

City of Biddeford
Finance Committee
March 05, 2019 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. February 19, 2019 Finance Committee Minutes
[2-19-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Budget Impact of Minimum Wage Increase (for information/discussion only; no action required)
[3-05-2019 Minimum Wage Memo 2019.pdf](#)
 - 4.2. Purchase of Salt for Winter Maintenance (after the fact approval)
[3-05-2019 Salt for Winter Maintenance.docx](#)
 - 4.3. Approval/Over-Expenditure for South Street Project
[3-05-2019 South Street Project-Additional Funds-ORDER.doc](#)
[3-05-2019 South Street Project-Additional Funds-MEMO.pdf](#)
 - 4.4. RFQ for an Outside Consultant for a Recreation Program with the Inclusion of Children with Disabilities (information only)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
February 19, 2019

The meeting was called to order at 5:00 pm by the Chair, Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of January 15, 2019, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Purchase of Flowers and Plants for Downtown

Motion by Councilor Ready to approve the purchase of the flowers and plants for the Downtown area, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 4-0.

Purchase of Plotter for Engineering Department

Motion by Councilor Ready to approve the purchase of the plotter for the Engineering Department, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Other Business

Councilor McCurry asked for an update on City and School Funds.

Councilor Ready asked if the City received the financials for December from the Ice Arena. Finance Director, Cheryl Fournier, explained the financials have been received and will be forwarded to the Committee.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:05 pm.

Memo

To: James Bennett, City Manager
From: Carl Walsh, Recreation/Teen Director
CC: Brian Phinney, COO
Date: 2-12-19
Re: Budget Issues Around Minimum Wage Increases

As of January 1, 2017 the states minimum wage increased to \$9.00 per hour. Since then we have seen steady increases in the minimum wage. On January 1, 2019, the wage increased to \$11.00 per hour. January 1, 2020 it will rise to \$12.00 per hour.

As the Recreation Departments wage scale starts at minimum wage for our part-time and seasonal employees (minimum wage is where we generally start high school students) this has greatly affected our wage range and our ability to stay competitive when recruiting for positions. These wage changes primarily impact our summer camp counselors, cub care staff and lifeguards. We have seen the impact most notably when trying to fill our lifeguard positions. Many communities around us face the same challenge creating a highly competitive situation where the highest paying communities see the most interest. With the updated minimum wage, both Biddeford and Saco are planning to offer a starting wage of \$12.00 per hour for new guards in 2019. Sanford is proposing \$13.00 hour, and Kennebunk is proposing a \$14.00 hour starting wage for their guards in order to stay competitive with Wells and Ogunquit.

The department has been very fortunate over the years in retaining many of our part-time and seasonal team members. In order for us to stay competitive, we must continue to maintain a wage range attractive enough to interest potential new team members while retaining seasoned team members. It is important to note that those programs that rely entirely on program funds will continue to require increased fees across the board to keep up with changing wage rates. As a department I also think it is important to note we have always been mindful of keeping our program fees at a reasonable rate for residents of the community while intending to cover program expenses.

The purpose of this memo is to serve as an FYI as we navigate the budget process. If trends continue with regard to the difficulty of recruiting and retaining personnel, it is possible that we may need to discuss coverage limitations/changes, particularly in the area of traditional lifeguard coverage at our beaches, all other things remaining the same. The minimum wage rate changes are driving the issue and are likely to have a particularly profound impact on this department moving forward.

Thank you.

Good morning Jim;

As we discussed at the Finance committee meeting on Tuesday night. I have placed an order in for 300 tons of salt for a total of \$18,000. That will put the line 21162-60503 over budget by about \$16,000 to date. As of today the public works maintenance budget is at 66.8% should be around 66%.

Myself and management staff will continue to monitor this budget closely.

Regards,

Jeff Demers

Director Public Works Waste Water Dept.

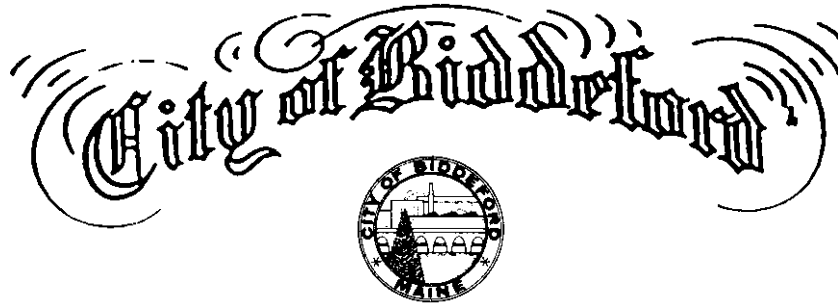
371 Hill Street

Biddeford, Maine 04005

Tele # (207) 282-1579

Fax # (207) 282-8325

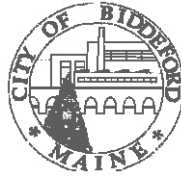
jdemers@biddefordmaine.org



2019.20

IN BOARD OF CITY COUNCIL..MARCH 5, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the allocation of additional funds to cover the final stages of work for the South Street Project. The estimated additional amount needed to cover the rest of the project is \$300,000.00, with funds being used from Bond proceeds 411.



City of Biddeford, Maine

TO: Finance Committee, City Council

FROM: Jeff Demers Director of Public Works / Wastewater

DATE: February 28, 2019

SUBJECT: South Street financial update.

Cc: Alan Casavant, Mayor; Jim Bennett, City Manager; Tom Milligan, City Engineer; Brian Phinney, Chief Operating Officer; John Malloy, Staff Engineer

This memo is to update both the Finance Committee and the City Council on where the city is to date on the financial budget status of the South Street project.

- Original Contract price: \$2,336,325
- Total completed to date: \$1,675,255.34
- Percentage complete: 72%
- Overrun amount in quantities to date: \$187,672.50.

The overrun amount in quantities to date are due to the amount of unexpected ledge that has been removed to install the new sewer line and drainage. Work to still be completed is the section from State Street to Elm Street and all associated paving, minus the state's portion. Staff estimates that the total overrun on this project will be around \$300,000.00. That overage amount is being recommended to be covered out of the Bond proceeds 411 with a remaining balance of \$2,825,442.00

Staff will be at both the finance and council meeting to answer any questions.

Regards,

A handwritten signature in dark ink, appearing to read "Jeff", is written over the printed name "Jeff Demers".

Jeff Demers
Public Works Director/ Waste Water