workers Comp Insurance Exp	\$439	\$650	\$285	\$650	\$285	\$450	\$450
Totals		\$10,577	\$10,764	\$11,306	\$11,889	\$5,907	\$11,190	\$11,190

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$14,592	\$2,950	\$1,712	\$5,000	\$0	\$3,500	\$3,500
60312	Temporary Contract Help Exp	\$0	\$15,000	\$0	\$15,000	\$0	\$15,000	\$15,000
60372	Vehicle Insurance Expense	\$0	\$1,150	\$0	\$1,500	\$0	\$1,500	\$1,500
Totals		\$14,592	\$19,100	\$1,712	\$21,500	\$0	\$20,000	\$20,000

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60411	Gasoline Expense	\$460	\$1,800	\$444	\$1,800	\$386	\$600	\$600
Totals		\$460	\$1,800	\$444	\$1,800	\$386	\$600	\$600

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$4,234	\$5,000	\$10,537	\$5,000	\$3,681	\$8,450	\$8,450
60501	Operating Supp/Eqt Non-Cap	\$0	\$1,000	\$0	\$3,000	\$0	\$1,000	\$1,000
60502	Printing & Copying Expense	\$413	\$250	\$0	\$500	\$0	\$250	\$250
60799	Transfer Out to Other Funds	\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Totals		\$7,646	\$11,250	\$15,537	\$13,500	\$8,681	\$14,700	\$14,700



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Annual Stipend Pay Expense

Department Number: 31102

Account Number: 60121

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$9,000.00		\$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.

Stipend by ordinance



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31102

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$688.48	\$689.00	\$796.36	\$689.00	\$790.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$790.00	\$790.00		\$101.00

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 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Conferences/Training Expense

Department Number: 31102

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$350.00	\$175.00	\$725.00	\$700.00	\$700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		(\$300.00)

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.

Desc	Units	Rate	Expense
Annual Maine Harbormaster's Assoc. Meeting	1 \$	400.00 \$	400.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Food/Lodging Expense

Department Number: 31102

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$150.00	\$400.00	\$700.00	\$700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$450.00	\$450.00		(\$250.00)

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.

Annual meeting conference expenses

Desc	Units	Rate	Expense
Food & Lodging at Meeting	2 \$	225.00 \$	450.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Dues/Memberships Expense

Department Number: 31102

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$100.00	\$100.00	\$100.00	\$150.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		(\$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.

Desc	Units	Rate	Expense
Annual Harbormasters Assoc Membership	1 \$	100.00 \$	100.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Service Contracts Expense

Department Number: 31102

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$14,591.50	\$2,950.00	\$1,712.17	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,500.00	\$3,500.00		(\$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.

Desc	Units	Rate	Expense
Bouy, Anchor, Chain Replacement	1 \$	3,500.00 \$	3,500.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Temporary Contract Help Exp

Department Number: 31102

Account Number: 60312

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 15,000.00	\$15,000.00		\$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.

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Desc	Units	Rate	Expense
Contingency, Services Expense	1 \$	15,000.00 \$	15,000.00



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Workers Comp Insurance Exp

Department Number: 31102

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$439.00	\$650.00	\$285.00	\$650.00	\$450.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$450.00	\$450.00		(\$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.

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Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Vehicle Insurance Expense

Department Number: 31102

Account Number: 60372

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,150.00	\$0.00	\$1,500.00	\$1,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Gasoline Expense

Department Number: 31102

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$460.44	\$1,800.00	\$443.75	\$1,800.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600.00	\$600.00		(\$1,200.00)

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.

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Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 31102

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,233.66	\$5,000.00	\$10,536.94	\$5,000.00	\$4,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,450.00	\$8,450.00		\$3,450.00

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	Budget	Actual
2013 \$	8,000.00 \$	9,520.00
2014 \$	7,500.00 \$	2,902.15
2015 \$	4,500.00 \$	2,024.42
2016 \$	4,500.00 \$	21,739.93
2017 \$	2,500.00 \$	4,233.66
2018 \$	5,000.00 \$	10,536.94

Average	\$ 8,492.85
Median	\$ 6,876.83
Maximum	\$ 21,739.93



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31102

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,000.00	\$0.00	\$3,000.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		(\$2,000.00)

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.

Fiscal Year	Budget	Actual
2013 \$	600.00 \$	5,979.23
2014 \$	800.00 \$	647.55
2015 \$	1,000.00 \$	-
2016 \$	1,000.00 \$	-
2017 \$	1,000.00 \$	-
2018 \$	1,000.00 \$	-
2019 \$	3,000.00	
Average	\$	1,104.46
Median	\$	-
Maximum	\$	5,979.23



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Printing & Copying Expense

Department Number: 31102

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$412.75	\$250.00	\$0.00	\$500.00	\$250.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250.00	\$250.00		(\$250.00)

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	Budget	Actual
2013 \$	200.00 \$	-
2014 \$	200.00 \$	-
2015 \$	200.00 \$	-
2016 \$	200.00 \$	233.75
2017 \$	250.00 \$	412.75
2018 \$	250.00 \$	-
2019 \$	500.00	
Average	\$	107.75
Median	\$	-
Maximum	\$	412.75



Fiscal Year 2020 Budget Request

February 28, 2019

Department: Mooring Fees

Account Title: Transfer Out to Other Funds

Department Number: 31102

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

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City of Biddeford, Maine

FY2020 Revenue

Mooring Fees Fund

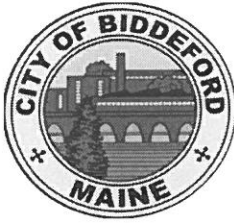


	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Taxes							
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$26,125	\$25,000	\$26,645	\$26,100	\$6,415	\$26,000	\$26,000
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$464	\$600	\$1,051	\$600	\$819	\$800	\$800
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$41,589	\$40,600	\$42,696	\$41,700	\$22,234	\$41,800	\$41,800

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Licenses, Permits & Fees								
40240	Mooring Fee Revenue	\$26,125	\$25,000	\$26,645	\$26,100	\$6,415	\$26,000	\$26,000
	Total licenses, permits & fees	\$26,125	\$25,000	\$26,645	\$26,100	\$6,415	\$26,000	\$26,000

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Investment Income								
40500	Investment Income Revenue	\$464	\$600	\$1,051	\$600	\$819	\$800	\$800
	Total investment income	\$464	\$600	\$1,051	\$600	\$819	\$800	\$800

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Transfers in from other funds								
40801	Transfer in from Other Funds	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Use of fund balance								
41199	Use of Fund Balance-non-CityGF	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Mooring Fee Revenue

Department Number: 31102

Account Number: 40240

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$26,125.00	\$25,000.00	\$26,645.00	\$26,100.00	\$26,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,000.00	\$26,000.00		(\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Investment Income Revenue

Department Number: 31102

Account Number: 40500

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$463.50	\$600.00	\$1,051.48	\$600.00	\$800.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Transfer in from Other Funds

Department Number: 31102

Account Number: 40801

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$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.

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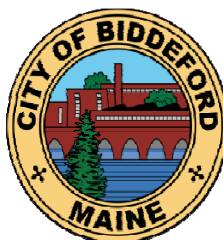
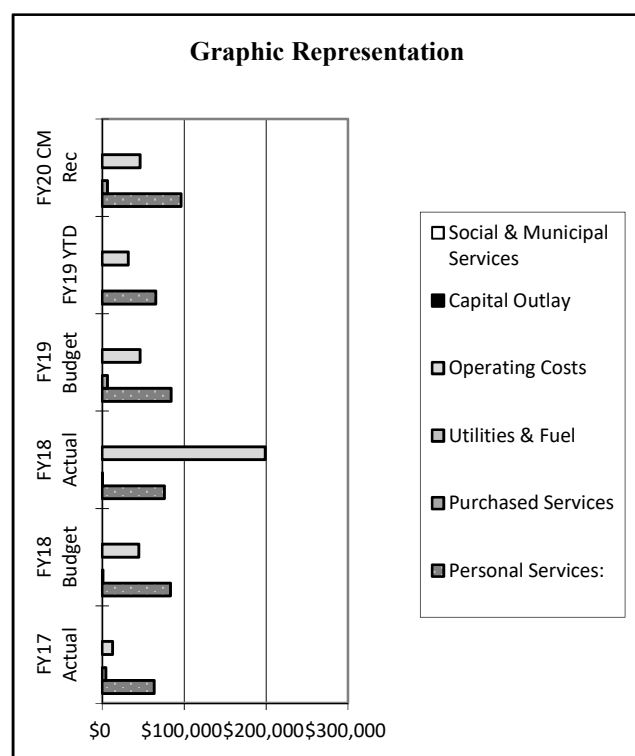
City of Biddeford, Maine

FY2020

Budget: Pool Beaches Ops/Improves

Account Number: 31106

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$63,288	\$83,359	\$75,900	\$84,055	\$65,461	\$96,124	\$96,124
Purchased Services	\$4,500	\$1,000	\$34	\$6,500	\$0	\$6,500	\$6,500
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$12,548	\$44,650	\$198,841	\$46,200	\$31,575	\$46,200	\$46,200
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$80,336	\$129,009	\$274,774	\$136,755	\$97,036	\$148,824	\$148,824



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$6,625
Workers Comp	\$2,894
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
Total Fringe Benefit Impact	\$9,519
# of Full Time Employees	0.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$84,055	\$96,124	\$12,069	14.4%
Purchased Services	\$6,500	\$6,500	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$46,200	\$46,200	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$136,755	\$148,824	\$12,069	8.8%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60107	Temp/Seasonal Emp Wage Ex	\$52,612	\$72,017	\$66,751	\$72,460	\$58,252	\$81,605	\$81,605
60111	Overtime Wage Expense	\$3,627	\$3,097	\$2,137	\$3,116	\$1,363	\$5,000	\$5,000
60201	FICA/Medicare-ER Share Exp	\$4,325	\$5,746	\$5,673	\$5,781	\$4,508	\$6,625	\$6,625
60370	Workers Comp Insurance Exp	\$2,724	\$2,499	\$1,338	\$2,698	\$1,338	\$2,894	\$2,894
Totals		\$63,288	\$83,359	\$75,900	\$84,055	\$65,461	\$96,124	\$96,124

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60313	Construction Services Expense	\$4,500	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000
60330	Equipment Rent/Lease Exp	\$0	\$1,000	\$34	\$1,500	\$0	\$1,500	\$1,500
Totals		\$4,500	\$1,000	\$34	\$6,500	\$0	\$6,500	\$6,500

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$1,202	\$3,000	\$561	\$3,000	\$493	\$3,000	\$3,000
60455	Preventive Maintenance	\$2,141	\$14,000	\$4,524	\$14,000	\$1,221	\$14,000	\$14,000
60501	Operating Supp/Eqt Non-Cap	\$8,393	\$6,000	\$10,026	\$8,000	\$8,994	\$8,000	\$8,000
60502	Printing & Copying Expense	\$811	\$1,650	\$1,230	\$1,200	\$867	\$1,200	\$1,200
60503	Road Salt Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60799	Transfer Out to Other Funds	\$0	\$20,000	\$182,500	\$20,000	\$20,000	\$20,000	\$20,000
Totals		\$12,548	\$44,650	\$198,841	\$46,200	\$31,575	\$46,200	\$46,200

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2019 BUDGET

DEPARTMENT: 31106 Pool Beaches Ops/Improves

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED				
ADJUSTMENTS	TOTAL				RECOMMEND.	APPROP.	
	28	-	81,292.34	81,605.00	81,605.00	81,605.00	0
TOTAL BUDGETED POSITIONS		-	81,292.34	81,605.00	81,605.00	81,605.00	



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 31106

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$52,611.84	\$72,017.00	\$66,751.01	\$72,460.00	\$72,460.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$81,605.00	\$81,605.00		\$9,145.00

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.

Ocean Lifeguards	5G*4D*8Hrs*14.512.5wks	26,000.00
Ocean Lifeguards	7G*2D*8Hrs*14.5*12.5wks	18,200.00
Ocean Lifeguard Super	18.00*40*13	9,360.00
Training	10G*1Hr*14.5*6wks	780.00
Shuttle Driver	33D*8Hrs*18.00Hr	-
Parking Attendants	7hrs pd*2*13 hr*7 days*12.5 wks	15,925.00
Beach Maint/Custodial	8hrs x 7 days x 13.50 hr x 15 wks	11,340.00
		81,605.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Overtime Wage Expense

Department Number: 31106

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,627.30	\$3,097.00	\$2,137.21	\$3,116.00	\$3,116.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$1,884.00

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.

Lifeguard OT	\$	5,000.00
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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31106

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,324.82	\$5,746.00	\$5,673.29	\$5,781.00	\$5,781.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,625.28	\$6,625.28		\$844.28

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.

\$ 6,625.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Construction Services Expense

Department Number: 31106

Account Number: 60313

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,500.00	\$0.00	\$0.00	\$5,000.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

PW Use

5,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Equipment Rent/Lease Exp

Department Number: 31106

Account Number: 60330

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,000.00	\$33.65	\$1,500.00	\$900.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

Special tool and equipment rental for parks crew

1500



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Workers Comp Insurance Exp

Department Number: 31106

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,724.00	\$2,499.00	\$1,338.00	\$2,698.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,894.00	\$2,894.00		\$196.00

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 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Building Repair/Maint Exp

Department Number: 31106

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,202.31	\$3,000.00	\$560.51	\$3,000.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

Bathhouse repair

3,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Preventive Maintenance

Department Number: 31106

Account Number: 60455

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,141.48	\$14,000.00	\$4,523.70	\$14,000.00	\$14,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,000.00	\$14,000.00		\$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.

Walkway repair and upkeep, parking lot repair maintenance

14,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31106

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,393.27	\$6,000.00	\$10,026.35	\$8,000.00	\$8,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,000.00	\$8,000.00		\$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.

Includes fuel for pw-parks and porta john rentals Gil Boucher 1, Fortunes Rocks 2, cleaning supplies and equipment

\$ 8,000.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Printing & Copying Expense

Department Number: 31106

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$810.84	\$1,650.00	\$1,229.99	\$1,200.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

Beach stickers for residents and printing

1200



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Road Salt Expense

Department Number: 31106

Account Number: 60503

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2020 Budget Request

March 1, 2019

Department: Pool Beaches Ops/Improves

Account Title: Transfer Out to Other Funds

Department Number: 31106

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$20,000.00	\$182,500.00	\$20,000.00	\$20,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,000.00	\$20,000.00		\$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.

City of Biddeford, Maine

FY2020 Revenue

Pool Beach Fund

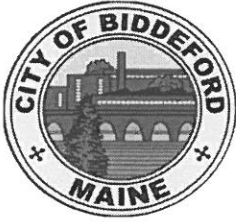


	FY2020					FY2020	
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$78,252	\$94,000	\$95,954	\$95,000	\$43,180	\$98,500	\$98,500
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$1,736	\$2,000	\$1,508	\$2,000	\$733	\$1,000	\$1,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$39,755	\$0	\$0	\$0
TOTALS:	\$79,989	\$96,000	\$97,463	\$136,755	\$43,913	\$99,500	\$99,500

Account Number	FY2020					FY2020	
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Licenses, Permits & Fees							
40241 Res Beach Parking Permit Rev	\$48,546	\$62,500	\$59,771	\$60,000	\$13,795	\$60,000	\$60,000
40242 Non-Res Season Permit Rev	\$12,135	\$12,000	\$11,300	\$12,000	\$4,000	\$12,000	\$12,000
40313 Non-Resident 1 Day Permit Rev	\$7,241	\$6,500	\$13,178	\$10,000	\$13,775	\$14,000	\$14,000
40314 Non-Resident 3 Day Permit Rev	\$3,095	\$4,000	\$3,750	\$4,000	\$3,680	\$4,000	\$4,000
40315 Non-Resident 7 Day Permit Rev	\$7,235	\$9,000	\$7,955	\$9,000	\$7,930	\$8,500	\$8,500
Total licenses, permits & fees	\$78,252	\$94,000	\$95,954	\$95,000	\$43,180	\$98,500	\$98,500

Account Number	FY2020					FY2020	
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Investment Income							
40500 Investment Income Revenue	\$1,736	\$2,000	\$1,508	\$2,000	\$733	\$1,000	\$1,000
Total investment income	\$1,736	\$2,000	\$1,508	\$2,000	\$733	\$1,000	\$1,000

Account Number	FY2020					FY2020	
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Use of fund balance							
41199 Use of Fund Balance-non-CityGF	\$0	\$0	\$0	\$39,755	\$0	\$0	\$0



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Res Beach Parking Permit Rev

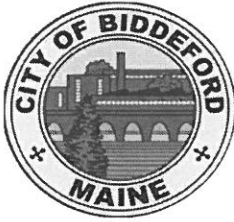
Department Number: 31106

Account Number: 40241

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$48,546.00	\$62,500.00	\$59,771.00	\$60,000.00	\$60,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60,000.00	\$60,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Non-Res Season Permit Rev

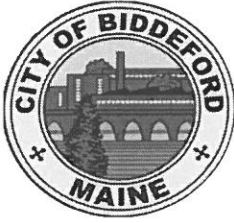
Department Number: 31106

Account Number: 40242

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$12,135.00	\$12,000.00	\$11,300.00	\$12,000.00	\$12,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Non-Resident 1 Day Permit Rev

Department Number: 31106

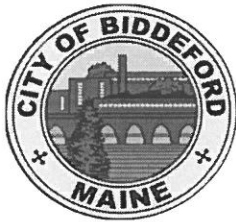
Account Number: 40313

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$7,241.25	\$6,500.00	\$13,178.37	\$10,000.00	\$14,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,000.00	\$14,000.00		\$4,000.00

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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Non-Resident 3 Day Permit Rev

Department Number: 31106

Account Number: 40314

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3,095.00	\$4,000.00	\$3,750.00	\$4,000.00	\$4,000.00

FY-2020 Budget	Department Estimate	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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: City Clerk

Account Title: Non-Resident 7 Day Permit Rev

Department Number: 31106

Account Number: 40315

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$7,235.00	\$9,000.00	\$7,955.00	\$9,000.00	\$8,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,500.00	\$8,500.00		(\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Investment Income Revenue

Department Number: 31106

Account Number: 40500

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,736.41	\$2,000.00	\$1,508.44	\$2,000.00	\$1,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Use of Fund Balance-non-CityGF

Department Number: 31106

Account Number: 41199

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$39,755.00	\$0.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$0.00

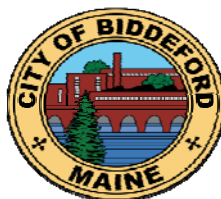
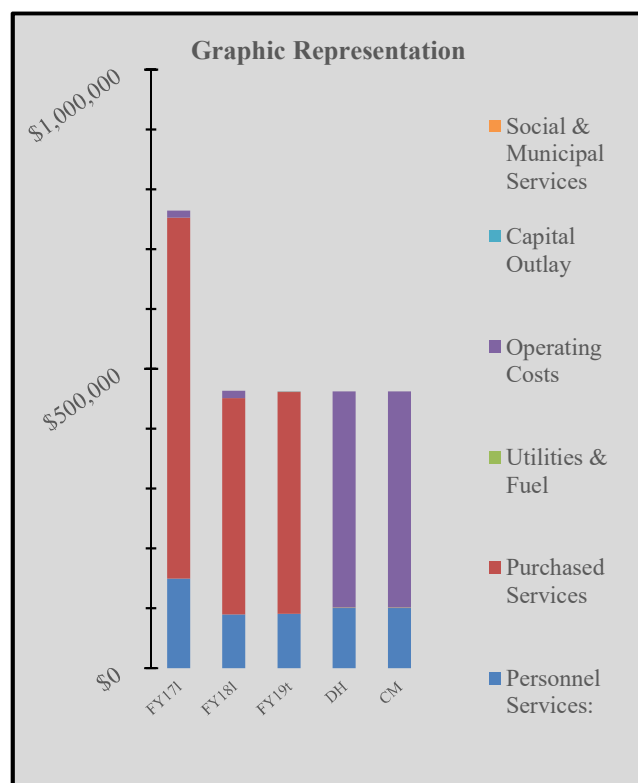
Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted.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

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City of Biddeford, Maine
FY2020 Expenses

Budget: CDBG Grant Administration
Account Number: 31117 212

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Personnel Services:	\$149,148	\$68,295	\$89,399	\$90,698	\$50,573	\$100,188	\$100,188
Purchased Services	\$603,435	\$342,045	\$361,296	\$370,360	\$44,150	\$600	\$600
Utilities & Fuel	\$0	\$492	\$0	\$492	\$0	\$492	\$492
Operating Costs	\$11,689	\$23,232	\$12,729	\$650	\$394	\$360,920	\$360,920
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$764,273	\$434,064	\$463,424	\$462,200	\$95,117	\$462,200	\$462,200



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$6,310
Workers Comp	\$277
Health Insurance	\$8,591
Retirement	\$0
Unemployment	\$0
Other Insurance	\$1,024
# of Full Time Employees	1.20
Total Fringe Benefit Impact	\$16,202

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$90,698	\$100,188	\$9,490	10.5%
Purchased Services	\$370,360	\$600	-\$369,760	-\$1
Utilities & Fuel	\$492	\$492	\$0	\$0
Operating Costs	\$650	\$360,920	\$360,270	55426.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$462,200	\$462,200	\$0	0.0%

FY2018 Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY2020		
						FY19 YTD 01/31/19	Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$67,366	\$67,361	\$68,269	\$68,528	\$39,562	\$69,299	\$69,299
60105	Mid Mgmt Hrly Employee Wa	\$0	\$0	\$0	\$0	\$0	\$8,640	\$8,640
60201	FICA/Medicare-ER Share Exp	\$67,366	\$0	\$5,832	\$5,557	\$2,977	\$6,310	\$6,310
60203	457 Plan-Employer Share Exp	\$4,042	\$0	\$4,552	\$4,415	\$2,311	\$4,547	\$4,547
60210	HPHC Ins Employer Share Exp	\$6,938	\$0	\$8,228	\$9,328	\$4,356	\$8,591	\$8,591
60212	S-T Disability ER Share Exp	\$28	\$0	\$3	\$30	\$0	\$36	\$36
60213	L-T Disability ER Share Exp	\$254	\$0	\$257	\$247	\$153	\$208	\$208
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$663	\$0	\$867	\$780	\$435	\$780	\$780
60251	Conferences/Training Expense	\$0	\$150	\$0	\$1,000	\$550	\$1,000	\$1,000
60252	Travel/Mileage Expense	\$819	\$150	\$117	\$150	\$86	\$150	\$150
60253	Food/Lodging Expense	\$532	\$200	\$9	\$200	\$13	\$200	\$200
60256	Dues/Memberships Expense	\$810	\$126	\$1,135	\$150	\$0	\$150	\$150
60370	Workers Comp Insurance Exp	\$330	\$308	\$133	\$313	\$133	\$277	\$277
Totals		\$149,148	\$68,295	\$89,399	\$90,698	\$50,573	\$100,188	\$100,188

FY2018 Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY2020		
						FY19 YTD 01/31/19	Dept Head	Mgr's Rec
60300	Construction Services Expense	\$26,325	\$156,551	\$16,231	\$157,148	\$14,243	\$0	\$0
60313	Construction Services Expense	\$365,591	\$0	(\$46,880)	\$0	\$0	\$0	\$0
60313	Construction Services Expense	\$22,074	\$0	\$8,703	\$0	\$0	\$0	\$0
60313	Construction Services Expense	\$139,874	\$111,594	\$329,542	\$92,440	\$0	\$0	\$0
60313	Construction Services Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60314	Public Services Contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60314	Public Services Contracted	\$10,000	\$15,000	\$15,000	\$15,000	\$7,880	\$0	\$0
60314	Public Services Contracted	\$15,001	\$15,000	\$15,000	\$15,000	\$6,600	\$0	\$0
60314	Public Services Contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60314	Public Services Contracted	\$0	\$14,434	\$0	\$0	\$0	\$0	\$0

1025

60314 Public Services Contracted	\$15,996	\$16,000	\$15,997	\$16,000	\$8,715	\$0	\$0
60314 Public Services Contracted	\$4,000	\$6,522	\$6,522	\$5,956	\$5,956	\$0	\$0
60314 Public Services Contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60314 Public Services Contracted	\$4,233	\$0	\$0	\$0	\$0	\$0	\$0
60314 Public Services Contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60314 Public Services Contracted	\$0	\$0	\$0	\$50,842	\$0	\$0	\$0
60314 Public Services Contracted	\$0	\$0	\$0	\$17,374	\$0	\$0	\$0
60320 Advertising	\$264	\$800	\$1,100	\$500	\$731	\$500	\$500
60320 Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60325 Postage/Shipping Expense	\$78	\$100	\$81	\$100	\$25	\$100	\$100
60365 Recreation Programs Expense	\$0	\$6,044	\$0	\$0	\$0	\$0	\$0

Totals	\$603,435	\$342,045	\$361,296	\$370,360	\$44,150	\$600	\$600
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FY2018 Utilities & Fuel

							FY2020	
Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$0	\$492	\$0	\$492	\$0	\$492	\$492
Totals		\$0	\$492	\$0	\$492	\$0	\$492	\$492

FY2018 Other Operating Costs

							FY2020	
Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$458	\$400	\$308	\$400	\$154	\$400	\$400
60501	Operating Supp/Eqt Non-Cap	\$735	\$100	\$521	\$100	\$240	\$100	\$100
60502	Printing & Copying Expense	\$0	\$150	\$0	\$150	\$0	\$150	\$150
60707	Loan Principal Disbursed	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0
60748	Pass-thru Grant Expense	\$10,496	\$0	\$11,900	\$0	\$0	\$0	\$0
60748	Pass-thru Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60797	Miscellaneous Expense	\$0	\$582	\$0	\$0	\$0	\$360,270	\$360,270
60798	Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60798	Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1026

