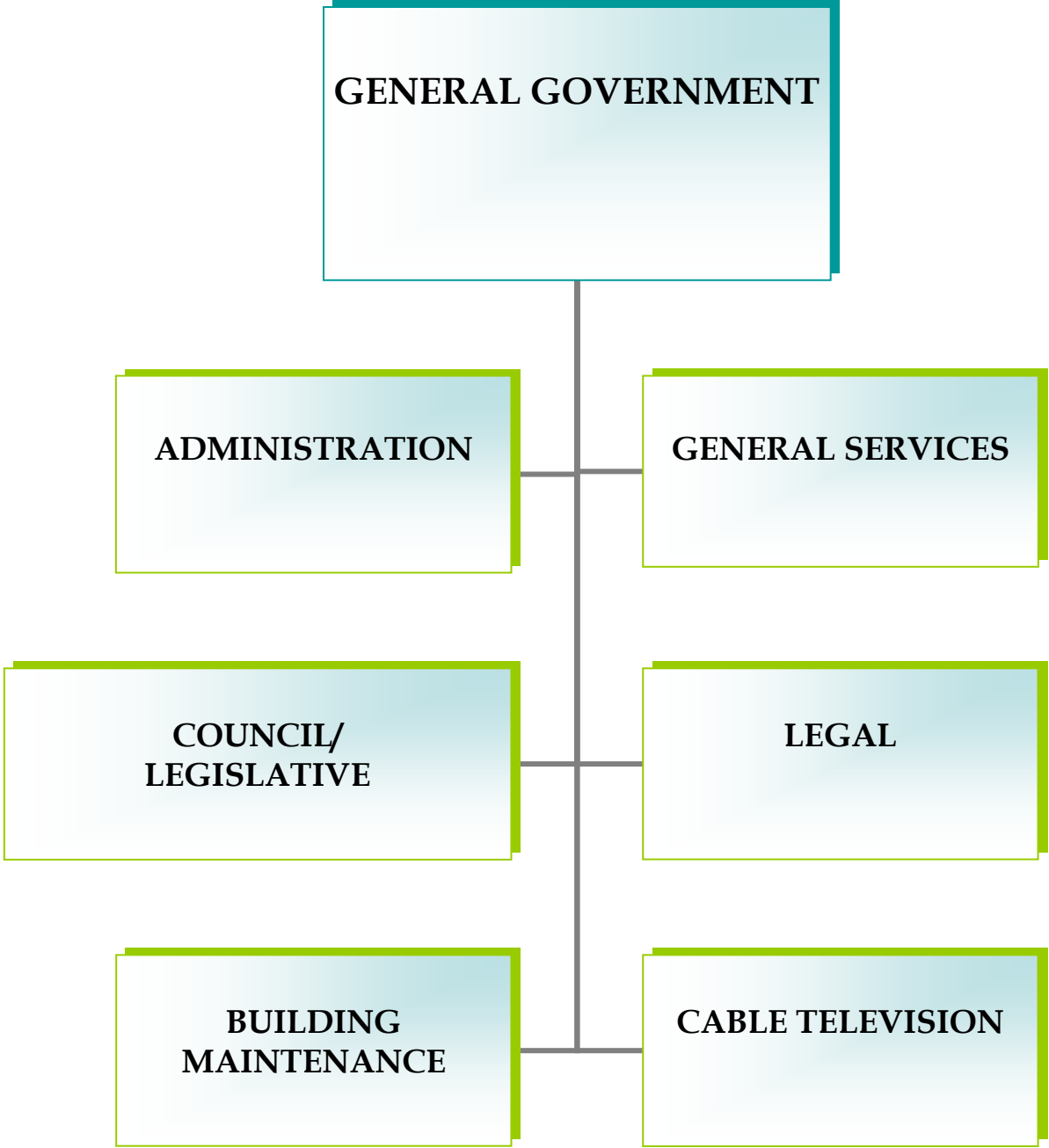


***GENERAL GOVERNMENT***



## ***ADMINISTRATION***

**DEPARTMENT: ADMINISTRATION**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>335,518</b>	<b>370,498</b>	<b>344,688</b>	<b>350,756</b>	
<b>111 DEPARTMENT: ADMINISTRATION</b>						
4010	FULL-TIME SALARIES	156,721	165,973	165,973	168,839	This account provides for the Town Manager (90%), the Assistant Town Manager (90%), the Administrative Assistant (38%), and 7% of the receptionist's salary.
4020	PART-TIME SALARIES	0	5,320	4,500	6,240	Part-time facilitator to implement the Town's energy efficiency program.
4040	TRANSPORTATION	5,791	7,000	5,500	5,500	This account provides for the Town Manager's car allowance at \$400/month, and Asst. Manager at \$700/year.
4050	HEALTH INSURANCE	17,271	18,852	18,806	19,835	Covers department's prorated share of total health insurance premiums.
4060	RETIREMENT	4,303	4,009	4,000	4,539	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	12,923	12,103	13,041	13,394	Employer's share of social security.
4100	WORKERS COMPENSATION	768	991	661	609	Required insurance. Decrease in this line item reflects lower experience modification (lower claims experience rating) for Town.
5010	POSTAGE	1,477	2,000	2,000	2,000	Historical average of postage cost.
5020	TELEPHONE	1,650	2,200	2,200	2,300	Provides funds for department's portion of telephone usage. Covers Town Manager's cell phone at \$37/month and internet connection at \$35/month. Also allows for a wireless connection on Town Manager's PDA/smart phone at \$40/month.
5040	EDUCATIONAL / MEETING	5,623	7,800	5,000	6,500	Reimbursement for professional development related costs, such as travel. ICMA @ \$2,500; MTCMA @ 1,000; MMA/Legislation @ \$300; Asst. Manager expenses @ \$1,000 and Misc. of \$1,700.
