

City of Biddeford
Budget Book
May 01, 2020 12:00 AM Council Chambers

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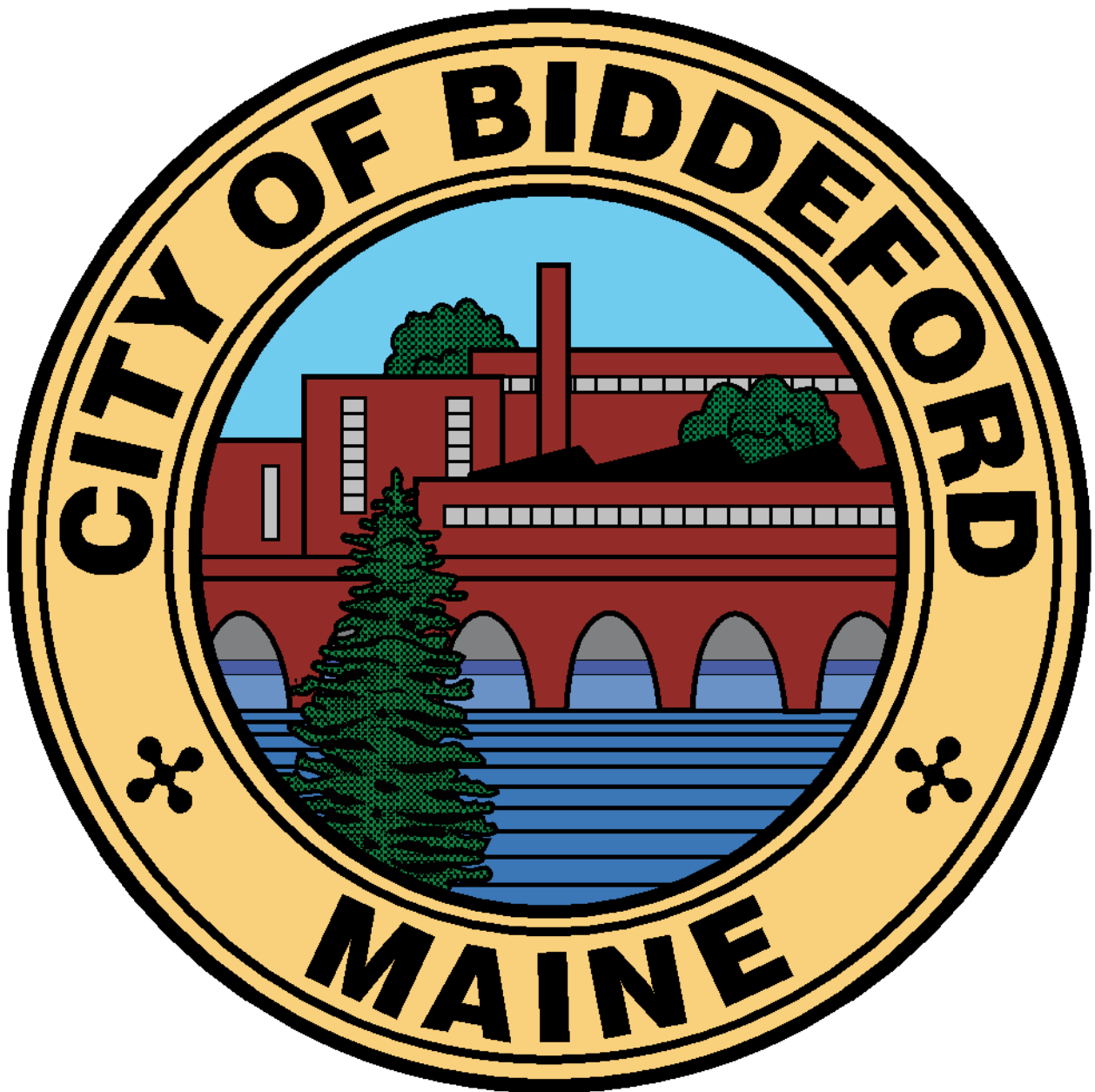
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City of Biddeford

FY2021 Budget



March 5, 2020

City of Biddeford, Maine
Tax Rate Comparision
FY2020 vs FY2021

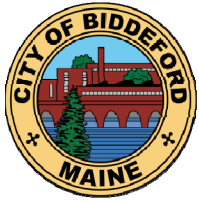
	FY2020	City Manager FY2021
County Tax	\$1,282,292	\$1,282,292
Municipal Appropriation:		
Expenses	\$33,051,372	\$35,181,381
Less: Municipal Revenue Sharing	(\$1,975,000)	(\$2,650,000)
Other Non-Property Tax Revenue	<u>(\$7,754,552)</u>	<u>(\$8,443,406)</u>
Net Municipal Appropriation	\$23,321,820	\$24,087,974
TIF	\$1,564,442	\$1,564,442
Local Education Assessment	\$23,045,885	\$23,045,885
Overlay	<u>\$261,232</u>	<u>\$250,000</u>
Total Appropriation	\$49,475,671	\$50,230,593
Less: Other	<u>\$0</u>	<u>\$0</u>
Total Appropriation	\$49,475,671	\$50,230,593
Less: Homestead	(\$814,185)	(\$1,144,593)
BETE	<u>(\$349,924)</u>	<u>(\$350,000)</u>
(these included in tax commitment)		
Tax Commitment	\$48,311,562	\$48,736,000
Total Taxable Value	\$2,417,996,100	\$2,411,817,200
Tax Rate	\$19.98	\$20.21

	City Manager FY2021	
	In \$	In %
County Tax	\$0	0.00%
Municipal Appropriation:		
Expenses	\$2,130,009	6.44%
Less: Municipal Revenue Sharing	(\$675,000)	34.18%
Other Non-Property Tax Revenue	<u>(\$688,854)</u>	<u>8.88%</u>
Net Municipal Appropriation	\$766,154	3.29%
TIF	\$0	0.00%
Local Education Assessment	\$0	0.00%
Overlay	<u>(\$11,232)</u>	<u>-4.30%</u>
Total Appropriation	\$754,923	1.53%
Amount from surplus/reserves	<u>\$0</u>	<u>0.00%</u>
Total Appropriation	\$754,923	1.53%
Less: Homestead	(\$330,408)	-40.58%
BETE	(\$76)	0.02%
Tax Commitment	\$424,438	0.88%
Total Taxable Value	(\$6,178,900)	-0.26%
Tax Rate	\$0.23	1.14%

City of Biddeford, Maine
Tax Rate Comparision
FY2020 vs FY2021

	FY2020	City Manager FY2021
County Tax	\$1,282,292	\$1,282,292
Municipal Appropriation:		
Expenses	\$33,051,372	\$35,181,381
Less: Municipal Revenue Sharing	(\$1,975,000)	(\$2,650,000)
Other Non-Property Tax Revenue	<u>(\$7,754,552)</u>	<u>(\$8,443,406)</u>
Net Municipal Appropriation	\$23,321,820	\$24,087,974
TIF	\$1,564,442	\$1,564,442
Local Education Assessment	\$23,045,885	\$23,045,885
Overlay	<u>\$261,232</u>	<u>\$250,000</u>
Total Appropriation	\$49,475,671	\$50,230,593
Less: Other	<u>\$0</u>	<u>\$0</u>
Total Appropriation	\$49,475,671	\$50,230,593
Less: Homestead	(\$814,185)	(\$1,144,593)
BETE	<u>(\$349,924)</u>	<u>(\$350,000)</u>
(these included in tax commitment)		
Tax Commitment	\$48,311,562	\$48,736,000
Total Taxable Value	\$2,417,996,100	\$2,815,787,500
Tax Rate	\$19.98	\$17.31

	City Manager FY2021	
	In \$	In %
County Tax	\$0	0.00%
Municipal Appropriation:		
Expenses	\$2,130,009	6.44%
Less: Municipal Revenue Sharing	(\$675,000)	34.18%
Other Non-Property Tax Revenue	<u>(\$688,854)</u>	<u>8.88%</u>
Net Municipal Appropriation	\$766,154	3.29%
TIF	\$0	0.00%
Local Education Assessment	\$0	0.00%
Overlay	<u>(\$11,232)</u>	<u>-4.30%</u>
Total Appropriation	\$754,923	1.53%
Amount from surplus/reserves	<u>\$0</u>	<u>0.00%</u>
Total Appropriation	\$754,923	1.53%
Less: Homestead	(\$330,408)	-40.58%
BETE	(\$76)	0.02%
Tax Commitment	\$424,438	0.88%
Total Taxable Value	\$397,791,400	16.45%
Tax Rate	(\$2.67)	-13.37%



City of Biddeford, Maine
FY2021

General Fund
Total Expense Summary

		FY2018	FY2019	FY2019	FY2020	FY2020	FY2020	FY2021	
		Actual	Budget	Actual	Budget	Forecast	YTD	Dept Head	Manager's Rec
21101	Mayor/Council	\$31,869	\$31,350	\$34,010	\$36,426	\$33,860	\$18,141	\$38,426	\$34,525
21102	City Manager	\$307,097	\$388,099	\$373,455	\$376,648	\$381,438	\$215,461	\$337,699	\$337,691
21103	City Clerk	\$266,822	\$280,256	\$292,157	\$309,103	\$311,743	\$180,248	\$312,460	\$310,360
21104	Elections/Voter Registration	\$27,456	\$22,500	\$10,129	\$26,100	\$32,500	\$12,811	\$17,700	\$17,700
21105	Assessing	\$219,622	\$206,085	\$192,980	\$211,179	\$206,936	\$118,813	\$211,393	\$211,322
21106	Finance	\$308,036	\$310,945	\$317,971	\$346,898	\$348,116	\$200,862	\$349,450	\$349,110
21107	Computer Services	\$98,838	\$101,386	\$100,712	\$174,376	\$182,066	\$77,212	\$175,078	\$165,578
21108	Human Resources	\$84,858	\$133,782	\$96,793	\$98,922	\$105,844	\$62,763	\$158,861	\$162,361
21109	Planning/Economic Development	\$333,544	\$343,948	\$345,050	\$380,099	\$364,528	\$222,088	\$441,921	\$376,421
21110	Code Enforcement/Inspections	\$344,937	\$376,813	\$317,370	\$406,758	\$401,504	\$210,237	\$400,879	\$397,065
21111	General Administration	\$2,305,697	\$2,594,185	\$2,026,991	\$2,503,294	\$2,271,735	\$1,495,315	\$2,461,305	\$2,525,479
21121	City Hall Building Exp	\$162,416	\$170,183	\$166,227	\$171,854	\$657,240	\$76,818	\$190,356	\$186,356
21122	Private Schools	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136	\$25,136
21123	Community Center	\$203,122	\$241,193	\$180,549	\$259,142	\$244,986	\$88,153	\$226,921	\$224,251
21124	Recreation	\$491,794	\$487,483	\$478,806	\$512,198	\$510,338	\$298,290	\$588,516	\$586,457
21125	Health & Welfare Expense	\$229,181	\$259,168	\$162,223	\$236,618	\$183,170	\$92,758	\$223,313	\$223,263
21126	Facilities Management Expense	\$93,322	\$93,715	\$96,457	\$97,468	\$72,417	\$60,347	\$97,014	\$0
21127	Social Services	\$57,000	\$60,000	\$60,000	\$75,000	\$75,000	\$63,500	\$75,000	\$75,000
21128	Municipal Services	\$739,887	\$809,817	\$806,256	\$843,128	\$843,128	\$612,790	\$976,338	\$915,000
21141	Fire Dept.	\$3,224,309	\$3,535,341	\$3,456,140	\$3,528,528	\$3,412,844	\$1,893,266	\$3,963,595	\$3,729,104
21142	Biddeford Pool Fire Dept.	\$8,501	\$7,975	\$6,953	\$9,125	\$9,465	\$1,796	\$10,250	\$9,150
21143	Biddeford Pool Fire Dept.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21144	Emergency Management	\$9,200	\$9,378	\$9,384	\$9,652	\$9,875	\$5,632	\$9,876	\$9,876
21145	Hydrant Rental	\$362,355	\$400,000	\$412,921	\$419,147	\$408,931	\$225,932	\$432,855	\$427,500
21146	Police Dept.	\$3,881,896	\$3,912,731	\$4,082,640	\$4,127,646	\$4,067,901	\$2,321,901	\$4,174,589	\$4,102,464
21147	Police Investigative Services	\$475,198	\$498,151	\$507,581	\$515,167	\$528,971	\$286,803	\$585,391	\$585,391
21148	Communications	\$1,269,323	\$1,265,968	\$1,342,772	\$1,360,312	\$1,258,130	\$777,849	\$1,411,320	\$1,407,942
21149	Animal Control Officer	\$86,123	\$90,383	\$86,989	\$91,318	\$89,509	\$54,944	\$92,579	\$92,118
21150	Street & Traffic Lights	\$440,359	\$477,740	\$456,017	\$180,017	\$208,000	\$84,228	\$215,017	\$212,017
21161	PW Admin/Fleet Maint. Exp	\$1,107,053	\$1,109,307	\$1,119,780	\$1,167,559	\$1,160,356	\$632,522	\$1,243,230	\$1,323,132
21162	Public Works Roads Maintenance	\$1,662,937	\$1,587,325	\$1,586,332	\$1,635,539	\$1,599,765	\$948,313	\$1,746,441	\$1,735,342
21164	Solid Waste Management	\$1,117,725	\$1,162,668	\$1,191,166	\$1,239,838	\$1,215,736	\$657,814	\$1,257,004	\$1,267,698
21165	Parks Maintenance	\$455,825	\$479,864	\$476,805	\$516,633	\$507,003	\$244,748	\$544,088	\$518,815
21166	Cemetery	\$33,054	\$39,532	\$35,171	\$41,229	\$35,906	\$14,604	\$39,488	\$39,488

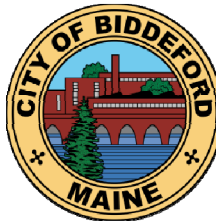
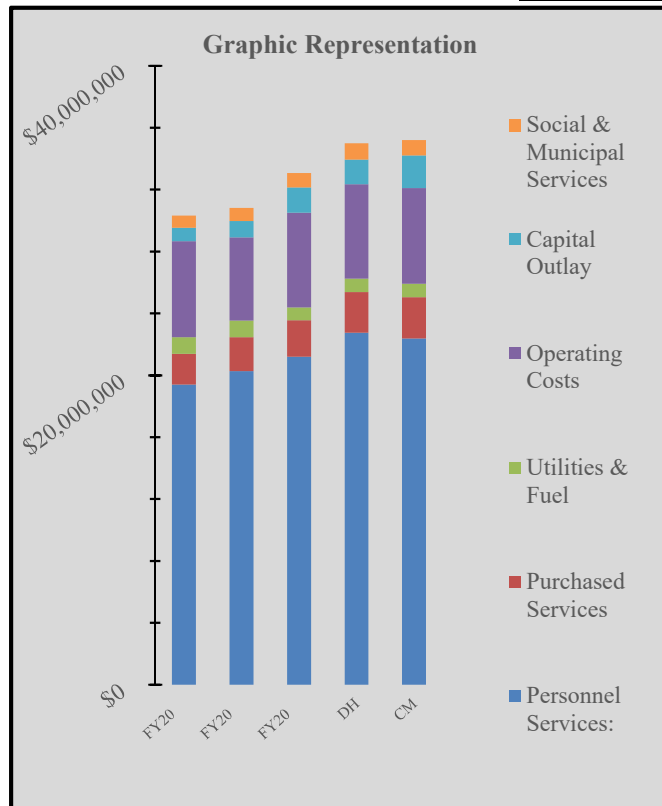


		FY2018	FY2019	FY2019	FY2020	FY2020	FY2020	FY2021	
		Actual	Budget	Actual	Budget	Forecast	YTD	Dept Head	Manager's Rec
21167	Engineering	\$170,448	\$175,493	\$150,813	\$189,747	\$60,565	\$48,149	\$242,196	\$381,196
21168	GIS Division	\$64,872	\$69,184	\$66,099	\$68,579	\$68,801	\$36,971	\$72,891	\$72,856
21179	Fringe Benefits	\$5,143,530	\$5,681,704	\$5,467,698	\$5,878,711	\$5,858,490	\$3,112,757	\$6,293,529	\$6,303,753
21185	Debt Service - Principal	\$2,251,326	\$2,071,022	\$1,971,918	\$2,106,567	\$2,106,567	\$1,463,047	\$2,191,308	\$2,191,308
21186	Debt Service - Interest	\$798,021	\$728,592	\$708,508	\$760,163	\$760,163	\$294,852	\$685,231	\$685,231
21199	Transfers Out	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
21201	CIP General Government	\$38,701	\$225,000	\$110,412	\$175,000	\$0	\$57,428	\$0	\$0
21202	CIP Public Services	\$33,728	\$127,500	\$343	\$200,000	\$0	\$113	\$0	\$0
21203	CIP Public Safety	\$240,037	\$15,000	\$13,653	\$88,000	\$0	\$91,824	\$0	\$0
21204	CIP Public Works	\$507,449	\$1,175,251	\$870,880	\$1,052,547	\$0	\$859,418	\$0	\$0
TEMP	CIP Items	\$0	\$0	\$0	\$0	\$0	\$0	\$1,515,547	\$2,015,547
TOTALS		\$30,312,604	\$32,381,153	\$30,814,247	\$33,051,371	\$31,218,663	\$18,846,652	\$34,634,189	\$34,833,001

**City of Biddeford, Maine
FY2021**

**Budget: General Fund
Account Number: 001 001**

	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 YTD	FY2021	
						Dept Head	Manager's Rec
Personnel Services:	\$19,381,982	\$20,541,048	\$20,248,658	\$21,182,098	\$11,839,374	\$22,733,807	\$22,362,393
Purchased Services	\$1,997,197	\$2,111,198	\$2,209,158	\$2,375,012	\$1,409,740	\$2,637,368	\$2,681,948
Utilities & Fuel	\$1,080,407	\$1,127,891	\$1,073,394	\$808,202	\$407,983	\$872,585	\$855,805
Operating Costs	\$6,185,958	\$6,138,448	\$5,373,035	\$6,122,384	\$3,418,559	\$6,081,923	\$6,188,188
Capital Outlay	\$870,174	\$1,592,751	\$1,043,748	\$1,645,547	\$1,094,706	\$1,605,547	\$2,103,047
Social & Municipal Services	\$796,887	\$869,817	\$866,256	\$918,128	\$676,290	\$1,051,338	\$990,000
TOTALS:	\$30,312,604	\$32,381,153	\$30,814,247	\$33,051,371	\$18,846,652	\$34,982,568	\$35,181,381



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$1,167,702
Workers Comp	\$496,447
Health Insurance	\$3,224,208
Retirement	\$1,589,864
Unemployment	\$15,000
Other Insurance	\$129,212
# of Full Time Employees	220.21
Total Fringe Benefit Impact	\$6,622,434

	FY18 Budget	FY19 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$21,182,098	\$22,362,393	\$1,180,295	5.6%
Purchased Services	\$2,375,012	\$2,681,948	\$306,936	12.9%
Utilities & Fuel	\$808,202	\$855,805	\$47,603	5.9%
Operating Costs	\$6,122,384	\$6,188,188	\$65,804	1.1%
Capital Outlay	\$1,645,547	\$2,103,047	\$457,500	27.8%
Social & Municipal Services	\$918,128	\$990,000	\$71,872	7.8%
TOTALS:	\$33,051,371	\$35,181,381	\$2,130,010	6.4%

Personnel Services

Account Number	Description	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 YTD	FY2021	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$1,211,938	\$1,214,932	\$1,233,351	\$1,230,942	\$730,185	\$1,268,635	\$1,172,767
60102	Mid Mgmt Hrly Employee Wage	\$1,588,044	\$1,433,962	\$1,435,533	\$1,468,589	\$783,178	\$1,568,116	\$1,654,659
60105	F-T Employee Wage Exp	\$8,920,397	\$9,642,397	\$9,458,968	\$9,940,131	\$5,414,730	\$10,563,857	\$10,447,632
60106	P-T Employee Wage Exp	\$166,769	\$200,687	\$147,067	\$161,150	\$76,485	\$182,210	\$175,310
60107	Temp/Seasonal Emp Wage Exp	\$156,308	\$227,734	\$186,237	\$220,718	\$124,289	\$231,302	\$231,302
60111	Overtime Wage Expense	\$937,813	\$752,936	\$989,657	\$840,368	\$632,411	\$984,225	\$871,417
60112	Extra Holiday Pay Exp	\$113,528	\$216,052	\$148,859	\$181,508	\$136,593	\$224,985	\$204,121
60121	Annual Stipend Pay Expense	\$14,625	\$10,800	\$11,050	\$10,800	\$6,100	\$10,800	\$10,800
60123	Car Allowance Expense	\$5,781	\$5,835	\$6,584	\$6,185	\$3,092	\$6,132	\$6,132
60127	Health Club Dues	\$1,900	\$1,560	\$1,080	\$1,560	\$360	\$1,680	\$1,680
60129	Insurance Buyout Pay	\$18,375	\$21,500	\$24,070	\$15,800	\$17,472	\$25,102	\$25,624
60201	FICA/Medicare-ER Share Exp	\$968,314	\$1,055,089	\$1,091,040	\$1,066,786	\$582,559	\$1,162,156	\$1,167,702
60202	MPERS-Employer Share Exp	\$1,207,656	\$1,304,018	\$1,281,758	\$1,305,931	\$736,867	\$1,436,852	\$1,441,137
60203	457 Plan-Employer Share Exp	\$100,244	\$106,487	\$133,902	\$148,340	\$83,838	\$148,337	\$148,728
60210	HPHC Ins Employer Share Exp	\$1,203,236	\$1,483,335	\$1,259,640	\$1,456,087	\$671,590	\$1,525,212	\$1,533,202
60211	NNEBT Ins Employer Share Exp	\$1,691,492	\$1,741,881	\$1,740,093	\$1,879,293	\$1,010,751	\$1,983,321	\$1,974,525
60212	S-T Disability ER Share Exp	\$8,104	\$9,506	\$7,869	\$9,692	\$3,768	\$9,924	\$9,555
60213	L-T Disability ER Share Exp	\$7,881	\$7,767	\$7,468	\$7,910	\$3,451	\$8,126	\$8,547
60214	Retiree Health Premiums Expens	\$192,199	\$185,000	\$187,238	\$176,772	\$135,151	\$234,967	\$235,000
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$98,556	\$102,557	\$100,929	\$103,919	\$57,408	\$110,877	\$111,110
60218	College Reimbursement	\$0	\$0	\$0	\$19,200	\$3,411	\$19,200	\$19,200
60230	Clothing/Uniforms Expense	\$172,564	\$151,575	\$150,436	\$171,625	\$78,879	\$176,275	\$155,275
60251	Conferences/Training Expense	\$46,200	\$67,560	\$70,454	\$97,138	\$39,655	\$122,942	\$98,312
60252	Travel/Mileage Expense	\$25,751	\$27,847	\$29,986	\$24,076	\$11,801	\$24,192	\$23,146
60253	Food/Lodging Expense	\$11,752	\$17,025	\$16,396	\$10,875	\$4,823	\$11,875	\$11,875
60256	Dues/Memberships Expense	\$42,376	\$43,339	\$47,776	\$59,233	\$15,691	\$65,097	\$65,097
60257	Professional License Fees Exp	\$14,630	\$11,810	\$19,381	\$21,310	\$16,183	\$21,310	\$21,310
60258	Hiring Costs/EE Testing Exp	\$4,781	\$6,875	\$6,677	\$10,000	\$3,460	\$12,625	\$10,000
60259	Unemployment Comp Exp	\$7,316	\$15,000	\$0	\$15,000	\$25	\$15,000	\$15,000
60260	MPERS IUUAL Credit Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$443,450	\$475,982	\$455,158	\$521,160	\$455,169	\$566,552	\$496,552

E2E	E2E Leadership Training	\$0	\$0	\$0	\$0	\$0	\$6,250	\$10,000
TRAIN	Other Training	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
INCID	Incident Initiative	\$0	\$0	\$0	\$0	\$0	\$4,175	\$4,175
	Information Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$19,381,982	\$20,541,048	\$20,248,658	\$21,182,098	\$11,839,374	\$22,733,807	\$22,362,393
		63.9%	63.4%	65.7%	64.1%	62.8%	65.0%	63.6%

Purchased Services

Account Number	Description	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 YTD	FY2021	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$83,882	\$90,000	\$115,415	\$85,800	\$69,255	\$92,000	\$92,000
60302	Audit Services Expense	\$34,020	\$38,000	\$33,280	\$35,000	\$23,040	\$35,000	\$35,000
60303	Appraisal Services Expense	\$0	\$500	\$0	\$500	\$0	\$500	\$500
60304	Registry of Deeds Fee Expense	\$5,322	\$10,600	\$11,667	\$10,600	\$4,138	\$11,183	\$11,183
60305	Computer Support/Service Exp	\$5,812	\$4,750	\$5,639	\$4,000	\$6,115	\$10,000	\$5,000
60306	Other Prof/Consult Srvs Exp	\$91,555	\$108,000	\$120,814	\$198,100	\$71,772	\$303,700	\$377,700
60308	Actuarial Expense	\$2,000	\$4,000	\$8,300	\$8,300	\$2,750	\$8,300	\$8,300
60310	Service Contracts Expense	\$205,783	\$199,201	\$224,349	\$211,460	\$121,658	\$222,097	\$221,266
60311	Operations Contracts Expense	\$397,091	\$405,591	\$339,468	\$419,785	\$209,065	\$457,990	\$457,990
60312	Temporary Contract Help Exp	\$16,210	\$25,000	\$10,000	\$25,000	\$10,000	\$25,000	\$25,000
60313	Construction Services Expense	\$39,406	\$47,500	\$37,506	\$59,124	\$13,658	\$59,474	\$58,700
60315	User License Expense	\$163,762	\$172,086	\$182,761	\$229,701	\$195,776	\$241,653	\$227,000
60317	Translation Expense	\$401	\$2,000	\$923	\$2,000	\$73	\$2,000	\$2,000
60319	Employee Assistance Program Ex	\$3,120	\$0	\$3,744	\$3,744	\$0	\$3,744	\$3,700
60320	Advertising	\$29,241	\$40,000	\$37,081	\$42,000	\$31,695	\$82,025	\$82,025
60322	UCC Expense	\$15	\$30	\$0	\$30	\$0	\$30	\$30
60325	Postage/Shipping Expense	\$30,421	\$36,150	\$41,556	\$36,014	\$15,416	\$40,084	\$39,620
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$600	\$0	\$0
60331	Land/Building Lease Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60335	Hydrant Rental Expense	\$362,355	\$400,000	\$412,921	\$419,147	\$225,932	\$432,855	\$427,500
60340	Waste Tipping Fee Expense	\$284,658	\$277,500	\$369,925	\$323,193	\$156,218	\$321,464	\$321,464
60341	Non-Burnable Disposal Exp	\$10,399	\$18,500	\$9,930	\$16,500	\$12,281	\$16,500	\$16,500
60345	Rodent Control Expense	\$0	\$1,000	\$0	\$1,000	\$0	\$1,085	\$1,000
60346	Removal of Trees & Stumps	\$3,782	\$5,000	\$8,465	\$8,000	\$10,825	\$10,000	\$8,000
60365	Recreation Programs Expense	\$9,512	\$13,115	\$10,677	\$13,115	\$3,345	\$15,215	\$15,000

60371 General Insurance Expense	\$29,424	\$28,500	\$30,841	\$32,153	\$31,569	\$33,118	\$33,118
60372 Vehicle Insurance Expense	\$76,176	\$80,000	\$82,081	\$85,050	\$80,359	\$86,100	\$86,100
60373 Building/Boiler Insurance Exp	\$41,310	\$41,500	\$41,387	\$43,456	\$49,891	\$50,000	\$50,000
60377 Surety Bonds Expense	\$489	\$675	\$625	\$675	\$738	\$743	\$743
60379 Public Official Liab Insur Exp	\$30,714	\$32,000	\$31,637	\$33,219	\$35,279	\$36,337	\$36,337
60380 Police Prof Liab Insur Exp	\$31,478	\$30,000	\$28,346	\$28,346	\$28,293	\$30,172	\$30,172
60383 Insurance Deductibles	\$8,861	\$0	\$9,820	\$0	\$0	\$9,000	\$9,000

Totals	<u>\$1,997,197</u>	<u>\$2,111,198</u>	<u>\$2,209,158</u>	<u>\$2,375,012</u>	<u>\$1,409,740</u>	<u>\$2,637,368</u>	<u>\$2,681,948</u>
	6.6%	6.5%	7.2%	7.2%	7.5%	7.5%	7.6%

Utilities & Fuel

Account Number	Description	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 YTD	FY2021	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$573,274	\$618,265	\$562,422	\$290,317	\$148,157	\$324,657	\$318,307
60401	Water Expense	\$13,627	\$14,215	\$16,826	\$16,038	\$10,569	\$17,139	\$16,834
60402	Phone/Celular/Paging Exp	\$100,111	\$95,609	\$95,672	\$95,957	\$51,687	\$104,051	\$103,965
60404	Sewer User Fee Expense	\$15,332	\$13,840	\$15,454	\$16,150	\$10,678	\$20,130	\$20,130
60405	Heating Fuel Expense	\$125,319	\$117,400	\$117,901	\$117,400	\$34,908	\$127,754	\$126,096
60406	Fiber/Internet Expense	\$28,886	\$28,400	\$28,286	\$28,400	\$16,500	\$32,520	\$32,520
60410	Diesel Fuel Expense	\$132,378	\$144,605	\$138,461	\$146,301	\$81,546	\$152,263	\$144,086
60411	Gasoline Expense	\$90,236	\$94,457	\$97,134	\$96,439	\$53,313	\$92,771	\$92,567
60412	Bottled Gas Expense	\$1,245	\$1,100	\$1,238	\$1,200	\$624	\$1,300	\$1,300
Totals		\$1,080,407	\$1,127,891	\$1,073,394	\$808,202	\$407,983	\$872,585	\$855,805
		3.6%	3.5%	3.5%	2.4%	2.2%	2.5%	2.4%

Other Operating Costs

Account Number	Description	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 YTD	FY2021	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$167,456	\$181,950	\$157,077	\$173,995	\$57,731	\$177,385	\$168,185
60452	Operating Equip Repair Exp	\$212,975	\$221,450	\$189,195	\$268,950	\$146,060	\$175,000	\$164,450
60453	Vehicle Repair/Tires/Oil Exp	\$374,789	\$294,250	\$420,426	\$317,325	\$148,190	\$446,500	\$427,950
60454	Grounds Maint/Improve Exp	\$28,862	\$40,450	\$24,583	\$48,000	\$4,265	\$48,000	\$43,900
60457	Road Maint/Improve Non-Cap	\$56,155	\$70,000	\$72,660	\$70,000	\$28,399	\$72,500	\$70,000
60461	Repair/Maint-CommunsEquip	\$15,006	\$16,050	\$18,805	\$16,650	\$3,183	\$16,650	\$15,650
60462	Road Painting Expense	\$60,967	\$64,420	\$37,142	\$64,297	\$3,298	\$64,000	\$64,000
60463	Park Improvements/Amenities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60465	Fire Boat Repair/Maint	\$4,124	\$5,000	\$4,108	\$5,000	\$0	\$5,000	\$4,000
60500	Admin/Office Supp/Eqt Non-Cap	\$51,723	\$53,525	\$53,502	\$55,034	\$24,468	\$54,084	\$53,325
60501	Operating Supp/Eqt Non-Cap	\$150,728	\$155,575	\$192,714	\$260,725	\$92,130	\$223,400	\$220,845
60502	Printing & Copying Expense	\$47,486	\$57,350	\$45,335	\$58,153	\$29,165	\$54,230	\$51,550
60503	Road Salt Expense	\$237,314	\$202,500	\$223,925	\$210,200	\$155,955	\$236,000	\$230,000
60505	Construction Supplies	\$22,282	\$24,000	\$23,476	\$24,500	\$36,287	\$25,500	\$25,000
60506	Equipment/Small Tools-Non-cap	\$30,725	\$30,170	\$28,064	\$40,850	\$18,245	\$49,700	\$47,400

60507 Street Signs Expense	\$12,029	\$8,625	\$8,671	\$7,607	\$10,098	\$10,000	\$10,000
60508 Ambulance Supplies Non-Capital	\$53,287	\$62,221	\$64,881	\$62,221	\$33,447	\$64,221	\$63,750
60509 Cleaning Supplies Expense	\$22,296	\$21,850	\$17,561	\$21,400	\$4,997	\$21,930	\$21,610
60601 Building Construc/Repair Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NEW02 Large Bins Purchased	\$0	\$0	\$0	\$0	\$0	\$0	\$18,750
60701 Bad Debt Expense	\$274,992	\$0	\$0	\$0	\$0	\$0	\$0
60703 Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60730 G.A. Electricity Expense	\$3,003	\$3,500	\$1,346	\$3,500	\$444	\$2,000	\$2,000
60731 G.A. Client Rent Expense	\$106,400	\$137,500	\$47,782	\$110,000	\$29,761	\$100,000	\$100,000
60732 G.A. Food/Grocery Expense	\$6,202	\$5,000	\$1,762	\$4,500	\$383	\$3,500	\$3,500
60734 G.A. Burials Expense	\$2,129	\$7,000	\$2,505	\$5,000	\$1,080	\$5,000	\$5,000
60736 G.A. Conveyance	\$0	\$50	\$0	\$0	\$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	\$525	\$1,000	\$0	\$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	\$1,814	\$0	\$0	\$0	\$160	\$0	\$0
60742 G.A. Water Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60743 G.A. Medical Expense	\$1,438	\$1,500	\$511	\$1,500	\$0	\$1,000	\$1,000
60750 Bond Principal Expense	\$1,645,894	\$1,526,803	\$1,517,773	\$1,433,619	\$1,067,282	\$1,423,528	\$1,423,528
60751 Bond Interest Expense	\$714,888	\$643,182	\$641,846	\$591,069	\$221,262	\$524,026	\$524,026
60754 Lease Principal Expense	\$605,433	\$544,219	\$454,145	\$672,948	\$395,765	\$767,780	\$767,780
60755 Lease Interest Expense	\$83,134	\$85,410	\$66,662	\$169,094	\$73,590	\$161,205	\$161,205
60795 Personnel Reserve	\$465,127	\$433,207	\$303,228	\$423,297	\$137,587	\$320,626	\$320,626
60794 Unallocated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60797 Miscellaneous Expense	\$51,644	\$34,175	\$78,213	\$76,814	\$20,190	\$52,925	\$52,925
60798 Contingency	\$0	\$531,380	\$0	\$250,000	\$0	\$250,000	\$400,000
60799 Transfer Out to Other Funds	\$675,136	\$675,136	\$675,136	\$675,136	\$675,136	\$723,288	\$723,288
Totals	<u>\$6,185,958</u>	<u>\$6,138,448</u>	<u>\$5,373,035</u>	<u>\$6,122,384</u>	<u>\$3,418,559</u>	<u>\$6,081,923</u>	<u>\$6,188,188</u>
	20.4%	19.0%	17.4%	18.5%	18.1%	17.4%	17.6%

Capital Outlay

Account Number	Description	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 YTD	FY2021	
							Dept Head	Mgr's Rec
60601	Building Construc/Repair Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60603	Vehicles Purchase Capital	\$50,260	\$50,000	\$48,460	\$419,000	\$287,652	\$90,000	\$87,500
60604	Road Construc/Improve Cap	\$208,198	\$500,000	\$453,576	\$388,547	\$657,690	\$0	\$0
60904	City Hall Improvements	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
60905	Community Center	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
60906	PW Facility Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60907	IT Computer Hardware	\$31,594	\$125,000	\$110,412	\$164,554	\$50,321	\$0	\$0
60908	GIS System	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60910	Rotary Park Beach Imp	\$0	\$50,000	\$0	\$0	\$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	\$18,002	\$0	\$0	\$0	\$0	\$0	\$0
60922	Clifford Park Improvements	\$0	\$5,000	\$0	\$6,000	\$113	\$0	\$0
60923	Tennis Court Repair	\$0	\$18,500	\$0	\$0	\$0	\$0	\$0
60925	PW Equipment Lease	\$78,000	\$348,047	\$140,100	\$0	\$0	\$0	\$0
60926	Telephone System	\$7,106	\$0	\$0	\$0	\$0	\$0	\$0
60927	Martel Field Improvements	\$0	\$0	\$0	\$43,000	\$0	\$0	\$0
60936	FD Building Improvement	\$12,679	\$0	\$0	\$0	\$0	\$0	\$0
60940	May Field Imp	\$0	\$4,500	\$0	\$0	\$0	\$0	\$0
60942	PW Salt Shed Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60944	Field & Lining Equip/Improves	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60948	Underground Fuel Tanks Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60950	Rotary Park Security Gate	\$135,714	\$18,500	\$0	\$0	\$0	\$0	\$0
60958	Comprehensive Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60962	Election Equipment	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0
60963	Software	\$0	\$0	\$0	\$0	\$0	\$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	\$38,662	\$0	\$0	\$0	\$0	\$0	\$0
60967	Turnout Gear	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60968	SCBA Bottles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60969	Protective Vests Fire/EMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

60970 Thacher Brook Watershed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60971 Riverwalk Phase 4	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60972 Grant Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60977 Netting for St. Louis Field	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0
60979 Saco River Project	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
60980 PACTS Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60982 Community Center	\$68,708	\$0	\$0	\$0	\$0	\$0	\$0
60983 Main Street Improvement	\$221,251	\$277,204	\$277,204	\$0	\$0	\$0	\$0
60987 Server Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60988 Desktop Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60989 Park Benches	\$0	\$2,500	\$196	\$0	\$0	\$0	\$0
60990 Playground Improvements	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0
60991 Park Security Imp	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
60992 Park Signage Imp	\$0	\$4,000	\$148	\$0	\$0	\$0	\$0
60994 Citrix Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60995 FD Equipment	\$0	\$15,000	\$13,653	\$48,000	\$41,861	\$0	\$0
61000 Employee Self Serve	\$0	\$0	\$0	\$10,446	\$7,107	\$0	\$0
61001 Elm/Pearl Intersection	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0
61002 Morin St Improvement	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0
61003 River Wall Repair	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
61004 St Louis Street Fense	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0
61005 St Louis Flagpole	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0
61006 St Louis Remote Lighting	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0
61007 PD Locker Room & Office	\$0	\$0	\$0	\$40,000	\$49,963	\$0	\$0
CIP13 Place Holder	\$0	\$0	\$0	\$0	\$0	\$1,515,547	\$2,015,547

Totals	\$870,174	\$1,592,751	\$1,043,748	\$1,645,547	\$1,094,706	\$1,605,547	\$2,103,047
	2.9%	4.9%	3.4%	5.0%	5.8%	4.6%	6.0%

Social & Municipal Services

Account Number	Description	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 YTD	FY2021	
							Dept Head	Mgr's Rec
60800	All Social Services Budget Exp	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000	\$90,000
60803	Caring Unlimited	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$0
60806	Stone Soup Food Pantry	\$6,000	\$8,500	\$8,500	\$8,000	\$8,000	\$0	\$0
60811	Bon Appetit Soup Kitchen	\$15,000	\$15,000	\$15,000	\$15,000	\$7,500	\$0	\$0
60815	Friends of Community Action	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
60817	Home Health Visiting Nurses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60823	In A Pinch Program	\$8,000	\$8,000	\$8,000	\$8,000	\$4,000	\$0	\$0
60824	Day One	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0
60826	Coummunity Bicycle Center	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	\$0
60827	Seeds of Hope Neighborhood Ctr	\$8,800	\$12,000	\$12,000	\$15,000	\$15,000	\$0	\$0
60828	Biddeford Food Pantry	\$0	\$8,500	\$8,500	\$8,000	\$8,000	\$0	\$0
60829	Biddeford Education	\$0	\$0	\$0	\$15,000	\$15,000	\$0	\$0
60851	McArthur Library	\$478,364	\$505,539	\$505,539	\$505,539	\$294,898	\$558,608	\$558,608
60852	Historical Society	\$6,876	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
60853	City Theater	\$28,500	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
60854	Bidd-Saco-OOB Transit District	\$125,000	\$140,000	\$140,000	\$165,000	\$165,000	\$200,000	\$200,000
60855	Biddeford Conservation Comm	\$1,753	\$5,000	\$3,908	\$5,000	\$435	\$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	\$9,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
60859	Downtown Development Comm	\$0	\$2,500	\$231	\$0	\$0	\$0	\$0
60860	So ME Reg Planning Comm	\$7,379	\$8,117	\$8,117	\$8,928	\$8,928	\$9,196	\$9,196
60861	Bidd-Saco Economic Dev Corp	\$10,361	\$10,361	\$10,361	\$10,361	\$0	\$10,361	\$10,361
60862	Historic Preservation Comm	\$454	\$800	\$15	\$800	\$0	\$800	\$800
60863	Heart of Biddeford	\$23,750	\$27,500	\$27,500	\$27,500	\$27,500	\$35,000	\$35,000
60864	Holiday Lighting	\$10,450	\$12,500	\$12,500	\$22,500	\$21,929	\$16,133	\$16,133
60865	Sea Level Working Group	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60866	Project Canopy Committee	\$5,000	\$5,000	\$5,585	\$5,000	\$1,600	\$5,000	\$5,000
60869	Downtown Promotions/Events	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
60870	Biddeford Cultural and Heritage C	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
COMMU	Community Health and Counselin	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SMVMC	Southern Maine Veterans' Memoi	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
BMMUS	Biddeford Mills Museum	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000

LIFE The LifeFlight Foundation	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
BEACH Southern Maine Beach Profile Pr	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
PATHF Saco Pathfinders Snowmobile Ch	\$0	\$0	\$0	\$0	\$0	\$1,600	\$1,600
ENGIN Engine	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
AGEFR Age Friendly	\$0	\$0	\$0	\$0	\$0	\$3,140	\$3,140
YOUTH Youth Connection	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
ADJST CM Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	(\$61,338)
Totals	\$796,887	\$869,817	\$866,256	\$918,128	\$676,290	\$1,051,338	\$990,000
	2.6%	2.7%	2.8%	2.8%	3.6%	3.0%	2.8%

City of Biddeford, Maine

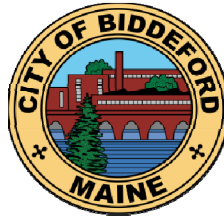
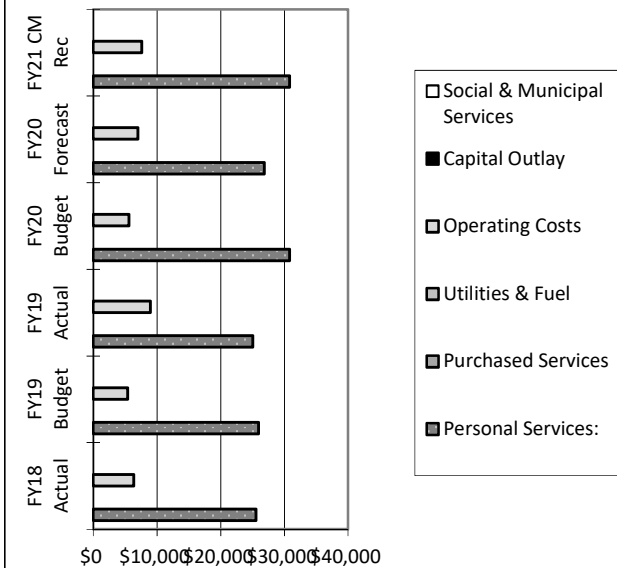
Fiscal Year 2021

Budget: Mayor/Council

Account Number: 21101

						FY21	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	Dept Head	Manager's Rec
Personnel Services:	\$25,531	\$25,950	\$25,032	\$30,825	\$12,893	\$30,825	\$26,925
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$6,337	\$5,400	\$8,978	\$5,601	\$5,247	\$7,601	\$7,600
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$31,869	\$31,350	\$34,010	\$36,426	\$18,141	\$38,426	\$34,525

Graphic Representation

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$1,591
Workers Comp	\$60
Health Insurance	\$0
Retirement	\$0
Unemployment	\$18
Other Insurance	\$0
Total Fringe Benefit Impact	\$1,669
# of Full Time Employees	0.10

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$30,825	\$26,925	-\$3,900	-12.7%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$5,601	\$7,600	\$1,999	35.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$36,426	\$34,525	-\$1,901	-5.2%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$10,000	\$10,000	\$10,000	\$10,000	\$5,833	\$10,000	\$10,000
60106	P-T Employee Wage Exp	\$0	\$3,900	\$3,765	\$3,900	\$960	\$3,900	\$0
60121	Annual Stipend Pay Expense	\$14,625	\$10,800	\$11,050	\$10,800	\$6,100	\$10,800	\$10,800
60251	Conferences/Training Expense	\$907	\$1,250	\$217	\$1,925	\$0	\$1,925	\$1,925
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$4,200	\$0	\$4,200	\$4,200
Totals		\$25,531	\$25,950	\$25,032	\$30,825	\$12,893	\$30,825	\$26,925

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$0	\$650	\$965	\$601	\$0	\$601	\$600
60797	Miscellaneous Expense	\$6,337	\$4,750	\$8,014	\$5,000	\$5,247	\$7,000	\$7,000
Totals		\$6,337	\$5,400	\$8,978	\$5,601	\$5,247	\$7,601	\$7,600

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21101 Mayor/Council

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
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	-		VACANT
Total Budgeted Positions		0.10	24,700.00	24,700.00	20,800.00		



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Mayor/Council

Account Title: Dept Manager Salary Exp

Department Number: 21101

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$9,999.96	\$10,000.00	\$9,999.96	\$10,000.00	\$10,000.00

FY2021 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.

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Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Mayor/Council

Account Title: P-T Employee Wage Exp

Department Number: 21101

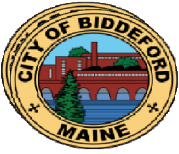
Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$3,900.00	\$3,765.00	\$3,900.00	\$960.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,900.00	\$0.00		(\$3,900.00)

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.

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Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Mayor/Council

Account Title: Annual Stipend Pay Expense

Department Number: 21101

Account Number: 60121

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$14,624.66	\$10,800.00	\$11,050.00	\$10,800.00	\$10,800.00

FY2021 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.

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Fiscal Year 2021 Budget Request

February 27, 2020

Department: Mayor/Council

Account Title: Conferences/Training Expense

Department Number: 21101

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$906.87	\$1,250.00	\$217.12	\$1,925.00	\$900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,925.00	\$1,925.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department:

Mayor/Council

Account Title: Dues/Memberships Expense

Department Number: 21101

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00

FY2021 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.

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Mayor's Coalition portion of shared municipal expenses (estimate)



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Mayor/Council

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

Department Number: 21101

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$650.00	\$964.61	\$601.00	\$600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 600.50	\$600.00		(\$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.

<i>Description:</i>	<i>Units:</i>	<i>Unit Price:</i>	<i>Subtotal:</i>
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 2021 Budget Request

February 27, 2020

Department: Mayor/Council

Account Title: Miscellaneous Expense

Department Number: 21101

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,337.24	\$4,750.00	\$8,013.67	\$5,000.00	\$6,400.00

FY2021 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.

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	\$160.00	\$5,440.00
Printing (stationary, cards, etc)	4	\$140.00	\$560.00
			\$7,550.00

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

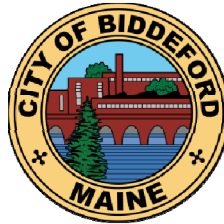
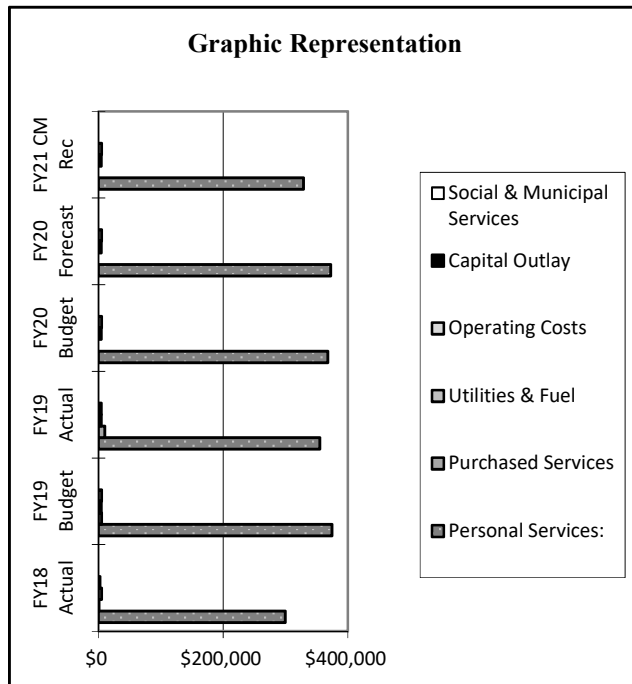
City of Biddeford, Maine

Fiscal Year 2021

Budget: City Manager

Account Number: 21102

						FY21	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	Dept Head	Manager's Rec
Personnel Services:	\$299,475	\$374,249	\$355,114	\$367,770	\$211,353	\$328,841	\$328,841
Purchased Services	\$823	\$5,000	\$10,000	\$0	\$703	\$0	\$0
Utilities & Fuel	\$4,550	\$4,200	\$4,200	\$4,200	\$2,450	\$4,200	\$4,200
Operating Costs	\$2,250	\$4,650	\$4,141	\$4,678	\$955	\$4,658	\$4,650
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$307,097	\$388,099	\$373,455	\$376,648	\$215,461	\$337,699	\$337,691



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$23,814
Workers Comp	\$912
Health Insurance	\$45,458
Retirement	\$26,799
Unemployment	\$267
Other Insurance	\$3,260
Total Fringe Benefit Impact	\$100,510
# of Full Time Employees	3.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$367,770	\$328,841	-\$38,929	-10.6%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$4,200	\$4,200	\$0	\$0
Operating Costs	\$4,678	\$4,650	-\$28	-0.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$376,648	\$337,691	-\$38,957	-10.3%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$125,100	\$125,747	\$136,168	\$129,519	\$76,638	\$132,757	\$132,757
60102	Mid Mgmt Hrly Employee Wa	\$100,853	\$102,918	\$107,150	\$107,549	\$62,471	\$110,917	\$110,917
60105	F-T Employee Wage Exp	\$51,719	\$122,582	\$88,882	\$105,629	\$61,272	\$56,723	\$56,723
60123	Car Allowance Expense	\$5,781	\$5,835	\$6,584	\$6,185	\$3,092	\$6,132	\$6,132
60129	Insurance Buyout Pay	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$4,681	\$3,700	\$4,334	\$15,233	\$4,647	\$18,657	\$18,657
60252	Travel/Mileage Expense	\$4,162	\$3,662	\$4,162	\$420	\$1,230	\$420	\$420
60253	Food/Lodging Expense	\$4,368	\$7,125	\$6,522	\$875	\$1,290	\$875	\$875
60256	Dues/Memberships Expense	\$1,309	\$1,180	\$1,313	\$2,360	\$713	\$2,360	\$2,360
Totals		\$299,475	\$374,249	\$355,114	\$367,770	\$211,353	\$328,841	\$328,841

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$823	\$5,000	\$10,000	\$0	\$703	\$0	\$0
Totals		\$823	\$5,000	\$10,000	\$0	\$703	\$0	\$0

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$4,550	\$4,200	\$4,200	\$4,200	\$2,450	\$4,200	\$4,200
Totals		\$4,550	\$4,200	\$4,200	\$4,200	\$2,450	\$4,200	\$4,200

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 02/28/18	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,250	\$2,900	\$3,232	\$2,928	\$817	\$2,908	\$2,900
60501	Operating Supp/Eqt Non-Cap	\$0	\$1,750	\$908	\$1,750	\$138	\$1,750	\$1,750
Totals		\$2,250	\$4,650	\$4,141	\$4,678	\$955	\$4,658	\$4,650

**Department Personnel Budget
Fiscal Year 2021**

Department: 21102 City Manager

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
CITY MANAGER	10685	1.00	132,248.48	132,757.13	132,757.13		BENNETT
CHIEF OPERATING OFFICER	56030	1.00	110,492.20	110,917.17	110,917.17		PHINNEY
EXECUTIVE ASSOCIATE	10829	1.00	56,505.28	56,722.61	56,722.61		NORTON
Total Budgeted Positions		3.00	299,245.96	300,396.91	300,396.91		



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

City Manager

Account Title: Dept Manager Salary Exp

Department Number:

21102

Account Number:

60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$125,100.38	\$125,747.00	\$136,167.63	\$129,519.00	\$132,589.76

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$132,757.13	\$132,757.13		\$3,238.13

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 City Manager Salary



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21102

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$100,852.86	\$102,918.00	\$107,149.52	\$107,549.00	\$ 109,217.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,917.17	\$110,917.17		\$3,368.17

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.

This line reflects 100% of COO Salary. 43% will be charged to other accounts as shown in transfer/revenue to cover direct costs.

$\$110,917.17 \times 43\% =$ \$47,694.38 to be transferred

Reduction in transfer amount reflects adjustment to project direct costs.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: F-T Employee Wage Exp

Department Number: 21102

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$51,719.08	\$122,582.00	\$88,882.45	\$105,629.00	\$106,901.63

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$56,722.61	\$56,722.61		(\$48,906.39)

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.

Line reflects 100% of current full-time executive associate and communications position wages. \$ 106,918.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Car Allowance Expense

Department Number: 21102

Account Number: 60123

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,781.36	\$5,835.00	\$6,583.65	\$6,185.00	\$6,185.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 6,131.73	\$6,131.73		(\$53.27)

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.

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

Current Rate: \$ 510.98

Desc.	Unit	Unit Price	Subtotal
Car Allowance (Base \$500 adj to \$510.98)	12 \$	510.98 \$	6,131.73

IRS rate change to 0.575 for 2020 ($0.575/0.58=0.9914$, $0.9914*515.41=510.98$)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Conferences/Training Expense

Department Number: 21102

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,681.04	\$3,700.00	\$4,334.00	\$15,233.00	\$13,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,657.00	\$18,657.00		\$3,424.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Conference	2	\$860.00	\$1,720.00
ICMA Regional Mtg	1	\$225.00	\$225.00
MTCMA Institute	2	\$474.00	\$948.00
MTCMA Interchange	2	\$100.00	\$200.00
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	\$700.00	\$1,400.00
Big Ideas Conference (airfare)	2	\$400.00	\$800.00
ICMA Conferences (airfare)	2	\$450.00	\$900.00
ICMA Regional Mtg (airfare)	1	\$400.00	\$400.00
MTCMA Institute	2	\$132.25	\$264.50
MTCMA Interchange	2	\$132.25	\$264.50
MMA Conference	1	\$210.00	\$210.00
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
Big Ideas Conf	2	\$200.00	\$325.00
ICMA Confs	2	\$450.00	\$1,000.00
ICMA Regional Mtg	1	\$225.00	\$400.00
MTCMA Institute	2	\$125.00	\$400.00
MTCMA Interchange	2	\$50.00	\$150.00
MMA Conf	2	\$50.00	\$125.00
			\$350.00
			\$18,657.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Travel/Mileage Expense

Department Number: 21102

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,162.18	\$3,662.00	\$4,161.68	\$420.00	\$1,575.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$420.00	\$420.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$0.575	\$287.50
			\$417.50

**Conference expenses moved to 60251



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Food/Lodging Expense

Department Number: 21102

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,368.46	\$7,125.00	\$6,522.36	\$875.00	\$1,289.76

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$875.00	\$875.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>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 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Dues/Memberships Expense

Department Number: 21102

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,309.40	\$1,180.00	\$1,312.83	\$2,360.00	\$1,330.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,360.00	\$2,360.00		\$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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	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 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21102

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$822.75	\$5,000.00	\$10,000.00	\$0.00	\$0.00

FY2021 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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FY2020 moved to 21111 (General Government)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Phone/Celular/Paging Exp

Department Number: 21102

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,550.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00

FY2021 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.

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<u>Description:</u>	<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 2021 Budget Request

February 27, 2020

Department: City Manager

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

Department Number: 21102

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,249.93	\$2,900.00	\$3,232.21	\$2,928.00	\$2,900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,908.00	\$2,900.00		(\$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
		Coffee Revenue	<u>-\$1,100.00</u>
			<u>\$2,908.00</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 2021 Budget Request

February 27, 2020

Department: City Manager

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21102

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$1,750.00	\$908.29	\$1,750.00	\$1,750.00

FY2021 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

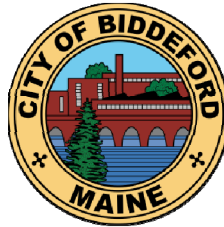
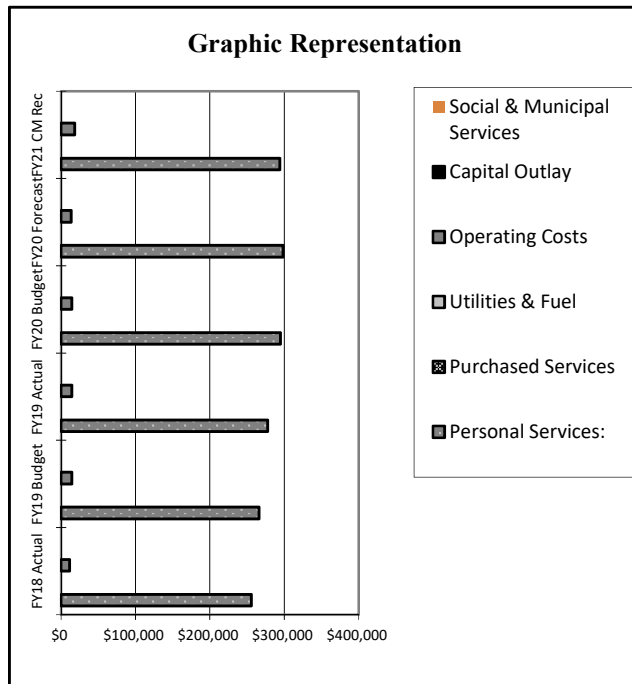
City of Biddeford, Maine

Fiscal Year 2021

Budget: City Clerk

Account Number: 21103

						FY21	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	Dept Head	Manager's Rec
Personnel Services:	\$255,620	\$265,856	\$277,640	\$294,803	\$171,425	\$294,160	\$294,160
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$11,202	\$14,400	\$14,517	\$14,300	\$8,823	\$18,300	\$16,200
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$266,822	\$280,256	\$292,157	\$309,103	\$180,248	\$312,460	\$310,360



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$22,564
Workers Comp	\$832
Health Insurance	\$67,031
Retirement	\$25,967
Unemployment	\$256
Other Insurance	\$4,002
Total Fringe Benefit Impact	\$120,653
# of Full Time Employees	5.69

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$294,803	\$294,160	-\$643	-0.2%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$14,300	\$16,200	\$1,900	13.3%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$309,103	\$310,360	\$1,257	0.4%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$81,506	\$81,808	\$84,621	\$84,938	\$49,727	\$87,105	\$87,105
60105	F-T Employee Wage Exp	\$167,315	\$179,470	\$190,868	\$204,055	\$119,549	\$204,355	\$204,355
60111	Overtime Wage Expense	\$4,207	\$4,000	\$1,400	\$5,000	\$2,088	\$2,000	\$2,000
60129	Insurance Buyout Pay	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$160	\$110	\$400	\$660	\$0	\$510	\$510
60252	Travel/Mileage Expense	\$38	\$300	\$132	\$50	\$0	\$70	\$70
60253	Food/Lodging Expense	\$63	\$0	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$80	\$168	\$220	\$100	\$60	\$120	\$120
Totals		\$255,620	\$265,856	\$277,640	\$294,803	\$171,425	\$294,160	\$294,160

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,343	\$3,400	\$2,899	\$3,300	\$1,262	\$3,300	\$3,200
60501	Operating Supp/Eqt Non-Cap	\$135	\$0	\$466	\$0	\$0	\$0	\$0
60502	Printing & Copying Expense	\$8,724	\$11,000	\$11,152	\$11,000	\$7,562	\$15,000	\$13,000
Totals		\$11,202	\$14,400	\$14,517	\$14,300	\$8,823	\$18,300	\$16,200

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21103 Mayor/Council

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
CITY CLERK	42235	1.00	86,771.36	87,105.10	87,105.10		MORRIS
DEPUTY CITY CLERK/DEPUTY TAX COLLEC	10003	1.00	55,036.80	55,248.48	55,248.48		ST. OURS
PAYMENTS CLERK-PT	60000	0.69	24,310.00	24,403.50	24,403.50		VACANT
PAYMENTS CLERK	10637	1.00	40,934.40	41,091.84	41,091.84		GAGNE
PAYMENTS CLERK	10590	1.00	46,038.30	46,215.37	46,215.37		DUROSS
PAYMENTS CLERK	10929	1.00	37,252.80	37,396.08	37,396.08		O'DRISCOLL
TOTAL BUDGETED POSITIONS		5.69	290,343.66	291,460.37	291,460.37		



Fiscal Year 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: Dept Manager Salary Exp

Department Number: 21103

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$81,506.39	\$81,808.00	\$84,620.62	\$84,938.00	\$86,939.59

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$87,105.10	\$87,105.10		\$2,167.10

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.

City Clerk/Voter Registrar/General Assistance Director



Fiscal Year 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: F-T Employee Wage Exp

Department Number: 21103

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$167,314.92	\$179,470.00	\$190,867.90	\$204,055.00	\$209,498.75

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$204,355.27	\$204,355.27		\$300.27

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 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: Overtime Wage Expense

Department Number: 21103

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,206.95	\$4,000.00	\$1,400.14	\$5,000.00	\$1,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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 for City Clerk's staff during election time, including early processing of absentee ballots on Saturday; Overtime pay when staff is required to work after 5:00 pm for late customers.



Fiscal Year 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: Conferences/Training Expense

Department Number: 21103

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$160.00	\$110.00	\$400.00	\$660.00	\$160.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$510.00	\$510.00		\$0.00

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

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

Elections/Voter Registration Workshop (2 Staff Members to attend a 2-day training) - 2 x \$120 = \$240.00

Tax Collector Workshops (2) - (Deputy City Clerk/Tax Collector to attend) - \$110.00



Fiscal Year 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: Travel/Mileage Expense

Department Number: 21103

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$38.38	\$300.00	\$131.55	\$50.00	\$25.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$70.00	\$70.00		\$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.

Elections/Voter Registration Workshops (2 days) in Portland - 70 miles x \$.57.5 = \$40.25, plus tolls
Vital Records Workshop in Portland - 35 miles x \$.57.5 = \$20.13, plus tolls



Fiscal Year 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: Food/Lodging Expense

Department Number: 21103

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$63.34	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: Dues/Memberships Expense

Department Number: 21103

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$80.00	\$168.00	\$220.00	\$100.00	\$120.00

FY2021 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.

Maine Town & City Clerks' Association Membership Dues for City Clerk and Deputy Clerk - 2 x \$30 = \$60.00

York County City & Town Clerks' Association Membership Dues for City Clerk and Deputy Clerk - 2 x \$15 = \$30.00

Maine Tax Collectors Association Membership Dues for Deputy Tax Collector - \$30.00



Fiscal Year 2021 Budget Request

February 26, 2020

Department:

City Clerk

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

Department Number: 21103

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,342.57	\$3,400.00	\$2,898.91	\$3,300.00	\$2,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,300.00	\$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.

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

Receipt paper rolls for counter receipt printers - \$1300.00

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

Poland Spring Water/Cooler - \$500.00



Fiscal Year 2021 Budget Request

February 26, 2020

Department:

City Clerk

Account Title: Printing & Copying Expense

Department Number: 21103

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,724.00	\$11,000.00	\$11,152.41	\$11,000.00	\$11,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$13,000.00		\$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.

Dog license reminder postcards - \$150.00

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

General Code - annual maintenance fee - \$1,195.00

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 - \$5,000.00

reduce the amount of restoration of old records slightly

City of Biddeford, Maine

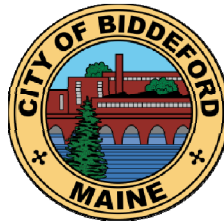
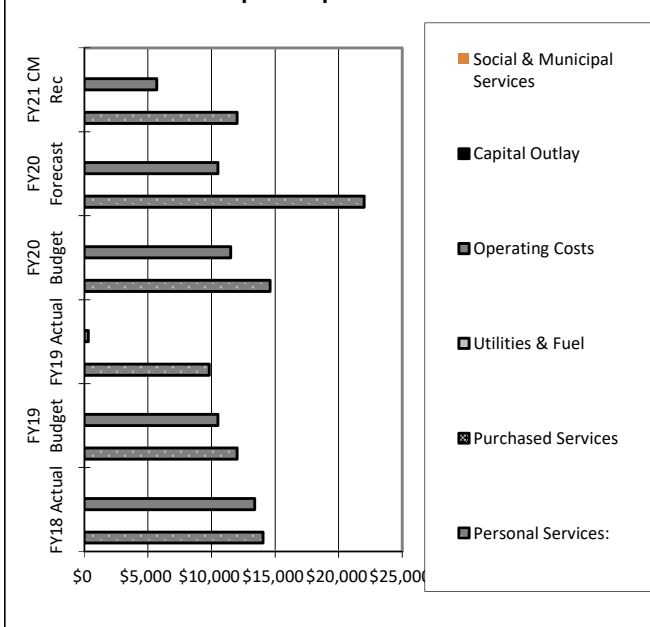
Fiscal Year 2021

Budget: Elections/Voter Registration

Account Number: 21104

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$14,051	\$12,000	\$9,828	\$14,600	\$7,465	\$12,000	\$12,000
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$13,405	\$10,500	\$301	\$11,500	\$5,347	\$5,700	\$5,700
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$27,456	\$22,500	\$10,129	\$26,100	\$12,811	\$17,700	\$17,700

Graphic Representation

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$918
Workers Comp	\$34
Health Insurance	\$0
Retirement	\$0
Unemployment	\$10
Other Insurance	\$0
Total Fringe Benefit Impact	\$962
# of Full Time Employees	0.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$14,600	\$12,000	-\$2,600	-17.8%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$11,500	\$5,700	-\$5,800	-50.4%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$26,100	\$17,700	-\$8,400	-32.2%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60107	Temp/Seasonal Emp Wage Ex	\$13,368	\$12,000	\$7,284	\$14,600	\$7,465	\$12,000	\$12,000
60111	Overtime Wage Expense	\$683	\$0	\$2,544	\$0	\$0	\$0	\$0
Totals		\$14,051	\$12,000	\$9,828	\$14,600	\$7,465	\$12,000	\$12,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$38	\$1,500	\$301	\$1,500	\$998	\$700	\$700
60501	Operating Supp/Eqt Non-Cap	\$4,899	\$0	\$0	\$0	\$0	\$0	\$0
60502	Printing & Copying Expense	\$8,468	\$9,000	\$0	\$10,000	\$4,348	\$5,000	\$5,000
Totals		\$13,405	\$10,500	\$301	\$11,500	\$5,347	\$5,700	\$5,700

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21104 Elections/Voter Registration

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
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 2021 Budget Request

February 26, 2020

Department: Elections/Voter Registration

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21104

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$13,368.48	\$12,000.00	\$7,284.00	\$14,600.00	\$22,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$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 2020 General Presidential Election (extra Ward Workers will be hired)



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Elections/Voter Registration

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

Department Number: 21104

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$37.98	\$1,500.00	\$301.33	\$1,500.00	\$1,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		(\$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.

Election day supplies and other preparations (pens, clasp envelopes, tape, signage, etc)

Voter Registration cards



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Elections/Voter Registration

Account Title: Printing & Copying Expense

Department Number: 21104

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,468.02	\$9,000.00	\$0.00	\$10,000.00	\$9,000.00

FY2021 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.

The \$5,000 is being budgeted in the event the City decides to have a bond referendum in November 2020 (or June 2021)

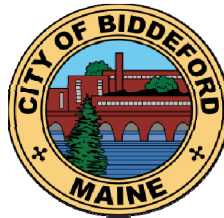
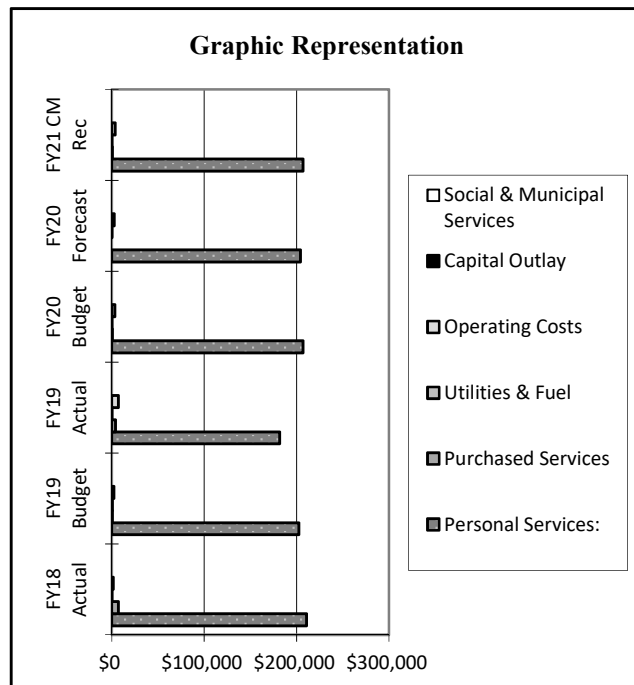
City of Biddeford, Maine

Fiscal Year 2021

Budget: Assessing

Account Number: 21105

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$210,580	\$202,567	\$181,524	\$206,973	\$116,288	\$207,037	\$207,037
Purchased Services	\$7,190	\$500	\$4,221	\$500	\$0	\$500	\$500
Utilities & Fuel	\$96	\$718	\$42	\$306	\$25	\$306	\$285
Operating Costs	\$1,756	\$2,300	\$7,192	\$3,400	\$2,500	\$3,550	\$3,500
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$219,622	\$206,085	\$192,980	\$211,179	\$118,813	\$211,393	\$211,322

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$15,321
Workers Comp	\$3,119
Health Insurance	\$42,865
Retirement	\$20,228
Unemployment	\$174
Other Insurance	\$2,996
Total Fringe Benefit Impact	\$84,703
# of Full Time Employees	3.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$206,973	\$207,037	\$64	0.0%
Purchased Services	\$500	\$500	\$0	0.0%
Utilities & Fuel	\$306	\$285	-\$21	-6.9%
Operating Costs	\$3,400	\$3,500	\$100	2.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$211,179	\$211,322	\$143	0.1%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$114,522	\$105,548	\$87,136	\$95,195	\$55,606	\$97,403	\$97,403
60102	Mid Mgmt Hrly Employee Wa	\$54,606	\$54,810	\$45,567	\$56,494	\$33,269	\$58,276	\$58,276
60105	F-T Employee Wage Exp	\$37,163	\$37,459	\$41,338	\$42,804	\$20,244	\$43,848	\$43,848
60111	Overtime Wage Expense	\$0	\$750	\$92	\$750	\$0	\$0	\$0
60129	Insurance Buyout Pay	\$750	\$0	\$0	\$300	\$0	\$0	\$0
60251	Conferences/Training Expense	\$1,898	\$1,950	\$2,814	\$7,640	\$5,334	\$3,500	\$3,500
60252	Travel/Mileage Expense	\$158	\$450	\$762	\$450	\$876	\$450	\$450
60253	Food/Lodging Expense	\$793	\$800	\$2,905	\$2,300	\$0	\$2,500	\$2,500
60256	Dues/Memberships Expense	\$690	\$800	\$910	\$1,040	\$960	\$1,060	\$1,060
Totals		\$210,580	\$202,567	\$181,524	\$206,973	\$116,288	\$207,037	\$207,037

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60303	Appraisal Services Expense	\$0	\$500	\$0	\$500	\$0	\$500	\$500
60306	Other Prof/Consult Svcs Exp	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0
60310	Service Contracts Expense	\$7,190	\$0	\$221	\$0	\$0	\$0	\$0
Totals		\$7,190	\$500	\$4,221	\$500	\$0	\$500	\$500

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60411	Gasoline Expense	\$96	\$718	\$42	\$306	\$25	\$306	\$285
Totals		\$96	\$718	\$42	\$306	\$25	\$306	\$285

Other Operating Costs

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$734	\$1,100	\$418	\$800	\$492	\$650	\$600
60500	Admin/Office Supp/Eqt Non-C	\$544	\$450	\$1,792	\$800	\$574	\$800	\$800
60501	Operating Supp/Eqt Non-Cap	\$327	\$450	\$4,982	\$1,500	\$1,434	\$1,800	\$1,800
60502	Printing & Copying Expense	\$151	\$300	\$0	\$300	\$0	\$300	\$300
Totals		\$1,756	\$2,300	\$7,192	\$3,400	\$2,500	\$3,550	\$3,500

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21105 Assessing

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
ASSESSOR	10243	1.00	97,029.92	97,403.11	97,403.11		DESJARDINS
ASST. ASSESSOR	10919	1.00	58,052.80	58,276.08	58,276.08		LE
ADMINISTRATIVE ASST.	10663	1.00	43,680.00	43,848.00	43,848.00		BINETTE
TOTAL BUDGETED POSITIONS		3.00	198,762.72	199,527.19	199,527.19		



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Dept Manager Salary Exp

Department Number: 21105

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$114,522.26	\$105,548.00	\$87,136.03	\$95,195.00	\$97,400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$97,403.11	\$97,403.11		\$2,208.11

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Mid Mgmt Hrly Employee Wage Ex

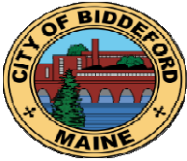
Department Number: 21105

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$54,606.37	\$54,810.00	\$45,567.44	\$56,494.00	\$58,275.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$58,276.08	\$58,276.08		\$1,782.08

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: F-T Employee Wage Exp

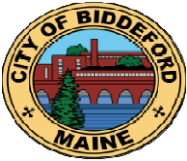
Department Number: 21105

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$37,162.71	\$37,459.00	\$41,337.60	\$42,804.00	\$39,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,848.00	\$43,848.00		\$1,044.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Overtime Wage Expense

Department Number: 21105

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$750.00	\$92.26	\$750.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Conferences/Training Expense

Department Number: 21105

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,897.58	\$1,950.00	\$2,813.79	\$7,640.00	\$5,334.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		(\$4,140.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Maine Revenue Service, Vision Technologies, IAAO and MAAO training.
Training is required for yearly continuing education requirements for CMA (Certified Maine Assessor)
Re-certification

Maine Revenue Service, Tax School: \$200 x 3= \$600

Maine Chapter IAAO: \$100/Person x 2= \$200

MAAO: \$100/person x 2=\$200

IAAO Online Course: \$800/Deputy Assessor (Assessor expense through Saco)

IAAO Advanced Training for higher level CMA Certification: \$1,500

IAAO Maine Chapter Spring Conference \$250 per person (Assessor will expense in Saco)



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Travel/Mileage Expense

Department Number: 21105

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$158.40	\$450.00	\$762.42	\$450.00	\$876.14

FY2021 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 meetings and schooling, IAAO, MAAO classes, Excel seminars, vision one day seminars and any various assessing travels that come up

reduced back to current year appropriations with expectation that the staff will use the city vehicle assigned to the department instead of their personal vehicles for travel to training



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Food/Lodging Expense

Department Number: 21105

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$793.12	\$800.00	\$2,904.75	\$2,300.00	\$2,300.00

FY2021 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.

Lodging for MAAO conference/training located in Sebasco Estates ME (65 miles)
\$300/Person x 2= \$600 (3 days, conference/training)

Lodging for MRS tax school located in Belfast, ME (120 miles)
\$650/Person x 2 - \$1,300 (four days conference training)

Lodging for IAAO schooling in Sunday River (100 miles)
\$200 per night x 1= \$400 (3 days conference training)

Slight increase due to potential increase in lodging expense

The MRS tax school in Belfast as well as Sunday River have are expended at end of Fiscal Year



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Dues/Memberships Expense

Department Number: 21105

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$690.00	\$800.00	\$910.00	\$1,040.00	\$960.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,060.00	\$1,060.00		\$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.

International Association of Assessing Officers - \$440(Increased \$10 a month x 2)

Maine Chapter IAAO= \$60

Maine Association of Assessing Officers= \$80

Real Estate State License Fees= \$100

Appraisal State License Fee= \$380



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Appraisal Services Expense

Department Number: 21105

Account Number: 60303

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21105

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Service Contracts Expense

Department Number: 21105

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,190.00	\$0.00	\$221.49	\$0.00	\$0.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Gasoline Expense

Department Number: 21105

Account Number: 60411

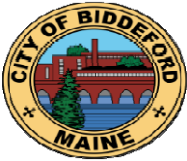
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$95.73	\$718.00	\$42.09	\$306.00	\$200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$306.00	\$285.00		(\$21.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

Plan for FY 2021 use the vehicle for more inspections and assessing classes



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21105

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$734.33	\$1,100.00	\$417.60	\$800.00	\$17.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$600.00		(\$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.

Estimated by Carl at Public Works



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

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

Department Number: 21105

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$544.24	\$450.00	\$1,792.14	\$800.00	\$800.00

FY2021 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.

Annual miscellaneous office supplies \$500

Poland Spring Water= \$25/ave montly x 12- \$300



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21105

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$326.82	\$450.00	\$4,982.27	\$1,500.00	\$1,474.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		\$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.

Marshall & Swift Cost Manuals annual Cost \$1,300

Mi-Fi Estimated Yearly expense approximately \$500/\$40.01 a month

Increase due to establishing a Mi-Fi account which would allow our surface to have staff log in to our software while in the field for more accurate and efficient assessment data

For FY 2020 we will only expend approximately half of the \$40.01 a month wi-fi expense

For FY 2021 we will expend all twelve months of Mi-Fi service



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Assessing

Account Title: Printing & Copying Expense

Department Number: 21105

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$150.86	\$300.00	\$0.00	\$300.00	\$300.00

FY2021 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

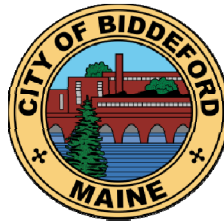
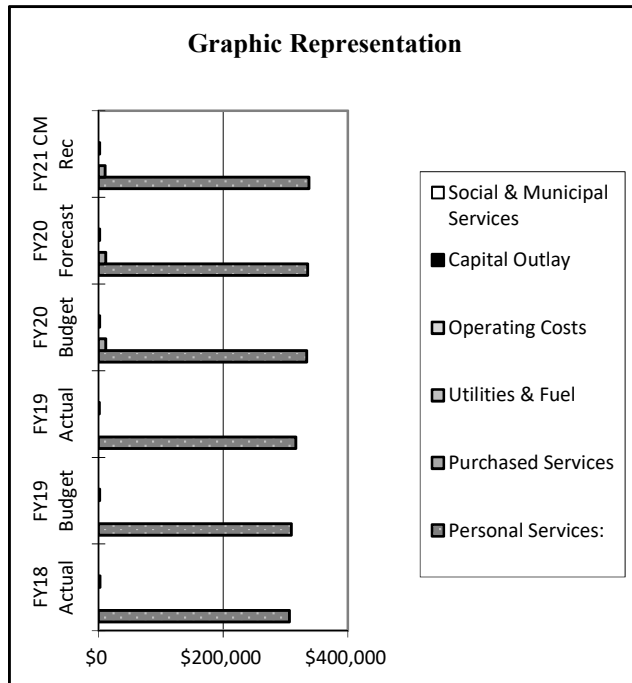
City of Biddeford, Maine

Fiscal Year 2021

Budget: Finance

Account Number: 21106

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$306,083	\$309,385	\$316,615	\$334,138	\$192,038	\$337,690	\$337,350
Purchased Services	\$0	\$0	\$0	\$11,200	\$7,817	\$10,200	\$10,200
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$1,954	\$1,560	\$1,356	\$1,560	\$1,006	\$1,560	\$1,560
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$308,036	\$310,945	\$317,971	\$346,898	\$200,862	\$349,450	\$349,110



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$26,291
Workers Comp	\$945
Health Insurance	\$65,549
Retirement	\$27,489
Unemployment	\$330
Other Insurance	\$4,977
Total Fringe Benefit Impact	\$125,581
# of Full Time Employees	5.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$334,138	\$337,350	\$3,212	1.0%
Purchased Services	\$11,200	\$10,200	-\$1,000	-8.9%
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:	\$346,898	\$349,110	\$2,212	0.6%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$105,545	\$106,408	\$108,129	\$108,536	\$63,255	\$110,802	\$110,802
60102	Mid Mgmt Hrly Employee Wa	\$151,577	\$152,136	\$157,918	\$135,403	\$79,823	\$134,257	\$134,257
60105	F-T Employee Wage Exp	\$46,874	\$46,186	\$48,011	\$85,274	\$48,065	\$87,445	\$87,445
60111	Overtime Wage Expense	\$9	\$250	\$36	\$200	\$30	\$460	\$400
60251	Conferences/Training Expense	\$390	\$1,400	\$685	\$3,780	\$630	\$3,780	\$3,500
60252	Travel/Mileage Expense	\$497	\$970	\$1,007	\$0	\$0	\$0	\$0
60253	Food/Lodging Expense	\$0	\$1,100	\$500	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$1,190	\$935	\$330	\$945	\$235	\$945	\$945
Totals		\$306,083	\$309,385	\$316,615	\$334,138	\$192,038	\$337,690	\$337,350

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$0	\$0	\$0	\$11,200	\$7,817	\$10,200	\$10,200
Totals		\$0	\$0	\$0	\$11,200	\$7,817	\$10,200	\$10,200

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$800	\$1,200	\$996	\$1,200	\$826	\$1,200	\$1,200
60501	Operating Supp/Eqt Non-Cap	\$1,154	\$360	\$360	\$360	\$180	\$360	\$360
Totals		\$1,954	\$1,560	\$1,356	\$1,560	\$1,006	\$1,560	\$1,560

**Department Personnel Budget
Fiscal Year 2021**

Department: 21106 Finance

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
FINANCE DIRECTOR	10813	1.00	110,377.80	110,802.33	110,802.33		FOURNIER
TAX COLLECTOR	14950	1.00	63,808.68	64,054.10	64,054.10		CYR
DEPUTY FINANCE DIRECTOR	10297	1.00	69,934.28	70,203.26	70,203.26		MATHERNE
AP/FINANCE CLERK	52050	1.00	42,411.20	42,574.32	42,574.32		WENTWORTH
AR/FINANCE CLERK	10977	1.00	44,699.20	44,871.12	44,871.12		SHAW
TOTAL BUDGETED POSITIONS		5.00	331,231.16	332,505.13	332,505.13		

Notes:

A portion of the Finance staff is transferred from Wastewater, as all payroll, AP and Billing is centralized in Finance.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: Dept Manager Salary Exp

Department Number: 21106

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$105,544.53	\$106,408.00	\$108,128.79	\$108,536.00	\$110,802.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,802.33	\$110,802.33		\$2,266.33

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 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21106

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$151,577.48	\$152,136.00	\$157,917.65	\$135,403.00	\$134,257.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$134,257.36	\$134,257.36		(\$1,145.64)

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: F-T Employee Wage Exp

Department Number: 21106

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$46,874.36	\$46,186.00	\$48,011.20	\$85,274.00	\$85,371.80

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$87,445.44	\$87,445.44		\$2,171.44

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: Overtime Wage Expense

Department Number: 21106

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8.96	\$250.00	\$35.86	\$200.00	\$200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$459.80	\$400.00		\$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.

Overtime is needed during busy times of the year. As items get moved around overtime may be used more often then in the past.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: Conferences/Training Expense

Department Number: 21106

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$390.00	\$1,400.00	\$685.00	\$3,780.00	\$3,780.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,780.00	\$3,500.00		(\$280.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Rhode Island	\$ 700.00
Travel to NESGFOA Annual Conference - Spring Waltham	\$ 350.00
	\$ 3,780.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: Dues/Memberships Expense

Department Number: 21106

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,190.00	\$935.00	\$330.00	\$945.00	\$945.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$945.00	\$945.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21106

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$11,200.00	\$11,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,200.00	\$10,200.00		(\$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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Purchase the Project module for Munis. Project Module will allow us to keep track of grants and large projects through Munis.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Finance

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

Department Number: 21106

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$799.52	\$1,200.00	\$995.61	\$1,200.00	\$1,200.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Finance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21106

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,154.00	\$360.00	\$360.00	\$360.00	\$360.00

FY2021 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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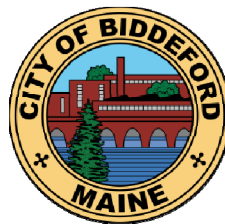
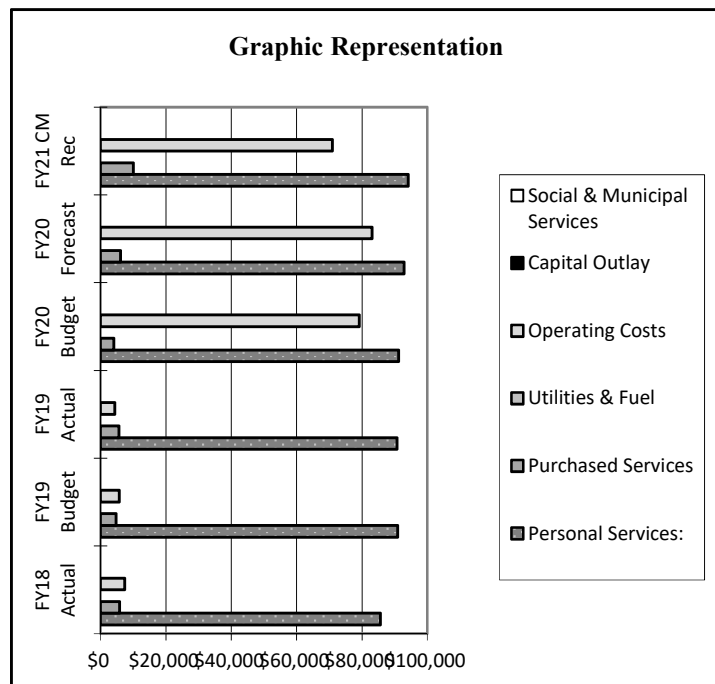
City of Biddeford, Maine

Fiscal Year 2021

Budget: Computer Services

Account Number: 21107

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$85,631	\$90,886	\$90,747	\$91,226	\$51,663	\$94,178	\$94,178
Purchased Services	\$5,812	\$4,750	\$5,639	\$4,000	\$6,115	\$10,000	\$5,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$7,394	\$5,750	\$4,325	\$79,150	\$19,433	\$70,900	\$66,400
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$98,838	\$101,386	\$100,712	\$174,376	\$77,212	\$175,078	\$165,578



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$7,338
Workers Comp	\$257
Health Insurance	\$17,014
Retirement	\$5,430
Unemployment	\$57
Other Insurance	\$1,088
Total Fringe Benefit Impact	\$31,184
# of Full Time Employees	1.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$91,226	\$94,178	\$2,952	3.2%
Purchased Services	\$4,000	\$5,000	\$1,000	25.0%
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$79,150	\$66,400	-\$12,750	-16.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$174,376	\$165,578	-\$8,798	-5.0%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$85,125	\$85,441	\$88,115	\$88,446	\$51,663	\$90,498	\$90,498
60251	Conferences/Training Expense	\$0	\$3,500	\$549	\$2,100	\$0	\$2,950	\$2,950
60252	Travel/Mileage Expense	\$377	\$545	\$1,056	\$580	\$0	\$580	\$580
60253	Food/Lodging Expense	\$29	\$1,250	\$928	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$100	\$150	\$100	\$100	\$0	\$150	\$150
Totals		\$85,631	\$90,886	\$90,747	\$91,226	\$51,663	\$94,178	\$94,178

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60305	Computer Support/Service Exp	\$5,812	\$4,750	\$5,639	\$4,000	\$6,115	\$10,000	\$5,000
Totals		\$5,812	\$4,750	\$5,639	\$4,000	\$6,115	\$10,000	\$5,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$6,040	\$4,200	\$3,295	\$4,550	\$5,831	\$9,500	\$5,000
60500	Admin/Office Supp/Eqt Non-Cap	\$557	\$300	\$300	\$300	\$245	\$300	\$300
60501	Operating Supp/Eqt Non-Cap	\$796	\$1,250	\$730	\$74,300	\$13,357	\$61,100	\$61,100
Totals		\$7,394	\$5,750	\$4,325	\$79,150	\$19,433	\$70,900	\$66,400

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21107 Computer Services

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
SYSTEM ADMINISTRATOR	28895	1.00	90,150.84	90,497.57	90,497.57		GERLACH
TOTAL BUDGETED POSITIONS		1.00	90,150.84	90,497.57	90,497.57		



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Dept Manager Salary Exp

Department Number: 21107

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$85,125.11	\$85,441.00	\$88,114.59	\$88,446.00	\$90,151.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$90,497.57	\$90,497.57		\$2,051.57

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Conferences/Training Expense

Department Number: 21107

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$3,500.00	\$549.00	\$2,100.00	\$2,100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,950.00	\$2,950.00		\$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.

<u>Conferences</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Midsized Enterprise Summit	1	\$350.00	\$350.00
Tyler Connect	1	\$850.00	\$850.00
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
			\$2,950.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Travel/Mileage Expense

Department Number: 21107

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$376.70	\$545.00	\$1,056.14	\$580.00	\$500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$580.00	\$580.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

Past expenses are detailed below for comparison purposes

FY2014 Actual	\$70.63
FY2015 Actual	\$0.00
FY2016 Actual	\$62.77
FY2017 Actual	\$218.90
FY2018 Actual	\$376.70
FY2019 Actual	\$56.46
Minimum	\$0.00
Average	\$130.91
Maximum	\$376.70



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Food/Lodging Expense

Department Number: 21107

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$29.49	\$1,250.00	\$927.74	\$0.00	

FY2021 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.

Moved to 60251



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Dues/Memberships Expense

Department Number: 21107

Account Number: 60256

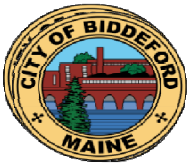
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$100.00	\$150.00	\$100.00	\$100.00	\$100.00

FY2021 Budget	Department Request	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.

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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 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Computer Support/Service Exp

Department Number: 21107

Account Number: 60305

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,812.45	\$4,750.00	\$5,638.75	\$4,000.00	\$6,115.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$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.

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

	Actual	Budget
FY2014 Actual	\$3,703.75	\$4,000.00
FY2015 Actual	\$5,320.75	\$4,000.00
FY2016 Actual	\$1,847.25	\$6,000.00
FY2017 Actual	\$696.25	\$6,000.00
FY2018 Actual	\$5,812.45	\$6,000.00
FY2019 Actual	\$5,638.75	\$4,750.00
Average	\$3,836.53	
Median	\$3,703.75	
Maximum	\$5,812.45	

funded at more practical level; if major issue comes up, will need to find funds to cover overage



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Operating Equip Repair Exp

Department Number: 21107

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,040.09	\$4,200.00	\$3,294.86	\$4,550.00	\$8,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,500.00	\$5,000.00		\$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.

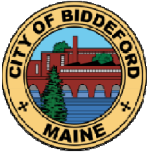
This is a contingency line for outside support expenses. An expert in a specific field may be called in to work on an issue. This contingency also covers firewall and router changes. Due to the nature of unexpected issues the full budget amount is listed as expended under "FY2019 Est. Expended".

Past expenses are detailed below for comparison purposes

	Actual	Budget
FY2014 Actual	\$2,641.63	\$5,000.00
FY2015 Actual	\$4,943.24	\$5,000.00
FY2016 Actual	\$3,490.27	\$5,000.00
FY2017 Actual	\$6,374.51	\$4,850.00
FY2018 Actual	\$6,040.09	\$4,400.00
FY2019 Actual	\$3,294.86	\$4,200.00
Average	\$4,464.10	
Median	\$4,943.24	
Maximum	\$6,374.51	

NOTE: Increase in actual costs for FY2020 is due to repair of equipment damaged by lightening strike. Incident submitted to insurance for reimbursement.

funded at more practical level; if major issue comes up, will need to find funds to cover overage



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Computer Services

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

Department Number: 21107

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$557.47	\$300.00	\$300.34	\$300.00	\$300.00

FY2021 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.

<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. In FY18 the account was changed to only cover expenses for 21107.

FY2014 Actual	\$1,202.30
FY2015 Actual	\$1,956.59
FY2016 Actual	\$1,004.10
FY2017 Actual	\$2,418.78
FY2018 Actual	\$557.47
FY2019 Actual	\$300.34
Average	\$1,239.93
Median	\$1,103.20
Maximum	\$2,418.78



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Computer Services

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21107

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$796.32	\$1,250.00	\$730.09	\$74,300.00	\$74,300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$61,100.00	\$61,100.00		(\$13,200.00)

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.

<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
21110 (Codes Computer Replacement)			\$0.00
21146 (PD software update from 60501)			\$0.00
21141 (Fire Computer Replacement)			\$0.00
Subtotal			\$1,100.00
Computer replacement ¹			\$60,000.00
Total Budget Amount			\$61,100.00

Moving toward having all computer replacements and upgrades centralized to allow for better use of our limited resources

¹In an effort to create a sustainable budget, a plan is in process to map out upgrades and planned obsolescence out at least seven years to establish an accrual system in an effort to create a sustainable budget. Year 1 implementation will require an initial investment to "catch-up". Future year expenditures will stabilize once caught-up. This accrual system will also shift the corresponding expenses from CIP and reduce year-to-year swings as obsolescence replacements normally occur. The stabilization plan will be presented in the 2022 budget.

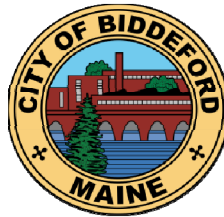
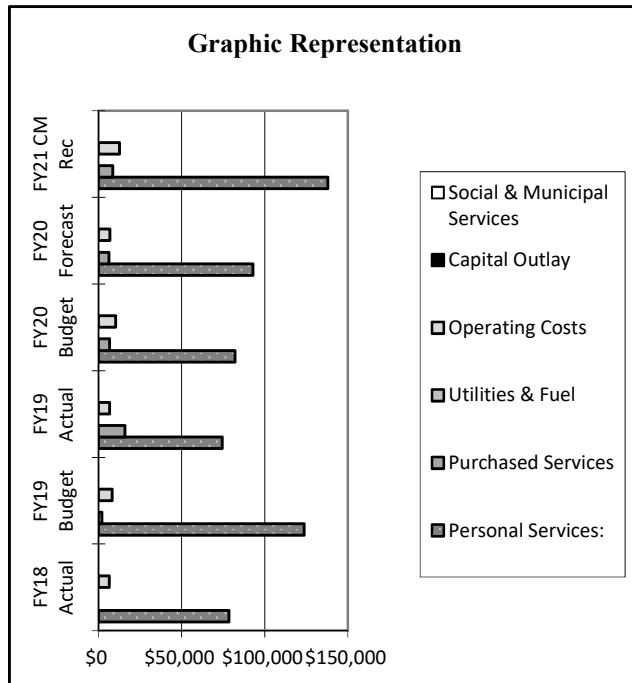
City of Biddeford, Maine

Fiscal Year 2021

Budget: Human Resources

Account Number: 21108

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$78,441	\$123,682	\$74,395	\$82,122	\$52,116	\$137,836	\$137,836
Purchased Services	\$0	\$2,000	\$15,820	\$6,500	\$4,309	\$8,500	\$8,500
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$6,417	\$8,100	\$6,579	\$10,300	\$6,339	\$12,525	\$16,025
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$84,858	\$133,782	\$96,793	\$98,922	\$62,763	\$158,861	\$162,361



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$10,665
Workers Comp	\$383
Health Insurance	\$32,697
Retirement	\$4,845
Unemployment	\$134
Other Insurance	\$2,067
Total Fringe Benefit Impact	\$50,791
# of Full Time Employees	3.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$82,122	\$137,836	\$55,714	67.8%
Purchased Services	\$6,500	\$8,500	\$2,000	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$10,300	\$16,025	\$5,725	55.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$98,922	\$162,361	\$63,439	64.1%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$69,763	\$70,032	\$62,527	\$65,893	\$42,886	\$78,890	\$78,890
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$42,240	\$42,240
60106	P-T Employee Wage Exp	\$8,369	\$52,610	\$11,642	\$13,154	\$7,646	\$13,430	\$13,430
60201	FICA/Medicare-ER 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 Ex	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$100	\$800	\$175	\$2,800	\$1,509	\$3,000	\$3,000
60256	Dues/Memberships Expense	\$209	\$240	\$50	\$275	\$75	\$275	\$275
Totals		\$78,441	\$123,682	\$74,395	\$82,122	\$52,116	\$137,836	\$137,836

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$0	\$2,000	\$15,820	\$1,000	\$410	\$1,000	\$1,000
60320	Advertising	\$0	\$0	\$0	\$5,500	\$3,899	\$7,500	\$7,500
Totals		\$0	\$2,000	\$15,820	\$6,500	\$4,309	\$8,500	\$8,500

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$300	\$300	\$16	\$300	\$232	\$600	\$350
60501	Operating Supp/Eqt Non-Cap	\$6,117	\$7,800	\$6,563	\$10,000	\$6,106	\$0	\$0
E2E	E2E Leadership Training	\$0	\$0	\$0	\$0	\$0	\$6,250	\$10,000
TRAIN	Other Training	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
INCID	Incident Initiative	\$0	\$0	\$0	\$0	\$0	\$4,175	\$4,175
Totals		\$6,417	\$8,100	\$6,579	\$10,300	\$6,339	\$12,525	\$16,025

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21108 Human Resources

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
HUMAN RESOURCES DIRECTOR	10921	1.00	78,588.12	78,890.38	78,890.38		DEPAOLO
BENEFITS CLERK - PART TIME	6000	0.30	13,378.56	13,430.02	13,430.02		BOISVERT
MANAGEMENT ANALYSIS	10978	1.00	42,078.40	42,240.24	42,240.24		OWENS
TOTAL BUDGETED POSITIONS		2.30	134,045.08	134,560.64	134,560.64		



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Dept Manager Salary Exp

Department Number: 21108

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$69,763.20	\$70,032.00	\$62,527.26	\$65,893.00	\$76,437.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$78,890.38	\$78,890.38		\$12,997.38

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: F-T Employee Wage Exp

Department Number: 21108

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,240.24	\$42,240.24		\$42,240.24

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 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: P-T Employee Wage Exp

Department Number: 21108

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,369.24	\$52,610.00	\$11,642.46	\$13,154.00	\$13,357.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,430.02	\$13,430.02		\$276.02

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Conferences/Training Expense

Department Number: 21108

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$100.00	\$800.00	\$175.00	\$2,800.00	\$2,775.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

tyler training for MUNIS and training on HR functions such as workers comp and municipal employment law



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Dues/Memberships Expense

Department Number: 21108

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$209.00	\$240.00	\$50.00	\$275.00	\$225.00

FY2021 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.

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SHRM and MLGHRA



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21108

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$2,000.00	\$15,819.78	\$1,000.00	\$750.00

FY2021 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.

MUNIS consulting

to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Advertising

Department Number: 21108

Account Number: 60320

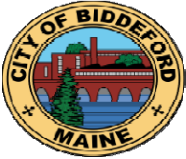
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 7,500.00	\$7,500.00		\$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.

need to sponsor job postings for more visibility/higher quality candidates

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 2021 Budget Request

February 27, 2020

Department: Human Resources

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

Department Number: 21108

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$300.00	\$300.00	\$15.95	\$300.00	\$300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600.00	\$350.00		\$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.

labor law posters for every building \$400, file folders, need organizational items



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21108

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,116.84	\$7,800.00	\$6,562.95	\$10,000.00	\$6,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ -	\$0.00		(\$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 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: E2E Leadership Training

Department Number: 21108

Account Number: E2E

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 6,250.00	\$10,000.00		\$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.

Support for Budget Request: awards for 12 participants, trainers, lunches, celebration

Awards (\$75 x 12 participants)	900
Trainers	4000
Lunches (\$175 x 6 sessions)	1050
Celebration luncheon	300



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Incident Initiative

Department Number: 21108

Account Number: INCID

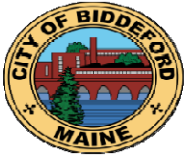
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 4,175.00	\$4,175.00		\$4,175.00

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

resiliency, pre-incident education, health and wellness: 2 x 4 hr classes 1200

\$25 per first responder/dispatcher- 2975



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Human Resources

Account Title: Other Training

Department Number: 21108

Account Number: TRAIN

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,500.00	\$1,500.00		\$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.

department head development/team building

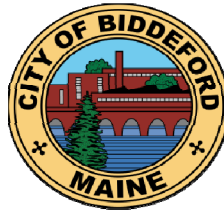
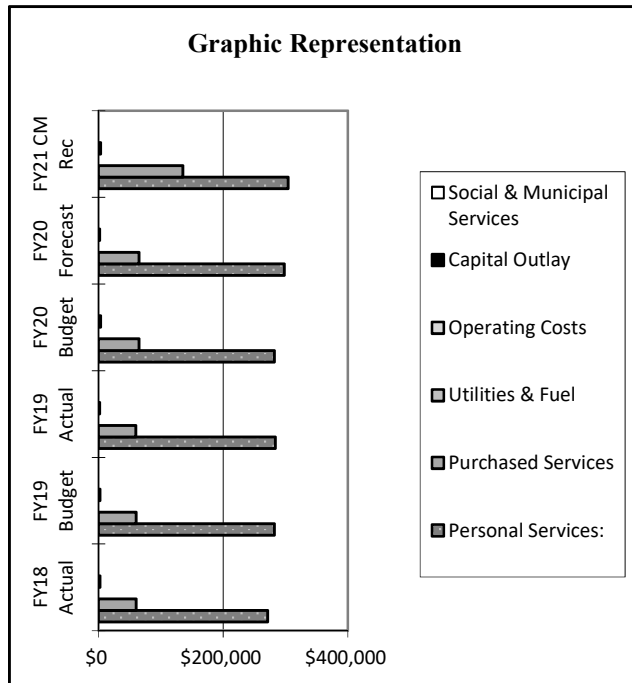
City of Biddeford, Maine

Fiscal Year 2021

Budget: Planning/Economic Development

Account Number: 21109

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$271,188	\$281,798	\$283,609	\$282,049	\$167,569	\$303,871	\$303,371
Purchased Services	\$60,000	\$60,000	\$59,650	\$65,000	\$53,970	\$135,000	\$70,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$2,356	\$2,150	\$1,791	\$3,050	\$550	\$3,050	\$3,050
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$333,544	\$343,948	\$345,050	\$350,099	\$222,088	\$441,921	\$376,421

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$24,435
Workers Comp	\$899
Health Insurance	\$69,878
Retirement	\$20,551
Unemployment	\$243
Other Insurance	\$3,323
Total Fringe Benefit Impact	\$119,329
# of Full Time Employees	4.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$282,049	\$303,371	\$21,322	7.6%
Purchased Services	\$65,000	\$70,000	\$5,000	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$3,050	\$3,050	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$350,099	\$376,421	\$26,322	7.5%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$82,395	\$95,777	\$92,567	\$95,770	\$54,394	\$99,250	\$99,250
60102	Mid Mgmt Hrly Employee Wa	\$89,120	\$87,612	\$88,266	\$88,598	\$51,752	\$90,654	\$90,654
60105	F-T Employee Wage Exp	\$88,755	\$88,431	\$92,800	\$88,431	\$58,918	\$104,467	\$104,467
60106	P-T Employee Wage Exp	\$4,967	\$1,928	\$0	\$0	\$0	\$0	\$0
60111	Overtime Wage Expense	\$0	\$0	\$62	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$2,252	\$5,000	\$6,550	\$5,500	\$100	\$5,500	\$5,000
60252	Travel/Mileage Expense	\$2,066	\$1,250	\$967	\$1,250	\$959	\$1,500	\$1,500
60253	Food/Lodging Expense	\$1,360	\$900	\$781	\$1,000	\$374	\$1,000	\$1,000
60256	Dues/Memberships Expense	\$273	\$900	\$1,615	\$1,500	\$1,071	\$1,500	\$1,500
Totals		\$271,188	\$281,798	\$283,609	\$282,049	\$167,569	\$303,871	\$303,371

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$60,000	\$60,000	\$59,650	\$65,000	\$53,970	\$135,000	\$70,000
Totals		\$60,000	\$60,000	\$59,650	\$65,000	\$53,970	\$135,000	\$70,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$800	\$1,200	\$1,219	\$1,200	\$432	\$1,200	\$1,200
60501	Operating Supp/Eqt Non-Cap	\$1,411	\$800	\$423	\$800	\$118	\$800	\$800
60502	Printing & Copying Expense	\$145	\$150	\$150	\$50	\$0	\$50	\$50
60797	Miscellaneous Expense	\$0	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000
Totals		\$2,356	\$2,150	\$1,791	\$3,050	\$550	\$3,050	\$3,050

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21109 Planning/Economic Development

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
COMM./ECON. DEV. DIRECTOR	10855	1.00	98,870.20	99,250.47	99,250.47		EDDY
PLANNER	65675	1.00	90,306.32	90,653.65	90,653.65		TANSLEY
ECONOMIC DEVELOPMENT COORDINATOR	10635	1.00	59,928.96	60,159.46	60,159.46		FAVREAU
ADMINISTRATIVE ASST.	32279	1.00	44,137.60	44,307.36	44,307.36		HALL
TOTAL BUDGETED POSITIONS		4.00	293,243.08	294,370.94	294,370.94		



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Dept Manager Salary Exp

Department Number: 21109

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$82,395.25	\$95,777.00	\$92,566.50	\$95,770.00	\$94,916.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$99,250.47	\$99,250.47		\$3,480.47

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

Mathew Eddy



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21109

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$89,119.83	\$87,612.00	\$88,266.47	\$88,598.00	\$90,306.32

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$90,653.65	\$90,653.65		\$2,055.65

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.

