

March 1, 2012

Dear Council Chairman Lennon and Members of the Cape Elizabeth Town Council:

Submitted herewith is the proposed municipal budget for Fiscal Year 2013. The proposed budget amounts to \$8,827,479 which is \$92,500 or 1.0% less than last year. The proposed tax rate for municipal services is the same as last year. The proposed budget includes an organizational change whereby the pool and its budget will be transferred from the municipal segment of government to community services. If that change was not being recommended, an apple to apple comparison would have this budget increasing both the expenditure level and the municipal tax rate by 3.0%.

This budget would have increased \$255,125 if pool expenses had not been re- allocated. Therefore, this budget message will focus upon the \$255,125 change in the expenditure level. The percentages and amounts listed in this message exclude the pool operating expenses and the related employee benefits from the FY 2012 budget.

Major Items Impacting Proposed FY 2013 Budget

		% of Overall FY 2013 Budget	Impact on Median Home Assessed at \$ 314,000
Capital Stewardship Plan Implementation	\$ 134,000	1.5%	\$ 25.12
Full Time Payroll	\$ 84,045	1.0%	\$ 15.76
Facilities Staffing	\$ 29,381	0.3%	\$ 5.51
Library Staffing	\$ 24,833	0.3%	\$ 4.66
November 2012 Election Addt. Cost	\$ 10,589	0.1%	\$ 1.99
Library Programs	\$ 7,500	0.1%	\$ 1.41
Salt	\$ (8,200)	-0.1%	\$ (1.54)
Storm Drain Cleaning	\$ (14,500)	-0.2%	\$ (2.72)
Health Insurance	\$ (22,035)	-0.2%	\$ (4.13)
Debt Service	\$ (41,371)	-0.5%	\$ (7.76)
Ecomaine Fees	\$ (44,388)	-0.5%	\$ (8.32)
Everything Else	\$ 95,271	1.1%	\$ 17.86
Net Impact of Total Municipal Budget	\$ 255,125	3.0%	\$ 47.83
Total Municipal Budget	\$ 8,827,479	100%	\$ 1058.18

Personnel **\$4,436,794** **\$50.3% of Total Recommended Budget**

Personnel related costs amount to \$4.4 million. This is an increase of 3.4 % or \$147,781 from a year ago. Full time payroll is up 3.4% owing to a 3.0% cost of living adjustment, a few step increases and an adjustment in the pay for the town manager’s position made effective January 1st. There are no changes in the number of full time positions. Part-time payroll is up \$44,658 or 10.4%. \$24,833 of this increase is at the Thomas Memorial Library and relates to a proposal to reallocate time at the library to programs and to oversight of the library project. Overtime is up 2.6% or less than the cost of living adjustment so actual overtime hours are projected to slightly decline.

The facilities department is proposing the elimination of a part time clerical position saving \$11,420 in personnel costs in the municipal budget, however, this position will be replaced with a 25 hour administrative assistant in the school budget and the municipal budget is being asked to provide an additional \$42,826 in contractual services to pay for the position.

The cost of employee benefits is up 0.3% or \$2,522. All employee benefits including social security amount to 37.3% of payroll.

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.

Debt Service **\$934,344** **10.6% of the Budget**

The debt service portion of the budget continues to decline. The savings this year is \$41,371.

Trash Disposal Fees **\$582,485** **6.6% of the Budget**

Thanks to citizens continue to increase recycling and lower ecomaine fees, trash disposal costs are down \$37,015 This follows a reduction of \$22,624 last year and a \$73,000 reduction the year before for a three year reduction of \$132,639.

Professional and Contractual Services **\$785,736** **9.6% of Budget**

This portion of the budget is increasing \$63,560 or 8.1% more than a year ago. The increase is 2/3rds due to more contracting being done with the Cape Elizabeth School Department including for clerical services for the facilities department.

Utilities and Fuels **\$508,392** **5.7% of Budget**

We budget heat at \$3.30 per gallon and motor fuels at \$3.10 per gallon. The market is very volatile as this is written.

Capital Improvements

\$722,500 of which \$700,000 is within Account 715. 8.1% of Budget

The descriptions of the capital improvements are in the capital stewardship plan in the 715 department section of the proposed budget.

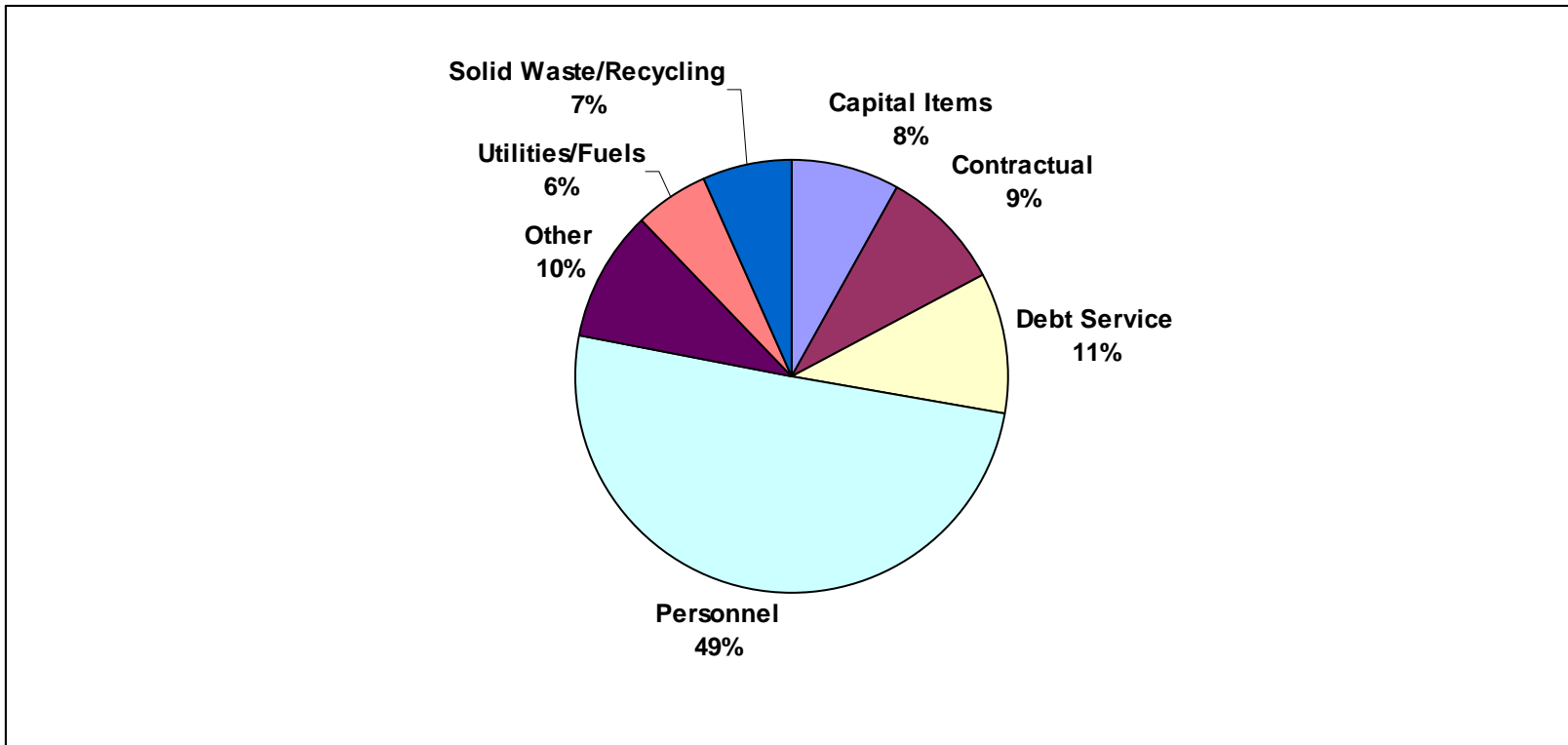
		FY 2013
Dump/Plow Truck Replacement	Equipment-Mobile	150,000
Snowblower Attach. Replacement	Equipment-Mobile	8,000
Work Zone Devices Trailer	Equipment-Mobile	2,500
Cruiser Replacement	Equipment-Mobile	60,000
In-Car Video Cameras	Equipment-Mobile	24,000
Radar Units	Equipment-Mobile	3,000
Harbor Master Boat	Equipment-Mobile	10,000
Ladder Truck Refurbishment and Bodywork	Equipment-Mobile	75,000
	Equipment-Mobile Total	332,500
Library Improvements	Facilities	5,000
Town Hall Rotted Trim Replacement	Facilities	9,250
Town Hall Window Replacement	Facilities	22,500
Town Hall Exterior Painting	Facilities	39,000
	Facilities Total	75,750
HS Tennis Court Repairs	Grounds	
MS Fencing Replacement	Grounds	13,000
Athletic Field Fencing Replacement	Grounds	10,000
MS BB Infield Reconstruction	Grounds	12,000
	Grounds Total	35,000
Town Wide ID Badge System Update	Miscellaneous	4,380
Townwide Computer Upgrades	Miscellaneous	35,000
	Miscellaneous Total	39,380
Roadway, Paving & Drainage Proj.	Roads and Sidewalks	275,000
Sidewalk & Ped. Improvements	Roads and Sidewalks	20,000
	Roads and Sidewalks Total	295,000
	Grand Total	777,630
Target-General Fund		700,000
Funded by Sewer Fund		77,630

The Remaining 10%

\$857,255

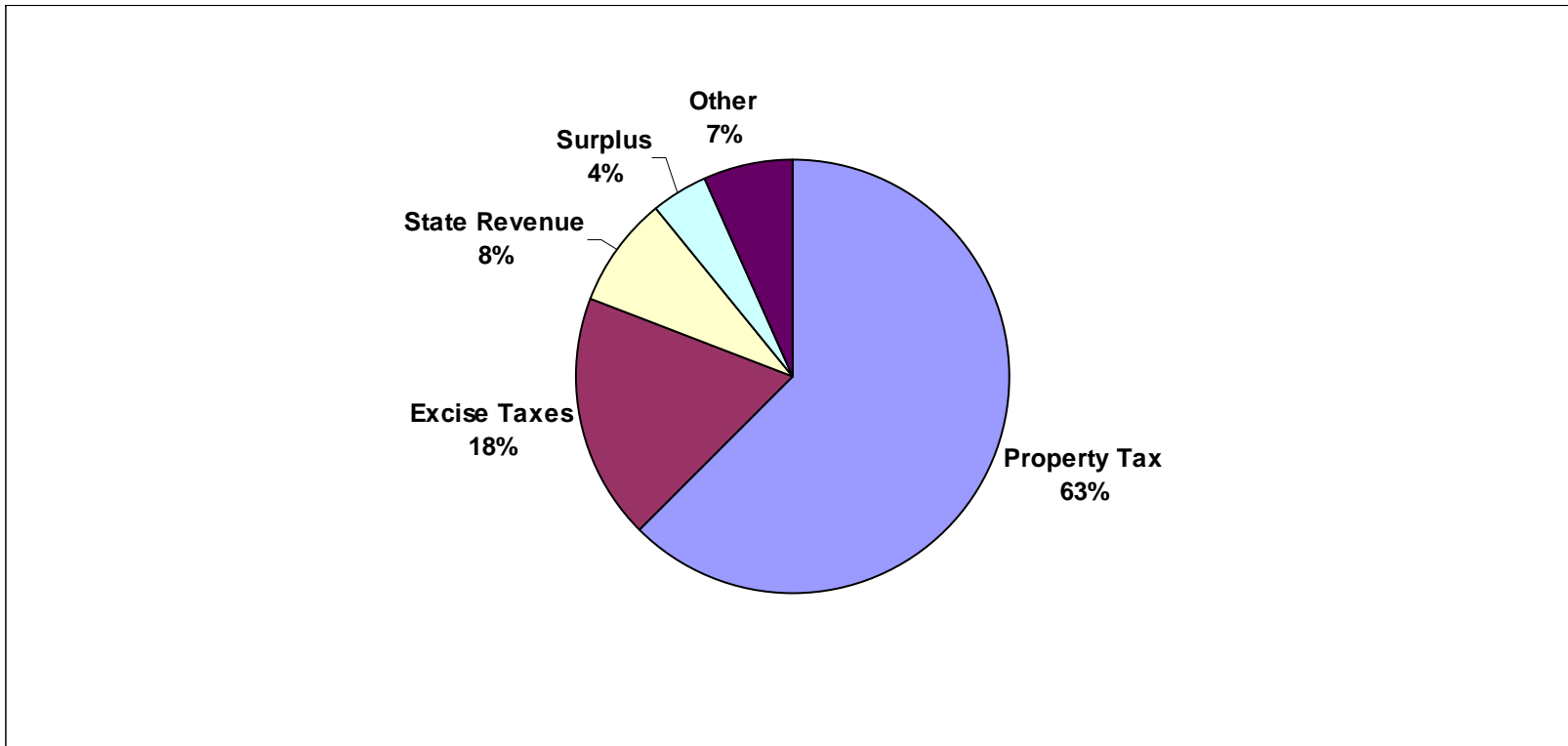
10.3% of Budget

The balance of the proposed budget funds insurance, human services, equipment maintenance, road salt and sand, library books, computer maintenance and fees, and miscellaneous supplies and expenses. This portion of the budget is proposed to amount to \$4,053 less than a year ago.



Revenues from Sources Other Than the Property Tax

Total revenues from sources other than the property tax are projected to increase \$91,900 or 2.9%. Excise tax income is projected to rise \$55,000 or 3.5% after three straight years of declines. Most other revenues are fairly stable except investment income continues to decline with lower interest rates.



In closing, I wish to thank all of the staff members and citizen volunteers who have contributed to the development of this budget. I look forward to reviewing it with the Finance Committee led by Governali and with all interested citizens of our community.

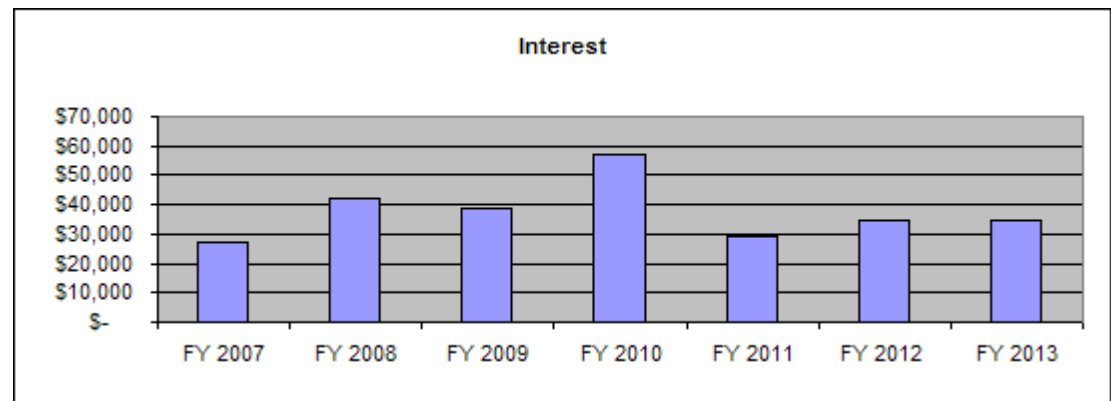
Respectfully submitted,

Mike McGovern

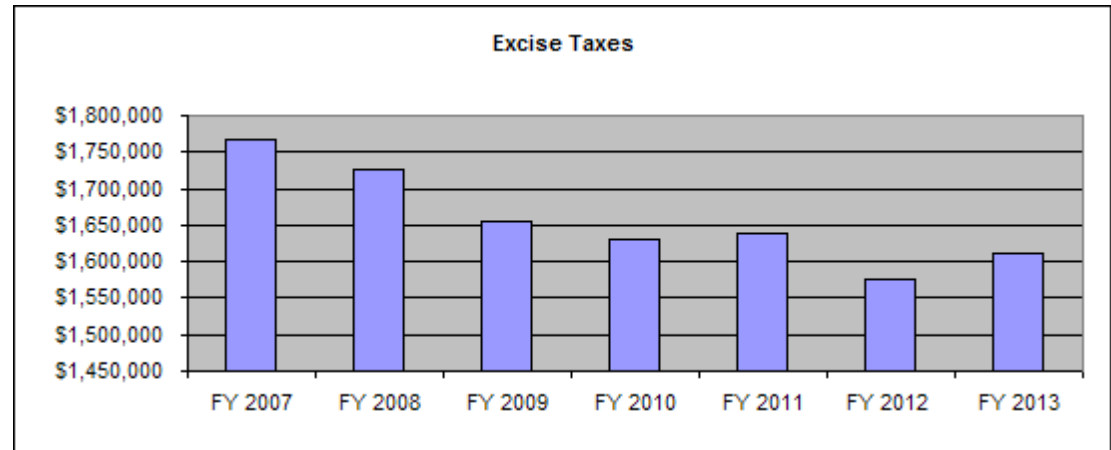
Michael K. McGovern, Town Manager

<i>GENERAL FUND REVENUES</i>	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
INTEREST/LATECHARGES	\$ 29,562	\$ 35,000	\$ 35,000	\$ 40,000	\$ 5,000	14.3%
EXCISE TAXES	\$ 1,637,278	\$ 1,575,000	\$ 1,575,000	\$ 1,630,800	\$ 55,800	3.5%
REGISTRATION FEES	\$ 24,757	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	0.0%
CLERKS FEES	\$ 13,347	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%
POLICE FINES AND FEES	\$ 7,394	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
LIBRARY FINES/FEES	\$ 7,910	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.0%
MISCELLANEOUS REVENUES	\$ 24,526	\$ 44,000	\$ 44,000	\$ 45,000	\$ 1,000	2.3%
INVESTMENT INCOME	\$ 31,381	\$ 50,000	\$ 50,000	\$ 25,000	\$ (25,000)	-50.0%
MISCELLANEOUS FEDERAL REVENUE	\$ 141	\$ 100	\$ 100	\$ 100	\$ -	0.0%
STATE REVENUE SHARING	\$ 610,263	\$ 622,000	\$ 622,000	\$ 622,000	\$ -	0.0%
MISCELLANEOUS STATE REVENUE	\$ 77,407	\$ 29,000	\$ 29,000	\$ 35,000	\$ 6,000	20.7%
USE OF SURPLUS	\$ 210,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	0.0%
RECYCLING AREA FEES	\$ 93,391	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	0.0%
MDOT BLOCK GRANT	\$ 80,672	\$ 67,000	\$ 83,952	\$ 84,000	\$ 17,000	25.4%
CABLE FRANCHISE FEE	\$ 154,202	\$ 145,000	\$ 157,125	\$ 155,000	\$ 10,000	6.9%
BOAT EXCISE TAXES	\$ 16,311	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.0%
BUILDING PERMIT FEES	\$ 90,795	\$ 70,000	\$ 90,000	\$ 80,000	\$ 10,000	14.3%
POLICE REIMBURSEMENTS	\$ 4,725	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
MOORING PERMITS	\$ 4,950	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
POOL REVENUES	\$ 168,617	\$ 183,800	\$ 183,800	\$ -	\$ (183,800)	-100.0%
SPECIAL FUNDS OVERHEAD	\$ 61,873	\$ 65,500	\$ 65,500	\$ 77,000	\$ 11,500	17.6%
OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 3,349,502	\$ 3,380,900	\$ 3,429,977	\$ 3,288,400	\$ (92,500)	-2.7%

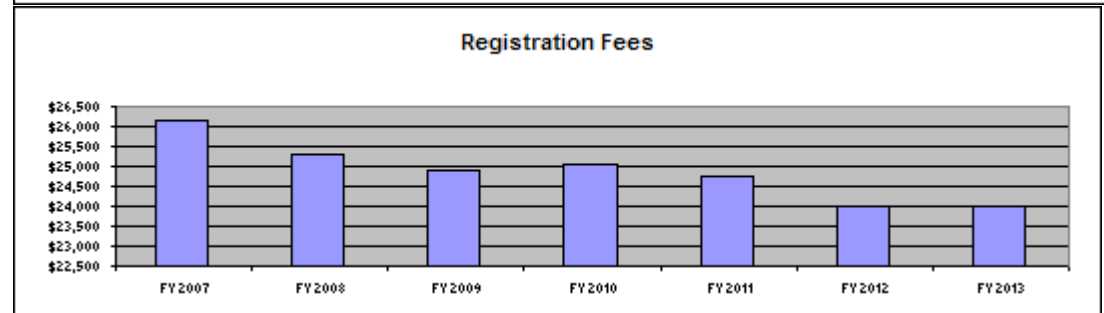
Interest	Rate
FY 2007 \$ 26,874	11%
FY 2008 \$ 42,067	12%
FY 2009 \$ 38,560	11%
FY 2010 \$ 57,230	9%
FY 2011 \$ 29,562	7%
FY 2012 \$ 35,000	7%
FY 2013 \$ 40,000	7%



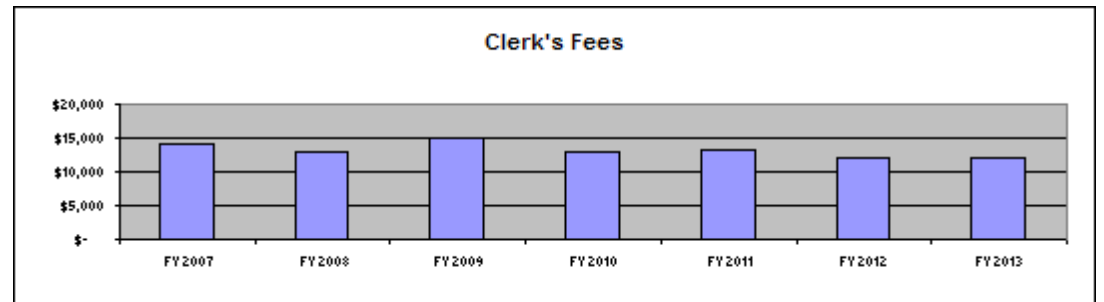
Excise Taxes		
FY 2007	\$ 1,767,060	Actual
FY 2008	\$ 1,726,170	Actual
FY 2009	\$ 1,654,447	Actual
FY 2010	\$ 1,629,715	Actual
FY 2011	\$ 1,637,728	Actual
FY 2012	\$ 1,575,000	Budget
FY 2013	\$ 1,630,800	Projected



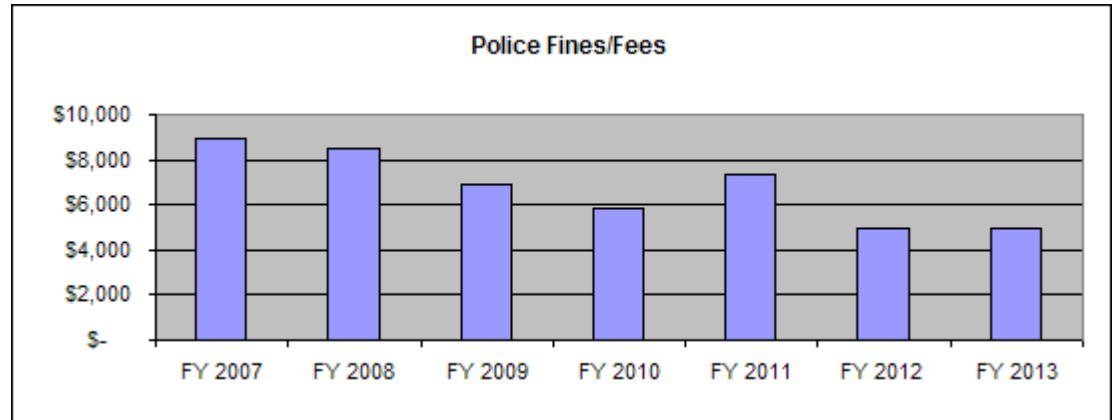
Registration Fees		
FY 2007	\$ 26,142	Actual
FY 2008	\$ 25,319	Actual
FY 2009	\$ 24,914	Actual
FY 2010	\$ 25,063	Actual
FY 2011	\$ 24,757	Actual
FY 2012	\$ 24,000	Budget
FY 2013	\$ 24,000	Projected



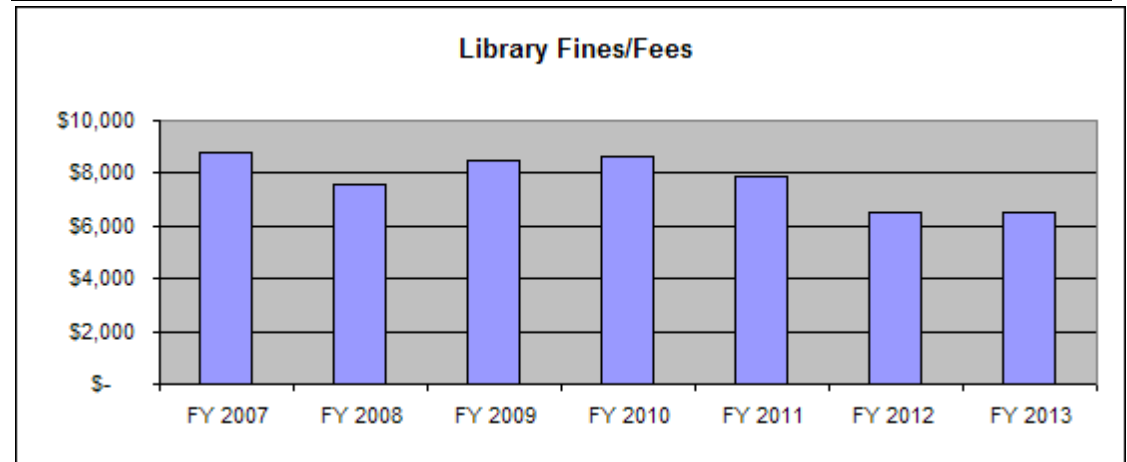
Clerks Fees		
FY 2007	\$ 14,135	Actual
FY 2008	\$ 12,877	Actual
FY 2009	\$ 14,936	Actual
FY 2010	\$ 12,850	Actual
FY 2011	\$ 13,347	Actual
FY 2012	\$ 12,000	Budget
FY 2013	\$ 12,000	Projected



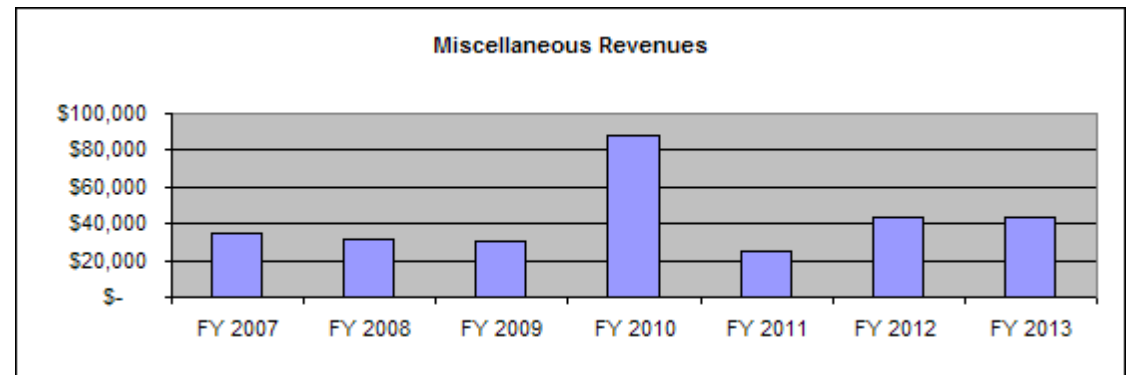
Police Fines and Fees		
FY 2007	\$ 8,940	Actual
FY 2008	\$ 8,453	Actual
FY 2009	\$ 6,860	Actual
FY 2010	\$ 5,829	Actual
FY 2011	\$ 7,364	Actual
FY 2012	\$ 5,000	Budget
FY 2013	\$ 5,000	Projected



Library Fines and Fees		
FY 2007	\$ 8,752	Actual
FY 2008	\$ 7,602	Actual
FY 2009	\$ 8,449	Actual
FY 2010	\$ 8,625	Actual
FY 2011	\$ 7,910	Actual
FY 2012	\$ 6,500	Budget
FY 2013	\$ 6,500	Projected

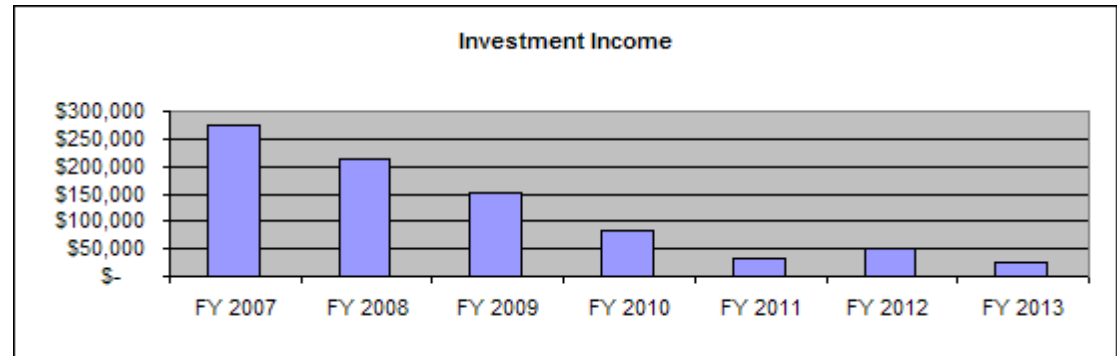


Miscellaneous Revenues		
FY 2007	\$ 34,565	Actual
FY 2008	\$ 31,075	Actual
FY 2009	\$ 30,005	Actual
FY 2010	\$ 88,070	Actual
FY 2011	\$ 24,526	Actual
FY 2012	\$ 44,000	Budget
FY 2013	\$ 45,000	Projected



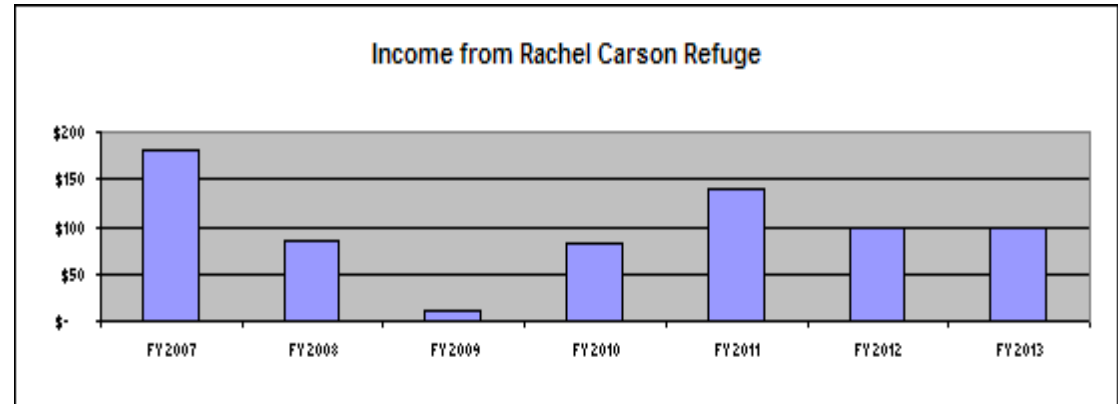
Investment Income

FY 2007	\$ 275,717	Actual
FY 2008	\$ 215,040	Actual
FY 2009	\$ 150,960	Actual
FY 2010	\$ 84,341	Actual
FY 2011	\$ 31,381	Actual
FY 2012	\$ 50,000	Budget
FY 2013	\$ 25,000	Projected



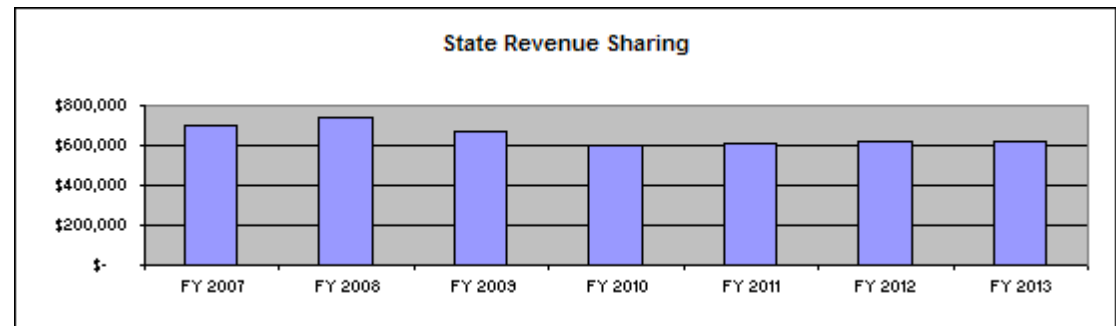
Miscellaneous Federal

FY 2007	\$ 181	Actual
FY 2008	\$ 85	Actual
FY 2009	\$ 12	Actual
FY 2010	\$ 82	Actual
FY 2011	\$ 141	Actual
FY 2012	\$ 100	Budget
FY 2013	\$ 100	Projected

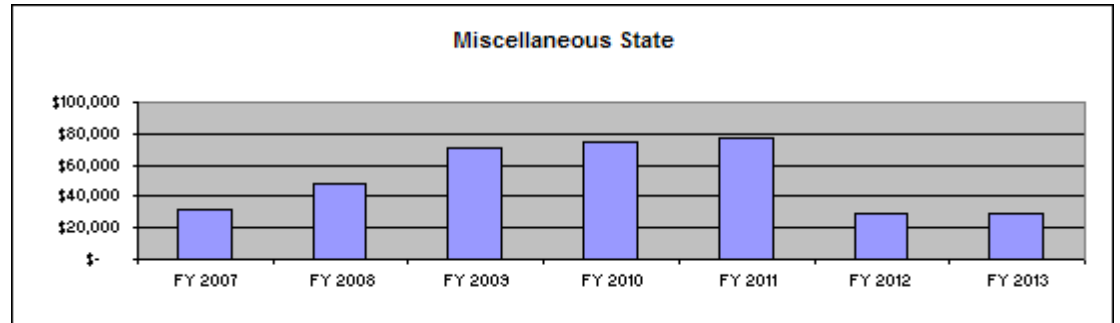


State Revenue Sharing

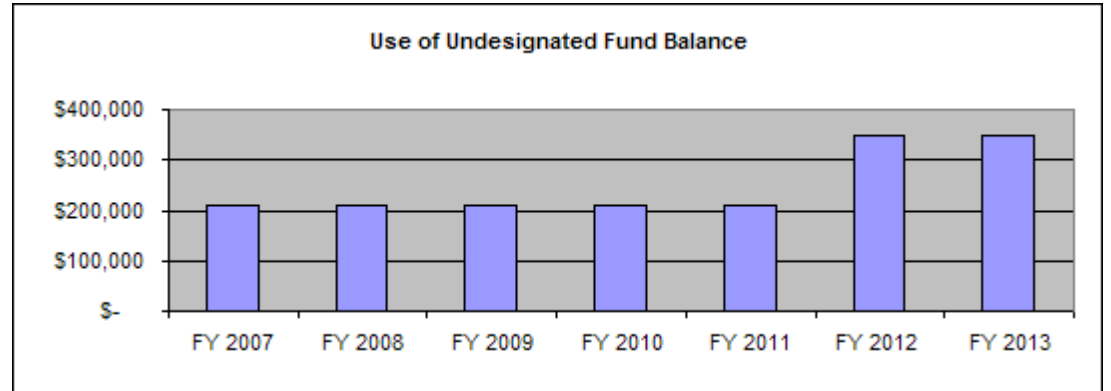
FY 2007	\$ 702,395	Actual
FY 2008	\$ 740,197	Actual
FY 2009	\$ 667,238	Actual
FY 2010	\$ 599,840	Actual
FY 2011	\$ 610,263	Actual
FY 2012	\$ 622,000	Budget
FY 2013	\$ 622,000	Projected



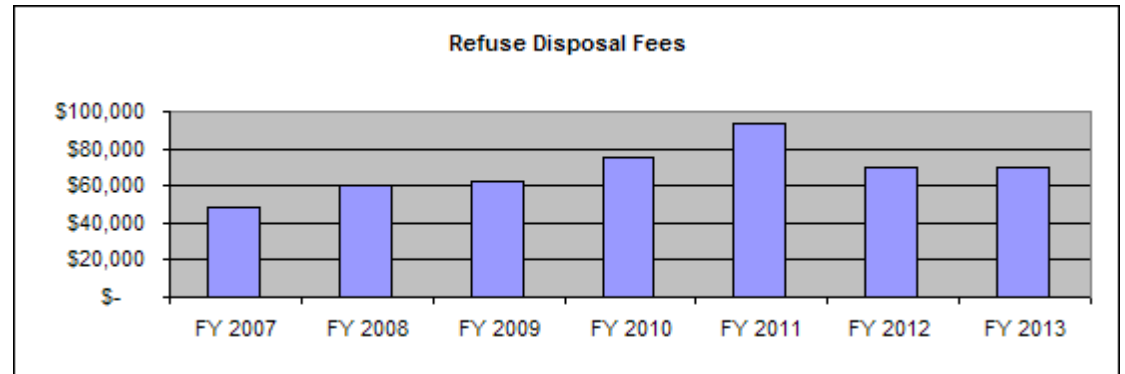
Miscellaneous State		
FY 2007	\$ 31,683	Actual
FY 2008	\$ 48,358	Actual
FY 2009	\$ 71,207	Actual
FY 2010	\$ 74,275	Actual
FY 2011	\$ 77,407	Actual
FY 2012	\$ 29,000	Budget
FY 2013	\$ 35,000	Projected



Use of Surplus		
FY 2007	\$ 210,000	Actual
FY 2008	\$ 210,000	Actual
FY 2009	\$ 210,000	Actual
FY 2010	\$ 210,000	Actual
FY 2011	\$ 210,000	Actual
FY 2012	\$ 350,000	Budget
FY 2013	\$ 350,000	Projected

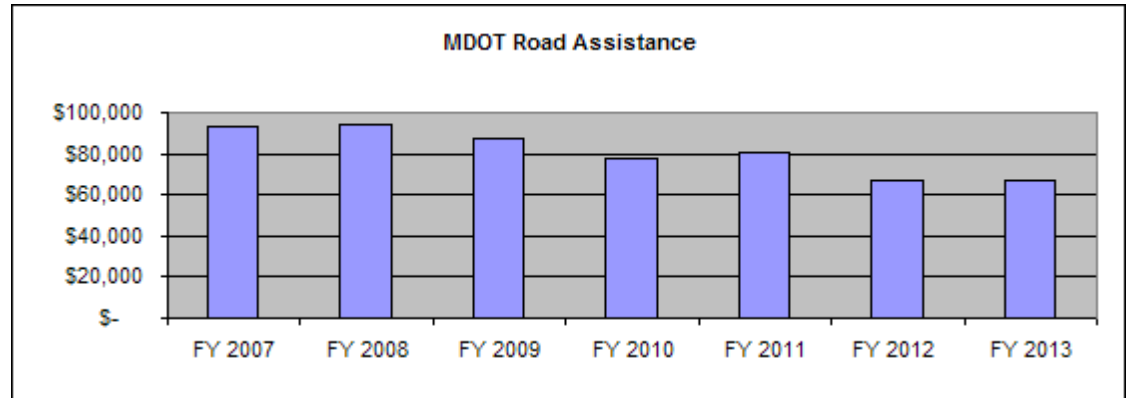


Refuse Disposal Fees		
FY 2007	\$ 48,135	Actual
FY 2008	\$ 59,984	Actual
FY 2009	\$ 62,154	Actual
FY 2010	\$ 75,253	Actual
FY 2011	\$ 93,391	Actual
FY 2012	\$ 70,000	Budget

