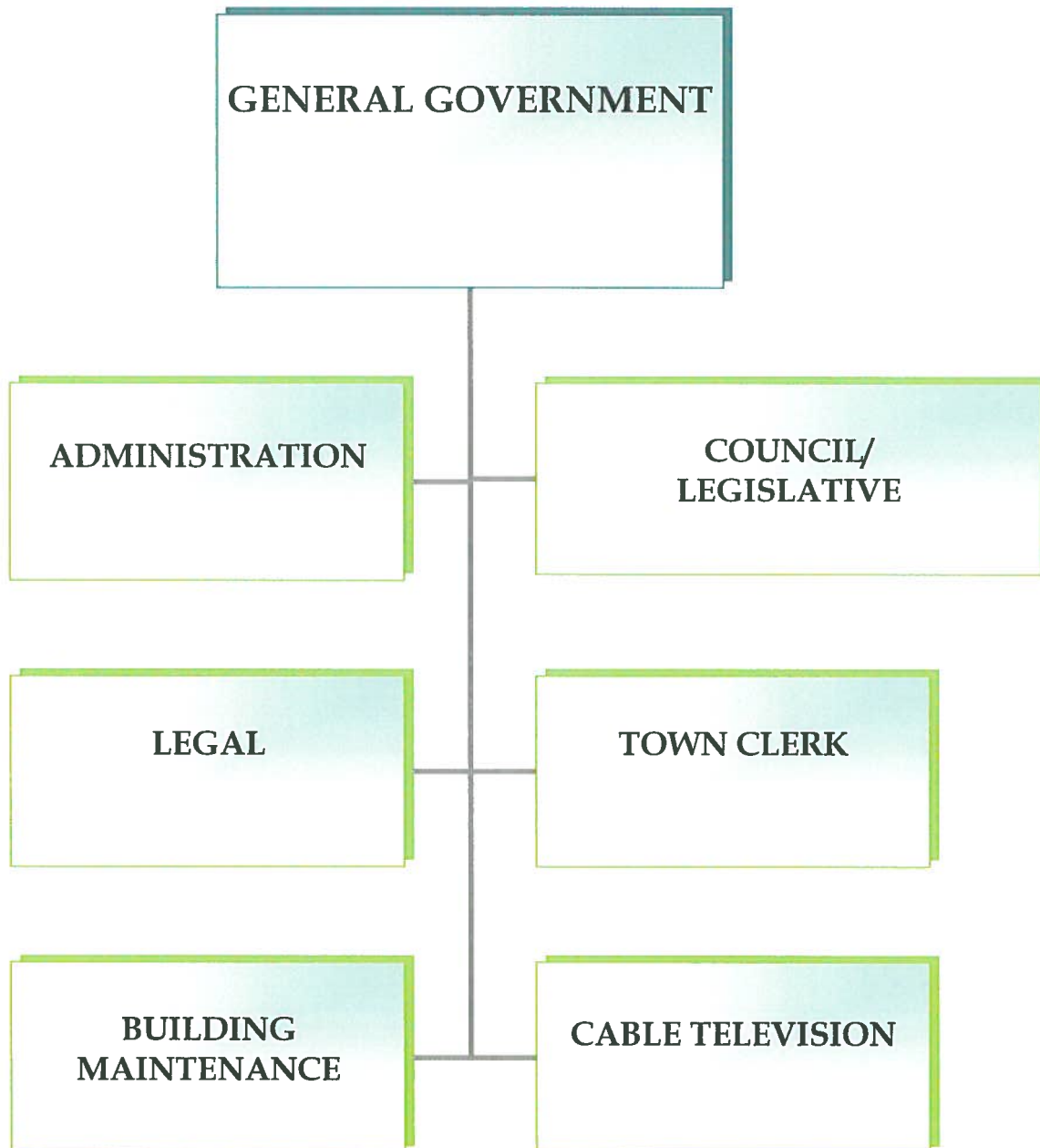


GENERAL GOVERNMENT



ADMINISTRATION

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Esttimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	345,577	382,387	387,983	393,706	2.96% over(- under) FY15 budget
111 DEPARTMENT: ADMINISTRATION						
111-4010	FULL-TIME SALARIES	187,229	216,270	214,295	223,916	Salary for the Town Manager (80%), Assistant Town Manager (90%), Administrative Assistant (68.6%), move Energy Sustainability position to Full-Time (31.4%)
111-4020	PART-TIME SALARIES	10,558	0	0	0	
111-4030	OVERTIME	58	0	0	0	
111-4040	TRANSPORTATION	5,060	5,200	5,200	6,800	Town Manager's car allowance at \$500/month; and Asst. Manager mileage at \$400/year.
111-4050	HEALTH INSURANCE	35,709	40,589	40,589	41,054	11% inc oinPPO contribution offset by savings due to switch from more expensive POS plan in January 2016.
111-4060	RETIREMENT	26,400	35,177	35,177	37,275	Employer Contribution, MPERS contribution % increased from 8.9% to 9.5% a 6.7% increase
111-4061	RETIREMENT HEALTH SAVINGS	0	2,143	2,143	2,215	
111-4070	SOCIAL SECURITY	15,771	16,545	16,394	17,528	Employer Social Security contribution.
111-5010	POSTAGE	2,026	1,300	1,000	1,000	Funds for department mailings.
111-5020	TELEPHONE	2,730	1,368	1,368	1,368	Includes Town Manager's cell phone and internet service. Telephone usage moved to IT

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Esttimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	345,577	382,387	387,983	393,706	2.96% over(- under) FY15 budget
111	DEPARTMENT: ADMINISTRATION					
111-5040	EDUCATIONAL / MEETING	3,472	5,350	5,350	6,000	ICMA @ \$2,500; MTCMA @ 500; MMA/ Legislation @ \$300; Asst. Manager expenses @ \$700 and Misc. of \$1,150, books \$200.
111-5060	PRINTING	343	0	0	0	
111-5310	VEHICLE MAINTENANCE	596	800	900	250	Maintenance costs for the Town's hybrid vehicle.
111-5490	OTHER PROFESSIONAL SERVICES	12,796	25,000	25,000	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	800	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	71	0	167	0	
