

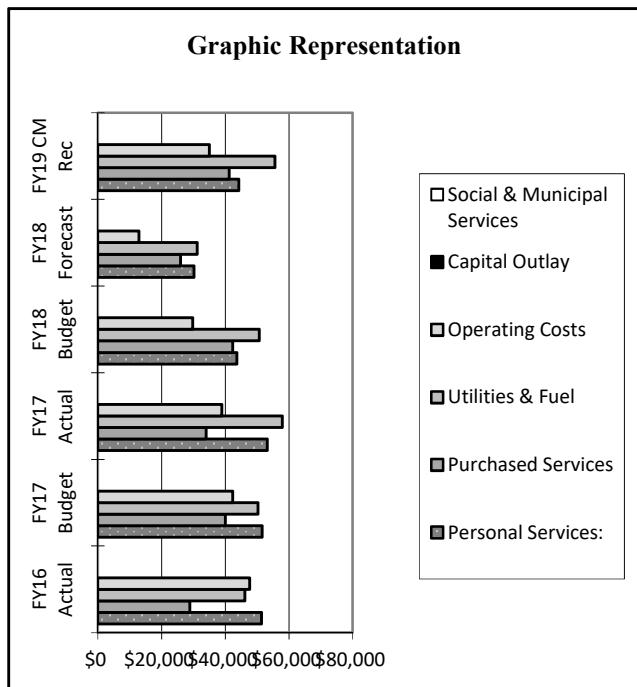
# City of Biddeford, Maine

## FY2019

Budget: City Hall Building Exp

Account Number: 21121

	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD	FY19	
						Dept Head	Manager's Rec
Personnel Services:	\$51,410	\$51,623	\$53,211	\$43,689	\$30,180	\$44,205	\$43,984
Purchased Services	\$28,842	\$40,000	\$34,046	\$42,348	\$25,977	\$41,280	\$41,000
Utilities & Fuel	\$46,137	\$50,295	\$57,948	\$50,649	\$31,234	\$55,651	\$54,799
Operating Costs	\$47,653	\$42,350	\$38,972	\$29,800	\$12,893	\$34,955	\$30,400
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS:</b>	<b>\$174,041</b>	<b>\$184,268</b>	<b>\$184,177</b>	<b>\$166,486</b>	<b>\$100,284</b>	<b>\$176,091</b>	<b>\$170,183</b>



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$3,446
Workers Comp	\$1,544
Health Insurance	\$9,138
Retirement	\$1,312
Unemployment	\$44
Other Insurance	\$897
<b>Total Fringe Benefit Impact</b>	<b>\$16,381</b>
<b># of Full Time Employees</b>	<b>1.00</b>

	FY18 Budget	FY19 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$43,689	\$43,984	\$295	0.7%
Purchased Services	\$42,348	\$41,000	-\$1,348	\$0
Utilities & Fuel	\$50,649	\$54,799	\$4,150	\$0
Operating Costs	\$29,800	\$30,400	\$600	2.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
<b>TOTALS:</b>	<b>\$166,486</b>	<b>\$170,183</b>	<b>\$3,697</b>	<b>2.2%</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
60105	F-T Employee Wage Exp	\$38,620	\$38,396	\$39,619	\$41,189	\$26,878	\$41,509	\$41,509
60111	Overtime Wage Expense	\$1,953	\$2,000	\$1,850	\$2,000	\$3,235	\$2,221	\$2,000
60129	Insurance Buyout Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$3,005	\$3,187	\$3,030	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$0	\$0	\$924	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$6,603	\$6,649	\$6,759	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$93	\$111	\$107	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$780	\$650	\$0	\$0	\$0	\$0
60230	Clothing/Uniforms Expense	\$150	\$150	\$0	\$150	\$66	\$125	\$125
60252	Travel/Mileage Expense	\$986	\$350	\$272	\$350	\$0	\$350	\$350
Totals		\$51,410	\$51,623	\$53,211	\$43,689	\$30,180	\$44,205	\$43,984

## Purchased Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60310	Service Contracts Expense	\$28,842	\$40,000	\$34,046	\$42,348	\$25,977	\$41,280	\$41,000
Totals		\$28,842	\$40,000	\$34,046	\$42,348	\$25,977	\$41,280	\$41,000