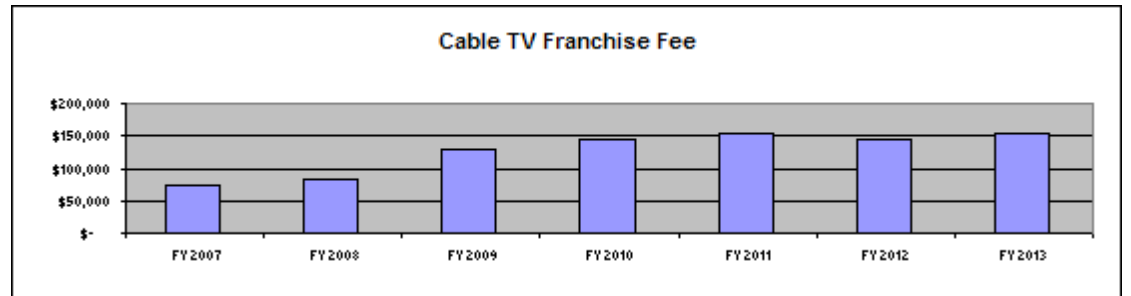


FY 2013	\$ 70,000	Projected
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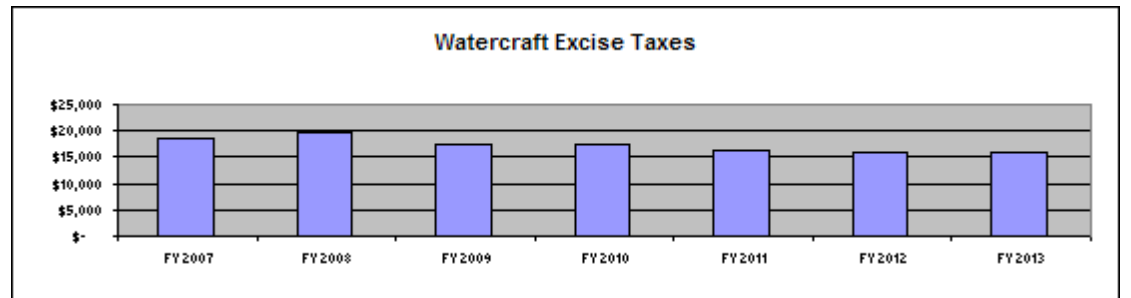
MDOT Block Grant		
FY 2007	\$ 92,948	Actual
FY 2008	\$ 94,380	Actual
FY 2009	\$ 86,944	Actual
FY 2010	\$ 77,216	Actual
FY 2011	\$ 80,672	Actual
FY 2012	\$ 67,000	Budget
FY 2013	\$ 83,000	Projected



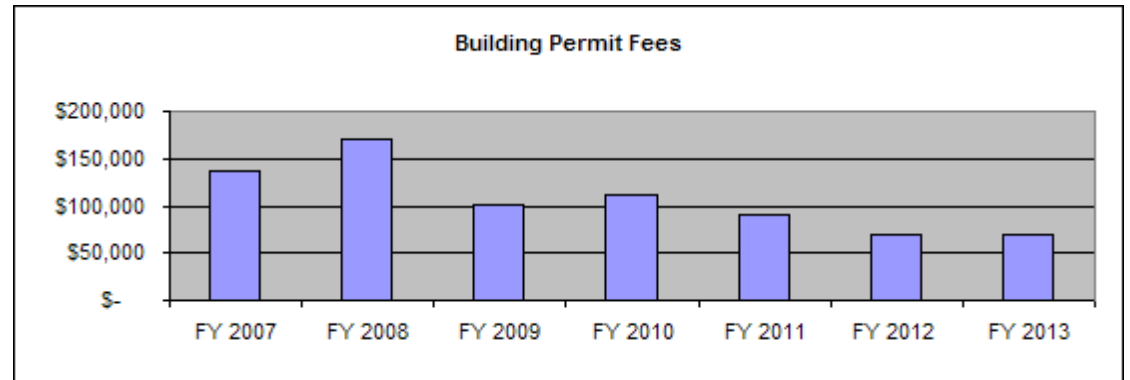
Cable Franchise Fee		
FY 2007	\$ 72,761	Actual
FY 2008	\$ 81,740	Actual
FY 2009	\$ 128,535	Actual
FY 2010	\$ 144,317	Actual
FY 2011	\$ 154,202	Actual
FY 2012	\$ 145,000	Budget
FY 2013	\$ 155,000	Projected



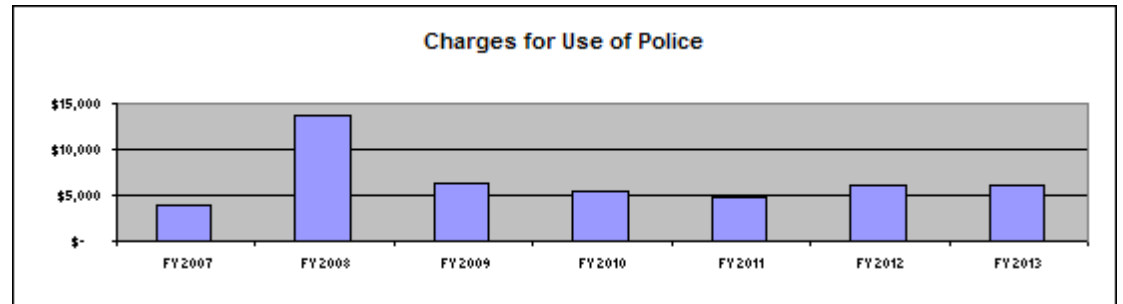
Boat Excise Taxes		
FY 2007	\$ 18,491	Actual
FY 2008	\$ 19,669	Actual
FY 2009	\$ 17,403	Actual
FY 2010	\$ 17,415	Actual
FY 2011	\$ 16,311	Actual
FY 2012	\$ 16,000	Budget
FY 2013	\$ 16,000	Projected



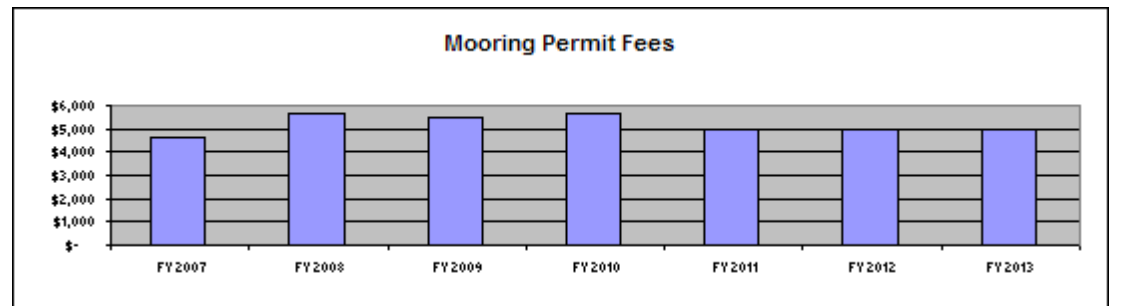
Building Permit Fees		
FY 2007	\$ 137,325	Actual
FY 2008	\$ 171,418	Actual
FY 2009	\$ 100,536	Actual
FY 2010	\$ 110,566	Actual
FY 2011	\$ 90,795	Actual
FY 2012	\$ 70,000	Budget
FY 2013	\$ 80,000	Projected



Police Reimbursements		
FY 2007	\$ 3,880	Actual
FY 2008	\$ 13,677	Actual
FY 2009	\$ 6,350	Actual
FY 2010	\$ 5,425	Actual
FY 2011	\$ 4,725	Actual
FY 2012	\$ 6,000	Budget
FY 2013	\$ 6,000	Projected

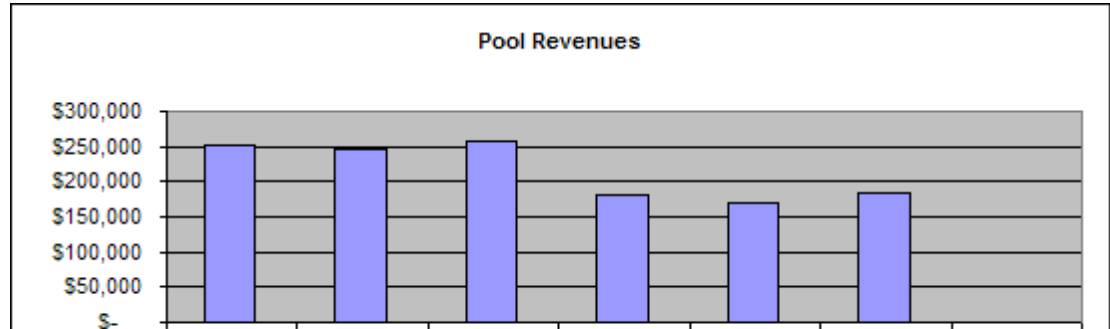


Mooring Permits		
FY 2007	\$ 4,624	Actual
FY 2008	\$ 5,650	Actual
FY 2009	\$ 5,500	Actual
FY 2010	\$ 5,650	Actual
FY 2011	\$ 4,950	Actual
FY 2012	\$ 5,000	Budget
FY 2013	\$ 5,000	Projected



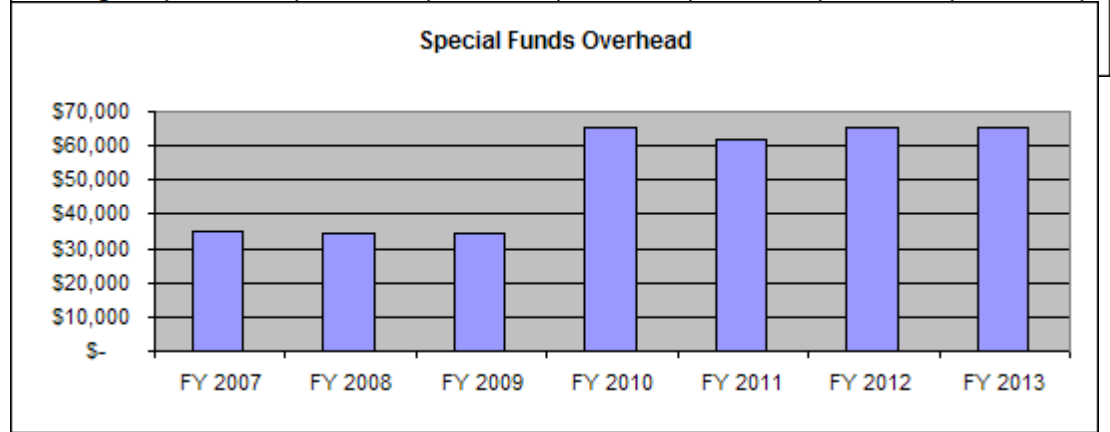
Pool Revenues

FY 2007	\$ 250,925	Actual
FY 2008	\$ 246,610	Actual
FY 2009	\$ 256,797	Actual
FY 2010	\$ 180,315	Actual
FY 2011	\$ 168,617	Actual
FY 2012	\$ 183,800	Budget
FY 2013	-	Projected



Special Funds Overhead

FY 2007	\$ 35,000	Actual
FY 2008	\$ 34,606	Actual
FY 2009	\$ 34,504	Actual
FY 2010	\$ 65,583	Actual
FY 2011	\$ 61,873	Actual
FY 2012	\$ 65,500	Budget
FY 2013	\$ 77,000	Projected



	Department Line Item Budget	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	313,013	317,094	317,094	332,934	\$ 15,840	5.0%
1003	OVERTIME	-	2,000	2,000	2,000	\$ -	0.0%
1020	SOCIAL SECURITY	23,826	24,410	24,410	25,622	\$ 1,212	5.0%
	SUBTOTAL PERSONNEL	336,839	343,504	343,504	360,556	\$ 17,052	5.0%

Positions	FY 2012	FY 2013
Town Manager (adj on 1/1/12 to \$112,000)	112,000	115,360
Asst. Town Manager/Town Clerk	81,947	84,405
Deputy Town Clerk/Tax Clerk	42,656	43,940
Municipal Agent/Tax Clerk	40,000	41,200
RV Agent/Tax Clerk	34,632	36,025
Part-Time RV Agent/Tax Clerk	11,655	12,004
	317,094	332,934

Account 1101001 Full Time Payroll \$332,934

As in other accounts, a 3% adjustment is proposed in payroll after a 2% adjustment in the current year. The town manager's pay was adjusted effective in January 2012 to bring the position to the mean for the comparable communities.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2001	TELEPHONE	44,715	37,500	37,500	30,840	\$ (6,660)	-17.8%

We replaced out 15 year old telephones this past year with a VOIP system. In addition to landlines, phone system maintenance and long distance services, the account also includes a \$600 budget for mobile service for the Town Manager and \$2,000 for a line that connects public works with the system in the Town Center. This account funds phone service at Town Hall, the Police, Fire and Public Works Departments and the Thomas Memorial Library.

	Department Line Item Budget	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2004	PRINTING & ADVERTISING	10,065	10,000	10,000	10,000	\$ -	0.0%
2005	POSTAGE	11,924	10,000	10,000	10,500	\$ 500	5.0%
2006	TRAVEL	4,880	5,510	5,510	5,500	\$ (10)	-0.2%
2007	DUES & MEMBERSHIPS	2,167	1,350	1,350	1,425	\$ 75	5.6%
2008	TRAINING	894	2,000	2,000	1,800	\$ (200)	-10.0%
2009	CONFERENCES & MEETINGS	1,973	4,000	4,000	4,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	4,906	6,000	6,000	6,000	\$ -	0.0%

Printing and Advertising (1102004) \$10,000

Tax Bill Printing 7,000
Photocopy Lease 2,000
Town Report 600
Miscellaneous 400

Postage (1102005) \$10,500

Mailing of Tax Bills (9000*.45) 4,050
Certified Mails and late notices 4,000
Invoice Payments 1,500
Miscellaneous pieces per day 1,050

Travel (1102006) \$5,500

Mileage Allowances and Misc. Reimbursements, includes \$4,800 vehicle allowance for town manager

Dues and Memberships (1102007) \$1,425

ICMA 900, Me Mgrs. 200, Misc. Assns. 270

Training and Conferences and Meetings (1102008 and 1102009) \$ 5,800

These accounts cover all in-state meetings for the town manager, the assistant manager, the town clerk and the tax office personnel and covers all out of state travel for administrative personnel and department heads. The exact allocation of the funds is at the discretion of the town manager.

Professional Services (1102010) \$6,000

Deed Filing Fees 1,500
Misc. Studies/Projects 4,500

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2015	INTERNET-ON-LINE CHARGES	5,478	9,800	9,800	9,900	\$ 100	1.0%
2016	RECORDS PRESERVATION	3,851	2,000	2,000	2,000	\$ -	0.0%
2034	OFFICE EQUIPMENT	-	1,000	1,000	1,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE	20,706	26,000	26,000	26,000	\$ -	0.0%
2200	SCHOOL NETWORK ASSISTANCE	35,200	35,904	35,904	37,700	\$ 1,796	5.0%
3001	OFFICE SUPPLIES	5,963	7,000	7,000	6,750	\$ (250)	-3.6%
	SUBTOTAL	152,722	158,064	158,064	153,415	\$ (4,649)	-2.9%
110	ADMINISTRATION	489,561	501,568	501,568	515,774	\$ 14,206	2.8%

Internet-On Line Charges (1102015) \$9,900

This account funds our costs for our online serve and for Google Mail.

Records Preservation (1102016) \$2,000

This funds the permanent binding of vital records, council records and financial records

Office Equipment (1102034) \$1,000

Miscellaneous Purchases

Computer Maintenance (1102088) \$26,000

This is for maintenance of our main frame and for various software licensing fees. The account has been under funded for a number of years.

School Network Assistance (1102000) \$37,700

This is the town share of the school technology personnel who assist the town. The increase reflects additional school costs..

Office Supplies \$6,750

Copier Paper	2,600
Letterhead/Envelopes	600
Coffee	500
Toner Cartridges	600
Miscellaneous	2,450

ASSESSING/CODES/PLANNING (120)

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	290,142	284,873	284,873	293,449	\$ 8,576	3.0%
1020	SOCIAL SECURITY	21,250	21,792	21,792	22,449	\$ 657	3.0%
	SUBTOTAL PERSONNEL	311,392	306,665	306,665	315,898	\$ 9,233	3.0%
2000	CELLULAR PHONE	1,245	1,200	1,200	1,600	\$ 400	33.3%
2004	PRINTING & ADVERTISING	845	1,100	1,100	1,100	\$ -	0.0%

1001 Full Time Payroll

\$293,449

	<u>FY12 Hrs/Wk</u>	<u>FY13 Hrs/Wk</u>	<u>FY 2012</u>	<u>FY 2013</u>
Town Planner	40	40	77,084	79,397
Code Enforcement Officer	40	40	68,182	70,227
Assessor	40	40	75,961	78,240
Office Manager	40	40	19.26 /hr	19.84/hr
			(\$40,061)	(\$41,267)
ACP Secretary	40	27	16.82/hr	\$17.32/hr
			(\$23,615)	(\$24,318)

1020 Social Security

\$22,449

\$293,449 x .0765 = \$22,449

2000 Cellular Phone

\$1,600

This account pays for a cell phone for the Planner, Code Enforcement Officer and Assessor and is proposed to increase to support an upgrade to smart phones for the Code Enforcement Officer and Assessor. The smart phone upgrade is intended to support the appointment scheduling of the new code enforcement software.

Planner (\$33/month for 12 months)	396
Code Enforcement Officer (\$50/month for 12 months)	600
Assessor (\$50/month for 12 months)	600

2004 Printing and Advertising

\$1,100

This account pays for miscellaneous ads, notices and incidental printing of business cards and plans.

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2006	TRAVEL	7,507	7,500	7,500	7,500	-	0.0%
2007	DUES & MEMBERSHIPS	840	1,405	1,405	1,405	-	0.0%
2009	CONFERENCES & MEETINGS	1,222	3,320	3,320	3,320	-	0.0%

2006 Travel

\$7,500

This account provides for a mileage reimbursement of \$2,500 each for the Planner, Code Enforcement Officer and Assessor.

2007 Dues and Membership

\$1,405

Planner (Maine Association of Planners, NNECAPA, APA/AICP)	440
Code Enforcement Officer (MBOIA, Electrical Inspectors, Miscellaneous)	250
Assessor (IAAO, MAAO, Certified General Licensure)	715

2009 Conference and Meetings

\$3,320

This account funds most of the training, which is needed to maintain professional certifications.

Planner:

Maine Association of Planners Meeting	40
NNECAPA Conference (cost varies based on location)	600
Miscellaneous Training workshops	60

Code Enforcement Officer:

NEBOIA Seminar	350
MBOIA Quarterly meeting and monthly Board of Directors meeting	150
Miscellaneous workshops and training sessions	500

Assessor:

IAAO quarterly seminars	120
IAAO Training Course	400
MAAO annual training	400
State of Maine Tax School	300
NE Regional Assessors Conference	400

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2010	PROFESSIONAL SERVICES	5,525	5,100	5,100	5,100	\$ -	0.0%
2011	GIS MAINTENANCE	8,893	14,000	14,000	14,000	\$ -	0.0%
2018	PLANNING CONSULTING	516	2,400	2,400	2,400	\$ -	0.0%
2019	CODES TECHNICAL SUPPORT	5,300	5,500	5,500	5,500	\$ -	0.0%

2010 Professional Services

\$5,100

Consulting services are retained as needed to maintain the Town's assessing data.

Cumberland County deed subscription service	1,900
Assessing map updates	3,000
Specialized assessing consulting	0
Construction pricing manual subscription	200

2011 GIS Maintenance

\$14,000

This account funds maintenance of the town's computerized mapping system.

<u>Maintenance of Data</u> : routine updates of existing data layers	2,000
<u>Training</u> : Department heads	500
<u>Technical Assistance</u> : 1/2 day a month at \$75/hour	3,600
<u>Hardware/Software</u> : Annual registration, plotter replacement	5,700
<u>Supplies</u> : These expenses are primarily printer/plotter cartridges and rolls of paper.	200
<u>New Coverage development</u> : new trails, moorings, etc	2,000

2018 Planning Consulting

\$2,400

As needed, specialized skills are contracted for through this account to prepare studies for the Planning Board and Town planning-related issues.

Codes Technical Assistance (1202019)

\$5,500

This account is used to maintain the new code enforcement permit software and database.

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
						-	
2034	OFFICE EQUIP MAINTENANCE	227	1,725	1,725	1,725	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	505	700	700	700	\$ -	0.0%
3020	BOOKS/PUBLICATIONS	344	400	400	400	\$ -	0.0%
	SUBTOTAL	34,513	44,350	44,350	44,750	\$ 400	0.9%
	TOTAL ACP	345,905	351,015	351,015	360,648	\$ 9,633	2.7%

2034 Office Equipment and Maintenance

\$1,725

This account is used for office equipment maintenance and repair, and purchase of equipment supplies such as printer cartridges.

3006 Miscellaneous Supplies

\$700

All incidental office supplies are purchased with this account.

3020 Books and Publications

\$400

Subscriptions to publications such as Zoning News and Zoning Bulletin are funded from this account.

Town Council (130)

130	TOWN COUNCIL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to 13	FY 12 to 13
2009	CONFERENCES AND MEETINGS	2,918	500	500	500	\$ -	0.0%
130	TOWN COUNCIL	2,918	500	500	500	\$ -	0.0%

The Town Council account is proposed to be stable. The single line covers meeting registration fees and occasionally food served at extended meetings.

Legal and Audit (135)

135	LEGAL & AUDIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to 13	FY 12 to 13
2010	LEGAL SERVICES	39,713	25,000	25,000	25,000	\$ -	0.0%
2011	AUDIT SERVICES	33,800	29,400	29,400	30,000	\$ 600	2.0%
135	LEGAL AND AUDIT	73,513	54,400	54,400	55,000	\$ 600	1.1%

Legal service expense has declined due to less activity before the Planning and Zoning Boards and very little administrative use of legal services. The amount for audit services reflects actual spending in FY 2012.

ELECTIONS (140)

140	ELECTIONS	BUDGET FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	BUDGET FY 2013	\$ CHANGE FY 12 to 13	% CHANGE FY 12 to 13
1002	PART TIME PAYROLL	14,550	19,445	19,445	26,830	\$ 7,385	38.0%
1020	SOCIAL SECURITY	1,113	1,488	1,488	2,052	\$ 564	37.9%
	SUBTOTAL PERSONNEL	15,663	20,933	20,933	28,882	\$ 7,949	38.0%
2004	PRINTING AND ADVERTISING	3,140	3,960	3,960	5,900	\$ 1,940	49.0%
2010	PROFESSIONAL SERVICES	4,900	4,850	4,850	5,350	\$ 500	10.3%
3001	OFFICE SUPPLIES	400	400	400	600	\$ 200	50.0%
	SUBTOTAL	8,440	9,210	9,210	11,850	\$ 2,640	28.7%
140	ELECTIONS	24,103	30,143	30,143	40,732	\$ 10,589	35.1%

I am pleased to submit for your consideration the Fiscal Year 2013 Elections Budget.

This proposal provides for the federal, state and municipal elections on November 6, 2012 and the school budget validation election in the spring of 2013. On June 8, 2010, voters in Cape Elizabeth voted overwhelmingly to continue the school budget validation referendum process for an additional three years.

As of the submission of this budget, it is unknown when a citizen vote may be scheduled for renovations to the Thomas Memorial Library. This budget provides for an election in the spring of 2013, combining with the school budget validation vote.

Voter participation in Cape Elizabeth continues to exceed the state average. This budget assumes a high voter turnout in both elections with more than half voting by absentee for November 2012. The absentee ballot process continues to pressure local officials and the local budget. Unless changes are implemented to streamline the process such as a form of early voting I do not foresee the pressure lessening.

For the past four budget summaries I have informed the town council of the State of Maine’s intent to standardize voting machines for every municipality. The latest information is that municipalities will be issued new voter machines for November 2012 however there are still many unknown factors. What type of voter machine will be issued? What are the costs of maintenance, programming and ballot printing? How many machines will be issued? Because these questions can not be answered at this time, budget projections are based on current costs.

In anticipation of new voting machines \$16,000 was appropriated for fiscal year 2010 to supplement the state bid. Not knowing how many machines will be provided by the state the town must be prepared to purchase one or more machines. The town council has approved carry forward balances since fiscal year 2011.

This year will be busy for elections. The election staff and I look forward to serving the citizens of Cape Elizabeth. I am available to answer any questions. Thank you for your consideration.

Sincerely yours,
 Debra M. Lane
 Assistant Town Manager & Town Clerk

PART TIME PAYROLL (0140-1002) \$26,830

PERSONNEL

Election Central Staff	\$21,250
Election Day including \$500 for police coverage in Nov. 2012	\$ 5,580
Total Election Payroll	\$26,830

Election Central staff payroll provides for absentee balloting in the council chambers at town hall prior to each election. This would be for four weeks prior to the presidential election and three weeks prior to the Spring 2013 election with lesser staff for the spring.

Hourly rates increase by 25 cents per hour:	Warden	\$10.00
	Deputy Registrar	\$8.50
	Ballot Clerk	\$8.50

SOCIAL SECURITY (0140-1020) \$1,955

.0765 x \$25,550.

PRINTING/ADVERTISING (0140-2004) \$5,900

Voter registration cards and related election material	\$ 1,500
Advertising	\$ 300
Ballots and Shipping	\$ 4,100 (7,500 municipal ballots in Nov and 6,000 for Spring)

The town is responsible for printing municipal election ballots. Because the state contract for new voter machines is unknown at this time, for budgeting purposes ballot printing is estimated at the current rate of \$.28 per ballot.

PROFESSIONAL SERVICES (0140-2010) \$5,350

Maintenance Agreement	\$ 350
Programming	\$2,500
Machine Rental	\$2,500

Because the state contract for new voter machines is unknown at this time, for budgeting purposes professional services is based on current expenses for the Accu-Vote.

MISC. SUPPLIES/EQUIPMENT (0140-3001) \$600

Refreshments, lunch and dinner is provided for election staff.

OUTLAY (0140-4001)

No request for fiscal year 2013.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
150	BOARDS AND COMMISSIONS	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	1,150	1,700	1,700	1,500	\$ (200)	-11.8%
1020	SOCIAL SECURITY	124	130	130	115	\$ (15)	-11.5%
	SUBTOTAL PERSONNEL	1,274	1,830	1,830	1,615	\$ (215)	-11.7%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	780	1,000	1,000	1,000	\$ -	0.0%
2066	PLANNING BOARD	766	2,000	2,000	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	223	1,000	1,000	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	20	1,250	1,250	1,250	\$ -	0.0%
2081	SPECIAL COMMITTEES	233	1,000	1,000	1,000	\$ -	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	1,386	5,500	5,500	5,500	\$ -	0.0%
	SUBTOTAL	3,408	11,950	11,950	11,950	\$ -	0.0%
150	BOARDS AND COMMISSIONS	4,682	13,780	13,780	13,565	\$ (215)	-1.6%

The amount for the arts commission is transitioning to arts support.

160	INSURANCE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2089	MISCELLANEOUS INSURANCE	85,301	90,500	90,500	90,500	\$ -	0.0%
2091	SELF INSURANCE/DISASTER RECOVERY	4,300	8,000	8,000	7,400	\$ (600)	-7.5%
160	INSURANCE	89,601	98,500	98,500	97,900	\$ (600)	-0.6%

Our cost for miscellaneous insurance has stabilized over the last two years.

170	EMPLOYEE BENEFITS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1021	ME STATE RETIREMENT	84,438	105,000	105,000	105,000	\$ -	0.0%
1023	ICMA 401A PLAN-(RETIREMENT)	148,637	148,000	148,000	154,000	\$ 6,000	4.1%
1024	DISABILITY PLAN	15,513	21,000	20,000	21,000	\$ -	0.0%
1025	HEALTH INSURANCE	533,319	585,000	585,000	540,000	\$ (45,000)	-7.7%
1026	WORKERS COMPENSATION	93,405	90,000	89,302	92,500	\$ 2,500	2.8%
1030	GROUP LIFE INSURANCE	1,538	1,500	1,404	1,517	\$ 17	1.1%
1031	UNEMPLOYMENT COMP	24,812	25,000	25,000	33,250	\$ 8,250	33.0%
1032	VACATION-SICK ACCRUAL	-	6,400	6,400	6,500	\$ 100	1.6%
1033	SALARY-WAGE ADJ. ACCT	-	6,000	6,000	6,000	\$ -	0.0%
1035	WELLNESS PROGRAM	1,225	2,400	2,400	2,400	\$ -	0.0%
170	EMPLOYEE BENEFITS	902,887	990,300	988,506	962,167	\$ (28,133)	-2.8%

The Town contributes into the MainePERS system for sworn police officers. The contribution rate for FY 2013 is 7.5%. The estimated cost is \$59,092. The Town is being assessed \$49,548 to fund a portion of our June 30, 2010 unfunded actuarial liability for 3 active employees and 55 retired municipal (48) and school (7) employees covered by our old retirement plan. This compares to \$168 in Fiscal Year 2010 and \$19,548 in Fiscal Year 2011. The unfunded actuarial accrued liability was estimated at \$284,255. (Stats not yet updated)

The contribution for others is a matched 7% in the 401A plan of ICMA Retirement Corporation.

In addition to a 7% match into the 401A plan, the Town provides a 7.5% match into a Sec 457 plan for the Town Manager.

The disability plan is for those in the ICMA plan and the Town pays for the cost up to 1% of salary.

Workers compensation cost has decreased as the experience modification has again decreased this year.

The unemployment compensation amount is based on the assessment for calendar year 2012.

Health Insurance Summary

The Town has 46 employees on our health benefit plan, of whom 44 are full-time. Twenty two (22) have full family coverage, 19 have single coverage and 5 have coverage for one adult with children. Three employees opt out of health coverage and receive a buyout of 50% of our savings. 18 employees take coverage for less than they are entitled to and receive a 50% buyout. The buyout savings/cost is \$66,077. The budget contains the 2% increase effective January 1, 2012 and we have budgeted an 8% increase effective January 1, 2012. The pool employees transfer to the community services budget saves \$24,000 in the health insurance account.

Employees in the family plans pay 20% of the cost and those with single coverage pay 10%. The family plan is \$1,384 monthly, the single adult with children is \$1,006 and the single plan is \$617.

180	DEBT SERVICE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	PRINCIPAL					\$ -	
	TOWN FARM AND ADA	-	-	-	-	\$ -	
	POOL PROJECT	114,639	116,250	116,250	116,250	\$ -	0.0%
	GULL CREST PROJECT	175,000	175,000	175,000	172,500	\$ (2,500)	-1.4%
	PUBLIC SAFETY BUILDINGS	215,000	200,000	200,000	225,000	\$ 25,000	12.5%
	NEW COMMUNITY CENTER	80,000	80,000	80,000	80,000	\$ -	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	\$ -	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	\$ -	0.0%
	TOTAL PRINCIPAL	785,627	772,238	772,238	794,738	\$ 22,500	2.9%
	INTEREST					\$ -	
	TOWN FARM AND ADA	830	-	-	-	\$ -	
	GULL CREST PURCHASE BOND	-	-	-	-	\$ -	
	POOL PROJECT	25,218	22,894	22,894	20,575	\$ (2,319)	-10.1%
	GULL CREST PROJECT	37,827	34,341	34,341	30,860	\$ (3,481)	-10.1%
	PUBLIC SAFETY BUILDINGS	99,418	90,280	90,280	40,300	\$ (49,980)	-55.4%
	NEW COMMUNITY CENTER	43,200	40,000	40,000	36,800	\$ (3,200)	-8.0%
	SEWER/ROAD REHABILITATION 2006	72,860	68,418	68,418	63,788	\$ (4,630)	-6.8%
	TOWN CENTER/OTHER- 2008	70,004	66,544	66,544	63,083	\$ (3,461)	-5.2%
	TOTAL INTEREST	349,357	322,477	322,477	255,406	\$ (67,071)	-20.8%
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND	-	-	-	-	\$ -	
	LESS FROM COMMUNITY SERVICES	(123,200)	(120,000)	(120,000)	(116,800)	\$ 3,200	-2.7%
	DEBT SERVICE	1,012,784	975,715	975,715	934,344	\$ (41,371)	-4.1%

FY	1999 2009 Pool/Pub Wrks.		2011 Pub Safety/Misc.		2002 Comm. Center Reno.		2006 Drainage/Roads		2008 Town Center and		Grand Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total P&I
2012	291,250	57,235	225,000	33,600	80,000	40,000	94,500	68,418	106,488	66,544	797,238	265,797	1,063,035
2013	288,750	51,435	225,000	40,300	80,000	36,800	94,500	63,788	106,488	63,083	794,738	255,406	1,050,144
2014	291,250	45,634	220,000	35,800	80,000	33,400	94,500	59,180	106,488	59,622	792,238	233,636	1,025,874
2015	288,750	39,474	220,000	31,400	80,000	29,800	94,500	54,527	106,488	55,895	789,738	211,096	1,000,834
2016	295,000	32,907	220,000	27,000	80,000	26,200	94,500	49,802	106,488	52,168	795,988	188,077	984,065
2017	290,000	26,325	200,000	22,600	80,000	22,600	94,500	45,077	106,488	48,441	770,988	165,043	936,031
2018	290,000	19,438	200,000	18,600	80,000	18,800	94,500	40,352	106,488	44,714	770,988	141,904	912,892
2019	290,000	11,825	200,000	14,600	75,000	15,000	94,500	35,627	102,392	40,880	761,892	117,932	879,824
2020	285,000	3,919	200,000	11,200	75,000	11,250	94,500	30,902	102,392	37,040	756,892	94,311	851,203
2021			200,000	5,400	75,000	7,500	94,500	26,082	102,392	32,945	471,892	71,927	543,819
2022					75,000	3,750	94,500	21,168	102,392	28,849	271,892	53,767	325,659
2023							94,500	16,113	102,392	24,753	196,892	40,866	237,758
2024							94,500	11,151	102,392	20,658	196,892	31,809	228,701
2025							94,500	6,852	102,392	16,572	196,892	23,424	220,316
2026							94,500	3,355	102,392	12,466	196,892	15,821	212,713
2027							94,500	898	102,392	8,371	196,892	9,269	206,161
2028									102,392	4,224	102,392	4,224	106,616
	2,610,000	288,192	2,110,000	240,500	860,000	245,100	1,512,000	533,292	1,769,336	617,224	8,861,336	1,924,308	10,785,644

After Refunding of Community Center Debt

FY	1999 2009 Pool/Pub Wrks.		2011 Pub Safety/Misc.		2002 Comm. Center Reno.		2006 Drainage/Roads		2008 Town Center and		Grand Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total P&I
2012	291,250	57,235	225,000	33,600	80,000	40,000	94,500	68,418	106,488	66,544	797,238	265,797	1,063,035
2013	288,750	51,435	225,000	40,300	80,000	18,525	94,500	63,788	106,488	63,083	794,738	237,131	1,031,869
2014	291,250	45,634	220,000	35,800	80,000	15,500	94,500	59,180	106,488	59,622	792,238	215,736	1,007,974
2015	288,750	39,474	220,000	31,400	80,000	13,900	94,500	54,527	106,488	55,895	789,738	195,196	984,934
2016	295,000	32,907	220,000	27,000	80,000	12,300	94,500	49,802	106,488	52,168	795,988	174,177	970,165
2017	290,000	26,325	200,000	22,600	80,000	10,700	94,500	45,077	106,488	48,441	770,988	153,143	924,131
2018	290,000	19,438	200,000	18,600	80,000	9,100	94,500	40,352	106,488	44,714	770,988	132,204	903,192
2019	290,000	11,825	200,000	14,600	75,000	7,500	94,500	35,627	102,392	40,880	761,892	110,432	872,324
2020	285,000	3,919	200,000	11,200	75,000	5,625	94,500	30,902	102,392	37,040	756,892	88,686	845,578
2021			200,000	5,400	75,000	3,750	94,500	26,082	102,392	32,945	471,892	68,177	540,069
2022					75,000	1,875	94,500	21,168	102,392	28,849	271,892	51,892	323,784
2023							94,500	16,113	102,392	24,753	196,892	40,866	237,758
2024							94,500	11,151	102,392	20,658	196,892	31,809	228,701
2025							94,500	6,852	102,392	16,572	196,892	23,424	220,316
2026							94,500	3,355	102,392	12,466	196,892	15,821	212,713
2027							94,500	898	102,392	8,371	196,892	9,269	206,161
2028									102,392	4,224	102,392	4,224	106,616
	2,610,000	288,192	2,110,000	240,500	860,000	138,775	1,512,000	533,292	1,769,336	617,224	8,861,336	1,817,983	10,679,319

**CAPE ELIZABETH POLICE DEPARTMENT
FISCAL-YEAR 2013 REQUEST**

The Department has been very active in the last year with a multitude of calls, projects, and citizen involvement. For the calendar year of 2011 the Department has responded or handled almost 27,000 calls for service. This ranges from taking fingerprints for a citizen at the station, responding to an emergency call, listening to a citizen that has ongoing problems with their neighbor, handling a domestic dispute, child custody issues, identity theft complaint, assisting elderly citizen who can't afford heating oil because they have been scammed out of their savings, and the list goes on.

The FY 2013 budget finds the Department settling in with the consolidated efforts put forth in the previous years. The Dispatch is in its third year at Portland. This Dispatch Center has expanded to now incorporate South Portland Fire and South Portland Police Dispatch. We continue with the combined Tactical Team with South Portland and Scarborough Police. This team has worked very hard and has met all the standards put forth by the Maine Criminal Justice Academy to be recognized as a certified response team. Animal Control continues to be shared with South Portland and finally we are still with the Regional Crime Lab in Portland.

In looking at the Departments budget for FY 2013 it includes Police Services, Communication Services, Animal Control Services, and Public Protection. The total budget for these services is up 2.9%. This increase includes contractual raises for employees along with the everyday increases that it takes to do our job here at the Police Department 24 / 7 / 365.

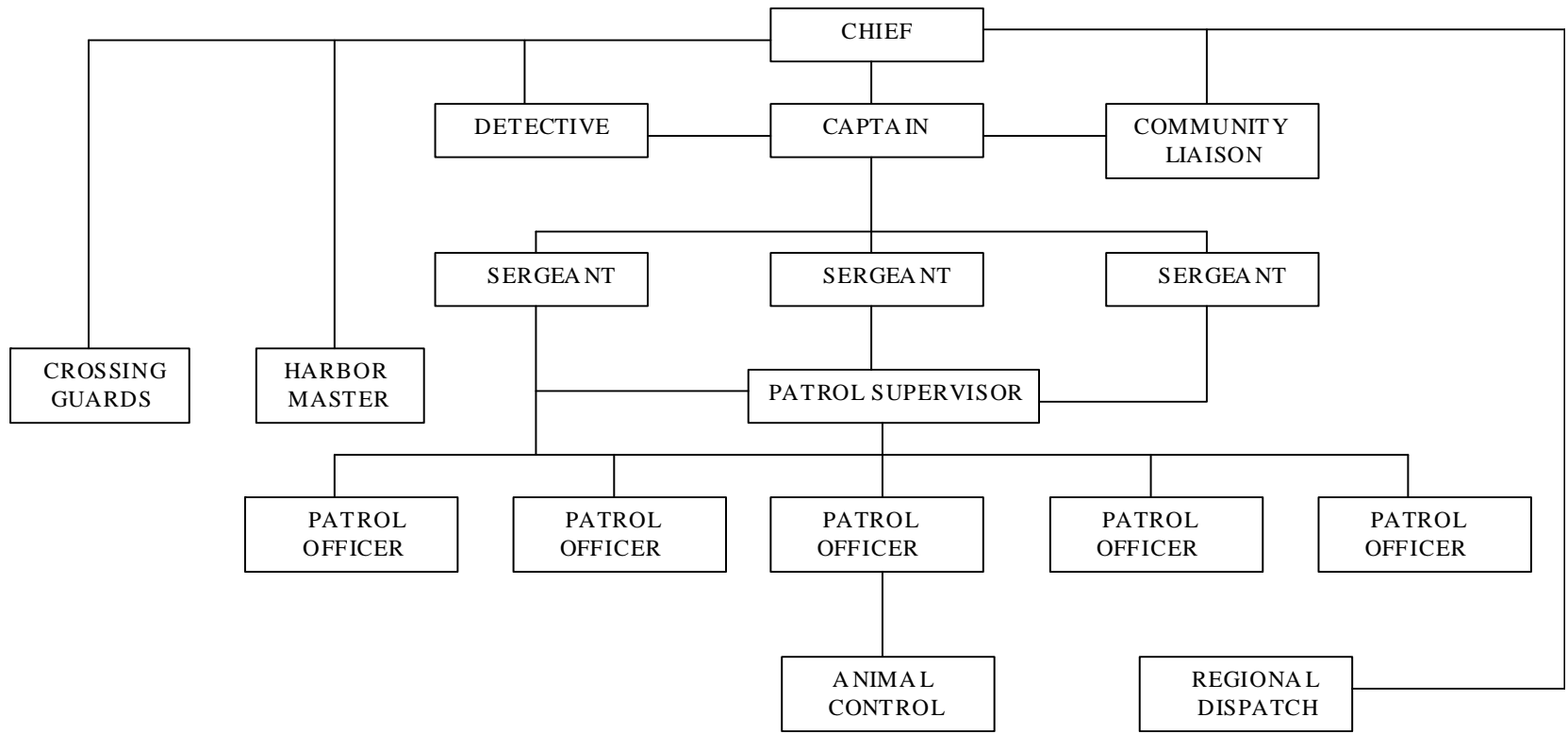
In previous years during Finance Committee sessions the conversation always seems to get around to the bench marks. How Cape Elizabeth is doing in comparison to other Communities in are area. More importantly to the Department Heads is how does the Department you oversee rate against the Departments in area communities!!

