

**TOWN OF ESSEX
EXPENDITURES SUMMARY FOR FISCAL YEAR 2012-2013**

Description	2010-2011 Actual	2011-2012	2012-2013						
		Approved Budget	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
GENERAL GOVERNMENT									
Selectmen	179,166	180,578	179,378	179,378	182,681	182,681		2,103	1.16%
Assessor	103,358	108,891	111,255	111,255	111,255	111,255		2,364	2.17%
Central Services	227,772	220,519	218,792	209,992	209,992	209,992		(10,527)	-4.77%
Elections	46,883	50,648	50,675	50,675	50,675	50,675		27	0.05%
Probate Court	2,986	2,000	3,460	3,460	3,460	3,460		1,460	73.00%
Tax Collector	95,963	93,464	95,413	95,413	95,358	95,358		1,894	2.03%
Town Clerk	163,528	151,095	150,908	150,908	150,908	150,908		(187)	-0.12%
Treasurer/Finance	107,860	112,540	139,532	139,532	139,532	139,532		26,992	23.98%
Zoning Enforcement Agent	46,218	56,224	59,052	59,052	59,052	59,052		2,827	5.03%
Fringe Benefits	751,816	831,204	890,414	868,838	864,374	861,210		30,007	3.61%
General Insurance	161,298	157,500	169,090	170,790	170,790	170,790		13,290	8.44%
Legal Services	96,615	71,055	81,805	69,805	72,305	72,305		1,250	1.76%
Public Restroom Facilities	17,817	17,210	17,210	17,210	17,210	17,210		-	0.00%
Technology	118,171	148,461	153,734	155,084	155,084	155,084		6,623	4.46%
Board of Assessment Appeals	1,317	1,340	1,340	1,340	1,340	1,340		-	0.00%
Board of Finance	39,838	117,000	167,000	117,000	117,000	117,000		-	0.00%
Clean Energy Task Force	2,373	3,600	3,544	3,000	3,000	3,000		(600)	-16.67%
Conservation Commission	9,872	10,800	9,900	9,900	9,900	9,900		(900)	-8.33%
Economic Development Commission	740	1,100	1,100	2,500	2,500	5,000		3,900	354.55%
IWWC Commission	6,444	9,600	8,810	8,810	8,810	8,810		(790)	-8.23%
Park and Recreation	164,513	158,305	176,681	169,751	174,681	174,681		16,376	10.34%
Planning Commission	67,774	58,620	62,570	58,620	62,366	62,366		3,746	6.39%
Tree Committee	1,200	1,200	1,200	1,200	1,200	1,200		-	0.00%
Zoning Board of Appeals	6,723	7,050	6,900	6,300	6,300	6,300		(750)	-10.64%
Zoning Commission	34,555	45,343	28,885	28,885	28,885	28,885		(16,457)	-36.30%
TOTAL GENERAL GOVERNMENT	2,454,801	2,615,346	2,788,647	2,688,697	2,698,657	2,697,993		82,647	3.16%
PUBLIC SAFETY									
Ambulance Association	26,818	15,273	18,363	18,363	18,363	18,363		3,090	20.23%
Animal Control	15,000	10,000	15,000	10,000	10,000	10,000		-	0.00%
Building Department	69,385	75,820	79,373	79,373	79,373	79,373		3,553	4.69%
Emergency Management	13,766	10,550	15,900	14,400	14,400	14,400		3,850	36.49%
Emergency 9-1-1	92,138	95,869	100,704	100,704	95,873	95,873		4	0.00%
Fire Department	263,759	281,250	281,250	281,250	281,250	281,250		-	0.00%
Fire Marshal	47,399	45,762	48,337	48,337	48,337	48,337		2,575	5.63%
Harbor Patrol	19,616	26,606	36,200	28,200	28,200	28,200		1,594	5.99%
Police Services	343,044	333,552	315,806	315,806	315,806	315,806		(17,746)	-5.32%
Resident State Trooper	90,838	106,316	109,506	109,506	108,171	108,171		1,855	1.74%
Water	141,686	144,269	147,074	147,074	147,074	147,074		2,804	1.94%
TOTAL PUBLIC SAFETY	1,123,448	1,145,268	1,167,513	1,153,013	1,146,847	1,146,847		1,579	0.14%
HEALTH & HUMAN SERVICES									
Estuary Transit	10,465	10,965	13,372	13,372	13,372	13,372		2,407	21.95%
Health Department	95,649	106,490	113,105	113,105	113,105	113,105		6,615	6.21%
Transfer Station	260,061	264,190	270,369	264,722	270,664	270,664		6,474	2.45%

Description	2010-2011 Actual	2011-2012	2012-2013						
		Approved Budget	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
Sanitary Waste Commission	1,488	2,460	2,460	1,900	1,900	1,900		(560)	-22.76%
Social Services	95,487	99,192	146,018	99,729	101,229	101,229		2,037	2.05%
Visiting Nurses	60,795	60,795	60,795	60,795	60,795	60,795		-	0.00%
Water Pollution Control	849	3,217	3,642	3,642	3,642	3,642		425	13.21%
TOTAL HEALTH & HUMAN SERVICES	524,794	547,309	609,760	557,265	564,708	564,709		17,400	3.18%
HIGHWAYS & TRANSPORTATION									
Highway Department	803,086	760,236	810,644	804,644	778,600	778,600		18,364	2.42%
Town Garage	45,908	42,200	42,700	42,700	42,700	42,700		500	1.18%
TOTAL HIGHWAYS & TRANSPORTATION	848,994	802,436	853,344	847,344	821,300	821,300		18,864	2.35%
DEBT SERVICE									
Interest	450,136	431,261	409,675	409,675	409,675	409,675		(21,586)	-5.01%
Notes Payable	467,780	463,949	460,000	460,000	460,000	460,000		(3,949)	-0.85%
TOTAL DEBT SERVICE	917,916	895,210	869,675	869,675	869,675	869,675		(25,535)	-2.85%
LIBRARIES									
	349,000	365,000	370,000	365,000	365,000	365,000		-	0.00%
CAPITAL AND SINKING FUNDS									
	190,629	261,450	714,996	388,117	388,117	388,117		126,667	48.45%
GRANTS & SPECIAL APPROPRIATIONS									
	220	-	-	-	-	-		-	0.00%
TOTAL SELECTMEN'S BUDGET	6,409,802	6,632,019	7,373,935	6,869,111	6,854,304	6,853,641		221,622	3.34%



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: SELECTMEN

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10400	501100	Full-Time Payroll	77,644	75,229	36,743	72,583	72,583	72,583	72,583		(2,646)	-3.52%
10400	501125	Elected Payroll	84,899	84,899	37,359	86,596	86,596	84,899	84,899		-	0.00%
10400	501150	Part-Time Payroll	83	-	94	-	-	-	-		-	0.00%
10400	502150	Office Supplies	1,190	2,750	960	2,750	2,750	2,750	2,750		-	0.00%
10400	502450	Advertising	2,932	3,500	330	3,500	3,500	3,500	3,500		-	0.00%
10400	502550	Professional Dues & Subscriptions	5,417	6,000	5,287	6,000	6,000	6,000	6,000		-	0.00%
10400	502650	Meetings & Entertainment	383	1,200	174	1,200	1,200	1,200	1,200		-	0.00%
10400	502700	Automobile Expense	3,350	1,500	1,714	1,500	1,500	1,500	1,500		-	0.00%
10400	502875	State of CT Fees	-	750	-	750	750	750	750		-	0.00%
10400	502875-205	State Fees	-	750	-	750	750	750	750		-	0.00%
10400	502900	Miscellaneous	2,770	4,000	919	4,000	4,000	4,000	4,000		-	0.00%
10400	503300	Other /Consultants	-	-	-	-	-	5,000	5,000		5,000	100.00%
10400	505200	Equipment Maintenance & Repair	499	750		499	499	499	499		(251)	-33.47%
	TOTAL SELECTMEN		179,166	180,578	83,580	179,378	179,378	182,681	182,681		2,103	1.16%

The First Selectman is the Town's Chief Executive Officer. His responsibilities include the day-to-day management of the Town and the preparation of the annual budget. The First Selectman oversees the operations of most departments, boards and commissions. The Board of Selectmen is the legislative authority for most governmental matters. The Board is comprised of the First Selectman and two second Selectmen. The Board meets twice a month, the first Wednesday of each month at 5:00 pm and the third Wednesday of each month at 7:00 pm. Special meetings, Public Hearings and Town meetings are called when necessary. Once the Selectmen approve the Annual Budget, it is then submitted to the Board of Finance.

BUDGET NOTES:

STAFFING:

Full Time Payroll

- Administrative Assistant Hourly 35 hours/week
- Administrative Support Hourly 10 hours/week (employee shared with other depts.)

Elected Payroll

- First Selectman Salaried
- Selectmen (2) Salaried



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: ASSESSOR

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10402	501100	Full-Time Payroll	86,219	86,611	39,955	88,343	88,343	88,343	88,343	88,343	1,732	2.00%
10402	501175	Supplemental Payroll	-	4,430		4,430	4,430	4,430	4,430	4,430	-	0.00%
10402	502150	Office Supplies	1,595	1,000	715	2,132	2,132	2,132	2,132	2,132	1,132	113.20%
10402	502500	Printing Services	115	400	138	400	400	400	400	400	-	0.00%
10402	502550	Professional Dues & Subscriptions	680	700	205	700	700	700	700	700	-	0.00%
10402	502600	Training & Conferences	485	950	760	950	950	950	950	950	-	0.00%
10402	502700	Automobile Expense	764	800	366	800	800	800	800	800	-	0.00%
10402	503250	Other/Consultants/Technology	13,500	14,000	2,500	13,500	13,500	13,500	13,500	13,500	(500)	-3.57%
	TOTAL ASSESSOR		103,358	108,891	44,638	111,255	111,255	111,255	111,255	111,255	2,364	2.17%

The Assessor compiles and prepares the Grand List, certifies the Grand List for public review; administers state laws affecting real and personal property assessments; keeps abreast of appraisal procedures, market trends, and construction costs; conducts inspections of existing properties, improved properties and properties under construction to determine the value of properties. The Assessor's office reviews all property transfers for accuracy of title in assessment records and market value analysis; reviews land subdivisions and lot splits for accuracy; supervises the maintenance of the assessment maps, records and lists; reviews and authorizes tax exemptions. The Assessor also responds to taxpayer inquiries regarding assessment programs administered by this department and general inquiries of property owners.

BUDGET NOTES:

STAFFING:

Full Time Payroll

Assessor	Salaried	Based on 30 hours/week
Assistant Assessor	Hourly	20 hours/week

Anticipated Revenue:

Copy Revenue	\$1,000 annually
Add'l Personal Prop. Tax	averages \$26,029 based on audits performed by consultant (cost \$5,000)



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: CENTRAL SERVICES

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10415	501100	Full-Time Payroll	37,661	34,580	17,368	35,272	35,272	35,272	35,272		692	2.00%
10415	501150	Part-Time Payroll	24,607	25,345	10,982	36,773	36,773	36,773	36,773		11,428	45.09%
10415	501175	Supplemental Payroll	-	-	-	8,500	8,500	8,500	8,500		8,500	100.00%
10415	501200	Overtime Payroll	1,425	3,000	86	3,000	1,000	1,000	1,000		(2,000)	-66.67%
10415	501300	Longevity	3,485	3,758	3,604	3,527	3,527	3,527	3,527		(231)	-6.15%
10415	502100	Postage	11,971	17,000	3,875	16,000	15,000	15,000	15,000		(2,000)	-11.76%
10415	502150	Office Supplies	1,217	3,000	68	3,000	3,000	3,000	3,000		-	0.00%
10415	502200	Telephone	16,261	15,000	7,734	10,000	10,000	10,000	10,000		(5,000)	-33.33%
10415	502300	Electricity	23,858	22,000	9,005	22,000	22,000	22,000	22,000		-	0.00%
10415	502350	Water	1,436	1,300	310	1,300	1,300	1,300	1,300		-	0.00%
10415	502400	Heating Fuel	24,244	18,500	1,642	20,820	20,820	20,820	20,820		2,320	12.54%
10415	502700	Automobile Expense	-	500	-	500	500	500	500		-	0.00%
10415	502800	Custodial Supplies	9,711	9,500	4,040	9,500	9,500	9,500	9,500		-	0.00%
10415	502850	Employee Services	4,595	4,500	1,187	3,500	3,500	3,500	3,500		(1,000)	-22.22%
10415	504100	Cleaning	24,695	28,236	12,953	10,800	-	-	-		(28,236)	-100.00%
10415	504100-401	Town Hall	24,695	28,236	12,953	10,800	-	-	-		(28,236)	-100.00%
10415	504150	Uniforms	93	600	-	600	600	600	600		-	0.00%
10415	504150-406	Uniform Purchase	93	600	-	600	600	600	600		-	0.00%
10415	504400	Trash Removal	1,566	1,700	783	1,700	1,700	1,700	1,700		-	0.00%
10415	505150	Building Maintenance & Repair	24,537	20,000	7,977	20,000	25,000	25,000	25,000		5,000	25.00%
10415	505200	Equipment Maintenance & Repair	16,410	12,000	7,429	12,000	12,000	12,000	12,000		-	0.00%
	TOTAL CENTRAL SERVICES		227,772	220,519	89,041	218,792	209,992	209,992	209,992		(10,527)	-4.77%

The Central Services budget provides for the overall operation of Town Hall.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

BUDGET NOTES:

STAFFING:

Full time Payroll			
Full time Custodian	Hourly	35 hrs/week	
Part time Payroll			
Part Time Custodian	Hourly	25 hours/week	
Part Time Custodian	Hourly	20 hours/week (new)	
Supplemental Payroll			
Custodial Staff Oversight	Salaried	Based on approx 30 hrs/month (new)	
Overtime Payroll			
staff overtime to cover events after hours and weekends			

Heating Fuel based on 6,000 gallons @ \$3.47/gal. Reflects expected savings in gallons but higher price per gallon.

