

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

1110 - TOWN COUNCIL							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41010	Compensation	3,745	7,350	910	7,350	7,350	
42010	Legal Services	58,789	60,000	9,092	50,000	50,000	
42020	Audit Fees	22,100	18,800	12,250	19,300	19,300	
42090	Training & Conferences	75	500	435	500	500	
42100	Travel/Meals	183	250	250	250	250	
42110	Memberships	35,699	32,455	17,301	33,009	33,009	
		<u>120,591</u>	<u>119,355</u>	<u>40,238</u>	<u>110,409</u>	<u>110,409</u>	<u>-</u>

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1110 – TOWN COUNCIL

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### MISSION:

To represent the interests of the town's citizens and provide effective leadership and governance as defined by the town's charter, state and federal laws and constitutions.

### SUCCESS:

One way of demonstrating success as a governing body is to set, and work toward, the achievement of goals.

### MEASUREMENT:

As a threshold indicator, to have set goals for at least the council session, and to accomplish those goals (or complete the subsidiary tasks identified for the session for goals that extend beyond it)

### ACCOUNT DETAIL

41010 Council members are paid according to Chapter 2 of the Code of the Town of Windham. Elected officials are paid \$35 for each public meeting at which a quorum is present. Due to the change in the Council's meeting schedule during fiscal 2010-2011, meetings are budgeted as follows:

Council meetings	24
Workshops (special topics, public forums, etc.)	4
Budget workshops	2
Total meetings	30

Thirty (30) meetings, seven council members, \$35 each \$7,350

42010 Payments to legal counsel are highly variable due to the unpredictability of issues that may arise. However, based on 2014 expenses and allowing for an increase in hourly rates, this account has been reduced slightly for 2015.

42020 Independent auditor's engagement for the 2013-2014 fiscal year.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1110 – TOWN COUNCIL

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42090	Registration and attendance at seminars and events.	
42100	Reimbursement of mileage at the town rate, plus the cost of meals when attending meetings in official capacity.	
42110	Membership fees or costs for the town to participate in regional associations or agreements:	
	Greater Portland Council of Governments (GPCOG)	\$17,001
	Maine Municipal Association (MMA)	15,048
	Maine Development Foundation	300
	American Society of Composers, Authors & Publishers (ASCAP)	330
	Broadcast Music, Inc. (BMI)	330
	Portland Area Comprehensive Transportation Systems (PACTS)*	0
	Total	\$33,009

\*There was no PACTS assessment in 2014, and will be none in 2015.

# TOWN of WINDHAM

## PROPOSED MUNICIPAL BUDGET 2014-2015

1120 - TOWN MANAGEMENT							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41010	Compensation	355,557	365,579	175,085	380,529	380,529	
42030	Professional Services	6,000	5,000	-	7,000	19,500	
42040	Print Services	323	500	-	500	500	
42050	Equipment Maintenance	-	-	55	-	-	
42060	Telephone	6,325	4,800	2,633	6,500	6,500	
42070	Advertising	2,360	1,500	306	2,000	2,000	
42080	Postage	5,705	5,000	1,850	5,000	5,000	
42090	Training/Conferences	1,109	1,800	1,533	1,800	1,800	
42100	Travel/Meals	3,310	3,000	1,142	3,500	3,500	
42110	Memberships	1,434	2,250	1,305	2,000	2,000	
43010	Supplies & Materials	5,863	6,000	3,864	6,000	6,000	
43030	Books, Maps & Publications	3,242	3,000	1,435	3,000	3,000	
43220	Other Equipment	-	-	-	-	-	
43300	Copy Services	1,763	2,000	388	2,000	2,000	
		<u>392,990</u>	<u>400,429</u>	<u>189,596</u>	<u>419,829</u>	<u>432,329</u>	<u>-</u>

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1120 – TOWN MANAGEMENT

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### MISSION:

The office of the town manager provides general oversight, management control, and support services to all other town departments, agencies, and offices. It serves as a resource and a focal point for both the public and the organization, and provides policy and administrative support to the Town Council.