I believe you all have had the opportunity to review the recent bench marks sent out by Michael McGovern, Town Manager. When you look at Public Safety in general or just the Police Department you find that Cape Elizabeth is the bottom or very close to the bottom in most categories, indicating that the Department is running very efficient.

With that brief introduction, I would like present the Fiscal Year 2013 Police Department Budget. As we all know, when budget presentation to the Finance Committee rolls around schedules get tight and therefore time is precious. Please feel free to contact me beforehand should you have a question or need clarification.

Respectfully submitted,

Neil R. Williams
Chief of Police



210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	780,092	835,684	832,864	865,414	\$ 29,730	3.6%
1002	PART TIME PAYROLL	12,869	23,124	22,538	23,588	\$ 464	2.0%
1003	OVERTIME PAYROLL	88,992	90,778	90,778	93,832	\$ 3,054	3.4%
1010	SPECIAL ASSIGNMENTS	5,801	7,597	6,738	7,421	\$ (176)	-2.3%
1020	SOCIAL SECURITY	71,207	73,224	72,898	75,755	\$ 2,531	3.5%
	SUBTOTAL PERSONNEL	958,961	1,030,407	1,025,816	1,066,010	\$ 35,603	3.5%

NAME	Base Hourly		Yearly
CHIEF (1)	\$40.88		\$85,030
CAPTAIN (1)	\$34.49		\$71,739
SERGEANTS (3)	\$31.39		\$65,291
DETECTIVE (1)	\$29.40		\$61,152
COMMUNITY LIAISON (1)	\$28.18		\$58,614
PATROL OFFICER (1)	\$27.73		\$57,678
PATROL OFFICER (1)	\$26.92		\$55,994
PATROL OFFICER (1)	\$26.84		\$55,827
PATROL OFFICER (1)	\$25.76		\$53,581
PATROL OFFICER (1)	\$25.31		\$52,645
PATROL OFFICER (1)	\$24.47		\$50,898
ACO / CONTRACTED WITH SPPD			\$11,081
New Clerical F/T	\$19.84		\$41,267
New Clerical P/T	\$13.00		
CROSSING GUARD (2 @ 180 days)	\$12.25	PER EVENT	

Full Time Payroll (210-1001)**\$865,414**

FY 2013 fulltime payroll is driven by many contractual factors. Being that the Town will be in their final year of the contract with CEPBA, the driving force for the percentage increase was the CPI-U average, but not more than three percent. Service grades, cleaning allotments, fitness stipends, and a provision allowing eleven of the Officers to buyback forty hours of their accrued sick leave also generated this line item.

Part Time Payroll (210-1002)**\$23,588**

The front counter is staffed seven days a week so there needs to be part time staff to work weekends and holidays. The days off for the fulltime clerk are filled by one of five part time clerk personnel. We have also included three hundred and four hours of vacation and holiday time off to be filled by part time clerks.

The other piece of this line item would be the monies for two crossing guards to work their posts for one hundred and eight days.

Overtime Payroll (210-1003)**\$93,832**

The overtime line item is constructed through how much time off is taken by vacations, holidays, sick time, and court time. For the most part vacation time and holiday time off can be calculated fairly close. The sick time and court time are variables that are unpredictable and lead to whether vacation and/or holiday time will need to be covered. (Replaced with an Officer on overtime)

For FY 2013, the Department has calculated to cover two thousand-twenty-nine hours of time off equal to one half of the vacation / holiday time off projected for this budget. Additional hours have been added for court time and replacement non-road hours for the Detective and Community Liaison Officer. As we have stated for years the unfortunate part about budgeting overtime is you never can predict if someone may get injured or hurt and be out for an extended period of time. This “unknown time” is not reflected in this budget.

Special Assignments (210-1010)**\$7,421**

Special Assignments have been scaled back again for this budget year. In FY 2012 the School Department did not ask for any Officers at soccer games or basketball games, only their football games. Therefore, coverage for soccer and basketball events has been eliminated from the FY 2013 budget.

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2004	PRINTING AND ADVERTISING	2,670	3,000	850	3,000	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	547	650	600	650	\$ -	0.0%
2008	TRAINING	24,633	32,800	32,800	33,907	\$ 1,107	3.4%
2009	CONFERENCES AND MEETINGS	782	1,500	980	1,500	\$ -	0.0%

Advertisement (210-2004)

\$3,000

This line item is for funds to provide for advertisements for employment purposes.

Training (210-2008)

\$33,907

The Maine Criminal Justice Academy standard is every Officer needs their mandatory training for the year in order to remain certified as a Police Officer in Maine. The Department also uses this line item to provide the license for on-line training. This on-line program helps us with some mandatory training, but mostly for our in-house training such as VDT, blood borne pathogens, sexual harassment, and fire extinguisher training.

In addition to the mandatory training each Officer is required to complete twenty more hours of elective training. This is scheduled by the Department so that minimum manpower is used to fill the position while the Officer is in training.

Additionally, each year members of the Tactical team are required to have one hundred-forty-four hours of SWAT training, which includes forty hours of training out of state. Cape Elizabeth will have two Officers participate this year.

Conferences and Meetings (210-2009)

\$1,500

In my almost eleven years as Chief of Police I have only attended one International Chiefs of Police conference, which was in Massachusetts. This year, as previous years, no monies have been allotted for out of State conferences in this line item.

However, I do attend the Maine Chiefs of Police Association in-state conferences. There are a total of three MCOPA conferences during a fiscal year that run for a three day period each. At this time on average there is one conference during the year where overnight accommodations are needed. I am the treasurer for the MCOPA and therefore my attendance is needed for each of the Board Meetings. I am a member of the FBI National Academy Associates. The New England Chapter will have luncheons throughout New England and I will try to attend one or two of these luncheons, which consist of a day trip with other members from this area. A small amount of this line item is intended for my attendance of these meetings.

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to 13	FY 12 to 13
2009	CONFERENCES AND MEETINGS	782	1,500	980	1,500	\$ -	0.0%
2010	CONTRACTED CRIME LAB SERVICES	5,849	6,000	6,000	6,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	6,964	12,155	12,155	12,155	\$ -	0.0%
2033	RADIO MAINTENANCE	1,500	1,500	1,500	1,500	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	10,769	12,000	11,332	12,000	\$ -	0.0%

Contracted Crime Lab (210-2010)

\$6,000

The cost for the regional lab is minimal compared to what it would cost to outfit a lab of this size and own the same equipment. The Department does not have the need to utilize it as much as other Departments just because of the nature of crimes in our Town. However, having the knowledge of fulltime technicians and the use of the equipment is a great help in time of need.

Vehicle Maintenance (210-2032)

\$12,155

The Department takes the mindset and believes emergency vehicles must be in perfect working order at all times. Therefore, should service or parts be needed the work is completed. In the long run it is believed that by taking care of the problem when it happens can decrease the need for more maintenance therefore, keeping the cost of further repairs down.

Radio Maintenance (210-2033)

\$1,500

This account is utilized to make minor radio repairs throughout the year or purchase small radio items such as microphones and batteries.

Miscellaneous Contractual Services (210-2062)

\$12,000

This account houses the usual once a month fees that are incurred by the Department during the fiscal year. An example of these once a month requests are air cards for laptops in the cruisers, Metro circuit, Fair Point lines, supplies for the station, cleaning supplies for the station and ect. The added increase would be to place five cell phones in the cruisers so that Officers could use them for police business. We have found since moving the Dispatching Services to Portland we have had an increase need to make phone calls on cases by the Officers. Currently, the Officers have been using their own cell phones for these matters and it is felt that the time for cell phones in the cruisers has arrived.

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2063	COURSE REIMBURSEMENTS	2,904	4,862	1,200	3,600	\$ (1,262)	-26.0%
3001	OFFICE SUPPLIES	2,507	3,250	3,250	3,250	\$ -	0.0%
3002	GASOLINE	20,886	35,739	28,455	34,100	\$ (1,639)	-4.6%
3004	UNIFORMS	12,255	5,850	5,850	5,850	\$ -	0.0%
3005	MINOR EQUIPMENT	9,483	11,000	11,000	14,200	\$ 3,200	29.1%

Educational Reimbursement (210-2063)

\$3,600

This line item is a contractual item which is placed in the budget. I asked each officer if they are taking classes which they will request reimbursement for during the fiscal year. This up coming year I have one Officer taking three Masters Classes and one Officer taking undergraduate classes. The fee for each class is based off the USM rate and books are included in the cost.

Gasoline (210-3002)

\$34,100

The Department consistently runs just under eleven thousand gallons per year and therefore, will ask for the same amount of gasoline this fiscal year. The price quoted for this fiscal year has been raised to \$3.10 per gallon.

Office Supplies (210-3001)

\$3,350

This account is where the day to day office supplies come from. The Department gets direction from Town Hall on where to purchase items from and we have currently have been using W.B. Mason.

Minor Equipment (210-3005)

\$14,200

This line item includes equipment that is needed throughout the year that is essential for Officers to do their job. The increase in this line item is for two lockable metal vaults that will be installed in the rear of the new vehicles. These vaults will hold and organize equipment that officers need not only in their police related duties, but their duties as EMT's. Weapons are sometimes carried in these vaults so the purchase would be made for the vaults to be lockable

Animal Control (215)

215	ANIMAL CONTROL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2010	CONTRACTED SVCS. WITH S. PTLD.	9,540	10,702	10,702	11,081	\$ 379	3.5%
2062	ANIMAL FEES	8,045	11,609	11,609	11,900	\$ 291	2.5%
215	ANIMAL CONTROL	17,585	22,311	22,311	22,981	\$ 670	3.0%

Contracted Animal Control (215-2010)

\$10,702

The shared Animal Control Officer with South Portland has worked well for the Town. The line item is for twenty percent share of the current cost for the Animal Control Officer.

Animal Fees (215-2062)

\$11,900

The Animal Refuge League is really the only facility in the area that we can count on to take stray animals. Since they are the same one used by South Portland it fits well because of the shared Animal Control Officer.

Public Safety Communication (220)

220	PUBLIC SAFETY COMMUNICATIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	-	-	-	-	\$ -	
2010	CONTRACTED DISPATCHING	149,622	159,156	155,000	161,852	\$ 2,696	1.7%
	SUBTOTAL	149,622	159,156	155,000	161,852	\$ 2,696	1.7%
220	DISPATCHING	149,622	159,156	155,000	161,852	\$ 2,696	1.7%

Contracted Dispatching (220-2010)

\$161,852

The per capita rate is increased by three percent in FY 2013.

225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	CHANGE
1002	PART TIME PAYROLL	9,727	11,000	11,000	11,700	\$ 700	6.4%
1020	SOCIAL SECURITY	866	865	865	903	\$ 38	4.4%
	SUBTOTAL PERSONNEL	11,865	11,865	11,865	12,603	\$ 738	6.2%
2000	CELLULAR TELEPHONES	-	200	200	200	\$ -	0.0%
2008	TRAINING	285	1,200	1,200	1,200	\$ -	0.0%
2032	VEHICLE MAINTENANCE	1,384	2,000	2,000	2,000	\$ -	0.0%
2033	RADIO MAINTENANCE	2,567	3,000	3,000	3,000	\$ -	0.0%

Part Time Payroll (1002)

\$11,700

This account covers the payroll for all company members for training and emergency responses. The team provides mutual aid to Scarborough, South Portland and Portland for water related emergencies.

Number	Position	Total Hours	Pay Rate	Total Dollars
1	Capt.	80	\$14.70	\$1,176
3	Lieutenant	200	\$12.70	\$2,540
0	Rescuer EMT-I	-	\$12.20	\$0
2	Rescuer EMT-B	-	\$11.70	\$0
10	Rescuer	550	\$11.20	\$6,160
4	Probationary	180	\$10.00	\$1,800
20		1,010	Total	\$11,676

Training (2008)

\$ 1,200

This account covers the cost of training materials and the sets of ropes the team maintains for training purposes. This also covers the cost of any outside classes that members may take.

Vehicle Maintenance (2032)

\$2,000

This covers all the routine maintenance on the command van, three boats and their outboard motors. We are also installing new seats in the rear of the van that will provide greater safety for those riding in the back.

Radios (2033)

\$3,000

Purchase of two new pagers and the repairs on pagers and radios. This will also cover the cost of replacing one portable radio.

225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2034	EQUIPMENT MAINTENANCE	489	1,200	1,200	1,200	\$ -	0.0%
2071	PHYSICALS AND SHOTS	-	800	800	800	\$ -	0.0%
3002	GASOLINE	-	542	542	500	\$ (42)	-7.7%
3004	UNIFORMS	664	1,800	1,800	1,800	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	406	600	600	800	\$ 200	33.3%
4001	OUTLAY	-	1,100	1,100	-	\$ (1,100)	-100.0%
	SUBTOTAL	5,795	12,442	12,442	11,500	\$ (942)	-7.6%
225	WETeam	17,660	24,307	24,307	24,103	(204)	-0.8%

Equipment Maintenance (2034)

\$1,200

This covers the cost of equipment that may be damaged on calls and repairs to dry suits. We purchase marker lights that all swimmers wear and life jackets for the shore support personnel

Physicals and Shots (2071)

\$800

All new members are required to take entry physicals at the cost of \$400.00 this also covers the cost of members getting the hepatitis shots.

Fuel (3002)

\$ 500

This covers the fuel for the command van and the three boats.

Uniforms (3004)

\$1,800

This covers the costs of the team's jump suits and badges, a total of \$300.00. We also purchase dry suits and float coats from this account.

Outlay (4001)

None for FY 2013

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	71,406	72,828	72,828	75,000	\$ 2,172	3.0%
1002	PART TIME PAYROLL	101,963	104,000	104,000	113,200	\$ 9,200	8.8%
1012	HYDRANT SHOVELING	1,602	3,500	3,500	3,500	\$ -	0.0%
1020	SOCIAL SECURITY	12,700	13,700	13,700	14,660	\$ 960	7.0%
	SUBTOTAL PERSONNEL	187,671	194,028	194,028	206,360	\$ 12,332	6.4%

Full Time Payroll (2301001)

Fire Chiefs Salary

\$75,000

Part Time Payroll (2301002)

\$113,200

This account covers the payroll for the two deputy chiefs and all the members of the two fire companies. The members are paid for all training and emergency calls.

Number	Position	Total Hours	Pay Rate	Total Dollars
2	Deputy Chief	480	\$20.60	\$9,888
2	Capt.	550	\$14.70	\$8,085
7	Lt.	1,600	\$12.70	\$20,320
2	FF-P	300	\$12.95	\$3,885
2	FF-I	200	\$12.20	\$2,440
10	FF-EMT	1,400	\$11.70	\$16,380
40	FF-1	3,600	\$11.20	\$40,320
12	FF	360	\$10.70	\$3,852
10	Student/Prob.	800	\$10.00	\$8,000
87		9,290	Total	\$113,170

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2000	CELLULAR TELEPHONES	1,402	1,200	1,200	1,680	\$ 480	40.0%
2007	DUES AND MEMBERSHIPS	4,335	3,000	3,000	3,000	\$ -	0.0%
2008	TRAINING	5,881	6,000	6,000	6,000	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	500	500	500	\$ -	0.0%
2032	VEHICLE MAINTENANCE	15,821	16,500	16,500	16,000	\$ (500)	-3.0%

Mobile Phones (2000) \$1,680

This covers the cost of the phone in the command van, the chief's phone and the air card for the computer in the chiefs' car. We have added a cell phone account which allows us to use a Page Gate message system. This sends emergency calls via text messages directly to member's cell phone as they are dispatched.

Dues and Membership (2007) \$3,000

This account covers the cost of membership in several fire service organizations and subscriptions to fire service publications for the stations. We pay for the cost of I Am Responding messaging service from this account. I Am Responding is a web based system that sends out drill and meeting reminders. It also sends out text messages to members reminding them of their shifts. Members call into IAR when there is an emergency call and dispatch has a monitor that shows who is responding to calls.

Training (2008) \$6,000

This account covers all costs associated with training with the exception of payroll. We pay for the outside instructors used in our mandatory training from this account. It also covers the costs incurred in running the Basic Fire School that we put on for all new members of Cape Elizabeth and South Portland Fire Departments. We also pay for the textbooks for the officer class that we jointly put on with the South Portland fire department. This class is also taught at SMCC and we help with tuition if the officers are interested in getting college credit for the class.

Conferences (2009) \$500

This covers the cost of attending the New England Fire Chiefs Conference in Springfield Mass.

Vehicle Maintenance (2032) \$16,000

This account covers all the regular maintenance to the departments 7 vehicles. We also pay for the pump testing of the three pumpers, ground ladder and aerial ladder testing from this account. The ladders are tested annually by a UL listed testing company. With the aerial ladder approaching twenty years old it is important that it be tested annually so we can correct any defects that the inspector finds promptly.

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2033	RADIO/PAGER MAINTENANCE	8,892	10,000	10,000	10,000	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	5,388	8,000	8,000	8,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	-	1,200	1,200	1,600	\$ 400	33.3%
3002	GASOLINE	6,017	8,664	8,664	9,000	\$ 336	3.9%
3004	UNIFORMS	11,871	12,000	12,000	12,000	\$ -	0.0%

Radio Maintenance (2033) \$10,000

This account covers the purchase and repair costs of the fire department radios and pagers. It also covers the cost of annual radio repeater service. We also purchase portable radios and pagers from this account.

Equipment Maintenance (2034) \$8,000

This line covers the cost of maintaining and annual testing of the departments 26 air packs. Three of our members have been trained as field level technician which allows them to perform minor repairs to the air packs. We are required to have all airpacks serviced and tested by a certified service dealer each year. This also covers the service and maintenance of the truck mounted generators, chain saws and vehicle extrication tools.

Physicals (2071) \$1,600

All new members are required to have a physical when joining the department. This also covers the costs of the annual medical evaluation that is required of all members that wear self contained breathing apparatus. When the questionnaires are reviewed some members have follow up visits with the doctor and we cover these costs.

Fuel (3002) \$9,000

This covers the fuel for the department vehicles and portable pumps and generators.

Gear and Uniforms (3004) \$12,000

This account covers the purchase of the firefighter's turnout gear; we purchase 6 sets per year to keep us on the recommended 10year replacement schedule. We also buy the firefighters gloves helmets and boots from this account.

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
3005	MINOR EQUIPMENT	9,246	11,500	11,500	11,000	\$ (500)	-4.3%
3006	MISCELLANEOUS SUPPLIES	8,235	12,000	12,000	11,500	\$ (500)	-4.2%
3007	FIRE PREVENTION SUPPLIES	885	1,000	1,000	1,000	\$ -	0.0%

Minor Equipment (3005) \$11,000

We purchase our hand tools, flashlights, hose and hose fittings from this account. We also buy our Class A foam from this account. We will also buy an additional electric fan from this account. We currently use a gasoline powered fan to move fresh air into a home where carbon monoxide is detected and using gasoline powered equipment can be a problem.

Fire Prevention Supplies (3007) \$ 1,000

This covers the cost of our fire code updates and the supplies used in our fire prevention programs we do at the elementary schools. We also do annual fire safety visits to the day care centers in town.

235	FIRE POLICE UNIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	6,808	8,000	8,000	8,200	\$ 200	2.5%
1020	SOCIAL SECURITY	459	459	459	627	\$ 168	36.6%
3006	MISCELLANEOUS SUPPLIES	1,933	2,600	2,600	2,600	\$ -	0.0%
		9,200	11,059	11,059	11,427	\$ 368	3.3%

The Fire/Police Unit directs traffic at fire and police scenes and assists with special events.

Number	Position	Total Hours	Pay Rate	Total Dollars
1	Capt.	200	\$14.20	\$2,840
2	Lt.	120	\$12.70	\$1,524
8	Fire Police Officer	340	\$11.20	\$3,808
11		660	Total	\$8,172

240	MISC. PUBLIC PROTECTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	3,240	3,305	3,305	3,405	\$ 100	3.0%
1020	SOCIAL SECURITY	248	253	248	260	\$ 7	2.8%
	SUBTOTAL PERSONNEL	3,488	3,558	3,553	3,665	\$ 107	3.0%
2074	STREET LIGHTS	48,710	54,000	54,000	54,000	\$ -	0.0%
2075	HYDRANT RENTAL	80,068	81,781	81,781	85,052	\$ 3,271	4.0%
3006	HARBOR ENFORCEMENT EXP.	-	500	500	500	\$ -	0.0%
3007	COMMUNITY LIAISON EXPENSES	1,062	1,500	1,500	1,500	\$ -	0.0%
240	MISC. PUBLIC PROTECTION	133,328	141,339	141,334	144,717	\$ 3,378	2.4%

Part-Time Payroll (2401002) \$3,405

This account funds the stipend of the harbormaster.

Street Lights (2402074) \$54,000

It is recommended to leave this line item the same.

Hydrant Rental (2402075) \$85,052

The Town pays a per hydrant rental charge to the Portland Water District that is approved by the Maine Public Utilities Commission.

Community Liaison (240-3007) \$1,500

This past year we found that the CLO is getting involved with more elder citizen issues. It has worked well for the Department to have that skill and local touch because sometimes we find the citizens do not feel like working with State Agencies. One extremely successful program organized by the CLO was the Drug Drop Off Program, which he partnered with the Drug Enforcement Agency and the other Police Agencies throughout Maine. During the last collection, Maine collected 14,140 lbs of prescription drugs, which was number one in collection per capita in the United States. Cape Elizabeth alone collected 187.9 lbs earning us number six highest in collection for Cumberland County.

250	EMERGENCY PREPAREDNESS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	2,560	2,612	2,612	2,690	\$ 78	3.0%
1020	SOCIAL SECURITY	-	200	200	206	\$ 6	3.0%
	SUBTOTAL PERSONNEL	2,560	2,812	2,812	2,896	\$ 84	3.0%
2033	RADIO MAINTENANCE	250	300	300	500	\$ 200	66.7%
3006	MISCELLANEOUS SUPPLIES	-	300	300	300	\$ -	0.0%
	SUBTOTAL	250	600	600	800	\$ 200	33.3%
250	EMERGENCY PREPAREDNESS	2,810	3,412	3,412	3,696	\$ 284	8.3%

Part Time Payroll (2501002) \$2,690
Account covers the payroll costs for the EMA director and a deputy director.

Radio Maintenance (2502033) \$ 500
This account covers the cost of maintaining the radio repeater and the programming to make it narrow band compliant.

Miscellaneous Supplies (2503006) \$ 300
Covers the cost of office supplies.

Public Works (310)

To: Members of the Cape Elizabeth Town Council

From: Robert C. Malley, Director of Public Works

Date: February 17, 2012

Re: **FY 2013 Proposed Public Works Department Budget**

Enclosed herewith are the individual budgets that comprise the Public Works Department Operational Budgets. They include Public Works (310), Refuse & Recycling (320), Parks & Town Lands (640), School Grounds (641), Fort Williams Park Operating (645) and Trees (660). Also included are the special fund budgets for Sewers (815), Riverside Cemetery (860) and Fort Williams Park Capital (865).

The budgets presented herein will enable us to provide the same level of service to the community in the coming fiscal year, all factors being equal. As in past budgets, we have reviewed each line item and have made adjustments where necessary. This past January, we were able to open bids on contracted programs, such as professional services and contracted plowing. Those numbers have been incorporated into this submittal, saving the need to insert hypothetical estimates. Prices for the above referenced items will be stable, with some real savings being achieved in contracted toilet servicing, where we received competitive bids from two vendors.

We are currently in the midst of a mediocre winter season, which will pay dividends in the next budget cycle. Based on the lack of plowing and applications of abrasives, we are forecasting savings in contracted catch basin cleaning, winter sand and equipment maintenance (cutting edges) in the FY 2013 budget. Even as we approach the middle of February, we should be well under budget in overtime, salt and fuel expenditures in the current budget.

There are some good things happening in the area of Refuse & Recycling (320). Our annual assessment at EcoMaine is lower than the FY 2012 level, by \$60,132. The tonnage sent to EcoMaine seems to be holding at the forecasted amounts and our recycling rate is respectable, given our site and operational challenges. We opened bids in January for the hauling of our roll-off containers and “silver bullets”, which will keep those costs stable for the next two budget cycles. We are also proposing to work with a private contractor to provide food-waste composting at both school cafeterias, starting in September 2012. We hope that this endeavor, combined with a greater recycling effort in the schools, will have a positive impact on their recycling rate.

Last year, you approved the funding of a seasonal position to provide more focused maintenance of our Greenbelt Trail system. The extra position made a big difference, as we were able to re-establish existing trails, improve signage and repair boardwalks. It is our hope that the

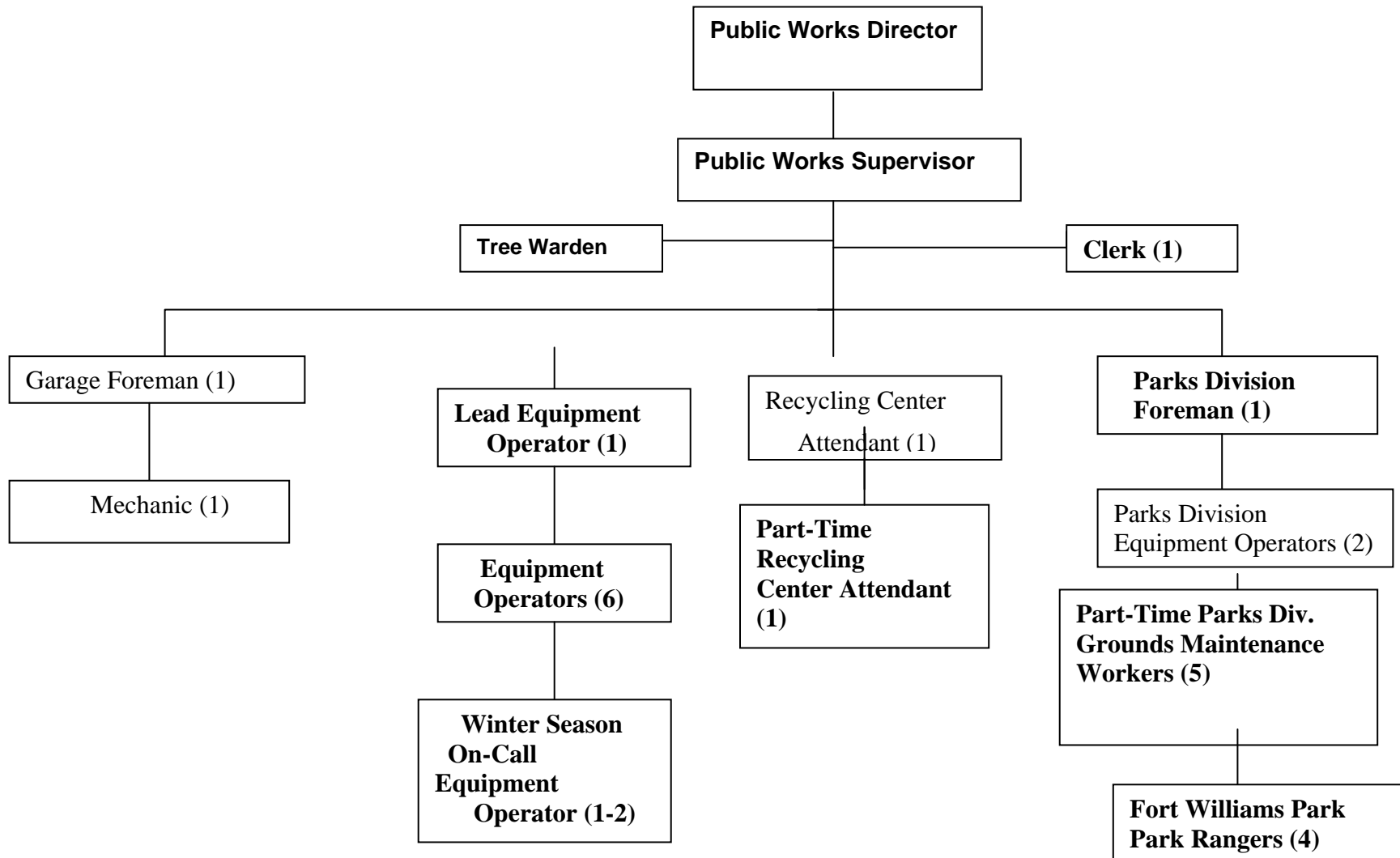
position will be funded again in FY 2013 so we can continue the progress made last year. It would be remiss of me to not recognize the efforts of the personnel who care for all of the municipal and school grounds. This includes everything from the athletic fields, to Riverside Cemetery and Fort Williams Park. Under the leadership our Parks Foreman, Forrest King, they mow and maintain over 150 acres on a weekly basis. They also perform other grounds duties, such as lining the fields, maintaining landscape beds and trimming. Last year we received several accolades on the appearance of Fort Williams Park, which in itself has approximately 40 acres of lawn area to mow.

In the area of capital expenditures, it is proposed to replace our 1996 International Dump/Plow Truck. It has provided us good service over the years, but like the other pieces of equipment, we need to program its replacement. We no longer have a spare plowing unit that can be placed into service if we loose one of ours. On two occasions last winter, we had to borrow a truck from South Portland after having a mechanical failure with one of our trucks. It is proposed to purchase a new truck and keep this unit as a spare until such time that it does not pass a State of Maine vehicle inspection. There are also more needs on the horizon, as our Loader/Backhoe ages, along with two front-end loaders. Those three units combined will cost approximately \$490,000 to replace.

The cost of motor fuels and energy are a wild card in any budget. It is proposed to carry the same allocations that we did in FY 2012. Any hint of instability in the oil market can have an adverse impact on the entire budget. At the time of this submittal, we have not locked in with a supplier, but we have carried a responsible per gallon estimate.

As always, I want to thank my entire staff for their service to both me, and the community. They carry out a multitude of tasks throughout the year, ranging from snow plowing, to mowing, to repairing equipment, to providing customer service. We have our hands full at times, but they always pull together when needed to get things done. I also want to thank my fellow department heads for their continued cooperation and Mike McGovern for his support throughout the year.

**Cape Elizabeth Public Works Department
Organizational Chart
2012**



310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	487,658	516,338	510,000	528,980	\$ 12,642	2.4%
1002	PART TIME PAYROLL	3,713	4,375	2,000	4,508	\$ 133	3.0%
1003	OVERTIME PAYROLL	79,770	91,500	60,000	93,700	\$ 2,200	2.4%
1020	SOCIAL SECURITY	45,625	46,834	43,758	47,980	\$ 1,146	2.4%
	SUBTOTAL PERSONNEL	616,766	659,047	615,758	675,168	\$ 16,121	2.4%

PUBLIC WORKS (310)

PERSONNEL & SALARY INFORMATION

Garage Foreman	40	\$26.14	52	\$52,788	\$54,371
Mechanic	40	\$23.37	52	\$46,985	\$44,455
Lead Operator	40	\$22.34	52	\$45,115	\$46,468
Equipment Operator	40	\$21.00	52	\$42,409	\$43,680
Equipment Operator	40	\$21.00	38	\$30,993	\$31,920
Equipment Operator	40	\$20.62	52	\$41,656	\$42,890
Equipment Operator	40	\$20.62	52	\$41,656	\$42,890
Equipment Operator	40	\$20.43	52	\$40,903	\$42,315
Parks Equipment Operator	40	\$20.25	6	\$4,502	\$4,860
Parks Equipment Operator	40	\$19.32	6	\$4,286	\$4,637
Parks Working Foreman	40	\$23.62	3	\$2,752	\$2,834
Customer Service Clerk	40	\$19.67	52	\$39,737	\$40,914
				\$532,863	\$545,479
Less Charged for Mechanic's Services					-\$16,500
					\$528,979

Note: Negotiations are on-going with the Teamsters Local #340 at the time of this submittal. The pay amounts shown for each position may be need to be amended, but for the time being, it is reflecting a 3% increase over the FY 2012 salary amount. Three of the Equipment Operators listed are entitled to a step increases, per the CBA. It is proposed to increase the pay amounts for the Director and Supervisor by 3%.

One Equipment Operator is charged off for 38 weeks under this account, with the remaining 14 weeks being charged off to account 645-1001 (Fort Williams Park). Both Parks Equipment Operators are charged off for six weeks each for time spent performing Highway Division (winter road maintenance, storm water maintenance, etc.) duties, along with the Parks Working Foreman, who is also charged off for 3 weeks.

The hourly rate charged to other departments is proposed to remain at the FY 2012 rate of \$30.00/hour, which is considerably less than the rate charged by private sector maintenance facilities (\$80-\$90/hour). The number of hours charged to other departments for mechanical services averages around 550 each year. This total (\$16,500) is deducted from the gross salary amount listed in account 310-1001.

Part Time Plowing Personnel (1002)

We utilize an on-call individual to assist with our snow plowing operation during the winter months. This account is budgeted for approximately 15-20 plowable events. This appropriation covers approximately 250 personnel hours. Sometimes we need an additional person, if one of our operators is on vacation or sick leave. It should be noted that this line item could be affected by an extended, or severe winter season. It is proposed to increase the hourly pay for these individuals by 3%, to \$18.02/hr.

Overtime Account (1003)

This account covers overtime for all winter and summer road maintenance activities, storm emergencies, municipal activities and other road emergencies. As always, I would stress that combinations of night, weekend and early season snowstorms could adversely impact this account. All operators are budgeted for 200 hours each. The Supervisor and Parks Foreman are budgeted for 300 hours per year, due primarily to weekly on-call responsibilities. Each operator on-call (winter season only) receives 4 hours of overtime per week for being available with a pager. The Supervisor and Parks Foreman also alternate weeks on-call for operational emergencies during the non-first call season. They are also compensated for 4 hours of overtime each week they carry a pager. As with the other salary accounts, this one has been increased by an estimated amount, since we are just beginning discussions as part of the collective bargaining process at the time of this submittal.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2000	CELLULAR TELEPHONES	1,565	1,620	1,620	1,725	\$ 105	6.5%
2002	POWER	12,188	13,000	13,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	3,857	4,500	4,400	4,800	\$ 300	6.7%
2004	PRINTING AND ADVERTISING	612	1,000	850	800	\$ (200)	-20.0%
2007	DUES AND MEMBERSHIPS	313	307	313	320	\$ 13	4.2%
2008	TRAINING & ALLOWANCES	11,815	13,500	9,500	13,500	\$ -	0.0%

Cellular Telephones (2000)

This account funds a portion of the cellular phone expense of the Director, Supervisor and Parks Foreman. The usage varies depending on the weather, department activities and projects. They are now used extensively for Town-related business. The annual contribution for the three individuals is proposed to be increased from \$540.00 to \$575.00.

Water & Sewer (2003)

The entire Gull Crest and Public Works complex is serviced by one 8" water main connected to the Spurwink Avenue main. The irrigation systems for the Gull Crest Fields account for over 30% of this line item. A portion of the water expense is charged off to the Parks (640) water account to cover the athletic field water usage.

Printing & Advertising (2004)

This request covers the printing of forms, stationary, envelopes, permits, and any employment and/or legal advertisements that are placed in the local print and/or Internet job classified media.

Dues & Memberships (2007)

This pays for the Town's public agency membership in the **American Public Works Association**, which also includes membership in the **Maine Chapter of American Public Works**. This account also covers the annual dues to the **Maine Better Transportation Association**. It is an active association representing municipalities and private contractors that works closely with MDOT and the Legislature on transportation funding issues.

Training & Allowances (2008)

This account covers training opportunities and allowances for all department personnel. These include, but are not limited to, workshops sponsored by the Maine Local Roads Center, the Maine Department of Environmental Protection, the Maine Resource Recovery Association and other training entities. This account also covers the allowances and stipends approved as part of the collective bargaining agreement with the Teamster's Local #340. They are annual and as follows:

Class “A” CDL License Stipend \$500.00 (9 Individuals + 2 Potential), Mechanic Tool Replacement \$400.00 (2 Individuals), Anticipated Mechanic “ASE” Certification Stipends \$2,950.00 and \$1,900.00 respectively, Maine Local Roads Certifications \$25.00/class, not to exceed \$250.00/individual, Certified Transfer Station Attendant (per D.E.P. standards) \$500.00 annual lump sum (1 Individual + 1 Potential)

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2009	CONFERENCES AND MEETINGS	60	200	200	275	\$ 75	37.5%
2021	EQUIPMENT RENTAL	1,160	1,400	1,200	1,400	\$ -	0.0%
2022	UNIFORM RENTAL	4,711	4,760	5,000	4,500	\$ (260)	-5.5%
2025	SAFETY EQUIPMENT	8,118	9,500	9,700	9,500	\$ -	0.0%

Conferences & Meetings (2009)

This account covers expenses for local workshops and meetings attended by the Director, such as the Maine Municipal Association Convention and the annual Transportation Conference in Augusta. It is proposed to increase the account by \$75.00.

Equipment Rental (2021)

This appropriation covers rental of minor equipment not owned by the Town. We occasionally rent a small drum roller for minor hot top projects and a small brush chipper from a local contractor. The department leases numeric pagers for the winter season call personnel during the winter months and for the Supervisor and Foreman, who share on-call duties throughout the year. The monthly charge is \$13.20 per pager/month. The total for pager rental is approximately \$500.00/year.

Employee Uniform Rental (2022)

Our current provider continues to provide excellent service to the department. We have just signed a 30-month agreement with them, which would end on June 30, 2014. This contract provides for 7 shirts, 7 pants and 2 jackets for each individual, plus 4 pairs of shop coveralls for the operators. The mechanics (2) receive the same allotment, plus 5 sets of coveralls. The uniform rental has been spread over several budgets, with 28 weeks being charged off to the 310 budget.

