

Town of Kennebunkport



Proposed Municipal Budget

Fiscal Year 2020

July 1, 2019-June 30, 2020

Submitted February 28, 2019

Prepared by Laurie A. Smith, Town Manager

TOWN OF KENNEBUNKPORT

February 25, 2019

TO: Members of the Board of Selectmen and the Budget Board
FROM: Laurie Smith, Town Manager

INTRODUCTION TO THE FY 20 BUDGET

The FY 20 budget proposal has been the most challenging budget during my five years in Kennebunkport. The document I have presented is a balance between a responsible fiscal framework and moving the Town forward on a number of goals while maintaining a service level residents value. The budget does not meet all the goals outlined by staff, citizens, or board members; however, I hope through joint discussion we will arrive at a budget that we can all support.

The municipal budget of \$9.25 million increased by \$738,921 or 8.68%. This percentage exceeds previous budget proposals due to the increase in debt service of \$416,705 from the Ocean Avenue Seawall project and the purchase of the Village Parcel. When the debt service is excluded from the calculation, the operational budget shows an increase of 3.78% or \$322,216.

Nonproperty tax revenues are experiencing a 6.76% increase or \$164,505. As a result, the municipal portion of the tax rate, after accounting for nonproperty tax revenues, is projected to increase by \$0.246 or 8.26%. The debt service change equates to \$0.21 of the increase.

Expenses:

The drivers in the budget are varied this year; however, as in most years labor costs are usually a driver. Personnel and benefits account for 54% of the total municipal budget.

Debt Service	\$416,705
Wages & Benefits	\$347,924
Solid Waste	\$ 33,725
Legal Fees	\$ 25,000
Recreation	\$ 17,503
Harbormaster	\$ 16,870

The Debt Service account is seeing an increase in FY 20 due to the addition of two new bonds. The first bond was authorized for the Ocean Avenue Seawall project, which was authorized for \$1,000,000 for a 10-year period. The project will begin in the fall of 2019. The second note is for the purchase of the Village Parcel, a \$10,000,000 bond authorized for 20 years.

The wages and benefits include a contractual 3% increase townwide and the addition of two new school resource officers (SRO), with RSU 21 covering 75% of the cost. The two SRO positions cost a total of \$206,480, with a reimbursement

of approximately \$154,000 from the school. The three total school resource officers work in the Middle School of the Kennebunks, Kennebunkport Consolidated School, and Mildred Day School during the school year. The remainder of the time is spent on patrol and performing police functions for the department.

The solid waste and recycling industry are going through dramatic changes both in the marketplace and the way in which recycling is processed. The solid waste contract expires in August of 2019. We have been in discussions with our current vendor, Casella, and anticipate an increase in curbside collections for both solid waste and recycling. The second and larger increase in the recycling budget is the addition of processing fees for our recycled materials at Ecomaine. Currently Ecomaine is charging our contractor \$130/ton as Kennebunkport is not a member, but the fee has not been passed on to the Town due to the provisions in our current contract. Early discussions with the recycling company is that Kennebunkport could engage in a 5-year contract at \$65/ton. This new fee adds \$26,000 to the FY 20 budget. If we were to modify our recycling model by ending curbside pickup for recycling and limiting the number of items we collect at identified locations, we could save approximately \$40,000 in the budget.

The legal fees account contains an additional \$25,000 to defend the Town in the Goose Rocks Beach litigation. The case is in the midst of the appeals process. Depending upon the actions of the court, we may need additional funding to complete the current course.

Recreation's increase is associated with the new Parks and Recreation building as well as maintenance to Parsons field. Heating and cooling costs, and the addition of internet, account for approximately \$8,000. There is also a \$3,000 request to top dress Parsons field which is showing its age.

The increase in the harbormaster account is due to the reallocation of duties and expenses between the Cape Porpoise Pier account and the general fund. The Cape Porpoise Pier Manager also serves as the Harbormaster for all waters outside the Kennebunk River. Previously, the allocation was 95% of the salary in the Pier budget and 5% in the general fund. We have amended the budget to a more equitable split of 80% to the pier fund, and 20% to the general fund of salary and benefits which more accurately represents the workload.

Please note, that it appears the Public Works/Highway budget has an increase of 9.84% or \$87,490. This increase is mostly due to the reallocation of the Mechanic budget into the Public Works budget. The mechanic position is no longer a department director and the continued use of two budgets for one department has been deemed unnecessary. Last year, the mechanic budget was just over \$101,663.

Revenues:

FY 20 non property tax revenues are projected to increase by **\$164,505 or 6.76%**. These type of revenues account for just over 14% of the total budget, with the remaining revenues from property taxes. In the State of Maine, local governments are dependent on the property taxes to fund the majority of local expenses, as the

use of local option sales taxes, lodging taxes, etc. are not allowed under state law. Intergovernmental revenue (from the State or Federal government), to fund roads, schools, or economic support are modest in Kennebunkport due to the size of our valuation.

Although our nonproperty revenues are a small percentage in comparison to property tax dollars, they are an important mix to our funding model and help spread the cost of services amongst the users. For this reason, I am proposing changes to the building permit fees, liquor licenses, and victualer's licenses as part of the FY 20 budget proposal.

Approximately \$50,000 of the additional revenues are due to proposed fee increases. I am proposing increasing the Town Clerk Fees for victualer, special amusement, and liquor. These fees would be more in alignment with neighboring municipalities. The fee increases are a decision for the Board of Selectmen; however, I am noting them in the budget documentation as my calculations are based upon these fee increases. I have detailed the fee increases below:

Fee	Current	Proposed
Victualer License	\$50	\$100
Special Amusement Permit	\$50	\$100
Liquor License	\$100	\$150

The remaining fee increase is in building permits. Currently, we calculate new building permit fees on a square foot basis, although renovation permits are done on project value. Most other communities have changed their formulas to reflect project values, and in turn the fees stay current with service costs. Although most communities in southern Maine are currently charging \$10.00 per thousand of value, Werner Gilliam, director of planning and development, has suggested an alternative for the Board of Selectmen's consideration. The alternative fee schedule would differentiate those projects under or over \$500,000 in value. Please see the table below for the proposal comparison.

Building Permit Fee	Current	Proposal 1	Proposal 2
Project A - \$450,000 – 2500 sqft home	\$.80 per sqft	\$10.00 per thousand	\$7.50 per thousand <i>under</i> \$500,000 in value
Actual Cost for Project A	\$2,000	\$4,500	\$3,375
Project B - \$700,000 – 2500 sqft home	\$2,000	\$10.00 per thousand	\$10.00 per thousand <i>over</i> \$500,000 in value
Actual Cost for Project B	\$2,000	\$7,000	\$7,000

As projects increase in complexity with additional consultants, more visits to the site, and additional in-office review, there is some logic to separating our fee schedule based on project cost.

As in the past four fiscal years, I am recommending a reduction in the use of the undesignated fund balance to offset the tax rate. For several years, the Town had been using \$300,000 each year to offset the tax commitment. Under the new policy, the unassigned fund balance is approximately \$3.1 million. A \$300,000 deduction each year represents almost 10%. In order to continue to rely on a \$300,000 contribution, town staff must start saving \$300,000 on July 1, in order to be able to contribute to the succeeding year's budget. A fund balance contribution toward the budget is deemed "normal" in most circumstances; however, I recommend that the Town reduce its reliance on the fund balance to a \$200,000 contribution or lower. My proposed budget continues to reduce the contribution by \$25,000, bringing us to the \$200,000 level.

Debt Service:

The Debt Service account is seeing an increase in FY 20 of \$416,705. This increase is due to the first payments for the Ocean Avenue Seawall project (\$1,000,000 over 10 years) and the purchase of the Village Parcel (\$10,000,000 over 20 years). It is important to recognize that debt service is a part of our capital plan. I have detailed our debt service schedule in the chart below. Based upon proposed funding models for the Village Parcel, we could potentially see our debt hit the high mark in 2021. The next debt retirement will be in 2024.

Debt Service Schedule
General Fund

	Principal	Interest	Total Debt Service
2020	\$ 215,251	\$ 412,209	\$ 627,460
2021	\$ 636,741	\$ 450,285	\$ 1,087,025
2022	\$ 648,655	\$ 431,338	\$ 1,079,993
2023	\$ 660,403	\$ 412,139	\$ 1,072,542
2024	\$ 672,155	\$ 392,547	\$ 1,064,702
2025	\$ 649,505	\$ 371,708	\$ 1,021,213
2026	\$ 666,049	\$ 351,199	\$ 1,017,248
2027	\$ 677,613	\$ 329,788	\$ 1,007,401
2028	\$ 649,014	\$ 307,881	\$ 956,894
2029	\$ 619,604	\$ 286,413	\$ 906,017
2030	\$ 535,200	\$ 265,848	\$ 801,049
2031	\$ 550,802	\$ 245,271	\$ 796,073
2032	\$ 571,410	\$ 224,538	\$ 795,948
2033	\$ 592,024	\$ 202,949	\$ 794,974
2034	\$ 607,644	\$ 180,516	\$ 788,161
2035	\$ 633,271	\$ 157,134	\$ 790,405
2036	\$ 653,904	\$ 132,145	\$ 786,048
2037	\$ 679,543	\$ 105,518	\$ 785,061
2038	\$ 705,188	\$ 77,666	\$ 782,855
2039	\$ 730,840	\$ 48,590	\$ 779,429
2040	\$ 690,000	\$ 15,056	\$ 705,056
	<u>\$ 13,044,815</u>	<u>\$ 5,400,740</u>	<u>\$ 18,445,555</u>

Note: Includes the following Debt

2003 Sewer SLR maturing in 2024
2016 Police Building maturing in 2027
2018 Parks & Recreation building maturing in 2028
2020 Ocean Ave maturing in 2030
2020 Village Parcel maturing in 2039

What's not in the budget?

One of our annual goals is balancing an affordable tax rate tax with the needs of the Town and RSU 21. Each year as we identify the challenges and goals, we must all measure these against what the citizens can afford. Unfortunately, the FY 20 budget does not fund every challenge we identified in our goal setting analysis. I have listed some projects which were not funded in the proposed budget.

- The Fire Chief proposed a two-hour minimum for all personnel responding to a fire call. Currently, our on-call staff are paid for the time they are “on duty” responding to an emergency. The proposed trial would have promised each firefighter a minimum of two hours as a means to encourage firefighter response. The cost would have added \$30,000 to the budget.
- The Police Chief is working toward accreditation of the department. The Maine Law Enforcement Accreditation Program (MLEAP) is a voluntary process where police agencies in Maine prove their compliance with Maine Law Enforcement’s current Best Practices or Standards. Being “accredited” means that the agency meets or exceeds all of the identified Standards for Maine Law Enforcement Agencies. These standards cover all aspects of law enforcement operations including: use of force, protection of citizen rights, pursuits, property and evidence management, and patrol and investigative operations. While being “accredited” does not guarantee an agency will not make a mistake, it does ensure that the agency has carefully thought about these critical issues, has developed policy and procedures to address them, and has systems in place to identify and correct problems. Beginning the accreditation process would have increased the Police budget by \$10,000.
- The Public Works and Parks and Recreation Department have developed a joint approach to caring for Kennebunkport’s public spaces. The initial budget had an additional 480 hours of part-time staff to weed and care for our public spaces. Public Works has also been actively engaged in right-of-way, tree limb maintenance. The initial budget contained additional funding for the rental of equipment to access high tree limbs. The additional staff time and equipment rentals would have increased the budget by \$11,000.
- The Town owns several municipal buildings and leases two fire stations. Each building is overseen by the department managing the facility. This creates an individual approach to maintenance in each structure depending upon the skill set of each Department Director. It also means that various

vendors are employed for the same type of work. The Town would benefit from a unified approach to facility maintenance in both the short term and long term. The initial budget had included a part-time staff person to create a unified facilities management plan amongst Town buildings. The position would have increased the budget by \$28,000.

- Oftentimes when addressing issues in the community, I hear that a new rule or regulation should be put in place. The thought process behind the suggestion is that the new rule or regulation will solve the problem. In reality, each rule and process require staff or software to track it, monitor it for compliance, and implement an enforcement action. Increased regulation means increased costs and larger local government. I have not proposed any additional regulations which would require additional staff or software to implement.

FY 2019 Goals update:

Each year, as part of the budget process, it is important to take stock of the work that was accomplished in the past year and also examine the challenges ahead. The budget document is a strategic plan that outlines where resources are needed in the community. Before I begin describing the goals and strategies for FY 20, it is important to review the progress made on FY 19 goals.

- Succession planning: As I noted last year, much like the rest of the state, our workforce is aging. We will most likely have a 25% retirement rate of our workforce within the next five years. In 2018, we did transition responsibilities within two departments that experienced retirements of long-standing supervisory staff. We continue to work developing succession plans for upcoming retirements throughout the Town.
- Fire response planning: The Fire Department is run with a volunteer on-call force with a median age of 55. Out of the approximate 60 members about 42% are over the age of 60, and 76% of the top responders are over the age of 55. We see the need for per diem firefighters in the not too distant future to cover the Monday-Friday, 6 a.m. to 6 p.m. time periods when we experience 70% of our call volume. In 2018, the Town hired Jay Everett to serve as our part-time Fire Chief. He has directed his officers to implement the strategies outlined in the recruitment and retention report to attract new members, and most importantly, those that can be qualified as interior firefighters.
- Department restructuring: The Town of Kennebunkport is considered a small town both in character and year-round population of about 3,500; however, the Town has a variety of full-time services, sophisticated residents, and a seasonal population that nears 16,000.

Departments continue to be tasked with additional duties, whether from the Federal or State government or our own citizens. Our goal was to capitalize on current staff and equipment through the restructuring of departments. The advantages achieved will be important in meeting service needs in the future. In 2018 we accomplished this through:

- Contracting with Southern Maine regional Planning to support the work of the Growth Planning Committee and enable staff to take on other projects.
 - The Harbormaster/Pier Manager is now under the direction of the Police Chief, allowing for additional support and resources.
 - Highway and Wastewater became one department called Public Works, sharing a Director and a new Deputy Director position, as well as staff and resources.
 - The Public Works administrative assistant is now housed at the Town Office and supports finance functions.
 - The Fire Chief and Kennebunkport Emergency Medical Service Chief are partnering in a strategic plan to benefit both organizations in future operations of fire and emergency medical.
- Recreation Special Revenue Fund: The Town established a Recreation Special Revenue fund in order for the Parks and Recreation Department to be better able to respond to market conditions for programs. The department's new building opened in October of 2018, and since that time has reorganized its program offerings to include adults, seniors, families, and youth utilizing the resources of the new center.
 - A year-round community: One of the largest challenges facing Kennebunkport is the loss of year-round citizens and community. Over the past few decades, we have witnessed the population age, an increase in the number of rental homes, the price of homes outpace the median income, and our elementary school population decrease dramatically. In fact, Kennebunkport Consolidated School's population has decreased by 33% in the past ten years (from 209 students to 139); whereas RSU 21's total population has only decreased by 3%. In 2018, the Board of Selectmen appointed a Housing Committee to implement the strategies of the Housing Assessment Study completed in 2017. This led to the formation of the housing trust which is currently undertaking the construction of affordable housing to bring year-round families to Kennebunkport.

FY 20 Goals:

As anyone can see, the goals and strategies from FY 19 are not complete but will require our continued attention and efforts. As we build on the work from 2019, we will also be focused on the addition of our FY 20 goals listed below.

- Planning for the future: The next year will involve an update to the Comprehensive Plan and the master planning process for the Village Parcel. The last comprehensive plan was updated over a decade ago. The Growth Planning Committee (GPC) is ready to begin the 18-month process to update the townwide vision for the future. Funding to engage a consultant to work with the GPC is included in the capital budget. The Town will also be partnering with Mitchell Associates to undertake a Village Parcel master planning process that will engage the public in the determination of the future for the 87-acre parcel. Both projects will require a commitment of staff time, especially from the Town Manager and the Director of Planning and Development. The budget funds an additional 208 hours (4 hours per week) for the part-time building inspector to take on additional duties which will give some leeway to the director to focus on these important projects.
- Building a year-round community: As part of the housing study analysis, it became clear that our community continues to grow in seasonal population while decreasing in year-round population. The Town Manager and Director of Planning and Development are working closely with the Housing Trust to building affordable housing for families.

As our community has grown with visitors and seasonal residents, the desire for events that are focused on building community has remained strong and are necessary to attract a year-round population, engage our citizens, and build civic pride. Our Parks and Recreation Department is expanding our offerings for families, youth, adults, and seniors with our new tag line, “community happens here.”