### SUCCESS:

Supporting the Town Council in its role is important to the success of the manager's office. Effectively managing the Council's workflow, ensuring items are prepared for and followed up on is an essential part of making sure the operation of Windham's local government reflects the priorities of its elected decision-makers.

Key to managing the overall performance of the organization is regularly evaluating the performance of its employees. Over time this will evolve as the town identifies new strategic goals and departmental work plans and employee goals are brought into alignment, but employee performance evaluations will remain an essential part of maintaining the quality of the effort at accomplishing the town's varied missions.

### MEASUREMENT:

Council agendas will be completed and published not later than the end of the work week prior to each regularly scheduled meeting, and for all other Council meetings scheduled at least one week in advance. Completed and published is defined as uploaded to the town's website and to councilors' mobile devices, or, if a meeting is not intended to be televised or webcast, posted at the town offices.

Annual performance evaluations for regular full-time and part-time employees will be conducted on time, defined as taking place within thirty days of when the evaluation was due. Seasonal, call, and per-diem employees will be evaluated according to schedules by the departments in which they work.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1120 – TOWN MANAGEMENT

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

- Town Manager (1.0 FTE)
- Assistant Town Manager/HR Director (1.0 FTE)
- Executive Assistant (1.0 FTE)
- Finance Director (1.0 FTE)
- Finance Administrative Assistant (0.8 FTE)
- Finance Administrative Assistant (0.8 FTE)

Total current authorized positions (5.6 FTE)

42030 Professional services for projects and issues that arise during the year (appraisals, engineering, etc.).

42040 Print services including production and distribution of the annual report.

42050 Miscellaneous equipment maintenance for office machines other than that covered by maintenance agreements.

42060 Telephone and cellular charges.

42070 Advertising for special events, programs, some shared personnel/help wanted advertising, advertising requests for proposals, etc.

42080 Portion of postage costs assigned to manager and finance office; postage meter rental, service and supplies, mailing of town meeting flyer.

42090 Includes in-office training programs, manager's attendance at International City Management Association (ICMA) annual convention.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1120 – TOWN MANAGEMENT

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- 42100 Expenses for business and attendance at training programs, association conferences.
- 42110 Memberships including International City Management Association (ICMA) \$ 648, Maine Town and City Management Association (MTCMA) \$ 143, Government Finance Officers Association (GFOA) \$50, Maine Government Finance Officers Association (MGFOA) \$ 90, and others.
- 43010 Operating supplies, paper goods, etc.
- 43030 Statute subscription service, other professional books and publications.
- 43300 Annual maintenance contract on photocopier.
- 43390 Mileage, tolls, parking, and operating costs of administrative vehicle.

# TOWN of WINDHAM

## PROPOSED MUNICIPAL BUDGET 2014-2015

### 1130 - COLLECTION AND REGISTRATION SERVICES

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41010	Compensation	132,105	167,294	78,390	173,841	179,293	
41020	Overtime Compensation	-		-	150	150	
41030	Part-time Compensation	32,916		1,442	22,500	-	
42030	Professional Services	12,844	13,500	9,216	15,500	15,500	
42050	Equipment Maintenance	200	200	-	200	200	
42060	Telephone	358	1,000	62	1,000	1,000	
42070	Advertising	200	150	-	150	150	
42080	Postage	8,194	12,000	9,152	13,500	13,500	
42090	Training/Conferences	-	250	-	250	250	
42100	Travel/Meals	832	500	386	800	800	
43010	Supplies & Materials	3,039	3,500	1,876	3,500	3,500	
43030	Books, Maps & Publications	441	700	394	700	700	
43220	Other Equipment	918	500	78	500	500	
		<u>192,046</u>	<u>199,594</u>	<u>100,996</u>	<u>232,591</u>	<u>215,543</u>	<u>-</u>



# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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### MISSION:

The Collection and Registration Services Office maximizes the collection of current year and delinquent municipal taxes due on personal property, motor vehicles, and taxable real estate, providing superior customer service to taxpayers and the public at large, while managing nearly ten thousand taxpayer accounts and processing nearly twenty-five million dollars in financial transactions annually.

