

City of Biddeford
Finance Committee
January 21, 2020 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. January 7, 2020 Finance Committee Meeting Minutes
[1-07-2020 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Authorization/Appropriation of Funds for Summer Weekly Music Events in Mechanics Park
[1-21-2020 Music in Mechanics Park Funding.doc](#)
 - 4.2. Sewer Rates Discussion/Presentation
[01-21-2020 Sewer Rates.docx](#)
[01-21-2020 Sewer Rate FY2021 - Finance Committee.pdf](#)
- 5. Other Business**
 - 5.1. Discuss Options for Financial Statements
[01-21-2020 Financial Statement Options.docx](#)
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
January 7, 2020

The meeting was called to order at 5:00 p.m. by the Chair, Councilor 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 of November 7, 2019 and November 19, 2019.

Motion by Councilor Ready to approve both sets of minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Authorization for Wastewater Purchase of Replacement Pump

Motion by Councilor Ready to recommend the purchase of a replacement pump at the Wastewater Treatment Plant through Motion Industries at the sum of \$56,041.53, seconded by Councilor St. Cyr.

Discussion: Public Works Director, Jeff Demers, presented the item. Jeff explained they have rebuilt two pumps at the Wastewater Plant in the last five years, but this pump is not rebuildable due to the wear and tear. This pump is approximately 25 years old and the new pump should give the same life expectancy because it is the same type of pump.

Councilor St. Cyr asked how much money was in that account. Jeff noted approximately \$62,000 in the Wastewater Treatment Plant Capital Improvements Account.

Councilor McCurry asked Jeff why they did not go out to bid for this, and Jeff explained Motion Industries of Portland, Maine is the only vendor who has the necessary pump.

Vote: unanimous.

Motion carried 4-0.

Allocation of Verizon and Water Street Property Sale Funds

Councilor McCurry wants to have a discussion on this and feels the Committee should not take any action at this time. He would like to bring it back in March or April to see what the State is doing.

Councilor St. Cyr noted he would like to see some of those funds go back to the taxpayers. He is also inclined to let these funds fall to the bottom line. He would be open to other discussions and comments.

Councilor Ready does not want to piece meal this, he is more inclined to let the funds drop to the bottom line which might be the wisest decision.

Mayor Casavant noted we do have some major projects coming up and would rather hold on to the money and determine later on what we do with it.

The City Manager noted Staff will remind the Finance Committee and the Council towards the end of the budget process that these funds are there.

No action was taken.

Other Business

Councilor McCurry asked about the most up-to-date financials. Cheryl Fournier, Finance Director, noted they went out to the Department Heads to review. Financials came in New Year's Eve. The presentation is planned for January 28 at 5:30 at JFK. The City Manager noted the Council will have the written audit at least a week prior to the Presentation.

Councilor McCurry asked that the financials be provided to the Finance Committee at the second meeting of each month.

Councilor St. Cyr would like to know why it takes seven months after the audit is completed to receive the Audit Report. Cheryl explained some of the things they have to wait for that to accrue into the prior year. There is a lot of information to gather and provide to the auditors.

Councilor St. Cyr asked about the City share to MainePers for employee retirement benefits because he knows the market has been doing well, and will be disappointed if it's not less than what we have been required in recent years.

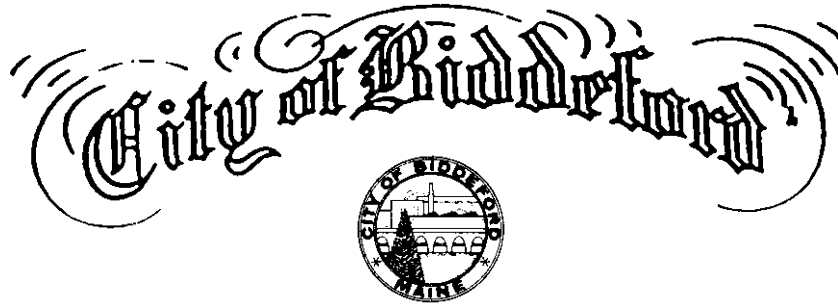
Councilor McCurry asked about the cost of outside services between the City and School (i.e. plumber, electrician) and what are we spending. Maybe we hire someone that can do all that. Cheryl will create a spreadsheet that we both use and bring it together for a grand total.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:31 p.m.



2020.7

IN BOARD OF CITY COUNCIL...JANUARY 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of \$20,000.00 for the Heart of Biddeford-sponsored weekly music events at Mechanics Park that take place throughout the summer. Funds are to come out of the Contingency account.

NOTE: The Finance Committee will consider this item at their January 21, 2020 meeting and vote to recommend approval by the City Council.