Greg Tansley



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: F-T Employee Wage Exp

Department Number: 21109

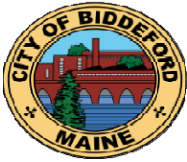
Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$88,755.27	\$88,431.00	\$92,800.48	\$88,431.00	\$103,346.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$104,466.82	\$104,466.82		\$16,035.82

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.

Shannon Hall, Brad Favreau



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: P-T Employee Wage Exp

Department Number: 21109

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,966.64	\$1,928.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Overtime Wage Expense

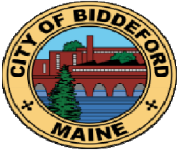
Department Number: 21109

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$62.08	\$0.00	

FY2021 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 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Conferences/Training Expense

Department Number: 21109

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,251.73	\$5,000.00	\$6,550.39	\$5,500.00	\$5,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,500.00	\$5,000.00		(\$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.

Training and Conferences:

Greg: American Planning Institute (on going certification, annual conference), Maine Association of Planning, transit planning, others

Brad: International Economic Development Council (training/ certification and/or national conference),
Economic Development Council of Maine, Maine Real Estate and Development Association (MEREDA)

Shannon: administrator's training

Mat: visits to like communities around the New England network, interview staff, members of the local economy, MEREDA

Gail and Lyn: covered through grants, Gail's are required)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Travel/Mileage Expense

Department Number: 21109

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,066.30	\$1,250.00	\$967.37	\$1,250.00	\$1,250.00

FY2021 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.

Travel/Mileage for staff that can not be covered under appropriate grants.

The increase is related to the additional areas we are involved in as we build out the community development strategy for Biddeford. This will require more networking outside the community through the individual contacts of department member,s as we work to identify financial resources and and best practices to move forward.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Food/Lodging Expense

Department Number: 21109

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,360.44	\$900.00	\$780.76	\$1,000.00	\$1,000.00

FY2021 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.

Food, lodging and expense



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Dues/Memberships Expense

Department Number: 21109

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$272.95	\$900.00	\$1,615.00	\$1,500.00	\$1,500.00

FY2021 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.

These are membership fees that we anticipate (e.g. American Planning Association, Maine Community Development Association, Maine Association of Planners, International Economic Development Council, Economic Development Council of Maine) Other memberships are addressed through grants (National Council of Community Development; lead, TBD).



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21109

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$60,000.00	\$60,000.00	\$59,650.00	\$65,000.00	\$65,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 135,000.00	\$ 70,000.00		\$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.

We are proposing an increase in contractual spending, but are doing so through a modified use of existing resources, to achieve key City Council and staff management goals. This will result in a change in how we contract for services while increasing our capacity to complete critical planning and zoning ordinance updates. We propose the following changes:

1. Grant writing: We propose to continue grant preparation through contracting. We recently have been very successful with a our grant program (Lead, the Volkswagen monies, Opioid program). We anticipate applying for 1 to 4 additional grant proposals: EDA, cultural, Biddeford Pool/environmental, Complete Street/Connectivity, and transit oriented are some examples of what we are looking at. These grants tend to cover the costs of any additional staff (Lead, Opioid, for example).
2. Site Plan and Subdivision Review: We propose to contract with Southern Maine Planning and Development to provide site plan and subdivision services to free the City Planner to focus on planning activities. The City Planner will oversee the delivery of these services. We have budgeted \$40,000. Revenues in this budget related to additional reviews are projected to be up: from \$8,000 in the previous budget to \$12,100. Present trends suggest that application fees will be above budget in excess of \$15,000.
3. Comprehensive Planning, the City Ordinance, and Implementation Projects. With time commitments shifted to other priorities, The City Planner will oversee the following:
 - a. Complete the Comprehensive Plan. The Comprehensive Plan will be completed in the spring summer, 2020. While process may take longer, the work will largely be completed so that we can move onto zoning ordinance rewrite.
 - b. Zoning Ordinance Re-write. This is a major ordinance re-write. Our "Land Use Regulations" (Part III of the City Ordinances) are 30 years old and behave that way: we (city Council, the Planning Board, and Planning and Development Staff) have been/are constantly dealing with zoning change, contract zone, and problems with definition constantly.
 - c. Ordinance Re write: Route 1 Corridor, Five Points west to the Arundel Border. This project has two components:
 - I. Land Use modifications with the advent of the new Courthouse and changing class of uses within the I1 zone.
 - ii. Complete Street and connectivity project. This work would move us closer to complete street strategies by endorsing the

principles but implementing them in a specific geographic area.

d. Ordinance Re-write: Route 111 corridor from Five Points to Arundel Border. This would consider a fresh look at this corridor, dominated by the Medical, I3 Commercial/Industrial, and B2 Highway Business Zones. Changes with the medical services industry, retail sector, and a fresh focus on mixed use strategies that include supportive residential activity require modifications. This may also include complete street strategies driven by what we learn on the Route 1 Corridor.

To achieve this, we propose to contract for planning services to assist the Planning and Development Department in meeting these goals. We are asking for \$30,000 to be set aside.

Moved Grant Writer for \$65,000 to Communications

Project	Funding levels	
Grant Writing	\$	65,000
Comprehensive Plan/specific implementation projects	\$	30,000
Site Plan/Subdivision Assistance	\$	40,000
total	\$	135,000
<i>Moved Grant Writer to new Communication Department</i>	\$	<i>(65,000)</i>
<i>New Amount</i>	\$	<i>70,000</i>



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

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

Department Number: 21109

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$800.11	\$1,200.00	\$1,218.50	\$1,200.00	\$860.00

FY2021 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.

Administrative supplies for the office



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21109

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,410.95	\$800.00	\$422.73	\$800.00	\$800.00

FY2021 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.

Operating supplies for equipment in the office (toner, etc.)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Printing & Copying Expense

Department Number: 21109

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$144.54	\$150.00	\$150.20	\$50.00	\$50.00

FY2021 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.

We are covering most printing through grant proceeds or using email.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Planning/Economic Development

Account Title: Miscellaneous Expense

Department Number: 21109

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00

FY2021 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.

This fund, last fiscal year, was for office improvements, new carpeting, and reconfiguration. We have backed off making improvements this year given the new grants funds, new staff and the need to think about future layouts. Over the course of the next year, we do expect to make improvements with changes in activities.

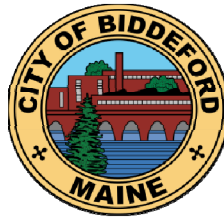
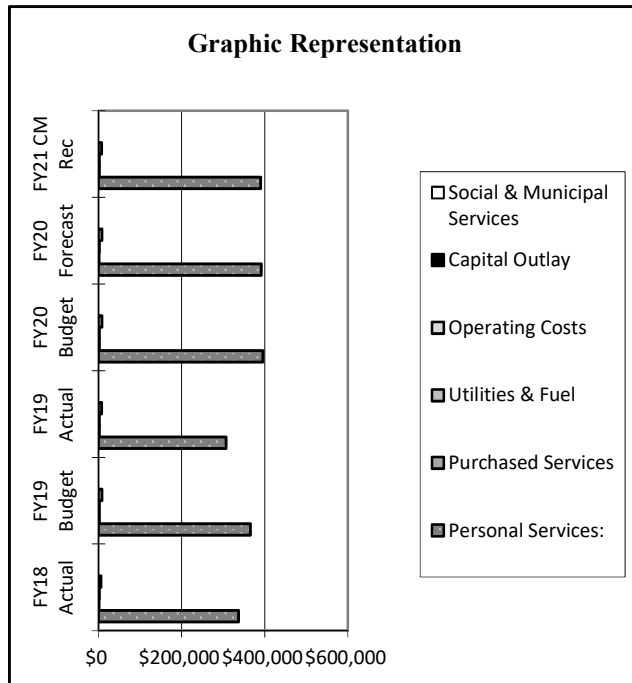
City of Biddeford, Maine

Fiscal Year 2021

Budget: Code Enforcement/Inspections

Account Number: 21110

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$336,782	\$365,163	\$306,777	\$395,108	\$206,755	\$390,079	\$386,315
Purchased Services	\$1,018	\$2,000	\$1,888	\$2,000	\$0	\$1,500	\$1,500
Utilities & Fuel	\$1,913	\$2,050	\$1,676	\$2,050	\$877	\$2,050	\$2,000
Operating Costs	\$5,224	\$7,600	\$7,029	\$7,600	\$2,605	\$7,250	\$7,250
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$344,937	\$376,813	\$317,370	\$406,758	\$210,237	\$400,879	\$397,065

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$29,545
Workers Comp	\$6,538
Health Insurance	\$93,277
Retirement	\$28,415
Unemployment	\$268
Other Insurance	\$5,487
Total Fringe Benefit Impact	\$163,530
# of Full Time Employees	6.59

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$395,108	\$386,315	-\$8,793	-2.2%
Purchased Services	\$2,000	\$1,500	-\$500	-25.0%
Utilities & Fuel	\$2,050	\$2,000	-\$50	-2.4%
Operating Costs	\$7,600	\$7,250	-\$350	-4.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$406,758	\$397,065	-\$9,693	-2.4%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$69,741	\$70,000	\$74,972	\$72,465	\$45,406	\$74,483	\$74,483
60102	Mid Mgmt Hrly Employee Wa	\$170,472	\$0	\$0	\$0	\$0	\$0	\$0
60105	F-T Employee Wage Exp	\$92,439	\$289,033	\$228,211	\$296,543	\$159,925	\$303,732	\$303,732
60106	P-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60111	Overtime Wage Expense	\$2,434	\$3,000	\$1,592	\$23,000	\$500	\$8,564	\$5,000
60230	Clothing/Uniforms Expense	\$193	\$700	\$744	\$800	\$489	\$1,000	\$800
60251	Conferences/Training Expense	\$998	\$1,800	\$1,068	\$1,800	\$260	\$1,800	\$1,800
60252	Travel/Mileage Expense	\$6	\$30	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$500	\$600	\$190	\$500	\$175	\$500	\$500
Totals		\$336,782	\$365,163	\$306,777	\$395,108	\$206,755	\$390,079	\$386,315

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$1,018	\$2,000	\$1,888	\$2,000	\$0	\$1,500	\$1,500
Totals		\$1,018	\$2,000	\$1,888	\$2,000	\$0	\$1,500	\$1,500

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60411	Gasoline Expense	\$1,913	\$2,050	\$1,676	\$2,050	\$877	\$2,050	\$2,000
Totals		\$1,913	\$2,050	\$1,676	\$2,050	\$877	\$2,050	\$2,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$1,671	\$4,000	\$3,238	\$4,000	\$466	\$3,650	\$3,650
60500	Admin/Office Supp/Eqt Non-C	\$1,801	\$1,800	\$1,815	\$1,800	\$816	\$1,800	\$1,800
60501	Operating Supp/Eqt Non-Cap	\$948	\$1,000	\$1,112	\$1,000	\$1,228	\$1,000	\$1,000
60797	Miscellaneous Expense	\$804	\$800	\$864	\$800	\$94	\$800	\$800
Totals		\$5,224	\$7,600	\$7,029	\$7,600	\$2,605	\$7,250	\$7,250

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21110 Code Enforcement/Inspections

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
CODE ENFORCEMENT OFFICER	24253	0.90	74,197.19	74,482.56	74,482.56		FECTION
LIFE SAFETY INSPECTOR	10943	1.00	41,500.16	41,659.78	41,659.78		MURRAY
ASSISTANT CODE ENFORCEMENT OFF	10828	1.00	52,523.74	52,725.76	52,725.76		FENTON
LIFE SAFETY INSPECTOR	68400	1.00	49,788.96	49,980.46	49,980.46		WELTON
ADMINISTRATIVE ASST.	12250	0.94	47,443.50	47,625.98	47,625.98		CHARRON
CIVIL VIOLATIONS ENFORCE. OFF.	49750	1.00	71,822.40	72,098.64	72,098.64		MONTEITH
ELECTRICAL INSPECTOR	10792	0.75	39,489.84	39,641.72	39,641.72		KELLY
TOTAL BUDGETED POSITIONS		6.59	376,765.79	378,214.89	378,214.89		



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Dept Manager Salary Exp

Department Number: 21110

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$69,741.40	\$70,000.00	\$74,971.62	\$72,465.00	\$77,083.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$74,482.56	\$74,482.56		\$2,017.56

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.



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21110

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$170,472.45	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: F-T Employee Wage Exp

Department Number: 21110

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$92,438.62	\$289,033.00	\$228,211.44	\$296,543.00	\$303,221.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$303,732.33	\$303,732.33		\$7,189.33

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 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Overtime Wage Expense

Department Number: 21110

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,433.73	\$3,000.00	\$1,592.22	\$23,000.00	\$8,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,564.00	\$5,000.00		(\$18,000.00)

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.

Employees prefer to use comp time over receiving compensation



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Clothing/Uniforms Expense

Department Number: 21110

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$193.15	\$700.00	\$743.55	\$800.00	\$800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$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.

Code shirts and jackets



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Conferences/Training Expense

Department Number: 21110

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$997.50	\$1,800.00	\$1,068.00	\$1,800.00	\$1,500.00

FY2021 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 BOOKS and Training

Plan to attend MBOIA conference in May 2021



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Dues/Memberships Expense

Department Number: 21110

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$500.00	\$600.00	\$190.00	\$500.00	\$500.00

FY2021 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.

MBOIA and NFPA Memberships



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21110

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,017.50	\$2,000.00	\$1,888.45	\$2,000.00	\$1,000.00

FY2021 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.

contractors for third party reviews. Structural engineers. Contractors for boarding up structures.



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Gasoline Expense

Department Number: 21110

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,912.72	\$2,050.00	\$1,675.57	\$2,050.00	\$1,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,050.00	\$2,000.00		(\$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.

Per DPW



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21110

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,671.19	\$4,000.00	\$3,238.36	\$4,000.00	\$4,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,650.00	\$3,650.00		(\$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.

Per DPW



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

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

Department Number: 21110

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,800.82	\$1,800.00	\$1,814.68	\$1,800.00	\$1,800.00

FY2021 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/ business cards



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21110

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$948.41	\$1,000.00	\$1,111.74	\$1,000.00	\$1,000.00

FY2021 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.

groves, masks, caution tape, nails, screws



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Code Enforcement/Inspections

Account Title: Miscellaneous Expense

Department Number: 21110

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$803.68	\$800.00	\$864.49	\$800.00	\$800.00

FY2021 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

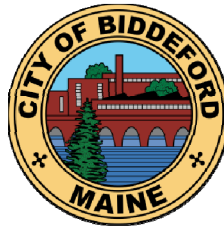
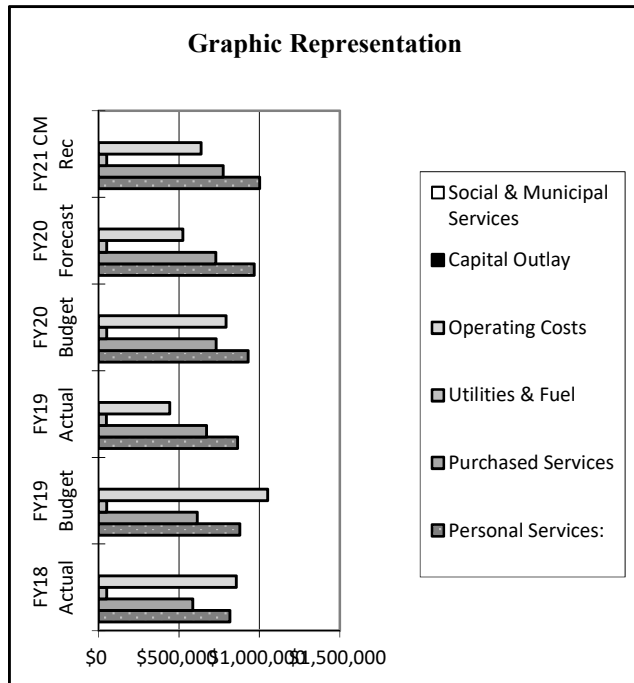
City of Biddeford, Maine

Fiscal Year 2021

Budget: General Administration

Account Number: 21111

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$815,694	\$879,007	\$863,884	\$930,066	\$685,091	\$1,000,817	\$930,850
Purchased Services	\$585,327	\$614,191	\$672,066	\$730,211	\$576,457	\$773,669	\$758,083
Utilities & Fuel	\$49,439	\$50,400	\$49,093	\$49,933	\$27,311	\$50,393	\$50,320
Operating Costs	\$855,237	\$1,050,587	\$441,948	\$793,084	\$206,456	\$636,426	\$786,226
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$2,305,697	\$2,594,185	\$2,026,991	\$2,503,294	\$1,495,315	\$2,461,305	\$2,525,479

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$339
Workers Comp	\$116
Health Insurance	\$0
Retirement	\$0
Unemployment	\$40
Other Insurance	\$0
Total Fringe Benefit Impact	\$495
# of Full Time Employees	0.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$930,066	\$930,850	\$784	0.1%
Purchased Services	\$730,211	\$758,083	\$27,872	3.8%
Utilities & Fuel	\$49,933	\$50,320	\$387	0.8%
Operating Costs	\$793,084	\$786,226	-\$6,858	-0.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,503,294	\$2,525,479	\$22,185	0.9%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$40,154	\$23,668	\$0	\$0
60107	Interns	\$0	\$22,500	\$11,639	\$4,427	\$5,858	\$4,500	\$4,500
60210	HRA portion of Health Ins	\$141,954	\$148,936	\$179,071	\$133,947	\$58,358	\$135,577	\$135,577
60214	Retiree Health Premiums Expe	\$192,199	\$185,000	\$187,238	\$176,772	\$135,151	\$234,967	\$235,000
60256	Dues/Memberships Expense	\$30,776	\$31,589	\$30,779	\$38,606	\$6,860	\$44,221	\$44,221
60259	Unemployment Comp Exp	\$7,316	\$15,000	\$0	\$15,000	\$25	\$15,000	\$15,000
60370	Workers Comp Insurance Exp	\$443,450	\$475,982	\$455,158	\$521,160	\$455,169	\$566,552	\$496,552
Totals		\$815,694	\$879,007	\$863,884	\$930,066	\$685,091	\$1,000,817	\$930,850

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21 Dept Head	Mgr's Rec
60301	Legal Services Expense	\$83,882	\$90,000	\$115,415	\$85,800	\$69,255	\$80,000	\$80,000
60302	Audit Services Expense	\$34,020	\$38,000	\$33,280	\$35,000	\$23,040	\$35,000	\$35,000
60304	Registry of Deeds Fee Expense	\$5,311	\$10,500	\$11,663	\$10,500	\$4,138	\$11,083	\$11,083
60308	Actuarial Expense	\$2,000	\$4,000	\$8,300	\$8,300	\$2,750	\$8,300	\$8,300
60310	Service Contracts Expense	\$15,957	\$11,900	\$14,578	\$12,873	\$8,055	\$15,000	\$14,475
60315	User License Expense	\$163,762	\$172,086	\$182,761	\$229,701	\$195,776	\$241,653	\$227,000
60319	Employee Assistance Program	\$3,120	\$0	\$3,744	\$3,744	\$0	\$3,744	\$3,700
60320	Advertising	\$29,241	\$40,000	\$37,081	\$36,500	\$27,796	\$44,525	\$44,525
60322	UCC Expense	\$15	\$30	\$0	\$30	\$0	\$30	\$30
60325	Postage/Shipping Expense	\$29,568	\$35,000	\$40,507	\$34,864	\$14,868	\$38,864	\$38,500
60371	General Insurance Expense	\$29,424	\$28,500	\$30,841	\$32,153	\$31,569	\$33,118	\$33,118
60372	Vehicle Insurance Expense	\$76,176	\$80,000	\$82,081	\$85,050	\$80,359	\$86,100	\$86,100
60373	Building/Boiler Insurance Exp	\$41,310	\$41,500	\$41,387	\$43,456	\$49,891	\$50,000	\$50,000
60377	Surety Bonds Expense	\$489	\$675	\$625	\$675	\$738	\$743	\$743
60379	Public Official Liab Insur Exp	\$30,714	\$32,000	\$31,637	\$33,219	\$35,279	\$36,337	\$36,337
60380	Police Prof Liab Insur Exp	\$31,478	\$30,000	\$28,346	\$28,346	\$28,293	\$30,172	\$30,172
60383	Insurance Deductibles	\$8,861	\$0	\$9,820	\$0	\$0	\$9,000	\$9,000
Totals		\$585,327	\$614,191	\$672,066	\$730,211	\$576,457	\$773,669	\$758,083

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21 Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$20,553	\$22,000	\$20,808	\$21,533	\$10,811	\$22,073	\$22,000
60406	Fiber/Internet Expense	\$28,886	\$28,400	\$28,286	\$28,400	\$16,500	\$28,320	\$28,320
Totals		\$49,439	\$50,400	\$49,093	\$49,933	\$27,311	\$50,393	\$50,320

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$4,054	\$4,000	\$3,190	\$4,000	\$476	\$4,000	\$3,800
60501	Operating Supp/Eqt Non-Cap	\$4,501	\$3,000	\$3,039	\$3,500	\$919	\$3,300	\$3,300
60502	Printing & Copying Expense	\$18,008	\$17,000	\$20,942	\$18,098	\$10,942	\$18,000	\$18,000
60701	Bad Debt Expense	\$274,992	\$0	\$0	\$0	\$0	\$0	\$0
60795	Personnel Reserve	\$465,127	\$433,207	\$303,228	\$423,297	\$137,587	\$290,626	\$290,626
60797	Miscellaneous Expense	\$38,555	\$12,000	\$61,550	\$44,189	\$6,532	\$20,500	\$20,500
60798	Contingency	\$0	\$531,380	\$0	\$250,000	\$0	\$250,000	\$400,000
60799	Transfer Out to Other Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Totals		\$855,237	\$1,050,587	\$441,948	\$793,084	\$206,456	\$636,426	\$786,226

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21111 General Administration

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
Intern	6	-	4,409.54	4,426.50	4,426.50	4,426.50	0

TOTAL BUDGETED POSITIONS	-	4,409.54	4,426.50	4,426.50	4,426.50
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Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: F-T Employee Wage Exp

Department Number: 21111

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$40,154.00	\$42,579.60

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	-	\$0.00		(\$40,154.00)

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

Management Analysis Position from 2020, has been moved to the HR department



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Interns

Department Number: 21111

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$22,500.00	\$11,638.60	\$4,427.00	\$6,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	4,500.00	4,500.00		\$73.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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) is to replenish the intern reserve account.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: HRA portion of Health Ins

Department Number: 21111

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$141,953.57	\$148,936.00	\$179,071.14	\$133,947.00	\$133,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$135,577.20	\$135,577.20		\$1,630.20

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.

This is the HRA portion of the health insurance.

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Difference</i>
2012 \$	40,000.00 \$	76,579.17	(36,579.17)
2013 \$	150,000.00 \$	105,778.19	44,221.81
2014 \$	150,000.00 \$	90,767.07	59,232.93
2015 \$	120,000.00 \$	112,247.51	7,752.49
2016 \$	120,000.00 \$	90,281.12	29,718.88
2017 \$	120,000.00 \$	100,759.93	19,240.07
2018 \$	160,000.00 \$	141,953.57	18,046.43
2019 \$	148,936.00 \$	179,071.14	(30,135.14)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Retiree Health Premiums Expens

Department Number: 21111

Account Number: 60214

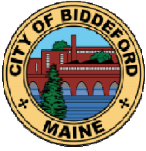
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$192,198.51	\$185,000.00	\$187,238.41	\$176,772.00	\$234,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	234,966.72	\$235,000.00		\$58,228.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Retirees	\$ 26,675.64
PW Retirees	\$ 21,228.00
NonUnion/Fire Retirees	\$ 101,289.12
Aetna (retirees after they are medicare eligible, medicare supplement program)	\$ 168,722.40
Reimbursements from retirees that are employee paid	\$ (82,948.44)
	234,966.72

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Difference</i>
2012 \$	155,000.00	\$ 154,360.84	639.16
2013 \$	155,000.00	\$ 151,568.00	3,432.00
2014 \$	155,000.00	\$ 148,216.16	6,783.84
2015 \$	155,000.00	\$ 139,832.90	15,167.10
2016 \$	145,000.00	\$ 166,566.53	(21,566.53)
2017 \$	170,000.00	\$ 185,264.65	(15,264.65)
2018 \$	178,313.00	\$ 192,198.51	(13,885.51)
2019 \$	185,000.00	\$ 187,238.41	(2,238.41)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Dues/Memberships Expense

Department Number: 21111

Account Number: 60256

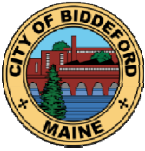
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$30,776.12	\$31,589.00	\$30,778.60	\$38,606.00	\$39,002.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 44,221.00	\$ 44,221.00		\$5,615.00

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.

<u>Organization</u>	<u>Fee</u>
Maine Municipal Assoc - Annual Membership (Calendar year membership) 2020 plus 1%	\$ 22,094.00
Maine Service Centers Coalition	\$ 2,650.00
Biddeford Saco Chamber of Commerce	\$ 10,000.00
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
	<u>\$ 44,221.00</u>

¹Planned two year Clean Water Collaborative initiative in support of program priority implementation (FY21 & FY22) Biddeford Pool
 \$2,500 - Clean water collaborative outreach
 \$4,572 - Priority implementation



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Unemployment Comp Exp

Department Number: 21111

Account Number: 60259

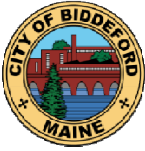
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,315.71	\$15,000.00	\$0.00	\$15,000.00	\$250.00

FY2021 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

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Difference</i>
2012 \$	60,000.00 \$	28,361.32	31,638.68
2013 \$	35,000.00 \$	3,122.16	31,877.84
2014 \$	20,000.00 \$	14,017.03	5,982.97
2015 \$	30,000.00 \$	19,606.25	10,393.75
2016 \$	25,395.94 \$	-	25,395.94
2017 \$	25,000.00 \$	-	25,000.00
2018 \$	15,000.00 \$	7,315.71	7,684.29
2019 \$	15,000.00 \$	-	15,000.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Legal Services Expense

Department Number: 21111

Account Number: 60301

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$83,882.10	\$90,000.00	\$115,415.10	\$85,800.00	\$86,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	80,000.00	\$80,000.00		(\$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.

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

1. Ongoing litigation (nearing end)
2. Attendance at meetings

Fiscal Yr		Budget		Actual		Difference
2013	\$	140,000.00	\$	213,504.54	\$	(73,504.54)
2014	\$	140,000.00	\$	144,851.38	\$	(4,851.38)
2015	\$	140,000.00	\$	201,585.27	\$	(61,585.27)
2016	\$	150,000.00	\$	201,430.88	\$	(51,430.88)
2017	\$	135,000.00	\$	90,081.26	\$	44,918.74
2018	\$	105,000.00	\$	83,882.10	\$	21,117.90
2019	\$	90,000.00	\$	115,415.10	\$	(25,415.10)
Average	\$	128,571.43	\$	150,107.22	\$	(21,535.79)
Median	\$	140,000.00	\$	144,851.38	\$	(25,415.10)
Maximum	\$	150,000.00	\$	213,504.54	\$	44,918.74

large drivers in FY20 budget were the parking garage negotiations and labor negotiations costs reduced to reflect these issues are not likely to reoccur in FY21



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Audit Services Expense

Department Number: 21111

Account Number: 60302

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$34,020.00	\$38,000.00	\$33,280.00	\$35,000.00	\$33,000.00

FY2021 Budget	Department Request	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.

Anticipated audit costs

History

Fiscal Yr	Budget	Actual
2013 \$	32,760.00	\$ 32,710.00
2014 \$	34,000.00	\$ 33,670.00
2015 \$	34,460.00	\$ 34,410.00
2016 \$	35,501.00	\$ 31,360.00
2017 \$	35,300.00	\$ 39,172.57
2018 \$	38,818.00	\$ 34,020.00
2019 \$	38,000.00	\$ 33,280.00
Average \$	35,548.43	\$ 34,088.94
Median \$	35,300.00	\$ 33,670.00
Maximum \$	38,818.00	\$ 39,172.57



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Registry of Deeds Fee Expense

Department Number: 21111

Account Number: 60304

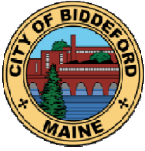
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,310.50	\$10,500.00	\$11,663.00	\$10,500.00	\$10,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 11,083.32	\$11,083.32		\$583.32

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.

History

<i>Fiscal Year</i>	<i>Actual</i>
FY2014	\$ 9,223.36
FY2015	\$ 10,503.64
FY2016	\$ 11,813.88
FY2017	\$ 14,147.00
FY2018	\$ 5,310.50
FY2019	\$ 11,663.00
Average	\$ 10,443.56
Median	\$ 11,083.32
Maximum	\$ 14,147.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21111

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00

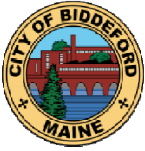
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		\$0.00

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.

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

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

FY20 projected to expend funds in support of communications consultant or specialist



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Actuarial Expense

Department Number: 21111

Account Number: 60308

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,000.00	\$4,000.00	\$8,300.00	\$8,300.00	\$2,750.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,300.00	\$8,300.00		\$0.00

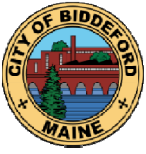
Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted.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

Cost of service to have actuary determine the unfunded post employment liabilities as required by GASB

FY20 Est. Expended reflects cyclic audit cycle. The process moving forward reflects a complete review followed by a cursory recalculation resulting in lower expenses. Fee is anticipated to fluctuate every other year. FY21 request reflects a complete review.

History

Fiscal Yr	Budget	Actual
2013 \$	3,500.00	\$ 4,450.00
2014 \$	3,500.00	\$ 3,800.00
2015 \$	4,000.00	\$ 1,750.00
2016 \$	4,000.00	\$ 9,300.00
2017 \$	9,000.00	\$ 7,300.00
2018 \$	8,000.00	\$ 2,000.00
2019 \$	4,000.00	\$ 8,300.00
2020 (estimated) \$	8,300.00	\$ 2,750.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Service Contracts Expense

Department Number: 21111

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,956.91	\$11,900.00	\$14,578.25	\$12,873.00	\$12,000.00

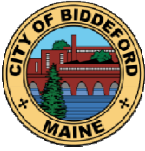
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 15,000.00	\$14,475.00		\$1,602.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$ 4,546.20
Csone	\$ 6,000.00
Mail- Finance Lease	\$ 3,456.00
PCORI Fees	\$ 470.00
	<u>\$ 14,472.20</u>

History

Fiscal Yr	Budget	Actual
2013 \$	12,000.00	\$ 14,825.20
2014 \$	14,000.00	\$ 13,435.70
2015 \$	14,000.00	\$ 13,704.59
2016 \$	14,000.00	\$ 15,840.17
2017 \$	11,115.00	\$ 15,373.90
2018 \$	11,130.00	\$ 15,956.91
2019 \$	11,900.00	\$ 14,578.25



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: User License Expense

Department Number: 21111

Account Number: 60315

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$163,762.03	\$172,086.00	\$182,760.51	\$229,701.00	\$229,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 241,653.00	\$227,000.00		(\$2,701.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 and addition of new software as listed below.

	Unit	Unit Price	Subtotal
Existing software & licenses	1 \$	233,852.42 \$	233,852.42
New software proposed includes:			
CivicPlus Text Message Module (communications)	1 \$	4,500.00 \$	4,500.00
Adobe Creative Cloud Subs. (communications)	1 \$	600.00 \$	600.00
Microsoft EMS (Two-fatcor authentication -VPN)	1 \$	2,700.00 \$	2,700.00
		\$	241,652.42

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 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Employee Assistance Program Ex

Department Number: 21111

Account Number: 60319

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,120.00	\$0.00	\$3,744.00	\$3,744.00	\$3,744.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,744.00	\$3,700.00		(\$44.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Advertising

Department Number: 21111

Account Number: 60320

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$29,240.76	\$40,000.00	\$37,081.12	\$36,500.00	\$38,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 44,525.00	\$44,525.00		\$8,025.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

Biddeford Saco Chamber of Commerce

Mainely Media, LLC

Maine Today

Other

-	-
24,000.00	24,000.00
10,100.00	10,100.00
8,425.00	8,425.00
2,000.00	2,000.00
44,525.00	44,525.00

Price increase reflects closure of Journal Tribune and use of Portland Press Herald.
Chamber cost is included in membership in FY21



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: UCC Expense

Department Number: 21111

Account Number: 60322

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15.00	\$30.00	\$0.00	\$30.00	\$30.00

FY2021 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 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Postage/Shipping Expense

Department Number: 21111

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$29,568.34	\$35,000.00	\$40,506.61	\$34,864.00	\$35,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 38,864.00	\$38,500.00		\$3,636.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$ 32,000.00
	\$ 38,864.00

increase in postage rates



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Workers Comp Insurance Exp

Department Number: 21111

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$443,450.48	\$475,982.00	\$455,157.56	\$521,160.00	\$512,210.92

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$566,552.00	\$496,552.00		(\$24,608.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>
2013 \$	519,651.10
2014 \$	530,443.73
2015 \$	409,749.00
2016 \$	450,921.93
2017 \$	448,262.90
2018 \$	443,450.48
2019 \$	455,157.56
Average \$	465,376.67
Median \$	450,921.93
Max \$	530,443.73

Note: Increased due to anticipated additional cost to cover new law regarding PTSD for first responders.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: General Insurance Expense

Department Number: 21111

Account Number: 60371

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$29,423.75	\$28,500.00	\$30,841.00	\$32,153.00	\$34,000.00

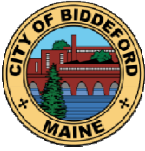
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,117.59	\$33,117.59		\$964.59

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.

Expect a moderate increase for FY2021

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>	<i>Pct Change</i>
2012	\$	14,750.00	\$	18,048.00	
2013	\$	18,771.00	\$	18,055.00	0.04%
2014	\$	20,200.00	\$	20,399.00	12.98%
2015	\$	19,700.00	\$	24,423.00	19.73%
2016	\$	26,300.00	\$	27,834.75	13.97%
2017	\$	29,240.00	\$	28,563.75	2.62%
2018	\$	29,999.00	\$	29,423.75	3.01%
2019	\$	28,500.00	\$	30,841.00	4.82%

Each year we go out to bid to multiple carriers through our current agent. FY21 will also include Maine Municipal Assoc



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Vehicle Insurance Expense

Department Number: 21111

Account Number: 60372

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$76,175.50	\$80,000.00	\$82,081.00	\$85,050.00	\$82,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$86,100.00	\$86,100.00		\$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.

Expect a 2.5%-5% increase, depending if we remain under the rate stabiliation
New vehicles and claims will affect increase

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>	<i>Pct Change</i>
2012	\$	51,500.00	\$	46,668.00	
2013	\$	51,500.00	\$	54,295.00	16%
2014	\$	62,000.00	\$	64,061.50	18%
2015	\$	70,000.00	\$	63,730.00	-1%
2016	\$	70,100.00	\$	68,518.50	8%
2017	\$	71,200.00	\$	80,051.00	17%
2018	\$	83,000.00	\$	76,165.50	-5%
2019	\$	80,000.00	\$	82,081.00	8%

Each year we go out to bid to multiple carriers through our current agent, we should also check with Maine Municipal Assoc



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Building/Boiler Insurance Exp

Department Number: 21111

Account Number: 60373

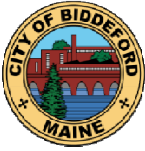
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$41,310.00	\$41,500.00	\$41,387.00	\$43,456.00	\$49,891.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		\$6,544.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>	<i>Pct Change</i>
2013	\$	40,750.00	\$	35,985.00	
2014	\$	41,400.00	\$	43,087.00	19.7%
2015	\$	46,100.00	\$	41,641.28	-3.4%
2016	\$	39,600.00	\$	39,523.00	-5.1%
2017	\$	41,100.00	\$	41,029.00	3.8%
2018	\$	41,630.00	\$	41,310.00	0.7%
2019	\$	41,500.00	\$	41,387.00	0.2%
2020	\$	43,456.00	\$	49,891.00	20.5%

Each year we go out to bid to multiple carriers through our current agent, we should also check with Maine Municipal Assoc



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Surety Bonds Expense

Department Number: 21111

Account Number: 60377

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$488.54	\$675.00	\$625.00	\$675.00	\$737.50

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 742.50	\$742.50		\$67.50

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.

Bonding for: Renewal		\$ 225.00
Jim Bennett	City Manager/Treasurer	\$ 180.00
Cheryl Fournier	Finance Director	\$ 225.00
Kristy Cyr	Tax Collector	\$ 112.50
		\$ 742.50



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Public Official Liab Insur Exp

Department Number: 21111

Account Number: 60379

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$30,714.00	\$32,000.00	\$31,637.00	\$33,219.00	\$35,279.00

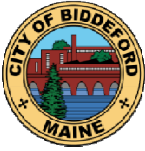
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$36,337.37	\$36,337.37		\$3,118.37

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2-3% increase this year, budgeting 3%

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>	<i>Pct Change</i>
2013	\$	16,300.00	\$	17,610.00	
2014	\$	20,250.00	\$	19,468.00	10.6%
2015	\$	20,900.00	\$	30,977.00	59.1%
2016	\$	34,100.00	\$	31,626.00	2.1%
2017	\$	32,891.00	\$	31,129.00	-1.6%
2018	\$	32,300.00	\$	30,714.00	-1.3%
2019	\$	32,000.00	\$	31,637.00	3.0%
2020	\$	33,219.00	\$	35,279.00	11.5%

Each year we go out to bid to multiple carriers through our current agent, we should also check with Maine Municipal Assoc



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Police Prof Liab Insur Exp

Department Number: 21111

Account Number: 60380

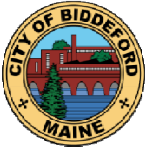
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$31,478.00	\$30,000.00	\$28,346.00	\$28,346.00	\$28,293.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,171.79	\$30,171.79		\$1,825.79

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.

CALEA designation in FY2019 resulted in discount. FY2021 request reflects 3% market increase.

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Pct Change</i>
2012 \$	11,500.00 \$	14,560.80	
2013 \$	10,965.00 \$	11,881.00	-18.4%
2014 \$	13,700.00 \$	70,086.00	489.9%
2015 \$	67,000.00 \$	63,501.47	-9.4%
2016 \$	67,400.00 \$	60,218.00	-5.2%
2017 \$	62,627.00 \$	48,382.00	-19.7%
2018 \$	50,000.00 \$	31,478.00	-34.9%
2019 \$	30,000.00 \$	28,346.00	-9.9%
2020 \$	28,346.00 \$	29,293.00	3.3%



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Insurance Deductibles

Department Number: 21111

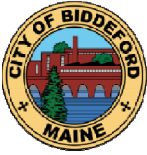
Account Number: 60383

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,861.11	\$0.00	\$9,820.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$9,000.00		\$9,000.00

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 to cover deductibles on claims



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Phone/Celular/Paging Exp

Department Number: 21111

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$20,553.41	\$22,000.00	\$20,807.59	\$21,533.00	\$21,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 22,073.01	\$22,000.00		\$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.

GWI phone lines	\$ 7,673.01
Verizon Wireless	\$ 14,400.00
Welfare (reimbursement for personal phone use)	\$ -
	\$ 22,073.01

in operating budgets

<i>Fiscal Year</i>	<i>Budget</i>	<i>Actual</i>	<i>Pct Change</i>
2012 \$	19,000.00 \$	21,813.13	
2013 \$	23,000.00 \$	24,092.52	10.4%
2014 \$	23,000.00 \$	23,932.52	-0.7%
2015 \$	23,000.00 \$	20,527.61	-14.2%
2016 \$	24,000.00 \$	19,098.36	-7.0%
2017 \$	22,140.00 \$	18,389.99	-3.7%
2018 \$	23,791.00 \$	20,553.41	11.8%
2019 \$	22,000.00 \$	20,807.59	1.2%



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Fiber/Internet Expense

Department Number: 21111

Account Number: 60406

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$28,885.68	\$28,400.00	\$28,285.68	\$28,400.00	\$28,320.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 28,320.00	\$28,320.00		(\$80.00)

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

Fiber and internet service expense

<i>Months</i>	<i>Rate/Month</i>	<i>Total</i>
12 \$	2,360.00 \$	28,320.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

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

Department Number: 21111

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,054.11	\$4,000.00	\$3,189.77	\$4,000.00	\$3,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$3,800.00		(\$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.

City Hall copy paper, state pricing through WB Mason currently

		<i>Actual</i>
	2013 \$	2,649.78
	2014 \$	2,045.31
	2015 \$	5,547.39
	2016 \$	4,816.29
	2017 \$	3,950.45
	2018 \$	4,054.11
	2019 \$	3,189.77
Average	\$	3,750.44
Median	\$	3,950.45
Maximum	\$	5,547.39

reduction to reflect granicus impact on operations



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21111

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,501.40	\$3,000.00	\$3,038.65	\$3,500.00	\$3,100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,300.00	\$3,300.00		(\$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.

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

		<i>Budget</i>	<i>Actual</i>
2013	\$	4,000.00	\$ 2,600.65
2014	\$	4,000.00	\$ 3,608.39
2015	\$	3,000.00	\$ 3,482.15
2016	\$	3,000.00	\$ 3,250.13
2017	\$	3,200.00	\$ 2,456.00
2018	\$	3,000.00	\$ 4,501.40
2019	\$	3,000.00	\$ 3,038.65
Average	\$	3,314.29	\$ 3,276.77
Median	\$	3,000.00	\$ 3,250.13
Maximum	\$	4,000.00	\$ 4,501.40



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Printing & Copying Expense

Department Number: 21111

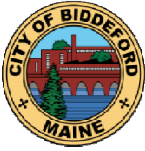
Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$18,007.59	\$17,000.00	\$20,941.68	\$18,098.00	\$18,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 18,000.00	\$18,000.00		(\$98.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2.5% increase.	\$ 3,970.00
	2.6%
	\$ 4,071.24
Tyler Forms and Check Stock	\$ 1,900.00
Specialized Purchasing	\$ 8,525.00
Envelope, Employee Permits, and other Printing	\$ 1,700.00
Invoice Cloud	\$ 1,800.00
	<u>\$ 17,996.24</u>



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Personnel Reserve

Department Number: 21111

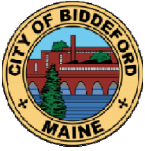
Account Number: 60795

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$465,126.78	\$433,207.00	\$303,227.71	\$423,297.00	\$405,348.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$290,626.44	\$290,626.44		(\$132,670.56)

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.

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>
VBB	\$100,000.00	\$88,733.46	\$75,307.18
Longevity (last payment FY2020)	\$100,869.62	\$77,372.00	\$0.00
Longevity	\$21,230.49	\$18,457.70	\$19,022.69
Fire Dept Retirements	\$6,785.15	\$81,575.42	\$36,296.57
Police & PWD Retirements	\$67,483.27	\$30,478.00	\$0.00
Benefit Contingency (Change in Personnel)	\$35,000.00	\$35,000.00	\$35,000.00
Non-Union Merit Raises	\$72,403.00	\$91,680.48	\$100,000.00
Market adjustment	\$45,047.00	\$0.00	\$25,000.00
	<u>\$448,818.53</u>	<u>\$423,297.06</u>	<u>\$290,626.44</u>



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Miscellaneous Expense

Department Number: 21111

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$38,555.37	\$12,000.00	\$61,549.86	\$44,189.00	\$45,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 20,500.00	\$20,500.00		(\$23,689.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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.

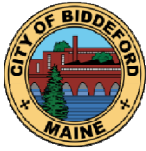
Examples of prior year expenses include, recognition plaques, bereavement or illness flowers, submission fee for CAFR award program, FEMA Mapping consultant, etc.

Estimated expenses ongoing 11,500.00

New expense for 2021 includes:

FAA lighting on stack periodic repair (contingency)	\$ 5,000.00
3 Lincoln perimeter fencing repair (winter damage)	\$ 4,000.00
	\$ 9,000.00
	\$ 20,500.00

<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 (FEMA Map)
2019	\$ 61,549.86 (planters & FEMA Map)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Contingency

Department Number: 21111

Account Number: 60798

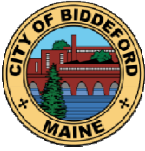
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$531,380.00	\$0.00	\$250,000.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250,000.00	\$400,000.00		\$150,000.00

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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Increased to make another \$150,000 in funding available for capital expenses namely for buildings, including security needs that are to be identified by consultant



Fiscal Year 2021 Budget Request

February 27, 2020

Department: General Administration

Account Title: Transfer Out to Other Funds

Department Number: 21111

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00

FY2021 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

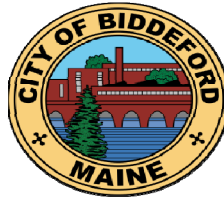
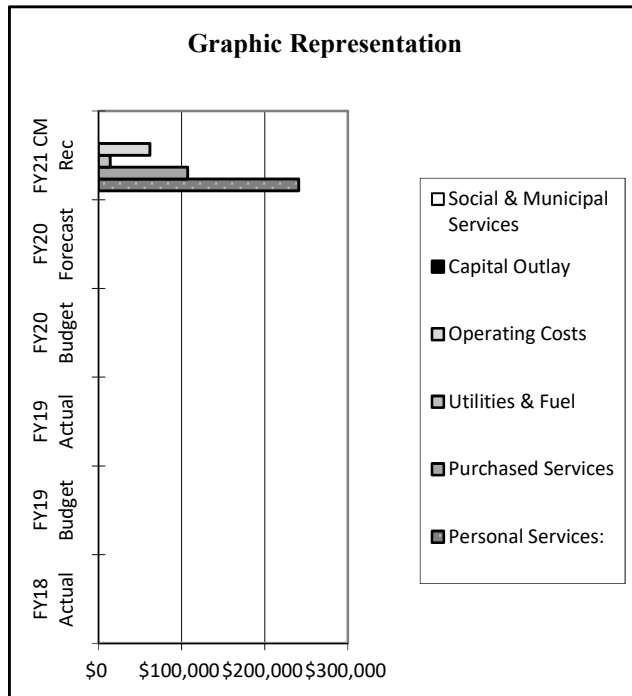
City of Biddeford, Maine

Fiscal Year 2021

Budget: Communications

Account Number: 21131

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$240,926	\$240,926
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$107,020	\$107,020
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$14,080	\$14,080
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$61,642	\$61,642
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	\$423,668	\$423,668

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$18,566
Workers Comp	\$533
Health Insurance	\$53,033
Retirement	\$23,618
Unemployment	\$176
Other Insurance	\$3,896
Total Fringe Benefit Impact	\$99,822
# of Full Time Employees	4.26

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$240,926	\$240,926	#DIV/0!
Purchased Services	\$0	\$107,020	\$107,020	#DIV/0!
Utilities & Fuel	\$0	\$14,080	\$14,080	#DIV/0!
Operating Costs	\$0	\$61,642	\$61,642	#DIV/0!
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$0	\$423,668	\$423,668	#DIV/0!

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$0	\$0	\$0	\$0	\$0	\$75,288	\$75,288
60102	Mid Mgmt Hrly Employee Wa	\$0	\$0	\$0	\$0	\$0	\$59,203	\$59,203
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$98,115	\$98,115
60106	P-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$8,320	\$8,320
Totals		\$0	\$0	\$0	\$0	\$0	\$240,926	\$240,926

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000
60306	Other Prof/Consult Srvs Exp	\$0	\$0	\$0	\$0	\$0	\$65,000	\$65,000
60320	Advertising	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
60325	Postage/Shipping Expense	\$0	\$0	\$0	\$0	\$0	\$20	\$20
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$0	\$0	\$107,020	\$107,020

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$0	\$0	\$0	\$0	\$0	\$2,760	\$2,760
60401	Water Expense	\$0	\$0	\$0	\$0	\$0	\$280	\$280
60402	Phone/Celular/Paging Exp	\$0	\$0	\$0	\$0	\$0	\$2,364	\$2,364
60404	Sewer User Fee Expense	\$0	\$0	\$0	\$0	\$0	\$480	\$480
60405	Heating Fuel Expense	\$0	\$0	\$0	\$0	\$0	\$3,996	\$3,996
60406	Fiber/Internet Expense	\$0	\$0	\$0	\$0	\$0	\$4,200	\$4,200
Totals		\$0	\$0	\$0	\$0	\$0	\$14,080	\$14,080

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$0	\$0	\$0	\$0	\$0	\$6,485	\$6,485
60500	Admin/Office Supp/Eqt Non-C	\$0	\$0	\$0	\$0	\$0	\$200	\$200
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$4,500	\$4,500
60509	Cleaning Supplies Expense	\$0	\$0	\$0	\$0	\$0	\$360	\$360
60752	Note/BAN Principal Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60753	Note/BAN Interest Expense	\$0	\$0	\$0	\$0	\$0	\$1,945	\$1,945
60797	Miscellaneous Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60799	Transfer Out to Other Funds	\$0	\$0	\$0	\$0	\$0	\$48,152	\$48,152
Totals		\$0	\$0	\$0	\$0	\$0	\$61,642	\$61,642

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21131 Communications

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
COMMUNICATIONS DIRECTOR	1058540	1	75,000.00	75,288.46	75,288.46		NEW POSITION
COMMUNITY TV DIRECTOR	58540	1	60,207.68	60,439.25	60,439.25		PULOS
COMMUNICATIONS	10877	1	50,003.20	50,195.52	50,195.52		LAMONTAGNE
COMMUNITY TV ASSISTANT	10210	1	47,735.48	47,919.08	47,919.08		DAUDELIN
P-T BROADCAST ASSISTANTS	30	1	8,822.07	8,856.00	8,856.00		0
TOTAL BUDGETED POSITIONS		5	241,768.43	242,698.31	242,698.31		



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Dept Manager Salary Exp

Department Number: 21131

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75,288.46	\$75,288.46		\$75,288.46

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.

Contingency budget for new position.



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21131

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$59,203.15	\$59,203.15		\$59,203.15

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 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: F-T Employee Wage Exp

Department Number: 21131

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$98,114.60	\$98,114.60		\$98,114.60

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.

Employee wages for Community TV assistant and administrative assistant
Community TV administrative assistant shared with Recreation Dept.



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: P-T Employee Wage Exp

Department Number: 21131

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

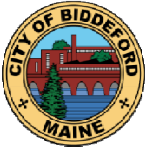
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,320.00	\$8,320.00		\$8,320.00

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.

Contingency 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
				\$8,320.00

Ave Hrs/Wk	5.375
Rate	\$ 16.00
Wk/Yr	52
	\$ 4,472.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Legal Services Expense

Department Number: 21131

Account Number: 60301

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,000.00	\$12,000.00		\$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.

Contingency line for legal matters associated with current cable television franchise agreement. Agreement expires in July of FY2020. Contingency for finalizing agreement in 3rd Q.

<i>Desc</i>	<i>Unit (hrs)</i>	<i>Rate</i>	<i>Subtotal</i>
Legal - City Solicitor	10	\$200.00	\$2,000.00
Legal - Outside Counsel/Consultant	20	\$500.00	\$10,000.00
			\$12,000.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21131

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$65,000.00	\$65,000.00		\$65,000.00

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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<i>Desc</i>	<i>Subtotal</i>
Grant Writer	\$65,000.00
	\$65,000.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Advertising

Department Number: 21131

Account Number: 60320

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,000.00	\$30,000.00	\$30,000.00	\$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.



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Postage/Shipping Expense

Department Number: 21131

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20.00	\$20.00		\$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.

Contingency for certified mail postage related to franchise agreement. Agreement expires in July of FY2020. Possible extension

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Postage contingency	1	\$20.00	\$20.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Electricity Expense

Department Number: 21131

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,760.00	\$2,760.00		\$2,760.00

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.

Desc	Unit	Rate	Subtotal
Monthly Electricity Expense	12	\$230.00	\$2,760.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Water Expense

Department Number: 21131

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$280.00	\$280.00		\$280.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	4	\$70.00	\$280.00

History (actual)

FY14	\$	236.07
FY15	\$	268.80
FY16	\$	275.63
FY17	\$	263.13
FY18	\$	257.56
FY19	\$	265.49

Average	\$	261.11
Median	\$	264.31
Maximum	\$	275.63



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Phone/Celular/Paging Exp

Department Number: 21131

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,364.00	\$2,364.00		\$2,364.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$113.00	\$1,356.00
Cell Phones	12	\$84.00	\$1,008.00
			\$2,364.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Sewer User Fee Expense

Department Number: 21131

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$480.00	\$480.00		\$480.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

Note: Public Access facility has not been billed for sewer due to an administrative error. Billing to commence 03/20.



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Heating Fuel Expense

Department Number: 21131

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,996.00	\$3,996.00		\$3,996.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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)	2,220	\$1.80	\$3,996.00
			\$0.00
			\$3,996.00

History (actual)

FY14	\$	4,738.69
FY15	\$	4,223.69
FY16	\$	2,286.86
FY17	\$	3,165.75
FY18	\$	3,395.30
FY19	\$	4,184.69

Average	\$	3,665.83
Median	\$	3,790.00
Maximum	\$	4,738.69



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Fiber/Internet Expense

Department Number: 21131

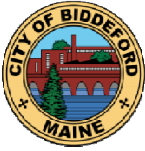
Account Number: 60406

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
TWC/Spectrum (package phone and internet)	12	\$350.00	\$4,200.00
			\$0.00
			\$4,200.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Building Repair/Maint Exp

Department Number: 21131

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,485.00	\$6,485.00		\$6,485.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 building maintenance and repair

<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 2021 Budget Request

March 5, 2020

Department: Communications

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

Department Number: 21131

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$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.

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<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
General Office Supplies	1	\$200.00	\$200.00



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21131

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00		\$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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<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
			\$4,500.00

¹Contingency for small equipment repairs and upgrades at PA and cablecasting sites

²Contingency for operating equipment

History (actual)		
FY14	\$	20,554.74
FY15	\$	13,277.86
FY16	\$	5,071.20
FY17	\$	1,437.94
FY18	\$	613.60
FY19	\$	6,234.91
Average	\$	7,865.04
Median	\$	5,653.06



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Cleaning Supplies Expense

Department Number: 21131

Account Number: 60509

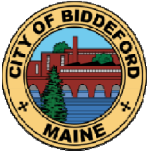
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00		\$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.

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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 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Note/BAN Principal Expense

Department Number: 21131

Account Number: 60752

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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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Auditor request to show principal payment as a transfer out under 60799



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Note/BAN Interest Expense

Department Number: 21131

Account Number: 60753

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,945.32	\$ 1,945.32		\$1,945.32

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.

Interest Payment on Building Renovation Internal Loan

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Internal Renovation Loan	1	\$1,945.32	\$1,945.32
			\$0.00
			\$1,945.32

Loan payoff January 2022



Fiscal Year 2021 Budget Request

March 5, 2020

Department: Communications

Account Title: Transfer Out to Other Funds

Department Number: 21131

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual ¹	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$48,151.62	\$48,151.62		\$48,151.62

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	4	\$10,000.00	\$10,000.00
Transfer out - Internal Loan Principal Payment ²	1	\$48,151.62	\$48,151.62
			\$58,151.62

¹Finance tranfer covering two payments to cover FY18 and FY19, no longer needed now that we moved to General Fund

²Auditor recommendation to move principal payment from 60752 to 60799 as a "transfer out" expense. Loan payoff in January 202.

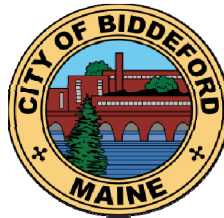
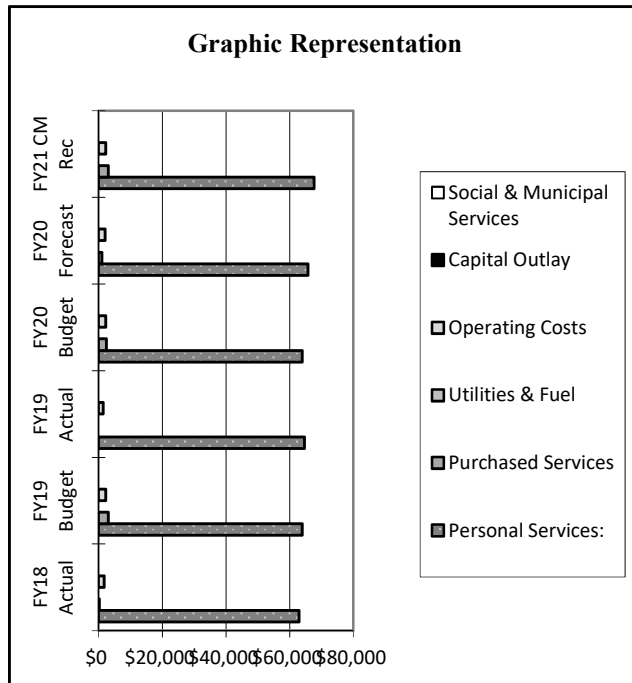
City of Biddeford, Maine

Fiscal Year 2021

Budget: GIS Division

Account Number: 21168

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$62,975	\$63,984	\$64,648	\$63,979	\$36,802	\$67,656	\$67,656
Purchased Services	\$177	\$3,000	\$0	\$2,400	\$0	\$3,000	\$3,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$1,720	\$2,200	\$1,451	\$2,200	\$169	\$2,235	\$2,200
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$64,872	\$69,184	\$66,099	\$68,579	\$36,971	\$72,891	\$72,856



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$5,062
Workers Comp	\$188
Health Insurance	\$10,168
Retirement	\$6,683
Unemployment	\$68
Other Insurance	\$235
Total Fringe Benefit Impact	\$22,403
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$63,979	\$67,656	\$3,677	5.7%
Purchased Services	\$2,400	\$3,000	\$600	25.0%
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:	\$68,579	\$72,856	\$4,277	6.2%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$62,128	\$62,494	\$64,423	\$62,494	\$36,442	\$66,166	\$66,166
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$352	\$800	\$0	\$800	\$85	\$800	\$800
60252	Travel/Mileage Expense	\$0	\$190	\$0	\$190	\$0	\$190	\$190
60256	Dues/Memberships Expense	\$220	\$225	\$225	\$220	\$0	\$225	\$225
60257	Professional License Fees Exp	\$275	\$275	\$0	\$275	\$275	\$275	\$275
Totals		\$62,975	\$63,984	\$64,648	\$63,979	\$36,802	\$67,656	\$67,656

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$177	\$3,000	\$0	\$2,400	\$0	\$3,000	\$3,000
Totals		\$177	\$3,000	\$0	\$2,400	\$0	\$3,000	\$3,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$1,494	\$200	\$37	\$200	\$169	\$200	\$200
60501	Operating Supp/Eqt Non-Cap	\$226	\$2,000	\$1,414	\$2,000	\$0	\$2,035	\$2,000
Totals		\$1,720	\$2,200	\$1,451	\$2,200	\$169	\$2,235	\$2,200

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21168 GIS Division

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
ENGINEERING PROJECTS MGR	13030	1.00	65,912.08	66,165.59	66,165.59		COPELAND
TOTAL BUDGETED POSITIONS		1.00	65,912.08	66,165.59	66,165.59		



Fiscal Year 2020 Budget Request

February 28, 2020

Department: GIS Division

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21168

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$62,127.77	\$62,494.00	\$64,423.40	\$62,494.00	\$63,820.66

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$66,165.59	\$66,165.59		\$3,671.59

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.

Line item reflects salary for GIS/Web Master



Fiscal Year 2020 Budget Request

February 28, 2020

Department: GIS Division

Account Title: Clothing/Uniforms Expense

Department Number: 21168

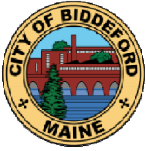
Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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, 2020

Department: GIS Division

Account Title: Conferences/Training Expense

Department Number: 21168

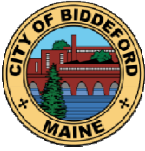
Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$351.86	\$800.00	\$0.00	\$800.00	\$1,300.00

FY2021 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.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
MSLS 2021 Annual Mtg	1	\$600.00	\$600.00
MSLS Fall 2020	1	\$100.00	\$100.00
MSLS Spring 2021	1	\$100.00	\$100.00
			\$800.00



Fiscal Year 2020 Budget Request

February 28, 2020

Department: GIS Division

Account Title: Travel/Mileage Expense

Department Number: 21168

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$190.00	\$0.00	\$190.00	\$190.00

FY2021 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 2021 Annual Mtg	190	\$0.580	\$110.20
MSLS 2020 Fall and 2021 Spring Mtg	137	\$0.580	\$79.46
			\$189.66



Fiscal Year 2020 Budget Request

February 28, 2020

Department: GIS Division

Account Title: Dues/Memberships Expense

Department Number: 21168

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$220.00	\$225.00	\$225.00	\$220.00	\$220.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$225.00	\$225.00		\$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	\$225.00	\$225.00
MEGUG	1	\$0.00	\$0.00
			\$225.00

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, 2020

Department: GIS Division

Account Title: Professional License Fees Exp

Department Number: 21168

Account Number: 60257

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$275.00	\$275.00	\$0.00	\$275.00	\$275.00

FY2021 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, 2020

Department: GIS Division

Account Title: Other Prof/Consult Svcs Exp

Department Number: 21168

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$177.22	\$3,000.00	\$0.00	\$2,400.00	\$1,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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 Supp/Consulting <u>Contingency</u> 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:

FY2014 Actual	\$	2,487.00
FY2015 Actual	\$	2,257.75
FY2016 Actual	\$	2,385.43
FY2017 Actual	\$	983.21
FY2018 Actual	\$	177.22
FY2019 Actual	\$	-
Average	\$	1,381.77
Mean	\$	1,620.48
Maximum	\$	2,487.00



Fiscal Year 2020 Budget Request

February 28, 2020

Department: GIS Division

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

Department Number: 21168

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,494.01	\$200.00	\$37.20	\$200.00	\$195.00

FY2021 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, 2020

Department: GIS Division

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21168

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$226.16	\$2,000.00	\$1,413.83	\$2,000.00	\$1,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,035.00	\$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.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Plotter Paper	6	\$60.00	\$360.00
Printer Cartridges	18	\$85.00	\$1,530.00
Thumb Drives	10	\$14.50	\$145.00
History			\$2,035.00
FY2014 Actual	\$	1,000.00	
FY2015 Actual	\$	772.52	
FY2016 Actual	\$	1,917.85	
FY2017 Actual	\$	297.70	
FY2018 Actual	\$	226.16	
FY2019 Actual	\$	1,413.83	
Average	\$	938.01	
Mean	\$	886.26	
Maximum	\$	1,917.85	

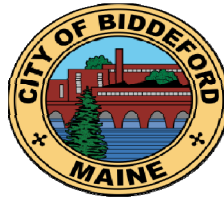
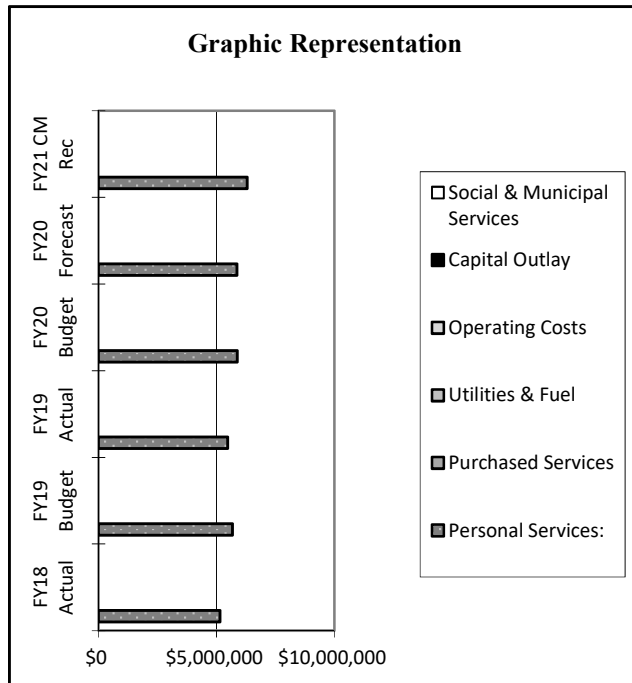
City of Biddeford, Maine

Fiscal Year 2021

Budget: Fringe Benefits

Account Number: 21179

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$5,143,530	\$5,681,704	\$5,467,698	\$5,878,711	\$3,115,926	\$6,293,529	\$6,303,753
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:	\$5,143,530	\$5,681,704	\$5,467,698	\$5,878,711	\$3,115,926	\$6,293,529	\$6,303,753

**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	

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$5,878,711	\$6,303,753	\$425,042	7.2%
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:	\$5,878,711	\$6,303,753	\$425,042	7.2%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60129	Insurance Buyout Pay	\$0	\$20,000	\$24,070	\$15,500	\$17,472	\$25,102	\$25,624
60201	FICA/Medicare-ER Share Exp	\$968,314	\$1,055,089	\$1,091,040	\$1,066,786	\$582,559	\$1,162,156	\$1,167,702
60202	MPERS-Employer Share Exp	\$1,207,656	\$1,304,018	\$1,281,758	\$1,305,931	\$736,867	\$1,436,852	\$1,441,137
60203	457 Plan-Employer Share Exp	\$100,244	\$106,487	\$133,902	\$148,340	\$83,838	\$148,337	\$148,728
60210	HPHC Ins Employer Share Ex	\$1,061,283	\$1,334,399	\$1,080,569	\$1,322,140	\$613,232	\$1,389,635	\$1,397,625
60211	NNEBT Ins Employer Share E	\$1,691,492	\$1,741,881	\$1,740,093	\$1,879,293	\$1,010,751	\$1,983,321	\$1,974,525
60212	S-T Disability ER Share Exp	\$8,104	\$9,506	\$7,869	\$9,692	\$3,768	\$9,924	\$9,555
60213	L-T Disability ER Share Exp	\$7,881	\$7,767	\$7,468	\$7,910	\$3,451	\$8,126	\$8,547
60217	RHSA Plan ER Share	\$98,556	\$102,557	\$100,929	\$103,919	\$57,408	\$110,877	\$111,110
60218	College Reimbursement	\$0	\$0	\$0	\$19,200	\$6,580	\$19,200	\$19,200
Totals		\$5,143,530	\$5,681,704	\$5,467,698	\$5,878,711	\$3,115,926	\$6,293,529	\$6,303,753



Fiscal Year 2019 Budget Request

February 28, 2020

Department: Fringe Benefits

Account Title: Insurance Buyout Pay

Department Number: 21179

Account Number: 60129

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$20,000.00	\$24,070.40	\$15,500.00	\$35,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,102.08	\$25,624.08		\$10,124.08

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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, 2020

Department: Fringe Benefits

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21179

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$968,314.29	\$1,055,089.00	\$1,091,039.64	\$1,066,786.00	\$1,060,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,162,155.69	\$1,167,702.10		\$100,916.10

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

February 28, 2020

Department: Fringe Benefits

Account Title: MPERS-Employer Share Exp

Department Number: 21179

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,207,655.87	\$1,304,018.00	\$1,281,757.91	\$1,305,931.00	\$1,300,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,436,852.30	\$1,441,136.64		\$135,205.64

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.

Rates based on rate sheet see link

[www.maineopers.org/Employers/PLD ER Contribution Rate.htm](http://www.maineopers.org/Employers/PLD%20ER%20Contribution%20Rate.htm)

<u>Employer Rates</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
3C (PD & FD)	12.7%	12.8%	12.9%
AC (everyone else)	10.0%	10.0%	10.1%
 <u>Employee Rates</u>	 <u>2019</u>	 <u>2020</u>	 <u>2021</u>
3C (PD & FD)	9.5%	9.5%	9.5%
AC (everyone else)	8.0%	8.1%	8.1%



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Fringe Benefits

Account Title: 457 Plan-Employer Share Exp

Department Number: 21179

Account Number: 60203

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$100,244.41	\$106,487.00	\$133,901.96	\$148,340.00	\$145,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$148,337.00	\$148,727.56		\$387.56

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.



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Fringe Benefits

Account Title: HPHC Ins Employer Share Exp

Department Number: 21179

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,061,282.89	\$1,334,399.00	\$1,080,569.26	\$1,322,140.00	\$1,320,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,389,634.80	\$1,397,625.10		\$75,485.10

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

February 28, 2020

Department: Fringe Benefits

Account Title: NNEBT Ins Employer Share Exp

Department Number: 21179

Account Number: 60211

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,691,491.83	\$1,741,881.00	\$1,740,093.00	\$1,879,293.00	\$1,875,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,983,320.51	\$1,974,525.26		\$95,232.26

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

February 28, 2020

Department: Fringe Benefits

Account Title: S-T Disability ER Share Exp

Department Number: 21179

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,103.91	\$9,506.00	\$7,868.92	\$9,692.00	\$9,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,923.55	\$9,554.77		(\$137.23)

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

February 28, 2020

Department: Fringe Benefits

Account Title: L-T Disability ER Share Exp

Department Number: 21179

Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,881.31	\$7,767.00	\$7,467.51	\$7,910.00	\$7,910.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,126.10	\$8,547.16		\$637.16

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.



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Fringe Benefits

Account Title: RHSA Plan ER Share

Department Number: 21179

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$98,555.52	\$102,557.00	\$100,929.00	\$103,919.00	\$100,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,877.00	\$111,110.44		\$7,191.44

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.



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Fringe Benefits

Account Title: College Reimbursement

Department Number: 21179

Account Number: 60218

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$19,200.00	\$6,580.00

FY2021 Budget	Department Request	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.

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

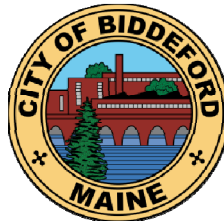
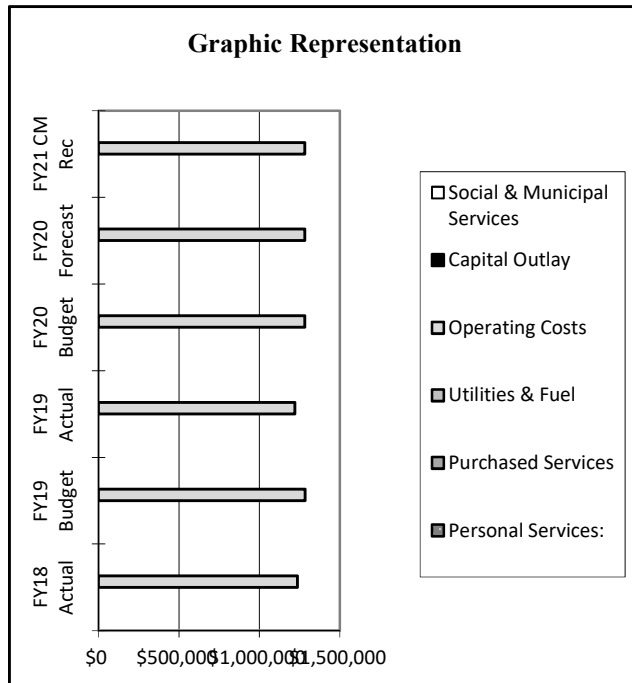
City of Biddeford, Maine

Fiscal Year 2021

Budget: County Tax

Account Number: 21181

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	\$1,235,647	\$1,284,424	\$1,221,062	\$1,282,292	\$1,282,292	\$1,282,292	\$1,282,292
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,235,647	\$1,284,424	\$1,221,062	\$1,282,292	\$1,282,292	\$1,282,292	\$1,282,292

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY20 Budget	FY21 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	\$1,282,292	\$1,282,292	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,282,292	\$1,282,292	\$0	0.0%

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60749	County Tax Expense	\$1,235,647	\$1,284,424	\$1,221,062	\$1,282,292	\$1,282,292	\$1,282,292	\$1,282,292
Totals		\$1,235,647	\$1,284,424	\$1,221,062	\$1,282,292	\$1,282,292	\$1,282,292	\$1,282,292

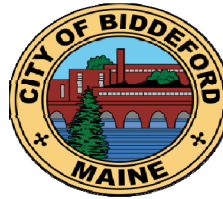
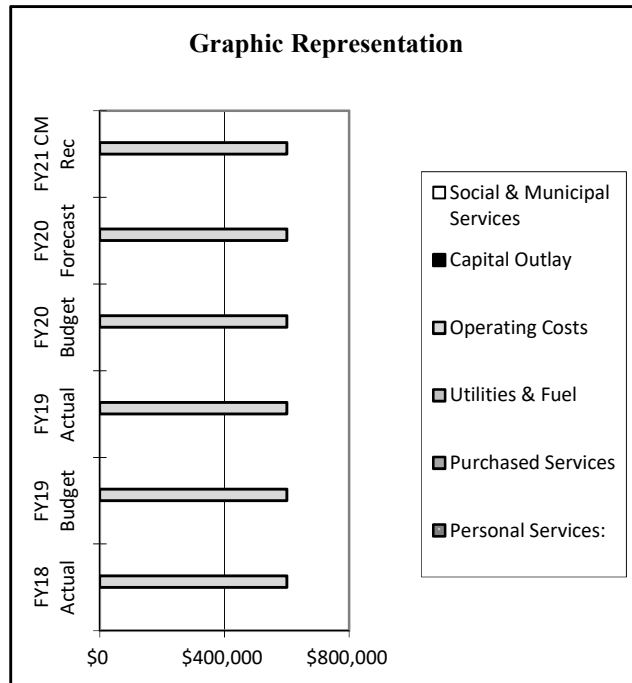
City of Biddeford, Maine

Fiscal Year 2021

Budget: Transfers Out

Account Number: 21199

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$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	

	FY20 Budget	FY21 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	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							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
Totals		\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000



Fiscal Year 2020 Budget Request

February 28, 2020

Department:

Transfers Out

Account Title: Transfer Out to Other Funds

Department Number: 21199

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00

	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
FY2021 Budget	\$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.

Transfer to Wastewater Fund

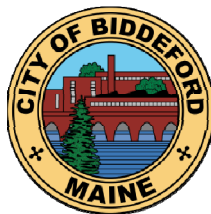
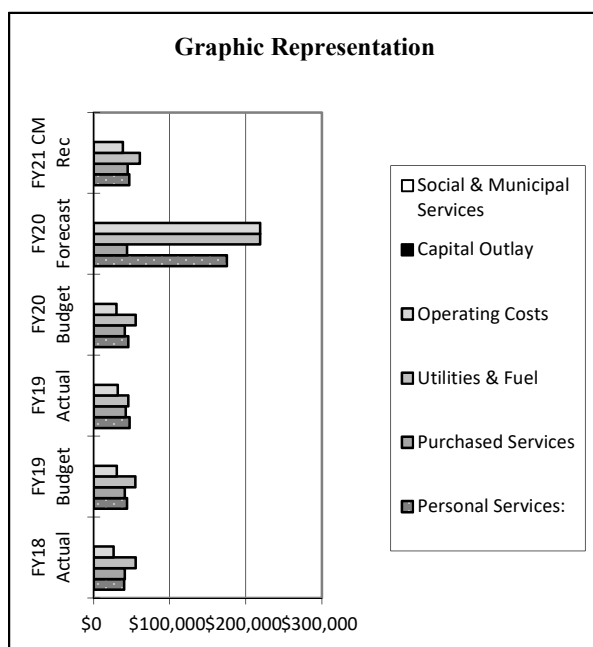
City of Biddeford, Maine

Fiscal Year 2021

Budget: City Hall Building Exp

Account Number: 21121

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21		
						Dept Head	Manager's Rec	City Council Rec
Personnel Services:	\$40,076	\$43,984	\$46,998	\$45,559	\$24,460	\$46,636	\$46,636	\$46,636
Purchased Services	\$41,031	\$41,000	\$42,197	\$41,000	\$20,317	\$44,500	\$44,500	\$44,500
Utilities & Fuel	\$55,101	\$54,799	\$45,539	\$55,370	\$11,742	\$60,770	\$60,770	\$60,770
Operating Costs	\$26,207	\$30,400	\$31,493	\$29,925	\$10,078	\$38,450	\$34,450	\$34,450
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$162,416	\$170,183	\$166,227	\$171,854	\$66,597	\$190,356	\$186,356	\$186,356

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$3,627
Workers Comp	\$1,681
Health Insurance	\$9,739
Retirement	\$1,381
Unemployment	\$40
Other Insurance	\$897
Total Fringe Benefit Impact	\$17,366
# of Full Time Employees	1.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$45,559	\$46,636	\$1,077	2.4%
Purchased Services	\$41,000	\$44,500	\$3,500	8.5%
Utilities & Fuel	\$55,370	\$60,770	\$5,400	9.8%
Operating Costs	\$29,925	\$34,450	\$4,525	15.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$171,854	\$186,356	\$14,502	8.4%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21		Council
							Dept Head	Mgr's Rec	
60105	F-T Employee Wage Exp	\$36,263	\$41,509	\$42,873	\$43,034	\$21,882	\$44,036	\$44,036	\$44,036
60111	Overtime Wage Expense	\$3,747	\$2,000	\$4,062	\$2,300	\$2,578	\$2,500	\$2,500	\$2,500
60230	Clothing/Uniforms Expense	\$66	\$125	\$63	\$125	\$0	\$100	\$100	\$100
60252	Travel/Mileage Expense	\$0	\$350	\$0	\$100	\$0	\$0	\$0	\$0
Totals		\$40,076	\$43,984	\$46,998	\$45,559	\$24,460	\$46,636	\$46,636	\$46,636

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21		Council
							Dept Head	Mgr's Rec	
60310	Service Contracts Expense	\$41,031	\$41,000	\$42,197	\$41,000	\$20,317	\$44,500	\$44,500	\$44,500
Totals		\$41,031	\$41,000	\$42,197	\$41,000	\$20,317	\$44,500	\$44,500	\$44,500

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21		Council
							Dept Head	Mgr's Rec	
60400	Electricity Expense	\$30,041	\$33,500	\$21,194	\$33,500	\$8,727	\$36,000	\$36,000	\$36,000
60401	Water Expense	\$1,459	\$1,150	\$1,452	\$1,150	\$864	\$1,450	\$1,450	\$1,450
60404	Sewer User Fee Expense	\$2,028	\$1,600	\$2,246	\$2,200	\$1,093	\$2,300	\$2,300	\$2,300
60405	Heating Fuel Expense	\$21,574	\$18,500	\$20,646	\$18,500	\$1,058	\$21,000	\$21,000	\$21,000
60411	Gasoline Expense	\$0	\$49	\$0	\$20	\$0	\$20	\$20	\$20
Totals		\$55,101	\$54,799	\$45,539	\$55,370	\$11,742	\$60,770	\$60,770	\$60,770

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21		Council
							Dept Head	Mgr's Rec	
60450	Building Repair/Maint Exp	\$22,784	\$25,000	\$28,569	\$25,000	\$9,957	\$34,000	\$30,000	\$30,000
60452	Operating Equip Repair Exp	\$0	\$300	\$0	\$300	\$0	\$200	\$200	\$200
60453	Vehicle Repair/Tires/Oil Exp	\$81	\$100	\$52	\$125	\$0	\$50	\$50	\$50
60501	Operating Supp/Eqt Non-Cap	\$1,914	\$2,500	\$2,028	\$2,500	\$121	\$2,200	\$2,200	\$2,200
60509	Cleaning Supplies Expense	\$1,428	\$2,500	\$846	\$2,000	\$0	\$2,000	\$2,000	\$2,000
Totals		\$26,207	\$30,400	\$31,493	\$29,925	\$10,078	\$38,450	\$34,450	\$34,450

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21121 City Hall Building Exp

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
ROVING MAINTENANCE WORKER	10335	1.00	43,867.20	44,035.92	44,035.92		LAROSE
TOTAL BUDGETED POSITIONS		1.00	43,867.20	44,035.92	44,035.92		



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: F-T Employee Wage Exp

Department Number: 21121

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$36,262.71	\$41,509.00	\$42,872.68	\$43,034.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,035.92	\$44,035.92		\$1,001.92

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Overtime Wage Expense

Department Number: 21121

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,747.14	\$2,000.00	\$4,062.29	\$2,300.00	\$43,816.00

FY2021 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.

General OT for building services. FY2019 end of year projection reflects open Facility Mgr position

	FY Actual	
FY2014	\$	2,800.50
FY2015	\$	2,249.08
FY2016	\$	1,952.73
FY2017	\$	1,849.72
FY2018	\$	3,747.14
FY2019	\$	4,062.00
Average	\$	2,776.86
Median	\$	2,524.79
Max	\$	4,062.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Clothing/Uniforms Expense

Department Number: 21121

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$66.45	\$125.00	\$63.27	\$125.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		(\$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.

Funds for maintenance clothing



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Travel/Mileage Expense

Department Number: 21121

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$350.00	\$0.00	\$100.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

No use of personal vehicle



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Service Contracts Expense

Department Number: 21121

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$41,030.99	\$41,000.00	\$42,196.66	\$41,000.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,500.00	\$44,500.00		\$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.

Domestics Cleaning Svc	\$	33,397.00
Eastern Fire (sprinklers)	\$	400.00
Ehrlich Pest Control (bed bug assessment)	\$	600.00
L.W. Bills Co (panic alarms)	\$	1,485.00
Minuteman Security (security alarm)	\$	940.00
Modern Pest Svcs (bldg spraying)	\$	1,440.00
Norris, Inc (fire alarms and service calls)	\$	1,800.00
Thyssenkrupp Elevator (elevator and svc calls)	\$	4,000.00
State of Maine (elevator certification)	\$	70.00
Linwood R Davis (extinguishers)	\$	552.00
	\$	44,684.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Electricity Expense

Department Number: 21121

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$30,040.62	\$33,500.00	\$21,194.03	\$33,500.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 36,000.00	\$36,000.00		\$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.

Central Maine Power	\$ 20,571.43
Constellation New Energy	\$ 15,428.57
	\$ 36,000.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Water Expense

Department Number: 21121

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,458.65	\$1,150.00	\$1,452.06	\$1,150.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,450.00	\$1,450.00		\$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.

Water usage controlled by making sure toilets are not running or sinks left on.

FY2014	\$	1,201.61
FY2015	\$	1,288.36
FY2016	\$	1,088.67
FY2017	\$	1,097.98
FY2018	\$	1,458.65
FY2019	\$	1,452.06
Average	\$	1,264.56
Median	\$	1,244.99
Max	\$	1,458.65



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Sewer User Fee Expense

Department Number: 21121

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,027.71	\$1,600.00	\$2,246.35	\$2,200.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,300.00	\$2,300.00		\$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.

FY2014	\$	1,126.90
FY2015	\$	1,352.20
FY2016	\$	1,402.85
FY2017	\$	1,518.80
FY2018	\$	2,027.71
FY2019	\$	2,246.35
Average	\$	1,612.47
Median	\$	1,460.83
Max	\$	2,246.35



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Heating Fuel Expense

Department Number: 21121

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$21,574.29	\$18,500.00	\$20,646.49	\$18,500.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$21,000.00	\$21,000.00		\$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.

Contingency for buidlding fuel (natural gas). City Theatre connected to service line.
Annual use depends on price and severity of winter. Price expected to increase only slightly.

FY2014	\$	17,902.06
FY2015	\$	25,224.94
FY2016	\$	16,580.21
FY2017	\$	20,536.23
FY2018	\$	21,574.29
FY2019	\$	20,646.49
Average	\$	20,410.70
Median	\$	20,591.36
Max	\$	25,224.94



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Gasoline Expense

Department Number: 21121

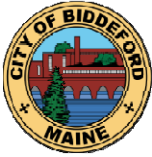
Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$49.00	\$0.00	\$20.00	\$43,816.00

FY2021 Budget	Department Request	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.

Fuel for small engines (mower, weedwacker, snowbower)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Building Repair/Maint Exp

Department Number: 21121

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$22,783.70	\$25,000.00	\$28,568.51	\$25,000.00	\$43,816.00

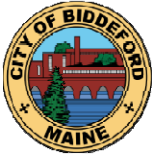
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$34,000.00	\$30,000.00		\$5,000.00

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.

Contingency for building repairs. Increased to reflect average annual costs

Plumbing repairs	\$ 7,500.00
Electrical repairs	\$ 4,000.00
Misc. repairs and replacements	\$ 10,000.00
Roof repairs	\$ 2,500.00
Flooring repairs	\$ 4,500.00
Masonry repairs to back stairs and ramp	\$ 5,500.00
	\$ 34,000.00

FY2014	\$ 36,380.20
FY2015	\$ 46,059.63
FY2016	\$ 39,526.36
FY2017	\$ 33,950.18
FY2018	\$ 22,783.70
FY2019	\$ 28,568.51
Average	\$ 34,544.76
Median	\$ 35,165.19
Max	\$ 46,059.63



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Operating Equip Repair Exp

Department Number: 21121

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$300.00	\$0.00	\$300.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 200.00	\$200.00		(\$100.00)



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21121

Account Number: 60453

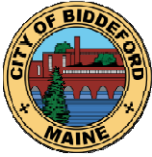
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$81.45	\$100.00	\$51.57	\$125.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50.00	\$50.00		(\$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.

Contingency for repairs and service to small engines and tools through DPW

FY2014	\$	23.22
FY2015	\$	24.91
FY2016	\$	67.71
FY2017	\$	43.92
FY2018	\$	81.45
FY2019	\$	51.57
Average	\$	48.80
Median	\$	47.75
Max	\$	81.45



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21121

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,914.00	\$2,500.00	\$2,027.79	\$2,500.00	\$43,816.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,200.00	\$2,200.00		(\$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.

Contingency for operating supplies and non-capital equipment

Paper products	\$	1,007.00
Ice melt	\$	550.00
Hand tools	\$	175.00
Light bulbs	\$	200.00
Miscellaneous equipment	\$	275.00
	\$	2,207.00

FY2014	\$	1,287.48
FY2015	\$	3,894.07
FY2016	\$	3,452.97
FY2017	\$	2,315.45
FY2018	\$	1,914.00
FY2019	\$	2,027.79
Average	\$	2,481.96
Median	\$	2,171.62
Max	\$	3,894.07



Fiscal Year 2021 Budget Request

February 27, 2020

Department: City Hall Building Exp

Account Title: Cleaning Supplies Expense

Department Number: 21121

Account Number: 60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,428.08	\$2,500.00	\$845.57	\$2,000.00	\$43,816.00

FY2021 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.

Contingency for cleaning supplies

	Units	Unit Price	Total
Paper towels	20	\$ 18.00	\$ 360.00
Toilet paper	19	\$ 19.30	\$ 366.70
Plastic trash bags	19	\$ 16.00	\$ 304.00
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
			<u>\$ 1,915.70</u>

FY2014	\$ 901.60
FY2015	\$ 2,258.10
FY2016	\$ 3,147.19
FY2017	\$ 2,662.29
FY2018	\$ 1,428.08
FY2019	\$ 845.57
Average	\$ 1,873.81
Median	\$ 1,843.09
Max	\$ 3,147.19

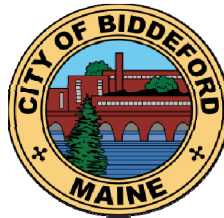
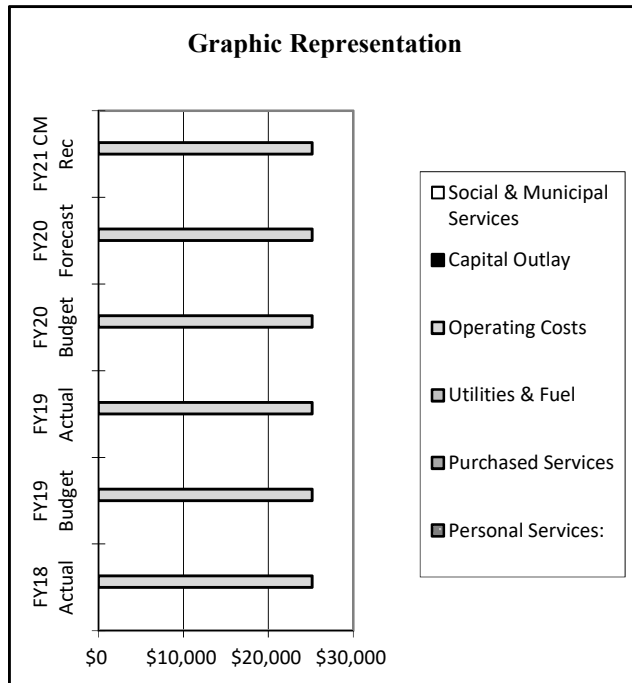
City of Biddeford, Maine

Fiscal Year 2021

Budget: Private Schools

Account Number: 21122

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	

	FY20 Budget	FY21 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	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							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 2021 Budget Request

February 27, 2020

Department: Private Schools

Account Title: Transfer Out to Other Funds

Department Number: 21122

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$25,136.00	\$25,136.00	\$25,136.00	\$25,136.00	\$25,136.00

FY2021 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.

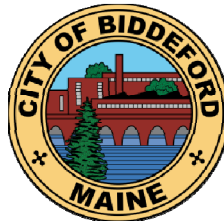
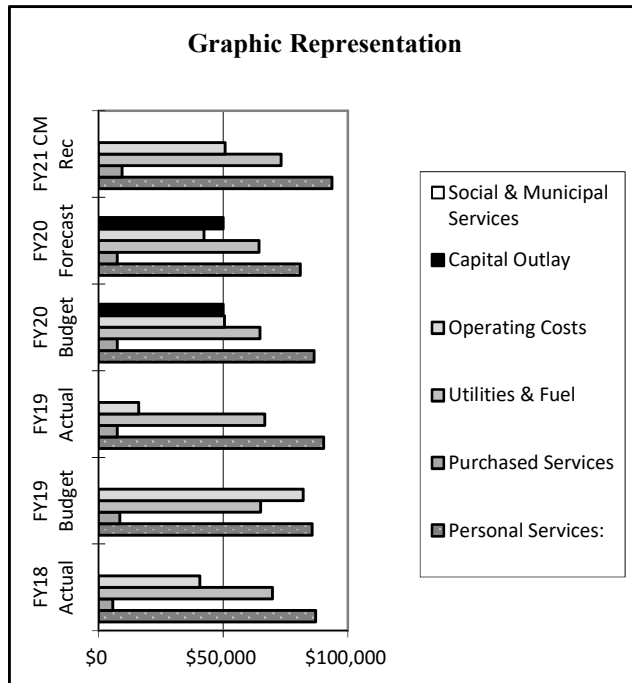
City of Biddeford, Maine

Fiscal Year 2021

Budget: Community Center

Account Number: 21123

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$87,058	\$85,688	\$90,273	\$86,452	\$46,097	\$93,604	\$93,604
Purchased Services	\$5,688	\$8,451	\$7,527	\$7,415	\$2,332	\$9,425	\$9,425
Utilities & Fuel	\$69,777	\$65,029	\$66,708	\$64,750	\$31,255	\$73,197	\$70,947
Operating Costs	\$40,598	\$82,025	\$16,041	\$50,525	\$8,469	\$50,695	\$50,275
Capital Outlay	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$203,122	\$241,193	\$180,549	\$259,142	\$138,153	\$226,921	\$224,251

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$7,088
Workers Comp	\$0
Health Insurance	\$22,529
Retirement	\$4,332
Unemployment	\$0
Other Insurance	\$933
Total Fringe Benefit Impact	\$34,882
# of Full Time Employees	3.45

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$86,452	\$93,604	\$7,152	8.3%
Purchased Services	\$7,415	\$9,425	\$2,010	27.1%
Utilities & Fuel	\$64,750	\$70,947	\$6,197	9.6%
Operating Costs	\$50,525	\$50,275	-\$250	-0.5%
Capital Outlay	\$50,000	\$0	-\$50,000	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$259,142	\$224,251	-\$34,891	-13.5%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$37,122	\$37,292	\$39,581	\$39,672	\$23,173	\$40,592	\$40,592
60106	P-T Employee Wage Exp	\$46,777	\$45,696	\$46,215	\$46,030	\$21,670	\$49,762	\$49,762
60111	Overtime Wage Expense	\$2,225	\$1,950	\$3,711	\$0	\$1,254	\$2,300	\$2,300
60230	Clothing/Uniforms Expense	\$185	\$450	\$0	\$450	\$0	\$450	\$450
60252	Travel/Mileage Expense	\$748	\$300	\$767	\$300	\$0	\$500	\$500
Totals		\$87,058	\$85,688	\$90,273	\$86,452	\$46,097	\$93,604	\$93,604

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$5,688	\$8,451	\$7,527	\$7,415	\$2,332	\$9,425	\$9,425
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$5,688	\$8,451	\$7,527	\$7,415	\$2,332	\$9,425	\$9,425

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$17,087	\$18,250	\$14,054	\$18,250	\$7,366	\$18,250	\$16,000
60401	Water Expense	\$1,321	\$840	\$1,550	\$1,000	\$963	\$1,200	\$1,200
60402	Phone/Celular/Paging Exp	\$1,418	\$1,439	\$1,437	\$0	\$785	\$1,847	\$1,847
60404	Sewer User Fee Expense	\$3,558	\$2,000	\$3,603	\$2,500	\$3,270	\$5,900	\$5,900
60405	Heating Fuel Expense	\$46,393	\$42,500	\$46,065	\$43,000	\$18,873	\$46,000	\$46,000
Totals		\$69,777	\$65,029	\$66,708	\$64,750	\$31,255	\$73,197	\$70,947

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$34,902	\$74,500	\$14,333	\$43,000	\$8,163	\$43,000	\$43,000
60454	Grounds Maint/Improve Exp	\$450	\$3,000	\$410	\$3,000	\$0	\$3,000	\$3,000
60500	Admin/Office Supp/Eqt Non-C	\$0	\$25	\$0	\$25	\$0	\$25	\$25
60501	Operating Supp/Eqt Non-Cap	\$1,614	\$1,000	\$670	\$1,000	\$121	\$1,000	\$1,000
60509	Cleaning Supplies Expense	\$3,631	\$3,500	\$627	\$3,500	\$185	\$3,670	\$3,250
Totals		\$40,598	\$82,025	\$16,041	\$50,525	\$8,469	\$50,695	\$50,275

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21123 Community Center

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
ROVING MAINTENANCE WORKER	10002	1.00	40,436.86	40,592.39	40,592.39		LAPIERRE
CUSTODIAN	10715	0.50	12,740.00	12,789.00	12,789.00		COTE
CUSTODIAN	10660	0.50	-	-	-		VACANT
CUSTODIAN	10756	0.70	18,605.44	18,677.00	18,677.00		ADAMS
CUSTODIAN	10776	0.75	18,225.90	18,296.00	18,296.00		LECLERC
TOTAL BUDGETED POSITIONS		3.45	90,008.20	90,354.39	90,354.39		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: F-T Employee Wage Exp

Department Number: 21123

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$37,122.20	\$37,292.00	\$39,580.53	\$39,672.00	\$40,437.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$40,592.39	\$40,592.39		\$920.39

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 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: P-T Employee Wage Exp

Department Number: 21123

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$46,777.17	\$45,696.00	\$46,214.64	\$46,030.00	\$39,842.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$49,762.00	\$49,762.00		\$3,732.00

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

Adams-AM M-F Rotate Wknds	\$ 18,677
LeClerc-Evening M-F Rotate Wknds	\$ 18,296
Cote-Midday W-Sat	\$ 12,789
	\$ 49,762



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Overtime Wage Expense

Department Number: 21123

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,224.97	\$1,950.00	\$3,710.70	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,300.00	\$2,300.00		\$2,300.00

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 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Clothing/Uniforms Expense

Department Number: 21123

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$185.39	\$450.00	\$0.00	\$450.00	\$300.00

FY2021 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.

Staff Shirts	\$	450.00
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Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Travel/Mileage Expense

Department Number: 21123

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$748.48	\$300.00	\$766.76	\$300.00	\$300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$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.

Facility Mgr	\$ 500
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Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Service Contracts Expense

Department Number: 21123

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,688.04	\$8,451.00	\$7,527.04	\$7,415.00	\$7,415.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,425.00	\$9,425.00		\$2,010.00

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.

Thysenkrupp elevator	\$	5,395
Modern Pest 50 per month	\$	600
Fire Alarm Test	\$	350
Elevator License	\$	70
Boiler Licenses	\$	100
Fire Alarm Monitoring	\$	375
Sprinkler Testing	\$	525
Fuel Tank Inspection	\$	2,010
	\$	9,425



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Equipment Rent/Lease Exp

Department Number: 21123

Account Number: 60330

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Electricity Expense

Department Number: 21123

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$17,086.98	\$18,250.00	\$14,053.77	\$18,250.00	\$13,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,250.00	\$16,000.00		(\$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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Water Expense

Department Number: 21123

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,321.15	\$840.00	\$1,549.81	\$1,000.00	\$1,142.00

FY2021 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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Phone/Celular/Paging Exp

Department Number: 21123

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,417.84	\$1,439.00	\$1,436.78	\$0.00	\$1,328.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,847.00	\$1,847.00		\$1,847.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Custodian on duty phone	\$	336
1 Maintenance Phone	\$	780
GWl	\$	731
	\$	1,847



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Sewer User Fee Expense

Department Number: 21123

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,557.78	\$2,000.00	\$3,603.18	\$2,500.00	\$5,897.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,900.00	\$5,900.00		\$3,400.00

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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Heating Fuel Expense

Department Number: 21123

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$46,393.32	\$42,500.00	\$46,064.57	\$43,000.00	\$43,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$46,000.00	\$46,000.00		\$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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Building Repair/Maint Exp

Department Number: 21123

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$34,901.96	\$74,500.00	\$14,333.12	\$43,000.00	\$35,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,000.00	\$43,000.00		\$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 Repair	\$	3,500
Electrical Repair	\$	4,000
HVAC Repair (staem leaks and traps)	\$	5,500
Roof Repairs	\$	2,500
Asbestos Removal	\$	2,500
Floor Refinish-Gym Aud, Ross Ctr	\$	3,835
Masonry Repairs-Myrtle and Clark Stairways	\$	4,500
Replace Tile Floors 1st and 2nd FI Rest rooms	\$	5,865
Interior Paint and Supply	\$	3,800
Ceiling Tiles	\$	3,500
Elevator Floor	\$	500
Door Hardware	\$	3,000
	\$	43,000



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Grounds Maint/Improve Exp

Department Number: 21123

Account Number: 60454

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$450.40	\$3,000.00	\$410.45	\$3,000.00	\$3,000.00

FY2021 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 Myrtle Street Parking Lot	\$	1,500
Gate Repair	\$	500
Prospect Patching	\$	300
Exterior Trash Cans	\$	700
	\$	3,000.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

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

Department Number: 21123

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$25.00	\$0.00	\$25.00	\$25.00

FY2021 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.

Desk Supplies	\$	25
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Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21123

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,614.43	\$1,000.00	\$670.17	\$1,000.00	\$800.00

FY2021 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.

Tool Replacement	\$	500
Interior Fire Proof Trash Cans	\$	500
	\$	1,000



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Cleaning Supplies Expense

Department Number: 21123

Account Number: 60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,631.42	\$3,500.00	\$627.04	\$3,500.00	\$3,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,670.00	\$3,250.00		(\$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.

Paper Towels	\$ 888
Toilet Paper	\$ 1,098
Trash bags	\$ 470
Disinfectant	\$ 150
Glass Cleaner	\$ 125
Neutral Floor Cleaner	\$ 275
Wet Mops	\$ 125
Dry Mops	\$ 100
Heavy Duty Cleaner	\$ 175
Laundry Soap	\$ 65
Brooms, dust pans, plungers, micro fiber cloths, etc	\$ 200
	\$ 3,670



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Community Center

Account Title: Community Center

Department Number: 21123

Account Number: 60905

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$0.00		(\$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.

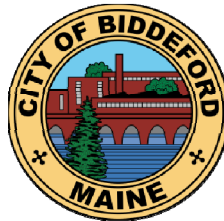
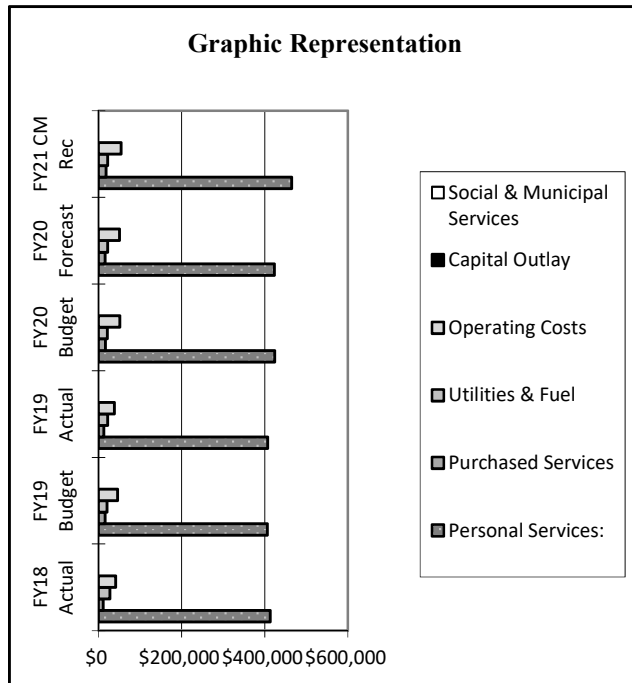
City of Biddeford, Maine

Fiscal Year 2021

Budget: Recreation

Account Number: 21124

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$413,329	\$405,984	\$407,023	\$423,745	\$255,646	\$464,660	\$464,660
Purchased Services	\$10,845	\$15,865	\$12,501	\$16,181	\$4,807	\$18,281	\$18,066
Utilities & Fuel	\$26,927	\$20,094	\$21,406	\$21,052	\$14,331	\$21,625	\$21,531
Operating Costs	\$40,694	\$45,540	\$37,876	\$51,220	\$23,506	\$53,950	\$52,200
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$491,794	\$487,483	\$478,806	\$512,198	\$298,290	\$558,516	\$556,457



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$35,627
Workers Comp	\$11,698
Health Insurance	\$74,508
Retirement	\$19,819
Unemployment	\$353
Other Insurance	\$3,984
Total Fringe Benefit Impact	\$145,989
# of Full Time Employees	5.90

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$423,745	\$464,660	\$40,915	9.7%
Purchased Services	\$16,181	\$18,066	\$1,885	11.6%
Utilities & Fuel	\$21,052	\$21,531	\$479	2.3%
Operating Costs	\$51,220	\$52,200	\$980	1.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$512,198	\$556,457	\$44,259	8.6%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$75,992	\$76,275	\$78,547	\$78,841	\$46,314	\$81,127	\$81,127
60105	F-T Employee Wage Exp	\$171,777	\$183,769	\$201,019	\$188,898	\$114,032	\$214,244	\$214,244
60106	P-T Employee Wage Exp	\$69,583	\$54,053	\$41,048	\$55,566	\$19,585	\$55,798	\$55,798
60107	Temp/Seasonal Emp Wage Ex	\$82,437	\$78,097	\$73,800	\$84,900	\$62,077	\$97,150	\$97,150
60111	Overtime Wage Expense	\$3,499	\$3,500	\$3,319	\$5,000	\$8,991	\$5,000	\$5,000
60129	Insurance Buyout Pay	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$796	\$1,250	\$698	\$1,500	\$0	\$1,500	\$1,500
60251	Conferences/Training Expense	\$255	\$800	\$556	\$1,600	\$90	\$1,600	\$1,600
60252	Travel/Mileage Expense	\$6,346	\$7,000	\$7,197	\$7,000	\$4,141	\$7,000	\$7,000
60253	Food/Lodging Expense	\$800	\$800	\$389	\$0	\$0	\$800	\$800
60256	Dues/Memberships Expense	\$345	\$440	\$450	\$440	\$415	\$440	\$440
Totals		\$413,329	\$405,984	\$407,023	\$423,745	\$255,646	\$464,660	\$464,660

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							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	\$1,333	\$1,750	\$1,824	\$2,066	\$1,462	\$2,066	\$2,066
60365	Recreation Programs Expense	\$9,512	\$13,115	\$10,677	\$13,115	\$3,345	\$15,215	\$15,000
Totals		\$10,845	\$15,865	\$12,501	\$16,181	\$4,807	\$18,281	\$18,066

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$10,888	\$10,500	\$10,861	\$11,000	\$6,794	\$11,000	\$11,000
60402	Phone/Celular/Paging Exp	\$4,556	\$4,394	\$4,392	\$4,394	\$2,802	\$4,394	\$4,394
60405	Heating Fuel Expense	\$8,394	\$1,000	\$1,959	\$1,000	\$256	\$1,858	\$1,850
60410	Diesel Fuel Expense	\$2,202	\$3,500	\$3,496	\$3,536	\$3,932	\$3,536	\$3,450
60411	Gasoline Expense	\$887	\$700	\$697	\$1,122	\$547	\$837	\$837
Totals		\$26,927	\$20,094	\$21,406	\$21,052	\$14,331	\$21,625	\$21,531

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$6,945	\$9,000	\$7,399	\$9,000	\$4,909	\$9,000	\$9,000
60452	Operating Equip Repair Exp	\$4,219	\$4,000	\$1,086	\$4,000	\$3,064	\$4,000	\$4,000
60453	Vehicle Repair/Tires/Oil Exp	\$8,376	\$5,250	\$5,532	\$10,000	\$5,164	\$10,250	\$10,000
60500	Admin/Office Supp/Eqt Non-C	\$2,759	\$3,500	\$2,609	\$3,500	\$1,069	\$3,500	\$3,500
60501	Operating Supp/Eqt Non-Cap	\$15,466	\$16,890	\$17,320	\$16,890	\$6,973	\$19,370	\$18,500
60502	Printing & Copying Expense	\$2,593	\$6,000	\$3,512	\$6,880	\$2,328	\$6,880	\$6,250
60509	Cleaning Supplies Expense	\$336	\$900	\$417	\$950	\$0	\$950	\$950
Totals		\$40,694	\$45,540	\$37,876	\$51,220	\$23,506	\$53,950	\$52,200

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21124 Recreation

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
RECREATION DIRECTOR	68190	1.00	80,816.32	81,127.15	81,127.15		WALSH
ADMINISTRATIVE ASST.	12968	0.88	41,386.80	41,545.98	41,545.98		CONWAY
50+ COORDINATOR	20550	1.00	50,668.80	50,863.68	50,863.68		DROUIN
ADULT COORDINATOR	10098	1.00	46,633.60	46,812.96	46,812.96		DUNPHE
YOUTH COORDINATOR	24000	1.00	49,400.00	49,590.00	49,590.00		FECTION
PROGRAM ASSISTANT	10181	0.73	25,334.40	25,431.84	25,431.84		LAPIERRE
BUS DRIVER	8	0.30	55,584.21	55,798.00	55,798.00		VARIOUS
SEASONAL EMPLOYEES	9	-	96,777.78	97,150.00	97,150.00		0

TOTAL BUDGETED POSITIONS

5.90	446,601.91	448,319.61	448,319.61
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Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Dept Manager Salary Exp

Department Number: 21124

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$75,992.28	\$76,275.00	\$78,547.49	\$78,841.00	\$78,841.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$81,127.15	\$81,127.15		\$2,286.15

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 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: F-T Employee Wage Exp

Department Number:

21124

Account Number:

60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$171,776.73	\$183,769.00	\$201,019.38	\$188,898.00	\$188,898.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$214,244.46	\$214,244.46		\$25,346.46

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.

