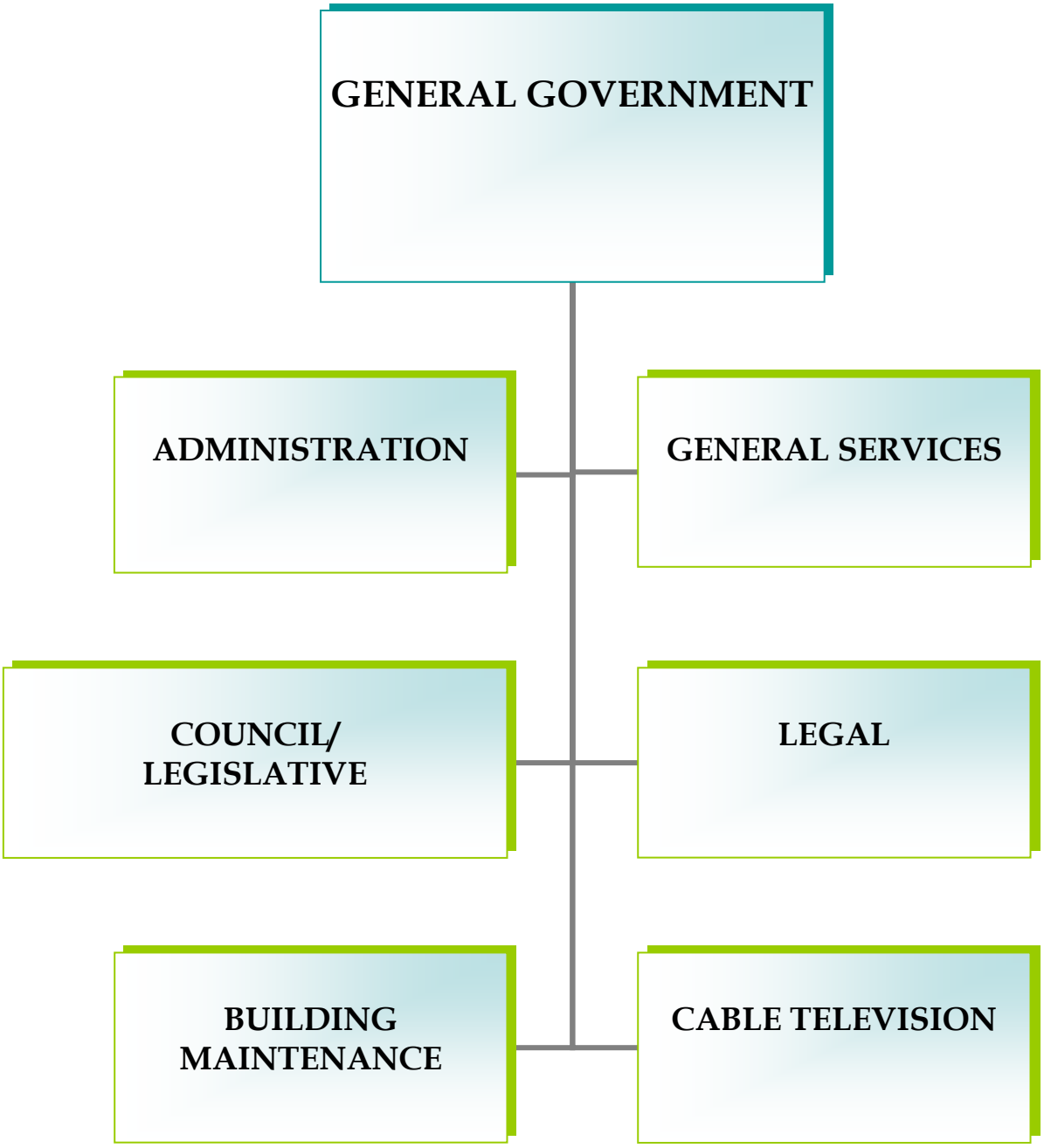
GENERAL GOVERNMENT


GENERAL GOVERNMENT
ADMINISTRATION
GENERAL SERVICES
COUNCIL/
LEGISLATIVE
LEGAL
BUILDING
MAINTENANCE
CABLE TELEVISION

ADMINISTRATION

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	**DEPARTMENT TOTAL**	**327,776**	**344,946**	**340,873**	**346,302**	
111	**DEPARTMENT: ADMINISTRATION**					
111-4010	FULL-TIME SALARIES	**164,218**	**170,282**	**170,282**	**175,807**	This account provides for the Town Manager (80%), the Assistant Town Manager (90%), the Administrative Assistant (38%), and 8% of the receptionist's salary.
111-4020	PART-TIME SALARIES	**6,049**	**0**	**0**	**0**	Part-time facilitator to implement the Town's energy efficiency program. These tasks were added to a current employee's workload.
111-4040	TRANSPORTATION	**5,317**	**5,500**	**5,500**	**5,500**	This account provides for the Town Manager's car allowance at $400/month; and Asst. Manager at $700/year.
111-4050	HEALTH INSURANCE	**19,816**	**22,111**	**22,111**	**22,030**	Covers department's prorated share of total health insurance premiums.
111-4060	RETIREMENT	**5,670**	**6,288**	**6,288**	**6,516**	Covers department's prorated share of total employer retirement contributions.
111-4070	SOCIAL SECURITY	**13,202**	**13,017**	**13,027**	**13,449**	Employer's share of social security.
111-4100	WORKERS COMPENSATION	**436**	**508**	**425**	**0**	Reflects the department's specific payroll and manual rate as well as the Town's experience rate.
111-5010	POSTAGE	**1,536**	**2,500**	**1,600**	**1,600**	Historical average of postage cost.
111-5020	TELEPHONE	**2,458**	**2,500**	**2,500**	**2,500**	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.

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	**DEPARTMENT TOTAL**	**327,776**	**344,946**	**340,873**	**346,302**	
111	**DEPARTMENT: ADMINISTRATION**					
111-5040	EDUCATIONAL / MEETING	**3,249**	**5,250**	**4,500**	**5,250**	Reimbursement for professional development related costs, such as travel. ICMA @ $2,250; MTCMA @ 750; MMA/Legislation @ $300; Asst. Manager expenses @ $750 and Misc. of $1,200.
111-5060	PRINTING	**2,439**	**1,500**	**1,500**	**1,500**	This account provides for printing of the Town Report.