Safety Equipment Allowance (2025)

This request continues the program included in the current collective bargaining agreement to subsidize the purchase of safety shoes, protective clothing, and/or approved safety equipment. All employees (including part-time) are required to wear safety shoes in our workplace. Each employee is reimbursed for an amount not to exceed \$500.00 towards the purchase of safety shoes and/or protective clothing.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2032	EQUIPMENT MAINTENANCE	61,379	67,000	70,000	69,200	\$ 2,200	3.3%
2033	RADIO EQUIPMENT MAINTENANCE	543	1,400	1,000	1,400	\$ -	0.0%
2036	TRAFFIC SIGNAL MAINTENANCE	946	1,200	1,000	2,500	\$ 1,300	108.3%
2038	CONTRACTED STORM DRAIN MAINTENANCE	12,760	25,000	10,845	10,500	\$ (14,500)	-58.0%
2039	PAVEMENT MARKINGS	500	18,625	19,700	21,000	\$ 2,375	12.8%

Equipment Maintenance (2032)

This account covers all maintenance expenses for all motorized equipment utilized by the department. Examples of items purchased include oil filters, tires, cutting edges, lubricants, replacement parts and any sub-contracted repairs. The cost of unexpected spring or engine repairs alone can have an adverse affect on this account. Combine this with the uncertain price of petroleum and raw materials, the price we pay for lubricants and tires could increase. It is proposed to increase this account by 3.3%.

Radio Equipment Maintenance (2033)

This account covers maintenance on our two-way communications system, which includes our base radio, over 25 mobile units, 6 portables, antennas and our repeater unit.

Traffic Signal Maintenance (2036)

This amount covers the annual maintenance check, any bulb replacement, and controller adjustments to our signals at Spurwink Avenue and at the High School entrance. It also covers maintenance on the flashers at the Town Center, the Cape Cottage Post Office, the solar-powered pedestrian crossing signals in the Town Center and on Shore Road. It also covers the bi-annual programming of the School Zone flashers within the Town Center. It is proposed to replace one of the detection “loops” on the westerly leg of the Spurwink Avenue intersection. These are wires in the road that sense the presence of a vehicle and activate the signaling sequence. The cost to replace the loop is budgeted at \$1,500. They have not been replaced since the signal was originally installed in 1994.

Contracted Storm Drain Maintenance (2038)

This account covers the cost of contracted vacuum cleanings of our stormwater catch basins along with the disposal of the spoils removed. The spoils are considered a “special waste” by the DEP and must be taken to a licensed facility in Scarborough. The cost to dispose of them this past year (FY 2012) was approximately \$2,500. Based on the weather and the number of basins we actually cleaned last year, I am predicting that we will need to clean fewer basins, which will require less funding in this account for FY 2013. The FY 2013 hourly bid price is \$90.00/hour.

Pavement Markings (2039)

This account covers the expense of all pavement markings (yellow centerlines and white edge lines) on all Town-maintained roads. It also covers the painting of parking stalls, crosswalks, arrows and H-Cap symbols on all municipal and school property. This account has been slightly over budget the last couple of years. We have tried to stretch the funding by painting the parking stalls on the school campus every other year, but some of the more heavily used lots should be done annually. We have also been painting the portions of Route 77 that are under MDOT jurisdiction. They have not painted them for the last two years, so we have taken it upon ourselves to include them in our program.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	CHANGE
2050	MAILBOX MATERIALS	68	300	300	300	\$ -	0.0%
2060	CURBING REPAIR	650	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	2,500	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	1,198	1,600	1,000	1,300	\$ (300)	-18.8%
2071	PHYSICALS AND DRUG TESTING	1,251	1,500	1,100	1,500	\$ -	0.0%

Mailbox Materials (2050)

This account covers repairs to mailboxes and/or posts that are damaged in the course of snow plowing.

Fire Alarm Monitoring Services (2063)

Covers the monitoring services for our fire alarm system at Cooper Drive. It also covers a monthly phone service fees. These are traditional copper lines that are for the sole purpose of transmitting fire alarm signals.

Physicals & Drug Testing (2071)

Covers pre-employment physical exams for new hires and federally mandated drug and alcohol testing for all positions that require a Commercial Driver's License (CDL). We (including the School Bus Drivers) are in a consortium comprised of local municipalities. As a group, we utilize a third party medical provider to manage our testing program. They handle all facets of the testing requirements mandated by the Department of Transportation. The Public Works share of the program is approximately \$1,200.00. The remaining funds go towards pre-employment physicals, audiograms (for selected employees operating mowing equipment) and mandated respiratory clearance testing for employees.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
3001	OFFICE SUPPLIES	1,237	1,250	1,250	1,250	\$ -	0.0%
3002	GASOLINE	13,847	13,000	10,000	13,000	\$ -	0.0%
3003	HEAT	17,053	28,429	27,000	28,710	\$ 281	1.0%
3005	MINOR EQUIP & TOOLS	4,348	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	700	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	672	1,000	1,028	3,500	\$ 2,500	250.0%
3031	WINTER SAND	8,904	11,275	10,450	7,350	\$ (3,925)	-34.8%

Office Supplies (3001)

This account covers office supplies, printer cartridges, calendars, etc.

Gasoline (3002)

For FY 2013, we are budgeting \$3.10/gallon, with an estimated usage of approximately 4,000 gallons. At the time of this submittal, we have not locked a price in for the fiscal year due to the uncertainty in the crude oil market.

Heat (3003)

This account covers heating oil for the facility on Cooper Drive (approximately 8,700 gals.). The Facilities Manager has advised us to budget \$3.30/gal for heating oil in FY 2013.

Minor Equipment (3005)

This covers shop tools for the department replacement of miscellaneous office, computer and power equipment (chain saws, hand tools, etc.), along with small equipment replacement for the highway division operations.

Aggregate & Loam (3030)

This account covers the cost of gravel and reclaimed asphalt for small projects. The purchase of topsoil, which was previously purchased out of account 310-3038, is now included with this appropriation. That account reflects a corresponding decrease.

Winter Sand (3031)

This account covers the purchase of screened sand (delivered) for winter road maintenance purposes. Though it is hard to estimate this year's usage, I have estimated that we will use approximately 300-500 yards by the end of the winter season. A portion of this allotment is usually placed in the "summer" pile, which is not mixed with salt. This year we are budgeting for 700 cubic yards @ \$10.50/yard. Screened sand is always more expensive for us because of our geographical location and the transportation costs associated with that.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	CHANGE
3032	SALT & CHLORIDE	76,377	106,600	60,000	98,400	\$ (8,200)	-7.7%
3033	COLD BITUMINOUS MIX	3,786	3,700	3,700	3,700	\$ -	0.0%
3035	GUARDRAIL REPAIRS	0	250	200	250	\$ -	0.0%

Salt & Chloride (3032)

This account covers the cost of rock salt and chloride that is applied to our main arteries in the winter months. We are currently salting over 30 miles of roads, out of a total mileage of over 60 miles. The salt routes are primarily tailored around the school bus routes and the collector/feeder road network. We take great strides to keep the roads clear during the winter season by managing our materials, our personnel and our equipment in the most efficient manner possible. We have made adjustments to our application rates in an effort to reduce the amount of salt we put out. This, of course, is all contingent on surface temps; both current and forecasted, along with the amount of snow pack on the roads. It is our plan to transition to magnesium chloride as a wetting agent next winter. It moves us in a “greener direction”, is much less corrosive and slightly cheaper than the cost of liquid calcium. Salt for our winter sand/salt mixture is also included in this tonnage. Like overtime, this amount is an estimate at best and is totally dependent on the severity and duration of the winter season.

The FY 2012 GPCOG bid price for salt was \$54.20/ton/delivered. We are budgeting 1,500-1,600 tons of salt and 4,000 gals. of magnesium chloride for the 2012/2013 winter season. I am recommending that we budget \$58.00/ton for salt and \$1.60/gal. for the chloride product. At the time of this submittal, we are still within the winter season. Based on the amount of snowfall we have received to date, we should come in well under budget even after reducing our application rates after February 15th.

Cold Bituminous Mix (3033)

This account pays for our annual purchases of “cold patch”.

Guardrail Maintenance/Replacement (3035)

A small amount is being budgeted for the maintenance of the wooden guardrails in the community. Occasionally, the horizontal planks are damaged by the weight of compressed snow from our snowplows.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	CHANGE
3036	STREET & REGULATORY SIGNAGE	4,593	5,000	5,200	7,000	\$ 2,000	40.0%
3038	STORM DRAIN MAINTENANCE	9,747	11,000	8,500	8,000	\$ (3,000)	-27.3%
3039	MS4 STORMWATER PROGRAM	12,610	10,500	10,000	10,500	\$ -	0.0%
3040	DIESEL FUEL	48,390	43,550	35,000	43,550	\$ -	0.0%

Street & Regulatory Signage (3036)

This account covers the replacement of all street, warning, work zone and regulatory signage. It also covers the replacement of posts, caps and any hardware associated with the installation of the above. The Manual of Uniform Traffic Control Devices, or MUTCD, recommends the use of “high intensity” reflective sheeting on all signs. We have been using “high intensity” on our street name signs for over 3 years, but have been using the traditional “engineer grade” for all of the warning signs. Engineer grade is cheaper and less reflective. The MUTCD also recommends using street name signs in upper and lower case with larger letters (6”/4.5”), in roads with speed limits of 45 mph, or greater. Currently, we are using signs with 4” and 2” size letters. It is my recommendation to switch to the new style sign as we replace them, due to theft and loss of reflectivity. Most of the neighboring communities are taking this approach for the time being. However, there may be requirements coming forth from the Federal Highways Administration that will require a more comprehensive replacement of all of our street name signs to conform with their requirements and reduce our potential liability. With that said, I am proposing an increase to cover the cost of the newer street name style signs and the more reflective “High Intensity” warning signs.

Storm Drain Maintenance Materials (3038)

All replacement catch basins, frames, crushed stone, culverts, and drainage pipe are appropriated from this account. We also purchase loam and seed for restoration projects and pay for contracted hydro-seeding of our drainage swales out of this account. It is being reduced since it is proposed to appropriate topsoil out of account 310-3030 in FY 2013.

MS4 Stormwater Program (3039)

The Town is required to comply with elements of the EPA’s Clean Water Act. Compliance is attained by the submission of a **Stormwater Management Plan (SMP)** every five years to the Maine Department of Environmental Protection (MDEP). This will be the 5th and final year of our second permit cycle. In FY 2013, we will be working with the MDEP on creating a new general permit, which will encumber us with greater responsibilities relating to the oversight of our stormwater infrastructure. The Town is already obligated to be proactive by promoting public awareness, inspecting our stormwater outfalls and exercising best management practices in our public projects. We are also required to give special attention to the **Spurwink River Watershed** and the **Trout Brook Watershed**, which has been designated as an “urban impaired stream” by the MDEP. In 2011, the Town partnered with the City of South Portland to develop a watershed based management plan for **Trout Brook**, facilitated by the Cumberland County Soil & Water Conservation District. We are making good progress on the endeavor. Since it is designated as our primary watershed, we give it special attention by inspecting all of the outfalls on an annual basis.

Our efforts to work on stormwater initiatives have been done on a cooperative basis for the last eight years. In the spirit of regionalization, Cape Elizabeth has been working closely with 14 other entities collectively known as the **Casco Bay Interlocal Stormwater Working Group (ISWG)**. We share the expenses of a facilitator and the administrative staff of a local agency (Cumberland County Soil & Water Conservation Service) who coordinate our monthly meetings and keep us on track to fulfill the federal requirements of the permit. Our share of the ISWG budget for FY 2013 is \$8,000, which is \$500 higher than we paid in FY 2012. This does not include the compilation and submission of our annual report, nor does it include any updates to our infrastructure maps. The funds are a good investment and they will provide the following benefits to the Town:

- Liaison with MDEP, Casco Bay Estuary Project, legislative officials and other partners
- Legal assistance to review the 2012 draft general permit
- Sharing the services of a public education coordinator
- Producing an annual “yardscaping” education program hosted by our own Community Services
- Participation in a regional media campaign promoting best management practices (bmp’s)
- Education & classroom supplies
- Coordination of employee training
- Grant writing and administration, if needed

As part of our SMP, we are required to annually update our infrastructure maps to show more specific details of our stormwater system by the end of the current five-year cycle (June 2013). A major effort took place in 2010 to update our database. The maps now delineate by watershed, show directional flow arrows and associate a numerical distinction to each stormwater basin. We have made great strides, but the maps are a work in progress and will need annual updating, as basins and infrastructure are added in the community. A small sum is being proposed to perform incremental GPS and the associated CAD work. (\$2,000)

Diesel Fuel (3040)

We are currently using an average of 13,400 gallons per year, but this can vary due to the severity, and duration of a winter season. For FY 2013, we are budgeting \$3.25/gal. At the time of this submittal, we have not locked a price in for the fiscal year due to the uncertainty in the crude oil market.

**REFUSE & RECYCLING (320)
ACCOUNT SUMMARY**

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	68,050	71,344	71,344	73,463	\$ 2,119	3.0%
1002	PART TIME PAYROLL	21,753	22,165	22,000	22,830	\$ 665	3.0%
1003	OVERTIME PAYROLL	863	2,350	1,000	2,420	\$ 70	3.0%
1020	SOCIAL SECURITY	7,003	7,333	7,217	7,552	\$ 218	3.0%
	SUBTOTAL PERSONNEL	97,669	103,192	101,561	106,265	\$ 3,072	3.0%

PERSONNEL & SALARY INFORMATION

Note: Negotiations are on-going with the Teamsters Local #340 at the time of this submittal. The pay amounts shown for the full-time position may be need to be amended, but for the time being, it is reflecting a 3% increase over the FY 2012 salary amount.

FULL-TIME PAYROLL (1001)	Actual FY 2012	Proposed FY 2013
Recycling Center Attendant (40 hrs. @ \$20.25/hr. @ 52 wks.)	\$40,903	\$42,120
Equipment Operator (40 hrs. @ \$20.62/hr. @ 38 wks.)	30,441	31,343

Due to grounds maintenance duties, hauling of the Transfer Trailers, and materials handling at the Transfer Station; one Equipment Operator is charged off to Refuse & Recycling for 38 weeks. The remaining 14 weeks is charged off to the Sewer Fund budget (815)

PART-TIME PAYROLL (1002)

Part-Time Recycling Center Attendant (32 hrs./wk./yr. (average) @ \$13.72/hr. @ 52 wks.)	22,165	22,830
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The part-time worker is currently working Mon., Wed., Fri., and Sat., for a total of 30.5 hours week. This individual also has to cover portions of the shift of the full-time attendant on occasion, which why they are budgeted for 32 hours/week for the year.

Overtime (1003)

The Full Time Attendant is required to work overtime when we open for the disposal of leaf and yard wastes in the Spring and Fall (8 Sundays/year). In addition, the attendants are required to work certain holidays when other Town services are closed down.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2004	RECYCLING PRINTING & PROMOTION	3,079	1,000	4,500	4,000	\$ 3,000	300.0%
2012	ECOMAINE FEES	571,056	567,645	565,000	523,260	\$ (44,385)	-7.8%

Recycling Printing & Promotion (2004)

\$4,000

This account pays for printed materials, recycling promotional activities, the purchase of recycling containers and educational materials. In FY 2011 and 2012, we used a portion of the funds to subsidize the cost of compost bins for residents who participated in that program.

EcoMaine Fees (2012)

\$523,260

As always, the assessment and tip fee at EcoMaine are the largest single line item in the municipal budget. We are, however, anticipating savings this year, as our annual assessment from EcoMaine is \$60,132 lower than the assessment in FY 2012. This is good news as we have seen a slight increase in our refuse tonnage, which is the material placed in the hopper and hauled over to EcoMaine’s waste-to-energy facility. I am anticipating that we will end up generating approximately 2,700 tons by June 30, 2012. This compares to 2,626 tons hauled in FY 2010 and 2,668 tons hauled over in FY 2011. We are also proposing a food waste-composting program at the schools, which should reduce our tonnage there by 25-30%.

We are continuing to encourage our citizens to recycle as many items as they can. We now have two “top loading” silver bullets at the Recycling Center that are more user friendly. We have also installed additional exterior lighting in their vicinity for when the days are shorter during the winter season. The Recycling Committee continues to reach out to the community. They sent out a survey to residents in January 2012 to acquire customer feedback on our recycling program. Even with their best efforts, we have seen a slight drop in our recycling rates in the “silver bullet” program. The percentage of items culled from the entire waste stream is approximately 32% of the total refuse/recycling tonnage. This is a respectable success rate, but I think we have reached a plateau and I am not forecasting any measurable gains in the coming year. If anything, our recycling rate may drop further if the economy has any real improvement and home sales experience a slight surge. This generally equates to more tonnage in the hopper.

The hauling of the “silver bullets” and cardboard containers, is also charged to this account. The current hauling charge is \$70.00 per pull, which will be in effect until June 30, 2014. We have increased the number of pulls at both the Recycling Center and at Town Hall, based on several comments received on the survey that was sent out by the Recycling Committee. Many users complained that the bins have been full each time they went to utilize them, so we have adjusted the hauling frequency at both locations.

We continue to work with the Facilities Manager and School staff to increase their recycling rate. We have seen some incremental gains as we start 2012, but we feel they should be higher for the amount of refuse they generate. For FY 2013, we are proposing to contract with a company that will transport food waste generated at both cafeterias to a licensed facility in Portland. The material will be volume-reduced and composted. We feel this is the most effective means to undertake a food waste composting program, given our staff and site limitations. They will provide the training, the containers and the transportation (2x per week). The proposed program includes a one-time fee of \$750 for training and mobilization, then \$796.25/month for 10 months.

Listed below is a breakdown of the items charged to this account:

FY 2013 EcoMaine Annual Assessment* \$188,759
 Projected Compactor Refuse: 2,750 tons @ \$88.00/ton = \$242,000
 HS/MS/PC School Campus Container Pulls (Refuse & Single Stream Recycling):
 300 services/year for refuse container @ \$10.00/service = \$3,000
 200 services/year for single-stream recycling container @ \$10.00/service = \$2,000
 Contracted Food Waste Composting Services: \$8,750
 EcoMaine Recycling Containers: "Silver Bullets" at the Recycling Center and Town Hall:
 900 pulls/year @ \$70.00/pull = \$63,000
 Corrugated Cardboard Recycling: 225 pulls/year @ \$70.00/pull = \$15,750
 *Based on a five-year average of our tonnage (FY '07-'11), which equates to 3,013 tons.

Brush & Demolition Removal (2014) \$40,225

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2014	DEMOLITION MATERIAL DISPOSAL	31,353	39,475	38,000	40,225	\$ 750	1.9%

This account covers the volume reduction and removal of brush, woodwastes, white goods and demolition material (asphalt shingles, sheetrock, and concrete). In lieu of a heavy item collection, fees are waived for two weeks so residents (not contractors) can bring their own material to the Recycling Center at no charge. It is difficult to gauge the amount of material that is brought in, especially bulky wastes, wood-waste (demolition) and white goods. To address that issue, funds are again proposed for additional pulls (and disposal costs) for these items.

The number of applicable container pulls and disposal fees (metal, bulky waste, etc.) has been adjusted slightly for FY 2013:

Clean Wood (Brush & Limbs) Grinding: No charge for this service
 Demolition Wood Disposal: 550 tons/year @ \$23.00/ton = \$12,650
 Sheetrock Container Pulls: 15 pulls/year @ \$60.00/pull @ \$50.00/ton per 5.9 tons of gypsum (avg.) = \$5,325
 Asphalt Shingle Container Pulls: 10 pulls/year @ \$60.00/pull @ \$55.00/ton per 9.3 tons of shingles (avg.) = \$5,720
 Glass (Inc. Porcelain) Container Pulls: 2 pulls/year @ \$60.00/pull @ \$36.00/ton per 8.0 tons of glass (avg.) = \$700
 Aluminum Container Pulls: 2 @ \$70.00/pull = \$140
 Bulky Wastes (Couches, Chairs, Carpeting, etc.): 45 pulls/year @ \$70.00/haul, per 2.00 tons of waste (avg.)
 @ \$49.00/ton = \$7,560
 White Goods/Metal Container Pulls: 45 pulls/year @ \$70.00/pull = \$3,150
 Tire Disposal: 400 tires @ \$2.00/tire = \$800
 Concrete/Brick Disposal: 180 tons/year @ \$8.50/ton = \$1,530

Freon Removal: 300 units @ 8.00/unit = \$2,400
 Stump Disposal: \$250

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2015	HAZARDOUS MATERIALS DISPOSAL	16,771	15,800	16,500	19,000	\$ 3,200	20.3%
2021	EQUIPMENT RENTAL	0	300	300	300	\$ -	0.0%
2022	UNIFORM RENTAL	1,103	1,190	1,190	1,260	\$ 70	5.9%
2032	VEHICLE MAINTENANCE	1,893	4,500	4,200	4,500	\$ -	0.0%
2062	MISC. CONTRACT SVCS.	1,110	1,100	1,100	2,200	\$ 1,100	100.0%

Household Hazardous Waste & E-Waste Collection (2015) \$19,000

It is proposed to sponsor another Household Hazardous and E-Waste Collection in May of 2013. This is truly the best way to coordinate the disposal of chemicals, protect the environment and meet the requirements of our stormwater and CSO management plans. Residents took full advantage of the program last May with over 400 vehicles dropping off items. The collection is held at the Public Works Facility and coordinated by two licensed consolidators, with the assistance of our personnel. It is proposed to add ammunition and flares as an acceptable material in the drop-off program in 2013. We offered this service a few years ago, but the contractor that facilitated that for us went out of business. It would be a good service and given the infrastructure at EcoMaine, we should try to prevent any flammables and incendiary devices from getting into the boiler. The account has been increased to cover greater participation, along with an allowance for the two products mentioned above.

Equipment Rental (2021) \$300

This account covers rental, or contracted equipment for use at the Recycling Center.

Equipment Maintenance (2032) \$4,500

This account covers minor facility maintenance, repairs to the compactor unit, Transfer Trailers, the Tractor-unit and the bulldozer.

Misc. Contractual (2062) \$2,200

This account pays for our monthly EZ-Pass expense to utilize the Maine Turnpike to transport refuse to EcoMaine. It is being increased to cover monthly transaction fees that we now pay to accept debit and credit cards at the Recycling Center.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2062	MISC. CONTRACT SVCS.	1,110	1,100	1,100	2,200	\$ 1,100	100.0%
2063	ALARM SERVICE	1,138	1,800	1,200	1,600	\$ (200)	-11.1%
3002	GASOLINE	375	536	536	536	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,051	1,500	1,500	1,500	\$ -	0.0%
3040	DIESEL FUEL	5,125	7,310	7,310	7,310	\$ -	0.0%
	SUBTOTAL	636,479	649,576	648,756	613,111	\$ (36,465)	-5.6%
320	REFUSE DISPOSAL	734,148	752,768	750,317	719,376	\$ (33,393)	-4.4%

Alarm Service Monitoring (2063) \$1,600

This account covers monitoring fees and expenses for two telephone lines to service the Fire Alarm System at the Recycling Center compactor building.

Gasoline (3002) \$536

A small amount of gasoline is charged off for Refuse Disposal operations. It is budgeted at \$3.10/gallon.

Misc. Supplies (3006) \$1,500

This account covers printing fees, permits, paper goods, supplies and the annual solid waste license fee.

Diesel Fuel (3040) \$7,310

This covers diesel fuel for the tractor-unit that hauls the transfer trailers and the bulldozer used in the staging area. It is budgeted at \$3.25/gallon.

410	HUMAN SERVICES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2100	VNA/HOSPICE	3,448	3,500	3,500	3,600	\$ 100	2.9%
2100	COMMUNITY HEALTH SRVS	1,857	2,000	2,000	2,100	\$ 100	5.0%
2101	COMMUNITY COUNSELING	1,061	1,200	1,200	1,250	\$ 50	4.2%
2103	THERAPEUTIC RECREATION	4,244	3,500	3,500	3,600	\$ 100	2.9%
2104	INGRAHAM VOLUNTEERS	1,200	-	-	-	\$ -	0.0%
2107	S. ME SENIOR CITIZENS	1,061	1,200	1,200	1,250	\$ 50	4.2%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,170	1,200	1,200	1,250	\$ 50	4.2%
2111	RTP	1,200	1,200	1,200	1,250	\$ 50	4.2%
2113	FAMILY CRISIS SHELTER	1,061	1,200	1,200	1,250	\$ 50	4.2%
2114	DAY ONE	1,061	1,200	1,200	1,250	\$ 50	4.2%
2116	HOSPICE OF SOUTHERN MAINE	-	1,200	1,200	1,250	\$ 50	4.2%
2118	SEXUAL ASSAULT RES. SVCS.	1,061	1,200	1,200	1,250	\$ 50	4.2%
2121	RED CROSS-PORTLAND CHAPTER	1,000	1,200	1,200	1,250	\$ 50	4.2%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,200	1,200	1,200	1,250	\$ 50	4.2%
5101	GENERAL ASSISTANCE	31,853	28,600	28,600	28,600	\$ -	0.0%
410	HUMAN SERVICES	52,476	49,600	49,600	50,400	\$ 800	1.6%

The human services budget has two components. The first, amounting to \$21,800, provides funding assistance to social service programs/agencies serving residents of Cape Elizabeth.

VNA/Hospice served 147 Cape Elizabeth residents in 2011 and made 2,064 home visits. The estimated value of the services provided was \$296,617. Much of this is reimbursed through Medicare, Maine Care and private insurance. A Town appropriation of \$3,600 is recommended to provide assistance to citizens regardless of their ability to pay.

Home Health Visiting Nurses assisted 378 Cape Elizabeth residents in 2011 with 1,259 visits and tests. They cared for 78 residents in their homes and assisted 51 residents in their maternal and child health programs. The estimated total amount of services provided was \$184, 077 of which \$5,612 they estimated as uncompensated care. \$2,100 is recommended.

Community Counseling Center provided mental health and community services to “dozens” of Cape Elizabeth residents in 2010. Nearly \$5,000 was provided at no cost to those who were unable to pay. The agency also has a trauma intervention program to assist first responders. With this program, they assisted five residents. \$1,250 is recommended.

The Center for Therapeutic Recreation provided 254 hours of service to six residents. The value of the service provided is estimated at \$8,907. \$3,600 is recommended as a contribution from the Town. The agency requested \$3,500.

Southern Maine Agency on Aging delivered 2,655 meals to 363 homebound Cape Elizabeth residents last year. They also provide a variety of miscellaneous services to a total of 411 older residents. It is recommended to fund their \$1,250 request.

PROP is now known as the Opportunity Alliance and provided 66 homes access to the federal LIHEAP program. (Heating Assistance) The funding was \$64,383. They assisted 33 families through the WIC program for women infants and children. It is recommended to fund \$1,200 of their \$4,250 request.

RTP in 2011 provided 28 Cape Elizabeth residents 1167 trips to medical appointments. The value of the trips was estimated at \$18.03 each or a total of \$21,041. An appropriation of \$1,250 is recommended.

Family Crisis Services assisted 18 clients in 2011 who identified Cape Elizabeth as their home. They work closely with the Cape Elizabeth Police Department on domestic violence issues. They are also a tenant of the Town as they rent space at Fort Williams Park for administrative offices. An appropriation of \$1,250 is recommended.

Day One provided 15 local youth with outpatient substance abuse counseling and trained the “natural helpers” at CEHS. The total value of services was provided was estimated at \$50,191. It is recommended to fund \$1,250 of the \$1,500 request.

Hospice of Southern Maine provided 7 Cape residents with services through the first 10 months of 2010 and 44 additional persons with bereavement services. They operate the Gosnell House in Scarborough which is the premier in-patient hospice facility in our region. It is recommended to fund \$1,250 of their \$1,200 request. The monies are used for the 160 person volunteer program.

Sexual Assault Response Services assisted just two clients in Cape Elizabeth last year but were involved in education programs. It is recommended to fund \$1,250 of their \$1,060 request. (2010 Information)

Red Cross Portland Chapter provides a variety of services to local residents and is our primary resource when needing a disaster shelter. The \$1,250 contribution is made through the Town being a sponsor of the annual breakfast honoring heroes in the region.

The Independent Transportation Network was added to the annual contribution list when we ended our own limited senior citizen bus service a few years ago. A contribution of \$1,250 is recommended. They served 23 residents last year.

General Assistance The second component of our human services budget is **general assistance**. The general assistance helps families with immediate needs for housing, food and utilities. Governor LePage has recommended some changes in the program, but the budget is based on current Maine law.

Our program is administered through a contract with The Opportunity Alliance formerly known as PROP who provides a social worker for us who meets with clients and reviews their needs. The Alliance charges \$35/hour per hour for this work and we provide space in a small work room at the Cape Elizabeth Police Department. The total PROP fee in 2010 amounted to \$5,639. In calendar year 2010, PROP had 70 client visits providing help to 149 individuals. Please note that this is a duplicated count and the actual number of clients is less as we had repeat clients each month. The cost of the assistance provided in 2010 was \$20,834.18 of which 50% or \$10,417.09 was reimbursed by the State of Maine. The state budget reimburses 50% of our general assistance costs.

From July 1, 2011 to February 17, 2012, the total spent on general assistance was \$23,057.64 of which \$8,292 was paid to the Opportunity Alliance and \$14,765 was provided to clients. There were 13 unduplicated clients during this period receiving an average of \$1,135 in assistance. The primary assistance provided is rental assistance which is paid directly to the landlord. Utility bills are paid directly to the utilities and food vouchers are provided to Hannaford. The Thomas Jordan Fund has also assisted 20 families with fuel assistance needs.

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	252,746	268,552	272,152	280,316	\$ 11,764	4.4%
1002	PART TIME PAYROLL	91,746	93,123	93,123	117,956	\$ 24,833	26.7%
1020	SOCIAL SECURITY	26,353	27,668	27,944	30,468	\$ 2,800	10.1%
	SUBTOTAL PERSONNEL	370,845	389,343	393,219	428,740	\$ 39,397	10.1%

PERSONNEL INFORMATION

Full Time Account (1001) - \$280,316

	FY 2012	FY2 013	
Head Librarian	67,137.	69,151.	3% increase above <i>adjusted</i> FY12 budgeted amount.
Children's Librarian	47,345.	48,765.	3% increase above <i>adjusted</i> FY12 budgeted amount.
Circulation Librarian	36,067.	37,149.	3% increase above FY12 budgeted amount.
Adult / YA Librarian	45,773.	47,146.	3% increase above FY12 budgeted amount.
Office Clerk / Cataloger	34,513.	35,548.	3% increase above <i>adjusted</i> FY12 budgeted amount.
Reference Librarian	<u>41,317.</u>	<u>42,557.</u>	3% increase above FY12 budgeted amount.
	272,152	280,316.	3% increase above FY12 budgeted amount.

Full Time staff levels are based on the following assumptions, we have had to add a 2nd person to backup the Circulation Desk 15 hrs a week. We have accomplished this by reducing office hours for all employees and reducing substitute hours:

- Total Full Time hours available = 240/wk

While the basic realities remain in place that I outlined for last year's budget:

- ◆ (1) the library facility is 13,000+ sq. ft. and spreads across almost 200 feet and 5 separate floors;
- ◆ (2) we remain open for business 6 days (55 hours a week) all year; and,
- ◆ (3) The library offers 5 public services [Children's Programs, Young Adult Services, Adult Reference, Circulation of Materials, and Providing Meeting & Display Spaces).
- ◆ These services are supported by staffing the library in five areas (or, departments): Administration, Adult/YA Services, Cataloging/Processing, Children's' Services and Circulation Control.
- ◆ An approximate breakdown of Staffing Allocation (Hours) follows:

Circulation Desk	70/wk
Adult Ref. Desk	55/wk
Ch. Ref. Desk	55/wk
Tech. Services	57/wk
Ad. Serv. Office	15/wk
Ch. Serv. Office	15/wk

YA Serv. Office	15/wk	
Administration	50/wk	(Increase covers additional PR & Web Duties)
Programs	20/wk	(Increase covers doubling programming effort.)
Earned Vacation	27/wk	
Total	379/wk	

Part Time Account (1002) - \$95,933

FY 2012

<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>
377 (1)	\$14.78	5,571.98
948 (1)	\$14.78	14,011.25
948 (1)	\$15.59	14,775.15
978 (1)	\$14.78	14,454.64
796 (1)	\$15.59	12,406.14
<u>1,624 (1)</u>	<u>\$19.65</u>	<u>31,903.80</u>
5671 (5+)	N/A	93,122.97

FY 2013

<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>Comparison</u>
377 (1)	\$15.22	5,739.22	Substitute Line
532 (1)	\$15.22	\$8,097.04	New Line: Library Asst (Circulation)
844 (1)	\$16.50	13,926.00	New Line: Asst Children's Librarian
948 (1)	\$15.22	14,431.78	3% increase above FY12 budgeted rate.
948 (1)	\$16.06	15,222.70	3% increase above FY12 budgeted rate.
978 (1)	\$15.22	14,888.49	3% increase above FY12 budgeted rate.
796 (1)	\$16.06	12,781.93	3% increase above FY12 budgeted rate.
<u>1,624 (1)</u>	<u>\$20.24</u>	<u>32,868.95</u>	3% increase above FY12 budgeted rate.
7047 (7+)	N/A	117,956.11	3% increase above FY12 budgeted amount.

	FY2012	FY2013	DIFFERENCE
Total Hours	5671	7047	0
Total PT Costs	93,123.	117,956.	24,833.

Note: All pay amounts shown for FY 2013 are subject to review within our pay classification plan.

Part Time Staff Levels are based on the following assumptions:

- ◆ The minimum number of staff hours required to run the library at current service hours is **379/wk**.

- ◆ Full Time hours in budget: **240/wk**
- ◆ **Total Part Time hours budgeted = 135.5/wk** (Deficit 3.5/wk)

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2004	PRINTING & ADVERTISING	30	500	500	2,000	\$ 1,500	300.0%
2005	POSTAGE	2,501	3,420	3,420	4,050	\$ 630	18.4%
2006	TRAVEL	615	660	660	1,300	\$ 640	97.0%
2007	DUES & MEMBERSHIPS	670	755	755	775	\$ 20	2.6%
2009	CONFERENCES AND MEETINGS	402	560	560	1,500	\$ 940	167.9%

Printing and Advertising (2004) - \$2,000

Funding level increased to cover additional promotional materials for educational purposes.

Postage (2005) - \$4,050

The Maine State Library projects that the current delivery fee will increase from \$15.00/stop (\$3,120/yr) to \$18/stop (\$3,744) in July of 2012. Additionally, we have averaged \$300/ yr to return traditional Interlibrary Loans and send out bills for overdue materials.

Travel (2006) - \$660

Level doubled in anticipation of increased travel costs.

Dues & Memberships (2007) - \$775

Plus \$20. Covers the rising cost of dues for professional staff: **3** ALAs (\$390), **1** PLA (\$55), **1** YALSA (\$50), **1** NELA (\$80) and **4** MLAs (\$200).

Training (2008) - \$0

Zero funded.

Conferences & Meetings (2009) - \$560

Level funded. Includes costs for meetings and conferences sponsored by professional associations: **2** SMLD Council Meetings (\$50), **4** SMLD Reading Round Up (\$220), **3** MLA Conference (\$600), and **2** NELA Conferences (\$630.)

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2062	CONTINGENCY	75	150	150	150	\$ -	0.0%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	\$ -	0.0%
3001	OFFICE SUPPLIES	4,369	11,750	11,750	11,750	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES			-	3,000	\$ 3,000	100.0%

Programs (2010) - \$7,500

This account has been used historically to compensate performers and presenters for conducting “special” programs; in past years, we have tapped the Chase Funds for \$1,150. But, as these funds are exhausted we are seeking to restore Town funding and expand adult programs by allowing ourselves \$500/mo for additional speakers, performers & facilitators.

Office Equipment & Repair (2034) - \$0

Zero funded. For unforeseen equipment failures we must either turn to the TMLF or see about transferring funds from under-expended budget lines.

Contingency Fund (2062) - \$150

Level funded. This line is used to by small gifts for our regular volunteers.

Miscellaneous Contract Services (2072) - \$50

Level funded.

Office Supplies (3001) - \$11,750

Level funded.

Miscellaneous Supplies (3006) - \$3,000

This account has been used in previous years to purchase the supplemental supplies needed for conducting “special” programs. Or the past several years we have subsidized this line from the Chase Funds. As those monies are now expended, we are seeking to restore municipal funding for this purpose as well as to add the cost of refreshments and supplies the new YA and Adult initiatives.

Books and Periodicals (3020) - \$39,351

Please refer to the chart of this narrative for an overview of the projected costs of book & magazine purchases.

