

TOWN OF KITTERY, MAINE



TOWN BUDGET

FISCAL YEAR 2018

GENERAL AND ENTERPRISE FUNDS

JULY 1, 2017 TO JUNE 30, 2018

TOWN COUNCIL

Gary Beers, Chair

Charles Denault, Vice-Chair

Frank L. Dennett

Kenneth Lemont

Jeffrey Pelletier

Judith Spiller

Jeffrey Thomson

Town Manager

Kendra Amaral

Interim Finance Director

Michael Basque

Finance Director

Patricia Moore

SUBMITTED MAY 8, 2017

200 ROGERS ROAD
KITTERY, ME 03904

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TOWN MANAGER'S BUDGET MESSAGE

It is my honor to submit the Fiscal Year 2018 (FY18) budget for the Town of Kittery, for the period of July 1, 2017 to June 30, 2018. This budget represents the collective effort of our department heads, who provided their input, institutional knowledge, and insight into its development. I am grateful for their efforts and support throughout the process.

The annual budget serves as the town's spending plan for the delivery of core municipal services. It is a plan that seeks to balance annual goals, budgetary goals, and funding limitations all for the purpose of fulfilling the expectations of the voters, residents, and businesses of Kittery.

If a theme is to be found in the FY18 budget it would be "recalibration". Recalibration involves developing expense projections that better align with department needs to efficiently perform their functions. Recalibration involves investing a little more in some areas, and a little less in others, to achieve desired outcomes. In practical terms, recalibration limits the need for repetitious annual transfers, and minimizes the use of exposed undesignated funds for anticipated ongoing operations.

Kittery maintains a strong financial position. The town's bond rating is steady at AA+ (Standard & Poors rating), in large part due to the healthy reserves, strong leadership in each department, growing property values, and sound financial management. At the conclusion of FY16, the unassigned fund balance was approximately \$5,088,925, or 17% of the total municipal and school budgets. The town's policy is to have an amount equal to 12% of the Town's General Fund budget, or an amount equal to 2.5 months of operating expenses, whichever is higher. The total balance is compliant with the policy.

The challenge for Kittery is to deliver municipal and educational services in the most cost effective manner, while taking appropriate steps to encourage balanced growth in property value. The town's spending on public works, public safety, and general government are in line with similarly sized York County communities. However, when the variation in property values are factored in, Kittery finds itself on the high end of the property tax rate scale.

Balanced growth in value will be key in the coming years to retaining Kittery's strong economic diversity and identity. Town efforts need to focus on encouraging appropriate growth in commercial and manufacturing sectors, and ensuring there are enough affordable housing options for residents seeking to raise families and retire in town. This is not an easy task and will require long-range focused efforts, and on-going adjustments to achieve the right balance. The FY18 budget includes funding needed to advance the goal of supporting balanced growth.

Generally, the foundation of the budget is established through the articulation of goals. The Kittery Town Council establishes the annual goals and provides budget guidance by indicating priorities and communicating expectations to the Administration. Using the goals and guidance as a framework, the Town Manager is charged with developing a balanced budget that seeks to address the needs of the town, advance the goals of the Council, and sustain the financial health of the community.

The Town Council adopted its FY18 budget goals on January 23, 2017. The goals are:

"For the Town Manager, School Committee, and various Departments to develop their budgets such that the funding requests adequately provide for the delivery of the core functions of the town and school; and that initiatives are considered and proposed that advance the effectiveness of town and school operations, improve service delivery, and/or improve operational efficiency.

For the Town Manager and School Committee to produce a structurally balanced budget that funds necessary expenditures with recurring revenues; maintains adequate unassigned fund balances; uses non-recurring revenue judiciously and for non-recurring expenditures; and incorporates a sensible investment in the town's assets, all with the intent of promoting long-term financial sustainability.

For the Town Manager and School Committee to produce a budget that seeks to maintain a stable tax rate, and that is adequately justifiable in comparison to appropriate economic indicators and comparable communities.”

In addition, the Town Manager has annual goals that are factored into to the review of requests and needs articulated by each department. The 2017 annual goals include:

- Improve Efficiency of the Municipal Operations – streamline operations, improve service delivery, increase access to online services, and propose changes to ordinances and charter that improve efficiency of municipal functions.
- Increase Public Awareness and Engagement – expand communications to reach more audiences, and ensure communications are clear, accurate, and accessible for a variety of audiences.
- Focus on Economic Development – improve permitting processes to ensure they are predictable, consistent, and support desired development, and increase focus on economic development activities including supporting and sustaining appropriate economic investment.
- Advance On-Going Initiative’s – develop a workplan for the implementation of the proposed Comprehensive Plan, complete the prior year’s goals, and complete collective bargaining negotiations in a timely fashion.

The FY18 budget has been developed to support the achievement of these goals. Specifically, the FY18 budget includes:

- Funding for other professional services, training, and technology to increase access to online services, and improve efficiency of operations. Activities will include increasing electronic pay options both online and at the point of sale, improving the town’s website, and streamlining internal processes.
- Capital funding for a recodification of the town’s Title 16 Land Use Zoning Code and upgrade of the town’s geographic information system (GIS) service, to support appropriate economic development.
- Funding for the first phase of a multi-phase personal property revaluation. Revaluations ensure the tax burden is distributed properly based on current values.
- Funding for salary adjustments expected from the finalization of ongoing negotiations, including funding for a classification and compensation study to address position alignment within the administrative and professional units.

The funding for these initiatives will be identified within the respective department budgets.

BUDGET SUMMARY

The proposed FY18 budget, inclusive of municipal, school, and capital spending has a total increase in expenditures of \$1,067,320, approximately 3.66% increase over the prior fiscal year. The increase has three contributing factors:

- \$477,166 increase in school spending. When factoring in the offsetting school revenue, projected to be flat in FY18, the total tax appropriation request increases \$484,162, approximately 3.35%, over the prior year. Depending on the final state budget the total tax appropriation requirement may decrease by \$200,000 thereby lowering the total property tax levy increase from 4.01% to 3.14%.
- \$300,328 increase in capital funding. Capital funding supports both municipal and school functions. In March of 2009, the Town Council set an annual capital funding threshold of \$1,208,975 for the FY2010 CIP. This threshold has not been adjusted to reflect inflation or changes in operation. The FY18 Capital Improvement Plan, to the greatest extent possible, reflects actual replacement costs and replacement schedules for various town assets.
- \$289,826 increase in municipal spending. The increase represents a 2.46% increase, exclusive of capital (noted above). The major drivers include anticipated contractual increases in salaries, initiation of a three-year revaluation of personal property, added support for technology, training, and professional services, and increased preschool programming.

The FY18 budget was developed without the benefit of a full-time Finance Director. Due to this constraint, the final steps needed to achieve full Government Finance Officials Association designation remains incomplete. We will review the GFOA budget program in FY18 and determine what next steps are needed for the future.

I wish to thank Administrative Assistant Rachel Cook, and our Traip Academy Job Shadow student Emma Auclair, for their invaluable assistance in developing this budget document.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Kendra', with a long horizontal flourish extending to the right.

Kendra Amaral
Town Manager

PROPOSED FISCAL YEAR 2018 BUDGET – SUMMARY

Expense Projections	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	BUDGETED FY17	PROPOSED FY18	\$ Change	% Change	% of Total Budget
GENERAL GOVERNMENT								
Admin	916,382	925,935	1,058,904	1,041,888	1,072,391	30,503	2.93%	8.9%
Council	7,382	5,924	5,718	7,656	7,656	-	0.00%	0.1%
Debt	681,038	670,272	691,728	903,026	861,988	(41,038)	-4.54%	7.1%
Elections	6,579	8,759	9,964	13,603	10,453	(3,150)	-23.16%	0.1%
Miscellaneous - General Personnel	266,035	230,208	275,347	288,935	430,429	141,494	48.97%	3.6%
Total General Government	\$1,877,416	\$1,841,098	\$2,041,660	\$2,255,108	\$2,382,917	\$127,809	5.67%	19.7%
PLANNING & CODE ENFORCEMENT								
Planning Board & BOA	14,805	10,072	10,251	15,704	16,337	633	4.03%	0.1%
Planning & Code Enforcement	347,322	330,408	350,473	421,015	432,192	11,177	2.65%	3.6%
Assessor	167,347	174,583	111,121	129,564	143,502	13,938	10.76%	1.2%
Miscellaneous - Public Health	592	586	601	591	591	-	0.00%	0.0%
Total Planning & Code Enforcement	\$530,067	\$515,649	\$472,445	\$566,874	\$592,622	\$25,748	4.54%	4.9%
PUBLIC SAFETY								
Fire	260,231	287,359	337,826	326,273	333,629	7,356	2.25%	2.8%
Police	2,641,498	2,692,903	2,787,809	2,880,881	2,976,000	95,119	3.30%	24.6%
Miscellaneous - Civil Preparedness	1,575	262	-	700	700	-	0.00%	0.0%
Public Safety	\$2,903,304	\$2,980,524	\$3,125,634	\$3,207,854	\$3,310,329	\$102,475	3.19%	27.4%
PUBLIC WORKS								
Highway	1,136,849	1,195,668	1,116,406	1,280,757	1,303,564	22,808	1.78%	10.8%
Resource Recovery	571,414	545,790	571,321	675,333	603,735	(71,598)	-10.60%	5.0%
In Town Parks	182,474	142,858	154,114	146,582	162,332	15,750	10.75%	1.3%
Fort Foster/Seapoint/Crescent	120,928	139,507	136,581	174,923	190,458	15,535	8.88%	1.6%
Public Works	\$2,011,665	\$2,023,823	\$1,978,422	\$2,277,595	\$2,260,089	\$(17,506)	-0.77%	18.7%
COMMUNITY & HUMAN SERVICES								
Library	434,400	440,916	448,412	457,380	467,380	10,000	2.19%	3.9%
Harbormaster	111,482	115,343	117,209	126,976	129,885	2,909	2.29%	1.1%
Recreation	1,157,803	1,149,416	1,219,866	1,260,181	1,305,232	45,051	3.57%	10.8%
Miscellaneous - General Assistance	135,783	59,476	48,141	40,000	50,000	10,000	25.00%	0.4%
Community Agencies	12,275	13,830	13,830	11,765	11,765	-	0.00%	0.1%
Adult Education	69,835	69,835	69,835	92,059	80,590	(11,469)	-12.46%	0.7%
Community and Human Services	\$1,921,578	\$1,848,816	\$1,917,293	\$1,988,361	\$2,044,852	\$56,491	2.84%	16.9%
MISCELLANEOUS - OTHER								
County Tax	902,996	908,475	912,948	909,420	934,420	25,000 (14,181)	2.75%	7.7%
Streetlights	109,026	126,071	128,599	144,181	130,000		-9.84%	1.1%
Hydrant Rental	215,288	215,979	224,348	246,776	254,179	7,403	3.00%	2.1%
Other	196,347	314,881	243,574	192,039	168,626	(23,413)	-12.19%	1.4%
Other	\$1,423,657	\$1,565,406	\$1,509,468	\$1,492,416	\$1,487,225	\$19,990	-0.35%	12.3%
Total Operating Expenses	\$10,667,687	\$10,775,317	\$11,044,923	\$11,788,208	\$12,078,034	\$289,826	2.46%	100%

UNDESIGNATED FUND BALANCE

	FY12	FY13	FY14	FY15	FY16
Municipal	4,317,992	4,157,238	4,345,203	4,226,375	5,088,925
School Department	683,602	579,247	795,894	315,748	444,846
Total	\$5,001,594	\$4,736,485	\$5,141,097	\$4,542,123	\$5,533,771
Budgeted Expenditures	23,123,427	26,069,718	26,538,105	27,141,118	27,665,774
Budgeted Monthly	1,926,952	2,172,477	2,211,509	2,261,760	2,305,481
2.5 Months Budgeted	4,817,381	5,431,191	5,528,772	5,654,400	5,763,703
Actual Months Town Only	2.24	1.91	1.96	1.87	2.20
Actual Months w/School	2.60	2.18	2.32	2.01	2.39
% of Fund Balance Town Only	18.7%	15.9%	16.4%	15.6%	18.4%
% Fund Balance w/School	21.6%	18.2%	19.4%	16.7%	20.0%

MILL RATE PROJECTION FISCAL YEAR 2018

Expense Projections	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	BUDGETED FY17	PROPOSED FY18	\$ Change	% Change
Municipal	10,667,687	10,775,317	11,044,923	11,788,208	12,078,034	289,826	2.46%
Capital Improvement Plan	1,208,975	1,208,975	1,159,492	1,208,975	1,509,303	300,328	24.84%
School Department	14,709,021	14,961,185	15,461,359	16,197,843	16,675,009	477,166	2.95%
LESS: Municipal Revenue	4,280,180	4,408,312	4,697,288	4,409,577	4,606,015	196,438	4.45%
LESS: School Revenue	1,223,864	1,147,024	1,326,862	1,734,804	1,727,808	(6,996)	-0.40%
Property Tax Levy	19,872,664	20,181,166	20,482,133	23,006,306	23,929,288	922,217	4.01%
Add: Overlay	137,724	143,248	128,298	92,479	95,000	2,521	2.73%
Total Valuation	1,397,155,200	1,409,812,100	1,422,425,947	1,439,176,666	1,452,176,666	13,000,000	1.81%
MILL RATE	\$15.26	\$15.23	\$15.67	\$16.05	\$16.54	\$0.49	3.07%

MILL RATE ALLOCATION FISCAL YEAR 2018

	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	BUDGETED FY17	PROPOSED FY18	\$ Change
Tax Rate	15.26	15.23	15.67	16.05	16.54	0.49
Municipal	3.94	3.86	3.91	4.48	4.50	0.02
Capital	0.87	0.86	0.83	0.84	1.04	0.20
School	9.70	9.77	10.17	10.05	10.29	0.24
County	0.65	0.64	0.66	0.63	0.64	0.02
Overlay	0.10	0.10	0.09	0.06	0.07	0.01

GUIDE TO THE BUDGET PROCESS/BUDGET CALENDAR

November 2016	Capital Improvement Program Requests to Manager
December 2016	Presentations by Department Heads to CIP Committee
January 2017	Town Council Budget and Annual Goal Setting
February 22, 2017	Town Council Adopt Capital Improvement Plan
March 2017	School Committee Votes on Budget to Forward to Town Council
March 31, 2017	School Budget Due to the Town Manager
April 2017	School Department Presents Budget Request to Town Council
April 10, 2017	Town Council Votes on Warrant Articles for Town Meeting Ballot, Council Takes Preliminary Vote on School Budget and Schedules Public Hearing for School Budget, and Schedules Budget Validation Referendum for June.
May 15, 2017	Town Manager Presents Municipal Budget to Town Council
May 2017	School Budget Validation Referendum Public Hearing
May 15, 2017	Absentee Ballots Available
May 19, 2017	Town Meeting Public Hearing
June 12, 2017	Public Hearing on Municipal Budget and Town Meeting Articles
June 13, 2017	Town Election

The School Budget process and calendar reflects a timeframe necessary to deliver the budget to the voters via a June ballot.

According to Kittery Town Charter Section 6.02, the Town Manager must submit the proposed budget to the Town Council at least 45 days before the beginning of the next fiscal year, and the Council, per Section 6.06 must advertise, hold a public hearing, and adopt the budget prior to July 1st. The Council may, by resolution, extend this deadline by one month.

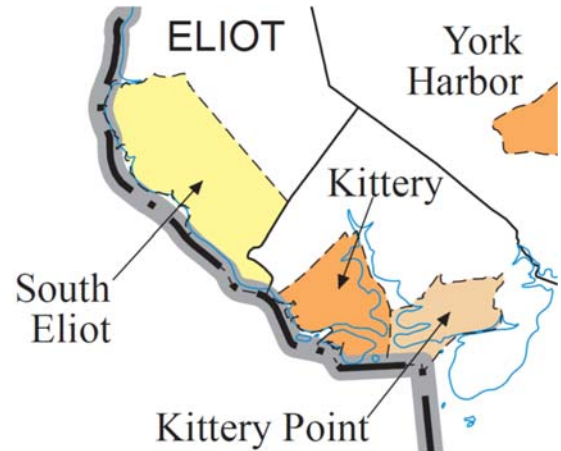
COMMUNITY PROFILE

Founded in 1647, Kittery is Maine's oldest incorporated town. Located at the mouth of the Piscataqua River, Kittery's land area is approximately 23.2 square miles, with over 19 miles of waterfront, and 80.4 road miles.

According to the State of Maine's demographic and population data, Kittery had an observed population of 9,653, making it the 22nd most populated municipality in Maine¹. Kittery also experiences a significant day-time population surge as a result of the Portsmouth Naval Ship Yard, which employs over 6,000 people, of which approximately 60% are non-Kittery-residents.

Kittery is the gateway to Maine and York County from the south. The town borders the City of Portsmouth New Hampshire and therefore experiences spill-over growth and service impacts due to the close proximity to the city. Kittery also has three exits off of Interstate 95, supplying both easy access and added traffic to the community.

Kittery's full-time residential population is most similar to Wells, Kennebunk, and Old Orchard Beach in York County. Kittery's municipal budget, exclusive of education, is consistent with its comparably sized communities. This is expected as the cost of providing municipal services do not vary widely in a relatively small geographic area.



COMPARABLE YORK COMMUNITIES BASED ON POPULATION²

	2014 Population	2017 State Valuation	2017 Municipal Budget	Tax Rate
Wells	9,997	\$ 3,105,700,000	\$ 11,782,786	\$ 10.06
Kennebunk	11,177	\$ 2,316,900,000	\$ 12,216,550	\$ 15.90
Old Orchard Beach	8,746	\$ 1,611,300,000	\$ 15,779,459	\$ 15.46
Kittery	9,653	\$ 1,551,800,000	\$ 11,763,027	\$ 16.05

Where Kittery experiences a deviation from these similarly sized York County communities is in tax rate. Inversely related, Kittery's lower valuation results in the higher tax rate.

¹ Out of 522. Source: State of Maine, Office of Policy and Management.

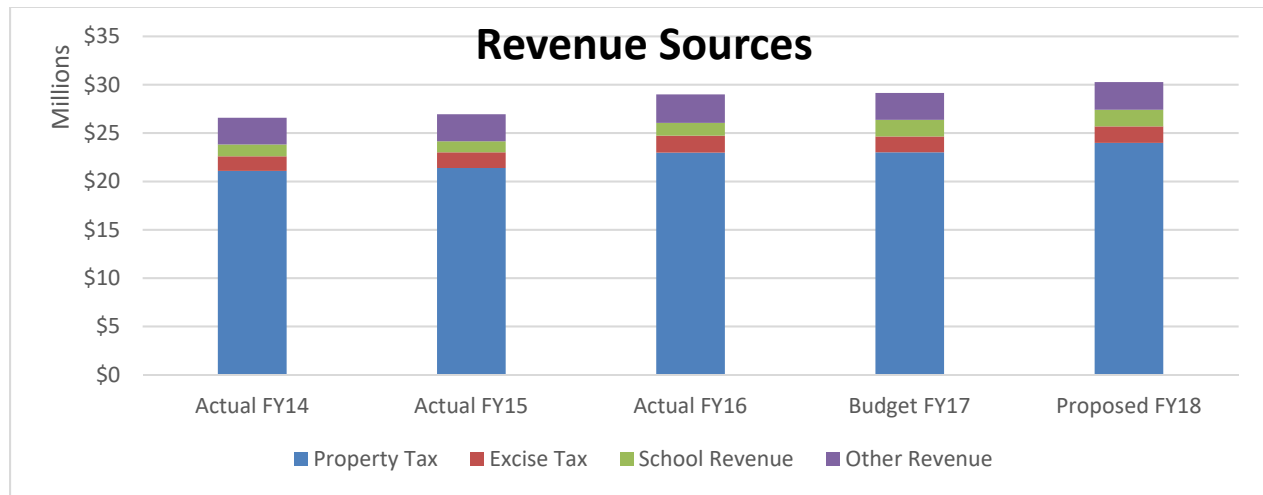
² Source: State of Maine, Office of Policy and Management, Revenue Services, published budgets, audit reports and tax rates.

REVENUE SUMMARY

REVENUE SOURCES

Approximately 79% of the annual budget is supported by property taxes. The property tax supports municipal, capital, school, and county operations.

Approximately \$0.62 of every dollar paid in property tax goes towards supporting Kittery's quality educational programs. The remaining balance of the tax dollar includes \$0.27 for municipal operations, \$0.06 for the capital investment program for both town and school capital needs, and \$0.05 for county taxes.



Other Revenue includes revenue generating-operations such as the Resource Recovery Center, Recreation Department, Harbormaster-Kittery Port Authority³, Fort Foster, and the Dispatch Center.

The Recreation Department will be adding to its preschool program in FY18. The new program will increase revenue by approximately \$72,000. The Harbormaster fees and fines projections have been adjusted downward over the prior fiscal year due to a detailed analysis of projected activity and operations.

REVENUE GENERATING OPERATIONS

Revenue Projections	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	BUDGET FY17	PROJECTED FY18
SW Fees & Fines	182,586	169,466	175,490	179,655	188,000
Recreation Fees	732,067	734,361	835,748	775,000	874,000
Harbormaster Fees & Fines	119,900	125,838	136,002	136,900	121,450
Fort Foster Fees	178,557	172,997	195,526	176,499	180,000
Dispatch Income	60,000	70,000	80,000	90,000	91,350
Total	\$ 1,273,110	\$ 1,272,662	\$ 1,422,765	\$ 1,358,054	\$ 1,454,800

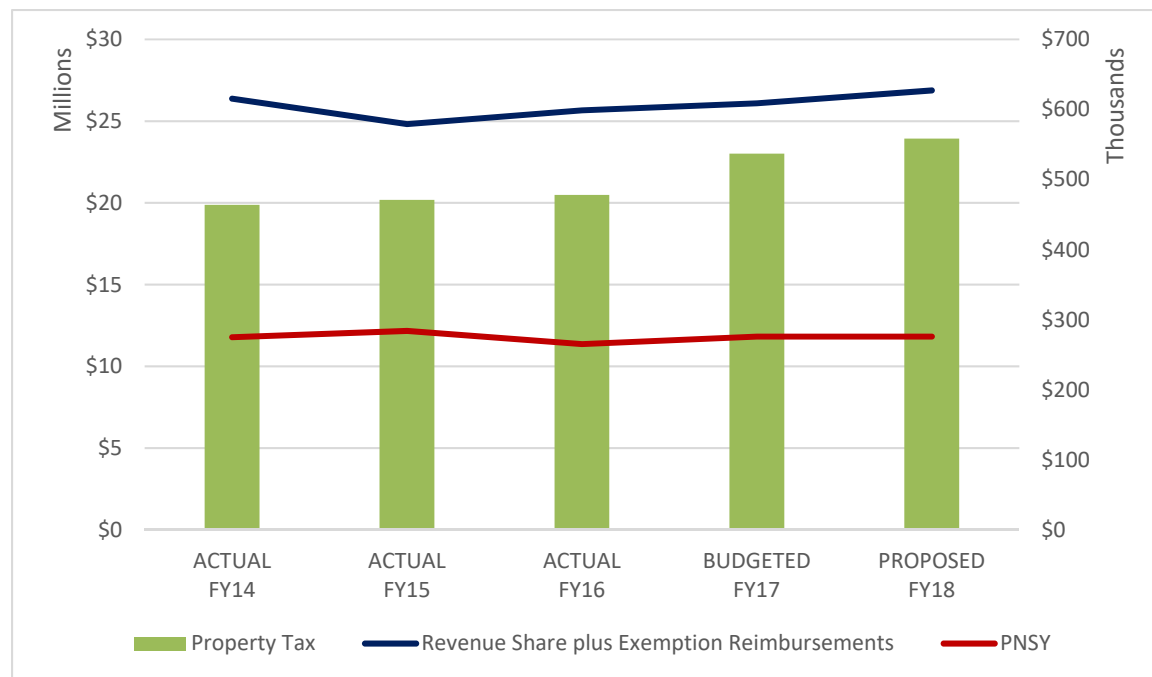
³ Kittery Port Authority is an independent organization with jurisdiction established through state law. The town provides administrative support for the entity, and collects the revenues generated by the KPA activities.