5060	PRINTING	8,552	5,000	4,000	4,000	This account provides for postage and printing of the Town Report.

**DEPARTMENT: ADMINISTRATION**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>335,518</b>	<b>370,498</b>	<b>344,688</b>	<b>350,756</b>	
<b>111 DEPARTMENT: ADMINISTRATION</b>						
5310	VEHICLE MAINTENANCE	162	0	1,700	1,100	Maintenance costs for the Town Hybrid Vehicle.
5340	OFFICE MACHINE MAINTENANCE	343	350	357	350	This provides funds for maintenance/use fees of copier, mailroom equipment and other department office equipment.
5410	COMPUTER SERVICES	0	0	1,800	1,800	Human Resouces module of MUNIS software system.
5490	OTHER PROFESSIONAL SERVICES	78,483	99,000	75,000	75,000	This provides for various professional services such as: mediation/arbitration services, expert witnesses, studies, appraisals, surveys, architects, engineering, human resource consulting, and other specialized services. This account also supports a variety of regional efforts including: The Coastal Corridor Transportation Study; The Regional Consolidation Committee and PACTs. This also provides \$40,000 for the Ombudsman.
5800	DUES & MEMBERSHIPS	2,406	2,500	2,500	2,500	Dues to International City Manager's Association (ICMA), International Personnel Management Association (IPMA), Maine Town and City Management Association (MTCMA), SHRM, Falmouth Chamber of Commerce, and the Maine Development Foundation.
5900	OTHER CONTRACTUAL SERVICES	1,522	1,500	1,500	1,500	This provides for items such as photographs, mailing services, binding costs, framing of awards, program updates, and other miscellaneous services.
6010	OFFICE SUPPLIES	3,380	1,500	1,500	1,500	This provides funds for office supplies for this department.
6020	BOOKS / SUBSCRIPTIONS	1,327	500	500	500	Provides for annual subscriptions to Management, Public Policy and HR newsletters along with local periodicals.