	GEN.	PHIL.	REL.	SOC.	LANG.	SCI.	TECH.	ARTS	LIT.	TRAV.	BIO.	HIST.	FIC.
	000'S	100'S	200'S	300'S	400'S	500'S	600'S	700'S	800'S	910-919	920'S	900-909 & 930-999	TOTAL
<i>BookS's</i>													
<i>Adult Purchases FY08</i>	27	27	14	63	6	9	50	40	11	46	42	90	96
<i>Adult Purchases FY09</i>	35	12	6	52	4	10	53	39	7	40	51	87	96
<i>Adult Purchases FY10</i>	22	24	9	61	1	5	45	37	13	50	51	88	95
<i>Adult Purchases FY11</i>	28	43	13	53	13	9	43	43	32	56	68	79	100
<i>4 Year Ave. Adult Purchases</i>	28	27	11	57	6	8	48	40	16	48	53	86	97
<i>Young Adult Purchases FY08</i>	2	4	0	8	0	10	8	16	4	0	7	4	17
<i>Young Adult Purchases FY09</i>	1	0	1	6	0	15	9	7	4	0	6	3	22
<i>Young Adult Purchases FY10</i>	0	1	0	8	0	7	1	13	1	2	18	4	18
<i>Young Adult Purchases FY11</i>	2	6	2	18	0	10	7	16	6	6	19	8	26
<i>4 Year Ave. YA Purchases</i>	1	3	1	10	0	11	6	13	4	2	13	5	21
<i>Children's Purchases FY08</i>	8	4	3	34	4	63	47	43	19	8	43	14	62
<i>Children's Purchases FY09</i>	11	6	2	34	4	57	82	52	17	7	42	25	64
<i>Children's Purchases FY10</i>	4	7	7	45	3	61	110	38	10	7	38	24	58
<i>Children's Purchases FY11</i>	11	3	4	52	3	65	46	42	23	15	53	39	80
<i>4 Yr Ave. Children's Purchases</i>	9	5	4	41	4	62	71	44	17	9	44	26	66
<i>Total Purchases (Ave. FY08 thru FY11)</i>	38	34	15	109	10	80	125	97	37	59	110	116	184
<i>Target Purchases per MLA Standards (FY13)</i>	25	23	10	73	6	54	85	65	25	40	74	78	124
<i>Ave. Hardcover Cost 2006</i>	\$119.24	\$43.11	\$30.87	\$52.07	\$51.77	\$48.92	\$41.16	\$38.61	\$41.68	\$31.36	\$31.06	\$44.07	\$26.9'
<i>Ave. Hardcover Cost 2007</i>	\$143.02	\$44.64	\$31.17	\$53.37	\$54.61	\$49.52	\$41.26	\$39.56	\$42.54	\$40.00	\$31.68	\$45.01	\$27.2'
<i>Ave. Hardcover Cost 2008</i>	\$155.93	\$44.53	\$32.40	\$53.93	\$55.63	\$50.04	\$42.93	\$40.94	\$44.84	\$28.33	\$31.64	\$43.84	\$27.9'
<i>Ave. Hardcover Cost 2009</i>	\$155.46	\$41.71	\$33.27	\$51.04	\$52.61	\$49.22	\$44.83	\$40.89	\$43.83	\$31.67	\$30.65	\$44.39	\$28.0'
<i>Ave. Hardcover Cost 2010 (preliminary)</i>	\$170.34	\$44.15	\$34.08	\$50.84	\$53.20	\$52.11	\$44.79	\$41.22	\$47.96	\$29.46	\$31.61	\$46.55	\$28.2'
<i>Four Year Ave. % increase</i>	112.86	108.82	105.51	102.59	104.14	108.88	103.00	103.87	112.47	96.12	106.12	107.87	103.5'
<i>Projected Cost Hardcover Books (FY12)</i>	\$192.24	\$48.04	\$35.96	\$52.16	\$55.40	\$56.74	\$46.13	\$42.81	\$53.94	\$28.32	\$33.54	\$50.22	\$29.1'
<i>Proj. Retail Costs FY13 (Adult)</i>	\$3,635.84	\$859.96	\$255.02	\$2,016.89	\$224.53	\$316.16	\$1,487.92	\$1,149.51	\$573.87	\$918.12	\$1,200.86	\$2,916.97	\$19,123.7'
<i>Discounted FY13 Proj. Costs (Adult)</i>	\$2,290.58	\$541.78	\$160.67	\$1,270.64	\$141.46	\$199.18	\$937.39	\$724.19	\$361.54	\$578.42	\$756.54	\$1,837.69	\$12,047.9'
<i>Proj. Retail Costs FY13 (Children & YA)</i>	\$159.35	\$126.66	\$77.63	\$837.62	\$57.20	\$1,176.75	\$1,266.64	\$927.51	\$343.22	\$183.87	\$923.42	\$494.40	\$14,296.6'
<i>Discounted FY13 Proj. Costs (Ch. & YA)</i>	\$100.23	\$79.67	\$48.83	\$526.86	\$35.98	\$740.17	\$796.72	\$583.40	\$215.88	\$115.65	\$580.83	\$310.98	\$8,992.6'
<i>Total Proj. Costs FY13 (Discounted)</i>	\$2,390.81	\$621.45	\$209.50	\$1,797.50	\$177.44	\$939.36	\$1,734.11	\$1,307.59	\$577.42	\$694.07	\$1,337.37	\$2,148.66	\$21,040.5'
100'S equal average prices in Philosophy, Psychology, & Self-help													
300'S equal average prices in Education, Law, Sociology & Economics													
600's average prices in Agriculture, Business, Home Economics, Medicine & Technology													
700's are compiled from prices for Art, Music, Sports & Recreation													
800's are comprised of Drama, Poetry & Literature													
Juveniles = average prices for Children & Young Adult													
Ebsco Subscription FY08	\$5,066.64												
Ebsco Subscription FY09	\$4,176.22												
Ebsco Subscription FY10	\$4,377.57												
Ebsco Subscription FY11	\$4,554.24												
Ebsco Subscription FY12 (YTD)	\$4,872.87												
2 Yr. Ave. Periodicals Costs (FY08-FY09)	\$4,621.43												
5 Yr. Ave. Periodical Costs (w/ Reduction in Titles (FY10)	\$4,375.46												
FY2012 Books & Periodicals Request	\$39,351.30												
FINAL REQUEST	\$39,351.30												
ALL Prices Quoted from The Bowker Annual 2011 (56th Edition), pp. 496, 497													

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
3022	AUDIO VISUAL MATERIALS	4,968	5,450	5,450	6,450	\$ 1,000	18.3%
3100	ELECTRONIC RESOURCES	4,447	4,550	4,550	4,800	\$ 250	5.5%
4001	OUTLAY	-	500	500	1,500	\$ 1,000	200.0%
	SUBTOTAL	57,778	67,807	67,807	84,176	\$ 16,369	24.1%
510	LIBRARY	428,623	457,150	461,026	512,916	\$ 55,766	12.2%

Audio Visual Materials (3022) - \$6,450

This extremely popular service includes Books on Tape and CD, DVDs, and Videocassettes: for which the Bowker Annual reported a 9% cost increase in 2010.

Adult Collection	3,052.	[Approx. 3 Audio Book/mo & 6 Videos/mo]
YA Collection	654.	[Approx. 8 Audio Book/yr & 1 Video every month]
Children's Collection	<u>1,744.</u>	[Approx. 4 Audio Book/mo, 5 Video, 1 Kit & 2 Music Recordings/mo]
	5,450.	
	<u>1,000.</u>	[replace outmoded VHS and Cassette tapes with CD and DVDs]
	\$6,450.	

Electronic Resources (3100) - \$4,800

This account is used to fund our annual MINERVA subscription which has increased to \$4,200. It also funds the library's subscription to the Maine InfoNet Download Library (Overdrive):

Maine Info Net (<i>Minerva</i>)	4,200.
Overdrive Subscription	600.

Outlay (4001) - \$1,500

Level funded. This account normally contains expenditures for miscellaneous pieces of library equipment and furniture not covered by the Capital Expenses Plan yet outside the scope of normal equipment or supply lines.

Miscellaneous equipment	1,500.
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520	CONTRIBUTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
5050	CAPE PRESERVATION SOCIETY	450	450	450	500	\$ 50	11.1%
5052	GREATER PTLD ECON DEV COMM				5,000	\$ 5,000	100.0%
5053	FAMILY FUN DAY	5,472	5,000	5,000	5,000	\$ -	0.0%
520	CONTRIBUTIONS	5,922	5,450	5,450	10,500	\$ 5,050	92.7%

The Town funds materials for the Cape Elizabeth Historical Preservation Society who operate the Records Preservation Center at the Thomas Memorial Library. The amount has not been adjusted for over a decade.

The Greater Portland Economic Development Commission is a consortium of Portland, South Portland, Westbrook, Scarborough, Falmouth and Cape Elizabeth. The intent of this organization is to coordinate promotion of the region for its future economic success. Although Cape Elizabeth does not directly promote commercial and industrial development within our borders, regional economic development is healthy for maintaining jobs for our citizens, for maintaining property values and for supporting infrastructure which benefits our citizens. In addition to private sector support, each community is being encouraged to provide \$5,000 to this initiative.

It is proposed to fund Family Fun Day at \$5,000. Family Fun Day is a wonderful community event and an opportunity for many local booster groups to gain visibility and funding.

530	PUBLIC INFORMATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	CABLE PART TIME PAYROLL	5,447	6,324	6,324	6,300	\$ (24)	-0.4%
1002	PART TIME WEBMASTER	21,154	24,200	24,200	26,620	\$ 2,420	10.0%
1020	SOCIAL SECURITY	2,024	2,335	2,335	2,518	\$ 183	7.8%
	SUBTOTAL PERSONNEL	28,625	32,859	32,859	35,438	\$ 2,579	7.8%
2004	PRINTING AND ADVERTISING	2,028	6,890	6,890	6,890	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	50	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	135	200	200	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-	\$ -	
	SUBTOTAL	2,213	11,590	11,590	11,590	\$ -	0.0%
530	PUBLIC INFORMATION	30,838	44,449	44,449	47,028	\$ 2,579	5.8%

The webmaster pay has increased 10% each year for the last five or more years due to the growing time and complexity required for the exceptional work done by our webmaster.

The printing and advertising account includes all public hearings and notices.

The equipment maintenance account includes replacement sound equipment.

600	FACILITIES MANAGEMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	-	-	-	-	\$ -	
1002	PART TIME PAYROLL	9,140	10,608	10,608		\$ (10,608)	-100.0%
1020	SOCIAL SECURITY	770	812	812		\$ (812)	-100.0%
	SUBTOTAL PERSONNEL	9,910	11,420	11,420	-	\$ (11,420)	-100.0%
2001	TELEPHONE	400	400	400		\$ (400)	-100.0%
2004	PRINTING & ADVERTISING		300	300	300	\$ -	0.0%
2006	TRAVEL	-			200	\$ 200	
2007	DUES & MEMBERSHIPS	-	200	200	300	\$ 100	50.0%
2009	CONFERENCES & MEETINGS	257	600	600	600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	314	325	325	400	\$ 75	23.1%
2035	CONSOLIDATED BUILDING MAINT.	52,297	107,442	107,442	107,442	\$ -	0.0%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	40,000	40,800	40,800	83,626	\$ 42,826	105.0%
4001	OUTLAY	-	2,000	2,000		\$ (2,000)	-100.0%
	SUBTOTAL	94,268	153,067	153,067	193,868	\$ 40,801	26.7%
600	FACILITIES MANAGEMENT	104,178	164,487	164,487	193,868	38,517	23.4%

To: Michael McGovern, Town Manager
Cape Elizabeth Town Council

From: Greg Marles, Director of Facilities

RE: Facilities Department FY 2013 Submission

The Facilities Department is pleased to submit our fiscal year 2013 budget request for consideration. We have worked very hard to contain cost increases within the department, but this year we are requesting an additional amount of \$30,749.00.

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. The current Administrative Assistant Mary

Rivotto does not desire to increase her hours therefore she has decided to leave us at the end of June. Mary will truly be missed by the Facilities Department staff.

Our request can be broken down to an increase of \$29,381.00 reflecting an amount necessary to cover additional wages and benefits for our Administrative Assistant contained in our 600-2062 Miscellaneous Contracted Services account. The Administrative Assistant position will be increased to a twenty-five (25) hours work week from its current level. The remaining balance of our requested funds \$1,368.00 is necessary to cover increases in 600-2003 Water and Sewer accounts and small increases in our 600-2062 Contracted Custodial Services accounts at Central Fire Station and Police Station.

600-2035 supplies

Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall	FY12/13
Paint	\$ 900.00	\$ 1,000.00	\$ 2,500.00	\$ 1,100.00	\$ 1,000.00	\$ 200.00	\$ 200.00	\$ 1,500.00	\$ 8,400.00
Batteries	\$ 200.00	\$ 50.00	\$ 150.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 1,000.00
Ballasts	\$ 125.00	\$ 100.00	\$ 250.00	\$ 125.00	\$ 200.00	\$ 100.00	\$ 300.00	\$ 300.00	\$ 1,500.00
Lamps	\$ 175.00	\$ 75.00	\$ 250.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 300.00	\$ 325.00	\$ 1,625.00
Blinds	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ 400.00
Flooring materials	\$ 200.00	\$ 100.00	\$ 300.00	\$ -	\$ 500.00	\$ -	\$ 250.00	\$ 500.00	\$ 1,850.00
Air filters	\$ 125.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 225.00	\$ 75.00	\$ 525.00
Plumbing supplies	\$ 375.00	\$ 75.00	\$ 450.00	\$ -	\$ 300.00	\$ 125.00	\$ 250.00	\$ 275.00	\$ 1,850.00
Electrical supplies	\$ 425.00	\$ 125.00	\$ 425.00	\$ 100.00	\$ 525.00	\$ 100.00	\$ 325.00	\$ 575.00	\$ 2,600.00
Carpentry supplies	\$ -	\$ 225.00	\$ 450.00	\$ -	\$ 250.00	\$ 125.00	\$ -	\$ 550.00	\$ 1,600.00
Door/lockset supplies	\$ 275.00	\$ 100.00	\$ 325.00	\$ -	\$ 125.00	\$ 100.00	\$ 225.00	\$ 300.00	\$ 1,450.00
Flags and other services	\$ 400.00	\$ 300.00			\$ 400.00		\$ 1,000.00	\$ 500.00	\$ 2,600.00
Boiler cleaning supplies/service	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 100.00	\$ 875.00
Fire extinguisher (replacement)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 800.00
General property repair items	\$ 500.00	\$ 250.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 3,150.00
subtotal	\$ 3,875.00	\$ 2,600.00	\$ 5,700.00	\$ 2,125.00	\$ 4,600.00	\$ 1,400.00	\$ 3,925.00	\$ 6,000.00	\$ 30,225.00
Consumables 10%	\$ 387.50	\$ 260.00	\$ 570.00	\$ 212.50	\$ 460.00	\$ 140.00	\$ 392.50	\$ 600.00	\$ 3,022.50
Total	\$ 4,262.50	\$ 2,860.00	\$ 6,270.00	\$ 2,337.50	\$ 5,060.00	\$ 1,540.00	\$ 4,317.50	\$ 6,600.00	\$ 33,247.50

Total

\$ 33,247.50	
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600-2035 contracted services

Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall	FY12/13
Air emission fees									
Engineering services	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 2,000	\$ 4,000
IAQ Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Asbestos inspection	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ 1,000
Elevator inspections (State)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 200	\$ 200
Elevator service contracts and service	\$ -	\$ -	\$ -	\$ -	\$ 2,250	\$ -	\$ -	\$ 3,100	\$ 5,350
Elevator recall testing	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 650	\$ 650
Elevator certificates	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 400	\$ 400
Chair lift inspection	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 150	\$ 650
Chair lift certificates	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ 200	\$ 800
Boiler inspection (pressure vessels)	\$ 150	\$ 100	\$ 300	\$ 100	\$ 200	\$ -	\$ 225	\$ 250	\$ 1,325
Boiler certificates	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100		\$ 100	\$ 100	\$ 700
Boiler plant service	\$ 450	\$ 300	\$ 500	\$ 225	\$ 725	\$ 350	\$ 1,850	\$ 800	\$ 5,200
Fire detection inspection/ansel system	\$ 500	\$ -	\$ -	\$ 350	\$ 275	\$ -	\$ 310	\$ 400	\$ 1,835
Fire detection service	\$ 500	\$ -	\$ -	\$ 250	\$ 500	\$ -	\$ 500	\$ 500	\$ 2,250
Fire extinguisher inspection	\$ 500	\$ 100	\$ 225	\$ 100	\$ 150	\$ 100	\$ 350	\$ 125	\$ 1,650
Fire extinguisher service	\$ 100	\$ 50	\$ 75	\$ 50	\$ 75	\$ 50	\$ 100	\$ 100	\$ 600
Sprinkler inspection	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ 2,000
IPM Inspection	\$ 200	\$ -	\$ -	\$ 100	\$ 200	\$ -	\$ 200	\$ 200	\$ 900
IPM service contracts	\$ 500	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ 400	\$ 500	\$ 2,400
Alarm monitoring services	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 400
Alarm System repairs	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ 350
Plumbing service	\$ 550	\$ 250	\$ 600	\$ -	\$ 500	\$ 500	\$ 500	\$ 600	\$ 3,500
Electrical service	\$ 1,000	\$ 400	\$ 500	\$ 500	\$ 1,150	\$ 500	\$ 1,000	\$ 1,200	\$ 6,250
Exterior lighting	\$ 100	\$ 100	\$ 250	\$ 100	\$ 225	\$ 225	\$ 200	\$ 200	\$ 1,400
Energy management service	\$ 500	\$ -	\$ -	\$ -	\$ 650	\$ -	\$ 750	\$ 1,100	\$ 3,000
HVAC Service	\$ 800	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ 4,400
Overhead doors	\$ 1,800	\$ 300	\$ -	\$ -	\$ -	\$ 600	\$ 2,000	\$ 400	\$ 5,100
Interior/exterior painting	\$ 2,000	\$ 500	\$ 1,250	\$ 3,200	\$ 1,200	\$ 1,250	\$ 500	\$ 2,000	\$ 11,900
Rental equipment	\$ 100		\$ 100		\$ 100	\$ -	\$ -	\$ 500	\$ 800
UST Inspections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 400
UST Cert/licenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 500	\$ -	\$ 500
Hazardous waste removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ 1,000
Generator Service	\$ 800	\$ -	\$ -	\$ -	\$ -		\$ 1,200	\$ 800	\$ 2,500
subtotal	\$ 11,150	\$ 2,200	\$ 3,900	\$ 6,325	\$13,100	\$ 4,075	\$ 14,285	\$ 19,175	\$ 74,210

610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	12,618	12,780	12,780	12,780	\$ -	0.0%
2003	WATER & SEWER	2,505	2,650	2,650	2,794	\$ 144	5.4%
3003	HEAT	10,872	13,650	13,650	13,650	\$ -	0.0%
610	TOWN HALL	25,995	29,080	29,080	29,224	\$ 144	0.5%
615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	9,363	11,000	11,000	11,000	\$ -	0.0%
2003	WATER AND SEWER	756	775	775	817	\$ 42	5.4%
3003	HEAT	20,255	17,900	17,900	17,900	\$ -	0.0%
615	LIBRARY BUILDING	30,374	29,675	29,675	29,717	\$ 42	0.1%
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2003	WATER & SEWER	1,205	1,400	1,400	1,476	\$ 76	5.4%
2062	CONTRACTED CUSTODIAL SERVICES		3,717	3,717	3,791	\$ 74	2.0%
3003	HEAT	15,797	18,200	18,200	18,200	\$ -	0.0%
630	TOWN CENTER FIRE STATION	17,002	23,317	23,317	23,467	\$ 150	0.6%
630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	19,776	24,500	24,500	24,500	\$ -	0.0%
2003	WATER & SEWER	3,460	3,050	3,050	3,432	\$ 382	12.5%
2062	CONTRACTED CUSTODIAL SERVICES	23,170	23,623	23,623	24,233	\$ 610	2.6%
3003	HEAT	11,715	13,600	13,600	13,600	\$ -	0.0%
630	POLICE STATION	58,121	64,773	64,773	65,765	\$ 992	1.5%
635	CAPE COTTAGE FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	1,984	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	789	750	750	790	\$ 40	5.3%
3003	HEAT	2,621	4,630	4,630	4,630	\$ -	0.0%
635	ENGINE ONE	5,394	7,880	7,880	7,920	\$ 40	0.5%

The budgets for the above buildings reflect heating oil at \$3.25 per gallon. In the municipal budget, the budget for heat is \$106,990 which is a decrease of \$ 15,796. The amount of gallons is 32,920.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	17,447	23,300	23,300	23,150	\$ (150)	-0.6%
1002	PART TIME PAYROLL	1,830	13,070	13,070	13,440	\$ 370	2.8%
1020	SOCIAL SECURITY	1,475	2,782	2,782	2,799	\$ 17	0.6%
	SUBTOTAL PERSONNEL	20,752	39,152	39,152	39,389	\$ 237	0.6%

Full & Part-Time Positions

Actual FY 2012

Proposed for FY 2013

Parks Working Foreman (40 hrs. @ \$23.62/hr. @ 6 wks.)	\$5,504	\$5,700
Parks Equipment Operator (40 hrs. @ \$20.25/hr. @ 12 wks.)	\$9,787	\$9,720
Parks Equipment Operator (40 hrs. @ \$19.32/hr. @ 10 wks.)	\$8,008	\$7,728
Part- Time Maintenance Worker (40 hrs. @ \$12.00/hr. @ 4 wks.)	\$1,866	\$1,920
Trails Maint./Utility Worker (40 hrs. @ \$12.00/hr. @ 24 wks.)	\$11,195	\$11,520

Note: Negotiations are on-going with the Teamsters Local #340 at the time of this submittal.

Full Time Payroll (1001)

\$23,150

One Parks Equipment Operator is charged off for 12 weeks. The other is charged off for 10 weeks. This accounts for parks-related duties, such as mowing and trimming at the Gull Crest, Plaisted Park, Lion's Fields, and other public properties. To more accurately account for the time spent at Gull Crest and the Little League fields, the Parks Foreman is charged off for 6 weeks.

Part Time Payroll (1002)

\$13,440

Last year, the Town Council approved an additional grounds maintenance worker to focus more on the maintenance of our Greenbelt trails and perform utility tasks that do not require a Commercial Driver's License (CDL). The extra position made a tremendous difference and great strides were made on our trail system, which is becoming more popular within the community. Now that the trail corridors have been established, the task of performing regular maintenance will be easier and other projects can be addressed, such as repair and/or extensions of boardwalks. As for utility tasks, the position also allowed us to finally implement a storm drain stenciling program, which is an important piece of our storm water maintenance program (see narrative for account 310-3039). All of the catch basins that outfall into Casco Bay were stenciled to identify such, with the intent being to raise awareness that they drain to a natural water body and not the sanitary sewer system. The additional hours also helped us with grounds maintenance efforts on both the school grounds and on other municipal properties.

Since we accomplished so much with this position last year, we are again proposing that the position be funded in FY 2013. The Conservation

Commission is developing a work list for the various trail segments, which will be the focus of our efforts this coming summer. We also plan to continue the stenciling program and perform other important utility tasks as needed. The division of tasks for this position is the same as FY 2012: Greenbelt Trail Maintenance 80 hours/month, Grounds Maintenance 40 hours/month, Misc. Public Works assignments 20 hours/month and Recycling Center assignments 20 hours/month. It is again proposed to have the individual work from May 1st to November 1st under the supervision of the Parks Foreman.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	816	1,200	1,000	1,200	\$ -	0.0%
2003	WATER	2,400	2,275	2,500	2,600	\$ 325	14.3%
2010	PROFESSIONAL SERVICES	12,716	17,400	17,400	15,000	\$ (2,400)	-13.8%

Water (2003) \$2,600

The Lion’s Field Recreation Area is serviced by a 2” water line from Ocean House Road. It serves both the skating pond and the Little League Fields. Plaisted Park is also serviced by a 1” water service, which feeds the concession stand and the infield area. The water used to irrigate the Gull Crest fields (2) is now being charged to this account. This account is being adjusted to reflect a slight rate increase by the Portland Water District.

Professional Services (2010) \$15,000

This covers contracted work on all athletic fields located outside the school campus and the Little League fields. It also covers the cost of renting portable toilets for the Gull Crest area for use by sports teams, community gardeners and dog-walkers (\$912). In addition, it covers the services of private contractors (electrical and/or plumbing) that might be needed on any non-school infrastructure. This account has been adjusted down slightly, but is offset by an increase in its “sister” account in the 641 budget. The proposed contracted program for FY 2013 is as follows:

October/November 2012 - The base-paths are redefined, worn areas re-sodded, and infield material is replenished where needed on our 5 Little League fields.

May/June 2013 - The two Gull Crest fields and the Fort Multi-Purpose field are aerated, top-dressed with loam and slice-seeded.

For FY 2013, I am again proposing to continue our pilot organic program on the Upper Gull Crest multi-purpose field. This will be Year 2 of a three-year program. I still feel it will take that long to see if we have a successful and sustainable turf management program that is achieving the desired results. This past December, we met with vendors who are currently providing us synthetic and organic services and/or products. They both stated that a “hybrid” program is the most effective, which is the utilization of both organic and synthetic products to manage the needs of a particular field. The reason being that some of the organic products are not as efficient for their intended purpose at this time. We plan to continue the program to perform organic treatments on specific public areas, such the lawn at the Portland Head Light. This year we would like to expand that to include the lawn at Public Safety, Town Hall and the common area at Cross Hill.

It's important to note that the transition to an organic program is not as simple as using an organic product in place of a synthetic one. An organic program requires more labor, such as aerating more frequently. Aerating a field reduces compaction and stimulates root enhancement, but at the same time it is quite time consuming and must be done multiple times during the growing season. The cost to initiate an organic turf management program is approximately \$2,400.00 more than a conventional program, including the products and the contracted services to apply them.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2022	UNIFORMS	467	510	510	540	\$ 30	5.9%
2032	EQUIPMENT MAINTENANCE	1,496	1,500	1,300	1,500	\$ -	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE	3,796	3,500	3,500	3,500	\$ -	0.0%
3002	GASOLINE	880	1,137	1,137	1,137	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	848	500	609	500	\$ -	0.0%

Equipment Maintenance (2032) \$1,500

This account covers the cost to replace components on our mowing and grounds maintenance equipment. Mower blades, trimmer heads and bearings get a workout on a daily basis.

Community Playground Maintenance (2037) \$3,500

This account was created in FY 2011 to address the maintenance of our playground structures, most of which are over 10 years old now. We are adding hardwood chips to the base areas on an annual basis and replacing components based on inspections by the Facilities Manager.

Gasoline (3002) \$1,137

Funds gasoline expenses for parks-related mowing and trimming activities. The total gallonage has dropped slightly in all of the parks-family budgets, since we replaced one of our gasoline-powered units with a diesel unit last year. Fuel for FY 2012 is budgeted at \$3.00/gallon.

Irrigation System Maintenance & Supplies (3038) \$500

This account covers the replacement of irrigation heads and components for the irrigation systems at Gull Crest and the Multi-Purpose field at Fort Williams Park. This account is being reduced for FY 2012.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
3039	GROUNDS MATERIAL	5,529	5,300	5,300	7,830	\$ 2,530	47.7%
3040	DIESEL FUEL	300	675	675	675	\$ -	0.0%
4006	LIONS' FIELD IMPROVEMENTS	500	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINTENANCE	8,000	8,000	8,000	8,000	\$ -	0.0%

Grounds Maintenance Materials (3039) \$7,830

This account covers such items as signage, field marking supplies, fertilizer, grounds maintenance materials, and supplies for all athletic fields located off-campus, our Little League fields and municipal properties (Gull Crest, Town Hall, Police Station, Public Works facility, etc.). The cost of fertilizer is anticipated to be 20% higher than last year, which is contributing to an increase in this line item. For the past couple of years, we have had an infestation of “grubs”, or Japanese Beetles as they are often referred to, on some of our athletic fields. The beetles feed on the root structure of turf grass, which essentially kills it. This action then attracts skunks and crows, which will then feed on the grubs, doing further damage to the turf. We had a problem last year on the Fort Williams Park Multi-Purpose Field, not to mention the front lawn of the Town Hall and two traffic islands in the Town Center. It is proposed to treat the grubs with a synthetic chemical application, when the grubs are small and actively feeding near the surface of the turf. Our staff performs this treatment, but it still adds over \$1,000 to this line item over last year’s appropriation.

In the past we have treated all of the fields with a synthetic weed control product. In FY 2012, 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.

Listed below are the materials and approximate amounts expended on them through the year:

Signage \$350, Field Layout Supplies \$430, Granulated Fertilizer \$3,050, Grub Control \$1,050, Liquid Herbicide \$100, Field Lime \$300, Marking (Baseball) Lime \$100.00, Calcitic Lime (required for our organic program) \$200, Latex Marking Paint \$950, Town Hall Holiday Decorations \$150.00, Gull Crest Dog Toilet Dispenser Bags \$500.00, Tennis Court Nets \$250.00, “Turface” \$150 and Misc. Items \$250

Diesel Fuel (3040) \$675

This account covers an allotment of diesel fuel for parks-related activities, which is budgeted at \$3.25/gallon.

Lion's Field Improvements (4006) \$500

This account covers minor fencing repairs and other materials used at the complex.

Greenbelt Trails (4114) \$8,000

This account is used for purchasing materials, renting equipment and supplies to maintain our extensive Greenbelt Trail system that includes open space, boardwalks and bridges. The Town Planner and the Conservation Commission manage this account.

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	36,576	35,670	35,670	35,907	\$ 237	0.7%
1002	PART TIME PAYROLL	8,943	10,261	10,261	10,560	\$ 299	2.9%
1003	OVERTIME PAYROLL	33	365	150	365	\$ -	0.0%
1020	SOCIAL SECURITY	3,474	3,542	3,525	3,583	\$ 41	1.2%
	SUBTOTAL PERSONNEL	49,026	49,838	49,606	50,415	\$ 577	1.2%

Full & Part-Time Positions

Actual FY 2012

Proposed for FY 2013

Parks Working Foreman (40 hrs. @ \$23.62/hr. @ 14 wks.)	\$12,841	\$13,227
Parks Equipment Operator (40 hrs. @ \$20.25/hr. @ 28 wks.)	22,826	\$22,680
Part Time Maintenance Worker (40 hrs. @ \$12.00/hr. @ 22 wks.)	\$10,261	\$10,560
	\$11.66/hr.	\$12.00/hr.

Note: Negotiations are on-going with the Teamsters Local #340 at the time of this submittal.

Full Time Payroll (1001) \$35,907

Based on the amount of time spent maintaining the School Grounds and Athletic Fields, the Parks Foreman is charged off for 14 weeks. The Equipment Operator is charged off for 28 weeks.

Part Time Payroll (1002) \$10,560

One maintenance worker is charged off to the School Grounds budget to account for mowing, trimming, and field maintenance activities from mid May to mid October (22 weeks).

Overtime (1003) \$365

Occasionally, the Athletic Department will request that a field be lined on the weekend for a play-off and/or championship game. 12 hours are budgeted for these occasions.

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2010	PROFESSIONAL SERVICES	19,560	26,000	26,000	28,500	\$ 2,500	9.6%
2022	UNIFORMS	465	510	510	540	\$ 30	5.9%
2032	EQUIPMENT MAINTENANCE	2,033	2,200	2,200	2,200	\$ -	0.0%
2038	CONTRACTED SCHOOL PLOWING	43,500	43,500	43,500	43,500	\$ -	0.0%

Professional Services (2010) \$28,500

This account covers contracted service work on the athletic fields located on the school campus. The number (and duration) of sports programs continues to exceed our ability to rest our fields for extended periods, although the we continue to reap the benefit of having the Hannaford Field. Its inclusion has definitely lessened the wear on the rest of our fields. It is, however, not maintenance free and requires grooming, sweeping and disinfecting. Like its sister account in the 640 budget, this account would also cover any services of private contractors (electrical and/or plumbing) that might be needed on any athletic field infrastructure.

This 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. The proposed contracted program for FY 2013 is as follows:

October/November 2012 - Preparation of all school campus baseball base paths and infields for spring play.

June 2013 - Deep-tine aeration of Middle School baseball field to mitigate compaction of turfed grass surfaces. All soccer fields (natural turf) top-dressed, slice seeded and goal areas re-sodded as needed.

Uniforms (2022) \$540

A portion of the uniform rental agreement is charged to off to this budget.

Contracted Snow Plowing (2038) \$43,500

This appropriation covers the out-sourced plowing and sanding of all sidewalks, stairways and walkways on both school complexes, the Thomas Memorial Library, the Town Hall, the Community Center, Town Center Fire Station and the Police Station. This will be the first year of a two-year contract.

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	7,000	7,000	7,000	\$ -	0.0%
3002	GASOLINE	2,425	3,162	3,162	3,162	\$ -	0.0%
3005	MINOR EQUIPMENT	1,099	1,100	1,100	1,100	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	150	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	976	750	750	750	\$ -	0.0%
3039	GROUNDS MATERIAL	7,911	9,350	9,350	11,750	\$ 2,400	25.7%

Turf Field Reserve Fund (2048) \$7,000

This the annual amount (\$7,000) approved by the Town Council to be placed in a reserve to pay for the future replacement of the turf field mat.

Gasoline (3002) \$3,160

This covers gasoline for the grounds maintenance and mowing equipment. It is budgeted at \$3.10/gal.

Minor Equipment & Misc. Supplies (3005 & 3006) \$300

These accounts cover replacement of hand mowers, grass trimmers, power tools and supplies used in our grounds operations. It is being reduced slightly.

Irrigation Maintenance & Supplies (3038) \$750

This covers replacement irrigation heads and other components for the sub-surface irrigation systems on the school campus.

Grounds Maintenance Materials (3039) \$11,750

This account covers all grounds materials such as fertilizer, lime and drying agents (turface) applied to the athletic fields located on the school campus. Like its companion “640” account, the increase in the cost of fertilizer (20%) is contributing to an increase in this line item. It also covers marking paints used on both the turf and the natural grass fields. Any tennis court nets replaced on the High School courts would also be purchased from this account.

For the past couple of years, we have had an infestation of “grubs”, Japanese Beetles as they are often referred to, on some of our athletic fields. The beetles feed on the root structure of turf grass, which essentially kills it. This action then attracts skunks and crows, which will then feed on the grubs, doing further damage to the turf. We had a problem last year on the Fort Williams Park Multi-Purpose Field, not to mention the front lawn of the Town Hall and two traffic islands in the Town Center. It is proposed to treat the grubs with a synthetic chemical application, when the grubs are small and actively feeding near the surface of the turf. This treatment is done by our staff, but it still adds over \$1,200 to this line item over last year’s appropriation.

In the past we have treated all of the fields with a synthetic weed control product. In FY 2012, 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 baseball fields to dry up the infield and base path areas when they are wet. It’s a kitty-litter type of material that absorbs water.

Marking paint for the fields are also appropriated through this account. We are responsible for marking all of the fields during the sports seasons. We paint the lines on the turf field for field hockey and girls lacrosse. Even though they are more permanent than those applied to the natural grass fields, they sometimes have to be “touched up” in the high traffic areas during the season. The paint utilized is a blend and designed specifically for use on synthetic turf surfaces.

Listed below are materials and the approximate amounts expended on them through the year:

Signage \$350, Field Layout Supplies \$300, Granulated Fertilizer \$2,775, Grub Control \$1,276, Liquid Herbicide \$300, Field Lime \$800, Marking (Baseball) Lime \$250, Turface \$1,300, Liquid Sanitizer for the Hannaford Field \$300, Synthetic Field Marking Paint \$900, Latex Marking Paint \$2,700, Tennis Court Nets \$300 and Misc. Items \$200

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
3040	DIESEL FUEL	800	1,872	1,872	1,872	\$ -	0.0%

Diesel Fuel (3040) \$1,872

This covers an allotment of diesel fuel for the grounds maintenance and mowing equipment. It is budgeted at \$3.25/gal.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	51,760	42,905	42,905	44,020	\$ 1,115	2.6%
1002	PART TIME PAYROLL	35,050	39,860	39,860	47,486	\$ 7,626	19.1%
1003	OVERTIME PAYROLL	0	271	271	280	\$ 9	3.3%
1020	SOCIAL SECURITY	6,850	6,352	6,352	7,022	\$ 669	10.5%
	SUBTOTAL PERSONNEL	93,660	89,388	89,388	98,808	\$ 9,419	10.5%

Full & Part-Time Positions

Actual FY 2012

Proposed for FY 2013

Parks Working Foreman (40 hrs. @ \$23.62/hr. @ 29 wks.)	\$26,600	\$27,400
Parks Equipment Operator (40 hrs. @ \$20.25/hr. @ 6 wks.)	4,892	4,860
Highway Equipment Operator (40 hrs. @ \$21.00/hr. @ 14 wks.)	11,413	11,760
Park Ranger (33 hrs. @ \$13.23/hr. @ 32 wks.)	12,722	13,972
Park Ranger (22 hrs. @ \$13.23/hr. @ 32 wks.)	8,481	9,314
Maintenance Worker (40 hrs. @ \$12.00/hr. @ 20 wks.)	9,328	9,600
Maintenance Worker (40 hrs. @ \$12.00/hr. @ 20 wks.)	9,328	9,600
Share of the Portland Head Light Greeter Program		5,000

Note: Negotiations are on-going with the Teamsters Local #340 at the time of this submittal.

Full Time Payroll (1001) **\$44,020**

For FY 2013, the Parks Foreman is charged off for 29 weeks. An Equipment Operator is charged off for 6 weeks. A Highway Equipment Operator is charged off for 14 weeks for highway-related labor assistance throughout the year inside the Park.

Part Time Payroll (1002) **\$47,486**

We have three primary rangers on staff (and one who works on a call-in basis) who do a tremendous job of overseeing the park. They work an 11-hour shift each day and start the second week of April (weather permitting) and work until the last full week of October. It is proposed to extend the current schedule of the rangers by two weeks, which would give us coverage in the park to Nov. 11th. This would provide a presence and some security in the park at a time when there is often no one around. The weather is still fairly decent in early November and we continue to receive visitors in the park during this time. In addition to monitoring park activities, the rangers also perform grounds maintenance work and clean the Picnic Shelter. The Rangers also provide assistance to the Gift Shop staff and secure the park at closing time. The number of cruise ship visits to Portland is forecasted to drop from over 30 in 2011 to 19 for the 2012 season. For the larger ships, we bring in an additional ranger to assist with traffic control at the PHL circle. We have budgeted 100 hours for that in this budget, compared to

175 hours, that was budgeted in FY 2012. The payroll funds required for the third ranger, along with the cruise ship assistance, (\$10,640.00) are appropriated from the PHL budget (870-1002).

For FY 2013, it is proposed to hire personnel who act as “Greeters” at Portland Head Light. They would be on site to greet visitors who are exiting buses and trolleys, in addition to those traveling by personal vehicles. They would be available to answer questions about local attractions and businesses, and they would also facilitate the collection of bus data. Jeanne Gross, the PHL Director will manage and direct the “Greeter” Program. The program is budgeted at \$15,000 per year, with \$5,000 of that being proposed to come out of this account. The remaining \$10,000 would be funded through the PHL budget (870-1002).

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2003	WATER	3,912	3,500	4,200	4,500	\$ 1,000	28.6%
2010	PROFESSIONAL SERVICES	12,515	15,000	13,000	13,900	\$ (1,100)	-7.3%
2019	TREE PLANTING AND MAINTENANCE	0	7,500	12,000	7,500	\$ -	0.0%

Water (2003) \$4,500

This account covers water usage for the entire park; including all buildings, the PHL complex, the Multi-Purpose Field and the irrigation system on (and adjacent to) the PHL grounds. We are anticipating an increase in both water fees and usage as plantings are installed at the Cliffside pod of the Arboretum project.

Professional Services (2010) \$13,900

This account covers the rental of portable toilets in the Park. Depending on the weather, cruise ship visits and bus tours, there can be incredible demands on the portable toilets in the park. With more buses visiting the Gift Shop and Museum, the units are heavily utilized. We budget for sixteen (16) toilets located and serviced throughout the park from July 1st to November 30th and four are rented from November 1st to April 1st. After April 1st, the numbers return to sixteen (16). The toilets located at the Portland Head Light and the Picnic Shelter are cleaned seven days a week during the busy season. The units located at the tennis courts, beach and playground are cleaned four times a week.

The PHL budget assumes the cost of cleaning the toilets adjacent to the Portland Head Light parking lot. In January 2012, we opened bids for portable toilet services in the park. The bid prices accepted were lower than in the FY 2012 budget and will be in effect until June 30, 2014.

Tree Maintenance & Plantings (2019) \$7,500

This account covers on-going tree maintenance and any new plantings. Each year we inspect (and selectively trim where necessary) the tree canopy over the children’s playground. It is also planned to continue work on the upper story canopies of the oaks along the Parade Field, which is a popular area for day use. It is our plan to continue to work with the Tree Warden to develop a landscaping plan for the Central Parking Lot in 2012.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2022	UNIFORMS	905	875	875	905	\$ 30	3.4%
2032	EQUIPMENT MAINTENANCE	3,255	3,500	3,000	3,500	\$ -	0.0%
2035	BUILDING MAINTENANCE	1,028	15,100	5,000	20,000	\$ 4,900	32.5%
2036	STONE WALL REPAIRS	86	35,000	30,000	38,500	\$ 3,500	10.0%

Uniforms (2022) \$905

This account covers uniform rental for the full-time Parks employees (on a pro-rata basis) and uniform replacement for the Park Rangers.

Equipment Maintenance (2032) \$3,500

This account covers the maintenance of all mowers and trimmers utilized in the care of the Park.

Building Maintenance (2035) \$20,000

This account covers building maintenance and repairs on the Parks Maintenance Building, Heavy Equipment Building, Red Cement Storage Building and rental units on Officers Row (2) It also covers repairs on the accessory structures, like the former Fire Station and the small block storage building located in the Picnic Shelter Parking Lot. Work on the former Fire Station will be our primary focus in FY 2013. The structural steel lintel over the doors needs to be replaced, which will require some corresponding masonry work. Building maintenance projects are coordinated by the Facilities Manager, with approval of the Town Manager.

Stone Wall Maintenance (2036) \$38,500

For FY 2013, it is proposed to perform a liquid applied, structural mortar repair on the concrete retaining wall adjacent to the Central Parking Lot. The existing façade is flaking off and falling to the ground. This would be the same coating procedure that was done on Battery Blair in 2011. Any remaining funds will go towards rebuilding the wall on the north side of the upper tennis courts.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2037	BATTERY & MANSION SECURITY	0	3,000	500	3,000	\$ -	0.0%
2041	FENCING & GATE MAINTENANCE	0	36,120	33,000	3,500	\$ (32,620)	-90.3%
2063	ALARM MONITORING	1,025	500	500	500	\$ -	0.0%
3002	GASOLINE	2,138	3,423	3,423	3,423	\$ -	0.0%
3003	HEAT	7,852	10,128	9,000	10,300	\$ 172	1.7%
3005	MINOR EQUIPMENT	480	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	932	1,100	1,100	1,100	\$ -	0.0%

Battery Maintenance (2037) \$3,000

This is a new account that combines two accounts that previously appeared in the Fort Williams Park Capital budget (865). A small sum has been budgeted annually to maintain security fencing at Batteries Garesche and Keyes.