Cleaning by outside services replaced by additional Part Time Custodian and Custodial Staff Oversight position

ANTICIPATED REVENUE

Room Usage Fees \$2,000 (partial offset to overtime payroll)



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: ELECTIONS

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10401	501125	Elected Payroll	12,878	16,098	4,025	18,000	18,000	18,000	18,000		1,902	11.82%
10401	501150	Part-Time Payroll	27,208	23,000	8,192	22,000	22,000	22,000	22,000		(1,000)	-4.35%
10401	502100	Postage	12	50	-	50	50	50	50		-	0.00%
10401	502150	Office Supplies	530	500	219	600	600	600	600		100	20.00%
10401	502200	Telephone	428	500	336	500	500	500	500		-	0.00%
10401	502450	Advertising	150	200		100	100	100	100		(100)	-50.00%
10401	502500	Printing Services	1,339	4,500	1,426	4,500	4,500	4,500	4,500		-	0.00%
10401	502600	Training & Conferences	1,866	2,000	774	2,000	2,000	2,000	2,000		-	0.00%
10401	502850	Employee Services	278	200	62	200	200	200	200		-	0.00%
10401	504500	Other Service Contracts	105	500		600	600	600	600		100	20.00%
10401	504500-451	Other Service Contracts - Canvass	-	100		125	125	125	125		25	25.00%
10401	505200	Equipment Maintenance & Repair	1,724	2,500	225	1,500	1,500	1,500	1,500		(1,000)	-40.00%
10401	507100	Office Equipment	366	500		500	500	500	500		-	0.00%
TOTAL ELECTIONS			46,883	50,648	15,260	50,675	50,675	50,675	50,675		27	0.05%

The Registrars of Voters are elected officials of the Town, whose duty is to administer the election process according to State Statute and under the direction of the Secretary of State. The Registrars have the responsibility of keeping the Registry list current at all times. They receive applications from new voters, admit those who qualify and add their names to the Registry in a timely fashion. Removals from the list are made due to electors deaths and people moving out of town.

BUDGET NOTES:

STAFFING:

Full Time Payroll

Registrars (2) Salaried

Part Time Payroll

Election Workers Based on expected # of primaries, elections and referendums

Based on Pay Plan Registrar Salary range for FY 2013-2013: Minimum \$5,481 - Maximum \$8,210



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: PROBATE COURT

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10408	504500	Other Service Contracts	2,887	2,000	1,730	3,460	3,460	3,460	3,460		1,460	73.00%
	TOTAL PROBATE COURT		2,986	2,000	1,730	3,460	3,460	3,460	3,460		1,460	73.00%

The Probate Court System oversees decedent's estates & trusts as well as handling a wide range of sensitive issues affecting children, the elderly, and persons with certain disabilities. Essex belongs to the Saybrook Probate District which also encompasses Clinton, Chester, Deep River, Old Saybrook, Haddam, Killingworth, Lyme and Westbrook. The court office is located in Old Saybrook.

BUDGET NOTES:

Fiscal year 2012-2013 represents the second full year of Essex participation in the Saybrook Probate District. Request represents flat funding at the forecasted FY 2011-2012 level (\$1,730 x 2 semi annual payments)



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: TAX COLLECTOR

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10404	501100	Full-Time Payroll	30,918	31,660	14,591	32,922	32,922	32,922	32,922		1,262	3.99%
10404	501125	Elected Payroll	53,251	54,316	25,069	55,403	55,403	55,403	55,403		1,087	2.00%
10404	501175	Supplemental Payroll	-	2,130	-	2,130	2,130	2,130	2,130		-	0.00%
10404	502150	Office Supplies	1,431	1,500	(4)	1,500	1,500	1,500	1,500		-	0.00%
10404	502450	Advertising	148	300	61	200	200	200	200		(100)	-33.33%
10404	502550	Professional Dues & Subscriptions	534	825	20	625	625	625	625		(200)	-24.24%
10404	502700	Automobile Expense	533	650	68	550	550	550	550		(100)	-15.38%
10404	502875	State of CT Fees	1,243	1,583	1,583	1,583	1,583	1,528	1,528		(55)	-3.47%
10404	502875-203	Delinquent Motor Vehicle Report	1,243	1,583	1,583	1,583	1,583	1,528	1,528		(55)	-3.47%
10404	502900	Miscellaneous	160	500	-	500	500	500	500		-	0.00%
10404	50330	Other/Consultants	7,745	-	-	-	-	-	-		-	0.00%
TOTAL TAX COLLECTOR			95,963	93,464	41,388	95,413	95,413	95,358	95,358		1,894	2.03%

The Tax Collector is responsible for collecting property taxes. For fiscal year 2010-2011 property tax bills totaling \$18,106,616 were issued. The annual collection rate is 98.82%.

BUDGET NOTES:

STAFFING:

Full Time Payroll

Assistant Town Collector Hourly 30 hours/week

Elected Payroll

Tax Collector Salaried



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: TOWN CLERK

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10407	501100	Full-Time Payroll	-	36,317	17,214	26,669	26,669	26,669	26,669		(9,648)	-26.57%
10407	501125	Elected Payroll	54,485	56,812	26,221	57,948	57,948	57,948	57,948		1,136	2.00%
10407	501150	Part-Time Payroll	35,445	1,500	428	10,353	10,353	10,353	10,353		8,853	590.20%
10407	501300	Longevity	2,724	2,841	2,841	2,897	2,897	2,897	2,897		57	2.00%
10407	502150	Office Supplies	7,122	3,500	1,079	3,500	3,500	3,500	3,500		-	0.00%
10407	502150	Office Supplies	2,953	3,500	1,079	3,500	3,500	3,500	3,500		-	0.00%
10407	502150-220	Election Supplies	4,169	-	-	-	-	-	-		-	0.00%
10407	502450	Advertising	671	1,500	261	1,000	1,000	1,000	1,000		(500)	-33.33%
10407	502550	Professional Dues & Subscriptions	15	100	64	115	115	115	115		15	15.00%
10407	502875	State of CT Fees	62,465	48,000	12,896	48,000	48,000	48,000	48,000		-	0.00%
10407	502875-201	DEP Town Clerk	3,793	3,000	546	3,000	3,000	3,000	3,000		-	0.00%
10407	502875-202	Document Fees to State	58,672	45,000	12,350	45,000	45,000	45,000	45,000		-	0.00%
10407	502880	Vital Statistics	80	125	-	125	125	125	125		-	0.00%
10407	505225	Historic Restoration	522	400		300	300	300	300		(100)	-25.00%
	TOTAL TOWN CLERK		163,528	151,095	61,003	150,908	150,908	150,908	150,908		(187)	-0.12%

The office of the Town Clerk is the principal location for the repository of municipal documents. It is charged with recording deeds and other documents related to land transactions. Marriage and sports licenses and birth and death certificates are issued by the Town Clerk's office. The Town Clerk is also one of the primary elected officials. The Town Clerk is involved in the conduct of municipal referenda and political party primaries. Many of the activities and duties of the office are governed by State law. The Town Clerk's office is the location where minutes of all municipal boards and commissions are kept. The Town Clerk has responsibility for keeping many other public records.

BUDGET NOTES:

Anticipated Revenue:

Town Clerk Fees \$55,000.
Conveyance Tax \$90,000.

STAFFING:

Full Time Payroll
 Assistant Town Clerk Hourly 20 hours/week
 Elected Payroll
 Town Clerk Salaried
 Part Time Payroll
 Assistant Town Clerk Hourly 10 hours/week



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: TREASURER/FINANCE

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10405	501100	Full-Time Payroll	79,153	80,101	36,958	106,601	106,601	106,601	106,601		26,500	33.08%
10405	501125	Elected Payroll	24,102	24,584	11,346	25,076	25,076	25,076	25,076		492	2.00%
10405	502150	Office Supplies	3,033	3,255	1,022	3,255	3,255	3,255	3,255		-	0.00%
10405	502600	Training & Conferences	1,293	1,550	720	1,550	1,550	1,550	1,550		-	0.00%
10405	502700	Automobile Expense	279	550	442	550	550	550	550		-	0.00%
10405	503300	Other/Consultants	-	2,500		2,500	2,500	2,500	2,500		-	0.00%
TOTAL TREASURER / FINANCE			107,860	112,540	50,489	139,532	139,532	139,532	139,532		26,992	23.98%

The office of the Treasurer is responsible for a variety of accounting and financial management matters, including accounting, payroll, accounts payable and financial reporting. The office performs the reconciliation of the Town's bank accounts, the investment of the Town's funds, manages the annual audit as well as coordination of bonding. This office also ensures compliance with Governmental Accounting Standards Board (GASB) pronouncements and generally accepted accounting principals. Addition of staff will allow for expanded involvement with the budget process, human resources, pension and augment internal controls.

BUDGET NOTES:

STAFFING:

Full Time Payroll

Director of Finance	Salaried	Based on 35 hours/week
Accounts Payable Clerk	Hourly	10 hours/week (employee shared with other dept.)
Accounting Assistant	Hourly	15 hours/week (new)

Elected Payroll

Treasurer	Salaried
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BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: ZONING ENFORCEMENT AGENT

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10419	501100	Full-Time Payroll	45,743	54,974	25,057	58,302	58,302	58,302	58,302		3,327	6.05%
10419	502550	Professional Dues & Subscriptions	90	250	200	250	250	250	250		-	0.00%
10419	502700	Automobile Expense	386	1,000	163	500	500	500	500		(500)	-50.00%
	TOTAL ZONING ENFORCEMENT AGENT		46,218	56,224	25,420	59,052	59,052	59,052	59,052		2,827	5.03%

The Zoning Enforcement Agent supplies staff support to the Zoning Commission, Planning Commission, Zoning Board of Appeals and Inland Wetlands by review of proposed plans to ensure compliance to the regulations. She acts as a liaison between applicants and the commission(s), enforces the zoning and wetland regulations, approves and/or denies applications for zoning permits, maintains the files associated with all applications as well as street crossings and bonds associated with subdivision, wetland, and or zoning approval.