Adult Coordinator Brian Dunphe	\$	46,813
Youth Coord. Mike Fecteau	\$	49,590
Director Ross Center & 50 Plus Club Deb Drouin	\$	50,864
Administrative Assistant 50% Pat Conway	\$	41,546
Program Assitant/Linda Lapierre	\$	25,432
	\$	214,244



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: P-T Employee Wage Exp

Department Number: 21124

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$69,582.62	\$54,053.00	\$41,047.85	\$55,566.00	\$55,566.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$55,798.00	\$55,798.00		\$232.00

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

RP Mon-Fri 2-6PM (29hrs*52.2wks)	\$ 23,554
RP Mon-Fri 2-6PM (29hrs*52.2wks)	\$ 22,794
Bus driver (15.75/hr*12hrs wk*50 wks)	\$ 9,450
	\$ 55,798



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21124

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$82,436.57	\$78,097.00	\$73,800.00	\$84,900.00	\$84,900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$97,150.00	\$97,150.00		\$12,250.00

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.

Youth Sports Assistant (14.00/hr*25hrs*15wks)	\$ 5,250
Enrichment Staff 365 Hrs * 12 hr Community Event Support	\$ 4,380
Park Facility Custodial/Maint April 1-Oct30-M,R,C,StL	\$ 14,900
Rotary Park Lifeguard Supervisor (18.5/hr*40hrs*13wks)	\$ 9,620
Rotary Park Lifeguards (5.5*40Hrs*15.5/hr*12wks)	\$ 48,360
Field Staff Lining, Field Prep 15/hr*20hrs*12wks	\$ 3,600
Clifford Park Steward (\$16/hr*30hr*11wks)	\$ 5,280
CIT Director 16*40*9	\$ 5,760
	\$ 97,150

impacted by minimum wage change



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Overtime Wage Expense

Department Number: 21124

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,499.43	\$3,500.00	\$3,318.62	\$5,000.00	\$5,000.00

FY2021 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.

OT WAGES -Rotary Lifeguards

5,000



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Clothing/Uniforms Expense

Department Number: 21124

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$796.00	\$1,250.00	\$698.00	\$1,500.00	\$1,500.00

FY2021 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.

Clothing Allowance/Staff & Guard Shirts/suits	\$	1,500.00
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Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Conferences/Training Expense

Department Number: 21124

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$255.00	\$800.00	\$556.49	\$1,600.00	\$1,000.00

FY2021 Budget	Department Request	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.

MMA, NNRPC, MRPA Conferences

\$1,600.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Travel/Mileage Expense

Department Number: 21124

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,346.18	\$7,000.00	\$7,196.88	\$7,000.00	\$7,000.00

FY2021 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.

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Mileage Incl seven reg staff plus seasonal cleaning staff

Bus Usage/Tcenter Substitutions-EZPASS

\$ 7,000.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Food/Lodging Expense

Department Number: 21124

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$799.50	\$800.00	\$388.55	\$0.00	\$100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$800.00	\$800.00		\$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.

Spring and Winter Conference for 5 satff	\$	800.00
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Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Dues/Memberships Expense

Department Number: 21124

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$345.00	\$440.00	\$450.00	\$440.00	\$440.00

FY2021 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
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Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21124

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$120.00

FY2021 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 Supplemental Testing/Rotary Park	\$	1,000.00
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Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Service Contracts Expense

Department Number: 21124

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,333.00	\$1,750.00	\$1,824.00	\$2,066.00	\$2,066.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,066.00	\$2,066.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Recreation Programs Expense

Department Number: 21124

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$9,511.80	\$13,115.00	\$10,677.28	\$13,115.00	\$13,115.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,215.00	\$15,000.00		\$1,885.00

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

Christmas, Halloween, Easter Entertainment,	\$	4,500
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	\$	800
Youth & Teen Programs	\$	1,990
Youth Summer Trips 1 per week*9wks*\$125-CIT	\$	1,125
Ross Center Holiday Social	\$	500
		15,215



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Electricity Expense

Department Number: 21124

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,888.04	\$10,500.00	\$10,861.40	\$11,000.00	\$11,000.00

FY2021 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.

St. Louis Office & Field
Ballfield \$45/hr

\$ 11,000.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Phone/Celular/Paging Exp

Department Number: 21124

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,556.03	\$4,394.00	\$4,392.38	\$4,394.00	\$4,394.00

FY2021 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 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Heating Fuel Expense

Department Number: 21124

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,393.93	\$1,000.00	\$1,959.35	\$1,000.00	\$1,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,858.00	\$1,850.00		\$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.

Teen Center based on 1.80 gal, incl tank rental *1032 gals.

\$ 1,858



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Diesel Fuel Expense

Department Number: 21124

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,201.98	\$3,500.00	\$3,496.29	\$3,536.00	\$3,536.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,536.00	\$3,450.00		(\$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.

FY 16	963 gal
FY 17	965 gal
FY 18	3260 gal
FY 19	3018 gal
FY 21	3300 @2.16 per gal



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Gasoline Expense

Department Number: 21124

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$886.55	\$700.00	\$696.52	\$1,122.00	\$1,122.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$837.00	\$837.00		(\$285.00)

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

FY 16	235 gal
FY 17	467 gal
FY 18	473 gal
FY 19	430 gal
FY 21	450 @1.86 \$837.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Building Repair/Maint Exp

Department Number: 21124

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,945.32	\$9,000.00	\$7,399.07	\$9,000.00	\$9,000.00

FY2021 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



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Operating Equip Repair Exp

Department Number: 21124

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,219.00	\$4,000.00	\$1,085.61	\$4,000.00	\$3,500.00

FY2021 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 Park Skatepark Repair and rehab.



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21124

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,375.78	\$5,250.00	\$5,532.34	\$10,000.00	\$10,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,250.00	\$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.

2 Busses, 2 vans, kayak trailer, canoe trailer, 2 ATV's

FY 16	5591
FY 17	4395
FY 18	9387
FY 19	5819
FY 21	10250



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

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

Department Number: 21124

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,758.77	\$3,500.00	\$2,609.43	\$3,500.00	\$3,000.00

FY2021 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



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21124

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,465.96	\$16,890.00	\$17,320.00	\$16,890.00	\$16,890.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,370.00	\$18,500.00		\$1,610.00

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

Ross Senior Center	\$ 2,040
Family Seasonal Events Youth & Teen	\$ 5,700
Safety Equipment-First Aid Supplies-Guard Equip	\$ 2,500
First Aid, ice packs, gauze,sunscreen and bandages	
Safety Training-Summer Staff (50 staff)	\$ 1,200
Enrichment/Youth	\$ 1,500
Teen Center	\$ 2,230
Rotary 2 units,Doran 1unit,St Louis 1 unit * 8 mos	\$ 3,200
Festival Supply/Family Fest and Winterfest	\$ 1,000
	\$19,370.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Printing & Copying Expense

Department Number:

21124

Account Number:

60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,592.87	\$6,000.00	\$3,511.89	\$6,880.00	\$6,600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,880.00	\$6,250.00		(\$630.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Cleaning Supplies Expense

Department Number: 21124

Account Number: 60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$335.96	\$900.00	\$417.17	\$950.00	\$950.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$950.00	\$950.00		\$0.00

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

Clifford Park, Mayfield, St Louis Field, Teen Center, Rotary Bathhouse cleaning supply



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Recreation

Account Title: Financial Aid

Department Number: 21124

Account Number: 60795

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,000.00	\$30,000.00		\$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.

new line to come from general taxation; previously paid for out of other peoples registration fees for program;
impact on fees was 5% to 10%; shifted to slow rate of fee increases; policy changes for all to support

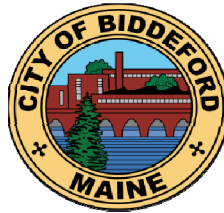
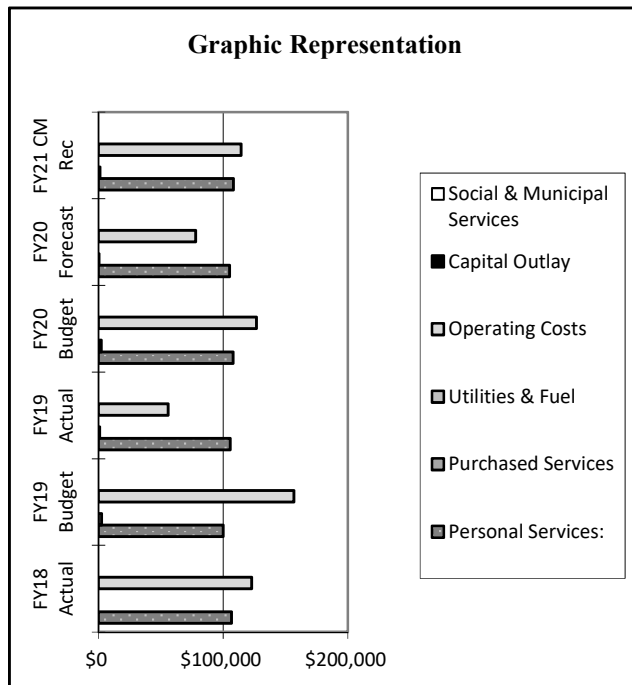
City of Biddeford, Maine

Fiscal Year 2021

Budget: Health & Welfare Expense

Account Number: 21125

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$106,511	\$99,943	\$105,480	\$107,943	\$59,889	\$108,103	\$108,103
Purchased Services	\$0	\$2,500	\$871	\$2,000	\$221	\$1,000	\$1,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$122,670	\$156,725	\$55,872	\$126,675	\$32,648	\$114,210	\$114,160
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$229,181	\$259,168	\$162,223	\$236,618	\$92,758	\$223,313	\$223,263



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$7,962
Workers Comp	\$295
Health Insurance	\$32,697
Retirement	\$10,511
Unemployment	\$38
Other Insurance	\$1,794
Total Fringe Benefit Impact	\$53,297
# of Full Time Employees	2.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$107,943	\$108,103	\$160	0.1%
Purchased Services	\$2,000	\$1,000	-\$1,000	-\$1
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$126,675	\$114,160	-\$12,515	-9.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$236,618	\$223,263	-\$13,355	-5.6%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$102,598	\$97,683	\$103,634	\$105,783	\$58,628	\$105,783	\$105,783
60111	Overtime Wage Expense	\$1,695	\$0	\$900	\$700	\$442	\$700	\$700
60129	Insurance Buyout Pay	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$295	\$700	\$350	\$900	\$130	\$1,020	\$1,020
60252	Travel/Mileage Expense	\$190	\$1,000	\$0	\$500	\$690	\$500	\$500
60253	Food/Lodging Expense	\$143	\$500	\$455	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$90	\$60	\$140	\$60	\$0	\$100	\$100
Totals		\$106,511	\$99,943	\$105,480	\$107,943	\$59,889	\$108,103	\$108,103

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$0	\$2,500	\$871	\$2,000	\$221	\$1,000	\$1,000
Totals		\$0	\$2,500	\$871	\$2,000	\$221	\$1,000	\$1,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$1,051	\$1,000	\$1,508	\$1,000	\$680	\$1,000	\$1,000
60501	Operating Supp/Eqt Non-Cap	\$22	\$0	\$245	\$0	\$0	\$360	\$360
60502	Printing & Copying Expense	\$88	\$175	\$213	\$175	\$140	\$350	\$300
60730	G.A. Electricity Expense	\$3,003	\$3,500	\$1,346	\$3,500	\$444	\$2,000	\$2,000
60731	G.A. Client Rent Expense	\$106,400	\$137,500	\$47,782	\$110,000	\$29,761	\$100,000	\$100,000
60732	G.A. Food/Grocery Expense	\$6,202	\$5,000	\$1,762	\$4,500	\$383	\$3,500	\$3,500
60734	G.A. Burials Expense	\$2,129	\$7,000	\$2,505	\$5,000	\$1,080	\$5,000	\$5,000
60736	G.A. Conveyance	\$0	\$50	\$0	\$0	\$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	\$525	\$1,000	\$0	\$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	\$1,814	\$0	\$0	\$0	\$160	\$0	\$0
60742	G.A. Water Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60743	G.A. Medical Expense	\$1,438	\$1,500	\$511	\$1,500	\$0	\$1,000	\$1,000
Totals		\$122,670	\$156,725	\$55,872	\$126,675	\$32,648	\$114,210	\$114,160

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21125 Health & Welfare Expense

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
CASE WORKER	10501	1.00	59,733.02	59,962.77	59,962.77		BARTH
ADMIN ASST/CASE WORKER	10666	1.00	43,243.20	43,409.52	43,409.52		STEVENSON
TOTAL BUDGETED POSITIONS		2.00	102,976.22	103,372.29	103,372.29		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: F-T Employee Wage Exp

Department Number: 21125

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$102,597.72	\$97,683.00	\$103,633.85	\$105,783.00	\$102,790.04

FY2021 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.

(1) General Assistance Administrator

(1) Caseworker



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Overtime Wage Expense

Department Number: 21125

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,695.26	\$0.00	\$900.32	\$700.00	\$700.00

FY2021 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.

Overtime for meetings running beyond 5:00pm; travel time for GA Administrator to attend MWDA Board Meetings and Workshops
Emergency calls taken during nights and weekends



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Conferences/Training Expense

Department Number: 21125

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$295.00	\$700.00	\$350.00	\$900.00	\$550.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,020.00	\$1,020.00		\$120.00

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

(5) GA Workshops - Caseworker to attend @ \$45.00 each = \$225.00

Spring Seminar - GA Administrator and Caseworker to attend (2 days) - \$200.00

General Assistance Administrator attends Workshops at no charge because she serves on MWDA Board and is often a presenter	\$ 425.00
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Lodging and food expenses for both GA Administrator and Caseworker to attend 2-day Spring Seminar (2021)

Lodging and food expenses for both GA Administrator and Caseworker to attend Fall 2020 Workshop (Orono)	\$ 450.00
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MMA Verbal Judo Workshop (GA Administrator)	\$120.00
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Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Travel/Mileage Expense

Department Number: 21125

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$190.05	\$1,000.00	\$0.00	\$500.00	\$800.00

FY2021 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.

Mileage reimbursement often, but not always, comes from MWDA due to the fact that the GA Administrator is a Board member



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Food/Lodging Expense

Department Number: 21125

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$142.91	\$500.00	\$455.33	\$0.00	\$0.00

FY2021 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.

Moved to 60251



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Dues/Memberships Expense

Department Number: 21125

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$90.00	\$60.00	\$140.00	\$60.00	\$100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		\$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.

Maine Welfare Directors Association Membership dues for GA Administrator and Caseworker - \$50.00 each, which is an increase

from a couple years ago



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21125

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$2,500.00	\$871.00	\$2,000.00	\$400.00

FY2021 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.

The City is responsible for providing Interpreters when necessary; and these costs are non-reimbursable through the GA Program.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

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

Department Number: 21125

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,051.22	\$1,000.00	\$1,508.34	\$1,000.00	\$700.00

FY2021 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; Ready Fresh



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21125

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$21.71	\$0.00	\$245.00	\$0.00	\$390.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00		\$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.

Reimbursement for part of GA Administrator cellphone charges (due to on-call status)



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: Printing & Copying Expense

Department Number: 21125

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$87.52	\$175.00	\$212.50	\$175.00	\$300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$300.00		\$175.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 - printing prices increased in 2019



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: G.A. Electricity Expense

Department Number: 21125

Account Number: 60730

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,002.84	\$3,500.00	\$1,346.08	\$3,500.00	\$1,400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		(\$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.

This is an account used for all general utilities, of which electricity is the primary expense that is paid



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: G.A. Client Rent Expense

Department Number: 21125

Account Number: 60731

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$106,399.66	\$137,500.00	\$47,781.69	\$110,000.00	\$70,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,000.00	\$100,000.00		(\$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.

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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: G.A. Food/Grocery Expense

Department Number: 21125

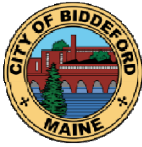
Account Number: 60732

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,201.88	\$5,000.00	\$1,762.00	\$4,500.00	\$800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		(\$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.

DHHS has caps on food supplements to applicants, so the City is required to cover what the State programs don't cover.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: G.A. Burials Expense

Department Number: 21125

Account Number: 60734

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,129.00	\$7,000.00	\$2,505.00	\$5,000.00	\$3,240.00

FY2021 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.

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 estimate is made by looking at what was spent in past

st years



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: G.A. Conveyance

Department Number: 21125

Account Number: 60736

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$50.00	\$0.00	\$0.00	\$0.00

FY2021 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.

The ShuttleBus has graciously given the GA Office bus tokens at no charge for the past year or so.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: G.A. Heating Fuel Expense

Department Number: 21125

Account Number: 60739

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$524.80	\$1,000.00	\$0.00	\$1,000.00	\$500.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Health & Welfare Expense

Account Title: G.A. Medical Expense

Department Number: 21125

Account Number: 60743

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,437.54	\$1,500.00	\$511.39	\$1,500.00	\$500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		(\$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.

This account is used to cover medical expenses for those who don't qualify under Maine Care, but do qualify for the GA Program.

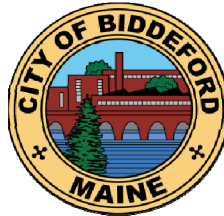
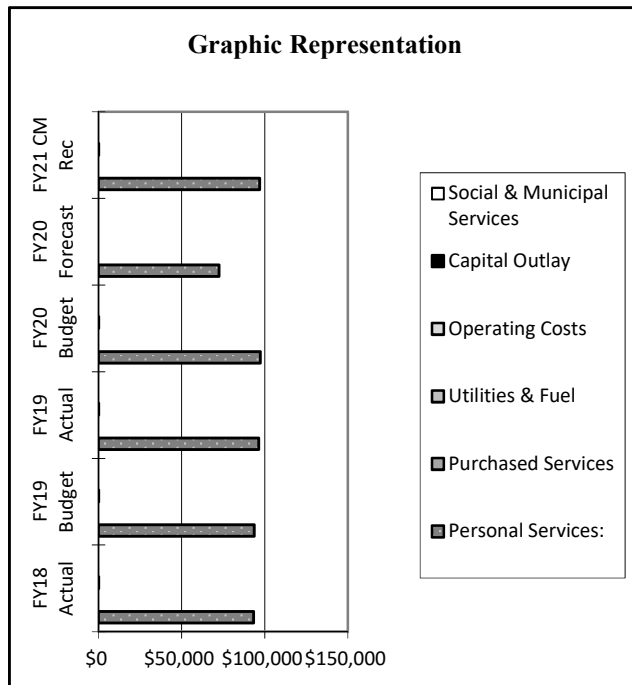
City of Biddeford, Maine

Fiscal Year 2021

Budget: Facilities Management Expense

Account Number: 21126

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$93,277	\$93,615	\$96,397	\$97,368	\$60,347	\$96,914	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$45	\$100	\$60	\$100	\$0	\$100	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$93,322	\$93,715	\$96,457	\$97,468	\$60,347	\$97,014	\$0



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$0
Workers Comp	\$0
Health Insurance	\$10,168
Retirement	\$0
Unemployment	\$83
Other Insurance	\$816
Total Fringe Benefit Impact	\$11,067
# of Full Time Employees	0.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$97,368	\$0	-\$97,368	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$100	\$0	-\$100	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$97,468	\$0	-\$97,468	-100.0%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$92,231	\$92,415	\$95,351	\$95,868	\$60,347	\$95,868	\$0
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60252	Travel/Mileage Expense	\$1,046	\$1,200	\$1,045	\$1,500	\$0	\$1,046	\$0
Totals		\$93,277	\$93,615	\$96,397	\$97,368	\$60,347	\$96,914	\$0

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$45	\$100	\$60	\$100	\$0	\$100	\$0
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$45	\$100	\$60	\$100	\$0	\$100	\$0

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21126 Facilities Management Expense

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
FACILITIES MANAGER	10212	-	95,500.60	95,867.91	-		VACANT
TOTAL BUDGETED POSITIONS		-	95,500.60	95,867.91	-		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Facilities Management Expense

Account Title: Dept Manager Salary Exp

Department Number: 21126

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$92,231.45	\$92,415.00	\$95,351.31	\$95,868.00	\$71,901.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$95,867.91	\$0.00		(\$95,868.00)

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

Facilities manager position under review with School Department. Full salary carried forward as contingency. Anticipate filling position prior to end of FY2020.

eliminated, see PWD for impacts



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Facilities Management Expense

Account Title: Travel/Mileage Expense

Department Number: 21126

Account Number: 60252

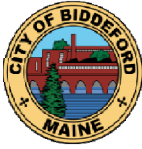
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,045.58	\$1,200.00	\$1,045.46	\$1,500.00	\$515.78

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,046.00	\$0.00		\$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.

Facilities manager position under review with School Department. Prior year maximum carried forward as contingency.

FY2014	\$	633.39
FY2015	\$	743.46
FY2016	\$	74.79
FY2017	\$	855.87
FY2018	\$	1,045.58
FY2019	\$	1,045.46
Average	\$	733.09
Median	\$	799.67
Maxium	\$	1,045.58



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Facilities Management Expense

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

Department Number: 21126

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$44.77	\$100.00	\$59.89	\$100.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$0.00		(\$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.

Facilities manager position under review with School Department. Total increased to fund set-up of new employee as a contingency.

FY2014	\$	-
FY2015	\$	-
FY2016	\$	-
FY2017	\$	38.96
FY2018	\$	44.77
FY2019	\$	59.89
Average	\$	23.94
Median	\$	19.48
Maximum	\$	59.89

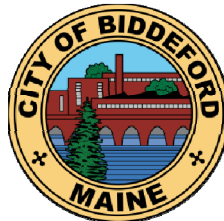
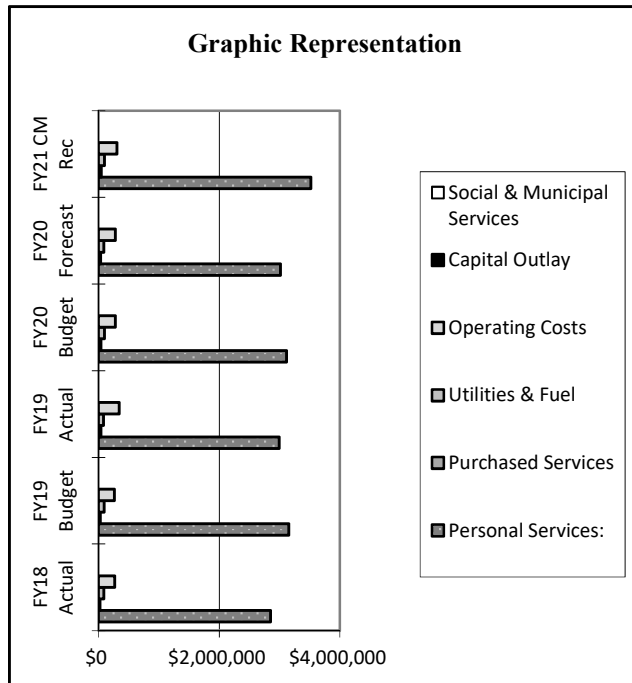
City of Biddeford, Maine

Fiscal Year 2021

Budget: Fire Dept.

Account Number: 21141

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$2,848,446	\$3,155,070	\$2,994,791	\$3,117,169	\$1,706,000	\$3,520,288	\$3,299,394
Purchased Services	\$23,427	\$26,300	\$38,115	\$38,606	\$13,530	\$43,606	\$43,300
Utilities & Fuel	\$84,603	\$93,900	\$80,358	\$96,682	\$41,195	\$97,030	\$92,710
Operating Costs	\$267,832	\$260,071	\$342,875	\$276,071	\$132,540	\$302,671	\$293,700
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$3,224,309	\$3,535,341	\$3,456,140	\$3,528,528	\$1,893,266	\$3,963,595	\$3,729,104



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$256,801
Workers Comp	\$250,213
Health Insurance	\$701,128
Retirement	\$414,125
Unemployment	\$2,860
Other Insurance	\$27,420
Total Fringe Benefit Impact	\$1,652,548
# of Full Time Employees	46.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$3,117,169	\$3,299,394	\$182,225	5.8%
Purchased Services	\$38,606	\$43,300	\$4,694	12.2%
Utilities & Fuel	\$96,682	\$92,710	-\$3,972	-4.1%
Operating Costs	\$276,071	\$293,700	\$17,629	6.4%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$3,528,528	\$3,729,104	\$200,576	5.7%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$91,017	\$91,204	\$93,061	\$93,564	\$54,839	\$96,060	\$96,060
60102	Mid Mgmt Hrly Employee Wa	\$210,521	\$209,823	\$213,965	\$216,813	\$126,015	\$220,738	\$220,738
60105	F-T Employee Wage Exp	\$2,180,994	\$2,383,588	\$2,239,880	\$2,344,355	\$1,237,063	\$2,616,720	\$2,500,496
60107	Temp/Seasonal Emp Wage Ex	\$43,651	\$57,500	\$35,110	\$57,500	\$18,590	\$57,500	\$57,500
60111	Overtime Wage Expense	\$212,828	\$237,586	\$250,591	\$229,253	\$181,993	\$298,735	\$235,000
60112	Extra Holiday Pay Exp	\$10,070	\$78,394	\$64,549	\$73,284	\$32,750	\$102,010	\$85,000
60129	Insurance Buyout Pay	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$61,749	\$67,100	\$67,239	\$67,000	\$40,992	\$86,800	\$67,000
60251	Conferences/Training Expense	\$16,946	\$17,500	\$17,422	\$17,500	\$6,641	\$20,500	\$19,000
60252	Travel/Mileage Expense	\$0	\$350	\$0	\$300	\$0	\$1,000	\$1,000
60253	Food/Lodging Expense	\$4,170	\$1,750	\$2,769	\$4,200	\$881	\$4,200	\$4,200
60256	Dues/Memberships Expense	\$3,719	\$3,400	\$3,529	\$3,400	\$2,779	\$3,400	\$3,400
60258	Hiring Costs/EE Testing Exp	\$4,781	\$6,875	\$6,677	\$10,000	\$3,460	\$12,625	\$10,000
Totals		\$2,848,446	\$3,155,070	\$2,994,791	\$3,117,169	\$1,706,000	\$3,520,288	\$3,299,394

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$23,323	\$26,000	\$37,803	\$38,306	\$13,357	\$43,306	\$43,000
60325	Postage/Shipping Expense	\$104	\$300	\$313	\$300	\$174	\$300	\$300
Totals		\$23,427	\$26,300	\$38,115	\$38,606	\$13,530	\$43,606	\$43,300

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$20,940	\$25,000	\$18,067	\$25,000	\$8,699	\$25,000	\$22,500
60401	Water Expense	\$1,713	\$1,800	\$1,699	\$1,854	\$1,089	\$1,800	\$1,800
60402	Phone/Celular/Paging Exp	\$12,119	\$11,500	\$11,616	\$12,500	\$7,460	\$12,500	\$12,500
60404	Sewer User Fee Expense	\$3,818	\$4,400	\$2,846	\$4,400	\$1,913	\$4,400	\$4,400
60405	Heating Fuel Expense	\$13,779	\$17,500	\$12,767	\$17,500	\$3,511	\$17,500	\$16,500
60410	Diesel Fuel Expense	\$28,084	\$29,000	\$29,103	\$30,940	\$16,292	\$31,320	\$30,500
60411	Gasoline Expense	\$4,149	\$4,700	\$4,260	\$4,488	\$2,233	\$4,510	\$4,510
Totals		\$84,603	\$93,900	\$80,358	\$96,682	\$41,195	\$97,030	\$92,710

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$35,118	\$35,000	\$42,300	\$38,000	\$12,567	\$43,000	\$40,000
60452	Operating Equip Repair Exp	\$53,500	\$52,500	\$53,310	\$55,000	\$36,430	\$59,800	\$59,000
60453	Vehicle Repair/Tires/Oil Exp	\$89,119	\$72,500	\$141,789	\$88,000	\$40,413	\$102,800	\$100,000
60461	Repair/Maint-CommunsEquip	\$10,922	\$11,000	\$14,267	\$11,000	\$1,867	\$11,000	\$10,000
60465	Fire Boat Repair/Maint	\$4,124	\$5,000	\$4,108	\$5,000	\$0	\$5,000	\$4,000
60500	Admin/Office Supp/Eqt Non-C	\$5,648	\$6,000	\$6,557	\$6,000	\$4,256	\$6,000	\$6,000
60501	Operating Supp/Eqt Non-Cap	\$10,959	\$11,000	\$10,611	\$6,000	\$2,874	\$6,000	\$6,000
60508	Ambulance Supplies Non-Cap	\$53,287	\$62,221	\$64,881	\$62,221	\$33,447	\$64,221	\$63,750
60509	Cleaning Supplies Expense	\$5,154	\$4,850	\$5,051	\$4,850	\$686	\$4,850	\$4,950
Totals		\$267,832	\$260,071	\$342,875	\$276,071	\$132,540	\$302,671	\$293,700

City of Biddeford, Maine

Department Personnel Budget

Fiscal Year 2021

DEPARTMENT: 21141 Fire Dept.

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
FIRE CHIEF	27026	1.00	95,691.96	96,060.01	96,060.01		GAGNE
OFFICE MANAGER	7725	1.00	61,193.60	61,428.96	61,428.96		BOYDEN
DEPUTY FIRE CHIEF	21600	1.00	76,696.88	76,991.87	76,991.87		DUROSS
ASSISTANT FIRE CHIEF	38700	1.00	82,001.92	82,317.31	82,317.31		LABRECQUE
CAPTAIN/BASIC	1150	1.00	61,108.32	61,343.35	61,343.35		ANTON
CAPTAIN/ADVANCED	68625	1.00	61,763.52	62,001.07	62,001.07		WHEELER
CAPTAIN/PARAMEDIC	39950	1.00	63,467.04	63,711.14	63,711.14		LANG
CAPTAIN/PARAMEDIC	13000	1.00	63,467.04	63,711.14	63,711.14		COOPER
LIEUTENANT/ADVANCED	10028	1.00	58,187.33	58,411.13	58,411.13		OUELLETTE
LIEUTENANT/PARAMEDIC	22000	1.00	60,758.88	60,992.57	60,992.57		DUTREMBLE
LIEUTENANT/PARAMEDIC	41400	1.00	55,036.80	55,248.48	55,248.48		LEACH
LIEUTENANT/PARAMEDIC	65900	1.00	60,382.25	60,614.49	60,614.49		THORPE
FF II/ADVANCED	10053	1.00	51,782.64	51,981.80	51,981.80		ABERLE
FF II/PARAMEDIC	10865	1.00	52,044.72	52,244.89	52,244.89		BROWN
FF II/PARAMEDIC	10956	1.00	52,044.72	52,244.89	52,244.89		CARRAUX
FF II/PARAMEDIC	10497	1.00	52,044.72	52,244.89	52,244.89		CLEMENT
FF II/PARAMEDIC	10990	1.00	52,044.72	52,244.89	52,244.89		COUSINS
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	55,167.84	55,380.02	55,380.02		DREW
FF II/PARAMEDIC	10326	1.00	54,665.52	54,875.77	54,875.77		FROMAN
FF II/ADVANCED	27100	1.00	52,765.44	52,968.38	52,968.38		GAGNE
FF II/PARAMEDIC	10783	1.00	52,044.72	52,244.89	52,244.89		HAYES
FF II/PARAMEDIC	36400	1.00	52,044.72	52,244.89	52,244.89		KEOHANE
FF II/PARAMEDIC	10330	1.00	54,665.52	54,875.77	54,875.77		KIESMAN
FF II/ADVANCED	40201	1.00	52,044.72	52,244.89	52,244.89		LYNCH
FF II/ADVANCED	44675	1.00	52,765.44	52,968.38	52,968.38		MALONEY
FF II/PARAMEDIC	10415	1.00	54,957.63	55,169.01	55,169.01		MERTZ
FF II/PARAMEDIC	10782	1.00	52,044.72	52,244.89	52,244.89		MORGAN
FF II/PARAMEDIC	50780	1.00	56,248.92	56,465.26	56,465.26		MORROW
FF II/PARAMEDIC	56101	1.00	56,248.92	56,465.26	56,465.26		PICHE
FF II/PARAMEDIC	10746	1.00	52,044.72	52,244.89	52,244.89		QUINN
FF II/PARAMEDIC	10764	1.00	52,044.72	52,244.89	52,244.89		SCHEPPARD
FF II/PARAMEDIC	62915	1.00	56,248.92	56,465.26	56,465.26		SEVIGNY
FF II/PARAMEDIC	10414	1.00	54,957.63	55,169.01	55,169.01		STEVENSON

City of Biddeford, Maine**Department Personnel Budget****Fiscal Year 2021**

DEPARTMENT: 21141 Fire Dept.

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
FF II/PARAMEDIC	10106	1.00	56,032.16	56,247.67	56,247.67		STOUT
FF II/PARAMEDIC	64700	1.00	55,443.68	55,656.92	55,656.92		SULLIVAN
FF II/PARAMEDIC	10784	1.00	52,044.72	52,244.89	52,244.89		SZOSTEK
FF II/PARAMEDIC	10786	1.00	52,044.72	52,244.89	52,244.89		ZOIDIS
FF II/PARAMEDIC	10540	1.00	52,044.72	52,244.89	52,244.89		VACANT
FF II/PARAMEDIC	10539	1.00	52,044.72	52,244.89	52,244.89		VACANT
FF II/PARAMEDIC	103	1.00	52,044.72	52,244.89	52,244.89		VACANT
FF II/PARAMEDIC	104	1.00	52,044.72	52,244.89	52,244.89		VACANT
FF II/PARAMEDIC	21700	1.00	52,044.72	52,244.89	52,244.89		VACANT
FF II/PARAMEDIC	10906	1.00	52,044.72	52,244.89	52,244.89		VACANT
FF II/PARAMEDIC	57900	-	52,044.72	52,244.89	-		NEW POSITION
FF II/PARAMEDIC	4700	-	52,044.72	52,244.89	-		NEW POSITION
FF II/PARAMEDIC	105	-	52,044.72	52,244.89	-		NEW POSITION
FF II/PARAMEDIC	106	-	52,044.72	52,244.89	-		NEW POSITION
FF II/PARAMEDIC	107	-	52,044.72	52,244.89	-		NEW POSITION
FF II/PARAMEDIC	108	-	52,044.72	52,244.89	-		NEW POSITION
PARAMEDIC FIELD TRAINER STIPEND	10	-	19,923.37	20,000.00	-		0
PAYOUTS	11	-	34,865.90	35,000.00	25,000.00		0
NEW POSITIONS	14	-	-	-	175,000.00		NEW POSITION
CALL FORCE	13	-	57,279.69	57,500.00	57,500.00		0
TOTAL BUDGETED POSITIONS		46.00	3,031,603.00	3,043,263.01	2,874,793.66		



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Dept Manager Salary Exp

Department Number: 21141

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$91,017.08	\$91,204.00	\$93,061.25	\$93,564.00	\$95,692.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$96,060.01	\$96,060.01		\$2,496.01

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21141

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$210,521.15	\$209,823.00	\$213,964.52	\$216,813.00	\$219,892.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$220,738.14	\$220,738.14		\$3,925.14

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: F-T Employee Wage Exp

Department Number: 21141

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,180,993.62	\$2,383,588.00	\$2,239,879.75	\$2,344,355.00	\$2,200,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,616,720.00	\$2,500,495.51		\$156,140.51

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

Apparatus on Duty Staffing Plan with One Staffed Station												
2020	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	2	1	1	1		
Ambulance		2	2	2	2	2	2	2	2	2		
Engine		3	3	3	2	1	1	1				
Ambulance		2	2	*2	*2	*2	*2					
On Duty Command		1	1	1	1	1	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. I would request that all shifts at least until staffing of 11 on duty be considered for 24 hour shifts.												
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	2	1	1	1	1	1		
Ambulance		2	2	2	2	2	2	2	2	2		
On Duty Command		1	1	1	1	1	1	1	1			
Special Hazards 34		*	1	*	*	*	*	*	*	*		
Brush 20		*	*	*	*	*	*	*	*	*		
Quint/Engine		2	1	1	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. I would request that shifts at least to staffing of 11 on duty be considered for 24 hour shifts.												

The above plan would need to be modified under correct contract language and would not allow for a separate Command Person, this would need to be accomplished with personnel assigned to fire apparatus as of 1/10/2020.

FD Staffing

		<u>Cost Per Position</u>	<u>2 Positions</u>	<u>4 Positions</u>	<u>6 Positions</u>
21141	60105 Salary	\$ 52,244.89	\$ 104,489.78	\$ 208,979.56	\$ 313,469.34
21141	60111 OT	\$ 5,746.94	\$ 11,493.88	\$ 22,987.76	\$ 34,481.64
21141	60112 Holiday	\$ 2,001.72	\$ 4,003.44	\$ 8,006.88	\$ 12,010.32
21179	60201 FICA/SS	\$ 4,589.51	\$ 9,179.01	\$ 18,358.03	\$ 27,537.04
21179	60202 MPERS	\$ 7,739.17	\$ 15,478.34	\$ 30,956.68	\$ 46,435.02
21179	60210 Health	\$ 9,020.00	\$ 18,040.00	\$ 36,080.00	\$ 54,120.00
21111	60210 HRA	\$ 1,148.00	\$ 2,296.00	\$ 4,592.00	\$ 6,888.00
21179	60212 STD	\$ 117.00	\$ 234.00	\$ 468.00	\$ 702.00
21179	60217 RHSA	\$ 780.00	\$ 1,560.00	\$ 3,120.00	\$ 4,680.00
21141	60230 Clothing	\$ 2,800.00	\$ 5,600.00	\$ 11,200.00	\$ 16,800.00
21141	60258 Testing/Physicals	\$ 437.50	\$ 875.00	\$ 1,750.00	\$ 2,625.00
21111	60370 W/C	\$ 4,540.00	\$ 9,080.00	\$ 18,160.00	\$ 27,240.00
	Personnel	\$ 91,164.73	\$ 182,329.45	\$ 364,658.91	\$ 546,988.36

Notes:

Average number of EMS mutual aid responses to Biddeford

Estimated 30-50 calls are turned away due to not having a manned ambulance to send for mutual aid when requested.

Average cost of \$40.80 per call for vehicle and supplies

Average of \$400.00 cash received per call EMS run

Receive approximately \$360,000 per year for transfer program from SMHC runs.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21141

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$43,650.58	\$57,500.00	\$35,109.52	\$57,500.00	\$37,000.00

FY2021 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 Chaplain who responds to incident to assist citizens, spends time at the FD assisting our personnel, and delivers community outreach programs.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Overtime Wage Expense

Department Number:

21141

Account Number:

60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$212,827.99	\$237,586.00	\$250,591.26	\$229,253.00	\$283,111.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$298,734.64	\$235,000.00		\$5,747.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 \$5,000 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 and \$20,000 to cover personnel that may be in paramedic school while on duty. 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	\$ 264,253.00
6 new employees	\$ 34,481.64
total budget	\$ 298,734.64



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Extra Holiday Pay Exp

Department Number:

21141

Account Number:

60112

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,069.53	\$78,394.00	\$64,548.65	\$73,284.00	\$76,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$102,010.00	\$85,000.00		\$11,716.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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.

It has been increased by \$15,000 to cover the cost of more employees taking the money in place of time off.

Department Budget	\$ 90,000.00
6 new employees	\$12,010.32
	\$ 102,010.32
6 new employees	\$ (12,010.32)
Budget	\$ 90,000.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Clothing/Uniforms Expense

Department Number:

21141

Account Number:

60230

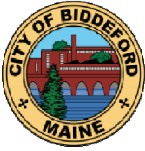
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$61,748.69	\$67,100.00	\$67,238.82	\$67,000.00	\$66,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$86,800.00	\$67,000.00		\$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.

\$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. \$3,000 has been added for the increased firefighting gear cost for the replacement plan.

Department Budget	\$70,000.00
-6 new employees	\$16,800.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Conferences/Training Expense

Department Number:

21141

Account Number:

60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$16,946.44	\$17,500.00	\$17,422.37	\$17,500.00	\$18,250.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,500.00	\$19,000.00		\$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.

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. \$3,000 has been added to cover the cost of FF I and II academy for new personnel.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Travel/Mileage Expense

Department Number: 21141

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$350.00	\$0.00	\$300.00	\$100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

This line is used for travel expenses fro classes and meetings. The line has been increase to cover the cost of flight to FDIC fire conference for two people annually as a education incentive.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Food/Lodging Expense

Department Number:

21141

Account Number:

60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,170.35	\$1,750.00	\$2,769.17	\$4,200.00	\$4,000.00

FY2021 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.

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 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Dues/Memberships Expense

Department Number:

21141

Account Number:

60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,719.26	\$3,400.00	\$3,528.50	\$3,400.00	\$3,360.00

FY2021 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.

FY2020

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
Intern't'l Assoc of Arson Inves.	\$200.00
Nat'l EMT Assoc.	\$40.00
Fire House Magazine	\$30.00



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Hiring Costs/EE Testing Exp

Department Number: 21141

Account Number: 60258

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,781.43	\$6,875.00	\$6,677.39	\$10,000.00	\$10,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,625.00	\$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.

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.

~~6 new employees~~

~~\$2,625.00~~



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Service Contracts Expense

Department Number:

21141

Account Number:

60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$23,323.49	\$26,000.00	\$37,802.84	\$38,306.00	\$35,100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,306.00	\$43,000.00		\$4,694.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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.

	<u>FY2021</u>
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	\$6,140.00
Annual 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 torch bottles	\$100.00
	<u>\$43,306.50</u>



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Postage/Shipping Expense

Department Number: 21141

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$103.93	\$300.00	\$312.53	\$300.00	\$275.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Electricity Expense

Department Number: 21141

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$20,940.27	\$25,000.00	\$18,067.46	\$25,000.00	\$18,280.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,000.00	\$22,500.00		(\$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.

This is used for elctrical expenses.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Water Expense

Department Number: 21141

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,712.86	\$1,800.00	\$1,698.68	\$1,854.00	\$1,768.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		(\$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 is used for water expense.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Phone/Celular/Paging Exp

Department Number:

21141

Account Number:

60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$12,118.79	\$11,500.00	\$11,615.64	\$12,500.00	\$12,500.00

FY2021 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.

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, preplans, floor plans, sprinkler connections, building information, cross streets, department policies, hazmat, and other related information and allows for EMS and inspections reporting to be completed and allows for data to be tranfered from our EMS cardiac monitors to our EMS reporting system.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Sewer User Fee Expense

Department Number:

21141

Account Number:

60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,818.22	\$4,400.00	\$2,846.40	\$4,400.00	\$2,910.00

FY2021 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 sewer user fee for the building.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Heating Fuel Expense

Department Number: 21141

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$13,778.82	\$17,500.00	\$12,766.65	\$17,500.00	\$14,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,500.00	\$16,500.00		(\$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.

This line is used to cover heating cost for the building.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Diesel Fuel Expense

Department Number: 21141

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$28,084.44	\$29,000.00	\$29,103.47	\$30,940.00	\$29,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,320.00	\$30,500.00		(\$440.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 fuel for the apparatus.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Gasoline Expense

Department Number: 21141

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,149.46	\$4,700.00	\$4,260.11	\$4,488.00	\$4,670.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,510.00	\$4,510.00		\$22.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 gas for the department service vehicles.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Building Repair/Maint Exp

Department Number:

21141

Account Number:

60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$35,118.38	\$35,000.00	\$42,299.86	\$38,000.00	\$39,200.00

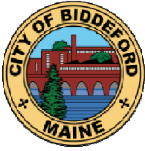
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,000.00	\$40,000.00		\$2,000.00

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.

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 increase by \$1,000 for HVAC dust work cleaning and by \$4,000 for holiday decoration that are over 35 years old.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Operating Equip Repair Exp

Department Number:

21141

Account Number:

60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$53,500.07	\$52,500.00	\$53,310.15	\$55,000.00	\$53,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$59,800.00	\$59,000.00		\$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.

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 has been increased by \$4,800. Over the last 6 years we have been replacing 14 SCBA bottles a year for our bottle replacement plan. These bottles have a DOT expiration period. This year we need to replace the last 20 bottles as they expire. The cost of each bottle is \$800. The four addiitonal bottles that need to be replaced come to the cost of \$4,800 requested.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number:

21141

Account Number:

60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$89,119.30	\$72,500.00	\$141,789.45	\$88,000.00	\$94,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$102,800.00	\$100,000.00		\$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.

This line covers the cost of vehicle repairs. This number provided by DPW. This line has been increased to cover needed repairs to the body work of many of our apparatus that have corrosion.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Repair/Maint-CommunsEquip

Department Number:

21141

Account Number:

60461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,921.79	\$11,000.00	\$14,266.79	\$11,000.00	\$10,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,000.00	\$10,000.00		(\$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.

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 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Fire Boat Repair/Maint

Department Number:

21141

Account Number:

60465

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,124.38	\$5,000.00	\$4,108.41	\$5,000.00	\$3,600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$4,000.00		(\$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.

This line covers the cost for repairs, equipment, and maintainace for emrgency boat operations.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

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

Department Number:

21141

Account Number:

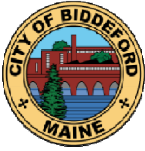
60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,648.06	\$6,000.00	\$6,557.39	\$6,000.00	\$6,347.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21141

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,958.91	\$11,000.00	\$10,611.25	\$6,000.00	\$6,000.00

FY2021 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 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.



**Fiscal Year 2021
Budget Request**

February 27, 2020

Department:

Fire Dept.

Account Title: Ambulance Supplies Non-Capital

Department Number:

21141

Account Number:

60508

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$53,287.26	\$62,221.00	\$64,880.77	\$62,221.00	\$60,989.00

FY2020 YTD
\$33,446.99

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$64,221.00	\$63,750.00		\$1,529.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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.

The line has been increased by \$2,000 to cover the cost of two AEDs for the Biddeford Pool Commitee as requested by the BPIA.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Fire Dept.

Account Title: Cleaning Supplies Expense

Department Number:

21141

Account Number:

60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,154.05	\$4,850.00	\$5,051.22	\$4,850.00	\$5,100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,850.00	\$4,950.00		\$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 cleaning supplies for the building, land, and apparatus.

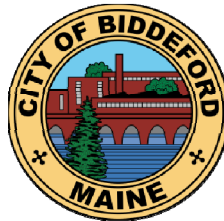
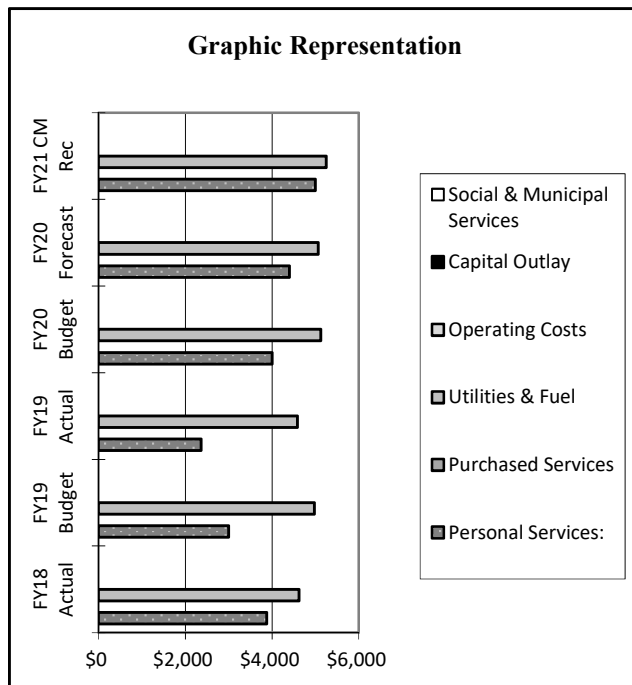
City of Biddeford, Maine

Fiscal Year 2021

Budget: Biddeford Pool Fire Dept.

Account Number: 21142

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$3,876	\$3,000	\$2,367	\$4,000	\$0	\$5,000	\$4,000
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$4,625	\$4,975	\$4,586	\$5,125	\$1,796	\$5,250	\$5,150
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:	\$8,501	\$7,975	\$6,953	\$9,125	\$1,796	\$10,250	\$9,150



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:	\$4,000	\$4,000	\$0	0.0%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$5,125	\$5,150	\$25	0.5%
Operating Costs	\$0	\$0	\$0	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$9,125	\$9,150	\$25	0.3%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60230	Clothing/Uniforms Expense	\$3,876	\$3,000	\$2,367	\$4,000	\$0	\$5,000	\$4,000
Totals		\$3,876	\$3,000	\$2,367	\$4,000	\$0	\$5,000	\$4,000

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$1,206	\$1,500	\$1,240	\$1,500	\$783	\$1,600	\$1,500
60401	Water Expense	\$148	\$225	\$116	\$275	\$38	\$300	\$300
60402	Phone/Celular/Paging Exp	\$336	\$350	\$336	\$350	\$196	\$350	\$350
60405	Heating Fuel Expense	\$2,935	\$2,900	\$2,895	\$3,000	\$779	\$3,000	\$3,000
Totals		\$4,625	\$4,975	\$4,586	\$5,125	\$1,796	\$5,250	\$5,150



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Biddeford Pool Fire Dept.

Account Title: Clothing/Uniforms Expense

Department Number: 21142

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,876.23	\$3,000.00	\$2,366.75	\$4,000.00	\$4,400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$4,000.00		\$0.00

Support for Budget Request:

This line covers the cost of personnel protection equipment for the personnel assigned to this station.



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Biddeford Pool Fire Dept.

Account Title: Electricity Expense

Department Number: 21142

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,205.78	\$1,500.00	\$1,240.28	\$1,500.00	\$1,550.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,600.00	\$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 2021 Budget Request

February 26, 2020

Department: Biddeford Pool Fire Dept.

Account Title: Water Expense

Department Number: 21142

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$147.95	\$225.00	\$115.52	\$275.00	\$270.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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.

This line covers the cost of water use.



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Biddeford Pool Fire Dept.

Account Title: Phone/Celular/Paging Exp

Department Number: 21142

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$336.00	\$350.00	\$336.00	\$350.00	\$345.00

FY2021 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 2021 Budget Request

February 26, 2020

Department: Biddeford Pool Fire Dept.

Account Title: Heating Fuel Expense

Department Number: 21142

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,935.00	\$2,900.00	\$2,894.54	\$3,000.00	\$2,900.00

FY2021 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.

This line covers the cost of propane for heating this station.

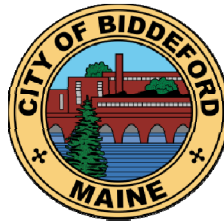
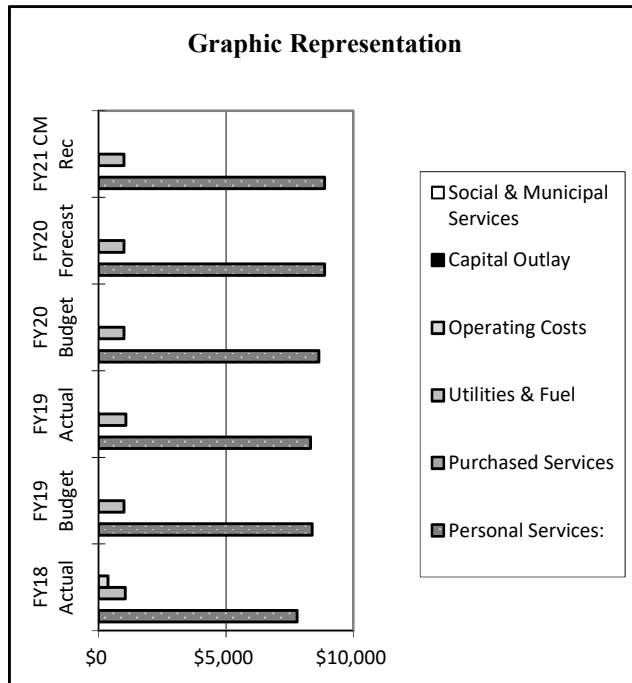
City of Biddeford, Maine

Fiscal Year 2021

Budget: Emergency Management

Account Number: 21144

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$7,787	\$8,378	\$8,317	\$8,652	\$5,010	\$8,876	\$8,876
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$1,045	\$1,000	\$1,067	\$1,000	\$622	\$1,000	\$1,000
Operating Costs	\$368	\$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:	\$9,200	\$9,378	\$9,384	\$9,652	\$5,632	\$9,876	\$9,876



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$633
Workers Comp	\$160
Health Insurance	\$1,017
Retirement	\$836
Unemployment	\$98
Other Insurance	\$106
Total Fringe Benefit Impact	\$2,851
# of Full Time Employees	0.10

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$8,652	\$8,876	\$224	2.6%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$1,000	\$1,000	\$0	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:	\$9,652	\$9,876	\$224	2.3%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$7,762	\$7,778	\$8,317	\$8,052	\$5,010	\$8,276	\$8,276
60230	Clothing/Uniforms Expense	\$0	\$100	\$0	\$100	\$0	\$100	\$100
60253	Food/Lodging Expense	\$25	\$500	\$0	\$500	\$0	\$500	\$500
Totals		\$7,787	\$8,378	\$8,317	\$8,652	\$5,010	\$8,876	\$8,876

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$1,045	\$1,000	\$1,067	\$1,000	\$622	\$1,000	\$1,000
Totals		\$1,045	\$1,000	\$1,067	\$1,000	\$622	\$1,000	\$1,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60501	Operating Supp/Eqt Non-Cap	\$368	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$368	\$0	\$0	\$0	\$0	\$0	\$0

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21144 Emergency Management

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
EMERGENCY MANAGEMENT DIR	242531	0.10	8,244.13	8,275.84	8,275.84		PECTEAU
TOTAL BUDGETED POSITIONS		0.10	8,244.13	8,275.84	8,275.84		



Fiscal Year 2020 Budget Request

February 26, 2020

Department: Emergency Management

Account Title: Dept Manager Salary Exp

Department Number: 21144

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,762.31	\$7,778.00	\$8,317.12	\$8,052.00	\$8,275.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,275.84	\$8,275.84		\$223.84

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 2021 Budget Request

February 26, 2020

Department: Emergency Management

Account Title: Clothing/Uniforms Expense

Department Number: 21144

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$100.00	\$0.00	\$100.00	\$100.00

FY2021 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 2021 Budget Request

February 26, 2020

Department: Emergency Management

Account Title: Food/Lodging Expense

Department Number: 21144

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$24.82	\$500.00	\$0.00	\$500.00	\$500.00

FY2021 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 2021 Budget Request

February 26, 2020

Department: Emergency Management

Account Title: Phone/Celular/Paging Exp

Department Number: 21144

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,045.02	\$1,000.00	\$1,066.68	\$1,000.00	\$1,000.00

FY2021 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)

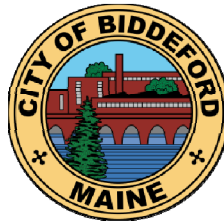
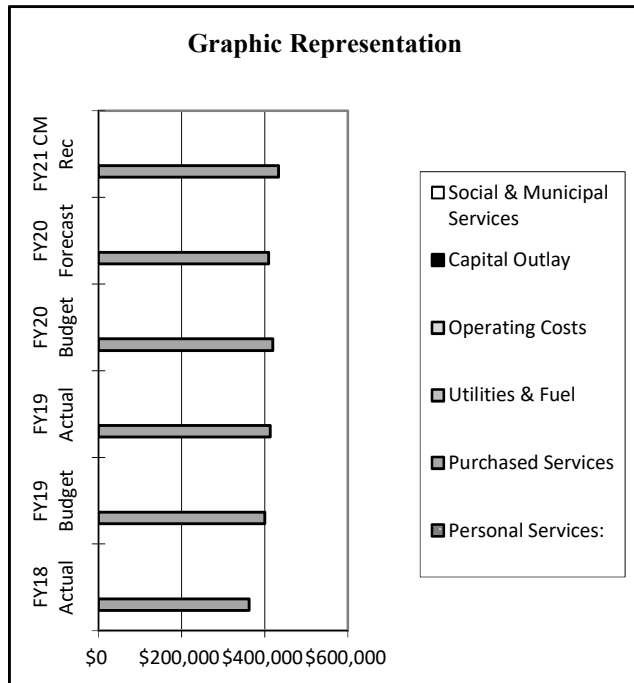
City of Biddeford, Maine

Fiscal Year 2021

Budget: Hydrant Rental

Account Number: 21145

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$362,355	\$400,000	\$412,921	\$419,147	\$225,932	\$432,855	\$427,500
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:	\$362,355	\$400,000	\$412,921	\$419,147	\$225,932	\$432,855	\$427,500

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$419,147	\$427,500	\$8,353	2.0%
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:	\$419,147	\$427,500	\$8,353	2.0%

Purchased Services

Account Number	Description	FY18	FY19	FY19	FY20	FY20	FY21	
		Actual	Budget	Actual	Budget	YTD 12/31/19	Dept Head	Mgr's Rec
60335	Hydrant Rental Expense	\$362,355	\$400,000	\$412,921	\$419,147	\$225,932	\$432,855	\$427,500
Totals		\$362,355	\$400,000	\$412,921	\$419,147	\$225,932	\$432,855	\$427,500



Fiscal Year 2021 Budget Request

February 27, 2020

Department: Hydrant Rental

Account Title: Hydrant Rental Expense

Department Number: 21145

Account Number: 60335

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$362,354.92	\$400,000.00	\$412,921.04	\$419,147.00	\$408,931.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$432,854.92	\$427,500.00		\$8,353.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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.

Maine Water	\$382,133
Kennebunk Water with 6% increase	\$50,722
	\$432,855

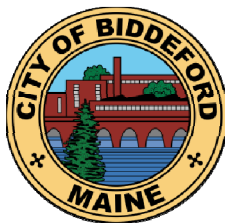
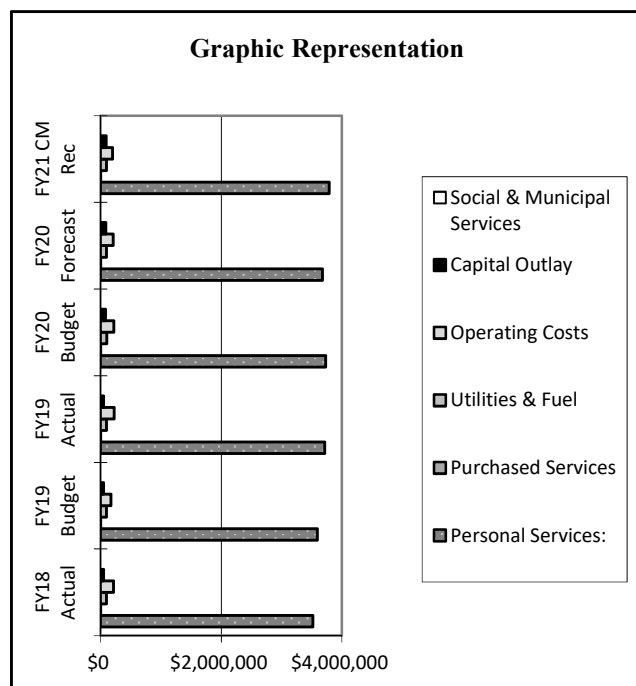
City of Biddeford, Maine

Fiscal Year 2021

Budget: Police Dept.

Account Number: 21146

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$3,518,699	\$3,594,466	\$3,713,944	\$3,729,392	\$2,078,461	\$3,789,250	\$3,723,525
Purchased Services	\$368	\$500	\$271	\$500	\$307	\$500	\$400
Utilities & Fuel	\$97,444	\$96,365	\$97,015	\$99,659	\$54,928	\$98,639	\$97,639
Operating Costs	\$215,125	\$171,400	\$222,951	\$218,095	\$102,281	\$196,200	\$193,400
Capital Outlay	\$50,260	\$50,000	\$48,460	\$80,000	\$85,924	\$90,000	\$87,500
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$3,881,896	\$3,912,731	\$4,082,640	\$4,127,646	\$2,321,901	\$4,174,589	\$4,102,464

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$282,848
Workers Comp	\$88,834
Health Insurance	\$785,830
Retirement	\$456,400
Unemployment	\$3,078
Other Insurance	\$29,574
Total Fringe Benefit Impact	\$1,646,564
# of Full Time Employees	48.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$3,729,392	\$3,723,525	-\$5,867	-0.2%
Purchased Services	\$500	\$400	-\$100	-20.0%
Utilities & Fuel	\$99,659	\$97,639	-\$2,020	-2.0%
Operating Costs	\$218,095	\$193,400	-\$24,695	-11.3%
Capital Outlay	\$80,000	\$87,500	\$7,500	9.4%
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$4,127,646	\$4,102,464	-\$25,182	-0.6%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$108,720	\$107,574	\$121,277	\$110,841	\$63,007	\$113,413	\$113,413
60102	Mid Mgmt Hrly Employee Wa	\$132,966	\$144,505	\$149,760	\$150,543	\$59,079	\$110,326	\$110,326
60105	F-T Employee Wage Exp	\$2,875,725	\$2,954,239	\$2,971,870	\$3,007,394	\$1,628,094	\$3,034,486	\$3,034,486
60107	Temp/Seasonal Emp Wage Ex	\$1,732	\$3,000	\$2,445	\$0	\$234	\$0	\$0
60111	Overtime Wage Expense	\$206,614	\$180,000	\$287,728	\$250,000	\$195,881	\$315,371	\$275,000
60112	Extra Holiday Pay Exp	\$72,487	\$107,158	\$57,643	\$80,224	\$70,904	\$88,854	\$85,000
60127	Health Club Dues	\$1,900	\$1,440	\$960	\$1,440	\$240	\$1,440	\$1,440
60129	Insurance Buyout Pay	\$875	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$85,763	\$57,500	\$60,533	\$75,000	\$21,914	\$50,000	\$50,000
60251	Conferences/Training Expense	\$10,871	\$20,000	\$26,573	\$22,000	\$17,885	\$43,500	\$22,000
60252	Travel/Mileage Expense	\$4,793	\$4,250	\$7,883	\$5,000	\$1,821	\$5,000	\$5,000
60253	Food/Lodging Expense	\$0	\$2,000	\$768	\$2,000	\$2,278	\$2,000	\$2,000
60256	Dues/Memberships Expense	\$1,899	\$1,800	\$7,124	\$4,450	\$1,610	\$4,360	\$4,360
60257	Professional License Fees Exp	\$14,355	\$11,000	\$19,381	\$20,500	\$15,513	\$20,500	\$20,500
Totals		\$3,518,699	\$3,594,466	\$3,713,944	\$3,729,392	\$2,078,461	\$3,789,250	\$3,723,525

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60325	Postage/Shipping Expense	\$368	\$500	\$271	\$500	\$307	\$500	\$400
Totals		\$368	\$500	\$271	\$500	\$307	\$500	\$400

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$36,411	\$34,000	\$27,845	\$36,000	\$19,984	\$36,000	\$35,000
60401	Water Expense	\$507	\$400	\$587	\$584	\$281	\$564	\$564
60404	Sewer User Fee Expense	\$791	\$640	\$784	\$750	\$487	\$750	\$750
60405	Heating Fuel Expense	\$7,174	\$7,000	\$10,643	\$7,000	\$2,283	\$7,000	\$7,000
60411	Gasoline Expense	\$52,561	\$54,325	\$57,155	\$55,325	\$31,892	\$54,325	\$54,325
Totals		\$97,444	\$96,365	\$97,015	\$99,659	\$54,928	\$98,639	\$97,639

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$49,455	\$25,000	\$47,681	\$44,795	\$15,443	\$25,000	\$25,000
60452	Operating Equip Repair Exp	\$10,937	\$10,000	\$10,606	\$10,000	\$5,119	\$10,000	\$10,000
60453	Vehicle Repair/Tires/Oil Exp	\$70,851	\$70,000	\$64,777	\$72,000	\$28,149	\$73,200	\$72,000
60500	Admin/Office Supp/Eqt Non-C	\$5,365	\$4,900	\$5,623	\$4,900	\$4,153	\$5,000	\$4,900
60501	Operating Supp/Eqt Non-Cap	\$61,593	\$47,500	\$81,821	\$74,400	\$43,198	\$74,000	\$72,500
60502	Printing & Copying Expense	\$10,828	\$9,000	\$6,745	\$7,000	\$3,311	\$4,000	\$4,000
60509	Cleaning Supplies Expense	\$6,096	\$5,000	\$5,696	\$5,000	\$2,908	\$5,000	\$5,000
Totals		\$215,125	\$171,400	\$222,951	\$218,095	\$102,281	\$196,200	\$193,400

Capital Outlay

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60603	Vehicles Purchase Capital	\$50,260	\$50,000	\$48,460	\$80,000	\$85,924	\$90,000	\$87,500
Totals		\$50,260	\$50,000	\$48,460	\$80,000	\$85,924	\$90,000	\$87,500

City of Biddeford, Maine

Department Personnel Budget

Fiscal Year 2021

DEPARTMENT: 21146 Police Dept.

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
POLICE CHIEF	2600	1.00	112,978.32	113,412.85	113,412.85		BEAUPRE
POLICE PLANER	10186	1.00	48,428.64	48,614.90	48,614.90		EMERSON
EXECUTIVE ASSISTANT	12175	1.00	61,474.92	61,711.36	61,711.36		CLOUTIER
SECRETARY CLASS 2	14125	1.00	66,923.48	67,180.88	67,180.88		WATERHOUSE
LIEUTENANT	600	1.00	88,051.60	88,390.26	88,390.26		ALLAIRE
LIEUTENANT	20410	1.00	90,524.72	90,872.89	90,872.89		DOYON
SERGEANT	8800	1.00	87,859.72	88,197.64	88,197.64		BUHELT
SERGEANT	10336	1.00	82,806.88	83,125.37	83,125.37		GILMAN
SERGEANT	30530	1.00	87,859.72	88,197.64	88,197.64		GORTON
SERGEANT	10657	1.00	71,443.32	71,718.10	71,718.10		GUZELIAN
SERGEANT	10036	1.00	78,137.80	78,438.33	78,438.33		MEDEIROS
SERGEANT	49250	1.00	82,806.88	83,125.37	83,125.37		MILLS
SECRETARY/ACCOUNTING CLERK	10086	1.00	54,984.28	55,195.76	55,195.76		MORTON
CUSTODIAN	52850	1.00	50,165.96	50,358.91	50,358.91		OUELLETTE
PATROLMAN	1110	1.00	70,057.52	70,326.97	70,326.97		ANGIS
PATROLMAN	10602	1.00	67,285.92	67,544.71	67,544.71		BAILEY
PATROLMAN	12275	1.00	67,285.92	67,544.71	67,544.71		CIAMPI
PATROLMAN	10948	1.00	67,285.92	67,544.71	67,544.71		COREY
PATROLMAN	10944	1.00	56,434.04	56,651.09	56,651.09		COTTON
PATROLMAN	10492	1.00	63,299.08	63,542.54	63,542.54		CUTLER
PATROLMAN	10915	1.00	58,267.56	58,491.67	58,491.67		DONILON
PATROLMAN	10778	1.00	61,891.96	62,130.01	62,130.01		DUBE
PATROLMAN	10006	1.00	70,057.52	70,326.97	70,326.97		FLINT
PATROLMAN	10725	1.00	61,891.96	62,130.01	62,130.01		GILMAN
PATROLMAN	10850	1.00	60,037.12	60,268.03	60,268.03		HUBBARD
PATROLMAN	38710	1.00	70,057.52	70,326.97	70,326.97		LABRECQUE
PATROLMAN	10307	1.00	61,891.96	62,130.01	62,130.01		LABRECQUE
PATROLMAN/MDEA OT ONLY	40270	1.00	70,057.52	70,326.97	70,326.97		LAPIERRE
PATROLMAN	10763	1.00	61,891.96	62,130.01	62,130.01		LAVERTUE
PATROLMAN	10979	1.00	56,434.04	56,651.09	56,651.09		MADDALENI
PATROLMAN	10916	1.00	58,267.56	58,491.67	58,491.67		MOORE
PATROLMAN	10856	1.00	60,037.12	60,268.03	60,268.03		OLIVER

City of Biddeford, Maine

Department Personnel Budget

Fiscal Year 2021

DEPARTMENT: 21146 Police Dept.

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
PATROLMAN	10458	1.00	67,285.92	67,544.71	67,544.71		OUELLETTE
PATROLMAN	10664	1.00	61,891.96	62,130.01	62,130.01		PARKER
PATROLMAN	54800	1.00	70,057.52	70,326.97	70,326.97		PELLETIER
PATROLMAN	54970	1.00	70,057.52	70,326.97	70,326.97		PENNY
PATROLMAN	10633	1.00	65,516.36	65,768.35	65,768.35		PHILLIPS
PATROLMAN	10886	1.00	58,267.56	58,491.67	58,491.67		PRIOR
PATROLMAN	10069	1.00	67,285.92	67,544.71	67,544.71		REALI
PATROLMAN	59900	1.00	73,617.96	73,901.11	73,901.11		RICHARD-COL
PATROLMAN	10902	1.00	61,891.96	62,130.01	62,130.01		REUSS
PATROLMAN	10136	1.00	67,285.92	67,544.71	67,544.71		ROUSSEAU
PATROLMAN	10941	1.00	58,267.56	58,491.67	58,491.67		SHIRK
PATROLMAN	10116	1.00	67,285.92	67,544.71	67,544.71		SHORTILL
PATROLMAN	10332	1.00	67,285.92	67,544.71	67,544.71		SIMMONS
PATROLMAN	10724	1.00	61,891.96	62,130.01	62,130.01		SPATES
PATROLMAN	10137	1.00	67,285.92	67,544.71	67,544.71		THOMPSON
PATROLMAN	10113	1.00	67,285.92	67,544.71	67,544.71		WOLTERBEEK
RESERVE POLICE OFFICER	10333	-	3,486.59	3,500.00	3,500.00		DEXTER
ADJUSTMENTS PATROL TO SECRETARY	15	-	(13,598.79)	(13,651.09)	(13,651.09)		0

TOTAL BUDGETED POSITIONS

48.00	3,249,228.04	3,261,725.07	3,261,725.07
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Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Dept Manager Salary Exp

Department Number: 21146

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$108,719.57	\$107,574.00	\$121,277.32	\$110,841.00	\$111,240.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$113,412.85	\$113,412.85		\$2,571.85

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21146

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$132,966.12	\$144,505.00	\$149,760.08	\$150,543.00	\$106,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$110,326.27	\$110,326.27		(\$40,216.73)

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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: F-T Employee Wage Exp

Department Number: 21146

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,875,724.93	\$2,954,239.00	\$2,971,870.09	\$3,007,394.00	\$2,943,337.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,034,485.95	\$3,034,485.95		\$27,091.95

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21146

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,732.25	\$3,000.00	\$2,445.00	\$0.00	

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Overtime Wage Expense

Department Number: 21146

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$206,613.75	\$180,000.00	\$287,727.69	\$250,000.00	\$321,482.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$315,371.24	\$275,000.00		\$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.

overtime high last two years because of high turnover and impacts on staffing; reduced to reflect more normal turnover



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Extra Holiday Pay Exp

Department Number: 21146

Account Number: 60112

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$72,486.79	\$107,158.00	\$57,642.74	\$80,224.00	\$86,404.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$88,853.87	\$85,000.00		\$4,776.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Health Club Dues

Department Number: 21146

Account Number: 60127

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,900.00	\$1,440.00	\$960.00	\$1,440.00	\$1,440.00

FY2021 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.

Per union contract, which is \$240 per year, per participant with typical 6 participants.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Clothing/Uniforms Expense

Department Number: 21146

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$85,762.69	\$57,500.00	\$60,533.21	\$75,000.00	\$50,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		(\$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.

for the fiscal year \$24,000 (excludes detectives) Cost per new officer is \$6,000 for complete outfitting. Assuming a normal two officers per year rotation out, this completes the total.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Conferences/Training Expense

Department Number: 21146

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,871.10	\$20,000.00	\$26,573.15	\$22,000.00	\$30,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$43,500.00	\$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.

DIRIGO in-service training agreement for all employees \$2,520 for the year. Switching from JPMA results in annual savings of \$2,175.00 compared to previous Fiscal Years. Annual recertification requirements for DRE, Crash Reconstruction, and other specialty classes. We typically consider two (2) slots for the MCJA Basic School at \$3,500 per slot. FBI LEEDA mid-managment courses at \$850 per attendee. (\$8,000.00) Added expenses charged to this line includes tuition re-imbursements that were not anticipated to be charged to this line, ergo, not included. This calculates an additional \$21,500 for those tuition reimbursements.

tuition reimbursement is in benefits budget; not departments



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Travel/Mileage Expense

Department Number: 21146

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,792.79	\$4,250.00	\$7,882.56	\$5,000.00	\$3,000.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Food/Lodging Expense

Department Number: 21146

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$2,000.00	\$767.78	\$2,000.00	\$2,500.00

FY2021 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.

Expenses incurred this year included the stay in Brattleboro Vermont for recovery, and conferences food and lodging.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Dues/Memberships Expense

Department Number: 21146

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,899.00	\$1,800.00	\$7,124.00	\$4,450.00	\$4,360.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,360.00	\$4,360.00		(\$90.00)

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

MECOPA, IACP, New England Chiefs, NNEPAC, MELEAP, Buxton Gun & Rod Club.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Professional License Fees Exp

Department Number: 21146

Account Number: 60257

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$14,354.80	\$11,000.00	\$19,380.79	\$20,500.00	\$18,500.00

FY2021 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.

PowerDMS Annual fee \$3,107; CALEA continuation fee \$4,595; CALEA conference registration (3@\$675 \$2,025; CALEA conference lodging \$2,000; Per Diem \$660 CALEA travel \$1,950; NNEPAC conference (3 @ \$350, \$1,050; Policy Training (3 @ \$165 = \$1,980); Daigle Law Conference per diem \$660; PowerDMS use training (2 @ 850 = \$1,700.00) Plus additional CALEA related requirements.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Postage/Shipping Expense

Department Number: 21146

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$368.23	\$500.00	\$270.65	\$500.00	\$500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Electricity Expense

Department Number: 21146

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$36,410.87	\$34,000.00	\$27,844.95	\$36,000.00	\$36,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$36,000.00	\$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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Water Expense

Department Number: 21146

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$506.91	\$400.00	\$587.02	\$584.00	\$564.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$564.00	\$564.00		(\$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.

Cost is \$47 per month on average.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Sewer User Fee Expense

Department Number: 21146

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$791.16	\$640.00	\$784.46	\$750.00	\$750.00

FY2021 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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Heating Fuel Expense

Department Number: 21146

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,174.34	\$7,000.00	\$10,643.28	\$7,000.00	\$7,000.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Gasoline Expense

Department Number: 21146

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$52,560.81	\$54,325.00	\$57,154.92	\$55,325.00	\$50,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$54,325.00	\$54,325.00		(\$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.

Roughly 26,500 gallons of gasoline at \$2.05 per gallon equates to \$54,325.00 (Carl Marcotte estimate)



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Building Repair/Maint Exp

Department Number: 21146

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$49,454.97	\$25,000.00	\$47,681.48	\$44,795.00	\$44,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,000.00	\$25,000.00		(\$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.

Wall repairs in hallways, both upstairs and downstairs. Requires sheetrock and painting. \$3,000

Replace rug in classroom. Current is 15 plus years old and is tearing. \$5,000

Repair or replace as needed outside cement sidewalk. Using DPW crews, expense involves material only \$5,000

Miscellaneous expenses for maintenance: Painting, repairs etc.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Operating Equip Repair Exp

Department Number: 21146

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,936.92	\$10,000.00	\$10,606.20	\$10,000.00	\$8,000.00

FY2021 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.

Pratt Abbot Cleaners, TMDE calibrations, fire extinguishers, PD bikes, Watchguard, AED etc.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21146

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$70,851.06	\$70,000.00	\$64,777.19	\$72,000.00	\$72,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$73,200.00	\$72,000.00		\$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.

Carl Marcotte estimates and recommendations. This involves cruiser transfers and regular vehicle repairs.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

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

Department Number: 21146

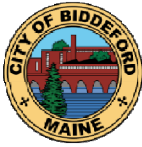
Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,365.12	\$4,900.00	\$5,623.38	\$4,900.00	\$4,900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$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.

Standard office supplies.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21146

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$61,593.40	\$47,500.00	\$81,821.18	\$74,400.00	\$70,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$74,000.00	\$72,500.00		(\$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.

\$8,000 for ammunition; \$5,000 for TASER cartridges; replace broken bodycams \$4,000; Upgrade 2 Watch Guard units \$10,500; Electronic Sign expansion \$3,600; Crash Zone software updates \$980; with additional licenses \$4,525.00; \$10,000 for internal camera upgrades; \$5,000 for added card access; continued replacements of work units \$8,000.00; 15 computers to be updated (WINDOWS 7) \$13,500.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Printing & Copying Expense

Department Number: 21146

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,828.24	\$9,000.00	\$6,745.32	\$7,000.00	\$5,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		(\$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.



Fiscal Year 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Cleaning Supplies Expense

Department Number: 21146

Account Number: 60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,095.54	\$5,000.00	\$5,695.82	\$5,000.00	\$5,000.00

FY2021 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 2021 Budget Request

February 27, 2020

Department:

Police Dept.

Account Title: Vehicles Purchase Capital

Department Number: 21146

Account Number: 60603

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$50,260.00	\$50,000.00	\$48,460.00	\$80,000.00	\$85,924.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$90,000.00	\$87,500.00		\$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.

Three of our first line units have close to 100k miles.

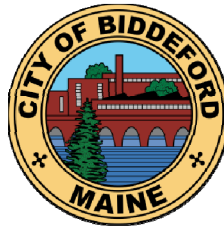
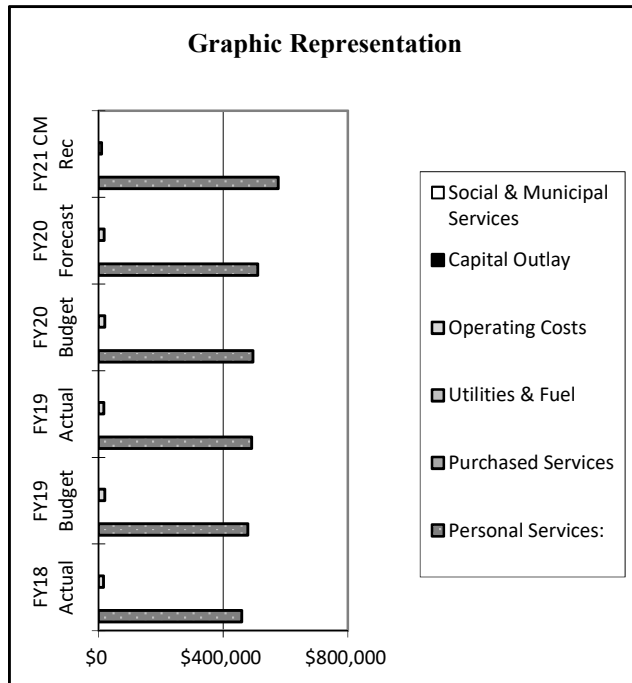
City of Biddeford, Maine

Fiscal Year 2021

Budget: Police Investigative Services

Account Number: 21147

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$459,472	\$478,651	\$490,792	\$495,667	\$285,948	\$576,391	\$576,391
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$15,726	\$19,500	\$16,790	\$19,500	\$855	\$9,000	\$9,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$475,198	\$498,151	\$507,581	\$515,167	\$286,803	\$585,391	\$585,391

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$43,666
Workers Comp	\$14,541
Health Insurance	\$121,463
Retirement	\$66,838
Unemployment	\$534
Other Insurance	\$3,120
Total Fringe Benefit Impact	\$250,161
# of Full Time Employees	6.60

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$495,667	\$576,391	\$80,724	16.3%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$19,500	\$9,000	-\$10,500	-53.8%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$515,167	\$585,391	\$70,224	13.6%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$419,472	\$413,281	\$412,165	\$427,074	\$237,977	\$504,210	\$504,210
60107	Temp/Seasonal Emp Wage Ex	\$0	\$33,000	\$36,842	\$34,313	\$17,952	\$35,174	\$35,174
60111	Overtime Wage Expense	\$31,056	\$21,000	\$32,936	\$23,000	\$17,388	\$23,767	\$23,767
60112	Extra Holiday Pay Exp	\$3,177	\$5,500	\$2,063	\$3,000	\$7,336	\$4,690	\$4,690
60127	Health Club Dues	\$0	\$120	\$120	\$120	\$120	\$240	\$240
60230	Clothing/Uniforms Expense	\$4,800	\$4,000	\$3,000	\$5,000	\$4,840	\$5,000	\$5,000
60251	Conferences/Training Expense	\$722	\$1,750	\$3,480	\$3,000	\$0	\$3,000	\$3,000
60256	Dues/Memberships Expense	\$245	\$0	\$185	\$160	\$335	\$310	\$310
Totals		\$459,472	\$478,651	\$490,792	\$495,667	\$285,948	\$576,391	\$576,391

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,468	\$2,000	\$1,643	\$2,000	\$197	\$1,000	\$1,000
60501	Operating Supp/Eqt Non-Cap	\$13,258	\$17,500	\$15,147	\$17,500	\$658	\$8,000	\$8,000
Totals		\$15,726	\$19,500	\$16,790	\$19,500	\$855	\$9,000	\$9,000

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21147 Police Investigative Services

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
SERGEANT	30981	1.00	87,859.72	88,197.64	88,197.64		GREENWOOD
DETECTIVE	1633	1.00	74,108.32	74,393.35	74,393.35		BALDWIN
SECRETARY CLASS 2	5590	1.00	58,160.96	58,384.66	58,384.66		BOCK
DETECTIVE	10779	1.00	69,950.92	70,219.96	70,219.96		GILL
DETECTIVE	55200	1.00	76,282.96	76,576.36	76,576.36		PERKINS
DETECTIVE	10535	1.00	65,964.08	66,217.79	66,217.79		PLAMONDON
DETECTIVE	58900	0.60	69,950.92	70,219.96	70,219.96		QUARLES
DETECTIVE	12150		35,039.42	35,174.19	35,174.19		CLOUTIER
TOTAL BUDGETED POSITIONS		6.60	537,317.30	539,383.91	539,383.91		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: F-T Employee Wage Exp

Department Number: 21147

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$419,472.36	\$413,281.00	\$412,164.89	\$427,074.00	\$422,956.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$504,209.72	\$504,209.72		\$77,135.72

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 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21147

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$33,000.00	\$36,842.37	\$34,313.00	\$35,465.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,174.19	\$35,174.19		\$861.19

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.

Increase is due to employee's (Polygraph Examiner) weekly rate of pay x 52 weeks.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Overtime Wage Expense

Department Number: 21147

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$31,055.96	\$21,000.00	\$32,936.31	\$23,000.00	\$34,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$23,767.06	\$23,767.06		\$767.06

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.

Increase is due to wage increase.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Extra Holiday Pay Exp

Department Number: 21147

Account Number: 60112

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,176.68	\$5,500.00	\$2,062.72	\$3,000.00	\$11,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,689.61	\$4,689.61		\$1,689.61

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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Health Club Dues

Department Number: 21147

Account Number: 60127

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$120.00	\$120.00	\$120.00	\$240.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$240.00	\$240.00		\$120.00

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

Phil Greenwood is the only person who takes advantage of this perk.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Clothing/Uniforms Expense

Department Number: 21147

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,800.00	\$4,000.00	\$3,000.00	\$5,000.00	\$5,000.00

FY2021 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.

Contract item at \$600 per person who wears civilian clothing. 7 persons = \$4,200. Remaining goes to evidence technician clothing.

g and associated wear.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Conferences/Training Expense

Department Number: 21147

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$721.76	\$1,750.00	\$3,480.40	\$3,000.00	\$2,000.00

FY2021 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.

Increase is due to increased training needs for specialized investigations.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Dues/Memberships Expense

Department Number: 21147

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$245.00	\$0.00	\$185.00	\$160.00	\$310.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$310.00	\$310.00		\$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.

ET membership; additional membership to backup ET; polygraph examiner association \$100.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

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

Department Number: 21147

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,468.29	\$2,000.00	\$1,642.84	\$2,000.00	\$1,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Police Investigative Services

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21147

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$13,257.72	\$17,500.00	\$15,146.93	\$17,500.00	\$17,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,000.00	\$8,000.00		(\$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.

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.

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

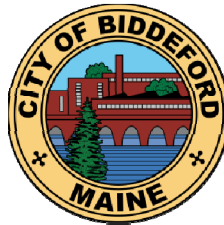
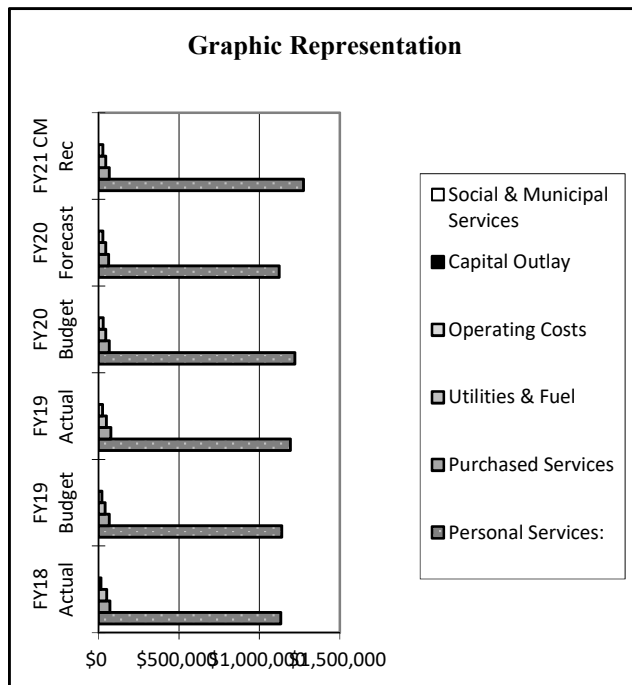
City of Biddeford, Maine

Fiscal Year 2021

Budget: Communications

Account Number: 21148

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$1,133,743	\$1,138,218	\$1,192,968	\$1,220,062	\$696,495	\$1,274,070	\$1,272,692
Purchased Services	\$70,762	\$66,000	\$76,715	\$66,000	\$49,857	\$66,000	\$66,000
Utilities & Fuel	\$49,525	\$41,000	\$48,874	\$45,000	\$22,529	\$45,000	\$45,000
Operating Costs	\$15,293	\$20,750	\$24,215	\$29,250	\$8,968	\$26,250	\$24,250
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,269,323	\$1,265,968	\$1,342,772	\$1,360,312	\$777,849	\$1,411,320	\$1,407,942



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$99,722
Workers Comp	\$5,562
Health Insurance	\$273,102
Retirement	\$127,697
Unemployment	\$1,111
Other Insurance	\$10,451
Total Fringe Benefit Impact	\$517,645
# of Full Time Employees	18.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$1,220,062	\$1,272,692	\$52,630	4.3%
Purchased Services	\$66,000	\$66,000	\$0	\$0
Utilities & Fuel	\$45,000	\$45,000	\$0	\$0
Operating Costs	\$29,250	\$24,250	-\$5,000	-17.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,360,312	\$1,407,942	\$47,630	3.5%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$164,490	\$168,397	\$167,642	\$173,865	\$94,838	\$179,875	\$179,875
60105	F-T Employee Wage Exp	\$803,960	\$849,421	\$870,911	\$917,397	\$515,211	\$955,086	\$955,086
60111	Overtime Wage Expense	\$135,352	\$92,500	\$127,581	\$100,000	\$60,380	\$106,379	\$105,000
60112	Extra Holiday Pay Exp	\$27,795	\$25,000	\$24,605	\$25,000	\$25,602	\$29,431	\$29,431
60251	Conferences/Training Expense	\$1,172	\$2,500	\$1,316	\$3,000	\$279	\$3,000	\$3,000
60252	Travel/Mileage Expense	\$974	\$400	\$912	\$800	\$185	\$300	\$300
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$1,133,743	\$1,138,218	\$1,192,968	\$1,220,062	\$696,495	\$1,274,070	\$1,272,692

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$70,361	\$64,000	\$75,792	\$64,000	\$49,184	\$64,000	\$64,000
60317	Translation Expense	\$401	\$2,000	\$923	\$2,000	\$73	\$2,000	\$2,000
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$600	\$0	\$0
Totals		\$70,762	\$66,000	\$76,715	\$66,000	\$49,857	\$66,000	\$66,000

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$4,286	\$2,500	\$7,315	\$5,000	\$1,763	\$4,000	\$4,000
60402	Phone/Celular/Paging Exp	\$45,239	\$38,500	\$41,560	\$40,000	\$20,766	\$41,000	\$41,000
Totals		\$49,525	\$41,000	\$48,874	\$45,000	\$22,529	\$45,000	\$45,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$9,213	\$7,500	\$5,166	\$10,000	\$3,844	\$10,000	\$8,000
60500	Admin/Office Supp/Eqt Non-C	\$2,852	\$2,250	\$1,749	\$2,250	\$443	\$2,250	\$2,250
60501	Operating Supp/Eqt Non-Cap	\$3,228	\$11,000	\$17,299	\$17,000	\$4,681	\$14,000	\$14,000
Totals		\$15,293	\$20,750	\$24,215	\$29,250	\$8,968	\$26,250	\$24,250

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21148 Communications

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
DEPUTY CHIEF	24440	1.00	91,417.04	91,768.64	91,768.64		FISK
IT SPECIALIST	30300	1.00	87,768.58	88,106.15	88,106.15		GOOCH
DISPATCHER	10661	1.00	58,160.96	58,384.66	58,384.66		BALLOU
DISPATCHER	10868	1.00	53,491.88	53,697.62	53,697.62		BOYDEN
DISPATCHER	10781	1.00	56,540.64	56,758.10	56,758.10		COLE
DISPATCHER	10467	1.00	58,160.96	58,384.66	58,384.66		LEGERE
DISPATCHER	43340	1.00	67,200.64	67,459.10	67,459.10		LORD
DISPATCHER	10700	1.00	56,540.64	56,758.10	56,758.10		MARTIN
DISPATCHER	10217	1.00	61,593.48	61,830.38	61,830.38		MILLS
DISPATCHER	10927	1.00	58,160.96	58,384.66	58,384.66		MOORE
DISPATCHER	37700	1.00	61,593.48	61,830.38	61,830.38		PELLETIER
DISPATCHER	10484	1.00	58,160.96	58,384.66	58,384.66		PENDLETON
DISPATCHER	50135	1.00	63,427.00	63,670.95	63,670.95		PENNY
DISPATCHER	57505	1.00	61,593.48	61,830.38	61,830.38		POMEROY
DISPATCHER	10571	1.00	58,160.96	58,384.66	58,384.66		TOWNSEND
DISPATCHER	68180	1.00	63,427.00	63,670.95	63,670.95		WALKER
DISPATCHER	68180	1.00	63,427.00	63,670.95	63,670.95		WALKER
SECRETARY CLASS 2	42550	1.00	51,786.28	51,985.46	51,985.46		LEVASSEUR
TOTAL BUDGETED POSITIONS		18.00	1,130,611.94	1,134,960.44	1,134,960.44		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21148

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$164,490.31	\$168,397.00	\$167,642.08	\$173,865.00	\$170,423.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$179,874.79	\$179,874.79		\$6,009.79

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 2021 Budget Request

February 28, 2020

Department:

Communications

Account Title: F-T Employee Wage Exp

Department Number:

21148

Account Number:

60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$803,959.58	\$849,421.00	\$870,911.44	\$917,397.00	\$817,888.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$955,085.65	\$955,085.65		\$37,688.65

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 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Overtime Wage Expense

Department Number: 21148

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$135,351.67	\$92,500.00	\$127,581.38	\$100,000.00	\$102,769.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$106,378.77	\$105,000.00		\$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 is due to escalation of overtime as a result of increased vacation time per the Union Contract.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Extra Holiday Pay Exp

Department Number: 21148

Account Number: 60112

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$27,795.07	\$25,000.00	\$24,604.75	\$25,000.00	\$30,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,431.28	\$29,431.28		\$4,431.28

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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Conferences/Training Expense

Department Number: 21148

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,172.00	\$2,500.00	\$1,316.06	\$3,000.00	\$1,000.00

FY2021 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.

EMD/EFD annual CHE increase. IAED National Conference (support attendance by one person)



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Travel/Mileage Expense

Department Number: 21148

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$974.28	\$400.00	\$912.21	\$800.00	\$800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		(\$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.

Cost increase due to mileage for training at MCJA and training attendance by new dispatcher.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Service Contracts Expense

Department Number: 21148

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$70,361.23	\$64,000.00	\$75,791.85	\$64,000.00	\$61,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Translation Expense

Department Number: 21148

Account Number: 60317

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$401.07	\$2,000.00	\$923.37	\$2,000.00	\$2,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Electricity Expense

Department Number: 21148

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,286.34	\$2,500.00	\$7,314.77	\$5,000.00	\$4,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		(\$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 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Phone/Celular/Paging Exp

Department Number: 21148

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$45,238.75	\$38,500.00	\$41,559.68	\$40,000.00	\$41,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,000.00	\$41,000.00		\$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.

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 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Operating Equip Repair Exp

Department Number: 21148

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$9,213.19	\$7,500.00	\$5,166.48	\$10,000.00	\$8,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$8,000.00		(\$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.

Anticipated repair of aging radio/console equipment.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Communications

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

Department Number: 21148

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,851.85	\$2,250.00	\$1,749.01	\$2,250.00	\$2,250.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Communications

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21148

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,227.53	\$11,000.00	\$17,299.07	\$17,000.00	\$17,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,000.00	\$14,000.00		(\$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.

Replacement costs of aging equipment. New printer for Dispatch; Chair replacement; software update; UPS

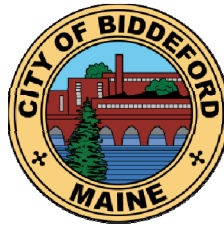
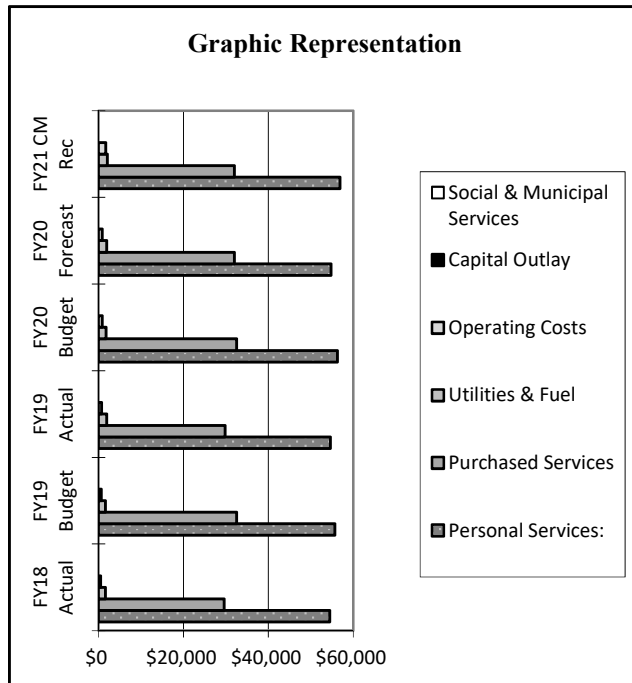
City of Biddeford, Maine

Fiscal Year 2021

Budget: Animal Control Officer

Account Number: 21149

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$54,430	\$55,663	\$54,592	\$56,248	\$31,395	\$56,826	\$56,498
Purchased Services	\$29,607	\$32,500	\$29,825	\$32,500	\$22,306	\$32,000	\$32,000
Utilities & Fuel	\$1,605	\$1,620	\$1,906	\$1,720	\$1,020	\$2,053	\$1,920
Operating Costs	\$481	\$600	\$666	\$850	\$223	\$1,700	\$1,700
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$86,123	\$90,383	\$86,989	\$91,318	\$54,944	\$92,579	\$92,118

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$4,654
Workers Comp	\$644
Health Insurance	\$18,341
Retirement	\$4,506
Unemployment	\$53
Other Insurance	\$780
Total Fringe Benefit Impact	\$28,978
# of Full Time Employees	1.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$56,248	\$56,498	\$250	0.4%
Purchased Services	\$32,500	\$32,000	-\$500	\$0
Utilities & Fuel	\$1,720	\$1,920	\$200	\$0
Operating Costs	\$850	\$1,700	\$850	100.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$91,318	\$92,118	\$800	0.9%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$53,957	\$54,163	\$54,042	\$55,248	\$30,442	\$55,248	\$55,248
60111	Overtime Wage Expense	\$474	\$1,000	\$550	\$500	\$318	\$1,077	\$750
60230	Clothing/Uniforms Expense	\$0	\$500	\$0	\$500	\$635	\$500	\$500
Totals		\$54,430	\$55,663	\$54,592	\$56,248	\$31,395	\$56,826	\$56,498

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$29,607	\$32,500	\$29,825	\$32,500	\$22,306	\$32,000	\$32,000
Totals		\$29,607	\$32,500	\$29,825	\$32,500	\$22,306	\$32,000	\$32,000

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$373	\$720	\$470	\$720	\$230	\$720	\$720
60411	Gasoline Expense	\$1,232	\$900	\$1,436	\$1,000	\$789	\$1,333	\$1,200
Totals		\$1,605	\$1,620	\$1,906	\$1,720	\$1,020	\$2,053	\$1,920

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$37	\$350	\$52	\$350	\$124	\$1,200	\$1,200
60501	Operating Supp/Eqt Non-Cap	\$444	\$250	\$615	\$500	\$99	\$500	\$500
Totals		\$481	\$600	\$666	\$850	\$223	\$1,700	\$1,700

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21149 Animal Control Officer

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
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 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: F-T Employee Wage Exp

Department Number: 21149

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$53,956.96	\$54,163.00	\$54,041.66	\$55,248.00	\$53,939.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$55,248.48	\$55,248.48		\$0.48

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 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: Overtime Wage Expense

Department Number: 21149

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$473.53	\$1,000.00	\$550.20	\$500.00	\$600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,077.35	\$750.00		\$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 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: Clothing/Uniforms Expense

Department Number: 21149

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$200.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: Service Contracts Expense

Department Number: 21149

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$29,607.04	\$32,500.00	\$29,825.11	\$32,500.00	\$32,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$32,000.00	\$32,000.00		(\$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.

AWS fees at \$29600 per annum, paid quarterly; emergency animal treatment as necessary.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: Phone/Celular/Paging Exp

Department Number: 21149

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$373.02	\$720.00	\$469.68	\$720.00	\$720.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: Gasoline Expense

Department Number: 21149

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,231.85	\$900.00	\$1,436.17	\$1,000.00	\$1,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,333.00	\$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.

Carl Marcotte estimates.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21149

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$37.00	\$350.00	\$51.57	\$350.00	\$350.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

Estimated by Carl Marcotte



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Animal Control Officer

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21149

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$443.58	\$250.00	\$614.62	\$500.00	\$500.00

FY2021 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.

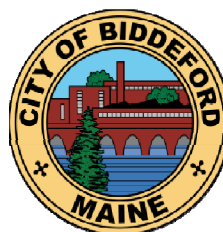
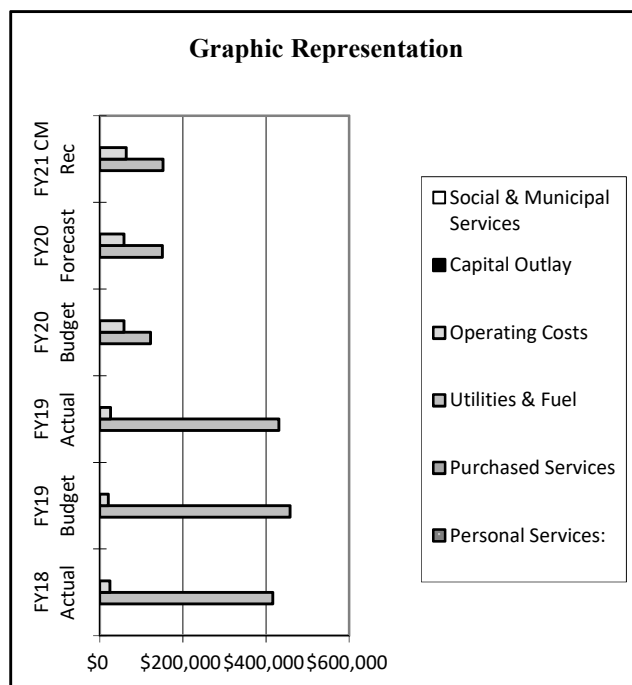
City of Biddeford, Maine

Fiscal Year 2021

Budget: Street & Traffic Lights

Account Number: 21150

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	\$416,082	\$457,740	\$430,505	\$122,017	\$73,539	\$152,017	\$152,017
Operating Costs	\$24,278	\$20,000	\$25,512	\$58,000	\$10,689	\$63,000	\$60,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$440,359	\$477,740	\$456,017	\$180,017	\$84,228	\$215,017	\$212,017



FRINGE BENEFIT IMPACT (Estimated):

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	0.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$122,017	\$152,017	\$30,000	24.6%
Operating Costs	\$58,000	\$60,000	\$2,000	3.4%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$180,017	\$212,017	\$32,000	17.8%

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$416,082	\$457,740	\$430,505	\$122,017	\$73,539	\$152,017	\$152,017
Totals		\$416,082	\$457,740	\$430,505	\$122,017	\$73,539	\$152,017	\$152,017

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$24,278	\$20,000	\$25,512	\$58,000	\$10,689	\$63,000	\$60,000
Totals		\$24,278	\$20,000	\$25,512	\$58,000	\$10,689	\$63,000	\$60,000



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Street & Traffic Lights

Account Title: Electricity Expense

Department Number: 21150

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$416,081.57	\$457,740.00	\$430,504.78	\$122,017.00	\$150,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$152,017.00	\$152,017.00		\$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.

¹Cost for streetlight electricity expense, post-LED installation

\$122,017.00

¹The savings is partially offset by an additional cost for annual maintenance of fixtures now under City ownership and finance charges on the debt (principal and interest). The net savings is conservatively estimated to be \$135,000/yr through the finance term of 10 years. FY2020 EOY projection reflects completion of installation and partial year of LED conversion. Reconciliation with CMP still required in FY2020 to reflect new LED rate structure.

FY2014	\$	391,035.96
FY2015	\$	457,324.05
FY2016	\$	433,933.59
FY2017	\$	423,047.50
FY2018	\$	416,081.57
FY2019	\$	430,504.78



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Street & Traffic Lights

Account Title: Operating Equip Repair Exp

Department Number: 21150

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$24,277.76	\$20,000.00	\$25,511.79	\$58,000.00	\$58,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 63,000.00	\$60,000.00		\$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.

<i>Desc</i>	<i>Budget</i>
Contingency line for street signal repairs	\$ 25,000.00
¹ Contingency line for streetlight maintenence and repairs due to purchase and subsequent ownership of streetlights	\$ 38,000.00
	<u>\$ 63,000.00</u>

¹Maintenance and repair costs have been factored into the P&S financials for the streetlights (year one). Although this line has increased, the net savings within the budget is estimated to be \$135,000/yr due to conversion to LED. Increase reflects adjustment to stop/streetlight expenses relative to actual costs.

	Actual ²
FY2014	\$ 16,472.69
FY2015	\$ 35,217.34
FY2016	\$ 18,373.58
FY2017	\$ 26,876.71
FY2018	\$ 24,277.76
FY2019	\$ 25,511.79
Average	\$ 24,454.98
Median	\$ 24,894.78
Maximum	\$ 35,217.34

²Prior year history of actual expenses only reflects cost of repairs for stop/streetlights. New LED maintenance costs will appear in FY2020 as expenses are incurred.