**DEPARTMENT: ADMINISTRATION**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>335,518</b>	<b>370,498</b>	<b>344,688</b>	<b>350,756</b>	
<b>111 DEPARTMENT: ADMINISTRATION</b>						
6130	MOTOR FUELS & LUBRICANTS	193	0	750	750	Fuel costs for the Town Hybrid Vehicle.
6900	OTHER COMMODITIES	7,458	4,800	4,300	4,300	This 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.
7010	TRANSFER TO OFFICE RESERVE	900	700	700	1,000	These funds provide for the eventual replacement of office furniture and equipment.
7030	TRANSFER TO COMPUTER RESERVE	4,600	4,600	4,600	5,400	These funds provide for the eventual replacement of computer hardware and software.
8930	UNALLOCATED	19,665	23,800	23,800	21,300	This provides funds for the Town Employee Incentive programs that include: safety (2,000), customer service (600), suggestion (600), service (10,500), Employee Recognition Breakfast/United Way Kick-off (1,500), annual summer event (1,500), Christmas party (2,200); and Stay Fit Program (2,400).

***COUNCIL/LEGISLATIVE***

**DEPARTMENT: COUNCIL**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>50,112</b>	<b>57,836</b>	<b>47,631</b>	<b>50,311</b>	
<b>111-1 DEPARTMENT: COUNCIL/LEGISLATIVE</b>						
4020	PART-TIME SALARIES	8,960	7,000	5,500	7,000	This provides for the compensation of Town Council members at \$40 per meeting.
4070	SOCIAL SECURITY	474	536	421	536	Employer's share of social security @ 7.65% of payroll.
5040	MEETINGS & EDUCATIONAL	222	300	300	300	This provides funds for Council travel and registration for training and conferences.
5080	LEGAL/ADVERTISING	1,089	1,300	1,300	1,300	This provides for public hearings and other Council business advertising costs.
5840	COUNCIL OF GOVERNMENTS	10,310	11,000	10,310	11,000	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.
5850	MAINE MUNICIPAL ASSOCIATION	10,958	12,000	12,000	12,000	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.
5860	SERVICE CENTER COALITION	3,505	1,300	1,300	1,300	Coalition of service center communities that lobby for the unique characteristics of these communities.
5900	OTHER CONTRACTUAL SERVICES	6,946	15,000	10,000	10,000	This line item provides funding for long-range planning / 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 CPAC, Conservation Commission and FTAC. This fund was relocated to the Planning budget.

**DEPARTMENT: COUNCIL**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>50,112</b>	<b>57,836</b>	<b>47,631</b>	<b>50,311</b>	
<b>111-1 DEPARTMENT: COUNCIL/LEGISLATIVE</b>						
6010	OFFICE SUPPLIES	422	200	0	0	Funds for general office supplies used in Council activities.
6900	OTHER COMMODITIES	2,522	3,000	2,300	2,300	This item provides for Council tapes, gifts, plaques, frames, etc.
6910	BANQUET	3,104	5,000	3,000	3,000	This provides funds for the municipal banquet.
7010	TRANSFER TO FURNITURE/EQUIPMENT RESERVE	1,600	1,200	1,200	1,575	This provides funds for the eventual replacement of the Council Chamber furniture and equipment. These funds which have been set aside will be used to replace the dias and chairs; audio visual equipment and other improvements.

## ***LEGAL***

**DEPARTMENT: LEGAL**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>88,629</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	
<b>111-2 DEPARTMENT: LEGAL</b>						
5400	LEGAL SERVICES	88,629	100,000	100,000	100,000	This account provides for legal services.

***TOWN CLERK***

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>336,130</b>	<b>301,586</b>	<b>337,106</b>	<b>349,862</b>	
<b>112 DEPARTMENT: TOWN CLERK</b>						
4010	FULL-TIME SALARIES	176,810	162,010	165,700	186,029	Includes the salaries of the Town Clerk, Deputy Town Clerk, 2 Front-end Clerks, and 7% of the receptionist. Front-end Clerks and Deputy Town Clerk FTE's were in Finance budget in prior years. The increase in this line item is a result of transfer of 0.40 FTE from the Finance Department.
4020	PART-TIME SALARIES	12,067	14,325	23,000	15,000	This line is to cover the cost of the hourly wage paid to the town's election workers for two elections.
4030	OVERTIME	426	0	6,395	2,000	This account is overtime for hourly employees.
47 4050	HEALTH INSURANCE	44,014	32,961	32,786	39,855	Covers department's prorated share of health insurance premiums.
4060	RETIREMENT	11,111	8,500	8,500	9,121	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	14,482	13,490	14,925	15,532	Employer's share of social security.
5020	TELEPHONE	1,083	960	1,450	1,450	Costs associated with the departments telephone usage based on historical data.
5030	TRANSPORTATION	627	900	300	300	This covers costs of reimbursing staff for the use of their vehicles for town business. This will include the New England conference, and increased trips to Augusta representing the Maine Town and City Clerks Association.

