

City of Westbrook

July 1, 2019 – June 30, 2020

Municipal Budget



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Tab 1

Mayor Letter/Tax Rate



City of Westbrook, Maine

Michael J. Sanphy
Mayor
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Westbrook, Maine 04092
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Jerre R. Bryant
City Administrator
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March 18, 2019

To: Westbrook City Council
From: Mayor Michael J. Sanphy
Re: FY 2019-20 Budget

I am pleased to present the FY 2019-20 municipal budget to the City Council for your consideration. This budget proposal strikes an appropriate balance between addressing the growing needs of a robust city and our fiscal responsibility to the Westbrook property tax payers. With that said, I have serious concerns regarding the accompanying, far more aggressive spending plan for the school department. While I have the utmost respect for Superintendent Lancia and the Westbrook School Committee, I do not feel their budget proposal is sustainable for our community. That proposal is currently under review by their Finance Committee and I strongly encourage them to develop a more balanced financial plan to meet the needs of our education system while being manageable for our property tax payers.

At my direction, the City Administrator has worked with the municipal departments to present a plan that is responsive to the changing needs of our community, is fiscally responsible to the City's taxpayers and is compassionate to the neediest of our seniors, many of whom are struggling to remain in their homes. **Responsive:** The proposed municipal budget funds three needed positions in our Police Department to better enable them to adequately and safely protect and serve our growing, and increasingly diversified community. **Fiscally Responsible:** This budget, and the accompanying 2-year Capital Improvement Program, properly funds the capital needs of our city, including infrastructure, buildings and equipment, through a \$10 million CIP that utilizes a myriad of available financial resources and continues to lower our annual debt service costs by \$351,399 in this year's operating budget. **Compassionate:** I am pleased to announce that this budget proposal includes the adoption and funding for a Property Tax Assistance Program for Seniors which is modeled after programs in place in neighboring communities and doubles the assistance provided by the Maine Property Tax Fairness Credit program.

The **Municipal Budget** proposes increased spending of \$842,469 (2.9%), which is partially funded through increased revenues of \$624,970 (4.7%) for a net increase in tax needs of \$217,426 (1.4%). Based on current city-wide property valuations, this would yield a \$0.12 increase in the property tax rate. The **School Budget** proposes increased spending of \$2,656,880 (6.9%), which is partially funded through increased revenues of \$668,295 (3.7%) for a net increase in tax needs of \$1,988,585 (9.7%). Based on current city-wide property valuations, this

would yield a \$1.06 increase in the property tax rate. The **Cumberland County Tax Bill** is \$1,469,796 which is up \$67,619 (4.8%). This yields a \$0.03 increase in the property tax rate. Cumulatively, these budget proposals would increase the amount to be raised through property taxes by \$2,273,630 (6%) and would call for an estimated \$1.21 (6%) increase on the property tax rate.

The School Budget is currently before the School's Finance Committee, will be presented to the full School Committee on Wednesday, April 3rd. Following School Committee approval, the School Budget will be presented to the City Council on Thursday, April 11th and will be voted on by the City Council at two readings, May 6th and May 13th. Following final City Council action, the budget will be placed before the voters in referendum on Tuesday, June 11th.

The City Budget will be reviewed by the City Council's Finance Committee on Saturday, March 30th, Monday, April 8th and Thursday, April 11th, and will be voted on by the City Council at two readings, May 6th and May 13th.

Full budget review schedules for both the School and City Budgets are available and will be posted on the City and School web sites and on the CATV bulletin board. You are strongly encouraged to view, attend and participate in these budget review and approval processes.

Thank you.

Sincerely,

Michael J. Sanphy, Mayor

**City of Westbrook
Net Taxes to be Raised
Budget FY20**

	<u>FY2019</u>	<u>FY2020</u>	<u>Change</u>		
City (Proposed)	28,744,527	29,586,996	842,469	2.93%	Increase
City Revenues	13,061,213	13,686,183	624,970	4.78%	Increase
Overlay	73	0	73	0.00%	
City Tax needs	15,683,387	15,900,813	217,426	1.39%	Increase
School (Proposed)	38,626,382	41,283,262	2,656,880	6.88%	Increase
School Revenue	18,173,803	18,842,098	668,295	3.68%	Increase
School Tax Needs	20,452,579	22,441,164	1,988,585	9.72%	
County Tax needs	1,402,177	1,469,796	67,619	4.82%	Increase
Total Tax Needs	37,538,143	39,811,773	2,273,630	6.06%	Increase
Budgeted Valuation	1,881,611,200	1,881,611,200	0	0.00%	
Tax Rate	\$19.95 \$19.95/1,000	\$21.16 \$21.16 /1,000	\$1.21	6.06%	
City	\$8.33	\$8.45	\$0.12	1.39%	Increase
School	\$10.87	\$11.93	\$1.06	9.72%	Increase
County	\$0.75	\$0.78	\$0.03	3.48%	Increase
Total	\$19.95	\$21.16	\$1.21	6.06%	

Tab 2

Revenues

City of Lombrook
FY20 Budget - Revenues

ACCOUNTS FOR:
General Fund

	FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10001000 41300 PILOT	69,699	52,719	-	48,962	48,962	-7.1%
10001000 41400 Franchise Fees	238,652	246,843	-	238,600	238,600	-3.3%
10001000 41900 Interest/Penalties on Tax	175,300	90,000	46,281	90,000	90,000	0.0%
10001000 43100 Grants- FEMA	54,843	-	-	-	-	0.0%
10001000 43500 State Shared Revenue	932,991	971,740	498,199	971,740	1,199,010	23.4%
10001000 43522 State Shared - BETE	1,487,202	1,735,242	1,735,162	1,735,242	1,735,242	0.0%
10001000 43523 Homestead Reimbursement	696,362	918,540	703,612	918,540	918,540	0.0%
10001000 43525 State Tree Growth	16,608	16,500	16,104	16,100	16,100	-2.4%
10001000 43526 State Veterans Reimbursement	18,202	16,000	-	18,000	18,000	12.5%
10001000 46000 Investment Earnings	260,812	60,000	198,867	75,000	155,000	158.3%
10001000 46200 Rental Revenues	86,468	78,871	66,707	35,600	35,600	-54.9%
10001000 49000 Other Financing Sources	375,000	375,000	-	1,180,053	1,190,053	217.3%
10001310 49000 Other Financing Sources (School)	10,000	20,467	9,884	-	-	-100.0%
10001330 49000 Other Financing Sources (School)	-	-	-	20,524	20,524	0.0%
10001330 49102 Transfer from TIFs	-	-	-	-	34,000	0.0%
10001400 44120 Misc. Revenue	1,427	500	520	1,200	1,200	140.0%
10001400 44122 Business Licenses	56,711	33,500	5,732	55,000	55,000	64.2%

City of Westbrook
FY20 Budget - Revenues

ACCOUNTS FOR:
General Fund

	FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10001400 44123 Dog Licenses	1,199	2,100	580	1,200	1,200	-42.9%
10001400 44124 Vital Records	23,514	23,000	15,408	23,000	23,000	0.0%
10001510 42220 Excise Taxes - Vehicles	3,716,952	3,400,000	1,832,536	3,600,000	3,700,000	8.8%
10001510 42221 Excise Taxes - Boats	9,396	8,000	1,396	9,000	9,000	12.5%
10001510 44110 Registration Fees	51,937	45,000	24,334	50,000	50,000	11.1%
10001510 44199 Misc. Finance Fees	5,312	15,000	1,602	5,000	5,000	-66.7%
10001550 49000 Other Financing (School)	97,376	-	-	-	-	0.0%
10001555 43100 Reimbursement Grants G1701 SAFER	52,851	97,558	6,652	73,990	73,990	-24.2%
10001555 43100 Reimbursement Grants G1702 COPS	16,106	17,367	5,648	3,235	3,235	-81.4%
10001555 44060 Reimbursement Other Funding	40,766	20,000	36,950	-	-	-100.0%
10001555 46000 Investment Earnings MEPERS	147,853	925,301	110,651	220,000	230,000	-75.1%
10001555 49000 Other Financing (School)	-	-	-	46,081	46,081	0.0%
10001810 42100 Zoning Permits	500	2,000	500	2,000	2,000	0.0%
10001810 42101 Building Permits	326,107	332,000	103,688	325,000	325,000	-2.1%
10001810 42102 Excavator License	8,500	5,000	3,500	5,000	5,000	0.0%
10001810 42110 Plumbing	74,090	50,000	30,526	50,000	50,000	0.0%
10001810 44599 Misc. Planning Fees	41,829	35,000	66,031	35,000	35,000	0.0%

City of Westbrook
FY20 Budget - Revenues

ACCOUNTS FOR:
General Fund

	FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10001810 44895 Inspection Fees	370,697	100,000	15,960	75,000	75,000	-25.0%
10001810 44899 Misc. PECE Fees	4,690	5,000	4,713	5,000	5,000	0.0%
10002110 43100 Grants G1702 COPS	24,539	28,657	7,410	5,338	5,338	-81.4%
10002110 44230 Police Tickets	758	5,500	2,100	5,000	5,000	-9.1%
10002110 44231 Misc. Police fees	26,704	11,000	23,792	12,000	12,000	9.1%
10002110 44232 Police Court Time	10,571	7,500	5,211	7,500	7,500	0.0%
10002110 49000 Other Financing Sources	78,253	82,041	32,402	60,580	60,580	-26.2%
10002150 46400 Contributions	356		-	-	-	0.0%
10002210 43100 Grant G1701 SAFER	149,743	252,746	16,688	178,480	178,480	-29.4%
10002210 44231 Misc. Fire Fees	4,602	13,000	10,523	7,000	7,000	-46.2%
10002210 44245 Ambulance Billing	878,536	840,000	413,810	850,000	850,000	1.2%
10002210 44246 ALS Intercept Fees	-	-	-	-	-	0.0%
10002210 49000 Other Financing Sources	45	-	-	-	-	0.0%
10003100 43527 DOT Allocation	192,151	192,000	190,295	192,000	192,000	0.0%
10003100 44313 Surplus Metal Fees	2,351	-	932	-	-	0.0%
10003100 49000 Other Financing Sources	-	20,671	-	-	-	-100.0%
10003110 41901 Misc Revenues	6,771	-	400			0.0%

**City of Westbrook
FY20 Budget - Revenues**

**ACCOUNTS FOR:
General Fund**

	FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10003110 49000 Other Financing Sources	20,000	20,000	-	20,000	20,000	0.0%
10003200 44311 Bulky Disposal Tag Fee	2,485	500	1,305	1,250	1,250	150.0%
10003200 44312 Recycling Revenue	5,670	5,000	3,625	3,500	3,500	-30.0%
10003250 44810 Sewer Connection Fee	10,250	7,500	3,250	7,500	7,500	0.0%
10003400 44310 Cemetery Fees	49,280	45,000	27,090	45,000	45,000	0.0%
10003500 46200 Rental Revenues	13,400	10,000	1,850	10,000	10,000	0.0%
10003500 49199 Transfer from Schools	125,000	125,000	-	125,000	125,000	0.0%
10004431 43528 State Welfare Reimbursements	263,010	350,000	101,136	341,250	334,250	-4.5%
10005100 46200 Rental Revenue for WCC	-	-	-	60,260	52,748	0.0%
10005510 44600 Misc. Library Fees	11,200	10,000	4,955	10,000	10,000	0.0%
10007100 49206 Proceeds from Premium Bonds	2,152,617		-	-	-	0.0%
10009200 49102 Trans from TIFs	644,725	1,336,850	1,087,637	1,364,700	1,364,700	2.1%
TOTAL General Fund	14,142,969	13,061,213	7,476,151	13,239,425	13,686,183	4.78%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001000 Gen Fund Rev					
10001000 40100 - Property Tax Revenue - Real					.00
					Need to update when Final
10001000 40101 - Overlay					.00
10001000 40120 - Property Tax Revenue - Persona					.00
					Need to update when Final
10001000 41300 - PILOT					-48,962.00
					PILOT is paid by Westbrook Housing Authority for three properties which are exempt. The funds are received in February. The amount is lower than FY18 due to Riverview Terr. and Larrabee Woods are paying RE Taxes instead of a PILOT.
					Old High School \$8,962 Malcolm Noyes Building \$20,000 Millbrook Estates \$20,000
10001000 41400 - Franchise Fees					-238,600.00
					Franchise Fees are paid by Charter Communications and not paid till April 2019. Keep estimate at same level as FY18.
10001000 41900 - Interest/Penalties on Tax					-90,000.00
					Through November, Interest/Penalties are down 20.4%. Keep funding level the same as FY19 Budget.
10001000 43100 - Grants - Federal Government					.00
10001000 43500 - State Shared Revenue					-1,199,010.00
					State Posted FY20 Projected Municipal Revenue Sharing at the 5% level of \$2,398,021. Expect the State to pay out 2.5% or half of the \$2,398,021 or \$1,199,010.



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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001000 43522 - State Shared - BETE				-1,735,242.00	
			Budget FY19 level.		
10001000 43523 - Homestead Reimb				-918,540.00	
			Budget FY19 level.		
10001000 43525 - State Tree Growth				-16,100.00	
			Based on FY19 of actual revenues. Receive funds in October from the State.		
10001000 43526 - State Veterans Reimb				-18,000.00	
			State of Maine Veterans Reimbursement for last year was \$18,202. Budget at FY18 levels at \$18,000.		
10001000 46000 - Investment Earnings				-155,000.00	
			Budget at a conservative number of \$75,000.		
			Mayor Adjustment \$80,000.		
10001000 46200 - Rental Revenues				-35,600.00	
			Litchfield Tower Rental of \$35,600. Monthly Rental \$2,275 and annual \$8,300.		
			All other rental income related to the WCC was move to account number 10005100-46200.		
10001000 49000 - Other Financing Sources				-1,190,053.00	
			Use of Fund Balance - Annual Amount of \$375,000		
			Use of Restricted Fund Balance for Premium for Bond Interest \$7,053.		
			Use of MEPERS Employee Retirement Reserve \$808,000		
10001000 49202 - Proceeds from GOB					.00
TOTAL Gen Fund Rev				-5,645,107.00	
10001310 Mayor's Office					
10001310 49000 - Other Financing Sources					.00

In FY19 the TV Coordinator position was in the Mayor's Budget. In FY20, the position is in the Econ Dev. Therefore the revenue is moved to 10001330-49000 for the School's portion of the TV Coordinator position.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001555 43100 - G1702 Grants - Federal Government					-3,235.00
	COPS Grant - (EE #8086) Health, Dental, MPERS1C and Medicare July 1 to August 31, 2019 \$4,828 @ 67% \$3,235				
10001555 44060 - Reimbursements - Other Funding					.00
	Benefits for Detail work for police officers				
10001555 46000 - Investment Earnings					-230,000.00
	Estimate \$230,000 in investment income from the MEPERS Fund.				
10001555 49000 - Other Financing Sources					-46,081.00
	School Dept. Charges for Benefits				
	Sch. Resource Officers 50% \$32,049 TV Coordinator 50% \$14,032				
TOTAL Employee Benefits					-353,306.00
10001810 Planning & Code Enforcement					
10001810 42100 - Zoning Permits					-2,000.00
	Misc. Zoning Revenue - ZBA				
10001810 42101 - Building Permits					-325,000.00
10001810 42102 - Excavator License					-5,000.00
10001810 42110 - Plumbing, Electrical, Heating					-50,000.00
10001810 44599 - Misc Planning Fees					-35,000.00
10001810 44895 - Inspection Fees					-75,000.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001810 44899 - Misc PECE Fees					-5,000.00
TOTAL Planning & Code Enforcement					-497,000.00
10002110 Police					
<hr/>					
10002110 43100 - G1702 Grants - Federal Government					-5,338.00
	COPS grant (3 year period 2017-2019) Officer (EE #8086) 33% City funded - 67% of base wages and benefits reimbursed by the Grant. The Grant ends 8/31/19.				
10002110 44230 - Police Tickets					-5,000.00
	Parking Tickets				
10002110 44231 - Misc Police Fees					-12,000.00
	Violation fees, Accident Reports, Finger Printing Fees, False Alarms, Training and Misc.				
10002110 44232 - Police Court Time					-7,500.00
	Reimbursement for police time during court appearances. The reimbursement amount covers a small portion of the of overtime expense.				
10002110 49000 - Other Financing Sources					-60,580.00
	School Department reimbursement of 50% salaries for two School Resource Officers. EE # 2497 \$60,895 and EE # 2045 \$60,266.				
TOTAL Police					-90,418.00
10002210 Fire					
<hr/>					
10002210 43100 - G1701 Grants - Federal Government					-178,480.00
	SAFER reimbursement based on \$369,271 salaries. 4 months @ 75% \$123,090 is \$92,317 8 months @ 35% \$246,181 is \$86,163				
10002210 44231 - Misc Fire fees					-7,000.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002210 44245 - Ambulance Billing					-850,000.00
10002210 49000 - Other Financing Sources					.00
TOTAL Fire					-1,035,480.00
10003100 Public Services Admin					
10003100 43527 - DOT Allocation					-192,000.00
State reimbursement for roads based on a formula					
10003100 44313 - Surplus Metal Fees					.00
10003100 49000 - Other Financing Sources					.00
TOTAL Public Services Admin					-192,000.00
10003110 Highways & Streets					
10003110 41901 - Misc Revenues					.00
10003110 49000 - Other Financing Sources					-20,000.00
School Department charges for wages for sweeping, cleanup and disposal. Sign repair and replacement, parking lot striping, small projects, paving, tree work, school activities support, sanding, and snow removal as needed.					
TOTAL Highways & Streets					-20,000.00
10003200 Refuse & Collection					
10003200 44311 - Bulky Disposal Tag Fee					-1,250.00
Bulky disposal tag fees.					
10003200 44312 - Recycling Revenue					-3,500.00
Fees paid by developers for new toters.					



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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
TOTAL Refuse & Collection					-4,750.00
10003250 Sewer - GF					
<hr/>					
10003250 44810 - Sewer Connection Fee					-7,500.00
					Fees to hook up to City sewer \$250 each.
TOTAL Sewer - GF					-7,500.00
10003400 Cemeteries					
<hr/>					
10003400 44310 - Cemetery Fees					-45,000.00
					Sale of cemetery plots and burial revenues.
TOTAL Cemeteries					-45,000.00
10003500 Athletic Facilities & Grounds					
<hr/>					
10003500 46200 - Rental Revenues					-10,000.00
					Fees paid to rent athletic facilities.
10003500 49000 - Other Financing Sources					-125,000.00
					School Contribution towards the maintenance of the athletic fields & facilities.
10003500 49199 - Transfer from Schools					.00
					Moved to 10003500-49000.
TOTAL Athletic Facilities & Grounds					-135,000.00
10004431 General Assistance					
<hr/>					
10004431 43528 - State Welfare Reimbursements					-334,250.00
					State Reimburses 70% for expenses
					Utilities \$10,000
					Non Food Items \$16,000
					Emergency \$7,000
					Rental \$400,000
					Fuel \$2,500
					Burials \$2,000
					Food \$35,000
					Medical \$5,000
					Total \$477,500

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
TOTAL General Assistance					-334,250.00
10005100 Community Services					
<hr/>					
10005100 46200 - Rental Revenues					-52,748.00

In prior Budgets, the Rental Revenue appeared in 10001000-46200. Move it to WCC Department where it belongs.

Woodfords Family Services \$2,250 @ 12 \$27,000
Meals on Wheels \$412 @ 12 \$4,944
Global Premier Soccer \$500 @ 12 \$6,000
NEAAO \$85 @ 12 \$1,020
Peaceful Intentions \$85 @ 12 \$1,020
Westbrook Historical Soc \$5,000
Westbrook Food Pantry \$100 @12 \$1,200
School Department Annual \$6,564

TOTAL Community Services					-52,748.00
10005510 Library					
<hr/>					
10005510 44600 - Misc Library Fees					-10,000.00

Income from Misc. Library Fees (copies, fax, fines, nonresident cards)

10005510 49190 - Transfer from Trusts					.00
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TOTAL Library					-10,000.00
10009200 Transfer to TIFS					
<hr/>					
10009200 49102 - Trans from TIFs					-1,364,700.00

Assuming at 2.5% tax increase and a 88% valuation decrease on Personal Property for Calpine.

THIS IS THE LAST YEAR FOR CALPINE REVENUE.

TOTAL Transfer to TIFS					-1,364,700.00
TOTAL General Fund					-13,686,183.00

TOTAL REVENUE					-13,686,183.00
TOTAL EXPENSE					.00
GRAND TOTAL					-13,686,183.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 3

Mayor's Office

(1310)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:		FY2018	FY2019	FY2019	FY2020	FY2020	PCT
General Fund		Actuals	Budget	ACTUALS 12/31/18	Dept	Mayor	CHANGE
Mayor's Office							
10001310	51100 Salaries - Regular FT/PT	252,244	396,170	190,493	208,767	208,767	-47.3%
10001310	51110 Salaries - Elec/Boards	28,000	28,000	14,000	28,000	28,000	0.0%
10001310	51200 Salaries -Temp Employees	2,403	7,200	21	-	-	-100.0%
10001310	51500 Car Allowance	4,500	4,500	2,250	4,500	4,500	0.0%
10001310	51600 Unused Comp Absences	13,330	4,850	-	4,850	4,850	0.0%
10001310	53300 Professional EE Training & Travel	7,099	6,500	4,998	1,500	1,500	-76.9%
10001310	53410 Consultants	1,560	5,000	4,379	5,000	5,000	0.0%
10001310	55400 Marketing	22,358	40,220	6,224	-	-	-100.0%
10001310	55500 Printing Services	907	500	207	250	250	-50.0%
10001310	56000 General Supplies	3,027	5,000	1,009	6,000	6,000	20.0%
10001310	56010 Meeting Expense	885	2,500	174	2,000	2,000	-20.0%
10001310	58100 Dues & Memberships	77,716	74,964	59,120	83,701	84,603	12.9%
10001310	58900 Special Events	3,294	9,000	8,482	11,000	11,000	22.2%
10001310	58911 Employee Recognition	956	1,500	414	3,000	3,000	100.0%
10001310	58912 Flowers	674	750	-	750	750	0.0%
10001310	58985 Senior Prop Tax Asst. Program	-	-	-	-	50,000	0.0%
10001310	59999 Contingency	83,239	50,000	21,959	50,000	50,000	0.0%
TOTAL	Mayor's Office	502,192	636,654	313,728	409,318	460,220	-27.7%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



P 1
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001310 Mayor's Office					
<hr/>					
10001310 51100 - Salaries - Regular FT/PT					208,767.00 *
		1.00	.00		137,876.00
CITY ADMINISTRATOR (1107)					
ADMIN ASSIST/ASSIST CLERK (8143)		.50	.00		23,641.00
DIR HR / ASST CITY ADM (8190)		.50	.00		47,250.00
10001310 51110 - Salaries - Elec/Boards					28,000.00 *
CITY COUNCILOR (6428)		1.00	.00		3,000.00
CITY COUNCIL PRESIDENT (6440)		1.00	.00		3,500.00
CITY COUNCILOR (6442)		1.00	.00		3,000.00
CITY COUNCILOR (6455)		1.00	.00		3,000.00
MAYOR (6458)		1.00	.00		6,500.00
CITY COUNCILOR (6464)		1.00	.00		3,000.00
CITY COUNCILOR (8041)		1.00	.00		3,000.00
CITY COUNCILOR (8042)		1.00	.00		3,000.00
					Mayor (\$6,500), Council President (\$3,500), Councilors (\$3,000)
10001310 51200 - Salaries -Temp Employees					.00
10001310 51300 - Salaries - Overtime					.00
10001310 51500 - Car Allowance					4,500.00 *
CITY ADMINISTRATOR (1107)		.00	.00		4,500.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



P 2
bgnyrpts

PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001310 51600 - Unused Comp Absences					4,850.00
10001310 53300 - Professional EE TrainingTravel					1,500.00
	Moved to Prof EE Training/Travel (53300) Travel, hotel and food for trainings and conferences				
10001310 53410 - Consultants					5,000.00
	As an example, Property value appraisals.				
10001310 55400 - Marketing					.00
	Moved to Econ Dev. Budget				
10001310 55500 - Printing Services					250.00
10001310 55800 - Travel					.00
	Moved to Prof EE Training/Travel (53300)				
10001310 56000 - General Supplies					6,000.00
	General supplies for Mayor's Office and City Council. New additions include: City Hall kitchen funds (moved from Buildings - City Hall); iPads for elected officials based upon November 2019 races (Mayor, Councilors At-Large, W1, W2, W5, previously paid out of Contingency); repairs to existing iPads; awards and gifts (plaques, badges, keys to the City); jackets for Mayor & Councilors				
10001310 56010 - Meeting Expense					2,000.00
	Food and beverages for various City meetings.				
10001310 58100 - Dues & Memberships					84,603.00 *
	Maine Municipal Association	1.00	18,251.00		18,251.00
	Animal Refuge League of Greater Portland	1.00	22,800.00		22,800.00
	Westbrook Historical Society	1.00	7,500.00		7,500.00
	Westbrook City Band	1.00	4,800.00		4,800.00
	Greater Portland Council of Governments (GPCOG)	1.00	28,000.00		28,000.00
	Visit Portland	1.00	600.00		600.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
		1.00	500.00		500.00
	ASCAP License (Broadcast Music)	1.00	350.00		350.00
	Portland Regional Chamber of Commerce	1.00	120.00		120.00
	MaineToday Media	1.00	30.00		30.00
	Maine Townsman Magazine	1.00	750.00		750.00
	Maine Development Foundation	1.00	752.00		752.00
	International City/County Management Association snf	1.00	150.00		150.00
	Maine Town City/County Management Association. snf				
10001310 58900 - Special Events					11,000.00
	City-sponsored events and expenses incurred from other events held in Westbrook. Funding for events that City wishes to pay Public Safety and Public Services Events				
	Also includes scholarship for City Council student representatives (\$500 per year served), paid upon graduation.				
10001310 58911 - Employee Recognition					3,000.00
	City Hall monthly birthday celebrations; plaques and awards; gift certificates for Employee of the Quarter and Employee of the Year				
10001310 58912 - Flowers					750.00
10001310 58985 - Senior Property Tax Asst. Prog					50,000.00
	Mayor Adjustment				
	New Senior Property Tax Relief Program.				
	The summary of Program Requirements:				
	Age 70				
	Homestead Abatement				
	10 year Westbrook Resident				
	Income limit of \$30,000				
	Match State Property Tax Fairness Act up to \$500				
	Program is good for Renters and Property Owners				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001310 59220 - Trans to Special Revenue					.00
10001310 59650 - Memberships					.00
10001310 59999 - Contingency				50,000.00	
TOTAL Mayor's Office				460,220.00	
TOTAL General Fund				460,220.00	
TOTAL REVENUE					.00
TOTAL EXPENSE				460,220.00	
GRAND TOTAL				460,220.00	