City of Biddeford, Maine

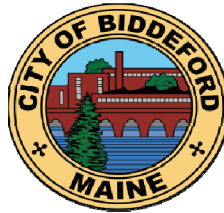
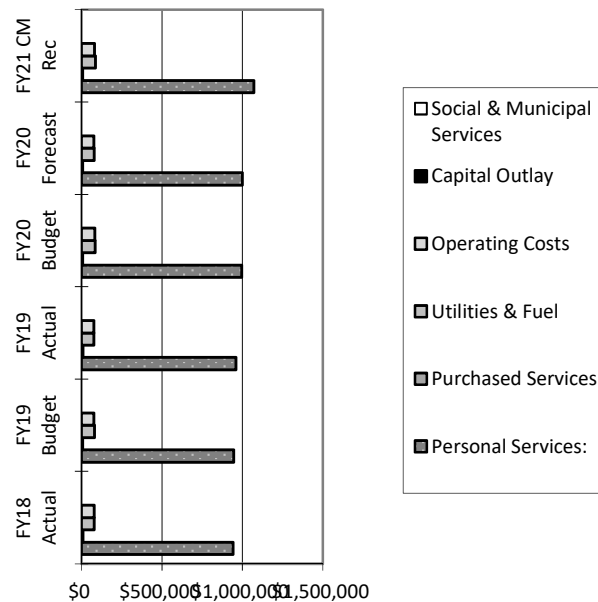
Fiscal Year 2021

Budget: PW Admin/Fleet Maint. Exp

Account Number: 21161

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$941,360	\$945,662	\$960,211	\$994,879	\$564,199	\$1,070,252	\$1,153,767
Purchased Services	\$9,104	\$6,950	\$8,417	\$6,650	\$4,014	\$7,200	\$7,200
Utilities & Fuel	\$78,528	\$80,600	\$75,493	\$84,125	\$33,031	\$85,353	\$84,140
Operating Costs	\$78,062	\$76,095	\$75,659	\$81,905	\$31,278	\$80,425	\$78,025
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,107,053	\$1,109,307	\$1,119,780	\$1,167,559	\$632,522	\$1,243,230	\$1,323,132

Graphic Representation

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$88,874
Workers Comp	\$29,420
Health Insurance	\$278,485
Retirement	\$111,317
Unemployment	\$960
Other Insurance	\$4,055
Total Fringe Benefit Impact	\$513,111
# of Full Time Employees	15.93

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personnel Services	\$994,879	\$1,153,767	\$158,888	16.0%
Purchased Services	\$6,650	\$7,200	\$550	8.3%
Utilities & Fuel	\$84,125	\$84,140	\$15	0.0%
Operating Costs	\$81,905	\$78,025	-\$3,880	-4.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$172,680	\$169,365	-\$3,315	-1.9%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$61,182	\$58,807	\$61,734	\$62,429	\$36,103	\$61,182	\$61,182
60102	Mid Mgmt Hrly Employee Wa	\$225,210	\$225,406	\$214,951	\$239,375	\$142,328	\$247,600	\$334,143
60105	F-T Employee Wage Exp	\$569,725	\$584,597	\$597,803	\$612,287	\$346,659	\$675,250	\$675,250
60111	Overtime Wage Expense	\$74,828	\$63,500	\$75,564	\$65,000	\$32,698	\$67,178	\$65,000
60230	Clothing/Uniforms Expense	\$3,116	\$4,500	\$2,918	\$4,500	\$2,043	\$6,700	\$6,700
60251	Conferences/Training Expense	\$3,319	\$3,200	\$3,173	\$5,850	\$2,065	\$6,850	\$6,000
60252	Travel/Mileage Expense	\$3,599	\$4,800	\$3,296	\$4,886	\$1,899	\$4,886	\$4,886
60253	Food/Lodging Expense	\$0	\$300	\$380	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$380	\$552	\$392	\$552	\$404	\$606	\$606
Totals		\$941,360	\$945,662	\$960,211	\$994,879	\$564,199	\$1,070,252	\$1,153,767

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$8,724	\$6,600	\$7,950	\$6,300	\$3,947	\$6,800	\$6,800
60325	Postage/Shipping Expense	\$380	\$350	\$466	\$350	\$67	\$400	\$400
Totals		\$9,104	\$6,950	\$8,417	\$6,650	\$4,014	\$7,200	\$7,200

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$25,956	\$24,000	\$22,298	\$26,520	\$11,694	\$26,500	\$26,000
60401	Water Expense	\$2,359	\$1,900	\$3,131	\$2,475	\$1,553	\$2,550	\$2,500
60402	Phone/Celular/Paging Exp	\$9,148	\$10,000	\$8,963	\$9,670	\$5,165	\$12,013	\$12,000
60404	Sewer User Fee Expense	\$3,253	\$4,200	\$4,663	\$4,800	\$1,853	\$4,800	\$4,800
60405	Heating Fuel Expense	\$25,070	\$28,000	\$22,926	\$27,400	\$5,526	\$27,400	\$26,750
60411	Gasoline Expense	\$12,743	\$12,500	\$13,510	\$13,260	\$7,240	\$12,090	\$12,090
Totals		\$78,528	\$80,600	\$75,493	\$84,125	\$33,031	\$85,353	\$84,140

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$16,230	\$12,000	\$15,475	\$12,500	\$3,844	\$15,000	\$13,000
60452	Operating Equip Repair Exp	\$10,059	\$9,500	\$7,144	\$9,500	\$6,413	\$9,500	\$9,250
60453	Vehicle Repair/Tires/Oil Exp	\$8,042	\$8,750	\$8,736	\$8,850	\$6,606	\$8,750	\$8,750
60461	Repair/Maint-CommunsEquip	\$2,874	\$3,750	\$2,019	\$3,700	\$0	\$3,700	\$3,700
60500	Admin/Office Supp/Eqt Non-C	\$14,290	\$14,250	\$15,957	\$15,330	\$6,543	\$15,600	\$15,600
60501	Operating Supp/Eqt Non-Cap	\$6,983	\$8,850	\$9,972	\$8,850	\$1,406	\$6,650	\$6,500
60505	Construction Supplies	\$0	\$1,500	\$224	\$1,500	\$580	\$1,500	\$1,500
60506	Equipment/Small Tools-Non-c	\$14,550	\$13,770	\$12,722	\$17,950	\$5,015	\$16,000	\$16,000
60509	Cleaning Supplies Expense	\$3,558	\$3,100	\$3,211	\$3,100	\$828	\$3,100	\$3,100
60797	Miscellaneous Expense	\$1,476	\$625	\$200	\$625	\$43	\$625	\$625
Totals		\$78,062	\$76,095	\$75,659	\$81,905	\$31,278	\$80,425	\$78,025

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21161 PW Admin/Fleet Maint. Exp

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
PUBLIC WORKS DIRECTOR	18290	0.58	60,947.59	61,182.01	61,182.01		DEMERS
ASST. PUBLIC WORKS DIRECTOR	45300	1.00	97,281.60	97,655.76	97,655.76		MARCOTTE
DEPUTY PUBLIC WORKS DIRECTOR	1045300	1.00	-	-	67,759.62		NEW POSITION
AIRPORT MANAGER/ATTENDANT	1010712	0.35	-	-	18,783.59		PETER
OPERATION MANAGER	53900	1.00	76,793.60	77,088.96	77,088.96		PARENT
STREET WORK. SUPER.	40300	1.00	72,576.05	72,855.19	72,855.19		LAPORTE
ADMIN. ASSISTANT	10104	1.00	52,353.60	52,554.96	52,554.96		COTE
BODY & FENDER	14325	1.00	66,028.04	66,281.99	66,281.99		COURT
HEAD MECHANIC	12725	1.00	66,326.52	66,581.62	66,581.62		COLLOMY
MECHANIC 1	10143	1.00	64,151.88	64,398.62	64,398.62		BEAULIEU
MECHANIC 1	21580	1.00	63,981.32	64,227.40	64,227.40		DUNHAM
MECHANIC 1	32750	1.00	61,103.12	61,338.13	61,338.13		HARRIMAN
MECHANIC 1	36850	1.00	62,361.00	62,600.85	62,600.85		JONES
MECHANIC 1	10914	1.00	56,050.28	56,265.86	56,265.86		VACANT
MECHANIC 1	50230	1.00	60,975.20	61,209.72	61,209.72		MORAIS
MECHANIC 1	10965	1.00	56,050.28	56,265.86	56,265.86		PELLETIER
PARTS MAN	60910	1.00	60,292.96	60,524.86	60,524.86		ROSCIA
JOB ADJUSTMENTS	21	-	2,988.51	3,000.00	3,000.00		VARIOUS
TOTAL BUDGETED POSITIONS		15.93	980,261.55	984,031.79	1,070,575.00		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Dept Manager Salary Exp

Department Number: 21161

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$61,182.27	\$58,807.00	\$61,734.00	\$62,429.00	\$62,125.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$61,182.01	\$61,182.01		(\$1,246.99)

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.

58% of Director's Salary
See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21161

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$225,209.67	\$225,406.00	\$214,951.11	\$239,375.00	\$246,873.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$247,599.91	\$334,143.12		\$94,768.12

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.

1 Street Working Supervisor salary with increase contract year.
1 Operations manager salary
1 Assistant Director

See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: F-T Employee Wage Exp

Department Number: 21161

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$569,725.36	\$584,597.00	\$597,803.11	\$612,287.00	\$609,586.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$675,249.87	\$675,249.87		\$62,962.87

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Overtime Wage Expense

Department Number: 21161

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$74,828.43	\$63,500.00	\$75,564.48	\$65,000.00	\$65,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$67,178.42	\$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 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Clothing/Uniforms Expense

Department Number: 21161

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,116.06	\$4,500.00	\$2,918.37	\$4,500.00	\$4,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,700.00	\$6,700.00		\$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.

Contractual obligation for clothing for the following positions :

Boots moved into this line from 60501

Street Working Supervisor

Head Mechanic

7 Mechanics

Body & Fender

Parts Tech.

Extra for new employee



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Conferences/Training Expense

Department Number: 21161

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,319.00	\$3,200.00	\$3,173.00	\$5,850.00	\$5,850.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,850.00	\$6,000.00		\$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.

Projected Training costs for the following positions :

Asst. Director

Op's manager

Street Working Supervisor

Head Mechanic

Mechanics

Body & Fender

Parts Tech.

Admin. Asst.

\$ 6,500.00

Estimated cost related to off site training sessions

\$ 350.00

\$ 6,850.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Travel/Mileage Expense

Department Number: 21161

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,598.95	\$4,800.00	\$3,295.55	\$4,886.00	\$4,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,886.00	\$4,886.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Food/Lodging Expense

Department Number: 21161

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$300.00	\$379.73	\$0.00	

FY2021 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.

Moved to 60251



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Dues/Memberships Expense

Department Number: 21161

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$380.00	\$552.00	\$392.00	\$552.00	\$552.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$606.00	\$606.00		\$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.

APWA (American Public Works Association) membership dues for following positions :

Director	\$202
Asst. Director	\$202
Ops Manager	\$202
Total:	\$606



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Service Contracts Expense

Department Number: 21161

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,723.73	\$6,600.00	\$7,950.35	\$6,300.00	\$6,300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,800.00	\$6,800.00		\$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.

Annual Service Contracts :

UST (underground storage tanks) Inspections : \$1,400

Interstate Fuel Fire System : \$600

Maine State Securities : \$600

Heating and Air Cond. System : \$3,500

Crane Inspections : \$700

Total: \$6,800



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Postage/Shipping Expense

Department Number: 21161

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$380.14	\$350.00	\$466.36	\$350.00	\$200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		\$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 shipping of parts



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Electricity Expense

Department Number: 21161

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$25,955.95	\$24,000.00	\$22,298.33	\$26,520.00	\$26,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,500.00	\$26,000.00		(\$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 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Water Expense

Department Number: 21161

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,358.60	\$1,900.00	\$3,131.46	\$2,475.00	\$2,400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,550.00	\$2,500.00		\$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.

Projected cost for Public Works facility per Maine water.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Phone/Celular/Paging Exp

Department Number: 21161

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$9,147.70	\$10,000.00	\$8,962.70	\$9,670.00	\$9,670.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,013.00	\$12,000.00		\$2,330.00

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
17 GPS Units :	\$18.95/month/each	\$3,865
6 Smart Phone :	\$64/month	\$4,608
2 Land Lines :	\$37.5/month/each	\$900
Misc. :		\$600

Total: \$12,013



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Sewer User Fee Expense

Department Number: 21161

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,253.27	\$4,200.00	\$4,663.14	\$4,800.00	\$4,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,800.00	\$4,800.00		\$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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Projected cost based on Historical data



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Heating Fuel Expense

Department Number: 21161

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$25,069.73	\$28,000.00	\$22,926.45	\$27,400.00	\$22,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$27,400.00	\$26,750.00		(\$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.

Projected cost based upon Historical data



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Gasoline Expense

Department Number: 21161

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$12,742.58	\$12,500.00	\$13,510.43	\$13,260.00	\$13,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,090.00	\$12,090.00		(\$1,170.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 @ \$1.86/gal

FY 20: (6) Months 3150 gals.
FY 19: 6354 gals.
FY 18: 6,500 gals.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Building Repair/Maint Exp

Department Number: 21161

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$16,229.54	\$12,000.00	\$15,474.76	\$12,500.00	\$13,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$13,000.00		\$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.

Overhead Door Maint. :	\$6,000.00
Repairs/paint/electrical/lighting :	\$4,000.00
Misc. :	\$5,000.00
Total:	\$15,000.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Operating Equip Repair Exp

Department Number: 21161

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,059.15	\$9,500.00	\$7,143.74	\$9,500.00	\$9,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,500.00	\$9,250.00		(\$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.

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 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21161

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,042.40	\$8,750.00	\$8,736.18	\$8,850.00	\$8,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,750.00	\$8,750.00		(\$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	\$1,700
2	\$1,650
3	\$2,250
7	\$1,000
9	\$1,100
42	\$1,050

TOTAL:	\$8,750
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Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Repair/Maint-CommunsEquip

Department Number: 21161

Account Number: 60461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,874.44	\$3,750.00	\$2,018.61	\$3,700.00	\$3,700.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,700.00	\$3,700.00		\$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.

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 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

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

Department Number: 21161

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$14,289.55	\$14,250.00	\$15,957.23	\$15,330.00	\$15,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,600.00	\$15,600.00		\$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.

Maint. Dossier on-line service:	\$4,700
Laptop Updates :	\$850
Office Supplies :	\$2,550
Mitchell's online Manuals :	\$4,950
Scan Tool Support and upgrades:	\$1,600
Time clock support	\$950
Total:	\$15,600



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21161

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,982.58	\$8,850.00	\$9,971.76	\$8,850.00	\$5,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,650.00	\$6,500.00		(\$2,350.00)

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.

<i>Prod.Maint. Supplies</i>	\$2,250	
Safety Equip. :	\$2,400	
Medical Supplies :	\$1,000	
Safety Boots :	\$0	Moved to 60230
OSHA/DOL Mandates :	\$1,000	
Total:	\$6,650	



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Construction Supplies

Department Number: 21161

Account Number: 60505

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$1,500.00	\$224.43	\$1,500.00	\$1,200.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21161

Account Number: 60506

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$14,549.56	\$13,770.00	\$12,722.14	\$17,950.00	\$17,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,000.00	\$16,000.00		(\$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.

Tool Allowance Per contract:	\$4,950
Tire Balancer	\$4,500
Misc. garage tools :	\$6,550

Total: \$16,000



Fiscal Year 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Cleaning Supplies Expense

Department Number: 21161

Account Number: 60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,558.37	\$3,100.00	\$3,210.61	\$3,100.00	\$3,100.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: ✓ Admin/Fleet Maint. Exp

Account Title: Miscellaneous Expense

Department Number: 21161

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,476.37	\$625.00	\$200.00	\$625.00	\$200.00

FY2021 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

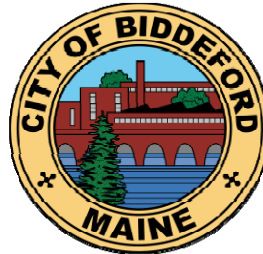
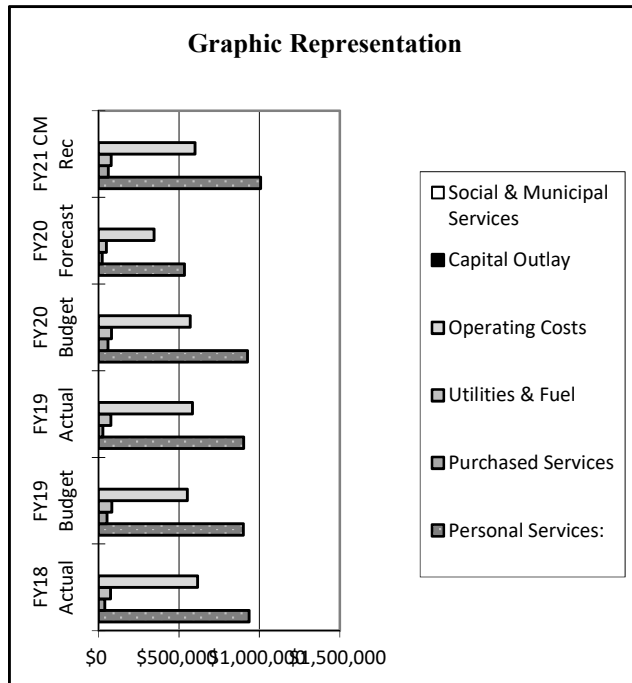
City of Biddeford, Maine

Fiscal Year 2021

Budget: Public Works Roads Maintenance

Account Number: 21162

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$935,030	\$900,210	\$902,095	\$926,550	\$533,059	\$1,007,693	\$1,007,094
Purchased Services	\$38,249	\$52,500	\$25,818	\$58,000	\$22,890	\$60,000	\$58,000
Utilities & Fuel	\$74,704	\$82,420	\$75,137	\$80,935	\$48,125	\$78,798	\$78,798
Operating Costs	\$614,955	\$552,195	\$583,282	\$570,054	\$344,238	\$599,950	\$591,450
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,662,937	\$1,587,325	\$1,586,332	\$1,635,539	\$948,313	\$1,746,441	\$1,735,342

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$77,857
Workers Comp	\$48,449
Health Insurance	\$301,108
Retirement	\$101,198
Unemployment	\$940
Other Insurance	\$5,460
Total Fringe Benefit Impact	\$535,012
# of Full Time Employees	19.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$926,550	\$1,007,094	\$80,544	8.7%
Purchased Services	\$58,000	\$58,000	\$0	\$0
Utilities & Fuel	\$80,935	\$78,798	-\$2,137	\$0
Operating Costs	\$570,054	\$591,450	\$21,396	3.8%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,635,539	\$1,735,342	\$99,803	6.1%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$724,596	\$798,660	\$748,647	\$830,935	\$428,310	\$896,994	\$896,994
60111	Overtime Wage Expense	\$201,671	\$94,900	\$145,773	\$88,665	\$100,209	\$99,599	\$99,000
60129	Insurance Buyout Pay	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$6,763	\$6,650	\$7,675	\$6,950	\$4,540	\$11,100	\$11,100
Totals		\$935,030	\$900,210	\$902,095	\$926,550	\$533,059	\$1,007,693	\$1,007,094

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60312	Temporary Contract Help Exp	\$16,210	\$25,000	\$10,000	\$25,000	\$10,000	\$25,000	\$25,000
60313	Construction Services Expense	\$18,258	\$22,500	\$7,353	\$25,000	\$2,065	\$25,000	\$25,000
60346	Removal of Trees & Stumps	\$3,782	\$5,000	\$8,465	\$8,000	\$10,825	\$10,000	\$8,000
Totals		\$38,249	\$52,500	\$25,818	\$58,000	\$22,890	\$60,000	\$58,000

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60410	Diesel Fuel Expense	\$71,020	\$77,500	\$70,567	\$76,245	\$46,001	\$74,520	\$74,520
60411	Gasoline Expense	\$3,684	\$4,920	\$4,570	\$4,690	\$2,125	\$4,278	\$4,278
Totals		\$74,704	\$82,420	\$75,137	\$80,935	\$48,125	\$78,798	\$78,798

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$76,984	\$87,500	\$66,198	\$90,600	\$65,053	\$0	\$0
60453	Vehicle Repair/Tires/Oil Exp	\$146,413	\$87,000	\$143,747	\$87,000	\$31,041	\$180,500	\$180,500
60457	Road Maint/Improve Non-Cap	\$52,155	\$67,500	\$70,213	\$67,500	\$28,399	\$70,000	\$67,500
60461	Repair/Maint-CommunsEquip	\$605	\$650	\$1,861	\$650	\$658	\$650	\$650
60462	Road Painting Expense	\$60,967	\$64,420	\$37,142	\$64,297	\$3,298	\$64,000	\$64,000
60501	Operating Supp/Eqt Non-Cap	\$7,360	\$9,500	\$9,293	\$9,500	\$3,963	\$6,100	\$6,100
60503	Road Salt Expense	\$237,314	\$202,500	\$223,925	\$210,200	\$155,955	\$236,000	\$230,000
60505	Construction Supplies	\$17,040	\$20,500	\$19,713	\$20,500	\$33,416	\$20,500	\$20,500
60506	Equipment/Small Tools-Non-c	\$4,088	\$4,000	\$2,518	\$12,200	\$12,357	\$12,200	\$12,200
60507	Street Signs Expense	\$12,029	\$8,625	\$8,671	\$7,607	\$10,098	\$10,000	\$10,000
Totals		\$614,955	\$552,195	\$583,282	\$570,054	\$344,238	\$599,950	\$591,450

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21162 Public Works Roads Maintenance

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
TRUCK DRIVER 2	2880	1.00	47,095.88	47,277.02	47,277.02		BELISLE
TRUCK DRIVER 1	53070	1.00	49,675.60	49,866.66	49,866.66		FARLEY
TRUCK DRIVER 1	27660	1.00	50,102.00	50,294.70	50,294.70		GAGNON
TRUCK DRIVER 2	27700	1.00	47,991.32	48,175.90	48,175.90		GALLANT
TRUCK DRIVER 2	10433	1.00	45,859.32	46,035.70	46,035.70		GUAY
TRUCK DRIVER 1	41360	1.00	49,675.60	49,866.66	49,866.66		LAVOIE
TRUCK DRIVER 1	48650	1.00	49,675.60	49,866.66	49,866.66		MENARD
TRUCK DRIVER 2	10713	1.00	44,430.88	44,601.77	44,601.77		MOULTON
LABORER 1/UTILITY	11001	1.00	40,188.20	40,342.77	40,342.77		CORBEIL
TRUCK DRIVER 2	10928	1.00	44,430.88	44,601.77	44,601.77		DELUCA
LABORER 1/UTILITY	44800	1.00	43,663.36	43,831.30	43,831.30		NIGHTINGALE
EQUIPMENT OPERATOR 2	10910	1.00	48,033.96	48,218.71	48,218.71		SEDLIS
LABORER 1/UTILITY	10693	1.00	40,188.20	40,342.77	40,342.77		VIGER
EQUIPMENT OPERATOR 1	10170	1.00	54,152.80	54,361.08	54,361.08		BLAIS
EQUIPMENT OPERATOR 2	10591	1.00	49,419.76	49,609.84	49,609.84		GIRARD
EQUIPMENT OPERATOR 1	10432	1.00	53,214.72	53,419.39	53,419.39		LOVEJOY
EQUIPMENT OPERATOR 2	52140	1.00	51,466.48	51,664.43	51,664.43		NIGHTINGALE
EQUIPMENT OPERATOR 2	1500	1.00	48,353.76	48,539.74	48,539.74		VACANT
LABORER 1/UTILITY	51250	1.00	40,188.20	40,342.77	40,342.77		MENARD
JOB ADJUSTMENTS	22	-	4,980.84	5,000.00	5,000.00		VARIOUS
TOTAL BUDGETED POSITIONS		19.00	902,787.36	906,259.62	906,259.62		



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: F-T Employee Wage Exp

Department Number: 21162

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$724,595.75	\$798,660.00	\$748,646.85	\$830,935.00	\$750,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 896,993.62	\$896,993.62		\$66,058.62

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Overtime Wage Expense

Department Number: 21162

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$201,670.78	\$94,900.00	\$145,773.09	\$88,665.00	\$175,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 99,599.47	\$99,000.00		\$10,335.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$	99,599.47
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Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Clothing/Uniforms Expense

Department Number: 21162

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,763.13	\$6,650.00	\$7,675.15	\$6,950.00	\$6,950.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,100.00	\$11,100.00		\$4,150.00

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.

Boots moved to this code.

Contractual obligation for clothing for the following postitions :

2 Operator I
4 Operator II
4 Truck Driver I
5 Truck Driver II
4 Laborer/Utility
Extra New employee's

19 total employees @ \$350.00 for clothing and \$250.00 for boots each.
1 For new employee \$650.00



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Temporary Contract Help Exp

Department Number: 21162

Account Number: 60312

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$16,209.53	\$25,000.00	\$10,000.00	\$25,000.00	\$22,500.00

FY2021 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 : 2% inc.	\$20,000
Reserve Emergency Personnel :	\$5,000



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Construction Services Expense

Department Number: 21162

Account Number: 60313

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$18,258.30	\$22,500.00	\$7,353.03	\$25,000.00	\$10,000.00

FY2021 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.

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

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Removal of Trees & Stumps

Department Number: 21162

Account Number: 60346

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,781.57	\$5,000.00	\$8,465.00	\$8,000.00	\$13,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$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.

Projected cost for removal of tree's



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Diesel Fuel Expense

Department Number: 21162

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$71,019.76	\$77,500.00	\$70,566.86	\$76,245.00	\$70,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$74,520.00	\$74,520.00		(\$1,725.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 @ \$2.16 per gal.

FY 20 : (6) 6 Months 16942 gals.
FY 19 : 31410 gals.
FY 18 : 33784 gals.



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Works Roads Maintenance

Account Title: Gasoline Expense

Department Number: 21162

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,684.05	\$4,920.00	\$4,570.11	\$4,690.00	\$3,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,278.00	\$4,278.00		(\$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.

Projected 2,300 gallons @ \$1.86 per gal.

FY 20 : (6 Months) 810 gals.
FY 19 : 2130 gals.
FY 18: 1940 gals.



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Operating Equip Repair Exp

Department Number: 21162

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$76,984.26	\$87,500.00	\$66,198.13	\$90,600.00	\$90,600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$90,600.00)

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.

All moved to 60453



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Works Roads Maintenance

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21162

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$146,413.42	\$87,000.00	\$143,747.19	\$87,000.00	\$87,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$180,500.00	\$180,500.00		\$93,500.00

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.

<u>Unit #</u>	<u>Cost</u>	<u>Unit #</u>	<u>Cost</u>
5 \$	3,160.00	46 \$	1,000.00
6 \$	100.00	47 \$	-
11 \$	700.00	48 \$	4,400.00
12 \$	2,050.00	49 \$	4,000.00
14 \$	6,000.00	50 \$	5,150.00
15 \$	7,800.00	54 \$	-
17 \$	7,500.00	56 \$	7,200.00
18 \$	9,000.00	57 \$	5,900.00
20 \$	20,500.00	58 \$	25.00
27 \$	2,800.00	62 \$	425.00
28 \$	-	63 \$	10,000.00
29 \$	225.00	64 \$	4,200.00
30 \$	965.00	66 \$	500.00
31 \$	4,200.00	67 \$	800.00
32 \$	5,000.00	68 \$	300.00
36 \$	4,750.00	69 \$	3,500.00
37 \$	225.00	71 \$	500.00
38 \$	225.00	72 \$	500.00
40 \$	200.00	73 \$	10,500.00
41 \$	1,450.00	74 \$	5,100.00
43 \$	1,800.00	75 \$	6,500.00
44 \$	2,800.00	76 \$	4,750.00
80 \$	3,125.00	77 \$	7,400.00
93 \$	1,600.00	195 \$	11,450.00

Total: \$ 180,500.00



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Road Maint/Improve Non-Cap

Department Number: 21162

Account Number: 60457

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$52,154.96	\$67,500.00	\$70,213.43	\$67,500.00	\$67,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$70,000.00	\$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

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Repair/Maint-CommunsEquip

Department Number: 21162

Account Number: 60461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$604.66	\$650.00	\$1,861.40	\$650.00	\$658.00

FY2021 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

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Road Painting Expense

Department Number: 21162

Account Number: 60462

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$60,966.62	\$64,420.00	\$37,141.96	\$64,297.00	\$40,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 64,000.00	\$64,000.00		(\$297.00)

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

used \$26,204 from reserves in FY20

Contract services for centerlines, edge lines, fog lines, lane lines : \$40,000

In house sevices for arrows, cross walks, lettering, parking stalls : \$24,000



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21162

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,359.65	\$9,500.00	\$9,293.09	\$9,500.00	\$9,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,100.00	\$6,100.00		(\$3,400.00)

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.

Prod./Maint. Supplies :	\$4,700
Industrial Chemicals :	\$1,400
Safety Boots :	\$0 Moved to 60230
Total:	\$6,100



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Road Salt Expense

Department Number: 21162

Account Number: 60503

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$237,313.53	\$202,500.00	\$223,925.42	\$210,200.00	\$210,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$236,000.00	\$230,000.00		\$19,800.00

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.

Salt 3,500 tons @ \$60.00/tn : 2% increase	\$210,000
Mag. Chloride 20,000 gals. @ \$1.30/gal :	\$26,000

Projected .02% Increase in salt
Added 300 tons do to More Icing events.



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Construction Supplies

Department Number: 21162

Account Number: 60505

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$17,040.48	\$20,500.00	\$19,712.64	\$20,500.00	\$20,500.00

FY2021 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

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21162

Account Number: 60506

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,087.82	\$4,000.00	\$2,518.26	\$12,200.00	\$12,357.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,200.00	\$12,200.00		\$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.

Trailer for sidewalk machine/Bobcat	\$11,000
Small Tools :	\$1,200



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Vorks Roads Maintenance

Account Title: Street Signs Expense

Department Number: 21162

Account Number: 60507

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$12,029.18	\$8,625.00	\$8,670.86	\$7,607.00	\$10,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 10,000.00	\$10,000.00		\$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.

Projected need based upon historical data

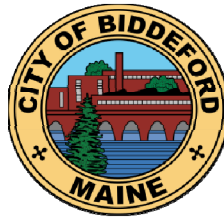
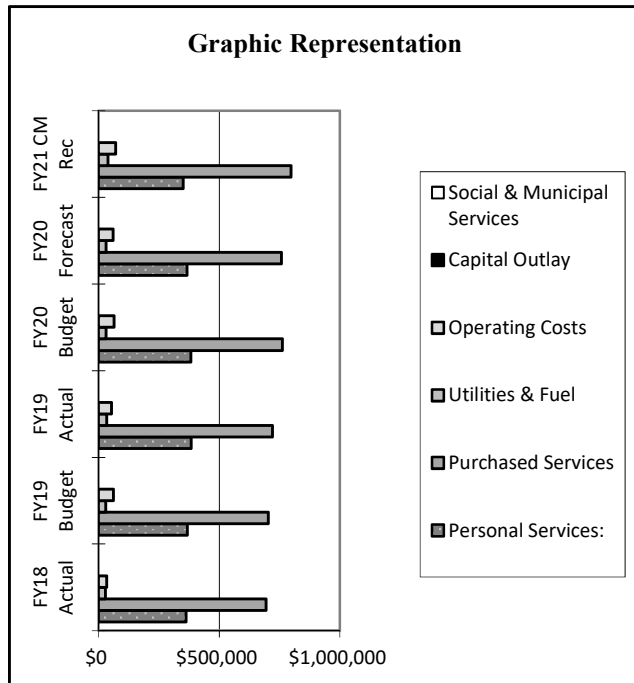
City of Biddeford, Maine

Fiscal Year 2021

Budget: Solid Waste Management

Account Number: 21164

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$362,413	\$368,002	\$383,900	\$382,875	\$222,866	\$350,194	\$350,194
Purchased Services	\$693,697	\$704,091	\$720,402	\$761,328	\$377,715	\$798,239	\$798,154
Utilities & Fuel	\$28,024	\$29,100	\$33,357	\$31,035	\$14,083	\$38,571	\$31,300
Operating Costs	\$33,592	\$61,475	\$53,506	\$64,600	\$43,150	\$70,000	\$69,300
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,117,725	\$1,162,668	\$1,191,166	\$1,239,838	\$657,814	\$1,257,004	\$1,248,948

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$27,324
Workers Comp	\$11,473
Health Insurance	\$107,932
Retirement	\$35,244
Unemployment	\$363
Other Insurance	\$4,089
Total Fringe Benefit Impact	\$186,425
# of Full Time Employees	6.40

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$382,875	\$350,194	-\$32,681	-8.5%
Purchased Services	\$761,328	\$798,154	\$36,826	4.8%
Utilities & Fuel	\$31,035	\$31,300	\$265	0.9%
Operating Costs	\$64,600	\$69,300	\$4,700	7.3%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,239,838	\$1,248,948	\$9,110	0.7%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$65,746	\$65,568	\$76,965	\$68,791	\$35,664	\$68,109	\$68,109
60105	F-T Employee Wage Exp	\$268,448	\$272,084	\$275,654	\$283,734	\$170,944	\$250,660	\$250,660
60111	Overtime Wage Expense	\$25,505	\$27,500	\$28,507	\$27,500	\$14,507	\$27,500	\$27,500
60230	Clothing/Uniforms Expense	\$2,715	\$2,850	\$2,775	\$2,850	\$1,751	\$3,925	\$3,925
Totals		\$362,413	\$368,002	\$383,900	\$382,875	\$222,866	\$350,194	\$350,194

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60311	Operations Contracts Expense	\$397,091	\$405,591	\$339,468	\$419,785	\$209,065	\$457,990	\$457,990
60313	Construction Services Expense	\$1,548	\$1,500	\$1,080	\$850	\$151	\$1,200	\$1,200
60340	Waste Tipping Fee Expense	\$284,658	\$277,500	\$369,925	\$323,193	\$156,218	\$321,464	\$321,464
60341	Non-Burnable Disposal Exp	\$10,399	\$18,500	\$9,930	\$16,500	\$12,281	\$16,500	\$16,500
60345	Rodent Control Expense	\$0	\$1,000	\$0	\$1,000	\$0	\$1,085	\$1,000
Totals		\$693,697	\$704,091	\$720,402	\$761,328	\$377,715	\$798,239	\$798,154

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60410	Diesel Fuel Expense	\$26,779	\$28,000	\$32,119	\$29,835	\$13,459	\$37,271	\$30,000
60412	Bottled Gas Expense	\$1,245	\$1,100	\$1,238	\$1,200	\$624	\$1,300	\$1,300
Totals		\$28,024	\$29,100	\$33,357	\$31,035	\$14,083	\$38,571	\$31,300

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$2,173	\$5,500	\$693	\$5,500	\$7,941	\$5,500	\$5,500
60453	Vehicle Repair/Tires/Oil Exp	\$29,833	\$34,000	\$37,825	\$35,000	\$23,538	\$35,700	\$35,000
60461	Repair/Maint-CommunsEquip	\$605	\$650	\$658	\$650	\$0	\$650	\$650
60501	Operating Supp/Eqt Non-Cap	\$2,012	\$5,250	\$4,098	\$5,250	\$2,854	\$3,650	\$3,650
60502	Printing & Copying Expense	(\$1,518)	\$4,575	\$2,607	\$4,500	\$535	\$4,500	\$4,500
60506	Equipment/Small Tools-Non-c	\$21	\$500	\$680	\$500	\$45	\$9,000	\$9,000
60797	Miscellaneous Expense	\$466	\$11,000	\$6,946	\$13,200	\$8,238	\$11,000	\$11,000
Totals		\$33,592	\$61,475	\$53,506	\$64,600	\$43,150	\$70,000	\$69,300

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21164 Solid Waste Management

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
SOLID WASTE SUPERVISOR	10598	1.00	67,847.70	68,108.65	68,108.65		JEWETT
SOLID WASTE DRIVER/UTILITY	8000	0.40	19,870.24	19,946.66	19,946.66		BUDA
WASTE TRUCK DRIVER	17040	1.00	50,102.00	50,294.70	50,294.70		DALTON
WASTE TRUCK DRIVER	43400	1.00	50,826.88	51,022.37	51,022.37		LOVEJOY
WASTE HANDLER	10180	1.00	45,710.08	45,885.89	45,885.89		ROBERTS
LABORER 1/UTILITY	10494	1.00	40,998.36	41,156.05	41,156.05		ROBERTS
SOLID WASTE LABORER/UTILITY	10352	1.00	42,192.28	42,354.56	42,354.56		THIBODEAU
TOTAL BUDGETED POSITIONS		6.40	317,547.54	318,768.88	318,768.88		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21164

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$65,745.73	\$65,568.00	\$76,964.66	\$68,791.00	\$63,923.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$68,108.65	\$68,108.65		(\$682.35)

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.

Solid Waste/Street Working Supervisor increase in salary contract year.

See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: F-T Employee Wage Exp

Department Number: 21164

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$268,447.67	\$272,084.00	\$275,653.51	\$283,734.00	\$275,915.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250,660.22	\$250,660.22		(\$33,073.78)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Overtime Wage Expense

Department Number: 21164

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$25,504.55	\$27,500.00	\$28,506.66	\$27,500.00	\$23,875.00

FY2021 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.

Projected overtime based upon historical data



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Clothing/Uniforms Expense

Department Number: 21164

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,715.17	\$2,850.00	\$2,775.48	\$2,850.00	\$2,850.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,925.00	\$3,925.00		\$1,075.00

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

Boots Moved out of 60501 into clothing

Contractual obligation for clothing for the following positions :

	unit (each)	Rate
Solid Waste/Street Working Supervisor	1	\$600
Solid Waste Driver	1	\$550
2 Waste truck Drivers	2	\$1,100
1Waste Handlers	1	\$575
2 Solid Waste Laborer/Utility	2	\$1,100
	Total:	\$3,925

Fiscal Year	Budget	Actual
FY 18	\$3,650.00	\$2,715.17
FY 19	\$2,850.00	\$2,775.48
Fy 20	\$2,850.00	\$1,751.12



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Operations Contracts Expense

Department Number: 21164

Account Number: 60311

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$397,091.42	\$405,591.00	\$339,467.98	\$419,785.00	\$418,130.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 457,990.00	\$ 457,990.00		\$38,205.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	As of July 2020 \$35,540 x 12 = \$426,490	\$426,490
\$25.00 Contimination fee per ton	1260 tons @ \$25.00	<u>\$31,500</u>
Current rate \$34,844 per month		\$457,990

FY 20 CPI increase :	2.00%
FY 19 CPI increase :	3.09%
FY 18 CPI increase :	1.50%
FY 17 CPI increase :	0.10%

Fiscal Year	Budget	Actual
FY 18	\$399,606.00	\$397,091.00
FY 19	\$405,591.00	\$399,467.00
Fy 20	\$419,785.00	\$174,221.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Construction Services Expense

Department Number: 21164

Account Number: 60313

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,547.78	\$1,500.00	\$1,079.51	\$850.00	\$650.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$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.

Storage Building	\$1,000.00
Misc	\$200.00
Total:	\$1,200.00

Fiscal Year	Budget	Actual
FY 18	\$1,500.00	\$1,547.78
FY 19	\$1,500.00	\$1,079.51
Fy 20	\$850.00	\$150.94



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Waste Tipping Fee Expense

Department Number: 21164

Account Number: 60340

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$284,658.39	\$277,500.00	\$369,925.05	\$323,193.00	\$323,193.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 321,464.00	\$321,464.00		(\$1,729.00)

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.

July 2020 through December 2020 :	2770 tns @ \$61.25 /tn	\$169,662
January 2021 through June 2021 :	2430 tns @ \$ 62.47 /tn	\$151,802
Projecting a 2% CPI increase		Total: \$321,464

January 2020 CPI inc.:	
January 2019 CPI inc.:	1.02%
January 2018 CPI inc :	2.18%
January 2017 CPI inc. :	2.00%

Price as of 1/1/2020 \$61.25



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Non-Burnable Disposal Exp

Department Number: 21164

Account Number: 60341

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,399.32	\$18,500.00	\$9,929.88	\$16,500.00	\$15,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,500.00	\$16,500.00		\$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.

One HHW Collection Event :	\$12,000
Tires, waste oils/lubricants, etc. :	\$4,500
Total:	\$16,500



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Rodent Control Expense

Department Number: 21164

Account Number: 60345

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$650.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,085.00	\$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 :	\$925
Landfill :	\$160
Total:	\$1,085



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Diesel Fuel Expense

Department Number: 21164

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$26,779.00	\$28,000.00	\$32,119.27	\$29,835.00	\$29,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$37,271.00	\$30,000.00		\$165.00

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

Three waste trucks during transfer over to automation. Unit #61 Recycling can repair truck

Projected 17255 gal @ 2.16/gal

FY 20 usage (6 months)	9012 gallons
FY 19 usage :	16639 gallons
FY 18 usage :	13280 gallons

new trucks will have delay in delivery; wont operate until end of fiscal year



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Bottled Gas Expense

Department Number: 21164

Account Number: 60412

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,244.55	\$1,100.00	\$1,237.72	\$1,200.00	\$1,250.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,300.00	\$1,300.00		\$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.

Projected need based upon historical data with price increase



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Operating Equip Repair Exp

Department Number: 21164

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,172.81	\$5,500.00	\$692.52	\$5,500.00	\$4,000.00

FY2021 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 :	\$2,200
Unit #82	\$1,600
Unit #83	\$0
Compactor	\$1,700
Total:	\$5,500



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21164

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$29,833.46	\$34,000.00	\$37,825.16	\$35,000.00	\$35,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,700.00	\$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.

Unit #	Cost
22	\$2,600
23	\$12,000
24	\$12,300
61	\$1,100
40% of 78	\$7,700
Total:	\$35,700



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Repair/Maint-CommunsEquip

Department Number: 21164

Account Number: 60461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$604.66	\$650.00	\$658.00	\$650.00	\$0.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21164

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,011.84	\$5,250.00	\$4,098.02	\$5,250.00	\$5,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,650.00	\$3,650.00		(\$1,600.00)

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.

Boots moved to 60230

Bailing wire :	\$2,250
Violation Stickers :	\$500
Bins :	\$900
Total:	\$3,650



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Printing & Copying Expense

Department Number: 21164

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
-\$1,518.14	\$4,575.00	\$2,606.50	\$4,500.00	\$4,500.00

FY2021 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.

Funding for Solid Waste Commission for education, advertising, informational documents, Earth Machines.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Large Bins Purchased

Department Number: 21164

Account Number: NEW02

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$ 18,750.00		\$18,750.00

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.

	<u># of bins</u>		<u>Cost of bins</u>		<u>Total</u>
Purchase of the Large Bins	300	\$	62.50	\$	18,750.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21164

Account Number: 60506

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$21.08	\$500.00	\$679.93	\$500.00	\$500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,000.00	\$9,000.00		\$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.

Small tools :	\$250
Misc. :	\$250
30 yard can	\$8,500

Total: \$9,000



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Solid Waste Management

Account Title: Miscellaneous Expense

Department Number: 21164

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$466.00	\$11,000.00	\$6,946.03	\$13,200.00	\$11,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,000.00	\$11,000.00		(\$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.

Land Fill Monitoring	\$7,000.00
Transfer Station License/Fees:	\$500.00
Monitoring well repairs	\$3,500.00
Total:	\$11,000.00

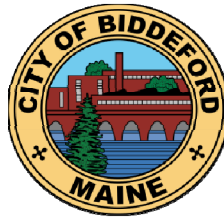
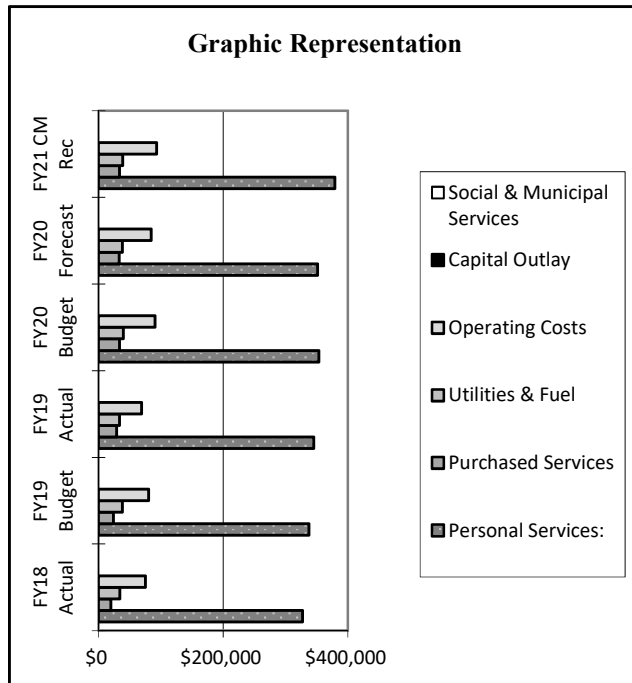
City of Biddeford, Maine

Fiscal Year 2021

Budget: Parks Maintenance

Account Number: 21165

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$327,131	\$337,619	\$345,047	\$353,312	\$188,583	\$378,921	\$375,327
Purchased Services	\$19,600	\$23,500	\$29,073	\$33,274	\$11,442	\$33,274	\$32,500
Utilities & Fuel	\$33,948	\$38,345	\$33,745	\$39,597	\$23,495	\$38,593	\$38,338
Operating Costs	\$75,146	\$80,400	\$68,940	\$90,450	\$21,227	\$93,300	\$72,650
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$455,825	\$479,864	\$476,805	\$516,633	\$244,748	\$544,088	\$518,815



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$29,480
Workers Comp	\$11,849
Health Insurance	\$103,122
Retirement	\$30,111
Unemployment	\$265
Other Insurance	\$2,595
Total Fringe Benefit Impact	\$177,421
# of Full Time Employees	6.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$353,312	\$375,327	\$22,015	6.2%
Purchased Services	\$33,274	\$32,500	-\$774	\$0
Utilities & Fuel	\$39,597	\$38,338	-\$1,259	\$0
Operating Costs	\$90,450	\$72,650	-\$17,800	-19.7%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$516,633	\$518,815	\$2,182	0.4%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$65,569	\$65,569	\$65,488	\$68,782	\$40,197	\$72,855	\$72,855
60105	F-T Employee Wage Exp	\$191,497	\$208,950	\$210,779	\$221,430	\$107,298	\$229,622	\$229,622
60106	P-T Employee Wage Exp	\$37,073	\$42,500	\$44,397	\$42,500	\$26,624	\$51,000	\$48,000
60111	Overtime Wage Expense	\$30,951	\$18,500	\$22,708	\$18,500	\$13,043	\$22,094	\$21,500
60230	Clothing/Uniforms Expense	\$2,041	\$2,100	\$1,674	\$2,100	\$1,420	\$3,350	\$3,350
Totals		\$327,131	\$337,619	\$345,047	\$353,312	\$188,583	\$378,921	\$375,327

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60313	Construction Services Expense	\$19,600	\$23,500	\$29,073	\$33,274	\$11,442	\$33,274	\$32,500
Totals		\$19,600	\$23,500	\$29,073	\$33,274	\$11,442	\$33,274	\$32,500

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$10,079	\$11,000	\$8,770	\$11,220	\$7,106	\$11,220	\$11,220
60401	Water Expense	\$5,995	\$7,700	\$8,053	\$8,500	\$5,734	\$8,755	\$8,500
60404	Sewer User Fee Expense	\$1,884	\$1,000	\$1,310	\$1,500	\$1,951	\$1,500	\$1,500
60410	Diesel Fuel Expense	\$4,119	\$6,345	\$2,969	\$5,525	\$1,742	\$5,400	\$5,400
60411	Gasoline Expense	\$11,871	\$12,300	\$12,642	\$12,852	\$6,963	\$11,718	\$11,718
Totals		\$33,948	\$38,345	\$33,745	\$39,597	\$23,495	\$38,593	\$38,338

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$2,022	\$1,000	\$1,313	\$1,200	\$420	\$1,400	\$1,200
60452	Operating Equip Repair Exp	\$8,608	\$17,250	\$13,200	\$18,000	\$1,608	\$0	\$0
60453	Vehicle Repair/Tires/Oil Exp	\$17,655	\$10,000	\$12,923	\$10,000	\$10,436	\$28,550	\$15,000
60454	Grounds Maint/Improve Exp	\$27,640	\$36,650	\$24,798	\$44,100	\$4,265	\$44,100	\$40,000
60461	Repair/Maint-CommunsEquip	\$0	\$0	\$0	\$650	\$658	\$650	\$650
60500	Admin/Office Supp/Eqt Non-C	\$758	\$500	\$527	\$500	\$25	\$500	\$500
60501	Operating Supp/Eqt Non-Cap	\$2,290	\$2,300	\$1,965	\$2,500	\$312	\$1,300	\$1,300
60505	Construction Supplies	\$5,241	\$2,000	\$3,538	\$2,500	\$2,291	\$3,500	\$3,000
60506	Equipment/Small Tools-Non-c	\$8,840	\$8,700	\$8,961	\$9,000	\$823	\$11,300	\$9,000
60509	Cleaning Supplies Expense	\$2,092	\$2,000	\$1,714	\$2,000	\$391	\$2,000	\$2,000
Totals		\$75,146	\$80,400	\$68,940	\$90,450	\$21,227	\$93,300	\$72,650

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21165 Parks Maintenance

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
PARKS MAINTENANCE SUPERVISOR	45250	1.00	72,575.95	72,855.08	72,855.08		MARCHAND
PARKS & REC. MAINT. WORKER	9957	1.00	44,345.60	44,516.16	44,516.16		CANTARA
EQUIPMENT OPERATOR 3	24750	1.00	51,317.24	51,514.61	51,514.61		FLEURANT
PARKS MAINTENANCE	10555	1.00	43,748.64	43,916.90	43,916.90		HAUCK
PARKS & REC. MAINT. WORKER	10266	1.00	44,580.12	44,751.58	44,751.58		ROUSELLE
TRUCK DRIVER 2	10656	1.00	44,750.68	44,922.80	44,922.80		SPEAR
P-T PARKS MAINTENANCE WORKERS	26	-	50,804.60	51,000.00	51,000.00		0
TOTAL BUDGETED POSITIONS		6.00	352,122.82	353,477.14	353,477.14		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21165

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$65,568.90	\$65,569.00	\$65,488.44	\$68,782.00	\$70,425.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$72,855.08	\$72,855.08		\$4,073.08

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: F-T Employee Wage Exp

Department Number: 21165

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$191,496.69	\$208,950.00	\$210,779.07	\$221,430.00	\$207,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$229,622.06	\$229,622.06		\$8,192.06

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.

Wages for the following positions :

3 Parks Maintenance Workers
Equipment Operator
Truck Driver II



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: P-T Employee Wage Exp

Department Number: 21165

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$37,073.30	\$42,500.00	\$44,397.45	\$42,500.00	\$50,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$51,000.00	\$48,000.00		\$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.

Part Time Parks Maintenance worker @ \$21,600 yr (36 weeks/40 hours per week @ \$15.00 per/hr)
Part Time Parks Maintenance worker @ \$14,400 yr (40 weeks/24 hours per week @ \$15.00 per/hr)

Wages for 2 Downtown part time summer maintenance gardening employees
Dedicated Downtown part time (20wks/24 hrs/wk @ \$18.00 per hr)
Downtown part time (20wks/20 hrs/wk @ \$15.00 per hr)



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Overtime Wage Expense

Department Number: 21165

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$30,950.55	\$18,500.00	\$22,707.70	\$18,500.00	\$22,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,093.82	\$21,500.00		\$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.

Overtime needs based upon historical data



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Clothing/Uniforms Expense

Department Number: 21165

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,041.28	\$2,100.00	\$1,674.01	\$2,100.00	\$2,100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,350.00	\$3,350.00		\$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.

Contractual obligation for clothing for the following positions :
Safety boots out of 60501 and put into this line

Parks Foreman	\$600.00
3 Parks Maintenance Workers	\$1,650.00
Equipment Operator	\$550.00
Truck Driver II	\$550.00
Total:	\$3,350.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Construction Services Expense

Department Number: 21165

Account Number: 60313

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$19,599.97	\$23,500.00	\$29,073.12	\$33,274.00	\$33,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,274.00	\$32,500.00		(\$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 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Electricity Expense

Department Number: 21165

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,078.63	\$11,000.00	\$8,770.46	\$11,220.00	\$11,220.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,220.00	\$11,220.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Water Expense

Department Number: 21165

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,994.71	\$7,700.00	\$8,053.31	\$8,500.00	\$8,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,755.00	\$8,500.00		\$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 costs based on historical data.
projected 6% increase off KKW meters
Lester B and Bath House



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Sewer User Fee Expense

Department Number: 21165

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,883.84	\$1,000.00	\$1,310.25	\$1,500.00	\$1,400.00

FY2021 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.

Projected cost based upon historical data



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Diesel Fuel Expense

Department Number: 21165

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,119.28	\$6,345.00	\$2,969.33	\$5,525.00	\$4,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,400.00	\$5,400.00		(\$125.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 \$2.16/gal.

Based on Winter operations

FY 20 usage : (6 months)

483 gallons

FY 19 usage :

1300 gallons

FY 18 usage :

2,006 gallons



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Gasoline Expense

Department Number: 21165

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$11,871.40	\$12,300.00	\$12,641.92	\$12,852.00	\$12,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,718.00	\$11,718.00		(\$1,134.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 g gallons @ \$1.86/Gal

FY 20usage : (6 months)	2,861 gallons
FY 19 usagae:	5966 gallons
FY 18 usage :	6,264 gallons



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Building Repair/Maint Exp

Department Number: 21165

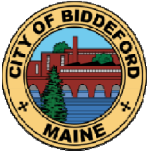
Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,022.28	\$1,000.00	\$1,313.17	\$1,200.00	\$1,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,400.00	\$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.

Winterizing St. Louis Field bldg. :	\$700
Utility systems :	\$500
Misc:	\$200
Total:	\$1,400



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Operating Equip Repair Exp

Department Number: 21165

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,607.78	\$17,250.00	\$13,199.95	\$18,000.00	\$16,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$18,000.00)

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	Budget
FY 18	\$16,750.00
FY 19	\$17,250.00
Fy 20	\$18,000.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21165

Account Number: 60453

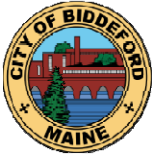
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$17,655.36	\$10,000.00	\$12,923.44	\$10,000.00	\$9,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,550.00	\$15,000.00		\$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.



Unit #	Cost	Unit #	Cost
551	\$3,500	21	\$2,550
552	\$1,650	26	\$3,275
553	\$2,800	34	\$2,475
585	\$2,250	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:	\$18,350



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Grounds Maint/Improve Exp

Department Number: 21165

Account Number: 60454

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$27,639.81	\$36,650.00	\$24,797.98	\$44,100.00	\$42,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,100.00	\$40,000.00		(\$4,100.00)

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.

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 **583**



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Repair/Maint-CommunsEquip

Department Number: 21165

Account Number: 60461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$650.00	\$658.00

FY2021 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) 2 way radio

Fiscal Year	Budget	Actual
FY 18	\$650.00	\$0.00
FY 19	\$0.00	\$0.00
Fy 20	\$650.00	\$0.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

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

Department Number: 21165

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$757.50	\$500.00	\$526.98	\$500.00	\$500.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21165

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,289.80	\$2,300.00	\$1,965.14	\$2,500.00	\$1,400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,300.00	\$1,300.00		(\$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.

Safety Equipment : \$600
Medical Supplies : \$700
Safety Boots : \$0 Boots sent over to line 60230

Total: \$1,300



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Construction Supplies

Department Number: 21165

Account Number: 60505

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,241.41	\$2,000.00	\$3,538.47	\$2,500.00	\$3,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$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.

Fencing :	\$900
Benches :	\$950
Trash Cans :	\$700
Stone :	\$250
Misc. :	\$700

Total: \$3,500



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21165

Account Number: 60506

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,840.37	\$8,700.00	\$8,961.49	\$9,000.00	\$9,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,300.00	\$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.

Snow Blower	\$1,800
Rakes/shovels, weed wackers,blowers :	\$2,000
Zero turn Riding lawn mower :	\$7,500
	\$11,300



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Parks Maintenance

Account Title: Cleaning Supplies Expense

Department Number: 21165

Account Number: 60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,092.12	\$2,000.00	\$1,713.58	\$2,000.00	\$1,800.00

FY2021 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

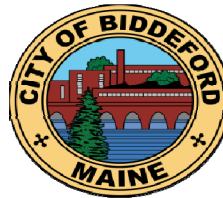
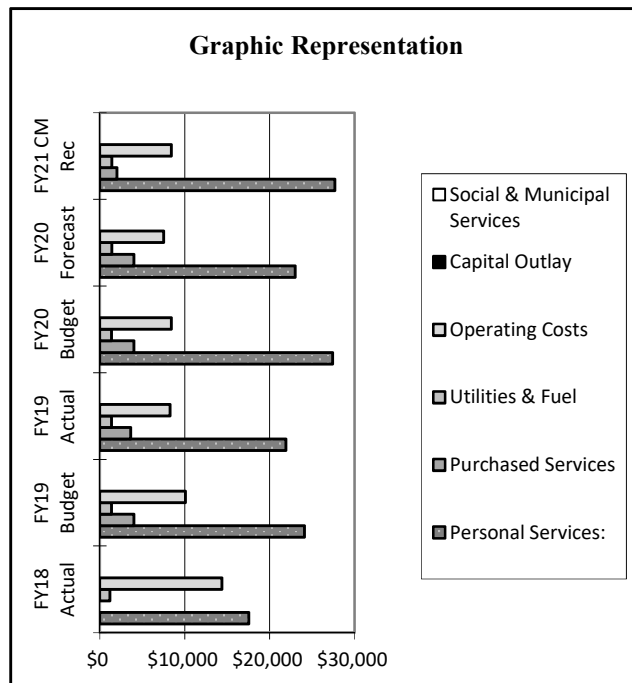
City of Biddeford, Maine

Fiscal Year 2021

Budget: Cemetery

Account Number: 21166

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$17,520	\$24,087	\$21,918	\$27,428	\$13,712	\$27,678	\$27,678
Purchased Services	\$0	\$4,000	\$3,630	\$4,000	\$0	\$2,000	\$2,000
Utilities & Fuel	\$1,172	\$1,370	\$1,371	\$1,376	\$785	\$1,385	\$1,385
Operating Costs	\$14,362	\$10,075	\$8,253	\$8,425	\$106	\$8,425	\$8,425
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$33,054	\$39,532	\$35,171	\$41,229	\$14,604	\$39,488	\$39,488



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$2,117
Workers Comp	\$1,060
Health Insurance	\$0
Retirement	\$0
Unemployment	\$47
Other Insurance	\$0
Total Fringe Benefit Impact	\$3,224
# of Full Time Employees	0.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$27,428	\$27,678	\$250	0.9%
Purchased Services	\$4,000	\$2,000	-\$2,000	-50.0%
Utilities & Fuel	\$1,376	\$1,385	\$9	0.7%
Operating Costs	\$8,425	\$8,425	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$41,229	\$39,488	-\$1,741	-4.2%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$2,400	\$2,450	\$2,800	\$2,450	\$1,600	\$2,700	\$2,700
60107	Temp/Seasonal Emp Wage Ex	\$15,120	\$21,637	\$19,118	\$24,978	\$12,112	\$24,978	\$24,978
Totals		\$17,520	\$24,087	\$21,918	\$27,428	\$13,712	\$27,678	\$27,678

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$0	\$4,000	\$3,630	\$4,000	\$0	\$2,000	\$2,000
Totals		\$0	\$4,000	\$3,630	\$4,000	\$0	\$2,000	\$2,000

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$299	\$275	\$272	\$310	\$183	\$310	\$310
60401	Water Expense	\$126	\$200	\$238	\$200	\$48	\$240	\$240
60402	Phone/Celular/Paging Exp	\$336	\$340	\$336	\$340	\$196	\$340	\$340
60410	Diesel Fuel Expense	\$174	\$260	\$206	\$220	\$120	\$216	\$216
60411	Gasoline Expense	\$237	\$295	\$319	\$306	\$238	\$279	\$279
Totals		\$1,172	\$1,370	\$1,371	\$1,376	\$785	\$1,385	\$1,385

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$0	\$450	\$7	\$500	\$0	\$500	\$500
60452	Operating Equip Repair Exp	\$6,364	\$3,000	\$2,986	\$3,200	\$70	\$3,200	\$3,200
60454	Grounds Maint/Improve Exp	\$772	\$800	(\$625)	\$900	\$0	\$900	\$900
60457	Road Maint/Improve Non-Cap	\$4,000	\$2,500	\$2,446	\$2,500	\$0	\$2,500	\$2,500
60501	Operating Supp/Eqt Non-Cap	\$0	\$125	\$256	\$125	\$32	\$125	\$125
60506	Equipment/Small Tools-Non-c	\$3,226	\$3,200	\$3,182	\$1,200	\$5	\$1,200	\$1,200
Totals		\$14,362	\$10,075	\$8,253	\$8,425	\$106	\$8,425	\$8,425

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21166 Cemetery

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
SUPERVISOR OF BURIALS	10025	-	2,689.66	2,700.00	2,700.00		LETELLIER
CEMETERY MAINTENANCE WORKERS	27	-	24,882.00	24,977.70	24,977.70		PART-TIMES
TOTAL BUDGETED POSITIONS		-	27,571.66	27,677.70	27,677.70		



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Dept Manager Salary Exp

Department Number: 21166

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,400.00	\$2,450.00	\$2,800.00	\$2,450.00	\$3,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,700.00	\$2,700.00		\$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.

Wages for Superintendent of Burials.

See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 21166

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,120.19	\$21,637.00	\$19,117.65	\$24,978.00	\$20,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$24,977.70	\$24,977.70		(\$0.30)

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.

Wages for two part time cemetery workers.

See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Service Contracts Expense

Department Number: 21166

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$4,000.00	\$3,629.61	\$4,000.00	\$4,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		(\$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.

Projected costs for flags for Veterans graves or any other needs as needed.



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Electricity Expense

Department Number: 21166

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$299.17	\$275.00	\$272.19	\$310.00	\$310.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$310.00	\$310.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Water Expense

Department Number: 21166

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$125.84	\$200.00	\$237.91	\$200.00	\$240.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$240.00	\$240.00		\$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 costs per Maine Water Co. Historical data.



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Phone/Celular/Paging Exp

Department Number: 21166

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$336.00	\$340.00	\$336.00	\$340.00	\$340.00

FY2021 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 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Diesel Fuel Expense

Department Number: 21166

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$173.56	\$260.00	\$205.88	\$220.00	\$210.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$216.00	\$216.00		(\$4.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 @ \$2.16/gal.

FY 20 usage 6 (months)	52 gallons
FY 19 usage:	98 gallons
FY 18 usage :	85 gallons



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Gasoline Expense

Department Number: 21166

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$237.24	\$295.00	\$319.13	\$306.00	\$306.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$279.00	\$279.00		(\$27.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 @ \$1.86/gal.

FY 20 usage : (6 months)	110 gallons
FY 19 usage :	156 gallons
FY 18 usage :	127 gallons



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Building Repair/Maint Exp

Department Number: 21166

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$450.00	\$7.04	\$500.00	\$300.00

FY2021 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.

Maintenance of building



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Operating Equip Repair Exp

Department Number: 21166

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,363.66	\$3,000.00	\$2,985.88	\$3,200.00	\$2,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$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.

(2) Riding mowers :	\$1,600
Hand mowers :	\$800
Weed whackers :	\$800
Total:	\$3,200



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Grounds Maint/Improve Exp

Department Number: 21166

Account Number: 60454

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$772.00	\$800.00	-\$625.00	\$900.00	\$900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$900.00	\$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.

Loam :	\$650
Seed & Fertilizer :	\$250
Total:	\$900



Fiscal Year 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Road Maint/Improve Non-Cap

Department Number: 21166

Account Number: 60457

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,000.00	\$2,500.00	\$2,446.41	\$2,500.00	\$2,500.00

FY2021 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 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21166

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$125.00	\$255.96	\$125.00	\$100.00

FY2021 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 2021 Budget Request

February 28, 2020

Department:

Cemetery

Account Title: Equipment/Small Tools-Non-cap

Department Number: 21166

Account Number: 60506

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,226.36	\$3,200.00	\$3,182.21	\$1,200.00	\$1,200.00

FY2021 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.

Trailer	\$500.00
(2) Weed Wackers	\$350.00
Lawn Mower	\$350.00
Total:	\$1,200.00

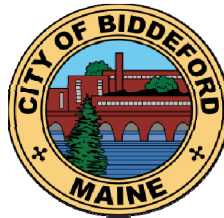
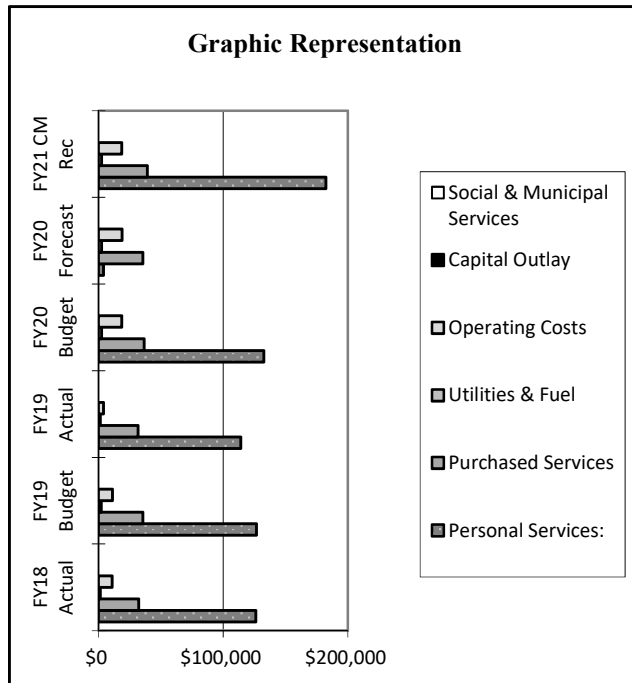
City of Biddeford, Maine

Fiscal Year 2021

Budget: Engineering

Account Number: 21167

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$126,240	\$126,577	\$114,033	\$132,427	\$39,507	\$182,371	\$182,371
Purchased Services	\$32,117	\$35,600	\$31,590	\$36,600	\$4,645	\$39,100	\$178,100
Utilities & Fuel	\$1,301	\$2,166	\$1,316	\$2,270	\$589	\$2,275	\$2,275
Operating Costs	\$10,790	\$11,150	\$3,874	\$18,450	\$3,408	\$18,450	\$18,450
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$170,448	\$175,493	\$150,813	\$189,747	\$48,149	\$242,196	\$381,196

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$13,813
Workers Comp	\$3,435
Health Insurance	\$39,250
Retirement	\$15,945
Unemployment	\$244
Other Insurance	\$1,909
Total Fringe Benefit Impact	\$74,596
# of Full Time Employees	4.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$132,427	\$182,371	\$49,944	37.7%
Purchased Services	\$36,600	\$178,100	\$141,500	\$4
Utilities & Fuel	\$2,270	\$2,275	\$5	\$0
Operating Costs	\$18,450	\$18,450	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$189,747	\$381,196	\$191,449	100.9%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$28,935	\$27,668	\$28,030	\$28,135	\$17,557	\$28,821	\$28,821
60102	Mid Mgmt Hrly Employee Wa	\$94,786	\$94,724	\$83,438	\$99,882	\$21,301	\$149,140	\$149,140
60111	Overtime Wage Expense	\$37	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
60230	Clothing/Uniforms Expense	\$500	\$750	\$750	\$750	\$254	\$750	\$750
60251	Conferences/Training Expense	\$883	\$800	\$791	\$1,050	\$0	\$1,050	\$1,050
60252	Travel/Mileage Expense	\$750	\$800	\$800	\$750	\$0	\$750	\$750
60256	Dues/Memberships Expense	\$350	\$300	\$225	\$325	\$0	\$325	\$325
60257	Professional License Fees Exp	\$0	\$535	\$0	\$535	\$395	\$535	\$535
Totals		\$126,240	\$126,577	\$114,033	\$132,427	\$39,507	\$182,371	\$182,371

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60304	Registry of Deeds Fee Expense	\$11	\$100	\$4	\$100	\$0	\$100	\$100
60306	Other Prof/Consult Svcs Exp	\$29,537	\$32,500	\$28,585	\$33,500	\$4,000	\$36,000	\$175,000
60310	Service Contracts Expense	\$2,569	\$3,000	\$3,002	\$3,000	\$645	\$3,000	\$3,000
Totals		\$32,117	\$35,600	\$31,590	\$36,600	\$4,645	\$39,100	\$178,100

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$438	\$1,166	\$489	\$1,250	\$204	\$1,250	\$1,250
60411	Gasoline Expense	\$863	\$1,000	\$827	\$1,020	\$385	\$1,025	\$1,025
Totals		\$1,301	\$2,166	\$1,316	\$2,270	\$589	\$2,275	\$2,275

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$600	\$200	\$0	\$300	\$0	\$300	\$300
60453	Vehicle Repair/Tires/Oil Exp	\$1,974	\$1,200	\$1,336	\$1,200	\$1,760	\$1,200	\$1,200
60500	Admin/Office Supp/Eqt Non-C	\$1,507	\$1,100	\$506	\$1,300	\$255	\$1,300	\$1,300
60501	Operating Supp/Eqt Non-Cap	\$2,704	\$3,500	\$1,378	\$3,500	\$1,358	\$3,500	\$3,500
60502	Printing & Copying Expense	\$0	\$150	\$15	\$150	\$0	\$150	\$150
60797	Miscellaneous Expense	\$4,005	\$5,000	\$638	\$12,000	\$35	\$12,000	\$12,000
Totals		\$10,790	\$11,150	\$3,874	\$18,450	\$3,408	\$18,450	\$18,450

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 21167 Engineering

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
CITY ENGINEER	49240	1.00	28,710.24	28,820.66	28,820.66		MILLIGAN
ENGINEERING TECH	61915	1.00	35,718.30	35,855.68	35,855.68		SANCHIONI
ASST ENGINEER	25	1.00	65,000.00	65,250.00	65,250.00		VACANT
CSO ENGINEER 1/1/2021	1049240	1.00	47,850.40	48,034.44	48,034.44		NEW POSITION
TOTAL BUDGETED POSITIONS		4.00	177,278.94	177,960.78	177,960.78		



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Dept Manager Salary Exp

Department Number: 21167

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$28,934.73	\$27,668.00	\$28,029.58	\$28,135.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,820.66	\$28,820.66		\$685.66

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.

30% of Engineer Salary with no increase included
See payroll Worksheet for details



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21167

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$94,785.75	\$94,724.00	\$83,437.95	\$99,882.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$149,140.12	\$149,140.12		\$49,258.12

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.

65 % of Eng. Tech. Wages with no increase included
Staff Engineer salary

See payroll worksheet for details.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Overtime Wage Expense

Department Number: 21167

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$36.96	\$1,000.00	\$0.00	\$1,000.00	\$500.00

FY2021 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	Budget	Actual
FY 18	\$	1,000.00	\$ 36.96
FY 19	\$	1,000.00	-
FY 20	\$	1,000.00	-



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Clothing/Uniforms Expense

Department Number: 21167

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$499.64	\$750.00	\$749.58	\$750.00	\$750.00

FY2021 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 18	\$	450.00	\$ 499.64
FY 19	\$	750.00	\$ 749.58
FY 20	\$	750.00	\$ 130.92



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Conferences/Training Expense

Department Number: 21167

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$883.05	\$800.00	\$790.60	\$1,050.00	\$1,050.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,050.00	\$1,050.00		\$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.

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	Budget	Actual
FY 18	\$	650.00	\$ 883.05
FY 19	\$	800.00	\$ 790.60
FY 20	\$	1,050.00	\$ -



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Travel/Mileage Expense

Department Number: 21167

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$750.00	\$800.00	\$800.00	\$750.00	\$750.00

FY2021 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.

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 18	\$	750.00	\$ 750.00
FY 19	\$	800.00	\$ 800.00
FY 20	\$	750.00	\$ -



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Dues/Memberships Expense

Department Number: 21167

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$350.00	\$300.00	\$225.00	\$325.00	\$300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$325.00	\$325.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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
	\$	325.00

	Fiscal Year	Budget	Actual
FY 18	\$	300.00	\$ 350.00
FY 19	\$	200.00	\$ 225.00
FY 20	\$	325.00	\$ -



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Professional License Fees Exp

Department Number: 21167

Account Number: 60257

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$535.00	\$0.00	\$535.00	\$500.00

FY2021 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	Budget	Actual
FY 18	\$ 535.00	\$ -
FY 19	\$ 535.00	\$ -
FY 20	\$ 535.00	\$ 395.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Registry of Deeds Fee Expense

Department Number: 21167

Account Number: 60304

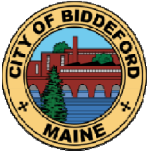
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$11.00	\$100.00	\$4.00	\$100.00	\$35.00

FY2021 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	Budget	Actual
FY 18	\$	100.00	\$ 11.00
FY 19	\$	100.00	\$ 4.00
FY 20	\$	100.00	-



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Other Prof/Consult Svcs Exp

Department Number: 21167

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$29,537.13	\$32,500.00	\$28,584.79	\$33,500.00	\$32,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$36,000.00	\$175,000.00		\$141,500.00

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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All storm water fee's, Cumberland County storm water

Stormwater MS4 (ongoing training):	\$ 31,000.00
Thatcher Brook Watershed (ongoing training):	\$ 2,500.00
	<u>\$ 33,500.00</u>

	Fiscal Year	Budget	Actual
FY 18	\$	31,000.00	\$ 29,537.13
FY 19	\$	32,500.00	\$ 28,584.79
FY 20	\$	33,500.00	\$ 4,000.38

Extra needed for new permit requirements. \$ 139,000.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Service Contracts Expense

Department Number: 21167

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,568.50	\$3,000.00	\$3,001.50	\$3,000.00	\$3,000.00

FY2021 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		Budget		Actual
FY 18		\$	2,400.00	\$	2,568.50
FY 19		\$	3,000.00	\$	3,001.50
FY 20		\$	3,000.00	\$	645.00



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Phone/Celular/Paging Exp

Department Number: 21167

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$438.07	\$1,166.00	\$488.88	\$1,250.00	\$1,250.00

FY2021 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.

RTK Unit aircard \$39.17/month	\$	570.00
Staff Engr. Smart phone \$58.00/month	\$	680.00
	\$	1,250.00

	Fiscal Year	Budget	Actual
FY 18	\$	1,166.00	\$ 438.07
FY 19	\$	1,166.00	\$ 488.88
FY 20	\$	1,250.00	\$ 203.70



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Gasoline Expense

Department Number: 21167

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$863.36	\$1,000.00	\$826.98	\$1,020.00	\$1,020.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,025.00	\$1,025.00		\$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.

Projected usage 500 gallons @ 2.05 per gallon

FY 20 usage (6 months)
FY 19 usage
FY 18 usage

	Fiscal Year	Budget	Actual
FY 18	\$	970.00	\$ 863.36
FY 19	\$	1,000.00	\$ 826.98
FY 20	\$	1,020.00	\$ 349.60



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Operating Equip Repair Exp

Department Number: 21167

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$600.00	\$200.00	\$0.00	\$300.00	\$300.00

FY2021 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.

Projected costs for upkeep transit and GPS / repair of GPS unit in the fall

	Fiscal Year	Budget	Actual
FY 18	\$	500.00	\$ 600.00
FY 19	\$	200.00	-
FY 20	\$	300.00	-



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21167

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,974.09	\$1,200.00	\$1,336.04	\$1,200.00	\$1,760.00

FY2021 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	Budget	Actual
	FY 18	\$ 1,000.00	\$ 1,974.09
	FY 19	\$ 1,200.00	\$ 1,336.04
	FY 20	\$ 1,200.00	\$ 1,759.83



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

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

Department Number: 21167

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,506.86	\$1,100.00	\$506.44	\$1,300.00	\$1,300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,300.00	\$1,300.00		\$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.

Misc. Office Supplies

	Fiscal Year	Budget	Actual
FY 18	\$	1,200.00	\$ 1,506.00
FY 19	\$	1,100.00	\$ 506.44
FY 20	\$	1,300.00	\$ 1,044.93



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21167

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,704.00	\$3,500.00	\$1,377.82	\$3,500.00	\$3,500.00

FY2021 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/Inc. :	\$ 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	Budget	Actual
FY 18	\$	3,500.00	\$ 2,704.00
FY 19	\$	3,500.00	\$ 1,377.82
FY 20	\$	3,500.00	\$ 1,357.87



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Printing & Copying Expense

Department Number: 21167

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$150.00	\$14.99	\$150.00	\$50.00

FY2021 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	Budget	Actual
FY 18	\$	150.00	-
FY 19	\$	150.00	14.99
FY 20	\$	150.00	-



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Engineering

Account Title: Miscellaneous Expense

Department Number: 21167

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,004.86	\$5,000.00	\$638.46	\$12,000.00	\$12,000.00

FY2021 Budget	Department Request	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.

Increase due to outside service needs.

Outside surveying services :	\$ 6,000.00
Outside Engineering Services :	\$ 6,000.00
	\$ 12,000.00

	Fiscal Year	Budget	Actual
FY 18	\$	5,000.00	\$ 4,004.86
FY 19	\$	5,000.00	\$ 638.46
FY 20	\$	12,000.00	\$ 35.17

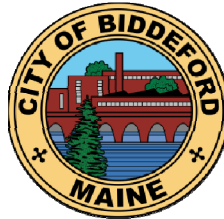
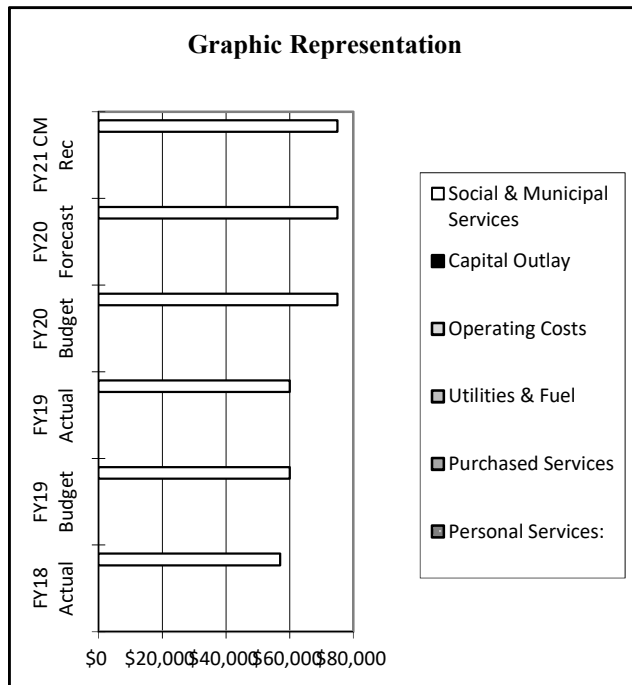
City of Biddeford, Maine

Fiscal Year 2021

Budget: Social Services

Account Number: 21127

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	\$60,000	\$60,000	\$75,000	\$63,500	\$75,000	\$75,000
TOTALS:	\$57,000	\$60,000	\$60,000	\$75,000	\$63,500	\$75,000	\$75,000

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	#REF!

	FY20 Budget	FY21 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	\$75,000	\$75,000	\$0	0.0%
TOTALS:	\$75,000	\$75,000	\$0	0.0%

Social & Municipal Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60800	All Social Services Budget Ex	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
60803	Caring Unlimited	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$0
60806	Stone Soup Food Pantry	\$6,000	\$8,500	\$8,500	\$8,000	\$8,000	\$0	\$0
60811	Bon Appetit Soup Kitchen	\$15,000	\$15,000	\$15,000	\$15,000	\$7,500	\$0	\$0
60815	Friends of Community Action	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
60817	Home Health Visiting Nurses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60823	In A Pinch Program	\$8,000	\$8,000	\$8,000	\$8,000	\$4,000	\$0	\$0
60824	Day One	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0
60826	Coummunity Bicycle Center	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	\$0
60827	Seeds of Hope Neighborhood	\$8,800	\$12,000	\$12,000	\$15,000	\$15,000	\$0	\$0
60828	Biddeford Food Pantry	\$0	\$8,500	\$8,500	\$8,000	\$8,000	\$0	\$0
60829	Biddeford Education	\$0	\$0	\$0	\$15,000	\$15,000	\$0	\$0
Totals		\$57,000	\$60,000	\$60,000	\$75,000	\$63,500	\$75,000	\$75,000



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: All Social Services Budget Exp

Department Number: 21127

Account Number: 60800

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75,000.00	\$75,000.00		\$75,000.00

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.

Budget Committee

Increase the social services expense in hopes to help feed more kids and kid related services \$ 15,000



Fiscal Year 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Caring Unlimited

Department Number: 21127

Account Number: 60803

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Stone Soup Food Pantry

Department Number: 21127

Account Number: 60806

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,000.00	\$8,500.00	\$8,500.00	\$8,000.00	\$8,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Bon Appetit Soup Kitchen

Department Number: 21127

Account Number: 60811

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Friends of Community Action

Department Number: 21127

Account Number: 60815

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,000.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Home Health Visiting Nurses

Department Number: 21127

Account Number: 60817

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: In A Pinch Program

Department Number: 21127

Account Number: 60823

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Day One

Department Number: 21127

Account Number: 60824

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,200.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Community Bicycle Center

Department Number: 21127

Account Number: 60826

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	

FY2021 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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Seeds of Hope Neighborhood Ctr

Department Number: 21127

Account Number: 60827

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,800.00	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Biddeford Food Pantry

Department Number: 21127

Account Number: 60828

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$8,500.00	\$8,500.00	\$8,000.00	\$8,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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 2021 Budget Request

February 26, 2020

Department: Social Services

Account Title: Biddeford Education

Department Number: 21127

Account Number: 60829

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$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.

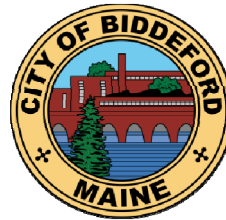
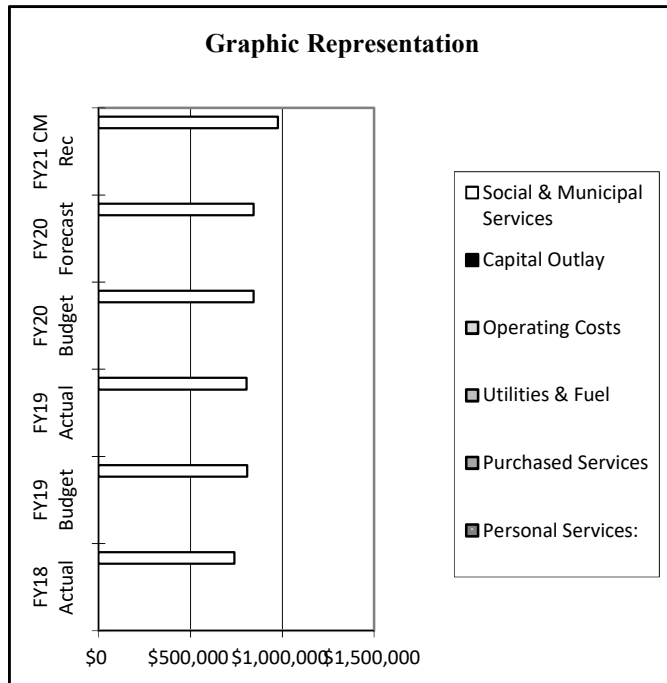
City of Biddeford, Maine

Fiscal Year 2021

Budget: Municipal Services

Account Number: 21128

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	\$739,887	\$809,817	\$806,256	\$843,128	\$612,790	\$976,338	\$915,000
TOTALS:	\$739,887	\$809,817	\$806,256	\$843,128	\$612,790	\$976,338	\$915,000

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY20 Budget	FY21 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	\$843,128	\$915,000	\$71,872	8.5%
TOTALS:	\$843,128	\$915,000	\$71,872	8.5%

Social & Municipal Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21 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	\$505,539	\$505,539	\$505,539	\$294,898	\$558,608	\$558,608
60852	Historical Society	\$6,876	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
60853	City Theater	\$28,500	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
60854	Bidd-Saco-OOB Transit District	\$125,000	\$140,000	\$140,000	\$165,000	\$165,000	\$200,000	\$200,000
60855	Biddeford Conservation Comm	\$1,753	\$5,000	\$3,908	\$5,000	\$435	\$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	\$9,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
60859	Downtown Development Comm	\$0	\$2,500	\$231	\$0	\$0	\$0	\$0
60860	So ME Reg Planning Comm	\$7,379	\$8,117	\$8,117	\$8,928	\$8,928	\$9,196	\$9,196
60861	Bidd-Saco Economic Dev Corp	\$10,361	\$10,361	\$10,361	\$10,361	\$0	\$10,361	\$10,361
60862	Historic Preservation Comm	\$454	\$800	\$15	\$800	\$0	\$800	\$800
60863	Heart of Biddeford	\$23,750	\$27,500	\$27,500	\$27,500	\$27,500	\$35,000	\$35,000
60864	Holiday Lighting	\$10,450	\$12,500	\$12,500	\$22,500	\$21,929	\$16,133	\$16,133
60866	Project Canopy Committee	\$5,000	\$5,000	\$5,585	\$5,000	\$1,600	\$5,000	\$5,000
60869	Downtown Promotions/Events	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
60870	Biddeford Cultural and Heritage C	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
COMMU	Community Health and Counselin	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SMVMC	Southern Maine Veterans' Memor	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
BMMUS	Biddeford Mills Museum	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
LIFE	The LifeFlight Foundation	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
BEACH	Southern Maine Beach Profile Prc	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
PATHF	Saco Pathfinders Snowmobile Clt	\$0	\$0	\$0	\$0	\$0	\$1,600	\$1,600
ENGIN	Engine	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
AGEFR	Age Friendly	\$0	\$0	\$0	\$0	\$0	\$3,140	\$3,140
YOUTH	Youth Connection	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
ADJST	CM Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	(\$61,338)
Totals		\$739,887	\$809,817	\$806,256	\$843,128	\$612,790	\$976,338	\$915,000



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: LaKermesse Donation Exp

Department Number: 21128

Account Number: 60800

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY2021 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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: McArthur Library

Department Number: 21128

Account Number: 60851

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$478,364.00	\$505,539.00	\$505,539.00	\$505,539.00	\$505,539.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$558,608.00	\$558,608.00		\$53,069.00

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

45.2% of total budget of 1,236,318



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Historical Society

Department Number: 21128

Account Number: 60852

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,876.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: City Theater

Department Number: 21128

Account Number: 60853

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$28,500.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Bidd-Saco-OOB Transit District

Department Number: 21128

Account Number: 60854

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$125,000.00	\$140,000.00	\$140,000.00	\$165,000.00	\$165,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200,000.00	\$200,000.00		\$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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Biddeford Conservation Comm

Department Number: 21128

Account Number: 60855

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,753.41	\$5,000.00	\$3,907.58	\$5,000.00	\$5,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Eastern Trail Alliance

Department Number: 21128

Account Number: 60856

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Saco River Corridor Comm

Department Number: 21128

Account Number: 60857

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$9,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Downtown Development Comm

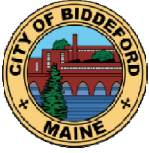
Department Number: 21128

Account Number: 60859

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$2,500.00	\$230.99	\$0.00	\$0.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: So ME Reg Planning Comm

Department Number: 21128

Account Number: 60860

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,379.00	\$8,117.00	\$8,117.00	\$8,928.00	\$8,928.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,196.00	\$9,196.00		\$268.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Bidd-Saco Economic Dev Corp

Department Number: 21128

Account Number: 60861

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,361.00	\$10,361.00	\$10,361.00	\$10,361.00	\$10,361.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Historic Preservation Comm

Department Number: 21128

Account Number: 60862

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$453.59	\$800.00	\$15.00	\$800.00	\$800.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Heart of Biddeford

Department Number: 21128

Account Number: 60863

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$23,750.00	\$27,500.00	\$27,500.00	\$27,500.00	\$27,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,000.00	\$35,000.00		\$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.



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Holiday Lighting

Department Number: 21128

Account Number: 60864

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,450.00	\$12,500.00	\$12,500.00	\$22,500.00	\$22,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,133.00	\$16,133.00		(\$6,367.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Project Canopy Committee

Department Number: 21128

Account Number: 60866

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,000.00	\$5,000.00	\$5,585.00	\$5,000.00	\$5,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Downtown Promotions/Events

Department Number: 21128

Account Number: 60869

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00

FY2021 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.

Moved to be part of the HOB amount



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Biddeford Cultural and Heritage Center

Department Number: 21128

Account Number: 60870

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Age Friendly

Department Number: 21128

Account Number: AGEFR

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,140.00	\$3,140.00		\$3,140.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Southern Maine Beach Profile Program Advisory Committee

Department Number: 21128

Account Number: BEACH

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Biddeford Mills Museum

Department Number: 21128

Account Number: BMMUS

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Community Health and Counseling

Department Number: 21128

Account Number: COMMU

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Engine

Department Number: 21128

Account Number: ENGIN

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$15,000.00

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



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: The LifeFlight Foundation

Department Number: 21128

Account Number: LIFEF

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,000.00	\$2,000.00		\$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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Saco Pathfinders Snowmobile Club

Department Number: 21128

Account Number: PATHF

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,600.00	\$1,600.00		\$1,600.00

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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Youth Connection

Department Number: 21128

Account Number: YOUTH

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: Southern Maine Veterans' Memorial Cemetery

Department Number: 21128

Account Number: SMVMC

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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 2021 Budget Request

February 28, 2020

Department: Municipal Services

Account Title: CM Adjustment

Department Number: 21128

Account Number: ADJST

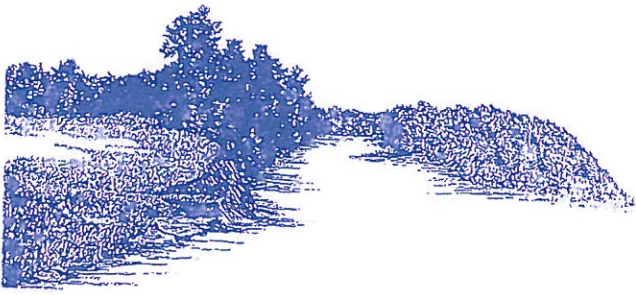
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		(\$61,338.00)		(\$61,338.00)

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

Place Holder for reduction in Municipal Services not allocated

(61,338.00)



Saco River Corridor Commission

"Communities Working Together To Protect Our Rivers"

January 16, 2020

Biddeford City Council
205 Main Street
Biddeford, ME 04005

Dear Biddeford City Council Members:

The Saco River Corridor Commission had a successful year and achieved a great deal in 2019. Digital, ARC-GIS maps that detail the jurisdiction and district boundaries of the Saco River corridor are now available for use on the SRCC website. It took over five years to complete these digital maps as the commission worked with each corridor municipality to transfer over the original district boundaries of the Saco River corridor to the new digital system. The commission also achieved a thorough update and review of our Water Quality Monitoring (WQM) Program that has included several expansions to the program.

The commission's QAPP (Quality Assurance Project Plan), detailing the process and procedures for the WQM program, was updated and submitted to the ME DEP, NH DES and the EPA for comments and approval. This process occurs every five years and allows the commission to ensure the program is running as effectively as possible to provide viable and meaningful information on water quality. The Commission completed its 19th year of water quality monitoring this past September.

In Biddeford, the commission tests at Rumery's Boat yard on a biweekly basis. Rotary Park is tested weekly during the summer months as part of the swimmability program to ensure the water is safe for recreation. 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 2019 testing season are attached. The data for the entire 2019 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. This year we have expanded our program to include a meaningful analysis of the data collected during the season along with suggestions to improve water quality in areas of declining health. This analysis is enclosed along with the raw data collected during the 2019 testing season. The intent of the analysis is to provide more context to the data and therefore more available knowledge for member municipalities to make informed land use based decisions.

The land use regulatory program under the Saco River Corridor Act is also a critical function of the Commission. In 2019, the Commission reviewed a total of 85 applications, 21 of these applications were for development projects in the City of Biddeford. 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.

Last year the commission completed important regulatory work in the continued protection of the Saco River corridor and its' precious natural resources. Rulemaking changes to some of the commission's performance standards were conceptualized, written and passed based on feedback from corridor communities and changes to state standards in the Mandatory Shoreland Zoning Act. The commission also recognizes the importance of the City's downtown revitalization efforts and made changes in the standards specific to the General Development District. The commission worked on these rulemaking changes for over six months to ensure changes were made that would not negatively impact water quality or weaken the current regulatory protections in place.

The commission's third program component is carrying out educational programs geared toward the stewardship of the Saco River corridor. Over the past two years the commission has carried out an educational program funded by the Maine Outdoor Heritage Fund. We have worked with the students at the Sacopee Valley Middle school located in our community on a volunteer water quality monitoring program where the students took water quality samples from the Ossipee River, located directly behind their school. This program has allowed the students to develop an understanding of the importance of this vital resource to our communities.

At this time, the Commission would like to make its FY2021 appropriations request to the City of Biddeford of \$10,000 to help support our programs. We continue to operate in a budget conscious manner but there have been many expansions to our programs to 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.

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 or on any of the work that we do. If there are any other areas the City would like to monitor as a part of the commission's water quality monitoring program please let us know.

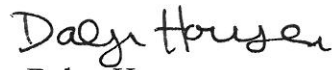
Biddeford City Council

Page 3

January 16, 2020

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. We would like to thank you for your steadfast support in our programs over the years. It is due to this support that our programs have been so successful. The commission will continue to work on behalf of the protection of the Saco River corridor and public health in this great state.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dalyn Houser". The signature is fluid and cursive, with the first name "Dalyn" and last name "Houser" clearly distinguishable.

Dalyn Houser
Executive Director

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

2019 Biddeford WQM Results

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

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)	Escherichia coli (CFUs/100 mL)	TKN duplicate (mg/L)
5/17/2019	6.42	11.1	3.08	48.6	11.255	102.45	0.34	0.0057	5.2	
5/31/2019	6.32	14.7	2.96	48.1	10.04	99.7	**		23.8	
6/14/2019	6.62	18.8	4.145	55.2	8.93	96.5	0.41	0.013	104.6	
6/28/2019	6.37	20.4	1.835	53.7	8.54	93.9	0.43		64.4	
7/12/2019	6.44	24.9	1.955	59.2	7.425	90.25	0.52	**	37.3	
7/26/2019	6.6	25.5	3.48	59.8	7.485	90.45	**		34.5	
8/9/2019	6.77	25.25	2.535	68.75	7.195	88.25	0.44	0.0085	37.3	
8/23/2019	6.49	24.2	3.395	72.3	7.215	86	**			0.28
9/6/2019	7.68	21.2	1.89	68.2	8.035	89.85	0.32	0.02		
9/20/2019	6.44	17.9	1.515	68.2	8.885	92.7			31.8	

S22-Rumery's Boat Yard, Biddeford

Note: This site began testing in the 2016 testing season. * = recheck

Date	pH (units)	Temperature (degrees C)	Turbidity (NTUs)	Conductivity (µS/cm)	Dissolved Oxygen (mg/L)	Dissolved Oxygen (%) saturation	Escherichia coli (CFUs/100 mL)	e coli duplicate
5/17/2019	6.43	11.1	2.985	52.8	11.525	104.9	11.9	
5/31/2019	6.36	14.7	2.805	49.75	10.485	104.05	26.9	
6/14/2019	6.605	18.7	4.89	60.8	9.605	103.3	105	
6/28/2019	6.5	20.6	1.865	56.7	9.215	101.6	38.4	
7/12/2019	6.51	24.8	2.33	77.2	8.385	101.65	1732.9	
7/15/2019							32.3*	
7/26/2019	6.595	25.5	2.47	134.4	8.245	99.45	41	
8/9/2019	6.74	25.4	1.8	NA	8.005	98.3	65.7	78.4
8/14/2019		24.4		642 ***	8.395	100.45		
8/23/2019	6.51	24.2	3.86	1745.5***	8.41	100		
9/6/2019	6.21	21.2	1.45	1024***	8.785	98.15	25.9	
9/20/2019	6.415	18	1.315	1296.5***	9.635	100.6	25.9	

*** calibrated using 1990µS/cm fluid

2019 Biddeford WQM Results

RP1,2,3- Rotary Park, Biddeford

Note: Now labeled as RP1,2,3. Only E. coli is tested here and 5 samples are taken. The value shown is the geometric mean of those 5 samples

Dates	Sample #1	Sample #2	Sample #3	Sample #4	Sample #5	Geometric Mean (CFUs/100 mL)	Geometric mean (over 90 days)
6/18/2019	13.4	14.5	14.4	27.5	5.2	13.19576	32.14886
6/25/2019	38.4	60.9	45.5	32.7	31.8	40.6244	
7/2/2019	44.1	49.6	63.8	44.3	44.3	48.69784	
7/9/2019	24.3	40.8	27.2	40.4	35	32.82895	
7/15/2019	93.2	59.8	46.4	74.4	18.9	51.53876	
7/31/2019	21.3	20.1	30.9	24.1	26.5	24.28619	
7/24/2019	49.6	43.7	39.9	56.3	48.7	47.31455	
8/7/2019	20.1	31.3	20.1	20.1	22.6	22.48269	
8/14/2019	18.7	21.1	24.3	19.5	22.8	21.18068	
8/21/2019	23.1	16	24.3	27.8	18.7	21.56974	
8/28/2019	16	14.2	12	10.9	14.8	13.44793	

Bidddeford 2019 Water Quality Report

Dalyn Houser

Executive Director

Saco River Corridor Commission



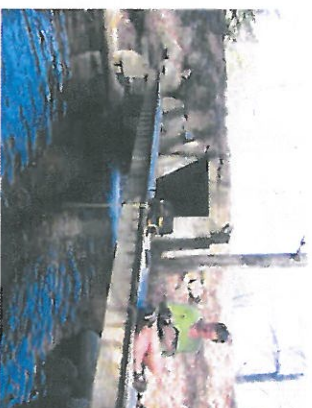
RIVERS

WATER QUALITY MONITORING PROGRAM

Regional **I**nterstate **V**olunteers for the
Ecosystems and **R**ivers of **S**aco



- Founded in 2002 after a pilot year in 2001
- Joint venture between Green Mountain Conservation Group (GMSG) and the Saco River Corridor Commission (SRCC) that monitors 62 sites throughout NH and ME
- Each group follows a shared Quality Assessment Project Plan (QAPP) that is approved by both ME DEP, NH DES, and the EPA (currently under renewal, which happens every 5 years)
- Citizen science program run by trained staff and volunteers throughout the watershed community
- Sampling occurs biweekly from May through September



RIVERS parameters

SRCC staff and volunteer tested parameters

- Turbidity

- Clarity of the fluid
- Higher level of suspended particles = higher temperature



- Temperature

- Metabolism increases with higher temperatures, which can result in lower DO readings
- Different organisms prefer different temperatures



- pH

- Pure water is 7.0
- Most natural water in NH is slightly acidic
- Aquatic life prefers pH between 6.5 and 8.2



- Dissolved Oxygen

- Measures ability to support life
- Aquatic plants produce oxygen during the day, while respiration (oxygen consumption) occurs continuously. Therefore, at dawn levels of DO are at their lowest.

- Conductivity

- Ability of water to pass an electrical charge
- Based on other elements in the water that have positive (Mg^+ , Ca^+) or negative (Cl^- , NO_3^-) charges
- Proxy for road salt ($NaCl$ or $CaCl_2$)

DISTILLED WATER	0.5 - 2
MELTED SNOW	2 - 42
TAP WATER	50 - 800
POTABLE WATER IN THE U.S.	30 - 1500
FRESHWATER STREAMS	100 - 2000
INDUSTRIAL WASTEWATER	10000
SEAWATER	55000

- General changes to their site

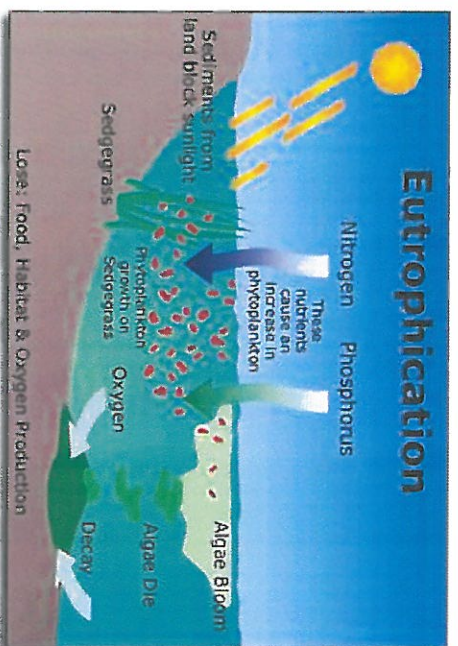
- Road work
- New construction/demolition



Nutrient and bacteria parameters measured

Analysis done by Katahdin Analytical

- Total Kjeldahl Nitrogen and Total Phosphorus
 - Nitrogen and phosphorus are major components of organic matter
 - Plants use high amounts of nitrogen and phosphorus in order to grow
 - Bacteria can fix atmospheric nitrogen into a useable form but must get phosphorus from their environment
 - High levels are typically due to fertilizer and/or sewage pollution and are toxic to both plants and animals
 - Bacteria can proliferate when high levels of nitrogen and phosphorus are present, which can lead to eutrophication of lakes and cyanobacteria blooms
- *Escherichia coli* (*E. coli*)
 - Found in lower intestines of warm blooded animals
 - Many strains are harmless but there are some that can cause diarrhea, cramps, and vomiting if consumed
 - The most famous strain being O157:H7, which is responsible for most *E. coli* food related recalls
- In water ways, *E. coli* is an indicator of fecal pollution, either human or animal derived
- It is recommended that private wells be checked yearly for *E. coli*

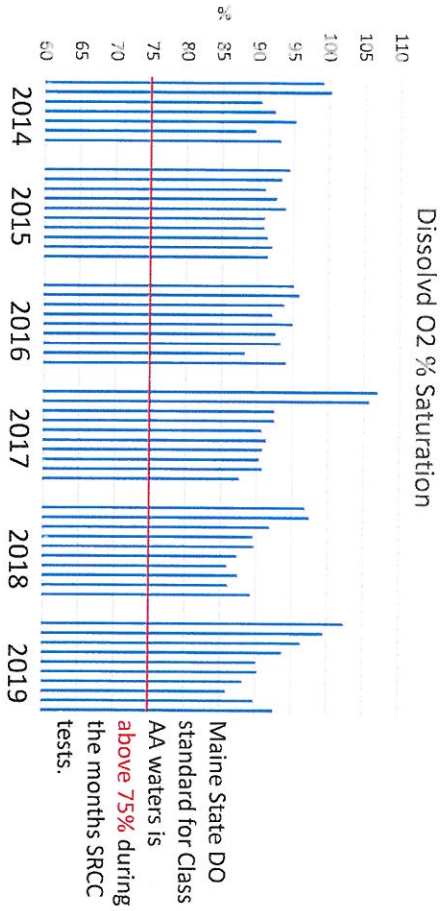
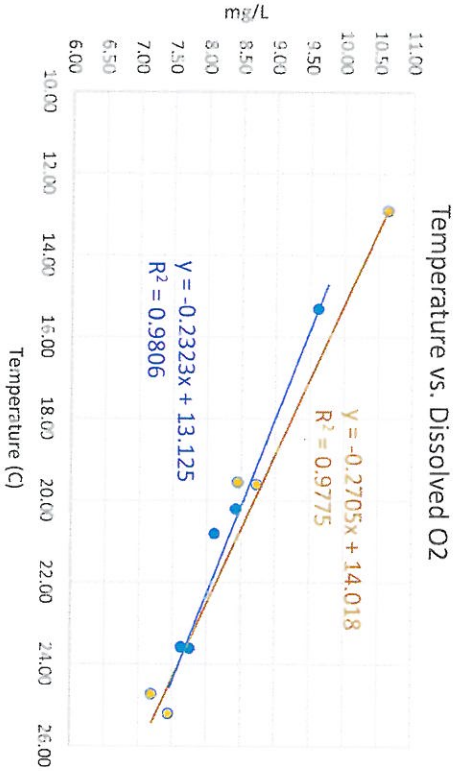


Water Quality Parameters Guideline

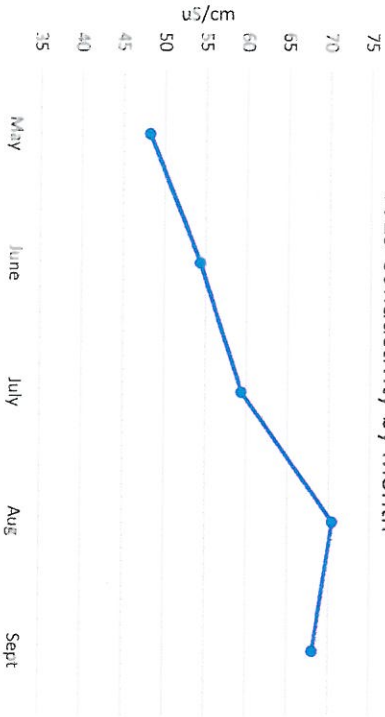
Parameter	Acceptable Limits
Dissolved Oxygen	Above 75% saturation; between 6-12mg/L
Temperature	No standard
Turbidity	10 NTUs or lower; preferably in the 1 NTU range
Conductivity	Below 500uS/cm in rural areas; 1500uS/cm in urban areas
Total Phosphorus	Below 30ug/L
<i>E. coli</i>	Below a geometric mean of 64 CFU
pH	Between 6-8; usually around 6.5
Total Kjeldahl Nitrogen	Below 0.5mg/L

S20D - Off of South Street on western edge of Rotary Park, Biddeford

Monitored since 2001



2019 Conductivity by Month



As water levels decrease over the summer, conductivity levels tend to increase. It is not because the salt level increases, but rather the water level decreases so the salt is more concentrated.

