

05/14/2018 09:27
1354atplante

Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnrpts 1

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND		2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT							
11100	TOWN COUNCIL							
11100	41110 REG FT	8,365.00	13,230.00	13,230.00	13,230.00	13,230.00	13,230.00	.0%
11100	44200 LEGAL SVCS	80,294.65	80,000.00	80,000.00	100,000.00	100,000.00	100,000.00	25.0%
11100	44300 AUDIT SVCS	16,250.00	19,300.00	19,300.00	19,000.00	19,000.00	19,000.00	-1.6%
11100	46410 TRV EXP	430.50	250.00	250.00	2,000.00	2,000.00	2,000.00	700.0%
11100	46910 TRNG/CONF	520.00	500.00	500.00	1,000.00	1,000.00	1,000.00	100.0%
11100	46920 MMBR DUES	47,255.00	45,972.00	45,972.00	57,563.00	57,563.00	57,563.00	25.2%
	TOTAL TOWN COUNCIL	153,115.15	159,252.00	159,252.00	192,793.00	192,793.00	192,793.00	21.1%
11200	TOWN MANAGEMENT							
11200	41110 REG FT	427,762.97	432,199.00	432,199.00	461,647.00	461,647.00	479,194.00	6.8%
11200	41120 REG PT	2,325.00	.00	.00	.00	.00	.00	.0%
11200	41210 OT-REG	.00	.00	.00	.00	.00	.00	.0%
11200	43100 SUPP & MTL	6,187.16	7,500.00	7,500.00	8,000.00	8,000.00	8,000.00	6.7%
11200	43610 BOOKS MAPS	3,243.99	3,700.00	3,700.00	4,000.00	4,000.00	4,000.00	8.1%
11200	43710 POSTAGE	4,882.36	5,500.00	5,500.00	6,000.00	6,000.00	6,000.00	9.1%
11200	44400 PROF SVCS	26,488.39	25,000.00	25,000.00	30,000.00	30,000.00	30,000.00	20.0%
11200	45330 EQ MT SVCS	.00	55.00	55.00	75.00	75.00	75.00	36.4%
11200	46210 TEL-LAND	9,299.03	7,800.00	7,800.00	8,000.00	8,000.00	8,000.00	2.6%
11200	46310 ADVRTSNG	6,081.87	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	.0%
11200	46410 TRV EXP	6,491.21	5,500.00	5,500.00	7,500.00	7,500.00	7,500.00	36.4%
11200	46510 PRINTING	232.50	500.00	500.00	500.00	500.00	500.00	.0%
11200	46520 COPY SVCS	3,057.71	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00	20.0%
11200	46910 TRNG/CONF	2,019.60	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	50.0%
11200	46920 MMBR DUES	1,837.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	25.0%
11200	47430 OTHR EQP	.00	.00	.00	1,500.00	1,500.00	1,500.00	.0%
	TOTAL TOWN MANAGEMENT	499,908.79	500,254.00	500,254.00	541,722.00	541,722.00	559,269.00	8.3%
11300	COLLECTION & REGISTRATION							
11300	41110 REG FT	195,112.63	202,430.00	202,430.00	198,213.00	198,213.00	198,213.00	-2.1%
11300	41120 REG PT	144.58	25,000.00	25,000.00	23,708.00	23,708.00	23,708.00	-5.2%
11300	41210 OT-REG	682.22	750.00	750.00	1,500.00	1,500.00	1,500.00	100.0%
11300	43100 SUPP & MTL	2,139.97	3,750.00	3,750.00	4,500.00	4,500.00	4,500.00	20.0%
11300	43610 BOOKS MAPS	245.00	800.00	800.00	1,600.00	1,600.00	1,600.00	100.0%
11300	43710 POSTAGE	8,858.12	19,000.00	19,000.00	20,000.00	20,000.00	20,000.00	5.3%
11300	44400 PROF SVCS	15,974.61	23,000.00	23,000.00	25,000.00	25,000.00	25,000.00	8.7%
11300	45330 EQ MT SVCS	300.00	500.00	500.00	500.00	500.00	500.00	.0%

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PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND			2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
11300	46210	TEL-LAND	206.33	300.00	300.00	300.00	300.00	300.00	.0%
11300	46310	ADVRTSNG	189.12	300.00	300.00	300.00	300.00	300.00	.0%
11300	46410	TRV EXP	910.79	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.0%
11300	46910	TRNG/CONF	.00	250.00	250.00	250.00	250.00	250.00	.0%
11300	47430	OTHR EQP	920.86	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%
TOTAL COLLECTION & REGISTRAT			225,684.23	279,080.00	279,080.00	278,871.00	278,871.00	278,871.00	-.1%
11400	INFORMATION SERVICES								
11400	41110	REG FT	107,429.60	112,076.00	112,076.00	120,556.00	120,556.00	120,556.00	7.6%
11400	41120	REG PT	.00	.00	.00	3,840.00	3,840.00	3,840.00	.0%
11400	41210	OT-REG	1,230.30	2,000.00	2,000.00	1,500.00	1,500.00	1,500.00	-25.0%
11400	43100	SUPP & MTL	149.90	500.00	500.00	500.00	500.00	500.00	.0%
11400	43610	BOOKS MAPS	.00	200.00	200.00	200.00	200.00	200.00	.0%
11400	44400	PROF SVCS	.00	1,000.00	1,000.00	3,000.00	3,000.00	3,000.00	200.0%
11400	45330	EQ MT SVCS	35,618.54	131,421.00	131,421.00	139,551.00	139,551.00	136,341.00	6.2%
11400	46210	TEL-LAND	34,579.88	20,736.00	20,736.00	20,196.00	20,196.00	20,196.00	-2.6%
11400	46410	TRV EXP	238.08	300.00	300.00	300.00	300.00	300.00	.0%
11400	46910	TRNG/CONF	32.80	250.00	250.00	160.00	160.00	160.00	-36.0%
11400	46920	MMBR DUES	298.95	200.00	200.00	200.00	200.00	200.00	.0%
TOTAL INFORMATION SERVICES			179,578.05	268,683.00	268,683.00	290,003.00	290,003.00	286,793.00	7.9%
11500	BOARDS & COMMISSIONS								
11500	41110	REG FT	1,225.00	6,370.00	6,370.00	13,440.00	13,440.00	13,440.00	111.0%
11500	41120	REG PT	595.00	.00	.00	.00	.00	.00	.0%
11500	43100	SUPP & MTL	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.0%
11500	43610	BOOKS MAPS	.00	500.00	500.00	500.00	500.00	500.00	.0%
11500	46410	TRV EXP	138.80	500.00	500.00	500.00	500.00	500.00	.0%
11500	46910	TRNG/CONF	.00	200.00	200.00	200.00	200.00	200.00	.0%
11500	46920	MMBR DUES	.00	.00	.00	.00	.00	.00	.0%
11500	46930	CT AGENCY	52,534.69	68,452.00	68,452.00	77,117.00	77,117.00	77,117.00	12.7%
TOTAL BOARDS & COMMISSIONS			54,493.49	77,522.00	77,522.00	93,257.00	93,257.00	93,257.00	20.3%
11600	COMMUNICATION & E-GOV								
11600	41120	REG PT	6,305.55	10,658.00	10,658.00	11,700.00	11,700.00	11,700.00	9.8%
11600	43100	SUPP & MTL	10.00	300.00	300.00	300.00	300.00	300.00	.0%
11600	44400	PROF SVCS	32,595.89	39,815.00	39,815.00	39,815.00	39,815.00	39,815.00	.0%
11600	45330	EQ MT SVCS	1,297.17	1,500.00	1,500.00	6,000.00	6,000.00	6,000.00	300.0%
11600	46210	TEL-LAND	130.00	600.00	600.00	600.00	600.00	600.00	.0%
11600	46310	ADVRTSNG	.00	.00	.00	.00	.00	.00	.0%
11600	46410	TRV EXP	.00	.00	.00	.00	.00	.00	.0%

