

A black and white photograph of a snowy winter landscape. The scene is dominated by bare, snow-laden trees and a utility pole with power lines. The ground is covered in a thick layer of snow. The overall atmosphere is quiet and cold.

# **Town of Cape Elizabeth,**

## **Proposed Fiscal Year 2014 Budget**

February 26, 2013

**Dear Council Chairman Walsh and Members of the Cape Elizabeth Town Council:**

Submitted herewith is the proposed municipal budget for Fiscal Year 2014. The proposed budget amounts to \$9,079,316 which is \$213,708 or 2.4% more than last year. The proposed tax rate for municipal services is \$3.44 per thousand valuation which is 7 cents or 2.1% more than a year ago. Revenues from sources other than the property tax are anticipated to rise \$92,100 or 2.8%. This assumes the Maine Legislature will reject the Governor's proposal to suspend revenue sharing.

- Proposed Budget \$9,079,316
- Increase of 2.4%
- Proposed Non-Property Tax Revenues \$3,398,500
- Increase of 2.8%
- Proposed Amount from Property Tax \$5,680,816
- Increase of 2.1% (7 cents per thousand)
- Impact on Median Property Owner \$21.98 (Property Valued at \$314,000)

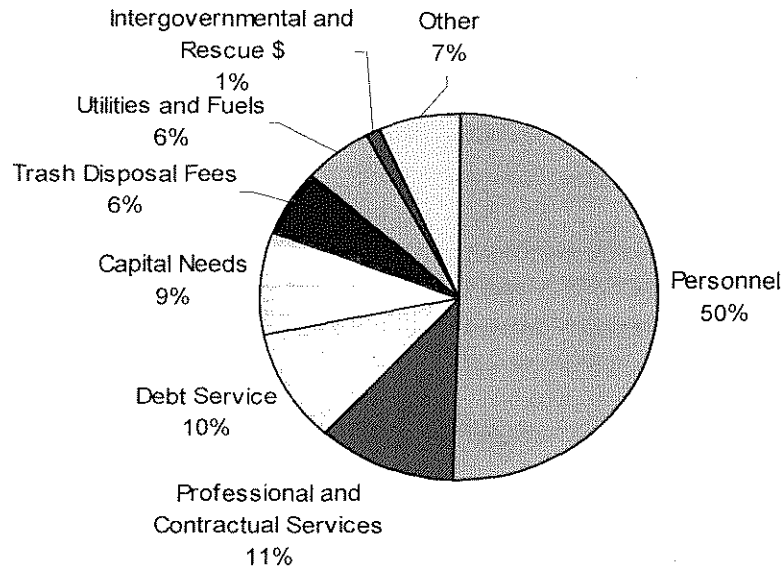
The budget maintains current services, provides for a 2% cost of living adjustment for most employees, provides for an \$80,000 allocation to the rescue fund to pay for daytime personnel coverage and contains \$100,000 in additional general fund support for capital needs. I appreciate the efforts and support of our department heads and all of our personnel in restraining spending and in recognizing the importance of supporting daytime rescue coverage and addressing our capital requirements.

**Major Items Impacting Proposed FY 2014 Budget**

		<b>% of Overall FY 2014 Budget</b>
Capital Needs Increase	\$ 100,000	0.9%
Rescue Daytime Coverage Support	\$ 80,000	0.8%
Full Time Payroll	\$ 51,096	0.6%
Fort Williams Park Maintenance Projects	\$ - 37,209	-0.4%
Trash Disposal Fees	\$ -30,940	-0.3%
Debt Service	\$ -27,641	0.1%
Employee Benefits	\$ 42,588	0.6%
Everything Else	\$ 47,064	0.5%

**Expenditures By Object**

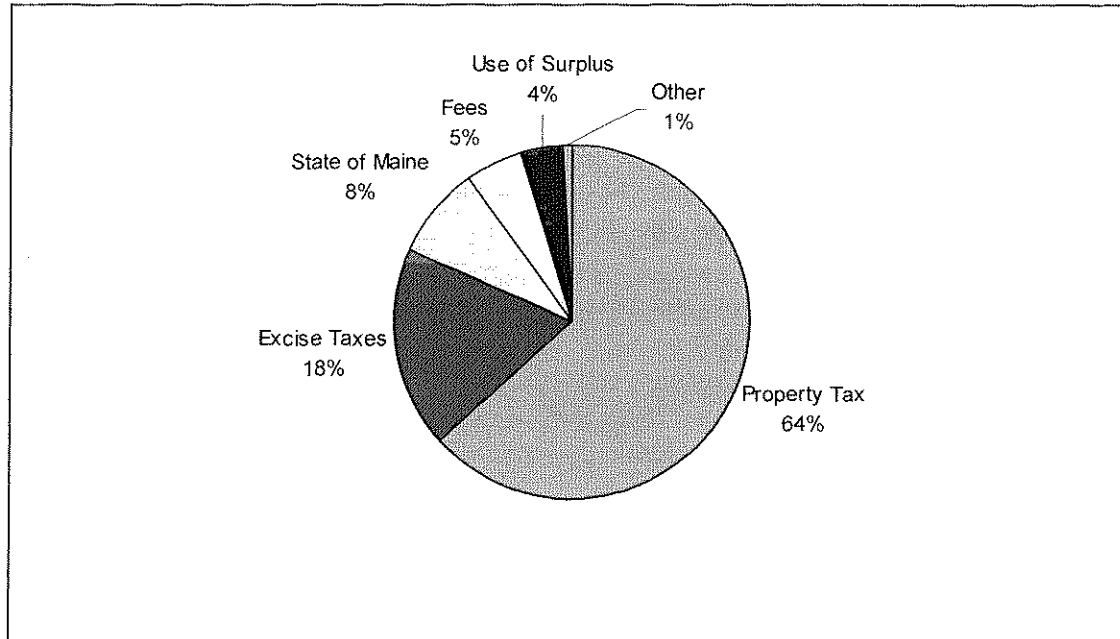
<b>Personnel</b>	<b>\$4,579,344</b>
<b>Professional and Contractual Services</b>	<b>\$1,033,557</b>
<b>Debt Service</b>	<b>\$ 906,703</b>
<b>Capital Needs</b>	<b>\$ 800,000</b>
<b>Trash Disposal Fees</b>	<b>\$ 551,545</b>
<b>Utilities and Fuels</b>	<b>\$ 498,312</b>
<b>Intergovernmental and Rescue \$</b>	<b>\$ 119,747</b>



<b>Capital Improvements</b>	<b>Proposed</b>
Roadway, Paving & Drainage Imp.	\$ 295,000
Loader/Backhoe Replacement	\$ 110,000
Town Hall Electrical System Upgrades	\$ 110,000
Cruiser Replacement	\$ 35,000
Town Hall Window replacement (10)	\$ 33,000
Sidewalk & Ped. Improvements	\$ 30,000
HS Running Track Coatings	\$ 25,000
Extrication Tool Replacement	\$ 25,000
Town Center Fire Station Garage Floor Refinishing	\$ 23,500
Townwide Computer Software and Hardware	\$ 20,000
Holman BB Infield Reconstruction	\$ 15,000
Town Hall ADA and Side Entrance Upgrades	\$ 14,500
Police Station Card Access System	\$ 12,500
Police Computers Replacement	\$ 12,000
Shed Work at Recycling Center and Gull Crest	\$ 8,500
Town Center Fire Station Concrete Repairs	\$ 6,500
Police Station Exterior Door Replacement	\$ 5,200
Library Parking Lot Lighting Upgrades LED	\$ 4,200
Library Exterior Wood Repairs and Painting	\$ 2,800
Police Radar Units	\$ 2,700
Grounds Equipment	\$ 2,500
Library Folding Tables	\$ 2,400
Library Side Entry Door Replacement	\$ 2,100
Police Cruiser Light Bars	\$ 1,500
Library Flag Light Replacement	\$ 1,100
<b>Grand Total</b>	<b>\$ 800,000</b>

### Revenues from Sources Other Than the Property Tax

Total revenues from sources other than the property tax are projected to increase \$92,100 or 2.4%. Excise tax income is projected to rise \$69,200 or 4.2%. Most other revenues are fairly stable.



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 Frank Governali and with all interested citizens of our community.

Respectfully submitted,

*Mike McGovern*

Michael K. McGovern, Town Manager



**Fiscal Year 2014  
Budget Summary  
as of 2/27/2013**

	FY 2013	FY 2014	\$ Change	% Change
	BUDGET	BUDGET	FY 13 to FY 14	FY 13 to FY 14
<b>EXPENDITURES</b>				
TOWN SERVICES	\$ 8,865,608	\$ 9,079,316	\$ 213,708	2.4%
COUNTY ASSESSMENT	\$ 998,136	\$ 1,061,728	\$ 63,592	6.4%
SCHOOL DEPARTMENT	\$ 21,765,817	\$ 22,478,078	\$ 712,261	3.3%
COMMUNITY SERVICES	\$ 437,006	\$ 437,006	\$ -	0.0%
Local Homestead Exemption	\$ 149,000	\$ 157,000	\$ 8,000	5.4%
	\$ 32,215,567	\$ 33,213,128	\$ 997,561	3.1%
			\$ -	
<b>REVENUE</b>				
TOWN SERVICES	\$ 3,306,400	\$ 3,398,500	\$ 92,100	2.8%
SCHOOL DEPARTMENT	\$ 2,842,679	\$ 2,844,319	\$ 1,640	0.1%
TOTAL	\$ 6,149,079	\$ 6,242,819	\$ 93,740	1.5%
			\$ -	
<b>NET TO TAXES</b>				
TOWN SERVICES	\$ 5,559,208	\$ 5,680,816	\$ 121,608	2.2%
COUNTY ASSESSMENT	\$ 998,136	\$ 1,061,728	\$ 63,592	6.4%
SCHOOL DEPARTMENT	\$ 18,923,138	\$ 19,633,759	\$ 710,621	3.8%
COMMUNITY SERVICES	\$ 437,006	\$ 437,006	\$ -	0.0%
Local Homestead Exemption	\$ 149,000	\$ 157,000	\$ 8,000	5.4%
TOTAL	\$ 26,066,488	\$ 26,970,309	\$ 903,821	3.5%
			\$ -	
<b>TAX RATES (Rounded to nearest ¢)</b>				
TOWN SERVICES	\$ 3.37	\$ 3.44	\$ 0.07	2.1%
COUNTY ASSESSMENT	\$ 0.61	\$ 0.65	\$ 0.04	6.6%
SCHOOL DEPARTMENT	\$ 11.48	\$ 11.91	\$ 0.43	3.7%
COMMUNITY SERVICES	\$ 0.27	\$ 0.27	\$ -	0.0%
OVERLAY	\$ -		\$ -	
SUBTOTAL			\$ -	
Local Homestead Exemption	\$ 0.09	\$ 0.09	\$ -	0.0%
TOTAL	\$ 15.82	\$ 16.36	\$ 0.54	3.4%
			\$ -	
TAX RATE VALUATION BASIS	1,645,700,000	1,648,500,000	\$ 2,800,000	0.2%

Fiscal Year 2014  
Proposed Budget

Expenditures by Department		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
110	ADMINISTRATION	493,913	513,971	510,146	517,671	\$ 3,700	0.7%
120	ASSESSING/CODES PLANNING	349,759	360,648	356,890	357,810	\$ (2,838)	-0.8%
130	TOWN COUNCIL	40	500	500	500	\$ -	0.0%
135	LEGAL AND AUDIT	53,175	55,000	85,000	57,000	\$ 2,000	3.6%
140	ELECTIONS	22,490	40,732	32,500	29,300	\$ (11,432)	-28.1%
150	BOARDS AND COMMISSIONS	8,809	13,565	13,565	13,565	\$ -	0.0%
530	PUBLIC INFORMATION	36,861	47,028	47,028	50,030	\$ 3,002	6.4%
	<b>Subtotal General Government</b>	<b>965,046</b>	<b>1,031,444</b>	<b>1,045,629</b>	<b>1,025,876</b>	<b>\$ (5,568)</b>	<b>-0.5%</b>
160	INSURANCE	94,801	97,900	94,804	97,500	\$ (400)	-0.4%
170	EMPLOYEE BENEFITS	953,965	1,004,167	962,791	1,035,505	\$ 31,338	3.1%
180	DEBT SERVICE	975,715	934,344	934,344	906,703	\$ (27,641)	-3.0%
520	CONTRIBUTIONS	5,940	10,500	10,500	10,500	\$ -	0.0%
710	INTERGOVT. ASSESSMENTS	20,992	21,348	21,348	101,598	\$ 80,250	375.9%
	<b>Subtotal-Nondistributed</b>	<b>2,051,413</b>	<b>2,068,259</b>	<b>2,023,787</b>	<b>2,151,806</b>	<b>\$ 83,547</b>	<b>4.0%</b>
210	POLICE DEPARTMENT	1,120,658	1,197,722	1,197,722	1,227,574	\$ 29,852	2.5%
215	ANIMAL CONTROL	22,311	22,981	22,981	23,248	\$ 267	1.2%
220	PUBLIC SAFETY COMMUNICATIONS	155,684	161,852	161,852	167,541	\$ 5,689	3.5%
225	WETeam	18,383	24,103	24,103	25,403	\$ 1,300	5.4%
230	FIRE DEPARTMENT	272,843	297,640	297,640	301,400	\$ 3,760	1.3%
235	FIRE POLICE UNIT	8,366	11,427	11,427	11,591	\$ 164	1.4%
240	MISC. PUBLIC PROTECTION	136,340	141,446	141,446	141,019	\$ (427)	-0.3%
250	EMERGENCY PREPAREDNESS	3,412	3,696	3,696	3,696	\$ -	0.0%
	<b>Subtotal-Public Safety</b>	<b>1,737,997</b>	<b>1,860,867</b>	<b>1,860,867</b>	<b>1,901,472</b>	<b>\$ 40,605</b>	<b>2.2%</b>
310	PUBLIC WORKS	922,047	1,066,648	1,051,854	1,101,106	\$ 34,459	3.2%
320	REFUSE DISPOSAL/RECYCLING	721,179	719,376	719,397	692,596	\$ (26,779)	-3.7%
	<b>Subtotal-Public Works</b>	<b>1,643,226</b>	<b>1,786,023</b>	<b>1,771,251</b>	<b>1,793,703</b>	<b>\$ 7,679</b>	<b>0.4%</b>
410	HUMAN SERVICES	46,245	50,400	50,400	50,400	\$ -	0.0%
510	LIBRARY	459,625	512,916	509,513	515,881	\$ 2,965	0.6%
600	FACILITIES MANAGEMENT	160,831	193,868	193,868	196,522	\$ 2,654	1.4%
610	TOWN HALL	23,093	29,224	29,224	29,470	\$ 246	0.8%
615	LIBRARY BUILDING	27,585	29,717	29,717	32,226	\$ 2,509	8.4%
620	TOWN CENTER FIRE STATION	19,232	23,467	23,467	23,639	\$ 172	0.7%
630	POLICE STATION	54,978	65,765	65,765	67,563	\$ 1,798	2.7%
635	CAPE COTTAGE FIRE STATION	5,410	7,920	7,920	7,955	\$ 35	0.4%
	<b>Subtotal-Facilities</b>	<b>291,129</b>	<b>349,961</b>	<b>349,961</b>	<b>357,375</b>	<b>\$ 7,414</b>	<b>2.1%</b>
640	PARKS & TOWN LANDS	85,719	82,371	82,097	92,585	\$ 10,214	12.4%
641	SCHOOL GROUNDS	142,573	150,989	148,856	152,559	\$ 1,570	1.0%
645	FORT WILLIAMS PARK	208,439	250,317	247,776	215,496	\$ (34,820)	-13.9%
660	TREES	25,003	22,061	22,066	22,163	\$ 102	0.5%
	<b>Subtotal-Parks and Recreation</b>	<b>828,478</b>	<b>505,738</b>	<b>500,796</b>	<b>482,804</b>	<b>(22,934)</b>	<b>-4.5%</b>
715	CAPITAL PROJECTS	566,000	700,000	700,000	800,000	100,000	14.3%
	<b>Grand Total</b>	<b>8,589,159</b>	<b>8,865,608</b>	<b>8,812,205</b>	<b>9,079,316</b>	<b>213,708</b>	<b>2.41%</b>



Fiscal Year 2014  
Proposed Budget

Expenditures by Object	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
FULL TIME PAYROLL	2,564,566	2,552,633	2,550,752	2,603,729	\$ 51,096	2.0%
PART TIME PAYROLL	473,861	477,130	470,506	482,160	\$ 5,030	1.1%
OVERTIME	165,294	200,018	190,398	208,667	\$ 8,649	4.4%
SOCIAL SECURITY	246,412	244,846	243,477	249,283	\$ 4,437	1.8%
EMPLOYEE BENEFITS	953,965	1,004,167	962,791	1,035,505	\$ 31,338	3.2%
<b>TOTAL PERSONNEL</b>	<b>4,404,098</b>	<b>4,478,794</b>	<b>4,417,924</b>	<b>4,579,344</b>	<b>\$ 100,550</b>	<b>2.2%</b>
TELEPHONE	44,862	36,045	36,120	36,320	\$ 275	0.7%
POWER	102,483	74,900	72,700	76,080	\$ 1,180	1.0%
WATER & SEWER	20,289	21,209	20,509	21,898	\$ 689	3.3%
PRINTING AND ADVERTISING	22,976	33,990	31,590	32,010	\$ (1,980)	-6.9%
POSTAGE	16,434	14,550	14,550	13,140	\$ (1,410)	-10.5%
MILEAGE REIMBURSEMENTS	14,256	14,500	14,500	13,850	\$ (650)	-4.7%
CONFERENCES & MEETINGS	6,289	12,395	11,920	11,770	\$ (625)	-5.3%
DUES & MEMBERSHIPS	28,453	28,573	28,858	29,193	\$ 620	2.2%
TRAINING	49,692	60,007	58,632	65,405	\$ 5,398	8.9%
PROFESSIONAL SERVICES	201,937	222,750	249,400	199,580	\$ (23,170)	-10.6%
MISCELLANEOUS BOARDS	2,511	5,250	5,250	5,250	\$ -	0.0%
TRASH DISPOSAL FEES	592,098	582,485	584,000	551,545	\$ (30,940)	-5.0%
INTERNET FEES	5,265	9,900	9,800	9,500	\$ (400)	-4.1%
EQUIPMENT RENTAL	1,343	1,700	1,500	1,700	\$ -	0.0%
UNIFORMS	18,848	21,545	21,545	21,835	\$ 290	1.3%
EQUIPMENT MAINTENANCE	87,704	93,600	98,300	98,700	\$ 5,100	5.6%
OFFICE EQUIPMENT/MAINT	56,939	66,825	62,825	64,675	\$ (2,150)	-3.3%
BUILDING MAINTENANCE	132,858	127,442	127,442	132,189	\$ 4,747	3.3%
MISC. CONTRACTUAL SERVICES	336,001	375,789	374,626	370,928	\$ (4,861)	-1.4%
ROADS MAINTENANCE MATERIALS	131,177	174,000	174,137	183,550	\$ 9,550	4.9%
ALARM SYSTEMS	3,206	3,400	2,800	3,400	\$ -	0.0%
PHYSICALS AND SHOTS	2,117	3,900	3,600	3,900	\$ -	0.0%
INSURANCE	94,801	97,900	94,804	97,500	\$ (400)	-0.4%
DEBT SERVICE	975,715	934,344	934,344	906,703	\$ (27,641)	-2.8%
HUMAN SERVICES	46,245	50,400	50,400	50,400	\$ -	0.0%
OFFICE SUPPLIES	16,638	23,600	19,050	18,050	\$ (5,550)	-23.5%
GASOLINE/DIESEL FUEL	82,667	120,296	118,620	120,302	\$ 6	0.0%
HEAT	121,628	106,990	102,980	108,931	\$ 1,941	1.8%
MISC. SUPPLIES	44,128	36,200	36,000	36,200	\$ -	0.0%
BOOKS/AV ETC.	49,905	51,001	51,001	53,560	\$ 2,559	5.0%
GROUNDS MATERIAL	46,842	43,680	43,630	47,880	\$ 4,200	9.6%
OUTLAY	566,000	722,500	722,500	800,000	\$ 77,500	10.7%
SCHOOL CONTRACTED	77,591	43,500	43,500	43,500	\$ -	0.0%
STREET LIGHTS	49,495	54,000	54,000	53,000	\$ (1,000)	-1.9%
HYDRANT RENTAL	81,437	81,781	81,781	81,781	\$ -	0.0%
CONTRIBUTIONS	5,940	10,500	10,500	10,500	\$ -	0.0%
VOLUNTEER/STAFF APPRECIATION	4,492	5,500	5,500	5,500	\$ -	0.0%
INTERGOVERNMENTAL AND OTHER	31,729	19,867	19,867	119,747	\$ 99,880	502.7%
	<b>8,577,088</b>	<b>8,865,608</b>	<b>8,811,005</b>	<b>9,079,316</b>	<b>\$ 213,708</b>	<b>2.4%</b>

Fiscal Year 2014  
Proposed Budget

Department Line Item Budget		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	323,707	332,934	332,934	339,617	\$ 6,683	2.0%
1003	OVERTIME	-	2,000	2,000	2,000	\$ -	0.0%
1020	SOCIAL SECURITY	24,453	25,622	25,622	26,134	\$ 512	2.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>348,159</b>	<b>360,556</b>	<b>360,556</b>	<b>367,751</b>	<b>\$ 7,195</b>	<b>2.0%</b>
2001	TELEPHONE	40,119	30,840	30,840	30,840	\$ -	0.0%
2004	PRINTING & ADVERTISING	9,287	10,000	10,000	10,000	\$ -	0.0%
2005	POSTAGE	13,014	10,500	10,500	10,500	\$ -	0.0%
2006	TRAVEL	4,961	5,500	5,500	5,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,652	1,425	1,700	1,730	\$ 305	21.4%
2008	TRAINING	285	1,800	1,800	1,800	\$ -	0.0%
2009	CONFERENCES & MEETINGS	2,543	4,000	4,000	3,600	\$ (400)	-10.0%
2010	PROFESSIONAL SERVICES	4,911	6,000	6,000	6,000	\$ -	0.0%
2015	INTERNET-ON-LINE CHARGES	5,265	9,900	9,800	9,500	\$ (400)	-4.0%
2016	RECORDS PRESERVATION	2,448	2,000	2,000	2,000	\$ -	0.0%
2034	OFFICE EQUIPMENT	-	1,000	1,000	1,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE	19,885	26,000	22,000	23,000	\$ (3,000)	-11.5%
2200	SCHOOL NETWORK ASSISTANCE	35,904	37,700	37,700	38,450	\$ 750	2.0%
3001	OFFICE SUPPLIES	5,478	6,750	6,750	6,000	\$ (750)	-11.1%
	<b>SUBTOTAL</b>	<b>145,754</b>	<b>153,415</b>	<b>149,590</b>	<b>149,920</b>	<b>\$ (3,495)</b>	<b>-2.3%</b>
<b>110</b>	<b>ADMINISTRATION</b>	<b>493,913</b>	<b>513,971</b>	<b>510,146</b>	<b>517,671</b>	<b>\$ 3,700</b>	<b>0.7%</b>

Fiscal Year 2014  
Proposed Budget

<b>120 ASSESSING/CODES/PLANNING</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	286,116	293,449	290,307	291,983	\$ (1,466)	-0.5%
1002	PART TIME PAYROLL	-	0	0	0	\$ -	0.0%
1020	SOCIAL SECURITY	21,260	22,449	22,208	22,337	\$ (112)	-0.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>307,375</b>	<b>315,898</b>	<b>312,515</b>	<b>314,320</b>	<b>\$ (1,578)</b>	<b>-0.5%</b>
2000	CELLULAR PHONE	1,663	1,600	1,675	1,800	\$ 200	11.9%
2004	PRINTING & ADVERTISING	45	1,100	1,100	1,100	\$ -	0.0%
2006	TRAVEL	8,956	7,500	7,500	7,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,283	1,405	1,405	1,445	\$ 40	2.8%
2009	CONFERENCES & MEETINGS	1,624	3,320	2,870	3,320	\$ -	0.0%
2010	PROFESSIONAL SERVICES	4,801	5,100	5,100	5,100	\$ -	0.0%
2011	GIS MAINTENANCE	21,640	14,000	14,000	12,500	\$ (1,500)	-10.7%
2018	PLANNING CONSULTING	30	2,400	2,400	2,400	\$ -	0.0%
2019	CODES TECHNICAL SUPPORT	495	5,500	5,500	5,500	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	717	1,725	1,725	1,725	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	708	700	700	700	\$ -	0.0%
3020	BOOKS/PUBLICATIONS	422	400	400	400	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>42,383</b>	<b>44,750</b>	<b>44,375</b>	<b>43,490</b>	<b>\$ (1,260)</b>	<b>-2.8%</b>
	<b>TOTAL ACP</b>	<b>349,759</b>	<b>360,648</b>	<b>356,890</b>	<b>357,810</b>	<b>\$ (2,838)</b>	<b>-0.8%</b>
<b>130 TOWN COUNCIL</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2009	CONFERENCES AND MEETINGS	40	500	500	500	\$ -	0.0%
130	TOWN COUNCIL	40	500	500	500	\$ -	0.0%
<b>135 LEGAL &amp; AUDIT</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2010	LEGAL SERVICES	22,475	25,000	55,000	27,000	\$ 2,000	8.0%
2011	AUDIT SERVICES	30,700	30,000	30,000	30,000	\$ -	0.0%
135	LEGAL AND AUDIT	53,175	55,000	85,000	57,000	\$ 2,000	3.6%
						\$ -	
<b>140 ELECTIONS</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	12,872	26,830	22,000	19,500	\$ (7,330)	-27.3%
1020	SOCIAL SECURITY	962	2,052	1,700	1,500	\$ (552)	-26.9%
	<b>SUBTOTAL PERSONNEL</b>	<b>13,834</b>	<b>28,882</b>	<b>23,700</b>	<b>21,000</b>	<b>\$ (7,882)</b>	<b>-27.3%</b>
2004	PRINTING AND ADVERTISING	3,527	5,900	4,000	4,220	\$ (1,680)	-28.5%
2010	PROFESSIONAL SERVICES	4,655	5,350	4,000	3,680	\$ (1,670)	-31.2%
3001	OFFICE SUPPLIES	474	600	800	400	\$ (200)	-33.3%
4001	OUTLAY					\$ -	
	<b>SUBTOTAL</b>	<b>8,656</b>	<b>11,850</b>	<b>8,800</b>	<b>8,300</b>	<b>\$ (3,550)</b>	<b>-30.0%</b>
140	ELECTIONS	22,490	40,732	32,500	29,300	\$ (11,432)	-28.1%

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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
150	BOARDS AND COMMISSIONS	FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1002	PART TIME PAYROLL	1,535	1,500	1,500	1,500	\$ -	0.0%
1020	SOCIAL SECURITY	119	115	115	115	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>1,654</b>	<b>1,615</b>	<b>1,615</b>	<b>1,615</b>	<b>\$ -</b>	<b>0.0%</b>
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	958	1,000	1,000	1,000	\$ -	0.0%
2066	PLANNING BOARD	77	2,000	2,000	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	576	1,000	1,000	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	900	1,250	1,250	1,250	\$ -	0.0%
2081	SPECIAL COMMITTEES	152	1,000	1,000	1,000	\$ -	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	4,492	5,500	5,500	5,500	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>7,155</b>	<b>11,950</b>	<b>11,950</b>	<b>11,950</b>	<b>\$ -</b>	<b>0.0%</b>
150	<b>BOARDS AND COMMISSIONS</b>	<b>8,809</b>	<b>13,565</b>	<b>13,565</b>	<b>13,565</b>	<b>\$ -</b>	<b>0.0%</b>
160	INSURANCE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2089	MISCELLANEOUS INSURANCE	90,501	90,500	87,804	90,500	\$ -	0.0%
2091	SELF INSURANCE/DISASTER RECOVERY	4,300	7,400	7,000	7,000	\$ (400)	-5.4%
160	<b>INSURANCE</b>	<b>94,801</b>	<b>97,900</b>	<b>94,804</b>	<b>97,500</b>	<b>\$ (400)</b>	<b>-0.4%</b>
170	EMPLOYEE BENEFITS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1021	ME STATE RETIREMENT	97,872	147,000	147,000	189,588	\$ 42,588	29.0%
1023	ICMA 401A PLAN-(RETIREMENT)	143,344	154,000	156,000	160,000	\$ 6,000	3.9%
1024	DISABILITY PLAN	15,798	21,000	15,624	17,500	\$ (3,500)	-16.7%
1025	HEALTH INSURANCE	575,075	540,000	502,000	540,000	\$ -	0.0%
1026	WORKERS COMPENSATION	89,282	92,500	92,500	86,000	\$ (6,500)	-7.0%
1030	GROUP LIFE INSURANCE	1,347	1,517	1,517	1,517	\$ -	0.0%
1031	UNEMPLOYMENT COMP	29,052	33,250	33,250	27,000	\$ (6,250)	-18.8%
1032	VACATION-SICK ACCRUAL	-	6,500	6,500	6,500	\$ -	0.0%
1033	SALARY-WAGE ADJ. ACCT	-	6,000	6,000	5,000	\$ (1,000)	-16.7%
1035	WELLNESS PROGRAM	2,195	2,400	2,400	2,400	\$ -	0.0%
170	<b>EMPLOYEE BENEFITS</b>	<b>953,965</b>	<b>1,004,167</b>	<b>962,791</b>	<b>1,035,505</b>	<b>\$ 31,338</b>	<b>3.1%</b>

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180	DEBT SERVICE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
	PRINCIPAL						
	POOL PROJECT	116,250	116,250	116,250	117,250	\$ 1,000	0.9%
	GULL CREST PROJECT	175,000	172,500	172,500	174,000	\$ 1,500	0.9%
	PUBLIC SAFETY BUILDINGS	200,000	225,000	225,000	220,000	\$ (5,000)	-2.2%
	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%
	<b>TOTAL PRINCIPAL</b>	<b>772,238</b>	<b>794,738</b>	<b>794,738</b>	<b>792,238</b>	<b>\$ (2,500)</b>	<b>-0.3%</b>
	INTEREST						
	POOL PROJECT	22,894	20,575	20,575	18,250	\$ (2,325)	-11.3%
	GULL CREST PROJECT	34,341	30,860	30,860	27,384	\$ (3,476)	-11.3%
	PUBLIC SAFETY BUILDINGS	90,280	40,300	40,300	35,800	\$ (4,500)	-11.2%
	NEW COMMUNITY CENTER	40,000	18,525	18,525	15,500	\$ (3,025)	-16.3%
	SEWER/ROAD REHABILITATION 2006	68,418	63,788	63,788	52,409	\$ (11,379)	-17.8%
	TOWN CENTER/OTHER- 2008	66,544	63,083	63,083	59,622	\$ (3,461)	-5.5%
	<b>TOTAL INTEREST</b>	<b>322,477</b>	<b>237,131</b>	<b>237,131</b>	<b>208,965</b>	<b>\$ (28,166)</b>	<b>-11.9%</b>
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND	-	-	-	-		
	LESS FROM COMMUNITY SERVICES	(120,000)	(98,525)	(98,525)	(95,500)	\$ 3,025	-3.1%
	<b>DEBT SERVICE</b>	<b>975,715</b>	<b>934,344</b>	<b>934,344</b>	<b>906,703</b>	<b>\$ (27,641)</b>	<b>-3.0%</b>

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<b>210</b>	<b>POLICE DEPARTMENT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	804,618	865,414	865,414	881,782	\$ 16,368	1.9%
1002	PART TIME PAYROLL	24,411	23,588	23,588	24,360	\$ 772	3.3%
1003	OVERTIME PAYROLL	97,897	93,832	93,832	99,000	\$ 5,168	5.5%
1010	SPECIAL ASSIGNMENTS	7,914	7,421	7,421	7,830	\$ 409	5.5%
1020	SOCIAL SECURITY	73,692	75,755	75,755	77,492	\$ 1,737	2.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>1,008,532</b>	<b>1,066,010</b>	<b>1,066,010</b>	<b>1,090,464</b>	<b>\$ 24,454</b>	<b>2.3%</b>
2004	PRINTING AND ADVERTISING	1,709	3,000	3,000	3,000	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	625	650	650	650	\$ -	0.0%
2008	TRAINING	33,150	33,907	33,907	35,755	\$ 1,848	5.5%
2009	CONFERENCES AND MEETINGS	799	1,500	1,500	1,500	\$ -	0.0%
2010	CONTRACTED CRIME LAB SERVICES	5,757	6,000	6,000	6,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	10,183	12,155	12,155	13,155	\$ 1,000	8.2%
2033	RADIO MAINTENANCE	1,481	1,500	1,500	1,500	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	10,842	12,000	12,000	12,000	\$ -	0.0%
2063	COURSE REIMBURSEMENTS	645	3,600	3,600	6,000	\$ 2,400	66.7%
3001	OFFICE SUPPLIES	2,950	3,250	3,250	3,400	\$ 150	4.6%
3002	GASOLINE	28,288	34,100	34,100	34,100	\$ -	0.0%
3004	UNIFORMS	4,869	5,850	5,850	5,850	\$ -	0.0%
3005	MINOR EQUIPMENT	10,828	14,200	14,200	14,200	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>112,126</b>	<b>131,712</b>	<b>131,712</b>	<b>137,110</b>	<b>\$ 5,398</b>	<b>4.1%</b>
<b>210</b>	<b>POLICE DEPARTMENT</b>	<b>1,120,658</b>	<b>1,197,722</b>	<b>1,197,722</b>	<b>1,227,574</b>	<b>\$ 29,852</b>	<b>2.5%</b>
<b>215</b>	<b>ANIMAL CONTROL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2010	CONTRACTED SVCS. WITH SOUTH PORTLAND	10,702	11,081	11,081	11,348	\$ 267	2.4%
2062	ANIMAL FEES- ANIMAL REFUGE LEAGUE	11,624	11,900	11,900	11,900	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	(15)					
	<b>ANIMAL CONTROL</b>	<b>22,311</b>	<b>22,981</b>	<b>22,981</b>	<b>23,248</b>	<b>\$ 267</b>	<b>1.2%</b>
<b>220</b>	<b>PUBLIC SAFETY COMMUNICATIONS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2010	CONTRACTED DISPATCHING WITH PORTLAND	155,684	161,852	161,852	167,541	\$ 5,689	3.5%
2023	MISCELLANEOUS SUPPLIES	-	-	-	-	\$ -	
	<b>SUBTOTAL</b>	<b>155,684</b>	<b>161,852</b>	<b>161,852</b>	<b>167,541</b>	<b>\$ 5,689</b>	<b>3.5%</b>
<b>220</b>	<b>DISPATCHING</b>	<b>155,684</b>	<b>161,852</b>	<b>161,852</b>	<b>167,541</b>	<b>\$ 5,689</b>	<b>3.5%</b>