REVENUE SHARING AND FEDERAL SUPPORT

Municipal operations receive approximately 6.6% of total revenues from the state Revenue Sharing and reimbursement programs, and support from the Portsmouth Naval Shipyard (PNSY). While PNSY has grown its workforce, the financial support has not grown to reflect the added impacts.

State funding levels remain unclear at the time this budget was published. The Maine State Legislature is presently working on the state's biennial budget. Measures being considered include increasing revenue sharing, directing sales tax revenue to the generating community, and adding funding for special education. Due to the relative uncertainty, state associated revenues have only been adjusted for the regular annual revenue sharing projection developed by the state. Revenue sharing is projected to increase \$18,309 based on current state figures.

STATE, FEDERAL, AND PROPERTY TAX REVENUE TRENDS



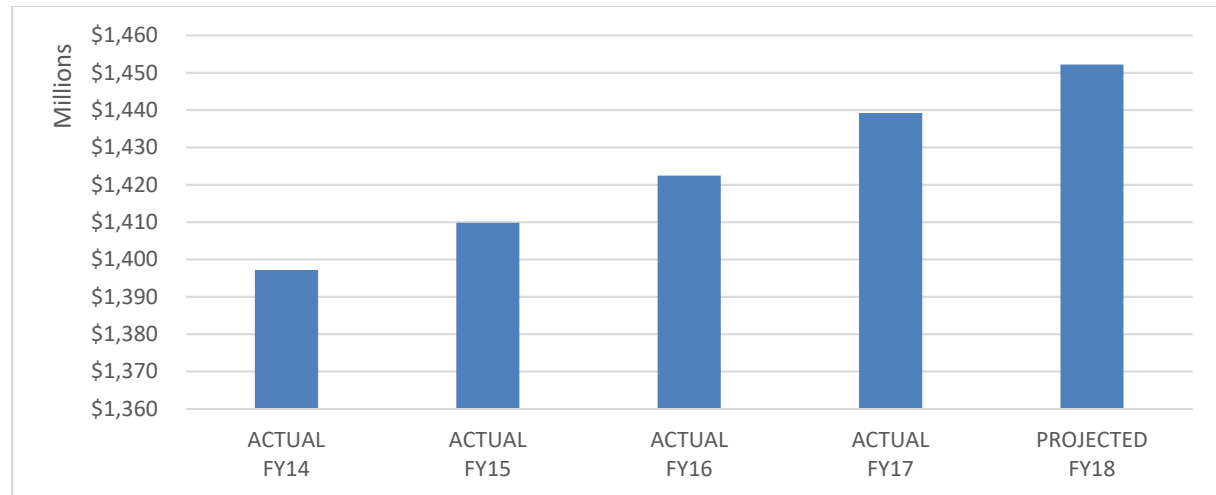
COMPARABLE PROJECTED REVENUE SHARING FY18

PROJECTED FY18	
Kittery	\$397,099
Kennebunk	\$398,111
Wells	\$219,522
Old Orchard Beach	\$367,067

TAXABLE VALUATION

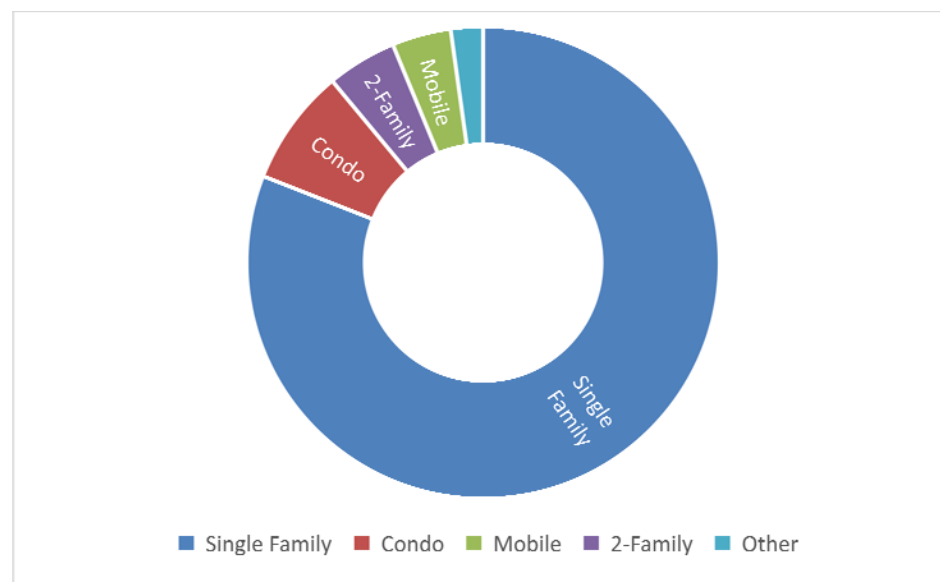
Kittery has experienced a steady growth in values year over year since 2014. The Town Assessor has identified approximately \$13M in new value for Fiscal Year 2018. The increase is about \$3M less than the growth for FY17, though in line with the FY15 and FY16 which averaged \$12.6M in growth.

GROWTH IN TAXABLE VALUES



The majority of the property-based value is realized from residential properties. Of residential properties, 82% are single-family homes.

RESIDENTIAL PROPERTY VALUES AS % BY CATEGORY



Home values are increasing as the housing market continues to gain strength. Buyers are looking to Kittery as a more affordable option to Portsmouth, New Hampshire. Though the added value is beneficial for driving down the tax rate, the higher home values are becoming unaffordable for existing Kittery residents looking to buy or rent in town.

AVERAGE HOME LISTING MARCH 2017⁴

Kittery	\$ 398,000
Kennebunk	339,000
Wells	334,000
Old Orchard Beach	300,000

The town is presently working to support greater commercial and industrial growth as a means of relieving pressure on the residential tax base. Efforts include conducting a build-out study for the Business Park Zone and Foreside, re-codification of Title 16 Land Use and Development code, and reviewing and adjusting permitting practices to enhance predictability, consistency, and fairness in the town processes. The Administration will also seek to identify and attempt to attract desirable development investment that further supports the town's economic growth.

The town is also studying the potential economic and social impacts of recreational marijuana. Legalized in Maine through the November 2016 ballot, recreational marijuana has the potential to bring cultivation facilities, processing facilities, testing operations, and retail operations. With those growth opportunities comes the potential for impacts on the town's character and service demands. The town has formed a working group to study the matter and recommend ordinances that address legalized recreational marijuana.

TOP TEN PARCEL VALUE HOLDERS IN KITTERY

OWNER	2016	2017
CPG KITTERY HOLDINGS LLC	\$27,404,300	\$25,902,600
F/C KITTERY DEVELOPMENT LLC	23,044,000	18,707,300
KEVIN INC	12,503,900	12,477,400
ADCO KITTERY LLC	12,506,000	12,053,000
CENTRAL MAINE POWER CO	8,787,647	8,996,366
VENTAS KITTERY ESTATES	8,896,000	8,944,700
KITTERY COMMONS LLC	5,947,400	5,961,500
RIPLEY ROAD ASSOCIATES LLC	5,855,700	5,855,700
SHAFMASTER, JONATHAN S		5,188,100
SPRUCE CREEK RETAIL OUTLET LLC	7,674,000	5,149,100
VERNON CONTINUING CARE HOMES INC	7,130,200	
TOTAL	\$119,749,147	\$109,235,766

Intricately linked to fluctuations in valuation, overlay, changes in revenue and expenditures, Kittery's tax rate has increased, on average, about \$0.32/thousand from 2014-2017. The FY18 projection is \$0.49 or approximately 3.07% increase.

⁴ Source: Realtor.com

SUMMARY OF NON-PROPERTY TAX REVENUES

Revenue Projections	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	BUDGETED FY17	PROPOSED FY18	\$ Change	% Change
Auto Excise Tax	1,512,062	1,614,001	1,751,648	1,630,141	1,700,000	69,859	4.29%
Boat Excise Tax	26,460	26,466	26,815	27,233	27,500	267	0.98%
General Fees & Fines	301,395	273,596	330,885	271,614	274,100	2,486	0.92%
SW Fees & Fines	182,586	169,466	178,597	179,655	188,000	8,345	4.65%
Recreation Fees	732,067	734,361	835,748	775,000	874,000	99,000	12.77%
Harbormaster Fees & Fines	119,900	125,838	128,172	136,900	121,450	(15,450)	-11.29%
Fort Foster Fees	178,557	172,997	195,526	176,499	180,000	3,501	1.98%
Interest Income	65,602	107,016	89,410	68,101	67,000	(1,101)	-1.62%
State Support, Reimbursement	615,315	579,116	598,643	608,876	627,185	18,309	3.01%
School Reimbursement	40,000	40,000	40,000	40,000	40,000	-	0.00%
Police Reimbursement	33,995	43,970	33,353	35,485	33,000	(2,485)	-7.00%
Ambulance	16,000	16,000	16,000	16,000	16,000	-	0.00%
Other Income	98,336	128,635	104,465	55,298	67,655	12,357	22.35%
Sewer Income	22,900	22,900	22,900	22,900	22,900	-	0.00%
Navy Yard Income	275,005	283,951	265,126	275,875	275,875	-	0.00%
Dispatch Income	60,000	70,000	80,000	90,000	91,350	1,350	1.50%
TOTAL REVENUE	\$4,280,180	\$4,408,312	\$4,697,288	\$4,409,577	\$4,606,015	\$196,439	4.45%

TOWN OF KITTERY
FY2018 Budget Proposal
Department: REVENUE

		FY14	FY15	FY16	FY17	FY18		
		ACTUALS	ACTUALS	ACTUALS	ADJ BUDGET	PROPOSED	VARIANCE	%
1111 43001	PROPERTY TAX REVENUE	7,801,989	7,900,393	8,474,715	8,467,843	8,981,322	513,479	
1111 43003	PROPERTY TAX ABATEMENTS	(31,580)	(14,742)	(10,873)	-	-	-	
1111 43004	PAYMENT IN LIEU OF TAXES-PILOT	5,961	12,756	14,722	-	-	-	
1111 43006	HOMESTEAD EXEMPT STATE REIMB	127,335	128,587	130,624	167,902	170,000	2,098	
1111 43007	TREE GROWTH REVENUE	864	16,154	2,602	3,000	2,758	(242)	
1111 43031	EXCISE TAX AUTOMOBILE	1,512,062	1,614,001	1,751,648	1,630,141	1,700,000	69,859	
1111 43032	EXCISE TAX BOAT	26,460	26,466	26,815	27,233	27,500	267	
1111 43109	SIGN PERMITS	2,725	2,625	3,925	2,413	2,500	87	
1111 43110	CODE ENFORCEMENT FEES	176,259	196,962	243,714	200,000	200,000	-	
1111 43113	BOARD OF ASSESSMENT REVIEW	500	400	200	400	400	-	
1111 43114	ADDITIONAL LAND USE FEES	4,485	4,288	4,713	4,394	4,400	6	
1111 43115	PLANNING FEES (SUBDIVISIONS)	10,590	15,632	17,712	13,316	14,000	684	
1111 43120	TOWN CLERK FEES	20,427	23,627	24,593	21,564	22,000	436	
1111 43121	WILDLIFE AGENT FEE	1,305	1,208	1,183	1,104	1,200	96	
1111 43122	ANIMAL WELFARE AGENT FEE	1,611	1,675	1,715	1,588	1,600	12	
1111 43130	TOWN REGISTRATION FEES	-	27,169	28,407	26,835	27,000	165	
1111 43135	HWY PERMITS & FEES	27,480	10	-	-	1,000	1,000	
1111 43140	SOLID WASTE PERMITS & FEES	85,271	56,431	4,723	47,640	48,000	360	
1111 43145	SOLID WASTE RECYCLING	97,315	113,035	170,767	132,515	140,000	7,485	
1111 43146	SW RECYLING EXPENSE	-	-	-	(500)	-	500	
1111 43147	DINGHY FEES	7,155	8,145	7,830	8,000	8,500	500	
1111 43148	TRANSIENT SLIP RENTAL	1,000	95	2,466	1,500	3,000	1,500	
1111 43149	KPA APPLICATION FEES	900	510	1,750	1,000	1,000	-	
1111 43150	MOORING FEES	85,247	87,279	85,692	90,000	84,000	(6,000)	
1111 43151	LAUNCH FEE	12,515	10,399	15,525	12,500	8,000	(4,500)	
1111 43152	TRANSIENT MOORING	905	6,153	7,120	7,500	5,200	(2,300)	
1111 43153	WAIT LIST FEE	1,048	1,390	1,409	1,400	750	(650)	
1111 43154	HARBOR & WATER USAGE FEE	11,130	11,868	14,211	15,000	11,000	(4,000)	
1111 43160	FORT FOSTER FEES	178,557	172,997	195,526	176,499	180,000	3,501	
1111 43165	SPRINKLER PERMITS	200	200	100	250	250	-	
1111 43210	LIEN FEES	31,538	47,825	8,341	57,567	30,000	(27,567)	
1111 43220	PENALTY INTEREST	35,530	34,384	42,470	34,612	35,000	388	

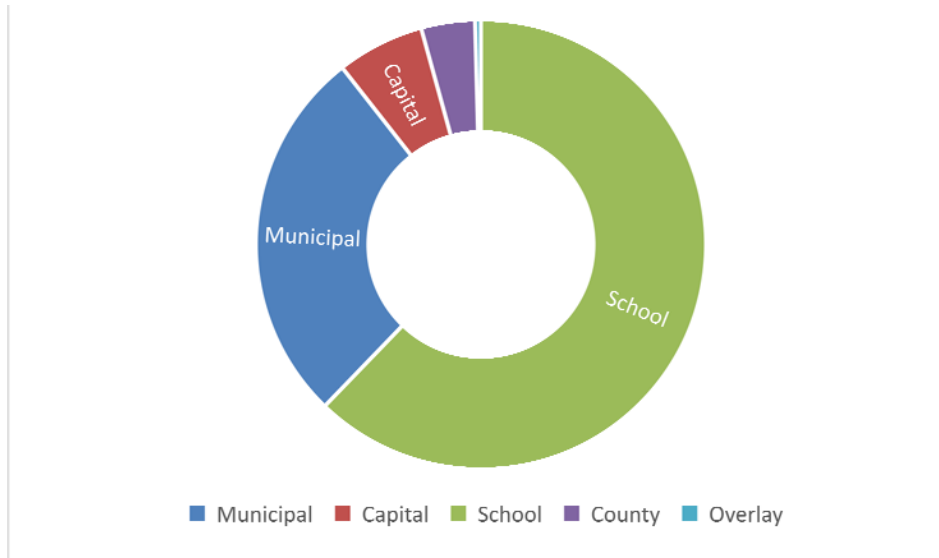
TOWN OF KITTERY
FY2018 Budget Proposal
Department: REVENUE

		FY14	FY15	FY16	FY17	FY18	VARIANCE	%
		ACTUALS	ACTUALS	ACTUALS	ADJ BUDGET	PROPOSED		
1111 43320	RECREATION FEES	732,067	734,361	835,748	775,000	874,000	99,000	
1111 43330	ANIMAL CONTROL	6,650	6,808	9,650	6,654	6,500	(154)	
1111 43335	POSTAGE	56	169	6	109	-	(109)	
1111 43336	PHOTO COPIES	499	274	489	388	375	(13)	
1111 43349	DEA OVERTIME REIMBURSEMENT		21,053	17,913	17,459	18,000	541	
1111 43350	OUTSIDE DETAIL REIMBURSEMENT	31,319	22,917	15,440	18,026	15,000	(3,026)	
1111 43351	ACCIDENT REPORTS	2,676	3,377	2,864	3,134	3,000	(134)	
1111 43352	PARKING TICKETS	11,795	8,895	9,245	10,448	14,000	3,552	
1111 43353	GUN PERMITS	1,994	2,028	1,179	1,938	2,000	62	
1111 43354	ELIOT DISPATCHING SERVICES	60,000	70,000	80,000	90,000	91,350	1,350	
1111 43355	ORDINANCE FINES	470	300	400	400	400	-	
1111 43356	WITNESS FEES	1,676	271	30	885	500	(385)	
1111 43358	FALSE ALARMS	1,135	1,220	860	1,110	1,110	-	
1111 43359	AMBULANCE DISPTACH FEES	16,000	16,000	16,000	16,000	16,000	-	
1111 43410	MDOT HWY MAINTENANCE REVENUE	-	-	11,500	11,500	11,500	-	
1111 43420	STATE REVENUE SHARING	412,498	403,632	414,234	393,604	397,652	4,048	
1111 43421	STATE PARK FEE REV SHARING	347	542	386	270	275	5	
1111 43443	RESTITUTION INCOME/UNAPPROP	1,908	5,212	4,734	3,606	3,000	(606)	
1111 43470	STATE OF MAINE GENERAL ASSISTA	74,270	30,200	39,297	32,600	45,000	12,400	
1111 43480	MARY SAFFORD WILDES TRUST/WELF	25,000	30,000	30,000	30,000	30,000	-	
1111 43510	INTEREST ON INVESTMENTS	28,303	33,737	37,928	30,368	30,000	(368)	
1111 43530	MISCELLANEOUS REVENUE/UNAPPO I	52,744	78,894	22,720	11,406	25,000	13,594	
1111 43540	SEWER DEPT RENT	22,900	22,900	22,900	22,900	22,900	-	
1111 43555	SNOWMOBILE/HANDICAP/ELDER	682	609	662	655	655	-	
1111 43560	GMH HOUSING	275,005	283,951	265,126	275,875	275,875	-	
1111 43575	SUP APPRO FROM UNDESIGNATED	-	-	-	-	-	-	
1111 43580	USE OF CARRY FORWARDS	-	2,643	-	-	-	-	
1111 45007	INTEREST REVENUE	3,621	38,895	2,501	3,121	2,000	(1,121)	
1111 45020	MMA W/C DIVIDEND	1,769	13,263	9,012	9,631	9,000	(631)	
1111 45025	SCHOOL RESOURCE OFFICER COMP	40,000	40,000	40,000	40,000	40,000	-	
TOTAL	REVENUE	12,042,169	12,380,073	13,165,167	12,960,303	13,645,472	685,169	5.3%

EXPENSE SUMMARY

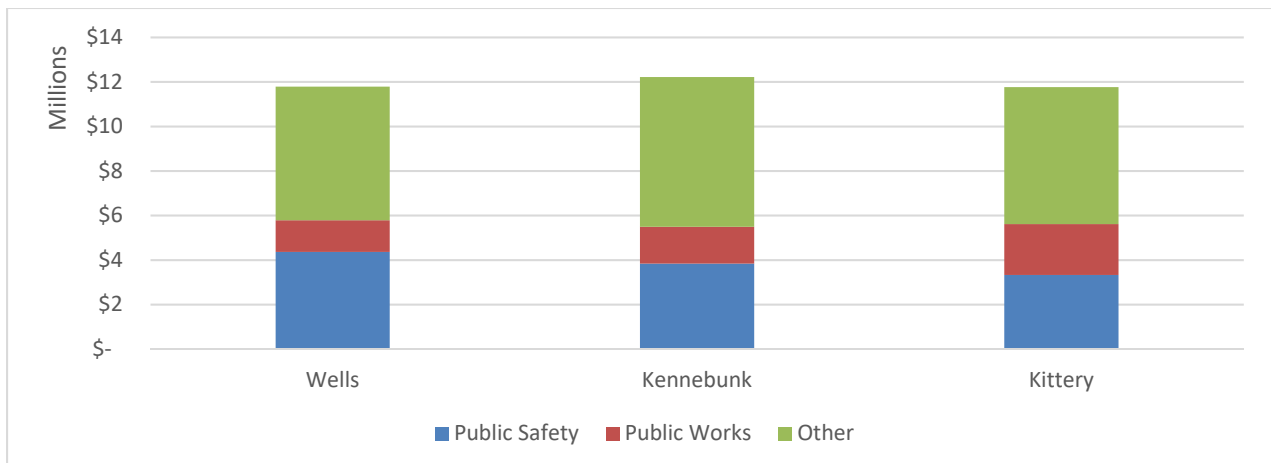
The FY18 combined requests for the Municipal, Capital, and School budgets results in a 3.66% increase in spending. Municipal operations are projected to increase 2.46%, while the School Department is seeking a 2.95% increase. The Capital Improvement Plan issued in February 2017 includes a \$300,328 increase in funding requests.

FY18 BUDGET % BREAKDOWN BY CATEGORY



By comparison, the town's expenditures for general government, public safety, and public works are aligned with communities of similar population in York County. This comparison is logical as the cost of performing similar services should generally be consistent within a region.

MUNICIPAL OPERATIONS SPENDING BY COMPARISON⁵

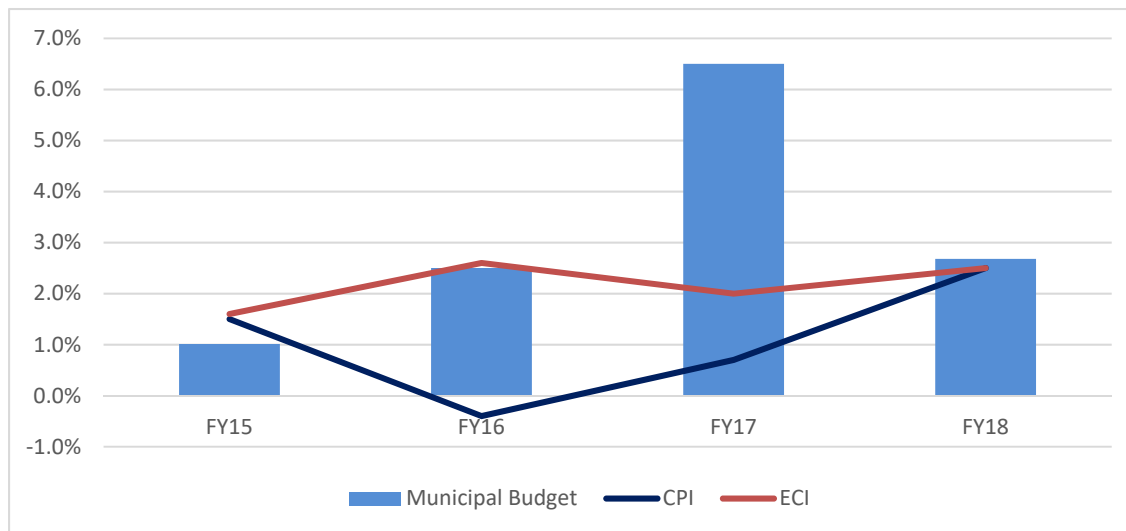


⁵ Source: Published Audited Financials.

The town is competing in the same region for workers. Maine's unemployment rate is the lowest it has been in over 11 years. At 3% unemployment, Maine is at full employment. This will generally lead to growing employment costs as the town and others compete to attract and retain workers.

For municipal services, (exclusive of school and capital), the cost increase proposed for the FY18 budget is in line with both the Consumer Price Index and the Employment Cost Index.

% INCREASE CPI, ECI, AND MUNICIPAL OPERATIONS⁶



MUNICIPAL COST DRIVERS

The town is a service-based organization. As in other service organizations, the greatest cost drivers are employment related. Wages and benefits combined represent 58.4% of the total operating budget.

Health insurance increases are mixed. Health insurance rates for the union personnel increase a combined 1.3% for FY18. Non-union health insurance rates increased 11.25% for calendar 2017; it is noteworthy that only 11 employees are enrolled in the non-union plans at this time.

Workers Compensation has a significant increase of 11% for the coming year. Though the town is considered one of the leaders in safety activities in the Risk Pool, the mod-rate, the gauge of the past cost of injuries and future chances of risk, remains relatively high. Additional efforts are necessary to increase safety and drive down workplace injuries in order to control future Workers Compensation cost growth.

Negotiations with the town's seven unions are ongoing at the time of the budget publication. Department level budgets include anticipated step and longevity increases; however, the annual contractual increase for all the units are budgeted as a lump sum. Municipal units are in Miscellaneous; and the Sewer unit is budgeted in the Sewer Department in a similar manner. This approach allows the town to properly prepare for the increase cost of salary adjustments without having to undermine negotiations with "by department" salary adjustment projections.