### SUCCESS:

Providing prompt, professional, and accurate customer service.

### MEASUREMENT:

Periodic audits conducted by the U.S. Department of State demonstrate compliance with government regulations. The last audit done by the State Department reported our accuracy rate at 99%.

Periodic audits conducted by the Maine Department of Motor Vehicles and the Maine Department of Inland Fisheries demonstrate compliance with Maine law.

Audits are done on a weekly basis by the Motor Vehicle Department. ??

Audits on our work are done on a monthly basis by Inland Fisheries and Wildlife Our money totals are accurate, and at the end of the year our sticker report is perfect.

### TAX COLLECTION SERVICES:

Automobile Registrations	Hunting /Fishing Licenses	Snowmobile, ATV, and Boat Registrations	Resident and Non-Resident
Issue and Accept Ballots	Dog Licenses	File and Discharge Tax Liens	
Notary Service	Passport Photo Service	Accept Passport Applications	
Collection of Taxes – Talk to Mortgage, Attorneys and Title Companies about Tax Status and Amounts Due			

### Goals/Objectives:

Success is achieved by providing accurate and timely service to the public and compliance with all State and Federal requirements.

- Efficiency is improved through training.
- Workforce is structured to maximize service during peak customer hours.
- Processes are cross-checked and all transactions are balanced daily.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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- We attend yearly trainings for Motor Vehicle and Passport Services.
- Peak hours in our department are 7:00 – 8:30 am.( These are people headed to work and want to do their
- Registrations before work.) We also average 4-5 passports between 11:30am. And 1:00 pm . People seem to use their lunch hour do get this done. Business also peaks from 3:00 – 4:00 pm.
- Beginning of the month and end of the month and Mondays and Thursdays we are busy all day with very few quiet times during the day.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Office Manager/Asst. Tax Collector/Treasurer (1.0 FTE)

Administrative Assistant #1 (0.9 FTE)

Administrative Assistant #2 (0.9 FTE)

Administrative Assistant #3 (0.875 FTE)

Total current authorized full-time positions (3.675 FTE)

41030 It would be beneficial to have a part-time person because of the heavy volumes at certain times of the year. During 2013, temporary help was brought in to handle the increased volume of telephone calls, passports and registrations. There has been an increase of over 12% in daily transaction volume since 2011.

42030 Filing fees for real estate liens, sewer liens, and discharges at the Cumberland County Registry of Deeds. In October of 2013 the cost to file liens increased from \$13.00 to \$19.00. We filed 340 liens in August of 2013, which means to discharge these liens and any prior one will cost \$6.00 per lien. We do recover these fees in the revenue account R0408.