111-6010	OFFICE SUPPLIES	1,021	1,200	1,400	1,200	Office supplies needed during the year.
111-6020	BOOKS / SUBSCRIPTIONS	0				
111-6130	MOTOR FUELS & LUBRICANTS	314	445	100	500	Fuel costs for the Town's hybrid vehicle.

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Esttimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	345,577	382,387	387,983	393,706	2.96% over(- under) FY15 budget
111	DEPARTMENT: ADMINISTRATION					
111-6820	OFFICE EQUIPMENT	607	3,500	2,500	3,500	Replacement items formally part of a reserve, including office chairs, file cabinets, tables, etc.
111-6900	OTHER COMMODITIES	7,484	4,500	6,000	5,500	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.
111-8930	UNALLOCATED	32,532	20,600	28,000	18,200	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); Wellness moved to special revenue fund (2,400)

COUNCIL/LEGISLATIVE

DEPARTMENT: COUNCIL

Acct No	Account Name	Budget 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	39,585	46,586	46,186	46,586	0% over(- under) FY15 budget
111-1	DEPARTMENT: COUNCIL/LEGISLATIVE					
111-1-4020	PART-TIME SALARIES	5,840	7,000	7,000	7,000	Salary for Town Council members at \$40 per Council meeting.
111-1-4070	SOCIAL SECURITY	447	536	536	536	Employer Social Security contribution.
111-1-5040	MEETINGS & EDUCATIONAL	0	100	100	100	Funds for mandatory Council training.
111-1-5840	COUNCIL OF GOVERNMENTS	11,185	11,500	11,500	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	13,017	12,700	13,500	13,900	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	2,683	8,250	7,050	7,050	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	2,001	2,000	2,000	2,000	Miscellaneous Council expenses.
111-1-6910	BANQUET	4,412	4,500	4,500	4,500	Funds for the annual municipal banquet.

LEGAL

DEPARTMENT: LEGAL

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	115,595	110,000	111,000	120,000	9.09% over(- under) FY15 budget
111-2	DEPARTMENT: LEGAL					
111-2-5400	LEGAL SERVICES	115,595	110,000	111,000	120,000	General Town legal services for various issues. Added \$10,000 for sustainability attorney fees.