The Kennebunkport Public Health Council, working with the Public Health Office has implemented a baby box program. When a family has a new baby, the public health nurse will deliver a box to the parents of the newborn. The box is full of needed supplies for an infant, and also contains gift cards for the parents. The box serves as a safe sleeping space for the baby and is equipped with a mattress and organic sheet. The message to young parents is that the public health department is here to support you and is a resource for your family.

Our Police Department now has a school resource officer in Kennebunkport Consolidated School, and we will be offering a junior police academy program to engage our youth. The Town Manager is also monitoring the work of the RSU 21 Enrollment Task Force and working with the

Superintendent of Schools on ways to bolster the sustainability of our elementary grades.

- Understanding the importance of our environment: The Town is well known for our beaches, ports, and waterways. Protecting them also protects our economy, health, and future. Last year, the Town hired an intern to assist in a water quality monitoring project at Goose Rocks Beach. The effort did result in some findings, but much more is needed to understand the sources of pollution at Goose Rocks Beach, Colony Beach, and the Kennebunk River. The FY 20 budget funds continued water quality and DNA testing at the beaches. Town staff are also engaged in a joint river water quality study with the Towns of Kennebunk and Arundel.

The impact of our environment is greater than the issue of water quality, it also encompasses our management of solid waste, our carbon footprint, and the impacts of climate change. The changes in the recycling market have brought home the necessity to further citizen education of the first two steps in the recycling chain, reduce and reuse. The proposed budget changes our current curbside recycling model to one that focuses recycling efforts on products that can be reused in the marketplace. It also reinstates the Solid Waste Committee to develop strategies to reduce our waste stream and educate citizens on how their efforts can assist Kennebunkport and the planet.

As the third piece to our environmental strategy, we need to develop a climate change policy. Understanding our own carbon footprint, and developing a vision for reducing greenhouse gas emissions and improving the resiliency of our community is the first step. A comprehensive strategy that examines energy use, fuel consumption, and street lights would assist us in mapping future actions to benefit our citizens. The FY 20 budget funds an intern (through the Administrative and Planning budgets) who would perform the initial data gathering process, research the work of other communities, and identify short and long-term goals for consideration by the Board of Selectmen and the Conservation Commission.

Developing these three policies further will work toward our goal of creating a resilient community. According to Wikipedia, resiliency is the sustained ability of a community to utilize available resources (energy, communication, transportation, food, etc.) to respond to, withstand, and recover from adverse situations (e.g. economic collapse to global catastrophic risks). Examination of annual challenges, planning, department teamwork, regional partnerships, community engagement, and fiscal sustainability will serve our community well when meeting these adverse situations.

- Investing in our infrastructure and equipment: The Town has a healthy capital plan and has successfully maintained our road infrastructure and invested in piers, wastewater, and facilities. Unfortunately, the amount of infrastructure and the cost to maintain or replace it places a financial toll on our community. Careful planning and weighing of priorities will be necessary as we look at the next 5, 10, and 20-year plans. The FY 20 budget continues to maintain our capital investments in a thoughtful, measured approach at consistent funding levels.
- Future service needs: Lack of space for personnel, storage, and parking at town hall has been a challenge for several years, and it continues to grow. As we have consolidated our staff to one location to increase efficiencies and effectiveness, it has created tight quarters for personnel. Meanwhile, storage demands for documents have forced some files to be in less than ideal environments. Even if we were to revitalize the old fire barn adding space for people and records, it would not increase parking availability.

Our Fire Department is housed in four buildings, two owned by the Town and two leased from Fire Companies. The Village Fire Station and the Goose Rocks Beach Station are the newest of the four and house the majority of the equipment. As we examine the possible need for per diems to answer fire calls, we must prepare ourselves for a different delivery model that may involve full-time staff and a fewer number of vehicles. Staff have already begun analyzing call volume and locations to identify where future fire stations should be located. These station(s) also need to house full-time staff in order to maintain the quality of service.

The FY 20 budget funds a municipal needs assessment study for both the town hall and Fire Department, as well as our emergency medical service. The study will inform us as to facility needs and costs in order to plan accordingly.

- Training: Like most other professions, Town staff are dealing with a changing landscape. Funding is needed for staff to attend training to maintain certifications and gain new skills. As with most small organizations, we also need staff to play different roles tackling projects and issues that aren't in their "job description." Creating broader depth with all staff members will allow us to tackle the challenges and create better outcomes. The proposed budget has funded training across all departments.
- Technology support and investment: Technology provides tools that allow a small community to accomplish much more with fewer staff. Technology

also creates its own need for support and training of staff. The Town must also provide the necessary technical support to ensure our investment is maintained in a safe and secure manner and plan for future replacements as the technology changes. The FY 20 budget funds for IT support for our servers, workstations, and software. I have also requested funds in the capital budget to upgrade our Vision assessing software to the newest version, as our current version will no longer be supported in 2020.

- **Communication:** Open communication with citizens (year-round and seasonal) is a focus for staff and Boards each day. The days of hearing the local news from neighbors and the newspaper have almost disappeared. With a high level of seasonal residents and many commuting out of town, we need to find effective ways to communicate and engage with our citizens. Staff is developing a communications policy to ensure that all departments are using communication tools in the most effective manner possible and with the same consistency. Our budget maintains funding for the annual report and newsletters. This year, we will also mail the newsletters to all property tax payers.

Commitment:

The current commitment worksheet for FY 20 includes an estimated increase of 3% for the County and 3% for RSU 21. At the time of writing this memo, I do not have details on either actual budget commitment. FY 19 was the last year of our RSU 21 credit from the Maine State Retirement System. The credit was generated from previous contributions made prior to the RSU formation. Kennebunkport's portion of the credit was \$458,236, which was divided over a three year period. This year, the RSU 21 tax commitment will increase by \$152,745 or \$0.05 due to the loss of the credit.

I look forward to working with each of you in the weeks ahead.

Capital Costs Analysis

The Town Manager's budget submittal includes a multi-year capital improvement program covering from FY 20 to FY 24. There are a few large projects in the near future. These projects include the Ocean Avenue construction project, the Cape Porpoise Pier, and a possible town hall and fire station building project. Other capital needs include road improvements, Public Works Department vehicle replacement, and Fire Department apparatus. The Capital account has decreased by \$122,000 or 8.57%. Our goal each year is to keep the capital budget intact and not rob from capital to fund operating expenses. Below you can see a five-year history on capital funding.

	FY 16	FY 17	FY 18	FY 19	FY 20
Capital Budget	\$1,329,000	\$1,311,600	\$1,398,350	\$1,423,100	\$1,349,100

Below is the analysis of FY 20 capital budget requests by department.

Administration: \$110,000.

- Historic Preservation: \$5,000 allocation for ongoing preservation of historical documents at town hall.
- Special Projects: \$125,000 request.
 - The municipal facility needs assessment will allow staff to work with a consultant to analyze the future needs for town hall and the fire department. Town hall is currently constrained and needs to either renovate into the old fire bays or examine a possible new structure in a different location. Parking at town hall is extremely limited, and citizens and visitors find it difficult to find a parking space while tending to business. The anticipated cost is \$10,000.
 - The Town completed its last comprehensive plan survey in the early 2000s and then adopted the plan over a number of years from 2006 to 2012. The Growth Planning Committee has been preparing for the next comprehensive planning process by conducting a survey in late 2018 and developing a timeline for the process. They have requested \$90,000 to engage a consultant to assist with the next comprehensive planning process which should encompass approximately 18 months with a planned adoption in 2021.
 - Assessing currently runs on our Vision software. The company is transferring clients from their version 6.5 to version 8. They will phase out version 6.5 by 2020. The new version will allow for additional customization in data and report writing.

Police: \$30,000.

- Vehicles request of \$30,000 to replace the 2016 dodge charger.

Fire: \$188,500

- Equipment reserve account - \$35,000, for the replacement of SCBA apparatus and bottles. An eight-year plan to replace 29 SCBA units and 87 bottles.
- Radio Reserve request of \$5,000 to replace pagers that are not repairable and update radio equipment.
- Fire Apparatus Reserve request of \$130,000 to replace a vehicle in future years. The department has completed a long-term replacement schedule for all fire apparatus through 2034. This plan projects the use of funding from the Kittredge and Seavey trust funds as well as town appropriations.
- Firefighter PPE request of \$18,500 to replace eight sets of personnel protective equipment on a rotation basis for firefighters.

Highway: \$6,000.

- Vehicles request of \$35,000 to replace the 2007 Ford F350 and \$12,000 to replace the 2005 Z Trac. The total request is \$47,000; however, there is \$41,000 remaining in the reserve account. Budget shows an appropriation of \$6,000.

Road and Sidewalk Improvements: \$677,600. Requested funding will be offset though by \$154,150 in Maine Department of Transportation matching funds as the planned projects include state-aid roads.

- Road Improvement request of \$587,600 to rehabilitate Atlantic Avenue, Jeffrey's Way, King's Highway, Maine Street, Mast Cove Lane, Mills Road, Wildes District Road, Willey Road and Winter Harbor Road.
- Sidewalk Improvement request of \$90,000 for the continued sidewalk/pedestrian/bicycle improvements to Mills Road.

Recreation and Park: \$2,000

- Recreation and Park Improvements request of \$2,000 for replacement and reestablishment of the skating rink from Main Street to Parson's Field. The current rink has been experiencing severe leaks which makes it unsafe for public use. With the construction of the new Parks and Recreation building, we examined the idea of establishing the rink at Parson's Field so it would have access to the public parking, public

restrooms, and maintenance equipment. The new rink would be portable and be set up on a seasonal basis. The cost of the rink would be about half of what it would entail to reconstruct on Main Street. The total cost would be \$12,000; however, we have \$10,000 remaining in the recreation capital reserve account.

Revaluation: \$67,000

- The request of \$67,000 will be combined with the remaining funds of \$3,000 from the last revaluation. The Town did its last revaluation in 2009. Since that time, we have seen dramatic changes in market sales and construction costs. The building and land cost tables have not been updated since that date. In 2018, our market analysis showed that our overall valuation was at 88%. We anticipate that this trend will continue and are recommending that the Town perform a market analysis to update the tables and perform a review of structures. Performing this work now will prolong our 2009 investment and reduce our long-term costs. Should the Town wait to do a full revaluation, we anticipate our costs could approach \$500,000.

Piers: \$200,000.

- The Pier Reserve request for \$200,000 is to place funds in the account for a future pier construction at Cape Porpoise. We have applied for Maine DOT Small Harbor Improvement (SHIP) funds (possible \$250,000 to \$500,00) for a construction in a future year. The total construction cost is estimated to be approximately \$2.5 million.

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General government / Administration							
Personnel							
10-01 Salaries & wages	466,523.00	477,897.25	487,396.00	340,097.18	517,818.00	30,422.00	6.24%
Salary and wages for staff in Finance, Town Manager's office, and Town Clerk includes steps/longevity. 5% of Assessor Agent's time and 40% of Public Works Secretary's time. Increase due to 1/2 of summer intern, reallocation of Public Works Secretary from 10% to 40%, scheduled/longevity, and a contractual 3% increase.							
10-02 Selectmen	13,918.00	13,917.00	14,336.00	7,382.01	14,766.00	430.00	3.00%
Salary and wages for Selectmen. Increase due to 3% increase.							
10-09 Town meeting	3,466.00	2,593.12	3,868.00	1,462.50	4,597.00	729.00	18.85%
Salary and wages for staff that assist with Town Meetings and elections. Moderator-\$400 (4 meetings @ \$100/mtg); Warden-\$550 (3 meetings, 44 hrs. @ \$12.50/hr); Ballot Clerk-\$3,179 (289 hrs. @ \$11.00/hr.); and Deputy Registrar \$468 (39 hrs. @ \$12/hr). Increase due to minimum wage increase 1/1/19 and 1/1/20.							
10-10 Overtime	3,000.00	363.23	3,000.00	602.44	3,000.00	0.00	.00%
Overtime wages for Administration staff.							
Benefits							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General government / Administration CONT'D							
12-01 FICA Employer's contribution for FICA (7.65%). Increased due to reallocation of Assessor's time and Public Works Secretary.	41,941.00	36,703.98	42,627.00	25,716.93	45,835.00	3,208.00	7.53%
12-02 MSRS Employer's contribution for Maine State Retirement. Increase reflects scheduled steps/longevity, contractual increases, and reallocation of Assessor's time and Public Works Secretary.	44,758.00	44,500.32	48,700.00	38,937.93	51,465.00	2,765.00	5.68%
12-03 ICMA ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect projected actual participation.	18,080.00	15,040.98	18,815.00	13,420.14	17,310.00	-1,505.00	-8.00%
12-04 RHSP This benefit has been reclassified to the Insurance Department as it changes from year to year and by department.	4,511.00	5,138.61	0.00	0.00	0.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General government / Administration CONT'D							
12-05 Health	156,204.00	131,684.14	133,451.00	85,578.78	151,751.00	18,300.00	13.71%
<p>Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line. Increase due to reallocation of Public Works Secretary and actual employee participation in the program.</p>							
12-06 Dues & Fees	7,500.00	9,662.00	7,500.00	10,519.00	13,000.00	5,500.00	73.33%
<p>Dues and subscriptions for ME Town City Managers Association, ME Town City Clerk Association, ICMA, Maine Municipal Association, Government Finance Officers Association, and other professional associations. The dues formula for MMA was recalculated based on actual valuation and population which accounts for the increase.</p>							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General government / Administration CONT'D							
12-07 Travel & Meetings This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging, and other means of travel. ICMA = \$2,500 Legislation, MMA and other business = \$2,500, and staff trainings including MTCMA, MTCCA, GFOA \$2,500, MTCTA and general travel = \$2,500. Included in FY 20 is the travel to the annual Government Finance Officers Conference.	7,500.00	9,697.88	7,500.00	6,862.59	10,000.00	2,500.00	33.33%
12-08 Training & Education Registration fees and tuition for conferences, seminars, training, and professional association schools. Increase due to additional higher education expenses including registration at the Government Finance Officers Conference.	2,500.00	1,400.85	2,500.00	4,597.58	4,200.00	1,700.00	68.00%
12-10 Contingency Personnel appreciation/incentive account. Includes annual town-wide holiday party.	4,000.00	6,924.26	5,800.00	7,939.14	5,800.00	0.00	.00%
Utilities							
15-01 Electricity Electrical costs. Increase due to higher anticipated delivery costs.	4,000.00	3,749.63	4,000.00	2,674.88	4,500.00	500.00	12.50%

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud	Curr Bud
						Change \$	Change %
<hr/>							
Dept/Div: 25-01 General government / Administration CONT'D							
15-02 Telephone	4,560.00	7,107.42	5,600.00	5,066.27	5,600.00	0.00	.00%
Telephone expenses for town office and Town Manager cell phone.							
15-03 Heating Fuel	5,600.00	2,253.56	4,000.00	3,000.68	4,500.00	500.00	12.50%
Heating expense for town office - 1,500 gallons @ \$3.00/gallon. Increase due to projected cost per gallon.							
15-05 Water	260.00	262.31	280.00	209.05	300.00	20.00	7.14%
KKWWD charges for water at town office. Increased to reflect 5.0% increase in last quarter charges.							
15-06 Internet	2,040.00	1,006.60	1,050.00	624.40	1,050.00	0.00	.00%
Fees for business class internet service.							
Services							
20-01 Printing	8,000.00	8,857.84	8,000.00	0.00	5,500.00	-2,500.00	-31.25%
Printing of Annual Report, business forms, and other miscellaneous printing jobs. Decreased to reflect projected actual cost with new printer for town report.							
20-04 Advertising	2,000.00	694.38	2,500.00	386.92	1,500.00	-1,000.00	-40.00%
Publication costs for recruiting, bid advertisements, and miscellaneous public notices. Decreased to reflect projected actual costs.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General government / Administration CONT'D							
20-06 Expert/professional	43,752.00	42,109.44	43,752.00	32,444.70	45,933.00	2,181.00	4.98%
Professional, personnel, and engineering services - includes IT services for maintenance and service to computers, servers, and software. IT services \$37,933 (and \$13,067 covered by PD & \$1,000 covered by Sewer); benefit fees \$1,400; sonic wall renewal \$400; backup \$2,040 (\$170/mo.); antivirus \$360 (\$30/mo.); Microsoft 365/emails \$1,800; and other unanticipated costs \$2,000. Increase due to additional IT service hours.							
20-07 Audit	14,500.00	14,035.00	14,500.00	14,000.00	14,500.00	0.00	.00%
Annual town audit and Comprehensive Annual Financial Report.							
20-08 Data processing	14,600.00	15,174.36	16,420.00	15,400.70	17,000.00	580.00	3.53%
Software license, support, maintenance and upgrades through Trio, Microsoft and other software suppliers. Trio \$14,340; printer/computer replacements \$2,000; printer replacement \$500; and misc. \$160. Increase due to Trio software upgrades and projected actual expenses.							
Supplies/Equipment							

Budget Request

	Expense					Man Req vs"	Man Req vs
	2018	2018	2019	2019	2020	Curr Bud	Curr Bud
	Budget	Actual	Budget	YTD	Manager	Change \$	Change %
Dept/Div: 25-01 General government / Administration CONT'D							
30-01 Office supplies	11,000.00	9,826.19	12,000.00	8,820.59	11,000.00	-1,000.00	-8.33%
Letterhead, envelopes, copy machine paper, file folders, furniture, file cabinets, newspaper subscriptions (York County Coast Star and Biddeford Journal Tribune). Tax collector's supplies including tax bills, forms = \$3,800. Goose Rocks Beach parking stickers = \$1,100. Decrease due to no projected office furniture needed.							
30-02 Operating supplies	1,000.00	979.16	1,000.00	999.98	1,000.00	0.00	.00%
Bookkeeping supplies: checks, forms, storage boxes, etc.							
30-04 Postage	15,000.00	9,940.16	15,000.00	10,229.92	14,000.00	-1,000.00	-6.67%
Postage meter rental = \$700, certified mailings (tax liens, boards), bulk mailing permit \$240, tax billing and collections, and PO Box rental. Decreased to reflect projected actual costs.							
30-05 Photocopier	6,000.00	6,282.51	6,000.00	6,343.48	7,000.00	1,000.00	16.67%
Maintenance contract and lease payment until August 2018. Includes photocopiers for Planning and town office. Increase due to new copiers and lease.							
30-06 Town Clerk	5,000.00	2,923.72	4,000.00	979.68	4,000.00	0.00	.00%
Training = \$1,700; office supplies = \$1,300; record books = \$800; and reference materials = \$200.							