42050 Maintenance and repairs for eight printers and thirteen computers during the year.

42060 Costs of 2 telephone lines and a fax line.

42070 Advertising for tax bill spring due date in lieu of mailing out a second bill.

42080 Postage for tax bills, overdue taxes and sewer fee notices, motor vehicle weekly reports, Inland Fisheries bi-monthly reports, general office correspondence and certified tax lien notices to homeowners and mortgage holders. Certified mailing costs are recovered through the lien fees. We do not always know ahead of time when postage rates are going to increase during the fiscal year.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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- 42090 Training for employees to attend seminars and workshops throughout the year. Training is required by the Motor Vehicle division to keep current on new laws. Yearly training has to be completed by everyone who does motor vehicle registrations. This account also includes attendance at tax school and the Maine Municipal Association (MMA) convention for the Assistant Tax Collector and the Administrative Assistants. This also allows the Assistant Tax Collector to attend the New England Tax School. Collection, customer service and tax classes are offered at both school. It is mandatory that we attend U.S. Passport Training School once a year.
- 42100 Reimbursement for expenses incurred making daily bank deposits and attending training classes. Twice a year searches for current mortgage holders have to be conducted at the Cumberland County Registry of Deeds. The law states that when a lien is placed a property the Mortgage holders have to be notified. We also have to search the Registry of Deeds before we send out the automatic foreclosure notices in January.
- 43010 Operating supplies such as paper goods, printer and calculator ribbons, pens for the counter, paperclips, elastics, envelopes to mail re-registrations, calculator paper rolls and staples. Copier and fax expenses are shared with the town clerk's office.
- 43030 Required M.S.R.P. reference books for automobiles, trucks, motorcycles, camper trailers and motor homes to properly calculate excise tax due to the town.
- 43220 Replacement of office equipment not included in the capital equipment replacement plan in case of mechanical failure. Due to the volume of registrations, three working motor vehicle printers are needed at all times. We also have to maintain a color copier for the copying of Drivers Licenses for the Passport Applications .It has been suggested to me that putting a lock box on the outside of the building may be helpful for townspeople to drop their tax payments off after hours. It would also be nice for renewals for motor vehicles. (we would have instructed them ahead of time as to what paperwork they need to leave, as well as having the information on our website.).

### UNMET NEED

In this department as well as the Town Clerks Department, there is a definite need for a dedicated person to answer the phone. Lunch time seems to be the busiest time for telephone calls, and it seems to be the time when people applying for passports

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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come in. We are already short staffed because of lunches, sick or vacation so trying to answer the phones is difficult, and it doesn't seem fair to the person who has made the effort to come into the office personally, to have to keep interrupting them to answer the phones. If we could have this person we would also utilize them to do back office work in between answering the phones. This is an everyday occurrence not just first and end of the month.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

1140 - INFORMATION SERVICES							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41010	Compensation	89,262	93,418	43,995	97,167	97,167	
41020	Overtime Compensation	1,597	2,500	522	2,500	2,500	
42030	Professional Services	1,046	2,500	916	1,500	1,500	
42050	Equipment Maintenance	31,934	33,000	18,756	33,000	33,000	
42060	Telephone/Data Lines	10,188	20,240	5,206	20,240	20,240	
42090	Training/Conferences	70	4,000	999	1,400	1,400	
42100	Travel and Meals	147	250	46	250	250	
42110	Memberships	135	300	-	300	300	
43010	Supplies & Materials	349	1,000	480	1,000	1,000	
43030	Books/Maps/Publications	20	500	-	500	500	
44190	Capital Equipment	1,234	-				
		<u>135,983</u>	<u>157,708</u>	<u>70,920</u>	<u>157,857</u>	<u>157,857</u>	<u>-</u>

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1140 – INFORMATION SERVICES

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### MISSION:

Information Services provides stable software and hardware platforms for town employees, meeting various departmental needs through user support, hardware and software support, installation, troubleshooting, maintenance, and repair for about 18 physical and virtual servers, 150 clients and devices, 10 wireless networks, 50 printers, and 6 firewalls with network infrastructure at eight fixed locations plus multiple mobile clients.

### SUCCESS:

Information Services success can be defined by maximizing server role uptime and resolving opened user service tickets.

### MEASUREMENT:

An indicator of success would be maintaining server role uptime at 99.9%. This allows 8.76 hours of downtime annually for hardware and software maintenance.

Reponse time on helpdesk requests?

### Trends

Over the last few years Information Services has been consolidating replacements in order to better group devices in a capital replacement schedule while still getting as much use and/or value out of existing hardware. Another element we have been addressing is a common platform for units in order to make the next system transition as smooth and diversely viable as possible. Currently, the shift in software modeling suggests that software such as Microsoft Office will no longer be a purchasing option and will become an operating expense. Additionally, the massive investments in the data storage industry will likely also compel us to strongly consider moving a great deal of our current server needs to the “cloud” which again shifts largely towards operating expenses rather than capital purchases. Our current trajectory has a key point in FY2017 when the Exchange server and the Town Hall server platform are currently scheduled for replacement. Between now and then we are continuing to streamline our internal data transfer infrastructure and platform.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1140 – INFORMATION SERVICES

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Systems Administrator (1.0 FTE)

Network Technician (1.0 FTE)

Total current authorized positions (2.0 FTE)

41020 Overtime for unscheduled work after-hours for system changes/maintenance, software installation, repairs from lightning strikes and hardware failures, and weekend on-call coverage. It also includes IT support for an Emergency Operations Center (EOC) when necessary.