BUDGET NOTES:

STAFFING:

Full Time Payroll

Zoning Enforcement Agent Salaried Based on 35 hours/week



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: FRINGE BENEFITS

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10494	501350	FICA (Social Security & Medicare)	128,143	146,520	69,078	146,520	146,520	146,520	146,520		-	0.00%
10494	501400	Life & Short-Term Disability Insurance	13,638	16,000	6,404	14,000	14,000	14,000	14,000		(2,000)	-12.50%
10494	501450	Medical & Dental Insurance	345,846	360,212	174,059	394,931	373,355	368,891	365,727		5,516	1.53%
10494	501500	Retirement	257,585	276,672	276,898	303,163	303,163	303,163	303,163		26,491	9.57%
10494	501600	Unemployment Compensation	2,573	25,000	7,579	25,000	25,000	25,000	25,000		-	0.00%
10494	502600	Training & Conference	1,782	5,000	900	5,000	5,000	5,000	5,000		-	0.00%
10494	504450	Drug Testing	2,250	1,800	475	1,800	1,800	1,800	1,800		-	0.00%
	TOTAL FRINGE BENEFITS		751,816	831,204	535,393	890,414	868,838	864,374	861,210		30,007	3.61%

Budget includes the costs associated with fringe benefit programs for Town employees. Included are health, dental, vision and prescription insurance benefits; contributions to the pension fund for employees and eligible firefighters; and short-term disability and life insurance for employees and eligible firefighters.

BUDGET NOTES:

Medical and Dental Insurance reflects an expected 6% increase in premiums, an increase of 1 employee participating in the benefit, as well as an increase in the employees share of premiums for all non-union employees. Actual premium increase are not available from provider until early May.

The Retirement request reflects the maximum required contribution to meet the shortest remaining amortization period for the unfunded liability. By extending the amortization to the maximum number of years allowable, the request would be \$205,331. Mid-point amount would be \$254,247.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: GENERAL INSURANCE

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10422	501550	Workers' Compensation	97,037	78,000	51,237	88,000	89,700	89,700	89,700		11,700	15.00%
10422	502750	Insurance	64,260	79,500	36,770	81,090	81,090	81,090	81,090		1,590	2.00%
		TOTAL GENERAL INSURANCE	161,298	157,500	88,007	169,090	170,790	170,790	170,790		13,290	8.44%

This budget provides for the Liability, Auto and Property, Public Officials Liability, Crime and Theft, Surety Bonds and Workers' Compensation Policies. Our present coverage for Liability, Auto and Property and Workers' Compensation is with the Connecticut Interlocal Risk Management Agency (CIRMA).

BUDGET NOTES:

Projections based on discussion with CIRMA. Actual figures will be available in late April - early May.

Anticipated Revenue

Member Dividend Share \$3,000 (estimated based on 1 year of history and high claims experience)



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: LEGAL SERVICES

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10406	503100	Legal Fees	96,615	71,055	25,241	81,805	69,805	72,305	72,305		1,250	1.76%
10406	503100-321	Labor	46,491	22,500	14,724	22,500	20,000	20,000	20,000		(2,500)	-11.11%
10406	503100-322	Miscellaneous	11,103	5,000	3,496	5,000	5,000	5,000	5,000		-	0.00%
10406	503100-323	Preserve	4,373	2,500		2,500	2,500	2,500	2,500		-	0.00%
10406	503100-324	SEC Filings	350	1,000	750	1,000	1,000	1,000	1,000		-	0.00%
10406	503100-325	Tax Appeals	0	2,500		2,000	2,000	2,000	2,000		(500)	-20.00%
10406	503100-330	Town Counsel	3,000	4,000	2,000	4,000	4,000	4,000	4,000		-	0.00%
10406	503100-350	Inland Wetlands Commission	30	1,500		1,500	1,500	1,500	1,500		-	0.00%
10406	503100-351	Planning Commission	1,976	2,500	276	2,500	2,500	2,500	2,500		-	0.00%
10406	503100-352	Sanitary Waste Commission	0	750		4,000	2,000	2,000	2,000		1,250	166.67%
10406	503100-353	Zoning Board of Appeals	1,500	5,305	1,395	5,305	5,305	5,305	5,305		-	0.00%
10406	503100-354	Zoning Commission	27,793	22,500	2,600	30,000	22,500	25,000	25,000		2,500	11.11%
10406	503100-355	Water Pollution Control Authority	0	1,000		1,500	1,500	1,500	1,500		500	50.00%
	TOTAL LEGAL SERVICES		96,615	71,055	25,241	81,805	69,805	72,305	72,305		1,250	1.76%

The budget for Legal Services provides for representation on behalf of the Town in a variety of legal matters with a variety of law firms.

BUDGET NOTES:

SWC legal expense increase based on negotiation of new CRRA contract.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: PUBLIC RESTROOM FACILITIES

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10461	502250	Electricity	5,412	5,000	1,704	5,000	5,000	5,000	5,000		-	0.00%
10461	502800	Custodial Supplies	628	1,250	432	1,250	1,250	1,250	1,250		-	0.00%
10461	504100	Cleaning	7,189	6,960	3,551	6,960	6,960	6,960	6,960		-	0.00%
10461	504100-403	Main Street Park Restroom	6,999	5,760	2,501	5,760	5,760	5,760	5,760		-	0.00%
10461	504100-404	Hubbard Park Restroom	190	1,200	1,050	1,200	1,200	1,200	1,200		-	0.00%
10461	504375	Waste Removal	2,814	2,000	1,749	2,000	2,000	2,000	2,000		-	0.00%
10461	504375-440	Restrooms	2,814	2,000	1,749	2,000	2,000	2,000	2,000		-	0.00%
10461	505150	Building Maintenance & Repair	1,774	2,000	683	2,000	2,000	2,000	2,000		-	0.00%
		TOTAL PUBLIC RESTROOM FACILITIES	17,817	17,210	8,117	17,210	17,210	17,210	17,210		-	0.00%

This budget reflects the costs of maintaining public restrooms.

BUDGET NOTES:



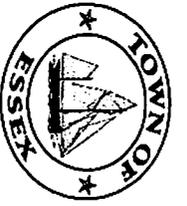
BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: TECHNOLOGY

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10475	502150	Office Supplies	111	3,000	264	2,000	1,500	1,500	1,500		(1,500)	-50.00%
10475	502600	Training & Conferences	716	5,000	649	4,000	3,000	3,000	3,000		(2,000)	-40.00%
10475	503250	Technology Services	25,034	47,595	10,541	39,144	36,994	36,994	36,994		(10,601)	-22.27%
10475	503250-301	VertitechIT	22,838	40,000	9,969	31,334	31,334	31,334	31,334		(8,666)	-21.67%
10475	503250-302	Internet Service Provider	1,099	2,160	440	2,160	2,160	2,160	2,160		-	0.00%
10475	503250-310	Website	1,097	5,435	132	5,650	3,500	3,500	3,500		(1,935)	-35.60%
10475	504200	Technology Support	71,875	87,196	42,582	81,948	86,948	86,948	86,948		(248)	-0.28%
10475	504200-411	Quality Data Services	11,924	13,222	4,538	14,367	14,367	14,367	14,367		1,145	8.66%
10475	504200-412	Vision	7,100	8,600	7,350	8,340	8,340	8,340	8,340		(260)	-3.02%
10475	504200-413	Munis	17,384	25,329	11,083	19,166	19,166	19,166	19,166		(6,163)	-24.33%
10475	504200-414	GIS	12,000	15,000	7,533	15,000	15,000	15,000	15,000		-	0.00%
10475	504200-416	RecDesk Services	-	1,900	1,900	1,900	1,900	1,900	1,900		-	0.00%
10475	504200-417	DMV Direct Access	280	250	250	280	280	280	280		30	12.00%
10475	504200-418	State Police Records Management	1,808	1,900	721	1,900	1,900	1,900	1,900		-	0.00%
10475	504200-419	Carmody Data	953	995	474	995	995	995	995		-	0.00%
10475	504200-410	Cott Computer Index System	16,439	20,000	8,733	20,000	20,000	20,000	20,000		-	0.00%
10475	504200-xxx	Website -TBD	-	-	-	-	5,000	5,000	5,000		5,000	100.00%
10475	504225	Software Licenses	1,603	-	1,593	3,000	3,000	3,000	3,000		3,000	100.00%
10475	507200	Technology Equipment	12,150	3,000	905	2,500	2,500	2,500	2,500		(500)	-16.67%
10475	508100	Capital Equipment Leases	10,670	2,670	7,064	21,142	21,142	21,142	21,142		18,472	691.83%
	TOTAL TECHNOLOGY		118,171	148,461	63,599	153,734	155,084	155,084	155,084		6,623	4.46%

The Technology budget provides for the support services, maintenance and on-going operation of technology for all Town Departments including the Town website www.essexct.gov.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: BOARD OF ASSESSMENT APPEALS

Org	Obj	Description	2010-2011 Actual	2011-2012			2012-2013					Increase/ (Decrease)	% Change
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request			
10403	501125	Elected Payroll	740	740		740	740	740	740	740		-	0.00%
10403	501150	Part-Time Payroll	465	440		440	440	440	440	440		-	0.00%
10403	502150	Office Supplies	-	20		20	20	20	20	20		-	0.00%
10403	502450	Advertising	112	80	94	80	80	80	80	80		-	0.00%
10403	502550	Professional Dues & Subscriptions	-	60		60	60	60	60	60		-	0.00%
	TOTAL BOARD OF ASSESSMENT APPEALS		1,317	1,340	94	1,340	1,340	1,340	1,340	1,340		-	0.00%

The three-member Board of Assessment Appeals hears concerns from taxpayers over assessments.

BUDGET NOTES:

Chairman requests flat budget for fy 2012-2013. However, Board anticipates that request will increase significantly next year as we begin the revaluation year.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: BOARD OF FINANCE

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10409	501150	Part-Time Payroll	1,875	2,400	414	2,400	2,400	2,400	2,400	2,400	-	0.00%
10409	502150	Office Supplies	88	100	65	100	100	100	100	100	-	0.00%
10409	502500	Printing Services	875	1,500	925	1,500	1,500	1,500	1,500	1,500	-	0.00%
10409	503150	Audit Fees	34,000	35,000	34,000	35,000	35,000	35,000	35,000	35,000	-	0.00%
10409	503300	Other/Consultants	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	0.00%
10409	508400	Contingency	-	75,000		125,000	75,000	75,000	75,000	75,000	-	0.00%
	TOTAL BOARD OF FINANCE		39,838	117,000	38,404	167,000	117,000	117,000	117,000	117,000	-	0.00%

The role of the Board of Finance is to consider the financial aspects of Town Government as a whole, to control expenditures and to ensure the budget is balanced. The Board of Finance meets the third Thursday of each month at 7:00 pm in Meeting Room A.

BUDGET NOTES:

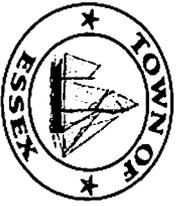
STAFFING:

Part Time Payroll

Board Clerk Hourly Estimate based on 12 meeting per year as well as budget workshops

Printing services represents printing of annual report

Other/consultants - payments for preparation of annual report



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: CLEAN ENERGY TASK FORCE

Org	Obj	Description	2010-2011		2011-2012					2012-2013					Increase/ (Decrease)	% Change		
			Actual	Budget	Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Original Request	Selectman's Request	BOS Request			BOF Request	Final Request
10462	502550	Professional Dues & Subscriptions	600	600	600	600	-	-	-	-	-	-	-	-	-	(600)	-100.00%	
10462	502900	Miscellaneous		500			500		500		500		500		500		-	0.00%
10462	508500	Grant Expenditures	1,773	2,500			3,044		2,500		2,500		2,500		2,500		-	0.00%
		TOTAL CLEAN ENERGY TASK FORCE	2,373	3,600	600	600	3,544	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	(600)	-16.67%	

The Clean Energy Task Force was appointed to help the Town of achieve the purchase of 18% of their electrical power from clean energy sources by 2015. The Task Force also encourages town residents to join the Clean Energy Option Program and works to help the Town to adopt sustainability practices with regard to the use of fossil fuels and natural resources.