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FOR PERIOD 99

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11600	46910	TRNG/CONF	.00	.00	.00	.00	.00	.00	.0%
11600	46920	MMBR DUES	100.00	.00	.00	.00	.00	.00	.0%
11600	47430	OTHR EQP	.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.0%
TOTAL COMMUNICATION & E-GOV			40,438.61	55,873.00	55,873.00	61,415.00	61,415.00	61,415.00	9.9%
11700	TOWN CLERK								
11700	41110	REG FT	106,342.40	107,629.00	107,629.00	118,432.00	118,432.00	118,432.00	10.0%
11700	41120	REG PT	52,771.60	56,227.00	56,227.00	57,535.00	57,535.00	57,535.00	2.3%
11700	41210	OT-REG	3,231.84	.00	.00	2,000.00	2,000.00	2,000.00	.0%
11700	43100	SUPP & MTL	3,289.03	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.0%
11700	43610	BOOKS MAPS	2,464.99	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.0%
11700	43710	POSTAGE	2,328.81	1,100.00	1,100.00	2,100.00	2,100.00	2,100.00	90.9%
11700	44400	PROF SVCS	4,055.23	6,270.00	6,270.00	6,270.00	6,270.00	6,270.00	.0%
11700	45330	EQ MT SVCS	.00	900.00	900.00	900.00	900.00	900.00	.0%
11700	46210	TEL-LAND	1,243.85	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	.0%
11700	46310	ADVRTSNG	4,486.58	3,300.00	3,300.00	3,800.00	3,800.00	3,800.00	15.2%
11700	46410	TRV EXP	1,728.25	2,200.00	2,200.00	2,500.00	2,500.00	2,500.00	13.6%
11700	46510	PRINTING	4,370.05	4,000.00	4,000.00	5,000.00	5,000.00	5,000.00	25.0%
11700	46910	TRNG/CONF	180.00	750.00	750.00	750.00	750.00	750.00	.0%
11700	46920	MMBR DUES	145.00	175.00	175.00	260.00	260.00	260.00	48.6%
11700	47430	OTHR EQP	.00	.00	.00	14,734.00	14,734.00	14,734.00	.0%
TOTAL TOWN CLERK			186,637.63	189,351.00	189,351.00	221,081.00	221,081.00	221,081.00	16.8%
11800	INSURANCE								
11800	42610	SFTY PGMS	3,296.00	5,000.00	5,000.00	7,500.00	7,500.00	7,500.00	50.0%
11800	46110	PROP INS	38,471.50	22,340.00	22,340.00	25,000.00	25,000.00	25,000.00	11.9%
11800	46130	PL INS	27,185.00	46,660.00	46,660.00	50,000.00	50,000.00	50,000.00	7.2%
11800	46140	AUTO INS	52,509.00	57,850.00	57,850.00	60,000.00	60,000.00	60,000.00	3.7%
TOTAL INSURANCE			121,461.50	131,850.00	131,850.00	142,500.00	142,500.00	142,500.00	8.1%
11900	EMPLOYEE BENEFITS								
11900	42110	HLTH INS	935,253.81	987,552.00	987,552.00	1,150,762.00	1,150,762.00	1,200,000.00	16.5%
11900	42130	ST DIS	5,439.59	8,000.00	8,000.00	6,000.00	6,000.00	6,000.00	-25.0%
11900	42140	LT DIS	6,356.22	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	.0%
11900	42150	GTL	.00	.00	.00	.00	.00	.00	.0%
11900	42210	SOC SEC	512,286.70	541,105.00	541,105.00	548,335.00	548,335.00	560,305.00	1.3%
11900	42310	DEF COMP	135,894.90	140,000.00	140,000.00	155,088.00	155,088.00	160,000.00	10.8%
11900	42320	MAINE PERS	176,663.78	200,912.00	200,912.00	288,156.00	288,156.00	295,000.00	43.4%
11900	42410	WRKRS COMP	202,558.21	224,289.00	224,289.00	211,056.00	211,056.00	220,000.00	-5.9%
11900	42510	UNEMP COMP	3,699.48	5,000.00	5,000.00	10,000.00	10,000.00	10,000.00	100.0%

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FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND			2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
11900	42710	TUITION	742.50	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
11900	42720	CLASS PLN	.00	.00	.00	10,000.00	10,000.00	10,000.00	.0%
TOTAL EMPLOYEE BENEFITS			1,978,895.19	2,118,358.00	2,118,358.00	2,390,897.00	2,390,897.00	2,472,805.00	12.9%
TOTAL GENERAL GOVERNMENT			3,440,212.64	3,780,223.00	3,780,223.00	4,212,539.00	4,212,539.00	4,308,784.00	11.4%
TOTAL GENERAL FUND			3,440,212.64	3,780,223.00	3,780,223.00	4,212,539.00	4,212,539.00	4,308,784.00	11.4%
GRAND TOTAL			3,440,212.64	3,780,223.00	3,780,223.00	4,212,539.00	4,212,539.00	4,308,784.00	11.4%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
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PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
Field Name Field Value
Org 11*
Object 4*
Project
Account type
Account status

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11100 – TOWN COUNCIL

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.

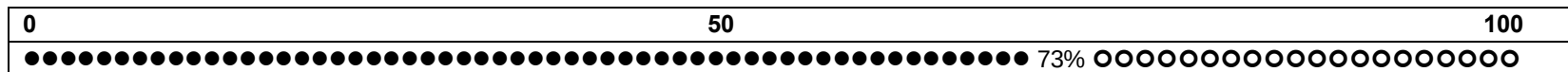
SUCCESS:

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)

INDICATOR: GOALS ACCOMPLISHED, 2016-2017 (20.5 of 28 sub-goals and tasks)



- Done/In Progress
 - Remaining/Not Done/Not Started/TBD
-

The Council's goals for 2016-2017 were:

Priority A:

- Comprehensive Plan
 - Draft plan to Council by April 2017 Done 1.0
 - Plan adoption by July 2017 Done 1.0
 - Incorporate into strategic plan In progress 0.5
 - Implementation In progress 0.5
- Private Road, Standards, and Development
 - Council discussion 1/31/2017 Done 1.0
 - Ordinance changes to planning board by April 2017 Done July 2017 1.0
 - Ordinance changes adopted by July 2017 Done October 2017 1.0
 - Paper street review by September 2017 Done - extended time to vacate 1.0
- 21st Century Downtown
 - Ordinance changes
 - Report, draft language to Council by May 2017 Done 1.0
 - Commit to ROW/utilities improvements
 - Council discussion 1/10/2017 Done - anticipating PACTS application 1.0

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11100 – TOWN COUNCIL

• Capital Facilities Planning & Funding		
○ Public Works/School Maintenance facility		
▪ Discussion 1/17/2017	Done	1.0
▪ Finalize scope and cost share by 2/15/2017	Done June 2017	1.0
○ Library		
▪ Identify balance of funding for FY 2018	Done	1.0
▪ Construction start July/August 2017	Done November 2017	1.0
○ Community Center/field(s)		
▪ Consider community center committee	Done February 2017	1.0
▪ Explore possible YMCA participation	TBD	1.0
○ Wastewater Planning		
▪ 21CD study area		
• Scope task 2 by May 2017	Done	1.0
• Scope tasks 3 and 4 by October 2017	In progress	0.5
○ South Windham expansion, extension		
▪ Review with PWD by May 2017	Done in anticipating CDBG application	1.0
○ Revise/update capital facilities plan by January 2018	TBD	0.0

Priority B:

• Code Enforcement, Process/Culture		
○ Director selection process complete by April 2017	Done September 2017	1.0
• Community/civic engagement, methods, channels, communication		
○ Comprehensive communications strategy		
▪ Council discussion 1/17/2017	Done	1.0
▪ Rescheduled to 2/7/2017	TBD	0.0
○ Community events, opportunities		
▪ Identify and ongoing	Ongoing	1.0
• Age-friendly communities		
○ Inventorying policies and resources by June 2017	Not started	0.0
• Other		
○ Grant writer, contract or staff		
▪ Identify options for FY 2018 budget	Not done	0.0
○ Facility/infrastructure maintenance goals, etc.		
▪ Develop by January 2018	Not started	0.0
○ Application of complete streets policy		
▪ Develop by January 2018	Not started	0.0

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11100	TOWN COUNCIL								
11100	41110	REG FT	8,365.00	13,230.00	13,230.00	13,230.00	13,230.00	13,230.00	.0%
11100	44200	LEGAL SVCS	80,294.65	80,000.00	80,000.00	100,000.00	100,000.00	100,000.00	25.0%
11100	44300	AUDIT SVCS	16,250.00	19,300.00	19,300.00	19,000.00	19,000.00	19,000.00	-1.6%
11100	46410	TRV EXP	430.50	250.00	250.00	2,000.00	2,000.00	2,000.00	700.0%
11100	46910	TRNG/CONF	520.00	500.00	500.00	1,000.00	1,000.00	1,000.00	100.0%
11100	46920	MMBR DUES	47,255.00	45,972.00	45,972.00	57,563.00	57,563.00	57,563.00	25.2%
	TOTAL TOWN COUNCIL		153,115.15	159,252.00	159,252.00	192,793.00	192,793.00	192,793.00	21.1%
	TOTAL GENERAL GOVERNMENT		153,115.15	159,252.00	159,252.00	192,793.00	192,793.00	192,793.00	21.1%
	TOTAL GENERAL FUND		153,115.15	159,252.00	159,252.00	192,793.00	192,793.00	192,793.00	21.1%
	GRAND TOTAL		153,115.15	159,252.00	159,252.00	192,793.00	192,793.00	192,793.00	21.1%

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ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

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Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
Field Name Field Value
Org 11100
Object
Project
Account type
Account status

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 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

 P 1
 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

 ACCOUNTS FOR:
 GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11100	TOWN COUNCIL					
11100	41110 - REGULAR FULL-TIME		1.00	13,230.00		13,230.00 *
	Council compensation estimated for 7 members of the Council at \$35 per meeting for 54 meetings. Council compensation governed by the Elected Officials Compensation Ordinance (Chapter 2 of the Code of Ordinances).					13,230.00
11100	44200 - LEGAL SERVICES		1.00	100,000.00		100,000.00 *
	Legal services from the town attorney.					100,000.00
11100	44300 - AUDIT SERVICES		1.00	19,000.00		19,000.00 *
	Audit services. Third year of three year RKO engagement as proposed.					19,000.00
11100	46410 - TRAVEL EXPENSES		1.00	2,000.00		2,000.00 *
	Travel and accommodations for events such as the MMA Convention, Congressional delegation meetings, and other local training, events, and meetings.					2,000.00
11100	46910 - TRAINING/CONFERENCES		1.00	1,000.00		1,000.00 *
	Registration and attendance at conferences, training seminars, meetings, and other events.					1,000.00

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 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

 P 2
 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

 ACCOUNTS FOR:
 GENERAL FUND

11100 46920 - MEMBERSHIPS

GPCOG dues at \$1.60 per capita based on 2010 US Census. Dues increase approved by the General Assembly to allow member dues to leverage other funding and allow for more non-grant programmed member services. This is the first of two increases, with the rate set to increase to \$2 per capita for FY 2020.