42030 Time and materials for consulting services and other work for system engineering, network design, and system support.

42050 Northern Data Systems Service and support contract for computer system hardware used by Finance, Collection, Town Clerk, Assessing, the Police Department, and Community Development, software licensing, PCCI print management service, support and maintenance fees and operating system licenses. Included is additional licensing for firewall Botnet Traffic Filters and SSL certificates. Systems support contracts with Cisco, OpenFox, and Barracuda. This also includes general expenditures for non-capital equipment replacement.

42060 Annual cost of Internet provider and data lines through Verizon, Time Warner and OTT Communications.

42090 Training and Conferences for Information Services staff. Increased need to acquire training on the ever changing technologies, software, and hardware the town uses. \$1000 is specifically designated to licensing for unlimited access to computer based training through CBT Nuggets which contains over 200 training courses for vendors such as Microsoft, Cisco, and VMware.

42100 Mileage and expenses for on-site service by staff, attendance at meetings, training sessions, or demos.



# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1140 – INFORMATION SERVICES

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- 42110 Membership fees for IT related societies and organizations such as Experts Exchange.
- 43010 Paper, forms, and other supplies for centralized computer operations.
- 43030 Technical books, technical support CD-ROM subscription.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

1150 - COMMUNITY PARTICIPATION							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
42090	Training/Conferences	520	200	0	200	200	
42100	Travel/Meals	-	500	0	500	500	
42110	Memberships	40	-	0	-	-	
43010	Supplies & Materials		1,500	0	1,500	1,500	
43030	Books, Maps & Publications		500	0	500	500	
44070	Contributions to Agencies	30,554	33,700	11,809	33,700	33,700	
		<u>31,114</u>	<u>36,400</u>	<u>11,809</u>	<u>36,400</u>	<u>36,400</u>	<u>-</u>

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1150 – COMMUNITY PARTICIPATION

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42090 Funding for committee members to attend conferences and seminars related to their committee work.

42100 Reimbursement to committee members for mileage, tolls and meals.

42110 Membership for committees in appropriate regional or state associations.

43010 General committee expenses, flowers, refreshments for public meetings, etc.

43030 Materials for various boards and committees.

44070 Proposed contributions are as follows:

AGENCY/PURPOSE	BUDGET FY2014	PROPOSED FY2015	COUNCIL/APPROVED
Memorial Day Parade	\$ 1,500	\$ 1,500	
Holiday Lights & Banners	2,000	2,000	
Windham Drifters Snowmobile Club	4,900	4,900	
Volunteer Recognition Event	3,500	3,500	
Memorial Day Flags/Markers	1,200	1,200	
Additional/Miscellaneous	0	0	
Watershed Protection	10,000	10,000	
Windham Community Garden	na	?	
Windham Senior Meals	600	600	
Windham Historical Society	10,000	10,000	
TOTAL	\$ 33,700	\$ 33,700	

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

1160 - COMMUNITY TV & E-GOVERNMENT							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41030	Part-time Compensation	9,267	7,328	5,023	10,197	10,197	
42030	Professional Services	36,056	32,000	29,301	39,815	39,815	
42060	Telephone	448	600	50	600	600	
42100	Travel/Meals	-	-	-	-	-	
42110	Memberships	-	-	-	-	-	
42210	Electrical Equipment Maintenance	1,122	1,500	-	1,500	1,500	
43010	Supplies & Materials	49	300	20	300	300	
43220	Other Equipment	-	-	-	-	-	
44190	Capital Equipment	6,000	3,000	-	3,000	3,000	
		<u>52,942</u>	<u>44,728</u>	<u>34,394</u>	<u>55,412</u>	<u>55,412</u>	<u>-</u>

