

Budget Notes and Highlights

FY 2013

Overall

- Budget moves pool expenses and pool revenue to Community Services
- Payroll reflects 3% CPI adjustment
- The municipal government currently has 48 full –time employees. A significant aspect of our service delivery is provided through part time and on-call employees. Our projected part time payroll is \$477,130 plus \$237,300 in our special funds for a total of \$714,430.
- Municipal Tax Rate in Unchanged at \$3.37 per thousand valuation
- Property Valuation used in the budget is \$1,645,700,000. This does not include growth since April 1, 2011. Estimated overlay is \$142,000.
- Fuels budgeted at \$3.10 per gallon for gasoline, \$3.25 for diesel fuel and \$3.30 per gallon for heating oil. All fuels and utilities cost \$508,392.

Revenues

- Excise taxes up \$55,800 or 3.5%
- Investment income down \$25,000 or 50%
- MDOT Block Grant up \$17,000 or 25.4%
- Cable TV Franchise Fee up \$10,000 or 6.9%
- Building Permit fees are up \$10,000 or 14.3%
- Use of surplus remains at \$350,000
- No state estimate yet for Revenue Sharing

Administration (110) Increase of \$14,206 or 2.8%

- Full time payroll up 5% due to manager pay adjustment on January 1st, 2012 and 3% adjustment for all on July 1, 2012.
- Telephone expense down \$6,600 or 17.8% due to new phone system

Assessing, Codes and Planning (120) Increase of \$9,633 or 2.7%

- \$8,576 of \$9,633 increase is full time payroll at 3%.
- Slight increase in budget of \$400 for smart phones for assessor and codes officer.

Elections (140) Increase of \$10,589 or 35.1%

- Assumes presidential election and school budget validation vote
- Request to increase hourly rate of warden and election clerks by \$.25 per hour.
- Warden at \$10.00 per hour and clerks at \$8.50 per hour.
- Request to increase part time payroll to reflect the need for election staff during the 30 days prior to the presidential election. \$21,250 for absentee voting staff and \$5,580 for election day staff including \$500 for police coverage.
- Budget reflects ballots printing and professional services based on current voter tabulation machine; state required machine unknown.

- Local election officials are challenged by laws which directly impact local election officials e.g. certification of petitions, voter registration laws, absentee balloting requirements.
- Municipalities are experiencing difficulty in recruiting election staff. Who will replace those currently available to work

Employee Benefits (170) Decrease of \$28,133 or 2.8%

- *Note: New Information since budget prepared. Unfunded Retirement Cost-Need extra \$42,000 for 1701021.*
- Health insurance costs are down \$22,035 excluding pool in current and proposed budget
- Unemployment coverage is up \$8,250 or 33% to \$33,250.

Debt Service (180) Decrease of \$41,371 or 4.1%

- Savings due to lower interest costs

Police Budget (210) Increase of \$37,009 or 3.2%

- \$35,603 of increase is payroll related with 3% adjustment
- \$3,200 increase in minor equipment for two lockable vaults for trunks of police cruisers.

Animal Control (215) Increase of \$670 or 3.0%

- Increase is for contracts with City of South Portland and Animal Refuge League

Contracted Dispatching (220) Increase of \$2,696 or 1.7%

WETeam (225) Decrease of \$204 or 0.8%.

Fire Department (230) Increase of \$12,048 or 4.2%

- \$12,332 increase in payroll related costs due to 3% adjustment and additional training time for pre-planning major buildings per insurance recommendation
- Vehicle maintenance and minor equipment accounts are down as we are reducing the number of pumpers from 4 to 3.

Miscellaneous Public Protection (240) Increase of 3,378 or 2.4%

- **New Information** : Hydrant Rental increase of \$3,271 or 4.0% may be cut as Portland Water District has suspended the rate increase.

Emergency Preparedness (250) Increase of \$284 or 8.3%

- \$200 increase in radio maintenance and \$84 in payroll related costs.

Public Works (310) Decrease of \$3,115 or 0.3%

- Payroll costs up \$16,121 or 2.4%
- Catch basin cleaning down \$14,500 or 58% due to less sand in basins after mild winter
- Winter sand down \$3,925 or 34.8% due to stockpile
- Salt and chloride down \$8,200 or 7.7%
- Pavement markings are up \$2,375 or 12.8% as faded crosswalks and lines need attention
- Increase of \$2,000 or 40% in street signage for code compliant high intensity signs

Refuse Disposal and Recycling (320) Decrease of \$33,393 or 4.4%.

- Ecomaine assessment decreased by \$60,132
- \$8,750 for new expense for school food composting
- \$3,200 increase for increased cost of hazardous material disposal day. Now \$19,000

Human Services (410) Increase of \$800 or 1.6%

Most agency contributions increased by \$50 to \$1,250 each.

