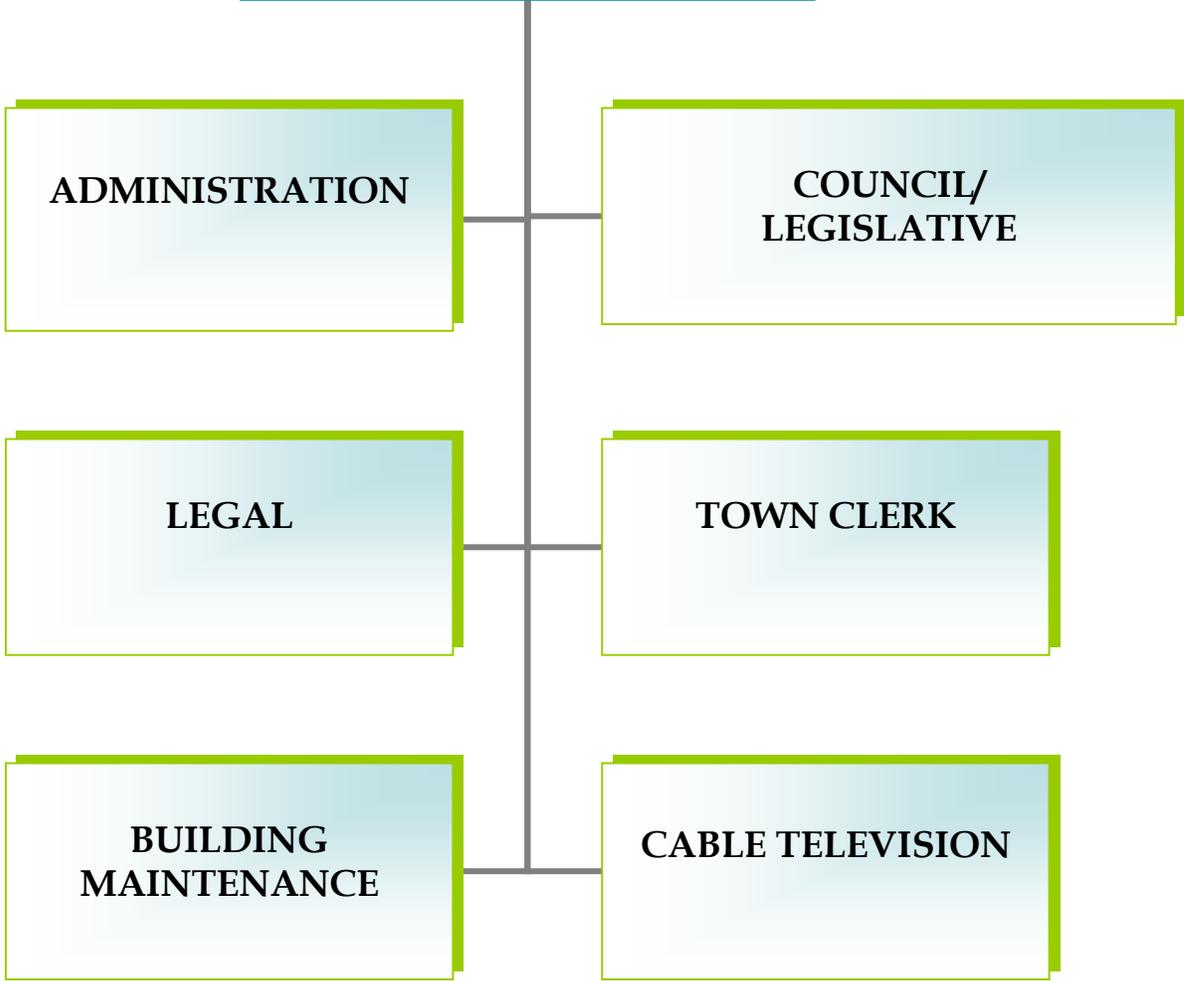


***GENERAL GOVERNMENT***

**GENERAL GOVERNMENT**



## ***ADMINISTRATION***

**DEPARTMENT: ADMINISTRATION**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>357,122</b>	<b>346,302</b>	<b>353,830</b>	<b>331,502</b>	
<b>111</b>	<b>DEPARTMENT: ADMINISTRATION</b>					
111-4010	FULL-TIME SALARIES	170,289	175,807	182,800	180,375	Provides for the Town Manager (80%), the Assistant Town Manager (90%), the Administrative Assistant (38%), and 8% of the Receptionist's salary.
111-4040	TRANSPORTATION	4,703	5,500	5,500	5,200	Provides for the Town Manager's car allowance at \$400/month; and Asst. Manager mileage at \$400/year.
111-4050	HEALTH INSURANCE	25,807	22,030	22,030	28,084	Covers department's share of actual health insurance premiums. Healthcare budget is no longer allocated by the old fixed allocation methodology.
111-4060	RETIREMENT	6,669	6,516	6,516	25,794	Covers department's actual share of retirement. Retirement is no longer allocated by the old fixed allocation methodology.
111-4070	SOCIAL SECURITY	13,560	13,449	13,984	13,799	Employer's share of Social Security.
111-5010	POSTAGE	1,518	1,600	1,600	1,600	Historical average of postage cost.
111-5020	TELEPHONE	2,717	2,500	2,500	2,500	Provides funds for department's portion of telephone usage. Covers Town Manager's cell phone and a data wireless connection.
111-5040	EDUCATIONAL / MEETING	3,776	5,250	5,250	5,000	Reimbursement for professional development related costs, such as travel. ICMA @ \$2,500; MTCMA @ 500; MMA/Legislation @ \$300; Asst. Manager expenses @ \$700 and Misc. of \$1,000.

**DEPARTMENT: ADMINISTRATION**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>357,122</b>	<b>346,302</b>	<b>353,830</b>	<b>331,502</b>	
<b>111 DEPARTMENT: ADMINISTRATION</b>						
111-5060	PRINTING	2,363	1,500	1,500	0	Discontinue printing of Town report. Electronic version will be generated.
111-5310	VEHICLE MAINTENANCE	366	600	600	600	Maintenance costs for the Town's hybrid vehicle.
