

GENERAL GOVERNMENT

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ADMINISTRATION

GENERAL SERVICES

**COUNCIL/
LEGISLATIVE**

LEGAL

**BUILDING
MAINTENANCE**

CABLE TELEVISION

ADMINISTRATION

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	305,705	306,616	303,757	
111 DEPARTMENT: ADMINISTRATION					
4010	FULL-TIME SALARIES	135,900	156,735	153,493	This account provides for the Town Manager (90%), the Assistant Town Manager (90%), and 8% of the receptionist's salary.
4020	PART-TIME SALARIES	0	0	5,320	Divisions share of a part-time receptionist to fill in as needed and part-time facilitator to implement the Town's energy efficiency program.
4040	TRANSPORTATION	5,002	7,000	7,000	This account provides for the Town Manager's car allowance at \$400/month; \$100/month (longer distance travel); and Asst. Manager at \$1,000/year.
4050	HEALTH INSURANCE	17,523	17,240	15,546	Covers department's prorated share of total health insurance premiums.
4060	RETIREMENT	10,095	3,431	4,009	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	10,985	11,490	11,148	Employer's share of social security.
4100	WORKERS COMPENSATION	440	770	991	Required insurance. Increase in this line item reflects increased payroll, as well as higher experience modification (higher claims experience rating) for Town.
5010	POSTAGE	1,536	2,000	2,000	Historical average of postage cost.
5020	TELEPHONE	809	2,200	2,200	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.

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-	DEPARTMENT TOTAL	305,705	306,616	303,757	
111 DEPARTMENT: ADMINISTRATION					
5040	EDUCATIONAL / MEETING	4,241	6,000	7,800	Reimbursement for professional development related costs, such as travel. ICMA @ \$5,000; MTCMA @ 1,500; MMA/Legislation @ \$300; and Asst. Manager expenses @ \$1,000.
5060	PRINTING	9,181	6,000	5,000	This account provides for postage and printing of the Town Report.
5340	OFFICE MACHINE MAINTENANCE	297	350	350	This provides funds for maintenance/use fees of copier, mailroom equipment and other department office equipment.
5490	OTHER PROFESSIONAL SERVICES	62,031	50,000	49,000	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.
5800	DUES & MEMBERSHIPS	1,180	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	2,237	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	2,241	2,800	1,500	This provides funds for office supplies for this department.

DEPARTMENT: ADMINISTRATION

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-	DEPARTMENT TOTAL	305,705	306,616	303,757	
111 DEPARTMENT: ADMINISTRATION					
6020	BOOKS / SUBSCRIPTIONS	1,209	1,500	500	Provides for annual subscriptions to Management, Public Policy and HR newsletters along with local periodicals.
6900	OTHER COMMODITIES	6,119	4,800	4,800	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	2,250	900	700	These funds provide for the eventual replacement of office furniture and equipment.
7030	TRANSFER TO COMPUTER RESERVE	4,600	4,600	4,600	These funds provide for the eventual replacement of computer hardware and software.
8930	UNALLOCATED	22,906	24,800	23,800	This provides funds for the Town Employee Incentive programs that include: safety (2,000), customer service (600), suggestion (600), service (10,500), anniversary awards (2,500), 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 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	136,371	60,410	57,836	
111-1 DEPARTMENT: COUNCIL/LEGISLATIVE					
4020	PART-TIME SALARIES	7,800	7,000	7,000	This provides for the compensation of Town Council members at \$40 per meeting.
4070	SOCIAL SECURITY	334	536	536	Employer's share of social security @ 7.65% of payroll.
5040	MEETINGS & EDUCATIONAL	0	300	300	This provides funds for Council travel and registration for training and conferences.
5080	LEGAL/ADVERTISING	1,920	1,500	1,300	This provides for public hearings and other Council business advertising costs.
5840	COUNCIL OF GOVERNMENTS	10,310	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	10,436	11,650	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	0	3,505	1,300	Coalition of service center communities that lobby for the unique characteristics of these communities.

DEPARTMENT: COUNCIL

Acct No	Account Name	Actual 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	136,371	60,410	57,836	
111-1 DEPARTMENT: COUNCIL/LEGISLATIVE					
5900	OTHER CONTRACTUAL SERVICES	91,202	15,000	15,000	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.
6010	OFFICE SUPPLIES	85	409	200	Funds for general office supplies used in Council activities.
6900	OTHER COMMODITIES	2,958	3,000	3,000	This item provides for Council tapes, gifts, plaques, frames, etc.
6910	BANQUET	7,326	5,600	5,000	This provides funds for the municipal banquet.
7010	TRANSFER TO FURNITURE/EQUIPMENT RESERVE	4,000	1,600	1,200	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 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	124,917	95,000	100,000	
111-2 DEPARTMENT: LEGAL					
5400	LEGAL SERVICES	124,917	95,000	100,000	This account provides for legal services.