Maine Municipal Association dues.

RTP Lakes Region Explorer.

Maine Service Centers Coalition dues.

Maine Development Foundation dues.

American Society of Composers, Authors & Publishers fee. For use of licensed music.

Broadcast Music, Inc. For use of licensed music.

SESAC Music License. For use of licensed music.

VENDOR	QUANTITY	UNIT COST	2019	MANAGER
	1.00	27,202.00		57,563.00 *
				27,202.00
	1.00	17,250.00		17,250.00
	1.00	9,656.00		9,656.00
	1.00	2,088.00		2,088.00
	1.00	300.00		300.00
	1.00	335.00		335.00
	1.00	335.00		335.00
	1.00	397.00		397.00

TOTAL TOWN COUNCIL

192,793.00

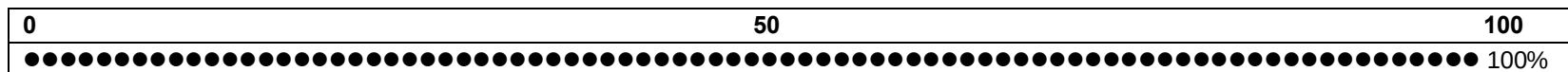
FY 2018-2019 MUNICIPAL BUDGET

MISSION:

SUCCESS:

MEASUREMENT:

INDICATOR: AGENDAS COMPLETED AND PUBLISHED, 2017



- Completed
- Remaining

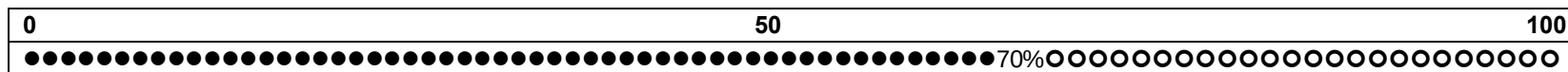
63

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11200 – TOWN MANAGER’S OFFICE

INDICATOR: EVALUATIONS COMPLETED ON TIME, 2017



- Completed
- Remaining

All state and federal mandated policies will be completed and reviewed as required. All employees will be trained in compliance with DOL Directives (within 30 days of hire or annually). Monthly workplace audits will be conducted and action plans developed to correct deficiencies. Workplace injuries accidents, near misses, and property damage accidents will be reported and promptly investigated.

Tracking of compliance and training is being done, as are workplace audits and corrective actions, and workplace incident investigation. Indicators have not yet been developed.

MISSION GAP:

Workplace safety, regulatory compliance, record-keeping and tracking absorb an increasing amount of time on the part of the assistant town manager, executive assistant, and other staff in the town manager’s office and other departments. Achieving and maintaining a safe and healthful workplace helps reduce the incidence of workplace injuries and illnesses, reduces the length and cost of absences, helps control the town’s workers’ compensation premiums, and limit the town’s exposure to liability for fines and other costs associated with workplace safety and health.

Because of their importance, compliance-related activities crowd out other, also important work that carries less risk of financial loss to the town, but contributes to its long-term effectiveness. Policy development (other than those strictly related to workplace safety and other regulations); planning; analysis; program development, implementation, and oversight; all of these tend to get put on hold in order to address compliance issues, things regarded as “non-negotiable.” The effect of this crowding out ends up being all but invisible.

Assigning most compliance-related tasks or their oversight to one employee (or, in larger organizations, a particular office dedicated to that function) ensures more consistent focus on these issues, maintains record-keeping and tracking under one umbrella, and allows for better alignment of qualifications and experience of the employee whose job it would be to oversee these functions. As a result, this budget proposes the addition of a compliance/safety coordinator. The coordinator would report directly to the assistant town manager/human resources director to maintain consistency of oversight and reporting for all of the town’s departments.

This identified mission gap is addressed in the draft strategic plan for 2018-2021.

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND		2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT							
11200	TOWN MANAGEMENT							
11200	41110 REG FT	427,762.97	432,199.00	432,199.00	461,647.00	461,647.00	479,194.00	6.8%
11200	41120 REG PT	2,325.00	.00	.00	.00	.00	.00	.0%
11200	41210 OT-REG	.00	.00	.00	.00	.00	.00	.0%
11200	43100 SUPP & MTL	6,187.16	7,500.00	7,500.00	8,000.00	8,000.00	8,000.00	6.7%
11200	43610 BOOKS MAPS	3,243.99	3,700.00	3,700.00	4,000.00	4,000.00	4,000.00	8.1%
11200	43710 POSTAGE	4,882.36	5,500.00	5,500.00	6,000.00	6,000.00	6,000.00	9.1%
11200	44400 PROF SVCS	26,488.39	25,000.00	25,000.00	30,000.00	30,000.00	30,000.00	20.0%
11200	45330 EQ MT SVCS	.00	55.00	55.00	75.00	75.00	75.00	36.4%
11200	46210 TEL-LAND	9,299.03	7,800.00	7,800.00	8,000.00	8,000.00	8,000.00	2.6%
11200	46310 ADVRTSNG	6,081.87	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	.0%
11200	46410 TRV EXP	6,491.21	5,500.00	5,500.00	7,500.00	7,500.00	7,500.00	36.4%
11200	46510 PRINTING	232.50	500.00	500.00	500.00	500.00	500.00	.0%
11200	46520 COPY SVCS	3,057.71	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00	20.0%
11200	46910 TRNG/CONF	2,019.60	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	50.0%
11200	46920 MMBR DUES	1,837.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	25.0%
11200	47430 OTHR EQP	.00	.00	.00	1,500.00	1,500.00	1,500.00	.0%
	TOTAL TOWN MANAGEMENT	499,908.79	500,254.00	500,254.00	541,722.00	541,722.00	559,269.00	8.3%
	TOTAL GENERAL GOVERNMENT	499,908.79	500,254.00	500,254.00	541,722.00	541,722.00	559,269.00	8.3%
	TOTAL GENERAL FUND	499,908.79	500,254.00	500,254.00	541,722.00	541,722.00	559,269.00	8.3%
	GRAND TOTAL	499,908.79	500,254.00	500,254.00	541,722.00	541,722.00	559,269.00	8.3%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
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1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
Field Name Field Value
Org 11200
Object
Project
Account type
Account status

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT
P 3
bgnyrpts
PROJECTION: 19001 FY 2019 PROPOSED
ACCOUNTS FOR:
GENERAL FUND

11200 TOWN MANAGEMENT

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11200 41110 - REGULAR FULL-TIME		1.00	479,194.00	461,647.00 *	479,194.00
Annual salaries and wages for six positions as authorized FTEs and the strategic plan approved position of Compliance/Safety Coordinator to begin second quarter.					
		1.00	17,547.00	-17,547.00	
Adjustment to reflect starting date of 1/1/2019 for compliance/safety officer..					
11200 41120 - REGULAR PART-TIME		1.00	.00	.00	.00
11200 41210 - OVERTIME-REGULAR		1.00	.00	.00	.00
11200 43100 - GENERAL SUPPLIES & MATERIALS		1.00	8,000.00	8,000.00 *	8,000.00
Operating supplies, paper goods, etc.					
11200 43610 - BOOKS, MAPS, PUBLICATIONS		1.00	4,000.00	4,000.00 *	4,000.00
Statute subscription service, other professional books and publications.					
11200 43710 - POSTAGE		1.00	6,000.00	6,000.00 *	6,000.00
Portion of postage costs assigned to manager and finance office; postage meter rental, service and supplies,.					

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT
P 4
bgnyrpts
PROJECTION: 19001 FY 2019 PROPOSED
ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11200 44400 - PROFESSIONAL SERVICES		1.00	30,000.00		30,000.00 *
Professional services for projects and issues that arise during the year (appraisals, engineering, continued leadership development program, etc.).					
11200 45330 - EQUIPMENT MAINTENANCE SERVICES		1.00	75.00		75.00 *
Miscellaneous equipment maintenance for office machines other than that covered by maintenance agreements.					
11200 46210 - TELEPHONE & DATA - LANDLINE		1.00	8,000.00		8,000.00 *
Telephone and cellular charges.					
11200 46310 - ADVERTISING		1.00	6,000.00		6,000.00 *
Advertising for special events, programs, some shared personnel/help wanted advertising, advertising requests for proposals, etc.					
11200 46410 - TRAVEL EXPENSES		1.00	7,500.00		7,500.00 *
Includes in-office training programs, manager's attendance at International City Management Association (ICMA) annual convention, attendance of others at NESGFOA, MMA, and other conferences and training programs.					
11200 46510 - PRINTING		1.00	500.00		500.00 *
Print services.					

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Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

P 5
 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
 GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11200 46520 - COPY SERVICES		1.00	3,000.00		3,000.00 *
Annual maintenance contract on photocopier.					
11200 46910 - TRAINING/CONFERENCES		1.00	3,000.00		3,000.00 *
Expenses for business and attendance at training programs, association conferences.					
11200 46920 - MEMBERSHIPS		1.00	2,500.00		2,500.00 *
Memberships including International City/County Management Association (ICMA), Maine Town, City, & County Management Association (MTCMA), Government Finance Officers Association (GFOA), Maine Government Finance Officers Association (MGFOA), Society for Human Resource Management (SHRM), and others.					
11200 47430 - OTHER EQUIPMENT & MACHINERY		1.00	1,500.00		1,500.00 *
Cell phone replacement.					