Fencing & Gate Maintenance (2041) \$3,500

This account covers repairs of fencing inside the park, around the tennis courts, the park perimeter and on-going maintenance to the entrance gate.

Alarm Monitoring (2063) \$500

This account covers alarm (fire and entry) for the Parks Maintenance Bldg. and the "Red Cement" Bldg. It also covers fire alarm monitoring for the Heavy Equipment Bldg.

Gasoline (3002) \$3,423

A small amount of gasoline is charged off to the 645 budget for the grounds maintenance operations and is being budgeted @ \$3.10/gal.

Heat (3003) \$10,300

This account now covers heating oil and propane for both the Parks Maintenance Building and the two rental buildings. Heating oil is being budgeted @ \$3.30/gal.

Minor Equipment & Misc. Supplies (3005 & 3006) \$1,600

Covers the purchase of trimmers, hand mowers and minor hand tools.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
3038	MAINT MATERIAL	11,228	14,500	13,000	14,500	\$ -	0.0%
3039	GROUNDS MATERIAL	0	350	350	350	\$ -	0.0%
3040	DIESEL FUEL	895	2,031	2,031	2,031	\$ -	0.0%
4001	LOWER TENNIS COURT REHABILITATION		-	-	21,000	\$ 21,000	0.0%
	SUBTOTAL	48,730	154,627	133,979	151,509	\$ (3,118)	-2.0%
645	FORT WILLIAMS PARK	142,390	244,015	223,367	250,317	\$ 6,301	2.6%

Park Supplies & Materials (3038) \$14,500

This account covers materials used inside the park, the pumping of the holding tank at the Parks Maintenance Bldg., flags and other smaller items. Items appropriated out of this account cover picnic table replacement/repairs, “doggie” bags, tennis court nets, fencing repairs, grill replacement, walkway material and signage replacement.

Diesel Fuel (3040) \$2,031

A small amount of diesel fuel is charged off to the 645 budget for grounds maintenance operations and is being budgeted @ \$3.25/gal.

Lower Tennis Court Rehabilitation (4001) \$21,000

The lower tennis courts have not been coated and striped since 1998, when they were re-paved. Since that time, more cracking has taken place and the coatings have worn away in several places. It is proposed to perform a similar treatment that was done on the High School Courts in 2010, where cracks are covered with a synthetic tape to prevent reflection through the new coatings.

660	TREES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	3,000	3,500	3,500	3,610	\$ 110	3.1%
1020	SOCIAL SECURITY	229	268	268	276	\$ 8	3.1%
	SUBTOTAL PERSONNEL	3,229	3,768	3,768	3,886	\$ 118	3.1%
2007	DUES & MEMBERSHIPS	125	125	125	125	\$ -	0.0%
2010	PROFESSIONAL SERVICES	16,288	18,000	18,000	18,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	48	50	50	50	\$ -	0.0%
	SUBTOTAL	16,461	18,175	18,175	18,175	\$ -	0.0%
660	TREES	19,690	21,943	21,943	22,061	\$ 118	0.5%

POSITION & SALARY

INFORMATION

Actual FY 2012

FY 2013

Tree Warden

\$3,500

\$3,610

Part Time Payroll (1002)

This covers the annual stipend to Michael Duddy, our new Tree Warden. Mike works with my staff and our citizens on a variety of tree issues. It is proposed to increase the position salary to \$3,610 per year

Dues & Memberships (2007) \$125

This amount covers our annual membership in the International Society of Arborists (\$125).

Contracted Tree Services (2010) \$18,000

This account covers expenditures related to our tree maintenance program. The Town has the responsibility for the trimming and removal of trees on town-owned lands and within the boundaries of the public right-of-way. We have seen an increase in removals on Town lands in the last few years. These are trees that are located on open space that abut private property in some of our newer subdivisions. It can cost upwards of \$2,000 to remove a large tree, if a crane unit is required. The tree budget can also be adversely impacted by a wind and/or rainstorm event that is not a declared emergency. Tree maintenance services are bid through the Greater Portland Council of Governments Joint Services Division.

Misc. Supplies (3006) \$50

A small amount is appropriated for printer cartridges, forms, etc.

710	INTERGOVERNMENTAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	ASSESSMENTS	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
5024	GPCOG DUES & FEES	9,068	9,068	9,068	9,068	\$ -	0.0%
5025	MMA DUES	11,748	12,050	11,924	12,280	\$ 230	1.9%
710	INTERGOVERNMENTAL ASSMTS.	20,816	21,118	20,992	21,348	\$ 230	1.1%

Proposed Capital Improvements		FY 2013
Dump/Plow Truck Replacement	Equipment-Mobile	150,000
Snowblower Attach. Replacement	Equipment-Mobile	8,000
Work Zone Devices Trailer	Equipment-Mobile	2,500
Cruiser Replacement	Equipment-Mobile	60,000
In-Car Video Cameras	Equipment-Mobile	24,000
Radar Units	Equipment-Mobile	3,000
Harbor Master Boat	Equipment-Mobile	10,000
Ladder Truck Refurbishment and Bodywork	Equipment-Mobile	75,000
	Equipment-Mobile Total	332,500
Library Improvements	Facilities	5,000
Town Hall Rotted Trim Replacement	Facilities	9,250
Town Hall Window Replacement	Facilities	22,500
Town Hall Exterior Painting	Facilities	39,000
Community Center Rental Building Repairs	Facilities	12,000
	Facilities Total	87,750
HS Tennis Court Repairs	Grounds	
MS Fencing Replacement	Grounds	13,000
Athletic Field Fencing Replacement	Grounds	10,000
MS BB Infield Reconstruction	Grounds	12,000
	Grounds Total	35,000
Town Wide ID Badge System Update	Miscellaneous	4,380
Townwide Computer Upgrades	Miscellaneous	30,000
	Miscellaneous Total	34,380
Roadway, Paving & Drainage Proj.	Roads and Sidewalks	275,000
Sidewalk & Ped. Improvements	Roads and Sidewalks	20,000
	Roads and Sidewalks Total	295,000
	Grand Total	784,630
Target-General Fund		700,000
Starboard Drive Sewer Replacement	Funded by Sewer Fund	84,630
	Equipment-Mobile Total	332,500
	Facilities Total	87,750
	Grounds Total	35,000
	Miscellaneous Total	34,380
	Roads and Sidewalks Total	295,000
	Grand Total	784,630

**TOWN OF CAPE ELIZABETH, MAINE
CAPITAL STEWARDSHIP PLAN
FY 2013-2022**





Introduction

Paving all of the roads in Cape Elizabeth would cost about \$7.3 million if done all at once. But some roads need more work such as reconstruction or reclamation and still other roads need drainage work or sidewalk improvements.

Let's assume that all our 61 miles of road need to be paved every 15 years at an average cost of \$120,000 per mile and that each road needs reconstruction every 60 years at a cost of \$1.5 million per mile. We should then be paving four miles of road a year and undertaking reconstruction of one mile of road per year. The estimated annual need is \$2.0 million per year.

Replacing our municipal buildings, reconstructing our tennis courts and ball fields, replacing computer hardware and software etc would cost about \$50 million excluding schools. Most need to be totally redone in some fashion about every 40 years. That equates to about \$1.25 million per year.

The Town has about \$8.0 million of trucks, mowers, fire engines, police cruisers, boats etc with much varying useful lives, but averaging about 20 years. Thus, an average of about \$400,000 needs to be spent each year on normal replacement.

Thus, to keep up our roads, buildings, fleets and other items, our capital budget excluding schools should be about \$3.6 million per year. If you consider what we spend for capital needs and annual debt service principal payments, we are spending about \$1.4 million. We are therefore getting done about 40% of what we need to do to keep pace.

Over a ten year period, the cost to keep pace would be \$36.0 million. This 10 year capital improvement plan proposes spending of \$10.9 million from annual budgets plus bonding of \$6.5 million for a new Thomas Memorial Library and Cultural Center. It thus contains \$17.4 million in projected spending or 48% of the imputed need.

Overview of Metrics

Over the last five years we repaved 11.5 miles of road or an average of 2.3 miles per year.

Over the last five years, our total capital improvement budget for the general fund:

FY 2008	\$439,700	
FY 2009	\$497,500	
FY 2010	\$400,000	
FY 2011	\$466,178	(Supplemented with \$441,500 from other funds)
FY 2012	\$566,000	(Supplemented with \$260,000 from other funds)
FY 2013	\$700,000	Recommended supplemented with \$ 84,500 from other funds)

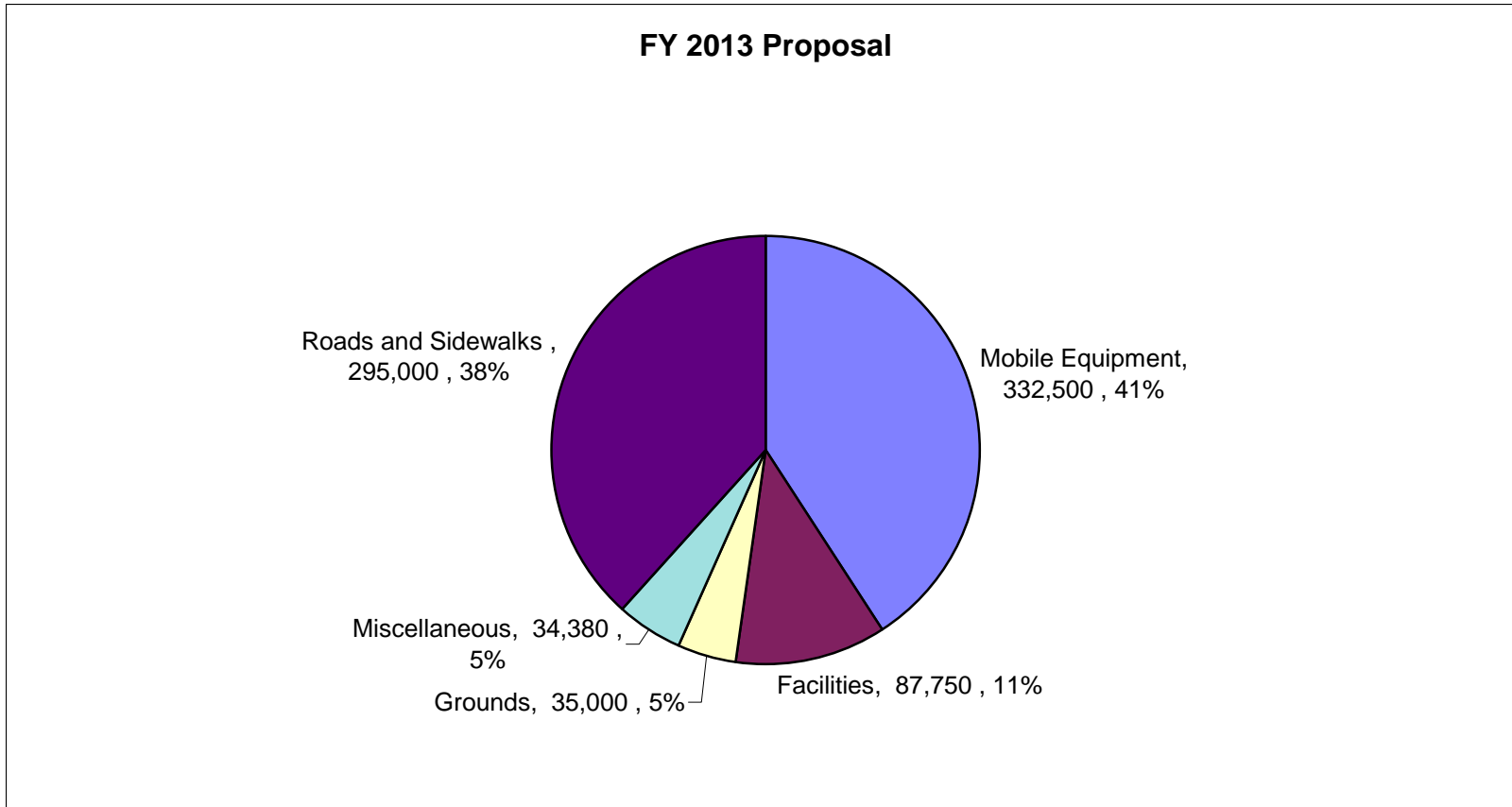
In FY 2010, we recognized that the capital improvement portion of the budget needed additional support as we inventoried our equipment and roads and noted we were falling behind on larger building maintenance needs. A goal was identified in the capital improvement plan of increasing general fund support 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.

The CIP recommends the \$700,000 be increased by \$100,000 in FY 2013, 2014, 2015 and 2016 reaching \$1.0 million annually and then rising by an average of \$50,000 each year to an annual appropriation of \$1,250,000 in FY 2022. As these increases are more than the rate of inflation, we will need to continue to seek economies in what we do in order to avoid tax increases at unacceptable levels.

FY 2013 Capital Improvements

The balance of this report contains numbers on a spreadsheet for proposed CIP items for the latter nine years ahead. More detail immediately follows on the plan for FY 2013.



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

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.

\$24,000

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	<u>15,000</u>
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.

		% of Overall FY 2013 Budget
Capital Stewardship Plan Implementation	\$ 134,000	1.5%
Full Time Payroll	\$ 84,045	1.0%
Facillies Staffing	\$ 29,381	0.3%
Library Staffing	\$ 24,833	0.3%
November 2012 Election	\$ 10,589	0.1%
Library Programs	\$ 7,500	0.1%
Salt	\$ (8,200)	-0.1%
Storm Drain Cleaning	\$ (14,500)	-0.2%
Health Insurance	\$ (22,035)	-0.2%
Debt Service	\$ (41,371)	-0.5%
Ecomaine Fees	\$ (44,388)	-0.5%
		0.0%
		0.0%
		0.0%
		0.0%
	\$ 159,854	1.8%

**Fiscal Year 2013
Proposed Budget**

Expenditures by Department		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
110	ADMINISTRATION	489,561	501,568	501,568	513,971	\$ 12,403	2.5%
120	ASSESSING/CODES PLANNING	345,905	351,015	351,015	360,648	\$ 9,633	2.7%
130	TOWN COUNCIL	2,918	500	500	500	\$ -	0.0%
135	LEGAL AND AUDIT	73,513	54,400	61,400	55,000	\$ 600	1.1%
140	ELECTIONS	13,616	30,143	30,143	40,732	\$ 10,589	35.1%
150	BOARDS AND COMMISSIONS	4,682	13,780	13,780	13,565	\$ (215)	-1.6%
530	PUBLIC INFORMATION	30,838	44,449	44,449	47,028	\$ 2,579	5.8%
	Subtotal General Government	961,033	995,855	1,002,855	1,031,444	\$ 35,589	3.6%
160	INSURANCE	89,601	98,500	98,500	97,900	\$ (600)	-0.6%
170	EMPLOYEE BENEFITS	902,887	990,300	988,506	962,167	\$ (28,133)	-2.8%
180	DEBT SERVICE	1,012,784	975,715	975,715	934,344	\$ (41,371)	-4.2%
520	CONTRIBUTIONS	5,922	5,450	5,450	10,500	\$ 5,050	92.7%
710	INTERGOVT. ASSESSMENTS	20,816	21,118	20,992	21,348	\$ 230	1.1%
	Subtotal-Nondistributed	2,032,010	2,091,083	2,089,163	2,026,259	\$ (64,824)	-3.1%
210	POLICE DEPARTMENT	1,060,710	1,160,713	1,141,788	1,197,722	\$ 37,009	3.2%
215	ANIMAL CONTROL	17,585	22,311	22,311	22,981	\$ 670	3.0%
220	PUBLIC SAFETY COMMUNICATIONS	149,622	159,156	155,000	161,852	\$ 2,696	1.7%
225	WETeam	17,660	24,307	24,307	24,103	\$ (204)	-0.8%
230	FIRE DEPARTMENT	265,644	285,592	285,592	297,640	\$ 12,048	4.2%
235	FIRE POLICE UNIT	9,200	11,059	11,059	11,427	\$ 368	3.3%
240	MISC. PUBLIC PROTECTION	133,328	141,339	141,334	144,717	\$ 3,378	2.4%
250	EMERGENCY PREPAREDNESS	2,810	3,412	3,412	3,696	\$ 284	8.3%
	Subtotal-Public Safety	1,656,559	1,807,889	1,784,803	1,864,138	\$ 56,249	3.1%
310	PUBLIC WORKS	945,224	1,069,763	947,564	1,066,648	\$ (3,115)	-0.3%
320	REFUSE DISPOSAL/RECYCLING	734,148	752,768	750,317	719,376	\$ (33,393)	-4.4%
	Subtotal-Public Works	1,679,372	1,822,532	1,697,881	1,786,023	\$ (36,508)	-2.0%
410	HUMAN SERVICES	52,476	49,600	49,600	50,400	\$ 800	1.6%
510	LIBRARY	428,623	457,150	461,026	512,916	\$ 55,766	12.2%
600	FACILITIES MANAGEMENT	104,178	164,487	164,487	193,868	\$ 29,381	17.9%
610	TOWN HALL	25,995	29,080	29,080	29,224	\$ 144	0.5%
615	LIBRARY BUILDING	30,374	29,675	29,675	29,717	\$ 42	0.1%
620	TOWN CENTER FIRE STATION	17,002	23,317	23,317	23,467	\$ 150	0.6%
630	POLICE STATION	58,121	64,773	64,773	65,765	\$ 992	1.5%
635	CAPE COTTAGE FIRE STATION	5,394	7,880	7,880	7,920	\$ 40	0.5%
	Subtotal-Facilities	241,064	319,212	319,212	349,961	\$ 30,749	9.6%
640	PARKS & TOWN LANDS	58,500	81,649	81,583	82,371	\$ 722	0.9%
641	SCHOOL GROUNDS	134,945	145,482	145,250	150,989	\$ 5,507	3.8%
645	FORT WILLIAMS PARK	142,390	244,015	223,367	250,317	\$ 6,301	2.6%
655	POOL	301,150	316,970	316,970		\$ (316,970)	-100.0%

**Fiscal Year 2013
Proposed Budget**

Expenditures by Department		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
656	FITNESS CENTER					-	
660	TREES	19,690	21,943	21,943	22,061	\$ 118	0.5%
	Subtotal-Parks and Recreation	656,675	810,059	789,114	505,738	\$ (304,321)	-37.6%
715	CAPITAL PROJECTS	466,178	566,000	566,000	700,000	\$ 134,000	23.7%
	Grand Total	8,173,990	8,919,379	8,759,654	8,826,879	\$ (92,500)	-1.0%
Expenditures by Object		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	FULL TIME PAYROLL	2,443,523	2,578,328	2,572,770	2,552,633	\$ (25,695)	-1.0%
	PART TIME PAYROLL	465,334	477,972	474,846	477,130	\$ (842)	-0.2%
	OVERTIME	175,459	194,861	160,937	200,018	\$ 5,157	2.6%
	SOCIAL SECURITY	236,377	248,930	245,667	244,846	\$ (4,084)	-1.6%
	EMPLOYEE BENEFITS	902,887	990,300	988,506	962,167	\$ (28,133)	-2.8%
	TOTAL PERSONNEL	4,223,580	4,490,391	4,442,726	4,436,794	\$ (53,597)	-1.2%
	TELEPHONE	49,327	42,120	42,120	36,045	\$ (6,075)	-14.4%
	POWER	103,998	121,900	121,700	74,900	\$ (47,000)	-38.6%
	WATER & SEWER	21,434	20,700	21,525	21,209	\$ 509	2.5%
	PRINTING AND ADVERTISING	22,014	28,550	29,750	33,990	\$ 5,440	19.1%
	POSTAGE	14,395	13,467	13,467	14,550	\$ 1,083	8.0%
	MILEAGE REIMBURSEMENTS	12,995	13,730	13,730	14,500	\$ 770	5.6%
	CONFERENCES & MEETINGS	8,711	11,780	11,260	12,395	\$ 615	5.2%
	DUES & MEMBERSHIPS	29,743	28,555	28,385	28,573	\$ 18	0.1%
	TRAINING	46,712	60,662	53,000	60,007	\$ (655)	-1.1%
	PROFESSIONAL SERVICES	170,426	219,150	223,650	222,750	\$ 3,600	1.6%
	MISCELLANEOUS BOARDS	1,789	5,250	5,250	5,250	\$ -	0.0%
	TRASH DISPOSAL FEES	619,180	622,920	619,500	582,485	\$ (40,435)	-6.5%
	INTERNET FEES	5,478	9,800	9,800	9,900	\$ 100	1.0%
	EQUIPMENT RENTAL	1,160	1,700	1,500	1,700	\$ -	0.0%
	UNIFORMS	20,186	21,645	21,885	21,545	\$ (100)	-0.5%
	EQUIPMENT MAINTENANCE	77,886	91,400	93,700	93,600	\$ 2,200	2.4%
	OFFICE EQUIPMENT/MAINT	56,575	65,454	65,454	66,825	\$ 1,371	2.1%
	BUILDING MAINTENANCE	63,528	142,442	132,342	127,442	\$ (15,000)	-10.5%
	MISC. CONTRACTUAL SERVICES	283,950	351,958	341,982	375,789	\$ 23,831	6.8%
	ROADS MAINTENANCE MATERIALS	131,613	195,450	131,923	174,000	\$ (21,450)	-11.0%
	CONTINGENCY	75	150	150	150	\$ -	0.0%
	ALARM SYSTEMS	3,361	3,900	2,700	3,400	\$ (500)	-12.8%
	PHYSICALS AND SHOTS	1,251	3,500	3,100	3,900	\$ 400	11.4%
	INSURANCE	89,601	98,500	98,500	97,900	\$ (600)	-0.6%
	DEBT SERVICE	1,012,784	975,715	975,715	934,344	\$ (41,371)	-4.2%
	HUMAN SERVICES	52,476	49,600	49,600	50,400	\$ 800	1.8%

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Expenditures by Object		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	OFFICE SUPPLIES	14,306	24,050	24,050	23,600	\$ (450)	-1.9%
	GASOLINE/DIESEL FUEL	102,078	121,641	102,807	120,296	\$ (1,345)	-1.1%
	HEAT	101,165	122,786	120,229	106,990	\$ (15,796)	-12.9%
	MISC. SUPPLIES	42,015	50,600	50,909	36,200	(14,400)	-28.5%
	BOOKS/AV ETC.	49,460	49,862	49,862	51,001	1,139	0
	GROUND MATERIAL	34,492	38,750	37,359	43,680	\$ 4,930	12.7%
	OUTLAY	466,178	566,000	566,000	722,500	\$ 156,500	27.7%
	SCHOOL CONTRACTED	76,238	77,591	77,591	43,500	\$ (34,091)	-43.9%
	STREET LIGHTS	48,710	54,000	54,000	54,000	\$ -	0.0%
	HYDRANT RENTAL	80,068	81,781	81,781	85,052	\$ 3,271	4.0%
	CONTRIBUTIONS	5,922	5,450	5,450	10,500	\$ 5,050	92.7%
	VOLUNTEER/STAFF APPRECIATION	1,386	5,500	5,500	5,500	\$ -	0.0%
	OTHER	46,543	31,579	31,579	19,897	\$ (11,682)	-37.0%
		8,192,789	8,919,979	8,761,531	8,827,059	\$ (92,920)	-1.0%
Department Line Item Budget		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	313,013	317,094	317,094	332,934	\$ 15,840	5.0%
1003	OVERTIME	-	2,000	2,000	2,000	\$ -	0.0%
1020	SOCIAL SECURITY	23,826	24,410	24,410	25,622	\$ 1,212	5.0%
	SUBTOTAL PERSONNEL	336,839	343,504	343,504	360,556	\$ 17,052	5.0%
2001	TELEPHONE	44,715	37,500	37,500	30,840	\$ (6,660)	-17.8%
2004	PRINTING & ADVERTISING	10,065	10,000	10,000	10,000	\$ -	0.0%
2005	POSTAGE	11,924	10,000	10,000	10,500	\$ 500	5.0%
2006	TRAVEL	4,880	5,510	5,510	5,500	\$ (10)	-0.2%
2007	DUES & MEMBERSHIPS	2,167	1,350	1,350	1,425	\$ 75	5.6%
2008	TRAINING	894	2,000	2,000	1,800	\$ (200)	-10.0%
2009	CONFERENCES & MEETINGS	1,973	4,000	4,000	4,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	4,906	6,000	6,000	6,000	\$ -	0.0%
2015	INTERNET-ON-LINE CHARGES	5,478	9,800	9,800	9,900	\$ 100	1.0%
2016	RECORDS PRESERVATION	3,851	2,000	2,000	2,000	\$ -	0.0%
2034	OFFICE EQUIPMENT	-	1,000	1,000	1,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE	20,706	26,000	26,000	26,000	\$ -	0.0%
2200	SCHOOL NETWORK ASSISTANCE	35,200	35,904	35,904	37,700	\$ 1,796	5.0%
3001	OFFICE SUPPLIES	5,963	7,000	7,000	6,750	\$ (250)	-3.6%
	SUBTOTAL	152,722	158,064	158,064	153,415	\$ (4,649)	-2.9%
110	ADMINISTRATION	489,561	501,568	501,568	513,971	\$ 12,403	2.5%

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120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	290,142	284,873	284,873	293,449	\$ 8,576	3.0%
1002	PART TIME PAYROLL	0	0	0	0	\$ -	
1020	SOCIAL SECURITY	21,250	21,792	21,792	22,449	\$ 657	3.0%
	SUBTOTAL PERSONNEL	311,392	306,665	306,665	315,898	\$ 9,233	3.0%
2000	CELLULAR PHONE	1,245	1,200	1,200	1,600	\$ 400	33.3%
2004	PRINTING & ADVERTISING	845	1,100	1,100	1,100	\$ -	0.0%
2006	TRAVEL	7,500	7,500	7,500	7,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,348	1,405	1,405	1,405	\$ -	0.0%
2009	CONFERENCES & MEETINGS	2,265	3,320	3,320	3,320	\$ -	0.0%
2010	PROFESSIONAL SERVICES	5,525	5,100	5,100	5,100	\$ -	0.0%
2011	GIS MAINTENANCE	8,893	14,000	14,000	14,000	\$ -	0.0%
2018	PLANNING CONSULTING	516	2,400	2,400	2,400	\$ -	0.0%
2019	CODES TECHNICAL SUPPORT	5,300	5,500	5,500	5,500	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	227	1,725	1,725	1,725	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	505	700	700	700	\$ -	0.0%
3020	BOOKS/PUBLICATIONS	344	400	400	400	\$ -	0.0%
	SUBTOTAL	34,513	44,350	44,350	44,750	\$ 400	0.9%
	TOTAL ACP	345,905	351,015	351,015	360,648	\$ 9,633	2.7%
130	TOWN COUNCIL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2004	PRINTING AND ADVERTISING	-	-	-	-	\$ -	
2007	DUES AND MEMBERSHIPS	-	-	-	-	\$ -	
2009	CONFERENCES AND MEETINGS	2,918	500	500	500	\$ -	0.0%
130	TOWN COUNCIL	2,918	500	500	500	\$ -	0.0%
135	LEGAL & AUDIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2010	LEGAL SERVICES	39,713	25,000	32,000	25,000	\$ -	0.0%
2011	AUDIT SERVICES	33,800	29,400	29,400	30,000	\$ 600	2.0%
135	LEGAL AND AUDIT	73,513	54,400	61,400	55,000	\$ 600	1.1%
						-	
140	ELECTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	8,144	19,445	19,445	26,830	\$ 7,385	38.0%
1020	SOCIAL SECURITY	449	1,488	1,488	2,052	\$ 564	37.9%
	SUBTOTAL PERSONNEL	8,593	20,933	20,933	28,882	\$ 7,949	38.0%
2004	PRINTING AND ADVERTISING	2,185	3,960	3,960	5,900	\$ 1,940	49.0%
2010	PROFESSIONAL SERVICES	2,608	4,850	4,850	5,350	\$ 500	10.3%
3001	OFFICE SUPPLIES	230	400	400	600	\$ 200	50.0%
4001	OUTLAY					\$ -	#DIV/0!
	SUBTOTAL	5,023	9,210	9,210	11,850	\$ 2,640	28.7%
140	ELECTIONS	13,616	30,143	30,143	40,732	\$ 10,589	35.1%

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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
150	BOARDS AND COMMISSIONS						
1002	PART TIME PAYROLL	1,150	1,700	1,700	1,500	\$ (200)	-11.8%
1020	SOCIAL SECURITY	124	130	130	115	\$ (15)	-11.5%
	SUBTOTAL PERSONNEL	1,274	1,830	1,830	1,615	\$ (215)	-11.7%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	780	1,000	1,000	1,000	\$ -	0.0%
2066	PLANNING BOARD	766	2,000	2,000	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	223	1,000	1,000	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	20	1,250	1,250	1,250	\$ -	0.0%
2081	SPECIAL COMMITTEES	233	1,000	1,000	1,000	\$ -	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	1,386	5,500	5,500	5,500	\$ -	0.0%
	SUBTOTAL	3,408	11,950	11,950	11,950	\$ -	0.0%
150	BOARDS AND COMMISSIONS	4,682	13,780	13,780	13,565	\$ (215)	-1.6%
160	INSURANCE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2089	MISCELLANEOUS INSURANCE	85,301	90,500	90,500	90,500	\$ -	0.0%
2091	SELF INSURANCE/DISASTER RECOVERY	4,300	8,000	8,000	7,400	\$ (600)	-7.5%
160	INSURANCE	89,601	98,500	98,500	97,900	\$ (600)	-0.6%
170	EMPLOYEE BENEFITS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1021	ME STATE RETIREMENT	84,438	105,000	105,000	105,000	\$ -	0.0%
1023	ICMA 401A PLAN-(RETIREMENT)	148,637	148,000	148,000	154,000	\$ 6,000	4.1%
1024	DISABILITY PLAN	15,513	21,000	20,000	21,000	\$ -	0.0%
1025	HEALTH INSURANCE	533,319	585,000	585,000	540,000	\$ (45,000)	-7.7%
1026	WORKERS COMPENSATION	93,405	90,000	89,302	92,500	\$ 2,500	2.8%
1030	GROUP LIFE INSURANCE	1,538	1,500	1,404	1,517	\$ 17	1.1%
1031	UNEMPLOYMENT COMP	24,812	25,000	25,000	33,250	\$ 8,250	33.0%
1032	VACATION-SICK ACCRUAL	-	6,400	6,400	6,500	\$ 100	1.6%
1033	SALARY-WAGE ADJ. ACCT	-	6,000	6,000	6,000	\$ -	0.0%
1035	WELLNESS PROGRAM	1,225	2,400	2,400	2,400	\$ -	0.0%
170	EMPLOYEE BENEFITS	902,887	990,300	988,506	962,167	\$ (28,133)	-2.8%

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180	DEBT SERVICE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	PRINCIPAL					\$ -	
	TOWN FARM AND ADA	-	-	-	-	\$ -	
	GULL CREST PURCHASE BOND	-	-	-	-	\$ -	
	FIRE TRUCK PURCHASE					\$ -	
	POOL PROJECT	114,639	116,250	116,250	116,250	\$ -	0.0%
	GULL CREST PROJECT	175,000	175,000	175,000	172,500	\$ (2,500)	-1.4%
	PUBLIC SAFETY BUILDINGS	215,000	200,000	200,000	225,000	\$ 25,000	12.5%
	NEW COMMUNITY CENTER	80,000	80,000	80,000	80,000	\$ -	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	\$ -	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	\$ -	0.0%
	TOTAL PRINCIPAL	785,627	772,238	772,238	794,738	\$ 22,500	2.9%
	INTEREST					\$ -	
	TOWN FARM AND ADA	830	-	-	-	\$ -	
	GULL CREST PURCHASE BOND	-	-	-	-	\$ -	#DIV/0!
	FIRE TRUCK PURCHASE	-	-	-	-	\$ -	#DIV/0!
	POOL PROJECT	25,218	22,894	22,894	20,575	\$ (2,319)	-10.1%
	GULL CREST PROJECT	37,827	34,341	34,341	30,860	\$ (3,481)	-10.1%
	PUBLIC SAFETY BUILDINGS	99,418	90,280	90,280	40,300	\$ (49,980)	-55.4%
	NEW COMMUNITY CENTER	43,200	40,000	40,000	18,525	\$ (21,475)	-53.7%
	SEWER/ROAD REHABILITATION 2006	72,860	68,418	68,418	63,788	\$ (4,630)	-6.8%
	TOWN CENTER/OTHER- 2008	70,004	66,544	66,544	63,083	\$ (3,461)	-5.2%
	TOTAL INTEREST	349,357	322,477	322,477	237,131	\$ (85,346)	-26.5%
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND	-	-	-	-	\$ -	
	LESS FROM COMMUNITY SERVICES	(123,200)	(120,000)	(120,000)	(98,525)	\$ 21,475	-17.9%
	DEBT SERVICE	1,012,784	975,715	975,715	934,344	\$ (41,371)	-4.1%

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210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	780,092	835,684	832,864	865,414	\$ 29,730	3.6%
1002	PART TIME PAYROLL	12,869	23,124	22,538	23,588	\$ 464	2.0%
1003	OVERTIME PAYROLL	88,992	90,778	90,778	93,832	\$ 3,054	3.4%
1010	SPECIAL ASSIGNMENTS	5,801	7,597	6,738	7,421	\$ (176)	-2.3%
1020	SOCIAL SECURITY	71,207	73,224	72,898	75,755	\$ 2,531	3.5%
	SUBTOTAL PERSONNEL	958,961	1,030,407	1,025,816	1,066,010	\$ 35,603	3.5%
2004	PRINTING AND ADVERTISING	2,670	3,000	850	3,000	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	547	650	600	650	\$ -	0.0%
2008	TRAINING	24,633	32,800	32,800	33,907	\$ 1,107	3.4%
2009	CONFERENCES AND MEETINGS	782	1,500	980	1,500	\$ -	0.0%
2010	CONTRACTED CRIME LAB SERVICES	5,849	6,000	6,000	6,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	6,964	12,155	12,155	12,155	\$ -	0.0%
2033	RADIO MAINTENANCE	1,500	1,500	1,500	1,500	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	10,769	12,000	11,332	12,000	\$ -	0.0%
2063	COURSE REIMBURSEMENTS	2,904	4,862	1,200	3,600	\$ (1,262)	-26.0%
3001	OFFICE SUPPLIES	2,507	3,250	3,250	3,250	\$ -	0.0%
3002	GASOLINE	20,886	35,739	28,455	34,100	\$ (1,639)	-4.6%
3004	UNIFORMS	12,255	5,850	5,850	5,850	\$ -	0.0%
3005	MINOR EQUIPMENT	9,483	11,000	11,000	14,200	\$ 3,200	29.1%
	SUBTOTAL	101,749	130,306	115,972	131,712	\$ 1,406	1.1%
210	POLICE DEPARTMENT	1,060,710	1,160,713	1,141,788	1,197,722	\$ 37,009	3.2%
215	ANIMAL CONTROL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2010	CONTRACTED SVCS. WITH S. PTLD.	9,540	10,702	10,702	11,081	\$ 379	3.5%
2062	ANIMAL FEES	8,045	11,609	11,609	11,900	\$ 291	2.5%
3006	MISCELLANEOUS SUPPLIES					\$ -	
215	ANIMAL CONTROL	17,585	22,311	22,311	22,981	\$ 670	3.0%
220	PUBLIC SAFETY COMMUNICATIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	-	-	-	-	\$ -	
1002	PART TIME PAYROLL	-	-	-	-	\$ -	
1003	OVERTIME PAYROLL	-	-	-	-	\$ -	
1020	SOCIAL SECURITY	-	-	-	-	\$ -	
	SUBTOTAL PERSONNEL	-	-	-	-	\$ -	
2010	CONTRACTED DISPATCHING	149,622	159,156	155,000	161,852	\$ 2,696	1.7%
2023	MISCELLANEOUS SUPPLIES	-	-	-	-	\$ -	
3004	UNIFORMS	-	-	-	-	\$ -	
	SUBTOTAL	149,622	159,156	155,000	161,852	\$ 2,696	1.7%
220	DISPATCHING	149,622	159,156	155,000	161,852	\$ 2,696	1.7%

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225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	9,727	11,000	11,000	11,700	\$ 700	6.4%
1020	SOCIAL SECURITY	866	865	865	903	\$ 38	4.4%
	SUBTOTAL PERSONNEL	11,865	11,865	11,865	12,603	\$ 738	6.2%
2000	CELLULAR TELEPHONES	-	200	200	200	\$ -	0.0%
2008	TRAINING	285	1,200	1,200	1,200	\$ -	0.0%
2032	VEHICLE MAINTENANCE	1,384	2,000	2,000	2,000	\$ -	0.0%
2033	RADIO MAINTENANCE	2,567	3,000	3,000	3,000	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	489	1,200	1,200	1,200	\$ -	0.0%
2071	PHYSICALS AND SHOTS	-	800	800	800	\$ -	0.0%
3002	GASOLINE	-	542	542	500	\$ (42)	-7.7%
3004	UNIFORMS	664	1,800	1,800	1,800	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	406	600	600	800	\$ 200	33.3%
4001	OUTLAY	-	1,100	1,100	-	\$ (1,100)	-100.0%
	SUBTOTAL	5,795	12,442	12,442	11,500	\$ (942)	-7.6%
225	WETeam	17,660	24,307	24,307	24,103	(204)	-0.8%
230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	71,406	72,828	72,828	75,000	\$ 2,172	3.0%
1002	PART TIME PAYROLL	101,963	104,000	104,000	113,200	\$ 9,200	8.8%
1012	HYDRANT SHOVELING	1,602	3,500	3,500	3,500	\$ -	0.0%
1020	SOCIAL SECURITY	12,700	13,700	13,700	14,660	\$ 960	7.0%
	SUBTOTAL PERSONNEL	187,671	194,028	194,028	206,360	\$ 12,332	6.4%
2000	CELLULAR TELEPHONES	1,402	1,200	1,200	1,680	\$ 480	40.0%
2007	DUES AND MEMBERSHIPS	4,335	3,000	3,000	3,000	\$ -	0.0%
2008	TRAINING	5,881	6,000	6,000	6,000	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	500	500	500	\$ -	0.0%
2032	VEHICLE MAINTENANCE	15,821	16,500	16,500	16,000	\$ (500)	-3.0%
2033	RADIO/PAGER MAINTENANCE	8,892	10,000	10,000	10,000	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	5,388	8,000	8,000	8,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	-	1,200	1,200	1,600	\$ 400	33.3%
3002	GASOLINE	6,017	8,664	8,664	9,000	\$ 336	3.9%
3004	UNIFORMS	11,871	12,000	12,000	12,000	\$ -	0.0%
3005	MINOR EQUIPMENT	9,246	11,500	11,500	11,000	\$ (500)	-4.3%
3006	MISCELLANEOUS SUPPLIES	8,235	12,000	12,000	11,500	\$ (500)	-4.2%
3007	FIRE PREVENTION SUPPLIES	885	1,000	1,000	1,000	\$ -	0.0%
		77,973	91,564	91,564	91,280	\$ (284)	-0.3%
230	FIRE DEPARTMENT	265,644	285,592	285,592	297,640	12,048	4.2%