BUDGET NOTES:

Prof Dues & Subscription - recommend the Town discontinue membership in ICLEI as services have not been useful to the Town

Anticipated Revenue:

Clean Energy Block Grant - \$2500



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: CONSERVATION COMMISSION

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10410	501150	Part-Time Payroll	2,176	3,000	974	2,500	2,500	2,500	2,500		(500)	-16.67%
10410	502150	Office Supplies	51	50	-	50	50	50	50		-	0.00%
10410	502500	Printing Services	512	1,500	26	575	575	575	575		(925)	-61.67%
10410	503300	Other/Consultants	1,662	2,000	-	1,525	1,525	1,525	1,525		(475)	-23.75%
10410	505175	Grounds Maintenance & Repair	5,471	4,250	3,192	5,250	5,250	5,250	5,250		1,000	23.53%
	TOTAL CONSERVATION COMMISSION		9,872	10,800	4,192	9,900	9,900	9,900	9,900		(900)	-8.33%

The Conservation Commission maintains Town-owned open space, works as a conduit with other Commissions and with the Essex Land Conservation Trust and comments on all matters of conservation and development.

BUDGET NOTES:

STAFFING:

Part Time Payroll

Board Clerk Hourly Estimate based on 12 meeting per year



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: ECONOMIC DEVELOPMENT COMMISSION

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10460	501150	Part-Time Payroll	715	600	151	600	600	600	600		-	0.00%
10460	502450	Advertising	-	-	-	-	1,400	1,400	3,900		3,900	100.00%
10460	502500	Printing Services	25	500		500	500	500	500		-	0.00%
TOTAL ECONOMIC DEVELOPMENT COMM			740	1,100	151	1,100	2,500	2,500	5,000		3,900	354.55%

The Economic Development Commission works to improve the local economy.

BUDGET NOTES:

STAFFING:

Part Time Payroll

Board Clerk Hourly Estimate based on 12 meeting per year



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: IWWC COMMISSION

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10417	501150	Part-Time Payroll	3,284	3,000	1,338	2,250	2,250	2,250	2,250		(750)	-25.00%
10417	502150	Office Supplies	210	200	-	200	200	200	200		-	0.00%
10417	502450	Advertising	331	540	142	500	500	500	500		(40)	-7.41%
10417	502500	Printing Services	-	380	-	380	380	380	380		-	0.00%
10417	502600	Training & Conferences	-	350	-	350	350	350	350		-	0.00%
10417	502875	State of CT Fees	928	1,440	406	1,440	1,440	1,440	1,440		-	0.00%
10417	502875-205	Permit Fees	928	1,440	406	1,440	1,440	1,440	1,440		-	0.00%
10417	503200	Engineering	-	2,000	-	2,000	2,000	2,000	2,000		-	0.00%
10417	508250	Community Payments/Donations	1,690	1,690	1,690	1,690	1,690	1,690	1,690		-	0.00%
10417	508250-811	Connecticut River Coastal Conservatio	1,690	1,690	1,690	1,690	1,690	1,690	1,690		-	0.00%
TOTAL IWW COMMISSION			6,444	9,600	3,576	8,810	8,810	8,810	8,810		(790)	-8.23%

The Inland Wetlands and Watercourses Commission is responsible for reviewing (and approving or denying) all applications for inland wetland permits including actions within wetlands or within the 60' regulated upland review area to a wetland and/or the 100' regulated upland review area to a waterbody or watercourse.

BUDGET NOTES:

STAFFING:

Part Time Payroll

Board Clerk Hourly Estimate based on 12 meeting per year

Anticipated Revenue

IWWC permits 1,440.00 (Town fees \$60 x 24 applications)



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: PARK AND RECREATION COMMISSION

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10416	501100	Full-Time Payroll	44,887	50,287	22,657	53,344	53,344	53,344	53,344		3,057	6.08%
10416	501250	Contracted/Seasonal Payroll	6,790	8,200	4,571	8,200	8,200	8,200	8,200		-	0.00%
10416	501250-102	Viney Hill Brook Lifeguards Payroll	6,790	8,200	4,571	8,200	8,200	8,200	8,200		-	0.00%
10416	502150	Office Supplies	1,647	1,800	257	1,600	1,600	1,600	1,600		(200)	-11.11%
10416	502200	Telephone	1,313	1,248	574	1,368	1,368	1,368	1,368		120	9.62%
10416	502350	Water	4,758	4,200	2,651	4,800	4,800	4,800	4,800		600	14.29%
10416	502550	Professional Dues & Subscriptions	438	540	135	540	540	540	540		-	0.00%
10416	502650	Meetings & Entertainment	523	480	413	525	525	525	525		45	9.38%
10416	502450	Advertising	1,175	2,000	883	2,000	2,000	2,000	2,000		-	0.00%
10416	502700	Automobile Expense	2,097	1,200	512	1,700	1,700	1,700	1,700		500	41.67%
10416	503300	Other/Consultants	792	1,000		1,000	1,000	1,000	1,000		-	0.00%
10416	504480	Mowing	51,967	53,760	35,427	58,254	58,254	58,254	58,254		4,494	8.36%
10416	505500	Park Operation, Maintenance & Repairs	28,127	23,590	15,190	31,350	26,421	31,350	31,350		7,760	32.90%
10416	505500	Park expenses not allocated	580	-	-	-	-	-	-		-	0.00%
10416	505500-501	Clark's Pond	291	290	-	300		300	300		10	3.45%
10416	505500-502	Comstock Fields	2,213	2,000	631	2,250		2,250	2,250		250	12.50%
10416	505500-503	Dickinson's Park	-	100	-	100		100	100		-	0.00%
10416	505500-504	Grove Street Park	6,300	5,000	2,164	6,300		6,300	6,300		1,300	26.00%
10416	505500-505	Hubbard Field	2,616	3,000	1,544	3,000		3,000	3,000		-	0.00%
10416	505500-506	Main Street Park	3,756	3,500	1,926	3,800		3,800	3,800		300	8.57%
10416	505500-507	Sunset Pond	1,100	200	678	1,100		1,100	1,100		900	450.00%
10416	505500-508	Tennis Courts	1,985	2,000	1,946	3,000		3,000	3,000		1,000	50.00%
10416	505500-509	Viney Hill Brook Park	6,915	5,000	5,115	9,000		9,000	9,000		4,000	80.00%
10416	505500-510	Ivoryton Park	2,371	2,500	1,186	2,500		2,500	2,500		-	0.00%
10416	505500-511	Bushnell Park	-	-	-	-		-	-		-	0.00%
10416	506300-604	Community Events	-	10,000	6,168	12,000	10,000	10,000	10,000		-	0.00%



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

10416	508375	Special Revenue Fund Support	20,000	-	-	-	-	-	-	-	-	0.00%
TOTAL PARK AND RECREATION			164,513	158,305	89,437	176,681	169,751	174,681	174,681	16,376	10.34%	

The Park and Recreation Commission budget provides for the full scope of operation, maintenance and management of the municipal parks and facilities in Essex. The budget includes the Full-Time Park and Recreation Director position and office expenses related to that position. The Program Coordinator position is accounted for in the Recreation Programs Fund. The Park and Recreation Commission budget includes seasonal lifeguards at the Viney Hill Brook swimming area and a mowing and landscape contract that provides for most properties.

BUDGET NOTES:

STAFFING:

Full Time Payroll

Park & Recreation Director	Salaried	Based on 35 hours/week
Contracted/Seasonal Payroll		
Lifeguards at Viney Brook	Hourly	As scheduled by Park Director



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: PLANNING COMMISSION

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10411	501150	Part-Time Payroll (1)	3,155	2,500	1,718	2,500	2,500	2,500	2,500	2,500	-	0.00%
10411	502150	Office Supplies	95	150		100	150	150	150	150	-	0.00%
10411	502450	Advertising	-	200	101	200	200	200	200	200	-	0.00%
10411	502500	Printing Services (2)	-	150	150	150	150	150	150	150	-	0.00%
10411	502875	State of Connecticut Fees	-	-	116	-	-	-	-	-	-	0.00%
10411	503200	Engineering (3)	10,957	2,000	497	2,000	2,000	2,000	2,000	2,000	-	0.00%
10411	503275	Planning Services	53,568	53,620	28,030	57,620	53,620	57,366	57,366	57,366	3,746	6.99%
10411	503275-373	CME (4)	40,000	40,000	14,410	44,000	40,000	44,000	44,000	44,000	4,000	10.00%
10411	503275-375	CRERPA* (5)	13,568	13,620	13,620	13,620	13,620	13,366	13,366	13,366	(254)	-1.86%
TOTAL PLANNING COMMISSION			67,774	58,620	30,613	62,570	58,620	62,366	62,366	62,366	3,746	6.39%

The Planning Commission is responsible for reviewing (and approving or denying) all subdivision applications, preparing the Plan of Conservation and Development (which is required by State Statute to be updated every ten years), reviewing all municipal projects to ensure compliance with the Plan of Conservation and Development and making recommendations to the Board of Selectmen on the appropriateness of those plans, and reviewing all changes to the zoning regulations and zones to ensure compliance with the Plan of Conservation and Development.

BUDGET NOTES:

STAFFING:

Part Time Payroll

Board Clerk Hourly Estimate based on 12 meeting per year

(1) Clerical help for staffing subcommittees is projected to be approximately equal to that in the current FY.

(2) There are no major revisions to Planning Regulations or plans being undertaken



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: TREE COMMITTEE

Org	Obj	Description	2010-2011		2011-2012						2012-2013			
			Actual	Budget	Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change	
10458	506800	Tree Committee Allocation	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0	0.00%
		TOTAL TREE COMMITTEE	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0	0.00%

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

GENERAL GOVERNMENT: ZONING COMMISSION

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10412	501100	Full-Time Payroll	0	16,466	47	17,940	17,940	17,940	17,940		1,474	8.95%
10412	501150	Part-Time Payroll	26,543	17,527	8,097	1,864	1,864	1,864	1,864		(15,663)	-89.36%
10412	502150	Office Supplies	1,642	1,400	104	1,600	1,600	1,600	1,600		200	14.29%
10412	502450	Advertising	1,509	1,500	527	1,500	1,500	1,500	1,500		-	0.00%
10412	502500	Printing Services	337	850		500	500	500	500		(350)	-41.18%
10412	502875	State Fees	4,524	5,600	986	3,480	3,480	3,480	3,480		(2,120)	-37.86%
10412	502875-205	Permit Fees	4,524	5,600	986	3,480	3,480	3,480	3,480		(2,120)	-37.86%
10412	503200	Engineering	-	2,000	-	2,001	2,001	2,001	2,001		1	0.05%
10412	503200-xxx	Town Engineering Services	-	2,000	-	2,000	2,000	2,000	2,000		-	0.00%
10412	503200-xxx	Outside Special Review Consultants	-	-	-	1	1	1	1		1	100.00%
TOTAL ZONING COMMISSION			34,555	45,343	9,761	28,885	28,885	28,885	28,885		(16,457)	-36.30%

The Zoning Commission is responsible for reviewing (and approving or denying) all applications for special permits (with associated site plans), revising the zoning regulations and/or zones, and enforcing (through its agent) the zoning regulations.

BUDGET NOTES:

STAFFING:

Full Time

Zoning Administrative Assistant Hourly 15 hr/week (employee shared with other depts)

Part Time Payroll

Board Clerk Hourly Estimate based on 12 meeting per year

Permit fees based on 15 permits / qtr or 60 year x \$58 = \$3,480

Anticipated Revenue:

Permit Fees \$3,600 (60 permits x \$60)



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: AMBULANCE ASSOCIATION

Org	Obj	Description	2011-2012			2012-2013								
			2010-2011 Actual	Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change		
10465	508650	Ambulance Association Allocation	26,818	15,273	15,273	18,363	18,363	18,363	18,363	18,363	18,363		3,090	20.23%
		TOTAL AMBULANCE ASSOCIATION	26,818	15,273	15,273	18,363	18,363	18,363	18,363	18,363	18,363		3,090	20.23%

The Essex Ambulance Association, Inc., is an organization dedicated to providing efficient, high quality emergency ambulance service to the Town of Essex. Each year the crew responds to more than 850 calls in Essex and neighboring towns.

BUDGET NOTES:

Requested funding represents the cost of the Workers Compensation Insurance.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: ANIMAL CONTROL

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10495	508375	Special Revenue Fund Support	15,000	10,000	10,000	15,000	10,000	10,000	10,000		-	0.00%
	TOTAL ANIMAL CONTROL		15,000	10,000	10,000	15,000	10,000	10,000	10,000		-	0.00%

The Animal Control budget provides for one Animal Control Officer as well as funds to maintain the animal control facility.

