



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
Revenues							
1000-31300-00000-000-1 PILOT	Payment in Lieu of Taxes	25,000	25,000	43,432	30,000	30,000	30,000
1000-31400-00000-000-1 Franchise Fees	Time Warner Cable franchise fee	240,000	250,000	234,827	250,000	250,000	250,000
1000-31900-00000-000-1 Interest/Penalties onTax		110,000	125,000	110,025	125,000	125,000	125,000
1000-32100-00000-100-2 Zoning Permits	Various Fees charged for Zoning issues such as: Application for Zoning Appeal (\$500), Request for Variance (\$250), etc.	7,500	5,000	1,820	2,500	2,500	2,500
1000-32101-00000-100-2 Building Permits	New Construction Permit Fee. \$35.00 plus \$10.75 per 1000 sq feet	125,000	100,000	227,947	125,000	125,000	125,000
1000-32102-00000-300-2 Excavator License	\$500 Annual License Fee for Excavations in Public Way	8,000	5,000	10,590	5,000	5,000	5,000
1000-32110-00000-100-2 Plumbing, Electrical & Heating Permits	Plumbing, Electrical & Heating Fees	12,000	20,000	39,380	25,000	25,000	25,000
1000-32220-00000-100-1 Excise Taxes	Collected during Motor Vehicle registrations	2,270,000	2,345,000	2,632,647	2,400,000	2,400,000	2,400,000
1000-33100-00000-200-3 Grants - Federal Government		0	0	52,450	0	0	0
1000-33500-00000-000-1 State Shared Revenue	City share of total sales and income taxes collected	1,461,981	1,461,981	1,515,532	1,461,981	1,461,981	1,031,812
1000-33522-00000-000-1 State Shared - BETE	Business Equipment Tax Exemption reimbursement from State	798,055	779,556	779,776	779,556	779,556	779,556
1000-33523-00000-000-1 Homestead Reimb	Reimbursement of lost local revenues due to Homestead Exemption - potential loss of this revenue will be offset by additional taxable valuation	339,126	334,341	334,341	331,341	331,341	331,341
1000-33525-00000-000-1 State Tree Growth	Reimbursement of lost local revenue due to Tree Growth areas	4,000	7,500	8,334	7,500	7,500	7,500
1000-33526-00000-000-1 State Veterans Reimb	Reimbursement of lost local revenue due to Veteran's Exemption	15,000	14,500	14,673	14,500	14,500	14,500
1000-33527-00000-300-3 DOT Allocation	Department of Transportations allocation towards road improvements	207,235	218,422	220,240	220,240	220,240	220,240
1000-33528-00000-000-1 State Welfare Reimbursements	50% reimbursement of allowable General Assistance payments	135,000	166,335	230,730	166,335	166,335	166,335
1000-34110-00000-100-2 Registration Fees	Collected during Motor Vehicle registrations	110,000	110,000	139,293	130,000	130,000	130,000
1000-34120-00000-100-2 Clerk & Finance Fees	Business Licenses, Birth Certificates, Death Certificates, Dog Licenses, Hunting Licenses	31,000	41,000	25,170	41,000	41,000	41,000
1000-34121-00000-100-2 Marriage Fees & Lic	Marriage Licenses	5,000	5,000	6,030	5,000	5,000	5,000
1000-34199-00000-100-2 Misc Finance Fees	Notary Fees, Copy Fees, over/short	11,000	0	0	2,000	2,000	2,000
1000-34230-00000-200-2 Police Tickets	Parking ticket revenue	10,000	7,000	8,450	5,500	5,500	5,500
1000-34231-00000-200-2 Misc Public Safety Fees	Violation fees, Concealed Weapons Permits, Accident Reports, Finger printing fee	6,300	10,300	19,654	20,000	20,000	20,000
1000-34232-00000-200-2 Police Court Time	Reimbursement for police time during court appearances	15,000	5,000	7,561	7,500	7,500	7,500
1000-34245-00000-200-2 Ambulance Billing	Represents net costs from Ambulance billing (pay Town of Gorham approx. \$37k annually)	525,000	525,000	737,462	650,000	650,000	650,000
1000-34246-00000-200-2 ALS Intercept Fees	Fees charged to other communities for providing paramedic intercept services	1,000	100	0	100	100	100
1000-34310-00000-300-2 Cemetery Fees	Sale of cemetery plots	32,000	50,000	34,505	50,000	50,000	50,000
1000-34311-00000-300-2 Bulky Disposal Tag Fee		250	400	820	400	400	400



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1000-34312-00000-300-2 Recycling Revenue		0	2,000	0	1,000	0	0
1000-34313-00000-300-1 Surplus Metal Fees		0	0	1,219	0	0	0
1000-34599-00000-100-2 Misc Planning Fees	Includes application fees for sketch plan reviews, site plans, subdivisions, Village Review, Zoning Change (\$1,000), Abutter Notifications, etc.	15,000	20,000	21,350	20,000	20,000	20,000
1000-34600-00000-500-2 Misc Library Fees	Fees charged for the use of Walker Library, fines collected for books returned late, other misc. fees	7,000	10,000	13,106	10,000	10,000	10,000
1000-34810-00000-100-2 Sewer Connection Fee	Fee to hook up to City Sewer \$250.00	5,000	3,000	9,250	5,000	5,000	5,000
1000-34895-00000-100-2 2% Inspection Fees	Project inspection fee - 2% of the estimated project cost for certain improvements: site work, utility work, infrastructure construction, drainage, erosion control, landscaping and buffering	10,000	25,000	59,500	40,000	40,000	40,000
1000-34899-00000-100-2 Misc PECE Fees	Sale of Copies & Project Plans, etc., PECE Dept	1,000	3,000	4,077	3,000	3,000	3,000
1000-36000-00000-000-1 Investment Earnings	Interest earned on bank accounts and interest earned on revolving loan funds	12,000	15,000	25,541	20,000	20,000	20,000
1000-36200-00000-000-1 Rental Revenues	Cable tower lease, rents paid by occupants of Fred C. Wescott Building	40,000	40,000	52,282	45,000	55,000	55,000
1000-39000-00000-000-0 Other Financing Sources	Use of tax stabilization fund	0	183,259	0	0	0	430,169
1000-39102-00000-000-0 Trans from TIFs	Total allocation to the city from the Calpine TIF	2,374,173	2,439,778	2,439,778	2,507,022	2,507,022	2,507,022
1000-39190-00000-000-0 Trans from Trust & Agency	Total allocation to the city from the Fluett Trust (Library)	50,000	60,000	60,000	60,000	60,000	60,000
<b>Total Revenues</b>		<u>9,018,620</u>	<u>9,412,472</u>	<u>10,121,792</u>	<u>9,566,475</u>	<u>9,575,475</u>	<u>9,575,475</u>



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<b>Mayors Office</b>							
1000-41310-41100-100-0 Salaries - Regular FT/PT	Salary and wages for City Administrator and Executive Secretary per pay plan and contractual obligation. 100% of the wages for the Director of Business & Community Relations is funded by WEIC.	157,050	156,742	167,470	158,162	158,162	158,162
1000-41310-41110-100-0 Salaries - Elec/Boards	Stipends for Mayor (\$6,500), Council Chair (\$3,500) and Council (\$3,000 each)	28,000	28,000	31,822	28,000	28,000	28,000
1000-41310-42960-100-0 Unused Comp Absences	Non-union employees are allowed to cash out vacation time (up to 2 weeks)	0	0	0	4,436	4,436	4,436
1000-41310-42962-100-0 Car Allowance	Allowance per employment agreement	4,545	4,545	4,500	4,545	4,545	4,545
1000-41310-43210-100-0 Consultants -Prof.Gen	Costs of architects, designers, preliminary engineering, appraisals, surveys, and studies related to economic development initiatives	0	7,500	8,142	7,500	7,500	7,500
1000-41310-43213-100-0 ProfConsult - Legal	Covers all legal fees incurred by city	200,000	160,000	124,651	160,000	160,000	160,000
1000-41310-43420-100-0 Printing Services	Stationary, envelopes, and other related printing.	400	2,000	498	2,000	1,500	1,500
1000-41310-45410-100-0 Marketing	Costs associated with developing and broadcasting promotional materials for the City, including television, online and print mediums	0	7,500	2,651	7,500	7,500	7,500
1000-41310-45800-100-0 Travel	All travel is for seminars, meetings, and training that require extended use of personal vehicles	250	2,500	1,521	2,500	2,500	2,500
1000-41310-45810-100-0 Dues & Memberships	Dues & Memberships associated with the Director of Business & Community Relations	0	570	590	1,000	1,000	1,000
1000-41310-45820-100-0 Training	Conferences and training workshops for professional development.	250	500	25	500	500	500
1000-41310-46100-100-0 General Supplies	General supplies	700	900	539	750	750	750
1000-41310-46199-100-0 Misc	Used for various business activities and community events	13,200	2,000	4,930	2,000	2,000	2,000
1000-41310-48500-100-0 Employee Recognition	For retirement plaques, employee anniversary cards, etc	2,000	2,000	1,515	2,000	1,500	1,500
1000-41310-48501-100-0 Flowers	Sent for illness, sympathy, etc	500	0	816	750	750	750
1000-41310-49999-100-0 Contingency	Used for justifiable, unanticipated circumstances only.	90,000	90,000	13,920	75,000	50,000	50,000
<b>Total Expenses</b>		<u>496,895</u>	<u>464,757</u>	<u>363,590</u>	<u>456,643</u>	<u>430,643</u>	<u>430,643</u>



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City Hall Bldg							
1000-41399-43413-600-0 TechConsult - Maint	Copier and postage machine lease payment	15,126	14,804	16,489	16,386	16,386	16,386
1000-41399-45400-600-0 Advertising	Covers costs for all departments' general advertising	14,000	10,000	18,940	14,000	14,000	14,000
1000-41399-46100-600-0 General Supplies	Misc supplies for building	500	500	243	500	500	500
1000-41399-46190-600-0 Postage	Postage for City, includes \$13,000 for quarterly tax statement mailing (new process - eliminated)	18,000	18,000	21,726	18,000	18,000	18,000
1000-41399-46199-600-0 Misc	Costs for copy paper for all copiers in the City	6,157	6,157	2,719	3,500	3,500	3,500
1000-41399-46210-600-0 Natural Gas	Estimated use - Global 5,200, Northern Utilities 1,700	6,900	6,900	9,800	6,900	6,900	6,900
1000-41399-46220-600-0 Electricity	Budget based on previous 12 months. No rate change anticipated	12,500	10,313	9,053	10,300	9,300	9,300
1000-41399-46250-600-0 Water & Sewer	Water & Sewer rates to increase	850	900	707	1,050	1,050	1,050
<b>Total Expenses</b>		<u>74,033</u>	<u>67,574</u>	<u>79,677</u>	<u>70,636</u>	<u>69,636</u>	<u>69,636</u>