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>336,130</b>	<b>301,586</b>	<b>337,106</b>	<b>349,862</b>	
<b>112</b>	<b>DEPARTMENT: TOWN CLERK</b>					
5040	EDUCATIONAL/MEETING	1,486	1,800	1,500	1,800	Provides funds for continuing education and professional development for Town Clerk. 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.
5060	PRINTING	4,689	5,500	5,500	5,500	This provides funds for printing related to licensing and permits. This includes Town information booklets, ballots, clam licenses and applications, mailings, along with miscellaneous printing throughout the year.
5080	LEGAL/ADVERTISING	4,962	3,600	4,300	4,300	This provides funds for legal advertsing, notices, and citizen reminder ads in the local newspapers.
5300	MACHINE/EQUIPMENT MAINTENANCE	82	150	150	150	This line item provides for maintenance of the following office equipment: typewriters, dictaphones and recorder & annual maintenance contract for the voting machines.
5410	COMPUTER SERVICES	3,736	4,000	4,000	4,000	TRIO software
5490	OTHER PROFESSIONAL SERV	9,695	5,500	10,000	10,000	This line item reflects the expense of updating the Code of Ordinances (\$2500), preservation of old town records (\$2000), and other miscellaneous needs; ie: programming voting machines and maintaining the vitals software.
5800	DUES & MEMBERSHIPS	137	250	300	300	Membership dues include Cumberland County Clerks's Association, Maine Town & City Clerk's Assocation, National Notary Association, International Institute for Municipal Clerks.

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>336,130</b>	<b>301,586</b>	<b>337,106</b>	<b>349,862</b>	
<b>112 DEPARTMENT: TOWN CLERK</b>						
5830	SOCIAL SERVICE AGENCIES	14,850	15,500	15,500	15,500	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.
5890	GENERAL ASSISTANCE	18,774	14,500	25,000	25,000	General Assistance provides a safety net for needy families. As demand for this program can fluctuate year to year, the FY10 budget is based on average usage, however, it does not account for extraordinary circumstances.
5900	OTHER CONTRACTUAL SERVICES	240	640	800	800	Miscellaneous services, including the cost of temp work to supplement the Clerk's dept. during busy times.
6010	OFFICE SUPPLIES	3,812	3,000	3,000	3,000	Provides for general office supplies.
6020	BOOKS/SUBSCRIPTIONS	33	100	100	100	This line item pays for subscriptions, educational training manuals, and the MMA directory.
6900	OTHER COMMODITIES	1,314	2,700	2,700	2,700	This line item provides for miscellaneous purchases not otherwise accounted for, ie: ballot machine memory cards, ballot machine service and testing, etc. Additional costs for extra voting machine rental for presidential election.
7010	TRANSFER TO OFFICE RESERVE	6,700	6,200	6,200	1,575	This line item provides for the replacment of office furniture and equipment.
7030	TRANSFER TO COMPUTER RESERVE	5,000	5,000	5,000	5,850	This line item provides for the future replacment of computer hardware and software.

