

City of Biddeford, Maine

FY2017

Budget: City Clerk

Account Number: 21103

	FY14	FY15	FY15	FY16	FY16	FY17	FY2017	
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/14/2016	Dept Head	Manager's Rec	City Council Rec
Personal Services:	\$321,085	\$302,115	\$291,849	\$291,141	\$181,719	\$253,736	\$253,736	
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Operating Costs	\$13,442	\$11,750	\$11,404	\$14,000	\$7,777	\$13,500	\$13,000	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

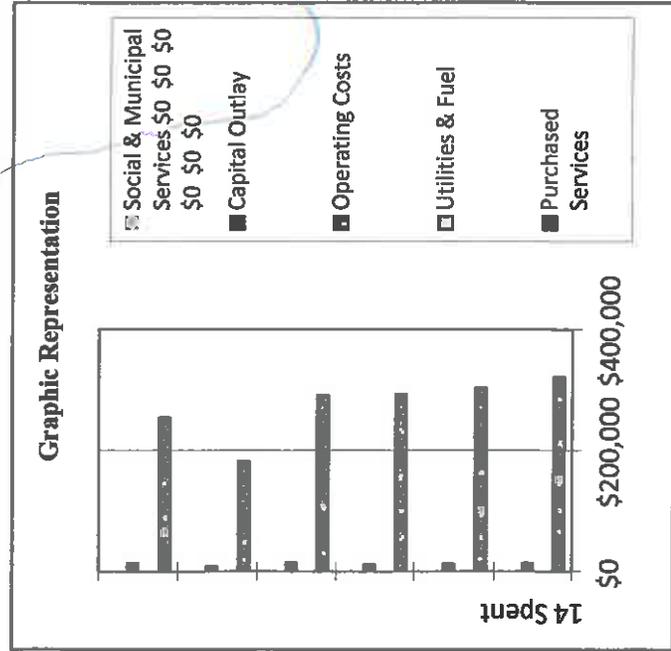
TOTALS: \$334,527 \$313,865 \$303,253 \$305,141 \$189,496 \$267,236 \$266,736 \$0



FRINGE BENEFIT IMPACT (ESTIMATED):

Full Time FICA	\$14,632
Workers Comp	\$3,691
Health Insurance	\$26,030
Retirement	\$18,171
Unemployment	\$0
Other Insurance	\$2,966
# of Full Time Employees	0:00

Total Fringe Benefit Impact \$65,490



	FY16 Budget	FY17 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$291,141	\$253,736	(\$37,405)	-12.85%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$14,000	\$13,000	(\$1,000)	-7.14%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$305,141	\$266,736	(\$38,405)	-12.59%

FY2017 Personnel Services

Account Number	Description	FY14		FY15		FY16		FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60101	Dept Head Salary	\$70,329	\$71,662	\$72,117	\$73,376	\$51,138	\$73,826	\$73,826	
60105	F-T Employee Wage	\$141,565	\$118,379	\$117,602	\$118,691	\$79,644	\$112,931	\$112,931	
60111	Overtime Wage Exp	\$3,056	\$1,527	\$395	\$1,496	\$2,048	\$1,513	\$1,513	
60129	Insurance Buyout	\$0	\$0	\$125	\$0	\$750	\$3,000	\$3,000	
60201	FICA/Medicare Employer Share	\$15,515	\$14,739	\$13,459	\$14,978	\$9,846	\$14,632	\$14,632	
60202	MPERS-Employer Share	\$9,280	\$11,514	\$11,495	\$13,274	\$10,038	\$18,171	\$18,171	
60203	457 Employer Share	\$2,656	\$2,170	\$1,724	\$2,221	\$959	\$0	\$0	
60210	HPHC Ins Employer Share	\$77,722	\$80,873	\$74,416	\$65,898	\$26,346	\$26,030	\$26,030	
60212	S-T Disability ER Share	\$310	\$272	\$240	\$353	\$203	\$363	\$363	
60213	L-T Disability ER Share	\$178	\$234	\$182	\$234	\$144	\$263	\$263	
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$0	\$2,340	\$2,340	
60251	Conference/Training	\$275	\$275	\$0	\$275	\$275	\$275	\$275	
60252	Travel/Mileage	\$106	\$200	\$0	\$200	\$229	\$230	\$230	
60253	Food/Lodging	\$0	\$100	\$0	\$0	\$0	\$0	\$0	
60256	Dues/Membership	\$93	\$170	\$93	\$145	\$100	\$162	\$162	

Totals		\$321,085	\$302,115	\$291,849	\$291,141	\$181,719	\$253,736	\$253,736
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FY2017 Other Operating Costs

Account Number	Description	FY14	FY15	FY15	FY16	FY16	FY16	FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60500	Admin/Office Supplies	\$1,517	\$2,750	\$1,305	\$3,500	\$3,142	\$3,500	\$3,500	\$3,500
60501	Operating Supplies	\$1,521	\$2,000	\$2,464	\$0	\$98	\$0	\$0	\$0
60502	Printing & Copying	\$10,404	\$7,000	\$7,635	\$10,500	\$4,537	\$10,000	\$10,000	\$9,500
Totals		\$13,442	\$11,750	\$11,404	\$14,000	\$7,777	\$13,500	\$13,500	\$13,000



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Dept Manager Salary Exp

Department Number: 21103

Account Number: 60101

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$70,328.73	\$71,662.00	\$72,116.68	\$ 73,376.00	\$73,095.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$73,826.00	\$73,826.00		\$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.

