

CITY OF PRESQUE ISLE

BUDGET



FISCAL YEAR

JANUARY 1, 2021 – DECEMBER 31, 2021

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CITY OF PRESQUE ISLE GENERAL FUND 2021 BUDGET SUMMARY

	2021 Budget October 07, 2020	Adjustments	2021 Budget Nov 03, 2020	Adjustments	2021 Budget Final
001 ASSESSING	\$ 196,915	-	\$ 196,915	-	196,915
002 PLANNING & DEVELOPMENT	172,985	-	172,985	-	172,985
003 FINANCE DEPARTMENT	350,466	-	350,466	-	350,466
004 FIRE DEPARTMENT	1,450,121	4,422	1,454,543		1,454,543
006 GENERAL GOVERNMENT	321,103	-	321,103	10	321,113
007 LIBRARY	404,743	-	404,743	39	404,782
008 POLICE DEPARTMENT	1,366,234	2,349	1,368,583	(70,000)	1,298,583
009 PUBLIC WORKS	2,010,603	(4,421)	2,006,182	17	2,006,199
010 RECREATION & PARKS	1,089,094	(1,550)	1,087,544	287	1,087,831
011 RESOURCE MANAGEMENT	82,372	-	82,372	-	82,372
012 SOLID WASTE	450,724	6,085	456,809	-	456,809
013 INDUSTRIAL COUNCIL	407,260	-	407,260	-	407,260
014 EMPLOYEE BENEFITS	2,262,432	(49,263)	2,213,169	(78,190)	2,134,979
015 PUBLIC SAFETY BUILDING	331,350	847	332,197	75	332,272
016 INSURANCES	164,217	-	164,217	-	164,217
017 UTILITIES	625,845	-	625,845	19,073	644,918
018 DEBT SERVICE	920,891	-	920,891	-	920,891
019 ECHO LAKE	2,215	-	2,215	-	2,215
020 UNCLASSIFIEDS	268,847	(29)	268,818	-	268,818
021 OUTSIDE REQUESTS	53,950	-	53,950	-	53,950
023 INFORMATION TECHNOLOGY	71,853		71,853	-	71,853
025 CITY CLERK	62,604	-	62,604	(1,000)	61,604
026 GENERAL ASSISTANCE	22,150	-	22,150	-	22,150
CAPITAL RESERVE APPROPRIATION	1,094,650	-	1,094,650	227,000	1,321,650
EXPENSES	\$ 14,183,624	\$ (41,560.33)	\$ 14,142,063	\$ 97,311	\$ 14,239,375
LESS: TOTAL REVENUE	<u>6,853,532</u>	<u>17,370.00</u>	<u>6,870,902</u>	<u>56,971</u>	<u>6,927,873</u>
NET SPENDING BUDGET	<u>\$ 7,330,092</u>	<u>\$ (58,930.33)</u>	<u>\$ 7,271,161</u>	<u>\$ 40,340</u>	<u>\$ 7,311,502</u>

AIRPORT FUND

TOTAL EXPENSES	2,927,399
TOTAL REVENUE	(2,969,169)
NET APPROPRIATION	\$ (41,770)

Be it resolved by councilor _____ and seconded by Councilor _____ to accept the 2021 City Budget appropriations by department as shown above. Total appropriations of \$14,239,375 less total revenue of \$6,927,873 for a net spending budget of \$7,311,502 from the General Fund.

And for the Airport Fund total expenses of \$2,927,399 less total revenue of \$2,969,169 for a net appropriation from the General Fund of \$-41,770

November 03 - Pre Council Changes**Expenses**

Adjust FD Employee wages for new certification	3,152.00	E 004-01-01	10/27/2020
Adj PW Payroll (Janitorial changes, etc)	-17,421.06	E 009-01-01	11/2/2020
Adj Benefits due to PW & FD changes			
MainePers	-3,011.70	E 014-02-02	11/3/2020
Worker's Comp Insurance	-395.30	E 014-02-05	11/3/2020
Medicare	-203.00	E 014-02-07	11/3/2020
Unemployment	-154.00	E 014-02-06	11/3/2020
Social Security	-428.90	E 014-02-08	11/3/2020
Health Insurance	-8,738.92	E 014-02-04	11/3/2020
401a/457	1,170.20	E 014-02-01	11/3/2020
Health Reimb Account	-930.00	E 014-02-12	11/3/2020
Adj Mainepers due to unfunded amt change	11,856.44	E 014-02-02	10/27/2020
Adj O/Time Fire Dept	1,270.00	E 004-01-02	10/27/2020
Decrease Health Ins Costs for 2% increase not 9%	-54,593.88	E 014-02-04	10/27/2020
Adjust Large Drops #2 Fuel Oil	-1,550.00	E 010-06-02	10/29/2020
Adjust NMDC Membership Dues	-29.00	E 020-20-15	11/2/2020
Add Janitorial Position as Sub Contr. For PW	13,000.00	E 009-10-11	11/3/2020
Patrol Union Contract			
2.5% COLA			
Patrol Payroll	2,349.31	E 008-01-01	11/3/2020
Dispatch Payroll	846.89	E 015-01-01	11/3/2020
Benefits	639.77	E 014-02-XX	11/3/2020
MePers change for Dispatch	3,705.33	E 014-02-02	11/3/2020
Rec Employee Longevity Stipend H/Insurance	1,820.00	E 014-02-04	11/3/2020
Increase Solid Waste Tip Fees	6,085.00	E 012-10-11	11/3/2020

November 03 - Pre Council Changes**REVENUE**

Increase Finance - Misc Income	5,000.00 R 003-01	10/29/2020
Increase Solid Waste Revenue	12,370.00 R 012-02	11/3/2020

Adjustments from Budget Workshops**EXPENSES**

Increase PIIC Capital Reserves	25,000.00 E 077-	11/5/2020
Increase Rec & Parks - Capital - Dog Fountain	6,000.00 E 072-	11/5/2020
Decrease PSB Capital Reserves	-25,000.00 E 082-	11/5/2020
Decrease Fire Cap Reserves	-27,000.00 E 071-	11/5/2020
Decrease DwnTwn Infrastructure	-2,000.00 E 081-	11/5/2020
Increase Hydrant Rental to 8.62%	19,073.00 E 017-17-04	11/18/2020
Increase Water Rates - City Hall	10.00 E 006-06-04	11/18/2020
Increase Water Rates - Library	39.00 E 007-06-04	11/18/2020
Increase Water Rates - PW	17.00 E 009-06-04	11/18/2020
Increase Water Rates - Rec	287.00 E 010-06-04	11/18/2020
Increase Water Rates - PSB	75.00 E 015-06-04	11/18/2020
Remove Deputy Chief Position	-70,000.00 E 008-01-01	11/18/2020
Remove Deputy Chief Benefits	-25,033.00 E 014-XX-XX	11/18/2020
Adjust Work Comp per MMA Audit	-53,157.48 E 014-02-05	11/18/2020
Remove New Equip - City Clerk	-1,000.00 E 025-07-01	11/18/2020
Increase City Hall Improvements from Surplus	250,000.00 Surplus	11/5/2020

Adjustments from Budget Workshops**REVENUE**

Increase PIIC Revenue	56,971.00 R 013-01	11/18/2020
Adjustment to Assessing Revenue	10,000.00	11/30/2020
Increase Revenue Sharing	-10,000.00	11/30/2020

Adjustments 12/02/2020**REVENUE**

Summary of Tax Commitment Adjustments

December 01, 2020

	2020	2021 Manager	Changes 2021 vs 2020	In %
County Tax	\$792,561	\$792,561	\$0	0.00%
Municipal Appropriation:				
Expenses	\$14,251,011	\$14,183,625	(\$67,386)	-0.47%
Less: Municipal Revenue Sharing	(\$1,200,000)	(\$1,300,000)	(\$100,000)	8.33%
Other Non-Property Tax Revenue	<u>(\$5,982,883)</u>	<u>(\$5,553,532)</u>	<u>\$429,351</u>	<u>7.18%</u>
Net Municipal Appropriation	\$7,068,128	\$7,330,093	\$261,965	3.71%
TIF	\$111,901	\$111,901	\$0	0.00%
Local Education Assessment	\$6,281,135	\$6,281,135	\$0	0.00%
Overlay	<u>\$48,661</u>	<u>\$48,661</u>	<u>\$0</u>	<u>0.00%</u>
Total Appropriation	\$14,302,386	\$14,564,351	\$261,965	1.83%
Amount from surplus/reserves	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
Total Appropriation	\$14,302,386	\$14,564,351	\$261,965	1.83%
Less: Homestead	(\$835,141)	(\$835,141)	\$0	0.00%
BETE	(\$519,338)	(\$519,338)	\$0	0.00%
Tax Commitment	\$12,947,907	\$13,209,872	\$261,965	2.02%
Total Taxable Value	\$518,954,200	\$518,954,200	\$0	0.00%
Tax Rate	\$24.95	\$25.45	\$0.50	2.02%
Change in Municipal Rate Only	-\$0.04	\$0.50	\$0.50	2.02%

	2020 Budget	2021 Council	Changes 2021 vs 2020	
County Tax	\$792,561	\$833,939	\$41,378	5.22%
Municipal Appropriation:				
Expenses	\$14,251,011	\$14,239,375	(\$11,636)	-0.08%
Less: Municipal Revenue Sharing	(\$1,200,000)	(\$1,310,000)	\$110,000	9.17%
Other Non-Property Tax Revenue	<u>(\$5,982,883)</u>	<u>(\$5,617,873)</u>	<u>(\$365,010)</u>	<u>-6.10%</u>
Net Municipal Appropriation	\$7,068,128	\$7,311,502	\$243,374	3.44%
TIF	\$111,901	\$137,721	\$25,820	23.07%
Local Education Assessment	\$6,281,135	\$6,280,519	(\$616)	-0.01%
Overlay	<u>\$48,661</u>	<u>\$27,041</u>	<u>(\$21,620)</u>	<u>-44.43%</u>
Total Appropriation	\$14,302,386	\$14,590,722	\$288,336	2.02%
Amount from surplus/reserves	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
Total Appropriation	\$14,302,386	\$14,590,722	\$288,336	2.02%
Less: Homestead	(\$835,141)	(\$815,518)	\$19,623	2.35%
BETE	(\$519,338)	(\$535,170)	(\$15,832)	-3.05%
Tax Commitment	\$12,947,907	\$13,240,035	\$292,128	2.26%
Total Taxable Value	\$518,954,200	\$532,798,200	\$13,844,000	2.67%
Tax Rate	\$24.95	\$24.85	(\$0.10)	-0.40%
		-\$0.10	(\$0.10)	-0.40%

**Summary of Tax Commitment
Adjustments**

December 01, 2020

Misc Adjustments prior to Council Approval

	Revenue	Mils	Expenses	Mils	Account Number	Date
Adjust FD Employee wages for new certification			3,152.00	0.0000059	E 004-01-01	10/27/2020
Adj PW Payroll (Janitorial changes, etc)			-17,421.06	(0.0000327)	E 009-01-01	11/2/2020
Adj Benefits due to PW & FD changes						
MainePers			-3,011.70	(0.0000057)	E 014-02-02	11/3/2020
Worker's Comp Insurance			-395.30	(0.0000007)	E 014-02-05	11/3/2020
Medicare			-203.00	(0.0000004)	E 014-02-07	11/3/2020
Unemployment			-154.00	(0.0000003)	E 014-02-06	11/3/2020
Social Security			-428.90	(0.0000008)	E 014-02-08	11/3/2020
Health Insurance			-8,738.92	(0.0000164)	E 014-02-04	11/3/2020
401a/457			1,170.20	0.0000022	E 014-02-01	11/3/2020
Health Reimb Account			-930.00	(0.0000017)	E 014-02-12	11/3/2020
Adj Mainepers due to unfunded amt change			11,856.44	0.0000223	E 014-02-02	10/27/2020
Adj O/Time Fire Dept			1,270.00	0.0000024	E 004-01-02	10/27/2020
Decrease Health Ins Costs for 2% increase not 9%			-54,593.88	(0.0001025)	E 014-02-04	10/27/2020
Increase Finance - Misc Income	(5,000)	(0.0000096)		-	R 003-01	10/29/2020
Adjust Large Drops #2 Fuel Oil			-1,550.00	(0.0000029)	E 010-06-02	10/29/2020
Adjust NMDC Membership Dues			-29.00	(0.0000001)	E 020-20-15	11/2/2020
Add Janitorial Position as Sub Contr. For PW			13,000.00	0.0000244	E 009-10-11	11/3/2020
Patrol Union Contract						
2.5% COLA						
Patrol Payroll			2,349.31	0.0000044	E 008-01-01	11/3/2020
Dispatch Payroll			846.89	0.0000016	E 015-01-01	11/3/2020
Benefits			639.77	0.0000012	E 014-02-XX	11/3/2020
MePers change for Dispatch			3,705.33	0.0000070	E 014-02-02	11/3/2020
Rec Employee Longevity Stipend H/Insurance			1,820.00	0.0000034	E 014-02-04	11/3/2020
Increase Solid Waste Revenue	(12,370.00)	(0.0000238)		-	R 012-02	11/3/2020
Increase Solid Waste Tip Fees			6,085.00	0.0000114	E 012-10-11	11/3/2020
Adjustments thru 11/04/2020	(17,370)	(0)	(41,561)	(0)		

Adjustments from Nov 5th Budget Workshop

Increase PIIC Capital Reserves			25,000.00	0.0000469	E 077-	11/5/2020
Increase Rec & Parks - Capital - Dog Fountain			6,000.00	0.0000113	E 072-	11/5/2020
Decrease PSB Capital Reserves			-25,000.00	(0.0000469)	E 082-	11/5/2020
Decrease Fire Cap Reserves			-27,000.00	(0.0000507)	E 071-	11/5/2020
Decrease DwnTwn Infrastructure			-2,000.00	(0.0000038)	E 081-	11/5/2020
Increase City Hall Improvements from Surplus			250,000.00	0.0004692	Surplus	11/5/2020

Adjustments thru 11/05/2020	-	-	227,000	0
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**Summary of Tax Commitment
Adjustments**

December 01, 2020

Increase PIIC Revenue	(56,971.00)	(0.0001098)			R 013-01
Increase Hydrant Rental to 8.62%			19,073.00	0.0000358	E 017-17-04
Increase Water Rates - City Hall			10.00	0.0000000	E 006-06-04
Increase Water Rates - Library			39.00	0.0000001	E 007-06-04
Increase Water Rates - PW			17.00	0.0000000	E 009-06-04
Increase Water Rates - Rec			287.00	0.0000005	E 010-06-04
Increase Water Rates - PSB			75.00	0.0000001	E 015-06-04
Remove Deputy Chief Position			-70,000.00	(0.0001314)	E 008-01-01
Remove Deputy Chief Benefits			-25,033.00	(0.0000470)	E 014-XX-XX
Adjust Work Comp per MMA Audit			-53,157.48	(0.0000998)	E 014-02-05
Remove New Equip - City Clerk			-1,000.00	(0.0000019)	E 025-07-01
Adjustments thru 11/18/2020	<u>(56,971)</u>	<u>(0.0001098)</u>	<u>(129,689)</u>	<u>(0.00024341)</u>	
Adjustment to Assessing Revenue	10,000.00	0.0000193			R 001-01
Increase Revenue Sharing	(10,000.00)	(0.0000193)			R 027-18
Adjustments thru 12/01/2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

City of Presque Isle, Maine
2021 Expense Summary by Category

						2021				
						Department	Manager	Council		
01	Wages	4,556,351	4,817,856	4,683,506	5,144,739	5,055,916	5,336,918	5,356,243	5,286,243	211,504
02	Employee Benefits	1,973,799	2,132,406	2,081,076	2,247,761	1,983,773	2,256,020	2,196,606	2,134,979	(51,155)
03	Employee Costs	109,971	131,976	102,195	147,999	108,581	145,403	143,153	143,153	(4,846)
04	General Assistance	25,801	27,250	18,176	25,250	19,807	22,150	22,150	22,150	(3,100)
05	Departmental Expenses	126,267	139,222	119,667	140,178	113,095	135,452	135,402	135,402	(4,777)
06	Utilities	424,200	411,430	412,303	409,044	378,528	421,514	384,938	385,366	(24,106)
07	Supplies/Equipment	343,324	357,905	346,753	366,065	301,871	339,285	341,985	340,985	(24,080)
08	Repairs/Maintenance	410,855	381,125	404,149	406,832	407,843	421,794	423,989	423,989	17,157
09	Road/Street Expenses	596,726	740,587	698,704	782,377	767,489	786,064	786,064	786,064	3,687
10	Contracted Services	226,430	671,205	687,257	707,263	674,472	714,930	734,015	734,015	26,752
13	Miscellaneous	66,183	59,620	61,581	60,100	65,387	65,325	65,325	65,325	5,225
16	Insurances	142,206	165,181	145,829	159,912	153,722	164,217	164,217	164,217	4,305
17	Utilities	609,815	630,787	623,954	608,058	613,353	625,845	625,845	644,918	17,787
18	Debt Service	911,443	899,658	888,307	927,134	926,891	920,891	920,891	920,891	(6,243)
19	City Share Appropriations	380,695	393,000	372,000	407,786	407,786	407,260	407,260	407,260	(526)
20	Unclassifieds	336,064	248,896	222,508	269,244	277,914	268,847	268,818	268,818	(426)
21	Outside Requests	56,500	57,950	57,950	53,950	53,950	57,950	53,950	53,950	-
	Capital Reserves	892,100	1,049,310	1,049,310	1,387,319	1,387,319	1,451,400	1,094,650	1,321,650	(292,669)
Total Expenses		\$12,188,730	\$13,315,364	\$12,975,224	\$14,251,011	\$13,697,697	\$14,541,264	\$14,125,501	\$14,239,375	(125,510)

2021 City Expense Detail

2021

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council	
01-01	Regular Salaries	3,953,766	4,143,092	4,016,219	4,481,711	4,365,980	4,604,928	4,622,983	4,552,983	
01-02	Overtime	351,027	399,311	406,939	368,188	431,196	433,990	435,259	435,259	
01-03	Volunteer Fire Personnel	44,125	44,125	44,125	44,125	44,125	44,125	44,125	44,125	
01-04	Stipends	5,600	7,700	6,900	2,600	3,200	3,200	3,200	3,200	
01-05	Part Time Personnel	185,321	209,128	195,792	230,415	194,565	236,175	236,175	236,175	
01-06	Elections Salaries	5,512	3,500	3,031	6,700	5,850	3,500	3,500	3,500	
01-07	City Council Pay	11,000	11,000	10,500	11,000	11,000	11,000	11,000	11,000	
Total Wages		4,556,351	4,817,856	4,683,506	5,144,739	5,055,916	5,336,918	5,356,243	5,286,243	211,504
02-01	Retirement 401(a)/457	271,821	332,019	301,553	285,272	80,150	79,202	77,782	77,782	
02-02	Maine State Retirement	446,825	416,319	454,065	384,154	462,109	575,028	586,175	586,175	
02-'03	ME Group Life Insurance	4,004	4,000	4,051	4,060	4,060	4,060	4,060	4,060	
02-04	Health Insurance	813,131	841,126	868,340	996,355	936,748	909,694	846,666	839,127	
02-05	Workers Comp	68,149	101,544	92,400	112,620	107,143	175,906	175,232	122,075	
02-06	Unemployment Insurance	-	18,826	(1,995)	17,514	6,142	16,998	16,843	16,843	
02-07	Medicare	61,709	68,173	62,625	74,210	67,275	76,615	75,706	75,706	
02-08	Social Security	232,311	258,271	237,994	287,924	259,035	300,716	297,271	297,271	
02-09	Section 125/Misc	9,182	9,458	9,474	8,628	8,948	8,628	8,628	8,628	
02-11	Retirement Health Ins	4,395	4,703	3,965	5,613	5,613	5,613	5,613	5,613	
02-12	Health Reimbursement Acc	62,272	77,967	48,602	71,411	46,550	103,560	102,630	101,700	
Total Employee Benefits		1,973,799	2,132,406	2,081,076	2,247,761	1,983,773	2,256,020	2,196,606	2,134,979	(51,155)
03-01	Mileage Reimbursement	5,493	5,603	4,730	11,920	7,912	13,520	13,520	13,520	
03-02	Travel/Training	51,323	67,835	52,469	77,865	42,123	73,515	71,265	71,265	
03-03	Membership Dues	10,248	12,203	10,425	15,109	14,324	14,558	14,558	14,558	
03-04	Uniforms/Boots	42,907	46,335	34,571	43,105	44,222	43,810	43,810	43,810	
Total Employee Costs		109,971	131,976	102,195	147,999	108,581	145,403	143,153	143,153	(4,846)
04-01	Rent/Housing	22,583	20,000	16,258	20,000	16,289	17,000	17,000	17,000	
04-02	Food	57	1,000	102	500	225	500	500	500	
04-03	Medical	-	-	-	-	-	-	-	-	
04-04	Miscellaneous	964	2,000	883	1,000	898	900	900	900	
04-05	Fuel	-	1,000	-	1,000	-	1,000	1,000	1,000	
04-'06	Utilities	540	1,000	60	500	585	500	500	500	
04-08	Prescriptions	127	250	37	250	125	250	250	250	
04-09	Burials	1,530	2,000	835	2,000	1,685	2,000	2,000	2,000	
Total General Assistance		25,801	27,250	18,176	25,250	19,807	22,150	22,150	22,150	(3,100)

2021 City Expense Detail

2021

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council	
05-01	Office Expense	24,504	28,861	22,840	27,515	22,801	25,458	25,408	25,408	
05-02	Postage	21,072	21,126	15,119	20,894	19,659	20,843	20,843	20,843	
05-03	Photocopies	8,189	8,250	7,940	8,370	6,866	8,401	8,401	8,401	
05-04	Ads/Publications	27,096	23,233	23,201	25,319	14,723	23,582	23,582	23,582	
05-05	Lien Fees	11,229	13,500	13,578	13,500	13,100	13,500	13,500	13,500	
05-06	Small Claims/UCC Filings	619	1,000	1,057	1,400	1,350	1,400	1,400	1,400	
05-07	Miscellaneous	31,974	40,252	34,262	39,391	30,807	38,479	38,479	38,479	
05-08	Credit Card Fees	1,584	3,000	1,670	3,789	3,789	3,789	3,789	3,789	
Total Department Exp		126,267	139,222	119,667	140,178	113,095	135,452	135,402	135,402	(4,777)
06-01	Phone/Internet	62,418	60,601	61,723	57,717	62,231	65,100	65,208	65,208	
06-02	Fuel Oil	163,155	144,238	158,697	143,575	131,053	148,507	111,823	111,823	
06-03	Electricity	165,021	167,251	158,330	170,354	151,288	170,785	170,785	170,785	
06-04	Water & Sewer	25,970	31,814	25,478	29,300	26,995	29,361	29,361	29,789	
06-05	Trash Removal	7,636	7,526	8,075	8,098	6,961	7,761	7,761	7,761	
Total Utilities		424,200	411,430	412,303	409,044	378,528	421,514	384,938	385,366	(24,106)
07-01	New Equipment	46,965	30,855	27,767	34,250	37,161	33,683	33,683	32,683	
07-02	Gas & Oil	195,750	220,700	198,271	207,305	154,945	175,645	175,645	175,645	
07-03	Janitorial Supplies	17,977	22,350	22,285	22,850	18,781	24,675	27,375	27,375	
07-04	Misc Supplies/Sm Tools	20,825	21,000	31,824	32,000	38,500	35,000	35,000	35,000	
07-05	Concession Supplies	32,172	28,000	31,899	32,500	18,000	32,500	32,500	32,500	
07-08	Program Supplies/Equipme	26,917	31,000	30,570	34,000	33,384	36,200	36,200	36,200	
07-09	Training Equipment	2,718	4,000	4,138	3,160	1,100	1,582	1,582	1,582	
Total Supplies/Equipment		343,324	357,905	346,753	366,065	301,871	339,285	341,985	340,985	(24,080)
08-01	Equipment Repairs/Mtce	226,455	193,775	227,883	222,650	220,975	222,644	217,644	217,644	
08-03	Radio Maintenance	3,569	6,353	5,045	6,450	6,048	6,505	6,505	6,505	
08-04	Building Repairs & Mtce	94,585	92,452	89,801	97,347	91,415	98,074	105,269	105,269	
08-06	Grounds Maintenance	13,870	13,900	13,190	13,900	13,900	15,900	15,900	15,900	
	Pool Maintenance	3,245	5,000	5,073	4,000	4,000	4,000	4,000	4,000	
08-08	Computer Repairs/Mtce	69,131	69,645	63,157	62,485	71,505	74,671	74,671	74,671	
Total Repairs/Maintenanc		410,855	381,125	404,149	406,832	407,843	421,794	423,989	423,989	17,157

2021 City Expense Detail

2021

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council	
09-01	Asphalt Patch	21,439	21,000	22,244	21,000	21,000	21,000	21,000	21,000	
09-02	Signs	3,337	3,120	2,102	3,120	4,000	3,134	3,134	3,134	
09-03	Culverts/Catch Basins	15,564	15,700	15,745	15,700	15,700	15,700	15,700	15,700	
09-04	Asphalt	229,045	320,000	293,545	362,069	371,450	366,744	366,744	366,744	
09-05	Gravel	91,203	95,324	88,582	97,488	85,339	103,325	103,325	103,325	
09-06	Salt/Calcium	199,636	237,943	232,287	233,647	225,000	227,561	227,561	227,561	
09-07	Street Maintenance	36,502	47,500	44,198	49,353	45,000	48,600	48,600	48,600	
Total Road/Street Costs		596,726	740,587	698,704	782,377	767,489	786,064	786,064	786,064	3,687
10-02	Audit Services	13,935	20,935	21,060	20,960	20,960	20,960	20,960	20,960	
10-03	Appraisals	-	-	-	-	-	-	-	-	
10-04	Snow Hauling	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	
10-11	Outside Services	68,495	506,270	522,197	542,303	509,512	549,970	569,055	569,055	
Total Outside Svcs		226,430	671,205	687,257	707,263	674,472	714,930	734,015	734,015	26,752
13-02	Jail/Prisoner Expense	19,603	14,120	14,949	14,000	20,040	19,800	19,800	19,800	
13-05	Building Rental	18,300	18,300	18,300	18,300	18,300	18,300	18,300	18,300	
13-03	Collection Development	26,505	26,000	25,618	26,000	25,822	26,000	26,000	26,000	
13-09	Canine Expense	1,775	1,200	2,714	1,800	1,225	1,225	1,225	1,225	
Total Miscellaneous		66,183	59,620	61,581	60,100	65,387	65,325	65,325	65,325	5,225
16-01	Police Liability	10,751	12,595	9,764	9,453	9,281	10,222	10,222	10,222	
16-02	General/Property Liability	77,649	90,045	85,438	89,247	87,420	91,728	91,728	91,728	
16-03	Volunteer Firefighter Ins	114	120	68	120	97	120	120	120	
16-04	Public Officials	6,329	8,215	8,026	8,126	7,708	7,442	7,442	7,442	
16-05	Vehicle Insurance	37,846	44,690	42,533	52,966	49,216	54,705	54,705	54,705	
16-09	Railroad Liability	9,517	9,516	-	-	-	-	-	-	
Total Insurance		142,206	165,181	145,829	159,912	153,722	164,217	164,217	164,217	4,305
17-01	Street Lights	156,291	128,204	121,732	100,000	99,000	98,712	98,712	98,712	
17-02	Blinker/Traffic Lights	7,859	8,152	8,135	7,885	8,150	8,029	8,029	8,029	
17-03	Traffic Light Mtce	12,608	10,044	9,700	11,120	17,150	10,488	10,488	10,488	
17-04	Hydrant Rental	433,057	484,387	484,387	489,053	489,053	508,616	508,616	527,689	
Total Utilities		609,815	630,787	623,954	608,058	613,353	625,845	625,845	644,918	17,787

2021 City Expense Detail

2021

[illegible]

2021 City Expense Detail

2021

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council	
21-06	Quoggy Joe Ski Club	6,400	6,400	6,400	6,400	2,300	6,400	6,400	6,400	
21-07	PI Snowmobile Club	2,300	2,300	2,300	2,300	6,400	2,300	2,300	2,300	
21-09	Veterans	200	200	200	200	200	200	200	200	
21-10	Am Red Cross	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
21-22	Wintergreen Arts	20,000	20,000	20,000	16,000	16,000	20,000	16,000	16,000	
21-23	Aroostook Council for Healt	-	-	-	-	-	-	-	-	
Total Outside Requests		56,500	57,950	57,950	53,950	53,950	57,950	53,950	53,950	-
070	Police Department	82,000	58,560	58,560	69,000	69,000	61,900	61,900	61,900	
071	Fire Department	137,000	125,000	125,000	165,000	165,000	209,000	167,000	140,000	
072	Rec & Parks Department	85,000	102,500	102,500	174,000	174,000	474,500	206,500	212,500	
073	Library	5,000	5,000	5,000	2,369	2,369	10,000	10,000	10,000	
074	City Hall	26,000	69,200	69,200	244,400	244,400	22,000	19,000	269,000	
075	Public Works	348,050	385,050	385,050	428,050	428,050	297,000	297,000	297,000	
076	Airport	-	-	-	-	-	-	-	-	
077	Industrial Council	110,000	150,000	150,000	150,000	150,000	150,000	125,000	150,000	
079	Echo Lake	7,500	7,500	7,500	7,500	7,500	26,250	7,500	7,500	
080	FAA	-	-	-	-	-	-	-	-	
081	Downtown Infrastructure	-	-	-	-	-	31,250	31,250	29,250	
082	Public Safety Building	-	51,500	51,500	52,000	52,000	74,500	74,500	49,500	
086	Emergency Reserve	91,550	95,000	95,000	95,000	95,000	95,000	95,000	95,000	
Total Capital Reserves		892,100	1,049,310	1,049,310	1,387,319	1,387,319	1,451,400	1,094,650	1,321,650	(292,669)
Total Expense		12,188,730	13,315,364	12,975,224	14,251,011	13,697,697	14,541,264	14,125,501	14,239,375	(125,510)

City of Presque Isle, Maine

2021 Expense Summary

Account		2018	2019	2019	2020	2020	2021			
Number	Name	Spent	Budget	Spent	Budget	Estimate	Dept Head	Manager	Council	
001	Assessing	\$139,521	\$163,633	\$163,588	\$190,768	\$165,939	\$200,292	\$196,916	\$196,916	\$6,148
002	Dept of Econ & Comm Dev	\$145,031	\$116,153	\$114,154	\$164,124	\$158,877	\$172,985	\$172,985	\$172,985	\$8,861
003	Finance	\$317,694	\$353,345	\$349,917	\$348,199	\$335,224	\$350,916	\$350,466	\$350,466	\$2,267
004	Fire Department	\$1,181,254	\$1,276,782	\$1,280,339	\$1,413,261	\$1,418,580	\$1,455,073	\$1,454,543	\$1,454,543	\$41,282
006	General Government	\$281,169	\$303,943	\$297,001	\$319,956	\$312,028	\$328,697	\$321,103	\$321,113	\$1,157
007	Library	\$364,563	\$378,711	\$376,158	\$397,683	\$368,242	\$398,646	\$404,743	\$404,782	\$7,099
008	Police	\$1,204,113	\$1,204,095	\$1,067,671	\$1,277,681	\$1,271,074	\$1,366,234	\$1,368,583	\$1,298,583	\$20,902
009	Public Works	\$1,734,147	\$1,898,680	\$1,880,592	\$1,995,083	\$1,929,809	\$1,979,700	\$2,006,181	\$2,006,198	\$11,115
010	Rec & Parks	\$973,287	\$1,006,393	\$995,139	\$1,061,159	\$935,561	\$1,095,376	\$1,087,544	\$1,087,832	\$26,673
011	Resources	\$68,917	\$78,101	\$70,580	\$82,136	\$72,462	\$82,422	\$82,372	\$82,372	\$236
012	Solid Waste	\$0	\$460,250	\$473,663	\$448,344	\$444,881	\$454,100	\$456,809	\$456,809	\$8,465
013	PI Industrial Council	\$380,695	\$393,000	\$372,000	\$407,786	\$407,786	\$407,260	\$407,260	\$407,260	(\$526)
014	Benefits	\$1,973,799	\$2,132,406	\$2,081,076	\$2,247,761	\$1,983,773	\$2,256,020	\$2,196,606	\$2,134,979	(\$112,782)
015	Public Safety Bldg	\$320,056	\$335,977	\$322,536	\$327,498	\$321,064	\$340,680	\$332,197	\$332,272	\$4,774
016	Insurances	\$142,206	\$165,181	\$145,829	\$159,912	\$153,722	\$164,217	\$164,217	\$164,217	\$4,305
017	Utilities	\$609,815	\$630,787	\$623,954	\$608,058	\$613,353	\$625,845	\$625,845	\$644,918	\$36,860
018	Debt Service	\$911,443	\$899,658	\$888,307	\$927,134	\$926,891	\$920,891	\$920,891	\$920,891	(\$6,243)
019	Echo Lake	\$5,089	\$7,150	\$7,150	\$7,215	\$7,177	\$7,215	\$2,215	\$2,215	(\$5,000)
020	Unclassifieds	\$336,064	\$248,896	\$222,508	\$269,244	\$277,914	\$268,847	\$268,818	\$268,818	(\$426)
021	Outside Requests	\$56,500	\$57,950	\$57,950	\$53,950	\$53,950	\$57,950	\$53,950	\$53,950	\$0
023	Information Technology	\$66,324	\$68,345	\$61,974	\$66,385	\$70,305	\$71,745	\$71,853	\$71,853	\$5,468
025	City Clerk	\$59,142	\$59,368	\$55,652	\$65,106	\$61,958	\$62,604	\$62,604	\$61,604	(\$3,502)
026	General Assistance	\$25,801	\$27,250	\$18,176	\$25,250	\$19,807	\$22,150	\$22,150	\$22,150	(\$3,100)
	Capital Reserves	\$892,100	\$1,049,310	\$1,049,310	\$1,387,319	\$1,387,319	\$1,451,400	\$1,094,650	\$1,321,650	(\$65,669)
Total Expenses		\$12,188,730	\$13,315,364	\$12,975,224	\$14,251,011	\$13,697,697	\$14,541,264	\$14,125,501	\$14,239,375	(\$11,637)
Total Revenue		<u>\$4,946,205</u>	<u>\$6,400,395</u>	<u>\$6,678,090</u>	<u>\$7,182,883</u>	<u>\$7,145,473</u>	<u>\$6,734,332</u>	<u>\$6,870,902</u>	<u>\$6,927,873</u>	(\$255,010)
Net Spending Budget		\$7,242,525	\$6,914,969	\$6,297,134	\$7,068,128	\$6,552,224	\$7,806,932	\$7,254,599	\$7,311,502	\$243,374
Total Wages		\$4,556,351	\$4,817,856	\$4,747,949	\$5,144,739	\$4,479,306	\$5,368,899	\$5,356,243	\$5,286,243	
Total Employee Benefits		\$1,973,799	\$2,132,406	\$2,081,075	\$2,247,761	\$1,975,246	\$2,256,020	\$2,196,606	\$2,134,979	
Benefits as a % of Wages		43.32%	44.26%	43.83%	43.69%	44.10%	42.02%	41.01%	40.39%	

City of Presque Isle, Maine

2021 Expense Summary

Account		2018	2019	2019	2020	2020	2021			
Number	Name	Spent	Budget	Spent	Budget	Estimate	Dept Head	Manager	Council	
001	Assessing	\$139,521	\$163,633	\$163,588	\$190,768	\$165,939	\$200,292	\$196,916	\$196,916	\$6,148
002	Dept of Econ & Comm Dev	\$145,031	\$116,153	\$114,154	\$164,124	\$158,877	\$172,985	\$172,985	\$172,985	\$8,861
003	Finance	\$317,694	\$353,345	\$349,917	\$348,199	\$335,224	\$350,916	\$350,466	\$350,466	\$2,267
004	Fire Department	\$1,181,254	\$1,276,782	\$1,280,339	\$1,413,261	\$1,418,580	\$1,455,073	\$1,454,543	\$1,454,543	\$41,282
006	General Government	\$281,169	\$303,943	\$297,001	\$319,956	\$312,028	\$328,697	\$321,103	\$321,113	\$1,157
007	Library	\$364,563	\$378,711	\$376,158	\$397,683	\$368,242	\$398,646	\$404,743	\$404,782	\$7,099
008	Police	\$1,204,113	\$1,204,095	\$1,067,671	\$1,277,681	\$1,271,074	\$1,366,234	\$1,368,583	\$1,298,583	\$20,902
009	Public Works	\$1,734,147	\$1,898,680	\$1,880,592	\$1,995,083	\$1,929,809	\$1,979,700	\$2,006,181	\$2,006,198	\$11,115
010	Rec & Parks	\$973,287	\$1,006,393	\$995,139	\$1,061,159	\$935,561	\$1,095,376	\$1,087,544	\$1,087,832	\$26,673
011	Resources	\$68,917	\$78,101	\$70,580	\$82,136	\$72,462	\$82,422	\$82,372	\$82,372	\$236
012	Solid Waste	\$0	\$460,250	\$473,663	\$448,344	\$444,881	\$454,100	\$456,809	\$456,809	\$8,465
013	PI Industrial Council	\$380,695	\$393,000	\$372,000	\$407,786	\$407,786	\$407,260	\$407,260	\$407,260	(\$526)
014	Benefits	\$1,973,799	\$2,132,406	\$2,081,076	\$2,247,761	\$1,983,773	\$2,256,020	\$2,196,606	\$2,134,979	(\$112,782)
015	Public Safety Bldg	\$320,056	\$335,977	\$322,536	\$327,498	\$321,064	\$340,680	\$332,197	\$332,272	\$4,774
016	Insurances	\$142,206	\$165,181	\$145,829	\$159,912	\$153,722	\$164,217	\$164,217	\$164,217	\$4,305
017	Utilities	\$609,815	\$630,787	\$623,954	\$608,058	\$613,353	\$625,845	\$625,845	\$644,918	\$36,860
018	Debt Service	\$911,443	\$899,658	\$888,307	\$927,134	\$926,891	\$920,891	\$920,891	\$920,891	(\$6,243)
019	Echo Lake	\$5,089	\$7,150	\$7,150	\$7,215	\$7,177	\$7,215	\$2,215	\$2,215	(\$5,000)
020	Unclassifieds	\$336,064	\$248,896	\$222,508	\$269,244	\$277,914	\$268,847	\$268,818	\$268,818	(\$426)
021	Outside Requests	\$56,500	\$57,950	\$57,950	\$53,950	\$53,950	\$57,950	\$53,950	\$53,950	\$0
023	Information Technology	\$66,324	\$68,345	\$61,974	\$66,385	\$70,305	\$71,745	\$71,853	\$71,853	\$5,468
025	City Clerk	\$59,142	\$59,368	\$55,652	\$65,106	\$61,958	\$62,604	\$62,604	\$61,604	(\$3,502)
026	General Assistance	\$25,801	\$27,250	\$18,176	\$25,250	\$19,807	\$22,150	\$22,150	\$22,150	(\$3,100)
	Capital Reserves	\$892,100	\$1,049,310	\$1,049,310	\$1,387,319	\$1,387,319	\$1,451,400	\$1,094,650	\$1,321,650	(\$65,669)
Total Expenses		\$12,188,730	\$13,315,364	\$12,975,224	\$14,251,011	\$13,697,697	\$14,541,264	\$14,125,501	\$14,239,375	(\$11,637)
Total Revenue		<u>\$4,946,205</u>	<u>\$6,400,395</u>	<u>\$6,678,090</u>	<u>\$7,182,883</u>	<u>\$7,145,473</u>	<u>\$6,734,332</u>	<u>\$6,870,902</u>	<u>\$6,927,873</u>	(\$255,010)
Net Spending Budget		\$7,242,525	\$6,914,969	\$6,297,134	\$7,068,128	\$6,552,224	\$7,806,932	\$7,254,599	\$7,311,502	\$243,374
Total Wages		\$4,556,351	\$4,817,856	\$4,747,949	\$5,144,739	\$4,479,306	\$5,368,899	\$5,356,243	\$5,356,243	
Total Employee Benefits		\$1,973,799	\$2,132,406	\$2,081,075	\$2,247,761	\$1,975,246	\$2,111,153	\$2,056,446	\$2,056,446	
Benefits as a % of Wages		43.32%	44.26%	43.83%	43.69%	44.10%	39.32%	38.39%	38.39%	

City of Presque Isle, Maine

2021 Expense Summary

Account		2018	2019	2019	2020	2020	2021			
Number	Name	Spent	Budget	Spent	Budget	Estimate	Dept Head	Manager	Council	
001	Assessing	\$139,521	\$163,633	\$163,588	\$190,768	\$165,939	\$200,292	\$196,916	\$196,916	\$6,148
002	Dept of Econ & Comm Dev	\$145,031	\$116,153	\$114,154	\$164,124	\$158,877	\$172,985	\$172,985	\$172,985	\$8,861
003	Finance	\$317,694	\$353,345	\$349,917	\$348,199	\$335,224	\$350,916	\$350,466	\$350,466	\$2,267
004	Fire Department	\$1,181,254	\$1,276,782	\$1,280,339	\$1,413,261	\$1,418,580	\$1,455,073	\$1,454,543	\$1,454,543	\$41,282
006	General Government	\$281,169	\$303,943	\$297,001	\$319,956	\$312,028	\$328,697	\$321,103	\$321,113	\$1,157
007	Library	\$364,563	\$378,711	\$376,158	\$397,683	\$368,242	\$398,646	\$404,743	\$404,782	\$7,099
008	Police	\$1,204,113	\$1,204,095	\$1,067,671	\$1,277,681	\$1,271,074	\$1,366,234	\$1,368,583	\$1,298,583	\$20,902
009	Public Works	\$1,734,147	\$1,898,680	\$1,880,592	\$1,995,083	\$1,929,809	\$1,979,700	\$2,006,181	\$2,006,198	\$11,115
010	Rec & Parks	\$973,287	\$1,006,393	\$995,139	\$1,061,159	\$935,561	\$1,095,376	\$1,087,544	\$1,087,832	\$26,673
011	Resources	\$68,917	\$78,101	\$70,580	\$82,136	\$72,462	\$82,422	\$82,372	\$82,372	\$236
012	Solid Waste	\$0	\$460,250	\$473,663	\$448,344	\$444,881	\$454,100	\$456,809	\$456,809	\$8,465
013	PI Industrial Council	\$380,695	\$393,000	\$372,000	\$407,786	\$407,786	\$407,260	\$407,260	\$407,260	(\$526)
014	Benefits	\$1,973,799	\$2,132,406	\$2,081,076	\$2,247,761	\$1,983,773	\$2,256,020	\$2,196,606	\$2,134,979	(\$112,782)
015	Public Safety Bldg	\$320,056	\$335,977	\$322,536	\$327,498	\$321,064	\$340,680	\$332,197	\$332,272	\$4,774
016	Insurances	\$142,206	\$165,181	\$145,829	\$159,912	\$153,722	\$164,217	\$164,217	\$164,217	\$4,305
017	Utilities	\$609,815	\$630,787	\$623,954	\$608,058	\$613,353	\$625,845	\$625,845	\$644,918	\$36,860
018	Debt Service	\$911,443	\$899,658	\$888,307	\$927,134	\$926,891	\$920,891	\$920,891	\$920,891	(\$6,243)
019	Echo Lake	\$5,089	\$7,150	\$7,150	\$7,215	\$7,177	\$7,215	\$2,215	\$2,215	(\$5,000)
020	Unclassifieds	\$336,064	\$248,896	\$222,508	\$269,244	\$277,914	\$268,847	\$268,818	\$268,818	(\$426)
021	Outside Requests	\$56,500	\$57,950	\$57,950	\$53,950	\$53,950	\$57,950	\$53,950	\$53,950	\$0
023	Information Technology	\$66,324	\$68,345	\$61,974	\$66,385	\$70,305	\$71,745	\$71,853	\$71,853	\$5,468
025	City Clerk	\$59,142	\$59,368	\$55,652	\$65,106	\$61,958	\$62,604	\$62,604	\$61,604	(\$3,502)
026	General Assistance	\$25,801	\$27,250	\$18,176	\$25,250	\$19,807	\$22,150	\$22,150	\$22,150	(\$3,100)
	Capital Reserves	\$892,100	\$1,049,310	\$1,049,310	\$1,387,319	\$1,387,319	\$1,451,400	\$1,094,650	\$1,321,650	(\$65,669)
Total Expenses		\$12,188,730	\$13,315,364	\$12,975,224	\$14,251,011	\$13,697,697	\$14,541,264	\$14,125,501	\$14,239,375	(\$11,637)
Total Revenue		<u>\$4,946,205</u>	<u>\$6,400,395</u>	<u>\$6,678,090</u>	<u>\$7,182,883</u>	<u>\$7,145,473</u>	<u>\$6,734,332</u>	<u>\$6,870,902</u>	<u>\$6,927,873</u>	(\$255,010)
Net Spending Budget		\$7,242,525	\$6,914,969	\$6,297,134	\$7,068,128	\$6,552,224	\$7,806,932	\$7,254,599	\$7,311,502	\$243,374
Total Wages		\$4,556,351	\$4,817,856	\$4,747,949	\$5,144,739	\$4,479,306	\$5,368,899	\$5,356,243	\$5,356,243	
Total Employee Benefits		\$1,973,799	\$2,132,406	\$2,081,075	\$2,247,761	\$1,975,246	\$2,111,153	\$2,056,446	\$2,056,446	
Benefits as a % of Wages		43.32%	44.26%	43.83%	43.69%	44.10%	39.32%	38.39%	38.39%	

City of Presque Isle, Maine Revenue Summary

2021

Account		2018	2019	2019	2020	2020	2021			
Number	Name	Received	Budget	Received	Budget	Estimate	Dept Head	Manager	Council	
001	Assessing	\$0	\$2,500	\$2,600	\$131,405	\$111,405	\$111,405	\$111,405	\$101,405	(\$30,000)
002	Planning & Development	\$160,524	\$150,300	\$56,930	\$60,000	\$65,000	\$60,000	\$60,000	\$60,000	\$0
003	Finance	\$1,749,702	\$1,775,000	\$1,791,228	\$1,861,000	\$1,855,201	\$1,856,000	\$1,886,000	\$1,886,000	\$25,000
004	Fire Department	\$551,430	\$788,564	\$851,814	\$1,155,372	\$1,162,931	\$1,148,476	\$1,150,476	\$1,150,476	(\$4,896)
006	General Government	\$36,775	\$225	\$0	\$0	\$0	\$0	\$0	\$0	\$0
007	Library	\$16,861	\$24,800	\$18,247	\$23,800	\$12,260	\$23,800	\$23,800	\$23,800	\$0
008	Police	\$150,332	\$183,485	\$123,074	\$97,835	\$100,347	\$101,629	\$101,629	\$101,629	\$3,794
009	Public Works	\$36,734	\$21,274	\$34,900	\$30,000	\$30,000	\$29,424	\$29,424	\$29,424	(\$576)
010	Rec & Parks	\$388,241	\$379,300	\$383,557	\$381,900	\$187,865	\$381,900	\$381,900	\$381,900	\$0
012	Solid Waste	\$0	\$598,072	\$628,575	\$590,950	\$594,415	\$571,090	\$583,460	\$583,460	(\$7,490)
013	PI Industrial Council	\$535,500	\$566,000	\$608,886	\$642,470	\$696,856	\$650,000	\$650,000	\$706,971	\$64,501
014	Benefits	\$39,364	\$22,500	\$37,694	\$5,000	\$10,659	\$5,000	\$5,000	\$5,000	\$0
016	Insurances	\$1,035	\$10,516	\$11,308	\$1,000	\$758	\$1,000	\$1,000	\$1,000	\$0
018	Debt Service Transfer	\$0	\$87,200	\$87,200	\$87,200	\$87,200	\$0	\$87,200	\$87,200	\$0
019	Echo Lake	\$5,351	\$5,544	\$5,980	\$6,936	\$7,315	\$7,530	\$7,530	\$7,530	\$594
022	Airport	\$30,000	\$33,000	\$33,000	\$34,650	\$34,650	\$36,383	\$36,383	\$36,383	\$1,733
025	City Clerk	\$34,180	\$42,000	\$48,422	\$45,800	\$47,185	\$46,300	\$46,300	\$46,300	\$500
026	General Assistance	\$18,979	\$19,075	\$16,453	\$17,675	\$15,135	\$15,505	\$15,505	\$15,505	(\$2,170)
027	General Fund Revenues	\$1,191,197	\$1,305,990	\$1,553,171	\$1,581,840	\$1,698,241	\$1,688,890	\$1,693,890	\$1,703,890	\$122,050
075	Capital Reserves Transfer	<u>\$0</u>	<u>\$385,050</u>	<u>\$385,050</u>	<u>\$428,050</u>	<u>\$428,050</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	(\$428,050)
Totals		\$4,946,205	\$6,400,395	\$6,678,090	\$7,182,883	\$7,145,473	\$6,734,332	\$6,870,902	\$6,927,873	(\$255,010)

City of Presque Isle, Maine

2021 Revenue Detail by Department/by Source

Number	Account Name	2018 Received	2019 Budget	2019 Received	2020 Budget	2020 Actual	2021		
							Dept Head	Manager	Council
Assessing									
001-01	Miscellaneous income	\$0	\$2,500	\$2,600	\$131,405	\$111,405	\$111,405	\$111,405	\$101,405
Planning & Development									
002-01	Miscellaneous	\$0	\$300	\$0	\$0	\$0	\$0	\$0	\$0
002-02	Code	<u>\$160,524</u>	<u>\$150,000</u>	<u>\$56,930</u>	<u>\$60,000</u>	<u>\$65,000</u>	<u>\$60,000</u>	<u>\$60,000</u>	<u>\$60,000</u>
		\$160,524	\$150,300	\$56,930	\$60,000	\$65,000	\$60,000	\$60,000	\$60,000
Finance									
003-01	Miscellaneous	\$4,287	\$6,000	\$6,031	\$14,000	\$7,500	\$7,000	\$12,000	\$12,000
003-05	Excise Taxes	\$1,702,377	\$1,725,000	\$1,739,480	\$1,800,000	\$1,795,500	\$1,800,000	\$1,825,000	\$1,825,000
003-07	Registered Agent Fees	\$28,038	\$29,000	\$30,717	\$40,000	\$45,201	\$42,000	\$42,000	\$42,000
003-09	PIDF - Admin Fee	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$7,000</u>	<u>\$7,000</u>	<u>\$7,000</u>	<u>\$7,000</u>	<u>\$7,000</u>
	Subtotal	\$1,749,702	\$1,775,000	\$1,791,228	\$1,861,000	\$1,855,201	\$1,856,000	\$1,886,000	\$1,886,000
Fire Department									
004-01	Miscellaneous	\$12,448	\$10,000	\$7,747	\$12,000	\$12,021	\$10,000	\$12,000	\$12,000
004-03	ARFF Revenue	\$48,240	\$55,500	\$53,205	\$55,500	\$55,910	\$55,500	\$55,500	\$55,500
004-04	EMS CO-OP	<u>\$490,742</u>	<u>\$723,064</u>	<u>\$790,863</u>	<u>\$1,087,872</u>	<u>\$1,095,000</u>	<u>\$1,082,976</u>	<u>\$1,082,976</u>	<u>\$1,082,976</u>
	Subtotal	\$551,430	\$788,564	\$851,814	\$1,155,372	\$1,162,931	\$1,148,476	\$1,150,476	\$1,150,476
General Government									
006-01	Miscellaneous	\$36,775	\$225	\$0	\$0	\$0	\$0	\$0	\$0
Library									
007-01	Miscellaneous Income	\$6,349	\$7,000	\$3,948	\$6,000	\$2,459	\$6,000	\$6,000	\$6,000
007-02	Other Income (Passport Sales)	<u>\$10,512</u>	<u>\$17,800</u>	<u>\$14,299</u>	<u>\$17,800</u>	<u>\$9,801</u>	<u>\$17,800</u>	<u>\$17,800</u>	<u>\$17,800</u>
	Subtotal	\$16,861	\$24,800	\$18,247	\$23,800	\$12,260	\$23,800	\$23,800	\$23,800