60799 Transfer Out to Other Funds

\$0

\$0

\$0

\$0

\$0

\$0

\$0

Totals

\$11,689\$23,232\$12,729\$650\$394\$360,920\$360,920

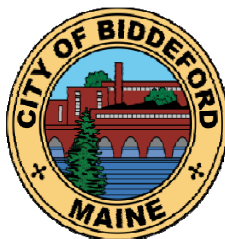
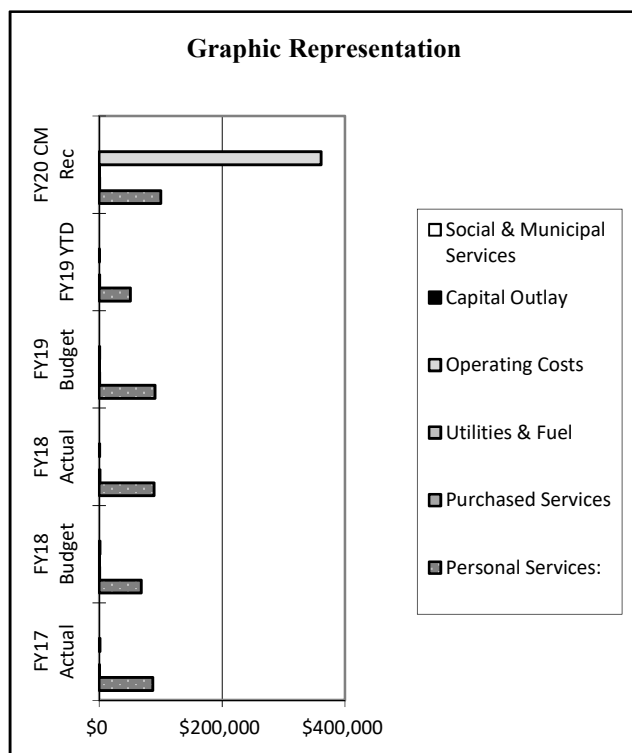
City of Biddeford, Maine

FY2020

Budget: CDBG Grant Administration

Account Number: 31117

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$87,025	\$68,295	\$89,399	\$90,698	\$50,573	\$100,188	\$100,188
Purchased Services	\$342	\$900	\$1,181	\$600	\$756	\$600	\$600
Utilities & Fuel	\$0	\$492	\$0	\$492	\$0	\$492	\$492
Operating Costs	\$1,193	\$1,232	\$829	\$650	\$394	\$360,920	\$360,920
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$88,560	\$70,919	\$91,409	\$92,440	\$51,723	\$462,200	\$462,200



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$6,310
Workers Comp	\$277
Health Insurance	\$8,591
Retirement	\$4,547
Unemployment	\$112
Other Insurance	\$1,024
Total Fringe Benefit Impact	\$20,861
# of Full Time Employees	1.20

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$90,698	\$100,188	\$9,490	10.5%
Purchased Services	\$600	\$600	\$0	\$0
Utilities & Fuel	\$492	\$492	\$0	\$0
Operating Costs	\$650	\$360,920	\$360,270	55426.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$92,440	\$462,200	\$369,760	400.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$67,366	\$67,361	\$68,269	\$68,528	\$39,562	\$69,299	\$69,299
60105	Mid Mgmt Hrly Employee Wa	\$0	\$0	\$0	\$0	\$0	\$8,640	\$8,640
60201	FICA/Medicare-ER Share Exp	\$5,244	\$0	\$5,832	\$5,557	\$2,977	\$6,310	\$6,310
60203	457 Plan-Employer Share Exp	\$4,042	\$0	\$4,552	\$4,415	\$2,311	\$4,547	\$4,547
60210	HPHC Ins Employer Share Ex	\$6,938	\$0	\$8,228	\$9,328	\$4,356	\$8,591	\$8,591
60212	S-T Disability ER Share Exp	\$28	\$0	\$3	\$30	\$0	\$36	\$36
60213	L-T Disability ER Share Exp	\$254	\$0	\$257	\$247	\$153	\$208	\$208
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$663	\$0	\$867	\$780	\$435	\$780	\$780
60251	Conferences/Training Expense	\$0	\$150	\$0	\$1,000	\$550	\$1,000	\$1,000
60252	Travel/Mileage Expense	\$819	\$150	\$117	\$150	\$86	\$150	\$150
60253	Food/Lodging Expense	\$532	\$200	\$9	\$200	\$13	\$200	\$200
60256	Dues/Memberships Expense	\$810	\$126	\$1,135	\$150	\$0	\$150	\$150
60370	Workers Comp Insurance Exp	\$330	\$308	\$133	\$313	\$133	\$277	\$277
Totals		\$87,025	\$68,295	\$89,399	\$90,698	\$50,573	\$100,188	\$100,188

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60314	Public Services Contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60320	Advertising	\$264	\$800	\$1,100	\$500	\$731	\$500	\$500
60325	Postage/Shipping Expense	\$78	\$100	\$81	\$100	\$25	\$100	\$100
Totals		\$342	\$900	\$1,181	\$600	\$756	\$600	\$600

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$0	\$492	\$0	\$492	\$0	\$492	\$492
Totals		\$0	\$492	\$0	\$492	\$0	\$492	\$492

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$458	\$400	\$308	\$400	\$154	\$400	\$400
60501	Operating Supp/Eqt Non-Cap	\$735	\$100	\$521	\$100	\$240	\$100	\$100
60502	Printing & Copying Expense	\$0	\$150	\$0	\$150	\$0	\$150	\$150
60797	Miscellaneous Expense	\$0	\$582	\$0	\$0	\$0	\$360,270	\$360,270
60798	Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60799	Transfer Out to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$1,193	\$1,232	\$829	\$650	\$394	\$360,920	\$360,920

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 31117 CDBG Grant Administration

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED TOTAL	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
CDBG GRANT COORDINATOR	10011	1.00	69,033.64	69,299.15	69,299.15		WATERS
ADMINISTRATIVE ASST.	322791	0.20	8,607.04	8,640.14	8,640.14		HALL

TOTAL BUDGETED POSITIONS

1.20	77,640.68	77,939.30	77,939.30
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Fiscal Year 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number:

31117

Account Number:

60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$67,366.35	\$67,361.00	\$68,268.56	\$68,528.00	\$68,528.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$69,299.15	\$69,299.15		\$771.15

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.

Notes: Up to 20% of the CDBG funds can be used for administration and planning. We intend to transition Shannon to take on some of the administrative chores presently performed by Lyn Waters. This will free Lyn to perform additional work in the neighborhoods, while managing the program more efficiently. There are adequate funds in the administrative account to cover Shannon's costs. this will also allow us to have greater checks and balances in the drawdown process.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number:

31117

Account Number:

60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,640.14	\$8,640.14		\$8,640.14

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.

Notes: Up to 20% of the CDBG funds can be used for administration and planning. We intend to transition Shannon to take on some of the administrative chores presently performed by Lyn Waters. This will free Lyn to perform additional work in the neighborhoods, while managing the program more efficiently. There are adequate funds in the administrative account to cover Shannon's costs. this will also allow us to have greater checks and balances in the drawdown process.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31117

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,243.62	\$0.00	\$5,831.72	\$5,557.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,310.18	\$6,310.18	\$6,310.18	\$753.18

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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: 457 Plan-Employer Share Exp

Department Number: 31117

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,042.12	\$0.00	\$4,551.57	\$4,415.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,546.76	\$4,546.76	\$4,546.76	\$131.76

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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: HPHC Ins Employer Share Exp

Department Number: 31117

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,937.60	\$0.00	\$8,228.45	\$9,328.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,591.00	\$8,591.00	\$8,591.00	(\$737.00)

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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: S-T Disability ER Share Exp

Department Number: 31117

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$27.72	\$0.00	\$2.76	\$30.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$36.00	\$36.00	\$36.00	\$6.00

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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: L-T Disability ER Share Exp

Department Number: 31117

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$253.69	\$0.00	\$256.61	\$247.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$207.90	\$207.90	\$207.90	(\$39.10)

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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Delta Dental ER Share

Department Number: 31117

Account Number: 60216

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: RHSA Plan ER Share

Department Number: 31117

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$663.00	\$0.00	\$867.00	\$780.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$780.00	\$780.00	\$780.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Conferences/Training Expense

Department Number: 31117

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$150.00	\$0.00	\$1,000.00	\$1,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00	\$1,000.00	\$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.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Travel/Mileage Expense

Department Number: 31117

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$818.86	\$150.00	\$116.75	\$150.00	\$150.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00	\$150.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Food/Lodging Expense

Department Number: 31117

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$532.05	\$200.00	\$8.51	\$200.00	\$200.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00	\$200.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Dues/Memberships Expense

Department Number: 31117

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$810.00	\$126.00	\$1,135.00	\$150.00	\$150.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00	\$150.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Public Services Contracted

Department Number: 31117

Account Number: 60314

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Advertising

Department Number: 31117

Account Number: 60320

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$263.50	\$800.00	\$1,099.98	\$500.00	\$500.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$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.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Postage/Shipping Expense

Department Number: 31117

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$78.37	\$100.00	\$81.17	\$100.00	\$100.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00	\$100.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Workers Comp Insurance Exp

Department Number: 31117

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$330.00	\$308.00	\$132.50	\$313.00	\$313.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$277.00	\$277.00	\$277.00	(\$36.00)

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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Phone/Celular/Paging Exp

Department Number: 31117

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$492.00	\$0.00	\$492.00	\$492.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$492.00	\$492.00	\$492.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

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

Department Number: 31117

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$457.81	\$400.00	\$307.77	\$400.00	\$400.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00	\$400.00	\$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.

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Fiscal Year 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31117

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$735.49	\$100.00	\$520.78	\$100.00	\$100.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00	\$100.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Printing & Copying Expense

Department Number: 31117

Account Number: 60502

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$150.00	\$0.00	\$150.00	\$150.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00	\$150.00	\$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 2020 Budget Request

March 4, 2019

Department: CDBG Grant Administration

Account Title: Miscellaneous Expense

Department Number: 31117

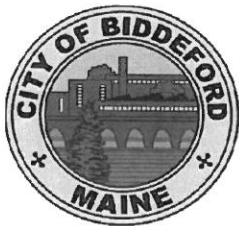
Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$582.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360,270.00	\$360,270.00	\$360,270.00	\$360,270.00

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.

Expected Projects to be allocated when funding is finalized



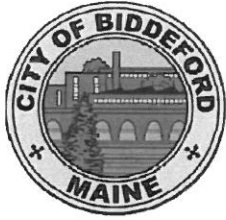
City of Biddeford, Maine *FY2020 Revenue*

CDBG Fund

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$701,831	\$508,950	\$447,129	\$462,200	\$39,821	\$462,200	\$462,200
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$109,229	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$701,831	\$508,950	\$556,358	\$462,200	\$39,821	\$462,200	\$462,200

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Intergovernmental</u>								
40431	Federal Share Grants Revenue	\$701,831	\$508,950	\$447,129	\$462,200	\$39,821	\$462,200	\$462,200
	Total intergovernmental	\$701,831	\$508,950	\$447,129	\$462,200	\$39,821	\$462,200	\$462,200

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Other Revenue</u>								
40556	Copies Sold Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40559	Miscellaneous Revenue	\$0	\$0	\$109,229	\$0	\$0	\$0	\$0
	Total other revenue	\$0	\$0	\$109,229	\$0	\$0	\$0	\$0



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: CDBG

Account Title: Federal Share Grants Revenue

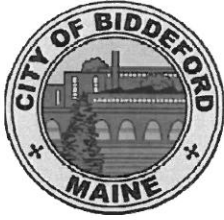
Department Number: 31117

Account Number: 40431

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$701,831.04	\$508,950.00	\$447,128.71	\$462,200.00	\$462,200.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$462,200.00	\$462,200.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: CDBG

Account Title: Miscellaneous Revenue

Department Number: 31117

Account Number: 40559

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$109,229.02	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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.

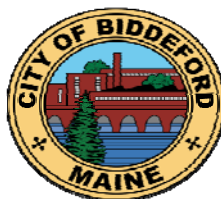
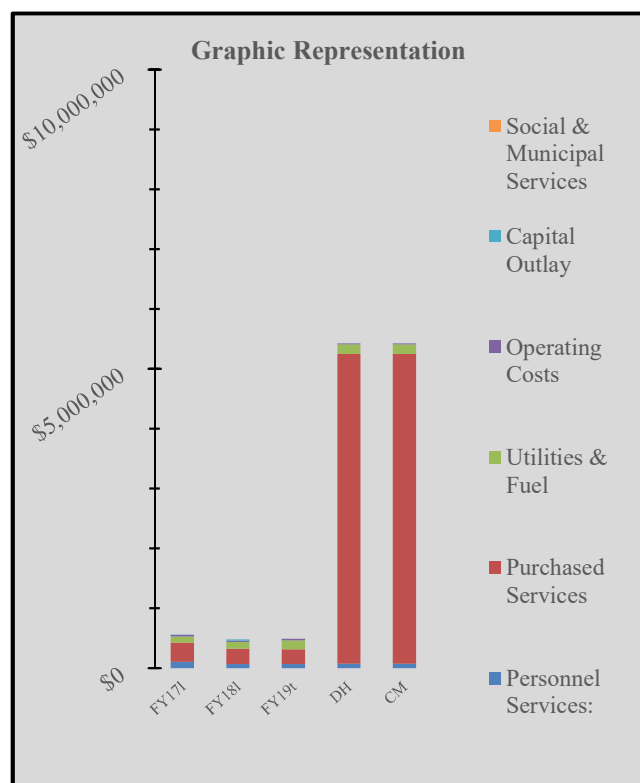
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City of Biddeford, Maine
FY2020 Expenses

Budget: Airport Operations

Account Number: 31132 216

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Personnel Services:	\$102,651	\$81,266	\$66,264	\$68,701	\$38,336	\$73,290	\$73,290
Purchased Services	\$321,240	\$273,760	\$258,801	\$246,310	\$50,068	\$5,173,410	\$5,173,410
Utilities & Fuel	\$104,444	\$148,910	\$107,849	\$148,855	\$80,969	\$161,410	\$161,410
Operating Costs	\$25,796	\$223,820	\$24,470	\$23,820	\$15,533	\$15,950	\$15,950
Capital Outlay	\$1,625	\$16,500	\$18,263	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$555,755	\$744,256	\$475,647	\$487,686	\$184,906	\$5,424,060	\$5,424,060



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$4,009
Workers Comp	\$1,667
Health Insurance	\$14,017
Retirement	\$0
Unemployment	\$0
Other Insurance	\$897
# of Full Time Employees	1.00
Total Fringe Benefit Impact	\$20,590

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$68,701	\$73,290	\$4,589	6.7%
Purchased Services	\$246,310	\$5,173,410	\$4,927,100	\$20
Utilities & Fuel	\$148,855	\$161,410	\$12,555	\$0
Operating Costs	\$23,820	\$15,950	-\$7,870	-33.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$487,686	\$5,424,060	\$4,936,374	1012.2%

FY2018 Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$37,555	\$41,643	\$41,066	\$41,218	\$24,555	\$44,303	\$44,303
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$2,344	\$2,800	\$2,394	\$2,800	\$981	\$2,800	\$2,800
60111	Overtime Wage Expense	\$2,088	\$2,340	\$2,579	\$2,316	\$1,174	\$2,490	\$2,490
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$37,555	\$3,882	\$3,322	\$3,744	\$1,866	\$4,009	\$4,009
60203	457 Plan-Employer Share Exp	\$2,212	\$3,958	\$2,412	\$2,612	\$1,490	\$2,808	\$2,808
60210	HPHC Ins Employer Share Exp	\$19,353	\$23,256	\$12,742	\$13,037	\$7,102	\$14,017	\$14,017
60212	S-T Disability ER Share Exp	\$27	\$111	\$89	\$117	\$47	\$117	\$117
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$9	\$780	\$405	\$780	\$435	\$780	\$780
60230	Clothing/Uniforms Expense	\$256	\$150	\$219	\$150	\$0	\$150	\$150
60252	Travel/Mileage Expense	\$86	\$150	\$349	\$150	\$0	\$150	\$150
60370	Workers Comp Insurance Exp	\$1,165	\$2,196	\$686	\$1,777	\$686	\$1,667	\$1,667
Totals		\$102,651	\$81,266	\$66,264	\$68,701	\$38,336	\$73,290	\$73,290

FY2018 Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$311,915	\$22,000	\$744	\$11,250	\$37,526	\$0	\$0
60306	Other Prof/Consult Svcs Exp	\$0	\$240,000	\$249,734	\$225,000	\$5,726	\$5,163,250	\$5,163,250
60310	Service Contracts Expense	\$767	\$1,500	\$1,451	\$1,500	\$862	\$1,600	\$1,600
60320	Advertising	\$708	\$1,500	\$304	\$1,500	\$305	\$1,500	\$1,500
60331	Land/Building Lease Expense	\$2,750	\$3,000	\$3,000	\$3,000	\$2,000	\$3,000	\$3,000
60371	General Insurance Expense	\$3,598	\$4,200	\$2,023	\$2,500	\$2,101	\$2,500	\$2,500
60373	Building/Boiler Insurance Exp	\$1,502	\$1,560	\$1,545	\$1,560	\$1,547	\$1,560	\$1,560
Totals		\$321,240	\$273,760	\$258,801	\$246,310	\$50,068	\$5,173,410	\$5,173,410

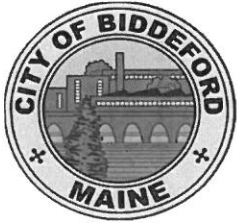
FY2018 Utilities & Fuel

11058

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$2,975	\$3,000	\$3,738	\$3,000	\$2,087	\$3,000	\$3,000
60401	Water Expense	\$177	\$182	\$174	\$182	\$103	\$220	\$220
60402	Phone/Celular/Paging Exp	\$2,517	\$2,640	\$2,353	\$2,640	\$1,508	\$2,640	\$2,640
60404	Sewer User Fee Expense	\$329	\$350	\$325	\$350	\$164	\$350	\$350
60405	Heating Fuel Expense	\$3,683	\$3,500	\$3,925	\$3,700	\$2,526	\$4,200	\$4,200
60410	Diesel Fuel Expense	\$889	\$1,300	\$736	\$1,000	\$466	\$1,000	\$1,000
60411	Gasoline Expense	\$93,873	\$137,938	\$96,597	\$137,983	\$74,117	\$150,000	\$150,000
Totals		\$104,444	\$148,910	\$107,849	\$148,855	\$80,969	\$161,410	\$161,410

FY2018 Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$5,364	\$5,000	\$7,523	\$5,000	\$3,630	\$0	\$0
60452	Operating Equip Repair Exp	\$855	\$750	\$1,585	\$750	\$0	\$3,000	\$3,000
60453	Vehicle Repair/Tires/Oil Exp	\$5,561	\$3,200	\$2,156	\$3,200	\$2,127	\$3,200	\$3,200
60454	Grounds Maint/Improve Exp	\$1,952	\$4,000	\$2,297	\$4,000	\$226	\$4,000	\$4,000
60500	Admin/Office Supp/Eqt Non-C	\$1,449	\$1,450	\$1,174	\$1,450	\$640	\$1,000	\$1,000
60501	Operating Supp/Eqt Non-Cap	\$7,474	\$1,500	\$1,500	\$1,500	\$971	\$1,500	\$1,500
60600	Land Purchase/Improve Cap	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
60601	Building Construc/Repair Cap	\$1,625	\$0	\$0	\$0	\$0	\$0	\$0
60754	Lease Principal Expense	\$0	\$4,396	\$4,396	\$4,531	\$4,531	\$0	\$0
60755	Lease Interest Expense	\$0	\$274	\$274	\$139	\$139	\$0	\$0
60797	Miscellaneous Expense	\$316	\$250	\$564	\$250	\$270	\$250	\$250
60799	Transfer Out to Other Funds	\$1,200	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Totals		\$25,796	\$223,820	\$24,470	\$23,820	\$15,533	\$15,950	\$15,950



City of Biddeford, Maine

FY2020 Revenue

Airport Fund

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Taxes	\$3,825	\$6,250	(\$2,614)	\$6,250	\$5,645	\$6,250	\$6,250
Licenses, permits and fees	\$26,350	\$37,077	\$35,304	\$33,077	\$25,803	\$33,330	\$33,330
Intergovernmental	\$385,121	\$418,000	\$103,325	\$225,000	\$0	\$4,905,088	\$4,905,088
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$105,355	\$122,300	\$96,373	\$150,300	\$62,998	\$170,925	\$170,925
Transfer in from other funds	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$555,651	\$618,627	\$267,388	\$449,627	\$129,445	\$5,150,593	\$5,150,593

Account Number		FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Taxes</u>								
40123	Aircraft Excise Tax Revenue	\$3,825	\$6,250	(\$2,614)	\$6,250	\$5,645	\$6,250	\$6,250
	Total taxes	\$3,825	\$6,250	(\$2,614)	\$6,250	\$5,645	\$6,250	\$6,250

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Licenses, Permits & Fees								
40243	Airport Storage/Tiedowns Rev	\$12,471	\$22,000	\$22,037	\$18,000	\$21,498	\$19,200	\$19,200
40570	Rental Car Rebates	\$94	\$180	\$0	\$180	\$30	\$30	\$30
40606	Rental Fleurent Hangar 7I	\$334	\$183	\$342	\$183	\$0	\$350	\$350
40607	Rental Tieman Hangar 7E	\$351	\$351	\$339	\$351	\$0	\$207	\$207
40608	Rental Morin Hangar 7A	\$392	\$389	\$402	\$389	\$0	\$401	\$401
40609	Rental Bryand Hangar 7B	\$374	\$371	\$383	\$371	\$0	\$383	\$383
40610	Rental EAA Hangar	\$1,880	\$922	\$1,023	\$922	\$1,023	\$1,023	\$1,023
40611	Rental Ryco Hangar 7C	\$0	\$343	\$332	\$343	\$198	\$198	\$198
40612	Rental Cloutier Hangar 7D	\$313	\$322	\$312	\$322	\$198	\$198	\$198
40613	Rental Polakewich Hangar 7F	\$334	\$332	\$342	\$332	\$0	\$383	\$383
40614	Rental Ryco Hangar 1	\$0	\$1,247	\$1,198	\$1,247	\$783	\$783	\$783
40615	Rental Bertrand Hangar 7G	\$320	\$320	\$310	\$320	\$0	\$198	\$198
40616	Rental Bertrand Hangar Lot 3	\$799	\$793	\$818	\$793	\$818	\$818	\$818
40617	Rental Keller Hangar Lot 2	\$614	\$609	\$628	\$609	\$0	\$628	\$628
40618	Rental Sinclair Hangar 7H	\$0	\$320	\$320	\$320	\$0	\$342	\$342
40619	Rental Lariviere Hangar Lot 4	\$918	\$911	\$940	\$911	\$0	\$940	\$940
40620	Rental DEW LLC Hangar 5A&B	\$828	\$822	\$848	\$822	\$0	\$848	\$848
40621	Rental Morris Hangar 5D	\$392	\$389	\$402	\$389	\$0	\$401	\$401
40622	Rental DEW LLC Hangar 5C	\$392	\$389	\$401	\$389	\$0	\$415	\$415
40624	Rental Cross Hangar 5E	\$336	\$336	\$325	\$336	\$0	\$207	\$207
40625	Rental GAL-AIR LLC Hangar 5G	\$0	\$371	\$383	\$371	\$0	\$383	\$383
40626	Rental Godburn Hangar 5H	\$374	\$371	\$383	\$371	\$0	\$383	\$383
40627	Rental McGahey Hangar 5F	\$374	\$371	\$383	\$371	\$383	\$383	\$383
40628	Rental Pate Hangar 5I	\$336	\$336	\$325	\$336	\$207	\$207	\$207
40629	Rental Glaude Hangar 6F	\$821	\$815	\$0	\$815	\$0	\$840	\$840
40632	Rental Gadbois Hangar 6A	\$810	\$804	\$830	\$804	\$0	\$857	\$857
40634	Rental Great Moose Hangar 6C	\$617	\$612	\$632	\$612	\$0	\$632	\$632
40635	Rental Saucier Hangar 6B	\$648	\$643	\$664	\$643	\$664	\$663	\$663
40636	Rental Apte Hangar 6E	\$670	\$670	\$0	\$670	\$0	\$686	\$686
40637	Rental Rousseau Hangar 6D	\$555	\$555	\$0	\$555	\$0	\$343	\$343
	Total licenses, permits & fees	\$26,350	\$37,077	\$35,304	\$33,077	\$25,803	\$33,330	\$33,330

FY2020

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Intergovernmental								
40419	State DOT Project Revenue	\$0	\$0	\$15,870	\$11,250	\$0	\$0	\$0
40419	State DOT Project Revenue	\$0	\$22,000	\$0	\$11,250	\$0	\$271,750	\$271,750
40431	Federal Share Grants Revenue	\$385,121	\$0	\$87,455	\$0	\$0	\$0	\$0
40431	Federal Share Grants Revenue	\$0	\$396,000	\$0	\$202,500	\$0	\$4,633,338	\$4,633,338
	Total intergovernmental	\$385,121	\$418,000	\$103,325	\$225,000	\$0	\$4,905,088	\$4,905,088

FY2020

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Investment Income								
40500	Investment Income Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY2020

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Other Revenue								
40556	Goods Sold Revenue	\$102	\$300	\$40	\$300	\$99	\$300	\$300
40564	Airport Fuel Sales Rev	\$105,253	\$122,000	\$96,333	\$150,000	\$62,898	\$170,625	\$170,625
	Total other revenue	\$105,355	\$122,300	\$96,373	\$150,300	\$62,998	\$170,925	\$170,925

FY2020

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Transfers in from other funds								
40801	Transfer in from Other Funds	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Airport Operations

Account Title: Aircraft Excise Tax Revenue

Department Number: 31132

Account Number: 40123

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$3,825.20	\$6,250.00	-\$2,613.99	\$6,250.00	\$6,250.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,250.00	\$6,250.00		\$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 2020
Revenue Estimates**

February 28, 2019

Department: Airport Operations

Account Title: Airport Storage/Tiedowns Rev

Department Number: 31132

Account Number: 40243

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$12,471.05	\$22,000.00	\$22,036.80	\$18,000.00	\$18,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,200.00	\$19,200.00		\$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.