City of Biddeford

Finance Department - (207) 284-9333

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Cheryl Fournier, Finance Director

January 17, 2020

To: Finance Committee

From: Cheryl Fournier, Finance Director

Re: Sewer Rates for Fiscal Year 2021

We will be doing a quick presentation to give background on how we got to the rate and budget attached. I will have with me the live spreadsheet to make adjustments during our discussion if so desired.

I was able to adjust the data for the prior years, to help build the new budget for fiscal year 2021. There is a new category that is called MultiUnits, under each billing type. We are starting this process early, as we will need to work with the Water Company to add the new payment structure if it moves forward.

Fiscal Year 2021 Proposed Sewer Rates

Assumptions

Data Increase

Residential	2.3%
Residential/MultiUnit	10.0%
Commercial	2.8%
Commercial/MultiUnit	2.8%
Total	0.0%

\$ 44,609.87	Difference from 0% increase	
\$ 61,777.04	Difference from 0% increase	\$ 106,386.91
\$ 47,098.15	Difference from 0% increase	
\$ 518.60	Difference from 0% increase	\$ 47,616.75
\$ 154,003.67	Difference from 0% increase	

Current Rates and Proposed New Rates

Code	Svc	Type	Frequency	MinVolume (100 CF)	MAXVolume (100 CF)	Current Rate	Current Min Charge	Proposed Budgeted Rate	Proposed Budgeted Min Charge	Increase	Increase per 100
30ResidentialMon1	30	Residential	Mon	-	392		\$ 18.02		\$ 18.43	\$ 0.41	\$ 0.10
30ResidentialMon2	30	Residential	Mon	393	1,666	\$ 6.25		\$ 6.39		\$ 0.14	
30ResidentialMon3	30	Residential	Mon	1,667	1,000,000,000	\$ 6.56		\$ 6.71		\$ 0.15	
30MultiUnitMon1	30	Residential	Mon	-	392		\$ 18.02		\$ 19.82	\$ 1.80	\$ 0.45
30MultiUnitMon2	30	Residential	Mon	393	1,666	\$ 6.25		\$ 6.88		\$ 0.63	
30MultiUnitMon3	30	Residential	Mon	1,667	1,000,000,000	\$ 6.56		\$ 7.22		\$ 0.66	
40ResidentialQtr1	40	Residential	Qtr	-	1,175		\$ 54.18		\$ 55.43	\$ 1.25	\$ 0.10
40ResidentialQtr2	40	Residential	Qtr	1,176	5,000	\$ 6.25		\$ 6.39		\$ 0.14	
40ResidentialQtr3	40	Residential	Qtr	5,001	1,000,000,000	\$ 6.56		\$ 6.71		\$ 0.15	
40MultiUnitQtr1	40	Residential	Qtr	-	1,175		\$ 54.18		\$ 59.60	\$ 5.42	\$ 0.45
40MultiUnitQtr2	40	Residential	Qtr	1,176	5,000	\$ 6.25		\$ 6.88		\$ 0.63	
40MultiUnitQtr3	40	Residential	Qtr	5,001	1,000,000,000	\$ 6.56		\$ 7.22		\$ 0.66	
50CommercialMon1	50	Commercial	Mon	-	425		\$ 29.88		\$ 30.72	\$ 0.84	\$ 0.21
50CommercialMon2	50	Commercial	Mon	426	1,667	\$ 7.03		\$ 7.23		\$ 0.20	
50CommercialMon3	50	Commercial	Mon	1,668	4,167	\$ 7.77		\$ 7.99		\$ 0.22	
50CommercialMon4	50	Commercial	Mon	4,168	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	
50MultiUnitMon1	50	Commercial	Mon	-	425		\$ 29.88		\$ 30.72	\$ 0.84	\$ 0.21
50MultiUnitMon2	50	Commercial	Mon	426	1,667	\$ 7.03		\$ 7.23		\$ 0.20	
50MultiUnitMon3	50	Commercial	Mon	1,668	4,167	\$ 7.77		\$ 7.99		\$ 0.22	
50MultiUnitMon4	50	Commercial	Mon	4,168	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	
60CommercialQtr1	60	Commercial	Qtr	-	1,275		\$ 89.65		\$ 92.16	\$ 2.51	\$ 0.21
60CommercialQtr2	60	Commercial	Qtr	1,276	5,000	\$ 7.03		\$ 7.23		\$ 0.20	
60CommercialQtr3	60	Commercial	Qtr	5,001	12,500	\$ 7.77		\$ 7.99		\$ 0.22	
60CommercialQtr4	60	Commercial	Qtr	12,501	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	
60MultiUnitQtr1	60	Commercial	Qtr	-	1,275		\$ 89.65		\$ 92.16	\$ 2.51	\$ 0.21
60MultiUnitQtr2	60	Commercial	Qtr	1,276	5,000	\$ 7.03		\$ 7.23		\$ 0.20	
60MultiUnitQtr3	60	Commercial	Qtr	5,001	12,500	\$ 7.77		\$ 7.99		\$ 0.22	
60MultiUnitQtr4	60	Commercial	Qtr	12,501	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	