** END OF REPORT - Generated by Suzanne Knight **

Tab 4

**Legal & Risk Management
(1320)**

**City of Wrook
FY20 Budget - Expenses**

**ACCOUNTS FOR:
General Fund**

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Legal and Risk Management							
10001320	52700 Workers Compensation	438,662	480,000	295,954	460,000	460,000	-4.2%
10001320	53450 Legal Services	144,729	160,000	74,805	160,000	160,000	0.0%
10001320	55200 General Liability	289,691	298,928	311,096	316,820	316,820	6.0%
10001320	55201 Insurance Deductible	5,901	50,000	1,706	50,000	50,000	0.0%
TOTAL	Legal and Risk Management	878,982	988,928	683,561	986,820	986,820	-0.2%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
10001320 Legal and Risk Management				
10001320 52700 - Workers Compensation				460,000.00
		Use FY19 Budget Level.		
10001320 53450 - Legal Services				160,000.00
		Maintain the current budget level.		
10001320 55200 - General Liability				316,820.00
		General Liability \$38,938		
		Public Officials Liability \$9,438		
		Employment Pract. \$\$41,927		
		Law Enforcement Liability \$31,415		
		Business Auto \$82,220		
		Property \$104,726		
		Plus a 2% buffer \$6,176		
		Two Public Off Bonds - SK & DL \$1,980		
10001320 55201 - Insurance Deductible				50,000.00
10001320 58900 - Miscellaneous Expenditures				.00
TOTAL Legal and Risk Management				986,820.00
		TOTAL REVENUE		.00
		TOTAL EXPENSE		986,820.00
		GRAND TOTAL		986,820.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 5

**Economic Development
(1330)**

City of  Westbrook
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Economic Development							
10001330	51100 Salaries - Regular FT/PT				206,788	206,788	0.0%
10001330	51200 Salaries -Temp Employees				12,360	10,000	0.0%
10001330	51300 OT				1,800	1,800	0.0%
10001330	53300 Professional EE Training & Travel				14,500	10,500	0.0%
10001330	53410 Consultants				15,000	10,000	0.0%
10001330	55400 Marketing				52,000	45,000	0.0%
10001330	55500 Printing Services				1,000	1,000	0.0%
10001330	56000 General Supplies				3,000	1,500	0.0%
10001330	56010 Meeting Expense				1,500	1,500	0.0%
10001330	56600 Channel 2 Supplies	11,221	14,667	954	14,000	14,000	-4.5%
10001330	58100 Dues & Memberships				2,075	2,175	0.0%
10001330	58900 Special Events				2,500	1,000	0.0%
TOTAL	Economic Development	11,221	14,667	954	326,523	305,263	0.0%

Combined Mayor & Econ and Dev for Comparison Purpose Only

ACCOUNTS FOR:		FY2018	FY2019	FY2020	FY2020	FY2020	PCT
General Fund		Actuals	Budget	Mayor	E & D	Total	CHANGE
Mayor's and Econ & Dev Office							
10001310	51100 Salaries - Regular FT/PT	252,244	396,170	208,767	206,788	415,555	4.9%
10001310	51110 Salaries - Elec/Boards	28,000	28,000	28,000	-	28,000	0.0%
10001310	51200 Salaries -Temp Employees	2,403	7,200	-	10,000	10,000	38.9%
10001310	51300 OT	-	-	-	1,800	1,800	0.0%
10001310	51500 Car Allowance	4,500	4,500	4,500	-	4,500	0.0%
10001310	51600 Unused Comp Absences	13,330	4,850	4,850	-	4,850	0.0%
10001310	53300 Training	3,761	4,500	1,500	10,500	12,000	166.7%
10001310	53410 Consultants	1,560	5,000	5,000	10,000	15,000	200.0%
10001310	55400 Marketing	22,358	40,220	-	45,000	45,000	11.9%
10001310	55500 Printing Services	907	500	250	1,000	1,250	150.0%
10001310	55800 Travel	3,338	2,000	-	-	-	-100.0%
10001310	56000 General Supplies	3,027	5,000	6,000	1,500	7,500	50.0%
10001310	56010 Meeting Expense	885	2,500	2,000	1,500	3,500	40.0%
100013	56600 Channel 2 Supplies	11,221	14,667	-	14,000	14,000	-4.5%
10001310	58100 Dues & Memberships	77,716	74,964	84,603	2,175	86,778	15.8%

10001310	58900 Special Events	3,294	9,000	11,000	1,000	12,000	33.3%
10001310	58911 Employee Recognition	956	1,500	3,000	-	3,000	100.0%
10001310	58985 Senior Prop Tax Asst. Program	-	-	50,000	-	50,000	-
10001310	58912 Flowers	674	750	750	-	750	0.0%
10001310	59999 Contingency	83,239	50,000	50,000	-	50,000	0.0%
TOTAL	Combined Mayor & Econc Dev	513,413	651,321	460,220	305,263	765,483	17.5%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001330 Economic Development					
10001330 51100 - Salaries - Regular FT/PT					206,788.00 *
COMMUNICATIONS/MEDIA MANAGER (1220)		1.00	.00		71,741.00
COMMUNITY TV COORDINATOR (1223)		1.00	.00		41,047.00
BUS DEV & COM REL DIRECTOR (8111)		1.00	.00		94,000.00
10001330 51200 - Salaries -Temp Employees					10,000.00
Per Diem TV employees for City meetings/functions 60 hours X \$16 per hour					
Interns - 15 weeks, \$15 per hour for 20 each per week (2 semesters), summer 8 weeks, \$15 per hour for 20 hours.					
Mayor Adjustment of 2,360					
10001330 51300 - Salaries - Overtime					1,800.00
Overtime for TV station Coordinator. Schedules are random and flexible with weekend work 60 hours at \$30/hr					
10001330 53300 - Professional EE TrainingTravel					10,500.00
IEDC Fall Annual Conference (DS), IEDC Spring Federal Forum (DS), Start Up & Create Week (DS), MEREDA Breakfast Series and Misc webinars, Marketing/TV Training (TR & BD) and daily media travel. Mileage for (TR & BD)					
10001330 53410 - Consultants					10,000.00
Miscellaneous Consultants for design parking and feasibility studies.					
Mayor adjustment \$5,000.					
10001330 55400 - Advertising					45,000.00
Build Maine \$1,000, MEREDA Exhibitor \$1,200, TV Campaign \$15,000, OTT \$4,000, Digital ad campaigns \$6,500, Print ads \$9,000, Grow Smart Conference Exhibitor \$600, Vimeo \$600, Adobe creative cloud \$960, Envato \$600, Canva \$160 Misc phone apps for social media \$650, digital assets \$800, Citizen engagement \$2,000, Branding/promotional items \$8,000, creative					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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bgnyrpts

PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	software		\$930.		
	Mayor adjustment		\$7,000.		
10001330 55500 - Printing Services					1,000.00
	Parking and other maps, brochures, business cards				
10001330 56000 - General Supplies					1,500.00
	Office and operating supplies for economic development, marketing and TV office furniture and printing supplies.				
	Mayor adjustment		\$1,500.		
10001330 56010 - Other Supplies					1,500.00
	Intern office space set up i.e. desk, chair file cabinet				
10001330 56600 - Channel 2 Supplies					14,000.00
	This line supports the City's portion of the purchase and maintenance of the equipment need to run local Channel 2 which broadcast local public meetings				
10001330 58100 - Dues & Fees					2,175.00
	MEREDA \$300, Maine International Trade Center \$300, IEDC \$400, Grow Smart Maine \$250, EDCM \$75, BREI \$100, Maine Development Foundation \$750				
10001330 58900 - Miscellaneous Expenditures					1,000.00
	Mayor adjustment of		\$1,500.		
TOTAL Economic Development					305,263.00
TOTAL General Fund					305,263.00
TOTAL REVENUE					.00
TOTAL EXPENSE					305,263.00
GRAND TOTAL					305,263.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 6

Public Transit

(1340)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

Public Transit

10001340 59651 Greater Portland Transit Dist

10001340 59652 RTP

TOTAL Public Transit

	FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10001340 59651 Greater Portland Transit Dist	427,663	616,175	492,955	599,449	603,956	-2.0%
10001340 59652 RTP	26,017	25,048	6,979	26,000	26,000	3.8%
TOTAL Public Transit	453,680	641,223	499,934	625,449	629,956	-1.8%

Tab 7

City Clerk & Elections

(1400-1410)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
City Clerk's Office							
10001400	51100 Salaries - Regular FT/PT	122,239	158,265	78,250	164,723	164,723	4.1%
10001400	51300 Salaries - Overtime	-	500	-	5,000	-	-100.0%
10001400	53300 Professional EE Training & Travel	4,618	8,000	4,056	4,000	4,000	-50.0%
10001400	53619 Records Management	17,597	7,200	2,058	10,320	7,200	0.0%
10001400	53712 Background / App Screening	162	-	-	-	-	0.0%
10001400	54390 Other Repairs & Maint.	60	250	-	250	250	0.0%
10001400	55500 Printing Services	652	750	327	750	750	0.0%
10001400	56000 General Supplies	393	500	426	500	500	0.0%
10001400	56098 Inauguration	-	1,000	408	2,000	2,000	100.0%
10001400	57301 Equipment	1,002	1,000	44	500	500	-50.0%
10001400	58100 Dues & Memberships	625	850	215	790	790	-7.1%
TOTAL	City Clerk's Office	147,348	178,315	85,786	188,833	180,713	1.3%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001400 City Clerk's Office					
10001400 51100 - Salaries - Regular FT/PT					164,723.00 *
CITY CLERK (1138)		1.00	.00		80,879.00
DEPUTY CITY CLERK (7928)		1.00	.00		60,203.00
ADMIN ASSIST/ASSIST CLERK (8143)		.50	.00		23,641.00
10001400 51300 - Salaries - Overtime					.00
Based upon actual cost of OT hours worked by Admin Asst/Asst Clerk at past elections (previously taken as comp time). 75 hours OT per election, 2 elections/year. Mayor Adjustment \$5,000					
10001400 53300 - Professional EE TrainingTravel					4,000.00
Cumberland County Municipal Clerks Assoc; Maine Town & City Clerks Assoc; New England Municipal Clerks Institute; Secretary of State's Elections Conference; Informed Notaries of Maine. Includes all travel, hotel and food expenses for trainings and conferences.					
10001400 53619 - Records Management					7,200.00
Records management for City and restoration/preservation of 3 vital records books. New expenses in this line include eCode 360 Annual Maintenance Fee (\$1,200) and estimated costs for continued codification of new legislation adopted by Council (\$2,000). Mayor Adjustment \$3,120.					
10001400 53712 - Backgrnd/App Screen					.00
10001400 54390 - Other Repairs & Maint.					250.00
Typewriter maintenance (required occasionally for vital records work)					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001400 55500 - Printing Services					750.00
	Licensing reminder postcards, business cards, envelopes.				
10001400 55800 - Travel					.00
	Moved to 53300 Prof EE Training & Travel				
10001400 56000 - General Supplies					500.00
10001400 56098 - Inauguration					2,000.00
	November 2019 Inauguration for Mayor, City Council (At-Large, W1, W2, W5) and School Committee (At-Large, W3, W4).				
10001400 57301 - Equipment					500.00
10001400 58100 - Dues & Memberships					790.00
	Cumberland County Municipal Clerks Assoc; Maine Town & City Clerks Assoc; Informed Notaries of Maine; New England Assoc of City & Town Clerks; International Institute of Municipal Clerks				
TOTAL City Clerk's Office					180,713.00
	TOTAL REVENUE				.00
	TOTAL EXPENSE				180,713.00
	GRAND TOTAL				180,713.00

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City of Waukegan
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Elections							
10001410	51110 Salaries - Elec/Boards	13,188	18,000	12,014	21,000	21,000	16.7%
10001410	51300 Salaries - Overtime	737	500	1,171	500	2,500	400.0%
10001410	54300 Repairs & Maintenance	300	300	-	300	300	0.0%
10001410	54400 Rent - Building	800	1,000	500	1,000	1,000	0.0%
10001410	55500 Printing Services	4,001	14,000	574	12,000	12,000	-14.3%
10001410	55800 Travel	-	200	-	200	200	0.0%
10001410	56000 General Supplies	321	500	558	500	500	0.0%
10001410	57301 Equipment	9,450	10,000	-	10,000	10,000	0.0%
10001410	58115 State Fees	745	750	745	750	750	0.0%
10001410	58900 Election Day Expense	2,236	2,000	1,553	2,500	2,500	25.0%
TOTAL	Elections	31,778	47,250	17,115	48,750	50,750	3.2%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001410 Elections					
10001410 51110 - Salaries - Elec/Boards					21,000.00
			Seasonal election staff for November 2019 & June 2020. Reflects \$12 minimum wage adjustments. Costs based upon anticipated voter turnout for elections (November 2019 - mayor, city council, school, potential State referendum; June 2020 - school budget, State primaries).		
10001410 51300 - Salaries - Overtime					2,500.00
			OT for front line staff assisting with elections. Mayor Adjustment \$2,000		
10001410 54300 - Repairs & Maintenance					300.00
10001410 54400 - Rent - Building					1,000.00
			Rental of Armory & Prides Corner Congregational Church for November 2019 & June 2020		
10001410 55500 - Printing Services					12,000.00
			Includes ballot printing, coding and ballot machine programming for two municipal elections, print supplies and voter materials. State has submitted RFP for new ballot machines - prices for printing/coding/programming may change based upon State's award of bid. Budgeted amount based upon current rates.		
10001410 55800 - Travel					200.00
10001410 56000 - General Supplies					500.00
10001410 57301 - Equipment					10,000.00
			Rental of 5 ballot machines from Election Systems & Software. Required for municipal elections due to implementation of ranked choice voting. State has submitted RFP for new ballot machines - prices for printing/coding/programming may change based upon State's award of bid. Budgeted amount based upon current rates.		

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

P 2
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10001410 58115 - State Fees

VENDOR	QUANTITY	UNIT COST	2020	Mayor
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750.00

Rental of 2 ballot machines from State (max allowed to
lease from State at reduced pricing).

10001410 58900 - Election Day Expense

2,500.00

Election day expenses, food for meetings and election
workers

TOTAL Elections

50,750.00

TOTAL REVENUE

.00

TOTAL EXPENSE

50,750.00

GRAND TOTAL

50,750.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 8

Finance

(1510)

City of Woburn
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Finance Office							
10001510	51100 Salaries - Regular FT/PT	428,046	497,473	230,739	530,577	526,257	5.8%
10001510	51300 Salaries - Overtime	865	2,500	782	2,500	2,500	0.0%
10001510	51600 Unused Comp Absences	4,098	2,000	-	3,000	2,000	0.0%
10001510	53300 Professional EE Training & Travel	6,187	11,200	1,396	13,650	12,350	10.3%
10001510	53410 Contracted Assessing Services	251,362	271,651	72,954	284,437	284,437	4.7%
10001510	53460 ProfConsult - Auditor	44,000	46,125	15,000	47,275	47,275	2.5%
10001510	53621 ProfService - Collections	1,176	1,500	1,270	2,500	2,500	66.7%
10001510	53714 Registrar Fees	8,702	11,500	6,270	11,500	11,500	0.0%
10001510	54311 Postage Service Agreement	-	1,707	911	1,820	1,820	6.6%
10001510	55310 Postage	-	27,540	12,104	27,540	25,540	-7.3%
10001510	55500 Printing Services	560	2,000	1,497	3,750	3,750	87.5%
10001510	56000 General Supplies	3,337	3,000	2,244	4,500	4,500	50.0%
10001510	56010 Meeting	552	500	473	1,000	750	50.0%
10001510	56099 Paper Supplies	-	4,000	1,229	3,300	3,300	-17.5%
10001510	57301 Equipment	-	500	-	1,945	1,945	289.0%
10001510	58100 Dues & Memberships	360	500	220	700	700	40.0%
10001510	58110 Bank Fees	8,286	8,500	3,235	9,000	8,496	0.0%

City of Waukegan
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

10001510 58900 Misc
 TOTAL Finance Office

FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
2,263	3,200	2,684	3,400	3,000	-6.3%
759,793	895,396	353,008	952,394	942,620	5.3%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001510 Finance Office					
<hr/>					
10001510 51100 - Salaries - Regular FT/PT					526,257.00 *
AP SPECIALIST (1189)		1.00	.00		51,938.00
PAYROLL SPECIALIST (1209)		1.00	.00		55,910.00
ACCOUNTING MANAGER (1213)		1.00	.00		74,420.00
FINANCE AUDITOR (6114)		1.00	.00		1,500.00
FINANCE DIRECTOR (7983)		1.00	.00		104,650.00
CUSTOMER SERVICE REP II (7992)		1.00	.00		40,700.00
AR SPECIALIST (8035)		1.00	.00		50,153.00
CUSTOMER SERVICE REP II (8141)		1.00	.00		39,998.00
TAX COLLECTOR (8182)		1.00	.00		66,990.00
Intern (College Student) 9 weeks at \$12 CSR I		360.00	12.00		4,320.00
CUSTOMER SERVICE REP II Moves to II from I		1.00	39,998.00		39,998.00
Mayor Adjustment \$4,320.		1.00	4,320.00		-4,320.00
10001510 51300 - Salaries - Overtime					2,500.00
Overtime for Frontline Staff					
10001510 51600 - Unused Comp Absences					2,000.00
Cash out of Comp and Vacation time					
Mayor Adjustment \$1,000.					
10001510 53300 - Professional EE TrainingTravel					12,350.00
Training:					
Munis Software Conference 2 @ \$950		\$1,900			
Munis Training for Taxes		\$2,000			
Harris Trio Training		\$500			
MMA Training for Tax Collector, CRS		\$600			
GFOA Training		\$750			
Various Staff Training		\$200			

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



P 2
bgnyrpts

PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	Travel:				
	GFOA NE Conference and ME meetings	FD	\$1,200		
	Munis Conference for AM and PS		\$4,000		
	Mileage for Banking Deposit		\$300		
	Mileage for Tax Collector Meetings		\$300		
	Various in State Meetings		\$600		
	Mayor Adjustment		\$1,300.		
10001510 53410	- Contracted Assessing Services				284,437.00
	Assessing Services is shared with So. Portland.				
	Assessing Cost Estimate from South Portland for FY20.				
10001510 53460	- ProfConsult - Auditor				47,275.00
	Contract Auditing Services with MacPage LLC with 2.5% increase from FY19				
10001510 53621	- ProfService - Collections				2,500.00
	Outside Collection fees for Personal Property Taxes based on time and not a percentage of collection.				
10001510 53714	- Registrar Fees				11,500.00
	Based on trending numbers				
10001510 54311	- Postage Service Agreements				1,820.00
	Postage Meter Lease \$455/qtr for \$1,820				
10001510 55310	- Postage				25,540.00
	Postage \$27,540				
	In the past this was under Buildings for City Hall at a budget of \$27,540 for FY19. It's been moved to Finance.				
	Mayor adjustment \$2,000				
10001510 55500	- Printing Services				3,750.00
	Tyler Business Forms for AP Checks \$450, Payroll Checks \$450, W2's & Envelopes \$500, 1099's & Envelopes \$500.				
	Business Cards \$150				
	Window Envelopes \$500				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	Regular Envelopes	\$400			
	Certified Mailers	\$800 (not an annual expense but low on stock)			
10001510 55800 - Travel					.00
	Moved to 53300 Prof EE Training and Travel				
10001510 56000 - General Supplies					4,500.00
	Office Supplies for all of City Hall which includes Photo Copier Paper,				
	Toner for Front Line Printers	\$500			
10001510 56010 - Meeting Expense					750.00
	Meeting Materials, food for quarterly meetings with Financial Staff members from other dept and for Treasury meetings which are held after hours. EE appreciation meals.				
	Mayor Adjustment	\$250.			
10001510 56099 - Misc Supplies					3,300.00
	Shredding Services	\$700 average per yr.			
	Paper for Copiers	\$2,600 average per yr.			
	In the past this was under Buildings for City Hall at a budget of \$4,000 for FY19. It's been moved to Finance.				
10001510 57301 - Equipment					1,945.00
	Sit/Stand Workstations	\$400			
	Replace 3 desks @	\$515 each			
10001510 58100 - Dues & Memberships					700.00
	MMTCTA Membership for Acct Mgr & Tax Collector	\$100			
	GFOA Membership for Acct Mgr & FD	\$400			
	ME GFOA Membership for Acct Mgr and FD	\$100			
	Notary Public App Fees for Treasury	\$100			

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10001510 58110 - Bank Fees

VENDOR	QUANTITY	UNIT COST	2020	Mayor
--------	----------	-----------	------	-------

8,496.00

Monthly bank fees - charges for physical deposits,
online deposits, cashed checks, etc. We have
eliminated two bank accts to save fees.

MEPERS Acct \$30 @ 12 months \$360

All Other Accts \$678 @ 12 months \$8,136

Mayor Adjustment \$504.

10001510 58900 - Misc

3,000.00

Cost of Service to Mail out Tax Bills in July for
\$2,700.

Other Cost associated with Services \$300

Mayor Adjustment \$400.

TOTAL Finance Office

942,620.00

TOTAL REVENUE

.00

TOTAL EXPENSE

942,620.00

GRAND TOTAL

942,620.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 9

Information Technology (1530)

City of Westborough
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Information Technology							
10001530	51100 Salaries - Regular FT/PT	11,000	11,000	5,500	11,000	11,000	0.0%
10001530	53520 ProfConsult - IT/Technology	153,574	188,030	65,850	175,000	175,000	-6.9%
10001530	54330 TechConsult - Maint	142,021	277,306	134,676	254,362	254,362	-8.3%
10001530	55320 Telephone (land line)	66,636	72,800	36,985	74,050	74,050	1.7%
10001530	56500 Technology Supplies	515	5,000	-	5,000	5,000	0.0%
10001530	56600 Channel 2 Supplies (moved to 1330)						
10001530	57340 Hardware	36,440	120,650	1,661	147,500	97,500	-19.2%
10001530	57350 Software	629	5,000	200	5,000	5,000	0.0%
TOTAL	Information Technology	410,816	679,786	244,871	671,912	621,912	-1.2%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001530 Information Technology					
10001530 51100 - Salaries - Regular FT/PT					11,000.00
	Salary stipend for Communications/EMA Director to manage outsourced and internal Information Technologies needs for the City.				
10001530 53520 - ProfConsult - IT/Technology					175,000.00
	This line supports the annual costs for outsources IT support which includes, network administration, desktop support. It also supports some hardware infrastructure rental. This line covers built in costs for billable items such as. New project implementation, new hardware deployments and virus remediation. This line also covers the annual costs for our "SIP" trunk phone lines for the City's internal phone system.				
10001530 54330 - TechConsult - Maint					254,362.00
	This line covers all ongoing software and hardware support for the City's entire IT infrastructure. This includes firewalls, ant-virus, fiber connectivity as well.				
10001530 55320 - Telephone, Wireless, MiFi					74,050.00
	This line supports all telephone line (land line) and cellular line charges. This also includes cellular data charges (MiFis) used for mobile connectivity for City Departments including the Community Policing office.				
10001530 56500 - Technology Supplies					5,000.00
	This line covers end user technology supplies such as mice, keyboards, monitors, monitor holders, power strips and battery backups (UPS).				
10001530 57340 - Hardware, New					97,500.00
	This line funds our continued effort toward the recommended annual replacement of 25% of our end user and network hardware for the entire City. This year's focus will be as follows...				
	3 Server Hosts 12 Laptops 15 Tablet/Toughbook for FD				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

VENDOR QUANTITY UNIT COST 2020 Mayor

30 Desktops
Switches for City Hall
Spare monitors (10)
Wireless Project (Wi-Fi) Repair/Build out

Mayor Adjustment \$50,000.