BUDGET NOTES:

Requested increase represents return to FY 2010-2011 funding level. This funding covers the majority of the Animal Control Officers salary in the Special Revenue Fund.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: BUILDING DEPARTMENT

Org	Obj	Description	2011-2012		2012-2013							
			2010-2011 Actual	Budget	Nov. YTD	Original Request	Selectman's Request	BCS Request	BOF Request	Final Request	Increase/Decrease	% Change
10414	501100	Full-time Payroll	48,094	66,270	23,862	67,577	67,577	67,577	67,577	67,577	1,307	1.97%
10414	501150	Part-Time Payroll	14,669	-	5,028	1,646	1,646	1,646	1,646	1,646	1,646	100.00%
10414	501175	Supplemental Payroll	-	2,000	-	1,000	1,000	1,000	1,000	1,000	(1,000)	-50.00%
10414	502150	Office Supplies *	1,060	900	685	2,450	2,450	2,450	2,450	2,450	1,550	172.22%
10414	502500	Printing Services	243	550	-	500	500	500	500	500	(50)	-9.09%
10414	502550	Professional Dues & Subscriptions	135	400	-	400	400	400	400	400	-	0.00%
10414	502600	Training & Conferences	130	250	270	350	350	350	350	350	100	40.00%
10414	502700	Automobile Expense	1,570	1,450	820	1,450	1,450	1,450	1,450	1,450	-	0.00%
10414	502875	State of CT Fees	2,603	2,500	0	2,500	2,500	2,500	2,500	2,500	-	0.00%
10414	502875-204	State Educational Fees	2,603	2,500	-	2,500	2,500	2,500	2,500	2,500	-	0.00%
10414	506350	Inspection & Safety Materials	882	1,500	-	1,500	1,500	1,500	1,500	1,500	-	0.00%
	TOTAL BUILDING DEPARTMENT		69,385	75,820	30,665	79,373	79,373	79,373	79,373	79,373	3,553	4.69%

The Building Official reviews applications and construction documents for residential, commercial and utility buildings. One set of documents is marked up and returned to the applicant with any code issues noted. Permits are also issued for plumbing, mechanical, roofing, electrical, demolition, swimming pools, tents and portable shelters. The Building Official, upon notification from the permit holder or his/her agent, makes any necessary inspections and either approves that portion of construction as completed or notifies the permit holder or his/her agent when the same fails to comply with the code. Upon final inspection of the building or a portion of the building being erected or altered, the Building Official issues a Certificate of Occupancy, certifying that such building or structure substantially conforms to the provision of the State Building Code and the regulations lawfully adopted thereunder. The Building Official must attend 90 credit hours of training for every three-year period. The Building Official supervises a Deputy Inspector (for fill in and special inspections when needed) and an Administrative Assistant.

BUDGET NOTES:

STAFFING:

Full Time
 Building Official Salaried Based on 25 hours/week
 Administrative Assistant Hourly 12 hr/week (employee shared with other depts)
 Part Time Payroll
 Assistant Building Official Hourly Estimate based coverage for Building Official vacations, etc.

* Office Suopoles includes mandatory Code Books @ \$1,500.00



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: EMERGENCY MANAGEMENT

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10427	501150	Part-Time Payroll	2,000	3,000		3,000	3,000	3,000	3,000		-	0.00%
10427	502200	Telephone	5,856	2,500	1,829	4,000	2,500	2,500	2,500		-	0.00%
10427	502500	Printing Services		50		1,000	1,000	1,000	1,000		950	1900.00%
10427	502550	Professional Dues & Subscriptions	50	200		200	200	200	200		-	0.00%
10427	502600	Training & Conferences	811	600	434	1,200	1,200	1,200	1,200		600	100.00%
10427	505200	Equipment Maintenance & Repair	70	1,200	1,156	2,000	2,000	2,000	2,000		800	66.67%
10427	507300	Safety Equipment	4,979	3,000	2,216	4,500	4,500	4,500	4,500		1,500	50.00%
	TOTAL EMERGENCY MANAGEMENT		13,766	10,550	5,635	15,900	14,400	14,400	14,400		3,850	36.49%

The Emergency Management Director is responsible for ensuring that the Town is able to respond to disasters and/or emergencies.

BUDGET NOTES:

STAFFING:

Part Time Payroll

Emergency Management Director Annual Stipend

Anticipate Revenue:

EMPG Grant Revenue \$5,000. (est.)



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: EMERGENCY 9-1-1

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10428	504475	Public Safety	92,138	95,869	47,185	100,704	100,704	95,873	95,873		4	0.00%
10428	504475-490	Emergency 9-1-1 Dispatch	89,069	94,369	47,185	99,087	99,087	94,256	94,256		(113)	-0.12%
10428	504475-491	Everbridge Notification System	3,069	1,500	-	1,617	1,617	1,617	1,617		117	7.80%
	TOTAL EMERGENCY 9-1-1		92,138	95,869	47,185	100,704	100,704	95,873	95,873		4	0.00%

Emergency calls for Essex are handled through Valley Shore Emergency Communications and State Police Troop F. The budget provides for that service.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: FIRE DEPARTMENT

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10420	507300	Safety Equipment	20,000	20,000	20,000	20,000	20,000	20,000	20,000		-	0.00%
10420	508400	Contingency	5,000	5,000		5,000	5,000	5,000	5,000		-	0.00%
10420	508600	Fire Department Allocation	238,759	256,250	128,125	256,250	256,250	256,250	256,250		-	0.00%
	TOTAL FIRE DEPARTMENT		263,759	281,250	148,125	281,250	281,250	281,250	281,250		-	0.00%

This budget supports the Volunteer Fire Department, which includes Fire Police and the Junior Division, as well as the fixed costs related to our two fire stations and twelve pieces of apparatus.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: FIRE MARSHAL

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10421	501100	Full-Time Payroll	33,798	37,237	14,529	38,487	38,487	38,487	38,487		1,250	3.36%
10421	501150	Part-Time Payroll	8,710	2,500	4,925	3,700	3,700	3,700	3,700		1,200	48.00%
10421	502150	Office Supplies	457	450	61	450	450	450	450		-	0.00%
10421	502550	Professional Dues & Subscriptions	983	1,000	190	1,000	1,000	1,000	1,000		-	0.00%
10421	502600	Training & Conferences		450		550	550	550	550		100	22.22%
10421	502700	Automobile Expense	352	1,000	321	1,000	1,000	1,000	1,000		-	0.00%
10421	504200	Technology Support	110	125		150	150	150	150		25	20.00%
10421	504200-415	Miscellaneous	110	125		150	150	150	150		25	20.00%
10421	507300	Safety Equipment	2,989	3,000	144	3,000	3,000	3,000	3,000		-	0.00%
	TOTAL FIRE MARSHAL		47,399	45,762	20,170	48,337	48,337	48,337	48,337		2,575	5.63%

The Fire Marshal investigates all fires and explosions to determine cause and origin. He also has the responsibility for reviewing construction plans and specifications dealing with certain development projects, including Schools and Town buildings, as well as fire protection for subdivisions. Yearly inspections of public buildings, day-cares, schools and restaurants with liquor permits are conducted. Also, the Fire Marshal issues blasting permits, burning permits and serves as the Town's Burning Official. Tents and portable shelter applications are evaluated for the required fire protection standby needs. The Fire Marshal makes a monthly report to the Selectmen, and submits the National Fire Incident Reports (NFIRS) to the State Fire Marshal monthly. The Fire Marshal must attend 90 credit hours of training for every three-year period. The Fire Marshal provides public education, when called upon, as it relates to fire safety. The Fire Marshal supervises the Deputy Fire Marshal(s).

BUDGET NOTES:

STAFFING:

Full Time

Fire Marshal	Salaried	Based on 15 hours/week
Administrative Assistant	Hourly	5.5 hr/week (employee shared with other depts)

Part Time Payroll

Assistant Fire Marshal	Hourly	Estimate based coverage for vacations, etc.
Burning Official	Annual Stipend (\$2,500/yr)	

Anticipated revenue:

Tent permit fees	\$1,500/yr
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BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: HARBOR PATROL

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10426	501150	Part-Time Payroll	12,157	16,406	2,840	28,000	20,000	20,000	20,000		3,594	21.91%
10426	504150	Uniforms	364	500	-	600	600	600	600		100	20.00%
10426	504150-406	Uniform Purchase	364	500	-	600	600	600	600		100	20.00%
10426	504475	Public Safety Contracts	3,000	3,000	3,000	3,000	3,000	3,000	3,000		-	0.00%
10426	504475-498	Stipend	3,000	3,000	3,000	3,000	3,000	3,000	3,000		-	0.00%
10426	504500	Other Service Contracts	191	1,000	-	1,000	1,000	1,000	1,000		-	0.00%
10426	505200	Equipment Maintenance & Repair	3,063	3,200	-	800	800	800	800		(2,400)	-75.00%
10426	506100	Fuel & Oil - Town Vehicles	842	2,500	397	2,500	2,500	2,500	2,500		-	0.00%
10426	507300	Safety Equipment	-	-	-	300	300	300	300		300	100.00%
TOTAL HARBOR PATROL			19,616	26,606	6,237	36,200	28,200	28,200	28,200		1,594	5.99%

The Essex Police operate the Marine Patrol under the supervision of the Resident Trooper. The patrol boat is a 2002 Parker 24'. The four full-time Essex Police Officers, supplemented by three part-time boat operators staff the patrol. The primary mission of the Essex Marine Patrol is to enforce boating laws and regulations and to respond to emergencies on the Connecticut River in Essex. There are approximately three miles of waterfront in Essex, which includes substantial anchorage and numerous marinas and yacht clubs. The budget provides for 400 hours of patrol time.

BUDGET NOTES:

Staffing would cover 20 weekends at the following schedule (each shift requires 2 harbor patrol personnel)

- Friday 4 hour shift
- Saturday 8 hour shift
- Sunday 8 hour shift



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: POLICE SERVICES

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10424	501100	Full-Time Payroll	205,534	259,924	153,531	233,727	233,727	233,727	233,727		(26,197)	-10.08%
10424	501150	Part-Time Payroll	8,320	8,793	2,922	9,143	9,143	9,143	9,143		350	3.98%
10424	501200	Overtime	95,141	24,364	38,306	32,498	32,498	32,498	32,498		8,134	33.39%
		Overtime not charged to subaccount	4,657	-	3,421	-	-	-	-		-	0.00%
10424	501200-120	Patrol (Police)	4,056	3,338	8,072	3,338	3,338	3,338	3,338		-	0.00%
10424	501200-125	Replacement Patrol (Police)	21,988	8,900	1,405	7,500	7,500	7,500	7,500		(1,400)	-15.73%
10424	501200-130	Weather (Police)	1,355	445	1,476	1,000	1,000	1,000	1,000		555	124.72%
10424	501200-135	Investigation (Police)	718	334	48	718	718	718	718		384	115.13%
10424	501200-140	Court (Police)	-	223	-	223	223	223	223		-	0.00%
10424	501200-145	DUI Grant (Police)	50,555	2,225	19,440	5,000	5,000	5,000	5,000		2,775	124.72%
10424	501200-150	DARE (Police)	1,516	1,113		1,516	1,516	1,516	1,516		404	36.27%
10424	501200-155	M/V Enforcement (Police)	-	1,113	95	1,113	1,113	1,113	1,113		-	0.00%
10424	501200-160	Traffic/Crowd Control (Police)	7,206	4,450	3,552	9,000	9,000	9,000	9,000		4,550	102.25%
10424	501200-165	Other (Police)	3,089	2,225	795	3,090	3,090	3,090	3,090		865	38.88%
10424	501300	Longevity	6,589	6,721	9,950	3,427	3,427	3,427	3,427		(3,293)	-49.00%
10424	502150	Office Supplies	1,328	1,250	696	1,400	1,400	1,400	1,400		150	12.00%
10424	502600	Training & Conferences	2,494	4,000	3,309	4,000	4,000	4,000	4,000		-	0.00%
10424	502900	Miscellaneous	812	750		900	900	900	900		150	20.00%
10424	504150	Uniforms	5,502	5,000	750	5,000	5,000	5,000	5,000		-	0.00%
10424	504150-406	Uniform Purchase	4,911	3,250	473	3,250	3,250	3,250	3,250		-	0.00%
10424	504150-407	Uniform Cleaning	591	1,750	278	1,750	1,750	1,750	1,750		-	0.00%
10424	505100	Motor Vehicle Maintenance & Repair	4,382	7,000	281	7,000	7,000	7,000	7,000		-	0.00%
10424	505200	Equipment Maintenance & Repair	1,254	600		1,260	1,260	1,260	1,260		660	110.00%
10424	505600	Police Equipment Maintenance & Repair	2,029	2,500	120	2,500	2,500	2,500	2,500		-	0.00%
10424	506100	Fuel & Oil - Town Vehicles	7,446	10,000	2,309	12,000	12,000	12,000	12,000		2,000	20.00%



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

10424	506250	Police Protection	-	650	330	650	650	650	650	-	0.00%
10424	506275	Police Community Services	1,144	1,000		1,200	1,200	1,200	1,200	200	20.00%
10424	507100	Office Equipment	1,070	1,000		1,100	1,100	1,100	1,100	100	10.00%
10424	507300	Safety Equipment	-	-	80	-	-	-	-	-	0.00%
TOTAL POLICE SERVICES			343,044	333,553	212,585	315,806	315,806	315,806	315,806	(17,748)	-5.32%

The Essex Police Officers operate under the direct supervision of the Connecticut State Police by virtue of the Resident Trooper program. Participating in this program eliminates the need for a dispatch center, prisoner holding facilities, administrative staff, and other expenses that would be incurred with an organized police department. Essex Police Officers are responsible for conducting a wide spectrum of criminal and motor vehicle investigations in Essex. They also conduct elderly and child safety programs, the D.A.R.E. ® program, and a bicycle and marine patrol. Their office is located at Town Hall. There are currently four Ford Crown Victoria cruisers in service.

