

City of Biddeford, Maine

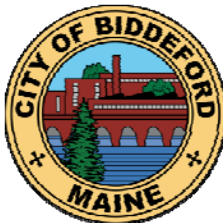
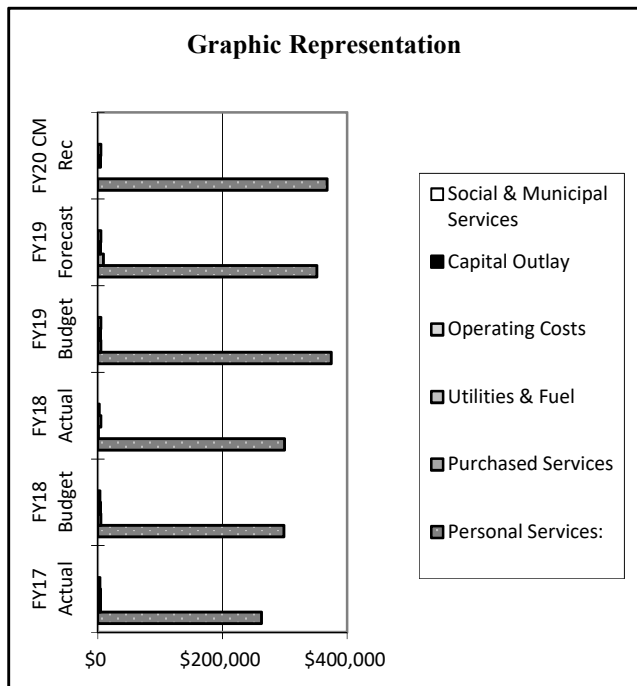
FY2020

Budget: City Manager

Account Number: 21102

FY20 YTD

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	Dept Head	Manager's Rec
Personnel Services:	\$262,476	\$298,354	\$299,475	\$374,249	\$203,775	\$367,770	\$367,770
Purchased Services	\$4,008	\$5,000	\$823	\$5,000	\$0	\$0	\$0
Utilities & Fuel	\$4,202	\$4,200	\$4,550	\$4,200	\$2,450	\$4,200	\$4,200
Operating Costs	\$2,996	\$3,000	\$2,250	\$4,650	\$2,365	\$4,678	\$4,678
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$273,683	\$310,554	\$307,097	\$388,099	\$208,590	\$376,648	\$376,648



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$27,234
Workers Comp	\$1,224
Health Insurance	\$53,260
Retirement	\$31,448
Unemployment	\$324
Other Insurance	\$4,137
Total Fringe Benefit Impact	\$117,628
# of Full Time Employees	4.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$374,249	\$367,770	-\$6,479	-1.7%
Purchased Services	\$5,000	\$0	-\$5,000	N/A
Utilities & Fuel	\$4,200	\$4,200	\$0	\$0
Operating Costs	\$4,650	\$4,678	\$28	0.6%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$388,099	\$376,648	-\$11,451	-3.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 YTD	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$136,120	\$122,680	\$125,100	\$125,747	\$81,072	\$129,519	\$129,519
60102	Mid Mgmt Hrly Employee Wa	\$48,600	\$100,627	\$100,853	\$102,918	\$61,398	\$107,549	\$107,549
60105	F-T Employee Wage Exp	\$441	\$51,784	\$51,719	\$122,582	\$48,533	\$105,629	\$105,629
60123	Car Allowance Expense	\$5,848	\$5,730	\$5,781	\$5,835	\$2,917	\$6,185	\$6,185
60129	Insurance Buyout Pay	\$0	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$12,879	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$4,444	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$15,525	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$26,323	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$139	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$295	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$1,410	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$3,677	\$3,535	\$4,681	\$3,700	\$2,895	\$15,233	\$15,233
60252	Travel/Mileage Expense	\$459	\$4,168	\$4,162	\$3,662	\$2,201	\$420	\$420
60253	Food/Lodging Expense	\$3,041	\$7,150	\$4,368	\$7,125	\$4,571	\$875	\$875
60256	Dues/Memberships Expense	\$3,276	\$1,180	\$1,309	\$1,180	\$188	\$2,360	\$2,360
Totals		\$262,476	\$298,354	\$299,475	\$374,249	\$203,775	\$367,770	\$367,770

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 YTD	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$4,008	\$5,000	\$823	\$5,000	\$0	\$0	\$0
Totals		\$4,008	\$5,000	\$823	\$5,000	\$0	\$0	\$0

Utilities & Fuel

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20 YTD	
							Dept Head	Mgr's Rec
60402	Phone/Celular/Paging Exp	\$4,202	\$4,200	\$4,550	\$4,200	\$2,450	\$4,200	\$4,200
Totals		\$4,202	\$4,200	\$4,550	\$4,200	\$2,450	\$4,200	\$4,200

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 02/28/18	FY20 YTD	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,994	\$3,000	\$2,250	\$2,900	\$2,426	\$2,928	\$2,928
60501	Operating Supp/Eqt Non-Cap	\$2	\$0	\$0	\$1,750	(\$61)	\$1,750	\$1,750
Totals		\$2,996	\$3,000	\$2,250	\$4,650	\$2,365	\$4,678	\$4,678