Year	CFUs	Rating
2014	13.77	Excellent
2015	24.39	Good
2016	28.06	Good
2017	44.54	Fair
2018	52.86	Fair
2019	32.59	Good

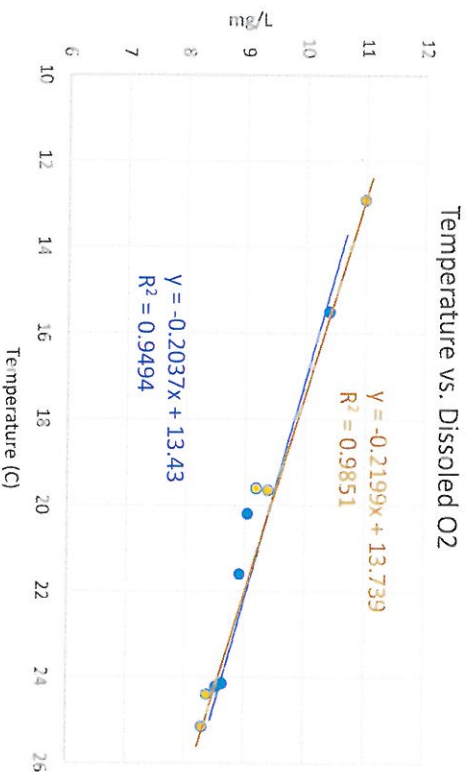
Maine state *E. coli* standard for Class AA waters is below 64 CFU.

Parameter	Trend	Explanation
pH	Stable	Low variability, no significant trends
Turbidity	Stable	Low variability, no significant trends
TKN	Degrading	Approaching nuisance levels
TP	Stable	No significant trends

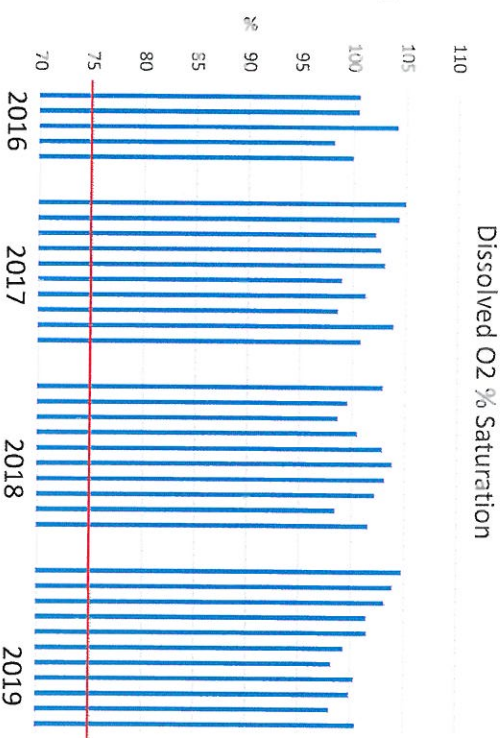
Trends observed from 2014-2019 show stable levels within appropriate ranges

S22 - Rumery's Boat Yard, Biddeford

Monitored since 2016

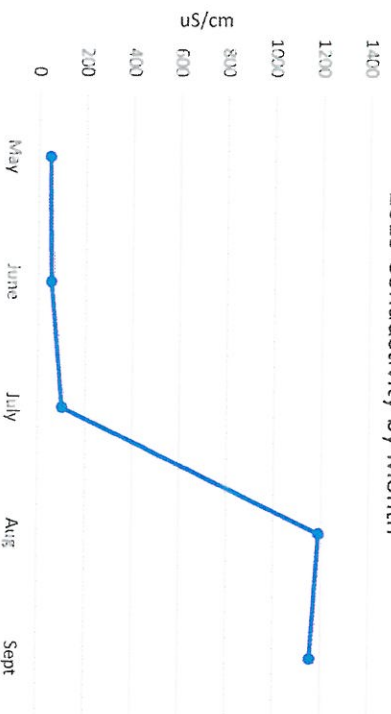


Dissolved Oxygen (DO) has an inverse relationship with temperature: as temperature increases DO decreases. The R^2 values from 2019 (*orange*) show a similar value compared to combined 2014-2018 values (*blue*) which indicates not much change overall for DO levels



Maine State DO standard for Class AA waters is **above 75%** during the months SRCC tests.

2019 Conductivity by Month



As water levels decrease over the summer, conductivity levels tend to increase. It is not because the salt level increases, but rather the water level decreases so the salt is more concentrated.

Year	CFUs	Rating
2016	121.44	Over AA limits
2017	29.15	Good
2018	93.45	Over AA limits
2019	35.35	Good

Maine state *E. coli* standard for Class AA waters is below 64 CFU.

Parameter	Trend	Explanation
pH	Stable	Low variability, no significant trends
Turbidity	Stable	Low variability, no significant trends

Trends observed from 2014-2019 show stable levels within appropriate ranges

Rotary Park, Biddeford

Monitored since 2013

E. coli only at this location

Testing done from June through August

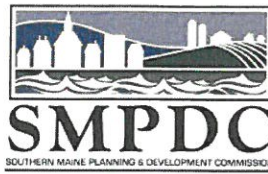
- From 2013 to 2017, Rotary Park was monitored weekly for *E. coli* by taking one sample per week.
- In 2018, three samples were taken weekly.
- In 2019 five samples were taken weekly.
 - The increase in sampling was in order to better follow recommended guidelines for monitoring swimmable waters.

Year	CFUs	Rating
2013	38.83	Good
2014	61.32	Poor
2015	57.15	Fair
2016	24.55	Good
2017	29.47	Good
2018	47.32	Fair
2019	27.58	Good

Maine state *E. coli* standard for
Class AA waters is below 64 CFU.

Overall comments on Biddeford water quality

- Biddeford's water quality for the sites tested in 2019 is mostly good, though some parameters at sites have been above or are approaching EPA/ME DEP acceptable limits.
 - Conductivity, typically a proxy for salt, is seasonally high at S22. Levels over 1500uS/cm in urban areas are considered nuisance levels.
 - *E. coli* levels at S22 have also been above Class AA limits of 64 CFUs over a 90 day period in previous years though improvement was noted in 2019.
 - Nitrogen levels at S20 were also high in 2019, approaching nuisance levels.
- Ways to improve/protect water quality:
 - Make sure there is good riparian vegetation near running water.
 - Best Management practices to prevent erosion and nutrient loading.
 - Reduced/no salt areas around bodies of water.
 - Recalibrate trucks so salt stays on road.
 - Brining if possible – uses about 25% of the salt annually.
 - Have septic systems checked regularly.
 - Consider having Port-a-Potties at popular swim areas.
 - Look for obvious sources of nitrogen loading, such as fertilizer use near water way.



60860

Serving the Municipalities of Southwestern Maine For Over 50 years

December 26, 2019

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 attached page highlights the benefits that all communities are eligible to receive through the payments of dues. To see some of the work we have undertaken in your community please click on your town on the map on our website at www.smpdc.org. Your town may also participate in our cooperative purchasing program. 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 \$75k grant to study sea level rise 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.

After requesting larger increases over the past two years, SMPDC is now requesting a modest 3% for the upcoming 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, 2020.

Your dues amount for 2020 will be \$ 9,196.00. 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

Benefits to All Communities

- Run a cooperative purchasing program for the region. SMPDC towns saved an estimated \$600,000 through participation in the Copy Paper and Road Salt bids alone in 2018/2019.
- Provide the needed match requirements for the former State Planning Office, federal Economic Development Administration (EDA) and DOT programs. In effect, for every dollar of dues we can leverage an additional two dollars.
- Provide free workshops, newsletters, technical memorandum, census updates, legislative updates and other educational resources to all communities, as well as immediate technical assistance on municipal land use, transportation and economic development issues. We also have the ability to provide traffic counts upon request and road service management programming.
- Community Development Block Grant, EDA and other grant writing services to your community.
- The dues allow us to keep our overhead rate low, and thus our hourly billing rate at a reasonable level for any larger projects we work on for your municipality.
- The ability to work on county wide initiatives that may not be funded, such as assisting the County EMA, working on the York County Advocacy Project (to assist with our legislative efforts in Augusta), and developing grant proposals of a county wide nature.
- Operate a Revolving Loan Fund Program which has provided for over \$750,000 in business lending to area businesses and over 3.5 million dollars in environmental clean-up activities ultimately resulting in new housing, business development and stronger downtowns.
- Provide a monthly newsletter.
- Provide demographic information for all communities.

Fournier, Cheryl

From: Will Armitage <will@smfamaine.org>
Sent: Monday, January 6, 2020 1:34 PM
To: Fournier, Cheryl
Cc: Norton, Kendi
Subject: RE: FY 2020/2021 Municipal Services Funding Request to City of Biddeford due by 1/20/2020

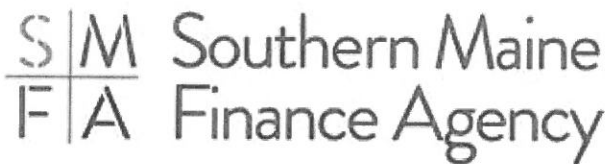
Cheryl;

This e-mail is in response to Kendi's e-mail below.

Southern Maine Finance Agency (formerly known as Biddeford-Saco Area Economic Development Corporation) is requesting flat funding of \$10,361 for the City of Biddeford's July 1, 2020 – June 30, 2021 budget year.

Please let me know if you need any additional information. Thank you and have a great day.

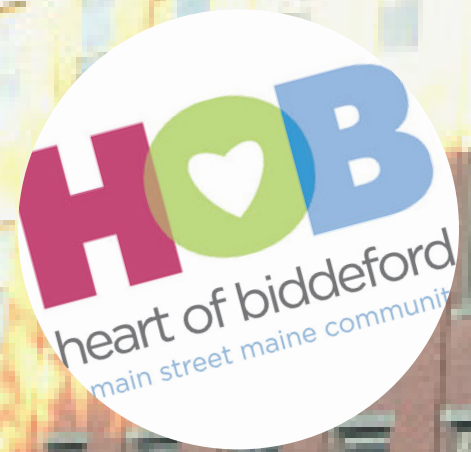
Will Armitage
 E-Mail: will@smfamaine.org
 Ph: (207) 282-1748



SMFA is an equal opportunity provider.

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From: Norton, Kendi <Kendi.Norton@Biddefordmaine.org>
Sent: Monday, January 6, 2020 9:49 AM
To: 'kbuechs@earthlink.net' <kbuechs@earthlink.net>; 'tcbplme@yahoo.com' <tcbplme@yahoo.com>; 'Biddeford Cultural & Heritage Center' <bchc04005@gmail.com>; 'jedstrom@biddefordschools.me' <jedstrom@biddefordschools.me>; Will Armitage <will@smfamaine.org>; Eddy, Mathew <Mathew.Eddy@Biddefordmaine.org>; Biddeford City Theater <thecitytheater@gmail.com>; 'Melissa Cilley (Interim Executive/Strategic Consultant)' <director@communitybike.net>; 'Julian Schlaver' <julian@angelrox.com>; Poupore, Delilah <director@heartofbiddeford.org>; 'Eastern Trail' <eta@eastertrail.org>; Tammy Ackerman <director@feedtheengine.org>; Tansley, Greg <Greg.Tansley@Biddefordmaine.org>; 'danap67@gmail.com' <danap67@gmail.com>; 'biddhistoc@gmail.com' <biddhistoc@gmail.com>; 'mrsjessieq@yahoo.com' <mrsjessieq@yahoo.com>; 'vbathgate@lifeflightmaine.org' <vbathgate@lifeflightmaine.org>; 'Jeff Cabral' <jcabral@mcarthur.lib.me.us>; 'rjgobeil@hotmail.com' <rjgobeil@hotmail.com>; 'Ddoherty627@yahoo.com' <Ddoherty627@yahoo.com>; 'Dalyn Houser' <dalyn@srcc-maine.org>; 'pschumacher@smpdc.org' <pschumacher@smpdc.org>; 'kngrant@maine.edu' <kngrant@maine.edu>; 'Ron Rivard' <ronrita@metrocast.net>; 'starpey@rumerys.com' <starpey@rumerys.com>
Cc: Fournier, Cheryl <Cheryl.Fournier@Biddefordmaine.org>
Subject: FY 2020/2021 Municipal Services Funding Request to City of Biddeford due by 1/20/2020



Heart of Biddeford FY21 Request for Support

FY21 Request

As we plan for FY21, our funding request reflects increased staff time to keep pace with expanded programming and partnerships; expected fluctuations in available grant funds; and the anticipated increase in general costs of operations. HoB remains committed to providing an exceptional return on the City's investment and we look forward to another successful year of working to promote and raise the visibility of our downtown and our community.

OPERATING, EVENT AND MARKETING

-Operating support enables HOB's staff to engage in community development, volunteer engagement, economic development, marketing, and event planning.

-Marketing support enables HOB to increase engagement with the entire Biddeford community as well as with visitors in our region and out of state.

-Event support covers a portion of the contract labor for the free events: River Jam Festival, Downtown Holiday Festival, UNE's "First Night" on Main Street, and Music in the Park.

Total Request

\$47,500

**Plus Space
Rental**

Biddeford's Contribution to HOB is a \$1 : \$6.20 Investment

During FY20... For each \$1 the City of Biddeford invested in Heart of Biddeford, Heart of Biddeford reinvested \$6.20 back into Biddeford.

Marketing

- Sent 50 weekly HOB Newsletters to 2500 people.
- Used 3 Social Media platforms to promote events and information.
- Conducted trend surveys during Restaurant Week; shared results with businesses..
- Continued "UNE Welcome Downtown" discount program.

Events

- Attracted 10,000 people downtown to enjoy or rediscover Biddeford during HOB events.
- Hosted 8 weeks of Music in the Park, River Jam Festival, Restaurant Week, Memorial Day Parade, Veterans Day Parade, Downtown Halloween, UNE Day of Service, and Downtown Tree & Menorah Lighting.
- Supported events such as La Kermesse's Block Party, WinterFest and the Bacon Street Festival.

Grants/Contests

- Implemented first half of the grant to restore the city hall clock.
- Awarded operating grants from Sewall (\$20,000) and Cohen (\$10,000) Foundations, \$5000 grant for Music in the Park from Onion Foundation, \$1500 Adopt-a-Park grant from NE Grassroots Environment Fund, \$1000 Community Engagement grants from Walmart and from ME Humanities Council, and \$7500 from Horizon Foundation.
- Garnered Top 25 finish in LevittAMP contest.

Partnerships

- Worked with BMS and UNE on Days of Service.
- Raised \$800 for Seeds of Hope.
- Managed volunteerism, valued at \$128,000.
- Served on three city committees, and School Department committee.
- Facilitated two-city Restaurant Week and Entrepreneurship Week.

Small Business Support

- Hosted monthly Entrepreneurs Group and Entrepreneurship Week.
- Served as resource for prospective and existing business and properties owners.
- Created Restaurant Week, Sidewalk Sale, and Holiday Happenings marketing opportunities.
- Continued to manage MainStreetMaine.org tourism marketing.

Beautification

- Collaborated with La Kermesse on holiday lighting, with new features.
- Coordinated Adopt-a-Park.

It All Adds Up

Grant awards:	\$45,000
Volunteer value:	\$128,000
Staff time:	\$45,000
Charity event:	\$800
Business contrib.	\$14,700
Individual contrib.	\$14,800

TOTAL \$248,000



Preliminary Lighting Budget 2020							
	Estimated Budget	Notes					
Lighting Strands Replacements	\$2,983.75	For Shevenell, 315, Main Street, Mechanics, Veterans, and Gazebo (Includes Canopy Lights)					
Additional/Replacement Wreathes	\$5,648.78	Includes Bows, assumes 4 replacements and 6 new locations on Lincoln					
Potential Lower Main Project	\$4,500						
Labor Contingency	\$3,000						
Total Budgeted	\$16,132.53						

To: Biddeford Finance Committee
From: Biddeford Project Canopy Committee
Date: 1/12/2020
Re: Request for Full Funding for FY 2020/2021

The Biddeford Project Committee respectfully requests that the Biddeford Finance Committee approve a Full Funding request of \$5,000 in the FY 2020/2021 budget.

These funds will be used in the following ways:

1. The continued update of the city's tree inventory, including type, height, age, health and maintenance needs.
2. The development of a city wide Tree Maintenance Plan and Ash Borer Mitigation strategy.
3. Identifying, maintaining and addressing all tree safety concerns.
4. Maintaining an ongoing nursery stock of trees for use in our city.
5. Promoting an educational school program by working directly with teachers and students.
6. Seeking grant opportunities for the city. All state grants require matching funds.
7. Work in partnership with the Rec Department, Public Works, School Department, Heart of Biddeford, Adopt-a-Park and many other Biddeford non-profits.

We greatly appreciate your consideration on our request.

Respectfully,

Ron Gobeil
Biddeford Project Committee Chairman

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 2020-2021

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 2020-2021 to continue our work.

This year our Hall of Fame inducted 5 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



Community for All Ages

January 15, 2020

Alan Casavant, Mayor
James Bennett, City Manager
Cheryl Fournier, Finance Director
City Councilors
P O Box 586
Biddeford ME 04005

To All:

An age friendly community is not just a great place to grow older; it is a great place for all ages to live, work, play and do business. There are now 70 communities in Maine that have joined the AARP Network of Age Friendly communities (the largest number of any state in the US). Our complete Action Plan and Appendix are on file and available at City Hall and McArthur Library, or from us if you would like an individual copy.

This packet of information comes to you today from Age Friendly Biddeford with a request for funds for operating expenses for the fiscal year July 2020-June 2021 in the amount of \$3,140.00. (Please see excerpts from our Action Plan attached to and made part of this request for City support.) AFB is an independent, all volunteer, group of Biddeford residents introducing a new concept of an "Age Friendly Community" to all residents. With your help we want to create a livable community connecting those growing up with those growing older. Through projects and programs, we hope to increase awareness, improve communications, and advocate for all to make Biddeford a lifelong home for all who wish to live here.

Since 2016, we have accomplished much, with very little funding, thanks to a dedicated group of Biddeford volunteers. We have gradually expanded our outreach through partnering with other organizations (Heart of Biddeford, McArthur Library, SMAAA, the Age Friendly Communities of Saco, Old Orchard Beach, and Kennebunk, New Life Church, UNE, 3 area Rotary Clubs), following our citizens' guidelines and suggestions from our Citywide survey results, and now initiating our own new programs and projects. (Attached to this request are samples of our 5 rack cards that are now on display at City Hall, McArthur Library, Sam Cohen Day Center, the 50+ Club, Heart of Biddeford, YMCA, and various other places throughout Biddeford). Biddeford Housing Authority was able to secure a \$50,000 grant for a Comfortably Home Program using our Action Plan as their proposal. (We did benefit as a group but certainly added value to Biddeford residents through our work.) We helped to coordinate a Health Seminar with UNE and Age Friendly Saco, and four Technology Talks and a Healthy Food Series with McArthur Library. We participate in a Tri-Community Transportation Committee and a Tri-Community

Age Friendly Committee with Saco and Old Orchard, as well as Area Age Friendly Meet Ups organized by AARP for all surrounding age friendly communities.

Our new programs and projects for 2020-2021 (along with the above) include adding a Community Helpers program (see orange card), as well as a Community Gardening for All Ages and a Ride Assist Program in development. We also need to increase our awareness and outreach in the community so we can serve more residents and keep in touch with their needs.

Our request for City funds is based exclusively on operating needs. All work is accomplished through volunteers. We operate with Heart of Biddeford serving as our fiscal sponsor and all funds will be administered by them through their 501C3 designation. The funds will be used for the following:

Office Supplies (including Paper, Ink, Files, Folders, Storage Bins, Envelopes, Stamps, Forms, etc.)	\$ 340.00
Marketing (including printing Rack Cards, Brochures, Advertising, Posters, Display Bins, Merchandising, Giveaways, Exhibits, Portable Event Table and Chairs, etc.)	\$ 1,500.00
Projects and Programs (including Community Helpers supplies and materials, Community Gardens supplies and materials, Educational and Health Seminars, and others)	\$ 1,300.00
TOTAL EXPENSE	\$ 3,140.00

We appreciate your consideration of our request and look forward to serving all residents of Biddeford for many years to come.

Sincerely,

Peggy Ann Ayers
Group Leader
207-590-3347
PeggyatAFB@maine.rr.com

Age Friendly Biddeford at Heart of Biddeford 205 Main Street Suite 103 Biddeford ME 04005
Email: agefriendlybiddeford@gmail.com Office: 207-284-8520

WHAT YOU TOLD US and WHERE WE GO FROM HERE

A special thanks to all of you who took the time to fill out our community survey. And, for those of you that didn't know about the survey; don't worry, there will be plenty of opportunities to give us additional feedback and new ideas in the future.

The goals of the Age Friendly movement can be summarized as follows: to bring all citizens of all ages together, to help create programs and projects that do just that, and to make sure that the City is aware of your wants and needs.

The reason for this Action Plan is to let you know what we have learned from you so far and to develop ways to help based on your responses. We also need to continue to hear from you as this Action Plan is meant to be a flexible document that will grow and adjust to your changing needs, wants, and desires. Please let us hear from you so that we help you. Also, please let us hear from you so that you can help us! Volunteers are always needed for special projects and programs.

On the following pages we are going to outline what the survey results told us about your current feelings about living in Biddeford and your current needs. On previous pages of this Action Plan we explained the ideas behind each of the eight domains of livability. Now we are going to try to adapt each domain into positive action for you and the community.

We hired Analytic Insights, a professional research firm based in Lewiston, to compile the results of the community survey and to produce a report that would guide us to understanding what was said by you on our survey. A full copy of their report can be found in the Appendix of this Action Plan. This report was made possible from a grant to us from AARP. The survey was available to all on line and at various locations downtown. Approximately 250 surveys were completed.

The good news from the community survey was most residents rated Biddeford as an excellent or good place to live as they age. Only a small minority, about 7.5%, thought Biddeford was a poor place to live as they age. Almost half of residents said that remaining in Biddeford was extremely important to them. Less than one out of six said that remaining here was not at all important to them.

At present, we are accomplishing all our work on a volunteer basis; through collaboration with existing community resources; with cooperation from the City; by relying on the vast resources and steadfast guidance available to us from AARP; with help from our neighboring Age Friendly communities by sharing experiences and participating in projects and programs together. And, lastly, from you, which is the most valuable link of all to a successful Age Friendly Biddeford. Please join in these efforts and together we can learn from and help one another.

Remember this survey was just a guide designed to help us begin planning ... what happens from here on in is up to all of us!

OUTDOOR SPACES and BUILDINGS

DOMAIN 1 encompassed the physical environment of our City – parks, buildings, sidewalks, pedestrian crossings, and the natural landscape. All of these play a significant role in the health, independence, and well-being of all ages. They hold special significance for residents who have limited mobility or cannot walk long distances.

People need places to gather that are accessible for all ages to feel welcome and included in their community. Small improvements, such as a middle railing on wide stairways, make visits to public buildings easier for older residents. A book return at ground level makes returning library books easier for all residents. Walkway openings without curbs allow parents with carriages and residents with mobility issues to more safely access downtown areas. The opportunity to enjoy outdoor spaces has a positive effect on the physical and mental health of residents of all ages. Wide paths that can accommodate an adult using a wheelchair or walker, or a parent teaching a young child to ride a bike, or couples of all ages that like to walk hand in hand, make outdoor spaces more enjoyable for everyone. Small improvements to outdoor and indoor spaces can make a big difference in residents coming together to enjoy community events. They can make a huge difference in residents feeling isolated or excluded from public participation. Age friendly communities adopt policies about buildings, places, and events that encourage ongoing involvement by all residents.

Accessible businesses, such as restaurants, shops, buildings where services are offered, are crucial to residents with different physical abilities to age safely and independently. Small improvements such as adequate lighting, noise levels, courteous staff, clear signage, and offers to assist people when shopping are age friendly initiatives that are welcomed by everyone. The key is treating all ages and abilities with respect.

FROM THE SURVEY: the items residents rated most satisfactorily were clear and easy to read signs and civic buildings that were accessible to all abilities with elevators or ramps where needed. But improvement was needed in the following areas: public restrooms accessible to all abilities, number of parking spaces available, and well lit, safe streets and intersections for all users.

IMMEDIATE ACTIONS: Age Friendly Biddeford immediately began to advocate for better conditions downtown about sidewalks, walkways, street crossings, traffic lights, and parking. We invited Tom Milligan, Biddeford Engineering, to attend a workshop to discuss these topics. The City is aware of many of the issues mentioned and plans to take positive steps to implement changes, upgrades, and improvements. The City is currently conducting a poll online about City parks and outdoor areas. Age Friendly Biddeford will advocate for improvements based on poll results.

See our [Strategy Chart/Action Plans](#) for further information and future plans.

Domain-Specific Strategy Chart/Action Plan

Domain: OUTDOOR SPACES AND BUILDINGS

Goal: To improve the physical environment of indoor and outdoor spaces and buildings
To encourage more people to use and enjoy indoor and outdoor spaces

Collaborating Organization(s): Heart of Biddeford, City of Biddeford, McArthur Library, Downtown Businesses and Organizations

Activities	By whom	By when	Resources and support available/needed	Potential barriers or resistance	Partnerships	Metrics	Outcome
McArthur Electronic Sign	AFB Ron Gobeil	TBD	McArthur & City	None Expected	City Council & Planning	Feedback on-going w/City	Incomplete
Improvements to sidewalks, walkways, curbs	AFB, HoB, City Engineering	On-going	Engineering City	Budget Constraints	Heart of Biddeford, City Depts	Visual Changes and Citizen Feedback	Many improvements made and in progress
Downtown Parks & Spaces	City, HoB, AFB and volunteers	On-going	City, HoB, Downtown Businesses	Finances, City Approvals, Businesses Comments	City, HoB, AFB, other Downtown Affiliates	City online Poll, Citizen Feedback & Visual	In progress
Traffic & Speed Concerns	AFB/Ron Gobeil City Engineering	On-Going	City Finances	Comments to City Council both for & against changes	AFB, HoB, City, Downtown Organizations, Police	Citizen Comments, Police Records, City Council	Favorable to date, On-going changes continue
Improved Signage	AFB/Ron Gobeil, City Planning and Engineering	On-going	City Finances	None Expected, Citizens pros and cons	ABF, City Engineering, Planning, Citizens	Visual and Citizens Comments & Feedback	Some New Signs visible, more needed
More Restrooms Downtown	AFB/Ron Gobeil, City	Early 2019 to begin	City Project	None Expected	City	Visual and Citizen Feedback	One Restroom installed in downtown, more needed

Who is responsible for maintaining and updating information: AFB with Ron Gobeil as contact person with updates as necessary

TRANSPORTATION

DOMAIN 2 reminds us that transportation options can improve health and support communities by connecting people to economic and social opportunities. Driving should not be the only way to get around. Public options can be train systems, bus lines, taxi services, or volunteer driver assist programs.

Transportation options are essential for health and well-being of people who can no longer or choose not to drive. People without options may be forced to drive even when they no longer feel safe doing so. The ability to drive a car to local stores, medical appointments, and social events to meet friends is a sign of pride and independence that many older adults do not want to lose. For some, the only alternative is to depend on friends, neighbors, and family for these rides. This lack of transportation often leads to isolation, depression and anxiety due to missing out on community and health services as well as social and recreational opportunities.

Offering a range of affordable and convenient transportation options can maximize independence for older adults who wish to remain engaged in the community and to be socially and physically active.

Transportation alternatives are also important for safety. Nationally on an average day about 15 older people die and close to 600 suffer serious injuries in car crashes. While older adults are in fewer accidents than younger people, they are more likely to die or be seriously injured. The risk increases dramatically for folks 85 and older. All residents benefit when transportation options are available.

Streets that are well designed for automobiles, buses, bikes, pedestrians of all ages and abilities should be the focus of all communities. Properly designed roads help extend older adults driving years and make possible travel by foot, bike, auto, or public transit safer for everyone.

Recognizing that travel is essential for independence, many local public and private agencies and organizations provide specialized transportation services to folks who need them. The task is finding and matching residents' needs to the proper program or agency that can provide the transportation they need.

FROM OUR SURVEY: we learned that 86.5% of residents said they travel in their own personal vehicle, and 23.3% said they travel most by walking, with less than 1 in 100 using a volunteer driver program. Factors such as weather conditions, driving after dark, no longer having a driver's license, or not having anyone to take them were all factors important in their ability to travel when they wanted.

IMMEDIATE ACTIONS: Age Friendly Biddeford joined with Age Friendly Saco and Old Orchard Community Connections in forming a Tri-Community Transportation Committee to address transportation issues for all ages.

See our [Strategy Chart/Action Plans](#) for further information and future plans.

Domain-Specific Strategy Chart/Action Plan

Domain: TRANSPORTATION

Goal: Improve transportation options, increase awareness of what is available
Develop programs as needed to meet the needs of citizens

Collaborating Organization(s): City of Biddeford, Tri-Community Transportation Community, Shuttlebus-Zoom, York County Community Action

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics	Outcome
Develop Brochure	Tri-Community Committee	Completed	None needed from AFB	None needed from AFB	None	AFB, AFS, OOBFCFC, Shuttlebus-Zoom	Communities Reaction to new brochure	Very favorably received, update as needed
Volunteer Driver Program	AFB, maybe SAF, OOBFCFC	As needed	None	Financial, Volunteer, Insurance	Volunteers, Insurance Cost	AFB, SMAA, SMHC, local Churches	Survey does not indicate immediate need	To be Determined
Taxi/Uber/ Handicapped Services	AFB, AFS, OOBFCFC	End of 2019	Research needed	Research needed	None anticipated	AFB, City, current & existing modes	More research needs to be done	To be Determined
Repeat Survey on Transportation Issues and Needs	AFB	Early 2020	Unknown	Unknown	None anticipated	AFB, HoB, City	Responses on 1 st survey showed 86.5% used personal cars	Question whether groups of citizens missed

Who is responsible for maintaining and updating information: AFB, Carol Boisjoly, member

HOUSING

DOMAIN 3 studies show that most older adults wish to age in place. Doing so is possible if homes are appropriately designed or modified. Communities can assist by including affordable housing options for varying life stages. Age-friendly housing options can allow older residents to remain safely and with as much independence as possible in their desired community.

In an age friendly community, residents may need home modifications or help with routine maintenance to stay safely at home. Housing alternatives should be available for those wishing to down size into a smaller home with less maintenance and less cleaning work. Elders should not be forced to move to a different community or to stay living in their own home when it is no longer safe to do so.

Other options communities can offer to support older residents to age in place is through zoning and building code changes, for example allowing in-law apartments. Some municipalities support a property tax rebate program, and everyone should be made aware of the property tax fairness credit program offered by Maine.

The City website reports that Biddeford remains the most affordable coastal community in Southern Maine. The housing stock is approximately 10,000 units. And, Biddeford offers a wide range of housing choices: single family homes, multi-family homes, apartments, condominiums in a variety of settings (in town, suburban, rural, and coastal).

FROM OUR SURVEY: 65.3% of residents reported they lived in their own single-family home. Approximately 19.2% lived in an apartment. Deciding factors as to whether they would stay in Biddeford depended on the closeness and convenience to medical care needed, the expenses of their current home, and whether friends and family were still nearby. About 25.7% stated they would prefer a different climate. Over 39% said they planned on making home modifications to remain in their home. But only 8.2% said they would install a medical emergency response system. More than four out of 5 residents reported they thought it was important for Biddeford to offer: home repair contractors who are trustworthy, do quality work and are affordable, offer home repair services for low-income and elders to help with things like roof or window repair as well as seasonal services like lawn work and snow removal.

IMMEDIATE ACTIONS: Shortly after we began our work, Biddeford made code changes that now allow in-law apartments in all areas. We are still advocating for more choices in affordable housing for seniors. Age Friendly Biddeford along with Saco and Old Orchard have been in contact with the local Rotary Clubs to see about creating a handyman service for older citizens. Plans are being made to follow in the footsteps of Saco and Old Orchard to offer a sand bucket program and a weatherization program for older residents.

See our [Strategy Chart/Action Plans](#) for further and future plans.

Domain-Specific Strategy Chart/Action Plan

Domain: HOUSING

Goal: To allow older adults to age in place; encourage diversity in housing to accommodate varying ages and family needs; community assistance with home modifications

Collaborating Organization(s): City of Biddeford, Tri-Community Committee, School of Technology, Habitat for Humanity, Efficiency Maine, Local Rotary Clubs of Biddeford/Saco, Local Contractors and Developers

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics	Outcome
Develop a resource guide to home repair & modification	AFB under guidance of Steve Murphy & Russ Carlson	Summer 2019	Volunteer research, input data, distribution	Cost of printing, publicity, constant upkeep	None anticipated	Research to see what guide might already exist	Responses from volunteers, contractors, homeowners	To be determined
Develop a Helping Hand Program	AFB under guidance of Steve Murphy	Program to Begin in Fall 2019	Contacts and Collaboration with local Rotary	To be provided by contractors & volunteers	Unknown; insurance issues & cost barriers	Local tech school, UNE, contractors, hardware & building supply	Recruitment, costs, supplies, homeowner feedback	To be determined
Offer Winter Sand Buckets	AFB under guidance of Peggy Ayers	Program to begin early Winter 2020	Example of AFS and OOBFCFC	Donations, Volunteers, Coordination	None anticipated	Homeowners, local schools, sources of donations	Tasks completed; homeowners' responses	To be determined
Weatherization Program	AFB under guidance of Peggy Ayers	Program to begin early Fall 2019	Efficiency Maine, Habitat for Humanity	All volunteer labor & supplies donated	None anticipated	Homeowners, Local schools, EF & H4H	Homeowner sign-ups, volunteer willingness	To be determined
Work with City Code Enforcement	AFB under guidance of Russ Carlson	Continuous as needed	Advocate for affordable housing & other issues	TBD	TBD	AFB, City	Willingness and degree of cooperation & collaboration	To be determined
Who is responsible for maintaining and updating information: AFB with Steve, Russ and Peggy								

SOCIAL PARTICIPATION and RESPECT and SOCIAL INCLUSION

Domain 4 reminds us that regardless of age, loneliness can negatively affect our health and sense of wellbeing. Isolation can be battled with the availability of accessible, affordable, and fun social activities.

Domain 5 Intergenerational activities are a great way for young and old to learn from one another, to honor what each has to offer, and for all age groups to feel good about themselves.

Social connections with friends who live in your community and involvement with local organizations is associated with better mental and physical health. Age friendly communities make social opportunities available by organizing, publicizing, and making sure people have full access to the activities that exist. One of the things to keep in mind, however, is not all people want to be involved with formal social activities. Studies show that when older adults are actively engaged with people of all ages the entire community wins. Research suggests that older adults who feel included, who are welcomed, who are recruited to serve on committees, who are valued for their volunteer contributions to the community, are more likely to remain active in the social, economic, and civic life of the community as they age.

An important part of respect and social inclusion from a municipal perspective is consideration of the different needs of older adults who are aging with a disability. The way a city welcomes people of all ages and abilities sends a powerful message to residents. When a community is inclusive, the residents are more likely to respect older residents and welcome their participation in local activities.

FROM OUR SURVEY: almost 40% of respondents said they spend time with family, friends, or neighbors in the Biddeford area once or more a day, and about 34% spend time once a week. But, more than 25% believe that social or hobby clubs are not available but wish they were, and about the same amount reported they wish accurate and well publicized information about social and recreational activities was more available and in a timely fashion. As mentioned before, sometimes factors such as time of day, weather, transportation, etc. keep older residents from participating in activities even when they know about them.

More than 3 out of 5 felt valued as an older resident, but residents were split on whether Biddeford wants to encourage them to remain as they age. More than half were not sure there was any awareness of the contributions of older residents.

IMMEDIATE ACTIONS: We have reached out to local community groups, such as McArthur Library, Heart of Biddeford, Biddeford Police and Fire Departments to see what activities are currently inclusive and how we can help before we plan activities of our own.

See our [Strategy Chart/Action Plans](#) for further information and future plans.

Domain-Specific Strategy Chart/Action Plan

Domains: Social Participation w/Respect & Social Inclusion **Goals:** Develop ways to battle isolation in the elder population; create and promote affordable fun social activities, foster intergenerational projects, encourage local and city resources to develop inclusive programs that are welcoming to all age and abilities.

Collaborating Organization(s): City, Heart of Biddeford, Engine, McArthur Library, SMAA, local Community Clubs, Schools and Churches

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics	Outcome
Better Community Communications for everyone's programs	AFB w/all Collaborating Organizations	On-going to Begin ASAP	To be determined	Everyone to cooperate with a plan	They might want to continue as is	All groups in the City that are interested	Each group will keep stats on success and share results	To Be Determined
Art Program "8 to 80"	AFB with Loretta Turner	2020	To be determined	To be determined	None	Cooperation with local arts groups	Evaluation will be done with each event	Desire to bring the generations together
Information Campaign to let public know who we are & to recruit volunteers	AFB	Spring - Summer 2019	Printed Material for Handouts and Evaluations	Printing Expenses, AFB Volunteers	Hopefully none	Cooperation with local stores to allow us to greet customers	Spot Evaluations done each time	Make the community aware of AFB
Presentation to City Council	AFB with Peggy Ayers	Late Spring 2019	Resource for slide show & handouts of Action Plan	Support from AARP	None, except to get on City Council Schedule	AFB, City, AARP	Feedback from Community watching	Feedback and Support after presentation
Travel Alongs	AFB and Biddeford Fire	TBD	Handout	Support of BFD	None	AFB & BFD	Cooperation with BFD on scheduling	Individual Experience with each visit
Who is responsible for maintaining and updating information: AFB with Lorretta Turner								

CIVIC PARTICIPATION and EMPLOYMENT COMMUNICATION and INFORMATION

Domain 6 suggests that an age friendly community will find ways that older residents can, if they choose to, work for pay, volunteer their skills, and be actively engaged in community life.

Domain 7 suggests that an age friendly community will recognize that not everyone has a smartphone or internet access or computer skills. An age friendly community will recognize that information needs to be disseminated through a variety of means.

It is important to recognize that everyone in the community may not have the needs or desires expressed in each domain, but we try to reach everyone so that they have a choice. Ideas to solve these issues build on the previous Domains 1, 2, 3, 4 and 5. It is important for age friendly communities to approach the domains broadly to encourage a wide range of possibilities – from paid work, to running for election to serve the City, to volunteering. It is important to explore if opportunities exist for all residents in the areas of employment, volunteering, and civic participation.

Effective communication may be the key for engaging older residents in any of the above. Residents want the information needed to stay in touch with their City. We need to remember that communication is not just the written word. Residents will need a variety of modes with a clear message that includes enough information to effectively convey the topic. Too much information in one message may cause the message to get lost in the words. Many factors (such as the size of the font used in printed material to the links on a web page to directional signs that make a venue easy to find) can affect the success of information reaching its target.

FROM OUR SURVEY: we learned about 59% of respondents were already retired and 40% were still employed either full or part time. Over 86% reported they spend at least some time each week volunteering. Residents were almost evenly divided on whether they thought information about services and resources to support aging were easy to find. The questions about finding information about community events and activities was answered in the same fashion. Over 38% said they relied on newspapers for information, followed by email and Facebook. No one used Twitter or text messages. About 3.8% reported they get their info from radio.

IMMEDIATE ACTIONS: We are in the process of designing a handout with important contacts for residents to hang by magnet in their homes. We have advocated with the City on behalf of the library for a change in ordinance to allow McArthur to have an electronic sign to inform all residents of events and activities. We have contacted the Courier to ask about their delivery practices in senior citizen housing throughout the City

See our [Strategy Chart/Action Plans](#) for further information and future plans.

Domain-Specific Strategy Chart/Action Plan

Domains: Civic Participation and Employment **Goals:** Assist older adults who want to find work or want to volunteer to be active, develop with Communication and Information various modes of communication to reach more citizens, encourage civic activities
Collaborating Organization(s): AFB, City, Heart of Biddeford, McArthur Library, SMAA, AARP, AFS, OOBFCF

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics	Outcome
Research Delivery of BSOOB Courier	Ron Gobeil, AFB	Research started	The Courier Biddeford Housing	No Financial, Volunteer time	Courier will deliver anywhere upon request	Each Complex may have different rules	Check back at key buildings for comments	None yet, in future this may help with notifications
Community Meet and Greets	AFB with 2 members each time	Spring-Summer 2019	Design Handout & Volunteer Form	Printing funds, cooperation of businesses	May need to choose alternate sites if some resist	We hope to set up at Reilly's, Hannaford, & McArthur	On site feedback & info collected on forms	Potential to become known and gather future volunteers
News Coverage & Releases	AFB with BSOOB Courier	On-going	The Courier and others' websites	No financial, remembering to ask by AFB	None anticipated	Cooperation by Courier, HoB, City, McArthur	Evaluation forms at events & feedback	Unknown yet Should be favorable
Posters and Flyers	AFB based on events	Prior to events	AFB to design and circulate	Printing expense and volunteer time	None expected	Downtown locations & Community Center and Churches	How well attendance is and evaluation forms	Potential to see how well we are reaching the population
Our own website	AFB with Peggy	2019	AFB design with help from teens	Cost of Go Daddy or other	None	Engage high school students	Feedback from public, poll data	Another mode of communication
Voter Assist	AFB with Rotary	Election Day	Rotary to supply	Canes, Walkers, and Wheelchairs	None unless City refuses	Saco Bay Sunset Rotary	Feedback from City and Public	Inclusion & Welcoming All Voters

Who is responsible for maintaining and updating information: AFB with Peggy aided by teen in community

COMMUNITY and HEALTH SERVICES

Domain 8 reminds us that at some time in one's life everyone gets hurt, get sick, or needs help. While it is important that good health care is available nearby, it is essential that residents of all ages can access and afford those services. The ease of knowing where to find services when needed is also addressed in this domain.

Community health and support services are vital for the health and well-being of older citizens and for residents of all ages. High quality and ease to find services and information are key to staying healthy and maximizing independence as we grow older. Everyone should have access to a primary care physician and to medical specialists. Preventative and maintenance programs that aim to give older adults tools to help maintain and improve their quality of life can empower older residents to take charge of their own physical health. Formal and informal recreational opportunities provide ways for all to socialize and stay fit. If you are healthy you are more likely to be active and engaged in civic and political life, to shop downtown, to spend time with friends and neighbors, as well as to volunteer and participate in programs, festivals, and other activities. Family and other care partners are less likely to have to miss work or withdraw from activities they enjoy if their loved ones are in the best health possible and enjoying life.

Older residents also need access to community support services. Programs that provide meals on wheels, access to food pantries, assistance with yard work, house maintenance and other chores, as well as legal, accounting, and hospice services, or where to turn for help during a natural or man-made disaster are important for aging in place as well as peace of mind as we age.

Another important aspect for age friendly communities to consider is to increase awareness of programs and services that exist and only create new ones where needed.

FROM THE SURVEY: it was noted that respondents say they go out most to run errands and that medical appointments take up the least amount of their time. Most residents reported that they get more of their information about services from the internet, followed by family and friends, and then doctors or health care providers. Very few rely on local non-profits for information. The services with the highest need was home maintenance help, followed by wellness and fitness classes, and then library services. Only one out of five said they were very likely to use the library, yet three out of five said they are not likely to use library services. More than 80% said they are not likely to use home delivered meals in the next five years. Almost 80% said they were not likely to use safety checks.

IMMEDIATE ACTIONS: We invited McArthur Library to speak at one of our monthly meetings and they produced a flyer for us specifically for the older residents. We helped facilitate a Community Discussion on Health Care event at UNE with AARP.

See our [Strategy Chart/Action Plans](#) for further information and future plans.

Domain-Specific Strategy Chart/Action Plan

Domain: Community and Health Services

Goal: Ease the knowing of where to obtain services when needed; partner with City services and local organizations on projects, program and activities for all ages.

Collaborating Organization(s): HoB, UNE, SMHC, McArthur, Adult Ed and 50+ Club, BPD, BFD, Churches and Food Banks, AFS, OOBFCFC, AARP

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics	Outcome
Rotary Loan Closet	AFB & Rotary	Immediately Completed	Medical Equipment	Advertising Communication	None except Insurance?	Saco Bay Sunset Rotary	Public Response	Public Response & Feedback
Healthy Conversations Seminar	AFB, AFS, OOBCHC, AARP, UNE	Completed	Provided by AARP	Provided by AARP	None	All Groups mentioned as well as public	Completed	Better communication for public
Personalized Health Insurance Reviews	AFB with Linda Lambert and Steve Murphy	Yearly	Volunteer	Coordinated with SMAA	None	AFB and SMAA	Much in demand, feedback from public positive	Individuals gain knowledge of health insurance best for them.
Health & Wellness Visits	AFB with BPD & BFD	Follow lead of both departments	Volunteers, Handouts, Evaluations	Printing Costs	None except scheduling	Biddeford Police and Fire	Immediate Feedback	Elders feel less isolated
AFB Support Drive	AFB	End of 2019	Development of Funding Approach	Examples of other AFCs	None, if unsuccessful, regroup	Develop relationships with local businesses	Donations received or future promises	Maybe yearly depending on success
Health Care Guide	AFB	2020	May already exist but may need reintroduction	Research needed & resources gathered	Time consuming volunteer time	All local resources mentioned above	Guidance & Feedback from Partners	To be determined
Topical Health Care Seminars	AFB with Linda and Peggy	TBD	Partners to develop topics	Research needed	Scheduling & cooperation	All Groups & Public based on need	Feedback then review	TBD

Who is responsible for maintaining and updating information: AFB with Linda, Steve and Peggy

AGE FRIENDLY BIDDEFORD PROJECTS and PROGRAMS

COMFORTABLY HOME

AFB is partnering with Biddeford Housing Authority, Habitat for Humanity, and UNE to provide FREE minor home repairs and basic safety changes to help older and/or disabled Mainers stay in their home. Call **207-282-6537** with questions on qualifications and to begin an application.

MONTHLY FOOD BOXES for SENIORS

AFB is introducing this USDA program to all residents 60+ or disabled. There is no income requirement. Please call **207-284-8520** with questions and to get an application. Food staples are boxed monthly and you can pick yours up at the New Life Church in Biddeford.

FREE MEDICAL EQUIPMENT CLOSET

AFB has a wonderful resource for anyone, any age, any income, who needs any kind of medical equipment available. It is **FREE** just for the asking! Call Dennis from Saco Bay Sunset Rotary at **207-468-0443** with your request.

MUSIC IN THE PARK

AFB is coordinating with the Heart of Biddeford this year on their annual **FREE** summer concert series. Stop by and pick up a poster of the 8 different dates and their locations. Concerts are spread out among four different parks this year with the hope more folks will attend.

AGE FRIENDLY BIDDEFORD at the HEART of BIDDEFORD

205 Main Street Suite 103 Biddeford ME 04005
207-284-8520 agefriendlybiddeford@gmail.com



LIVABLE COMMUNITIES
Great Places for All Ages



age-friendly
BIDDEFORD

Community for All Ages

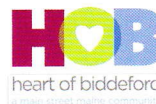
We are an independent, all volunteer, group introducing programs and projects to create a more livable community connecting those growing up with those growing older.

AARP
Age Friendly Communities



Our goals are: (1) to create programs and projects that will benefit you, (2) to make the City more aware of your needs and wants, and (3) to bring all ages together in mutual respect and understanding.

We pledge to listen to you ~ to increase awareness ~ improve communications ~ advocate for you ~ to make Biddeford a lifelong home for all who wish to live here.



MONTHLY FOOD BOXES for SENIORS

AGE FRIENDLY BIDDEFORD is presenting this offer for a FREE monthly supply of food staples to anyone aged 60 and older. There is no income requirement. Ask for an application and get started today!



SAMPLE of ITEMS

This wonderful program is offered by USDA, managed by the Wayside Food Program in Portland, and distributed locally at the New Life Church on Alfred Street in Biddeford. This offer is per person, not per household.

Each individual can fill out a separate application to qualify. Your box will contain approximately 30 pounds of food staples with a 2 pound block of cheese. The volunteers will place your box directly in your car so there is no lifting involved. You can even designate someone to pick up for you.

AGE FRIENDLY BIDDEFORD at the Heart of Biddeford

STOP by or CALL for an Application

205 Main Street Suite 103 Biddeford ME 04005
207-284-8520 agefriendlybiddeford@gmail.com



LIVABLE COMMUNITIES
Great Places for All Ages



MEDICAL LOAN CLOSET

AGE FRIENDLY BIDDEFORD is pleased to introduce you to a great opportunity to have medical equipment available FREE for you and your family.

Through the generosity of Dennis and Mary Beth Robillard from Saco Bay Sunset Rotary many different medical equipment items are available to you and your family at no cost. Please call **207-468-0443** for specifics and the best time for you to pick up what you need.



Rotary  **Loan Closet**
Saco Bay Sunset

We have the following items for loan at no cost:

Crutches	Cane
Walker	Rollator Walker
Wheelchairs	Portable Commode
Shower seat	Transfer Lift
Grabber	Transfer chair
Hospital bed	Knee Walker
Digital Blood Pressure Machine	
Quantities limited on some items	

For More Information
Mary Beth Robillard
207-468-6454 or
Dennis Robillard
207-468-0443

AGE FRIENDLY BIDDEFORD at the Heart of Biddeford

205 Main Street Suite 103 Biddeford ME 04005
207-284-8520 agefriendlybiddeford@gmail.com



LIVABLE COMMUNITIES
Great Places for All Ages





Community for All Ages

AFB RESOURCE GUIDE

Emergency (Ambulance/Fire/Police)	911
Non-Emergency (Crisis Help/Advice)	211
Maine Relay (Adult Protective Services)	711

CITY RESOURCES

Age Friendly Biddeford	207-284-8520
Adult Education	207-283-3883
City Hall	207-571-0700
Fire (non-emergency)	207-282-6632
50+ Club	207-282-5005
Heart of Biddeford	207-284-8520
McArthur Library	207-284-4181
Police (non-emergency)	207-282-5127
Post Office	207-283-8565
Southern Maine Health Care	207-283-7000

OTHER RESOURCES

AARP Maine	866-554-5380
Alzheimer's Association	800-272-3900
Central Maine Power	800-750-4000
Child Abuse 24/7 Helpline	800-452-1999
Elder Abuse 24/7 Helpline	800-624-8404
Maine Senior Guide	207-232-7847
Maine Water	207-282-1543
Poison Control 24/7 Helpline	800-222-1222
SMHC Addiction/Mental Health	207-283-7660
Sexual Assault 24/7 Helpline	800-871-7741
Southern Maine Agency on Aging	207-396-6500
Suicide Prevention 24/7 Helpline	888-568-1112

Watch for our expanded Resource Guide on-line at
heartofbiddeford.org/agefriendlybiddeford



(Special thanks to these sponsors for making this guide possible)

When you call **AFB**, our **Community Helper** volunteers will set up an appointment to meet with you so we can decide if your project is something we can do.

*(This is not a complete list, just some examples. Please call us at **207-284-8520** with questions on whatever you need.)*

FREE services would be simple home maintenance chores like moving furniture, hanging pictures or mirrors, removing/installing air conditioners, screens, storm windows, putting out or away summer furniture, hauling trash and clearing clutter, gardening and lawn care, etc.

FREE minor repairs might be changing light bulbs or batteries in smoke detectors, installing locks or repairing/replacing door handles and closures, etc.

LOW COST home improvements can be work done at no cost to you as long as you can pay for the supplies needed if they are not available to us for free. Examples would be: installing night lights in hallways, installing non-skid mats or strips in bathrooms or on steps, replacing faulty handles and knobs, installing dead bolts or chain locks, installing lever style handles on doors, minor repairs to walls, floors, and things around the house, etc.

REFERRALS can be arranged if it is determined a professional is needed to help you.

It is important to remember: Community Helpers are all volunteers. We are not licensed electricians, plumbers, or building contractors.



AFB Community Helpers

Here at **AGE FRIENDLY BIDDEFORD**

we feel everyone needs a little help from their friends from time to time. AFB will work with you to find ways to make your home safe and comfortable so that you can stay at home for as long as you choose to be there.

We are all volunteers, partnering with other local volunteer groups to provide you with **FREE** services for simple tasks, **LOW COST** home improvements if you need us to purchase new products, and/or **REFERRALS** to reliable licensed contractors who can work for you on major projects.

Turn over this card to see what we can do for you. Give us a call. Set up an appointment. It is our mission to provide you with the help you need!



**Community for All Ages
at the Heart of Biddeford**

205 Main Street Suite 103 Biddeford ME 04005
207-284-8520 agefriendlybiddeford@gmail.com



SOUTHERN MAINE

Beach Profile

MONITORING PROGRAM



342 Laudholm Farm Road

Wells, Maine 04090

207-646-1555 x115

Beach Profile
Monitoring Advisory
Committee

Beth Bisson
Maine Sea Grant

Paul Dest
Wells National
Estuarine
Research Reserve

Stephen Dickson
Maine Geological
Survey

Robert Foley
S.O.S. Maine

Kristen Grant
Maine Sea Grant

Kathleen Leyden
Maine Coastal Program

Thomas Long
Southern Maine
Community College

Jacob Aman
Maine Sea Grant

October 16, 2019

James Bennett, City Manager
City of Biddeford

Dear Mr. Bennett,

On behalf of the Southern Maine Beach Profile Monitoring Program Advisory Committee, I want to thank the City for supporting the monitoring over the past year.

Thanks to the City's backing, Maine Sea Grant has been able to provide data oversight as well as volunteer management services to six, community-based beach monitors working on Fortunes Rocks beach, and we hope to re-establish a tradition of beach profile monitoring in Biddeford.

The beach profile monitoring program's data is comprehensively analyzed and interpreted every two years by Maine Geological Survey (MGS). The findings are summarized in the biennial *State of Maine's Beaches* report by MGS. The 2019 report can be viewed at https://digitalmaine.com/mgs_publications/570/

A caption from the report section on Fortunes Rocks beach is provided below:
Dry Beach Change (2017-2018)

West – The dry beach from 2017 to 2018 generally decreased at the southern end of the beach (near profiling line FR04). The Dry Beach Width generally grew along the natural dune section of the beach, but near profiling line FR03, the dry beach was slightly narrower than in 2017. Along this stretch the wall dry beach change averaged 8.6 feet, while the natural dune averaged 12.7 feet.

East – The dry beach lost about 10 feet along the wall section to the east. Eastward, the dry beach generally increased around 20 feet, with some pockets of beach width loss. Along this stretch the wall dry beach change averaged -0.3 feet, while the natural dune averaged 11.1 feet.

These results were also shared at 2019 The Beaches Conference. Documentation of the entire conference can be found at <https://seagrant.umaine.edu/extension/the-beaches-conference/2019-beaches-conference-program/> including a presentation by Peter Slovinsky of MGS on beach profiles.

Also, you, your staff, and community members can view and graph beach profiling data directly at www.seagrant.umaine.edu/extension/beach-profile-monitoring/data.

In addition to the data use in the development of *The State of Maine's Beaches* report, the data are also routinely used in beach management applications such as:

- the design of dune restoration plans,
- evaluation of replacement seawall options and beach nourishment efforts,
- in the assessment of accelerated erosion and investigations of new erosion mitigation

- technologies,
- during review of Natural Resource Protection Act permit applications,
- and referenced as one of the few data sources that could be used to monitor proposed beach nourishment by the Army Corps of Engineers, to name a few.

In 2020, we will begin our 21st year of the program and continue to be the longest-running, volunteer beach profile monitoring program in the country. This longevity provides for a robust data set that becomes more valuable as time passes, since erosion can only be effectively tracked through the long-term trends that are now available through our data set. We hope to establish this long-term tradition of beach profile monitoring in Biddeford.

Therefor it's our intent to provide long-term data into the future and sustained funding is needed to meet that goal. The program is primarily funded by contributions from the participating municipalities on fee-per-beach basis. For the coming fiscal year (July 1, 2020 – June 30, 2021), this fee will be \$1000.

To summarize, we respectfully request a contribution of \$1000 from the City of Biddeford for monitoring at Fortunes Rocks beach in the coming fiscal year. In an effort to align with the City's fiscal year schedule, a statement will be sent in April, 2020 under separate cover from the University of Maine's bursar's office. Please contact me at kngrant@maine.edu with any comments or questions.

Across Southern Maine, beach profile monitoring can help us relate localized erosion to large-scale processes taking place along the coast, thereby helping us to make informed beach management decisions. We hope the City of Biddeford will view the municipal expenditure of \$1000 for profiling services for the upcoming year as a sound investment in the future. Thank you for joining with us to make beach profile monitoring a lasting effort.

Please contact me with any further questions or comments and thank you again for your consideration.

Sincerely,



Kristen Grant, Program Manager
Maine Sea Grant and
University of Maine Cooperative Extension



January 24, 2020

James Bennett
City Manger
City of Biddeford
205 Main Street
Biddeford ME 04005

Dear Mr. Bennett and Budget Committee,

Attached you will find a budget request from the Biddeford Mills Museum for FY21.

The Biddeford Mills Museum is requesting assistance from the City in the amount of \$10,000. We are an important and viable cultural organization in Biddeford with a unique mission. We are an all-volunteer group and truly need help to continue our mission, maintain our new exhibit spaces, and increase our educational programming.

Biddeford Mills Museum became a recognized 501c(3) organization in 2012, but had its roots even earlier. Shortly after the last mill ceased operating in 2009, a group of volunteers formed a Steering Committee and began to gather artifacts from the mills, working with the Pepperell Mill Campus management with the long-term view of forming a museum. PMC has always been very supportive of our stated mission to preserve the rich heritage of the Biddeford Mills for the community at large in honor of all who worked here.

We have archived a large collection directly from the mills and continue to receive donated items from former workers and their families. We have a collection of ledgers that date back to the founding of the Saco Water Power Company in 1837. We have recorded nearly 50 oral histories thus far of former mill workers and others.

The past year was quite a significant one for the Biddeford Mills Museum:

- In March 2019, we completed a major exhibit, "Driving Innovation in Maine", at 40 Main Street in partnership with the Maine Historical Society.
- In November 2019, we opened our own museum gallery in the Pepperell Mill Campus Building 18, Unit 108, where we are open to the public 12 hours a week.

We have been providing historic mill tours since 2012, and to date, have led over 3500 visitors through the buildings and grounds. Local school children are always excited to see "inside" the great brick walls. Many of our visitors share their own family connections to the mill, often a father or grandparent who was employed here.

This past summer, we had a group of young students from Latvia who were learning about the history of manufacturing in Maine and in the past, another group from Stanford University who were students of early architecture. We were also pleased to host the Biddeford School art teachers for a tour as they considered all the possible ways to bring history and art together.

We were recognized in 2017 with the Maine Governor's Conference on Tourism's Originality Award and have received an extensive amount of positive media coverage over the years.

We have continuously been active within the community, with events such as:

- Mill veteran bean supper gatherings;
- Installation of the unique exhibit of the Corliss Steam Engine at 40 Main Street;
- The restoration and re-dedication of the Pepperell Mill WWII Honor Roll plaque on Main Street;
- Working with the Biddeford Center of Technology staff and students on a variety of projects.

We have done all of this primarily with tour revenue as well as project-specific donations and grants. We are very hopeful that the City can recognize our value and contribute to our mission with our request this year. The organization, Americans for the Arts, estimates that nationally, every dollar spent on arts and cultural activities generates an additional \$1.60 in economic activity. Biddeford Mills Museum helps to maintain a dynamic downtown economy.

As we celebrate the Bicentennial year of Maine's Statehood, we are excited about our own growth during this past decade. My fellow Board Members and volunteers look forward to being able to meet with the Budget Committee and speak to any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "Dorothy Mathes". The signature is written in dark ink and is positioned above the printed name and title.

Dorothy Mathes
Treasurer

Biddeford Mills Museum FY20-21 Budget	
Expenses	
Collections, Services and Exhibit Production 18-108 space	
Fixtures	\$ 1,000
Lighting	\$ 100
Storage	\$ 800
Graphics (New Exhibit)	\$ 250
General Operating	
Advertising	\$ 1,000
Wifi (\$65/mo)	\$ 780
Office & Supplies Archival Supply	\$ 250
Promotional / Printing	\$ 1,500
Special Events and Programs	\$ 500
Website Maintenance	\$ 640
Computer Hardware / Other Equipment	\$ 250
Phone (Verizon - \$30/mo plus start-up)	\$ 460
Professional Memberships/Associations	\$ 640
Promotional Merchandise	\$ 1,000
Volunteer Development	\$ 250
General Overhead	
Rent 18-108 (\$1050/mo)	\$ 12,600
General Liability: Patriots	\$ 796
Management Liability: Westchester	\$ 633
Administration (including corp filings etc)	\$ 750
Total Expenses	\$ 24,199
Membership	\$ 4,500
Tours	\$ 8,000
Outreach / Presentations	\$ 500
Promotional Products	\$ 500
Donations	\$ 670
Total Income	\$ 14,170
Budget Subtotal (Income less Expenses)	\$ (10,029)
City of Biddeford	10,000

By the Numbers 2020

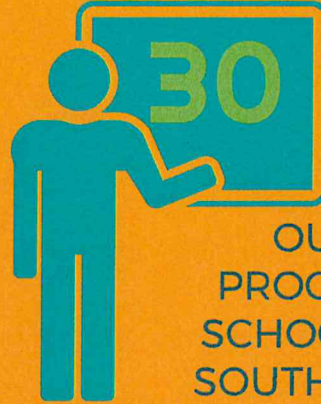


**BIDDEFORD MILLS
MUSEUM**
BIDDEFORD, MAINE



9

YEARS IN OPERATION



OUTREACH
PROGRAMS AND
SCHOOL TOURS IN
SOUTHERN MAINE

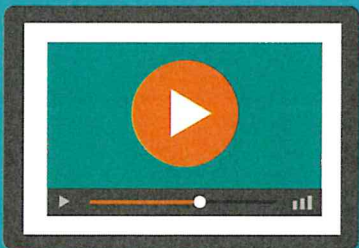
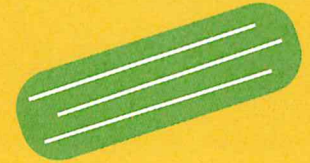
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ACTIVE
VOLUNTEERS

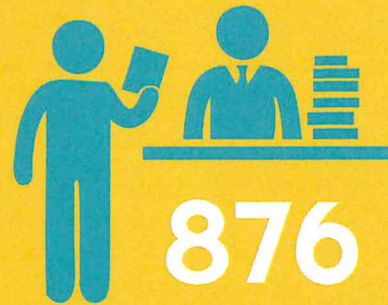
CRIBBAGE
BOARDS
MADE
FROM MILL
FLOORING

594



43

ORAL HISTORY
VIDEOS RECORDED



876

ITEMS CATALOGED IN THE
ARCHIVES

3,510



PEOPLE WHO HAVE
TAKEN A MILL TOUR



Engine's mission is to connect and inspire our community through art, design, and education.

January 20, 2020

Attn: Cheryl Fournier, Finance Director Cheryl.Fournier@Biddefordmaine.org

To City Manager, and City Council:

Engine respectfully requests \$15,000 for fiscal year 2020-2021 as the organization turns ten this year. Engine's approved 2020 operating budget is \$223,348. Funds would be used for two purposes 1) \$10,000 to support operations and 2) \$5,000 as match funds for the Maine Arts Commission Planning Grant.

Below, we lay out the rationalization of why Engine would be a good investment for the City of Biddeford:

1) Operations Support: According to the Americans for the Arts Prosperity Report¹, attending an arts event generates more expenses than just the price of admission: attendees frequently go out for a meal, pay for parking, babysitting, maybe drinks after. The typical attendee spends \$31.47 each. Out-of-towners and tourists spend even more on lodging, and hopefully that's local lodging. This is good for local business and the local economy. Based on these numbers, Engine's local economic impact from events alone is estimated at over \$141,000.

Our programmatic budget is \$146,583 for 2020. We are projecting \$171,600 of programmatic income, an ambitious 27% increase over last year's actual income of \$135,373 mostly due to being able to sublet artist studios in our current location. Programmatic revenue flows from fee-based events and education, sales of product from our Compass Project, artwork, craft retail shop, as well as ticketed fundraising events, and sponsorship.

Engine currently leases a 6,000 square foot space at 163 Main Street where, in 2020, we will:

1. Host nine exhibitions that will bring 1000 people into the downtown;
2. Present artist talks, music, movies, and community gatherings;

¹ Americans for the Arts Prosperity 5 Report
<https://www.americansforthearts.org/by-program/reports-and-data/research-studies-publications/arts-economic-prosperity-5>

BOARD OF DIRECTORS

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 Christy Bergland • Stephen Burt • Rick McCabe • Rob Tillotson

BOARD OF ADVISORS

Stephen Abbott, Board President Emeritus • Joshua Bodwell, Founding Board Member • Candace Karu
 Caleb Johnson • Don Furman



Engine's mission is to connect and inspire our community through art, design, and education.

3. Run seven vacation arts/tech/design camps and five theater programs that will serve 160 youth ages 8+;
4. Deliver three in-school boat building programs to Biddeford middle and high school students;
5. Operate 11 affordable artist studios;
6. Soft-launch our new IGNITE entrepreneurial incubator Q3 2020 to support design-based businesses;
7. Offer our makerspace to community members.

Outside of our walls, we will produce two major free community events, September's Friday night Block Party (formerly known as Fringe Fest) and the 3rd Annual York County Maker Faire which brought a total of 3500 people into our downtown, as well as coordinate the Biddeford ArtWalk, now in its 12th year. We brought two major murals to the downtown this year as well, enlivening our community with public art. Our events couldn't happen without the help of 15 community volunteers. We host school community service days and internships for high school, UNE, USM, and MECA college students as well.

In tandem to Engine's yearly programs, Engine's staff has been spearheading the Marble Block project, the redevelopment of a 20,000 historic building on Main Street, with the vision to turn the building into a vibrant center for art, design, and innovation. While progress is slow and grant/fundraising dependent, major strides have been made in 2019 and early 2020 including a re-activated sprinkler system and the completion of the second floor abatement with a \$200,000 EPA Brownfields cleanup grant. We are actively seeking a development partner and, now that the real estate market has improved dramatically, we are confident that 2020 is the year that we resolve this project.

Funds from City of Biddeford municipal services will be used to support operations and its staff of 1.75, allowing Engine to continue delivering its high-quality programs and events that result in a valuable economic impact and can be leveraged into higher revenues and private foundation grants.

2) Leveraging match funds: Engine would like to restrict \$5000 of its municipal services funds, if awarded, as a cash match for a Maine Arts Commission \$10,000 Planning Grant. The planning grant would be used to update a 12-year old cultural plan that is required for Biddeford eligible for a 3-year \$75,000 implementation grant. The cultural plan would create a roadmap for the Biddeford Cultural Coalition's (BCC) joint efforts in engaging our diverse community in our rich history and bright future. The Biddeford Cultural Coalition members are Engine, Heart of Biddeford, McArthur Library, La Kermesse, Biddeford

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Caleb Johnson • Don Furman



Engine's mission is to connect and inspire our community through art, design, and education.

Historical Society, Biddeford Cultural and Heritage Center, Genealogical Society, Biddeford Mills Museum, and subcircle Dance Residency.

Funds from the City of Biddeford will be leveraged—doubled, actually—into a valuable tool that will again be leveraged for even bigger impact.

We hope you see the work Engine is doing as having a valuable economic impact in addition to creating a healthier, more engaged, more beautiful and vibrant community.

Sincerely,

Tammy Ackerman
Executive Director, Engine
207-494-7125

Engine is a 501(c)(3) charitable organization based in Biddeford.

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PROPELLING THE CREATIVE COMMUNITY

ENGINE

727

PROPELLING THE CREATIVE COMMUNITY

ENGINE IS A CATALYST FOR TRANSFORMATION

Based on Main Street in a revitalizing Biddeford, Engine is a multi-faceted arts and educational anchor.

Founded in 2010, Engine sprang from the idea that arts are viable pathway to economic and community revitalization. After the last mill closed, and before the first coffee shop and brewery landed in Biddeford, Engine was working to infuse energy into the downtown through the arts. The organization brought visitors into the downtown and supported the local community through its exhibitions, events, and education programs..

Engine has worked to attract artists and creative businesses, and to build connections within the community. Creating space for creativity has, and will continue, to benefit Biddeford by creating a vital, culturally-rich, connected community.

Commerce follows culture.



**ENGINE'S MISSION IS TO
CONNECT AND INSPIRE OUR COMMUNITY
THROUGH *ART, DESIGN, AND EDUCATION***



"When I was thinking about where to start my business, Engine was a big draw. It showed me that Biddeford was a vibrant, community-oriented town."

-Ian McConnell, Founder,
Banded Brewing

ENGINE FOSTERS THE CREATIVE ECONOMY

Engine fosters economic development in Biddeford by:

- Providing educational opportunities that will build a skilled workforce to serve current and prospective employers through its FabLab internships
- Providing affordable studio space to artists and designers
- Creating opportunities for entrepreneurs to network
- Providing a retail outlet in which to market handcrafted product for Maine's cottage industry of makers
- Cultivating a robust, active, and attractive community that assists in recruitment efforts, serving the needs and wants of business stakeholders
- Engine provides access to creative resources to support youth, entrepreneurs, artists, and community members pursuing creative interests.
- Engine fosters incubation and innovation in its FabLab and the IGNITE accelerator.



"Engine has been an incubation space to explore the next step in taking design into my own hands. After 15 years designing home products for other brands, my studio at Engine and the support of the Engine community has allowed me to start exploring my own designs to be made locally."

-LAUREN RUDY, DESIGNER



ENGINE'S LOCAL FOODS LOCAL PLACES GRANT FROM THE ENVIRONMENTAL PROTECTION ADMINISTRATION HAS SPURRED THE BEGINNINGS OF A LOCAL FOOD CO-OP AND OTHER FOOD AND CULTURE RELATED INITIATIVES

"Engine has given me the opportunity to teach others and learn new things in the process. This has allowed me to be hired by Northeastern University to build their fabrication lab in their Bouve School of Health Sciences. Health Sciences is an area that I believe I can impact."

-JACK CARDIN, FABLAB@ENGINE
student-intern-turned-entrepreneur

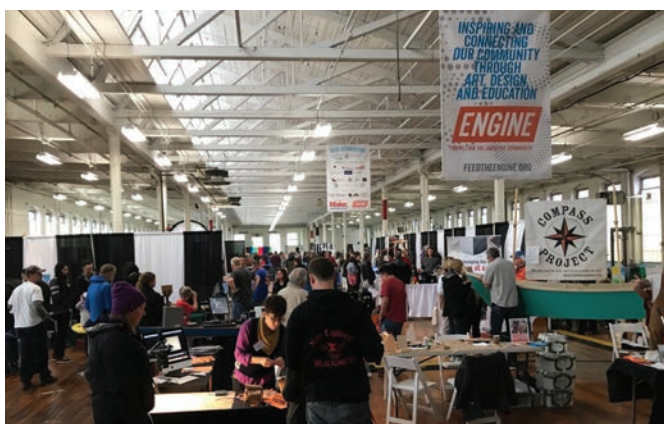
***ENGINE CONNECTS AND INSPIRES** OUR COMMUNITY*



A community with many cultural resources has higher civic engagement, more social cohesion, higher child welfare, and lower crime, and lower poverty rates. People are healthier, better educated, and safer overall.

Engine creates opportunities for people to connect, to understand each other better, to feel empathy, and to be inspired.

Engine believes that creativity not only impacts individuals but transforms communities.



**5000+ VISITORS ATTRACTED TO
DOWNTOWN BIDDEFORD ANNUALLY**

**2000+ ATTENDEES AND 70 MAKERS AT
ENGINE'S INAUGURAL YORK COUNTY
MINI MAKER FAIRE IN 2018**

**65+ EXHIBITIONS FEATURED IN
ENGINE'S GALLERY SPACE SINCE ITS
FIRST EXHIBITION IN 2012.**

9 EXHIBITIONS ANNUALLY.



***"Engine is an essential community
and economic development partner,
creating vibrancy in downtown
Biddeford through inclusive, arts-
related programming and events."***

*-Delilah Poupore, Executive Director of the
Heart of Biddeford Main Street Program*

ENGINE HELPS YOUTH AND ADULTS DISCOVER THEIR CREATIVITY

Engine's focus on education comes from the belief that empowering makers of all ages results in a more agile, resourceful community as a whole and is a pathway for enrichment and success for individuals.

Our youth programs are highly accessible because of our sliding scale policy. We make this possible because of community and corporate support.

Our adult programs include enrichment opportunities like painting and drawing but also explore process-to-product through mold making, life casting, 3d printing, and more.



**50% OF YOUTH PARTICIPANTS USE OUR
PAY-WHAT-YOU-CAN SLIDING SCALE**

**400+ YOUTH SERVED ANNUALLY
THROUGH ALL OUR PROGRAMS**

**300+ YOUTH SERVED BY OUR IN-
SCHOOL PROGRAMS THROUGH THE
COMPASS PROJECT**

**100+ ATTENDEES ATTEND OUR 7
S.T.E.A.M. CAMPS AND AFTER SCHOOL
PROGRAMS**



ENGINE IS A SPACE WHERE IDEAS ARE BORN IDEAS ARE MADE IDEAS ARE SHARED

Engine has established a creative space, right on Biddeford's Main Street and visible to the community, where makers-designers, and artists-can access affordable studio space to make or even collaborate with other creative minds.

Engine provides the tools of the trade that help makers realize their ideas.

And, we celebrate makers in our flex space where we launch exhibitions and host events, building awareness of the power of art and design within the Biddeford community.



OUR AMENITIES:

FLEX SPACE FOR EVENTS AND PERFORMANCES

EXHIBITION SPACE

AFFORDABLE STUDIOS

MEDIA LAB WITH SIX IMAC COMPUTERS

FABLAB WITH DIGITAL FABRICATION CAPABILITIES (CNC ROUTING, VINYL CUTTING, MILLING)

STOP ACTION ANIMATION STUDIO

SCREEN PRINTING STUDIO

CLAY FACILITY

WOODWORKING SHOP

METALWORKING FACILITY

BLACK & WHITE DARKROOM

CREATIVITY, COMMUNITY AND THE FUTURE

*ENGINE ENVISIONS A COMMUNITY
AND ECONOMY WHERE ART, DESIGN, AND
EDUCATION ARE VALUED, INTEGRATED,
AND CELEBRATED*

HOW CAN YOU GET INVOLVED?

Engine can achieve its vision with your support. Join as a member. Make a gift. Give of your time. Lend your expertise. Become a corporate partner. We look forward to hearing from you.

THANK YOU.

OUR FAMILY

COMPASS@

ENGINE

DARKROOM@

ENGINE

FABLAB@

ENGINE

HANDMADE@

ENGINE

*COME
SAY HELLO.*



PROPELLING THE CREATIVE COMMUNITY

MAILING: PO BOX 1681 • BIDDEFORD ME 04005
207-370-9130 • DIRECTOR@FEEDTHEENGINE.ORG

THE MARBLE BLOCK

A CREATIVE HUB FOR DOWNTOWN BIDDEFORD'S FUTURE



Engine has a unique opportunity to establish a creative anchor, right on Main Street, in the heart of downtown Biddeford.

Formerly a Renys department store, the 20,000 square foot historic Marble Block was donated to Engine in 2011 by the Reny family. The family recognized the importance of Engine's mission to revitalize downtown Biddeford and the surrounding community by focusing on the arts and creative entrepreneurialism.

Engine's goal is to create a mixed use center of art, design, and innovation that incorporates green energy and local food as well.

We are focusing on Phase 1 of the project, to move Engine into the storefront by January 2020. A National Endowment for the Arts Our Town grant will allow us to continue work with our architect of record NADAAA.com to design the space. We need to raise \$600,000 in order to achieve this goal.

For more info go to themarbleblock.org or contact Tammy Ackerman at director@feedtheengine.org, 207-370-9130.



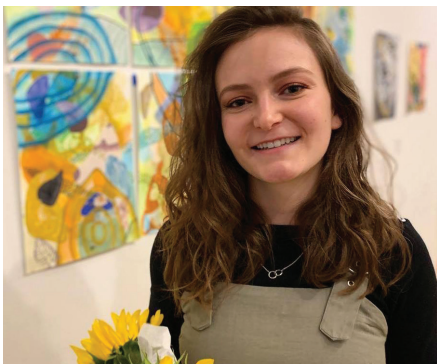
FEEDTHEENGINE.ORG

ARTS@FEEDTHEENGINE.ORG • [207] 370-9130

WHO IS BEHIND ENGINE?



TAMMY ACKERMAN
FOUNDER / EXECUTIVE DIRECTOR



KAITLIN THIBEAU
ADMINISTRATIVE ASSISTANT

Engine runs with a dedicated and lean staff of talented and passionate individuals that help deliver our programs and events each year. Without our staff, Engine couldn't be the catalyst it is today.



DREW CHAMBERS
YOUTH PROGRAM MENTOR & MANAGER



TINA JOHNSON
NOC DARKROOM MANAGER

INTERNS

Engine supports 2-4 interns each semester from area universities and high schools, providing valuable resumé-building experience in nonprofit administration, exhibition management, digital fabrication operation, and marketing.

VOLUNTEERS

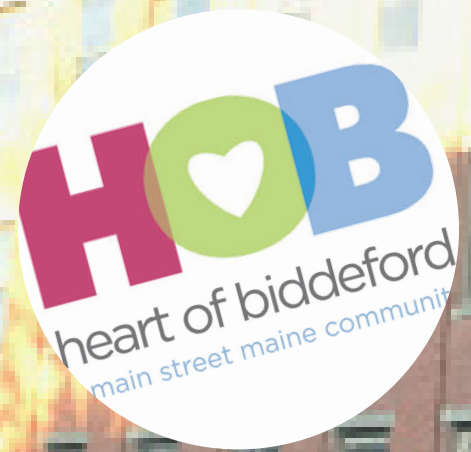
Engine thrives by cultivating volunteers to help with day-to-day operations and special events including Fringe Fest and York County Mini Maker Faire.

PARTNERSHIPS

Heart of Biddeford
City of Biddeford
BLAST After School program
Biddeford Public Schools
Biddeford Alternative Pathways
Habitat for Humanity Kennebunk
Thornton Academy
Saco Middle School

OUR BOARD

Rob Tillotson, President
Celia Johnson McConnell,
Secretary/Vice President
Peter Montano, Treasurer
Christy Bergland
Stephen Burt
Stephanie Edwards
Rebecca Gabryszewski
Scott Godley
Jennifer McArthur
Don Pilon



Heart of Biddeford FY21 Request for Support

FY21 Request

As we plan for FY21, our funding request reflects increased staff time to keep pace with expanded programming and partnerships; expected fluctuations in available grant funds; and the anticipated increase in general costs of operations. HoB remains committed to providing an exceptional return on the City's investment and we look forward to another successful year of working to promote and raise the visibility of our downtown and our community.

OPERATING, EVENT AND MARKETING

-Operating support enables HOB's staff to engage in community development, volunteer engagement, economic development, marketing, and event planning.

-Marketing support enables HOB to increase engagement with the entire Biddeford community as well as with visitors in our region and out of state.

-Event support covers a portion of the contract labor for the free events: River Jam Festival, Downtown Holiday Festival, UNE's "First Night" on Main Street, and Music in the Park.

Total Request

\$47,500

**Plus Space
Rental**

Biddeford's Contribution to HOB is a \$1 : \$6.20 Investment

During FY20... For each \$1 the City of Biddeford invested in Heart of Biddeford, Heart of Biddeford reinvested \$6.20 back into Biddeford.

Marketing

- Sent 50 weekly HOB Newsletters to 2500 people.
- Used 3 Social Media platforms to promote events and information.
- Conducted trend surveys during Restaurant Week; shared results with businesses..
- Continued "UNE Welcome Downtown" discount program.

Events

- Attracted 10,000 people downtown to enjoy or rediscover Biddeford during HOB events.
- Hosted 8 weeks of Music in the Park, River Jam Festival, Restaurant Week, Memorial Day Parade, Veterans Day Parade, Downtown Halloween, UNE Day of Service, and Downtown Tree & Menorah Lighting.
- Supported events such as La Kermesse's Block Party, WinterFest and the Bacon Street Festival.

Grants/Contests

- Implemented first half of the grant to restore the city hall clock.
- Awarded operating grants from Sewall (\$20,000) and Cohen (\$10,000) Foundations, \$5000 grant for Music in the Park from Onion Foundation, \$1500 Adopt-a-Park grant from NE Grassroots Environment Fund, \$1000 Community Engagement grants from Walmart and from ME Humanities Council, and \$7500 from Horizon Foundation.
- Garnered Top 25 finish in LevittAMP contest.

Partnerships

- Worked with BMS and UNE on Days of Service.
- Raised \$800 for Seeds of Hope.
- Managed volunteerism, valued at \$128,000.
- Served on three city committees, and School Department committee.
- Facilitated two-city Restaurant Week and Entrepreneurship Week.

Small Business Support

- Hosted monthly Entrepreneurs Group and Entrepreneurship Week.
- Served as resource for prospective and existing business and properties owners.
- Created Restaurant Week, Sidewalk Sale, and Holiday Happenings marketing opportunities.
- Continued to manage MainStreetMaine.org tourism marketing.

Beautification

- Collaborated with La Kermesse on holiday lighting, with new features.
- Coordinated Adopt-a-Park.

It All Adds Up

Grant awards:	\$45,000
Volunteer value:	\$128,000
Staff time:	\$45,000
Charity event:	\$800
Business contrib.	\$14,700
Individual contrib.	\$14,800

TOTAL \$248,000



October 15, 2019

James Bennett, City Manager
City of Biddeford
P.O. Box 586
Biddeford, ME 04005

Dear James,

Every day, LifeFlight answers calls for help from local ambulance services, fire departments and hospitals. Whether seriously injured in an accident or suffering from a critical illness in a small community hospital, these patients desperately need lifesaving care that can only be found at a faraway medical center. We rely on financial support from towns across Maine (214 and counting) to help us meet this growing need. Widespread support also helps us leverage major grants.

Since 1998, 93 Biddeford residents have been cared for by LifeFlight with 8 in the past year. Since the beginning there have also been 2 scene calls - where LifeFlight has landed directly in your town, not at the hospital, to support local EMS caring for a critical patient.

Each year, LifeFlight reaches out to towns throughout the state to help support our mission of caring for Maine. LifeFlight provides a variety of services to your community and citizens, including:

- Direct scene response when called by EMS and Fire/Rescue agencies
- Transport of critically ill or injured patients already in a hospital that need specialty care
- Access to very specialized care and organ transplantation – going as far as Durham, North Carolina and Cleveland, Ohio
- Mutual aid for disaster events such as the recent tragedy in Farmington
- Clinical education for EMS providers
- Helping to build aviation infrastructure. In Biddeford we have helped to implement a GPS approach (for navigation), and a helipad at Southern Maine Medical.

Over the past twenty years LifeFlight has cared for more than 27,000 patients, and the need for this service continues to grow. Requests are up 11% in the last year due to Maine's demographics, changes in stroke and cardiac care, and changes in services at our community hospitals. To meet this need, LifeFlight staffs teams at our bases in Sanford, Lewiston, and Bangor using 3 helicopters, a fixed wing airplane, rapid response vehicles, and specialized ground ambulances. Together these teams care for Maine by clinically supporting the work of your local EMS, Fire/Rescue, and hospital providers in a 24-hours-a-day, 365-days-a-year partnership.

LifeFlight takes care of all patients regardless of location, insurance status, or the ability to pay for the cost of care. In Fiscal Year 2019 LifeFlight provided \$2.2 million of uncompensated care. A nonprofit charity, LifeFlight of Maine is among the most efficient providers of critical care air medical services in the country, with the lowest costs and charges in New England while maintaining the highest levels of safety and clinical performance.

In a serious emergency, every minute counts. In meeting Maine's need for critical care, every town's participation counts. I hope Biddeford will consider a donation of \$2,000 this coming fiscal year (a rate of \$.09 per capita). Funding from the towns in Maine is used strictly for the aircraft replacement fund, and medical and safety education for EMS and Fire/Rescue providers.

We have attached background information and our financial summary from Fiscal Year 2018. Please contact Victoria Bathgate at The LifeFlight Foundation at 207-230-7092 or vbathgate@lifeflightmaine.org with any questions. If additional information or a specific town application form is required with this request, please let us know.

Sincerely,



Thomas Judge
Executive Director
LifeFlight of Maine and LifeFlight Foundation

P.S. If a past request was recently approved and an invoice is required, please contact us so we may submit the invoice.

LifeFlight to Biddeford - Facts and Frequently Asked Questions

- **LifeFlight is a private non-profit charity with a public mission.** We care for all patients regardless of insurance status or ability to pay for care. In FY2019 LifeFlight provided \$2.2M of care to patients without insurance.
- **LifeFlight serves all of Maine** — 24/7/365 with helicopters based in Bangor, Lewiston and Sanford, a fixed-wing airplane based in Bangor, rapid response cars to support EMS, and specialized ground ambulances.
- **2237 patients were LifeFlighted in FY19** from 117 communities, islands, and unorganized townships— about 1 patient every 4 hours. LifeFlight has cared for more than 27,000 patients since the first flight on September 29, 1998 from our bases in Bangor, Lewiston, and Sanford.
- **How is LifeFlight funded?** LifeFlight operates much like a hospital emergency department, taking care of all patients and billing insurance companies. We work with all major payers including Medicare, MaineCare and commercial insurers. Our operational expenses are covered by patient fees, but we rely on the LifeFlight Foundation to support purchasing aircraft, medical equipment, and to provide advanced training and education.
- **LifeFlight helicopters, airplane, and specialty ground ambulances are equipped as fully functioning mobile intensive care units.** LifeFlight critical care teams bring the trauma center intensive care unit -- skills, medical technology, pharmacy, blood, and more -- directly to a patient's side.
- **What types of patients do you transport?** Critically ill or injured patients of all ages needing specialized care beyond what can be provided by local hospitals - including premature infants, cardiac and stroke patients, complex traumatic injury, organ transplant, sepsis, burns, and serious obstetric complications. We use the strictest medical utilization criteria in the country to make sure all flights are medically necessary. Emergency medical providers are guided by state-mandated protocols based on the latest research and best practice.
- **About 85% of patients are transported from community hospitals** to major specialty centers, and 15% are transported directly from the scene of an emergency - roadsides, woods, mountains, and islands. While most patients are transported to EMMC, MMC and CMMC, about 12% of patients are transported to Boston and beyond for specialized care not available in Maine.
- **LifeFlight is lean** - We are among the most efficient providers in the world, we pay attention to costs, maintaining a very small administrative team and with the lowest rates in New England and the country. Despite this, we have created a national mode full low-level Instrument Flight system, operate with all NTSB recommended safety technology and have a much larger coverage area than most services.
- **LifeFlight of Maine's average cost per transport** is approximately \$15,000 (modified by distance). We participate with all major insurers, Medicare, and MaineCare, so there are negotiated discounts and we do not "surprise bill" patients. (The average cost of others in New England is around \$21,000 while the average in western New England, New York, and nationally is \$40,000 - \$70,000.)
- **What other benefits to our town and region does LifeFlight provide besides critical care and transport?** We provide local critical care training to medical providers in specialized areas such as traumatic brain injury and pediatric trauma diagnosis and treatment. We also provide ground safety training to all communities and create remote landing zones where they might be needed.
- **What do the Towns support and what is the formula used for the ask amount?** Town support is specifically and only used for the aircraft replacement fund and advanced training for EMS providers. We ask a \$1 per capita rate for towns up to 1,000 residents; a \$0.50 per capita rate up to 2,000 residents; and \$0.25 per capita after that, with a maximum request of \$2,000. The request of \$2,000 for Biddeford is calculated at \$.09 per capita.



LIFEFLIGHT OF MAINE

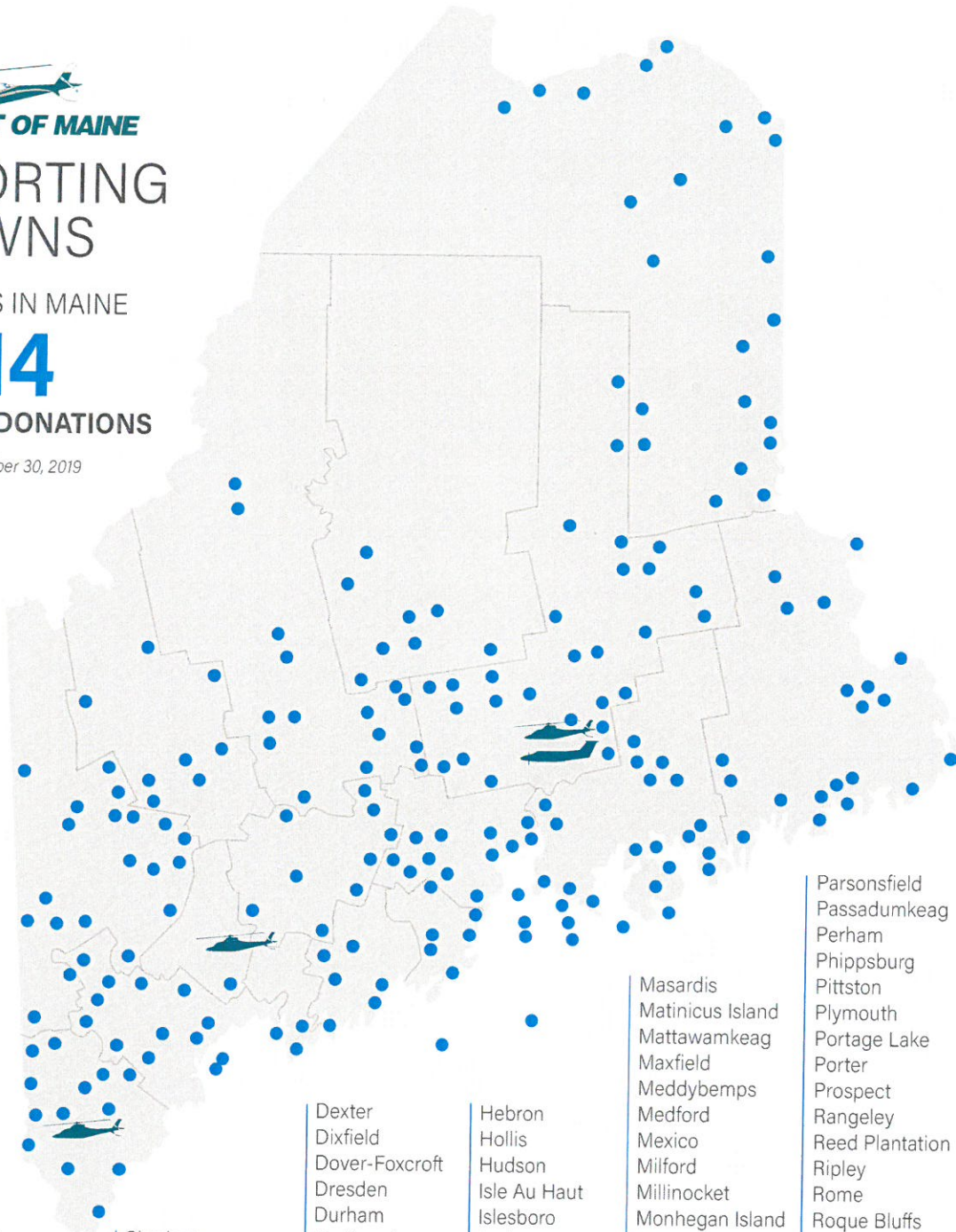
SUPPORTING TOWNS

459 TOWNS IN MAINE

214

HAVE MADE DONATIONS

as of September 30, 2019



Abbot
Acton
Albion
Allagash
Alna
Amherst
Amity
Andover
Anson
Appleton
Arrowsic
Atkinson
Avon
Baldwin
Bar Harbor
Beddington
Belfast
Benton
Bowerbank
Bradley

Bremen
Bridgton
Bristol
Brooklin
Brooksville
Bucksport
Burlington
Buxton
Canaan
Canton
Caratunk
Carrabassett Valley
Carthage
Cary Plantation
Casco
Caswell

Charleston
Charlotte
Chebeague Island
Chester
China
Clifton
Clinton
Columbia Falls
Cooper
Corinth
Cornish
Cranberry Isles
Crawford
Crystal
Cumberland
Cutler
Deblois
Deer Isle
Denmark
Detroit

Dexter
Dixfield
Dover-Foxcroft
Dresden
Durham
Eastbrook
Edinburg
Embden
Etna
Eustis/Stratton
Exeter
Freedom
Frenchville
Garland
Gorham
Gouldsboro
Greenville
Guilford
Hamlin
Hammond
Harmony
Harpwell
Hartford
Hartland
Haynesville

Hebron
Hollis
Hudson
Isle Au Haut
Islesboro
Jackman
Jonesboro
Jonesport
Kennebunkport
Knox
Lakeville
Lamoine
Lebanon
Liberty
Lincolnton
Linneus
Long Island
Lovell
Lubec
Lyman
Madawaska
Manchester
Mariaville
Mars Hill
Marshfield

Masardis
Matinicus Island
Mattawamkeag
Maxfield
Meddybemps
Medford
Mexico
Milford
Millinocket
Monhegan Island
Monmouth
Monticello
Montville
Moose River
Moscow
Mount Chase
Mount Desert
Naples
New Gloucester
Newburgh
Newfield
Newry
North Berwick
North Haven
North Yarmouth
Orland
Osborn
Otisfield
Palermo
Palmyra

Parsonsfield
Passadumkeag
Perham
Phippsburg
Pittston
Plymouth
Portage Lake
Porter
Prospect
Rangeley
Reed Plantation
Ripley
Rome
Roque Bluffs
Roxbury
Rumford
Saint Francis
Saint George
Searsmont
Searsport
Sebago
Sedgwick
Shapleigh
Sherman
Shirley
Smithfield
Solon
Sorrento
Springfield
Stacyville
Standish
Steuben
Stockholm
Stockton Springs

Stoneham
Stonington
Stow
Strong
Sullivan
Sumner
Swans Island
Swanville
Talmadge
Temple
Thomaston
Topsfield
Trenton
Upton
Vanceboro
Veazie
Vinalhaven
Waite
Wallagrass
Waltham
Warren
Waterboro
Waterford
Weld
Wellington
Weston
Westport Island
Whitneyville
Willimantic
Windham
Windsor
Winn
Winter Harbor
Wiscasset
Woodstock
Woodville
York

FY 2019

TRANSPORTS BY TOWN

2,237 TOTAL TRANSPORTS
117 MAINE TOWNS

1 transport
every **4** hours

160 transports
from 28 towns in
Canada, New
Hampshire,
Vermont, and
Massachusetts

Amherst 1 RW
Auburn 7 FW
Augusta...7 NEO* | 13 GRD | 4 FW | 53 RW
Avon 3 RW
Bangor...3 NEO* | 33 GRD | 87 FW | 47 RW
Bar Harbor...5 NEO* | 24 GRD | 41 RW
Bath 2 RW
Belfast...16 NEO* | 14 GRD | 4 FW | 47 RW
Bethel..... 1 GRD | 3 RW
Biddeford..... 9 GRD | 9 RW
Bingham..... 1 RW
Blue Hill 14 GRD | 31 RW
Bowdoin..... 1 GRD | 3 RW
Brewer 1 GRD
Bridgton..... 9 GRD | 65 RW
Bristol..... 1 RW
Brooks..... 1 GRD
Brunswick..... 5 GRD | 13 RW
Bryant Pond..... 3 RW
Buckfield..... 1 GRD
Burlington..... 1 RW
Calais..... 13 GRD | 40 RW
Caribou..... 27 FW | 21 RW

Caratunk..... 1 RW
Casco..... 7 RW
Castaing..... 1 RW
Cherryfield..... 1 RW
Columbia Falls..... 1 RW
Corinth..... 1 RW
Cornish..... 1 RW
Damariscotta..... 3 GRD | 34 RW
Deer Isle..... 2 RW
Dover-Foxcroft...5 NEO* | 26 GRD | 2 FW | 42 RW
Durham..... 2 RW
East Hancock County..... 1 RW
East Machias..... 1 RW
Eastport..... 1 FW
Ellsworth...15 NEO* | 35 GRD | 1 FW | 42 RW
Farmington..... 8 GRD | 42 RW
Fort Kent..... 1 GRD | 1 FW | 17 RW
Frenchboro..... 1 RW
Frenchville..... 20 FW
Fryeburg..... 4 RW
Gorham..... 1 RW
Gray..... 1 GRD | 1 RW
Greenville..... 2 GRD | 4 FW | 7 RW

Hancock..... 2 RW
Harmony..... 2 RW
Harrison..... 1 RW
Houlton...3 NEO* | 4 GRD | 16 FW | 17 RW
Islesboro..... 2 RW
Islesford..... 2 RW
Jackman..... 8 RW
Jay..... 2 RW
Lagrange..... 1 RW
Lee..... 1 RW
Lewiston.....55 GRD | 2 FW | 56 RW
Limerick..... 1 RW
Lincoln.....17 GRD | 36 RW
Lisbon Falls..... 1 RW
Litchfield..... 1 RW
Livermore..... 1 RW
Livermore Falls..... 1 RW
Machias...8 NEO* | 20 GRD | 1 FW | 48 RW
Medford..... 1 GRD
Millinocket..... 2 GRD | 4 FW | 17 RW
Minot..... 2 RW
Monhegan..... 5 RW
Mount Vernon..... 1 RW
Naples..... 1 RW
New Gloucester..... 1 GRD
Newport..... 1 RW
Norridgewock..... 1 FW
North Anson..... 2 RW
North Haven..... 4 RW
Norway..... 5 GRD | 25 RW
Orland..... 1 RW
Otisfield..... 1 RW

Owls Head..... 1 GRD | 14 FW
Oxford..... 2 RW
Palermo..... 1 RW
Palmyra..... 1 RW
Pembroke..... 1 RW
Peru..... 1 GRD
Phillips..... 1 RW
Pittsfield.....29 GRD | 2 FW | 38 RW
Plymouth..... 1 RW
Portland....2 NEO* | 7 GRD | 3 FW | 13 RW
Presque Isle...2 NEO* | 1 GRD | 47 FW | 26 RW
Princeton.....12 FW
Rangeley..... 2 RW
Rockport..... 6 GRD | 78 RW
Rumford.....20 GRD | 51 RW
Saco..... 1 GRD
Sanford.....31 GRD | 2 FW | 44 RW
Skowhegan...2 NEO* | 23 GRD | 58 RW
South China..... 1 RW
South Paris..... 1 RW
Standish..... 1 RW
Steuben..... 1 RW
Stonington..... 1 RW
Swans Island..... 6 RW
Swanville..... 1 GRD
Topsham..... 2 RW
Trenton..... 6 FW
Union..... 3 RW
Unity..... 1 RW
Vinalhaven.....15 RW
Warren..... 1 GRD | 1 RW
Waterville...10 NEO* | 8 GRD | 1 FW | 51 RW
Wells..... 1 GRD
West Forks..... 1 RW
West Kennebunk..... 1 GRD
West Paris..... 1 RW

Wiscasset..... 2 RW
Woolwich..... 1 RW
York.....12 GRD | 22 RW

NEW HAMPSHIRE

Bartlett..... 1 RW
Berlin..... 8 RW
Colebrook..... 4 RW
Dover.....28 RW
Epping..... 1 RW
Farmington..... 1 RW
Gorham..... 1 RW
Laconia..... 4 RW
Littleton..... 1 RW
Manchester..... 1 RW
Milton..... 1 RW
North Conway.....9 GRD | 58 RW
Pittsburg..... 1 RW
Plaistow..... 1 RW
Plymouth..... 1 RW
Rochester.....12 RW
Stewartstown..... 1 RW
Wakefield..... 2 RW
Wolfeboro..... 8 RW

MASSACHUSETTS

Boston..... 1 FW
Leominster..... 1 RW
Methuen..... 1 RW
Nantucket.....7 FW
Newburyport..... 1 RW
Vineyard Haven..... 1 FW

VERMONT

Newbury..... 1 RW
South Burlington.....2 FW

NEW BRUNSWICK, CANADA

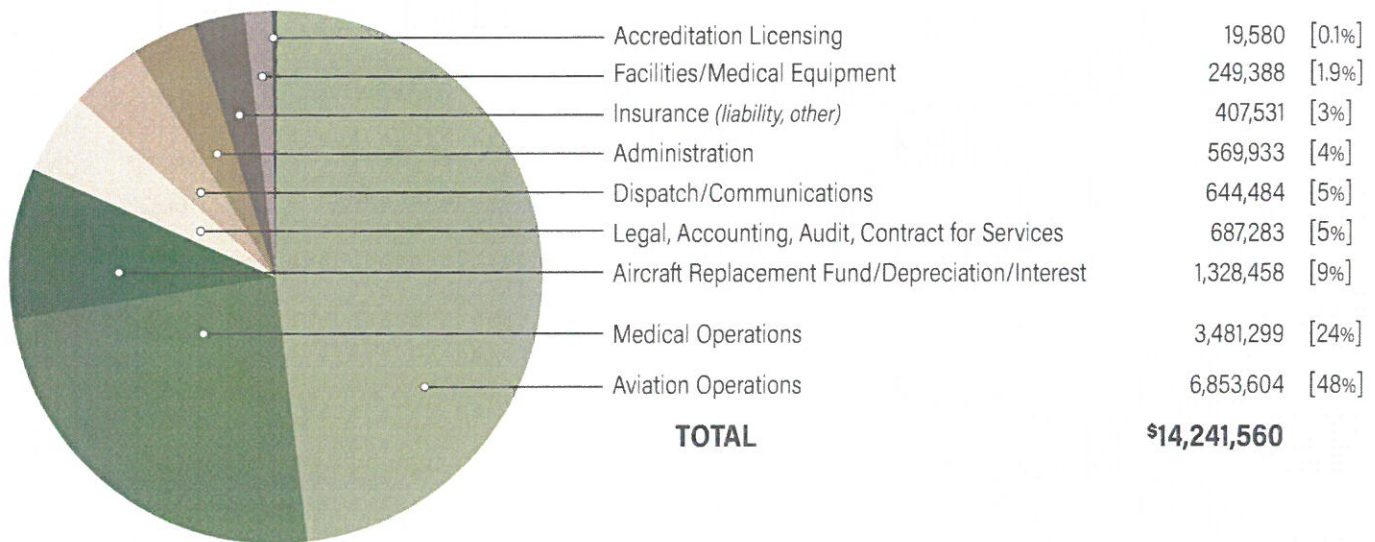
Perth-Andover..... 1 RW

*Neonatal transports done in partnership with the Eastern Maine Medical Center NICU team.

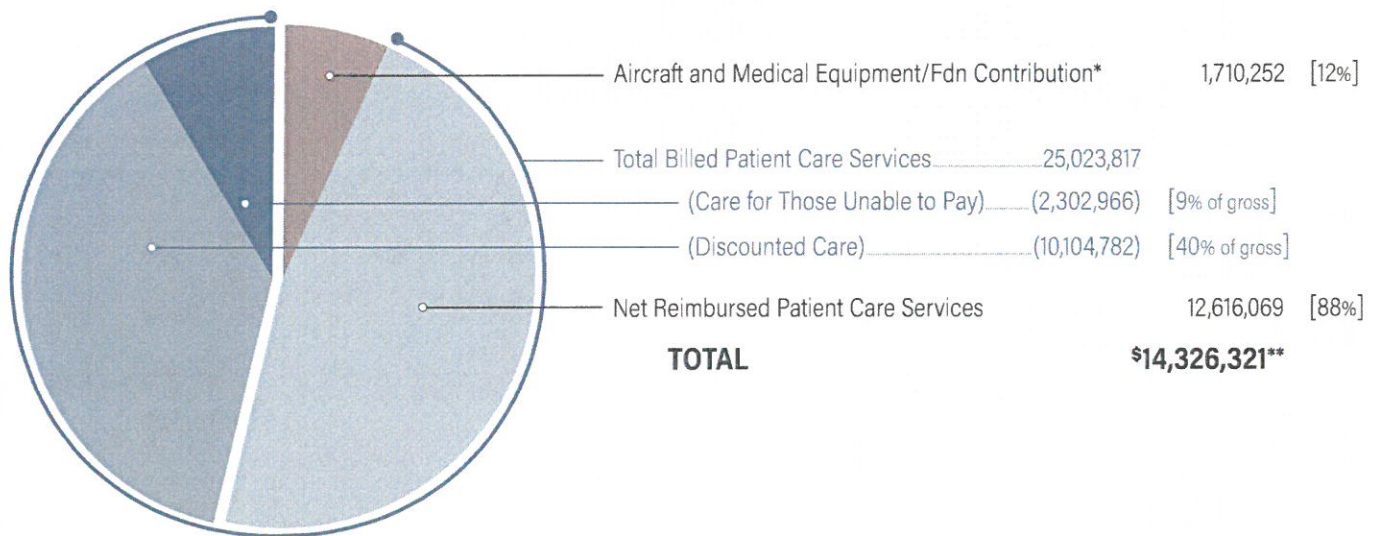
FINANCIAL REPORT

LifeFlight of Maine

FY18 Total Expenses



FY18 Total Income



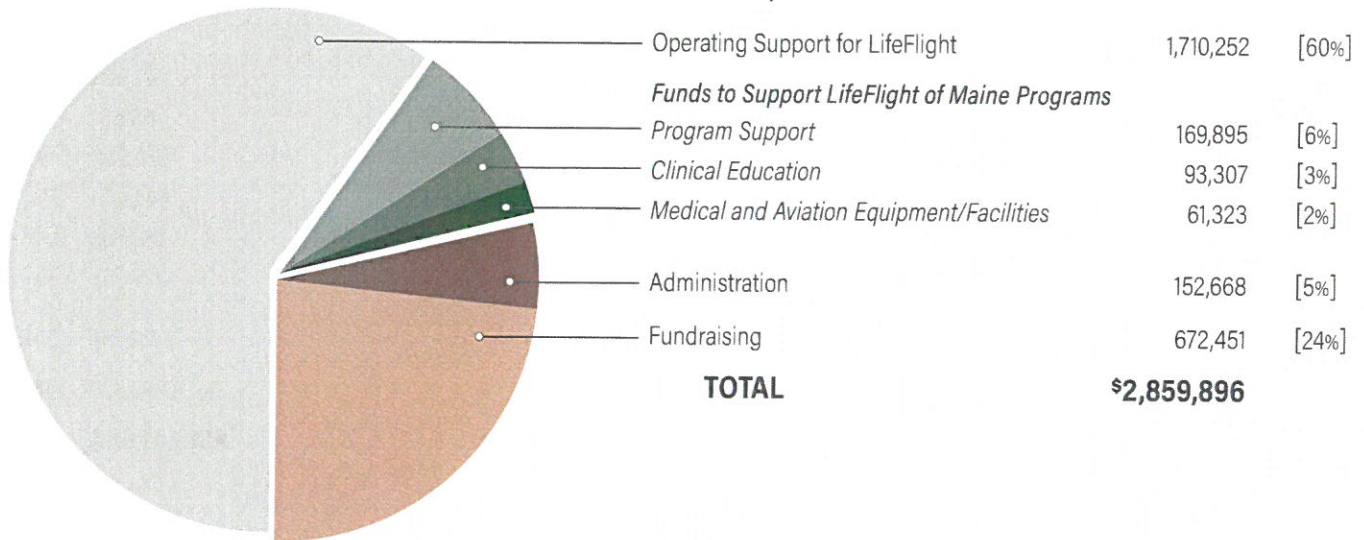
*Donation from LifeFlight Foundation.