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<b>225</b>	<b>WETeam</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	10,956	11,700	11,700	13,000	\$1,300	11.1%
1020	SOCIAL SECURITY	643	903	903	903	\$0	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>11,865</b>	<b>12,603</b>	<b>12,603</b>	<b>13,903</b>	<b>\$1,300</b>	<b>10.3%</b>
2000	CELLULAR TELEPHONES	175	200	200	200	\$0	0.0%
2008	TRAINING	708	1,200	1,200	1,200	\$0	0.0%
2032	VEHICLE MAINTENANCE	1,677	2,000	2,000	2,000	\$0	0.0%
2033	RADIO MAINTENANCE	1,658	3,000	3,000	3,000	\$0	0.0%
2034	EQUIPMENT MAINTENANCE	1,393	1,200	1,200	1,200	\$0	0.0%
2071	PHYSICALS AND SHOTS	-	800	800	800	\$0	0.0%
3002	GASOLINE	-	500	500	500	\$0	0.0%
3004	UNIFORMS	675	1,800	1,800	1,800	\$0	0.0%
3006	MISCELLANEOUS SUPPLIES	232	800	800	800	\$0	0.0%
4001	OUTLAY	-	-	-	-	\$0	0.0%
	<b>SUBTOTAL</b>	<b>6,518</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>\$0</b>	<b>0.0%</b>
<b>225</b>	<b>WETeam</b>	<b>18,383</b>	<b>24,103</b>	<b>24,103</b>	<b>25,403</b>	<b>\$1,300</b>	<b>5.4%</b>
<b>230</b>	<b>FIRE DEPARTMENT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	73,101	75,000	75,000	76,500	\$1,500	2.0%
1002	PART TIME PAYROLL	87,669	113,200	113,200	115,460	\$2,260	2.0%
1012	HYDRANT SHOVELING	1,223	3,500	3,500	3,500	\$0	0.0%
1020	SOCIAL SECURITY	11,948	14,660	14,660	14,660	\$0	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>194,028</b>	<b>206,360</b>	<b>206,360</b>	<b>210,120</b>	<b>\$3,760</b>	<b>1.8%</b>
2000	CELLULAR TELEPHONES	1,199	1,680	1,680	1,680	\$0	0.0%
2007	DUES AND MEMBERSHIPS	2,935	3,000	3,000	3,000	\$0	0.0%
2008	TRAINING	3,519	6,000	6,000	6,000	\$0	0.0%
2009	CONFERENCES AND MEETINGS	100	500	500	500	\$0	0.0%
2032	VEHICLE MAINTENANCE	14,729	16,000	16,000	16,000	\$0	0.0%
2033	RADIO/PAGER MAINTENANCE	8,609	10,000	10,000	10,000	\$0	0.0%
2034	EQUIPMENT MAINTENANCE	7,686	8,000	8,000	8,000	\$0	0.0%
2071	PHYSICALS AND SHOTS	748	1,600	1,600	1,600	\$0	0.0%
3002	GASOLINE	9,443	9,000	9,000	9,000	\$0	0.0%
3004	UNIFORMS	10,412	12,000	12,000	12,000	\$0	0.0%
3005	MINOR EQUIPMENT	10,683	11,000	11,000	11,000	\$0	0.0%
3006	MISCELLANEOUS SUPPLIES	7,962	11,500	11,500	11,500	\$0	0.0%
3007	FIRE PREVENTION SUPPLIES	790	1,000	1,000	1,000	\$0	0.0%
		<b>78,815</b>	<b>91,280</b>	<b>91,280</b>	<b>91,280</b>	<b>\$0</b>	<b>0.0%</b>
<b>230</b>	<b>FIRE DEPARTMENT</b>	<b>272,843</b>	<b>297,640</b>	<b>297,640</b>	<b>301,400</b>	<b>\$3,760</b>	<b>1.3%</b>

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<b>235</b>	<b>FIRE POLICE UNIT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	6,211	8,200	8,200	8,364	\$164	2.0%
1020	SOCIAL SECURITY	486	627	627	627	\$0	0.0%
3006	MISCELLANEOUS SUPPLIES	1,669	2,600	2,600	2,600	\$0	0.0%
		8,366	11,427	11,427	11,591	\$164	1.4%
<b>240</b>	<b>MISC. PUBLIC PROTECTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	3,305	3,405	3,405	3,472	\$ 67	2.0%
1020	SOCIAL SECURITY	253	260	260	266	\$ 6	2.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>3,558</b>	<b>3,665</b>	<b>3,665</b>	<b>3,738</b>	<b>\$ 73</b>	<b>2.0%</b>
2074	STREET LIGHTS	49,495	54,000	54,000	53,000	\$ (1,000)	-1.9%
2075	HYDRANT RENTAL	81,437	81,781	81,781	81,781	\$ -	0.0%
3006	HARBOR ENFORCEMENT EXP.	498	500	500	1,000	\$ 500	100.0%
3007	COMMUNITY LIAISON EXPENSES	1,352	1,500	1,500	1,500	\$ -	0.0%
240	MISC. PUBLIC PROTECTION	136,340	141,446	141,446	141,019	\$ (427)	-0.3%
<b>250</b>	<b>EMERGENCY PREPAREDNESS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	2,612	2,690	2,690	2,690	\$ -	0.0%
1020	SOCIAL SECURITY	200	206	206	206	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>2,812</b>	<b>2,896</b>	<b>2,896</b>	<b>2,896</b>	<b>\$ -</b>	<b>0.0%</b>
2033	RADIO MAINTENANCE	115	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	299	300	300	300	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>600</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>\$ -</b>	<b>0.0%</b>
250	EMERGENCY PREPAREDNESS	3,412	3,696	3,696	3,696	\$ -	0.0%



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310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	522,588	528,980	529,000	546,300	\$ 17,320	3.3%
1002	PART TIME PAYROLL	866	4,508	4,200	4,600	\$ 92	2.0%
1003	OVERTIME PAYROLL	58,183	93,700	85,000	96,700	\$ 3,000	3.2%
1020	SOCIAL SECURITY	45,191	47,980	47,292	49,541	\$ 1,562	3.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>626,828</b>	<b>675,168</b>	<b>665,492</b>	<b>697,141</b>	<b>\$ 21,974</b>	<b>3.3%</b>
2000	CELLULAR TELEPHONES	1,584	1,725	1,725	1,800	\$ 75	4.3%
2002	POWER	9,941	13,000	11,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	3,606	4,800	4,500	4,800	\$ -	0.0%
2004	PRINTING AND ADVERTISING	797	800	800	800	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	321	320	325	340	\$ 20	6.3%
2008	TRAINING & ALLOWANCES	11,090	13,500	12,125	14,650	\$ 1,150	8.5%
2009	CONFERENCES AND MEETINGS	170	275	250	325	\$ 50	18.2%
2021	EQUIPMENT RENTAL	1,043	1,400	1,200	1,400	\$ -	0.0%
2022	UNIFORM RENTAL	4,757	4,500	4,500	4,675	\$ 175	3.9%
2025	SAFETY EQUIPMENT	8,995	9,500	9,300	9,500	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	65,866	69,200	73,000	71,000	\$ 1,800	2.6%
2033	RADIO EQUIPMENT MAINTENANCE	1,461	1,400	2,000	1,500	\$ 100	7.1%
2036	TRAFFIC SIGNAL MAINTENANCE	484	2,500	2,500	2,600	\$ 100	4.0%
2038	CONTRACTED STORM DRAIN MAINTENANCE	10,844	10,500	13,294	17,000	\$ 6,500	61.9%
2039	PAVEMENT MARKINGS	36,247	21,000	21,000	22,500	\$ 1,500	7.1%
2050	MAILBOX MATERIALS	289	300	300	300	\$ -	0.0%
2060	CURBING REPAIR	0	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	2,592	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	1,213	1,300	1,300	1,300	\$ -	0.0%
2071	PHYSICALS AND DRUG TESTING	1,369	1,500	1,200	1,500	\$ -	0.0%
3001	OFFICE SUPPLIES	1,169	1,250	1,250	1,250	\$ -	0.0%
3002	GASOLINE	2,159	13,000	13,000	13,000	\$ -	0.0%
3003	HEAT	16,024	28,710	25,000	28,275	\$ (435)	-1.5%
3005	MINOR EQUIP & TOOLS	4,530	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	647	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	1,028	3,500	3,500	3,500	\$ -	0.0%
3031	WINTER SAND	10,450	7,350	7,293	9,200	\$ 1,850	25.2%
3032	SALT & CHLORIDE	42,859	98,400	95,000	97,200	\$ (1,200)	-1.2%
3033	COLD BITUMINOUS MIX	4,776	3,700	4,000	4,500	\$ 800	21.6%
3035	GUARDRAIL REPAIRS	0	250	250	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	5,345	7,000	7,000	7,000	\$ -	0.0%
3038	STORM DRAIN MAINTENANCE	8,454	8,000	9,000	8,000	\$ -	0.0%
3039	MS4 STORMWATER PROGRAM	10,401	10,500	10,000	10,500	\$ -	0.0%
3040	DIESEL FUEL	24,708	43,550	42,000	43,550	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>295,219</b>	<b>391,480</b>	<b>386,362</b>	<b>403,965</b>	<b>\$ 12,485</b>	<b>3.2%</b>
<b>310</b>	<b>PUBLIC WORKS</b>	<b>922,047</b>	<b>1,066,648</b>	<b>1,051,854</b>	<b>1,101,106</b>	<b>\$ 34,459</b>	<b>3.2%</b>

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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	71,677	73,463	73,460	75,530	\$ 2,067	2.8%
1002	PART TIME PAYROLL	23,596	22,830	22,830	23,695	\$ 865	3.8%
1003	OVERTIME PAYROLL	930	2,420	1,500	2,480	\$ 60	2.5%
1020	SOCIAL SECURITY	8,360	7,552	7,481	7,780	\$ 229	3.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>104,563</b>	<b>106,265</b>	<b>105,271</b>	<b>109,485</b>	<b>\$ 3,221</b>	<b>3.0%</b>
2002	POWER	2,023	7,420	7,420	7,420	\$ -	0.0%
2003	WATER & SEWER	0					
2004	RECYCLING PRINTING & PROMOTION	4,515	4,000	3,500	4,000	\$ -	0.0%
2012	ECOMAINE FEES	546,004	523,260	520,000	488,595	\$ (34,665)	-6.6%
2014	DEMOLITION MATERIAL DISPOSAL	32,079	40,225	45,000	43,950	\$ 3,725	9.3%
2015	HAZARDOUS MATERIALS DISPOSAL	14,015	19,000	19,000	19,000	\$ -	0.0%
2021	EQUIPMENT RENTAL	300	300	300	300	\$ -	0.0%
2022	UNIFORM RENTAL	1,190	1,260	1,260	1,300	\$ 40	3.2%
2032	VEHICLE MAINTENANCE	5,043	4,500	5,100	5,400	\$ 900	20.0%
2062	MISC. CONTRACT SVCS.	1,256	2,200	2,200	2,200	\$ -	0.0%
2063	ALARM SERVICE	972	1,600	1,000	1,600	\$ -	0.0%
3002	GASOLINE	536	536	536	536	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,373	1,500	1,500	1,500	\$ -	0.0%
3040	DIESEL FUEL	7,310	7,310	7,310	7,310	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>616,616</b>	<b>613,111</b>	<b>614,126</b>	<b>583,111</b>	<b>\$ (30,000)</b>	<b>-4.9%</b>
<b>320</b>	<b>REFUSE DISPOSAL</b>	<b>721,179</b>	<b>719,376</b>	<b>719,397</b>	<b>692,596</b>	<b>\$ (26,779)</b>	<b>-3.7%</b>

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<b>410</b>	<b>HUMAN SERVICES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2100	VNA/HOSPICE	3,500	3,600	3,600	3,600	\$ -	0.0%
2100	COMMUNITY HEALTH SRVS	2,000	2,100	2,100	2,100	\$ -	0.0%
2101	COMMUNITY COUNSELING	1,200	1,250	1,250	1,250	\$ -	0.0%
2103	THERAPEUTIC RECREATION	3,500	3,600	3,600	3,600	\$ -	0.0%
2107	S. ME SENIOR CITIZENS	1,200	1,250	1,250	1,250	\$ -	0.0%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,200	1,250	1,250	1,250	\$ -	0.0%
2111	RTP	1,200	1,250	1,250	1,250	\$ -	0.0%
2113	FAMILY CRISIS SHELTER	1,200	1,250	1,250	1,250	\$ -	0.0%
2114	DAY ONE	1,200	1,250	1,250	1,250	\$ -	0.0%
2116	HOSPICE OF SOUTHERN MAINE	1,200	1,250	1,250	1,250	\$ -	0.0%
2118	SEXUAL ASSAULT RES. SVCS.	1,200	1,250	1,250	1,250	\$ -	0.0%
2121	RED CROSS-PORTLAND CHAPTER	1,200	1,250	1,250	1,250	\$ -	0.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,200	1,250	1,250	1,250	\$ -	0.0%
5101	GENERAL ASSISTANCE	25,245	28,600	28,600	28,600	\$ -	0.0%
<b>410</b>	<b>HUMAN SERVICES</b>	<b>46,245</b>	<b>50,400</b>	<b>50,400</b>	<b>50,400</b>	<b>\$ -</b>	<b>0.0%</b>

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<b>510</b>	<b>LIBRARY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	273,194	280,316	281,567	287,198	\$ 6,882	2.5%
1002	PART TIME PAYROLL	96,928	117,956	117,956	118,288	\$ 332	0.3%
1020	SOCIAL SECURITY	27,561	30,468	30,564	31,020	\$ 552	1.8%
	<b>SUBTOTAL PERSONNEL</b>	<b>397,683</b>	<b>428,740</b>	<b>430,087</b>	<b>436,506</b>	<b>\$ 7,766</b>	<b>1.8%</b>
2004	PRINTING & ADVERTISING	938	2,000	2,000	1,700	\$ (300)	-15.0%
2005	POSTAGE	3,420	4,050	4,050	2,640	\$ (1,410)	-34.8%
2006	TRAVEL	339	1,300	1,300	650	\$ (650)	-50.0%
2007	DUES & MEMBERSHIPS	685	775	775	800	\$ 25	3.2%
2009	CONFERENCES AND MEETINGS	213	1,500	1,500	1,225	\$ (275)	-18.3%
2010	PROFESSIONAL SERVICES-PROGRAMS	-	7,500	7,500	7,500	\$ -	0.0%
2062	CONTINGENCY	135	150	150	150	\$ -	0.0%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	\$ -	0.0%
3001	OFFICE SUPPLIES	6,332	11,750	7,000	7,000	\$ (4,750)	-40.4%
3006	MISCELLANEOUS SUPPLIES	-	3,000	3,000	3,000	\$ -	0.0%
3020	BOOKS & PERIODICALS	39,183	39,351	39,351	38,610	\$ (741)	-1.9%
3022	AUDIO VISUAL MATERIALS	5,310	6,450	6,450	6,450	\$ -	0.0%
3100	ELECTRONIC RESOURCES	4,990	4,800	4,800	8,100	\$ 3,300	68.8%
4001	OUTLAY	397	1,500	1,500	1,500	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>61,942</b>	<b>84,176</b>	<b>79,426</b>	<b>79,375</b>	<b>\$ (4,801)</b>	<b>-5.7%</b>
<b>510</b>	<b>LIBRARY</b>	<b>459,625</b>	<b>512,916</b>	<b>509,513</b>	<b>515,881</b>	<b>\$ 2,965</b>	<b>0.6%</b>
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520	CONTRIBUTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
5050	CAPE PRESERVATION SOCIETY	450	500	500	500	-	0.0%
5052	GREATER PTLD ECON DEV COMM		5,000	5,000	5,000	-	0.0%
5053	FAMILY FUN DAY	5,490	5,000	5,000	5,000	-	0.0%
<b>520</b>	<b>CONTRIBUTIONS</b>	<b>5,940</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	<b>-</b>	<b>0.0%</b>
530	PUBLIC INFORMATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1002	CABLE PART TIME PAYROLL	7,770	6,300	6,300	6,426	\$ 126	2.0%
1002	PART TIME WEBMASTER	23,362	26,620	26,620	29,282	\$ 2,662	10.0%
1020	SOCIAL SECURITY	2,397	2,518	2,518	2,732	\$ 214	8.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>33,529</b>	<b>35,438</b>	<b>35,438</b>	<b>38,440</b>	<b>\$ 3,002</b>	<b>8.5%</b>
2004	PRINTING AND ADVERTISING	2,139	6,890	6,890	6,890	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	1,193	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	-	200	200	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-	\$ -	
	<b>SUBTOTAL</b>	<b>3,332</b>	<b>11,590</b>	<b>11,590</b>	<b>11,590</b>	<b>\$ -</b>	<b>0.0%</b>
<b>530</b>	<b>PUBLIC INFORMATION</b>	<b>36,861</b>	<b>47,028</b>	<b>47,028</b>	<b>50,030</b>	<b>\$ 3,002</b>	<b>6.4%</b>

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600	FACILITIES MANAGEMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	-	-			\$ -	
1002	PART TIME PAYROLL	9,179	-			\$ -	
1020	SOCIAL SECURITY	695				\$ -	
	<b>SUBTOTAL PERSONNEL</b>	<b>9,874</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	
2001	TELEPHONE	121				\$ -	
2004	PRINTING & ADVERTISING	19	300	300	300	\$ -	0.0%
2006	TRAVEL	-	200	200	200	\$ -	0.0%
2007	DUES & MEMBERSHIPS	120	300	300	300	\$ -	0.0%
2009	CONFERENCES & MEETINGS	415	600	600	600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	400	1,000	1,000	1,000	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	404	400	400	500	\$ 100	25.0%
2035	CONSOLIDATED BUILDING MAINT.	108,678	107,442	107,442	107,189	\$ (253)	-0.2%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	40,800	83,626	83,626	86,433	\$ 2,807	3.4%
4001	OUTLAY	-				\$ -	
	<b>SUBTOTAL</b>	<b>150,957</b>	<b>193,868</b>	<b>193,868</b>	<b>196,522</b>	<b>\$ 2,654</b>	<b>1.4%</b>
600	<b>FACILITIES MANAGEMENT</b>	<b>160,831</b>	<b>193,868</b>	<b>193,868</b>	<b>196,522</b>	<b>\$ 2,654</b>	<b>1.4%</b>
610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2002	POWER	9,804	12,780	12,780	12,970	\$ 190	1.5%
2003	WATER & SEWER	2,547	2,794	2,794	2,850	\$ 56	2.0%
3003	HEAT	10,742	13,650	13,650	13,650	\$ -	0.0%
610	<b>TOWN HALL</b>	<b>23,093</b>	<b>29,224</b>	<b>29,224</b>	<b>29,470</b>	<b>\$ 246</b>	<b>0.8%</b>
615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2002	POWER	6,893	11,000	11,000	11,000	\$ -	0.0%
2003	WATER AND SEWER	815	817	817	950	\$ 133	16.3%
3003	HEAT	19,877	17,900	17,900	20,276	\$ 2,376	13.3%
615	<b>LIBRARY BUILDING</b>	<b>27,585</b>	<b>29,717</b>	<b>29,717</b>	<b>32,226</b>	<b>\$ 2,509</b>	<b>8.4%</b>
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2003	WATER & SEWER	1,285	1,476	1,476	1,525	\$ 49	3.3%
2062	CONTRACTED CUSTODIAL SERVICES	3,717	3,791	3,791	3,914	\$ 123	3.2%
3003	HEAT	14,230	18,200	18,200	18,200	\$ -	0.0%
620	<b>TOWN CENTER FIRE STATION</b>	<b>19,232</b>	<b>23,467</b>	<b>23,467</b>	<b>23,639</b>	<b>\$ 172</b>	<b>0.7%</b>
630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2002	POWER	16,473	24,500	24,500	24,990	\$ 490	2.0%
2003	WATER & SEWER	3,606	3,432	3,432	3,848	\$ 416	12.1%
2062	CONTRACTED CUSTODIAL SERVICES	23,788	24,233	24,233	25,125	\$ 892	3.7%
3003	HEAT	11,111	13,600	13,600	13,600	\$ -	0.0%
630	<b>POLICE STATION</b>	<b>54,978</b>	<b>65,765</b>	<b>65,765</b>	<b>67,563</b>	<b>\$ 1,798</b>	<b>2.7%</b>

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<b>635</b>	<b>CAPE COTTAGE FIRE STATION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2002	POWER	2,015	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	808	790	790	825	\$ 35	4.4%
3003	HEAT	2,587	4,630	4,630	4,630	\$ -	0.0%
<b>635</b>	<b>ENGINE ONE</b>	<b>5,410</b>	<b>7,920</b>	<b>7,920</b>	<b>7,955</b>	<b>\$ 35</b>	<b>0.4%</b>
<b>640</b>	<b>PARKS and TOWN LANDS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	23,200	23,150	23,150	23,525	\$ 375	1.6%
1002	PART TIME PAYROLL	12,406	13,440	13,000	13,710	\$ 270	2.0%
1020	SOCIAL SECURITY	2,530	2,799	2,765	2,848	\$ 49	1.8%
	<b>SUBTOTAL PERSONNEL</b>	<b>38,136</b>	<b>39,389</b>	<b>38,915</b>	<b>40,083</b>	<b>\$ 694</b>	<b>1.8%</b>
2002	POWER	788	1,200	1,000	1,200	\$ -	0.0%
2003	WATER	2,275	2,600	2,500	2,600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	14,850	15,000	15,000	19,000	\$ 4,000	26.7%
2022	UNIFORMS	491	540	540	560	\$ 20	3.7%
2032	EQUIPMENT MAINTENANCE	1,811	1,500	1,800	1,700	\$ 200	13.3%
2037	COMMUNITY PLAYGROUND MAINTENANCE	3,360	3,500	3,700	5,700	\$ 2,200	62.9%
3002	GASOLINE	1,137	1,137	1,137	1,137	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	609	500	500	500	\$ -	0.0%
3039	GROUNDS MATERIAL	5,326	7,830	7,830	8,930	\$ 1,100	14.0%
3040	DIESEL FUEL	675	675	675	675	\$ -	0.0%
4006	LIONS' FIELD IMPROVEMENTS	399	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINT- ENCROACHMENT	15,862	8,000	8,000	10,000	\$ 2,000	25.0%
<b>4007</b>	<b>SUBTOTAL</b>	<b>47,583</b>	<b>42,982</b>	<b>43,182</b>	<b>52,502</b>	<b>\$ 9,520</b>	<b>22.1%</b>
<b>640</b>	<b>PARKS</b>	<b>85,719</b>	<b>82,371</b>	<b>82,097</b>	<b>92,585</b>	<b>\$ 10,214</b>	<b>12.4%</b>
<b>641</b>	<b>SCHOOL GROUNDS &amp; ATHLETIC FIELDS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	37,705	35,907	35,900	36,524	\$ 617	1.7%
1002	PART TIME PAYROLL	8,541	10,560	10,000	10,772	\$ 212	2.0%
1003	OVERTIME PAYROLL	120	365	365	372	\$ 7	1.9%
1020	SOCIAL SECURITY	3,761	3,583	3,539	3,647	\$ 64	1.8%
	<b>SUBTOTAL PERSONNEL</b>	<b>50,127</b>	<b>50,415</b>	<b>49,804</b>	<b>51,315</b>	<b>\$ 900</b>	<b>1.8%</b>
2010	PROFESSIONAL SERVICES	23,520	28,500	27,000	28,500	\$ -	0.0%
2022	UNIFORMS	489	540	540	560	\$ 20	3.7%
2032	EQUIPMENT MAINTENANCE	2,057	2,200	2,300	2,400	\$ 200	9.1%
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	3,162	3,162	3,162	3,162	\$ -	0.0%
3005	MINOR EQUIPMENT	948	1,100	1,100	1,100	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	164	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	357	750	700	750	\$ -	0.0%
3039	GROUNDS MATERIAL	9,376	11,750	11,750	12,200	\$ 450	3.8%
3040	DIESEL FUEL	1,873	1,872	1,800	1,872	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>92,446</b>	<b>100,574</b>	<b>99,052</b>	<b>101,244</b>	<b>\$ 670</b>	<b>0.7%</b>
<b>641</b>	<b>SCHOOL GROUNDS</b>	<b>142,573</b>	<b>150,989</b>	<b>148,856</b>	<b>152,559</b>	<b>\$ 1,570</b>	<b>1.0%</b>

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645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	42,585	44,020	44,020	44,770	\$ 750	1.7%
1002	PART TIME PAYROLL	34,410	47,486	47,000	48,950	\$ 1,464	3.1%
1003	OVERTIME PAYROLL	250	280	280	285	\$ 5	1.8%
1020	SOCIAL SECURITY	6,625	7,022	6,984	7,191	\$ 170	2.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>83,870</b>	<b>98,808</b>	<b>98,284</b>	<b>101,196</b>	<b>\$ 2,389</b>	<b>2.4%</b>
2002	POWER	3,016	2,500	2,500	3,000	\$ 500	20.0%
2003	WATER	3,547	4,500	4,200	4,500	\$ -	0.0%
2010	PROFESSIONAL SERVICES	11,772	13,900	13,900	13,900	\$ -	0.0%
2019	TREE PLANTING AND MAINTENANCE	12,213	7,500	7,500	5,000	\$ (2,500)	-33.3%
2022	UNIFORMS	834	905	905	940	\$ 35	3.9%
2032	EQUIPMENT MAINTENANCE	4,338	3,500	3,800	4,200	\$ 700	20.0%
2035	BUILDING MAINTENANCE	3,435	20,000	20,000	25,000	\$ 5,000	25.0%
2036	STONE WALL REPAIRS	21,416	38,500	38,000	15,000	\$ (23,500)	-61.0%
2037	BATTERY & MANSION SECURITY	44	3,000	2,000	2,000	\$ (1,000)	-33.3%
2041	FENCING & GATE MAINTENANCE	33,668	3,500	4,500	7,400	\$ 3,900	111.4%
2063	ALARM MONITORING	1021	500	500	500	\$ -	0.0%
3002	GASOLINE	1,345	3,423	3,400	3,425	\$ 2	0.1%
3003	HEAT	9,226	10,300	10,000	10,300	\$ -	0.0%
3005	MINOR EQUIPMENT	262	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,089	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	14,860	14,500	14,500	15,000	\$ 500	3.4%
3039	GROUNDS MATERIAL	452	350	350	500	\$ 150	42.9%
3040	DIESEL FUEL	2,031	2,031	2,000	2,035	\$ 4	0.2%
4001	LOWER TENNIS COURT REHABILITATION	-	21,000	19,837	-	\$ (21,000)	-100.0%
	<b>SUBTOTAL</b>	<b>124,569</b>	<b>151,509</b>	<b>149,492</b>	<b>114,300</b>	<b>\$ (37,209)</b>	<b>-24.6%</b>
645	FORT WILLIAMS PARK	208,439	250,317	247,776	215,496	\$ (34,820)	-13.9%
660	TREES						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1002	PART TIME PAYROLL	3,500	3,610	3,610	3,700	\$ 90	2.5%
1020	SOCIAL SECURITY	268	276	276	283	\$ 7	2.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>3,768</b>	<b>3,886</b>	<b>3,886</b>	<b>3,983</b>	<b>\$ 97</b>	<b>2.5%</b>
2007	DUES & MEMBERSHIPS	125	125	130	130	\$ 5	4.0%
2010	PROFESSIONAL SERVICES	21,060	18,000	18,000	18,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	50	50	50	50	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>21,235</b>	<b>18,175</b>	<b>18,180</b>	<b>18,180</b>	<b>\$ 5</b>	<b>0.0%</b>
660	TREES	25,003	22,061	22,066	22,163	\$ 102	0.5%



Fiscal Year 2014  
Proposed Budget

710	INTERGOVERNMENTAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	ASSESSMENTS and TRANSFERS	FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
5024	GPCOG DUES & FEES	9,068	9,068	9,068	9,068	\$ -	0.0%
5025	MMA DUES	11,924	12,280	12,280	12,530	\$ 250	2.0%
5026	TRANSFER TO RESCUE FUND				80,000	\$ 80,000	100.0%
710	INTERGOVERNMENTAL ASSMTS.	20,992	21,348	21,348	101,598	\$ 80,250	375.9%
715	CAPITAL PROJECTS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
4001	CIP ITEMS	1,039,906	700,000	700,000	800,000	\$ 100,000	14.3%
	GRAND TOTAL-MUNICIPAL GENERAL FUND	9,063,065	8,865,608	8,812,205	9,079,316	\$ 213,708	2.43%

Fiscal Year 2014  
Proposed Budget

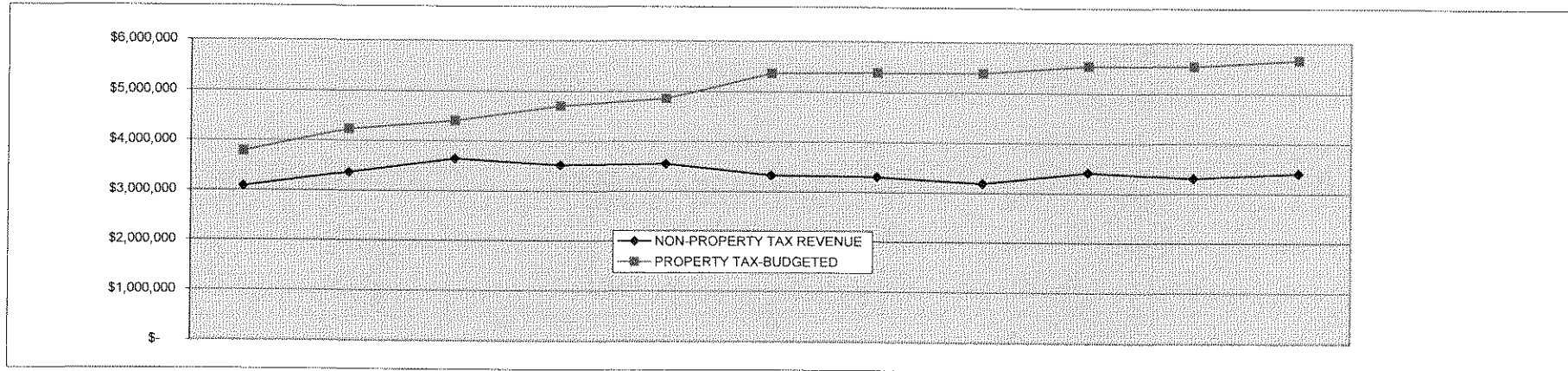
<b>GENERAL FUND REVENUES</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
307	INTEREST/LATECHARGES	\$ 26,587	\$ 40,000	\$ 35,000	\$ 27,000	\$ (13,000)	-32.5%
318	EXCISE TAXES	\$ 1,671,638	\$ 1,630,800	\$ 1,675,000	\$ 1,700,000	\$ 69,200	4.2%
320	REGISTRATION FEES	\$ 24,581	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	0.0%
321	CLERKS FEES	\$ 14,798	\$ 12,000	\$ 13,000	\$ 13,000	\$ 1,000	8.3%
324	POLICE FINES AND FEES	\$ 10,371	\$ 5,000	\$ 7,000	\$ 7,000	\$ 2,000	40.0%
325	LIBRARY FINES/FEES	\$ 8,501	\$ 6,500	\$ 6,500	\$ 7,000	\$ 500	7.7%
326	MISCELLANEOUS REVENUES	\$ 33,352	\$ 45,000	\$ 45,000	\$ 35,000	\$ (10,000)	-22.2%
327	INVESTMENT INCOME	\$ 50,207	\$ 25,000	\$ 40,000	\$ 45,000	\$ 20,000	80.0%
329	MISCELLANEOUS FEDERAL REVENUE	\$ 43	\$ 100	\$ 47	\$ 100	\$ -	0.0%
331	STATE REVENUE SHARING	\$ 631,898	\$ 640,000	\$ 640,000	\$ 640,000	\$ -	0.0%
332	MISCELLANEOUS STATE REVENUE	\$ 53,630	\$ 35,000	\$ 52,000	\$ 35,000	\$ -	0.0%
333	USE OF SURPLUS	\$ 350,000	\$ 350,000	\$ 350,000	\$ 352,000	\$ 2,000	0.6%
335	RECYCLING AREA FEES	\$ 107,029	\$ 70,000	\$ 72,000	\$ 85,000	\$ 15,000	21.4%
336	MDOT BLOCK GRANT	\$ 83,952	\$ 84,000	\$ 84,000	\$ 81,900	\$ (2,100)	-2.5%
339	CABLE FRANCHISE FEE	\$ 157,125	\$ 155,000	\$ 155,000	\$ 155,000	\$ -	0.0%
359	BOAT EXCISE TAXES	\$ 16,477	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.0%
410	BUILDING PERMIT FEES	\$ 101,237	\$ 80,000	\$ 80,000	\$ 90,000	\$ 10,000	12.5%
514	POLICE REIMBURSEMENTS	\$ 3,200	\$ 6,000	\$ 6,000	\$ 4,500	\$ (1,500)	-25.0%
525	MOORING PERMITS	\$ 3,900	\$ 5,000	\$ 5,000	\$ 4,000	\$ (1,000)	-20.0%
625	POOL REVENUES	\$ 195,961	\$ -	\$ -	\$ -	\$ -	
518	SPECIAL FUNDS OVERHEAD	\$ 59,609	\$ 77,000	\$ 77,000	\$ 77,000	\$ -	0.0%
337	OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Subtotal</b>	<b>\$ 3,604,096</b>	<b>\$ 3,306,400</b>	<b>\$ 3,382,547</b>	<b>\$ 3,398,500</b>	<b>\$ 92,100</b>	<b>2.8%</b>