111-5310	VEHICLE MAINTENANCE	**360**	**1,100**	**600**	**600**	Maintenance costs for the Town Hybrid Vehicle.
111-5340	OFFICE MACHINE MAINTENANCE	**0**	**350**	**0**	**0**	This provides funds for maintenance/use fees of copier, mailroom equipment and other department office equipment.
111-5490	OTHER PROFESSIONAL SERVICES	**64,451**	**75,000**	**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 $50,000 for the Ombudsman.
111-5800	DUES & MEMBERSHIPS	**3,645**	**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.

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	**DEPARTMENT TOTAL**	**327,776**	**344,946**	**340,873**	**346,302**	
111	**DEPARTMENT: ADMINISTRATION**					
111-5900	OTHER CONTRACTUAL SERVICES	**150**	**750**	**500**	**500**	This provides for items such as photographs, mailing services, binding costs, framing of awards, program updates, and other miscellaneous services.
111-6010	OFFICE SUPPLIES	**1,609**	**1,500**	**1,500**	**1,500**	This provides funds for office supplies for this department.
111-6020	BOOKS / SUBSCRIPTIONS	**263**	**250**	**250**	**250**	Provides for annual subscriptions to Management, Public Policy and HR newsletters along with local periodicals.
111-6130	MOTOR FUELS & LUBRICANTS	**264**	**750**	**500**	**600**	Fuel costs for the Town Hybrid Vehicle.
111-6820	OFFICE EQUIPMENT	**0**	**0**	**0**	**6,900**	Replacement items formally part of a reserve, including office chairs, file cabinets, tables, etc.
111-6900	OTHER COMMODITIES	**5,020**	**4,300**	**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.
111-7010	TRANSFER TO OFFICE RESERVE	**1,000**	**1,000**	**1,000**	**0**	These funds provide for the eventual replacement of office furniture and equipment.
111-7030	TRANSFER TO COMPUTER RESERVE	**7,990**	**7,990**	**7,990**	**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.

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	**DEPARTMENT TOTAL**	**327,776**	**344,946**	**340,873**	**346,302**	
111	**DEPARTMENT: ADMINISTRATION**					
111-8930	UNALLOCATED	**18,635**	**20,000**	**19,000**	**20,000**	This provides funds for the Town Employee Incentive programs that include: safety (1,500), customer service (300), suggestion (300), 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