Additional income from York County Aviation.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Airport Operations

Account Title: State DOT Project Revenue

Department Number: 31132

Account Number: 40419

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$0.00	\$0.00	\$15,869.70	\$11,250.00	\$11,250.00

FY-2020 Budget	Department Estimate	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 2020 Revenue Estimates

February 28, 2019

Department: Airport Operations

Account Title: Federal Share Grants Revenue

Department Number: 31132

Account Number: 40431

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$385,120.63	\$0.00	\$87,454.95	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$4,549,500.00

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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Airport Operations

Account Title: Goods Sold Revenue

Department Number: 31132

Account Number: 40556

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$101.88	\$300.00	\$40.46	\$300.00	\$300.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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.

coffee and soft drink sales, T shirts and coffee mugs.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Airport Operations

Account Title: Airport Fuel Sales Rev

Department Number: 31132

Account Number: 40564

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$105,253.22	\$122,000.00	\$96,332.96	\$150,000.00	\$170,625.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$170,625.00	\$170,625.00		\$20,625.00

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.

Bases on purchasing and selling 37500 gallons with a mimum mark of .55 cents per gallon we will make \$20,625.00 profit. This is based on the cost of fuel being in the \$4.00 range. Also depending on when we need to purchase fuel purchase fuel we end up with invintory in the tank.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Car Rebates

Department Number: 31132

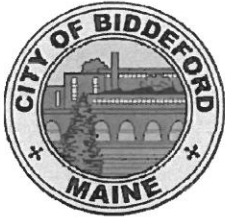
Account Number: 40570

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$93.91	\$180.00	\$0.00	\$180.00	\$30.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30.00	\$30.00		\$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.

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**Fiscal Year 2020
Revenue Estimates**

February 28, 2019

Department: Finance Director

Account Title: Rental Fleurent Hangar 7I

Department Number: 31132

Account Number: 40606

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$334.25	\$183.00	\$342.21	\$183.00	\$350.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Tieman Hangar 7E

Department Number: 31132

Account Number: 40607

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$350.55	\$351.00	\$339.38	\$351.00	\$415.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$207.00	\$207.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Morin Hangar 7A

Department Number: 31132

Account Number: 40608

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$392.16	\$389.00	\$401.50	\$389.00	\$401.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$401.00	\$401.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Bryand Hangar 7B

Department Number: 31132

Account Number: 40609

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$374.34	\$371.00	\$383.25	\$371.00	\$383.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$383.00	\$383.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental EAA Hangar

Department Number: 31132

Account Number: 40610

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,880.10	\$922.00	\$1,023.11	\$922.00	\$1,023.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,023.00	\$1,023.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Ryco Hangar 7C

Department Number: 31132

Account Number: 40611

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$343.00	\$332.35	\$343.00	\$396.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$198.00	\$198.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Cloutier Hangar 7D

Department Number: 31132

Account Number: 40612

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$312.91	\$322.00	\$311.65	\$322.00	\$396.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$198.00	\$198.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Polakewich Hangar 7F

Department Number: 31132

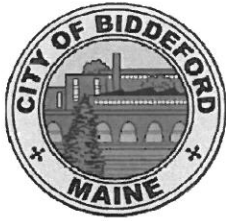
Account Number: 40613

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$334.11	\$332.00	\$342.07	\$332.00	\$383.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$383.00	\$383.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Ryco Hangar 1

Department Number: 31132

Account Number: 40614

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$1,247.00	\$1,198.42	\$1,247.00	\$1,566.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$783.00	\$783.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Bertrand Hangar 7G

Department Number: 31132

Account Number: 40615

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$320.21	\$320.00	\$310.00	\$320.00	\$396.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$198.00	\$198.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Bertrand Hangar Lot 3

Department Number: 31132

Account Number: 40616

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$799.45	\$793.00	\$818.49	\$793.00	\$818.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$818.00	\$818.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Keller Hangar Lot 2

Department Number: 31132

Account Number: 40617

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$613.68	\$609.00	\$628.29	\$609.00	\$628.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$628.00	\$628.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Sinclair Hangar 7H

Department Number: 31132

Account Number: 40618

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$320.00	\$320.00	\$320.00	\$342.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$342.00	\$342.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Lariviere Hangar Lot 4

Department Number: 31132

Account Number: 40619

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$918.29	\$911.00	\$940.15	\$911.00	\$940.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$940.00	\$940.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental DEW LLC Hangar 5A&B

Department Number: 31132

Account Number: 40620

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$828.34	\$822.00	\$848.06	\$822.00	\$848.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$848.00	\$848.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Morris Hangar 5D

Department Number: 31132

Account Number: 40621

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$392.16	\$389.00	\$401.50	\$389.00	\$401.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$401.00	\$401.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental DEW LLC Hangar 5C

Department Number: 31132

Account Number: 40622

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$391.90	\$389.00	\$401.23	\$389.00	\$415.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$415.00	\$415.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Cross Hangar 5E

Department Number: 31132

Account Number: 40624

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$336.14	\$336.00	\$325.43	\$336.00	\$415.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$207.00	\$207.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental GAL-AIR LLC Hangar 5G

Department Number: 31132

Account Number: 40625

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$371.00	\$383.25	\$371.00	\$383.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$383.00	\$383.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Godburn Hangar 5H

Department Number: 31132

Account Number: 40626

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$374.34	\$371.00	\$383.25	\$371.00	\$383.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$383.00	\$383.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental McGahey Hangar 5F

Department Number: 31132

Account Number: 40627

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$374.34	\$371.00	\$383.25	\$371.00	\$383.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$383.00	\$383.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Pate Hangar 5I

Department Number: 31132

Account Number: 40628

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$336.14	\$336.00	\$325.43	\$336.00	\$415.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$207.00	\$207.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Glaude Hangar 6F

Department Number: 31132

Account Number: 40629

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$821.06	\$815.00	\$0.00	\$815.00	\$840.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$840.00	\$840.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Gadbois Hangar 6A

Department Number: 31132

Account Number: 40632

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$810.26	\$804.00	\$829.55	\$804.00	\$857.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$857.00	\$857.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Great Moose Hangar 6C

Department Number: 31132

Account Number: 40634

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$617.09	\$612.00	\$631.78	\$612.00	\$632.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$632.00	\$632.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Saucier Hangar 6B

Department Number: 31132

Account Number: 40635

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$648.21	\$643.00	\$663.64	\$643.00	\$663.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$663.00	\$663.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Apte Hangar 6E

Department Number: 31132

Account Number: 40636

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$669.81	\$670.00	\$0.00	\$670.00	\$686.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$686.00	\$686.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Rental Rousseau Hangar 6D

Department Number: 31132

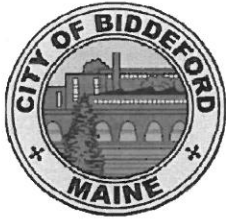
Account Number: 40637

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$554.86	\$555.00	\$0.00	\$555.00	\$686.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$343.00	\$343.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Transfer in from Other Funds

Department Number: 31132

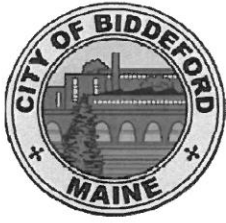
Account Number: 40801

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,000.00	\$35,000.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Airport Reimbursable Improve

Account Title: State DOT Project Revenue

Department Number: 31240

Account Number: 40419

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$0.00	\$22,000.00	\$0.00	\$11,250.00	\$34,869.70

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$271,750.00	\$271,750.00		\$236,880.30

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.

Revenue from Maine DOT for aviation rights \$19,000.00
\$15,869.00 from purchase of land from Trolley museum and runway 6 tree clearing

Break down of Department Estimate for 2020 budget year
Remainder of design and permitting of Runway Obstruction Removal and Drainage \$6750.00
PAPI Design \$7500.00
PAPI Construction \$7,500.00
Runway 24-6 Reconstruction and drainage, tree clearing 24 end \$250,000.00



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Airport Reimbursable Improve

Account Title: Federal Share Grants Revenue

Department Number: 31240

Account Number: 40431

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Est. Revenue
\$0.00	\$396,000.00	\$0.00	\$202,500.00	\$342,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,633,338.00	\$4,633,338.00		\$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.

Second part of runway design and permitting \$121,500.00
 PAPI Design \$135,000.00
 PAPI Construction \$135,000.00
 Runway 6-24 Reconstruction ,Lighting, Tree Clearing 24 End \$4,500,000.00

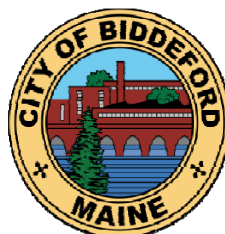
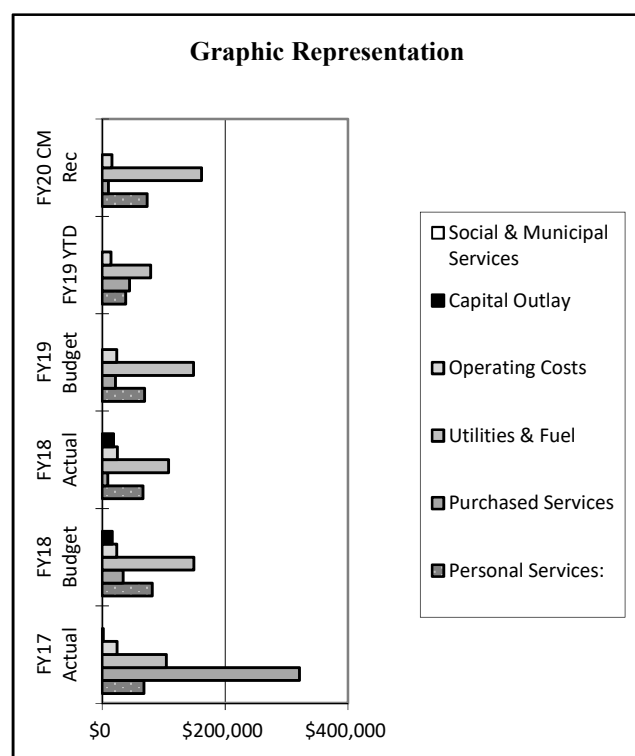
City of Biddeford, Maine

FY2020

Budget: Airport Operations

Account Number: 31132

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$68,060	\$81,266	\$66,264	\$68,701	\$38,336	\$73,290	\$73,290
Purchased Services	\$321,240	\$33,760	\$9,067	\$21,310	\$44,342	\$10,160	\$10,160
Utilities & Fuel	\$104,444	\$148,910	\$107,849	\$148,855	\$78,930	\$161,410	\$161,410
Operating Costs	\$24,171	\$23,820	\$24,470	\$23,820	\$14,094	\$15,950	\$15,950
Capital Outlay	\$1,625	\$16,500	\$18,263	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$519,540	\$304,256	\$225,913	\$262,686	\$175,701	\$260,810	\$260,810



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$4,009
Workers Comp	\$1,667
Health Insurance	\$14,017
Retirement	\$2,808
Unemployment	\$58
Other Insurance	\$897
Total Fringe Benefit Impact	\$23,455
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$68,701	\$73,290	\$4,589	6.7%
Purchased Services	\$21,310	\$10,160	-\$11,150	-\$1
Utilities & Fuel	\$148,855	\$161,410	\$12,555	\$0
Operating Costs	\$23,820	\$15,950	-\$7,870	-33.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$262,686	\$260,810	-\$1,876	-0.7%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$37,555	\$41,643	\$41,066	\$41,218	\$24,555	\$44,303	\$44,303
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$2,344	\$2,800	\$2,394	\$2,800	\$981	\$2,800	\$2,800
60111	Overtime Wage Expense	\$2,088	\$2,340	\$2,579	\$2,316	\$1,174	\$2,490	\$2,490
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$2,965	\$3,882	\$3,322	\$3,744	\$1,866	\$4,009	\$4,009
60203	457 Plan-Employer Share Exp	\$2,212	\$3,958	\$2,412	\$2,612	\$1,490	\$2,808	\$2,808
60210	HPHC Ins Employer Share Ex	\$19,353	\$23,256	\$12,742	\$13,037	\$7,102	\$14,017	\$14,017
60212	S-T Disability ER Share Exp	\$27	\$111	\$89	\$117	\$47	\$117	\$117
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$9	\$780	\$405	\$780	\$435	\$780	\$780
60230	Clothing/Uniforms Expense	\$256	\$150	\$219	\$150	\$0	\$150	\$150
60252	Travel/Mileage Expense	\$86	\$150	\$349	\$150	\$0	\$150	\$150
60370	Workers Comp Insurance Exp	\$1,165	\$2,196	\$686	\$1,777	\$686	\$1,667	\$1,667
Totals		\$68,060	\$81,266	\$66,264	\$68,701	\$38,336	\$73,290	\$73,290

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$311,915	\$22,000	\$744	\$11,250	\$37,526	\$0	\$0
60310	Service Contracts Expense	\$767	\$1,500	\$1,451	\$1,500	\$862	\$1,600	\$1,600
60320	Advertising	\$708	\$1,500	\$304	\$1,500	\$305	\$1,500	\$1,500
60331	Land/Building Lease Expense	\$2,750	\$3,000	\$3,000	\$3,000	\$2,000	\$3,000	\$3,000
60371	General Insurance Expense	\$3,598	\$4,200	\$2,023	\$2,500	\$2,101	\$2,500	\$2,500
60373	Building/Boiler Insurance Exp	\$1,502	\$1,560	\$1,545	\$1,560	\$1,547	\$1,560	\$1,560
Totals		\$321,240	\$33,760	\$9,067	\$21,310	\$44,342	\$10,160	\$10,160

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$2,975	\$3,000	\$3,738	\$3,000	\$1,599	\$3,000	\$3,000
60401	Water Expense	\$177	\$182	\$174	\$182	\$54	\$220	\$220
60402	Phone/Celular/Paging Exp	\$2,517	\$2,640	\$2,353	\$2,640	\$1,508	\$2,640	\$2,640
60404	Sewer User Fee Expense	\$329	\$350	\$325	\$350	\$164	\$350	\$350
60405	Heating Fuel Expense	\$3,683	\$3,500	\$3,925	\$3,700	\$1,489	\$4,200	\$4,200
60410	Diesel Fuel Expense	\$889	\$1,300	\$736	\$1,000	\$0	\$1,000	\$1,000
60411	Gasoline Expense	\$93,873	\$137,938	\$96,597	\$137,983	\$74,117	\$150,000	\$150,000
Totals		\$104,444	\$148,910	\$107,849	\$148,855	\$78,930	\$161,410	\$161,410

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$5,364	\$5,000	\$7,523	\$5,000	\$3,630	\$0	\$0
60452	Operating Equip Repair Exp	\$855	\$750	\$1,585	\$750	\$0	\$3,000	\$3,000
60453	Vehicle Repair/Tires/Oil Exp	\$5,561	\$3,200	\$2,156	\$3,200	\$1,129	\$3,200	\$3,200
60454	Grounds Maint/Improve Exp	\$1,952	\$4,000	\$2,297	\$4,000	\$226	\$4,000	\$4,000
60500	Admin/Office Supp/Eqt Non-C	\$1,449	\$1,450	\$1,174	\$1,450	\$434	\$1,000	\$1,000
60501	Operating Supp/Eqt Non-Cap	\$7,474	\$1,500	\$1,500	\$1,500	\$880	\$1,500	\$1,500
60754	Lease Principal Expense	\$0	\$4,396	\$4,396	\$4,531	\$4,531	\$0	\$0
60755	Lease Interest Expense	\$0	\$274	\$274	\$139	\$139	\$0	\$0
60797	Miscellaneous Expense	\$316	\$250	\$564	\$250	\$125	\$250	\$250
60799	Transfer Out to Other Funds	\$1,200	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Totals		\$24,171	\$23,820	\$24,470	\$23,820	\$14,094	\$15,950	\$15,950

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 31132 Airport Operations

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			TOTAL				
AIRPORT MANAGER/ATTENDANT	10712	1.00	44,133.44	44,303.18	44,303.18		REYNOLDS
AIRPORT P-T HELP	29	-	2,789.27	2,800.00	2,800.00		0
TOTAL BUDGETED POSITIONS		1.00	46,922.71	47,103.18	47,103.18		



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Dept Manager Salary Exp

Department Number: 31132

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$37,555.18	\$41,643.00	\$41,066.08	\$41,218.00	\$41,218.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,303.18	\$44,303.18		\$3,085.18

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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Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: P-T Employee Wage Exp

Department Number: 31132

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,344.00	\$2,800.00	\$2,394.00	\$2,800.00	\$2,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,800.00	\$2,800.00		\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Overtime Wage Expense

Department Number: 31132

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,088.30	\$2,340.00	\$2,579.46	\$2,316.00	\$2,316.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,489.84	\$2,489.84	\$2,489.84	\$173.84

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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31132

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,964.76	\$3,882.00	\$3,321.66	\$3,744.00	\$3,744.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,008.65	\$4,008.65	\$4,008.65	\$264.65

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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 31132

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,212.30	\$3,958.00	\$2,411.71	\$2,612.00	\$2,612.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,807.58	\$2,807.58	\$2,807.58	\$195.58

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 2020
\$117,00

March 4, 2019

Department: Airport Operations

Account Title: S-T Disability ER Share Exp

Department Number: 31132

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$26.79	\$111.00	\$89.41	\$117.00	\$117.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$117.00	\$117.00	\$117.00	\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 31132

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$19,352.57	\$23,256.00	\$12,741.60	\$13,037.00	\$13,037.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,017.00	\$14,017.00	\$14,017.00	\$980.00

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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: RHSA Plan ER Share

Department Number: 31132

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9.08	\$780.00	\$405.00	\$780.00	\$780.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$780.00	\$780.00	\$780.00	\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Clothing/Uniforms Expense

Department Number: 31132

Account Number: 60230

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$256.04	\$150.00	\$219.38	\$150.00	\$150.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00	\$150.00	\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Travel/Mileage Expense

Department Number: 31132

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$86.40	\$150.00	\$349.24	\$150.00	\$150.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00	\$150.00	\$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.

Travel to city hall and Augusta for Maine aeronautical meetings and meetings with Maine DOT.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Other Prof/Consult Srvs Exp

Department Number: 31132

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$311,915.03	\$22,000.00	\$744.00	\$11,250.00	

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$0.00	\$0.00	(\$11,250.00)

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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Service Contracts Expense

Department Number: 31132

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$766.56	\$1,500.00	\$1,451.46	\$1,500.00	\$1,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,600.00	\$1,600.00	\$1,600.00	\$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.

Trash Dumpster \$300.00

Minuteman Security software update \$500.00

Gas tank inspection and filter change \$600.00

Poland springs \$200.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Advertising

Department Number: 31132

Account Number: 60320

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$708.00	\$1,500.00	\$304.00	\$1,500.00	\$1,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00	\$1,500.00	\$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.

\$250.00 for Maine Aeronautical business Association

\$1250.00 for promotional ads Discovery Map, Biddeford chamber of Commerce, Air Nav website.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Land/Building Lease Expense

Department Number: 31132

Account Number: 60331

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,750.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00	\$3,000.00	

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 lease to store loader and snow blower attachment for airport.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Workers Comp Insurance Exp

Department Number: 31132

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,165.00	\$2,196.00	\$686.00	\$1,777.00	\$1,777.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,667.00	\$1,667.00	\$1,667.00	\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: General Insurance Expense

Department Number: 31132

Account Number: 60371

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,598.00	\$4,200.00	\$2,023.00	\$2,500.00	\$2,101.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00	\$2,500.00	\$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.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Building/Boiler Insurance Exp

Department Number: 31132

Account Number: 60373

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,502.00	\$1,560.00	\$1,545.00	\$1,560.00	\$1,560.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,560.00	\$1,560.00	\$1,560.00	\$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 2020
Budget Request**

March 4, 2019

Department: Airport Operations

Account Title: Electricity Expense

Department Number: 31132

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,975.45	\$3,000.00	\$3,738.11	\$3,000.00	\$3,000.00

as of January 4th

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00	\$3,000.00	\$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.

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Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Water Expense

Department Number: 31132

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$177.22	\$182.00	\$174.23	\$182.00	\$212.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$220.00	\$220.00	\$220.00	\$38.00

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.

Increase activity at the air port has increased water usage.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 31132

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,516.56	\$2,640.00	\$2,353.46	\$2,640.00	\$2,549.40

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,640.00	\$2,640.00	\$2,640.00	\$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.

covers the cost of internet and two phone lines.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Sewer User Fee Expense

Department Number: 31132

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$329.33	\$350.00	\$324.94	\$350.00	\$350.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00	\$350.00	\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Heating Fuel Expense

Department Number: 31132

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,682.56	\$3,500.00	\$3,925.44	\$3,700.00	\$3,700.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,200.00	\$4,200.00	\$4,200.00	\$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.

Increase cost of propane and additional usage (increase rental on heater hanger covers cost of propane)



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Diesel Fuel Expense

Department Number: 31132

Account Number: 60410

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$889.46	\$1,300.00	\$735.96	\$1,000.00	\$1,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00	\$1,000.00	\$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.

covers the cost of fuel for loader for snow removal.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Gasoline Expense

Department Number: 31132

Account Number: 60411

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$93,873.46	\$137,938.00	\$96,597.06	\$137,983.00	\$150,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150,000.00	\$150,000.00	\$150,000.00	\$12,017.00

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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Building Repair/Maint Exp

Department Number: 31132

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,364.12	\$5,000.00	\$7,523.47	\$5,000.00	\$7,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$0.00	\$0.00	(\$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.

\$5000. additional funds to go towards new roof for c r cold storage hanger
electrical repairs \$1200.00
plumbing repairs \$1300.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Operating Equip Repair Exp

Department Number: 31132

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$855.23	\$750.00	\$1,585.14	\$750.00	\$750.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00	\$3,000.00	\$2,250.00

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.

\$600.00 for filter chang and inspection to the fuel pump
\$900 customer support on credit card machine for fuel pump.
\$1500.00 maintenance on the pump.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 31132

Account Number: 60453

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,560.75	\$3,200.00	\$2,155.76	\$3,200.00	\$3,200.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,200.00	\$3,200.00	\$3,200.00	\$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.

Repairs to loader and tractor and ATV.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Grounds Maint/Improve Exp

Department Number: 31132

Account Number: 60454

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,952.01	\$4,000.00	\$2,297.45	\$4,000.00	\$4,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$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.

majority of ground maintenance completed in spring. dirt road and pavement repair. Painting of parking lot and fueling area.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

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

Department Number: 31132

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,448.69	\$1,450.00	\$1,174.01	\$1,450.00	\$1,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00	\$1,000.00	(\$450.00)

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.

office supplies, printer ink, etc.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31132

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$7,474.41	\$1,500.00	\$1,500.16	\$1,500.00	\$1,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00	\$1,500.00	\$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.

Hand tools \$100.00
wind socks \$600.00
lights bulbs \$125.00
Paint and supplies \$300.00
hardware and lumber \$375.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Vehicle Purchase Capital

Department Number: 31132

Account Number: 60603

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$16,500.00	\$18,262.51	\$0.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Lease Principal Expense

Department Number: 31132

Account Number: 60754

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$4,396.00	\$4,395.78	\$4,531.00	\$4,531.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$4,531.00)

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.

Lease payment on tractor used for mowing and brush hogging has been completed in 2019



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Lease Interest Expense

Department Number: 31132

Account Number: 60755

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$274.00	\$274.17	\$139.00	\$139.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$139.00)

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.

Lease payment on tractor used for mowing and bush hogging has been completed.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Miscellaneous Expense

Department Number: 31132

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$316.16	\$250.00	\$564.35	\$250.00	\$250.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250.00	\$250.00	\$250.00	\$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 2020 Budget Request

March 4, 2019

Department: Airport Operations

Account Title: Transfer Out to Other Funds

Department Number: 31132

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,200.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00	\$3,000.00	\$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.

