

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council Department Heads
FROM:	James A. Bennett, City Manager
DATE:	March 14, 2018
RE:	Department Head Presentation Schedule for March 15 Workshop

Please find below the following proposed schedule for the department head presentations:

TIME	PERSON	BUDGETS
5:30	Carmen	City Clerk; Elections, General Assistance, Mooring Fees
5:45	Mat	Planning/Economic Development, CDBG, Industrial Parks
5:55	Roby	Code Enforcement, EMA
6:05	Carl	Recreation, Recreation Programs, Beach
6:20	Marcy	Personnel
6:30	Phil	City Hall, Community Center, Facilities Mgt, Airport
6:35	Scott	Fire Dept., Biddeford Pool Fire, Ambulance
6:55	Roger	Police, Communications, Investigation, ACO
7:10	Jeff	PW Admin, PW Roads, Solid Waste, Parks, Cemetery, Engineering, WWTP
7:50	Brian	Computer Services, GIS, Community TV, Street & Traffic Lights
8:10	Cheryl	Finance, Fringe Benefits, Debt Service, Transfer Out
8:25	Jim	Mayor/Council, City Manager, General Administration, Private School, CIP, TIF, Assessing*

* Frank is on vacation; budget can be covered by me or on another evening.

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*The City of Biddeford is an equal opportunity provider. To file a complaint, write to
Marcy Faucher, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.*