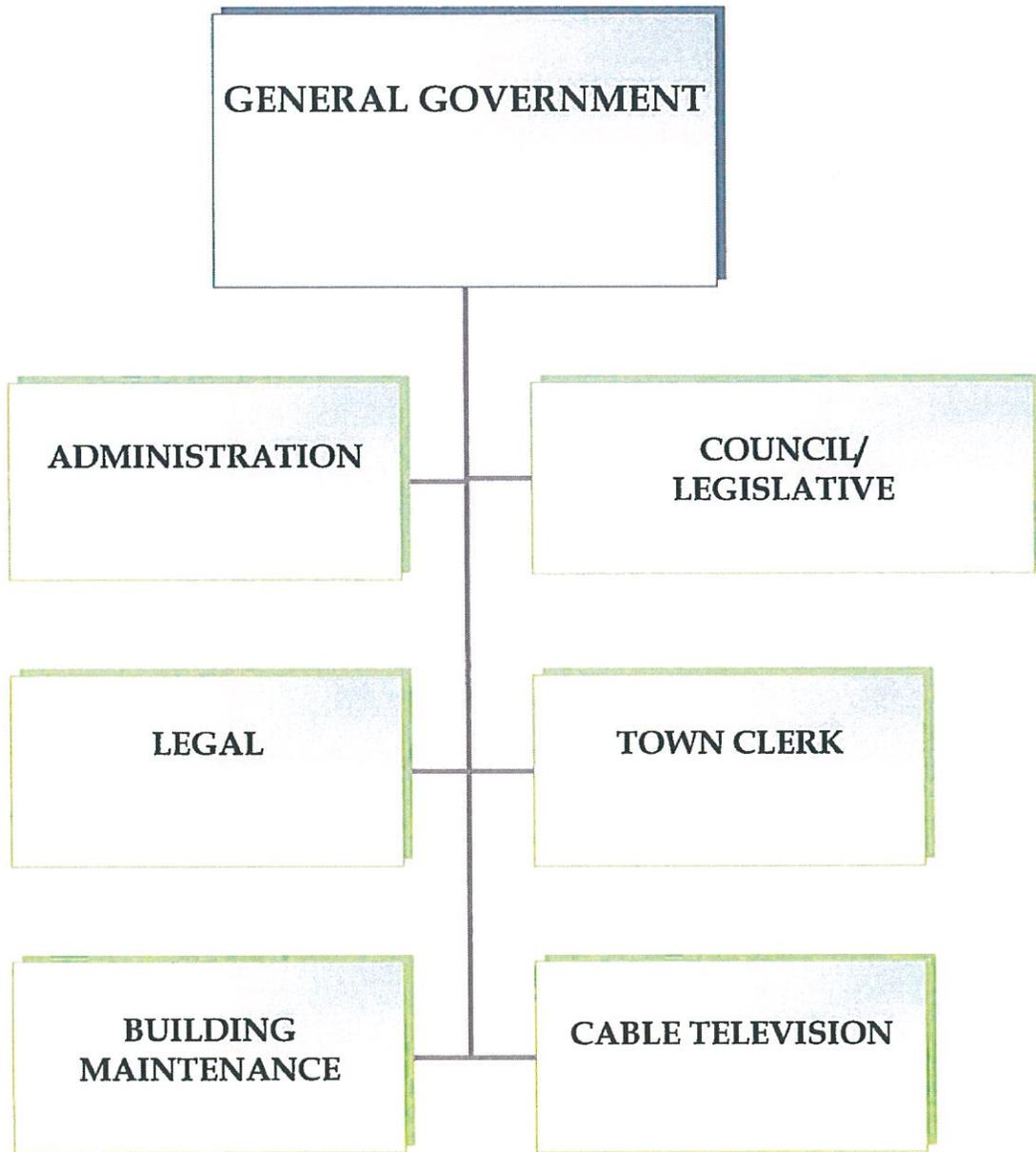


GENERAL GOVERNMENT



ADMINISTRATION

DEPARTMENT: ADMINISTRATION

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|---------------------------------------|---------------------------|------------------|------------------|---------------------|--------------------|---|
| - | DEPARTMENT TOTAL | 329,016 | 345,309 | 351,891 | 380,261 | 10.12% over(- under) FY15 budget |
| 111 DEPARTMENT: ADMINISTRATION | | | | | | |
| 111-4010 | FULL-TIME SALARIES | 185,445 | 185,332 | 185,332 | 214,295 | Salary for the Town Manager (80%), Assistant Town Manager (90%), Administrative Assistant (68.6%), move Energy Sustainability position to Full-Time (30.9%) |
| 111-4020 | PART-TIME SALARIES | 4,830 | 7,140 | 7,140 | 0 | Energy Sustainability Coordinator moved to Full-time |
| 111-4040 | TRANSPORTATION | 4,946 | 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 | 28,553 | 26,798 | 33,480 | 40,589 | Employer Contribution , 9.5% inc POS plans, 10.23% inc on PPO plans, Energy Sustainability Coordinator moved to full-time. Assumes move to PPO500 1/1/2016 |
| 111-4060 | RETIREMENT | 28,434 | 29,415 | 29,415 | 35,177 | Employer Contribution, MPERS contribution % increased 14% |
| 111-4061 | RETIREMENT HEALTH SAVINGS | 0 | 0 | 0 | 2,143 | Moved from Contingency and split between departments |
| 111-4070 | SOCIAL SECURITY | 15,012 | 14,724 | 14,724 | 16,394 | Employer Social Security contribution. |
| 111-5010 | POSTAGE | 950 | 1,600 | 1,600 | 1,300 | Funds for department mailings (shared with Town Clerk). |
| 111-5020 | TELEPHONE | 2,195 | 2,500 | 2,500 | 1,368 | Includes Town Manager's cell phone and internet service. Telephone usage moved to IT |
| 111-5040 | EDUCATIONAL / MEETING | 5,030 | 5,150 | 5,150 | 5,350 | ICMA @ \$2,500; MTCMA @ 500; MMA/Legislation @ \$300; Asst. Manager expenses @ \$700 and Misc. of \$1,150, books \$200. |

DEPARTMENT: ADMINISTRATION

