

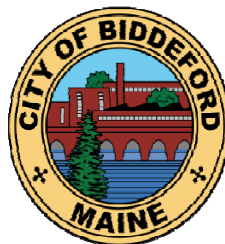
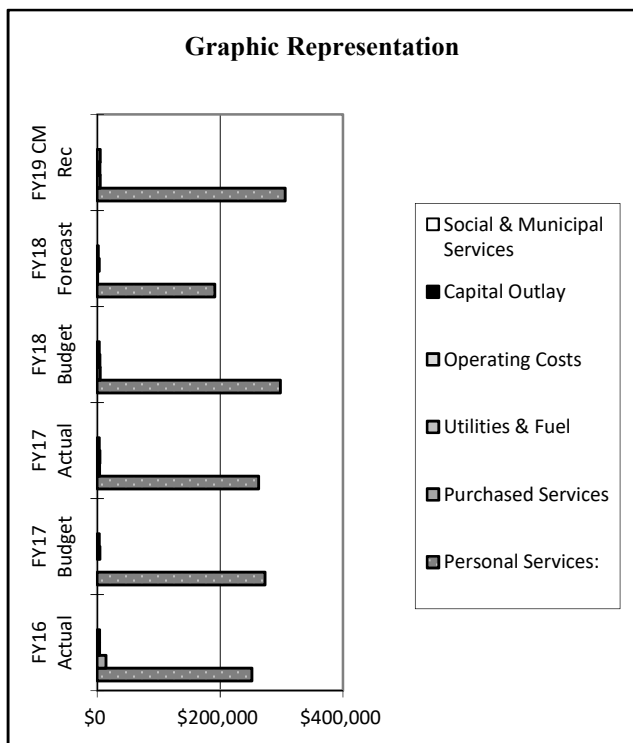
# City of Biddeford, Maine

FY2019

Budget: City Manager

Account Number: 21102

	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD	FY19	
						Dept Head	Manager's Rec
Personnel Services:	\$252,016	\$273,346	\$262,476	\$298,354	\$191,300	\$305,874	\$305,874
Purchased Services	\$14,085	\$0	\$4,008	\$5,000	\$823	\$5,000	\$5,000
Utilities & Fuel	\$3,850	\$4,200	\$4,202	\$4,200	\$3,150	\$4,200	\$4,200
Operating Costs	\$3,810	\$3,000	\$2,996	\$3,000	\$1,441	\$4,650	\$4,650
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS:</b>	<b>\$273,761</b>	<b>\$280,546</b>	<b>\$273,683</b>	<b>\$310,554</b>	<b>\$196,713</b>	<b>\$319,724</b>	<b>\$319,724</b>



**FRINGE BENEFIT IMPACT (Estimated):**

FICA	\$22,462
Workers Comp	\$1,003
Health Insurance	\$40,807
Retirement	\$25,327
Unemployment	\$291
Other Insurance	\$3,215
<b>Total Fringe Benefit Impact</b>	<b>\$93,105</b>
<b># of Full Time Employees</b>	<b>3.00</b>

	FY18 Budget	FY19 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$298,354	\$305,874	\$7,520	2.5%
Purchased Services	\$5,000	\$5,000	\$0	\$0
Utilities & Fuel	\$4,200	\$4,200	\$0	\$0
Operating Costs	\$3,000	\$4,650	\$1,650	55.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$310,554</b>	<b>\$319,724</b>	<b>\$9,170</b>	<b>3.0%</b>

## Personnel Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$120,720	\$139,818	\$136,120	\$122,680	\$76,344	\$125,747	\$125,747
60102	Mid Mgmt Hrly Employee Wa	\$50,970	\$50,751	\$48,600	\$100,627	\$72,945	\$102,918	\$102,918
60105	F-T Employee Wage Exp	\$0	\$0	\$441	\$51,784	\$29,651	\$54,208	\$54,208
60123	Car Allowance Expense	\$6,027	\$5,778	\$5,848	\$5,730	\$3,350	\$5,835	\$5,835
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$1,500	\$750	\$1,500	\$1,500
60201	FICA/Medicare-ER Share Exp	\$12,424	\$15,476	\$12,879	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$4,444	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$15,853	\$19,470	\$15,525	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$33,195	\$29,824	\$26,323	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$53	\$60	\$139	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$379	\$693	\$295	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$780	\$1,410	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$7,322	\$2,990	\$3,677	\$3,535	\$2,033	\$3,700	\$3,700
60252	Travel/Mileage Expense	\$2,099	\$2,700	\$459	\$4,168	\$3,139	\$3,663	\$3,663
60253	Food/Lodging Expense	\$1,707	\$3,855	\$3,041	\$7,150	\$2,901	\$7,125	\$7,125
60256	Dues/Memberships Expense	\$1,267	\$1,151	\$3,276	\$1,180	\$187	\$1,180	\$1,180
Totals		\$252,016	\$273,346	\$262,476	\$298,354	\$191,300	\$305,874	\$305,874

