

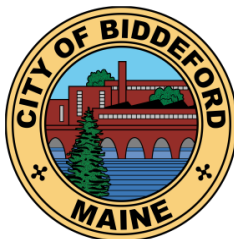
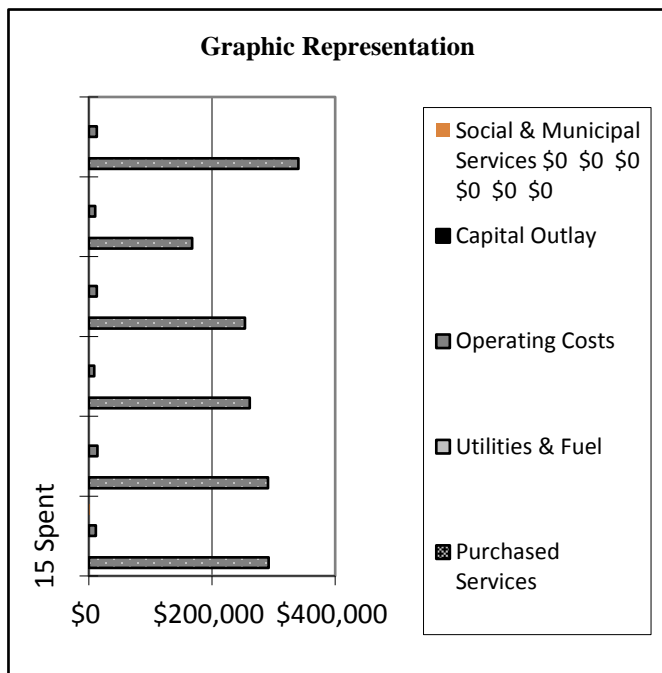
# City of Biddeford, Maine

FY2018

Budget: City Clerk

Account Number: 21103

	FY15	FY16	FY16	FY17	FY17	FY2018		
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/1/2017	Dept Head	Manager's Rec	City Council Rec
Personnel Services:	\$291,849	\$291,141	\$261,517	\$253,736	\$167,845	\$340,135	\$254,730	
Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Operating Costs	\$11,404	\$14,000	\$8,748	\$13,000	\$10,379	\$13,000	\$13,000	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS:</b>	<b>\$303,253</b>	<b>\$305,141</b>	<b>\$270,265</b>	<b>\$266,736</b>	<b>\$178,225</b>	<b>\$353,135</b>	<b>\$267,730</b>	<b>\$0</b>



Total Fringe Benefit Impact

FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$13,459
Workers Comp	\$1,020
Health Insurance	\$49,473
Retirement	\$23,312
Unemployment	\$253
Other Insurance	\$3,887
# of Full Time Employees	5.00
<b>Total Fringe Benefit Impact</b>	<b>\$91,404</b>

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$253,736	\$254,730	\$994	0.4%
Purchased Services	\$0	\$0	\$0	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$13,000	\$13,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$266,736</b>	<b>\$267,730</b>	<b>\$994</b>	<b>0.4%</b>

## FY2018 Personnel Services

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$72,117	\$73,376	\$73,393	\$73,826	\$48,901	\$75,008	\$81,413
60105	F-T Employee Wage Exp	\$117,602	\$118,691	\$114,735	\$112,931	\$74,999	\$162,485	\$165,876
60111	Overtime Wage Expense	\$395	\$1,496	\$4,688	\$1,513	\$1,985	\$3,500	\$3,500
60129	Insurance Buyout Pay	\$125	\$0	\$2,250	\$3,000	\$1,500	\$3,000	\$3,000
60201	FICA/Medicare-ER Share Exp	\$13,459	\$14,978	\$14,398	\$14,632	\$9,415	\$18,577	\$0
60202	MPERS-Employer Share Exp	\$11,495	\$13,274	\$15,302	\$18,171	\$11,872	\$23,312	\$0
60203	457 Plan-Employer Share Exp	\$1,724	\$2,221	\$959	\$0	\$23	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$74,416	\$65,898	\$34,603	\$26,030	\$17,428	\$49,448	\$0
60212	S-T Disability ER Share Exp	\$240	\$353	\$312	\$363	\$232	\$474	\$0
60213	L-T Disability ER Share Exp	\$182	\$234	\$224	\$263	\$171	\$270	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$2,340	\$1,186	\$3,120	\$0
60251	Conferences/Training Expense	\$0	\$275	\$275	\$275	\$0	\$330	\$330
60252	Travel/Mileage Expense	\$0	\$200	\$248	\$230	\$83	\$500	\$500
60253	Food/Lodging Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60256	Dues/Memberships Expense	\$93	\$145	\$131	\$162	\$50	\$112	\$112
<b>Totals</b>		<b>\$291,849</b>	<b>\$291,141</b>	<b>\$261,517</b>	<b>\$253,736</b>	<b>\$167,845</b>	<b>\$340,135</b>	<b>\$254,730</b>