10001530 57350 - Software, New

5,000.00

This line supports software associated with any new
initiative(s) not currently accounted for in
TechConsult/Maint line

TOTAL Information Technology
TOTAL General Fund

621,912.00
621,912.00

TOTAL REVENUE
TOTAL EXPENSE

.00
621,912.00

GRAND TOTAL

621,912.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 10

Human Resources (1550)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Human Resources							
10001550	51100 Salaries - Regular FT/PT	231,201	147,320	70,840	168,450	168,450	14.3%
10001550	51110 Salaries - Elec/Boards	1,660	1,960	-	1,960	1,960	0.0%
10001550	51300 Salaries - Overtime	2,928	2,000	998	-	-	-100.0%
10001550	52900 Wellness & Safety Program	4,041	5,000	559	5,000	5,000	0.0%
10001550	53300 Professional EE Training & Travel	4,917	5,000	354	12,200	12,200	144.0%
10001550	53405 Contractual Services	-	20,000	-	2,500	2,500	-87.5%
10001550	53451 ProfConsult - Arbitrators	325	2,000	-	2,000	2,000	0.0%
10001550	56000 General Supplies	1,198	350	798	350	350	0.0%
10001550	56440 Subscriptions	102	350	-	350	350	0.0%
10001550	56500 Computer Supplies	-	1,000	-	500	500	-50.0%
10001550	57301 Equipment	-	-	1,860	2,200	2,200	0.0%
10001550	58100 Dues & Memberships	887	800	25	1,198	1,198	49.8%
TOTAL	Human Resources	247,258	185,780	75,434	196,708	196,708	5.9%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001550 Human Resources					
10001550 51100 - Salaries - Regular FT/PT				168,450.00 *	
HR GENERALIST (7987)		1.00	.00	60,600.00	
HR GENERALIST (8045)		1.00	.00	60,600.00	
DIR HR / ASST CITY ADM (8190)		.50	.00	47,250.00	
10001550 51110 - Salaries - Elec/Boards				1,960.00 *	
Ward 1, Exp 1/2020 WARD 1		1.00	300.00	300.00	
Ward 2, Exp 1/2021 WARD 2		1.00	300.00	300.00	
Ward 3, Exp 1/2024 WARD 3		1.00	300.00	300.00	
Ward 4, Exp 1/2022 WARD 4		1.00	300.00	300.00	
Ward 5, Exp 1/2023 WARD 5		1.00	300.00	300.00	
Alternate, Exp 1/2023 ALTERNATE		1.00	300.00	300.00	
PSC SECRETARY/CHAIR STIPEND ELECTED SECRETARY		1.00	160.00	160.00	

Based on previous history commission file. \$20.00 per meeting. Chair provide \$7.00/ meeting adjustment increase. 15 meetings estimated for planning. Meetings include testing cycle.
Budget based on last year estimates. Commission member list had changes this year for Ward 5 and Alternate.
snf

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

P 2
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001550 51300 - Salaries - Overtime					.00
10001550 52900 - Wellness & Safety Program					5,000.00
	City Safety & Wellness initiative, training and equipment aimed at reducing overall Health Insurance and Worker's Comp. Implement requirements from ergonomic evaluations conducted by trained staff. snf				
10001550 53300 - Professional EE TrainingTravel					12,200.00 *
	Tyler (MUNIS) Conference, April 2020, 2 Staff	1.00	2,000.00		2,000.00
	HR Prof Development, MMA and DOL	1.00	1,500.00		1,500.00
	Maine HR Conference Miles/Lodging/Meals	1.00	1,750.00		1,750.00
	Tyler (MUNIS) Conference Out of State travel	1.00	3,300.00		3,300.00
	HR training and prof development	1.00	1,500.00		1,500.00
	Local Travel	1.00	150.00		150.00
	Maine Human Resources Conference May 2020, 3 Staff	1.00	2,000.00		2,000.00
	Professional Development and Conference. Budget Detail provides information. Travel (air/miles), hotel, meals, car for conference attendance. Mileage for local requirements. snf				
10001550 53405 - Contractual Services					2,500.00
	Specialized technical and support for Human Resources staff. snf				
10001550 53451 - ProfConsult - Arbitrators					2,000.00
	Mediation/Arbitration Expenses. Request to support cost for future legal requirements that arise. snf				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001550 55800 - Travel					.00
	Moved to Profess EE Training and Travel 53300				
10001550 56000 - General Supplies					350.00
	Human Resources office supplies for employee records. snf				
10001550 56440 - Subscriptions					350.00
	Job posting requirements for online vendors. snf				
10001550 56500 - Computer Supplies					500.00
	Employee Tax documents (1095C). snf				
10001550 57301 - Equipment					2,200.00
	Replace damage/old equipment/furniture to improve professional image and efficiency. 2 staff offices. snf				
10001550 58100 - Dues & Memberships					1,198.00
	1. Maine Local Gov't Human Resources Association (\$25 ea) - 3 staff				
	2. Human Resources Association of Southern Maine (\$150 ea) - 2 staff				
	3. International Public Management Association for Human Resources, IPMA-HR, (\$405 agency fee)				
	4. Society for Human Resources Management (\$209 ea) - 2 Staff				
TOTAL Human Resources					196,708.00
TOTAL General Fund					196,708.00
TOTAL REVENUE					.00
TOTAL EXPENSE					196,708.00
GRAND TOTAL					196,708.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 11

Employee Benefits (1555)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Employee Benefits							
10001555	51700 Separation Pay	38,563	50,000	-	50,000	50,000	0.0%
10001555	52100 Health Insurance	2,084,183	2,448,963	1,120,818	2,567,679	2,608,015	6.5%
10001555	52105 HRA Contribution	92,694	90,000	37,541	90,000	90,000	0.0%
10001555	52106 Dental Insurance	160,342	181,431	81,596	172,914	172,914	-4.7%
10001555	52200 Social Security/Medicare	519,230	556,160	290,707	633,624	633,084	13.8%
10001555	52300 ICMA	192,661	187,254	108,126	203,312	203,312	8.6%
10001555	52301 MPERS	872,112	925,301	474,129	1,018,403	1,038,105	12.2%
10001555	52500 Education Reimbursement	16,065	25,000	5,289	25,000	25,000	0.0%
10001555	52600 Unemployment	5,438	12,000	14,290	20,000	16,000	33.3%
10001555	52800 Other Employee Benefits	108,999	109,398	19,779	93,000	93,000	-15.0%
10001555	53300 Training	3,033	6,000	-	6,000	6,000	0.0%
10001555	53712 Backgrnd/App Screen	5,963	4,000	1,484	3,000	3,000	-25.0%
TOTAL	Employee Benefits	4,099,283	4,595,507	2,153,760	4,882,932	4,938,430	7.5%

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PROJECTION: 20200 2020 General Fund Budget

| City of Westbrook
| NEXT YEAR BUDGET DETAIL REPORT

ACCOUNTS FOR:

General Fund:

10001555 Employee Benefits

QUANTITY UNIT COST 2020 Mayor

10001555 51700 - Separation Pay 50,000.00 *

10001555 52100 - Health Insurance 2,608,015.00 *

The budget assumption for the increase on 1/1/20 is 8%.

Employee \$8,991.00
Employee plus child(ren) \$14 \$14,670.00
Family \$20,168.00

Mayor Adjustment \$40,336.00

10001555 52105 - HRA Contribution 90,000.00 *

HRA reimburses 75% of the out of pocket expenses based on in-network level cost as defined by the plan. The single coverage maximum is \$1,125 and for family it's \$2,250.

Group Dynamic administers this plan.

10001555 52106 - Dental Insurance 172,914.00 *

The Union contracts vary on what the Employee contribute to their Dental Insurance.

AFSCME is 10% EE Contribution
Police & General Unit is 15%.
Non Union is a mix of 10% and 20%.

10001555 52200 - Social Security/Medicare 633,084.00 *

Social Sec is at 6.2% for all employees except
Police Officers and Firefighters only pay Medicare.

Medicare is at 1.45% for all employees.
Mayor Adjustment \$540

10001555 52300 - ICMA 203,312.00 *

For all employees hired before the ratification of the July 1, 2012 Agreement who are enrolled in the ICMA retirement plan, the City shall provide a 3-to-1 match of 2.5% -7.5%. After the hired date of 7/1/12 it is a 3% to 6% 2 to 1 match.

10001555 52301 - MPERS 1,038,105.00 *

MPERS Rates for July 1, 1991 to June 30, 2020 for Employer Contribution:
Police 16.2%
Fire 12.8%
Adm 10.0%
Mayor Adjustment \$19,702

10001555 52500 - Education Reimbursement 25,000.00 *

Tuition reimbursement per City and Collective Bargaining Agreements. snf

10001555 52600 - Unemployment 16,000.00 *

Projection of unemployment claims. snf
Mayor Adjustment \$4,000

10001555 52800 - Other Employee Benefits 93,000.00 *

Group Dynamic Monthly Fee FSA for \$1,400/mo. \$16,800
Group Dynamic Monthly Fee FSA for Credit Cards \$2,200
Affiliated Healthcare for EPA's \$4,500/qtr. \$18,000
General Unit & Non Union \$50,000 for Retirement Health Saving Acct
Long Term Disability Policy for Non MEPERS employees \$500/mo. \$6,000

10001555 53300 - Training 6,000.00 *

City wide training -
Ergonomics, Harassment, Safety, etc.

10001555 53712 - Backgrnd/App Screen

3,000.00 *

Pre-employment Human Resources screening and background reference check. snf

TOTAL

Employee Benefits

4,938,430.00

TOTAL REVENUE

-

TOTAL EXPENSE

4,938,430.00

Tab 12

Planning & Code (1810)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Planning & Code Enforcement							
10001810	51100 Salaries - Regular FT/PT	284,762	314,159	143,736	359,656	359,656	14.5%
10001810	51110 Salaries - Elec/Boards	5,215	6,132	3,080	6,132	6,132	0.0%
10001810	51200 Salaries - Temp	-	-	-	18,200	9,200	0.0%
10001810	51300 Salaries - Overtime	7,543	6,000	4,649	5,000	5,000	-16.7%
10001810	51600 Unused Comp Absences	2,058	2,000	2,098	2,100	2,100	5.0%
10001810	52901 Uniforms	2,700	1,905	500	1,905	1,905	0.0%
10001810	53300 Professional EE Training & Travel	1,466	3,250	152	3,250	3,250	0.0%
10001810	53410 Consultants	10,032	13,000	4,200	15,540	15,540	19.5%
10001810	53617 GIS Project	41,055	40,000	20,068	40,000	40,000	0.0%
10001810	54311 Copier Service Agreement	-	1,535	1,532	1,535	1,535	0.0%
10001810	54330 Equipment	-	-	-	1,295	1,295	0.0%
10001810	54420 Equipment & Vehicle Lease	7,472	7,472	1,642	5,830	5,830	-22.0%
10001810	55320 Telephone	1,200	1,200	600	1,200	1,200	0.0%
10001810	55500 Printing Services	-	820	77	800	800	-2.4%
10001810	56000 General Supplies	1,253	1,500	1,251	2,000	2,000	33.3%
10001810	56260 Fuel (Gas)	3,181	3,000	1,767	3,000	3,000	0.0%
10001810	56440 Subscriptions	1,236	500	-	500	500	0.0%

City of Woburn
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10001810	56700 Vehicle Supplies/Auto Parts	2,007	2,000	350	2,000	2,000	0.0%
10001810	58100 Dues & Memberships	471	1,000	35	1,000	1,000	0.0%
10001810	58900 Misc	606	1,050	394	1,050	1,050	0.0%
TOTAL	Planning & Code Enforcement	372,258	406,523	186,130	471,993	462,993	16.1%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001810 Planning & Code Enforcement					
10001810 51100 - Salaries - Regular FT/PT					359,656.00 *
OFFICE COORDINATOR (1141)		1.00	.00		56,619.00
MASTER CODE ENF OFFICER (2011)		1.00	.00		78,655.00
DIRECTOR OF PLANNING AND CODE (6462)		.75	.00		68,298.00
ASSISTANT PLANNER (8132)		1.00	.00		52,448.00
Assessing Asst. (8233)		1.00	48,620.00		48,620.00
Vacancy CODE COMPLIANCE OFFICER		1.00	55,016.00		55,016.00
10001810 51110 - Salaries - Elec/Boards					6,132.00 *
Assume two Planning Board meetings per month. 8 members at \$22/meeting plus Chair \$27/meeting		24.00	203.00		4,872.00
Assume six Zoning Board of Appeals meetings annually - \$35 per meeting, 5 members and 1 alternate		6.00	210.00		1,260.00
10001810 51200 - Salaries -Temp Employees					9,200.00
Temporary CEO inspection personnel for high inspection timeframes and increased staffing needs during vacations, etc. (Non-benefits position) Needed during open vacancy of Compliance Officer period start of FY20. Budget based on 1 person 10/hrs per week at \$35/hr.					
Mayor Adjustment \$9,000					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001810 51300 - Salaries - Overtime					5,000.00
		Overtime for 4 employees in the General Unit. Call outs, extended work hours and evening meetings.			
10001810 51600 - Unused Comp Absences					2,100.00
		Line Item varies from year to year depending on employee preference on overtime.			
10001810 52901 - Uniforms					1,905.00
		4 General Unit Employees - clothing and Boots allowance and general uniform needs.			
10001810 53300 - Professional EE TrainingTravel					3,250.00
		CEO & Asst. CEO Training classes Director - Licensing, Training Asst. Planner - Training and AICP certifications Planning Board/ZBA members training needs.			
		Training conferences for Department personnel that require an overnight stay due to distance of conference. Mileage for department personnel to deliver packets to Board members in personal vehicles.			
		Mileage for department personnel to go to offsite meeting and training in personal vehicles.			
10001810 53410 - Consultants					15,540.00
		Electrical Inspection services- Contracted services at \$1100/mo regular usage, or \$1880/mo high usage rate depending on departments inspection needs during the course of the year. Budget based on 9 months at regular rate and 3 months at high rate.			
10001810 53617 - GIS Project					40,000.00
		GIS consultant - Thomas Burns - GIS Mapping and Analysis			
10001810 54311 - Copier Service Agreements					1,535.00
		Annual Copier Lease for \$1,535 paid in Sept			

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001810 54330 - TechConsult - Maint					1,295.00
	Service maintenance agreement for the Large format Cannon Printer/scanner/copier \$1295 cost per year through Spiller's. Current lease contract ends 12/12/19, and then this maintenance agreement would commence 12/13/19 and continue for 2 year through 12/12/21. Payment of two years to be made in Dec 19 to receive the discounted rate.				
10001810 54420 - Equipment & Vehicle Lease					5,830.00 *
		1.00	4,188.00		4,188.00
	Year 5 of 5 year lease for 2012 GMC Terrain (purchased FY16)				
		1.00	1,642.00		1,642.00
	Last year of Lease for large format scanner/printer/copier				
	Year 5 of 5 year lease for 2012 GMC Terrain (purchased FY16) \$4,188				
	Lease of Large format scanner/printer/copier - Canon iPF785 MFP M40 in year 2.5-3 of a 3 year lease to own 36 month lease starting Jan 2016				
	Paid 1641.84 FY17, 3283.68 FY18, 3283.68 FY 19, 1641.84 FY20				
10001810 55320 - Telephone					1,200.00
	annual phone system costs & Phone Stipend for contractors (\$100/mo)				
10001810 55500 - Printing Services					800.00
	Line item used for necessary printing services for out of house items as well as purchase of toner cartridges for wide format printer.				
10001810 55800 - Travel					.00
	Moved to Prof EE Training and Travel 53300				
10001810 56000 - General Supplies					2,000.00
	Specific office supplies for department work. Card stock for notices to public. Files and folder systems. Binders for Board. 1 - Codes 5 drawer filing cabinet. Additional office furniture for new assessing assistant. (Chair)				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10001810 56260 - Fuel (Gas)					3,000.00
	Fuel for 2 Codes Department Vehicles				
10001810 56440 - Subscriptions					500.00
	Required code books for Code Enforcement per state laws. Planning Department research/reference books.				
10001810 56700 - Vehicle Supplies/Auto Parts					2,000.00
	Costs associated with maintenance of the 2 codes dept. vehicles.				
10001810 58100 - Dues & Memberships					1,000.00
	Director Certifications - PE & CPESC CEO & Asst. CEO Dues for associations - State law requirements Asst. Planner certifications - AICP				
10001810 58900 - Misc					1,050.00
	Misc. Office supplies or equipment (1) 5 drawer filing cabinet or a flat file system section				
TOTAL Planning & Code Enforcement					462,993.00
TOTAL General Fund					462,993.00
TOTAL REVENUE					.00
TOTAL EXPENSE					462,993.00
GRAND TOTAL					462,993.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 13

Police (2110)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Police							
10002110	51100 Salaries - Regular FT/PT	2,505,032	2,588,627	1,254,524	2,723,780	2,815,298	8.8%
10002110	51100 G1702 Grant Salaries	37,439	43,439	21,438	7,966	7,966	-81.7%
10002110	51120 Salaries - Crossing Guards	11,061	12,258	4,782	12,960	12,960	5.7%
10002110	51300 Salaries - Overtime	299,458	248,000	139,171	255,440	255,440	3.0%
10002110	51301 Sal - Court Time	21,026	18,000	10,696	20,000	20,000	11.1%
10002110	51302 Sal - Holiday OT	55,631	55,000	33,035	56,000	56,000	1.8%
10002110	51500 Stipends	12,900	15,200	13,200	15,200	15,200	0.0%
10002110	51600 Unused Comp Absences	55,585	62,500	57,995	60,000	60,000	-4.0%
10002110	52901 Uniforms	31,761	37,000	16,510	40,000	52,600	42.2%
10002110	52902 Medical Exams/Physicals	3,030	3,400	1,859	3,400	3,400	0.0%
10002110	53300 Professional EE Training & Travel	51,219	48,000	18,488	53,000	53,000	10.4%
10002110	53615 Interpretive Services	994	1,200	197	2,700	2,700	125.0%
10002110	53616 Lab Services	11,196	11,196	11,196	11,196	9,675	-13.6%
10002110	53624 Analysis Programs	4,731	3,000	220	4,000	4,000	33.3%
10002110	53717 Veterinary Services	553	500	140	500	500	0.0%
10002110	54340 Vehicle Repairs	37,019	32,000	16,401	35,000	35,000	9.4%
10002110	54350 Radio Repairs	4,615	4,500	1,484	3,000	3,000	-33.3%

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:		FY2018	FY2019	FY2019	FY2020	FY2020	PCT
General Fund		Actuals	Budget	ACTUALS 12/31/18	Dept	Mayor	CHANGE
10002110	54420 Vehicle Lease	60,068	104,145	-	169,721	169,721	63.0%
10002110	54440 Other Rentals	358	500	137	500	500	0.0%
10002110	55400 Advertising & Recruitment	1,434	2,500	282	2,500	1,000	-60.0%
10002110	56000 General Supplies	4,802	3,500	1,521	4,000	4,000	14.3%
10002110	56010 Community Policing Supplies	4,227	4,500	1,425	3,000	3,000	-33.3%
10002110	56015 Meeting Supplies	-	2,000	251	1,500	1,500	-25.0%
10002110	56020 Evidence Supplies	5,275	5,800	3,560	6,500	6,500	12.1%
10002110	56021 Ammo	-	-	-	12,200	-	0.0%
10002110	56043 Tires	5,263	9,500	6,547	10,000	10,000	5.3%
10002110	56260 Gas	45,799	38,000	24,916	35,000	35,000	-7.9%
10002110	56440 Subscriptions	5,568	7,275	4,692	6,000	6,000	-17.5%
10002110	57390 Other Equipment	1,538	-	-	-	-	0.0%
10002110	58100 Dues & Memberships	833	1,500	635	1,400	1,400	-6.7%
10002110	58911 Employee Recognition	1,709	2,400	405	2,000	2,000	-16.7%
10002110	58920 Canine Expenditures	7,405	7,000	1,828	5,000	5,000	-28.6%
TOTAL	Police	3,287,527	3,372,440	1,647,534	3,563,463	3,652,360	8.3%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002110 Police					
10002110 51100 - Salaries - Regular FT/PT				2,815,298.00 *	
OFFICE COORDINATOR (1199)		.50	.00	28,355.00	
DETECTIVE - PATROL (2001)		1.00	.00	61,157.00	
DETECTIVE - PATROL (2001)		.00	.00	988.00	
PATROL OFFICER (2003)		1.00	.00	58,778.00	
PATROL OFFICER (2004)		1.00	.00	58,673.00	
POLICE CAPTAIN (2006)		1.00	.00	81,876.00	
DETECTIVE - PATROL (2010)		1.00	.00	60,445.00	
DETECTIVE - PATROL (2010)		.00	.00	780.00	
DETECTIVE - PATROL (2012)		1.00	.00	58,165.00	
DETECTIVE - PATROL (2012)		.00	.00	780.00	
PATROL OFFICER (2024)		1.00	.00	57,028.00	
EVIDENCE TECH (2027)		1.00	.00	60,070.00	
PATROL OFFICER - TRAFFIC (2037)		1.00	.00	61,094.00	
SCHOOL RESOURCE OFFICER (2045)		1.00	.00	60,266.00	
SERGEANT (2047)		1.00	.00	69,514.00	
SERGEANT (2048)		1.00	.00	66,185.00	
PATROL OFFICER (2049)		1.00	.00	58,778.00	
SERGEANT (2052)		1.00	.00	64,625.00	
SERGEANT (2056)		1.00	.00	66,690.00	
PARKING AND ANIMAL CONTROL (2071)		1.00	.00	52,228.00	
POLICE CAPTAIN (2076)		1.00	.00	87,247.00	
PATROL OFFICER (2086)		1.00	.00	55,875.00	
POLICE CHIEF (2087)		1.00	.00	103,388.00	
SERGEANT - COURT OFFICER (2121)		1.00	.00	71,178.00	
		.50	.00	28,635.00	

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City of Westbrook
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
EQUIPMENT TECH LEAD (2229)		.00	.00		2,693.00
EQUIPMENT TECH LEAD (2229)		1.00	.00		55,816.00
PATROL OFFICER (2278)		1.00	.00		58,935.00
PATROL OFFICER (2280)		1.00	.00		65,104.00
SERGEANT (2281)		1.00	.00		56,001.00
PATROL OFFICER (2283)		1.00	.00		54,932.00
PATROL OFFICER (2284)		1.00	.00		54,775.00
PATROL OFFICER (2285)		1.00	.00		54,516.00
PATROL OFFICER (2286)		1.00	.00		53,040.00
PATROL OFFICER (2289)		1.00	.00		46,769.00
COMMUNITY POLICING COORDINATOR (2290)		1.00	.00		56,095.00
ADMINISTRATIVE ASSISTANT (2402)		1.00	.00		60,895.00
SCHOOL RESOURCE OFFICER (2497)		.00	.00		520.00
SCHOOL RESOURCE OFFICER (2497)		1.00	.00		69,551.00
SERGEANT (3000)		.00	.00		546.00
SERGEANT (3000)		.00	.00		2,600.00
SERGEANT (3000)		1.00	.00		52,595.00
PATROL OFFICER (7943)		.63	.00		30,100.00
COM APPROACH TO STOPING HEROIN (7976)		1.00	.00		45,553.00
RECOVERY LIAISON (8036)		1.00	.00		56,180.00
PATROL OFFICER (8054)		1.00	.00		57,028.00
PATROL OFFICER (8062)		1.00	.00		54,932.00
PATROL OFFICER (8069)		1.00	.00		57,710.00
PATROL OFFICER (8081)		1.00	.00		49,057.00
PATROL OFFICER (8134)		1.00	.00		49,056.00
PATROL OFFICER (8135)		.50	.00		18,676.00
SECRETARY (8185)					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

VENDOR	QUANTITY	UNIT COST	2020	Mayor
	1.00	.00		53,830.00
PATROL OFFICER (8221)				
	7,000.00	4.00		28,000.00
Incentive pay for hiring new police officers				
	1.00	44,725.00		44,725.00
Vacancy - Police Officer				
	1.00	19,100.00		19,100.00
Holiday paid during the year which puts the officer at over 40 hours per week. On average that is 7 officers @12 Holidays @8.5 hrs @ \$26.75				
	1.00	41,652.00		41,652.00
Grant Covered through August and this represents the expense for the rest of the year. Patrol Officer (8086) \$49,618 less grant of \$7,966				
	1.00	91,518.00		91,518.00
Mayor Adjustment				
1 Lieutenant hired July 1, 2019				
2 Patrol Officers hired Jan 1, 2020				
1 CASH Coord. eliminate current vacant position				
Lieutenant \$75,920 Two Patrol Officers \$91,396 @ 50% \$45,698 CASH Coord. \$30,100				
10002110 51100 - G1702 Salaries - Regular FT/PT				7,966.00 *
	1.00	.00		7,966.00
PATROL OFFICER (8086)				

COPS grant (3 year period 2017-2019) Officer 8086 33%
City funded - 67% of base wages and benefits reimbursed
by the Grant. The Grant ends on 8/31/19. This Budget
represents 2 months of payroll expense.

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City of Westbrook
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002110 51120 - Salaries - Crossing Guards					12,960.00
	Two crossing guards work every school day totaling 180 days. Both will receive the cost of living adjustment in July. \$12.00 hourly x 6 hours x 180 days = \$12,960				
10002110 51300 - Salaries - Overtime					255,440.00
	Back fill expenses related to time off for vacation, holidays, sick, vacancies, and training. Additional expenses related to special investigations, community events, hold overs, call backs, criminal investigations, and comp cash ins.				
10002110 51301 - Sal - Court Time					20,000.00
	Court attendance: traffic, criminal, admin, civil				
10002110 51302 - Sal - Holiday OT					56,000.00
	Contractual expenses for additional pay related to employees working holidays and being compensated for holidays when they do not work.				
10002110 51500 - Stipends					15,200.00
	\$400.00 per officer for passing physical agility test.				
10002110 51600 - Unused Comp Absences					60,000.00
	Vacation and sick cash outs. Increase in this line is due to COLA and other stipend increases through CBA.				
10002110 52901 - Uniforms					52,600.00
	Outfitting officers with uniforms & equipment needed to perform duties: includes replacement body armor, load bearing vests, plain clothes clothing allowance, handcuffs, flashlights, duty belts, pants, shirts, jackets, safety vest, duty bags, duty weapon, holster, magazine pouches, handcuff cases, radio holder, hat, tie clasp, name tags, badges (including retirement badges), ticket book, asp/baton, taser holster, taser, etc. Estimated \$4,200 to outfit each new officer with all clothing, gun, vest, equipment, leather gear, boots, etc. Anticipate hiring 2 new officers during FY20. Alterations, winter clothing, boots, replacement items, and other contractual items. Clothing allowance as outlined in WPA CBA for five (5) detectives @ \$550/ and six (6) other specialty positions @ \$275/ = \$4,400				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

VENDOR QUANTITY UNIT COST 2020 Mayor
(We have been consistently over budget in this line, requiring the transfer of funds from other lines to cover expenses.)

Mayor Adjustment for 1 Lieutenant and 2 Patrol Officers assuming Jan 1, 2020 hire date. Estimate at \$4,200 per hire at \$12,600.

10002110 52902 - Medical Exams/Physicals 3,400.00

New hire psychological evaluations and medical physical; also covers health insurance deductible for any; mandated physicals vaccines, immunizations for officers.
Note: We have been consistently over budget in this line due to the volume of candidates we are processing on an annual basis related to attrition. Anticipate at least 2 more officers retiring during FY '20.

10002110 53300 - Professional EE TrainingTravel 53,000.00

Training:
Supports annual state mandated in-service training and elective training for all sworn officers. DOL mandated requirements, JPMA memberships (41); recertification costs to include DRE, Intox Op, EVOC, Accident reconstruction, Spike Mat, Taser, Canine officers, Pepper ball etc. Professional development and instructor training. In-house training related to community resources, policy review/understanding, officer safety, and internal PD status updates.
New officer training at the Maine Criminal Justice Academy for 18 weeks = \$2,500/officer. Anticipate hiring at least 2 new officers during FY '20
Additional trainings to note are: Firearms instructor, specialized positions & use of equipment, Evidence Tech, and Leadership.

