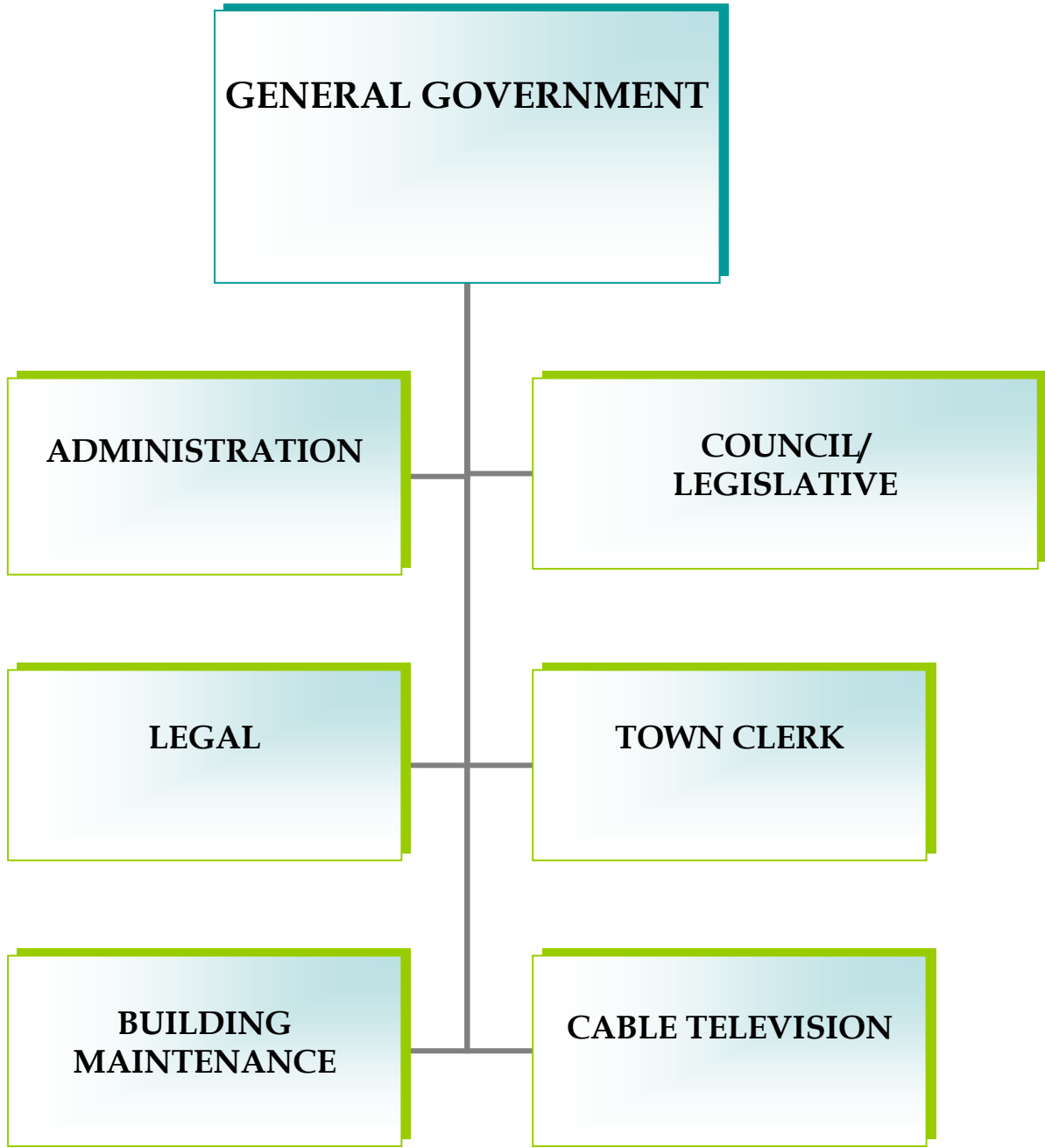


GENERAL GOVERNMENT



ADMINISTRATION

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	354,271	331,502	338,651	345,309	4.17% over(- under) FY14 budget
111	DEPARTMENT: ADMINISTRATION					
111-4010	FULL-TIME SALARIES	184,187	180,375	180,375	185,332	Salary for the Town Manager (80%), Assistant Town Manager (90%), Administrative Assistant (37.5%), and Receptionist (8%).
111-4020	PART-TIME SALARIES	0	0	7,200	7,140	Hourly rate for the Energy Sustainability Coordinator.
111-4040	TRANSPORTATION	5,325	5,200	5,200	5,200	Town Manager's car allowance at \$400/month; and Asst. Manager mileage at \$400/year.
111-4050	HEALTH INSURANCE	29,569	28,084	26,283	26,798	Employer health insurance contribution. Healthcare budget is no longer allocated by the old fixed allocation methodology.
111-4060	RETIREMENT	148	25,794	27,544	29,415	Employer Retirement contribution. Retirement is no longer allocated by the old fixed allocation methodology.
111-4070	SOCIAL SECURITY	14,376	13,799	13,799	14,724	Employer Social Security contribution.
111-5010	POSTAGE	1,914	1,600	1,600	1,600	Funds for department mailings (shared with Town Clerk)
111-5020	TELEPHONE	2,547	2,500	2,500	2,500	Portion of telephone usage attributed to this department. Includes Town Manager's cell phone and internet service.