## FY2018 Other Operating Costs

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-Cap	\$1,305	\$3,500	\$3,729	\$3,500	\$1,300	\$3,500	\$3,500
60501	Operating Supp/Eqt Non-Cap	\$2,464	\$0	\$184	\$0	\$97	\$0	\$0
60502	Printing & Copying Expense	\$7,635	\$10,500	\$4,835	\$9,500	\$8,982	\$9,500	\$9,500
<b>Totals</b>		<b>\$11,404</b>	<b>\$14,000</b>	<b>\$8,748</b>	<b>\$13,000</b>	<b>\$10,379</b>	<b>\$13,000</b>	<b>\$13,000</b>



## Fiscal Year 2018 Budget Request

April 14, 2017

Department: City Clerk

Account Title: Dept Manager Salary Exp

Department Number: 21103

Account Number: 60101

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$72,116.68	\$73,376.00	\$73,392.94	\$73,826.00	\$75,102.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$75,007.74	\$81,412.93		\$1,182.00

**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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DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET  
 Fiscal Year 2018 BUDGET

DEPARTMENT: 21103 60101

CLASSIFICATION	RANGE	POSITION	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	NAME
			ANNUALIZED TOTAL	REQUESTED			
Accounting Clerk		1	38,275.65	38,422.86	38,422.86		FAEDRA BINETTE
Accounting Clerk		1	38,106.00	38,252.56	38,252.56		MARINA GAGNE
Clerk		1	81,412.93	81,726.05	81,726.05		CARMEN MORRIS
Accounting Clerk		1	38,106.00	38,252.56	38,252.56		LAUREN STEVENSON
Office Manager		1	51,387.89	51,585.53	51,585.53		AMBER ST OURS
				73,826.00			
TOTAL BUDGETED POSITIONS			<b>5</b>	<b>247,288.47</b>	<b>322,065.57</b>	<b>248239.5749</b>	<b>0</b>



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: F-T Employee Wage Exp

Department Number: 21103

Account Number: 60105

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$117,602.36	\$118,691.00	\$114,734.98	\$112,931.00	\$115,444.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$162,485.03	\$165,875.54		\$49,554.00

**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.



The increase is a result of moving the Office Manager position to the City Clerk budget (and out of the Finance Office budget)

NOTE: Office Manager also serves as the Deputy Tax Collector, but falls under City Clerk supervision



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Overtime Wage Expense

Department Number: 21103

Account Number: 60111

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$394.80	\$1,496.00	\$4,688.40	\$1,513.00	\$3,685.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,500.00	\$3,500.00		\$1,987.00

**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 (November 2017; June 2018)

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



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Insurance Buyout Pay

Department Number: 21103

Account Number: 60129

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$125.00	\$0.00	\$2,250.00	\$3,000.00	\$3,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,000.00	\$3,000.00		(\$1,500.00)

**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



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21103

Account Number: 60201

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$13,458.85	\$14,978.00	\$14,397.61	\$14,632.00	\$14,659.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$18,576.69	\$19,330.00		\$3,945.00

**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.

Increase in benefits cost mostly based on an additional employee (Office Manager)





# Fiscal Year 2018 Budget Request

April 14, 2017

Department: City Clerk

Account Title: MPERS-Employer Share Exp

Department Number: 21103

Account Number: 60202

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$11,495.00	\$13,274.00	\$15,301.69	\$18,171.00	\$18,314.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$23,311.93	\$24,257.00		\$5,141.00

**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.

Increase in benefits cost mostly based on an additional employee (Office Manager)



## Fiscal Year 2018 Budget Request

April 14, 2017

Department: City Clerk

Account Title: 457 Plan-Employer Share Exp

Department Number: 21103

Account Number: 60203

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,724.33	\$2,221.00	\$958.59	\$0.00	\$0.00

FY-2018 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.