## Purchased Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$14,085	\$0	\$4,008	\$5,000	\$823	\$5,000	\$5,000
Totals		\$14,085	\$0	\$4,008	\$5,000	\$823	\$5,000	\$5,000

## Utilities &amp; Fuel

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	\$5,000	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$3,850	\$4,200	\$4,202	\$4,200	\$3,150	\$4,200	\$4,200
<b>Totals</b>		<b>\$3,850</b>	<b>\$4,200</b>	<b>\$4,202</b>	<b>\$4,200</b>	<b>\$3,150</b>	<b>\$4,200</b>	<b>\$4,200</b>

## Other Operating Costs

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	\$5,000	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$3,810	\$3,000	\$2,994	\$3,000	\$1,441	\$2,900	\$2,900
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$2	\$0	\$0	\$1,750	\$1,750
<b>Totals</b>		<b>\$3,810</b>	<b>\$3,000</b>	<b>\$2,996</b>	<b>\$3,000</b>	<b>\$1,441</b>	<b>\$4,650</b>	<b>\$4,650</b>

## DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2019 BUDGET

DEPARTMENT: 21102 City Manager

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED		TOTAL	RECOMMEND.	
CITY MANAGER	10685	1.00	125,264.88	125,746.67	125,746.67		BENNETT
CHIEF OPERATING OFFICER	56030	1.00	102,523.20	102,917.52	102,917.52		PHINNEY
EXECUTIVE ASSOCIATE	10829	1.00	54,000.00	54,207.69	54,207.69		NORTON
TOTAL BUDGETED POSITIONS		<b>3.00</b>	<b>281,788.08</b>	<b>282,871.88</b>	<b>282,871.88</b>		



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Dept Manager Salary Exp

Department Number: 21102

Account Number: 60101

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$120,719.98	\$139,818.00	\$136,119.72	\$122,680.00	\$125,981.67

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$125,746.67	\$125,746.67		\$3,066.67

**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 line reflects 100% of City Manager Salary



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21102

Account Number: 60102

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$50,970.10	\$50,751.00	\$48,599.74	\$100,627.00	\$102,917.52

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$102,917.52	\$102,917.52		\$2,290.52

**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 line reflects 100% of COO Salary. 57% will be charged to other accounts as shown in transfer/revenue to cover direct costs.

$$\$102,917.52 \times 57\% = \$58,662.99$$



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: F-T Employee Wage Exp

Department Number: 21102

Account Number: 60105

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$441.00	\$51,784.00	\$49,799.64

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$54,207.69	\$54,207.69		\$2,423.69

**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.

Line reflects 100% of current full-time executive associate annual wage.



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Car Allowance Expense

Department Number: 21102

Account Number: 60123

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$6,027.43	\$5,778.00	\$5,847.84	\$5,730.00	\$5,800.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 5,834.88	\$5,834.88		\$104.88

**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.

City Manager car allowance as per employment agreement. Base of \$500 monthly adjusted current IRS rate

Current Rate: \$ 486.24

Desc.	Unit	Unit Price	Subtotal
Car Allowance (Base \$500 adj to \$486.24)	12 \$	486.24 \$	5,834.88

IRS rate changed on 1.1.18





## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Conferences/Training Expense

Department Number: 21102

Account Number: 60251

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$7,321.92	\$2,990.00	\$3,677.02	\$3,535.00	\$3,200.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,700.00	\$3,700.00		\$165.00

**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.

<u>Description</u>	<i>Units</i>	<i>Unit Price</i>	<i>Subtotal</i>
Transform Local Government Conference	2	\$575.00	\$1,150.00
Big Ideas Conference	2	\$435.00	\$870.00
ICMA Conferences City Mgr Only	1	\$860.00	\$860.00
ICMA Regional Mtg	1	\$225.00	\$225.00
MTCMA Institute	1	\$237.00	\$237.00
MTCMA Interchange	1	\$50.00	\$50.00
MMA Conference City MGR ONLY	1	\$65.00	\$65.00
Biddeford-Saco Chamber	1	\$20.00	\$20.00
Other Misc	1	\$250.00	\$250.00
			<b>\$3,727.00</b>

Attendance at ICMA Regional this year was paid for by MTCMA as CM was asked to represent Maine; hence lower expenditure



## Fiscal Year 2019 Budget Request

March 1, 2018

Department: City Manager

Account Title: Travel/Mileage Expense

Department Number: 21102

Account Number: 60252

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$2,098.95	\$2,700.00	\$459.29	\$4,168.00	\$3,750.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,662.50	\$3,662.50		(\$505.50)