BUDGET NOTES:

STAFFING:

Full Time

Police Officers Hourly Officers work 9 hour shift. Schedule is On for 5 days then Off for 3 days

Current staffing levels are being reviewed. Anticipate a full time hire prior to fye 2011-2012 to fill vacancy created by retirement.

Part Time Payroll

Crossing Guard Hourly Morning and Afternoon coverage at EES during 180 day school year

Overtime payroll broken down by category. When Town staff is not available to fill an overtime shift, State Troopers can be utilized to fill in.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: RESIDENT STATE TROOPER

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10423	504475	Public Safety Contracts	90,838	106,316		109,506	109,506	108,171	108,171		1,855	1.74%
10423	504475-493	Resident State Trooper	90,838	106,316		109,506	109,506	108,171	108,171		1,855	1.74%
	TOTAL RESIDENT STATE TROOPER		90,838	106,316	-	109,506	109,506	108,171	108,171		1,855	1.74%

The Resident State Trooper oversees the Police and Harbor Patrol Services for the Town of Essex.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

PUBLIC SAFETY: WATER

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10425	504475	Public Safety Contracts	141,696	144,269	59,910	147,074	147,074	147,074	147,074		2,805	1.94%
10425	504475-492	Fire Protection Water Services	141,686	144,269	59,910	147,074	147,074	147,074	147,074		2,804	1.94%
	TOTAL WATER		141,686	144,269	59,910	147,074	147,074	147,074	147,074		2,804	1.94%

The budget represents fees charged by Connecticut Water with regard to fire protection services.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HEALTH & HUMAN SERVICES: ESTUARY TRANSIT

Org	Obj	Description	2011-2012				2012-2013						
			2010-2011 Actual	Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/Decrease	% Change	
10455	508250	Community Prints & Donations	10,465	10,965	11,628	13,372	13,372	13,372	13,372	13,372		2,407	21.95%
	TOTAL ESTUARY TRANSIT		10,465	10,965	11,628	13,372	13,372	13,372	13,372			2,407	21.95%

Public transportation for the towns of Chester, Clinton, Deep River, Essex, Killingworth, Lyme, Old Lyme, Old Saybrook and Westbrook. The budget request represents Essex's share.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HEALTH & HUMAN SERVICES: HEALTH DEPARTMENT (formerly SANITARIAN and DIRECTOR OF HEALTH)

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10431	501100	Full-Time Payroll	50,990	68,467	22,574	60,004	60,004	60,004	60,004		(8,463)	-12.36%
10431	501150	Part-Time Payroll	-	20,000	-	18,101	18,101	18,101	18,101		(1,899)	-9.49%
10431	501250	Contracted	1,509	-	-	-	-	-	-		-	0.00%
10431	501300	Longevity	2,331	2,423	-	-	-	-	-		(2,423)	-100.00%
10431	502150	Office Supplies	1,065	1,500	397	3,100	3,100	3,100	3,100		1,600	106.67%
10431	502550	Professional Dues & Subscriptions	158	200	218	500	500	500	500		300	150.00%
10431	502600	Training & Conferences	375	1,400	736	1,400	1,400	1,400	1,400		-	0.00%
10431	502700	Automobile Expense	553	2,000	142	2,000	2,000	2,000	2,000		-	0.00%
10431	503215	Registered Sanitarian	26,744	-	798	15,000	15,000	15,000	15,000		15,000	100.00%
10431	503225	Inspection Services	10,847	8,500	2,450	11,000	11,000	11,000	11,000		2,500	29.41%
10431	504175	Water Testing	911	1,000	420	1,000	1,000	1,000	1,000		-	0.00%
10431	506400	Educational Materials	167	1,000	-	1,000	1,000	1,000	1,000		-	0.00%
TOTAL HEALTH DEPARTMENT			95,649	106,490	27,734	113,105	113,105	113,105	113,105		6,615	6.21%

The Health Department embodies the costs associated with the Sanitarian function and the Director of Health. Per State statute as of January 2011, the Director of Health must hold a Master in Public Health Degree. Additionally, State statute requires each Health Department to have a sanitarian who is a Registered Sanitarian (R.S.)

BUDGET NOTES:

STAFFING:

Full-Time

Director of Health/Sanitarian Salaried 28 hours/week

Part-Time

Administrative Support Hourly 18 hours/week

Anticipated Revenue

Inspection Fees \$6,000.00



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HEALTH & HUMAN SERVICES: TRANSFER STATION & RECYCLING CENTER

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10435	501100	Full-Time Payroll	48,058	48,422	22,315	49,391	49,391	47,885	47,885		(537)	-1.11%
10435	501150	Part-Time payroll	30,215	26,797	20,590	27,333	27,333	29,366	29,366		2,569	9.59%
10435	501200	Overtime Payroll	565	-	-	1,397	750	3,453	3,453		3,453	100.00%
10435	501300	Longevity	2,394	2,421	2,440	2,421	2,421	5,134	5,134		2,713	112.04%
10435	502150	Office Supplies	1,232	550	96	550	550	550	550		-	0.00%
10435	502200	Telephone	617	500	280	650	650	650	650		150	30.00%
10435	502250	Electricity	2,545	3,000	620	3,000	3,000	3,000	3,000		-	0.00%
10435	502875	State of CT Fees	3,075	2,300	0	2,300	2,300	2,300	2,300		-	0.00%
10435	502875-205	Permit Fees	3,075	2,300	0	2,300	2,300	2,300	2,300		-	0.00%
10435	502900	Miscellaneous	1,858	2,000	569	2,000	2,000	2,000	2,000		-	0.00%
10435	503200	Engineering	2,878	1,000	0	1,000	1,000	1,000	1,000		-	0.00%
10435	504175	Water Testing	953	1,300	339	1,400	1,400	1,400	1,400		100	7.69%
10435	504350	Regional HHW Facility	18,323	20,000	5,233	20,000	15,000	15,000	15,000		(5,000)	-25.00%
10435	504375	Waste Processing/Removal	139,067	152,900	84,552	155,927	155,927	155,927	155,927		3,027	1.98%
10435	504375-421	Bulky Waste	15,825	20,000	16,100	20,000	20,000	20,000	20,000		-	0.00%
10435	504375-422	Cans & Bottles	3,726	3,700	1,255	3,811	3,811	3,811	3,811		111	3.00%
10435	504375-423	Cardboard	3,368	3,200	1,181	3,296	3,296	3,296	3,296		96	3.00%
10435	504375-424	Chipping	20,000	18,000	25,000	22,500	22,500	22,500	22,500		4,500	25.00%
10435	504375-425	CRRA MSW Fees	26,489	40,000	9,747	40,000	40,000	40,000	40,000		-	0.00%
10435	504375-426	Demolition	54,067	44,000	22,753	45,320	45,320	45,320	45,320		1,320	3.00%
10435	504375-427	Freon	1,497	2,000	1,041	2,000	2,000	2,000	2,000		-	0.00%
10435	504375-428	Paint & HHW	4,792	3,000	2,225	3,000	3,000	3,000	3,000		-	0.00%
10435	504375-XXX	Electronics		2,000	0	0	0	0	0		(2,000)	-100.00%
10435	504375-431	MSW Hauling	4,999	7,000	1,692	6,000	6,000	6,000	6,000		(1,000)	-14.29%
10435	504375-432	Tires	926	1,000	0	1,000	1,000	1,000	1,000		-	0.00%
10435	504375-433	Leaf Screening	2,862	7,500	3,218	7,500	7,500	7,500	7,500		-	0.00%



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

10435	504375-434	Clean Lumber	518	1,500	340	1,500	1,500	1,500	1,500	-	0.00%
10435	505150	Building Maintenance & Repair	8,281	3,000	669	3,000	3,000	3,000	3,000	-	0.00%
TOTAL TRANSFER STATION			260,061	264,190	137,703	270,369	264,722	270,664	270,664	6,474	2.45%

Regulation of the storage, collection, transport and disposal, processing, recycling and disposal of Waste in the Town of Essex for the protection of the public health, safety and welfare of the residents of the Town.

Beginning in fiscal year 2012-2013, direct costs associated with the Transfer Station have been moved out of the Sanitarian budget and SanitaryWaste Commission budget. Historical figures and current budget figures have been restated to reflect this change for comparison purposes.

BUDGET NOTES:

Staffing:

Full Time

Landfill Supervisor Hourly 40 hours/week

Part Time

Landfill Operator (2) Hourly 16 hours/week each
(includes coverage for Supervisor vacation)

Anticipated Revenue

Sanitary Waste Fees	70,000
HHW Host Fee	30,000
Recycling Revenue Share	4,500
Transfer Station Host Fee	35,000

Total 139,500



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HEALTH & HUMAN SERVICES: SANITARY WASTE COMMISSION

Org	Obj	Description	2010-2011		2011-2012			2012-2013				Increase/ (Decrease)	% Change
			Actual	Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOT Request	Final Request			
10437	501150	Part-Time Payroll	256	2,060	85	2,060	1,500	1,500	1,500	1,500		(560)	-27.18%
10437	502150	Office Supplies	1,232	200	0	200	200	200	200	200		-	0.00%
10437	502600	Training & Conferences	0	200	0	200	200	200	200	200		-	0.00%
		TOTAL SANITARY WASTE COMMISSION	1,488	2,460	85	2,460	1,900	1,900	1,900	1,900		(560)	-22.76%

The Sanitary Waste Commission is responsible for the safe and sanitary disposal of all solid wastes which are generated within its boundaries.