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1160 – COMMUNITY TV & E-GOVERNMENT

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41030 Compensation:

Part-time station coverage \$ 10,197

42030 Professional Services

Granicus

Live and archived video webcasting, agenda management, iLegislate and e-government

Video managed services, annual \$ 11,600

Monthly support, annual 3,500

Agenda management, legislative management, and government transparency suite

Monthly support, annual 9,600

Open Platform managed hardware 3,300

Total, Granicus services 28,000

Web site

Annual hosting, support \$ 11,815

Total, Professional Services \$ 39,815

42060 Studio telephone lines, data services 600

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1160 – COMMUNITY TV & E-GOVERNMENT

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42210 Professional cleaning and repair of station equipment.	1,500
43010 General Office Supplies	300
44190 Equipment purchases to replace/upgrade failing equipment	3,000

Includes video cameras, disks, other small items for day to day operations

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

## 1180 - ECONOMIC DEVELOPMENT

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41010	Compensation	65,143	69,518	32,737			
42030	Professional Services	2,409	7,450	408			
42040	Print Services	-	5,700	300			
42060	Telephone/Internet	726	1,800	288			
42070	Advertising	3,857	33,600	9,533			
42080	Postage	250	500	-			
42090	Training/Conferences	2,650	2,000	869			
42100	Travel/Meals	3,567	4,600	917			
42110	Memberships	310	750	100			
43010	Supplies/Materials	238	1,000	497			
43030	Books/Maps/Publications	139	500	0			
43140	Vehicle Fuel	77	250	0			
43220	Other Equipment/Support	1,500	2,300	0			
43300	Copy Services	338	1,000	109			
44070	Contributions to Agencies	20,900	3,000	2,000	250,583	250,583	
		<u>102,104</u>	<u>133,968</u>	<u>47,758</u>	<u>250,583</u>	<u>250,583</u>	<u>-</u>

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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Through Windham Town Council Resolution the Economic Development functions of the Town of Windham are being performed by the Windham Economic Development Corporation, its Board of Directors and its Executive Director.

### Windham Economic Development Corporation

The Windham Economic Development Corporation assists the town by promoting and encouraging economic development opportunities. The WEDC assists local businesses by providing opportunities to market and promote their businesses and improve their workforce. The WEDC collaborates with area organizations such as the Chamber of Commerce and Windham Raymond Adult Education along with many town departments to encourage sound programs and policies that will promote economic growth. The FY 2015 WEDC work plan as reflected in this budget request will closely align the WEDC with the Windham Town Council adopted Windham Economic Development Strategic Plan while maintaining efforts in the Anglers Road Project and other economic development initiatives.

#### Mission

To encourage economic growth in a manner that supports increased prosperity in the Town of Windham and improves the quality of life for all our citizens.

#### Vision

We will manage growth and direct development in a manner that provides an affordable, high-quality of life, a vibrant economy, and a welcoming environment for citizens and visitors alike while protecting our town's rural characteristics and environment.

#### Strategic Objectives

**Objective 1: Plan for the Future-** Identify and implement policies, programs, and initiatives that support the Town's economic and community development needs.

**Objective 2: Support Business Growth and Prosperity-** Proactively seek opportunities to diversify Windham's economy, create jobs, and strengthen existing business.

**Objective 3: Create and Maintain an Efficient Review and Approval Process-** Establish review and approval processes that are efficient and in alignment with economic and community development initiatives, as well as provide resources to parties utilizing these services.



# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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**Objective 4: Develop a Support System for Economic Development-** Ensure the sustainability of economic development initiatives in Windham through collaborative efforts of town officials and departments with the Windham Economic Development Corporation (WEDC), regional agencies, local business groups, and citizens, in addition to identifying and utilizing strategic funding sources.