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	354,271	331,502	338,651	345,309	4.17% over(- under) FY14 budget
111	DEPARTMENT: ADMINISTRATION					
111-5040	EDUCATIONAL / MEETING	3,753	5,000	5,000	5,150	ICMA @ \$2,500; MTCMA @ 500; MMA/Legislation @ \$300; Asst. Manager expenses @ \$700 and Misc. of \$1,000.
111-5060	PRINTING	0	0	0	0	Discontinue printing of Town Report. Electronic copies only.
111-5310	VEHICLE MAINTENANCE	657	600	600	700	Maintenance costs for the Town's hybrid vehicle.
111-5490	OTHER PROFESSIONAL SERVICES	80,898	35,000	35,000	30,500	Professional services including mediation/arbitration services, expert witnesses, studies, appraisals, surveys, architects, engineering, human resource consulting, and other specialized services including regional efforts.
111-5800	DUES & MEMBERSHIPS	1,868	2,300	2,300	2,400	Dues to International City Manager's Association (ICMA), Maine Town and City Management Association (MTCMA), Society for Human Resource Management(SHRM) and the Portland Regional Chamber.
111-5900	OTHER CONTRACTUAL SERVICES	1,823	750	750	750	Funds for photographs, mailing services, binding costs,awards, program updates, and other miscellaneous services.

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	354,271	331,502	338,651	345,309	4.17% over(- under) FY14 budget
111 DEPARTMENT: ADMINISTRATION						
111-6010	OFFICE SUPPLIES	302	1,400	1,400	1,200	Office supplies needed during the year.
111-6020	BOOKS / SUBSCRIPTIONS	0	200	200	200	Educational books and subscriptions.
111-6130	MOTOR FUELS & LUBRICANTS	542	500	500	600	Fuel costs for the Town's hybrid vehicle.
111-6820	OFFICE EQUIPMENT	1,397	6,000	6,000	4,500	Replacement items formally part of a reserve, including office chairs, file cabinets, tables, etc.
111-6900	OTHER COMMODITIES	5,171	4,000	4,000	4,500	Funds for meetings, flowers for special occasions, Town Hall coffee service, kitchen supplies, gift certificates, flags for Veteran's graves on Memorial Day and the Memorial Day parade.
111-7010	TRANSFER TO OFFICE RESERVE	0	0	0	0	Transfers no longer occur to this reserve
111-8930	UNALLOCATED	19,795	18,400	18,400	22,100	Funds for the Town Employee Incentive programs that include: safety (1,500), service (12,600), 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

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	37,572	41,136	40,899	42,186	2.55% over(- under) FY14 budget
111-1	DEPARTMENT: COUNCIL/LEGISLATIVE					
111-1-4020	PART-TIME SALARIES	4,000	7,000	7,000	7,000	Salary for Town Council members at \$40 per Council meeting.
111-1-4070	SOCIAL SECURITY	306	536	536	536	Employer Social Security contribution.
111-1-5040	MEETINGS & EDUCATIONAL	38	100	100	100	Funds for mandatory Council training.
111-1-5080	LEGAL/ ADVERTISING	51	0	0	0	Funds for legal ads in newspapers.
111-1-5840	COUNCIL OF GOVERNMENTS	11,185	11,500	11,500	12,300	Dues to the Greater Portland Council of Governments - services include group purchasing, research, planning, cartography, and regional representation on various issues.
111-1-5850	MAINE MUNICIPAL ASSOCIATION	12,291	12,700	12,463	12,700	Dues to the Maine Municipal Association - services include representation before the State Legislature, consulting on personnel and legal matters, and self-insurance pools.
111-1-5900	OTHER CONTRACTUAL SERVICES	4,238	5,000	5,000	4,750	Funding for long-range planning and research studies that are directed by the Council. The Council may allocate some of these funds to support advisory land use boards such as LPAC, and the Conservation Commission.
111-1-6900	OTHER COMMODITIES	1,607	800	800	1,000	Miscellaneous Council expenses.