⁶ Source: Bureau of Labor Standards, CPI Northeast Region January Unadjusted, Employment Cost Index, Q1, Civilian,

MUNICIPAL COSTS BY CATEGORY AND DEPARTMENT – FY2018

	Admin	Council	Elections	Fire	Planning	Police	Port Authority	Public Works	Recreation	Misc	TOTAL	% of TOTAL
Wages	573,582	4,000	2,000	185,106	290,076	1,902,259	60,000	1,028,166	736,137	266,257	5,047,582	41.8%
Benefits	207,525	306	153	31,661	133,373	855,102	34,210	467,743	279,325	-	2,009,398	16.6%
Utilities	29,315	-	-	38,364	1,320	41,129	4,400	43,380	92,390	384,179	634,477	5.3%
Building	46,500	-	-	40,249	1,000	41,256	4,800	72,125	33,000	25,000	263,930	2.2%
Other	215,470	3,350	8,300	38,249	166,262	136,254	26,475	648,675	164,380	84,016	1,491,430	12.3%
Subtotal	1,072,391	7,656	10,453	333,629	592,031	2,976,000	129,885	2,260,089	1,305,232	759,452	9,447,583	78.2%
% of Total	8.9%	0.1%	0.1%	2.8%	4.9%	24.6%	1.1%	18.7%	10.8%	6.3%		

Risk Pool	164,172	
General Assistance	50,000	
Community Support	11,765	
County Tax	934,420	
TIF	60,901	
Adult Education	80,590	
Debt	861,988	
Library	467,380	
Subtotal	2,631,216	21.8%

GRAND TOTAL	12,078,034
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Notes:

1. Library and Adult Education include wages and benefits costs for their respective entities.

CAPITAL IMPROVEMENT PLAN (CIP)

The Town of Kittery is committed to maintaining a five-year Capital Improvement Plan (CIP), for the purpose of identifying and prioritizing investment in the town's assets. The assets included in the CIP are critical to delivering core functions of the town government.

As a communication tool, the CIP informs the Town Council and the public about the town's efforts to plan for on-going management of assets including buildings, roadways, equipment, vehicles, technology, and records. A properly developed CIP also guides the development of a debt plan, and identifies potential timing and bundling of higher cost investments for future bonding.

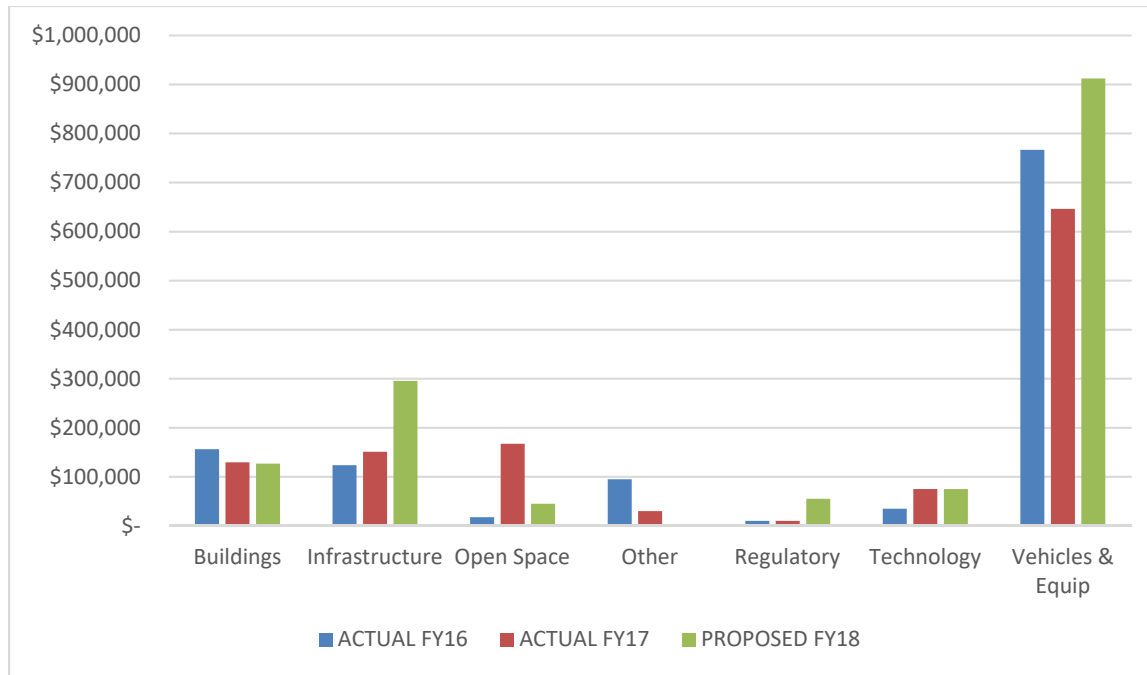
In March of 2009, the Town Council set an annual capital funding threshold at \$1,208,975 for the FY2010 CIP. This threshold has not been adjusted to reflect inflation, despite requiring inflation factoring on the replacement projections for assets. The focus in developing the FY18-FY22 plan was to present requests that accurately reflected the departments' needs and have the Committee work from them to develop a recommendation, rather than produce requests that backed into a static bottom line. Therefore, the FY18-FY22 plan, to the greatest extent possible, reflects actual replacement costs and replacement schedules for a number of reserve accounts.

The Fiscal Year 2018 to Fiscal Year 2022 (FY18-FY22) CIP proposes funding in FY18 of \$1,509,303. This represents a \$300,328 increase in FY18 over the prior year's funding threshold of \$1,208,975. When combined with Town and School annual debt service, the total increase is \$257,404, which reflects a \$42,924 decrease in debt service.

Funding for Holding Accounts is proposed to increase \$207,575 over the prior fiscal year. This increase is a reflection of the consolidation and recalibration of a Public Works Right of Way reserve. This account combines the various smaller drainage, sidewalk, roads and lots paving reserves into one Right of Way reserve. As proposed this approach will build a sufficient fund to support roadway maintenance and rehabilitation projects, and to ensure that ancillary infrastructure is evaluated and addressed concurrently with a paving project.

The Capital Reserve Accounts are proposed to increase \$310,263 over the prior fiscal year. The most significant increase, approximately \$215,000, is in Public Works Vehicles and Equipment fund. This reflects an updated cost-of-replacement inclusive of inflation and actual useful life projections of the rolling and stationary stock. Additionally, an increase in the Port Authority Facility Reserve of \$42,000 is proposed to address deficiencies and deterioration of the Government Street pier facility. The town is currently seeking an update of a study conducted which indicated significant structural work would be needed around the 2018 timeframe. The estimated cost was approximately \$100,000.

CAPITAL IMPROVEMENT COSTS BY CATEGORY



In summary, the FY18-FY22 CIP includes:

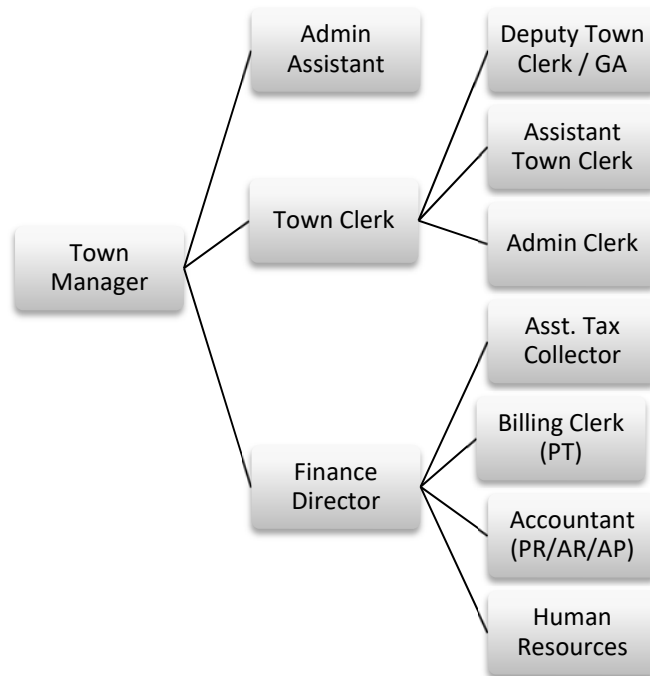
- An updated policy that incorporates goals, financial policies, and specific protocols to guide the development and implementation of the ongoing five-year CIP.
- Reconfiguration of account categorization to align with the CIP policy;
- Consolidation of accounts to improve the town's ability to meet both long-term investment needs and short-term asset management objectives more effectively;
- Updated replacement schedules for town technology, and for DPW, Police, and Fire vehicles.

ADMINISTRATION

MISSION STATEMENT

It is the mission of Administration to deliver municipal services that meet the community's expectations in an efficient and cost effective manner, to protect the financial health of the town, and to advance the goals and vision established by the residents and businesses of Kittery.

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

POSITION	FY 18 PROPOSED
Town Manager (25% paid by Sewer Budget)	0.75
Town Clerk	1
Deputy Town Clerk/General Assistance	1
Assistant Town Clerk	1
Administrative Clerk	2
Finance Director	1
Human Resources Generalist (reclassified)	1
Utility Billing Clerk/Asst. Tax Collector (paid through Sewer Budget)	1
Accountant	1
Billing Clerk	0.5
Administrative Assistant	0.7
Total FTE	10.95

ADMINISTRATION FY18 BUDGET

The Administration budget is proposed to increase \$30,503, approximately 2.93%, over the prior year.

The Human Resources position was intended to become full-time for the town in FY18. In that transition, it has been reclassified from a department head role to a generalist/staff role, resulting in a net savings of \$12,266. A part-time billing clerk was added to the Finance team early in the current fiscal year. This position is included in the FY18 budget, and represents a \$22,776 increase.

The Computer Services budget continues the funding for training on the town's financial and human resources software: MUNIS. The town is not fully utilizing this tool, leading to inefficiencies and duplicative work processes. Training will expand the knowledge base and use of the broad range of functions MUNIS can perform, and lead to workflow improvements.

The Web Page budget includes costs for the ongoing upgrade of the town's website. The second and final phase of the web page upgrade is migration, which will occur at the start of FY18. The new website will have improved navigation to the most commonly visited sections, is being developed using responsive design principles, and will streamline updating and content posting.

Electricity, machine and equipment maintenance, and building maintenance are projected with a combined increase of \$6,250 based on current year and historical spending. The Administration will be seeking to negotiate new electricity contracts in FY18. The current contract expires in fall of 2017.

\$2,000 in office furniture will be utilized to replace Council chairs and conference room chairs as needed.

TOWN OF KITTERY
FY2018 Budget Proposal

Department: ADMINISTRATION

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101110 64011	MANAGER SALARY (75%)	63,145.81	83,050.46	80,117.24	87,227	88,620	1,393	
101110 64014	TOWN CLERK SALARY	67,409.01	68,573.42	71,777.27	72,300	71,321	(979)	
101110 64017	CLERKS SALARIES	213,425.05	187,340.49	192,837.59	200,325	200,962	637	
101110 64018	HR GENERALIST	45,000.02	45,955.20	62,646.75	64,266	52,000	(12,266)	
101110 64020	PART TIME SALARIES	0.00	3,087.03	0.00	31,304	54,080	22,776	
101110 64026	FINANCE DIRECTOR SALARY	83,200.36	84,789.22	88,339.00	90,327	95,000	4,673	
101110 64027	CUSTODIAN WAGES	9,256.63	9,087.08	9,044.66	9,667	7,540	(2,127)	
101110 64030	OVERTIME	1,992.61	3,397.80	3,941.82	3,500	2,000	(1,500)	
101110 64033	SICK TIME BUY BACK	0.00	0.00	0.00	-	2,057	2,057	
101110 64050	MAINE STATE RETIREMENT	17,266.83	17,938.87	22,427.16	26,232	27,757	1,525	
101110 64051	ICMA EMPLOYER SHARE	7,776.60	9,868.13	10,152.56	10,464	14,899	4,435	
101110 64060	FICA EMPLOYER SHARE	36,280.15	37,670.31	38,226.88	42,757	43,879	1,122	
101110 64070	WORKERS COMPENSATION	1,595.41	1,749.47	3,020.74	3,214	3,568	354	
101110 64090	MAJOR MEDICAL INSURANCE	92,756.67	94,333.05	96,614.89	113,542	109,915	(3,627)	
101110 64091	DENTAL INSURANCE	2,378.26	2,299.72	2,524.73	2,775	4,053	1,278	
101110 64092	DISABILITY INSURANCE	2,898.49	2,936.16	2,923.77	3,555	3,456	(99)	
101110 65010	POSTAGE	11,707.89	12,431.62	12,238.16	12,000	12,000	-	
101110 65020	TELEPHONE & INTERNET	7,078.86	7,496.23	9,205.05	8,000	8,000	-	
101110 65030	TRANSPORTATION	543.21	312.47	1,394.07	1,500	1,500	-	
101110 65040	EDUCATIONAL/MEETING EXPENSES	2,065.26	2,788.07	4,559.50	3,655	5,000	1,345	
101110 65060	PRINTING	6,054.90	5,002.45	4,194.43	5,200	5,200	-	
101110 65080	LEGAL NOTICES/OTHER ADVERTISE	4,905.21	15,277.90	8,682.30	3,000	3,000	-	
101110 65110	TOWN MANAGER SEARCH	-1,500.00	1,748.41	-	-	0	-	
101110 65200	ELECTRICITY	9,787.38	10,241.89	14,080.12	14,000	16,000	2,000	
101110 65220	WATER	285.42	299.63	380.54	325	335	10	
101110 65230	FUEL OIL	7,198.41	6,867.97	4,464.56	4,200	4,200	-	
101110 65240	DUMPSTERS	522.00	551.70	561.60	600	600	-	
101110 65250	SEWER	195.00	317.50	195.00	180	180	-	
101110 65300	MACHINE & EQUIPMENT MAINT	27,988.55	30,643.98	49,697.60	27,750	30,000	2,250	
101110 65400	LEGAL SERVICES	79,434.67	64,053.40	98,483.19	62,000	60,000	(2,000)	
101110 65410	COMPUTER SERVICES	50,057.76	37,666.47	29,480.76	39,000	39,000	-	

TOWN OF KITTERY
FY2018 Budget Proposal

Department: ADMINISTRATION

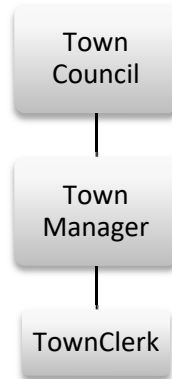
		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101110 65415	WEB PAGE	3,275.00	3,450.00	3,475.00	3,455	6,525	3,070	
101110 65420	TECHNICAL SUPPORT	1,246.37	1,329.88	1,348.73	-	0	-	
101110 65430	AUDIT SERVICES	10,000.00	15,827.00	16,143.00	16,223	16,500	277	
101110 65480	OTHER PROFESSIONAL SERVICES	8,011.22	7,193.21	60,825.90	39,000	40,000	1,000	
101110 65500	MAINTENANCE OF BLDG/GROUNDS	8,862.33	13,762.12	18,031.36	10,000	12,000	2,000	
101110 65980	PROFESSIONAL SERVICES FINANCE	3,150.27	4,431.83	1,659.20	1,500	0	(1,500)	
101110 66010	OFFICE SUPPLIES	8,641.79	6,988.58	12,265.23	6,000	6,000	-	
101110 66020	BOOKS/SUBSCRIPTIONS	765.60	470.86	778.65	745	745	-	
101110 66025	MAINE MUNICIPAL ASSOC. DUES	11,665.00	11,829.00	11,970.00	12,000	12,300	300	
101110 66030	OTHER SUPPLIES	264.44			-	0	-	
101110 66035	ABSTRACTS & LIENS	9,062.01	10,506.00	8,500.00	9,500	9,500	-	
101110 66040	JANITORIAL SUPPLIES & SERVICES	732.00	893.55	907.70	600	700	100	
101110 67510	OFFICE FURNITURE & EQUIPMENT	-	1,477.01	787.00	-	2,000	2,000	
TOTAL	ADMINISTRATION	916,382	925,935	1,058,904	1,041,888	1,072,391	30,503	2.9%

TOWN COUNCIL

MISSION STATEMENT

The members of the Town Council constitute the municipal officers of the Town of Kittery for all purposes required by statute, and, except as otherwise herein specifically provided, shall have all powers and authority given to, and perform all duties required of, municipal officers under the laws of this State.

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

POSITION	FY 18 PROPOSED
Councilors (receive stipend)	7
Town Manager (in Administration & Sewer budget)	
Town Clerk (in Administration budget)	
Total	7

The Town Manager reports to and takes direction from the Town Council, but is budgeted as part of Town Administration (75%) and the Sewer Department (25%). The Town Clerk reports to the Manager, and assists in serving the Council. Councilors are eligible to be paid \$20 for each Council meeting they attend.

TOWN OF KITTERY
FY2018 Budget Proposal
Department: TOWN COUNCIL

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101115 64001	COUNCIL STIPEND	4,000	3,440	2,920	4,000	4,000	-	
OLD	PART TIME SALARY - CLERK	112	263	-	-	-	-	
101115 64060	FICA EMPLOYER SHARE	315	17	223	306	306	-	
OLD	WORKERS COMPENSATION	-	-	6	-	-	-	
101115 65480	OTHER PROF SERVICES	2,790	2,205	2,495	3,000	3,000	-	
101115 66037	COUNCIL EXPENSES	165	-	74	350	350	-	
TOTAL	TOWN COUNCIL	7,382	5,924	5,718	7,656	7,656	-	0%

DEBT AND INTEREST

Debt will decrease \$41,038, approximately 4.5% in FY18. Bonds for Rustlewood Farm and the Kittery Land Trust Brave Boat Headwaters projects were retired in FY17. Principal and interest on existing bonds is decreasing by \$24,405.

The Capital Improvement Plan does not project any bonding needs for the next five-years. The town is actively seeking to determine what the future facility needs are for the Rice Public Library. Though the Library is a separate entity, the town provides approximately 94% of its funding and will likely be the main source of funding for any large capital projects. The prospect of a major capital project has also initiated discussions and evaluation of incorporating the Library into the municipal organization.

A working group is in the process of gathering public input and expects to present a non-binding referendum on the November 2017 ballot to gauge support for a preferred project. Options being considered include 1) no change in the physical locations of the Rice Public Library operations, 2) renovation and expansion of the Rice Building, and 3) construction of a new building on the Kittery Community Center campus. Each option comes with capital cost implications and potential bonding implications.

TOWN OF KITTERY

FY2018 Budget Proposal

Department: DEBT & INTEREST

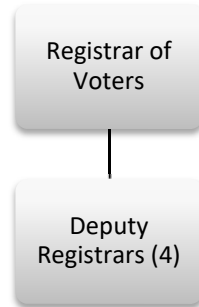
		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101230 68057	RUSTLEWOOD FARM - PRINC	-		6,043	6,076	-	(6,076)	
101230 68065	2006 FIRE STATION BOND	155,000	155,000	155,000	125,000	125,000	-	
101230 68066	2010 PW SALT SHED GO BOND PRIN	35,000	35,000	35,000	35,000	35,000	-	
101230 68067	2012 KCC BOND PRINC	275,000	275,000	275,000	275,000	275,000	-	
101230 68068	2015 CIP BOND PRINCIPAL				233,000	225,000	(8,000)	
101230 68257	RUSTLEWOOD FARM INTEREST	1,625	4,034	4,272	4,239	-	(4,239)	
101230 68265	2006 FIRE STATION BOND INT	74,363	67,388	60,413	54,113	48,488	(5,625)	
101230 68268	2015 CIP BONDS INTEREST			28,350	42,830	38,250	(4,580)	
101230 68269	KLT BRAVE BOAT HEADWATERS INT				6,318	-	(6,318)	
101230 68295	PWD BLDG/SALT SHED BOND INT	18,775	18,075	17,375	16,675	15,975	(700)	
101230 68297	2012 KCC BOND INT	121,275	115,775	110,275	104,775	99,275	(5,500)	
TOTAL	DEBT & INTEREST	681,038	670,272	691,728	903,026	861,988	(41,038)	-4.5%

ELECTIONS

MISSION STATEMENT

Town Clerk serves as the Registrar of Voters, and is responsible for conducting fair elections and coordinating all elections activity in Kittery. There are 4 deputy registrars who assist in administering elections in accordance with Maine State Statutes and the Town Charter.

PERSONNEL ORGANIZATION



PERSONNEL SUMMARY

POSITION	FY 18 PROPOSED
Registrar (PT)	1
Deputy Registrars (PT)	4
Total	5

ELECTIONS FY18 BUDGET

FY18 does not include a presidential or gubernatorial election, therefore the budget is proposed with a \$3,150 decrease from the prior year.

TOWN OF KITTERY
FY2018 Budget Proposal
Department: ELECTIONS

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101130 64020	PART TIME SALARIES/VOTER REG/ELECTIONS	1,236	1,513	1,592	2,500	2,000	(500)	
101130 64060	FICA EMPLOYER SHARE	-	7	6	191	153	(38)	
101130 64070	WORKERS COMPENSATION	-	-	1	12	-	(12)	
101130 65010	POSTAGE	26	223	99	1,000	600	(400)	
101130 65060	PRINTING	1,192	3,820	3,847	6,000	3,500	(2,500)	
101130 65480	OTHER PROFESSIONAL SERVICES	3,928	2,256	2,533	3,500	4,050	550	
101130 66010	OFFICE SUPPLIES	47	69	16	300	150	(150)	
101130 67500	CAPITAL OUTLAY ELECTIONS	150	872	-	100	-	(100)	
101130 67510	OFFICE FURNITURE & EQUIPMENT	-	-	1,871	-	-	-	
TOTAL	ELECTIONS	6,579	8,759	9,964	13,603	10,453	(3,150)	-23.2%

MISCELLANEOUS EXPENSES

DESCRIPTION

The Miscellaneous Expenses budget contains line items that do not fit neatly into other departmental categories or run across all departments. County tax, property and casualty insurance, retired employee medical insurance, hydrant rental, and street lights are among the most-costly expenses paid through this section of the budget.

MISCELLANOUES FY18 BUDGET

The town's seven bargaining units remain in negotiations with management at the publication of this budget. As a result, a line has been added, titled Salary & Position Adjustment, to account for anticipated cost increases resulting from negotiated annual wage increases. Upon the completion of negotiations, the funds will be redistributed to the associated budgets as needed to cover actual wages in excess of line item appropriations. The line item is projected based on salary, overtime, FICA, and retirement cost increases resulting from customary percentage-based cost-of-living adjustments.

The MMA Risk Pool is increasing the town's general liability costs 15%, resulting in a \$21,414 increase in this line item. Workers Compensation costs are spread throughout the department budgets and generally experienced an 11% increase.

Streetlight electricity costs have been exceeding budgeted amounts since FY16. The budget is increased to reflect the spending trend. The Town Council has expressed an interest in looking at conversion of streetlights to LED. Grant and funding programs exist to make the project cost-possible.

General Assistance spending is proposed to increase \$10,000. Actual expenditures for General Assistance have exceeded \$40,000 since FY12. Ongoing underfunding of the budget results in the town needing to transfer funds from another operation, or to utilize the unassigned funds each year. Though the \$50,000 total proposed budget for General Assistance may not be sufficient to meet the town's statutory requirements, it will reduce pressure on other sources to cover annual deficits in this account.

The County Tax charges are projected to increase \$25,000. The total county tax costs include the final installment payment for the fiscal year conversion that occurred in FY13. The installment payment is \$83,746. The obligation will be retired in December of 2017.

Water service including hydrant rentals is increasing 3% based on projected rates provided by the Kittery Water District.