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|---------------------------------------|-----------------------------|------------------|------------------|---------------------|--------------------|--|
| - | DEPARTMENT TOTAL | 329,016 | 345,309 | 351,891 | 380,261 | 10.12% over(- under) FY15 budget |
| 111 DEPARTMENT: ADMINISTRATION | | | | | | |
| 111-5310 | VEHICLE MAINTENANCE | 718 | 700 | 700 | 800 | Maintenance costs for the Town's hybrid vehicle. |
| 111-5490 | OTHER PROFESSIONAL SERVICES | 21,765 | 30,500 | 30,500 | 25,000 | 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 | 2,142 | 2,400 | 2,400 | 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 | 198 | 750 | 750 | 0 | |
| 111-6010 | OFFICE SUPPLIES | 1,123 | 1,200 | 1,200 | 1,200 | Office supplies needed during the year. |
| 111-6020 | BOOKS / SUBSCRIPTIONS | 120 | 200 | 200 | | |
| 111-6130 | MOTOR FUELS & LUBRICANTS | 385 | 600 | 500 | 445 | Fuel costs for the Town's hybrid vehicle. |
| 111-6820 | OFFICE EQUIPMENT | 660 | 4,500 | 4,500 | 3,500 | Replacement items formally part of a reserve, including office chairs, file cabinets, tables, etc. |

DEPARTMENT: ADMINISTRATION

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|---------------------------------------|----------------------------|------------------|------------------|---------------------|--------------------|--|
| - | DEPARTMENT TOTAL | 329,016 | 345,309 | 351,891 | 380,261 | 10.12% over(- under) FY15 budget |
| 111 DEPARTMENT: ADMINISTRATION | | | | | | |
| 111-6900 | OTHER COMMODITIES | 7,760 | 4,500 | 4,500 | 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 | |
| 111-8930 | UNALLOCATED | 18,750 | 22,100 | 22,100 | 20,600 | Funds for the Town Employee Incentive programs that include: safety (1,500), service (12,600), Employee Recognition Breakfast/United Way Kick-off (1,000), annual summer event (1,100), Holiday lunch (2,000); and Wellness Program (2,400). |