111-5490	OTHER PROFESSIONAL SERVICES	91,867	75,000	75,000	35,000	Move Ombudsman budget to Parks. Provides for various professional services such as: mediation/arbitration services, expert witnesses, studies, appraisals, surveys, architects, engineering, human resource consulting, and other specialized services including regional efforts.
111-5800	DUES & MEMBERSHIPS	2,182	2,500	2,500	2,300	Dues to International City Manager's Association (ICMA), Maine Town and City Management Association (MTCMA), Society of Human resource Management(SHRM) and the Falmouth Chamber of Commerce.
111-5900	OTHER CONTRACTUAL SERVICES	604	500	500	750	Provides for items such as photographs, mailing services, binding costs, framing of awards, program updates, and other miscellaneous services.
111-6010	OFFICE SUPPLIES	1,343	1,500	1,500	1,400	Provides funds for office supplies.
111-6020	BOOKS / SUBSCRIPTIONS	176	250	250	200	Provides for annual subscriptions to management, public policy and human resource newsletters along with local periodicals.

**DEPARTMENT: ADMINISTRATION**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>357,122</b>	<b>346,302</b>	<b>353,830</b>	<b>331,502</b>	
<b>111</b>	<b>DEPARTMENT: ADMINISTRATION</b>					
111-6130	MOTOR FUELS & LUBRICANTS	352	600	600	500	Fuel costs for the Town's hybrid vehicle.
111-6820	OFFICE EQUIPMENT	0	6,900	6,900	6,000	Replacement items formally part of a reserve, including office chairs, file cabinets, tables, etc.
111-6900	OTHER COMMODITIES	3,980	4,300	4,300	4,000	Provides funds for meetings, flowers for special occasions, plaques, Town Hall coffee service, kitchen supplies, gift certificates, flags for Veteran's graves on Memorial Day and the Memorial Day parade, etc.
111-7010	TRANSFER TO OFFICE RESERVE	1,000	0	0	0	Transfers no longer occur to this reserve
111-8930	UNALLOCATED	15,472	20,000	20,000	18,400	Provides funds for the Town Employee Incentive programs that include: safety (1,500), service (10,500), Employee Recognition Breakfast/United Way Kick-off (1,500), annual summer event (1,500), Holiday lunch (2,000); and Wellness Program (2,400).