Number	Account Name	2018 Received	2019 Budget	2019 Received	2020 Budget	2020 Actual	2021		
							Dept Head	Manager	Council
Police Department									
008-01	Miscellaneous	\$75,068	\$95,485	\$101,406	\$36,985	\$16,349	\$17,229	\$17,229	\$17,229
008-02	District Court Fines & Fees	\$50	\$1,000	\$215	\$500	\$1,330	\$1,300	\$1,300	\$1,300
008-03	Parking Violations	\$544	\$1,000	\$1,003	\$350	\$100	\$100	\$100	\$100
008-04	Reimbursements from Grants	<u>\$74,670</u>	<u>\$86,000</u>	<u>\$20,450</u>	<u>\$60,000</u>	<u>\$82,568</u>	<u>\$83,000</u>	<u>\$83,000</u>	<u>\$83,000</u>
	Subtotal	\$150,332	\$183,485	\$123,074	\$97,835	\$100,347	\$101,629	\$101,629	\$101,629
Public Works									
009-01	Miscellaneous	\$36,734	\$21,274	\$34,900	\$30,000	\$30,000	\$29,424	\$29,424	\$29,424
Recreation and Parks									
010-01	Program Income	\$42,035	\$52,500	\$40,113	\$50,000	\$22,000	\$50,000	\$50,000	\$50,000
010-02	Indoor Pool Income	\$54,466	\$48,500	\$59,542	\$51,600	\$13,000	\$51,600	\$51,600	\$51,600
010-03	Forum Revenue	\$272,801	\$255,000	\$263,379	\$259,500	\$142,000	\$259,500	\$259,500	\$259,500
010-04	Rental Revenue	\$18,604	\$21,500	\$20,284	\$19,000	\$10,000	\$19,000	\$19,000	\$19,000
010-05	Credit Card Fees	\$335	\$1,800	\$240	\$1,800	\$865	\$1,800	\$1,800	\$1,800
	Subtotal	\$388,241	\$379,300	\$383,557	\$381,900	\$187,865	\$381,900	\$381,900	\$381,900
Solid Waste									
012-01	Miscellaneous	\$0	\$550,072	\$564,743	\$529,950	\$527,400	\$519,750	\$519,750	\$519,750
012-02	Permits	<u>\$0</u>	<u>\$48,000</u>	<u>\$63,833</u>	<u>\$61,000</u>	<u>\$67,015</u>	<u>\$51,340</u>	<u>\$63,710</u>	<u>\$63,710</u>
	Subtotal	\$0	\$598,072	\$628,575	\$590,950	\$594,415	\$571,090	\$583,460	\$583,460
Presque Isle Industrial Council									
013-01	Industrial Rentals	\$535,500	\$566,000	\$608,886	\$642,470	\$696,856	\$650,000	\$650,000	\$706,971
Employee Benefits									
014-01	Miscellaneous	\$39,364	\$22,500	\$37,694	\$5,000	\$10,659	\$5,000	\$5,000	\$5,000
Insurances									
016-01	Miscellaneous	\$1,035	\$10,516	\$11,308	\$1,000	\$758	\$1,000	\$1,000	\$1,000

Number	Account Name	2018 Received	2019 Budget	2019 Received	2020 Budget	2020 Actual	2021		
							Dept Head	Manager	Council
Debt Service									
018 - 01	Transfers	\$0	\$87,200	\$87,200	\$87,200	\$87,200	\$0	\$87,200	\$87,200
Echo Lake									
019-01	Echo Lake Sewer Fees	\$5,351	\$5,544	\$5,980	\$6,936	\$7,315	\$7,530	\$7,530	\$7,530
Airport									
022-01	Airport City Share	\$30,000	\$33,000	\$33,000	\$34,650	\$34,650	\$36,383	\$36,383	\$36,383
City Clerk									
025-01	Miscellaneous	\$991	\$2,100	\$809	\$1,000	\$825	\$1,000	\$1,000	\$1,000
025-02	City Clerk Fines & Fees	\$16,964	\$21,000	\$29,237	\$25,000	\$21,250	\$22,500	\$22,500	\$22,500
025-03	City Clerk Licenses	\$2,710	\$4,100	\$5,170	\$4,500	\$13,553	\$8,500	\$8,500	\$8,500
025-04	Dog Licenses	\$6,124	\$7,000	\$6,066	\$7,500	\$4,105	\$6,800	\$6,800	\$6,800
025-06	Boat Excise	\$5,086	\$5,200	\$4,894	\$5,200	\$5,175	\$5,200	\$5,200	\$5,200
025-07	Registered Agent Fees	<u>\$2,305</u>	<u>\$2,600</u>	<u>\$2,246</u>	<u>\$2,600</u>	<u>\$2,277</u>	<u>\$2,300</u>	<u>\$2,300</u>	<u>\$2,300</u>
		\$34,180	\$42,000	\$48,422	\$45,800	\$47,185	\$46,300	\$46,300	\$46,300
General Assistance									
026-08	General Assistance Reimburseme	\$18,979	\$19,075	\$16,453	\$17,675	\$15,135	\$15,505	\$15,505	\$15,505
General Fund Revenues									
027-01	Miscellaneous	\$3,167	\$15,000	\$3,664	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
027-03	Supplemental Taxes	\$5,248	\$7,500	\$54,765	\$7,500	\$6,500	\$7,500	\$7,500	\$7,500
027-05	Interest on Taxes	\$53,254	\$80,000	\$94,844	\$80,000	\$81,222	\$80,000	\$80,000	\$80,000
027-06	Lien Fees	\$20,001	\$25,000	\$28,972	\$25,000	\$26,551	\$25,000	\$25,000	\$25,000
027-07	Water/Sewer District Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
027-08	Bon Aire Housing Parcel	\$46,994	\$46,000	\$45,644	\$46,000	\$50,479	\$50,000	\$50,000	\$50,000
027-09	Presque Isle Housing Authority	\$66,296	\$40,000	\$43,967	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
027-10	P.I.L.O.T. Income	\$14,505	\$0	\$0	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000

Number	Account Name	2018 Received	2019 Budget	2019 Received	2020 Budget	2020 Actual	2021		
							Dept Head	Manager	Council
027-11	Tax Acquired Revenues	\$30,112	\$8,150	\$44,229	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
027-12	Aircraft Excise	\$17,769	\$18,000	\$16,751	\$18,000	\$16,704	\$16,000	\$16,000	\$16,000
027-13	Interest on Investments	\$38,935	\$25,000	\$35,973	\$35,000	\$36,500	\$35,000	\$35,000	\$35,000
027-14	State Parks Reimbursement	\$6,497	\$3,500	\$6,162	\$3,500	\$6,200	\$6,200	\$6,200	\$6,200
027-15	Fire Reimbursement-Chapman	\$25,190	\$25,190	\$25,191	\$25,190	\$25,190	\$25,190	\$25,190	\$25,190
027-16	Veterans Reimbursement	\$9,850	\$9,800	\$9,807	\$9,800	\$9,500	\$9,500	\$9,500	\$9,500
027-17	Refund-ME Tree Growth Tax	\$4,539	\$1,850	\$4,695	\$1,850	\$1,850	\$4,500	\$4,500	\$4,500
027-18	State Revenue Sharing	\$791,773	\$946,000	\$1,077,384	\$1,200,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,310,000
027-19	Cable TV Franchise Fee	\$56,956	\$55,000	\$61,122	\$55,000	\$62,545	\$55,000	\$60,000	\$60,000
027-20	OVER/SHORT	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$1,191,197	\$1,305,990	\$1,553,171	\$1,581,840	\$1,698,241	\$1,688,890	\$1,693,890	\$1,703,890
Capital Reserves									
075 - 01	Public Works Transfer	\$0	\$385,050	\$385,050	\$428,050	\$428,050	\$0	\$0	\$0
	Totals	\$4,946,205	\$6,400,395	\$6,678,090	\$7,182,883	\$7,145,473	\$6,734,332	\$6,870,902	\$6,927,873

City of Presque Isle, Maine

12/2/2020

General Fund Revenue - Department 27

2021 Revenue Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021		
						Department	Manager	Council
027-01 Miscellaneous	3,167	15,000	3,664	3,000	3,000	3,000	3,000	3,000
027-03 Supplemental Taxes	5,248	7,500	54,765	7,500	6,500	7,500	7,500	7,500
027-05 Interest on Taxes	53,254	80,000	94,844	80,000	81,222	80,000	80,000	80,000
027-06 Lien Fees	20,001	25,000	28,972	25,000	26,551	25,000	25,000	25,000
027-07 Water/Sewer Dist Rent	-	-	-	-	-	-	-	-
027-08 Bon Aire Housing	46,994	46,000	45,644	46,000	50,479	50,000	50,000	50,000
027-09 PI Housing Authority	66,296	40,000	43,967	40,000	40,000	40,000	40,000	40,000
027-10 PILOT Income	14,505	-	-	7,000	7,000	7,000	7,000	7,000
027-11 Tax Acq Property Revenue	30,112	8,150	44,229	25,000	25,000	25,000	25,000	25,000
027-12 Aircraft Excise	17,769	18,000	16,751	18,000	16,704	16,000	16,000	16,000
027-13 Interest on Investments	38,935	25,000	35,973	35,000	36,500	35,000	35,000	35,000
027-14 State Parks Reimb	6,497	3,500	6,162	3,500	6,200	6,200	6,200	6,200
027-15 Fire Reimb Chapman	25,190	25,190	25,191	25,190	25,190	25,190	25,190	25,190
027-16 Veterans Reimbursement	9,850	9,800	9,807	9,800	9,500	9,500	9,500	9,500
027-17 Refund ME Tree Growth	4,539	1,850	4,695	1,850	1,850	4,500	4,500	4,500
027-18 Revenue Sharing	791,773	946,000	1,077,384	1,200,000	1,300,000	1,300,000	1,300,000	1,310,000
027-19 Cable Franchise Fee	56,956	55,000	61,122	55,000	62,545	55,000	60,000	60,000
027-20 Cash Over/Short	111	-	-	-	-	-	-	-
Total General Fund Revenue	\$1,191,197	\$1,305,990	\$1,553,171	\$1,581,840	\$1,698,241	\$1,688,890	\$1,693,890	1,703,890

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,167	\$15,000	\$3,664	\$3,000	\$3,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,000	\$3,000	\$3,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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This account is normally used for small one-time revenues -- usually carry overs from the previous year.

In 2017 the City entered into a consulting agreement with Loring Development Authority
In 2018 estimate 10 hours/week @ \$50/hour

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-03**

Account Title: **Supplemental Taxes**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$5,248	\$7,500	\$54,765	\$7,500	\$6,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,500	\$7,500	\$7,500	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Taxes for valuation not picked up at time of commitment

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-05**

Account Title: **Interest on Taxes**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$53,254	\$80,000	\$94,844	\$80,000	\$81,222

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$80,000	\$80,000	\$80,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-06**

Account Title: **Lien Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$20,001	\$25,000	\$28,972	\$25,000	\$26,551

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$25,000	\$25,000	\$25,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

All liens filed by the City must be recorded at the Registry of Deeds office in Houlton. Cost is currently \$19.00 per page.

When liens are paid off, the City must discharge the lien at a cost of \$19.00.

These costs as well as mailing fees and any other statutory fees paid by the City are recovered from the taxpayer when the lien is released.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-07**

Account Title: **Water/Sewer District Rent**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Rate was established in 2003 - \$9.00 per square foot - with a 3% annual increase thereafter

Tenant has moved.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-08**

Account Title: **Bon Aire Housing**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$46,994	\$46,000	\$45,644	\$46,000	\$50,479

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$50,000	\$50,000	\$50,000	\$4,000

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Aroostook Band of Micmacs Cooperation Agreement 1996-2006 (continues until one or either side terminates the agreement) -For Police, Fire and Snow Removal Services - Fee is based on Department of Housing and Urban Development's contribution to the Local Authority of \$150 per unit for 66 units - \$9,900
There is a disputed annual misc income amount that the parties mutually agreed to seek and use grant funds in lieu of the payment.

Homeless Services of Aroostook payment in lieu of taxes - \$10,124.71

Presque Isle Housing Authority payment in lieu of taxes - \$30,453.97

Aroostook Band of Micmacs - \$9900.00

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-09**

Account Title: **PI Housing Authority**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$66,296	\$40,000	\$43,967	\$40,000	\$40,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$40,000	\$40,000	\$40,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Payment in Lieu of Taxes based on 10% of balance from rental income after utility expenses are subtracted

In 2017 PI Housing Authority signed an Energy Performance Contract resulting in substantial savings in utility costs

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-10**

Account Title: **P.I.L.O.T. Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$14,505	\$0	\$0	\$7,000	\$7,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,000	\$7,000	\$7,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

~~The Aroostook Medical Center for the MRI area of the hospital – \$14,382~~
~~Contract to be terminated 12/31/18~~

Central Aroostook Association Pilot Program \$7000

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-11**

Account Title: **Tax Acquired Revenues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$30,112	\$8,150	\$44,229	\$25,000	\$25,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$25,000	\$25,000	\$25,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Revenue from Tax Acquired Properties (workouts & bids)

\$25,000

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-12**

Account Title: **Aircraft Excise**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$17,769	\$18,000	\$16,751	\$18,000	\$16,704

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$16,000	\$16,000	\$16,000	(\$2,000)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Beginning in 2013, collections of Aircraft Excise was moved from the State to individual municipalities.

Local Tax Collectors now research the amount of excise due and collect from local aircraft owners.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-13**

Account Title: **Interest on Investments**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$38,935	\$25,000	\$35,973	\$35,000	\$36,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$35,000	\$35,000	\$35,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-14**

Account Title: **State Parks Reimb**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,497	\$3,500	\$6,162	\$3,500	\$6,200

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,200	\$6,200	\$6,200	\$2,700

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Per MSRA s 602 - 15% of all day use camping fees received by the State must be paid to municipalities having State Park lands in their boundaries

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-15**

Account Title: **Fire Reimb - Chapman**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$25,190	\$25,190	\$25,191	\$25,190	\$25,190

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$25,190	\$25,190	\$25,190	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

City of Presque Isle Fire Dept provides "fire suppression service" to the Town of Chapman for the area commonly referred to as "East Chapman".

3 year contract from January 1, 2017 to December 31, 2019

Fee is based on the average State valuation from the previous three years (2014-2016 average is \$30,350,000) for the Town of Chapman multiplied by a factor of .00083

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-16**

Account Title: **Veterans Reimb**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$9,850	\$9,800	\$9,807	\$9,800	\$9,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$9,500	\$9,500	\$9,500	(\$300)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

The State is required to reimburse the City for 50% of the property tax revenue loss suffered by the City during the previous calendar year as a result of the statutory property tax exemptions given to qualifying Veterans.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-17**

Account Title: **Refund-ME Tree Growth Tax**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,539	\$1,850	\$4,695	\$1,850	\$1,850

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,500	\$4,500	\$4,500	\$2,650

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Per MRSA Title 36, s 578, eligible applicants may receive a reduced per acre rate on their forested land. The City would get a per acre reimbursement of 90% of the per acre tax revenue lost due to tree growth enrollment. The "tax lost" is the tax that would have been assessed if the land were not in tree growth, but assessed as undeveloped acreage minus the tax that was actually assessed.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-18**

Account Title: **State Revenue Sharing**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$791,773	\$946,000	\$1,077,384	\$1,200,000	\$1,300,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,300,000	\$1,300,000	\$1,310,000	\$110,000

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Formula is based on sales tax, population, tax commitment and State valuation with consideration given in a second formula for tax effort

	State Estimate	Received	Over (Under) Estimate
Jul 2008 - Jun 2009	1,875,635	1,686,472	(189,163)
Jul 2009 - Jun 2010	1,539,423	1,338,578	(200,845)
Jul 2010 - Jun 2011	1,127,621	1,190,297	62,676
Jul 2011 - Jun 2012	1,179,940	1,211,486	31,546
Jul 2012 - Jun 2013	1,134,722	1,165,538	30,816
Jul 2013 - Jun 2014	780,000	790,641	10,641
Jul 2014 - Jun 2015	681,333	715,128	33,795
Jul 2015 - Jun 2016	706,631	758,758	52,127
Jul 2016 - June 2017	738,500	784,000	45,500
Jul 2017 - June 2018	742,542	866,649	124,107
Jul 2018 - June 2019	807,168	766,892	(40,276)
July 2019 - June 2020	1,217,649	1,299,423	81,774
July 2020 - June 2021	1,461,481		

Revenue Sharing is increasing to 3% in July 2020

Adjust Revenue Sharing 10,000

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Fund**

Department Number: **027**

Account Number: **027-19**

Account Title: **Cable TV Franchise Fee**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$56,956	\$55,000	\$61,122	\$55,000	\$62,545

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$55,000	\$60,000	\$60,000	\$5,000

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Annual Revenue x 3%

[illegible]

City of Presque Isle, Maine

12/2/2020

Assessing - Department 01

2021 Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021		
						Department	Manager	Council
Wages	124,936	146,118	147,719	171,647	155,100	177,986	174,610	174,610
Employee Costs	5,389	7,735	7,388	9,060	2,203	9,575	9,575	9,575
Departmental Expenses	6,483	6,680	5,768	6,450	5,786	6,650	6,650	6,650
Utilities	313	450	313	460	450	930	930	930
Supplies/Equipment	-	250	-	250	-	250	250	250
Repairs/Maintenance	2,400	2,400	2,400	2,900	2,400	4,900	4,900	4,900
Contracted Services	-	-	-	-	-	-	-	-
Total Expenses	\$139,521	\$163,633	\$163,588	\$190,768	\$165,939	\$200,292	\$196,916	\$196,916
Assessing Services	-	2,500	2,600	131,405	111,405	111,405	111,405	101,405
Total Revenue	-	2,500	2,600	131,405	111,405	111,405	111,405	101,405

Additional Information

Employee Benefits

FICA	8,978
Workers Comp	2,200
Health Insurance	30,644
Retirement	13,912
Unemployment	495
	<u>\$56,228</u>

Benefits as a % of Wages

32.20%

Number of Full Time Employees

2.70

2021 Assessing Department Expense Detail

Account Number	Description							2021		
		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	Department	Manager	Council	
01-01	Regular Salaries	124,936	145,918	147,719	171,147	155,100	177,486	174,110	174,110	
01-02	Overtime	-	200	-	500	-	500	500	500	
	Total Wages	124,936	146,118	147,719	171,647	155,100	177,986	174,610	174,610	
03-01	Mileage Reimbursement	328	1,500	634	2,800	782	3,300	3,300	3,300	
03-02	Travel & Training	4,741	5,970	6,474	5,995	1,141	5,995	5,995	5,995	
03-03	Membership Dues	320	265	280	265	280	280	280	280	
	Total Employee Costs	5,389	7,735	7,388	9,060	2,203	9,575	9,575	9,575	
05-01	Office Expense	18	100	182	300	155	300	300	300	
05-04	Ads/Publications	4,224	4,010	3,849	3,650	3,850	3,850	3,850	3,850	
05-07	Miscellaneous	2,241	2,570	1,737	2,500	1,781	2,500	2,500	2,500	
	Total Department Exp	6,483	6,680	5,768	6,450	5,786	6,650	6,650	6,650	
06-01	Phone/Internet	313	450	313	460	450	930	930	930	
	Total Utilities	313	450	313	460	450	930	930	930	
07-01	New Equipment	-	250	-	250	-	250	250	250	
	Total Supplies/Equipmen	-	250	-	250	-	250	250	250	
08-08	Computer Repairs/Mainten	2,400	2,400	2,400	2,900	2,400	4,900	4,900	4,900	
	Total Repairs & Maintena	2,400	2,400	2,400	2,900	2,400	4,900	4,900	4,900	
10-03	Contracted Services	-	-	-	-	-	-	-	-	
	Total Contracted Services	-	-	-	-	-	-	-	-	
	Total Expense	139,521	163,633	163,588	190,768	165,939	200,292	196,916	196,916	

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number: **001**

Account Number: **001-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$2,500	\$2,600	\$131,405	\$111,405

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 111,405.00	\$ 111,405.00	\$ 101,405.00	\$ (30,000.00)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Will offer assessing services to outside towns with the new contract assessor.

County Grant	\$ 111,405.00
Regular Income	\$ -
	\$ 111,405.00
Adjusted	\$ (10,000)

			2019	2019	2020	2020	2021	2021	2021	Change
		2018 Actual	Budget	Actual	Budget	Actual	Department	Manager	Council	from 2020 Budget
ASSESING										
TOTAL REVENUE		-	2,500	2,600	131,405	111,405	111,405	111,405	101,405	(30,000)
009 01	MISCELLANEOUS	-	2,500	2,600	131,405	111,405	111,405	111,405	101,405	(30,000)

[illegible]

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-01-01**

Account Title: **Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$124,936	\$145,918	\$147,719	\$171,147	\$155,100

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$177,486	\$174,110	\$174,110	\$2,963

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.

See Personnel Services Worksheet for Details

Increased due to additional Contract Assessor

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$200	\$0	\$500	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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 Assessing Dept on occasion has a need to spend several hours in a review session at commitment time. It is not possible to spread this work over several weeks and make scheduled deadlines. Also, on occasion it is necessary to be available to taxpayers during non-traditional hours. Overtime only applies to non-salaried assessor.

	<i>Budget</i>	<i>Actual</i>	
2015	1,000	-	
2016	700	-	
2017	300	-	
2018	200	-	
2019	200	-	
2020	500	-	
2021	500		

anticipate possible increased needs with County outreach

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-03-01**

Account Title: **Mileage Reimb (Local)**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$328	\$1,500	\$634	\$2,800	\$782

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,300	\$3,300	\$3,300	\$500

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.

Was reduced by Manager in 2015 from \$1,800 request to \$1,500

Assessor - Local mileage reimbursement

\$300

City Vehicle --- Gas/Repairs/Maintenance

\$3,000

Plan to continue with quarterly work.

\$3,300

Car is 15 years old and replacement should be considered.

2016- replaced front brakes \$321.13. Fuel gauge is now working intermittently.

2017 - fuel guage repaired \$244.00

2018 - replaced 4 tires

Assr - 2019 - added \$300 to local mileage line for Contract Assessor.

Assr - 2020 - added \$1,000 in anticipation of County outreach

Assr - 2021 - added \$500 in anticipation of additional regional work & 2nd car

City of Presque Isle, Maine

Fiscal Year 2021

Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,741	\$5,970	\$6,474	\$5,995	\$1,141

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$5,995	\$5,995	\$5,995	\$0

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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Spring MAAO Training in Northern Me - 3 assessors @ \$35	\$105
Property Tax Institute - 1 Assessor - Reg \$250, Travel \$150, Lodging \$400	\$800
Tax School -- 3 Assessors Reg. \$900, Travel \$225, Meals \$300, Lodging \$2,500	\$3,925
MAAO Fall Conference - 1 Assessor Reg \$225, Lodging \$600, Meals \$90, Travel \$200	\$1,115
Marshall & Swift Webinars 2 @ \$25	\$50
Total Cost	<u>\$5,995</u>

Assr - 2018 - Lewis did not teach in 2018. 2019 is uncertain.

Assr - 2019 added contract assessor to Tax School & No. Me Workshop

Assr - 2020 - Lewis did teach in 2019, will not in 2020. Registration fee increased to fall conference.

Assr - 2021 - Anticipate return to normalcy, no increase.

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$320	\$265	\$280	\$265	\$280

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$280	\$280	\$280	\$15

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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International Association of Assessing Officers
Maine Association of Assessing Officers

\$175

\$105

\$280

Assr - Added contract assessor MAAO fee

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$18	\$100	\$182	\$300	\$155

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$300	\$300	\$300	\$0

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.

Anticipate additional needs with county services
2021 - no increase

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,224	\$4,010	\$3,849	\$3,650	\$3,850

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,850	\$3,850	\$3,850	\$200

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.

Marshall & Swift Manuals (decrease) Eliminated residential manual				\$650
Assessment Map Updates Was \$1,350. Now includes updates to Paper and GIS Parcel Layer				\$3,200
				\$0
				<hr/> \$3,850

We now need to update both paper & GIS maps.
2021 - Increase from vendor - of \$200.00

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-05-07**

Account Title: **Misc Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,241	\$2,570	\$1,737	\$2,500	\$1,781

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,500	\$2,500	\$2,500	\$0

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 \$700 in 2016

Decrease \$50 in 2017

Registry of Deeds fees-copies of deeds/mortgages/property transfers/etc

\$2,500

This line is has been short due to a active real estate market.

2018 actual will be \$2,570 based on 7mos. activity.

Use 3 ring binder for commitment book

No Increase

TOTAL

\$2,500

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$313	\$450	\$313	\$460	\$450

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$930	\$930	\$930	\$470

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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Assessing has 3 lines: 38.17/month
Phone Stipend \$40/month

	\$450
	\$480
TOTAL	\$930

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$250	\$0	\$250	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$250	\$250	\$250	\$0

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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Measuring tools, camera, laser.

250

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-08-08**

Account Title: **Computer Repairs & Maint**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,400	\$2,400	\$2,400	\$2,900	\$2,400

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,900	\$4,900	\$4,900	\$2,000

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.

Annual Maintenance Fee for GIS Software		\$2,400.00
Anticipate new functionality to GIS system(document uploader) Annual Fee		\$500.00
2021 - Add staff editor to GIS System		\$2,000.00
		<hr/>
		\$4,900.00

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Assessing**

Department Number **001**

Account Number: **001-10-03**

Account Title: **Appraisal Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

Funds Special Revenues Account 056 used for outside Appraisal Services when needed. Usually used when large taxpayers are requesting revaluations or abatements. With changes to be made in assessed values, we should anticipate a larger number of abatement requests and possible legal challenges.
Account has current balance of \$11,450

Did not use in 2015, 2016, 2017, 2018, 2019 or 2020 to date.

ASSESSING

[illegible]

City of Presque Isle, Maine

12/2/2020

Dept of Econ & Community Development -- Department 02

2021 Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021		
						Department	Manager	Council
Wages	138,351	107,753	108,389	152,189	155,752	158,015	158,015	158,015
Employee Costs	2,350	2,300	968	6,385	941	7,650	7,650	7,650
Departmental Expenses	2,146	5,300	4,028	4,300	1,674	4,800	4,800	4,800
Utilities	769	800	770	800	449	1,070	1,070	1,070
Supplies/Equipment	602	-	-	400	61	900	900	900
Repairs & Maintenance	813	-	-	50	-	550	550	550
Total Expenses	\$145,031	\$116,153	\$114,154	\$164,124	\$158,877	\$172,985	\$172,985	172,985
Miscellaneous	-	300	-	-	-	-	-	-
Code Enforcement	160,524	150,000	56,930	60,000	65,000	60,000	60,000	60,000
Total Revenue	\$160,524	\$150,000	\$56,930	\$60,000	\$65,000	60,000	60,000	60,000

Additional Information

Employee Benefits

FICA	9,696
Workers Comp	841
Health Insurance	30,559
Retirement	11,394
Unemployment	464
	52,954

Benefits as a % of Wages

33.51%

Number of Full Time Employees

3.0

2021 Department of Economic and Community Development Expense Detail

12/2/2020

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021		
							Department	Manager	Council
01-01	Regular Salaries	136,253	105,253	104,076	149,689	153,252	155,515	155,515	155,515
01-02	Overtime	<u>2,098</u>	<u>2,500</u>	<u>4,313</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
	Total Wages	138,351	107,753	108,389	152,189	155,752	158,015	158,015	158,015
03-01	Mileage Reimbursement	747	-	30	2,150	125	1,150	1,150	1,150
03-02	Travel & Training	1,343	900	791	3,460	496	5,440	5,440	5,440
03-03	Membership Dues	260	575	75	575	120	860	860	860
03-04	Uniforms/Boots	<u>-</u>	<u>825</u>	<u>72</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
	Total Employee Costs	2,350	2,300	968	6,385	941	7,650	7,650	7,650
05-01	Office Supplies	886	600	408	600	481	600	600	600
05-04	Ads/Publications	860	2,700	1,758	2,200	870	2,700	2,700	2,700
05-07	Miscellaneous	<u>400</u>	<u>2,000</u>	<u>1,861</u>	<u>1,500</u>	<u>323</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Total Department Exp	2,146	5,300	4,028	4,300	1,674	4,800	4,800	4,800
06-01	Phone/Internet	<u>769</u>	<u>800</u>	<u>770</u>	<u>800</u>	<u>449</u>	<u>1,070</u>	<u>1,070</u>	<u>1,070</u>
	Total Utilities	769	800	770	800	449	1,070	1,070	1,070
07-01	New Equipment	602	-	-	400	61	600	600	600
07-02	Gas and Oil	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>300</u>	<u>300</u>	<u>300</u>
	Total Supplies/Equipmen	602	-	-	400	61	900	900	900
8-01	Equipment Repairs	813	-	-	50	-	550	550	550
	Total Repairs & Maintena	813	-	-	50	-	550	550	550
	Total Expense	<u>145,031</u>	<u>116,153</u>	<u>114,154</u>	<u>164,124</u>	<u>158,877</u>	<u>172,985</u>	<u>172,985</u>	<u>172,985</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **02**

Account Number: **002-01**

Account Title: **Miscellaneous Rev**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$300	\$0	\$0	\$0

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **02**

Account Number: **002-02**

Account Title: **Code Enforcement**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$160,524	\$150,000	\$56,930	\$60,000	\$65,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$60,000	\$60,000	\$60,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Revenue: generated from permits

Building Permits

Electrical Permits

Plumbing Permits

Zoning Board of Appeals

DECD DEPARTMENT	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL REVENUE	160,524	150,300	56,930	60,000	65,000	60,000	60,000	60,000	-
01 MISCELLANEOUS	-	300	-	-	-	-	-	-	-
02 CODE	160,524	150,000	56,930	60,000	65,000	60,000	60,000	60,000	-

[illegible]

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$136,253	\$105,253	\$104,076	\$149,689	\$153,252

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$155,515	\$155,515	\$155,515	\$5,826

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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see personnel cost sheet for details

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,098	\$2,500	\$4,313	\$2,500	\$2,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,500	\$2,500	\$2,500	\$0

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.

Staff support for Planning Board, PIDF, CASWCD & Zoning Board Mtgs.

\$ 2,500.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-03-01**

Account Title: **Mileage Reimbursement**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$747	\$0	\$30	\$2,150	\$125

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,150	\$1,150	\$1,150	(\$1,000)

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.

Anticipates approx. 600+ miles/yr. within region attending training and visiting projects.	\$575.00
Code Officer - Local region attending training and visiting projects.	\$575.00
	\$1,150.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,343	\$900	\$791	\$3,460	\$496

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$5,440	\$5,440	\$5,440	\$1,980

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.

Director attendance at ICSC (International Council of Shopping Centers) Convention w/ Aroostook Centre Mall
Rooms = 4 @ \$125.00= \$500, Registrations = \$610, meals 4 @ \$60.00= \$240 Flight= \$500

\$1,850.00

Director attendance at IECDC (International economic Development Council) Convention

Rooms= 5 @ \$125 = \$625, Registration = \$455, meals 5 @ 60= 260, Flight=\$500

\$ 1,840.00

Director host and tour potential businesses wanting to locate in PI

6 Rooms @ \$100= \$600

\$ 600.00

Code Officer - trainings (registration & meals for 5 Plumbing, 3 Residential Energy & 3 Commercial Energy Credits

Registrations = 5 @ \$90.00= \$450, meals 5 @ \$60.00= \$300.00.

\$750.00

mileage \$400.00

\$5,440.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-03-03**

Account Title: **Memberships/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$260	\$575	\$75	\$575	\$120

2020 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$860	\$860	\$860	\$285

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.

Need to see what other states are doing outside New England for promoting Economic Development
Includes dues for IEDC (\$455), MCDA (\$125), and EDCM (\$125) , ICSC (\$100)
Code Enforcement Organization Dues - ACEO (\$20) & MBOIA (\$35)

\$ 860.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-03-04**

Account Title: **Uniforms/Clothing Allowance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$825	\$72	\$200	\$200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$200	\$200	\$200	\$0

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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*Uniforms for Code Officer
Boots - Union Contract*

\$ 200.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$886	\$600	\$408	\$600	\$481

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$600	\$600	\$600	\$0

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 account is for supplies to support the Director, Planning Board, Zoning Board and PIDF Board

Supplies include: Ink Cartridges, Labels, Cassette Tapes, File folders, Pens, etc.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$860	\$2,700	\$1,758	\$2,200	\$870

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,700	\$2,700	\$2,700	\$500

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.

Printing costs for Marking packets & Development Fund brochures	\$	500.00
With numerous public notices & hearings required for land use issues, we do not anticipate a decrease in expense.		
Ads for public notification of meetings of the zoning and board of appeals	\$	<u>2,200.00</u>
	\$	2,700.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-05-07**

Account Title: **Miscellaneous Expense**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$400	\$2,000	\$1,861	\$1,500	\$323

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,500	\$1,500	\$1,500	\$0

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.

Zoning Map Amendments/ UMPI Support

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$769	\$800	\$770	\$800	\$449

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,070	\$1,070	\$1,070	\$270

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.

Charge for 3 line is approx. \$39.13/month	\$	470
Director & Code Officer Cell Phone 25.00 per month stipend.	\$	<u>600</u>
	\$	1,070

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$602	\$0	\$0	\$400	\$61

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$600	\$600	\$600	\$200

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.

Basic Equipment as needs arise, Measuring Tools, Camera, Security Hardware, Admin Printer

Johnson Laser level for Code Officer. Current laser level no longer in operation after 15+ years of use.

\$ 495.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-07-02**

Account Title: **Gas and Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$300	\$300	\$300	\$300

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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New Line item needed to keep track of fuel expenses	\$	300
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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **DECD**

Department Number: **002**

Account Number: **002-08-01**

Account Title: **Equipment Repairs & Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$813	\$0	\$0	\$50	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$550	\$550	\$550	\$500

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.

Repairs to printers	\$	50
Repairs for Code officer vehicle per recommendation of Councilor Willette	\$	500
Right front wheel bearing, Mass airflow sensor, front axle FWD actuator needs replaced		
	\$	550

DECD

		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
	EXPENSES	145,031	116,153	114,154	164,124	158,877	172,985	172,985	172,985	8,861.08
	WAGES	138,351	107,753	108,389	152,189	155,752	158,015	158,015	158,015.08	5,826
002 01 01	REGULAR SALARIES	136,253	105,253	104,076	149,689	153,252	155,515	155,515	155,515.08	5,826.08
01 02	OVERTIME	2,098	2,500	4,313	2,500	2,500	2,500	2,500	2,500.00	-
	EMPLOYEE COSTS	2,350	2,300	968	6,385	941	7,650	7,650	7,650.00	1,265
03 01	MILEAGE REIMBURSEMENT	747	-	30	2,150	125	1,150	1,150	1,150.00	(1,000.00)
03 02	TRAVEL/TRAINING	1,343	900	791	3,460	496	5,440	5,440	5,440.00	1,980.00
03 03	MEMBERSHIP DUES	260	575	75	575	120	860	860	860.00	285.00
03 04	UNIFORMS/BOOTS		825	72	200	200	200	200	200.00	-
	DEPARTMENTAL EXPENSES	2,146	5,300	4,028	4,300	1,674	4,800	4,800	4,800.00	500
05 01	OFFICE SUPPLIES	886	600	408	600	481	600	600	600.00	-
05 04	ADS/PUBLICATIONS	860	2,700	1,758	2,200	870	2,700	2,700	2,700.00	500.00
05 07	MISCELLANEOUS	400	2,000	1,861	1,500	323	1,500	1,500	1,500.00	-
	UTILITIES	769	800	770	800	449	1,070	1,070	1,070.00	270
06 01	PHONE/INTERNET	769	800	770	800	449	1,070	1,070	1,070.00	270.00
	SUPPLIES/EQUIPMENT	602	-	-	400	61	900	900	900	500
07 01	NEW EQUIPMENT	602	-	-	400	61	600	600	600.00	200.00
07 02	GAS AND OIL	-	-	-	-	-	300	300	300	300.00
	REPAIRS/MAINTENANCE	813	-	-	50	-	550	550	550	500
08 01	EQUIPMENT REPAIRS & M	813	-	-	50	-	550	550	550.00	500.00

City of Presque Isle, Maine

11/23/2020

Finance -- Department 03

2021 Expense & Revenue Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	279,448	305,016	302,523	298,400	289,093	301,009	301,009	301,009
Employee Costs	1,941	2,555	1,327	2,575	950	2,575	2,125	2,125
Departmental Expenses	19,699	22,239	22,314	23,584	22,200	23,184	23,184	23,184
Utilities	1,915	2,000	1,959	2,000	2,021	2,508	2,508	2,508
Supplies/Equipment	756	500	489	500	-	500	500	500
Repairs & Maintenance	-	100	245	180	-	180	180	180
Contracted Services	13,935	20,935	21,060	20,960	20,960	20,960	20,960	20,960
Total Expenses	\$317,694	\$353,345	\$349,917	\$348,199	\$335,224	\$350,916	\$350,466	350,466
Miscellaneous	4,287	6,000	6,031	14,000	7,500	7,000	12,000	12,000
Excise Taxes	1,702,377	1,725,000	1,739,480	1,800,000	1,795,500	1,800,000	1,825,000	1,825,000
Registered Agent Fees	28,038	29,000	30,717	40,000	45,201	42,000	42,000	42,000
PIDF Administration Fee	15,000	15,000	15,000	7,000	7,000	7,000	7,000	7,000
Total Revenue	\$1,749,702	\$1,775,000	\$1,791,228	\$1,861,000	\$1,855,201	\$1,856,000	\$1,886,000	1,886,000

Additional Information

Employee Benefits

FICA	23,027
Workers Comp	804
Health Insurance	60,834
Retirement	24,442
Unemployment	929
	110,036

Benefits as a % of Wages 36.56%

Number of Full Time Employees 6.0

2021 Finance Department Expense Detail

11/23/2020

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
							Department	Manager	Council
01-01	Regular Salaries	278,584	304,516	302,523	297,900	289,093	300,509	300,509	300,509
01-02	Overtime	864	500	-	500	-	500	500	500
	Total Wages	279,448	305,016	302,523	298,400	289,093	301,009	301,009	301,009
03-01	Mileage Reimbursement	135	200	126	200	155	200	200	200
03-02	Travel & Training	1,131	1,700	595	1,700	120	1,700	1,250	1,250
03-03	Membership Dues	675	655	605	675	675	675	675	675
	Total Employee Costs	1,941	2,555	1,327	2,575	950	2,575	2,125	2,125
05-01	Office Supplies	6,751	6,765	6,235	6,765	6,425	6,765	6,765	6,765
05-04	Ads/Publications	1,025	824	1,270	1,769	1,200	1,369	1,369	1,369
05-05	Lien Fees	11,229	13,500	13,578	13,500	13,100	13,500	13,500	13,500
05-06	Small Claims/Sheriff Costs	619	1,000	1,057	1,400	1,350	1,400	1,400	1,400
05-07	Miscellaneous	75	150	174	150	125	150	150	150
	Total Department Exp	19,699	22,239	22,314	23,584	22,200	23,184	23,184	23,184
06-01	Phone/Internet	1,915	2,000	1,959	2,000	2,021	2,508	2,508	2,508
	Total Utilities	1,915	2,000	1,959	2,000	2,021	2,508	2,508	2,508
07-01	New Equipment	756	500	489	500	-	500	500	500
	Total Supplies/Equipmen	756	500	489	500	-	500	500	500
08-01	Equipment Repairs	-	100	245	180	-	180	180	180
	Total Repairs & Maintena	-	100	245	180	-	180	180	180
10-02	Audit Services	13,935	20,935	21,060	20,960	20,960	20,960	20,960	20,960
	Total Contracted Services	13,935	20,935	21,060	20,960	20,960	20,960	20,960	20,960
	Total Expense	317,694	353,345	349,917	348,199	335,224	350,916	350,466	350,466

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,287	\$6,000	\$6,031	\$14,000	\$7,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,000	\$12,000	\$12,000	(\$2,000)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Revenue from fax and photocopy charges, notary signatures, and marriage ceremonies as well as administrative fees charged by payroll when the City deducts payments from employees on behalf of the Dept of Health and Human Services.

Decreased for subcontracting work with Mapleton that is no longer rec'd

Increased for subcontracting work Finance Director is doing with Aroostook Waste Solutions.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-05**

Account Title: **Excise Taxes**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,702,377	\$1,725,000	\$1,739,480	\$1,800,000	\$1,795,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,800,000	\$1,825,000	\$1,825,000	\$25,000

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

Amount collected from annual registrations of motor vehicles.

Amount is based on the factory list price of the vehicle when sold new multiplied by a mil rate set by the State. This mil rate is assessed at decreasing increments over the first five years of the vehicle's life and the lowest rate for 6 years and beyond.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-07**

Account Title: **Registration Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$28,038	\$29,000	\$30,717	\$40,000	\$45,201

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$42,000	\$42,000	\$42,000	\$2,000

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

Fee the City receives from the state for doing state transactions-- primarily Motor Vehicle registrations.

LD 917 allows for an increase in Municipal Agent Fees for Motor Vehicle Registrations.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Finance**

Division Number:

Department Number: **003**

Account Number: **003-09**

Account Title: **PIDF - Admin Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$15,000	\$15,000	\$15,000	\$7,000	\$7,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,000	\$ 7,000.00	\$ 7,000.00	\$ -

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

Non-Cash transfer from the Presque Isle Development Fund to cover the City's expenses to manage this fund.

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET						
Fiscal Year 2021 BUDGET						
DEPARTMENT: Finance						
		2021 DEPARTMENT REQUEST			2021	
	FULL TIME	PAY	2%	DEPARTMENT	MANAGER	COUNCIL
CLASSIFICATION	EQUIV.	RATE	COLA	WAGES	RECOMMEND.	APPROVED
Finance Director**	1	31.42	32.05	66,917	66,917	66,917
Deputy Finance Director	1	30.75	31.37	65,490	65,490	65,490
Tax Collector**	1	26.63	27.16	56,716	56,716	56,716
Deputy Clerk	1	17.35	17.70	36,951	36,951	36,951
Deputy Clerk	1	17.35	17.70	36,951	36,951	36,951
General Assistance/Deputy Clerk	1	17.60	17.95	37,484	37,484	37,484
Overtime				500	500	500
	6			301,009	301,009	301,009
** Step Increases						
<i>includes 2% COLA</i>						

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-01-01**

Account Title: **Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$278,584	\$304,516	\$302,523	\$297,900	\$289,093

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$300,509	\$300,509	\$300,509	\$2,609

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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City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$864	\$500	\$0	\$500	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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.

--

Normally but not always clerks accrue comp time instead of using overtime.

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-03-01**

Account Title: **Mileage Reimb (Local)**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$135	\$200	\$126	\$200	\$155

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$200	\$200	\$200	\$0

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.

In town mileage reimbursement	\$200
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City of Presque Isle, Maine

Fiscal Year 2021

Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,131	\$1,700	\$595	\$1,700	\$120

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,700	\$1,250	\$1,250	(\$450)

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.

Breakdown by employee:

Director: 1 MMTCTA* sponsored workshops (Municipal Law, Annual Conference) @ 60. each-Reg Fee

Total Cost **\$175**

Dep. Director: 1 MMTCTA* sponsored workshops (Municipal Law, Annual Conference) @ 60. each-Reg Fee

Total Cost **\$175**

Tax Collector: 2 MMTCTA Workshops (Tax Liens, Municipal Law or annual Conference)

Total Cost **\$400**

Tax Clerks: MMTCTA sponsored workshops or BMV training **\$500**

Department Total **\$1,250**

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$675	\$655	\$605	\$675	\$675

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$675	\$675	\$675	\$0

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.

Director	Government Finance Officers Association		\$170
	Maine Government Finance Officers Assn		\$70
	Maine Municipal Tax Collector & Treasurer Ass		\$30
Deputy Director	Maine Municipal Tax Collector & Treasurer Ass		\$30
Tax Collector	Maine Municipal Tax Collector & Treasurer Ass		\$30
	CPA Dues		\$265
Gen Assistance Adm	Maine Welfare Directors Assn (2 @ \$40)		80
			\$675

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,751	\$6,765	\$6,235	\$6,765	\$6,425

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,765	\$6,765	\$6,765	\$0

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.

Expenditures include but not limited to:

Tax Bills	\$1,900
Certified Mail Forms	\$900
Purchase Orders	\$780
Toner: HP 4250-2 @ \$175; HP26A BMV 6 @ \$124; Star Cash 24 @ \$6; HP51A 2 @ \$160	\$1,550
Cash Receipts	\$110
Data Binders	\$100
Storage Boxes	\$150
Supplies for Budget & CIP documents (Notebooks, Tabs, Paper, Combs, Covers	\$350
1099 Forms, envelopes	\$125
Misc Office Supplies (Folders, Add Rolls, Pens, Pads, Post-its, Corr Tape, Staples, etc.)	<u>\$800</u>
	\$6,765

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,025	\$824	\$1,270	\$1,769	\$1,200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,369	\$1,369	\$1,369	(\$400)

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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Newspaper Advertisements:

Tax Acquired Property for Sale Ads	\$800
Tax Dept-Reminder Notices	\$120

Publications

Tax Coll. (BMV Agent)-Blue Book, Red Book, RV Guide, Aircraft Excise Book	\$392
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Subscription-Star Herald (Gen assistance uses for job ads)	\$57
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\$1,369

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-05-05**

Account Title: **Lien Fee Costs**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$11,229	\$13,500	\$13,578	\$13,500	\$13,100

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$13,500	\$13,500	\$13,500	\$0

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.

All liens filed by the City have to be recorded at the Registry of Deeds office in Houlton.
The City records approx. 350 liens in May of each year. Cost is currently \$19.00 per page.
Waiver of Foreclosures and municipal release deeds are filed with the Registry of Deeds.

When liens are paid off, the City has to discharge the lien at a cost of \$19.00; These fees are charged to the taxpayer and recorded as revenue in account number 027-06

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-05-06**

Account Title: **Sm Claims/UCC Filings**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$619	\$1,000	\$1,057	\$1,400	\$1,350

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,400	\$1,400	\$1,400	\$0

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.

Per the City's Financial Procedures policy, the Tax Collector shall lien all personal property as set forth in 36 MRSA, Section 12 with a unpaid tax amount of \$1,500. or greater if still unpaid 10 months after commitment. Liens are also recorded to secure City's interest in Bank Foreclosure Auctions and Taxpayer Bankruptcy cases. Liens are recorded with ME Sec of State UCC division and the Registry of Deeds. PP Accts with smaller balances may be filed through the Small Claims procedure, which includes a \$70.00 an increase from prior years (\$55.00) court filing fee and costs for sheriff's delivery service. These fees are charged to the taxpayer.

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-05-07**

Account Title: **Misc Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$75	\$150	\$174	\$150	\$125

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$150	\$150	\$150	\$0

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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Used for FedEx charges, bank charges, mortgage copies, etc	\$50
Online resource copies (Probate court or Bankruptcy documents)	\$100

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,915	\$2,000	\$1,959	\$2,000	\$2,021

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 2,508.00	\$2,508	\$2,508	\$508

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 account covers the cost of 7 phone and 1 fax lines

Estimate is based on current cost(new Centrex contract 7/2017)

Monthly Charge \$169/month x 12 months	\$	2,028.00
Finance Dir Cell Phone Stipend \$40/mo	\$	480.00
	\$	2,508.00

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-07-01**

Account Title: **New Equipment**

2018 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Estimate
\$756	\$500	\$489	\$500	\$0

2020 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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.

Replace Calculators or Star Receipt Printers - as needed

\$500

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-08-01**

Account Title: **Equip Repairs & Maint**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$100	\$245	\$180	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$180	\$180	\$180	\$0

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 cleaning and repairs on printers and typewriters

Note: Typewriters are still essential in the Tax Dept. for various forms

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Finance**

Department Number: **003**

Account Number: **003-10-02**

Account Title: **Audit Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$13,935	\$20,935	\$21,060	\$20,960	\$20,960

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$20,960	\$20,960	\$20,960	\$0

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.

3 year Audit bid Tax Year-- for 2018, 2019, 2020

Bid was City portion - \$20,500 -- PI Industrial Council and Library Trust pay separately

GFOA - CAFR fee \$460

FINANCE

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	317,694	353,345	349,917	348,199	335,224	350,916	350,466	350,466.14	2,267
WAGES	279,448	305,016	302,523	298,400	289,093	301,009	301,009	301,009.14	2,609
003 01 01 REGULAR SALARIES	278,584	304,516	302,523	297,900	289,093	300,509	300,509	300,509.14	2,609.14
02 OVERTIME	864	500	-	500	-	500	500	500.00	-
EMPLOYEE COSTS	1,941	2,555	1,327	2,575	950	2,575	2,125	2,125.00	(450)
03 01 CAR ALLOWANCE	135	200	126	200	155	200	200	200.00	-
03 02 TRAVEL/TRAINING	1,131	1,700	595	1,700	120	1,700	1,250	1,250.00	(450.00)
03 03 MEMBERSHIP DUES	675	655	605	675	675	675	675	675.00	-
DEPARTMENTAL EXPENSES	19,699	22,239	22,314	23,584	22,200	23,184	23,184	23,184.00	(400)
05 01 OFFICE SUPPLIES	6,751	6,765	6,235	6,765	6,425	6,765	6,765	6,765.00	-
05 04 ADS/PUBLICATIONS	1,025	824	1,270	1,769	1,200	1,369	1,369	1,369.00	(400.00)
05 05 LIEN FEE COSTS	11,229	13,500	13,578	13,500	13,100	13,500	13,500	13,500.00	-
05 06 SMALL CLAIMS/SHERIFF	619	1,000	1,057	1,400	1,350	1,400	1,400	1,400.00	-
05 07 MISCELLANEOUS	75	150	174	150	125	150	150	150.00	-
UTILITIES	1,915	2,000	1,959	2,000	2,021	2,508	2,508	2,508.00	508
06 01 PHONE/INTERNET	1,915	2,000	1,959	2,000	2,021	2,508	2,508	2,508.00	508.00
SUPPLIES/EQUIPMENT	756	500	489	500	-	500	500	500.00	-
07 01 NEW EQUIPMENT	756	500	489	500	-	500	500	500.00	-
REPAIRS/MAINTENANCE	-	100	245	180	-	180	180	180.00	-
08 01 EQUIPMENT REPAIRS &	-	100	245	180	-	180	180	180.00	-
CONTRACTED SERVICES	13,935	20,935	21,060	20,960	20,960	20,960	20,960	20,960.00	-
10 02 AUDIT SERVICES	13,935	20,935	21,060	20,960	20,960	20,960	20,960	20,960.00	-

City of Presque Isle, Maine

11/23/2020

Fire -- Department 04

2021 Revenue & Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	1,010,716	1,085,160	1,097,239	1,179,958	1,183,125	1,218,694	1,219,964	1,219,964
Employee Costs	39,024	44,810	40,245	49,580	50,200	52,020	50,220	50,220
Departmental Expenses	9,162	10,700	9,253	10,600	10,085	10,335	10,335	10,335
Utilities	2,477	2,820	2,408	2,820	2,820	2,820	2,820	2,820
Supplies/Equipment	56,938	57,792	66,679	67,470	71,750	68,640	68,640	68,640
Repairs/Maintenance	37,334	37,500	32,160	43,000	42,500	43,000	43,000	43,000
Contracted Services	25,603	38,000	32,355	59,833	58,100	59,564	59,564	59,564
Total Expenses	\$1,181,254	\$1,276,782	\$1,280,339	\$1,413,261	\$1,418,580	\$1,455,073	\$1,454,543	1,454,543
Miscellaneous	12,448	10,000	7,747	12,000	12,021	10,000	12,000	12,000
ARFF Revenue	48,240	55,500	53,205	55,500	55,910	55,500	55,500	55,500
EMS	490,742	723,064	790,863	1,087,872	1,095,000	1,082,976	1,082,976	1,082,976
Total Revenue	\$551,430	\$788,564	\$851,814	\$1,155,372	\$1,162,931	\$1,148,476	\$1,150,476	1,150,476
Net Cost to the City	\$629,824	\$488,218	\$428,524	\$257,889	\$255,649	\$306,597	\$304,067	304,067

Additional Information

Employee Benefits

FICA	84,555
Workers Comp	55,233
Health Insurance	194,861
Retirement	144,627
Unemployment	3,509

Total Employee Benefits **482,785**

Employee Benefits as a % of Wages **39.57%**

Number of Full Time Employees **20**

2021 Fire Department Expense Detail

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
							Department	Manager	Council
01-01	Regular Salaries	822,743	874,595	867,501	967,278	947,000	987,309	987,309	987,309
01-02	Overtime	138,848	161,440	181,113	166,555	190,000	185,260	186,530	186,530
01-04	Volunteer Fire Personnel	44,125	44,125	44,125	44,125	44,125	44,125	44,125	44,125
01-07	Stipends	<u>5,000</u>	<u>5,000</u>	<u>4,500</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
	Total Wages	1,010,716	1,085,160	1,097,239	1,179,958	1,183,125	1,218,694	1,219,964	1,219,964
03-02	Travel & Training	15,815	22,000	20,298	22,300	22,000	25,500	23,700	23,700
03-03	Membership Dues	3,825	4,610	4,711	9,080	9,000	8,320	8,320	8,320
03-04	Uniforms/Boots	<u>19,384</u>	<u>18,200</u>	<u>15,235</u>	<u>18,200</u>	<u>19,200</u>	<u>18,200</u>	<u>18,200</u>	<u>18,200</u>
	Total Employee Costs	39,024	44,810	40,245	49,580	50,200	52,020	50,220	50,220
05-01	Office Expense	1,091	1,800	1,691	1,800	1,800	1,800	1,800	1,800
05-02	Postage	186	300	111	200	200	200	200	200
05-04	Ads/Publications	-	100	64	100	85	85	85	85
05-07	Miscellaneous	<u>7,885</u>	<u>8,500</u>	<u>7,386</u>	<u>8,500</u>	<u>8,000</u>	<u>8,250</u>	<u>8,250</u>	<u>8,250</u>
	Total Department Exp	9,162	10,700	9,253	10,600	10,085	10,335	10,335	10,335
06-01	Phone/Internet	<u>2,477</u>	<u>2,820</u>	<u>2,408</u>	<u>2,820</u>	<u>2,820</u>	<u>2,820</u>	<u>2,820</u>	<u>2,820</u>
	Total Utilities	2,477	2,820	2,408	2,820	2,820	2,820	2,820	2,820
07-01	New Equipment	13,135	10,560	10,350	11,250	11,250	10,840	10,840	10,840
07-02	Gas & Oil	22,978	26,232	24,505	24,220	22,000	22,800	22,800	22,800
07-04	Supplies & Small Equip	<u>20,825</u>	<u>21,000</u>	<u>31,824</u>	<u>32,000</u>	<u>38,500</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
	Total Supplies/Equipment	56,938	57,792	66,679	67,470	71,750	68,640	68,640	68,640
08-01	Equipment Repairs/Mtce	36,017	35,000	29,984	40,500	40,000	40,500	40,500	40,500
08-03	Radio Maintenance	<u>1,317</u>	<u>2,500</u>	<u>2,176</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
	Total Repairs/Maintenanc	37,334	37,500	32,160	43,000	42,500	43,000	43,000	43,000

2021 Fire Department Expense Detail

Account Number	Description						2021		
		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
10-11	Outside Services	<u>25,603</u>	<u>38,000</u>	<u>32,355</u>	<u>59,833</u>	<u>58,100</u>	<u>59,564</u>	<u>59,564</u>	<u>59,564</u>
	Total Outside Services	<u>25,603</u>	<u>38,000</u>	<u>32,355</u>	<u>59,833</u>	<u>58,100</u>	<u>59,564</u>	<u>59,564</u>	<u>59,564</u>
	Total Expense	<u>1,181,254</u>	<u>1,276,782</u>	<u>1,280,339</u>	<u>1,413,261</u>	<u>1,418,580</u>	<u>1,455,073</u>	<u>1,454,543</u>	<u>1,454,543</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Fire**

Department Number: **04**

Account Number: **004-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$12,448	\$10,000	\$7,747	\$12,000	\$12,021

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,000	\$12,000	\$12,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Fire Permits for outside fires
Extrication at vehicle accidents billed to insurance companies only
False fire alarms bill business after third false alarm within a year
Structure fires billed to insurance companies only
Suppling air for self contained breathing units.
Hazardeous material cleanups.

