

City of Biddeford
Budget Committee
April 18, 2024 5:30 PM Council Chambers and Zoom

Please click this URL to join:

<https://biddeford.zoom.us/j/91801305819?pwd=QzV3aE5HMEdiSUdrMVN1bEhxNjZsQT09>

Passcode: 063457

Webinar ID: 918 0130 5819

Or One tap mobile:

+13126266799,,91801305819# US (Chicago)

+16465588656,,91801305819# US (New York)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

**US: +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 305
224 1968**

International numbers available: <https://biddeford.zoom.us/u/adj7ZWE5N>

Status:

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
 - 3.1. Link to budget documents for discussion.

<https://www.biddefordmaine.org/fy25budget>

[2025-2024 Staff Changes Memo](#)

[20240418 James Bennett Wastewater Budget Schedule 8 w Backup](#)

[20240418 James Bennett Budget Documents Landscape.pdf](#)

- 4. Adjourn**

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Grohman Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	April 6, 2024
RE:	2015-2024 Staff Changes Draft Memo.

I was recently asked to provide information regarding the staff changes during my tenure. There have been a number. I am providing a draft list as I recall to the best of my knowledge.

- Reductions in Department Heads/Direct Reports to City Manager
 - General Assistant Administrator (position eliminated)
 - Building Supervisor (position eliminated)
 - Airport Manager (proposed position elimination in FY25 budget)
 - Information Technology Director (position class downgraded)
 - Planner (position downgraded to Deputy DECD Director)
 - Public TV Director (position class downgraded)
 - CDBG Director (position class downgraded)
 - Director of Engineering (position class downgraded)
- Other positions eliminated
 - Deputy Fire Chief (position eliminated)
 - Surveyor (position eliminated)
 - Planning engineer (position eliminated)
 - 2 WWTP positions
 - 3 PWD positions
- Positions changed/downgraded
 - PWD administrative support from FT to PT
 - Comptroller to AP/Finance Clerk
 - Tax Collector to Revenue Specialist
- Position created
 - Communications later upgraded to Assistant to CM
 - Housing inspector for apartment inspection program
 - Community Outreach later upgraded to DEI Coordinator
 - Safety Officer/Investigator
 - Social worker
 - Opioid Outreach
 - Staff engineer
 - Intern to Economic Development Specialist (FY25 to include more climate action role)
 - Director of Engineering Emeritus (transitional to be phased out)

205 Main Street

Biddeford, ME 04005

Phone: 207.284.9313

Fax 207.571.0678

*The City of Biddeford is an equal opportunity provider. To file a complaint, write to
Diana Depaolo, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.*

- 8 Firefighter/EMS
- Dispatch/communications supervisor
- 1 parking control
- 1 PT Detective/Polygraph
- 1 CALEA Support
- 4 Law Enforcement
- Position Upgrades (predominantly creating deputies for all department/succession planning)
 - Environmental Officer to Chief Operating Officer
 - Staff accountant to Deputy Finance Director
 - Garage supervisor to Deputy PWD Director
 - Deputy Tax Collector to Office Manager/Deputy City Clerk
 - Code officer to Deputy Code Director
 - 4 Fire/EMS to Lieutenant
 - 6 Patrol to 6 Corporals



Total Budgeted Revenue:		Total Budgeted Expenses:		
Budgetary Basis	4,124,148	Budgetary Basis	5,831,661	(1,707,513)
		Less:		
		Budgeted Bond Principal	(319,000)	
		Budgeted Capital	(421,500)	
	4,124,148		5,091,161	(967,013) Change in Net Position

Schedule 8 Revenues	4,124,148	Schedule 8 Expenses	4,813,487	
Plus: Loan Principal Rec'd		Less: Depreciation	(1,202,210)	
		Plus: Budgeted Principal	319,000	
		Plus: Budgeted Capital	421,500	
	4,124,148		4,351,777	(227,629) Net decrease in cash

JAB: still work in progress



FY22 Audited Net Capital	\$20,894,941		<i>statement 7, page 39</i>
<i>FY23 Activity</i>			
New Assets		\$889,088	<i>Capital assets sheet x236</i>
Less Depreciation/Write off		-\$1,178,702	<i>Capital assets sheet x235</i>
FY23 Net Capital Proj	\$20,605,327		
<i>FY24 Activity</i>			
New Assets		\$6,157,191	<i>Capital assets sheet z236</i>
Less Depreciation/Write off		-\$1,381,119	<i>Capital assets sheet aa235</i>
FY24 Net Capital Proj	\$25,381,399		
<i>FY25 Activity</i>			
New Assets		\$3,421,500	<i>capital of 421500 + bond projects of \$3,000,000</i>
Less Depreciation/Write off		-\$1,202,210	<i>Capital assets sheet af242</i>
FY25 Net Capital Proj	\$27,600,689		



Total Budgeted Revenue:		Total Budgeted Expenses:		
Budgetary Basis	4,346,598	Budgetary Basis	5,831,661	(1,485,063)
		Less:		
		Budgeted Bond Principal	(319,000)	
		Budgeted Capital	(400,000)	
	4,346,598		5,112,661	(766,063) Change in Net Position

Jab: Net change in capital position 2,219,290 1,453,227

Schedule 8 Revenues	4,346,598	Schedule 8 Expenses	4,813,487	
Plus: Loan Principal Rec'd		Less: Depreciation	(1,202,210)	
		Plus: Budgeted Principal	319,000	
		Plus: Budgeted Capital	400,000	
	4,346,598		4,330,277	16,321 Net decrease in cash

*Notes: increase user rate by 5%, add \$25,000 for new accounts from 2023
decrease capital by \$21,000*

	WWTP FY25 Proposed
Operating revenues	
Charges for services	\$4,510,048
Other	\$59,000
Total Operating revenues	\$4,569,048
Operating expenses	
Personnel services	\$1,825,464
Contract services	\$646,163
Supplies, maintenance and repairs	\$707,586
Insurance	\$43,209
Utilities	\$388,855
Other	
Depreciation	\$1,202,210
Total Operating expenses	\$4,813,487
Operating income (loss)	(\$244,439)
Nonoperating expenses	
Interest expense	(\$65,200)
Gain (loss) on disposal of capital assets	\$2,198,290
Total nonoperating expenses	\$2,133,090
Net income (loss) before transfers and contributions	\$1,888,651
Transfers	
Transfers-In	\$275,000
Transfers-Out	(\$211,474)
Total transfers	\$63,526
Change in net position	\$1,952,177



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