***COUNCIL/LEGISLATIVE***

**DEPARTMENT: COUNCIL**

<b>Acct No</b>	<b>Account Name</b>	<b>Actual 2011-2012</b>	<b>Budget 2012-2013</b>	<b>Estimated 2012-2013</b>	<b>Proposed 2013-2014</b>	<b>2013-2014 Line Item Budget Notes</b>
-	<b>DEPARTMENT TOTAL</b>	<b>45,674</b>	<b>42,386</b>	<b>42,386</b>	<b>41,136</b>	
<b>111-1</b>	<b>DEPARTMENT: COUNCIL/LEGISLATIVE</b>					
111-1-4020	PART-TIME SALARIES	6,160	7,000	7,000	7,000	Provides for the compensation of Town Council members at \$40 per Council meeting.
111-1-4070	SOCIAL SECURITY	471	536	536	536	Employer's share of Social Security @ 7.65% of payroll.
111-1-5040	MEETINGS & EDUCATIONAL	0	100	100	100	Provides funds for Council travel and registration for training and conferences.
111-1-5080	LEGAL/ADVERTISING	16	250	250	0	Provides for public hearings and other Council business advertising costs.
111-1-5840	COUNCIL OF GOVERNMENTS	21,495	10,500	10,500	11,500	This pays for the dues to the Greater Portland Council of Governments which provides services such as group purchasing, research, planning, cartography, and regional representation on various issues.
111-1-5850	MAINE MUNICIPAL ASSOCIATION	11,919	12,000	12,000	12,700	This pays for dues to the Maine Municipal Association which provides services such as representation before the State Legislature, consulting on personnel and legal matters, and a variety of self-insurance pools.
111-1-5900	OTHER CONTRACTUAL SERVICES	0	7,500	7,500	5,000	Provides funding for long-range planning and research studies that are directed by the Council. The Council may also allocate some of these funds to support advisory land use boards such as LPAC, and the Conservation Commission.
111-1-6900	OTHER COMMODITIES	795	1,000	1,000	800	Provides for miscellaneous Council expenses.

**DEPARTMENT: COUNCIL**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>45,674</b>	<b>42,386</b>	<b>42,386</b>	<b>41,136</b>	
<b>111-1 DEPARTMENT: COUNCIL/LEGISLATIVE</b>						
111-1-6910	BANQUET	3,242	3,500	3,500	3,500	Provides funds for the annual municipal banquet.

***LEGAL***

**DEPARTMENT: LEGAL**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	93,736	110,000	110,000	100,000	
<b>111-2 DEPARTMENT: LEGAL</b>						
111-2-5400	LEGAL SERVICES	93,736	110,000	110,000	100,000	General Town legal services for various issues.

***TOWN CLERK***

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>379,920</b>	<b>384,520</b>	<b>384,040</b>	<b>398,729</b>	
<b>112</b>	<b>DEPARTMENT: TOWN CLERK</b>					
112-4010	FULL-TIME SALARIES	176,770	174,698	174,025	188,402	Includes the salaries of the Town Clerk, Deputy Town Clerk, 2 Excise Clerks, Registrar and 8% of the receptionist.
112-4020	PART-TIME SALARIES	16,028	20,000	17,000	6,780	This line is to cover the cost of the hourly wage paid to the town's election workers for two elections.
112-4030	OVERTIME	838	1,200	3,600	2,500	This account is overtime for the Deputy Town Clerk and Registrar at elections.
112-4050	HEALTH INSURANCE	42,089	40,259	45,800	52,964	Covers department's share of actual health insurance premiums. Healthcare budget is no longer allocated by the old fixed allocation methodology.
112-4060	RETIREMENT	12,681	11,907	13,000	10,571	Covers department's actual share of retirement. Retirement is no longer allocated by the old fixed allocation methodology.
112-4070	SOCIAL SECURITY	13,705	14,986	14,986	15,123	Employer's share of Social Security.
112-5020	TELEPHONE	1,703	1,900	1,704	1,900	Costs associated with the departments telephone usage based on historical data.
112-5030	TRANSPORTATION	38	100	300	100	Covers costs of reimbursing staff for the use of their vehicles for town business.
112-5040	EDUCATIONAL/MEETING	125	1,800	1,000	1,800	Provides funds for continuing education and professional development for Town Clerk, Deputy Town Clerk and Staff. Costs include annual Secretary of State's election conference, Title 21-A, 30-A, MMA Convention and attendance at the IIMC convention, in pursuit of the Master Municipal Clerk designation.