### 10 Year Revenue History

GENERAL FUND REVENUES		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$ CHANGE	% CHANGE
		FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 04 to 14	FY 04 to 14
307	INTEREST/LATECHARGES	\$ 18,357	\$ 19,435	\$ 21,007	\$ 26,874	\$ 42,067	\$ 38,560	\$ 57,230	\$ 29,562	\$ 26,587	\$ 40,000	\$ 27,000	\$ 8,643	47.1%
318	EXCISE TAXES	\$ 1,713,906	\$ 1,738,290	\$ 1,802,246	\$ 1,767,060	\$ 1,726,170	\$ 1,654,447	\$ 1,629,715	\$ 1,637,278	\$ 1,671,638	\$ 1,630,800	\$ 1,700,000	\$ (13,906)	-0.8%
320	REGISTRATION FEES	\$ 27,289	\$ 26,650	\$ 28,464	\$ 26,142	\$ 25,319	\$ 24,914	\$ 25,063	\$ 24,757	\$ 24,581	\$ 24,000	\$ 24,000	\$ (3,289)	-12.1%
321	CLERKS FEES	\$ 11,669	\$ 15,202	\$ 13,275	\$ 14,135	\$ 12,877	\$ 14,936	\$ 12,850	\$ 13,347	\$ 14,798	\$ 12,000	\$ 13,000	\$ 1,331	11.4%
324	POLICE FINES AND FEES	\$ 10,541	\$ 10,301	\$ 9,315	\$ 8,940	\$ 8,453	\$ 6,860	\$ 5,829	\$ 7,394	\$ 10,371	\$ 5,000	\$ 7,000	\$ (3,541)	-33.6%
325	LIBRARY FINES/FEES	\$ 7,170	\$ 8,406	\$ 8,754	\$ 8,572	\$ 7,602	\$ 8,449	\$ 8,625	\$ 7,910	\$ 8,501	\$ 6,500	\$ 7,000	\$ (170)	-2.4%
326	MISCELLANEOUS REVENUES	\$ 40,991	\$ 30,502	\$ 30,860	\$ 34,595	\$ 31,075	\$ 30,005	\$ 88,070	\$ 24,526	\$ 33,352	\$ 45,000	\$ 35,000	\$ (5,991)	-14.6%
327	INVESTMENT INCOME	\$ 29,768	\$ 58,447	\$ 194,237	\$ 275,717	\$ 215,040	\$ 150,960	\$ 84,341	\$ 31,381	\$ 50,207	\$ 25,000	\$ 45,000	\$ 15,232	51.2%
329	MISCELLANEOUS FEDERAL REVENUE	\$ 19,530	\$ 39,903	\$ 108,032	\$ 181	\$ 85	\$ 12	\$ 82	\$ 141	\$ 43	\$ 100	\$ 100	\$ (19,430)	-99.5%
331	STATE REVENUE SHARING	\$ 706,460	\$ 724,034	\$ 664,774	\$ 702,395	\$ 740,197	\$ 667,238	\$ 599,840	\$ 610,263	\$ 631,898	\$ 640,000	\$ 640,000	\$ (66,460)	-9.4%
332	MISCELLANEOUS STATE REVENUE	\$ 48,181	\$ 24,813	\$ 100,964	\$ 31,683	\$ 48,358	\$ 71,207	\$ 74,275	\$ 77,407	\$ 53,630	\$ 35,000	\$ 35,000	\$ (13,181)	-27.4%
333	USE OF SURPLUS	\$ -	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 350,000	\$ 350,000	\$ 352,000	\$ 352,000	
335	RECYCLING AREA FEES	\$ 53,870	\$ 57,497	\$ 50,925	\$ 48,135	\$ 59,984	\$ 62,154	\$ 75,254	\$ 93,391	\$ 107,029	\$ 70,000	\$ 85,000	\$ 31,130	57.8%
336	MDOT BLOCK GRANT	\$ 85,544	\$ 96,448	\$ 112,224	\$ 92,948	\$ 94,380	\$ 86,944	\$ 77,216	\$ 80,672	\$ 83,952	\$ 84,000	\$ 81,900	\$ (3,644)	-4.3%
339	CABLE FRANCHISE FEE	\$ 59,654	\$ 66,985	\$ 67,999	\$ 72,621	\$ 81,740	\$ 128,535	\$ 144,317	\$ 154,202	\$ 157,125	\$ 155,000	\$ 155,000	\$ 95,346	159.8%
359	BOAT EXCISE TAXES	\$ 19,674	\$ 18,907	\$ 19,363	\$ 18,491	\$ 19,669	\$ 17,403	\$ 17,415	\$ 16,311	\$ 16,477	\$ 16,000	\$ 16,000	\$ (3,674)	-18.7%
410	BUILDING PERMIT FEES	\$ 180,542	\$ 165,169	\$ 158,506	\$ 137,325	\$ 171,418	\$ 100,536	\$ 110,567	\$ 90,795	\$ 101,237	\$ 80,000	\$ 90,000	\$ (90,542)	-50.2%
514	POLICE REIMBURSEMENTS	\$ 5,890	\$ 3,200	\$ 4,600	\$ 3,880	\$ 13,677	\$ 6,350	\$ 5,425	\$ 4,725	\$ 3,200	\$ 6,000	\$ 4,500	\$ (1,390)	-23.6%
525	MOORING PERMITS	\$ 3,000	\$ 5,250	\$ 5,200	\$ 4,624	\$ 5,650	\$ 5,500	\$ 5,650	\$ 4,950	\$ 3,900	\$ 5,000	\$ 4,000	\$ 1,000	33.3%
518	SPECIAL FUNDS OVERHEAD	\$ 35,878	\$ 38,160	\$ 31,980	\$ 35,000	\$ 34,606	\$ 34,504	\$ 65,583	\$ 61,873	\$ 59,609	\$ 77,000	\$ 77,000	\$ 41,122	114.6%
	NON-PROPERTY TAX REVENUE	\$ 3,077,914	\$ 3,357,599	\$ 3,642,725	\$ 3,519,318	\$ 3,548,367	\$ 3,319,514	\$ 3,297,347	\$ 3,180,885	\$ 3,408,135	\$ 3,306,400	\$ 3,398,500	\$ 320,586	10.4%
	PROPERTY TAX-BUDGETED	\$ 3,780,888	\$ 4,231,370	\$ 4,400,155	\$ 4,698,185	\$ 4,847,830	\$ 5,356,590	\$ 5,380,754	\$ 5,387,187	\$ 5,539,079	\$ 5,538,479	\$ 5,661,228	\$ 1,880,340	49.7%
	Total	\$ 6,858,802	\$ 7,588,969	\$ 8,042,880	\$ 8,217,503	\$ 8,396,197	\$ 8,676,104	\$ 8,678,101	\$ 8,568,072	\$ 8,947,214	\$ 8,844,879	\$ 9,059,728	\$ 2,200,926	32.1%

Percent from Property Taxes

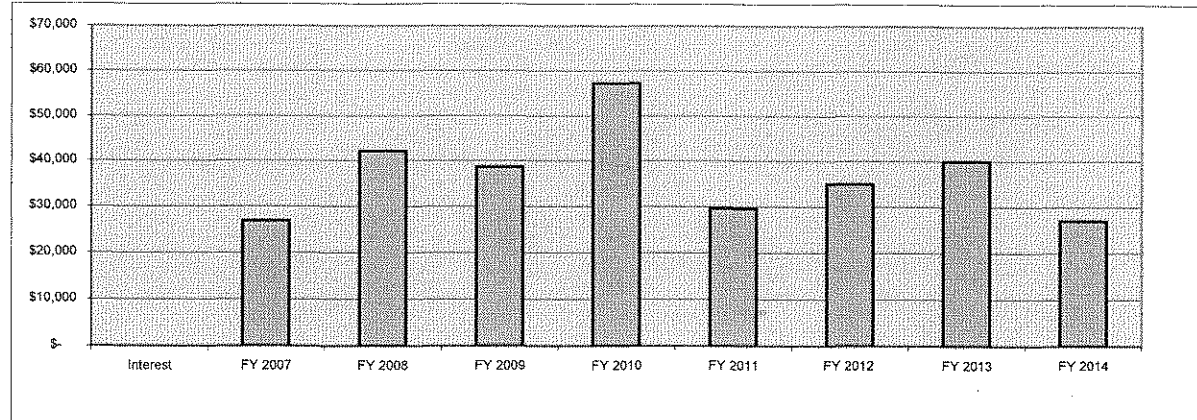
55%      56%      55%      57%      58%      62%      62%      63%      62%      63%      62%



# Revenues

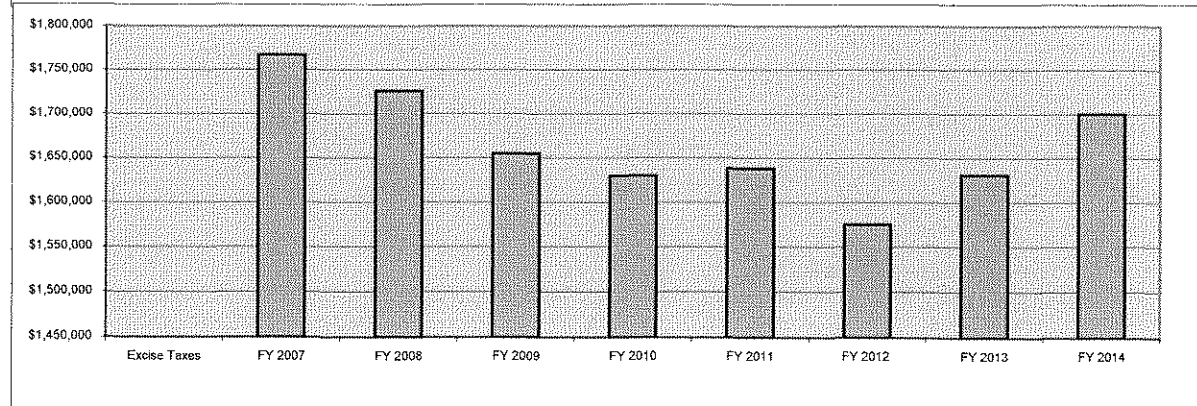
## Interest

FY 2007	\$	26,874
FY 2008	\$	42,067
FY 2009	\$	38,560
FY 2010	\$	57,230
FY 2011	\$	29,562
FY 2012	\$	35,000
FY 2013	\$	40,000
FY 2014	\$	27,000



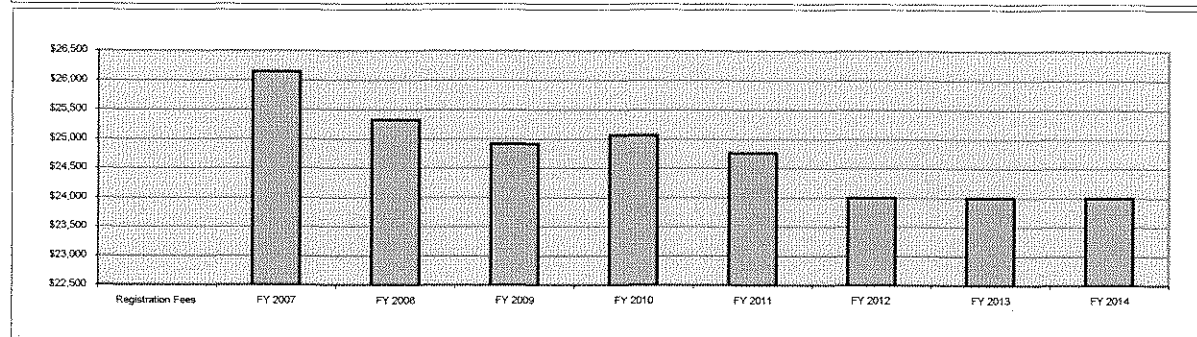
## Excise Taxes

FY 2007	\$	1,767,060
FY 2008	\$	1,726,170
FY 2009	\$	1,654,447
FY 2010	\$	1,629,715
FY 2011	\$	1,637,728
FY 2012	\$	1,575,000
FY 2013	\$	1,630,800
FY 2014	\$	1,700,000



## Registration Fees

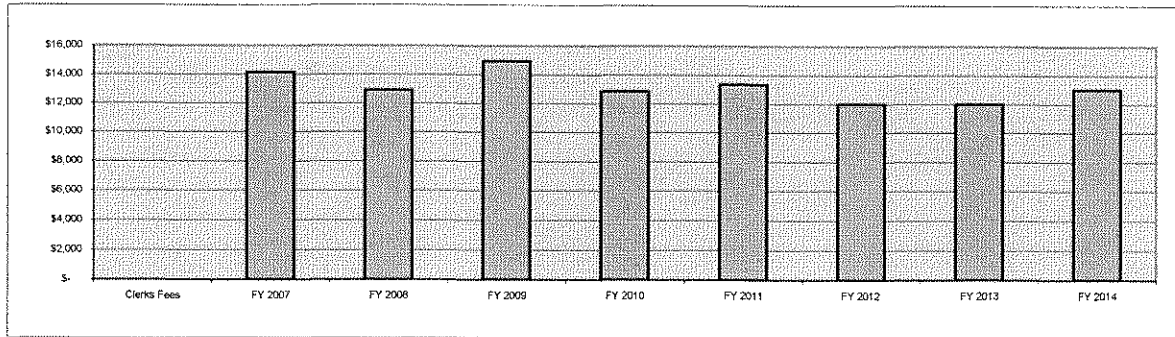
FY 2007	\$	26,142
FY 2008	\$	25,319
FY 2009	\$	24,914
FY 2010	\$	25,063
FY 2011	\$	24,757
FY 2012	\$	24,000
FY 2013	\$	24,000
FY 2014	\$	24,000



# Revenues

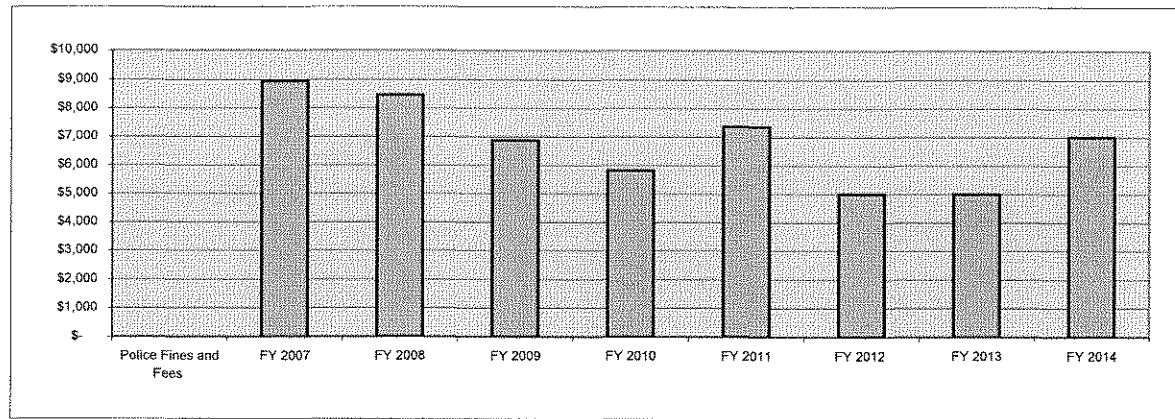
## Clerks Fees

FY 2007	\$	14,135
FY 2008	\$	12,877
FY 2009	\$	14,936
FY 2010	\$	12,850
FY 2011	\$	13,347
FY 2012	\$	12,000
FY 2013	\$	12,000
FY 2014	\$	13,000



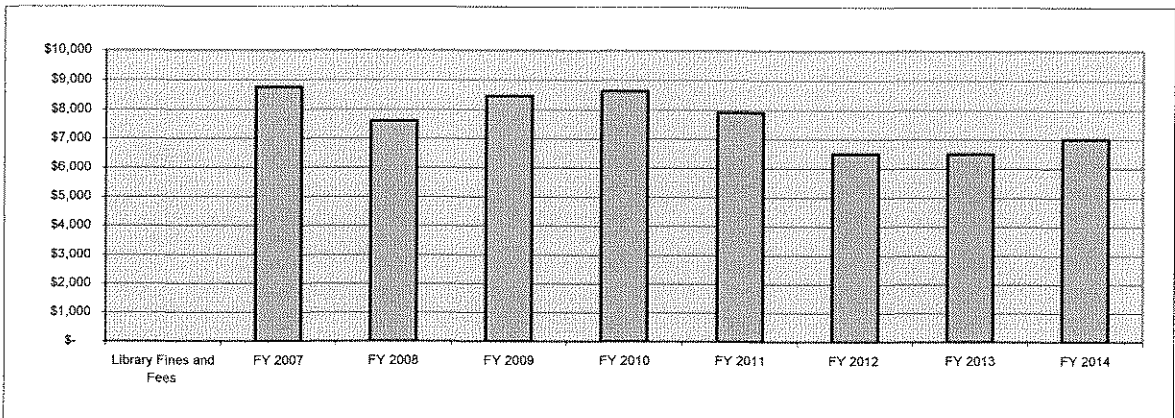
## Police Fines and Fees

FY 2007	\$	8,940
FY 2008	\$	8,453
FY 2009	\$	6,860
FY 2010	\$	5,829
FY 2011	\$	7,364
FY 2012	\$	5,000
FY 2013	\$	5,000
FY 2014	\$	7,000



## Library Fines and Fees

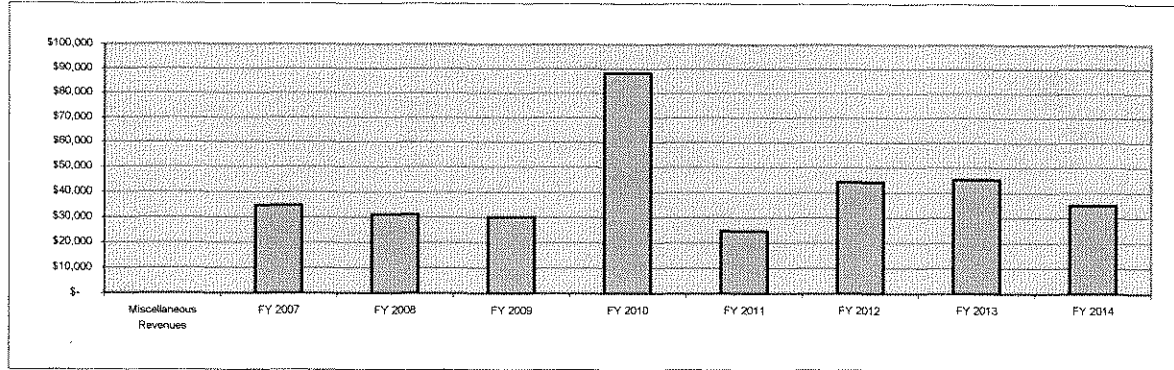
FY 2007	\$	8,752
FY 2008	\$	7,602
FY 2009	\$	8,449
FY 2010	\$	8,625
FY 2011	\$	7,910
FY 2012	\$	6,500
FY 2013	\$	6,500
FY 2014	\$	7,000



# Revenues

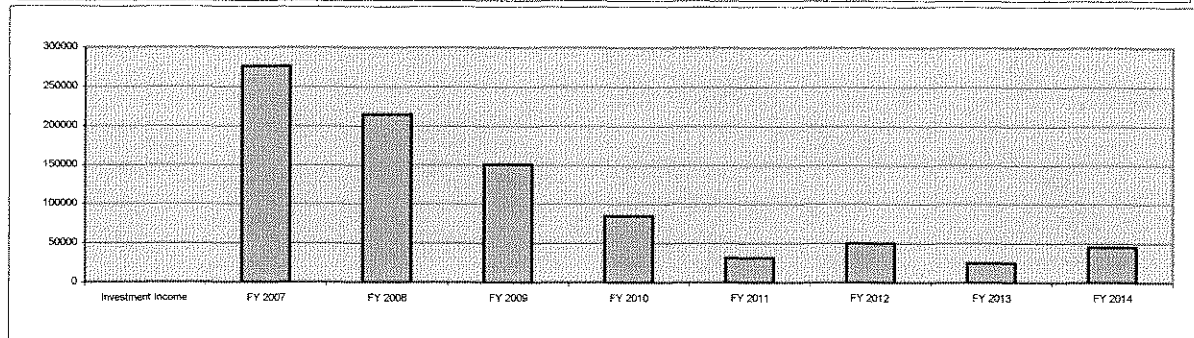
## Miscellaneous Revenues

FY 2007	\$	34,565
FY 2008	\$	31,075
FY 2009	\$	30,005
FY 2010	\$	88,070
FY 2011	\$	24,526
FY 2012	\$	44,000
FY 2013	\$	45,000
FY 2014	\$	35,000



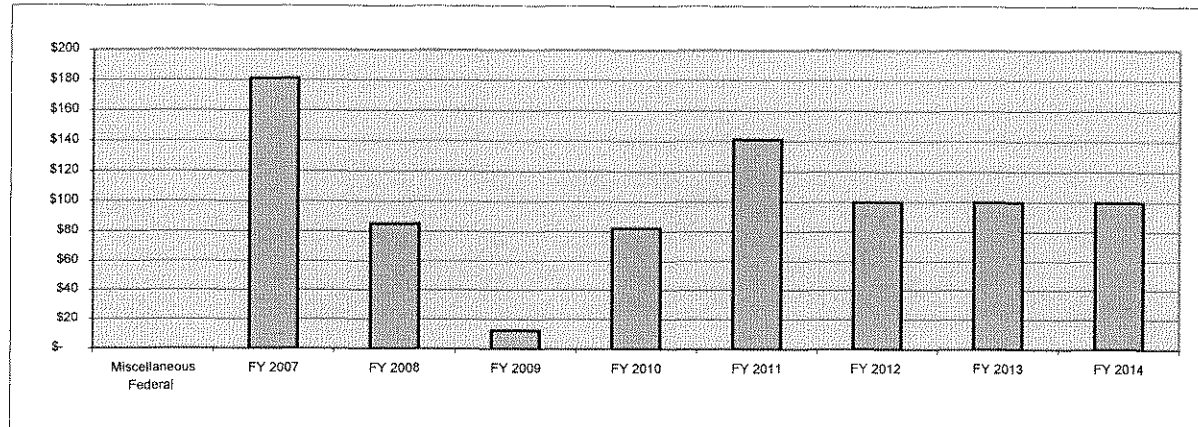
## Investment Income

FY 2007	\$	275,717
FY 2008	\$	215,040
FY 2009	\$	150,960
FY 2010	\$	84,341
FY 2011	\$	31,381
FY 2012	\$	50,000
FY 2013	\$	25,000
FY 2014	\$	45,000



## Miscellaneous Federal

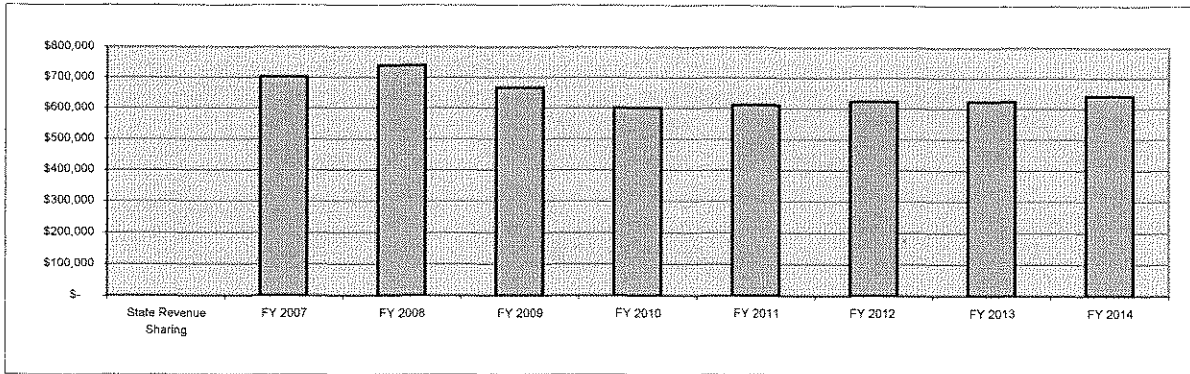
FY 2007	\$	181
FY 2008	\$	85
FY 2009	\$	12
FY 2010	\$	82
FY 2011	\$	141
FY 2012	\$	100
FY 2013	\$	100
FY 2014	\$	100



# Revenues

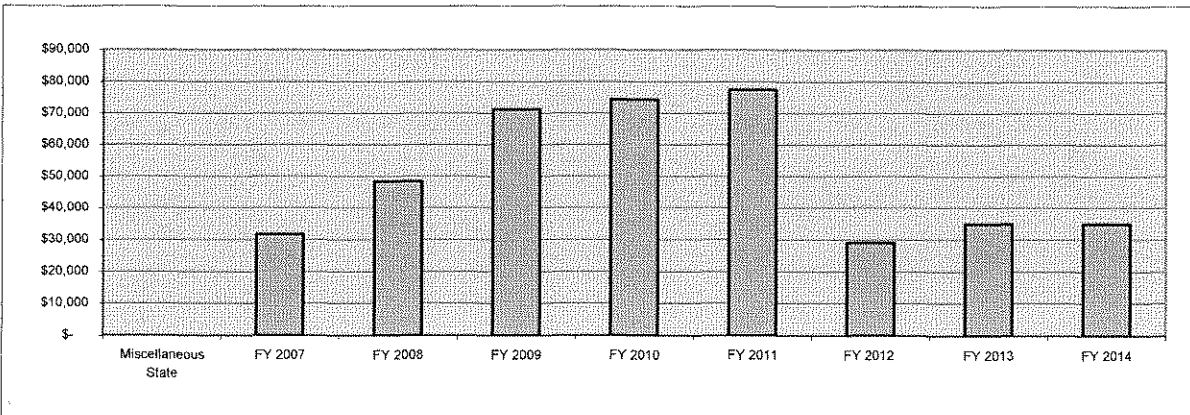
## State Revenue Sharing

FY 2007	\$	702,395
FY 2008	\$	740,197
FY 2009	\$	667,238
FY 2010	\$	599,840
FY 2011	\$	610,263
FY 2012	\$	622,000
FY 2013	\$	622,000
FY 2014	\$	640,000



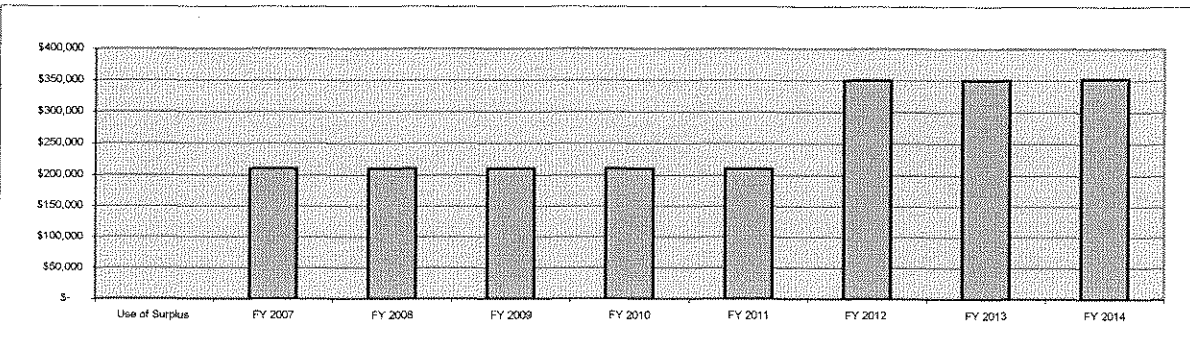
## Miscellaneous State

FY 2007	\$	31,683
FY 2008	\$	48,358
FY 2009	\$	71,207
FY 2010	\$	74,275
FY 2011	\$	77,407
FY 2012	\$	29,000
FY 2013	\$	35,000
FY 2014	\$	35,000



## Use of Surplus

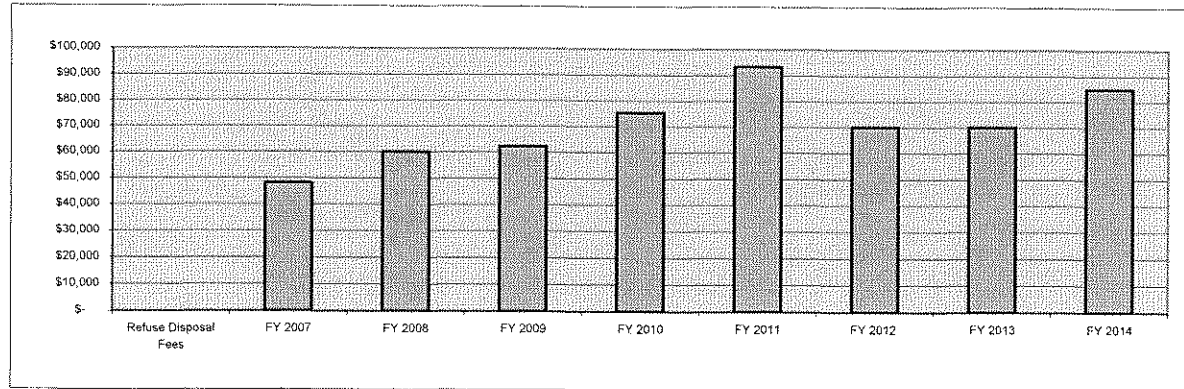
FY 2007	\$	210,000
FY 2008	\$	210,000
FY 2009	\$	210,000
FY 2010	\$	210,000
FY 2011	\$	210,000
FY 2012	\$	350,000
FY 2013	\$	350,000
FY 2014	\$	352,000



# Revenues

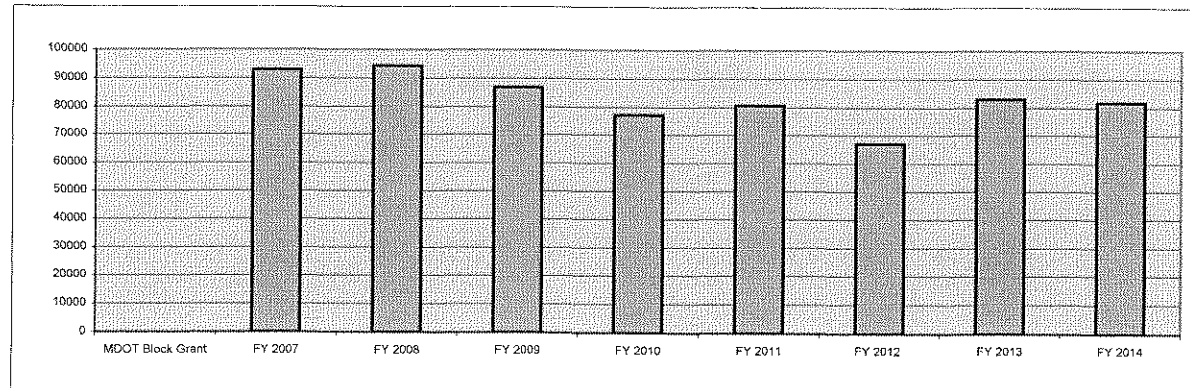
## Refuse Disposal Fees

FY 2007	\$	48,135
FY 2008	\$	59,984
FY 2009	\$	62,154
FY 2010	\$	75,253
FY 2011	\$	93,391
FY 2012	\$	70,000
FY 2013	\$	70,000
FY 2014	\$	85,000



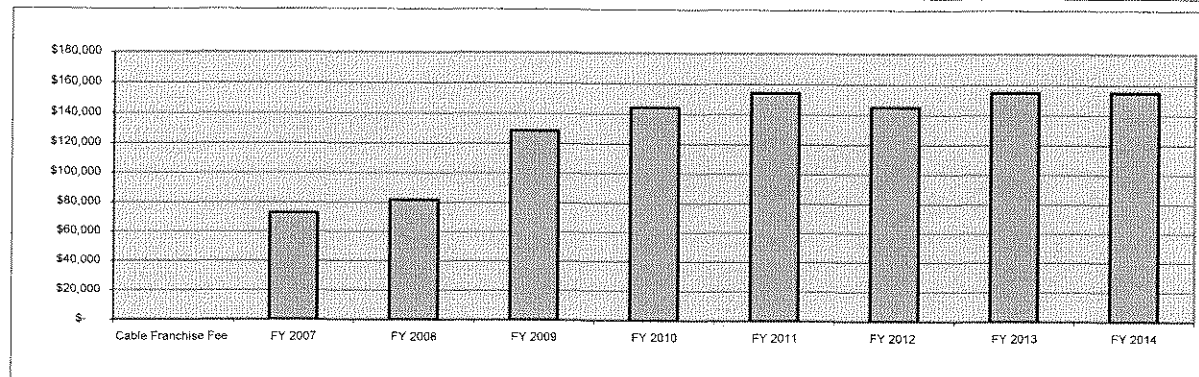
## MDOT Block Grant

FY 2007	\$	92,948
FY 2008	\$	94,380
FY 2009	\$	86,944
FY 2010	\$	77,216
FY 2011	\$	80,672
FY 2012	\$	67,000
FY 2013	\$	83,000
FY 2014	\$	81,900



## Cable Franchise Fee

FY 2007	\$	72,761
FY 2008	\$	81,740
FY 2009	\$	128,535
FY 2010	\$	144,317
FY 2011	\$	154,202
FY 2012	\$	145,000
FY 2013	\$	155,000
FY 2014	\$	155,000

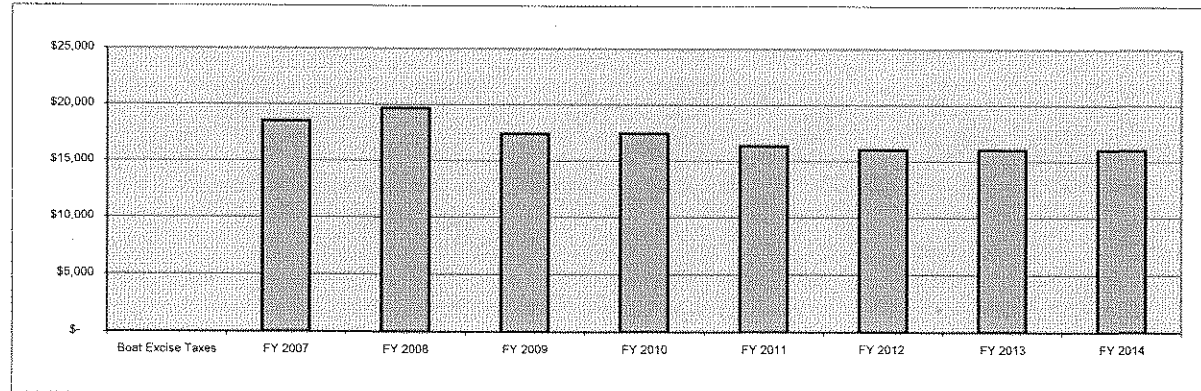




# Revenues

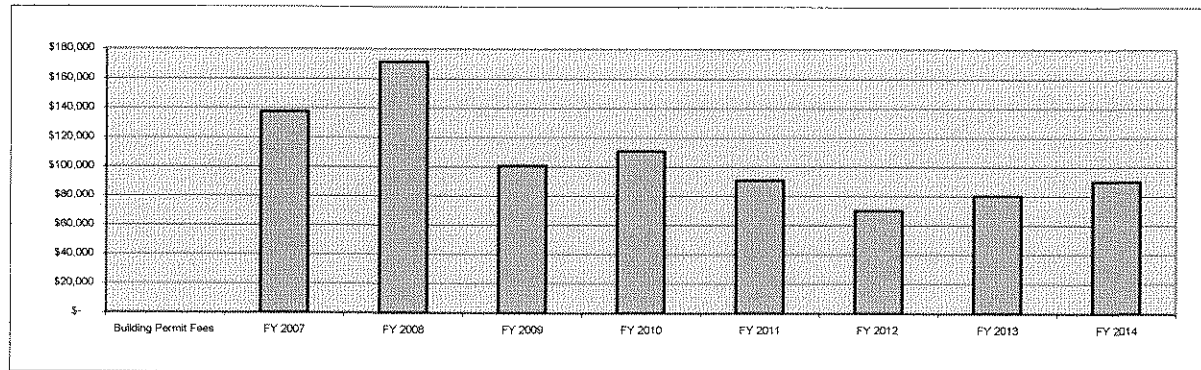
## Boat Excise Taxes

FY 2007	\$	18,491
FY 2008	\$	19,669
FY 2009	\$	17,403
FY 2010	\$	17,415
FY 2011	\$	16,311
FY 2012	\$	16,000
FY 2013	\$	16,000
FY 2014	\$	16,000