Wage based on 2% increase for current FY16; 1% increase factored in for FY17

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2017 BUDGET

DEPARTMENT: 21103 City Clerk

CLASSIFICATION	RANGE	POSITION	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	NAME
			ANNUALIZED TOTAL	REQUESTED			
City Clerk		1	72,815	73,826			Carmen Morris
Payments Clerk		1	37128	37644			Faedra Binette
Payments Clerk		1	37,128	37,644			Marina Gagne
Payments Clerk		1	37128	37644			Lauren Stevenson

TOTAL BUDGETED POSITIONS **4 184199 186758 0 0**



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: F-T Employee Wage Exp

Department Number: 21103

Account Number: 60105

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$141,565.18	\$118,379.00	\$117,602.36	\$ 118,691.00	\$111,813.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$112,931.00	\$112,931.00		(\$5,760.00)

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.



Wages based on 2% increase in current FY16; 1% increase factored in for FY17



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Overtime Wage Expense

Department Number: 21103

Account Number: 60111

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$3,056.23	\$1,527.00	\$394.80	\$ 1,496.00	\$1,498.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,513.00	\$1,513.00		\$17.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 pay for City Hall staff on election day

Overtime pay for City Clerk's Staff when required to stay after 5:00 p.m. for late customers



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Insurance Buyout Pay

Department Number: 21103

Account Number: 60129

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$125.00	\$ -	\$3,000.00

FY-2017 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.

Two City Clerk's Office employees qualify for the Insurance Buyout Pay



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21103

Account Number: 60201

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$15,514.59	\$14,739.00	\$13,458.85	\$ 14,978.00	\$14,490.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$14,632.00	\$14,632.00		(\$346.00)

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

Benefits cost based on wages.



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: MPERS-Employer Share Exp

Department Number: 21103

Account Number: 60202

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$9,279.69	\$11,514.00	\$11,495.00	\$ 13,274.00	\$16,857.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,171.00	\$18,171.00		\$4,897.00

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

Benefits cost based on wages



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: 457 Plan-Employer Share Exp

Department Number: 21103

Account Number: 60203

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$2,656.20	\$2,170.00	\$1,724.33	\$ 2,221.00	\$0.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$2,221.00)

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



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: HPHC Ins Employer Share Exp

Department Number: 21103

Account Number: 60210

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$77,722.03	\$80,873.00	\$74,416.44	\$ 65,898.00	\$26,030.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$26,030.00	\$26,030.00		(\$39,868.00)

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.

One employee has the family plan; one employee has the single plan



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: S-T Disability ER Share Exp

Department Number: 21103

Account Number: 60212

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$310.26	\$272.00	\$240.43	\$ 353.00	\$363.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$363.00	\$363.00		\$10.00

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

Benefits cost based partly on wages.



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: L-T Disability ER Share Exp

Department Number: 21103

Account Number: 60213

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$178.17	\$234.00	\$181.66	\$ 234.00	\$263.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$263.00	\$263.00		\$29.00

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

Benefits cost based partly on wages.



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Delta Dental ER Share Exp

Department Number: 21103

Account Number: 60216

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ -	\$0.00

FY-2017 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 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: RHSA Plan ER Share Exp

Department Number: 21103

Account Number: 60217

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ -	\$0.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,340.00	\$2,340.00		\$2,340.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 clerks @ \$780 each



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Conferences/Training Expense

Department Number: 21103

Account Number: 60251

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$275.00	\$275.00	\$0.00	\$ 275.00	\$275.00

FY-2017 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.

Election/Voter Registration Workshop (2-days)-City Clerk & Dep Voter Registrar to attend - \$220
 Vital Records Workshop (online) - all City Clerk's Office staff may participate - \$55



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Travel/Mileage Expense

Department Number: 21103

Account Number: 60252

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$106.16	\$200.00	\$0.00	\$ 200.00	\$228.70

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$230.00	\$230.00		\$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.

Mileage to Augusta/Waterville area for Elections & Voter Registration Workshops (2-day training):

360 total miles @ \$.575

Also factored in a little extra to account for FY17 mileage rate



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Food/Lodging Expense

Department Number: 21103

Account Number: 60253

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$100.00	\$0.00	\$ -	\$0.00

FY-2017 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.

No food and/or lodging expenses are expected



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Dues/Memberships Expense

Department Number: 21103

Account Number: 60256

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$93.00	\$170.00	\$93.00	\$ 145.00	\$162.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$162.00	\$162.00		\$17.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity 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 & Deputy Clerk - \$50.00
 York County City & Town Clerks Association Membership Dues for City Clerk & Deputy Clerk - \$12.00
 In current FY16 - Notary Public Commission fees for two Clerk's Office staff members - \$50/each



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

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

Department Number: 21103

Account Number: 60500

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$1,516.93	\$2,750.00	\$1,304.69	\$ 3,500.00	\$3,307.00

FY-2017 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.

- General office supplies (pens, paper clips, folders, manila envelopes, etc) - \$15.00
- Receipt printer paper rolls (for at the counter) - 7 cartons @ \$186.32/each = \$1304.24
- Printer cartridges/ribbons - \$300.00
- Heart of Biddeford Whiskey Flower Barrel (for in front of City Clerk's Office-Main St) - \$70.00



Fiscal Year 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21103

Account Number: 60501

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$1,520.62	\$2,000.00	\$2,464.46	\$ -	\$0.00

FY-2017 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 2017 Budget Request

March 10, 2016

Department: City Clerk

Account Title: Printing & Copying Expense

Department Number: 21103

Account Number: 60502

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$10,404.19	\$7,000.00	\$7,635.10	\$ 10,500.00	\$8,500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,000.00	\$9,500.00		(\$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.

Dog license reminder postcards - \$150.00
 General Code (code analysis, composition & duplication) - \$8000.00
 General Code (annual maintenance fee) - \$1195.00