

# City of Biddeford, Maine

## FY2017

Budget: Mooring Fees

Account Number: 31102

	FY14	FY15	FY15	FY16	FY16	FY17	
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/14/2016	Dept Head	Manager's Rec City Council Rec
Personal Services:	\$10,338	\$10,339	\$10,338	\$10,339	\$5,519	\$10,564	\$10,564
Purchased Services	\$6,340	\$5,600	\$4,963	\$4,950	\$18,274	\$20,400	\$20,400
Utilities & Fuel	\$394	\$800	\$777	\$800	\$1,051	\$1,100	\$1,100
Operating Costs	\$6,550	\$8,700	\$5,024	\$8,700	\$5,815	\$6,750	\$6,750
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0

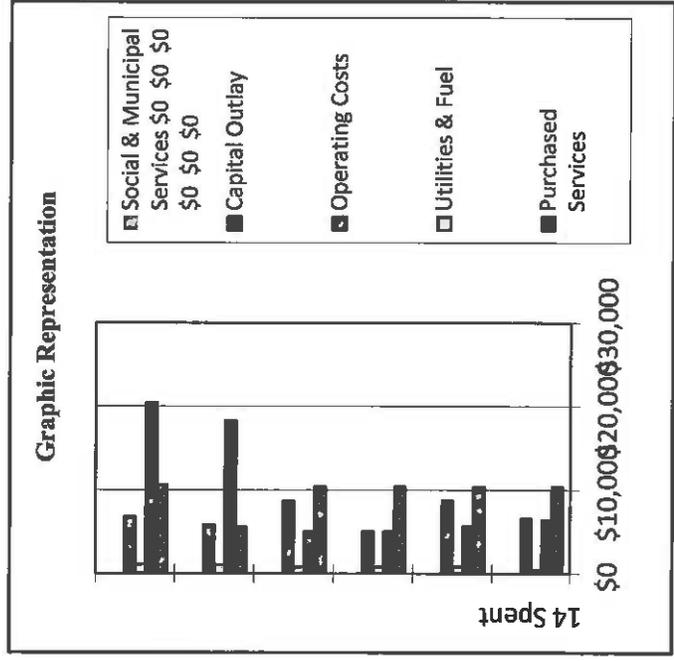
TOTALS:

**\$23,622**    **\$25,439**    **\$21,103**    **\$24,789**    **\$30,659**    **\$38,814**    **\$38,814**    **\$0**



**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$689
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
# of Full Time Employees	0.00
<b>Total Fringe Benefit Impact</b>	<b>\$689</b>



	FY16 Budget	FY17 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$10,339	\$10,564	\$225	2.18%
Purchased Services	\$4,950	\$20,400	\$15,450	312.12%
Utilities & Fuel	\$800	\$1,100	\$300	37.50%
Operating Costs	\$8,700	\$6,750	(\$1,950)	-22.41%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$24,789</b>	<b>\$38,814</b>	<b>\$14,025</b>	<b>56.56%</b>

FY2017 Personnel Services

Account Number	Description	FY14		FY15		FY16		FY17		Mgr's Rec
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Yr to Date Spent	Dept Head	
60121	Annual Stipend Pay	\$9,000	\$9,000	\$9,000	\$9,000	\$4,500	\$9,000	\$9,000	\$9,000	\$9,000
60201	FICA/Medicare Employer Share	\$688	\$689	\$688	\$689	\$344	\$689	\$689	\$689	\$689
60251	Conference/Training	\$300	\$300	\$300	\$300	\$300	\$400	\$400	\$400	\$400
60253	Food/Lodging	\$300	\$300	\$300	\$300	\$300	\$400	\$400	\$400	\$400
60256	Dues/Membership	\$50	\$50	\$50	\$50	\$75	\$75	\$75	\$75	\$75
<b>Totals</b>		<b>\$10,338</b>	<b>\$10,339</b>	<b>\$10,338</b>	<b>\$10,339</b>	<b>\$5,519</b>	<b>\$10,564</b>	<b>\$10,564</b>	<b>\$10,564</b>	<b>\$10,564</b>