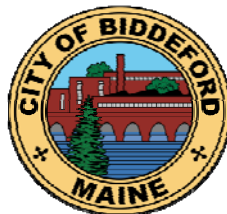
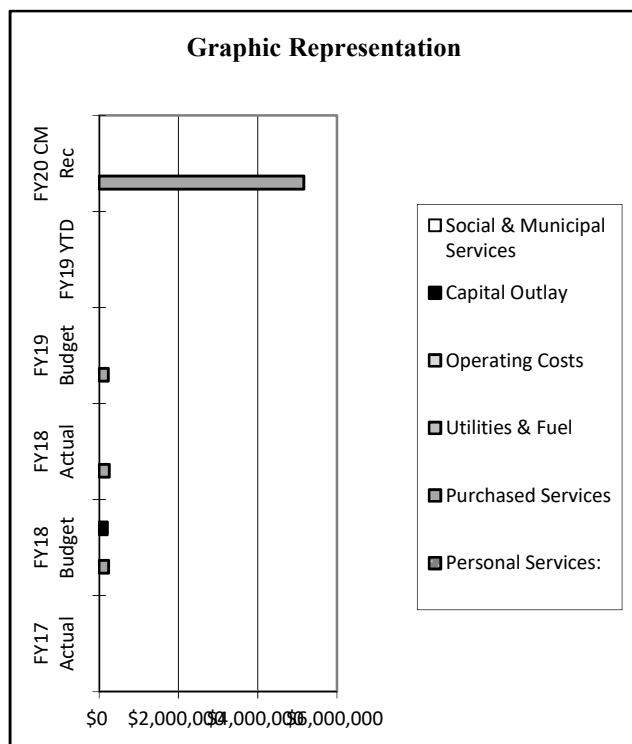
City of Biddeford, Maine

FY2020

Budget: Airport Reimbursable Improve.

Account Number: 31240

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$240,000	\$249,734	\$225,000	\$0	\$5,163,250	\$5,163,250
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$440,000	\$249,734	\$225,000	\$0	\$5,163,250	\$5,163,250



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$225,000	\$5,163,250	\$4,938,250	\$22
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$225,000	\$5,163,250	\$4,938,250	2194.8%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$0	\$240,000	\$249,734	\$225,000	\$0	\$5,163,250	\$5,163,250
Totals		\$0	\$240,000	\$249,734	\$225,000	\$0	\$5,163,250	\$5,163,250

Capital Outlay

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60600	Land Purchase/Improve Cap	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
Totals		\$0	\$200,000	\$0	\$0	\$0	\$0	\$0

March 4, 2019

Department: Airport Reimbursable Improve.

Account Title: Other Prof/Consult Srvs Exp

Department Number: 31240

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$240,000.00	\$249,733.90	\$225,000.00	\$225,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,163,250.00	\$5,163,250.00		\$4,938,250.00

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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Fiscal Year 2020 Budget Request

March 4, 2019

Department: Airport Reimbursable Improve.

Account Title: Land Purchase/Improve Cap

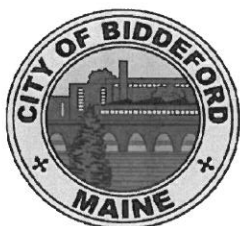
Department Number: 31240

Account Number: 60600

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00

FY-2020 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.



City of Biddeford, Maine
 FY2020 Revenue

Public Access Fund

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$277,439	\$268,000	\$290,876	\$260,500	\$0	\$280,000	\$280,000
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$263	\$200	\$346	\$195	\$527	\$700	\$700
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$39,847	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$317,549	\$268,200	\$291,222	\$260,695	\$527	\$280,700	\$280,700

Account						FY19 YTD	FY2020	
Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	01/31/19	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40130	Cable Franchise Excise Tax Rev	\$277,439	\$268,000	\$290,876	\$260,500	\$0	\$280,000	\$280,000
	Total licenses, permits & fees	\$277,439	\$268,000	\$290,876	\$260,500	\$0	\$280,000	\$280,000

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Investment Income</u>								
40500	Investment Income Revenue	\$263	\$200	\$346	\$195	\$527	\$700	\$700
	Total investment income	\$263	\$200	\$346	\$195	\$527	\$700	\$700

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Other Revenue</u>								
40559	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total other revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Use of fund balance</u>								
1199	Use of Fund Balance-non-CityGF	\$39,847	\$0	\$0	\$0	\$0	\$0	\$0



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Cable Franchise Excise Tax Rev

Department Number: 31138

Account Number: 40130

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$277,439.10	\$268,000.00	\$290,876.28	\$260,500.00	\$280,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$280,000.00	\$280,000.00		\$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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Investment Income Revenue

Department Number: 31138

Account Number: 40500

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$262.58	\$200.00	\$346.12	\$195.00	\$700.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		\$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 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Use of Fund Balance-non-CityGF

Department Number: 31138

Account Number: 41199

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$39,847.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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.

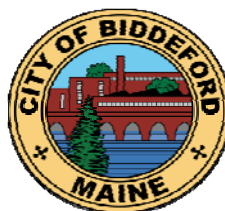
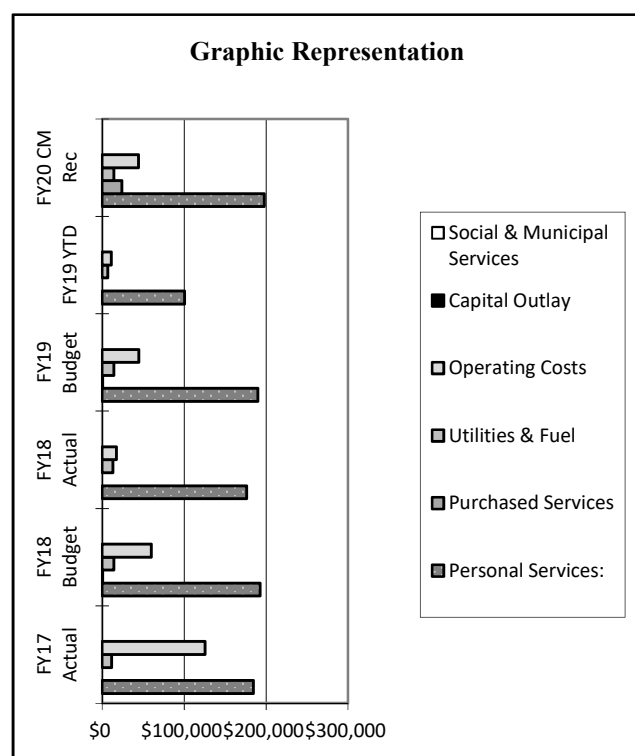
City of Biddeford, Maine

FY2020

Budget: Community TV Center Operations

Account Number: 31138

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$184,567	\$192,597	\$176,364	\$190,164	\$100,681	\$197,902	\$197,902
Purchased Services	\$0	\$525	\$0	\$525	\$0	\$24,060	\$24,060
Utilities & Fuel	\$11,454	\$13,979	\$12,832	\$14,190	\$6,709	\$14,295	\$14,295
Operating Costs	\$125,508	\$59,725	\$17,302	\$44,725	\$11,138	\$44,390	\$44,390
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$321,530	\$266,826	\$206,497	\$249,604	\$118,528	\$280,647	\$280,647



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$10,505
Workers Comp	\$345
Health Insurance	\$47,428
Retirement	\$6,808
Unemployment	\$115
Other Insurance	\$2,010
Total Fringe Benefit Impact	\$67,211
# of Full Time Employees	3.13

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$190,164	\$197,902	\$7,738	4.1%
Purchased Services	\$525	\$24,060	\$23,535	\$45
Utilities & Fuel	\$14,190	\$14,295	\$105	\$0
Operating Costs	\$44,725	\$44,390	-\$335	-0.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$249,604	\$280,647	\$31,043	12.4%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$57,997	\$57,006	\$57,683	\$57,900	\$33,798	\$59,203	\$59,203
60105	F-T Employee Wage Exp	\$62,197	\$63,072	\$63,995	\$64,233	\$37,736	\$67,478	\$67,478
60106	P-T Employee Wage Exp	\$5,912	\$8,640	\$3,222	\$8,640	\$1,628	\$8,320	\$8,320
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$43	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$8,859	\$9,978	\$7,666	\$10,137	\$4,210	\$10,505	\$10,505
60202	MPERS-Employer Share Exp	\$5,910	\$6,055	\$5,141	\$6,166	\$2,552	\$6,808	\$6,808
60203	457 Plan-Employer Share Exp	\$0	\$1,710	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$41,174	\$43,247	\$36,446	\$40,178	\$19,518	\$42,836	\$42,836
60212	S-T Disability ER Share Exp	\$110	\$116	\$69	\$116	\$0	\$131	\$131
60213	L-T Disability ER Share Exp	\$376	\$363	\$359	\$369	\$209	\$319	\$319
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,553	\$1,950	\$1,665	\$1,958	\$870	\$1,958	\$1,958
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$479	\$460	\$118	\$467	\$118	\$345	\$345
Totals		\$184,567	\$192,597	\$176,364	\$190,164	\$100,681	\$197,902	\$197,902

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$500	\$0	\$500	\$0	\$24,000	\$24,000
60320	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60325	Postage/Shipping Expense	\$0	\$25	\$0	\$25	\$0	\$60	\$60
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$0	\$525	\$0	\$525	\$0	\$24,060	\$24,060

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$2,650	\$3,120	\$2,761	\$3,120	\$1,456	\$3,120	\$3,120
60401	Water Expense	\$263	\$384	\$258	\$456	\$125	\$456	\$456
60402	Phone/Celular/Paging Exp	\$1,270	\$2,232	\$2,302	\$2,304	\$1,254	\$2,304	\$2,304
60404	Sewer User Fee Expense	\$0	\$500	\$0	\$480	\$0	\$480	\$480
60405	Heating Fuel Expense	\$3,166	\$3,483	\$3,395	\$3,570	\$1,484	\$3,675	\$3,675
60406	Fiber/Internet Expense	\$4,105	\$4,260	\$4,115	\$4,260	\$2,390	\$4,260	\$4,260
Totals		\$11,454	\$13,979	\$12,832	\$14,190	\$6,709	\$14,295	\$14,295

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$3,822	\$6,485	\$3,974	\$6,485	\$834	\$6,485	\$6,485
60500	Admin/Office Supp/Eqt Non-C	\$17	\$200	\$17	\$200	\$11	\$200	\$200
60501	Operating Supp/Eqt Non-Cap	\$1,438	\$4,500	\$614	\$4,500	\$243	\$4,500	\$4,500
60509	Cleaning Supplies Expense	\$0	\$360	\$0	\$360	\$0	\$360	\$360
60752	Note/BAN Principal Expense	\$106,934	\$32,920	\$2,697	\$18,277	\$0	\$18,642	\$18,642
60753	Note/BAN Interest Expense	\$10,297	\$5,260	\$0	\$4,903	\$0	\$4,203	\$4,203
60797	Miscellaneous Expense	\$0	\$0	\$0	\$0	\$50	\$0	\$0
60799	Transfer Out to Other Funds	\$3,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Totals		\$125,508	\$59,725	\$17,302	\$44,725	\$11,138	\$44,390	\$44,390

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2019 BUDGET

DEPARTMENT: 31138 Community TV Center Operations

CLASSIFICATION	EMP #	POSITION	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
COMMUNITY TV DIRECTOR	58540	1	58,976.32	59,203.15	59,203.15		PULOS
ADMINISTRATIVE ASST.	12968	1	20,129.20	20,206.62	20,206.62		CONWAY
COMMUNITY TV ASSISTANT	10210	1	47,089.95	47,271.07	47,271.07		DAUDELIN
P-T BROADCAST ASSISTANTS	30	1	8,865.10	8,899.20	8,899.20		0
TOTAL BUDGETED POSITIONS			4	135,060.58	135,580.04	135,580.04	



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 31138

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$57,997.10	\$57,006.00	\$57,683.43	\$57,900.00	\$58,749.48

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$59,203.15	\$59,203.15		\$1,303.15

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.

Public Access director salary



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: F-T Employee Wage Exp

Department Number: 31138

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$62,197.19	\$63,072.00	\$63,994.51	\$64,233.00	\$65,594.34

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$67,477.69	\$67,477.69		\$3,244.69

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 wages for Community TV assistant and administrative assistant
Community TV administrative assistant shared with Recreation Dept.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: P-T Employee Wage Exp

Department Number: 31138

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,912.00	\$8,640.00	\$3,221.56	\$8,640.00	\$4,388.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,320.00	\$8,320.00		(\$320.00)

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.

Wages for P-T employees providing videographer services.

<i>Desc</i>	<i>Rate/hr</i>	<i>Ave Hrs</i>	<i># Meetings/Yr</i>	<i>Subtotal</i>
Airport Com.	\$16.00	1	12	\$192.00
Capital Proj	\$16.00	1	12	\$192.00
City Council	\$16.00	2	32	\$1,024.00
Budget Com	\$16.00	2	20	\$640.00
Finance Com	\$16.00	1.5	24	\$576.00
Planning Board	\$16.00	2	12	\$384.00
Policy Com	\$16.00	2	12	\$384.00
ZBA	\$16.00	1	12	\$192.00
Special Meetings	\$16.00	3	40	\$1,920.00
Admin Time	\$16.00	1	176	\$2,816.00
				<u>\$8,320.00</u>

Ave Hrs/Wk	4.9
Rate	\$ 16.00
Wk/Yr	<u>52</u>
	\$ 4,076.80



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31138

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,859.44	\$9,978.00	\$7,666.32	\$10,137.00	\$7,820.40

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,505.01	\$10,505.01	\$10,505.01	\$368.01

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 salary expense form payroll worksheet



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: MPERS-Employer Share Exp

Department Number: 31138

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,910.09	\$6,055.00	\$5,141.36	\$6,166.00	\$5,500.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,808.39	\$6,808.39	\$6,808.39	\$642.39

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 salary expense from payroll worksheet



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 31138

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,710.00	\$0.00	\$0.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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 employee election



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 31138

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$41,173.99	\$43,247.00	\$36,445.88	\$40,178.00	\$36,000.54

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,835.50	\$42,835.50	\$42,835.50	\$2,657.50

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 salary expense from payroll worksheet
One employee enrollment change mid-year



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: S-T Disability ER Share Exp

Department Number: 31138

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$109.86	\$116.00	\$69.07	\$116.00	\$116.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$130.50	\$130.50	\$130.50	\$14.50

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 salary expense from payroll worksheet



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: L-T Disability ER Share Exp

Department Number: 31138

Account Number: 60213

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$375.84	\$363.00	\$358.56	\$369.00	\$345.60

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$319.46	\$319.46	\$319.46	(\$49.54)

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 salary expense from payroll worksheet



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Delta Dental ER Share

Department Number: 31138

Account Number: 60216

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$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.

N/A



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: RHSA Plan ER Share

Department Number: 31138

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,552.50	\$1,950.00	\$1,665.00	\$1,958.00	\$1,440.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,957.50	\$1,957.50	\$1,957.50	(\$0.50)

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.

Desc	Percentage	Unit	Rate	Subtotal
2 Employees		100%	52.2	30 \$1,566.00
1 Employee		50%	52.2	15 \$391.50
				\$1,957.50



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Legal Services Expense

Department Number: 31138

Account Number: 60301

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$24,000.00	\$24,000.00	\$24,000.00	\$23,500.00

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.

Contingency line for legal matters associated with current cable television franchise agreement. Agreement expires in July of FY2021, therefore negotiations will begin in FY2020. Anticipate legal expenses (budget figure).

<i>Desc</i>	<i>Unit (hrs)</i>	<i>Rate</i>	<i>Subtotal</i>
Legal - City Solicitor	20	\$200.00	\$4,000.00
Legal - Outside Counsel/Consultant	40	\$500.00	\$20,000.00
			\$24,000.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Postage/Shipping Expense

Department Number: 31138

Account Number: 60325

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$25.00	\$0.00	\$25.00	

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60.00	\$60.00	\$60.00	\$35.00

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.

Contingency for certified mail postage related to franchise agreement. Agreement expires in July of FY2021 therefore negotiations will begin in FY2020. Certified mail notices expected.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Postage contingency	1	\$60.00	\$60.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Workers Comp Insurance Exp

Department Number: 31138

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$479.00	\$460.00	\$118.00	\$467.00	\$250.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$345.00	\$345.00	\$345.00	(\$122.00)

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 salary expense from payroll worksheet



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Electricity Expense

Department Number: 31138

Account Number: 60400

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,649.98	\$3,120.00	\$2,761.33	\$3,120.00	\$2,973.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,120.00	\$3,120.00	\$3,120.00	\$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.

Desc	Unit	Rate	Subtotal
Monthly Electricity Expense	12	\$260.00	\$3,120.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Water Expense

Department Number: 31138

Account Number: 60401

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$263.13	\$384.00	\$257.56	\$456.00	\$355.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$456.00	\$456.00	\$456.00	\$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.

Desc	Unit	Rate	Subtotal
Monthly Water Bill	12	\$38.00	\$456.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 31138

Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,270.36	\$2,232.00	\$2,302.40	\$2,304.00	\$2,098.22

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,304.00	\$2,304.00	\$2,304.00	\$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.

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<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Fairpoint Phone Lines (2) ¹	12	\$108.00	\$1,296.00
Cell Phones	12	\$84.00	\$1,008.00
			\$2,304.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Sewer User Fee Expense

Department Number: 31138

Account Number: 60404

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$500.00	\$0.00	\$480.00	\$470.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$480.00	\$480.00	\$480.00	\$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.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Sewer Fee	12	\$40.00	\$480.00
			\$0.00
			\$480.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Heating Fuel Expense

Department Number: 31138

Account Number: 60405

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,165.75	\$3,483.00	\$3,395.30	\$3,570.00	\$3,054.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,675.00	\$3,675.00	\$3,675.00	\$105.00

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>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Propane (gallon delivered)	1750	\$2.10	\$3,675.00
			\$0.00
			\$3,675.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Fiber/Internet Expense

Department Number: 31138

Account Number: 60406

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,105.26	\$4,260.00	\$4,115.17	\$4,260.00	\$4,195.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,260.00	\$4,260.00	\$4,260.00	\$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.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
TWC/Spectrum (package phone and internet)	12	\$355.00	\$4,260.00
			\$0.00
			\$4,260.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Building Repair/Maint Exp

Department Number: 31138

Account Number: 60450

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,822.00	\$6,485.00	\$3,974.27	\$6,485.00	\$6,485.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,485.00	\$6,485.00	\$6,485.00	\$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.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Plowing & Sanding	10	\$250.00	\$2,500.00
General Maintenance	3	\$300.00	\$900.00
Maint. Building Security	2	\$400.00	\$800.00
Plumbing/Heating Service	3	\$95.00	\$285.00
Fire Ext. Inspection	1	\$400.00	\$400.00
Pest Control	4	\$400.00	\$1,600.00
			\$6,485.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

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

Department Number: 31138

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$17.42	\$200.00	\$17.49	\$200.00	\$190.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00	\$200.00	\$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.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
General Office Supplies	1	\$200.00	\$200.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31138

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,437.94	\$4,500.00	\$613.60	\$4,500.00	\$2,800.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00	\$4,500.00	\$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.

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<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Equipment Repair ¹	1	\$2,000.00	\$2,000.00
Operating Supplies ²	1	\$2,500.00	\$2,500.00
			<u>\$4,500.00</u>

¹Contingency for small equipment repairs and upgrades at PA and cablecasting sites

²Contingency for operating equipment



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Cleaning Supplies Expense

Department Number: 31138

Account Number: 60509

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$360.00	\$0.00	\$360.00	\$300.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00	\$360.00	\$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.

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<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Cleaning Supplies for Facility	12	\$30.00	\$360.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Note/BAN Principal Expense

Department Number: 31138

Account Number: 60752

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$106,934.42	\$32,920.00	\$2,696.50	\$18,277.00	\$18,277.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,642.26	\$18,642.26	\$18,642.26	\$365.26

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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Principal Payment on Building Renovation Internal Loan

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Internal Renovation Loan	1	\$18,642.26	\$18,642.26
			\$0.00
			<u>\$18,642.26</u>



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Note/BAN Interest Expense

Department Number: 31138

Account Number: 60753

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$10,296.66	\$5,260.00	\$0.00	\$4,903.00	\$4,903.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 4,203.00	\$4,203.00	\$4,203.00	(\$700.00)

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.

Interest payment on building purchase and renovation

Mortgage	\$ -
Renovation Loan	\$ 4,537.05
	\$ 4,537.05

Mortgage has two payments remaining (9/30/19). Recommended using fund balance to pay off note. Paying off bank note will save approximately \$2,367 in interest charges.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Community TV Center Operations

Account Title: Transfer Out to Other Funds

Department Number: 31138

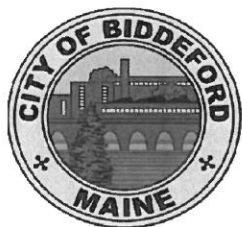
Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00	\$10,000.00	\$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.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Transfer Out - Admin/Finance Support	1	\$10,000.00	\$10,000.00



City of Biddeford, Maine
 FY2020 Revenue

Route 111 Mill TIF Fund

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Taxes	\$771,325	\$821,281	\$918,905	\$918,905	\$956,790	\$956,789	\$956,789
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$771,325	\$821,281	\$918,905	\$918,905	\$956,790	\$956,789	\$956,789

Account Number		FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Taxes</u>								
40100	Current Property Tax Revenue	\$771,325	\$821,281	\$918,905	\$918,905	\$956,790	\$956,789	\$956,789
	Total taxes	\$771,325	\$821,281	\$918,905	\$918,905	\$956,790	\$956,789	\$956,789



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Current Property Tax Revenue

Department Number: 31179

Account Number: 40100

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$771,324.88	\$821,281.00	\$918,905.45	\$918,905.00	\$956,789.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$956,789.00	\$956,789.00		\$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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Federal Share Grants Revenue

Department Number: 31179

Account Number: 40431

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$210,000.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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.

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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Miscellaneous Revenue

Department Number: 31179

Account Number: 40559

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	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.

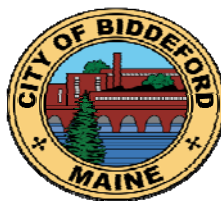
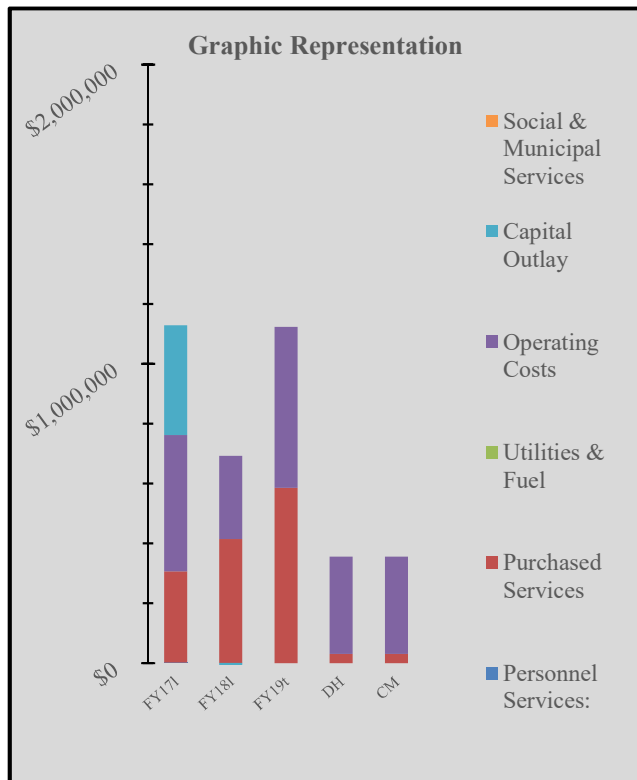
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City of Biddeford, Maine
FY2020 Expenses

Budget: Rte. 111-Mill Redev TIF Projec

Account Number: 31179 228

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Personnel Services:	\$1,476	\$67,742	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$305,204	\$636,695	\$414,767	\$585,000	\$1,002,847	\$30,000	\$30,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$455,216	\$180,000	\$277,918	\$538,617	\$446,950	\$325,000	\$325,000
Capital Outlay	\$366,981	\$350,000	-\$99,300	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,128,876	\$1,234,437	\$593,385	\$1,123,617	\$1,449,797	\$355,000	\$355,000



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$0
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
# of Full Time Employees	-
Total Fringe Benefit Impact	\$0

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$585,000	\$30,000	-\$555,000	-\$1
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$538,617	\$325,000	-\$213,617	-39.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,123,617	\$355,000	-\$768,617	-68.4%

FY2018 Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$962	\$50,845	\$0	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$70	\$3,890	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$4,882	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$91	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$136	\$7,315	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$2	\$30	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$15	\$780	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60252	Travel/Mileage Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60253	Food/Lodging Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$200	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$1,476	\$67,742	\$0	\$0	\$0	\$0	\$0

FY2018 Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60306	Construction Projects	\$301,114	\$0	\$301,819	\$0	\$933,913	\$0	\$0
60306	Other Prof/Consult Srvs Exp	\$0	\$70,000	\$89,279	\$60,000	\$0	\$0	\$0
60313	Sidewalk Construc/Improve Ca	\$0	\$546,695	\$0	\$100,000	\$0	\$0	\$0
60320	Advertising	\$4,090	\$20,000	\$23,669	\$25,000	\$37,775	\$30,000	\$30,000
60971	Riverwalk Phase 4	\$0	\$0	\$0	\$0	\$31,160	\$0	\$0
60983	Main Street Improvement	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0
Totals		\$305,204	\$636,695	\$414,767	\$585,000	\$1,002,847	\$30,000	\$30,000

FY2018 Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60704	Facade Improvement Grant Exj	\$3,988	\$0	\$56,110	\$0	\$0	\$0	\$0
60750	Bond Principal Expense	\$136,515	\$101,044	\$101,044	\$138,000	\$74,379	\$141,545	\$141,545
60751	Bond Interest Expense	\$71,818	\$48,956	\$48,956	\$62,000	\$33,954	\$58,455	\$58,455
60799	Transfer Out to Other Funds	\$242,895	\$30,000	\$71,808	\$235,000	\$235,000	\$60,000	\$60,000
60799	Transfer Out to Other Funds	\$0	\$0	\$0	\$103,617	\$103,617	\$65,000	\$65,000
Totals		\$455,216	\$180,000	\$277,918	\$538,617	\$446,950	\$325,000	\$325,000