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Elections - City Clerk							
1000-41400-41100-100-0 Salaries - Regular FT/PT	Funds Clerk and a stipend for the Deputy Clerk	74,532	205,460	202,246	65,952	65,952	65,952
1000-41400-41110-100-0 Salaries - Elec/Boards	Funds registrars and elections staff, including poll workers, ward clerks, and wardens	11,000	12,000	9,923	12,000	11,000	11,000
1000-41400-41300-100-0 Salaries - Overtime	Overtime is for additional City staff to assist during elections	2,000	1,500	2,203	1,500	1,500	1,500
1000-41400-41317-100-0 Cash In		0	0	3,036	0	0	0
1000-41400-43411-100-0 TabMachine Coding	Election machines need to be coded for each election.	3,000	3,000	0	3,000	3,000	3,000
1000-41400-43413-100-0 TechConsult - Maint	Funds maintenance for election machines and Informe background checks for business license applicants	3,200	3,200	1,134	1,000	1,000	1,000
1000-41400-43420-100-0 Printing Services	Council Cards, business cards, envelopes and stationary	400	400	331	400	400	400
1000-41400-44310-100-0 Repairs/Maint (NonCap)	For repairs to misc equip (City seal machine, laminator, typewriter, etc)	200	200	100	200	200	200
1000-41400-44420-100-0 Lease - Misc Equip	Photocopier Lease payment	1,350	0	0	0	0	0
1000-41400-45800-100-0 Travel	Travel costs (mileage, parking, tolls, meals, hotel, etc) for MTCCA & CCMCA meetings, State Elections Conference, NEACTC Conference, NEMCI Academy	1,500	2,100	1,224	1,725	1,725	1,725
1000-41400-45810-100-0 Dues & Memberships	Cumberland County Clerks Assoc (1 X \$20), New England Clerks Assoc (1 X \$25), Maine Town & City Clerks Assoc (1 X \$20), IIMC (1 X \$125)	300	315	337	220	220	220
1000-41400-45820-100-0 Training	MTCCA classes, Election Conference, NEACTC Conference, IIMC Regional meeting and Microsoft Access Training Classes	2,000	2,350	1,752	1,920	1,920	1,920
1000-41400-46100-100-0 General Supplies		600	800	1,238	300	300	300
1000-41400-46197-100-0 Elections Expenses	Printing of ballots & voter cards, polling place rentals, meals for election workers, etc	11,000	10,300	8,188	11,000	10,000	10,000
1000-41400-46198-100-0 Inauguration		1,500	0	0	1,200	1,200	1,200
<b>Total Expenses</b>		<u>112,582</u>	<u>241,625</u>	<u>231,712</u>	<u>100,417</u>	<u>98,417</u>	<u>98,417</u>



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<b>Financial Administration</b>							
1000-41510-41100-100-0 Salaries - Regular FT/PT	Finance staff to include: Comptroller, Tax Collector, Accountant, 2 Accounting Clerks and 3 CSR's	274,832	143,390	142,504	375,195	375,195	375,195
1000-41510-41300-100-0 Salaries - Overtime	OT needed for tax billing, calendar year end, and fiscal year end as well as for extra workload during employee vacations/position vacancies	500	1,000	19,217	5,000	4,000	4,000
1000-41510-42960-100-0 Unused Comp Absences	Per general unit contract, perfect attendance bonus for 7 positions, \$200 each. Vacation time could also be sold back to the City (est \$2,000)	4,000	2,000	3,072	3,400	3,400	3,400
1000-41510-43210-100-0 Consultants -Prof.Gen	Use of financial experts or project staff	0	45,000	12,126	5,000	0	0
1000-41510-43211-100-0 ProfConsult - Auditor	Cost of annual audit	31,207	32,210	30,710	35,000	35,000	35,000
1000-41510-43221-100-0 ProfService - Collections	Fees for collection of delinquent receivables - fees represented in reduced revenue so actual collection fees are minimal	8,000	8,000	2,476	4,000	4,000	4,000
1000-41510-43223-100-0 Bank Fees	Bank fees to be offset with higher investment earnings	0	0	9,149	7,200	7,200	7,200
1000-41510-43413-100-0 TechConsult - Maint		500	0	0	0	0	0
1000-41510-43414-100-0 Registrar Fees	Recording of tax and sewer liens and releases, on-line access to Cumberland County Registry for deed research.	8,500	5,000	9,386	10,000	7,500	7,500
1000-41510-43420-100-0 Printing Services	Envelopes for payroll & AP, Business Cards	1,000	1,000	969	1,000	1,000	1,000
1000-41510-45200-100-0 Property Insurances	General Liability and Property insurance	200,000	215,000	267,566	250,000	250,000	250,000
1000-41510-45201-100-0 Property Ins Deductible	Insurance deductible	50,000	15,000	36,282	30,000	30,000	30,000
1000-41510-45800-100-0 Travel	for attendance at meetings, mileage reimbursement for travel between offices (City Hall & Central Office) for all staff	500	2,000	1,674	1,000	1,000	1,000
1000-41510-45810-100-0 Dues & Memberships	AICPA \$215, Maine CPA \$75; GFOA \$200; MMA \$50, MMTCTA \$25 (4)	400	600	390	640	640	640
1000-41510-45820-100-0 Training	To stay current on tax law changes & government accounting training \$1,000. To maintain 40 CPE for CPA license \$600	1,600	1,600	1,804	1,600	1,600	1,600
1000-41510-46100-100-0 General Supplies	Office supplies for 9 finance employees	1,000	1,000	1,071	750	750	750
1000-41510-46199-100-0 Misc	Tax Billing printing costs \$3,000, W-2 & 1099 forms \$750	600	3,000	2,916	3,750	3,750	3,750
1000-41510-46520-100-0 Subscriptions	IRS, GASB Pronouncements	300	200	218	0	0	0
1000-41510-48500-100-0 Employee Recognition	Customer Service Appreciation Week	100	100	92	0	0	0
<b>Total Expenses</b>		<u>583,039</u>	<u>476,100</u>	<u>541,622</u>	<u>733,535</u>	<u>725,035</u>	<u>725,035</u>



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Assessing							
1000-41520-41100-100-0 Salaries - Regular FT/PT	Assessing Tech, PT, 25 hours per week	26,342	26,494	30,074	27,462	27,462	27,462
1000-41520-42960-100-0 Unused Comp Absences	\$200 perfect attendance bonus per union contract	200	200	0	200	200	200
1000-41520-43210-100-0 Consultants -Prof.Gen	Contractual Agreement with S.Portland	232,766	238,957	250,839	235,726	235,726	235,726
1000-41520-46199-100-0 Misc		<u>600</u>	<u>600</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
 Total Expenses		 <u>259,908</u>	 <u>266,251</u>	 <u>280,913</u>	 <u>263,888</u>	 <u>263,888</u>	 <u>263,888</u>



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IT/Technology							
1000-41530-43214-100-0 ProfConsult - IT/Technology	Funds total salary and benefits of Cable TV Manager. Also included is the cost of the IT services provided by 3rd party vendor.	182,314	216,564	214,403	218,000	184,000	184,000
1000-41530-43413-100-0 TechConsult - Maint	City-Wide software maint. contracts	125,002	100,786	89,227	125,495	109,495	109,495
1000-41530-45310-100-0 Telephone (land line)	Cell Phone coverage (less Police), Phone lines, etc.	43,880	43,880	43,500	42,000	42,000	42,000
1000-41530-46105-100-0 Computer Supplies	Specialty cables, power supplies, Back-up and cleaning Tapes; misc computer accessories	5,000	5,000	3,979	3,000	3,000	3,000
1000-41530-46106-100-0 Channel 2 Supplies		8,833	8,833	1,932	5,000	5,000	5,000
1000-41530-47610-100-0 Hardware, New	rotational hardware replacement - 3 Servers, 1 SAN, 17 Desktops	35,097	36,120	48,563	40,850	25,000	25,000
1000-41530-47620-100-0 Software, New	rotational software replacement - 10 copies Office 2010	15,000	10,000	20,227	3,500	0	0
<b>Total Expenses</b>		<u>415,126</u>	<u>421,183</u>	<u>421,831</u>	<u>437,845</u>	<u>368,495</u>	<u>368,495</u>



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<b>Human Resources</b>							
1000-41550-41100-100-0 Salaries - Regular FT/PT	Director position, HR Generalist, and HR Assistant. WSD pays 60% of Director and Generalist	40,788	67,716	68,240	93,884	93,884	93,884
1000-41550-41110-100-0 Salaries - Elec/Boards	Public Safety Commission: Chair(\$27/mtg x 12 plus \$100/yr. stipend); 5 Commissioners (\$20/mtg x 12); Secretary (\$200/yr stipend). The Commission is responsible for new applicant and promotions testing and initial interview.	1,824	1,824	180	1,824	1,824	1,824
1000-41550-41300-100-0 Salaries - Overtime		0	1,500	117	500	0	0
1000-41550-42966-100-0 Wellness & Safety Program	Program is targeted to help contain and/or reduce the costs of health insurance and workers comp insurance. Program includes educational seminars for employees and family members.	2,000	0	450	250	250	250
1000-41550-43212-100-0 ProfConsult - Arbitrators	Covers city costs for mediation/arbitration. Used when city and union can not come to an agreement on labor contracts and grievance issues.	1,500	800	3,801	875	875	875
1000-41550-43420-100-0 Printing Services	Business Cards for HR Dept.	100	0	0	0	0	0
1000-41550-45800-100-0 Travel	HR/Safety workshops, one ann conference. Funds bldg to bldg travel for HR dept.	2,000	2,000	2,000	2,000	1,800	1,800
1000-41550-45810-100-0 Dues & Memberships	IMPA, SHRM (L&M), HRASM local HR SHRM Chpt., Natl Safety Council - one yr membership provides training tools, resources, law updated, compliance assistance, etc.	1,800	500	500	900	900	900
1000-41550-46100-100-0 General Supplies		600	250	250	300	300	300
1000-41550-46105-100-0 Computer Supplies	CD's, DVD's and misc computer accessories	500	100	100	100	100	100
1000-41550-46520-100-0 Subscriptions	Maine Employer's Handbook, Me Employment Law Letter, School Law, Maine Chamber Legal Guide, etc.	500	300	2,000	525	525	525
1000-41550-47440-100-0 Small Equipment	Office equipment for new personnel	500	0	0	0	0	0
<b>Total Expenses</b>		<u>52,112</u>	<u>74,990</u>	<u>77,638</u>	<u>101,158</u>	<u>100,458</u>	<u>100,458</u>