**FY2017 Purchased Services**

Account Number	Description	FY14	FY15	FY15	FY16	FY16	FY16	FY2017
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec
60310	Service Contracts	\$5,580	\$2,800	\$3,435	\$3,400	\$1,885	\$3,600	\$3,600
60312	Temp Contractual Help	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000
60370	Workers Comp Insurance	\$760	\$800	\$647	\$650	\$499	\$650	\$650
60372	Vehicle Insurance	\$0	\$2,000	\$881	\$900	\$890	\$1,150	\$1,150
<b>Totals</b>		<b>\$6,340</b>	<b>\$5,600</b>	<b>\$4,963</b>	<b>\$4,950</b>	<b>\$18,274</b>	<b>\$20,400</b>	<b>\$20,400</b>

FY2017 Utilities & Fuel

Revised 3/14/2016

Account Number	Description	FY14	FY15	FY15	FY16	FY16	FY16	FY2017
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec
60411	Gasoline	\$394	\$800	\$777	\$800	\$1,051	\$1,100	\$1,100
<b>Totals</b>		<b>\$394</b>	<b>\$800</b>	<b>\$777</b>	<b>\$800</b>	<b>\$1,051</b>	<b>\$1,100</b>	<b>\$1,100</b>

FY2017 Other Operating Costs

Revised 3/14/2016

Account Number	Description	FY14	FY15	FY15	FY16	FY16	FY16	FY2017	
		Spent	Budget	Spent	Budget	Yr to Date Spent	Dept Head	Mgr's Rec	
60453	Vehicle Repair/Tires/Oil	\$2,902	\$4,500	\$2,024	\$4,500	\$2,561	\$2,500		\$2,500
60501	Operating Supplies	\$648	\$1,000	\$0	\$1,000	\$0	\$1,000		\$1,000
60502	Printing & Copying	\$0	\$200	\$0	\$200	\$254	\$250		\$250
60797	Misc Expense	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		\$3,000
<b>Totals</b>		<b>\$6,550</b>	<b>\$8,700</b>	<b>\$5,024</b>	<b>\$8,700</b>	<b>\$5,815</b>	<b>\$6,750</b>		<b>\$6,750</b>



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Mooring Fees

Account Title: Annual Stipend Pay Expense

Department Number: 31102

Account Number: 60121

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$9,000.00	\$9,000.00	\$9,000.00	\$ 9,000.00	\$9,000.00

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

This amount represents the stipend for the Harbor Master (\$4,500) and Assistant (\$4,500) at the rate specified in the ordinance.  
No increase is anticipated.





## Fiscal Year 2017 Budget Request

March 14, 2016

**Department: Mooring Fees**

Account Title: FICA/Medicare-ER Share Exp

Department Number: 31102

Account Number: 60201

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$688.48	\$689.00	\$688.48	\$ 689.00	\$689.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$689.00	\$689.00		\$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.

This amount covers the taxes on the stipend paid the Harbor Master and Assistant  
The amount is set by others.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department: Mooring Fees**

Account Title: Conferences/Training Expense

Department Number: 31102

Account Number: 60251

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$300.00	\$300.00	\$300.00	\$ 300.00	\$300.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		\$100.00

**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.

This covers the cost of tuition for the educational program at the State Harbor Master training seminar. The Harbor master and assist are required to attend annual training, and harbor commissioners are encouraged to attend periodically. The increase is to send a new Commission member to training.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Mooring Fees

Account Title: Food/Lodging Expense

Department Number: 31102

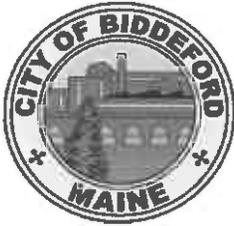
Account Number: 60253

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$300.00	\$300.00	\$300.00	\$ 300.00	\$300.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$400.00	\$400.00		\$100.00