City of Biddeford, Maine

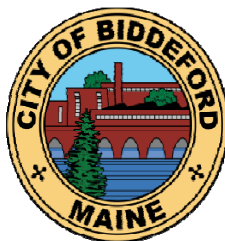
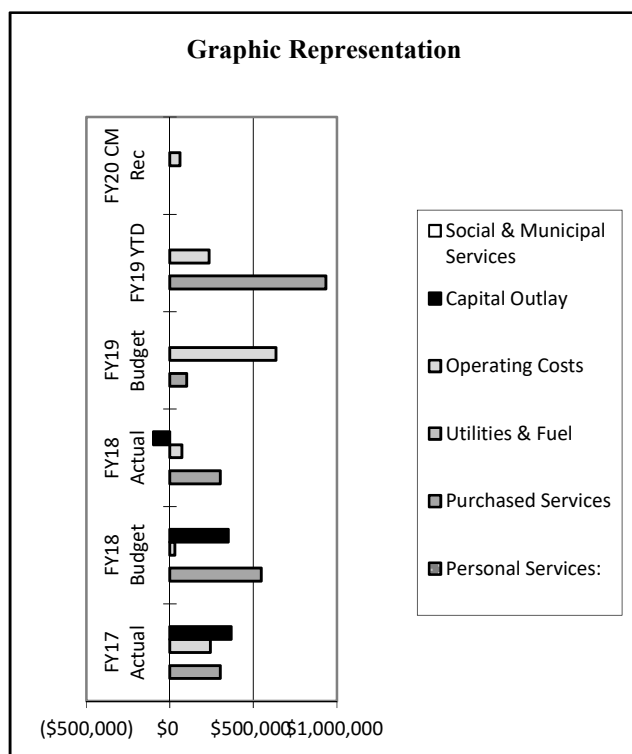
FY2020

Budget: Rte. 111-Mill Redev TIF Project

Account Number: 31179

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$301,114	\$546,695	\$301,819	\$100,000	\$933,913	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$242,895	\$30,000	\$71,808	\$635,000	\$235,000	\$60,000	\$60,000
Capital Outlay	\$366,981	\$350,000	-\$99,300	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$910,990	\$926,695	\$274,327	\$735,000	\$1,168,913	\$60,000	\$60,000

Graphic Representation

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$100,000	\$0	-\$100,000	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$635,000	\$60,000	-\$575,000	-90.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$735,000	\$60,000	-\$675,000	-91.8%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Construction Projects	\$301,114	\$0	\$301,819	\$0	\$933,913	\$0	\$0
60313	Sidewalk Construc/Improve C:	\$0	\$546,695	\$0	\$100,000	\$0	\$0	\$0
Totals		\$301,114	\$546,695	\$301,819	\$100,000	\$933,913	\$0	\$0

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60799	Transfer Out to Other Funds	\$242,895	\$30,000	\$71,808	\$235,000	\$235,000	\$60,000	\$60,000
60983	Main Street Improvement	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0
Totals		\$242,895	\$30,000	\$71,808	\$635,000	\$235,000	\$60,000	\$60,000

Capital Outlay

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60602	Equipment Purchase Cap	\$1,253	\$0	\$3,912	\$0	\$0	\$0	\$0
60603	Vehicles Purchase Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60604	Road Construc/Improve Cap	\$100,438	\$350,000	\$0	\$0	\$0	\$0	\$0
60606	Sidewalk Construc/Improve C:	\$265,290	\$0	(\$103,212)	\$0	\$0	\$0	\$0
Totals		\$366,981	\$350,000	-\$99,300	\$0	\$0	\$0	\$0



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Rte. 111-Mill Redev TIF Projec

Account Title: Sidewalk Construc/Improve Cap

Department Number: 31179

Account Number: 60313

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$546,695.00	\$0.00	\$100,000.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$0.00		(\$100,000.00)

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.

to finish sidewalks for main street



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Rte. 111-Mill Redev TIF Projec

Account Title: Riverwalk Phase 4

Department Number: 31179

Account Number: 60971

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2020 Budget Request

March 4, 2019

Department: Rte. 111-Mill Redev TIF Projec

Account Title: Main Street Improvement

Department Number: 31179

Account Number: 60983

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$400,000.00)

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.



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Rte. 111-Mill Redev TIF Projec

Account Title: Transfer Out to Other Funds

Department Number: 31179

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$242,895.00	\$30,000.00	\$71,808.00	\$235,000.00	\$235,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60,000.00	\$60,000.00		(\$175,000.00)

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.

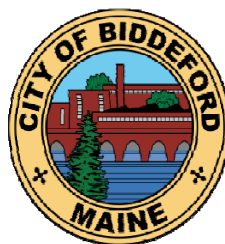
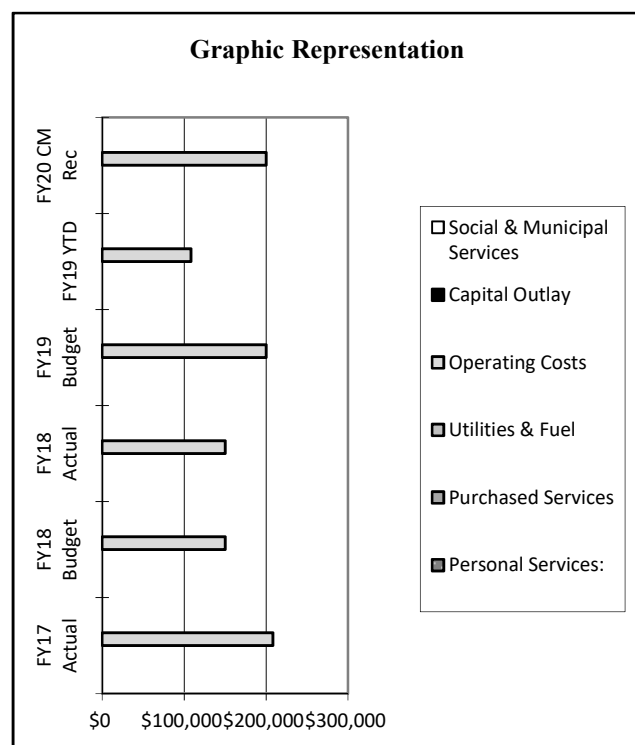
City of Biddeford, Maine

FY2020

Budget: Rte. 111-Mill Redev MERC Purch

Account Number: 31180

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$208,333	\$150,000	\$150,000	\$200,000	\$108,333	\$200,000	\$200,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$208,333	\$150,000	\$150,000	\$200,000	\$108,333	\$200,000	\$200,000



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$200,000	\$200,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$200,000	\$200,000	\$0	0.0%

Other Operating Costs

Account Number	Description	FY17	FY18	FY18	FY19	FY19	FY20	
		Actual	Budget	Actual	Budget	YTD 01/31/19	Dept Head	Mgr's Rec
60750	Bond Principal Expense	\$136,515	\$101,044	\$101,044	\$138,000	\$74,379	\$141,545	\$141,545
60751	Bond Interest Expense	\$71,818	\$48,956	\$48,956	\$62,000	\$33,954	\$58,455	\$58,455
Totals		\$208,333	\$150,000	\$150,000	\$200,000	\$108,333	\$200,000	\$200,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Rte. 111-Mill Redev MERC Purch

Account Title: Bond Principal Expense

Department Number: 31180

Account Number: 60750

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$136,514.90	\$101,044.00	\$101,043.75	\$138,000.00	\$138,093.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$141,545.00	\$141,545.00		\$3,545.00

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 month	\$	11,507.76	\$	11,795.45
		12.00		12.00
Annual	\$	138,093.12	\$	141,545.40



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Rte. 111-Mill Redev MERC Purch

Account Title: Bond Interest Expense

Department Number: 31180

Account Number: 60751

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$71,818.47	\$48,956.00	\$48,956.28	\$62,000.00	\$61,907.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$58,455.00	\$58,455.00		(\$3,545.00)

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 month	\$ 5,158.91	\$ 4,871.21
	12.00	12.00
Annual	\$ 61,906.92	\$ 58,454.52

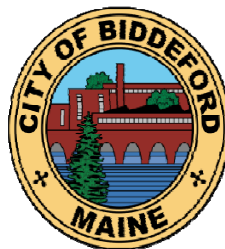
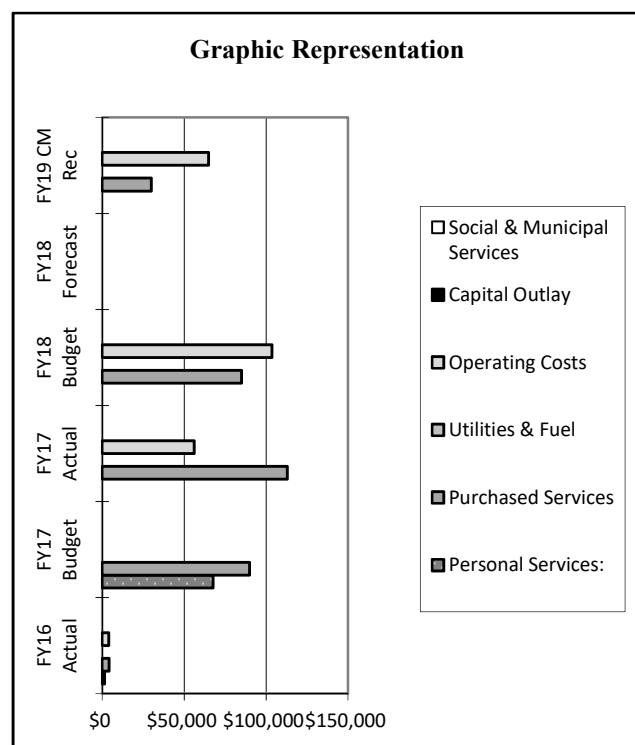
City of Biddeford, Maine

FY2020

Budget: Economic Revitalization Progra

Account Number: 31193

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$1,476	\$67,742	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$4,090	\$90,000	\$112,948	\$85,000	\$86,500	\$30,000	\$30,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$3,988	\$0	\$56,110	\$103,617	\$60,000	\$65,000	\$65,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$9,553	\$157,742	\$169,058	\$188,617	\$146,500	\$95,000	\$95,000



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$85,000	\$30,000	-\$55,000	-\$1
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$103,617	\$65,000	-\$38,617	-37.3%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$188,617	\$95,000	-\$93,617	-49.6%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$962	\$50,845	\$0	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$70	\$3,890	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$4,882	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$91	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$136	\$7,315	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$2	\$30	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$15	\$780	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60252	Travel/Mileage Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60253	Food/Lodging Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$200	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$1,476	\$67,742	\$0	\$0	\$0	\$0	\$0

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$0	\$70,000	\$89,279	\$60,000	\$60,000	\$0	\$0
60320	Advertising	\$4,090	\$20,000	\$23,669	\$25,000	\$26,500	\$30,000	\$30,000
Totals		\$4,090	\$90,000	\$112,948	\$85,000	\$86,500	\$30,000	\$30,000

Other Operating Costs

Account Number	Description	FY17	FY18	FY18	FY19	FY19	FY20	
		Actual	Budget	Actual	Budget	YTD 01/31/19	Dept Head	Mgr's Rec
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60704	Facade Improvement Grant Ex	\$3,988	\$0	\$56,110	\$0	\$0	\$0	\$0
60799	Admin Fees	\$0	\$0	\$0	\$103,617	\$60,000	\$65,000	\$65,000
Totals		\$3,988	\$0	\$56,110	\$103,617	\$60,000	\$65,000	\$65,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Economic Revitalization Progra

Account Title: Other Prof/Consult Srvs Exp

Department Number: 31193

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$70,000.00	\$89,279.02	\$60,000.00	\$60,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$60,000.00)

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.

Grant writer to be increased to \$65,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Economic Revitalization Progra

Account Title: Advertising

Department Number: 31193

Account Number: 60320

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,090.00	\$20,000.00	\$23,669.00	\$25,000.00	\$26,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,000.00	\$30,000.00		\$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.

Increase the marketing program adding the Maine Biz, others. Over budget because of clock tower project. Anticipate other marketing needs in upcoming year.



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Economic Revitalization Progra

Account Title: Facade Improvement Grant Expen

Department Number: 31193

Account Number: 60704

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,987.50	\$0.00	\$56,110.00	\$0.00	\$0.00

FY 2020 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 2020 Budget Request

March 1, 2019

Department: Economic Revitalization Progra

Account Title: Transfer Out to Other Funds

Department Number: 31193

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$103,617.00	\$60,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$65,000.00	\$65,000.00		(\$38,617.00)

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.

This line item covers the costs, out of TIF funds, for Christina Ohman. This past year, she has brought in over \$400,000 in grants. This year, we anticipate applying for EDA, Lead Paint removal, humanities, Thatcher Brook improvements (Morin Ave.), as well as other smaller projects. the increase is appropriate.

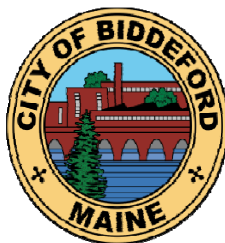
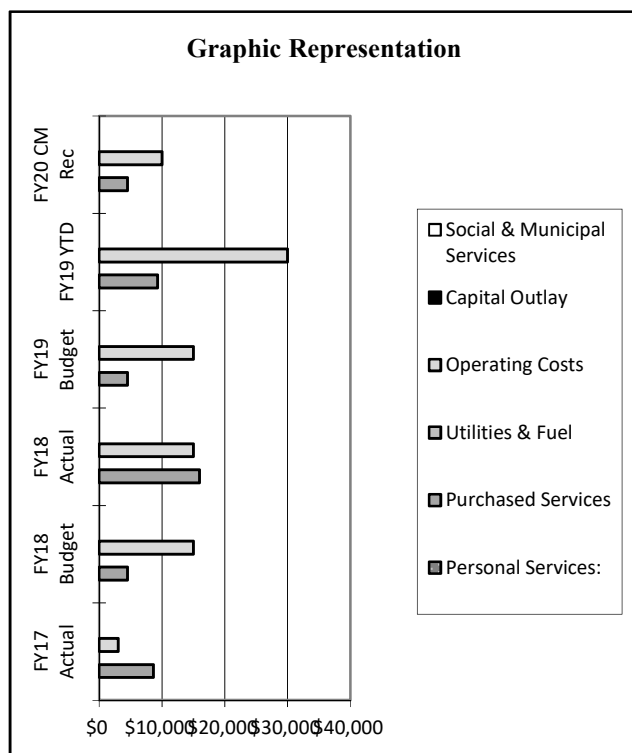
City of Biddeford, Maine

FY2020

Budget: Recreation General Programs

Account Number: 31201

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$8,627	\$4,500	\$15,966	\$4,500	\$9,315	\$4,500	\$4,500
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$3,000	\$15,000	\$15,000	\$15,000	\$30,000	\$10,000	\$10,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$11,627	\$19,500	\$30,966	\$19,500	\$39,315	\$14,500	\$14,500



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$4,500	\$4,500	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$15,000	\$10,000	-\$5,000	-33.3%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$19,500	\$14,500	-\$5,000	-25.6%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$8,627	\$4,500	\$15,966	\$4,500	\$9,315	\$4,500	\$4,500
Totals		\$8,627	\$4,500	\$15,966	\$4,500	\$9,315	\$4,500	\$4,500

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60799	Transfer Out to Other Funds	\$3,000	\$15,000	\$15,000	\$15,000	\$30,000	\$10,000	\$10,000
Totals		\$3,000	\$15,000	\$15,000	\$15,000	\$30,000	\$10,000	\$10,000



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation General Programs

Account Title: Recreation Programs Expense

Department Number: 31201

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$8,627.26	\$4,500.00	\$15,966.03	\$4,500.00	\$4,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00		\$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.

MRPA Ticket sales & Smittys

4,500.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation General Programs

Account Title: Transfer Out to Other Funds

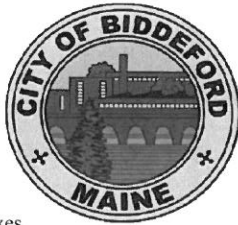
Department Number: 31201

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		(\$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.



City of Biddeford, Maine
FY2020 Revenue

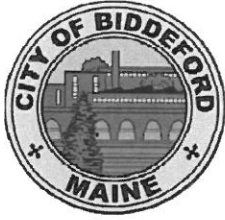
Recreation Programs Fund

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$391,477	\$561,605	\$337,275	\$596,468	\$258,604	\$716,929	\$716,929
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$1,996	\$1,800	\$4,384	\$0	\$3,196	\$4,000	\$4,000
Other	\$500	\$500	\$1,500	\$200	\$0	\$200	\$200
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$393,973	\$563,905	\$343,159	\$596,668	\$261,800	\$721,129	\$721,129

Account							FY2020	
Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40296	Recreation Program Fee Rev	\$3,102	\$4,000	\$24,413	\$4,500	\$3,575	\$4,500	\$4,500
40296	Recreation Program Fee Rev	\$1,888	\$3,000	\$2,287	\$2,475	\$1,088	\$1,800	\$1,800
40296	Recreation Program Fee Rev	\$146,209	\$132,375	\$102,502	\$178,390	\$49,532	\$204,135	\$204,135
40296	Recreation Program Fee Rev	\$7,743	\$197,860	\$97,167	\$218,485	\$130,710	\$335,479	\$335,479
40296	Recreation Program Fee Rev	\$1,826	\$4,960	\$2,873	\$8,110	\$5,831	\$13,135	\$13,135
40296	Recreation Program Fee Rev	\$16,386	\$33,831	\$21,969	\$29,178	\$22,780	\$29,395	\$29,395
40296	Recreation Program Fee Rev	\$33,657	\$55,045	\$24,835	\$48,610	\$15,747	\$35,135	\$35,135
40296	Recreation Program Fee Rev	\$112,630	\$118,244	\$42,118	\$90,555	\$18,654	\$66,615	\$66,615
40296	Recreation Program Fee Rev	\$860	\$2,490	\$1,120	\$2,190	\$1,490	\$7,760	\$7,760
40296	Recreation Program Fee Rev	\$62,180	\$6,800	\$9,190	\$8,975	\$2,570	\$8,975	\$8,975
40296	Recreation Program Fee Rev	\$4,996	\$3,000	\$8,801	\$5,000	\$6,628	\$10,000	\$10,000
Total licenses, permits & fees		\$391,477	\$561,605	\$337,275	\$596,468	\$258,604	\$716,929	\$716,929

							FY2020	
Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
<u>Investment Income</u>								
40500	Investment Income Revenue	\$1,996	\$1,800	\$4,384	\$0	\$3,196	\$4,000	\$4,000
	Total investment income	\$1,996	\$1,800	\$4,384	\$0	\$3,196	\$4,000	\$4,000

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Manager's Rec
<u>Other Revenue</u>								
40557	Donations Received Revenue	\$500	\$500	\$1,500	\$200	\$0	\$200	\$200
	Total other revenue	\$500	\$500	\$1,500	\$200	\$0	\$200	\$200



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Finance Director

Account Title: Investment Income Revenue

Department Number: 31201

Account Number: 40500

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,996.01	\$1,800.00	\$4,383.55	\$0.00	\$4,000.00

FY-2020 Budget	Department Estimate	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.



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Donations Received Revenue

Department Number: 31201

Account Number: 40557

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$500.00	\$500.00	\$1,500.00	\$200.00	\$200.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		\$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.

Bacon Street Fest Donations	\$	200.00
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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31201

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$3,102.25	\$4,000.00	\$24,412.90	\$4,500.00	\$4,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00		\$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.

Maine Recreation and Park Association Summer Ticket Sales/Smittys	\$	4,500.00
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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31202

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,888.43	\$3,000.00	\$2,287.47	\$2,475.00	\$1,200.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		\$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.

Teen Center Rentals 40 units at 45 per unit/rental	\$	1,800.00
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Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number:

31204

Account Number

40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$146,209.12	\$132,375.00	\$102,502.19	\$178,390.00	\$155,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$204,135.00	\$204,135.00		\$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.

Safari Camp

Based on 170 Campers

5 Day Option 1st Child	115	campers * \$950	\$109,250
5 Day Option 2nd Child	15	campers* \$910	\$13,650
4 Day Option 1st Child	20	campers * 790	15,800.00
4 Day Option 2nd Child	5	campers * 750	3,750.00
Weekly Opt.1st Child	10	campers * 175	1,750.00
Weekly Opt.2nd Child	5	campers * 155	775.00
Total Safari	170		144,975.00

OSB

Based on 45 Campers

5 Day Option 1st Child	34	campers * \$950	32,300.00
5 Day Option 2nd Child	3	campers* \$910	2,730.00
Weekly Opt.1st Child	6	campers * 175	1,050.00
Weekly Opt.2nd Child	2	campers * 135	270.00

	45	
Total OSB		36,350.00
CIT Camp	Based on 8 Campers	
	8 campers * 650	
Total CIT		5,200.00
Caravan Camp	Based on 85 Campers	
1st Child	75 campers * \$170	12,750.00
2nd Child	10 campers * \$150	1,500.00
Total Caravan		14,250.00
Convoy Camp	Based on 20	
1st Child	18 campers * \$170	3,060.00
2nd Child	2 campers * \$150	300.00
Total Convoy		3,360.00
Total Summer Camps		204,135.00



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31206

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$7,743.00	\$197,860.00	\$97,166.76	\$218,485.00	\$218,485.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$335,479.00	\$335,479.00		\$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.

Cub Care Rev

Based on 140 students

After Care

1 Hour Option	17 students *\$8/Day	\$	15,504.00
2 day option	15 students * 140/month * 9 months	\$	18,900.00
3 day option	18 students * 170/month * 9 months	\$	27,540.00
4 day option	30 students * 200/month * 9 months	\$	54,000.00
5 day option	60 students * 230/month* 9 months	\$	124,200.00
		\$	240,144.00

Registration Fees	145 students *\$25 Reg Fee	\$	3,625.00
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Total Cub Care		\$	243,769.00
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Vacation Weeks

February Vacation	250 slots*avg rate of 39	\$	9,750.00
April Vacation	325 slots*avg rate of 39	\$	12,675.00
December Vacation	170 slots*avg rate of 39	\$	6,630.00
Total		\$	29,055.00

ER/FD

Early Release Adv.	750 slots * \$25 * 9 trips	\$	18,750.00
Full Day	150 slots * \$39 * 3 trips	\$	5,850.00
Total ER/FD		\$	24,600.00

Total Vaca + ER/FD **\$ 53,655.00**

Pet Pals	48 students * \$30 (4 week session)	5,760.00
Fit Feet	30 students * \$27*4 sessions	3,240.00
Total Cub Care Enrich.		9,000.00

TOTAL **\$ 335,479.00**



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31209

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$1,826.00	\$4,960.00	\$2,873.20	\$8,110.00	\$4,960.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,135.00	\$13,135.00		\$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.

Enrichment Revenue

Mad Science	30 students * \$89*3 sessions	\$8,010
Universal Rec	15 participants * \$25* 3 sessions	\$1,125
Lego Robotics	10 participants * \$130 *1 session	1,300.00
Drama Kids	9 participants *\$150*3 sessions	2,700.00
Total		13,135.00



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31211

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$16,386.00	\$33,831.00	\$21,969.00	\$29,178.00	\$29,500.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,395.00	\$29,395.00		\$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.

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Volleyball Camp		\$1,200.00
Golf		\$910
Tennis Camp		\$750
Junior Golf Program		\$1,020
Summer Field Hockey Camp		\$1,030.00
Fall Field Hockey Program		\$1,750.00
Fall Soccer	Includes: Rec Soccer, Pre-K and Kinder Soccer	\$9,380.00
Volleyball		\$500.00
Flag Football		\$1,450.00
Wrestling		\$1,180.00
Winter Basketball	Includes: Travel, Rec Basketball , Kinder Hoops & Pre-K Hoops	\$10,225.00
		\$29,395.00



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31214

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$33,656.67	\$55,045.00	\$24,835.00	\$48,610.00	\$32,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,135.00	\$35,135.00		\$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.

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Mens Softball	8,000
Co-ed Softball	6,000
Fall Mens Softball League	2,400
Mens V.ball	2,125
Womens V.ball	4,060
Pickleball	4,000
Co-ed Indoor Soccer	250
Men's basketball	200
Over 30 Basketball	200
Kettle bell	2,500
Spinning	2,500
Self Defense	900
Zumba	1,000
Chair Yoga	1,000
Total Adult Sports	35,135



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31220

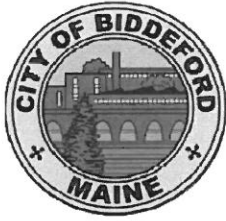
Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$112,630.38	\$118,244.00	\$42,117.90	\$90,555.00	\$51,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$66,615.00	\$66,615.00		\$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.

Mystery Trips 6 trips *1560	\$9,360.00
Day Trips w/meal 9 trips*3960	\$35,640.00
Day Trips w/o meal 5 trips *2070	\$10,350.00
Arts & Crafts 12 classes per year 120.00	\$1,440.00
Dinner Theatre 3 trips*1475	\$4,425.00
Line Dancing 40 classes *30	\$1,200.00
YOGA 50 per year *30	\$1,500.00
Craft Fairs 2*510	\$1,020.00
Bingo Trips 6 trips*30	\$180.00
Oxford Trips 6 trips*250.00	\$1,500.00
	\$66,615.00



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31225

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$860.00	\$2,490.00	\$1,120.00	\$2,190.00	\$4,420.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,760.00	\$7,760.00		\$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.