Travel:
Travel expenses and meals for training, Maine Criminal Justice Academy, conferences, court, trans pass fee's for in & out of state travel, car rentals, parking fees, employee reimbursement for mileage.
The significant increase in this line continues to be due to attrition over the past 3-5 years, and backfilling specialty vacancies, such as detective, drug investigators, firearms instructors, evidence technician, accident reconstructionist, etc., occasionally the specialty training and conferences connected to these positions are not held locally, requiring officers to travel throughout New England and beyond to obtain, and maintain, the training and



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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	certifications needed for the Department to operate effectively.				
10002110 53615 - Interpretive & Trauma Int Serv					2,700.00
	Interpreters/translators for community meetings, criminal investigations for hearing impaired and non-English speaking persons; subscriptions and fees for Language line telephone interpreter service. Language Line license and projected usage fees. Trauma Intervention Program (TIP) support: In 2018, TIP volunteers responded to serve Westbrook Public Safety staff and community members 35 times; serving 332 residents and 232 1st responders, types of calls involved include fires, deaths (unexpected, unattended, overdoses, and suicides), and motor vehicle accidents.				
10002110 53616 - Lab Services					9,675.00
	Regional Crime Lab commitment. Invoice from the City of Portland annually.				
	Mayor Adjustment \$1,521				
10002110 53624 - Analysis Programs					4,000.00
	ARC GIS mapping system to interface with IMC for crime analysis program; forensic/technology investigations expenses; investigations expenses. Annual license for Forensic Data Analysis software for Criminal investigations and mapping/diagram software for serious/fatal motor vehicle accidents. Fees to technology carriers in relation to criminal investigations. (With the current and future advancement of technology related investigations tied to cell phones, computers, and Ipads, etc., we continue to see an increase in this line item. Many criminal cases result in convictions using these technological programs and devices.)				
10002110 53717 - Veterinary Services					500.00
	Care of stray animals taken to clinic; rabies testing, injured domesticated animals. (We cannot predict the need for this line item. Maintaining a minimum of provides an initial balance for potential expenses.)				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002110 54340 - Vehicle Repairs					35,000.00
	All fleet supplies, parts and outside labor not related to accidents. Where we didn't purchase any new cruisers for 2016, our fleet has aged, resulting in an increase in need for repairs.				
10002110 54350 - Radio Repairs & Maintenance					3,000.00
	Radio diagnostics, repairs, batteries, cruiser portable radio's, antennas, chargers, microphones, reprogramming cost for portables of new hires & retiring employee's (cost of moving from one vehicle to another transferring radios to another user). And, radar unit calibrations by TCMI.				
10002110 54420 - Vehicle Lease					169,721.00 *
		1.00	30,807.00		30,807.00
Two 2017 Ford Explorer Cruisers Year 3 of 3		1.00	18,924.00		18,924.00
One Expedition Cruiser Year 2 of 3		1.00	14,551.00		14,551.00
One 2018 Dodge Charger Year 2 of 3		1.00	40,012.00		40,012.00
Two 2018 Ford Cruisers (in process) Year 2 of 3		1.00	41,637.00		41,637.00
Two new Cruisers (estimated) Year 1 of 3		1.00	21,490.00		21,490.00
Watchguard Cruiser Video (FY20CIP Estimated) Year 1 of 5		1.00	2,300.00		2,300.00
Two Motorcycles					

Lease payments for cruisers on rotational cycle. Annual lease for motorcycle of \$2,300. Additional significant increase in this line for FY '20 is due to FY18 CIP purchase of new Dodge Charger cruiser and Evidence Technician/Crime Scene Processing vehicle. Along with FY20 CIP of Watchguard Cruiser Video.

Note: We supplant this line item with the revenue line of "cruiser fees" collected from private contractors who conduct construction jobs on major City streets and



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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	arterials. These funds are used to purchase vehicles for our unmarked fleet, saving tax payers an average of \$35,000/year.				
10002110 54440 - Other Rentals					500.00
	Document shredding/disposal (Cost split 50/50 with FD) and investigatory equipment rentals.				
10002110 55400 - Advertising & Recruitment					1,000.00
	Citizen Police Academy materials; educational supplies, Community Policing programs, Westbrook Recovery Liaison Program (WRLP), and other community events. Recruitment: brochures, professional display, business cards, open position advertisements, travel to job fares, entrance fees for job fares, etc.				
	Mayor Adjustment \$1,500				
10002110 55500 - Printing Services					.00
	Combined with Advertising & Recruitment				
10002110 55800 - Travel					.00
	Moved to Prof EE Training and Travel 53300				
10002110 56000 - General Supplies					4,000.00
	Office supplies- such as file folders, document binders, correction tape, label's, staples, staplers, ID cards, batteries, note books, pads of paper, paper clips, binder clips, document frames, flags for memorial day, tags, tape, scissors, conference room coffee, creamer, sugar, utensils, cups, napkins etc. Requesting an increase in this line to add \$1,000 for emergency funds for compassionate needs of community during non-business hours. Examples include: stranded and need cab fare; overnight accommodations for crime victim that does not meet GA's requirements; food for starving individual/family, etc. Intent is to cover emergency needs when normal resources are not open/available and minimize the need for officers to take money out of their own pocket to help citizens. Any use of these funds will be approved by PD Admin.				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10002110 56010 - Community Policing Supplies

VENDOR QUANTITY UNIT COST 2020 Mayor
3,000.00

General supplies for the Community Policing Office, such as cleaning and office supplies, funds to support community events.

While many of the community events the PD gets involved with are financially supported or sponsored by other grant or community programs, we have experienced a slight increase in the funds needed to supplant these outside sources when the event is a PD event.

Note: Rent \$1500.00 /month covered donations from CWCA and other community partners.

10002110 56015 - Meeting Supplies

1,500.00

Costs for hosting Public Safety Commission meetings, ceremonies, trainings, and other professional meetings.

10002110 56020 - Evidence Supplies

6,500.00

Crime scene processing equipment, packaging supplies, film/processing, video/audio reproduction, evidence and patrol cameras - repairs and equipment, SD cards, gloves, thumb drives for phone dumping investigations 16 GB/32 GB.

Laboratory costs for illegal narcotic drug and urine analysis testing for criminal prosecution. Estimate 5-10 cases per year at \$450 per test.

10002110 56021 - Ammunition

.00

I have created this new line item as I have learned the in-depth cost of the various less-than-lethal munitions and firearm ammunition on an annual basis. The outline of the costs below are for 41 officers annually.

Previously, these costs were taken partially from training, asset forfeiture funds, and pulled from other healthier line items when the funds were not in the stated line.

Ammunition for annual qualifications = \$2,500

Ammunition for annual rifle and low-light shooting = \$3,000

Ammunition for Firearms Instructor training/certification = \$1,200/instructor

Simunitions for hands-on role play active shooter scenarios = \$1,000

Pepperball pellets for annual familiarization training = \$1,100

Bean bag pellets for annual familiarization training = \$1,200

Taser cartridges for annual recertification = \$3,200



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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	Mayor Adjustment \$12,200				
10002110 56043 - Tires					10,000.00
	Tires replacement and snow tires for the entire fleet. Increase from FY '19 due to cost increase of tires.				
10002110 56260 - Gas					35,000.00
	Fuel consumption based on prior years usage. Estimated \$1.95/gallon at 18,000 gallons.				
10002110 56440 - Subscriptions					6,000.00
	Swan Press - approx. \$2,400 for law book updates (criminal and motor vehicle annually for each officer). West Publishing Corp. - approx. \$2,120 annually (\$177/month) for "CLEAR", an internet background investigative service all officers use in criminal investigations and new-hire background investigations. Critical Alert Systems pager for Tactical and Crisis Negotiation team members - approx. \$372 annually. International Assoc. of Chief of Police on-line professional and administrative support network (IACP Net) - approx. \$875 annually. Other professional journals/publications. Plus Misc Subscriptions for \$230.				
10002110 57390 - Other Equipment					.00
10002110 58100 - Dues & Memberships					1,400.00
	Dues to professional organizations; Maine Chief of Police, FBI NA, NESPIN, NECNA, UPSCA, SRO Association, Polygraph Association, K-9 , NATW membership, etc.				
10002110 58911 - Employee Recognition					2,000.00
	Awards & Recognition to outstanding employees quarterly, annual awards banquet costs of venue and catering, certificates and folders and other supplies for the event				
10002110 58920 - Canine Expenditures					5,000.00
	K-9 trainings, care, vet visits, equipment, occasional boarding for two dogs. This line is seeing a significant decrease due to Calpine Corporation donating all operational costs for Canine "Cal" for the coming fiscal year.				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund	VENDOR	QUANTITY	UNIT COST	2020	Mayor
TOTAL Police				3,652,360.00	
TOTAL General Fund				3,652,360.00	
TOTAL REVENUE					.00
TOTAL EXPENSE				3,652,360.00	
GRAND TOTAL				3,652,360.00	

** END OF REPORT - Generated by Suzanne Knight **

Tab 14

Dispatch (2150)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Dispatch							
10002150	51100 Salaries - Regular FT/PT	512,498	553,931	260,616	569,542	569,542	2.8%
10002150	51140 Per Diem - Dispatch	20,527	16,000	10,830	24,000	24,000	50.0%
10002150	51300 Salaries - Overtime	80,274	85,000	64,650	95,000	95,000	11.8%
10002150	52901 Uniforms	472	3,000	485	3,500	3,500	16.7%
10002150	52902 Medical Exams/Physicals	323	500	318	750	750	50.0%
10002150	53300 Professional EE Training & Travel	5,533	6,500	2,211	7,500	7,500	15.4%
10002150	54390 Maintenance - Small Equipment	696	3,000	-	3,000	3,000	0.0%
10002150	56000 General Supplies	290	1,500	79	1,500	1,500	0.0%
10002150	57301 Small Equipment	1,258	2,500	465	2,500	2,500	0.0%
10002150	58100 Dues & Memberships	137	500	142	500	500	0.0%
TOTAL	Dispatch	622,008	672,431	339,796	707,792	707,792	5.3%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002150 Dispatch					
<hr/>					
10002150 51100 - Salaries - Regular FT/PT					569,542.00 *
SUPERVISOR (2100)		1.00	.00		60,479.00
CERTIFIED DISPATCHER (2140)		1.00	.00		54,519.00
COMMUNICATION DIRECTOR (2498)		1.00	.00		89,356.00
SUPERVISOR (2570)		1.00	.00		58,900.00
CERTIFIED DISPATCHER (2574)		1.00	.00		49,079.00
CERTIFIED DISPATCHER (2579)		1.00	.00		47,268.00
CERTIFIED DISPATCHER (8053)		1.00	.00		47,098.00
CERTIFIED DISPATCHER (8057)		1.00	.00		44,623.00
DISPATCHER (8196)		1.00	.00		37,100.00
Vacancy - 2 Dispatch Opr		2.00	40,560.00		81,120.00
10002150 51140 - Per Diem - Dispatch					24,000.00
This line covers the pay for five per diem dispatchers.					
10002150 51300 - Salaries - Overtime					95,000.00
This line supports the contractually obligated overtime pay costs associated with shift vacancies due to discretionary and non-discretionary leave.					
10002150 52901 - Uniforms					3,500.00
This line covers uniform cost for all full and per diem dispatcher within the department.					
10002150 52902 - Medical Exams/Physicals					750.00
This line supports required medical physicals of all new employees.					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002150 53300 - Professional EE TrainingTravel					7,500.00

This line supports the training costs associated with the initial and ongoing training of our emergency communications dispatchers.

This line covers travel reimbursement cost for employees required to travel for mandatory trainings.

10002150 54390 - Maintenance - Small Equipment					3,000.00
--	--	--	--	--	----------

This line covers the purchase of any small equipment needs for the 911 Center,

10002150 55800 - Travel					.00
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Moved to Prof EE Training and Travel 53300

10002150 56000 - General Supplies					1,500.00
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This line covers general office supplies specific to the 911 Center such as parts for the consoles. It also covers minor expenses for supplies used in 911 education for children.

10002150 57301 - Small Equipment					2,500.00
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This line supports the maintenance and purchase of 24/7 intensive use chairs as well as the maintenance/repair of the ergonomic workstations in the 911 Center. It also supports minor radio/antenna repair specific to dispatch.

10002150 58100 - Dues & Memberships					500.00
-------------------------------------	--	--	--	--	--------

This line supports the Department's membership in the National Emergency Number Association (NENA) and Association of Public Safety Communications Officials (APCO). Both organizations teach and support best practices for emergency communications nation wide. In addition, APCO supports and organizes needed radio licensing.

TOTAL Dispatch					707,792.00
TOTAL General Fund					707,792.00
TOTAL REVENUE					.00
TOTAL EXPENSE					707,792.00
GRAND TOTAL					707,792.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 15

Fire & Rescue (2210)

City of Westbrook
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Fire & Rescue							
10002210	51100 Salaries - Regular FT/PT	2,006,919	2,054,434	1,017,224	2,140,861	2,140,861	4.2%
10002210	51100 G1701 Salaries SAFER Grant	202,979	336,995	144,203	369,271	369,271	9.6%
10002210	51130 Salaries - Call Fire	37,132	47,000	11,722	47,000	32,000	-31.9%
10002210	51135 Salaries - Per Diem	337,044	312,000	147,910	358,608	312,000	0.0%
10002210	51300 Salaries - Overtime	188,106	150,000	80,574	150,000	150,000	0.0%
10002210	51500 Stipends	2,584	5,250	364	7,350	7,350	40.0%
10002210	51600 Unused Comp Absences	29,788	25,000	30,342	30,366	30,366	21.5%
10002210	52901 Uniforms	30,698	31,600	7,500	31,250	31,250	-1.1%
10002210	52902 Medical Exams/Physicals	23,660	29,758	2,918	31,609	31,609	6.2%
10002210	53300 Professional EE Training & Travel	20,892	32,500	14,838	42,500	42,500	30.8%
10002210	53405 Contractual Services	23,760	23,760	9,900	25,260	25,260	6.3%
10002210	53621 Collections Costs	42,300	43,200	10,836	43,200	43,200	0.0%
10002210	53623 Medical Director	300	5,000	-	5,000	5,000	0.0%
10002210	54110 Hydrant Fees	136,269	140,544	58,560	146,676	146,676	4.4%
10002210	54300 Repairs/Maint	5,215	6,000	3,807	6,500	6,500	8.3%
10002210	54310 Monitor Radio Repairs	2,816	10,000	1,647	10,000	6,000	-40.0%
10002210	54330 TechConsult - Maint	7,174	17,920	8,317	17,131	17,131	-4.4%

City of  Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10002210	54340 Repairs - Vehicles	51,911	55,000	181,978	55,000	55,000	0.0%
10002210	54390 Repairs - SCBA	9,868	10,000	2,224	10,000	6,000	-40.0%
10002210	54420 Vehicle Lease	61,157	69,836	-	96,098	96,098	37.6%
10002210	54440 Other Equipment Lease	163	1,000	100	72,255	46,827	4582.7%
10002210	55310 Telephone	946	1,890	452	500	500	-73.5%
10002210	55400 Marketing - Prevention	2,080	3,000	1,967	3,000	3,000	0.0%
10002210	55500 Printing Services	685	1,250	-	1,000	1,000	-20.0%
10002210	56000 General Supplies	6,269	3,500	2,184	5,000	5,000	42.9%
10002210	56040 Medical Supplies	43,979	47,020	19,177	48,547	48,547	3.2%
10002210	56041 Medical Oxygen	2,899	2,500	888	3,200	3,200	28.0%
10002210	56042 Foam	440	400	220	600	600	50.0%
10002210	56043 Tires	8,727	8,300	7,611	9,000	9,000	8.4%
10002210	56051 Cleaning Supplies	446	900	40	800	800	-11.1%
10002210	56095 Protective Clothing	33,757	28,000	25,825	35,030	34,030	21.5%
10002210	56260 Gas	12,738	19,219	5,946	16,641	16,141	-16.0%
10002210	56261 Diesel	16,895	18,175	8,889	15,193	14,693	-19.2%
10002210	56440 Subscriptions	4,439	5,700	862	5,700	5,700	0.0%
10002210	56700 Auto Parts	2,087	3,000	1,086	2,500	2,500	-16.7%

City of Westbrook
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10002210	57390 Other Equipment	15,032	14,050	4,807	17,000	17,000	21.0%
10002210	58100 Dues & Memberships	4,519	4,096	3,856	4,511	4,511	10.1%
10002210	58911 Employee Recognition	3,009	3,500	3,368	3,500	3,500	0.0%
10002210	59000 Emergency Management	-	500	-	500	500	0.0%
TOTAL	Fire & Rescue	3,379,681	3,571,797	1,822,143	3,868,157	3,771,121	5.6%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10002210 Fire

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002210 51100 - Salaries - Regular FT/PT				2,140,861.00 *	
OFFICE COORDINATOR (1199)		.50	.00	28,355.00	
FF UNLICENSED (2111)		1.00	.00	51,964.00	
FF EMT-I (2117)		1.00	.00	56,778.00	
FF EMT-I (2118)		1.00	.00	56,560.00	
CPT EMT-P (2134)		1.00	.00	65,261.00	
LT EMT-B (2178)		1.00	.00	56,971.00	
CPT EMT-B (2182)		1.00	.00	58,786.00	
EQUIPMENT TECH LEAD (2229)		.50	.00	28,635.00	
EQUIPMENT TECH LEAD (2229)		.00	.00	2,693.00	
FF EMT-P (2236)		1.00	.00	55,874.00	
FF EMT-P (2237)		1.00	.00	55,566.00	
FF EMT-P (2240)		1.00	.00	54,448.00	
FF EMT-P (2241)		1.00	.00	54,118.00	
FF EMT-P (2247)		1.00	.00	56,259.00	
FF EMT-P (2248)		1.00	.00	54,949.00	
FF EMT-P (2378)		1.00	.00	56,393.00	
LT EMT-P (2379)		1.00	.00	59,661.00	
CPT EMT-B (2382)		1.00	.00	61,497.00	
FF EMT-P (2391)		1.00	.00	54,972.00	
FF EMT-I (2397)		1.00	.00	56,229.00	
FF EMT-P (2408)		1.00	.00	55,544.00	
CPT EMT-P (2420)		1.00	.00	64,432.00	
FF EMT-P (2428)		1.00	.00	53,282.00	
FF EMT-P (2459)		1.00	.00	56,997.00	
		1.00	.00	54,448.00	

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	FF EMT-P (2468)	1.00	.00		58,616.00
	LT EMT-P (2479)	1.00	.00		55,038.00
	FF EMT-P (2519)	1.00	.00		52,078.00
	FF EMT-P (2530)	1.00	.00		54,713.00
	FF EMT-P (2531)	1.00	.00		53,971.00
	FF EMT-P (2539)	1.00	.00		53,854.00
	FF EMT-P (2541)	1.00	.00		54,008.00
	FF EMT-P (2548)	1.00	.00		54,190.00
	FF EMT-P (2552)	1.00	.00		53,282.00
	FF EMT-P (2564)	1.00	.00		97,457.00
	FIRE CHIEF (2601)	1.00	.00		83,591.00
	DEPUTY FIRE CHIEF (2602)	1.00	.00		44,640.00
	FF EMT-B (7927)	1.00	.00		49,322.00
	FF EMT-P (7946)	.50	.00		18,676.00
	SECRETARY (8185)	1.00	.00		46,753.00
	FF EMT-B (8224)				
10002210 51100 - G1701 Salaries - Regular FT/PT					369,271.00 *
	FF EMT-B (2432)	1.00	.00		49,487.00
	FF EMT-I (2529)	1.00	.00		45,921.00
	FF EMT-B (8124)	1.00	.00		44,295.00
	FF EMT-B (8125)	1.00	.00		43,967.00
	FF EMT-P (8126)	1.00	.00		48,322.00
	FF EMT-P (8127)	1.00	.00		47,885.00
	Vacancy	2.00	44,697.00		89,394.00
	2-Firefighters				

8 SAFER Firefighters which is covered by a grant at 75%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
for July thru Oct and 35% for Nov thru June.					
10002210 51130 - Salaries - Call Fire		1.00	32,000.00		32,000.00 *
Call firefighter salary line					32,000.00
\$47,000					
Mayor Adjustment of \$15,000					
10002210 51135 - Salaries - Per Diem		1.00	135,780.00		312,000.00 *
Rescue 1 Per-Diem Salary Line:					135,780.00
This line covers one 24 hour					
EMS (EMT, AEMT or Paramedic)					
position 365 days a year based					
on an average hourly rate of					
\$15.50/hr. Total hours to					
cover are 8,760.					
8,760 hours x \$15.50/hr =					
\$135,780					
		1.00	135,780.00		135,780.00
Rescue 2 Per-Diem Salary Line:					
This line covers one 24 hour					
EMS (EMT, AEMT or Paramedic)					
position 365 days a year based					
on an average hourly rate of					
\$15.50/hr. Total hours to					
cover are 8,760.					
8,760 hours x \$15.50/hr =					
\$135,780					
		1.00	87,048.00		87,048.00
Engine 4 per diem salary line:					
This line includes one					
firefighter position that					
covers 12 hours Mon-Fri and 24					
hours on Sat-Sun for a total of					
5,616 hours. Avg hourly rate					
of \$15.50					
5,616 hours x \$15.50/hr					
=\$87,048					
		1.00	46,608.00		-46,608.00
Mayor Adjustment \$46,608					



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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002210 51300 - Salaries - Overtime		1.00	150,000.00	150,000.00	150,000.00 *
<p>This line covers the cost of employees to cover scheduled vacation and comp/holiday leave as well as unscheduled leave which includes sick time and employee injuries (workers comp).</p> <p>This also covers the cost of employee time to attend department training to include fire, EMS and specialty rescue training which includes but is not limited to confined space, hazardous materials, water rescue technician certification programs.</p> <p>The SAFER employees helps reduce the OT line.</p>					
10002210 51500 - Stipends		42.00	175.00	7,350.00	7,350.00 *
<p>Fitness stipends - 42 Full-Time x \$175 per CBA annually</p> <p>Annual fitness stipend of \$175.00 per full-time employee. This is an increase from \$125 that will take effect on July 1, 2019 upon ratification of the CBA</p>					
10002210 51600 - Unused Comp Absences		42.00	723.00	30,366.00	30,366.00 *
<p>CBA obligation - under certain conditions, employees may sell back their unused vacation and sick time in December annually. In FY 18/19, the Department paid out \$30,342 and with employees increasing their tenure, these obligations will increase. Average pay out per employee, based on 42 FTE is \$722.42</p>					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002210 52901 - Uniforms					31,250.00 *
Full-Time employees - \$450.00 clothing allowance per the collective bargaining agreement (CBA), Article 21 Section B		42.00	450.00		18,900.00
Per-Diem employees - \$150.00 clothing allowance per the CBA Article 21 Section B.		150.00	32.00		4,800.00
Clothing allowance for call firefighters and fire police members		15.00	150.00		2,250.00
Chief Officers - \$450.00 clothing allowance per year		2.00	450.00		900.00
Dress uniforms - \$600.00 for all new employees after successful completion of probation period		4.00	600.00		2,400.00
Badges, collar brass, helmet shields, and department patches		1.00	2,000.00		2,000.00
10002210 52902 - Medical Exams/Physicals					31,609.00 *
Per NFPA/OSHA - Firefighter respiratory questionnaire completed annually by staff and reviewed by occupational health (Concentra)		85.00	16.00		1,360.00
new hire (firefighter) pre-placement physical cost of \$554 per employee		8.00	554.00		4,432.00
pre-placement firefighter/hazmat tech physical cost of \$652 per employee		1.00	652.00		652.00
Periodic (annual) firefighter physical exam Cost - \$493 per employee		25.00	493.00		12,325.00
Periodic (annual) firefighter/hazardous materials technician physical exam Cost - \$417 per employee		20.00	417.00		8,340.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
Misc. medical testing to include treadmill, cardiac stress test, echo stress test, x-rays, EKGs, heavy metal screening, ultrasound screening (carotid duplex, thyroid and echocardiogram), physical therapy, etc.		1.00	1,500.00		1,500.00
Pre-placement psychological examinations Cost - \$500 per employee		6.00	500.00		3,000.00

Includes medical evaluations required by Maine DOL respiratory standards, hazmat regulations, new hires, Maine EMS regulations/laws, and firefighter CBA. Also includes the cost of immunizations as needed. Increased screening to include cancer and cardiac screenings as more of our first responders are being affected by cardiac, stroke and cancer related illnesses which are resulting in lost time injuries and workers comp claims. Additionally, with the passing of the cancer presumption law, if a firefighters is diagnosed with cancer, the onus falls back on the employer to prove that the diagnosis did not occur from an occupational exposure.

10002210 53300 - Professional EE TrainingTravel

42,500.00

Much of the cost is associated with mandated EMS licensure certification programs to include Advanced Cardiac Life Support, Pediatric Advanced Life Support and Pre-Hospital Life Support.

The majority of the department personnel have hazardous materials technician, confined space technician and water rescue technician so this line would also cover annual refresher programs.

This also would cover officer development programs as well as peer fitness and/or Performance O2X for staff to attend. This also includes bringing in a number of nationally recognized instructors with the goal of reducing total agency cost.

Travel expense for trainings, conferences to include Maine Fire Chief Conference, Newry ME, New England Chief's conference, approved travel reimbursements for line staff utilizing personal vehicles for trainings/conferences.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002210 53405 - Contractual Services					25,260.00
	Part Time Fire Inspector - Outsourced to Corey Electric - \$23,760				
	Trauma Intervention Program (TIP) Support - In 2018, TIP volunteers responded to serve our public safety professionals and citizens 35 times; serving 332 residents and 232 first responders. Types of calls include but were not limited to fires, overdoses, motor vehicle accidents, and unexpected deaths (suicides, overdoses and unattended)				
10002210 53621 - Collections Costs					43,200.00
	Cost associated with EMS billing.				
	Based on projected 3,200 EMS calls, 75% or 2,400 billable calls at \$18/call = \$43,200				
10002210 53623 - Medical Director					5,000.00 *
	SERVICE MEDICAL DIRECTOR (7929)	1.00	.00		5,000.00
	Public Safety medical director, John Martel MD ER Physician Maine Medical Center. Provides medical direction for public safety staff and provides quarterly run review/CQI. The medical director assists admin with other duties as requested. This ensures medical direction for medication delivery including Police personnel and oversight of EMS delivery. The medical director oversees medication purchases, directs CQI and performance improvement efforts within the agency. This fee includes associate medical directors who assist with quarterly run review and CQI (Continual quality control) for the department				
10002210 54110 - Hydrant Fees					146,676.00 *
		1.00	146,676.00		146,676.00
	Public fire protection (hydrant fees) charge based on a proposed rate increase of 4.36% slated to go into effect May 1, 2019. 3.7% rate increase from current \$130,067				
	The City currently pays \$140,544 for public fire protection (hydrant rentals) from the Portland Water District. Last year we saw an increase of 3.747% or \$5,076 from the previous fiscal year. The Portland				



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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

VENDOR	QUANTITY	UNIT COST	2020	Mayor
Water District and its Trustees are proposing a 4.36% increase in this upcoming FY.				
The rate increase in the charge is expected for the year beginning May 1, 2019. Converting the amounts to the City's fiscal year (July 1 to June 30), the annual amount is \$146,676 or \$12,223.				