TOWN OF KITTERY

FY2018 Budget Proposal

Department: MISCELLANEOUS

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
103000 64090	RETIRED EMP MEDICAL/DENTAL	133,777	93,125	137,277	134,847	134,847	-	
103000 65101	MMA RISK POOL	113,756	125,696	131,834	142,758	164,172	21,414	
103000 65115	UNEMPLOYMENT COMPENSATION	10,658	4,965	62	4,500	4,500	-	
103000 65150	MISCELLANEOUS INSURANCE LIFE E	4,359	3,970	3,835	4,410	4,410	-	
103000 65210	UNION CENTRAL LIFE INS	3,485	2,452	2,340	2,420	2,500	80	
101110 64031	SALARY & POSITION ADJUSTMENT	-	-	-	-	120,000	120,000	
101330 65200	ELECTRICITY - STREETLIGHTS	98,792	109,563	126,389	109,000	120,000	11,000	
101330 65300	MACHINE & EQUIPMENT MAINT	10,234	16,508	2,210	10,000	10,000	-	
101330 67500	STREET LIGHT EQUIPMENT	-	-	-	25,181	0	(25,181)	
101350 65020	CIVIL PREPAREDNESS TELEPHONE/INTERN	387	262	-	300	300	-	
101350 65060	CIVIL PREPAREDNESS PRINTING	80	-	-	300	300	-	
101350 66010	CIVIL PREPAREDNESS OFFICE SUPPLIES	90	-	-	100	100	-	
101350 67507	CIVIL PREPAREDNESS EQUIPMENT	1,018	-	-	-	0	-	
101520 65480	GENERAL ASSISTANCE	135,783	59,476	48,141	40,000	50,000	10,000	
108000	ADULT EDUCATION	69,835	69,835	69,835	92,059	80,590	(11,469)	
101530 64020	PUBLIC HEALTH SALARIES	520	522	528	520	520	-	
101530 64051	PUBLIC HEALTH ICMA EMPLOYER SHARE	34	24	32	31	31	-	
101530 64060	PUBLIC HEALTH FICA EMPLOYER SHARE	38	40	41	40	40	-	

TOWN OF KITTERY
FY2018 Budget Proposal
Department: MISCELLANEOUS

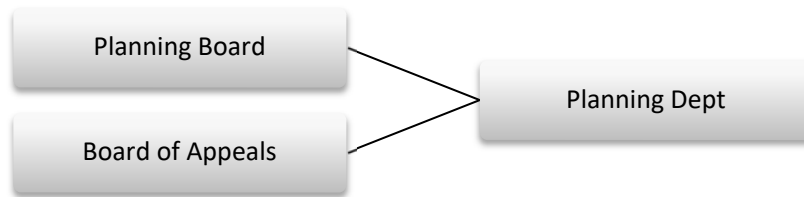
		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101150 65480	COUNTY TAX	902,996	908,475	912,948	909,420	934,420	25,000	
101750 65954	BANK FEES & CHARGES	568	443	691	600	600	-	
101155 65000	TIF FINANCING PLAN AMOUNT	11,790	40,482	60,901	60,901	60,901	-	
101340 65300	HYDRANT RENT MACHINE & EQUIP M	215,288	215,979	224,348	246,776	254,179	7,403	
101740 65022	GROWTH MGMT/COMP PLAN	605	748	-	-	-	-	
101740 65023	EPA STORMWATER 4 PROGRAM	35,505	18,939	17,673	17,500	18,750	1,250	
101740 65025	COMPUTER REPAIR/REPLACEMENT	35,752	39,403	39,278	25,000	25,000	-	
101740 65455	MEMORIAL DAY ACTIVITIES	696	703	-	675	675	-	
	COMPENSATED ABSENCES	-	45,715	-	-	-	-	
101740 65950	SEACOAST SHIPYARD ASSOC	1,500	1,500	1,500	1,500	-	(1,500)	
101740 65951	SHELLFISH CONSERVATION COMMISS	2,500	2,950	2,875	2,900	1,600	(1,300)	
101740 66036	CONSERVATION COMMISSION	497	171	75	500	500	-	
101740 68427	SELF INSURANCE CLAIMS COVERAGE	46,892	92,310	23,013	12,000	-	(12,000)	
101740 68428	GRANT MATCHING FUNDS	-	12,500	37,000	9,863	-	(9,863)	
	TRANSFERS IN/OUT	-	250	-	-	-	-	
101740 68525	MOSQUITO/TICK CONTROL PRGM	30,177	30,000	30,000	30,000	30,000	-	
101740 68532	GIS WEB ACCOUNT	3,800	2,700	4,500	3,600	3,600	-	
101740 69200	PSAP PAID TO YORK PD	26,068	26,068	26,068	27,000	27,000	-	
TOTAL	MISCELLANEOUS EXPENSES	1,897,477	1,925,773	1,903,393	1,914,701	2,049,535	134,834	7.0%

PLANNING BOARD & BOARD OF APPEALS

MISSION STATEMENT

The Town Planning Board and Board of Appeals are supported by the Planning Department and Code Enforcement Officer. The Planning Board hears and decides on required development plans including special exception use requests, prepares and recommends for Council adoption of the Comprehensive Plan and initiate its implementation through amendments to the zoning ordinance and other means available. The Board of Appeals hears and decides on administrative decision appeals, variance requests and miscellaneous variation requests.

DEPARTMENT ORGANIZATION



TOWN OF KITTERY
FY2018 Budget Proposal

Department: **PLANNING - PLANNING BOARD & BOARD OF APPEALS**

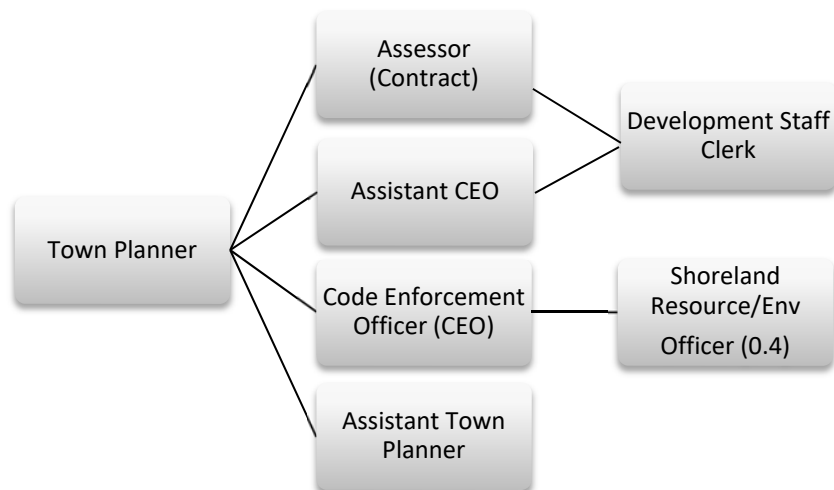
		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
OLD	PART TIME SALARIES	-	126	-	-	-	-	
OLD	OVERTIME	-	112	-	-	-	-	
OLD	ICMA EMPLOYER SHARE	-	7	-	-	-	-	
OLD	FICA EMPLOYER SHARE	-	18	-	-	-	-	
101720 65010	POSTAGE	318	168	12	500	500	-	
101720 65040	EDUCATIONAL/MEETING EXPENSES	339	150	632	1,750	1,750	-	
101720 65060	PRINTING	17	-	30	750	500	(250)	
101720 65080	LEGAL NOTICES & OTHER ADVERTIS	2,379	1,746	2,832	750	1,500	750	
101720 65480	OTHER PROFESSIONAL SERVICES	7,432	3,571	2,175	7,300	7,300	-	
101720 66010	OFFICE SUPPLIES	268	-	270	225	225	-	
101720 66026	SMRPC MEMBERSHIP	4,053	4,175	4,300	4,429	4,562	133	
TOTAL	PLANNING BOARD & BOARD OF APPEALS	14,805	10,072	10,251	15,704	16,337	633	4.0%

PLANNING – PLANNING, ASSESSING, CODE ENFORCEMENT, PUBLIC HEALTH

MISSION STATEMENT

The Planning Department seeks to guide development and enforce land use, health and safety codes in a consistent, predictable, and fair manner; to advance appropriate development within town, and to protect the town's natural and historic resources. The Planning Department is responsible for oversight, permitting, valuation, and enforcement of land use codes and health and safety regulations; administering the comprehensive plan update process; and providing professional support to the town's land use boards including the Planning Board and Board of Appeals.

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

POSITION	FY 18 PROPOSED
Town Planner	1
Assessor (Contracted Position)	
Assistant Town Planner	1
Code Enforcement Officer (CEO)	1
Assistant Code Enforcement Officer	1
Development Staff Clerk	1
Shoreland Resource / Environmental Officer (shared with Hwy)	0.4
Total FTE	5.4

PLANNING FY18 BUDGET

The Planning Department's proposed combined increase is \$25,115, approximately 4.9%. The majority of the increase, \$8,477 is in wages and benefits. The cost increases are associated with a recalculation of the Shoreland Resource/Environmental Officer allocation to Planning (from 0.375 to 0.4) and anticipated increases in employee benefit costs.

Assessing includes a \$10,000 increase for the first phase of a four-phase personal property revaluation effort. The phases will be implemented over four years, and will include onsite inspection of a portion of the town's existing personal property accounts and inspection of all new accounts identified each year. Personal property can be a major source of value and should be revaluated to ensure proper distribution of value-based taxation is maintained.

The Planning division budget includes a proposed \$3,000 increase in Other Professional Services. As the town seeks to support more economic development and improve its planning functions, this amount will provide resources to engage consultants in developing plans, studies, or advising on specific development projects that require a high-level of industry specific expertise.

TOWN OF KITTERY

FY2018 Budget Proposal

Department: PLANNING - PLANNING & CODE ENFORCEMENT

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101721 64006	PLANNER SALARY	71,685	81,065	73,792	75,068	75,254	186	
101710 64005	CODE ENFORCEMENT SALARY	64,917	51,683	62,409	62,549	62,546	(3)	
101721 64010	DEVELOPMENT STAFF CLERK	-	-	-	23,514	22,576	(938)	
101721 64017	ASSISTANT PLANNER	43,580	37,895	37,508	46,279	46,280	1	
101721 64018	ASST CODE ENFORCEMENT OFFICER	45,191	48,069	48,273	49,056	49,057	1	
101721 64020	SHORELAND RESOURCE OFFICER	-	50	13,629	15,591	18,512	2,921	
101710 64030	OVERTIME	1,022	909	760	800	800	-	
101710 64050	MAINE STATE RETIREMENT	6,715	4,391	4,565	10,659	6,487	(4,172)	
101721 64051	ICMA EMPLOYER SHARE	6,962	8,672	10,443	9,698	13,302	3,604	
101710 64060	FICA EMPLOYER SHARE	17,928	17,413	18,078	20,901	21,039	138	
101710 64070	WORKERS COMPENSATION	2,566	2,374	2,998	3,410	3,785	375	
101710 64090	MAJOR MEDICAL INSURANCE	53,550	51,865	59,677	77,778	84,490	6,712	
101721 64091	DENTAL INSURANCE	-	623	1,245	1,245	1,198	(47)	
101710 64092	DISABILITY INSURANCE	1,777	1,444	1,555	2,222	1,920	(302)	
101710 65010	POSTAGE	213	178	298	125	125	-	
101721 65020	TELEPHONE & INTERNET	-	702	1,098	1,320	1,320	-	
101710 65030	TRANSPORTATION	1,411	456	14	1,100	1,100	-	
101710 65040	EDUCATIONAL/MEETING EXPENSES	1,755	785	661	2,350	2,350	-	
101710 65060	PRINTING	2,310	1,110	274	600	600	-	
101710 65080	LEGAL NOTICES & OTHER ADVERTIS	3,318	447	-	-	-	-	
101721 65300	MACHINE & EQUIPMENT MAINT	-	813	1	-	-	-	
101721 65310	VEHICLE MAINTENANCE	-	179	-	500	500	-	
101721 65311	GAS, GREASE & OIL	-	-	526	600	600	-	
101710 65400	LEGAL SERVICES	17,158	14,251	9,724	11,000	10,000	(1,000)	
101721 65480	OTHER PROFESSIONAL SERVICES	2,510	4,010	88	2,000	5,000	3,000	
101721 65521	UNIFORMS	-	-	300	450	450	-	
101710 66010	OFFICE SUPPLIES	952	751	1,013	500	1,000	500	
101710 66020	BOOKS/SUBSCRIPTIONS	853	-	318	900	900	-	
101710 66030	OTHER SUPPLIES	670	273	584	500	500	-	
101721 67510	OFFICE FURNITURE & EQUIPMENT	278	-	642	300	500	200	
TOTAL	PLANNING & CODE ENFORCEMENT	347,322	330,408	350,473	421,015	432,192	11,177	2.7%

TOWN OF KITTERY

FY2018 Budget Proposal

Department: PLANNING - ASSESSING

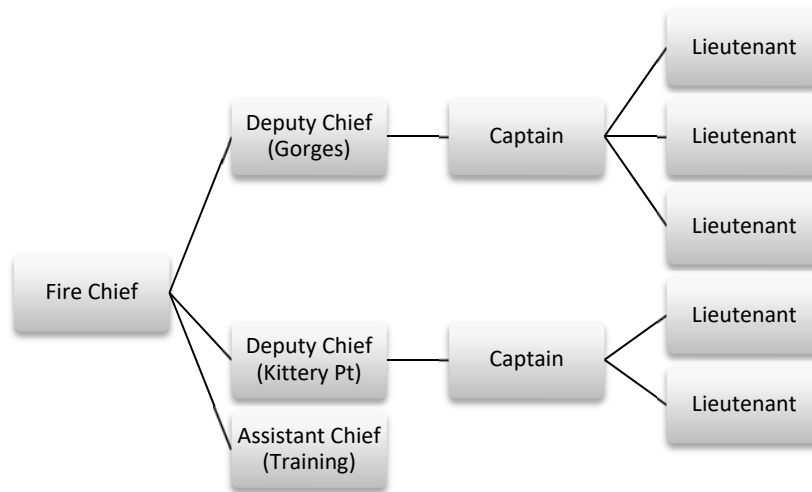
		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101210 64002	ASSESSOR SALARY	80,136	81,555	3,597	-	-	0	
101210 64010	DEVELOPMENT STAFF CLERK	35,922	35,994	30,519	14,110	15,051	941	
101210 64020	PART TIME SALARIES	-	624	-	-	-	0	
							0	
101210 64050	MAINE STATE RETIREMENT	4,859	5,584	319	-	-	0	
101210 64051	ICMA EMPLOYER SHARE	1,759	1,793	819	847	-	(847)	
101210 64060	FICA EMPLOYER SHARE	8,825	9,009	2,637	1,079	1,151	72	
101210 64070	WORKERS COMPENSATION	2,292	1,262	2,041	60	-	(60)	
101210 64090	MAJOR MEDICAL INSURANCE	15,473	15,938	3,361	2,918	-	(2,918)	
101210 64092	DISABILITY INSURANCE	889	889	259	-	-	0	
101210 65010	POSTAGE	387	390	269	400	400	0	
101210 65030	TRANSPORTATION	1,013	386	108	100	250	150	
101210 65040	EDUCATIONAL/MEETING EXPENSES	593	662	242	100	500	400	
101210 65060	PRINTING	770	375	-	300	300	0	
101210 65070	MAPS	3,442	3,636	-	4,000	5,000	1,000	
101210 65410	COMPUTER SERVICES	2,852	6,705	-	8,575	8,000	(575)	
101210 65411	BOARD OF ASSESSMENT REVIEW	630	-	-	200	200	0	
NEW	PERSONAL PROPERTY EVAL. SERVICES	-	-	-	-	10,000	10,000	
101210 65425	VISION INTERNET	-	4,450	3,412	2,250	2,750	500	
101210 65480	OTHER PROFESSIONAL SERVICES	6,882	3,530	62,645	93,825	98,850	5,025	
OLD	UNIFORMS		115	-	-	-	0	
101210 66010	OFFICE SUPPLIES	293	540	334	100	100	0	
101210 66020	BOOKS/SUBSCRIPTIONS	191	265	-	200	200	0	
101210 66035	ABSTRACTS & LIENS TRANSFERS	140	884	558	500	750	250	
TOTAL	ASSESSING	167,347	174,583	111,121	129,564	143,502	13,938	10.8%

FIRE DEPARTMENT

MISSION STATEMENT

The Kittery Fire Department provides cost-effective services for the preservation and protection of life, property, and environment from adverse effects of fire, medical emergencies, natural disasters and other hazardous conditions for those who live, work and travel in and through the Town of Kittery. The Department focuses its efforts by providing rapid, professional and humanitarian service essential to the health, safety and wellbeing of our hometown.

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

The Kittery Fire Department depends upon trained, call staff who responds to emergencies on an as-needed basis, in addition to serving on a regular schedule to stay up-to-date in required trainings, maintain fire facilities and vehicles, and conduct fire prevention outreach efforts.

POSITION	FY 18 PROPOSED
Fire Chief	1
Part-Time Fire Department Staff (paid time/unpaid time)	6.4
Total FTE	7.4

The challenges of staffing a call department are growing and will eventually require a change in staffing models for the Fire Department. The National Volunteer Fire Council reports that the number of volunteer firefighters is declining, while call volume increases. Challenges to attracting and retaining call firefighters include the tremendous time demands required to maintain their skills and be available for responses; employers less willing to allow staff to leave to work in order to respond to calls; volunteers working at greater distances from the community, and the impact on the volunteers' careers and families given the time commitment.

Safe fire response generally requires a minimum of nine firefighters and one incident commander for a total of 10 personnel. In 2016, the town's average firefighter response per call was 10.43 firefighters. The town met that minimum slightly more than half the year.

Month	Firefighters per Call
January	12.4
February	11.3
March	12.2
April	10.5
May	10.3
June	9.6
July	9.0
August	9.9
September	8.9
October	9.6
November	11.5
December	10.5

Considering the day of the week and the time of day for response, the challenges of volunteer firefighting become clearer. The mid-day call response, when volunteers are typically at their full-time or career jobs is consistently lower than the other two time blocks.

Firefighters per Call	12AM - 8AM	8AM - 4PM	4PM - 12PM
Sunday	10.50	9.00	11.40
Monday	11.50	9.50	13.00
Tuesday	9.90	8.70	15.00
Wednesday	9.10	9.80	11.80
Thursday	10.80	8.70	10.60
Friday	9.00	8.10	9.20
Saturday	10.50	9.60	11.00

The FY18 Fire Department budget does not include a change in staffing plans. However, the Fire Chief and Town Manager are monitoring the growing challenge and discussing options for future budgets including potential per diem service to fill gaps in response.

TOWN OF KITTEERY
FY2018 Budget Proposal
Department: FIRE

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101320 64003	FIRE CHIEF SALARY	42,720	44,391	49,167	54,169	52,788	(1,381)	
101320 64020	PART TIME SALARIES	82,377	100,940	142,976	132,318	132,318	-	
101320 64060	FICA EMPLOYER SHARE	9,542	11,146	14,142	14,266	14,161	(105)	
101320 64070	WORKERS COMPENSATION	9,150	7,640	13,854	14,020	15,562	1,542	
101320 64095	ACCIDENT & HEALTH	-	-	1,938	1,938	1,938	-	
101320 65010	POSTAGE	6	10	22	-	-	-	
101320 65020	TELEPHONE & INTERNET	7,354	7,352	7,568	7,071	7,680	609	
101320 65040	EDUCATIONAL/MEETING EXPENSES	1,447	1,223	2,187	1,478	2,034	556	
101320 65045	TRAINING	2,669	4,360	7,646	5,400	5,000	(400)	
101320 65046	HEALTH/PHYSICAL	1,625	1,393	1,486	2,778	2,778	-	
101320 65080	LEGAL NOTICES/OTHER ADVERTISE	-		175	-	-	-	
101320 65200	ELECTRICITY	9,888	9,901	10,958	8,912	10,091	1,179	
101320 65220	WATER	355	254	269	269	293	24	
101320 65230	FUEL OIL	29,995	29,277	25,972	17,672	20,000	2,328	
101320 65250	SEWER	300	305	300	300	300	-	
101320 65300	MACHINE & EQUIPMENT MAINT	15,789	24,852	27,650	22,279	24,529	2,250	
101320 65302	PROTECTIVE & SAFETY EQUIPMENT	2,814	3,162	1,445	3,072	2,892	(180)	
101320 65311	GAS, GREASE & OIL	7,654	8,835	7,079	6,367	7,250	883	
101320 65312	TIRES & TUBES	4,411	1,541	-	-	-	-	
101320 65330	RADIO MAINTENANCE	6,051	5,471	5,451	5,907	5,907	-	
101320 65480	OTHER PROFESSIONAL SERVICES	3,629	3,884	2,011	6,066	7,016	950	
101320 65500	MAINTENANCE OF BLDG/GROUNDS	15,988	16,988	9,687	16,019	15,120	(899)	
101320 66010	OFFICE SUPPLIES	753	499	568	672	672	-	
101320 66020	BOOKS/SUBSCRIPTIONS/DUES	-	224	-	200	200	-	
101320 66040	JANITORIAL SUPPLIES & SERVICES	693	617	418	600	600	-	
101320 67505	EXTINGUISHER MAINTENANCE	-	738	-	300	300	-	
101320 67515	LANTERNS & BATTERIES	627	95	279	200	200	-	
101320 67520	OPERATING EQUIPMENT	4,395	2,260	4,579	4,000	4,000	-	
TOTAL	FIRE	260,231	287,359	337,826	326,273	333,629	7,356	2.3%

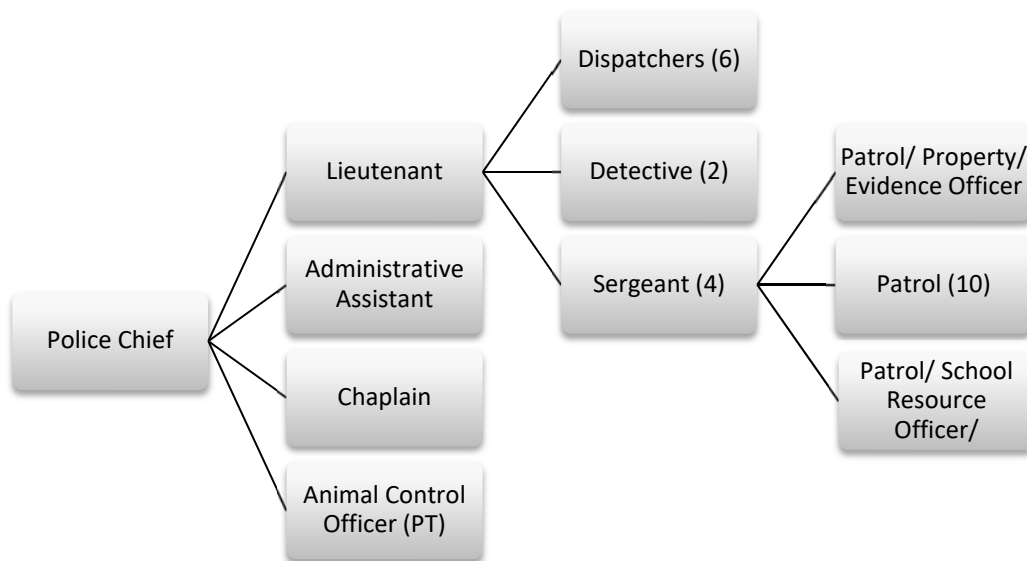
POLICE DEPARTMENT & CIVIL EMERGENCY PREPAREDNESS

MISSION STATEMENT

The mission of the Kittery Police Department is to work in partnership with the community to enforce the law, preserve the peace, and protect the rights, lives, and property of all people. As guardians of the community the Department strives to ensure a high quality of life and accomplish this with respect, fairness, and compassion.

The Department's core values of Strength, Honor, Courage and Integrity will serve as pillars to define the organization and guide it in building partnerships, while representing and protecting Maine's First Town.

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

In FY17 a night supervisor role was created, transitioning a Patrolman to the rank of Sergeant without changing the total number of sworn officers. Additionally, in FY17 the administrative assistant position was adjusted from part-time to a full-time position.

POSITION	PROPOSED FY 18
Police Chief	1
Lieutenant	1
Sergeants (transitioned Patrol to Sergeant in FY17)	4
Detectives	2
Patrolmen	11
School Resource Officer	1
Dispatchers	6
Administrative Assistant (increased to FT in FY17)	1
Animal Control Officer (PT)	.75
Total FTE	27.75

POLICE FY18 BUDGET

The Police Department budget has a proposed \$95,119 increase, approximately 3.3%. The increase includes \$68,837 in wages and benefits encompassing the staffing changes made in FY17, and a \$15,000 increase in overtime.

The salary increase in the Sergeant rank is generally offset by the savings in Patrolmen salaries. An additional \$24,000 is projected for the full-time hours of the Administrative Assistant.

Since at least FY11 the town has spent more than \$145,000 on police overtime. Overtime is necessary for shift coverage, case work, and special events in town. By underfunding overtime, the town has consistently been required to either forego other needs in the department or transfer funds from other accounts. This increase of \$15,000 is expected to more adequately fund the need.