**DEPARTMENT: TOWN CLERK**

<b>Acct No</b>	<b>Account Name</b>	<b>Actual 2011-2012</b>	<b>Budget 2012-2013</b>	<b>Estimated 2012-2013</b>	<b>Proposed 2013-2014</b>	<b>2013-2014 Line Item Budget Notes</b>
-	<b>DEPARTMENT TOTAL</b>	<b>379,920</b>	<b>384,520</b>	<b>384,040</b>	<b>398,729</b>	
<b>112</b>	<b>DEPARTMENT: TOWN CLERK</b>					
112-5060	PRINTING	2,788	5,000	4,500	4,500	Provides funds for printing related to elections, along with miscellaneous printing throughout the year.
112-5080	LEGAL/ADVERTISING	3,623	4,000	4,000	4,000	Provides funds for legal advertising, notices, and citizen reminder ads in the local newspapers.
112-5300	MACHINE/EQUIPMENT MAINTENANCE	352	750	750	1,400	Maintenance agreement for the voting machines based on quote from the Office of the Secretary of State.
112-5410	COMPUTER SERVICES	0	5,500	5,945	6,000	Motor vehicle software. Increase includes dog licensing software. (TRIO)
112-5490	OTHER PROFESSIONAL SERV	4,229	7,000	5,000	12,050	This line item reflects the expense of updating the Code of Ordinances (\$2500), preservation of old town records (\$2000), and other miscellaneous needs; i.e. maintaining the vitals software. Printing and issuance of tax bills (\$7050).
112-5800	DUES & MEMBERSHIPS	160	20	40	40	Membership dues include Cumberland County Clerks Association. \$20 each for Clerk and Deputy Clerk.
112-5830	SOCIAL SERVICE AGENCIES	15,500	15,500	18,500	18,500	Provides funds to the Human Service Committee for allocation of monies to various social service agencies. The Town has a long history of supporting organizations that provide economic and social service resources to Falmouth residents in need.

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>379,920</b>	<b>384,520</b>	<b>384,040</b>	<b>398,729</b>	
<b>112</b>	<b>DEPARTMENT: TOWN CLERK</b>					
112-5890	GENERAL ASSISTANCE	60,468	75,000	70,000	65,000	General Assistance provides a safety net for needy families. As demand for this program can fluctuate year to year, the FY14 budget is based on projected usage, however, it does not account for extraordinary circumstances.
112-5900	OTHER CONTRACTUAL SERVICES	3,783	800	800	800	Miscellaneous services, such as custom painting for election signs, photographers.
112-6010	OFFICE SUPPLIES	4,130	3,000	3,000	3,200	Provides for general office supplies.
112-6020	BOOKS/SUBSCRIPTIONS	60	100	90	100	Educational books and subscriptions.
112-6900	OTHER COMMODITIES	624	1,000	0	3,000	Leasing of new ballot boxes and tabulators as required by the State.
112-7010	TRANSFER TO OFFICE RESERVE	11,575	0	0	0	This account has been discontinued.
112-7030	TRANSFER TO COMPUTER RESERVE	8,650	0	0	0	This account has been discontinued.

# ***BUILDING MAINTENANCE***

**DEPARTMENT: BUILDING MAINTENANCE**

Acct No	Account Name	Actual 2011-2012	Budget 2012-2013	Estimated 2012-2013	Proposed 2013-2014	2013-2014 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>177,765</b>	<b>171,196</b>	<b>171,196</b>	<b>175,994</b>	
<b>113</b>	<b>DEPARTMENT: BUILDING MAINTENANCE</b>					
113-4010	FULL-TIME SALARIES	78,390	79,833	79,833	80,174	Provides the salaries for two custodians at all town facilities.
113-4030	OVERTIME	1,635	1,000	1,000	1,000	Overtime for special projects.
113-4050	HEALTH INSURANCE	24,529	21,824	21,824	30,337	Provides department's share of actual health insurance premiums. Healthcare budget is no longer allocated by the old fixed allocation methodology.
113-4060	RETIREMENT	6,469	6,455	6,455	5,173	Provides department's actual share of retirement. Retirement is no longer allocated by the old fixed allocation methodology.
113-4070	SOCIAL SECURITY	5,951	6,184	6,184	6,210	Employer's share of Social Security.
113-4100	WORKER'S COMPENSATION	868	0	0	0	This line item has been consolidated into one cost center.
113-5030	TRANSPORTATION	13	0	0	0	No use of employee vehicles anticipated.
113-5200	ELECTRICITY	15,077	17,000	17,000	16,500	Provides electricity charges in the Town Hall. The largest variable is the demand charges and usage associated with cooling in the summer months.
113-5220	WATER	553	600	600	600	Provides the water and sewer charges for Town Hall.
113-5230	FUEL OIL	10,136	16,500	16,500	16,500	Provides the heating fuel needs for Town Hall.