10002210 54300 - Repairs/Maint

1.00	6,500.00	6,500.00 *
		6,500.00

This line includes hardware supplies for building, repairs to fire/EMS equipment, such as hoses, nozzles, extinguishers, repairs to small equipment such as saws, portable pumps, and flashlights, etc.

It also includes small equipment rentals and larger equipment rental for station work and cleaning details to include scissor lifts and loaders for snow removal for clearing hydrants in large snow events when public service loaders are unavailable.

Includes hardware supplies for building, repairs to fire/EMS equipment such as hoses, nozzles, extinguishers, repairs to small equipment such as saws, portable pumps, batteries for radios, pagers, flashlights, small equipment rental to include scissor lift, pressure hoses etc.

10002210 54310 - Minitor Radio Repairs

6,000.00

This line includes funding for portable radio replacement, with the goal of replacing a minimum of ten per year and also replacing any outdated or failed mobile radios throughout the year. Additionally, this covers the cost of new and replacement batteries for portable radios and maintenance to all portable and mobile radios and VRS units.

Mayor Adjustment \$4,000.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002210 54330 - TechConsult - Maint					17,131.00 *
static testing and annual PM for SCBA bottles		25.00	300.00		7,500.00
annual stryker preventative maintenance		4.00	400.00		1,600.00
annual preventative maintenance for jaws of life (holmatro tools and pumps)		1.00	500.00		500.00
annual PM for IV pumps		4.00	200.00		800.00
annual PM for Zoll X-Series cardiac monitors to include software updates (\$255 per PM)		6.00	255.00		1,530.00
posicheck and specialty meter calibration for all of our department meters		1.00	2,000.00		2,000.00
SCBA cascade annual PM- both in house and Squad 1		2.00	400.00		800.00
replacement batteries for stryker stretchers		3.00	467.00		1,401.00
batteries for sawzall, multi-gas meters etc.		1.00	1,000.00		1,000.00
10002210 54340 - Repairs - Vehicles					55,000.00 *
maintenance and service for rescue fleet (R1, R2, R3, R4)		4.00	6,000.00		24,000.00
maintenance for command staff vehicles (car 1, car 2, car 3)		3.00	500.00		1,500.00
maintenance and service of engines and ladder (E1, E2, E3, E4)		4.00	6,000.00		24,000.00
maintenance and service for service vehicles (Unit 6 and Unit 7)		2.00	500.00		1,000.00
UL aerial testing and certification. Included is minor maintenance to aerial		1.00	2,000.00		2,000.00
		15.00	100.00		1,500.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
UL ground ladder testing and repair		4.00	250.00		1,000.00
annual pump testing for engines (E1, E2, E3, E4)		1.00	.00		.00
10002210 54390 - Repairs - SCBA					6,000.00
SCBA maintenance program that also includes re-certification and training for our field technicians.					
Mayor Adjustment \$4,000.					
10002210 54420 - Vehicle Lease					96,098.00 *
2015 Rescue Lease Purchase		1.00	24,970.00		24,970.00
Ambulance Lease (Year 5 of 5)					
Annual Payment of \$24,970					
2016 Command Staff Vehicle		1.00	7,507.00		7,507.00
Lease Payment (Year 5 of 5)					
Annual Payment of \$7,507					
2019 Ambulance Remount Lease Purchase (Estimated)		1.00	26,581.00		26,581.00
Lease Payment (Year 2 of 5)					
Annual Payment of \$26,581					
Lease yr 5 of 5 2015 Ford Utility Interceptor		1.00	7,633.00		7,633.00
\$7,632.21					
Ambulance Remount FY20 CIP (estimated) Year 1 of 5		1.00	29,407.00		29,407.00

FD lease purchases

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10002210 54440 - Other Equipment Lease		1.00	1,000.00		46,827.00 *
lease equipment to include cardiac monitors as needed, staging, lift etc.					1,000.00
SCBA Replacements FY20 CIP (estimated) Year 1 of 7 for \$45,827.		1.00	45,827.00		45,827.00
10002210 55310 - Telephone					500.00
Replacement of Wireless cards and other data related components for Ipads and station alerting systems					
10002210 55400 - Marketing - Prevention					3,000.00
Marketing and educational material for fire prevention week, Public Safety Day, fire education and the juvenile fire setter program. Providing year long prevention for the community. Our life safety prevention program has drastically increased year over year and we would like to continue expanding on our programs as funding becomes available.					
10002210 55500 - Printing Services		1.00	1,000.00		1,000.00 *
printing for annual report, printed forms, envelopes and business cards					1,000.00
10002210 55800 - Travel					.00
Moved to Prof EE Training and Travel 53300.					
10002210 56000 - General Supplies					5,000.00
General supplies to include pads of paper, labels, file folders, binder clips, envelopes, pens, 3-ring binders, staples, certificate frames, staplers, tape, batteries, correction tape, thumb drives, keys. white board dry erase markers, glass paint markers, etc.					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10002210 56040 - Medical Supplies

VENDOR	QUANTITY	UNIT COST	2020	Mayor
Adult, child, infant Bag Valve Mask (BVM)	70.00	20.00		48,547.00 *
				1,400.00
Cost of BVM is approximately \$20 per BVM				
boxes of gloves (small, medium, large and x-large)	50.00	95.00		4,750.00
Cost of medical gloves per case (10 per case) is \$95. The agency purchases approximately 100 50 cases per year.				
Continuous positive airway pressure mask (CPAP)	30.00	59.00		1,770.00
30 CPAP x 59				
King airway device (rescue advanced airway device)	1.00	1,432.00		1,432.00
Ten Size 5 - \$32.78 = \$328				
Ten Size 4 - \$32.78 = \$328				
Ten Size 3 - \$38.80 = \$388				
Ten Size 2 - \$38.80 = \$388				
Endotracheal tubes (advanced airway) - both cuffed and un-cuffed tubes for adult and pediatric patients	60.00	3.00		180.00
New and to replace expired - Sixty (60) at \$3 = \$180				
Airway equipment to include EtCO2 devices, suction catheters, portable suction canisters, etc.	1.00	3,131.00		3,131.00
Suction (1200 ml) - Case 12 - \$136.76 x 3 = \$410.28				
Suction (800 ml) - 40 x \$5.80 = \$232.00				
Hard Suction Catheters - 40 x \$1.00 = \$40.00				
Soft Suction Catheters 40 x \$0.57 = \$22.80				
EtCO2 (nasal cannula) - 10 cases x \$118.56 = \$1,185.60				
EtCO2 (ETT monitoring) 5 cases				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
x \$118.56 =\$592.80 Non-Rebreather Oxygen Masks - 200 x \$0.87 =\$172 Nasal Cannula oxygen - \$25/case x 5 =\$125 Nebulizers - \$1.25 x 200 - \$250		1,500.00	3.00		4,500.00
IV Catheters 24g, 22g, 20g, 18g, 16g, 16g sizing- \$3 per catheter x 1500		1.00	2,526.00		2,526.00
Band-aids -\$100 Gauze pads- \$200 Israeli emergency bandage- 25 x\$25 =\$625 QuikClot dressing- 30 x \$36.50 =\$1,095 Tourniquet - 10 x \$32.23 = \$322.30 OB Kit- 10 x \$18.33 = \$183.30		1.00	3,160.00		3,160.00
Zoll cardiac monitoring electrodes Cost - \$158/box x 20 boxes = 3,160		1.00	3,032.00		3,032.00
Multi-function pads (cardioversion, defibrillation and pacing). These are Zoll combination pads for our X-Series monitors and for all of our AEDs. 1 case of 6 = \$379 x 8 cases =		30.00	120.00		3,600.00
EZ IO needles - these needles are for vascular access in emergency or critical situations when IV access is difficult \$120 per needle x 30 = \$3,600		2.00	474.00		948.00
Intravenous Fluid Normal Saline 1000cc 250 bags x \$2.37 =\$474.00 Lactate Ringers 250 bags x \$2.37=\$474.00					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
Zoll Monitor Batteries		4.00	400.00		1,600.00
10 ml normal saline IV flush		1.00	518.00		518.00
box of 100 at \$52 x 10 = \$518		1.00	12,000.00		12,000.00
Medication resupply. This line includes purchasing medications from Moore Medical, Boundtree and other pre-hospital pharmaceutical providers. This also includes payment to Maine Medical and Mercy hospital for medications that we re-stock our drug boxes with from their Pyxis units.					
This line also covers the syringes, filter and non filtered needles and caps to administer those medications as well as all blood glucose kits.					
		1.00	3,000.00		3,000.00
other supplies to include specialty trauma, needle decompression, & advanced airway kits, stethoscopes, splints, IV start packs					
		1.00	1,000.00		1,000.00
Browselow Kit for Rescue 4					
10002210 56041 - Medical Oxygen					3,200.00
	medical oxygen for cyliner replacement and gas exchange				
10002210 56042 - Foam					600.00
	Class A foam and class B foam needs				
10002210 56043 - Tires					9,000.00
	Tire replacement plan for FD and EMS apparatus Engines, Rescues, Service Vehicle, Chief & Deputy Chief's vehicles				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10002210 56051 - Cleaning Supplies

VENDOR	QUANTITY	UNIT COST	2020	Mayor
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800.00

Cleaning supplies

10002210 56095 - Protective Clothing

	2.00	1,600.00	34,030.00 *	3,200.00
--	------	----------	-------------	----------

state and federal regulated
required PPE to include
replacement of bunker gear
(coats and trousers) at a cost
of \$1600 per set. We usually
purchase 2-3 sets annually

	7.00	375.00	2,625.00	
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structural boots (new hire and
replacement)

	1.00	3,325.00	3,325.00	
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This line covers particulate
blocking hoods and gloves.

Particulate blocking hoods -
\$85 x 15 = \$1,275

Gloves - \$55 x 10 = \$550

Helmets - 5 x \$300 = \$1500

repair of equipment

	1.00	2,000.00	2,000.00	
--	------	----------	----------	--

PPE Lease Purchase (year 3 of
5) \$23,000

	1.00	23,000.00	23,000.00	
--	------	-----------	-----------	--

Adams

Tools \$280

Certification \$100

Clothing \$500

	1.00	880.00	880.00	
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Mayor Adjustment \$1,000

	1.00	1,000.00	-1,000.00	
--	------	----------	-----------	--

State and Federal regulated required PPE to include
replacement of bunker gear (coats and trousers)
Approximately \$23,000.00 of this line is used to cover
our PPE lease purchase. The additional funding being
requested to replace boots, hoods, groves and towards
the cost of repairing torn or damaged personal
protective equipment.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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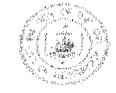
PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund
10002210 56260 - Gas

VENDOR	QUANTITY	UNIT COST	2020	Mayor
	1.00	4,875.00		16,141.00 *
Staff Vehicles (Car 1, 2, 3 and 4) Car 1 - 15,000 miles/20 mpg = 750 x \$1.95 = \$1,462 Car 2 - 15,000 miles/20 mpg = 750 x \$1.95 = \$1,462 Car 3 - 10,000 miles/20 mpg = 500 x \$1.95 = \$975 Car 4 - 10,000 miles/20 mpg = 500 x \$1.95 = \$975				4,875.00
fuel for unit 6 and unit 7	1.00	1,625.00		1,625.00
Unit 6 - 7500 miles/15mpg = 500 x \$1.95=\$975 Unit 7 - 5000 miles/15 mpg= 333 x \$1.95=\$650				
Currently, two of our ambulances use unleaded fuel. We are in the process of purchasing another gas ambulance which would move to a front line ambulance, so both front line ambulances would be gas. We anticipate 2,500 plus calls for service with gas ambulances, not including inspections, PR, education etc.	1.00	10,141.00		10,141.00
2500 x 15 miles RT = 37,000 / 8 mpg =4,687.5 x \$1.95 = \$9,141				
Travel/idle time for inspections, safety surveys, PR/education, etc. - \$1,000				
Mayor Adjustment \$500	1.00	500.00		-500.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10002210 56261 - Diesel

VENDOR QUANTITY UNIT COST 2020 Mayor
14,693.00

Diesel Fuel for Engine 1, 2, 3, 4, Squad 1 and Rescue 4

E1 - 1,500/5 mpg = 300 x \$2.28 = \$684

E2 - 5,000/5mpg = 1000 x \$2.28 = \$2280

E3 - 10,000/5mpg= 2000 x \$2.28 = \$4,560

E4 - 10,000/5mpg = 2000 x \$2.28 = \$4,560

S1 - 1,500/5mpg = 300 x \$2.28 = \$684

R4 - 5,000/8mpg = 625 x \$2.28 = \$1425

Idle time and travel time for safety
surveys/education/PR, etc. - \$1000

Mayor Adjustment \$500

10002210 56440 - Subscriptions

1.00 4,700.00 5,700.00 *

Fire Rescue 1 Academy online
training for all members of the
department. This provides fire,
EMS, specialty rescue and OSHA
required training for all
members of the agency. This
program also tracks members
program completion. This
program allows the admin to
post SOGs and memos and tracks
who has reviewed them. This
will assist with our BLS
requirements

4,700.00

Annual subscripton including
OSHA regulator updates, annual
NFPA fire code updates; new
fire manuals

1.00 1,000.00 1,000.00

10002210 56700 - Auto Parts

2,500.00

Parts for in-house vehicle and equipment service and
maintenance performed by line staff

10002210 57390 - Other Equipment

1.00 5,000.00 17,000.00 *

small equipment to include
flashlights, speedy dry, hand
tools, flags, other misc
supplies

5,000.00

hose equipment replacement

1.00 5,000.00 5,000.00

water rescue equipment to

1.00 3,500.00 3,500.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
	include dry suits, mustang suits, rope, helmets	1.00	3,500.00		3,500.00
	specialty response equipment to include high/low angle, confined space and hazmat				
10002210 58100 - Dues & Memberships					4,511.00 *
	Annual EMS Assessment Fee - Atlantic Partners EMS	1.00	2,500.00		2,500.00
	Maine Fire Chief Association Annual Dues (Chief and Deputy Chief)	2.00	99.00		198.00
	Cumberland County Fire Chiefs Association Annual Dues (Chief and Deputy Chief)	2.00	150.00		300.00
	International Association of Fire Chiefs Annual Dues (Chief and Deputy Chief)	2.00	255.00		510.00
	International Association of Arson Investigators - Chief, Deputy Chief & Fire Inspector	3.00	75.00		225.00
	Maine EMS ambulance service fee - \$100 per ambulance (R1, R2, R3, R4)	4.00	100.00		400.00
	NFPA and SHRM membership fees	2.00	189.00		378.00
10002210 58900 - G1801 Miscellaneous Expenditures					.00
10002210 58911 - Employee Recognition					3,500.00
	Funds light refreshments and snacks for training as well as awards for the departments annual awards/recognition banquet				

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10002210 59000 - Emergency Management

covers charges incurred upon
emergency evacuations, shelter
operations, & other disaster
functions

VENDOR	QUANTITY	UNIT COST	2020	Mayor
	1.00	500.00		500.00 *

TOTAL Fire

TOTAL General Fund

3,771,121.00

3,771,121.00

TOTAL REVENUE

TOTAL EXPENSE

GRAND TOTAL

.00

3,771,121.00

3,771,121.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 16

Public Services

(3100 - 3600)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Public Services Admin							
10003100	51100 Salaries - Regular FT/PT	251,584	258,371	118,399	266,235	249,686	-3.4%
10003100	51110 Salaries - Elec/Boards	192	500	144	500	500	0.0%
10003100	51300 Salaries - Overtime	619	500	125	600	600	20.0%
10003100	51600 Unused Comp Absences	4,078		-	-	-	0.0%
10003100	52901 Uniforms	621	800	107	800	800	0.0%
10003100	53300 Professional EE Training & Travel	2,422	4,300	955	4,300	4,300	0.0%
10003100	54330 TechConsult - Maint	14,619	12,000	363	12,000	12,000	0.0%
10003100	55320 Tel - Push Talk	3,906	21,500	5,793	16,000	16,000	-25.6%
10003100	55500 Printing Services	877	600	-	600	600	0.0%
10003100	56000 General Supplies	2,196	2,500	671	2,500	2,500	0.0%
10003100	56500 Computer Supplies	-	500	-	500	500	0.0%
10003100	58100 Dues & Memberships	1,265	1,470	810	1,470	1,470	0.0%
10003100	58911 Employee Recognition	616	1,200	711	1,200	1,200	0.0%
TOTAL	Public Services Admin	282,995	304,241	128,078	306,705	290,156	-4.6%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003100 Public Services Admin					
10003100 51100 - Salaries - Regular FT/PT					249,686.00 *
ADMINISTRATIVE ASSISTANT (1159)		.90	.00		46,685.00
DIRECTOR OF PUBLIC SERVICES (3024)		.75	.00		82,535.00
PS OPERATIONS MANAGER (3356)		1.00	.00		89,733.00
Cap Proj & Spec Funds Acct (7944)		.65	47,281.54		30,733.00
10003100 51110 - Salaries - Elec/Boards					500.00
Monthly cost for Cemetery Board of Directors.					
10003100 51300 - Salaries - Overtime					600.00
This pays for overtime for Specialist and Administrative Assistant on an as needed basis.					
10003100 51600 - Unused Comp Absences					.00
10003100 52901 - Uniforms					800.00
Clothing allowance for Director and Operations Manager (\$250 ea) and \$150 for miscellaneous items such as gloves, safety glasses, etc.					
10003100 53300 - Professional EE TrainingTravel					4,300.00
Employee development, safety and compliance training. Includes required professional development hours for Director.					
Mileage reimbursement, hotels and meal reimbursement for attendance at professional meetings.					
10003100 54330 - TechConsult - Maint					12,000.00
Professional surveying and engineering support for unforeseen projects and Council requests, right-of-way delineation, etc. Database support for FEMA reporting, winter storm, equipment pm and school support.					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003100 55320 - Telephone - Push Talk					16,000.00
		Verizon mobile phones monthly fees, phone chargers, cases, etc. Monthly service fees for 48 in-vehicle gps units. Decrease is due to the installation costs for in-vehicle gps units that was a first year cost.			
10003100 55330 - On-Line Connection					.00
10003100 55500 - Printing Services					600.00
		Business cards, envelopes, forms and mailers.			
10003100 55800 - Travel					.00
		Moved to Prof EE Training and Travel 53300			
10003100 56000 - General Supplies					2,500.00
		Office supplies for entire department, ID badges, timecards, note pads, pens, binders, etc.			
10003100 56500 - Computer Supplies					500.00
		Printer cartridges, keyboards, ergonomic workstation improvements, cables usb drives, etc.			
10003100 58100 - Dues & Memberships					1,470.00
		APWA (\$400), Maine Safety Council (\$395), ASCE (\$270), Arborist License Renewal (\$250), Arborist Association (\$80), MBTA (\$75).			
10003100 58911 - Employee Recognition					1,200.00
		Employee appreciation functions, retirement recognition, safety milestone rewards.			
TOTAL Public Services Admin					290,156.00
TOTAL General Fund					290,156.00
TOTAL REVENUE					.00
TOTAL EXPENSE					290,156.00
GRAND TOTAL					290,156.00

** END OF REPORT - Generated by Suzanne Knight **

City of Woburn
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

	FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Highways & Streets						
10003110 51100 Salaries - Regular FT/PT	817,530	866,037	433,056	893,224	893,224	3.1%
10003110 51200 Salaries -Temp Employees	6,605	8,000	7,085	12,000	12,000	50.0%
10003110 51300 Salaries - Overtime	111,827	130,000	29,714	130,000	130,000	0.0%
10003110 51600 Unused Comp Absences	2,123	9,000	2,871	9,000	9,000	0.0%
10003110 52901 Uniforms	19,428	20,260	8,440	20,260	20,260	0.0%
10003110 52902 Medical Exams/Physicals	5,158	6,000	2,644	6,000	6,000	0.0%
10003110 53405 Contractual Services	26,620	20,000	19,545	35,000	35,000	75.0%
10003110 54390 Maint - Traffic Lights	11,481	12,000	1,260	18,000	12,000	0.0%
10003110 54420 Lease - Misc Vechile & Equip	42,797	101,239	29,638	107,391	107,391	6.1%
10003110 54440 Equipment Rental	101,294	138,190	61,066	165,847	165,847	20.0%
10003110 56044 Chemical Supplies	2,572	8,000	7,044	8,000	8,000	0.0%
10003110 56045 Landscaping/Agri Supplies	9,746	15,000	217	15,000	15,000	0.0%
10003110 56060 Specialty Supplies/Materials	19,350	12,500	5,252	10,500	10,500	-16.0%
10003110 56061 Downtown Supplies	23,723	23,000	17,295	25,000	25,000	8.7%
10003110 56062 Traffic/Regulatory Signs	12,748	15,000	7,839	15,000	15,000	0.0%
10003110 56221 Elec - Street Lighting	357,924	374,500	148,558	374,500	374,500	0.0%
10003110 56222 Elec - Traffic Lights	7,166	7,500	2,102	7,650	7,650	2.0%

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10003110	56900 Downtown Contractual	13,222	6,000	5,486	8,000	8,000	33.3%
10003110	57301 Small Equipment	2,328	4,000	2,704	4,000	4,000	0.0%
10003110	57390 Special Equipment	9,100	-	-	8,000	-	0.0%
10003110	58930 Road Salt/Calcium	150,004	162,498	83,538	189,000	175,000	7.7%
10003110	58935 Bituminous Concrete	161,135	140,000	97,338	150,000	150,000	7.1%
10003110	58936 Cold Mix/Patch	6,605	4,000	132	6,000	6,000	50.0%
10003110	58937 Traffic Paint/Striping	72,999	48,000	2,769	51,000	51,000	6.3%
10003110	58938 Culverts/Pipes	6,689	7,500	6,966	7,500	7,500	0.0%
10003110	58939 Winter Sand & Gravel	17,346	32,700	13,863	23,500	23,500	-28.1%
TOTAL	Highways & Streets	2,017,518	2,170,924	996,424	2,299,372	2,271,372	4.6%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund
10003110 Highways & Streets

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003110 51100 - Salaries - Regular FT/PT					893,224.00 *
EQUIPMENT OP I (2209)		1.00	.00		42,650.00
EQUIPMENT OP II (3012)		1.00	.00		45,344.00
EQUIPMENT OP II (3012)		.00	.00		150.00
EQUIPMENT OP II (3069)		1.00	.00		46,905.00
EQUIPMENT OP II (3069)		.00	.00		600.00
OPERATIONS SUPERVISOR (3070)		1.00	.00		62,142.00
EQUIPMENT OP II (3074)		1.00	.00		44,285.00
EQUIPMENT OP II (3074)		.00	.00		1,800.00
EQUIPMENT OP II (3076)		1.00	.00		44,673.00
EQUIPMENT OP II (3076)		.00	.00		600.00
EQUIPMENT OP I (3085)		1.00	.00		41,634.00
EQUIPMENT OP I (3087)		1.00	.00		41,634.00
EQUIPMENT OP I (3087)		.00	.00		1,800.00
EQUIPMENT OP I (3089)		1.00	.00		41,152.00
EQUIPMENT OP I (3089)		.00	.00		200.00
OPERATIONS SUPERVISOR (3325)		1.00	.00		67,057.00
EQUIPMENT OP I (3337)		1.00	.00		45,270.00
EQUIPMENT OP I (3337)		.00	.00		500.00
EQUIPMENT OP I (3367)		1.00	.00		42,378.00
EQUIPMENT OP I (3367)		.00	.00		200.00
EQUIPMENT OP I (7076)		1.00	.00		42,001.00
EQUIPMENT OP I (7076)		.00	.00		1,500.00
EQUIPMENT OP I (7999)		1.00	.00		43,772.00
EQUIPMENT OP I (7999)		.00	.00		1,000.00
EQUIPMENT OP I (8091)		1.00	.00		44,000.00

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NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
		1.00	.00		44,000.00
	EQUIPMENT OP I (8142)	.00	.00		2,100.00
	EQUIPMENT OP I (8142)	1.00	.00		41,152.00
	EQUIPMENT OP I (8155)	.00	.00		200.00
	EQUIPMENT OP I (8155)	1.00	.00		40,100.00
	EQUIPMENT OP I (8197)	1.00	.00		40,100.00
	EQUIPMENT OP I (8198)	1.00	.00		40,100.00
	EQUIPMENT OP I (8227)	1.00	.00		40,100.00
	Cemeteries Labor Reclass	1.00	17,775.00		-17,775.00
10003110 51200 - Salaries -Temp Employees					12,000.00
	Supplemental help for mowing of parks, roadsides, etc.				
10003110 51300 - Salaries - Overtime					130,000.00
	Overtime for all division operations including snow plowing and removal, weekend festivals, emergency calls, etc. Increase is due to wage adjustments.				
10003110 51600 - Unused Comp Absences					9,000.00
	Per contract, under certain circumstances employees are eligible to sell back their accrued sick and vacation time.				
10003110 52901 - Uniforms		21.00	280.00		20,260.00 *
	21 employees at \$280 Safety Boot and Glove allowance AFSCME				5,880.00
	Director and PS Dir of Ops Boot Allowance	1.00	280.00		280.00
	Uniform charges for employees per agreement.	6.00	230.00		1,380.00
	Uniform Rentals for all Teamster and AFSCME Employees per union contracts	24.00	530.00		12,720.00

Uniforms for 26 AFSCME and Teamster employees as per

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003110 52902 - Medical Exams/Physicals	contract.				6,000.00
	Pre-employment physicals, annual hearing tests for 32 employees, Hep B vacc, etc. MDOT random substance testing.				
10003110 53405 - Contractual Services					35,000.00
	Payment to Police Department for police traffic control details on busy roadways. This cost historically has been paid out of Public Services Overtime Budget. A new budget line has been created to better track these expenses.				
10003110 54390 - Maint - traffic Lights					12,000.00
	Repair and maintenance of city traffic signals, ped signals, etc. Due to OSHA standards, much of this work is contracted out. Costs include lamps, batteries, controllers, fixtures, etc. This line also covers the cost for the City's participation in PACTS RTMS program.				
	Mayor Adjustment \$6,000				
10003110 54420 - Lease - Misc Equip					107,391.00 *
Year 5 of 5 Sidewalk Tractor MT6 Trackless		1.00	21,097.00		21,097.00
Year 3 of 5 Sidewalk Tractor.		1.00	29,638.00		29,638.00
Year 2 of 3 Kubota TRV Diesel Utility Vehicle		1.00	9,049.00		9,049.00
Year 2 of 3 2017 Ford F350-Super Duty		1.00	16,730.00		16,730.00
Sidewalk Plow FY20 CIP (estimated) Year 1 of 5		1.00	30,877.00		30,877.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003110 54440 - Equipment Rental		130.00	590.00		165,847.00 *
Shaw Brothers Grader and Wood Loader for snow plowing operations					76,700.00
Middle School and High School mowing contract		1.00	12,247.00		12,247.00
WML, Public Safety, City Hall mowing contract		1.00	6,900.00		6,900.00
William Clarke Drive mowing and landscaping		1.00	25,000.00		25,000.00
Contracted tree work and stump grinding		1.00	25,000.00		25,000.00
Misc. heavy equipment rentals		1.00	20,000.00		20,000.00

Covers outsourced plowing of grader and 2 loaders.
Mowing contracts at high school, middle school, City
Hall, Public Safety, Library and William Clarke Drive.
This line also supplies rental equipment for public
services construction projects and bulldozers for snow
dump.