DEPARTMENT: COUNCIL

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	37,572	41,136	40,899	42,186	2.55% over(- under) FY14 budget
111-1	DEPARTMENT: COUNCIL/LEGISLATIVE					
111-1-6910	BANQUET	3,856	3,500	3,500	3,800	Funds for the annual municipal banquet.

LEGAL

DEPARTMENT: LEGAL

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	88,855	100,000	100,000	100,000	0% over(- under) FY14 budget
111-2	DEPARTMENT: LEGAL					
111-2-5400	LEGAL SERVICES	88,855	100,000	100,000	100,000	General Town legal services for various issues.

TOWN CLERK

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	339,310	398,730	359,584	391,656	-1.77% over(- under) FY14 budget
112	DEPARTMENT: TOWN CLERK					
112-4010	FULL-TIME SALARIES	171,246	188,402	197,636	180,516	Salary for the Town Clerk, Deputy Town Clerk, two Excise Clerks, and 8% of the receptionist.
112-4020	PART-TIME SALARIES	16,551	6,780	7,966	17,780	Hourly wages paid to election workers for two elections and two caucuses. The primary in June will be a large election. We also will be redistricting the voting areas and this will add extra training sessions for the election workers. This line also includes Registrar's salary. It did not in FY 2013-2014.
112-4030	OVERTIME	3,307	2,500	2,500	2,500	Overtime for the Deputy Town Clerk and Registrar for election work.
112-4050	HEALTH INSURANCE	48,090	52,964	38,105	39,968	Employer health insurance contribution. Healthcare budget is no longer allocated by the old fixed allocation methodology.
112-4060	RETIREMENT	14,247	10,571	11,268	11,856	Employer retirement contribution. Retirement is no longer allocated by the old fixed allocation methodology.
112-4070	SOCIAL SECURITY	13,456	15,123	14,295	15,361	Employer Social Security contribution.
112-5020	TELEPHONE	1,681	1,900	1,680	1,700	Portion of telephone usage attributed to department.
112-5030	TRANSPORTATION	247	100	100	100	Mileage reimbursement.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	339,310	398,730	359,584	391,656	-1.77% over(- under) FY14 budget
112	DEPARTMENT: TOWN CLERK					
112-5040	EDUCATIONAL/MEETING	969	1,800	400	1,800	Funds for Town Clerk, Deputy Town Clerk and Staff. Costs include Secretary of State's election conference, Vital Records classes, Title 21-A (State Election Law), 30-A (Municipal Law), MMA Convention and NEMCA (New England Municipal Clerk Association) convention.
112-5060	PRINTING	4,453	4,500	4,300	5,750	Printing needs for two elections (\$5000) and throughout the year.
112-5080	LEGAL/ ADVERTISING	5,571	4,000	5,000	6,200	Funds for legal ads in newspapers.
112-5300	MACHINE/EQUIPMENT MAINTENANCE	900	1,400	1,400	1,600	Maintenance agreement and programming for the voting machines. Based on SOS, will receive additional machine.
112-5410	COMPUTER SERVICES	5,945	6,000	5,979	24,400	TRIO-Motor vehicle software (\$6000); Adding in Vision (\$450); Clerks Index (\$250) Muncode Fee (\$700), ENCODE system (\$15,000), ENCODE admin work (\$2,000).
112-5490	OTHER PROFESSIONAL SERV	6,092	12,050	10,800	14,000	Funds to update the Code of Ordinances (\$3000), storage supplies for vault, preservation of old town records (\$2000), Binding of 3 years of Council records (\$900) and misc. needs. Printing and issuance of tax bills (\$8000).

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	339,310	398,730	359,584	391,656	-1.77% over(- under) FY14 budget
112	DEPARTMENT: TOWN CLERK					
112-5800	DUES & MEMBERSHIPS	90	40	50	75	Membership dues include Cumberland County Clerks Association, \$25 each for Clerk and Deputy Clerk. Tax and Treasurers Dues \$25.
112-5830	SOCIAL SERVICE AGENCIES	15,500	18,500	18,500	18,500	Funds for the Human Service Committee to allocate to local social service agencies. Falmouth has a long history of supporting organizations that provide economic and social service resources to residents in need.
112-5890	GENERAL ASSISTANCE	26,841	65,000	35,000	45,000	General Assistance provides a safety net for needy families. As demand for this program can fluctuate year to year, the FY15 budget is based on projected usage, however, it does not account for extraordinary circumstances. \$10,000 added for Fuel Assistance.
112-5900	OTHER CONTRACTUAL SERVICES	1,078	800	800	800	Miscellaneous services, such as custom painting for election signs, etc.
112-6010	OFFICE SUPPLIES	2,005	3,200	1,600	2,000	Office supplies needed during the year.
112-6020	BOOKS/SUBSCRIPTIONS	0	100	205	250	Educational books and subscriptions, including MMA manuals.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	339,310	398,730	359,584	391,656	-1.77% over(- under) FY14 budget
112	DEPARTMENT: TOWN CLERK					
112-6900	OTHER COMMODITIES	1,041	3,000	2,000	1,500	Leasing of new ballot boxes and tabulators as required by the State. Misc expenses include Election school lunch, cart for absentee voting.