TOTAL TOWN MANAGEMENT

541,722.00

TOWN of WINDHAM

FY 2018 - 2019 MUNICIPAL BUDGET

11300 – COLLECTION AND REGISTRATION SERVICES

MISSION:

The Collection and Registration Services Office oversees the collection of current year and delinquent municipal taxes due on personal property, motor vehicles, and taxable real estate, provides customer service to the public, while managing nearly ten thousand taxpayer accounts and processing nearly twenty-five million dollars in financial transactions annually. The office maximizes collections by sending notices in the mail and calling taxpayers who may have small balances due. This office is dedicated to maintaining a higher standard of customer service.

TAX COLLECTION SERVICES:

ATV registrations, resident and non-resident

- Automobile registrations
 - Includes out of state by mail
 - Create and balance weekly reports to the State
- Balance all tax accounts on a monthly basis
- Balance credit card reports on a daily basis
- Boat registrations, resident and non-resident
 - Balance Monthly reports to Inland Fisheries
- Dog Licenses new and renewal

Create Town Report

Hunting / Fishing licenses

Issue and accept ballots

Notary Services

Passport applications and photos

(we are now averaging 120 applications per month)

We also verify renewal applications for people and most times take a new photo of them for a fee)

Process and balance all monies that come into the Town

Scan checks on a daily basis

Research and collect all insufficient funds checks

Register new voters and update addresses

Sewer Collections

Create and send notices

File Sewer Liens when necessary

File Sewer Discharges

- Snowmobile, resident and non-resident
- Take rescue payments
- Tax collection
 - Create and send tax bills
 - File and discharge tax liens
 - Mass mailings (2,000 courtesy notices; 1,500 30 day notices, and 300-500 automatic foreclosure notices).

FY 2018 - 2019 MUNICIPAL BUDGET

- Search all mortgage holders at the Registry of Deeds(this has to be done before liens are placed and before we can mail automatic foreclosure notices)

Telephone Services

- Verify Tax payments for banks, townspeople, and title companies
- Give excise tax information
- Verify property owners

- Maintain/improve efficiency through training.
 - o Staying current with laws and current practices by attending yearly trainings of the US State Department and the Bureau of Motor Vehicles, and attending other training when available.
- Structure staffing to maximize service during peak customer hours.
 - o Passports are now accepted from 8am to 3pm. We are required to mail passports on a daily basis to the US Dept. of State..
 - o There are times when one of the passport agents has to bring the passports to the post office, on their way home.(This is a requirement of the US Dept of State. The only people who can handle the passport applications are trained Passport Acceptance Agents.)
- Increase use of on-line registrations through InforMe; in the very near future, the option for payment of taxes on-line and via telephone.
- Processes are cross-checked and all transactions are balanced daily.
 - o Peak morning hours are 8:00 – 8:30 am. People want to do their business on their way to work. People would also like us to be open at 7am like we used to be.
 - o Mid-day peak between 11:30 am and 1:00 pm. The office averages 4-5 passports between 11:30am -12:30 when people use their lunch hour to do business.
 - o Late afternoon business peaks from 3:00 – 4:00 pm.
 - o Beginning of the month and end of the month, Mondays and Fridays, the office is busy all day with very few quiet times during the day.

Success is defined as providing accurate and prompt service to the public, and staying in compliance with all state and federal requirements. The Municipal supervisors in Augusta always give us high praise because of the excellent job we do!

Success at providing prompt, professional, and accurate customer service is measured by the feedback the office receives from residents, positive and negative. When the office receives a complaint, it is addressed immediately.

Periodic audits are conducted by the U.S. Department of State demonstrate compliance with government regulations. The last audit done by the State Department reported the office's accuracy rate at 100%.

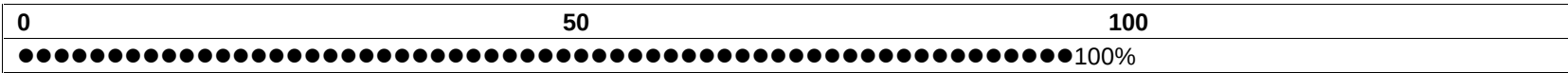
TOWN of WINDHAM

FY 2018 - 2019 MUNICIPAL BUDGET

11300 – COLLECTION AND REGISTRATION SERVICES

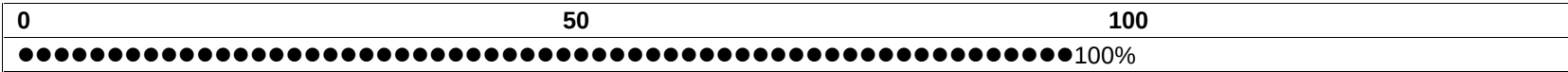
Periodic audits are conducted by the Maine Bureau of Motor Vehicles (BMV) and the Maine Department of Inland Fisheries & Wildlife (IF&W) demonstrate compliance with Maine law. Audits are done on a weekly basis by the Motor Vehicle Department, and monthly by Inland Fisheries & Wildlife. Money totals are accurate; the end of the year sticker report is perfect.

INDICATOR: BMV/IF&W AUDIT ACCURACY RATE



Annual performance reviews for the employees are conducted on time, within thirty days of when the evaluation was due.

INDICATOR: EVALUATIONS COMPLETED ON TIME



- Completed
- Remaining

MISSION GAP:

In this office, there is a need for townspeople to be able to make their tax payments on- line from their home, office or telephone. This has been accounted for in the budget for the New Year under the Munis section. A lot of people ask about this service.

Whenever a house permit is given, consider that that household will register at least 2 cars, maybe a boat and or an ATV or Snowmobile. These same residents could also have a dog or several dogs to register and may want to apply for passports for the entire family. We are seeing an increase of passport applications due to the non-compliant Maine Driver's License. We provide passport services to many surrounding communities.

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1354atplante

Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 1

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND	2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10 GENERAL GOVERNMENT							
11300 COLLECTION & REGISTRATION							
11300 41110 REG FT	195,112.63	202,430.00	202,430.00	198,213.00	198,213.00	198,213.00	-2.1%
11300 41120 REG PT	144.58	25,000.00	25,000.00	23,708.00	23,708.00	23,708.00	-5.2%
11300 41210 OT-REG	682.22	750.00	750.00	1,500.00	1,500.00	1,500.00	100.0%
11300 43100 SUPP & MTL	2,139.97	3,750.00	3,750.00	4,500.00	4,500.00	4,500.00	20.0%
11300 43610 BOOKS MAPS	245.00	800.00	800.00	1,600.00	1,600.00	1,600.00	100.0%
11300 43710 POSTAGE	8,858.12	19,000.00	19,000.00	20,000.00	20,000.00	20,000.00	5.3%
11300 44400 PROF SVCS	15,974.61	23,000.00	23,000.00	25,000.00	25,000.00	25,000.00	8.7%
11300 45330 EQ MT SVCS	300.00	500.00	500.00	500.00	500.00	500.00	.0%
11300 46210 TEL-LAND	206.33	300.00	300.00	300.00	300.00	300.00	.0%
11300 46310 ADVRTSNG	189.12	300.00	300.00	300.00	300.00	300.00	.0%
11300 46410 TRV EXP	910.79	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.0%
11300 46910 TRNG/CONF	.00	250.00	250.00	250.00	250.00	250.00	.0%
11300 47430 OTHR EQP	920.86	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%
TOTAL COLLECTION & REGISTRAT	225,684.23	279,080.00	279,080.00	278,871.00	278,871.00	278,871.00	-.1%
TOTAL GENERAL GOVERNMENT	225,684.23	279,080.00	279,080.00	278,871.00	278,871.00	278,871.00	-.1%
TOTAL GENERAL FUND	225,684.23	279,080.00	279,080.00	278,871.00	278,871.00	278,871.00	-.1%
GRAND TOTAL	225,684.23	279,080.00	279,080.00	278,871.00	278,871.00	278,871.00	-.1%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
05/14/2018 09:42 Town of Windham
1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
Field Name Field Value
Org 11300
Object
Project
Account type
Account status

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 1354atplante

 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

 P 6
 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:

GENERAL FUND

11300 COLLECTION & REGISTRATION

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11300 41110 - REGULAR FULL-TIME		1.00	198,213.00	198,213.00 *	198,213.00
Annual salaries and wages for four positions as authorized FTEs.					
11300 41120 - REGULAR PART-TIME		1.00	23,708.00	23,708.00 *	23,708.00
Annual salaries and wages for one part-time 24-hour/week authorized position.					
11300 41210 - OVERTIME-REGULAR		1.00	1,500.00	1,500.00 *	1,500.00
There are times when the staff has to stay past their normal working hours.					
11300 43100 - GENERAL SUPPLIES & MATERIALS		1.00	4,500.00	4,500.00 *	4,500.00
Operating supplies such as paper good, printer and calculator ribbon, pen s for counter and large envelopes for mailing reports to the Bureau of Motor Vehicles and Inland Fisheries and Wildlife Copier and fax expenses are shared with the Town Clerks office.					
11300 43610 - BOOKS,MAPS,PUBLICATIONS		1.00	800.00	1,600.00 *	800.00
		1.00	800.00	800.00	800.00
M. S. R. P. reference books for Large Truck, Motorcycles, Camper Trailers and Motor Homes to properly calculate excise tax . The U.S. Department of State also requires regular updates for the ID Guide for passports. We are required to have this book because anyone from any of the 50 states can come here to apply for a passport. We have to know if there ID is valid.					