Manager increased to \$12,000

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: Fire

Department Number: 04

Account Number: 004-03

Account Title: ARFF Revenue

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$48,240	\$55,500	\$53,205	\$55,500	\$55,910

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$55,500	\$55,500	\$55,500	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Revenue from United Airlines to cover the cost of Fire Department coverage at take-off and landings.
Cost of station coverage when firefighter is covering flights at the airport.
Training related to FAA requirements for Airport firefighters

Add: Class B Firefighting Foam -- used only for ARFF	\$4,900
Stipend for Fire Fighter who inspects Fuel Farm	\$1,500
Dry Chemical PKP	\$1,400
ARFF Training, Wildlife Management Training, Live Burns MassPort	
40 hour ARFF training with a certified fire instructor	

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Fire**

Department Number: **04**

Account Number: **004-04**

Account Title: **EMS**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$490,742	\$723,064	\$790,863	\$1,087,872	\$1,095,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,082,976	\$1,082,976	\$1,082,976	(\$4,896)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

E-911 calls 2200 average collection rate \$ 388.00
Long Distance Transports 30 X 1,450.00
Contracted Communities
ALS Intercept Request By Other EMS Services
Castle Hill \$ 4,877.50
Chapman \$ 5,382.00
Easton \$ 14,800.50
Mapleton \$ 22,402.00
Westfield \$ 6,313.50
Wade \$ 1,627.25
Washburn \$ 9,700.25
\$ 65,103.00

E-911	\$	962,373
Transfers	\$	43,500
Subsidies	\$	65,103
Intercepts	\$	12,000
	\$	1,082,976

Expecting Westfield to Sign on for EMS for 2020 Additional subsidy of \$5853.50
Potential E-911 of 98 runs at 388.00 for an additional \$38,024

			2018	2019	2019	2020	2020	2021	2021		Change
FIRE DEPARTMENT			Actual	Budget	Actual	Budget	Estimate	Department	Manager	2021 Council	from 2020 Budget
TOTAL REVENUE			551,430	788,564	851,814	1,155,372	1,162,931	1,148,476	1,150,476	1,150,476	(4,896)
004	01	MISCELLANEOUS	12,448	10,000	7,747	12,000	12,021	10,000	12,000	12,000	-
	03	ARFF REVENUE	48,240	55,500	53,205	55,500	55,910	55,500	55,500	55,500	-
	04	EMS CO-OP/TAMC	490,742	723,064	790,863	1,087,872	1,095,000	1,082,976	1,082,976	1,082,976	(4,896)

FIRE DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET							
Fiscal Year 2021 BUDGET							
DEPARTMENT: Fire Department							
DIVISION: Call Firefighters							
			2021	2021	2021		
			DEPT	MANAGER	COUNCIL		
CLASSIFICATION	RANGE	POSITION	REQUESTED	RECOMMEND.	APPROP.		
Assistant Chief Call Dept.		1	4,125	4,125	4,125		
Captain /Firefighter II			200	200	200		
Captain /Firefighter II			200	200	200		
Captain /Firefighter II			200	200	200		
Lieutenant/Firefighter II			125	125	125		
Lieutenant /Firefighter II			125	125	125		
Firefighters		17	17,600	17,600	17,600		
Firefighter I		1	2,350	2,350	2,350		
Firefighter II		14	18,375	18,375	18,375		
President Stipend			(1,350)	175	175		
Vice President Stipend			125	125	125		
Secretary Stipend			100	100	100		
Payroll/Treasurer Stipend			425	425	425		
TOTAL BUDGETED POSITIONS		33	42,600	44,125	44,125		
FFer I = 75, FFer II =125, Captain = 200, Lieutenant = 125.00 President = 175, VP = 125, Secretary = 100, Payroll/Treasurer = 425 (Stipends)							
President, Vice President, Secretary, and Payroll/Treasurer are elected each year by the call dept. members.							

Example:

$13.45 \times 53 = \$712.82$ $\times 52 = \$37,066.77$

Overtime = $\$20.935 \times 3 \text{hrs} \times 52 = \$3,147.18$

Holiday Pay = $\$13.45 \times 11 \text{days} \times 12 = \$1,775.33$

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$822,743	\$874,595	\$867,501	\$967,278	\$947,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 987,309	\$ 987,309	\$ 987,309	\$20,031

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.

Firefighters work an average 56 hour work week	
53 hours regular pay shown in regular salaries account.	\$ 929,779.61
11 holidays paying 12 hours regular pay per employee figured into base pay.	\$ 37,529.55
Per Teamsters Union Local 340 contract agreement.	
Per-Diem Pay used to fill shifts at straight time versus overtime.	<u>\$ 20,000.00</u>

3 hours of overtime per employee per week part of base pay is
shown in acct # 004-01-02 (**\$66,274.00**)

Total Regular Wages \$ 987,309

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$138,848	\$161,440	\$181,113	\$166,555	\$190,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$185,260	\$ 186,530	\$ 186,530	\$19,975

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 for filling of open shifts to maintain 5 persons on duty for covering the two in two out rule.

Also used to fill in for airport codes on weekends and holidays, vacation time, sick time,

comp time, training, station coverage for EMS long distance transfers. \$ 120,000

3 hours overtime per week for each firefighter is moved from the salary account and

placed into the overtime account as shown (Part of Base Pay Union Contract) \$ 66,530

\$ 186,530

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-01-03**

Account Title: **Volunteer Fire Personnel**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$44,125	\$44,125	\$44,125	\$44,125	\$44,125

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$44,125	\$44,125	\$44,125	\$0

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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Line Firefighters		1,100.00 X 33	36,300
Officers Pay	Captains	200.00 X 3	600
	Lieutenants	125.00 X 2	250
Assistant Chief		4,125.00 X 1	4,125
Firefighter II		125.00 X 15	1,875
Firefighter I		75.00 X 2	150
President		175.00 X 1	175
Vice President		125.00 X 1	125
Secretary		100.00 X 1	100
Treasurer		425.00 X 1	425
			<u>44,125</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-01-04**

Account Title: **Stipends**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$5,000	\$5,000	\$4,500	\$2,000	\$2,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,000	\$2,000	\$2,000	\$0

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.

1 Firefighter trained for Airport Fuel Farm Inspection, Fuel Truck Inspections
required by the FAA, Inspections are done every 3 months.
Fire Prevention Officer 2 firefighters each receive 250.00 per union contract

\$	1,500.00
\$	500.00
\$	2,000.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-03-02**

Account Title: **Travel / Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$15,815	\$22,000	\$20,298	\$22,300	\$22,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$25,500	\$23,700	\$23,700	\$1,400

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.

<i>Airport Training Certified ARFF Instructor 40 hours of Instruction Classroom & Hands-on</i>	\$	6,000.00
<i>Boston Airport Live Fire Training -- FAA requirement fuel charge per student \$450.00 x 14</i>	\$	6,300.00
ARFF Training is billed to the Airport and reported as ARFF Revenue		
Propane for the Presque Isle simulator (live class B fires)	\$	1,000.00
Professional Organization Maine Fire Chiefs Meetings/Training, County Fire Chiefs, LEPC,EMA	\$	1,200.00
EMA, Maine EMS Meetings, Life Safety Training		
Training below is for all members of the PIFD.	\$	5,000.00
Examples of training officers program, fire ground behavior class		
Incident command class, Pump school, Operator class etc.		
Emergency Management Training Programs,NIMS Class's		
Haz-Mat and Decon training for Decon Strike Team.		
EMS Transfers, Meals, Tolls etc.		
Advanced EMT to Paramedic Tuition NMCC	\$	3,200.00
EMS License Recertification Classes. (ACLS, PALS, PHTLS,)	\$	1,000.00
	\$	23,700.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,825	\$4,610	\$4,711	\$9,080	\$9,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 8,320	\$8,320	\$8,320	(\$760)

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.

County Chiefs Life Insurance (5.00 per member) 500.00 paid out to families	\$	235
NFPA Membership	\$	185
NFPA Online Fire Code Subscription used to enforce fire codes and building codes	\$	1,345
Maine Fire Chiefs Association	\$	95
County Fire Chiefs Association	\$	35
Maine State Federation of Firefighters dues	\$	500
Emergency Reporting Software (Fire Reports, Inspections, Maintenance Records, EMS)	\$	3,600
International Association of Fire Chiefs Due November of each year.	\$	225
Region 5 EMS Dues and Directors Dues	\$	900
New England Fire Chiefs Association	\$	35
I am responding (notification system to firefighters and allows them to use there cell phone to notify department they are responding, used for mass text messaging of members.	\$	725
Child Safety Seat Program Recertification 4 members 50.00 each.	\$	150
Maine EMS Base License	\$	110
Ambulance License, 60.00/ambulance	\$	180.00
	\$	8,320

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-03-04**

Account Title: **Uniforms/Clothing Allowance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$19,384	\$18,200	\$15,235	\$18,200	\$19,200

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$18,200	\$18,200	\$18,200	\$0

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.

Union negotiated agreement for clothing allowance 250.00 x 19	\$	4,750
Uniforms 2 sets per year includes 2 shirts, 2 pants, 1 job Shirt (375 x 19)	\$	7,500
Station Boots, structural firefighting boots, gloves, hoods and fire helmets including repair and maintenance of firefighter turnout gear or station uniforms	\$	5,000
Station Uniforms for Per-diem firefighters one set (188 X 5)	\$	940
<u>Set includes (1) Long Sleeve Shirt, (1) Short Sleeve Shirt, (1) Pants.</u>		
	\$	<u>18,190</u>

Required to replace or repair torn or worn out turn out gear to meet NFPA standards, replacement for damaged uniforms occurs during the course of the year. Replace coveralls for station use as needed, as well as rescue coveralls for operations at motor vehicle accidents, rescue calls, grass, brush and forest fires.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,091	\$1,800	\$1,691	\$1,800	\$1,800

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,800	\$1,800	\$1,800	\$0

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.

Paper for printers fax and scanner/copier
 3 Ring Binders extra wide for required tier 2 reporting (MSDS sheets and response plans)
 #10 Envelopes with and without window
 Presentation Binders 1 inch
 Ruled Legal note pads
 Manila File Folders with top tabs
 Hanging file folders no tabs
 Pens/Pencils/Markers permanent & dry erase
 Scotch Tape and packing tape
 Staples, office calculator,
 Printer Ink for Printers/Copier/Fax
 Media storage devices
 Would also be used to purchase items that were not identified in the above items list.
 EMS forms duplicate, EMS field reports, patient refusal forms, transfer forms.
 Fire Work Permits, Outside burn permits.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-05-02**

Account Title: **Postage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$186	\$300	\$111	\$200	\$200

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$200	\$200	\$200	\$0

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.

Postage Stamps
Shipping of Parts for repair or return

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$100	\$64	\$100	\$85

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$85	\$85	\$85	(\$15)

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.

Ads in local paper for RFP
Ads in local paper for volunteer help, or career employment.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-05-07**

Account Title: **Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$7,885	\$8,500	\$7,386	\$8,500	\$8,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,250	\$8,250	\$8,250	(\$250)

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.

Osha required Respiratory E-val and Fit testing for Self Contained Breathing Apparatus annual	\$	1,250
Osha required Hepatitis B Vaccine for all new members - 3 shot series.		750
Fire Prevention Material and hand out material for general public on fire safety		700
Replacement of bedding, hand towels, wash clothes, and bath towels as needed.		300
Laundry soap, dish soap, detergent for dishwasher		300
Coffee, Creamer, Sugar and foam 8 oz cups		500
Kitchen cooking supplies Pots, Pans, Utensils, drinking glasses as needed		200
Fluid drinks and sometimes food for rehab at fires and training exercises		100
Web site annual fee with our Departments domain name.		140
TB Titer Test Annual for EMS \$75.00 x 18		1,350
Cleaning supplies Window cleaner, bleach, pledge, tile cleaner, bathroom supplies, etc.		900
Batteries for EMA, Code and Department Cameras		150
Propane for outdoor gas grill		100
Remaining funds cover cost of items that were not identified above or something that is an unexpected occurrence.		1,500

Total \$ 8,240

Hepatitis B Vaccines cost is a variable depending on how many call members join in a given year

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,477	\$2,820	\$2,408	\$2,820	\$2,820

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,820	\$2,820	\$2,820	\$0

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.

Dept. Cell Phone 35.00 per month Avg.	\$	420
Chiefs Cell Phone 40.00 per month Stipend	\$	480
U.S. Cellular Wireless Cards for computers in vehicles	\$	1,920
	\$	<u>2,820</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$13,135	\$10,560	\$10,350	\$11,250	\$11,250

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,840	\$10,840	\$ 10,840	\$ (410)

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.

MilW M18 Fuel Super SawZall and M18 16 inch Chain Saw	\$	900
Set of irons for each ambulance (Axe, Halligan, Bolt Cutters) Used to gain entry	\$	1,340
New York Roof Hook (2)	\$	300
(2) LED Scene Lighting Battery Units	\$	400
Office Chairs	\$	700
Retractable Water Hose Reels for Bay	\$	3,000
Firefighter turn out gear, (2)	\$	4,200
Total	\$	<u>10,840</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-07-02**

Account Title: **Gas/Diesel/Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$22,978	\$26,232	\$24,505	\$24,220	\$22,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 22,800	\$ 22,800	\$ 22,800	\$ (1,420)

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.

Unleaded gasoline 4,800 gallons at 2.30 per gallon	\$	11,040
Diesel 3,800 gallons at 2.70 per gallon	\$	10,260
Motor oil for diesel engines, Motor oil for gas engines	\$	1,500
Transmission Oil, Hydraulic oil, Anti-freeze, lubrication grease for vehicles, DEF Fluid		
Total	\$	22,800

Note: Fuel gallons based on current EMS Coverage Area

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-07-04**

Account Title: **Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$20,825	\$21,000	\$31,824	\$32,000	\$38,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$35,000	\$35,000	\$35,000	\$3,000

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.

Medical Supplies for ambulances to meet State License requirements
Oxygen lease program with local supplier.
Attached is the medical equipment list required for Paramedic Ambulance
Out of Drug Box Medications, Drug box exchange fee, and laundry fee
Zoll Cardiac Monitor preventative maintenance contract additional cost for 4th monitor added.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-08-01**

Account Title: **Equipment Repair/Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$36,017	\$35,000	\$29,984	\$40,500	\$40,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$40,500	\$40,500	\$40,500	\$0

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.

Apparatus service and repair, includes tires, oil and fuel filter changes, parts replacement, etc.		
Ladder Testing NFPA requirement Aerial and Ground Ladders	\$	1,700
Scott Airpac service and flow testing as required including Hydro testing.	\$	2,500
Breathing Air Compression repair and testing for air quality control for licensing to fill bottles for other fire departments and Scuba tanks for divers.	\$	1,800
Service and testing of the Jaws of Life. Two Units	\$	1,500
Class A Firefighting Foam (Structural)	\$	1,500
Class B Firefighting Foam (Airport) **	\$	4,000
PKP Dry Chemical Firefighting (Airport)	\$	1,500
Add 'I' cost for 3 Ambulances-Oil Changes, Fuel Filters, tires, etc.	\$	12,000
Pump valve kit replacements, lights, strobes, LEDs, Siren box, speakers, replace tools, or purchase tools that are needed to perform apparatus maintenance in-house. Tires, Fuel and oil filters, truck parts, repairs requiring out side shops to perform.	\$	14,000

Total **\$ 40,500**

Covers all maintenance done to department vehicles.
Vehicles, E-2 - E-6 - L-1 - T1 - T2 - CR1-T3 - T4 - C1 -
Medic 10, Medic 12, and Medic 14, Medic 16

** ARFF Expenses are reimbursed by United Airlines

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-08-03**

Account Title: **Radio Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,317	\$2,500	\$2,176	\$2,500	\$2,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,500	\$2,500	\$2,500	\$0

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.

Repair Mobile, Base and vehicle Radio's as needed	\$	1,000
Repair monitor pagers and portable radios as needed.	\$	1,000
Purchase Batteries for handheld radios and pagers.	\$	500
Base radio and repeater at tower building, tower and antennas		
Total	\$	<u>2,500</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Fire Department**

Department Number: **004**

Account Number: **004-10-11**

Account Title: **Outside Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$25,603	\$38,000	\$32,355	\$59,833	\$58,100

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$59,564	\$59,564	\$59,564	(\$269)

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.

Billing for EMS Services through Maine Billing Services
5.5% fee on collected revenue.

$$5.5\% * \$1,082,976 = \$59,563.68$$

FIRE DEPARTMENT

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
EXPENSES	1,181,254	1,276,782	1,280,339	1,413,261	1,418,580	1,455,073	1,454,543	1,454,543	41,282
WAGES	1,010,716	1,085,160	1,097,239	1,179,958	1,183,125	1,218,694	1,219,964	1,219,964	40,006
00-01 01 REGULAR SALARIES	822,743	874,595	867,501	967,278	947,000	987,309	987,309	987,309	20,031
02 OVERTIME	138,848	161,440	181,113	166,555	190,000	185,260	186,530	186,530	19,975
01 03 VOLUNTEER FIRE PERSONNEL	44,125	44,125	44,125	44,125	44,125	44,125	44,125	44,125	-
04 STIPENDS	5,000	5,000	4,500	2,000	2,000	2,000	2,000	2,000	-
EMPLOYEE COSTS	39,024	44,810	40,245	49,580	50,200	52,020	50,220	50,220	640
03 02 TRAVEL/TRAINING	15,815	22,000	20,298	22,300	22,000	25,500	23,700	23,700	1,400
03 03 MEMBERSHIP DUES	3,825	4,610	4,711	9,080	9,000	8,320	8,320	8,320	(760)
03 04 UNIFORMS/CLOTHING	19,384	18,200	15,235	18,200	19,200	18,200	18,200	18,200	-
DEPARTMENTAL EXPENSES	9,162	10,700	9,253	10,600	10,085	10,335	10,335	10,335	(265)
05 01 OFFICE SUPPLIES	1,091	1,800	1,691	1,800	1,800	1,800	1,800	1,800	-
05 02 POSTAGE	186	300	111	200	200	200	200	200	-
05 04 ADS/PUBLICATIONS	-	100	64	100	85	85	85	85	(15)
05 07 MISCELLANEOUS	7,885	8,500	7,386	8,500	8,000	8,250	8,250	8,250	(250)
UTILITIES	2,477	2,820	2,408	2,820	2,820	2,820	2,820	2,820	-
06 01 PHONE/INTERNET	2,477	2,820	2,408	2,820	2,820	2,820	2,820	2,820	-
SUPPLIES/EQUIPMENT	56,938	57,792	66,679	67,470	71,750	68,640	68,640	68,640	1,170
07 01 NEW EQUIPMENT	13,135	10,560	10,350	11,250	11,250	10,840	10,840	10,840	(410)
07 02 GAS AND OIL	22,978	26,232	24,505	24,220	22,000	22,800	22,800	22,800	(1,420)
07 04 SUPPLIES & SMALL EQUIPMENT	20,825	21,000	31,824	32,000	38,500	35,000	35,000	35,000	3,000
REPAIRS/MAINTENANCE	37,334	37,500	32,160	43,000	42,500	43,000	43,000	43,000	-
08 01 EQUIPMENT REPAIRS & MAINTENANCE	36,017	35,000	29,984	40,500	40,000	40,500	40,500	40,500	-
08 03 RADIO MAINTENANCE	1,317	2,500	2,176	2,500	2,500	2,500	2,500	2,500	-
CONTRACTED SERVICES	25,603	38,000	32,355	59,833	58,100	59,564	59,564	59,564	(269)
10 11 OUTSIDE SERVICES	25,603	38,000	32,355	59,833	58,100	59,564	59,564	59,564	(269)

City of Presque Isle, Maine

11/23/2020

General Government - Department 06

2021 Expense & Revenue Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2019 Actual	2021		
						Department	Manager	Council
Wages	208,601	238,013	236,768	245,695	246,000	252,422	248,202	248,202
Employee Costs	7,749	7,015	5,685	10,589	5,785	11,709	11,709	11,709
Departmental Expenses	25,463	26,163	19,859	26,513	25,646	26,512	26,512	26,512
Utilities	28,309	25,347	25,900	24,534	24,265	24,904	21,530	21,540
Supplies/Equipment	969	1,275	1,008	2,625	2,987	3,150	3,150	3,150
Repairs & Maintenance	10,078	6,130	7,781	10,000	7,345	10,000	10,000	10,000
Total Expenses	\$281,169	\$303,943	\$297,001	\$319,956	\$312,028	\$328,697	\$321,103	321,113
Miscellaneous	36,775	225	-	-	-	-	-	-
Total Revenue	\$36,775	\$225	\$0	\$0	\$0	\$0	\$0	-

Additional Information

Employee Benefits

FICA	18,987
Workers Comp	1,057
Health Insurance	39,658
Retirement	19,988
Unemployment	789
	80,479

Benefits as a % of Wages

32.42%

Number of Full Time Employees

3.60

2021 General Government Department Expense Detail

11/23/2020

Expense & Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2019 Actual	2021		
						Department	Manager	Council
01-01 Regular Salaries	197,601	227,013	226,268	234,695	235,000	241,422	237,202	237,202
01-07 City Council Pay	<u>11,000</u>	<u>11,000</u>	<u>10,500</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
Total Wages	208,601	238,013	236,768	245,695	246,000	252,422	248,202	248,202
03-01 Auto Allowance	2,400	2,150	2,150	4,800	4,800	4,800	4,800	4,800
03-03 Travel & Training	4,172	3,490	2,374	5,340	536	6,460	6,460	6,460
03-04 Membership Dues	<u>1,177</u>	<u>1,375</u>	<u>1,161</u>	<u>449</u>	<u>449</u>	<u>449</u>	<u>449</u>	<u>449</u>
Total Employee Costs	7,749	7,015	5,685	10,589	5,785	11,709	11,709	11,709
05-01 Office Supplies	585	1,330	592	1,330	980	1,330	1,330	1,330
05-02 Postage	18,714	18,000	12,822	18,350	18,100	18,349	18,349	18,349
05-03 Photocopies	3,731	4,500	4,056	4,500	4,261	4,500	4,500	4,500
05-07 Miscellaneous	<u>2,433</u>	<u>2,333</u>	<u>2,389</u>	<u>2,333</u>	<u>2,305</u>	<u>2,333</u>	<u>2,333</u>	<u>2,333</u>
Total Department Exp	25,463	26,163	19,859	26,513	25,646	26,512	26,512	26,512
06-01 Phone/Internet	5,842	3,050	4,285	3,050	4,264	3,050	3,050	3,050
06-02 Fuel Oil	13,767	11,897	12,931	11,824	10,611	11,824	8,450	8,450
06-03 Electricity	6,399	7,800	6,659	7,000	7,200	7,200	7,200	7,200
06-04 Water & Sewer	1,428	1,760	1,430	2,120	1,650	2,290	2,290	2,300
06-05 Trash Removal	<u>873</u>	<u>840</u>	<u>595</u>	<u>540</u>	<u>540</u>	<u>540</u>	<u>540</u>	<u>540</u>
Total Utilities	28,309	25,347	25,900	24,534	24,265	24,904	21,530	21,540
07-01 New Equipment	-	-	-	1,350	1,350	1,350	1,350	1,350
07-03 Janitorial Supplies	<u>969</u>	<u>1,275</u>	<u>1,008</u>	<u>1,275</u>	<u>1,637</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
Total Supplies/Equipmen	969	1,275	1,008	2,625	2,987	3,150	3,150	3,150
08-04 Building Repairs	<u>10,078</u>	<u>6,130</u>	<u>7,781</u>	<u>10,000</u>	<u>7,345</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Repairs & Maintena	10,078	6,130	7,781	10,000	7,345	10,000	10,000	10,000
Total Expense	<u>281,169</u>	<u>303,943</u>	<u>297,001</u>	<u>319,956</u>	<u>312,028</u>	<u>328,697</u>	<u>321,103</u>	<u>321,113</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **06**

Account Number: **006-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$36,775	\$225	\$0	\$0	\$0

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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\$36,775 in 2018 was from the Admin Fee from Solid Waste. Deleted in 2019.

DEPARTMENT PERSONNEL SERVICES BUDGET WORKSHEET						
Fiscal Year 2021 BUDGET						
DEPARTMENT: General Government						
		2021 DEPARTMENT REQUEST		2021	2021	
	FULL TIME	PAY	2%	ANNUAL	MANAGER	COUNCIL
CLASSIFICATION	EQUIVALENT	RATE	COLA	WAGES	RECOMMEND.	APPROP.
City Manager	1	52.20	52.20	\$108,994	\$108,994	\$108,994
Executive Assistant	1	18.50	18.87	\$39,401	\$39,401	\$39,401
Grant Writer	1	28.29	28.86	\$60,251	\$60,251	\$60,251
City Hall Janitor (20 hrs)	0.375	14.00	14.28	\$11,181	\$11,181	\$11,181
Facilities Co-ordinator	0.25	40.56	41.37	\$21,596	\$17,376	\$17,376
City Council				\$11,000	\$11,000	\$11,000
Overtime						
** Step Increase						
TOTAL BUDGETED POSITION	3.625			\$252,422	\$248,202	\$248,202

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number **06**

Account Number: **006-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$197,601	\$227,013	\$226,268	\$234,695	\$235,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$241,422	\$237,202	\$237,202	\$2,507

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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see personnel cost sheet for details

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number **006**

Account Number: **006-01-07**

Account Title: **City Council Pay**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$11,000	\$11,000	\$10,500	\$11,000	\$11,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$11,000	\$11,000	\$11,000	\$0

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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Chairperson	1	\$2,000	\$2,000
Members	6	\$1,500	\$9,000
Total			<u>\$11,000</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-03-01**

Account Title: **Car Allowance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,400	\$2,150	\$2,150	\$4,800	\$4,800

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,800	\$4,800	\$4,800	\$0

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.

per employment contract \$400 per month

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,172	\$3,490	\$2,374	\$5,340	\$536

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,460	\$6,460	\$6,460	\$1,120

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 Travel;

		Manager	Council
ICMA Annual Conference:			
Airfare	\$650	\$650	\$650
Hotel	4 nights x 225	\$900	\$900
Registration		\$900	\$900
Meals	5 x 69	\$345	\$345
MMA Convention			
Hotel	125x 2	\$250	\$250
Registration	70	\$70	\$70
Meals		\$125	\$125
Mileage	gas only city vehicle	\$50	\$50
MTCMA Institute			
Registration	170	\$170	\$170
Room 3 nights	3X125	\$375	\$375
Meals		\$150	\$150
Mileage	gas only city vehicle	\$125	\$125
Other:			
MTCMA Interchange, etc		\$500	\$500
Executive Assistant Training			
TBD		\$150	\$150
Grant Writer Training			
TBD		\$200	\$200
Other Mileage			
estimated average of 177 per month x \$0.575		\$500	\$500
Council Training & Travel		\$1,000	\$1,000
Total		\$6,460	\$6,460

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,177	\$1,375	\$1,161	\$449	\$449

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$449	\$449	\$449	\$0

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.

	Manager	Council
Maine Town and City Management Association	\$170.00	\$170.00
International City Management Association	\$0.00	\$0.00
Aroostook County Municipal Association	\$30.00	\$30.00
American Grant Writers Association	\$99.00	\$99.00
Rotary	\$150.00	\$150.00
Total	<u>\$449.00</u>	<u>\$449.00</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$585	\$1,330	\$592	\$1,330	\$980

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,330	\$1,330	\$1,330	\$0

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.

	Manager	Council
Print Works - 5000 reg	148.00	148.00
5000 window	182.00	182.00
Misc Supplies - notepads, binder clips, ink, etc.	300.00	300.00
Tax Bill Insert	700.00	700.00
Total	\$1,330	\$1,330

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-05-02**

Account Title: **Postage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$18,714	\$18,000	\$12,822	\$18,350	\$18,100

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$18,349	\$18,349	\$18,349	(\$1)

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.

Postage	\$15,000.00
Postage Machine Rental \$210.00/quarter	\$840.00
Postage Upgrade 1/yr	\$195.00
Scale Upgrade 1/yr	\$210.00
Sealing Solution for Postage Machine Per Year	\$110.00
Postage Ink Cartridge 1/yr	\$194.00
Postage for Tax Bills	\$1,800.00
	<hr/>
Total	<u>\$18,349.00</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-05-03**

Account Title: **Photocopies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,731	\$4,500	\$4,056	\$4,500	\$4,261

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,500	\$4,500	\$4,500	\$0

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.

Office Max Copier Rent 200 x 12	\$2,400.00
Copy Paper \$31 x 50	\$1,550.00
Per Copy Fees	\$550.00
Total	\$4,500.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-05-07**

Account Title: **Misc. Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,433	\$2,333	\$2,389	\$2,333	\$2,305

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,333	\$2,333	\$2,333	(\$1)

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.

Council Retreat		\$300
Food		\$990
Coffee, Creamer, Sugar	\$40 x 12	\$480
Name Plates	\$15.50 x 3	\$47
Council Service Recognition	\$366 * 1	\$366
Misc		\$150
		<hr/>
		<u>\$2,333</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$5,842	\$3,050	\$4,285	\$3,050	\$4,264

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,050	\$3,050	\$3,050	\$0

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.

		Manager	Council
City Manager Cell	\$40 x 12	\$480.00	\$480.00
CH Phone Line	\$200 x 12	\$2,400.00	\$2,400.00
Northwoods	\$85 x 2	\$170.00	\$170.00
		<u>\$3,050.00</u>	<u>\$3,050.00</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-06-02**

Account Title: **Fuel Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$13,767	\$11,897	\$12,931	\$11,824	\$10,611

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$11,824	\$8,450	\$8,450	(\$3,374)

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.

Heating Oil	5000 Gals x 1.69/gal.	<u>\$8,450</u>
<i>2013 Contract Price is \$3.4307/gal</i>		\$17,153.50
<i>2014 Contract Price \$3.423</i>		\$17,115.00
<i>2015 Contract Price \$2.8420</i>		\$14,210.00
2019 Locked in Price \$2.3794/gal		\$11,897.00
2020 Locked in Price \$2.3647/gal		\$11,824.00
2021 Locked in Price \$1.69/gal		\$8,450.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-06-03**

Account Title: **Electricity**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,399	\$7,800	\$6,659	\$7,000	\$7,200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,200	\$7,200	\$7,200	\$200

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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Electric Service	\$600 x 12	<u>\$7,200.00</u>
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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-06-04**

Account Title: **Water/Sewer**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,428	\$1,760	\$1,430	\$2,120	\$1,650

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,290	\$2,290	\$2,300	\$180

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 & Sewer		9.0% increase for Sewer (roughly half)	\$1,848.00
CH Sprinkler Fee	Quarterly pmts	4% increase	\$442.00
Total			<u>\$2,290.00</u>

Adjustments

Water & Sewer		9.0% increase for Sewer (roughly half)	\$1,848.00
CH Sprinkler Fee	Quarterly pmts	7% increase starting in Feb so 6.42%	\$452.29
Total			<u>\$2,300.29</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-06-05**

Account Title: **Trash Removal**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$873	\$840	\$595	\$540	\$540

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$540	\$540	\$540	\$0

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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New Contract
Trash Removal \$45 X 12

\$540.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$1,350	\$1,350

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,350	\$1,350	\$1,350	\$0

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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2 Office Chairs		\$600.00	
20 Cubic Foot Fridge		\$750.00	
		\$1,350.00	

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-07-03**

Account Title: **Janitorial Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$969	\$1,275	\$1,008	\$1,275	\$1,637

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,800	\$1,800	\$1,800	\$525

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.

Paper Towels	\$2.99 x 12	\$249.01
Glass Cleaner	\$5.13 (2 liter) x 2	\$10.26
Lysol	\$7.99 x 6	\$47.94
Floor Cleaner	\$16.94 x 4	\$67.76
Shampoo Rugs	\$39 x 2	\$78.00
Wax Floors	\$13.83 x 4 gal	\$55.32
Hand Soap	40.00 x 2	\$80.00
Brown Towel	\$49.78 x 3	\$149.34
Covid Supplies		\$364.18
Gloves	\$9.62 x 10 boxes	\$96.20
Toilet Paper	\$175.62 x 2	\$351.24
Trash Bags	\$34.89 x 3	\$104.67
Mop & Broom		\$46.08
Light Bulbs		\$100.00
		<u>\$1,800.00</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **General Government**

Department Number: **006**

Account Number: **006-08-04**

Account Title: **Building Repairs and Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$10,078	\$6,130	\$7,781	\$10,000	\$7,345

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,000	\$10,000	\$10,000	\$0

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.

Building Repair	\$2,295
Roof Inspection Contract and Repairs	\$840
Sprinkler Inspection	\$160
Fire Extinguisher Svc	\$100
Elevator Contract	\$870
Elevator State Annual Inspection	\$165
Elevator License	\$70
Boiler License	\$0
Boiler Cleaning & Maintenance	\$2,000
Misc Repairs	\$3,500
Total	\$10,000

GENERAL GOVERNMENT

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	281,169	303,943	297,001	319,956	312,028	328,697	321,103	321,113	1,156.80
WAGES	208,601	238,013	236,768	245,695	246,000	252,422	248,202	248,202.01	2,507
006 01 01 REGULAR SALARIES	197,601	227,013	226,268	234,695	235,000	241,422	237,202	237,202.01	2,507.01
07 CITY COUNCIL PAY	11,000	11,000	10,500	11,000	11,000	11,000	11,000	11,000.00	-
EMPLOYEE COSTS	7,749	7,015	5,685	10,589	5,785	11,709	11,709	11,709.00	1,120
03 01 CAR ALLOWANCE	2,400	2,150	2,150	4,800	4,800	4,800	4,800	4,800.00	-
03 02 TRAVEL/TRAINING	4,172	3,490	2,374	5,340	536	6,460	6,460	6,460.00	1,120.00
03 03 MEMBERSHIP DUES	1,177	1,375	1,161	449	449	449	449	449.00	-
DEPARTMENTAL EXPENSES	25,463	26,163	19,859	26,513	25,646	26,512	26,512	26,511.50	(2)
05 01 OFFICE SUPPLIES	585	1,330	592	1,330	980	1,330	1,330	1,330.00	-
05 02 POSTAGE	18,714	18,000	12,822	18,350	18,100	18,349	18,349	18,349.00	(1.00)
05 03 PHOTOCOPIES	3,731	4,500	4,056	4,500	4,261	4,500	4,500	4,500.00	-
05 07 MISCELLANEOUS	2,433	2,333	2,389	2,333	2,305	2,333	2,333	2,332.50	(0.50)
UTILITIES	28,309	25,347	25,900	24,534	24,265	24,904	21,530	21,540.29	(2,994)
06 01 PHONE/INTERNET	5,842	3,050	4,285	3,050	4,264	3,050	3,050	3,050.00	-
06 02 FUEL OIL	13,767	11,897	12,931	11,824	10,611	11,824	8,450	8,450.00	(3,374.00)
06 03 ELECTRIC SERVICE	6,399	7,800	6,659	7,000	7,200	7,200	7,200	7,200.00	200.00
06 04 WATER/SEWER/SPRINKI	1,428	1,760	1,430	2,120	1,650	2,290	2,290	2,300.29	180.29
06 05 GARBAGE REMOVAL	873	840	595	540	540	540	540	540.00	-
SUPPLIES/EQUIPMENT	969	1,275	1,008	2,625	2,987	3,150	3,150	3,150.00	525
07 01 NEW EQUIPMENT	-	-	-	1,350	1,350	1,350	1,350	1,350.00	-
07 03 JANITORIAL	969	1,275	1,008	1,275	1,637	1,800	1,800	1,800.00	525.00
REPAIRS/MAINTENANCE	10,078	6,130	7,781	10,000	7,345	10,000	10,000	10,000.00	-
08 04 BUILDING REPAIRS	10,078	6,130	7,781	10,000	7,345	10,000	10,000	10,000.00	-

City of Presque Isle, Maine

12/2/2020

Library - Department 07

2021 Expense & Revenue Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	286,066	291,877	293,001	310,964	294,617	312,099	312,099	312,099
Employee Costs	2,647	2,195	139	2,175	595	2,175	2,175	2,175
Departmental Expenses	6,638	7,026	6,333	6,644	3,198	6,615	6,615	6,615
Utilities	32,071	36,708	36,766	37,295	31,830	37,152	33,354	33,392
Supplies/Equipment	6,159	7,100	7,324	6,800	5,609	6,800	9,500	9,500
Repairs & Maintenance	4,477	7,805	6,977	7,805	6,571	7,805	15,000	15,000
Miscellaneous	26,505	26,000	25,618	26,000	25,822	26,000	26,000	26,000
Total Expenses	\$364,563	\$378,711	\$376,158	\$397,683	\$368,242	\$398,646	\$404,743	404,782
Miscellaneous-Fees/Fines	6,349	7,000	3,948	6,000	2,459	6,000	6,000	6,000
Passports/Other Income	10,512	17,800	14,299	17,800	9,801	17,800	17,800	17,800
Total Revenue	\$16,861	\$24,800	\$18,247	\$23,800	\$12,260	\$23,800	\$23,800	23,800

Additional Information

Employee Benefits

FICA	23,875
Workers Comp	1,714
Health Insurance	59,717
Retirement	22,967
Unemployment	1,646
	\$109,919

Benefits as a % of Wages **35.22%**

Number of Full Time Employees **8.08**

2021 Library Department Expense Detail

						2021			
Expense &	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
01-01	Regular Salaries	286,066	291,877	293,001	310,964	294,617	312,099	312,099	312,099
	Total Wages	286,066	291,877	293,001	310,964	294,617	312,099	312,099	312,099
03-02	Travel & Training	2,102	1,820	(123)	1,800	220	1,800	1,800	1,800
03-03	Membership Dues	545	375	262	375	375	375	375	375
	Total Employee Costs	2,647	2,195	139	2,175	595	2,175	2,175	2,175
05-01	Office Supplies	2,785	3,000	2,985	3,000	1,950	3,000	3,000	3,000
05-02	Postage	953	1,476	1,077	1,094	209	1,094	1,094	1,094
05-03	Photocopies	1,946	1,650	1,621	1,650	325	1,621	1,621	1,621
05-04	Ads/Publications	356	400	156	400	279	400	400	400
05-07	Miscellaneous	598	500	494	500	435	500	500	500
	Total Department Exp	6,638	7,026	6,333	6,644	3,198	6,615	6,615	6,615
06-01	Phone/Internet	1,983	1,925	1,947	2,039	1,941	2,039	2,039	2,039
06-02	Fuel Oil	10,228	13,396	13,358	13,313	11,076	13,313	9,515	9,515
06-03	Electricity	16,390	18,000	17,840	18,000	15,626	18,000	18,000	18,000
06-04	Water & Sewer	2,192	2,121	2,273	2,585	1,981	2,594	2,594	2,633
06-05	Trash Removal	1,278	1,266	1,347	1,358	1,206	1,206	1,206	1,206
	Total Utilities	32,071	36,708	36,766	37,295	31,830	37,152	33,354	33,392
					59,717				
07-01	New Equipment	-	300	199	-	-	-	-	-
07-03	Janitorial Supplies	2,916	2,800	2,943	2,800	2,225	2,800	5,500	5,500
07-08	Program Supplies	3,243	4,000	4,182	4,000	3,384	4,000	4,000	4,000
	Total Supplies/Equipment	6,159	7,100	7,324	6,800	5,609	6,800	9,500	9,500
08-04	Building Repairs	4,477	7,805	6,977	7,805	6,571	7,805	15,000	15,000
	Total Repairs & Maintena	4,477	7,805	6,977	7,805	6,571	7,805	15,000	15,000
13-03	Collection Development	26,505	26,000	25,618	26,000	25,822	26,000	26,000	26,000
	Total Miscellaneous	26,505	26,000	25,618	26,000	25,822	26,000	26,000	26,000
	Total Expense	364,563	378,711	376,158	427,542	368,242	398,646	404,743	404,782

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department:

Library

Department Number

07

Account Number:

007-01

Account Title: Miscellaneous Income

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,349	\$7,000	\$3,948	\$6,000	\$2,459

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,000	\$6,000	\$6,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Revenue from non-resident fees, photocopies

City of Presque Isle, Maine

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department:

Library

Department Number

07

Account Number:

007-02

Account Title:

Other Income

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$10,512	\$17,800	\$14,299	\$17,800	\$9,801

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$17,800	\$17,800	\$17,800	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Revenue from Passport Sales

We average 18 passport applications per month @ \$35.00 per application.

Revenue from Identification Services, Room Rentals, Commission on Art Sales

LIBRARY			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL REVENUE			16,861	24,800	18,247	23,800	12,260	23,800	23,800	23,800.00	-
007	01	MISCELLANEOUS	6,349	7,000	3,948	6,000	2,459	6,000	6,000	6,000.00	-
	02	OTHER INCOME	10,512	17,800	14,299	17,800	9,801	17,800	17,800	17,800.00	-

DEPARTMENT PERSONNEL SERVICES BUDGET WORKSHEET						
Fiscal Year 2021 BUDGET						
LIBRARY						
	2021 DEPARTMENT REQUEST			2021	2021	
		Pay	2%	ANNUAL	MANAGER	COUNCIL
CLASSIFICATION	FTE	Rate	COLA	WAGES	RECOMMEND.	APPROP.
Librarian	1.000	31.33	31.96	66,725	66,725	66,725
Reference Librarian	1.000	20.54	20.95	43,745	43,745	43,745
Youth Librarian	1.000	18.50	18.87	39,401	39,401	39,401
Information Specialist	1.000	16.96	17.30	36,121	36,121	36,121
Youth Librarian (Vacant)	0.625	15.84	16.16	21,085	21,085	21,085
Custodian	0.500	14.82	15.12	15,782	15,782	15,782
Cataloger	1.000	14.33	14.62	30,519	30,519	30,519
Computer Coordinator	0.450	15.63	15.94	14,980	14,980	14,980
Custodian	0.500	14.33	14.62	15,260	15,260	15,260
Library Clerk	0.700	14.00	14.28	20,872	20,872	20,872
Additional Temporary Help	0.300	12.15	12.15	7,611	7,611	7,611
TOTAL BUDGETED POSITIONS	8.075			312,099	312,099	312,099
Minimum Wage increasing to \$12.15						
** Step Increase						
Total hours open to the public is 53.5 distributed Monday - Sunday as follows:						
		Monday			9am - 7pm	
		Tuesday			9am - 7pm	
		Wednesday			9am - 7pm	
		Thursday			9am - 7pm	
		Friday			9am - 5:30pm	
		Saturday			9am - 2pm	
		Sunday			closed	

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$286,066	\$291,877	\$293,001	\$310,964	\$294,617

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$312,099	\$312,099	\$312,099	\$1,135

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.

see personnel cost sheet for details

Increase due to pay increase.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,102	\$1,820	(\$123)	\$1,800	\$220

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,800	\$1,800	\$1,800	\$0

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.

Local, State, or national conference or workshop attendance for professional library and community development. Costs include mileage, airfare, lodging, and/or registration.

Registrations to library-specific conferences \$500
Lodging/meals \$200
\$800 airfare
Vehicle rental and/or gas \$300

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$545	\$375	\$262	\$375	\$375

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$375	\$375	\$375	\$0

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.

Memberships to professional organizations for professional development and discounts. With memberships comes access to information, training & professional advisement, electronic resources and training opportunities at reduced membership rates.

Memberships/Dues \$375
American Library Association

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,785	\$3,000	\$2,985	\$3,000	\$1,950

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,000	\$3,000	\$3,000	\$0

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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Typical expenses from this account include:

book mending, processing, and archival supplies
traditional desk supplies (pens, paper, paper clips, staples, markers, stationary)
Memorial Donation stationary, plaques, thank yous, notifications, etc.
Blank library cards
Receipt books
Printing costs from posters, signs, etc.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-05-02**

Account Title: **Postage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$953	\$1,476	\$1,077	\$1,094	\$209

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,094	\$1,094	\$1,094	\$0

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.

Postage costs for passports are \$7.35 per mailing for a priority envelope, as mandated by Department of State. Postage costs average \$64.30 per month. \$64.30/mo X 12 = \$771
The City receives \$35 in revenue to the general fund for each passport processed to cover cost of postage, copies, etc. Other costs: stamps, mailing books, mailing packages.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-05-03**

Account Title: **Photocopies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,946	\$1,650	\$1,621	\$1,650	\$325

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,621	\$1,621	\$1,621	(\$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.

Photocopy costs are offset by copying revenue paid for by the patron.
Annual revenue for these fees average \$1,700.00
Department of State Consular Services requires copies of identification from all applicants as well as transmittal forms.
Examples of items funded:
Paper, ink cartridges, toners, photocopier lease contracts, service calls

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$356	\$400	\$156	\$400	\$279

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$400	\$400	\$400	\$0

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.

Star-Herald, Aroostook Republican ads 4@ \$78.00 is \$312 to publish programs, events.
Northeast publishing for some signage and registration cards for new members is approximately \$88.00.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-05-07**

Account Title: **Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$598	\$500	\$494	\$500	\$435

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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.

Refreshments during professional development workshops, paper goods, cups required for ADA compliant water fountains, desk signage.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,983	\$1,925	\$1,947	\$2,039	\$1,941

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,039	\$2,039	\$2,039	\$0

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.

Internet service is provided by the Maine School and Library Network (MSLN), under the National Education Rate Program (E-rate), a federal program designed to provide telecommunications discounts to qualified schools and public libraries. This saves the city over \$14,000 in ISP charges per year.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-06-02**

Account Title: **Fuel Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$10,228	\$13,396	\$13,358	\$13,313	\$11,076

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$13,313	9,514.70	9,514.70	(3,798.30)

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.

Over the past two years, we've averaged an annual gallon usage of 5,630

	Rate	Gallons	Total
2020 Locked in Rate	2.3647	5,630.00	13,313.26
2021 Locked in Rate	1.69	5,630.00	9,514.70

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-06-03**

Account Title: **Electric Service**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$16,390	\$18,000	\$17,840	\$18,000	\$15,626

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$18,000	\$18,000	\$18,000	\$0

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.

COVID-19 closure influenced monthly costs. Request based on 2019 forecast.
Average monthly bill in 2020 is \$1,302.00. Estimated X 12 mos. = \$15626

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-06-04**

Account Title: **Water and Sewer**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,192	\$2,121	\$2,273	\$2,585	\$1,981

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,594	\$2,594	\$ 2,633	\$48

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.

Closure due to COVID-19 reduced monthly costs. Estimates based on 2019 forecast.
Sprinkler system costs \$39.72 per quarter for a yearly cost of \$158.88.
Average monthly water/sewer cost is \$190 for total of \$2,280

	2020	Increase	2021
Water \$	1,299	7%	\$ 1,389.93
Sewer \$	1,140	9%	\$ 1,243
TOTAL			\$ 2,633

Water rates increased 4%

Sewer Rates increased 9%

adjusted rates

Water rates increased 7%

Sewer Rates increased 9%

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-06-05**

Account Title: **Garbage Removal**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,278	\$1,266	\$1,347	\$1,358	\$1,206

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,206	\$1,206	\$1,206	(\$152)

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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Average monthly bill is: \$100.15 X 12 months = \$1,206.24

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$300	\$199	\$0	\$0

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-07-03**

Account Title: **Janitorial Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,916	\$2,800	\$2,943	\$2,800	\$2,225

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,800	\$5,500	\$5,500	\$2,700

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.

Typical items purchased for janitorial supplies include: materials to repair building, paper products, cleaners, hand soap for bathroom, air fresheners, latex gloves, mop heads, vacuum cleaner bags, carpet cleaning rentals, gardening supplies, kitchen supplies, etc. Also safety inspection materials required to meet requirements and first aid supplies including AED maintenance. COVID disinfecting protocols, masks, gloves, computer keyboard sleeves

Manager increased due to Covid supplies that will be needed to be purchased.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-07-08**

Account Title: **Program Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,243	\$4,000	\$4,182	\$4,000	\$3,384

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,000	\$4,000	\$4,000	\$0

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.

Various programs in-person and virtual events covers several core library service programs and events, including Children's reading and literacy programs (e.g. Summer Reading, book clubs, after school tutoring), booths at community outreach events such as job and fair an average of four author appearances/book signings per year, and community involvement events such as art receptions, workshops and conferences Crafts, costumes, incentive prizes, books, decorations, tutoring materials, snacks, refreshments, posters, banners, promotional items (signs, brochures), speakers, and honorariums

Special programs	1,000
Art Shows/Receptions/Festivals 12 @ \$100.00	1,400
Books Signings & Clubs 4 @ \$50	200
Summer Reading Programs for young adults, adults or children	500
Afterschool Book Clubs 25 @ \$5.00	100
Literacy Programs for Adult and child learners Homework Help/tutoring	200
Classes, workshops, meetings, and trainings	600
	<hr/> 4,000

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-08-04**

Account Title: **Building Repairs - Library**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,477	\$7,805	\$6,977	\$7,805	\$6,571

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,805	\$15,000	\$15,000	\$7,195

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.

Security System Monitoring	\$360
Elevator State Annual Inspection	\$170
Elevator Vendor Quarterly Inspections	\$960
Elevator License	\$70
Building Maintenance Repairs (plumbing, HVAC filter replacement, electrical, elevator repair).	\$10,495
Fire Alarm Contract / Fire Extinguisher maintenance	\$770
Boiler Inspections, Licensing, Repair Supplies, Repairs, and Cleanings	\$1,550
Roof Inspections / Repairs	\$305
Quarterly Sprinkler Inspection	\$320

Other expenses:

\$15,000

Caron's -- sidewalk maintenance
Paint to repair walls, address graffiti,
Ice Melt
HVAC maintenance and repairs
ADA Door repairs
Lock replacements

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Library**

Department Number **007**

Account Number: **007-13-03**

Account Title: **Collection Development**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$26,505	\$26,000	\$25,618	\$26,000	\$25,822

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$26,000	\$26,000	\$26,000	\$0

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.

Collection Development includes all costs related to service agreements, subscriptions, contracts, digitization projects, website development and maintenance, movie licensing costs, materials processing (labels, jackets, barcodes, etc.), media, newspapers, books (all versions), electronic database consortia fees, interlibrary loan consortia fees, and all materials that are physically collected in the library. The following is a fairly comprehensive cost for items taken from collection development for the care, promotion, and acquisition of all formats of materials available including contracts and service agreements:

Motion Picture Licensing & Movie Licensing	\$572
Media	\$2,200
Website	\$1,000
Support Agreement for Library Databases	\$2,580
Ebook Consortia	\$1,150
Digitization of historical documents	\$931
Totals:	<u>\$8,433</u>

Items such as books, ebooks, newspapers, journals, magazines, DVDs, books on CD, databases, professional development materials, and software are all typical collection development purchases. The average cost of a book for 2019 is \$29.45.