**End of year financial report net of bank indebtedness.

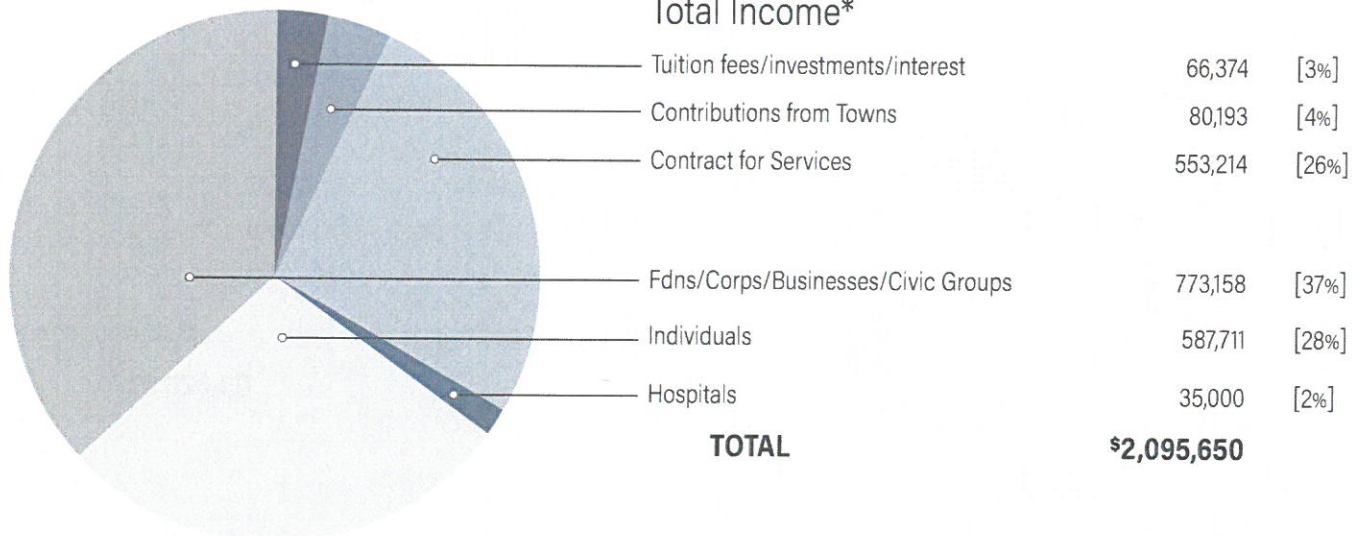
FINANCIAL REPORT

LifeFlight Foundation

FY18 Total Expenses



FY18 Total Income*



*This total encompasses some line items that aren't counted in New Funds Raised on page 15, including contract revenue and pledges received.



Saco Pathfinders Snowmobile Club

P.O. Box 27

42 Heath Road

Saco, ME. 04072

Tel: (207) 332-0017

January 14, 2020

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 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 in that town/city. The city of Biddeford receives roughly \$1600 on an annual basis. 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 many members from Biddeford.

The funds we generate with city/town support along with membership dues, raffles, spaghetti dinners, etc. all go towards trail maintenance, equipment maintenance, and keeping the lights on at our club house. We hope you can help us to provide many more years of valuable service to our local snowmobile enthusiasts.

Regards,

Doug Doherty, President

Saco Pathfinders Snowmobile Club



SOUTHERN MAINE VETERANS MEMORIAL CEMETERY ASSOCIATION

83 Stanley Road, Springvale, Me 04083
southernmaineveteranscemetery.org

Chairman
Dick Langlais

Vice Chairman
Dale Midgley

Treasurer
Curtis Mills

Secretary
Ron Rivard

Trustees
Ray Parent
Bob Champagne
John Flagler

Ex Officio
Scott Brown

Board Members
James Bachelder
Penny Mills
Joe Doiron
Roger Watson
Brad Hoffman
Angela LeBlanc
Jessica Violette

Dear Members of the City Council/Budget Committee January 9, 2020

The Southern Maine Veterans' 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].

Our past projects include the display cabinet for military memorabilia that stands in the Cemetery's administration building. We installed a monitor in the foyer of that same building to display a slide show of the photos our association members capture during ceremonies or to document our projects from groundbreaking through their dedication ceremonies. We have a memorial walkway to provide families with a tangible way to honor a departed veteran whose remains may be interred elsewhere.

In 2016 our association 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 to honor the veterans of WWI.

Our fundraising to honor POW/MIA veterans continues. We've encountered several unexpected delays, but we retain our confidence that we will overcome them and have a monument honoring our POW/MIA veterans in the near future.

In your next budget process, could you support us with a donation of \$1000.00. Any amount will be greatly appreciated.

Thank you, for your consideration.

Ron Rivard

Ron Rivard
Secretary SMVMCA
83 Stanley Road
Springvale, ME 04083





Getting Biddeford area youth "out there" since 2005.

February 6, 2019

Cheryl Fournier
Finance Director, City of Biddeford
Via email: Cheryl.Fournier@biddefordmaine.org

Dear Cheryl,

On behalf of Biddeford's youth, please accept this request for funding in support of Apex Youth Connection programs. Continuing the legacy of the Community Bicycle Center, Apex programs leverage the power of human connection to get youth "out there" – into their community, into nature, and moving toward their futures. We still use bicycles as a primary tool to engage youth, and now offer other adventure-based and hands-on activities so more youth can engage in more ways than ever. Apex programs get kids off their phones and *connecting*; mentors and peers guide and support them as they aspire to achieve, persist through challenges, and explore the world around them.

Apex Youth Connection receives no state or federal funding. Our funding comes primarily from grants and donations. We are working hard to increase our sustainable revenue through fee-based contracts with BSD and other schools (where we provide school-day curriculum around STEM, job readiness and skill-building for at-risk students and students with disabilities) and revenue generated through our job readiness program, Apex Bike Factory. This year, we'll begin offering fee-based classes to adults in the community through our Apex Cycling Academy.

These efforts will boost our consistent revenue and help keep our after-school and summer programs *free* and as low-barrier as possible for any youth wanting to participate. In 2019, that was 720 individual boys and girls. The vast majority of those youth are from Biddeford – they ride their bikes from BHS, and walk or ride from BMS and BIS (we serve youth from 3rd grade through high school). We hope to have the resources to offer one van pick-up daily at BMS beginning this year. Our drop-in structure means they can come any time, and they do. They still come to work on bikes and to ride bikes, but now they also come to hike, to snowshoe, to play games and work on homework, to experience new hands-on projects, to socialize with friends in a safe space, and to play outside. They take field trips to the beach, to local and area resources, to kayak, camp, swim and hike, and to provide service throughout the area. Even at this first level of engagement, they broaden their horizons and begin to see themselves fitting in to a bright future as a contributing part of their community – this community.

Aspire. Persist. Explore.

Apex HQ: 45 Granite Street in Biddeford
Mailing: P.O. Box 783, Biddeford, ME 04005
Phone: 207-282-9700/Cell: 207-650-9364
director@apexyouthconnection.org/www.apexyouthconnection.org

We are requesting \$10,00 for 2020 to support our free after-school and summer programs. These programs are the most difficult to fund yet they are arguably the most important as they are the gateway to engagement for youth. These lowest-barrier programs lead to our Trek2Connect 6-year aspirations program, our Apex Bike Factory job readiness program, and other deeper-learning programs. (See the attached long-range plan for an overview of current and projected program structure and outcomes.) Apex's free engagement-level programs are also a shrewd investment for the City; in 2019, Apex overall served 720 youth for just over \$300,000.

Apex Youth Connection's five strategic priorities for youth include 1) development of overall positive character, interpersonal and intrapersonal skills, 2) STEM awareness and skill development, 3) healthy lifestyles awareness and practice for lifetime integration, 4) social responsibility and service, and 5) job readiness. These priorities are present in all our programs and begin at the first level of engagement, our "gateway," after-school and summer programs. By investing in these programs, you are investing in developing Biddeford's next generation of neighbors, parents and community members. You are investing in programs that will connect Biddeford youth with their community through local resources, human connection and giving back. In doing so, you are building a generation that understands they have a place in and a responsibility to the future of Biddeford.

Finally, your investment will provide youth – many of whom are at-risk – with a stable, consistent, relationship-based environment where they are connected. "Vance" is 9 years old. He struggles in school and has a challenging home dynamic. When Vance was recently injured, the only number he held in his memory was the number for Apex. Apex is where he knows he belongs; that connection paves the way for everything else.

For nearly 20 years, Apex/CBC has been connecting with Biddeford youth. If you've never visited, we welcome you to our humble HQ any time! Thank you for your consideration. Please don't hesitate to contact me for more information or with questions.

Sincerely yours,

Melissa Cilley

Executive Director

Aspire. Persist. Explore.

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Mailing: P.O. Box 783, Biddeford, ME 04005
Phone: 207-282-9700/Cell: 207-650-9364

director@apexyouthconnection.org/www.apexyouthconnection.org

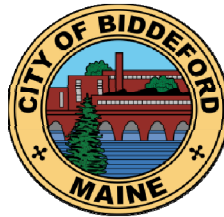
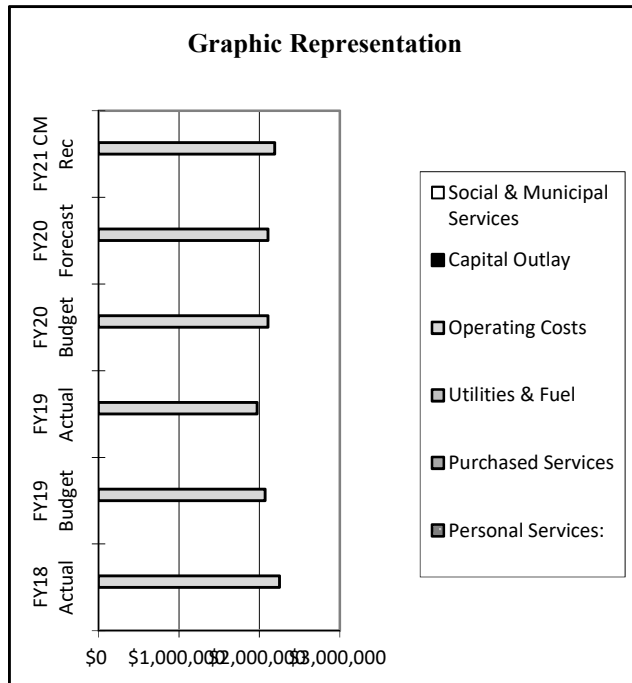
City of Biddeford, Maine

Fiscal Year 2021

Budget: Debt Service - Principal

Account Number: 21185

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	\$2,251,326	\$2,071,022	\$1,971,918	\$2,106,567	\$1,463,047	\$2,191,308	\$2,191,308
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$2,251,326	\$2,071,022	\$1,971,918	\$2,106,567	\$1,463,047	\$2,191,308	\$2,191,308

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY20 Budget	FY21 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	\$2,106,567	\$2,191,308	\$84,741	4.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,106,567	\$2,191,308	\$84,741	4.0%

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60750	Bond Principal Expense	\$1,645,894	\$1,526,803	\$1,517,773	\$1,433,619	\$1,067,282	\$1,423,528	\$1,423,528
60754	Lease Principal Expense	\$605,433	\$544,219	\$454,145	\$672,948	\$395,765	\$767,780	\$767,780
Totals		\$2,251,326	\$2,071,022	\$1,971,918	\$2,106,567	\$1,463,047	\$2,191,308	\$2,191,308



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Debt Service - Principal

Account Title: Bond Principal Expense

Department Number: 21185

Account Number: 60750

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,645,893.69	\$1,526,803.00	\$1,517,773.17	\$1,433,619.00	\$1,433,619.00

	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
FY2021 Budget	1,423,528.00	\$1,423,528.00		(\$10,091.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>	<u>2021</u>
Road Reconstruction/Repair	200,000.00	200,000.00	200,000.00
2009 ARRA	29,605.50	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	25,213.73
MERC Purchase	241,662.94	247,704.52	253,897.13
MERC Paid by Route 111 TIF	(138,000.00)	(138,000.00)	(145,084.08)
2013 GOB - CSO Project	60,000.00	60,000.00	60,000.00
2013 GOB - Roof Replacement	25,000.00	25,000.00	25,000.00
2013 Refunding 02 Bond - City	20,000.00	20,000.00	20,000.00
Bond Pay 12 CSO CWSRF	14,400.00	14,400.00	14,400.00
Clean Water Revolving Loan	15,495.40	15,495.40	15,495.40
2017 CSO Bonding	200,000.00	200,000.00	200,000.00
2017 Roads Bonding	300,000.00	300,000.00	300,000.00
2017 Refunding			425,000.00
Total City	<u>1,526,803.16</u>	<u>1,433,619.26</u>	<u>1,423,527.68</u>



Fiscal Year 2021 Budget Request

February 28, 2020

Department: Debt Service - Principal

Account Title: Lease Principal Expense

Department Number: 21185

Account Number: 60754

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$605,432.79	\$544,219.00	\$454,145.02	\$672,948.00	\$672,948.00

	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
FY2021 Budget	767,780.00	\$767,780.00		\$94,832.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>2019</u>	<u>2020</u>	<u>2020</u>
ENERGY UPGRADES	88,470.84	91,815.04	95,285.65
ENERGY UPGRADES, PART 2	13,549.54	14,138.94	14,753.98
Vehicles - FY'12	57,743.28	-	-
EQUIPMENT	92,629.86	94,600.97	96,634.89
Combination Lease 2013	8,074.93	8,254.20	8,437.44
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	29,456.23
Forklift 5 yr	21,784.55	22,277.45	22,781.53
2017 Equipment (10 year)	70,545.95	72,443.64	74,392.37
2017 Equipment (5 year)	17,577.54	17,994.13	18,420.59
FY2018 Equipment Loan	90,000.00	123,773.42	127,730.73
May 2019 - 7 Year - Vehicle	-	39,000.00	11,172.41
May 2019 - 10 Year - Street Lights	-	126,000.00	143,779.91
New Loan May 2020			90,000.00
City Photo Copier Lease 2016	32,999.59	33,953.28	34,934.55
	544,219.04	672,947.62	767,780.28

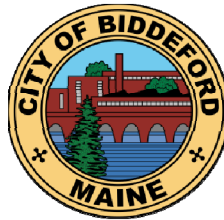
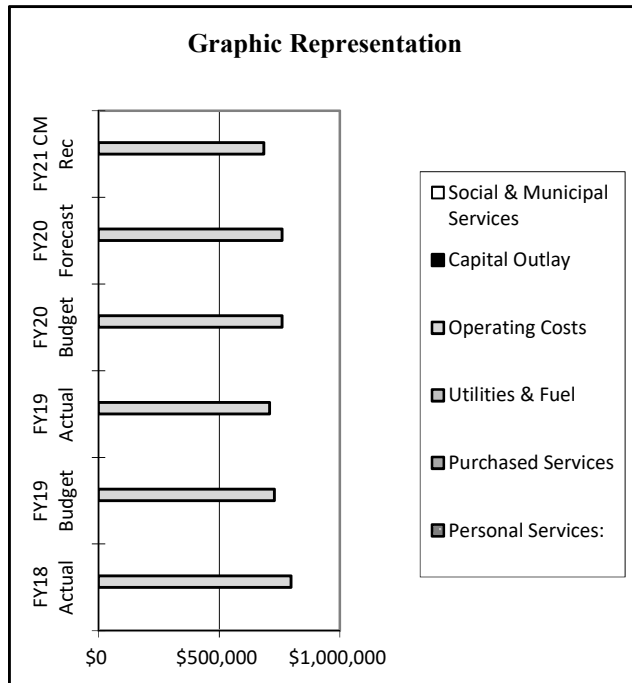
City of Biddeford, Maine

Fiscal Year 2021

Budget: Debt Service - Interest

Account Number: 21186

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						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	\$798,021	\$728,592	\$708,508	\$760,163	\$291,199	\$685,231	\$685,231
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$798,021	\$728,592	\$708,508	\$760,163	\$291,199	\$685,231	\$685,231

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY20 Budget	FY21 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	\$760,163	\$685,231	-\$74,932	-9.9%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$760,163	\$685,231	-\$74,932	-9.9%

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60751	Bond Interest Expense	\$714,888	\$643,182	\$641,846	\$591,069	\$221,262	\$524,026	\$524,026
60755	Lease Interest Expense	\$83,134	\$85,410	\$66,662	\$169,094	\$73,590	\$161,205	\$161,205
Totals		\$798,021	\$728,592	\$708,508	\$760,163	\$291,199	\$685,231	\$685,231



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Debt Service - Interest

Account Title: Bond Interest Expense

Department Number: 21186

Account Number: 60751

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$714,887.60	\$643,182.00	\$641,846.01	\$591,069.00	\$591,069.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	524,026.00	\$524,026.00		(\$67,043.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>	<u>2021</u>
Road Reconstruction/Repair	64,268.34	50,710.03	22,200.00
2009 ARRA	1,480.28	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	10,786.27
MERC Purchase	108,337.06	102,295.48	96,102.87
MERC Paid by Route 111 TIF	(62,000.00)	(62,000.00)	(54,915.92)
2013 GOB - CSO Project	17,712.50	16,512.50	15,312.50
2013 GOB - Roof Replacement	7,206.26	6,706.26	6,206.26
2013 Refunding 02 Bond - City	1,399.44	999.60	599.76
Bond Pay 12 CSO CWSRF	2,912.40	2,761.20	2,610.00
510-511 Elm Street	8,800.28	6,181.86	3,484.27
Clean Water Revolving Loan	3,622.16	3,459.46	3,296.75
2017 CSO Bonding	111,550.00	107,550.00	103,550.00
2017 Roads Bonding	170,650.00	164,650.00	158,650.00
2017 Refunding	159,975.00	159,975.00	154,662.50
Total City	643,181.67	591,069.46	524,025.54



Fiscal Year 2020 Budget Request

February 28, 2020

Department: Debt Service - Interest

Account Title: Lease Interest Expense

Department Number: 21186

Account Number: 60755

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$83,133.50	\$85,410.00	\$66,661.76	\$169,094.00	\$169,094.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	161,205.00	\$161,205.00		(\$7,889.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>2019</u>	<u>2020</u>	<u>2021</u>
ENERGY UPGRADES	18,033.79	14,689.59	11,218.98
ENERGY UPGRADES, PART 2	3,214.81	2,625.41	2,010.37
Vehicles - FY'12	1,145.06	-	-
EQUIPMENT	10,392.95	8,401.84	6,367.92
Combination Lease 2013	937.01	757.74	574.50
Equipment lease 2015 (Tractor/Lease)	819.98	-	-
Airport portion (Equipment Lease 2015)	(139.16)	-	-
Plow Truck Lease 10yr	5,391.45	4,651.35	3,891.67
Forklift 5 yr	1,906.31	1,413.41	509.33
2017 Equipment (10 year)	19,037.02	17,139.34	15,190.60
2017 Equipment (5 year)	1,726.53	1,309.94	883.48
2018 Equipment Loan	20,000.00	37,864.21	33,906.90
May 2019 - 7 Year - Vehicle		18,000.00	2,013.61
May 2019 - 10 Year - Street Light		60,250.00	48,627.90
New Loan May 2020			35,000.00
City Photo Copier Lease 2016	2,944.55	1,990.86	1,009.59
	85,410.30	169,093.69	161,204.85



Fiscal Year 2021 Budget Request

March 6, 2020

Department: CIP General Government

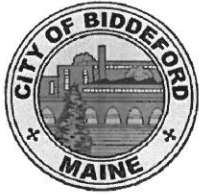
Account Title: Capital Improvement Plan

FY 2018 Actual	FY 2019 Budget	FY 2019 Actual	FY 2020 Budget	FY 2020 Est. Expended
\$819,914.21	\$1,515,547.00	\$995,287.60	\$1,515,547.00	\$1,515,547.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,015,547.00	\$2,015,547.00		\$500,000.00

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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City of Biddeford, Maine

FY2021

General Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY2021	
						Dept Head	Manager's Rec
Taxes	\$3,748,568	\$3,444,787	\$3,909,779	\$3,686,600	\$2,307,735	\$3,587,400	\$3,714,100
Licenses, permits and fees	\$3,320,462	\$3,163,914	\$2,933,699	\$2,808,717	\$1,942,535	\$3,157,551	\$3,191,051
Intergovernmental	\$2,750,079	\$3,014,664	\$3,019,440	(\$2,784,946)	\$2,478,096	\$4,124,365	\$4,499,365
Investment income	\$134,555	\$94,139	\$281,754	\$140,904	\$141,753	\$166,541	\$166,541
Other	\$142,342	\$188,194	\$172,778	\$137,282	\$79,584	\$101,100	\$101,100
Transfer in from other funds	\$779,549	\$662,920	\$672,601	\$626,303	\$626,303	\$484,303	\$484,303
Lease Proceeds	\$0	\$0	\$1,997,408	\$0	\$0	\$0	\$0
Use of fund balance	\$0	(\$13,323)	\$0	\$0	\$0	\$0	\$431,540
TOTALS:	\$10,875,556	\$10,555,295	\$12,987,461	\$4,614,860	\$7,576,006	\$11,621,259	\$12,587,999

						FY2021		
Account Number		FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Taxes</u>								
40110	Tax Interest Revenue	\$84,500	\$72,500	\$83,587	\$78,000	\$57,739	\$78,000	\$78,000
40111	Tax Lien Costs Revenue	\$1,157	\$25,000	\$23,948	\$20,000	\$623	\$20,300	\$22,000
40112	Quit Claim Fee Revenue	\$2,400	\$1,650	\$2,400	\$2,300	\$1,800	\$2,400	\$2,400
40115	Payments in Lieu of Taxes Rev	\$196,460	\$179,137	\$197,912	\$195,000	\$86,248	\$195,000	\$195,000
40120	Motor Vehicle Excise Tax Rev	\$3,448,088	\$3,150,000	\$3,585,242	\$3,375,000	\$2,157,380	\$3,275,000	\$3,400,000
40121	Boat Excise Tax Revenue	\$15,964	\$16,500	\$16,690	\$16,300	\$3,944	\$16,700	\$16,700
	Total taxes	\$3,748,568	\$3,444,787	\$3,909,779	\$3,686,600	\$2,307,735	\$3,587,400	\$3,714,100

							FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40122	Snowmobile Registration Reimbu	\$1,174	\$1,178	\$1,602	\$1,473	\$1,456	\$1,473	\$1,473
40263	Motor Vehicle Reg Fee Rev	\$57,877	\$59,000	\$57,763	\$58,500	\$40,254	\$57,800	\$57,800
40264	IFW Registration Fee Rev	\$1,597	\$2,100	\$1,969	\$1,800	\$1,483	\$1,900	\$1,900
40200	Birth Certificate Fee Revenue	\$21,298	\$22,000	\$21,323	\$21,500	\$13,514	\$22,000	\$22,000
40201	Death Certificate Fee Revenue	\$10,643	\$11,000	\$9,622	\$10,500	\$6,561	\$11,000	\$11,000
40202	Burial Permit Revenue	\$6,749	\$8,500	\$6,500	\$8,000	\$3,358	\$7,000	\$7,000
40203	Marriage Ceremony Fee Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40204	Marriage Certificate Fee Rev	\$4,407	\$5,000	\$4,067	\$5,000	\$3,711	\$4,500	\$4,500
40205	Marriage License Revenue	\$5,257	\$7,000	\$5,736	\$7,000	\$4,124	\$6,000	\$6,000
40206	Resident Turkey License Rev	\$34	\$40	\$25	\$35	\$8	\$30	\$30
40207	Resident Fishing License Rev	\$657	\$750	\$587	\$700	\$180	\$600	\$600
40208	Massage Therapy License Revenu	\$600	\$500	\$1,130	\$800	\$1,350	\$1,500	\$1,500
40209	Muzzle Loading License Rev	\$17	\$20	\$18	\$20	\$13	\$20	\$20
40210	Duplicate License-Combo Rev	\$8	\$20	\$2	\$10	\$9	\$10	\$10
40212	Coyote License Revenue	\$8	\$10	\$6	\$10	\$2	\$10	\$10
40213	Pheasant Stamp Fee Rev	\$4	\$10	\$2	\$10	\$6	\$10	\$10
40214	Duck Stamp Fee Revenue	\$2	\$5	\$2	\$5	\$3	\$5	\$5
40215	Resident Hunting Lic Rev	\$110	\$200	\$96	\$150	\$68	\$150	\$150
40216	Junior Hunting Lic Rev	\$4	\$20	\$10	\$20	\$6	\$20	\$20
40217	Archery License Revenue	\$41	\$50	\$32	\$50	\$58	\$50	\$50
40218	Resident Combo Lic Rev	\$244	\$300	\$203	\$250	\$134	\$210	\$210
40219	Resident Serviceman Lic Rev	\$0	\$2	\$0	\$2	\$0	\$2	\$2
40220	Small Game License Rev	\$0	\$5	\$2	\$5	\$2	\$5	\$5
40221	Bear License Revenue	\$10	\$15	\$4	\$15	\$14	\$10	\$10
40229	Victualers License Revenue	\$11,325	\$11,000	\$10,585	\$11,000	\$5,100	\$11,000	\$11,000

40230	Entertainment License Rev	\$3,470	\$3,500	\$3,020	\$3,500	\$1,500	\$3,500	\$3,500
40232	Garage/Service Sta Lic Rev	\$2,850	\$3,000	\$2,310	\$2,500	\$2,300	\$2,500	\$2,500
40233	Vendor License Revenue	\$340	\$300	\$470	\$300	\$70	\$350	\$350
40234	Taxi License Revenue	\$450	\$100	\$380	\$400	\$140	\$300	\$300
40237	Second Hand Dealer Lic Rev	\$1,225	\$1,000	\$400	\$400	\$200	\$400	\$400
40239	Research Revenue	\$0	\$20	\$10	\$10	\$0	\$10	\$10
40258	Advertising Costs Revenue	\$360	\$300	\$340	\$300	\$320	\$350	\$350
40259	City Clerk Services Rev	\$836	\$850	\$1,132	\$850	\$525	\$1,000	\$1,000
40260	Copies Revenue	\$1,056	\$1,000	\$785	\$800	\$231	\$700	\$700
40261	Hospital Liens Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40262	Returned Check Fee Rev	\$550	\$600	\$790	\$650	\$225	\$650	\$650
40265	Building Permit Revenue	\$508,048	\$450,000	\$375,462	\$470,000	\$459,192	\$400,000	\$425,000
40266	Electrical Permit Revenue	\$80,479	\$70,000	\$68,430	\$70,000	\$35,515	\$70,000	\$70,000
40267	Plumbing Permit Revenue	\$26,935	\$45,000	\$25,375	\$40,000	\$18,350	\$40,000	\$40,000
40268	Junk Yard Permit Revenue	\$200	\$600	\$400	\$600	\$600	\$600	\$600
40271	Code Violations Fine Revenue	\$4,300	\$3,500	\$0	\$3,000	\$150	\$2,000	\$2,000
40272	Code Prof Review Fee Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40273	ZBA Fee Revenue	\$0	\$500	\$0	\$500	\$0	\$500	\$500
40274	Contract Zoning Revenue	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
40275	Plan Bd Admin Fee Rev	\$1,880	\$1,500	\$2,040	\$1,500	\$1,680	\$2,500	\$2,500
40276	Plan Bd Eng Inspect Fee Rev	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0
40277	Plan Bd Minor Subdivision Rev	\$1,920	\$0	\$1,800	\$1,000	\$2,020	\$2,000	\$2,000
40278	Plan Bd Major Subdivision Rev	\$5,920	\$3,000	\$26,500	\$3,000	\$9,020	\$10,000	\$10,000
40279	Plan Bd Site Review Rev	\$4,800	\$5,000	\$3,500	\$5,000	\$10,605	\$5,000	\$5,000
40284	Plan Bd Eng Site Review Rev	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0
40285	Plan Bd Cond Use/Oth1 Rev	\$2,200	\$2,000	\$800	\$2,000	\$800	\$1,600	\$1,600
40286	Plan Bd Cond Use/Other2 Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40288	Plan Bd Cont/Cond Zone1 Rev	\$1,000	\$1,000	\$2,000	\$1,000	\$0	\$1,000	\$1,000
40294	Plan Bd Shoreland Zone Rev	\$600	\$600	\$600	\$600	\$100	\$600	\$600
40310	Sole Proprietor Filing Fee Rv	\$210	\$200	\$240	\$200	\$160	\$200	\$200
40317	Code Permit Application Fee Rv	\$31,200	\$30,000	\$26,700	\$27,500	\$14,580	\$25,000	\$25,000
40318	Historic Preservation App Fee	\$600	\$400	\$1,700	\$500	\$1,900	\$2,000	\$2,000
40321	Inspection Program Revenue	\$0	\$65,000	\$84,075	\$65,000	\$84,775	\$84,000	\$84,000
40319	Special Events Permit	\$1,800	\$0	\$725	\$1,800	\$350	\$1,500	\$1,500
40320	Accessory Dwelling Fee	\$1,000	\$0	\$600	\$1,000	\$200	\$800	\$800
40501	Interest on Notes Rec Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40550	Maps Sold Revenue	\$30	\$20	\$12	\$20	\$10	\$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	\$97	\$100	\$0	\$0	\$156	\$0	\$0
40556	Copies Sold Revenue	\$17	\$0	\$18	\$0	\$8	\$0	\$0
40560	Welfare Restitution Pmts Rev	\$570	\$500	\$684	\$350	\$0	\$0	\$0
40600	Rental AT&T Cell ME Site	\$27,761	\$28,315	\$29,843	\$28,315	\$15,268	\$28,315	\$28,315
40601	Rental Verizon Cell ME Site Rv	\$17,193	\$16,187	\$15,870	\$15,870	\$10,646	\$15,870	\$15,870

40602	Rental City Theater Revenue	\$960	\$960	\$960	\$960	\$240	\$960	\$960
40603	Rental Community Supp Svcs Rev	\$0	\$1,125	\$0	\$0	\$0	\$0	\$0
40604	Rental Sprint Cell ME Site Rev	\$25,075	\$25,577	\$83,104	\$25,827	\$28,186	\$28,500	\$28,500
40605	Rental US Cellular ME Site Rev	\$34,010	\$34,881	\$34,781	\$34,586	\$20,602	\$34,586	\$34,586
40630	Rental Verizon Cell Site	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40638	Rental T-Mobile Cell ME Site R	\$26,831	\$25,928	\$26,921	\$26,830	\$0	\$26,830	\$26,830
40244	Ambulance Service Fee Rev	\$1,425,000	\$1,225,000	\$1,224,996	\$1,300,000	\$758,331	\$1,300,000	\$1,300,000
40297	False Alarm Fee Revenue	\$46,590	\$32,500	\$38,300	\$25,000	\$21,778	\$25,000	\$30,000
40298	Ordinance Fines Revenue	\$3,058	\$2,000	\$2,049	\$2,500	\$1,264	\$1,500	\$2,000
40299	Animal Cntrl Collections Rev	\$1,883	\$2,500	\$2,227	\$2,000	\$1,330	\$2,100	\$2,100
40300	Police Reports Revenue	\$8,293	\$9,000	\$6,704	\$8,000	\$4,333	\$8,000	\$8,000
40307	Court Ordered Restitution Rev	\$912	\$0	\$430	\$500	\$376	\$500	\$500
40309	Blasting Permit Fee Revenue	\$750	\$600	\$551	\$600	\$350	\$600	\$600
40316	Parking Fines Revenue	\$58,840	\$26,531	\$22,678	\$0	\$0	\$0	\$0
40409	MDEA/DEA Reimburse Rev	\$335,692	\$288,148	\$163,254	\$0	\$0	\$0	\$0
40430	School Resource Officers Reimb	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
40460	PSAP Service Fees	\$208,117	\$213,932	\$213,404	\$251,159	\$225,871	\$280,885	\$280,885
40461	Polygraph Test Revenue	\$0	\$10,000	\$4,875	\$10,000	\$2,600	\$4,000	\$4,000
40462	Police Contracted Services Revenue	\$0	\$50,000	\$0	\$0	\$399	\$0	\$0
40463	Police Grants	\$0	\$0	\$5,177	\$0	\$35,367	\$30,000	\$30,000
40223	Cemetery Fee Revenue	\$1,850	\$5,000	\$6,950	\$3,000	\$1,900	\$3,000	\$3,000
40231	Septic Sludge Permit Rev	\$100	\$100	\$100	\$100	\$100	\$100	\$100
40235	Solid Waste Annual Fee Rev	\$5,400	\$5,400	\$6,000	\$5,700	\$4,500	\$6,000	\$6,000
40302	Street Opening Permit Rev	\$3,240	\$5,200	\$3,781	\$3,720	\$14,334	\$3,720	\$3,720
40303	Recycling Revenue	\$86,128	\$65,000	\$78,853	\$50,000	\$34,923	\$56,000	\$50,000
40304	Solid Waste Bag Sales Revenue	\$41,752	\$54,000	\$70,794	\$70,915	\$23,242	\$71,000	\$35,000
40700	Municipal Garage Labor Charge	\$154,020	\$147,715	\$138,514	\$112,000	\$9,500	\$143,000	\$143,000
40130	Cable Franchise Excise Tax Rev	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
40559	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40500	Investment Income Revenue	\$0	\$0	\$0	\$0	\$0	\$700	\$700
NEW01	Large Bin Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
	Total licenses, permits & fees	\$3,320,462	\$3,163,914	\$2,933,699	\$2,808,717	\$1,942,535	\$3,157,551	\$3,191,051

FY2021

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Intergovernmental								
40406	State Vets Tax Reimburse Rev	\$10,136	\$10,136	\$10,950	\$10,950	\$10,726	\$10,726	\$10,726
40408	State Tree Growth Assess Rev	\$37,989	\$37,988	\$40,296	\$40,296	\$31,013	\$40,296	\$40,296
40400	State Revenue Sharing Rev	\$1,363,996	\$1,425,000	\$1,501,821	(\$1,975,000)	\$1,251,653	\$2,275,000	\$2,650,000
40401	State Homestead Exemption Rev	\$675,008	\$844,050	\$820,824	(\$814,593)	\$604,157	\$1,144,593	\$1,144,593
40433	Fed Fish & Wildlife Rev Share	\$7,422	\$0	\$8,551	\$7,000	\$0	\$7,000	\$7,000
40402	State G A Reimbursement Rev	\$84,669	\$110,000	\$43,699	\$80,000	\$15,076	\$78,750	\$78,750

40403	State DHS Assist Rev	\$1,683	\$5,000	\$2,393	\$0	\$1,142	\$0	\$0
40407	State Parks Fee Sharing Rev	\$0	\$500	\$0	\$500	\$0	\$0	\$0
40410	State Witness Fees Rev	\$5,076	\$8,000	\$7,235	\$6,000	\$3,880	\$5,000	\$5,000
40404	State Road Assist Program Rev	\$198,832	\$195,000	\$197,260	\$195,000	\$202,896	\$198,000	\$198,000
40450	School Dept. Share Revenue	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$15,000	\$15,000
40405	State BETE Reimbursement Reven	\$350,268	\$363,990	\$371,411	(\$350,099)	\$357,553	\$350,000	\$350,000
	Total intergovernmental	\$2,750,079	\$3,014,664	\$3,019,440	(\$2,784,946)	\$2,478,096	\$4,124,365	\$4,499,365

FY2021

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Investment Income</u>								
40500	Investment Income Revenue	\$119,851	\$80,000	\$257,924	\$125,000	\$141,753	\$150,000	\$150,000
40501	Interest on Notes Rec Rev	\$14,705	\$14,139	\$23,830	\$15,904	\$0	\$16,541	\$16,541
	Total investment income	\$134,555	\$94,139	\$281,754	\$140,904	\$141,753	\$166,541	\$166,541

							FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Other Revenue</u>								
40126	Sale of Surplus Goods Rev	\$6,100	\$0	\$7,817	\$0	\$0	\$0	\$0
40412	State Share Grants Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40557	Donations Received Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40559	Miscellaneous Revenue	\$44,950	\$76,132	\$97,135	\$76,132	\$49,383	\$15,000	\$15,000
40559	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40561	Welfare Genl Reimburse Rev	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0
40562	Arena Debt Serv Reimburse Rev	\$42,000	\$36,000	\$36,000	\$36,000	\$24,000	\$61,000	\$61,000
40559	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$6,201	\$0	\$0
40559	Miscellaneous Revenue	\$150	\$250	\$96	\$150	\$0	\$100	\$100
40128	Sale of Tax Acquired Prop Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0
41193	Contract Admin. Services	\$47,642	\$75,812	\$31,731	\$25,000	\$0	\$25,000	\$25,000
	Total other revenue	\$142,342	\$188,194	\$172,778	\$137,282	\$79,584	\$101,100	\$101,100

							FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Transfers in from other funds</u>								
40801	Transfer in from Other Funds	\$779,549	\$662,920	\$672,601	\$626,303	\$626,303	\$484,303	\$484,303
<u>Lease Proceeds</u>								
40592	Lease Proceeds Revenue	\$0	\$0	\$1,997,408	\$0	\$0	\$0	\$0
<u>Use of fund balance</u>								
40999	Use of Undesignated Fund Balan	\$0	(\$13,323)	\$0	\$0	\$0	\$0	\$431,540



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40111 - Tax Lien Costs Revenue

Account Title: Tax Lien Costs Revenue

Department Number: 24101

Account Number: 40111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,156.81	\$25,000.00	\$23,947.56	\$20,000.00	\$20,300.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,300.00	\$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.

2013	15,392.17
2014	12,789.13
2015	44,928.04
2016	16,627.36
2017	27,737.46
2018	1,156.81
2019	23,947.56
average	20,368.36



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40112 - Quit Claim Fee Revenue

Account Title: Quit Claim Fee Revenue

Department Number: 24101

Account Number: 40112

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$2,400.00	\$1,650.00	\$2,400.00	\$2,300.00	\$2,400.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,400.00	\$2,400.00		\$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.

2013	4,125.00
2014	1,419.00
2015	1,425.00
2016	4,275.00
2017	2,175.00
2018	2,400.00
2019	2,400.00
average	2,602.71



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Property Taxes

Account Title: State Vets Tax Reimburse Rev

Department Number: 24101

Account Number: 40406

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$10,136.00	\$10,136.00	\$10,950.00	\$10,950.00	\$10,726.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,726.00	\$10,726.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 25, 2020

Department: Property Taxes

Account Title: State Tree Growth Assess Rev

Department Number: 24101

Account Number: 40408

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$37,988.54	\$37,988.00	\$40,296.48	\$40,296.00	\$40,296.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$40,296.00	\$40,296.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 25, 2020

Department: Property Taxes

Account Title: Tax Interest Revenue

Department Number: 24101

Account Number: 40110

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$84,499.55	\$72,500.00	\$83,587.32	\$78,000.00	\$78,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$78,000.00	\$78,000.00		\$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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Reduction in the number of properties outstanding will reduce the interest



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Property Taxes

Account Title: Payments in Lieu of Taxes Rev

Department Number: 24101

Account Number: 40115

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$196,459.90	\$179,137.00	\$197,911.67	\$195,000.00	\$195,000.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40120 - Motor Vehicle Excise Tax Rev

Account Title: Motor Vehicle Excise Tax Rev

Department Number: 24102

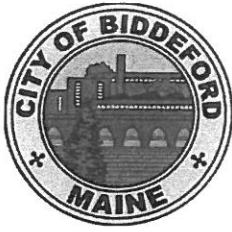
Account Number: 40120

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$3,448,088.23	\$3,150,000.00	\$3,585,242.48	\$3,375,000.00	\$3,516,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,275,000.00	\$3,400,000.00	\$3,400,000.00	\$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.

2016	3,062,132.00
2017	3,316,878.00
2018	3,448,088.23
2019	3,585,242.48
average	3,353,085.18



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40121 - Boat Excise Tax Revenue

Account Title: Boat Excise Tax Revenue

Department Number: 24102

Account Number: 40121

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$15,963.60	\$16,500.00	\$16,690.10	\$16,300.00	\$16,700.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,700.00	\$16,700.00		\$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.

2013	16,298.20
2014	17,967.42
2015	16,303.38
2016	17,649.66
2017	16,674.80
2018	15,963.60
2019	16,690.10
average	16,792.45



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40122 - Snowmobile Registration Reimbu

Account Title: Snowmobile Registration Reimbu

Department Number: 24110

Account Number: 40122

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,174.16	\$1,178.00	\$1,602.04	\$1,473.00	\$1,473.00

FY2021 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.

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 2021 Revenue Estimates

March 2, 2020

Department: 40263 - Motor Vehicle Reg Fee Rev

Account Title: Motor Vehicle Reg Fee Rev

Department Number: 24110

Account Number: 40263

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$57,877.00	\$59,000.00	\$57,762.60	\$58,500.00	\$57,800.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$57,800.00	\$57,800.00		\$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.

2013	52,356.78
2014	53,425.72
2015	55,470.03
2016	58,242.38
2017	59,200.00
2018	57,877.00
2019	57,762.60
average	56,333.50
last 3 years average	58,279.87



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40264 - IFW Registration Fee Rev

Account Title: IFW Registration Fee Rev

Department Number: 24110

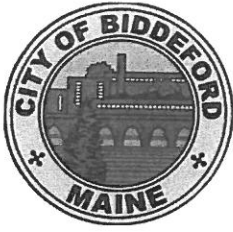
Account Number: 40264

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,597.00	\$2,100.00	\$1,969.00	\$1,800.00	\$1,900.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,900.00	\$1,900.00		\$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.

2013	1,604.80
2014	1,636.00
2015	1,655.80
2016	2,836.00
2017	2,077.00
2018	1,597.00
2019	1,969.00
average	1,910.80



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Birth Certificate Fee Revenue

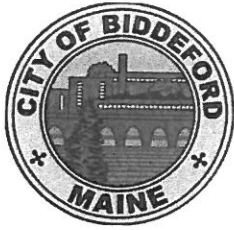
Department Number: 24111

Account Number: 40200

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$21,298.20	\$22,000.00	\$21,323.00	\$21,500.00	\$22,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,000.00	\$22,000.00		\$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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Death Certificate Fee Revenue

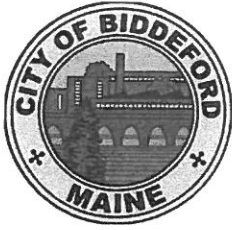
Department Number: 24111

Account Number: 40201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$10,642.80	\$11,000.00	\$9,622.00	\$10,500.00	\$11,000.00

FY2021 Budget	Department Estimate	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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Burial Permit Revenue

Department Number: 24111

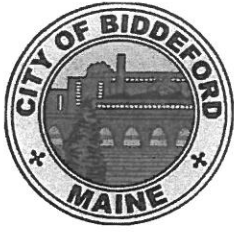
Account Number: 40202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$6,749.00	\$8,500.00	\$6,500.00	\$8,000.00	\$7,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,000.00	\$7,000.00		(\$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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Marriage Certificate Fee Rev

Department Number: 24111

Account Number: 40204

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$4,407.20	\$5,000.00	\$4,067.20	\$5,000.00	\$4,500.00

FY2021 Budget	Department Estimate	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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Marriage License Revenue

Department Number: 24111

Account Number: 40205

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$5,257.00	\$7,000.00	\$5,736.00	\$7,000.00	\$6,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,000.00	\$6,000.00		(\$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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Resident Turkey License Rev

Department Number: 24111

Account Number: 40206

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$34.00	\$40.00	\$25.44	\$35.00	\$30.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30.00	\$30.00		(\$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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Resident Fishing License Rev

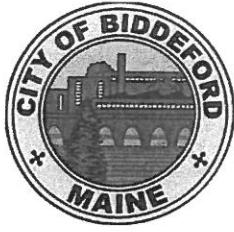
Department Number: 24111

Account Number: 40207

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$657.37	\$750.00	\$587.00	\$700.00	\$600.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$600.00	\$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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Massage Therapy License Revenue

Department Number: 24111

Account Number: 40208

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$600.00	\$500.00	\$1,130.00	\$800.00	\$1,500.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,500.00		\$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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Muzzle Loading License Rev

Department Number: 24111

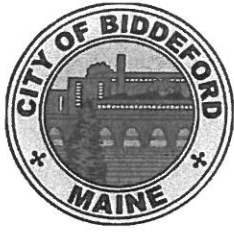
Account Number: 40209

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$17.00	\$20.00	\$17.86	\$20.00	\$20.00

FY2021 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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Duplicate License-Combo Rev

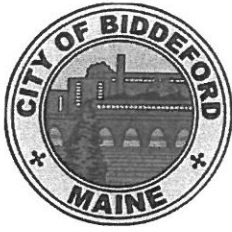
Department Number: 24111

Account Number: 40210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$8.00	\$20.00	\$2.00	\$10.00	\$10.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Coyote License Revenue

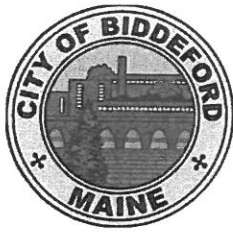
Department Number: 24111

Account Number: 40212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$8.00	\$10.00	\$6.00	\$10.00	\$10.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Pheasant Stamp Fee Rev

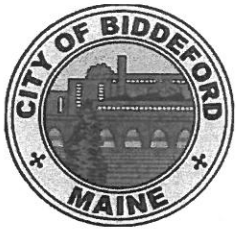
Department Number: 24111

Account Number: 40213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$4.00	\$10.00	\$2.00	\$10.00	\$10.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Duck Stamp Fee Revenue

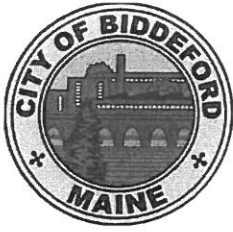
Department Number: 24111

Account Number: 40214

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1.50	\$5.00	\$1.75	\$5.00	\$5.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Resident Hunting Lic Rev

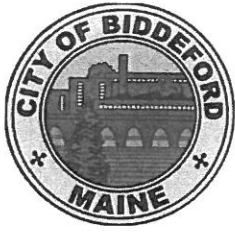
Department Number: 24111

Account Number: 40215

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$110.00	\$200.00	\$96.00	\$150.00	\$150.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Junior Hunting Lic Rev

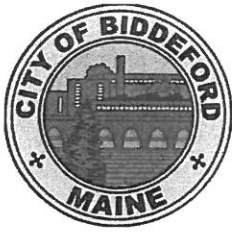
Department Number: 24111

Account Number: 40216

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$4.00	\$20.00	\$10.00	\$20.00	\$20.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Archery License Revenue

Department Number: 24111

Account Number: 40217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$41.00	\$50.00	\$32.26	\$50.00	\$50.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Resident Combo Lic Rev

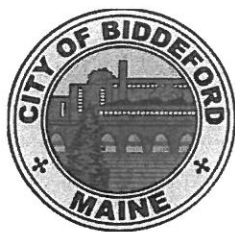
Department Number: 24111

Account Number: 40218

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$244.00	\$300.00	\$203.44	\$250.00	\$210.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$210.00	\$210.00		(\$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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Resident Serviceman Lic Rev

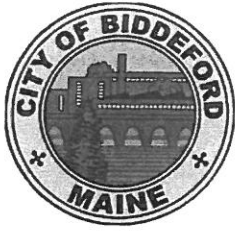
Department Number: 24111

Account Number: 40219

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$2.00	\$0.00	\$2.00	\$2.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Small Game License Rev

Department Number: 24111

Account Number: 40220

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$5.00	\$2.00	\$5.00	\$5.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Bear License Revenue

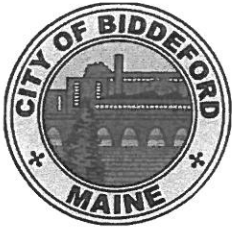
Department Number: 24111

Account Number: 40221

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$10.00	\$15.00	\$4.00	\$15.00	\$10.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10.00	\$10.00		(\$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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Victualers License Revenue

Department Number: 24111

Account Number: 40229

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$11,325.00	\$11,000.00	\$10,585.00	\$11,000.00	\$11,000.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Entertainment License Rev

Department Number: 24111

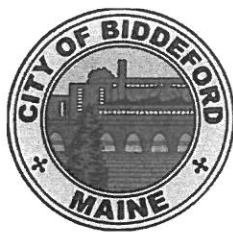
Account Number: 40230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$3,470.00	\$3,500.00	\$3,020.00	\$3,500.00	\$3,500.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Garage/Service Sta Lic Rev

Department Number: 24111

Account Number: 40232

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$2,850.00	\$3,000.00	\$2,310.00	\$2,500.00	\$2,500.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Vendor License Revenue

Department Number: 24111

Account Number: 40233

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$340.00	\$300.00	\$470.00	\$300.00	\$350.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Taxi License Revenue

Department Number: 24111

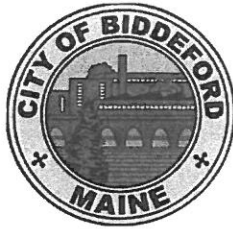
Account Number: 40234

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$450.00	\$100.00	\$380.00	\$400.00	\$300.00

FY2021 Budget	Department Estimate	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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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Second Hand Dealer Lic Rev

Department Number: 24111

Account Number: 40237

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,225.00	\$1,000.00	\$400.00	\$400.00	\$600.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Research Revenue

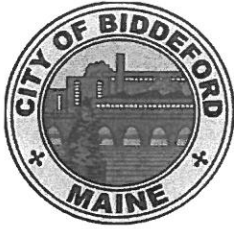
Department Number: 24111

Account Number: 40239

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$20.00	\$10.00	\$10.00	\$10.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Advertising Costs Revenue

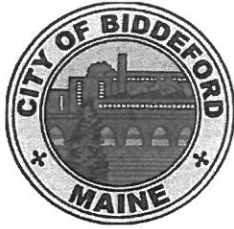
Department Number: 24111

Account Number: 40258

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$360.00	\$300.00	\$340.00	\$300.00	\$350.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: City Clerk Services Rev

Department Number: 24111

Account Number: 40259

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$836.00	\$850.00	\$1,132.00	\$850.00	\$1,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Copies Revenue

Department Number: 24111

Account Number: 40260

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,055.50	\$1,000.00	\$785.00	\$800.00	\$700.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		(\$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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This account is also used for voter lists that are sold in the Clerk's Office



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Returned Check Fee Rev

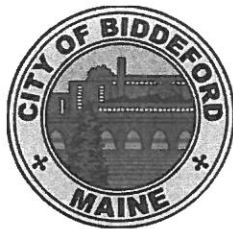
Department Number: 24111

Account Number: 40262

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$550.00	\$600.00	\$790.00	\$650.00	\$650.00

FY2021 Budget	Department Estimate	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.



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Building Permit Revenue

Department Number: 24111

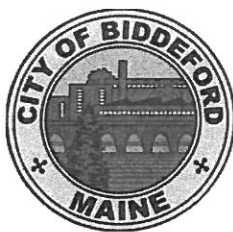
Account Number: 40265

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$508,048.12	\$450,000.00	\$375,462.12	\$470,000.00	\$470,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400,000.00	\$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.

Building permit revenues



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Electrical Permit Revenue

Department Number: 24111

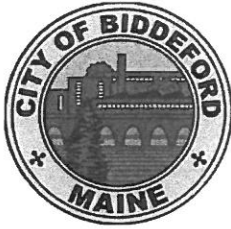
Account Number: 40266

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$80,478.65	\$70,000.00	\$68,429.61	\$70,000.00	\$70,000.00

FY2021 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.

Electrical permits



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plumbing Permit Revenue

Department Number: 24111

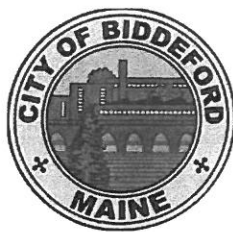
Account Number: 40267

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$26,935.00	\$45,000.00	\$25,374.75	\$40,000.00	\$40,000.00

FY2021 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.

Plumbing permits



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Junk Yard Permit Revenue

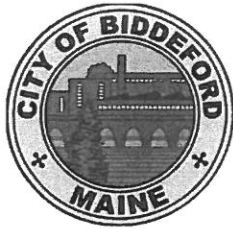
Department Number: 24111

Account Number: 40268

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$200.00	\$600.00	\$400.00	\$600.00	\$600.00

FY2021 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 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Code Violations Fine Revenue

Department Number: 24111

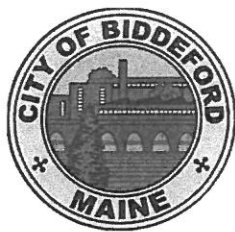
Account Number: 40271

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$4,300.00	\$3,500.00	\$0.00	\$3,000.00	\$2,000.00

FY2021 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.

Ordinance violations



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: ZBA Fee Revenue

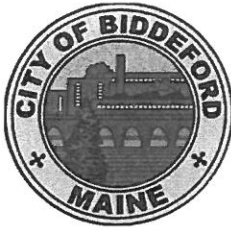
Department Number: 24111

Account Number: 40273

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$500.00	\$0.00	\$500.00	\$100.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Contract Zoning Revenue

Department Number: 24111

Account Number: 40274

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00

FY2021 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.

We expect at least two more contract zones in 20, and at least 2 in 21



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Admin Fee Rev

Department Number: 24111

Account Number: 40275

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,880.00	\$1,500.00	\$2,040.00	\$1,500.00	\$1,520.00

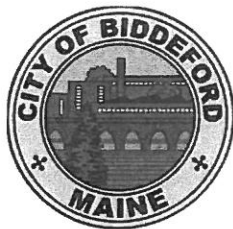
FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		\$0.00

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.



2013	1,680
2014	960
2015	1,960
2016	1,360
2017	1,440
2018	1,880
2019	2,040
average	1,617

Administrative fees, because of activities, have been steadily increasing



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Eng Inspect Fee Rev

Department Number: 24111

Account Number: 40276

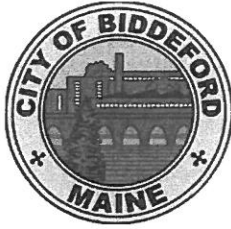
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$12,000.00	\$0.00	\$0.00	

FY2021 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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these are pass through funds



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Minor Subdivision Rev

Department Number: 24111

Account Number: 40277

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,920.00	\$0.00	\$1,800.00	\$1,000.00	\$2,020.00

FY2021 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.

2014	900
2015	800
2016	100
2017	-
2018	1,920
2019	1,800
average	920

Steadily increasing with activity



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Major Subdivision Rev

Department Number: 24111

Account Number: 40278

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$5,920.00	\$3,000.00	\$26,500.00	\$3,000.00	\$9,020.00

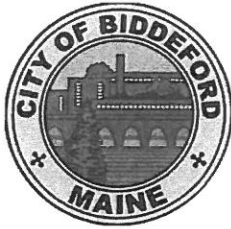
FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		\$0.00

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.



2013	13,520
2014	6,200
2015	13,400
2016	9,080
2017	1,880
2018	5,920
2019	26,500
average	10,929

Steadily increasing with activity; no slow down projected based on the economy



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Site Review Rev

Department Number: 24111

Account Number: 40279

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$4,800.00	\$5,000.00	\$3,500.00	\$5,000.00	\$9,355.00

FY2021 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
2019	3,500
average	7,222

We stepped these down a tad, but we anticipate increased activity in this fiscal year



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Eng Site Review Rev

Department Number: 24111

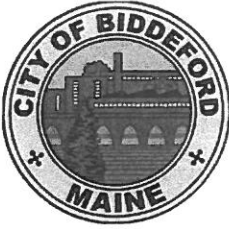
Account Number: 40284

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00

FY2021 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.

these are pass through funds



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Cond Use/Oth1 Rev

Department Number: 24111

Account Number: 40285

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$2,200.00	\$2,000.00	\$800.00	\$2,000.00	\$1,600.00

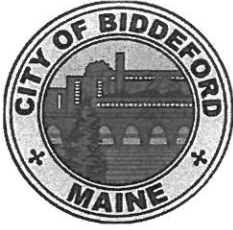
FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,600.00	\$1,600.00		\$0.00

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.

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2013	2,200
2014	1,000
2015	2,700
2016	600
2017	2,000
2018	2,200
2019	800
average	1,643

We will project these flzt, but there could be increased activity (e.g. Marijuana grow expansion)



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Cond Use/Other2 Rev

Department Number: 24111

Account Number: 40286

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Cont/Cond Zone1 Rev

Department Number: 24111

Account Number: 40288

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$1,000.00

FY2021 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.

2014	2,000
2015	3,000
2016	2,000
2017	1,000
2018	1,000
2019	2,000
average	1,833

projecting as flat because of the type of reviews



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Plan Bd Shoreland Zone Rev

Department Number: 24111

Account Number: 40294

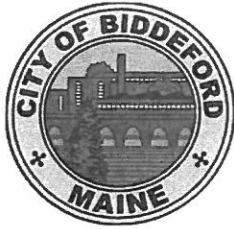
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$600.00	\$600.00	\$600.00	\$600.00	\$600.00

FY2021 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	400.00
2014	100.00
2015	300.00
2016	600.00
2017	800.00
2018	600.00
2019	600.00
average	485.71



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Sole Prioprietor Filing Fee Rv

Department Number: 24111

Account Number: 40310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$210.00	\$200.00	\$240.00	\$200.00	\$200.00

FY2021 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.

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Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Code Permit Application Fee Rv

Department Number: 24111

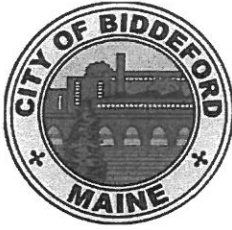
Account Number: 40317

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$31,200.00	\$30,000.00	\$26,700.00	\$27,500.00	\$25,000.00

FY2021 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.

60.00 building permit application fee



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Historic Preservation App Fee

Department Number: 24111

Account Number: 40318

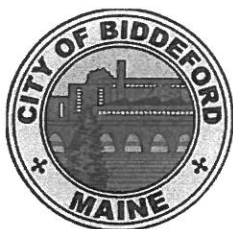
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$600.00	\$400.00	\$1,700.00	\$500.00	\$1,600.00

FY2021 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	100.00
2014	440.00
2015	950.00
2016	600.00
2017	200.00
2018	600.00
2019	1,700.00
average	655.71

Increasing activity coupled with capturing more permit activity



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Special Events Permit

Department Number: 24111

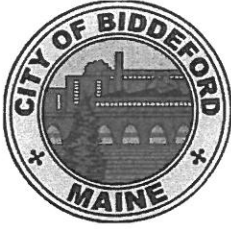
Account Number: 40319

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,800.00	\$0.00	\$725.00	\$1,800.00	\$1,500.00

FY2021 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.

Special event applications



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Accessory Dwelling Fee

Department Number: 24111

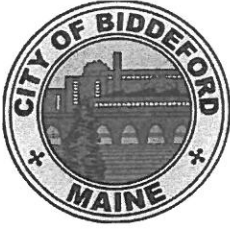
Account Number: 40320

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,000.00	\$0.00	\$600.00	\$1,000.00	\$800.00

FY2021 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.

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



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Inspection Program Revenue

Department Number: 24111

Account Number: 40321

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$65,000.00	\$84,075.00	\$65,000.00	\$84,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$84,000.00	\$84,000.00		\$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.

Apartment building inspection program



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Maps Sold Revenue

Department Number: 24111

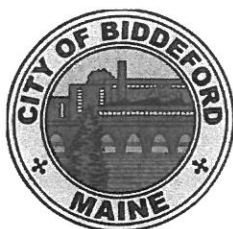
Account Number: 40550

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$30.00	\$20.00	\$12.00	\$20.00	\$20.00

FY2021 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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Licenses, Permits & F

Account Title: Copies Sold Revenue

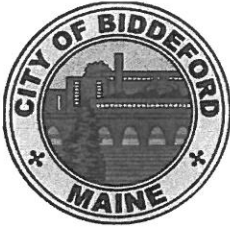
Department Number: 24111

Account Number: 40556

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$17.00	\$0.00	\$18.00	\$0.00	

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 7, 2020

Department: Pub Svcs Licenses, Permits &

Account Title: Welfare Restitution Pmts Rev

Department Number: 24112

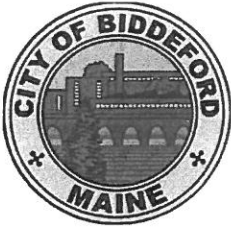
Account Number: 40560

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$570.19	\$500.00	\$684.00	\$350.00	

FY2021 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.

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 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Licenses, Permits &

Account Title: Rental AT&T Cell ME Site

Department Number: 24112

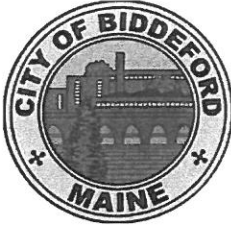
Account Number: 40600

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$27,760.80	\$28,315.00	\$29,842.86	\$28,315.00	\$28,315.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,315.00	\$28,315.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Licenses, Permits &

Account Title: Rental Verizon Cell ME Site Rv

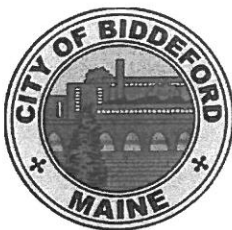
Department Number: 24112

Account Number: 40601

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$17,192.50	\$16,187.00	\$15,870.00	\$15,870.00	\$15,870.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,870.00	\$15,870.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Licenses, Permits &

Account Title: Rental City Theater Revenue

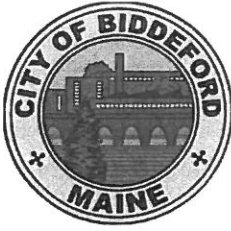
Department Number: 24112

Account Number: 40602

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$960.00	\$960.00	\$960.00	\$960.00	\$960.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$960.00	\$960.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 25, 2020

Department: Pub Srvc Licenses, Permits &

Account Title: Rental Community Supp Svcs Rev

Department Number: 24112

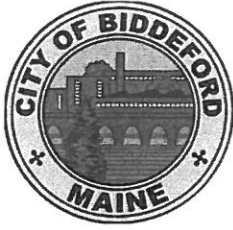
Account Number: 40603

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$1,125.00	\$0.00	\$0.00	

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Licenses, Permits &

Account Title: Rental Sprint Cell ME Site Rev

Department Number: 24112

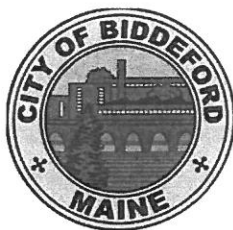
Account Number: 40604

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$25,075.10	\$25,577.00	\$83,103.81	\$25,827.00	\$28,185.78

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$28,500.00	\$28,500.00		\$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 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Licenses, Permits &

Account Title: Rental US Cellular ME Site Rev

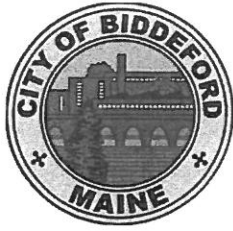
Department Number: 24112

Account Number: 40605

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$34,010.07	\$34,881.00	\$34,780.77	\$34,586.00	\$34,486.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$34,586.00	\$34,586.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Licenses, Permits &

Account Title: Rental T-Mobile Cell ME Site R

Department Number: 24112

Account Number: 40638

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$26,830.65	\$25,928.00	\$26,920.95	\$26,830.00	\$26,830.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,830.00	\$26,830.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 7, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Ambulance Service Fee Rev

Department Number: 24113

Account Number: 40244

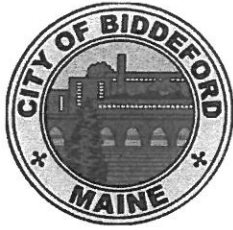
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,425,000.00	\$1,225,000.00	\$1,224,996.00	\$1,300,000.00	\$1,300,000.00

FY2021 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.

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Transfer from the Ambulance Fund



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: False Alarm Fee Revenue

Department Number: 24113

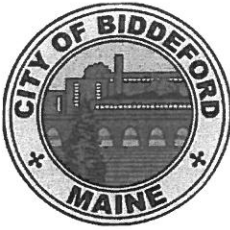
Account Number: 40297

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$38,300.00	\$25,000.00	\$25,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,000.00	\$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.

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



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Ordinance Fines Revenue

Department Number: 24113

Account Number: 40298

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	-\$1,000.00	\$2,048.50	\$2,500.00	\$1,500.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$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.

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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 2021 Revenue Estimates

March 2, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Animal Cntrl Collections Rev

Department Number: 24113

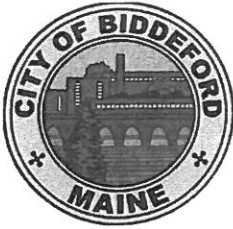
Account Number: 40299

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,883.00	\$2,500.00	\$2,227.00	\$2,000.00	\$2,100.00

FY2021 Budget	Department Estimate	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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Police Reports Revenue

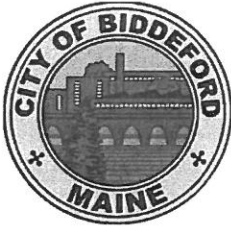
Department Number: 24113

Account Number: 40300

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$6,703.50	\$8,000.00	\$8,000.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Court Ordered Restitution Rev

Department Number: 24113

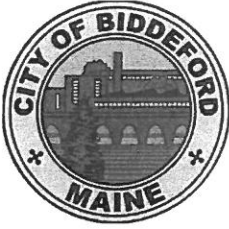
Account Number: 40307

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$912.26	\$0.00	\$430.27	\$500.00	\$500.00

FY2021 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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Blasting Permit Fee Revenue

Department Number: 24113

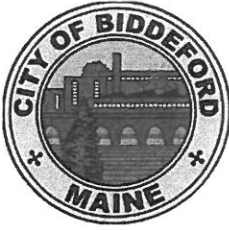
Account Number: 40309

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$750.00	\$600.00	\$550.90	\$600.00	\$600.00

FY2021 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.

2013	300.00
2014	500.00
2015	650.00
2016	1,050.00
2017	600.00
2018	750.00
2019	550.90
average	628.70



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: PSAP Service Fees

Department Number: 24113

Account Number: 40460

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$29,725.75	\$213,404.00	\$251,159.00	\$225,870.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$280,884.75	\$280,884.75		\$0.00

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

2020-2021 Communications Revenue Contract figures 8.00 per capita

Alfred	\$24,760.00
Arundel	\$33,336.00
Dayton	\$16,208.00
Lyman	\$34,752.00
Waterboro	\$62,696.00
Saco @ 3.75 per capita	\$73,068.75
Hollis	\$36,064.00
TOTAL	\$280,884.75



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Polygraph Test Revenue

Department Number: 24113

Account Number: 40461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	-\$6,000.00	\$4,875.00	\$10,000.00	\$3,600.00

FY2021 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 2021 Revenue Estimates

March 2, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Police Grants

Department Number: 24113

Account Number: 40463

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$30,000.00	\$5,177.04	\$0.00	\$50,000.00

FY2021 Budget	Department Estimate	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.

EUDL, BLETP cadre; Speed Enforcement grant; OUI enforcement Grant. This gets paid out of the overtime budget, yet gets credited here.

\$20,000 for speed enforcement and OUI; \$5,000 for EUDL reimbursements for overtime rates. These are minimums



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Cemetery Fee Revenue

Department Number: 24114

Account Number: 40223

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,850.00	\$5,000.00	\$6,950.00	\$3,000.00	\$3,000.00

FY2021 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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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Septic Sludge Permit Rev

Department Number: 24114

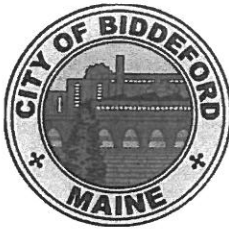
Account Number: 40231

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

FY2021 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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Solid Waste Annual Fee Rev

Department Number: 24114

Account Number: 40235

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$5,400.00	\$5,400.00	\$6,000.00	\$5,700.00	\$6,500.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,000.00	\$6,000.00		\$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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Street Opening Permit Rev

Department Number: 24114

Account Number: 40302

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$3,240.00	\$5,200.00	\$3,781.00	\$3,720.00	\$3,700.00

FY2021 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.



	2017	4,350
	2018	3,240
	2019	3,781
	2020	
Raise from \$45.00 to \$65.00 could increase to \$4800.00	average	3,790



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Recycling Revenue

Department Number: 24114

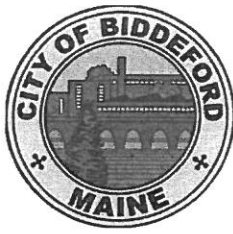
Account Number: 40303

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$86,127.84	\$65,000.00	\$78,852.78	\$50,000.00	\$56,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$56,000.00	\$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.

2017	72,711
2018	86,128
2019	78,853
2020	
average	79,231



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Solid Waste Bag Sales Revenue

Department Number: 24114

Account Number: 40304

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$41,751.85	\$54,000.00	\$70,794.00	\$70,915.00	\$70,915.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$71,000.00	\$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.

2017	54,201
2018	41,752
2019	79,794
2020	
average	58,582
	14,915

Additional sale of waste bags due to recycling program

Original Budget	71,000
Reduce the amount of waste bag revenue due to new bins	47,333
Revised Budget	<u>23,667</u>



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Municipal Garage Labor Charge

Department Number: 24114

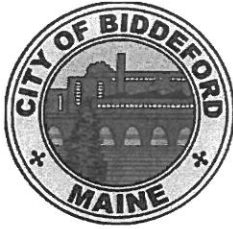
Account Number: 40700

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$154,019.50	\$147,715.00	\$138,514.07	\$112,000.00	\$143,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$143,000.00	\$143,000.00		\$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.

2017	97,188
2018	154,020
2019	138,514
2020	
average	129,907



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Licenses, Permits &

Account Title: Large Bin Sales

Department Number: 24114

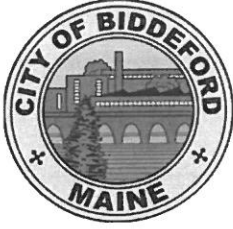
Account Number: NEW01

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$45,000.00		\$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># of Bins</u>	<u>Sale Amount</u>	<u>Total</u>
Large Bin Sales	300	\$150.00	\$45,000.00



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: State Revenue Sharing

Account Title: State Revenue Sharing Rev

Department Number: 24120

Account Number: 40400

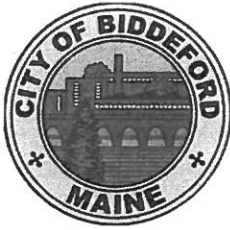
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,363,996.36	\$1,425,000.00	\$1,501,821.33	\$1,975,000.00	\$1,975,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,275,000.00	\$2,650,000.00		\$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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Changed Revenue Sharing based on the estimate posted on the state website on 03/04/2020



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: State Homestead Exemption

Account Title: State Homestead Exemption Rev

Department Number: 24121

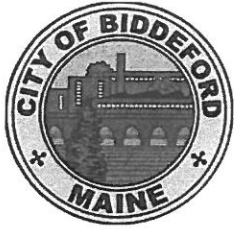
Account Number: 40401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$675,008.00	\$844,050.00	\$820,824.00	\$814,593.00	\$814,593.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,144,593.00	\$1,144,593.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 law increases reimbursement for this program from 50% to 62.5% in FY20
state law increases reimbursement for this program from 62.5% to 70% in FY21



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Intergovernmental

Account Title: Fed Fish & Wildlife Rev Share

Department Number: 24122

Account Number: 40433

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$7,422.00	\$0.00	\$8,551.00	\$7,000.00	\$7,000.00

FY2021 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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Revenue comes in June have not received notice as the amount



Fiscal Year 2021 Revenue Estimates

February 7, 2020

Department: Pub Svcs Intergovernmental

Account Title: State G A Reimbursement Rev

Department Number: 24123

Account Number: 40402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$84,668.61	\$110,000.00	\$43,698.79	\$80,000.00	\$53,718.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$78,750.00	\$78,750.00		\$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.

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



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Intergovernmental

Account Title: State Parks Fee Sharing Rev

Department Number: 24123

Account Number: 40407

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$500.00	\$0.00	\$500.00	

FY2021 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.

Revenue comes in February each year



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Intergovernmental

Account Title: State Witness Fees Rev

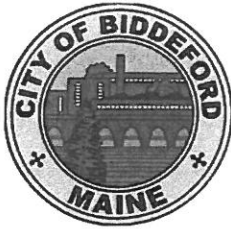
Department Number: 24124

Account Number: 40410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$5,076.36	\$8,000.00	\$7,235.00	\$6,000.00	\$5,000.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Intergovernmental

Account Title: State Road Assist Program Rev

Department Number: 24125

Account Number: 40404

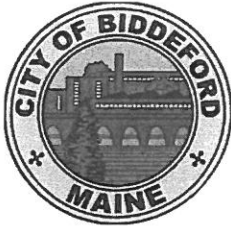
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$198,832.00	\$195,000.00	\$197,260.00	\$195,000.00	\$202,896.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$198,000.00	\$198,000.00		\$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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2016	195,124
2017	192,160
2018	198,832
2019	197,260
2020	
average	195,844
last 4 years	195,844



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Intergovernmental

Account Title: School Dept. Share Revenue

Department Number: 24125

Account Number: 40450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: State BETE Program Reimburse

Account Title: State BETE Reimbursement Reven

Department Number: 24128

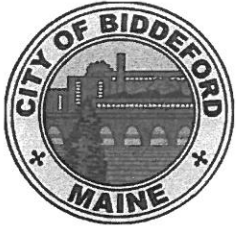
Account Number: 40405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$350,268.37	\$363,990.00	\$371,410.63	\$350,099.00	\$350,099.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350,000.00	\$350,000.00		\$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 2021 Revenue Estimates

February 21, 2020

Department: Community TV Center Operations

Account Title: #N/A

Department Number: 24130

Account Number: 40130

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
#N/A	#N/A	#N/A	#N/A	\$0.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300,000.00	\$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.



2019	306,818.30	5.5%
2018	290,876.28	4.8%
2017	277,439.10	3.2%
2016	268,772.00	-0.8%
2015	271,055.13	-1.5%
2014	275,094.02	
	281,675.81	

15,942.02
13,437.18
8,667.10
(2,283.13)
(4,038.89)



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Community TV Center Operations

Account Title: #N/A

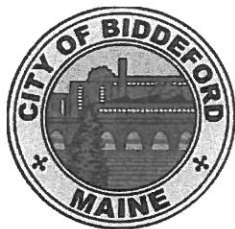
Department Number: 24130

Account Number: 40500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
#N/A	#N/A	#N/A	#N/A	\$0.00

FY2021 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 2021 Revenue Estimates

February 21, 2020

Department: Community TV Center Operations

Account Title: #N/A

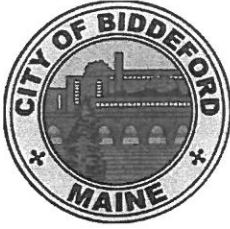
Department Number: 24130

Account Number: 40559

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
#N/A	#N/A	#N/A	#N/A	

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Investment Income

Account Title: Interest on Notes Rec Rev

Department Number: 24140

Account Number: 40501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$14,704.58	\$14,139.00	\$23,830.47	\$15,904.47	\$15,904.47

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$16,540.65	\$16,540.65		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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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Mills at Saco Falls Note Receivable



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Investment Income

Account Title: Investment Income Revenue

Department Number: 24140

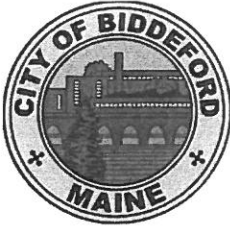
Account Number: 40500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$119,850.85	\$80,000.00	\$257,923.95	\$125,000.00	\$200,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150,000.00	\$150,000.00		\$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.

Interest rates have increased; however, as we spend the bonding that will decrease the amount of earnings.



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Other

Account Title: Sale of Surplus Goods Rev

Department Number: 24150

Account Number: 40126

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$6,099.96	\$0.00	\$7,816.98	\$0.00	

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Other

Account Title: Sale of City-Owned

Department Number: 24150

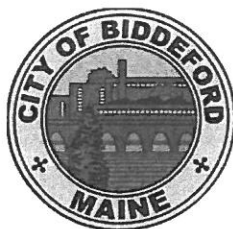
Account Number: 40127

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$23,000.00	\$0.00	\$100,000.00

FY2021 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 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Other

Account Title: Miscellaneous Revenue

Department Number: 24150

Account Number: 40559

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$44,950.20	\$76,132.00	\$97,134.50	\$76,132.00	\$50,000.00

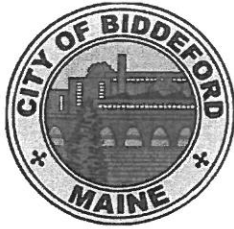
FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$0.00

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.

Transit (\$1,250/month)

15,000

15,000



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Gen Govt Other

Account Title: Contract Admin. Services

Department Number: 24150

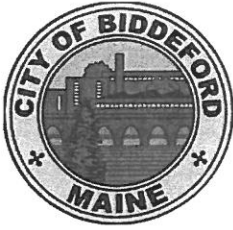
Account Number: 41193

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$47,641.62	\$75,812.00	\$31,730.79	\$25,000.00	\$25,000.00

FY2021 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.

50% of Nick's less 50% of Dave's wage plus benefits \$ 25,000.00



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Svcs Other

Account Title: Arena Debt Serv Reimburse Rev

Department Number: 24151

Account Number: 40562

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$42,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$61,000.00	\$61,000.00		\$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 add new debt payment



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Works Other

Account Title: Miscellaneous Revenue

Department Number: 24153

Account Number: 40559

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$150.26	\$250.00	\$96.00	\$150.00	\$100.00

FY2021 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.

2017	979
2018	150
2019	96
2020	
average	408



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Miscellaneous Revenue

Account Title: Lease Proceeds Revenue

Department Number: 24155

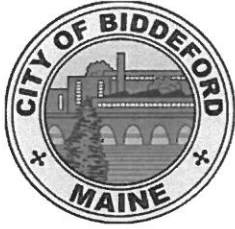
Account Number: 40592

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$1,997,407.97	\$0.00	

FY2021 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 2021 Revenue Estimates

March 5, 2020

Department: Use of Prior Year F/B-City

Account Title: Use of Undesignated Fund Balan

Department Number: 24198

Account Number: 40999

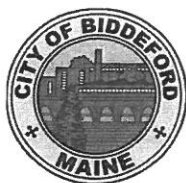
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	-\$13,323.00	\$0.00	\$0.00	

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ -	\$ 431,540.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>Outside Engineering</i>	\$ 175,000.00
<i>CSO Engineer</i>	\$ 68,968.00
<i>Communication Director</i>	\$ 100,000.00
<i>Planning Subdivision Subcontractor</i>	\$ 40,000.00
<i>1/2 of the new Deputy Director of PW</i>	\$ 47,572.00
	\$ 431,540.00



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Transfers In

Account Title: Transfer in from Other Funds

Department Number: 24199

Account Number: 40801

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$779,549.00	\$662,920.00	\$672,601.33	\$626,303.00	\$626,303.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	484,303.00	\$484,303.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>Transfer from</u>	<u>Fund #/Org #</u>		<u>FY2020</u>	<u>FY2020</u>
CSO Project 2013	402	Engineering support	27,000.00	27,000.00
CSO Bond 2010	411	Engineering support	27,000.00	27,000.00
Industrial Park	201/31101	Admin support	5,000.00	5,000.00
Mooring Fees	202/31102	Admin support	5,000.00	5,000.00
Police Special Duty	204/31104		5,000.00	5,000.00
Pool Beach Permits	206/31106	Admin support	20,000.00	20,000.00
Dog Licenses	207/31107		-	8,000.00
Airport	216/31132	Admin support	3,000.00	3,000.00
Community TV	218/31138	Admin support	10,000.00	-
Recreation	224/31201	Admin support	15,000.00	15,000.00
Route 111 TIF	228/31179	Admin support	30,000.00	30,000.00
Route 111 TIF	228/31179	Marketing (21109)	30,000.00	30,000.00
Route 111 TIF	228/31179	Cruiser (21146)	30,000.00	
Route 111 TIF	228/31193	Downtown	110,000.00	
		Professional Services		
Route 111 TIF	228/31193	(21109)	65,000.00	65,000.00
Shellfish	230/31142		5,000.00	5,000.00
Parking Enforcement	650/31235		25,000.00	25,000.00
Sewer Operations	601/35102		214,303.00	214,303.00
			<u>626,303.00</u>	<u>484,303.00</u>

CITY OF BIDDEFORD, MAINE
Statement of Crosswalk
Wastewater Fund

FY2021			
	Cash Basis	Adjustment	Accrual Basis
Cash flows from operating activities:			
Receipts from customers and users	\$ 4,117,311	-	4,117,311
Payments to suppliers and service providers	(1,446,554)	-	(1,446,554)
Payments to employees for salaries and benefits	(1,541,135)	-	(1,541,135)
Net cash provided by operating activities	1,129,623	-	1,129,623
Cash flows from noncapital financing activities:			
Transfers to other funds	(211,474)	-	(211,474)
Transfers from other funds	600,000	-	600,000
Decrease in interfund loans	-	-	-
Net cash provided by noncapital financing activities	388,526	-	388,526
Cash flows from capital and related financing activities:			
Acquisition and construction of capital assets	(548,954)	400,000	(148,954)
Depreciation	-	(1,065,543)	(1,065,543)
Lease Premium	-	-	-
Principal paid on capital debt	(575,624)	575,624	-
Interest paid on capital debt	(233,731)	-	(233,731)
Net cash used in capital and related financing activities	(1,358,310)	(89,918)	(1,448,228)
Net increase (decrease) in cash and cash equivalents (due to/from GF)	159,839	(89,918)	69,921
Beginning due to/from (Audit June 30, 2019)	2,680,787		
Net Position (Audit June 30, 2019)			18,486,215
Ending due to/from	2,840,626		18,556,136

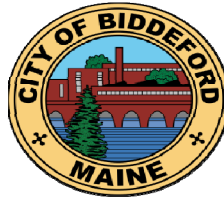
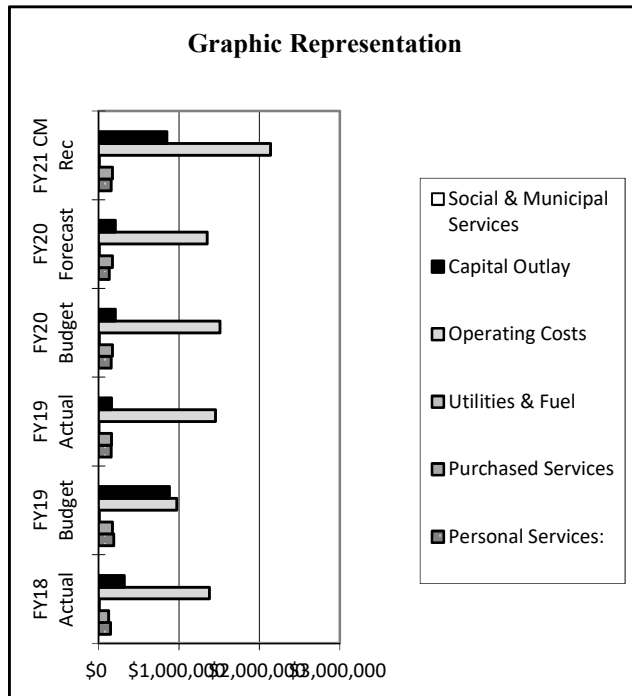
City of Biddeford, Maine

Fiscal Year 2021

Budget: Sewer Operations

Account Number: 35102

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$148,566	\$187,152	\$157,611	\$157,372	\$60,874	\$154,661	\$154,661
Purchased Services	\$123,769	\$172,052	\$159,636	\$172,323	\$73,960	\$172,772	\$172,772
Utilities & Fuel	\$10,479	\$8,011	\$6,577	\$9,803	\$4,432	\$9,891	\$9,891
Operating Costs	\$1,378,992	\$973,801	\$1,454,340	\$1,507,719	\$468,244	\$2,139,648	\$2,139,648
Capital Outlay	\$320,832	\$882,421	\$160,324	\$208,132	\$25,110	\$848,954	\$548,954
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,982,638	\$2,223,437	\$1,938,489	\$2,055,349	\$632,619	\$3,325,926	\$3,025,926

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$7,052
Workers Comp	\$1,370
Health Insurance	\$18,346
Retirement	\$5,729
Unemployment	\$101
Other Insurance	\$506
Total Fringe Benefit Impact	\$33,105
# of Full Time Employees	2.50

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$157,372	\$154,661	-\$2,711	-1.7%
Purchased Services	\$172,323	\$172,772	\$449	0.3%
Utilities & Fuel	\$9,803	\$9,891	\$88	0.9%
Operating Costs	\$1,507,719	\$2,139,648	\$631,929	41.9%
Capital Outlay	\$208,132	\$548,954	\$340,822	163.8%
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$2,055,349	\$3,025,926	\$970,577	47.2%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$45,940	\$46,114	\$46,716	\$46,892	\$29,262	\$48,034	\$48,034
60102	Mid Mgmt Hrly Employee Wa	\$44,856	\$44,717	\$46,452	\$23,363	(\$213)	\$19,307	\$19,307
60105	F-T Employee Wage Exp	\$0	\$0	\$157	\$0	\$40	\$0	\$0
60106	P-T Employee Wage Exp	\$21,272	\$20,066	\$22,444	\$21,130	\$12,911	\$21,520	\$21,520
60111	Overtime Wage Expense	\$0	\$2,340	\$0	\$2,340	\$0	\$2,340	\$2,340
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$6,935	\$14,109	\$5,723	\$7,261	\$1,681	\$7,052	\$7,052
60202	MPERS-Employer Share Exp	\$3,369	\$4,427	\$0	\$4,689	\$0	\$4,851	\$4,851
60203	457 Plan-Employer Share Exp	\$1,965	\$2,170	\$3,220	\$1,126	\$0	\$878	\$878
60210	HPHC Ins Employer Share Ex	\$11,412	\$19,229	\$7,716	\$17,067	\$812	\$17,198	\$17,198
60212	S-T Disability ER Share Exp	\$112	\$49	\$76	\$33	\$34	\$31	\$31
60213	L-T Disability ER Share Exp	\$258	\$272	\$215	\$211	\$22	\$202	\$202
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$736	\$663	\$750	\$335	\$45	\$273	\$273
60230	Clothing/Uniforms Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$730	\$300	\$234	\$400	\$110	\$450	\$450
60252	Travel/Mileage Expense	\$480	\$750	\$583	\$750	\$0	\$750	\$750
60257	Professional License Fees Exp	\$0	\$100	\$0	\$120	\$0	\$120	\$120
60370	Workers Comp Insurance Exp	\$10,502	\$31,846	\$23,326	\$31,655	\$16,170	\$31,655	\$31,655
Totals		\$148,566	\$187,152	\$157,611	\$157,372	\$60,874	\$154,661	\$154,661

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60302	Audit Services Expense	\$6,565	\$6,500	\$8,112	\$6,500	\$4,680	\$6,500	\$6,500
60304	Registry of Deeds Fee Expense	\$3,193	\$9,000	\$8,849	\$9,000	\$2,470	\$8,000	\$8,000
60306	Other Prof/Consult Svcs Exp	\$0	\$10,000	\$6,992	\$10,000	\$540	\$10,000	\$10,000
60310	Service Contracts Expense	\$73,762	\$100,150	\$88,471	\$100,150	\$26,344	\$100,450	\$100,450
60312	Temporary Contract Help Exp	\$0	\$3,000	\$3,900	\$3,000	\$0	\$3,000	\$3,000
60325	Postage/Shipping Expense	\$6,291	\$7,600	\$8,479	\$7,600	\$2,500	\$7,600	\$7,600
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60331	Land/Building Lease Expense	\$1,064	\$1,060	\$770	\$1,060	\$1,112	\$1,160	\$1,160
60372	Vehicle Insurance Expense	\$7,686	\$8,845	\$8,335	\$8,752	\$8,852	\$8,852	\$8,852
60373	Building/Boiler Insurance Exp	\$10,134	\$10,822	\$10,653	\$11,186	\$12,959	\$12,960	\$12,960
60375	Special Equip Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60382	Pollution Insurance Expense	\$15,074	\$15,075	\$15,075	\$15,075	\$14,502	\$14,250	\$14,250
Totals		\$123,769	\$172,052	\$159,636	\$172,323	\$73,960	\$172,772	\$172,772

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							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	\$1,717	\$2,191	\$1,739	\$2,191	\$1,014	\$2,191	\$2,191
60404	Sewer User Fee Expense	\$8,148	\$5,000	\$4,232	\$7,000	\$3,249	\$7,000	\$7,000
60411	Gasoline Expense	\$614	\$820	\$606	\$612	\$169	\$700	\$700
Totals		\$10,479	\$8,011	\$6,577	\$9,803	\$4,432	\$9,891	\$9,891

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$70	\$400	\$2,104	\$1,100	\$0	\$1,100	\$1,100
60500	Admin/Office Supp/Eqt Non-C	\$205	\$700	\$294	\$700	\$288	\$1,000	\$1,000
60501	Operating Supp/Eqt Non-Cap	\$11,030	\$30,000	\$0	\$30,000	\$0	\$30,000	\$30,000
60700	Depreciation Expense	\$1,041,961	\$0	\$1,065,543	\$1,041,530	\$0	\$1,065,543	\$1,065,543
60750	Bond Principal Expense	\$0	\$559,000	\$0	\$0	\$225,000	\$559,000	\$559,000
60751	Bond Interest Expense	\$171,837	\$158,598	\$155,194	\$185,116	\$14,732	\$233,731	\$233,731
60797	Miscellaneous Expense	\$3,889	\$12,800	\$19,941	\$12,800	\$9,248	\$12,800	\$12,800
60798	Contingency	\$0	\$25,000	\$23,962	\$25,000	\$4,673	\$25,000	\$25,000
60799	Transfer Out to Other Funds	\$150,000	\$187,303	\$187,303	\$211,473	\$214,303	\$211,474	\$211,474
Totals		\$1,378,992	\$973,801	\$1,454,340	\$1,507,719	\$468,244	\$2,139,648	\$2,139,648

Capital Outlay

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60602	Equipment Purchase Cap	\$88,823	\$100,000	\$0	\$100,000	\$0	\$100,000	\$100,000
60603	Vehicles Purchase Capital	\$1,349	\$9,921	\$91,532	\$4,454	\$0	\$4,454	\$4,454
60605	Sewer Construc/Improve Cap	\$230,660	\$772,500	\$68,793	\$103,678	\$25,110	\$744,500	\$444,500
Totals		\$320,832	\$882,421	\$160,324	\$208,132	\$25,110	\$848,954	\$548,954

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 35102 Sewer Operations

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
CITY ENGINEER	492401	1	47,850.40	48,034.44	48,034.44		MILLIGAN
ENGINEERING TECH	619151	1	19,232.93	19,306.90	19,306.90		SANCHIONI
ADMINISTRATIVE ASST.	10799	1	21,437.26	21,519.71	21,519.71		LEVASSEUR
#N/A	32	1	-	-	-		0
TOTAL BUDGETED POSITIONS		4	88,520.59	88,861.06	88,861.06		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Dept Manager Salary Exp

Department Number: 35102

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$45,939.78	\$46,114.00	\$46,716.47	\$46,892.00	\$49,966.86

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$48,034.44	\$48,034.44		\$1,142.44

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.

50% of City Engineer Salary with no increase included

See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35102

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$44,856.05	\$44,717.00	\$46,451.50	\$23,363.00	\$22,948.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,306.90	\$19,306.90		(\$4,056.10)

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.

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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: P-T Employee Wage Exp

Department Number: 35102

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$21,272.38	\$20,066.00	\$22,444.20	\$21,130.00	\$22,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$21,519.71	\$21,519.71		\$389.71

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Overtime Wage Expense

Department Number: 35102

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$2,340.00	\$0.00	\$2,340.00	\$0.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35102

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,935.27	\$14,109.00	\$5,722.56	\$7,261.00	\$3,362.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,052.13	\$7,052.13		(\$208.87)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: MPERS-Employer Share Exp

Department Number: 35102

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,368.52	\$4,427.00	\$0.00	\$4,689.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,851.48	\$4,851.48		\$162.48

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.

9.6% of applicable salaries and wages



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 35102

Account Number: 60203

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,965.35	\$2,170.00	\$3,219.72	\$1,126.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$877.79	\$877.79		(\$248.21)

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.

Up to 6% of applicable salaries and wages



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 35102

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$11,411.64	\$19,229.00	\$7,715.59	\$17,067.00	\$825.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,198.05	\$17,198.05		\$131.05

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: S-T Disability ER Share Exp

Department Number: 35102

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$111.60	\$49.00	\$76.44	\$33.00	\$56.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30.60	\$30.60		(\$2.40)

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.

Life & AD+D premiums for City Engineer, Comptroller, Chief Operating Officer and Eng. Tech.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: L-T Disability ER Share Exp

Department Number: 35102

Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$258.24	\$272.00	\$215.17	\$211.00	\$22.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$202.03	\$202.03		(\$8.97)

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.

Life & AD+D premiums for City Engineer, Comptroller, Chief Operating Officer and Eng. Tech.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: RHSA Plan ER Share

Department Number: 35102

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$735.52	\$663.00	\$750.00	\$335.00	\$45.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$273.00	\$273.00		(\$62.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Conferences/Training Expense

Department Number: 35102

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$729.71	\$300.00	\$234.00	\$400.00	\$400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$450.00	\$450.00		\$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.

Training costs related to maintaining State Wastewater licenses and certifications

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	300.00	\$	729.71
FY2019	\$	300.00	\$	234.00
FY2020	\$	400.00	\$	110.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Travel/Mileage Expense

Department Number: 35102

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$480.21	\$750.00	\$582.56	\$750.00	\$750.00

FY2021 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

<i>Fiscal Year History</i>	<i>Budget</i>	<i>Actual</i>
FY2018	\$ 500.00	\$ 480.21
FY2019	\$ 750.00	\$ 5,825.56
FY2020	\$ 750.00	-



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Professional License Fees Exp

Department Number: 35102

Account Number: 60257

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$100.00	\$0.00	\$120.00	\$120.00

FY2021 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.

City Eng's Wastewater Operator License

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	75.00	\$	-
FY2019	\$	100.00	\$	-
FY2020	\$	120.00	\$	-



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Audit Services Expense

Department Number: 35102

Account Number: 60302

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,565.00	\$6,500.00	\$8,112.00	\$6,500.00	\$6,500.00

FY2021 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

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	6,500.00	\$	6,565.00
FY2019	\$	6,500.00	\$	8,112.00
FY2020	\$	6,500.00	\$	4,680.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Registry of Deeds Fee Expense

Department Number: 35102

Account Number: 60304

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,193.00	\$9,000.00	\$8,849.00	\$9,000.00	\$9,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,000.00	\$8,000.00		(\$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.

Fees for recording and discharging of liens. Actual values vary year to year.

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	8,000.00	\$	3,193.00
FY2019	\$	9,000.00	\$	6,849.00
FY2020	\$	9,000.00	\$	2,470.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Other Prof/Consult Srvs Exp

Department Number: 35102

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$10,000.00	\$6,992.19	\$10,000.00	\$10,000.00

FY2021 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

survey personnel within Department

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	10,000.00	\$	-
FY2019	\$	10,000.00	\$	6,992.19
FY2020	\$	10,000.00	\$	540.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Service Contracts Expense

Department Number: 35102

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$73,761.52	\$100,150.00	\$88,471.40	\$100,150.00	\$100,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100,450.00	\$100,450.00		\$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.

Boiler Inspection :	\$ 80.00
Elevator Inspection :	\$ 70.00
Plotter Maint. Agrmnt :	\$ 1,500.00
Flow Meters Maint. Agrmnt :	\$ 60,000.00
Water Meter Readings :	\$ 32,800.00
Sewer Billing Services:	\$ 6,000.00
	\$ 100,450.00

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	100,150.00	\$	73,761.52
FY2019	\$	100,150.00	\$	88,471.40
FY2020	\$	100,150.00	\$	26,344.49



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Temporary Contract Help Exp

Department Number: 35102

Account Number: 60312

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$3,000.00	\$3,900.00	\$3,000.00	\$3,000.00

FY2021 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>
FY2018	\$	3,000.00	\$	-
FY2019	\$	3,000.00	\$	3,900.00
FY2020	\$	3,000.00	\$	-



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Postage/Shipping Expense

Department Number: 35102

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,291.21	\$7,600.00	\$8,478.79	\$7,600.00	\$7,600.00

FY2021 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

Fiscal Year	Budget	Actual
FY2018	\$7,600.00	6,291.21
FY2019	\$7,600.00	8,478.79
FY2020	\$7,600.00	2,499.80



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Land/Building Lease Expense

Department Number: 35102

Account Number: 60331

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,064.22	\$1,060.00	\$769.81	\$1,060.00	\$1,060.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,160.00	\$1,160.00		\$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.

License fees for sewer lines crossing railroad property/tracks (Boston & Maine Corp)

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	1,060.00	\$	1,064.22
FY2019	\$	1,060.00		\$769.81
FY2020	\$	1,060.00	\$	1,112.17



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Workers Comp Insurance Exp

Department Number: 35102

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,502.00	\$31,846.00	\$23,326.00	\$31,655.00	\$31,655.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,655.00	\$31,655.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Workers Comp. expenses

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	32,307.00	\$	105,025.00
FY2019	\$	31,846.00	\$	23,326.00
FY2020	\$	31,655.00	\$	16,170.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Vehicle Insurance Expense

Department Number: 35102

Account Number: 60372

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,686.00	\$8,845.00	\$8,335.00	\$8,752.00	\$8,752.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,852.00	\$8,852.00		\$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.

Vehicle/Equip. Insurance premiums for Wastewater Dept. units
Estimated 5% increase per Insurance Agent

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	8,845.00	\$	7,686.00
FY2019	\$	8,845.00	\$	8,335.00
FY2020	\$	8,752.00	\$	8,852.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Building/Boiler Insurance Exp

Department Number: 35102

Account Number: 60373

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,134.00	\$10,822.00	\$10,653.00	\$11,186.00	\$12,959.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,960.00	\$12,960.00		\$1,774.00

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.

Insurance for wastewater buildings and facilities

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	10,822.00	\$	10,134.00
FY2019	\$	10,822.00	\$	10,653.00
FY2020	\$	11,186.00	\$	12,959.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Pollution Insurance Expense

Department Number: 35102

Account Number: 60382

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,074.21	\$15,075.00	\$15,075.00	\$15,075.00	\$14,052.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,250.00	\$14,250.00		(\$825.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	15,075.00	\$	15,074.21
FY2019	\$	15,075.00	\$	15,075.00
FY2020	\$	15,075.00	\$	14,052.07



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 35102

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,717.02	\$2,191.00	\$1,738.68	\$2,191.00	\$2,191.00

FY2021 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>
FY2018	\$ 2,191.00	\$ 1,717.02
FY2019	\$ 2,191.00	\$ 1,738.68
FY2020	\$ 2,191.00	\$ 1,176.77

No increase in service to date..



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Sewer User Fee Expense

Department Number: 35102

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,148.03	\$5,000.00	\$4,232.25	\$7,000.00	\$7,000.00

FY2021 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.

Sewer User Fee for wastewater facilities.

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	5,000.00	\$	8,148.03
FY2019	\$	5,000.00	\$	4,232.25
FY2020	\$	7,000.00	\$	3,248.81



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Gasoline Expense

Department Number: 35102

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$614.09	\$820.00	\$606.31	\$612.00	\$612.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$700.00	\$700.00		\$88.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 20 usage (6 months) : 135 Gallons

FY 19 usage :

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	728.00	\$	614.09
FY2019	\$	820.00	\$	606.31
FY2020	\$	612.00	\$	-



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 35102

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$69.92	\$400.00	\$2,103.78	\$1,100.00	\$1,100.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,100.00	\$1,100.00		\$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.

Maintenance costs for Unit #33

<i>Fiscal Year</i>		<i>Budget</i>	<i>Actual</i>
FY2018	\$	400.00	\$69.92
FY2019	\$	400.00	\$ 2,103.78
FY2020	\$	1,100.00	-



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

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

Department Number: 35102

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$204.55	\$700.00	\$293.64	\$700.00	\$700.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

Misc. Office Supplies :
Increase do to new plotter ink.

Plotor copy Paper	\$500
Binders/accessories	\$279
Envelopes	\$39
Pens	\$12
Legal Pads	\$70
Storage files	\$100
	\$1,000

<i>Fiscal Year</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	700.00		\$204.55
FY2019	\$	700.00	\$	293.64
FY2020	\$	700.00	\$	287.74



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35102

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$11,030.00	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00

FY2021 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>
FY2018	\$	30,000.00	\$11,030.00
FY2019	\$	30,000.00	-
FY2020	\$	30,000.00	-



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Equipment Purchase Cap

Department Number: 35102

Account Number: 60602

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$88,822.80	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00

FY2021 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>
FY2018	\$	100,000.00		\$88,822.80
FY2019	\$	100,000.00	\$	-
FY2020	\$	100,000.00	\$	-

The funds in this line are moved into reserves at the end of FY in order to complete capital replacement



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Vehicles Purchase Capital

Department Number: 35102

Account Number: 60603

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,348.96	\$9,921.00	\$91,531.51	\$4,454.00	\$4,454.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	4,454.00	\$4,454.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Sewer Construc/Improve Cap

Department Number: 35102

Account Number: 60605

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$230,660.14	\$772,500.00	\$68,792.75	\$103,678.00	\$104,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$744,500.00	\$444,500.00		\$340,822.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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) sludge cans	\$	57,000.00
ST. Josephs seperation	\$	150,000.00
Flow monitoring:	\$	60,000.00
Update SCADA System :	\$	37,500.00
GIS Sewer Mapping/Basins inventory	\$	250,000.00
Master plan update:	\$	100,000.00
Catch basin removal within city	\$	90,000.00
	\$	<u>744,500.00</u>

<i>Fiscal Year History</i>		<i>Budget</i>		<i>Actual</i>
FY2018	\$	772,500.00		\$230,660.14
FY2019	\$	772,500.00	\$	68,792.75
FY2020	\$	103,678.00	\$	25,110.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Bond Principal Expense

Department Number: 35102

Account Number: 60750

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$559,000.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$559,000.00	\$559,000.00		\$559,000.00

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.

	<u><i>FY19</i></u>	<u><i>FY20</i></u>	<u><i>FY21</i></u>
2013 Refunding 02 Bond - Sewer	225,000.00	225,000.00	225,000.00
1999 Refunding Bonds (Refunded 2017)	315,000.00	320,000.00	320,000.00
2011 CWSRLF	14,000.00	14,000.00	14,000.00
2017 Refunding	-	-	-
Total Proprietary Fund	554,000.00	559,000.00	559,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Bond Interest Expense

Department Number: 35102

Account Number: 60751

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$171,837.19	\$158,598.00	\$155,194.02	\$185,116.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	233,731.24	233,731.24		\$48,615.24

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.

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
2013 Refunding 02 Bond - Sewer	15,750.56	11,250.40	6,750.24
1999 Refunding Bonds (Refunded 2017)	31,635.08	12,800.00	
2011 CWSRLF	2,537.50	2,390.50	2,243.50
2017 Refunding	108,675.00	108,675.00	104,737.50
Total Proprietary Fund (35102)	158,598.14	135,115.90	113,731.24
Accrued interest for new bond (\$4,000,000)		50,000.00	120,000.00
		185,115.90	233,731.24



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Miscellaneous Expense

Department Number: 35102

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,888.97	\$12,800.00	\$19,940.75	\$12,800.00	\$12,800.00

FY2021 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>
FY2018	\$	12,800.00	\$	3,888.97
FY2019	\$	12,800.00	\$	19,940.75
FY2020	\$	12,800.00	\$	9,248.23

Fee based on CSO discharge flow weather related.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Contingency

Department Number: 35102

Account Number: 60798

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$25,000.00	\$23,962.04	\$25,000.00	\$25,000.00

FY2021 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>
FY2018	\$ 25,000.00	\$ -
FY2019	\$ 25,000.00	\$ 23,962.00
FY2020	\$ 25,000.00	4672.5

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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Transfer Out to Other Funds

Department Number: 35102

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$150,000.00	\$187,303.00	\$187,303.00	\$211,473.00	\$214,303.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 211,474.00	\$211,474.00		\$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.