Library (510) Increase of \$55,766 or 12.2%

- Approximately \$22,000 of the increase is for \$8,000 in additional hours for a library circulation assistant to remove the library director from some of his hours at the desk and \$13,926 for additional hours for part-time children's library hours to provide assistance to the children's librarian to free up time for programming.
- \$7,500 of the increase is for additional programming costs.
- \$3,000 in increase for miscellaneous supplies which had been funded by special donation accounts

Contributions (520) Increase of \$5,050

- New \$5,000 contribution for the Greater Portland Economic Development Corporation

Public Information (530) Increase of \$2,579 or 5.8%

- We increase the pay of the part time webmaster by 10% each year as service requirements increase. The pay is now proposed at \$26,620.

Facilities Management (600) Increase of \$29,381 or 17.9%

- As the department has grown so has the need for additional office help. We currently have a part time Administrative Assistant, working 10 to 15 hours a week depending on availability. The Administrative Assistant was in place when we were the Maintenance Department with 4 full time mechanics and a part time manager. When maintenance and custodial departments were merged the staff increased to a total of 23 employees, which increased the total work load on the administrative position. Prior, the town and school custodial staffs were managed

by Community Services and their support staff, which handled all of the administrative needs of the custodial department. With the increase in staff came the increase in the need for additional help in the Facilities Department offices; these increases are not just limited to staff needs, but an increase in administrative paperwork, phone coverage and service request dispatching. This budget funds half of the cost with the balance in the school budget. The Administrative Assistant position will be increased to a twenty-five (25) hours work week from its current level.

- The remaining balance of requested funds \$1,368 is necessary to cover increases in 600-2003 Water and Sewer accounts and small increases in 600-2062 Contracted Custodial Services accounts at Central Fire Station and Police Station.

Parks and Public Lands (640) Increase of 722 or 0.9%

- In the past we have treated all of the fields with a synthetic weed control product. In FY 2013, we will be identifying specific areas exhibiting weed infestation and only treating those areas as needed on the field. This practice is recommended by the State of Maine Bureau of Pesticide Control. As mentioned above, a drying agent, or “Turface” as it is called, is used on the athletic fields to dry up the goal areas when they are wet. It’s a kitty-litter type of material that absorbs water.

School Ground and Athletic Fields (641) Increase of \$5,507 or 3.8%

- Increase of \$2,500 in professional services as the account is being increased to perform a more aggressive aeration on the Middle School Baseball Field. It’s called a “deep-tine” process and costs approximately \$1,850. This field doubles as a playground, which adds to the amount of compaction on the turf portions of the field.
- We also need to replace a larger portion of the sod in the middle of the Soccer/Lacrosse field. We have been trying to save money by just top-dressing the middle with loam, but that has not proven as successful as we have anticipated.

Fort Williams Park (645) Increase of \$6,301 or 2.6%

- Includes \$5,000 for general fund portion of new “greeter” program
- Includes two additional weeks for two rangers to November 11th.

All of the CIP is summarized below

Capital Projects (715) Increase of \$134,000 or 23.7%

- In FY 2010, we recognized that the capital improvement portion of the budget needed additional support as we inventoried our equipment and roads and noted we were falling behind on larger building maintenance needs. A goal was identified in the capital improvement plan of increasing general fund support by an additional \$100,000 each year. The next two budgets have met \$166,178 of the \$200,000 target. As we sought to catch up, just over \$700,000 in additional support aside from the general fund appropriation was provided with \$200,000 of this from a carry forward balance to FY 2012 due to a very successful fiscal year in FY 2010.
- The recommended general fund appropriation for FY 2012 is \$700,000 which meets the three year target of \$300,000 more than in FY 2010.

Mobile Equipment for FY 2013

Total of \$332,500

Replace 1996 International Dump Truck \$150,000

The unit was retired as a primary salting unit back in 2004 to extend the life of the drive train and underbody body components. It now has logged over 84,000 road miles, along with 8,340 engine hours. In addition, the frame and dump body are showing the effects of 16 winter seasons.

The department has been keeping its full-size dumps trucks for over 15 years. This extended operational life takes its toll on the frames of the units, not to mention the vehicle maintenance account. Two years ago we had to take a truck out of service, due to the fact that the frame had corroded to a point where the truck would no longer pass a State of Maine Inspection. This left us without a spare plow truck. We also see an increase in maintenance costs as the age of a unit surpasses 12 years. Drive train and front-end component repairs can be expensive, not to mention questionable, as a truck reaches the end of a reasonable useful life. It's important to remember that these units operate in all types of weather conditions and they are the most critical pieces of equipment in our maintenance operations program

Snowblower Attachment Replacement \$8,000

This attachment was purchased in 1995, when we purchased the original Holder tool carrier. This is the primary unit that clears snow on all of the Town's primary and secondary sidewalks. When we replaced the 1995 unit in 2009, we did not have enough funds to replace the blower unit. The internal blower components consist of sprockets, chains, bearings and a gear box, which are getting worn and very expensive to replace individually. Also, where the chute connects to the main housing is fatigued to the point where it needs to be re-fabricated, if that is even possible. The new blower units have much more capacity to move snow, which is critical for us, since we will be adding the Shore Road Path to our inventory next winter.