Non-personnel cost increases include \$2,000 to fund additional training opportunities for staff. This may be insufficient with the anticipated full legalization of marijuana retail sales in Maine in calendar 2018. The Police Chief and School Resource Officer are engaged in the town's efforts to evaluate legalized marijuana and develop ordinances, policies, and training guidelines.

A new line is proposed for Armory supplies, to include the annual contractual requirements for ammunition historically carried in "Other Supplies", and additional funding for firearms supplies that expand opportunities for practice and training.

TOWN OF KITTERY
FY2018 Budget Proposal
Department: POLICE

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101310 64002	POLICE CHIEF FT SALARY	-	-	10,962	95,000	97,390	2,390	
101310 64003	POLICE CHIEF SHARED SAL/BENES	85,192	86,486	93,495	-	-	-	
101310 64012	SERGEANTS SALARIES	208,383	207,785	227,748	222,921	297,245	74,324	
101310 64013	SCHOOL RESOURCE OFFICER	44,643	53,973	44,969	61,578	61,565	(13)	
101310 64014	DETECTIVES SALARIES	118,871	120,998	131,235	135,348	133,464	(1,884)	
101310 64015	PATROLMEN SALARIES	615,416	644,862	663,069	698,819	652,886	(45,933)	
101310 64016	DISPATCHER SALARIES	301,057	303,684	290,476	316,944	295,826	(21,118)	
101310 64017	ADMINISTRATIVE ASSISTANT	20,575	18,447	18,904	19,951	43,950	23,999	
101310 64021	MATRON SALARY	925	889	764	575	-	(575)	
101310 64022	ANIMAL CONTROL OFFICER SALARY	29,180	15,105	30,350	30,160	30,160	-	
101310 64023	LIEUTENANT SALARY	74,027	75,443	67,494	69,241	72,500	3,259	
101310 64024	NIGHT DIFFERENTIAL	13,890	14,190	13,304	14,220	14,728	508	
101310 64027	CUSTODIAN WAGES	11,254	13,311	13,004	13,104	13,104	-	
101310 64030	OVERTIME	181,758	187,258	221,551	145,000	160,000	15,000	
101310 64032	DEA OVERTIME	10,414	21,241	21,771	22,000	22,000	-	
101310 64033	SICK TIME BUY BACK	-	-	-	-	2,485	2,485	
101310 64035	OUTSIDE DETAIL	22,515	19,151	8,983	10,000	4,956	(5,044)	
101310 64050	MAINE STATE RETIREMENT	172,161	182,816	210,083	236,403	220,200	(16,203)	
101310 64051	ICMA EMPLOYER SHARE	7,022	6,996	6,828	3,512	10,572	7,060	
101310 64060	FICA EMPLOYER SHARE	123,275	127,051	131,632	140,658	145,523	4,865	
101310 64070	WORKERS COMPENSATION	37,001	33,064	49,584	50,000	55,500	5,500	
101310 64090	MAJOR MEDICAL INSURANCE	321,566	326,436	308,524	389,046	411,713	22,667	
101310 64091	DENTAL INSURANCE	1,245	1,341	1,011	2,491	2,762	271	
101310 64092	DISABILITY INSURANCE	5,566	6,710	5,383	11,553	8,832	(2,721)	
101310 65010	POSTAGE	1,015	471	615	500	500	-	
101310 65020	TELEPHONE & INTERNET	18,401	20,550	21,182	20,460	19,209	(1,251)	
101310 65030	TRANSPORTATION	1,872	1,336	1,090	1,000	1,800	800	
101310 65040	EDUCATIONAL/MEETING EXPENSES	8,698	12,578	8,931	12,000	14,000	2,000	
101310 65060	PRINTING	1,123	758	977	800	600	(200)	
101310 65080	LEGAL NOTICES/OTHER ADVERTISE		127	1,936	200	380	180	
101310 65200	ELECTRICITY	12,157	13,658	18,774	15,000	15,000	-	

TOWN OF KITTEERY
FY2018 Budget Proposal
Department: POLICE

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101310 65220	WATER	381	400	507	515	530	15	
101310 65230	FUEL OIL	9,644	9,278	5,953	4,500	5,400	900	
101310 65240	DUMPSTERS	696	736	749	1,000	750	(250)	
101310 65250	SEWER	260	190	260	400	240	(160)	
101310 65300	MACHINE & EQUIPMENT MAINT	32,195	33,906	32,212	33,532	34,656	1,124	
101310 65310	VEHICLE MAINTENANCE	77,350	80,900	73,822	62,900	32,738	(30,163)	
101310 65311	GAS, GREASE, OIL, & TIRES	-	-	-	-	42,356	42,356	
101310 65420	TECHNICAL SUPPORT	-					-	
101310 65470	DOG EXPENSE	975	1,905	165	300	600	300	
101310 65480	OTHER PROFESSIONAL SERVICES	18,000		2,550	-	625	625	
101310 65500	MAINTENANCE OF BLDG/GROUNDS	3,652	4,490	4,270	3,000	4,400	1,400	
101310 65521	UNIFORMS	15,255	20,977	18,049	19,800	17,000	(2,800)	
101310 65523	K-9 EXPENSES	329	292	638	550	-	(550)	
101310 66010	OFFICE SUPPLIES	4,323	4,494	4,106	4,000	4,000	-	
101310 66020	BOOKS/SUBSCRIPTIONS	4,133	2,732	2,809	2,500	1,555	(946)	
101310 66030	OTHER SUPPLIES	17,841	11,512	13,506	5,000	2,200	(2,800)	
ADD	ARMORY SUPPLIES	-	-	-	-	8,500	8,500	
101310 66040	JANITORIAL SUPPLIES & SERVICES	2,436	1,794	1,673	1,200	1,200	-	
101310 67510	OFFICE FURNITURE & EQUIPMENT	841	1,798	678	500	1,000	500	
101310 67517	BULLET PROOF VESTS	3,984	780	1,234	2,700	9,400	6,700	
TOTAL	POLICE	2,641,498	2,692,903	2,787,809	2,880,881	2,976,000	95,119	3.3%

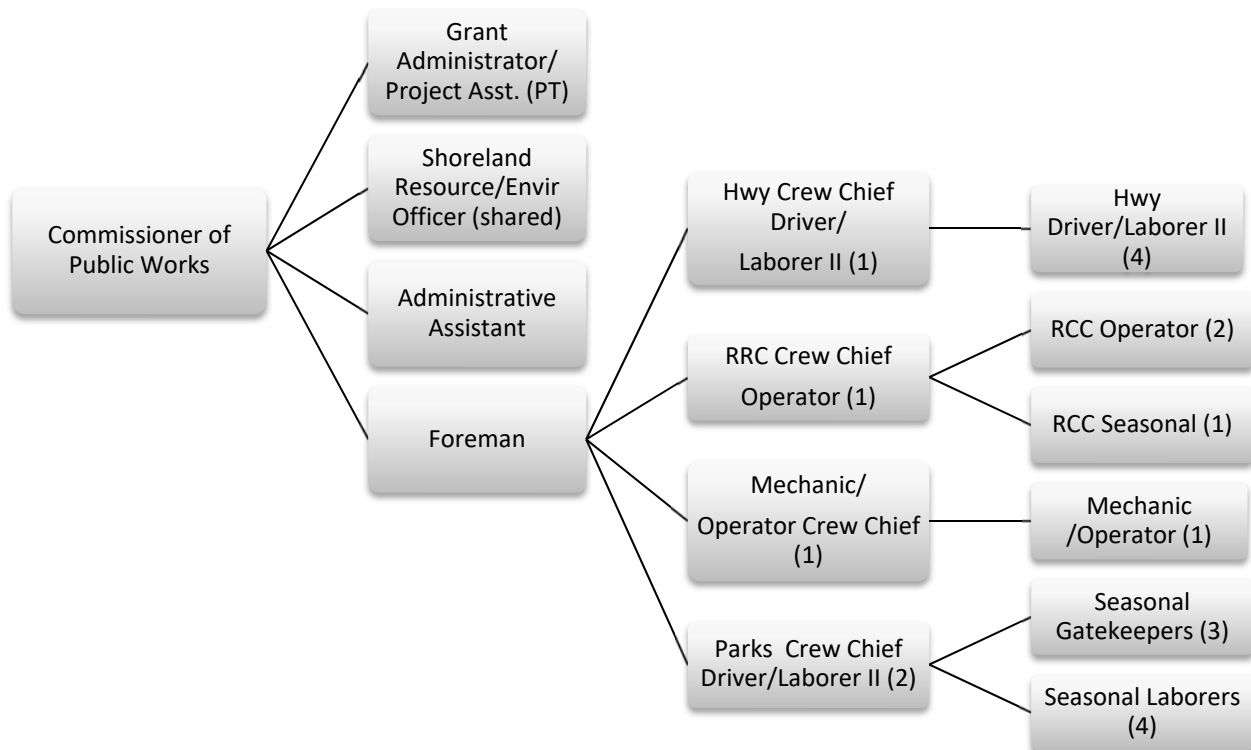
DEPARTMENT OF PUBLIC WORKS

MISSION STATEMENT

The Department endeavors to maintain the town's roadway and drainage infrastructure to enable safe and convenient travel within town; to maintain the town's parks and open spaces for the enjoyment of residents and visitors; and to maintain an efficient means of meeting the town's waste disposal and recovery needs.

The Department of Public Works consists of the Highway, Parks, and the Resource Recovery Center divisions. The Parks division includes maintenance and operation of in-town parks and Fort Foster, Crescent and Seapoint Beaches.

DEPARTMENT ORGANIZATION – PUBLIC WORKS



PUBLIC WORKS- PERSONNEL SUMMARY

POSITION	FY18 PROPOSED
Commissioner of Public Works	1
Administrative Assistant	1
Shoreland Resource Officer/Environmental Officer (shared w/Planning)	0.6
Foreman	1
Mechanic/Operator	2
Hwy Equipment Operators	2
Hwy Driver/Laborer II	5
Parks Driver Laborer II	2
Parks Seasonal	4
RCC Equipment Operators	3
RCC Seasonal*	0.5
Grant Administrator	0.5
Total FTE	21.6

* Seasonal employees work up to 40 hours per week for no more than 38 weeks per year.

PUBLIC WORKS FY18 BUDGET

The proposed Public Works budget represents a combined decrease of \$17,506, approximately 0.77%. Increased costs for regular operations are balanced by lower wages and benefits resulting from retirements in the current fiscal year.

Highway

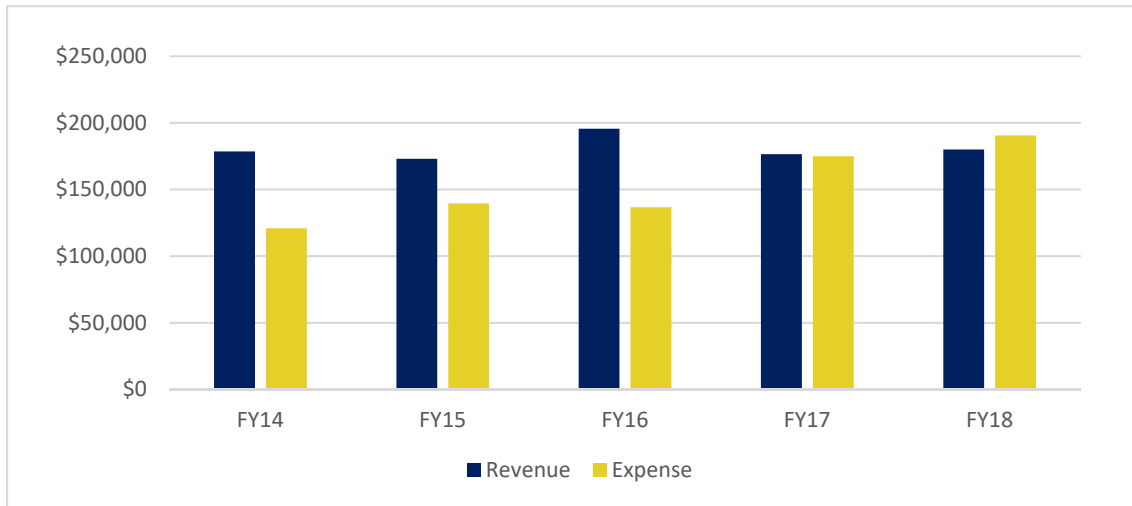
The Highway budget has a \$22,808 increase. The Shoreland Resource Officer/Environmental Officer costs are being moved from the Resource Recover Center division to the Highway division, where it is more appropriately assigned. Other part-time salaries include the Grant Administrator is responsible for tracking, processing and obtaining reimbursement funds from various state-funded infrastructure projects including the Memorial Circle, Whipple Road, and Emery Field. Total wage and benefit costs for Highway are down \$27,511.

Salt is projected to increase \$11,500. Over the past three years the town has had a wide variety of winter weather related operations, from record breaking snow fall to unusually mild winters. The average spending on salt during this time frame has been approximately \$120,000 per year. Total requested for FY18 is \$110,000.

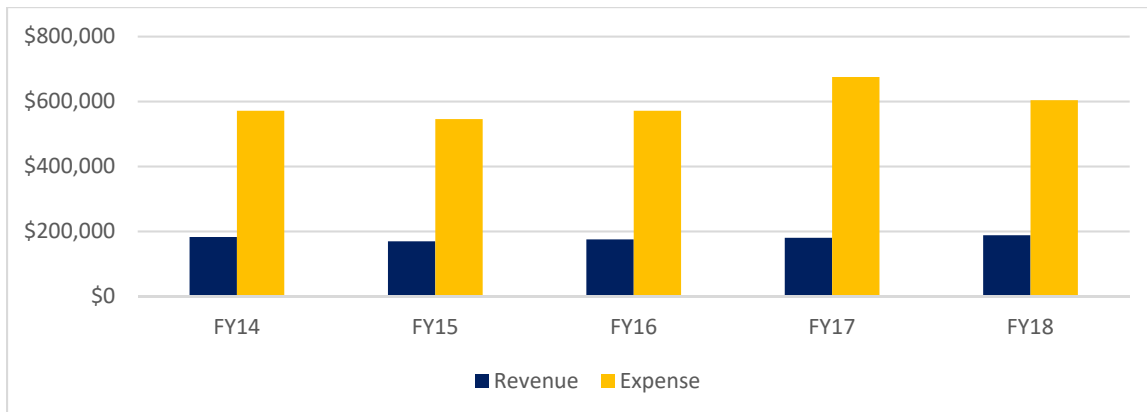
Other Professional Services is increased \$20,000 for rental of equipment and tree removal services needed to catch up on a backlog of work. Proper maintenance of trees reduces future costs and liability.

Parks

Parks is proposed with a \$31,285 increase. The Administration, through discussions with the Parks Commission, is proposing adding another seasonal laborer to Fort Foster. This position will add to the staff presence in the park, assist with rules-monitoring and enforcement, and increase maintenance support. The seasonal personnel will be provided with shirts that identify them as staff to further increase visibility. The Parks Commission agreed to try this approach in lieu of creating Community Service Officers. The addition of seasonal staff will be evaluated as the

FORT FOSTER REVENUE AND EXPENSES**Resource Recovery Center**

The Resource Recovery Center is a revenue generating operation. Resource Recover Center is offsetting the increases in the other two divisions, with a proposed reduction of \$71,598. The savings are the direct result of retirements/turn-over of positions and the reassignment of the Shoreland Resource/Environmental Officer to Highway.

RESOURCE RECOVERY CENTER REVENUES AND EXPENSES

TOWN OF KITTERY
FY2018 Budget Proposal

Department: PUBLIC WORKS - HIGHWAY

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101410 64004	HIGHWAY 35% COMM SALARY	29,271	30,062	31,053	31,951	26,250	(5,701)	
101410 64010	FULL TIME SALARIES	374,299	403,194	406,130	480,740	437,884	(42,856)	
101410 64015	ADMINISTRATIVE ASSISTANT	42,811	43,636	46,122	46,322	46,322	(0)	
101410 64020	PART TIME SALARIES	2,460	-	-	-	49,608	49,608	
101410 64029	OVERTIME - SNOW & STORMS	59,501	85,320	27,505	70,000	70,000	-	
101410 64030	OVERTIME	5,748	3,743	2,166	4,167	5,500	1,333	
101410 64050	MAINE STATE RETIREMENT	31,995	41,845	45,587	54,954	56,207	1,253	
101410 64051	ICMA EMPLOYER SHARE	275	-	-	-	-	-	
101410 64060	FICA EMPLOYER SHARE	37,474	41,631	37,261	44,307	48,621	4,314	
101410 64070	WORKERS COMPENSATION	33,350	30,290	38,574	44,980	49,928	4,948	
101410 64090	MAJOR MEDICAL INSURANCE	151,575	156,430	156,997	179,548	139,358	(40,190)	
101410 64091	DENTAL INSURANCE	851	1,178	1,178	1,018	1,079	61	
101410 64092	DISABILITY INSURANCE	4,925	4,703	4,777	4,888	4,608	(280)	
101410 65010	POSTAGE	131	120	118	400	500	100	
101410 65020	TELEPHONE & INTERNET	4,505	5,101	4,500	3,800	4,000	200	
101410 65030	TRANSPORTATION	284	583	258	750	750	-	
101410 65040	EDUCATIONAL/MEETING EXPENSES	797	1,265	1,440	5,000	5,000	-	
101410 65060	PRINTING	577	580	457	600	600	-	
101410 65080	LEGAL NOTICES/OTHER ADVERTISE	-	-	637	500	1,000	500	
101410 65200	ELECTRICITY	5,998	6,476	5,382	3,200	4,000	800	
101410 65220	WATER	942	421	511	2,000	2,000	-	
101410 65230	FUEL OIL	5,450	6,487	2,042	7,000	7,000	-	
101410 65250	SEWER	300	300	300	300	350	50	
101410 65300	MACHINE & EQUIPMENT MAINT	26,633	19,496	14,703	18,000	18,000	-	
101410 65302	PROTECTIVE & SAFETY EQUIPMENT	1,771	1,307	1,486	2,500	2,500	-	
101410 65303	FACILITY SAFETY INSPECTION EXP	-	-	1,906	1,250	1,250	-	
101410 65310	VEHICLE MAINTENANCE	30,719	14,264	32,807	16,000	16,000	-	
101410 65311	GAS, GREASE & OIL	59,220	56,678	32,085	45,000	48,600	3,600	
101410 65312	TIRES & TUBES	6,326	2,920	6,235	8,000	8,000	-	
101410 65450	TARRING & PATCHING	13,557	8,219	15,768	5,250	6,000	750	
101410 65452	SALT	95,209	143,969	91,489	98,500	110,000	11,500	

TOWN OF KITTERY

FY2018 Budget Proposal

Department: PUBLIC WORKS - HIGHWAY

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101410 65454	SAND	-	1,728	144	2,100	2,100	-	
101410 65456	GRAVEL & FILL	4,382	-	4,595	5,000	5,000	-	
101410 65458	DRAINAGE SUPPLIES	5,313	798	8,271	5,000	5,000	-	
101410 65460	SIGNS	5,433	3,847	8,400	8,500	10,000	1,500	
101410 65462	STRIPING	27,043	24,582	20,392	24,000	30,000	6,000	
101410 65466	SNOW REMOVAL EQUIP/PARTS	28,302	19,605	18,035	18,281	18,300	19	
101410 65480	OTHER PROFESSIONAL SERVICES		1,016	6,037	5,000	25,000	20,000	
101410 65500	MAINTENANCE OF BLDG/GROUNDS	3,087	5,514	4,225	3,000	3,000	-	
101410 65501	OTHER PROF SVCS - STORM / SNOW	1,037	-	-	-	-	-	
101410 65521	UNIFORMS	3,200	4,100	3,673	4,000	4,400	400	
101410 65522	C.D.L PROGRAMS	444	689	453	950	950	-	
101410 66009	SHOP SUPPLIES	23,802	16,649	21,827	13,000	13,000	-	
101410 66010	OFFICE SUPPLIES	856	580	731	800	800	-	
101410 66011	HAND TOOLS	562	160	964	600	600	-	
101410 66020	BOOKS/SUBSCRIPTIONS	602	346	366	500	600	100	
101410 66030	OTHER SUPPLIES	288	156	113	400	400	-	
101410 66040	JANITORIAL SUPPLIES & SERVICES	4,820	5,680	5,629	4,000	6,000	2,000	
101410 67514	PLANT EQUIPMENT	725	-	1,597	1,000	1,000	(0)	
101410 67518	RENTAL EQUIPMENT	-	-	-	200	3,000	2,800	
101410 67520	OPERATING EQUIPMENT	-	-	1,294	1,500	1,500	-	
101410 67540	IMPROVEMENTS TO BLDGS/GROUNDS	-	-	188	2,000	2,000	-	
TOTAL	PUBLIC WORKS - HIGHWAY	1,136,849	1,195,668	1,116,406	1,280,757	1,303,564	22,808	1.8%

TOWN OF KITTEERY
FY2018 Budget Proposal

Department: PUBLIC WORKS - IN TOWN PARKS

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101730 64007	PARKS 10% COMM SALARY	10,430	8,589	8,872	9,129	7,500	(1,629)	
101730 64010	FULL TIME SALARIES	38,143	40,531	43,390	43,743	44,278	535	
101730 64020	PART TIME SALARIES	36,379	28,510	31,314	25,920	28,080	2,160	
101730 64030	OVERTIME	355	248	1,143	624	800	176	
101730 64050	MAINE STATE RETIREMENT	5,976	3,414	4,650	5,082	4,251	(831)	
101730 64060	FICA EMPLOYER SHARE	6,323	5,773	6,233	6,075	6,170	95	
101730 64070	WORKERS COMPENSATION	4,605	2,178	2,198	2,400	2,664	264	
101730 64090	MAJOR MEDICAL INSURANCE	35,272	18,025	18,582	19,291	19,291	-	
101730 64091	DENTAL INSURANCE	78	125	125	79	79	-	
101730 64092	DISABILITY INSURANCE	444	444	444	444	444	-	
101730 65020	TELEPHONE & INTERNET	51	31	-	-	-	-	
101730 65040	EDUCATIONAL/MEETING EXPENSES	-	-	-	200	200	-	
101730 65060	PRINTING	1,036	-	-	-	200	200	
101730 65080	LEGAL NOTICES/OTHER ADVERTISE	-	-	428	250	250	-	
101730 65200	ELECTRICITY	652	903	1,077	-	1,500	1,500	
101730 65220	WATER	1,409	1,607	3,305	3,000	7,000	4,000	
101730 65300	MACHINE & EQUIPMENT MAINT	2,007	1,917	5,202	2,000	2,000	-	
101730 65302	PROTECTIVE & SAFETY EQUIPMENT	525	500	374	250	250	-	
101730 65303	FACILITY SAFETY INSPECTION EXP	-	-	-	625	625	-	
101730 65310	VEHICLE MAINTENANCE	6,320	861	1,778	500	1,000	500	
101730 65311	GAS, GREASE & OIL	6,785	3,604	3,111	4,000	4,000	-	
101730 65312	TIRES & TUBES	1,439	476	259	1,000	1,000	-	
101730 65457	LOAM & SOD	1,810	305	3,684	3,000	3,000	-	
101730 65480	OTHER PROFESSIONAL SERVICES	17,196	22,020	14,767	16,320	25,000	8,680	
101730 65500	MAINTENANCE OF BLDG/GROUNDS	4,340	1,083	1,605	1,000	1,000	-	
101730 65510	PAINTING	79	137	-	-	-	-	
101730 65521	UNIFORMS	400	400	400	400	400	-	
101730 66011	HAND TOOLS	127	127	217	150	150	-	
101730 66030	OTHER SUPPLIES	248	222	259	-	100	100	
101730 66040	JANITORIAL SUPPLIES & SERVICES	46	177	-	100	100	-	
101730 67520	OPERATING EQUIPMENT	-	650	697	1,000	1,000	-	
TOTAL	PUBLIC WORKS - IN TOWN PARKS	182,474	142,858	154,114	146,582	162,332	15,750	10.7%