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 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

 ACCOUNTS FOR:
 GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11300 43710 - POSTAGE		1.00	20,000.00		20,000.00 *
Postage for the mailing of tax bills, overdue and sewer fee notice, motor vehicle weekly report, Inland Fisheries monthly reports, general office correspondence and certified tax lien notices to homeowners and mortgage holders.. Postage fees went up three times this past year alone.					
11300 44400 - PROFESSIONAL SERVICES		1.00	25,000.00		25,000.00 *
Filing fee for Real Estate liens and for discharges. Tax bill preparation fees. Documents to be shredded are paid out of this account					
11300 45330 - EQUIPMENT MAINTENANCE SERVICES		1.00	500.00		500.00 *
Maintenance and repairs for eight printers and fourteen computers.					
11300 46210 - TELEPHONE & DATA - LANDLINE		1.00	300.00		300.00 *
Cost of two telephone line and a fax line.					
11300 46310 - ADVERTISING		1.00	300.00		300.00 *
Advertising for Spring due date in lieu of mailing out a second bill.					
11300 46410 - TRAVEL EXPENSES		1.00	1,000.00		1,000.00 *
Training fore employees to attend seminars and workshops throughout the year. We are required to be trained yearly by the Bureau of Motor Vehicles and by the U. S Dept of State./ This also allows the Assistant					

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2019	MANAGER
	Tax Collector to attend tax conferences.					
11300	46910 - TRAINING/CONFERENCES		1.00	250.00		250.00 *
	This covers any class fees or memberships to the Tax collectors Association					250.00
11300	47430 - OTHER EQUIPMENT & MACHINERY		1.00	2,000.00		2,000.00 *
	Replacement of office equipment no included in the capital equipment replacement plan in case of mechanical failure.					2,000.00

TOTAL COLLECTION & REGISTRATION

278,871.00

FY 2018-2019 MUNICIPAL BUDGET

MISSION:

SUCCESS:

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

MEASUREMENT:

This past year all Information Services servers met the goal for success.

[illegible]

- Uptime
- Downtime

Server role uptime calculation includes downtime for basic updates in addition to non-scheduled outages and failures.

MISSION TREND:

In the future, software will be more something the town licenses on an ongoing month-to-month or year-to-year basis instead of buying it.

The expanding range of uses and the town's dependence on technology show no signs of abating in the near future. This expansion is predicated on the increase in productivity obtained from the use of new software and/or hardware. The rapid development of new technologies in the coming fiscal year will afford Information Services the opportunity to fill needs and raise the quality of service.

Information Services is continuing to consolidate devices in a capital replacement schedule while still realizing as much use and value out of existing hardware. 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.

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1354atplante

Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
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PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND		2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT							
11400	INFORMATION SERVICES							
11400	41110 REG FT	107,429.60	112,076.00	112,076.00	120,556.00	120,556.00	120,556.00	7.6%
11400	41120 REG PT	.00	.00	.00	3,840.00	3,840.00	3,840.00	.0%
11400	41210 OT-REG	1,230.30	2,000.00	2,000.00	1,500.00	1,500.00	1,500.00	-25.0%
11400	43100 SUPP & MTL	149.90	500.00	500.00	500.00	500.00	500.00	.0%
11400	43610 BOOKS MAPS	.00	200.00	200.00	200.00	200.00	200.00	.0%
11400	44400 PROF SVCS	.00	1,000.00	1,000.00	3,000.00	3,000.00	3,000.00	200.0%
11400	45330 EQ MT SVCS	35,618.54	131,421.00	131,421.00	139,551.00	139,551.00	136,341.00	6.2%
11400	46210 TEL-LAND	34,579.88	20,736.00	20,736.00	20,196.00	20,196.00	20,196.00	-2.6%
11400	46410 TRV EXP	238.08	300.00	300.00	300.00	300.00	300.00	.0%
11400	46910 TRNG/CONF	32.80	250.00	250.00	160.00	160.00	160.00	-36.0%
11400	46920 MMBR DUES	298.95	200.00	200.00	200.00	200.00	200.00	.0%
	TOTAL INFORMATION SERVICES	179,578.05	268,683.00	268,683.00	290,003.00	290,003.00	286,793.00	7.9%
	TOTAL GENERAL GOVERNMENT	179,578.05	268,683.00	268,683.00	290,003.00	290,003.00	286,793.00	7.9%
	TOTAL GENERAL FUND	179,578.05	268,683.00	268,683.00	290,003.00	290,003.00	286,793.00	7.9%
	GRAND TOTAL	179,578.05	268,683.00	268,683.00	290,003.00	290,003.00	286,793.00	7.9%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
05/14/2018 09:42 Town of Windham
1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
Field Name Field Value
Org 11400
Object
Project
Account type
Account status

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 1354atplante

 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:

GENERAL FUND

11400 INFORMATION SERVICES

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11400 41110 - REGULAR FULL-TIME		1.00	120,556.00	120,556.00 *	120,556.00
Annual salaries and wages for two positions as authorized FTEs.					
11400 41120 - REGULAR PART-TIME		1.00	3,840.00	3,840.00 *	3,840.00
Summer internship for IT.					
11400 41210 - OVERTIME-REGULAR		1.00	1,500.00	1,500.00 *	1,500.00
Overtime costs associated with Nights/Weekends work and staffing of an EOC. Line set at \$1,500 per Brian W.					
11400 43100 - GENERAL SUPPLIES & MATERIALS		1.00	500.00	500.00 *	500.00
Paper, forms, tapes, and other supplies.					
11400 43610 - BOOKS, MAPS, PUBLICATIONS		1.00	200.00	200.00 *	200.00
Technical books, technical support subscriptions					
11400 44400 - PROFESSIONAL SERVICES		1.00	2,000.00	3,000.00 *	2,000.00
Contracting work with Robert Half for implementation of new email server, licensing for which was purchased FY17. This is based on a verbal estimate received on conference call with Robert Half.					
		1.00	1,000.00	1,000.00	
Misc. consulting, planning and support fees					

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT
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bgnyrpts
PROJECTION: 19001 FY 2019 PROPOSED
ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11400 45330 - EQUIPMENT MAINTENANCE SERVICES					139,551.00 *
Annual support and licensing fee for Munis software.	252561	1.00	86,968.00		86,968.00
Annual service and toner contract	51	1.00	7,500.00		7,500.00
Licensing for Meraki switches and firewalls		1.00	10,500.00		10,500.00
Licensing and update subscription for Barracuda Backup and Spam Virus/Firewall		1.00	7,700.00		7,700.00
Yearly subscription for Archive Social	91	1.00	2,388.00		2,388.00
Licensing fee for Open Fox (Police crime database)	280	1.00	350.00		350.00
Renewals for security certificates and domain names.		1.00	300.00		300.00
Antivirus costs. A new AV will be chosen to replace Kaspersky.		1.00	3,000.00		3,000.00
Renewal of Cradlepoint subscription which provides cloud management of police vehicle access points.		1.00	700.00		700.00
Two Administration subscription licenses for PDQ Deploy - A program which allows remote deployment and updating of programs on all computers. This would be an annual expense.		2.00	500.00		1,000.00
An annual subscription license for Teamviewer which would allow us to remotely assist any user from any location provided they have an internet connection.		2.00	500.00		1,000.00
Office 365 licensing costs. This represents a fundamental shift of policy from purchasing Office Licensing as a capital expense to subscribing to Office as an operating expense. This was foreshadowed in past		65.00	99.00		6,435.00

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Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
 GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2019	MANAGER
	narratives and has become a reality.					
	This is in lieu of an estimated \$24,050 (65 licenses of Office Professional 2016) capital purchase to acquire stand alone licenses.					
	The first year \$6,750 cost represents moving approximately 65 users (TH/GA/PW) to Office 365 from Office 2010. Office 365 Is also now licensed on a per-user level and not per-device.					
	One important thing to note is that Office 365 includes licensing for 5 PCs per user as well as 5 Mobile devices per user, whereas a capital purchase of office would only include one PC per license.					
	General equipment replacement		1.00	8,500.00		8,500.00
	Annual SaaS (Software as a Service) fee to Tyler Technologies for Citizens Self Service module allowing online account management and payments for a range of payment types.		1.00	3,210.00		3,210.00
11400	46210 - TELEPHONE & DATA - LANDLINE					20,196.00 *
	Fairpoint Data line and Internet at PS.		12.00	1,473.00		17,676.00
	Town Hall and PS static IP addresses. Note: Internet service (Primary at TH and failover at PS) is now provided as "Gratis" under franchise agreement.		12.00	40.00		480.00
	Telephone/Data service for two cell phones and one iPad		12.00	130.00		1,560.00
	Proposed addition of data service either for Eric's iPad or a wireless hotspot for us		12.00	40.00		480.00

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Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
 GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2019	MANAGER
	both to use if in the field.					
11400	46410 - TRAVEL EXPENSES					
	Mileage		1.00	300.00		300.00 *
						300.00
11400	46910 - TRAINING/CONFERENCES					
	Registration costs for MMA conference.		2.00	80.00		160.00 *
						160.00
11400	46920 - MEMBERSHIPS					
	Membership fees for IT related societies and organizations.		1.00	200.00		200.00 *
						200.00

TOTAL INFORMATION SERVICES

290,003.00

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11500 – COMMUNITY PARTICIPATION

MISSION:

Community Participation's purpose is to respond to part of the Town's overall mission, "to services, and pursue policies responsive to the needs of its citizens and the public in order to maintain, support, and improve the quality of life in the community" and to "foster an environment that encourages civic engagement, openness, transparency, and accountability, to contribute to enriching, enlivening, and valuing every community member."