### Performance Measures

1. Employment Opportunities: Indicated by sector employment counts
2. Retail Marketplace Vitality: Indicated by Annual Retail Sales
3. Retail Sector Sustainability: Indicated by Retail Space vacancy rate
4. Industrial Sector Vitality: Indicated by Industrial Space Inventory (total and vacancies) and Employment Opportunities
5. Professional/Office Sector Sustainability: Indicated by Office Space vacancy rate and Employment Opportunities
6. Planning for the Future: Indicated by Adopted and Funded Initiatives
7. The New Windham Downtown: Indicated by Adopted and Funded Plans, Ordinance Changes, Capital Investments, and New Development or Re-Development of existing Downtown Properties
8. Efficient Local Development Process: Indicated by Adopted Regulatory Reform, and Funded TIF, Incentive and Loan Programs
9. Sustainable Economic Development Support System: Indicated by, Program Funding, Continued Marketing Program, WEDC advocacy positions, WEDC Project Completion

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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44070 Allocation of TIF funding for WEDC operations and projects: \$250,583

**WEDC Operations:** \$150,583

The WEDC will maintain its current efforts in advocating for business development growth and expansion, promoting Windham as a premier location for new business development, advocating for individual development projects, improving local permitting and approval processes, and ordinance revisions. The WEDC will also continue to market the redevelopment of its Anglers Road property.

**WEDC Projects:** \$100,000

In addition to the maintenance of effort reflected in ongoing WEDC Operations the following projects are proposed to further Windham's progress towards the Objectives of the Windham Economic Development Strategic Plan:

Anglers Road Intersection Engineering 25,000

WEDC will perform necessary engineering to prepare for the reconstruction of the Anglers Road/Whites Bridge Road/Route 302 intersection. This is a MPI project requirement and will be considered part of the Town's match.

Local Food Hub/Food Innovation Center Business Plan 20,000

Windham's Economic Development Strategic Plan recognizes the ongoing importance of Windham's Agricultural Industries and the Local Food Hub/Food Innovation Center Business Plan will develop a business model and next actionable steps towards construction and operation of a Windham based Local Food Hub/Food Innovation Center.

Workforce for the Future 5,000

Building on WEDC's Workforce for the Future initiative, review current industry sectors and analyze industry trends to determine which sectors are poised for growth and then better align workforce development programs to meet industry demands.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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### Windham Downtown Traffic Pattern Design and Testing

40,000

In support of Windham's Downtown strategies, WEDC will analyze existing traffic patterns, particularly turning movements along the Downtown corridor, design alternative turn patterns where necessary, and test assumptions utilizing temporary materials including barriers and signage.

### Review and Approval Process

5,000

WEDC's Review and Approval Process Committee will utilize a third-party review of the Town's ordinances and approval processes to assist building owners, tenants, and developers in understanding Windham's approach to the enforcement and approval processes, and to recommend any appropriate changes for the Town to consider.

### ED Zone Strategic Positioning

5,000

Windham's Enterprise Development District (ED Zone) encompasses hundreds of acres of developable land poised for growing Windham's non-retail commercial development. While major developments have been proposed for the ED Zone, none have happened. The WEDC will work with the property owner to assess the assets of the property, match those assets to industry growth sectors and develop strategies to better position the ED Zone to attract those industries.

**All funding associated with this proposed allocation is in conformance with the program details and scheduled to come from the following TIF Districts: Pipeline Development District and the Roosevelt Promenade District.**

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

1210 - MUNICIPAL INSURANCES							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
42610	Vehicle Insurance	34,173	40,800	44,695	42,840	42,840	
42620	Property & General Liability	52,125	48,000	38,661	50,400	50,400	
42630	Professional Liability	20,002	24,000	26,560	25,200	25,200	
44080	Safety Committee	-	2,000	425	3,000	3,000	
		<u>106,300</u>	<u>114,800</u>	<u>110,341</u>	<u>121,440</u>	<u>121,440</u>	<u>-</u>

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1210 – MUNICIPAL INSURANCES

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Estimates for the town's property and casualty insurance policies reflect anticipated increases in insurance rates, the effect of claims history, and adjustments to cover changes in property values and additions to the town's fleet over the last year.