BUILDING MAINTENANCE

DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	157,744	175,994	169,494	225,705	28.25% over(- under) FY14 budget
113 DEPARTMENT: BUILDING MAINTENANCE						
113-4010	FULL-TIME SALARIES	79,962	80,174	80,174	115,020	Salaries for three custodians at all town facilities.
113-4030	OVERTIME	3,195	1,000	1,000	1,000	Overtime for special projects.
113-4050	HEALTH INSURANCE	27,600	30,337	30,337	45,941	Employer health insurance contribution. Healthcare budget is no longer allocated by the old fixed allocation methodology.
113-4060	RETIREMENT	7,313	5,173	5,173	9,079	Employer retirement contribution. Retirement is no longer allocated by the old fixed allocation methodology.
113-4070	SOCIAL SECURITY	6,074	6,210	6,210	8,876	Employer Social Security contribution.
113-4100	WORKER'S COMPENSATION	0	0	0	0	This line item has been consolidated into one cost center.
113-5030	TRANSPORTATION	0	0	0	240	Monthly mileage reimbursement at \$20/month
113-5200	ELECTRICITY	15,212	16,500	15,000	14,750	Electricity for the Town Hall. The largest variable is the demand charges and usage associated with cooling in the summer months.
113-5220	WATER	548	600	600	625	Water and sewer charges for Town Hall.
113-5230	PROPANE	7,956	16,500	12,000	10,175	Heating fuel for Town Hall.

DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	157,744	175,994	169,494	225,705	28.25% over(- under) FY14 budget
113	DEPARTMENT: BUILDING MAINTENANCE					
113-5500	MAINTENANCE/BUILDING	4,058	7,000	7,000	7,000	Funds for repairs to plumbing, electrical, phone, heating and other systems as well as general maintenance to the building as needed.
113-5900	OTHER CONTRACTUAL SERVICES	5,094	6,000	6,000	6,000	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	56	2,000	2,000	2,000	Renovation items that were formally part of a reserve. Interior painting inside Town Hall.
113-6900	OTHER COMMODITIES	675	4,500	4,000	5,000	Funds for cleaning and misc. supplies for Town Hall.
113-7020	BUILDING IMPROVEMENTS (To Reserve)	0	0	0	0	Funds for the replacement of major components of the building and grounds (i.e. roof, carpet, HVAC, painting, pavement, appliances, etc.).

CABLE TELEVISION

DEPARTMENT: CABLE TV

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	49,281	57,732	58,428	59,548	
116	DEPARTMENT: CABLE T.V.					
116-4020	PART-TIME SALARIES	32,196	35,140	35,000	35,813	Salary for the Cable TV Station Manager. The manager's time is allocated to other cost centers. Time has been increased from 55% to 59.5% for this cost center.
116-4050	HEALTH INSURANCE	7,692	8,454	8,000	8,719	Employer health insurance contribution. Healthcare budget is no longer allocated by the old fixed allocation methodology.
116-4060	RETIREMENT	1,939	1,650	2,084	2,476	Employer retirement contribution. Retirement is no longer allocated by the old fixed allocation methodology.
116-4070	SOCIAL SECURITY	2,302	2,688	2,344	2,740	Employer Social Security contribution.
116-5040	EDUCATIONAL/MEETING	100	800	500	800	Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal.
116-5060	PRINTING	0	0	0	0	Printing costs needed during the year.
116-5300	MACHINE/EQUIPMENT MAINTENANCE/SOFTWARE	1,727	2,500	2,500	2,500	Funds to cover repairs for equipment that is out of warranty.
116-5900	PROGRAM DEVELOPMENT	3,120	6,000	7,500	6,000	Earth Channel streaming and On-Demand programs (\$5,000) and contract work (\$500).
116-6010	OFFICE SUPPLIES	204	300	300	500	Office supplies needed during the year. Includes purchase of DVDs, batteries, light bulbs and other specialty media supplies.

DEPARTMENT: CABLE TV

Acct No	Account Name	Actual 2012-2013	Budget 2013-2014	Estimated 2013-2014	Proposed 2014-2015	2014-2015 Line Item Budget Notes
-	DEPARTMENT TOTAL	49,281	57,732	58,428	59,548	
116	DEPARTMENT: CABLE T.V.					
116-6900	OTHER COMMODITIES	0	200	200	0	Combine with Office Supplies.