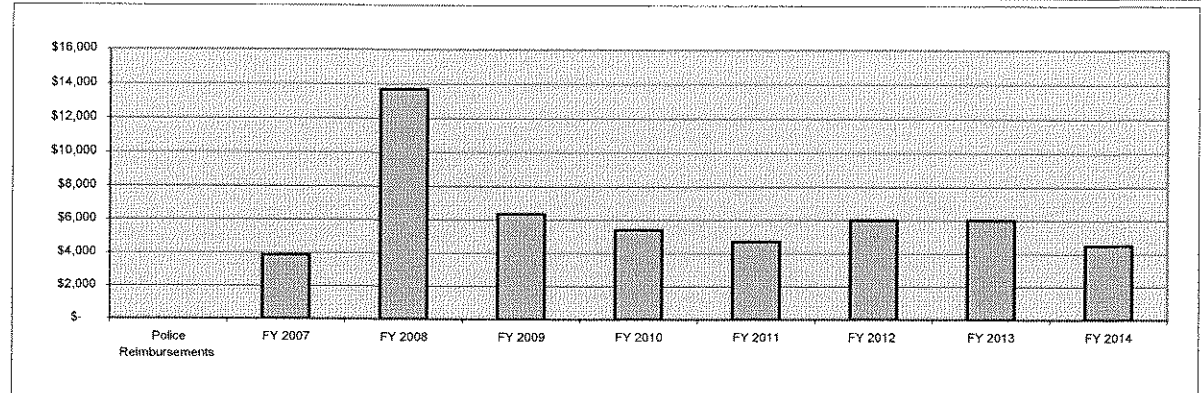
## Building Permit Fees

FY 2007	\$	137,325
FY 2008	\$	171,418
FY 2009	\$	100,536
FY 2010	\$	110,566
FY 2011	\$	90,795
FY 2012	\$	70,000
FY 2013	\$	80,000
FY 2014	\$	90,000



## Police Reimbursements

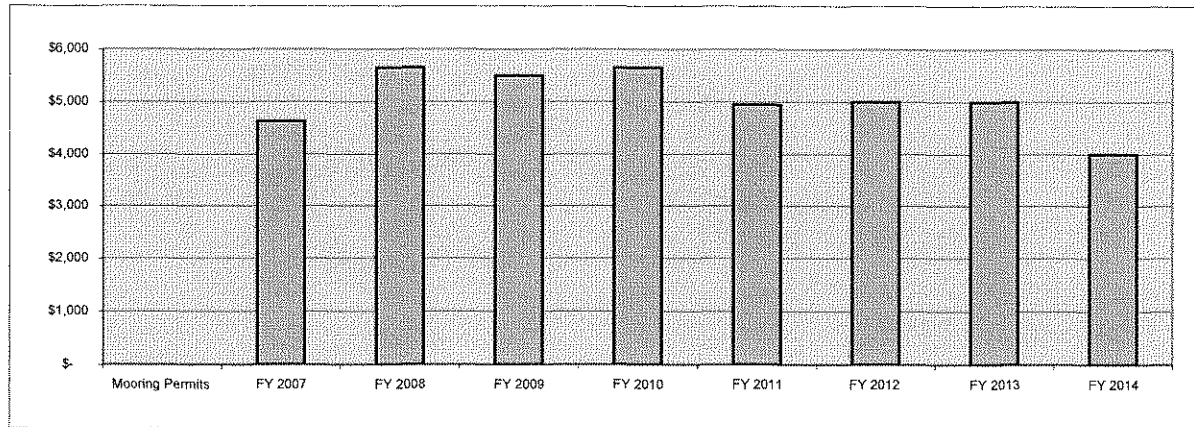
FY 2007	\$	3,880
FY 2008	\$	13,677
FY 2009	\$	6,350
FY 2010	\$	5,425
FY 2011	\$	4,725
FY 2012	\$	6,000
FY 2013	\$	6,000
FY 2014	\$	4,500



# Revenues

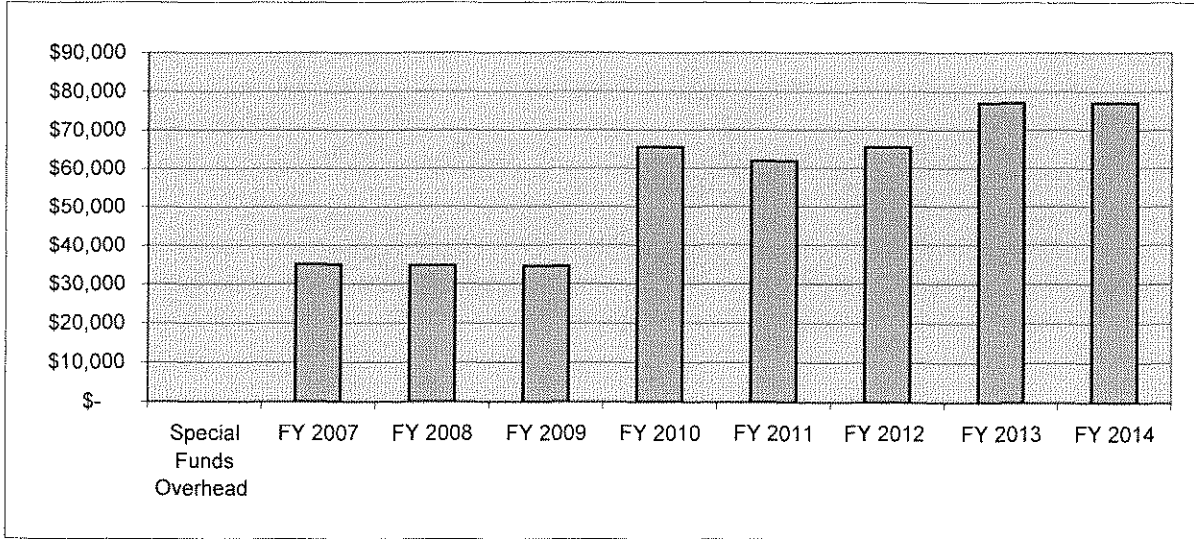
## Mooring Permits

FY 2007	\$	4,624
FY 2008	\$	5,650
FY 2009	\$	5,500
FY 2010	\$	5,650
FY 2011	\$	4,950
FY 2012	\$	5,000
FY 2013	\$	5,000
FY 2014	\$	4,000



## Special Funds Overhead

FY 2007	\$	35,000
FY 2008	\$	34,606
FY 2009	\$	34,504
FY 2010	\$	65,583
FY 2011	\$	61,873
FY 2012	\$	65,500
FY 2013	\$	77,000
FY 2014	\$	77,000



Fiscal Year 2014  
Proposed Budget

	Department Line Item Budget	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	323,707	332,934	332,934	339,617	\$ 6,683	2.0%
1003	OVERTIME	-	2,000	2,000	2,000	\$ -	0.0%
1020	SOCIAL SECURITY	24,453	25,622	25,622	26,134	\$ 512	2.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>348,159</b>	<b>360,556</b>	<b>360,556</b>	<b>367,751</b>	<b>\$ 7,195</b>	<b>2.0%</b>
2001	TELEPHONE	40,119	30,840	30,840	30,840	\$ -	0.0%
2004	PRINTING & ADVERTISING	9,287	10,000	10,000	10,000	\$ -	0.0%
2005	POSTAGE	13,014	10,500	10,500	10,500	\$ -	0.0%
2006	TRAVEL	4,961	5,500	5,500	5,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,652	1,425	1,700	1,730	\$ 305	21.4%
2008	TRAINING	285	1,800	1,800	1,800	\$ -	0.0%
2009	CONFERENCES & MEETINGS	2,543	4,000	4,000	3,600	\$ (400)	-10.0%
2010	PROFESSIONAL SERVICES	4,911	6,000	6,000	6,000	\$ -	0.0%
2015	INTERNET-ON-LINE CHARGES	5,265	9,900	9,800	9,500	\$ (400)	-4.0%
2016	RECORDS PRESERVATION	2,448	2,000	2,000	2,000	\$ -	0.0%
2034	OFFICE EQUIPMENT	-	1,000	1,000	1,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE	19,885	26,000	22,000	23,000	\$ (3,000)	-11.5%
2200	SCHOOL NETWORK ASSISTANCE	35,904	37,700	37,700	38,450	\$ 750	2.0%
3001	OFFICE SUPPLIES	5,478	6,750	6,750	6,000	\$ (750)	-11.1%
	<b>SUBTOTAL</b>	<b>145,754</b>	<b>153,415</b>	<b>149,590</b>	<b>149,920</b>	<b>\$ (3,495)</b>	<b>-2.3%</b>
<b>110</b>	<b>ADMINISTRATION</b>	<b>493,913</b>	<b>513,971</b>	<b>510,146</b>	<b>517,671</b>	<b>\$ 3,700</b>	<b>0.7%</b>

**Administration**

**Account 1101001 Full Time Payroll**

All are adjusted a proposed 2%.

Positions	FY 2013	FY 2014
Town Manager	115,360	117,667
Asst. Town Manager/Town Clerk	84,405	86,100
Deputy Town Clerk/Tax Clerk	43,940	44,820
Municipal Agent/Tax Clerk	41,200	42,030
RV Agent/Tax Clerk	36,025	36,750
Part-Time RV Agent/Tax Clerk	12,004	12,250
	<b>332,934</b>	<b>339,617</b>

**Telephone 1102003 \$30,840**

We replaced our 15 year old telephones in 2011 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 \$2,205 for a line that connects public works with the system in the Town Center. The regular monthly bill from OTT Communications is about \$2,300. This account funds phone service at Town Hall, the Police, Fire and Public Works Departments and the Thomas Memorial Library.

**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*.46)	4,050
Certified Mails and late notices	4,000
Invoice Payments	1,500
Miscellaneous pieces (approx 1,500)	860

**Travel (1102006) \$5,500**

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

**Dues and Memberships (1102007) \$1,730**  
ICMA 1,100, Me Mgrs. 250, Misc. Assns. 300

**Training and Conferences and Meetings (1102008 and 1102009) \$ 5,400**  
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

**Internet-On Line Charges (1102015) \$9,500**  
This account funds our costs for our online services and for Google Mail.  
Time Warner Business Class \$370.00 per month or \$4,400 per year. This is for the town hall, the police department, public works and the town center fire station. The library receives free service through the Maine State Library.  
The Google mail service costs \$3,500 per year for 70 accounts at \$50.00 each.  
A separate account for the Cape Cottage fire station is \$52 per month or \$624 per year.  
This account also pays for cloud services for online property tax payments currently amounting to \$600 per year.

**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) \$23,000**  
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) \$38,450**  
This is the town share of the school technology personnel who assist the town. The increase reflects additional school costs..

**Office Supplies \$6,000**  
Copier Paper 2,000  
Letterhead/Envelopes 600  
Coffee 500

Toner Cartridges  
Miscellaneous

600  
2,450

Fiscal Year 2014  
Proposed Budget

<b>120</b>	<b>ASSESSING/CODES/PLANNING</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	286,116	293,449	290,307	291,983	\$ (1,466)	-0.5%
1002	PART TIME PAYROLL	-	0	0	0	\$ -	0.0%
1020	SOCIAL SECURITY	21,260	22,449	22,208	22,337	\$ (112)	-0.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>307,375</b>	<b>315,898</b>	<b>312,515</b>	<b>314,320</b>	<b>\$ (1,578)</b>	<b>-0.5%</b>
2000	CELLULAR PHONE	1,663	1,600	1,675	1,800	\$ 200	11.9%
2004	PRINTING & ADVERTISING	45	1,100	1,100	1,100	\$ -	0.0%
2006	TRAVEL	8,956	7,500	7,500	7,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,283	1,405	1,405	1,445	\$ 40	2.8%
2009	CONFERENCES & MEETINGS	1,624	3,320	2,870	3,320	\$ -	0.0%
2010	PROFESSIONAL SERVICES	4,801	5,100	5,100	5,100	\$ -	0.0%
2011	GIS MAINTENANCE	21,640	14,000	14,000	12,500	\$ (1,500)	-10.7%
2018	PLANNING CONSULTING	30	2,400	2,400	2,400	\$ -	0.0%
2019	CODES TECHNICAL SUPPORT	495	5,500	5,500	5,500	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	717	1,725	1,725	1,725	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	708	700	700	700	\$ -	0.0%
3020	BOOKS/PUBLICATIONS	422	400	400	400	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>42,383</b>	<b>44,750</b>	<b>44,375</b>	<b>43,490</b>	<b>\$ (1,260)</b>	<b>-2.8%</b>
	<b>TOTAL ACP</b>	<b>349,759</b>	<b>360,648</b>	<b>356,890</b>	<b>357,810</b>	<b>\$ (2,838)</b>	<b>-0.8%</b>
<b>130</b>	<b>TOWN COUNCIL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2009	CONFERENCES AND MEETINGS	40	500	500	500	\$ -	0.0%
130	TOWN COUNCIL	40	500	500	500	\$ -	0.0%
<b>135</b>	<b>LEGAL &amp; AUDIT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2010	LEGAL SERVICES	22,475	25,000	55,000	27,000	\$ 2,000	8.0%
2011	AUDIT SERVICES	30,700	30,000	30,000	30,000	\$ -	0.0%
135	LEGAL AND AUDIT	53,175	55,000	85,000	57,000	\$ 2,000	3.6%
						\$ -	
<b>140</b>	<b>ELECTIONS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	12,872	26,830	22,000	19,500	\$ (7,330)	-27.3%
1020	SOCIAL SECURITY	962	2,052	1,700	1,500	\$ (552)	-26.9%
	<b>SUBTOTAL PERSONNEL</b>	<b>13,834</b>	<b>28,882</b>	<b>23,700</b>	<b>21,000</b>	<b>\$ (7,882)</b>	<b>-27.3%</b>
2004	PRINTING AND ADVERTISING	3,527	5,900	4,000	4,220	\$ (1,680)	-28.5%
2010	PROFESSIONAL SERVICES	4,655	5,350	4,000	3,680	\$ (1,670)	-31.2%
3001	OFFICE SUPPLIES	474	600	800	400	\$ (200)	-33.3%
4001	OUTLAY					\$ -	
	<b>SUBTOTAL</b>	<b>8,656</b>	<b>11,850</b>	<b>8,800</b>	<b>8,300</b>	<b>\$ (3,550)</b>	<b>-30.0%</b>
140	ELECTIONS	22,490	40,732	32,500	29,300	\$ (11,432)	-28.1%

## MEMORANDUM

TO: Michael McGovern, Town Manager  
FROM: Maureen O'Meara, Town Planner  
DATE: February 15, 2013  
SUBJECT: FY 2014 Budget

Attached is the draft Assessing/Codes/Planning Office Budget for FY 2014. Pay increases of 2%, as well as increases in cell phone costs and dues costs are off-set with a decrease in funding requested for the GIS system.

Please let me know if you need any additional information or have any questions.



**ASSESSING/CODES/PLANNING (120)**

***1001 Full Time Payroll***

**291,983**

	<u>FY13 Hrs/Wk</u>	<u>FY14 Hrs/Wk</u>	<u>Actual FY13</u>	<u>FY 2014</u>
Town Planner	40	40	79,414	81,000
Code Enforcement Officer	40	40	67,058	64,260
Assessor	40	40	78,250	79,815
Office Manager	40	40	19.84 /hr (\$41,267)	20.24/hr (\$42,099)
ACP Secretary	40	27	17.32/hr (\$24,318)	\$17.67/hr (\$24,809)
<b>TOTAL</b>			<b>\$290,307</b>	<b>\$291,983</b>

The Code Enforcement Officer pay line has been reduced \$3,219 in FY 2013 to reflect a personnel change.

***1002 Part Time Payroll***

**0**

***1020 Social Security***

**22,337**

$\$291,983 \times .0765 = \$22,337$

***2000 Cellular Phone***

**1,800**

This account provides a \$50/month allowance for a smart phone for the Planner, Assessor and Code Enforcement Officer.

***2004 Printing and Advertising***

**1,100**

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

***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** **1,445**

Planner (Maine Association of Planners, NNECAPA, APA/AICP)	480
Code Enforcement Officer (MBOIA, Electrical Inspectors, Miscellaneous)	250
Assessor (IAAO, MAAO, Certified General Licensure)	715

**2009 Conference and Meetings** **3,320**

This account funds training 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

**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** **12,500**

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

<u>Maintenance of Data</u> : routine updates of existing data layers	1,500
<u>Training</u> : Department heads	500
<u>Technical Assistance</u> : 1/2 day a month at \$75/hour	3,600
<u>Hardware/Software</u> : Software maintenance, registrations	5,700
<u>Supplies</u> : These expenses are primarily printer/plotter cartridges and rolls of paper.	200
<u>New Coverage development</u> : new trails, tree inventory	1000

***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.

***2019 Codes Technical Assistance*** **5,500**

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

***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) and Legal and Audit (135)**

**ACCOUNT SUMMARY**

<b>130</b>	<b>TOWN COUNCIL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2009	<b>CONFERENCES AND MEETINGS</b>	40	500	500	500	\$ -	0.0%
<b>130</b>	<b>TOWN COUNCIL</b>	<b>40</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>\$ -</b>	<b>0.0%</b>
<b>135</b>	<b>LEGAL &amp; AUDIT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2010	<b>LEGAL SERVICES</b>	22,475	25,000	55,000	27,000	\$ 2,000	8.0%
2011	<b>AUDIT SERVICES</b>	30,700	30,000	30,000	30,000	\$ -	0.0%
<b>135</b>	<b>LEGAL AND AUDIT</b>	<b>53,175</b>	<b>55,000</b>	<b>85,000</b>	<b>57,000</b>	<b>\$ 2,000</b>	<b>3.6%</b>

The town council conferences and meetings account is for food that is sometimes but rarely purchased in conjunction with meetings that begin at 6:00 p.m. It also covers registration fees for any council members attending training session and MMA events.

The legal services account was overdrawn in FY 2013 due to code enforcement issues and related legal actions against the town. It is hoped that the costs will be much lower in FY 2014.

Fiscal Year 2014  
Proposed Budget

<b>140</b>	<b>ELECTIONS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	12,872	26,830	22,000	19,500	\$ (7,330)	-27.3%
1020	SOCIAL SECURITY	962	2,052	1,700	1,500	\$ (552)	-26.9%
	<b>SUBTOTAL PERSONNEL</b>	<b>13,834</b>	<b>28,882</b>	<b>23,700</b>	<b>21,000</b>	<b>\$ (7,882)</b>	<b>-27.3%</b>
2004	PRINTING AND ADVERTISING	3,527	5,900	4,000	4,220	\$ (1,680)	-28.5%
2010	PROFESSIONAL SERVICES	4,655	5,350	4,000	3,680	\$ (1,670)	-31.2%
3001	OFFICE SUPPLIES	474	600	800	400	\$ (200)	-33.3%
4001	OUTLAY					\$ -	
	<b>SUBTOTAL</b>	<b>8,656</b>	<b>11,850</b>	<b>8,800</b>	<b>8,300</b>	<b>\$ (3,550)</b>	<b>-30.0%</b>
<b>140</b>	<b>ELECTIONS</b>	<b>22,490</b>	<b>40,732</b>	<b>32,500</b>	<b>29,300</b>	<b>\$ (11,432)</b>	<b>-28.1%</b>

February 19, 2013

Dear Frank J. Governali, Chairman Finance Committee,  
Members of the Finance Committee:

I am pleased to submit for your consideration the Fiscal Year 2014 Elections Budget.

This proposal provides for the state referendum and municipal elections on November 5, 2013 and the state primary and school budget validation\* elections on June 10, 2014. \*This spring residents will vote whether to continue the school budget referendum process for the next three years. A “no” vote will revert the final vote on the school budget back to the town council.

This budget does not provide for special elections.

Voter participation in Cape Elizabeth continues to exceed the state average. The absentee ballot process continues to pressure local officials and the local budget. Election staff remains committed to provide a high quality of service to our residents.

This is the fifth consecutive budget summary which I inform the town council of the State of Maine’s intent to standardize voting machines for every municipality. Finally, the state has completed the bid process and has entered into a 5 year lease agreement with ES&S, Omaha, Nebraska for the DS200 tabulator. Municipalities will use the DS200 for the first time in November 2013. Budget costs are still unknown for ballot printing and programming; this budget is based on current rates.

In anticipation of new voting machines \$16,000 was appropriated for fiscal year 2010 to supplement the state bid. We now know the terms of the state bid and municipalities may lease (not purchase) additional machines if needed. The state will provide two machines to Cape Elizabeth and we will be responsible for two additional.

In the next five years we could see technology play a significant role in how voters cast a ballot. Election officials will be closely monitoring new technologies. With each new legislative session there are many proposals for changes to election laws. I will join municipal clerks from throughout the state to follow the legislature and participate in hearings when I feel I can provide testimony that may be helpful and voice opinions when I feel it's best for the electoral process and our residents.

I want to acknowledge the election staff for their outstanding service. It's a pleasure to work with them and we are fortunate to have them.

If you have any questions please let me know.

Thank you for your consideration.

Sincerely yours,

Debra M. Lane  
Assistant Town Manager & Town Clerk

**ELECTIONS (0140)****PART TIME PAYROLL (0140-1002) \$19,500.00****PERSONNEL**

Election Central Staff	\$14,540.00
Election Day Staff	\$ 4,960.00
Total Election Payroll	\$19,500.00

Election Central staff payroll provides for absentee balloting in the council chambers at town hall prior to each election. This would be for three weeks prior to the November 2013 and June 2014 elections. This also assumes the school budget validation election\* will be combined with the primary election in June 2014. \*Residents will vote this spring whether to continue the school budget referendum vote for the next three years.

Hourly rates remain the same; rates increased last fiscal year.

Warden	\$10.00
Deputy Registrar	\$ 8.50
Ballot Clerk	\$ 8.50

**SOCIAL SECURITY (0140-1020) \$1,500.00**

.0765 x \$19,500

**PRINTING/ADVERTISING (0140-2004) \$4,220.00**

Voter registration cards and related election material	\$ 500.00
Advertising	\$ 300.00
Ballots and Shipping	\$3,420.00



The town is responsible for printing municipal election ballots. Because of the state contract for new voter machines, ballot printing costs are unknown at this time. For budgeting purposes ballot printing is estimated at the current rate of \$.26 per ballot.

**PROFESSIONAL SERVICES (0140-2010) \$3,680.00**

Programming \$2,500.00

Machine Lease \$1,180.00

Because of the state contract for new voter machines, for budgeting purposes professional services are based on state estimates.

**MISC. SUPPLIES/EQUIPMENT (0140-3001) \$400.00**

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 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1002	PART TIME PAYROLL	1,535	1,500	1,500	1,500	\$ -	0.0%
1020	SOCIAL SECURITY	119	115	115	115	\$ -	0.0%
	SUBTOTAL PERSONNEL	1,654	1,615	1,615	1,615	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	958	1,000	1,000	1,000	\$ -	0.0%
2066	PLANNING BOARD	77	2,000	2,000	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	576	1,000	1,000	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	900	1,250	1,250	1,250	\$ -	0.0%
2081	SPECIAL COMMITTEES	152	1,000	1,000	1,000	\$ -	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	4,492	5,500	5,500	5,500	\$ -	0.0%
	SUBTOTAL	7,155	11,950	11,950	11,950	\$ -	0.0%
150	BOARDS AND COMMISSIONS	8,809	13,565	13,565	13,565	\$ -	0.0%
160	INSURANCE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2089	MISCELLANEOUS INSURANCE	90,501	90,500	87,804	90,500	\$ -	0.0%
2091	SELF INSURANCE/DISASTER RECOVERY	4,300	7,400	7,000	7,000	\$ (400)	-5.4%
160	INSURANCE	94,801	97,900	94,804	97,500	\$ (400)	-0.4%

### Boards and Commissions

Support for initiatives of boards and commissions is proposed for flat funding. Many past initiatives that are continuing now appear in the budgets of line departments.

### Insurance

Line 160-2089 covers our general liability coverage, public officials liability coverage, police liability coverage, ambulance professional liability, buildings and property, and coverage for our rolling stock.

Line 160-2090 covers expenses within our \$1,000 deductible and covers emergency daily backup of our main frame computer used for payroll, accounts payable, tax billing and general ledger

170	EMPLOYEE BENEFITS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1021	ME STATE RETIREMENT	97,872	147,000	147,000	189,588	\$ 42,588	29.0%
1023	ICMA 401A PLAN-(RETIREMENT)	143,344	154,000	156,000	160,000	\$ 6,000	3.9%
1024	DISABILITY PLAN	15,798	21,000	15,624	17,500	\$ (3,500)	-16.7%
1025	HEALTH INSURANCE	575,075	540,000	502,000	540,000	\$ -	0.0%
1026	WORKERS COMPENSATION	89,282	92,500	92,500	86,000	\$ (6,500)	-7.0%
1030	GROUP LIFE INSURANCE	1,347	1,517	1,517	1,517	\$ -	0.0%
1031	UNEMPLOYMENT COMP	29,052	33,250	33,250	27,000	\$ (6,250)	-18.8%
1032	VACATION-SICK ACCRUAL	-	6,500	6,500	6,500	\$ -	0.0%
1033	SALARY-WAGE ADJ. ACCT	-	6,000	6,000	5,000	\$ (1,000)	-16.7%
1035	WELLNESS PROGRAM	2,195	2,400	2,400	2,400	\$ -	0.0%
170	EMPLOYEE BENEFITS	953,965	1,004,167	962,791	1,035,505	\$ 31,338	3.1%

The Town contributes into the MainePERS system for 10 sworn police officers. The contribution rate for FY 2014 is 7.9%. The estimated cost is \$75,000. The Town was being assessed \$69,696 to fund a portion of our June 30, 2011 unfunded actuarial liability for 3 active employees and 55 retired municipal (48) and school (7) employees covered by our old retirement plan. On February 27, 2013 as this budget was nearly final, we received notice that the cost of the non-police retirement program now for 3 active employees and 50 retirees is being increased to \$114,589. The budget reflects this new amount.

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. The reduction is based on an analysis of the historical cost.

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 2014.

### Health Insurance Summary

The Town has 46 employees on our health benefit plan, of which 44 are full-time. Twenty one (21) have full family coverage, 18 have single coverage and 5 have coverage for one adult with children. Four employees opt out of health coverage and receive a buyout of 50% of our savings. 14 other employees take coverage for less than they are entitled to and receive a 50% buyout. The buyout savings/cost is \$75,712. The budget contains the 2% increase effective January 1, 2013 and we have budgeted an 6% increase effective January 1, 2014.

Employees in the family plans pay 20% of the cost and those with single coverage pay 10%. The family plan is \$1,439 monthly, the single adult with children is \$1,047 and the single plan is \$642. The calculated cost of health insurance is \$557,720 but \$540,000 is budgeted due to vacancies etc.

*Michael - FYI*

Sandra J. Matheson, Executive Director  
John C. Milazzo, Chief Deputy Executive Director  
and General Counsel

BOARD OF TRUSTEES  
Peter M. Leslie, Chair  
Benedetto Viola, Vice Chair  
Dimitri N. Palaios  
Catherine K. Sullivan  
George A. Burgoyne  
Bruce Poliquin, State Treasurer, ex-officio  
Richard T. Mathier  
Kenneth L. Williams

Dear PLD Employer:

In our continued efforts to go paperless we are now distributing the annual statements of consolidated plan costs electronically. Attached is the Statement of Consolidated Plan Cost which presents cost information for your use in submitting monthly payroll reports beginning July 2013. **Please review the information carefully as the employer rates for all plans have increased.** The report provides the following information:

Item I	Participant data as of June 30, 2012.
Item IIa	Employer contribution rates to apply to your monthly participant payrolls.
Item IIb	IUUAL (Initial Unpooled Unfunded Actuarial Liability) payment/(credit) to be added to/(subtracted from) the results of Item IIa to determine the net, total employer cost for the month. If Item IIb is a (credit) and equals or exceeds the results of Item IIa, the monthly amount due will be zero. The IUUAL amounts are appropriately allocated across all plans. The IUUAL(s) and amortization period are the basis for the monthly IUUAL payment(s)/credit(s) in Item IIb and are shown at the bottom of the page.
Item III	Applicable member contribution rate(s) to take deductions from member's pay each month.
Item IV	Brief description of the provisions and plan(s) adopted by your PLD.

The PLD Consolidated Plan Actuarial Valuation Report for the year ending June 30, 2012 is available online at [www.maineper.org](http://www.maineper.org) (see Employer Section). The Report contains information for your auditors regarding the overall assets and liabilities of the PLD Consolidated Retirement Plan.

If you have questions about the Statement of Plan Costs, the PLD Valuation Report, revising your District's Retirement Plan benefits or any other PLD employer-related issue, please contact me directly at 512-3305 or by e-mail at [stephanie.fecteau@mainepers.org](mailto:stephanie.fecteau@mainepers.org).

Sincerely,

*Stephanie D. Fecteau*  
Stephanie D. Fecteau  
PLD Plan Administrator

Statement of Consolidated Plan Cost for the Year Beginning July 1, 2013

The following table presents the contribution requirements under each plan adopted by your participating local district (PLD). Item I discloses information on your PLD's active members as of the June 30, 2012 valuation date. Item IIa indicates the employer percentage rate to be applied to each plan's participant payroll. Item IIb indicates the employer IUUAL monthly payment(s) (or credits(s)) to be added to (or subtracted from) the amounts arrived at in item IIa to determine the total employer cost each month. Item III indicates the member contribution rate(s) to be deducted and submitted each month. Item IV indicates the provisions applicable to your PLD in the Consolidated Plan.

I. Participant Data		Special #2C	Special #NA	NA
Number of Active Members		10	NA	NA
Covered Payroll		\$682,625	NA	NA

II. Employer Cost(s)				
a. Monthly Payroll Rate(s)				
Normal Cost		10.2%	NA	NA
Adjustment to Payroll Rate		-2.3%	NA	NA
Total Payroll Rate		7.9%	NA	NA
b. Monthly IUUAL* Payment/(Credit)		\$0	NA	NA

III. Member Contribution Rate(s)	6.5%	NA	NA
----------------------------------	------	----	----

IV. Specific Provisions - For Consolidated Plan

Special #2C	1/2, 25 years			
Special #NA				
COLA	YES			
Prior SVC Fraction & Limit:	1/50, NONE	Auto-2 - Any Age/Service:		YES
Participants in Social Security:	YES	Accidental Death:		YES
Pre-Retirement Survivor Benefits:	YES	Consolidation Portability:		YES
Surv Cost of Living:	YES	Extra 2% Accrual:		YES
Vacation/Sick Leave Credits:	YES	Disability:		NEW-REHAB
Military Service Credits:	YES			

\*The remaining balance of the Initial Unpooled Unfunded Actuarial Liability (IUUAL) as of June 30, 2012 is broken down as follows:

	Special #2C	Special #NA	NA	TOTAL
IUUAL	\$0	NA	NA	\$0

Sandra J. Matheson, *Executive Director*  
John C. Milazzo, *General Counsel and*  
*Chief Deputy Executive Director*

**BOARD OF TRUSTEES**  
Peter M. Leslie, *Chair*  
Benedetto Viola, *Vice Chair*  
George A. Burgoyne  
Richard T. Melivier  
Brian H. Noyes  
Bruce L. Poliquin, *State Treasurer, ex-officio*  
Catherine R. Sullivan  
Kenneth L. Williams

May 4, 2012

Town of Cape Elizabeth  
Arlene Rochefort  
320 Ocean House Rd Box 6260  
Cape Elizabeth, Me 04107

Dear Arlene:

We are writing regarding your monthly IUUAL amounts, to be reported for Fiscal Year 2013. A summary of IUUAL percentage elections made by your PLD's main office appears, below.

PLD Code	Percent	Monthly IUUAL Amount
P0085	79%	\$5808.00
P0085A	21%	\$1544.00

This notification is being sent to each main office (e.g. town/city office) and secondary office (e.g. school support office) to ensure that each office is aware of the amount assessed to it beginning with the July 2012 MainePERs monthly payroll report.

If at any time, during Fiscal Year 2013, you decide to allocate the IUUAL cost differently than your election form states, please submit the change to MainePERs in writing so that your allocation can be recorded properly.

If you need additional information, please contact Employer Services at the telephone number listed, below.

Sincerely,

***MainePERs***

Maine Public Employees Retirement System  
Participating Local District Retirement Program

ACTUARIAL VALUATION  
FOR  
TOWN OF CAPE ELIZABETH P0085

June 30, 2012

**Maine Public Employees Retirement System  
Participating Local District Retirement Program**

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**Maine Public Employees Retirement System  
Participating Local District Retirement Program**

**INTRODUCTION**

This report presents the results, as of June 30, 2012, of the actuarial valuation of your retirement plan under the Maine Public Employees Retirement System. Your status as a withdrawn participating local district requires that you continue to fund your plan on an actuarially sound basis for liabilities of any currently active, inactive vested, or retired participants. This plan is not available to any non-participating current employees or new hires.

Schedule A, following this introduction, contains your cost results, specific plan provisions, assets, liabilities, and accounting disclosure information. Schedule B presents a description of actuarial assumptions and methods used in determining your costs.

**Cost Results**

Item B of the attached Schedule A shows the annual valuation cost results as a percentage of participant payroll. For smaller participating districts, a monthly contribution dollar amount is shown in item D of Schedule A. The participating local district should contribute this amount without regard to payroll experience during the year.

For all participating local districts, the cost results and amortization period represent a minimum funding level, based upon the amortization period indicated in Schedule A item E.2.c. If your district chooses to accelerate funding, by making payments in excess of the minimum, assets will be accounted accordingly.