**DEPARTMENT: BUILDING MAINTENANCE**

<b>Acct No</b>	<b>Account Name</b>	<b>Actual 2011-2012</b>	<b>Budget 2012-2013</b>	<b>Estimated 2012-2013</b>	<b>Proposed 2013-2014</b>	<b>2013-2014 Line Item Budget Notes</b>
-	<b>DEPARTMENT TOTAL</b>	<b>177,765</b>	<b>171,196</b>	<b>171,196</b>	<b>175,994</b>	
<b>113</b>	<b>DEPARTMENT: BUILDING MAINTENANCE</b>					
113-5500	MAINTENANCE/BUILDING	7,421	7,500	7,500	7,000	Provides the costs of repairs to plumbing, electrical, phone, heating and other systems as well as general maintenance to the building as needed.
113-5900	OTHER CONTRACTUAL SERVICES	6,652	6,300	6,300	6,000	Provides annual service contracts for: HVAC, elevator license inspection and periodic service, sprinkler and alarm system, generator service, security monitoring and pest control.
113-6830	BUILDING RENOVATIONS	0	3,000	3,000	2,000	Renovation items that were formally part of a reserve. Interior painting in Town Hall.
113-6900	OTHER COMMODITIES	4,569	5,000	5,000	4,500	Provides the cost of cleaning and misc. supplies for the Town Hall.
113-7020	BUILDING IMPROVEMENTS (To Reserve)	15,500	0	0	0	Provides the costs associated with the replacement of major components of the building and grounds (i.e. roof, carpet, HVAC, painting, pavement, appliances, etc.).

***CABLE TELEVISION***

**DEPARTMENT: CABLE TV**

<b>Acct No</b>	<b>Account Name</b>	<b>Actual 2011-2012</b>	<b>Budget 2012-2013</b>	<b>Estimated 2012-2013</b>	<b>Proposed 2013-2014</b>	<b>2013-2014 Line Item Budget Notes</b>
-	<b>DEPARTMENT TOTAL</b>	<b>100,208</b>	<b>48,868</b>	<b>53,010</b>	<b>57,732</b>	
<b>116</b>	<b>DEPARTMENT: CABLE T.V.</b>					
116-4020	PART-TIME SALARIES	32,716	31,954	32,447	35,140	This account funds the Cable TV Station Manager. The manager's time is allocated to other cost centers. His time has been increased from 55% to 59.5% for this cost center.
116-4050	HEALTH INSURANCE	6,317	5,649	7,763	8,454	Provides department's share of actual health insurance premiums. Healthcare budget is no longer allocated by the old fixed allocation methodology.
116-4060	RETIREMENT	1,719	1,671	1,800	1,650	Provides department's actual share of retirement. Retirement is no longer allocated by the old fixed allocation methodology.
116-4070	SOCIAL SECURITY	2,391	2,444	2,400	2,688	Employer's share of Social Security.
116-4100	WORKERS COMPENSATION	130	0	0	0	Reflects the department's specific payroll and manual rate as well as the Town's experience rate.
116-5040	EDUCATIONAL/MEETING	0	1,000	100	800	Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal.
116-5060	PRINTING	18	0	0	0	For printing costs.
116-5300	MACHINE/EQUIPMENT MAINTENANCE/SOFTWARE	655	2,500	2,500	2,500	All equipment is relatively new, but is out of warranty. \$750 for software updates and the rest for maintenance and replacement of lost cost hard drive recorders.
116-5900	PROGRAM DEVELOPMENT	4,119	3,000	5,500	6,000	Earth Channel streaming and On-Demand programs (\$5,000) and contract work (\$500). The variance is due to an increase in cost by Earth Channel for streaming services.
116-6010	OFFICE SUPPLIES	245	400	250	300	Paper, forms, and other supplies for dept. use.

**DEPARTMENT: CABLE TV**

<b>Acct No</b>	<b>Account Name</b>	<b>Actual 2011-2012</b>	<b>Budget 2012-2013</b>	<b>Estimated 2012-2013</b>	<b>Proposed 2013-2014</b>	<b>2013-2014 Line Item Budget Notes</b>
-	<b>DEPARTMENT TOTAL</b>	<b>100,208</b>	<b>48,868</b>	<b>53,010</b>	<b>57,732</b>	
<b>116</b>	<b>DEPARTMENT: CABLE T.V.</b>					
116-6900	OTHER COMMODITIES	199	250	250	200	This provides for items such as DVDs, batteries, and light bulbs.
116-7510	CABLE TV EQUIPMENT	50,000	0	0	0	Investment in cable tv equipment. Currently only for items under \$5K.
116-7030	COMPUTER EQUIPMENT	1,700	0	0	0	This reserve is for the replacement of computer equipment, printers, phones and major software applications. This line item increase is due to the funding needed for the network, server, and phone system upgrades purchased when we added the new Police Station to solve connectivity and redundancy issues.