Budget Request

	Expense						
	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General government / Administration CONT'D							
30-26 Ballot machine	4,500.00	2,546.60	5,000.00	2,764.89	5,000.00	0.00	.00%
Ballot printing and coding. Anticipated 2019-2020 elections/town meetings: November 5 - State General Election & Special Town Meeting; possible March 2020 Presidential Primary; May 12 - RSU 21 District Budget Meeting; June 9 - RSU 21 Budget validation election; June 9 - Annual Town Meeting secret ballot vote; June 13 - Annual Town Meeting.							
Repairs & Maintenance							
35-01 Buildings	18,000.00	14,376.49	18,000.00	11,792.20	18,000.00	0.00	.00%
Janitorial services town hall & meeting room at the 32 North St - \$10,200; floor stripping and waxing 2x/yr - \$2,800; paper products for restrooms \$1,800; HVAC service agreement & fire alarm/low temp monitoring - \$1,200; miscellaneous \$2,000.							
Miscellaneous							
50-02 Town meeting expenses	2,000.00	1,670.64	2,000.00	1,319.01	1,800.00	-200.00	-10.00%
Election supplies \$1,000; Newspaper advertising \$800. Decrease to reflect projected actual costs.							
Administration	935,713.00	899,319.63	938,595.00	660,173.57	1,001,725.00	63,130.00	6.73%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-05 General government / Zoning Board of Appeals							
Benefits							
12-08 Training & Education Member trainings.	200.00	0.00	200.00	0.00	200.00	0.00	.00%
Services							
20-04 Advertising Legal advertising for ZBA applicants. Zoning Board of Appeals	300.00	0.00	300.00	0.00	300.00	0.00	.00%
	500.00	0.00	500.00	0.00	500.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-07 General government / Conservation Commission							
Personnel							
10-01 Salaries & wages	0.00	0.00	1,240.00	1,000.00	0.00	-1,240.00	-100.00%
Decreased due to no summer intern in FY 20.							
Benefits							
12-01 FICA	0.00	0.00	95.00	76.49	0.00	-95.00	-100.00%
Decreased due to no summer intern in FY 20.							
Supplies/Equipment							
30-01 Office supplies	1,350.00	0.00	1,350.00	0.00	1,350.00	0.00	.00%
Printing, education, postage and guest speakers.							
Conservation Commission	1,350.00	0.00	2,685.00	1,076.49	1,350.00	-1,335.00	-49.72%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-08 General government / Growth Planning Committee							
Services							
20-06 Expert/professional	2,000.00	794.26	10,000.00	8,292.62	5,000.00	-5,000.00	-50.00%
Expert and professional services related to Southern Maine Regional Planning Commission consultant. Decrease due to one-time survey costs in FY 19.							
Growth Planning Committee	2,000.00	794.26	10,000.00	8,292.62	5,000.00	-5,000.00	-50.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-09 General government / Legal fees							
Services							
20-29 Ordinance Development	10,000.00	1,828.74	10,000.00	1,783.29	10,000.00	0.00	.00%
Regular ordinance review and updating by legal counsel. The Land Use and Traffic and Parking Control Ordinances are the two looked at most often.							
20-30 Ordinance Compliance	10,000.00	14,769.47	10,000.00	4,298.02	10,000.00	0.00	.00%
Legal assistance through advice to town officials on how to best interpret, apply and enforce the various provisions of our ordinances - Land Use requires the most assistance.							
20-31 Enforcement & Appeals	30,000.00	14,078.90	30,000.00	645.00	30,000.00	0.00	.00%
Legal representation when taking enforcement actions when an ordinance is violated - Land Use requires the most attention and funding.							
20-32 Administration and General Ser	8,000.00	17,060.81	10,000.00	8,062.72	10,000.00	0.00	.00%
Including but not limited to: writing warrant articles and referendum questions; bankruptcy assistance in the tax collections area; common questions with regard to municipal law - when MMA legal is not utilized.							
20-33 Personnel & Union	6,000.00	5,117.41	5,000.00	1,829.24	5,000.00	0.00	.00%
Legal assistance in the Federal and State employment laws and collective bargaining agreements.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-09 General government / Legal fees CONT'D							
20-34 Special Proj. & Contracts	3,000.00	5,966.28	3,000.00	2,288.61	3,000.00	0.00	.00%
Issues that rise to the level of requiring more than a few hours of legal assistance, i.e., solid waste contracts, vendor contracts, and others.							
20-38 Goose Rocks Beach	100,000.00	17,496.78	0.00	18,884.88	25,000.00	25,000.00	100.00%
Increase due to anticipated costs in Goose Rocks Beach appeal process.							
Legal fees	167,000.00	76,318.39	68,000.00	37,791.76	93,000.00	25,000.00	36.76%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-10 General government / Insurance							
Benefits							
12-04 RHSP	0.00	0.00	26,148.00	26,148.00	28,900.00	2,752.00	10.52%
This benefit has been reclassified from individual departments as it changes from year to year and by department. The budgeted amount is an estimate based on prior years and expected time accrued amongst town-wide employees.							
12-16 HRA & fees	0.00	0.00	60,228.00	23,367.82	52,458.00	-7,770.00	-12.90%
This benefit has been reclassified from individual departments as it changes from year to year and by department. The budgeted amount is an estimate based on prior years and expected time accrued amongst town-wide employees.							
Insurance							
25-02 Workers Comp	82,000.00	95,129.64	100,950.00	70,615.56	100,950.00	0.00	.00%
Actual premium determined by audit. This account does not include sewer employees. We have estimated the general fund is responsible for 81% of the workers compensation premium.							
25-03 Unemployment	7,000.00	5,249.70	8,000.00	2,754.58	10,287.00	2,287.00	28.59%
Based on 2018 actual usage (Maine Municipal Association). Increased to reflect projected actual.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-10 General government / Insurance CONT'D							
25-04 Bond	1,600.00	1,740.00	1,640.00	1,640.00	1,640.00	0.00	.00%
Insurance associated with indemnification for infidelity on specified employee positions: Treasurer and Tax Collector - \$250,000 coverage each.							
25-05 Liability	42,000.00	41,729.05	43,000.00	42,792.79	43,745.00	745.00	1.73%
General liability coverage, including property, boiler coverage, and umbrella coverage. Increased to reflect anticipated costs.							
25-07 Fleet	23,000.00	21,187.10	24,000.00	22,202.27	24,911.00	911.00	3.80%
Vehicles and mobile equipment coverage. Increased to reflect projected actual.							
25-10 Public Officials	5,000.00	4,245.66	5,000.00	3,708.82	5,251.00	251.00	5.02%
Public Officials coverage for Selectmen and town officials. Increase for anticipated costs.							
Insurance	160,600.00	169,281.15	268,966.00	193,229.84	268,142.00	-824.00	-.31%

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 25-11 General government / Community Development							
Personnel							
10-01 Salaries & wages	6,000.00	5,907.45	6,180.00	3,053.08	6,881.00	701.00	11.34%
Salaries for videographers who broadcast public meetings. Increase due to scheduled/longevity and a contractual 3% increase.							
Benefits							
12-01 FICA	459.00	451.93	473.00	233.56	526.00	53.00	11.21%
Employer's contribution for FICA (7.65%). Increase due to scheduled/longevity and a contractual 3% increase.							
12-07 Travel & Meetings	100.00	102.00	100.00	50.00	100.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging, and other means of travel.							
Utilities							
15-06 Internet	7,740.00	6,462.47	10,488.00	7,506.96	10,488.00	0.00	.00%
Anti-virus filtering, anti-spam, and virus protection annual software license fee. Annual internet streaming fees and internet business class.							
Services							
20-02 Newsletter	3,500.00	4,168.95	3,500.00	1,777.89	3,500.00	0.00	.00%
Cost for mailing and printing 2 editions of a townwide newsletter. Printing \$2,800; Mailing \$700.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-11 General government / Community Development CONT'D							
20-05 Website	6,000.00	5,500.00	6,000.00	4,350.00	6,000.00	0.00	.00%
Municipal website maintenance - authorized staff to maintain and update the website \$4,400; staff/board members' email accounts \$1,000. Domain name registration and other maintenance changes - \$600.							
Supplies/Equipment							
30-02 Operating supplies	2,000.00	244.56	2,000.00	247.93	2,000.00	0.00	.00%
Cable, meeting production, and broadcasting supplies.							
Community Development	25,799.00	22,837.36	28,741.00	17,219.42	29,495.00	754.00	2.62%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-12 General government / Planning & Development							
Personnel							
10-01 Salaries & wages	242,602.00	243,398.82	262,498.00	170,960.69	281,408.00	18,910.00	7.20%
Salary and wages for staff. Increased due to scheduled steps/longevity, a contractual 3% increase, reallocation of Assessor's time, and an increase in hours for the part-time building inspector.							
10-10 Overtime	2,500.00	320.31	2,500.00	100.57	1,500.00	-1,000.00	-40.00%
Overtime wages, including time required to provide staff input and support at Planning Board and Board of Selectmen meetings. Decreased to reflect projected actual.							
Benefits							
12-01 FICA	21,274.00	19,820.85	22,909.00	13,939.14	25,565.00	2,656.00	11.59%
Employer's contribution for FICA (7.65%). Increased due to scheduled steps/longevity, a contractual 3% increase, and realignment of assessor's time.							
12-02 MSRS	14,400.00	14,015.32	16,031.00	7,156.91	16,998.00	967.00	6.03%
Employer's contribution for Maine State Retirement. Increased due to scheduled steps/longevity, a contractual 3% increase, and realignment of assessor's time.							
12-03 ICMA	7,568.00	5,638.20	7,993.00	3,540.60	6,649.00	-1,344.00	-16.81%
ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect projected actual.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-12 General government / Planning & Development CONT'D							
12-04 RHSP	2,245.00	2,822.70	0.00	0.00	0.00	0.00	.00%
This benefit has been reclassified to the Insurance Department as it changes from year to year and by department.							
12-05 Health	45,085.00	37,396.59	43,644.00	29,541.70	61,566.00	17,922.00	41.06%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line. Increase due to employee participation.							
12-06 Dues & Fees	4,386.00	4,380.95	4,723.00	4,669.95	5,135.00	412.00	8.72%
Dues and subscriptions for professional associations - Southern Maine Regional Planning Commission \$4,085, ESRI GIS \$400, misc. professional associations \$650. Increased due to fees being charged.							
12-07 Travel & Meetings	1,500.00	975.30	1,500.00	3,760.90	1,500.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel-related expenses including but not limited to meals, lodging, and other means of travel.							

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud	Curr Bud
						Change \$	Change %
Dept/Div: 25-12 General government / Planning & Development CONT'D							
12-08 Training & Education	2,300.00	997.98	2,600.00	255.00	2,600.00	0.00	.00%
Registration, fees, and tuition for conferences, seminars, computer training, and professional association schools.							
Utilities							
15-02 Telephone	1,900.00	2,125.96	1,900.00	1,456.66	2,150.00	250.00	13.16%
Telephone expense. Increase to reflect projected actual.							
Services							
20-04 Advertising	1,200.00	1,024.38	1,200.00	920.43	1,200.00	0.00	.00%
Publication of legal notices required by statute and by the Land Use Ordinance.							
20-06 Expert/professional	19,250.00	5,129.85	24,750.00	5,661.73	13,750.00	-11,000.00	-44.44%
FY 19 includes a carry forward of \$10,000. Planning services \$5,000; Microsoft 365/email \$750; and town property research and review \$8,000. Decreased due to projected planning service needs.							
20-08 Data processing	10,760.00	9,421.21	8,950.00	5,840.00	7,065.00	-1,885.00	-21.06%
Maintenance and software license for "Vision" assessing software \$6,015 and Software license for TRIO Code Enforcement Building Permit Tracking System \$1,050. Decreased to reflect projected actual fees.							