Software	\$	1,200.00
Three dimensional art, gaming, and display collections	\$	2,000.00
Books	\$	10,354.00
All other media (DVDs, tapes, newspapers, CDs)	\$	<u>4,000.00</u>
	\$	17,554.00

LIBRARY

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	364,563	378,711	376,158	397,683	368,242	398,646	404,743	404,781.58	7,099
WAGES	286,066	291,877	293,001	310,964	294,617	312,099	312,099	312,099.35	1,135
01 01 WAGES	286,066	291,877	293,001	310,964	294,617	312,099	312,099	312,099.35	1,135.35
EMPLOYEE COSTS	2,647	2,195	139	2,175	595	2,175	2,175	2,175.00	-
03 02 TRAVEL/TRAINING	2,102	1,820	(123)	1,800	220	1,800	1,800	1,800.00	-
03 03 MEMBERSHIP DUES	545	375	262	375	375	375	375	375.00	-
DEPARTMENTAL EXPENSES	6,638	7,026	6,333	6,644	3,198	6,615	6,615	6,615.00	(29)
05 01 OFFICE SUPPLIES	2,785	3,000	2,985	3,000	1,950	3,000	3,000	3,000.00	-
05 02 POSTAGE	953	1,476	1,077	1,094	209	1,094	1,094	1,094.00	-
05 03 PHOTOCOPIES	1,946	1,650	1,621	1,650	325	1,621	1,621	1,621.00	(29.00)
05 04 ADS/PUBLICATIONS	356	400	156	400	279	400	400	400.00	-
05 07 MISCELLANEOUS	598	500	494	500	435	500	500	500.00	-
UTILITIES	32,071	36,708	36,766	37,295	31,830	37,152	33,354	33,392.23	(3,903)
06 01 PHONE/INTERNET	1,983	1,925	1,947	2,039	1,941	2,039	2,039	2,039.00	-
06 02 FUEL OIL	10,228	13,396	13,358	13,313	11,076	13,313	9,515	9,514.70	(3,798.30)
06 03 ELECTRICITY	16,390	18,000	17,840	18,000	15,626	18,000	18,000	18,000.00	-
06 04 WATER/SEWER/SPRINKL	2,192	2,121	2,273	2,585	1,981	2,594	2,594	2,632.53	47.53
06 05 GARBAGE REMOVAL	1,278	1,266	1,347	1,358	1,206	1,206	1,206	1,206.00	(152.00)
SUPPLIES/EQUIPMENT	6,159	7,100	7,324	6,800	5,609	6,800	9,500	9,500.00	2,700
07 01 NEW EQUIPMENT	-	300	199	-	-	-	-	-	-
07 03 JANITORIAL SUPPLIES	2,916	2,800	2,943	2,800	2,225	2,800	5,500	5,500.00	2,700.00
07 08 PROGRAM SUPPLIES	3,243	4,000	4,182	4,000	3,384	4,000	4,000	4,000.00	-
REPAIRS/MAINTENANCE	4,477	7,805	6,977	7,805	6,571	7,805	15,000	15,000	7,195
08 04 BUILDING REPAIRS & MTC	4,477	7,805	6,977	7,805	6,571	7,805	15,000	15,000.00	7,195.00
MISCELLANEOUS	26,505	26,000	25,618	26,000	25,822	26,000	26,000	26,000.00	-
13 03 COLLECTION DEV	26,505	26,000	25,618	26,000	25,822	26,000	26,000	26,000.00	-

City of Presque Isle, Maine

11/23/2020

Police -- Department 08

2021 Revenue & Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	1,054,040	1,062,012	925,852	1,128,336	1,148,500	1,246,493	1,248,842	1,178,842
Employee Costs	26,722	32,273	24,087	39,085	26,365	25,675	25,675	25,675
Departmental Expenses	11,304	14,070	10,796	11,300	9,419	9,659	9,659	9,659
Utilities	13,359	12,420	12,658	10,000	13,032	12,480	12,480	12,480
Supplies/Equipment	44,599	48,000	42,718	43,160	22,545	23,182	23,182	23,182
Repairs/Maintenance	32,711	20,000	33,898	30,000	29,948	27,720	27,720	27,720
Miscellaneous	21,378	15,320	17,663	15,800	21,265	21,025	21,025	21,025
Total Expenses	\$1,204,113	\$1,204,095	\$1,067,671	\$1,277,681	\$1,271,074	\$1,366,234	\$1,368,583	\$1,298,583
Miscellaneous	75,068	95,485	101,406	36,985	16,349	17,229	17,229	17,229
District Court Fees	50	1,000	215	500	1,330	1,300	1,300	1,300
Parking Fines	544	1,000	1,003	350	100	100	100	100
Grant Reimbursements	74,670	86,000	20,450	60,000	82,568	83,000	83,000	83,000
Total Revenue	\$150,332	\$183,485	\$123,074	\$97,835	\$100,347	\$101,629	\$101,629	\$101,629

Additional Information

Employee Benefits

FICA	80,138
Workers Comp	21,200
Health Insurance	201,555
Retirement	148,082
Unemployment	3,251
	454,226

Employee Benefits as a % of Wages

38.53%

Number of Full Time Employees

21.375

2021 Police Department Expense Detail

2020 Revenue &	Description						2021		
		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
01-01	Regular Salaries	950,844	921,100	807,565	1,027,736	1,005,860	1,101,043	1,103,392	1,033,392
01-02	Overtime	102,596	138,212	115,887	100,000	141,440	144,250	144,250	144,250
01-04	Stipends	600	2,700	2,400	600	1,200	1,200	1,200	1,200
	Total Wages	1,054,040	1,062,012	925,852	1,128,336	1,148,500	1,246,493	1,248,842	1,178,842
03-02	Travel/Training	15,750	20,245	18,908	30,000	16,590	16,800	16,800	16,800
03-03	Membership Dues	1,261	1,128	660	540	775	775	775	775
03-04	Uniforms/Boots	9,711	10,900	4,519	8,545	9,000	8,100	8,100	8,100
	Total Employee Costs	26,722	32,273	24,087	39,085	26,365	25,675	25,675	25,675
05-01	Office Expense	8,449	10,546	7,325	9,000	6,955	6,943	6,943	6,943
05-02	Postage	709	700	560	600	550	550	550	550
05-04	Ads/Publications	460	1,524	394	400	126	378	378	378
05-07	Miscellaneous	1,686	1,300	2,517	1,300	1,788	1,788	1,788	1,788
	Total Department Exp	11,304	14,070	10,796	11,300	9,419	9,659	9,659	9,659
06-01	Phone/Internet	13,359	12,420	12,658	10,000	13,032	12,480	12,480	12,480
	Total Utilities	13,359	12,420	12,658	10,000	13,032	12,480	12,480	12,480
07-01	New Equipment	4,111	2,000	211	-	-	-	-	-
07-02	Gas & Oil	37,770	42,000	38,369	40,000	21,445	21,600	21,600	21,600
07-09	Training Equipment	2,718	4,000	4,138	3,160	1,100	1,582	1,582	1,582
	Total Supplies/Equipment	44,599	48,000	42,718	43,160	22,545	23,182	23,182	23,182
08-01	Equipment Repairs/Mtce	30,968	18,000	33,124	28,000	28,100	25,800	25,800	25,800
08-03	Radio Maintenance	1,743	2,000	774	2,000	1,848	1,920	1,920	1,920
	Total Repairs/Maintenanc	32,711	20,000	33,898	30,000	29,948	27,720	27,720	27,720

2021 Police Department Expense Detail

2020 Revenue &	Description					2021			
		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
	13-02 Jail/Prisoner Expense	19,603	14,120	14,949	14,000	20,040	19,800	19,800	19,800
	13-09 Canine Expense	<u>1,775</u>	<u>1,200</u>	<u>2,714</u>	<u>1,800</u>	<u>1,225</u>	<u>1,225</u>	<u>1,225</u>	<u>1,225</u>
	Total Miscellaneous	<u>21,378</u>	<u>15,320</u>	<u>17,663</u>	<u>15,800</u>	<u>21,265</u>	<u>21,025</u>	<u>21,025</u>	<u>21,025</u>
	Total Expense	<u>1,204,113</u>	<u>1,204,095</u>	<u>1,067,671</u>	<u>1,277,681</u>	<u>1,271,074</u>	<u>1,366,234</u>	<u>1,368,583</u>	<u>1,298,583</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: Police

Department Number: 008

Account Number: 008-01

Account Title: Miscellaneous Income

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$75,068	\$95,485	\$101,406	\$36,985	\$16,349

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$17,229	\$17,229	\$17,229	(\$19,756)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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		2020 Estimate	2021
Special Duty		\$4,824	\$5,704
Court	avg. 238/mo at Aug	\$2,860	\$2,860
Accident Reports	avg. 235/mo at Aug	\$2,821	\$2,821
Fingerprints	avg. 20/mo at Aug	\$240	\$240
False Alarms		\$0	\$0
Concealed Weapons	avg. 17/mo at Aug	\$204	\$204
Mapleton Dispatching		\$3,000	\$3,000
Easton Dispatching		\$2,400	\$2,400
Officer Training			
		\$16,349	\$17,229

2020 estimate is based on YTD income at the end of August. Other than medical transports & covering ARG security, we have not worked special duties (because of Covid). We no longer have personnel attached to MDEA with no future plans to, either because of staffing levels.

We do plan on covering special duties for the Festival of Trees and Black Friday (added to 2020 estimate) at \$55/hour x 29 hours (usually) = \$1,595 + \$3,229 income at end of Aug = \$4,824

2021 Special duties is based on 2020 amounts plus proms & graduations that did not occur in 2020 because of covid, which historically cover 16 hours of duty at \$55/hr = \$880 more than 2020.

2021 Grants are higher considering an average of nine (9) UMPI dances per year covered by the alcohol grant Nine details at 4 hours each, \$55/hour = \$1,980 more in grants than 2020

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: Police

Department Number: 008

Account Number: 008-02

Account Title: Dist Court Fines & Fees

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$50	\$1,000	\$215	\$500	\$1,330

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,300	\$1,300	\$1,300	\$800

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Support for Budget Request: We have started to add (\$120 each sample) restitution revenue for all drug sample testing, (\$15 each) restitution revenue for all certified mailings of samples to crime lab for testing.

2021 recommendation based on the same monthly average of restitution as 2020

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: Police

Department Number: 008

Account Number: 008-03

Account Title: Parking Violations

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$544	\$1,000	\$1,003	\$350	\$100

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$100	\$100	\$100	(\$250)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

2020 estimate is based upon July YTD of \$45, we may issue more tickets at the beginning of winter. We no longer have specific Parking Enforcement. Winter months do show more *all night parking* tickets.

2021 recommendation is based on first few winter months (higher # of tickets) but in line with 2020 estimates

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: Police

Department Number: 008

Account Number: 008-04

Account Title: Grant Reimbursements

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$74,670	\$86,000	\$20,450	\$60,000	\$82,568

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$83,000	\$83,000	\$83,000	\$23,000

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Wage reimbursements from various grants:

	2020 Estimate	2021
Bryne Grant	\$7,321	\$7,321
Stonegarden	\$9,000	\$9,000
ATV Grant	\$2,500	\$2,500
Alcohol Grant (depends on College & Fair details)	\$0	\$1,980
TSA Grant avg 456/mo by Aug	\$5,472	\$5,472
MeBHS Grants	<u>\$57,500</u>	<u>\$57,500</u>
	\$81,793	\$83,773

We did submit to any MeBHS grants (speed, OUI, distracted driving, seatbelt) in 2020 and plan to continue to do so in 2021

										Change from 2020 Budget	
POLICE			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	
TOTAL REVENUE			150,332	183,485	123,074	97,835	100,347	101,629	101,629	101,629.00	3,794
008	01	MISCELLANEOUS	75,068	95,485	101,406	36,985	16,349	17,229	17,229	17,229.00	(19,756)
	02	DIST COURT FINES	50	1,000	215	500	1,330	1,300	1,300	1,300.00	800
	03	PARKING VIOLATIONS	544	1,000	1,003	350	100	100	100	100.00	(250)
	04	GRANT REIMBURSEMI	74,670	86,000	20,450	60,000	82,568	83,000	83,000	83,000.00	23,000

POLICE DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET							
Fiscal Year 2021 BUDGET							
DIVISION:					per union		
		2021		2021	2021	2021	2021
		Pay Rate	FTE	inc 2%	inc 2.5%	DEPARTMENT	MANAGER
CLASSIFICATION	Employee			COLA	Patrol	WAGES	
Police Chief	Laurie Kelly **	39.37	1	40.16		83,849	83,849
Deputy Chief	vacant		1	0.00		70,000	70,000
Sergeant	Mark Barnes	28.14	1	28.70		63,720	63,720
Detective	vacant	22.35	1	22.80		50,609	50,609
Police Officer #5	vacant	20.94	1	21.36	21.46	47,417	47,649
Sergeant	Tyler Cote	23.78	1	24.26		53,847	53,847
Sergeant	Lucas Hafford **	24.18	1	24.66		54,753	54,753
Sergeant	Chris Hayes **	25.68	1	26.19		58,150	58,150
Police Officer #6	Matthew Brown **	21.28	1	21.71	21.81	48,186	48,423
Police Officer #7	Sam Fuller **	21.28	1	21.71	21.81	48,186	48,423
Corporal			1	0.00		-	-
Police Officer #8	Tyler Seeley **	21.28	1	21.71	21.81	48,186	48,423
Police Officer #9	Stephen St. Peter	20.43	1	20.84	20.94	46,262	46,488
Police Officer #10	Eric Depner	20.94	1	21.36	21.46	47,417	47,649
Police Officer #11	Kyle White	21.66	1	22.09	22.20	49,047	49,287
Police Officer #12	vacant	21.28	1	21.71		48,186	48,186
Police Officer #13	Ricky Pelletier	21.28	1	21.71	21.81	48,186	48,423
Police Officer #14	Nichole Dudley	19.23	1	19.61	19.71	43,544	43,758
Police Officer #15	Dale Keegan	23.33	1	23.80	23.91	52,828	53,087
Vacant	Post Grad Wage	19.23	1	19.61		43,544	43,544
Administrative Assistant	Pam Sutherland	20.74	1	21.15		44,171	44,171
Court Records Administrator - 30 hrs.	Jocelyn Marquis **	17.44	0.75	17.79		27,857	27,857
Animal Control Officer - 25 hours week	Dan Corey	17.35	0.625	17.70		23,095	23,095
Stipends						1,200	1,200
Overtime						144,250	144,250
** Step Increases							
TOTAL BUDGETED POSITIONS						1,246,493	1,248,842

2021
COUNCIL
APPROP.
83,849
-
63,720
50,609
47,649
53,847
54,753
58,150
48,423
48,423
-
48,423
46,488
47,649
49,287
48,186
48,423
43,758
53,087
43,544
44,171
27,857
23,095
1,200
144,250
1,178,842

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$950,844	\$921,100	\$807,565	\$1,027,736	\$1,005,860

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,101,043	\$1,103,392	\$1,033,392	\$5,656

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.

Currently, we are down two [unfilled] positions with one expected opening due in December when Officer Tonya Alexander leaves to work for USCBP. That will give us three patrol openings and one Deputy Chief opening (we would be expecting four (4) openings, but one opening was given up toward filling the Deputy Chief position. We also promoted three officers to Sergeant (Chris Hayes, Tyler Cote, and Lucas Hafford) - giving us a total of four Sergeants.

Calculation of Regular Salaries (per person, currently 22 full time)

Regular Hours Paid

Annual Hours	2,088
Holiday Pay:	
11 days x 12 hours (x 19 employees)	<u>132.0</u>
Total Hours	2,220.0

2020 is based on actual spending at the end of June

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$102,596	\$138,212	\$115,887	\$100,000	\$141,440

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$144,250	\$144,250	\$144,250	\$44,250

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.

Support for Budget Request: Per Union contracts, the following overtime pay is applicable:

- * Minimum 3 hours overtime for call back
- * 1 1/2 times pay for work time that surpasses the normal, scheduled, work day
- * Minimum 4 hours overtime for Special Duty at special duty rate of \$50/hour per Officer (we bill \$55/hour)
- * Minimum 3 hours overtime for court
- * Scheduled work day on an observed or actual holiday (according to contract) is at 1.5 times pay for those hours of work.
- * Overtime on a holiday will be at two times (double) regular pay rate

2020 estimate is based upon July YTD costs of \$82,507 (\$11,786/mo)

2021 Department Request is based upon still having three open slots, the influx of serious calls requiring call-in of officers, COLA increases, and the average monthly spending in 2020.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-01-04**

Account Title: **Stipends**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$600	\$2,700	\$2,400	\$600	\$1,200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,200	\$1,200	\$1,200	\$600

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.

Support for Budget Request: The Stipend dollars cover the extra responsibility taken on by department personnel concerning day to day issues that may arise involving vehicle and computer maintenance. This is a union negotiated issue.

Stipends consist of:

Department Fleet Supervisor

\$1,200 Kyle White

\$1,200

2021 Department Request is based on the fact we are contractually paying a \$1,200 per year stipend for fleet management.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-03-02**

Account Title: **Travel/Training**

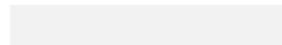
2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$15,750	\$20,245	\$18,908	\$30,000	\$16,590

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$16,800	\$16,800	\$16,800	(\$13,200)

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.

2020 estimate is based on one cadet being at MCJA until May and YTD spending for July (\$1,382/month, this was with covid and not many in-class training occurring.

2021 request reflects the loss of our detective and likely having to send an officer to specialized investigatory classes. We will try to get officers trained as instructors in particular topics such as firearms, OUI SFST, DRE, accident reconstruction, et al - so that we might be somewhat self-sufficient. Officers who attend training will stay at least one night at a hotel, if not the entire training period if the training does not occur at MCJA or if the Academy is closed/full. Officers' meals and gas are also paid for. Request is based on \$1,400/month, close to what our monthly average was for 2020



**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-03-03**

Account Title: **Memberships/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,261	\$1,128	\$660	\$540	\$775

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$775	\$775	\$775	\$235

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 account covers various memberships and dues for the following professional organizations:

1. Aroostook County training	\$	135
2. Maine Chiefs of Police	\$	200
3. New England State Police Information Network	\$	100
4. Maine Animal Control Association	\$	-
5. Dispatcher JPMA	\$	<u>340</u>

\$ 775

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-03-04**

Account Title: **Uniforms/Clothing**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$9,711	\$10,900	\$4,519	\$8,545	\$9,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,100	\$8,100	\$8,100	(\$445)

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.

Dry Cleaning:

\$14/month (as of August 2020) = \$168/year

Although the City is contractually obligated to pay for uniform cleaning, most officers clean their own because of a lack of local drycleaner(s) and the extended turnaround time to get clean uniforms returned. Therefore costs have been very diminished.

Body Armor:

Average of \$263/month (as of August 2020) = \$3,156/year

In 2020 we replaced one vest, (5-year replacement schedule) and purchased one new at a cost of \$1,070 each. We also have been replacing outer carriers with a "Molle" style that allows officers to carry (usual) belt equipment on their vest (chest) instead, statistically minimizing a lot of hip/knee pressure and injury, Molle style carriers are \$330 each on avg. We also purchased two vests (one Houlton, one Ft. Fairfield) at a prorated cost for new hires.

Equipment & Uniforms:

\$3,036/year

We have tried to use clothing & equipment from our quartermaster, instead of purchasing new but have had unique sizes in new hires. Average monthly new equipment & uniforms is \$221/month as of Aug 2020 = \$2,652/year

Replacement Equipment:

\$145/month as of Aug 2020 = \$1,740/year

As uniforms and equipment wear, they need to be replaced in order to maintain a professional appearance and practical effectiveness. While we re-use our uniforms as much as possible, we will periodically need to replace worn out, damaged equipment and uniforms.

Total \$8,100

2021 Request is based upon the fact we've hired certified officers and have not had the added training costs associated with sending folks to the MCJA, We will replace or purchase new duty gear such as holsters, cuff cases, molle attachments, etc. Plus we will not retain our Detective in 2021 and may not have as much dry cleaning.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$8,449	\$10,546	\$7,325	\$9,000	\$6,955

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,943	\$6,943	\$6,943	(\$2,057)

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.

1. Copy paper	25 Cases @	\$35.00 / Case	\$875
2. Copy Machine Rental	\$59/month dispatch, \$165/month admin*		\$2,868
* Admin rental \$150 - \$180/mo depending on paper usage			
4. Printer Ink is free with rental			
5. Pens, pencils, paper clips, binder clips, tape, filepockets, file folders, clipboards, cd's, dvd's, cd envelopes, note pads, heatseal, correction tape, correction liquid, legal pads, manila folders, markers, expandable folders, staples, scissors, etc... All items necessary for a 24/7/365 operation.			\$1,800
6. Various forms, documents, and related printing costs Including Letterhead, Timesheets, Defect Cards, Warning Cards, Ticket Books, Statement Forms, Security Check Forms, Receipt			\$1,400
Total			<u>\$6,943</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-05-02**

Account Title: **Postage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$709	\$700	\$560	\$600	\$550

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$550	\$550	\$550	(\$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.

2020 estimates are based upon July YTD spending (\$46/mo). We do ask for restitution postage costs when sending certified mail [samples] to the crime lab for testing.

2021 requested is based upon historical spending and the same monthly average as in 2020

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$460	\$1,524	\$394	\$400	\$126

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$378	\$378	\$378	(\$22)

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.

2020 estimate is based on July YTD of one advertisement at \$126

2021 request is based on historical spending plus the probability of posting ads to fill three openings
We do try to use our social media as much as possible, plus advertising on the MCJA and Attorney General's pages. (3x 126 = \$378)

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-05-07**

Account Title: **Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,686	\$1,300	\$2,517	\$1,300	\$1,788

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,788	\$1,788	\$1,788	\$488

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.

Coffee & Water

\$1,788

Water: Water is delivered upon request and useage

Coffee: Coffee packets are \$34 per case.

2020 estimate is based on YTD July average of 149/month

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$13,359	\$12,420	\$12,658	\$10,000	\$13,032

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$12,480	\$12,480	\$12,480	\$2,480

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.

\$40/month x 14 employees x 12 months
13 Aircards for Patrol Laptops **

\$40 stipend/month

\$6,720
\$5,760

Total

\$12,480

2020 estimate is based upon July YTD \$1,086/month, these are usually unvaried, monthly costs.

2021 Department request is based on historical cost and reflects a raise of \$25/month to \$40

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,111	\$2,000	\$211	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

We have not spent money on new equipment as of June YTD, In 2021 we do not anticipate any needed new equipment that is not covered by a specific line item from other account(s)

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-07-02**

Account Title: **Gas & Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$37,770	\$42,000	\$38,369	\$40,000	\$21,445

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$21,600	\$21,600	\$21,600	(\$18,400)

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.

Routine patrol work, 24/7 operation and mileage for take home car program, we anticipate a little less because travel for training was less because of Covid. We also started using DOC almost exclusively as they average .07\$ less per gallon (because MSAD#1 charges tax) and we can use DOC in several downstate locations at the same cost

2020 is based upon less travel, YTD spending in July and better pricing through DOC, but we anticipate more a little more with the on-set of winter (oil) Average of \$1,787/month through July, 2020

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-07-09**

Account Title: **Training Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,718	\$4,000	\$4,138	\$3,160	\$1,100

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,582	\$1,582	\$1,582	(\$1,578)

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.

Each MCJA BLETP cadet now need to bring 1,500 rounds/each student to the Academy. We did save some money in 2020 because our MCJA cadet was not able to attend Firearms (due to Covid) and was qualified at the PIPD with much less ammo. Each officer carries 40 rounds (total 760 rounds of yearly duty ammo)

1000 rounds FMJ .223 ammo. 500 rds per box @ \$155 x 2 boxes:	\$310
1000 rounds .223 duty ammo, 500 rds per box @ \$305 x 2 boxes:	\$610
.45 cal FMJ 1000 rounds per box x 1 box	\$263
<u>.45 cal duty ammo 1000 round per box x 1 box</u>	<u>\$399</u>
Total	\$1,582

We are mandated to qualify on firearms [at least] once per year and need replacement, duty ammo for those purposes.

2020 costs are based on the purchase of Taser batteries, gun cleaning supplies, plywood for firearms targets, ammunition, and a tent shelter for the firearms range (from sun & rain) = \$1,083 at the end of August.

2021 request is based on the fact that we've been able to hire "blue pin" certified officers (because of the City returning to MePERS. We will still need to qualify 19 (full staff) annually but have located a different company,

Taser cartridges were re-imbursed in 2020 through the Byrne Grant and did not incur that cost

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-08-01**

Account Title: **Equip. Repairs/Maint.**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$30,968	\$18,000	\$33,124	\$28,000	\$28,100

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$25,800	\$25,800	\$25,800	(\$2,200)

Support for Budget Request: This account is used to maintain the Police Department's 16-car fleet. The fleet averages 198,000 miles/year including patrol and travel for training and meetings.

This account is used to purchase vehicle maintenance supplies (fluids, bulbs, filters, etc.) account is used to pay for routine maintenance including oil changes, brakes, transmission services, and To avoid potential serious mechanical problems, Officers are responsible to maintain a change of oil schedule every 3000 miles, transmission service every 20,000 miles and all other routine maintenance at the manufacturer's recommended scheduled times. The fleet supervisor no longer monitors mileage of the vehicles nor schedules services nor performs small repairs, himself, rather that is left to the individual officer; this causes the loss of cost savings from the fleet manager completing some of these tasks him/herself.

This account is used also to purchase tires. On average the department purchases 48 tires a year (24 summer/ 24 studded winter tires). Tires are purchased through Hogan Tire of Presque Isle, which is an authorized dealer that can sell tires at the government rate. Purchasing tires from an authorized government seller saves the department approximately \$60/tire. Government price for cruiser tires is approx. \$120 per tire. In the winter all cruisers run 4 studded tires and it costs approx. \$1000 labor each year in seasonal change overs. Tires are rotated every 6000 miles to save wear and extend tire life.

The police department's cruisers have a variety of emergency equipment that requires repair and replacement. This equipment includes lightbars, radars, and sirens. The Equipment Repairs and Maintenance account is used to maintain all of this equipment. When new cruisers are purchased annually, equipment is swapped over from an older cruiser to a new one [if applicable] and costs the department in labor cost(s) for the the swap over.

2020 estimate is based upon July YTD cost of \$16.391 or \$2,341/month

2021 request is based on actual spending, the fact we have two new cars under warranty (Durangos) that should not need as much replacement cost(s), and a mandate I've sent out indicating until we get an RFP employees are to use (unless warranty or major mechanical issue for which we will shop around) one particular historically much more cost effective body shop/mechanic/tow service. I used a slightly lower cost per month of \$2,150/month for a 2021 total of \$25,800

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-08-03**

Account Title: **Radio Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,743	\$2,000	\$774	\$2,000	\$1,848

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,920	\$1,920	\$1,920	(\$80)

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.

Replacement of worn or damaged radio equipment including dispatch radios

2020 estimate is based upon July YTD cost so far of \$1,077 or approximately \$154/month

2021 Department Request is based upon anticipation of radio upgrades to be viable and compatible with the new console for dispatching outside PD, FD and EMS agencies, and Spillman upgrades (not ready until Summer 2021) I used a slightly higher, monthly calculation of \$160/month or \$1,920 for the year

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-13-02**

Account Title: **Jail/Prisoner Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$19,603	\$14,120	\$14,949	\$14,000	\$20,040

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$19,800	\$19,800	\$19,800	\$5,800

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.

1. Medical supplies required by the State of Maine to be placed in patrol vehicles.
2. Spit shield pack
3. Evidence bags
4. Evidence tags
5. Integrity evidence tape
6. Laboratory Drug Analysis Work
7. Crime scene processing supplies
8. Housing cost for arrestees at Caribou Police Department (rare since we try to transport to ACJ)

We have started to transport almost all prisoners to ACJ rather than house them at CPD; I think this has saved on our cost of meals & housing, but we keep them as a fall-back in case we cannot get to Houlton.

We ask for restitution of postage and testing costs (\$240 per sample) when we need to send drug, urine, blood samples to the the Maine State Lab; we sometimes (due to adjudication timing) pay for this but do not recoup it, but for the most part, see most of that money in restitution.

We have seen a significant rise in felony level crimes (primarily drug charges) for which we've sent an increased number of suspects to ACJ

2020 is based upon July YTD costs of \$11,695 or approximately \$1,670/month

2021 request is based on current cost & spending. For 2021, I used \$1,650/month or \$19,800 for the year

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Police Department**

Department Number: **008**

Account Number: **008-13-09**

Account Title: **K-9 Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,775	\$1,200	\$2,714	\$1,800	\$1,225

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,225	\$1,225	\$1,225	(\$575)

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 account is used for miscellaneous items such as: Pet Barrier, Lead for K-9, Sun Shade for K-9's outside pen, Vet bills, and dog food.

We did receive a \$2,700 grant to off-set the cost of a new K9, in-car kennel with heat/cold safety alarms. K9 Officer Tyler Cote has also worked on a grant through Wal-Mart to help off-set the cost of food.

2020 cost is based on July YTD spending of \$713 or \$102/month

2021 request is based on historical spending, vest equipment, and K9 shoes (so not to scratch vehicles)

POLICE DEPARTMENT

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	1,204,113	1,204,095	1,067,671	1,277,681	1,271,074	1,366,234	1,368,583	1,298,583	20,902
WAGES	1,054,040	1,062,012	925,852	1,128,336	1,148,500	1,246,493	1,248,842	1,178,842	50,506
008 01 01 REGULAR SALARIES	950,844	921,100	807,565	1,027,736	1,005,860	1,101,043	1,103,392	1,033,392	5,656.11
01 02 OVERTIME	102,596	138,212	115,887	100,000	141,440	144,250	144,250	144,250	44,250.00
01 04 STIPEND	600	2,700	2,400	600	1,200	1,200	1,200	1,200	600.00
EMPLOYEE COSTS	26,722	32,273	24,087	39,085	26,365	25,675	25,675	25,675	(13,410)
03 02 TRAVEL/TRAINING	15,750	20,245	18,908	30,000	16,590	16,800	16,800	16,800	(13,200.00)
03 03 MEMBERSHIP DUES	1,261	1,128	660	540	775	775	775	775	235.00
03 04 UNIFORMS/CLOTHING	9,711	10,900	4,519	8,545	9,000	8,100	8,100	8,100	(445.00)
DEPARTMENTAL EXPENSES	11,304	14,070	10,796	11,300	9,419	9,659	9,659	9,659	(1,641)
05 01 OFFICE SUPPLIES	8,449	10,546	7,325	9,000	6,955	6,943	6,943	6,943	(2,057.00)
05 02 POSTAGE	709	700	560	600	550	550	550	550	(50.00)
05 04 ADS/PUBLICATIONS	460	1,524	394	400	126	378	378	378	(22.00)
05 07 07	1,686	1,300	2,517	1,300	1,788	1,788	1,788	1,788	488.00
UTILITIES	13,359	12,420	12,658	10,000	13,032	12,480	12,480	12,480	2,480
06 01 PHONE/INTERNET	13,359	12,420	12,658	10,000	13,032	12,480	12,480	12,480	2,480.00
SUPPLIES/EQUIPMENT	44,599	48,000	42,718	43,160	22,545	23,182	23,182	23,182	(19,978)
07 01 NEW EQUIPMENT	4,111	2,000	211	-	-	-	-	-	-
07 02 GAS AND OIL	37,770	42,000	38,369	40,000	21,445	21,600	21,600	21,600	(18,400.00)
07 09 TRAINING EQUIPMENT	2,718	4,000	4,138	3,160	1,100	1,582	1,582	1,582	(1,578.00)
REPAIRS/MAINTENANCE	32,711	20,000	33,898	30,000	29,948	27,720	27,720	27,720	(2,280)
08 01 EQUIPMENT REPAIRS & MTCE	30,968	18,000	33,124	28,000	28,100	25,800	25,800	25,800	(2,200.00)
08 03 RADIO MTCE	1,743	2,000	774	2,000	1,848	1,920	1,920	1,920	(80.00)
MISCELLANEOUS	21,378	15,320	17,663	15,800	21,265	21,025	21,025	21,025	5,225
13 02 JAIL/PRISONER EXPENSE	19,603	14,120	14,949	14,000	20,040	19,800	19,800	19,800	5,800.00
13 09 CANINE EXPENSE	1,775	1,200	2,714	1,800	1,225	1,225	1,225	1,225	(575.00)

our expenditures in general supplies when we encounter them.

City of Presque Isle, Maine

11/23/2020

Public Works -- Department 09

2021 Revenue & Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	623,288	656,463	667,044	699,614	676,345	687,952	710,347	710,347
Employee Costs	13,284	16,635	13,937	16,896	15,175	18,196	18,196	18,196
Departmental Expenses	2,918	2,195	2,330	2,195	1,900	2,195	2,195	2,195
Utilities	46,310	42,992	47,185	43,720	44,781	44,130	35,217	35,233
Supplies/Equipment	141,422	150,713	136,103	146,009	121,875	133,245	133,245	133,245
Repairs/Maintenance	157,162	127,095	152,969	140,462	138,344	144,018	144,018	144,018
Road/Street Costs	596,726	740,587	698,704	782,377	767,489	786,064	786,064	786,064
Contracted Services	153,037	162,000	162,320	163,810	163,900	163,900	176,900	176,900
Total Expenses	\$1,734,147	\$1,898,680	\$1,880,592	\$1,995,083	\$1,929,809	\$1,979,700	\$2,006,181	2,006,198
Miscellaneous	36,734	21,274	34,900	30,000	30,000	29,424	29,424	29,424
Total Revenue	\$36,734	\$21,274	\$34,900	\$30,000	\$30,000	\$29,424	\$29,424	29,424

Additional Information

Employee Benefits

FICA	48,510
Workers Comp	24,246
Health Insurance	153,979
Retirement	64,050
Unemployment	2,477
	293,261

Number of Full Time Employees 15.35

Benefits as a % of Wages 41.28%

2021 Public Works Department Expense Detail

2020 Revenue &	Description						2021		
		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
01-01	Regular Salaries	537,472	582,549	582,320	621,881	598,645	609,296	631,691	631,691
01-02	Overtime	85,816	73,914	84,724	77,733	77,700	78,656	78,656	78,656
	Total Wages	623,288	656,463	667,044	699,614	676,345	687,952	710,347	710,347
03-01	Mileage Reimbursement	120	-	117	261	200	261	261	261
03-02	Travel/Training	790	1,900	96	1,900	200	1,900	1,900	1,900
03-03	Membership Dues	-	75	-	75	75	75	75	75
03-04	Uniforms/Boots	12,374	14,660	13,723	14,660	14,700	15,960	15,960	15,960
	Total Employee Costs	13,284	16,635	13,937	16,896	15,175	18,196	18,196	18,196
05-01	Office Supplies	1,619	895	495	895	800	895	895	895
05-02	Postage	4	50	17	50	50	50	50	50
05-04	Ads/Publications	217	300	143	300	150	300	300	300
05-07	Miscellaneous	1,078	950	1,676	950	900	950	950	950
	Total Department Exp	2,918	2,195	2,330	2,195	1,900	2,195	2,195	2,195
06-01	Phone/Internet	1,355	1,680	1,657	1,680	1,740	1,740	1,740	1,740
06-02	Fuel Oil	35,461	30,409	34,452	30,924	32,050	31,239	22,326	22,326
06-03	Electricity	8,023	9,326	9,422	9,364	9,250	9,335	9,335	9,335
06-04	Water & Sewer	1,471	1,577	1,654	1,752	1,741	1,816	1,816	1,833
	Total Utilities	46,310	42,992	47,185	43,720	44,781	44,130	35,217	35,233
07-01	New Equipment	13,627	6,245	8,192	10,000	15,400	9,800	9,800	9,800
07-02	Gas & Oil	126,463	142,993	126,469	134,534	105,000	121,970	121,970	121,970
07-03	Janitorial Supplies	1,332	1,475	1,442	1,475	1,475	1,475	1,475	1,475
	Total Supplies/Equipment	141,422	150,713	136,103	146,009	121,875	133,245	133,245	133,245
08-01	Equipment Repairs/Mtce	138,501	117,700	141,160	130,945	130,000	132,639	132,639	132,639
08-03	Radio Maintenance	509	1,853	2,095	1,950	1,700	2,085	2,085	2,085
08-04	Building Repairs/Mtce	18,152	7,542	9,714	7,567	6,644	9,294	9,294	9,294
	Total Repairs/Maintenanc	157,162	127,095	152,969	140,462	138,344	144,018	144,018	144,018

2021 Public Works Department Expense Detail

2020 Revenue &	Description						2021		
		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
09-01	Asphalt Patch	21,439	21,000	22,244	21,000	21,000	21,000	21,000	21,000
09-02	Signs	3,337	3,120	2,102	3,120	4,000	3,134	3,134	3,134
09-03	Culverts/Catch Basins	15,564	15,700	15,745	15,700	15,700	15,700	15,700	15,700
09-04	Asphalt	229,045	320,000	293,545	362,069	371,450	366,744	366,744	366,744
09-05	Gravel	91,203	95,324	88,582	97,488	85,339	103,325	103,325	103,325
09-06	Salt/Calcium	199,636	237,943	232,287	233,647	225,000	227,561	227,561	227,561
09-07	Street Maintenance	<u>36,502</u>	<u>47,500</u>	<u>44,198</u>	<u>49,353</u>	<u>45,000</u>	<u>48,600</u>	<u>48,600</u>	<u>48,600</u>
	Total Road/Street Costs	596,726	740,587	698,704	782,377	767,489	786,064	786,064	786,064
10-04	Snow Hauling	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000
10-11	Outside Services	<u>9,037</u>	<u>18,000</u>	<u>18,320</u>	<u>19,810</u>	<u>19,900</u>	<u>19,900</u>	<u>32,900</u>	<u>32,900</u>
	Total Contracted Services	<u>153,037</u>	<u>162,000</u>	<u>162,320</u>	<u>163,810</u>	<u>163,900</u>	<u>163,900</u>	<u>176,900</u>	<u>176,900</u>
	Total Expense	<u>1,734,147</u>	<u>1,898,680</u>	<u>1,880,592</u>	<u>1,995,083</u>	<u>1,929,809</u>	<u>1,979,700</u>	<u>2,006,181</u>	<u>2,006,198</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Public Works**

Department Number: **009**

Account Number: **009-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$36,734	\$21,274	\$34,900	\$30,000	\$30,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$29,424	\$29,424	\$29,424	(\$576)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Revenue is received from the sale of winter sand and salt sold to NMCC, SAD #1, OTC, and UMPI.

Recycled Asphalt Pavement (RAP) millings are also sold to the PI Utilities District.

2013	\$	6,795
2014	\$	7,659
2015	\$	12,008
2016	\$	22,800
2017	\$	22,688
2018	\$	36,734
2019	\$	34,900
2020 Estimated	\$	30,000
5-yr Avg. 2016 - 2020	\$	29,424

2021 Budget based on 2016 - 2020 Estimated

										Change from 2020 Budget
PUBLIC WORKS		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	
TOTAL REVENUE		36,734	21,274	34,900	30,000	30,000	29,424	29,424	29,424	(576)
009 01	MISCELLANEOUS	36,734	21,274	34,900	30,000	30,000	29,424	29,424	29,424	(576)

Public Services Dept. Personnel Budget Worksheet
Fiscal Year 2021 BUDGET

DPEARTMENT: Public Works

CLASSIFICATION	FULL TIME EQUIVALENT	2021 Department Request			2021	2021
		PAY RATE	2% COLA	DEPT REQUEST	MANAGER RECOMMEND.	COUNCIL APPROP.
Director	0.35	40.56	41.37	\$30,234	\$24,326	\$24,326
Deputy Director	1	32.81	33.47	\$69,877	\$69,877	\$69,877
Mechanic	1	24.77	25.27	\$52,754	\$52,754	\$52,754
Mechanic	1	21.63	22.06	\$46,067	\$46,067	\$46,067
Heavy Equipment Operator	1	21.80	22.24	\$46,429	\$46,429	\$46,429
Heavy Equipment Operator	1	21.16	21.58	\$45,066	\$45,066	\$45,066
Heavy Equipment Operator	1	21.16	21.58	\$45,066	\$45,066	\$45,066
Truck Driver	1	14.85	15.15	\$31,627	\$31,627	\$31,627
Truck Driver	1	16.41	16.74	\$34,949	\$34,949	\$34,949
Truck Driver	1	15.77	16.09	\$33,586	\$33,586	\$33,586
Truck Driver	1	15.77	16.09	\$33,586	\$33,586	\$33,586
Truck Driver **	1	15.77	16.09	\$33,586	\$33,586	\$33,586
Truck Driver	1	16.14	16.46	\$34,374	\$34,374	\$34,374
Truck Driver (Vacant)	1	14.84	15.14	\$0	\$31,606	\$31,606
Truck Driver (Vacant)	1	14.84	15.14	\$0	\$31,606	\$31,606
Administrative Assistant	1	17.46	17.81	\$37,186	\$37,186	\$37,186
Seasonal (Vacant)				\$20,000	\$0	\$0
Janitorial ** subcontracting now	0.5	14.00	14.28	\$14,908	\$0	\$0
Total Wages		-		\$609,296	\$631,691	\$631,691
Overtime		-		\$78,656	\$78,656	\$78,656
TOTAL BUDGETED POSITION	15.85			\$687,952	\$710,347	\$710,347

*** Step Increase

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$537,472	\$582,549	\$582,320	\$621,881	\$598,645

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$609,296	\$631,691	\$631,691	\$9,810

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.

Wages/Salaries for 16 employees (14 Full Time and 1 Part Time)
See account # 009-01-02 for overtime

See Public Services Dept. Public Works Division Personnel Budget Worksheet for details

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$85,816	\$73,914	\$84,724	\$77,733	\$77,700

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$78,656	\$78,656	\$78,656	\$923

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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	<u>Total Overtime Cost</u>
2008	\$98,175
2009	\$71,657
2010	\$63,650
2011	\$79,012
2012	\$68,007
2013	\$77,691
2014	\$94,613
2015	\$68,806
2016	\$50,743
2017	\$66,383
2018	\$85,816
2019	\$84,724
2020 Estimated	\$77,700
4-yr average 2017-2020 Estimated	\$78,656

See Public Services Dept. Public Works Division Personnel Budget Worksheet for details

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division Number:

Division Title:

Account Number: **009-03-01**

Account Title: **Local Travel/Mileage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$120	\$0	\$117	\$261	\$200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$261	\$261	\$261	\$0

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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Mileage Reimbursement for use of personal vehicle

Director 450 miles x \$0.58 = \$261

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-03-02**

Account Title: **Travel /Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$790	\$1,900	\$96	\$1,900	\$200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,900	\$1,900	\$1,900	\$0

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.

Safety Training (chain saw, etc.)	\$500
Annual Highway Congress in Skowhegan	\$200
Maine Local Roads Center Training: (5 employees)(4 trainings)(\$40 each)	\$800
Travel, Hotel, Meals, etc.	\$400
	<hr/>

Total budgeted: \$1,900

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$75	\$0	\$75	\$75

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$75	\$75	\$75	\$0

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.

American Public Works Association Dues

\$75

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-03-04**

Account Title: **Uniforms/clothing**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$12,374	\$14,660	\$13,723	\$14,660	\$14,700

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$15,960	\$15,960	\$15,960	\$1,300

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.

Clothing/boot allowances paid per union contract : 13 @ \$900 and 1 @ \$400	\$12,100
Mechanic tool allowance paid per union contract : 2 @ \$800	\$1,600
Chainsaw safety equipment	\$30
Hard hats & liners: 3 @ \$20	\$60
Winter Safety Jackets 13 @ \$59	\$770
Vests: 25 @ \$20	\$500
Insulated gloves, rubber gloves: 20 pr @ \$15	\$300
Rain gear 3 set @ \$40	\$120
Safety equipment (Glasses, ear plugs, etc.)	\$480
Total budgeted	\$15,960

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,619	\$895	\$495	\$895	\$800

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$895	\$895	\$895	\$0

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.

Copier contract - 10,000 copies @ \$0.0189 ea	\$190
Office paper - 6cs @ \$36	\$215
Printer ink cartridges - 5 black @ \$15, 5 tri-color @ \$25 =	\$200
Pens/pencils 5 doz	\$35
Time cards - 1,000 @\$0.055 ea	\$55
Misc: tape, paper clips, post-it notes, binders, folder, envelopes	\$200
Total budgeted:	\$895

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-05-02**

Account Title: **Postage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4	\$50	\$17	\$50	\$50

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$50	\$50	\$50	\$0

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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Expenses for shipping USPS, UPS, FedEx, etc.

\$50

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$217	\$300	\$143	\$300	\$150

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$300	\$300	\$300	\$0

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.

Newspaper ads for bidding, sale of equipment, etc.

Chip Seal Bid	\$	75
Paving Bid	\$	75
Equipment Bids	\$	75
Paint Striping Bid	\$	75
	<u>\$</u>	<u>300</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-05-07**

Account Title: **Misc. Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,078	\$950	\$1,676	\$950	\$900

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$950	\$950	\$950	\$0

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.

Supplies per union contract: coffee, filters, creamer	\$150
Refreshments for hosting training, workshops, retirement luncheons	\$75
Spring water 50 each \$6.00	\$300
Unplanned, one time non-recurring miscellaneous expenses plans	\$150
Safety supplies (first aid, fire extinguishers)	\$175
State of Maine Fees	\$100

Total budgeted: \$950

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-06-01**

Account Title: **Phone/fax/internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,355	\$1,680	\$1,657	\$1,680	\$1,740

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,740	\$1,740	\$1,740	\$60

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.

Cell phone for Deputy PW Director \$30 per month	\$360
Cell phone for Public Services Director @ \$40 per month	\$480
Garage & office phones \$75 per month	\$900
Internet service, paid by IT Department	\$0
	<hr/>

Total budgeted: \$1,740

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-06-02**

Account Title: **Fuel Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$35,461	\$30,409	\$34,452	\$30,924	\$32,050

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$31,239	\$ 22,326	\$ 22,326	(\$8,598.26)

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.

History:	<u>Gallons</u>
7/1/07 - 12/31/07	6,230
2008	14,326
2009	13,412
2010	11,382
2011	12,777
2012	11,040
2013	11,552
2014	12,033
2015	11,996
2016	11,784
2017	13,261
2018	14,185
2019	14,487
2020 Estimate	13,550

2021 budget based on 6-year average of 2015 - 2020 estimated

	<u>Gallons</u>	<u>\$/Gallon</u>		
Average	13,211	\$	1.69	\$ 22,326

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-06-03**

Account Title: **Electric Service**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$8,023	\$9,326	\$9,422	\$9,364	\$9,250

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$9,335	\$9,335	\$9,335	(\$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.

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<u>Year</u>	<u>KWH</u>
2009	81,200
2010	83,000
2011	75,840
2012	81,680
2013	79,080
2014	69,456
2015	68,560
2016	69,760
2017	59,800
2018	66,520
2019	71,800
2020 Estimated	69,420

2021 budget based on 6-year average of 2015-2020 estimated

KWH	\$/KWH	
67,643	\$ 0.138	\$ 9,335

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-06-04**

Account Title: **Water/Sewer**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,471	\$1,577	\$1,654	\$1,752	\$1,741

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,816	\$1,816	\$ 1,833	\$81

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 PI Utilities District anticipates a 3-4% increase in water rates in 2021.
The PI Utilities District anticipates a 9% increase in the sewer rate in 2021.
The 2021 budget is based on the 2-yr average of 2019 - 2020 estimated with anticipated rate increases.

	Cubic Feet/Year	Water \$	Sewer \$	Total \$	
2016 Actual	11,700 cf	\$ 598	\$ 795	\$ 1,393	
2017 Actual	14,300 cf	\$ 670	\$ 914	\$ 1,584	
2018 Actual	13,000 cf	\$ 618	\$ 853	\$ 1,471	
2019 Actual	15,000 cf	\$ 697	\$ 957	\$ 1,654	
2020 Estimate	14,000 cf	\$ 680	\$ 1,061	\$ 1,741	
2-yr Avg 2019-2020 Est	14,500 cf	\$ 716	\$ 1,100	\$ 1,816	

Adjust Water Rates for an increase of 7% starting in Feb 2021

	Cubic Feet/Year	Water \$	Sewer \$	Total \$	
2016 Actual	11,700 cf	\$ 598	\$ 795	\$ 1,393	
2017 Actual	14,300 cf	\$ 670	\$ 914	\$ 1,584	
2018 Actual	13,000 cf	\$ 618	\$ 853	\$ 1,471	
2019 Actual	15,000 cf	\$ 697	\$ 957	\$ 1,654	
2020 Estimate	14,000 cf	\$ 680	\$ 1,061	\$ 1,741	
2-yr Avg 2019-2020 Est	14,500 cf	\$ 733	\$ 1,100	\$ 1,833	

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$13,627	\$6,245	\$8,192	\$10,000	\$15,400

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$9,800	\$9,800	\$9,800	(\$200)

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.

	Department Head	Manager	Council
Wash bay pressure washer repair	\$5,000	\$5,000	\$5,000
Cordless reciprocating saw	\$300	\$300	\$300
3/8" cordless impact wrench	\$400	\$400	\$400
32-ton air bag jack	\$2,300	\$2,300	\$2,300
3/4" pneumatic impact wrench	\$700	\$700	\$700
come-a-long manual hoist	\$700	\$700	\$700
Mini-pneumatic belt sander	\$400	\$400	\$400
Total	\$9,800	\$9,800	\$9,800

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-07-02**

Account Title: **Gas/Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$126,463	\$142,993	\$126,469	\$134,534	\$105,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$121,970	\$121,970	\$121,970	(\$12,564)

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>Gallons</u>	<u>Price Per Gallon</u>	
Diesel fuel:	38,903	\$2.70	\$105,038
Gasoline:	2,362	\$2.30	\$5,433
Propane	50	\$1.90	\$95
Hydraulic, motor, transmission oils, antifreeze, grease, fuel conditioner, Diesel Exhaust Fluid			\$11,404

Total budgeted: **\$121,970**

	<u>Diesel (gal)</u>	<u>Gasoline (gal)</u>	<u>Misc (\$)</u>
2009	19,798	4,698	\$8,207
2010	27,094	4,175	\$5,788
2011	30,699	3,661	\$6,615
2012	30,346	5,465	\$6,804
2013	34,245	6,517	\$4,524
2014	40,816	5,172	\$10,098
2015	40,648	4,565	\$7,336
2016	34,612	2,811	\$10,109
2017	35,927	2,252	\$11,018
2018	39,900	2,047	\$11,842
2019	41,436	2,900	\$11,415
2020 Estimate	35,372	2,138	\$11,342
Average	38,903	2,362	\$11,404

2021 Budget for Diesel and Gasoline is based on 3-yr avg 2018 - 2020 estimated

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-07-03**

Account Title: **Janitorial Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,332	\$1,475	\$1,442	\$1,475	\$1,475

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,475	\$1,475	\$1,475	\$0

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.

Mops (handles, heads), buffer pads	\$300
Wax, stripper, soap, bleach	\$600
Paper goods (rolls, center feed, toilet tissue)	\$400
Cleaners (comet, oust, soap, bleach, etc)	\$150
Miscellaneous consumables (latex gloves, rags, bulbs, etc)	\$25
	<hr/>

Total budgeted: **\$1,475**

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-08-01**

Account Title: **Equipment Repair**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$138,501	\$117,700	\$141,160	\$130,945	\$130,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$132,639	\$132,639	\$132,639	\$1,694

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.

Brake components	\$5,152
Bulbs, batteries, electrical	\$6,041
Chassis (paint, glass, decals, mirrors, etc.)	\$2,995
Consumables (wipes, cleaners, drill bits, cylinder rental)	\$6,238
Engine, transmission, exhaust	\$29,319
Filters	\$3,907
Hardware (plow blades, cutting edges, nuts, bolts, fittings)	\$38,042
Hoses, clamps, belts	\$4,357
New Tires, tire repair	\$22,026
Suspension, drive train, rear axle, wheels	\$14,562
	<u>\$132,639</u>

2021 budget is based on the 4-year average of 2017-2020 estimated

2013	\$	103,657
2014	\$	97,947
2015	\$	99,922
2016	\$	112,382
2017	\$	120,896
2018	\$	138,501
2019	\$	141,160
2020 Estimate	\$	130,000
4-yr Avg 2017-2020 Est	\$	132,639

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-08-03**

Account Title: **Radio Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$509	\$1,853	\$2,095	\$1,950	\$1,700

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,085	\$2,085	\$2,085	\$135

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.

Maintenance, replacement, and repair for two way radios: antennas, microphones, batteries, and service for 36 units.

2020 budget is based on 6-year avg 2014 - 2019 estimated plus 1 new radio

2013	\$	1,025
2014	\$	1,146
2015	\$	619
2016	\$	188
2017	\$	2,740
2018	\$	509
2019	\$	2,095
2020 Estimate	\$	1,700
7-yr avg 2014-2020 Est	\$	1,285
1 Radio	\$	800
2021 Budget	\$	2,085

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-08-04**

Account Title: **Building Repairs & Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$18,152	\$7,542	\$9,714	\$7,567	\$6,644

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$9,294	\$9,294	\$9,294	\$1,727

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.

Inspections of overhead crane, stationary and mobile 4-post truck lifts, fire extinguishers, fire suppression system; maintenance and repairs of overhead doors and HVAC

2013	\$	8,233
2014	\$	8,642
2015	\$	10,432
2016	\$	7,320
2017	\$	5,218
2018	\$	18,152
2019	\$	9,714
2020 Estimated	\$	6,644
8-yr avg 2013-2020 estimated	\$	9,294

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-09-01**

Account Title: **Asphalt Patch**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$21,439	\$21,000	\$22,244	\$21,000	\$21,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$21,000	\$21,000	\$21,000	\$0

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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	<u>Tons</u>		<u>Price Per Ton</u>	<u>Total</u>
Cold Patch	0	\$	115.50	\$0
Hot Patch	247	\$	85.02	\$21,000
				<hr/> <hr/> \$21,000

Public Works purchased a reclaimer/patch trailer in 2018 which allows the use of lower priced hot mix rather than cold mix for pavement patching. Hot mix can be stockpiled and reheated in the reclaimer to produce a lower cost and longer lasting patch.

Prior to 2013 trench patching was done by the paving contractor and charged to Asphalt Overlay Reserve account. Beginning in 2013 trench patching has been done by the Public Works crew.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-09-02**

Account Title: **Signs**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,337	\$3,120	\$2,102	\$3,120	\$4,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,134	\$3,134	\$3,134	\$14

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.

Signs, u-channel posts, wood posts, and hardware

2015	\$	3,375
2016	\$	2,308
2017	\$	3,097
2018	\$	3,337
2019	\$	2,102
2020 Estimated	\$	4,000
4-yr avg 2017-2020 Estimated	\$	3,134

Barricade materials moved to Street Maintenance account 009-09-07 in 2017.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-09-03**

Account Title: **Culverts and Basins**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$15,564	\$15,700	\$15,745	\$15,700	\$15,700

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$15,700	\$15,700	\$15,700	\$0

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.

Catch basins: precast concrete barrel, base, top sections; frames, grates, and risers \$8,000
Typically repair or replace 12 catch basins each year

Culverts and Storm Drainage Pipe: roadway cross culverts, and storm drainage system pipe are replaced as needed. \$7,700

Total budgeted:

\$15,700

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-09-04**

Account Title: **Asphalt**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$229,045	\$320,000	\$293,545	\$362,069	\$371,450

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$366,744	\$366,744	\$366,744	\$4,675

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.