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2020 BUDGET

DEPARTMENT: 21102 City Manager

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED				
CITY MANAGER	10685	1.00	129,022.92	129,519.16	129,519.16		BENNETT
CHIEF OPERATING OFFICER	56030	1.00	107,136.64	107,548.70	107,548.70		PHINNEY
EXECUTIVE ASSOCIATE	10829	1.00	55,224.00	55,436.40	55,436.40		NORTON
COMMUNICATIONS	10877	1.00	50,000.00	50,192.31	50,192.31		LAMONTAGNE
TOTAL BUDGETED POSITIONS		4.00	341,383.56	342,696.57	342,696.57		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Manager

Account Title: Dept Manager Salary Exp

Department Number: 21102 Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$136,119.72	\$122,680.00	\$125,100.38	\$125,747.00	\$138,140.19

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$129,519.16	\$129,519.16		\$3,772.16

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 2020 Budget Request

February 27, 2019

Department: City Manager

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21102 Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$48,599.74	\$100,627.00	\$100,852.86	\$102,918.00	\$107,342.65

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$107,548.70	\$107,548.70		\$4,630.70

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.

\$107,548 x 57% = \$61,302.36 to be transferred



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Manager

Account Title: F-T Employee Wage Exp

Department Number: 21102 Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$441.00	\$51,784.00	\$51,719.08	\$122,582.00	\$84,128.63

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$105,628.71	\$105,628.71		(\$16,953.29)

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 and communications position wages.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Manager

Account Title: Car Allowance Expense

Department Number: 21102 Account Number: 60123

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$5,847.84	\$5,730.00	\$5,781.36	\$5,835.00	\$5,348.64

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 6,184.97	\$6,184.97		\$349.97

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: \$ 515.41

Desc.	Unit	Unit Price	Subtotal
Car Allowance (Base \$500 adj to \$515.41)	12 \$	515.41 \$	6,184.97

IRS rate change to 0.58 for 2019 (0.58/0.545=1.06, 1.06*486.24=515.41)



**Fiscal Year 2020
Budget Request**

February 27, 2019

Department:

City Manager

Account Title: Conferences/Training Expense

Department Number: 21102

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,677.02	\$3,535.00	\$4,681.04	\$3,700.00	\$3,700.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$15,233.00	\$15,233.00		\$11,533.00

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>Conferences</u>	<u>Units</u>	<u>Unit Price</u>	<u>Subtotal</u>
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	2	\$474.00	\$948.00
MTCMA Interchange	2	\$125.00	\$250.00
MMA Conference	2	\$130.00	\$260.00
Biddeford-Saco Chamber	1	\$20.00	\$20.00
Other Misc	1	\$250.00	\$250.00
<u>Travel to Conferences</u>			
Transform Local Government Conference (airfare)	2	\$850.00	\$1,700.00
Big Ideas Conference (airfare)	2	\$400.00	\$800.00
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
<u>Meals/Lodging</u>	<u>Units</u>	<u>Food</u>	<u>Lodging</u>
TLG Conf	2	\$400.00	\$800.00
Big Ideas Conf	2	\$200.00	\$325.00
ICMA Confs CMgr Only	1	\$450.00	\$1,000.00
ICMA Regional Mtg	1	\$225.00	\$400.00
MTCMA Institute	2	\$125.00	\$400.00
MTCMA Interchange	2	\$50.00	\$150.00
MMA Conf	1	\$50.00	\$125.00
			<u>\$175.00</u>
			\$15,233.00

Added COO to MTCMA and MMA events



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Travel/Mileage Expense

Department Number: 21102

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$459.29	\$4,168.00	\$4,162.18	\$3,662.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$420.00	\$420.00		(\$3,242.00)

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>Unit Price</u>	<u>Subtotal</u>
Other Misc/tolls	1	\$130.00	\$130.00
Mileage COO	500	\$0.580	\$290.00
			\$420.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Manager

Account Title: Food/Lodging Expense

Department Number: 21102 Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,040.74	\$7,150.00	\$4,368.46	\$7,125.00	\$7,125.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$875.00	\$875.00		(\$6,250.00)

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.



<u>Description</u>	<u>Units</u>	<u>Food</u>	<u>Lodging</u>	<u>Subtotal</u>
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>
		\$600.00	\$275.00	<u>\$875.00</u>

CM is on MMA Ex Board; cost of MMA Conf attendance paid by MMA. Expense reflects COO participation.



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Manager

Account Title: Dues/Memberships Expense

Department Number: 21102 Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$3,276.44	\$1,180.00	\$1,309.40	\$1,180.00	\$1,180.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,360.00	\$2,360.00		\$1,180.00

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	2	\$985.00	\$1,970.00
MTCMA	2	\$195.00	\$390.00
			\$2,360.00

ICMA - International City/County Management Association

MTCMA - Maine Town and City Managers Association

Membership dues doubled to include COO



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

City Manager

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21102

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,008.20	\$5,000.00	\$822.75	\$5,000.00	\$9,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$5,000.00)

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.

*FY2019 expenditure associated with approved communications consultant.
FY2020 moved to 21111 (General Government)



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Manager

Account Title: Phone/Celular/Paging Exp

Department Number: 21102 Account Number: 60402

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,201.95	\$4,200.00	\$4,550.00	\$4,200.00	\$4,200.00

FY 2020 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.

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

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



Fiscal Year 2020 Budget Request

February 27, 2019

Department: City Manager

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

Department Number: 21102 Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,994.24	\$3,000.00	\$2,249.93	\$2,900.00	\$3,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,928.00	\$2,928.00		\$28.00

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>Unit Price</u>	<u>Subtotal</u>
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 revenue collected (pay per cup) for coffee. Est. \$1,080 total revenue toward this line.