There is no participataion in the plan



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: HPHC Ins Employer Share Exp

Department Number: 21103

Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$74,416.44	\$65,898.00	\$34,602.72	\$26,030.00	\$27,737.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$49,447.92	\$49,472.76		\$29,924.00

**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.



Increase in benefits cost mostly based on an additional employee (Office Manager)  
Two employees have the family plan; two employees have the single plan



# Fiscal Year 2018 Budget Request

April 14, 2017

Department: City Clerk

Account Title: S-T Disability ER Share Exp

Department Number: 21103

Account Number: 60212

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$240.43	\$353.00	\$311.91	\$363.00	\$354.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$474.00	\$474.00		\$111.00

**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.

Increase in benefits cost mostly based on an additional employee (Office Manager)



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: L-T Disability ER Share Exp

Department Number: 21103

Account Number: 60213

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$181.66	\$234.00	\$223.73	\$263.00	\$264.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$270.04	\$293.11		\$7.00

**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 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: RHSA Plan ER Share

Department Number: 21103

Account Number: 60217

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$2,340.00	\$1,630.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,120.00	\$3,120.00		\$1,490.00

**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.

Increase in benefits cost mostly based on an additional employee (Office Manager)



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Conferences/Training Expense

Department Number: 21103

Account Number: 60251

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$275.00	\$275.00	\$275.00	\$275.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$330.00	\$330.00		\$55.00

**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  
 Tax Collector Workshops (2) - Office Manager/Dep Tax Collector to attend - \$110.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Travel/Mileage Expense

Department Number: 21103

Account Number: 60252

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$200.00	\$248.14	\$230.00	\$230.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$500.00	\$500.00		\$270.00

**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 days) - approximately 360 total miles @ \$.575  
 Mileage to Augusta for Tax Collector Workshops (2 different days) approximately 360 total miles @ \$.575





## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Food/Lodging Expense

Department Number: 21103

Account Number: 60253

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 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 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Dues/Memberships Expense

Department Number: 21103

Account Number: 60256

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$93.00	\$145.00	\$131.00	\$162.00	\$20.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$112.00	\$112.00		(\$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.

Maine Town & City Clerk's Association Membership Dues for City Clerk & Office Manager - \$50.00  
 York County City & Town Clerk's Association Dues for City Clerk & Office Manager - \$12.00  
 Maine Tax Collector's Association Membership Dues for Office Manager - \$25.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

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

Department Number: 21103

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,304.69	\$3,500.00	\$3,728.72	\$3,500.00	\$3,500.00

FY-2018 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, colored paper, etc) - \$1500  
 Receipt paper rolls (for at the counter) - \$1300  
 Printer cartridges/ribbons - \$500  
 Heart of Biddeford Whiskey Flower Barrel (for in front of City Clerk's Office-Main Street)-\$70.00



## Fiscal Year 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21103

Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$2,464.46	\$0.00	\$184.07	\$0.00	\$0.00

FY-2018 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 2018 Budget Request

April 14, 2017

**Department:** City Clerk

Account Title: Printing & Copying Expense

Department Number: 21103

Account Number: 60502

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$7,635.10	\$10,500.00	\$4,835.33	\$9,500.00	\$9,500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,500.00	\$9,500.00		\$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.

Dog license reminder postcards - \$150.00

General Code (code analysis, composition & duplication) - \$7000.00

General Code (annual maintenace fee) - \$1195.00

NOTE: The General code fees are dependent on how many ordinance amendments are approved throughout the year. The City is charged based on the revisions made to the Code of Ordinances.