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	**DEPARTMENT TOTAL**	**43,505**	**44,661**	**47,530**	**42,386**	
111-1	**DEPARTMENT: COUNCIL/LEGISLATIVE**					
111-1-4020	PART-TIME SALARIES	**6,920**	**7,000**	**7,000**	**7,000**	This provides for the compensation of Town Council members at $40 per Council meeting.
111-1-4070	SOCIAL SECURITY	**529**	**536**	**536**	**536**	Employer's share of social security @ 7.65% of payroll.
111-1-5040	MEETINGS & EDUCATIONAL	**39**	**250**	**100**	**100**	This provides funds for Council travel and registration for training and conferences.
111-1-5080	LEGAL/ADVERTISING	**0**	**500**	**250**	**250**	This provides for public hearings and other Council business advertising costs.
111-1-5840	COUNCIL OF GOVERNMENTS	**10,310**	**10,500**	**10,310**	**10,500**	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	**11,628**	**11,500**	**11,919**	**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.
111-1-5860	SERVICE CENTER COALITION	**0**	**1,300**	**0**	**0**	Coalition of service center communities that lobby for the unique characteristics of these communities.

DEPARTMENT: COUNCIL

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	**DEPARTMENT TOTAL**	**43,505**	**44,661**	**47,530**	**42,386**	
111-1	**DEPARTMENT: COUNCIL/LEGISLATIVE**					
111-1-5900	OTHER CONTRACTUAL SERVICES	**7,809**	**7,500**	**12,040**	**7,500**	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.
111-1-6010	OFFICE SUPPLIES	**0**	**0**	**0**	**0**	Funds for general office supplies used in Council activities.
111-1-6900	OTHER COMMODITIES	**1,338**	**1,000**	**500**	**1,000**	This item provides for miscellaneous Council expenses.
111-1-6910	BANQUET	**3,356**	**3,000**	**3,300**	**3,500**	This provides funds for the municipal banquet.
111-1-7010	TRANSFER TO FURNITURE/EQUIPMENT RESERVE	**1,575**	**1,575**	**1,575**	**0**	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 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	108,803	110,000	110,000	110,000	
111-2	DEPARTMENT: LEGAL					
111-2-5400	LEGAL SERVICES	108,803	110,000	110,000	110,000	This account provides for legal services.

TOWN CLERK

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	414,536	399,138	380,194	384,520	
112	DEPARTMENT: TOWN CLERK					
112-4010	FULL-TIME SALARIES	183,938	172,385	172,385	174,698	Includes the salaries of the Town Clerk, Deputy Town Clerk, 2 Front-end Clerks, and 8% of the receptionist.
112-4020	PART-TIME SALARIES	17,431	15,000	17,000	20,000	This line is to cover the cost of the hourly wage paid to the town's election workers for two elections.
112-4030	OVERTIME	714	1,200	500	1,200	This account is overtime for hourly employees.
112-4050	HEALTH INSURANCE	39,339	40,410	40,000	40,259	Covers department's prorated share of health insurance premiums.
112-4060	RETIREMENT	11,425	11,491	11,491	11,907	Covers department's prorated share of total employer retirement contributions.
112-4070	SOCIAL SECURITY	14,373	14,427	14,526	14,986	Employer's share of social security.
112-5020	TELEPHONE	1,687	1,800	1,900	1,900	Costs associated with the departments telephone usage based on historical data.
112-5030	TRANSPORTATION	20	100	100	100	This covers costs of reimbursing staff for the use of their vehicles for town business.
112-5040	EDUCATIONAL/MEETING	120	1,800	125	1,800	Provides funds for continuing education and professional development for Town Clerk. Costs incude 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 Muncipal Clerk desigination.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	414,536	399,138	380,194	384,520	
112	DEPARTMENT: TOWN CLERK					
112-5060	PRINTING	4,740	5,000	5,000	5,000	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.
112-5080	LEGAL/ADVERTISING	3,048	5,000	3,500	4,000	This provides funds for legal advertsing, notices, and citizen reminder ads in the local newspapers.
112-5300	MACHINE/EQUIPMENT MAINTENANCE	0	150	352	750	Maintenance agreement for the voting machines
112-5410	COMPUTER SERVICES	5,635	4,650	5,500	5,500	Motor vehicle software. Increase includes dog licencing software.
112-5490	OTHER PROFESSIONAL SERV	7,344	9,000	7,000	7,000	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. programming voting machines and maintaining the vitals software.
112-5800	DUES & MEMBERSHIPS	40	100	40	20	Membership dues include Cumberland County Clerks's Association.
112-5830	SOCIAL SERVICE AGENCIES	15,500	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.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	414,536	399,138	380,194	384,520	
112	DEPARTMENT: TOWN CLERK					
112-5890	GENERAL ASSISTANCE	59,821	85,000	70,000	75,000	General Assistance provides a safety net for needy families. As demand for this program can fluctuate year to year, the FY12 budget is based on projected usage, however, it does not account for extraordinary circumstances.
112-5900	OTHER CONTRACTUAL SERVICES	453	800	850	800	Miscellaneous services, including the cost of temp work to supplement the Clerk's dept. during busy times.
112-6010	OFFICE SUPPLIES	3,088	3,000	3,100	3,000	Provides for general office supplies.
112-6020	BOOKS/SUBSCRIPTIONS	0	100	100	100	This line item pays for subscriptions, educational training manuals, and the MMA directory.
112-6900	OTHER COMMODITIES	596	2,000	1,000	1,000	This line item provides for miscellaneous purchases not otherwise accounted for, i.e. ballot machine memory cards, ballot machine service and testing, etc.
112-7010	TRANSFER TO OFFICE RESERVE	36,575	1,575	1,575	0	This line item provides for the replacment of office furniture and equipment.
112-7030	TRANSFER TO COMPUTER RESERVE	8,650	8,650	8,650	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.