TOWN CLERK

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	351,791	379,668	380,202	391,105	3.01% over(- under) FY14 budget
DEPARTMENT: TOWN CLERK						
112-4010	FULL-TIME SALARIES	177,654	184,120	184,120	190,357	Salary for the Town Clerk, Deputy Town Clerk, and two Excise Clerks.
112-4020	PART-TIME SALARIES	14,976	14,880	14,880	20,000	Hourly wages paid to election workers for two elections and the Registrar's salary. \$15,200 and \$4,800 for 2 temps to cover Presidential election.
112-4030	OVERTIME	2,049	2,500	2,500	2,500	Overtime for the Deputy Town Clerk and Registrar for election work.
112-4050	HEALTH INSURANCE	37,846	42,566	37,000	55,362	Employer Contribution. PPO plan contribution % increased 11%, Assumes move to PPO500 on 1/1/2016. Increase due to additional employee taking Health Insurance. Employee added coverage in FY17
112-4060	RETIREMENT	11,615	12,676	12,676	14,190	Employer Contribution. MPERS contribution % increased from 8.9% to 9.5%, a 6.7% increase.
112-4061	RETIREMENT HEALTH SAVINGS		1,788	1,788	1,904	Employer Contribution
112-4070	SOCIAL SECURITY	13,945	15,415	15,415	16,769	Employer Social Security contribution.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	351,791	379,668	380,202	391,105	3.01% over(- under) FY14 budget
DEPARTMENT: TOWN CLERK						
112-5010	POSTAGE		7,000	7,000	6,500	Postage for certified letters in August, September, and February for taxes, absentee ballots June and November. Weekly large mailings to Vitals, IFW and BMV. FY 16 was an estimate. Previously used Finance and Admin postage accounts.
112-5020	TELEPHONE	2,018	648	648	648	Cell phone and internet access charges.
112-5030	TRANSPORTATION	162	200	300	300	Mileage reimbursement. Trips to nursing homes during 2 elections and other misc travel.
112-5040	EDUCATIONAL/MEETING	894	1,800	1,800	1,800	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 Tax Liens
112-5060	PRINTING	5,838	5,500	5,500	6,000	Printing needs for two elections (\$5000) printing and binding of official Council minutes 3 years (\$1,000)
112-5080	LEGAL/ADVERTISING	4,416	6,000	6,000	6,000	Funds for legal ads in newspapers.
112-5300	MACHINE/EQUIPMENT MAINTENANCE	1,358	1,600	1,600	2,100	Maintenance agreement and programming for the voting machines.
112-5410	COMPUTER SERVICES	25,161	6,300	8,000	8,100	Costs associated for Trio 7,700 renewal fee and 200 Imageflo.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	351,791	379,668	380,202	391,105	3.01% over(- under) FY14 budget
112 DEPARTMENT: TOWN CLERK						
112-5490	OTHER PROFESSIONAL SERV	13,773	8,600	12,400	13,000	Preservation of old town records (\$5500) Printing and issuance of tax bills (\$7,500). FY16 Budget was reduced ,last 3 year run-rate is \$13K.
112-5800	DUES & MEMBERSHIPS	75	125	125	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.
112-5830	SOCIAL SERVICE AGENCIES	18,500	18,500	19,000	21,000	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.
112-5890	GENERAL ASSISTANCE	16,109	45,000	45,000	20,000	General Assistance
112-5900	OTHER CONTRACTUAL SERVICES	846	800	800	800	Miscellaneous services, such as custom painting for election signs, etc.
112-6010	OFFICE SUPPLIES	4,110	2,500	2,500	2,500	Office supplies needed during the year.
112-6020	BOOKS/SUBSCRIPTIONS	245	150	150	150	Educational books and subscriptions, including MMA manuals.
112-6900	OTHER COMMODITIES	201	1,000	1,000	1,000	Misc expenses include for Elections and absentee voting.