Budget Request

		Expense						
		2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
		Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 25-12 General government / Planning & Development CONT'D								
20-09 GIS/Maps		13,400.00	10,225.00	14,350.00	12,593.65	14,400.00	50.00	.35%
Annual GIS mapping - updating of digital and paper tax maps \$12,000. CAI Annual webhosting of parcel and GIS data \$2,400.								
20-10 Abstracts		1,000.00	830.23	1,000.00	606.09	1,000.00	0.00	.00%
Deed abstracts - copies become part of the Town's permanent record.								
Supplies/Equipment								
30-01 Office supplies		2,000.00	2,389.34	2,000.00	1,165.97	1,500.00	-500.00	-25.00%
Stationery, forms, and miscellaneous supplies. Decreased to reflect projected actual costs.								
30-04 Postage		700.00	700.00	700.00	1,158.25	700.00	0.00	.00%
Cost to mail notices and correspondence.								
30-08 Computers		1,200.00	760.24	1,200.00	0.00	1,100.00	-100.00	-8.33%
Replacement of one desktop. Decrease due to type of computer needing replacement.								
30-24 Gas		585.00	502.12	650.00	268.14	585.00	-65.00	-10.00%
260 gallons @ \$2.25/gallon. Decreased due to projected actual cost per gallon.								
Repairs & Maintenance								
35-03 Vehicles & Equipment		800.00	207.02	800.00	93.92	800.00	0.00	.00%
Covers all maintenance for the CEO vehicle.								
	Planning & Development	396,655.00	363,082.37	421,898.00	263,690.30	447,171.00	25,273.00	5.99%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public safety / Police dept							
Personnel							
10-01 Salaries & wages	852,314.00	809,417.77	917,526.00	650,025.80	1,022,736.00	105,210.00	11.47%
FY 19 includes a carry forward of \$37,000. Salary and wages for staff. Increase due to scheduled/longevity, a contractual 3% increase, and 2 additional School Resource Officer position of which 75% of costs to be reimbursed by RSU 21.							
10-06 Summer Salaries	27,320.00	19,281.96	27,320.00	10,251.77	25,896.00	-1,424.00	-5.21%
Summer Employee salary at \$15.00 an hour for Dock Square day and night patrol and \$12.00 for Summer Goose Rocks Beach Sticker salesperson. Decreased to reflect projected actual hours needed.							
10-10 Overtime	77,922.00	40,087.69	107,493.00	51,706.13	70,000.00	-37,493.00	-34.88%
Overtime paid to department staff at the rate of time and one-half for any hours worked after 40 hours/week. Decreased due to additional hours requested in FY 19 to cover an officer in training.							
Benefits							
12-01 FICA	74,949.00	71,686.17	79,474.00	54,220.03	87,348.00	7,874.00	9.91%
Employer's contribution for FICA (7.65%). Increase due to 2 additional School Resource Officer to be reimbursed by RSU 21 at 75%, scheduled/longevity, and contractual 3% increase.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public safety / Police dept CONT'D							
12-02 MSRS Employer's contribution for Maine State Retirement. Increase due to 2 additional SRO to be reimbursed by the RSU at 75%, scheduled/longevity, and contractual 3% increase.	132,047.00	123,087.88	146,038.00	98,747.34	162,620.00	16,582.00	11.35%
12-03 ICMA ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect projected actual.	22,761.00	16,579.24	24,062.00	12,638.15	23,727.00	-335.00	-1.39%
12-04 RHSP This benefit has been reclassified to the Insurance Department as it changes from year to year and by department.	5,223.00	5,938.30	0.00	0.00	0.00	0.00	.00%
12-05 Health Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line. Increase due to 2 additional School Resource Officers to be reimbursed by RSU 21 at 75%.	222,128.00	218,705.55	223,937.00	176,817.63	279,690.00	55,753.00	24.90%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public safety / Police dept CONT'D							
12-06 Dues & Fees Criminal & motor vehicle updates, cross reference directory, Maine & Federal rules of court, MRSA updates, arrest & search and seizure updates, Physicians' Desk Reference, and Law Reviews.	2,500.00	2,750.00	2,500.00	2,183.05	2,500.00	0.00	.00%
12-07 Travel & Meetings This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging, and other means of travel. Decrease due to no new officer at the Academy in FY 20.	1,300.00	946.73	3,100.00	513.18	1,300.00	-1,800.00	-58.06%
12-08 Training & Education Training for full-time and reserve officers, community service materials, crime prevention, arson, New England State Police Information Network and International Association of Chiefs of Police memberships, District 1 training assessment & fees, Maine Criminal Justice Academy on-line training. Decrease due to not having to pay tuition for new officer(s) to the Maine Criminal Justice Academy.	9,500.00	8,511.80	12,000.00	5,272.62	9,500.00	-2,500.00	-20.83%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public safety / Police dept CONT'D							
12-11 Vaccine Hepatitis B and C Vaccine and Hepatitis C screening. This budget covers summer officers and new full-time or reserve officers.	500.00	0.00	500.00	0.00	500.00	0.00	.00%
12-12 Uniforms Uniforms for full-time officers, and summer officers. Yearly goal includes purchasing 2 ballistic vests. Decrease due to no new personnel being hired.	12,850.00	15,890.18	16,850.00	8,545.51	12,850.00	-4,000.00	-23.74%
12-13 Physicals Annual physicals for full-time officers (that portion not picked up under health care), hearing exams for communications officers. Also includes psychological testing for new applicants.	200.00	80.00	200.00	160.00	200.00	0.00	.00%
Utilities							
15-02 Telephone Teletype line charges, telephone and long distance expense, telephone service contracts, cellular telephones and modems, and portions of contracts for maintenance.	8,150.00	9,472.54	14,150.00	10,174.11	14,150.00	0.00	.00%
Services							
20-01 Printing Warning cards and forms, evidence tags, property receipt forms, envelopes, business cards and letterheads. Printing of parking tickets.	1,000.00	595.44	1,000.00	287.78	1,000.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public safety / Police dept CONT'D							
20-04 Advertising	300.00	0.00	300.00	0.00	300.00	0.00	.00%
Help wanted ads and legal notices.							
20-06 Expert/professional	7,950.00	11,602.00	7,950.00	9,143.96	2,575.00	-5,375.00	-67.61%
Microsoft 365/email. Decrease due to reclassification of bus monitoring to Dock Square Parking Lot fund.							
Supplies/Equipment							
30-01 Office supplies	3,000.00	1,331.47	3,000.00	756.46	3,000.00	0.00	.00%
Paper, envelopes, files for parking tickets, account books, legal pads, computer ribbons, note pads, pens/pencils, teletype paper, file folders, and other office supplies.							
30-02 Operating supplies	5,450.00	4,176.73	5,450.00	1,452.57	5,450.00	0.00	.00%
Repair of office equipment, flashlights, recharging fire extinguishers, shipping tape, radar recertification & repair (annually), first aid and OSHA supplies, CPR masks, and bike equipment.							
30-03 Equipment	6,000.00	2,545.89	6,000.00	1,818.27	6,000.00	0.00	.00%
This account includes tires (regular & snow), headlights, oil, filters, strobe and lens replacement, windshield wipers, windshield washer fluid, and other repair and maintenance items.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public safety / Police dept CONT'D							
30-04 Postage	1,700.00	1,387.42	2,000.00	1,082.21	2,250.00	250.00	12.50%
Postage, rental of postage meter, certified mail, UPS/FedEx expenses, parking ticket letters, municipal lot bills and community policing mailings. Increased for additional mailings.							
30-05 Photocopier	1,450.00	1,535.96	1,450.00	1,539.27	1,697.00	247.00	17.03%
Photocopier maintenance contract and lease. Increase due to new copiers and lease.							
30-07 Ammunition targets	4,800.00	4,759.17	5,300.00	0.00	3,800.00	-1,500.00	-28.30%
Ammunition for duty use and for qualifications, targets, range supplies, and weapon cleaning supplies. Decreased due to availability of supply that can be used in FY 20.							
30-08 Computers	2,300.00	9,020.00	8,300.00	399.96	2,500.00	-5,800.00	-69.88%
FY 19 includes a carry forward of \$6,000. Repairs and maintenance of computers. Increased to reflect projected actual.							
30-24 Gas	18,000.00	14,197.07	20,000.00	11,076.78	20,250.00	250.00	1.25%
9,000 gallons @ \$2.25/gallon. Increased in projected fuel costs. Increase due to SRO's traveling to and from schools and having additional patrol staff for the summer months.							
Repairs & Maintenance							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public safety / Police dept CONT'D							
35-03 Vehicles & Equipment	6,500.00	5,140.49	12,450.00	13,925.65	7,000.00	-5,450.00	-43.78%
FY 19 includes a carry forward of \$5,950. Maintenance: body repair, realignment, MV inspections. Increased to reflect projected actual.							
Police dept	1,508,114.00	1,398,727.45	1,648,350.00	1,122,738.23	1,768,839.00	120,489.00	7.31%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public safety / Communications							
Personnel							
10-01 Salaries & wages	229,267.00	228,001.89	237,203.00	163,074.70	247,178.00	9,975.00	4.21%
Salary and wages for staff. Increase due to scheduled/longevity and a contractual 3% increase.							
10-10 Overtime	36,710.00	34,276.64	36,710.00	23,925.54	37,812.00	1,102.00	3.00%
Overtime paid to department staff at the rate of time and one-half for any hours worked after 40 hours/week. Increase due to scheduled/longevity and a contractual 3% increase.							
Benefits							
12-01 FICA	21,636.00	19,446.98	22,279.00	13,605.79	23,172.00	893.00	4.01%
Employer's contribution for FICA (7.65%). Increase due to scheduled/longevity and a contractual 3% increase.							
12-02 MSRS	20,827.00	17,737.95	22,320.00	12,966.99	22,874.00	554.00	2.48%
Employer's contribution for Maine State Retirement. Increase due to scheduled/longevity and a contractual 3% increase.							
12-03 ICMA	7,281.00	4,815.13	7,506.00	4,103.58	7,710.00	204.00	2.72%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to scheduled/longevity and a contractual 3% increase.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public safety / Communications CONT'D							
12-04 RHSP	1,210.00	1,248.99	0.00	0.00	0.00	0.00	.00%
This benefit has been reclassified to the Insurance Department as it changes from year to year and by department. The budgeted amount is an estimate based on prior years and expected time accrued.							
12-05 Health	61,851.00	53,270.50	57,665.00	34,576.84	59,900.00	2,235.00	3.88%
Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line.							
12-08 Training & Education	1,000.00	320.48	1,000.00	0.00	1,000.00	0.00	.00%
Dispatcher recertification and other training as necessary. Sending reserve dispatchers to the basic school.							
12-12 Uniforms	800.00	1,894.85	800.00	0.00	800.00	0.00	.00%
Uniforms (shirts & pants) for dispatchers.							
Utilities							
15-01 Electricity	8,500.00	7,400.99	8,500.00	6,752.42	8,500.00	0.00	.00%
Electrical costs for the building.							

Budget Request

	Expense						
	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public safety / Communications CONT'D							
15-03 Heating Fuel	2,557.00	2,152.68	2,557.00	1,649.94	3,040.00	483.00	18.89%
Emergency generator fuel and fuel to heat building - 2,300 gallons propane @ \$1.80/gallon. We have deducted \$1,100 from this calculation based on that amount being budgeted in the Health Department budget for their share of the heating and fuel bill. Increased to reflect projected actual cost per gallon.							
15-05 Water	500.00	381.55	533.00	389.72	560.00	27.00	5.07%
KK&WWD charges. Increased to reflect 5% increase in charges in April 2020.							
15-06 Internet	2,500.00	3,239.62	2,500.00	2,149.20	2,500.00	0.00	.00%
Fees for internet and cable access.							
Services							
20-01 Printing	100.00	0.00	100.00	0.00	100.00	0.00	.00%
Forms for dispatchers.							
20-06 Expert/professional	2,600.00	869.00	2,600.00	681.00	2,600.00	0.00	.00%
Computer software/programs - Microsoft 365/email.							
20-08 Data processing	1,200.00	1,320.00	1,200.00	720.00	1,200.00	0.00	.00%
Repair and maintenance for dispatch computers and software.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public safety / Communications CONT'D							
20-21 Maintenance Contracts	88,328.00	77,179.95	91,710.00	52,231.19	94,742.00	3,032.00	3.31%
Annual maintenance agreements for: Incident Management Center police software, i.e., computer-aided dispatch, records management systems (Incident Management Center service, support, and license fees), IMC cross agency interface system and the Digital Recorder in dispatch, per capita payment for E-9-1-1 service to York Police Department, maintenance agreements with Medtronic's for heart defibrillators and Atlantic Comfort for the air conditioning Trans Unions Solutions, and Spectrum Business Class. Priority Dispatch for Emergency Dispatch Services and Code Red, a high-speed notification system that will allow us to record, send, and track emergency messages to the public via telephone. Increase due to IT support hours credited to police at \$13,067.							
Supplies/Equipment							
30-01 Office supplies	1,000.00	713.38	1,000.00	430.85	1,000.00	0.00	.00%
Note pads, pens, pencils, message pads, fax cartridges, printer cartridges, and standard office supplies.							
30-02 Operating supplies	1,750.00	1,154.67	1,750.00	0.00	1,750.00	0.00	.00%
Paper towels, toilet paper, services of an exterminator, air conditioning service contract, and light bulbs.							

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 27-02 Public safety / Communications CONT'D							
30-08 Computers	2,000.00	2,063.21	2,000.00	1,487.50	2,000.00	0.00	.00%
Budget for miscellaneous hardware repairs and replacement.							
Repairs & Maintenance							
35-01 Buildings	9,500.00	8,850.01	9,500.00	9,648.95	9,500.00	0.00	.00%
Normal repair and maintenance of furnace, bathrooms and locks, general cleaning supplies, sprinkler and boiler system inspections, janitorial expense and exterior maintenance.							
35-06 Radio Maintenance	2,500.00	75.00	2,500.00	75.00	2,500.00	0.00	.00%
Repair costs of radios and upgrades, replacement batteries for portable radios, and console repairs.							
Purchases							
60-03 Radio replacement	1,500.00	4,577.98	1,500.00	0.00	1,500.00	0.00	.00%
Replacement of radios that would not be cost effective to fix.							
Communications	505,117.00	470,991.45	513,433.00	328,469.21	531,938.00	18,505.00	3.60%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept							
Personnel							
10-01 Salaries & wages	81,000.00	77,675.19	94,083.00	60,652.03	122,943.00	28,860.00	30.68%
<p>Salary for part-time Fire Chief, salary for full-time Fire Administrator, part-time wages for Station Engineers who conduct regular checks on vehicles, equipment, and stations who could work as many as 780 hours a year. Wages for firefighters to assist in administrative duties such as maintaining fire department data files as many as 60 hours per year. Part-time wages for firefighters to serve as E-911 Addressing Officer and oversee the E-911 Addressing Ordinance, as many as 100 hours per year. Part-time wages for firefighters to do dry hydrant inspections, annual hose testing, maintenance, annual in-service pump test, assist in vehicle inspections, and annual ladder testing up to as many as 400 hours per year. Estimated wages reflect a scheduled steps/longevity and projected actual hours performed on assigned tasks. Increase due to 30 hrs./wk. for new chief and increase in hourly rate, scheduled/longevity and a contractual 3% increase for staff.</p>							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
10-04 Fire Warden	716.00	716.00	716.00	379.56	759.00	43.00	6.01%
Stipend for the Forestry Fire Warden. Increase due to scheduled/longevity and a contractual 3% increase.							
10-07 Call Firefighters	100,000.00	75,578.57	100,000.00	42,312.96	90,000.00	-10,000.00	-10.00%
Wages: up to 4,000 emergency call hours for firefighters, stipends for officers. Training hours for individuals: Firefighter I/II (2 ffs 900 hours), in-house driver/pump operator classes (10 ffs 320 hours), annual mandatory training for all ffs 240 hours including SCBA fit-testing, SCBA medical reviews; fall Fire Attack School (as many as 10 ffs @ 16 hours each [160 hours]), 12 monthly training drills (22 ffs @ 4 hours [1,056 hours]), Emergency Vehicle Operators Course driver training (up to 10 ffs @ 12 hours each 120 hours), Hazmat Operations Refresher (36 ffs @ 3 hours [108 hours]), National Incident Management system courses (4 ffs [20 hours each 80 hours]), in-house new members training (up to 10 ffs @ 72 hours [720 hours]). Decreased to reflect projected actual costs for FY 20.							
Benefits							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
12-01 FICA Employer's contribution for FICA (7.65%). Increase due to scheduled/longevity and a contractual 3% increase.	13,901.00	11,513.22	14,941.00	7,824.67	16,577.00	1,636.00	10.95%
12-02 MSRS Employer's contribution for Maine State Retirement. Decreased to reflect projected participation.	0.00	280.49	2,575.00	0.00	0.00	-2,575.00	-100.00%
12-03 ICMA ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect projected actual.	2,965.00	0.00	3,570.00	1,227.30	2,995.00	-575.00	-16.11%
12-04 RHSP This benefit has been reclassified to the Insurance Department as it changes from year to year and by department. The budgeted amount is an estimate based on prior years and expected time accrued.	1,378.00	1,378.50	0.00	0.00	0.00	0.00	.00%
12-05 Health Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line.	24,513.00	16,559.66	16,908.00	10,992.32	17,548.00	640.00	3.79%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
12-06 Dues & Fees	1,165.00	302.00	700.00	175.00	700.00	0.00	.00%
This line includes the Fire Department, Fire Chief, and firefighter dues payments for various fire service associations. Includes the International Association of Fire Chief's (includes New England Division), Maine Fire Chief's (includes 5 members), and National Fire Protection Association (department dues).							
12-07 Travel & Meetings	1,000.00	80.33	500.00	45.65	500.00	0.00	.00%
This account includes reimbursement for travel related and attendance fees for members on town business or attending fire service seminars and conferences.							
12-08 Training & Education	8,000.00	3,767.15	8,000.00	1,870.30	8,000.00	0.00	.00%
National Fire Protection Association code subscription service, Firefighter I/II course fees & manuals, firefighter officers course fees, firefighters manual for in-house class, fire instructors course fees & manuals, CPR training and cards, fall Fire Attack School course fees, fire prevention week school handouts & materials, user fee Seacoast Fire Training Site, misc. instructor fees, food for in-house training, and the cost of construction of training aids and acquiring new training aids.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
12-11 Vaccine Hepatitis B Vaccine Program or other required inoculations. Increase to accomodate for vaccines for 3 new members.	500.00	0.00	500.00	0.00	600.00	100.00	20.00%
12-12 Uniforms FY 19 includes a carry forward of \$811.50. This line is to provide uniforms for the staff. Increase to provide for 2 employees.	750.00	21.00	1,561.50	87.00	1,000.00	-561.50	-35.96%
12-13 Physicals General health screening and physicals, including the Bureau of Labor Standards (BLS) mandated entrance physicals and mandated respirator use evaluations. Interior qualified firefighter over 40 years old has to be reviewed annually; 35 to 39 years old every two years; and under 30 years old every 5 years. If the doctor requests more testing, it has to be done at their recommendation.	3,000.00	695.00	1,500.00	769.00	1,500.00	0.00	.00%
12-15 Recognition To provide an annual recognition event when awards, service pins, etc, can be awarded. An opportunity where the Town can show its appreciation for the volunteer firefighters and provide each firefighter with a small gift.	4,500.00	3,559.85	5,000.00	0.00	5,000.00	0.00	.00%