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<b>Personnel &amp; Benefits</b>							
1000-41555-42100-100-0 Health Insurance	City contributions towards employee health insurance	1,695,556	1,567,819	1,399,495	1,496,702	1,469,856	1,469,856
1000-41555-42105-100-0 HRA Contribution	City contribution under the PPO 500 plan, fully funded for Year 1, future years may see a decrease	0	0	0	185,400	139,050	139,050
1000-41555-42110-100-0 Dental Insurance	City contributions towards employee dental insurance	129,855	138,268	115,259	152,112	98,873	98,873
1000-41555-42200-100-0 Social Security	6.2% of all eligible earnings	292,630	247,078	252,923	287,722	287,722	287,722
1000-41555-42210-100-0 Medicare	1.45% of all eligible earnings	121,150	110,701	131,823	118,767	118,767	118,767
1000-41555-42300-100-0 ICMA	City match for retirement plan	280,000	257,359	231,719	233,395	233,395	233,395
1000-41555-42500-100-0 Unemployment	City is a self insured and pays the State for all unemployment costs	35,000	35,000	16,139	35,000	25,000	25,000
1000-41555-42600-100-0 Workers Comp	MMA Workers Compensation premium	221,970	300,000	293,614	320,000	320,000	320,000
1000-41555-42901-100-0 Sec 125	Pays Group Dynamic fees, cost of benefit cards, and \$100 per employee H.S.A contribution	45,000	52,932	70,613	36,875	36,875	36,875
1000-41555-42920-100-0 LT Insurance	Long Term Disability insurance for employees covered under ICMA	7,600	5,324	4,073	7,898	7,898	7,898
1000-41555-42955-100-0 Education Reimbursement	Reimbursement for approved courses taken by employees	5,625	5,000	3,920	7,500	2,500	2,500
1000-41555-42961-100-0 Seperation Pay	Contractual payment of accrued sick and vacation time to employees who are terminating employment	30,000	50,000	101,211	50,000	50,000	50,000
1000-41555-42965-100-0 Sick-RHS	Contractual payment of accrued sick time to a retirement health savings account	45,000	45,000	63,501	45,000	45,000	45,000
1000-41555-43412-100-0 Backgrnd/App Screen	Background checks for potential employees	5,000	3,000	1,716	2,000	2,000	2,000
1000-41555-45820-100-0 Training	City wide training	4,500	4,500	624	1,000	1,000	1,000
<b>Total Expenses</b>		<u>2,918,886</u>	<u>2,821,981</u>	<u>2,686,630</u>	<u>2,979,371</u>	<u>2,837,936</u>	<u>2,837,936</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Engineering &amp; Code Enforcement</b>							
1000-41810-41100-100-0 Salaries - Regular FT/PT	3.5 Full time employees - Director, Code Enforcement Officer, and PECE Assistant. A portion of the PECE assistant wage is charged to Olympia TIF. \$25,000 in total is allocated to the Sewer budget.	191,788	171,208	180,628	165,471	165,471	165,471
1000-41810-41110-100-0 Salaries - Elec/Boards	Zoning Board Stipends. 5 members and 1 alternate. Chair is paid \$27/mtg, members are paid \$22/mtg	1,272	1,272	487	750	750	750
1000-41810-41300-100-0 Salaries - Overtime	Contractual obligation to pay time and a half; Comp time is allowed to accumulate up to 60 hours per year	5,500	4,500	4,659	4,500	4,500	4,500
1000-41810-42960-100-0 Unused Comp Absences		200	200	0	0	0	0
1000-41810-42963-100-0 Uniforms	Contractual obligation and safety equipment: safety boots (\$230 ea), clothing allowance (\$400), damaged clothing replacement (\$300), safety boot toe replacement for Director \$100	1,460	1,260	81	1,030	1,030	1,030
1000-41810-43210-100-0 Consultants -Prof.Gen	Small unforeseen projects that arise during the year. Examples include Traffic Counts, Stroudwater Street Survey, Cumberland Mills EPS. This line also includes a contracted commercial electrical inspector \$8,400.	14,400	14,400	13,928	14,400	14,400	14,400
1000-41810-43217-100-0 GIS Project	GIS services and WEBGIS enhancements for all departments including assessing, public services, public safety	39,000	39,000	41,900	40,000	40,000	40,000
1000-41810-43413-100-0 TechConsult - Maint	Service Contract for large format copier and large format plotter \$600 annually for each	1,200	1,200	0	1,200	1,200	1,200
1000-41810-43420-100-0 Printing Services	Tax Maps, letterhead and envelopes	100	100	79	100	100	100
1000-41810-45310-100-0 Telephone (land line)	Personal cell phone reimbursement for Electrical Inspector	1,200	1,200	1,200	1,200	1,200	1,200
1000-41810-45800-100-0 Travel	Meals, tolls, and gasoline for Engineering & Code Dept staff development	250	250	314	400	400	400
1000-41810-45810-100-0 Dues & Memberships	Maine Building Officials & Inspectors Assoc (\$75), American Society of Civil Engineers (\$215), American Public Works Assoc (\$105), Maine Better Transportation Assoc (\$75), Electrical Inspector's Assoc of America (\$80)	650	650	585	650	650	650
1000-41810-45820-100-0 Training	For department employees' license renewals; ASCE Maine technical Seminar (\$110), Maine transportation conference (\$120), Building Officials Assoc Classes (\$250). City Engineer is required to attend 30 Professional Development Hours bi-annually.	700	700	855	850	850	850
1000-41810-46100-100-0 General Supplies		1,500	1,500	1,600	1,500	1,500	1,500
1000-41810-46199-100-0 Misc	To purchase paper rolls for large format/plotter printers. Rolls are \$50 ea x 6 rolls	300	300	2,201	300	300	300
1000-41810-46260-100-0 Fuel, Gas	3 City vehicles are used to inspect job sites around the City	1,700	1,700	1,658	1,500	1,500	1,500



**City of Westbrook  
General Fund  
Budget Comparison Report**

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
1000-41810-46520-100-0 Subscriptions	To purchase updated code books, design manuals, and other engineer related publications needed for the discharge of duties	500	500	0	500	500	500
1000-41810-46610-100-0 Auto Parts		<u>1,200</u>	<u>1,200</u>	<u>1,984</u>	<u>700</u>	<u>700</u>	<u>700</u>
Total Expenses		<u>262,920</u>	<u>241,140</u>	<u>252,159</u>	<u>235,051</u>	<u>235,051</u>	<u>235,051</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Planning</b>							
1000-41820-41100-100-0 Salaries - Regular FT/PT	Full time Planner salary - 25% cost funded by WEIC	56,535	58,702	56,482	57,348	57,348	57,348
1000-41820-41110-100-0 Salaries - Elec/Boards	Planning Board salaries: 8 members at \$22 per meeting and 1 member at \$27 per meeting	2,574	2,574	2,906	2,574	2,574	2,574
1000-41820-43210-100-0 Consultants -Prof.Gen	For unforeseen small projects, such as city initiated transportation studies or small area plans to address planning challenges or opportunities, such as to provide local match for a grant proposal.	6,000	6,000	874	5,000	5,000	5,000
1000-41820-43420-100-0 Printing Services	Used for mass printings for a city generated planning or zoning change.	2,000	2,000	486	800	800	800
1000-41820-45800-100-0 Travel	Continuing ed. is required to remain certified by the American Institute of Certified Planners. Stay current on best practices for land use planning and zoning. Pays for travel expenses for the annual conference of The American Planning Association.	1,559	0	2,032	2,800	2,500	2,500
1000-41820-45810-100-0 Dues & Memberships	American Planning Assoc, Maine Assoc of Planners, Northern NE Chapter of American Planning Assoc, American Institute of Certified Planners and to purchase best practices manuals for planning work required by the City.	402	402	565	600	600	600
1000-41820-45820-100-0 Training	To remain up to date in best practices in planning, regionally and nation-wide. To attend required training sessions in order to maintain accreditation as a member of the American Institute of Certified Planners.	1,150	500	1,240	0	0	0
1000-41820-46199-100-0 Misc Business Expenses	Supplies and meals for special Planning Board meetings and parking, mileage and tolls for meetings within the region and state.	250	250	144	250	250	250
1000-41820-46520-100-0 Subscriptions	To purchase best practices manuals for planning work required by the city.	400	400	48	0	0	0
1000-41820-48505-100-0 Comprehensive Plan	FY 2013 will be the last budget year for the Comp Plan update. We will conclude the public process, finalize the planning document and work with the Planning Board, City Council and State of Maine to adopt the plan.	20,000	0	6,134	0	0	0
<b>Total Expenses</b>		<u>90,870</u>	<u>70,828</u>	<u>70,911</u>	<u>69,372</u>	<u>69,072</u>	<u>69,072</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Buildings and Plant</b>							
1000-41940-41300-100-0 Salaries - Overtime		600	0	0	0	0	0
1000-41940-43413-100-0 TechConsult - Maint	Service Contracts for all City Buildings (Honeywell, Modern Pest, Sprinkler Systems, Otis Elevator, Norris, etc). Includes \$15,000 for project management	70,000	79,618	65,938	65,000	58,000	58,000
1000-41940-43416-100-0 Maint. Personnel	Services contracted with Outside Vendor for Custodial (\$177,780); Carpet Extraction (\$7,500) and with School Department for Maintenance (\$59,507.40)	215,285	301,335	298,124	244,887	244,887	244,887
1000-41940-44310-100-0 Repairs/Maint (NonCap)	Misc repairs for all City buildings	15,000	30,000	32,103	30,000	30,000	30,000
1000-41940-46151-100-0 Cleaning Supplies	Supplies & maint for buildings: Public Safety \$9,000; Library \$9,000; City Hall \$8,000; Public Services \$8,000; Community Services \$10,000	40,500	40,500	40,408	25,000	25,000	25,000
<b>Total Expenses</b>		<u>341,385</u>	<u>451,453</u>	<u>436,573</u>	<u>364,887</u>	<u>357,887</u>	<u>357,887</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Police Administration</b>							
1000-42110-41100-200-0 Salaries - Regular FT/PT	Salary and wages for entire department, includes 50% of Director, Admin Assistant and Vehicle Technician. Costs for SRO, MDEA are offset to the total wage.	1,917,247	1,897,782	2,043,157	2,085,986	2,002,585	2,002,585
1000-42110-41120-200-0 Salaries - Crossing Guards	Salary for 4 crossing guards. This includes a 2.25% increase	0	19,600	18,511	20,041	20,041	15,031
1000-42110-41300-200-0 Salaries - Overtime	OT includes, but is not limited to, time off, training, special investigations, vacancies, hold over shifts, criminal investigations, etc.	99,092	99,092	128,383	112,322	112,322	112,322
1000-42110-41310-200-0 Sal - Court Time	Enforcement of criminal laws requires Officers to appear in Court, and results in OT. Some of this is reimbursed as witness fees from the court. This line includes a 2.25% increase to accommodate the negotiated salary increase.	25,000	15,000	22,038	15,338	15,338	15,338
1000-42110-41315-200-0 Sal - Holiday OT	This is a contractual item involving OT paid to officers who work on holidays. Costs can vary as anyone can fill in for holiday OT. This line includes a 2.25% increase to accommodate the negotiated salary increase.	42,230	42,230	47,739	43,180	43,180	43,180
1000-42110-41317-200-0 Cash In	Officers may exercise the cash in option of sick and vacation time.	63,855	63,855	53,406	63,855	63,855	63,855
1000-42110-41400-200-0 Stipends- Fitness	The line represents the cost of the physical fitness stipend of \$200 paid to officers who maintain the Criminal Justice Academy level of physical fitness.	5,500	5,500	1,082	5,500	5,500	5,500
1000-42110-42963-200-0 Wearing apparel	This line covers the costs of outfitting our officers with uniforms and equipment needed to perform their duties. Includes replacement of body armor (50% reimbursed), replaced every 5 years.	28,000	28,000	24,087	28,000	28,000	28,000
1000-42110-42964-200-0 Medical Exams/Physicals	This line pays for health insurance deductibles for any mandated physicals, vaccines and immunizations for officers, and for medical assessments on new employees.	1,178	1,178	910	1,178	1,178	1,178
1000-42110-43215-200-0 Interpretive Services	This line item allows us to pay for federally mandated interpreting services for hearing and speech impaired people and for our non-English speaking constituents.	700	700	165	700	700	700
1000-42110-43216-200-0 Regional Crime Lab	This line reflects our commitment to the Regional Crime Lab in Portland.	10,736	10,736	11,196	10,736	10,736	10,736
1000-42110-43413-200-0 Computer & Software Maintenance	This line was moved to IT budget.	15,390	15,390	0	15,000	0	0
1000-42110-43417-200-0 Veterinary Services	Funds the care for stray animals brought to the veterinary clinic.	0	0	684	0	1,500	1,500
1000-42110-43420-200-0 Printing Services	Pays for all printing of department documents and forms.	7,000	7,000	6,030	7,000	7,000	7,000
1000-42110-44311-200-0 Repairs/Maint Vehicles	This line item funds all supplies and parts needed by our public safety technician to keep all of our cruisers and support vehicles on the road at all times.	30,000	30,000	41,719	30,000	30,000	30,000