TOWN OF KITTEERY

FY2018 Budget Proposal

Department: PUBLIC WORKS - FORT FOSTER/SEAPOINT/CRESCENT BEACH

		FY14	FY15	FY16	FY17	FY18		
		ACTUALS	ACTUALS	ACTUALS	BUDGET	PROPOSED	VARIANCE	%
101735 64007	PARKS 15% COMM SALARY	10,478	12,884	13,308	13,693	11,250	(2,443)	
101735 64010	FULL TIME SALARIES	44,185	45,349	46,811	47,175	48,366	1,191	
101735 64020	PART TIME SALARIES	24,953	30,779	19,007	50,000	54,014	4,014	
101735 64030	OVERTIME	852	407	1,395	683	6,500	5,817	
101735 64050	MAINE STATE RETIREMENT	3,422	4,147	5,426	5,847	4,643	(1,204)	
101735 64060	FICA EMPLOYER SHARE	5,979	6,630	5,943	8,534	9,190	656	
101735 64070	WORKERS COMPENSATION	136	1,151	1,939	2,400	2,664	264	
101735 64090	MAJOR MEDICAL INSURANCE	15,298	19,819	20,470	23,575	23,575	-	
101735 64091	DENTAL INSURANCE	444	187	187	187	187	-	
101735 64092	DISABILITY INSURANCE	-	444	444	444	444	-	
101735 65020	TELEPHONE & INTERNET	258	306	377	800	1,400	600	
101735 65040	EDUCATIONAL/MEETING EXPENSES	318	74	160	200	200	-	
101735 65060	PRINTING	1,686	3,040	3,164	2,000	2,500	500	
101735 65080	LEGAL NOTICES/OTHER ADVERTISE	-	-	765	500	500	-	
101735 65200	ELECTRICITY	-	-	-	500	500	-	
101735 65220	WATER	-	-	-	600	600	-	
101735 65300	MACHINE & EQUIPMENT MAINT	785	2,987	487	1,500	1,500	-	
101735 65302	PROTECTIVE & SAFETY EQUIPMENT	318	210	120	250	300	50	
101735 65303	FACILITY SAFETY INSPECTION EXP	-	-	-	625	625	-	
101735 65310	VEHICLE MAINTENANCE	2,150	98	2,846	500	1,000	500	
101735 65311	GAS, GREASE & OIL	1,554	1,842	1,303	2,000	4,000	2,000	
101735 65312	TIRES & TUBES	1,456	-	790	700	700	-	
101735 65480	OTHER PROFESSIONAL SERVICES	1,630	1,117	2,550	1,210	4,000	2,790	
101735 65500	MAINTENANCE OF BLDG/GROUNDS	619	1,483	2,520	4,500	4,500	-	
101735 65510	PAINTING	157	147	262	400	400	-	
101735 65521	UNIFORMS	400	400	400	400	700	300	
101735 66011	HAND TOOLS	12	169	276	150	150	-	
101735 66030	OTHER SUPPLIES	258	443	394	400	900	500	
101735 66040	JANITORIAL SUPPLIES & SERVICES	3,581	5,295	3,165	3,750	3,750	-	
101735 67520	OPERATING EQUIPMENT	-	-	1,557	1,200	1,200	-	
101735 67575	SEAPOINT BEACH	-	96	515	200	200	-	
TOTAL	PUBLIC WORKS - FF/SEAPOINT/CRESCENT	120,928	139,507	136,581	174,923	190,458	15,535	8.9%

TOWN OF KITTERY

FY2018 Budget Proposal

Department: PUBLIC WORKS - RESOURCE RECOVERY CENTER

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101930 64009	SOLID WASTE 40% COMM SALARY	33,372	34,357	35,489	36,515	30,000	(6,515)	
101930 64010	FULL TIME SALARIES	126,043	110,986	114,932	150,861	126,734	(24,127)	
101930 64012	SHORELAND RESOURCE OFFICER	9,845	14,012	16,121	26,585	-	(26,585)	
101930 64020	PART TIME SALARIES	22,509	18,841	15,246	24,396	28,080	3,684	
101930 64030	OVERTIME	6,078	3,944	6,378	3,736	7,000	3,264	
101930 64050	MAINE STATE RETIREMENT	10,404	11,666	14,889	18,781	12,166	(6,615)	
101930 64060	FICA EMPLOYER SHARE	14,661	13,355	13,820	16,990	14,674	(2,316)	
101930 64070	WORKERS COMPENSATION	7,804	1,721	7,457	10,087	11,197	1,110	
101930 64090	MAJOR MEDICAL INSURANCE	46,332	53,393	50,354	69,918	54,195	(15,723)	
101930 64091	DENTAL INSURANCE	134	498	498	498	498	-	
101930 64092	DISABILITY INSURANCE	1,333	1,303	1,185	1,611	1,611	-	
101930 65020	TELEPHONE & INTERNET	1,065	920	872	2,000	2,000	-	
101930 65030	TRANSPORTATION	-	-	-	75	400	325	
101930 65040	EDUCATIONAL/MEETING EXPENSES	160	50	-	1,500	1,500	-	
101930 65060	PRINTING	2,229	166	1,056	3,000	3,000	-	
101930 65080	LEGAL NOTICES/OTHER ADVERTISE	-	-	1,724	-	-	-	
101930 65090	ZERO WASTE PROGRAM EXPENSES	3,291	764	-	2,500	2,500	-	
101930 65200	ELECTRICITY	12,565	12,794	12,963	10,500	11,000	500	
101930 65220	WATER	536	494	512	400	800	400	
101930 65230	FUEL OIL	1,191	529	418	1,230	1,230	-	
101930 65300	MACHINE & EQUIPMENT MAINT	4,572	4,289	4,051	3,500	3,500	-	
101930 65302	PROTECTIVE & SAFETY EQUIPMENT	296	478	589	1,000	1,000	-	
101930 65303	FACILITY SAFETY INSPECTION EXPENSES	-	-	-	1,250	1,250	-	
101930 65311	GAS, GREASE & OIL	11,225	9,389	6,432	10,000	10,000	-	
101930 65312	TIRES & TUBES	3,820	288	-	3,000	3,000	-	
101930 65480	OTHER PROFESSIONAL SERVICES	236,479	236,058	254,032	239,000	239,000	-	
101930 65500	MAINTENANCE OF BLDG/GROUNDS	2,815	3,644	1,765	10,000	10,000	-	
101930 65521	UNIFORMS	1,700	1,200	1,600	1,200	2,000	800	

TOWN OF KITTERY
FY2018 Budget Proposal
Department: PUBLIC WORKS - RESOURCE RECOVERY CENTER

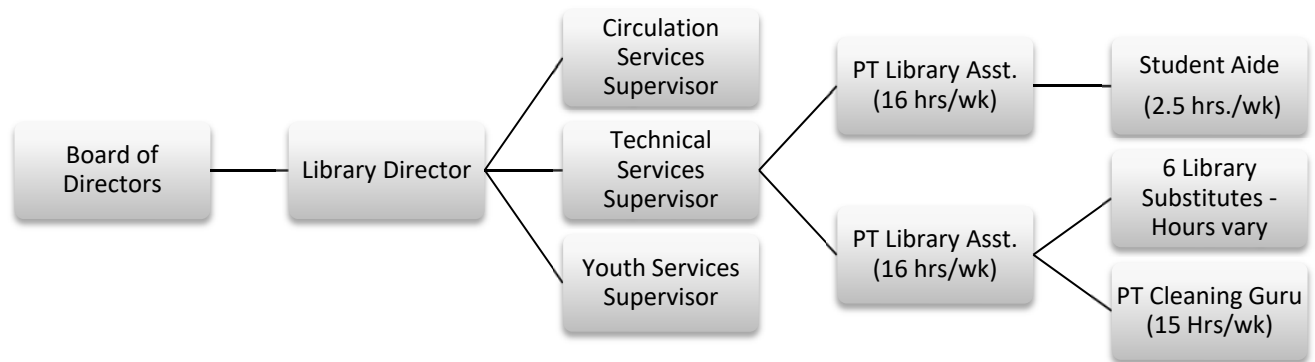
		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101930 66009	SHOP SUPPLIES	4,693	3,818	2,484	3,500	3,500	-	
101930 66010	OFFICE SUPPLIES	156	177	330	250	250	-	
101930 66011	HAND TOOLS	-	113	-	200	200	-	
101930 66030	OTHER SUPPLIES	8	88	12	250	250	-	
101930 66040	JANITORIAL SUPPLIES & SERVICES	381	561	417	1,000	1,200	200	
101930 67516	PLANT EQUIPMENT MAINTENANCE	5,716	5,896	5,696	12,500	12,500	-	
101930 67553	ASPHALT SURFACE MAINTENANCE	-	-	-	7,500	7,500	-	
TOTAL	PUBLIC WORKS - RESOURCE RECOVERY C	571,414	545,790	571,321	675,333	603,735	(71,598)	-10.6%

RICE PUBLIC LIBRARY

MISSION STATEMENT

The Rice Public Library is a separate entity from the municipal organization and is supported by town funding. The mission of the Rice Public Library is to promote literacy and lifelong learning in a welcoming environment, assure access to local, national, and global resources for all individuals, offer a collection that reflects the varying interests of our community through a variety of print, electronic, digital, and emerging media, address the educational and cultural interests of the community, and collect, preserve, and disseminate Kittery and regional historical information

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

POSITION	FY 18 PROPOSED
Library Director	1
Circulation Services Supervisor	1
Technical Services Supervisor	1
Youth Services Supervisor	1
PT Library Assistants (2, 16 Hrs./week)	.8
Library Substitutes	
Library Student Page (2 hrs./week, unfilled)	
Volunteers	
Total FTE	4.8

RICE PUBLIC LIBRARY FY18 BUDGET

The Rice Public Library is a wholly separate 501(c)(3) non-profit organization that serves the town. The town provides the majority of funding for the Library. FY18 budget proposes a \$10,000 increase in funding. Total town funding represents 93% of Library's revenues, down from 94% in FY17.

RICE PUBLIC LIBRARY
FY2018 Budget Proposal

	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
INCOME					
Dividends	1,000	1,300	1,300	-	
Interest	300	350	300	(50)	
Town Subsidy	448,412	457,380	467,380	10,000	
Annual Appeal	7,000	12,000	13,000	1,000	
Fines, Fees, Grants, Other	15,000	18,000	18,000	-	
Parking Lot Rent	3,000	3,600	3,600	-	
Non-Resident Fees	200	200	300	100	
TOTAL INCOME	474,912	492,830	503,880	11,050	2.2%
EXPENSES					
Books, Magazines, Newspapers	42,000	47,430	46,000	(1,430)	
E-Books	1,050	3,000	2,000	(1,000)	
Audiovisual/DVD	19,500	19,000	17,000	(2,000)	
Copier Lease	3,500	3,800	3,800	-	
Insurance	9,000	9,500	9,000	(500)	
Building Repairs	12,000	15,000	15,000	-	
Telephone	1,250	1,250	1,250	-	
Electricity	5,000	6,700	7,300	600	
Fuel Oil	8,000	8,000	9,000	1,000	
Water & Sewer	1,400	1,500	1,550	50	
Supplies	6,500	6,000	6,000	-	
Postage	2,000	2,200	2,500	300	
Debt Service	-	-	-	-	
Office Equipment	3,100	3,800	3,740	(60)	
Building & Grounds Maintenance	27,000	24,000	25,000	1,000	
Miscellaneous	500	-	-	-	
Technology	9,000	9,000	9,300	300	
Library Programs	8,000	16,000	16,000	-	
Delivery Service	500	650	1,560	910	
Benefits	50,612	50,000	55,500	5,500	
Payroll Taxes	18,000	18,000	18,480	480	
Gross Payroll	235,000	235,000	241,400	6,400	
Continuing Education	1,000	2,000	1,500	(500)	
Bookkeeping, Bank & Audit Charges	11,000	11,000	11,000	-	
TOTAL OPERATING EXPENSES	474,912	492,830	503,880	11,050	2.2%

HARBORMASTER – KITTERY PORT AUTHORITY

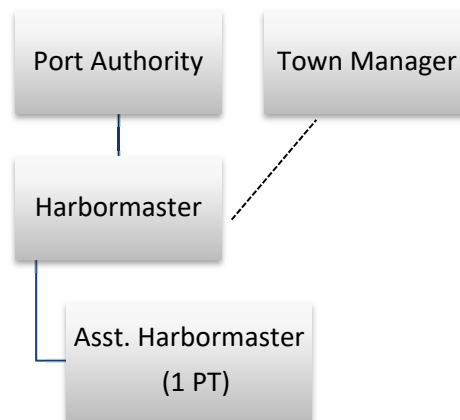
MISSION STATEMENT

The Kittery Port Authority (KPA) is a separate governmental entity that is responsible for maintenance and development of the port, harbor and navigable tidal waters within the jurisdiction of the town. The KPA's mission is to foster and stimulate commercial and recreational use of these areas; providing aid in the development of salt water fisheries and associated industries; and providing the safest marine environment to the boating public through enforcement of all applicable laws and ordinances.

The Kittery Port Authority establishes fees and fines which are collected by the town and used to support the Harbormaster budget and associated capital expenditures.

DEPARTMENT ORGANIZATION

The Port Authority, through the Chairperson, supervises the Harbormaster. Through an agreement between the Kittery Port Authority and the town, the Harbormaster position is administered by the town, and is represented below. The Harbormaster also works closely with the Police Department and Maine Marine Patrol.



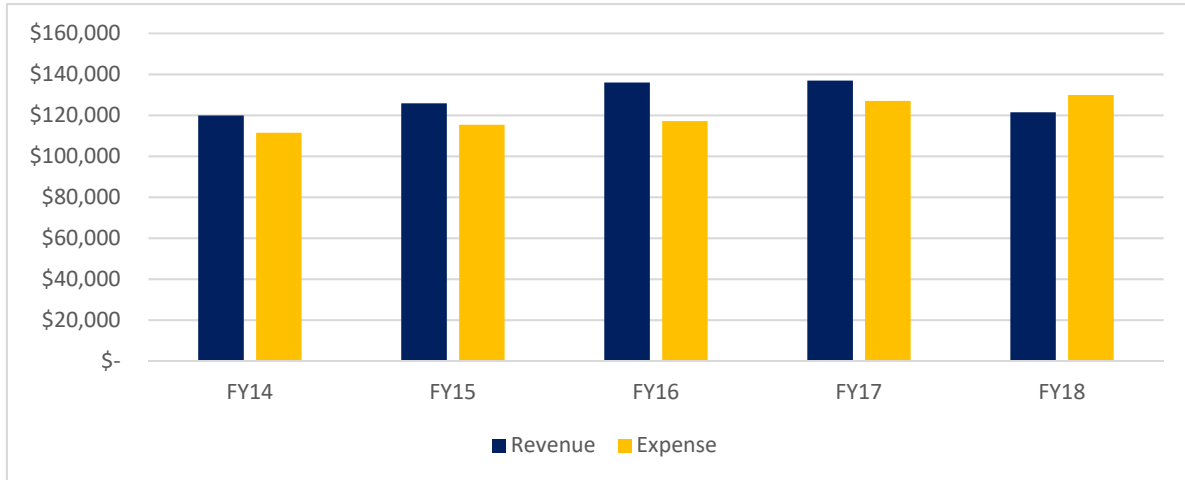
PERSONNEL SUMMARY

POSITION	FY 18 PROPOSED
Harbormaster	1
Assistant Harbormaster	0.5
Total FTE	1.5

The KPA manages and maintains 3 town facilities and over 600 mooring sites in the Piscataqua River and the Isle of Shoals.

HARBORMASTER – KITTERY PORT AUTHORITY FY18 BUDGET

The Harbormaster budget is proposed to increase \$2,909, approximately 2.3%. Savings in wages will be partially offset by increases in employee benefits. The transition from the Seapro to a new more appropriately-sized and newer boat at the end of FY17 will result in savings in maintenance and repair into the next year.

HARBORMASTER REVENUES AND EXPENSES

TOWN OF KITTERY

FY2018 Budget Proposal

Department: KITTERY PORT AUTHORITY

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101840 64010	HARBOR MASTER FULL TIME SALARI	50,000	49,615	51,044	51,125	50,000	(1,125)	
101840 64020	PART TIME SALARIES	15,366	15,816	15,716	15,000	10,000	(5,000)	
101840 64030	OVERTIME	-	32	-	-	-	-	
101840 64050	MAINE STATE RETIREMENT	-	2,678	4,543	4,857	4,800	(57)	
101840 64060	FICA EMPLOYER SHARE	5,138	4,896	4,940	5,059	4,590	(469)	
101840 64070	WORKERS COMPENSATION	4,987	3,192	3,995	4,000	4,440	440	
101840 64090	MAJOR MEDICAL INSURANCE	-	6,522	8,243	9,236	18,798	9,562	
101840 64091	DENTAL INSURANCE	-	285	380	380	1,198	818	
101840 64092	DISABILITY INSURANCE	-	296	444	444	384	(60)	
101840 65010	POSTAGE	125	13	135	100	100	-	
101840 65020	TELEPHONE & INTERNET	383	1,558	863	1,000	1,000	-	
101840 65030	TRANSPORTATION	1,800	490	365	500	500	-	
101840 65080	LEGAL NOTICES/OTHER ADVERTISE	555	1,067	-	500	-	(500)	
101840 65200	ELECTRICITY	1,054	1,248	1,426	1,500	1,800	300	
101840 65220	WATER	113	164	269	300	300	-	
101840 65240	DUMPSTERS/TRASH REMOVAL	-	516	814	1,300	1,300	-	
101840 65250	SEWER	-	370	1,785	3,200	-	(3,200)	
101840 65305	BOAT EQUIPMENT MAINTENANCE	2,241	2,377	1,223	1,500	750	(750)	
101840 65311	GAS, GREASE & OIL	852	667	583	1,000	1,000	-	
101840 65452	SAFETY	2,795	181	130	1,000	1,000	-	
101840 65460	SIGNS	559	140	104	1,000	500	(500)	
101840 65461	TRASH REMOVAL	989	-	-	-	-	-	
101840 65462	RIGGING	3,097	7,227	7,681	6,500	6,500	-	
101840 65463	SANITATION	650	772	465	700	3,900	3,200	
101840 65467	CONTRACTED SERVICES	9,380	-	-	-	-	-	
101840 65469	SECURITY	113	20	83	500	-	(500)	
101840 65470	PROFESSIONAL DEVELOPMENT	889	450	875	500	550	50	
101840 65480	OTHER PROFESSIONAL/CONTRACTED	842	3,214	1,092	2,500	2,500	-	

TOWN OF KITTERY
FY2018 Budget Proposal
Department: KITTERY PORT AUTHORITY

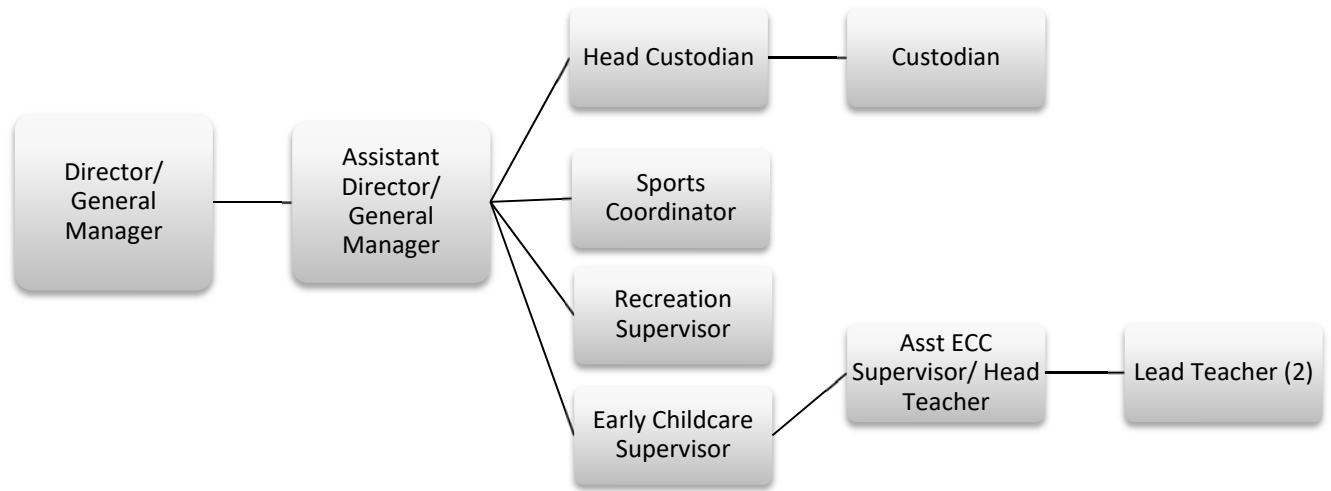
		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101840 65500	MAIN BLDG/GROUNDS WHARVES/HARBOR	-	2,116	991	2,500	3,000	500	
101840 65521	UNIFORMS	322	299	59	300	500	200	
101840 65550	PUBLIC OFFICIALS LIABILITY INS	2,575	2,575	2,575	2,575	2,575	-	
101840 65551	MARINE OPERATORS LIAB INS	5,661	6,092	5,385	6,150	6,150	-	
101840 66010	OFFICE SUPPLIES	994	229	578	1,250	1,250	-	
101840 66040	JANITORIAL SUPPLIES & SERVICES	-	224	425	500	500	-	
TOTAL	KITTERY PORT AUTHORITY	111,482	115,343	117,209	126,976	129,885	2,909	2.3%

KITTERY COMMUNITY CENTER (KCC)/ RECREATION DEPARTMENT

MISSION STATEMENT

The Kittery Recreation/Community Center provides recreation activities and services that contribute to the physical, emotional and social well-being of Kittery citizens. Through this mission, it provides lifelong leisure experiences for all ages that assist in contributing to a full and meaningful way of life.

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

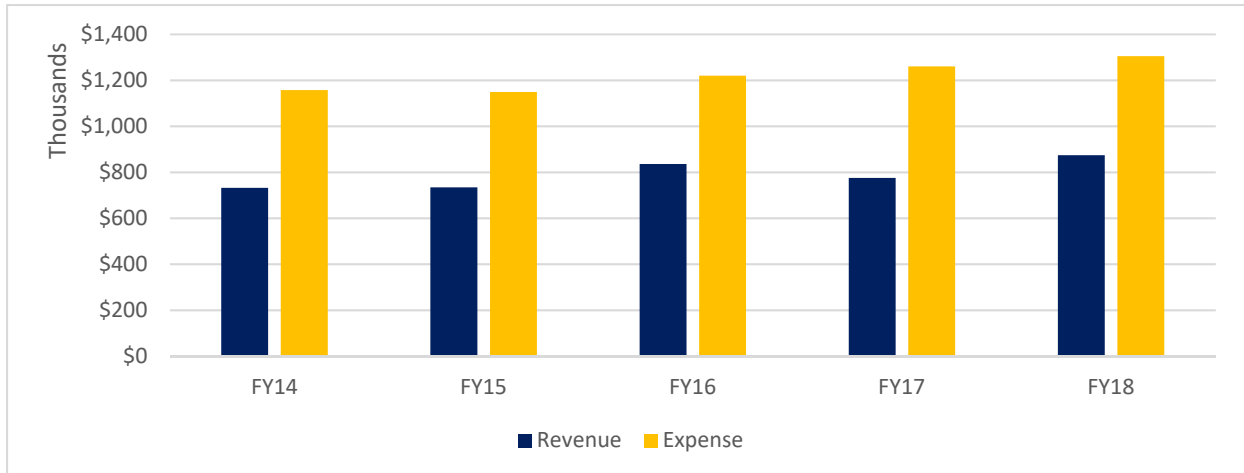
The majority of KCC staff work part-time with hours ranging from 15 to 29 per week. Reception, SAFE afterschool staff, custodians and all but four preschool employees are part time. Additional part-time staff are being added in FY18 for a new preschool program.

POSITION	FY18 PROPOSED
Director/ General Manager	1
Assistant Director/General Manager	1
Recreation Supervisor	1
Sports Coordinator	1
Early Childcare Supervisor	1
Assistant Early CC Supervisor/Head Teacher	1
Lead Teacher	2
Head Custodian	1
FT Custodian	1
PT Custodians	1
Receptionists	2
Preschool	2
SAFE	2
Total FTE	17

KITTERY COMMUNITY CENTER/RECREATION DEPARTMENT FY18 BUDGET

The KCC/Recreation budget is proposed to increase \$45,051, approximately 3.6%. The increase is primarily the result of the addition of another preschool program in fall of 2017. The program is already fully booked and contributes over \$72,000 in additional revenues.