Kayak Rolling Clinic	500
Snoeshoeing	\$25
Sea Kayaking	\$125
Surf Camp	\$1,800
Fall Canoe and Kayk Tour	\$80
Saco Rive Kayak and Canoe	\$80
Pine Point Tour	\$200
Ski Lessons	\$4,200
River Jam Festival	\$750
	7760



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31228

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$62,180.00	\$6,800.00	\$9,190.00	\$8,975.00	\$9,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,975.00	\$8,975.00		\$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.

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St. Louis Field (SMMBL, AAU & UNE Baseball practices and games)	\$7,125
Rotary Park - Martel Field (USSSA Softball Tournaments & AAU Baseball & Softball)	\$1,200
Rotary Park (UNE X-Country Meets)	\$300
Doran Field (USSSA Softball Tournament)	\$350
	\$8,975



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Recreation

Account Title: Recreation Program Fee Rev

Department Number: 31230

Account Number: 40296

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$4,995.50	\$3,000.00	\$8,800.78	\$5,000.00	\$9,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$0.00

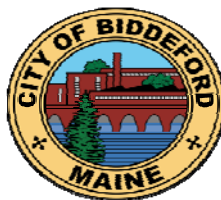
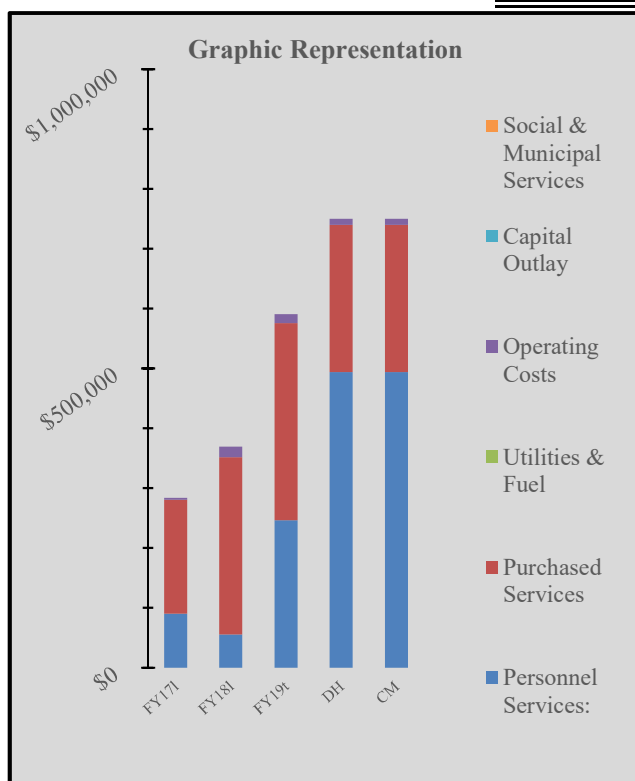
Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted.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

Room Rentals \$ 10,000.00

City of Biddeford, Maine
FY2020 Expenses

Budget: Recreation General Programs
Account Number: 31201 224

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Personnel Services:	\$90,109	\$325,397	\$55,508	\$246,420	\$184,829	\$493,810	\$493,810
Purchased Services	\$190,306	\$235,464	\$295,887	\$328,995	\$121,471	\$245,900	\$245,900
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$3,000	\$15,000	\$17,500	\$15,000	\$30,000	\$10,000	\$10,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$283,415	\$575,861	\$368,895	\$590,415	\$336,300	\$749,710	\$749,710



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$0
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
# of Full Time Employees	-
Total Fringe Benefit Impact	\$0

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$246,420	\$493,810	\$247,390	100.4%
Purchased Services	\$328,995	\$245,900	-\$83,095	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$15,000	\$10,000	-\$5,000	-33.3%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$590,415	\$749,710	\$159,295	27.0%

FY2018 Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$6,500	\$39,735	(\$134)	\$72,618	\$28,615	\$76,815	\$76,815
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$5,024	\$0	\$5,024	\$5,024
60105	F-T Employee Wage Exp	\$34,125	\$0	\$0	\$0	\$0	\$39,106	\$39,106
60106	P-T Employee Wage Exp	\$11,227	\$47,328	\$7,399	\$0	\$29,442	\$74,193	\$74,193
60106	P-T Employee Wage Exp	\$0	\$17,748	\$599	\$13,311	\$1,838	\$3,875	\$3,875
60107	Temp/Seasonal Emp Wage Exp	\$0	\$0	\$0	\$0	\$0	\$109,329	\$109,329
60107	Temp/Seasonal Emp Wage Exp	\$5,633	\$162,233	\$27,966	\$90,535	\$89,903	\$96,795	\$96,795
60111	Overtime Wage Expense	\$873	\$2,000	\$5,737	\$3,000	\$6,409	\$3,500	\$3,500
60111	Overtime Wage Expense	\$0	\$2,002	\$0	\$2,000	(\$438)	\$0	\$0
60111	Overtime Wage Expense	\$1,470	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$8,364	\$8,364
60201	FICA/Medicare-ER Share Exp	\$1,784	\$18,901	\$3,630	\$12,647	\$10,778	\$19,225	\$19,225
60201	FICA/Medicare-ER Share Exp	\$0	\$1,358	\$0	\$1,556	\$0	\$681	\$681
60201	FICA/Medicare-ER Share Exp	\$2,437	\$0	\$0	\$0	\$0	\$2,992	\$2,992
60202	MPERS-Employer Share Exp	\$690	\$4,007	\$4,401	\$7,179	\$4,288	\$7,911	\$7,911
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$2,813	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$3,382	\$0	\$0	\$0	\$0	\$3,911	\$3,911
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$3,184	\$20,803	\$4,360	\$25,912	\$12,474	\$27,861	\$27,861
60210	HPHC Ins Employer Share Exp	\$0	\$0	\$0	\$1,148	\$0	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$16,589	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$34	\$81	\$133	\$234	\$73	\$234	\$234
60212	S-T Disability ER Share Exp	\$0	\$75	\$0	\$75	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$92	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$123	\$780	\$672	\$1,560	\$705	\$1,560	\$1,560
60217	S-T Disability ER Share Exp	\$0	\$0	\$0	\$780	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$540	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$3,728	\$3,728
60370	Workers Comp Insurance Exp	\$0	\$8,311	\$0	\$5,958	\$0	\$8,525	\$8,525
60370	Workers Comp Insurance Exp	\$0	\$35	\$0	\$70	\$0	\$182	\$182
60370	Workers Comp Insurance Exp	\$1,426	\$0	\$744	\$0	\$744	\$0	\$0

1224

Totals		\$90,109	\$325,397	\$55,508	\$246,420	\$184,829	\$493,810	\$493,810
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FY2018 Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$8,627	\$4,500	\$15,966	\$4,500	\$9,315	\$4,500	\$4,500
60365	Recreation Programs Expense	\$4,154	\$1,032	\$2,608	\$1,050	\$369	\$1,200	\$1,200
60365	Recreation Programs Expense	\$49,442	\$30,472	\$80,241	\$127,853	\$45,931	\$58,750	\$58,750
60365	Recreation Programs Expense	\$9,261	\$21,155	\$41,048	\$32,340	\$16,923	\$47,943	\$47,943
60365	Recreation Programs Expense	\$5,937	\$4,900	\$410	\$7,830	\$1,034	\$11,810	\$11,810
60365	Recreation Programs Expense	\$19,695	\$27,758	\$20,603	\$19,449	\$11,219	\$20,796	\$20,796
60365	Recreation Programs Expense	\$24,687	\$50,522	\$23,873	\$44,483	\$13,346	\$31,555	\$31,555
60365	Recreation Programs Expense	\$66,394	\$89,390	\$106,388	\$75,580	\$20,709	\$57,321	\$57,321
60365	Recreation Programs Expense	\$19	\$1,435	\$2,293	\$1,935	\$2,069	\$7,025	\$7,025
60365	Recreation Programs Expense	\$0	\$3,000	\$244	\$8,975	\$55	\$0	\$0
60365	Recreation Programs Expense	\$2,091	\$1,300	\$2,213	\$5,000	\$500	\$5,000	\$5,000
Totals		\$190,306	\$235,464	\$295,887	\$328,995	\$121,471	\$245,900	\$245,900

FY2018 Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
							Dept Head	Mgr's Rec
60799	Transfer Out to Other Funds	\$3,000	\$15,000	\$15,000	\$15,000	\$30,000	\$10,000	\$10,000
60799	Transfer Out to Other Funds	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0
Totals		\$3,000	\$15,000	\$17,500	\$15,000	\$30,000	\$10,000	\$10,000

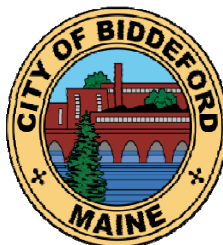
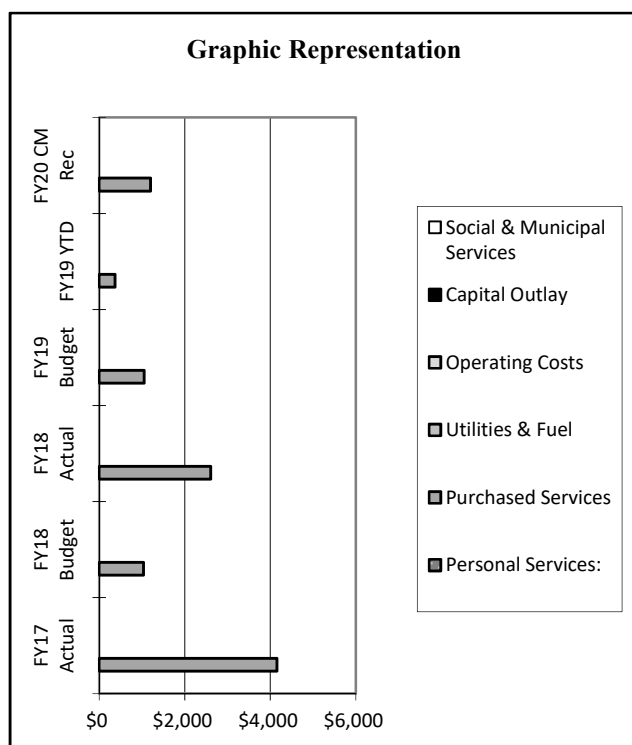
City of Biddeford, Maine

FY2020

Budget: Recreation Teen Center

Account Number: 31202

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$4,154	\$1,032	\$2,608	\$1,050	\$369	\$1,200	\$1,200
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$4,154	\$1,032	\$2,608	\$1,050	\$369	\$1,200	\$1,200



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$1,050	\$1,200	\$150	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,050	\$1,200	\$150	14.3%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$4,154	\$1,032	\$2,608	\$1,050	\$369	\$1,200	\$1,200
Totals		\$4,154	\$1,032	\$2,608	\$1,050	\$369	\$1,200	\$1,200



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Teen Center

Account Title: Recreation Programs Expense

Department Number: 31202

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,153.96	\$1,032.00	\$2,608.30	\$1,050.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$150.00

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.

Snack Bar	500
MYAN -Youth Leadership Conference	600
Anti Bullying Event	100
	1,200

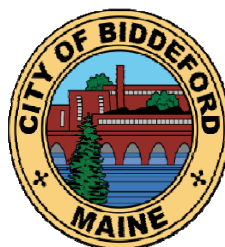
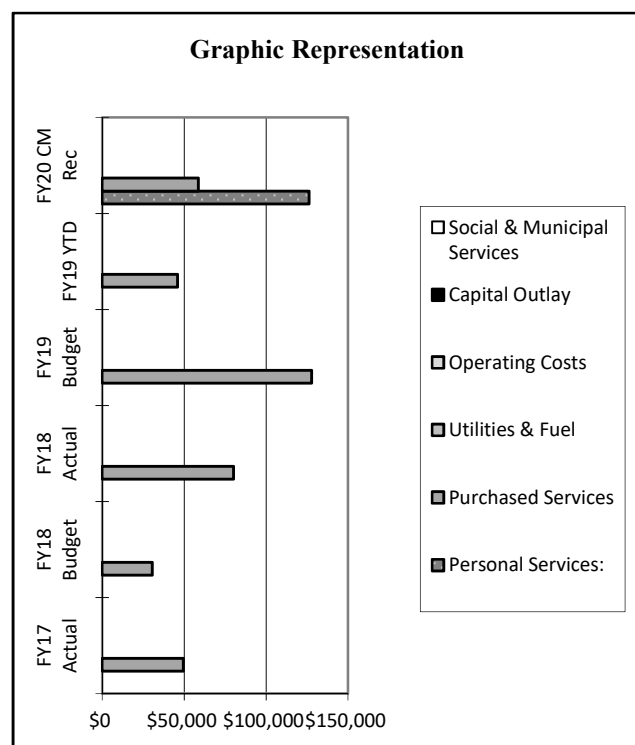
City of Biddeford, Maine

FY2020

Budget: Recreation Safari Camp

Account Number: 31204

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$126,318	\$126,318
Purchased Services	\$49,442	\$30,472	\$80,241	\$127,853	\$45,931	\$58,750	\$58,750
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$49,442	\$30,472	\$80,241	\$127,853	\$45,931	\$185,068	\$185,068



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$126,318	\$126,318	#DIV/0!
Purchased Services	\$127,853	\$58,750	-\$69,103	-\$1
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$127,853	\$185,068	\$57,215	44.8%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60107	Temp/Seasonal Emp Wage Ex	\$0	\$0	\$0	\$0	\$0	\$113,739	\$113,739
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$8,701	\$8,701
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$3,878	\$3,878
Totals		\$0	\$0	\$0	\$0	\$0	\$126,318	\$126,318

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$49,442	\$30,472	\$80,241	\$127,853	\$45,931	\$58,750	\$58,750
Totals		\$49,442	\$30,472	\$80,241	\$127,853	\$45,931	\$58,750	\$58,750

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 31204 Recreation Cub Care-Vacation Camps

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED
			ANNUALIZED TOTAL	
STAFFING SAFARI CAMP	232	-	89,873.33	90,219.00
STAFFING OSB	233	-	15,042.15	15,100.00
STAFFING CARAVAN CAMP	234	-	1,434.48	1,440.00
STAFFING CONVOY CAMP	235	-	1,932.57	1,940.00
STAFFING CIT	236	-	5,020.69	5,040.00

TOTAL BUDGETED POSITIONS	-	113,303.22	113,739.00
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Notes:

CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME	FIRST NAME	OBJECT
90,219.00		0	0	60107
15,100.00		0	0	60107
1,440.00		0	0	60107
1,940.00		0	0	60107
5,040.00		0	0	60107

113,739.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Safari Camp

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 31204

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$113,739.00	\$113,739.00		\$113,739.00

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.

Safari Staffing

Senior Counselors	14 Counselors	at avg 12.00 hr x 7 wks x 40 hours (2019)	43,680.00
		at avg 13.00 hr x 2 wks x 40 hours (2020)	13,520.00
Junior Counselors	4 Counselors	at avg 11hr x 7wks x 40 hours (2019)	12,320.00
		at avg 12hr *2 wks*40 hours (2020)	3,840.00
Safari Asst. Dir.	1 Counselor	at 14 hr x 10 wks x 40 hours	5,600.00
Cert. Nurse Asst.	1 Counselor	at 17 hr x 9 wks x 25 hours	3,825.00
Safari Bus Driver PT	1 Driver	at 15.75 hr x 8 wks x 24 hours	3,024.00
Safri Bus Driver FT	1 Driver	at 15.75 hr x 8 wks x 35 hours	4,410.00
OSB Director	1 Counselor	at 15.75 hrs x 10 wks x 40 hrs	6,300.00
OSB Counselors	2 Counselors	at 12.00 hr x 7 wks x 40 hrs	6,720.00
		at 13.00hr *2 wks *40 hrs	2,080.00
Caravan Camp Staff	3 Counselors	at 12 hr x 1 wk x 40 hrs	1,440.00
Convoy Camp Staff	2 Counselors	at avg 13 hr x 1 wk 40 hrs	1,040.00
CIT Director	1 Director	at 14.00 hr x 9 wks x 40 hrs	5,040.00

112,839.00 1233

Footnote

Y&FSPC Assist. 25%	12572.92
Y&FSPC 25%	17581.12



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Safari Camp

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31204

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,701.03	\$8,701.03		\$8,701.03

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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Total FICA Safari, OSB, Convoy and Caravan Camps

\$ 8,632.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Safari Camp

Account Title: Recreation Programs Expense

Department Number: 31204

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$49,441.85	\$30,472.00	\$80,240.72	\$127,853.00	\$200,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$58,750.00	\$58,750.00		(\$69,103.00)

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.

Safari Camp	
Contract Drivers	1,000.00
Safari Entrance Fees	13,500.00
Safari Shirts	3,500.00
Financial Aid	12,000.00
Safari Supplies	2,000.00
Safari Training	500.00

OSB	
Entrance Fees	8,000.00
OSB Shirts	2,000.00
Supplies	1,000.00

Caravan Camp	
Entrance Fees	6,200.00
Contract Drivers	250.00

Convoy Camp	
Entrance Fees	1,800.00
Contract Driver	500.00

CIT	
CIT Shirts	250.00

Supplies	500.00
My Rec	1,250.00
	54,250.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Safari Camp

Account Title: Workers Comp Insurance Exp

Department Number: 31204

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,878.00	\$3,878.00		\$3,878.00

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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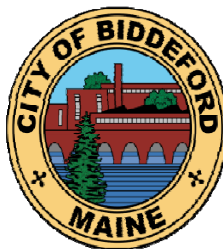
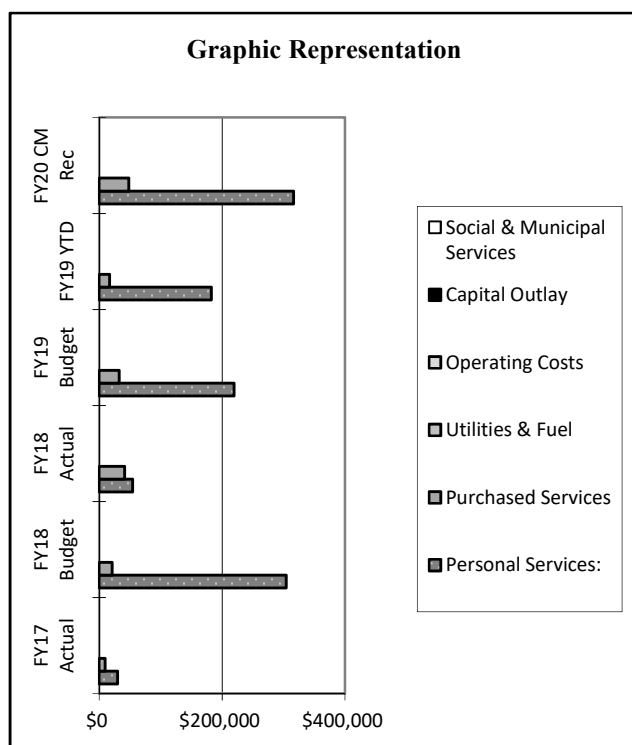
City of Biddeford, Maine

FY2020

Budget: Recreation Cub Care-Vacation Camps

Account Number: 31206

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$30,047	\$304,179	\$54,166	\$219,643	\$182,686	\$316,619	\$316,619
Purchased Services	\$9,261	\$21,155	\$41,048	\$32,340	\$16,923	\$47,943	\$47,943
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$39,308	\$325,334	\$95,213	\$251,983	\$199,609	\$364,562	\$364,562



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$19,225
Workers Comp	\$8,525
Health Insurance	\$29,009
Retirement	\$7,911
Unemployment	\$270
Other Insurance	\$1,794
Total Fringe Benefit Impact	\$66,734
# of Full Time Employees	1.88

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$219,643	\$316,619	\$96,976	44.2%
Purchased Services	\$32,340	\$47,943	\$15,603	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$251,983	\$364,562	\$112,579	44.7%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$6,500	\$39,735	(\$134)	\$72,618	\$28,615	\$76,815	\$76,815
60106	P-T Employee Wage Exp	\$11,227	\$47,328	\$7,399	\$0	\$29,442	\$74,193	\$74,193
60107	Temp/Seasonal Emp Wage Ex	\$5,633	\$162,233	\$27,966	\$90,535	\$89,903	\$96,795	\$96,795
60111	Overtime Wage Expense	\$873	\$2,000	\$5,737	\$3,000	\$6,409	\$3,500	\$3,500
60201	FICA/Medicare-ER Share Exp	\$1,784	\$18,901	\$3,630	\$12,647	\$10,778	\$19,225	\$19,225
60202	MPERS-Employer Share Exp	\$690	\$4,007	\$4,401	\$7,179	\$4,288	\$7,911	\$7,911
60210	HPHC Ins Employer Share Ex	\$3,184	\$20,803	\$4,360	\$25,912	\$12,474	\$27,861	\$27,861
60212	S-T Disability ER Share Exp	\$34	\$81	\$133	\$234	\$73	\$234	\$234
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$123	\$780	\$672	\$1,560	\$705	\$1,560	\$1,560
60370	Workers Comp Insurance Exp	\$0	\$8,311	\$0	\$5,958	\$0	\$8,525	\$8,525
Totals		\$30,047	\$304,179	\$54,166	\$219,643	\$182,686	\$316,619	\$316,619

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$9,261	\$21,155	\$41,048	\$32,340	\$16,923	\$47,943	\$47,943
Totals		\$9,261	\$21,155	\$41,048	\$32,340	\$16,923	\$47,943	\$47,943

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 31206 Recreation Cub Care-Vacation Camps

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
YOUTH & FAMILY SERVICE COORD.	10719	1.00	45,440.30	45,615.07	45,615.07		DUPLISEA
CUB CARE DIRECTOR	10726	0.88	31,080.87	31,200.41	31,200.41		BILLINGSLEA
SEASONAL EMPLOYEES	31	-	73,908.74	74,193.00	74,193.00		0
SEASONAL EMPLOYEES	231	-	96,424.14	96,795.00	96,795.00		0

TOTAL BUDGETED POSITIONS

1.88	246,854.05	247,803.48	247,803.48
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Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: F-T Employee Wage Exp

Department Number: 31206

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,499.84	\$39,735.00	-\$133.50	\$72,618.00	\$74,578.14

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$76,815.48	\$76,815.48		\$4,197.48

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.

Y&FPD	45615
Y&FPD Assistant	31201
	\$ 76,816.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: P-T Employee Wage Exp

Department Number:

31206

Account Number:

60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$11,226.67	\$47,328.00	\$7,399.10	\$0.00	\$74,578.14

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$74,193.00	\$74,193.00		\$74,193.00

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.

Cub Care Asst/BC/VC/FD	1 Staff at 14.50 hr x 42 wks x 25 hrs/wk	15,225.00
Counselors	6 Staff at 13.00 hr 42 wks x 18 hrs/wk	58,968.00
		74,193.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 31206

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,632.86	\$162,233.00	\$27,966.43	\$90,535.00	\$90,535.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$96,795.00	\$96,795.00		\$6,260.00

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.

Cub Care Counselors	10 Staff at 13 hr 38 wks x 18 hrs/wk	88,920.00
Cub Care Bus Driver	\$15.75 * 2 Hr * 35 weeks*5	5,512.50
Vacation Camps Bus Drivers	1 driver 15.75hr * 3 weeks*30 hrs	1,417.50
Early Release Bus Driver	1 driver 15.75/ hr * 60 hrs	945.00
		96,795.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: Overtime Wage Expense

Department Number: 31206

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$873.33	\$2,000.00	\$5,736.89	\$3,000.00	\$3,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00	\$3,500.00	\$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.

Y&FPD	3,000.00
Y&FPD Assistant	500.00
	3,500.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31206

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,783.86	\$18,901.00	\$3,630.05	\$12,647.00	\$12,647.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,224.72	\$19,224.72	\$19,224.72	\$6,577.72

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 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: MPERS-Employer Share Exp

Department Number: 31206

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$689.69	\$4,007.00	\$4,401.40	\$7,179.00	\$7,179.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,911.15	\$7,911.15	\$7,911.15	\$732.15

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 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: HPHC Ins Employer Share Exp

Department Number: 31206

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,184.14	\$20,803.00	\$4,360.13	\$25,912.00	\$25,912.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$27,861.00	\$27,861.00	\$27,861.00	\$1,949.00

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 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: S-T Disability ER Share Exp

Department Number: 31206

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$33.86	\$81.00	\$133.42	\$234.00	\$234.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$234.00	\$234.00	\$234.00	\$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 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: RHSA Plan ER Share

Department Number: 31206

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$123.00	\$780.00	\$672.00	\$1,560.00	\$1,560.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,560.00	\$1,560.00	\$1,560.00	\$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 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: Recreation Programs Expense

Department Number: 31206

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$9,260.87	\$21,155.00	\$41,047.53	\$32,340.00	\$45,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$47,943.00	\$47,943.00	\$47,943.00	\$15,603.00

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.