STAFFING:

Part Time Payroll

Board Clerk

Hourly

Estimate based on 12 meeting per year

Beginning in fiscal year 2012-2013, the direct costs associated with the transfer station have been moved out of this budget and into a separate budget (Org 10435 - TRANSFER STATION & RECYCLING CENTER). The historical figures and current budget figures have been restated to reflect this change.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HEALTH & HUMAN SERVICES: SOCIAL SERVICES

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10434	501100	Full-Time Payroll	12,495	13,588	5,967	14,125	14,125	14,125	14,125		537	3.95%
10434	502150	Office Supplies	1,148	1,250	135	1,250	1,250	1,250	1,250		-	0.00%
10434	502550	Professional Dues & Subscriptions		250		250	250	250	250		-	0.00%
10434	502700	Automobile Expense		500		500	500	500	500		-	0.00%
10434	508250	Community Payments & Donations	81,844	83,604	71,604	129,893	83,604	85,104	85,104		1,500	1.79%
10434	508250-810	Community Renewal Team	2,000	2,000		2,000	2,000	2,000	2,000		-	0.00%
10434	508250-812	Connection, The	1,000	1,000		1,000	1,000	1,000	1,000		-	0.00%
10434	508250-813	Estuary Council of Seniors Club	30,000	30,000	30,000	31,500	30,000	31,500	31,500		1,500	5.00%
10434	508250-815	Literacy Volunteers of America	1,100	1,100	1,100	1,100	1,100	1,100	1,100		-	0.00%
10434	508250-818	Middlesex Cty Subs Abuse Action Council	500	500		500	500	500	500		-	0.00%
10434	508250-819	Regional Mental Health	354	354	354	354	354	354	354		-	0.00%
10434	508250-820	Rushford Center	1,500	1,500		1,500	1,500	1,500	1,500		-	0.00%
10434	508250-821	Sexual Assault Crisis	650	650		650	650	650	650		-	0.00%
10434	508250-822	Shoreline Soup Kitchens	5,000	5,000	5,650	5,000	5,000	5,000	5,000		-	0.00%
10434	508250-823	Tri-Town Youth Services	33,000	33,000	33,000	49,449	33,000	33,000	33,000		-	0.00%
10434	508250-824	Community Health Center, Inc.	1,500	1,500	1,500	1,500	1,500	1,500	1,500		-	0.00%
10434	508250-826	Middlesex Center for Behavioral Health	3,240	4,000		32,340	4,000	4,000	4,000		-	0.00%
10434	508250-827	Gilead	2,000	3,000		3,000	3,000	3,000	3,000		-	0.00%
	TOTAL SOCIAL SERVICES		95,487	99,192	77,706	146,018	99,729	101,229	101,229		2,037	2.05%

Funds budgeted here provide for a basic social service program. The wages of the Social Service Director are also reflected in this budget. Also reflected in this budget are contributions to governmental and non-governmental agencies with which the Town has an association or membership. It should be noted that the Town has increased citizen outreach greatly over the past several months. There are more citizens participating in the available programs.

BUDGET NOTES:

STAFFING:

Full Time Payroll

Social Services Representative Hourly 10 hours/week



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HEALTH & HUMAN SERVICES: VISITING NURSES

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10432	508250	Community Payments & Donations	60,795	60,795	25,331	60,795	60,795	60,795	60,795		-	0.00%
10432	508250-816	Lower Valley Visiting Nurses	60,795	60,795	25,331	60,795	60,795	60,795	60,795		-	0.00%
		TOTAL VISITING NURSES	60,795	60,795	25,331	60,795	60,795	60,795	60,795		-	0.00%

The Lower Valley Visiting Nurses Association provides home health nursing care to the residents of Essex. The budget allocation helps the VNA meet its goal of providing services to the Town. Residents of Essex, Centerbrook and Ivoryton comprise 48% (190) of the VNA patients.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HIGHWAYS & TRANSPORTATION: HIGHWAY DEPARTMENT

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10450	501100	Full-Time Payroll	272,003	282,046	130,885	312,745	312,745	266,540	266,540		(15,506)	-5.50%
10450	501150	Part-Time Payroll	3,649	-	931	11,299	11,299	36,460	36,460.00		36,460	100.00%
10450	501200	Overtime Payroll	28,568	15,000	11,339	20,500	20,500	20,500	20,500		5,500	36.67%
10450	501250	Contracted/Seasonal Payroll	57,692	25,000	31,180	24,600	24,600	24,600	24,600		(400)	-1.60%
10450	501300	Longevity	12,842	12,190	8,017	13,000	13,000	8,000	8,000		(4,190)	-34.37%
10450	502900	Miscellaneous	14,602	16,000	9,633	16,000	16,000	16,000	16,000		-	0.00%
10450	503200	Engineering	8,495	10,000	2,560	10,000	10,000	10,000	10,000		-	0.00%
10450	504150	Uniforms	5,236	4,500	1,888	5,000	5,000	5,000	5,000		500	11.11%
10450	504250	Equipment Rentals	7,815	11,000	10,078	11,000	5,000	5,000	5,000		(6,000)	-54.55%
10450	504300	Plowing & Sanding	40,902	20,000	984	20,000	20,000	20,000	20,000		-	0.00%
10450	504425	Streetlights Electricity	54,697	66,000	23,809	61,000	61,000	61,000	61,000		(5,000)	-7.58%
10450	505100	Motor Vehicle Maintenance & Repair	5,722	10,000	2,320	10,000	10,000	10,000	10,000		-	0.00%
10450	505150	Building Maintenance & Repair	808	6,000		6,000	6,000	6,000	6,000		-	0.00%
10450	505175	Grounds Maintenance & Repair	30,000	35,000	11,325	35,000	35,000	35,000	35,000		-	0.00%
10450	505200	Equipment Maintenance & Repair	27,820	30,000	19,863	30,000	30,000	30,000	30,000		-	0.00%
10450	505550	Road Maintenance & Repair	116,733	100,000	71,590	100,000	100,000	100,000	100,000		-	0.00%
10450	505575	Sidewalk Maintenance & Repairs	5,605	18,000	17,047	20,000	20,000	20,000	20,000		2,000	11.11%
10450	505625	Catch Basins Maintenance & Repair	0	15,000	37	15,000	15,000	15,000	15,000		-	0.00%
10450	505650	Drainage Maintenance & Repair	32,259	17,500	1,293	17,500	17,500	17,500	17,500		-	0.00%
10450	505700	Stormwater Maintenance & Repair	12,556	20,000	188	20,000	20,000	20,000	20,000		-	0.00%
10450	506100	Fuel & Oil - Town Vehicles	27,947	15,000	9,711	20,000	20,000	20,000	20,000		5,000	33.33%
10450	506150	Sand & Salt	22,683	20,000		20,000	20,000	20,000	20,000		-	0.00%
10450	507250	Maintenance Equipment	14,452	12,000	132	12,000	12,000	12,000	12,000		-	0.00%
TOTAL HIGHWAY DEPARTMENT			803,086	760,236	364,807	810,644	804,644	778,600	778,600		18,364	2.42%

Highway personnel are primarily responsible for maintaining 44 miles of roads, sidewalks, parking lots and related paved areas owned by the Town. Snow and ice control is a critical winter function directly related to motorist safety. Operations include sanding and salting and plowing when snowfall depths warrant. Road construction, roadside mowing, chip sealing, brush removal, catch basin cleaning and street sweeping are activities during the year. An important safety program is traffic sign placement and repair.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

STAFFING:

Full-Time

Director of Public Works	Salaried	40 hours/week
Public Works Crew (4)	Hourly	40 hours/week

Part-Time

Administrative Support	Hourly	10 hours/week
Part Time Crew	Hourly	40 hrs/wk (summer) & 24 hrs/wk (remainder of yr)

Overtime Payroll

Budgeted for 500 hours for snow storms, call-outs and other needed time outside regular work hours

Contracted/Seasonal Payroll

Summer Crew	Hourly	40 hours/week for 12 weeks during summer
Parks Crew	Hourly	25-30 hours per week from Spring through Fall



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

HIGHWAYS & TRANSPORTATION: TOWN GARAGE

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10457	502200	Telephone	4,581	3,000	2,089	3,200	3,200	3,200	3,200		200	6.67%
10457	502250	Electricity	8,239	7,500	2,877	7,800	7,800	7,800	7,800		300	4.00%
10457	502350	Water	722	1,200	187	1,200	1,200	1,200	1,200		-	0.00%
10457	502400	Heating Fuel	24,121	17,000	3,926	17,000	17,000	17,000	17,000		-	0.00%
10457	502900	Miscellaneous	2,454	5,000	2,748	5,000	5,000	5,000	5,000		-	0.00%
10457	504100	Cleaning	5,661	6,000	2,100	6,000	6,000	6,000	6,000		-	0.00%
10457	504100-402	Town Garage	5,661	6,000	2,100	6,000	6,000	6,000	6,000		-	0.00%
10457	505200	Equipment Maintenance & Repair	129	2,500	1,150	2,500	2,500	2,500	2,500		-	0.00%
	TOTAL TOWN GARAGE		45,908	42,200	15,078	42,700	42,700	42,700	42,700		500	1.18%

This budget represents the costs of operating the Town Garage and office for the Director of Public Works.

BUDGET NOTES:

Heating Fuel represents the cost of #2 heating fuel for all buildings at the Public Works site including the Dog Pound.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

DEBT SERVICE: INTEREST

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10481	508200	Interest	450,136	431,261	220,413	409,675	409,675	409,675	409,675		(21,586)	-5.01%
10481	508200-802	Waste Water Study	164	23	22	-	0	0	0		(23)	-100.00%
10481	508200-805	2007 General Obligation Bond	449,925	431,238	220,363	409,675	409,675	409,675	409,675		(21,563)	-5.00%
	TOTAL INTEREST		450,136	431,261	220,413	409,675	409,675	409,675	409,675		(21,586)	-5.01%

Budget represents the interest associated with the corresponding debt under ORG 10480.

BUDGET NOTES:

Budget includes the interest costs associated with the 2007 General Obligation bond as reflected on the bond amortization table.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

DEBT SERVICE: PRINCIPAL

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10480	508150	Principal Payments	467,780	463,949	463,288	460,000	460,000	460,000	460,000		(3,949)	-0.85%
10480	508150-802	Waste Water Study	7,780	3,949	3,288	-	-	-	-		(3,949)	-100.00%
10480	508200-805	2007 General Obligation Bond	460,000	460,000	460,000	460,000	460,000	460,000	460,000		-	0.00%
TOTAL PRINCIPAL			467,780	463,949	463,288	460,000	460,000	460,000	460,000		(3,949)	-0.85%

Budget amount reflects scheduled principal payments for outstanding Town of Essex debt.

BUDGET NOTES:

Budget includes the principal payments associated with the 2007 General Obligation bond as reflected on the bond amortization table.



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

LIBRARIES

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10440	508300	Library Allocations	349,000	365,000	182,500	370,000	365,000	365,000	365,000	365,000	-	0.00%
10440	508300-841	Essex Library	250,000	265,000	132,500	265,000	265,000	265,000	265,000	265,000	-	0.00%
10440	508300-842	Ivoryton Library	99,000	100,000	50,000	105,000	100,000	100,000	100,000	100,000	-	0.00%
	TOTAL LIBRARIES		349,000	365,000	182,500	370,000	365,000	365,000	365,000	365,000	-	0.00%

This budget represents the Town's contribution to both the Essex Library Association and the Ivoryton Library Association.

BUDGET NOTES:



BUDGET REQUEST FOR FISCAL YEAR 2012-2013

CAPITAL AND SINKING FUNDS

Org	Obj	Description	2010-2011 Actual	2011-2012		2012-2013						
				Budget	Nov. YTD	Original Request	Selectman's Request	BOS Request	BOF Request	Final Request	Increase/ (Decrease)	% Change
10496	508100	Capital Equipment Leases	-	27,000	22,900	27,900	50,117	50,117	50,117		23,117	85.62%
10496	508125	Public Works Equipment	-	-	-	80,000	-	-	-		-	100.00%
10496	508350	Sinking Fund Allocations	94,670	149,450	151,560	462,096	228,000	228,000	228,000		78,550	52.56%
10496	508350-850	Cruiser Sinking Fund	5,000	-	-	5,000	-	-	-		-	0.00%
10496	508350-855	Fire Department Sinking Fund	75,000	75,000	75,000	125,000	125,000	125,000	125,000		50,000	66.67%
10496	508350-860	Harbor Management Sinking Fund	667	10,000	10,000	10,000	5,000	5,000	5,000		(5,000)	-50.00%
10496	508350-865	Open Space Sinking Fund	15,000	15,000	15,000	25,000	20,000	20,000	20,000		5,000	33.33%
10496	508350-869	Park and Recreation Sinking Fund *	6,450	13,000	18,560	264,096	30,000	30,000	30,000		17,000	130.77%
10496	508350-870	Patrol Boat Sinking Fund	3,000	3,000	3,000	3,000	3,000	3,000	3,000		-	0.00%
10496	508350-875	Revaluation Sinking Fund	25,000	25,000	25,000	25,000	20,000	20,000	20,000		(5,000)	-20.00%
10496	508350-885	Municipal Property Sinking Fund	5,000	5,000	5,000	5,000	25,000	25,000	25,000		20,000	400.00%
10496	508350-895	Septic Lagoon Closure	(38,409)	-	-	-	-	-	-		-	0.00%
10496	508350-897	Landfill	(12,488)	-	-	-	-	-	-		-	0.00%
10496	508350-XXX	Park & Rec Usage Fees	3,450	3,450	-	-	-	-	-		(3,450)	0.00%
10496	508350-XXX	Wastewater Study	7,000	-	-	-	-	-	-		-	0.00%
10496	508700	Road Reconstruction	75,657	50,000	39,034	100,000	75,000	75,000	75,000		25,000	50.00%
10496	508750	Sidewalk Installation/Reconstruction	23,752	25,000		25,000	25,000	25,000	25,000		-	0.00%
10496	508800	Municipal Property Improvements	-	10,000	-	20,000	10,000	10,000	10,000		-	0.00%
10496	508800-896	Public Works Facility		10,000		20,000	10,000	10,000	10,000		-	0.00%
	TOTAL CAPITAL AND SINKING FUNDS		194,079	261,450	213,494	714,996	388,117	388,117	388,117		126,667	48.45%

The Capital budget provides for funding of major projects, equipment, initiatives and Sinking Funds.