**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.

This covers the cost of of lodging and food at the training at the State Harbor Management seminar. The Harbor master and assist are required to attend annual training, and harbor commissioners are encouraged to attend periodically. The increase is to send a new Commission member to training.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Mooring Fees

Account Title: Dues/Memberships Expense

Department Number: 31102

Account Number: 60256

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$50.00	\$50.00	\$50.00	\$ 50.00	\$75.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75.00	\$75.00		\$25.00

**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.

This is the annual membership fee for the state harbormasters association  
 Membership is required to keep the harbor master and assistant in good standing.  
 Increased to \$75 in FY16.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Mooring Fees

Account Title: Service Contracts Expense

Department Number: 31102

Account Number: 60310

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$5,579.79	\$2,800.00	\$3,435.31	\$ 3,400.00	\$3,400.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,600.00	\$3,600.00		\$200.00

**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.

Costs involved in setting and retrieving NO WAKE buoys and NAV markers (shared with Saco)



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Mooring Fees

Account Title: Temp/Seasonal Emp Wage Exp

Department Number: 31102

Account Number: 60312

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$0.00	\$0.00	\$ -	\$15,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,000.00	\$15,000.00		\$15,000.00

**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.

Used to reimburse Biddeford Police Department for supplying river patrol officers during season.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Mooring Fees

Account Title: Workers Comp Insurance Exp

Department Number: 31102

Account Number: 60370

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$760.00	\$800.00	\$647.00	\$ 650.00	\$499.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.00	\$650.00		\$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.

Costs of workman's comp insurance for harbormaster and assistant  
No increase anticipated.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department: Mooring Fees**

Account Title: Vehicle Insurance Expense

Department Number: 31102

Account Number: 60372

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$2,000.00	\$880.50	\$ 900.00	\$899.50

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,150.00	\$1,150.00		\$250.00

**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.

Cost to insure the harbor patrol boat (shared with Saco)  
Increase anticipated because there will be a new outboard on the boat



**Fiscal Year 2017  
Budget Request**

March 14, 2016

**Department: Mooring Fees**

Account Title: Gasoline Expense

Department Number: 31102

Account Number: 60411

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$394.44	\$800.00	\$777.39	\$800.00	\$1,051.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,100.00	\$1,100.00		\$300.00

**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.

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Fuel for the harbor patrol boat is purchased at Marston's Marina. The toal is shared with the City of Saco Last year's expense was \$1,051. Increase is to cover any additional hours on patrol.



## Fiscal Year 2017 Budget Request

March 14, 2016

Department: 31102

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 31102

Account Number: 60453

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$2,902.15	\$4,500.00	\$2,024.42	\$ 4,500.00	\$2,500.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,500.00	\$2,500.00		(\$2,000.00)

**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.

Cost to maintain engine, pumps and electronics for harbor patrol boat (shared with Saco)  
Reduction based on anticipated new engine purchase and reduced repair bills.



**Fiscal Year 2017  
Budget Request**

March 14, 2016

**Department: Mooring Fees**

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 31102

Account Number: 60501

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$647.55	\$1,000.00	\$0.00	\$ 1,000.00	\$1,000.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,000.00	\$1,000.00		\$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.

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Equipment for the Harbor Patrol boat: pumps, fenders, misc.



## Fiscal Year 2017 Budget Request

March 14, 2016

**Department:** Mooring Fees

Account Title: Printing & Copying Expense

Department Number: 31102

Account Number: 60502

FY 2014 Actual	FY 2015 Budget	FY2015 Actual	FY 2016 Budget	FY 2016 Est. Expended
\$0.00	\$200.00	\$0.00	\$ 200.00	\$254.00

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250.00	\$250.00		\$50.00

**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.

Cost of printing mooring fee application forms.



## Fiscal Year 2017 Budget Request

March 14, 2016

Department: Mooring Fees

Account Title: Transfer Out to Other Funds

Department Number: 31102

Account Number: 60799

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

FY-2017 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		\$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.

Fund management fee to City.