TOWN CLERK

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	178,680	171,663	153,186	
112 DEPARTMENT: TOWN CLERK					
4010	FULL-TIME SALARIES	84,298	76,755	60,310	Includes the salaries of the Town Clerk, and 8% of the receptionist.
4020	PART-TIME SALARIES	10,770	6,900	14,325	This line is to cover the cost of the hourly wage paid to the town's election workers for two elections.
4030	OVERTIME	1,117	249	0	No overtime anticipated.
4050	HEALTH INSURANCE	17,673	17,200	9,175	Covers department's prorated share of health insurance premiums.
4060	RETIREMENT	6,022	3,600	2,366	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	6,662	6,419	5,710	Employer's share of social security.
5020	TELEPHONE	905	900	960	Costs associated with the departments telephone usage based on historical data.
5030	TRANSPORTATION	1,091	880	900	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.
5040	EDUCATIONAL/MEETING	2,413	1,800	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.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	178,680	171,663	153,186	
112 DEPARTMENT: TOWN CLERK					
5060	PRINTING	2,141	5,100	5,500	This provides funds for printing related to licensing and permits. This includes Town information booklets, clam licenses and applications, mailings, along with miscellaneous printing throughout the year. Reflected in this amount is the cost of town ballots for two elections in 2007.
5080	LEGAL/ADVERTISING	3,977	3,500	3,600	This provides funds for legal advertsing, notices, and citizen reminder ads in the local newspapers.
5300	MACHINE/EQUIPMENT MAINTENANCE	71	150	150	This line item provides for maintenance of the following office equipment: typewriters, dictaphones and recorder & annual maintenance contract for the voting machines.
5490	OTHER PROFESSIONAL SERV	4,958	5,500	5,500	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	470	250	250	Membership dues include Cumberland County Clerks's Association, Maine Town & City Clerk's Association, National Notary Association, International Institute for Municipal Clerks.
5830	SOCIAL SERVICE AGENCIES	14,800	14,850	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 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	178,680	171,663	153,186	
112 DEPARTMENT: TOWN CLERK					
5890	GENERAL ASSISTANCE	6,378	10,500	14,500	General Assistance provides a safety net for needy families. As demand for this program can fluctuate year to year, the FY08 budget is based on average usage, however, it does not account for extraordinary circumstances. Add \$4,000 to contract with PROP.
5900	OTHER CONTRACTUAL SERVICES	1,340	640	640	Miscellaneous services, including the cost of temp work to supplement the Clerk's dept. during busy times.
6010	OFFICE SUPPLIES	2,921	3,000	3,000	Provides for general office supplies.
6020	BOOKS/SUBSCRIPTIONS	16	70	100	This line item pays for subscriptions, educational training manuals, and the MMA directory.
6900	OTHER COMMODITIES	1,307	1,700	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	4,350	6,700	1,200	This line item provides for the replacment of office furniture and equipment.
7030	TRANSFER TO COMPUTER RESERVE	5,000	5,000	5,000	This line item provides for the future replacment of computer hardware and software.

BUILDING MAINTENANCE

DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	116,875	149,990	165,576	
113 DEPARTMENT: BUILDING MAINTENANCE					
4010	FULL-TIME SALARIES	6,851	33,257	66,414	Covers the salaries for all the janitorial services at all town facilities.
4050	HEALTH INSURANCE	0	8,422	16,990	Covers department's prorated share of total health insurance premiums.
4060	RETIREMENT	0	1,406	4,381	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	460	2,544	5,081	Employer's share of social security
5200	ELECTRICITY	33,174	31,000	28,000	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. Expected decrease due to Police relocation.
5220	WATER	643	1,000	750	This item covers the water and sewer charges for Town Hall.
5230	FUEL OIL	9,341	16,000	14,400	This item covers the heating fuel needs for Town Hall. Expected decrease due to Police relocation.
5500	MAINTENANCE/BUILDING	7,964	9,000	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	31,393	14,361	0	No longer needed due to employees covering these services.
5900	OTHER CONTRACTUAL SERVICES	4,008	7,000	6,060	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	3,041	3,000	3,000	This item covers the cost of toiletries, cleaning and misc. supplies for the Town Hall.

DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	116,875	149,990	165,576	
113 DEPARTMENT: BUILDING MAINTENANCE					
7020	BUILDING IMPROVEMENTS (To Reserve)	20,000	23,000	13,000	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 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	26,014	38,124	38,631	
116	DEPARTMENT: CABLE T.V.				
4020	PART-TIME SALARIES	18,221	28,280	25,227	This account funds the Cable Committee's suggestion of a part-time (20 hours/week) Station Manager.
4050	HEALTH INSURANCE	4,251	5,250	4,248	Covers department's prorated share of health insurance premiums.
4060	RETIREMENT	0	0	1,095	Covers department's prorated share of total employer retirement contributions.
4070	SOCIAL SECURITY	1,472	2,163	1,930	Employer's share of social security.
4100	WORKERS COMPENSATION	64	108	131	Required insurance. Increase in this line item reflects increased payroll, as well as higher experience modification (higher claims experience rating) for Town.
5040	EDUCATIONAL/MEETING	0	0	1,000	This account funds training and travel for this division.
5300	MACHINE/EQUIPMENT MAINTENANCE	11	1,133	0	No anticipated need.
5900	PROGRAM DEVELOPMENT	45	0	3,600	This item provides funds for items related to developing and producing programs.
6010	OFFICE SUPPLIES	230	190	150	Paper, forms, other supplies for dept use.
6020	BOOKS/SUBSCRIPTIONS	50	0	0	No anticipated need.

DEPARTMENT: CABLE TV

Acct No	Account Name	Actual 2006-2007	Estimated 2007-2008	Adopted 2008-2009	2008-2009 Line Item Budget Notes
-	DEPARTMENT TOTAL	26,014	38,124	38,631	
116	DEPARTMENT: CABLE T.V.				
6900	OTHER COMMODITIES	142	0	250	This provides for items such as videotapes, batteries, and light bulbs.
7030	COMPUTER EQUIPMENT	1,000	1,000	1,000	Provides funds for future replacement of computers, printers and software.
7510	CABLE TV EQUIPMENT	53	0	0	Major acquisitions are funded in the reserve account.
7530	PUBLIC ACCESS STUDIO	475	0	0	Major acquisitions are funded in the reserve account.