BUILDING MAINTENANCE

DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	177,806	237,516	235,973	248,662	4.69% over(- under) FY14 budget
113	DEPARTMENT: BUILDING MAINTENANCE					
113-4010	FULL-TIME SALARIES	84,070	117,896	117,896	121,433	Salaries for three custodians at all town facilities plus IT Assistant (10%)
113-4030	OVERTIME	4,293	1,000	4,400	4,400	Overtime for special projects.
113-4050	HEALTH INSURANCE	30,808	45,941	37,117	40,795	11% inc oinPPO contribution offset by savings due to switch from more expensive POS plan in January 2016.
113-4060	RETIREMENT	6,974	9,854	9,854	10,933	Employer retirement contribution. MPERS contribution % increased by 6.7%
113-4061	RETIREMENT HEALTH SAVINGS	0	1,180	1,180	1,214	previously in contingency now split between departments.
113-4070	SOCIAL SECURITY	6,354	9,096	9,356	9,983	Employer Social Security contribution.
113-5030	TRANSPORTATION	0	240	0	240	Monthly mileage reimbursement at \$20/month
113-5200	ELECTRICITY	17,165	22,189	17,778	17,212	Electricity for the Town Hall. This reflects the latest contract rate for Jul-Dec FY2016 of \$.11299 per KWh and assumes \$.116 per KWh for Jan-Jun 2017. Jan-Jun 2016 was \$.11852 per KWh.
113-5220	WATER	573	644	644	644	Water and sewer charges for Town Hall.
113-5230	PROPANE	12,698	11,976	10,248	10,518	Heating fuel for Town Hall. \$1.55/ gal
113-5500	MAINTENANCE/BUILDING	6,554	7,000	15,000	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 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	177,806	237,516	235,973	248,662	4.69% over(- under) FY14 budget
113	DEPARTMENT: BUILDING MAINTENANCE					
113-5900	OTHER CONTRACTUAL SERVICES	4,647	6,000	8,000	16,290	Annual service contracts for: HVAC, elevator license inspection and periodic service, sprinkler and alarm system, generator service, security monitoring and pest control. Increase due to addition of 5 buildings fire alarm testing cost of \$450 each or \$2,250. \$8,040 for Central Fire Cleaning
113-6210	SALT/DEICING CHEMICALS	0	0	0	3,500	Allocation of salt budget for municipal building parking lots
113-6830	BUILDING RENOVATIONS	1,000	0	0	0	
113-6900	OTHER COMMODITIES	2,670	4,500	4,500	4,500	Funds for cleaning and misc. supplies for Town Hall.

CABLE TELEVISION

DEPARTMENT: CABLE TV

Acct No	Account Name	Budget 2014-2015	Budget 2015-2016	Estimated 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
-	DEPARTMENT TOTAL	53,893	59,374	60,617	62,669	5.55% over(- under) FY15 budget
116	DEPARTMENT: CABLE T.V.					
116-4010	FULL-TIME SALARIES			32,966	33,986	Salary for the Cable TV Station Manager (60%).
116-4020	PART-TIME SALARIES	34,372	34,465	1,469	1,500	Part time cable TV backup
116-4050	HEALTH INSURANCE	8,624	9,289	9,289	9,615	11% inc oinPPO contribution offset by savings due to switch from more expensive POS plan in January 2016.
116-4060	RETIREMENT	2,561	2,884	2,884	3,229	Employer retirement contribution. MPERS contribution % increased 6.7%
116-4061	RETIREMENT HEALTH SAVINGS		324	324	340	
116-4070	SOCIAL SECURITY	2,446	2,612	2,634	2,799	Employer Social Security contribution.
116-5040	EDUCATIONAL/MEETING	86	800	2,050	2,200	Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal.
116-5300	MACHINE/EQUIPMENT MAINTENANCE/SOFTWARE	0	2,500	2,500	2,500	Funds to cover repairs for equipment that is out of warranty and software maintenance renewals for video editing system and video server.
116-5900	PROGRAM DEVELOPMENT	5,580	6,000	6,000	6,000	Earth Channel streaming and On-Demand programs (\$5,500) and contract work (\$500).
116-6010	OFFICE SUPPLIES	224	500	500	500	Office supplies needed during the year. Includes purchase of DVDs, batteries, light bulbs and other specialty media supplies.