BUDGET NOTES:

Capital Equipment Leases (under Selectman's request)

2nd yr of 5 year lease-public works loader \$22,900.
 potential lease pmt for phone equip 5,000.
 new 4 yr lease for public works vehicle 22,217.

*The original request for the Park & Recreation Sinking Fund has been reduced, however it is proposed that a fund balance maximum threshold be set for the Recreational Programs Special Revenue Fund and that annually any funds in excess of that threshold be transferred to the Park and Recreation Sinking Fund.

BUDGET REQUEST FOR FISCAL YEAR 2012-2013

SPECIAL REVENUE FUND: ANIMAL CONTROL

Org	Obj	Description	2010-2011 Actual	2011-2012 Budget	2012-2013		
					Budget Request	Increase/ (Decrease)	% Change
REVENUE							
20100	44401	Sale of Dog Tags	5,890	7,163	7,200	37	0.52%
20100	44402	Rent	7,874	7,874	7,874	-	0.00%
20100	44403	Impounding Fees	240	500	500	-	0.00%
20100	44404	Animal Adoption Fees	50	-	50	50	0.00%
20100	44400	Town of Essex Support	15,000	15,000	15,000	-	0.00%
TOTAL ANIMAL CONTROL REVENUE			29,054	30,537	30,624	87	0.28%
EXPENSES							
20495	51060	Animal Control Officer Payroll	15,699	15,994	16,314	320	2.00%
20495	52006	Telephone/Cellphone/Internet	1,688	1,000	1,700	700	70.00%
20495	53002	Automobile Expense	7,350	3,000	3,000	-	0.00%
20495	53005	Advertising	-	100	100	-	0.00%
20495	53037	Miscellaneous Supplies*	250	1,543	1,600	57	3.69%
20495	53101	Veterinarian	-	1,000	1,000	-	0.00%
20495	53102	State of Connecticut	3,848	6,000	4,415	(1,585)	-26.42%
20495	53103	Kennel Expense	-	-	-	-	0.00%
20495	53104	Humane & Vet Bills	93	100	500	400	0.00%
20495	53106	Uniforms and Equipment	-	150	300	150	100.00%
20495	53107	Conn. Animal Law Supplement	-	50	50	-	0.00%
20495	53108	Dog Food	5	400	400	-	0.00%
20495	53109	Animal Adoption	45	-	45	45	0.00%
20495	52101	Pound Maintenance	-	1,000	1,000	-	0.00%
20495	53105	Animal Control Seminars	-	200	200	-	0.00%
TOTAL ANIMAL CONTROL EXPENSES			28,978	30,537	30,624	87	0.28%

*Includes dog tags, license forms, postage, supplies and dues

**Decrease in fund balance at 6/30/10 due primarily to purchase of new furnace for dog pound (cost \$5,235)

Dog Fund-Fund Balance at June 30, 2007	\$ 42,673
Dog Fund-Fund Balance at June 30, 2008	\$ 50,012
Dog Fund-Fund Balance at June 30, 2009	\$ 54,835
Dog Fund-Fund Balance at June 30, 2010	\$ 53,990 **
Dog Fund-Fund Balance at June 30, 2011	\$ 54,066

BUDGET REQUEST FOR FISCAL YEAR 2012-2013

SPECIAL REVENUE FUND: PUMPOUT BOAT

Org	Obj	Description	2010-2011 Actual	2011-2012 Budget	2012-2013		
					Budget Request	Increase/ (Decrease)	% Change
REVENUE							
23100	42335	State DEP Reimbursement	63,277	86,062	86,062	-	0.00%
TOTAL PUMPOUT BOAT REVENUE			63,277	86,062	86,062	-	0.00%
EXPENSES							
23500	501250	Contracted/Seasonal Payroll	24,303	40,941	39,372	(1,569)	-3.83%
23500	501350	FICA (Social Security & Medicare)	1,767	3,332	3,012	(320)	-9.60%
23500	501550	Workers' Compensation	1,915	3,397	3,267	(130)	-3.82%
23500	502150	Office Supplies	488	-	-	-	0.00%
23500	502200	Telephone	853	1,135	960	(175)	-15.42%
23500	502450	Advertising	-	100	100	-	0.00%
23500	502500	Printing Services	41	150	150	-	0.00%
23500	502750	Insurance	1,074	1,324	1,324	-	0.00%
23500	505200	Equipment Maintenance & Repair	13,657	10,463	7,566	(2,897)	-27.69%
23500	506100	Fuel & Oil - Town Vehicles	3,122	9,000	6,500	(2,500)	-27.78%
23500	508100	Capital Equipment Leases	16,220	16,220	23,811	7,591	46.80%
TOTAL PUMPOUT BOAT EXPENSES			63,438	86,062	86,062	-	0.00%

The pumpout boat is a six town effort (Chester, Deep River, Essex, Lyme, Old Lyme and Old Saybrook). The pumpout boat program is administered for the six towns by Essex. The pumpout boat is used in the pumping out of waste from other boats that is then transported to a proper disposal facility. The program is funded through the Department of Environmental protection and in-kind services.

BUDGET NOTES:

All expenses have corresponding revenue. The budget proposes a Capital Equipment Lease for a new pumpout boat which is also fully reimbursed.

BUDGET REQUEST FOR FISCAL YEAR 2012-2013

SPECIAL REVENUE FUND: RECREATIONAL PROGRAMS

Org	Obj	Description	2010-2011 Actual	2011-2012 Budget	2012-2013		
					Budget Request	Increase/ (Decrease)	% Change
REVENUE							
22100	45500	Program Revenues	97,531	106,303	103,300	(3,003)	-2.82%
22100	602	Basketball	13,440	11,340	16,105	4,765	42.02%
22100	605	Flag Football	768	780	780	-	100.00%
22100	606	Miscellaneous Programs	3,953	4,621	4,910	289	6.25%
22100	608	Summer Camp	49,985	51,000	40,000	(11,000)	-21.57%
22100	609	Summer Specialty Camps		12,000	12,000	-	100.00%
22100	610	Tennis	5,955	7,356	7,250	(106)	-1.44%
22100	611	Bus Excursions	-	-	-	-	0.00%
22100	612	EES After Hours	6,065	5,786	6,065	279	4.82%
22100	613	Golf	770	-	770	770	100.00%
22100	614	Track & Field Camp	6,830	8,570	8,570	-	0.00%
22100	616	Lacrosse	9,765	4,850	6,850	2,000	100.00%
22100	45510	Sponsor Revenue	4,466	-	-	-	0.00%
22100	602	Basketball	-	-	-	-	0.00%
22100	604	Community Events	4,466	-	-	-	0.00%
22100	605	Flag Football	-	-	-	-	0.00%
22100	606	Miscellaneous Programs	-	-	-	-	0.00%
22100	608	Summer Camp	-	-	-	-	0.00%
22100	610	Tennis	-	-	-	-	0.00%
22100	611	Bus Excursions	-	-	-	-	0.00%
22100	612	EES After Hours	-	-	-	-	0.00%
22100	613	Golf	-	-	-	-	0.00%
22100	614	Track & Field Camp	-	-	-	-	0.00%
22100	615	Spring Track & Field	-	-	-	-	0.00%
22100	45520	Scholarship Revenue	5,720	2,750	4,645	1,895	68.91%
22100	602	Basketball	-	-	-	-	0.00%
22100	605	Flag Football	-	-	-	-	0.00%
22100	606	Miscellaneous Programs	750	750	-	(750)	0.00%
22100	608	Summer Camp	4,970	2,000	4,645	2,645	132.25%
22100	610	Tennis	-	-	-	-	0.00%
22100	611	Bus Excursions	-	-	-	-	0.00%
22100	612	EES After Hours	-	-	-	-	0.00%
22100	613	Golf	-	-	-	-	0.00%
22100	614	Track & Field Camp	-	-	-	-	0.00%
22100	615	Spring Track & Field	-	-	-	-	0.00%
22100	45530	Grant Revenue	-	250	500	250	100.00%
22100	45550	Town of Essex Support	20,000	-	-	-	0.00%
TOTAL REVENUE			127,717	109,303	108,445	(858)	-0.78%

BUDGET REQUEST FOR FISCAL YEAR 2012-2013

SPECIAL REVENUE FUND: RECREATIONAL PROGRAMS (Cont'd)

Org	Obj	Description	2010-2011 Actual	2011-2012 Budget	2012-2013		
					Budget Request	Increase/ (Decrease)	% Change
EXPENSES							
22500	501150	Part-Time Payroll	26,708	32,359	33,329	970	3.00%
22500	501250	Contracted/Seasonal Payroll	24,202	28,000	25,000	(3,000)	-10.71%
22500	608	Summer Camp	23,262	25,000	23,500	(1,500)	-6.00%
22500	606	Miscellaneous Payroll	940	3,000	1,500	(1,500)	-50.00%
22500	502900	Miscellaneous Programs	4,099			-	0.00%
22500	506300	Program Expenses	49,710	48,771	49,900	1,129	2.31%
22500	602	Basketball	9,228	9,503	12,125	2,622	27.59%
22500	604	Community Events	11,827	-	-	-	0.00%
22500	605	Flag Football	660	665	660	(5)	100.00%
22500	606	Miscellaneous Programs	4,161	2,686	4,161	1,475	54.91%
22500	608	Summer Camp	4,153	8,837	4,500	(4,337)	-49.08%
22500	609	Specialty Summer Camps		6,000	6,000	-	100.00%
22500	610	Tennis	4,408	6,000	5,800	(200)	-3.33%
22500	611	Bus Excursions	-	-	-	-	0.00%
22500	612	EES After Hours	4,582	5,000	5,000	-	0.00%
22500	613	Golf	-	-	616	616	100.00%
22500	614	Track & Field Camp	7,103	6,390	7,348	958	14.99%
22500	615	Spring Track & Field	-	-	-	-	0.00%
22500	616	Lacrosse	3,587	3,690	3,690	-	100.00%
22500		Grant Expenditures	-	-	-	-	0.00%
22500	509300	Intergovernmental Payments*	-	-	-	-	0.00%
TOTAL EXPENSES			104,719	109,130	108,229	(901)	-0.83%

The Recreation Program Fund provides recreational programs, events and enrichment activities for the entire community of Essex. A special revenue fund may be used for those services provided by a government which are intended to be fully or almost fully self-supporting by charging a fee to the users of the services. By removing all but the subsidy from the General Fund, the operations of the fund are reported similar to a private business. The presentation of revenue and related expenses highlights the extent to which the program supports itself. Additionally, this allows for significant growth in Recreation Programs of self-supporting programs without distorting the General Fund budget. This fund accounts for programs such as the Summer Day Camp, after school programs, summer concert series, youth basketball and events such as the annual Pumpkin Festival.

Fund Balance June 30, 2009	\$ 10,353
FY 2009-2010 change in Fund Balance	<u>10,487</u>
Fund Balance at June 30, 2010	\$ 20,840
Budgeted FY 2010-2011 change in Fund Balance	<u>22,998</u>
Projected Fund Balance at June 30, 2011	\$ 43,838
Budgeted FY 2011-2012 change in Fund Balance	<u>215</u>
Projected Fund Balance at June 30, 2012	\$ 44,053