The Adventure Adolescent Camp increase of \$5,500 will be used to expand the field trip options for this popular summer program.

RECREATION DEPARTMENT REVENUES AND EXPENSES

TOWN OF KITTERY
FY2018 Budget Proposal
Department:

RECREATION

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101830 64008	RECREATION DIRECTOR SALARY	73,284	74,680	77,996	78,561	78,561	0	
101830 64009	ASST DIRECTOR/GEN MGR	52,667	53,694	56,668	56,971	56,969	(2)	
101830 64010	EARLY CHILDHOOD SUPERVISOR	37,904	39,436	38,831	41,038	41,036	(2)	
101830 64012	RECREATION SUPERVISOR	41,480	42,307	44,310	44,907	44,908	1	
101830 64013	ASST EARLY CHILDCARE SUPER	11,400	31,655	33,045	33,114	33,126	12	
101830 64014	LEAD TEACHERS	9,256	26,420	56,154	57,408	57,408	-	
101830 64015	SPORTS COORDINATOR	32,456	33,080	34,378	35,026	35,134	108	
101830 64024	FT CUSTODIAN	41,045	41,842	77,169	78,940	84,387	5,447	
101830 64030	OVERTIME	-	-	-	5,000	5,000	-	
101830 64016	RECEPTIONISTS	42,601	46,142	48,586	45,000	48,047	3,047	
101830 64017	BOOKKEEPER/SECRETARY	19,432	17,685	19,009	20,390	20,390	-	
101830 64018	KITCHEN/CAFE/EVENT COORD	5,736	921	-	-	-	-	
101830 64020	PT SAFE SCHOOL YEAR SALARIES	26,186	32,203	24,929	25,000	20,000	(5,000)	
101830 64021	SAFE SUMMER SALARIES	48,846	36,153	28,964	33,500	30,000	(3,500)	
101830 64023	ADVENTURE SUMMER STAFF	7,185	9,509	11,152	12,500	12,500	-	
101830 64025	PRE-SCHOOL STAFF SALARIES	122,490	95,620	84,291	75,000	116,873	41,873	
101830 64026	INSTRUCTORS STIPENDS	22,807	18,786	24,040	15,000	20,000	5,000	
101830 64027	CUSTODIAN WAGES/part time	56,157	54,279	31,993	38,215	30,798	(7,417)	
101830 64028	THEATRE TECHNICIANS	180	1,000	840	1,000	1,000	-	
101830 64050	MAINE STATE RETIREMENT	17,612	25,332	35,327	38,215	41,427	3,212	
101830 64060	FICA EMPLOYER SHARE	48,644	48,614	51,430	56,858	56,315	(543)	
101830 64070	WORKERS COMPENSATION	13,666	12,366	14,769	16,500	18,315	1,815	
101830 64090	MAJOR MEDICAL INSURANCE	94,155	131,774	142,778	160,000	158,067	(1,933)	
101830 64091	DENTAL INSURANCE	783	742	742	775	758	(17)	
101830 64092	DISABILITY INSURANCE	2,834	3,418	4,209	4,443	4,443	-	
101830 65010	POSTAGE	1,220	1,846	1,717	1,500	1,500	-	
101830 65020	TELEPHONE & INTERNET	4,958	5,045	5,168	5,000	5,000	-	
101830 65030	TRANSPORTATION	4,357	2,758	937	1,500	1,000	(500)	
101830 65060	PRINTING	11,638	6,142	7,423	8,500	7,800	(700)	
101830 65080	LEGAL NOTICES/OTHER ADVERTISE	-	-	1,221	-	-	-	
101830 65200	ELECTRICITY / UTILITIES	32,470	34,078	41,813	36,000	42,000	6,000	
101830 65220	WATER	2,447	2,423	2,999	2,300	3,090	790	

TOWN OF KITTERY
FY2018 Budget Proposal
Department:

RECREATION

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
101830 65230	NATURAL GAS	48,289	52,755	27,946	50,000	40,000	(10,000)	
101830 65250	SEWER	1,250	2,040	2,187	2,040	2,300	260	
101830 65300	MACHINE & EQUIPMENT MAINT	18,652	(978)	4,810	11,000	9,000	(2,000)	
101830 65310	VEHICLE MAINTENANCE	2,943	2,175	1,138	400	1,000	600	
101830 65478	PROGRAM SERVICES	4,735	6,013	5,885	8,000	8,000	-	
101830 65480	OTHER PROFESSIONAL SERVICES	-	-	-	-	3,000	3,000	
101830 65500	MAINTENANCE OF BLDG/GROUNDS	10,818	9,109	29,245	13,000	13,000	-	
101830 65600	FIELD TRIPS	1,160	-	-	-	-	-	
101830 65610	SAFE SCHCOOL YEAR PROGRAM EXP	4,735	2,845	2,362	4,000	4,000	-	
101830 65615	SAFE SUMMER PROGRAM EXPENSES	24,766	21,502	14,922	20,000	20,000	-	
101830 65620	ADVENTURE ADOLESCENT CAMP	4,674	11,869	12,956	12,500	18,000	5,500	
101830 65630	INSTRUCTORS-CONTRACTED	4,187	2,089	4,727	2,500	2,500	-	
101830 65640	SPECIAL EVENTS	12,503	11,672	8,395	10,000	10,000	-	
101830 65650	SENIOR PROGRAMS	11,162	5,798	5,597	7,000	7,000	-	
101830 65670	TEAM EXPENSE	8,329	8,910	6,905	8,000	8,000	-	
101830 65680	PRESCHOOL PROGRAM EXPENSES	9,534	12,301	14,637	10,000	10,000	-	
101830 65801	CONTRACTED SERVICES	48,889	32,616	32,097	39,000	39,000	-	
101830 65802	ANNEX UTILITIES	33,261	10,559	8,529	5,000	5,000	-	
101830 65803	MISCELLANEOUS	7,884	12,739	12,189	9,080	9,080	-	
101830 66010	OFFICE SUPPLIES	3,943	3,825	3,433	3,500	3,500	-	
101830 66030	OTHER SUPPLIES	826	1,885	9,366	4,000	4,000	-	
101830 66031	THEATRE SUPPLIES	-	-	-	2,000	2,000	-	
101830 66040	JANITORIAL SUPPLIES & SERVICES	9,366	9,740	9,653	11,000	11,000	-	
TOTAL	RECREATION	1,157,803	1,149,416	1,219,866	1,260,181	1,305,232	45,051	3.6%

COMMUNITY AGENCIES

MISSION STATEMENT

Through Community Agencies the town seeks to provide funding for non-profit agencies that provide support services for the town and enrich the lives of the residents of Kittery.

COMMUNITY AGENCIES FY18 BUDGET

Three new requests were received for FY18, and one regular request, Visiting Nurses of Southern Maine, was not submitted. The Harborside Garden Club maintains the town's gardens at Town Hall, Traip Academy, and a number of local parks. Maine Public is seeking support for their ongoing television and radio programs serving the state. Southern Maine Veterans' Memorial Cemetery Association is responsible for the beautification of the Southern Maine Veterans' Cemetery owned by the State of Maine. The cemetery provides a respectful final resting place for those who served in our armed forces.

TOWN OF KITTERY

FY2018 Budget Proposal

Department: COMMUNITY AGENCIES

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 ADJ BUDGET	FY18 PROPOSED	VARIANCE	%
101540 65468	KIDS FREE TO GROW	-	500	-	-	-	-	
101540 65479	FAIR TIDE	-	500	1,000	1,500	1,600	100	
101540 65482	AIDS RESPONSE SEACOAST	965	965	965	965	965	-	
101540 65483	AMERICAN RED CROSS	483	-	-	500	500	-	
101540 65484	BIDDEFORD FREE CLINIC	97	-	100	-	-	-	
101540 65487	CARING UNLIMITED	965	965	965	1,000	1,000	-	
101540 65492	YORK COUNTY COMMUNITY ACTION	2,076	2,500	2,500	2,500	2,500	-	
101540 65495	VISITING NURSES OF SO MAINE	2,000	2,000	2,000	2,000	-	(2,000)	
101540 65496	YORK COUNTY SHELTERS	724	700	500	-	500	500	
101540 65497	SO MAINE AREA AGENCY ON AGING	965	1,200	1,300	1,300	1,300	-	
101540 65499	CROSSROADS HOUSE	1,500	1,500	2,000	2,000	2,000	-	
OLD	OTHER	2,500	3,000	2,500	-	-	-	
NEW	GARDEN CLUB	-	-	-	-	300	300	
NEW	MAINE PUBLIC	-	-	-	-	100	100	
NEW	SO MAINE VETERANS MEMORIAL CEMETE	-	-	-	-	1,000	1,000	
TOTAL	COMMUNITY AGENCIES	12,275	13,830	13,830	11,765	11,765	-	0%

SCHOOL DEPARTMENT

The Kittery School Department is organized under the authority of the elected School Committee, who relies upon the Superintendent to manage the day-to-day operations of the department.

At the time of this budget submittal, the School Committee is comprised of the following members:

- David Batchelder, Chair
- Julie Dow, Vice Chair
- Kimberly Bedard
- John Driscoll
- Anne Gilbert
- Rhonda Pomerleau
- Jonathan Rivers

In contrast to other Town Department budgets that are submitted for final approval by Town Council, the School Department's annual budget is subject to a three-step process: the School Committee must vote on its recommended budget, the Town Council must vote to place the School Committee's submittal on the Town warrant, and final approval of the budget is subject to direct vote at the June election.

SCHOOL DEPARTMENT FY18 BUDGET

	PROPOSED FY18
Regular Instruction	6,570,215
Special Education	3,552,580
Career & Technical Education	5,048
Other Instruction	340,080
Student & Staff Support	1,712,412
System Administration	536,539
School Administration	1,124,149
Transportation & Buses	541,769
Facilities Maintenance	1,361,914
Debt Service & Other Commitments	815,103
All Other Expenditures	115,200
Total School Expenses	\$16,675,009
Less School Revenue	1,727,808
Total Tax Appropriation	\$14,947,201

ADULT EDUCATION

"Adult education" means an education program primarily operated for individuals beyond the compulsory school age that is administered by school administrative units through a career pathways and service system and that, except as provided in section 8602-B, includes intake, assessment, advising, instruction and individual learning plans; is guided by data management and analysis, annual monitoring and annual professional development plans; uses appropriately certified staff; is designed to meet identified local needs; makes use of partnerships and alignment with workforce development, postsecondary institutions and support services; and offers at least 3 of the following:

- Basic literacy instruction or instruction in English as a Second Language*
- High school completion courses*
- College transition courses*
- Enrichment courses*
- Adult workforce training and retraining*
- Adult career and technical education.

**offered by Kittery Adult Education*

YEAR-TO-DATE SNAPSHOT

Academics/College Transitions	Collaborations	Enrichment
<p><u>74 Academic Students:</u></p> <ul style="list-style-type: none"> ▪ 21 High School Diploma ▪ 17 HiSET ▪ 4 Maine College Transitions ▪ 31 English Language Learners ▪ 5 Credit Recovery <p><u>12 Academic Classes</u></p> <ul style="list-style-type: none"> ▪ English ▪ Chemistry ▪ Marine Biology ▪ US History (Tandberg) ▪ HiSET Prep ▪ Workplace Math ▪ Independent Study ▪ English Language Learning ▪ Prep for Citizenship ▪ Additional 9 classes offered in collaboration with Marshwood Adult & Community Education <p><u>9 Academic Teachers</u> All hold current Maine Teacher Certifications as required by Statute</p> <p><u>8 Volunteer Tutors</u> Tutoring in Math/Reading/ELL</p> <p><u>15 Students Expected to Graduate</u></p> <ul style="list-style-type: none"> ▪ 8 HiSET ▪ 7 High School Diploma 	<p><u>Local</u></p> <ul style="list-style-type: none"> ▪ Rice Public Library ▪ Kittery Land Trust ▪ Kittery Historical & Naval Museum ▪ Wood Island Life Saving Station Association ▪ Seacoast Science Center ▪ Marshwood Adult Ed ▪ Noble Adult Ed ▪ KCC ▪ Portsmouth Naval Shipyard <p><u>Workplace Agencies and Initiatives</u></p> <ul style="list-style-type: none"> ▪ Vocational Rehabilitation ▪ Workforce Solutions <ul style="list-style-type: none"> ○ Youth Program ○ Adult Employment Services ▪ TechHire Maine ▪ Coastal Counties Workforce, Inc. ▪ Maine Career Center - Springvale ▪ York County Adult Education Programs 	<p><u>1179 Enrichment Students</u></p> <p><u>72 Enrichment Instructors</u></p> <p><u>184 Enrichment Classes Offered</u></p> <ul style="list-style-type: none"> ▪ 140 Ran ▪ 44 Cancelled <ul style="list-style-type: none"> ○ 8 Instructor ○ 36 Low Enrollment <p><u>Enrichment Classes Offered</u></p> <ul style="list-style-type: none"> ▪ Arts/Crafts ▪ Certificates (ex. Boating) ▪ Cooking ▪ Languages <ul style="list-style-type: none"> ○ Spanish ○ Italian ○ German ▪ Lectures ▪ Life Transitions ▪ Music ▪ Technology ▪ Wellness ▪ ETC

Line		FY17	FY18	Difference
1	Workforce Training			
2	Salaries - Professionals	\$1,300.00	\$1,300.00	
3	Salaries - ACC Pathways Advisor	\$7,000.00	\$12,000.00	\$5,000.00
4	Tutor NH Charitable	\$0.00	\$0.00	
5	Benefits - Tutor	\$0.00	\$0.00	
6	FICA - Professionals	\$18.85	\$99.45	\$80.60
7	FICA - OTHER/ACCPA	\$535.50	\$918.00	\$382.50
8	Retirement - Professionals	\$43.68	\$51.61	\$7.93
9	Work Comp - Professionals	\$7.15	\$7.02	(\$0.13)
10	Work Comp - Reg EES/ACCPA	\$38.50	\$64.80	\$26.30
11	Education Speaker	\$0.00	\$0.00	
12	Supplies - Instructional	\$100.00	\$100.00	
13	Books - Workforce	\$100.00	\$100.00	
14	WT Total	\$9,143.68	\$14,640.88	\$5,497.20
15				
16	High School Completion			
17	Salaries - Professionals	\$7,920.00	\$7,920.00	
18	Salaries -ACC Pathways Advisor	\$4,000.00	\$9,697.00	\$5,697.00
19	FICA - Professionals	\$114.84	\$114.84	\$0.00
20	FICA - Other Employees/ACCPA	\$306.00	\$741.82	\$435.82
21	Retirement - Professionals	\$266.11	\$314.42	\$48.31
22	Work Comp - Professionals	\$43.56	\$42.77	(\$0.79)
24	Work Comp - Other/ACCPA	\$22.00	\$52.36	\$30.36
23	Supplies - eCASAS Tests (500)	\$0.00	\$870.00	\$870.00
25	HSC Total	\$12,672.51	\$19,753.21	\$7,080.70
26				

Line		FY17	FY18	Difference
27	Local Literacy			
28	Salaries - Professionals	\$1,000.00	\$1,000.00	
29	FICA - Professionals	\$14.50	\$14.50	
30	Retirement - Professionals	\$33.60	\$39.70	\$6.10
31	Work Comp - Professionals	\$5.50	\$5.40	(\$0.10)
32	LL Total	\$1,053.60	\$1,059.60	\$6.00
33				
34	Administration			
35	Asst. Director Salaries	\$48,467.85	\$49,437.21	\$969.36
36	Clerical Salaries	\$5,512.50	\$5,932.47	\$419.97
37	(Assist) Director Health Benefit	\$7,705.40	\$8,185.44	\$480.04
38	FICA - Admin	\$702.78	\$716.84	\$14.06
39	FICA - Clerical	\$421.71	\$453.83	\$32.12
40	Retirement - Asst Director	\$1,628.52	\$1,962.66	\$334.14
41	Tuition - Admin	\$1,000.00	\$1,000.00	
42	Work Comp - Admin	\$269.20	\$266.96	(\$2.24)
43	Work Comp - Reg EE	\$0.00	\$0.00	
44	Work Comp - Other	\$140.00	\$10.60	\$129.40
45	Prof Services - Adult	\$0.00	\$0.00	
44	EE Train & Develop	\$200.00	\$200.00	
46	Professional Services (LJR)	\$36,491.18	\$37,265.14	\$773.96
47	Copier Service Agreement	\$165.20	\$165.20	
48	Copier Lease	\$200.00	\$200.00	
49	Postage	\$1,350.00	\$1,350.00	
50	Telephone	\$350.00	\$400.00	\$50.00
51	Online Software Apps	\$300.00	\$300.00	
52	Advertising	\$250.00	\$2,500.00	\$2,250.00
53	Printing	\$2,332.00	\$2,332.00	
54	Travel - Reg	\$500.00	\$500.00	
55	Travel - Professional Dev	\$550.00	\$550.00	
56	Travel – State Meetings	\$0.00	\$0.00	

Line		FY17	FY18	Difference
57	Supplies	\$700.00	\$700.00	
58	Food- Adult Ed Admin	\$200.00	\$200.00	
59	Tech Supplies	\$250.00	\$250.00	
60	Supplies - Graduation	\$225.00	\$225.00	
61	Tech Equipment >\$5K	\$0.00	\$0.00	
62	Tech Equipment <\$5K	\$1,000.00	\$1,000.00	
63	Tech Hardware <\$5K	\$2,000.00	\$2,000.00	
64	Dues and Fees	\$2,500.00	\$2,500.00	
65	GED Fees	\$0.00	\$0.00	
66	Unemployment-Special Items	\$0.00	\$0.00	
67	Admin Total	\$115,411.34	\$120,603.35	\$5,142.01
68	SUBTOTAL	\$138,281.13	156,057.04	\$17,775.91
69				
70	Enrichment			
71	Salaries - Professionals			
72	Salaries - Enrichment	\$6,000.00	\$6,000.00	
73	FICA - Professionals	\$0.00	\$0.00	
74	FICA - Enrichment	\$459.00	\$459.00	
75	Retirement - Enrichment	\$0.00	\$50.00	\$50.00
76	Work Comp - Professional	\$0.00	\$0.00	
77	Work Comp - Enrichment	\$33.00	\$32.40	- .60
78	Prof Services - Adult Ed	\$14,000.00	\$14,000.00	
79	ENRICHMENT SUBTOTAL	\$20,492.00	\$20,541.40	\$49.40
80				
81	EXPENSE TOTALS	\$158,773.13	\$176,598.44	\$17,825.31
82				
83				
84				
85	State Subsidy	\$36,670.13	\$37,864.75	\$1,194.75

Line		FY17	FY18	Difference
86	Carry Forward - Adult Ed (FY 15 and FY 16)	\$15,000.00	\$22,943.55	\$8,083.26
87	Enrichment Fees	\$33,000.00	\$33,000.00	
88	Local Funds	\$73,103.00	\$80,590.14	\$7,487.14
89	Fees from Other Schools	\$0.00	\$0.00	
90	Adult Ed Fees	\$0.00	\$0.00	
91	Donations from Private Sources	\$1,000.00	\$2,200	\$1,200
92	Private Grants	\$0.00	\$0.00	
93	REVENUE TOTALS	\$158,773.13	\$176,598.44	\$17,825.31

*Please note that Adult Education has no unfunded liability account.

SEWER ENTERPRISE FUND

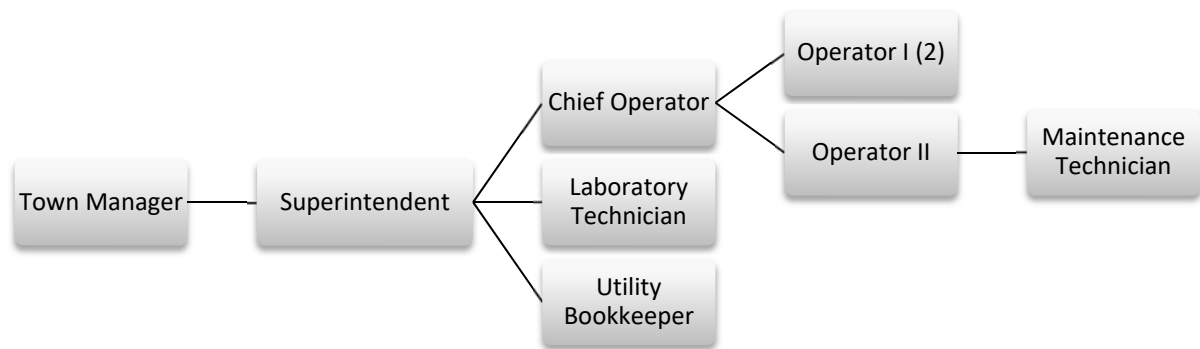
MISSION STATEMENT

The Kittery Sewer Department was created as an enterprise fund in 1969. An enterprise fund is separate from the town's General Fund in that its expenses are not borne by the taxpayers; but rather a proportional fee charged to those who are connected to a sewer line. The fund is designed to be self-supporting, with the sewer rate directly tied to departmental expenses.

Kittery is proactive in keeping the 23 miles of sewer lines, 400 manhole structures, 24 pump stations and the treatment facility, maintained and compliant to Maine DEP requirements.

The Town of Kittery's Wastewater service provides sanitary sewer service for over 2000 residents. It works to eliminate ground water contamination and protect local waterways by providing treatment and disinfection of waste water.

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

POSITION	FY 18 PROPOSED
Town Manager (75% paid by Administration Budget)	0.25
Superintendent	1
Chief Operator	1
Operator 1	2
Operator 2	1
Laboratory Technician	1
Utility Bookkeeper	1
Maintenance Technician	1
TOTAL, FTE	8.25

SEWER ENTERPRISE FY18 BUDGET

Generally, the sewer revenues have been meeting or slightly exceeding expenses. With plenty of treatment capacity at the plant, the department is seeking to add new customers to the existing mainline service. The town's waste water system currently serves Kittery, and parts of Eliot and York. A rate increase has not been implemented in nine years.

In 2015 the department embarked on a large expansion project designed to address untreated discharge, expand service to areas currently utilizing only septic systems, and address plant and pump station upgrades serving the Portsmouth Navy Shipyard. The project is partially funded through sewer betterments assessed on the newly served customers and the Portsmouth Navy Shipyard. The remainder of the project is to be funded by the department. The initial payments on the debt service were in FY17.

Based on present projections, the annual operating revenue plus anticipated scheduled betterment assessment payments are not projected to be sufficient to cover annual operating cost estimates inclusive of debt service. Reviewing expenditures, there is no readily identifiable costs that can be reduced or cut to make up the approximately \$193,613 projected shortfall. The initial ten-year projection for the fund shows a growing annual deficit. It is clear the dry summer of 2016 impacted revenues and new connections will grow the revenue base in the near future.

Because these factors need greater review and monitoring, the Administration is not proposing increasing rates at this time. The budget includes \$193,613 in unbilled revenue to offset the operating deficit. Approximately \$100,000 will come from the surplus contingency on the expansion project, which is now eligible for release. The remaining will be transferred from Sewer Reserves. The amount transferred will increase or decrease depending on actual revenue generation in FY18.

A detailed ten-year fund projection will be developed in the coming year, and from that a long-range rate plan for Council consideration.

Overall, the Sewer Enterprise budget is proposed with a total increase of \$24,569, approximately 1.0%. At the time of publication, the administration is in negotiations with the Technical unit representing the employees of the Sewer Department. As a result, a line has been added, titled Salary & Position Adjustment, to account for anticipated cost increases resulting from the negotiated annual wage increases. The line item is projected based on salary, overtime, FICA, and retirement cost increases resulting from customary percentage-based cost-of-living adjustments.