## Utilities &amp; Fuel

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60400	Electricity Expense	\$26,792	\$29,500	\$34,795	\$29,500	\$22,234	\$33,500	\$33,500
60401	Water Expense	\$1,089	\$1,750	\$1,098	\$2,100	\$771	\$1,500	\$1,150
60404	Sewer User Fee Expense	\$1,403	\$1,500	\$1,519	\$1,500	\$1,117	\$1,600	\$1,600
60405	Heating Fuel Expense	\$16,580	\$17,500	\$20,536	\$17,500	\$7,111	\$19,000	\$18,500
60411	Gasoline Expense	\$274	\$45	\$0	\$49	\$0	\$51	\$49
Totals		\$46,137	\$50,295	\$57,948	\$50,649	\$31,234	\$55,651	\$54,799

## Other Operating Costs

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	\$41,280	
							Dept Head	Mgr's Rec
60450	Building Repair/Maint Exp	\$39,526	\$37,500	\$33,950	\$25,000	\$10,060	\$29,100	\$25,000
60452	Operating Equip Repair Exp	\$1,459	\$300	\$0	\$300	\$0	\$300	\$300
60453	Vehicle Repair/Tires/Oil Exp	\$68	\$50	\$44	\$100	\$44	\$100	\$100
60501	Operating Supp/Eqt Non-Cap	\$3,453	\$2,000	\$2,315	\$1,900	\$1,781	\$2,925	\$2,500
60509	Cleaning Supplies Expense	\$3,147	\$2,500	\$2,662	\$2,500	\$1,008	\$2,530	\$2,500
<b>Totals</b>		<b>\$47,653</b>	<b>\$42,350</b>	<b>\$38,972</b>	<b>\$29,800</b>	<b>\$12,893</b>	<b>\$34,955</b>	<b>\$30,400</b>

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET  
 Fiscal Year 2019 BUDGET

DEPARTMENT: 21121 City Hall Building Exp

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED				
ROVING MAINTENANCE WORKER	10335	1.00	41,350.40	41,509.44	41,509.44		LAROSE
TOTAL BUDGETED POSITIONS		<b>1.00</b>	<b>41,350.40</b>	<b>41,509.44</b>	<b>41,509.44</b>		



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: F-T Employee Wage Exp

Department Number: 21121

Account Number: 60105

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$38,620.43	\$38,396.00	\$39,619.12	\$41,189.00	\$41,350.50

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,509.44	\$41,509.44		\$320.44

**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 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Overtime Wage Expense

Department Number: 21121

Account Number: 60111

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,952.73	\$2,000.00	\$1,849.72	\$2,000.00	\$1,900.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,220.76	\$2,000.00		\$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.

---

Overtime hours are needed for snow removal, special event set up and coverage and help with elections.

2017	1,849.72
2016	1,952.73
2015	2,249.08
2014	2,800.50
2013	2,079.27
2012	1,073.98



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Clothing/Uniforms Expense

Department Number: 21121

Account Number: 60230

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$150.00	\$150.00	\$0.00	\$150.00	\$116.00

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

---

Work clothing is being provided for one individual.



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Travel/Mileage Expense

Department Number: 21121

Account Number: 60252

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$985.65	\$350.00	\$271.82	\$350.00	\$275.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$350.00	\$350.00		\$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.

---

Roving maintenance person's use of personal vehicle between city owned buildings.





## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Service Contracts Expense

Department Number: 21121

Account Number: 60310

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$28,841.87	\$40,000.00	\$34,046.01	\$42,348.00	\$39,950.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$41,280.00	\$41,000.00		(\$1,348.00)

**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.

Thysenkrupp Elevator Contract	\$ 2,245.00
Domesticks Cleaning Service	\$ 30,212.00
Floor refinishing and carpet cleaning	\$ 3,200.00
Modern Pest Services	\$ 1,350.00
Atlantic Pest Control Bed Bug Dog	\$ 560.00
L.W Bills Panic Alarm Testing	\$ 1,900.00
Elevator Licence	\$ 70.00
Fire Alarm Monitoring	\$ 350.00
Fire Alarm Test	\$ 560.00
Fire Extinguisher Service	\$ 350.00
Sprinkler Inspection and Test	\$ 483.00
	\$ 41,280.00

*reduction in cleaning space with city hall office changes will reduce cleaning contract*



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Electricity Expense

Department Number: 21121

Account Number: 60400

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$26,791.56	\$29,500.00	\$34,795.14	\$29,500.00	\$32,000.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$33,500.00	\$33,500.00		\$4,000.00

**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.

---

Electricity costs have been under budgeted for the past several years . We are also expecting a increase on the delivery side from CMP.



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Water Expense

Department Number: 21121

Account Number: 60401

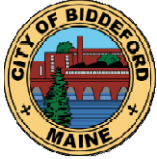
FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,088.67	\$1,750.00	\$1,097.98	\$2,100.00	\$1,200.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,500.00	\$1,150.00		(\$950.00)

**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.

---

Water expense has not been over \$1,100.00 per year even with a rate increase last year.