Cub Care

Cub Care Financial Aid	6,000.00
Diesel	2,506.00
Gas	100.00
Staff Training	3,500.00
Bus 563 Under Storage	2,000.00
Clothing	1,000.00
Supplies	2,000.00
Total Cub Care	17,106.00

Vacation Camps

Entrance Fees	45 kids * average \$23 a day * 10 trips	10,465.00
Lunches	450 Kids * \$5.00	2,250.00
Supplies		500.00
Total Vacation Camp		13,215.00

Full Day/Early Release

Early Release	75 kids * average 12.00 * 10 trips	9,000.00
Full Day Entrance Fees	45 kids * average 25 * 5 trips	5,625.00
Lunches	200 kids * \$5.00	1,000.00
Supplies		500.00
Total Full Day/ER		16,125.00

Cub Care Programs

Pet Pals	12 students * \$25(4 week session)	1,200.00
Fit Feet	11 students * \$27*1 session	297.00
Cub Care Programs Total		1,497.00

Total	47,943.00
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Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Cub Care-Vacation Camps

Account Title: Workers Comp Insurance Exp

Department Number: 31206

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$8,311.00	\$0.00	\$5,958.00	\$5,958.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,525.00	\$8,525.00	\$8,525.00	\$2,567.00

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.

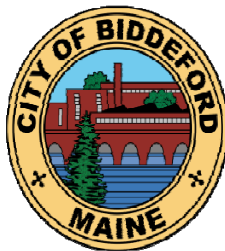
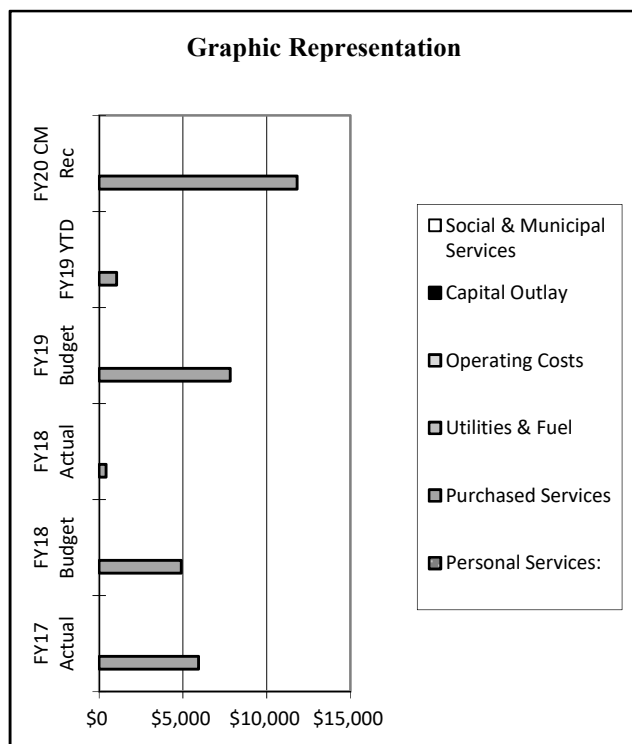
City of Biddeford, Maine

FY2020

Budget: Recreation Youth Enrichment

Account Number: 31209

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$5,937	\$4,900	\$410	\$7,830	\$1,034	\$11,810	\$11,810
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$5,937	\$4,900	\$410	\$7,830	\$1,034	\$11,810	\$11,810



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$7,830	\$11,810	\$3,980	50.8%
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$7,830	\$11,810	\$3,980	50.8%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$5,937	\$4,900	\$410	\$7,830	\$1,034	\$11,810	\$11,810
Totals		\$5,937	\$4,900	\$410	\$7,830	\$1,034	\$11,810	\$11,810



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Recreation Youth Enrichment

Account Title: Recreation Programs Expense

Department Number: 31209

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,936.97	\$4,900.00	\$410.00	\$7,830.00	\$7,830.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,810.00	\$11,810.00		\$3,980.00

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.

Enrichment Expenses

Mad Science	30 participants * \$84*3 sessions	7,560.00
Universal Recreation		800.00
Lego Robotics		550.00
Tiny Tigers		500.00
Drama Kids	8 participants *\$150 * 2 sessions	2,400.00
Total		11,810.00

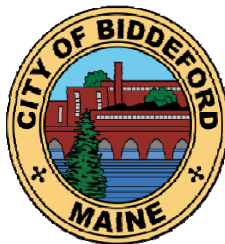
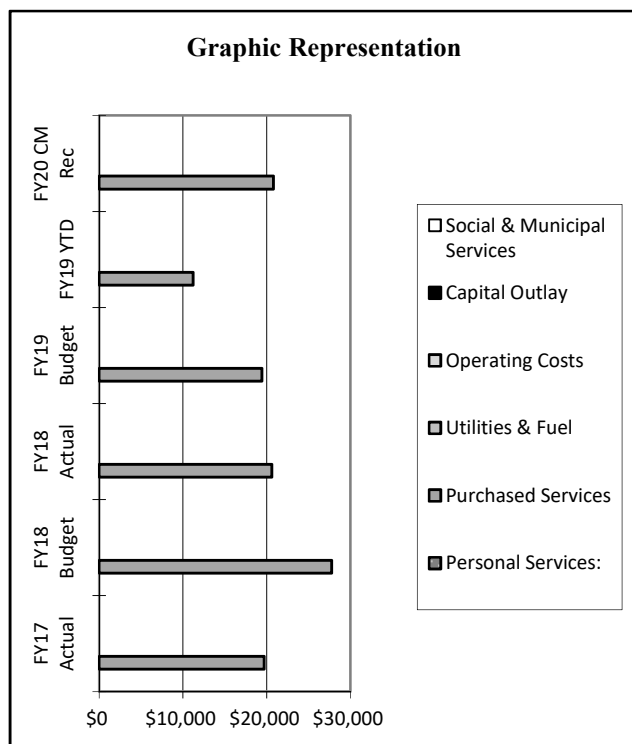
City of Biddeford, Maine

FY2020

Budget: Rec Youth Sports Program

Account Number: 31211

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$19,695	\$27,758	\$20,603	\$19,449	\$11,219	\$20,796	\$20,796
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$19,695	\$27,758	\$20,603	\$19,449	\$11,219	\$20,796	\$20,796



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$19,449	\$20,796	\$1,347	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$19,449	\$20,796	\$1,347	6.9%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$19,695	\$27,758	\$20,603	\$19,449	\$11,219	\$20,796	\$20,796
Totals		\$19,695	\$27,758	\$20,603	\$19,449	\$11,219	\$20,796	\$20,796



Fiscal Year 2019 Budget Request

March 1, 2019

Department: Rec Youth Sports Program

Account Title: Recreation Programs Expense

Department Number: 31211

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$19,694.50	\$27,758.00	\$20,602.56	\$19,449.00	\$21,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,796.00	\$20,796.00		\$1,347.00

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.

Volleyball Camp - (BHS Coaches Stipend, T-Shirts)	\$500.00
Golf (Instructors Fee, Course Green Fee)	\$530.00
Tennis Camp (contracted out with Grand Slam Tennis)	\$625.00
Junior Golf Program (Instructors Fee, Course Green Fee)	\$565.00
Summer Field Hockey Camp (BHS Coaches Stipend, T-Shirts)	\$800.00
Fall Field Hockey Program (Coaches Stipend, T-Shirts, Tournaments)	\$1,065.00
Fall Soccer (Equipment, T-Shirts, Certificates & Medals, Instructor Fees, Pizza Party Banquets)	\$3,291.00
Volleyball (T-Shirts, Tournaments)	\$157.00
Flag Football (T-Shirts, Equipment)	\$329.00
Wrestling (T-Shirts, Tournament Fee)	\$300.00
Winter Basketball (Equipment, Assistant wages, Awards & Banquets, Travel team, Tournaments)	\$5,184.00
Youth Program OT	\$4,000.00
My Rec Website	\$1,250.00
NRPA National Conference	\$2,200.00
	\$20,796.00

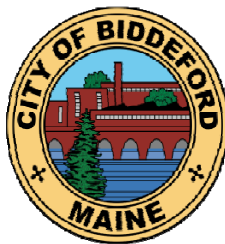
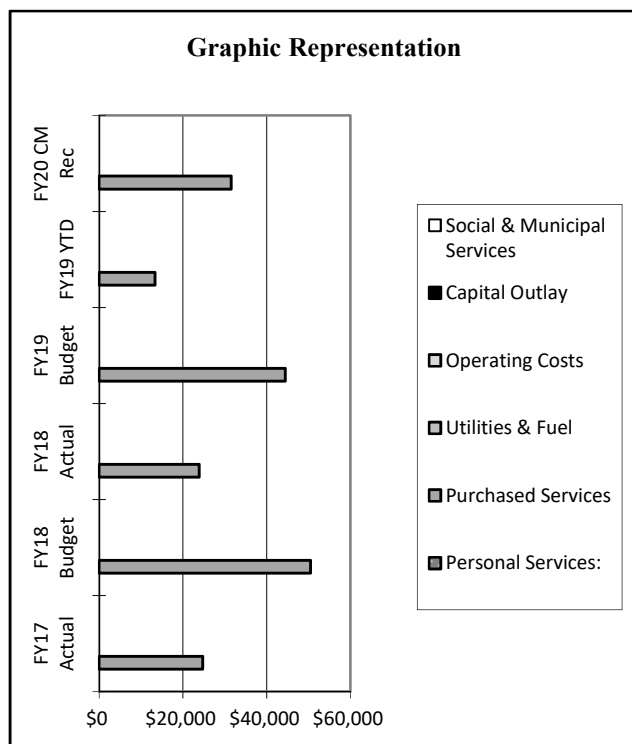
City of Biddeford, Maine

FY2020

Budget: Rec Adult Sports Program

Account Number: 31214

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$24,687	\$50,522	\$23,873	\$44,483	\$13,346	\$31,555	\$31,555
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$24,687	\$50,522	\$23,873	\$44,483	\$13,346	\$31,555	\$31,555



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$44,483	\$31,555	-\$12,928	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$44,483	\$31,555	-\$12,928	-29.1%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$24,687	\$50,522	\$23,873	\$44,483	\$13,346	\$31,555	\$31,555
Totals		\$24,687	\$50,522	\$23,873	\$44,483	\$13,346	\$31,555	\$31,555



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Rec Adult Sports Program

Account Title: Recreation Programs Expense

Department Number: 31214

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$24,686.85	\$50,522.00	\$23,873.49	\$44,483.00	\$27,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,555.00	\$31,555.00		(\$12,928.00)

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.

Mens Softball	balls staff wage umpire awards supply	7,200
Co-ed Softball	balls staff wage umpire awards supply	5,500
Fall Mens Softball League	balls staff wage umpire awards supply	2,200
Mens V.ball	balls referee awards equipment	1,975
Womens V.ball	balls referee awards equipment	3,610
Pickleball	balls equipment awards supply court lining	1,500
Co-ed Indoor Soccer	balls coordinator equipment	100
Men's basketball	balls coordinator equipment	150
Over 30 Basketball	balls coordinator equipment	150
Kettle bell	instructor equipment	2,000
Spinning	instructor equipment bike service	2,100
Self Defense	instructor wage supply	720
Zumba	instructor supply	800
Chair Yoga	instructor wage supply	800
uniforms	uniform	500
training dues license	MRPA annual State of Maine Guide Lic.	1,000
My Rec Software	annual fees	1,250

31,555

1261

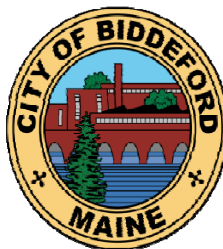
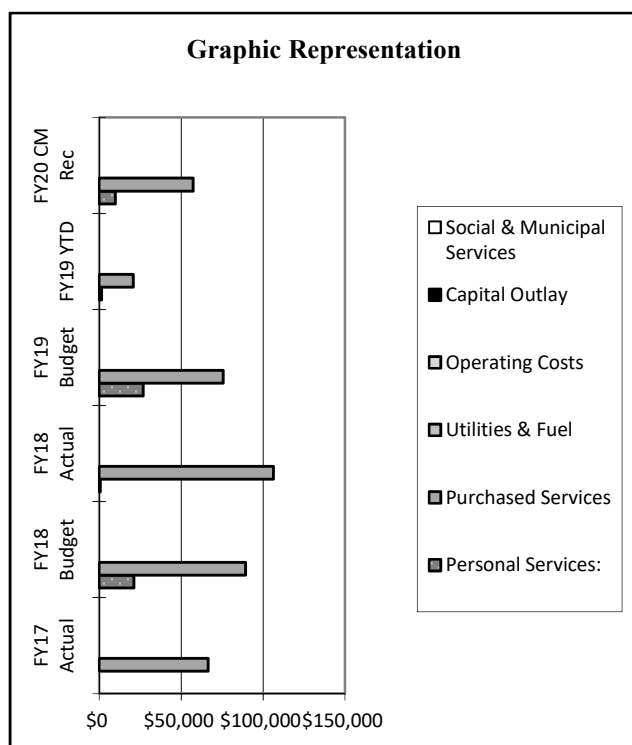
City of Biddeford, Maine

FY2020

Budget: Recreation Ross Center

Account Number: 31220

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$21,218	\$599	\$26,777	\$1,400	\$9,762	\$9,762
Purchased Services	\$66,394	\$89,390	\$106,388	\$75,580	\$20,709	\$57,321	\$57,321
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$66,394	\$110,608	\$106,986	\$102,357	\$22,109	\$67,083	\$67,083



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$681
Workers Comp	\$182
Health Insurance	\$0
Retirement	\$0
Unemployment	\$10
Other Insurance	\$0
Total Fringe Benefit Impact	\$873
# of Full Time Employees	0.40

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$26,777	\$9,762	-\$17,015	-63.5%
Purchased Services	\$75,580	\$57,321	-\$18,259	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$102,357	\$67,083	-\$35,274	-34.5%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$5,024	\$0	\$5,024	\$5,024
60106	P-T Employee Wage Exp	\$0	\$17,748	\$599	\$13,311	\$1,838	\$3,875	\$3,875
60111	Overtime Wage Expense	\$0	\$2,002	\$0	\$2,000	(\$438)	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$0	\$1,358	\$0	\$1,556	\$0	\$681	\$681
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$2,813	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$0	\$0	\$0	\$1,148	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$0	\$75	\$0	\$75	\$0	\$0	\$0
60217	S-T Disability ER Share Exp	\$0	\$0	\$0	\$780	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$0	\$35	\$0	\$70	\$0	\$182	\$182
Totals		\$0	\$21,218	\$599	\$26,777	\$1,400	\$9,762	\$9,762

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$66,394	\$89,390	\$106,388	\$75,580	\$20,709	\$57,321	\$57,321
Totals		\$66,394	\$89,390	\$106,388	\$75,580	\$20,709	\$57,321	\$57,321

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 31220 Recreation Cub Care-Vacation Camps

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED
			ANNUALIZED TOTAL	
PART TIME WORKERS	36	-	5,004.75	5,024.00
PART TIME WORKERS	37	-	3,860.15	3,875.00
TOTAL BUDGETED POSITIONS		-	8,864.90	8,899.00

Notes:

CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME	FIRST NAME	OBJECT
5,024.00	0		0	60105
3,875.00	0		0	60106
8,899.00				



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: F-T Employee Wage Exp

Department Number: 31220

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$5,024.00	\$5,024.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,024.00	\$5,024.00		\$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 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: P-T Employee Wage Exp

Department Number: 31220

Account Number: 60106

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$17,748.00	\$598.50	\$13,311.00	\$5,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,875.00	\$3,875.00		(\$9,436.00)

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.

Driver/Host 15.5hr*10 hrs*25 weeks	\$	3,875.00
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Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: Overtime Wage Expense

Department Number: 31220

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$2,002.00	\$0.00	\$2,000.00	\$1,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$2,000.00)

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.

Overtime

1,000



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31220

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$1,358.00	\$0.00	\$1,556.00	\$1,556.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$680.77	\$680.77	\$680.77	(\$875.23)

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 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: MPERS-Employer Share Exp

Department Number: 31220

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$2,813.00	\$2,813.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$2,813.00)

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 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: HPHC Ins Employer Share Exp

Department Number: 31220

Account Number: 60210

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$1,148.00	\$1,148.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$1,148.00)

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 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: S-T Disability ER Share Exp

Department Number: 31220

Account Number: 60212

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$75.00	\$0.00	\$75.00	\$75.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$75.00)

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 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: S-T Disability ER Share Exp

Department Number: 31220

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$780.00	\$780.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$780.00)

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.

RHSA



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: Recreation Programs Expense

Department Number: 31220

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$66,393.94	\$89,390.00	\$106,387.86	\$75,580.00	\$50,580.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$57,321.00	\$57,321.00	\$57,321.00	(\$18,259.00)

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.

Mystery Trips	6 per year/ fuel/bus	venue/meals/entertainment	\$8,400.00
Day Trips w/meal	9 per year, tickets	fuel, meals, prizes	\$34,011.00
Day trips w/o meal	5 per year tickets, fuel,	prizes	\$7,925.00
Arts & Crafts	12 Classes, materials for projects		\$600.00
Theatre Trips	3 per year tickets, meals, fuel		\$3,285.00
Craft Fairs	2 events, pr		\$100.00
Elks Bingo	6 trips, fuel		\$180.00
Oxford Casino	6 per year staff, meals, fuel		\$480.00
YOGA	50 pe year		\$1,500.00
Line Dancing	instructor		840.00
			\$57,321.00



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Recreation Ross Center

Account Title: Workers Comp Insurance Exp

Department Number: 31220

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$35.00	\$0.00	\$70.00	\$70.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$182.00	\$182.00	\$182.00	\$112.00

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.

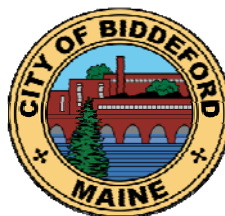
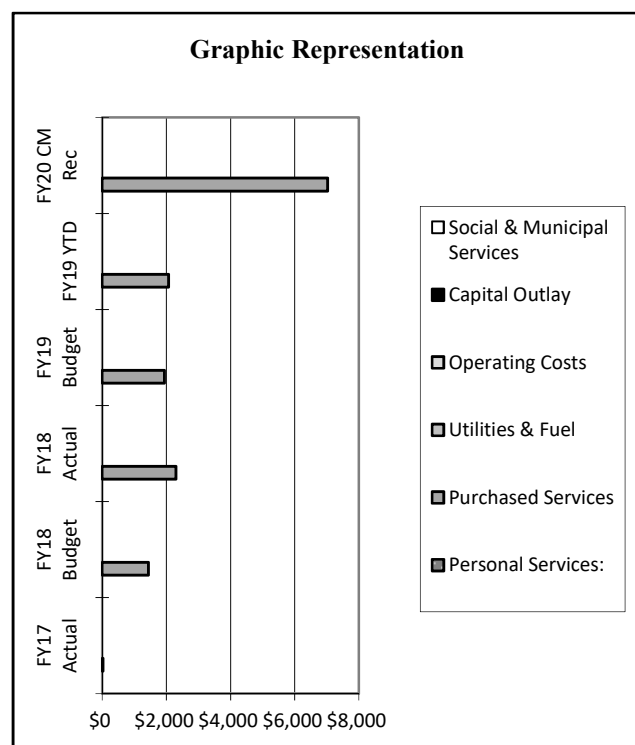
City of Biddeford, Maine

FY2020

Budget: Rec Outdoor Adventure Program

Account Number: 31225

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$19	\$1,435	\$2,293	\$1,935	\$2,069	\$7,025	\$7,025
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$19	\$1,435	\$2,293	\$1,935	\$2,069	\$7,025	\$7,025

**FRINGE BENEFIT IMPACT (Estimated):**

FICA
 Workers Comp
 Health Insurance
 Retirement
 Unemployment
 Other Insurance
 Total Fringe Benefit Impact
 # of Full Time Employees

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$1,935	\$7,025	\$5,090	\$3
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,935	\$7,025	\$5,090	263.0%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$19	\$1,435	\$2,293	\$1,935	\$2,069	\$7,025	\$7,025
Totals		\$19	\$1,435	\$2,293	\$1,935	\$2,069	\$7,025	\$7,025



Fiscal Year 2020 Budget Request

March 4, 2019

Department: Rec Outdoor Adventure Program

Account Title: Recreation Programs Expense

Department Number: 31225

Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$19.00	\$1,435.00	\$2,293.16	\$1,935.00	\$1,800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,025.00	\$7,025.00		\$5,090.00

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.

Subtotal Instructional Clinics	\$2,485
Subtotal outdoor trips	\$4,540
	\$7,025

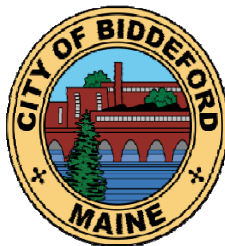
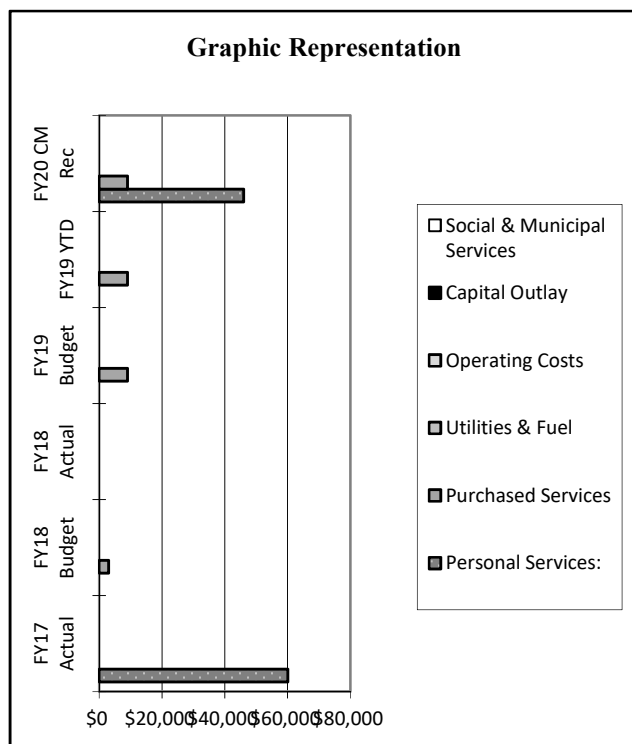
City of Biddeford, Maine

FY2020

Budget: Recreation Field Usage

Account Number: 31228

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$60,061	\$0	\$0	\$0	\$0	\$46,008	\$46,008
Purchased Services	\$0	\$3,000	\$0	\$8,975	\$8,975	\$8,975	\$8,975
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$60,061	\$3,000	\$0	\$8,975	\$8,975	\$54,983	\$54,983



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$46,008	\$46,008	#DIV/0!
Purchased Services	\$8,975	\$8,975	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$8,975	\$54,983	\$46,008	512.6%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$34,125	\$0	\$0	\$0	\$0	\$39,106	\$39,106
60111	Overtime Wage Expense	\$1,470	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$2,437	\$0	\$0	\$0	\$0	\$2,992	\$2,992
60202	MPERS-Employer Share Exp	\$3,382	\$0	\$0	\$0	\$0	\$3,911	\$3,911
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$16,589	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$92	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$540	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$1,426	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$60,061	\$0	\$0	\$0	\$0	\$46,008	\$46,008

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$0	\$3,000	\$0	\$8,975	\$8,975	\$8,975	\$8,975
Totals		\$0	\$3,000	\$0	\$8,975	\$8,975	\$8,975	\$8,975

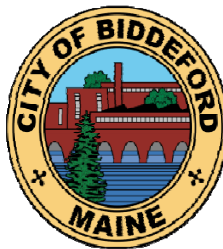
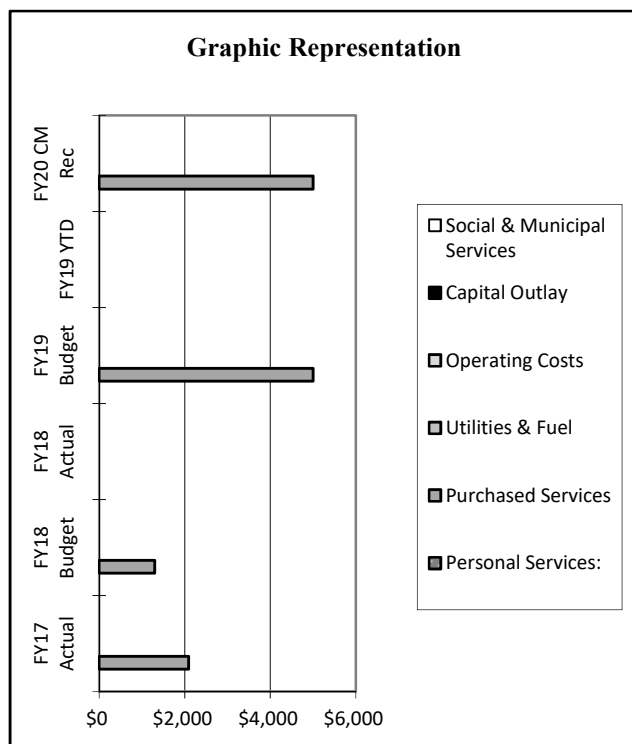
City of Biddeford, Maine

FY2020

Budget: Rec Community Center Rents

Account Number: 31230

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$2,091	\$1,300	\$0	\$5,000	\$0	\$5,000	\$5,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$2,091	\$1,300	\$0	\$5,000	\$0	\$5,000	\$5,000



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$5,000	\$5,000	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$5,000	\$5,000	\$0	0.0%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60365	Recreation Programs Expense	\$2,091	\$1,300	\$0	\$5,000	\$0	\$5,000	\$5,000
Totals		\$2,091	\$1,300	\$0	\$5,000	\$0	\$5,000	\$5,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Rec Community Center Rents

Account Title: Recreation Programs Expense

Department Number: 31230

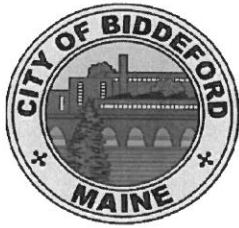
Account Number: 60365

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,090.91	\$1,300.00	\$0.00	\$5,000.00	\$5,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

Replace entrance carpet Clark Street and Myrtle Street sides	\$	3,000.00
Conversion to childs playroom (old clinic)	\$	2,000.00



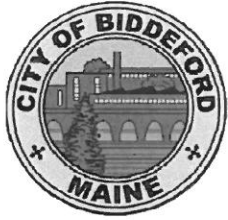
City of Biddeford, Maine
FY2020 Revenue

Revised 3/1/2019

Parking Enforcement

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY2020	
						Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$0	\$0	\$0	\$116,250	\$74,223	\$294,140	\$294,140
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$116,250	\$74,223	\$294,140	\$294,140

Account						FY19 YTD	FY2020	
Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	01/31/19	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40639	Parking Fees	\$0	\$0	\$0	\$38,400	\$22,400	\$38,400	\$38,400
40305	Parking Revenue	\$0	\$0	\$0	\$49,380	\$31,463	\$195,740	\$195,740
40316	Parking Fines Revenue	\$0	\$0	\$0	\$28,470	\$20,360	\$60,000	\$60,000
	Total licenses, permits & fees	\$0	\$0	\$0	\$116,250	\$74,223	\$294,140	\$294,140



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Parking Revenue

Department Number: 31235

Account Number: 40305

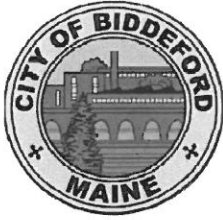
FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$49,380.00	\$75,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 195,740.00	\$195,740.00		\$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.