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
1000-42110-44314-200-0 Radio & Radar Maintenance	Maint for mobile radios, portable radios, and calibration and repair of radar and cruiser cameras. Calibration required annually.	4,250	4,250	5,041	4,250	4,250	4,250
1000-42110-44420-200-0 Outside Rentals	This line item pays for police equipment rentals for our investigative services including: Identikit and document disposal.	1,100	1,100	342	1,100	1,100	1,100
1000-42110-44425-200-0 Lease - Vehicles	We will incur the costs of two new vehicle leases of and have one current outstanding lease. We will offset this line by auctioning off two of our oldest cars and recoup approximately \$3,000.00	49,098	43,503	42,952	42,149	42,149	42,149
1000-42110-45310-200-0 Cell Phones	This line pays for assigned cell phones to officers whose duty requires they carry a phone and air cards for cruiser laptops. This line is decreased due to reduced costs from a new carrier.	19,200	19,200	19,200	17,640	17,640	17,640
1000-42110-45411-200-0 Marketing - Prevention	This account pays for community policing supplies and programs, including the Citizen's Police Academy.	500	500	0	500	500	500
1000-42110-45800-200-0 Travel	Travel to mandatory training, academy travel and meals while traveling in the course of business. Also pays for court travel and parking.	5,000	5,000	6,826	5,000	5,000	5,000
1000-42110-45810-200-0 Dues & Memberships	This line item pays for our dues in professional organizations such as; Maine Chiefs, New England Chiefs, International Chiefs, FBI LEEDA, FBI National Academy, NESPIN, Maine District Two Training; Arson Investigators; School Resource Officer Association.	2,100	2,100	1,896	2,100	2,100	2,100
1000-42110-45820-200-0 Training	This line item supports our annual state mandated in-service training for all officers. It also pays for ammunition, TASER cartridges, Simunitions, and tuition fees, to support in-service and academy training for police personnel.	16,000	16,000	3,539	16,000	16,000	16,000
1000-42110-46120-000-0 Evidence Supplies		0	0	225	0	0	0
1000-42110-46120-200-0 Evidence Supplies	Crime scene proc. equip., packaging supplies and equipment upkeep. Includes film and film processing, digital reproductions, video and audio tapes, cameras and memory cards, tape recorders, drug ID, etc.	6,500	6,500	5,308	6,500	6,500	6,500
1000-42110-46143-200-0 Tires	Tire replacement and snow tires for entire fleet	7,500	7,500	7,214	7,500	7,500	7,500
1000-42110-46260-200-0 Fuel, Gas	Based on actual consumption, 25,000 gallons gas (@\$3.05/gallon). This line is reduced slightly due to a reduced gas price.	68,125	81,250	73,405	76,250	76,250	76,250
1000-42110-46261-200-0 Fuel, Diesel	Diesel is used in the Evidence Technician Vehicle used to manage crime scene investigations and evidence processing. Decrease is due to commodity price and actual use. (@\$3.35/gallon)	574	1,350	1,290	750	750	750
1000-42110-46520-200-0 Subscriptions	This line item allows us to purchase law book updates and a variety of other professional journals and publications upon which we rely to keep our officers and supervisors informed of legal and operational trends	2,300	2,300	2,004	2,300	2,300	2,300
1000-42110-47440-200-0 Small Equipment & Tools	Replacement keys, flashlights, camera batteries, OC spray, recorders and related equipment, animal control supplies, TASER guns, firearms, cameras, recording devices and all of the other required equipment.	6,000	6,000	1,994	6,000	6,000	6,000



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
1000-42110-48300-200-0 Canine Expenditures	Supports K9 Officers and dogs which are part of our counter narcotics and anti-crime strategy. This money pays for the care of the animals and for training supplies.	3,500	5,000	4,846	5,000	5,000	5,000
1000-42110-48500-200-0 Employee Recognition	This line item has typically funded light refreshments and snacks for training events held here in Westbrook. This fund also pays for awards and recognition to outstanding employees.	2,500	2,500	1,115	2,500	2,500	2,500
<b>Total Expenses</b>		<u>2,440,175</u>	<u>2,440,116</u>	<u>2,576,304</u>	<u>2,634,375</u>	<u>2,537,474</u>	<u>2,532,464</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Dispatch</b>							
1000-42150-41100-200-0 Salaries - Regular FT/PT	This line funds salaries for a Director, a Supervisor, and 8 Dispatchers.	474,132	456,592	471,434	475,934	482,385	482,385
1000-42150-41140-200-0 Salaries - Per Diem Dispatch	This items funds wages for 2 per diem Dispatchers to help offset overtime.	0	24,000	10,679	24,000	24,000	24,000
1000-42150-41300-200-0 Salaries - Overtime	This line reflects the amount required to cover staffing levels for anticipated time off.	80,000	79,000	103,706	83,424	83,424	83,424
1000-42150-42963-200-0 Uniforms	Per contract, this line funds the purchase and replacement of uniforms for full and part time employees	2,600	2,000	1,116	2,000	2,000	2,000
1000-42150-42964-200-0 Medical Exams/Physicals	Pre-employment physicals	200	200	0	200	200	200
1000-42150-44314-200-0 Maint - Small Equip	Radio System Maintenance - Funds repair of Communications equipment to include all radio equipment in the Comm center as well as remote tower and repeater sights.	3,000	3,000	2,278	3,000	3,000	3,000
1000-42150-44430-200-0 Equipment Rental		1,400	0	0	0	0	0
1000-42150-45800-200-0 Travel	Mileage reimbursement associated with training	1,250	1,250	592	1,250	1,250	1,250
1000-42150-45810-200-0 Dues & Memberships	Assoc of Public Safety Communications Officials, National Emergency Number Assoc. These provide access to network for professional assistance and training	220	250	130	275	275	275
1000-42150-45820-200-0 Training	State standards will require more training to maintain certifications, including Emergency Med. Dispatch (EMD). Although the State funds original training, continued training is the responsibility of the City.	4,000	4,000	1,176	4,000	2,000	2,000
1000-42150-47440-200-0 Small Equipment	To replace one 24/7 intensive use chair.	3,000	1,500	1,674	1,500	1,500	1,500
<b>Total Expenses</b>		<u>569,802</u>	<u>571,792</u>	<u>592,785</u>	<u>595,583</u>	<u>600,034</u>	<u>600,034</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Fire Administration</b>							
1000-42210-41100-200-0 Salaries - Regular FT/PT	Covers salary and wages for entrie department, including 30 Firefighters/Paramedics, 50% Public Safety Director, and Deputy Fire Chief. This line also funds 50% of the salaries for Admin Assistant and Vehicle Technician.	1,864,758	1,485,193	1,399,769	1,486,723	1,453,483	1,453,483
1000-42210-41130-200-0 Salaries - Call Fire	Covers call company salaries for 5 paid on-call officers, 20 paid on-call firefighters and 10 fire police personnel.	0	50,070	37,801	50,070	50,070	50,070
1000-42210-41135-200-0 Salaries - Per Diem	Costs cover staffing of two rescue with per diem personnel for 17,472 hours. It also covers staffing of a third per diem position on Engine 4 for 7,176 hours. Also includes training level incentives.	0	333,981	266,515	333,981	333,981	333,981
1000-42210-41300-200-0 Salaries - Overtime	Covers sick leave, vacations, holidays, snow shoveling, mandatory EMS training, and other vacancies	225,000	225,000	509,905	250,000	250,000	250,000
1000-42210-41400-200-0 Stipends- Fitness	Per union contract, incentive towards fitness related equipment if the annual fitness test is passed. 29 employees x \$125	3,875	3,625	0	3,625	3,625	3,625
1000-42210-42960-200-0 Unused Comp Absences	Contractual obligation - under certain conditions, employees may sell their sick and vacation time.	10,300	15,730	17,733	15,730	15,730	15,730
1000-42210-42963-200-0 Uniforms	FF Clothing allowance 29 x \$450 = \$13,050, Chief & Deputy Chief \$900, Patches, badges and insignia \$700, Per Diem Uniforms 24 x \$180 = \$4,320, Dress Uniforms 3 x \$450 = \$1,350	20,300	20,320	13,308	20,300	20,300	20,300
1000-42210-42964-200-0 Medical Exams/Physicals	Medical evaluations required by Maine DOL respiratory standards, hazmat regulations, new hires, Maine EMS regulations and firefighter contract. Also includes costs for TB tests, Hepititis B and Flu Immunizations. 29 Firefighters x \$400.	6,500	11,600	13,643	11,600	11,600	11,600
1000-42210-43221-200-0 ProfService - Collections		0	0	37,714	0	0	0
1000-42210-43413-200-0 TechConsult - Maint	Service Contracts: SCBA Air Compressor, Powers Stretchers, Jaws of Life, Oxygen Cylinder, Defibrilators - 3 AEDs, 12 Lead EKG Monitors, spare batteris & chargers , Defender Meters, Holmatro Sytems	9,090	16,090	10,514	16,090	16,090	16,090
1000-42210-43420-200-0 Printing Services	Printed forms, envelopes, business cards, etc	350	350	692	350	350	350
1000-42210-44310-200-0 Repairs/Maint (NonCap)	Hardware supplies for fire/rescue buildings (\$500), repairs to firefighting and EMS equipment such as fire extinguishers, nozzles, hoses, etc. Also, includes hydrostatic test of SCBA bottles (\$750).	3,500	3,500	3,240	3,500	3,500	3,500
1000-42210-44311-200-0 Repairs/Maint Vehicles	Maintenance and service for 13 apparatus, including chassis, pumps, and ladder mechanisms. This line items also includes annual ladder inspections performed by Underwriters Laboratories(\$2,200) As fleet ages, this line item will continue to increase.	37,000	37,000	38,159	37,000	37,000	37,000