10003110 56044 - Chemical Supplies 8,000.00

Roadside spraying program.

10003110 56045 - Landscaping/Agri Supplies 15,000.00

Landscaping materials and nursery stock to maintain the
urban forest, city parks and schools.

10003110 56060 - Specialty Supplies/Materials 10,500.00

Includes items such as: tools, rakes, shovels, brooms,
safety and weather equipment, lime, fertilizer, seed,
mulch, block, cement, brick, mortar, chains, manhole
sections, catch basin grates, etc.

10003110 56061 - Downtown Supplies 25,000.00

Materials and supplies for downtown/Riverbank
Park/Boardwalk. Banners and flags as well as holiday
lights. Litter and graffiti control. \$10,000 is
dedicated to continued updating of holiday lights.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003110 56062 - Traffic/Regulatory Signs					15,000.00
					Traffic signs, regulatory, warning, parking, etc. Street name signs, ped crossing signs, etc.
10003110 56221 - Elec - Street Lighting					374,500.00
					Monthly charges for all City streetlights as well as Riverbank Park, Boardwalk, Plaza and Ped Bridge lighting.
10003110 56222 - Elec - Traffic Lights					7,650.00
					Power charges for 21 traffic signals.
10003110 56900 - Downtown Contractual					8,000.00
					Electrical contractor costs for downtown/riverbank park including street lights, boardwalk lights, outlets, etc.
10003110 57301 - Small Equipment					4,000.00
					Backpack blowers, grass trimmers, work zone signage, chainsaws, PPE, rain gear, etc.
10003110 57390 - Special Equipment					.00
					RRFB Install at Main Street and Stroudwater Street. Mayor Adjustment
10003110 58930 - Road Salt/Calcium					175,000.00 *
					Road salt - 3,000 tons @ \$58/ton
		3,000.00	58.00		174,000.00
					Calcium Chloride Salt Treatment - 6,000 gal at \$2.50/gal.
		6,000.00	2.50		15,000.00
					Mayor Adjustment
		1.00	14,000.00		-14,000.00
10003110 58935 - Bituminous Concrete					150,000.00
					Used for road patching, grinding, curb replacement, sidewalk resurfacing, crack sealing.

City of Woburn
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Refuse & Collection							
10003200	51100 Salaries - Regular FT/PT	35,474	36,444	18,121	37,615	37,615	3.2%
10003200	51300 Salaries - Overtime	1,274	1,000	840	1,500	1,500	50.0%
10003200	53618 Postclosure Care Costs	17,812	17,000	-	17,500	17,500	2.9%
10003200	53715 Refuse Collection	698,324	712,137	297,015	726,380	726,380	2.0%
10003200	54440 Equipment Rental	5,646	6,000	2,395	6,000	6,000	0.0%
10003200	54599 Demolition Costs	29	5,000	-	5,000	5,000	0.0%
10003200	55400 Recycling Education/Enforc	19,265	20,000	7,890	22,000	22,000	10.0%
10003200	55500 Printing Services	-	400	67	400	400	0.0%
10003200	58931 Disposal Fee - Catch Basin	36,137	39,000	7,309	39,000	38,700	-0.8%
10003200	58932 Tipping Fees	333,355	315,385	133,565	321,700	321,700	2.0%
10003200	58934 Haz Waste Collection	6,193	9,000	171	8,000	8,000	-11.1%
TOTAL	Refuse & Collection	1,153,510	1,161,366	467,372	1,185,095	1,184,795	2.0%

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City of Westbrook
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10003200 Refuse & Collection

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003200 51100 - Salaries - Regular FT/PT					37,615.00 *
		.75	.00		37,615.00
SUSTAINABILITY COORDINATOR (3078)					
Salary for 30 hours of the Sustainability Coordinator for solid waste and recycling services. The remaining 10 hours are paid through sewer user fees for Clean Water Act permitting compliance.					
10003200 51300 - Salaries - Overtime					1,500.00
10003200 53618 - Postclosure Care Costs					17,500.00
Required annual monitoring costs for the closed Sandy Hill Landfill. Monitoring includes groundwater sampling, testing and preparation of the required annual report.					
10003200 53715 - Refuse Collection					726,380.00
Collection for curbside refuse and recycling. Curbside collection is available to residential properties (6 units or less). Increase is due to addition of new streets and cost increases with our hauler.					
10003200 54440 - Equipment Rental					6,000.00
Provides for recycle/MSW dumpsters at City buildings.					
10003200 54599 - Demolition Costs					5,000.00
Disposal costs for items such as roadside debris, large wood from City tree work, TV's, monitors, debris left roadside.					
10003200 55400 - Recycling Education/Enforc					22,000.00
Education and enforcement for city-wide programs. Includes funds for school classroom education and awareness. Annual solid waste and recycling flyer printing and postage. Toter replacement costs of \$16,000. Increase is due to the vast majority of toters being over 10 years old and we are seeing irreparable damage requiring replacement rather than repair.					

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003200 55500 - Printing Services					400.00
		Used for information materials such as tag system labels.			
10003200 58931 - Disposal Fee - Catch Basin					38,700.00
		This funds disposal costs for 1,400 tons of street sweeping material at \$18/ton and 300 tons of catchbasin debris at \$45/ton.			
10003200 58932 - Tipping Fees					321,700.00
		Municipal solid waste costs for curbside collection. Estimate of 4,800 tons at \$70.50. Increase is due to added residential units in the City over the past 3 years.			
10003200 58933 - Leaf Collection					.00
10003200 58934 - Haz Waste Collection					8,000.00
		Funds the household hazardous waste program. This program is held every fall at Casella Waste transfer facility on County Road. We continue to see a decreased demand for this program as basements have been cleaned out and have switched vendors lowering costs.			
TOTAL Refuse & Collection					1,184,795.00

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

			FY2018	FY2019	FY2019	FY2020	FY2020	PCT
			Actuals	Budget	ACTUALS 12/31/18	Dept	Mayor	CHANGE
Fleet Maintenance								
10003300	51100	Salaries - Regular FT/PT	191,534	206,869	100,980	209,330	209,330	1.2%
10003300	51300	Salaries - Overtime	20,246	15,000	7,407	18,000	18,000	20.0%
10003300	51600	Unused Comp Absence	1,810	2,000	-	2,000	2,000	0.0%
10003300	54300	Repairs/Maint (NonCap)	98,824	110,000	37,001	110,000	110,000	0.0%
10003300	54340	Repairs/Maint Vehicles	31,868	30,000	10,453	30,000	30,000	0.0%
10003300	54390	Maint - Small Equip	-	2,000	-	2,000	2,000	0.0%
10003300	54440	Equipment Rental	1,477	3,500	50	2,500	2,500	-28.6%
10003300	56043	Tires	11,957	22,000	18,822	17,500	17,500	-20.5%
10003300	56260	Fuel & Gas	26,016	31,250	13,954	28,275	28,275	-9.5%
10003300	56261	Diesel	68,081	78,000	20,754	59,280	59,280	-24.0%
10003300	56262	Equipment Oil	7,351	15,000	5,378	12,000	12,000	-20.0%
10003300	56700	Auto Parts	121,845	113,000	56,813	120,000	120,000	6.2%
10003300	56800	Cutting Edges	20,954	28,000	6,184	28,000	28,000	0.0%
10003300	57301	Small Equipment	20,496	12,000	6,153	12,000	12,000	0.0%
10003300	57390	Electrical & Rad	-	-	10	500	500	0.0%
TOTAL	Fleet Maintenance		622,459	668,619	283,960	651,385	651,385	-2.6%

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City of Westbrook
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003300 56043 - Tires					17,500.00
		Tire replacements for all Public Services equipment. Increases due to inflation.			
10003300 56260 - Fuel, Gas					28,275.00
		14,500 gallons for Public Services Department at \$1.95/gallon. Note the School Dept. fuel usage is credited/paid by them.			
10003300 56261 - Fuel, Diesel					59,280.00
		Diesel fuel for Public Services 26,000 gal at \$2.28gal. Increase due to higher fuel prices.			
10003300 56262 - Equipment Oil					12,000.00
		Equipment and vehicle oils/lubrication			
10003300 56700 - Auto Parts					120,000.00
		Funds the repairs and parts for all Public Services vehicles and equipment.			
10003300 56800 - Cutting Edges					28,000.00
		Steel cutting edges for snow plow. Brooms for street sweeping.			
10003300 57301 - Small Equipment					12,000.00
		Small equipment and tools for fleet maintenance division which includes diagnostic equipment, software and upgrades.			
10003300 57390 - Electrical & Radio Replacement					500.00
TOTAL Fleet Maintenance					651,385.00

City of Woburn
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Cemeteries							
10003400	51100 Salaries - Regular FT/PT	-	17,775	-	17,775	17,775	0.0%
10003400	51200 Salaries -Temp Employees	-	-	-	-	-	0.0%
10003400	51300 Salaries - Overtime	-	4,500	-	4,500	4,500	0.0%
10003400	54330 TechConsult - Maint	44,750	44,000	23,500	46,000	46,000	4.5%
10003400	56046 Cemetery Supplies	3,792	4,500	665	4,500	4,500	0.0%
TOTAL	Cemeteries	48,542	70,775	24,165	72,775	72,775	2.8%

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018	FY2019	FY2019	FY2020	FY2020	PCT
		Actuals	Budget	ACTUALS 12/31/18	Dept	Mayor	CHANGE
Athletic Facilities & Grounds							
10003500	51100 Salaries - Regular FT/PT	92,424	95,978	48,021	96,450	96,450	0.5%
10003500	51200 Salaries -Temp Employees	39,155	67,570	31,630	67,570	57,570	-14.8%
10003500	51300 Salaries - Overtime	8,007	7,500	3,415	7,500	7,500	0.0%
10003500	51600 Unused Comp Absence	643	2,450	-	2,450	2,450	0.0%
10003500	52901 Uniforms	1,032	2,000	276	2,450	2,450	22.5%
10003500	53300 Professional EE Training & Travel	743	2,000	343	2,000	2,000	0.0%
10003500	54420 Equipment & Vehicle Lease	12,054	12,055	-	-	-	-100.0%
10003500	54440 Outside Rentals/Contracts	28,014	3,500	3,240	27,500	27,500	685.7%
10003500	56044 Paint	14,602	20,000	9,583	20,000	20,000	0.0%
10003500	56045 Landscaping/Agri Supplies	34,956	78,750	59,396	55,000	55,000	-30.2%
10003500	56260 Fuel, Gas	4,097	6,500	3,083	5,750	5,750	-11.5%
10003500	56261 Fuel, Diesel	498	1,500	238	1,000	1,000	-33.3%
10003500	57301 Equipment	19,426	12,000	3,242	12,000	12,000	0.0%
10003500	58100 Dues & Fees	-	500	-	500	500	0.0%
TOTAL	Athletic Facilities & Grounds	255,652	312,303	162,465	300,170	290,170	-7.1%

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City of Westbrook
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10003500 Athletic Facilities & Grounds					
10003500 51100 - Salaries - Regular FT/PT					96,450.00 *
GROUNDSCOOPER (7752)		1.00	.00		38,584.00
GROUND SUPERINTENDENT (7845)		1.00	.00		57,866.00
10003500 51200 - Salaries -Temp Employees					57,570.00
\$13/hr for 40 hours per week from April 1 through October 31					
Mayor Adjustment \$10,000.					
10003500 51300 - Salaries - Overtime					7,500.00
Cost to cover evening and weekend games at athletic facilities. Winter snow removal of City buildings.					
10003500 51600 - Unused Comp Absences					2,450.00
10003500 52901 - Uniforms					2,450.00
Uniforms for 2 full-time employees in athletic field maintenance.					
10003500 53300 - Professional EE TrainingTravel					2,000.00
Professional development for 2 full time employees for turf management, pesticide and herbicide treatment, arborist license, etc.					
10003500 54420 - Equipment & Vehicle Lease					.00
10003500 54440 - Outside Rentals/Contracts					27,500.00
Organic fertilizer program for athletic facilities \$25,500. Other outside equipment rentals.					

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City of Westbrook
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10003500 56044 - Paint

VENDOR QUANTITY UNIT COST 2020 Mayor
20,000.00

Field paint, \$14,500; paint dye \$1,500; aerosol paint
\$4,000.

10003500 56045 - Landscaping/Agri Supplies

Grass seed, infield soil mix,
goals, etc.

1.00 10,000.00 10,000.00 *

Quality Blue Blend

1.00 5,000.00 5,000.00

Sand

1.00 2,500.00 2,500.00

Compost

1.00 1,750.00 1,750.00

Irrigation Repairs

1.00 6,000.00 6,000.00

Reed Custom Soils

1.00 4,000.00 4,000.00

Shaw Brothers Ballpark Mix

1.00 4,500.00 4,500.00

Dura Edge Pro Slide

1.00 3,000.00 3,000.00

All Sport

1.00 2,500.00 2,500.00

Clay for mounds and batters
boxes

1.00 1,500.00 1,500.00

Plant materials and Nursury
stock

1.00 1,250.00 1,250.00

Chalk

1.00 5,000.00 5,000.00

Stone dust for warning tracks
and walkways

1.00 2,000.00 2,000.00

mulch

1.00 6,000.00 6,000.00

10003500 56260 - Fuel, Gas

5,750.00

Decrease due to lower fuel pricing.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10003500 56261 - Fuel, Diesel

VENDOR	QUANTITY	UNIT COST	2020	Mayor
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Decrease due to lower fuel pricing.

10003500 57301 - Equipment

Oil, grease, lubricants,
blades, spark plugs, repair
parts, etc.

1.00	6,000.00	12,000.00 *	6,000.00
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Rakes, shovels, tapes, latex
gloves, hammers, matt drags,
etc.

1.00	3,000.00	3,000.00
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Bases, base anchors, pitching
rubbers, nets, string, corner
flags, etc.

1.00	3,000.00	3,000.00
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10003500 58100 - Dues & Fees

500.00

Dues and memberships to turf management organizations.

TOTAL Athletic Facilities & Grounds
TOTAL General Fund

290,170.00
4,777,202.00

TOTAL REVENUE
TOTAL EXPENSE

.00
4,777,202.00

GRAND TOTAL

4,777,202.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 17

**General Asst & Social Services
(4431 & 4432)**

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
General Assistance							
10004431	51100 Salaries - Regular FT/PT	70,571	77,602	38,089	79,574	79,574	2.5%
10004431	51110 Salaries - Elec/Boards	186	318	105	200	200	-37.1%
10004431	51600 Unused Comp Absence	1,011	1,100	648	700	700	-36.4%
10004431	53300 Training/Translation	3,910	6,000	1,216	3,000	3,000	-50.0%
10004431	59501 Utility	13,907	20,000	4,203	10,000	10,000	-50.0%
10004431	59502 Non Food Items	22,297	18,000	5,256	18,000	16,000	-11.1%
10004431	59503 Emergency Shelter	1,978	5,000	833	10,000	7,000	40.0%
10004431	59504 Rental Assistance	285,120	378,000	109,876	400,000	400,000	5.8%
10004431	59506 Fuel (Regular)	228	2,000	703	2,500	2,500	25.0%
10004431	59507 Burials	2,940	2,000	785	2,000	2,000	0.0%
10004431	59508 Emergency Heat	-	1,000	-	1,000	1,000	0.0%
10004431	59509 Food	43,101	35,000	15,124	40,000	35,000	0.0%
10004431	59510 Medical Supplies	8,054	33,000	588	5,000	5,000	-84.8%
10004431	59511 GA Job Training	68	250	-	250	250	0.0%
TOTAL	General Assistance	453,372	579,270	177,428	572,224	562,224	-2.9%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10004431 General Assistance					
10004431 51100 - Salaries - Regular FT/PT					79,574.00 *
ADMINISTRATIVE ASSISTANT (5018)		1.00	.00		52,228.00
GENERAL ASSISTANCE COORDINATOR (7922)		.50	.00		27,346.00
10004431 51110 - Salaries - Elec/Boards					200.00
10004431 51600 - Unused Comp Absences					700.00
10004431 53300 - Training/Translation					3,000.00
10004431 59501 - Utility					10,000.00
10004431 59502 - Non Food Items					16,000.00
					Mayor Adjustment to \$16,000.
10004431 59503 - Emergency Shelter					7,000.00
					Increase based on current year actuals due to increased evictions and lack of affordable housing.
					Mayor Adjustment \$3,000.
10004431 59504 - Rental Assistance					400,000.00
10004431 59506 - Fuel (Regular)					2,500.00
10004431 59507 - Burials					2,000.00
10004431 59508 - Emergency Heat					1,000.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10004431 59509 - Food

VENDOR	QUANTITY	UNIT COST	2020	Mayor
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Mayor Adjustment \$5,000

10004431 59510 - Medical Supplies

5,000.00

10004431 59511 - GA Job Training

250.00

TOTAL General Assistance
TOTAL General Fund

562,224.00
562,224.00

TOTAL REVENUE
TOTAL EXPENSE

.00
562,224.00

GRAND TOTAL

562,224.00

** END OF REPORT - Generated by Suzanne Knight **

City of Westbrook
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Social Services							
10004432	51100 Salaries - Regular FT/PT	25,634	26,743	12,922	27,346	27,346	2.3%
10004432	51600 Unused Comp Absence	1,011	-	648	700	700	0.0%
10004432	59450 Social Service Agencies	119,700	160,000	150,200	160,000	193,700	21.1%
TOTAL	Social Services	146,344	186,743	163,770	188,046	221,746	18.7%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10004432 Social Services					
10004432 51100 - Salaries - Regular FT/PT					27,346.00 *
GENERAL ASSISTANCE COORDINATOR (7922)		.50	.00		27,346.00
10004432 51600 - Unused Comp Absences					700.00
10004432 59450 - Social Service Agencies					193,700.00 *
Maine Health Care at Home		1.00	8,000.00		8,000.00
Southern Maine Agency on Aging		1.00	8,000.00		8,000.00
Northern Light Home Care Formerly VNA Home Health Hospice		1.00	8,000.00		8,000.00
Through These Doors Formerly Family Crisis Services		1.00	5,000.00		5,000.00
Woodfords Family Services		1.00	5,000.00		5,000.00
The Opporunity Alliance		1.00	15,000.00		15,000.00
Sexual Assault Response Services of Southern Maine		1.00	1,500.00		1,500.00
Intercultural Community Center		1.00	50,000.00		50,000.00
My Place Teen Center		1.00	50,000.00		50,000.00
Westbrook Food & Resource Ctr		1.00	6,200.00		6,200.00
Big Brothers, Big Sisters		1.00	2,000.00		2,000.00
NE Arab American Organization		1.00	8,000.00		8,000.00
Community Dental		1.00	5,000.00		5,000.00
Morrison Center		1.00	2,000.00		2,000.00
Westbrook Children Program		1.00	20,000.00		20,000.00
TOTAL Social Services					221,746.00
TOTAL General Fund					221,746.00

CITY OF WESTBROOK
Social Services

Organization	Population Category	FY19 Budget	FY 2020 Requested	FY 2020 Recommendations	FY 2020 Approved	Notes
Big Brothers, Big Sisters	2+ Populations	\$1,800	\$10,000	\$2,000		Westbrook School Dept has funded \$5000 since FY18
Community Dental	2+ Populations	\$0	\$10,000	\$5,000		
Community Health and Counseling	2+ Populations	\$0	\$0	\$0		
Day One	Youth	\$0	\$2,000	\$0		Westbrook School Dept has funded \$2000 since FY18
Through These Doors (formerly Family Crisis Services)	Families	\$5,000	\$5,000	\$5,000		
Intercultural Community Center	2+ Populations	\$30,000	\$75,000	\$50,000		
Maine Health Care at Home	Elderly	\$8,000	\$9,000	\$8,000		
Morrison Center	2+ Populations	\$0	\$2,000	\$2,000		
My Place Teen Center	Youth	\$60,000	\$100,000	\$50,000		
NE Arab American Organization	Immigrants	\$5,000	\$10,000	\$8,000		
Neighborhood CPO		\$0				
SARS of Southern Maine	2+ Populations	\$1,000	\$2,500	\$1,500		Westbrook School Dept has funded \$1000 since FY18
Southern Maine Agency on Aging	Elderly	\$8,000	\$8,000	\$8,000		
The Opportunity Alliance	2+ Populations	\$10,000	\$25,000	\$15,000		
Trauma Intervention Program	2+ Populations	\$2,000	\$0	\$0		
Northern Light Home Care (formerly VNA Home Health Hospice)	2+ Populations	\$8,000	\$8,000	\$8,000		
Westbrook Children Program (formerly Westbrook Children's Project/United Way)	Youth	\$10,000	\$20,000	\$20,000		
Westbrook Food and Resource Center	2+ Populations	\$6,200	\$6,200	\$6,200		
Woodfords Family Services	Families	\$5,000	\$5,000	\$5,000		
TOTALS		\$160,000	\$297,700	\$193,700	\$0	

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Community Services

(5100)

**Programs: Rec, B&A, Camps &
Pools**

Project #'s:

2300,2310,2340,2370

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

			FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Community Services								
10005100	51100	Salaries - Regular FT/PT	216,779	214,036	74,008	224,057	224,057	4.7%
10005100	51300	Salaries - Overtime	895	1,500	336	1,500	1,500	0.0%
10005100	51600	Unused Comp Absence	-	200	-	-	-	-100.0%
10005100	53300	Professional EE Training & Travel	3,769	11,500	3,789	7,000	7,000	-39.1%
10005100	54300	Repairs/Maint (NonCap)	5,000	5,000	75	5,000	5,000	0.0%
10005100	54420	Lease Equipment	-	7,250	7,249	7,250	7,250	0.0%
10005100	55310	Postage	1,825	3,000	-	3,000	3,000	0.0%
10005100	55500	Printing Services	5,967	4,000	2,132	4,000	4,000	0.0%
10005100	55900	Park Band Concerts	3,600	5,000	4,985	5,000	5,000	0.0%
10005100	56000	General Supplies	2,163	500	497	1,000	1,000	100.0%
10005100	56010	Meeting Expense	1,024	1,000	-	1,500	1,500	50.0%
10005100	56260	Fuel, Gas	120		305	1,200	1,200	0.0%
10005100	58100	Dues & Memberships	548	400	-	400	400	0.0%
10005100	59220	Transfer to Special Revenue	20,460	32,300	-	75,000	75,000	132.2%
TOTAL	Community Services		262,150	285,686	93,376	335,907	335,907	17.6%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10005100 Community Services					
10005100 51100 - Salaries - Regular FT/PT					224,057.00 *
BUILDING SUPERVISOR (7830)		1.00	.00		38,804.00
BUILDING SUPERVISOR (7906)		1.00	.00		22,800.00
OFFICE COORDINATOR (7985)		1.00	.00		50,153.00
Director of WCC (5986)		1.00	78,700.00		78,700.00
Secretary (8105)		1.00	33,600.00		33,600.00
10005100 51300 - Salaries - Overtime					1,500.00
10005100 51600 - Unused Comp Absences					.00
10005100 53300 - Professional EE TrainingTravel					7,000.00
					Increased the training budget last year to include a trip to Indianapolis for the National Parks & Rec Conference for three staff members. However only two staffers went. FY20 conference is in MD and shouldn't cost as much so we decreased the budget.
					Airfare, hotels, and transportation to and from conferences and training for admin staff.
10005100 54300 - Repairs/Maint (NonCap)					5,000.00
10005100 54420 - Equipment & Vehicle Lease					7,250.00
					Lease for Service Truck
10005100 55310 - Postage					3,000.00
					Postage for one sheet quarterly mailings to Westbrook residents with upcoming programs and events.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10005100 55500 - Printing Services					4,000.00
		Signage in and around the Westbrook Community Center. Quarterly one sheet flyers to go to Westbrook Residents to inform them of upcoming events and programs.			
10005100 55800 - Travel					.00
		moved to Prof EE Training and Travel 53300			
10005100 55900 - Park Band Concerts					5,000.00
		Bands for the summer series - concerts in the park			
10005100 56000 - General Supplies					1,000.00
		General supplies - Quarterly Shredding. Maintenance and supplies for AED's through out the Community Center.			
10005100 56010 - Meeting Expense					1,500.00
		Volunteer appreciation annual luncheon. Yearly admin staff meeting - luncheon. Meetings throughout year for training. Hosting Department Head and Admin meetings.			
10005100 56260 - Fuel, Gas					1,200.00
		Fuel for LEARNS van & Community Center truck.			
10005100 58100 - Dues & Memberships					400.00
		MRPA membership, pool licenses, NRPA memberships			
10005100 59220 - Transfer to Special Revenue					75,000.00
		Funds transferred to Pool Special Revenue Fund to Offset deficit in budget. This amount increased YOY due to the addition of an aquatics salary.			
TOTAL Community Services					335,907.00
TOTAL General Fund					335,907.00
TOTAL REVENUE					.00
TOTAL EXPENSE					335,907.00
GRAND TOTAL					335,907.00

** END OF REPORT - Generated by Suzanne Knight **

**ACCOUNTS FOR:
Recreation Fund**

		FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS	FY2020 DEP REQUEST	FY2020 MAYOR	PCT CHANGE
		<i>As of 12/31/18</i>					
2300	Recreation Fund						
23005100	44700 Recreation Revenue	(77,720)	(80,000)	(37,759)	(85,000)	(85,000)	6.3%
23005100	46200 Rental Revenues	(19,014)	(20,000)	(11,656)	(20,000)	(20,000)	0.0%
23005100	46400 Contributions from Private Sou	(203)	-	-	-	-	0.0%
23005100	51100 Salaries - Regular FT/PT	28,404	48,000	10,887	-	-	-100.0%
23005100	51200 Salaries -Temp Employees	78,301	37,500	36,468	70,000	70,000	86.7%
23005100	51300 Salaries - Overtime	2,937	-	300	1,000	1,000	0.0%
23005100	52901 Uniforms	800	1,000	616	1,000	1,000	0.0%
23005100	53410 Transportation	8,432	-	-	6,000	6,000	0.0%
23005100	54330 Software Support	8,866	4,814	4,813	8,400	8,400	74.5%
23005100	56000 General Supplies	9,970	4,109	2,329	7,000	7,000	70.4%
23005100	56010 Other Supplies	2,261	-	-	-	-	0.0%
23005100	57301 Equipment	883	1,577	1,577	5,000	5,000	217.1%
23005100	58900 Recreation Expense	2,479	3,000	779	-	-	0.0%
23005100	58940 Winter West Expenses	280	-	-	-	-	0.0%
23005100	59220 Transfer Out to FB	-	-	-	6,600	6,600	0.0%
TOTAL	Recreation Fund	46,677	-	8,354	-	-	0.0%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
23005100 Rec Funds				
23005100 44700 - 02300 Recreation Revenue				-85,000.00
	Fitness Programs / Adult Programs / Thrift Store Revenues / Concession Revenues (New FY19) Youth Programs was absorbed in to the Recreation Budget as of FY20 due to minimal programming and staffing.			
23005100 46200 - 02300 Rental Revenues				-20,000.00
	Paper City Hoops, Renegades Basketball, Room Rentals, Brio Dance, Erin Curren, Combat Sports, Masa Takahashi, Fiber Arts.			
23005100 46400 - 02300 Contributions from Private Sou				.00
23005100 51100 - 02300 Salaries - Regular FT/PT				.00
23005100 51200 - 02300 Salaries -Temp Employees				70,000.00
	Weekend and Evening Building Attendants. Youth Program Staff for Summer Track, Summer Tennis, Winter Basketball.			
23005100 51300 - 02300 Salaries - Overtime				1,000.00
	Overtime for building attendants or youth program staff with approval from Director.			
23005100 52901 - 02300 Uniforms				1,000.00
	Building attendant staff shirts and name tags.			
23005100 53410 - 02300 Transportation				6,000.00
	Buses and Fuel for Summer Track & Field and Tennis.			
23005100 54330 - 02300 IT Repairs & Maintenance - Sof				8,400.00
	CivicRec software for the Community Center. Microsoft for Laptops. MiFi for the outdoor pool.			