	<i>Dept Head</i>	<i>Council</i>
Liquid asphalt for chip sealing:(3.998 miles) (5200 gal/mi) (\$3.98/gal)	\$82,744	\$82,744
Shim mix applied prior to chip sealing: (400 tons) (\$85.00 per ton)	\$34,000	\$34,000
Appropriation to Street Overlay Reserve for paving projects--Attached	\$250,000	\$250,000
Total budgeted:	<u>\$366,744</u>	<u>\$366,744</u>

Funding sources for Asphalt Paving:

Local Road Assistance Program (LRAP), formerly known as Urban Rural Initiative Program (URIP), is received once per year in December from State of Maine.

\$184,117

City appropriation from the Asphalt Account is transferred to Street Overlay Reserve

\$250,000

Unexpended Street Overlay Reserve funds expected to be carried over from 2020

\$195,232

**City of Presque Isle
Street Overlay
For Actual 2019, Estimated 2020, Budgeted 2021**

		2019 Actual	2020 Estimated
Balance	January 1	\$ 63,566	\$ 54,311
Credits To Date			
	Local Road Assistance Program ***	\$ 193,807	\$ 184,117
	Annual City Appropriation	\$ 237,310	\$ 263,000
	Receipts	\$ -	\$ -
	Receivables		\$ 107,177
Decreases to Date			
	Expenditures to Date	\$ (440,372)	\$ (413,373)
	Estimated Payable Thru Year End	\$ -	\$ -
		<u>\$ -</u>	<u>\$ -</u>
Fund Balance at December 31, 2019		\$ 54,311	
Estimated Fund Balance at December 31, 2020			\$ 195,232
Budget for 2021			
	Local Road Assistance Program		\$ 184,117
	2021 Appropriation		\$ 250,000
	MPI Grant Reimbursement (Estimated)		\$ 67,823
	Expenditures (see Attachment)		<u>\$ (502,455)</u>
Estimated Balance (Fund 16) at December 31, 2021			<u><u>\$ 194,717</u></u>

Proposed 2021 Paving List

<u>Road Name</u>	<u>Length (MI)</u>	<u>Total Cost (\$)</u>	<u>Location</u>
Riverside Drive 1	0.222	\$ 27,710	Main Street - State Street
Riverside Drive 2	0.219	\$ 32,725	State Street - Chapman Road
Riverside 2 Sidewalk	-	\$ 5,250	West Side of Street
Riverside 2 Curb	-	\$ 26,625	West and East Sides of Street
Dyer Street 1	0.224	\$ 36,295	State Street 5-way - Park Street
Washburn Road	0.570	\$ 56,780	US 1 - Compact Urban Line
State Aid Subtotal	1.235	\$ 185,385	
Riverside 1 Pkg Lot	-	\$ 26,880	North Parking Lot on East Side
Dyer Street 2	0.469	\$ 44,795	Park Street - Dead End (Sewer Plant)
Rainbow Road	0.072	\$ 7,140	North Street - End at Pvt Property
Edgemont Drive 1	0.336	\$ 33,490	Central Drive - Beacon Street
Edgemont Drive 2	0.630	\$ 60,265	Beacon Street - Missile Street
Green Hill Drive 1-4	0.254	\$ 28,475	US 1 - Dead End
Lombard Street 1-4	0.974	\$ 97,070	Griffin Street - Closed Loop
City View Drive	0.106	\$ 9,690	Lombard Street - Lombard Street
Sky View Drive	0.102	\$ 9,265	Lombard Street - Lombard Street
City Street Subtotal	2.943	\$ 317,070	
Paving Total	4.178	\$ 502,455	

Proposed 2021 Chip Sealing List

<u>Road Name</u>	<u>Length (MI)</u>	<u>Liquid Cost (\$)</u>	<u>Location</u>
Allen Road	1.591	32,927	Conant Road - Cleaves Road
Echo Lake Road 1	0.638	13,204	Spragueville Rd - Quoggy Jo Lake
James Road 2	0.254	5,257	Lathrop Road - Dead End
Rose Lane	0.218	4,512	Spragueville Rd - Spragueville Rd
Wallace Street	0.182	3,767	McBurnie Road - Dead End
White Road	0.985	20,386	Cleaves Road - Easton Road SR10
Spragueville Road 4	0.130	2,691	Niles/Spragueville Rd Int - Dead End
Chip Seal Total	3.998	\$ 82,744	

Stone for chip sealing is carried in account 009-09-05.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-09-05**

Account Title: **Gravel**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$91,203	\$95,324	\$88,582	\$97,488	\$85,339

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$103,325	\$103,325	\$103,325	\$5,837

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>2020 Estimate</u>	<u>2021 Budget</u>
Winter sand without salt: 5,500 cy @ \$14.00±/cy; TBD per contract	\$	-	\$ 77,000
2020 Actual 4025 cy @ \$13.65/cy [2020 bid]	\$	54,941	
Screened gravel for spot grading gravel roads: 550 cy @ \$8.00/cy est.			\$ 4,400
2020 Estimate 550 cy @ \$8.00/cy	\$	4,400	
1/2" Crushed stone for chip sealing: (4.0mi) (150 cy/mi) \$15/ton est.	\$	-	\$ 9,000
2020 Actual (906 cy) (\$14.50/cy)	\$	13,137	
200 cy loam @ no cost; PW will screen own material			\$ -
2020 Actual 200 cy loam @\$0/cy (screened own material)	\$	-	
Dense graded material (450 cy) (\$14.50 per cy)			\$ 6,525
2020 Estimate (450 cy) (\$4.50 per cy)	\$	6,525	
Rip Rap (7" minus) (320 cy) (\$20 per cy)			\$ 6,400
2020 Estimate (320 cy) (\$19.80 per cy)	\$	6,336	
		<u>\$ 85,339</u>	<u>\$ 103,325</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-09-06**

Account Title: **Salt/Calcium**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$199,636	\$237,943	\$232,287	\$233,647	\$225,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$227,561	\$227,561	\$227,561	(\$6,086)

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.

Annual salt usage is based on 2,350 tons @ \$73.95 per ton. (2020-2021 contract price) \$173,783
PW started mixing their own salt (350 tons) with winter sand in 2013 rather than buying premixed sand.
Calcium chloride is used for dust control in the summer: 18,300 gal @ \$1.30 \$23,790
Magic Minus liquid deicer: 19,600 gal @ \$1.53 per gallon \$29,988

Total budgeted: \$227,561

	<u>Salt (tons)</u>	<u>Dust Control (gal)</u>	<u>Deicer (gal)</u>
2009	1,316	9,320	-
2010	1,864	13,008	4,094
2011	2,125	-	16,405
2012	2,080	-	9,100
2013	1,940	10,030	9,845
2014	2,531	10,023	18,748
2015	1,996	13,683	13,612
2016	2,437	15,098	19,413
2017	2,144	13,732	18,254
2018	2,021	18,977	14,794
2019	2,430	14,568	14,000
2020 Estimate	2,360	19,611	8,996

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-09-07**

Account Title: **Street Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$36,502	\$47,500	\$44,198	\$49,353	\$45,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$48,600	\$48,600	\$48,600	(\$753)

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.

Paint striping: street lines, crosswalks, arrows, etc [2018-2021 unit price contract]	\$33,300
Catch basin cleaning, culvert cleaning	\$5,000
Tree maintenance mulch Main Street	\$250
Litter picking	\$500
Wildlife Relocation	\$1,200
Miscellaneous tools and materials for repair of catch basins, ditches, sidewalks, culverts, etc	\$5,500
Snowplow damaged items	\$400
Traffic cones 80 each @\$15	\$1,200
Barricade (materials to construct) 10 each @\$125	\$1,250
Total budgeted:	<hr/> \$48,600

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-10-04**

Account Title: **Snow Hauling**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$144,000	\$144,000	\$144,000	\$144,000	\$144,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$144,000	\$144,000	\$144,000	\$0

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.

--

Contract price is paid in 8 equal payments (2 per month) from January-April.

Bid price in 2018 for 3-year contract ending 2021; 2 additional years can be negotiated

\$144,000

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Works**

Division: **Public Services**

Department Number: **009**

Account Number: **009-10-11**

Account Title: **Outside Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$9,037	\$18,000	\$18,320	\$19,810	\$19,900

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$19,900	\$32,900	\$32,900	\$13,090

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.

Rental of skid steer for milling prior to paving, 1-month rental	\$0
Screen rental for screening recycled asphalt pavement, 3-day rental	\$1,450
Crushing of recycled asphalt pavement, 1,000 ton @ \$8/ton	\$8,000
Weedkill for sidewalks	\$1,900
Sealing winter sand stockpile per DEP requirement	\$7,150
Trash Removal/Disposal	\$1,400
Total Budget	<u>\$19,900</u>

Add Janitorial Position as subcontractor **\$13,000**

New Total **\$32,900**

PUBLIC WORKS

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
EXPENSES	1,734,147	1,898,680	1,880,592	1,995,083	1,929,809	1,979,700	2,006,181	2,006,198	11,115
WAGES	623,288	656,463	667,044	699,614	676,345	687,952	710,347	710,347	10,733
009 01 REGULAR SALARIES	537,472	582,549	582,320	621,881	598,645	609,296	631,691	631,691	9,809.94
02 OVERTIME	85,816	73,914	84,724	77,733	77,700	78,656	78,656	78,656	922.75
EMPLOYEE COSTS	13,284	16,635	13,937	16,896	15,175	18,196	18,196	18,196	1,300
03 01 MILEAGE REIMBURSEMENT	120	-	117	261	200	261	261	261	-
03 02 TRAVEL/TRAINING	790	1,900	96	1,900	200	1,900	1,900	1,900	-
03 03 MEMBERSHIP DUES	-	75	-	75	75	75	75	75	-
03 04 UNIFORMS/CLOTHING	12,374	14,660	13,723	14,660	14,700	15,960	15,960	15,960	1,300.00
DEPARTMENTAL EXPENSES	2,918	2,195	2,330	2,195	1,900	2,195	2,195	2,195	-
05 01 OFFICE SUPPLIES	1,619	895	495	895	800	895	895	895	-
05 02 POSTAGE	4	50	17	50	50	50	50	50	-
05 04 ADS/PUBLICATIONS	217	300	143	300	150	300	300	300	-
05 07 MISC EXPENSE	1,078	950	1,676	950	900	950	950	950	-
UTILITIES	46,310	42,992	47,185	43,720	44,781	44,130	35,217	35,233	(8,487)
06 01 PHONE/FAX/INTERNET	1,355	1,680	1,657	1,680	1,740	1,740	1,740	1,740	60.00
06 02 FUEL OIL	35,461	30,409	34,452	30,924	32,050	31,239	22,326	22,326	(8,598.26)
06 03 ELECTRIC SERVICE	8,023	9,326	9,422	9,364	9,250	9,335	9,335	9,335	(29.00)
06 04 WATER/SEWER/SPRINKLER	1,471	1,577	1,654	1,752	1,741	1,816	1,816	1,833	80.51
SUPPLIES/EQUIPMENT	141,422	150,713	136,103	146,009	121,875	133,245	133,245	133,245	(12,764)
07 01 NEW EQUIPMENT	13,627	6,245	8,192	10,000	15,400	9,800	9,800	9,800	(200.00)
07 02 GAS AND OIL	126,463	142,993	126,469	134,534	105,000	121,970	121,970	121,970	(12,564.00)
07 03 JANITORIAL SUPPLIES	1,332	1,475	1,442	1,475	1,475	1,475	1,475	1,475	-
REPAIRS/MAINTENANCE	157,162	127,095	152,969	140,462	138,344	144,018	144,018	144,018	3,556
08 01 EQUIPMENT REPAIRS & MTC	138,501	117,700	141,160	130,945	130,000	132,639	132,639	132,639	1,694.00
08 03 RADIO MTCE	509	1,853	2,095	1,950	1,700	2,085	2,085	2,085	135.00
08 04 BUILDING MAINTENANCE	18,152	7,542	9,714	7,567	6,644	9,294	9,294	9,294	1,727.00
ROAD/STREET COSTS	596,726	740,587	698,704	782,377	767,489	786,064	786,064	786,064	3,687
09 01 ASPHALT PATCH	21,439	21,000	22,244	21,000	21,000	21,000	21,000	21,000	-
09 02 SIGNS	3,337	3,120	2,102	3,120	4,000	3,134	3,134	3,134	14.00
09 03 CULVERTS/CATCH BASINS	15,564	15,700	15,745	15,700	15,700	15,700	15,700	15,700	-
09 04 ASPHALT	229,045	320,000	293,545	362,069	371,450	366,744	366,744	366,744	4,675.00
09 05 GRAVEL	91,203	95,324	88,582	97,488	85,339	103,325	103,325	103,325	5,837.00
09 06 SALT/CALCIUM	199,636	237,943	232,287	233,647	225,000	227,561	227,561	227,561	(6,086.00)
09 07 STREET MAINTENANCE	36,502	47,500	44,198	49,353	45,000	48,600	48,600	48,600	(753.00)
CONTRACTED SERVICES	153,037	162,000	162,320	163,810	163,900	163,900	176,900	176,900	13,090
10 04 SNOW HAULING	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	-
10 11 OUTSIDE SERVICES	9,037	18,000	18,320	19,810	19,900	19,900	32,900	32,900	13,090.00

City of Presque Isle, Maine

11/23/2020

Recreation and Parks - Department 10

2021 Revenue & Expense Summary by Category

						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
Wages	538,775	587,915	572,123	628,108	587,565	644,781	648,217	648,217
Employee Costs	8,455	7,775	6,452	6,935	5,335	11,629	11,629	11,629
Departmental Expenses	22,120	16,900	18,404	19,809	13,519	20,269	20,269	20,269
Utilities	195,373	181,103	177,473	186,031	158,000	192,631	181,363	181,650
Supplies/Equipment	84,500	86,275	88,154	92,851	71,500	95,975	95,975	95,975
Repairs/Maintenance	71,909	76,125	74,579	75,125	75,125	77,125	77,125	77,125
Contracted Services	33,855	32,000	39,655	34,000	6,217	34,666	34,666	34,666
Miscellaneous	18,300	18,300	18,300	18,300	18,300	18,300	18,300	18,300
Total Expenses	\$973,287	\$1,006,393	\$995,139	\$1,061,159	\$935,561	\$1,095,376	\$1,087,544	\$1,087,832
Program Income	42,035	52,500	40,113	50,000	22,000	50,000	50,000	50,000
Aquatics Income	54,466	48,500	59,542	51,600	13,000	51,600	51,600	51,600
Forum Income	272,801	255,000	263,379	259,500	142,000	259,500	259,500	259,500
Rental Revenue	18,604	21,500	20,284	19,000	10,000	19,000	19,000	19,000
Credit Card Fees	335	1,800	240	1,800	865	1,800	1,800	1,800
Total Revenue	\$388,241	\$379,300	\$383,557	\$381,900	\$187,865	\$381,900	\$381,900	\$381,900

Additional Information

Employee Benefits

FICA	49,589
Workers Comp	13,351
Health Insurance	98,754
Retirement	39,936
Unemployment	2,167
	203,797

Number of Full Time Equivalent Employees 17.50

Benefits as a % of Wages 31.44%

2021 Recreation & Parks Department Expense Detail

						2021			
Revenue &	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
01-01	Regular Salaries	348,183	374,492	372,700	392,293	390,000	403,206	406,642	406,642
01-02	Overtime	5,271	4,295	3,630	5,400	3,000	5,400	5,400	5,400
01-05	Part Time Salaries	185,321	209,128	195,792	230,415	194,565	236,175	236,175	236,175
Total Wages		538,775	587,915	572,123	628,108	587,565	644,781	648,217	648,217
03-01	Mileage Reimbursement	1,763	1,200	1,420	1,300	1,600	3,400	3,400	3,400
03-02	Travel/Training	3,772	3,625	1,839	2,300	400	4,650	4,650	4,650
03-03	Membership Dues	2,085	1,950	2,276	2,335	2,335	2,354	2,354	2,354
03-04	Uniforms/Boots/Clothing	835	1,000	916	1,000	1,000	1,225	1,225	1,225
Total Employee Costs		8,455	7,775	6,452	6,935	5,335	11,629	11,629	11,629
05-01	Office Expense	1,571	2,500	1,887	2,500	2,300	2,500	2,500	2,500
05-02	Postage	506	600	532	600	550	600	600	600
05-03	Photocopies	2,512	2,100	2,262	2,220	2,280	2,280	2,280	2,280
05-04	Ads/Publications	14,748	7,500	10,478	9,500	3,000	9,500	9,500	9,500
05-07	Miscellaneous	1,199	1,200	1,575	1,200	1,600	1,600	1,600	1,600
05-08	Credit Card Fees	1,584	3,000	1,670	3,789	3,789	3,789	3,789	3,789
Total Department Exp		22,120	16,900	18,404	19,809	13,519	20,269	20,269	20,269
06-01	Phone/Internet	6,804	6,800	7,254	6,800	7,300	8,860	8,860	8,860
06-02	Fuel Oil	70,612	59,983	63,871	59,138	48,000	62,521	51,253	51,253
06-03	Electricity	97,091	88,600	85,805	97,400	82,000	99,000	99,000	99,000
06-04	Water & Sewer	17,076	22,000	16,092	18,193	17,000	17,750	17,750	18,037
06-05	Trash Removal	3,790	3,720	4,451	4,500	3,700	4,500	4,500	4,500
Total Utilities		195,373	181,103	177,473	186,031	158,000	192,631	181,363	181,650
07-01	New Equipment	10,604	8,000	8,124	8,000	8,500	8,500	8,500	8,500
07-02	Gas & Oil	8,539	9,475	8,927	8,551	6,500	8,975	8,975	8,975
07-03	Janitorial Supplies	9,511	13,800	12,816	13,800	8,500	13,800	13,800	13,800
07-05	Concession Supplies	32,172	28,000	31,899	32,500	18,000	32,500	32,500	32,500
07-08	Program Supplies	23,674	27,000	26,388	30,000	30,000	32,200	32,200	32,200

2021 Recreation & Parks Department Expense Detail

Revenue & Description						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
Total Supplies/Equipment	84,500	86,275	88,154	92,851	71,500	95,975	95,975	95,975
08-01 Equipment Repairs/Mtce	15,497	16,250	16,680	16,250	16,250	16,250	16,250	16,250
08-04 Building Repairs/Mtce	39,297	40,975	39,636	40,975	40,975	40,975	40,975	40,975
08-06 Grounds Maintenance	13,870	13,900	13,190	13,900	13,900	15,900	15,900	15,900
08-15 Pool Maintenance	<u>3,245</u>	<u>5,000</u>	<u>5,073</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total Repairs/Maintenanc	71,909	76,125	74,579	75,125	75,125	77,125	77,125	77,125
10-11 Contract Labor	<u>33,855</u>	<u>32,000</u>	<u>39,655</u>	<u>34,000</u>	<u>6,217</u>	<u>34,666</u>	<u>34,666</u>	<u>34,666</u>
Total Contracted Services	33,855	32,000	39,655	34,000	6,217	34,666	34,666	34,666
13-05 Building Rental	<u>18,300</u>	<u>18,300</u>	<u>18,300</u>	<u>18,300</u>	<u>18,300</u>	<u>18,300</u>	<u>18,300</u>	<u>18,300</u>
Total Miscellaneous	18,300	18,300	18,300	18,300	18,300	18,300	18,300	18,300
Total Expense	<u>973,287</u>	<u>1,006,393</u>	<u>995,139</u>	<u>1,061,159</u>	<u>935,561</u>	<u>1,095,376</u>	<u>1,087,544</u>	<u>1,087,832</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Rec & Parks**

Department Number: **010**

Account Number: **010-01**

Account Title: **Program Revenue**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$42,035	\$52,500	\$40,113	\$50,000	\$22,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$50,000	\$50,000	\$50,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Adult	\$4,000
Basketball & Cheering	\$11,000
Soccer	\$8,000
Special Events	\$2,500
Summer Programs	\$19,000
Track & Field	\$2,500
Other	<u>\$3,000</u>
	\$50,000

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Rec & Parks**

Department Number: **010**

Account Number: **010-02**

Account Title: **Aquatics Revenue**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$54,466	\$48,500	\$59,542	\$51,600	\$13,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$51,600	\$51,600	\$51,600	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Youth Lessons	\$30,100
Water Exercise	\$5,500
Lifeguard/WSI	\$2,000
Privates & Misc.	\$14,000
	<hr/>
	\$51,600

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Rec & Parks**

Department Number: **010**

Account Number: **010-03**

Account Title: **The Forum Revenue**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$272,801	\$255,000	\$263,379	\$259,500	\$142,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$259,500	\$259,500	\$259,500	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Concession/Skating	\$93,000
Ice	\$80,000
Rentals	\$3,000
Events	\$68,000
Tennis	\$500
Advertising	\$15,000
	<hr/>
	\$259,500

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Rec & Parks**

Department Number: **010**

Account Number: **010-04**

Account Title: **Rental Revenue**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$18,604	\$21,500	\$20,284	\$19,000	\$10,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$19,000	\$19,000	\$19,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Senior Room	\$5,500
Multi-Purpose Room	\$3,000
Birthday Parties	\$4,500
Mantle Lake	\$3,500
Gymnasium	\$2,500
	\$19,000

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Rec & Parks**

Department Number: **010**

Account Number: **010-05**

Account Title: **Credit Card Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$335	\$1,800	\$240	\$1,800	\$865

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,800	\$1,800	\$1,800	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

3% from credit card users

REC & PARKS			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL REVENUE			388,241	379,300	383,557	381,900	187,865	381,900	381,900	381,900	-
010	01	PROGRAM INCOME	42,035	52,500	40,113	50,000	22,000	50,000	50,000	50,000.00	-
	02	AQUATICS INCOME	54,466	48,500	59,542	51,600	13,000	51,600	51,600	51,600.00	-
	03	FORUM INCOME	272,801	255,000	263,379	259,500	142,000	259,500	259,500	259,500.00	-
	04	RENTAL REVENUE	18,604	21,500	20,284	19,000	10,000	19,000	19,000	19,000.00	-
		CREDIT CARD FEES	335	1,800	240	1,800	865	1,800	1,800	1,800.00	-

[illegible]

DEPARTMENT PERSONNEL SERVICES BUDGET WORKSHEET

Fiscal Year 2021 BUDGET

Department: Rec & Parks

CLASSIFICATION

Part-time Salaries

	PAY RATE AS OF 2020	FULL TIME EQUIVALENT	2021 DEPARTMENT REQUEST PAY RATE	ANNUAL WAGES	2021 MANAGER RECOMMEND.	2021 COUNCIL RECOMMEND
Aquatic	varies	1.25	varies	\$41,575	\$41,575.00	\$41,575.00
Community Center	varies	1.00	varies	\$29,400	\$29,400.00	\$29,400.00
The Forum	varies	2.25	varies	\$59,100	\$59,100.00	\$59,100.00
Parks	varies	2.00	varies	\$55,400	\$55,400.00	\$55,400.00
Programs	varies	2.00	varies	\$50,700	\$50,700.00	\$50,700.00
TOTAL BUDGETED POSITIONS		8.50		\$236,175	\$236,175	\$236,175

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation and Parks**

Department number: **010**

Account Number: **010-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$348,183	\$374,492	\$372,700	\$392,293	\$390,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$403,206	\$406,642	\$406,642	\$14,349

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.

see personnel cost sheet for details

Includes Outdoor Programmer Position

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Number:

Department Number: **010**

Account Number: **010-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$5,271	\$4,295	\$3,630	\$5,400	\$3,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$5,400	\$5,400	\$5,400	\$0

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.

170 hours overtime

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Number:

Division Title: **010**

Account Number: **010-01-05**

Account Title: **Part TimeSalaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$185,321	\$209,128	\$195,792	\$230,415	\$194,565

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$236,175	\$236,175	\$236,175	\$5,760

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.

see personnel cost sheet for details

Includes Minimum Wage Increase

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Number:

Division Title: **010**

Account Number: **010-03-01**

Account Title: **Local Travel/Mileage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,763	\$1,200	\$1,420	\$1,300	\$1,600

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,400	\$3,400	\$3,400	\$2,100

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.

Director	4,500	\$2,588
Programmer	800 miles	\$460
Admin Assistants	600 miles	\$345
		<hr/>
		\$3,393

Increase for Active Dept Head
@ \$.575 per mile

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,772	\$3,625	\$1,839	\$2,300	\$400

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,650	\$4,650	\$4,650	\$2,350

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>Manager</u>	<u>Council</u>
MRPA conference for 2 staff (includes registration, hotel & food)	\$1,300	\$1,300
NESMA Conference for 4 staff (includes registration, hotel & food)	\$2,600	\$2,600
Departmental Trainings	\$400	\$400
Staff travel mileage 600 miles at \$.58 per mile (the remaining 2,000 miles of travel will be w/city vehicle)	\$350	\$350
	<u>\$4,650</u>	<u>\$4,650</u>

Reduce to MRPA by 50% for only one employee

Reduce NESMA Conference by 50% for only two employees

Remove Department Trainings Expense

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-03-03**

Account Title: **Memberships/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,085	\$1,950	\$2,276	\$2,335	\$2,335

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,354	\$2,354	\$2,354	\$19

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.

Licenses

SESAC	\$200
BMI	\$325
ASCAP	\$360
Maine Dept. of Health & Human Services (2)	\$325
Maine State Fire Marshal - Dance	\$150

Dues

Northern Maine Recreation Association	\$50
Maine Recreation & Parks Association	\$175
Northeast Ice Skating Managers Association	\$150
Amazon Business Prime	\$69
Sam's Club	\$50
Website Host	\$500
	<hr/> \$2,354

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-03-04**

Account Title: **Boots/Clothing Allowance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$835	\$1,000	\$916	\$1,000	\$1,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,225	\$1,225	\$1,225	\$225

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.

Maintenance Supervisor		
Boots	1	\$130.00
Jacket	1	\$95.00
Maintenance #1		
Boots	1	\$130.00
Jacket	1	\$95.00
Maintenance #2		
Boots	1	\$130.00
Jacket	1	\$95.00
Maintenance #3		
Boots	1	\$130.00
Jacket	1	\$95.00
Aquatics Director		
Swim Suits	2	\$100.00
Outdoor Programer		
Boots	1	\$130.00
Jacket	1	95
		<hr/>
		\$1,225.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,571	\$2,500	\$1,887	\$2,500	\$2,300

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,500	\$2,500	\$2,500	\$0

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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Ink cartridges	\$600
Paper	\$600
Software updates	\$100
Logo paper/envelopes	\$200
Receipt books & box office deposit slips	\$200
Misc. supplies	\$800
i.e.-pens, paper clips, post-its, tape, folders	
	<hr/>
	\$2,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-05-02**

Account Title: **Postage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$506	\$600	\$532	\$600	\$550

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$600	\$600	\$600	\$0

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.

Postage for contracts, invoices, certifications, staff materials, tournament materials & returns

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Number:

Department Number: **010**

Account Number: **010-05-03**

Account Title: **Photocopies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,512	\$2,100	\$2,262	\$2,220	\$2,280

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,280	\$2,280	\$2,280	\$60

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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	<u>Monthly</u>	<u>Annual</u>
Center copier rental	\$75	\$900
Forum copier rental	\$55	\$660
Copies	\$60	\$720
		<hr/> \$2,280

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$14,748	\$7,500	\$10,478	\$9,500	\$3,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$9,500	\$9,500	\$9,500	\$0

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.

Event Advertising	\$6,500
Ice Season Advertising	\$850
Program Advertising	\$1,400
Subscriptions	\$750
	<hr/>
	\$9,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Number:

Department Number: **010**

Account Number: **010-05-07**

Account Title: **Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,199	\$1,200	\$1,575	\$1,200	\$1,600

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,600	\$1,600	\$1,600	\$400

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.

	Manager	Council
Tickets	\$400	\$400
First Aid, medicine, light bulb disposal fee & misc.	\$1,000	\$1,000
Department Head Expense	\$200	\$200
	\$1,600	\$1,600

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Number:

Department Number: **010**

Account Number: **010-05-08**

Account Title: **Credit Card Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,584	\$3,000	\$1,670	\$3,789	\$3,789

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,789	\$3,789	\$3,789	\$0

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.

Contracted online registration fees are fixed.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,804	\$6,800	\$7,254	\$6,800	\$7,300

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,860	\$8,860	\$8,860	\$2,060

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.

Cell Phones	\$1,780
Community Center	\$3,240
Forum	\$2,515
Mantle Lake Park	\$575
Riverside	\$750
	<hr/>
	\$8,860

Cell Phone	
<hr/> Gene - Stipend	\$40
Tyler Cell	\$68.09
Tyler Hot Spot	\$40

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Number:

Department Number: **010**

Account Number: **010-06-02**

Account Title: **Fuel Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$70,612	\$59,983	\$63,871	\$59,138	\$48,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$62,521	\$51,253	\$51,253	(\$7,885)

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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<u>Facility</u>	<u>Propane</u>	<u>Gallons</u>	<u>#2 Fuel</u>	<u>Total \$</u>
Center	16,500			\$21,945
Riverside	1,600			\$2,128
Forum			15,500	\$24,645
Maintenance Shop			1,500	\$2,535
				<u>\$51,253</u>

	<u>2020 Prices</u>	<u>2021 Prices</u>
Propane @	\$1.33	TBD
#2 Fuel @	\$2.23	\$1.69
#2 Fuel (tanker) @	\$2.26	\$1.59

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-06-03**

Account Title: **Electric Service**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$97,091	\$88,600	\$85,805	\$97,400	\$82,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$99,000	\$99,000	\$99,000	\$1,600

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.

Community Center	\$30,000
Riverside	\$5,500
Forum	\$60,000
Mantle Lake	\$800
Maintenance Shop	\$800
Bishop's Ballfield	\$900
Farmer's Market	\$800
Bike Path/Balloon Site	\$200
	<hr/>
	\$99,000

Added Farmer's Market / Mary's Mile

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-06-04**

Account Title: **Water/Sewer/Sprinkler**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$17,076	\$22,000	\$16,092	\$18,193	\$17,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$17,750	\$17,750	\$18,037	(\$156)

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 Inc 7%	Sewer Inc. 9%	Total/Council
Community Center	\$3,875	\$124	\$174	\$4,174
Forum	\$6,241	\$200	\$281	\$6,722
Riverside	\$6,400	\$205	\$288	\$6,893
Mantle Lake Park	\$230	\$7	\$10	\$248
				\$0
	\$16,746			\$18,037

*Includes 9 % PIUD Increase on Jan 1, 2021
Increase Water rates to 4% on Feb 2021*

Increase of \$287.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-06-05**

Account Title: **Trash Disposal**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,790	\$3,720	\$4,451	\$4,500	\$3,700

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,500	\$4,500	\$4,500	\$0

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.

Dumpster(s) at the Forum & Center
Park trash

\$3,840

\$660

\$4,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$10,604	\$8,000	\$8,124	\$8,000	\$8,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,500	\$8,500	\$8,500	\$500

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.

	Department	Manager	Council
Trimmer	\$400	\$400	\$400
Tools	\$600	\$600	\$600
Rotary Cutter	\$3,500	\$3,500	\$3,500
Pitching Machine	\$2,500	\$2,500	\$2,500
Rental Skates	\$1,500	\$1,500	\$1,500
	\$8,500	\$8,500	\$8,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-07-02**

Account Title: **Gas & Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$8,539	\$9,475	\$8,927	\$8,551	\$6,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,975	\$8,975	\$8,975	\$424

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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	<u>Gallons</u>	<u>2021 prices</u>	
Unleaded	1,500	@\$2.30/gal	\$3,450
Diesel	1,800	@\$2.70/gal	\$4,860
Propane	500	@\$1.33/gal	\$665
			<hr/> \$8,975

Diesel Gallon Increase for Vans

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-07-03**

Account Title: **Janitorial Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$9,511	\$13,800	\$12,816	\$13,800	\$8,500

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$13,800	\$13,800	\$13,800	\$0

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.

Cleaner	\$3,200
Floor disinfectant	\$1,100
Hand soap	\$500
Miscellaneous	\$2,000
Mops/buckets/dispensors	\$1,000
Paper towels	\$1,300
Sweeping Compound	\$400
Toilet cleaner	\$1,100
Toilet tissue	\$1,200
Trash bags	\$2,000
	<hr/>
	\$13,800

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Division Title: **010**

Account Number: **010-07-05**

Account Title: **Concession Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$32,172	\$28,000	\$31,899	\$32,500	\$18,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$32,500	\$32,500	\$32,500	\$0

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.

Food Products	\$17,000
Vending Machines	\$10,000
Ice Skating Supplies	\$500
Condiments & Paper	\$5,000
	<hr/>
	\$32,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-07-08**

Account Title: **Program Supplies & Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$23,674	\$27,000	\$26,388	\$30,000	\$30,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$32,200	\$32,200	\$32,200	\$2,200

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.

Adult	\$1,200
Adventure	\$2,500
Baseball	\$4,000
Basketball	\$4,500
Community Center	\$2,200
Soccer	\$5,500
Softball	\$2,200
Special Events	\$3,500
Tennis	\$400
Track	\$1,200
New Programs	\$2,000
Transportation*	\$3,000
	<hr/>
	\$32,200

Increases for Adventure and New Programs

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-08-01**

Account Title: **Equipment Repairs/Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$15,497	\$16,250	\$16,680	\$16,250	\$16,250

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$16,250	\$16,250	\$16,250	\$0

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.

Concessions	\$500	
Dasher System	\$500	
Forklift	\$750	
Generator	\$250	
Ice Edger	\$200	
Lift	\$500	
Misc. Repairs	\$1,500	
Mower	\$750	
Power Tools	\$200	
Push mowers	\$300	
Rental Skates	\$250	
Scrubbers	\$1,000	
Security System	\$500	
Set up Equipment	\$1,000	
Skate Sharpener	\$1,200	
Snowblowers	\$400	
Snowmobiles	\$500	
Sound System	\$250	
Trimmers	\$200	
Trucks	\$2,750	
Utility vehicles	\$1,500	
Wood Chipper	\$250	
Zamboni	\$1,000	
	<u>\$16,250.00</u>	

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-08-04**

Account Title: **Building Repair & Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$39,297	\$40,975	\$39,636	\$40,975	\$40,975

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$40,975	\$40,975	\$40,975	\$0

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.

Community Center	
Building maintenance supplies & service	\$8,400
Sprinkler inspections	\$375
Semiannual Fire Inspections & Fire Extg. Repair	\$200

The Forum	
Building maintenance supplies & service	\$13,200
HVAC Repairs & Maintenance	\$15,000
Sprinkler inspections	\$375
Semiannual Fire Inspections & Fire Extg. Repair	\$200
Underground tank inspection & registration	\$325

Riverside	
Building maintenance supplies & service	\$1,300
Semiannual Fire Inspections & Fire Extg. Repair	\$200

Mantle Lake Park	
Kitchen, Bathroom & Pavilion maintenance	\$900

Maintenance Shop & Misc	\$500
	<hr/> \$40,975

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-08-06**

Account Title: **Grounds Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$13,870	\$13,900	\$13,190	\$13,900	\$13,900

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$15,900	\$15,900	\$15,900	\$2,000

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.

Bishop's	\$3,000
Balloon Site/Arnold	\$1,200
Bike Path	\$1,500
Community Center	\$1,000
Mantle Lake Park	\$4,000
Playground/Peace Park & Veterans Park	\$1,200
Riverside	\$2,000
Farmer's Market	\$2,000
	<u>\$15,900</u>

Added Farmer's Market to Rec Budget

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-08-15**

Account Title: **Splash Pad Maintenance & Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,245	\$5,000	\$5,073	\$4,000	\$4,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,000	\$4,000	\$4,000	\$0

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.

Splash Pad chemicals and supplies

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-10-11**

Account Title: **Outside Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$33,855	\$32,000	\$39,655	\$34,000	\$6,217

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$34,666	\$34,666	\$34,666	\$666

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.

Gentile Hall Usage fee
(66% of estimated \$51,600 in revenue)

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Recreation & Parks**

Department Number: **010**

Account Number: **010-13-05**

Account Title: **Building Rental**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$18,300	\$18,300	\$18,300	\$18,300	\$18,300

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$18,300	\$18,300	\$18,300	\$0

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.

Maintenance Shop - 72 Industrial Street
5-year lease (5 of 5)

2021 Budget

										Change		
0===				2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	from 2020 Budget
TOTAL EXPENSES				973,287	1,006,393	995,139	1,061,159	935,561	1,095,376	1,087,544	1,087,832	26,673
WAGES				538,775	587,915	572,123	628,108	587,565	644,781	648,217	648,217	20,109
010	01	01	REGULAR SALARIES	348,183	374,492	372,700	392,293	390,000	403,206	406,642	406,642	14,349
	01	02	OVERTIME	5,271	4,295	3,630	5,400	3,000	5,400	5,400	5,400	-
	01	05	PART TIME SALARIES	185,321	209,128	195,792	230,415	194,565	236,175	236,175	236,175	5,760
EMPLOYEE COSTS				8,455	7,775	6,452	6,935	5,335	11,629	11,629	11,629	4,694
	03	01	MILEAGE REIMBURSEMENT	1,763	1,200	1,420	1,300	1,600	3,400	3,400	3,400	2,100
	03	02	TRAVEL/TRAINING	3,772	3,625	1,839	2,300	400	4,650	4,650	4,650	2,350
	03	03	MEMBERSHIP DUES	2,085	1,950	2,276	2,335	2,335	2,354	2,354	2,354	19
	03	04	BOOTS/CLOTHING ALLOW	835	1,000	916	1,000	1,000	1,225	1,225	1,225	225
DEPARTMENTAL EXPENSES				22,120	16,900	18,404	19,809	13,519	20,269	20,269	20,269	460
	05	01	OFFICE SUPPLIES	1,571	2,500	1,887	2,500	2,300	2,500	2,500	2,500	-
	05	02	POSTAGE	506	600	532	600	550	600	600	600	-
	05	03	PHOTOCOPIES	2,512	2,100	2,262	2,220	2,280	2,280	2,280	2,280	60
	05	04	ADS/PUBLICATIONS	14,748	7,500	10,478	9,500	3,000	9,500	9,500	9,500	-
	05	07	MISCELLANEOUS;	1,199	1,200	1,575	1,200	1,600	1,600	1,600	1,600	400
	05	08	CREDIT CARD FEES	1,584	3,000	1,670	3,789	3,789	3,789	3,789	3,789	-
UTILITIES				195,373	181,103	177,473	186,031	158,000	192,631	181,363	181,650	(4,381)
	06	01	PHONE/INTERNET	6,804	6,800	7,254	6,800	7,300	8,860	8,860	8,860	2,060
	06	02	FUEL OIL	70,612	59,983	63,871	59,138	48,000	62,521	51,253	51,253	(7,885)
	06	03	ELECTRIC SERVICE	97,091	88,600	85,805	97,400	82,000	99,000	99,000	99,000	1,600
	06	04	WATER/SEWER/SPRINKLER	17,076	22,000	16,092	18,193	17,000	17,750	17,750	18,037	(156)
	06	05	GARBAGE REMOVAL	3,790	3,720	4,451	4,500	3,700	4,500	4,500	4,500	-
SUPPLIES/EQUIPMENT				84,500	86,275	88,154	92,851	71,500	95,975	95,975	95,975	3,124
	07	01	NEW EQUIPMENT	10,604	8,000	8,124	8,000	8,500	8,500	8,500	8,500	500
	07	02	GAS & OIL	8,539	9,475	8,927	8,551	6,500	8,975	8,975	8,975	424
	07	03	JANITORIAL SUPPLIES	9,511	13,800	12,816	13,800	8,500	13,800	13,800	13,800	-
	07	05	CONCESSIN SUPPLIES	32,172	28,000	31,899	32,500	18,000	32,500	32,500	32,500	-
	07	08	PROGRAM SUPPLIES	23,674	27,000	26,388	30,000	30,000	32,200	32,200	32,200	2,200
REPAIRS/MAINTENANCE				71,909	76,125	74,579	75,125	75,125	77,125	77,125	77,125	2,000
	08	01	EQUIPMENT REPAIRS & MTC	15,497	16,250	16,680	16,250	16,250	16,250	16,250	16,250	-
	08	04	BUILDING REPAIR/SUPPLIE	39,297	40,975	39,636	40,975	40,975	40,975	40,975	40,975	-
	08	06	GROUNDS MTC	13,870	13,900	13,190	13,900	13,900	15,900	15,900	15,900	2,000
	08	15	POOL MAINT/SUPPLIES	3,245	5,000	5,073	4,000	4,000	4,000	4,000	4,000	-
CONTRACT SERVICES				33,855	32,000	39,655	34,000	6,217	34,666	34,666	34,666	666
	10	11	OUTSIDE SERVICES	33,855	32,000	39,655	34,000	6,217	34,666	34,666	34,666	666
MISCELLANEOUS				18,300	18,300	18,300	18,300	18,300	18,300	18,300	18,300	-
	13	05	BUILDING RENTAL	18,300	18,300	18,300	18,300	18,300	18,300	18,300	18,300	-

City of Presque Isle, Maine

Resources -- Department 11

12/2/2020

2021 Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	58,028	60,974	60,970	62,494	62,494	64,830	64,830	64,830
Employee Costs	75	1,848	774	1,854	225	1,354	1,354	1,354
Departmental Expenses	10,083	14,499	8,200	17,008	9,057	15,458	15,408	15,408
Utilities	636	780	636	780	686	780	780	780
Supplies/Equipment	-	-	-	-	-	-	-	-
Repairs & Maintenance	95	-	-	-	-	-	-	-
Total Expenses	\$68,917	\$78,101	\$70,580	\$82,136	\$72,462	\$82,422	\$82,372	\$82,372

Additional Information

Employee Benefits

FICA	4,959
Workers Comp	173
Health Insurance	16,654
Retirement	6,548
Unemployment	155
	<u>\$28,489</u>

As a % of Wages 43.94%

Number of Full Time Employees 1

2021 Resources Department Expense Detail

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
							Department	Manager	Council
01-01	Regular Salaries	58,028	60,974	60,970	62,494	62,494	64,830	64,830	64,830
01-02	Overtime	-	-	-	-	-	-	-	-
	Total Wages	58,028	60,974	60,970	62,494	62,494	64,830	64,830	64,830
03-01	Mileage Reimbursement	-	203	22	209	150	209	209	209
03-03	Travel & Training	-	1,070	676	1,070	-	1,070	1,070	1,070
03-04	Membership Dues	75	575	75	575	75	75	75	75
	Total Employee Costs	75	1,848	774	1,854	225	1,354	1,354	1,354
05-01	Office Supplies	618	650	464	650	520	650	600	600
05-04	Ads/Publications	2,960	3,000	2,151	4,000	2,455	2,000	2,000	2,000
05-07	Miscellaneous	6,505	10,849	5,586	12,358	6,082	12,808	12,808	12,808
	Total Department Exp	10,083	14,499	8,200	17,008	9,057	15,458	15,408	15,408
06-01	Phone/Internet	636	780	636	780	686	780	780	780
	Total Utilities	636	780	636	780	686	780	780	780
07-01	New Equipment	-	-	-	-	-	-	-	-
	Total Supplies/Equipmen	-	-	-	-	-	-	-	-
08-01	Equipment Repairs	95	-	-	-	-	-	-	-
	Total Repairs & Maintena	95	-	-	-	-	-	-	-
	Total Expense	68,917	78,101	70,580	82,136	72,462	82,422	82,372	82,372

DEPARTMENT PERSONEL SERVICES BUDGET WORKSHEET
Fiscal Year 2021 BUDGET

DIVISION: 011

CLASSIFICATION	FULL TIME EQUIVALENT	2021 DEPARTMENT REQUEST		ANNUAL WAGES	2021 MANAGER RECOMMEND.	2021 COUNCIL APPROP.
		PAY RATE	2% COLA			
HR Director **	1	\$30.44	\$31.05	\$64,830	\$64,830	\$64,830
TOTAL BUDGETED POSITIONS				\$64,830	\$64,830	\$64,830

** Step Increase

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number: **011**

Account Number: **011-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$58,028	\$60,974	\$60,970	\$62,494	\$62,494

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$64,830	\$64,830	\$64,830	\$2,336

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.

Support for Budget Request: See Personnel cost sheet for details

Step E - 11 years
includes 2% COLA

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number: **011**

Account Number: **011-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

Support for Budget Request: See Personnel cost sheet for details

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number: **011**

Account Number: **011-03-01**

Account Title: **Local Travel/Mileage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$203	\$22	\$209	\$150

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$209	\$209	\$209	\$0

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.

Other Mileage

estimated average of 30 per month x \$0.58

\$209

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number:

Account Number: **011-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$1,070	\$676	\$1,070	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,070	\$1,070	\$1,070	\$0

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.

HR Director Travel:

Human Resource Annual Conference

Hotel	\$200
Registration	\$65
Meals	\$125
Mileage gas only city vehicle	<u>\$50</u>
	\$440

Wellness Conference X 2

Hotel	\$200
Registration	\$130
Meals	\$250
Mileage gas only city vehicle	<u>\$50</u>
	\$630

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number:

Account Number: **011-03-03**

Account Title: **Membership Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$75	\$575	\$75	\$575	\$75

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$75	\$75	\$75	(\$500)

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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MLGHRA	\$25
NESHRM	\$50
	\$75

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Division Title: **011**

Account Number: **011-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$618	\$650	\$464	\$650	\$520

2021 Line	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$650	\$600	\$600	(\$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.

	Dept Request	Manager Recommendation
Misc office supplies	\$200	200
Office Supplies specific to payroll function		
W-2's, toner for dedicated printer .	\$450	400
Total	\$650	\$600

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number: **011**

Account Number: **011-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,960	\$3,000	\$2,151	\$4,000	\$2,455

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,000	\$2,000	\$2,000	(\$2,000)

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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Recruiting Ads

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Division Title: **011**

Account Number: **011-05-07**

Account Title: **Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,505	\$10,849	\$5,586	\$12,358	\$6,082

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	12,808	12,808	12,808	\$450

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.

New hiring practices require preemployment physicals & drug tests
Drug and Alcohol Testing

2 Alcohol tests @\$29/each	\$58
25 Drug tests @\$66/each	\$1,650
20 Pre-employment physicals @\$111/each	\$2,220
10 Respirator test @ \$20/each	\$200
20 Lift test @ \$31/each	\$620
10 Vaccine review @ \$35/each	\$350
10 Blood draw @ \$8/each	\$80
10 Hep B vaccination @ \$81/each X 3	\$2,430
Incentive Programs	1,800
Annual Seniority Recognitions	850
Retirement Recognitions	250
DER Training- MDOT Required	300
Employee Appreciation Banquet	2,000
	<hr/> 12,808

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number: **011**

Account Number: **011-06-01**

Account Title: **Phone/fax/internet charges**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$636	\$780	\$636	\$780	\$686

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$780	\$780	\$780	\$0

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.

1 PRI Lines	\$25 per month total	
HR		300
HR Cell Phone Stipend \$40 per month		480
		<hr/> 780

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number: **011**

Account Number: **011-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

Support for Budget Request:

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Resource Management**

Department Number: **011**

Account Number: **011-08-01**

Account Title: **Equipment repairs/Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$95	\$0	\$0	\$0	

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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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RESOURCES

									Change from 2020 Budget
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	
TOTAL EXPENSES	68,917	78,101	70,580	82,136	72,462	82,422	82,372	82,372	236
WAGES	58,028	60,974	60,970	62,494	62,494	64,830	64,830	64,830	2,336
011 01 01 REGULAR SALARIES	58,028	60,974	60,970	62,494	62,494	64,830	64,830	64,830	2,336
01 02 OVERTIME	-	-	-	-	-	-	-	-	-
EMPLOYEE COSTS	75	1,848	774	1,854	225	1,354	1,354	1,354	(500)
03 01 LOCAL TRAVEL/MILEAG	-	203	22	209	150	209	209	209	-
03 02 TRAVEL/TRAINING	-	1,070	676	1,070	-	1,070	1,070	1,070	-
03 03 MEMBERSHIP DUES	75	575	75	575	75	75	75	75	(500)
DEPARTMENTAL EXPENSES	10,083	14,499	8,200	17,008	9,057	15,458	15,408	15,408	(1,600)
05 01 OFFICE SUPPLIES	618	650	464	650	520	650	600	600	(50)
05 04 ADS/PUBLICATIONS	2,960	3,000	2,151	4,000	2,455	2,000	2,000	2,000	(2,000)
05 07 MISCELLANEOUS	6,505	10,849	5,586	12,358	6,082	12,808	12,808	12,808	450
UTILITIES	636	780	636	780	686	780	780	780	-
06 01 PHONE/INTERNET	636	780	636	780	686	780	780	780	-
SUPPLIES/EQUIPMENT	-	-	-	-	-	-	-	-	-
07 01 NEW EQUIPMENT	-	-	-	-	-	-	-	-	-
REPAIRS/MAINTENANCE	95	-	-	-	-	-	-	-	-
08 01 EQUIPMENT REPAIRS 8	95	-	-	-	-	-	-	-	-

City of Presque Isle, Maine

12/2/2020

Solid Waste - Department 012 Fee Based Budget

2021 Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	-	35,624	36,639	19,021	18,973	17,277	13,901	13,901
Employee Costs	-	1,655	350	150	100	470	470	470
Departmental Expenses	-	4,100	4,493	200	200	200	200	200
Utilities	-	601	313	313	313	313	313	313
Contracted Services	-	418,270	431,868	428,660	425,295	435,840	441,925	441,925
Total Expenses	\$0	\$460,250	\$473,663	\$448,344	\$444,881	\$454,100	\$456,809	\$456,809
Miscellaneous Income	-	550,072	564,743	529,950	527,400	519,750	519,750	519,750
Permits	-	48,000	63,833	61,000	67,015	51,340	63,710	63,710
Total Revenue	-	598,072	628,575	590,950	594,415	571,090	583,460	583,460

Additional Information

Employee Benefits

FICA	1,064
Workers Comp	176
Health Insurance	1,880
Retirement	-
Unemployment	31
	<u>\$3,151</u>

Benefits as a % of Wages

22.67%

Number of Full Time Employees

0.20

2021 Solid Waste Department Expense Detail

Account Number	Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
							Department	Manager	Council
01-01	Regular Salaries	-	35,624	36,639	19,021	18,973	17,277	13,901	13,901
	Total Wages	-	35,624	36,639	19,021	18,973	17,277	13,901	13,901
03-01	Mileage Reimbursement	-	300	230	150	100	150	150	150
03-02	Travel & Training	-	900	-	-	-	200	200	200
03-03	Membership Dues	-	455	120	-	-	120	120	120
	Total Employee Costs	-	1,655	350	150	100	470	470	470
05-01	Office Expense	-	100	180	100	200	100	100	100
05-07	Miscellaneous	-	4,000	4,314	100	-	100	100	100
	Total Department Exp	-	4,100	4,493	200	200	200	200	200
06-01	Phone/Internet	-	601	313	313	313	313	313	313
	Total Utilities	-	601	313	313	313	313	313	313
10-06	Environmental Monitoring	-	12,270	14,428	6,810	1,500	6,820	6,820	6,820
10-11	Outside Services	-	406,000	417,440	421,850	423,795	429,020	435,105	435,105
	Total Contracted Services	-	418,270	431,868	428,660	425,295	435,840	441,925	441,925
	Total Expense	-	460,250	473,662.68	448,344.00	444,881	454,100	456,809	456,809

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number: **012**

Account Number: **012-01**

Account Title: **Miscellaneous Tip Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$550,072	\$564,743	\$529,950	\$527,400

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$519,750	\$519,750	\$519,750	(\$10,200)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

Tip Fees Charged for PI MSW Refuse	6300 Tons	\$82.50 per ton	\$	519,750
Admin cost reimbursed by AWS credited to Finance Dept				
Total			\$	<u>519,750</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number: **012**

Account Number: **012-02**

Account Title: **Permits**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$48,000	\$63,833	\$61,000	\$67,015

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$51,340	\$ 63,710	\$ 63,710	\$2,710

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Original

No. Permits	Permit Cost Each	Total Revenue	
219	\$ 200	\$ 43,800	Residential
17	\$ 20	\$ 340	Residential
18	\$ 200	\$ 3,600	Business
9	\$ 20	\$ 180	Business
76	\$ 45	\$ 3,420	Punch Pass
Total		<u>\$ 51,340</u>	

Adjusted

No. Permits	Permit Cost Each	Total Revenue	
265	\$ 200	\$ 53,000	Residential
24	\$ 20	\$ 480	Residential
29	\$ 200	\$ 5,800	Business
10	\$ 20	\$ 200	Business
94	\$ 45	\$ 4,230	Punch Pass
Total		<u>\$ 63,710</u>	

	2018	2019	2019	2020	2020	2021	2021		Change
SOLID WASTE DEPARTMENT	Actual	Budget	Actual	Budget	Estimate	Department	Manager	2021 Council	from 2020 Budget
TOTAL REVENUE	-	598,072	628,575	590,950	594,415	571,090	583,460	583,460	(7,490)
01 MISCELLANEOUS	-	550,072	564,743	529,950	527,400	519,750	519,750	519,750	(10,200)
02 PERMITS	-	48,000	63,833	61,000	67,015	51,340	63,710	63,710	2,710

[illegible]

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-01-01**

Account Title: **Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$35,624	\$36,639.12	\$19,021	\$18,973.25

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$17,277	\$13,901	\$13,901	(\$5,120)

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.

