

City of Biddeford
Budget Committee
March 12, 2020 5:30 PM City Hall
205 Main Street
Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
 - 3.1. Revised Budget Printout
[21124 Recreation Workbook.pdf](#)
[21161 PW Admin Fleet Maint Workbook.pdf](#)
- 4. Adjourn**

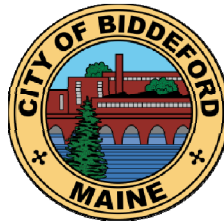
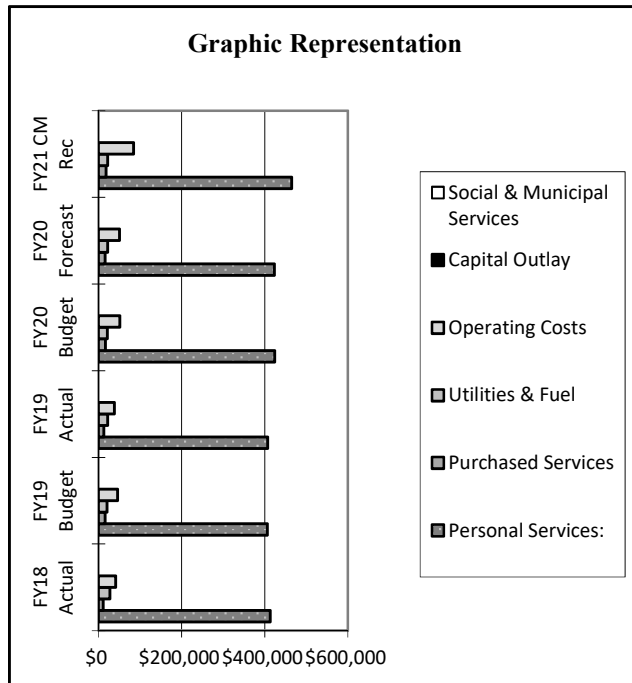
City of Biddeford, Maine

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	\$83,950	\$82,200
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	\$588,516	\$586,457



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	\$82,200	\$30,980	60.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$512,198	\$586,457	\$74,259	14.5%

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	\$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
60795	Financial Aid	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
Totals		\$40,694	\$45,540	\$37,876	\$51,220	\$23,506	\$83,950	\$82,200

**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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City of Biddeford, Maine

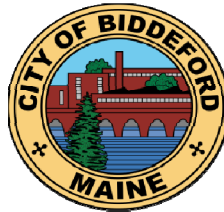
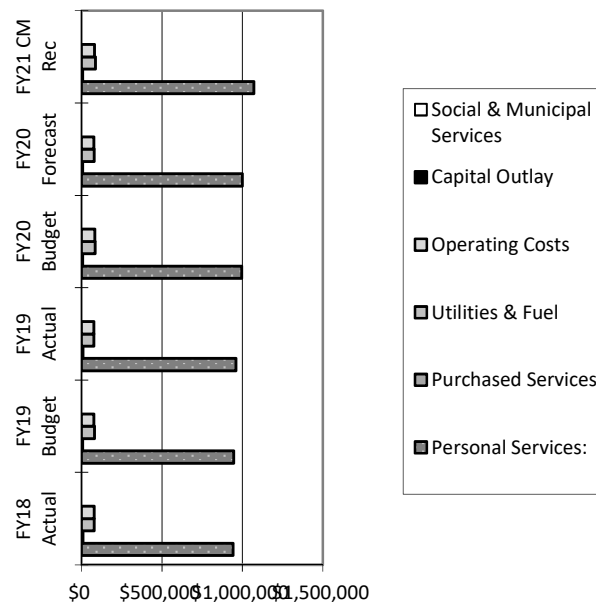
Fiscal Year 2021

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:	\$1,167,559	\$1,323,132	\$155,573	13.3%

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	\$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		