### ACCOUNT DETAIL

42610	Insurance for all municipal vehicles, owned and leased	\$ 40,800
42620	Property and general liability	\$ 48,000
	Boiler Coverage	
	Umbrella Policy	
42630	Professional liability	\$ 25,200
	[Fire/Rescue & Employee Liability included in General Liability policy)	
	Public Officials Liability	
	Police Liability	
	Bonds	
44080	Funding for safety committee and training materials.	\$ 2,000

# TOWN of WINDHAM

## PROPOSED MUNICIPAL BUDGET 2014-2015

1220 - EMPLOYEE BENEFITS							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41060	Social Security	426,688	424,419	221,323	474,740	439,250	
41070	Health & Dental	786,448	844,399	347,538	753,600	753,600	
41080	Deferred Compensation	116,448	109,774	60,379	122,000	122,000	
41090	Tuition Reimbursement	-	5,000	-	5,000	5,000	
41110	Classification Plan	-	-	-	-	-	
41120	MPERS Contributions	127,883	130,000	70,253	156,000	156,000	
41140	Income Protection	7,943	5,500	2,615	6,400	6,400	
41150	Long Term Disability	6,198	6,700	3,343	6,800	6,800	
42600	Workers Compensation	216,364	199,599	63,983	247,000	247,000	
42650	Unemployment Compensation	408	12,000	0	5,000	5,000	
		<u>1,688,381</u>	<u>1,737,391</u>	<u>769,434</u>	<u>1,776,540</u>	<u>1,741,050</u>	<u>-</u>

# TOWN of WINDHAM

## PROPOSED MUNICIPAL BUDGET 2014-2015

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### 1220 – EMPLOYEE BENEFITS

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41060 The Town pays FICA (6.2%) and Medicare (1.45%) payroll taxes on wages and the employer's matching contribution to employees' retirement accounts. Actual funding is usually less than the budget due to vacancies which occur throughout the year. FICA and Medicare expense for Recreation Programs, a self-funded program, is included in that budget (account 5111).

41070 All employees are insured under the PPO-500 plan with Maine Municipal Employees Health Trust (MMEHT). This plan combines deductibles and coinsurance with a health reimbursement account (HRA) funded by the Town to manage overall costs. The budget provides for a 5% premium increase in calendar 2015, which will affect the last six months of the budget year.

Health & dental insurance, July-December 2014	\$ 346,000
Health & dental insurance, January-June 2015	363,000
HRA funding	36,600
<u>Third party administrator</u>	<u>8,000</u>
Total	\$ 753,600

41080 Town matching contributions of up to 6% of regular pay for participants in the ICMA Retirement Corporation or MaineSTART deferred compensation plans.

41120 Maine Public Employees Retirement System employer contributions for members of the police and professional firefighters unions as required by contract, 7.2% of gross pay for police and 11.0% of gross pay for the firefighters.

41140 Town share of short term disability insurance required in the police contract.

41150 Town cost of long term disability insurance plan required in the police contract.

42600 Worker's compensation expense insurance premiums. Premiums for Receptions Programs are carried in account 5111. Claims experience is slowly improving due to risk management and loss control efforts, resulting in a 5% decrease for calendar 2014, which will impact the last six months of FY 2014.

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

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## 1220 – EMPLOYEE BENEFITS

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42650 Unemployment benefits as assessed by the State of Maine. The town is a “direct pay” employer and does not carry unemployment compensation insurance.



# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

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## 1230 - BANKING & INVESTMENT SERVICES

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acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
42030	Professional Services	299	375	126	375	375	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		299	375	126	375	375	-

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2014-2015

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## 1230 – BANKING & INVESTMENT SERVICES

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42030 Banking fees charged the Town for non-sufficient fund checks.