**Maine Public Employees Retirement System  
Participating Local District Retirement Program**

**SCHEDULE A  
ANNUAL VALUATION - JUNE 30, 2012**

**PLD: TOWN OF CAPE ELIZABETH P0085**

**A: PARTICIPANT DATA**

	Number of Actives	Annual Payroll	Number of Retirees	Annual Benefit	Number of Vested Inactive
Regular Employees	3	143,629	50	553,649	0
Fire	NA	NA	NA	NA	NA
Police	NA	NA	NA	NA	NA
<b>TOTAL</b>	<b>3</b>	<b>143,629</b>	<b>50</b>	<b>553,649</b>	<b>0</b>

**B: COSTS**

**EMPLOYER COST - EFFECTIVE JULY 1, 2013**

	Member Contribution	Unfunded		Disability	Death Benefits	TOTAL
		Normal Cost	Actuarial Cost			
Regular	6.50%	9.86% **	65.83%	0.00%	0.08%	75.77%
Fire	NA	NA	NA	NA	NA	NA
Police	NA	NA	NA	NA	NA	NA
<b>Composite Totals</b>		<b>9.86% **</b>	<b>65.83%</b>	<b>0.00%</b>	<b>0.08%</b>	<b>75.77%</b>

The Old Law Disability Cost of 3.05% has been included in Normal Cost.

**C: SPECIFIC PROVISIONS**

Membership Service Fraction:	1/50	Pre-Retirement Survivor Benefits:	NO
Prior SVC Fraction & Limit:	1/70, 25	Auto-2 - Any Age/Service:	NO
Ret/Dis Cost of Living:	YES	Surv Cost of Living:	NO
Disability:	OLD	Special 20 Yr Provision:	NO
Participants in Social Security:	YES	Extra 2% Accrual:	NO
		Special Spouse Benefit:	NO

Police Special Plan(s):	NA
Fire Special Plan(s):	NA
Regular Employee Special Plans(s):	NA

**D: MINIMUM REQUIRED COSTS**  
As of July 1, 2013

	Regular Employees	Fire	Police	Consolidated Results
Retirement Cost	\$9,539	NA	NA	\$9,539
Disability Cost	0	NA	NA	0
Death Benefit Cost	10	NA	NA	10
<b>TOTAL MONTHLY</b>				<b>\$9,549</b>

Maine Public Employees Retirement System  
 Participating Local District Retirement Program  
 SCHEDULE A (continued)  
 ANNUAL VALUATION - JUNE 30, 2012

PLD: TOWN OF CAPE ELIZABETH P0085

E: ACCOUNTING INFORMATION

1. GASB DISCLOSURE

a.	Actuarial Accrued Liability:		
	- Retirees and beneficiaries currently receiving benefits and terminated employees not yet receiving benefits	\$	5,050,385
	- Current employees		
	-- Accumulated employee contributions include allocated investment earnings	\$	732,266
	-- Employer-financed vested	\$	311,684
	-- Employer-financed nonvested	\$	13,448
	- Total Actuarial Accrued Liability	\$	6,107,783
	b. Actuarial Value of Assets	\$	5,326,973
	c. Unfunded Actuarial Accrued Liability	\$	780,810
2. OTHER ACCOUNTING INFORMATION			
a.	Market Value of Assets	\$	5,071,084
b.	Unfunded Accrued Liability, (not less than \$0)	\$	780,810
c.	Amortization Period		12

**Maine Public Employees Retirement System  
Participating Local District Retirement Program**

**SCHEDULE B**

This schedule summarizes the actuarial assumptions and methods used in the valuation.

**A. Actuarial Assumptions**

1. Annual Rate of Investment Return: 7.25%
2. Annual Rate of Salary Increase: 3.50%
3. Annual Cost-of-Living Increase (if adopted): 3.12%
4. Expense Allowance: None
5. Retirement Age: Age 60 for employees in regular plans; earliest age eligible for unreduced benefits for employees in special plans.
6. Probabilities of employment termination due to:

Age	Death	Disability*	Quit
25	0.0002	0.0006	0.07
30	0.0003	0.0008	0.06
35	0.0006	0.0011	0.05
40	0.0008	0.0016	0.04
45	0.0011	0.0029	0.03
50	0.0015	0.0053	0.02
55	0.0026	0.0085	0.01

\* Disabilities are assumed to be 100% service-connected for Fire and Police and 100% non-service connected for regular groups.

7. Family Composition: 100% married, spouses are same age, two children receive benefits for an average of five years apiece.
8. Post-retirement Mortality: RP-2000 mortality projected to 2015 and blended 50% male/50% female

**B. Funding Method**

1. Retirement Benefits: Entry Age Normal
2. Ancillary Benefits: Term Cost Method

**C. Asset Valuation Method**

For determining plan costs, assets are valued at "actuarial value." The actuarial value recognizes the assumed rate of investment return, plus one-third of the difference between the actual rate and the assumed rate. For financial disclosure, assets are also shown at market value.

**FY 2014 Health Insurance**

Dept	Status	Current Monthly	Town Share	Annual		Dec 2012 Buyout	Buyout	Total Town	With 6% Increase
1	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
1	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
4	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
4	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
7	FT	\$ 643.00	\$ 579	\$ 6,944				\$ 6,944	\$ 7,153
9	FT	\$ -	\$ -	\$ -	x	\$ 3,322	\$ 6,648	\$ 6,648	\$ 6,847
1	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
7	FT	\$ 643.00	\$ 579	\$ 6,944				\$ 6,944	\$ 7,153
7	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 750	\$ 1,500	\$ 8,444	\$ 8,698
1	FT	\$ 1,038.00	\$ 830	\$ 9,965	x		\$ 2,274	\$ 12,239	\$ 12,606
7	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
7	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
11	FT	\$ 643.00	\$ 579	\$ 6,944				\$ 6,944	\$ 7,153
7	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
7	FT	\$ 643.00	\$ 556	\$ 6,672				\$ 6,672	\$ 6,872
10	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
9	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
1	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
1	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
8	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
7	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
3	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
4	FT	\$ 643.00	\$ 579	\$ 6,944				\$ 6,944	\$ 7,153
9	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
1	FT	\$ -	\$ -	\$ -	x	\$ 3,322	\$ 6,648	\$ 6,648	\$ 6,847
1	FT	\$ -	\$ -	\$ -	x	\$ 3,322	\$ 6,648	\$ 6,648	\$ 6,847
1	FT	\$ 1,440.00	\$ 1,152	\$ 13,824			\$ -	\$ 13,824	\$ 14,239
4	FT	\$ 643.00	\$ 579	\$ 6,944				\$ 6,944	\$ 7,153
7	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 750	\$ 1,500	\$ 8,444	\$ 8,698
9	PT-30	\$ -	\$ -	\$ -	x	\$ 2,491	\$ 4,986	\$ 4,986	\$ 5,136
5	FT	\$ 1,038.00	\$ 830	\$ 9,965				\$ 9,965	\$ 10,264
1	FT	\$ 643.00	\$ 556	\$ 6,672	x	\$ 1,656	\$ 3,311	\$ 9,983	\$ 10,282
4	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
5	FT	\$ 1,047.00	\$ 838	\$ 10,051				\$ 10,051	\$ 10,353
2	FT	\$ 1,047.00	\$ 838	\$ 10,051			\$ -	\$ 10,051	\$ 10,353
1	FT	\$ 643.00	\$ 556	\$ 6,672	x	\$ 1,656	\$ 3,311	\$ 9,983	\$ 10,282
9	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
9	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
7	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
2	FT	\$ 643.00	\$ 579	\$ 6,944				\$ 6,944	\$ 7,153
5	FT	\$ -	\$ -	\$ -	x	\$ 3,322	\$ 6,648	\$ 6,648	\$ 6,847
7	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
5	FT	\$ 1,440.00	\$ 1,152	\$ 13,824			\$ -	\$ 13,824	\$ 14,239
5	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
9	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
1	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
7	FT	\$ 1,440.00	\$ 1,152	\$ 13,824			\$ -	\$ 13,824	\$ 14,239
7	FT	\$ 643.00	\$ 579	\$ 6,944	x	\$ 1,656	\$ 3,311	\$ 10,255	\$ 10,563
1	FT	\$ 1,440.00	\$ 1,152	\$ 13,824				\$ 13,824	\$ 14,239
1	FT	\$ 1,047.00	\$ 838	\$ 10,051				\$ 10,051	\$ 10,353
		\$ 47,674.00	\$ 39,293	\$ 471,514			\$ 69,962	\$ 541,476	\$ 557,720

**Workers Compensation Premium  
Account 1701026**

**Calendar Year 2007**

		0.90	Manual	Experience	Reduction	Premium	Account	January	April	July	October	
	Town		\$ 87,966	\$ 79,169	\$ 8,891	\$ 70,279	1701026	28,111	\$ 21,084	\$ 10,542	\$ 10,542	70,279
7380	Bus Drivers		\$ 19,404	\$ 17,464	\$ 1,961	\$ 15,502	School	6,201	\$ 4,651	\$ 2,325	\$ 2,325	15,502
8868	School Professional		\$ 42,084	\$ 37,876	\$ 4,253	\$ 33,622	School	13,449	\$ 10,087	\$ 5,043	\$ 5,043	33,622
9101	School All Other		\$ 33,147	\$ 29,832	\$ 3,350	\$ 26,482	School	10,593	\$ 7,945	\$ 3,972	\$ 3,972	26,482
			\$182,601	\$ 164,341	\$ 18,455	\$145,885		\$ 58,354	\$ 43,766	\$ 21,883	\$ 21,883	145,885

**Calendar Year 2008**

		0.99	Manual	Experience	Reduction	Premium	Account	January	April	July	October	
	Town		\$ 95,455	\$ 94,500	\$ 10,820	\$ 83,680	1701026	33,472	\$ 25,104	\$ 12,552	\$ 12,552	83,680
7380	Bus Drivers		\$ 22,178	\$ 21,956	\$ 2,514	\$ 19,442	School	7,777	\$ 5,833	\$ 2,916	\$ 2,916	19,442
8868	School Professional		\$ 44,745	\$ 44,298	\$ 5,072	\$ 39,225	School	15,690	\$ 11,768	\$ 5,884	\$ 5,884	39,225
9101	School All Other		\$ 35,568	\$ 35,212	\$ 4,040	\$ 31,172	School	12,469	\$ 9,352	\$ 4,676	\$ 4,676	31,172
			\$197,946	\$ 195,967	\$ 22,438	\$173,520		\$ 69,408	\$ 52,056	\$ 26,028	\$ 26,028	173,520

**Calendar Year 2009**

		1.22	Manual	Experience	Reduction	Premium	Account	January	April	July	October	
	Town		\$101,850	\$ 124,257	\$ 14,550	\$109,711	1701026	43,884	\$ 32,913	\$ 16,457	\$ 16,457	109,711
7380	Bus Drivers		\$ 20,074	\$ 24,490	\$ 2,868	\$ 21,622	School	8,649	\$ 6,487	\$ 3,243	\$ 3,243	21,622
8868	School Professional		\$ 46,472	\$ 56,696	\$ 6,639	\$ 50,057	School	20,023	\$ 15,017	\$ 7,509	\$ 7,509	50,057
9101	School All Other		\$ 38,042	\$ 46,411	\$ 5,435	\$ 40,976	School	16,391	\$ 12,293	\$ 6,146	\$ 6,146	40,976
			\$206,438	\$ 251,854	\$ 29,492	\$222,367		\$ 88,947	\$ 66,710	\$ 33,355	\$ 33,355	222,367

**Calendar Year 2010**

		1.01	Manual	Experience	Reduction	Premium	Account	January	April	July	October	
	Town		\$109,536	\$ 110,631	\$ 12,756	\$ 97,876	1701026	39,150	\$ 29,363	\$ 14,681	\$ 14,681	97,876
7380	Bus Drivers		\$ 20,369	\$ 20,573	\$ 2,372	\$ 18,201	School	7,280	\$ 5,460	\$ 2,730	\$ 2,730	18,201
8868	School Professional		\$ 46,080	\$ 46,541	\$ 5,366	\$ 41,175	School	16,470	\$ 12,352	\$ 6,176	\$ 6,176	41,175
9101	School All Other		\$ 31,255	\$ 31,568	\$ 3,640	\$ 27,928	School	11,171	\$ 8,378	\$ 4,189	\$ 4,189	27,928
			\$207,240	\$ 209,312	\$ 24,134	\$185,179		\$ 74,071	\$ 55,554	\$ 27,777	\$ 27,777	185,179

**Calendar Year 2011**

		0.88	Manual	Experience	Reduction	Premium	Account	January	April	July	October	
	Town		\$117,356	\$ 103,273	\$ 11,783	\$ 91,490	1701026	36,596	\$ 27,447	\$ 13,723	\$ 13,723	91,490
7380	Bus Drivers		\$ 18,367	\$ 16,163	\$ 1,844	\$ 14,319	School	5,728	\$ 4,296	\$ 2,148	\$ 2,148	14,319
8868	School Professional		\$ 48,100	\$ 42,328	\$ 4,830	\$ 37,498	School	14,999	\$ 11,250	\$ 5,625	\$ 5,625	37,498
9101	School All Other		\$ 31,133	\$ 27,397	\$ 3,126	\$ 24,265	School	9,706	\$ 7,280	\$ 3,640	\$ 3,640	24,265
			\$214,956	\$ 189,161	\$ 21,583	\$167,572		\$ 67,029	\$ 50,272	\$ 25,136	\$ 25,136	167,572

**Calendar Year 2012**

		0.82	Manual	Experience	Reduction	Premium	Account	January	April	July	October	
	Town		\$121,568	\$ 99,686	\$ 11,349	\$ 88,337	1701026	35,335	\$ 26,501	\$ 13,251	\$ 13,251	88,337
7380	Bus Drivers		\$ 16,923	\$ 13,877	\$ 1,581	\$ 12,296	School	4,919	\$ 3,689	\$ 1,844	\$ 1,844	12,296
8868	School Professional		\$ 51,060	\$ 41,869	\$ 4,769	\$ 37,100	School	14,840	\$ 11,130	\$ 5,565	\$ 5,565	37,100
9101	School All Other		\$ 36,153	\$ 29,645	\$ 3,377	\$ 26,269	School	10,507	\$ 7,880	\$ 3,940	\$ 3,940	26,268
			\$225,704	\$ 185,077	\$ 21,075	\$164,002		\$ 65,600	\$ 49,200	\$ 24,600	\$ 24,600	164,001

**Calendar Year 2013**

		0.82	Manual	Experience	Reduction	Premium	Account	January	April	July	October	
	Town		\$114,672	\$ 94,031	\$ 10,757	\$ 83,274	1701026	33,310	\$ 24,982	\$ 12,491	\$ 12,491	83,274
7380	Bus Drivers		\$ 15,407	\$ 12,634	\$ 1,445	\$ 11,188	School	4,475	\$ 3,357	\$ 1,678	\$ 1,678	11,188
8868	School Professional		\$ 64,240	\$ 52,677	\$ 6,026	\$ 46,651	School	18,660	\$ 13,995	\$ 6,998	\$ 6,998	46,651
9101	School All Other		\$ 41,603	\$ 34,114	\$ 3,903	\$ 30,212	School	12,085	\$ 9,064	\$ 4,532	\$ 4,532	30,212
			\$235,922	\$ 193,456	\$ 22,131	\$171,325		\$ 68,530	\$ 51,397	\$ 25,699	\$ 25,699	171,325

Fiscal Year 2014  
Proposed Budget

180	DEBT SERVICE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
	PRINCIPAL						
	POOL PROJECT	116,250	116,250	116,250	117,250	\$ 1,000	0.9%
	GULL CREST PROJECT	175,000	172,500	172,500	174,000	\$ 1,500	0.9%
	PUBLIC SAFETY BUILDINGS	200,000	225,000	225,000	220,000	\$ (5,000)	-2.2%
	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%
	<b>TOTAL PRINCIPAL</b>	<b>772,238</b>	<b>794,738</b>	<b>794,738</b>	<b>792,238</b>	<b>\$ (2,500)</b>	<b>-0.3%</b>
	INTEREST						
	POOL PROJECT	22,894	20,575	20,575	18,250	\$ (2,325)	-11.3%
	GULL CREST PROJECT	34,341	30,860	30,860	27,384	\$ (3,476)	-11.3%
	PUBLIC SAFETY BUILDINGS	90,280	40,300	40,300	35,800	\$ (4,500)	-11.2%
	NEW COMMUNITY CENTER	40,000	18,525	18,525	15,500	\$ (3,025)	-16.3%
	SEWER/ROAD REHABILITATION 2006	68,418	63,788	63,788	52,409	\$ (11,379)	-17.8%
	TOWN CENTER/OTHER- 2008	66,544	63,083	63,083	59,622	\$ (3,461)	-5.5%
	<b>TOTAL INTEREST</b>	<b>322,477</b>	<b>237,131</b>	<b>237,131</b>	<b>208,965</b>	<b>\$ (28,166)</b>	<b>-11.9%</b>
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND	-	-	-	-		
	LESS FROM COMMUNITY SERVICES	(120,000)	(98,525)	(98,525)	(95,500)	\$ 3,025	-3.1%
	<b>DEBT SERVICE</b>	<b>975,715</b>	<b>934,344</b>	<b>934,344</b>	<b>906,703</b>	<b>\$ (27,641)</b>	<b>-3.0%</b>





**Town of Cape Elizabeth  
Municipal Debt Service**

FY	1999 2009 Pool/Pub Wrks.		2011 Pub Safety/Misc.		2012 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
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
	<b>2,318,750</b>	<b>230,957</b>	<b>1,885,000</b>	<b>206,900</b>	<b>780,000</b>	<b>98,775</b>	<b>1,417,500</b>	<b>464,874</b>	<b>1,662,848</b>	<b>550,680</b>	<b>8,064,098</b>	<b>1,552,186</b>	<b>9,616,284</b>

**Town of Cape Elizabeth  
Sewer Fund Debt**

	<b>2006 SRF MNNB</b>			
	<b>Principal</b>	<b>Interest</b>	<b>Fees</b>	<b>Total</b>
2013	164,469	44,640	10,455	219,564
2014	167,314	41,794	10,455	219,563
2015	170,208	38,900	10,455	219,563
2016	173,154	35,955	10,455	219,564
2017	176,148	32,959	10,455	219,562
2018	179,197	29,912	10,455	219,564
2019	182,296	26,812	10,455	219,563
2020	185,450	23,658	10,455	219,563
2021	188,658	20,450	10,455	219,563
2022	191,922	17,185	10,455	219,562
2023	195,242	13,865	10,455	219,562
2024	198,620	10,488	10,455	219,563
2025	202,056	7,052	10,455	219,563
2026	205,552	3,556	10,455	219,563
2027				
	<b>2,580,286</b>	<b>347,225</b>	<b>146,370</b>	<b>3,073,881</b>

School Debt Service

	1994 School Project Consolidated			2004 School Project			2005 School Project			2004 School Project			2008 School Portion			Total Schools		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
2013	591,250	30,441	621,691	105,000	12,125	266,863	235,000	119,850	354,850	155,000	74,738	229,738	23,512	13,929	37,441	1,109,762	251,083	1,360,845
2014	583,750	18,691	602,441	105,000	11,188	260,113	235,000	111,038	346,038	155,000	68,925	223,925	23,512	13,164	36,676	1,102,262	223,006	1,325,268
2015	571,250	6,427	577,677	25,000	10,250	253,363	235,000	102,225	337,225	155,000	63,113	218,113	23,512	12,341	35,853	1,009,762	194,356	1,204,118
2016				25,000	9,281	246,388	235,000	93,413	328,413	155,000	57,106	212,106	23,512	11,519	35,031	438,512	171,319	609,831
2017				25,000	8,281	239,188	235,000	84,600	319,600	155,000	50,906	205,906	23,512	10,696	34,208	438,512	154,483	592,995
2018				25,000	7,281	231,988	235,000	75,788	310,787	155,000	44,706	199,706	23,512	9,873	33,385	438,512	137,648	576,160
2019				25,000	6,281	224,788	235,000	66,740	301,740	155,000	38,506	193,506	22,608	9,026	31,634	437,608	120,553	558,161
2020				25,000	5,281	217,588	235,000	57,575	292,575	155,000	32,306	187,306	22,608	8,178	30,786	437,608	103,340	540,948
2021				25,000	4,281	210,388	235,000	48,175	283,175	155,000	26,106	181,106	22,608	7,274	29,882	437,608	85,836	523,444
2022				25,000	3,250	202,963	235,000	38,775	273,775	155,000	19,713	174,713	22,608	6,370	28,978	437,608	68,108	505,716
2023				25,000	2,188	190,313	235,000	29,258	264,258	150,000	13,125	163,125	22,608	5,465	28,073	432,608	50,036	482,644
2024				25,000	1,094	182,657	235,000	19,623	255,623	150,000	6,563	156,563	22,608	4,561	27,169	432,608	31,841	464,449
2025				-	-	-	235,000	9,870	244,870				22,608	3,657	26,265	257,608	13,527	271,135
				-	-	-		-	-				22,608	2,753	25,361	22,608	2,753	25,361
													22,608	1,848	24,456	22,608	1,848	24,456
													22,608	933	23,541	22,608	933	23,541
																-	-	-
																-	-	-
																-	-	-
	1,746,250	55,559	1,801,809	460,000	80,781	2,726,600	3,055,000	856,930	3,912,929	1,850,000	495,813	2,345,813	367,152	121,586	488,738	7,478,402	1,610,669	9,089,071

Fiscal Year 2014  
Proposed Budget

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	804,618	865,414	865,414	881,782	\$ 16,368	1.9%
1002	PART TIME PAYROLL	24,411	23,588	23,588	24,360	\$ 772	3.3%
1003	OVERTIME PAYROLL	97,897	93,832	93,832	99,000	\$ 5,168	5.5%
1010	SPECIAL ASSIGNMENTS	7,914	7,421	7,421	7,830	\$ 409	5.5%
1020	SOCIAL SECURITY	73,692	75,755	75,755	77,492	\$ 1,737	2.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>1,008,532</b>	<b>1,066,010</b>	<b>1,066,010</b>	<b>1,090,464</b>	<b>\$ 24,454</b>	<b>2.3%</b>
2004	PRINTING AND ADVERTISING	1,709	3,000	3,000	3,000	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	625	650	650	650	\$ -	0.0%
2008	TRAINING	33,150	33,907	33,907	35,755	\$ 1,848	5.5%
2009	CONFERENCES AND MEETINGS	799	1,500	1,500	1,500	\$ -	0.0%
2010	CONTRACTED CRIME LAB SERVICES	5,757	6,000	6,000	6,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	10,183	12,155	12,155	13,155	\$ 1,000	8.2%
2033	RADIO MAINTENANCE	1,481	1,500	1,500	1,500	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	10,842	12,000	12,000	12,000	\$ -	0.0%
2063	COURSE REIMBURSEMENTS	645	3,600	3,600	6,000	\$ 2,400	66.7%
3001	OFFICE SUPPLIES	2,950	3,250	3,250	3,400	\$ 150	4.6%
3002	GASOLINE	28,288	34,100	34,100	34,100	\$ -	0.0%
3004	UNIFORMS	4,869	5,850	5,850	5,850	\$ -	0.0%
3005	MINOR EQUIPMENT	10,828	14,200	14,200	14,200	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>112,126</b>	<b>131,712</b>	<b>131,712</b>	<b>137,110</b>	<b>\$ 5,398</b>	<b>4.1%</b>
210	POLICE DEPARTMENT	1,120,658	1,197,722	1,197,722	1,227,574	\$ 29,852	2.5%
215	ANIMAL CONTROL						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2010	CONTRACTED SVCS. WITH SOUTH PORTLAND	10,702	11,081	11,081	11,348	\$ 267	2.4%
2062	ANIMAL FEES- ANIMAL REFUGE LEAGUE	11,624	11,900	11,900	11,900	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	(15)					
215	ANIMAL CONTROL	22,311	22,981	22,981	23,248	\$ 267	1.2%
220	PUBLIC SAFETY COMMUNICATIONS						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2010	CONTRACTED DISPATCHING WITH PORTLAND	155,684	161,852	161,852	167,541	\$ 5,689	3.5%
2023	MISCELLANEOUS SUPPLIES	-	-	-	-		
	<b>SUBTOTAL</b>	<b>155,684</b>	<b>161,852</b>	<b>161,852</b>	<b>167,541</b>	<b>\$ 5,689</b>	<b>3.5%</b>
220	DISPATCHING	155,684	161,852	161,852	167,541	\$ 5,689	3.5%

FY 2014

## CAPE ELIZABETH POLICE DEPARTMENT

### *FISCAL-YEAR 2014 REQUEST*

The last year has been no different then years past as far as the activities that were generated for the Department, just more of them. With the economy very suspect during the past year the Department has been busy with more type cases that deal with some sort of fraud. The elderly are getting scammed by telephone, through the mail, or by door to door sales people. Citizens are having their identities stolen or their financial accounts hacked into. Officers continue to deal with substance abuse issues with both drugs and alcohol. Add on top the mental health issues and domestic violence cases the Department responds to and I dare say we are busier than ever. Lastly, Officers continue to maintain their Emergency Medical Technicians license and respond to all medical calls in the Town, most times being first on scene.

The Police Department continues to be the only Department for the Town that functions twenty hours a day, seven days a week, every day of the year. Therefore, when you look at the FY 2014 Budget for the Police Department, which includes Police Services, Public Safety Communications, Animal Control Services, and Miscellaneous Public Protection, please take into account that this shop never closes. The total budget for all these services is only up \$36,388.

The Police Department continues to give great customer service to its citizen's day in and day out. I know in the past, Town surveys have been conducted, and they have always had the Police Department near the top. That would mean the Department is doing something right since we are in the business of enforcing the laws and writing citations.

In looking into what faces the Department for this next year I believe it will be challenging. We hope to train more Officers in Crisis Intervention because of our increased call volume with the mentally ill. School security has been on the fore front of the news and continues to be a number one priority. The Department will remain committed to work with the School Crisis Team in preparing personnel both in the schools and on the force. The Department now presents a bare bones budget which lends itself a challenge to adhere to all that is before us.

I would like to take this time to thank the Town Manager, Michael McGovern for his guidance and assistance throughout the past year. As always should there be questions or concerns about the Police Department budget from the Finance Committee members please contact me in hopes that we can streamline the budget process.

Respectfully submitted,

Neil R. Williams  
*Chief of Police*

FY 2014

**FULLTIME PAYROLL (210-1001)**

The fulltime payroll is affected by the contract between the Town and the Patrolman's Association. This year is a negotiation year and therefore at the time of this budget submittal there is not a firm percentage number to use for calculations. However, for submittal of this budget a 2% wage increase has been used to create the document.

Service grades, cleaning allotments, fitness stipends, and a provision allowing eleven of the Officers to buyback forty hours of their accrued sick leave are added to the Department's base wages. Base wages include thirteen Police Officers and one front counter clerk.

**PART TIME PAYROLL (210-1002)**

The main portion of this line is created by the fact that part time personnel are needed to replace the front counter clerk during his time off on the weekends. This would also include replacing the clerk during illness, vacation, and holidays.

Since moving dispatch to Portland the front counter clerk has filled a valuable role with greeting the public between 8 am and 4 pm seven days a week. Citizens have been much more receptive to being greeted by a live person then using the phone in the vestibule.

Two Crossing guards are also added to this line item. They work twice a day for one hundred and eighty days.

**OVERTIME PAYROLL (210-1003)**

In the calculation of overtime we use vacation hours, holiday hours, and sick time hours. As the Department has been privy to in the past sick hours are very unpredictable. However, the Department attempts to cover as many open shifts as possible. This can only be accomplished by taking the Detective and CLO from their positions and having them work the patrol units.

Therefore, we have added dedicated hours to the overtime line item to allow some of the open shifts to be covered.

FY 2014

**SPECIAL ASSIGNMENTS (210-1010)**

The school department has limited the use of officers at their events in order to cut their costs. Most of the officers are used for Football games at the High School in the fall. The other large calling for officers would be road races throughout the year. Therefore, the budget is only increased by what the average overtime rate is for FY 2014.

The Department has been very vigilant in its crack down on under age drinking and compliance of local establishments not to sell alcohol to underage youth of this community. In order to pay for this aggressive enforcement the Department continues to utilize local and federal grants for it's under age drinking enforcement details. Without these grants this line item would be much larger or the Department would have to eliminate some of its details.

**ADVERTISEMENT (210-2004)**

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

**TRAINING (210-2008)**

The State of Maine requires Police Officers to have assigned mandatory training during the year in order for them to maintain their certificates to be Police Officers. The State also requires that every employee of the Town have training such as VDT, blood bourne pathogens, sexual harassment, and fire extinguisher training.

Since the Police Department has employees working twenty-four hours a day seven days a week it is difficult to provide this training so everyone can attend at one time, like other Town Departments are able to do. Therefore, we rely on companies that provide on-line training for some of the law enforcement topics.

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.

With all of that being said, we have now found out that the State has changed the licensing procedures for renewing EMT's licenses. We use to be able to participate in a twenty-eight hour class once every three years for your license, but now we must have continuing education credits which again can be provided by on-line training.

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

FY 2014

### **CONFERENCES (210-2009)**

I continue to be the treasurer for the Maine Chiefs of Police Association and therefore my attendance is needed for each of the Board Meetings. These meetings are held at the Police Academy in Vasselboro each month. I also try to attend three of the In-State Conferences, one of which is in South Portland. Therefore, the one in South Portland is low cost.

I am a member of the FBI National Academy Associates and the International Association of Police Chiefs. Since the conferences and training sites for these two Associations are always out of State monies have not been added for travel to these sites.

### **CONTRACTED CRIME LAB (210-2010)**

As in years past the Regional Lab is minimal cost to the Department. Cape Elizabeth pays 4.20% of the Crime Lab budget, which is reflected in this line item.

### **VEHICLE MAINTENANCE (210-2032)**

Routine maintenance is performed by Public Works on all of the Departments vehicles. However, specialized work is sent out to local dealerships because Public Works does not have the more specialize diagnostic equipment at their disposal. Fees for service at these dealerships have soared.

Tires have also gone up in price and size. The Department normally uses thirty to forty tires a year, which includes snow tires. The Department had been on a government pricing program however, this special program has been rescinded.

### **MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)**

The Police Department does not budget for water, sewer, heating oil, or power for the operational needs of this station. Those needs are under the Director of Facilities. What we have to budget for are the monthly needs for the Department. Such things as air cards for the laptops, Fair Point circuits, cell phones, metro connections, power for the radio tower, cleaning supplies for the station, runners for the station hallways, parking needs at court, and ect. This line item allows us to purchase these reoccurring items.



FY 2014

**EDUCATIONAL REIMBURSEMENT (210-2063)**

This is a contractual line item which is placed in the budget. The line item contains reimbursement for three undergraduate classes and three graduate classes and associated books.

**GASOLINE (210-3002)**

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 will remain at \$3.10 per gallon.

**OFFICE SUPPLIES (210-3001)**

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)**

This line item is where the Department purchases upgrades for equipment as well as purchases for your day to day equipment that breaks or wears out. Examples of equipment purchased would be tasers, ballistic vests, flashlights, batteries, microphones, parts for our handguns and rifles, office items such as chairs, file draws, tune-up for the two Department bicycles, ect.

**CONTRACTED ANIMAL CONTROL (215-2010)**

The Animal Control services are again shared with South Portland. The line item reflects twenty percent of the total wages and benefit for the officer.

**ANIMAL FEES (215-2062)**

There will be no increase for Animal Refuge League in FY 2014.

**CONTRACTED PSAP (220-2010)**

The per capita rate is increased by three percent in FY 2014.

# Memo

**To:** Michael McGovern, Town Manager  
**From:** Chief Neil R. Williams  
**Date:** February 25, 2013  
**Re:** **School Resource Office for FY 2014**

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The Cape Elizabeth Police Department has never placed an Officer in the schools on a fulltime basis. In light of school violence over the years the Crisis Management Team for Cape Elizabeth is requesting that the Police Department add one position in the FY 2014 Budget and one more in the FY 2015 Budget.

The first Officer would be placed at the High School for the school season. During the two months in the summer when school is out this Officer would fill as much overtime as possible.

The following is the cost to hire an Officer and outfit them for the first year:

Salary -	\$47,785
Benefits -	\$20,956
Uniforms and equipment -	\$3,105
Academy -	\$1,700
Total -	\$73,546

Fiscal Year 2014  
Proposed Budget

<b>225</b>	<b>WETeam</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	10,956	11,700	11,700	13,000	\$1,300	11.1%
1020	SOCIAL SECURITY	643	903	903	903	\$0	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>11,865</b>	<b>12,603</b>	<b>12,603</b>	<b>13,903</b>	<b>\$1,300</b>	<b>10.3%</b>
2000	CELLULAR TELEPHONES	175	200	200	200	\$0	0.0%
2008	TRAINING	708	1,200	1,200	1,200	\$0	0.0%
2032	VEHICLE MAINTENANCE	1,677	2,000	2,000	2,000	\$0	0.0%
2033	RADIO MAINTENANCE	1,658	3,000	3,000	3,000	\$0	0.0%
2034	EQUIPMENT MAINTENANCE	1,393	1,200	1,200	1,200	\$0	0.0%
2071	PHYSICALS AND SHOTS	-	800	800	800	\$0	0.0%
3002	GASOLINE	-	500	500	500	\$0	0.0%
3004	UNIFORMS	675	1,800	1,800	1,800	\$0	0.0%
3006	MISCELLANEOUS SUPPLIES	232	800	800	800	\$0	0.0%
4001	OUTLAY	-	-	-	-	\$0	
	<b>SUBTOTAL</b>	<b>6,518</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>\$0</b>	<b>0.0%</b>
<b>225</b>	<b>WETeam</b>	<b>18,383</b>	<b>24,103</b>	<b>24,103</b>	<b>25,403</b>	<b>\$1,300</b>	<b>5.4%</b>
<b>230</b>	<b>FIRE DEPARTMENT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	73,101	75,000	75,000	76,500	\$1,500	2.0%
1002	PART TIME PAYROLL	87,669	113,200	113,200	115,460	\$2,260	2.0%
1012	HYDRANT SHOVELING	1,223	3,500	3,500	3,500	\$0	0.0%
1020	SOCIAL SECURITY	11,948	14,660	14,660	14,660	\$0	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>194,028</b>	<b>206,360</b>	<b>206,360</b>	<b>210,120</b>	<b>\$3,760</b>	<b>1.8%</b>
2000	CELLULAR TELEPHONES	1,199	1,680	1,680	1,680	\$0	0.0%
2007	DUES AND MEMBERSHIPS	2,935	3,000	3,000	3,000	\$0	0.0%
2008	TRAINING	3,519	6,000	6,000	6,000	\$0	0.0%
2009	CONFERENCES AND MEETINGS	100	500	500	500	\$0	0.0%
2032	VEHICLE MAINTENANCE	14,729	16,000	16,000	16,000	\$0	0.0%
2033	RADIO/PAGER MAINTENANCE	8,609	10,000	10,000	10,000	\$0	0.0%
2034	EQUIPMENT MAINTENANCE	7,686	8,000	8,000	8,000	\$0	0.0%
2071	PHYSICALS AND SHOTS	748	1,600	1,600	1,600	\$0	0.0%
3002	GASOLINE	9,443	9,000	9,000	9,000	\$0	0.0%
3004	UNIFORMS	10,412	12,000	12,000	12,000	\$0	0.0%
3005	MINOR EQUIPMENT	10,683	11,000	11,000	11,000	\$0	0.0%
3006	MISCELLANEOUS SUPPLIES	7,962	11,500	11,500	11,500	\$0	0.0%
3007	FIRE PREVENTION SUPPLIES	790	1,000	1,000	1,000	\$0	0.0%
		<b>78,815</b>	<b>91,280</b>	<b>91,280</b>	<b>91,280</b>	<b>\$0</b>	<b>0.0%</b>
<b>230</b>	<b>FIRE DEPARTMENT</b>	<b>272,843</b>	<b>297,640</b>	<b>297,640</b>	<b>301,400</b>	<b>\$3,760</b>	<b>1.3%</b>

WETeam Accounts (225)

Payroll (1002)

This covers the payroll for calls and training hours for the team members.