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
1000-42210-44312-200-0 Repairs/Maint SCBA	Self Contained Breathing Apparatus Maintenance. The department has 10 SCBA bottles with a service life ending this year. The department has 2 trained field technicians on staff which reduces costs.	2,000	7,000	7,178	7,000	7,000	7,000
1000-42210-44314-200-0 Maint - Small Equip	Repairs to small equipment (saws, portable pumps, etc.) including battery replacements for portable radios, pagers and flashlights.	1,500	1,500	1,797	1,500	1,500	1,500
1000-42210-44420-200-0 Lease - Misc Equip	Small equipment rentals (\$75/hr @ 8 hrs)	600	600	510	600	600	600
1000-42210-44425-200-0 Lease - Vehicles	2008 Ambulance \$34,081, 2012 Ambulance \$39,725 (New Ambulance Lease Purchase), Remount \$21,016	79,081	73,806	74,493	94,822	94,822	94,822
1000-42210-45310-200-0 Telephone (land line)	Roadrunner internet charges for Station 3 as well as the Public Safety auto maintenance building. We are required to switch to DSL service @ Station 3 for reliability at an increase of \$480 annually.	1,260	1,740	1,309	1,740	1,740	1,740
1000-42210-45411-200-0 Marketing - Prevention	Materials for Code Enforcement, Fire Education, and Juvenile Firesetter Programs	900	900	953	900	900	900
1000-42210-45800-200-0 Travel	Mileage for required training (500 miles @ .565) and gas stipend for ten fire police members (\$150 each)	1,655	1,778	1,606	1,778	1,778	1,778
1000-42210-45810-200-0 Dues & Memberships	Annual Memberships: Maine Fire Chiefs Assoc, Inter. Assoc. of Fire Chiefs, National Fire Protection Assoc, Cumberland County Fire Chiefs Assoc, Cumberland County Firefighters Assoc, Regional EMS, Ambulance Service License, Maine Chapter IAAI	3,510	4,335	3,301	4,335	4,335	4,335
1000-42210-45820-200-0 Training	Mandated training for full time, per diem, and on-call personnel. This item includes training for both Firefighter and EMT/Paramedic programs. This covers not only tuition, supplies and books but our Metro AFG Grant share.	14,450	16,750	6,236	16,750	6,750	6,750
1000-42210-46140-200-0 Medical Supplies	To purchase a variety of items, including ECG electrodes, exam gloves, bio-hazard supplies, IV supplies, glucometer test strips, disposable oxygen masks, syringes, defibrilator pads and batteries, cold packs, gauze pads, etc.	25,000	25,000	26,394	25,000	25,000	25,000
1000-42210-46141-200-0 Medical Oxygen	For the refill of medical oxygen and nitrous oxide tanks	2,975	3,500	3,250	3,500	3,500	3,500
1000-42210-46142-200-0 Foam	40 gallons of Class A foam x \$19 per gallon	760	760	720	800	800	800
1000-42210-46143-200-0 Tires	Tires for entire fleet - this line shows an annual replacement cost for tires to meet DOT & NFPA requirements.	5,500	6,500	5,870	6,500	6,500	6,500
1000-42210-46151-200-0 Cleaning Supplies	Disinfectant supplies for emergency vehicles. Required by OSHA and EMS Regs	700	700	0	700	700	700
1000-42210-46255-200-0 Hydrant Fees	Annual fire hydrant assessment fee. Fire hydrants are maintained and serviced by the Portland Water District.	124,802	131,042	120,140	131,042	131,042	131,042
1000-42210-46260-200-0 Fuel, Gas	Estimated 2,500 gallons @ \$3.05	4,875	8,125	9,117	7,625	7,625	7,625
1000-42210-46261-200-0 Fuel, Diesel	Estimated 9,500 gallons @ \$3.35	28,000	34,200	26,178	31,825	31,825	31,825



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
1000-42210-46520-200-0 Subscriptions	Annual subscriptions for the department including OSHA regulatory updates, and other publications, annual NFPA Fire Code updates, etc; also new firefighting manuals	2,450	1,250	1,277	1,250	1,250	1,250
1000-42210-46540-200-0 Protective Clothing (new)	State regulation requires protective clothing to meet minimum standards. This items funds replacement of unfit clothing, and outfits new members. Also for protective hoods, suspenders, helmets (replacement of those not meeting minimum standards)	9,860	9,860	3,110	9,860	9,860	9,860
1000-42210-46541-200-0 Protective Clothing (Maint)	Funds the repair and cleaning of personal protective clothing	3,500	3,500	5,293	3,500	3,500	3,500
1000-42210-46610-200-0 Auto Parts	Parts for in-house vehicle and equipment service and maintenance performed by firefighters	3,000	3,000	579	3,000	3,000	3,000
1000-42210-47440-200-0 Small Equipment	Memorial Day flags (\$500), misc supplies, parts, etc (\$800) station tools (\$400) Speedy Dry (\$300) flashlights (\$1,000)	3,000	3,000	2,046	3,000	3,000	3,000
1000-42210-47441-200-0 Special Equipment	High angle, confined space, water & ice rescue equipment (rigging, webbing, carabiners, etc.), CPR / ALS training aid mannequins, Vent Saws (for RIT), mattress replacement, breakroom chairs, microwave oven, kitchen table & chairs	7,850	7,850	3,883	7,850	7,850	7,850
1000-42210-47442-200-0 Hose Equipment Replacement	Continued replacement of damaged hoses	1,700	1,700	1,014	1,700	1,700	1,700
1000-42210-47443-200-0 Minitor Radios	Periodic repairs or replacement of radios & pagers that are malfunctioning or damaged.	5,400	5,400	3,470	5,400	5,400	5,400
1000-42210-48200-200-0 Emergency Management	This line covers potential charges incurred upon emergency evacuations, emergency shelters, or other disaster functions.	500	500	0	500	500	500
1000-42210-48500-200-0 Employee Recognition	This funds light refreshments and snacks for training events held here at the Public Safety Building. This also pays for costs associated with the annual awards night.	1,500	1,500	2,301	1,500	1,500	1,500
1000-42210-48998-200-0 ALS Intercept Fees	Fees charged for Paramedic intercepts to assist our Rescue Units	250	250	0	0	0	0
<b>Total Expenses</b>		<u>2,517,251</u>	<u>2,558,505</u>	<u>2,661,018</u>	<u>2,602,946</u>	<u>2,559,706</u>	<u>2,559,706</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Public Safety Building</b>							
1000-42399-43413-600-0 TechConsult - Maint	Service Contracts: Diesel Exhaust Removal System (\$1,500), Commercial Washer & Dryer (\$1,200), Fitness Equip Maint (\$1,400), ADT Security (\$11,592), Range Hood Cleaning (\$1,500)	12,500	14,806	14,492	17,192	17,192	17,192
1000-42399-44310-600-0 Repairs/Maint (NonCap)	Funds small equipment needs for PSB, gym equipment (\$5,000)	1,000	1,000	1,680	6,000	1,000	4,700
1000-42399-44317-600-0 Building Security	Supplies for access prox security cards	1,000	1,000	0	500	500	500
1000-42399-45310-600-0 Telephone (land line)	Fairpoint Emergency Lines approx \$1,500 per month, and Law Enforcement Teletype approx \$180 per month	20,000	20,160	25,939	21,000	21,000	21,000
1000-42399-46100-600-0 General Supplies	Public Safety Office Supplies	3,500	3,500	3,273	3,500	3,500	3,500
1000-42399-46190-600-0 Postage		3,000	3,000	1,418	2,000	2,000	2,000
1000-42399-46210-600-0 Natural Gas		37,528	37,528	39,924	32,500	32,500	32,500
1000-42399-46220-600-0 Electricity	Budget based on average annual actuals	54,735	49,800	53,230	51,000	51,000	51,000
1000-42399-46240-600-0 Oil	Station 2 & 3	16,000	16,000	9,080	16,000	16,000	16,000
1000-42399-46250-600-0 Water & Sewer		1,200	2,000	2,253	2,200	2,200	2,200
1000-42399-46261-600-0 Fuel, Diesel	Generator Fuel	800	800	0	800	800	800
<b>Total Expenses</b>		<u>151,263</u>	<u>149,594</u>	<u>151,289</u>	<u>152,692</u>	<u>147,692</u>	<u>151,392</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Public Services Administration</b>							
1000-43100-41100-300-0 Salaries - Regular FT/PT	Public Services Administration salaries, including Director, Deputy Director, and Administrative Assistant	188,837	192,597	202,748	204,129	204,129	204,129
1000-43100-41110-300-0 Salaries - Elec/Boards	Cemetery Trustees: Chair 12 X \$15 (\$180), 2 members 12 X \$12 (\$288)	468	468	27	468	468	468
1000-43100-41300-300-0 Salaries - Overtime	OT for Administrative Assistant	500	200	238	350	350	350
1000-43100-42963-300-0 Uniforms	Clothing allowance for Director and Deputy (\$250 ea), and \$100 for misc items such as gloves.	600	600	449	600	600	600
1000-43100-43413-300-0 TechConsult - Maint	Database support for equipment replacement schedule, school work DB, winter storm DB, and FEMA reporting. Support is \$75 per hour	3,500	2,500	895	2,500	2,000	2,000
1000-43100-43420-300-0 Printing Services	Business cards, envelopes, and forms such as absence reports, application for leave, and three part VCR reports	500	400	156	400	300	300
1000-43100-45310-300-0 Tel - Push Talk	Verizon mobile phones (4 phones x \$52/month)	3,125	3,125	2,428	2,600	2,600	2,600
1000-43100-45320-300-0 On-Line Connection	Fiber Costs in city wide maintenance budget	1,740	1,800	1,691	0	0	0
1000-43100-45800-300-0 Travel	Mileage reimbursement for attendance at professional meetings	150	50	157	50	50	50
1000-43100-45810-300-0 Dues & Memberships	APWA (\$360), ME safety council (\$325), Maine Arborist Assoc membership fee(5 employees @\$20ea), Arborist license renewal (5 employees @\$30),	2,100	935	1,034	935	935	935
1000-43100-45820-300-0 Training	Safety & Compliance training. Employee training (\$2,500)	3,000	2,500	481	2,500	2,000	2,000
1000-43100-46100-300-0 General Supplies	Includes office supplies for entire department, ID badges, timecards, note pads, binders, sheet protectors, filing supplies etc	2,500	2,000	1,332	2,000	1,500	1,500
1000-43100-46105-300-0 Computer Supplies	Includes printer cartridges, CDs, etc	1,000	1,000	323	500	500	500
1000-43100-46520-300-0 Subscriptions		300	0	0	0	0	0
1000-43100-48500-300-0 Employee Recognition	Incentive program includes employee of the month, safety awards and employee appreciation functions	600	600	71	900	900	900
<b>Total Expenses</b>		<u>208,920</u>	<u>208,775</u>	<u>212,030</u>	<u>217,932</u>	<u>216,332</u>	<u>216,332</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Highways &amp; Streets</b>							
1000-43110-41100-300-0 Salaries - Regular FT/PT	Regular salaries for 22 full time employees (includes 2 Operations Supervisors and 1 garage supervisor). This line also includes funds for 2 part time/temp employees. Pager pay is included in this line. Hwy & streets costs only.	853,973	842,241	791,195	865,518	865,518	865,518
1000-43110-41300-300-0 Salaries - Overtime	Includes all year round OT incurred in the Public Services Dept. This account also funds Wastewater street plowing overtime.	122,000	120,000	118,337	120,000	120,000	120,000
1000-43110-42960-300-0 Unused Comp Absences	Per contract, under certain circumstances, employees are eligible to sell back their accrued sick and vacation time. The budget is based on previous years' actual amounts	10,000	10,000	15,685	10,000	10,000	10,000
1000-43110-42963-300-0 Uniforms	Safety boot & glove allowance as follows: \$280 allowance x 22 employees (\$6,160), \$230 allowance x 4 GU (\$920), \$200 allowance for Director and Deputy (\$400). Uniform charges for employees per agreement \$11,411 includes make up charges.	19,300	18,921	10,835	19,521	19,521	19,521
1000-43110-42964-300-0 Medical Exams/Physicals	Pre-employment physicals, annual hearing test for 32 employees, Hepatitis B vaccine, and respirator physicals. MDOT random substance testing.	4,264	4,264	2,607	4,200	4,200	4,200
1000-43110-44315-300-0 Maint - traffic Lights	The majority of repairs are performed by a licensed electrician due to safety and liability issues. Costs for repairs include the contractor, lamps, fixtures, Ped X signal repairs, etc	14,900	14,900	7,608	12,000	12,000	12,000
1000-43110-44318-300-0 Downtown Contractual	Electrical Contractor costs for downtown/Riverbank Park, including street lights, boardwalk lights, replacing ballasts (\$3,000).	4,000	3,000	4,787	3,000	3,000	3,000
1000-43110-44420-300-0 Lease - Misc Equip	Sidewalk Tractor year 1 of 5 (\$21,199), 3/4 Ton Bucket Truck year 2 of 5 (\$17,675).	37,000	36,494	37,227	38,874	38,874	38,874
1000-43110-44430-300-0 Equipment Rental	Shaw Bros & Eastern plowing service \$46K. Middle School/High School mowing/landscaping \$20k, Library/Public Safety \$3k, William Cl Dr \$10k, Contracted tree work/stump removal \$20k. Traffic control \$3k. Misc rentals \$18k. City costs only.	77,225	84,000	78,454	93,044	85,044	85,044
1000-43110-46144-300-0 Chemical Supplies	Ornamental landscaping weed control for municipal and school buildings, and roadside spraying.	7,400	10,400	2,166	8,000	6,000	6,000
1000-43110-46145-300-0 Landscaping/Agri Supplies	Landscaping materials (\$1,500) and Nursery Stock (\$3,500). City cost only.	5,500	5,750	322	5,000	5,000	5,000
1000-43110-46160-300-0 Specialty Supplies/Materials	Includes items such as: tools, rakes, shovels, brooms, safety and weather equip, lime, fertilizer, seed, mulch, blocks, cement, bricks, mortar, chains, manhole sections, catch basin grates, etc	13,000	13,000	9,323	12,500	12,500	12,500