TOWN OF KITTERY
FY2018 Budget Proposal

Department: **SEWER REVENUE**

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
6000 43210	SEWER LIEN FEES		-	3,666	-	-	-	
6000 43220	PENALTY INTEREST		-	12,137	-	5,000	5,000	
6000 45001	REVENUE US NAVY	408,142	450,839	491,049	580,695	580,695	-	
6000 45002	REVENUE US NAVY HOUSING	97,303	89,666	88,690	93,590	93,590	-	
6000 45003	REVENUE OTHER	39,955	29,432	15,285	137,371	40,000	(97,371)	
6000 45004	REVENUE TOWN OF ELIOT	75,777	149,602	184,297	177,138	217,292	40,154	
6000 45005	REVENUE NEW SEWER	1,057,307	990,809	1,162,405	1,187,079	1,229,399	42,320	
6000 45006	EXPANSION ASSESSMENT REVENUE	-	-	-	79,000	64,000	(15,000)	
6000 45007	SEWER INTEREST REVENUE	2,337	3,195	626	-	-	-	
6000 45008	UNBILLED REVENUE SEWER	-	911	-	-	193,613	193,613	
REVENUE	SEWER REVENUE	1,680,821	1,714,454	1,958,154	2,254,873	2,423,589	168,716	7.5%
EXPENSES		1,462,678	1,643,675	1,674,319	2,399,021	2,423,589	24,569	1.0%

TOWN OF KITTERY
FY2018 Budget Proposal

Department: SEWER GENERAL OPERATING

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602702 64010	SEWER LINES LABOR	16,039	15,012	19,115	14,775	15,095	320	
602702 65480	OTHER PROF SERV/CONTRACT SERV	8,809	13,859	15,995	22,050	22,050	-	
602702 66300	SUPPLIES - SEWER LINES	2,015	6,606	18,759	4,500	4,500	-	
TOTAL	SEWER LINES	26,863	35,477	53,869	41,325	41,645	320	1%
602710 64010	PUMP STATION # 1 LABOR	1,910	2,751	2,350	2,274	2,323	49	
602710 65200	PUMP STATION # 1 ELECTRICITY	4,423	4,836	5,143	4,000	5,000	1,000	
602710 65480	PUMP STATION # 1 CONTRACTOR SE	677	1,883	1,656	1,000	1,000	-	
602710 65930	PUMP STATION # 1 ALARM	218	297	267	260	260	-	
602710 66300	PUMP STATION # 1 SUPPLIES	23	-	3	50	50	-	
602710 66320	PUMP STATION # 1 PARTS	344	237	1,105	450	450	-	
TOTAL	PUMP STATION # 1	7,595	10,003	10,524	8,034	9,083	1,049	13%
602711 64010	PUMP STATION # 2 LABOR	3,552	2,426	2,146	4,548	4,647	98	
602711 65200	PUMP STATION # 2 ELECTRICITY	2,701	3,120	3,380	3,800	3,800	-	
602711 65480	PUMP STATION # 2 CONTRACTOR SE	677	5,760	6,251	900	900	-	
602711 65930	PUMP STATION # 2 ALARM	219	297	268	220	300	80	
602711 66300	PUMP STATION # 2 SUPPLIES	23	-	-	100	100	-	
602711 66320	PUMP STATION # 2 PARTS	576	5,624	5,370	500	500	-	
TOTAL	PUMP STATION # 2	7,748	17,227	17,415	10,068	10,247	178	2%
602712 64010	PUMP STATION # 3 LABOR	3,508	4,710	3,698	3,032	3,098	66	
602712 65200	PUMP STATION # 3 ELECTRICITY	1,691	2,052	1,669	1,980	2,000	20	
602712 65480	PUMP STATION # 3 CONTRACTOR SE	3,285	1,955	2,485	6,951	6,000	(951)	
602712 65930	PUMP STATION # 3 ALARM	219	297	268	260	260	-	
602712 66300	PUMP STATION # 3 SUPPLIES	366	67	-	25	50	25	
602712 66320	PUMP STATION # 3 PARTS	351	1,161	1,119	650	650	-	
TOTAL	PUMP STATION # 3	9,420	10,241	9,239	12,898	12,058	(840)	-7%

TOWN OF KITTERY
FY2018 Budget Proposal

Department: SEWER GENERAL OPERATING

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602713 64010	PUMP STATION # 4 LABOR	4,062	2,521	2,678	2,274	2,323	49	
602713 65200	PUMP STATION # 4 ELECTRICITY	1,501	1,489	1,442	1,104	1,450	346	
602713 65480	PUMP STATION # 4 CONTRACTOR SE	1,071	1,116	1,793	1,200	1,200	-	
602713 65930	PUMP STATION # 4 ALARM	219	297	268	260	300	40	
602713 66300	PUMP STATION # 4 SUPPLIES	23	-	-	25	25	-	
602713 66320	PUMP STATION # 4 PARTS	750	241	537	650	650	-	
TOTAL	PUMP STATION # 4	7,626	5,664	6,718	5,513	5,948	435	8%
602714 64010	PUMP STATION # 5 LABOR	2,626	1,895	2,276	2,274	2,323	49	
602714 65200	PUMP STATION # 5 ELECTRICITY	1,737	921	1,534	1,400	1,400	-	
602714 65480	PUMP STATION # 5 CONTRACTOR SE	677	1,883	1,656	700	1,100	400	
602714 65930	PUMP STATION # 5 ALARM	219	297	268	260	260	-	
602714 66300	PUMP STATION # 5 SUPPLIES	23	-	-	50	50	-	
602714 66320	PUMP STATION # 5 PARTS	677	237	537	450	450	-	
TOTAL	PUMP STATION # 5	5,958	5,233	6,271	5,134	5,583	449	9%
602715 64010	PUMP STATION # 6 LABOR	19,838	16,915	17,092	6,065	6,196	131	
602715 65200	PUMP STATION # 6 ELECTRICITY	10,816	24,236	15,107	16,000	16,000	-	
602715 65220	PUMP STATION # 6 WATER	901	689	1,215	1,000	1,000	-	
602715 65315	PUMP STATION GENERATOR FUEL	364	-	372	800	800	-	
602715 65480	PUMP STATION # 6 CONTRACTOR SE	2,081	12,425	8,741	4,584	4,725	141	
602715 65930	PUMP STATION # 6 ALARM	219	297	398	260	260	-	
602715 66300	PUMP STATION # 6 SUPPLIES	35	246	-	1,000	1,000	-	
602715 66320	PUMP STATION # 6 PARTS	104	2,186	554	3,050	3,050	-	
TOTAL	PUMP STATION # 6	34,357	56,994	43,480	32,759	33,031	272	1%

TOWN OF KITTERY
FY2018 Budget Proposal

Department: SEWER GENERAL OPERATING

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602716 64010	PUMP STATION # 7 LABOR (ELIO	14,889	11,201	20,304	4,548	4,647	98	
602716 65200	PUMP STATION # 7 ELECTRICITY (5,091	4,896	5,396	4,860	4,860	-	
602716 65220	PUMP STATION # 7 WATER (ELIOT	200	205	215	200	230	30	
602716 65315	PUMP STATION GENERATOR FUEL	405	-	336	425	425	-	
602716 65480	PUMP STATION # 7 CONTRACTOR SE	1,516	8,351	5,029	4,784	4,784	-	
602716 65930	PUMP STATION # 7 ALARM (ELIOT	219	297	268	260	270	10	
602716 66300	PUMP STATION # 7 SUPPLIES (EL	23	60	100	50	50	-	
602716 66320	PUMP STATION # 7 PARTS (ELIOT	215	6,021	723	1,550	1,550	-	
TOTAL	PUMP STATION # 7 (ELIOT)	22,558	31,031	32,372	16,677	16,816	138	1%
602717 64010	PUMP STATION # 8 LABOR	6,327	5,238	6,195	6,065	6,196	131	
602717 65200	PUMP STATION # 8 ELECTRICITY	8,329	11,146	11,882	10,000	10,000	-	
602717 65220	PUMP STATION # 8 WATER	584	597	793	1,200	1,000	(200)	
602717 65315	PUMP STATION GENERATOR FUEL	226	-	327	250	300	50	
602717 65480	PUMP STATION # 8 CONTRACTOR SE	4,729	10,223	2,274	8,850	8,850	-	
602717 65930	PUMP STATION # 8 ALARM	219	297	268	260	280	20	
602717 66300	PUMP STATION # 8 SUPPLIES	85	-	-	500	500	-	
602717 66320	PUMP STATION # 8 PARTS	1,130	2,637	509	2,050	2,050	-	
TOTAL	PUMP STATION # 8	21,628	30,136	22,247	29,175	29,176	1	0%
602718 64010	PUMP STATION # 9 LABOR	5,074	2,615	3,787	6,065	6,196	131	
602718 65020	PUMP STATION #9 TELEPHONE	460	578	853	400	600	200	
602718 65200	PUMP STATION # 9 ELECTRICITY	8,162	8,093	8,736	10,000	10,000	-	
602718 65220	PUMP STATION # 9 WATER	200	204	272	225	225	-	
602718 65315	PUMP STATION GENERATOR FUEL	-	-	-	500	500	-	
602718 65480	PUMP STATION # 9 CONTRACTOR SE	7,790	5,699	3,148	6,060	6,060	-	
602718 65930	PUMP STATION # 9 ALARM	219	297	268	260	280	20	
602718 66300	PUMP STATION # 9 SUPPLIES	2,763	70	95	100	120	20	
602718 66320	PUMP STATION # 9 PARTS	3,099	343	47	850	850	-	
TOTAL	PUMP STATION # 9	27,767	17,898	17,205	24,460	24,831	371	2%

TOWN OF KITTERY
FY2018 Budget Proposal

Department: SEWER GENERAL OPERATING

		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602719 64010	PUMP STATION #10 LABOR	2,173	2,479	4,278	2,274	2,323	49	
602719 65200	PUMP STATION #10 ELECTRICITY	1,319	988	1,057	500	500	-	
602719 65480	PUMP STATION #10 CONTRACTOR SE	677	1,462	2,967	900	1,000	100	
602719 65930	PUMP STATION #10 ALARM	219	297	268	260	260	-	
602719 66300	PUMP STATION #10 SUPPLIES	23	-	26	25	50	25	
602719 66320	PUMP STATION #10 PARTS	-	315	7,006	250	500	250	
TOTAL	PUMP STATION #10	4,410	5,542	15,602	4,209	4,633	424	10%
602720 64010	PUMP STATION #11 LABOR	1,959	1,837	2,560	2,274	2,323	49	
602720 65200	PUMP STATION #11 ELECTRICITY	832	1,626	1,544	1,000	1,000	-	
602720 65480	PUMP STATION #11 CONTRACTOR SE	2,098	2,497	2,482	1,000	1,000	-	
602720 65930	PUMP STATION #11 ALARM	219	297	268	260	260	-	
602720 66300	PUMP STATION #11 SUPPLIES	23	-	22	25	25	-	
602720 66320	PUMP STATION #11 PARTS	344	465	553	550	550	-	
TOTAL	PUMP STATION #11	5,475	6,722	7,429	5,109	5,158	49	1%
602721 64010	PUMP STATION #12 LABOR	3,418	4,003	1,637	2,274	2,323	49	
602721 65200	PUMP STATION #12 ELECTRICITY	1,198	882	1,321	700	700	-	
602721 65480	PUMP STATION #12 CONTRACTOR SE	677	1,955	4,004	700	1,000	300	
602721 65930	PUMP STATION #12 ALARM	219	297	268	260	260	-	
602721 66300	PUMP STATION #12 SUPPLIES	23	-	49	25	25	-	
602721 66320	PUMP STATION #12 PARTS	344	253	4,421	400	400	-	
TOTAL	PUMP STATION #12	5,879	7,389	11,699	4,359	4,708	349	8%
602722 64010	PUMP STATION #13 LABOR	3,408	5,581	2,372	4,548	4,647	98	
602722 65200	PUMP STATION #13 ELECTRICITY	5,664	5,483	5,798	4,700	5,700	1,000	
602722 65480	PUMP STATION #13 CONTRACTOR SE	5,257	5,958	1,831	2,000	2,000	-	
602722 65930	PUMP STATION #13 ALARM	219	297	268	260	260	-	
602722 66300	PUMP STATION #13 SUPPLIES	23	-	-	50	50	-	
602722 66320	PUMP STATION #13 PARTS	601	5,465	297	750	750	-	
TOTAL	PUMP STATION #13	15,172	22,784	10,565	12,308	13,407	1,098	9%

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		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602723 64010	PUMP STATION #14 LABOR	2,194	1,444	4,082	2,274	2,323	49	
602723 65200	PUMP STATION #14 ELECTRICITY	792	977	762	750	750	-	
602723 65480	PUMP STATION #14 CONTRACTOR SE	677	2,304	4,472	650	650	-	
602723 65930	PUMP STATION #14 ALARM	294	297	268	260	260	-	
602723 66300	PUMP STATION #14 SUPPLIES	23	-	-	25	25	-	
602723 66320	PUMP STATION #14 PARTS	762	237	4,644	475	400	(75)	
TOTAL	PUMP STATION #14	4,742	5,259	14,228	4,434	4,408	(26)	-1%
602724 64010	PUMP STATION #15 LABOR	1,681	1,565	1,666	2,274	2,323	49	
602724 65200	PUMP STATION #15 ELECTRICITY	685	422	605	828	600	(228)	
602724 65480	PUMP STATION #15 CONTRACTOR SE	677	1,883	1,907	1,000	1,000	-	
602724 65930	PUMP STATION #15 ALARM	219	297	268	260	260	-	
602724 66300	PUMP STATION #15 SUPPLIES	23	-	-	25	25	-	
602724 66320	PUMP STATION #15 PARTS	677	237	537	450	400	(50)	
TOTAL	PUMP STATION #15	3,962	4,404	4,983	4,837	4,608	(229)	-5%
602725 64010	PUMP STATION #16 LABOR	2,179	1,902	1,668	2,274	2,323	49	
602725 65200	PUMP STATION #16 ELECTRICITY	858	645	875	700	700	-	
602725 65480	PUMP STATION #16 CONTRACTOR SE	802	2,316	1,656	700	700	-	
602725 65930	PUMP STATION #16 ALARM	219	297	268	260	260	-	
602725 66300	PUMP STATION #16 SUPPLIES	23	-	-	25	25	-	
602725 66320	PUMP STATION #16 PARTS	687	241	537	475	475	-	
TOTAL	PUMP STATION #16	4,768	5,400	5,003	4,434	4,483	49	1%
602726 64010	PUMP STATION #17 LABOR	2,154	953	2,134	2,274	2,323	49	
602726 65200	PUMP STATION #17 ELECTRICITY	819	449	974	800	800	-	
602726 65480	PUMP STATION #17 CONTRACTOR SE	677	1,116	4,829	700	700	-	
602726 65930	PUMP STATION #17 ALARM	219	297	268	260	260	-	
602726 66300	PUMP STATION #17 SUPPLIES	23	-	46	25	25	-	
602726 66320	PUMP STATION #17 PARTS	677	249	3,896	525	525	-	
TOTAL	PUMP STATION #17	4,569	3,065	12,147	4,584	4,633	49	1%

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		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602727 64010	PUMP STATION #18 LABOR	1,407	1,329	1,745	2,274	2,323	49	
602727 65200	PUMP STATION #18 ELECTRICITY	1,251	1,284	715	1,368	700	(668)	
602727 65480	PUMP STATION #18 CONTRACTOR SE	677	1,883	1,656	1,368	1,368	-	
602727 65930	PUMP STATION #18 ALARM	219	302	268	260	260	-	
602727 66300	PUMP STATION #18 SUPPLIES	23	-	-	25	25	-	
602727 66320	PUMP STATION #18 PARTS	700	237	537	650	650	-	
TOTAL	PUMP STATION #18	4,277	5,034	4,921	5,945	5,326	(619)	-10%
602728 64010	PUMP STATION #19 LABOR	1,220	1,001	2,137	2,274	2,323	49	
602728 65200	PUMP STATION #19 ELECTRICITY	608	628	347	415	415	-	
602728 65480	PUMP STATION #19 CONTRACTOR SE	677	1,741	2,348	900	900	-	
602728 65930	PUMP STATION #19 ALARM	219	292	368	260	260	-	
602728 66300	PUMP STATION #19 SUPPLIES	23	-	-	25	25	-	
602728 66320	PUMP STATION #19 PARTS	-	149	7,225	450	450	-	
TOTAL	PUMP STATION #19	2,747	3,811	12,425	4,324	4,373	49	1%
602729 64010	PUMP STATION #20 LABOR	1,081	998	2,240	2,274	2,323	49	
602729 65200	PUMP STATION #20 ELECTRICITY	111	133	527	110	200	90	
602729 65480	PUMP STATION #20 CONTRACTOR SE	677	974	2,461	600	600	-	
602729 65930	PUMP STATION #20 ALARM	219	297	268	260	260	-	
602729 66300	PUMP STATION #20 SUPPLIES	24	-	-	25	25	-	
602729 66320	PUMP STATION #20 PARTS	-	133	1,908	250	250	-	
TOTAL	PUMP STATION #20	2,112	2,536	7,404	3,519	3,658	139	4%
602730 64010	PUMP STATION #21 LABOR	2,814	2,899	3,028	3,032	3,098	66	
602730 65200	PUMP STATION #21 ELECTRICITY	2,103	2,415	2,805	2,034	2,400	366	
602730 65480	PUMP STATION #21 CONTRACTOR SE	677	1,883	1,334	550	550	-	
602730 65930	PUMP STATION #21 ALARM	219	297	268	260	260	-	
602730 66300	PUMP STATION #21 SUPPLIES	22	-	-	25	25	-	
602730 66320	PUMP STATION #21 PARTS	344	241	1,062	450	450	-	
TOTAL	PUMP STATION #21	6,179	7,734	8,497	6,351	6,783	432	7%

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		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602731 64010	PUMP STATION # 22 LABOR	-	-	25	4,548	4,647	98	
602731 65200	PUMP STATION # 22 ELECTRICITY	-	-	329	1,600	1,200	(400)	
602731 65480	PUMP STATION # 22 CONTRACTED	-	-	-	550	600	50	
602731 65930	PUMP STATION # 22 ALARM	-	-	44	260	260	-	
602731 66300	PUMP STATION # 22 SUPPLIES	-	-	-	25	25	-	
602731 66320	PUMP STATION # 22 PARTS	-	-	-	450	500	50	
TOTAL	PUMP STATION #22	-	-	398	7,433	7,232	(202)	-3%
602732 64010	PUMP STATION # 23 LABOR	-	-	25	2,274	2,323	49	
602732 65200	PUMP STATION # 23 ELECTRICITY	-	-	396	1,600	1,600	-	
602732 65480	PUMP STATION # 23 CONTRACTED	-	-	-	550	550	-	
602732 65930	PUMP STATION #23 ALARM	-	-	44	260	260	-	
602732 66300	PUMP STATION #23 SUPPLIES	-	-	-	25	25	-	
602732 66320	PUMP STATION # 23 PARTS	-	-	-	450	450	-	
TOTAL	PUMP STATION #23	-	-	465	5,159	5,208	49	1%
602733 64010	PUMP STATION # 24 LABOR	-	-	-	3,032	3,098	66	
602733 65200	PUMP STATION # 24 ELECTRICITY	-	-	460	1,600	600	(1,000)	
602733 65480	PUMP STATION # 24 CONTRACTED	-	-	-	550	550	-	
602733 65930	PUMP STATION # 24 ALARM	-	-	44	260	260	-	
602733 66300	PUMP STATION # 24 SUPPLIES	-	-	-	25	25	-	
602733 66320	PUMP STATION # 24 PARTS	-	-	-	450	600	150	
TOTAL	PUMP STATION #24	-	-	504	5,917	5,133	(784)	-13%
602750 64010	TREATMENT PLANT LABOR	119,265	164,795	165,381	141,945	173,130	31,185	
602750 64019	PLANT MAINT LABOR	60,374	49,182	56,654	76,452	78,106	1,654	
602750 64030	OVERTIME	53,248	28,288	32,481	60,107	43,294	(16,813)	
602750 64050	MAINE STATE RETIREMENT	21,243	23,899	32,525	32,280	28,144	(4,136)	
602750 64060	FICA EMPLOYER SHARE	24,300	24,423	26,871	21,306	21,767	461	

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		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602750 65015	CELLULAR PHONE	2,058	2,105	20	2,076	-	(2,076)	
602750 65020	TREATMENT PLANT TELEPHONE	1,150	1,640	3,572	1,200	3,276	2,076	
602750 65040	TREATMENT PLANT EDUCATIONAL/MT	5,692	4,922	5,874	5,200	5,200	-	
602750 65200	TREATMENT PLANT ELECTRICITY	70,078	80,735	98,097	85,000	100,000	15,000	
602750 65220	TREATMENT PLANT WATER	3,552	29,047	5,895	4,172	4,172	1	
602750 65230	TREATMENT PLANT wood pellets	12,698	13,398	12,404	15,792	15,792	-	
602750 65310	TREATMENT PLANT MOTOR VEHICLE	39,212	44,729	46,973	48,743	48,743	(0)	
602750-65316	TREATMENT PLANT GENERATOR FUEL	-	-	1,953	-	2,240	2,240	
602750 65410	TREATMENT PLANT COMPUTER SERV	7,578	7,576	4,544	7,998	7,998	(0)	
602750 65480	TREATMENT PLANT OTHER PROF/CON	43,130	41,504	81,935	49,600	49,600	-	
602750 65500	TREATMENT PLANT BLDG MAINT	568	169	594	2,000	2,000	-	
602750 65700	TREATMENT PLANT EXPENSES MISC	1,439	1,801	1,211	2,000	2,000	-	
602750 65930	ALARMS	1,706	622	1,550	5,500	2,000	(3,500)	
602750 65955	TREATMENT PLANT SLUDGE MGT	113,093	111,389	102,796	120,645	120,645	0	
602750 66010	TREATMENT PLANT OFFICE SUPPLIE	26,212	24,758	23,690	24,670	24,670	-	
602750 66300	TREATMENT PLANT SUPPLIES	2,582	5,284	2,059	2,900	2,900	-	
602750 66340	LABORATORY CHEMICALS/SUPPLIES	16,141	7,701	16,932	11,945	11,945	(0)	
602750 66400	TREATMENT PLANT REPAIRS/STRUCT	245	62	288	2,250	1,000	(1,250)	
602750 66410	TREATMENT PLANT REPAIRS/EQUIPM	13,236	7,890	21,911	20,000	20,000	-	
602750 66420	TREATMENT PLANT TOOL/EQUIPMENT	20,992	13,794	28,856	20,500	25,000	4,500	
602750 66450	TREATMENT PLANT CHEMICALS & MA	83,772	99,993	105,975	100,700	100,000	(700)	
602750 66520	TREATMENT PLANT SAFETY EQUIPME	10,863	11,744	11,939	12,450		(12,450)	
TOTAL	TREATMENT PLANT	754,429	801,451	892,980	877,430	893,622	16,192	2%
602760 64011	TOWN MANAGER SALARY	21,049	27,647	26,692	29,075	29,540	465	
602760 64012	SUPERINTENDENT SALARY	76,385	78,840	80,296	83,198	83,226	28	
602760 64013	OFFICE CLERK SALARY	46,017	68,022	45,225	45,677	45,698	21	
NEW	SALARY & POSITION ADJUSTMENT					14,000	14,000	

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		FY14 ACTUALS	FY15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 PROPOSED	VARIANCE	%
602760 64050	MAINE STATE RETIREMENT	7,737	9,824	11,391	11,470	12,377	907	
602760 64051	ICMA EMPLOYER SHARE	924	1,557	1,608	1,682	1,772	91	
602760 64060	FICA EMPLOYER SHARE	10,544	12,977	11,458	12,083	12,122	39	
602760 64070	WORKERS COMPENSATION	9,951	9,174	14,277	13,028	14,461	1,433	
602760 64090	MAJOR MEDICAL INSURANCE	126,639	162,702	143,329	148,017	130,536	(17,481)	
602760 64091	DENTAL INSURANCE	380	4,014	1,036	1,122	1,198	76	
602760 64092	DISABILTY INSURANCE	3,555	3,222	3,555	3,999	3,999	(0)	
602760 65101	MMA RISK POOL	27,679	25,221	19,014	29,000	33,350	4,350	
602760 65350	SWEET END RENT	22,900	22,900	22,900	22,900	22,900	-	
602760 65430	AUDIT SERVICES	3,900	3,295	3,361	3,400	3,400	-	
602760 65480	OTHER PROFESSIONAL SERVICES		40	30	-	-	-	
602760 68060	DEBT SERVICE	114,775	113,207	43,612	847,970	849,215	1,245	
602760 68061	INTEREST EXP - SEWER BANS			17,947	-	-	-	
TOTAL	SEWER GENERAL OPERATING	1,462,678	1,643,675	1,674,319	2,399,021	2,423,589	24,569	1.0%