Training (2008)

This covers the cost of training ropes and the rental of the rock climbing gym for rappelling training.

Vehicle Maintenance (2032)

This account covers the maintenance on the Wet Van, the two boats we have and their motors.

Radios (2003)

This covers the cost of pager replacements and radio upgrades to the teams radios.

Equipment (2034)

This covers the purchase of minor equipment and repairs to the teams equipment.

Physicals (2071)

This covers the cost of entry physicals and hepatitis shots.

Fuel (3002)

This is for the fuel usage of the WET van and the outboard motors.

Uniforms (3004)

This covers the purchase of float coats and dry suits.

#### Fire Department Accounts (230)

##### Full Time Pay (1001)

Fire Chiefs salary

##### Part Time Payroll (1002)

This covers the pay for two deputy chiefs and the 40 members of the two engine companies. This pay includes all emergency calls, training and inspections.

##### Mobile Phones (2000)

This account covers the cost of the phone in the command van, the Pagegate modem, the air card in the computer in the chief's car and the chief's phone.

##### Dues and Membership (2007)

This account covers the cost of membership of several fire service organizations and the purchase of subscriptions to fire service publications for the fire stations. These memberships allow us access to training and product information.

##### Training (2008)

This account covers all of our training materials, county fire attack schools and the cost of outside instructors. We use outside instructors for the monthly joint fire company trainings. This also covers the cost of the Basic Fire School that we present every year. This is required for all new members of the fire companies. We also train the call force members of the South Portland Fire Department in this class. We also cover the cost to send interested members to Firefighter 1 & 2 training provided by other departments.

##### Conferences (2009)

This account covers the cost of attending the Cumberland County Fire Chiefs and Maine Fire Chiefs meetings. We also cover the cost of four department member's attendance at the New England Fire Chiefs conference in Springfield Mass.

#### Vehicle Maintenance (2032)

This account covers the cost of all routine maintenance that is done on the fire departments seven vehicles. This also covers the cost of annual pump tests on the department's three pumpers. We also have all of our ground ladders and the aerial ladder tested annually by a UL certified testing company. The aerial is now twenty years old and it's important that we have it inspected yearly to indentify any issues and repair them.

#### Radio Maintenance (2033)

This account covers the cost of all repairs to our radios and pagers. It also covers the cost of annual service to our radio repeaters. This account will cover the cost of 3 portable radios at \$900.00 each and the purchase of 8 pagers at \$375.00 each.

#### Equipment Maintenance (2034)

This account covers the cost of parts, repairs and annual flow testing for the department's 26 air packs. We also cover the cost of maintenance to the air trailer that we share with South Portland Fire Department. This also covers the repairs and upkeep on the department's chainsaws, generators and portable pumps. We also cover the cost of preventative maintenance of our two vehicle extrication tools. We use this account to purchase replacement hose.

#### Physicals (2071)

All department members are required to have a physical when they join the department and the state Bureau of Labor Standards requires an annual medical evaluation of members that wear airpacks.

#### Fuel (3002)

This covers the cost of fuel for all the department vehicles, chainsaws, generators and portable pumps.

#### Gear and Uniforms (3004)

This account covers half the cost of members dress uniforms; the member pays the other half.

This account also covers the purchase of each member's turnout gear. Turnout gear consists of a coat and pants at \$1500, helmets \$265, gloves \$60 and boots at \$135. We are purchasing six sets of gear a year to keep us on the recommended ten year replacement schedule.

Minor Equipment (3005)

This account covers the purchase of all our hand tools, batteries, flashlights, hose fittings and nozzles. We also buy Class A foam from this account. We also need to replace one of our gas meters that measures carbon monoxide and cyanide in buildings.

Miscellaneous Supplies (3006)

This account covers the volunteer recognition awards, office supplies, stationary, and cleaning supplies for both stations.

Fire Prevention Supplies (3007)

Subscription to NFPA code updates and the supplies used at our fire prevention presentations at the elementary school and daycares.

Fiscal Year 2014  
Proposed Budget

<b>235 FIRE POLICE UNIT</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	6,211	8,200	8,200	8,364	\$164	2.0%
1020	SOCIAL SECURITY	486	627	627	627	\$0	0.0%
3006	MISCELLANEOUS SUPPLIES	1,669	2,600	2,600	2,600	\$0	0.0%
		<b>8,366</b>	<b>11,427</b>	<b>11,427</b>	<b>11,591</b>	<b>\$164</b>	<b>1.4%</b>
<b>240 MISC. PUBLIC PROTECTION</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	3,305	3,405	3,405	3,472	\$ 67	2.0%
1020	SOCIAL SECURITY	253	260	260	266	\$ 6	2.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>3,558</b>	<b>3,665</b>	<b>3,665</b>	<b>3,738</b>	<b>\$ 73</b>	<b>2.0%</b>
2074	STREET LIGHTS	49,495	54,000	54,000	53,000	\$ (1,000)	-1.9%
2075	HYDRANT RENTAL	81,437	81,781	81,781	81,781	\$ -	0.0%
3006	HARBOR ENFORCEMENT EXP.	498	500	500	1,000	\$ 500	100.0%
3007	COMMUNITY LIAISON EXPENSES	1,352	1,500	1,500	1,500	\$ -	0.0%
240	<b>MISC. PUBLIC PROTECTION</b>	<b>136,340</b>	<b>141,446</b>	<b>141,446</b>	<b>141,019</b>	<b>\$ (427)</b>	<b>-0.3%</b>
<b>250 EMERGENCY PREPAREDNESS</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	2,612	2,690	2,690	2,690	\$ -	0.0%
1020	SOCIAL SECURITY	200	206	206	206	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>2,812</b>	<b>2,896</b>	<b>2,896</b>	<b>2,896</b>	<b>\$ -</b>	<b>0.0%</b>
2033	RADIO MAINTENANCE	115	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	299	300	300	300	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>600</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>\$ -</b>	<b>0.0%</b>
250	<b>EMERGENCY PREPAREDNESS</b>	<b>3,412</b>	<b>3,696</b>	<b>3,696</b>	<b>3,696</b>	<b>\$ -</b>	<b>0.0%</b>



Fire Police 235

Part Time Payroll (1002)

Pay for one Captain, two Lieutenants and twelve members.

Miscellaneous Supplies (3006)

This account covers the cost of all the companies gear and equipment. This equipment includes coats at \$200 each, flashlights, radios and reflective vests for all members.

FY 2014

**STREET LIGHTS (240-2074)**

It is estimated that street lights may increase 1%. It is recommended to leave this line item the same.

**COMMUNITY LIAISON (240-3007)**

The above line item helps the CLO with community oriented programs. This officer is able to work with the elderly of this community. He works with our TRIAD group and assists with monthly meetings as well as informative trainings.

The CLO also works closely with DHHS and other State Agencies when investigating cases involving fraud, elder abuse, or child abuse.

Lastly, the CLO works with the schools should they have an issue that needs the assistance of law enforcement.

## Emergency Preparedness

### Part Time Payroll (1002)

This covers the stipends for the director and a deputy director.

### Radio Maintenance (2033)

This account covers the cost of maintenance to the radio repeater and the radios in the emergency operations center at the Town Center Fire Station.

### Miscellaneous Supplies (3006)

This covers the cost of office supplies.

Fiscal Year 2014  
Proposed Budget

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	522,588	528,980	529,000	546,300	\$ 17,320	3.3%
1002	PART TIME PAYROLL	866	4,508	4,200	4,600	\$ 92	2.0%
1003	OVERTIME PAYROLL	58,183	93,700	85,000	96,700	\$ 3,000	3.2%
1020	SOCIAL SECURITY	45,191	47,980	47,292	49,541	\$ 1,562	3.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>626,828</b>	<b>675,168</b>	<b>665,492</b>	<b>697,141</b>	<b>\$ 21,974</b>	<b>3.3%</b>
2000	CELLULAR TELEPHONES	1,584	1,725	1,725	1,800	\$ 75	4.3%
2002	POWER	9,941	13,000	11,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	3,606	4,800	4,500	4,800	\$ -	0.0%
2004	PRINTING AND ADVERTISING	797	800	800	800	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	321	320	325	340	\$ 20	6.3%
2008	TRAINING & ALLOWANCES	11,090	13,500	12,125	14,650	\$ 1,150	8.5%
2009	CONFERENCES AND MEETINGS	170	275	250	325	\$ 50	18.2%
2021	EQUIPMENT RENTAL	1,043	1,400	1,200	1,400	\$ -	0.0%
2022	UNIFORM RENTAL	4,757	4,500	4,500	4,675	\$ 175	3.9%
2025	SAFETY EQUIPMENT	8,995	9,500	9,300	9,500	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	65,866	69,200	73,000	71,000	\$ 1,800	2.6%
2033	RADIO EQUIPMENT MAINTENANCE	1,461	1,400	2,000	1,500	\$ 100	7.1%
2036	TRAFFIC SIGNAL MAINTENANCE	484	2,500	2,500	2,600	\$ 100	4.0%
2038	CONTRACTED STORM DRAIN MAINTENANCE	10,844	10,500	13,294	17,000	\$ 6,500	61.9%
2039	PAVEMENT MARKINGS	36,247	21,000	21,000	22,500	\$ 1,500	7.1%
2050	MAILBOX MATERIALS	289	300	300	300	\$ -	0.0%
2060	CURBING REPAIR	0	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	2,592	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	1,213	1,300	1,300	1,300	\$ -	0.0%
2071	PHYSICALS AND DRUG TESTING	1,369	1,500	1,200	1,500	\$ -	0.0%
3001	OFFICE SUPPLIES	1,169	1,250	1,250	1,250	\$ -	0.0%
3002	GASOLINE	2,159	13,000	13,000	13,000	\$ -	0.0%
3003	HEAT	16,024	28,710	25,000	28,275	\$ (435)	-1.5%
3005	MINOR EQUIP & TOOLS	4,530	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	647	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	1,028	3,500	3,500	3,500	\$ -	0.0%
3031	WINTER SAND	10,450	7,350	7,293	9,200	\$ 1,850	25.2%
3032	SALT & CHLORIDE	42,859	98,400	95,000	97,200	\$ (1,200)	-1.2%
3033	COLD BITUMINOUS MIX	4,776	3,700	4,000	4,500	\$ 800	21.6%
3035	GUARDRAIL REPAIRS	0	250	250	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	5,345	7,000	7,000	7,000	\$ -	0.0%
3038	STORM DRAIN MAINTENANCE	8,454	8,000	9,000	8,000	\$ -	0.0%
3039	MS4 STORMWATER PROGRAM	10,401	10,500	10,000	10,500	\$ -	0.0%
3040	DIESEL FUEL	24,708	43,550	42,000	43,550	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>295,219</b>	<b>391,480</b>	<b>386,362</b>	<b>403,965</b>	<b>\$ 12,485</b>	<b>3.2%</b>
<b>310</b>	<b>PUBLIC WORKS</b>	<b>922,047</b>	<b>1,066,648</b>	<b>1,051,854</b>	<b>1,101,106</b>	<b>\$ 34,459</b>	<b>3.2%</b>

To: Members of the Cape Elizabeth Town Council

From: Robert C. Malley, Director of Public Works

Date: February 8, 2013

Re: **FY 2014 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. Each year, the individual line items are evaluated to assure we have programmed the proper amount of funding to fulfill the needs, whether they are maintenance or material related. Last January, we were able to award two-year bids on several contracted programs, such as professional services, containers, portable toilets and contracted plowing. Those numbers have been incorporated into this submittal, saving us the task of sending out bid specifications this year.

In the area of capital expenditures, it is proposed to replace our 1997 Caterpillar Loader/Backhoe. It is the department's most critical piece of equipment, providing a number of vital functions. The engine has almost 10,000 operating hours on it and the drive train components and transmission are starting to exhibit symptoms associated with that amount of hours. We had proposed to replace our oldest Transfer Trailer in this budget, but that request had to be deferred to FY 2015, to reduce the increase on the overall municipal budget. We also deferred a fencing replacement project on the Holman Field.

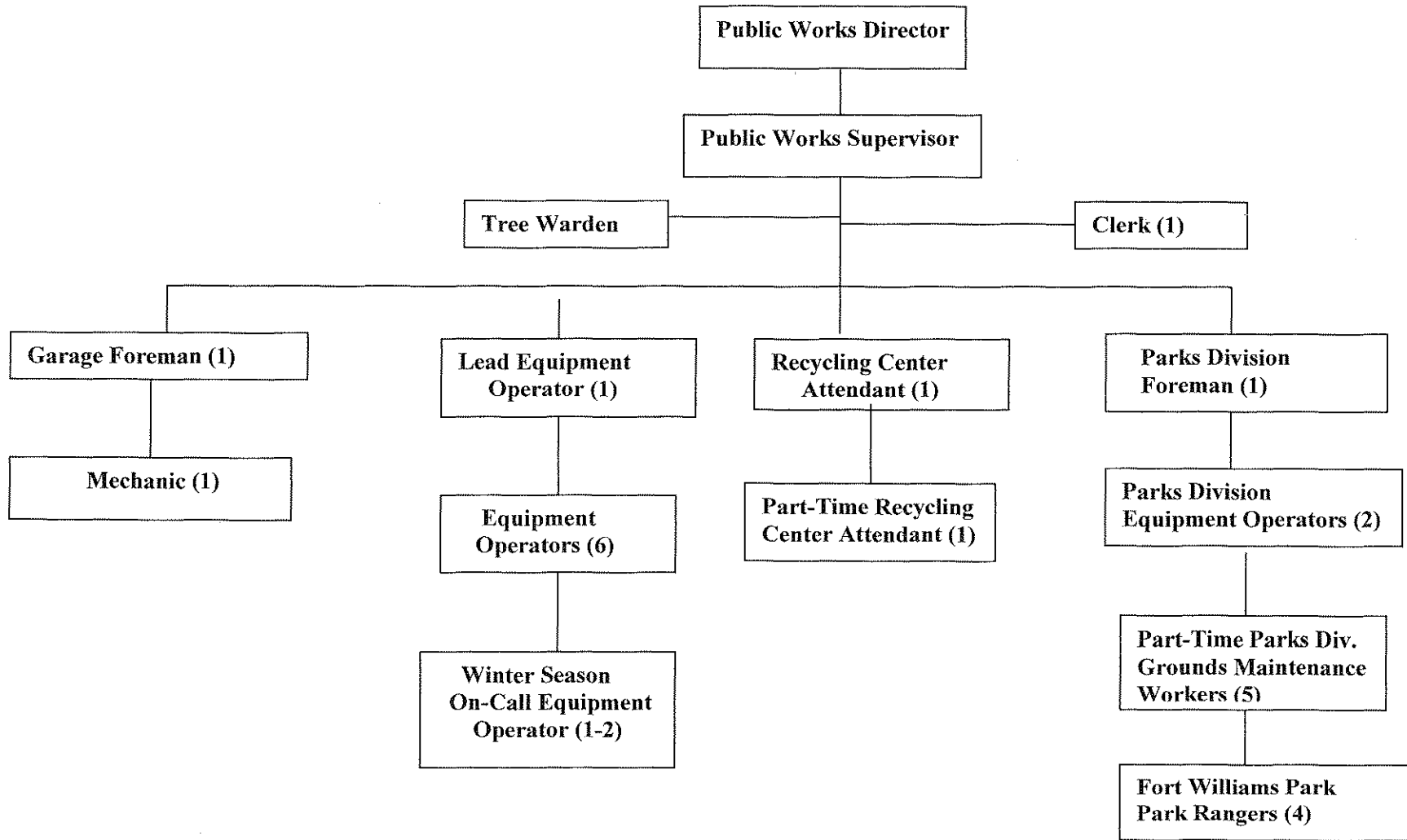
We are currently in the midst of another unpredictable winter season. We have had two "January thaws" along with some frigid temps, which have had an adverse impact on our roads and heating accounts. As this summary is being typed, we are in the middle of an old-fashioned nor'easter, which is bringing us strong winds and blinding snow. It will be tough to forecasts any savings in the current budget if this pattern continues for the rest of the winter.

The budget for Refuse & Recycling (320) is down 3.7% from FY 2013, due primarily to another reduction in our annual assessment at EcoMaine. It is \$32,214 lower than the FY 2013 assessment. The tonnage sent to EcoMaine seems to be holding at the forecasted amounts and our recycling rate is inching upward, given our site and operational challenges. This will be the second year of our relationship with Maine Waste Solutions, LLC, who facilitate the food-waste composting program at both school cafeterias. We are seeing some success, but we still need to have a better recycling effort from the schools.

The anticipated cost of motor fuels and energy are an unknown in any budget. It is proposed to carry the same allocations that we did in FY 2013. 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 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  
2013**



**PUBLIC WORKS (310)  
PERSONNEL & SALARY INFORMATION**

<b>Full-Time Payroll (1001)</b>	<b>Actual FY 2013</b>	<b>Proposed/Approved FY 2014</b>
Public Works Director	\$85,192	\$86,896*
Public Works Supervisor (40 hrs. @ \$28.47/hr. @ 52 wks.)	58,053	59,214*
Garage Foreman (40 hrs. @ \$26.58/hr. @ 52 wks)	54,371	55,286
Mechanic (40 hrs. @ \$23.62/hr.@ 52 wks.)	48,312	49,130
Lead Operator (40 hrs. @ \$22.72/hr.@ 52 wks.)	46,468	47,257
Equipment Operator (40 hrs. @ \$21.36/hr. @ 52 wks.)	43,680	44,428
Equipment Operator (40 hrs. @ \$21.36/hr. @ 38 wks.)	31,920	32,467
Equipment Operator (40 hrs. @ \$21.36/hr. @ 52 wks.)	42,890	44,428
Equipment Operator (40 hrs. @ \$20.98/hr. @ 52 wks.)	42,890	43,638
Equipment Operator (40 hrs. @ \$20.98/hr. @ 52 wks.)	40,905	43,638
Parks Equipment Operator (40 hrs. @ \$20.60/hr. @ 6 wks.)	4,860	4,944
Parks Equipment Operator (40 hrs. @ \$19.65/hr. @ 6 wks.)	4,637	4,716
Parks Working Foreman (40 hrs. @ \$24.02/hr. @ 3 wks.)	2,834	2,882
Customer Service Clerk (40 hrs. @ \$20.01/hr. @ 52 wks.)	40,914	41,624



**Note: The pay amounts shown for FY 2014 have been adjusted (1.7%) by the CPI-U in the Northeast Region, per the 2012-2014 collective bargaining agreement (CBA) with the Teamsters Local #340. It also includes a step increase per the CBA for one of the operators. \*It is proposed to increase the annual the salary amounts for the Director and Supervisor by 2%, per the Town Manager's instructions.**

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-related (winter road maintenance, stormwater maintenance, etc.) duties, along with the Parks Working Foreman, who is 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 well below the rate charged by private sector maintenance facilities (\$90-\$100/hour). The number of hours charged to other departments for mechanical services dropped to approximately 475 in FY 2012, which is about 25 hours less than the traditional average of 500 hours. This total (\$14,250) is deducted from the total gross salary amount listed in account 310-1001.

**Part Time Plowing Personnel (1002)**

**\$4,600**

The department utilizes 1 to 2 individuals to assist with our snow plowing operation during the winter months. One individual has worked for us on a call basis for over 40 winter seasons, exemplifying a tremendous level of community dedication. This account is budgeted for approximately 15-20 plowable events. This appropriation covers approximately 250 personnel hours. 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 2%, to \$18.38/hr.

**Overtime (1003)**

**\$96,700**

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 to accommodate the adjustment per the CPU and applicable step increases as approved by the current CBA.

**Cellular Telephones (2000)****\$1,800**

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 \$575 to \$600.

**Water & Sewer (2003)****\$4,800**

The entire Gull Crest complex (including the Public Works Facility and Recycling Center) is served by one 8" water main from Spurwink Avenue. 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 (irrigation systems).

**Printing & Advertising (2004)****\$800**

This 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)****\$340**

This pays for the Town's public agency membership in the **American Public Works Association (\$265)**, which also includes our membership in the **Maine Chapter of American Public Works**. This account also covers the annual dues to the **Maine Better Transportation Association (\$75.00)**. It is an active association representing municipalities and private contractors that works closely with MDOT and the Legislature on transportation issues.

**Training & Allowances (2008)****\$14,650**

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 (CBA) with the Teamster's Local #340. One individual has the potential to be recognized as a "Roads Scholar" by MDOT in FY 2014. Those successfully completing the program are entitled to a one-time bonus of \$500/person, and then an annual stipend based on the number of classes they have attended in the program. The account has been increased to cover that amount (\$500), plus the stipend for individual classes that may be taken by the other personnel to eventually achieve that certification. A partial breakdown of the stipends is as follows:

- **Class "A" CDL license annual stipend \$500 (9 individuals + 2 potential), Mechanic tool replacement \$400 (2 individuals), anticipated Mechanic "ASE" Certification Stipends \$200, \$1,900 and \$2,800 respectively, Maine Local Roads Center certifications \$25.00/class, not to exceed \$250.00/individual, Certified Transfer Station Attendant (per D.E.P. standards) \$500 annual lump sum (1 individual + 1 potential)**

**Conferences & Meetings (2009)****\$325**

This account covers expenses for local workshops and meetings attended by the Director, including, but not limited to, the Maine Municipal Association Convention, the Cumberland County meeting of the MBTA and the annual transportation conference in Augusta. It is proposed to increase the account by \$75.00.

**Equipment Rental (2021)****\$1,400**

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 \$13.55 per pager/month. The total for pager rental is approximately \$500.00/year.

**Employee Uniform Rental (2022)****\$4,675**

Our current provider continues to provide excellent service to the department. In January 2012, we 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 25 weeks being charged off to the 310 budget.

**Safety Equipment Allowance (2025)****\$9,500**

This request continues the program included in the current collective bargaining agreement (CBA) 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.

**Equipment Maintenance (2032)****\$71,000**

This account covers maintenance-related 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 2.6%.

**Radio Equipment Maintenance (2033)****\$1,500**

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

**Traffic Signal Maintenance (2036)****\$2,600**

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 the detection “loop” on the easterly 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 \$1,600. The loop on the westerly leg, which was funded in the FY 2013 budget, will be replaced in the Spring.

**Contracted Storm Drain Maintenance (2038)****\$17,000**

This account covers the cost of contracted vacuum cleanings of our stormwater catch basins along with the disposal of the spoils, or grit as it is referred to. The spoils are considered a “special waste” by the DEP and are transported to a licensed facility in Scarborough. The cost to dispose of them this past year (FY 2013) was approximately \$4,200. This account was reduced last year, given to lack of sand put out during the winter of 2011/2012, but was overspent due to a couple of factors. First, the vendor who submitted the low bid used a new truck that was more efficient than the previous contractor. This resulted in more spoils being exhumed from our catch basins. This was quite beneficial, but it did result in higher-than anticipated disposal costs. The amount of hours was also under-estimated, again assuming that we would have reduced grit infiltration due to the mild winter. The FY 2014 program is budgeted for 130 hours @ \$93.00/hour, plus an allowance for the disposal of grit (\$4,900).

**Pavement Markings (2039)****\$22,500**

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 need to be done annually. We have also been painting the portions of Route 77 that are under MDOT jurisdiction. They occasionally skip a year so we have taken it upon ourselves to include them in our program when needed.

**Mailbox Materials (2050)****\$300**

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

**Curbing Repairs (2060)****\$1,000**

This account pays for repairs to curbing damaged by snow removal.

**Misc. Contractual Services (2062)**

**\$2,500**

This account covers incidental contracted services, along with cleaning supplies and paper goods.

**Alarm System Monitoring Services (2063)**

**\$1,300**

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)**

**\$1,500**

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). The program includes all public works personnel (except the Clerk and P.T. Recycling Center Attendant) and the school bus drivers. 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.

**Office Supplies (3001)**

**\$1,250**

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

**Gasoline (3002)**

**\$13,000**

For FY 2014, we are budgeting \$3.10/gallon, with an estimated usage of approximately 4,200 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)**

**\$28,275**

This account covers heating oil for the Public Works Facility on Cooper Drive (approximately 8,700 gals.). The Facilities Manager has advised us to budget \$3.25/gal for heating oil in FY 2014.

**Minor Equipment (3005)**

**\$4,500**

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

**Minor Supplies (3006)**

**\$750**

This is primarily a contingency account, which provides for such items as cleaning supplies, trash bags and paper goods.

**Aggregate & Loam (3030)****\$3,500**

This account covers the cost of aggregate, masonry sand and loam for small projects.

**Winter Sand (3031)****\$9,200**

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 treated with salt. This year we are budgeting for 800 cubic yards @ \$11.50/yard. Screened sand is traditionally more expensive for us because of our geographical location and the transportation costs associated with that.

**Salt & Chloride (3032)****\$97,200**

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. This past winter we transitioned to using magnesium chloride as a wetting agent. It is 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 2013 GPCOG bid price for salt was \$51.61/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. The price of salt is forecasted to be stable, assuming a stable oil market. Given that, I am recommending that we budget \$57.00/ton for salt and \$1.50/gal. for the chloride product. At the time of this submittal, we are still in the middle of the winter season. Based on the amount of snowfall we have received to date, we should come in at budget even after reducing our application rates after February 15<sup>th</sup>.

**Cold Bituminous Mix (3033)****\$4,500**

This account pays for cold bituminous mix, otherwise known as "cold patch" for shoulders and potholes. The price we pay for this material continues to rise. For an item that we used to pay \$35.00/ton for a few years ago, we now pay \$120/ton, which is why this account is proposed to be increased.

**Guardrail Maintenance/Replacement (3035)****\$250**

A small amount is being budgeted for the maintenance of our wooden guardrails.

**Street & Regulatory Signage Replacement (3036)**

**\$7,000**

This account covers the replacement of all street, warning, advisory 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, which we have been requesting on any new signs that are ordered. It provides improved visibility to drivers during both day and night. The MUTCD was initially requiring public agencies to use larger signs and letters for street name signs. The size required could vary depending on the speed limit of the road. After receiving negative feedback on the implementation costs to perform a comprehensive transition to the larger signs, they postponed their proposed compliance dates indefinitely. In lieu of that requirement, they are now requiring agencies to purchase the larger format signs as they are replaced, due to theft, fading and vandalism.

**Storm Drain Maintenance Materials (3038)**

**\$8,000**

All replacement catch basins, frames, crushed stone, culverts, and drainage pipe are appropriated from this account.

**MS4 Stormwater Program (3039)**

**\$10,500**

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). We have started to work with a consultant to revise our current SMP to be compliant with the new soon-to-be-issued 5-Year MDEP General Permit. It will no doubt 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 daily operations. 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 January 2013, the Town Council adopted the **Trout Brook Watershed Management Plan**, which was prepared by the Cumberland County Soil & Water Conservation District, in partnership with the City of South Portland. We are working with affected stakeholders to develop a potential stream habitat restoration plan, which includes community outreach and the reduction of contaminants, such as lawn nutrients and chlorides. Since it is designated as our primary watershed, we give it special attention by performing a more aggressive street sweeping program in the watershed.

Our efforts to work on stormwater initiatives have been done on a cooperative basis for the last nine 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 2014 is \$8,500, which is \$500 higher than we were assessed in FY 2013. This does not include the compilation and submission of our annual report, nor does it include any updates to our infrastructure maps. Despite the increase, the funds are still a good investment and they provide valuable benefits to the Town. They include, but are not limited to:

- Liaison with MDEP, Casco Bay Estuary Project, legislative officials and other partners
- Legal assistance to review the 2013 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

**Diesel Fuel (3040)**

**\$43,550**

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.



Fiscal Year 2014  
Proposed Budget

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	71,677	73,463	73,460	75,530	\$ 2,067	2.8%
1002	PART TIME PAYROLL	23,596	22,830	22,830	23,695	\$ 865	3.8%
1003	OVERTIME PAYROLL	930	2,420	1,500	2,480	\$ 60	2.5%
1020	SOCIAL SECURITY	8,360	7,552	7,481	7,780	\$ 229	3.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>104,563</b>	<b>106,265</b>	<b>105,271</b>	<b>109,485</b>	<b>\$ 3,221</b>	<b>3.0%</b>
2002	POWER	2,023	7,420	7,420	7,420	\$ -	0.0%
2003	WATER & SEWER	0					
2004	RECYCLING PRINTING & PROMOTION	4,515	4,000	3,500	4,000	\$ -	0.0%
2012	ECOMAINE FEES	546,004	523,260	520,000	488,595	\$ (34,665)	-6.6%
2014	DEMOLITION MATERIAL DISPOSAL	32,079	40,225	45,000	43,950	\$ 3,725	9.3%
2015	HAZARDOUS MATERIALS DISPOSAL	14,015	19,000	19,000	19,000	\$ -	0.0%
2021	EQUIPMENT RENTAL	300	300	300	300	\$ -	0.0%
2022	UNIFORM RENTAL	1,190	1,260	1,260	1,300	\$ 40	3.2%
2032	VEHICLE MAINTENANCE	5,043	4,500	5,100	5,400	\$ 900	20.0%
2062	MISC. CONTRACT SVCS.	1,256	2,200	2,200	2,200	\$ -	0.0%
2063	ALARM SERVICE	972	1,600	1,000	1,600	\$ -	0.0%
3002	GASOLINE	536	536	536	536	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,373	1,500	1,500	1,500	\$ -	0.0%
3040	DIESEL FUEL	7,310	7,310	7,310	7,310	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>616,616</b>	<b>613,111</b>	<b>614,126</b>	<b>583,111</b>	<b>\$ (30,000)</b>	<b>-4.9%</b>
<b>320</b>	<b>REFUSE DISPOSAL</b>	<b>721,179</b>	<b>719,376</b>	<b>719,397</b>	<b>692,596</b>	<b>\$ (26,779)</b>	<b>-3.7%</b>

**REFUSE & RECYCLING (320)  
ACCOUNT SUMMARY  
PERSONNEL & SALARY INFORMATION**

<b>FULL-TIME PAYROLL (1001)</b>	<b>Actual FY 2013</b>	<b>Approved FY 2014</b>
Recycling Center Attendant (40 hrs. @ \$20.98/hr. @ 52 wks.)	\$42,120	\$43,638
Equipment Operator (40 hrs. @ \$20.98/hr. @ 38 wks.)	31,343	31,890

**PART-TIME PAYROLL (1002)**

Part-Time Recycling Center Attendant (32 hrs./wk./yr. (average) @ \$14.24/hr. @ 52 wks.)	22,830	23,695
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**Note: The pay amounts shown for the full-time positions have been adjusted by the CPI-U in the Northeast Region (1.7%) as approved in the 2012-2014 collective bargaining agreement (CBA) with the Teamster's Local #340. The Recycling Center Attendant receives a step increase in FY 2014 per the CBA, which is why that account (1001) is up overall by 2.8%. The P.T. Attendant also receives a step-increase per the CBA, which reflects a 3.8% increase in that account (1002).**

**Full-Time Payroll (1001)**

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)**

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 that position is budgeted for 32 hours/week for the year.

**Overtime (1003)**

**\$2,480**

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 and the Recycling Center is kept open.

**Recycling Printing & Promotion (2004)****\$4,000**

This account pays for printed materials, recycling promotional items, the purchase of recycling containers (if needed) 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)****\$488,595**

The assessment and tip fee at EcoMaine is by far the largest single line item in the municipal budget. Like last year, we are anticipating savings again, as our annual assessment from EcoMaine is \$32,214 lower than the assessment in FY 2013. This is welcome news as we enter another challenging budget cycle. I am anticipating that we will end up generating between 2,600 and 2,700 tons by June 30, 2013. This compares to 2,555 tons hauled in FY 2011 and 2,522 tons hauled over in FY 2012.

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 efficient and easier to access. We installed additional exterior lighting in their vicinity last year for when the daylight hours are reduced during the winter season. This past year we modified the hauling schedule of the containers behind Town Hall to avoid having full containers when citizens pull up to deposit items. The Recycling Committee continues to reach out to the community with articles and outreach, but the willing are already recycling as part of their daily routine. Our recycling rates are just slightly ahead of South Portland and Scarborough, who have curbside programs. It is a credit to our citizens who actually do recycle to achieve the success we are seeing, with what in reality is a voluntary program.

The Facilities Manager and I continue to monitor the weekly recycling rates at the schools. We feel that there is room for improvement, especially at the Middle School, where spot inspections have revealed recyclable materials in some of the trash receptacles. We feel their rates should be higher based on the composition of waste they generate.

This will be the second year of our contract with Maine Waste Solutions, who transport food waste generated at both cafeterias (including the kitchen at Community Services) to a licensed facility in Portland. The material is volume-reduced and composted at the Riverside Recycling Facility. They provide annual training (if needed), the containers and the transportation (2x per week). The program is budgeted at \$1,035/month for 10 months. We have been extracting approximately 1- 1.5 tons of food-waste from the cafeterias each month.

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

FY 2014 EcoMaine Annual Assessment\*      \$156,545

Estimated Compactor Refuse: 2,700 tons @ \$88.00/ton = \$237,600

HS/MS/PC School Campus Container Pulls (Refuse & Single Stream Recycling):

- 320 services/year for refuse container @ \$10.00/service = \$3,200
- 215 services/year for single-stream recycling container @ \$10.00/service = \$2,150
- Contracted Food Waste Composting Services = \$10,350

EcoMaine Recycling Containers: "Silver Bullets" located 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 '08 -'12), which equates to 2,766 tons.