See Personnel Services Worksheet for Details

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-03-01**

Account Title: **Mileage Reimb (Local)**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$300	\$230	\$150	\$100

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$150	\$150	\$150	\$0

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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Mileage reimbursement for use of personal vehicles for travel not related to training

Mileage reimbursement for use of personal vehicles for local travel at Federal Rate

Mileage reimbursement for use of personal vehicles for non-local travel

\$150

\$0

\$150

City of Presque Isle, Maine

Fiscal Year 2021

Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$900	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$200	\$200	\$200	\$200

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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Travel Expenses (hotel, meals, etc., training mileage)

\$0

CEU Training Fees

\$200

\$200

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$455	\$120	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$120	\$120	\$120	\$120

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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P.E. Relicensing

\$120 2-yr License, expires 12.2021

\$120

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$100	\$180	\$100	\$200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$100	\$100	\$100	\$0

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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Administration Office Supplies

\$100
\$100

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-05-07**

Account Title: **Misc Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$4,000	\$4,314	\$100	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$100	\$100	\$100	\$0

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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Miscellaneous

\$100

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$601	\$313	\$313	\$313

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$313	\$313	\$313	\$0

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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Two Office Telephones

\$313

\$0

\$313

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-10-06**

Account Title: **Environmental**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$12,270	\$14,428	\$6,810	\$1,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,820	\$6,820	\$6,820	\$10

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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Mapleton Transfer Station License	\$	320
Environmental Consulting	\$	1,500
Mapleton Dump Maintenance	\$	5,000
	\$	6,820

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Solid Waste**

Department Number **012**

Account Number: **012-10-11**

Account Title: **Outside Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$406,000	\$417,440	\$421,850	\$423,795

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$429,020	435,105	435,105	13,255

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.

Original
Fees paid to Aroostook Waste Solutions

Tipping Fees	423,100
Permit Fees Residential: 219 @ \$20.00	4,380
Permit Fee Residential: 17 @ \$10	170
Permit Fees Business: 18 @ \$50.00	900
Permit Fee Business: 9 @ \$10	90
Permit Fee Punch Pass: 76 @ \$5	380
	<u>429,020</u>

Adjusted

Tipping Fees	426,220
Permit Fees Residential: 265 @ \$25.00	6,625
Permit Fee Residential: 24 @ \$10	240
Permit Fees Business: 29 @ \$50.00	1,450
Permit Fee Business: 10 @ \$10	100
Permit Fee Punch Pass: 94 @ \$5	470
	<u>435,105</u>

SOLID WASTE

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	-	460,250	473,663	448,344	444,881	454,100	456,809	456,809	8,464.56
WAGES	-	35,624	36,639	19,021	18,973	17,277	13,901	13,901	(5,120)
003 01 01 REGULAR SALARIES	-	35,624	36,639	19,021	18,973	17,277	13,901	13,901	(5,120)
EMPLOYEE COSTS	-	1,655	350	150	100	470	470	470	320
03 01 CAR ALLOWANCE	-	300	230	150	100	150	150	150	-
03 02 TRAVEL/TRAINING	-	900	-	-	-	200	200	200	200
03 03 MEMBERSHIP DUES	-	455	120	-	-	120	120	120	120
DEPARTMENTAL EXPENSES	-	4,100	4,493	200	200	200	200	200	-
05 01 OFFICE SUPPLIES	-	100	180	100	200	100	100	100	-
05 07 MISCELLANEOUS	-	4,000	4,314	100	-	100	100	100	-
UTILITIES	-	601	313	313	313	313	313	313	-
06 01 PHONE/INTERNET	-	601	313	313	313	313	313	313	-
CONTRACTED SERVICES	-	418,270	431,868	428,660	425,295	435,840	441,925	441,925	13,265
10 06 ENVIRONMENTAL	-	12,270	14,428	6,810	1,500	6,820	6,820	6,820	10
10 11 OUTSIDE SERVICES	-	406,000	417,440	421,850	423,795	429,020	435,105	435,105	13,255

City of Presque Isle, Maine

12/2/2020

Presque Isle Industrial Council - Department 13

2021 Revenue & Expense Summary

						2021			
						Department	Manager	Council	
						2020 Estimate			
						2018 Actual	2019 Budget	2019 Actual	2020 Budget
013-19-01	City Appropriation	380,695	393,000	372,000	407,786	407,786	407,260	407,260	407,260
Total PIIC Expense		\$380,695	\$393,000	\$372,000	\$407,786	\$407,786	\$407,260	\$407,260	\$407,260
013-01	Industrial Rentals	535,500	566,000	608,886	642,470	696,856	650,000	650,000	706,971
Total PIIC Revenue		\$535,500	\$566,000	\$608,886	\$642,470	\$696,856	\$650,000	\$650,000	\$706,971
2021 Capital Reserves Request							\$150,000	\$125,000	\$150,000
2021 Debt Service Requests									
MAINT. RESERVE - FEDEX							6,389	6,389	6,389
RENOV - ACME MONOCO							72,900	72,900	72,900
MAINT. RESERVE - ACME MONACO							4,860	4,860	4,860
RENOV - NEPCO							33,635	33,635	33,635
MAINT. RESERVE - NEPCO							2,187	2,187	2,187
Total Debt Service							\$119,971	\$119,971	\$119,971
Net Cost to the City							\$27,231	\$2,231	-\$29,740

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Industrial Council**

Department Number: **013**

Account Number: **013-01**

Account Title: **Industrial Rentals**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$535,500	\$566,000	\$608,886	\$642,470	\$696,856

2021 Line Budget	PIIC Board Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$650,000	\$650,000	\$706,971	\$64,501

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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	PIIC Board	City Manager	City Council
Long Term Leases	\$ 530,594	\$ 530,594	\$ 550,228
Short Term Leases	50,013	50,013	53,513
Short Term Seasonal Storage Agreements	69,393	69,393	103,230
	\$ 650,000	\$ 650,000	\$ 706,971

Notes:

	PIIC Board	City Manager	City Council
Debt Payments			
Bldg. 1201 A (FedEx Maint. Reserve)	(\$6,389)	(\$6,389)	(\$6,389)
Bldg. 1203 (Acme Debt)	(\$72,900)	(\$72,900)	(\$72,900)
Bldg. 1203 (Acme Maint. Reserve)	(\$4,860)	(\$4,860)	(\$4,860)
Bldg. 1204 (NEPCo Debt)	(\$33,635)	(\$33,635)	(\$33,635)
Bldg. 1204 (NEPCo Maint. Reserve)	(\$2,187)	(\$2,187)	(\$2,187)
Debt	(\$119,971)	(\$119,971)	(\$119,971)
Reserves	(\$150,000)	(\$125,000)	(\$150,000)

		2019		2020	2020	2021	2021		Change
INDUSTRIAL COUNCIL	2018 Actual	Budget	2019 Actual	Budget	Estimate	Department	Manager	2021 Council	from 2020 Budget
TOTAL REVENUE	535,500	566,000	608,886	642,470	696,856	650,000	650,000	706,971	64,501
013 01 MISCELLANEOUS	535,500	566,000	608,886	642,470	696,856	650,000	650,000	706,971	64,501

**Fiscal Year 2021
Budget Request
Total Account Information**

December 2, 2020

Department: **Presque Isle Industrial Council**

Department Number: **013**

Account Number: **013-19-01**

Account Title: **PIIC Appropriation**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$380,695	\$393,000	\$372,000	\$407,786	\$407,786

2021 Line Budget	Board Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$407,260	\$407,260	\$407,260	(\$526)

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	PIIC Board	City Manager	City Council
Payroll, Taxes & Benefits	285,298	285,298	285,298
Office Expenses, Marketing, Dues & Equip.	37,197	37,197	37,197
Building Expenses & Grounds	65,603	65,603	65,603
Equipment Expenses, Supplies & Safety	19,162	19,162	19,162
	\$ 407,260	\$ 407,260	\$ 407,260

City of Presque Isle, Maine

12/2/2020

Employee Benefits Summary -- Department 14

2021 Expense Summary by Category

						2021		
						Department	Manager	Council
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual			
014-01 Retirement 401(a)/457	271,821	332,019	301,553	285,272	80,150	79,202	77,782	77,782
014-02 Maine State Retirement	446,825	416,319	454,065	384,154	462,109	575,028	586,175	586,175
014-03 ME State Group Life Ins	4,004	4,000	4,051	4,060	4,060	4,060	4,060	4,060
014-04 Health Insurance	813,131	841,126	868,340	996,355	936,748	909,694	846,666	839,127
014-05 Worker's Comp	68,149	101,544	92,400	112,620	107,143	175,906	175,232	122,075
014-06 Unemployment Insurance	-	18,826	(1,995)	17,514	6,142	16,998	16,843	16,843
014-07 Medicare	61,709	68,173	62,625	74,210	67,275	76,615	75,706	75,706
014-08 Social Security	232,311	258,271	237,994	287,924	259,035	300,716	297,271	297,271
014-09 Sec 125/Miscellaneous	9,182	9,458	9,474	8,628	8,948	8,628	8,628	8,628
014-11 Retirement Health Savings	4,395	4,703	3,965	5,613	5,613	5,613	5,613	5,613
014-12 Health Reimb Account	62,272	77,967	48,602	71,411	46,550	103,560	102,630	101,700
Total Employee Benefits Expense	\$1,973,799	\$2,132,406	\$2,081,076	\$2,247,761	\$1,983,773	\$2,256,020	\$2,196,606	2,134,979
014-01 Miscellaneous	39,364	22,500	37,694	5,000	10,659	5,000	5,000	5,000
Total Employee Benefits Revenue	\$39,364	\$22,500	\$37,694	\$5,000	\$10,659	\$5,000	\$5,000	5,000

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Employee Benefits**

Department Number: **014**

Account Number: **014-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$39,364	\$22,500	\$37,694	\$5,000	\$10,659

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$5,000	\$5,000	\$5,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Reimbursement for Maine Drug Enforcement Agency loan officer to employee benefits to include health insurance, Social Security, Medicare, 401(a) Retirement, workers compensation, unemployment and Sec 125 Plan

Potential dividend from workers comp audit. \$ 5,000

No longer have MDEA officer for reimbursement of employee benefits

	2018	2019	2019	2020	2020	2021	2021		Change
EMPLOYEE BENEFITS	Actual	Budget	Actual	Budget	Estimate	Department	Manager	2021 Council	from 2020 Budget
TOTAL REVENUE	39,364	22,500	37,694	5,000	10,659	5,000	5,000	5,000	-
014 01 MISCELLANEOUS	39,364	22,500	37,694	5,000	10,659	5,000	5,000	5,000	-

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-01**

Account Title: **Retirement - 401 (a)/457 plans**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$271,821	\$332,019	\$301,553	\$285,272	\$80,150

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	79,202	77,782	77,782	(207,490)

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

All employees not covered by MainePers (Formerly called Maine State Retirement) receive 6% of their wages.

Fire personnel and police sergeants receive 8% of total wages and overtime.

Police patrol 9%, Dispatch 7%, City Manager receive 12% of total wages and overtime.

All employees not covered by MainePers that choose to participate in the 457 will receive up to 1% of their salary match on their contributions.

401A/457 employer match is based on Employee handbook, union contracts, or employment agreement

	Dept Head	City Manager Adj.
401	66,371	65,148
457A	12,830	12,634

Adjusted for changes in payroll budget and MainePers

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-02**

Account Title: **MePers**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$446,825	\$416,319	\$454,065	\$384,154	\$462,109

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$575,028	\$586,175	\$586,175	\$202,021

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

In 2020 the City rejoined the MainePers system.

For the years from June 30, 2008, to the current time, the City has had a negative Unfunded Actuarial Accrued The unfunded balance as of 2020 is \$1,296,980 and amortized over 14.5 years.

	2021 Estimate	City Manager
Airport **	33,179	33179
Assessing	\$13,912	13912
Planning	\$11,395	11395
Finance	\$23,788	23788
Library	\$3,648	\$3,648
Fire Department	\$134,452	\$134,891
City Clerk	\$4,780	\$4,780
Rec & Parks	\$27,241	\$31,400
Human Resources	\$6,548	\$6,548
Public Safety Building	\$15,909	\$19,614
General Government	\$14,988	\$14,988
Police Department	\$139,378	\$130,621
Public Works	\$52,426	\$52,170
Unfunded Annual Payments (\$11,535/month)	\$126,564	\$138,420
	\$608,207	\$619,354
Less Airport	<u>(33,179)</u>	<u>(33,179)</u>
	<u>\$575,028</u>	<u>\$586,175</u>

Manager adjusted due to employee changes

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-03**

Account Title: **ME State Group Life**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,004	\$4,000	\$4,051	\$4,060	\$4,060

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,060	\$4,060	\$4,060	\$0

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

The statutory reference is s18661 2 (C). If a retiree meets the criteria to be considered a retiree at retirement, the City pays the premium. Any new regular employee who works more than half time must be offered group life insurance.

2. Retirement. If, on the date the insurance would otherwise terminate, the employee retires, in accordance with this Part, the United States Social Security Act or other local retirement program, the employee's basic life insurance only must be continued without cost to the employee and in the amounts provided in this subsection.

A. On retirement for reasons other than disability, an amount of basic life insurance equal to the participant has participated in the group life insurance program for a minimum of 10 years.

(1) Except as provided in paragraph B, the initial amount of basic life insurance that continued into retirement must be reduced at the rate of 15% a year to a minimum of 40% of the initial amount of basic life insurance that continued into retirement or \$2,500, whichever is greater.

(2) In determining benefits under this subchapter, the reductions become effective at 12:01 a.m. of the day following the first year anniversary of the date of retirement and each succeeding retirement anniversary thereafter until the minimum has been reached. [1993, c. 386, §6 (AMD).]

B. On retirement for disability, the amount of basic insurance in force at the time of retirement must be continued in force until normal retirement age, after which the amount must be reduced, as provided in paragraph A at no cost to the recipient. The 10-year participation requirement does not apply to recipients of disability retirement benefits. [1991, c. 480, §12 (AMD).]

C. The premiums for the coverage provided by this subsection must be paid by the participating local district which employed the participant immediately before the participant's retirement. Delinquent payments under this section may be collected as provided under section 18303, subsection 3. [1991, c. 480, §12 (NEW).]

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-04**

Account Title: **Health Insurance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$813,131	\$841,126	\$868,340	\$996,355	\$936,748

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$909,694	\$846,666	\$839,127	-\$157,229

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

Health Insurance All

Single: 80% City/20% Employee
Employee & Child 70% City/30% Employee
Family: 70% City/30% Employee

Budget assumes an increase of 9.0% to the current applicable premiums and switching to the 1500 PPO Plan

	Dept Head 9 Percent Increase	Manager 2 Percent Increase	Council Updates removing Dep Chief
Health Insurance	\$ 877,094.00	\$ 815,266	\$ 807,727
Stipends	\$ 32,600.00	\$ 31,400.00	\$ 31,400.00
	\$ 909,694.00	\$ 846,666.00	\$ 839,126.50

Adjusting due to increase only 2% not 9% as previously budgeted for.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-05**

Account Title: **Worker's comp insurance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$68,149	\$101,544	\$92,400	\$112,620	\$107,143

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$175,906	\$ 175,232.18	\$122,075.01	\$9,455

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per

Workers comp is calculated using the rates from the 2018 audit adjusted for:

Experience Modification Rate	97.00%
Schedule Rate Plan Modification Rate	93.00%
Loss Control Modification Rate	85.00%
Contribution Modification Rate	89.60%

Increased from prior years due to the modification rate increasing

	Dept Head	Manager	Adj per MMA Audit	Total
	\$ 175,906.00	\$ 175,232.18	-\$53,157.17	\$122,075.01
Adjusted due to Employee changes				

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-06**

Account Title: **Unemployment Insurance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$18,826	(\$1,995)	\$17,514	\$6,142

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$16,998	16,843	16,843	(\$671)

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

A direct reimbursement employer can be either a governmental entity or a 501(C)(3) nonprofit organization that is liable to pay unemployment insurance contributions. These employers may choose not to pay quarterly unemployment contributions, but instead pay, on a dollar-for-dollar basis, all of the unemployment benefits awarded to a former worker.

Dept Head	\$16,998	Manager	16,843
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Adjusted due to Employee changes

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-07**

Account Title: **Medicare**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$61,709	\$68,173	\$62,625	\$74,210	\$67,275

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$76,615	\$75,706	\$75,706	\$1,496

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

	Dept Head		Manager
\$	76,615.00	\$	75,706.40

Adjusted due to Employee changes

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-08**

Account Title: **Social Security**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$232,311	\$258,271	\$237,994	\$287,924	\$259,035

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 300,716	\$ 297,271	\$ 297,271	\$9,347

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

	Dept Head		Manager
\$	300,716	\$	297,271

Adjusted due to Employee changes

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number **014**

Account Number: **014-02-09**

Account Title: **Miscellaneous Benefits**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$9,182	\$9,458	\$9,474	\$8,628	\$8,948

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,628	\$8,628	\$8,628	\$0

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

\$550.00 annual fee	550
\$4.00 per participant per month (68 participants)	3,264
FSA	
\$350 annual fee	350
\$5.50 per participant per month (37 participants)	2,464
City Share of Fees (Corporate Sponsorship) Charged -- Gentile Hall	<u>2,000</u>
Total	8,628

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number **014**

Account Number: **014-02-11**

Account Title: **Retirement Health Savings Acct**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,395	\$4,703	\$3,965	\$5,613	\$5,613

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$5,613	\$5,613	\$5,613	\$0

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

New benefit added in 2014

Included in Police Patrol negotiations

Annually, beginning in 2014, the City shall contribute to a Retirement Health Savings (RHS) administered by ICMA-RC on behalf of the unit members. The contributions shall be made in the following manner and based on the following formulas:

The city will determine the accumulated sick leave balance for each unit member based on Sept. 1 of each year. For members that have less than 240 hours on the book, there will be no contribution and no loss of accumulation. For members that have more than 240 hours but not more than 480 hours, there will be fifty (50) hours of reduction in the accumulated leave and corresponding contribution into the members RHA account according to the formulas. For members that have more than 480 hours but not more than 720 hours, there will be one hundred (100) hours of reduction in the accumulated leave and corresponding contribution into the members RHA account according to the formulas.

For members that have more than 720 hours, there will be one hundred fifty (150) hours of reduction in the accumulated leave and corresponding contribution into the members RHA account according to the formulas;

The City will deposit on or before February 15 of the next year, the appropriate amount of the contributions to the members account.

The amount deposited will be based on the unit member's hourly rate (at the time of donation) times the number of hours, which is multiplied by a factor of seventy five percent (75%).

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Employee Benefits/Expenses**

Department Number: **014**

Account Number: **014-02-12**

Account Title: **Health Reimbursement Account**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$62,272	\$77,967	\$48,602	\$71,411	\$46,550

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$103,560	\$102,630	\$101,700	\$30,289

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

For employees in the PPO 1500 insurance program: the deductible is as follows:

Single	\$3,500
Employee & Child	\$7,000
Family	\$7,000

Each employee will be responsible for the first dollars applied to the deductible as follows:

All	
Single	\$400
Employee & Child	\$800
Family	\$800

The City will be responsible for the balance of the deductible as follows:

All		
Single	\$3,100	\$930.00
Employee & Child	\$6,200	\$1,860.00
Family	\$6,200	\$1,860.00

Any unused funds revert to the City. The vendor reported that usage of the funds range between 11% and 30%. To be conservative the City used a rate of 30% to calculate the Health Reimbursement Amount.

EMPLOYEE BENEFITS

				2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES				1,973,799	2,132,406	2,081,076	2,247,761	1,983,773	2,256,020	2,196,606	2,134,979	(112,782)
014	002	01	RETIREMENT-401(A)/457 PL	271,821	332,019	301,553	285,272	80,150	79,202	77,782	77,782	(207,490)
	002	02	MAINE STATE RETIREMENT	446,825	416,319	454,065	384,154	462,109	575,028	586,175	586,175	202,021
	002	03	ME STATE GR LIFE INS	4,004	4,000	4,051	4,060	4,060	4,060	4,060	4,060	-
	002	04	HEALTH INSURANCE	813,131	841,126	868,340	996,355	936,748	909,694	846,666	839,127	(157,229)
	002	05	WORKER'S COMP	68,149	101,544	92,400	112,620	107,143	175,906	175,232	122,075	9,455
	002	06	UNEMPLOYMENT INS	-	18,826	(1,995)	17,514	6,142	16,998	16,843	16,843	(671)
	002	07	MEDICARE	61,709	68,173	62,625	74,210	67,275	76,615	75,706	75,706	1,496
	002	08	SOCIAL SECURITY	232,311	258,271	237,994	287,924	259,035	300,716	297,271	297,271	9,347
	002	09	SECTION 125 PLAN	9,182	9,458	9,474	8,628	8,948	8,628	8,628	8,628	-
	002	11	RETIREMENT HEALTH SAVI	4,395	4,703	3,965	5,613	5,613	5,613	5,613	5,613	-
	002	12	HEALTH REIMBURSEMENT	62,272	77,967	48,602	71,411	46,550	103,560	102,630	101,700	30,289

City of Presque Isle, Maine

11/23/2020

Public Safety Building -- Department 15

2021 Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	186,139	192,878	188,136	195,972	187,306	204,537	205,384	205,384
Employee Costs	1,896	3,490	405	1,800	362	1,425	1,425	1,425
Utilities	85,177	88,109	88,234	82,726	82,770	83,873	74,543	74,618
Supplies/Equipment	7,047	6,000	4,277	6,000	5,544	5,643	5,643	5,643
Repairs & Maintenance	39,797	45,500	41,484	41,000	45,082	45,202	45,202	45,202
Total Expenses	\$320,056	\$335,977	\$322,536	\$327,498	\$321,064	\$340,680	\$332,197	\$332,272

Additional Information

Employee Benefits

FICA	15,712
Workers Comp	955
Health Insurance	43,263
Retirement	24,810
Unemployment	774
	85,514

As a % of Wages **41.64%**

Number of Full Time Employees **4.50**

2021 Expense Summary by Category

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PUBLIC SAFETY DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET							
Fiscal Year 2021 BUDGET							
DEPARTMENT: Public Safety Building							
					2021	2021	2021
	FULL TIME		2%	2.50%	DEPARTMENT	MANAGER	COUNCIL
CLASSIFICATION	EQUIVALENT	PAY RATE	COLA	COLA per union	REQUEST	RECOMMEND.	APPROP.
Nicole Dyer	1	19.15	19.53	19.63	43,363	43,576	43,576
Brian Jewell	1	19.15	19.53	19.63	43,363	43,576	43,576
Amos Ward **	1	19.15	19.53	19.63	43,363	43,576	43,576
Carrigan Levesque-Belanger **	1	18.85	19.23	19.32	42,684	42,893	42,893
						-	-
Claude Sutherland	0.5	13.99	14.27	14.27	15,839	15,839	15,839
Overtime					15,924	15,924	15,924
Add'l hours for special projects beyond normal custodian work							
TOTAL BUDGETED POSITIONS	4.50				204,537	205,384	205,384
** Step Increase							
Regular Hours Paid:							
Annual hours							
Holiday Pay:							
11 days 12 hours/day							
Regular Overtime received when Holidays are worked (paid in addition to Holiday Pay)							
2 dispatchers work on each holiday:							
11 days 12 hours/day							
Average pay rate 18.30:							

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-01-01**

Account Title: **Regular Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$171,586	\$175,628	\$171,380	\$181,972	\$171,694

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$188,613	\$189,460	\$189,460	\$7,488

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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*** See "Personnel Costs" worksheet for details.***

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$14,553	\$17,250	\$16,756	\$14,000	\$15,612

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$15,924	\$15,924	\$15,924	\$1,924

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.

*** See "Personnel Costs" worksheet for details.***

Holiday OT	\$7,479
Regular OT	\$8,133

Total	\$15,612
-------	----------

Holiday OT = \$28.33 x 12 hours = \$339.96 x 11 holidays = \$3,739.56 x 2 employees = **\$7,479.12**

Regular OT for 2020 is based on July cost at \$9,110 or \$1,301/month = \$15,612/year - holiday OT = **\$8,133**

2020 estimate is based on July YTD average plus holiday OT

2021 may be lower when we're closer to full staff and can have patrol sit desk when dispatch is out. Absent the possibility of patrol covering desk, 2021 request is equal to 2020 totals plus COLA of 2%

\$15,612 x 1.02 = **\$15,924.24**

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,293	\$2,740	\$300	\$1,300	\$240

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,300	\$1,300	\$1,300	\$0

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.

JPMA Annual Training Requirements	\$240
Misc. Career Development (IMC, UCR Reporting, 911 etc...)	\$1,060
Total	<hr/> \$1,300

*2020 is based on July YTD spending, which was zero due to Covid; Spillman training will take place in October
2021 is based on JPMA and historical training costs, should remain the same*

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-03-04**

Account Title: **Uniforms/Clothing**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$603	\$750	\$105	\$500	\$122

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$125	\$125	\$125	(\$375)

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.

In order to provide a uniform and professional appearance for our "frontline" staff, uniforms are provided to four full-time dispatch personnel. They do well to maintain the uniforms they have, but it is expected in 2021, after nearly four years, some of these will need to be replaced.

In 2020 purchases Fleece jackets and pants, plus embroidery. $\$91.47 = \$10/\text{each embroidery} = \121.74

2021 request is based on requests for new(er) clothing, but has not been excessive; will use similar 2020 cost.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$9,999	\$10,500	\$10,359	\$10,000	\$10,656

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$11,177	\$11,177	\$11,177	\$1,177

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.

			Manager
1. Cell Phone Stipend for Dispatch (\$40/month) x 4 dispatchers			\$1,920
2. Average annual land line cost - Fairpoint			\$6,000
3. T-1 Line	\$120.00 / month		\$1,440
5. Internet Access Cost	\$151.40/month		\$1,817
Total			<u>\$11,177</u>

2019 estimate is based on June YTD spending. Reasoning for Dispatch cell phone stipend is they are required by policy to be available by phone; most do not have a standard land-line and only a cell phone that they use to be reached in their personal lives. Other times, during major incidents, dispatchers use their cell to contact responding officers with sensitive information they do not want broadcast on the radio or do not want to tie up the landline [for in-coming information] to disseminate.

2020 estimate is based on YTD July (\$888/month) spending of \$6,213

2021 request is based on internet fees and contractual raise to \$40/month stipend

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-06-02**

Account Title: **Fuel Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$33,087	\$28,553	\$34,085	\$28,376	\$29,316

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 29,610	\$ 20,280	\$ 20,280	\$ (8,096)

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.

2021 fuel rate = \$1.69/gallon

Estimated usage/year 12,000 gallons

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department: **015**

Account Number: **015-06-03**

Account Title: **Electric Service**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$36,593	\$43,000	\$38,080	\$38,000	\$36,660

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$36,660	\$36,660	\$36,660	(\$1,340)

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 to run the public safety building 7 days a week, 24 hours daily.

2020 estimate is based on July YTD spending (\$3,055/month)

*2021 request is based on current spending. * we've been replacing burned out bulbs with LED fixtures that will hopefully save on our monthly bills.**

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number **015**

Account Number: **015-06-04**

Account Title: **Water/Sewer/Sprinkler**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,803	\$4,356	\$4,029	\$4,650	\$4,623

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,911	\$4,911	\$ 4,986	\$336

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.

*2020 estimate is based on individual monthly averages of \$350 - \$370/month combined water & sewer.
Sprinkler system is same each quarter.*

				Increase	
Sprinkler System	Annual	\$	158.88	\$	14.30
Water	Annual	\$	1,896.00	\$	170.64
Sewer	Annual	\$	2,568.00	\$	102.72
				Total	\$ 4,911

adjustments for increase in Water Rates

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-06-05**

Account Title: **Garbage Removal**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,695	\$1,700	\$1,681	\$1,700	\$1,515

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,515	\$1,515	\$1,515	(\$185)

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.

2020 estimate is based on July YTD spending of \$884 or (\$126/Month)

2021 request should stay the same as 2020

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,798	\$3,000	\$201	\$2,500	\$600

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$843	\$843	\$843	(\$1,657)

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.

Replacement of small equipment and office furr We replaced two dispatch chairs so far.

In 2021 we would request a new crime scene camera. We've priced one that would fit our needs for accurate, high-quality crime scene photos for both Police & Fire

Canon CarePAK PLUS for accidental damage		\$62.99
Yongnuo YN560-IV speedlite flash	\$	\$57.00
Canon EOS Rebel SL3 DSLR Camera & accessory kit	\$	\$599.00
Canon EF 50mm lens	\$ 124	<u>\$124.28</u>
	Total	\$843.27

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-07-03**

Account Title: **Janitorial Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,249	\$3,000	\$4,076	\$3,500	\$4,944

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,800	\$4,800	\$4,800	\$1,300

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.

All janitorial supplies for the public safety building (both sides). Including: Multifold towels
trash can liners, floor cleaner, wax, stripper, center feed towels, toilet tissue etc.

2020 estimate is based on July YTD spending \$2,887 (\$412/month) because of Covid.

*2021 request is based on an expected maintenance of current cleaning protocols; we have switched to a new company from whom we may get better pricing and request a 2021 sum equaling **\$400/month***

* We have applied for a grant that may off-set 2020 cost from Covid*

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Division Number:

Division Title: **015**

Account Number: **015-08-04**

Account Title: **Building Repairs**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$22,581	\$30,000	\$25,693	\$31,000	\$29,880

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$30,000	\$30,000	\$30,000	(\$1,000)

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 account covers the various maintenance contracts and system repairs for the Public Safety Building. Maintenance contracts include:

General Building Repair/Maintenance **	\$7,039.02 at Aug	(Avg \$880/month)	\$	10,560
Monthly pest control (\$107.50/mo) & annual sp per year			\$	1,839
Floor Maintenance			\$	-
HVAC Contract			\$	8,876
HVAC Repairs/Maintenance	Avg \$443/month	\$3,549.62 at Aug	\$	3,550
Overhead Door Maintenance	Avg \$534/month	\$4,273.44 at Aug	\$	4,273
Roof Inspection / Repair			\$	452
Fire Alarm Service	Fee per year		\$	250
Sprinkler Inspection			\$	80
			\$	29,880

** Security camera for FD door	\$394.19
Plumbing repairs	\$469
Light bulbs (314.04), Intution LED (1962.15), LaJoie LED (3531.26)	\$5,807.45
Snaps for Flag pole	\$41.96
Refrigerator drawer & individual ceiling tiles	\$326.42
Total General Repairs	\$7,039.02

2021 request is based on average spending in 2020 plus anticipated contract fee increases; request is based on an overall **average of \$2,500/month or \$30,000**

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Public Safety Building**

Department Number: **015**

Account Number: **015-08-08**

Account Title: **Computer Software Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$17,216	\$15,500	\$15,791	\$10,000	\$15,202

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$15,202	\$15,202	\$15,202	\$5,202

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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Maintenance fees for Information Management Corporation (IMC) (RMS & CAD Software) including:

Police	12,144
Fire	2,818
Crime Mapping	
SQL License	240
Total	\$15,202

2020 estimate is based on annual billing from IMC, these are constant costs

2021 request is based on the same costs as 2020

* Spillman will not be on line until late summer, *

PUBLIC SAFETY BUILDING

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	320,056	335,977	322,536	327,498	321,064	340,680	332,197	332,272.05	4,774
WAGES	186,139	192,878	188,136	195,972	187,306	204,537	205,384	205,384.13	9,412
015 01 01 REGULAR SALARIES	171,586	175,628	171,380	181,972	171,694	188,613	189,460	189,460.13	7,488.13
01 02 OVERTIME	14,553	17,250	16,756	14,000	15,612	15,924	15,924	15,924.00	1,924.00
EMPLOYEE COSTS	1,896	3,490	405	1,800	362	1,425	1,425	1,425.00	(375)
03 02 TRAVEL/TRAINING	1,293	2,740	300	1,300	240	1,300	1,300	1,300.00	-
03 04 UNIFORMS/CLOTHING	603	750	105	500	122	125	125	125.00	(375.00)
UTILITIES	85,177	88,109	88,234	82,726	82,770	83,873	74,543	74,617.92	(8,108)
06 01 PHONE/FAX/INTERNET	9,999	10,500	10,359	10,000	10,656	11,177	11,177	11,177.00	1,177.00
06 02 FUEL OIL	33,087	28,553	34,085	28,376	29,316	29,610	20,280	20,280.00	(8,096.00)
06 03 ELECTRIC SERVICE	36,593	43,000	38,080	38,000	36,660	36,660	36,660	36,660.00	(1,340.00)
06 04 WATER/SEWER/SPRINKL	3,803	4,356	4,029	4,650	4,623	4,911	4,911	4,985.92	335.92
06 05 GARBAGE REMOVAL	1,695	1,700	1,681	1,700	1,515	1,515	1,515	1,515.00	(185.00)
SUPPLIES/EQUIPMENT	7,047	6,000	4,277	6,000	5,544	5,643	5,643	5,643.00	(357)
07 01 NEW EQUIPMENT	3,798	3,000	201	2,500	600	843	843	843.00	(1,657.00)
07 03 JANITORIAL SUPPLIES	3,249	3,000	4,076	3,500	4,944	4,800	4,800	4,800.00	1,300.00
BUILDING REPAIRS	39,797	45,500	41,484	41,000	45,082	45,202	45,202	45,202.00	4,202
08 04 BUILDING REPAIRS	22,581	30,000	25,693	31,000	29,880	30,000	30,000	30,000.00	(1,000.00)
08 08 COMPUTER SOFTWARE	17,216	15,500	15,791	10,000	15,202	15,202	15,202	15,202.00	5,202.00

City of Presque Isle, Maine

12/2/2020

Insurances Summary - Department 16

2021 Expense Summary by Category

						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	Department	Manager	Council
016-01 Police Liability	10,751	12,595	9,764	9,453	9,281	10,222	10,222	10,222
016-02 General Liability	77,649	90,045	85,438	89,247	87,420	91,728	91,728	91,728
016-03 Volunteer Fire Fighters	114	120	68	120	97	120	120	120
016-04 Public Officials	6,329	8,215	8,026	8,126	7,708	7,442	7,442	7,442
016-05 Vehicle Insurance	37,846	44,690	42,533	52,966	49,216	54,705	54,705	54,705
016-09 Railroad Liability	9,517	9,516	-	-	-	-	-	-
Total Insurances Expense	\$142,206	\$165,181	\$145,829	\$159,912	\$153,722	\$164,217	\$164,217	\$164,217
016-01 Miscellaneous	1,035	10,516	11,308	1,000	758	1,000	1,000	1,000
Total Insurances Revenue	\$1,035	\$10,516	\$11,308	\$1,000	\$758	\$1,000	\$1,000	\$1,000

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Insurances**

Department Number: **016**

Account Number: **016-01**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,035	\$10,516	\$11,308	\$1,000	\$758

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,000	\$1,000	\$1,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Revenue is received from PI Industrial Council for fire insurance charge they bill to several tenants. \$1,000

Normally expenses incurred for repairs due to accidents are paid from the individual departments' operating account and the insurance reimbursement is credited back to that department.

INSURANCES	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council
TOTAL REVENUE	1,035	10,516	11,308	1,000	758	1,000	1,000	1,000.00
016 01 MISCELLANEOUS	1,035	10,516	11,308	1,000	758	1,000	1,000	1,000.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Insurances**

Department Number: **016**

Account Number: **016-16-01**

Account Title: **Police Liability**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$10,751	\$12,595	\$9,764	\$9,453	\$9,281

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	10,222	10,222	10,222	769

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.

Support for Budget Request: Figured a projected 12% increase for the second half of the year. The first 6 months is known as our insurance runs on a fiscal renewal year.

Coverage runs from July to June

Current Premium

9,643

Projected 12% increase (only 2nd half of premium or 6%)

579

10,222

July to June 2020	July to June 2021	Difference
\$ 9,643	\$ 10,800	\$ 1,157
		\$ 0.1200

12% increase from year to year

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Insurances**

Department Number: **016**

Account Number: **016-16-02**

Account Title: **General Liability/Property Ins.**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$77,649	\$90,045	\$85,438	\$89,247	\$87,420

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$91,728	\$91,728	\$91,728	\$2,481

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.

Support for Budget Request: Figured a projected 5% increase for the second half of the year. The first 6 months is known as our insurance runs on a fiscal renewal year.

	July to June	5% increase July-Dec
Property Premium	\$ 37,459.00	\$ 39,331.95
General Liability	\$ 39,064.00	\$ 41,017.20
Mobile Equipment	\$ 20,174.00	\$ 21,182.70
EDP, Crime Faithful Performance, Fine Arts, Ex	\$ 6,213.00	\$ 6,523.65
TOTAL	\$ 102,910.00	\$ 108,055.50

	July to June 2020	July 2021 Projected
Less premiums charged to other departments		
Airport Property Premium	\$ (6,319.00)	\$ (6,698.14)
Airport Mobile Equipment	\$ (9,171.00)	\$ (9,629.55)
Airport General Liability -N/A Separate Policy	\$ -	\$ -
TOTAL	\$ (15,490.00)	\$ (16,327.69)
Total Request	\$ 87,420.00	\$ 91,727.81

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Insurances**

Department Number: **016**

Account Number: **016-16-03**

Account Title: **Volunteer Firefighter Ins.**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$114	\$120	\$68	\$120	\$97

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$120	\$120	\$120	\$0

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.

Support for Budget Request:

\$120

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Insurances**

Division Number:

Division Title: **016**

Account Number: **016-16-04**

Account Title: **Public Officials**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,329	\$8,215	\$8,026	\$8,126	\$7,708

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,442	\$7,442	\$7,442	(\$684)

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.

Support for Budget Request: Figured a projected 8% increase for the second half of the year. The first 6 months is known as our insurance runs on a fiscal renewal year.

MTCMA certification for City Manager reduces amount around 10%

	July to June 2020	8% increase July-Dec
Public Officials	\$ 8,650.00	\$8,996
Less amount charged to other departments		
Airport	\$ (1,494)	(\$1,554)
REQUEST	\$ 7,156	<u>\$7,442</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Insurances**

Department Number: **016**

Account Number: **016-16-05**

Account Title: **Vehicle Insurance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$37,846	\$44,690	\$42,533	\$52,966	\$49,216

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$54,705	\$54,705	\$54,705	\$1,739

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.

Support for Budget Request: Figured a projected 8% increase for the second half of the year. The first 6 months is known as our insurance runs on a fiscal renewal year.

	July to June 2020	8% increase July-Dec
Vehicle Insurance	\$ 55,912.00	\$ 58,148.48

Less amount charged to other departments		
Airport	\$ (3,311.00)	(\$3,443.44)
REQUEST	\$ 52,601.00	<u>\$ 54,705.04</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Insurances**

Department Number: **016**

Account Number: **016-16-09**

Account Title: **Railroad Liability**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$9,517	\$9,516	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

Support for Budget Request:

	2019	2020	2021
Airport & Industrial Rail Road Coverage	<u>\$8,240</u>	<u>\$0</u>	<u>\$0</u>
New insurance carrier for railroad			

Railroad Insurance is being directly billed to the PIIC

INSURANCES

				2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES				142,206	165,181	145,829	159,912	153,722	164,217	164,217	164,217	4,305
016	16	01	POLICE LIABILITY	10,751	12,595	9,764	9,453	9,281	10,222	10,222	10,222	769
	16	02	GEN LIAB/PROPERTY INS	77,649	90,045	85,438	89,247	87,420	91,728	91,728	91,728	2,481
	16	03	VOLUNTEER FIREFIGHTE	114	120	68	120	97	120	120	120	-
	16	04	PUBLIC OFFICIALS	6,329	8,215	8,026	8,126	7,708	7,442	7,442	7,442	(684)
	16	05	VEHICLE INSURANCE	37,846	44,690	42,533	52,966	49,216	54,705	54,705	54,705	1,739
	16	09	RAILROAD LIABILITY	9,517	9,516	-	-	-	-	-	-	-

City of Presque Isle, Maine
Utilities Summary - Department 17
2021 Expense Summary by Category

12/2/2020

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
017-01 Street Lights	156,291	128,204	121,732	100,000	99,000	98,712	98,712	98,712
017-02 Blinker/Traffic Lights	7,859	8,152	8,135	7,885	8,150	8,029	8,029	8,029
017-03 Traffic Light Maintenance	12,608	10,044	9,700	11,120	17,150	10,488	10,488	10,488
017-04 Hydrant Rental	<u>433,057</u>	<u>484,387</u>	<u>484,387</u>	<u>489,053</u>	<u>489,053</u>	<u>508,616</u>	<u>508,616</u>	<u>527,689</u>
Total Utilities Expense	\$609,815	\$630,787	\$623,954	\$608,058	\$613,353	\$625,845	\$625,845	\$644,918

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Utilities**

Department Number: **017**

Account Number: **017-17-01**

Account Title: **Street Lights**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$156,291	\$128,204	\$121,732	\$100,000	\$99,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$98,712	\$98,712	\$98,712	(\$1,288)

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.

Flat Rate charge for street lights \$7,651/mo	\$	91,812
KWH charge for street lights average \$575/mo	\$	6,900
	\$	<u>98,712</u>

2021 budget based on 2020 estimated expense

Emera installed LED street lights in early 2019 that has reduced cost from \$12,194± to \$8,226± per month.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Utilities**

Department Number: **017**

Account Number: **017-17-02**

Account Title: **Blinker lights**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$7,859	\$8,152	\$8,135	\$7,885	\$8,150

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,029	\$8,029	\$8,029	\$144

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 for red/yellow blinkers at intersections (Mechanic/Industrial, State/Second, Parsons/Park, Reach/US 1, Second/Church), school caution lights, and traffic lights

2021 budget is based on 6-year average of 2015-2020 estimated

2009	\$8,074
2010	\$8,565
2011	\$8,295
2012	\$7,970
2013	\$8,320
2014	\$8,576
2015	\$8,340
2016	\$8,115
2017	\$7,577
2018	\$7,859
2019	\$8,135
2020 Estimated	\$8,150
6-yr avg 2015 - 2020	\$8,029

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Utilities**

Department Number: **017**

Account Number: **017-17-03**

Account Title: **Traffic Light Maintenance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$12,608	\$10,044	\$9,700	\$11,120	\$17,150

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,488	\$10,488	\$10,488	(\$632)

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.

Physical maintenance of traffic light system infrastructure to include lenses, cameras, wiring, controllers, conflict monitors, load switches, cabinets; LaJoie Electric is used as needed.
Warranty expired on traffic light system in 2011, therefore maintenance costs are anticipated to increase over time.

2013	\$	10,040
2014	\$	4,083
2015	\$	9,442
2016	\$	10,651
2017	\$	4,833
2018	\$	12,608
2019		\$9,700
2020 Estimated		\$17,150
2021 budget average	\$	10,488

2021 budget based on 5-year average 2013, 2015, 2016, 2018 and 2019

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Utilities**

Department Number: **017**

Account Number: **017-17-04**

Account Title: **Hydrant Rental**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$433,057	\$484,387	\$484,387	\$489,053	\$489,053

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$508,616	\$508,616	\$527,689	\$38,636

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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Quarterly payments of \$122,263 in 2020 plus 4 percent

\$508,616

PIUD anticipates a rate increase of 3-4% in 2021.

Adjust for Actual Increase of 8.62%

Add \$19,073

UTILITES

			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES			609,815	630,787	623,954	608,058	613,353	625,845	625,845	644,918.00	36,860
017	17	01 STREET LIGHTS	156,291	128,204	121,732	100,000	99,000	98,712	98,712	98,712.00	(1,288)
	17	02 BLINKER/TRAFFIC LIGHTS	7,859	8,152	8,135	7,885	8,150	8,029	8,029	8,029.00	144
	17	03 TRAFFIC LIGHTS MTCE	12,608	10,044	9,700	11,120	17,150	10,488	10,488	10,488.00	(632)
	17	04 HYDRANT RENTAL	433,057	484,387	484,387	489,053	489,053	508,616	508,616	527,689.00	38,636

City of Presque Isle, Maine

12/2/2020

Debt Service Summary - Department 18

2021 Expense Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021		
						Department	Manager	Council
018-01 Interest on TAN	-	10,000	-	10,000	10,000	10,000	10,000	10,000
018-04 Spec Building - PIIC	6,389	6,389	6,389	6,389	6,389	6,389	6,389	6,389
018-06 PS Building	143,325	130,000	130,000	130,000	130,000	130,000	130,000	130,000
018-12 PW Garage	88,038	87,200	87,193	87,200	87,200	87,200	87,200	87,200
018-16 Acme Monaco Renov	77,753	77,753	77,753	77,753	77,760	77,760	77,760	77,760
018-17 Bldg 615 Renov	-	-	-	-	-	-	-	-
018-18 Bldg 1201B	4,313	1,346	1,346	-	-	-	-	-
018-19 Forum Ice	31,395	31,490	31,395	31,490	31,490	31,490	31,490	31,490
018-20 Community Center	474,750	470,000	468,750	463,000	462,750	456,750	456,750	456,750
018-21 EMS Start-up	85,480	85,480	85,480	85,480	85,480	85,480	85,480	85,480
018-23 BLDG 1204 - NE PACKAGIN	-	-	-	35,822	35,822	35,822	35,822	35,822
Total Debt Service Expense	\$911,443	\$899,658	\$888,307	\$927,134	\$926,891	\$920,891	\$920,891	920,891
Outside Funding								
Outside Revenue	-	87,200	87,200	87,200	87,200	-	87,200	87,200
Total Revenue	-	87,200	87,200	87,200	87,200	-	87,200	87,200

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-01**

Account Title: **Transfers**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$0	\$87,200	\$87,200	\$87,200	\$87,200

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$87,200	\$87,200	

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

										Change	
										from 2020	
Debt Service			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	Budget
TOTAL REVENUE			-	87,200	87,200	87,200	87,200	-	87,200	87,200.00	-
009	01	Transfers	-	87,200	87,200	87,200	87,200	-	87,200	87,200.00	-

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-01**

Account Title: **Interest on Tax Ant. Note**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$0	\$10,000	\$0	\$10,000	\$10,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,000	\$10,000	\$10,000	\$0

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 note will be paid in full no later than December 31, 2021

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Division Number:

Department Number: **018**

Account Number: **018-18-04**

Account Title: **Spec Building Payments 1201A**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$6,389	\$6,389	\$6,389	\$6,389	\$6,389

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,389	\$6,389	\$6,389	\$0

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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Payments to the Industrial Council Reserve Fund to build a maintenance reserve for the Bldg. 1201 - FedEx

Paid in equal monthly payments of \$532.42

6,389.04

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-06**

Account Title: **Public Safety Bldg Bond**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$143,325	\$130,000	\$130,000	\$130,000	\$130,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$130,000	\$130,000	\$130,000	\$0

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.

Loan from US Bank through Maine Bond Bank for construction of the Public Safety Building
\$2,600,000 for 20 years matures 2021.

2020 Debt Service	Principal	\$130,000
	Interest	-
		<hr/>
		\$130,000

Balance at July 31, 2019 \$260,000

In 2017 Maine Bond Bank renegotiated with the lenders which created a \$51,000 savings in interest payments from 2018 -2021. For the remainder of the term of the loan the payment will be principal only.

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-12**

Account Title: **PW Garage Bond**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$88,038	\$87,200	\$87,193	\$87,200	\$87,200

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$87,200	\$87,200	\$87,200	\$0

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.

Loan from US Bank through the Maine Municipal Bond Bank for construction of the Public Works Garage
\$1,145,000 for 18 years; matures in 2025

Balance as of August 2020 \$486,564

2020 Debt Service	Principal	75,110
	Interest	<u>12,090</u>
		87,200

In 2015 Maine Bond Bank renegotiated with the lenders which created a \$39,666.65 savings in interest payments from 2015 -2025.

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-16**

Account Title: **Renovations Bldg 1203**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$77,753	\$77,753	\$77,753	\$77,753	\$77,760

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$77,760	\$77,760	\$77,760	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.

To repay Building Fund loan for renovations to Bldg 1203 being leased to Acme Monaco
\$1,122,415.90 loan January 2018 @ 2% interest;

Payments of \$6,074.43 for 24 months (January 1, 2018 to December 31, 2019)
6/1/2018 Proceeds from the sale of Bldg. 1305 used to pay down debt by \$481,507.50

Payments of \$6,075.00 (January 1, 2020 to December 31, 2026)

Payments adjust to \$6,561.00 (January 1, 2027 to August 31, 2027)
Final Payment \$2,677.96 on September 1, 2027

Estimated loan balance on 12/31/2020 is \$460,402.18

Building Fund

Equal payments of \$6,075.00 in 2021 72,900.00

Maintenance Reserve

Paid in equal monthly payments of \$405.00 4,860.00
77,760.00

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-17**

Account Title: **Renovations Bldg 615**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

Moratorium on Debt Balance of \$152,230.06 due to tenant vacating the building.

To repay Building Fund for renovations to Bldg. 615

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-19**

Account Title: **Forum Ice**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$31,395	\$31,490	\$31,395	\$31,490	\$31,490

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$31,490	\$31,490	\$31,490	\$0

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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\$375,000

Term 15 years Matures in 2030.

Annual Payment \$31,490

2021 Principal 23,360

Interest 8,129

Balance at 7/31/2020 \$268,146

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-20**

Account Title: **Community Center**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$474,750	\$470,000	\$468,750	\$463,000	\$462,750

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$456,750	\$456,750	\$456,750	(\$6,250)

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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\$7,500,000

Term 25 years

Balance at Dec 31, 2020

\$6,000,000

Interest due in May and November

Principal due in November

Principal	\$300,000
Interest - Estimated	<u>\$156,750</u>
	\$456,750

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-21**

Account Title: **EMS Start-Up**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$85,480	\$85,480	\$85,480	\$85,480	\$85,480

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$85,480	\$85,480	\$85,480	\$0

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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Term 5 years Matures July 2022

Balance at Dec 31, 2020

\$165,358

Payments are due in June

Principal	\$81,760
Interest - Estimated	<u>\$3,721</u>
	\$85,480

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **Debt Service**

Department Number: **018**

Account Number: **018-18-23**

Account Title: **Bldg 1204 - NE Packaging**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$0	\$0	\$0	\$35,822	\$35,822

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$35,822	\$35,822	\$35,822	(\$0)

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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To repay Building Fund loan for renovations to Bldg 1204 being leased to NE Packaging

\$794,290.00 loan June 2019 @ .45908% interest;

Payments of \$2802.94 for 300 months (June 1, 2019 to May 1, 2044)

Maintenance Reserve \$2,186.64

Estimated loan balance on 12/31/2020 is \$746,633.75

Equal payments of \$2802.94 in 2021

33,635.28

Maintenance Reserve

Paid in equal monthly payments of \$182.22

2,186.64

35,821.92

DEBT SERVICE

Department									
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	911,443	899,658	888,307	927,134	926,891	920,891	920,891	920,890.92	(6,243)
018 18 01 INTEREST ON TAX ANT NOTE	-	10,000	-	10,000	10,000	10,000	10,000	10,000.00	-
18 04 SPEC BLDG PMTS	6,389	6,389	6,389	6,389	6,389	6,389	6,389	6,389.00	-
18 06 PS BLDG -- BOND PMT	143,325	130,000	130,000	130,000	130,000	130,000	130,000	130,000.00	-
18 12 PW WORKS GARAGE	88,038	87,200	87,193	87,200	87,200	87,200	87,200	87,200.00	-
18 16 RENOV - ACME MONOCO	77,753	77,753	77,753	77,753	77,760	77,760	77,760	77,760.00	7
18 17 RENOV - BLDG 615 NMCC	-	-	-	-	-	-	-	-	-
18 18 RENOV - BLDG 1201B	4,313	1,346	1,346	-	-	-	-	-	-
18 19 FORUM ICE SYSTEM	31,395	31,490	31,395	31,490	31,490	31,490	31,490	31,490.00	-
18 20 COMMUNITY CENTER	474,750	470,000	468,750	463,000	462,750	456,750	456,750	456,750.00	(6,250)
18 21 EMS START-UP	85,480	85,480	85,480	85,480	85,480	85,480	85,480	85,480.00	-
18 23 BLDG 1204 - NE PACKAGING	-			35,822	35,822	35,822	35,822	\$35,822	(0)

City of Presque Isle, Maine

12/2/2020

Echo Lake Summary - Department 19

2021 Revenue & Expense Summary by Category

						2021		
						Department	Manager	Council
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate			
019-06-03 Electricity	525	525	525	590	552	590	590	590
019-08-01 Equipment Repairs	<u>4,564</u>	<u>6,625</u>	<u>6,625</u>	<u>6,625</u>	<u>6,625</u>	<u>6,625</u>	<u>1,625</u>	<u>1,625</u>
Total Echo Lake Expense	\$5,089	\$7,150	\$7,150	\$7,215	\$7,177	\$7,215	\$2,215	\$2,215
019-01 Sewer Fees	<u>5,351</u>	<u>5,544</u>	<u>5,980</u>	<u>6,936</u>	<u>7,315</u>	<u>7,530</u>	<u>7,530</u>	<u>7,530</u>
Total Echo Lake Revenue	\$5,351	\$5,544	\$5,980	\$6,936	\$7,315	\$7,530	\$7,530	\$7,530

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Echo Lake**

Department Number: **019**

Account Number: **019-01**

Account Title: **Sewer Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$5,351	\$5,544	\$5,980	\$6,936	\$7,315

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,530	\$7,530	\$7,530	\$594

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Fee's collected for camps and homes utilizing the Cities Echo Lake sewer system currently 14 homes.
PI Utilities has an expected rate increase of 9.0 Percent for 2021
Base Rate Increase \$537.83/year X 14 Users

\$ 7,529.62

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Echo Lake**

Department Number: **019**

Account Number: **019-06-03**

Account Title: **Electricity**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$525	\$525	\$525	\$590	\$552

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$590	\$ 590.00	\$ 590.00	\$0

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.

Monthly electric bill for Echo Lake sewer system pumping station
Monthly average for 2020 is 49.00 per month.