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>
FY2018	\$ 187,303.00	\$ 150,000.00
FY2019	\$ 187,303.00	\$ 187,303.00
FY2020	\$ 211,303.00	\$ 214,303.00
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 2021 Budget Request

March 3, 2020

Department: Sewer Operations

Account Title: Depreciation Expense

Department Number: 35102

Account Number: 60700

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,041,961.36	\$0.00	\$1,065,542.50	\$1,041,530.00	\$1,065,542.50

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,065,542.50	\$1,065,542.50		\$24,012.50

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 accounts for depreciation on capital items but is not budgetted

<i>Fiscal Year History</i>		<i>Budget</i>	<i>Actual</i>
FY2015	\$	-	\$ 943,459.26
FY2016	\$	-	\$ 991,751.84
FY2017	\$	-	\$ 1,006,319.68
FY2018	\$	-	\$ 1,041,961.36
FY2019		\$	\$ 1,065,542.50
FY2020		\$	\$ 1,065,542.50

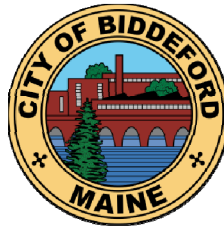
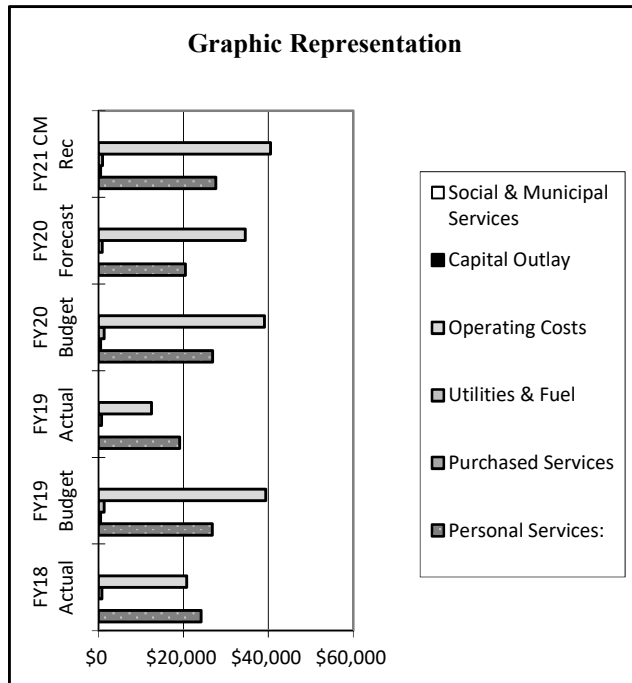
City of Biddeford, Maine

Fiscal Year 2021

Budget: Sewer Ind Pretreat Program

Account Number: 35103

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$24,138	\$26,811	\$19,062	\$26,854	\$12,026	\$27,602	\$27,602
Purchased Services	\$0	\$500	\$0	\$500	\$0	\$500	\$500
Utilities & Fuel	\$784	\$1,305	\$723	\$1,305	\$472	\$935	\$935
Operating Costs	\$20,720	\$39,341	\$12,445	\$39,106	\$6,605	\$40,471	\$40,471
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$45,642	\$67,957	\$32,230	\$67,765	\$19,104	\$69,508	\$69,508

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$1,470
Workers Comp	\$370
Health Insurance	\$4,506
Retirement	\$1,941
Unemployment	\$72
Other Insurance	\$65
Total Fringe Benefit Impact	\$8,423
# of Full Time Employees	1.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$26,854	\$27,602	\$748	2.8%
Purchased Services	\$500	\$500	\$0	0.0%
Utilities & Fuel	\$1,305	\$935	-\$370	-28.4%
Operating Costs	\$39,106	\$40,471	\$1,365	3.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$67,765	\$69,508	\$1,743	2.6%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$18,376	\$18,445	\$18,686	\$18,757	\$11,705	\$19,214	\$19,214
60102	Mid Mgmt Hrly Employee Wa	\$2,035	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$712	\$1,641	\$0	\$1,435	\$0	\$1,470	\$1,470
60202	MPERS-Employer Share Exp	\$841	\$1,771	\$0	\$1,876	\$0	\$1,941	\$1,941
60203	457 Plan-Employer Share Exp	\$430	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$1,228	\$4,043	\$0	\$3,854	\$0	\$4,047	\$4,047
60212	S-T Disability ER Share Exp	\$3	\$7	\$0	\$7	\$0	\$7	\$7
60213	L-T Disability ER Share Exp	\$25	\$55	\$0	\$56	\$0	\$58	\$58
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$50	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$150	\$0	\$150	\$0	\$150	\$150
60252	Travel/Mileage Expense	\$321	\$334	\$0	\$338	\$0	\$347	\$347
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$117	\$365	\$376	\$381	\$322	\$370	\$370
Totals		\$24,138	\$26,811	\$19,062	\$26,854	\$12,026	\$27,602	\$27,602

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							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	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60406	Fiber/Internet Expense	\$784	\$1,305	\$723	\$1,305	\$472	\$935	\$935
Totals		\$784	\$1,305	\$723	\$1,305	\$472	\$935	\$935

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$0	\$379	\$0	\$379	\$0	\$379	\$379
60501	Operating Supp/Eqt Non-Cap	\$203	\$381	\$0	\$145	\$0	\$145	\$145
60797	Miscellaneous Expense	\$20,517	\$38,581	\$12,445	\$38,582	\$6,605	\$39,947	\$39,947
Totals		\$20,720	\$39,341	\$12,445	\$39,106	\$6,605	\$40,471	\$40,471

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 35103 Sewer Ind Pretreat Program

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
ENGINEER	492402	1.00	19,140.16	19,213.78	19,213.78		MILLIGAN
TOTAL BUDGETED POSITIONS		1.00	19,140.16	19,213.78	19,213.78		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Dept Manager Salary Exp

Department Number: 35103

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$18,375.90	\$18,445.00	\$18,686.40	\$18,757.00	\$19,802.70

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,213.78	\$19,213.78		\$456.78

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35103

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$712.16	\$1,641.00	\$0.00	\$1,435.00	\$1,469.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,469.85	\$1,469.85		\$34.85

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.

Line item reflects salary FICA for wastewater director salary at 20%



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: MPERS-Employer Share Exp

Department Number: 35103

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$841.22	\$1,771.00	\$0.00	\$1,876.00	\$1,940.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 1,940.59	\$1,940.59		\$64.59

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.

Line item reflects 20% of wastewater director portion of salary for MPERS



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: HPHC Ins Employer Share Exp

Department Number: 35103

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,228.05	\$4,043.00	\$0.00	\$3,854.00	\$4,046.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 4,046.60	\$4,046.60		\$192.60

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.

Line item reflects 20% of wastewater director salary for HPHC



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: S-T Disability ER Share Exp

Department Number: 35103

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2.98	\$7.00	\$0.00	\$7.00	\$7.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: L-T Disability ER Share Exp

Department Number: 35103

Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$24.93	\$55.00	\$0.00	\$56.00	\$57.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 57.67	\$57.67		\$1.67

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 L-T disability



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Conferences/Training Expense

Department Number: 35103

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$150.00	\$0.00	\$150.00	\$0.00

FY2021 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.

<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 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Travel/Mileage Expense

Department Number: 35103

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$320.93	\$334.00	\$0.00	\$338.00	\$300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$346.50	\$346.50		\$8.50

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	\$0.580	\$174.00
Jan-Jun	300	\$0.575	\$172.50
			\$346.50

As a revenue fund, if the line item is not expended it will not be included in the user fee calculation



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Legal Services Expense

Department Number: 35103

Account Number: 60301

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$500.00	\$0.00	\$500.00	\$0.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Workers Comp Insurance Exp

Department Number: 35103

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$117.00	\$365.00	\$375.50	\$381.00	\$321.50

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$370.00	\$370.00		(\$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.

Line reflects percentage of wastewater director WC expense at 20%



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Fiber/Internet Expense

Department Number: 35103

Account Number: 60406

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$784.31	\$1,305.00	\$723.25	\$1,305.00	\$819.19

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$935.00	\$935.00		(\$370.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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%	\$3,740.00	\$935.00

Industrial Pretreatment Portion of Fiber/Internet Fee



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

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

Department Number: 35103

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$379.00	\$0.00	\$379.00	\$345.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35103

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$202.69	\$381.00	\$0.00	\$145.00	\$108.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 145.00	\$145.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Sewer Ind Pretreat Program

Account Title: Miscellaneous Expense

Department Number: 35103

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$20,517.00	\$38,581.00	\$12,445.00	\$38,582.00	\$34,081.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$39,946.67	\$39,946.67		\$1,364.67

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 (\$20,500 + lumps sum transfer).

Budget includes actual and contingency testing. Actual expenditures will be used to determine industrial pretreatment fees.

FY	Budget	Actual
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
2019	\$38,581.00	\$30,526.30
		Est
Average		\$17,672.90
Median		\$18,740.00
Max		\$30,526.30

Lump sum COO/IPP Coord Salary Transfer	\$19,446.67
IPP Testing (required and contingency)	\$20,500.00
	<u>\$39,946.67</u>

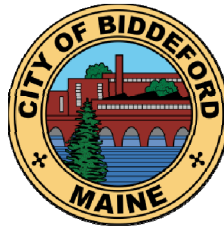
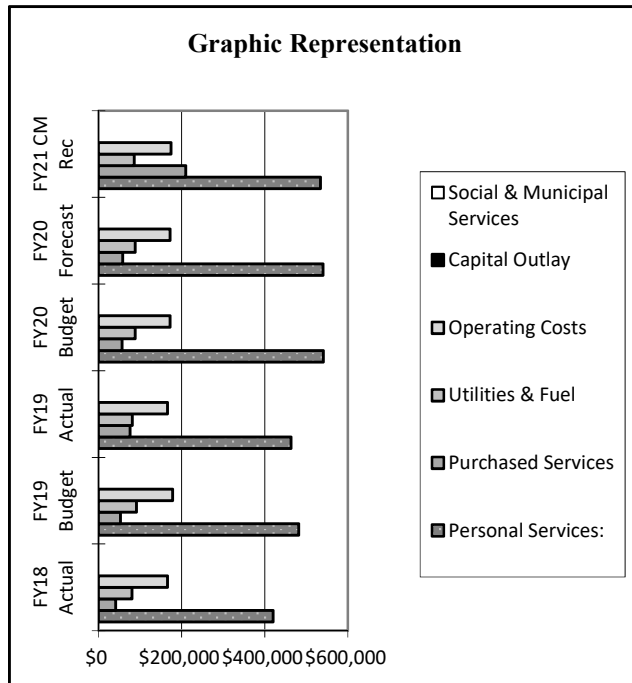
City of Biddeford, Maine

Fiscal Year 2021

Budget: P.W. Wastewater Maintenance

Account Number: 35104

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$419,912	\$481,895	\$463,282	\$540,813	\$307,538	\$534,324	\$534,324
Purchased Services	\$40,715	\$52,945	\$75,403	\$56,530	\$39,935	\$209,445	\$209,445
Utilities & Fuel	\$79,990	\$91,330	\$80,713	\$88,239	\$51,618	\$85,427	\$85,427
Operating Costs	\$165,994	\$177,975	\$165,651	\$172,250	\$99,580	\$174,170	\$174,170
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$706,610	\$804,145	\$785,048	\$857,832	\$498,671	\$1,003,366	\$1,003,366



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$29,113
Workers Comp	\$9,188
Health Insurance	\$94,756
Retirement	\$36,081
Unemployment	\$308
Other Insurance	\$2,815
Total Fringe Benefit Impact	\$172,262
# of Full Time Employees	6.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$540,813	\$534,324	-\$6,489	-1.2%
Purchased Services	\$56,530	\$209,445	\$152,915	\$3
Utilities & Fuel	\$88,239	\$85,427	-\$2,812	\$0
Operating Costs	\$172,250	\$174,170	\$1,920	1.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$857,832	\$1,003,366	\$145,534	17.0%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$70,226	\$69,618	\$76,035	\$72,523	\$44,100	\$79,455	\$79,455
60105	F-T Employee Wage Exp	\$210,964	\$233,982	\$233,888	\$262,228	\$146,178	\$271,506	\$271,506
60111	Overtime Wage Expense	\$14,006	\$12,500	\$11,958	\$13,895	\$14,940	\$13,895	\$13,895
60129	Insurance Buyout Pay	\$2,500	\$4,000	\$1,000	\$4,000	\$1,958	\$2,776	\$2,776
60201	FICA/Medicare-ER Share Exp	\$22,015	\$26,470	\$22,075	\$29,000	\$15,927	\$29,113	\$29,113
60202	MPERS-Employer Share Exp	\$17,372	\$21,490	\$24,025	\$29,981	\$17,299	\$29,464	\$29,464
60203	457 Plan-Employer Share Exp	\$3,491	\$6,738	\$3,393	\$3,775	\$5,832	\$6,617	\$6,617
60210	HPHC Ins Employer Share Ex	\$0	\$0	\$0	\$0	\$6	\$0	\$0
60211	NNEBT Ins Employer Share E	\$74,419	\$101,275	\$85,001	\$118,684	\$57,320	\$94,558	\$94,558
60212	S-T Disability ER Share Exp	\$13	\$43	(\$25)	\$79	\$0	\$72	\$72
60213	L-T Disability ER Share Exp	\$246	\$264	\$249	\$433	\$148	\$403	\$403
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$2,121	\$2,340	\$2,085	\$2,340	\$1,590	\$2,340	\$2,340
60230	Clothing/Uniforms Expense	\$2,059	\$2,100	\$1,990	\$3,300	\$931	\$3,300	\$3,300
60251	Conferences/Training Expense	\$480	\$1,000	\$1,607	\$500	\$1,310	\$750	\$750
60252	Travel/Mileage Expense	\$0	\$25	\$0	\$25	\$0	\$25	\$25
60253	Food/Lodging Expense	\$0	\$50	\$0	\$50	\$0	\$50	\$50
Totals		\$419,912	\$481,895	\$463,282	\$540,813	\$307,538	\$534,324	\$534,324

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60312	Temporary Contract Help Exp	\$23,476	\$29,270	\$43,378	\$29,855	\$22,571	\$30,270	\$30,270
60313	Construction Services Expense	\$14,236	\$14,000	\$20,795	\$14,000	\$14,686	\$166,500	\$166,500
60330	Equipment Rent/Lease Exp	\$163	\$600	\$413	\$600	\$0	\$600	\$600
60342	Grit Disposal Expense	\$2,839	\$9,000	\$10,818	\$12,000	\$2,678	\$12,000	\$12,000
60345	Rodent Control Expense	\$0	\$75	\$0	\$75	\$0	\$75	\$75
Totals		\$40,715	\$52,945	\$75,403	\$56,530	\$39,935	\$209,445	\$209,445

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$58,570	\$68,000	\$58,932	\$65,000	\$33,354	\$62,000	\$62,000
60402	Phone/Celular/Paging Exp	\$5,269	\$5,200	\$5,695	\$6,171	\$2,996	\$6,543	\$6,543
60410	Diesel Fuel Expense	\$8,911	\$10,340	\$8,513	\$9,724	\$11,190	\$9,504	\$9,504
60411	Gasoline Expense	\$7,239	\$7,790	\$7,572	\$7,344	\$4,078	\$7,380	\$7,380
Totals		\$79,990	\$91,330	\$80,713	\$88,239	\$51,618	\$85,427	\$85,427

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$47,454	\$50,000	\$45,963	\$50,000	\$34,788	\$50,000	\$50,000
60452	Operating Equip Repair Exp	\$8,824	\$14,000	\$14,311	\$14,000	\$586	\$14,250	\$14,250
60453	Vehicle Repair/Tires/Oil Exp	\$23,542	\$20,000	\$27,922	\$18,000	\$20,339	\$18,350	\$18,350
60457	Road Maint/Improve Non-Cap	\$15,074	\$20,000	\$7,679	\$20,000	\$11,408	\$20,000	\$20,000
60461	Repair/Maint-CommunsEquip	\$3,356	\$650	\$871	\$650	\$0	\$650	\$650
60500	Admin/Office Supp/Eqt Non-C	\$2,388	\$3,500	\$4,178	\$3,500	\$2,334	\$7,750	\$7,750
60501	Operating Supp/Eqt Non-Cap	\$6,442	\$7,500	\$4,571	\$5,600	\$3,027	\$2,170	\$2,170
60505	Construction Supplies	\$40,543	\$43,500	\$53,926	\$42,000	\$25,477	\$42,500	\$42,500
60506	Equipment/Small Tools-Non-c	\$18,370	\$18,825	\$6,231	\$18,500	\$1,621	\$18,500	\$18,500
Totals		\$165,994	\$177,975	\$165,651	\$172,250	\$99,580	\$174,170	\$174,170

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 35104 P.W. Wastewater Maintenance

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
WASTEWATER SUPERVISOR	37750	1.00	79,150.50	79,454.93	79,454.93		KINNEY
OPERATOR WITHOUT GRADE 5	700	1.00	54,664.48	54,874.73	54,874.73		ALLEN
OPERATOR WITHOUT GRADE 5	10592	1.00	52,916.24	53,119.76	53,119.76		DEMERS
PUMP TECH/OPERATOR WITHOUT GRADE 5	10268	1.00	53,427.92	53,633.41	53,633.41		DEMERS
PUMP TECH/OPERATOR WITHOUT GRADE 5	26105	1.00	54,664.48	54,874.73	54,874.73		FRECHETTE
OPERATOR WITHOUT GRADE 5	10112	1.00	54,792.40	55,003.14	55,003.14		LABRECQUE
TOTAL BUDGETED POSITIONS		6.00	349,616.02	350,960.70	350,960.70		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35104

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$70,226.25	\$69,618.00	\$76,034.51	\$72,523.00	\$77,170.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$79,454.93	\$79,454.93		\$6,931.92

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.

Wastewater Supervisor salary Note: increase added cotract year
See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: F-T Employee Wage Exp

Department Number: 35104

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$210,963.95	\$233,982.00	\$233,888.43	\$262,228.00	\$257,102.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$271,505.77	\$271,505.77		\$9,277.77

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Overtime Wage Expense

Department Number: 35104

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$14,005.68	\$12,500.00	\$11,958.26	\$13,895.00	\$13,895.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,895.00	\$13,895.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Insurance Buyout Pay

Department Number: 35104

Account Number: 60129

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,500.00	\$4,000.00	\$1,000.00	\$4,000.00	\$2,755.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,775.52	\$2,775.52		(\$1,224.48)

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.

Contractual obligation for 1 employee choosing buyout option

		<i>Rate</i>		<i>Subtotal</i>
Union employee	1	\$ 2,000.00	\$	4,000.00
			\$	4,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35104

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$22,015.12	\$26,470.00	\$22,075.45	\$29,000.00	\$29,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,112.88	\$29,112.88		\$112.88

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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: MPERS-Employer Share Exp

Department Number: 35104

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$17,371.82	\$21,490.00	\$24,025.19	\$29,981.00	\$29,900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$29,464.26	\$29,464.26	\$29,464.26	(\$516.74)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: 457 Plan-Employer Share Exp

Department Number: 35104

Account Number: 60203

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,491.09	\$6,738.00	\$3,392.78	\$3,775.00	\$3,775.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,617.01	\$6,617.01	\$6,617.01	\$2,842.01

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: NNEBT Ins Employer Share Exp

Department Number: 35104

Account Number: 60211

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$74,418.93	\$101,275.00	\$85,001.11	\$118,684.00	\$118,684.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$94,558.00	\$94,558.00	\$94,558.00	(\$24,126.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: S-T Disability ER Share Exp

Department Number: 35104

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$13.20	\$43.00	-\$24.96	\$79.00	\$79.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$72.00	\$72.00	\$72.00	(\$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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: L-T Disability ER Share Exp

Department Number: 35104

Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$245.92	\$264.00	\$249.00	\$433.00	\$433.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$403.42	\$403.42	\$403.42	(\$29.58)

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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: RHSA Plan ER Share

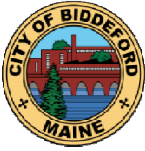
Department Number: 35104

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,121.00	\$2,340.00	\$2,085.00	\$2,340.00	\$2,340.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Clothing/Uniforms Expense

Department Number: 35104

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,059.13	\$2,100.00	\$1,989.82	\$3,300.00	\$3,300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,300.00	\$3,300.00		\$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.

Contractual obligation for clothing for the following positions :

			<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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Conferences/Training Expense

Department Number: 35104

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$480.00	\$1,000.00	\$1,606.97	\$500.00	\$1,350.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$750.00	\$750.00		\$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 required to maintain State licenses and certifications



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Travel/Mileage Expense

Department Number: 35104

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$25.00	\$0.00	\$25.00	\$25.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Food/Lodging Expense

Department Number: 35104

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$50.00	\$0.00	\$50.00	\$50.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Temporary Contract Help Exp

Department Number: 35104

Account Number: 60312

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$23,476.16	\$29,270.00	\$43,377.93	\$29,855.00	\$29,855.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30,270.00	\$30,270.00		\$415.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Construction Services Expense

Department Number: 35104

Account Number: 60313

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$14,236.45	\$14,000.00	\$20,794.56	\$14,000.00	\$15,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$166,500.00	\$166,500.00		\$152,500.00

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.

35104	60313 Spoils Crushing	\$6,500.00
35104	60313 CSO Flow Monitoring (6 site)	\$60,000.00 Moved from 35102
35104	60313 Sewer Rehab	\$100,000.00 NEW
	Total	\$166,500.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Equipment Rent/Lease Exp

Department Number: 35104

Account Number: 60330

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$162.68	\$600.00	\$412.50	\$600.00	\$600.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Grit Disposal Expense

Department Number: 35104

Account Number: 60342

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,839.47	\$9,000.00	\$10,818.30	\$12,000.00	\$12,000.00

FY2021 Budget	Department Request	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.

Catch basin grit disposal (Waste Management & Commercial Paving) and acceptance testing



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Rodent Control Expense

Department Number: 35104

Account Number: 60345

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$75.00	\$0.00	\$75.00	\$75.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Electricity Expense

Department Number: 35104

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$58,569.65	\$68,000.00	\$58,932.06	\$65,000.00	\$65,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$62,000.00	\$62,000.00		(\$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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Phone/Celular/Paging Exp

Department Number: 35104

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,269.23	\$5,200.00	\$5,695.38	\$6,171.00	\$6,171.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,543.00	\$6,543.00		\$372.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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
35104	60402	Cell Phone	1	12	\$62.00	\$744.00
35104	60402	Cell Phone	5	12	\$31.05	\$1,863.00
35104	60402	Tablet	2	12	\$40.00	\$960.00
35104	60402	Cell Modem	1	12	\$40.00	\$480.00
35104	60402	GPS	4	12	\$18.95	\$909.60
35104	60402	Water St Phone	1	12	\$28.00	\$336.00
35104	60402	RBC Phone	1	12	\$29.17	\$350.04
35104	60402	Horrigans Phone	1	12	\$35.00	\$420.00
					Total	\$6,062.64



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Diesel Fuel Expense

Department Number: 35104

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,911.44	\$10,340.00	\$8,513.16	\$9,724.00	\$9,724.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,504.00	\$9,504.00		(\$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.

<i>Desc</i>	<i>Unit (Gal)</i>	<i>Rate</i>	<i>Subtotal</i>
Projected diesel usage	4,400 \$	2.32 \$	10,208.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Gasoline Expense

Department Number: 35104

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,239.44	\$7,790.00	\$7,571.97	\$7,344.00	\$7,344.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,380.00	\$7,380.00		\$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.

<i>Desc</i>	<i>Unit (Gal)</i>	<i>Rate</i>	<i>Subtotal</i>
Projected gasoline usage	3,600 \$	2.05 \$	7,380.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Building Repair/Maint Exp

Department Number: 35104

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$47,453.56	\$50,000.00	\$45,962.88	\$50,000.00	\$50,000.00

FY2021 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.

35104	60450	Gates, Check valves	\$7,000.00
35104	60450	Transducers, Floats	\$5,000.00
35104	60450	Sensors	\$5,000.00
35104	60450	Pumps and Parts	\$15,000.00
35104	60450	Controls	\$10,000.00
35104	60450	Hardware Paint and Misc	\$8,000.00
		Total	\$50,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Operating Equip Repair Exp

Department Number: 35104

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,823.58	\$14,000.00	\$14,310.66	\$14,000.00	\$14,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,250.00	\$14,250.00		\$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.

35104	60452	661 Generator	\$700.00
35104	60452	665 Portable pump	\$950.00
35104	60452	670 Trailer	\$700.00
35104	60452	685 Generator	\$1,000.00
35104	60452	686 Generator	\$1,250.00
35104	60452	55 Backhoe	\$3,600.00
35104	60452	Camera Cam Truck	\$6,050.00
		Total	\$14,250.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 35104

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$23,542.19	\$20,000.00	\$27,922.18	\$18,000.00	\$18,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,350.00	\$18,350.00		\$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.

Equipment Unit # Cost

35104	60453	604 Crane Truck	\$2,400.00
35104	60453	606 Supervisors truck	\$2,350.00
35104	60453	610 Pump tech Truck	\$2,350.00
35104	60453	616 TP Pickup	\$1,500.00
35104	60453	660 Vactor	\$9,750.00
			\$18,350.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Road Maint/Improve Non-Cap

Department Number: 35104

Account Number: 60457

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,074.47	\$20,000.00	\$7,678.76	\$20,000.00	\$20,000.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Repair/Maint-CommunsEquip

Department Number: 35104

Account Number: 60461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,355.97	\$650.00	\$870.50	\$650.00	\$0.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

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

Department Number: 35104

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,388.49	\$3,500.00	\$4,177.75	\$3,500.00	\$3,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,750.00	\$7,750.00		\$4,250.00

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.

35104	60500	Office Supplies	\$500.00
35104	60500	Computer Hardware/Tablet/Software	\$1,000.00 Covers replacement of tablet
35104	60500	1/4 of Esri License	\$6,250.00 1/4 of the \$25K needed for full GIS
		Total	\$7,750.00

5 functions



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35104

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$6,441.76	\$7,500.00	\$4,571.09	\$5,600.00	\$5,600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,170.00	\$2,170.00		(\$3,430.00)

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

35104	60501	PPE	\$500.00
35104	60501	Odor Control	\$670.00
35104	60501	Lube/Rags/Belts/Clean/Batts/Paint	\$500.00
35105	60501	Smoke/Dye	\$500.00
		Total	\$2,170.00

Safety equipment moved to tools.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Construction Supplies

Department Number: 35104

Account Number: 60505

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$40,543.29	\$43,500.00	\$53,926.15	\$42,000.00	\$42,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$42,500.00	\$42,500.00		\$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.

Contingency needs based on upcoming maintenance projects and unplanned projects

35104	0	Pipe	\$10,000.00
35104	0	Structures	\$10,000.00
35104	0	MH, CB, Rims	\$20,000.00
35104	0	Concrete, Misc	\$2,500.00
		Total	\$42,500.00

	<i>Budget</i>		<i>Actual</i>		<i>Differential</i>
	\$ 43,500.00	\$	37,427.38	\$	6,072.62
	\$ 43,500.00	\$	40,543.29	\$	2,956.71
	\$ 43,500.00				
Average		\$	38,985.34		
Median		\$	38,985.34		
Max		\$	40,543.29		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: P.W. Wastewater Maintenance

Account Title: Equipment/Small Tools-Non-cap

Department Number: 35104

Account Number: 60506

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$18,370.32	\$18,825.00	\$6,230.94	\$18,500.00	\$18,500.00

FY2021 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.

Tri-Community Captial Account :	\$	12,000.00
Hand tools :	\$	5,500.00
Misc. :	\$	1,000.00

Total: \$ 18,500.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: #N/A

Account Title: #N/A

Department Number: 35104

Account Number: 60603

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
#N/A	#N/A	#N/A	#N/A	

FY2021 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.

Replace Unit #4, Down payment

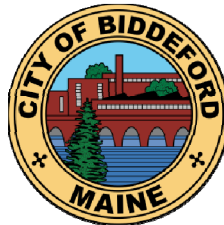
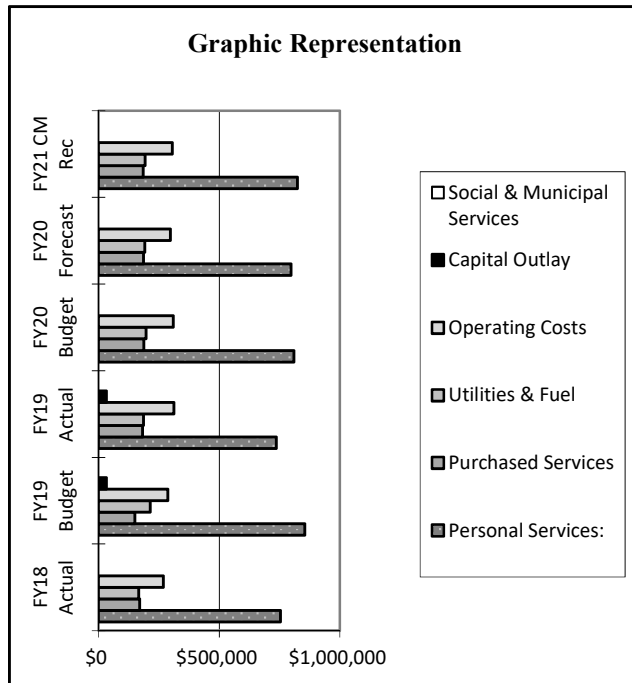
City of Biddeford, Maine

Fiscal Year 2021

Budget: New Sewer Operations Exp

Account Number: 35105

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$753,245	\$854,275	\$736,222	\$808,998	\$458,808	\$824,548	\$824,548
Purchased Services	\$169,988	\$150,675	\$182,412	\$187,012	\$75,056	\$185,011	\$185,011
Utilities & Fuel	\$166,675	\$213,563	\$186,425	\$196,242	\$73,730	\$192,479	\$192,479
Operating Costs	\$268,858	\$286,850	\$311,691	\$308,900	\$128,720	\$305,554	\$305,554
Capital Outlay	\$0	\$32,000	\$32,000	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$1,358,766	\$1,537,363	\$1,448,749	\$1,501,152	\$736,314	\$1,507,591	\$1,507,591



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$44,799
Workers Comp	\$14,559
Health Insurance	\$131,845
Retirement	\$56,493
Unemployment	\$447
Other Insurance	\$5,612
Total Fringe Benefit Impact	\$253,754
# of Full Time Employees	8.02

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$808,998	\$824,548	\$15,550	1.9%
Purchased Services	\$187,012	\$185,011	-\$2,001	-1.1%
Utilities & Fuel	\$196,242	\$192,479	-\$3,763	-1.9%
Operating Costs	\$308,900	\$305,554	-\$3,346	-1.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$1,501,152	\$1,507,591	\$6,439	0.4%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$44,276	\$42,724	\$44,850	\$45,356	\$26,394	\$45,561	\$45,561
60102	Mid Mgmt Hrly Employee Wa	\$132,200	\$153,071	\$116,049	\$86,951	\$63,220	\$87,149	\$87,149
60105	F-T Employee Wage Exp	\$318,662	\$329,161	\$338,786	\$372,319	\$218,737	\$390,372	\$390,372
60106	P-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60107	Temp/Seasonal Emp Wage Ex	\$96	\$4,000	\$7,824	\$5,000	\$3,840	\$5,000	\$5,000
60111	Overtime Wage Expense	\$45,536	\$46,400	\$44,961	\$29,074	\$26,049	\$46,400	\$46,400
60129	Insurance Buyout Pay	\$500	\$0	\$1,000	\$0	\$0	\$2,776	\$2,776
60201	FICA/Medicare-ER Share Exp	\$33,651	\$43,941	\$33,086	\$42,955	\$21,467	\$44,799	\$44,799
60202	MPERS-Employer Share Exp	\$43,862	\$57,040	\$38,655	\$48,463	\$25,042	\$50,580	\$50,580
60203	457 Plan-Employer Share Exp	\$1,269	\$0	\$0	\$4,125	\$3,934	\$5,912	\$5,912
60210	HPHC Ins Employer Share Ex	\$3,657	\$0	\$0	\$0	\$12	\$223	\$223
60211	NNEBT Ins Employer Share E	\$116,991	\$163,654	\$95,278	\$153,687	\$62,215	\$131,621	\$131,621
60212	S-T Disability ER Share Exp	\$35	\$87	\$0	\$15	\$0	\$15	\$15
60213	L-T Disability ER Share Exp	\$400	\$587	\$245	\$136	\$75	\$137	\$137
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$5,019	\$5,460	\$5,085	\$5,460	\$3,255	\$5,460	\$5,460
60230	Clothing/Uniforms Expense	\$2,360	\$2,450	\$2,181	\$3,300	\$1,718	\$3,300	\$3,300
60251	Conferences/Training Expense	\$2,261	\$2,500	\$5,251	\$2,237	\$1,546	\$2,238	\$2,238
60252	Travel/Mileage Expense	\$1,701	\$2,000	\$2,023	\$8,780	\$853	\$1,800	\$1,800
60253	Food/Lodging Expense	\$81	\$150	\$20	\$400	\$0	\$400	\$400
60256	Dues/Memberships Expense	\$463	\$725	\$569	\$365	\$200	\$365	\$365
60257	Professional License Fees Exp	\$225	\$325	\$360	\$375	\$250	\$438	\$438
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$753,245	\$854,275	\$736,222	\$808,998	\$458,808	\$824,548	\$824,548

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21 Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$750	\$0	\$750	\$0	\$750	\$750
60306	Other Prof/Consult Svcs Exp	\$14,355	\$20,000	\$9,999	\$20,000	\$3,868	\$15,000	\$15,000
60310	Service Contracts Expense	\$9,730	\$8,675	\$14,427	\$11,218	\$2,911	\$6,495	\$6,495
60313	Construction Services Expense	\$17,193	\$15,000	\$6,181	\$17,000	\$4,415	\$14,000	\$14,000
60325	Postage/Shipping Expense	\$42	\$250	\$14	\$250	\$0	\$250	\$250
60330	Equipment Rent/Lease Exp	\$8	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
60342	Grit Disposal Expense	\$128,659	\$105,000	\$151,792	\$136,794	\$63,863	\$147,516	\$147,516
Totals		\$169,988	\$150,675	\$182,412	\$187,012	\$75,056	\$185,011	\$185,011

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21 Dept Head	Mgr's Rec
60400	Electricity Expense	\$118,529	\$157,500	\$137,114	\$143,000	\$53,256	\$140,000	\$140,000
60401	Water Expense	\$5,081	\$6,000	\$5,483	\$6,000	\$3,488	\$6,000	\$6,000
60402	Phone/Celular/Paging Exp	\$3,824	\$4,588	\$4,593	\$4,588	\$3,094	\$4,732	\$4,732
60405	Heating Fuel Expense	\$16,786	\$18,000	\$17,654	\$17,000	\$679	\$17,000	\$17,000
60406	Fiber/Internet Expense	\$3,137	\$5,215	\$2,977	\$5,220	\$1,889	\$3,360	\$3,360
60410	Diesel Fuel Expense	\$17,709	\$20,210	\$17,961	\$19,006	\$10,871	\$19,952	\$19,952
60411	Gasoline Expense	\$1,610	\$2,050	\$642	\$1,428	\$452	\$1,435	\$1,435
Totals		\$166,675	\$213,563	\$186,425	\$196,242	\$73,730	\$192,479	\$192,479

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$18,293	\$22,000	\$15,971	\$22,000	\$3,453	\$20,633	\$20,633
60452	Operating Equip Repair Exp	\$91,047	\$100,000	\$108,422	\$100,000	\$31,309	\$100,000	\$100,000
60453	Vehicle Repair/Tires/Oil Exp	\$11,278	\$13,000	\$15,473	\$14,400	\$5,006	\$14,700	\$14,700
60456	Plant Operations/Maint. Exp	\$8,957	\$10,000	\$9,737	\$10,000	\$2,602	\$10,000	\$10,000
60461	Repair/Maint-CommunsEquip	\$0	\$650	\$0	\$650	\$0	\$650	\$650
60500	Admin/Office Supp/Eqt Non-C	\$2,800	\$2,900	\$5,474	\$19,050	\$3,949	\$13,420	\$13,420
60501	Operating Supp/Eqt Non-Cap	\$15,877	\$15,800	\$17,273	\$14,400	\$7,057	\$8,100	\$8,100
60506	Equipment/Small Tools-Non-c	\$7,130	\$7,500	\$8,778	\$7,500	\$4,092	\$10,000	\$10,000
60509	Cleaning Supplies Expense	\$1,878	\$3,000	\$3,277	\$3,000	\$1,462	\$3,000	\$3,000
60510	Process Chemicals Expense	\$94,813	\$95,000	\$103,637	\$100,000	\$58,242	\$107,089	\$107,089
60511	Laboratory Supplies Exp	\$16,785	\$17,000	\$23,649	\$17,900	\$11,548	\$17,962	\$17,962
Totals		\$268,858	\$286,850	\$311,691	\$308,900	\$128,720	\$305,554	\$305,554

Capital Outlay

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60603	Vehicles Purchase Capital	\$0	\$32,000	\$32,000	\$0	\$0	\$0	\$0
Totals		\$0	\$32,000	\$32,000	\$0	\$0	\$0	\$0

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 35105 New Sewer Operations Exp

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
PUBLIC WORKS DIRECTOR	108001	0.42	45,386.60	45,561.16	45,561.16		DEMERS
SOLID WASTE DRIVER/UTILITY	800011	0.60	29,805.36	29,920.00	29,920.00		BUDA
WASTEWATER SUPERINTENDENT	10349	1.00	86,815.04	87,148.94	87,148.94		BUECHNER
TREATMENT PLANT MAINT TECH	10242	1.00	58,864.52	59,090.92	59,090.92		COLLOMY
LAB TECH/TREATMENT PLANT OPERATOR	10249	1.00	61,081.80	61,316.73	61,316.73		COURT
LEAD OPERATOR	10341	1.00	67,541.76	67,801.54	67,801.54		ELLSWORTH
TREATMENT PLANT MAINT TECH	10408	1.00	57,073.64	57,293.15	57,293.15		KOESTNER
PLANT OPERATOR WITH GRADE 5	10088	1.00	63,469.64	63,713.75	63,713.75		LEWIS
PLANT OPERATOR WITHOUT GRADE 5	10694	1.00	51,040.08	51,236.39	51,236.39		PHINNEY
ADJUSTMENTS	35	-	4,980.84	5,000.00	5,000.00		0
TOTAL BUDGETED POSITIONS		8.02	526,059.28	528,082.58	528,082.58		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Dept Manager Salary Exp

Department Number: 35105

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$44,275.77	\$42,724.00	\$44,850.42	\$45,356.00	\$46,147.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$45,561.16	\$45,561.16		\$205.16

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.

42 % of Public Works Director salary with no increase included
See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 35105

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$132,199.66	\$153,071.00	\$116,048.99	\$86,951.00	\$99,379.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$87,148.94	\$87,148.94		\$197.94

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.

Superintendent of Wastewater Operations salary with no increase included

See Payroll Worksheet for details



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: F-T Employee Wage Exp

Department Number: 35105

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$318,662.39	\$329,161.00	\$338,786.27	\$372,319.00	\$383,484.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$390,372.48	\$390,372.48		\$18,053.48

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.

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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 35105

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$96.00	\$4,000.00	\$7,824.00	\$5,000.00	\$5,000.00

FY2021 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.

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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Overtime Wage Expense

Department Number: 35105

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$45,536.08	\$46,400.00	\$44,960.74	\$29,074.00	\$42,569.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$46,400.00	\$46,400.00		\$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.

Projected overtime needs. OT lowered per new contract agreement.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Insurance Buyout Pay

Department Number: 35105

Account Number: 60129

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$500.00	\$0.00	\$1,000.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,775.52	\$2,775.52	\$2,775.52	\$2,775.52

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: FICA/Medicare-ER Share Exp

Department Number: 35105

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$33,651.44	\$43,941.00	\$33,086.07	\$42,955.00	\$42,934.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,799.28	\$44,799.28	\$44,799.28	\$1,844.28

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: MPERS-Employer Share Exp

Department Number: 35105

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$43,862.06	\$57,040.00	\$38,654.92	\$48,463.00	\$42,929.54

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,580.43	\$50,580.43	\$50,580.43	\$2,117.43

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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: 457 Plan-Employer Share Exp

Department Number: 35105

Account Number: 60203

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,269.02	\$0.00	\$0.00	\$4,125.00	\$5,900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,912.23	\$5,912.23	\$5,912.23	\$1,787.23

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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: HPHC Ins Employer Share Exp

Department Number: 35105

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,657.12	\$0.00	\$0.00	\$0.00	\$69.12

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$223.20	\$223.20	\$223.20	\$223.20

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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: NNEBT Ins Employer Share Exp

Department Number: 35105

Account Number: 60211

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$116,991.14	\$163,654.00	\$95,277.85	\$153,687.00	\$114,481.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$131,621.49	\$131,621.49	\$131,621.49	(\$22,065.51)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: S-T Disability ER Share Exp

Department Number: 35105

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$34.78	\$87.00	\$0.00	\$15.00	\$15.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15.15	\$15.15	\$15.15	\$0.15

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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: L-T Disability ER Share Exp

Department Number: 35105

Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$399.77	\$587.00	\$244.51	\$136.00	\$128.31

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$136.69	\$136.69	\$136.69	\$0.69

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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: RHSA Plan ER Share

Department Number: 35105

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,019.00	\$5,460.00	\$5,085.00	\$5,460.00	\$5,565.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Clothing/Uniforms Expense

Department Number: 35105

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,359.52	\$2,450.00	\$2,180.75	\$3,300.00	\$3,300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,300.00	\$3,300.00		\$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.

Contractual obligation for clothing for the following positions : Moved boots from 60501 to here.

35105	60230 Lab Tech	Jeremy	Court	\$350.00	\$200.00	\$550.00
35105	60230 TP Ops - 5	Tony	Ellsworth	\$350.00	\$200.00	\$550.00
35105	60230 TP Ops - 5	Jim	Lewis	\$350.00	\$200.00	\$550.00
35105	60230 TP Ops	Matt	Phinney	\$350.00	\$200.00	\$550.00
35105	60230 TP Mech	Steve	Collomy	\$350.00	\$200.00	\$550.00
35105	60230 TP Mech	Jon	Koestner	\$350.00	\$200.00	\$550.00
				Total		\$3,300.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Conferences/Training Expense

Department Number: 35105

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,261.04	\$2,500.00	\$5,250.91	\$2,237.00	\$2,237.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,238.00	\$2,238.00		\$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.

Training requirements for State wastewater licenses and certifications



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Travel/Mileage Expense

Department Number: 35105

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,701.05	\$2,000.00	\$2,022.60	\$8,780.00	\$2,025.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00		(\$6,980.00)

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.

35105	60252	Tolls for sludge hauling	\$1,700.00
35105	60252	Misc travel exp	\$100.00
		Total	\$1,800.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Food/Lodging Expense

Department Number: 35105

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$81.15	\$150.00	\$20.00	\$400.00	\$400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$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.

Projected need for off site training sessions to help meet the means of certificates.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Dues/Memberships Expense

Department Number: 35105

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$463.00	\$725.00	\$569.00	\$365.00	\$365.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$365.00	\$365.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Professional License Fees Exp

Department Number: 35105

Account Number: 60257

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$225.00	\$325.00	\$359.50	\$375.00	\$375.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$438.00	\$438.00		\$63.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 :

Superintendant 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 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Legal Services Expense

Department Number: 35105

Account Number: 60301

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$750.00	\$0.00	\$750.00	\$750.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Other Prof/Consult Srvs Exp

Department Number: 35105

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$14,355.33	\$20,000.00	\$9,999.05	\$20,000.00	\$15,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		(\$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.

35105

60306 Engineering - small projects
Total

\$15,000.00
\$15,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Service Contracts Expense

Department Number: 35105

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$9,729.90	\$8,675.00	\$14,426.98	\$11,218.00	\$9,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,495.00	\$6,495.00		(\$4,723.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	60310 Flow Meter Calibration	\$826.00
35105	60310 Generator PMs	\$3,430.00
35105	60310 Crane Inspection	\$400.00
35105	60310 Actuator PMs	\$1,839.00
35105	60310 Sludge Scale Calibrator	\$0.00
	Total	\$6,495.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Construction Services Expense

Department Number: 35105

Account Number: 60313

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$17,193.48	\$15,000.00	\$6,181.00	\$17,000.00	\$15,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,000.00	\$14,000.00		(\$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.

35105	60313 PLC Changes	\$10,000.00
35105	60313 Electrician Services	\$4,000.00
	Total	\$14,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Postage/Shipping Expense

Department Number: 35105

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$42.34	\$250.00	\$13.68	\$250.00	\$250.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Equipment Rent/Lease Exp

Department Number: 35105

Account Number: 60330

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8.31	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00

FY2021 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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Grit Disposal Expense

Department Number: 35105

Account Number: 60342

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$128,659.13	\$105,000.00	\$151,791.62	\$136,794.00	\$145,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$147,515.53	\$147,515.53		\$10,721.53

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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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		Volume	Units	Rate per unit	Sludge fee	Fuel Charge	Env Fee	Total
35105	60342 WW Sludge		2511 Tons	\$47.52	\$119,322.72	\$7,166.48	\$6,220.43	\$144,694.53
35105	60342 TP Dumpster		26 Cans	\$108.50				\$2,821.00
Total								\$147,515.53



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Electricity Expense

Department Number: 35105

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$118,529.09	\$157,500.00	\$137,113.55	\$143,000.00	\$140,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$140,000.00	\$140,000.00		(\$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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Projected need based upon historical data and facility changes

35105	60400 Water St Plant	\$124,000.00
35105	60400 Bidd Pool Plant	\$11,000.00
35105	60400 CSO#9 Tank	\$5,000.00
Total		\$140,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Water Expense

Department Number: 35105

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,080.80	\$6,000.00	\$5,483.18	\$6,000.00	\$6,000.00

FY2021 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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Phone/Celular/Paging Exp

Department Number: 35105

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,823.68	\$4,588.00	\$4,593.17	\$4,588.00	\$4,588.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,731.60	\$4,731.60		\$143.60

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.

35105	60402 Smart Phones	2	12	\$64.00	\$1,536.00
35105	60402 Cell Phones	6	12	\$31.05	\$2,235.60
35105	60402 Tablet	1	12	\$40.00	\$480.00
35105	60402 Aircard	1	12	\$40.00	\$480.00

\$4,731.60



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Heating Fuel Expense

Department Number: 35105

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$16,785.56	\$18,000.00	\$17,654.30	\$17,000.00	\$17,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,000.00	\$17,000.00		\$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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Fiber/Internet Expense

Department Number: 35105

Account Number: 60406

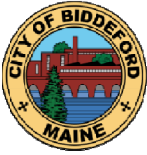
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,137.26	\$5,215.00	\$2,977.05	\$5,220.00	\$3,360.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,360.00	\$3,360.00		(\$1,860.00)

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



35105					
FY Review	Budget	Actual	Difference	% used	
FY18		\$5,215	\$3,137	\$2,078	60.2%
FY19		\$5,215	\$2,977	\$2,238	57.1%
FY20		\$5,220	\$1,889	\$3,331	36.2%



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Diesel Fuel Expense

Department Number: 35105

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$17,709.20	\$20,210.00	\$17,961.08	\$19,006.00	\$19,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,952.00	\$19,952.00		\$946.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

FY Review	Budget	Actual	Difference	% used
FY19	\$20,210	\$17,961	\$2,249	88.9%
FY20	\$19,006	\$2,137	\$16,869	11.2%



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Gasoline Expense

Department Number: 35105

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,609.56	\$2,050.00	\$642.17	\$1,428.00	\$1,428.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,435.00	\$1,435.00		\$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.

FY Review	Budget	Actual	Difference	% used
FY19		\$2,050	\$642	\$1,408 31.3%
FY20		\$1,428	\$287	\$1,141 20.1%



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Building Repair/Maint Exp

Department Number: 35105

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$18,293.48	\$22,000.00	\$15,971.23	\$22,000.00	\$22,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,633.00	\$20,633.00		(\$1,367.00)

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

FY Review	Budget	Actual	Difference	% used
FY19	\$22,000	\$15,971	\$6,029	72.6%
FY20	\$22,000	\$3,476	\$18,524	15.8%



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Operating Equip Repair Exp

Department Number: 35105

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$91,047.12	\$100,000.00	\$108,422.24	\$100,000.00	\$100,000.00

FY2021 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.

35105	60452	Process Equipment Maint/Repairs	\$68,000.00
35105	60452	Aeration Tank Cleaning	\$22,000.00
35105	60452	Project - CCB Actuator	\$10,000.00
Total			\$100,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 35105

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$11,277.87	\$13,000.00	\$15,473.10	\$14,400.00	\$14,400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,700.00	\$14,700.00		\$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.

35105	60453	608 Ford Truck	\$1,350.00
35105	60453	640 Snowblower	\$140.00
35105	60453	642 Snowblower	\$140.00
35105	60453	643 Lawnmower	\$325.00
35105	60453	644 Lawnmower	\$135.00
35105	60453	645 Lawntool	\$130.00
35105	60453	646 Weedwacker	\$130.00
35105	60453	691 Generator	\$800.00
35105	60453	698	\$1,050.00
35105	60453 60% of 78		\$10,500.00
Total			\$14,700.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Plant Operations/Maint. Exp

Department Number: 35105

Account Number: 60456

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,956.50	\$10,000.00	\$9,736.71	\$10,000.00	\$10,000.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Repair/Maint-CommunsEquip

Department Number: 35105

Account Number: 60461

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$650.00	\$0.00	\$650.00	\$0.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

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

Department Number: 35105

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,800.28	\$2,900.00	\$5,474.35	\$19,050.00	\$13,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,420.00	\$13,420.00		(\$5,630.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	60500	Office Supplies		\$500.00
35105	60500	Computer Hardware		\$1,000.00
35105	60500	Software Licenses		
		\$/Seat	# Seats	
35105	60500 Allmax	\$880.00	1	\$880.00
35105	60500 Win911	\$495.00	1	\$495.00
35105	60500 Fiix	\$605.00	3	\$1,815.00
35105	60500 Go to my PC	\$480.00	1	\$480.00
35105	60500 Thin Manager	\$8,250.00	1	\$8,250.00
Total				\$13,420.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 35105

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,877.06	\$15,800.00	\$17,272.55	\$14,400.00	\$9,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,100.00	\$8,100.00		(\$6,300.00)

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.

35105	60501	PPE	\$2,000.00
35105	60501	Odor Conrol	\$4,000.00
35105	60501	Lube/Rags/Belts/Clean/Batts/Paint	\$1,500.00
35105	60501	First Aid Restock	\$600.00
Total			\$8,100.00

Safety equipment moved to tools.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Equipment/Small Tools-Non-cap

Department Number: 35105

Account Number: 60506

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,129.62	\$7,500.00	\$8,777.82	\$7,500.00	\$8,500.00

FY2021 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.

35105	0	Tools, Misc	\$6,000.00
35105	60501	Safety equipment	\$4,000.00
Total			\$10,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Cleaning Supplies Expense

Department Number: 35105

Account Number: 60509

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,877.71	\$3,000.00	\$3,277.05	\$3,000.00	\$3,000.00

FY2021 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



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Process Chemicals Expense

Department Number: 35105

Account Number: 60510

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$94,812.77	\$95,000.00	\$103,636.54	\$100,000.00	\$100,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$107,089.00	\$107,089.00		\$7,089.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	60510 Sodium hypochlorite	31000	\$0.8650	\$26,815.00
35105	60510 Sodium Bisulfite	9500	\$2.1120	\$20,064.00
35105	60510 Polymer	36000	\$1.6725	\$60,210.00
Total				\$107,089.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Laboratory Supplies Exp

Department Number: 35105

Account Number: 60511

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$16,785.35	\$17,000.00	\$23,648.92	\$17,900.00	\$17,900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,961.95	\$17,961.95		\$61.95

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	0	Chemicals/Reagents	\$9,500.00
35105	0	Glassware/Pipettes	\$700.00
35105	60511	Lab Equipment	\$1,100.00
35105	60511	Probes	\$2,500.00
35105	60511	Misc	\$1,200.00
35105	60310	Lab Calibration	\$1,100.00
35105	0	DI Water	\$0.00
35105	60511	Water Cooler	\$0.00
Total			\$16,100.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: New Sewer Operations Exp

Account Title: Vehicles Purchase Capital

Department Number: 35105

Account Number: 60603

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$32,000.00	\$32,000.00	\$0.00	

FY2021 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.

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

FY2021 Revenue

Wastewater

Revised 3/3/2020

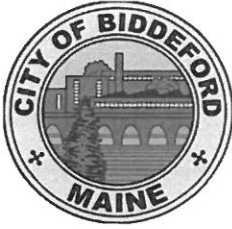
	FY2021			
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 YTD
				01/31/20
				Dept Head
				Manager's Rec
Taxes	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$3,453,196	\$4,032,902	\$3,617,183	\$0
Intergovernmental	\$0	\$0	\$0	\$4,117,311
Investment income	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Transfer in from other funds	\$600,000	\$600,000	\$600,000	\$0
Lease Proceeds	\$0	\$0	\$0	\$600,000
Use of fund balance	\$0	\$0	\$0	\$0
TOTALS:	\$4,053,196	\$4,632,902	\$4,217,183	\$2,627,001
				\$4,717,311

FY2021

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Licenses, Permits & Fees								
40250	Inflow & Infiltration Fee Rev	\$75,603	\$39,460	\$60,876	\$67,761	\$8,704	\$69,508	\$69,508
40246	Sewer Inspection Fee Revenue	\$1,830	\$1,600	\$1,185	\$1,600	\$210	\$1,500	\$1,500
40247	Sewer Hook-up Fee Revenue	\$4,950	\$7,000	\$3,600	\$5,000	\$900	\$4,200	\$4,200
40248	Sewer Capacity App Fee Rev	\$2,863	\$3,000	\$1,725	\$2,600	\$300	\$2,300	\$2,300
40249	Sewer User Fee Revenue	\$3,342,274	\$3,877,739	\$3,495,468	\$3,758,045	\$2,005,838	\$3,931,295	\$3,931,295
40251	Sewer Lien Fee Revenue	\$3,365	\$13,000	\$17,467	\$12,000	\$590	\$12,000	\$12,000
40252	Sewer Quit Claim Fee Rev	\$0	\$400	\$0	\$0	\$0	\$0	\$0
40253	Sewer Current Interest Rev	\$19,716	\$22,000	\$34,809	\$22,000	\$9,987	\$25,000	\$25,000
40254	Sewer Pump Station Fee Rev	\$0	\$500	\$0	\$0	\$0	\$0	\$0
40256	Sewer Submeter Sales Rev	\$2,421	\$1,450	\$2,052	\$1,450	\$472	\$2,000	\$2,000
40255	Industrial Pretreatment Rev	\$175	\$66,753	\$0	\$61,640	\$0	\$69,508	\$69,508
Total licenses, permits & fees		\$3,453,196	\$4,032,902	\$3,617,183	\$3,932,096	\$2,027,001	\$4,117,311	\$4,117,311

FY2021

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Transfers in from other funds								
40801	Transfer in from Other Funds	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Sewer Operations

Account Title: Bond Premium Revenue

Department Number: 35102

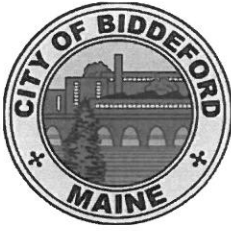
Account Number: 40593

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00

FY2021 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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Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40250 - Inflow & Infiltration Fee Rev

Account Title: Inflow & Infiltration Fee Rev

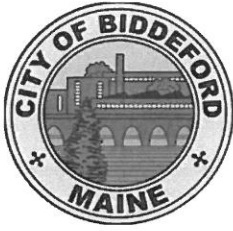
Department Number: 35101

Account Number: 40250

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$75,603.20	\$39,460.00	\$60,876.40	\$67,761.00	\$60,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$69,508.00	\$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 2021 Revenue Estimates

March 2, 2020

Department: 40801 - Transfer in from Other Funds

Account Title: Transfer in from Other Funds

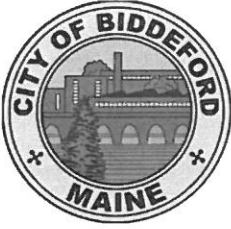
Department Number: 35102

Account Number: 40801

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40245 - Septic Sludge Disposal Fee Rev

Account Title: Septic Sludge Disposal Fee Rev

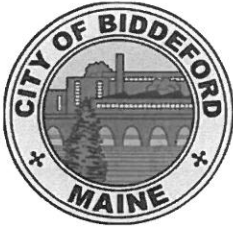
Department Number: 35102

Account Number: 40245

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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.



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40246 - Sewer Inspection Fee Revenue

Account Title: Sewer Inspection Fee Revenue

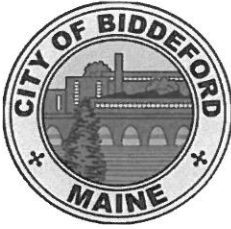
Department Number: 35102

Account Number: 40246

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,830.00	\$1,600.00	\$1,185.00	\$1,600.00	\$1,500.00

FY2021 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 2021 Revenue Estimates

March 2, 2020

Department: 40247 - Sewer Hook-up Fee Revenue

Account Title: Sewer Hook-up Fee Revenue

Department Number: 35102

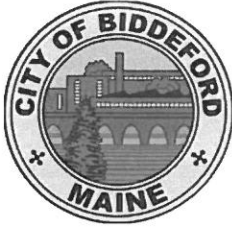
Account Number: 40247

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$4,950.00	\$7,000.00	\$3,600.00	\$5,000.00	\$4,200.00

FY2021 Budget	Department Estimate	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.

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Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40248 - Sewer Capacity App Fee Rev

Account Title: Sewer Capacity App Fee Rev

Department Number: 35102

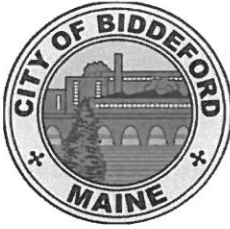
Account Number: 40248

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$2,862.64	\$3,000.00	\$1,725.00	\$2,600.00	\$2,300.00

FY2021 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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Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40249 - Sewer User Fee Revenue

Account Title: Sewer User Fee Revenue

Department Number: 35102

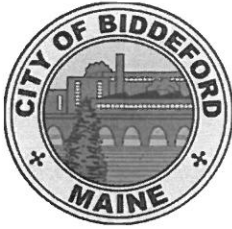
Account Number: 40249

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$3,342,273.69	\$3,877,739.00	\$3,495,467.61	\$3,758,045.00	\$3,758,045.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,931,295.00	\$3,931,295.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40251 - Sewer Lien Fee Revenue

Account Title: Sewer Lien Fee Revenue

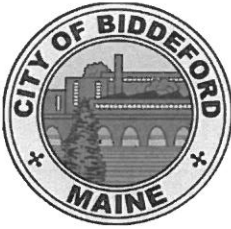
Department Number: 35102

Account Number: 40251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$3,365.21	\$13,000.00	\$17,467.29	\$12,000.00	\$12,000.00

FY2021 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 2021 Revenue Estimates

March 2, 2020

Department: 40252 - Sewer Quit Claim Fee Rev

Account Title: Sewer Quit Claim Fee Rev

Department Number: 35102

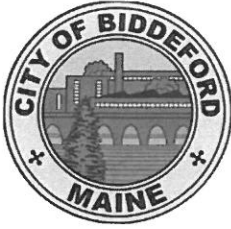
Account Number: 40252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$400.00	\$0.00	\$0.00	

FY2021 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 2021 Revenue Estimates

March 2, 2020

Department: 40253 - Sewer Current Interest Rev

Account Title: Sewer Current Interest Rev

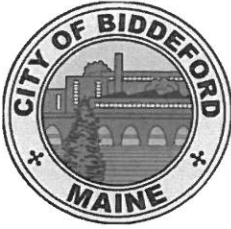
Department Number: 35102

Account Number: 40253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$19,715.51	\$22,000.00	\$34,809.39	\$22,000.00	\$25,000.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40254 - Sewer Pump Station Fee Rev

Account Title: Sewer Pump Station Fee Rev

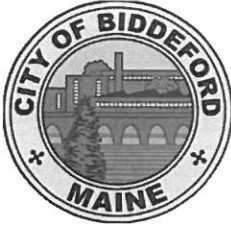
Department Number: 35102

Account Number: 40254

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$500.00	\$0.00	\$0.00	

FY2021 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.



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40256 - Sewer Submeter Sales Rev

Account Title: Sewer Submeter Sales Rev

Department Number: 35102

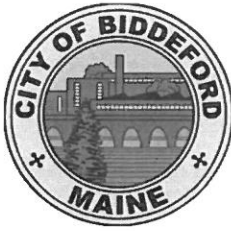
Account Number: 40256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$2,420.51	\$1,450.00	\$2,051.94	\$1,450.00	\$2,000.00

FY2021 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.

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Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40255 - Industrial Pretreatment Rev

Account Title: Industrial Pretreatment Rev

Department Number: 35103

Account Number: 40255

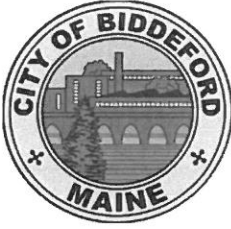
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$175.00	\$66,753.00	\$0.00	\$61,640.00	\$61,640.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$69,508.00	\$69,508.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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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Revenue reflects budgeted amount. Revenue will be adjusted to match actual expenditure.



Fiscal Year 2021 Revenue Estimates

March 2, 2020

Department: 40257 - FOG Registration Fee Rev.

Account Title: FOG Registration Fee Rev.

Department Number: 35103

Account Number: 40257

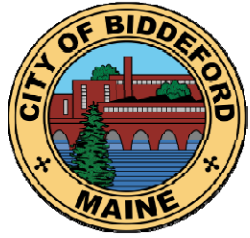
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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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Fats, Oils & Grease (FOG) fee only collected if a facility fails to register.



City of Biddeford, Maine

FY2021 Summary

Mooring Fees Fund

						FY2021	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Total Revenue	\$42,696	\$41,700	\$41,090	\$41,800	\$23,201	\$42,000	\$42,000
Total Expenses	\$28,999	\$48,689	\$23,629	\$46,490	\$15,308	\$46,359	\$46,359
TOTALS:	\$13,697	(\$6,989)	\$17,461	(\$4,690)	\$7,892	(\$4,359)	(\$4,359)

City of Biddeford, Maine

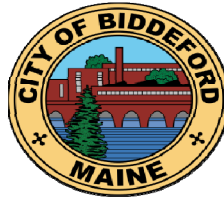
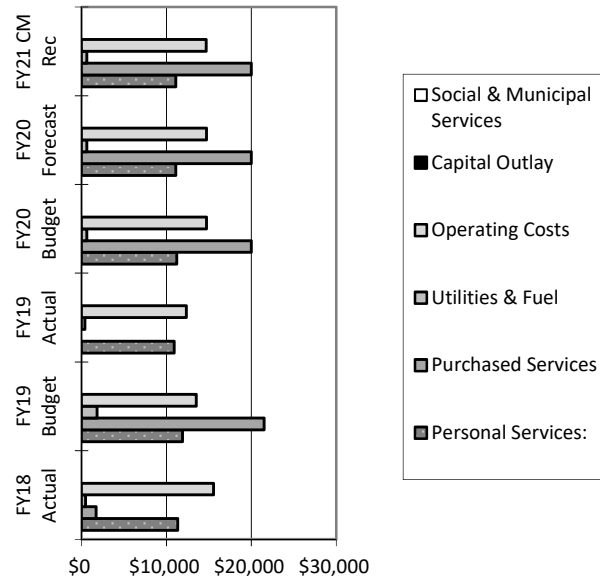
Fiscal Year 2021

Budget: Mooring Fees

Account Number: 31102

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$11,306	\$11,889	\$10,912	\$11,190	\$6,202	\$11,089	\$11,089
Purchased Services	\$1,712	\$21,500	\$0	\$20,000	\$0	\$20,000	\$20,000
Utilities & Fuel	\$444	\$1,800	\$386	\$600	\$387	\$600	\$600
Operating Costs	\$15,537	\$13,500	\$12,331	\$14,700	\$8,719	\$14,670	\$14,670
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$28,999	\$48,689	\$23,629	\$46,490	\$15,308	\$46,359	\$46,359

Graphic Representation

**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

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$11,190	\$11,089	-\$102	-0.9%
Purchased Services	\$20,000	\$20,000	\$0	\$0
Utilities & Fuel	\$600	\$600	\$0	\$0
Operating Costs	\$14,700	\$14,670	-\$30	-0.2%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$46,490	\$46,359	-\$132	-0.3%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							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	\$796	\$689	\$627	\$790	\$344	\$689	\$689
60251	Conferences/Training Expense	\$725	\$700	\$400	\$400	\$1,075	\$400	\$400
60253	Food/Lodging Expense	\$400	\$700	\$450	\$450	\$0	\$450	\$450
60256	Dues/Memberships Expense	\$100	\$150	\$100	\$100	\$0	\$100	\$100
60370	Workers Comp Insurance Exp	\$285	\$650	\$335	\$450	\$283	\$450	\$450
Totals		\$11,306	\$11,889	\$10,912	\$11,190	\$6,202	\$11,089	\$11,089

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$1,712	\$5,000	\$0	\$3,500	\$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	\$1,500	\$0	\$1,500	\$0	\$1,500	\$1,500
Totals		\$1,712	\$21,500	\$0	\$20,000	\$0	\$20,000	\$20,000

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60411	Gasoline Expense	\$444	\$1,800	\$386	\$600	\$387	\$600	\$600
Totals		\$444	\$1,800	\$386	\$600	\$387	\$600	\$600

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60453	Vehicle Repair/Tires/Oil Exp	\$10,537	\$5,000	\$7,331	\$8,450	\$3,719	\$8,420	\$8,420
60501	Operating Supp/Eqt Non-Cap	\$0	\$3,000	\$0	\$1,000	\$0	\$1,000	\$1,000
60502	Printing & Copying Expense	\$0	\$500	\$0	\$250	\$0	\$250	\$250
60799	Transfer Out to Other Funds	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Totals		\$15,537	\$13,500	\$12,331	\$14,700	\$8,719	\$14,670	\$14,670



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Annual Stipend Pay Expense

Department Number: 31102

Account Number: 60121

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31102

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$796.36	\$689.00	\$626.66	\$790.00	\$688.50

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$688.50	\$688.50		(\$101.50)

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Conferences/Training Expense

Department Number: 31102

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$725.00	\$700.00	\$400.00	\$400.00	\$400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$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.

Desc	Units	Rate	Expense
Annual Maine Harbormaster's Assoc. Meeting	1 \$	400.00 \$	400.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Food/Lodging Expense

Department Number: 31102

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$400.00	\$700.00	\$450.00	\$450.00	\$450.00

FY2021 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.

Annual meeting conference expenses

Desc	Units	Rate	Expense
Food & Lodging at Meeting	2 \$	225.00 \$	450.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Dues/Memberships Expense

Department Number: 31102

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$100.00	\$150.00	\$100.00	\$100.00	\$100.00

FY2021 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.

Desc	Units	Rate	Expense
Annual Harbormasters Assoc Membership	1 \$	100.00 \$	100.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Service Contracts Expense

Department Number: 31102

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,712.17	\$5,000.00	\$0.00	\$3,500.00	\$3,500.00

FY2021 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.

Desc	Units	Rate	Expense
Bouy, Anchor, Chain Replacement	1 \$	3,500.00 \$	3,500.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Temporary Contract Help Exp

Department Number: 31102

Account Number: 60312

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00

FY2021 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.

Desc	Units	Rate	Expense
Contingency, Services Expense	1 \$	15,000.00 \$	15,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Workers Comp Insurance Exp

Department Number: 31102

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$285.00	\$650.00	\$335.00	\$450.00	\$450.00

FY2021 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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Vehicle Insurance Expense

Department Number: 31102

Account Number: 60372

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Gasoline Expense

Department Number: 31102

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$443.75	\$1,800.00	\$385.76	\$600.00	\$600.00

FY2021 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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 31102

Account Number: 60453

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,536.94	\$5,000.00	\$7,331.44	\$8,450.00	\$8,450.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,420.00	\$8,420.00		(\$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	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 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31102

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$3,000.00	\$0.00	\$1,000.00	\$1,000.00

FY2021 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.

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 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Printing & Copying Expense

Department Number: 31102

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$500.00	\$0.00	\$250.00	\$250.00

FY2021 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.

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 2021 Budget Request

March 3, 2020

Department: Mooring Fees

Account Title: Transfer Out to Other Funds

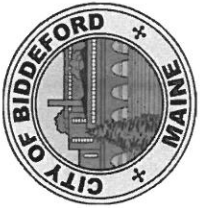
Department Number: 31102

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

FY2021 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.



City of Biddeford, Maine
FY2021 Revenue

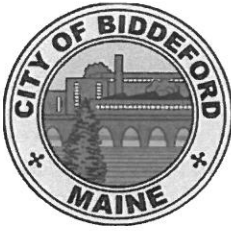
Mooring Fees Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Taxes							
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$26,645	\$26,100	\$24,385	\$26,000	\$7,300	\$26,000	\$26,000
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$1,051	\$600	\$1,705	\$800	\$901	\$1,000	\$1,000
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:	\$42,696	\$41,700	\$41,090	\$41,800	\$23,201	\$42,000	\$42,000

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Licenses, Permits & Fees							
40240 Mooring Fee Revenue	\$26,645	\$26,100	\$24,385	\$26,000	\$7,300	\$26,000	\$26,000
Total licenses, permits & fees	\$26,645	\$26,100	\$24,385	\$26,000	\$7,300	\$26,000	\$26,000

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Investment Income							
40500 Investment Income Revenue	\$1,051	\$600	\$1,705	\$800	\$901	\$1,000	\$1,000
Total investment income	\$1,051	\$600	\$1,705	\$800	\$901	\$1,000	\$1,000

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	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 2021 Revenue Estimates

February 25, 2020

Department: Mooring Fees

Account Title: Mooring Fee Revenue

Department Number: 31102

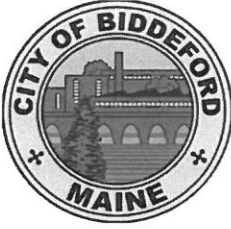
Account Number: 40240

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$26,645.00	\$26,100.00	\$24,385.00	\$26,000.00	\$26,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,000.00	\$26,000.00		\$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 2021 Revenue Estimates

February 21, 2020

Department: Mooring Fees

Account Title: Investment Income Revenue

Department Number: 31102

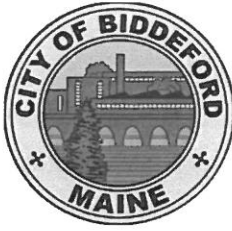
Account Number: 40500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,051.48	\$600.00	\$1,704.60	\$800.00	\$1,000.00

FY2021 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 2021 Revenue Estimates

February 21, 2020

Department: Mooring Fees

Account Title: Transfer in from Other Funds

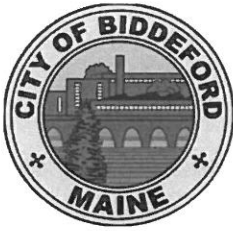
Department Number: 31102

Account Number: 40801

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Mooring Fees

Account Title: Use of Fund Balance-non-CityGF

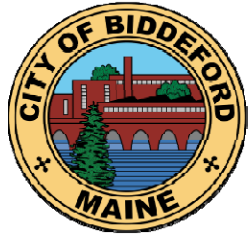
Department Number: 31102

Account Number: 41199

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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

FY2021 Summary

Pool Beach Fund

						FY2021	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Total Revenue	\$97,463	\$136,755	\$92,630	\$99,500	\$65,379	\$99,500	\$99,500
Total Expenses	\$274,774	\$136,755	\$138,217	\$148,824	\$107,175	\$177,966	\$177,966
TOTALS:	(\$177,311)	\$0	(\$45,587)	(\$49,324)	(\$41,796)	(\$78,466)	(\$78,466)

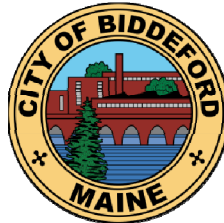
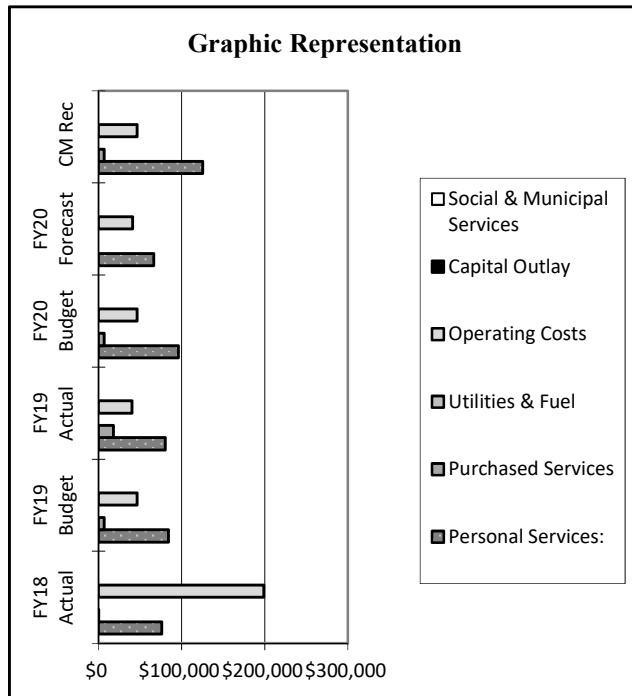
City of Biddeford, Maine

Fiscal Year 2021

Budget: Pool Beaches Ops/Improves

Account Number: 31106

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$75,900	\$84,055	\$80,306	\$96,124	\$125,266	\$125,266	\$125,266
Purchased Services	\$34	\$6,500	\$17,794	\$6,500	\$6,500	\$6,500	\$6,500
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$198,841	\$46,200	\$40,117	\$46,200	\$46,200	\$46,200	\$46,200
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$274,774	\$136,755	\$138,217	\$148,824	\$177,966	\$177,966	\$177,966

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$8,696
Workers Comp	\$3,148
Health Insurance	\$0
Retirement	\$0
Unemployment	\$60
Other Insurance	\$0
Total Fringe Benefit Impact	\$11,905
# of Full Time Employees	0.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$96,124	\$125,266	\$29,142	30.3%
Purchased Services	\$6,500	\$6,500	\$0	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:	\$148,824	\$177,966	\$29,142	19.6%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60107	Temp/Seasonal Emp Wage Ex	\$66,751	\$72,460	\$71,260	\$81,605	\$56,867	\$107,113	\$107,113
60111	Overtime Wage Expense	\$2,137	\$3,116	\$2,456	\$5,000	\$4,126	\$6,563	\$6,563
60201	FICA/Medicare-ER Share Exp	\$5,673	\$5,781	\$5,013	\$6,625	\$5,246	\$8,696	\$8,696
60370	Workers Comp Insurance Exp	\$1,338	\$2,698	\$1,578	\$2,894	\$187	\$2,894	\$2,894
Totals		\$75,900	\$84,055	\$80,306	\$96,124	\$66,426	\$125,266	\$125,266

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60313	Construction Services Expense	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$5,000
60330	Equipment Rent/Lease Exp	\$34	\$1,500	\$17,794	\$1,500	\$0	\$1,500	\$1,500
Totals		\$34	\$6,500	\$17,794	\$6,500	\$0	\$6,500	\$6,500

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$561	\$3,000	\$1,229	\$3,000	\$143	\$3,000	\$3,000
60455	Preventive Maintenance	\$4,524	\$14,000	\$2,514	\$14,000	\$15,517	\$14,000	\$14,000
60501	Operating Supp/Eqt Non-Cap	\$10,026	\$8,000	\$15,507	\$8,000	\$4,254	\$8,000	\$8,000
60502	Printing & Copying Expense	\$1,230	\$1,200	\$867	\$1,200	\$705	\$1,200	\$1,200
60503	Road Salt Expense	\$0	\$0	\$0	\$0	\$130	\$0	\$0
60799	Transfer Out to Other Funds	\$182,500	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Totals		\$198,841	\$46,200	\$40,117	\$46,200	\$40,749	\$46,200	\$46,200

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 31106 Pool Beaches Ops/Improves

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
ADJUSTMENTS	28	-	106,702.61	107,113.00	107,113.00	107,113.00	0
TOTAL BUDGETED POSITIONS		-	106,702.61	107,113.00	107,113.00	107,113.00	



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 31106

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$66,751.01	\$72,460.00	\$71,259.80	\$81,605.00	\$70,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$107,113.00	\$107,113.00		\$25,508.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Supervis	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 2021
Budget Request**

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Overtime Wage Expense

Department Number: 31106

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,137.21	\$3,116.00	\$2,455.91	\$5,000.00	\$5,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,562.89	\$6,562.89		\$1,562.89

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.

Lifeguard OT	\$	5,000.00
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Fiscal Year 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31106

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,673.29	\$5,781.00	\$5,013.08	\$6,625.00	\$5,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,696.21	\$8,696.21		\$2,071.21

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Construction Services Expense

Department Number: 31106

Account Number: 60313

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Equipment Rent/Lease Exp

Department Number: 31106

Account Number: 60330

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$33.65	\$1,500.00	\$17,794.00	\$1,500.00	\$1,000.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Workers Comp Insurance Exp

Department Number: 31106

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,338.00	\$2,698.00	\$1,577.50	\$2,894.00	\$2,894.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,894.00	\$2,894.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Building Repair/Maint Exp

Department Number: 31106

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$560.51	\$3,000.00	\$1,229.03	\$3,000.00	\$2,500.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Preventive Maintenance

Department Number: 31106

Account Number: 60455

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,523.70	\$14,000.00	\$2,514.06	\$14,000.00	\$16,000.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31106

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$10,026.35	\$8,000.00	\$15,506.78	\$8,000.00	\$7,000.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Printing & Copying Expense

Department Number: 31106

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,229.99	\$1,200.00	\$867.00	\$1,200.00	\$705.00

FY2021 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	\$	1,200
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Fiscal Year 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Road Salt Expense

Department Number: 31106

Account Number: 60503

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Pool Beaches Ops/Improves

Account Title: Transfer Out to Other Funds

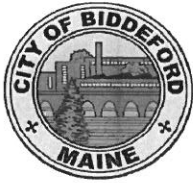
Department Number: 31106

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$182,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00

FY2021 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

FY2021 Revenue

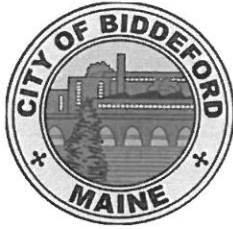
Pool Beach Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
						Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$95,954	\$95,000	\$91,465	\$98,500	\$64,986	\$98,500	\$98,500
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$1,508	\$2,000	\$1,165	\$1,000	\$393	\$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	\$39,755	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$97,463	\$136,755	\$92,630	\$99,500	\$65,379	\$99,500	\$99,500

							FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40241	Res Beach Parking Permit Rev	\$59,771	\$60,000	\$52,770	\$60,000	\$17,021	\$60,000	\$60,000
40242	Non-Res Season Permit Rev	\$11,300	\$12,000	\$8,250	\$12,000	\$2,225	\$10,000	\$10,000
40313	Non-Resident 1 Day Permit Rev	\$13,178	\$10,000	\$17,515	\$14,000	\$27,255	\$15,000	\$15,000
40314	Non-Resident 3 Day Permit Rev	\$3,750	\$4,000	\$4,280	\$4,000	\$7,360	\$5,000	\$5,000
40315	Non-Resident 7 Day Permit Rev	\$7,955	\$9,000	\$8,650	\$8,500	\$11,125	\$8,500	\$8,500
	Total licenses, permits & fees	\$95,954	\$95,000	\$91,465	\$98,500	\$64,986	\$98,500	\$98,500

							FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Investment Income</u>								
40500	Investment Income Revenue	\$1,508	\$2,000	\$1,165	\$1,000	\$393	\$1,000	\$1,000
	Total investment income	\$1,508	\$2,000	\$1,165	\$1,000	\$393	\$1,000	\$1,000

							FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Use of fund balance</u>								
41199	Use of Fund Balance-non-CityGF	\$0	\$39,755	\$0	\$0	\$0	\$0	\$0



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pool Beaches Ops/Improves

Account Title: Res Beach Parking Permit Rev

Department Number: 31106

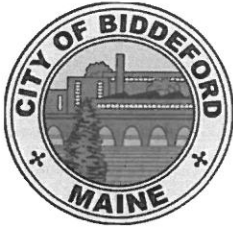
Account Number: 40241

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$59,771.00	\$60,000.00	\$52,769.65	\$60,000.00	\$60,000.00

FY2021 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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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pool Beaches Ops/Improves

Account Title: Non-Res Season Permit Rev

Department Number: 31106

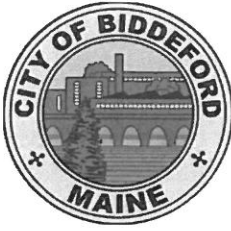
Account Number: 40242

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$11,300.00	\$12,000.00	\$8,250.00	\$12,000.00	\$10,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$10,000.00		(\$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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pool Beaches Ops/Improves

Account Title: Non-Resident 1 Day Permit Rev

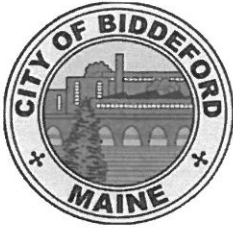
Department Number: 31106

Account Number: 40313

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$13,178.37	\$10,000.00	\$17,515.35	\$14,000.00	\$14,500.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$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 2021 Revenue Estimates

February 25, 2020

Department: Pool Beaches Ops/Improves

Account Title: Non-Resident 3 Day Permit Rev

Department Number: 31106

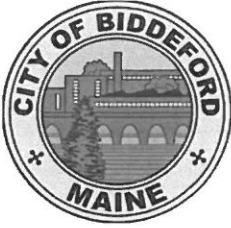
Account Number: 40314

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$3,750.00	\$4,000.00	\$4,280.00	\$4,000.00	\$4,000.00

FY2021 Budget	Department Estimate	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.

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Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pool Beaches Ops/Improves

Account Title: Non-Resident 7 Day Permit Rev

Department Number: 31106

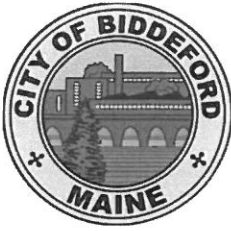
Account Number: 40315

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$7,955.00	\$9,000.00	\$8,650.00	\$8,500.00	\$8,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,500.00	\$8,500.00		\$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 2021 Revenue Estimates

February 21, 2020

Department: Pool Beaches Ops/Improves

Account Title: Investment Income Revenue

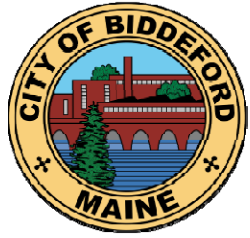
Department Number: 31106

Account Number: 40500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,508.44	\$2,000.00	\$1,164.81	\$1,000.00	\$1,000.00

FY2021 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.



City of Biddeford, Maine

FY2021 Summary

CDBG Fund

						FY2021	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Total Revenue	\$556,358	\$462,200	\$354,257	\$467,761	\$0	\$102,170	\$102,170
Total Expenses	\$525,861	\$462,200	\$451,157	\$453,145	\$71,182	\$102,170	\$102,170
TOTALS:	\$30,497	\$0	(\$96,900)	\$14,616	(\$71,182)	\$0	\$0

City of Biddeford, Maine

Fiscal Year 2021

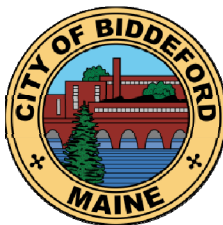
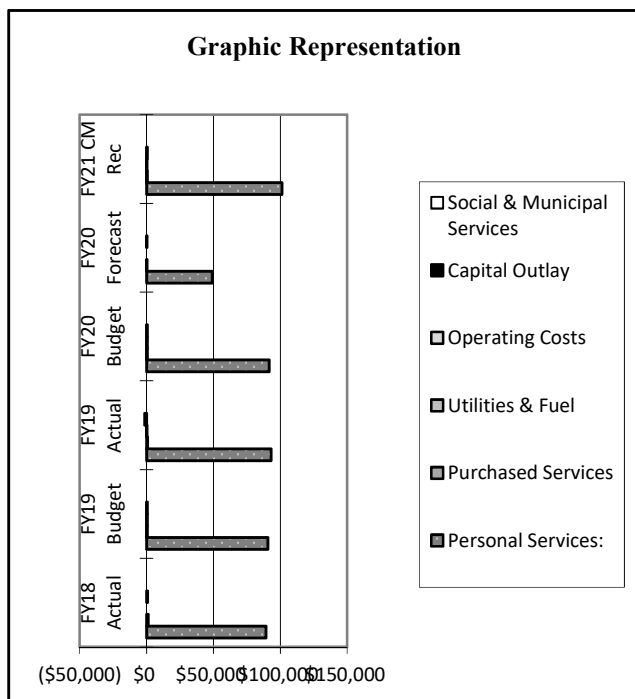
Budget: CDBG Grant Administration

Account Number: 31117

FY21

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	Dept Head	Manager's Rec
Personnel Services:	\$89,399	\$90,698	\$93,067	\$91,810	\$49,218	\$101,192	\$101,192
Purchased Services	\$1,181	\$600	\$768	\$600	\$4	\$550	\$550
Utilities & Fuel	\$0	\$492	\$40	\$492	\$0	\$450	\$450
Operating Costs	\$829	\$650	-\$1,420	\$650	\$371	\$550	\$550
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$91,409	\$92,440	\$92,454	\$93,552	\$49,593	\$102,742	\$102,742

Graphic Representation

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$6,371
Workers Comp	\$236
Health Insurance	\$9,020
Retirement	\$4,714
Unemployment	\$98
Other Insurance	\$1,025
Total Fringe Benefit Impact	\$21,463
# of Full Time Employees	1.20

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$91,810	\$101,192	\$9,382	10.2%
Purchased Services	\$600	\$550	-\$50	\$0
Utilities & Fuel	\$492	\$450	-\$42	\$0
Operating Costs	\$650	\$550	-\$100	-15.4%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$93,552	\$102,742	\$9,190	9.8%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$68,269	\$68,528	\$71,850	\$69,299	\$39,791	\$69,701	\$69,701
60105	Mid Mgmt Hrly Employee Wa	\$0	\$0	\$1,215	\$8,640	\$0	\$8,861	\$8,861
60201	FICA/Medicare-ER Share Exp	\$5,832	\$5,557	\$5,124	\$6,310	\$3,022	\$6,371	\$6,371
60203	457 Plan-Employer Share Exp	\$4,552	\$4,415	\$3,762	\$4,547	\$186	\$4,714	\$4,714
60210	HPHC Ins Employer Share Ex	\$8,228	\$9,328	\$7,727	\$213	\$4,845	\$9,020	\$9,020
60212	S-T Disability ER Share Exp	\$3	\$30	\$0	\$36	\$0	\$36	\$36
60213	L-T Disability ER Share Exp	\$257	\$247	\$250	\$208	\$147	\$209	\$209
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$867	\$780	\$750	\$780	\$465	\$780	\$780
60251	Conferences/Training Expense	\$0	\$1,000	\$550	\$1,000	\$0	\$1,000	\$1,000
60252	Travel/Mileage Expense	\$117	\$150	\$595	\$150	\$25	\$150	\$150
60253	Food/Lodging Expense	\$9	\$200	\$1,022	\$200	\$10	\$200	\$200
60256	Dues/Memberships Expense	\$1,135	\$150	\$35	\$150	\$550	\$150	\$150
60370	Workers Comp Insurance Exp	\$133	\$313	\$189	\$277	\$177	\$0	\$0
Totals		\$89,399	\$90,698	\$93,067	\$91,810	\$49,218	\$101,192	\$101,192

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60314	Public Services Contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60320	Advertising	\$1,100	\$500	\$731	\$500	\$0	\$500	\$500
60325	Postage/Shipping Expense	\$81	\$100	\$36	\$100	\$4	\$50	\$50
Totals		\$1,181	\$600	\$768	\$600	\$4	\$550	\$550

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$0	\$492	\$40	\$492	\$0	\$450	\$450
Totals		\$0	\$492	\$40	\$492	\$0	\$450	\$450

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$308	\$400	\$274	\$400	\$130	\$400	\$400
60501	Operating Supp/Eqt Non-Cap	\$521	\$100	\$440	\$100	\$241	\$100	\$100
60502	Printing & Copying Expense	\$0	\$150	\$0	\$150	\$0	\$50	\$50
60797	Miscellaneous Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60798	Contingency	\$0	\$0	(\$2,134)	\$0	\$0	\$0	\$0
60799	Transfer Out to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$829	\$650	-\$1,420	\$650	\$371	\$550	\$550

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 31117 CDBG Grant Administration

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
CDBG GRANT COORDINATOR	10011	1.00	69,434.04	69,701.09	69,701.09		HOLMES
ADMINISTRATIVE ASST.	322791	0.20	8,827.52	8,861.47	8,861.47		HALL
TOTAL BUDGETED POSITIONS		1.20	78,261.56	78,562.57	78,562.57		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number:

31117

Account Number:

60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$68,268.56	\$68,528.00	\$71,849.52	\$69,299.00	\$69,701.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$69,701.09	\$69,701.09		\$402.09

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.

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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number:

31117

Account Number:

60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$1,214.51	\$8,640.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,861.47	\$8,861.47		\$221.47

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31117

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,831.72	\$5,557.00	\$5,123.72	\$6,310.00	\$6,360.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,370.64	\$6,370.64	\$6,370.64	\$60.64

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: 457 Plan-Employer Share Exp

Department Number: 31117

Account Number: 60203

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,551.57	\$4,415.00	\$3,762.43	\$4,547.00	\$400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,713.75	\$4,713.75	\$4,713.75	\$166.75

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: HPHC Ins Employer Share Exp

Department Number: 31117

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8,228.45	\$9,328.00	\$7,727.13	\$213.00	\$9,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,020.00	\$9,020.00	\$9,020.00	\$8,807.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: S-T Disability ER Share Exp

Department Number: 31117

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2.76	\$30.00	\$0.00	\$36.00	\$36.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$36.00	\$36.00	\$36.00	\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: L-T Disability ER Share Exp

Department Number: 31117

Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$256.61	\$247.00	\$249.85	\$208.00	\$209.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$209.12	\$209.12	\$209.12	\$1.12

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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: RHSA Plan ER Share

Department Number: 31117

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$867.00	\$780.00	\$750.00	\$780.00	\$780.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Conferences/Training Expense

Department Number: 31117

Account Number: 60251

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$1,000.00	\$549.50	\$1,000.00	\$500.00

FY2021 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.

CDBG training, both regional and national as required for the position.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Travel/Mileage Expense

Department Number: 31117

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$116.75	\$150.00	\$594.73	\$150.00	\$150.00

FY2021 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.

Local travel mileage.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Food/Lodging Expense

Department Number: 31117

Account Number: 60253

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$8.51	\$200.00	\$1,021.69	\$200.00	\$0.00

FY2021 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.

Additional charges for regional training, when needed.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Dues/Memberships Expense

Department Number: 31117

Account Number: 60256

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,135.00	\$150.00	\$35.00	\$150.00	\$150.00

FY2021 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.

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National Council for Community Development



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Public Services Contracted

Department Number: 31117

Account Number: 60314

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Advertising

Department Number: 31117

Account Number: 60320

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,099.98	\$500.00	\$731.36	\$500.00	\$600.00

FY2021 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.

Budgeted account need to continue newspaper advertising, as required by HUD; note haven't begun spending this year's CDBG fund

ls.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Postage/Shipping Expense

Department Number: 31117

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$81.17	\$100.00	\$36.20	\$100.00	\$50.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50.00	\$50.00	\$50.00	(\$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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Workers Comp Insurance Exp

Department Number: 31117

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$132.50	\$313.00	\$188.50	\$277.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
		\$0.00	\$0.00	(\$277.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Phone/Celular/Paging Exp

Department Number: 31117

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$492.00	\$40.01	\$492.00	\$450.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$450.00	\$450.00	\$450.00	(\$42.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

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

Department Number: 31117

Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$307.77	\$400.00	\$274.08	\$400.00	\$350.00

FY2021 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.

Supplies to support CDBG program.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31117

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$520.78	\$100.00	\$440.11	\$100.00	\$160.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: CDBG Grant Administration

Account Title: Printing & Copying Expense

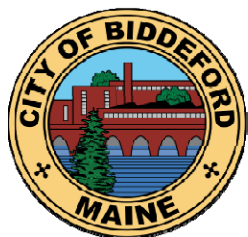
Department Number: 31117

Account Number: 60502

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$150.00	\$0.00	\$150.00	\$50.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50.00	\$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.



City of Biddeford, Maine

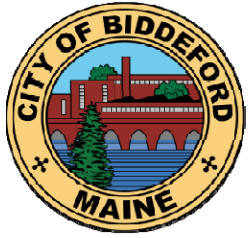
CDBG Fund

FY2021 Revenue

						FY2021	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	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	\$447,129	\$462,200	\$354,257	\$467,761	\$0	\$102,170	\$102,170
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$109,229	\$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:	\$556,358	\$462,200	\$354,257	\$467,761	\$0	\$102,170	\$102,170

						FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head Manager's Rec
Intergovernmental							
40431	Federal Share Grants Revenue	\$447,129	\$462,200	\$354,257	\$467,761	\$0	\$102,170 \$102,170
	Total intergovernmental	\$447,129	\$462,200	\$354,257	\$467,761	\$0	\$102,170 \$102,170

						FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head Manager's Rec
Other Revenue							
40556	Copies Sold Revenue	\$0	\$0	\$0	\$0	\$0	\$0 \$0
40559	Miscellaneous Revenue	\$109,229	\$0	\$0	\$0	\$0	\$0 \$0
	Total other revenue	\$109,229	\$0	\$0	\$0	\$0	\$0 \$0



City of Biddeford, Maine
 FY2021 Summary

Airport Fund

						FY2021	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Total Revenue	\$267,388	\$449,627	\$396,975	\$7,745,505	\$230,923	\$165,522	\$212,381
Total Expenses	\$513,391	\$487,686	\$487,118	\$7,760,810	\$262,034	\$313,343	\$319,477
TOTALS:	(\$246,003)	(\$38,059)	(\$90,143)	(\$15,305)	(\$31,112)	(\$147,821)	(\$107,096)

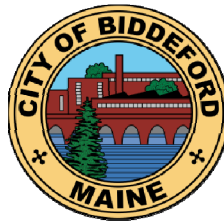
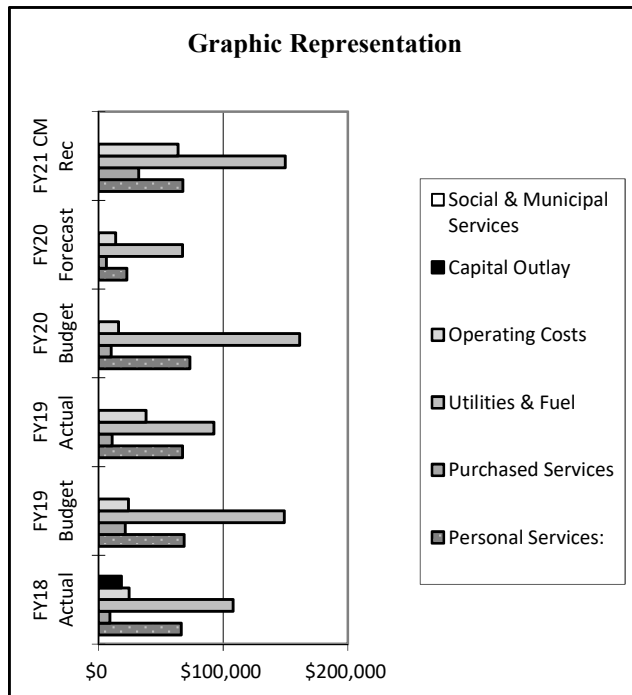
City of Biddeford, Maine

Fiscal Year 2021

Budget: Airport Operations

Account Number: 31132

					FY21	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	
						Dept Head Manager's Rec
Personnel Services:	\$66,264	\$68,701	\$67,306	\$73,290	\$22,583	\$67,691 \$73,825
Purchased Services	\$9,067	\$21,310	\$10,743	\$10,160	\$6,349	\$32,208 \$32,208
Utilities & Fuel	\$107,849	\$148,855	\$92,462	\$161,410	\$67,221	\$149,794 \$149,794
Operating Costs	\$24,470	\$23,820	\$37,985	\$15,950	\$13,786	\$63,650 \$63,650
Capital Outlay	\$18,263	\$0	\$0	\$0	\$0	\$0 \$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0 \$0
TOTALS:	\$225,913	\$262,686	\$208,495	\$260,810	\$109,938	\$313,343 \$319,477

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$5,045
Workers Comp	\$1,987
Health Insurance	\$130
Retirement	\$3,853
Unemployment	\$89
Other Insurance	\$585
Total Fringe Benefit Impact	\$11,689
# of Full Time Employees	0.65

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$73,290	\$73,825	\$535	0.7%
Purchased Services	\$10,160	\$32,208	\$22,048	\$2
Utilities & Fuel	\$161,410	\$149,794	-\$11,616	\$0
Operating Costs	\$15,950	\$63,650	\$47,700	299.1%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$260,810	\$319,477	\$58,667	22.5%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$41,066	\$41,218	\$42,853	\$44,303	\$12,731	\$54,059	\$35,192
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$2,394	\$2,800	\$2,097	\$2,800	\$2,583	\$2,800	\$27,800
60111	Overtime Wage Expense	\$2,579	\$2,316	\$2,148	\$2,490	\$568	\$1,978	\$1,978
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$978	\$978
60201	FICA/Medicare-ER Share Exp	\$3,322	\$3,744	\$3,250	\$4,009	\$1,229	\$5,045	\$5,045
60203	457 Plan-Employer Share Exp	\$2,412	\$2,612	\$2,579	\$2,807	\$672	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$12,742	\$13,037	\$11,523	\$14,017	\$3,377	\$130	\$130
60212	S-T Disability ER Share Exp	\$89	\$117	\$78	\$117	\$44	\$76	\$76
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$405	\$780	\$750	\$780	\$240	\$509	\$509
60230	Clothing/Uniforms Expense	\$219	\$150	\$135	\$150	\$0	\$150	\$150
60252	Travel/Mileage Expense	\$349	\$150	\$241	\$150	\$0	\$300	\$300
60370	Workers Comp Insurance Exp	\$686	\$1,777	\$1,653	\$1,667	\$1,139	\$1,667	\$1,667
Totals		\$66,264	\$68,701	\$67,306	\$73,290	\$22,583	\$67,691	\$73,825

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$744	\$11,250	\$0	\$0	\$0	\$17,500	\$17,500
60310	Service Contracts Expense	\$1,451	\$1,500	\$3,410	\$1,600	\$755	\$1,800	\$1,800
60320	Advertising	\$304	\$1,500	\$435	\$1,500	\$55	\$1,500	\$1,500
60331	Land/Building Lease Expense	\$3,000	\$3,000	\$3,250	\$3,000	\$1,500	\$3,000	\$3,000
60371	General Insurance Expense	\$2,023	\$2,500	\$2,101	\$2,500	\$2,095	\$6,848	\$6,848
60373	Building/Boiler Insurance Exp	\$1,545	\$1,560	\$1,547	\$1,560	\$1,944	\$1,560	\$1,560
Totals		\$9,067	\$21,310	\$10,743	\$10,160	\$6,349	\$32,208	\$32,208

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$3,738	\$3,000	\$9,634	\$3,000	\$1,458	\$3,000	\$3,000
60401	Water Expense	\$174	\$182	\$197	\$220	\$112	\$250	\$250
60402	Phone/Celular/Paging Exp	\$2,353	\$2,640	\$2,572	\$2,640	\$1,320	\$10,044	\$10,044
60404	Sewer User Fee Expense	\$325	\$350	\$328	\$350	\$201	\$350	\$350
60405	Heating Fuel Expense	\$3,925	\$3,700	\$4,717	\$4,200	\$955	\$4,750	\$4,750
60410	Diesel Fuel Expense	\$736	\$1,000	\$708	\$1,000	\$446	\$1,400	\$1,400
60411	Gasoline Expense	\$96,597	\$137,983	\$74,305	\$150,000	\$62,729	\$130,000	\$130,000
Totals		\$107,849	\$148,855	\$92,462	\$161,410	\$67,221	\$149,794	\$149,794

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$7,523	\$5,000	\$10,058	\$0	\$5,821	\$37,500	\$37,500
60452	Operating Equip Repair Exp	\$1,585	\$750	\$153	\$3,000	\$3,229	\$4,500	\$4,500
60453	Vehicle Repair/Tires/Oil Exp	\$2,156	\$3,200	\$3,338	\$3,200	\$759	\$10,400	\$10,400
60454	Grounds Maint/Improve Exp	\$2,297	\$4,000	\$2,076	\$4,000	\$0	\$4,000	\$4,000
60500	Admin/Office Supp/Eqt Non-C	\$1,174	\$1,450	\$13,323	\$1,000	\$219	\$3,750	\$3,750
60501	Operating Supp/Eqt Non-Cap	\$1,500	\$1,500	\$1,176	\$1,500	\$269	\$3,000	\$3,000
60754	Lease Principal Expense	\$4,396	\$4,531	\$4,531	\$0	\$0	\$0	\$0
60755	Lease Interest Expense	\$274	\$139	\$139	\$0	\$0	\$0	\$0
60797	Miscellaneous Expense	\$564	\$250	\$191	\$250	\$489	\$500	\$500
60799	Transfer Out to Other Funds	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$0
Totals		\$24,470	\$23,820	\$37,985	\$15,950	\$13,786	\$63,650	\$63,650

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 31132 Airport Operations

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
AIRPORT MANAGER/ATTENDANT	10712	0.65	53,851.63	54,058.76	35,192.25		PETER
AIRPORT P-T HELP	29	-	2,789.27	2,800.00	27,800.00		0
TOTAL BUDGETED POSITIONS		0.65	56,640.91	56,858.76	62,992.25		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Dept Manager Salary Exp

Department Number: 31132

Account Number: 60101

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$41,066.08	\$41,218.00	\$42,852.80	\$44,303.00	\$34,789.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$54,058.76	\$35,192.25		(\$9,110.75)

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.

Changed Airport Manager to be funded by General Fund to complete Facilities Mgmt task



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: P-T Employee Wage Exp

Department Number: 31132

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,394.00	\$2,800.00	\$2,097.00	\$2,800.00	\$4,428.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,800.00	\$27,800.00		\$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.

Added additional funding due to Airport Manager change to allow for extra help to complete mowing and other jobs.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Overtime Wage Expense

Department Number: 31132

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,579.46	\$2,316.00	\$2,147.74	\$2,490.00	\$1,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,977.80	\$1,977.80	\$1,977.80	(\$512.20)

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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Insurance Buyout Pay

Department Number: 31132

Account Number: 60129

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$750.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$978.00	\$978.00	\$978.00	\$978.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31132

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,321.66	\$3,744.00	\$3,250.42	\$4,009.00	\$2,815.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,045.03	\$5,045.03	\$5,045.03	\$1,036.03

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.

Change due to personnel changes



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: 457 Plan-Employer Share Exp

Department Number: 31132

Account Number: 60203

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,411.71	\$2,612.00	\$2,578.78	\$2,807.00	\$1,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00	\$0.00	(\$2,807.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 due to personnel changes



Fiscal Year 2021
\$117,00

March 3, 2020

Department: Airport Operations

Account Title: S-T Disability ER Share Exp

Department Number: 31132

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$89.41	\$117.00	\$78.00	\$117.00	\$75.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$76.28	\$76.28	\$76.28	(\$40.72)

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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 31132

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$12,741.60	\$13,037.00	\$11,522.68	\$14,017.00	\$3,400.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$129.60	\$129.60	\$129.60	(\$13,887.40)

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.

Changed due to personnel changes



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: RHSA Plan ER Share

Department Number: 31132

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$405.00	\$780.00	\$750.00	\$780.00	\$565.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$508.56	\$508.56	\$508.56	(\$271.44)

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Clothing/Uniforms Expense

Department Number: 31132

Account Number: 60230

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$219.38	\$150.00	\$134.99	\$150.00	\$150.00

FY2021 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.

Special clothing as needed.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Travel/Mileage Expense

Department Number: 31132

Account Number: 60252

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$349.24	\$150.00	\$240.99	\$150.00	\$150.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$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.

Travel to city hall and Augusta for Maine aeronauticcal meetings and meetings with Maine DOT.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Other Prof/Consult Srvs Exp

Department Number: 31132

Account Number: 60306

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$744.00	\$11,250.00	\$0.00	\$0.00	\$0.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$17,500.00	\$17,500.00	\$17,500.00	\$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.

Airport Improvement 10 year plan. One time expense



March 3, 2020

**Fiscal Year 2021
Budget Request**

Department: Airport Operations

Account Title: Service Contracts Expense

Department Number: 31132

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,451.46	\$1,500.00	\$3,409.76	\$1,600.00	\$1,600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,800.00	\$1,800.00	\$1,800.00	\$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.

Trash Dumpster \$300.00

Minuteman Security software update \$600.00

Gas tank inspection and filter change \$700.00

Poland springs \$200.00



March 3, 2020

**Fiscal Year 2021
Budget Request**

Department: Airport Operations

Account Title: Advertising

Department Number: 31132

Account Number: 60320

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$304.00	\$1,500.00	\$435.18	\$1,500.00	\$1,500.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Land/Building Lease Expense

Department Number: 31132

Account Number: 60331

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,000.00	\$3,000.00	\$3,250.00	\$3,000.00	\$3,000.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Workers Comp Insurance Exp

Department Number: 31132

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$686.00	\$1,777.00	\$1,652.50	\$1,667.00	\$1,667.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: General Insurance Expense

Department Number: 31132

Account Number: 60371

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,023.00	\$2,500.00	\$2,101.00	\$2,500.00	\$2,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,848.00	\$6,848.00	\$6,848.00	\$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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Building/Boiler Insurance Exp

Department Number: 31132

Account Number: 60373

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,545.00	\$1,560.00	\$1,547.00	\$1,560.00	\$1,560.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Electricity Expense

Department Number: 31132

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,738.11	\$3,000.00	\$9,633.90	\$3,000.00	\$3,000.00

FY2021 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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Water Expense

Department Number: 31132

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$174.23	\$182.00	\$196.95	\$220.00	\$250.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250.00	\$250.00	\$250.00	\$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 airport has increased water usage.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 31132

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,353.46	\$2,640.00	\$2,572.43	\$2,640.00	\$2,640.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,044.00	\$10,044.00	\$10,044.00	\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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.