**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.

<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Subtotal</u>
Transform Local Government Conference (airfare)	2	\$600.00	\$1,200.00
Big Ideas Conference (airfare)	2	\$655.00	\$1,310.00
ICMA Conferences City Mgr Only (airfare)	1	\$350.00	\$350.00
ICMA Regional Mtg (airfare)	1	\$400.00	\$400.00
MTCMA Institute	1	\$0.00	\$0.00
MTCMA Interchange	1	\$0.00	\$0.00
<i>MMA Conference City MGR ONLY</i>	1	\$0.00	\$0.00
Maine Svc Coalition	1	\$0.00	\$0.00
Other Misc/tolls	1	\$130.00	\$130.00
Mileage COO	500	\$0.545	\$272.50
			<b>\$3,662.50</b>

ICMA Conference on east coast which will reduce airfare costs for FY19



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Food/Lodging Expense

Department Number: 21102

Account Number: 60253

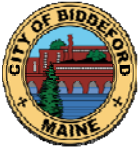
FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,707.28	\$3,855.00	\$3,040.74	\$7,150.00	\$6,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$7,125.00	\$7,125.00		(\$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.

<u>Description</u>	<u>Units</u>	<u>Food</u>	<u>Lodging</u>	<u>Subtotal</u>
TLG Conf	2	\$400.00	\$800.00	\$2,400.00
Big Ideas Conf	2	\$200.00	\$325.00	\$1,050.00
ICMA Confs CMgr Only	1	\$450.00	\$1,000.00	\$1,450.00
ICMA Regional Mtg	1	\$225.00	\$400.00	\$625.00
MTCMA Institute	1	\$125.00	\$400.00	\$525.00
MTCMA Interchange	1	\$50.00	\$150.00	\$200.00
MMA Conf CMgr Only	1	\$0.00	\$0.00	\$0.00
Other Misc	1	\$100.00	\$125.00	\$225.00
Misc. other meals	1	<u>\$500.00</u>	<u>\$150.00</u>	<u>\$650.00</u>
		\$2,050.00	\$3,350.00	<b><u>\$7,125.00</u></b>

CM is on MMA Ex Board; cost of MMA Conf attendance paid by MMA  
 \*ICMA Regional Mtg cost paid by MTCMA in FY18 only



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Dues/Memberships Expense

Department Number: 21102

Account Number: 60256

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,266.66	\$1,151.00	\$3,276.44	\$1,180.00	\$1,180.00

100%

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,180.00	\$1,180.00		\$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.



	Unit	Unit Price	Subtotal
ICMA	1	\$985.00	\$985.00
MTCMA	1	\$195.00	\$195.00
			\$1,180.00

ICMA - International City/County Management Association  
MTCMA - Maine Town and City Managers Association



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21102

Account Number: 60306

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$14,085.38	\$0.00	\$4,008.20	\$5,000.00	\$1,412.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$5,000.00	\$5,000.00		\$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.

Misc outside consultants and experts during the year

Description	Unit	Unit Price	Subtotal
Misc. Contingency	1	\$5,000.00	\$5,000.00



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Phone/Celular/Paging Exp

Department Number: 21102

Account Number: 60402

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$3,850.00	\$4,200.00	\$4,201.95	\$4,200.00	\$4,550.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,200.00	\$4,200.00		\$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.

**Description:**

City Manager stipend for smartphone & home internet as per Employment Agreement

Description:	Unit (Mo)	Unit Rate	Subtotal
Internet Stipend	12	\$350.00	\$4,200.00



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

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

Department Number: 21102

Account Number: 60500

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$3,809.63	\$3,000.00	\$2,994.24	\$3,000.00	\$2,610.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 2,900.00	\$2,900.00		(\$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.



Description	Units	Unit Price	Subtotal
Coffee & coffee supply monthly orders (WB Mason)	12	\$90.00	\$1,080.00
Note pads as needed (WB Mason)	6	\$30.00	\$180.00
Folders as needed (WB Mason)	6	\$36.00	\$216.00
Pens/pencils as needed (WB Mason)	6	\$12.00	\$72.00
Paper (box every 45 days) (WB Mason)	12	\$45.00	\$540.00
Water monthly delivery (Ready Refresh)	12	\$90.00	\$1,080.00
Newspaper Subscription	2	\$125.00	\$250.00
Misc & Paper goods	12	\$20.00	\$240.00
Other Misc	1	\$350.00	<u>\$350.00</u>
			\$4,008.00
		Revenue	<u>-\$1,080.00</u>
			<u>\$2,928.00</u>

The Coffee & coffee supply line will be offset by the money collected (pay per cup) for coffee. Est. \$850 total revenue toward this line.



## Fiscal Year 2019 Budget Request

March 1, 2018

**Department:** City Manager

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21102

Account Number: 60501

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$1.95	\$0.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,750.00	\$1,750.00		\$1,750.00

**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.

Conference table and chairs for COO office

Desc	Unit	Unit Rate	Subtotal
Conf Table	1	\$650.00	\$650.00
Conf Chairs	4	\$160.00	\$640.00
			\$1,290.00

General need for updating of conference room and other 'public' spaces furniture in City Hall	\$1,750.00
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