Usage and Revenue Estimate

		FY2021 Estimate	FY2020 Budget	FY2019	FY2018	FY2017	FY2016	FY2015
30	Estimated Revenue	\$ 377,005.17	\$ 571,829.55	\$ 345,053.55	\$ 335,162.26	\$ 317,050.60	\$ 298,130.24	\$ 296,392.29
	Estimated Units	56,455.53	87,575.00	56,174.66	54,837.82	53,741.96	50,483.31	49,927.69
	Average Cost per unit	6.68	6.53	6.14	6.11	5.90	5.91	5.94
30 - MultiUnits	Estimated Revenue	\$ 217,750.39		\$ 185,547.82	\$ 193,369.98	\$ 192,217.83	\$ 202,196.47	\$ 193,515.25
	Estimated Units	30,474.95		30,323.33	31,749.00	32,659.00	34,376.00	33,063.57
	Average Cost per unit	7.15		6.12	6.09	5.89	5.88	5.85
40	Estimated Revenue	\$ 1,303,600.69	\$ 1,865,895.86	\$ 1,208,132.01	\$ 1,194,234.44	\$ 1,249,837.38	\$ 1,211,254.42	\$ 1,232,431.41
	Estimated Units	196,998.46	259,003.48	196,018.37	194,327.59	194,083.21	188,842.61	197,968.50
	Average Cost per unit	6.62	7.20	6.16	6.15	6.44	6.41	6.23
40 - MultiUnits	Estimated Revenue	\$ 540,662.03		\$ 458,918.26	\$ 458,960.87	\$ 455,180.89	\$ 457,377.67	\$ 461,952.24
	Estimated Units	76,528.85		76,148.11	78,501.47	77,094.83	78,758.32	79,942.82
	Average Cost per unit	7.06		6.03	5.85	5.90	5.81	5.78
50	Estimated Revenue	\$ 1,117,800.84	\$ 1,073,979.01	\$ 976,920.02	\$ 921,204.73	\$ 876,562.17	\$ 928,065.39	\$ 776,412.58
	Estimated Units	130,297.51	128,580.00	129,649.26	120,558.57	121,226.55	127,099.12	104,470.48
	Average Cost per unit	8.58	8.35	7.54	7.64	7.23	7.30	7.43
50 - MultiUnits	Estimated Revenue	\$ 13,084.39		\$ 10,621.90	\$ 8,439.18	\$ 9,229.75	\$ 7,316.62	\$ 7,735.30
	Estimated Units	1,530.62		1,523.00	2,487.00	1,415.00	1,095.00	1,170.00
	Average Cost per unit	8.55		6.97	3.39	6.52	6.68	6.61
60	Estimated Revenue	\$ 358,296.69	\$ 246,382.95	\$ 312,399.34	\$ 218,068.49	\$ 219,669.24	\$ 208,118.16	\$ 215,333.13
	Estimated Units	41,281.61	27,101.50	41,076.23	28,174.59	28,401.27	28,322.64	29,443.80
	Average Cost per unit	8.68	9.09	7.61	7.74	7.73	7.35	7.31
60 - MultiUnits	Estimated Revenue	\$ 3,095.70		\$ 2,672.25	\$ 3,066.21	\$ 1,337.73	\$ 564.59	\$ 637.26
	Estimated Units	392.96		391.00	471.00	212.00	101.00	114.00
	Average Cost per unit	7.88		6.83	6.51	6.31	5.59	5.59
		Estimated Revenue	\$ 3,931,295.91	\$ 3,758,087.37	\$ 3,500,265.15	\$ 3,332,506.16	\$ 3,321,085.59	\$ 3,313,023.56
		Estimated Units	533,960.48	502,259.98	531,303.96	511,107.04	508,833.82	509,078.00
		Average Cost per unit	7.36	7.48	6.59	6.52	6.53	6.51

Total Increase	\$ 173,208.54
Increase from Rate	\$ 154,003.67
Increase from Usage	\$ 19,204.87



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Cheryl Fournier, Finance Director

January 17, 2020

To: Finance Committee

From: Cheryl Fournier, Finance Director

Re: Financial Statements Options

During the Committee Chair meeting Thursday, we discussed possible options for financials. The school file is usually what is holding up completing the financials. I'm going to bring some options to go over as possible packages for a non-quarter ending month. The current package will be done quarterly.