Utilities

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
15-01 Electricity To purchase electricity for the Village, Wildwood, and Goose Rocks Beach Stations.	6,000.00	6,738.06	6,500.00	3,686.53	6,500.00	0.00	.00%
15-02 Telephone Telephone service for Goose Rocks, Port Village, cell phones/iPads in 6 trucks @ \$33/mo. x 12, Wildwood, and reimbursements for a cell phone. Increase to reflect projected actual costs.	2,500.00	2,338.26	2,600.00	2,570.48	5,000.00	2,400.00	92.31%
15-03 Heating Fuel To purchase propane for heat for the Village (5,400 gal), Wildwood (3,400 gal) fire stations, and to purchase heating oil for Goose Rocks (3,000) fire station. Projected propane costs at \$1.80 - #2 Heating fuel at \$3.00 Increased in projected cost per gallon.	18,879.00	12,594.95	20,000.00	11,743.62	21,240.00	1,240.00	6.20%
15-05 Water Sprinkler service for 32 North Street. Domestic metered use at Village & Wildwood. Increase due to projected 5% increase in fees in the last quarter of FY 20.	420.00	409.74	450.00	310.21	460.00	10.00	2.22%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
15-06 Internet	2,100.00	2,172.80	2,533.00	1,996.90	3,100.00	567.00	22.38%
Fees for internet access at 32 North Street, Wildes District, and Goose Rocks. Increase due to the inclusion of internet at the Goose Rocks Fire Station to the "I am responding" system.							
Services							
20-04 Advertising	50.00	0.00	50.00	0.00	50.00	0.00	.00%
Publication costs for recruiting and bid advertisements, and any public notices.							
20-06 Expert/professional	2,018.00	1,418.92	1,800.00	4,609.17	1,800.00	0.00	.00%
Fees for the "I Am Responding" service that we use for notifications. We use this internet-based program to send out notifications to the members about fire calls, training events, etc. When the dispatchers enter a call for service into the dispatch computer for either the Fire Dept. or KEMS, the computer sends out a message to the member's cell phones and/or email address about the call. The Kennebunkport Emergency Medical Services (KEMS) shares this service with us, so we split the costs with them. SonicWall renewal \$200; Antivirus \$100/year; Microsoft 365/email.							
Insurance							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
25-12 Supplemental insurance Volunteer firefighter blanket accident coverage to provide for firefighter speciality job functions not covered under basic worker's comp. Decrease to reflect projected actual as we are switching to a different carrier.	6,590.00	6,590.00	6,700.00	6,590.00	2,720.00	-3,980.00	-59.40%
Supplies/Equipment							
30-01 Office supplies FY 19 includes a carry forward of \$2,203. Copy paper, inkjet and laser toner cartridges, and miscellaneous office supplies. Increase for purchase of additional storage cabinets.	1,750.00	1,960.48	3,953.00	2,412.46	2,500.00	-1,453.00	-36.76%
30-03 Equipment To purchase miscellaneous hand tools, either replacement or new style tools. Also, to replace miscellaneous hose fittings and adaptors that get lost or broken, fire hose nozzles, tool box, pry bars, sledge hammers, hand lights, eyewash fluid, traffic cones, safety flags, saw blades, hose gaskets, and required equipment for the water craft. Increase to reflect projected actuals.	5,000.00	5,427.95	5,000.00	327.10	6,000.00	1,000.00	20.00%
30-04 Postage Postage cost for correspondences, newsletters, and other mailing charges.	250.00	86.30	200.00	67.63	200.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
30-05 Photocopier Photocopier lease & maintenance. Increase due to new copiers and lease.	500.00	341.24	500.00	340.83	585.00	85.00	17.00%
30-08 Computers To purchase computer hardware/software and software licensing for the Fully Involved program that we use for reporting and tracking fires. Increase to include change in Fully Involved licensing \$760 and 5 ipads with mounts \$6,500.	2,500.00	997.06	2,000.00	2,058.97	9,000.00	7,000.00	350.00%
30-21 Hose Replacement To replace any hose that gets damaged or will not pass hose testing.	4,200.00	46.66	1,106.00	0.00	1,106.00	0.00	.00%
30-22 Dry hydrants Repair and relocate hydrants, painting, pumping/winterizing, and brush control associated with 84 dry hydrants.	2,500.00	578.99	1,000.00	105.12	1,000.00	0.00	.00%
30-24 Gas 800 gallons at \$2.25/gallon. Decreased to reflect projected actual price per gallon.	1,800.00	1,220.46	2,000.00	500.39	1,800.00	-200.00	-10.00%
30-25 Diesel Fuel for diesel-powered fire apparatus. Total of 1,000 gallons (annual use) at \$2.90/gallon. Decreased to reflect projected actual price per gallon.	2,750.00	2,025.65	3,050.00	1,628.15	2,900.00	-150.00	-4.92%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
30-38 Personal Protective Equipment	7,500.00	6,665.66	7,500.00	227.57	7,500.00	0.00	.00%
Personal Protective Equipment - miscellaneous items not part of a major purchase: gloves, Nomex hoods, gear bags, boots, SCBA masks, SCBA eyeglass insert, safety ropes and bags, firefighter name patches for existing turnout coats, and accountability tags.							
Repairs & Maintenance							
35-01 Buildings	8,870.00	8,070.62	15,600.00	4,943.61	9,000.00	-6,600.00	-42.31%
FY 19 includes a carry forward of \$4,500. Maintenance supplies for generator at Village & Wildes District Station. Annual hood and duct inspection at Village Station. Alarm monitoring at Village Station. Sprinkler system inspection at Village Station. Supplies (bathroom, bulbs, misc.) at Village & Wildes District Stations. Building maintenance and repairs at Village & Wildes District Stations. Maintenance and inspections of fire extinguisher at all stations & in all vehicles. Boiler inspections at Village & Wildes District Station. Replacement filters for Plymovent exhaust systems and eye wash fluids for each station. Decrease due to completion of one-time building projects.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public safety / Fire dept CONT'D							
35-03 Vehicles & Equipment	22,900.00	18,324.19	23,000.00	6,651.26	22,200.00	-800.00	-3.48%
Parts and maintenance supplies for fire equipment: pump maintenance and tests for the ladders and engines; aerial ladder testing on the ladder trucks (L4, L34); Ground ladder testing on all of the vehicles; preventive maintenance on the aerial ladders (L4, L34); ground ladder maintenance and repairs; outboard motor annual servicing (marine 1 & 2); annual vehicle inspection; miscellaneous unexpected vehicle repairs; and replacement parts and batteries for small equipment items. Vehicle oil changes, vehicle lubrication and replacement of worn tires. Decreased to reflect projected actual needs in FY 20.							
Miscellaneous							
50-05 Goose Rocks Fire	23,405.00	23,405.00	23,826.00	23,826.00	24,350.00	524.00	2.20%
Town's lease payment to the Goose Rocks Beach Fire Station. Increased per lease agreement (CPI 2.2% December 2018).							
50-07 Cape Porpoise Fire	19,341.00	19,344.00	19,692.00	19,692.19	20,125.00	433.00	2.20%
Town's lease to the Atlantic Volunteer Engine Station. Increased per lease agreement (CPI 2.2% December 2018).							
Fire dept	385,211.00	312,883.95	399,614.50	220,623.98	417,258.00	17,643.50	4.42%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-04 Public safety / KEMS							
Miscellaneous							
50-28 KEMS	125,000.00	125,000.00	150,000.00	150,000.00	155,000.00	5,000.00	3.33%
Town's contribution to KEMS. Increased in requested funding.							
KEMS	125,000.00	125,000.00	150,000.00	150,000.00	155,000.00	5,000.00	3.33%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-05 Public safety / Emergency Management							
Supplies/Equipment							
30-02 Operating supplies	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	.00%
Emergency needs, e.g., food, barricades, etc. Repair and clean-up costs related to storm damage are charged to other accounts or programs. Also includes mileage reimbursement for volunteer staff to attend trainings & meetings, as well as publication costs for Town's Emergency Operations Plan. The Town has established a reserve account with unspent funds for future needs.							
Emergency Management	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	.00%

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 27-06 Public safety / Animal Control Officer							
Personnel							
10-01 Salaries & wages	7,503.00	7,144.08	7,728.00	0.00	7,800.00	72.00	.93%
Salary and wages for staff. Increase due to staff changes.							
Benefits							
12-01 FICA	574.00	546.21	591.00	-0.01	597.00	6.00	1.02%
Employer's contribution for FICA (7.65%). Increase due to staff changes.							
12-07 Travel & Meetings	850.00	25.00	850.00	0.00	850.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging, and other means of travel.							
Supplies/Equipment							
30-02 Operating supplies	1,300.00	1,094.00	1,300.00	0.00	1,300.00	0.00	.00%
Expenses for supplies, doggie dispenser bags, equipment, printing costs, veterinarian costs, and cell phone.							
Miscellaneous							
50-32 Animal Welfare Society	4,760.00	4,828.88	4,829.00	3,621.66	4,829.00	0.00	.00%
Animal Shelter \$1.39 per capita based on 2010 census - 3,474.							
Animal Control Officer	14,987.00	13,638.17	15,298.00	3,621.65	15,376.00	78.00	.51%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-07 Public safety / Harbormaster							
Personnel							
10-05 Cape Harbormaster	2,942.00	2,800.92	3,031.00	988.56	13,000.00	9,969.00	328.90%
Salary and wages for staff. The Cape Porpoise Pier Manager also serves as the Cape Harbormaster. Increase due to reallocation of wages and benefits between the general fund and the Pier fund. It will be 20% in the general fund and 80% in the Pier fund.							
Benefits							
12-01 FICA	239.00	208.71	246.00	74.80	995.00	749.00	304.47%
Employer's contribution for FICA (7.65%). Increased due to proration with Cape Porpoise Pier budget.							
12-02 MSRS	0.00	0.00	0.00	0.00	1,300.00	1,300.00	100.00%
Employer's contribution for Maine State Retirement. Increased due to proration with Cape Porpoise Pier budget.							
12-03 ICMA	176.00	0.00	-1,909.00	0.00	0.00	1,909.00	-100.00%
ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect projected actual participation.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-07 Public safety / Harbormaster CONT'D							
12-05 Health	0.00	0.00	0.00	0.00	4,758.00	4,758.00	100.00%
Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. Increased due to proration with Cape Porpoise Pier budget.							
Miscellaneous							
50-01 Miscellaneous	0.00	0.00	3,000.00	3,000.00	0.00	-3,000.00	-100.00%
FY 19 includes a carry forward of \$3,000.							
50-24 River Harbormaster	17,257.00	17,257.00	17,600.00	1,634.36	18,785.00	1,185.00	6.73%
Cost sharing for the Towns of Kennebunkport and Kennebunk. Increase for the Kennebunk River Harbormaster due to salary and operational budget increase.							
Harbormaster	20,614.00	20,266.63	21,968.00	5,697.72	38,838.00	16,870.00	76.79%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-01 Health & welfare / Solid Waste							
Personnel							
10-01 Salaries & wages	200.00	182.73	200.00	0.00	200.00	0.00	.00%
Wages for the Hazardous Waste Day.							
Benefits							
12-01 FICA	15.00	15.25	15.00	0.00	15.00	0.00	.00%
Employer's contribution for FICA (7.65%).							
Utilities							
15-01 Electricity	250.00	225.30	250.00	123.55	250.00	0.00	.00%
Electricity to run the cardboard compactor at Bradbury Brothers Market.							
Services							
20-12 Tipping fees	197,053.00	178,507.10	200,600.00	134,889.21	193,000.00	-7,600.00	-3.79%
Contract with Casella Waste at 2,500 tons of waste @ \$77.20/ton. Increased per contract tied to CPI 2.2%, December 2018.							
20-19 Curbside collections	204,750.00	173,394.51	192,254.00	111,911.12	205,900.00	13,646.00	7.10%
Contracted service. This account also includes picking up barrels and waste containers (dumpsters) at all public buildings and facilities. Increase due to changes in solid waste and recycling markets and increase in labor costs. The current contract expires August 2019.							
20-23 Recycle Processing	0.00	0.00	0.00	0.00	26,000.00	26,000.00	100.00%
Processing fees for recycling materials at Ecomaine - 400 tons at \$65/ton.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-01 Health & welfare / Solid Waste CONT'D							
20-27 Recycling pickup	0.00	0.00	0.00	0.00	58,555.00	58,555.00	100.00%
Contracted service currently through Casella. Contract ends August 2019. Includes servicing cardboard recycling containers. Reclassification of account from 50-09.							
Supplies/Equipment							
30-02 Operating supplies	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.00%
Increased to fund expenses related to recycling educational promotions.							
Miscellaneous							
50-09 Recycling program	58,029.00	48,906.12	54,226.00	31,564.67	0.00	-54,226.00	-100.00%
Reclassify to account Recycling program 20-27. Reclassification of account to 20-27.							
50-10 Recycling containers	650.00	1,489.34	1,500.00	1,472.57	0.00	-1,500.00	-100.00%
Funds to purchase new containers/bins for resident use. Decreased as the Town will no longer purchase recycling bins.							
50-11 Unacceptable waste	4,000.00	4,012.37	4,000.00	1,962.12	4,000.00	0.00	.00%
Cost for the collection and disposal of household hazardous waste. Trash bags for all public barrels.							
50-72 Monitoring	4,850.00	0.00	11,450.00	8,307.44	6,300.00	-5,150.00	-44.98%
FY 19 includes a carry forward of \$6,600. Cost for monitoring the closed landfill. Increased to reflect projected actual.							
Solid Waste	469,797.00	406,732.72	464,495.00	290,230.68	498,220.00	33,725.00	7.26%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-02 Health & welfare / Health							
Personnel							
10-01 Salaries & wages	113,568.00	111,762.00	122,257.00	79,606.60	125,904.00	3,647.00	2.98%
Salary and wages for staff. Increase due to scheduled/longevity and a contractual 3% increase.							
10-10 Overtime	515.00	0.00	515.00	0.00	0.00	-515.00	-100.00%
Overtime wages for staff. Decreased as overtime hours are not required.							
Benefits							
12-01 FICA	8,896.00	8,521.17	9,570.00	6,059.16	9,814.00	244.00	2.55%
Employer's contribution for FICA (7.65%). Increase due to scheduled/longevity and a contractual 3% increase.							
12-02 MSRS	10,952.00	10,523.29	12,277.00	7,960.66	12,590.00	313.00	2.55%
Employer's contribution for Maine State Retirement. Increase due to scheduled/longevity and a contractual 3% increase.							
12-03 ICMA	3,015.00	2,196.18	3,228.00	1,559.53	2,387.00	-841.00	-26.05%
ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect actual participation.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-02 Health & welfare / Health CONT'D							
12-05 Health	5,574.00	8,941.83	22,355.00	14,742.33	22,548.00	193.00	.86%
Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line.							
12-07 Travel & Meetings	6,000.00	3,550.50	5,000.00	2,720.07	5,000.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging, and other means of travel.							
12-08 Training & Education	600.00	360.00	600.00	0.00	600.00	0.00	.00%
American Nurses Association, Maine Public Health Association, workshops and seminars.							
12-09 Wellness	300.00	0.00	300.00	0.00	300.00	0.00	.00%
To promote employee health and wellness.							
Utilities							
15-01 Electricity	750.00	503.70	750.00	312.34	750.00	0.00	.00%
Electrical costs.							
15-02 Telephone	900.00	785.48	900.00	575.34	900.00	0.00	.00%
Telephone and fax line.							