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Sewer User Fee Expense

Department Number: 21121

Account Number: 60404

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,402.85	\$1,500.00	\$1,518.80	\$1,500.00	\$1,550.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,600.00	\$1,600.00		\$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.

---



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Heating Fuel Expense

Department Number: 21121

Account Number: 60405

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$16,580.21	\$17,500.00	\$20,536.23	\$17,500.00	\$18,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$19,000.00	\$18,500.00		\$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.

---

Natural gas usage is predicted to be up this year due to the three weeks of extreme cold. Although the price has not been established for the second half of next year, a rate increase for both product and delivery is expected.



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Gasoline Expense

Department Number: 21121

Account Number: 60411

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$273.52	\$45.00	\$0.00	\$49.00	\$27.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$51.25	\$49.00		\$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.

---

25 gallons of gasoline at \$2.05 per gallon = \$51.25 Gasoline is used for both snowblower and lawn mower stationed at City Hall.



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Building Repair/Maint Exp

Department Number: 21121

Account Number: 60450

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$39,526.36	\$37,500.00	\$33,950.18	\$25,000.00	\$25,500.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 29,100.00	\$25,000.00		\$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.

Plumbing repairs	\$	1,500.00
Electrical repairs	\$	2,500.00
Toilet partitions first floor men's room	\$	850.00
Replace tile floor men's and woman's rooms first floor	\$	1,100.00
Paint and supplies for interior spaces	\$	1,200.00
Replace tile floor men's and woman's rooms first floor	\$	1,100.00
Replace handicap sink and faucet second floor bath room	\$	750.00
Replace doors men's and woman's rooms 1st floor	\$	800.00
HVAC repairs	\$	3,500.00
New panic alarm system 23 stations wireless to communicate directly to police dispatch	\$	8,300.00
Glass and hardware repair	\$	2,000.00
Repair exterior ramp to back door and theater	\$	5,500.00
	\$	29,100.00

*reduced to previous years amount with expected city hall/theatre capital campaign & bond*



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Operating Equip Repair Exp

Department Number: 21121

Account Number: 60452

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$1,458.67	\$300.00	\$0.00	\$300.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$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 is a number that is carried to cover the cost of repairs for tools, vacuum cleaners, and other equipment.





## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Vehicle Repair/Tires/Oil Exp

Department Number: 21121

Account Number: 60453

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$67.71	\$50.00	\$43.92	\$100.00	\$60.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$100.00	\$100.00		\$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.

---

Used for the repair of snowblower and lawn mower . This number was provided by Carl Marcotte.



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21121

Account Number: 60501

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$3,452.57	\$2,000.00	\$2,315.45	\$1,900.00	\$2,400.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 2,925.00	\$2,500.00		\$600.00

**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.

Ice melt	\$ 400.00
Replacement ceiling tiles	\$ 500.00
HVAC filters	\$ 125.00
Keys, hand tools, and hardware	\$ 1,000.00
Replacement light bulbs	\$ 200.00
Battery for AED (per request of Human Resources)	\$ 700.00
	\$ 2,925.00



## Fiscal Year 2019 Budget Request

March 2, 2018

**Department:** City Hall Building Exp

Account Title: Cleaning Supplies Expense

Department Number: 21121

Account Number: 60509

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$3,147.19	\$2,500.00	\$2,662.29	\$2,500.00	\$2,400.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,530.00	\$2,500.00		\$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.

<u>Item</u>	<u>Unit</u>	<u>Rate</u>		<u>Subtotal</u>
Paper towel 30 cases @ \$16.60 per case	30.00	\$	16.60 \$	498.00
Toilet paper 40 cases @\$17.10 per case	40.00	\$	17.10 \$	684.00
Plastic bags 20 cases @15.50 per case	20.00	\$	15.50 \$	310.00
plastic bags small 5 cases @ \$16.40 per case	5.00	\$	16.40 \$	82.00
floor finish 2 pails @ \$75.00 each	2.00	\$	75.00 \$	150.00
floor stripper 2 pails @ \$42.00 each	2.00	\$	42.00 \$	84.00
Mops, dry mops , microfiber rags	1.00	\$	125.00 \$	125.00
Disinfectant	1.00	\$	145.00 \$	145.00
Neutrial Cleaner	1.00	\$	200.00 \$	200.00
Heavey duty cleaner	1.00	\$	125.00 \$	125.00
Glass cleaner	1.00	\$	125.00 \$	125.00
			\$	2,528.00