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
23005100 56000 - 02300 General Supplies				7,000.00
	Office supplies / paper / pens / first aid kit replenishment / concession replenishment, water / Gatorade / soda / chips / candy.			
23005100 56010 - 02300 Other Supplies				.00
23005100 57301 - 02300 Equipment				5,000.00
	Repair / Purchase of Spin Bikes / Basketballs / Supplies for Tennis and Track / Fitness weights / balls and mats			
23005100 58900 - 02300 Recreation Expense				.00
23005100 59220 - 02300 Trans to Special Revenue Fund				6,600.00
	Excess Amount to be transferred to Fund Balance			
TOTAL Rec Funds				.00
	TOTAL REVENUE			-105,000.00
	TOTAL EXPENSE			105,000.00
	GRAND TOTAL			.00

** END OF REPORT - Generated by Suzanne Knight **

**ACCOUNTS FOR:
Recreation Fund**

**FY2018
ACTUALS** **FY2019
BUDGET** **FY2019
ACTUALS** **FY2020
DEP REQUEST** **FY2020
MAYOR** **PCT
CHANGE**

As of 12/31/18

		FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS	FY2020 DEP REQUEST	FY2020 MAYOR	PCT CHANGE
2310	Before & After School Care						
23005100	44700 LEARNS Revenue	(284,907)	(361,710)	(154,038)	(353,669)	(353,669)	-2.2%
23005100	44702 Donations	(280)	-	-	-	-	0.0%
23005100	49101 Transfer from Fund Balance	-	-	-	-	-	0.0%
23005100	51100 Salaries - Regular FT/PT	112,229	127,273	82,763	135,821	135,821	6.7%
23005100	51200 Salaries -Temp Employees	160,575	200,000	68,206	180,000	180,000	-10.0%
23005100	51300 Salaries - Overtime	516	3,000	245	-	-	-100.0%
23005100	52901 Uniforms	-	1,000	224	2,000	2,000	100.0%
23005100	53300 Profession	-	2,000	1,325	5,000	5,000	150.0%
23005100	56010 Other Supplies	2,324	2,000	1,800	5,000	5,000	150.0%
23005100	56049 Childrens Program Supplies	1,446	5,000	1,461	9,947	9,947	98.9%
23005100	58900 LEARNS Expense	-	-	-	10,000	10,000	0.0%
23005100	59220 Transfer Out to FB		21,437	-	5,901	5,901	-72.5%
TOTAL	Before & After School	(8,097)	-	1,986	-	-	0.0%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund

VENDOR QUANTITY UNIT COST 2020 Department

23005100 Rec Funds

23005100 44700 - 02310 LEARNS Revenue -353,669.00

Registration fees for LEARNS. After school 115 kids x
\$70.00 per week x approximately 40 weeks = \$322,000.00.
Before School 70 kids x \$30.00 per week x 40 weeks =
\$84,000.00. Total \$406,000.00. Lowered the amount due
to DHHS maximums, non payment, and early terminations.

23005100 44702 - 02310 Donations for Scholarship .00

23005100 51100 - 02310 Salaries - Regular FT/PT 135,821.00 *

AFTER SCHOOL ASSISTANT (1227)	.70	.00	30,347.00
ART INSTRUCTOR (7855)	.70	.00	16,464.00
BEFORE SCHOOL ASSISTANT (7905)	.70	.00	23,826.00
PROGRAM ASSISTANT (8137)	.70	.00	30,347.00
PROGRAM COORDINATOR (5949)	.70	49,767.14	34,837.00

70% of Children's Program Coordinator salary, 70% of
Assistant Children's Program Coordinator's salary, 70%
of AM LEARNS Assistant salary, 70% of PM LEARNS
Assistant salary, 70% of Art Instructor salary, Removal
of 50% of Office Coordinator salary to the General Fund
and Removal of 33% of Receptionist's salary to the
General Fund

23005100 51200 - 02310 Salaries -Temp Employees 180,000.00

LEARNS Counselors. 20 counselors x 20 hours per week x
\$13.50 average rate of pay x 40 weeks of childcare =
\$216,000.00. This is a little high due to some
counselors that don't work 5 days per week. Counselors
don't get paid on snow days or when they take
vacations.

23005100 51300 - 02310 Salaries - Overtime .00

Overtime for LEARNS staff with Director's approval.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund
23005100 52901 - 02310 Uniforms

VENDOR QUANTITY UNIT COST 2020 Department
2,000.00

Uniforms and nametags for LEARNS staff.

23005100 53300 - 02310 Professional Employee Training 5,000.00

Training for LEARNS counselors and admin staff.

23005100 56010 - 02310 Other Supplies 5,000.00

Paper products / coffee supplies for staff / cleaning
supplies / first aid kit replenishment

23005100 56049 - 02310 Childrens Program Supplies 9,947.00

Games / puzzles / educational learning supplies /
snacks for healthy eating. Increased this number due to
no 21st century grant for FY20.

23005100 58900 - 02310 LEARNS Expense 10,000.00

Credit card & bank fees previously spread between the
Recreation and Youth budget.

In the past, it was in other programs.

23005100 59220 - 02310 Trans to Special Revenue 5,901.00

Excess Amount to be transferred to Fund Balance

TOTAL Rec Funds .00

TOTAL REVENUE -353,669.00
TOTAL EXPENSE 353,669.00

GRAND TOTAL .00

** END OF REPORT - Generated by Suzanne Knight **

**ACCOUNTS FOR:
Recreation Fund**

		FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS	FY2020 DEP REQUEST	FY2020 MAYOR	PCT CHANGE
				<i>As of 12/31/18</i>			
2340	Summer Camp						
23005100	44700 Summer Camp Revenue	(203,807)	(192,000)	(180,556)	(206,000)	(206,000)	7.3%
23005100	44702 Donations	(6,381)	-	-	-	-	0.0%
23005100	51100 Salaries - Regular FT/PT	34,724	46,073	40,809	58,209	58,209	26.3%
23005100	51200 Salaries -Temp Employees	136,875	115,927	139,977	121,291	121,291	4.6%
23005100	51300 OT	218	500	-	-	-	0.0%
23005100	53300 Profession	-	2,000	-	2,000	2,000	0.0%
23005100	53410 Consultants	19,926	23,000	12,330	20,000	20,000	-13.0%
23005100	56010 Other Supplies	1,010	1,000	585	1,000	1,000	0.0%
23005100	56049 Childrens Program Supplies	6,345	3,000	777	3,000	3,000	0.0%
23005100	58900 Summer Camp Expense	-	500	333	500	500	0.0%
TOTAL	Summer Camp	(11,090)	-	14,255	-	-	0.0%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
23005100 Rec Funds				
23005100 44700 - 02340 Summer Camp Revenue				-206,000.00
		8 weeks of summer camp x \$175.00 x 150 kids =		
		\$210,000.00		
		Decreased the amounts slightly due to DHHS maximums for		
		kids enrolled in the child care subsidy program.		
23005100 44702 - 02340 Donations for Scholarship				.00
23005100 51100 - 02340 Salaries - Regular FT/PT				58,209.00 *
		.30	.00	13,006.00
	AFTER SCHOOL ASSISTANT (1227)			
		.30	.00	7,056.00
	ART INSTRUCTOR (7855)			
		.30	.00	10,211.00
	BEFORE SCHOOL ASSISTANT (7905)			
		.30	.00	13,006.00
	PROGRAM ASSISTANT (8137)			
		.30	49,766.67	14,930.00
	PROGRAM COORDINATOR (5949)			
		30% of Children's Program Coordinator salary, 30% of		
		Assistant Children's Program Coordinator's salary, 30%		
		of AM LEARNS Assistant salary, 30% of PM LEARNS		
		Assistant salary, 30% PT Art Instructor salary. Removal		
		of 33% of Receptionist Salary.		
23005100 51200 - 02340 Salaries -Temp Employees				121,291.00
		8 weeks of summer camp x 20 Counselors (ratio 1		
		counselor per 10 kids) x \$13.50 (Average rate of pay)x		
		40 hours = \$86,400. 8 weeks of camp x 20 Counselors x		
		\$13.50 x 15hours = \$32,400.00. 1 week of training 30		
		Counselors \$13.50 x 40 hours = \$16,200		
23005100 51300 - 02340 Salaries - Overtime				.00
23005100 53300 - 02340 Professional Employee Training				2,000.00
		Training for camp counselors and admin.		

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

P 2
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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
23005100 53410 - 02340 Transportation				20,000.00
	Decreased Transportation line based on historical data. Field trips and buses for summer camp			
23005100 56010 - 02340 Other Supplies				1,000.00
	First Aid Kit replenishment / paper products / cleaning supplies / sunscreen			
23005100 56049 - 02340 Childrens Program Supplies				3,000.00
	Games / puzzles / educational learning supplies / snacks for healthy eating			
23005100 58900 - 02340 Summer Camp Expense				500.00

TOTAL Rec Funds				.00
TOTAL REVENUE				-206,000.00
TOTAL EXPENSE				206,000.00
GRAND TOTAL				.00

** END OF REPORT - Generated by Suzanne Knight **

**ACCOUNTS FOR:
Recreation Fund**

		FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS	FY2020 DEP REQUEST	FY2020 MAYOR	PCT CHANGE
				<i>As of 12/31/18</i>			
2350	Youth Activities						
23005100	44700 Youth Program Revenue	(11,278)	(13,000)	(12,201)	-	-	0.0%
23005100	51200 Salaries -Temp Employees	19,688	5,000	5,130	-	-	0.0%
23005100	53410 Consultants	9,492	4,900	6,660	-	-	0.0%
23005100	56000 General Supplies		600	504	-	-	0.0%
23005100	58900 Youth Program Expense	7,601	2,500	3,578	-	-	0.0%
TOTAL	Youth Activities	25,503	-	3,671	-	-	0.0%

For FY20 Youth Activities is Consolidated into 02300 Recreation

**ACCOUNTS FOR:
Recreation Fund**

		FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS	FY2020 DEP REQUEST	FY2020 MAYOR	PCT CHANGE
		<i>As of 12/31/18</i>					
2370	Westbrook Pool						
23005100	44700 Pool Revenue	(43,111)	(30,000)	(27,877)	(45,000)	(45,000)	50.0%
23005100	46200 Rental Revenues	(27,275)	(33,000)	(18,406)	(33,000)	(33,000)	0.0%
23005100	49100 Transfers from General Fund	(20,460)	(32,300)	-	(75,000)	(75,000)	132.2%
23005100	51100 Salaries - Regular FT/PT	-	-	-	50,710	50,710	0.0%
23005100	51200 Salaries -Temp Employees	51,008	58,500	52,042	65,000	65,000	11.1%
23005100	51300 Salaries - OT	38	-	87	290	290	0.0%
23005100	52901 Uniforms	635	1,000	102	1,000	1,000	0.0%
23005100	53300 Professional Employee Training	995	1,800	630	2,000	2,000	11.1%
23005100	53410 Consultants	1,144	4,000	788	2,000	2,000	-50.0%
23005100	54105 Water & Sewer	-	-	6,656	7,000	7,000	0.0%
23005100	54300 Repairs & Maintenance	12,239	10,000	4,224	10,000	10,000	0.0%
23005100	56000 General Supplies	2,988	3,000	1,575	3,000	3,000	0.0%
23005100	56044 Chemical Supplies	8,531	12,000	6,611	12,000	12,000	0.0%
23005100	58900 Pool Expense	13,268	5,000	100	-	-	0.0%
TOTAL	Westbrook Pool	0	-	26,531	-	-	0.0%
	TOTAL for all Programs	52,993	-	54,796	-	-	

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

P 1
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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
23005100 Rec Funds				
23005100 44700 - 02370 Pool Revenue				-45,000.00
				Revenues include rental of pool, memberships, and pool drop ins from indoor and outdoor pool.
23005100 46200 - 02370 Rental Revenues				-33,000.00
				SEALS revenue
23005100 49100 - 02370 Transfers from General Fund				-75,000.00
				Transfer of revenues from the General Fund to the pool to offset costs.
23005100 51100 - 02370 Salaries - Regular FT/PT				50,710.00 *
		1.00	.00	50,710.00
				PROGRAM ASSISTANT (7140)
				Addition of Program Coordinator Salary
23005100 51200 - 02370 Salaries -Temp Employees				65,000.00
				Lifeguards / + Aquatics Fitness Instructor.
23005100 51300 - 02370 Salaries - Overtime				290.00
				Aquatics overtime with Director's approval.
23005100 52901 - 02370 Uniforms				1,000.00
				Bathing Suits whistles and fanny packs for lifeguards.
23005100 53300 - 02370 Professional Employee Training				2,000.00
				Training for lifeguards. Water Safety. CPR / AED training / Lifeguard certifications
23005100 53410 - 02370 Consultants				2,000.00
				Fire / Police to monitor parking for July November and January for large SEALS meets at the Westbrook Community Center.

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



P 2
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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Recreation Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
23005100 54105 - 02370 Water & Sewer				7,000.00
			Water and Sewer costs to fill and drain outdoor pool.	
23005100 54300 - 02370 Repairs & Maintenance				10,000.00
			Emergency / contingency fund for the indoor and outdoor pool for repairs and maintenance as well as the opening and winterization of the pool. Past fees also include graffiti clean up and pressure washing of the pool deck.	
23005100 56000 - 02370 General Supplies				3,000.00
			Keys and locks / duct tape / cleaning supplies / first aid kit replenishment / ice packs / water for water cooler at the outdoor pool	
23005100 56044 - 02370 Chemical Supplies				12,000.00
			Chlorine / CO2 tank lease / Shock /	
23005100 58900 - 02370 Pool Expense				.00
TOTAL Rec Funds				.00
	TOTAL REVENUE			-153,000.00
	TOTAL EXPENSE			153,000.00
	GRAND TOTAL			.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 19

Library

(5510)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018	FY2019	FY2019	FY2020	FY2020	PCT
		Actuals	Budget	ACTUALS 12/31/18	Dept	Mayor	CHANGE
Library							
10005510	51100 Salaries - Regular FT/PT	373,121	388,639	195,489	407,891	417,891	7.5%
10005510	51110 Salaries - Elec/Boards	783	1,044	177	1,044	1,044	0.0%
10005510	51200 Salaries -Temporary Employees	57,567	60,000	30,091	70,000	60,000	0.0%
10005510	51300 Salaries - Overtime	544	-	1,080	1,000	500	0.0%
10005510	51600 Unused Comp Absence	691	1,000	2,575	3,000	3,000	200.0%
10005510	53300 Professional EE Training & Travel	7,515	7,459	1,498	10,500	4,500	-39.7%
10005510	53520 Professional Services - IT/Tec	-	-	-	-	-	0.0%
10005510	54330 TechConsult - Maint	19,106	15,600	8,865	17,750	12,570	-19.4%
10005510	55310 Postage	451	250	84	600	250	0.0%
10005510	56000 General Supplies	9,455	11,000	4,187	13,000	12,880	17.1%
10005510	56049 Children's Program Supplies	3,351	3,500	1,260	3,900	3,900	11.4%
10005510	56050 Adult Program Supplies	1,729	750	125	1,000	1,000	33.3%
10005510	56052 Other Programs Supplies	564	500	424	500	450	-10.0%
10005510	56400 Books and Materials Children	13,869	15,500	7,153	16,500	16,500	6.5%
10005510	56401 Books and Materials Adults	18,576	21,500	11,846	23,000	23,000	7.0%
10005510	56440 Subscriptions	9,888	9,950	439	10,000	10,000	0.5%
10005510	56600 Children AV Supplies	16,054	9,000	1,684	9,000	9,000	0.0%

City of Westborough
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
10005510	56601 Adult AV Supplies	-	13,200	9,539	16,000	16,000	21.2%
10005510	57340 Hardware	6,977	12,000	2,746	11,000	10,000	-16.7%
10005510	58100 Dues & Memberships	175	800	69	1,500	200	-75.0%
TOTAL	Library	540,419	571,692	279,332	617,185	602,685	5.4%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10005510 Library					
10005510 51100 - Salaries - Regular FT/PT					417,891.00 *
ADMINISTRATIVE ASSISTANT (5019)		1.00	.00		52,228.00
LIBRARIAN (5404)		1.00	.00		52,448.00
LIBRARY DIRECTOR (5428)		1.00	.00		82,534.00
LIBRARIAN (7919)		1.00	.00		50,153.00
LIBRARIAN (7945)		1.00	.00		48,990.00
LIBRARIAN (8063)		1.00	.00		46,769.00
Library Technical Assistant (5336)		.63	45,192.06		28,471.00
Youth Services Assistant (5424)		.63	37,331.74		23,519.00
Library Technical Assistant (8104)		.63	36,157.14		22,779.00
Mayor Adjustment Deputy Director Stipend		1.00	10,000.00		10,000.00
10005510 51110 - Salaries - Elec/Boards					1,044.00 *
Board of Regents Chairperson, \$15/meeting x 12 meetings = \$180		1.00	180.00		180.00
Board of Regents, 6 members x 12 meetings @ \$12/meeting = \$864		1.00	864.00		864.00
10005510 51200 - Salaries -Temporary Employees					60,000.00 *
Per diem Professional Cataloger for adult materials, 8 hrs/wk x 52 wks @ \$18.92 = 7,871		1.00	7,871.00		7,871.00
Per Diem Professional Cataloger for children's materials, 7 hrs/wk x 52 wks @ \$18.92 = \$6,887		1.00	6,887.00		6,887.00
		1.00	9,360.00		9,360.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



P 2
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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
Adult Services collection assitant, 12 hrs/wk x 52 wks x \$15 = \$9,360		1.00	6,864.00		6,864.00
Youth Services shelver, 12 hrs/wk x 52 wks x \$11/hr = 6,864		1.00	3,001.00		3,001.00
Saturday Adult Services Library Clerk 4hrs/week x 52 weeks x \$14.43		1.00	3,001.00		3,001.00
Saturday Adult Services Library Clerk 4hrs/week x 52 weeks x \$14.43 = \$3,001		1.00	6,003.00		6,003.00
Processing assistant, 8 hrs/wk x 52 weeks x \$14.43 = \$6,003		1.00	6,003.00		6,003.00
Processing assistant, 8 hrs/wk x 52 weeks x \$14.43 = \$6,003		1.00	11,700.00		11,700.00
Youth Services programming assistant, 15 hrs/week x 52 weeks x \$15 = \$11,700		1.00	9,310.00		9,310.00
Professional and paraprofessional substitutes to cover public desks for vacations, illness, off-desk time for professional staff		1.00	10,000.00		-10,000.00
Mayor Adjustment \$10,000					
10005510 51300 - Salaries - Overtime					500.00
Overtime \$1,000					
Mayor Adjustment \$500					
10005510 51600 - Unused Comp Absences					3,000.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10005510 53300 - Professional EE TrainingTravel					4,500.00
			Fees for workshops and conferences (PLA 2020) \$3,500		
			Professional and collection development journals \$1,500		
			Staff appreciation supplies \$500		
			Misc. mileage and other travel expenses associated with conferences, workshops, deliveries etc. (PLA Conference coming up in 2020)		
			Mayor Adjustment \$6,000		
10005510 53520 - Professional Services - IT/Tec					.00
10005510 54330 - TechConsult - Maint					12,570.00 *
		1.00	4,000.00		4,000.00
Minerva consortium fee		1.00	800.00		800.00
Minerva settle-up (to reimburse other Minerva libraries for materials lost by our patrons)		1.00	2,300.00		2,300.00
Minerva delivery fee		1.00	2,000.00		2,000.00
Repairs of self-checkout machine, book check devices & security gates		1.00	600.00		600.00
Web hosting and domain registration fees		1.00	500.00		500.00
Printer Copi annual contract; will not be needed if we are able to purchase public printer/copier/scanner machine		1.00	200.00		200.00
MailChimp fee (marketing and mass e-mail)		1.00	1,400.00		1,400.00
Adobe Creative Suite w/stock images (annual subscription fee; used for designing our newsletter, brochures, posters and web and social media posts)		1.00	900.00		900.00
Beanstack (online tool for facilitating reading programs, book discussion, reading challenges and reader recommendations, for both children and adults)		1.00	800.00		800.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
Library Thing for Libraries (library catalog and website/social media enrichment service, patron-oriented and interactive) annual subscription fee		1.00	4,000.00		4,000.00
Public photocopier/printer/scanner/fax		1.00	250.00		250.00
New England Micrographics (for microfilm of AJ)		1.00	5,180.00		-5,180.00
Mayor Adjustment \$5,180					
10005510 55310 - Postage					250.00
	USPS Mail for direct Interlibrary Loan and shipping from conferences (recent postal rate increase)				
	Mayor Adjustment \$350				
10005510 55800 - Travel					.00
	Moved to Prof EE Training and Travel 53300				
10005510 56000 - General Supplies					12,880.00
	Office supplies, cataloging and processing materials, furnishings and display items for staff and public spaces.				
	Mayor Adjustment \$120				
10005510 56049 - Childrens Program Supplies					3,900.00 *
	Summer Reading Program supplies (prizes, refreshments, promotional materials)	1.00	2,000.00		2,000.00
	Supplies and refreshments for ongoing youth programs	1.00	1,000.00		1,000.00
	Movie licensing fee (moved from Adult Prog)	1.00	400.00		400.00
	Fees and honoraria for performers and program presenters	1.00	500.00		500.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10005510 56050 - Adult Program Supplies					1,000.00
		Monthly book programming			
10005510 56052 - Other Program Supplies					450.00
		Supplies for unique programming.			
		Mayor Adjustment \$50			
10005510 56400 - Children Books and Materials					16,500.00
		Children's print books. Increase needed to purchase foreign language books in Arabic, French, Somali and Portuguese (all have been requested by patrons).			
10005510 56401 - Adult Books & Materials					23,000.00
		Regular print books \$15,500			
		Large print books \$4,500			
		Graphic novels \$3,000			
10005510 56440 - Subscriptions					10,000.00 *
		National print magazines (Youth and Adult)	1.00	6,800.00	6,800.00
		Maine InfoNet CloudLibrary (downloadable books participation fee)	1.00	1,500.00	1,500.00
		USA Today	1.00	400.00	400.00
		Portland Press Herald and local magazines	1.00	600.00	600.00
		Bookpage (book review magazine for patrons)	1.00	600.00	600.00
		RDA Toolkit subscription (for cataloging)	1.00	100.00	100.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 2020 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10005510 56600 - Childrens AV Supplies					9,000.00 *
Youth DVDs (generally G and PG)		1.00	4,000.00		4,000.00
Children's and Teen audiobooks		1.00	2,000.00		2,000.00
Children's and teen video games		1.00	3,000.00		3,000.00
10005510 56601 - Adult AV Supplies					16,000.00
DVDs for the Adult collection (generally PG-13 and R)					
\$10,000					
Audiobooks for the Adult Collection \$6,000					
10005510 57340 - Hardware, New					10,000.00 *
Computer peripherals (keyboards, mice, headphones and monitors)		1.00	3,000.00		3,000.00
Network device upgrades (Ethernet cables, WAPs) also MS Office & Adobe Creative Cloud		1.00	1,000.00		1,000.00
Hardware & software for programming		1.00	7,000.00		7,000.00
Mayor Adjustment \$1,000		1.00	1,000.00		-1,000.00
10005510 58100 - Dues & Memberships					200.00
Discounted membership dues for staff to Maine Library Association & New England Library Association, and individual memberships to ALA and PLA for conference attendees.					
Mayor Adjustment \$1,300					
TOTAL Library					602,685.00
TOTAL General Fund					602,685.00
TOTAL REVENUE					.00
TOTAL EXPENSE					602,685.00
GRAND TOTAL					602,685.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 20

Buildings

(6100-6600)

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
						14,500	
City Hall Building							
10006100	54105 Water & Sewer	436	900	272	800	800	-11.1%
10006100	54311 Copier Serv Agreements- moved to Planning	1,532	-	-	-	-	0.0%
10006100	55310 Postage- Moved to Finance	19,463	-	-	-	-	0.0%
10006100	55400 Advertising	17,817	9,000	9,682	15,000	15,000	66.7%
10006100	56000 General Supplies- Moved to Finance	1,543	1,500	734	-	-	-100.0%
10006100	56099 Misc Supplies- Moved to Finance	2,926	-	-	-	-	0.0%
10006100	56210 Natural Gas	3,073	8,000	875	9,000	8,000	0.0%
10006100	56220 Electricity	10,340	12,000	3,904	12,000	12,000	0.0%
TOTAL	City Hall Building	57,129	31,400	15,467	36,800	35,800	14.0%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10006100 City Hall Building					
10006100 54105 - Water & Sewer					800.00
	Water and sewer for City Hall				
10006100 54311 - Copier Service Agreements					.00
	Moved to Finance 10001510-54311				
10006100 55310 - Postage					.00
	Moved to Finance 10001510-55310				
10006100 55400 - Advertising					15,000.00
10006100 56000 - General Supplies					.00
	Moved to Mayor 10001310-56000				
10006100 56099 - Misc Supplies					.00
	Moved to Finance 10001510-56099				
10006100 56210 - Natural Gas					8,000.00
	Natural gas supply and delivery to City Hall.				
	Mayor Adjustment.				
10006100 56220 - Electricity					12,000.00
TOTAL City Hall Building					35,800.00

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Public Safety Building							
10006200	54105 Water & Sewer	5,112	6,000	1,794	6,500	6,500	8.3%
10006200	54300 Repairs/Maint (NonCap)	13,837	12,000	2,499	12,000	12,000	0.0%
10006200	54312 Building Security	989	-	-	-	-	0.0%
10006200	54330 TechConsult - Maint	16,130	17,425	9,989	17,845	17,845	2.4%
10006200	55310 Postage	2,000	2,000	671	2,000	2,000	0.0%
10006200	55320 Telephone (land line)	6,512	7,056	3,401	7,056	7,056	0.0%
10006200	56000 General Supplies	127	-	-	-	-	0.0%
10006200	56210 Natural Gas	13,024	34,000	3,894	27,200	27,200	-20.0%
10006200	56220 Electricity	52,999	55,000	17,667	55,400	55,400	0.7%
10006200	56240 Oil	5,204	6,500	1,461	6,500	6,500	0.0%
10006200	56261 Fuel	-	400	-	400	400	0.0%
TOTAL	Public Safety Building	115,933	140,381	41,375	134,901	134,901	-3.9%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10006200 Public Safety Building					
10006200 54105 - Water & Sewer					6,500.00
			Water and sewer for PSB. Increase due to rising rates for both water and sewer.		
10006200 54300 - Repairs/Maint (NonCap)					12,000.00
			Funds small equipment needs for PSB. Garage door repairs, electrical repairs, etc.		
10006200 54312 - Building Security					.00
10006200 54330 - TechConsult - Maint					17,845.00
			Service contracts: Diesel exhaust removal system, \$3,000; washer and dryer, \$1,400; ADT security, \$11,825. Community Policing Office \$420 for Security.		
10006200 55310 - Postage					2,000.00
10006200 55320 - Telephone - Land Line					7,056.00
			TELCO Circuit Charges \$120/mon \$1,440 Fairpoint Communications \$330/mon \$4,224 Charter Comm Holding \$116/mon \$1,392		
10006200 56000 - General Supplies					.00
10006200 56210 - Natural Gas					27,200.00
			Natural gas for heating, hot water and cooking for PSB \$26,000. Community Policing Building Unitil Service \$1,200.		
10006200 56220 - Electricity					55,400.00
			Based on historic usage of \$55,000 for PSB. Community Policing Office \$400.		