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 29-02 Health & welfare / Health CONT'D							
15-03 Heating Fuel	1,100.00	1,100.00	1,100.00	0.00	1,100.00	0.00	.00%
Share of heating fuel costs of the building. Shared with the Police Department.							
Services							
20-06 Expert/professional	775.00	348.65	775.00	232.00	775.00	0.00	.00%
SonicWall \$475; Microsoft 365/email \$300							
Supplies/Equipment							
30-01 Office supplies	2,450.00	2,354.99	1,000.00	617.67	1,000.00	0.00	.00%
Miscellaneous office supplies.							
30-02 Operating supplies	1,500.00	1,434.92	1,500.00	723.37	1,500.00	0.00	.00%
Syringes, dressings, medical kits, alcohol, tape, etc. \$800 to come from the Macomber Trust - see revenues.							
30-04 Postage	75.00	11.54	75.00	0.00	75.00	0.00	.00%
Postage.							
30-05 Photocopier	425.00	353.82	400.00	353.77	468.00	68.00	17.00%
Photocopier maintenance. Increase due to new copiers and lease.							
Repairs & Maintenance							
35-01 Buildings	800.00	621.02	800.00	1,426.49	800.00	0.00	.00%
Weekly cleaning, twice a year professional floor stripping, window washing, and cleaning supplies.							
Miscellaneous							
50-11 Unacceptable waste	650.00	525.00	800.00	275.00	800.00	0.00	.00%
Medical waste disposal with Maine Bio Specialist, 3 pickups per year.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-02 Health & welfare / Health CONT'D							
50-85 Water Quality	500.00	175.00	500.00	1,736.00	500.00	0.00	.00%
Funding for water testing staff, additional testing when necessary, trainings, and outreach.							
Health	159,345.00	154,069.09	184,702.00	118,900.33	187,811.00	3,109.00	1.68%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-03 Health & welfare / Welfare							
Benefits							
12-08 Training & Education	260.00	90.00	260.00	150.00	260.00	0.00	.00%
MMA and DHHS training for welfare administrators.							
Supplies/Equipment							
30-01 Office supplies	75.00	0.00	75.00	0.00	75.00	0.00	.00%
Special forms not found at MMA.							
Miscellaneous							
50-12 Welfare	3,000.00	728.74	3,000.00	0.00	3,000.00	0.00	.00%
Expense of food, shelter, and other basic needs for those who face emergency financial needs or who meet income eligibility requirements. These expenses are reimbursed by the State at 50% of actual expenditures - see revenues.							
Welfare	3,335.00	818.74	3,335.00	150.00	3,335.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-04 Health & welfare / Social Services							
Social Services							
55-01 YC Community Action	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	.00%
This agency provides an outreach worker to the Town to advise residents of various State and Federal assistance programs, manages enrollment in the Fuel Assistance (HEAP) program, and advises the Town staff about difficult local problems related to General Assistance. Last year, 93 residents were served.							
55-02 Day One	750.00	750.00	750.00	750.00	750.00	0.00	.00%
Adolescent substance abuse treatment and prevention services. Last year, 28 residents were served.							
55-03 Caring Unlimited	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	.00%
A domestic violence center. Last year, 5 residents were served.							
55-04 ME Behavioral Healthcare	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00	.00%
This agency is a comprehensive mental health center. Last year, 75 residents were served, totaling 950 hours of outpatient services and 35 crisis bed days.							
55-05 Kids Free to Grow	750.00	750.00	750.00	750.00	750.00	0.00	.00%
This agency addresses the problems of child abuse and neglect. It provides programs to the Consolidated, middle and high schools, and served 20 residents.							

Budget Request

	Expense						
	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-04 Health & welfare / Social Services CONT'D							
55-07 So ME Agency on Aging This agency assists senior citizens with Meals on Wheels, insurance and benefit counseling, and caregiver support to name a few. Last year, 85 unduplicated residents were served.	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	.00%
55-10 American Red Cross This agency provides critical disaster relief services.	500.00	500.00	500.00	500.00	500.00	0.00	.00%
55-11 YC Shelters This agency provides shelter and food for the homeless.	4,400.00	4,400.00	4,400.00	0.00	4,400.00	0.00	.00%
55-13 Sexual Assault Response Servic This agency provides services to survivors of sexual assual. It is unknown how many Kennebunkport residents were served due to confidentiality.	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	.00%
55-14 Church Community Outreach Serv This agency has served residents approximately 1,450 times with core pantry and produce pantry operations.	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	.00%
55-20 MaineHealth Care at Home This agency provides home health nursing, physical, occupational, and speech therapies. They served 107 residents, for a total of 1,072 visits and tests.	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	.00%
Social Services	22,400.00	22,400.00	22,400.00	18,000.00	22,400.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-07 Health & welfare / Shellfish Conservation							
Personnel							
10-01 Salaries & wages	2,271.00	2,271.00	2,339.00	1,204.59	2,481.00	142.00	6.07%
Salary and wages for staff. Increase due to scheduled/longevity and a contractual 3% increase.							
Benefits							
12-01 FICA	174.00	173.72	179.00	92.15	190.00	11.00	6.15%
Employer's contribution for FICA (7.65%). Increase due to scheduled/longevity and a contractual 3% increase.							
12-07 Travel & Meetings	500.00	148.00	500.00	0.00	500.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel-related expenses including but not limited to meals, lodging, and other means of travel.							
Supplies/Equipment							
30-02 Operating supplies	0.00	0.00	1,000.00	0.00	500.00	-500.00	-50.00%
Seedlings. Decreased due to supply of seedling clams.							
Shellfish Conservation	2,945.00	2,592.72	4,018.00	1,296.74	3,671.00	-347.00	-8.64%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-10 Health & welfare / Public Restrooms							
Miscellaneous							
50-21 Dock Square restrooms	30,000.00	21,690.83	30,000.00	17,508.14	30,000.00	0.00	.00%
Cleaning service, electricity, water, paper products, heat, maintenance, and all other expenses related to the upkeep of the restrooms.							
50-68 Public Facility Upgrade	2,500.00	3,083.93	2,500.00	1,907.86	2,500.00	0.00	.00%
Rental of port-a-potties.							
Public Restrooms	32,500.00	24,774.76	32,500.00	19,416.00	32,500.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept							
Personnel							
10-01 Salaries & wages	355,004.00	296,610.36	379,649.00	262,016.72	440,850.00	61,201.00	16.12%
FY 19 includes a carry forward of \$20,000. Salary and wages for staff. Decreased due to scheduled steps/longevity and reallocation of Director (50% Public Works and 50% Wastewater), Deputy Director (50% Public Works and 50% Wastewater) and Secretary (30% Public Works, 30% Wastewater and 40% Admin). Increase due to combining mechanic account starting in FY 20, scheduled/longevity, and a contractual 3% increase.							
10-10 Overtime	30,000.00	45,388.02	30,000.00	35,146.92	42,500.00	12,500.00	41.67%
Overtime wages paid to full-time employees for any hours worked after 40 hours/week. Increase due to combining mechanic account starting in FY 20, scheduled/longevity, and a contractual 3% increase.							
10-20 Part-time	8,400.00	10,621.89	11,866.00	4,920.83	11,520.00	-346.00	-2.92%
Salary for a part-time public space maintenance position. 30 weeks @ 24 hrs per week @ \$16.00 per hour. Increase due to combining mechanic account starting in FY 20, scheduled/longevity, and a contractual 3% increase.							
Benefits							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
12-01 FICA Employer's contribution for FICA (7.65%). Increase due to combining mechanic account starting in FY 20, scheduled/longevity, and a contractual 3% increase.	32,582.00	28,185.85	33,135.00	20,862.42	39,736.00	6,601.00	19.92%
12-02 MSRS Employer's contribution for Maine State Retirement. Increase due to combining mechanic account starting in FY 20, scheduled/longevity, and a contractual 3% increase.	28,945.00	30,851.94	34,387.00	22,809.46	39,647.00	5,260.00	15.30%
12-03 ICMA ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect projected actual participation.	11,040.00	7,109.33	9,603.00	4,780.10	9,206.00	-397.00	-4.13%
12-04 RHSP This benefit has been reclassified to the Insurance Department as it changes from year to year and by department.	2,464.00	4,624.94	0.00	0.00	0.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
12-05 Health	146,563.00	126,934.00	148,897.00	87,265.52	141,279.00	-7,618.00	-5.12%
<p>FY 19 includes a carry forward of \$7,057. Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line. Increase due to combining mechanic account starting in FY 20.</p>							
12-12 Uniforms	4,110.00	4,228.52	4,110.00	2,609.07	5,590.00	1,480.00	36.01%
<p>Uniform service per union contract and one pair of boots per person. Boots: 6 pairs at \$250/pair (\$1,500), and Uniforms: 5 employees at \$55/week (\$2,860), mechanic at \$10.92/week (\$568), shop rags at \$5/week (\$260), delivery charges at \$6/week (\$312), and miscellaneous alterations, badges etc. \$90. Increase due to combining mechanic account starting in FY 20.</p>							
Utilities							
15-01 Electricity	0.00	0.00	0.00	0.00	5,200.00	5,200.00	100.00%
<p>Electricity costs. Increase due to combining mechanic account starting in FY 20.</p>							
15-02 Telephone	2,350.00	3,599.47	4,750.00	1,794.91	4,750.00	0.00	.00%
<p>Telephone, fax, cell phones, and General Services Administration truck tracking.</p>							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
15-03 Heating Fuel	0.00	0.00	0.00	0.00	3,600.00	3,600.00	100.00%
Cost for propane fuel for the garage (2,000 gallons at \$1.80/gallon). Increase due to combining mechanic account starting in FY 20.							
15-06 Internet	840.00	0.00	0.00	0.00	0.00	0.00	.00%
Services							
20-06 Expert/professional	7,725.00	9,474.06	7,725.00	7,834.97	7,875.00	150.00	1.94%
Surveying work as needed (e.g., to determine easements, rights-of-way, etc., and to provide assistance on drainage or road projects), engineering assistance as necessary, and alcohol/drug testing services to meet Federal requirements for drivers. Cut tree limbs on town roads where an arborist and bucket truck are necessary. SonicWall renewal \$200; Antivirus \$75/year; Microsoft 365/email \$600. Increase due to combining mechanic account starting in FY 20.							
20-14 Rentals	7,600.00	5,949.20	7,600.00	2,838.20	7,600.00	0.00	.00%
McCabe property lease for snow storage (\$2,000), rental of tree trimming equipment (\$2,800), catch basin rental for cleanout (\$2,800).							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
20-15 Street marking Centerline and fog/edge line painting by contractor for a cost of \$4,800. Handwork such as parking stalls and crosswalks will be done by the Town crew - \$2,700 for materials. Crosswalks are painted twice each year. Includes repairs to sprayer.	7,500.00	10,503.80	7,500.00	348.25	7,500.00	0.00	.00%
20-25 Alarms Fire alarms.	0.00	0.00	200.00	0.00	200.00	0.00	.00%
Supplies/Equipment							
30-01 Office supplies Miscellaneous office supplies.	400.00	506.42	400.00	503.98	400.00	0.00	.00%
30-02 Operating supplies Flagging, stakes, maps, film, photocopier paper, Occupational Safety and Health Administration testing, miscellaneous shop and field supplies, first aid supplies, and drinking water. Decreased to reflect projected actual costs in FY 20.	6,000.00	4,421.48	6,000.00	3,605.16	5,000.00	-1,000.00	-16.67%
30-03 Equipment Small equipment purchases, steel, etc. Increase due to combining mechanic account starting in FY 20.	3,000.00	1,459.81	3,000.00	1,479.35	6,100.00	3,100.00	103.33%
30-05 Photocopier Photocopier lease and maintenance. Increase due to new copiers and lease.	325.00	330.56	325.00	329.82	380.00	55.00	16.92%

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
30-10 Culverts	4,000.00	93.20	4,000.00	349.45	4,000.00	0.00	.00%
Material cost for repair of existing culverts and drains.							
30-12 Gravel	4,000.00	4,471.42	4,000.00	483.66	4,000.00	0.00	.00%
Gravel for resurfacing unpaved roads, shoulder projects, trench work, and other miscellaneous projects.							
30-13 Salt	66,000.00	99,283.39	75,000.00	57,186.05	75,000.00	0.00	.00%
Estimated 1,200+ tons averaging \$60-\$75/ton - used for deicing during winter storms.							
30-14 Sand	8,000.00	2,709.24	4,000.00	1,293.28	2,184.00	-1,816.00	-45.40%
520 yds of sand picked up by PWD @ \$4.20 per yd. Decreased to reflect projected actual.							
30-15 Liquid road treatment	15,000.00	11,705.95	15,000.00	11,616.75	12,000.00	-3,000.00	-20.00%
Winter application for deicing and summer application for unpaved road dust control. Use of liquid deicing in winter allows us to use less salt during periods of very cold temperatures. Decreased to reflect projected actual.							
30-16 Patch	4,800.00	5,502.11	4,800.00	827.08	4,800.00	0.00	.00%
Material to repair potholes and trenches, and crack seal.							
30-17 Signs	6,000.00	2,537.60	6,000.00	8,054.05	6,000.00	0.00	.00%
Installation of new or damaged traffic control signs (stop, no parking, etc.) at \$3,000; and improve parking signs at \$3,000. The Town continues to receive numerous requests for signs.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
30-19 Tools This account is used to purchase tools to be owned by the Town. Increase due to combining mechanic account starting in FY 20.	0.00	0.00	0.00	0.00	3,000.00	3,000.00	100.00%
30-24 Gas Gasoline for trucks and equipment (estimated 6,000 gallons annual consumption at \$2.25/gallon). Increased to reflect projected cost per gallon and extra usage for Parks maintenance truck use and Mechanic plowing in winter.	7,200.00	8,761.47	10,000.00	7,888.03	13,500.00	3,500.00	35.00%
30-25 Diesel Diesel fuel for trucks and equipment (estimated 9,500 gallon annual consumption at \$2.90/gallon). Decreased to reflect projected cost per gallon.	26,125.00	16,904.16	29,000.00	14,743.34	27,550.00	-1,450.00	-5.00%
30-31 Safety Equipment Goggles, gloves, safety vests, respirators for maintenance painting, chainsaw safety gear, and other safety equipment.	1,000.00	1,905.00	1,000.00	933.98	1,000.00	0.00	.00%
30-40 Parks and Open Space supplies FY 19 includes a carry forward of \$3,530. For parks and open space maintenance and supplies.	5,000.00	7,024.18	8,530.00	1,516.27	6,000.00	-2,530.00	-29.66%
Repairs & Maintenance							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
35-01 Buildings	3,500.00	1,553.87	3,300.00	2,605.60	3,300.00	0.00	.00%
Routine maintenance, crane inspection, auto lift inspection, fuel island, and fire extinguisher inspections.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public works / Highway dept CONT'D							
35-03 Vehicles & Equipment	35,000.00	32,283.64	35,000.00	30,227.35	35,000.00	0.00	.00%
Parts and supplies for the department's vehicles (\$35,000). The following vehicles and equipment are included in this account: truck 1 (2006 Ford Ranger 4x4), truck 2 (2016 International), truck 3 (2012 International), truck 4 (2015 International), truck 5 (2011 International), truck 6 (2009 Ford F-350), truck 7 (2004 International Wheeler), truck 8 (2003 International), truck 9 (2017 Ford F350 4x4), truck 10 (2006 Ford F-350 4x4), truck 11 (2003 Ford F250 4x4), loader (2013 John Deere), Trackless (2007 MT5; 2018 MT7), backhoe (2018 Case 580SM), sweeper (2016 Tymco 435), mowing tractor (2005 John Deere F687), paint sprayer (2001 Titan), snowplows (various ages and makes), pavement saw (2001 Stihl TG400), equipment trailer (1969 Tagalong), air compressor (1987 Smith 100CFM), utility trailer (2002 Big Tex), generator (2005 Cat 45kw), Vermeer (1997 Brush Chipper), compactor (2010 Webber MT CR5HD), various miscellaneous equipment.							
Highway dept	840,473.00	785,534.88	888,777.00	596,870.57	976,267.00	87,490.00	9.84%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-02 Public works / Mechanic							
Personnel							
10-01 Salaries & wages	62,665.00	61,585.77	64,549.00	39,982.51	0.00	-64,549.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
10-10 Overtime	2,000.00	2,666.52	2,500.00	1,117.13	0.00	-2,500.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
Benefits							
12-01 FICA	5,046.00	5,171.31	5,232.00	3,271.80	0.00	-5,232.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
12-02 MSRS	6,208.00	6,169.40	6,705.00	4,109.95	0.00	-6,705.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
12-03 ICMA	1,293.00	1,284.87	1,341.00	821.89	0.00	-1,341.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
12-05 Health	5,975.00	5,851.59	5,891.00	4,323.35	0.00	-5,891.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
12-12 Uniforms	1,480.00	1,182.08	1,480.00	570.15	0.00	-1,480.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-02 Public works / Mechanic CONT'D							
Utilities							
15-01 Electricity	4,400.00	4,632.78	4,900.00	3,623.91	0.00	-4,900.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
15-03 Heating Fuel	2,815.00	2,452.23	2,815.00	1,123.05	0.00	-2,815.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
Services							
20-06 Expert/professional	150.00	0.00	150.00	0.00	0.00	-150.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
Supplies/Equipment							
30-03 Equipment	3,100.00	717.41	3,100.00	0.00	0.00	-3,100.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
30-19 Tools	3,000.00	2,733.55	3,000.00	0.00	0.00	-3,000.00	-100.00%
Decreased due to combining mechanic account with the highway account, starting in FY 20.							
Mechanic	98,132.00	94,447.51	101,663.00	58,943.74	0.00	-101,663.00	-100.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-03 Public works / Utilities							
Utilities							
15-07 Fire hydrants	121,800.00	124,567.55	129,840.00	87,573.51	137,790.00	7,950.00	6.12%
KKWWD charges for 121 hydrants. Increased to reflect anticipated rate increase in 2020.							
15-08 Street lights	52,670.00	50,612.13	52,670.00	27,654.83	55,000.00	2,330.00	4.42%
There are 280 active lights throughout town. Fees vary in cost based on wattage and fixture type. Increased to reflect projected actual.							
Utilities	174,470.00	175,179.68	182,510.00	115,228.34	192,790.00	10,280.00	5.63%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-04 Public works / Shade Tree							
Personnel							
10-11 Shade Tree Warden	530.00	530.00	546.00	281.19	579.00	33.00	6.04%
Salary and wages for staff. Increase due to scheduled/longevity and a contractual 3% increase.							
Benefits							
12-01 FICA	41.00	40.54	42.00	21.51	44.00	2.00	4.76%
Employer's contribution for FICA (7.65%). Increase due to scheduled/longevity and a contractual 3% increase.							
Services							
20-06 Expert/professional	0.00	655.00	2,000.00	2,918.00	2,000.00	0.00	.00%
Arborist's consulting services; additional services on hazardous tree issues.							
20-16 Planting	3,000.00	0.00	2,500.00	0.00	2,500.00	0.00	.00%
Costs associated with new or replacement trees.							
20-17 Tree treatment	17,000.00	13,390.00	21,000.00	0.00	21,000.00	0.00	.00%
Elm and Ash maintenance program including injection materials, injection labor, trimming, and removals.							
20-18 Cutting & pruning	12,000.00	7,157.50	10,000.00	9,080.00	10,000.00	0.00	.00%
Safety removal program.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-04 Public works / Shade Tree CONT'D							
20-37 Fertilizing	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	.00%
<p>Fertilization for mature trees that may have the potential to decline, as well as young trees just getting started. The injections will improve the health and longevity of the trees. The fertilization program will also include the use of biological stimulants that will replace fungi and bacteria normally found on the forest floor but not in developed areas. Often, trees in developed areas are under stress without the natural nutrients of a natural forested area.</p>							
Miscellaneous							
50-01 Miscellaneous	2,000.00	4,494.73	2,000.00	1,621.91	2,000.00	0.00	.00%
<p>Recording fees, wireless charges, and other uncategorized items.</p>							
Shade Tree	38,571.00	26,267.77	42,088.00	13,922.61	42,123.00	35.00	.08%