SUCCESS:

Since the focus of this budget division is on civic engagement, success is defined as the number of volunteers the town has participate in training, meetings, and other events, and the support the town provides to other community activities and causes.

MEASUREMENT:

In terms of civic engagement, one indicator of success is the number of volunteers serving on active boards and committees.

05/14/2018 09:43
1354atplante

Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 1

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND			2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT								
11500	BOARDS & COMMISSIONS								
11500	41110	REG FT	1,225.00	6,370.00	6,370.00	13,440.00	13,440.00	13,440.00	111.0%
11500	41120	REG PT	595.00	.00	.00	.00	.00	.00	.0%
11500	43100	SUPP & MTL	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.0%
11500	43610	BOOKS MAPS	.00	500.00	500.00	500.00	500.00	500.00	.0%
11500	46410	TRV EXP	138.80	500.00	500.00	500.00	500.00	500.00	.0%
11500	46910	TRNG/CONF	.00	200.00	200.00	200.00	200.00	200.00	.0%
11500	46920	MMBR DUES	.00	.00	.00	.00	.00	.00	.0%
11500	46930	CT AGENCY	52,534.69	68,452.00	68,452.00	77,117.00	77,117.00	77,117.00	12.7%
	TOTAL BOARDS & COMMISSIONS		54,493.49	77,522.00	77,522.00	93,257.00	93,257.00	93,257.00	20.3%
	TOTAL GENERAL GOVERNMENT		54,493.49	77,522.00	77,522.00	93,257.00	93,257.00	93,257.00	20.3%
	TOTAL GENERAL FUND		54,493.49	77,522.00	77,522.00	93,257.00	93,257.00	93,257.00	20.3%
	GRAND TOTAL		54,493.49	77,522.00	77,522.00	93,257.00	93,257.00	93,257.00	20.3%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
05/14/2018 09:43 Town of Windham
1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
Field Name Field Value
Org 11500
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Account type
Account status

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
GENERAL FUND

11500 BOARDS & COMMISSIONS

		VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11500	41110 - REGULAR FULL-TIME		1.00	13,440.00		13,440.00 *
	Stipend payments to Planning Board and Zoning Board members.					13,440.00
11500	41120 - REGULAR PART-TIME					.00
11500	43100 - GENERAL SUPPLIES & MATERIALS		1.00	1,500.00		1,500.00 *
	General committee expenses, flowers, refreshments for public meetings, etc.					1,500.00
11500	43610 - BOOKS, MAPS, PUBLICATIONS		1.00	500.00		500.00 *
	Materials for various boards and committees.					500.00
11500	46410 - TRAVEL EXPENSES		1.00	500.00		500.00 *
	Reimbursement to committee members for mileage, tolls and meals.					500.00
11500	46910 - TRAINING/CONFERENCES		1.00	200.00		200.00 *
	Funding for committee members to attend conferences and seminars related to their committee work.					200.00
11500	46920 - MEMBERSHIPS					.00
11500	46930 - CONTRIBUTIONS TO AGENCIES		1.00	1,500.00		77,117.00 *
	Memorial Day parade.		1.00	18,000.00		1,500.00
	Holiday lights and banners.		1.00	5,526.00		18,000.00
	Windham Drifters Snowmobile Club. Based on FY 2017 actual.		1.00	5,000.00		5,526.00
	Volunteer recognition event.		1.00	1,500.00		5,000.00
	Memorial Day flags and markers.		1.00	34,991.00		1,500.00
						34,991.00

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Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
 GENERAL FUND

Watershed protection grants. In
 FY 2018, the finance committee
 recommended basing this amount
 on the previous year's boat
 excise tax revenue, which was
 \$34,991 for FY 2017.

Windham senior meals program,
 housed at Unity Gardens.

Windham Historical Society.

VENDOR	QUANTITY	UNIT COST	2019	MANAGER
	1.00	600.00		600.00
	1.00	10,000.00		10,000.00

TOTAL BOARDS & COMMISSIONS

93,257.00

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11600 – COMMUNITY TV & E-GOVERNMENT

MISSION:

Community TV & e-Government's purpose is to respond to part of the Town's overall mission, "to services, and pursue policies responsive to the needs of its citizens and the public in order to maintain, support, and improve the quality of life in the community" and to "foster an environment that encourages civic engagement, openness, transparency, and accountability."

SUCCESS:

Since this budget division relates to the Town's community access television station, programming, bulletin board, live and archived streaming meetings, and web site, its definitions of success relate to the number of meetings aired, hours of programming provided, and the utility, availability, and reach of its web site.

MEASUREMENT:

Indicators to be used as measures of success at delivering on the mission for Community TV & e-Government:

- The percentage of public meetings held in Council Chambers to be televised that are televised.
- The total number of views of the town's live and archived streaming meetings.
- Page views, unique users, and e-mail and text subscribership on the Town's web site.

MISSION GAP:

Before being renamed "Community TV & e-Government" this budget division had other names like "Communications" and "WCCG TV-7." Its role has always revolved around the community access television station, but now includes other forms of communication, some of which are integrated with the TV function. But there is more to communicating with the public than cable TV, Internet streaming video, web site, e-mail, messaging, and social media. In fact, there used to be a lot more.

Windham exists in a fragmented communications landscape. There is only one daily newspaper in our region, and with the move to online media, newspapers have struggled. They no longer have the reporting staff to provide good coverage of issues in the community – even if they did, newspaper readers have moved on, making them harder to reach. The town used to mail copies of its annual reports to every postal address in Windham, and a flyer for town meeting. They were eliminated in efforts to reduce costs.

Attempts to run a regular newsletter or column in one or another of the weekly papers were short-lived. The effect of these changes in the communications landscape and the town's diminished presence means it is reaching fewer of its residents at a time when there are major issues to be addressed. Arguably it is as important now as it has ever been to inform Windham residents of the issues and choices, opportunities and challenges we face as a community.

The proposed budget includes no additional positions, funding (other than wages for the existing part-time staff), or programs to address the Town's communications needs. The biggest gap and greatest vulnerability the Community TV & e-Government operation has right now is the very limited availability of back-up for the station operator. Existing staff in other areas can be cross-trained in the basics to fill in during an emergency or for a short time, but adding at least another part-time position would provide redundancy (often not considered a good thing, especially in government) to keep an essential part of communicating with the public up and running.

05/14/2018 09:44
1354atplante

Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 1

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND			2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT								
11600	COMMUNICATION & E-GOV								
11600	41120	REG PT	6,305.55	10,658.00	10,658.00	11,700.00	11,700.00	11,700.00	9.8%
11600	43100	SUPP & MTL	10.00	300.00	300.00	300.00	300.00	300.00	.0%
11600	44400	PROF SVCS	32,595.89	39,815.00	39,815.00	39,815.00	39,815.00	39,815.00	.0%
11600	45330	EQ MT SVCS	1,297.17	1,500.00	1,500.00	6,000.00	6,000.00	6,000.00	300.0%
11600	46210	TEL-LAND	130.00	600.00	600.00	600.00	600.00	600.00	.0%
11600	46310	ADVRTSNG	.00	.00	.00	.00	.00	.00	.0%
11600	46410	TRV EXP	.00	.00	.00	.00	.00	.00	.0%
11600	46910	TRNG/CONF	.00	.00	.00	.00	.00	.00	.0%
11600	46920	MMBR DUES	100.00	.00	.00	.00	.00	.00	.0%
11600	47430	OTHR EQP	.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.0%
	TOTAL COMMUNICATION & E-GOV		40,438.61	55,873.00	55,873.00	61,415.00	61,415.00	61,415.00	9.9%
	TOTAL GENERAL GOVERNMENT		40,438.61	55,873.00	55,873.00	61,415.00	61,415.00	61,415.00	9.9%
	TOTAL GENERAL FUND		40,438.61	55,873.00	55,873.00	61,415.00	61,415.00	61,415.00	9.9%
	GRAND TOTAL		40,438.61	55,873.00	55,873.00	61,415.00	61,415.00	61,415.00	9.9%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
05/14/2018 09:44 Town of Windham
1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
Field Name Field Value
Org 11600
Object
Project
Account type
Account status

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 1354atplante

Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
 GENERAL FUND

11600 COMMUNICATION & E-GOV

		VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11600	41120 - REGULAR PART-TIME		1.00	11,700.00		11,700.00 *
	Compensation for three as-needed Cable TV Station Assistants.					11,700.00
11600	43100 - GENERAL SUPPLIES & MATERIALS		1.00	300.00		300.00 *
	General station supplies.					300.00
11600	44400 - PROFESSIONAL SERVICES		1.00	39,815.00		39,815.00 *
	Granicus streaming/archiving and Legistar legislative management system.					39,815.00
11600	45330 - EQUIPMENT MAINTENANCE SERVICES		1.00	6,000.00		6,000.00 *
	Maintenance/replacement of station equipment, replacement of Granicus encoder with HD.					6,000.00
11600	46210 - TELEPHONE & DATA - LANDLINE		1.00	600.00		600.00 *
	Studio telephone line, data services.					600.00
11600	46310 - ADVERTISING					.00
11600	46410 - TRAVEL EXPENSES					.00
11600	46910 - TRAINING/CONFERENCES					.00
11600	46920 - MEMBERSHIPS					.00
11600	47430 - OTHER EQUIPMENT & MACHINERY		1.00	3,000.00		3,000.00 *
	Chambers monitor replacements, microphone upgrades.					3,000.00

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Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
 GENERAL FUND

TOTAL COMMUNICATION & E-GOV

VENDOR	QUANTITY	UNIT COST	2019	MANAGER
				61,415.00

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11700 - TOWN CLERK SERVICES

MISSION:

The mission of the Town Clerk's Office is to accurately maintain town records including vital records, council records, elections and licenses. To conduct elections and voter registration processes with professionalism in accordance with Maine Law, Town Charter and Municipal Ordinances. To work with the ACO to provide for the safety of the general public through animal control regulations and licensing, and to provide information to both Town Officials and the general public in a friendly and competent manner.