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
1000-43110-46161-300-0 Downtown Supplies	Materials, supplies and direct purchases for downtown. For Riverbank Park, River Walk bike path and skateboard park. Banners, flags and community event rental fees. Litter/graffiti control and supplies.	12,500	12,500	8,661	12,000	12,000	12,000
1000-43110-46162-300-0 Traffic/Regulatory Signs	Funds the purchase of traffic signs, regulatory signs, speed signs and warning signs. Street name signs, pedestrian crossing signs.	13,000	13,000	5,054	13,000	13,000	13,000
1000-43110-46221-300-0 Elec - Street Lighting	Monthly charges for all City street lights, including Riverbank Park, Boardwalk, and Mall Lighting. Increase due to full year actuals for new William Clarke Drive lights and traffic signals.	347,550	319,000	300,141	325,642	325,642	325,642
1000-43110-46222-300-0 Elec - Traffic Lights	Charges for 21 City traffic lights.	12,000	9,000	5,734	7,500	7,500	7,500
1000-43110-47440-300-0 Small Equipment	Work zone safety signage, rain gear, PPE and forestry related supplies/chainsaw.	4,000	4,000	2,990	4,000	4,000	4,000
1000-43110-47441-300-0 Special Equipment		8,000	0	0	0	0	0
1000-43110-48605-300-0 Bituminous Concrete	\$60k is used for road patching, curb replacement, driveway adjustment/repair and street opening repairs. \$35k is for cracksealing various streets throughout the city. City cost only.	95,000	95,000	77,348	82,000	82,000	82,000
1000-43110-48606-300-0 Cold Mix/Patch	For patching pot holes in winter and spring approx 50 tons	2,500	2,500	5,002	2,500	2,500	2,500
1000-43110-48607-300-0 Traffic Paint/Striping	Safety lines, crosswalks, arrows, paint thinner, beads, etc. Center and edge lines are contracted, typically the bid is through Greater Portland Council of Governments. Increase due to added costs of WCD stenciling.	32,500	33,750	37,800	38,000	38,000	38,000
1000-43110-48608-300-0 Culverts/Pipes	Purchase of driveway culverts, road crossing culverts, couplers, and drain basins for spot repairs.	6,000	6,000	3,796	6,000	6,000	6,000
1000-43110-48609-300-0 Winter Sand & Gravel	Lease with Johnson's gravel pit/city's gravel supply \$500/month, Premix sand 2,000 yrds x \$7.95 yrd (\$15,900), Salt 200 tons (\$11,000), misc gravel and stone \$7,800.	40,500	39,100	31,466	41,300	41,300	41,300
1000-43110-48610-300-0 Road Salt/Calcium	2,100 tons of road salt x \$55 ton (\$115,500); 8,000 gals Calcium Chloride (\$11,500)	138,000	127,200	81,267	127,000	120,000	120,000
<b>Total Expenses</b>		<u>1,880,112</u>	<u>1,824,020</u>	<u>1,637,805</u>	<u>1,850,599</u>	<u>1,833,599</u>	<u>1,833,599</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Refuse &amp; Collection</b>							
1000-43200-41100-300-0 Salaries - Regular FT/PT	Salary for 30 hour per week recycling coordinator - additional 10 hours paid by Sewer (40 hours total)	25,179	25,743	26,599	26,098	26,098	26,098
1000-43200-43218-300-0 Postclosure Care Costs	Required annual monitoring costs for the closed Sandy Hill Landfill. Monitoring includes ground water monitoring, testing and preparation of required annual DEP reports.	24,000	24,000	21,732	19,000	19,000	19,000
1000-43200-43415-300-0 Refuse Collection	Collection for curbside recycling. Curbside is limited to residential properties (6 units or less), which is approximately 6,520 units served. Increase due to current solid waste agreement with Casella.	635,473	648,183	648,183	661,147	661,147	661,147
1000-43200-43420-300-0 Printing Services	Used for information materials such as tag system labels.	480	480	442	450	450	450
1000-43200-43451-300-0 Demolition Costs	Disposal costs for items such as roadside debris, large wood from City tree work, tv's, monitors, misc debris left at recycling sites, etc.	10,000	10,000	1,569	8,500	8,500	8,500
1000-43200-44430-300-0 Equipment Rental	Provides for recycle/MSW Municipal Building container service only. All drop off recycle will be located at the new Casella site off County Rd.	44,110	40,670	34,442	7,000	7,000	7,000
1000-43200-45400-300-0 Advertising		1,500	0	0	0	0	0
1000-43200-45900-300-0 Recycling Education/Enforc	Education and enforcement expenses for city wide programs. Includes funds for school classroom recycling education and awareness. Annual flier costs and toter replacement costs (\$27k), current curbside recycling rate 27%.	16,600	13,500	13,364	12,500	12,500	12,500
1000-43200-48601-300-0 Disposal Fee - Catch Basin	This line funds disposal costs for an estimated 1,400 tons of street sweeping material at \$6 per ton and 300 tons catch basin debris at \$45 per ton. Plus contracted cleaning costs. Reduction due to actuals from 2011 budget.	46,000	32,000	20,122	32,000	30,600	30,600
1000-43200-48602-300-0 Tipping Fees	Municipal Solid Waste (MSW) costs for curbside rubbish disposal. 2012 budget year estimate 4,000 tons at \$72.91 (\$291,640). Increase due to new residents and solid waste agreement with Casella Waste .	273,312	278,772	282,540	291,640	291,640	291,640
1000-43200-48603-300-0 Leaf Collection	Collection and disposal costs for fall yard debris program.	5,000	5,000	2,714	5,000	5,000	5,000
1000-43200-48604-300-0 Haz Waste Collection	Funds HHW and universal waste collection program. The contractor provides all materials, technical service, labor, and transport of hazardous waste. Program date is 9/28/2013, services to be provided by Clean Harbors and Pine Tree Waste.	15,000	15,000	12,630	15,000	15,000	15,000
1000-43200-49801-300-0 Regional Waste Debt	Debt payment of RWS regional waste stump dump. The debt will be payable annually through July 2013.	58,181	69,000	68,701	69,000	69,000	69,000
<b>Total Expenses</b>		<u>1,154,835</u>	<u>1,162,348</u>	<u>1,133,038</u>	<u>1,147,335</u>	<u>1,145,935</u>	<u>1,145,935</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Fleet Maintenance</b>							
1000-43300-41100-300-0 Salaries - Regular FT/PT	Regular salaries for central garage staff which includes one lead mechanic, one mechanic.	86,277	88,483	93,980	94,379	94,379	94,379
1000-43300-41300-300-0 Salaries - Overtime	OT for year round equipment repairs	14,000	12,000	9,747	12,000	12,000	12,000
1000-43300-44310-300-0 Repairs/Maint (NonCap)	Outsourced repair for Public Services equipment, body and paint maint, unexpected light mechanical repairs such as brakes and springs. City cost only.	37,500	32,500	38,851	37,500	37,500	37,500
1000-43300-44311-300-0 Repairs/Maint Vehicles	Consumables to maintain equipment, and non specific repair parts, Includes nuts, bolts, brass, air lines, hydraulic lines, shop chemicals, tapes, hoses, etc.	44,000	44,000	43,979	48,000	48,000	48,000
1000-43300-44314-300-0 Maint - Small Equip	Radio system repair	1,000	500	0	500	500	500
1000-43300-44430-300-0 Equipment Rental	Outside services and special rental equipment, towing expense, gas bottle lease.	4,200	3,200	2,424	3,200	3,200	3,200
1000-43300-45800-300-0 Travel		100	0	0	0	0	0
1000-43300-46143-300-0 Tires	Tire replacement for all Public Services vehicles and equipment.	19,000	15,000	14,814	12,000	12,000	12,000
1000-43300-46260-300-0 Fuel, Gas	Gasoline for Public Services Department approx. 15,500 gallons at \$3.05 per gallon. City cost only.	41,500	46,250	36,124	47,275	47,275	47,275
1000-43300-46261-300-0 Fuel, Diesel	Diesel Fuel for Public Services 26,000 gallons at \$3.35 per gallon. K1 250 gallons at \$3.45 gallon. City cost only.	73,362	91,962	105,273	87,963	87,963	87,963
1000-43300-46262-300-0 Equipment Oil	Equipment and vehicle oils/lubrication costs.	9,500	9,500	10,100	10,500	10,500	10,500
1000-43300-46610-300-0 Auto Parts	Funds the repairs and parts for all Public Service vehicle and equipment. Increase due to rising cost of parts and repairs.	117,000	115,000	116,076	122,000	122,000	122,000
1000-43300-47421-300-0 Cutting Edges	Steel cutting edges for snow plows/brooms for street sweepers. Increase due to rising cost of steel.	20,625	20,625	20,489	22,500	22,500	22,500
1000-43300-47440-300-0 Small Equipment	Small equipment and tools for fleet maintenance division which include diagnostic upgrades, etc. Light truck diagnostic scan tool, large truck diagnostic software (\$6,000) and vehicle maintenance.	10,000	6,000	8,497	6,000	6,000	6,000
1000-43300-47444-300-0 Electrical & Radio Replacement	Radio replacement 2 x \$600 ea	1,200	1,200	0	0	0	0
<b>Total Expenses</b>		<u>479,264</u>	<u>486,220</u>	<u>500,354</u>	<u>503,817</u>	<u>503,817</u>	<u>503,817</u>