**Brush & Demolition Removal (2014)**

**\$43,950**

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. The frequency of "pulls" as been kept pretty much the same as approved in FY 2013, but the tonnage of demolition wood-waste we anticipate to receive is expected to increase, so that tonnage has been adjusted slightly.

Clean Wood (Brush & Limbs) Grinding: No charge for this service

Demolition Wood Disposal: 600 tons/year @ \$23.00/ton = \$13,800

Gypsum Board Container Pulls: 14 pulls/year @ \$60.00/pull @ \$50.00/ton per 5.9 tons of gypsum (avg.) = \$4,970

Asphalt Shingle Container Pulls: 12 pulls/year @ \$60.00/pull @ \$55.00/ton per 9.3 tons of shingles (avg.) = \$6,858

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.): 50 pulls/year @ \$70.00/haul, per 2.00 tons of waste (avg.)  
@ \$49.00/ton = \$8,400

White Goods/Metal Container Pulls: 50 pulls/year @ \$70.00/pull = \$3,500

Tire Disposal: 400 tires @ \$2.00/tire = \$800

Propane Tanks: 200 tanks @ \$3.00/tank = \$600

Concrete/Brick Disposal: 180 tons/year @ \$8.50/ton = \$1,530

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

Limited Stump Disposal: \$250

**Household Hazardous Waste & E-Waste Collection Event (2015)**

**\$19,000**

It is proposed to continue to host Household Hazardous and E-Waste Collection in May of 2014. 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 facilitated by two licensed consolidators, with the assistance of our personnel. It is proposed to again include ammunition and flares as an acceptable material in the drop-off program in 2014. 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.

**Equipment Rental (2021)** **\$300**  
This account covers rental, or contracted equipment for use at the Recycling Center.

**Uniform Rental (2022)** **\$1,300**  
A portion of the uniform rental for the Recycling Center personnel is charged off to this budget

**Facility & Site Maintenance (2032)** **\$5,400**  
This account covers minor facility maintenance, repairs to the compactor unit, Transfer Trailers, the Tractor-unit and the bulldozer. It is proposed to be increased to start replacing some of existing signage ravaged by the elements on site and at the Swap Shop.

**Misc. Contractual Services (2062)** **\$2,200**  
This account primarily pays for our monthly EZ-Pass expense to utilize the Maine Turnpike to transport refuse to EcoMaine. It is covers the monthly transaction fees that we now pay to accept debit and credit cards at the Recycling Center.

**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 Refuse-related equipment is budgeted at \$3.25/gallon.

410	HUMAN SERVICES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2100	VNA/HOSPICE	3,500	3,600	3,600	3,600	\$ -	0.0%
2100	COMMUNITY HEALTH SRVS	2,000	2,100	2,100	2,100	\$ -	0.0%
2101	COMMUNITY COUNSELING	1,200	1,250	1,250	1,250	\$ -	0.0%
2103	THERAPEUTIC RECREATION	3,500	3,600	3,600	3,600	\$ -	0.0%
2107	S. ME SENIOR CITIZENS	1,200	1,250	1,250	1,250	\$ -	0.0%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,200	1,250	1,250	1,250	\$ -	0.0%
2111	RTP	1,200	1,250	1,250	1,250	\$ -	0.0%
2113	FAMILY CRISIS SHELTER	1,200	1,250	1,250	1,250	\$ -	0.0%
2114	DAY ONE	1,200	1,250	1,250	1,250	\$ -	0.0%
2116	HOSPICE OF SOUTHERN MAINE	1,200	1,250	1,250	1,250	\$ -	0.0%
2118	SEXUAL ASSAULT RES. SVCS.	1,200	1,250	1,250	1,250	\$ -	0.0%
2121	RED CROSS-PORTLAND CHAPTER	1,200	1,250	1,250	1,250	\$ -	0.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,200	1,250	1,250	1,250	\$ -	0.0%
5101	GENERAL ASSISTANCE	25,245	28,600	28,600	28,600	\$ -	0.0%
<b>410</b>	<b>HUMAN SERVICES</b>	<b>46,245</b>	<b>50,400</b>	<b>50,400</b>	<b>50,400</b>	<b>\$ -</b>	<b>0.0%</b>

With the overall budget flat except for funding the rescue program and catching up in capital funding, it is proposed to flat fund agency requests.





**FY2014 Budget – Annotated**

**LIBRARY (510)**

***PERSONNEL INFORMATION***

***Full Time Account (1001) - \$287,198***

	<b>FY2013</b>	<b>FY2014</b>	
Head Librarian	69,151.	70,534.	2% increase above FY13 budgeted amount.
Children's Librarian	48,765.	48,765.	2% increase above FY13 budgeted amount.
Circulation Librarian	37,149.	39,168.	2% increase above FY13 <i>adjusted</i> budgeted amount (\$38,400).
Adult / YA Librarian	47,146.	48,089.	2% increase above FY13 budgeted amount.
Office Clerk / Cataloger	35,548.	36,259.	2% increase above FY13 budgeted amount.
Reference Librarian	<u>42,557.</u>	<u>43,408.</u>	2% increase above FY13 budgeted amount.
	280,316.	287,198.	2% increase above <i>adjusted</i> FY13 budgeted amount.

**Note 1: All pay amounts shown for FY 2014 are subject to our pay classification plan.**

Full Time staff levels are based on the following assumptions, we have had to add a 2<sup>nd</sup> 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	(maintains current PR & Web Duties)
Programs	20/wk	(maintains current programming effort.)
Earned Vacation	27/wk	

**FY2014 Budget – Annotated**

Total 379/wk

**Part Time Account (1002) - \$118,288**

**FY 2013**

<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>
377 (+)	\$15.22	5,739.22
532 (1)	\$15.22	8,097.04
844 (1)	\$16.50	13,926.00
948 (1)	\$15.22	14,431.78
948 (1)*	\$16.06	15,222.70
978 (1)	\$15.22	14,888.49
796 (1)	\$16.06	12,781.93
<u>1,624 (1)</u>	<u>\$20.24</u>	<u>32,868.95</u>
<b>7047 (7+)</b>	<b>N/A</b>	<b>117,956.11</b>

**FY 2014**

<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>Comparison</u>
260 (+)	\$15.52	4,035.20	Substitute Line
584 (1)	\$15.52	9,066.25	2% increase above FY13 budgeted rate.
584 (1)*	\$15.52	9,066.25	restructured: 5% increase below FY13 budgeted rate.
584 (1)*	\$15.52	9,066.25	restructured: 5% increase below FY13 budgeted rate.
948 (1)	\$15.52	14,717.13	2% increase above FY13 budgeted rate.
948 (1)	\$16.83	15,954.84	2% increase above FY13 budgeted rate.
978 (1)	\$15.52	15,182.86	2% increase above FY12 budgeted rate.
796 (1)	\$16.38	13,039.44	2% increase above FY12 budgeted rate.
<u>1,364 (1)</u>	<u>\$20.64</u>	<u>28,159.51</u>	2% increase above FY12 budgeted rate.
<b>7046 (7+)</b>	<b>N/A</b>	<b>118,287.73</b>	<b>.003% increase above FY12 budgeted amount.</b>

	<b>FY2013</b>	<b>FY2014</b>	<b>DIFFERENCE</b>
Total Hours	7047	7046	-1
Total PT Costs	117,956.	118,288.	332.

**Note: All pay amounts shown for FY 2014 are subject to review within our pay classification plan.**

Part Time Staff Levels are based on the following assumptions:

## FY2014 Budget – Annotated

- ◆ 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)

### *Printing and Advertising (2004) - \$1,700*

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

### *Postage (2005) - \$2,640*

The Maine State Library currently projects that the contracted delivery fee will remain \$15.00/stop. Moreover, they are currently pledging to cover one day of delivery each week for each library in MINERVA. Thus, we are able to reduce our annual cost to \$2,340 for the remaining 3 days/wk that we receive delivery. Additionally, we have averaged \$300/ yr to return traditional Interlibrary Loans and send out bills for overdue materials.

### *Travel (2006) - \$660*

Level reduced to FY2012 levels.

### *Dues & Memberships (2007) - \$800*

Covers the rising cost of dues for professional staff: **3** ALAs (\$390), **1** PLA (\$60), **1** YALSA (\$60), **1** NELA (\$80) and **3** MLAs (\$165) and Trustees: **3** MLAs (\$45).

### *Training (2008) - \$0*

Zero funded.

### *Conferences & Meetings (2009) - \$1,225*

Includes costs for meetings and conferences sponsored by professional associations: **2** SMLD Council Meetings (\$70), **3** SMLD Reading Round Up (\$195), **8** joint MLA/NELA Conferences (\$960.)

### *Programs (2010) - \$7,500*

Level funded.

### *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.

FY2014 Budget – Annotated

**Miscellaneous Contract Services (2072) - \$50**

Level funded.

**Office Supplies (3001) - \$7,000**

Reduced: we will not be pursuing RFID technology but must continue to meet rising costs of office and materials processing supplies.

**Miscellaneous Supplies (3006) - \$3,000**

Level funded. This account is used to purchase the supplemental supplies needed for conducting “special” Juvenile programs as well as the cost of refreshments and supplies for our expanded YA and Adult initiatives.

**Books and Periodicals (3020) - \$38,610**

Please refer to the Chart on page 5 of this narrative for an overview of the projected costs of book & magazine purchases. *n.b.* The projected total for this line has been reduced by \$3,450 to provide an offset for the costs of our new cloud-based services: *OneClick Audio Download Library* and *Transparent Languages Online*.

**Audio Visual Materials (3022) - \$6,540**

Level funded. This extremely popular service includes Books on Tape and CD, DVDs, and Videocassettes: for which the Bowker Annual reported a 1% cost decrease in 2010/2011.

Adult Collection	3,052.	[Approx. 3 Audio Book/mo & 6 Videos/mo]
YA Collection	654.	[Approx. 1 Audio Book/mo & 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) - \$8,100**

This account funds our annual MINERVA subscription, which decreased to \$4,000, as well as the library’s subscription to the Maine InfoNet Download Library (Overdrive) and our two new Cloud-based services. The impact for the last is offset by a \$3,450 reduction to 510-3020:

Maine Info Net ( <i>Minerva</i> )	4,000.
Overdrive Subscription	650.
OneClick & Transparent Languages	4,650.
CEHS & CEMS Offset	-1,200.

**Outlay (4001) - \$500**

**FY2014 Budget – Annotated**

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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## FY2014 Budget – Annotated

	GEN.	PHIL.	REL.	SOC.	LANG.	SCI.	TECH.	ARTS	LIT.	TRAV.	BIO.	HIST.	FIC.	JUV.	
Book\$'s	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	TITLES	TOTAL
Adult Purchases FY09	35	12	6	52	4	10	53	39	7	40	51	87	964	N/A	1360
Adult Purchases FY10	22	24	9	61	1	5	45	37	13	50	51	88	951	N/A	1357
Adult Purchases FY11	28	43	13	53	13	9	43	43	32	56	68	79	1003	N/A	1483
Adult Purchases FY12	25	53	13	70	11	21	56	34	62	41	60	94	1015	N/A	1555
4 Year Ave. Adult Purchases	28	33	10	59	7	11	49	38	29	47	58	87	983	N/A	1439
Young Adult Purchases FY09	1	0	1	6	0	15	9	7	4	0	6	3	221	N/A	273
Young Adult Purchases FY10	0	1	0	8	0	7	1	13	1	2	18	4	188	N/A	243
Young Adult Purchases FY11	2	6	2	18	0	10	7	16	6	6	19	8	260	N/A	360
Young Adult Purchases FY12	7	12	4	11	0	2	16	25	8	10	14	18	337	N/A	464
4 Year Ave. YA Purchases	3	5	2	11	0	9	8	15	5	5	14	8	252	N/A	335
Children's Purchases FY09	11	6	2	34	4	57	82	52	17	7	42	25	644	N/A	983
Children's Purchases FY10	4	7	7	45	3	61	110	38	10	7	38	24	588	N/A	942
Children's Purchases FY11	11	3	4	52	3	65	46	42	23	15	53	39	800	N/A	1156
Children's Purchases FY12	10	8	6	47	10	80	53	46	33	8	36	18	739	N/A	1094
4 Yr Ave. Children's Purchases	9	6	5	45	5	66	73	45	21	9	42	27	693	N/A	1044
Total Purchases															
(Ave. FY09 thru FY12)	39	44	17	114	12	86	130	98	54	61	114	122	1928	N/A	2818
Target Purchases per MLA Standards (FY13)	25	28	11	73	8	55	83	63	35	39	73	78	1233	N/A	1804
Ave. Hardcover Cost 2007	\$143.02	\$44.64	\$31.17	\$53.37	\$54.61	\$49.52	\$41.26	\$39.56	\$42.54	\$40.00	\$31.68	\$45.01	\$27.28	\$23.01	\$47.62
Ave. Hardcover Cost 2008	\$155.93	\$44.53	\$32.40	\$53.93	\$55.63	\$50.04	\$42.93	\$40.94	\$44.84	\$28.33	\$31.64	\$43.84	\$27.97	\$23.20	\$48.30
Ave. Hardcover Cost 2009	\$155.46	\$41.71	\$33.27	\$51.04	\$52.61	\$49.22	\$44.83	\$40.89	\$43.83	\$31.67	\$30.65	\$44.39	\$28.07	\$24.20	\$47.99
Ave. Hardcover Cost 2010	\$168.62	\$43.90	\$33.17	\$49.42	\$52.45	\$50.58	\$43.71	\$43.49	\$39.27	\$28.98	\$31.47	\$45.77	\$28.21	\$25.42	\$48.89
Ave. Hardcover Cost 2011 (preliminary)	\$208.00	\$43.21	\$34.22	\$50.96	\$53.49	\$49.83	\$45.65	\$43.10	\$40.37	\$30.90	\$31.06	\$43.95	\$28.27	\$26.25	\$52.09
Four Year Ave. % increase	126.53	101.41	106.23	106.04	104.94	101.54	107.50	102.20	105.73	109.37	101.69	99.04	103.25	106.37	109.57
Projected Cost Hardcover Books (FY13)	\$263.17	\$43.82	\$36.35	\$54.04	\$56.13	\$50.60	\$49.07	\$44.05	\$42.68	\$33.79	\$31.59	\$43.53	\$29.19	\$27.92	\$57.08
Proj. Retail Costs FY14 (Adult)	\$4,631.36	\$925.41	\$238.44	\$2,040.27	\$260.44	\$364.26	\$1,546.61	\$1,078.19	\$778.45	\$1,011.01	\$1,162.21	\$2,423.40	\$18,365.26	N/A	\$34,825.29
Discounted FY14 Proj. Costs (Adult)	\$2,917.75	\$583.01	\$150.22	\$1,285.37	\$164.07	\$229.48	\$974.36	\$679.26	\$490.42	\$636.94	\$732.19	\$1,526.75	\$11,570.11	N/A	\$21,939.93
Proj. Retail Costs FY14 (Children & YA)	\$205.48	\$192.08	\$116.14	\$987.19	\$89.34	\$1,326.67	\$1,447.28	\$1,067.59	\$455.63	\$250.18	\$1,009.52	\$620.90	\$16,871.54	N/A	\$24,639.53
Discounted FY14 Proj. Costs (Ch. & YA)	\$129.25	\$120.82	\$73.05	\$620.94	\$56.19	\$834.48	\$910.34	\$671.52	\$286.59	\$157.36	\$634.99	\$390.55	\$10,612.20	N/A	\$15,498.27
Total Proj. Costs FY14 (Discounted)	\$3,047.00	\$703.82	\$223.27	\$1,906.31	\$220.27	\$1,063.96	\$1,884.70	\$1,350.77	\$777.01	\$794.30	\$1,367.18	\$1,917.29	\$22,182.31	N/A	\$37,438.20
100'S equal average prices in Philosophy, Psychology, & Self-help															
300'S equal average prices in Economics, Education, Law & Sociology															
600'S average prices in Agriculture, Business, Home Economics, Medicine & Technology															
700'S are compiled from prices for Architecture, Art, Music, Sports & Recreation															
800'S are comprised of Drama, Poetry & Literature															
Juveniles = average prices for Children & Young Adult															
Ebsco Subscription FY09	\$4,176.22														
Ebsco Subscription FY10	\$4,377.57														
Ebsco Subscription FY11	\$4,554.24														
Ebsco Subscription FY12	\$4,872.87														
Ebsco Subscription FY13 (YTD)	\$5,129.56														
5 Yr Ave. Periodical Costs	\$4,622.09														
FY2012 Books & Periodicals Request	\$42,060.29														
Less OneClick/Transparent Language Offset	\$3,450.00														
<b>FINAL REQUEST</b>	<b>\$38,610.29</b>														
ALL Prices Quoted from The Bowker Annual 2012 (57th Edition), pp. 520, 521															

<b>520</b>	<b>CONTRIBUTIONS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
5050	CAPE PRESERVATION SOCIETY	450	500	500	500	-	0.0%
5052	GREATER PTLD ECON DEV COMM		5,000	5,000	5,000	-	0.0%
5053	FAMILY FUN DAY	5,490	5,000	5,000	5,000	-	0.0%
<b>520</b>	<b>CONTRIBUTIONS</b>	<b>5,940</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	<b>-</b>	<b>0.0%</b>

The Town funds materials for the Cape Elizabeth Historical Preservation Society who operate the Records Preservation Center at the Thomas Memorial Library. The amount was adjusted a year ago.

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.

<b>530</b>	<b>PUBLIC INFORMATION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	<b>CABLE PART TIME PAYROLL</b>	7,770	6,300	6,300	6,426	\$ 126	2.0%
1002	<b>PART TIME WEBMASTER</b>	23,362	26,620	26,620	29,282	\$ 2,662	10.0%
1020	<b>SOCIAL SECURITY</b>	2,397	2,518	2,518	2,732	\$ 214	8.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>33,529</b>	<b>35,438</b>	<b>35,438</b>	<b>38,440</b>	<b>\$ 3,002</b>	<b>8.5%</b>
2004	<b>PRINTING AND ADVERTISING</b>	2,139	6,890	6,890	6,890	\$ -	0.0%
2034	<b>EQUIPMENT MAINTENANCE</b>	1,193	4,500	4,500	4,500	\$ -	0.0%
3006	<b>MISCELLANEOUS SUPPLIES</b>	-	200	200	200	\$ -	0.0%
4001	<b>OUTLAY</b>	-	-	-	-	\$ -	
	<b>SUBTOTAL</b>	<b>3,332</b>	<b>11,590</b>	<b>11,590</b>	<b>11,590</b>	<b>\$ -</b>	<b>0.0%</b>
<b>530</b>	<b>PUBLIC INFORMATION</b>	<b>36,861</b>	<b>47,028</b>	<b>47,028</b>	<b>50,030</b>	<b>\$ 3,002</b>	<b>6.4%</b>

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.



Fiscal Year 2014  
Proposed Budget

600	FACILITIES MANAGEMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	-	-	-	-	\$ -	
1002	PART TIME PAYROLL	9,179	-	-	-	\$ -	
1020	SOCIAL SECURITY	695	-	-	-	\$ -	
	<b>SUBTOTAL PERSONNEL</b>	<b>9,874</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	
2001	TELEPHONE	121	-	-	-	\$ -	
2004	PRINTING & ADVERTISING	19	300	300	300	\$ -	0.0%
2006	TRAVEL	-	200	200	200	\$ -	0.0%
2007	DUES & MEMBERSHIPS	120	300	300	300	\$ -	0.0%
2009	CONFERENCES & MEETINGS	415	600	600	600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	400	1,000	1,000	1,000	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	404	400	400	500	\$ 100	25.0%
2035	CONSOLIDATED BUILDING MAINT.	108,678	107,442	107,442	107,189	\$ (253)	-0.2%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	40,800	83,626	83,626	86,433	\$ 2,807	3.4%
4001	OUTLAY	-	-	-	-	\$ -	
	<b>SUBTOTAL</b>	<b>150,957</b>	<b>193,868</b>	<b>193,868</b>	<b>196,522</b>	<b>\$ 2,654</b>	<b>1.4%</b>
<b>600</b>	<b>FACILITIES MANAGEMENT</b>	<b>160,831</b>	<b>193,868</b>	<b>193,868</b>	<b>196,522</b>	<b>\$ 2,654</b>	<b>1.4%</b>
610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2002	POWER	9,804	12,780	12,780	12,970	\$ 190	1.5%
2003	WATER & SEWER	2,547	2,794	2,794	2,850	\$ 56	2.0%
3003	HEAT	10,742	13,650	13,650	13,650	\$ -	0.0%
<b>610</b>	<b>TOWN HALL</b>	<b>23,093</b>	<b>29,224</b>	<b>29,224</b>	<b>29,470</b>	<b>\$ 246</b>	<b>0.8%</b>
615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2002	POWER	6,893	11,000	11,000	11,000	\$ -	0.0%
2003	WATER AND SEWER	815	817	817	950	\$ 133	16.3%
3003	HEAT	19,877	17,900	17,900	20,276	\$ 2,376	13.3%
<b>615</b>	<b>LIBRARY BUILDING</b>	<b>27,585</b>	<b>29,717</b>	<b>29,717</b>	<b>32,226</b>	<b>\$ 2,509</b>	<b>8.4%</b>
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2003	WATER & SEWER	1,285	1,476	1,476	1,525	\$ 49	3.3%
2062	CONTRACTED CUSTODIAL SERVICES	3,717	3,791	3,791	3,914	\$ 123	3.2%
3003	HEAT	14,230	18,200	18,200	18,200	\$ -	0.0%
<b>620</b>	<b>TOWN CENTER FIRE STATION</b>	<b>19,232</b>	<b>23,467</b>	<b>23,467</b>	<b>23,639</b>	<b>\$ 172</b>	<b>0.7%</b>
630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
2002	POWER	16,473	24,500	24,500	24,990	\$ 490	2.0%
2003	WATER & SEWER	3,606	3,432	3,432	3,848	\$ 416	12.1%
2062	CONTRACTED CUSTODIAL SERVICES	23,788	24,233	24,233	25,125	\$ 892	3.7%
3003	HEAT	11,111	13,600	13,600	13,600	\$ -	0.0%
<b>630</b>	<b>POLICE STATION</b>	<b>54,978</b>	<b>65,765</b>	<b>65,765</b>	<b>67,563</b>	<b>\$ 1,798</b>	<b>2.7%</b>

Cape Elizabeth Facilities and Transportation Department  
 FY2013/2014  
 Contracted Services and Supplies

13-Feb-13

**600-2035 supplies**

Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall	FY13/14
Paint	\$ 900.00	\$ 1,100.00	\$ 2,000.00	\$ 1,100.00	\$ 1,100.00	\$ 200.00	\$ 200.00	\$ 1,500.00	\$ 8,100.00
Batteries	\$ 200.00	\$ 50.00	\$ 150.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00	\$ 1,100.00
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
Flooring materials	\$ 200.00	\$ 100.00	\$ 300.00	\$ -	\$ 500.00	\$ -	\$ 250.00	\$ 525.00	\$ 1,875.00
Air filters	\$ 125.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 225.00	\$ 100.00	\$ 550.00
Plumbing supplies	\$ 250.00	\$ 75.00	\$ 250.00	\$ 200.00	\$ 250.00	\$ 125.00	\$ 250.00	\$ 225.00	\$ 1,625.00
Electrical supplies	\$ 425.00	\$ 125.00	\$ 425.00	\$ 100.00	\$ 525.00	\$ 100.00	\$ 325.00	\$ 400.00	\$ 2,425.00
Carpentry supplies	\$ 500.00	\$ 225.00	\$ 400.00	\$ 400.00	\$ 250.00	\$ 125.00	\$ 300.00	\$ 400.00	\$ 2,600.00
Door/lockset supplies	\$ 200.00	\$ 100.00	\$ 325.00	\$ 200.00	\$ 125.00	\$ 100.00	\$ 225.00	\$ 250.00	\$ 1,525.00
Flags and other services	\$ 200.00	\$ 200.00			\$ 300.00		\$ 500.00	\$ 500.00	\$ 1,700.00
Soot vacuum and boiler cleaning mat.	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 75.00	\$ 90.00	\$ 100.00	\$ 715.00
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	\$ 600.00	\$ 250.00	\$ 500.00	\$ 200.00	\$ 500.00	\$ 600.00	\$ 3,400.00
subtotal	\$ 3,990.00	\$ 2,590.00	\$ 5,140.00	\$ 2,765.00	\$ 4,440.00	\$ 1,325.00	\$ 3,765.00	\$ 5,925.00	\$ 29,940.00
Consumables 10%	\$ 399.00	\$ 259.00	\$ 514.00	\$ 276.50	\$ 444.00	\$ 132.50	\$ 376.50	\$ 592.50	\$ 2,994.00
<b>Total</b>	<b>\$ 4,389.00</b>	<b>\$ 2,849.00</b>	<b>\$ 5,654.00</b>	<b>\$ 3,041.50</b>	<b>\$ 4,884.00</b>	<b>\$ 1,457.50</b>	<b>\$ 4,141.50</b>	<b>\$ 6,517.50</b>	<b>\$ 32,934.00</b>

**600-2035 contracted services**

Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall	FY13/14
Air emission fees									
Engineering services	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 1,500.00	\$ 2,500.00
IAQ Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 1,000.00
Asbestos inspection	\$ -	\$ -				\$ -	\$ -	\$ 300.00	\$ 300.00
Elevator inspections (State)	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ 200.00	\$ 500.00
Elevator service contracts and service	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 2,400.00	\$ 3,900.00
Elevator recall testing	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 650.00	\$ 650.00
Elevator certificates	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 300.00	\$ 300.00
Chair lift inspection	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 200.00	\$ 700.00
Chair lift certificates	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ 200.00	\$ 800.00
Boiler inspection (pressure vessels)	\$ 150.00	\$ 150.00	\$ 125.00	\$ 300.00	\$ 300.00		\$ 225.00	\$ 250.00	\$ 1,500.00
Boiler certificates	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 100.00	\$ 100.00	\$ 700.00
Boiler plant service	\$ 300.00	\$ 300.00	\$ 500.00	\$ 225.00	\$ 725.00	\$ 350.00	\$ 900.00	\$ 800.00	\$ 4,100.00
Fire detection inspection/ansel system	\$ 500.00	\$ -	\$ -	\$ 350.00	\$ 275.00	\$ -	\$ 310.00	\$ 400.00	\$ 1,835.00
Fire detection service	\$ 500.00	\$ 250.00	\$ -	\$ 250.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 2,500.00
Fire extinguisher inspection	\$ 500.00	\$ 100.00	\$ 225.00	\$ 100.00	\$ 150.00	\$ 100.00	\$ 350.00	\$ 145.00	\$ 1,670.00
Fire extinguisher service	\$ 100.00	\$ 50.00	\$ 75.00	\$ 50.00	\$ 75.00	\$ 50.00	\$ 100.00	\$ 125.00	\$ 625.00
Sprinkler inspection	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 2,000.00
IPM Inspection	\$ 200.00	\$ -	\$ -	\$ 350.00	\$ 250.00	\$ -	\$ 200.00	\$ 400.00	\$ 1,400.00
IPM service contracts	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 400.00	\$ 500.00	\$ 2,400.00
Alarm monitoring services	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Alarm System repairs	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ 350.00

Cape Elizabeth Facilities and Transportation Department  
 FY2013/2014  
 Contracted Services and Supplies

Plumbing service	\$ 550.00	\$ 250.00	\$ 600.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 3,800.00
Electrical service	\$ 900.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ 1,000.00	\$ 1,200.00	\$ 6,500.00
Exterior lighting	\$ 100.00	\$ 100.00	\$ 250.00	\$ 100.00	\$ 225.00	\$ 225.00	\$ 200.00	\$ 200.00	\$ 1,400.00
Energy management service	\$ 500.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 750.00	\$ 800.00	\$ 2,700.00
HVAC Service	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ 3,200.00
Overhead doors	\$ 1,500.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 2,000.00	\$ 250.00	\$ 4,650.00
Interior/exterior painting	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 7,400.00
Rental equipment	\$ 100.00		\$ 100.00		\$ 100.00	\$ -	\$ -	\$ 500.00	\$ 800.00
UST Inspections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00	\$ -	\$ 275.00
UST Cert/licenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 500.00	\$ -	\$ 500.00
Hazardous waste removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 900.00
Generator Service	\$ 500.00	\$ -	\$ -	\$ -	\$ -		\$ 1,200.00	\$ 500.00	\$ 2,200.00
subtotal	\$ 9,300.00	\$ 2,500.00	\$ 3,475.00	\$ 5,175.00	\$ 12,250.00	\$ 3,625.00	\$ 12,110.00	\$ 16,020.00	\$ 64,455.00
Miscellaneous contracted services	\$ 1,500.00	\$ 1,000.00	\$ 300.00	\$ 500.00	\$ 1,500.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 9,800.00
<b>Total</b>									<b>\$ 74,255.00</b>

Total 

\$ -	\$ 107,189.00
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Fiscal Year 2014  
Proposed Budget

<b>635 CAPE COTTAGE FIRE STATION</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
2002	POWER	2,015	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	808	790	790	825	\$ 35	4.4%
3003	HEAT	2,587	4,630	4,630	4,630	\$ -	0.0%
<b>635</b>	<b>ENGINE ONE</b>	<b>5,410</b>	<b>7,920</b>	<b>7,920</b>	<b>7,955</b>	<b>\$ 35</b>	<b>0.4%</b>
<b>640 PARKS and TOWN LANDS</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	23,200	23,150	23,150	23,525	\$ 375	1.6%
1002	PART TIME PAYROLL	12,406	13,440	13,000	13,710	\$ 270	2.0%
1020	SOCIAL SECURITY	2,530	2,799	2,765	2,848	\$ 49	1.8%
	<b>SUBTOTAL PERSONNEL</b>	<b>38,136</b>	<b>39,389</b>	<b>38,915</b>	<b>40,083</b>	<b>\$ 694</b>	<b>1.8%</b>
2002	POWER	788	1,200	1,000	1,200	\$ -	0.0%
2003	WATER	2,275	2,600	2,500	2,600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	14,850	15,000	15,000	19,000	\$ 4,000	26.7%
2022	UNIFORMS	491	540	540	560	\$ 20	3.7%
2032	EQUIPMENT MAINTENANCE	1,811	1,500	1,800	1,700	\$ 200	13.3%
2037	COMMUNITY PLAYGROUND MAINTENANCE	3,360	3,500	3,700	5,700	\$ 2,200	62.9%
3002	GASOLINE	1,137	1,137	1,137	1,137	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	609	500	500	500	\$ -	0.0%
3039	GROUNDS MATERIAL	5,326	7,830	7,830	8,930	\$ 1,100	14.0%
3040	DIESEL FUEL	675	675	675	675	\$ -	0.0%
4006	LIONS' FIELD IMPROVEMENTS	399	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINT- ENCROACHMENT	15,862	8,000	8,000	10,000	\$ 2,000	25.0%
<b>4007</b>	<b>SUBTOTAL</b>	<b>47,583</b>	<b>42,982</b>	<b>43,182</b>	<b>52,502</b>	<b>\$ 9,520</b>	<b>22.1%</b>
<b>640</b>	<b>PARKS</b>	<b>85,719</b>	<b>82,371</b>	<b>82,097</b>	<b>92,585</b>	<b>\$ 10,214</b>	<b>12.4%</b>
<b>641 SCHOOL GROUNDS &amp; ATHLETIC FIELDS</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1001	FULL TIME PAYROLL	37,705	35,907	35,900	36,524	\$ 617	1.7%
1002	PART TIME PAYROLL	8,541	10,560	10,000	10,772	\$ 212	2.0%
1003	OVERTIME PAYROLL	120	365	365	372	\$ 7	1.9%
1020	SOCIAL SECURITY	3,761	3,583	3,539	3,647	\$ 64	1.8%
	<b>SUBTOTAL PERSONNEL</b>	<b>50,127</b>	<b>50,415</b>	<b>49,804</b>	<b>51,315</b>	<b>\$ 900</b>	<b>1.8%</b>
2010	PROFESSIONAL SERVICES	23,520	28,500	27,000	28,500	\$ -	0.0%
2022	UNIFORMS	489	540	540	560	\$ 20	3.7%
2032	EQUIPMENT MAINTENANCE	2,057	2,200	2,300	2,400	\$ 200	9.1%
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	3,162	3,162	3,162	3,162	\$ -	0.0%
3005	MINOR EQUIPMENT	948	1,100	1,100	1,100	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	164	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	357	750	700	750	\$ -	0.0%
3039	GROUNDS MATERIAL	9,376	11,750	11,750	12,200	\$ 450	3.8%
3040	DIESEL FUEL	1,873	1,872	1,800	1,872	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>92,446</b>	<b>100,574</b>	<b>99,052</b>	<b>101,244</b>	<b>\$ 670</b>	<b>0.7%</b>
<b>641</b>	<b>SCHOOL GROUNDS</b>	<b>142,573</b>	<b>150,989</b>	<b>148,856</b>	<b>152,559</b>	<b>\$ 1,570</b>	<b>1.0%</b>

**PARKS & TOWN LANDS (640)**

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

<b>Full &amp; Part-Time Positions</b>	<b>Actual FY 2013</b>	<b>Approved/Proposed for FY 2014</b>
Parks Working Foreman (40 hrs. @ \$24.02/hr. @ 6 wks.)	\$5,700	\$5,765
Parks Equipment Operator (40 hrs. @ \$20.60/hr. @ 12 wks.)	9,720	9,900
Parks Equipment Operator (40 hrs. @ \$19.65/hr. @ 10 wks.)	7,728	7,860
Part- Time Maintenance Worker (40 hrs. @ \$12.24hr. @ 4 wks.)	\$1,920	\$1,960
Trails Maint./Utility Worker (40 hrs. @ \$12.24hr. @ 24 wks.)	\$11,520	\$11,750

**Note: The pay amounts shown for the full-time positions have been adjusted by the CPI-U in the Northeast Region (1.7%) as approved in the 2012-2014 collective bargaining agreement (CBA) with the Teamster's Local #340. It is proposed to increase the hourly rate of the part-time grounds maintenance workers by 2%.**

**Full Time Payroll (1001)**

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)**

**\$13,710**

The Town Council approved an additional grounds maintenance worker in the FY 2012 budget to focus more energy on the maintenance of our Greenbelt trails and perform utility tasks that do not require a Commercial Driver's License (CDL). The extra position has made a tremendous difference and great strides have been made on the care of our Greenbelt Trail network, which is becoming more popular within the community. Now that the trail corridors have been established, the task of performing regular

maintenance is easier and other projects were undertaken this past season, such as the placement of gravel on a segment of the Fowler Road Connector, improvements to the Town Farm trail and an enhancement to the trailhead at Winnock Woods.