SUCCESS:

The Clerk's Office defines success by:

- Continuing to learn, grow and change with our continually changing job requirements.
- Cross-training with the Auto Registration and Tax Collection Department to reduce wait time for citizens.
- Preparing for, supervising and conducting State and Municipal elections with professionalism and integrity, as well as meeting all the deadline requirements that go along with running a successful election.
- Hosting an Annual Rabies Clinic for the public for the last 22 years.
- Making sure all the local businesses in town keep up with their yearly licensing requirements.

TOWN CLERK SERVICES:

Voter Registration	Birth, Marriage & Death Records	Concealed Weapon Apps.	Auto Registrations
Supervise All Elections	Business Licenses	Notary/Dedimus Service	Boat/ATV/Snowmobiles
Issue Marriage Licenses	Dog Licenses	Hunting/Fishing Licenses	Tax Payments
Council Meetings/Minutes	Administer Oaths	Ethics Disclosure Filings	

MEASUREMENT:

The Clerk's Office keeps track of all types of business licenses that are renewed on a yearly basis in order to keep them current with the state laws and the town's ordinances. Six different license reminders are mailed out to ninety plus business owners one month before their current license expires.

Many of the services provided in the Clerk's Office require monthly reporting with state agencies along with balancing to the penny on our reports. Once a week a quick check and balance is done on Inland Fisheries, Animal Welfare, Concealed Weapons and Vital Statistics accounts to make sure they match actual sales. These agencies send year-end reports showing that the accounts have balanced for the year.

In 2017 we sold 1,083 hunting/fishing licenses, 2,496 dog licenses, processed 149 new/renewal concealed weapon applications, issued 128 marriage licenses and issued 1,296 births, marriage and death certificates. Assisting Auto Reg. & Tax Collection the Clerk's Office did 5,489 autos, 255 boats, 267 snowmobiles, 174 ATV's and 1,500 tax payments.

MISSION GAPS

My election storage room behind the stage is much too small and is over flowing with election equipment. All the ballot machines currently have to be stored in the Clerk's personal office.

The fire proof, walk-in vault in the basement has surpassed its capacity. There is no more room in there to store anymore vital records or town record books. I have purchased several fireproof file drawers to hold the most recent birth, marriage and death records, which are kept in the Clerk's Office.

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11700 - TOWN CLERK SERVICES

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 1

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND			2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT								
11700	TOWN CLERK								
11700	41110	REG FT	106,342.40	107,629.00	107,629.00	118,432.00	118,432.00	118,432.00	10.0%
11700	41120	REG PT	52,771.60	56,227.00	56,227.00	57,535.00	57,535.00	57,535.00	2.3%
11700	41210	OT-REG	3,231.84	.00	.00	2,000.00	2,000.00	2,000.00	.0%
11700	43100	SUPP & MTL	3,289.03	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.0%
11700	43610	BOOKS MAPS	2,464.99	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.0%
11700	43710	POSTAGE	2,328.81	1,100.00	1,100.00	2,100.00	2,100.00	2,100.00	90.9%
11700	44400	PROF SVCS	4,055.23	6,270.00	6,270.00	6,270.00	6,270.00	6,270.00	.0%
11700	45330	EQ MT SVCS	.00	900.00	900.00	900.00	900.00	900.00	.0%
11700	46210	TEL-LAND	1,243.85	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	.0%
11700	46310	ADVRSNG	4,486.58	3,300.00	3,300.00	3,800.00	3,800.00	3,800.00	15.2%
11700	46410	TRV EXP	1,728.25	2,200.00	2,200.00	2,500.00	2,500.00	2,500.00	13.6%
11700	46510	PRINTING	4,370.05	4,000.00	4,000.00	5,000.00	5,000.00	5,000.00	25.0%
11700	46910	TRNG/CONF	180.00	750.00	750.00	750.00	750.00	750.00	.0%
11700	46920	MMBR DUES	145.00	175.00	175.00	260.00	260.00	260.00	48.6%
11700	47430	OTHR EQP	.00	.00	.00	14,734.00	14,734.00	14,734.00	.0%
	TOTAL TOWN CLERK		186,637.63	189,351.00	189,351.00	221,081.00	221,081.00	221,081.00	16.8%
	TOTAL GENERAL GOVERNMENT		186,637.63	189,351.00	189,351.00	221,081.00	221,081.00	221,081.00	16.8%
	TOTAL GENERAL FUND		186,637.63	189,351.00	189,351.00	221,081.00	221,081.00	221,081.00	16.8%
	GRAND TOTAL		186,637.63	189,351.00	189,351.00	221,081.00	221,081.00	221,081.00	16.8%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

	Field #	Total	Page	Break
Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
05/14/2018 09:44 Town of Windham
1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
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Account type
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 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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 bgnyrpts

PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:

GENERAL FUND

11700 TOWN CLERK

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11700 41110 - REGULAR FULL-TIME		1.00	118,432.00	118,432.00 *	
Annual salaries and wages for two positions as authorized FTEs.					
11700 41120 - REGULAR PART-TIME		1.00	57,535.00	57,535.00 *	
Annual salaries and wages for two part-time positions and election workers.					
11700 41210 - OVERTIME-REGULAR		1.00	2,000.00	2,000.00 *	
Overtime compensation typically to cover election time events.					
11700 43100 - GENERAL SUPPLIES & MATERIALS		1.00	3,000.00	3,000.00 *	
This account is for all typical office supplies and materials.					
11700 43610 - BOOKS, MAPS, PUBLICATIONS		1.00	2,500.00	2,500.00 *	
Restoration and binding of old birth, death, marriage books, and other town records. The goal is to restore one or two books a year. This line also pays for binding the yearly book of Town Council Minutes, and office manuals.					
11700 43710 - POSTAGE		1.00	2,100.00	2,100.00 *	
Mailing absentee ballots, dog notices, birth & marriage letters, and voter registration notices. I increased this by \$1,000 due to voting and dogs.					

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11700	44400 - PROFESSIONAL SERVICES		1.00	6,270.00		6,270.00 *
	Programming 5 memory sticks for elections, leasing 2 extra voting machines, memory sticks, ballot bins yearly, and programming for the 2 Express Voting machines for every election.					6,270.00
11700	45330 - EQUIPMENT MAINTENANCE SERVICES		1.00	900.00		900.00 *
	Maintenance and support on typewriters and voting machines.					900.00
11700	46210 - TELEPHONE & DATA - LANDLINE		1.00	1,300.00		1,300.00 *
	Telephone service in the office.					1,300.00
11700	46310 - ADVERTISING		1.00	3,800.00		3,800.00 *
	Legal ads in the Portland Press Herald & non-legal ads/notices in the local Windham papers. Increased by \$500 due to increased advertising costs.					3,800.00
11700	46410 - TRAVEL EXPENSES		1.00	2,500.00		2,500.00 *
	Food for election workers, absentee voting mileage & meetings the Clerk & Deputies attend. Increased by \$300 to account for the extra election workers in November & school has increased their meal per person costs.					2,500.00

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11700 46510 - PRINTING		1.00	5,000.00		5,000.00 *
Printing ballots, voter registration cards, dog notice cards, business cards, etc. Increased by \$1,000 to account for a larger amount of ballots that will be needed in November.					
11700 46910 - TRAINING/CONFERENCES		1.00	750.00		750.00 *
Annual attendance for the Clerk & Deputies attending the Elections Conf. for Title 21-A, Title 30-A, Clerk's Networking Day, classes on vital records, business licensing, & auto registration classes.					
11700 46920 - MEMBERSHIPS		1.00	260.00		260.00 *
Memberships to CCMCA, MTCCA & NEACTC for the Clerk & 2 Deputy Clerks. Increased by \$85 to cover new Deputy's dues.					
11700 47430 - OTHER EQUIPMENT & MACHINERY		17.00	844.00		14,734.00 *
To purchase 17 Franklin PakFlatt Four Station voting booths. My old booths are falling apart, they are not making them anymore and we cannot buy parts to fix them.					
		1.00	386.00		386.00
Shipping for the 17 voting booths.					

TOTAL TOWN CLERK

221,081.00

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11800 – MUNICIPAL INSURANCES

MISSION:

The purpose of this budget division is to provide and account for the town's property and liability insurance coverages as well as its safety, risk management, and loss control efforts.

SUCCESS:

Success can be defined as minimizing risk and loss due to injuries, property damage, or other claims, and the incidence of work-related accidents and injuries.

MEASUREMENT:

Success can be measured by claims experience, loss ratios, and the frequency of accidents or injuries.