**City of Westbrook  
General Fund  
Budget Comparison Report**

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
Cemeteries							
1000-43400-41100-300-0 Salaries - Regular FT/PT	Regular salaries for Public Services employees time to perform burials at the 5 City Cemeteries. Based on 80 burials and 30 cremations with a blended labor rate - offset against Highways & Streets budget.	17,950	17,950	17,804	17,427	17,427	17,427
1000-43400-41300-300-0 Salaries - Overtime	For Saturday Burials	3,592	2,000	804	1,500	1,500	1,500
1000-43400-43413-300-0 TechConsult - Maint	Contract mowing and spring/fall cleanup for 5 cemeteries: Woodlawn, Larrabee Heights, Saccarappa, Conant St, Highland Lake. Increase due to second year bid price increases.	32,000	38,000	42,531	39,000	39,000	39,000
1000-43400-46146-300-0 Cemetery Supplies	200 Veteran's markers annually, epoxy stone repair, lifting device parts, plywood for ground protection. The City is required by State Law to maintain all Veteran's graves, including markers or flag holders	3,500	2,000	2,095	2,000	2,000	2,000
<b>Total Expenses</b>		<u>57,042</u>	<u>59,950</u>	<u>63,234</u>	<u>59,927</u>	<u>59,927</u>	<u>59,927</u>



**City of Westbrook  
General Fund  
Budget Comparison Report**

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Public Services Building</b>							
1000-43999-44310-600-0 Repairs/Maint (NonCap)	Building repairs and maintenance. Overhead door repairs, electrical etc.	16,200	12,000	6,173	12,000	12,000	12,000
1000-43999-44317-600-0 Building Security	Building fire alarm monthly charge.	350	350	582	650	650	650
1000-43999-46151-600-0 Cleaning Supplies	Specialty degreaser cleaning supplies for garage work areas.	400	400	56	300	300	300
1000-43999-46220-600-0 Electricity	Electricity costs for Public Services garage and compound areas.	20,144	14,000	11,971	12,000	12,000	12,000
1000-43999-46240-600-0 Oil	Heating oil for Public Services facility 7,000 gallons at \$3.10 and 2,000 gallons propane at \$2.98 per gallon	25,750	27,660	24,227	28,750	28,750	28,750
1000-43999-46250-600-0 Water & Sewer	PWD charges for Riverbank Park and Public Services equipment wash down area.	3,500	3,500	3,739	3,500	3,500	3,500
<b>Total Expenses</b>		<u>66,344</u>	<u>57,910</u>	<u>46,748</u>	<u>57,200</u>	<u>57,200</u>	<u>57,200</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
General Assistance							
1000-44431-41100-400-0 Salaries - Regular FT/PT	Includes 50% of the General Assistance administrator and an admin assistant.	22,734	39,734	42,230	40,864	40,864	40,864
1000-44431-41110-400-0 Salaries - Elec/Boards	Overseers of the Poor. Chair \$15, 2 members \$12 per meeting	400	400	306	400	400	400
1000-44431-45820-400-0 Training/Translation	State compliance translation, and mileage	1,500	2,500	7,378	6,000	6,000	6,000
1000-44431-45830-400-0 GA Job Training	State compliance training	0	0	0	500	500	500
1000-44431-46140-400-0 Medical Supplies	Prescriptions and medications	350	350	2,977	3,000	3,000	3,000
1000-44431-46250-400-0 Utility	CMP electricity for lighting, cooking, and heating	10,000	15,000	12,012	15,000	15,000	15,000
1000-44431-49502-400-0 Non Food Items	Consumables	11,500	10,000	14,614	10,000	10,000	10,000
1000-44431-49503-400-0 Emergency Shelter	Shelter outside of rent	3,000	3,700	294	2,000	2,000	2,000
1000-44431-49504-400-0 Rental Assistance	Housing, rental costs continue to be a challenge in Greater Westbrook	235,000	280,000	407,001	300,000	300,000	300,000
1000-44431-49506-400-0 Fuel (Regular)	Oil, propane and kerosene	6,000	14,000	5,593	14,000	14,000	14,000
1000-44431-49507-400-0 Burials	Burial and cremation costs	5,120	5,120	2,290	4,000	4,000	4,000
1000-44431-49508-400-0 Emergency Heat	Fuel costs that the City funds on an emergency basis - clients may not qualify for assistance therefore these costs are not eligible for 50% reimbursement from the State.	8,000	4,000	1,546	4,000	4,000	4,000
1000-44431-49509-400-0 Food	This food voucher system for clients is emergency only	<u>1,200</u>	<u>2,000</u>	<u>2,933</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Total Expenses</b>		<u>304,804</u>	<u>376,804</u>	<u>499,174</u>	<u>401,764</u>	<u>401,764</u>	<u>401,764</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Social Service Agencies</b>							
1000-44432-41100-400-0 Salaries - Regular FT/PT	Funds 50% of GA Administrator and assistant	22,734	22,734	21,424	40,864	32,213	32,213
1000-44432-49401-400-0 Wstbrook Food & Resource	500 Westbrook households registered as patrons. This agency saw a 26% increase in patrons every month this year.	6,200	6,200	6,200	6,200	6,200	6,200
1000-44432-49402-400-0 Counseling Services	This agency provided 448 residents of Westbrook with 8316 hours of outpatient services and 7 crisis bed days over the past year.	1,500	1,500	1,500	1,500	1,500	1,500
1000-44432-49403-400-0 Mission Possible	MPTC reports serving 40-70 teens between the ages of 10-21 Monday through Friday. After school programming, meals made and served. Host to the Trinity Lutheran Church's free dinner to all Wednesday evenings.	50,000	40,000	40,000	35,000	35,000	35,000
1000-44432-49404-400-0 VNA	Made 5597 medically necessary visits to Westbrook residents to provide home health care, immunized 407 adults at 15 public flu clinics, conducted 6 school clinics for Westbrook children, providing 1008 doses of vaccines, and helped 48 Westbrook families.	10,000	10,000	10,000	8,000	8,000	8,000
1000-44432-49405-400-0 S.Me Agency on Aging	Meals on Wheels delivered 11,977 meals to 92 homebound Westbrook residents this past year. 216 Westbrook residents participated in congregate luncheons hosted by Meals on Wheels this past year.	8,000	8,000	8,000	8,000	8,000	8,000
1000-44432-49406-400-0 Regional Trans Program	572 unduplicated Westbrook residents served through rides/transportation provided. Services include transportation to grocery stores, medical appointments and adult day care transportation to the Barron Center.	5,000	3,000	3,000	2,000	2,000	2,000
1000-44432-49407-400-0 Sexual Assault Response	This agency reported 21 Westbrook callers used their 24/7 Crisis and Support Line, 6 clients required 6.75 direct service, 12 incarcerated Westbrook clients participated in an outreach group.	1,000	1,000	1,000	1,000	1,000	1,000
1000-44432-49408-400-0 Cntr for Therapuedic Rec		400	400	400	0	0	0
1000-44432-49409-400-0 Family Crisis Shelter	FCS provides emergency shelter to women and children who have experienced domestic violence and are in need of immediate shelter and protection.	5,000	5,000	5,000	5,000	5,000	5,000
1000-44432-49416-400-0 Red Cross		1,500	1,500	1,500	0	0	0
1000-44432-49417-400-0 Home Health Care	This agency served 505 Westbrook residents through their home health care and maternal and child health programs.	10,000	10,000	10,000	8,000	8,000	8,000
1000-44432-49418-400-0 Opportunity Alliance	The Opportunity Alliance has a continued partnership with us on the Westbrook Communities That Care project, 4149 Westbrook residents served by this agency.	20,000	15,000	15,000	10,000	10,000	10,000
1000-44432-49419-400-0 Community Counseling	CCC volunteers helped 119 Westbrook residents after they experienced a traumatic event last year.	1,500	1,500	0	1,500	1,500	1,500



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
1000-44432-49420-400-0 Day One	22 youth from Westbrook received outpatient substance abuse counseling. 8 incarcerated Westbrook youth received substance abuse treatment counseling while at Long Creek Youth Development Center.	1,500	1,500	1,500	1,500	1,500	1,500
1000-44432-49421-400-0 Woodfords Family Services	75 Westbrook residents/families served through programs – behavioral consultation, Club 21 Social, community case management, early childhood education, in home support, psychiatry services, residential and shared living, and other types of support.	2,500	5,000	5,000	5,000	5,000	5,000
1000-44432-49422-400-0 Youth Alternatives		1,500	0	0	0	0	0
1000-44432-49428-400-0 Center for African Herit.		500	0	0	0	0	0
<b>Total Expenses</b>		<u>148,834</u>	<u>132,334</u>	<u>129,524</u>	<u>133,564</u>	<u>124,913</u>	<u>124,913</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Community Services</b>							
1000-45100-41100-500-0 Salaries - Regular FT/PT	Includes Director, funding for 100% Deputy Director, Secretary, and 50% Office Coordinator.	282,005	154,332	169,407	189,606	176,481	176,481
1000-45100-41110-500-0 Salaries - Elec/Boards	Chair 12 x \$15 (\$180), 7 members 12 x \$12 (\$1,008)	1,188	1,188	0	1,188	1,188	1,188
1000-45100-41300-500-0 Salaries - Overtime		500	0	0	0	0	0
1000-45100-42960-500-0 Unused Comp Absences	Contractual buyout of sick and vacation time	1,500	0	0	0	0	0
1000-45100-42963-500-0 Uniforms	Rain suits and gloves for seasonal personnel - moved to Fields budget	500	250	230	0	0	0
1000-45100-42964-500-0 Medical Exams/Physicals	Hepatitis B shots	450	450	0	450	450	450
1000-45100-43413-500-0 TechConsult - Maint	Service Contracts for pool - moved to Pool budget	3,500	3,500	205	0	0	0
1000-45100-43420-500-0 Printing Services	3 brochures printed annually	6,000	6,000	5,122	6,000	6,000	6,000
1000-45100-44310-500-0 Repairs/Maint (NonCap)	Minor Building and Equipment repairs	5,000	5,000	883	5,000	5,000	5,000
1000-45100-44316-500-0 Maint - Pools	Every year repairs to the filtration system and cement work is needed - moved to Pool budget	5,000	5,000	710	0	0	0
1000-45100-44430-500-0 Equipment Rental		750	0	0	0	0	0
1000-45100-45410-500-0 Marketing		20,000	0	0	0	0	0
1000-45100-45810-500-0 Dues & Memberships	SMART 3 x \$25 (\$75), NRPA (\$215), ME Rec & Parks Assoc 5 x \$25 (\$125)	600	500	407	600	600	600
1000-45100-45820-500-0 Training	Annual training for Certified Pool Operators renewal	0	600	510	600	600	600
1000-45100-46100-500-0 General Supplies	Includes Office Supplies (\$500), and program supplies such as balls, nets, pool equipment, first aid supplies, plaques, sunscreen, awards, kickboards, etc	7,500	7,500	7,349	7,500	7,500	7,500
1000-45100-46144-500-0 Chemical Supplies	Supplies for pool maintenance - moved to Pool budget	15,000	0	0	0	0	0
1000-45100-46145-500-0 Landscaping/Agri Supplies	Costs to maintain City Fields - moved to Fields budget	21,616	0	1,680	0	0	0
1000-45100-46190-500-0 Postage	Postage for the office and 3 brochure mailings	300	200	136	2,200	2,200	2,200
1000-45100-46260-500-0 Fuel, Gas	Gasoline, Oil for oil changes for vehicles and equipment - moved to Fields budget	5,000	0	0	0	0	0
1000-45100-46261-500-0 Fuel, Diesel	Fuel for mowing equipment - moved to Fields budget	3,000	0	0	0	0	0
1000-45100-46610-500-0 Auto Parts	Tires, windshield repair, auto body - moved to Fields budget	800	0	0	0	0	0
1000-45100-47440-500-0 Small Equipment	Maintenance of 4 Tractors and 3 mowers - moved to fields budget	8,200	0	0	0	0	0
1000-45100-49110-500-0 Transfer to Special Revenue Fund	To transfer City Field Maintenance costs to fund 2390 - to include the Sports Field Manager, 4 part time staff, Equipment Rental, Landscaping & Agricultural Supplies, Gas, Diesel, Auto parts & Small Equipment - additional \$35k match from PY fund balance.	0	86,854	86,854	89,031	35,000	35,000
1000-45100-49411-500-0 Park Band Concerts	Through the summer months we book a band every Wednesday evening for 8 weeks	5,050	2,500	2,540	2,500	2,500	2,500