Dept Request
\$ 590.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Echo Lake**

Department Number: **019**

Account Number: **019-08-01**

Account Title: **Equipment Repairs/Mtce**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$4,564	\$6,625	\$6,625	\$6,625	\$6,625

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,625	\$ 1,625.00	\$ 1,625.00	(\$5,000)

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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	Dept Request	Manager Recomm.
Repairs to Electrical panel and circuits.	\$ 1,250.00	\$ 1,250.00
Repairs to Pumps and lines; sealing the 7 Septic Tanks	\$ 5,000.00	\$ -
DEP Annual Fee	\$ 375.00	\$ 375.00
	<u>\$ 6,625.00</u>	<u>\$ 1,625.00</u>

ECHO LAKE

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	5,089	7,150	7,150	7,215	7,177	7,215	2,215	2,215.00	(5,000)
UTILITIES	525	525	525	590	552	590	590	590.00	-
06 03 ELECTRIC SERVICE	525	525	525	590	552	590	590	590.00	-
REPAIRS & MAINTENANCE	4,564	6,625	6,625	6,625	6,625	6,625	1,625	1,625.00	(5,000)
08 01 EQUIPMENT REPAIRS	4,564	6,625	6,625	6,625	6,625	6,625	1,625	1,625.00	(5,000)

City of Presque Isle, Maine

12/2/2020

Unclassifieds Summary - Department 20

2021 Expense Summary by Category

						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	Department	Manager	Council
20-01 Retirement Payouts	28,794	50,000	50,000	50,000	50,000	50,000	50,000	50,000
20-04 Service Center Coalition	1,121	-	-	-	-	-	-	-
20-05 State Street Dam Utilities	181	188	189	188	189	189	189	189
20-06 Me Municipal Dues	10,545	7,965	7,963	7,965	7,975	7,975	7,975	7,975
20-09 Cemeteries	3,541	4,775	4,022	4,800	4,800	4,800	4,800	4,800
20-11 Annual Reports	535	500	634	500	500	500	500	500
20-12 Legal Services	49,352	16,000	30,915	16,000	38,000	16,000	16,000	16,000
20-13 Contingent	151,716	75,000	34,213	100,000	100,000	100,000	100,000	100,000
20-15 No Me Development Co	17,808	17,760	17,760	17,583	17,583	17,583	17,554	17,554
20-16 Fair Assn Lease	3,000	3,000	3,000	-	-	-	-	-
20-18 CA Humane Society	16,170	16,170	16,170	16,170	16,170	16,170	16,170	16,170
20-19 Sister O'Donnell Shelter	14,538	14,538	14,538	14,538	14,538	14,538	14,538	14,538
20-20 Cunningham Repay PIDF	14,451	15,000	13,487	13,500	13,500	13,092	13,092	13,092
20-21 Downtown Revitalization C	15,802	18,000	8,528	18,000	14,659	18,000	18,000	18,000
20-22 Miscellaneous	510	10,000	-	10,000	-	10,000	10,000	10,000
20-23 Tax Acq Property Expense	8,000	-	21,089	-	-	-	-	-
Total Unclassifieds Expense	\$336,064	\$248,896	\$222,508	\$269,244	\$277,914	\$268,847	\$268,818	\$268,818

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-01**

Account Title: **Retirement Payouts**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$28,794	\$50,000	\$50,000	\$50,000	\$50,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$50,000	\$50,000	\$50,000	\$0

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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This appropriation funds the Retirement Special Revenue Reserve

Current Balance as of 09/31/2020 in the Reserve is \$15,950

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-04**

Account Title: **Service Center Coalition**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,121	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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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Membership dues to the Maine Service Center Coalition	Est.	\$0
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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-05**

Account Title: **State Street Dam Utilities**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$181	\$188	\$189	\$188	\$189

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$189	\$189	\$189	\$1

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 charge of approx. 15.72/month

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-06**

Account Title: **ME Municipal Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$10,545	\$7,965	\$7,963	\$7,965	\$7,975

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,975	\$7,975	\$7,975	\$10

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.

Estimated 2021 Annual dues

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-09**

Account Title: **Cemeteries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,541	\$4,775	\$4,022	\$4,800	\$4,800

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,800	\$4,800	\$4,800	\$0

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.

Care of Veteran's graves at various local cemeteries:

Memorial Day	\$	850.00
Johnson Cemetery	\$	1,900.00
Fairmont Cemetery	\$	700.00
St. Mary's Cemetery	\$	300.00
Glenwood	\$	150.00
Bartlett	\$	100.00
Misc.	\$	300.00
Grave Markers	\$	500.00
	\$	4,800.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-11**

Account Title: **Annual Reports**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$535	\$500	\$634	\$500	\$500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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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Cost of printing the annual report

500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-12**

Account Title: **Legal Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$49,352	\$16,000	\$30,915	\$16,000	\$38,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$16,000	\$16,000	\$16,000	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-13**

Account Title: **Contingent**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$151,716	\$75,000	\$34,213	\$100,000	\$100,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$100,000	\$100,000	\$100,000	\$0

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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Detail Account Information

Account Title: **No ME Development Commission**

City Census	9,692
Total Census of District	73,872

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-16**

Account Title: **Fair Assn Lease**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,000	\$3,000	\$3,000	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

50 year lease with Northern Maine Fair Assn. for the Forum for \$3,000 per year.
Lease was signed on July 25, 1975.

*Fair and City agreement to purchase the fencing in lieu of lease payment for 5 years @ \$3000 per year
Years 2020 thru 2024*

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-18**

Account Title: **C A Humane Society**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$16,170	\$16,170	\$16,170	\$16,170	\$16,170

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$16,170	\$16,170	\$16,170	\$0

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.

Based on \$1.70 per capita for a population of 9,511, doesn't change until 2020 when new figures are available

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **010**

Account Number: **020-20-19**

Account Title: **Sister O'Donnell Shelter**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$14,538	\$14,538	\$14,538	\$14,538	\$14,538

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$14,538	\$14,538	\$14,538	\$0

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 appropriation allows General Assistance an unlimited number of clients and days at the Shelter

Homeless Services of Aroostook is requesting an allocation of \$14,538.00.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-20**

Account Title: **Cunningham - Repay PIDF Loan**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$14,451	\$15,000	\$13,487	\$13,500	\$13,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$13,092	\$13,092	\$13,092	(\$408)

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.

To repay Presque Isle Development Fund Loan for Demolition of old Cunningham School.

Repayment is to be made from the sale of the lot plus tax receipts generated by the property until the loan is paid in full. Current balance is \$115,165.89

2019 Tax Receipts

Trio Acct #1241	34 Blake-undeveloped	\$1,120.26
Trio Acct #5409	1 Third Street	\$2,844.30
Trio Acct #5410	3 Third Street	\$2,829.33
Trio Acct #5411	5 Third Street	\$3,468.05
Trio Acct #5412	7 Third Street	<u>\$2,829.33</u>
		\$13,091.27

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-21**

Account Title: **Downtown Revitalization Committee**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$15,802	\$18,000	\$8,528	\$18,000	\$14,659

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$18,000	\$18,000	\$18,000	\$0

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.

Downtown Revitalization Committee Budget

2020 Budget

**2021 Budget
Request**

Beautification Items-Annual-Lights/Flowers Maintenance	\$3,000	\$3,000
Beautification Items-One time-Lights/Flowers/Buckets/Trash-Cigarette Can	\$7,000	\$7,000
Outside Contractors--Trades: Electricians/Repairs	\$2,000	\$2,000
Promotional Items: Shirts/Decals/Print-Branding Materials	\$1,000	\$1,000
Events: Balloon Festival/Main Street Mania/Music in the Park, Other	\$5,000	\$5,000
Infrastructure--Improvements/Physical Projects	\$3,000	\$3,000
	<hr/>	
	\$21,000	\$21,000
	(\$3,000)	(\$3,000)
	<hr/>	
	\$18,000	\$18,000

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-22**

Account Title: **Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$510	\$10,000	\$0	\$10,000	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,000	\$10,000	\$10,000	\$0

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 various expenditures that can't easily be recorded in another account.

In 2017 it included demolition of hazardous building

In 2017 the City entered into a consulting agreement with Loring Development Authority

In 2018 estimate 10 hours/week @ \$30/hour

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Unclassifieds**

Department Number: **020**

Account Number: **020-20-23**

Account Title: **Tax Acquired Prop Costs**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$8,000	\$0	\$21,089	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

Normally, the amounts expended in this account are offset by revenue from the sale of Tax Acquired Property

UNCLASSIFIEDS

UNCLASSIFIEDS									Department Change from 2020 Budget	
		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	
TOTAL EXPENSES		336,064	248,896	222,508	269,244	277,914	268,847	268,818	268,818.03	(426)
UNCLASSIFIEDS										-
20 01	RETIREMENT PAYOUTS	28,794	50,000	50,000	50,000	50,000	50,000	50,000	50,000.00	-
20 04	SERVICE CENTER COALITION	1,121	-	-	-	-	-	-	-	-
20 05	STATE STREET DAM UTILITIES	181	188	189	188	189	189	189	189.00	1
20 06	ME MUNICIPAL DUES	10,545	7,965	7,963	7,965	7,975	7,975	7,975	7,975.00	10
20 09	CEMETERIES	3,541	4,775	4,022	4,800	4,800	4,800	4,800	4,800.00	-
20 11	ANNUAL REPORTS	535	500	634	500	500	500	500	500.00	-
20 12	LEGAL SERVICES	49,352	16,000	30,915	16,000	38,000	16,000	16,000	16,000.00	-
20 13	CONTINGENT	151,716	75,000	34,213	100,000	100,000	100,000	100,000	100,000.00	-
20 15	NO ME DEVEL COM.	17,808	17,760	17,760	17,583	17,583	17,583	17,554	17,554.03	(29)
20 16	FAIR ASSN LEASE	3,000	3,000	3,000	-	-	-	-	-	-
20 18	C A HUMANE SOCIETY	16,170	16,170	16,170	16,170	16,170	16,170	16,170	16,170.00	-
20 19	SISTER O'DONNELL SHELTER	14,538	14,538	14,538	14,538	14,538	14,538	14,538	14,538.00	-
20 20	CUNNINGHAM PIDF PMT	14,451	15,000	13,487	13,500	13,500	13,092	13,092	13,092.00	(408)
20 21	DWNTN REVITALIZATION COMI	15,802	18,000	8,528	18,000	14,659	18,000	18,000	18,000.00	-
20 22	MISCELLANEOUS	510	10,000	-	10,000	-	10,000	10,000	10,000.00	-
20 23	TAX ACQ PROP. COSTS	8,000	-	21,089	-	-	-	-	-	-

City of Presque Isle, Maine

12/2/2020

Outside Requests Summary - Department 21

2021 Expense Summary by Category

						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	Department	Manager	Council
21-01 Chamber of Commerce	22,500	20,000	20,000	20,000	20,000	20,000	20,000	20,000
21-03 Aroos Area Agcy Aging	4,050	5,500	5,500	5,500	5,500	5,500	5,500	5,500
21-04 Central Aroos Soil & Water	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050
21-06 Quoggy Joe Ski Club	6,400	6,400	6,400	6,400	2,300	6,400	6,400	6,400
21-07 PI Snowmobile Club	2,300	2,300	2,300	2,300	6,400	2,300	2,300	2,300
21-09 Veterans	200	200	200	200	200	200	200	200
21-10 Am Red Cross	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500
21-22 Wintergreen Arts	20,000	20,000	20,000	16,000	16,000	20,000	16,000	16,000
21-23 Aroostook Council for Heal	-	-	-	-	-	-	-	-
Total Outside Requests	\$56,500	\$57,950	\$57,950	\$53,950	\$53,950	\$57,950	\$53,950	53,950

Fiscal Year 2021

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-01**

Account Title: **Chamber of Commerce**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$22,500	\$20,000	\$20,000	\$20,000	\$20,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$20,000	\$20,000	\$20,000	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-03**

Account Title: **Aroostook Area Agency on Aging**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$4,050	\$5,500	\$5,500	\$5,500	\$5,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$5,500	\$5,500	\$5,500	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-04**

Account Title: **Central Aroostook Soil & Water**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,050	\$1,050	\$1,050	\$1,050	\$1,050

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,050	\$1,050	\$1,050	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-06**

Account Title: **Quoggy Joe Ski Club**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,400	\$6,400	\$6,400	\$6,400	\$6,400

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,400	\$6,400	\$6,400	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-07**

Account Title: **PI Snowmobile Club**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,300	\$2,300	\$2,300	\$2,300	\$2,300

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,300	\$2,300	\$2,300	\$0

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.

Council approved on 6/4/2012 an additional amount (\$2,000/year for 5 years) to help purchase a new groomer. *(similar to agreement where final payment was made in 2011) - 1st payment was in 2013*

The City receives an annual refund from the State of Maine for a portion of snowmobile registration fees. These funds are also turned over to the PI Snowmobile Club.

In 2011, we received:	\$3,190.84	
In 2012	\$3,025.34	
In 2013	\$2,985.62	
In 2014	\$2,945.90	
In 2015,	\$2,813.50	
In 2016,	\$2,634.76	
In 2017,	\$2,323.62	
In 2018	\$2,734.06	
In 2019,	\$2,634.76	
In 2020,	\$2,674.48	
Leave City Donation in		\$2,300

The club will still receive the refund from the State of approximately \$2,300; this appropriation is in addition to that funding.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number **021**

Account Number: **021-21-09**

Account Title: **Veterans Cemetery**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$200	\$200	\$200	\$200	\$200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$200	\$200	\$200	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-10**

Account Title: **Red Cross**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$2,500	\$2,500	\$2,500	\$2,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,500	\$2,500	\$2,500	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-22**

Account Title: **Wintergreen Arts Center**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$20,000	\$20,000	\$20,000	\$16,000	\$16,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$20,000	\$16,000	\$16,000	\$0

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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**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Outside Requests**

Department Number: **021**

Account Number: **021-21-23**

Account Title: **Aroostook Council for Healthy Families**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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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OUTSIDE REQUESTS

										Change from 2020 Budget		
				2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	
TOTAL EXPENSES				56,500	57,950	57,950	53,950	53,950	57,950	53,950	53,950	-
021	21	01	CHAMBER OF COMMERCE	22,500	20,000	20,000	20,000	20,000	20,000	20,000	20,000.00	-
	21	03	AROOS AREA -- AGING	4,050	5,500	5,500	5,500	5,500	5,500	5,500	5,500.00	-
	21	04	CA SOIL & WATER	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050.00	-
	21	06	QUOGGY JOE SKI CLUB	6,400	6,400	6,400	6,400	2,300	6,400	6,400	6,400.00	-
	21	07	PI SNOWMOBILE CLUB	2,300	2,300	2,300	2,300	6,400	2,300	2,300	2,300.00	-
	21	09	VETERANS	200	200	200	200	200	200	200	200.00	-
	21	10	AMERICAN RED CROSS	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500.00	-
	21	22	WINTERGREEN	20,000	20,000	20,000	16,000	16,000	20,000	16,000	16,000.00	-
	21	23	Aroos Council For Healthy Familie	-	-	-	-	-	-	-	\$0	-

City of Presque Isle, Maine

12/2/2020

Airport -- Department 33

2021 Revenue & Expense Summary by Category

						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
Wages	467,630	469,136	522,949	528,560	618,781	708,349	708,349	708,349
Employee Benefits	232,263	234,023	256,226	272,079	176,083	223,782	223,782	223,782
Employee Costs	18,605	16,878	21,007	16,878	16,958	18,731	18,731	18,731
Departmental Expenses	12,406	7,949	15,167	7,949	9,681	11,760	11,760	11,760
Utilities	139,066	118,190	136,372	118,078	124,454	125,328	125,328	125,328
Supplies/Equipment	1,228,453	1,237,983	1,467,278	1,147,846	1,035,600	1,433,874	1,433,874	1,433,874
Repairs/Maintenance	148,357	156,700	317,114	185,000	271,703	289,703	289,703	289,703
Contracted Services	(2,482)	2,500	(83)	28,000	18,000	28,000	28,000	28,000
Insurance	29,466	30,847	39,917	32,913	41,742	35,500	35,500	35,500
Debt Service	-	-	6,579	15,789	15,789	15,789	15,789	15,789
Admin Expense to City	30,000	33,000	33,000	34,650	34,650	36,383	36,383	36,383
Legal	-	200	-	200	200	200	200	200
Total Expenses	\$2,303,764	\$2,307,406	\$2,815,524	\$2,387,942	\$2,363,641	\$2,927,399	\$2,927,399	2,927,399
Terminal Rentals	104,925	118,173	119,472	122,206	129,862	141,901	141,901	141,901
Landing Fees	506,692	553,163	571,233	652,837	759,385	945,325	945,325	945,325
Concessionaire Fee	32,950	44,486	45,928	36,500	32,500	45,820	45,820	45,820
Hangar Rentals	21,242	19,058	61,358	24,280	22,572	24,280	24,280	24,280
Airport Parking	47,767	46,900	65,410	70,000	30,000	70,000	70,000	70,000
Vending/Phone	479	500	296	500	300	300	300	300
Miscellaneous	27,800	31,997	26,747	31,997	31,997	31,997	31,997	31,997
General Aviation	1,493,219	1,493,129	1,709,546	1,663,439	1,602,512	1,709,546	1,709,546	1,709,546
Total Revenue	\$2,235,074	\$2,307,406	\$2,599,989	\$2,601,759	\$2,609,128	\$2,969,169	\$2,969,169	2,969,169

Additional Information

Employee Benefits

FICA	43,564
Workers Comp	14,688
Health Insurance	110,114
Retirement	52,629
Unemployment	2,786
	223,782

Benefits as a % of Wages **31.59%**

Number of Full Time Employees **12.82**

2021 Airport -- Department 33 Expense Detail

12/2/2020

Revenue & Description						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
01-01 Regular Salaries	375,292	419,446	397,685	478,870	518,781	578,349	578,349	578,349
01-02 Overtime	92,338	49,690	125,263	49,690	100,000	130,000	130,000	130,000
Total Wages	467,630	469,136	522,949	528,560	618,781	708,349	708,349	708,349
02-01 Retirement 401(a)/457	17,446	21,891	16,255	22,553	16,550	14,456	14,456	14,456
02-02 Maine State Retirement	95,062	93,877	117,220	100,668	28,011	38,173	38,173	38,173
02-04 Health Insurance	76,457	72,350	73,527	95,467	76,838	98,774	98,774	98,774
02-05 Workers Comp	12,073	8,833	11,483	11,991	11,969	14,688	14,688	14,688
02-06 Unemployment Insurance	-	1,874	1,995	2,407	3,205	2,786	2,786	2,786
02-07 Medicare	6,785	6,802	7,165	7,664	8,118	10,271	10,271	10,271
02-08 Social Security	20,506	21,880	21,045	24,848	25,034	33,293	33,293	33,293
02-09 Section 125/Misc	133	180	67	180	58	180	180	180
02-12 Health Reimbursement Acc	3,801	6,336	7,469	6,300	6,300	11,160	11,160	11,160
Total Employee Benefits	232,263	234,023	256,226	272,078	176,083	223,782	223,782	223,782
03-01 Mileage Reimbursement	1,126	1,246	1,388	1,246	1,000	1,328	1,328	1,328
03-02 Travel/Training	10,590	9,605	12,606	9,605	9,605	11,050	11,050	11,050
03-03 Membership Dues	275	885	275	885	275	275	275	275
03-04 Uniforms/Boots	6,614	5,142	6,738	5,142	6,078	6,078	6,078	6,078
Total Employee Costs	18,605	16,878	21,007	16,878	16,958	18,731	18,731	18,731
05-01 Office Expense	3,817	3,000	3,920	3,000	2,361	4,140	4,140	4,140
05-04 Ads/Publications	1,102	500	543	500	200	500	500	500
05-07 Miscellaneous	7,487	4,449	10,704	4,449	7,120	7,120	7,120	7,120
Total Department Exp	12,406	7,949	15,167	7,949	9,681	11,760	11,760	11,760
06-01 Phone/Internet	8,961	8,145	10,382	8,145	11,917	11,917	11,917	11,917
06-02 Fuel Oil	80,476	62,669	72,092	61,805	61,805	61,805	61,805	61,805
06-03 Electricity	41,496	39,715	44,952	39,715	41,569	41,569	41,569	41,569
06-04 Water & Sewer	6,163	6,111	6,763	6,863	7,213	7,862	7,862	7,862
06-05 Trash Removal	1,970	1,550	2,183	1,550	1,950	2,175	2,175	2,175
Total Utilities	139,066	118,190	136,372	118,078	124,454	125,328	125,328	125,328

2021 Airport -- Department 33 Expense Detail

12/2/2020

Revenue & Description						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	Department	Manager	Council
					2,021			
07-01 New Equipment	92,093	127,056	127,056	43,000	43,000	112,500	112,500	112,500
07-02 Gas & Oil	76,723	43,000	92,587	36,919	86,000	75,150	75,150	75,150
07-03 Janitorial Supplies	3,513	3,600	4,029	3,600	3,600	3,600	3,600	3,600
07-06 Airfield Lighting	2,958	3,400	4,381	3,400	3,000	3,400	3,400	3,400
07-07 Resale Items	1,053,166	1,060,927	1,239,224	1,060,927	900,000	1,239,224	1,239,224	1,239,224
Total Supplies/Equipment	1,228,453	1,237,983	1,467,278	1,147,846	1,035,600	1,433,874	1,433,874	1,433,874
08-01 Equipment Repairs/Mtce	51,079	50,000	85,669	55,000	72,000	85,000	85,000	85,000
08-04 Building Repairs & Mtce	30,833	28,000	34,739	30,000	30,000	35,000	35,000	35,000
08-07 Airfield Maintenance	66,445	78,700	196,706	100,000	169,703	169,703	169,703	169,703
Total Repairs/Maintenance	148,357	156,700	317,114	185,000	271,703	289,703	289,703	289,703
10-01 Janitorial Services	1,977	2,500	1,412	2,500	2,500	2,500	2,500	2,500
10-11 Outside Services	-	-	7,700	25,500	25,500	25,500	25,500	25,500
10-19 ARFF Expenses	(4,459)	-	(9,195)	-	(10,000)	-	-	-
Total Contracted Svcs	(2,482)	2,500	(83)	28,000	18,000	28,000	28,000	28,000
16-07 Airport Insurance	8,165	8,500	16,500	8,500	15,490	8,500	8,500	8,500
16-10 Liability Insurance	21,301	22,347	23,417	24,413	26,252	27,000	27,000	27,000
Total Insurance	29,466	30,847	39,917	32,913	41,742	35,500	35,500	35,500
18-22 Debt Service - T Hangar	-	-	6,579	15,789	15,789	15,789	15,789	15,789
Total Debt Service	-	-	6,579	15,789	15,789	15,789	15,789	15,789
19-01 Administrative Expense	30,000	33,000	33,000	34,650	34,650	36,383	36,383	36,383
Total Administrative Expense	30,000	33,000	33,000	34,650	34,650	36,383	36,383	36,383
20-12 Legal	-	200	-	200	200	200	200	200
Total Legal Expense	-	200	-	200	200	200	200	200
Total Expense	2,303,764	2,307,406	2,815,524	2,387,941	2,363,641	2,927,399	2,927,399	2,927,399

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-01**

Account Title: **Terminal Rentals**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$104,925	\$118,173	\$119,472	\$122,206	\$129,862

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$141,901	\$141,901	\$141,901	\$19,695

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Tenant	Square Foot	2019 Budget	2020 Projections	2021 Proposed
United	1,302	\$81,000	\$92,316	\$104,400
Avis Rent A Car	160	\$4,992	\$4,992	\$4,992
Budget Rent A Car	161	\$4,992	\$4,992	\$4,992
Ace	137	\$4,220	\$4,220	\$4,220
TSA Offices	471	\$17,928	\$18,301	\$18,256
Parking Spaces for Rental Cars		\$5,040	\$5,040	\$5,040
		\$118,173	\$129,862	\$141,901

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02**

Account Title: **Landing Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$506,692	\$553,163	\$571,233	\$652,837	\$759,385

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$945,325	\$945,325	\$945,325	\$292,488

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

	2019 Budget	2020 Projections	2021 Proposed
United Air Lines	\$540,360	\$639,660	931200
Wiggins/Caravan (FedEx)	\$6,595	\$6,793	\$7,233
Wiggins/Beech 99 (UPS)	\$3,938	\$4,056	\$5,068
Wiggins/Embraer (UPS)	\$1,953	\$2,011	\$1,508
Lavoie Spray Applicators	\$317	\$317	\$317
	<hr/>	<hr/>	<hr/>
	\$553,163	\$652,837	\$945,325

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-03**

Account Title: **Concessionaire Fee**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$32,950	\$44,486	\$45,928	\$36,500	\$32,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$45,820	\$45,820	\$45,820	\$9,320

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

	2019 Budget	2020 Projections	2021 Proposed
2 Taxicab Companies \$435.60&\$350/year eac	820	820	820
Car Rental Companies 10% of Gross Revenue	<u>43,666</u>	<u>35,680</u>	<u>45,000</u>
	44,486	36,500	45,820

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-04**

Account Title: **Hangar Rentals**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$21,242	\$19,058	\$61,358	\$24,280	\$22,572

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$24,280	\$24,280	\$24,280	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

Client	2019 Projection	2020 Projection
Matt Carmicheal	\$7,512	\$7,512
Fred Grooms	\$1,801	\$1,855
Otis Nelson	\$1,801	\$1,855
Bob Johnson	\$1,054	\$1,086
Garry Nelson	\$1,801	\$1,855
Delta Airlines	\$784	\$807
Frank Kearney	\$0	\$0
Eugene Knight	\$1,045	\$1,077
Paul Broten	\$1,801	\$1,855
Kevin Pelletier	\$0	\$0
Levi Swan	\$0	\$0
Milton Smith	\$0	\$0
Roger Barnes	\$1,458	\$1,502
New Hangar		\$4,875
	<hr/>	
	\$19,058	\$24,280

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-05**

Account Title: **Airport Parking Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$47,767	\$46,900	\$65,410	\$70,000	\$30,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$70,000	\$70,000	\$70,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Parking Fee is \$7.00/night currently.

2019 Projection

\$46,900

2020 Projection

\$70,000

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-06**

Account Title: **Vending/Phone Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$479	\$500	\$296	\$500	\$300

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$300	\$300	\$300	(\$200)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

Percentage of sales from the vending machines

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-08**

Account Title: **Miscellaneous Income**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$27,800	\$31,997	\$26,747	\$31,997	\$31,997

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$31,997	\$31,997	\$31,997	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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	2019 Projections	2020 Projections
Insurance Rebill	\$125	\$125
Miscellaneous	\$2,625	\$2,625
Terminal Advertising	\$5,767	\$5,767
Extra Electricity to Airline	\$480	\$480
County of Aroostook	\$23,000	\$23,000
	\$31,997	\$31,997

**Fiscal Year 2021
Revenue Forecast and Budget**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-09**

Account Title: **General Aviation**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,493,219	\$1,493,129	\$1,709,546	\$1,663,439	\$1,602,512

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,709,546	\$1,709,546	\$1,709,546	\$46,107

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

--

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL REVENUE	2,235,074	2,307,406	2,599,989	2,601,759	2,609,128	2,969,169	2,969,169	2,969,169	367,410
014 033 01 TERMINAL RENTALS	104,925	118,173	119,472	122,206	129,862	141,901	141,901	141,901	19,695
33 02 LANDING FEES	506,692	553,163	571,233	652,837	759,385	945,325	945,325	945,325	292,488
33 03 CONCESSIONAIRE FEE	32,950	44,486	45,928	36,500	32,500	45,820	45,820	45,820	9,320
33 04 HANGAR RENTALS	21,242	19,058	61,358	24,280	22,572	24,280	24,280	24,280	-
33 05 AIRPORT PARKING FEI	47,767	46,900	65,410	70,000	30,000	70,000	70,000	70,000	-
33 06 VENDING INCOME	479	500	296	500	300	300	300	300	(200)
33 08 MISCELLANEOUS INCC	27,800	31,997	26,747	31,997	31,997	31,997	31,997	31,997	-
33 09 GENERAL AVIATION	1,493,219	1,493,129	1,709,546	1,663,439	1,602,512	1,709,546	1,709,546	1,709,546	46,107

DEPARTMENT PERSONNEL SERVICES BUDGET WORKSHEET					
Fiscal Year 2021 BUDGET					
DEPARTMENT: AIRPORT					
	PAY RATE				
	FULL TIME	2020	2%	2020	DEPT
CLASSIFICATION	FTE	Rate	COLA	Rate	REQUEST
Airport Director	1	\$39.37	\$0.79	\$40.16	83,849
Administrative Assistant	1	\$19.99	\$0.40	\$20.39	42,574
Maintenance Foreman	1	\$28.14	\$0.56	\$28.70	59,931
Mechanic	1	\$21.63	\$0.43	\$22.06	46,067
Maintenance/Operator	1	\$21.16	\$0.42	\$21.58	45,066
Operations Supervisor	1	\$21.80	\$0.44	\$22.24	46,429
Line Service /Maint	1	\$16.69	\$0.33	\$17.02	35,546
Line Service Tech	1	\$15.77	\$0.32	\$16.09	33,586
Janitor	0.5	\$13.99	\$0.28	\$14.27	14,898
Rodney Fulton Seasonal #1	0.52	\$19.47	\$0.39	\$19.86	21,563
Maint. Equipment Operator	1	\$23.22	\$0.46	\$23.68	49,453
Seasonal #2	0.4	\$17.00	\$0.00	\$17.00	14,198
Seasonal #3	0.4	\$17.00	\$0.00	\$17.00	14,198
Seasonal #4	0.4	\$17.00	\$0.00	\$17.00	14,198
Seasonal #5	0.4	\$17.00	\$0.00	\$17.00	14,198
Seasonal #6	0.4	\$17.00	\$0.00	\$17.00	14,198
Seasonal #7	0.4	\$17.00	\$0.00	\$17.00	14,198
Seasonal #8	0.4	\$17.00	\$0.00	\$17.00	14,198
Seasonal Snow Plow -- Call In					
Overtime					124,130
General Aviation Call ins					5,870
TOTAL BUDGETED POSITIONS	12.82				708,349
** Step Increases					

[illegible]

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-01-01**

Account Title: **Regular Wages**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$375,292	\$419,446	\$397,685	\$478,870	\$518,781

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$578,349	\$578,349	\$578,349	\$99,479

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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Support for Budget: For details please see Personnel Cost Worksheet

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$92,338	\$49,690	\$125,263	\$49,690	\$100,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$130,000	\$130,000	\$130,000	\$80,310

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.

GA Callbacks	5870
Overtime	124130
	<hr/> 130000

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-01**

Account Title: **Retirement (401A/457)**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$17,446	\$21,891	\$16,255	\$22,553	\$16,550

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$14,456	\$14,456	\$14,456	(\$8,097)

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.

Support for Budget Request: Employees hired after July 1, 1996 are covered under a 401 (a) plan with an option for participation in a 457 plan. The 401 (a) plan is in addition to social security. All employees not covered by MainePers (Formerly called Maine State Retirement) receive 6% of their wages. All employees not covered by MainePers that choose to participate in the 457 will receive up to 1% of their salary match on their contributions.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-02**

Account Title: **Maine State Retirement**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$95,062	\$93,877	\$117,220	\$100,668	\$28,011

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$38,173	\$38,173	\$38,173	(\$62,495)

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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Support for Budget Request:

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-04**

Account Title: **Health Insurance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$76,457	\$72,350	\$73,527	\$95,467	\$76,838

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$98,774	\$98,774	\$98,774	\$3,307

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week.

The premium cost sharing ratios are. Union employees have the same cost sharing ratios for dental and vision.

Single:	80% City/20% Employee
Employee & Child	70% City/30% Employee
Family:	70% City/30% Employee

Budget assumes an increase of 9.0% to the current applicable premiums.
Plus Stipends of \$5800

adjusting rates for a 2% increase instead of the 9%.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-05**

Account Title: **Workers Comp**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$12,073	\$8,833	\$11,483	\$11,991	\$11,969

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$14,688	\$14,688	\$14,688	\$2,697

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 Comp Rate increased to 97%

Airport Director	\$1,059
Administrative Assistant **	\$114
Mechanic	\$1,441
Maintenance Foreman	\$1,875
Maintenance/Operator	\$1,410
Operations Supervisor	\$1,453
Line Service	\$1,112
Line Service and Maintenance	\$1,051
Janitor	\$362
Maintenance/Operator	\$1,547
Seasonal #1	\$675
Seasonal #2	\$444
Seasonal #3	\$444
Seasonal #4	\$444
Seasonal #5	\$444
Seasonal #6	\$444
Seasonal #7	\$444
Seasonal #8	\$444
Overtime	\$0
General Aviation Call ins	\$0
Adjustment per MMA	<u>-\$520</u>
	\$14,688

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-06**

Account Title: **Unemployment Ins**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$1,874	\$1,995	\$2,407	\$3,205

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,786	\$2,786	\$2,786	\$379

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.

Support for Budget Request: Taxable on the first \$12,000 of each employees earnings. For 3 years we have not had to pay premiums due to extremely low usage. Usage is up so we are back to paying full premiums.

Using 1.29% for 2021 budget.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-07**

Account Title: **Medicare**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,785	\$6,802	\$7,165	\$7,664	\$8,118

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,271	\$10,271	\$10,271	\$2,607

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.

Support for Budget Request:

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-08**

Account Title: **Social Security**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$20,506	\$21,880	\$21,045	\$24,848	\$25,034

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$33,293	\$33,293	\$33,293	\$8,445

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.

Support for Budget Request:

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-09**

Account Title: **Section 125 Plan**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$133	\$180	\$67	\$180	\$58

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$180	\$180	\$180	\$0

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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Support for Budget Request: Medical reimbursement administrative costs.
Estimated 3 participants @ 5.55 per month.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-02-12**

Account Title: **Health Reimb Acct**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,801	\$6,336	\$7,469	\$6,300	\$6,300

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$11,160	\$11,160	\$11,160	\$4,860

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.

Support for Budget Request: Provided to all regular and part-time employees who work 30 or more hours per week. City policies reflect the Affordable Healthcare Act applicable to employers with 100 full time equivalent employees.

For employees in the PPO 1500 insurance program: the deductible is as follows:

Single	\$3,500
Employee & Child	\$7,000
Family	\$7,000

Each employee will be responsible for the first dollars applied to the deductible as follows:

All	
Single	\$400
Employee & Child	\$800
Family	\$800

The City will be responsible for the balance of the deductible as follows:

All		
Single	\$3,100	\$930.00
Employee & Child	\$6,200	\$1,860.00
Family	\$6,200	\$1,860.00

Any unused funds revert to the City. The vendor reported that usage of the funds range between 11% and 30%. To be conservative the City used a rate of 30% to calculate the Health Reimbursement Amount.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-03-01**

Account Title: **Local Travel/Mileage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,126	\$1,246	\$1,388	\$1,246	\$1,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,328	\$1,328	\$1,328	\$82

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.

Support for Budget Request:

Airport Director :

1,017.87 Admin Assistant :

\$310.39

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$10,590	\$9,605	\$12,606	\$9,605	\$9,605

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$11,050	\$11,050	\$11,050	\$1,445

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.

Support for Budget Request:

Airport Director Travel to capital improvement meeting in Augusta, ME: Car Rental: \$60 Gasoline: \$50 Meals: \$20
 Airport Director Travel to TBD to meet with TBD airline: Air Fare \$600.00, Hotel: \$160 Meals: \$80
 Airport Director Travel to FAA in Burlington for project Scoping Meetings (0 meetings): Air Fare: 0, Hotel: 0
 Meals: \$0.
 Annual Wildlife Training Required by FAA Registration: \$4,000
 Annual Firearm Training required by FAA Registration: \$200
 Airport Director Travel to Takeoff Airline Conference: Air Fare: \$400 Hotel: \$800
 Registration: \$1550, Food \$80
 Airport Director Travel to Voilair Airports Conference Air Fare:\$600, Hotel \$600 (4 nights), Registration: \$1250
 Food: \$80
 Airport Director Travel to Augusta for 4 Meetings: Car Rental: \$240 Gasoline: \$200 Meals: \$80

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-03-03**

Account Title: **Membership Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$275	\$885	\$275	\$885	\$275

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$275	\$275	\$275	(\$610)

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.

Support for Budget Request: AAAE Membership \$275

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-03-04**

Account Title: **Uniform/Clothing Allowance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,614	\$5,142	\$6,738	\$5,142	\$6,078

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,078	\$6,078	\$6,078	\$936

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.

--

Support for Budget Request:

General Aviation Clothing Allowance for 3 people	1,650
General Aviation Uniforms for 4 people	3,328
(Uniform rental and cleaning)	
Airport Maintenance Clothing Allowance for 2 people	1,100
	6,078

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,817	\$3,000	\$3,920	\$3,000	\$2,361

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$4,140	\$4,140	\$4,140	\$1,140

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.

Office Supplies: \$1008, Postage: \$262, Airport Printer supplies \$173
Stationary: \$150, General Aviation Copier Supplies: \$36

General Aviation Invoice Forms: \$566 order once every two years
Paid Parking Supplies: \$243

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2020 Actual	2020 Budget	2020 Estimate
\$1,102	\$500	\$543	\$500	\$200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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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Newspaper ads and printing

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-05-07**

Account Title: **Miscellaneous Expense**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$7,487	\$4,449	\$10,704	\$4,449	\$7,120

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,120	\$7,120	\$7,120	\$2,671

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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Copier Rental	\$3,373
Flight Tracking Subscription	\$479
EMA Facility Registration	\$225
Advisory Meeting Supplies	\$200
Hazardous Materials Fees:	\$50
Airport Registration:	\$20
Industrial Storm Water License Fee:	\$0
FAA Fueling Inspection Technical Support	\$1,168
Engineering:	\$400
Contingency	\$700
Website Hosting/Maint.	\$505
	<hr/>
	\$7,120

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$8,961	\$8,145	\$10,382	\$8,145	\$11,917

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$11,917	\$11,917	\$11,917	\$3,772

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.

Support for Budget Request:

Airport Bell tone and long distance	\$1,755
Airport Phone Board	\$0
Cell Phone	\$2,160
General Aviation Cell Phone	\$560
General Aviation Bell Tone	\$2,150
After hours call box/pilots lounge phone/fax line	\$600
General Aviation long distance	\$92
	<u>\$7,317</u>

Please note that a single line functions as the pilots lounge phone, fax and after hours call box

Fire Crash Rescue Internet Access	1020
Terminal WIFI for passengers	1560
Web hosting and updates	550
Airport Internet access @ terminal 1/2 shared with Industrial Council	480
General Aviation Internet Access	990
	<u>\$4,600</u>
Total	<u>\$11,917</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-06-02**

Account Title: **Fuel Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$80,476	\$62,669	\$72,092	\$61,805	\$61,805

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$61,805	\$61,805	\$61,805	\$0

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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	Original Estimate	Final Estimate
2020 Budget		
Terminal Building: 7930 Gallons at \$1.59/gallon	17,684	12,609
Crash Rescue Building: 6978 gallons at \$1.69/gallon	15,561	11,793
North Hangar: 1,600 gallons at \$1.69/gallon	3,568	2,704
New General Aviation Hangar: 2500 gallons of propane at \$1.4289/gall	3,325	3,572
General Aviation Hangar: 900 gallons at \$1.69/gallon	-	1,521
Corporate Hangar: 12,500 gallons of propane at \$1.4289/gallon	16,625	17,861
	56,763	50,060

2020 Set Prices

Small Deliveries **1.69**

Tanker **1.59**

Propane **1.4289**

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-06-03**

Account Title: **Electric Service**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$41,496	\$39,715	\$44,952	\$39,715	\$41,569

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$41,569	\$41,569	41,569	1,854

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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General Aviation Hangar: 2000 Kwh/yr X Rate C	1,122
Corporate Hangar: 7,327 Kwh/yr X Rate C	1,269
New General Aviation Hangar: 42,156 Kwh/yr X Rate C	5,675
Fire Crash Rescue Building: 12,927 Kwh/yr X Rate C	2,742
North Hangars: 11,867Kwh/yr X Rate C	2,141
Terminal: 189,480 Kwh/yr X Rate Industrial	28,620
	<hr/>
	41,569

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number **033**

Account Number: **033-06-04**

Account Title: **Water/Sewer/Sprinkler**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$6,163	\$6,111	\$6,763	\$6,863	\$7,213

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$7,862	\$7,862	\$7,862	\$999

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.

Terminal: \$2,278, Crash Rescue Building: \$2,703, Corporate Hangar \$168
New General aviation: \$872, North Hangar: \$ 444

Increase in Sewer Rates 9.0%

\$7,862.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-06-05**

Account Title: **Trash Removal**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,970	\$1,550	\$2,183	\$1,550	\$1,950

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,175	\$2,175	\$2,175	\$625

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.

Avg. of \$181.25 per month

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$92,093	\$127,056	\$127,056	\$43,000	\$43,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$112,500	\$112,500	\$112,500	\$69,500

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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Recarpet Passenger Terminal		\$30,000
Repair Concrete Floor and Wall in ARFF		\$42,500
Maintenance Pickup		\$40,000
		\$112,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-07-02**

Account Title: **Gas & Oil**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$76,723	\$43,000	\$92,587	\$36,919	\$86,000

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$75,150	\$75,150	\$75,150	\$38,231

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.

	Current			
Diesel: 24000 gallons at \$2.70/gallon	\$3.24/gal			64,800
No Lead: 4500 gallons at \$2.30/gallon	\$2.76/gal			10,350
				<u>75,150</u>

Note: 550 gallons of no lead is sold to United for their ramp equipment at the same price as downtown.

<i>Diesel</i>	<i>Current price \$2.36</i>	<i>Add \$0.30</i>	<i>2.66</i>	<i>30,404</i>
<i>Unleaded</i>	<i>Current price \$2.56</i>	<i>Add \$0.30</i>	<i>2.88</i>	<i>6,172</i>
				<u>36,576</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-07-03**

Account Title: **Janitorial Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$3,513	\$3,600	\$4,029	\$3,600	\$3,600

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,600	\$3,600	\$3,600	\$0

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.

Airport: \$2800 - General Aviation: \$800

Paper Towels (33 Cases):	1,417
Toilet Paper (906 rolls):	442
Hand Soap:	257
Cleaners:	400
Gloves:	91
Air Fresheners (23 cans):	124
Garbage Can Liners (7 cases):	272
Furniture Polish (1 case):	136
Cleaning Equipment (Mops, Vacuum Bags):	302
Toilet Seat Covers:	159
Total	<u>3,600</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-07-06**

Account Title: **Airfield Lighting**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,958	\$3,400	\$4,381	\$3,400	\$3,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,400	\$3,400	\$3,400	\$0

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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This line item pays for the runway lighting and the red obstruction lights

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-07-07**

Account Title: **Resale Items**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,053,166	\$1,060,927	\$1,239,224	\$1,060,927	\$900,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,239,224	\$1,239,224	\$1,239,224	\$178,297

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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Hanging	\$0	
Aircraft Fuel	\$1,204,297	
oil	\$1,557	
Misc services	\$0	
deicing	<u>\$33,370</u>	
	\$1,239,224	

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Division Number:

Division Title: **033**

Account Number: **033-08-01**

Account Title: **Equipment Repairs/Mtce**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$51,079	\$50,000	\$85,669	\$55,000	\$72,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$85,000	\$85,000	\$85,000	\$30,000

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.

Belts: \$560, Filters: \$1670 Steel: \$4,590, Paint: \$835, Nuts-Bolts and Blades:\$5,180
Welding Supplies: \$2,500, Outside Repair Services: \$8,250, Equipment Parts: \$26,305

Since 2017 we have added three brooms, edge light cleaner, runway deicing chemical sprayer.
The equipment is being used substantially more to meet United and FAA requirements

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Division Number: **033**

Account Number: **033-08-04**

Account Title: **Building Repairs/Mtce**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$30,833	\$28,000	\$34,739	\$30,000	\$30,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$35,000	\$35,000	\$35,000	\$5,000

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.

Terminal Building Repairs: \$24,315, Crash Rescue: \$1,061,
North Hangar: \$2,122, General Aviation \$3,052

Plumbing Services
Rest Rooms: \$675
Water Piping: \$1025
Heating System: \$2700

Tank Services: \$3455
Automatic Door Services: \$2150
Air Conditioner Services: \$1500
Electrician: \$2235
Finished Painter: \$1,310
Paint and Supplies: \$1260
Lumber: \$990
Metal: \$660
Brick: \$200
Bolts and Fasteners: \$212
Overhead Door Services: \$1230
Overhead Door Repair Supplies: \$225
Bifold Door Maintenance Supplies: \$575
Security Supplies (Rope, Locks and Keys): \$290
Security/Alarm System Service: \$1270
Universal Waste Disposal: \$370
Light Bulbs: \$875
Boiler Certificates: \$265
Fire Sprinkler Testing: \$140
Underground Tank Testing: 645

Grounds Maintenance Services
Weed Kill: \$836.00
Prune, Weed and Planting: \$850

Ground Maintenance Supplies: \$600
Flags (Canadian, State and US) : \$100
Fire Extinguisher service: \$835
Corporate Hangar Door Maintenance:\$3,527

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number **033**

Account Number: **033-08-07**

Account Title: **Airfield Mtce**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$66,445	\$78,700	\$196,706	\$100,000	\$169,703

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$169,703	\$169,703	\$169,703	\$69,703

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.

Winter Sand	\$0.00
Loam	\$7,829.00
Gravel	\$1,325.00
Weed Killer for fence:	\$3,500.00
Electrical Contractor	\$2,140.50
Air Field Fixtures and Parts:	\$13,734.65
Paving	\$1,000.00
Misc Supplies	\$214.72
Self-inspection software license:	\$5,707.00
Runway Chemical:	\$119,752.00
Fence Repair:	\$3,000.00
Bulldozer to Clear Loc	\$11,500.00
	<u>\$169,702.87</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-10-01**

Account Title: **Janitorial Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,977	\$2,500	\$1,412	\$2,500	\$2,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,500	\$2,500	\$2,500	\$0

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.

Spring Terminal Rug Cleaning: \$1,300: Fall Terminal Rug Cleaning: \$700
General Aviation Terminal Rug and Furniture Cleaning: \$500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-10-11**

Account Title: **Outside Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$7,700	\$25,500	\$25,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$25,500	\$25,500	\$25,500	\$0

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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Parking Lot and Sidewalk Snow Removal Passenger Terminal: 25,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-10-19**

Account Title: **ARFF Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
(\$4,459)	\$0	(\$9,195)	\$0	(\$10,000)

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
				\$0

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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Expenses of the Fire Department servicing the Airport offset by a monthly fee from united Air Lines of \$5,200

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-16-07**

Account Title: **Airport Insurance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$8,165	\$8,500	\$16,500	\$8,500	\$15,490

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,500	\$8,500	\$8,500	\$0

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 item is the airport liability insurance. It is in the amount of 15 millions dollars and covers the city in the event that an aircraft is damaged while in our care. It also covers the city in the event that we cause loss of life or damage to aircraft while maintaining the air field. We rebid this two years ago and was able to significantly decrease the premium for the 15 million coverage. The premium in 2014 was \$8,014 and we have budgeted for inflation.

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-16-10**

Account Title: **Liability Insurance**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$21,301	\$22,347	\$23,417	\$24,413	\$26,252

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	27,000	27,000	27,000	2,587

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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July 1, 2019 Billing Estimate total 2020

Building	\$6,393	7,500
Vehicles	\$4,935	6,000
Equipment	\$8,478	8,902
Fuel Truck Policy	\$2,140	2,226
Public Officials	\$1,324	2,372
	\$23,270	27,000

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-18-22**

Account Title: **T HANGAR DEBT**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$6,579	\$15,789	\$15,789

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$15,789	\$15,789	15,789	-

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.

PIDF Loan to finance airport share of T Hangar construction.

\$270,000 @ 3.25% for 25 years
Payments began on August 2019.

Principal	\$	7,434.00
Interest	\$	8,355.00
	\$	<u>15,789.00</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-19-01**

Account Title: **City -- Admin Fee**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$30,000	\$33,000	\$33,000	\$34,650	\$34,650

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$36,383	\$36,383	\$36,383	\$1,733

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.

Increased by Council for 5% each year

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Airport**

Department Number: **033**

Account Number: **033-20-12**

Account Title: **Legal Services**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$200	\$0	\$200	\$200

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$200	\$200	\$200	\$0

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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This amount is paid to the City Solicitor to review tenant leases and grant agreements such as the FAA AIP program.

AIRPORT

			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	%	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
EXPENSES			2,303,764	2,307,406	2,815,524	2,387,942	2,363,641	98.98%	2,927,399	2,927,399	2,927,399	539,458
WAGES			467,630	469,136	522,949	528,560	618,781	117.07%	708,349	708,349	708,349	179,789
033	01	REGULAR SALARIES	375,292	419,446	397,685	478,870	518,781	108.33%	578,349	578,349	578,349	99,479
	01	OVERTIME	92,338	49,690	125,263	49,690	100,000	201.25%	130,000	130,000	130,000	80,310
EMPLOYEE BENEFITS			232,263	234,023	256,226	272,079	176,083	64.72%	223,782	223,782	223,782	(48,296)
	02	01 RETIREMENT (401A/457)	17,446	21,891	16,255	22,553	16,550	73.38%	14,456	14,456	14,456	(8,097)
	02	02 MAINE STATE RETIREMEN	95,062	93,877	117,220	100,668	28,011	27.83%	38,173	38,173	38,173	(62,495)
	02	04 HEALTH INSURANCE	76,457	72,350	73,527	95,467	76,838	80.49%	98,774	98,774	98,774	3,307
	02	05 WORKERS COMP	12,073	8,833	11,483	11,991	11,969	99.82%	14,688	14,688	14,688	2,697
	02	06 UNEMPLOYMENT	-	1,874	1,995	2,407	3,205	133.15%	2,786	2,786	2,786	379
	02	07 MEDICARE	6,785	6,802	7,165	7,664	8,118	105.92%	10,271	10,271	10,271	2,607
	02	08 SOCIAL SECURITY	20,506	21,880	21,045	24,848	25,034	100.75%	33,293	33,293	33,293	8,445
	02	09 SECTION 125 PLAN	133	180	67	180	58	32.22%	180	180	180	-
	02	12 HEALTH REIMB ACCT	3,801	6,336	7,469	6,300	6,300	100.00%	11,160	11,160	11,160	4,860
EMPLOYEE COSTS			18,605	16,878	21,007	16,878	16,958	100.47%	18,731	18,731	18,731	1,853
	03	01 LOCAL TRAVEL/MILEAGE	1,126	1,246	1,388	1,246	1,000	80.26%	1,328	1,328	1,328	82
	03	02 TRAVEL/TRAINING	10,590	9,605	12,606	9,605	9,605	100.00%	11,050	11,050	11,050	1,445
	03	03 MEMBERSHIP DUES	275	885	275	885	275	31.07%	275	275	275	(610)
	03	04 BOOTS/CLOTHING	6,614	5,142	6,738	5,142	6,078	118.20%	6,078	6,078	6,078	936
DEPARTMENTAL EXPENSES			12,406	7,949	15,167	7,949	9,681	121.79%	11,760	11,760	11,760	3,811
	05	01 OFFICE SUPPLIES	3,817	3,000	3,920	3,000	2,361	78.70%	4,140	4,140	4,140	1,140
	05	04 ADS/PUBLICATIONS	1,102	500	543	500	200	40.00%	500	500	500	-
	05	07 MISCELLANEOUS	7,487	4,449	10,704	4,449	7,120	160.04%	7,120	7,120	7,120	2,671
UTILITIES			139,066	118,190	136,372	118,078	124,454	105.40%	125,328	125,328	125,328	7,250
	06	01 PHONE/INTERNET	8,961	8,145	10,382	8,145	11,917	146.31%	11,917	11,917	11,917	3,772
	06	02 FUEL OIL	80,476	62,669	72,092	61,805	61,805	100.00%	61,805	61,805	61,805	-
	06	03 ELECTRIC SERVICE	41,496	39,715	44,952	39,715	41,569	104.67%	41,569	41,569	41,569	1,854
	06	04 WATER/SEWER/SPRINKLE	6,163	6,111	6,763	6,863	7,213	105.10%	7,862	7,862	7,862	999
	06	05 TRASH REMOVAL	1,970	1,550	2,183	1,550	1,950	125.81%	2,175	2,175	2,175	625
SUPPLIES/EQUIPMENT			1,228,453	1,237,983	1,467,278	1,147,846	1,035,600	90.22%	1,433,874	1,433,874	1,433,874	286,028
	07	01 NEW EQUIPMENT	92,093	127,056	127,056	43,000	43,000	100.00%	112,500	112,500	112,500	69,500
	07	02 GAS & OIL	76,723	43,000	92,587	36,919	86,000	232.94%	75,150	75,150	75,150	38,231
	07	03 JANITORIAL SUPPLIES	3,513	3,600	4,029	3,600	3,600	100.00%	3,600	3,600	3,600	-
	07	06 AIRFIELD LIGHTING	2,958	3,400	4,381	3,400	3,000	88.24%	3,400	3,400	3,400	-
	07	07 RESALE ITEMS	1,053,166	1,060,927	1,239,224	1,060,927	900,000	84.83%	1,239,224	1,239,224	1,239,224	178,297
REPAIRS/MAINTENANCE			148,357	156,700	317,114	185,000	271,703	146.87%	289,703	289,703	289,703	104,703
	08	01 EQUIPMENT REPAIRS & M	51,079	50,000	85,669	55,000	72,000	130.91%	85,000	85,000	85,000	30,000
	08	04 BUILDING REPAIRS & MTC	30,833	28,000	34,739	30,000	30,000	100.00%	35,000	35,000	35,000	5,000
	08	07 AIRFIELD MAINTENCE	66,445	78,700	196,706	100,000	169,703	169.70%	169,703	169,703	169,703	69,703
CONTRACTED SERVICES			(2,482)	2,500	(83)	28,000	18,000	64.29%	28,000	28,000	28,000	-
	10	01 JANITORIAL SERVICES	1,977	2,500	1,412	2,500	2,500	100.00%	2,500	2,500	2,500	-
	10	11 OUTSIDE SERVICES	-	-	7,700	25,500	25,500	0.00%	25,500	25,500	25,500	-
	10	19 ARFF EXPENSES	(4,459)	-	(9,195)	-	(10,000)	0.00%	-	-	-	-
INSURANCES			29,466	30,847	39,917	32,913	41,742	126.83%	35,500	35,500	35,500	2,587
	16	07 AIRPORT INSURANCE	8,165	8,500	16,500	8,500	15,490	182.24%	8,500	8,500	8,500	-
	16	10 LIABILITY INSURANCE	21,301	22,347	23,417	24,413	26,252	107.53%	27,000	27,000	27,000	2,587
DEBT SERVICE			-	-	6,579	15,789	15,789		15,789	15,789	15,789	-
	18	22 T HANGAR DEBT	-	-	6,579	15,789	15,789		15,789	15,789	15,789	-
LEGAL			-	200	-	200	200	100.00%	200	200	200	-
	20	12 LEGAL SERVICES	-	200	-	200	200	100.00%	200	200	200	-
APPROPRIATION			30,000	33,000	33,000	34,650	34,650	100.00%	36,383	36,383	36,383	1,733
	019	01 ADMIN FEE	30,000	33,000	33,000	34,650	34,650	100.00%	36,383	36,383	36,383	1,733

		REVENUE	2,235,074	2,307,406	2,599,989	2,601,759	2,609,128	100.28%	2,969,169	2,969,169	2,969,169	367,410
033	01	TERMINAL RENTALS	104,925	118,173	119,472	122,206	129,862	106.26%	141,901	141,901	141,901	19,695
	02	LANDING FEES	506,692	553,163	571,233	652,837	759,385	116.32%	945,325	945,325	945,325	292,488
	03	CONCESSIONAIRE FEE	32,950	44,486	45,928	36,500	32,500	89.04%	45,820	45,820	45,820	9,320
	04	HANGAR RENTALS	21,242	19,058	61,358	24,280	22,572	92.97%	24,280	24,280	24,280	-
	05	AIRPORT PARKING FEES	47,767	46,900	65,410	70,000	30,000	42.86%	70,000	70,000	70,000	-
	06	VENDING/PHONE	479	500	296	500	300	60.00%	300	300	300	(200)
	08	MISCELLANEOUS FEES	27,800	31,997	26,747	31,997	31,997	100.00%	31,997	31,997	31,997	-
	09	GENERAL AVIATION	1,493,219	1,493,129	1,709,546	1,663,439	1,602,512	96.34%	1,709,546	1,709,546	1,709,546	46,107
TOTAL EXPENSES			2,303,764	2,307,406	2,815,524	2,387,942	2,363,641	98.98%	2,927,399	2,927,399	2,927,399	539,458
TOTAL REVENUE			2,235,074	2,307,406	2,599,989	2,601,759	2,609,128	100.28%	2,969,169	2,969,169	2,969,169	367,410
										41,770	41,770	

City of Presque Isle, Maine

12/2/2020

Information Technology Summary - Department 23

2021 Expense Summary

						2021		
	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	Department	Manager	Council
06-01 Telephone/Internet	16,809	16,600	17,008	16,800	16,402	17,176	17,284	17,284
08-08 Computer Repairs/Mtce	49,515	51,745	44,966	49,585	53,903	54,569	54,569	54,569
Total Information Technology I	\$66,324	\$68,345	\$61,974	\$66,385	\$70,305	\$71,745	\$71,853	\$71,853

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Information Technology**

Department Number: **023**

Account Number: **023-06-01**

Account Title: **Phone, Fax & Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$16,809	\$16,600	\$17,008	\$16,800	\$16,402

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$17,176	\$17,284	\$17,284	\$484

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.