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND			2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT								
11800	INSURANCE								
11800	42610	SFTY PGMS	3,296.00	5,000.00	5,000.00	7,500.00	7,500.00	7,500.00	50.0%
11800	46110	PROP INS	38,471.50	22,340.00	22,340.00	25,000.00	25,000.00	25,000.00	11.9%
11800	46130	PL INS	27,185.00	46,660.00	46,660.00	50,000.00	50,000.00	50,000.00	7.2%
11800	46140	AUTO INS	52,509.00	57,850.00	57,850.00	60,000.00	60,000.00	60,000.00	3.7%
TOTAL INSURANCE			121,461.50	131,850.00	131,850.00	142,500.00	142,500.00	142,500.00	8.1%
TOTAL GENERAL GOVERNMENT			121,461.50	131,850.00	131,850.00	142,500.00	142,500.00	142,500.00	8.1%
TOTAL GENERAL FUND			121,461.50	131,850.00	131,850.00	142,500.00	142,500.00	142,500.00	8.1%
GRAND TOTAL			121,461.50	131,850.00	131,850.00	142,500.00	142,500.00	142,500.00	8.1%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
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PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

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Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
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1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

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 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:

GENERAL FUND

11800 INSURANCE

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11800 42610 - SAFETY PROGRAMS		1.00	7,500.00		7,500.00 *
Funding for safety committee and training materials. The Town has a responsibility to provide a safe and healthy workplace for its employees. This fund will provide for compliance in ergonomics, chemical safety, training and training materials, personal protective equipment, etc. This also allows for participation in the MMA grant program by funding the Town's contribution.					
11800 46110 - PROPERTY INSURANCE		1.00	25,000.00		25,000.00 *
Property coverage: Building, contents, and equipment breakdowns; electronic data processing (EDP); boilers; crime including faithful performance; and mobile equipment/contractors equipment.					
11800 46130 - PROFESSIONAL LIABILITY		1.00	50,000.00		50,000.00 *
Professional and general liability: fire/rescue; public officials; law enforcement; ambulance/medical malpractice; road treatment; umbrella policy; and bonds.					
11800 46140 - VEHICLE INSURANCE		1.00	60,000.00		60,000.00 *
Auto physical damage and liability for municipal vehicles, owned and leased, and garage keepers coverage.					

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Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
 GENERAL FUND

TOTAL INSURANCE

VENDOR	QUANTITY	UNIT COST	2019	MANAGER
			142,500.00	

TOWN of WINDHAM

FY 2018-2019 MUNICIPAL BUDGET

11900 – EMPLOYEE BENEFITS

MISSION:

The purpose of this budget division is to provide and account for expenses related to mandatory and discretionary employee benefits.

SUCCESS:

Providing required and discretionary employee benefits in a competitive and cost-effective manner.

MEASUREMENT:

The town conducts periodic surveys of wages and benefits, and seeks to maintain comparability of benefit programs while keeping its pay ranges in a range of 95% to 110% of the average of other communities considered within the “market” area for a given position or positions.

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnrpts 1

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND		2017 ACTUAL	2018 ORIG BUD	2018 REVISED BUD	2019 FIN COMM	2019 MANAGER	2019 PRELIM	PCT CHANGE
10	GENERAL GOVERNMENT							
11900	EMPLOYEE BENEFITS							
11900	42110 HLTH INS	935,253.81	987,552.00	987,552.00	1,150,762.00	1,150,762.00	1,200,000.00	16.5%
11900	42130 ST DIS	5,439.59	8,000.00	8,000.00	6,000.00	6,000.00	6,000.00	-25.0%
11900	42140 LT DIS	6,356.22	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	.0%
11900	42150 GTL	.00	.00	.00	.00	.00	.00	.0%
11900	42210 SOC SEC	512,286.70	541,105.00	541,105.00	548,335.00	548,335.00	560,305.00	1.3%
11900	42310 DEF COMP	135,894.90	140,000.00	140,000.00	155,088.00	155,088.00	160,000.00	10.8%
11900	42320 MAINE PERS	176,663.78	200,912.00	200,912.00	288,156.00	288,156.00	295,000.00	43.4%
11900	42410 WRKRS COMP	202,558.21	224,289.00	224,289.00	211,056.00	211,056.00	220,000.00	-5.9%
11900	42510 UNEMP COMP	3,699.48	5,000.00	5,000.00	10,000.00	10,000.00	10,000.00	100.0%
11900	42710 TUITION	742.50	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
11900	42720 CLASS PLN	.00	.00	.00	10,000.00	10,000.00	10,000.00	.0%
	TOTAL EMPLOYEE BENEFITS	1,978,895.19	2,118,358.00	2,118,358.00	2,390,897.00	2,390,897.00	2,472,805.00	12.9%
	TOTAL GENERAL GOVERNMENT	1,978,895.19	2,118,358.00	2,118,358.00	2,390,897.00	2,390,897.00	2,472,805.00	12.9%
	TOTAL GENERAL FUND	1,978,895.19	2,118,358.00	2,118,358.00	2,390,897.00	2,390,897.00	2,472,805.00	12.9%
	GRAND TOTAL	1,978,895.19	2,118,358.00	2,118,358.00	2,390,897.00	2,390,897.00	2,472,805.00	12.9%

** END OF REPORT - Generated by Tony Plante **

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Town of Windham
NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

ACCOUNTS FOR:
GENERAL FUND

2017
ACTUAL

2018
ORIG BUD

2018
REVISED BUD

2019
FIN COMM

2019
MANAGER

2019 PCT
PRELIM CHANGE

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Sequence 1	1	Y	Y	
Sequence 2	2	Y	Y	
Sequence 3	9	Y	N	
Sequence 4	0	N	N	

Report title:
05/14/2018 09:45 Town of Windham
1354atplante NEXT YEAR BUDGET COMPARISON REPORT

P
bgnyrpts 2

PROJECTION: 19001 FY 2019 PROPOSED

FOR PERIOD 99

Report type: 5
Budget level: 3
Budget level 2: 2
Budget level 3: 1
Percentage change calculation method: 3
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: N
Include segment code: N
Include report grand totals by account type: N
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: P
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

Find Criteria
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 Town of Windham
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

 ACCOUNTS FOR:
 GENERAL FUND

11900 EMPLOYEE BENEFITS

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11900 42110 - HEALTH INSURANCE					
		1.00	1,200,000.00	1,150,762.00 *	
				1,200,000.00	
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 8% premium increase in calendar 2019, which will affect the last six months of the budget year.					
Health & dental insurance \$ 1,034,078 Health insurance buyout \$ 107,040 HRA funding \$ 50,250 Third-party administrator \$ 7,675					
\$ 1,199,043					
Total of all adjustments in health insurance based on staggering start dates for strategic plan positions.					
		1.00	47,115.00	-47,115.00	
Total of all adjustments in dental coverage based on staggering start dates for strategic plan positions.					
		1.00	2,123.00	-2,123.00	
11900 42130 - SHORT-TERM DISABILITY					
		1.00	6,000.00	6,000.00 *	
				6,000.00	
Town share of short term disability insurance required in the police contract. The Town pays the premium necessary for the employee to receive a benefit of \$1,000 per month.					

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1354atplante

Town of Windham
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11900 42140 - LONG-TERM DISABILITY		1.00	6,500.00		6,500.00 *
Town cost of long term disability insurance plan required in the police contract.					
11900 42150 - GROUP TERM LIFE > \$50,000					.00
11900 42210 - SOCIAL SECURITY CONTRIBUTIONS		1.00	560,305.00		548,335.00 *
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 (org 22120).					
		1.00	11,970.00		-11,970.00
Total of all adjustments in Social Security contributions based on staggering start dates for strategic plan positions.					
11900 42310 - DEFERRED COMPENSATION		1.00	160,000.00		155,088.00 *
Town matching contributions of up to 6% of regular pay for participants in the ICMA Retirement Corporation or MaineSTART deferred compensation plans.					
		1.00	4,912.00		-4,912.00
Total of all adjustments in deferred compensation contributions based on staggering start dates for strategic plan positions.					

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED
ACCOUNTS FOR:
GENERAL FUND

11900 42320 - MAINE PERS

Maine Public Employees Retirement System employer contributions for members of the police and professional firefighters unions as required by contract, 12.2% of gross pay both groups.

Total of all adjustments in MainePERS contributions based on staggering start dates for strategic plan positions.

VENDOR	QUANTITY	UNIT COST	2019	MANAGER
	1.00	295,000.00		288,156.00 *
				295,000.00

1.00	6,844.00	-6,844.00
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11900 42410 - WORKERS COMPENSATION

Worker's compensation expense insurance premiums. Premiums for Recreation programs are carried in account #22120-42220. Claims experience continues to improve due to risk management and loss control efforts; the premium is driven not only by claims experience, but by audited payroll records. The preliminary budget has incorporated an 8% premium increase.

Total of all adjustments in workers' compensation insurance based on staggering start dates for strategic plan positions.

1.00	220,000.00	211,056.00 *
		220,000.00

1.00	8,944.00	-8,944.00
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11900 42510 - UNEMPLOYMENT COMPENSATION

Unemployment benefits as assessed by the State of Maine. The town is a "direct pay" employer and does not carry unemployment compensation insurance. Increase reflects growth in overall employment and actual claims.

1.00	10,000.00	10,000.00 *
		10,000.00

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Town of Windham
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19001 FY 2019 PROPOSED

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2019	MANAGER
11900 42710 - TUITION REIMBURSEMENT		1.00	5,000.00		5,000.00 *
The town provides tuition reimbursement assistance to employees for approved courses.					
11900 42720 - CLASSIFICATION PLAN		1.00	10,000.00		10,000.00 *
To fund mid-year position reclassifications based on market surveys to keep compensation rates in the 95-110% of survey average range the town has used for the last 15-20 years.					

TOTAL EMPLOYEE BENEFITS

2,390,897.00