**City of Westbrook  
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Total Expenses

<u>FY12 Budget</u>	<u>FY13 Budget</u>	<u>YTD Expense</u>	<u>FY14 Dept Requested</u>	<u>Mayor Request</u>	<u>Council Approved</u>
<u>393,459</u>	<u>273,874</u>	<u>276,033</u>	<u>304,675</u>	<u>237,519</u>	<u>237,519</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
Fred C. Wescott Building							
1000-45199-43413-600-0 TechConsult - Maint	Moved to Building and Plant	49,031	0	0	0	0	0
1000-45199-44310-600-0 Repairs/Maint (NonCap)	Minor building repairs	8,370	8,800	2,098	20,000	18,000	18,000
1000-45199-44430-600-0 Equipment Rental	Snow Plowing	5,000	5,000	0	5,000	5,000	5,000
1000-45199-46210-600-0 Natural Gas		43,000	40,000	81,469	47,500	47,500	47,500
1000-45199-46220-600-0 Electricity		50,000	42,500	55,772	30,000	30,000	30,000
1000-45199-46250-600-0 Water & Sewer		<u>8,500</u>	<u>8,925</u>	<u>17,176</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
 Total Expenses		 <u>163,901</u>	 <u>105,225</u>	 <u>156,515</u>	 <u>113,000</u>	 <u>111,000</u>	 <u>111,000</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Library Administration</b>							
1000-45510-41100-500-0 Salaries - Regular FT/PT	Salaries for 4 full time and 1 part time union positions; Director and Deputy Director non-union.	410,775	315,462	300,473	336,224	328,536	328,536
1000-45510-41110-500-0 Salaries - Elec/Boards	Board of Regents - 12 meetings annually. Chair \$15/mtg, 4 members \$12/mtg	756	756	486	756	756	756
1000-45510-41200-500-0 Salaries -Temporary Employees	Salaries for 8 part time non-union per diem positions and substitutes	0	54,642	59,840	54,642	54,642	54,642
1000-45510-43413-500-0 TechConsult - Maint	MINERVA Delivery System and settle up (\$4700), 3M De-magnetizer Contract (\$729), Connectivity Point Contract (\$688), 3M gates contract (\$1,577), 3M self-service checkout (\$3814), New England Micrographics (\$250), Axis 360 (\$2,000)	11,527	18,324	6,469	13,759	13,759	13,759
1000-45510-43420-500-0 Printing Services	Brochures, flyers, etc.	1,100	0	0	0	0	0
1000-45510-44310-500-0 Repairs/Maint (NonCap)	Misc small equipment and repair for equipment	500	0	0	0	0	0
1000-45510-44317-500-0 Building Security	Security camera equipment and cabling upgrade (\$18,668)	4,300	0	0	0	0	0
1000-45510-45800-500-0 Travel	Mileage reimbursement for trips to City Hall and minimal 24 mandatory state meetings (\$3,000)	2,500	2,500	1,618	3,000	2,500	2,500
1000-45510-45810-500-0 Dues & Memberships	Ruth's Reusable Resources (\$500)	500	500	500	500	500	500
1000-45510-45820-500-0 Training	Personal Professional Development and other misc training.	1,150	1,200	668	1,500	1,500	1,500
1000-45510-46100-500-0 General Supplies	Office, cataloging, processing and first-aid supplies, headphones, etc. (\$12,000)	11,664	14,164	8,273	12,443	12,000	12,000
1000-45510-46147-500-0 Books and Materials	Children's print books (\$10,000); Adult print books(\$12000); Children's ebooks (\$2500) and Adult ebooks (\$5000)	21,956	31,390	21,843	29,500	28,500	28,500
1000-45510-46148-500-0 Audio Visual	Kids movies: (\$4,000), Adult movies (\$6,000) Adult Audiobooks (\$4,000), Kids audiobooks (\$2,000)	14,306	14,945	14,727	16,000	16,000	16,000
1000-45510-46149-500-0 Childrens Program Supplies	Family Place Library supplies (\$1,000), Summer Reading (\$1,500), other (\$500)	2,500	3,000	1,527	3,000	3,000	3,000
1000-45510-46150-500-0 Adult Program Supplies	Program honorariums, supplies, and refreshments; book discussion groups; Adult Summer Reading Program	800	1,300	1,274	1,300	1,300	1,300
1000-45510-46190-500-0 Postage	Mailing ILL envelopes directly from the Library via USPS	250	250	97	150	150	150
1000-45510-46520-500-0 Subscriptions	Print magazines (\$3,500), On-line subscriptions (\$1,500) Overdrive download and e-Books and audiobook (\$1,200), Bookpages (\$540) and newspapers(\$1000)	9,125	6,800	6,415	7,740	7,740	7,740
1000-45510-47610-500-0 Hardware, New	Misc technology equipment and repair for use by patrons: (\$2700), 8 desktops @ 794 each (\$6,352)	875	4,120	4,120	9,601	4,234	4,234



**City of Westbrook  
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Total Expenses

<u>FY12 Budget</u>	<u>FY13 Budget</u>	<u>YTD Expense</u>	<u>FY14 Dept Requested</u>	<u>Mayor Request</u>	<u>Council Approved</u>
<u>494,584</u>	<u>469,353</u>	<u>428,330</u>	<u>490,115</u>	<u>475,117</u>	<u>475,117</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Library Building</b>							
1000-45599-46210-600-0 Natural Gas		9,500	10,000	12,971	12,000	12,000	12,000
1000-45599-46220-600-0 Electricity		16,500	19,000	16,600	17,000	17,000	17,000
1000-45599-46240-600-0 Oil		12,000	0	437	0	0	0
1000-45599-46250-600-0 Water & Sewer		<u>2,027</u>	<u>2,130</u>	<u>1,748</u>	<u>2,250</u>	<u>2,250</u>	<u>2,250</u>
Total Expenses		<u>40,027</u>	<u>31,130</u>	<u>31,756</u>	<u>31,250</u>	<u>31,250</u>	<u>31,250</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
<b>Memberships</b>							
1000-45900-48996-500-0 ADA Paratransit		55,208	50,403	50,403	47,519	47,519	47,519
1000-45900-48997-500-0 Greater Portland Transit District		374,944	392,016	392,016	404,731	404,731	404,731
1000-45900-49412-500-0 Wstbrook Historical Society		9,983	7,500	7,530	7,500	7,500	7,500
1000-45900-49413-500-0 Animal Refuge League		17,361	20,119	20,118	20,118	20,118	20,118
1000-45900-49414-500-0 Wstbrook Community Band		4,500	4,800	4,800	4,800	4,800	4,800
1000-45900-49415-500-0 Council of Governments		16,142	17,494	17,494	17,494	17,494	17,494
1000-45900-49423-500-0 PACTS		0	0	2,478	0	0	0
1000-45900-49424-500-0 Veterans Memorial Assoc		2,580	1,000	1,414	1,000	1,000	1,000
1000-45900-49425-500-0 ME Municipal Assoc		19,000	19,199	19,577	20,159	19,773	19,773
1000-45900-49426-500-0 Greater Portland Chamber		300	0	295	0	0	0
<b>Total Expenses</b>		<u>500,018</u>	<u>512,531</u>	<u>516,125</u>	<u>523,321</u>	<u>522,935</u>	<u>522,935</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
Debt Service - Principal							
1000-47100-43413-700-0 TechConsult - Maint		1,000	1,000	200	250	250	250
1000-47100-49700-700-0 Debt Service -Interest		882,523	808,254	786,845	505,014	505,014	505,014
1000-47100-49800-700-0 Debt Service		1,445,043	1,454,987	1,507,003	1,718,517	1,718,517	1,718,517
1000-47100-49810-700-0 New Issue P&I		0	30,000	0	0	0	0
1000-47100-49820-700-0 Refinance Cost Savings		<u>0</u>	<u>(60,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 Total Expenses		 <u>2,328,566</u>	 <u>2,234,241</u>	 <u>2,294,048</u>	 <u>2,223,781</u>	 <u>2,223,781</u>	 <u>2,223,781</u>



**City of Westbrook  
General Fund  
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Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
Payments to Other Governments							
1000-48999-48999-000-0 Payments to Other Governments		1,032,296	1,078,010	1,078,010	1,140,567	1,140,567	1,140,567
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses		1,032,296	1,078,010	1,078,010	1,140,567	1,140,567	1,140,567
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
Transfers to Other Funds							
1000-49101-49101-000-0 Trans to Reserves		12,000	12,000	12,000	12,000	12,000	12,000
1000-49101-49120-000-0 Trans to TIFs		3,764,662	3,870,073	3,770,773	3,772,781	3,772,781	3,772,781
1000-49101-49130-000-0 Transfer to Capital Project Funds		0	0	1,260,000	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses		<u>3,776,662</u>	<u>3,882,073</u>	<u>5,042,773</u>	<u>3,784,781</u>	<u>3,784,781</u>	<u>3,784,781</u>



## City of Westbrook General Fund Budget Comparison Report

Financial Report	Notes	FY12 Budget	FY13 Budget	YTD Expense	FY14 Dept Requested	Mayor Request	Council Approved
Transfers to Component Units							
1000-49200-49111-000-0 Trans to SD	Total shows proposed funding for FY2014 WSD budget local portion only	<u>16,316,964</u>	<u>16,504,784</u>	<u>16,687,185</u>	<u>16,504,784</u>	<u>17,822,838</u>	<u>16,504,785</u>
Total Transfers		<u>16,316,964</u>	<u>16,504,784</u>	<u>16,687,185</u>	<u>16,504,784</u>	<u>17,822,838</u>	<u>16,504,785</u>
Total General Fund Expenditures		<u>40,632,879</u>	<u>40,717,471</u>	<u>42,157,334</u>	<u>41,286,811</u>	<u>42,094,699</u>	<u>40,775,336</u>
Net To Be Raised		<u><u>31,614,259</u></u>	<u><u>31,304,999</u></u>	<u><u>32,035,542</u></u>	<u><u>31,720,336</u></u>	<u><u>32,519,224</u></u>	<u><u>31,199,861</u></u>