City Phone/Citrix	\$ 8,000.00	New item to allow for better access to city files
Cell phone	\$ 744.00	
Private line	\$ 1,300.00	
Total:	\$ 10,044.00	



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Sewer User Fee Expense

Department Number: 31132

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$324.94	\$350.00	\$327.80	\$350.00	\$350.00

FY2021 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.

Based on historical data



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Heating Fuel Expense

Department Number: 31132

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,925.44	\$3,700.00	\$4,717.25	\$4,200.00	\$3,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,750.00	\$4,750.00	\$4,750.00	\$550.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Diesel Fuel Expense

Department Number: 31132

Account Number: 60410

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$735.96	\$1,000.00	\$708.44	\$1,000.00	\$800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,400.00	\$1,400.00	\$1,400.00	\$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.

covers the cost of fuel for loader for snow removal. UTV use and mowing.

Cost 2.16 Per gallon

Gallons	Usage	Total
FY 21	650 \$	1,400.00
FY 20 (6) month	156	346.69
FY 19	316	708.44
FY 18	357	735.96



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Gasoline Expense

Department Number: 31132

Account Number: 60411

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$96,597.06	\$137,983.00	\$74,304.98	\$150,000.00	\$130,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$130,000.00	\$130,000.00	\$130,000.00	(\$20,000.00)

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.

Aircraft fuel, reducing to historical amounts



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Building Repair/Maint Exp

Department Number: 31132

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,523.47	\$5,000.00	\$10,057.90	\$0.00	\$8,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$37,500.00	\$37,500.00	\$37,500.00	\$37,500.00

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.

New roof for garage hanger \$35,000
electrical repairs \$1200.00
plumbing repairs \$1300.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Operating Equip Repair Exp

Department Number: 31132

Account Number: 60452

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,585.14	\$750.00	\$152.92	\$3,000.00	\$5,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,500.00	\$4,500.00	\$4,500.00	\$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.

\$900 customer support on credit card machine for fuel pump.
\$1700.00 maintenance on the pump.
\$1000 Gate Repair
\$900 Misc repair items.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 31132

Account Number: 60453

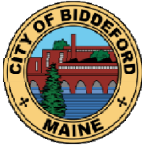
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,155.76	\$3,200.00	\$3,338.14	\$3,200.00	\$3,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,400.00	\$10,400.00	\$10,400.00	\$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.

Repairs to loader/blower and tractor and ATV.

loader	\$	6,400.00	
Blower	\$	2,000.00	
ATV	\$	2,000.00	
 Total:	 \$	 10,400.00	



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Grounds Maint/Improve Exp

Department Number:

31132

Account Number:

60454

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,297.45	\$4,000.00	\$2,075.87	\$4,000.00	\$4,000.00

FY2021 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 the parking lot and fueling area.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

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

Department Number: 31132

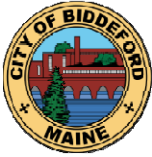
Account Number: 60500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,174.01	\$1,450.00	\$13,323.07	\$1,000.00	\$1,800.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,750.00	\$3,750.00	\$3,750.00	(\$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. Update Lobby furniture.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31132

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,500.16	\$1,500.00	\$1,176.18	\$1,500.00	\$1,800.00

FY2021 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.

Hand tools \$100.00	\$	100.00
wind socks \$600.00	\$	600.00
lights bulbs \$125.00	\$	125.00
Paint supplies	\$	300.00
hardware and lumber	\$	375.00
AED	\$	1,500.00
Total:	\$	3,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Airport Operations

Account Title: Miscellaneous Expense

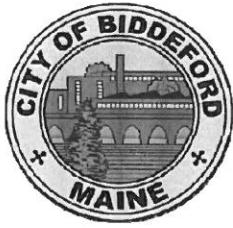
Department Number: 31132

Account Number: 60797

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$564.35	\$250.00	\$190.78	\$250.00	\$600.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$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

FY2021 Revenue

Airport Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
						Dept Head	Manager's Rec
Taxes	(\$2,614)	\$6,250	\$11,442	\$6,250	\$595	\$6,250	\$6,250
Licenses, permits and fees	\$35,304	\$33,077	\$38,425	\$33,330	\$26,786	\$35,831	\$35,831
Intergovernmental	\$103,325	\$225,000	\$214,528	\$7,500,000	\$31,986	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$96,373	\$150,300	\$97,580	\$170,925	\$71,154	\$135,300	\$135,300
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:	\$267,388	\$449,627	\$396,975	\$7,745,505	\$165,522	\$212,381	\$212,381

Account Number		FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
							Dept Head	Manager's Rec
<u>Taxes</u>								
40123	Aircraft Excise Tax Revenue	(\$2,614)	\$6,250	\$11,442	\$6,250	\$595	\$6,250	\$6,250
	Total taxes	(\$2,614)	\$6,250	\$11,442	\$6,250	\$595	\$6,250	\$6,250

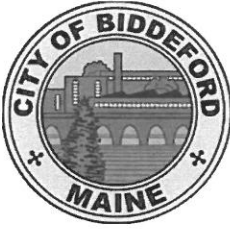
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Licenses, Permits & Fees								
40243	Airport Storage/Tiedowns Rev	\$22,037	\$18,000	\$26,497	\$19,200	\$9,855	\$19,200	\$19,200
40570	Rental Car Rebates	\$0	\$180	\$60	\$30	\$0	\$30	\$30
40606	Rental Fleurent Hangar 7I	\$342	\$183	\$350	\$350	\$357	\$362	\$362
40607	Rental Tieman Hangar 7E	\$339	\$351	\$207	\$207	\$422	\$327	\$327
40608	Rental Morin Hangar 7A	\$402	\$389	\$402	\$401	\$409	\$415	\$415
40609	Rental Bryand Hangar 7B	\$383	\$371	\$383	\$383	\$390	\$396	\$396
40610	Rental EAA Hangar	\$1,023	\$922	\$1,023	\$1,023	\$1,042	\$1,058	\$1,058
40611	Rental Ryco Hangar 7C	\$332	\$343	\$198	\$198	\$403	\$409	\$409
40612	Rental Cloutier Hangar 7D	\$312	\$322	\$198	\$198	\$403	\$409	\$409
40613	Rental Polakewich Hangar 7F	\$342	\$332	\$383	\$383	\$864	\$396	\$396
40614	Rental Ryco Hangar 1	\$1,198	\$1,247	\$783	\$783	\$1,595	\$1,618	\$1,618
40615	Rental Bertrand Hangar 7G	\$310	\$320	\$0	\$198	\$325	\$330	\$330
40616	Rental Bertrand Hangar Lot 3	\$818	\$793	\$818	\$818	\$834	\$846	\$846
40617	Rental Keller Hangar Lot 2	\$628	\$609	\$628	\$628	\$640	\$650	\$650
40618	Rental Sinclair Hangar 7H	\$320	\$320	\$342	\$342	\$349	\$354	\$354
40619	Rental Lariviere Hangar Lot 4	\$940	\$911	\$940	\$940	\$958	\$972	\$972
40620	Rental DEW LLC Hangar 5A&B	\$848	\$822	\$848	\$848	\$864	\$877	\$877
40621	Rental Morris Hangar 5D	\$402	\$389	\$402	\$401	\$409	\$415	\$415
40622	Rental DEW LLC Hangar 5C	\$401	\$389	\$415	\$415	\$423	\$429	\$429
40624	Rental Cross Hangar 5E	\$325	\$336	\$207	\$207	\$422	\$428	\$428
40625	Rental GAL-AIR LLC Hangar 5G	\$383	\$371	\$383	\$383	\$390	\$396	\$396
40626	Rental Godburn Hangar 5H	\$383	\$371	\$383	\$383	\$390	\$396	\$396
40627	Rental McGahey Hangar 5F	\$383	\$371	\$383	\$383	\$390	\$396	\$396
40628	Rental Pate Hangar 5I	\$325	\$336	\$207	\$207	\$422	\$428	\$428
40629	Rental Glaude Hangar 6F	\$0	\$815	\$0	\$840	\$830	\$843	\$843
40632	Rental Gadbois Hangar 6A	\$830	\$804	\$0	\$857	\$819	\$831	\$831
40634	Rental Great Moose Hangar 6C	\$632	\$612	\$632	\$632	\$644	\$653	\$653
40635	Rental Saucier Hangar 6B	\$664	\$643	\$664	\$663	\$676	\$686	\$686
40636	Rental Apte Hangar 6E	\$0	\$670	\$686	\$686	\$699	\$709	\$709
40637	Rental Rousseau Hangar 6D	\$0	\$555	\$0	\$343	\$564	\$572	\$572
	Total licenses, permits & fees	\$35,304	\$33,077	\$38,425	\$33,330	\$26,786	\$35,831	\$35,831

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
							Dept Head	Manager's Rec
<u>Intergovernmental</u>								
40419	State DOT Project Revenue	\$15,870	\$11,250	\$19,292	\$0	\$1	\$0	\$0
40419	State DOT Project Revenue	\$0	\$11,250	\$0	\$271,750	\$0	\$0	\$0
40431	Federal Share Grants Revenue	\$87,455	\$0	\$0	\$0	\$31,986	\$0	\$0
40431	Federal Share Grants Revenue	\$0	\$202,500	\$195,236	\$7,228,250	\$0	\$0	\$0
	Total intergovernmental	\$103,325	\$225,000	\$214,528	\$7,500,000	\$31,986	\$0	\$0

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
							Dept Head	Manager's Rec
<u>Investment Income</u>								
40500	Investment Income Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
							Dept Head	Manager's Rec
<u>Other Revenue</u>								
40556	Goods Sold Revenue	\$40	\$300	\$197	\$300	\$218	\$300	\$300
40564	Airport Fuel Sales Rev	\$96,333	\$150,000	\$97,382	\$170,625	\$70,936	\$135,000	\$135,000
	Total other revenue	\$96,373	\$150,300	\$97,580	\$170,925	\$71,154	\$135,300	\$135,300

Account							FY2021	
Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Transfers in from other funds</u>								
40801	Transfer in from Other Funds	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000



Fiscal Year 2021 Revenue Estimates

February 28, 2020

Department: Airport Operations

Account Title: Aircraft Excise Tax Revenue

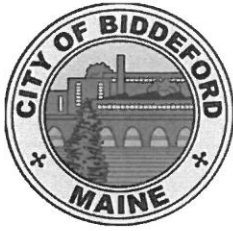
Department Number: 31132

Account Number: 40123

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
-\$2,613.99	\$6,250.00	\$11,442.46	\$6,250.00	\$6,250.00

FY2021 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 2021 Revenue Estimates

February 28, 2020

Department: Airport Operations

Account Title: Airport Storage/Tiedowns Rev

Department Number: 31132

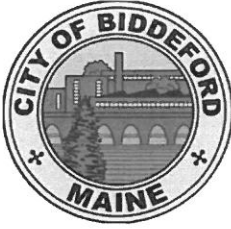
Account Number: 40243

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$22,036.80	\$18,000.00	\$26,497.33	\$19,200.00	\$16,000.00

FY2021 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 2021 Revenue Estimates

February 28, 2020

Department: Airport Operations

Account Title: State DOT Project Revenue

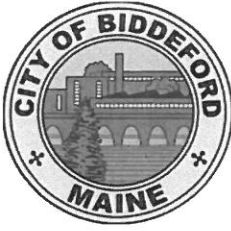
Department Number: 31132

Account Number: 40419

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$15,869.70	\$11,250.00	\$19,292.16	\$0.00	\$0.00

FY2021 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 2021 Revenue Estimates

February 28, 2020

Department: Airport Operations

Account Title: Federal Share Grants Revenue

Department Number: 31132

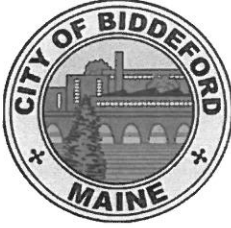
Account Number: 40431

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$87,454.95	\$0.00	\$0.00	\$0.00	\$31,985.50

FY2021 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Investment Income Revenue

Department Number: 31132

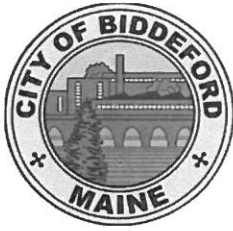
Account Number: 40500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Revenue Estimates

February 28, 2020

Department: Airport Operations

Account Title: Goods Sold Revenue

Department Number: 31132

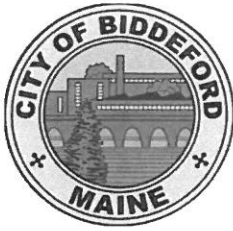
Account Number: 40556

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$40.46	\$300.00	\$197.36	\$300.00	\$300.00

FY2021 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 2021 Revenue Estimates

February 28, 2020

Department: Airport Operations

Account Title: Airport Fuel Sales Rev

Department Number: 31132

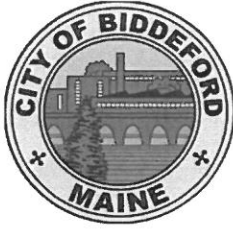
Account Number: 40564

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$96,332.96	\$150,000.00	\$97,382.16	\$170,625.00	\$125,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$135,000.00	\$135,000.00		\$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.

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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Car Rebates

Department Number: 31132

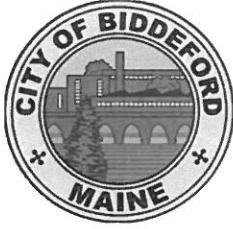
Account Number: 40570

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$180.00	\$60.00	\$30.00	\$30.00

FY2021 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Fleurent Hangar 7I

Department Number: 31132

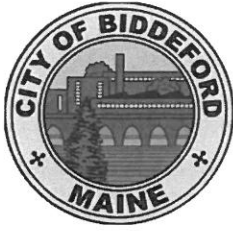
Account Number: 40606

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$342.21	\$183.00	\$350.28	\$350.00	\$356.81

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$362.00	\$362.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Tieman Hangar 7E

Department Number: 31132

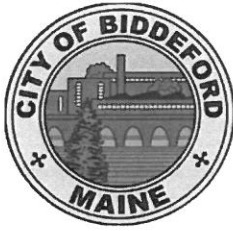
Account Number: 40607

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$339.38	\$351.00	\$207.49	\$207.00	\$321.82

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$327.00	\$327.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Morin Hangar 7A

Department Number: 31132

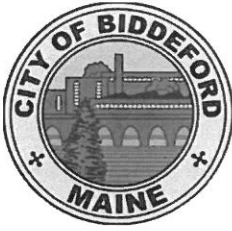
Account Number: 40608

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$401.50	\$389.00	\$401.50	\$401.00	\$408.98

FY2021 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Bryand Hangar 7B

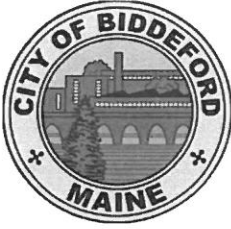
Department Number: 31132

Account Number: 40609

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$383.25	\$371.00	\$383.25	\$383.00	\$390.39

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$396.00	\$396.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental EAA Hangar

Department Number: 31132

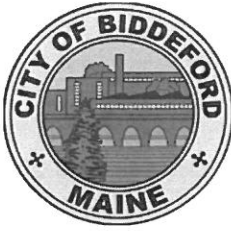
Account Number: 40610

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,023.11	\$922.00	\$1,023.11	\$1,023.00	\$1,042.17

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,058.00	\$1,058.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Ryco Hangar 7C

Department Number: 31132

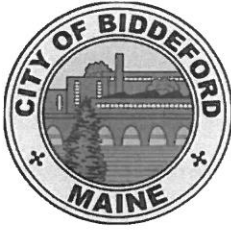
Account Number: 40611

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$332.35	\$343.00	\$198.06	\$198.00	\$402.65

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$409.00	\$409.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Cloutier Hangar 7D

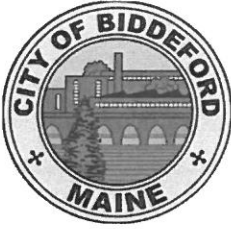
Department Number: 31132

Account Number: 40612

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$311.65	\$322.00	\$198.06	\$198.00	\$402.65

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$409.00	\$409.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Polakewich Hangar 7F

Department Number: 31132

Account Number: 40613

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$342.07	\$332.00	\$383.25	\$383.00	\$390.39

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$396.00	\$396.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Ryco Hangar 1

Department Number: 31132

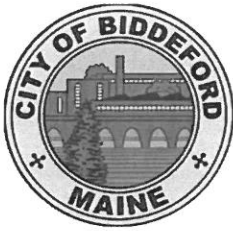
Account Number: 40614

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,198.42	\$1,247.00	\$783.09	\$783.00	\$1,594.55

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,618.00	\$1,618.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Bertrand Hangar 7G

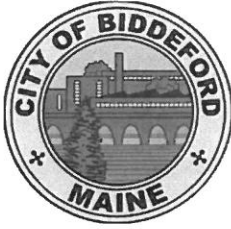
Department Number: 31132

Account Number: 40615

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$310.00	\$320.00	\$0.00	\$198.00	\$325.49

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$330.00	\$330.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Bertrand Hangar Lot 3

Department Number: 31132

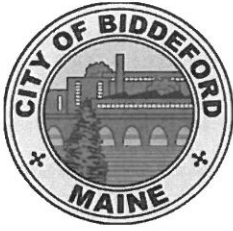
Account Number: 40616

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$818.49	\$793.00	\$818.49	\$818.00	\$833.74

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$846.00	\$846.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Keller Hangar Lot 2

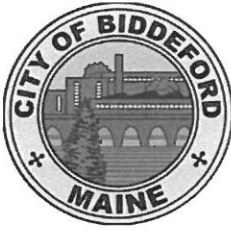
Department Number: 31132

Account Number: 40617

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$628.29	\$609.00	\$628.29	\$628.00	\$640.00

FY2021 Budget	Department Estimate	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.



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Sinclair Hangar 7H

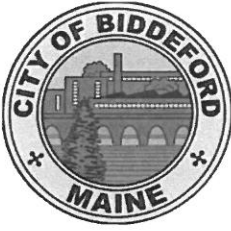
Department Number: 31132

Account Number: 40618

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$320.00	\$320.00	\$342.30	\$342.00	\$348.50

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$354.00	\$354.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Lariviere Hangar Lot 4

Department Number: 31132

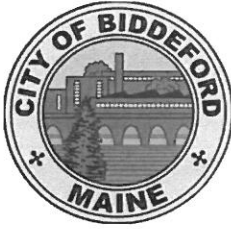
Account Number: 40619

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$940.15	\$911.00	\$940.15	\$940.00	\$957.66

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$972.00	\$972.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental DEW LLC Hangar 5A&B

Department Number: 31132

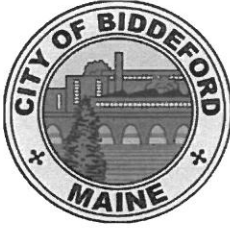
Account Number: 40620

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$848.06	\$822.00	\$848.06	\$848.00	\$863.86

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$877.00	\$877.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Morris Hangar 5D

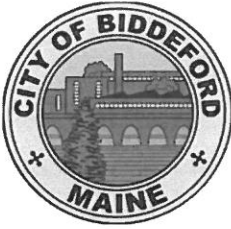
Department Number: 31132

Account Number: 40621

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$401.50	\$389.00	\$401.50	\$401.00	\$408.98

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental DEW LLC Hangar 5C

Department Number: 31132

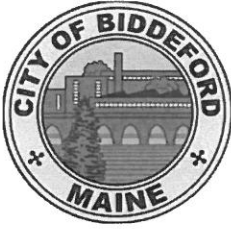
Account Number: 40622

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$401.23	\$389.00	\$414.98	\$415.00	\$422.71

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$429.00	\$429.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Cross Hangar 5E

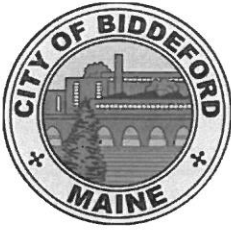
Department Number: 31132

Account Number: 40624

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$325.43	\$336.00	\$207.49	\$207.00	\$421.82

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$428.00	\$428.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental GAL-AIR LLC Hangar 5G

Department Number: 31132

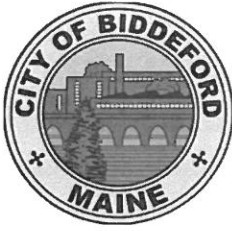
Account Number: 40625

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$383.25	\$371.00	\$383.25	\$383.00	\$390.39

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$396.00	\$396.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Godburn Hangar 5H

Department Number: 31132

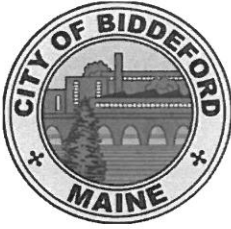
Account Number: 40626

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$383.25	\$371.00	\$383.25	\$383.00	\$390.39

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$396.00	\$396.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental McGahey Hangar 5F

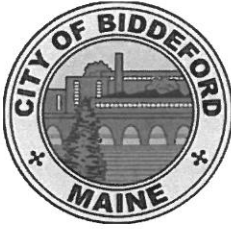
Department Number: 31132

Account Number: 40627

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$383.25	\$371.00	\$383.25	\$383.00	\$390.39

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$396.00	\$396.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Pate Hangar 5I

Department Number: 31132

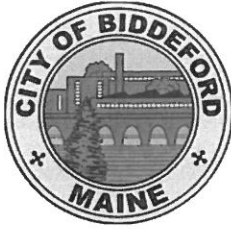
Account Number: 40628

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$325.43	\$336.00	\$207.49	\$207.00	\$421.82

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$428.00	\$428.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Glaude Hangar 6F

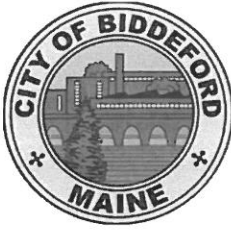
Department Number: 31132

Account Number: 40629

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$815.00	\$0.00	\$840.00	\$830.18

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$843.00	\$843.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Gadbois Hangar 6A

Department Number: 31132

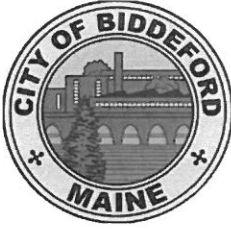
Account Number: 40632

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$829.55	\$804.00	\$0.00	\$857.00	\$818.98

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$831.00	\$831.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Great Moose Hangar 6C

Department Number: 31132

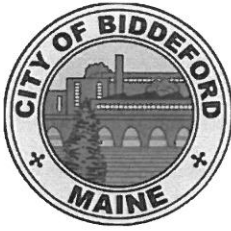
Account Number: 40634

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$631.78	\$612.00	\$631.78	\$632.00	\$643.55

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$653.00	\$653.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Saucier Hangar 6B

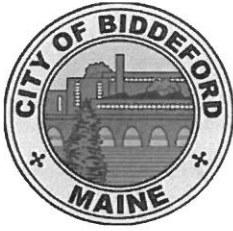
Department Number: 31132

Account Number: 40635

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$663.64	\$643.00	\$663.64	\$663.00	\$676.00

FY2021 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.



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Apte Hangar 6E

Department Number: 31132

Account Number: 40636

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$670.00	\$685.76	\$686.00	\$698.54

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$709.00	\$709.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Rental Rousseau Hangar 6D

Department Number: 31132

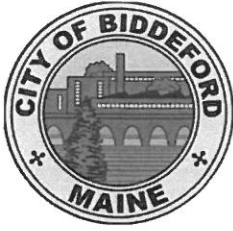
Account Number: 40637

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$555.00	\$0.00	\$343.00	\$564.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$572.00	\$572.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Revenue Estimates

February 21, 2020

Department: Airport Operations

Account Title: Transfer in from Other Funds

Department Number: 31132

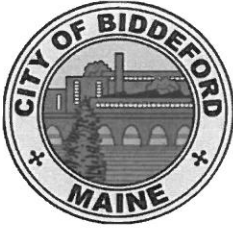
Account Number: 40801

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00

FY2021 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 2021 Revenue Estimates

February 28, 2020

Department: Airport Reimbursable Improve

Account Title: Federal Share Grants Revenue

Department Number: 31240

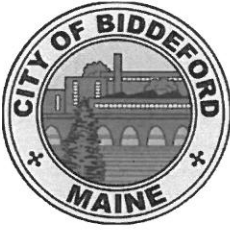
Account Number: 40431

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$202,500.00	\$195,235.69	\$7,228,250.00	

FY2021 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.

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



Fiscal Year 2021 Revenue Estimates

February 28, 2020

Department: Airport Reimbursable Improve

Account Title: State DOT Project Revenue

Department Number: 31240

Account Number: 40419

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$11,250.00	\$0.00	\$271,750.00	

FY2021 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.

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

City of Biddeford, Maine

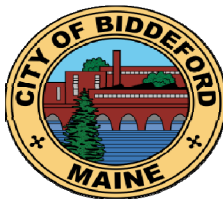
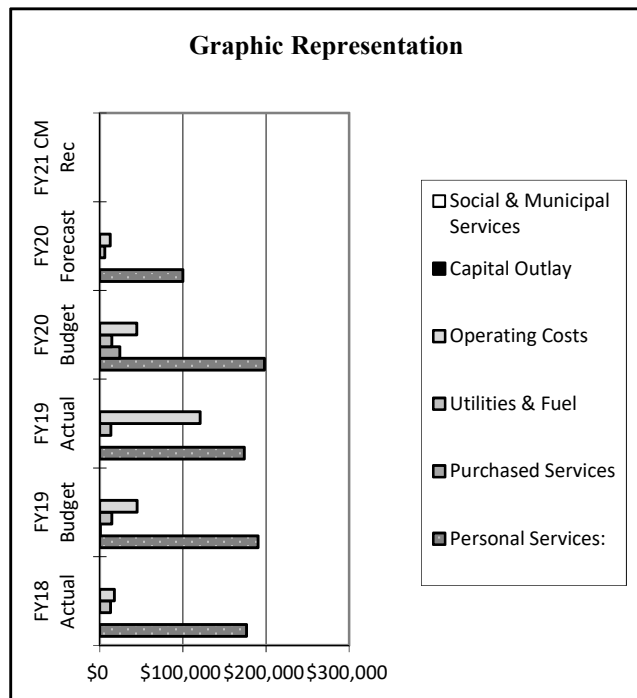
Fiscal Year 2021

Budget: Community TV Center Operations

Account Number: 31138

*Moved to General Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$176,364	\$190,164	\$173,621	\$197,902	\$99,816	\$0	\$0
Purchased Services	\$0	\$525	\$0	\$24,060	\$0	\$0	\$0
Utilities & Fuel	\$12,832	\$14,190	\$13,184	\$14,295	\$5,711	\$0	\$0
Operating Costs	\$17,302	\$44,725	\$120,565	\$44,390	\$12,417	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$206,497	\$249,604	\$307,370	\$280,647	\$117,945	\$0	\$0

**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

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$197,902	\$0	-\$197,902	N/A
Purchased Services	\$24,060	\$0	-\$24,060	N/A
Utilities & Fuel	\$14,295	\$0	-\$14,295	N/A
Operating Costs	\$44,390	\$0	-\$44,390	N/A
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$280,647	\$0	-\$280,647	-100.0%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$57,683	\$57,900	\$53,519	\$59,203	\$30,367	\$0	\$0
60105	F-T Employee Wage Exp	\$63,995	\$64,233	\$65,853	\$67,478	\$38,593	\$0	\$0
60106	P-T Employee Wage Exp	\$3,222	\$8,640	\$3,535	\$8,320	\$1,925	\$0	\$0
60111	Overtime Wage Expense	\$0	\$0	\$43	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$7,666	\$10,137	\$7,309	\$10,505	\$4,601	\$0	\$0
60202	MPERS-Employer Share Exp	\$5,141	\$6,166	\$4,399	\$6,808	\$2,775	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$36,446	\$40,178	\$31,431	\$42,836	\$15,976	\$0	\$0
60212	S-T Disability ER Share Exp	\$69	\$116	\$0	\$130	\$18	\$0	\$0
60213	L-T Disability ER Share Exp	\$359	\$369	\$353	\$319	\$168	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,665	\$1,958	\$1,425	\$1,958	\$930	\$0	\$0
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$118	\$467	\$293	\$345	\$328	\$0	\$0
Totals		\$176,364	\$190,164	\$173,621	\$197,902	\$99,816	\$0	\$0

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60301	Legal Services Expense	\$0	\$500	\$0	\$24,000	\$0	\$0	\$0
60320	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60325	Postage/Shipping Expense	\$0	\$25	\$0	\$60	\$0	\$0	\$0
60330	Equipment Rent/Lease Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$0	\$525	\$0	\$24,060	\$0	\$0	\$0

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$2,761	\$3,120	\$2,901	\$3,120	\$1,138	\$0	\$0
60401	Water Expense	\$258	\$456	\$265	\$456	\$60	\$0	\$0
60402	Phone/Celular/Paging Exp	\$2,302	\$2,304	\$2,761	\$2,304	\$2,315	\$0	\$0
60404	Sewer User Fee Expense	\$0	\$480	\$0	\$480	\$0	\$0	\$0
60405	Heating Fuel Expense	\$3,395	\$3,570	\$4,185	\$3,675	\$1,189	\$0	\$0
60406	Fiber/Internet Expense	\$4,115	\$4,260	\$3,072	\$4,260	\$1,009	\$0	\$0
Totals		\$12,832	\$14,190	\$13,184	\$14,295	\$5,711	\$0	\$0

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$3,974	\$6,485	\$4,125	\$6,485	\$1,615	\$0	\$0
60500	Admin/Office Supp/Eqt Non-C	\$17	\$200	\$11	\$200	\$146	\$0	\$0
60501	Operating Supp/Eqt Non-Cap	\$614	\$4,500	\$6,235	\$4,500	\$473	\$0	\$0
60509	Cleaning Supplies Expense	\$0	\$360	\$0	\$360	\$0	\$0	\$0
60752	Note/BAN Principal Expense	\$2,697	\$18,277	\$0	\$18,642	\$0	\$0	\$0
60753	Note/BAN Interest Expense	\$0	\$4,903	\$8,538	\$4,203	\$0	\$0	\$0
60797	Miscellaneous Expense	\$0	\$0	\$0	\$0	\$184	\$0	\$0
60799	Transfer Out to Other Funds	\$10,000	\$10,000	\$101,656	\$10,000	\$10,000	\$0	\$0
Totals		\$17,302	\$44,725	\$120,565	\$44,390	\$12,417	\$0	\$0



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 31138

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$57,683.43	\$57,900.00	\$53,519.12	\$59,203.00	\$59,976.12

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$59,203.00)

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.

Public Access director salary



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: F-T Employee Wage Exp

Department Number: 31138

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$63,994.51	\$64,233.00	\$65,853.05	\$67,478.00	\$67,051.44

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$67,478.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: P-T Employee Wage Exp

Department Number: 31138

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,221.56	\$8,640.00	\$3,535.20	\$8,320.00	\$4,380.00

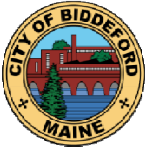
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$8,320.00)

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.

Contingency 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	5.375
Rate	\$ 16.00
Wk/Yr	52
	<u>\$ 4,472.00</u>



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31138

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,666.32	\$10,137.00	\$7,308.91	\$10,505.00	\$9,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$10,505.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: MPERS-Employer Share Exp

Department Number: 31138

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,141.36	\$6,166.00	\$4,398.72	\$6,808.00	\$5,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$6,808.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: HPHC Ins Employer Share Exp

Department Number: 31138

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$36,445.88	\$40,178.00	\$31,430.63	\$42,836.00	\$32,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$42,836.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: S-T Disability ER Share Exp

Department Number: 31138

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$69.07	\$116.00	\$0.00	\$130.00	\$130.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$130.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: L-T Disability ER Share Exp

Department Number: 31138

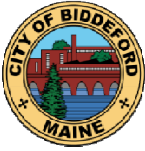
Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$358.56	\$369.00	\$352.80	\$319.00	\$319.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$319.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: RHSA Plan ER Share

Department Number: 31138

Account Number: 60217

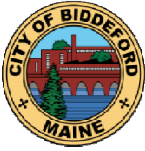
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,665.00	\$1,958.00	\$1,425.00	\$1,958.00	\$1,958.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$1,958.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	Percentage	Unit	Rate	Subtotal	
2 Employees		100%	52	30	\$1,560.00
1 Employee		50%	52	15	\$390.00
					\$1,950.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Legal Services Expense

Department Number: 31138

Account Number: 60301

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$500.00	\$0.00	\$24,000.00	\$12,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$24,000.00)

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 line for legal matters associated with current cable television franchise agreement. Agreement expires in July of FY2020. Contingency for finalizing agreement in 3rd Q.

<i>Desc</i>	<i>Unit (hrs)</i>	<i>Rate</i>	<i>Subtotal</i>
Legal - City Solicitor	10	\$200.00	\$2,000.00
Legal - Outside Counsel/Consultant	20	\$500.00	\$10,000.00
			\$12,000.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Postage/Shipping Expense

Department Number: 31138

Account Number: 60325

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$25.00	\$0.00	\$60.00	\$60.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$60.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 FY2020. Possible extension into 3rd Q.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Postage contingency	1	\$20.00	\$20.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Workers Comp Insurance Exp

Department Number: 31138

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$118.00	\$467.00	\$293.00	\$345.00	\$327.50

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

Employee salary expense from payroll worksheet



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Electricity Expense

Department Number: 31138

Account Number: 60400

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,761.33	\$3,120.00	\$2,900.66	\$3,120.00	\$2,900.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$3,120.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$230.00	\$2,760.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Water Expense

Department Number: 31138

Account Number: 60401

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$257.56	\$456.00	\$265.49	\$456.00	\$270.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$456.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	4	\$70.00	\$280.00

History (actual)

FY14	\$	236.07
FY15	\$	268.80
FY16	\$	275.63
FY17	\$	263.13
FY18	\$	257.56
FY19	\$	265.49

Average	\$	261.11
Median	\$	264.31
Maximum	\$	275.63



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Phone/Celular/Paging Exp

Department Number: 31138

Account Number: 60402

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,302.40	\$2,304.00	\$2,761.47	\$2,304.00	\$2,268.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$2,304.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$113.00	\$1,356.00
Cell Phones	12	\$84.00	\$1,008.00
			\$2,364.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Sewer User Fee Expense

Department Number: 31138

Account Number: 60404

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$480.00	\$0.00	\$480.00	\$160.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$480.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>
Sewer Fee	12	\$40.00	\$480.00
			\$0.00
			\$480.00

Note: Public Access facility has not been billed for sewer due to an administrative error. Billing to commence 03/20.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Heating Fuel Expense

Department Number: 31138

Account Number: 60405

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,395.30	\$3,570.00	\$4,184.69	\$3,675.00	\$3,980.00

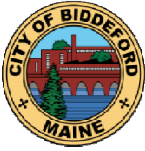
FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$3,675.00)

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.

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<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Propane (gallon delivered)	2,220	\$1.80	\$3,996.00
			\$0.00
			\$3,996.00

History (actual)		
FY14	\$	4,738.69
FY15	\$	4,223.69
FY16	\$	2,286.86
FY17	\$	3,165.75
FY18	\$	3,395.30
FY19	\$	4,184.69
Average	\$	3,665.83
Median	\$	3,790.00
Maximum	\$	4,738.69



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Fiber/Internet Expense

Department Number: 31138

Account Number: 60406

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,115.17	\$4,260.00	\$3,071.98	\$4,260.00	\$3,059.71

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$4,260.00)

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.

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<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
TWC/Spectrum (package phone and internet)	12	\$350.00	\$4,200.00
			\$0.00
			\$4,200.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Building Repair/Maint Exp

Department Number: 31138

Account Number: 60450

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,974.27	\$6,485.00	\$4,124.68	\$6,485.00	\$6,300.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$6,485.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 building maintenance and repair

<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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

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

Department Number: 31138

Account Number: 60500

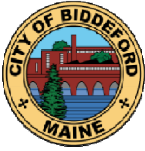
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$17.49	\$200.00	\$11.07	\$200.00	\$190.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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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<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
General Office Supplies	1	\$200.00	\$200.00



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31138

Account Number: 60501

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$613.60	\$4,500.00	\$6,234.91	\$4,500.00	\$2,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$4,500.00)

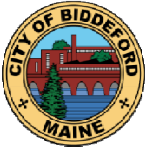
Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted.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

<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
			\$4,500.00

¹Contingency for small equipment repairs and upgrades at PA and cablecasting sites

²Contingency for operating equipment

History (actual)		
FY14	\$	20,554.74
FY15	\$	13,277.86
FY16	\$	5,071.20
FY17	\$	1,437.94
FY18	\$	613.60
FY19	\$	6,234.91
Average	\$	7,865.04
Median	\$	5,653.06



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Cleaning Supplies Expense

Department Number: 31138

Account Number: 60509

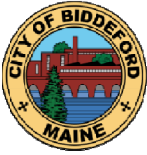
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$360.00	\$0.00	\$360.00	\$120.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

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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 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Note/BAN Principal Expense

Department Number: 31138

Account Number: 60752

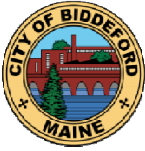
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,696.50	\$18,277.00	\$0.00	\$18,642.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$18,642.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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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Auditor request to show principal payment as a transfer out under 60799



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Note/BAN Interest Expense

Department Number: 31138

Account Number: 60753

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$4,903.00	\$8,537.71	\$4,203.00	\$2,889.47

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$ -		(\$4,203.00)

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.

Interest Payment on Building Renovation Internal Loan

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Subtotal</i>
Internal Renovation Loan	1	\$1,945.32	\$1,945.32
			\$0.00
			\$1,945.32

Loan payoff January 2022



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Community TV Center Operations

Account Title: Transfer Out to Other Funds

Department Number: 31138

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual ¹	FY2020 Budget	FY2020 Est. Expended
\$10,000.00	\$10,000.00	\$101,656.17	\$10,000.00	\$57,207.47

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$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.

<i>Desc</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Transfer Out - Admin/Finance Support	1	\$10,000.00	\$10,000.00
Transfer out - Internal Loan Principal Payment ²	1	\$48,151.62	\$48,151.62
			\$58,151.62

¹Finance tranfer covering two payments to cover FY18 and FY19

²Auditor recommendation to move principal payment from 60752 to 60799 as a "transfer out" expense. Loan payoff in January 202.

City of Biddeford, Maine

Public Access Fund

FY2021 Revenue

*Moved to General Fund in FY2021

FY2021

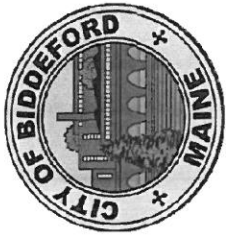
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0		\$0
Licenses, permits and fees	\$290,876	\$260,500	\$306,818	\$280,000	\$0		\$0
Intergovernmental	\$0	\$0	\$0	\$0	\$0		\$0
Investment income	\$346	\$195	\$1,331	\$700	\$541		\$0
Other	\$0	\$0	\$0	\$0	\$0		\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0		\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0		\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0		\$0
TOTALS:	\$291,222	\$260,695	\$308,149	\$280,700	\$541		\$0

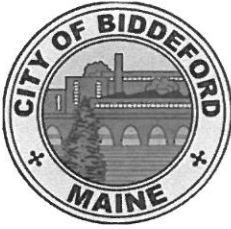
FY2021

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40130	Cable Franchise Excise Tax Rev	\$290,876	\$260,500	\$306,818	\$280,000	\$0		\$0
	Total licenses, permits & fees	\$290,876	\$260,500	\$306,818	\$280,000	\$0		\$0

FY2021

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Investment Income</u>								
40500	Investment Income Revenue	\$346	\$195	\$1,331	\$700	\$541		\$0
	Total investment income	\$346	\$195	\$1,331	\$700	\$541		\$0





Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Community TV Center Operations

Account Title: Cable Franchise Excise Tax Rev

Department Number: 31138

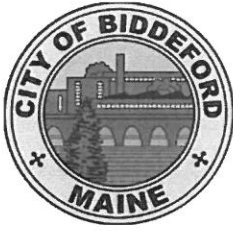
Account Number: 40130

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$290,876.28	\$260,500.00	\$306,818.30	\$280,000.00	\$300,000.00

FY2021 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.

2019	306,818.30	5.5%
2018	290,876.28	4.8%
2017	277,439.10	3.2%
2016	268,772.00	-0.8%
2015	271,055.13	-1.5%
2014	275,094.02	
	281,675.81	



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Community TV Center Operations

Account Title: Investment Income Revenue

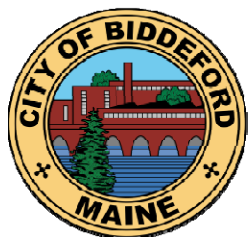
Department Number: 31138

Account Number: 40500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$346.12	\$195.00	\$1,330.75	\$700.00	\$800.00

FY2021 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

FY2021 Summary

Recreation Programs Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
						Dept Head	Manager's Rec
Total Revenue	\$343,159	\$596,668	\$562,270	\$721,129	\$345,598	\$871,135	\$871,135
Total Expenses	\$366,395	\$590,415	\$560,043	\$763,582	\$365,517	\$850,878	\$850,878
TOTALS:	(\$23,236)	\$6,253	\$2,227	(\$42,453)	(\$19,919)	\$20,257	\$20,257

City of Biddeford, Maine
FY2021 Expenses

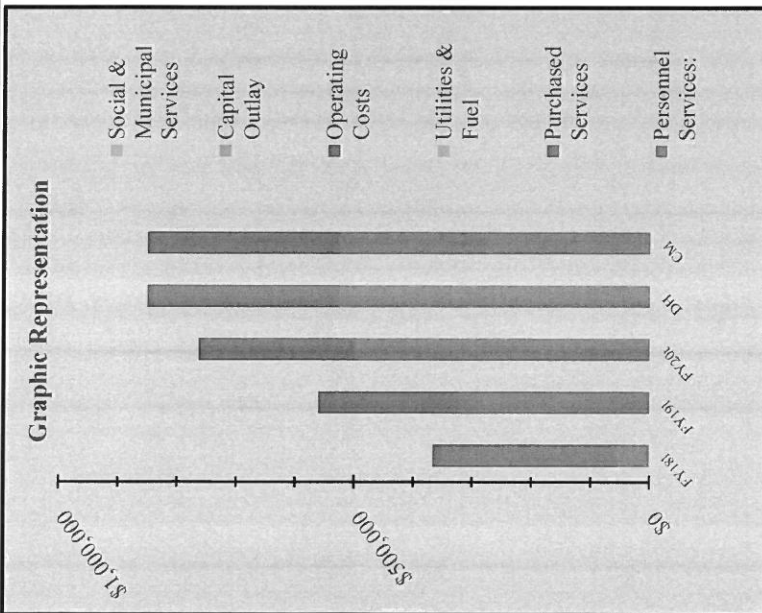
Budget: Recreation General Programs

Account Number: 31201

224

FY2021

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Personnel Services:	\$55,508	\$246,420	\$321,535	\$498,707	\$238,036	\$525,137	\$525,137
Purchased Services	\$295,887	\$328,995	\$208,508	\$254,875	\$141,415	\$315,741	\$315,741
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$15,000	\$15,000	\$30,000	\$10,000	\$0	\$10,000	\$10,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$366,395	\$590,415	\$560,043	\$763,582	\$379,451	\$850,878	\$850,878



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:	\$498,707	\$525,137	\$26,430	5.3%
Purchased Services	\$254,875	\$315,741	\$60,866	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$10,000	\$10,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$763,582	\$850,878	\$87,296	11.4%

FY2018 Personnel Services

Account Number	Description	FY2021					FY20 YTD		Mgr's Rec
		FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	01/31/20	Dept Head		
60105	F-T Employee Wage Exp	(\$134)	\$72,618	\$60,522	\$76,815	\$38,685	\$109,942	\$109,942	\$109,942
60105	F-T Employee Wage Exp	\$0	\$5,024	\$0	\$5,024	\$0	\$5,262	\$5,262	\$5,262
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$39,106	\$0	\$0	\$0	\$0
60106	P-T Employee Wage Exp	\$7,399	\$0	\$48,407	\$74,193	\$23,976	\$51,030	\$51,030	\$51,030
60106	P-T Employee Wage Exp	\$599	\$13,311	\$2,524	\$3,875	\$1,693	\$5,712	\$5,712	\$5,712
60107	Temp/Seasonal Emp Wage Exp	\$0	\$0	\$0	\$113,739	\$0	\$145,667	\$145,667	\$145,667
60107	Temp/Seasonal Emp Wage Exp	\$27,966	\$90,535	\$145,980	\$96,795	\$122,845	\$107,113	\$107,113	\$107,113
60111	Overtime Wage Expense	\$5,737	\$3,000	\$9,564	\$3,500	\$10,533	\$9,500	\$9,500	\$9,500
60111	Overtime Wage Expense	\$0	\$2,000	(\$438)	\$0	\$0	\$500	\$500	\$500
60111	Overtime Wage Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$8,701	\$0	\$11,144	\$11,144	\$11,144
60201	FICA/Medicare-ER Share Exp	\$3,630	\$12,647	\$18,437	\$19,225	\$17,204	\$22,819	\$22,819	\$22,819
60201	FICA/Medicare-ER Share Exp	\$0	\$1,556	\$81	\$681	\$130	\$878	\$878	\$878
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$2,992	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$4,401	\$7,179	\$7,554	\$7,911	\$4,845	\$11,336	\$11,336	\$11,336
60202	MPERS-Employer Share Exp	\$0	\$2,813	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$3,910	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$4,360	\$25,912	\$23,308	\$27,861	\$13,934	\$38,273	\$38,273	\$38,273
60210	HPHC Ins Employer Share Exp	\$0	\$1,148	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$133	\$234	\$136	\$234	\$65	\$234	\$234	\$234
60212	S-T Disability ER Share Exp	\$0	\$75	\$0	\$0	\$0	\$72	\$72	\$72
60212	S-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$36	\$36	\$36
60217	RHSA Plan ER Share	\$672	\$1,560	\$1,335	\$1,560	\$810	\$1,560	\$1,560	\$1,560
60217	S-T Disability ER Share Exp	\$0	\$780	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$3,878	\$0	\$3,878	\$3,878	\$3,878
60370	Workers Comp Insurance Exp	\$0	\$5,958	\$0	\$8,525	\$0	\$0	\$0	\$0

60370	Workers Comp Insurance Exp	\$0	\$70	\$0	\$182	\$0	\$182	\$182
60370	Workers Comp Insurance Exp	\$744	\$0	\$4,126	\$0	\$3,317	\$0	\$0
Totals		\$55,508	\$246,420	\$321,535	\$498,707	\$238,036	\$525,137	\$525,137

FY2018 Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY2021		
						FY20 YTD	01/31/20	Dept Head
60365	Recreation Programs Expense	\$15,966	\$4,500	\$13,864	\$4,500	\$15,596	\$48,500	\$48,500
60365	Recreation Programs Expense	\$2,608	\$1,050	\$1,658	\$1,200	\$586	\$1,200	\$1,200
60365	Recreation Programs Expense	\$80,241	\$127,853	\$59,424	\$58,750	\$61,492	\$59,950	\$59,950
60365	Recreation Programs Expense	\$41,048	\$32,340	\$47,929	\$47,943	\$18,193	\$59,865	\$59,865
60365	Recreation Programs Expense	\$410	\$7,830	\$4,101	\$11,810	\$2,900	\$11,810	\$11,810
60365	Recreation Programs Expense	\$20,603	\$19,449	\$14,860	\$20,796	\$9,433	\$25,900	\$25,900
60365	Recreation Programs Expense	\$23,873	\$44,483	\$23,434	\$31,555	\$9,141	\$31,805	\$31,805
60365	Recreation Programs Expense	\$106,388	\$75,580	\$34,547	\$57,321	\$19,066	\$53,006	\$53,006
60365	Recreation Programs Expense	\$2,293	\$1,935	\$6,035	\$7,025	\$3,693	\$7,905	\$7,905
60365	Recreation Programs Expense	\$244	\$8,975	\$793	\$8,975	\$0	\$12,800	\$12,800
60365	Recreation Programs Expense	\$2,213	\$5,000	\$1,866	\$5,000	\$1,315	\$3,000	\$3,000
Totals		\$295,887	\$328,995	\$208,508	\$254,875	\$141,415	\$315,741	\$315,741

FY2018 Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY2021		
						FY20 YTD	01/31/20	Dept Head
60799	Transfer Out to Other Funds	\$15,000	\$15,000	\$30,000	\$10,000	\$0	\$10,000	\$10,000
60799	Transfer Out to Other Funds	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$15,000	\$15,000	\$30,000	\$10,000	\$0	\$10,000	\$10,000

City of Biddeford, Maine
Department Personnel Budget
Fiscal Year 2021

DEPARTMENT:

31204 Recreation Cub Care-Vacation Camps

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
STAFFING SAFARI CAMP	232	-	120,991.65	121,457.00	121,457.00	0	
STAFFING OSB	233	-	15,042.15	15,100.00	15,100.00	0	
STAFFING CARAVAN CAMP	234	-	2,689.66	2,700.00	2,700.00	0	
STAFFING CONVOY CAMP	235	-	1,095.79	1,100.00	1,100.00	0	
STAFFING CIT	236	-	5,289.66	5,310.00	5,310.00	0	
TOTAL BUDGETED POSITIONS				145,108.89	145,667.00	145,667.00	

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT:

31206 Recreation Cub Care-Vacation Camps

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
YOUTH & FAMILY SERVICE COORD.	10719	1.00	45,488.05	45,663.00	45,663.00		DUPLISEA
CUB CARE DIRECTOR	10726	1.00	36,732.72	36,874.00	36,874.00		BILLINGSLEA
PT CUB CARE ASSISTANT	10323	0.88	27,300.00	27,405.00	27,405.00		KEEZER
SEASONAL EMPLOYEES	31	-	50,834.48	51,030.00	51,030.00		0
SEASONAL EMPLOYEES	231	-	127,324.29	127,814.00	127,814.00		0
TOTAL BUDGETED POSITIONS				288,786.00	288,786.00		

City of Biddeford, Maine
Department Personnel Budget
Fiscal Year 2021

DEPARTMENT:

31220 Recreation Cub Care-Vacation Camps

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
PART TIME WORKERS	36	-	5,241.84	5,262.00	5,262.00		0
PART TIME WORKERS	37	-	5,690.11	5,712.00	5,712.00		0
TOTAL BUDGETED POSITIONS		-	10,931.95	10,974.00	10,974.00		

Notes:



Fiscal Year 2021 Budget Request

February 7, 2020

Department: Recreation General Programs

Account Title: Recreation Programs Expense

Department Number: 31201

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,966.03	\$4,500.00	\$13,863.58	\$4,500.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$48,500.00	\$48,500.00		\$44,000.00

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.

Financial Aid Safari Camp	\$	12,000
Financial Aid Cub Care-Early Release	\$	10,000
14 Passenger Micro Bus with lift-Remainder in CIP	\$	22,000
MRPA Ticket sales and Smittys	\$	4,500
	\$	48,500



Fiscal Year 2021 Budget Request

February 7, 2020

Department: Recreation General Programs

Account Title: Transfer Out to Other Funds

Department Number: 31201

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$15,000.00	\$15,000.00	\$30,000.00	\$10,000.00	\$10,000.00

FY2021 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 2021 Budget Request

February 7, 2020

Department: Recreation Teen Center

Account Title: Recreation Programs Expense

Department Number: 31202

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,608.30	\$1,050.00	\$1,658.01	\$1,200.00	\$1,100.00

FY2021 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.

Teen Center Rentals	\$	1,200
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Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: F-T Employee Wage Exp

Department Number: 31206

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
-\$133.50	\$72,618.00	\$60,521.59	\$76,815.00	\$77,459.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$109,942.00	\$109,942.00		\$33,127.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$21.87*40/wk*52.2 Weeks	\$	45,663.00
Y&FPD Assistant	\$17.66*40/wk*52.2 Weeks	\$	36,874.00
Y&FPD Programmer	\$15.00*35/wk*52.2 Weeks	\$	27,405.00
		\$	109,942.00



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: P-T Employee Wage Exp

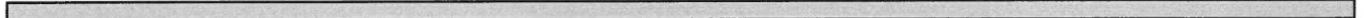
Department Number: 31206

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$7,399.10	\$0.00	\$48,406.78	\$74,193.00	\$74,193.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$51,030.00	\$51,030.00		(\$23,163.00)

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



Counselors	5 Staff at 13.50 hr 42 wks x 18 hrs/wk	\$	51,030.00
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Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 31206

Account Number: 60107

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$27,966.43	\$90,535.00	\$145,980.15	\$96,795.00	\$138,746.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	107,112.50	\$107,112.50		\$10,317.50

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.

Lifeguards	5.5G*7D*8Hrs*15.5*12.5 weeks	\$	59,675.00
Assistant HG	16.5*40*13	\$	8,580.00
Head Guard	18*40*13	\$	9,360.00
Training	10G*1Hr*14.5*6 weeks	\$	780.00
Parking Attendants	7Hrs*2*13.25hrs*7days*12.5 weeks	\$	16,537.50
Beach Maintenance	8Hrs*7days*14.5*15 weeks	\$	12,180.00
			107,112.50



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: Overtime Wage Expense

Department Number: 31206

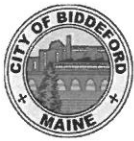
Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$5,736.89	\$3,000.00	\$9,563.82	\$3,500.00	\$6,200.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,500.00	\$9,500.00	\$9,500.00	\$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.

Y&FPD	\$	7,000.00
Y&FPD Assistant	\$	2,000.00
Y&FPD Coordinator	\$	500.00
Total	\$	9,500.00



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31206

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$3,630.05	\$12,647.00	\$18,437.15	\$19,225.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,818.88	\$22,818.88	\$22,818.88	\$3,593.88

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 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: MPERS-Employer Share Exp

Department Number: 31206

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,401.40	\$7,179.00	\$7,553.67	\$7,911.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,336.28	\$11,336.28	\$11,336.28	\$3,425.28

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.



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: HPHC Ins Employer Share Exp

Department Number: 31206

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$4,360.13	\$25,912.00	\$23,307.93	\$27,861.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$38,273.00	\$38,273.00	\$38,273.00	\$10,412.00

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.



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: S-T Disability ER Share Exp

Department Number: 31206

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$133.42	\$234.00	\$135.72	\$234.00	

FY2021 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 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: RHSA Plan ER Share

Department Number: 31206

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$672.00	\$1,560.00	\$1,335.00	\$1,560.00	

FY2021 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 2021 Budget Request

February 14, 2020

Department: Recreation Cub Care-Vacation Camps

Account Title: Recreation Programs Expense

Department Number: 31206

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$41,047.53	\$32,340.00	\$47,929.03	\$47,943.00	\$49,125.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$59,865.00	\$59,865.00	\$59,865.00	\$11,922.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

Diesel	\$	3,000.00
Gas	\$	200.00
Staff Training	\$	2,000.00
Clothing	\$	1,000.00
Cell Phones	\$	1,000.00
Supplies	\$	2,000.00

Total Cub Care \$ 9,200

Vacation Camps

Entrance Fees	50 kids * average \$25 a day * 14 trips	\$	17,500.00
Lunches	545 Kids * \$5.00	\$	2,725.00
Transportation	1 driver 15.75 hr * 2 weeks*30	\$	945.00
Supplies		\$	300.00
Misc.		\$	450.00

Total Vacation Camp \$ 21,920

Full Day/Early Release

Early Release	80 kids * average 13.00 * 10 trips	\$	10,400.00
Full Day Entrance Fees	50 kids * average 25 * 4 trips	\$	5,000.00
Transportation	1 driver 15.75 hr * 60 hrs	\$	945.00
Supplies/Misc.		\$	400.00

Total Full Day/ER \$ 16,745.00 \$ 16,745

Cub Care Programs

Pet Pals	12 students * \$25(4 week session)	\$	1,200.00
Cub Care Swim	30 students * \$60 (6 week session)	\$	10,800.00

Cub Care Programs Total \$ 12,000.00 \$ 12,000

Total \$ 59,865



Fiscal Year 2021 Budget Request

February 7, 2020

Department: Recreation Youth Enrichment

Account Title: Recreation Programs Expense

Department Number: 31209

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$410.00	\$7,830.00	\$4,101.00	\$11,810.00	\$6,670.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 11,810.00	\$11,810.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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



Fiscal Year 2019 Budget Request

February 7, 2020

Department: Rec Youth Sports Program

Account Title: Recreation Programs Expense

Department Number: 31211

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$20,602.56	\$19,449.00	\$14,859.68	\$20,796.00	\$26,916.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$25,900.00	\$25,900.00		\$5,104.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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)	\$ 600.00
Golf - (Instructors Fee, Golf Course Fee)	\$ 400.00
Junior Golf Clinics - (Instructors Fee, Course Green Fee)	\$ 800.00
Fall Field Hockey - (Coaches Stipend, T-Shirts, Tournaments)	\$ 1,100.00
Volleyball - (T-Shirts, Tournaments)	\$ 150.00
Fall Soccer - (Equipment, T-Shirts, Certificates & Medals, Instructor Fees,	\$ 3,600.00
Pizza Party Banquets, Assistant wages)	
Flag Football - (T-Shirts, Equipment)	\$ 300.00
Winter Basketball - (Equipment, Assistant wages, Awards & Banquets,	\$ 5,000.00
Travel team League Fees, Tournaments)	
Wrestling - (T-Shirts, Tournament Fee)	\$ 400.00
Competition Cheering - (Instructors Fee, T-Shirts, Competition Fees, Music fee,	\$ 5,300.00
license for music fee, Maine Youth Membership Fee)	
Youth Programs OT	\$ 5,000.00
My Rec Website	\$ 1,250.00
NRPA National Conference	\$ 2,000.00
	\$ 25,900.00



Fiscal Year 2021 Budget Request

March 2, 2020

Department: Rec Adult Sports Program

Account Title: Recreation Programs Expense

Department Number: 31214

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$23,873.49	\$44,483.00	\$23,434.19	\$31,555.00	\$29,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,805.00	\$31,805.00		\$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.

Mens Softball	balls staff wage umpire awards supply	\$	5,200
Co-ed Softball	balls staff wage umpire awards supply	\$	4,500
Fall Mens Softball League	balls staff wage umpire awards supply	\$	2,200
Fall COED Softball League	balls staff wage umpire awards supply	\$	1,000
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	\$	150
Men's basketball	balls coordinator equipment	\$	150
Over 30 Basketball	balls coordinator equipment	\$	150
Kettle bell	instructor fee equipment	\$	2,000
fitness	instructor	\$	400
Self Defense	instructor wage supply	\$	720
Zumba	instructor fee supply	\$	800
Chair Yoga	instructor wage supply equipment	\$	1,700
uniforms	uniforms PPE	\$	500
OT Coordinator		\$	3,000
training dues license	MRPA annual State of Maine Guide Lic.	\$	1,000
My Rec Software	annual fees	\$	1,250
		\$	31,805



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Ross Center

Account Title: F-T Employee Wage Exp

Department Number: 31220

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$5,024.00	\$0.00	\$5,024.00	\$5,024.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,262.00	\$5,262.00		\$238.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 Assistant	\$16.80/35 hours/52.2wks	\$30,693.60
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Program Assisatnt to this account \$16.80*6*52.2 balance in GF		5,261.76
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Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Ross Center

Account Title: P-T Employee Wage Exp

Department Number: 31220

Account Number: 60106

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$598.50	\$13,311.00	\$2,523.50	\$3,875.00	\$3,875.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,712.00	\$5,712.00		\$1,837.00

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

Bus Driver/trip host	\$17.00/7hrs/48wks	\$5,712.00
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Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Ross Center

Account Title: Overtime Wage Expense

Department Number: 31220

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$2,000.00	-\$438.00	\$0.00	\$500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$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.

Overtime	\$	500
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Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Ross Center

Account Title: FICA/Medicare-ER Share Exp

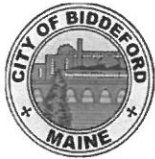
Department Number: 31220

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$1,556.00	\$81.28	\$681.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$877.76	\$877.76	\$877.76	\$196.76

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 2021 Budget Request

February 14, 2020

Department: Recreation Ross Center

Account Title: S-T Disability ER Share Exp

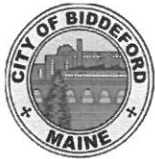
Department Number: 31220

Account Number: 60212

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$75.00	\$0.00	\$0.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$72.00	\$72.00	\$72.00	\$72.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 14, 2020

Department: Recreation Ross Center

Account Title: Recreation Programs Expense

Department Number: 31220

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$106,387.86	\$75,580.00	\$34,546.52	\$57,321.00	\$45,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$53,006.00	\$53,006.00	\$53,006.00	(\$4,315.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	meals, entertainment, fuel, prizes	\$7,200.00
Day trips w/meal/9	tickets, fuel, meals, prizes	\$32,011
Day Trips w/o meal/5	tickets, fuel, prizes	\$7,925
Arts & Crafts Classes/12	craft materials	\$600.00
Craft Fairs/2	promotional items	\$100
Portland Elks Bingo/6	fuel	\$180
Oxford Casino/6	staff meals, fuel	\$480
Yoga/50	Instructor fee	\$2,000
Linedancing Classes/45	Instructor fee	\$1,260
MyRec		\$1,250
		\$53,006.00



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Ross Center

Account Title: Workers Comp Insurance Exp

Department Number: 31220

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$70.00	\$0.00	\$182.00	\$182.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$182.00	\$182.00	\$182.00	\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 7, 2020

Department: Rec Outdoor Adventure Program

Account Title: Recreation Programs Expense

Department Number: 31225

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,293.16	\$1,935.00	\$6,034.52	\$7,025.00	\$6,500.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,905.00	\$7,905.00		\$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.

Subtotal Instructional Clinics	\$3,365
Subtotal outdoor trips	\$4,540
	\$7,905



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Field Usage

Account Title: Recreation Programs Expense

Department Number: 31228

Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$243.83	\$8,975.00	\$792.50	\$8,975.00	

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$12,800.00	\$12,800.00		\$3,825.00

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

seasonal employee 40 hours x 20 weeks x \$16 per hour	\$	12,800.00
nights weekends and after 3pm during the week coverage for fields/ tournaments		



Fiscal Year 2021 Budget Request

February 14, 2020

Department: Recreation Field Usage

Account Title: Workers Comp Insurance Exp

Department Number: 31228

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$743.50	\$0.00	\$4,126.00	\$0.00	

FY2021 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 2021 Budget Request

February 7, 2020

Department: Rec Community Center Rents

Account Title: Recreation Programs Expense

Department Number: 31230

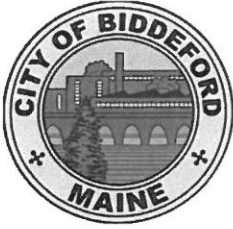
Account Number: 60365

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$2,213.48	\$5,000.00	\$1,865.50		\$2,000.00

FY2021 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.

Room Furniture Replacement	\$	3,000.00
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Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Recreation General Programs

Account Title: Recreation Program Fee Rev

Department Number: 31201

Account Number: 40296

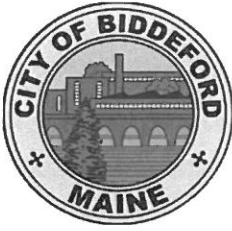
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$24,412.90	\$4,500.00	\$4,854.57	\$4,500.00	\$4,000.00

FY2021 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.

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Maine Recreation and Park Association Summer Ticket Sales/Smittys	\$ 4,500.00
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Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Recreation General Programs

Account Title: Investment Income Revenue

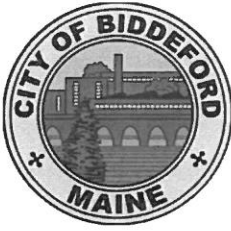
Department Number: 31201

Account Number: 40500

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$4,383.55	\$0.00	\$5,854.23	\$4,000.00	\$5,000.00

FY2021 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 2021 Revenue Estimates

January 27, 2020

Department: Recreation General Programs

Account Title: Donations Received Revenue

Department Number: 31201

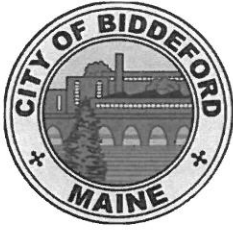
Account Number: 40557

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,500.00	\$200.00	\$0.00	\$200.00	\$200.00

FY2021 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 2021 Revenue Estimates

January 27, 2020

Department: Recreation Teen Center

Account Title: Recreation Program Fee Rev

Department Number: 31202

Account Number: 40296

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$2,287.47	\$2,475.00	\$2,499.57	\$1,800.00	\$1,500.00

FY2021 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 2021 Revenue Estimates

January 27, 2020

Department: Recreation Safari Camp

Account Title: Recreation Program Fee Rev

Department Number:

31204

Account Number

40296

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$102,502.19	\$178,390.00	\$184,960.29	\$204,135.00	\$210,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$258,735.00	\$258,735.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 230 Campers
15 Recreation FA

5 Day Option 1st Child	132	campers * \$975	\$	128,700.00
5 Day Option 2nd Child	25	campers* \$935	\$	23,375.00
4 Day Option 1st Child	38	campers * 815	\$	30,970.00
4 Day Option 2nd Child	10	campers * 775	\$	7,550.00
Weekly Opt.1st Child	5	campers * 185	\$	925.00
Weekly Opt.2nd Child	5	campers * 165	\$	825.00

Total Safari

230

\$ 192,345.00

OSB

Based on 55 Campers
10 Recreation FA

5 Day Option 1st Child	40	campers * \$975	\$	39,000.00
5 Day Option 2nd Child	2	campers* \$935	\$	1,870.00
Weekly Opt.1st Child	6	campers * 185	\$	1,100.00
Weekly Opt.2nd Child	2	campers * 145	\$	290.00
	45			

Total OSB		\$	42,260.00
CIT Camp	Based on 8 Campers 8 campers * 655		
Total CIT		\$	5,240.00
Caravan Camp	Based on 100 Campers		
1st Child	85 campers * \$180	\$	15,300.00
2nd Child	15 campers * \$160	\$	2,400.00
Total Caravan		\$	14,250.00
Convoy Camp	Based on 26		
1st Child	24 campers * \$180	\$	4,320.00
2nd Child	2 campers * \$160	\$	320.00
Total Convoy		\$	4,640.00
Total Summer Camps		\$	258,735.00



Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Recreation Outdoor Summer Bona

Account Title: Recreation Program Fee Rev

Department Number: 31206

Account Number: 40296

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$97,166.76	\$218,485.00	\$241,969.86	\$335,479.00	\$379,655.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$411,135.00	\$411,135.00		\$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.

Cub Care Rev

Based on 175 students

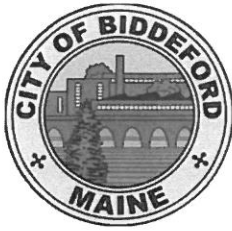
10 on Recreatinal FA - Total 165

After Care

1 Hour Option	10 students * 9/day * 145 days	\$	13,050.00
2 day option	20 students * 150/month * 10 months	\$	30,000.00
3 day option	25 students * 180/month * 10 months	\$	45,000.00
4 day option	40 students * 210/month * 10 months	\$	84,000.00
5 day option	70 students * 235/month*10 months	\$	164,500.00
		\$	336,550.00

Registration Fees	175 students * \$25	\$	4,375.00
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Total Cub Care		\$	340,925.00
Vacation Weeks			
February Vaction	320 slots*avg rate of 39	\$	12,480.00
April Vacation	300 slots*avg rate of 39	\$	11,700.00
December Vacation	100 slots * avg rate of 39	\$	3,900.00
Total		\$	28,080.00
Early Release			
Early Release Adv.	850 slots * \$25	\$	21,250.00
Total Vaca + ER		\$	49,330.00
Pet Pals	60 students * \$30 (5 week session)	\$	9,000.00
Cub Care Swim	30 students * \$66 (6 week session)	\$	11,880.00
Total Cub Care Enrich.		\$	20,880.00
TOTAL		\$	411,135.00



Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Recreation Youth Enric

Account Title: Recreation Program Fee Rev

Department Number:

31209

Account Number:

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget
\$2,873.20	\$8,110.00	\$7,135.58	\$13,135.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action
	\$19,855.00	\$19,855.00	

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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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Enrichment Revenue

Mad Science	30 students * \$89*3 sessions	\$	8,010.00
Universal Rec	15 participants * \$25* 3 sessions	\$	1,125.00
Drama Kids	9 participants *\$160*3 sessions	\$	4,320.00
Youth Swim Lessons UNE	25 participants*\$80* 2 sessions	\$	4,000.00
Safe Sitter Babysitting	8 participants* \$75*4 session	\$	2,400.00
		\$	19,855.00

Little Cubs Revenue

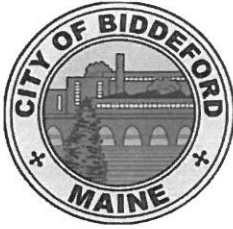
hment

40296

FY2020 Forecast
\$23,500.00

Increase (Decrease)
\$0.00

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Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Rec Youth Sports Program

Account Title: Recreation Program Fee Rev

Department Number: 31211

Account Number: 40296

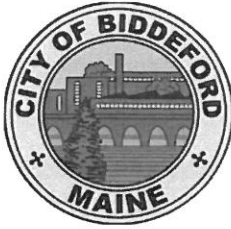
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$21,969.00	\$29,178.00	\$27,250.50	\$29,395.00	\$29,395.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$36,770.00	\$36,770.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$1,815.00
Golf	\$650
Competition Cheering - Includes Tots, Paws, Cubs & Cats	\$7,005
Junior Golf Program	\$1,520
Winter Basketball Includes: Travel, Rec Basketball, Kinder Hoops & Pre-K Hoops	\$10,620.00
Fall Field Hockey Program	\$1,950.00
Fall Soccer Includes: Rec Soccer, Pre-K and Kinder Soccer	\$9,570.00
Volleyball	\$500.00
Flag Football	\$1,850.00
Wrestling	\$1,290.00
	\$36,770.00



Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Rec Adult Sports Program

Account Title: Recreation Program Fee Rev

Department Number: 31214

Account Number: 40296

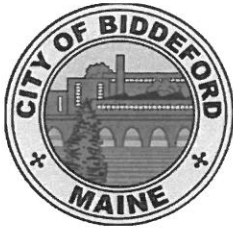
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$24,835.00	\$48,610.00	\$33,685.55	\$35,135.00	\$34,500.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$35,835.00	\$35,835.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$	4,500
Co-ed Indoor Soccer	\$	250
Men's basketball	\$	200
Over 30 Basketball	\$	200
Kettle bell	\$	2,500
fitness	\$	500
Self Defense	\$	900
Zumba	\$	1,000
Chair Yoga	\$	2,000
Total Adult Sports	\$	35,835



Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Recreation Ross Center

Account Title: Recreation Program Fee Rev

Department Number: 31220

Account Number: 40296

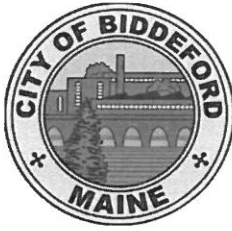
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$42,117.90	\$90,555.00	\$35,649.78	\$66,615.00	

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$67,970.00	\$67,970.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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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Mystery Trips 6 trips *15€	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 45 classes *	35	\$1,575.00
YOGA 50 per year *40		\$2,000.00
Craft Fairs 2*510		\$1,500.00
Bingo Trips 6 trips*30		\$180.00
Oxford Trips 6 trips*250.00		\$1,500.00
		\$67,970.00



Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Rec Outdoor Adventure Program

Account Title: Recreation Program Fee Rev

Department Number: 31225

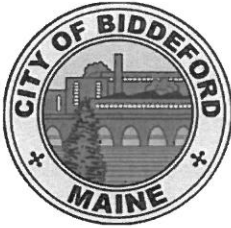
Account Number: 40296

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$1,120.00	\$2,190.00	\$3,715.00	\$7,760.00	\$6,212.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,085.00	\$8,085.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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	\$	600
Snoeshoeing	\$	25
Sea Kayaking	\$	125
Surf Camp	\$	2,875
Fall Canoe and Kayk Tour	\$	80
Saco Rive Kayak and Canoe	\$	80
Pine Point Tour	\$	200
Ski Lessons	\$	3,500
River Jam Festival	\$	600
	\$	8,085



Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Recreation Field Usage

Account Title: Recreation Program Fee Rev

Department Number: 31228

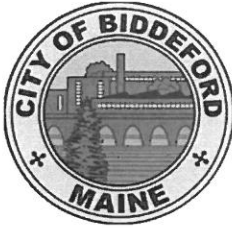
Account Number: 40296

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$9,190.00	\$8,975.00	\$6,445.00	\$8,975.00	\$8,500.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$13,250.00	\$13,250.00		\$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.

St. Louis Field (SMMBL, AAU & UNE Baseball practices and games)	\$10,120
Rotary Park - Martel Field (USSSA Softball Tournaments & AAU Baseball & Softball)	\$2,150
Rotary Park (UNE X-Country Meets)	\$150
Doran Field (USSSA Softball Tournament, AAU Baseball)	\$830
	\$13,250



Fiscal Year 2021 Revenue Estimates

January 27, 2020

Department: Rec Community Center Rents

Account Title: Recreation Program Fee Rev

Department Number: 31230

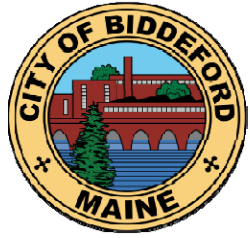
Account Number: 40296

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$8,800.78	\$5,000.00	\$8,250.00	\$10,000.00	\$9,000.00

FY2021 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.

Room Rentals	\$	8,000.00
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City of Biddeford, Maine

MDEA

FY2021 Summary

*Started Revenue Budgeting in FY2020

						FY2021	
	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
Total Revenue	\$0	\$0	\$0	\$258,504	\$167,628	\$266,431	\$266,431
Total Expenses	\$0	\$0	\$0	\$263,145	\$240,269	\$266,431	\$266,431
TOTALS:	\$0	\$0	\$0	(\$4,641)	(\$72,641)	\$0	\$0

City of Biddeford, Maine

Fiscal Year 2021

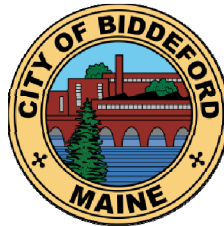
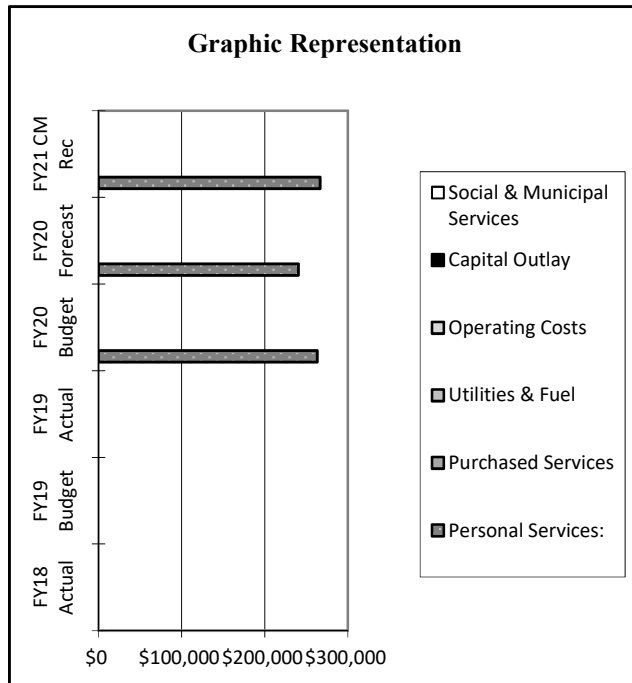
Budget:

MDEA

Account Number:

32551

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Forecast	FY20 YTD	FY21	
							Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$263,145	\$240,269	\$5,010	\$266,431	\$266,431
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$263,145	\$240,269	\$5,010	\$266,431	\$266,431



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$13,433
Workers Comp	\$4,943
Health Insurance	\$31,115
Retirement	\$22,652
Unemployment	\$145
Other Insurance	\$1,560
Total Fringe Benefit Impact	\$73,847
# of Full Time Employees	2.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$263,145	\$266,431	\$3,286	1.2%
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:	\$263,145	\$266,431	\$3,286	1.2%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Forecast	FY20 YTD 01/31/19	FY21	
								Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$149,168	\$154,924	\$0	\$157,198	\$157,198
60111	Overtime Wage Expense	\$0	\$0	\$0	\$25,817	\$8,000	\$0	\$26,379	\$26,379
60112	Extra Holiday Pay Exp	\$0	\$0	\$0	\$5,715	\$4,000	\$0	\$6,023	\$6,023
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$13,922	\$12,786	\$0	\$14,609	\$14,609
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$23,280	\$20,370	\$0	\$24,605	\$24,605
60211	NNEBT Ins Employer Share E	\$0	\$0	\$0	\$38,673	\$33,636	\$0	\$31,115	\$31,115
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$1,560	\$1,543	\$0	\$1,560	\$1,560
60230	Clothing/Uniforms Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60370	Workers Comp Insurance Exp	\$0	\$0	\$0	\$5,010	\$5,010	\$5,010	\$4,943	\$4,943
Totals		\$0	\$0	\$0	\$263,145	\$240,269	\$5,010	\$266,431	\$266,431

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Budget	FY20 YTD 01/31/19	FY21	
								Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 32551 MDEA

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
SERGEANT/MDEA AGENT (N/C)	10008	1.00	85,386.60	85,715.01	85,715.01		MADOR
PATROLMAN/MDEA	10218	1.00	71,208.80	71,482.68	71,482.68		MCDONALD
TOTAL BUDGETED POSITIONS		2.00	156,595.40	157,197.69	157,197.69		



Fiscal Year 2020 Budget Request

February 7, 2020

Department: MDEA

Account Title: F-T Employee Wage Exp

Department Number: 32551

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$149,168.00	\$154,924.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$157,197.69	\$157,197.69		\$8,029.69

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 2021 Budget Request

February 7, 2020

Department: MDEA

Account Title: Overtime Wage Expense

Department Number: 32551

Account Number: 60111

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$25,817.00	\$8,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,378.84	\$26,378.84		\$561.84

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.

Mador & McDonald
Lapierre

15375



Fiscal Year 2021 Budget Request

February 7, 2020

Department: MDEA

Account Title: Extra Holiday Pay Exp

Department Number: 32551

Account Number: 60112

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$5,715.00	\$4,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,022.90	\$6,022.90		\$307.90

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 2021 Budget Request

February 7, 2020

Department: MDEA

Account Title: FICA/Medicare-ER Share Exp

Department Number: 32551

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$13,922.00	\$12,786.38

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,608.93	\$14,608.93		\$686.93

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 7, 2020

Department: MDEA

Account Title: MPERS-Employer Share Exp

Department Number: 32551

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$23,280.00	\$20,369.88

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$24,604.60	\$24,604.60		\$1,324.60

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.

Lapierre MEPERS on OT

\$1,953.00



Fiscal Year 2021 Budget Request

February 7, 2020

Department: MDEA

Account Title: NNEBT Ins Employer Share Exp

Department Number: 32551

Account Number: 60211

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$38,673.00	\$33,635.83

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$31,115.00	\$31,115.00		(\$7,558.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

February 7, 2020

Department: MDEA

Account Title: RHSA Plan ER Share

Department Number: 32551

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$1,560.00	\$1,542.86

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$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 2021 Budget Request

February 7, 2020

Department: MDEA

Account Title: Workers Comp Insurance Exp

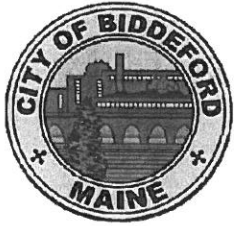
Department Number: 32551

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$5,010.00	\$5,010.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,943.00	\$4,943.00		(\$67.00)

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



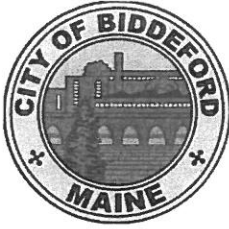
City of Biddeford, Maine

FY2020 Revenue

MDEA

	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	\$258,504	\$167,628	\$266,431	\$266,431
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	\$258,504	\$167,628	\$266,431	\$266,431

							FY2020	
Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 12/31/18	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40409	MDEA/DEA Reimburse Rev	\$0	\$0	\$0	\$258,504	\$167,628	\$266,431	\$266,431
	Total licenses, permits & fees	\$0	\$0	\$0	\$258,504	\$167,628	\$266,431	\$266,431



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: MDEA/DEA Reimburse Rev

Department Number: 32551

Account Number: 40409

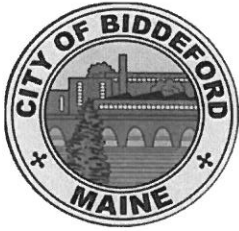
FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	-\$258,504.00	\$0.00	\$258,504.00	\$266,431.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$266,431.00	\$266,431.00		\$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.

Moved from General Fund 24113-40409 - total expenses for MDEA Fund

\$266,431



City of Biddeford, Maine

FY2021 Summary

Peoples Recover

Total Revenue
Total Expenses

TOTALS:

FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
					Dept Head	Manager's Rec
\$0	\$0	\$0	\$66,464	\$0	\$97,979	\$97,979
\$0	\$0	\$0	\$66,464	\$97,004	\$97,979	\$97,979
\$0	\$0	\$0	\$0	(\$97,004)	\$0	\$0

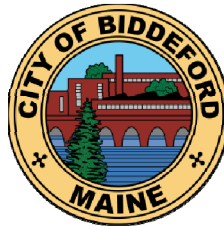
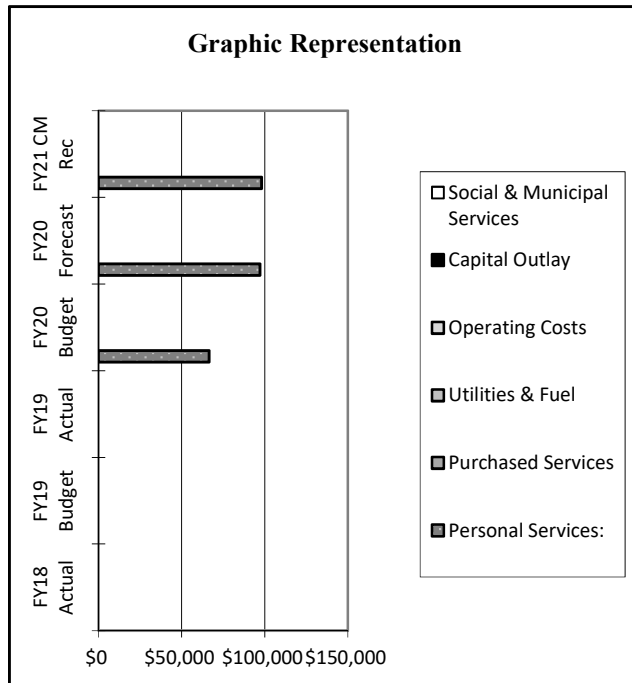
City of Biddeford, Maine

Fiscal Year 2021

Budget: Peoples Recover

Account Number: 32561

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$66,464	\$55,339	\$97,979	\$97,979
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$0	\$0	\$0	\$0	\$9,284	\$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	\$66,464	\$64,623	\$97,979	\$97,979

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$4,838
Workers Comp	\$180
Health Insurance	\$22,551
Retirement	\$6,387
Unemployment	\$54
Other Insurance	\$1,006
Total Fringe Benefit Impact	\$35,016
# of Full Time Employees	1.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$66,464	\$97,979	\$31,515	47.4%
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:	\$66,464	\$97,979	\$31,515	47.4%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21	
							Dept Head	Mgr's Rec
60102	Mid Mgmt Hrly Employee Wa	\$0	\$0	\$0	\$41,280	\$35,256	\$63,242	\$63,242
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	\$1,090	\$0	\$0
60127	Health Club Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$3,158	\$2,516	\$4,838	\$4,838
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$4,128	\$3,635	\$6,387	\$6,387
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$57	\$0	\$0
60211	NNEBT Ins Employer Share E	\$0	\$0	\$0	\$16,983	\$12,079	\$22,551	\$22,551
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$133	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$780	\$450	\$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	\$135	\$123	\$180	\$180
Totals		\$0	\$0	\$0	\$66,464	\$55,339	\$97,979	\$97,979

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 32561 Peoples Recover

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
OPIATE OUTREACH LIAISON	10787	1.00	63,000.08	63,242.39	63,242.39		LAMBERT-IRIS
TOTAL BUDGETED POSITIONS		1.00	63,000.08	63,242.39	63,242.39		



Fiscal Year 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 32561

Account Number: 60102

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$41,280.00	\$63,242.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$63,242.39	\$63,242.39		\$21,962.39

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 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: Extra Holiday Pay Exp

Department Number: 32561

Account Number: 60112

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00

FY2021 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 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: FICA/Medicare-ER Share Exp

Department Number: 32561

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$3,158.00	\$4,311.43

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,838.04	\$4,838.04		\$1,680.04

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.



Fiscal Year 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: MPERS-Employer Share Exp

Department Number: 32561

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$4,128.00	\$6,230.59

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,387.48	\$6,387.48		\$2,259.48

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 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: 457 Plan-Employer Share Exp

Department Number: 32561

Account Number: 60203

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	

FY2021 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 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: NNEBT Ins Employer Share Exp

Department Number: 32561

Account Number: 60211

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$16,983.00	\$20,805.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,551.00	\$22,551.00		\$5,568.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: RHSA Plan ER Share

Department Number: 32561

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$780.00	\$780.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$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 2021 Budget Request

March 2, 2020

Department: Peoples Recover

Account Title: Workers Comp Insurance Exp

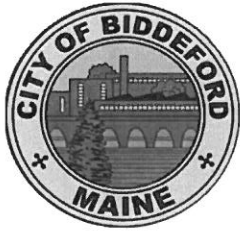
Department Number: 32561

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$135.00	\$135.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$180.00	\$180.00		\$45.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

FY2021 Revenue

Peoples Recover

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
						Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$0	\$0	\$0	\$66,464	\$0	\$97,979	\$97,979
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	\$66,464	\$0	\$97,979	\$97,979

							FY2021	
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
\$40,463	Police Grants	\$0	\$0	\$0	\$66,464	\$0	\$97,979	\$97,979
	Total licenses, permits & fees	\$0	\$0	\$0	\$66,464	\$0	\$97,979	\$97,979



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Pub Safety Licenses, Permits &

Account Title: Police Grants

Department Number: 32561

Account Number: 40463

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$26,464.00	\$0.00	\$66,464.00	\$40,000.00

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$97,979.00	\$97,979.00		\$0.00

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

Domestic Violence Investigator; officer assigned to Street Crimes. Drawdown is \$150,000 to December 2021.

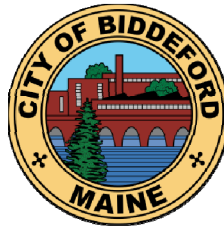
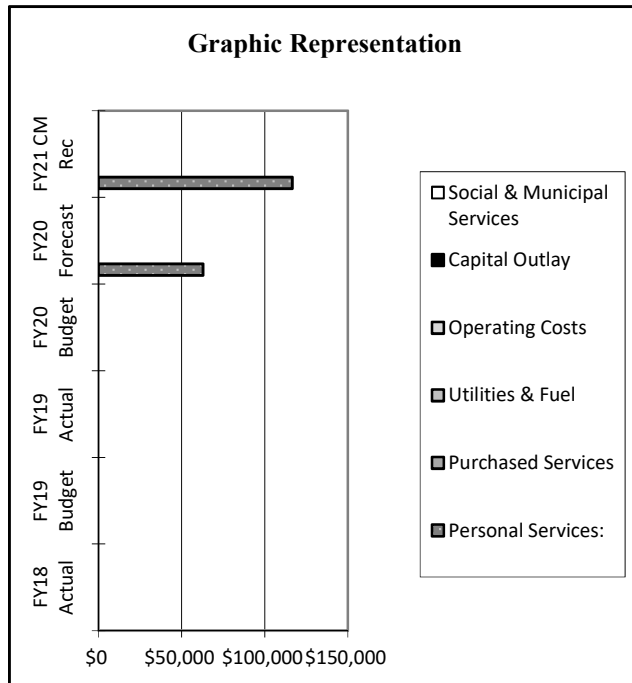
City of Biddeford, Maine

Fiscal Year 2021

Budget: Lead Paint Grant

Account Number: 32591

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$116,583	\$116,583
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	\$116,583	\$116,583



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$6,144
Workers Comp	\$228
Health Insurance	\$20,233
Retirement	\$8,111
Unemployment	\$67
Other Insurance	\$1,057
Total Fringe Benefit Impact	\$35,840
# of Full Time Employees	1.00

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$116,583	\$116,583	#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	\$116,583	\$116,583	#DIV/0!

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 12/31/19	FY21	
							Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$0	\$80,308	\$80,308
60201	FICA/Medicare-ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$6,144	\$6,144
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$8,111	\$8,111
60203	457 Plan-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60210	Health Insurance	\$0	\$0	\$0	\$0	\$0	\$20,233	\$20,233
60213	L-T Disability ER Share Exp	\$0	\$0	\$0	\$0	\$0	\$780	\$780
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$780	\$780
60370	Workers Comp	\$0	\$0	\$0	\$0	\$0	\$228	\$228
Totals		\$0	\$0	\$0	\$0	\$0	\$116,583	\$116,583

**Department Personnel Budget
Fiscal Year 2021**

DEPARTMENT: 32591 Lead Paint Grant

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Council Approved	Last Name
PROGRAM MANAGER	11014	1.00	79,999.92	80,307.61	80,307.61		WILKERSON
TOTAL BUDGETED POSITIONS		1.00	79,999.92	80,307.61	80,307.61		



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Lead Paint Grant

Account Title: F-T Employee Wage Exp

Department Number: 32591

Account Number: 60105

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$46,153.80

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$80,307.61	\$80,307.61		\$80,307.61

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.



Fiscal Year 2021 Budget Request

March 3, 2020

Department: Lead Paint Grant

Account Title: FICA/Medicare-ER Share Exp

Department Number: 32591

Account Number: 60201

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$3,009.09

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,143.53	\$6,143.53		\$6,143.53

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Lead Paint Grant

Account Title: MPERS-Employer Share Exp

Department Number: 32591

Account Number: 60202

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.10

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$8,111.07	\$8,111.07		\$8,111.07

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Lead Paint Grant

Account Title: Health Insurance

Department Number: 32591

Account Number: 60210

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$8,987.52

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$20,233.00	\$20,233.00		\$20,233.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 2021 Budget Request

March 3, 2020

Department: Lead Paint Grant

Account Title: L-T Disability ER Share Exp

Department Number: 32591

Account Number: 60213

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$129.74

FY2021 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 2021 Budget Request

March 3, 2020

Department: Lead Paint Grant

Account Title: RHSA Plan ER Share

Department Number: 32591

Account Number: 60217

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$390.00

FY2021 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 2021 Budget Request

March 3, 2020

Department: Lead Paint Grant

Account Title: Workers Comp

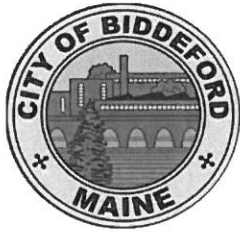
Department Number: 32591

Account Number: 60370

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$114.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$228.00	\$228.00		\$228.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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

Ambulance

FY2021 Summary

*Started Revenue Budgeting in FY2020

Total Revenue
Total Expenses

FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
					Dept Head	Manager's Rec
\$0	\$0	\$0	\$1,425,000	\$654,867	\$1,425,000	\$1,425,000
\$1,506,159	\$1,540,000	\$1,506,159	\$1,540,000	\$776,250	\$1,550,000	\$1,550,000
TOTALS:						
(\$1,506,159)	(\$1,540,000)	(\$1,506,159)	(\$115,000)	(\$121,383)	(\$125,000)	(\$125,000)

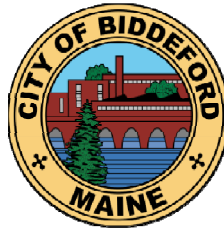
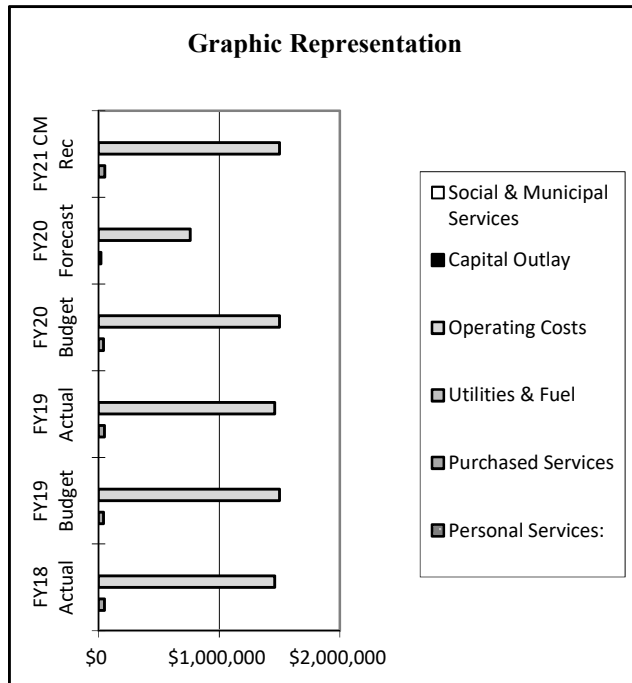
City of Biddeford, Maine

Fiscal Year 2021

Budget: Ambulance Fund

Account Number: 32491

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	FY21	
						Dept Head	Manager's Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$47,454	\$40,000	\$47,454	\$40,000	\$17,919	\$50,000	\$50,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$1,458,704	\$1,500,000	\$1,458,704	\$1,500,000	\$758,331	\$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:	\$1,506,159	\$1,540,000	\$1,506,159	\$1,540,000	\$776,250	\$1,550,000	\$1,550,000

**FRINGE BENEFIT IMPACT (Estimated):**

FICA	
Workers Comp	
Health Insurance	
Retirement	
Unemployment	
Other Insurance	
Total Fringe Benefit Impact	\$0
# of Full Time Employees	

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$40,000	\$50,000	\$10,000	25.0%
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	\$1,550,000	\$10,000	0.6%

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21 Dept Head	FY21 Mgr's Rec
60310	Service Contracts Expense	\$47,454	\$40,000	\$47,454	\$40,000	\$17,919	\$50,000	\$50,000
Totals		\$47,454	\$40,000	\$47,454	\$40,000	\$17,919	\$50,000	\$50,000

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY21 Dept Head	FY21 Mgr's Rec
60701	Bad Debt Expense	\$308,696	\$275,000	\$308,696	\$275,000	\$0	\$275,000	\$275,000
60799	Transfer Out	\$1,150,008	\$1,225,000	\$1,150,008	\$1,225,000	\$758,331	\$1,225,000	\$1,225,000
Totals		\$1,458,704	\$1,500,000	\$1,458,704	\$1,500,000	\$758,331	\$1,500,000	\$1,500,000



Fiscal Year 2020 Budget Request

March 2, 2020

Department: Ambulance

Account Title: Service Contracts Expense

Department Number: 32491

Account Number: 60310

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$47,454.15	\$40,000.00	\$47,454.15	\$40,000.00	\$50,000.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$50,000.00	\$50,000.00		\$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.

2018

\$

47,454.15



Fiscal Year 2020 Budget Request

March 2, 2020

Department: Ambulance

Account Title: Bad Debt Expense

Department Number: 32491

Account Number: 60701

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$308,696.45	\$275,000.00	\$308,696.45	\$275,000.00	\$275,000.00

FY2021 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 2, 2020

Department: Ambulance

Account Title: Transfer Out to Other Funds

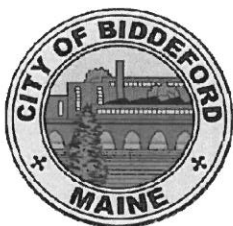
Department Number: 32491

Account Number: 60799

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$1,150,008.00	\$1,225,000.00	\$1,150,008.00	\$1,225,000.00	\$1,225,000.00

FY2021 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.



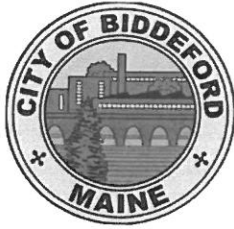
City of Biddeford, Maine

FY2021 Revenue

Ambulance

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
						Dept Head	Manager's Rec
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, permits and fees	\$0	\$0	\$0	\$1,425,000	\$654,867	\$1,425,000	\$1,425,000
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	\$1,425,000	\$654,867	\$1,425,000	\$1,425,000

								FY2021
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Manager's Rec
<u>Licenses, Permits & Fees</u>								
40244	Ambulance Service Fee Rev	\$0	\$0	\$0	\$1,425,000	\$654,867	\$1,425,000	\$1,425,000
	Total licenses, permits & fees	\$0	\$0	\$0	\$1,425,000	\$654,867	\$1,425,000	\$1,425,000



Fiscal Year 2021 Revenue Estimates

February 25, 2020

Department: Ambulance Fund

Account Title: Ambulance Service Fee Rev

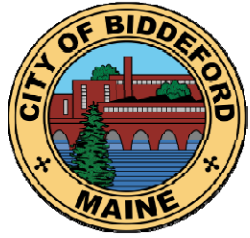
Department Number: 32491

Account Number: 40244

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$0.00	\$0.00	\$0.00	\$1,425,000.00	\$1,425,000.00

FY2021 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.



City of Biddeford, Maine

FY2021 Summary

Route 111 Mill TIF Fund

*Started Revenue Budgeting in FY2020

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021	
						Dept Head	Manager's Rec
Total Revenue	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091	\$956,790	\$956,790
Total Expenses	\$593,385	\$1,123,617	\$2,082,899	\$355,000	\$753,873	\$355,000	\$355,000
TOTALS:	\$325,520	(\$204,712)	(\$1,087,860)	\$601,789	\$267,218	\$601,790	\$601,790

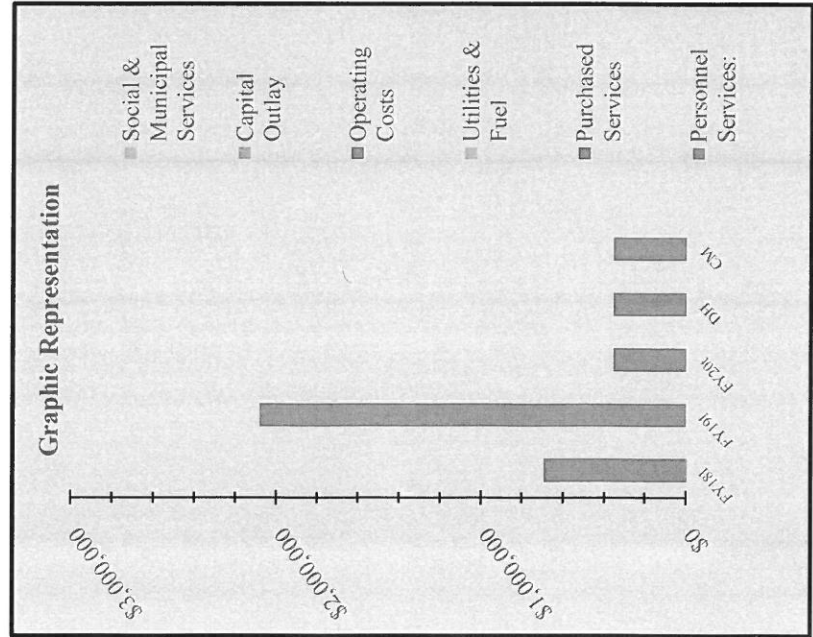
City of Biddeford, Maine
FY2021 Expenses

Budget: Rte. 111-Mill Redev TIF Project

Account Number: 31179 228

FY2021

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD	Dept Head	Manager's Rec
					01/31/20		
Personnel Services:	\$0	\$0	\$0	\$0	\$691	\$0	\$0
Purchased Services	\$414,767	\$585,000	\$1,540,370	\$30,000	\$354,848	\$30,000	\$30,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$277,918	\$538,617	\$538,617	\$325,000	\$398,333	\$325,000	\$325,000
Capital Outlay	(\$99,300)	\$0	\$3,912	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$593,385	\$1,123,617	\$2,082,899	\$355,000	\$753,873	\$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

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$30,000	\$30,000	\$0	0.0%
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$325,000	\$325,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$355,000	\$355,000	\$0	0.0%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY2021		
						FY20 YTD 01/31/20	Dept Head	Mgr's Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$691	\$0	\$0
Totals		\$0	\$0	\$0	\$0	\$691	\$0	\$0

Purchased Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY2021		
						FY20 YTD 01/31/20	Dept Head	Mgr's Rec
60306	Construction Projects	\$301,819	\$0	\$1,384,778	\$0	\$78,629	\$0	\$0
60306	Other Prof/Consult Svcs Exp	\$89,279	\$60,000	\$0	\$0	\$0	\$0	\$0
60313	Sidewalk Construc/Improve Ca	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
60320	Advertising	\$23,669	\$25,000	\$37,775	\$30,000	\$0	\$30,000	\$30,000
60971	Riverwalk Phase 4	\$0	\$0	\$117,817	\$0	\$42,000	\$0	\$0
60983	Main Street Improvement	\$0	\$400,000	\$0	\$0	\$234,219	\$0	\$0
Totals		\$414,767	\$585,000	\$1,540,370	\$30,000	\$354,848	\$30,000	\$30,000

Other Operating Costs

Account Number	Description	FY2021						
		FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	Dept Head	Mgr's Rec
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60704	Facade Improvement Grant Exj	\$56,110	\$0	\$0	\$0	\$0	\$0	\$0
60750	Bond Principal Expense	\$101,044	\$138,000	\$138,000	\$141,545	\$94,364	\$145,084	\$145,084
60751	Bond Interest Expense	\$48,956	\$62,000	\$62,000	\$58,455	\$38,970	\$54,916	\$54,916
60799	Transfer Out to Other Funds	\$71,808	\$235,000	\$235,000	\$60,000	\$90,000	\$60,000	\$60,000
60799	Transfer Out to Other Funds	\$0	\$103,617	\$103,617	\$65,000	\$175,000	\$65,000	\$65,000
Totals		\$277,918	\$538,617	\$538,617	\$325,000	\$398,333	\$325,000	\$325,000



Fiscal Year 2020 Budget Request

March 2, 2020

Department: Rte. 111-Mill Redev TIF Projec

Account Title: Transfer Out to Other Funds

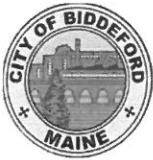
Department Number: 31179

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.



Fiscal Year 2020 Budget Request

January 10, 2020

Department: Rte. 111-Mill Redev MERC Purch

Account Title: Bond Principal Expense

Department Number: 31180

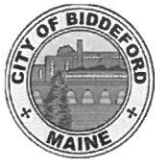
Account Number: 60750

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$101,043.75	\$138,000.00	\$138,000.00	\$141,545.00	\$141,545.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 145,084.08	\$145,084.08		\$3,539.08

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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>2019</u>		<u>2020</u>		<u>2021</u>
Per month	\$	11,507.76	\$	11,795.45	\$	12,090.34
		12.00		12.00		12.00
Annual	\$	138,093.12	\$	141,545.40	\$	145,084.08



Fiscal Year 2020 Budget Request

January 10, 2020

Department: Rte. 111-Mill Redev MERC Purch

Account Title: Bond Interest Expense

Department Number: 31180

Account Number: 60751

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Est. Expended
\$48,956.28	\$62,000.00	\$62,000.00	\$58,455.00	\$58,455.00

FY2021 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 54,915.96	\$54,915.96		(\$3,539.04)

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.

Per month	\$ 5,158.91	\$ 4,871.21	\$ 4,576.33
	12.00	12.00	12.00
Annual	\$ 61,906.92	\$ 58,454.52	\$ 54,915.96



Fiscal Year 2020 Budget Request

March 1, 2019

Department: Economic Revitalization Progra

Account Title: Advertising

Department Number: 31193

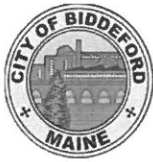
Account Number: 60320

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: 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

Route 111 Mill TIF Fund

FY2020 Revenue



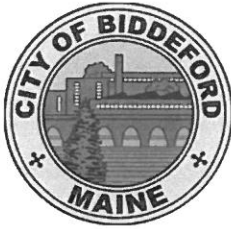
	FY2020				
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19
Taxes	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091
				\$956,790	\$956,790

FY2020

	FY2020				
	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19
Taxes	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091
40100	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091
Current Property Tax Revenue					
Total taxes					
				\$956,790	\$956,790

Taxes

40100 Current Property Tax Revenue



Fiscal Year 2021 Revenue Estimates

February 21, 2020

Department: Route 111 Mill District TIF

Account Title: Current Property Tax Revenue

Department Number: 31179

Account Number: 40100

FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Forecast
\$918,905.45	\$918,905.00	\$995,038.59	\$956,789.00	\$956,789.60

FY2021 Budget	Department Estimate	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$956,789.60	\$956,789.60		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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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