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
<hr/>							
Dept/Div: 31-06 Public works / Cemetery							
Personnel							
10-01 Salaries & wages	5,066.00	3,264.86	10,732.00	2,660.20	5,121.00	-5,611.00	-52.28%
Salary and wages for staff. Decreased due to no intern for summer FY 20.							
Benefits							
12-01 FICA	388.00	249.74	821.00	203.50	392.00	-429.00	-52.25%
Employer's contribution for FICA (7.65%). Decreased due to no intern for summer FY 20.							
Services							
20-18 Cutting & pruning	2,500.00	2,500.00	2,500.00	0.00	2,500.00	0.00	.00%
Tree and brush cutting - pruning and removal.							
Miscellaneous							
50-01 Miscellaneous	2,400.00	2,657.50	2,400.00	0.00	2,400.00	0.00	.00%
Replacement and repairs of headstones, fences, etc.							
50-31 Arundel Cemetery	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	0.00	.00%
Maintenance of veterans' graves with no perpetual care.							
Cemetery	14,454.00	12,772.10	20,553.00	6,963.70	14,513.00	-6,040.00	-29.39%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & culture / Recreation							
Personnel							
10-01 Salaries & wages	157,491.00	146,835.38	163,654.00	101,322.48	168,022.00	4,368.00	2.67%
Salary and wages for staff. Increase due to scheduled/longevity and a contractual 3% increase.							
10-10 Overtime	0.00	1,287.05	0.00	0.00	0.00	0.00	.00%
Benefits							
12-01 FICA	16,518.00	14,598.41	12,827.00	7,606.34	13,108.00	281.00	2.19%
Employer's contribution for FICA (7.65%). Increase due to scheduled/longevity and a contractual 3% increase.							
12-02 MSRS	15,119.00	14,102.82	16,365.00	9,929.11	16,802.00	437.00	2.67%
Employer's contribution for Maine State Retirement. Increase due to scheduled/longevity and a contractual 3% increase.							
12-03 ICMA	3,862.00	2,917.29	4,025.00	2,169.70	3,321.00	-704.00	-17.49%
ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect projected actual participation.							
12-04 RHSP	3,115.00	1,861.57	0.00	0.00	0.00	0.00	.00%
This benefit has been reclassified to the Insurance Department as it changes from year to year and by department.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & culture / Recreation CONT'D							
12-05 Health	59,076.00	49,628.65	54,860.00	34,694.57	57,167.00	2,307.00	4.21%
Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line. Increased to reflect projected participation.							
12-06 Dues & Fees	100.00	135.00	320.00	135.00	170.00	-150.00	-46.88%
Dues and subscriptions to professional associations; United States Tennis Association \$35, Maine Recreation and Parks Association 3 @ \$45 = \$135. Decreased to reflect projected actual.							
12-07 Travel & Meetings	650.00	1,090.89	800.00	185.85	700.00	-100.00	-12.50%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging, and other means of travel. Decreased to reflect projected actual costs in FY 20.							
12-08 Training & Education	1,000.00	1,198.97	1,600.00	0.00	1,000.00	-600.00	-37.50%
Registration, fees, and tuition of conferences, seminars, computer training, and professional association schools for all staff. Decreased to reflect projected actual participation.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & culture / Recreation CONT'D							
12-12 Uniforms	100.00	304.49	100.00	0.00	100.00	0.00	.00%
Personal protective equipment.							
Utilities							
15-01 Electricity	1,000.00	755.35	1,000.00	1,268.40	8,000.00	7,000.00	700.00%
Electrical costs, including heating and cooling the new building. Increased for new building's electric heating and cooling systems and rink.							
15-02 Telephone	720.00	750.87	720.00	635.84	720.00	0.00	.00%
Office telephone and cell phone for the Department Director.							
15-03 Heating Fuel	716.00	539.70	716.00	85.78	180.00	-536.00	-74.86%
Propane for the kitchen and warming hut (100 gal @ \$1.80). Decreased as new building is heated by electricity.							
15-05 Water	480.00	485.08	512.00	115.90	512.00	0.00	.00%
KKWWD charges for water needs at new recreation building and Parsons Field.							
15-06 Internet	0.00	0.00	0.00	0.00	960.00	960.00	100.00%
Increased to include internet service at the new building 12 mos @ \$80.							
Services							

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
<hr/>							
Dept/Div: 33-01 Recreation & culture / Recreation CONT'D							
20-06 Expert/professional	3,525.00	4,091.88	4,025.00	4,971.96	7,495.00	3,470.00	86.21%
Antivirus \$75/year; Microsoft 365/email \$450; turf maintenance at Parsons Field & Cape Porpoise Park \$3,000, tick control at the parks \$500, and background checks 15 @ \$50. Increase due to additional extensive background checks and one-time top dressing of Parson's field (\$2,700).							
Supplies/Equipment							
30-01 Office supplies	1,350.00	2,819.46	1,350.00	509.90	1,350.00	0.00	.00%
Paper, computer supplies, pens, computer replacement, etc.							
30-02 Operating supplies	2,000.00	1,857.05	2,000.00	437.86	2,000.00	0.00	.00%
Lumber/paint, rental equipment, port-a-potty rentals, and miscellaneous program equipment supplies.							
30-04 Postage	75.00	75.00	75.00	0.00	75.00	0.00	.00%
Mailing expenses.							
30-08 Computers	0.00	0.00	0.00	0.00	770.00	770.00	100.00%
Increase due to replacement of one desktop computer.							
30-24 Gas	900.00	1,028.41	0.00	0.00	0.00	0.00	.00%
Decreased to reclassify Recreation Programs as a Special Revenue.							
Repairs & Maintenance							
35-03 Vehicles & Equipment	1,000.00	1,086.77	550.00	0.00	550.00	0.00	.00%
Routine maintenance on lawn mowers, tractors and micro bus.							
Recreation	268,797.00	247,450.09	265,499.00	164,068.69	283,002.00	17,503.00	6.59%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-02 Recreation & culture / Graves Library							
Miscellaneous							
50-15 Library	126,000.00	126,000.00	150,000.00	150,000.00	155,000.00	5,000.00	3.33%
The Town's contribution to the Louis T. Graves Memorial Library. Increased per requested funding.							
Graves Library	126,000.00	126,000.00	150,000.00	150,000.00	155,000.00	5,000.00	3.33%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-03 Recreation & culture / Cape Porpoise Library							
Miscellaneous							
50-15 Library	12,675.00	12,675.00	13,950.00	13,950.00	13,950.00	0.00	.00%
The Town's contribution to the operating expenses of the Cape Porpoise Library.							
Cape Porpoise Library	12,675.00	12,675.00	13,950.00	13,950.00	13,950.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-04 Recreation & culture / Parsons Way							
Services							
20-18 Cutting & pruning	3,700.00	2,890.00	3,900.00	2,890.00	4,000.00	100.00	2.56%
Continue eradication of bittersweet, poison ivy, and phragmites. Increased due to projected additional fees for the service.							
Parsons Way	3,700.00	2,890.00	3,900.00	2,890.00	4,000.00	100.00	2.56%

Budget Request

	Expense						
	2018	2018	2019	2019	2020	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 33-05 Recreation & culture / GRB Advisory Reserve							
Personnel							
10-01 Salaries & wages	30,000.00	22,133.16	29,726.00	20,230.42	29,726.00	0.00	.00%
Salaries to fund the Goose Rocks Beach Summer Beach patrol in accordance with the Beach Use Agreement.							
10-10 Overtime	0.00	210.00	0.00	716.25	0.00	0.00	.00%
Benefits							
12-01 FICA	2,295.00	1,709.30	2,274.00	1,602.45	2,274.00	0.00	.00%
Employer's contribution for FICA (7.65%). Decreased due to no summer intern for FY 20.							
Services							
20-06 Expert/professional	0.00	0.00	4,000.00	900.00	4,000.00	0.00	.00%
Water quality testing funding in partnership with Maine Healthy Beaches.							
20-39 Protection - police	0.00	7,512.00	0.00	0.00	0.00	0.00	.00%
Miscellaneous							
50-30 GRB Advisory Expenses	7,705.00	3,265.12	8,000.00	1,477.09	8,000.00	0.00	.00%
Brochures and signage.							
GRB Advisory Reserve	40,000.00	34,829.58	44,000.00	24,926.21	44,000.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 36-01 Overlay / Overlay							
Miscellaneous							
50-01 Miscellaneous	74,001.00	10,160.93	76,297.00	0.00	76,297.00	0.00	.00%
These are projected amounts only - not actual.							
Overlay	74,001.00	10,160.93	76,297.00	0.00	76,297.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 37-07 Unclassified / Contingency							
Personnel							
10-01 Salaries & wages	10,000.00	0.00	4,999.00	0.00	10,000.00	5,001.00	100.04%
Projected amounts needed for salary adjustments due to market demands.							
10-19 Accrued liabilities	20,000.00	0.00	20,000.00	37,271.12	20,000.00	0.00	.00%
Accrued liabilities for departing employees. The balance goes to a reserve fund.							
Benefits							
12-03 ICMA	0.00	0.00	2,090.00	0.00	0.00	-2,090.00	-100.00%
Utilities							
15-04 Fuel	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	.00%
To accomodate for fluctuations in the volatile petroleum product markets.							
Miscellaneous							
50-01 Miscellaneous	60,000.00	0.00	75,000.00	0.00	30,000.00	-45,000.00	-60.00%
FY 19 includes a carry forward of \$45,000. To cover the cost of unanticipated expenses.							
Contingency	95,000.00	0.00	107,089.00	37,271.12	65,000.00	-42,089.00	-39.30%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 38-01 Miscellaneous Agencies / Miscellaneous Agencies							
Miscellaneous							
50-16 Memorial Day Contribution to the American Legion for the Memorial Day parade.	0.00	0.00	1,600.00	0.00	1,600.00	0.00	.00%
50-17 Dock Square monument Plantings for the Dock Square monument provided and maintained by the Seacoast Garden Club. Decrease due to irrigation repairs done in FY 19.	1,747.00	1,747.00	1,822.00	1,821.87	1,700.00	-122.00	-6.70%
50-18 4th of July The Town's share of the fireworks.	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	0.00	.00%
50-88 So ME Veteran's Memorial Beautification projects for the veterans cemetery. Currently 21 veterans and/or spouses from Kennebunkport laid to rest in the cemetery.	0.00	0.00	500.00	500.00	500.00	0.00	.00%
50-89 Lifeflight Lifeflight provides critical care and medical transportation when needed. Since its inception in 1998, 22 Kennebunkport citizens have been transported to specialized care.	0.00	0.00	868.00	868.00	868.00	0.00	.00%
Social Services							
55-08 Senior Center Lower Villa This agency provides various programs and services for local senior citizens. Last year, 138 residents were served.	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	0.00	.00%
Miscellaneous Agencies	7,747.00	7,747.00	10,790.00	9,189.87	10,668.00	-122.00	-1.13%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-01 Capital Outlay / Administration							
Miscellaneous							
50-20 Historical Preservation	5,000.00	4,955.00	5,000.00	0.00	5,000.00	0.00	.00%
Ongoing preservation of records.							
50-46 Building Improvements	12,000.00	2,995.19	0.00	0.00	0.00	0.00	.00%
50-86 Special Projects	41,000.00	32,740.00	15,000.00	0.00	125,000.00	110,000.00	733.33%
Increase due to Municipal Facility Needs Assessment \$10,000; Comprehensive Plan update \$90,000; Vision software upgrade \$25,000.							
Administration	58,000.00	40,690.19	20,000.00	0.00	130,000.00	110,000.00	550.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-02 Capital Outlay / Police							
Supplies/Equipment							
30-09 Vehicles/Reserve	29,500.00	24,524.00	37,000.00	0.00	30,000.00	-7,000.00	-18.92%
Purchase of 1 new police package (\$26,000) with equipment (\$6,000). Trade in value (\$2,000). Decrease due to purchasing a Dodge Charger versus an SUV.							
Police	29,500.00	24,524.00	37,000.00	0.00	30,000.00	-7,000.00	-18.92%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-03 Capital Outlay / Communications							
Miscellaneous							
50-46 Building Improvements	0.00	2,673.38	0.00	0.00	0.00	0.00	.00%
Communications	0.00	2,673.38	0.00	0.00	0.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-04 Capital Outlay / Fire Reserve							
Supplies/Equipment							
30-03 Equipment	22,000.00	15,858.00	31,600.00	0.00	35,000.00	3,400.00	10.76%
Increase for replacement program for SCBAs - year 1 of 8.							
Miscellaneous							
50-46 Building Improvements	0.00	0.00	14,500.00	0.00	0.00	-14,500.00	-100.00%
Decreased as projects completed in FY 20.							
50-49 Radio Reserve	10,500.00	8,939.90	0.00	0.00	5,000.00	5,000.00	100.00%
Increase to replace pagers that are not repairable.							
50-51 Apparatus Reserve	130,000.00	4,690.03	130,000.00	0.00	130,000.00	0.00	.00%
Funding for replacement of vehicles per the capital improvement plan.							
50-67 Firefighter PPE	17,000.00	0.00	10,000.00	0.00	18,500.00	8,500.00	85.00%
Increased to purchase 8 sets of personnel protective equipment (turn out gear).							
Fire Reserve	179,500.00	29,487.93	186,100.00	0.00	188,500.00	2,400.00	1.29%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-06 Capital Outlay / Highway							
Supplies/Equipment							
30-03 Equipment	140,000.00	119,316.27	175,000.00	0.00	0.00	-175,000.00	-100.00%
Decrease due to funding requested.							
30-09 Vehicles/Reserve	0.00	0.00	0.00	0.00	6,000.00	6,000.00	100.00%
To replace 2007 Ford F350 \$35,000 and replace 2005 Z Trac JDF687 \$12,000 (the total of \$47,000 of which \$41,000 will come from Capital Projects - Highway Vehicles).							
Highway	140,000.00	119,316.27	175,000.00	0.00	6,000.00	-169,000.00	-96.57%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-09 Capital Outlay / Road improvement							
Miscellaneous							
50-47 Road Improvements	505,300.00	818,600.23	717,000.00	0.00	587,600.00	-129,400.00	-18.05%
Continuation of road rehabilitation program on town roads. Atlantic Ave. \$5,600; Jeffrey's Way \$7,000; Kings Highway - Sand Point Rd. to Little River \$23,600; Maine Street - North St. to School St. \$35,700; Mast Cove Ln. \$3,900; Mills Rd. - Beachwood Ave. to Biddeford Line and Marshall Point Rd. to Cape Square \$325,100; Wildes District Rd. \$90,000; Willey Rd. \$39,500; and Winter Harbor Rd. \$57,200. MDOT \$154,150 matching funds. Decreased with changing projects.							
Road improvement	505,300.00	818,600.23	717,000.00	0.00	587,600.00	-129,400.00	-18.05%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-11 Capital Outlay / Sidewalk construction							
Miscellaneous							
50-01 Miscellaneous	86,050.00	63,891.75	93,000.00	0.00	90,000.00	-3,000.00	-3.23%
Continuation of sidewalk/pedestrian/bicycle improvements. Mills Rd. - Beachwood Ave. to Biddeford Line and Marshall Point Rd. to Cape Square \$90,000. Decreased with changing projects.							
Sidewalk construction	86,050.00	63,891.75	93,000.00	0.00	90,000.00	-3,000.00	-3.23%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-13 Capital Outlay / Recreation							
Miscellaneous							
50-77 Rec & Park Improvements	250,000.00	793,182.36	0.00	0.00	2,000.00	2,000.00	100.00%
Ice skating rink. Funds will be combined with \$10,000 from the Recreation Capital Reserve to purchase a new portable rink for Parsons Field.							
Recreation	250,000.00	793,182.36	0.00	0.00	2,000.00	2,000.00	100.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-19 Capital Outlay / Revaluation							
Miscellaneous							
50-01 Miscellaneous	0.00	0.00	0.00	0.00	67,000.00	67,000.00	100.00%
Increase due to market revaluation \$67,000 (total of \$70,000 of which \$3,000 will come from Designated Fund Balance-Reval).							
Revaluation	0.00	0.00	0.00	0.00	67,000.00	67,000.00	100.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-20 Capital Outlay / Special Projects							
Miscellaneous							
50-01 Miscellaneous	0.00	0.00	65,000.00	31,900.00	0.00	-65,000.00	-100.00%
Decrease due to no funding requested.							
Special Projects	0.00	0.00	65,000.00	31,900.00	0.00	-65,000.00	-100.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-39 Capital Outlay / Piers							
Miscellaneous							
50-48 Reserve	150,000.00	150,000.00	130,000.00	0.00	200,000.00	70,000.00	53.85%
Future capital repairs Cape Porpoise Pier. Increased to reflect projected actual.							
Piers	150,000.00	150,000.00	130,000.00	0.00	200,000.00	70,000.00	53.85%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 41-01 Debt service / Debt Service							
Debt Service							
45-03 Sewer Bond 2003	31,393.00	31,392.39	31,944.00	0.00	32,521.00	577.00	1.81%
Maine Municipal Bond Bank: \$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% to be paid by sewer users (Maturity in FY 2024.). Increase in principal as maturity approaches.							
45-07 Interest Sewer Bond 2003	4,394.00	4,393.43	3,732.00	0.00	3,121.00	-611.00	-16.37%
Maine Municipal Bond Bank: \$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% to be paid by sewer users (Maturity in FY 2024.). Decrease in interest as maturity approaches.							
45-11 Police Bldg 2017	36,067.00	36,067.00	36,889.00	36,864.01	37,731.00	842.00	2.28%
Expansion at the police station. 10 year bond @ 2.39%. Maturity date: September 2, 2026. Increase in principal as maturity approaches.							
45-12 Sewer 2018	0.00	0.00	54,499.00	0.00	0.00	-54,499.00	-100.00%
45-13 P&R Bldg 2018	7,500.00	7,500.00	45,000.00	45,000.00	45,000.00	0.00	.00%
Parks and Recreation building - \$450,000 for 10 years @ 3.62%. Maturity July 20, 2027.							
45-15 Prinicipal Ocean Ave - Seawall	0.00	0.00	0.00	0.00	100,000.00	100,000.00	100.00%
Bond \$1,000,000/10 yrs @ 3.62%. (Maturity in FY 29) Increase due to new debt.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 41-01 Debt service / Debt Service CONT'D							
45-21 Interest PD Bldg 2017 Expansion at the police station. 10 year bond @ 2.39%. Decrease in interest as maturity approaches.	9,125.00	9,125.00	8,303.00	8,327.03	7,461.00	-842.00	-10.14%
45-22 Interest Sewer 2018	0.00	0.00	15,360.00	0.00	0.00	-15,360.00	-100.00%
45-23 Interest P&R Bldg 2018 Parks and Recreation building - \$450,000 for 10 years @ 3.62%. Decrease in interest as bond matures.	1,688.00	1,688.00	15,230.00	7,986.97	13,243.00	-1,987.00	-13.05%
45-25 Interest Ocean Ave Seawall Bond \$1,000,000/10 yrs @ 3.0%. (Maturity in FY 30) Increase due to new debt.	0.00	0.00	0.00	0.00	27,585.00	27,585.00	100.00%
45-27 Interest Village Parcel Village Parcel interest payment - Municipal Bonds - varying rates 3.5% to 4.5%- Maturity in FY 39.	0.00	0.00	0.00	0.00	361,000.00	361,000.00	100.00%
Debt Service	90,167.00	90,165.82	210,957.00	98,178.01	627,662.00	416,705.00	197.53%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 50-01 Assessment / Education							
Miscellaneous							
50-01 Miscellaneous	9,939,712.00	9,939,712.00	10,220,198.00	6,813,465.36	10,684,131.00	463,933.00	4.54%
RSU assessment - These are projected amounts only - not actual.							
Education	9,939,712.00	9,939,712.00	10,220,198.00	6,813,465.36	10,684,131.00	463,933.00	4.54%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 50-02 Assessment / County							
Miscellaneous							
50-01 Miscellaneous	1,203,809.00	1,203,809.44	1,135,299.00	1,135,299.19	1,169,358.00	34,059.00	3.00%
County taxes. These are projected amounts only - not actual.							
County	1,203,809.00	1,203,809.44	1,135,299.00	1,135,299.19	1,169,358.00	34,059.00	3.00%
Expense Totals:	19,366,540.00	19,296,536.75	20,097,668.50	12,733,685.95	21,182,930.00	1,085,261.50	5.40%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 01-01 Property Taxes / Property Tax							
01 Current taxes	16,887,898.00	16,887,900.09	17,192,722.00	17,192,721.74	18,205,130.00	1,012,408.00	5.89%
Current property tax.							
03 Supplements	0.00	72,963.92	0.00	0.00	0.00	0.00	.00%
Property Tax	16,887,898.00	16,960,864.01	17,192,722.00	17,192,721.74	18,205,130.00	1,012,408.00	5.89%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 02-01 Excise taxes / Excise							
01 Auto excise Motor vehicle and airplane excise tax collections. Excise tax tends to grow with vehicle values. Increased to reflect anticipated collections.	900,000.00	1,014,792.27	940,000.00	696,189.96	980,000.00	40,000.00	4.26%
02 Boat excise Boat excise tax collections. Increased to reflect anticipated collections.	14,100.00	14,858.70	14,500.00	4,165.20	14,600.00	100.00	.69%
Excise	914,100.00	1,029,650.97	954,500.00	700,355.16	994,600.00	40,100.00	4.20%