Work Zone Traffic Devices Trailer**\$2,500**

This would be a new unit that would be outfitted to carry barricades, traffic cones/barrels and work zone signage. It will be loaded at all times and expedite the set up of work zones and/or the closure of roads during an emergency. It would save time by not having to load up one of our trucks that have limited body space.

Cruiser Replacement**\$60,000**

In FY 2012, the Police Department started purchasing the Ford Utility vehicle, essentially, a Ford Explorer with all wheel drive. This style police vehicle will be the first such SUV for the Department since we have been established. We are a patrol type oriented police department that has a primary function of responding to police and EMS matters, needing a vehicle that can get to calls in any kind of weather, and one that can easily carry the multitude of equipment that we have. We will be replacing two 2008 cruisers with more than 80,000 miles or may replace one newer vehicle if an assessment at the time of purchase

We buy two vehicles in the odd years and one vehicle in the even years. The SUV shown is not the paint job we will utilize.

In-Car Video Cameras**\$24,000**

In-Car video cameras are essentially computers. They record the video on DVD's which are retrieved by the supervisors from the machine for evidence in needed cases. We have typically tried to replace these units every four to five years. The hard part is keeping up with the technology. The problem with buying one at a time is that you have to make sure the technology is the same as the others or you have to end up buying all the units you need at one time. This would purchase two cameras.

Radar Units**\$3,000**

We currently have a radar unit in each of the three marked vehicles. These units are serviced and calibrated every year. It has been the practice to wait for the Bureau of Highway Safety to have an equipment purchase and we have bought the radars for half the cost. We will continue to watch for this promotional bid process, which typically happens every three to four years. This would purchase two units.

Harbormaster Boat**\$10,000**

Unlike other communities, Cape Elizabeth has never provided the Harbormaster with a boat in order to check moorings, take GPS plotting points, or settle disputes between mooring owners. In the past the Harbormaster has used his personal boat.

In July a new Harbormaster was hired and shortly after his appointment a mooring dispute arose. Before advising him to use his own boat in an attempt to resolve this matter the police chief checked with Maine Municipal Association on insurance. He was advised by Maine Municipal that if the Harbormaster used his boat his insurance would be the primary coverage on the boat for damage and liability. The Town would then be secondary coverage.

The Department then turned to the WETeam and asked for assistance in transporting the Harbormaster to the location needed to survey the mooring complaint. Because of scheduling and other dynamics a date about three weeks out was set.

It has come to the point in the Town of Cape Elizabeth that a Harbormaster should have a boat at their disposal to check for issues that come up in the harbor. This boat will not be designed for rescue, but be ample for the Harbormaster to safely and efficiently be able to respond to a complaint in a timely fashion. A search would be conducted in order to find the best suitable boat, new or used, that would allow the Harbormaster to perform their job. This appropriation would provide the harbormaster the ability to get onto the water. The boat would not be used for any pleasure purpose.

Ladder Truck Refurbishment and Body Work **\$75,000**

The Town's sole ladder truck is a 1993 Seagrave and we anticipate a lifespan of more than 30 years. Annual safety inspections of the ladder provide guidance that the ladder should be rehabilitated. In addition, to preserve this truck, body work is needed. A full replacement of the ladder truck would now cost about \$750,000.

Facilities **\$87,750**

Library Improvements **\$5,000**

This is a proposed stopgap contingency appropriation to deal with any issue that may arise that needs attention. It assumes the larger issues of the library will be addressed in a new facility.

Town Hall Exterior Painting, Window Rot and Replacement **\$70,750**

The exterior of the Town Hall is in need of painting and some of the window frames are rotting. This appropriation would paint the entire exterior of the Town Hall and replace the worst window frames. Whatever funds are remaining would go towards continuing to replace windows. A number of windows will not stay open and others are showing signs of wear.

Community Center Rental Building **\$12,000**

The rental building at the front of the community center is having many of the same issues as the Town Hall. The \$12,000 would begin a renewal and replacement program with the facilities director deciding the most urgent items needing work.

Grounds **\$35,000 Total**

Middle School Fencing Replacement **\$13,000**

The stockade fence on the westerly side of the Middle School Access Road was installed in 1992, when the last campus improvements were made. It provides a noise buffer to the residents of Elizabeth Park. It has been ravaged by windstorms on several occasions, due to its age and alignment. It is proposed for replacement in FY 2013.