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		<u># of permits</u>	<u>Monthly Fee</u>	<u>Annual Amount</u>
Permits	24/7	138	\$ 65.00	\$ 107,640.00
	Night	25	\$ 35.00	\$ 10,500.00
	Workday	34	\$ 50.00	\$ 20,400.00
				\$ 138,540.00
			<u>Weekly Average</u>	
Hourly (average per week)			\$ 1,100.00	\$ 57,200.00
				\$ 195,740.00



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Parking Fines Revenue

Department Number: 31235

Account Number: 40316

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$28,470.00	\$28,470.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$60,000.00	\$60,000.00		\$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.

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2013	31,587
2014	34,862
2015	40,531
2016	35,952
2017	40,326
2018	58,840
average	40,350
average last two years	49,583
increase due to lots	10,000
budget	59,583



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Parking Fees

Department Number: 31235

Account Number: 40639

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$38,400.00	\$38,400.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,400.00	\$38,400.00		\$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.

	<u>Monthly Amt</u>	<u>Annual Amt</u>
The Lofts	\$ 3,200.00	\$ 38,400.00

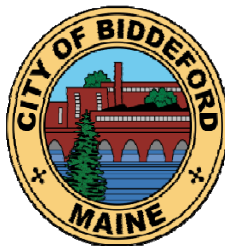
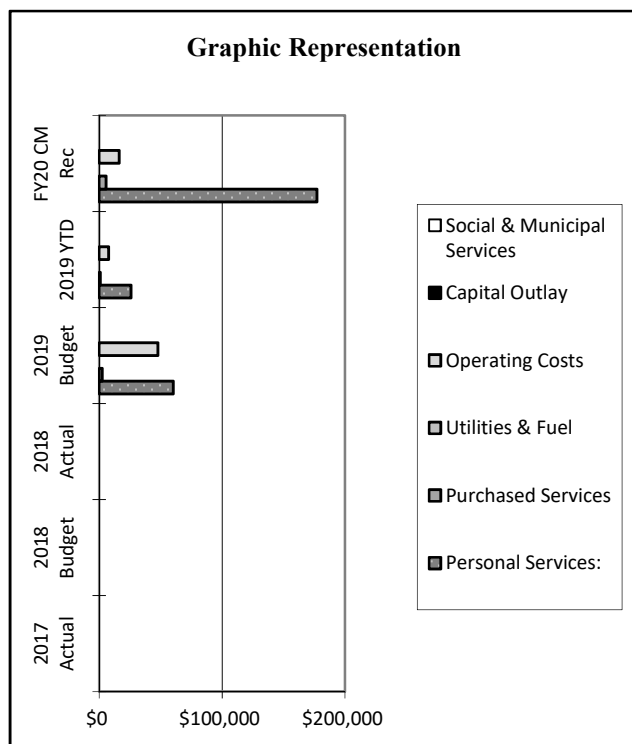
City of Biddeford, Maine

20FY2019

Budget: Parking Enforcement

Account Number: 31235

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$60,175	\$25,869	\$177,320	\$177,320
Purchased Services	\$0	\$0	\$0	\$2,500	\$915	\$5,500	\$5,500
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$47,775	\$7,638	\$16,316	\$16,316
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$110,450	\$34,422	\$199,136	\$199,136



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	2019 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$60,175	\$177,320	\$117,145	194.7%
Purchased Services	\$2,500	\$5,500	\$3,000	\$1
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$47,775	\$16,316	-\$31,459	-65.8%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$110,450	\$199,136	\$88,686	80.3%

Personnel Services

Account Number	Description	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$43,105	\$11,546	\$84,787	\$84,787
60107	P-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$2,280	\$30,126	\$30,126
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$5,033	\$22,147	\$22,147
60112	Extra Holiday Pay Exp	\$0	\$0	\$0	\$0	\$0	\$2,384	\$2,384
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$3,300	\$1,338	\$8,944	\$8,944
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$2,765	\$1,148	\$4,529	\$4,529
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$50	\$2,349	\$2,349
60211	HPHC Ins Employer Share Ex	\$0	\$0	\$0	\$10,485	\$4,234	\$16,983	\$16,983
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$520	\$240	\$1,560	\$1,560
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$3,511	\$3,511
Totals		\$0	\$0	\$0	\$60,175	\$25,869	\$177,320	\$177,320

Purchased Services

Account Number	Description	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$0	\$0	\$0	\$0	\$82	\$0	\$0
60310	Service Contracts Expense	\$0	\$0	\$0	\$2,500	\$833	\$2,500	\$2,500
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500
60372	Vehicle Insurance Expense	\$0	\$0	\$0	\$0	\$0	\$500	\$500
Totals		\$0	\$0	\$0	\$2,500	\$915	\$5,500	\$5,500

Other Operating Costs

Account Number	Description	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60454	Grounds Maint/Improve Exp	\$0	\$0	\$0	\$28,465	\$3,206	\$5,720	\$5,720
60462	Repair/Main	\$0	\$0	\$0	\$0	\$0	\$3,203	\$3,203
60507	Street Signs Expense	\$0	\$0	\$0	\$0	\$4,165	\$2,393	\$2,393
60701	Bad Debt Expense	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
60793	Use of Fund Balance	\$0	\$0	\$0	\$19,310	\$0	\$0	\$0

60797 Miscellaneous Expense	\$0	\$0	\$0	\$0	\$267	\$0	\$0
Totals	\$0	\$0	\$0	\$47,775	\$7,638	\$16,316	\$16,316

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 31235 Recreation Cub Care-Vacation Camps

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED		RECOMMEND.	APPROP.	
			TOTAL				
PARKING ENFORCEMENT	68050	1.00	43,040.82	43,206.36	43,206.36		VIRE
PARKING ENFORCEMENT	10942	1.00	37,888.56	38,034.28	38,034.28		PODOLSKY
PARKING ENFORCEMENT	10904	0.40	15,005.37	15,063.08	15,063.08		LABRECQUE
PARKING ENFORCEMENT	109041	0.40	15,005.37	15,063.08	15,063.08		VACANT

TOTAL BUDGETED POSITIONS	2.80	110,940.11	111,366.81	111,366.81
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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: F-T Employee Wage Exp

Department Number: 31235

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$43,105.00	\$59,130.32

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$84,786.64	\$84,786.64		\$41,681.64

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.

Police Staffing	\$24,595.00	\$81,240.64
Public Works staffing for Winter Staffing	\$15,100.00	
Public Works staffing for Summer Staffing	\$3,410.00	\$3,546.00
	\$43,105.00	\$84,786.64



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: P-T Employee Wage Exp

Department Number: 31235

Account Number: 60107

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,126.17	\$30,126.17		\$30,126.17

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Overtime Wage Expense

Department Number: 31235

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,147.41	\$22,147.41		\$22,147.41

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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Increase for PW Staff time to maintain the plowing of parking lots

21,335.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Extra Holiday Pay Exp

Department Number: 31235

Account Number: 60112

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,384.04	\$2,384.04		\$2,384.04

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31235

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$3,300.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,943.76	\$8,943.76		\$5,643.76

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: MPERS-Employer Share Exp

Department Number: 31235

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$2,765.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,529.38	\$4,529.38		\$1,764.38

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: 457 Plan-Employer Share Exp

Department Number: 31235

Account Number: 60203

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,348.60	\$2,348.60		\$2,348.60

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: HPHC Ins Employer Share Exp

Department Number: 31235

Account Number: 60211

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$10,485.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,983.00	\$16,983.00		\$6,498.00

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: RHSA Plan ER Share

Department Number: 31235

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$520.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,560.00	\$1,560.00		\$1,040.00

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Other Prof/Consult Srvs Exp

Department Number: 31235

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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.

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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Service Contracts Expense

Department Number: 31235

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.

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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Equipment Rent/Lease Exp

Department Number: 31235

Account Number: 60330

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$107,969.89

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$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.

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Purchase of Kiosks shows up in this account



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Workers Comp Insurance Exp

Department Number: 31235

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,511.00	\$3,511.00		\$3,511.00

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Vehicle Insurance Expense

Department Number: 31235

Account Number: 60372

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$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.

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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Grounds Maint/Improve Exp

Department Number: 31235

Account Number: 60454

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$28,465.00	\$28,465.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,720.00	\$5,720.00		(\$22,745.00)

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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Moved from Parks Maintenance

5,720.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Repair/Main

Department Number: 31235

Account Number: 60462

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,203.00	\$3,203.00		\$3,203.00

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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Moved from 21162 (Public Works)

3,203.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Street Signs Expense

Department Number: 31235

Account Number: 60507

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,393.00	\$2,393.00		\$2,393.00

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.

Moved from 21162 (Public Works)

2,393.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Bad Debt Expense

Department Number: 31235

Account Number: 60701

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Use of Fund Balance

Department Number: 31235

Account Number: 60793

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$19,310.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$19,310.00)

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Unallocated

Department Number: 31235

Account Number: 60794

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$5,800.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$5,800.00)

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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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Parking Enforcement

Account Title: Miscellaneous Expense

Department Number: 31235

Account Number: 60797

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$275.00

FY 2020 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.

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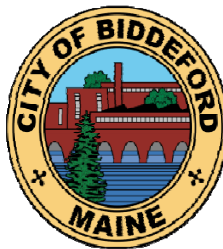
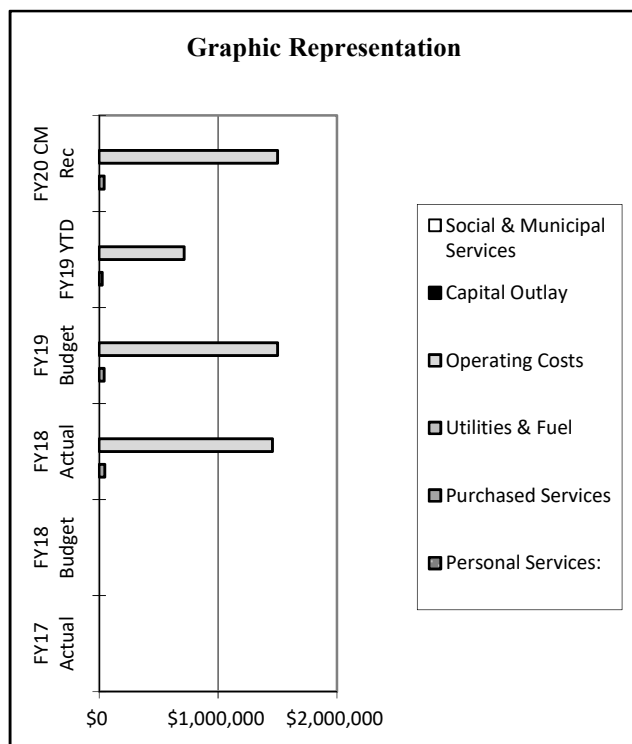
City of Biddeford, Maine

FY2020

Budget: Ambulance Fund

Account Number: 32491

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$47,454	\$40,000	\$24,370	\$40,000	\$40,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$1,458,704	\$1,500,000	\$714,581	\$1,500,000	\$1,500,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$1,506,159	\$1,540,000	\$738,951	\$1,540,000	\$1,540,000



FRINGE BENEFIT IMPACT (Estimated):	
FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$40,000	\$40,000	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$1,500,000	\$1,500,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,540,000	\$1,540,000	\$0	0.0%

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$0	\$0	\$47,454	\$40,000	\$24,370	\$40,000	\$40,000
Totals		\$0	\$0	\$47,454	\$40,000	\$24,370	\$40,000	\$40,000

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60701	Bad Debt Expense	\$0	\$0	\$308,696	\$275,000	\$0	\$275,000	\$275,000
60799	Transfer Out	\$0	\$0	\$1,150,008	\$1,225,000	\$714,581	\$1,225,000	\$1,225,000
Totals		\$0	\$0	\$1,458,704	\$1,500,000	\$714,581	\$1,500,000	\$1,500,000



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Ambulance

Account Title: Service Contracts Expense

Department Number: 32491

Account Number: 60310

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$47,454.15	\$40,000.00	\$40,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$40,000.00	\$40,000.00		\$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.



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Ambulance

Account Title: Bad Debt Expense

Department Number: 32491

Account Number: 60701

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$308,696.45	\$275,000.00	\$275,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$275,000.00	\$275,000.00		\$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.



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Ambulance

Account Title: Transfer Out to Other Funds

Department Number: 32491

Account Number: 60799

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$1,150,008.00	\$1,225,000.00	\$1,225,000.00

FY-2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,225,000.00	\$1,225,000.00		\$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.



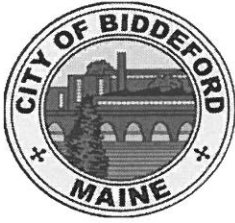
City of Biddeford, Maine FY2020 Revenue

Revised 3/1/2019

Ambulance

	FY2020				
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$727,901
Intergovernmental	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$0	\$727,901
				\$1,425,000	\$1,425,000

Account Number	FY2020				
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19
Licenses, Permits & Fees					
40244 Ambulance Service Fee Rev	\$0	\$0	\$0	\$0	\$727,901
Total licenses, permits & fees	\$0	\$0	\$0	\$0	\$727,901
				\$1,425,000	\$1,425,000



Fiscal Year 2020 Revenue Estimates

March 1, 2019

Department: Finance Director

Account Title: Ambulance Service Fee Rev

Department Number: 32491

Account Number: 40244

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$1,425,000.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,425,000.00	\$1,425,000.00		\$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.

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City of Biddeford, Maine

FY2020 Revenue

MDEA

	FY2020					FY2020	
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0	\$258,504	\$258,504
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$0	\$0	\$258,504	\$258,504

Account Number	Description	FY2020					FY2020	
		FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	Dept Head	Manager's Rec
Licenses, Permits & Fees								
40409	MDEA/DEA Reimburse Rev	\$0	\$0	\$0	\$0	\$0	\$258,504	\$258,504
	Total licenses, permits & fees	\$0	\$0	\$0	\$0	\$0	\$258,504	\$258,504



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: MDEA/DEA Reimburse Rev

Department Number: 32551

Account Number: 40409

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$258,504.00	\$258,504.00		\$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.

Moved from General Fund 24113-40409 - total expenses for MDEA Fund

\$258,504

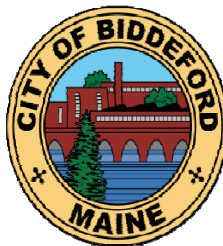
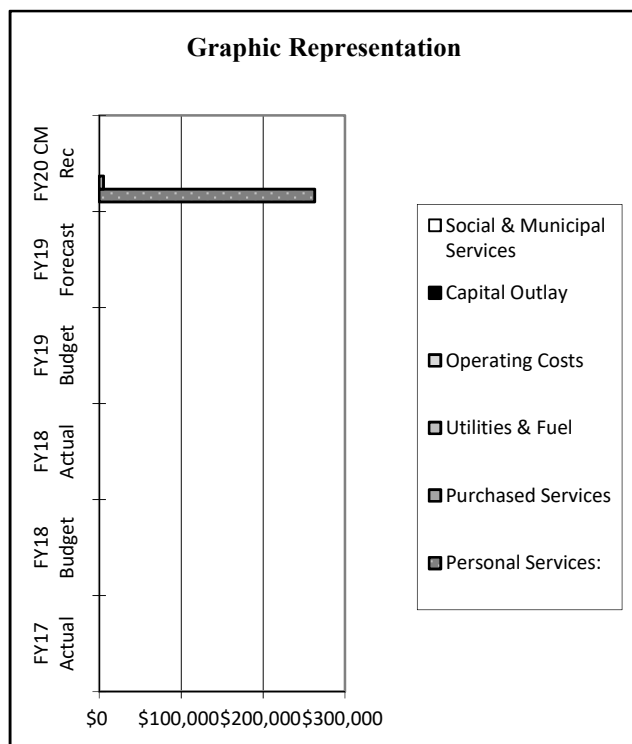
City of Biddeford, Maine

FY2020

Budget: MDEA

Account Number: 32551

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$263,145	\$263,145
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$5,010	\$5,010
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$0	\$0	\$268,155	\$268,155



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$12,746
Workers Comp	\$5,010
Health Insurance	\$38,673
Retirement	\$21,326
Unemployment	\$143
Other Insurance	\$1,560
Total Fringe Benefit Impact	\$79,458
# of Full Time Employees	2.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$263,145	\$263,145	#DIV/0!
Purchased Services	\$0	\$5,010	\$5,010	#DIV/0!
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$0	\$268,155	\$268,155	#DIV/0!

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$149,168	\$149,168
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$0	\$25,817	\$25,817
60112	Extra Holiday Pay Exp	\$0	\$0	\$0	\$0	\$0	\$5,715	\$5,715
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$13,922	\$13,922
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$23,279	\$23,279
60211	NNEBT Ins Employer Share E	\$0	\$0	\$0	\$0	\$0	\$38,673	\$38,673
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$1,560	\$1,560
Totals		\$0	\$0	\$0	\$0	\$0	\$263,145	\$263,145

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
Fiscal Year 2020 BUDGET

DEPARTMENT: 32551 MDEA

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL				
SERGEANT/MDEA AGENT (N/C)	10008	1.00	81,668.29	81,982.40	81,982.40		MADOR
PATROLMAN/MDEA	10218	1.00	66,928.58	67,185.99	67,185.99		MCDONALD
TOTAL BUDGETED POSITIONS			2.00	148,596.86	149,168.39	149,168.39	



Fiscal Year 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: F-T Employee Wage Exp

Department Number: 32551

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$149,168.39	\$149,168.39		\$149,168.39

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 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: Overtime Wage Expense

Department Number: 32551

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,816.79	\$25,816.79		\$25,816.79

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.

Mador & McDonald
Lapierre

15375



Fiscal Year 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: Extra Holiday Pay Exp

Department Number: 32551

Account Number: 60112

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,715.26	\$5,715.26		\$5,715.26

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 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: FICA/Medicare-ER Share Exp

Department Number: 32551

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,921.86	\$13,921.86		\$13,921.86

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.

Lapierre OT FICA/SS Tax

\$1,176.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: MPERS-Employer Share Exp

Department Number: 32551

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$23,279.40	\$23,279.40		\$23,279.40

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.

Lapierre MEPERS on OT

\$1,953.00



Fiscal Year 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: NNEBT Ins Employer Share Exp

Department Number: 32551

Account Number: 60211

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,673.00	\$38,673.00		\$38,673.00

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 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: RHSA Plan ER Share

Department Number: 32551

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 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.



Fiscal Year 2020 Budget Request

March 1, 2019

Department: MDEA

Account Title: Workers Comp Insurance Exp

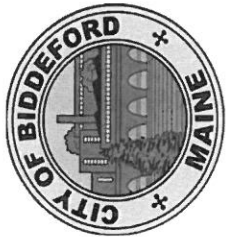
Department Number: 32551

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,010.00	\$5,010.00		\$5,010.00

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 of Biddeford, Maine
FY2020 Revenue

Revised 3/4/2019

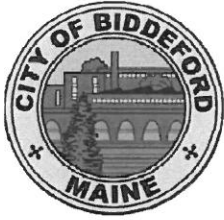
Peoples Recover

FY2020

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0	\$66,464	\$66,464
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$0	\$0	\$66,464	\$66,464

FY2020

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	Dept Head	Manager's Rec
Licenses, Permits & Fees								
\$40,463	Police Grants	\$0	\$0	\$0	\$0	\$0	\$66,464	\$66,464
	Total licenses, permits & fees	\$0	\$0	\$0	\$0	\$0	\$66,464	\$66,464



Fiscal Year 2020 Revenue Estimates

February 28, 2019

Department: Police Department

Account Title: Police Grants

Department Number: 32561

Account Number: 40463

FY 2017 Actual	FY 2018 Budget	FY2018 Actual	FY 2019 Budget	FY 2019 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2020 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$66,464.00	\$66,464.00		\$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.

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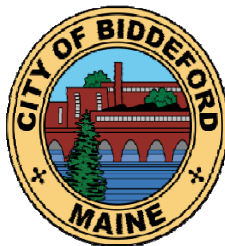
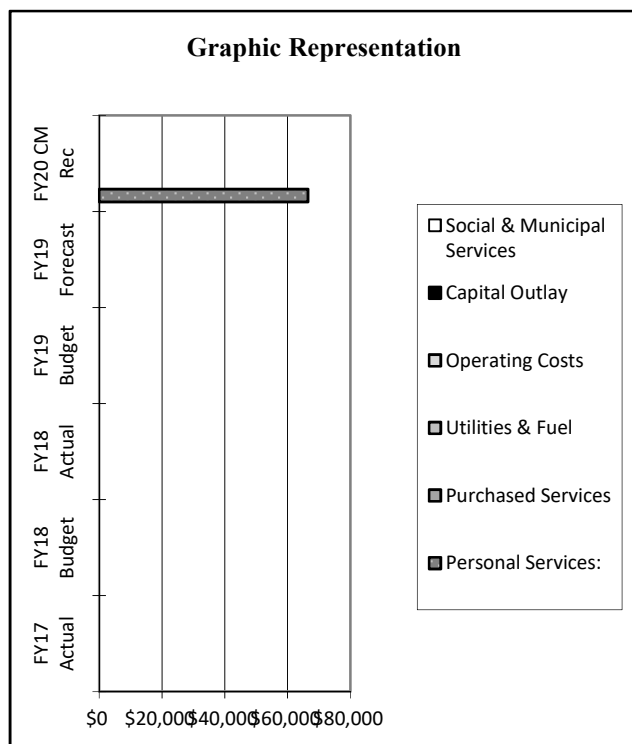
City of Biddeford, Maine

FY2020

Budget: Peoples Recover

Account Number: 32561

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$66,464	\$66,464
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$0	\$0	\$66,464	\$66,464



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$3,158
Workers Comp	\$135
Health Insurance	\$16,983
Retirement	\$4,128
Unemployment	\$55
Other Insurance	\$940
Total Fringe Benefit Impact	\$25,399
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$66,464	\$66,464	#DIV/0!
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$0	\$66,464	\$66,464	#DIV/0!

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60105								
60107	Temp/Seasonal Emp Wage Ex	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60112	Extra Holiday Pay Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60127	Health Club Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$3,158	\$3,158
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$4,128	\$4,128
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60211	NNEBT Ins Employer Share E	\$0	\$0	\$0	\$0	\$0	\$16,983	\$16,983
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$780	\$780
60230	Clothing/Uniforms Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$135	\$135
Totals		\$0	\$0	\$0	\$0	\$0	\$66,464	\$66,464

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 32561 Peoples Recover

CLASSIFICATION	EMP #	FTE	YEAREND ANNUALIZED TOTAL	REQUESTED	CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
OPIATE OUTREACH LIAISON	10787	1.00	41,121.60	41,279.76	41,279.76		LAMBERT-IRIS

TOTAL BUDGETED POSITIONS

1.00	41,121.60	41,279.76	41,279.76
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Fiscal Year 2020 Budget Request

March 1, 2019

Department: Peoples Recover

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 32561

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,279.76	\$41,279.76		\$41,279.76

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 2020 Budget Request

March 1, 2019

Department: Peoples Recover

Account Title: FICA/Medicare-ER Share Exp

Department Number: 32561

Account Number: 60201

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,157.90	\$3,157.90		\$3,157.90

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 2020 Budget Request

March 1, 2019

Department: Peoples Recover

Account Title: MPERS-Employer Share Exp

Department Number: 32561

Account Number: 60202

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,127.98	\$4,127.98		\$4,127.98

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 2020 Budget Request

March 1, 2019

Department: Peoples Recover

Account Title: NNEBT Ins Employer Share Exp

Department Number: 32561

Account Number: 60211

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,983.00	\$16,983.00		\$16,983.00

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 2020 Budget Request

March 1, 2019

Department: Peoples Recover

Account Title: RHSA Plan ER Share

Department Number: 32561

Account Number: 60217

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$780.00	\$780.00		\$780.00

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 2020 Budget Request

March 1, 2019

Department: Peoples Recover

Account Title: Workers Comp Insurance Exp

Department Number: 32561

Account Number: 60370

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$135.00	\$135.00		\$135.00

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.