COUNCIL/LEGISLATIVE

DEPARTMENT: COUNCIL

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|------------|--|------------------|------------------|---------------------|--------------------|--|
| - | DEPARTMENT TOTAL | 38,085 | 42,186 | 42,186 | 46,586 | 10.43% over(- under) FY15 budget |
| 111-1 | DEPARTMENT: COUNCIL/LEGISLATIVE | | | | | |
| 111-1-4020 | PART-TIME SALARIES | 4,200 | 7,000 | 7,000 | 7,000 | Salary for Town Council members at \$40 per Council meeting. |
| 111-1-4070 | SOCIAL SECURITY | 321 | 536 | 536 | 536 | Employer Social Security contribution. |
| 111-1-5040 | MEETINGS & EDUCATIONAL | 0 | 100 | 100 | 100 | Funds for mandatory Council training. |
| 111-1-5080 | LEGAL/ADVERTISING | 0 | 0 | 0 | 0 | |
| 111-1-5840 | COUNCIL OF GOVERNMENTS | 11,185 | 12,300 | 12,300 | 11,500 | 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 | 12,463 | 12,700 | 12,700 | 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 | 1,252 | 4,750 | 4,750 | 8,250 | 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. Water Quality assessment project near Mussel Cove (\$5,500) |
| 111-1-6900 | OTHER COMMODITIES | 3,349 | 1,000 | 1,000 | 2,000 | Miscellaneous Council expenses. |
| 111-1-6910 | BANQUET | 5,315 | 3,800 | 3,800 | 4,500 | Funds for the annual municipal banquet. |

LEGAL

DEPARTMENT: LEGAL

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|--------------------------------|-------------------------|---------------------|---------------------|------------------------|-----------------------|---|
| - | DEPARTMENT TOTAL | 151,121 | 100,000 | 100,000 | 110,000 | 10% over(- under) FY15 budget |
| 111-2 DEPARTMENT: LEGAL | | | | | | |
| 111-2-5400 | LEGAL SERVICES | 151,121 | 100,000 | 100,000 | 110,000 | General Town legal services for various issues. |

TOWN CLERK

DEPARTMENT: TOWN CLERK

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2014-2015 Line Item Budget Notes |
|------------|-------------------------------|------------------|------------------|---------------------|--------------------|---|
| - | DEPARTMENT TOTAL | 339,382 | 391,656 | 383,277 | 377,743 | -3.55% over(- under) FY14 budget |
| 112 | DEPARTMENT: TOWN CLERK | | | | | |
| 112-4010 | FULL-TIME SALARIES | 187,552 | 180,516 | 177,780 | 182,332 | Salary for the Town Clerk, Deputy Town Clerk, and two Excise Clerks. |
| 112-4020 | PART-TIME SALARIES | 12,163 | 17,780 | 16,784 | 14,880 | Hourly wages paid to election workers for two elections. This line also includes Registrar's salary. This line item should go down. The elections will not be as large as the previous year |
| 112-4030 | OVERTIME | 1,541 | 2,500 | 2,500 | 2,500 | Overtime for the Deputy Town Clerk and Registrar for election work. |
| 112-4050 | HEALTH INSURANCE | 38,793 | 39,968 | 40,256 | 42,566 | Employer Contribution. PPO plan contribution % increased 10.2%, Assumes move to PPO500 on 1/1/2016 |
| 112-4060 | RETIREMENT | 11,273 | 11,856 | 11,856 | 12,676 | Employer Contribution. MPERS contribution % increased 14% |
| 112-4061 | RETIREMENT HEALTH SAVINGS | 0 | 0 | | 1,788 | previously in contingency now split by department. |
| 112-4070 | SOCIAL SECURITY | 14,473 | 15,361 | 15,075 | 15,278 | Employer Social Security contribution. |
| 112-5010 | POSTAGE | | | | 7,000 | Postage for certified letters in August, September, and February for taxes, absentee ballots June and November. Weekly large mailings to Vitals, IFW and BMV. Previously used Finance and Admin postage accounts. |