Athletic Field Fencing Replacement **\$10,000**
Funds are proposed to start replacing some of the fencing components around Holman baseball field. Much of it is original from when the field was built in the 1960's.

Middle School Infield Reconstruction **\$12,000**
It is proposed to renovate the infield of the Middle School baseball field. Each year the base paths are redefined and turf areas sodded as part of our annual maintenance program. Despite this effort, more work needs to be done. The infield needs to be vertically aligned, the pitcher's mound needs to be reconstructed to a new required dimension and dangerous turf lips need to be removed. At this point it has become a safety issue, according to the Athletic Director. Funds are proposed in FY 2013 to address the above referenced issues.

Miscellaneous **\$38,380 Total**

ID Badge System **\$4,380**
The bulk of the monies for FY 13 would be to replace the computer, which produces the ID Badges for all Town and School employees. Also included in the monies would be the software upgrade for the ID Badging system and a replacement printer. The current ID badging system was purchased in 2003. The Technology Department has been called to correct failure issues with it lately and advise that it is in need of replacement.

Town wide Computer Upgrades **\$30,000**
This account funds replacements of all hardware and software for all municipal departments. It is increased slightly this year for printer replacements.

Roadway & Drainage Improvements Overview **\$295,000**

During the winter of 2011, two studies were completed of historical drainage problems in the northern section of town. The Oakhurst Road drainage study looked at proposed alternatives for mitigating a sporadic drainage problem in the area of 148 Oakhurst Road. The cost to mitigate the problem was estimated at approximately \$96,000, which included proposed acquisition of an easement to accommodate the installation of drainage infrastructure. The project has been designed, but is not being proposed at this time.

We also completed the Garden Circle Drainage Study, which developed treatment scenarios to alleviate ponding in the cul-de-sac during a heavy precipitation event. Garden Circle is a small cul-de-sac located at the base of Surf Road and Cottage Lane. It is essentially a "bowl" with limited drainage infrastructure. Preliminary cost estimates were developed for three options, ranging from \$240,000 to \$1,052,000. The frequency of high tide, combined with an above-average rain event, created a challenge to developing an affordable solution. One alternative even proposed a storm water pumping station to push the water out through a new outlet pipe to the Portland Harbor channel.

Based on the cost of the mitigation scenarios and the minimal level of correction achieved, it was felt to put the project on hold for the time being.

Both of these projects are worthy of future consideration. They address historical problems that we have generated complaints for over 20 years. The problem is that they cannot be undertaken at this time, given the cost benefit and the other infrastructure needs in the community. Even our annual paving budget, which last year was approved at \$100,000, is far below what it should be, considering the condition of some of our main arteries and neighborhood roads.

This brings us to Starboard Drive, which runs between Scott Dyer Road and Spurwink Avenue. The residents of Starboard Drive have expressed concerns in recent years about the condition of the road. Several have called and/or written letters inquiring if the Town has any plan to reconstruct the road, which is in poor condition. This road was originally constructed in 1968, but not to the proper engineering standards that is now required. Prior to the condominiums being constructed, the topography was wetlands and poorly draining soils. We have paved the road three times since its acceptance and it continues to be adversely affected by freeze/thaw cycles. A full depth reconstruction is needed, which should include new sidewalks and utility (storm water and sanitary) upgrades. Funding (\$35,000) was approved in FY 2012 to commence preliminary engineering and design on a partial reconstruction of the road. Survey work has been completed and an assessment has been done on the condition of the existing utilities, along with the base materials under the pavement. It is our goal to complete the preliminary construction plans by January 1, 2012 and to propose the project to the Town Council during the budget review. Due to the cost of the project, we have reduced our paving program in FY 2012, so we can combine those funds with funding proposed for FY 2013 to undertake the project in the early summer of 2012.

It is proposed to put any remaining funds towards our roadway overlay program. Candidates for repaving are the Queen Acres neighborhood (State Avenue, Beverly Terrace, Erie Road)

Roadway & Drainage Proposal Breakdown:

Contribution Towards Starboard Drive Reconstruction	\$210,000
Roadway Overlay Program	50,000
Misc. Drainage, Paving & Materials	15,000
Total	\$275,000

Sidewalk & Pedestrian Improvements **\$20,000**

This account has traditionally funded small sidewalk replacement projects. We are continuing the replacement of the sidewalks along Shore Road, which get a great deal of pedestrian traffic. Funds from this allocation could also provide financial support for any potential projects in the Town Center, such as the walk proposed from the High School to

Fowler Road. Pedestrian control devices, such as signage, additional pavement markings and pedestrian bollards are also funded from this account.