Budget Request

	Revenue						
	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 04-01 Intergovernmental / Intergovernmental							
01 State revenue sharing	55,000.00	59,831.94	55,000.00	46,253.76	55,000.00	0.00	.00%
By State statute, 5% of the State's sales tax revenues are to be shared with municipalities in return for performing many State functions. The current budget only funds 2% of the collected revenue.							
02 Homestead exemption	67,745.00	48,314.00	82,635.00	61,764.00	79,790.00	-2,845.00	-3.44%
The State reimburses 62.5% of the 20,000 exemption given to primary residences. Because the Town is only certifying @ 95%, it has lowered our reimbursement.							
03 Local road assistance	42,000.00	42,628.00	42,000.00	42,256.00	42,000.00	0.00	.00%
Financial assistance from Maine Department of Transportation to be used toward capital improvements on local roads and bridges. The funds are flat funded at the 1998 rate.							
04 Tree growth	5,500.00	6,890.95	6,000.00	6,893.75	5,340.00	-660.00	-11.00%
A State reimbursed assistance program for a reduced per acre rate on forested land which results in a property tax reduction. Decreased to reflect projected actual acres in tree growth.							
06 Veterans' exemption	2,200.00	2,293.00	2,200.00	0.00	2,200.00	0.00	.00%
State reimbursement for veterans' property tax relief, which the municipality is responsible for exempting in value.							

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 04-01 Intergovernmental / Intergovernmental CONT'D							
07 General Assistance State reimbursement toward expenses related to General Assistance. Currently set at 50% of total expenditures. Increased to reflect projected actual expenditures.	1,500.00	511.00	1,000.00	0.00	1,500.00	500.00	50.00%
12 BETE reimbursement The State's reimbursement for a portion of the value exempted through the Business Equipment Tax Exempt Program.	824.00	860.00	6,107.00	6,107.00	6,107.00	0.00	.00%
15 Rachel Carson Wildlife Payments in lieu of taxes. The Federal government each year apportions the amount to be appropriated. The decrease is based on the anticipated funding level.	3,700.00	3,624.00	3,700.00	0.00	3,550.00	-150.00	-4.05%
24 RSU COPS share RSU 21's share (75%) of 3 officers assigned to the schools. Increased to reflect projected actual cost of 3 officers.	59,550.00	59,370.00	61,928.00	97,543.08	215,913.00	153,985.00	248.65%
25 MDOT grant Maine DOT match for road and sidewalk projects. Decreased to reflect actual projected costs in FY 20.	160,925.00	0.00	277,625.00	684,906.78	154,150.00	-123,475.00	-44.48%
Intergovernmental	398,944.00	224,322.89	538,195.00	945,724.37	565,550.00	27,355.00	5.08%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 06-01 Charges for services / Charges for Services							
01 Interest on taxes Interest received from delinquent property tax accounts. Increased to reflect projected collections.	26,000.00	30,161.12	26,000.00	20,038.91	27,000.00	1,000.00	3.85%
03 Town Clerk fees Fees received for various Town Clerk transactions including marriages, certified copies, special amusement permits, photocopies, and horse-drawn carriage permits. Increase due to proposed fee changes in order for user fees to keep pace with expenses.	9,700.00	9,455.20	9,500.00	5,101.00	10,450.00	950.00	10.00%
04 Dogs Dogs are licensed in accordance with State law. This represents the Town's share of dog license fees. Decreased to reflect projected actual revenue.	4,400.00	3,885.00	4,200.00	3,205.00	4,100.00	-100.00	-2.38%
05 Agent fees Agent fees received as part of every motor vehicle, boat, ATV, and snowmobile registration transaction as an agent of the State of Maine.	11,000.00	11,048.30	11,000.00	6,521.50	11,000.00	0.00	.00%
06 Building permits Fees for building permits. Increase due to proposed fee changes in order for user fees to keep pace with expenses.	236,755.00	217,334.21	230,000.00	213,456.00	285,000.00	55,000.00	23.91%
07 Plumbing permits Town's portion of fees for plumbing permits as agent of the State of Maine.	24,236.00	16,092.50	18,000.00	17,920.00	18,000.00	0.00	.00%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 06-01 Charges for services / Charges for Services CONT'D							
10 Board of Appeals Fees received for Zoning Board of Appeals applications. Decreased to reflect projected actual number of applicants.	660.00	853.33	1,000.00	412.30	800.00	-200.00	-20.00%
11 Planning Board Fees received from Planning Board applicants. Decreased to reflect projected actual number of applicants.	16,500.00	17,321.07	15,000.00	7,393.07	14,000.00	-1,000.00	-6.67%
12 Liquor license Fees received for liquor license applications. Increase due to proposed fee changes in order for user fees to keep pace with expenses.	4,200.00	4,650.00	4,000.00	2,150.00	5,350.00	1,350.00	33.75%
13 Victualers licenses Fees received for victualers license applications. Increase due to proposed fee changes in order for user fees to keep pace with expenses.	3,200.00	3,100.00	3,200.00	0.00	6,050.00	2,850.00	89.06%
17 Parking violations Fines received for violation of Parking and Traffic Control Ordinance.	45,000.00	42,252.39	45,000.00	42,616.53	45,000.00	0.00	.00%
18 Police special detail Fees received for police officers that work special events. Decreased to reflect projected actual number of hours staff will be required to attend events.	7,500.00	4,242.39	7,500.00	4,531.75	5,500.00	-2,000.00	-26.67%
19 Dispatch Kennebunk Light & Pow Fees received for dispatching services for the district.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	.00%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 06-01 Charges for services / Charges for Services CONT'D							
20 Goose Rocks Beach sticker Fees received for vehicle stickers required for on-street parking in the Goose Rocks Beach area. Increase due to fee changes in order for user fees to keep pace with expenses.	110,000.00	133,709.00	110,000.00	94,565.00	180,000.00	70,000.00	63.64%
21 Nurses fees Fees and donations received for nursing services. Decreased to reflect projected actual amount of donations.	2,000.00	178.00	2,000.00	992.02	200.00	-1,800.00	-90.00%
22 Recreation fees Now classified in the Special Revenue Fund.	205,000.00	189,588.65	0.00	0.00	0.00	0.00	.00%
23 Shellfish licenses Fees received from shellfish licenses.	1,000.00	900.00	900.00	0.00	900.00	0.00	.00%
Charges for Services	712,151.00	689,771.16	492,300.00	423,903.08	618,350.00	126,050.00	25.60%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 08-01 Miscellaneous / Miscellaneous							
05 Recreation concessions Now classified in the Special Revenue Fund.	750.00	1,003.82	0.00	0.00	0.00	0.00	.00%
18 Police miscellaneous Includes revenue received for the sale of unclaimed property and other miscellaneous revenues.	2,500.00	2,835.97	2,500.00	1,684.00	2,500.00	0.00	.00%
19 Investment income General fund investment income. Increased to reflect rising interest rates on investments.	60,000.00	122,973.60	70,000.00	108,771.90	110,000.00	40,000.00	57.14%
20 Miscellaneous income Unanticipated miscellaneous revenues.	10,000.00	8,995.95	10,000.00	2,131.62	10,000.00	0.00	.00%
21 Use of UFB Use of undesignated fund balance to reduce the amount needed to be raised by property taxation. Decreased as part of our fiscal plan to reach a more manageable level of contribution.	250,000.00	0.00	325,000.00	0.00	200,000.00	-125,000.00	-38.46%
26 Dock Square transfer Transfer of funds from the Dock Square Parking Lot fund. The transfer offsets general fund expenditures that support Dock Square operations.	200,000.00	200,000.00	200,000.00	200,000.00	225,000.00	25,000.00	12.50%
27 Conservation donation Payment in lieu of taxes by the Kennebunkport Conservation Trust.	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00	.00%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 08-01 Miscellaneous / Miscellaneous CONT'D							
29 Sewer transfer	25,000.00	25,000.00	30,000.00	30,000.00	30,000.00	0.00	.00%
Transfer of funds from the Sewer Department to offset administrative services.							
34 Sale of town property	25,000.00	205.00	15,000.00	34,600.00	1,000.00	-14,000.00	-93.33%
Sale of 2006 Ford Ranger. Decreased to reflect projected actual revenue.							
36 Macomber transfer	800.00	800.00	800.00	800.00	800.00	0.00	.00%
Transfer of funds from the Macomber Trust to help offset the medical supplies cost in the public health department.							
38 DSPL equipment transfer	0.00	0.00	80,000.00	80,000.00	0.00	-80,000.00	-100.00%
FY 19 included a contribution toward a one-time purchase of a new Public Works Trackless, which is used in the Downtown area. No shared capital costs in FY 20.							
64 Transfer In - Picavet	0.00	0.00	15,000.00	19,811.05	0.00	-15,000.00	-100.00%
Transfer In from Picavet Trust for replacement of heating system at the communications building in FY 19. No planned transfer in FY 20.							
65 Transfer In - Capital Projects	150,000.00	350,000.00	0.00	0.00	100,000.00	100,000.00	100.00%
Transfer in from General Capital Projects to assist in funding capital items. Current Capital Reserve account balance of \$386,093.							

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 08-01 Miscellaneous / Miscellaneous CONT'D							
66 Transfer in - SR Recreation	0.00	0.00	80,000.00	80,000.00	80,000.00	0.00	.00%
Transfer in from Special Revenue Fund for 28.27% of the fixed costs of Recreation Department.							
Miscellaneous	734,050.00	721,814.34	838,300.00	557,798.57	769,300.00	-69,000.00	-8.23%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 08-03 Miscellaneous / D S Restrooms - transfer DS PL							
26 Dock Square transfer	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	.00%
Transfer of funds from Dock Square Parking Lot to support the restrooms in Dock Square.							
D S Restrooms - transfer DS PL	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	.00%
Revenue Totals:	19,677,143.00	19,656,423.37	20,046,017.00	19,850,502.92	21,182,930.00	1,136,913.00	5.67%