DEPARTMENT: TOWN CLERK

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2014-2015 Line Item Budget Notes |
|------------|-------------------------------|------------------|------------------|---------------------|--------------------|---|
| - | DEPARTMENT TOTAL | 339,382 | 391,656 | 383,277 | 377,743 | -3.55% over(- under) FY14 budget |
| 112 | DEPARTMENT: TOWN CLERK | | | | | |
| 112-5020 | TELEPHONE | 1,659 | 1,700 | 1,900 | 648 | Cell phone and internet access charges. |
| 112-5030 | TRANSPORTATION | 70 | 100 | 0 | 200 | Mileage reimbursement. Trips to nursing homes during 2 elections and other misc travel. |
| 112-5040 | EDUCATIONAL/MEETING | 366 | 1,800 | 1,800 | 1,800 | I am anticipating using Kim Darling for coverage to allow more training opportunities for all 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 |
| 112-5060 | PRINTING | 4,404 | 5,750 | 5,500 | 5,500 | Printing needs for two elections (\$5000) and throughout the year. |
| 112-5080 | LEGAL/ADVERTISING | 4,390 | 6,200 | 6,200 | 6,000 | Funds for legal ads in newspapers. |
| 112-5300 | MACHINE/EQUIPMENT MAINTENANCE | 589 | 1,600 | 1,600 | 1,600 | Maintenance agreement and programming for the voting machines. |
| 112-5410 | COMPUTER SERVICES | 5,979 | 24,400 | 24,400 | 6,300 | Costs associated to Trio renewal fee and Imageflo. This may need to increase for en-code. |
| 112-5490 | OTHER PROFESSIONAL SERV | 9,613 | 14,000 | 9,000 | 8,600 | Preservation of old town records (\$5500), Binding of 1 years of Council records (\$300) and misc. needs. Printing and issuance of tax bills (\$8200). |
| 112-5800 | DUES & MEMBERSHIPS | 70 | 75 | 75 | 125 | Membership dues include Cumberland County Clerks Association, \$25 & Maine Town City Clerks Assoc. each for Clerk and Deputy Clerk., Tax and Treasurers Dues \$25. |

DEPARTMENT: TOWN CLERK

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2014-2015 Line Item Budget Notes |
|------------|-------------------------------|------------------|------------------|---------------------|--------------------|--|
| - | DEPARTMENT TOTAL | 339,382 | 391,656 | 383,277 | 377,743 | -3.55% over(- under) FY14 budget |
| 112 | DEPARTMENT: TOWN CLERK | | | | | |
| 112-5830 | SOCIAL SERVICE AGENCIES | 18,500 | 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 | 23,699 | 45,000 | 45,000 | 45,000 | 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. |
| 112-5900 | OTHER CONTRACTUAL SERVICES | 281 | 800 | 800 | 800 | Miscellaneous services, such as custom painting for election signs, etc. |
| 112-6010 | OFFICE SUPPLIES | 2,290 | 2,000 | 2,500 | 2,500 | Office supplies needed during the year. |
| 112-6020 | BOOKS/SUBSCRIPTIONS | 275 | 250 | 250 | 150 | Educational books and subscriptions, including MMA manuals. |
| 112-6900 | OTHER COMMODITIES | 1,401 | 1,500 | 1,500 | 1,000 | Misc expenses include for Elections and absentee voting. |