Support for budget request:

IT

GWl dedicated internet/broadband	\$1,108 x 12	\$13,296.00
Public Works Connection (upgrading to faster service)		\$1,188.00
Town Square Media -- Web	12 mths	\$2,400.00
Web Domain renewal	Annual	<u>\$400.00</u>
		\$17,284.00

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Information Technology**

Department Number **023**

Account Number: **023-08-08**

Account Title: **Computer Repairs/Maint**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$49,515	\$51,745	\$44,966	\$49,585	\$53,903

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	54,569	54,569	54,569	4,984

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.

Support for budget request:

All repairs for City Hall computers flow through this account as well as the annual fees for TRIO software maint.

Annual Contract is through GreenmarkIT

IT - Computer support is \$2560/month 30,720

TRIO - Municipal software - 2019 Annual Maint Fee \$18,688.31

(Anticipate 3% Increase)

19,249

Microsoft -- E-Mail Exchange -- Cloud

4,600

23,849

54,569

Information Technology

	2018	2019	2019	2020	2020	2021	2021		Change
	Actual	Budget	Actual	Budget	Actual	Department	Manager	2021 Council	from 2020
									Budget
TOTAL EXPENSES	66,324	68,345	61,974	66,385	70,305	71,745	71,853	71,853	5,468
UTILITIES	16,809	16,600	17,008	16,800	16,402	17,176	17,284	17,284	484
023 06 01 PHONE/FAX/INTERNET	16,809	16,600	17,008	16,800	16,402	17,176	17,284	17,284	484
REPAIRS & MAINTENANCE	49,515	51,745	44,966	49,585	53,903	54,569	54,569	54,569	4,984
08 01 EQUIPMENT REPAIRS	49,515	51,745	44,966	49,585	53,903	54,569	54,569	54,569	4,984

City of Presque Isle, Maine

12/2/2020

City Clerk-- Department 25

2021 Expense & Revenue Summary by Category

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
Wages	47,963	48,053	47,103	52,341	51,045	50,822	50,822	50,822
Employee Costs	439	1,690	440	915	345	950	950	950
Departmental Expenses	10,251	9,350	7,889	11,575	10,411	9,575	9,575	9,575
Utilities	157	175	156	175	157	157	157	157
Supplies/Equipment	332	-	-	-	-	1,000	1,000	-
Repairs & Maintenance	-	100	65	100	-	100	100	100
Total Expenses	\$59,142	\$59,368	\$55,652	\$65,106	\$61,958	\$62,604	\$62,604	\$61,604
Miscellaneous	991	2,100	809	1,000	825	1,000	1,000	1,000
City Clerk Fines and Fees	16,964	21,000	29,237	25,000	21,250	22,500	22,500	22,500
City Clerk Licenses	2,710	4,100	5,170	4,500	13,553	8,500	8,500	8,500
Dog Licenses	6,124	7,000	6,066	7,500	4,105	6,800	6,800	6,800
Boat Excise	5,086	5,200	4,894	5,200	5,175	5,200	5,200	5,200
Registered Agent Fees	2,305	2,600	2,246	2,600	2,277	2,300	2,300	2,300
Total Revenue	\$34,180	\$42,000	\$48,422	\$45,800	\$47,185	\$46,300	\$46,300	\$46,300

Additional Information

Employee Benefits

FICA	3,888
Workers Comp	124
Health Insurance	8,470
Retirement	4,780
Unemployment	155
	17,416

Number of Full Time Employees

1

% of Wages

34.27%

2021 City Clerk Department Expense Detail

12/2/2020

Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
01-01 Regular Salaries	41,470	43,553	43,556	44,641	44,251	46,322	46,322	46,322
01-02 Overtime	981	1,000	516	1,000	944	1,000	1,000	1,000
01-06 Election Salaries	<u>5,512</u>	<u>3,500</u>	<u>3,031</u>	<u>6,700</u>	<u>5,850</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Total Wages	47,963	48,053	47,103	52,341	51,045	50,822	50,822	50,822
03-01 Mileage Reimbursement	-	50	-	50	-	50	50	50
03-02 Travel/Training	414	1,475	240	700	180	700	700	700
03-03 Membership Dues	<u>25</u>	<u>165</u>	<u>200</u>	<u>165</u>	<u>165</u>	<u>200</u>	<u>200</u>	<u>200</u>
Total Employee Costs	439	1,690	440	915	345	950	950	950
05-01 Office Supplies	131	575	397	575	235	575	575	575
05-04 Ads/Publications	2,246	2,875	2,937	3,000	2,708	3,000	3,000	3,000
05-07 Miscellaneous	<u>7,874</u>	<u>5,900</u>	<u>4,555</u>	<u>8,000</u>	<u>7,468</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total Department Exp	10,251	9,350	7,889	11,575	10,411	9,575	9,575	9,575
06-01 Phone/Internet	<u>157</u>	<u>175</u>	<u>156</u>	<u>175</u>	<u>157</u>	<u>157</u>	<u>157</u>	<u>157</u>
Total Utilities	157	175	156	175	157	157	157	157
07-01 New Equipment	<u>332</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Total Supplies/Equipmen	332	-	-	-	-	1,000	1,000	-
08-01 Equipment Repairs	<u>-</u>	<u>100</u>	<u>65</u>	<u>100</u>	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Repairs & Maintena	-	100	65	100	-	100	100	100
Total Expense	<u>59,142</u>	<u>59,368</u>	<u>55,652</u>	<u>65,106</u>	<u>61,958</u>	<u>62,604.28</u>	<u>62,604</u>	<u>61,604</u>

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-01**

Account Title: **Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$991	\$2,100	\$809	\$1,000	\$825

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,000	\$1,000	\$1,000	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Revenues used for election costs from MSAD 1
Includes the costs of ballots to be used in the ballot machines

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-02**

Account Title: **City Clerk Fines & Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$16,964	\$21,000	\$29,237	\$25,000	\$21,250

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$22,500	\$22,500	\$22,500	(\$2,500)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Fees collected on various transactions -- Vital Records, Public Hearings, Notary Fees, etc.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-03**

Account Title: **City Clerk Licenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$2,710	\$4,100	\$5,170	\$4,500	\$13,553

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$8,500	\$8,500	\$8,500	\$4,000

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Collected Fees for various business licenses as per ordinance

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number **025**

Account Number: **025-04**

Account Title: **Dog License Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$6,124	\$7,000	\$6,066	\$7,500	\$4,105

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,800	\$6,800	\$6,800	(\$700)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Fees for dog licenses (different rates for spayed/neutered) plus late fees.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-06**

Account Title: **Boat Excise**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$5,086	\$5,200	\$4,894	\$5,200	\$5,175

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$5,200	\$5,200	\$5,200	\$0

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

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Excise on Boats.

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number **025**

Account Number: **025-07**

Account Title: **Registered Agent Fees**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$2,305	\$2,600	\$2,246	\$2,600	\$2,277

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,300	\$2,300	\$2,300	(\$300)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Fee the City receives from the state for doing state transactions--ATV's, Boat and Snowmobiles Registrations as well as Hunting/Fishing licenses

May realize a slight decreases due to loss of agent fees as residents migrate to the ease of online re-registrations. Also dependent on economy and weather

CITY CLERK	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL REVENUE	34,180	42,000	48,422	45,800	47,185	46,300	46,300	46,300	500
025 01 MISCELLANEOUS	991	2,100	809	1,000	825	1,000	1,000	1,000	-
02 CLERK FINES & FEES	16,964	21,000	29,237	25,000	21,250	22,500	22,500	22,500	(2,500)
03 CITY CLERK LICENSES	2,710	4,100	5,170	4,500	13,553	8,500	8,500	8,500	4,000
04 DOG LICENSES	6,124	7,000	6,066	7,500	4,105	6,800	6,800	6,800	(700)
06 BOAT EXCISE	5,086	5,200	4,894	5,200	5,175	5,200	5,200	5,200	-
07 CITY CLERK AGENT FEE	2,305	2,600	2,246	2,600	2,277	2,300	2,300	2,300	(300)

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET						
Fiscal Year 2021 BUDGET						
DEPARTMENT: City Clerk						
		2020		2021	2021	2021
AS	FULL TIME	PAY	2%	DEPT	MANAGER	COUNCIL
CLASSIFICATION	EQUIVALENT	RATE	COLA	REQUEST	RECOMMEND.	APPROP.
City Clerk	1	21.75	22.19	46,322	46,322	46,322
Overtime				1,000	1,000	1,000
Elections Salaries		varies		3,500	3,500	3,500
TOTAL BUDGETED POSITIONS				50,822	50,822	50,822

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Division Number: **025** Department Number: **025**

Account Number: **025-01-01** Account Title: **Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$41,470	\$43,553	\$43,556	\$44,641	\$44,251

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$46,322	\$46,322	\$46,322	\$1,681

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.

For detail - See personnel cost sheet

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-01-02**

Account Title: **Overtime**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$981	\$1,000	\$516	\$1,000	\$944

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,000	\$1,000	\$1,000	\$0

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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City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-01-06**

Account Title: **Election Salaries**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$5,512	\$3,500	\$3,031	\$6,700	\$5,850

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,500	\$3,500	\$3,500	(\$3,200)

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.

Warden @ \$12.50 x 16 hours = \$200.00
Ward Clerk @ 12.25 x 16 hours = \$ 196.00
Deputy Registrar @13.25 x 12 =\$159.00

School Budget - 6 person hours @ \$12 x 14 = \$1008.00
Warden @ \$12.50 x 14 =\$175.00
Ward Clerk @ \$12.25 x 14 =\$171.50
Deputy Registrar @12.25 x 12 =\$159.00

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-03-01**

Account Title: **Local Travel/Mileage**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$50	\$0	\$50	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$50	\$50	\$50	\$0

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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Minimal Annual travel for department

\$50

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-03-02**

Account Title: **Travel/Training**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$414	\$1,475	\$240	\$700	\$180

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$700	\$700	\$700	\$0

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.

Training to achieve certification (or recertification) as required by job:

Training necessary to advance the goals of the department:

Training required by State (Inland Fisheries & Wildlife, and for City Clerks):

Breakdown is:

City Clerk: 2 MTCCA* sponsored workshops and City Clerks Assn Annual Conference @ \$60 each - Reg Fee

Gas- \$60, Meal - \$20 to Augusta--\$140

2 Workshops *	\$	240.00	(Two people)
Elections *	\$	240.00	(Two people)
Lodging		\$200	(Two people)
Miscellaneous expense		\$20	

\$ 700.00

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-03-03**

Account Title: **Membership/Dues**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$25	\$165	\$200	\$165	\$165

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$200	\$200	\$200	\$35

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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City Clerk

Maine Town & City Clerks Association
Aroos County Municipal Clerks Assn
NEACTC

\$125 (1 clerk, 3 Dep)
\$50 (1 clerk, 3 Dep)
\$25

\$200

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-05-01**

Account Title: **Office Supplies**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$131	\$575	\$397	\$575	\$235

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$575	\$575	\$575	\$0

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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Expenditures include but not limited to:

Ink Ctgs, Toner, Ribbons for various printers and typewriters	\$200
Council Minute book	\$150
Storage Boxes	\$150
Misc Office Supplies (Pens, Pads, Post-its, Tape, Staples, etc)	<u>\$100</u>
	\$600

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-05-04**

Account Title: **Ads/Publications**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$2,246	\$2,875	\$2,937	\$3,000	\$2,708

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$3,000	\$3,000	\$3,000	\$0

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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Newspaper Advertisements: Public Hearing Notices posted by City Clerk	2,900
Ads for Committee vacancies	100

-

3,000

Justification: Publications go through BDN now, price increase.

Cost of ads have gone from \$78.xx per standard legal publication under Star Herald to around \$120.xx since BDN bought the SH.

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-05-07**

Account Title: **Misc Expenses**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$7,874	\$5,900	\$4,555	\$8,000	\$7,468

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$6,000	\$6,000	\$6,000	(\$2,000)

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.

Restoration/Preservation of Vital Records \$2,100. This is an ongoing project. We have been purchasing special sleeves for our older vital records to preserve them for the future. We have completed approx. 55-60% of this project.	2,100
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Election Costs for 2019

Election costs fluctuate significantly depending upon the type of elections being held.

Ballots	\$1,500
Advertising	\$1,000
Election Programming	\$900
Supplies	\$300
Unforeseen costs	\$200
	<u>\$3,900</u>
	<u>\$6,000</u>

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-06-01**

Account Title: **Phone/Fax/Internet**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$157	\$175	\$156	\$175	\$157

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$157	\$157	\$157	(\$18)

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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Clerk's Department portion of costs

\$13.04/month

156.48

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-07-01**

Account Title: **New Equipment**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$332	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,000	\$1,000	\$0	\$0

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 year I am requesting \$1000 for a heavy duty or military grade crosscut shredder for use in the Clerk's and General Assistance offices. Given the nature of information we work with and the importance of privacy and security a light duty home type shredder is not sufficient. A shredder of sufficient size could even be placed in an area where other departments could share its use.

Removed - Purchased in 2020

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **City Clerk**

Department Number: **025**

Account Number: **025-08-01**

Account Title: **Equip Repairs & Maint**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$100	\$65	\$100	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$100	\$100	\$100	\$0

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 cleaning and repairs on printers and typewriters

\$100

Note: Typewriters are still essential for vital records, not all forms are electronic

CITY CLERK

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL EXPENSES	59,142	59,368	55,652	65,106	\$ 61,958	62,604	62,604	61,604	(3,502)
WAGES	47,963	48,053	47,103	52,341	51,045	50,822	50,822	50,822	(1,519)
025 01 01 REGULAR SALARIES	41,470	43,553	43,556	44,641	44,251	46,322	46,322	46,322	1,681
01 02 OVERTIME	981	1,000	516	1,000	944	1,000	1,000	1,000	-
01 06 ELECTION SALARIES **	5,512	3,500	3,031	6,700	5,850	3,500	3,500	3,500	(3,200)
EMPLOYEE COSTS	439	1,690	440	915	345	950	950	950	35
03 01 MILEAGE REIMBURSEMENT	-	50	-	50	-	50	50	50	-
03 02 TRAVEL/TRAINING	414	1,475	240	700	180	700	700	700	-
03 03 MEMBERSHIP DUES	25	165	200	165	165	200	200	200	35
DEPARTMENTAL EXPENSES	10,251	9,350	7,889	11,575	10,411	9,575	9,575	9,575	(2,000)
05 01 OFFICE SUPPLIES	131	575	397	575	235	575	575	575	-
05 04 ADS/PUBLICATIONS	2,246	2,875	2,937	3,000	2,708	3,000	3,000	3,000	-
05 07 MISCELLANEOUS	7,874	5,900	4,555	8,000	7,468	6,000	6,000	6,000	(2,000)
UTILITIES	157	175	156	175	157	157	157	157	(18)
06 01 PHONE/INTERNET	157	175	156	175	157	157	157	157	(18)
SUPPLIES/EQUIPMENT	332	-	-	-	-	1,000	1,000	-	-
07 01 NEW EQUIPMENT	332	-	-	-	-	1,000	1,000	-	-
REPAIRS/MAINTENANCE	-	100	65	100	-	100	100	100	-
08 01 EQUIPMENT REPAIRS & MT	-	100	65	100	-	100	100	100	-

City of Presque Isle, Maine

12/2/2020

General Assistance Summary - Department 26

2021 Revenue & Expense Summary

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021		
						Department	Manager	Council
04-01 Rent/Housing	22,583	20,000	16,258	20,000	16,289	17,000	17,000	17,000
04-02 Food	57	1,000	102	500	225	500	500	500
04-03 Medical	-	-	-	-	-	-	-	-
04-04 Miscellaneous	964	2,000	883	1,000	898	900	900	900
04-05 Fuel Oil	-	1,000	-	1,000	-	1,000	1,000	1,000
04-06 Utilities	540	1,000	60	500	585	500	500	500
04-08 Prescriptions	127	250	37	250	125	250	250	250
04-09 Burials	<u>1,530</u>	<u>2,000</u>	<u>835</u>	<u>2,000</u>	<u>1,685</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Gen Assistance Expense	\$25,801	\$27,250	\$18,176	\$25,250	\$19,807	\$22,150	\$22,150	\$22,150
016-01 State Reimbursements	<u>18,979</u>	<u>19,075</u>	<u>16,453</u>	<u>17,675</u>	<u>15,135</u>	<u>15,505</u>	<u>15,505</u>	<u>15,505</u>
Total Gen Assistance Revenue	\$18,979	\$19,075	\$16,453	\$17,675	\$15,135	\$15,505	\$15,505	\$15,505

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number **026**

Account Number: **026-01**

Account Title: **State Reimbursements**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$18,979	\$19,075	\$16,453	\$17,675	\$15,135

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$15,505	\$15,505	\$15,505	(\$2,170)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

The state reimburses the City 70% of General Assistance Disbursements

22,150 x 70%

15,505

GENERAL ASSISTANCE			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
TOTAL REVENUE			18,979	19,075	16,453	17,675	15,135	15,505	15,505	15,505.00	(2,170)
026	01	MISCELLANEOUS	18,979	19,075	16,453	17,675	15,135	15,505	15,505	15,505.00	(2,170)

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-01**

Account Title: **Gen Asst - Rent/Housing**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$22,583	\$20,000	\$16,258	\$20,000	\$16,289

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$17,000	\$17,000	\$17,000	(\$3,000)

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 the largest budget line in the general assistance budget. Housing costs for clients are typically the highest expense for municipal welfare departments throughout the state.

70% of eligible expenses are reimbursed by the State-see revenue sheets

Expenses are higher than anticipated for number of reasons:

TANF (Temporary Assistance for Needy Families) has limited the number of months for eligibility;

Higher number of clients than previous years due to the media coverage\

Large amount of clients in appeal process for disability trying to receive SSI- they are eligible during appeal process that can take 18 to 24 months in the court system.

If the client is successful in the appeal then the state will reimburse us those funds

We also now have Primary GA administrator and a Back up

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-02**

Account Title: **Gen Asst - Food**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$57	\$1,000	\$102	\$500	\$225

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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 Assistance is a last resort program. Clients are expected to utilize their food stamps and food pantries before coming in for assistance. With the economy still struggling, and changes to the TANF eligibility and time allotment, maximum requests for food are probable.

70% of eligible expenses are reimbursed by the State- see revenue sheets

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-03**

Account Title: **Gen Asst - Medical Exp.**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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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This is not an account that is regularly used but maintained for reporting purposes.

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-04**

Account Title: **Gen Asst - Miscellaneous**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$964	\$2,000	\$883	\$1,000	\$898

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$900	\$900	\$900	(\$100)

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.

Includes personal hygiene and cleaning products as permitted by ordinance. Items not offered by other Agencies.

70% of eligible expenses are reimbursed by the State- see revenue sheets

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-05**

Account Title: **Gen Asst - Fuel**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$0	\$1,000	\$0	\$1,000	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$1,000	\$1,000	\$1,000	\$0

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.

With fuel prices and GA overall maximum increasing, more clients will become eligible for assistance. ACAP and Helping Hands often exhaust their funds before the season starts and ends. In addition federal funding has been reduced for heating homes.

70% of eligible expenses are reimbursed by the State- see revenue sheets

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-06**

Account Title: **Gen Asst - Utilities**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$540	\$1,000	\$60	\$500	\$585

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$500	\$500	\$500	\$0

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.

Most low income housing is heated with electric heat and not other typical sources.

70% of eligible expenses are reimbursed by the State- see revenue sheets

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-08**

Account Title: **Gen Asst - Prescriptions**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$127	\$250	\$37	\$250	\$125

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$250	\$250	\$250	\$0

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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This account is for prescriptions for clients.

70% of eligible expenses are reimbursed by the State- see revenue sheets

City of Presque Isle, Maine

Fiscal Year 2021 Budget Request

Detail Account Information

December 2, 2020

Department: **General Assistance**

Department Number: **026**

Account Number: **026-04-09**

Account Title: **Gen Asst - Burials**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate
\$1,530	\$2,000	\$835	\$2,000	\$1,685

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$2,000	\$2,000	\$2,000	\$0

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 GA maximum allowed for burials is \$1,125 and \$785 for cremation. These amounts do not cover the cost associated with either.

As with all the other GA budgets, this is only an estimate and we budget for two of these situations per year.

70% of eligible expenses are reimbursed by the State- see revenue sheets

GENERAL ASSISTANCE

										Department Change from 2020 Budget
			2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Estimate	2021 Department	2021 Manager	2021 Council
TOTAL EXPENSES			25,801	27,250	18,176	25,250	19,807	22,150	22,150	22,150
GENERAL ASSISTANCE			25,801	27,250	18,176	25,250	19,807	22,150	22,150	22,150
04	01	RENT/HOUSING	22,583	20,000	16,258	20,000	16,289	17,000	17,000	17,000
04	02	FOOD	57	1,000	102	500	225	500	500	500
04	03	MEDICAL	-	-	-	-	-	-	-	-
04	04	MISCELLANEOUS	964	2,000	883	1,000	898	900	900	900
04	05	FUEL OIL	-	1,000	-	1,000	-	1,000	1,000	1,000
04	06	UTILITIES	540	1,000	60	500	585	500	500	500
04	08	PRESCRIPTIONS	127	250	37	250	125	250	250	250
04	09	BURIALS	1,530	2,000	835	2,000	1,685	2,000	2,000	2,000

City of Presque Isle, Maine

12/2/2020

2021 Capital Reserves Summary

						2021		
Appropriations	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	Department	Manager	Council
070 Police Department	82,000	58,560	58,560	69,000	69,000	61,900	61,900	61,900
071 Fire Department	137,000	125,000	125,000	165,000	165,000	209,000	167,000	140,000
072 Rec & Parks Department	85,000	102,500	102,500	174,000	174,000	474,500	206,500	212,500
073 Library	5,000	5,000	5,000	2,369	2,369	10,000	10,000	10,000
074 City Hall	26,000	69,200	69,200	244,400	244,400	22,000	19,000	269,000
075 Public Works	348,050	385,050	385,050	428,050	428,050	297,000	297,000	297,000
076 Airport	-	-	-	-	-	-	-	-
077 Industrial Council	110,000	150,000	150,000	150,000	150,000	150,000	125,000	150,000
079 Echo Lake	7,500	7,500	7,500	7,500	7,500	26,250	7,500	7,500
080 FAA	-	-	-	-	-	-	-	-
081 Downtown Infrastructure	-	-	-	-	-	31,250	31,250	29,250
082 Public Safety Building	-	51,500	51,500	52,000	52,000	74,500	74,500	49,500
096 Emergency Reserve	91,550	95,000	95,000	95,000	95,000	95,000	95,000	95,000
	-	-	-	-	-	-	-	-
Total Capital Reserve Requests	\$892,100	\$1,049,310	\$1,049,310	\$1,387,319	\$1,387,319	\$1,451,400	\$1,094,650	1,321,650
Revenue								
75 - 01 Transfer of Funds	-	385,050	385,050	428,050	428,050	-	-	-
Total Revenue	-	385,050	385,050	428,050	428,050	-	-	-

City of Presque Isle, Maine

Fiscal Year 2021 Revenue Forecast and Budget

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Department Number: **Public Works**

Account Number: **75**

Account Title: **Transfer**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$0	\$385,050	\$385,050	\$428,050	\$428,050

2021 Line Budget	Department Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)

Support for Budget Request: Provide justification for the revenue request using as much detail as possible to support it.

Transfer funds from Solid Waste to Public Works

		2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
Capital Reserves - PW										
TOTAL REVENUE		-	385,050	385,050	428,050	428,050	-	-	-	(428,050)
75 01	TRANSFER OF FUNDS	-	385,050	385,050	428,050	428,050	-	-	-	(428,050)

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **070**

Account Title: **Police**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$82,000	\$58,560	\$58,560	\$69,000	\$69,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$61,900	\$61,900	\$61,900	(\$7,100)

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	Manager	Council
1.5 Police Cruisers	\$50,400	\$50,400	<i>\$50,400</i>
Patrol Equipment (Body Cameras, Radar Units, In Car Cameras)	\$11,500	\$11,500	<i>\$11,500</i>
	<u>\$61,900</u>	<u>\$61,900</u>	<u>\$61,900</u>

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **071**

Account Title: **Fire**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$137,000	\$125,000	\$125,000	\$165,000	\$165,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$ 209,000	\$ 167,000	\$ 140,000	\$ (25,000)

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 Head	City Manager	City Council
Pickup #4 Replacement 2010 crew cab	\$ 12,000	\$ 12,000	\$ -
EMS Equipment Replacement	\$ 25,000	\$ 25,000	\$ 25,000
Scott Air Bottle Replacement	\$ 7,000	\$ 7,000	\$ 7,000
Firefighter Turnout Gear Replacement	\$ 5,000	\$ 5,000	\$ 5,000
Replace Fire Apparatus	\$ 50,000	\$ 15,000	\$ -
Jaws of Life Extrication Tool	\$ 15,000	\$ 15,000	\$ 15,000
SCBA Airpacks	\$ 10,000	\$ 10,000	\$ 10,000
Ambulance Replacement	\$ 75,000	\$ 75,000	\$ 75,000.00
Air Bottle Fill Station	\$ 10,000	\$ 3,000	\$ 3,000.00
	\$ 209,000	\$ 167,000	\$ 140,000

Turnout Gear -- we are getting low on turnout gear for call dept and per diem personnel
 Scott Air Bottles require replacement at 15 years; Bottles were replaced in 2019
 Add second thermal imaging camera so we have one for each engine
 Scot Air Packs new in 2019 through AFG, start funding for replacement in the future
 Pickup #4 2010 crew cab, fund for replacement in next 4 years
 Jaws, 28 years old need to replace within the next 3 years
 Scott Air Bottle Fill station 20 years old start funding for replacement within next 6 to 8 years. (AFG)

Fire Department Capital Reserve Account

	Balance 12/31/2019	2020 Appropriation/ Expenditures/Adjust Thru August	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
Fire Truck -- Note Paym	(117)	-		(117)
		-		
Tanker 1 Replacement	240,000	50,000 (234,000)		56,000
Fire Prevention Materials	2,417	386 -	-	2,803
Jaws Replacement	850			850
Scotty Air Bottles Replacement	31	- -	-	31
Firefighter Turnout Gea Replacement	19,185	5,000 (4,007)		20,178
Replace 2003 Pick-Up	101			101
Command Vehicle	25	- -		25
Replace P/U 2010 Ford	5,000	-		5,000
EMS Equip Replaceme	105	25,000 (20,295)		4,810
Ambulance Replaceme	40,607	75,000 (82,000)		33,607
AFG grant / Airpaks	(461)	-		(461)
Lockers	(102)	-		(102)
Air Bottle Fill Station	-	10,000 -		10,000
Jaws of Life				-
CARES ACT		25,599 (18,351)		7,247
EMS Start Up	3,433	-	-	3,433
Sale of Equipment	500	-		500
	-	-	-	-
Balance	311,575	(167,669)	-	143,906

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **072**

Account Title: **Rec & Parks**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$85,000	\$102,500	\$102,500	\$174,000	\$174,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$474,500	\$206,500	\$212,500	\$38,500

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 Head	City Manager	City Council
VEHICLES & EQUIPMENT			
Toro 72" Z Turn Mower	\$12,500	\$12,500	\$12,500
15 Passenger Vans (2)	\$70,000	\$70,000	\$70,000
THE FORUM			
Forum North Parking Paving	\$15,000	\$0	\$0
Forum West Parking Paving	\$37,000	\$0	\$0
Forum Heating System	\$75,000	\$30,000	\$30,000
Forum South Parking Paving	\$35,000	\$0	\$0
MANTLE LAKE PARK			
Mantle Lake Park Playground Equipment	\$30,000	\$10,000	\$10,000
Tennis Court Re-surfacing	\$45,000	\$45,000	\$45,000
Replace Tennis Court Fence	\$25,000	\$25,000	\$25,000
GENERAL PARKS			
Peace Park Playground Equipment	\$75,000	\$0	
Peace Park Basketball Court	\$10,000	\$0	
Drinking/Dog Fountain	\$6,000	\$0	\$6,000
Shade Structures	\$25,000	\$0	
BIKE PATH PAVING PROGRAM			
Bike Path Resurfacing (Allen St to North St)	\$14,000	\$14,000	\$14,000
	\$474,500	\$206,500	\$212,500

Rec & Parks Department Capital Reserve Account

	Bal 12/31/2019	2020 Appropriation/ Expenditures Thru October	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
Rec & Parks				
Bike Path	29,720	12,000	14,000	55,720
Mantle Restoration Prog	(648)			(648)
2 -15 Passenger Vans	-	-	70,000	70,000
Riverside Park Electrical	1,920	- (2,943)		(1,023)
Riverside Gazebo Roof	3,028		-	3,028
2005 Truck Replacement	-	30,000 (28,145)	-	1,855
Z Turn Mower			12,500	12,500
Infield Tractor				-
Peace Park Playground Equip		-		-
Dog Fountain	-		6,000	6,000
Mantle Lake Tennis Court Resurfacing			45,000	45,000
Peace Park Basketball Court	-	10,000		10,000
Mantle Lake Tennis Court Fence			25,000	25,000
Mantle Lake ADA Path				-
Mantle Lake Walkway Paving		22,000		22,000
Mantle Lake Fountain	6,000	- (4,081)		1,919
Mantle Lake Playground Equipment		15,000	10,000	25,000
The Forum				
Heating System	137,995	75,000 -	30,000	242,995
Forum North Paving				-
Forum East Paving			-	-
Office Improvements				
Flooring	115	-		115
Windows	2,878	-		2,878
Exterior Doors	806	-		806
Restroom/Lobby Upgrades	10,739	10,000 (16,378)		4,361

Zamboni Replacement	65	-		65
		-		
Efficiency ME Lighting Project	1,570	-		1,229
		(341)		
Facility Charge	7,122	666		1,966
	-	(5,823)	-	-
Balance	201,310	116,956	212,500	530,766

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **073**

Account Title: **Library**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$5,000	\$5,000	\$5,000	\$2,369	\$2,369

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$10,000	\$10,000	10,000	7,631

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	City Manager	City Council
Building Improvements	10,000	10,000	10,000
	-	-	-
	10,000	10,000	10,000

Library Capital Reserves Account

	Balance 12/31/2019	2020 Appropriation/ Expenditures Thru August	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
Building Improvement	5,051	-	10,000	15,051
Upgrade Phone	-	2,369 (1,995)		374
Signage				-
	-	-	-	-
Balance	5,051	374	10,000	15,425

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **074**

Account Title: **City Hall**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$26,000	\$69,200	\$69,200	\$244,400	\$244,400

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$22,000	\$19,000	\$269,000	\$24,600

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it.

		Manager	Council	
Switch and Firewall Replacement		\$3,500		3,500
Citywide Computer Replacement Program		\$9,000		9,000
City Hall Renovations /Replacement				250,000
Multi User Budgeting Software (Questica)	\$9500 (-\$3000) from trio depr module	\$6,500		6,500
		\$19,000		\$269,000

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **075**

Account Title: **Public Works**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$348,050	\$385,050	\$385,050	\$428,050	\$428,050

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$297,000	\$297,000	\$297,000	(\$131,050)

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>Year</u>	<u>Program</u>		Department Est. Cost	City Manager
2017	Equip. Replacement	Wheel Loader #32 Payment 5 of 5	\$50,000	\$50,000
2021	Equip. Replacement	Replace 2007 Pickup Truck #99 w/Plow	\$45,000	\$45,000
2020	Equip. Replacement	Replace 2004 Single Axle Plow Truck #10	\$190,000	\$190,000
2020	Watershed Dams	Future Matching Funds	\$6,000	\$6,000
2020	Storm Sewer Improv.	Future Matching Funds	\$6,000	\$6,000
	2021 Request		\$297,000	\$297,000

	2020 Appropriation/ Expenditures Thru August	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
Balance 12/31/2019			
Replace 1991 Loader Pmt 5 of 5	239	50,000	100,239
	-		
Replace Plow Truck 18	(7,342)	-	(7,342)
airport 2000 Dumptruck	(10,000)	-	(10,000)
Replace #41 Backhoe	25,500		25,500
Replace #20 Wheeler Plow Truck 5 of 5	2,650	40,050 (38,720)	3,980
Replace Street Sweeper	820		820
Leaf Vacuum Repairs	414	-	414
	-		
Replace 2004 Singl Axle Plow Truck #99	-	190,000	190,000
	-		
Replace PU #3 Standard Cab	(4,572)	-	(4,572)
Replace 2007 Pickup #99	-	45,000	45,000
Replace hot Patcher	12,858	-	12,858
Watershed Dams Capital Mtc	25,000	5,000	36,000
Replace 97 Single Axle Plow Truck		175,000	13,050
		(161,950)	
Trackless Sidewalk Machine		153,000	10,923
		(142,077)	
Storm Drainage Improver	25,000	5,000	36,000
Sale of Equipment	7,995	-	7,995
Balance	78,561	85,303	460,864

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **76**

Account Title: **Airport**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$76,991	\$127,056	\$127,056	\$43,000	\$43,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$112,500	\$112,500	\$112,500	\$69,500

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.

Beginning in 2011, the Airport's Capital Reserve Account is funded from the Airport Fund's Operating Account # 033-07-01 -- New Equipment.

	Department Recommendation	City Manager Recommendation	Council Recommendation
Recarpet Passenger Terminal	\$30,000	\$30,000	\$30,000
Repair Concrete Floor and Wall in ARFF	\$42,500	\$42,500	\$42,500
Maintenance Pickup	\$40,000	\$40,000	\$40,000
	\$112,500	\$112,500	\$112,500

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **077**

Account Title: **Industrial Council**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$110,000	\$150,000	\$150,000	\$150,000	\$150,000

2021 Line Budget	Board Recommendation	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$150,000	\$125,000	\$ 150,000	\$0

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.

Building 131 (2,600 sq. ft.) Replace Furnace; Paving; Flooring	\$ 16,500	2020 - 2022	\$ -
Building 306 (9,000 sq. ft.) Restroom Upgrade.	\$ 3,000	2021	\$ 3,000
Building 307 (9,000 sq. ft.) Heat Pump.	\$ 4,000	2021	\$ -
Building 401 (90,800 sq. ft.) Grading/Paving; Electrical; Patch/Repair/Replace Roofs; Int./Ext. Renovations.	\$ 322,500	2020 - 2025	\$ 80,000
Building 402 Concrete Removal.	\$ 20,000	2025	\$ -
Building 402 A (8,400 sq. ft.) Repair Roof; Add Water & Sewer Service; Paving; Repair/Replace Siding.	\$ 54,000	2021 - 2023	\$ 4,000
Building 403 (17,315/27527; 9360 sq. ft.) Interior Renovations (B).	\$ 45,000	2020 - 2021	\$ 10,000
Building 450 (4,000 sq. ft.) Replace Roof.	\$ 16,000	2020	\$ -
Building 530 (1 Million Gallon Tank/107,420 Bushel) No planned Capital Projects during this 5 year plan.	\$ -		\$ -
Building 603 (18,000 sq. ft.) Interior Renovations; Ground Work/Driveway Improvements.	\$ 33,000	2020 - 2021	\$ -
Building 605 (1,475 sq. ft.) Install OH Doors; Install Passage Doors; Upgrade Electrical.	\$ 6,500	2021	\$ -
Building 606 (1,475 sq. ft.) Install OH Doors; Install Passage Doors; Upgrade Electrical.	\$ 6,500	2021	\$ -
Building 609 (8,950 sq. ft.) Heater Repair; Plumbing and Heating Upgrade; Replace/Repair roof.	\$ 75,225	2020 - 2022	\$ -
Building 615 (7,800 sq. ft.) No planned Capital Projects during this 5 year plan.	\$ -		\$ -
Building 1201 (10,000/5,600/2,400 sq. ft.) Replace Carpeting (B & C); Repair Ext. Brick; Replace Boiler (B).	\$ 45,200	2022 - 2025	\$ -
Building 1202 (3,400 sq. ft.) Exterior Repairs/Painting.	\$ 7,000	2022	\$ -
Building 1203 (16,000 sq. ft.) Repair/Replace Roof; Repair/Replace Mechanical Systems.	\$ 22,000	2024 - 2025	\$ -
Building 1204 (8,400 sq. ft.) Paving.			

	\$	14,000	2020 - 2024	\$	-
Building 1301 (13,540 sq. ft.) Repair/Replace High Roof; Lighting Upgrade; Replace overhead doors.					
	\$	38,000	2021	\$	20,000
Building 1302 (7,800 sq. ft.) Electrical Upgrade; Site Work; Paving.					
	\$	35,000	2021	\$	10,000
Building 1309 A (6,000 sq. ft.) Heating; Construct restroom.					
	\$	40,000	2025	\$	-
Equipment Replacement Z Mower #1 2021; Utility Truck 2023; Large Tractor 2023; Snow Blower 2024; Tractor					
	\$	225,000	2021 - 2025	\$	15,000
Ground/Site Improvements Intermodal Yard Light/Fencing Upgrade; DEP Required water runoff improvements per					
	\$	102,495	2020 - 2024	\$	8,000
Snow Removal Reserve to accrue \$25,000 for Snow Removal expenditures.					
	\$	25,000	2020 - 2025	\$	-
Est. over 6 years	\$	1,155,920	2020 - 2025	\$	150,000

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **079**

Account Title: **Echo Lake**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$7,500	\$7,500	\$7,500	\$7,500	\$7,500

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$26,250	\$7,500	\$7,500	\$0

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 to pay CES for services rendered to create the Echo Lake Preliminary Drafting Design (Contract signed in 2020) should federal funds be unavailable. DEP Clean Water Fund if awarded will only allow for 25% of their funds to pay for engineering. This would pay for the other 75%
\$25,250

The Echo Lake Capital Reserve is funded in part through its Operating Account. If there is a balance left at the end of the year it is closed into the Reserve instead of flowing back into the General Fund.

Echo Lake Capital Reserves Account

	Balance 12/31/2019	2020 Appropriation/ Expenditures Thru August	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
Future Major Mtce/ Repair Projects	24,582	7,500 -21000	7,500	18,582
Balance	24,582	(13,500)	7,500	18,582

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **080**

Account Title: **FAA**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$0	\$0	\$0	\$0	\$0

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$0	\$0	\$0	\$0

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.

Currently this Reserve is being funded from the Airport PFC Reserve

FAA Capital Reserves Account

	Balance 12/31/2019	2020 Appropriation/ Expenditures Thru August	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
City Share of FAA Grants	106,130	-	-	106,130
Balance	106,130	-	-	106,130

FAA 2021 Approved Projects

	Total Project Cost	FAA Grant	Airport Share	State Share
Crack Sealing	30,000	28,500	750	750
Pavement Marking	300,000	285,000	7,500	7,500
	-	-	-	-
	330,000	313,500	8,250	8,250

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **81**

Account Title: **Downtown Infrastructure/DECD**

2017 2018	2018 Budget	2018 Actual	2019 Budget	2019 Actual
\$0	\$0	\$0	\$0	\$0

2020 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$31,250	\$31,250	\$29,250	\$29,250

Support for Budget Request: Provide justification for the budget request using as much detail 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. \$0.00

Existing Downtown infrastructure is in desperate need of repairs with damaged sidewalks, pedestrian crossings, etc. Need to set aside funds for consulting services for "Shovel Ready" projects like bike/walking path & Spruce St. Should set aside "sinking fund" for multi-purpose structure for Farmers' Market & City Festival pavilion in downtown. Should set aside funds for GIS equipment & training to collaborate with UMPI & NMDC for digital support of grant apps.

Reserve account has been updated to include the Department of Economic & Community Development

	Department Recommendation	City Manager Recommendation	Council Recommendation
Consulting & GPS Equipment	\$10,000	\$10,000	\$8,000
Used Vehicle for Code Enforcement (total cost \$25000)	\$6,250	\$6,250	\$6,250
CRM Permitting Software (\$15,000/year)	\$15,000	\$15,000	\$15,000
	\$31,250	\$31,250	\$29,250

Downtown Infrastructure Capital Reserves Account

	Balance 12/31/2019	2020 Appropriation/ Expenditures Thru August	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
Downtown Improvem	18,428	-	-	18,428
Consulting & GPS Equipment	30,000	-	8,000	38,000
Vehicle for Code	-	-	6,250	6,250
CRM Permitting Softw	-	-	15,000	15,000

GIS System	20,000	-	-	20,000
Downtown Economic Marketing & Branding	5,000	-	-	5,000
Downtown Revit Comm Capital Improvemen	3,000	-	-	3,000
Balance	76,428	-	29,250	105,678

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **82**

Account Title: **Public Safety Building**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$0	\$51,500	\$51,500	\$52,000	\$52,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$74,500	\$74,500	\$49,500	(\$2,500)

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.

	Department	Manager	City Council
Building Improvements	74,500.00	74,500.00	49,500.00
	<u>\$74,500</u>	<u>\$74,500</u>	<u>\$49,500</u>

Public Safety Building Capital Reserve Account

	Balance 12/31/2019	2020 Appropriation/ Expenditures Thru August	2021 Proposed Appropriation	Estimated Balance w/ 2021 Appropriation
Upgrades to PS Bldg	5,496	25,000	49,500	79,996
Telephone System	18,500		-	18,500
Wireless Evidence Sys		15,000		15,000
Fire Alarm	2,041	-	-	2,041
Dispatch Console		12,000		7,550
	<u>-</u>	<u>(4,450)</u>	<u>-</u>	<u>-</u>
Balance	26,037	47,550	49,500	123,087

**Fiscal Year 2021
Budget Request**

Detail Account Information

December 2, 2020

Department: **Capital Reserves**

Account Number: **96**

Account Title: **Emergency Reserve**

2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
\$91,550	\$95,000	\$95,000	\$95,000	\$95,000

2021 Line Budget	Department Request	City Manager Recommendation	City Council Action	Increase (Decrease)
	\$95,000	\$95,000	\$95,000	\$0

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.

Per City Charter, Emergency Reserve must be funded each year at 1.5% of the City's net annual budget appropriation. Expenditures from the account may only be made upon unanimous vote of all Councilors and only to meet unanticipated, extraordinary needs.

The account may not accumulate to more than 0.5% of the City's then current State Valuation.

Current state valuation: \$562,100,000

Max allowed: \$2,810,500

Listed above are the appropriations funded for each of the years,.

Actual expenditures are as follows:

2008	\$143,700	2015	\$0
2009	\$0	2016	\$0
2010	\$0	2017	\$0
2011	\$0	2018	\$0
2012	\$0	2019	\$0
2013	\$0		
2014	\$95,000		

	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Department	2021 Manager	2021 Council	Change from 2020 Budget
SUMMARY	892,100	1,049,310	1,049,310	1,387,319	1,387,319	1,451,400	1,094,650	1,321,650	(65,669)
070 Police	82,000	58,560	58,560	69,000	69,000	61,900	61,900	61,900	(7,100)
071 Fire	137,000	125,000	125,000	165,000	165,000	209,000	167,000	140,000	(25,000)
072 Recreation and Parks	85,000	102,500	102,500	174,000	174,000	474,500	206,500	212,500	38,500
073 Library	5,000	5,000	5,000	2,369	2,369	10,000	10,000	10,000	7,631
074 City Hall	26,000	69,200	69,200	244,400	244,400	22,000	19,000	269,000	24,600
075 Public Works	348,050	385,050	385,050	428,050	428,050	297,000	297,000	297,000	(131,050)
075 Airport	-	-	-	-	-	-	-	-	-
077 Industrial Council	110,000	150,000	150,000	150,000	150,000	150,000	125,000	150,000	-
079 Echo Lake	7,500	7,500	7,500	7,500	7,500	26,250	7,500	7,500	-
080 Airport/FAA	-	-	-	-	-	-	-	-	-
081 Downtown Infrastructure	-	-	-	-	-	31,250	31,250	29,250	29,250
082 Public Safety Building	-	51,500	51,500	52,000	52,000	74,500	74,500	49,500	(2,500)
096 Emergency Reserve	91,550	95,000	95,000	95,000	95,000	95,000	95,000	95,000	-

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CHARTER PROVISIONS REGARDING ANNUAL BUDGET

Sec. 5.00 FINANCIAL PROCEDURES

- (5.10) FISCAL YEAR: The fiscal year for the City is January 1 to December 31, unless another period is selected by at least a 2/3 vote of the Council.
- (5.20) SUBMISSION OF BUDGET AND BUDGET MESSAGE: At least 90 days prior to the next fiscal year, the City Manager must submit to the Council a budget, an accompanying budget message for the coming fiscal year, and a capital program covering at least five fiscal years.
- (5.30) BUDGET MESSAGE: The Manager's budget message must:
- Describe the proposed finances and work programs;
 - Outline the proposed financial policies for the City;
 - Describe the important features of the budget, indicating major changes in financial policies, expenditures, and revenue;
 - Summarize the City's debt position; and
 - Include any other information the Manager or the Council finds appropriate.
- (5.40) BUDGET: The budget is a complete financial plan of all City Funds and activities for the fiscal year, in whatever form the Manager chooses or the Council requires. The budget must provide a clear, general summary of its contents. It must show the actual and estimated income and expenditures for the current and preceding fiscal years. It must indicate:
- Proposed goals, objectives, and expenditures for daily operations during the coming fiscal year, detailed by organizational unit, and/or program, purpose or activity, and the method of financing the spending;
 - Proposed capital spending during the coming fiscal year, detailed by organizational unit, when practicable, and proposed method of financing each capital expenditure; and
 - Anticipated income and spending for the coming year for each utility or enterprise fund operated by the City.

Proposed expenditures may not exceed estimated income plus any undesignated fund balance, excluding reserves and contributions to the "Emergency Reserve" account.

City Council Action on Budget

- **Notice and hearing.** The Council must hold at least two public hearings on the proposed budget and give adequate public notice, which includes a general summary of the budget.
- **Amendment before Adoption.** After the public hearings, the Council may adopt the budget with or without any amendment.
- **Adoption.** The Council must adopt the budget before the new fiscal year begins. If it fails to adopt the budget by the start of the new fiscal year, the City may operate only on the basis of continuation at the same spending level as the end of the previous fiscal year except no capital spending may be made. If no budget has been approved by the Council after 30 days of the new fiscal year, then the Council may pass a budget by a majority vote of the whole Council. After 30 days of the new fiscal year has passed without an approved budget, the budget proposed by the City Manager becomes effective in all respects units such time as the Council approves a complete budget.

5.50 APPROPRIATION AND REVENUE ORDINANCES: To implement the adopted budget, the Council before that budget year starts must:

- Adopt an appropriation ordinance making appropriations by departments or major organization for each program or activity;
- Authorize the property tax levy and establish date(s) on which to set the tax rate and commitment of the taxes; and
- Adopt other necessary revenue ordinances.

**City of Presque Isle
Schedule of Outstanding Debt
As of September 30, 2020**

	Date of Issue	Original Amount	Maturity Date	Balance 09/30/2020	2021 Debt Service
Public Service Building	10/25/2012	\$2,600,000	11/1/2021	\$260,000	\$130,000
Public Works Garage	10/25/2007	\$1,145,000	11/1/2025	\$415,031	\$87,200
Forum Ice	7/13/2015	\$375,000	7/13/2030	\$268,146	\$31,490
Community Center Bond	1/1/2016	\$7,500,000	12/1/2040	\$600,000	\$456,750
<i>2021 Debt Service -- Bank Bonds and Loans</i>					\$744,165
<i>Bank Bonds & Loans Outstanding at September 30, 2020</i>				\$1,653,722	
Loans funded through Capital Reserves					
JD Loader With Plow	11/1/2017	\$188,591	11/1/2021	\$49,881	\$ 49,881
<i>2021 Debt Service -- Equipment Loans</i>					\$ 49,881
<i>Equipment Loans Outstanding</i>				\$49,881	
Internal Loans					
EMS Start Up -- PIDF	6/30/2017	\$400,000	6/30/2022	\$165,358	\$85,480
Renovations Bldg 1203 PIIC Building Fund	10/1/2017	\$1,101,103	5/1/2035	\$460,402	\$72,900
Renovations Bldg 615 PIIC Building Fund	1/1/2014	\$313,477	6/1/2020	Vacant -- Loan payments on moritorium until leased	
Renovations Bldg 1204 PIIC Building Fund	6/1/2019	\$794,290	5/1/2044	\$746,634	\$33,635
<i>2021 Debt Service -- Internal Loans</i>					\$192,015
<i>Internal Loans Outstanding at September 30, 2020</i>				\$1,372,394	
Total 2021 Estimated Debt Service					<u>\$986,061</u>
Total Loans Outstanding at September 30, 2020				<u>\$3,075,997</u>	

Appendix B

City of Presque Isle
Estimated General Fund Unassigned Balance (surplus)
As of September 30, 2020

Historically, the City has maintained a balance in Unassigned Fund Balance (Surplus) equal to 2 months (16.67%) of budgeted expenditures. In July 2009, the City adopted a Policy stating that this amount can be reduced to 12% if the balance in the Emergency Reserve is a minimum of 4% of budgeted expenditures.

Emergency Reserve Balance at December 31, 2019	\$ 2,394,640
4% of Budgeted 2020 Expenditures	<u>\$ 857,464</u>
Calculation of 2020 Surplus Requirement at 12%	
2020 Budgeted Expenditures	14,251,011
Add: SAD #	6,281,135
County Tax	792,561
TIF	<u>111,901</u>
Total 2020 Budgeted Expenditures	21,436,608
	12%
MINIMUM SURPLUS REQUIREMENT PER POLICY	<u>\$ 2,572,393</u>
 General Fund <i>Unassigned Fund Balance (Surplus)</i> at 09/30/2020	 \$ 3,080,889
Estimated variance above policy	<u>\$ 508,496.04</u>