## ***BUILDING MAINTENANCE***

**DEPARTMENT: BUILDING MAINTENANCE**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>151,383</b>	<b>165,576</b>	<b>167,007</b>	<b>167,889</b>	
<b>113 DEPARTMENT: BUILDING MAINTENANCE</b>						
4010	FULL-TIME SALARIES	33,257	66,414	66,414	67,432	Covers the salaries for all the janitorial services at all town facilities.
4030	OVERTIME	93	0	1,200	1,000	Overtime for special projects.
4050	HEALTH INSURANCE	8,318	16,990	15,000	18,409	Covers department's prorated share of total health insurance premiums.
4060	RETIREMENT	1,731	4,381	4,381	4,213	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	2466	5,081	5,172	5,235	Employer's share of social security
5030	TRANSPORTATION	186	0	140	100	No use of employee vehicles anticipated.
5200	ELECTRICITY	29,726	28,000	26,200	22,500	This item covers electricity charges in the Town Hall. The largest variable is the demand charges and usage associated with cooling in the summer months. Expected decrease due to Police relocation.
5220	WATER	920	750	600	600	This item covers the water and sewer charges for Town Hall.
5230	FUEL OIL	18,406	14,400	18,000	16,000	This item covers the heating fuel needs for Town Hall. Expected decrease due to changing to Propane system. Have \$5,000 in this account to pay back Energy Efficiency Reserve.
5500	MAINTENANCE/BUILDING	8,984	7,500	7,500	7,500	This item covers the costs of repairs to plumbing, electrical, phone, heating and other systems as well as general maintenance to the building as needed.
5510	JANITORIAL SERVICES	14,361	0	0	0	No longer needed due to employees covering these services.

**DEPARTMENT: BUILDING MAINTENANCE**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>151,383</b>	<b>165,576</b>	<b>167,007</b>	<b>167,889</b>	
<b>113 DEPARTMENT: BUILDING MAINTENANCE</b>						
5900	OTHER CONTRACTUAL SERVICES	6,158	6,060	6,100	6,100	This account covers annual service contracts for: HVAC, Elevator license inspection and periodic service, sprinkler and alarm system, generator service and pest control. Added security services due to Police relocation.
6900	OTHER COMMODITIES	3,777	3,000	3,300	3,300	This item covers the cost of toiletries, cleaning and misc. supplies for the Town Hall.
7020	BUILDING IMPROVEMENTS (To Reserve)	23,000	13,000	13,000	15,500	This item covers 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**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>35,869</b>	<b>38,631</b>	<b>40,381</b>	<b>47,392</b>	
<b>116</b>	<b>DEPARTMENT: CABLE T.V.</b>					
4020	PART-TIME SALARIES	26,116	25,227	26,500	30,429	This account funds the Cable Committee's suggestion of a part-time (22 hours/week) Station Manager.
4050	HEALTH INSURANCE	5,182	4,248	4,000	5,062	Covers department's prorated share of health insurance premiums.
4060	RETIREMENT	0	1,095	1,095	1,159	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	1,971	1,930	2,027	2,328	Employer's share of social security.
4100	WORKERS COMPENSATION	108	131	109	114	Required insurance. Decrease in this line item reflects lower experience modification (lower claims experience rating) for Town.
5040	EDUCATIONAL/MEETING	0	1,000	1,000	1,000	Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal.
5300	MACHINE/EQUIPMENT MAINTENANCE	1,133	0	1,000	1,000	Funds for new and unwarrenteed equipment.
5900	PROGRAM DEVELOPMENT	0	3,600	3,000	4,500	Virtual Town Hall streaming & ON-Demand programs (\$3000) & contract work from Maine Video(\$1500)
6010	OFFICE SUPPLIES	359	150	400	400	Paper, forms, other supplies for dept use. This provides for items such as videotapes, batteries, and light bulbs.

**DEPARTMENT: CABLE TV**

Acct No	Account Name	Actual 2007-2008	Adopted 2008-2009	Estimated 2008-2009	Proposed 2009-2010	2009-2010 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>35,869</b>	<b>38,631</b>	<b>40,381</b>	<b>47,392</b>	
<b>116</b>	<b>DEPARTMENT: CABLE T.V.</b>					
6900	OTHER COMMODITIES	0	250	250	250	This provides for items such as videotapes, batteries, and light bulbs.
7030	COMPUTER EQUIPMENT	1,000	1,000	1,000	1,150	Provides funds for future replacement of computers, printers and software.