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235	FIRE POLICE UNIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	6,808	8,000	8,000	8,200	\$ 200	2.5%
1020	SOCIAL SECURITY	459	459	459	627	\$ 168	36.6%
3006	MISCELLANEOUS SUPPLIES	1,933	2,600	2,600	2,600	\$ -	0.0%
		9,200	11,059	11,059	11,427	\$ 368	3.3%
240	MISC. PUBLIC PROTECTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	3,240	3,305	3,305	3,405	\$ 100	3.0%
1020	SOCIAL SECURITY	248	253	248	260	\$ 7	2.8%
	SUBTOTAL PERSONNEL	3,488	3,558	3,553	3,665	\$ 107	3.0%
2074	STREET LIGHTS	48,710	54,000	54,000	54,000	\$ -	0.0%
2075	HYDRANT RENTAL	80,068	81,781	81,781	85,052	\$ 3,271	4.0%
3006	HARBOR ENFORCEMENT EXP.	-	500	500	500	\$ -	0.0%
2010	FIRE/POLICE UNIT	-	-	-	-	\$ -	
3007	COMMUNITY LIAISON EXPENSES	1,062	1,500	1,500	1,500	\$ -	0.0%
240	MISC. PUBLIC PROTECTION	133,328	141,339	141,334	144,717	\$ 3,378	2.4%
250	EMERGENCY PREPAREDNESS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	2,560	2,612	2,612	2,690	\$ 78	3.0%
1020	SOCIAL SECURITY	-	200	200	206	\$ 6	3.0%
	SUBTOTAL PERSONNEL	2,560	2,812	2,812	2,896	\$ 84	3.0%
2033	RADIO MAINTENANCE	250	300	300	500	\$ 200	66.7%
3006	MISCELLANEOUS SUPPLIES	-	300	300	300	\$ -	0.0%
	SUBTOTAL	250	600	600	800	\$ 200	33.3%
250	EMERGENCY PREPAREDNESS	2,810	3,412	3,412	3,696	\$ 284	8.3%

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310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	487,658	516,338	510,000	528,980	\$ 12,642	2.4%
1002	PART TIME PAYROLL	3,713	4,375	2,000	4,508	\$ 133	3.0%
1003	OVERTIME PAYROLL	79,770	91,500	60,000	93,700	\$ 2,200	2.4%
1020	SOCIAL SECURITY	45,625	46,834	43,758	47,980	\$ 1,146	2.4%
	SUBTOTAL PERSONNEL	616,766	659,047	615,758	675,168	\$ 16,121	2.4%
2000	CELLULAR TELEPHONES	1,565	1,620	1,620	1,725	\$ 105	6.5%
2002	POWER	12,188	13,000	13,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	3,857	4,500	4,400	4,800	\$ 300	6.7%
2004	PRINTING AND ADVERTISING	612	1,000	850	800	\$ (200)	-20.0%
2007	DUES AND MEMBERSHIPS	313	307	313	320	\$ 13	4.2%
2008	TRAINING & ALLOWANCES	11,815	13,500	9,500	13,500	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	60	200	200	275	\$ 75	37.5%
2021	EQUIPMENT RENTAL	1,160	1,400	1,200	1,400	\$ -	0.0%
2022	UNIFORM RENTAL	4,711	4,760	5,000	4,500	\$ (260)	-5.5%
2025	SAFETY EQUIPMENT	8,118	9,500	9,700	9,500	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	61,379	67,000	70,000	69,200	\$ 2,200	3.3%
2033	RADIO EQUIPMENT MAINTENANCE	543	1,400	1,000	1,400	\$ -	0.0%
2036	TRAFFIC SIGNAL MAINTENANCE	946	1,200	1,000	2,500	\$ 1,300	108.3%
2038	CONTRACTED STORM DRAIN MAINTENANCE	12,760	25,000	10,845	10,500	\$ (14,500)	-58.0%
2039	PAVEMENT MARKINGS	500	18,625	19,700	21,000	\$ 2,375	12.8%
2050	MAILBOX MATERIALS	68	300	300	300	\$ -	0.0%
2060	CURBING REPAIR	650	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	2,500	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	1,198	1,600	1,000	1,300	\$ (300)	-18.8%
2071	PHYSICALS AND DRUG TESTING	1,251	1,500	1,100	1,500	\$ -	0.0%
3001	OFFICE SUPPLIES	1,237	1,250	1,250	1,250	\$ -	0.0%
3002	GASOLINE	13,847	13,000	10,000	13,000	\$ -	0.0%
3003	HEAT	17,053	28,429	27,000	28,710	\$ 281	1.0%
3005	MINOR EQUIP & TOOLS	4,348	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	700	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	672	1,000	1,028	3,500	\$ 2,500	250.0%
3031	WINTER SAND	8,904	11,275	10,450	7,350	\$ (3,925)	-34.8%
3032	SALT & CHLORIDE	76,377	106,600	60,000	98,400	\$ (8,200)	-7.7%
3033	COLD BITUMINOUS MIX	3,786	3,700	3,700	3,700	\$ -	0.0%
3035	GUARDRAIL REPAIRS	0	250	200	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	4,593	5,000	5,200	7,000	\$ 2,000	40.0%
3038	STORM DRAIN MAINTENANCE	9,747	11,000	8,500	8,000	\$ (3,000)	-27.3%
3039	MS4 STORMWATER PROGRAM	12,610	10,500	10,000	10,500	\$ -	0.0%
3040	DIESEL FUEL	48,390	43,550	35,000	43,550	\$ -	0.0%
	SUBTOTAL	328,458	410,716	331,806	391,480	\$ (19,236)	-4.7%
310	PUBLIC WORKS	945,224	1,069,763	947,564	1,066,648	\$ (3,115)	-0.3%

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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	68,050	71,344	71,344	73,463	\$ 2,119	3.0%
1002	PART TIME PAYROLL	21,753	22,165	22,000	22,830	\$ 665	3.0%
1003	OVERTIME PAYROLL	863	2,350	1,000	2,420	\$ 70	3.0%
1020	SOCIAL SECURITY	7,003	7,333	7,217	7,552	\$ 218	3.0%
	SUBTOTAL PERSONNEL	97,669	103,192	101,561	106,265	\$ 3,072	3.0%
2002	POWER	2,425	7,420	7,420	7,420	\$ -	0.0%
2003	WATER & SEWER					\$ -	#DIV/0!
2004	RECYCLING PRINTING & PROMOTION	3,079	1,000	4,500	4,000	\$ 3,000	300.0%
2012	ECOMAINE FEES	571,056	567,645	565,000	523,260	\$ (44,385)	-7.8%
2014	DEMOLITION MATERIAL DISPOSAL	31,353	39,475	38,000	40,225	\$ 750	1.9%
2015	HAZARDOUS MATERIALS DISPOSAL	16,771	15,800	16,500	19,000	\$ 3,200	20.3%
2021	EQUIPMENT RENTAL	0	300	300	300	\$ -	0.0%
2022	UNIFORM RENTAL	1,103	1,190	1,190	1,260	\$ 70	5.9%
2032	VEHICLE MAINTENANCE	1,893	4,500	4,200	4,500	\$ -	0.0%
2062	MISC. CONTRACT SVCS.	1,110	1,100	1,100	2,200	\$ 1,100	100.0%
2063	ALARM SERVICE	1,138	1,800	1,200	1,600	\$ (200)	-11.1%
3002	GASOLINE	375	536	536	536	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,051	1,500	1,500	1,500	\$ -	0.0%
3040	DIESEL FUEL	5,125	7,310	7,310	7,310	\$ -	0.0%
	SUBTOTAL	636,479	649,576	648,756	613,111	\$ (36,465)	-5.6%
320	REFUSE DISPOSAL	734,148	752,768	750,317	719,376	\$ (33,393)	-4.4%
410	HUMAN SERVICES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2100	VNA/HOSPICE	3,448	3,500	3,500	3,600	\$ 100	2.9%
2100	COMMUNITY HEALTH SRVS	1,857	2,000	2,000	2,100	\$ 100	5.0%
2101	COMMUNITY COUNSELING	1,061	1,200	1,200	1,250	\$ 50	4.2%
2103	THERAPEUTIC RECREATION	4,244	3,500	3,500	3,600	\$ 100	2.9%
2104	INGRAHAM VOLUNTEERS	1,200	-	-	-	\$ -	0.0%
2106	SEN CITIZEN TRANS	-	-	-	-	\$ -	#DIV/0!
2107	S. ME SENIOR CITIZENS	1,061	1,200	1,200	1,250	\$ 50	4.2%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,170	1,200	1,200	1,250	\$ 50	4.2%
2111	RTP	1,200	1,200	1,200	1,250	\$ 50	4.2%
2113	FAMILY CRISIS SHELTER	1,061	1,200	1,200	1,250	\$ 50	4.2%
2114	DAY ONE	1,061	1,200	1,200	1,250	\$ 50	4.2%
2116	HOSPICE OF SOUTHERN MAINE	-	1,200	1,200	1,250	\$ 50	4.2%
2118	SEXUAL ASSAULT RES. SVCS.	1,061	1,200	1,200	1,250	\$ 50	4.2%
2121	RED CROSS-PORTLAND CHAPTER	1,000	1,200	1,200	1,250	\$ 50	4.2%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,200	1,200	1,200	1,250	\$ 50	4.2%
5101	GENERAL ASSISTANCE	31,853	28,600	28,600	28,600	\$ -	0.0%
410	HUMAN SERVICES	52,476	49,600	49,600	50,400	\$ 800	1.6%

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510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	252,746	268,552	272,152	280,316	\$ 11,764	4.4%
1002	PART TIME PAYROLL	91,746	93,123	93,123	117,956	\$ 24,833	26.7%
1020	SOCIAL SECURITY	26,353	27,668	27,944	30,468	\$ 2,800	10.1%
	SUBTOTAL PERSONNEL	370,845	389,343	393,219	428,740	\$ 39,397	10.1%
2004	PRINTING & ADVERTISING	30	500	500	2,000	\$ 1,500	300.0%
2005	POSTAGE	2,501	3,420	3,420	4,050	\$ 630	18.4%
2006	TRAVEL	615	660	660	1,300	\$ 640	97.0%
2007	DUES & MEMBERSHIPS	670	755	755	775	\$ 20	2.6%
2009	CONFERENCES AND MEETINGS	402	560	560	1,500	\$ 940	167.9%
2010	PROFESSIONAL SERVICES-PROGRAMS			-	7,500	\$ 7,500	100.0%
2062	CONTINGENCY	75	150	150	150	\$ -	0.0%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	\$ -	0.0%
3001	OFFICE SUPPLIES	4,369	11,750	11,750	11,750	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES			-	3,000	\$ 3,000	100.0%
3020	BOOKS & PERIODICALS	39,701	39,462	39,462	39,351	\$ (111)	-0.3%
3022	AUDIO VISUAL MATERIALS	4,968	5,450	5,450	6,450	\$ 1,000	18.3%
3100	ELECTRONIC RESOURCES	4,447	4,550	4,550	4,800	\$ 250	5.5%
4001	OUTLAY	-	500	500	1,500	\$ 1,000	200.0%
	SUBTOTAL	57,778	67,807	67,807	84,176	\$ 16,369	24.1%
510	LIBRARY	428,623	457,150	461,026	512,916	\$ 55,766	12.2%
						-	
520	CONTRIBUTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
5050	CAPE PRESERVATION SOCIETY	450	450	450	500	\$ 50	11.1%
5052	GREATER PTLD ECON DEV COMM				5,000	\$ 5,000	100.0%
5053	FAMILY FUN DAY	5,472	5,000	5,000	5,000	\$ -	0.0%
520	CONTRIBUTIONS	5,922	5,450	5,450	10,500	\$ 5,050	92.7%
530	PUBLIC INFORMATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	CABLE PART TIME PAYROLL	5,447	6,324	6,324	6,300	\$ (24)	-0.4%
1002	PART TIME WEBMASTER	21,154	24,200	24,200	26,620	\$ 2,420	10.0%
1020	SOCIAL SECURITY	2,024	2,335	2,335	2,518	\$ 183	7.8%
	SUBTOTAL PERSONNEL	28,625	32,859	32,859	35,438	\$ 2,579	7.8%
2004	PRINTING AND ADVERTISING	2,028	6,890	6,890	6,890	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	50	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	135	200	200	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-	\$ -	
	SUBTOTAL	2,213	11,590	11,590	11,590	\$ -	0.0%
530	PUBLIC INFORMATION	30,838	44,449	44,449	47,028	\$ 2,579	5.8%

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600	FACILITIES MANAGEMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	-	-	-	-	\$ -	#DIV/0!
1002	PART TIME PAYROLL	9,140	10,608	10,608		\$ (10,608)	-100.0%
1020	SOCIAL SECURITY	770	812	812		\$ (812)	-100.0%
	SUBTOTAL PERSONNEL	9,910	11,420	11,420	-	\$ (11,420)	-100.0%
2001	TELEPHONE	400	400	400		\$ (400)	-100.0%
2004	PRINTING & ADVERTISING		300	300	300	\$ -	0.0%
2006	TRAVEL	-			200	\$ 200	
2007	DUES & MEMBERSHIPS	-	200	200	300	\$ 100	50.0%
2009	CONFERENCES & MEETINGS	257	600	600	600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	314	325	325	400	\$ 75	23.1%
2035	CONSOLIDATED BUILDING MAINT.	52,297	107,442	107,442	107,442	\$ -	0.0%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	40,000	40,800	40,800	83,626	\$ 42,826	105.0%
4001	OUTLAY	-	2,000	2,000		\$ (2,000)	-100.0%
	SUBTOTAL	94,268	153,067	153,067	193,868	\$ 40,801	26.7%
600	FACILITIES MANAGEMENT	104,178	164,487	164,487	193,868	\$ 29,381	17.9%
610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	12,618	12,780	12,780	12,780	\$ -	0.0%
2003	WATER & SEWER	2,505	2,650	2,650	2,794	\$ 144	5.4%
3003	HEAT	10,872	13,650	13,650	13,650	\$ -	0.0%
610	TOWN HALL	25,995	29,080	29,080	29,224	\$ 144	0.5%
615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	9,363	11,000	11,000	11,000	\$ -	0.0%
2003	WATER AND SEWER	756	775	775	817	\$ 42	5.4%
3003	HEAT	20,255	17,900	17,900	17,900	\$ -	0.0%
615	LIBRARY BUILDING	30,374	29,675	29,675	29,717	\$ 42	0.1%
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2003	WATER & SEWER	1,205	1,400	1,400	1,476	\$ 76	5.4%
2062	CONTRACTED CUSTODIAL SERVICES		3,717	3,717	3,791	\$ 74	2.0%
3003	HEAT	15,797	18,200	18,200	18,200	\$ -	0.0%
630	TOWN CENTER FIRE STATION	17,002	23,317	23,317	23,467	\$ 150	0.6%

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630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	19,776	24,500	24,500	24,500	\$ -	0.0%
2003	WATER & SEWER	3,460	3,050	3,050	3,432	\$ 382	12.5%
2062	CONTRACTED CUSTODIAL SERVICES	23,170	23,623	23,623	24,233	\$ 610	2.6%
3003	HEAT	11,715	13,600	13,600	13,600	\$ -	0.0%
630	POLICE STATION	58,121	64,773	64,773	65,765	\$ 992	1.5%
635	CAPE COTTAGE FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2002	POWER	1,984	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	789	750	750	790	\$ 40	5.3%
3003	HEAT	2,621	4,630	4,630	4,630	\$ -	0.0%
635	ENGINE ONE	5,394	7,880	7,880	7,920	\$ 40	0.5%
640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	17,447	23,300	23,300	23,150	\$ (150)	-0.6%
1002	PART TIME PAYROLL	1,830	13,070	13,070	13,440	\$ 370	2.8%
1020	SOCIAL SECURITY	1,475	2,782	2,782	2,799	\$ 17	0.6%
	SUBTOTAL PERSONNEL	20,752	39,152	39,152	39,389	\$ 237	0.6%
2002	POWER	816	1,200	1,000	1,200	\$ -	0.0%
2003	WATER	2,400	2,275	2,500	2,600	\$ 325	14.3%
2010	PROFESSIONAL SERVICES	12,716	17,400	17,400	15,000	\$ (2,400)	-13.8%
2022	UNIFORMS	467	510	510	540	\$ 30	5.9%
2032	EQUIPMENT MAINTENANCE	1,496	1,500	1,300	1,500	\$ -	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE	3,796	3,500	3,500	3,500	\$ -	0.0%
3002	GASOLINE	880	1,137	1,137	1,137	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	848	500	609	500	\$ -	0.0%
3039	GROUNDS MATERIAL	5,529	5,300	5,300	7,830	\$ 2,530	47.7%
3040	DIESEL FUEL	300	675	675	675	\$ -	0.0%
4006	LIONS' FIELD IMPROVEMENTS	500	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINTENANCE	8,000	8,000	8,000	8,000	\$ -	0.0%
4007	SUBTOTAL	37,748	42,497	42,431	42,982	\$ 485	1.1%
640	PARKS	58,500	81,649	81,583	82,371	\$ 722	0.9%

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641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	36,576	35,670	35,670	35,907	\$ 237	0.7%
1002	PART TIME PAYROLL	8,943	10,261	10,261	10,560	\$ 299	2.9%
1003	OVERTIME PAYROLL	33	365	150	365	\$ -	0.0%
1020	SOCIAL SECURITY	3,474	3,542	3,525	3,583	\$ 41	1.2%
	SUBTOTAL PERSONNEL	49,026	49,838	49,606	50,415	\$ 577	1.2%
2010	PROFESSIONAL SERVICES	19,560	26,000	26,000	28,500	\$ 2,500	9.6%
2022	UNIFORMS	465	510	510	540	\$ 30	5.9%
2032	EQUIPMENT MAINTENANCE	2,033	2,200	2,200	2,200	\$ -	0.0%
2038	CONTRACTED SCHOOL PLOWING	43,500	43,500	43,500	43,500	\$ -	0.0%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	7,000	7,000	7,000	\$ -	0.0%
3002	GASOLINE	2,425	3,162	3,162	3,162	\$ -	0.0%
3005	MINOR EQUIPMENT	1,099	1,100	1,100	1,100	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	150	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	976	750	750	750	\$ -	0.0%
3039	GROUNDS MATERIAL	7,911	9,350	9,350	11,750	\$ 2,400	25.7%
3040	DIESEL FUEL	800	1,872	1,872	1,872	\$ -	0.0%
	SUBTOTAL	85,919	95,644	95,644	100,574	\$ 4,930	5.2%
641	SCHOOL GROUNDS	134,945	145,482	145,250	150,989	\$ 5,507	3.8%

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645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	51,760	42,905	42,905	44,020	\$ 1,115	2.6%
1002	PART TIME PAYROLL	35,050	39,860	39,860	47,486	\$ 7,626	19.1%
1003	OVERTIME PAYROLL	0	271	271	280	\$ 9	3.3%
1020	SOCIAL SECURITY	6,850	6,352	6,352	7,022	\$ 669	10.5%
	SUBTOTAL PERSONNEL	93,660	89,388	89,388	98,808	\$ 9,419	10.5%
2002	POWER	2,479	2,500	2,500	2,500	\$ -	0.0%
2003	WATER	3,912	3,500	4,200	4,500	\$ 1,000	28.6%
2010	PROFESSIONAL SERVICES	12,515	15,000	13,000	13,900	\$ (1,100)	-7.3%
2019	TREE PLANTING AND MAINTENANCE	0	7,500	12,000	7,500	\$ -	0.0%
2022	UNIFORMS	905	875	875	905	\$ 30	3.4%
2032	EQUIPMENT MAINTENANCE	3,255	3,500	3,000	3,500	\$ -	0.0%
2035	BUILDING MAINTENANCE	1,028	15,100	5,000	20,000	\$ 4,900	32.5%
2036	STONE WALL REPAIRS	86	35,000	30,000	38,500	\$ 3,500	10.0%
2037	BATTERY & MANSION SECURITY	0	3,000	500	3,000	\$ -	0.0%
2041	FENCING & GATE MAINTENANCE	0	36,120	33,000	3,500	\$ (32,620)	-90.3%
2063	ALARM MONITORING	1025	500	500	500	\$ -	0.0%
3002	GASOLINE	2,138	3,423	3,423	3,423	\$ -	0.0%
3003	HEAT	7,852	10,128	9,000	10,300	\$ 172	1.7%
3005	MINOR EQUIPMENT	480	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	932	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	11,228	14,500	13,000	14,500	\$ -	0.0%
3039	GROUNDS MATERIAL	0	350	350	350	\$ -	0.0%
3040	DIESEL FUEL	895	2,031	2,031	2,031	\$ -	0.0%
4001	LOWER TENNIS COURT REHABILITATION		-	-	21,000	\$ 21,000	0.0%
	SUBTOTAL	48,730	154,627	133,979	151,509	\$ (3,118)	-2.0%
645	FORT WILLIAMS PARK	142,390	244,015	223,367	250,317	\$ 6,301	2.6%

**Fiscal Year 2013
Proposed Budget**

655	DONALD RICHARDS POOL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1001	FULL TIME PAYROLL	74,633	109,740	109,740	0	\$ (109,740)	-100.0%
1002	PART TIME PAYROLL	96,068	45,500	45,500	0	\$ (45,500)	-100.0%
1020	SOCIAL SECURITY	11,445	14,483	14,483	0	\$ (14,483)	-100.0%
	SUBTOTAL PERSONNEL	182,146	169,723	169,723	0	\$ (169,723)	-100.0%
2001	TELEPHONE	873	1,200	1,200	0	\$ (1,200)	-100.0%
2002	POWER	42,349	47,000	47,000	0	\$ (47,000)	-100.0%
2003	WATER & SEWER	2,550	1,800	1,800	0	\$ (1,800)	-100.0%
2004	PRINTING AND ADVERTISING	500	800	800	0	\$ (800)	-100.0%
2005	POSTAGE	-30	47	47	0	\$ (47)	-100.0%
2006	TRAVEL	0	60	60	0	\$ (60)	-100.0%
2007	DUES AND MEMBERSHIPS	92	400	400	0	\$ (400)	-100.0%
2008	TRAINING	300	300	300	0	\$ (300)	-100.0%
2009	CONFERENCES AND MEETINGS	54	400	400	0	\$ (400)	-100.0%
2010	INDEPENDENT CONTRACTORS	3,719	6,000	6,000	0	\$ (6,000)	-100.0%
2011	CONTRACTED CUSTODIAL SVCS.	32,738	34,091	34,091	0	\$ (34,091)	-100.0%
2034	OFFICE EQUIPMENT	128	500	500	0	\$ (500)	-100.0%
2035	BUILDING MAINTENANCE	10,203	19,900	19,900	0	\$ (19,900)	-100.0%
2062	CONTINGENCY	305	4,000	4,000	0	\$ (4,000)	-100.0%
3001	OFFICE SUPPLIES	0	400	400	0	\$ (400)	-100.0%
3003	HEAT	15,000	16,249	16,249	0	\$ (16,249)	-100.0%
3006	MISCELLANEOUS SUPPLIES	10,223	14,100	14,100	0	\$ (14,100)	-100.0%
4001	OUTLAY-WEIGHT ROOM EQUIP.	0	0	0	0	\$ -	
	SUBTOTAL	119,004	147,247	147,247	0	\$ (147,247)	-100.0%
	TOTAL	301,150	316,970	316,970	0	\$ (316,970)	-100.0%
660	TREES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
1002	PART TIME PAYROLL	3,000	3,500	3,500	3,610	\$ 110	3.1%
1020	SOCIAL SECURITY	229	268	268	276	\$ 8	3.1%
	SUBTOTAL PERSONNEL	3,229	3,768	3,768	3,886	\$ 118	3.1%
2007	DUES & MEMBERSHIPS	125	125	125	125	\$ -	0.0%
2010	PROFESSIONAL SERVICES	16,288	18,000	18,000	18,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	48	50	50	50	\$ -	0.0%
	SUBTOTAL	16,461	18,175	18,175	18,175	\$ -	0.0%
660	TREES	19,690	21,943	21,943	22,061	\$ 118	0.5%

Special Funds Summary	Budget	Budget	\$ Change	% Change
Expenditures	FY 2012	FY 2013	12 to 13	12 to 13
Cape Elizabeth Rescue Fund	\$ 180,746	\$ 263,900	\$ 83,154	46.0%
Cape Elizabeth Sewer Fund	\$ 1,491,717	\$ 1,755,300	\$ 263,583	17.7%
Spurwink Church Fund	\$ 10,847	\$ 11,362	\$ 515	4.7%
Riverside Cemetery Fund	\$ 49,190	\$ 50,817	\$ 1,627	3.3%
Riverside Capital Fund		\$ 18,000	\$ 18,000	100.0%
Fort Williams Park Fund	\$ 31,621	\$ 147,695	\$ 116,074	367.1%
Portland Head Light Fund	\$ 529,525	\$ 543,695	\$ 14,170	2.7%
Thomas Jordan Fund	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Imp. Fund.	\$ -	\$ -	\$ -	100.0%
Community Services Fund	\$ 186,993	\$ 437,006	\$ 250,013	133.7%
Total Budget	\$ 2,516,174	\$ 3,263,310	\$ 747,136	29.7%
Revenues	Revenues	Revenues	12 to 13	12 to 13
Cape Elizabeth Rescue Fund	\$ 170,000	\$ 170,000	\$ -	0.0%
Cape Elizabeth Sewer Fund	\$ 1,625,300	\$ 1,755,300	\$ 130,000	8.0%
Spurwink Church Fund	\$ 4,200	\$ 4,200	\$ -	0.0%
Riverside Cemetery Fund	\$ 38,000	\$ 38,000	\$ -	0.0%
Fort Williams Park Fund	\$ 80,325	\$ 147,625	\$ 67,300	83.8%
Portland Head Light Fund	\$ 542,200	\$ 547,200	\$ 5,000	0.9%
Thomas Jordan Fund	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Imp. Fund.	\$ 25,000	\$ 20,000	\$ (5,000)	-20.0%
Community Services Fund				
Total Revenues	\$ 2,520,560	\$ 2,717,860	\$ 197,300	7.8%

Change to Fund Balance		Estimated Fund Balance 6/30/2013		
Cape Elizabeth Rescue Fund	\$ (93,900)		\$ 200,000	
Cape Elizabeth Sewer Fund	\$ -		\$ 1,100,000	
Spurwink Church Fund	\$ (7,162)		\$ 16,000	
Riverside Cemetery Fund	\$ (12,817)		\$ 345,000	
Fort Williams Park Capital Fund	\$ (70)		\$ 165,000	
Portland Head Light Fund	\$ 3,505		\$ 475,000	
Thomas Jordan Fund	\$ -		\$ 900,000	
Infrastructure Imp. Fund.	\$ 20,000		\$ 85,000	
Community Services Fund	\$ -		\$ 60,000	
Total	\$ (90,444)		\$ 3,346,000	

Rescue Fund

735	RESCUE FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to 13	FY 12 to 13
	REVENUES						
R0620	RESCUE FEES	153,908	170,000	170,000	170,000	\$ -	0.0%
	TOTAL RESCUE FUND REVENUES	153,908	170,000	170,000	170,000	\$ -	0.0%
	EXPENDITURES						
1002	PART TIME PAYROLL	63,552	83,250	83,250	158,800	\$ 75,550	90.8%
1020	SOCIAL SECURITY	6,800	6,800	6,800	12,150	\$ 5,350	78.7%
	PERSONNEL SUBTOTAL	70,352	90,050	90,050	170,950	\$ 80,900	89.8%
						\$ -	
2000	CELLULAR	791	650	650	650	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,667	2,700	2,700	2,700	\$ -	0.0%
2008	TRAINING	6,820	8,000	8,000	8,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	15,428	25,000	25,000	25,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	3,162	4,500	4,500	4,500	\$ -	0.0%
2033	RADIO MAINTENANCE	7,035	7,300	7,300	7,300	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	7,762	9,000	9,000	9,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	450	2,500	2,500	2,500	\$ -	0.0%
3022	MOTOR FUELS	1,254	3,790	3,790	3,800	\$ 10	0.3%
3004	UNIFORMS	2,336	4,500	4,500	4,500	\$ -	0.0%
3005	MINOR EQUIPMENT	14,739	15,000	15,000	15,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	2,249	2,500	2,500	2,500	\$ -	0.0%
4001	OUTLAY	0					
6010	TOWN GENERAL FUND	5,236	5,256	5,256	7,500	\$ 2,244	42.7%
	SUBTOTAL	68,929	90,696	90,696	92,950	\$ 2,254	2.5%
	RESCUE FUND TOTAL	139,281	180,746	180,746	263,900	\$ 83,154	46.0%

Number	Position	Total Hours	Pay Rate	Total Dollars
1	Capt.	270	\$13.93	\$3,761
3	Lt.	700	\$12.88	\$9,016
5	Paramedics	200	\$72.10	\$14,420
7	EMT-I	600	\$38.11	\$22,866
15	EMT-Basic	2,200	\$11.76	\$25,872
8	Driver	1,300	\$10.71	\$13,923
8	Student/Prob.	400	\$10.00	\$4,000
1	Medical Director		\$5,000.00	\$5,000
	Per Diem Rescue	3,285	\$18.25	\$59,951
47		5,670	Total	\$158,809

Part-time Payroll \$158,800

Pay for daily per-diem rescue person, Medical Director, company captain and three lieutenants. This also covers the pay for the 6 paramedics, 7 intermediates, 10 EMT's and 6 drivers.

Cellular Phone (2000) \$650

Cell phone fees for Rescue 1 and Rescue 2. These phones are used to call medical control, poison control and sometimes family members. This keeps medical information off the radio where people could listen in.

Dues and Memberships (2007) \$2,700

This covers the dues paid to Southern Maine EMS, this fee is based on our call volume. This also covers our EMS and ambulance licenses for the State of Maine. Also included is the glucoscan license with DHHS.

Minor Equipment (3005) \$15,000

Included in this account are two truck mounted chargers for the Toughbook computers, batteries, software upgrades for our Toughbook computers. This account also covers all out of drug box medications, ALS and BLS supplies, glucometers, IV supplies and medical gloves. Also purchased from this account are all splinting and immobilization equipment

Miscellaneous Supplies (3006) \$2,500

This account covers costs of appreciation night plaques and awards. Also included are office supplies for the rescue company.

815	SEWER FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to 13	FY 12 to 13
	REVENUES						
R0348	SEWER BILLS	1,628,963	1,600,000	1,679,500	1,730,000	\$ 130,000	8.1%
R0349	CONNECTION FEES	38,176	25,000	25,000	25,000	\$ -	0.0%
R0356	MISCELLANEOUS	3,363	300	300	300	\$ -	0.0%
	USE OF SURPLUS						
	TOTAL SEWER FUND REVENUES	1,670,502	1,625,300	1,704,800	1,755,300	\$ 130,000	8.0%
	EXPENDITURES						
1001	FULL TIME PAYROLL	10,796	11,212	11,212	11,548	\$ 336	3.0%
1003	OVERTIME PAYROLL	480	867	700	1860	\$ 993	114.5%
1020	SOCIAL SECURITY	906	924	911	1,026	\$ 102	11.0%
	PERSONNEL SUBTOTAL	12,182	13,003	12,823	14,434	\$ 1,431	11.0%
2022	UNIFORMS	624	680	680	720	\$ 40	5.9%
2037	SEWER LINE MAINTENANCE/RESERVE	55,645	100,000	100,000	139,034	\$ 39,034	39.0%
2062	CONTINGENCY	121	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,089,984	1,110,000	1,110,000	1,325,000	\$ 215,000	19.4%
2072	ADMINISTRATIVE COSTS	1,655	2,000	1,500	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	0	1,800	2,375	2,200	\$ 400	22.2%
3002	GASOLINE	320	455	455	455	\$ -	0.0%
3040	DIESEL FUEL	398	568	568	568	\$ -	0.0%
4001	OUTLAY	53,318	0	0	0	\$ -	
4004	DEBT SERVICE	219,563	219,563	219,563	219,564	\$ 1	0.0%
6010	TOWN GENERAL FUND	43,014	43,448	43,445	51,125	\$ 7,677	17.7%
	SUBTOTAL	1,464,642	1,478,714	1,478,786	1,740,866	\$ 262,152	17.7%
	SEWER FUND TOTAL	1,476,824	1,491,717	1,491,609	1,755,300	\$ 263,583	17.7%

**SEWER FUND BUDGET (815)
PERSONNEL & SALARY INFORMATION**

POSITION	Actual FY 2012	Proposed for FY 2013
Equipment Operator (40 hrs. @ \$20.62/hr. @ 14 wks.)	\$11,212	\$11,548

Note: Negotiations are on-going with the Teamsters Local #340 at the time of this submittal. The pay amounts shown for the full-time position may be need to be amended, but for the time being, it is reflecting a 3% increase over the FY 2012 salary amount.

Full Time Payroll (1001) \$11,548

An Equipment Operator is charged off for 14 weeks for time spent on sewer line maintenance and minor repairs on our collector system. The remaining 38 weeks are charged off to the Refuse & Recycling Budget (320)

Overtime (1003) \$1,860

This covers overtime for sewer-related calls outside of normal working hours. It is being increased to cover call outs after hours to mark our sanitary infrastructure for the Dig-Safe Call Center. The number of hours is proposed to be increased from 50 to 75 hours.

Uniforms (2022) \$720

Eight weeks of uniform expenses are charged off to the Sewer Fund budget.

Sewer Line Maintenance & Reserve (2037) \$139,034

Each year we have carried a maintenance and reserve account to address minor sewer line repairs. It has also become a set-aside for future projects. Though we have completed the design of the Charles Road Sewer Project, no date has been set for the start of construction. The reason is that we are working with the Portland Water District and the City of South Portland to assess our future financial obligations to mitigate the Ottawa Road CSO problem. On December 30, 2011, a report was submitted to the Maine DEP, which proposes mitigation levels to target the reduction of the CSO, which is the combined flow of stormwater and sanitary sewerage into the Portland Harbor channel that occurs during a heavy rain event. The initial work will involve a combination of data collection and methodology to develop a scope of work. Once that is complete, we will have to undertake a project, or projects to extricate

stormwater flows from the sanitary network that flows into the Ottawa Road Pumping Station. Includes fund towards Starboard Drive sewer reconstruction.

Other items appropriated out of this account are the purchase of sewer cleaning supplies, video work on sewer lines not performed by the Portland Water District, maintenance on our sewer line cleaning machine and the purchase of manhole riser rings that are needed as part of our paving program.

Portland Water District Assessment (2071) \$1,325,000

This covers the annual assessment from the Portland Water District for the maintenance of our pumping stations, Southern Cape Treatment Plant, interceptor sewer lines, and our share of the South Portland Treatment Plant flows. The PWD Trustees have set the 2012 calendar year assessment at \$1,293,540, which is 18.7% higher than last year. As noted, they are on a calendar year budget, so the amount shown in the spreadsheet is adjusted to reflect 6 months of the forecasted assessment for 2013. We are continuing to work with the PWD staff on capacity/overflow issues with the Ottawa Road Pumping Station. In December of 2011, they completed an upgrade to the Spurwink Avenue Pumping Station, which will eliminate any future by-pass occurrences. As always, the personnel at the Portland Water District continue to be helpful to us in times of need. Scott Firmin and his team have assisted with us many times and they have been very helpful as we progress with the Ottawa Road CSO project.

Gasoline (3002) \$455

A small sum is carried for gasoline to cover fuel for the sewer line maintenance activities.

Diesel Fuel (3040) \$568

Like the gasoline, a small sum is also carried for diesel fuel.

Debt Service (4004) \$219,564

This is the annual debt service obligation from the 2006 Sewer Rehabilitation Project.

Town General Fund (6010) \$51,525

This account covers a contribution to the Town's General Fund to cover administrative time spent on the sewer fund budget on the part of department heads and other Town Staff, not accounted for in the salary account (1001). This proposal equals 3% of the 815 budget total.

840	SPURWINK CHURCH	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to	FY 12 to 13
						13	13
	REVENUES						
R0334	RENTAL FEES	7,860	4,000	4,000	4,000	\$ -	0.0%
R0434	INTEREST	346	200	200	200	\$ -	0.0%
	TOTAL SPURWINK CHURCH FUND REVENUES	8,206	4,200	4,200	4,200	\$ -	0.0%
	EXPENDITURES						
1002	PART TIME PAYROLL	1,352	2,500	2,500	2,500	\$ -	0.0%
1020	SOCIAL SECURITY	191	191	191	191	\$ -	0.0%
	PERSONNEL SUBTOTAL	1,543	2,691	2,691	2,691	\$ -	0.0%
						\$ -	
2001	TELEPHONE	-	550	550	550	\$ -	0.0%
2002	POWER	316	690	690	690	\$ -	0.0%
2003	WATER	352	400	400	400	\$ -	0.0%
2035	BUILDING MAINTENANCE	5,985	2,500	2,500	3,000	\$ 500	20.0%
2063	ALARM SERVICE	-	450	450	450	\$ -	0.0%
3003	HEAT	2,465	3,250	3,250	3,250	\$ -	0.0%
6010	TOWN GENERAL FUND	308	316	316	331	\$ 15	4.9%
	SUBTOTAL	9,426	8,156	8,156	8,671	\$ 515	6.5%
	SPURWINK CHURCH TOTAL	10,969	10,847	10,847	11,362	\$ 515	4.9%

This account covers the openings of the Spurwink Church and the cost of operations and maintenance.

860	RIVERSIDE CEMETERY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	REVENUES					\$ -	
R0328	INVESTMENT INCOME	4,351	1,000	1,000	1,000	\$ -	0.0%
R0330	LOT SALES	4,300	12,000	12,000	12,000	\$ -	0.0%
R0516	BURIAL FEES	18,100	25,000	25,000	25,000	\$ -	0.0%
	TOTAL RIVERSIDE CEMETERY REVENUES	26,751	38,000	38,000	38,000	\$ -	0.0%
1001	FULL TIME PAYROLL	18,981	19,220	19,220	18,548	\$ (672)	-3.5%
1002	PART-TIME PAYROLL	10,047	13,195	13,195	14,500	\$ 1,305	9.9%
1003	OVERTIME	1,353	1,421	1,421	1,800	\$ 379	26.7%
1020	SOCIAL SECURITY	2,538	2,588	2,588	2,666	\$ 77	3.0%
	PERSONNEL SUBTOTAL	32,919	36,424	36,424	37,514	\$ 1,089	3.0%
2002	POWER	224	225	225	225	\$ -	0.0%
2003	WATER	659	250	250	250	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1639	750	1200	700	\$ (50)	-6.7%
2022	UNIFORMS	625	680	680	720	\$ 40	5.9%
2032	MARKER REPAIRS	85	500	550	1000	\$ 500	100.0%
2036	STONEWALL REPAIRS	1,250	2,500	2,500	2,500	\$ -	0.0%
3002	GASOLINE	871	1,056	1,056	1,056	\$ -	0.0%
3006	MATERIALS & SUPPLIES	2,618	2,500	2,500	2,500	\$ -	0.0%
3008	BURIALS	-	-	-	-		
3040	DIESEL FUEL	350	622	622	622	\$ -	0.0%
				7500	18,000		
4005	LOT BUY BACK	1,612	2,250	2,250	2,250	\$ -	0.0%
6010	TOWN GENERAL FUND	1,361	1,433	1,673	2,020	\$ 587	41.0%
	SUBTOTAL	11,294	12,766	21,006	31,843	\$ 19,077	149.4%
	RIVERSIDE CEMETERY TOTAL	44,213	49,190	57,430	69,357	\$ 20,167	41.0%

RIVERSIDE CEMETERY (860)

PERSONNEL & SALARY INFORMATION	Actual FY 2012	Proposed for FY 2013
Equipment Operator (40 hrs. @ \$19.32/hr. @ 24 wks.)	\$19,220	\$18,548
Part-Time Maintenance Worker (40 hrs. @ \$12.00/hr. @ 25 wks.)	11,660	12,000
Cemetery Lot Coordinator (Stipend Position)	1,535	2,500

Note: Negotiations are on-going with the Teamsters Local #340 at the time of this submittal. The pay amount shown for the full-time position may be need to be amended, but for the time being, it is reflecting a 3% increase over the FY 2012 salary amount. The Equipment Operator listed is also eligible for step increase in FY 2013, per the Collective Bargaining Agreement (CBA)

Full Time Payroll (1001) \$18,548

A Parks Division Equipment Operator is charged off for 24 weeks to this account to account for mowing and maintenance at the Cemetery.