BUILDING MAINTENANCE

DEPARTMENT: BUILDING MAINTENANCE

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|------------|---|------------------|------------------|---------------------|--------------------|--|
| - | DEPARTMENT TOTAL | 165,660 | 225,705 | 219,640 | 238,568 | 5.7% over(- under) FY14 budget |
| 113 | DEPARTMENT: BUILDING MAINTENANCE | | | | | |
| 113-4010 | FULL-TIME SALARIES | 81,704 | 115,020 | 101,602 | 116,086 | Salaries for three custodians at all town facilities plus IT Assistant (10%) |
| 113-4030 | OVERTIME | 2,882 | 1,000 | 3,000 | 1,000 | Overtime for special projects. |
| 113-4050 | HEALTH INSURANCE | 29,349 | 45,941 | 46,272 | 48,942 | Employer health insurance contribution. 10.23% inc PPO plans. Assumes move to PPO500 on 1/1/2016 |
| 113-4060 | RETIREMENT | 6,086 | 9,079 | 8,139 | 9,854 | Employer retirement contribution. MPERS contribution % increased by 14% |
| 113-4061 | RETIREMENT HEALTH SAVINGS | 0 | 0 | 0 | 1,180 | previously in contingency now split between departments. |
| 113-4070 | SOCIAL SECURITY | 6,073 | 8,876 | 7,773 | 8,957 | 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 | 240 | 140 | 240 | Monthly mileage reimbursement at \$20/month |
| 113-5200 | ELECTRICITY | 14,507 | 14,750 | 21,915 | 22,189 | Electricity for the Town Hall. This reflects the latest contract rate for calendar year 2015 of \$.12892 per KWh and assumes we get that same rate for 2016. |
| 113-5220 | WATER | 555 | 625 | 625 | 644 | Water and sewer charges for Town Hall. |
| 113-5230 | PROPANE | 10,105 | 10,175 | 10,175 | 11,976 | Heating fuel for Town Hall. |
| 113-5500 | MAINTENANCE/BUILDING | 9,531 | 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. |

DEPARTMENT: BUILDING MAINTENANCE

| Acct No | Account Name | Actual 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|---|------------------------------------|------------------|------------------|---------------------|--------------------|--|
| - | DEPARTMENT TOTAL | 165,660 | 225,705 | 219,640 | 238,568 | 5.7% over(- under) FY14 budget |
| 113 DEPARTMENT: BUILDING MAINTENANCE | | | | | | |
| 113-5900 | OTHER CONTRACTUAL SERVICES | 3,191 | 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 | 0 | 2,000 | 2,000 | 0 | |
| 113-6900 | OTHER COMMODITIES | 1,679 | 5,000 | 5,000 | 4,500 | Funds for cleaning and misc. supplies for Town Hall. |
| 113-7020 | BUILDING IMPROVEMENTS (To Reserve) | 0 | 0 | 0 | 0 | |



CABLE TELEVISION

DEPARTMENT: CABLE TV

| Acct No | Account Name | Estimated 2013-2014 | Budget 2014-2015 | Estimated 2014-2015 | Proposed 2015-2016 | 2015-2016 Line Item Budget Notes |
|----------|--|---------------------|------------------|---------------------|--------------------|---|
| - | DEPARTMENT TOTAL | 54,552 | 59,548 | 59,611 | 59,054 | -0.83% over(- under) FY15 budget |
| 116 | DEPARTMENT: CABLE T.V. | | | | | |
| 116-4020 | PART-TIME SALARIES | 32,696 | 35,813 | 35,813 | 34,145 | Salary for the Cable TV Station Manager (60%). |
| 116-4050 | HEALTH INSURANCE | 8,132 | 8,719 | 8,782 | 9,289 | Employer health insurance contribution. PPO plan contributions increased 10.2%, assumes move to PPO500 on 1/1/2016 |
| 116-4060 | RETIREMENT | 2,064 | 2,476 | 2,476 | 2,884 | Employer retirement contribution. MPERS contribution % increased 14% |
| 116-4061 | RETIREMENT HEALTH SAVINGS | 0 | 0 | | 324 | Previously in contingency now split by department. |
| 116-4070 | SOCIAL SECURITY | 2,322 | 2,740 | 2,740 | 2,612 | Employer Social Security contribution. |
| 116-5040 | EDUCATIONAL/MEETING | 43 | 800 | 800 | 800 | Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal. |
| 116-5060 | PRINTING | 0 | 0 | | | |
| 116-5300 | MACHINE/EQUIPMENT MAINTENANCE/SOFTWARE | 1,830 | 2,500 | 2,500 | 2,500 | Funds to cover repairs for equipment that is out of warranty. |
| 116-5900 | PROGRAM DEVELOPMENT | 7,146 | 6,000 | 6,000 | 6,000 | Earth Channel streaming and On-Demand programs (\$5,500) and contract work (\$500). |
| 116-6010 | OFFICE SUPPLIES | 318 | 500 | 500 | 500 | Office supplies needed during the year. Includes purchase of DVDs, batteries, light bulbs and other specialty media supplies. |