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

P 3
bgnyrpts

PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10006200 56240 - Oil

VENDOR	QUANTITY	UNIT COST	2020	Mayor
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Heating oil for Station 3.

6,500.00

10006200 56261 - Fuel, Diesel

Generator fuel at PSB.

400.00

TOTAL Public Safety Building

134,901.00

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Public Services Building							
10006300	54105 Water & Sewer	6,119	7,500	2,142	7,500	7,500	0.0%
10006300	54200 Cleaning Supplies	-	300	-	300	300	0.0%
10006300	54300 Repairs/Maint (NonCap)	11,024	8,000	3,580	8,000	8,000	0.0%
10006300	54312 Building Security	-	1,250	-	1,250	1,250	0.0%
10006300	56210 Natural Gas	25,496	40,000	2,892	30,000	30,000	-25.0%
10006300	56220 Electricity	31,666	35,000	7,230	35,000	35,000	0.0%
TOTAL	Public Services Building	74,305	92,050	15,845	82,050	82,050	-10.9%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10006300 Public Services Building

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10006300 54105 - Water & Sewer					7,500.00
			Water and sewer charges for Public Services building including vehicle wash bay and Riverbank Park. Decrease is due to historic use numbers.		
10006300 54200 - Cleaning Supplies					300.00
			Specialty degreaser cleaning supplies for work areas.		
10006300 54300 - Repairs/Maint (NonCap)					8,000.00
			Building repairs and maintenance. Overhead door repairs, electrical, HVAC and overhead crane.		
10006300 54312 - Building Security					1,250.00
			Building security and fire alarm monitoring for 2 buildings.		
10006300 56210 - Natural Gas					30,000.00
			Natural gas for heat and hot water. Downward adjustment due to usage history. We are still learning annual costs for commodities for the facility and hope to have further reductions in future years.		
10006300 56220 - Electricity					35,000.00
			Electricity costs for Public Services.		
10006300 56240 - Oil					.00
TOTAL Public Services Building					82,050.00

City of Woburn
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
FCW Building							
10006400	54105 Water & Sewer	11,417	17,000	5,635	16,000	16,000	-5.9%
10006400	54300 Repairs/Maint (NonCap)	9,922	35,000	8,649	35,000	35,000	0.0%
10006400	54440 Equipment Rental	-	-	-	-	-	0.0%
10006400	56210 Natural Gas	53,904	55,000	6,266	40,000	40,000	-27.3%
10006400	56220 Electricity	73,266	70,000	22,424	85,000	85,000	21.4%
TOTAL	FCW Building	148,509	177,000	42,974	176,000	176,000	-0.6%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10006400 FCW Building

VENDOR QUANTITY UNIT COST 2020 Mayor

10006400 54105 - Water & Sewer 16,000.00

Water and sewer for Fred C Wescott Building including Davan Pool.

10006400 54300 - Repairs/Maint (NonCap) 35,000.00

Minor building repairs and upgrades. This is an aging building that has had a significant amount of deferred maintenance.

10006400 54440 - Equipment Rental .00

10006400 56210 - Natural Gas 40,000.00

Natural gas for heat and hot water. We are currently performing a major upgrade to heating and cooling of this building. Improved efficiency will see these numbers decrease in future budget years.

10006400 56220 - Electricity 85,000.00

Increase due to the Heat Pumps

TOTAL FCW Building 176,000.00

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Walker Memorial Library							
10006500	54105 Water & Sewer	1,717	2,000	671	2,000	2,000	0.0%
10006500	56210 Natural Gas	3,037	9,000	825	8,000	8,000	-11.1%
10006500	56220 Electricity	20,870	25,000	6,611	22,500	22,500	-10.0%
TOTAL	Walker Memorial Library	25,624	36,000	8,107	32,500	32,500	-9.7%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10006500 Walker Memorial Library					
10006500 54105 - Water & Sewer					2,000.00
		Water and sewer rates remaining stable.			
10006500 56210 - Natural Gas					8,000.00
		Natural gas for hot water and heat in the library addition. Also provides backup heat for historic section of library below 12 deg F.			
10006500 56220 - Electricity					22,500.00
		Power for library as well as heat for the historic section.			
TOTAL Walker Memorial Library					32,500.00

City of Westbrook
FY20 Budget - Expenses

ACCOUNTS FOR:
General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Buildings & Plant							
10006600	51100 Salaries - Regular FT/PT	46,450	67,653	23,495	91,273	91,273	34.9%
10006600	51300 Salaries - Overtime	2,425	2,500	579	2,500	2,500	0.0%
10006600	54200 Cleaning Services	196,510	216,500	99,247	216,500	216,500	0.0%
10006600	54300 Repairs/Maint (NonCap)	75,827	80,000	26,102	80,000	80,000	0.0%
10006600	54312 Building Service Agreements	93,399	80,000	38,526	95,000	95,000	18.8%
10006600	56051 Cleaning Supplies	36,670	33,000	16,242	35,000	35,000	6.1%
TOTAL	Buildings & Plant	451,281	479,653	204,192	520,273	520,273	8.5%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10006600 Buildings & Plant

	VENDOR	QUANTITY	UNIT COST	2020	Mayor
10006600 51100 - Salaries - Regular FT/PT					91,273.00 *
		.80	.00		48,573.00
BUILDING SUPERINTENDENT (1225)					
Vacancy - Building Technician		1.00	42,700.00		42,700.00
10006600 51300 - Salaries - Overtime					2,500.00
Emergency callouts for Facilities staff..					
10006600 54200 - Cleaning Services					216,500.00
Services contracted with outside vendor for Custodial \$208,000. Carpet extraction \$8,500.					
10006600 54300 - Repairs/Maint (NonCap)					80,000.00
Miscellaneous repairs for all City buildings.					
10006600 54312 - Building Service Agreements					95,000.00
Service contracts for all City buildings - HVAC, Pest Control, Sprinklers, Plumbing, Electrical, Security, Elevator, etc.					
10006600 56051 - Cleaning Supplies					35,000.00
Cleaning supply costs for all City buildings.					
TOTAL Buildings & Plant					520,273.00
TOTAL General Fund					981,524.00
TOTAL REVENUE					.00
TOTAL EXPENSE					981,524.00
GRAND TOTAL					981,524.00

** END OF REPORT - Generated by Suzanne Knight **

Tab 21

**Debt Service, County Taxes
School Transfer, TIF, Reserve
(7100-9210)**

City of Woburn
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
Debt Service							
10007100	54330 TechConsult - Maint	121,390	-	-	-	-	0.0%
10007100	58310 Debt Service	1,993,354	2,258,870	2,185,228	1,928,086	1,928,086	-14.6%
10007100	58320 Debt Service -Interest	606,173	558,310	343,815	537,695	537,695	-3.7%
TOTAL	Debt Service	2,720,917	2,817,180	2,529,043	2,465,781	2,465,781	-12.5%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

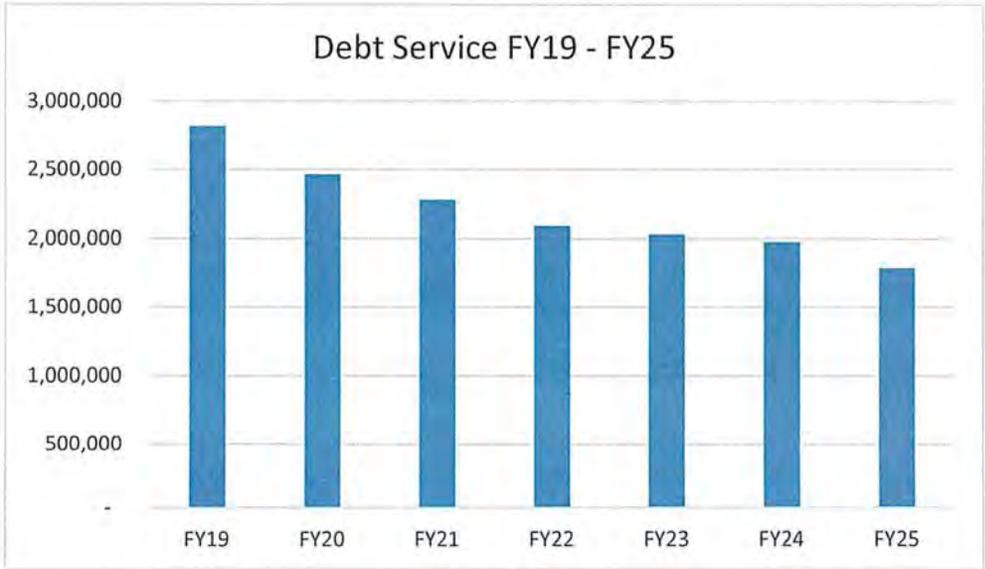
ACCOUNTS FOR:
General Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
10007100 Debt Service				
10007100 54330 - TechConsult - Maint				.00
10007100 58310 - Debt Service				1,928,086.00
	Debt Service for General Fund	\$1,480,586		
	Calpine \$	447,500		
	Total	\$1,928,086		
10007100 58320 - Debt Service -Interest				537,695.00
	Debt Service for General Fund	\$519,485		
	Calpine \$	18,210		
	Total	\$537,695		
TOTAL Debt Service				2,465,781.00
TOTAL General Fund				2,465,781.00
	TOTAL REVENUE			.00
	TOTAL EXPENSE			2,465,781.00
	GRAND TOTAL			2,465,781.00

** END OF REPORT - Generated by Suzanne Knight **

**City of Westbrook
 Estimated Debt Service Including FY19 CIP Bonded Projects**

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
General Fund	2,659,280	2,000,071	1,929,364	1,738,290	1,676,400	1,619,833	1,429,669
Calpine FY20	227,000	229,580					
Calpine FY21		236,130					
FY19 CIP			356,774	356,774	356,774	356,774	356,774
Less Premium	(69,101)						
	2,817,179	2,465,781	2,286,138	2,095,064	2,033,174	1,976,607	1,786,443



City of  tbrook
 FY20 Budget - Expenses

ACCOUNTS FOR:
 General Fund

		FY2018 Actuals	FY2019 Budget	FY2019 ACTUALS 12/31/18	FY2020 Dept	FY2020 Mayor	PCT CHANGE
County Taxes							
10008999	58999 Payments to Other Governments	1,352,140	1,402,177	1,402,177	1,469,796	1,469,796	4.8%
TOTAL	County Taxes	1,352,140	1,402,177	1,402,177	1,469,796	1,469,796	4.8%
Transfer to School Dep							
10009100	59160 Trans to SD	18,871,881	20,452,579	20,452,579	20,452,579	22,441,163	9.7%
TOTAL	Transfer to School Dep	18,871,881	20,452,579	20,452,579	20,452,579	22,441,163	9.7%
Transfer to TIFS							
10009200	59200 Trans to TIFs	1,626,226	1,760,550	1,760,550	1,736,819	1,736,819	-1.3%
TOTAL	Transfer to TIFS	1,626,226	1,760,550	1,760,550	1,736,819	1,736,819	-1.3%
Transfer							
10009210	59210 Trans to Reserves	12,000	12,000	12,000	12,000	12,000	0.0%
10009220	59400 Trans to Capital Projects	1,608,700	-	-	-	-	0.0%
TOTAL	Transfer to Reserves	1,620,700	12,000	12,000	12,000	12,000	0.0%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

VENDOR QUANTITY UNIT COST 2020 Mayor

10008999 County Taxes

10008999 58999 - Payments to Other Governments

1,469,796.00

The State Valuation (2019) is up 6.3% and the blended
increase to the City is 4.82%.

TOTAL County Taxes

1,469,796.00

FY2019 COUNTY OF CUMBERLAND-

Using 2019 Final Valuation

The tax distribution schedule describes the amount of tax required from each municipality based on their equalized valuation to provide the revenue necessary for county operations. Previous year information is provided for comparison purposes. The tax calculation table at the bottom of the schedule shows the factors of expenditures revenues, and surplus used to calculate the amount of county property tax assessed on the real and personal property in each municipality.

The State of Maine Valuation for 2019 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
	4.53%		6.45%			
Town	State 2018 Valuation	2018 Tax	State 2019 Valuation	Val Change %	2019 Tax	Percent Tax Change
Baldwin	156,800,000	108,967	163,550,000	4.3%	112,103	2.88%
Bridgton	996,400,000	692,437	1,062,850,000	6.7%	728,506	5.21%
Brunswick	2,252,400,000	1,565,279	2,319,900,000	3.0%	1,590,123	1.59%
Cape Elizabeth	1,980,850,000	1,376,569	2,125,200,000	7.3%	1,456,670	5.82%
Casco	648,250,000	450,494	680,050,000	4.9%	466,125	3.47%
Chebeague Island	192,150,000	133,532	218,150,000	13.5%	149,526	11.98%
Cumberland	1,264,650,000	878,854	1,328,750,000	5.1%	910,761	3.63%
Falmouth	2,401,350,000	1,668,790	2,532,600,000	5.5%	1,735,913	4.02%
Freeport	1,595,900,000	1,109,052	1,739,650,000	9.0%	1,192,404	7.52%
Frye Island	152,500,000	105,978	157,250,000	3.1%	107,783	1.70%
Gorham	1,682,600,000	1,169,303	1,806,250,000	7.3%	1,238,053	5.88%
Gray	928,000,000	644,903	1,029,500,000	10.9%	705,647	9.42%
Harpswell	1,896,600,000	1,318,020	1,931,200,000	1.8%	1,323,697	0.43%
Harrison	528,600,000	367,344	536,000,000	1.4%	367,389	0.01%
Long Island	166,150,000	115,464	174,150,000	4.8%	119,367	3.38%
Naples	773,550,000	537,570	831,600,000	7.5%	570,001	6.03%
New Gloucester	505,350,000	351,187	557,400,000	10.3%	382,057	8.79%
North Yarmouth	484,450,000	336,663	528,500,000	9.1%	362,248	7.60%
Portland	9,049,500,000	6,288,845	9,687,850,000	7.1%	6,640,316	5.59%
Pownal	245,150,000	170,364	259,450,000	5.8%	177,834	4.38%
Raymond	1,067,550,000	741,881	1,150,200,000	7.7%	788,378	6.27%
Scarborough	4,068,100,000	2,827,079	4,313,600,000	6.0%	2,956,659	4.58%
Sebago	380,850,000	264,667	396,200,000	4.0%	271,566	2.61%
South Portland	4,008,550,000	2,785,695	4,308,100,000	7.5%	2,952,889	6.00%
Standish	1,054,250,000	732,639	1,103,700,000	4.7%	756,506	3.26%
Westbrook	2,017,700,000	1,402,177	2,144,350,000	6.3%	1,469,796	4.82%
Windham	1,916,750,000	1,332,023	2,095,000,000	9.3%	1,435,970	7.80%
Yarmouth	1,635,900,000	1,136,850	1,711,350,000	4.6%	1,173,006	3.18%
	44,050,850,000	30,612,626	46,892,350,000	6.45%	32,141,295	4.99%
Tax Calculation	2016	2017	2018		2019	
Total Estimated Expend	39,895,902	41,464,388	43,098,407		44,787,515	
Total Estimated Revenue	(12,251,379)	(12,181,326)	(12,485,782)		(12,646,220)	
Designated Surplus	-	-	-		-	Net Increase
Tax Revenue Required	27,644,523	29,283,062	30,612,625		32,141,295	4.99%
	2016	2017	2018		2019	
Mil Rate	0.000677449	0.000694902	0.0006949383		0.0006854273	
Per \$1,000	0.6774489	0.6949019	0.69493835		0.68542726	
Amount for \$200,000 ↑ \$	135.49	\$ 138.98	\$ 138.99		\$ 137.09	
Increase \$	(0.49)	\$ 3.49	\$ 0.01		\$ (1.90)	

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10009100 Transfer to School Dep

VENDOR QUANTITY UNIT COST 2020 Mayor

10009100 59160 - Trans to SD

22,441,163.00

Superintendent's Budget to School Board dated 3/6/19.

TOTAL Transfer to School Dep

22,441,163.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:
General Fund

10009200 Transfer to TIFS

10009200 59200 - Trans to TIFs

VENDOR QUANTITY UNIT COST 2020 Mayor

1,736,819.00

Acadia \$234,540
D&G - Ends in 2019
SYSCO \$136,536
LANCO \$45,293
Olympia \$121,863
IDEXX \$245,347
SIGCO \$34,078
Downtown \$589,645
Transit \$206,052
WHA \$84,460
Waterstone \$39,005

TOTAL Transfer to TIFS

1,736,819.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20200 2020 General Fund Budget

ACCOUNTS FOR:

General Fund

10009210 Transfer to Reserves

VENDOR QUANTITY UNIT COST 2020 Mayor

10009210 59210 - Trans to Reserves

12,000.00

Annual Transfer for Reserves for Davan Pool (02152) for
\$7,500 and City Hall (02160) for \$4,500

TOTAL Transfer to Reserves

12,000.00

Tab 22

WEIC

Project # 2299

ACCOUNTS FOR:
WEIC Fund

		FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS <small>As 12/30/18</small>	FY2020 Comm Appr	FY2020 MAYOR	PCT CHANGE
2200	WEIC						
22001390	46000 Investment Earnings	(10,085)	(8,200)	(6,855)	(9,000)	(9,000)	9.8%
22001390	49102 Trans from TIF	(415,552)	(413,185)	(431,658)	(414,829)	(414,829)	0.4%
22001390	51100 Salaries -Reg	77,549	-	-	-	-	0.0%
22001390	52900 Other Employees	29,699	-	-	-	-	0.0%
22001390	53405 Contractual Services	8,850	8,860	8,850	8,850	8,850	-0.1%
22001390	53410 Consultants	36,000	35,000	35,000	35,000	35,000	0.0%
22001390	53617 GIS Projects	11,000		-	-	-	0.0%
22001390	58310 Debt - Princip	153,659	153,659	153,659	100,000	100,000	-34.9%
22001390	58320 Debt - Interest	21,273	18,200	9,868	15,664	15,664	-13.9%
22001390	58900 WEIC Expense	47,011	204,366	36,418	263,015	263,015	28.7%
22001390	58999 Assessed Taxes	1,242	1,300	1,242	1,300	1,300	0.0%
22001390	59220 Transfer to Special Funds	72,800					0.0%
TOTAL	WEIC	33,447	-	(193,475)	-	-	0.0%

Note: () denotes surplus

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:
Grant Fund

	VENDOR	QUANTITY	UNIT COST	2020 Department
22001390 WEIC				
22001390 46000 - 02299 Investment Earnings				-9,000.00
22001390 49102 - 02299 Trans from TIFs				-414,829.00
	Lanco	\$ 22,537		
	Acadia	\$233,402		
	Sysco	\$67,937		
	Olympia	\$90,953		
22001390 51100 - 02299 Salaries - Regular FT/PT				.00
22001390 52900 - 02299 Other Employee Benefits				.00
22001390 53405 - 02299 Contractual Services				8,850.00
	Year 3 for the Website			
22001390 53410 - 02299 Consultants				35,000.00
	Discover Downtown Westbrook			
22001390 53617 - 02299 GIS Project				.00
22001390 58310 - 02299 Debt - Principal				100,000.00
22001390 58320 - 02299 Debt - Interest				15,664.00
22001390 58900 - 02299 WEIC Expense				263,015.00
22001390 58999 - 02299 Assessed Taxes				1,300.00
22001390 59220 - 02299 Trans to Special Revenue				.00
TOTAL WEIC				.00
TOTAL Grant Fund				.00
	TOTAL REVENUE			-423,829.00
	TOTAL EXPENSE			423,829.00
	GRAND TOTAL			.00

Tab 23

Parking

(8100)

ACCOUNTS FOR:
Parking Garage

FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS <small>As of 12/31/18</small>	FY2020 DEP REQUEST	FY2020 MAYOR	PCT CHANGE
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8100 Parking Garage		FY2018 ACTUALS	FY2019 BUDGET	FY2019 ACTUALS <small>As of 12/31/18</small>	FY2020 DEP REQUEST	FY2020 MAYOR	PCT CHANGE
81006700	46000 Investment Earnings	(6,988)	(5,200)	(1,683)	(5,200)	(5,200)	0.0%
81006700	46200 Rental Revenue	(196,806)	(181,656)	(105,972)	(181,656)	(181,656)	0.0%
81006700	49100 From Fund Balance	-	-	-	-	-	0.0%
81006700	51100 Salaries - Regular FT/PT	16,430	16,734	8,310	17,330	17,330	3.6%
81006700	51300 Salaries - Overtime	-	500	-	500	500	0.0%
81006700	54105 Water & Sewer	-	600	-	600	600	0.0%
81006700	54300 Repairs & Maintenance	25,139	15,000	2,900	15,000	15,000	0.0%
81006700	54312 Building Service Agreements	89,632	82,322	29,855	96,172	96,172	16.8%
81006700	55320 Telephone	396	3,432	180	1,000	1,000	-70.9%
81006700	56220 Electricity	9,465	13,000	3,855	12,000	12,000	-7.7%
81006700	57200 Building Improvements	127,260	35,000	-	35,000	35,000	0.0%
81006700	59999 Contingency		20,268		9,254	9,254	0.0%
TOTAL	PARKING	64,528	-	(62,556)	-	-	0.0%

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:

Enterprise - Parking Garage	VENDOR	QUANTITY	UNIT COST	2020 Department
81006700 Parking Garage				
81006700 46000 - Investment Earnings				-5,200.00
Interest income from allocated cash balance.				
81006700 46200 - Rental Revenues				-181,656.00
MaineHealth Parking Garage Lease \$15,138 x 12 months.				
81006700 49100 - Transfers from General Fund				.00
81006700 49201 - Proceeds from sale of assets				.00
81006700 51100 - Salaries - Regular FT/PT				17,330.00 *
ADMINISTRATIVE ASSISTANT (1159)		.10	.00	5,187.00
BUILDING SUPERINTENDENT (1225)		.20	.00	12,143.00
81006700 51300 - Salaries - Overtime				500.00
81006700 54105 - Water & Sewer				600.00
81006700 54300 - Repairs & Maintenance				15,000.00
81006700 54312 - Building Service Agreements				96,172.00
Suburban Security \$62,322 and snow plowing \$33,850.				
81006700 55320 - Telephone				1,000.00
81006700 56220 - Electricity				12,000.00
81006700 57200 - Building Improvements				35,000.00

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City of Westbrook
NEXT YEAR BUDGET DETAIL REPORT



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PROJECTION: 20202 FY2020 Budget Others -Recreation, WEIC, and Garage

ACCOUNTS FOR:

Enterprise - Parking Garage
81006700 59999 - Contingency

VENDOR	QUANTITY	UNIT COST	2020 Department
			9,254.00

Excess amount in Contingency

TOTAL Parking Garage	.00
TOTAL Enterprise - Parking Garage	.00
TOTAL REVENUE	-186,856.00
TOTAL EXPENSE	186,856.00
GRAND TOTAL	.00

** END OF REPORT - Generated by Suzanne Knight **