Part Time Payroll (1002) \$14,500

The maintenance worker listed above also performs duties on municipal properties, Fort Williams Park and the School Grounds. The Cemetery Lot Coordinator is also funded from this account. He works closely with the Town Clerk and the Riverside Cemetery Trustees. His position requires him to coordinate on-site visits at the cemetery with perspective buyers. These generally occur after regular business hours, since he has a full-time job of his own, combined with the fact that most people are not available during normal business hours. It is proposed that the stipend for his position should be increased to more realistically reflect the time he spends both meeting with residents and time spent working administratively with the Town Clerk. For comparison purposes, the Tree Warden’s annual stipend was \$3,500/year in FY 2012.

Overtime (1003)

This account covers weekend (and after normal work hours) burials that require overtime for the Public Works personnel. This account is being increased since we are now using two operators to service full-size interments outside of our regular work hours. This is being done to both expedite the task and make for safer working conditions.

Supplies (3006) \$2,500

This account covers flags for Memorial Day, our membership in the **Maine Cemetery Association**, minor equipment and grounds materials for the Cemetery.

Diesel Fuel (3040) \$622

This account covers diesel fuel used in the mowing of the Cemetery. It is being budgeted @ \$3.25/gal.

Town General Fund (6010) \$2,020

This account covers a contribution to the Town’s General Fund to cover administrative time spent on cemetery management on the part of department heads and other Town Staff, not accounted for in the salary account (1001). This proposal equals 3% of the 860 budget total.

861	RIVERSIDE CEMETERY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
	CAPITAL FUND	FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
4001	OUTLAY			7,500	18,000	\$ 18,000	100.0%
	RIVERSIDE CEMETERY TOTAL			7,500	18,000	\$ 18,000	100.0%

Outlay (4001) \$18,000 (Funded by Capital Budget)

It is proposed to undertake two of the projects proposed in the 2011 Master Plan. It is proposed to install additional tree plantings between Sycamore and Dogwood Lane. The plantings will reduce the available number of lots in this area by 10, but enhance the appearance to make the remaining lots more desirable to buyers. The second project is to install additional plantings around the Maintenance Building, in an attempt to naturally buffer it from the adjacent road and lots. The amount budgeted also includes “soft costs”, for layout and design. In addition, it is proposed to fund a stonewall extension with \$45,000 from the unassigned fund balance.

865	FORT WILLIAMS PARK FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to 13	FY 12 to 13
	REVENUES						
RO337	OFFICERS ROW RENTALS	14,560	16,225	21,225	45,000	28,775	177.3%
RO500	BINOCULAR REVENUE	896	1,100	900	900	(200)	-18.2%
RO508	CEREMONY FEES	2,838	3,500	3,000	3,000	(500)	
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	17,292	20,000	18,000	18,000	(2,000)	-10.0%
RO511	SITE FEES	7,200	29,500	28,000	32,000	2,500	8.5%
RO603	BENCH DONATIONS					-	
RO700	FW CONCESSIONS	3,500	2,000	14,795	15,795	13,795	
RO800	BUS/TROLLEY REVENUES			3,000	25,000		
RO900	FWP DONATION BOXES	9,099	8,000	8,250	8,000	-	
	TOTAL FORT WILLIAMS PARK REVENUES	55,385	80,325	97,170	147,695	67,370	83.9%
	EXPENDITURES					-	
4005	MASTER & BUSINESS PLAN UPDATE		10,000	10,000		(10,000)	
4006	MISC. PROJ. TBD BY THE FWAC	554	5,000	6,000	20,000	15,000	300.0%
4011	GODDARD MANSION	71				-	
4015	BATTERY BLAIR FEASIBILITY STUDY		200		200	-	0.0%
4016	PARK BENCHES	243	500	150	500	-	0.0%
4017	PLAYGROUND BRICKS	-				-	
4018	GARDEN POND STUDY	-	5,000			(5,000)	-100.0%
4019	BATTERY BLAIR REPAIRS	27,654				-	
4020	ENTRANCE ROAD GUARDRAIL EXTENSION	88	5,000	3,780		(5,000)	-100.0%
4021	PEDESTRIAN IMPROVEMENTS		5,000	2,800			-100.0%

						(5,000)	
4022	CLIFF WALK SAFETY IMPROVEMENTS				16,000		
4025	SHIP COVE PARKING IMPROVEMENTS				75,000		
4026	PICNIC AREA SLAB REHABILITATION				35,000	35,000	
4027	POWERS ROAD/SHIP COVE IMPROV.				62,000	62,000	
6010	GENERAL FUND CONTRIBUTION	1,272	921	682	6,261	5,340	579.8%
						-	
	FORT WILLIAMS PARK CAPITAL TOTAL	29,882	31,621	23,412	214,961	183,340	579.8%

Fort Williams FY 2013 Capital Budget Narrative

Introduction from Fort Williams Advisory Commission Chair Bill Nickerson

The budget situation for Fort Williams Park in FY 2013 is significantly different than it was in FY 2012. During FY 2012 the Fort Williams Advisory Commission (FWAC) decided to hold off new capital expenditures in order to build the Capital Fund balance in anticipation of capital funding priorities to be established through the updated Master Plan process. The postponing of capital expenditures, combined with increased revenue generation within the park during the past year, has resulted in a projected increase of 88% in the Capital Fund balance by 6/30/2012, to \$161,389 from \$85,983 at 6/30/2011. During the past year, new revenues were generated from building rentals, concession fees and new site fees, primarily from the Beach to Beacon race. In FY 2012 Revenues are projected to increase over the prior year by 75% from \$55,385 to \$97,170. During FY 2013 revenues are projected to increase by an additional \$50,525 to \$147,695, primarily due to increasing building rentals and the recently approved bus fees. If there were no new capital expenditures, the Capital Fund balance is projected to increase to \$309,084 by the end of FY 2013.

As previously discussed with the Council, the Master Plan update prioritizes ten of the major projects which are recommended within the Plan. As stated last year, the FWAC is highly motivated to generate the funds which will enable the park to be maintained to a much higher standard. By doing so, the commission anticipates the park will be safer, more attractive and convenient for visitors. The commission also believes some of these recommendations can create new opportunities for revenue generation in coming years without materially impacting the character of the park. To that end, we are proposing that several of the higher priority projects be considered in the FY 2013 budget, and these recommendations have been outlined in the following pages. Once again, the FWAC would like to thank the town council and council liaison, Jim Walsh, for their support over the last year and throughout the master planning process.

Misc. Projects TBD by the FWAC (4006) \$20,000

This appropriation is for projects that are not specifically funded in other accounts. There are over 80 small improvement projects that were proposed in the recent update of the Master Plan. The commission is requesting that we be given the opportunity to fund some of those out of this account, since many are minor enhancements of the park infrastructure. In addition, this account may also provide funding for opportunities that are not known at the time of this submittal.

Battery Blair Feasibility Study (4015) \$200

The FWAC has been working with the Fort Williams Charitable Foundation (FWCF) on the feasibility of restoring the battery. The cost of the study is approximately \$36,000, which is being funded by the FWCF. A small sum is being proposed by the FWAC for printing of plans and documents or other miscellaneous expenses. The anticipated completion date for the study is June 1, 2012.

Park Benches (4016) \$500

A small sum is being proposed to replace the plaques on the park benches and for any minor maintenance required during the year.

Cliff Walk Safety Improvements (4022) \$16,000

Pedestrian safety on sections of the Cliff Walk was noted by several respondents in the survey that was done as part of the Master Plan Update. It was recommended in the Master Plan that, “alternatives for aesthetically pleasing edge restraints or other safety options should be evaluated”. The Town is working with a consultant to propose a safety enhancement on one particularly bad corner on the walkway. Funds are proposed to address safety issues in phases, with the first project being proposed for FY 2013.

Ship Cove Parking Improvements (4025) \$74,000

As noted in the 2012 Master Plan, “The existing parking lot has 47 spaces and is a dead-end configuration.” It is proposed to expand the parking lot to accommodate a total of 70 vehicles, which would include a cul-de-sac to facilitate circulation. Pedestrian improvements would also be incorporated into the design, improving the access to both Battery Keyes and Goddard Mansion. The project would also improve the pedestrian link from the Chapel Road to the Ship Cove sidewalk.

Picnic Area Slab Rehabilitation (4026) \$35,000

A concrete slab that was once the foundation for the Hydrogen Gas Generator House has long been used as a group picnic area. It has been suggested by both past and current commission members that the slab should be repaired and rented out, due to its close proximity to Ship Cove. During the Master Plan Update, there was a strong consensus on the FWAC to restore the slab so that it may be suitable to accommodate a railing and canopy to enhance any group use. It is proposed to replace the slab and install a railing as noted above. It would also be designed to include tie-downs for a canopy, if desired. Once completed, the area will be added to the facilities that are currently available for reservation for a fee, i.e. the Picnic Shelter, the Bandstand, etc.

Powers Road/Ship Cove Parking Pedestrian & Vehicular Improvements (4027) \$62,000

The current alignment of the main entrance road and the entrance to the Ship Cove parking lot is not user friendly to either pedestrians and/or motorists. The entrance to the lot is quite wide and the intersection is not conducive to pedestrian safety since there is such an expanse of asphalt. In addition, the sidewalk is narrow and directly abuts the edge of the traveled way. When bus and passenger vehicles meet in this area, one of them has to mount the curbing and/or the sidewalk to avoid hitting one another. It is proposed to reconfigure the intersection, widen the existing sidewalks, add a crosswalk and install landscape improvements.

Town General Fund (6010) \$6,231

This is a contribution to the general fund to cover administrative time spent on park issues, on the part of the department heads and other town staff not accounted for in the operations budget (645). This amount equals 3% of the budget total and applies to all Special Fund budgets.

870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	CHANGE	CHANGE
						FY 12 to 13	FY 12 to 13
	REVENUES						
R0555	DONATIONS	1,393	1,200	1,000	1,200	\$ -	0.0%
R0556	MUSEUM ADMISSIONS	47,061	40,000	45,000	45,000	\$ 5,000	12.5%
R0557	GIFT SHOP SALES	519,281	500,000	500,000	500,000	\$ -	0.0%
R0558	BINOCULARS	920	1,000	1,000	1,000	\$ -	0.0%
R0560	INTEREST					\$ -	
	TOTAL FUND REVENUES	568,655	542,200	547,000	547,200	\$ 5,000	0.9%
	EXPENDITURES						
1001	FULL TIME PAYROLL	64,585	65,900	65,900	67,300	\$ 1,400	2.1%
1002	PART TIME PAYROLL	41,099	50,000	50,000	61,500	\$ 11,500	23.0%
1020	SOCIAL SECURITY	8,023	8,975	8,275	9,255	\$ 280	3.1%
1023	ICMA DEFERRED COMPENSATION	-	6,200	6,200	6,385	\$ 185	3.0%
1025	HEALTH INSURANCE	16,075	17,080	17,080	17,285	\$ 205	1.2%
	PERSONNEL SUBTOTAL	129,782	148,155	148,155	161,725	\$ 13,570	9.2%
2001	TELEPHONE	3,692	3,500	3,500	3,500	\$ -	0.0%
2002	POWER	3,257	3,500	3,500	3,500	\$ -	0.0%
2004	PRINTING AND ADVERTISING	9,369	10,500	10,500	10,500	\$ -	0.0%
2005	POSTAGE	44	150	150	150	\$ -	0.0%
2006	TRAVEL	-	200	200	200	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	400	800	800	800	\$ -	0.0%
2008	TRAINING	3,110	3,250	3,250	3,850	\$ 600	18.5%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	208	1,000	1,000	1,000	\$ -	0.0%
2013	COLLECTIONS	-	1,500	1,500	1,500	\$ -	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	150	150	\$ -	0.0%
2034	OFFICE EQUIPMENT	260	1,000	1,000	1,000	\$ -	0.0%
2035	BUILDING MAINTENANCE	6,572	31,500	31,500	31,500	\$ -	0.0%
2036	GROUNDS MAINTENANCE	22,783	30,000	30,000	30,000	\$ -	0.0%

2062	CONTINGENCY	-	1,000	1,000	1,000	\$ -	0.0%
870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$	%
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
2089	INSURANCE COVERAGES	3,744	3,500	3,500	3,500	\$ -	0.0%
3001	OFFICE SUPPLIES	606	600	600	600	\$ -	0.0%
3003	HEAT	4,301	5,420	5,420	5,420	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	-	100	100	100	\$ -	0.0%
3007	CLEANING SUPPLIES	23	200	200	200	\$ -	0.0%
3020	BOOKS	-	100	100	100	\$ -	0.0%
4001	OUTLAY	16,685	15,000	15,000	15,000	\$ -	0.0%
4002	MUSEUM DEVELOPMENT	2,106	6,000	6,000	6,000	\$ -	0.0%
4010	GIFT SHOP COSTS	271,185	255,000	255,000	255,000	\$ -	0.0%
6010	TOWN GENERAL FUND	7,200	7,200	7,200	16,050	\$ 8,850	122.9%
		355,545	381,370	381,370	381,970	\$ 600	0.2%
	PORTLAND HEAD LIGHT TOTAL	485,327	529,525	543,695	543,695	\$ 14,170	2.7%

Full Time Payroll (1001) \$67,300

The FY2013 full time account includes:

Museum Director Salary \$58,000
Parks Department Equipment Operator Salary \$773 (12 weeks) = \$9275.00

Part Time Payroll (1002) \$61,500

Position	Hourly Wage	Hours/ per week
Marketing/Office Assistant	\$12.79	40 (six months) 24 (six months) \$22,000
2 Shop Assistants	\$11.59	30 (five months) 20(two months) \$10,800
Office Assistant/Marker	\$ 9.27	24 (five months) 8 (four months)\$7350
Park Rangers	\$13.24	22 (seven months) \$9314 plus \$1323 (extra-ships)
Greeters	\$8.00	60(five months) \$12000 PHL share \$10,000

Printing and Advertising (2004) \$10,500

The FY2013 budget includes advertising in the Convention and Visitors Guide, Maine Tour, Down East and Portland magazines, the Portland Discovery trolley. Another expense is the printing of 30,000 rack cards which are distributed in Visitor Information Centers.

Training (2008) \$3,850

We host a Spring Meeting and a Fall Dinner for our volunteers. Volunteers staff the museum and gift shop contributing more than 2800 hours per season. Portland Head Light has about 50 volunteers. This also will include \$600 for uniforms for Parks Dept.

Building Maintenance (2035) \$31,500

FY2013 includes exterior and interior maintenance of the keepers' quarters and gift shop, cleaning contract, security system maintenance and carpet cleaning.

Grounds Maintenance (2036) \$30,000

Portland Head Light covers rental and cleaning costs for 8 portable toilets \$20,000 in Fort Williams Park. Also included is the landscaping contract for \$10,000 to maintain the property, the circle and the two walks along the coastline.

Outlay (4001) \$15,000

FY 2013 includes \$13,000 for fencing replacement project on the north side of Portland Head Light and into Ft. Williams Park.

Museum Development (4002) \$6,000

FY 2013 includes maintenance of the museum exhibits, updates, and reserve for future replacements.

Gift Shop Costs (4010) \$255,000

Projected sales are \$500,000. Costs of goods are approximately 55% of sales. This includes stock, bags, computers, registers and credit card fees.

875	THOMAS JORDAN TRUST	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
5101	CLIENT ASSISTANCE/ADMIN.	25,132	34,500	34,500	34,500	\$ -	0.0%
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035	\$ -	0.0%
	THOMAS JORDAN TOTAL	26,167	35,535	35,535	35,535	\$ -	0.0%

750	INFRASTRUCTURE IMPROVEMENT FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
4001	TOWN CENTER FIRE STATION LIGHTING	\$ 2,842	\$ -	\$ -	\$ -	\$ -	
4002	THOMAS MEMORIAL LIBRARY PHASE II	\$ 28,762	\$ -	\$ -	\$ -	\$ -	
4003	LIBRARY LIGHTING UPGRADE	\$ 6,426	\$ -	\$ -	\$ -	\$ -	
4004	POOL DECTRON UNIT REPAIRS	\$ 4,362	\$ -	\$ -	\$ -	\$ -	
4005	POLICE SHELVING	\$ 239	\$ -	\$ -	\$ -	\$ -	
4006	TOWN CENTER FIRE STATION	\$ -	\$ -	\$ -	\$ -	\$ -	
4007	TOWN CENTER LIGHT FIXTURES REP	\$ -	\$ -	\$ -	\$ -	\$ -	
	INFRASTRUCTURE FUND TOTAL	\$ 42,631	\$ -	\$ -	\$ -	\$ -	

GF	CARRY FORWARD FUNDING FOR CIP	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
		\$ 206,688	\$ 222,839	\$ 222,839	\$ -	\$ (222,839)	-100.0%

SF	TOTAL SPECIAL FUNDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
		\$2,461,982	\$ 2,552,020	\$ 2,565,888	\$2,893,570	\$ 341,550	13.4%
CT	CUMBERLAND COUNTY TAX ASSESSMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
		\$ 947,600	\$ 992,047	\$ 992,047	\$ 998,136	\$ 6,089	0.6%
HE	HOMESTEAD EXEMPTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	HOMESTEAD EXEMPTION	\$ 171,000	\$ 175,000	\$ 149,641	\$ 149,000	\$ (26,000)	-14.9%
	TOTAL SPECIAL FUNDS	\$2,461,982	\$ 2,552,020	\$ 2,565,888	\$2,893,570	\$ 341,550	13.4%
	GRAND TOTAL	\$3,580,582	\$ 3,719,067	\$ 3,707,576	\$4,040,706	\$ 321,639	8.6%

**Special Funds
FY 2013
Summary of Proposed Budgets**

	Budget	Budget	\$ Change	% Change
Expenditures	FY 2012	FY 2013	12 to 13	12 to 13
Cape Elizabeth Rescue Fund	\$ 180,746	\$ 263,900	\$ 83,154	46.0%
Cape Elizabeth Sewer Fund	\$ 1,491,717	\$ 1,755,300	\$ 263,583	17.7%
Spurwink Church Fund	\$ 10,847	\$ 11,362	\$ 515	4.7%
Riverside Cemetery Fund	\$ 49,190	\$ 50,817	\$ 1,627	3.3%
Riverside Capital Fund		\$ 18,000	\$ 18,000	100.0%
Fort Williams Park Fund	\$ 31,621	\$ 147,695	\$ 116,074	367.1%
Portland Head Light Fund	\$ 529,525	\$ 543,695	\$ 14,170	2.7%
Thomas Jordan Fund	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Imp. Fund.	\$ -	\$ -	\$ -	0.0%
Community Services Fund	\$ 186,993	\$ 437,006	\$ 250,013	133.7%
Total Budget	\$ 2,516,174	\$ 3,263,310	\$ 747,136	29.7%
Revenues	Revenues	Revenues	12 to 13	12 to 13
Cape Elizabeth Rescue Fund	\$ 170,000	\$ 170,000	\$ -	0.0%
Cape Elizabeth Sewer Fund	\$ 1,625,300	\$ 1,755,300	\$ 130,000	8.0%
Spurwink Church Fund	\$ 4,200	\$ 4,200	\$ -	0.0%
Riverside Cemetery Fund	\$ 38,000	\$ 38,000	\$ -	0.0%
Fort Williams Park Fund	\$ 80,325	\$ 147,625	\$ 67,300	83.8%
Portland Head Light Fund	\$ 542,200	\$ 547,200	\$ 5,000	0.9%
Thomas Jordan Fund	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Imp. Fund.	\$ 25,000	\$ 20,000	\$ (5,000)	-20.0%
Community Services Fund				
Total Revenues	\$ 2,520,560	\$ 2,717,860	\$ 197,300	7.8%
Change to Fund Balance		Estimated Fund Balance 6/30/2013		
Cape Elizabeth Rescue Fund	\$ (93,900)		\$ 200,000	
Cape Elizabeth Sewer Fund	\$ -		\$ 1,100,000	
Spurwink Church Fund	\$ (7,162)		\$ 16,000	
Riverside Cemetery Fund	\$ (12,817)		\$ 345,000	
Fort Williams Park Capital Fund	\$ (70)		\$ 165,000	
Portland Head Light Fund	\$ 3,505		\$ 475,000	
Thomas Jordan Fund	\$ -		\$ 900,000	
Infrastructure Imp. Fund.	\$ 20,000		\$ 85,000	
Community Services Fund	\$ -		\$ 60,000	
Total	\$ (90,444)		\$ 3,346,000	

**Town of Cape Elizabeth
Proposed Special Funds Budget
FY 2013**

735	RESCUE FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	REVENUES						
R0620	RESCUE FEES	153,908	170,000	170,000	170,000	\$ -	0.0%
	TOTAL RESCUE FUND REVENUES	153,908	170,000	170,000	170,000	\$ -	0.0%
	EXPENDITURES						
1002	PART TIME PAYROLL	63,552	83,250	83,250	158,800	\$ 75,550	90.8%
1020	SOCIAL SECURITY	6,800	6,800	6,800	12,150	\$ 5,350	78.7%
	PERSONNEL SUBTOTAL	70,352	90,050	90,050	170,950	\$ 80,900	89.8%
						\$ -	
2000	CELLULAR	791	650	650	650	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,667	2,700	2,700	2,700	\$ -	0.0%
2008	TRAINING	6,820	8,000	8,000	8,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	15,428	25,000	25,000	25,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	3,162	4,500	4,500	4,500	\$ -	0.0%
2033	RADIO MAINTENANCE	7,035	7,300	7,300	7,300	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	7,762	9,000	9,000	9,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	450	2,500	2,500	2,500	\$ -	0.0%
3022	MOTOR FUELS	1,254	3,790	3,790	3,800	\$ 10	0.3%
3004	UNIFORMS	2,336	4,500	4,500	4,500	\$ -	0.0%
3005	MINOR EQUIPMENT	14,739	15,000	15,000	15,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	2,249	2,500	2,500	2,500	\$ -	0.0%
4001	OUTLAY	0					
6010	TOWN GENERAL FUND	5,236	5,256	5,256	7,500	\$ 2,244	42.7%
	SUBTOTAL	68,929	90,696	90,696	92,950	\$ 2,254	2.5%
	RESCUE FUND TOTAL	139,281	180,746	180,746	263,900	\$ 83,154	46.0%

**Town of Cape Elizabeth
Proposed Special Funds Budget
FY 2013**

815	SEWER FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	REVENUES						
R0348	SEWER BILLS	1,628,963	1,600,000	1,679,500	1,730,000	\$ 130,000	8.1%
R0349	CONNECTION FEES	38,176	25,000	25,000	25,000	\$ -	0.0%
R0356	MISCELLANEOUS	3,363	300	300	300	\$ -	0.0%
	USE OF SURPLUS						
	TOTAL SEWER FUND REVENUES	1,670,502	1,625,300	1,704,800	1,755,300	\$ 130,000	8.0%
	EXPENDITURES						
1001	FULL TIME PAYROLL	10,796	11,212	11,212	11,548	\$ 336	3.0%
1003	OVERTIME PAYROLL	480	867	700	1860	\$ 993	114.5%
1020	SOCIAL SECURITY	906	924	911	1,026	\$ 102	11.0%
	PERSONNEL SUBTOTAL	12,182	13,003	12,823	14,434	\$ 1,431	11.0%
2022	UNIFORMS	624	680	680	720	\$ 40	5.9%
2037	SEWER LINE MAINTENANCE/RESERVE	55,645	100,000	100,000	139,034	\$ 39,034	39.0%
2062	CONTINGENCY	121	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,089,984	1,110,000	1,110,000	1,325,000	\$ 215,000	19.4%
2072	ADMINISTRATIVE COSTS	1,655	2,000	1,500	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	0	1,800	2,375	2,200	\$ 400	22.2%
3002	GASOLINE	320	455	455	455	\$ -	0.0%
3040	DIESEL FUEL	398	568	568	568	\$ -	0.0%
4001	OUTLAY	53,318	0	0	0	\$ -	
4004	DEBT SERVICE	219,563	219,563	219,563	219,564	\$ 1	0.0%
6010	TOWN GENERAL FUND	43,014	43,448	43,445	51,125	\$ 7,677	17.7%
	SUBTOTAL	1,464,642	1,478,714	1,478,786	1,740,866	\$ 262,152	17.7%
	SEWER FUND TOTAL	1,476,824	1,491,717	1,491,609	1,755,300	\$ 263,583	17.7%

**Town of Cape Elizabeth
Proposed Special Funds Budget
FY 2013**

840	SPURWINK CHURCH	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	REVENUES						
R0334	RENTAL FEES	7,860	4,000	4,000	4,000	\$ -	0.0%
R0434	INTEREST	346	200	200	200	\$ -	0.0%
	TOTAL SPURWINK CHURCH FUND REVENUES	8,206	4,200	4,200	4,200	\$ -	0.0%
	EXPENDITURES						
1002	PART TIME PAYROLL	1,352	2,500	2,500	2,500	\$ -	0.0%
1020	SOCIAL SECURITY	191	191	191	191	\$ -	0.0%
	PERSONNEL SUBTOTAL	1,543	2,691	2,691	2,691	\$ -	0.0%
						\$ -	
2001	TELEPHONE	-	550	550	550	\$ -	0.0%
2002	POWER	316	690	690	690	\$ -	0.0%
2003	WATER	352	400	400	400	\$ -	0.0%
2035	BUILDING MAINTENANCE	5,985	2,500	2,500	3,000	\$ 500	20.0%
2063	ALARM SERVICE	-	450	450	450	\$ -	0.0%
3003	HEAT	2,465	3,250	3,250	3,250	\$ -	0.0%
6010	TOWN GENERAL FUND	308	316	316	331	\$ 15	4.9%
	SUBTOTAL	9,426	8,156	8,156	8,671	\$ 515	6.5%
	SPURWINK CHURCH TOTAL	10,969	10,847	10,847	11,362	\$ 515	4.9%

**Town of Cape Elizabeth
Proposed Special Funds Budget
FY 2013**

865	FORT WILLIAMS PARK FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	REVENUES						
RO337	OFFICERS ROW RENTALS	14,560	16,225	21,225	45,000	28,775	177.3%
RO500	BINOCULAR REVENUE	896	1,100	900	900	(200)	-18.2%
RO508	CEREMONY FEES	2,838	3,500	3,000	3,000	(500)	
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	17,292	20,000	18,000	18,000	(2,000)	-10.0%
RO511	SITE FEES	7,200	29,500	28,000	32,000	2,500	8.5%
RO603	BENCH DONATIONS					-	
RO700	FW CONCESSIONS	3,500	2,000	14,795	15,795	13,795	
RO800	BUS/TROLLEY REVENUES			3,000	25,000		
RO900	FWP DONATION BOXES	9,099	8,000	8,250	8,000	-	
	TOTAL FORT WILLIAMS PARK REVENUES	55,385	80,325	97,170	147,695	67,370	83.9%
	EXPENDITURES						
						-	
4005	MASTER & BUSINESS PLAN UPDATE		10,000	10,000		(10,000)	
4006	MISC. PROJ. TBD BY THE FWAC	554	5,000	6,000	20,000	15,000	300.0%
4011	GODDARD MANSION	71				-	
4015	BATTERY BLAIR FEASIBILITY STUDY		200		200	-	0.0%
4016	PARK BENCHES	243	500	150	500	-	0.0%
4017	PLAYGROUND BRICKS	-				-	
4018	GARDEN POND STUDY	-	5,000			(5,000)	-100.0%
4019	BATTERY BLAIR REPAIRS	27,654				-	
4020	ENTRANCE ROAD GUARDRAIL EXTENSION	88	5,000	3,780		(5,000)	-100.0%
4021	PEDESTRIAN IMPROVEMENTS		5,000	2,800		(5,000)	-100.0%
4022	CLIFF WALK SAFETY IMPROVEMENTS				16,000		
4025	SHIP COVE PARKING IMPROVEMENTS				75,000		
4026	PICNIC AREA SLAB REHABILITATION				35,000	35,000	
4027	POWERS ROAD/SHIP COVE IMPROV.				62,000	62,000	
6010	GENERAL FUND CONTRIBUTION	1,272	921	682	6,261	5,340	579.8%
						-	
	FORT WILLIAMS PARK CAPITAL TOTAL	29,882	31,621	23,412	214,961	183,340	579.8%

**Town of Cape Elizabeth
Proposed Special Funds Budget
FY 2013**

870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	REVENUES						
R0555	DONATIONS	1,393	1,200	1,000	1,200	\$ -	0.0%
R0556	MUSEUM ADMISSIONS	47,061	40,000	45,000	45,000	\$ 5,000	12.5%
R0557	GIFT SHOP SALES	519,281	500,000	500,000	500,000	\$ -	0.0%
R0558	BINOCULARS	920	1,000	1,000	1,000	\$ -	0.0%
R0560	INTEREST					\$ -	
	TOTAL FUND REVENUES	568,655	542,200	547,000	547,200	\$ 5,000	0.9%
	EXPENDITURES						
1001	FULL TIME PAYROLL	64,585	65,900	65,900	67,300	\$ 1,400	2.1%
1002	PART TIME PAYROLL	41,099	50,000	50,000	61,500	\$ 11,500	23.0%
1020	SOCIAL SECURITY	8,023	8,975	8,275	9,255	\$ 280	3.1%
1023	ICMA DEFERRED COMPENSATION	-	6,200	6,200	6,385	\$ 185	3.0%
1025	HEALTH INSURANCE	16,075	17,080	17,080	17,285	\$ 205	1.2%
	PERSONNEL SUBTOTAL	129,782	148,155	148,155	161,725	\$ 13,570	9.2%
2001	TELEPHONE	3,692	3,500	3,500	3,500	\$ -	0.0%
2002	POWER	3,257	3,500	3,500	3,500	\$ -	0.0%
2004	PRINTING AND ADVERTSING	9,369	10,500	10,500	10,500	\$ -	0.0%
2005	POSTAGE	44	150	150	150	\$ -	0.0%
2006	TRAVEL	-	200	200	200	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	400	800	800	800	\$ -	0.0%
2008	TRAINING	3,110	3,250	3,250	3,850	\$ 600	18.5%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	208	1,000	1,000	1,000	\$ -	0.0%
2013	COLLECTIONS	-	1,500	1,500	1,500	\$ -	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	150	150	\$ -	0.0%
2034	OFFICE EQUIPMENT	260	1,000	1,000	1,000	\$ -	0.0%
2035	BUILDING MAINTENANCE	6,572	31,500	31,500	31,500	\$ -	0.0%
2036	GROUNDS MAINTENANCE	22,783	30,000	30,000	30,000	\$ -	0.0%
2062	CONTINGENCY	-	1,000	1,000	1,000	\$ -	0.0%
2089	INSURANCE COVERAGES	3,744	3,500	3,500	3,500	\$ -	0.0%
3001	OFFICE SUPPLIES	606	600	600	600	\$ -	0.0%
3003	HEAT	4,301	5,420	5,420	5,420	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	-	100	100	100	\$ -	0.0%
3007	CLEANING SUPPLIES	23	200	200	200	\$ -	0.0%

**Town of Cape Elizabeth
Proposed Special Funds Budget
FY 2013**

3020	BOOKS	-	100	100	100	\$ -	0.0%
4001	OUTLAY	16,685	15,000	15,000	15,000	\$ -	0.0%
4002	MUSEUM DEVELOPMENT	2,106	6,000	6,000	6,000	\$ -	0.0%
4010	GIFT SHOP COSTS	271,185	255,000	255,000	255,000	\$ -	0.0%
6010	TOWN GENERAL FUND	7,200	7,200	7,200	16,050	\$ 8,850	122.9%
		355,545	381,370	381,370	381,970	\$ 600	0.2%
	PORTLAND HEAD LIGHT TOTAL	485,327	529,525	543,695	543,695	\$ 14,170	2.7%

**Town of Cape Elizabeth
Proposed Special Funds Budget
FY 2013**

875	THOMAS JORDAN TRUST	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
5101	CLIENT ASSISTANCE/ADMIN.	25,132	34,500	34,500	34,500	\$ -	0.0%
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035	\$ -	0.0%
	THOMAS JORDAN TOTAL	26,167	35,535	35,535	35,535	\$ -	0.0%
750	INFRASTRUCTURE IMPROVEMENT FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
4001	TOWN CENTER FIRE STATION LIGHTING	\$ 2,842	\$ -	\$ -	\$ -	\$ -	
4002	THOMAS MEMORIAL LIBRARY PHASE II	\$ 28,762	\$ -	\$ -	\$ -	\$ -	
4003	LIBRARY LIGHTING UPGRADE	\$ 6,426	\$ -	\$ -	\$ -	\$ -	
4004	POOL DECTRON UNIT REPAIRS	\$ 4,362	\$ -	\$ -	\$ -	\$ -	
4005	POLICE SHELVING	\$ 239	\$ -	\$ -	\$ -	\$ -	
4006	TOWN CENTER FIRE STATION	\$ -	\$ -	\$ -	\$ -	\$ -	
4007	TOWN CENTER LIGHT FIXTURES REP	\$ -	\$ -	\$ -	\$ -	\$ -	
	INFRASTRUCTURE FUND TOTAL	\$ 42,631	\$ -	\$ -	\$ -	\$ -	
GF	CARRY FORWARD FUNDING FOR CIP	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
		\$ 206,688	\$ 222,839	\$ 222,839	\$ -	\$ (222,839)	-100.0%
SF	TOTAL SPECIAL FUNDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
		\$ 2,461,982	\$ 2,552,020	\$ 2,565,888	\$ 2,893,570	\$ 341,550	13.4%
CT	CUMBERLAND COUNTY TAX ASSESSMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
		\$ 947,600	\$ 992,047	\$ 992,047	\$ 998,136	\$ 6,089	0.6%
HE	HOMESTEAD EXEMPTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2011	FY 2012	FY 2012	FY 2013	FY 12 to 13	FY 12 to 13
	HOMESTEAD EXEMPTION	\$ 171,000	\$ 175,000	\$ 149,641	\$ 149,000	\$ (26,000)	-14.9%
	TOTAL SPECIAL FUNDS	\$ 2,461,982	\$ 2,552,020	\$ 2,565,888	\$ 2,893,570	\$ 341,550	13.4%
	GRAND TOTAL	\$ 3,580,582	\$ 3,719,067	\$ 3,707,576	\$ 4,040,706	\$ 321,639	8.6%

**Fiscal Year 2013
Budget Summary
as of 3/7/2012**

	FY 2011	FY 2012	FY 2013	\$ Change	% Change
	BUDGET	BUDGET	BUDGET	FY 12 to FY 13	FY 12 to FY 13
EXPENDITURES					
TOWN SERVICES	\$ 8,539,687	\$ 8,919,979	\$ 8,826,879	\$ (93,100)	-1.0%
COUNTY ASSESSMENT	\$ 947,600	\$ 992,047	\$ 998,136	\$ 6,089	0.6%
SCHOOL DEPARTMENT	\$ 20,676,971	\$ 21,124,690	\$ 21,735,817	\$ 611,127	2.9%
COMMUNITY SERVICES	\$ 186,993	\$ 186,993	\$ 437,006	\$ 250,013	133.7%
Local Homestead Exemption	\$ 185,000	\$ 173,000	\$ 149,000	\$ (24,000)	-13.9%
	\$ 30,536,251	\$ 31,396,709	\$ 32,146,838	\$ 750,129	2.4%
REVENUE					
TOWN SERVICES	\$ 3,152,500	\$ 3,380,900	\$ 3,288,400	\$ (92,500)	-2.7%
SCHOOL DEPARTMENT	\$ 3,346,636	\$ 3,078,489	\$ 2,842,679	\$ (235,810)	-7.7%
TOTAL	\$ 6,499,136	\$ 6,459,389	\$ 6,131,079	\$ (328,310)	-5.1%
NET TO TAXES					
TOWN SERVICES	\$ 5,387,187	\$ 5,539,079	\$ 5,538,479	\$ (600)	0.0%
COUNTY ASSESSMENT	\$ 947,600	\$ 992,047	\$ 998,136	\$ 6,089	0.6%
SCHOOL DEPARTMENT	\$ 17,330,335	\$ 18,046,201	\$ 18,893,138	\$ 846,937	4.7%
COMMUNITY SERVICES	\$ 186,993	\$ 186,993	\$ 437,006	\$ 250,013	133.7%
Local Homestead Exemption	\$ 185,000	\$ 173,000	\$ 149,000	\$ (24,000)	-13.9%
TOTAL	\$ 24,037,115	\$ 24,937,320	\$ 26,015,759	\$ 1,078,439	4.3%
TAX RATES (Rounded to nearest ¢)					
TOWN SERVICES	\$ 4.01	\$ 3.37	\$ 3.37	\$ -	0.0%
COUNTY ASSESSMENT	\$ 0.70	\$ 0.60	\$ 0.61	\$ 0.01	1.7%
SCHOOL DEPARTMENT	\$ 12.89	\$ 10.98	\$ 11.48	\$ 0.50	4.6%
COMMUNITY SERVICES	\$ 0.14	\$ 0.11	\$ 0.27	\$ 0.16	145.5%
OVERLAY		\$ 0.02	\$ -	\$ (0.02)	-100.0%
SUBTOTAL	\$ 17.73	\$ 15.08		\$ 0.65	4.3%
Local Homestead Exemption	\$ 0.13	\$ 0.10	\$ 0.09	\$ (0.01)	-10.0%
TOTAL	\$ 17.86	\$ 15.18	\$ 15.82	\$ 0.64	4.2%
TAX RATE VALUATION BASIS					
	1,345,000,000	1,645,700,000	1,645,700,000	\$ -	0.0%

**Town of Cape Elizabeth
Budget Review Schedule for FY 2013**

	FY 2013		
Budget Submittal Dates			
Draft Municipal department budgets due to town manager	Friday, February 24, 2012		
Manager's recommended Municipal budget delivered no later than this date to Town Council	Monday, March 19, 2012		
School Board recommended budget delivered to Town Council	Tuesday, April 3, 2012		
Budget Review Meetings and Other Council Meetings During Budget Review Period			
Regular March Town Council Meeting	Monday, March 12, 2012		
Finance Committee Review of Accounts 100, 200, 400, 500, 600-635	Monday, April 2, 2012		
Finance Committee Review of Municipal 300 and 640-660 and Special Funds	Wednesday, April 4, 2012		
Finance Committee Wrapup of Municipal Budget 6 p.m. (if needed)	Monday, April 9, 2012		
Regular Town Council Meeting Including Opportunity for Budget Public Comments	Monday, April 9, 2012		
Regular School Board Meeting (This is listed for informational purposes)	Tuesday, April 10, 2012		
Finance Committee School Budget Presentation from School Board 7:00 p.m.	Wednesday, April 11, 2012		
Finance Committee Wrapup	Thursday, April 12, 2012		
Set Budget for Public Hearing	Wednesday, April 11, 2012	revised 04/05/2012	
School Vacation Week- April 16-20, 2012	April 16-20, 2012		
Budget Public Hearing	Monday, April 23, 2012	revised 04/02/2012	
Town Council Final Budget Vote	Monday, May 14, 2012	revised 04/02/2012	
School Budget Validation Votes			
Citizen Vote on Town Council Adopted School Budget	Tuesday, June 12, 2012		
Second Budget Validation Vote (if needed)	TBD		