BUILDING MAINTENANCE

DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	161,501	184,607	176,048	171,196	
113	DEPARTMENT: BUILDING MAINTENANCE					
113-4010	FULL-TIME SALARIES	68,104	76,259	78,425	79,833	Covers the salaries for all the custodial services at all town facilities.
113-4030	OVERTIME	677	1,000	1,000	1,000	Overtime for special projects.
113-4050	HEALTH INSURANCE	18,173	21,906	20,774	21,824	Covers department's prorated share of total health insurance premiums.
113-4060	RETIREMENT	5,291	6,229	6,259	6,455	Covers department's prorated share of total employer retirement contributions.
113-4070	SOCIAL SECURITY	5,616	5,910	6,076	6,184	Employer's share of social security
113-4100	WORKER'S COMPENSATION	644	1,103	614	0	Reflect department's specific payroll and manual rate as well as the Town's experience rate.
113-5200	ELECTRICITY	18,035	20,000	16,500	17,000	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.
113-5220	WATER	525	600	600	600	This item covers the water and sewer charges for Town Hall.
113-5230	FUEL OIL	10,219	17,500	11,500	16,500	This item covers the heating fuel needs for Town Hall.
113-5500	MAINTENANCE/BUILDING	7,051	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 maintence to the building as needed.
113-5900	OTHER CONTRACTUAL SERVICES	6,544	6,100	6,300	6,300	This account covers annual service contracts for: HVAC, Elevator license inspection and periodic service, sprinkler and alarm system, generator service, security monitoring and pest control.

DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	161,501	184,607	176,048	171,196	
113	DEPARTMENT: BUILDING MAINTENANCE					
113-6830	BUILDING RENOVATIONS	0	0	0	3,000	Renovation items that were formally part of a reserve. Interior painting in Town Hall.
113-6900	OTHER COMMODITIES	5,110	5,000	5,000	5,000	This item covers the cost of toiletries, cleaning and misc. supplies for the Town Hall.
113-7020	BUILDING IMPROVEMENTS (To Reserve)	15,500	15,500	15,500	0	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 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	49,108	50,019	49,591	48,868	
116	DEPARTMENT: CABLE T.V.					
116-4020	PART-TIME SALARIES	32,253	31,353	31,353	31,954	This account funds the Cable TV Station Manager.
116-4050	HEALTH INSURANCE	5,036	5,670	5,300	5,649	Covers department's prorated share of health insurance premiums.
116-4060	RETIREMENT	1,454	1,612	1,600	1,671	Covers department's prorated share of total employer retirement contributions.
116-4070	SOCIAL SECURITY	2,442	2,399	2,399	2,444	Employer's share of social security.
116-4100	WORKERS COMPENSATION	115	135	89	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	1,000	1,000	Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal.
116-5300	MACHINE/EQUIPMENT MAINTENANCE/SOFTWARE	1,805	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	3,779	3,000	3,000	3,000	Virtual Town Hall streaming and On-Demand programs ($2700) and contract work ($300).
116-6010	OFFICE SUPPLIES	389	400	400	400	Paper, forms, and other supplies for dept use.
116-6900	OTHER COMMODITIES	135	250	250	250	This provides for items such as DVDs, batteries, and light bulbs.

DEPARTMENT: CABLE TV

Acct No	Account Name	Actual 2010-2011	Adopted 2011-2012	Estimated 2011-2012	Proposed 2012-2013	2012-2013 Line Item Budget Notes
-	DEPARTMENT TOTAL	49,108	50,019	49,591	48,868	
116	DEPARTMENT: CABLE T.V.					
116-7030	COMPUTER EQUIPMENT	1,700	1,700	1,700	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.