As for utility tasks, we were able to continue our storm drain stenciling program, which is an important component of our stormwater management plan (see narrative for account 310-3039). All of the catch basins that outfall into Casco Bay have been 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 for the last two years, we are again proposing that the position be funded in FY 2014. The division of tasks for this position is the same as FY 2013: Greenbelt Trail Maintenance 80 hours/month, Grounds Maintenance 40 hours/month and miscellaneous Public Works assignments 40 hours/month.

**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. Since we have been experiencing summers with less precipitation, we have had to irrigate the athletic fields more often. A water rate increase is being proposed by PWD in 2013.

**Professional Services (2010) \$19,000**

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. The Little League organization is requesting additional funding to rebuild portions of the infields (pitcher's mounds and home plate areas) at the Lion's Field complex and at Plaisted Park in this budget. The proposed contracted program for FY 2014 is as follows:

**October/November - 2013** - The base-paths are redefined, worn areas are re-sodded, and infield material is replenished where needed on our 5 Little League fields. Rebuild pitcher's mounds, home plates, remove lips around perimeter, prep and sod as needed to bring back to original dimensions, on both Lion's Fields and Plaisted Park.

**April/May - 2014** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface)

**May/June - 2014** - The two Gull Crest fields and the FWP Multi-Purpose field are aerated, top-dressed with loam and slice-seeded.

For FY 2014, I am again proposing to continue our pilot organic program on the Upper Gull Crest multi-purpose field. This will be Year 3 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. The conventional wisdom 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, such as the control of Japanese beetles, or “grubs” as they are commonly called. We plan to continue the program to perform organic treatments on specific public areas, such the lawn at the Portland Head Light.

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.

**Account Breakdown: Annual contracted field work (\$11,270), Organic program (\$2,400), Little League Field Mound/Home Plate reconstruction (\$3,900), Toilet Rental (\$912) and Misc. (\$500)**

**Equipment Maintenance (2032) \$1,700**

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) \$5,700**

This account was created in FY 2011 to address the maintenance of our playground structures, most of which are over 10 years old now. Recent inspections have revealed that we have been deficient in the amount of required base material (hard wood chips) under the play structures. This past year we had to purchase two trailer loads of hardwood chips and spread them under the structures on the school campus and at Fort Williams Park. The proposed appropriation will provide for 200 cubic yards of chips (two loads), with any remaining funds programmed for component replacement, if needed.

**Gasoline (3002)**

Fuel for FY 2013 is budgeted at \$3.10/gallon.

**Irrigation System Maintenance & Supplies (3038) \$500**

This account covers the replacement of irrigation heads and other components for the irrigation systems at Gull Crest and the Multi-Purpose field at Fort Williams Park.

**Grounds Maintenance Materials (3039) \$8,930**

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 rise only marginally this year, due primarily to a stable oil market. 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. Two years ago we had problems 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 accounts for over \$1,000 to this line item.

Based on soil tests done last summer, we have identified that some of our athletic fields are not within an acceptable PH range. A low PH (1) indicates a high degree of acid in the turf and a high PH (14) indicates a high amount of alkaline. A neutral PH (6.0 to 7.0) is best for turf grasses. Our testing has revealed an average PH of 5.8, with the highest at 6.6 and the lowest at 5.2. Since we have not had a consistent program in the past to address our PH levels, we are proposing a two-year program to bring the levels up on some of the fields to maintain a reasonably healthy turf. A two-year program is being proposed to treat the most deficient fields (off campus), starting in FY 2014, which adds \$1,000 to this request.

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

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

**Signage \$350, Field Layout Supplies \$430, Granulated Fertilizer \$3,100, Grub Control \$1,100, Liquid Herbicide \$100, Field Lime \$1,300 Marking (Baseball) Lime \$100.00, Calcitic Lime (required for our organic program) \$200, Latex Marking Paint \$950, Town Hall Holiday Decorations \$100.00, Gull Crest Dog Toilet Dispenser Bags \$500.00, Tennis Court Nets \$300.00, “Turface” \$150 and Misc. Items \$250**



**Diesel Fuel (3040)**

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 materials and minor fence repairs at the complex.

**Greenbelt Trails (4114)    \$10,000**

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 addition follows a recommendation from the FOSP to have funds available to review potential encroachments onto municipal land. The Town Planner and the Conservation Commission manage this account.

**SCHOOL GROUNDS & ATHLETIC FIELDS (641)**

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

<b>Full &amp; Part-Time Positions</b>	<b>Actual FY 2013</b>	<b>Approved/Proposed for FY 2014</b>
Parks Working Foreman (40 hrs. @ \$24.02/hr. @ 14 wks.)	\$13,227	\$13,452
Parks Equipment Operator (40 hrs. @ \$20.60/hr. @ 28 wks.)	22,680	23,072
Part Time Maintenance		
Worker (40 hrs. @ \$12.24/hr. @ 22 wks.)	\$10,560 \$11.66/hr.	\$10,772 \$12.24/hr.

**Note: The pay amounts shown for the full-time positions have been adjusted by the CPI-U in the Northeast Region (1.7%) as approved in the 2012-2014 collective bargaining agreement (CBA) with the Teamster's Local #340. It is proposed to increase the hourly rate of the part-time grounds maintenance workers by 2%.**

**Full Time Payroll (1001)**

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)**

**\$10,772**

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)**

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.

**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 things like scoreboards. Last year we performed 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 the Middle School playground, which adds to the amount of compaction on the turf portions of the field. It is proposed to continue that program in FY 2014.

**October/November 2013** - Preparation of all school campus baseball basepaths and infields for spring play.

**April/May - 2014** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface)

**June 2014** - 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.

**Account Summary: Annual contracted field work (\$26,000) and misc. contracted services (\$2,500)**

**Uniforms (2022) \$560**

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

**Equipment Maintenance (2032) \$2,400**

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.

**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 last year of a two-year contract, which will cover us for the 2013/2014 winter season.

**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)**

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

**Minor Equipment & Misc. Supplies (3005 & 3006)                      \$1,300**

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)    \$12,200**

This account covers all grounds materials such as fertilizer, field lime and drying agents (Turface) applied to the athletic fields located on the school campus. Like its companion "640" account, 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.

Recently we have experienced 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 two years 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 (if needed), when the grubs are small and actively feeding near the surface of the turf. This treatment is performed by our staff, but it still accounts for \$1,200 of this appropriation.

Based on soil tests done last summer, we have identified that some of our athletic fields are not within an acceptable PH range. A low PH (1) indicates a high degree of acid in the turf and a high PH (14) indicates a high amount of alkaline. A neutral PH (6.0 to 7.0) is best for turf (or any lawn) grasses. Our testing has revealed an average PH of 5.8, with the highest at 6.6 and the lowest at 5.2. Since we have not had a consistent program in the past to address our PH levels, we are proposing to implement a two-year program to bring the levels up on some of the fields to maintain a reasonably healthy turf. A two-year program is being proposed to treat the most deficient fields on the school campus, starting in FY 2014.

As we did 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.

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 \$2,850, Grub Control \$1,300, Liquid Herbicide \$300, Field Lime \$1,100, 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 \$250**

**Diesel Fuel (3040)**

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

Fiscal Year 2014  
Proposed Budget

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
1001	FULL TIME PAYROLL	42,585	44,020	44,020	44,770	\$ 750	1.7%
1002	PART TIME PAYROLL	34,410	47,486	47,000	48,950	\$ 1,464	3.1%
1003	OVERTIME PAYROLL	250	280	280	285	\$ 5	1.8%
1020	SOCIAL SECURITY	6,625	7,022	6,984	7,191	\$ 170	2.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>83,870</b>	<b>98,808</b>	<b>98,284</b>	<b>101,196</b>	<b>\$ 2,389</b>	<b>2.4%</b>
2002	POWER	3,016	2,500	2,500	3,000	\$ 500	20.0%
2003	WATER	3,547	4,500	4,200	4,500	\$ -	0.0%
2010	PROFESSIONAL SERVICES	11,772	13,900	13,900	13,900	\$ -	0.0%
2019	TREE PLANTING AND MAINTENANCE	12,213	7,500	7,500	5,000	\$ (2,500)	-33.3%
2022	UNIFORMS	834	905	905	940	\$ 35	3.9%
2032	EQUIPMENT MAINTENANCE	4,338	3,500	3,800	4,200	\$ 700	20.0%
2035	BUILDING MAINTENANCE	3,435	20,000	20,000	25,000	\$ 5,000	25.0%
2036	STONE WALL REPAIRS	21,416	38,500	38,000	15,000	\$ (23,500)	-61.0%
2037	BATTERY & MANSION SECURITY	44	3,000	2,000	2,000	\$ (1,000)	-33.3%
2041	FENCING & GATE MAINTENANCE	33,668	3,500	4,500	7,400	\$ 3,900	111.4%
2063	ALARM MONITORING	1021	500	500	500	\$ -	0.0%
3002	GASOLINE	1,345	3,423	3,400	3,425	\$ 2	0.1%
3003	HEAT	9,226	10,300	10,000	10,300	\$ -	0.0%
3005	MINOR EQUIPMENT	262	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,089	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	14,860	14,500	14,500	15,000	\$ 500	3.4%
3039	GROUNDS MATERIAL	452	350	350	500	\$ 150	42.9%
3040	DIESEL FUEL	2,031	2,031	2,000	2,035	\$ 4	0.2%
4001	LOWER TENNIS COURT REHABILITATION	-	21,000	19,837	-	\$ (21,000)	-100.0%
	<b>SUBTOTAL</b>	<b>124,569</b>	<b>151,509</b>	<b>149,492</b>	<b>114,300</b>	<b>\$ (37,209)</b>	<b>-24.6%</b>
<b>645</b>	<b>FORT WILLIAMS PARK</b>	<b>208,439</b>	<b>250,317</b>	<b>247,776</b>	<b>215,496</b>	<b>\$ (34,820)</b>	<b>-13.9%</b>
<b>660</b>	<b>TREES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 13 to 14</b>	<b>FY 13 to 14</b>
1002	PART TIME PAYROLL	3,500	3,610	3,610	3,700	\$ 90	2.5%
1020	SOCIAL SECURITY	268	276	276	283	\$ 7	2.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>3,768</b>	<b>3,886</b>	<b>3,886</b>	<b>3,983</b>	<b>\$ 97</b>	<b>2.5%</b>
2007	DUES & MEMBERSHIPS	125	125	130	130	\$ 5	4.0%
2010	PROFESSIONAL SERVICES	21,060	18,000	18,000	18,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	50	50	50	50	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>21,235</b>	<b>18,175</b>	<b>18,180</b>	<b>18,180</b>	<b>\$ 5</b>	<b>0.0%</b>
<b>660</b>	<b>TREES</b>	<b>25,003</b>	<b>22,061</b>	<b>22,066</b>	<b>22,163</b>	<b>\$ 102</b>	<b>0.5%</b>

**FORT WILLIAMS PARK (645)**

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

<b>Full &amp; Part-Time Positions</b>	<b>Actual FY 2013</b>	<b>Approved/Proposed for FY 2014</b>
Parks Working Foreman (40 hrs. @ \$24.02/hr. @ 29 wks.)	\$27,400	\$27,864
Parks Equipment Operator (40 hrs. @ \$20.60/hr. @ 6 wks.)	4,860	4,944
Highway Equipment Operator (40 hrs. @ \$21.36/hr. @ 14 wks.)	11,760	11,962
Park Ranger (33 hrs. @ \$13.49/hr. @ 32 wks.)	13,972	14,245
Park Ranger (22 hrs. @ \$13.49/hr. @ 32 wks.)	9,314	9,497
Maintenance Worker (40 hrs. @ \$12.24/hr. @ 20 wks.)	9,600	9,792
Maintenance Worker (40 hrs. @ \$12.24/hr. @ 20 wks.)	9,600	9,792
Share of the Portland Head Light Greeter Program	5,000	5,625

**Note: The pay amounts shown for the full-time positions have been adjusted by the CPI-U in the Northeast Region (1.7%), as approved in the collective bargaining agreement (CBA) with the Teamster's Local #340. It is proposed to increase the hourly rate of the park rangers and the part-time grounds maintenance workers by 2%**

**Full Time Payroll (1001)**

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)**

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. In addition to monitoring park activities, the rangers also perform grounds maintenance work and clean the Picnic Shelter. The Ranger program also provides assistance to the Gift Shop staff and helps with traffic management when there is a cruise ship in Portland. For the larger ships, we bring in an additional ranger to assist with traffic control at the PHL circle. The number of cruise ship visits requiring Ranger-assistance is estimated to be 30 for 2013, based on the most current schedule from the Port of Portland web page. We have budgeted 150 hours for that assistance. The payroll funds required for the third ranger, combined with the cruise ship assistance, (\$11,525.00) are appropriated from the PHL budget (870-1002).

It is proposed to continue the “Greeter” program at Portland Head Light started last year. They are on site during good weather to greet visitors who are exiting buses and trolleys, in addition to those traveling by personal vehicles. They are available to answer questions about local attractions and businesses, and help with the collection of bus data. Jeanne Gross, the PHL Director manages and directs the “Greeter” Program. The program is budgeted at \$16,875 per year, with \$5,625 of that being proposed to come out of this account. The remaining \$11,250 would be funded through the PHL budget (870-1002).

**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 and the newly proposed Children’s Garden, but the appropriation for FY 2013 should suffice.

**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 1<sup>st</sup> to November 30<sup>th</sup> and four are rented from November 1<sup>st</sup> to April 1<sup>st</sup>. After April 1<sup>st</sup>, 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 will be in effect until June 30, 2014.



**Tree Maintenance & Plantings (2019) \$5,000**

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.

**Uniforms (2022) \$940**

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) \$4,200**

This account covers the maintenance of all the grounds equipment utilized in the care of the Park. We have been at, or over budget on this account for the last two years. We are just experiencing more maintenance-related expenses on the mowing in equipment, which are operating non-stop during the growing season.

**Building Maintenance (2035) \$25,000**

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. There is more work needed on one of the rental units and it is proposed to replace the doors on the Heavy Equipment Storage Building. Building maintenance projects are coordinated by the Facilities Manager, with approval of the Town Manager.

**Stone Wall Maintenance (2036) \$15,000**

For FY 2014, it is proposed to repair the cap on the stonewall (where needed) at the pond and to rebuild the steps that lead down to it from the adjacent road.

**Battery & Mansion Security (2037) \$2,000**

This is a fairly new account that combines two accounts that previously appeared in the Fort Williams Park Capital budget (865). A small sum is budgeted annually to maintain security fencing at the remaining fortifications and at the former Goddard home.

**Fencing & Gate Maintenance (2041) \$7,400**

This account covers repairs of fencing inside the park, around the tennis courts, the park perimeter and on-going maintenance to the entrance gate. For FY 2014, it is proposed to replace the wooden rail fence (\$3,900) on Battery Knoll that overlooks the Portland Head Light. It is a popular spot for wedding ceremonies and pictures.

**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)****\$3,425**

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.

**Park Supplies & Materials (3038)****\$15,000**

This account covers a multitude of items used in the Park, such as flags and signage. Other items appropriated out of this account include lumber for picnic table replacement/repairs, “doggie” bags, tennis court nets, replacement grills and aggregate material.

**Diesel Fuel (3040)****\$2,035**

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

**TREES (660)**

**POSITION & SALARY  
INFORMATION**

**Actual FY 2013**

**Proposed FY 2014**

Tree Warden

\$3,610

\$3,700

**Part Time Payroll (1002)**

This covers the annual stipend to Michael Duddy, our 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 \$3,700 per year

**Dues & Memberships (2007)**

**\$130**

This amount covers our annual membership in the International Society of Arborists.

**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 continue to see 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.

Municipal Budget Request  
 Department 715  
 Capital Improvements and Purchases

	FY 2014	FY 2014	
	Initial	Proposed	
<b>Public Works Department</b>			
Roadway, Paving & Drainage Imp.	\$ 300,000	\$ 295,000	
Sidewalk & Ped. Improvements	\$ 30,000	\$ 30,000	
Loader/Backhoe Replacement	\$ 110,000	\$ 110,000	
Transfer Trailer Replacement	\$ 60,000	\$ -	<b>Deferred</b>
Parks Equipment Trailer Rep.	\$ 3,600	\$ -	<b>Deferred</b>
Grounds Equipment	\$ 2,500	\$ 2,500	
Athletic Fields Electrical Upgrades	\$ 8,900	\$ -	<b>Deferred</b>
Athletic Field Fencing Replacement	\$ 7,500	\$ -	<b>Deferred</b>
Holman BB Infield Reconstruction	\$ 15,000	\$ 15,000	
HS Running Track Coatings	\$ 25,000	\$ 25,000	
Transfer Sta. Compactor Bldg. Ass.	\$ 7,500	\$ -	<b>Deferred</b>
<b>Public Works Department</b>	<b>\$ 570,000</b>	<b>\$ 477,500</b>	
<b>Police Department</b>			
Cruiser Replacement	\$ 35,000	\$ 35,000	
Computers Replacement	\$ 12,000	\$ 12,000	
Radar Units	\$ 2,700	\$ 2,700	
Light Bars	\$ 1,500	\$ 1,500	
<b>Police Department</b>	<b>\$ 51,200</b>	<b>\$ 51,200</b>	
<b>Fire and Rescue Department</b>			
Extrication Tool Replacement	\$ 25,000	\$ 25,000	
<b>Fire and Rescue Department</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	
<b>Total Public Safety</b>	<b>\$ 76,200</b>	<b>\$ 76,200</b>	
<b>Thomas Memorial Library Furnishings and IT</b>			
Folding Tables	\$ 2,400	\$ 2,400	
<b>Thomas Memorial Library</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	

Municipal Budget Request  
Department 715  
Capital Improvements and Purchases

<b>Facilities</b>			
<b>Town Hall</b>			
Electrical system upgrades	\$ 110,000	\$ 110,000	
ADA and Side entrance upgrades	\$ 24,500	\$ 14,500	
Window replacement (10)	\$ 33,000	\$ 33,000	
<b>Police Station</b>			
Exterior Door Replacement	\$ 5,200	\$ 5,200	
Camera Replacement	\$ 7,200	\$ -	Deferred
Card access system	\$ 12,500	\$ 12,500	
<b>Town Center Fire Station</b>			
Garage floor refinishing	\$ 23,500	\$ 23,500	
Concrete repairs	\$ 6,500	\$ 6,500	
Exterior painting	\$ 11,500	\$ -	Deferred
<b>Cape Cottage Fire Station</b>			
Interior Painting	\$ 2,500	\$ -	Deferred
<b>Public Works</b>			
Parking Lot lights upgrade	\$ 13,250	\$ -	Deferred
Swap, bottle and gull rot repair and painting	\$ 8,500	\$ 8,500	
<b>Thomas Memorial Library</b>			
Exterior wood repairs and painting	\$ 38,000	\$ 2,800	
Side entry door replacement	\$ 2,100	\$ 2,100	
Parking lot lighting upgrades LED	\$ 4,200	\$ 4,200	
Flag light replacement	\$ 1,150	\$ 1,100	
<b>Total Facilities</b>	\$ 303,600	\$ 223,900	
Townwide Computer Software and Hardware	\$ 30,000	\$ 20,000	Reduced
<b>Grand Total</b>	\$ 982,200	\$ 800,000	
Budget Target	\$ 800,000	\$ 800,000	
Reduction Needed	\$ (182,200)	\$ -	

**Proposed Capital Improvement Plan Account 715  
FY 2014 Summary**

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>
<b>Public Works Department</b>		
Roadway, Paving & Drainage Imp.	\$ 300,000	\$ 295,000
Sidewalk & Ped. Improvements	\$ 30,000	\$ 30,000
Loader/Backhoe Replacement	\$ 110,000	\$ 110,000
Transfer Trailer Replacement	\$ 60,000	\$ -
Parks Equipment Trailer Rep.	\$ 3,600	\$ -
Grounds Equipment	\$ 2,500	\$ 2,500
Athletic Fields Electrical Upgrades	\$ 8,900	\$ -
Athletic Field Fencing Replacement	\$ 7,500	\$ -
Holman BB Infield Reconstruction	\$ 15,000	\$ 15,000
HS Running Track Coatings	\$ 25,000	\$ 25,000
Transfer Sta. Compactor Bldg. Ass.	\$ 7,500	\$ -
<b>Public Works Department</b>	<b>\$ 570,000</b>	<b>\$ 477,500</b>

**Roadway & Drainage Improvements Overview – FY 2013**

During the 2012 construction season, we completed multiple roadway and drainage projects. In June, we paved a majority of the streets in the Shore Acres neighborhood that had not been paved since the conclusion of the Southern Cape Sewer Project in 1987. Algonquin, Waumbek, Wabun, Katahdin and Pilot Point Road(s) were shimmed and overlaid. The residents were very appreciative and we were able to cure some existing drainage problems with the effort. We also paved Olde Colony Lane, Warren Avenue, the entrance to Lions Field and the upper (westerly) portion of Woodland Road. We also replaced the twin culverts under Scott Dyer Road near the Cape Memory Care complex. The culverts convey Willow Brook from the westerly side of the lower Brentwood

neighborhood into the Spurwink River watershed. The work was done in partnership with the Portland Water District, who replaced the water main in that section of Scott Dyer Road.

By the second week of November, we completed the reconstruction of Starboard Drive and the Shore Road Path. The contractor did the work on Starboard Drive expeditiously and the residents are pleased after waiting several years to have the project move forward. As part of the project, we installed a new under drain system to extract groundwater from the sub-base gravel. The system is working quite well, having noticed that a continual stream of water exits the outlet upon each inspection that is performed. In conjunction with the work in the street, we also replaced the existing sidewalks and drive entrances to the parking areas.

The Shore Road Path was a major accomplishment and will enhance the pedestrian experience for those who walk that section of Shore Road. It was not without its engineering challenges, as the work was done within the existing right-of-way; other than three easements that were obtained prior to starting the project. Retaining walls were needed in some areas, along with a bridge at Pond Cove to cross the stream. The newly completed walk is already getting lots of use, as evidenced by the numbers of users that are seen frequenting it on a daily basis.

**Roadway & Drainage Proposed Improvements – FY 2014            \$295,000**

As referenced in last year's submission, the Town completed a study that identified drainage deficiencies in the area of Oakhurst Road and Hemlock Hill Road. There is inadequate infrastructure to convey stormwater once it traverses under Oakhurst Road in the area of #147. It flows through a series of channels and pipes that are not sized properly to handle the conveyance of water emanating from both public and private property. The proposed improvements include obtaining drainage easements from the affected property owners, the installation of a sub-surface drainage system to convey stormwater to Hemlock Hill Road, which also requires drainage infrastructure improvements to accommodate the proposed system. The cost of the project, including the compilation of bidding documents and construction administration is estimated at \$100,000.

Though we have made progress with our overlay program, we still have needs out there that need to be addressed. It is proposed to pave the Queen Acres neighborhood (State Avenue, Erie Road, Beverly Terrace, Wilton Lane), which was scheduled for this year, but had to be put on hold due to inadequate funds. We have also programmed the Lawson Road/Sea Barn neighborhood, which has not been paved since 1976. It is also proposed to pave Geldart Lane, Wood Road, Rocky Hill Road, and Ivie Road after coordinating any utility upgrades with the Portland Water District and Unitil.

**Roadway & Drainage Proposal Breakdown:**

Oakhurst Road/Hemlock Hill Drainage Improvements	\$100,000
Roadway Overlay Program	175,000
Misc. Drainage, Paving & Materials	20,000
<b>Total</b>	<b>\$295,000</b>

**Sidewalk & Pedestrian Improvements \$30,000**

This account has traditionally funded small sidewalk replacement projects. In FY 2014, it is proposed to fund the preliminary engineering and design for sidewalk that would connect the Shore Road Path with the main entrance to Fort Williams Park. This has been suggested by several residents and would provide a logical connection, now that the Shore Road Path is finished. 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.

**Loader/Backhoe Replacement \$110,000**

This is one of the department's most vital pieces of equipment. It is used extensively throughout the year on a variety of roadway and drainage projects. It is also the designated piece of equipment to load winter abrasives and to perform internments at Riverside Cemetery. It is a 2000 Caterpillar 4x4 Model 416, with over ##### operating hours on it. The drive train is currently sound, but has been subject extensive "roading", or travel over paved surfaces. Over extended periods, this can have adverse impacts on the drive train components, such as gears and sprockets. The boom linkage on the backhoe is also worn from years of service. This creates a "sloppiness" to the movement, which is becoming a safety issue and a challenge for our operators when doing internments at the cemetery. The mechanism that locks the backhoe boom in an upright position is also not functioning, so the boom must be placed on the ground when not in use. We have received a quote to repair the lock and linkage from the local dealer. That repair estimate is in excess of \$18,000, which does not include any drive train work. Given the proposal to replace the 2000 IHC in FY 2015, a 2005 Transfer Trailer in FY 2016 and the Case Loader in FY 2017, it makes sense to program this unit in for FY 2014.



**Transfer Trailer Replacement Deferred \$60,000**

The trailer scheduled for FY 2014 was purchased in 2002. Transfer trailers by their nature are subject to corrosion, flexing and extreme abrasion. Ten years is about the maximum life that we expect to receive out of these units. The 2005 unit is scheduled for replacement in FY 2016.

**Parks Equipment Trailer Replacement Deferred \$3,600**

This utility trailer is used by the Parks Division to move mowers and other grounds equipment. It is proposed for replacement in FY 2014.

**Athletic Field Fencing Replacement Deferred 7,500**

Funds were proposed to start replacing some of the fencing components around Holman baseball field in FY 2013. Much of it is original from when the field was built in the 1960's. The right field fence line was replaced in the first phase, with the left field, or remaining portion programmed for FY 2014

**Holman Field Infield Reconstruction \$15,000**

It is proposed to reconstruct the infield of the Durwood Holman baseball field. It has the same safety and drainage issues that were addressed on the Middle School Baseball field project in FY 2013. 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 2014 to address the above referenced issues.

**High School Running Track Coatings \$25,000**

The lines at the Cape Elizabeth High School Running Track all need to be recoated.

	<b>FY 2014- Initial</b>	<b>FY 2014 Proposed</b>
<b>Police Department</b>		
Cruiser Replacement	\$ 35,000	\$ 35,000
Computers Replacement	\$ 12,000	\$ 12,000
Radar Units	\$ 2,700	\$ 2,700
Light Bars	\$ 1,500	\$ 1,500
<b>Police Department</b>	<b>\$ 51,200</b>	<b>\$ 51,200</b>

**Cruiser Replacement \$35,000**

In 2012 the Department has purchased its first SUV, the Ford Utility. Although, at this writing it is premature to say how well the vehicle will handle the rigors of the police field however, it can be said that the vehicle was well received by both the Officers and the public. The vehicle gets 15 to 17 miles per gallon. Most people do not find this a very impressive number but, when compared to an average of 12 to 13 miles per gallon attained by the Ford Crown Victoria, it is an improvement. The SUV is all wheel drive which means it will handle much better in the snow affording the Department an easier and safer time when responding to calls. Also, the storage area in the back lends itself to more convenient access to the large amount of medical and police gear carried as first responders. With that said, the ten year CIP is geared for the Department staying with the Ford Utility. We would stay on the same trading cycle with the Department purchasing two during odd fiscal years and one vehicle during even fiscal years.

**Computer Replacement \$12,000**

The Police Department has desktop computers in the station for report writing and crash reporting, and laptop computers in the cruisers for dispatch CAD and motor vehicle issues. The replacement schedule for computers is a three to four year window. The Department does have one server that is the back up to all the data generated. The Technology Department has advised that replacement of this server should be every four years. The FY 16 and the FY 20 requests are reflective of a server being purchased during those budget years.

**Radar Units \$2,700**

We currently have a radar unit in each of the three marked vehicles. These units are serviced and calibrated every year, but need to be updated in order to keep up with technology. The Department has been fortunate to be able to wait until the Maine Bureau of Highway

Safety comes out with a matching grant for new radar units. This year I have been advised that the Bureau of Highway Safety is going to offer their equipment match for radars. The unfortunate part is I do not know what the match will be. I have submitted a proposed match in FY 14 CIP for three new radar units.

**Light Bars \$1,500**

In past years we have always had the light bars placed on the roof of the cruisers. This exposure causes lens fade and discoloration. With the new cruisers we have moved the light bars inside. Therefore, we will replace one in FY 14 and one in FY15.

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>
<b>Fire and Rescue Department</b>		
Extrication Tool Replacement	\$ 25,000	\$ 25,000

**Extrication Tool Replacement \$25,000**

The tool was purchased used 15 years ago and the pump is failing and the manufacturer is no longer supporting the technology. Also the tool does not have the cutting capacity to cut through the metals of many of today's vehicles.

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>
<b>Thomas Memorial Library Furnishings and IT</b>		
Folding Tables	\$ 2,400	\$ 2,400
<b>Thomas Memorial Library</b>	\$ 2,400	\$ 2,400

This is to purchase 12 replacement folding tables.

**Facilities**

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>
<b>Town Hall</b>		
Electrical system upgrades	\$ 110,000	\$ 110,000
ADA and Side entrance upgrades	\$ 24,500	\$ 14,500
Window replacement (10)	\$ 33,000	\$ 33,000

The Harriman study noted that the town hall electrical system does not meet code. The report recommends replacement of the main distribution system, a consolidation of panels and substantial rewiring.

The side entrances to the town hall have peeling concrete and round posts that are rotting. ADA upgrades are also needed.

Ten windows were replaced this year and it is proposed to replace 10 additional windows this year.

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>	
<b>Police Station</b>			
Exterior Door Replacement	\$ 5,200	\$ 5,200	
Camera Replacement	\$ 7,200	\$ -	<b>Deferred</b>
Card access system	\$ 12,500	\$ 12,500	

The police station is starting to show its wear after 11 years.

The card access system will improve security at the police station and will be installed in a manner that will allow police space to be separated out from non-police space in the building.

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>	
<b>Town Center Fire Station</b>			
Garage floor refinishing	\$ 23,500	\$ 23,500	
Concrete repairs	\$ 6,500	\$ 6,500	
Exterior painting	\$ 11,500	\$ -	<b>Deferred</b>

The garage floor is due for a refinishing after 12 years.

The Harriman report recommended some exterior concrete repairs.

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>	
<b>Cape Cottage Fire Station</b>			
Interior Painting	\$ 2,500	\$ -	<b>Deferred</b>
<b>Public Works</b>			
Parking Lot lights upgrade	\$ 13,250	\$ -	<b>Deferred</b>
Swap, bottle and gull rot repair and painting	\$ 8,500	\$ 8,500	

The swap shop and bottle shed buildings need some repair of rot and to be repainted.

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>
<b>Thomas Memorial Library</b>		
Exterior wood repairs and painting	\$ 38,000	\$ 2,800
Side entry door replacement	\$ 2,100	\$ 2,100
Parking lot lighting upgrades LED	\$ 4,200	\$ 4,200
Flag light replacement	\$ 1,150	\$ 1,100

This is all fairly minor maintenance ignoring the larger issues that need to be addressed with a more concrete plan.

	<b>FY 2014 Initial</b>	<b>FY 2014 Proposed</b>	
Townwide Computer Software and Hardware	\$ 30,000	\$ 20,000	<b>Reduced</b>

This is for annual replacements of computers, printers and software as needed in all municipal departments. We do not identify specific needs at the beginning of the year instead replacing what breaks.

**Capital Needs  
2014-2024**

	FY 2014	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Initial	Revised										
<b>Public Works Department</b>												
Roadway, Paving & Drainage Imp.	\$ 300,000	\$ 295,000	\$ 300,000	\$ 315,000	\$ 320,000	\$ 330,000	\$ 350,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Sidewalk & Ped. Improvements	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Dump/Plow Truck Replacement			\$ 172,000		\$ 195,000		\$ 180,000	\$ 185,000	\$ 60,000		\$ 188,000	\$ 188,000
Pickup Truck Replacement				\$ 39,500		\$ 41,000	\$ 41,000	\$ 42,000	\$ 43,000			
Front End Loader Replacement				\$ 185,000		\$ 192,000						
Skid Steer Loader Replacement						\$ 45,000						
Transfer Tractor Replacement					\$ 125,000							
Loader/Backhoe Replacement	\$ 110,000	\$ 110,000										
Street Sweeper Replacement							\$ 100,000	\$ 100,000				
Utility Cart/Replacement			\$ 15,000									
Air Compressor Replacement			\$ 15,000									
Transfer Trailer Replacement	\$ 60,000	\$ -	\$ 60,000	\$ 65,000								
Radio Repeater Replacement						\$ 7,500						
Parks Equipment Trailer Rep.	\$ 3,600	\$ -	\$ 3,600									
Grounds Equipment	\$ 2,500	\$ 2,500	\$ 30,000		\$ 12,000	\$ 40,000				\$ 47,000	\$ 140,000	
Traffic Signal Equip. Replacement			\$ 5,500			\$ 14,000						
HS Tennis Court Repairs				\$ 25,000								
FWP Tennis Court Repairs			\$ 15,000									
Little League Infield Improvements			\$ 5,000									
Athletic Fields Electrical Upgrades	\$ 8,900	\$ -	\$ 8,900									
Athletic Field Fencing Replacement	\$ 7,500	\$ -	\$ 7,500									
Holman BB Infield Reconstruction	\$ 15,000	\$ 15,000										
HS Running Track Coatings	\$ 25,000	\$ 25,000										
Haanaford Field Turf Replacement									\$ 200,000			
Transfer Sta. Compactor Bldg. Ass.	\$ 7,500	\$ -										
<b>Public Works Department</b>	<b>\$ 570,000</b>	<b>\$ 477,500</b>	<b>\$ 667,500</b>	<b>\$ 659,500</b>	<b>\$ 682,000</b>	<b>\$ 699,500</b>	<b>\$ 701,000</b>	<b>\$ 757,000</b>	<b>\$ 733,000</b>	<b>\$ 477,000</b>	<b>\$ 758,000</b>	<b>\$ 618,000</b>

**Capital Needs  
2014-2024**

	FY 2014	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Police Department</b>												
Cruiser Replacement	\$ 35,000	\$ 35,000	\$ 66,000	\$ 33,000	\$ 66,000	\$ 33,000	\$ 66,000	\$ 33,000	\$ 66,000	\$ 33,000	\$ 66,000	\$ 33,000
Computers Replacement	\$ 12,000	\$ 12,000	\$ 2,500	\$ 11,000	\$ 2,500	\$ 10,500	\$ 11,500	\$ 11,000	\$ 7,500	\$ 2,500	\$ 7,500	\$ 2,500
Radios Replacement				\$ 30,000	\$ 27,000	\$ 20,000						
Handguns					\$ 12,000							
In-Car Video Cameras				\$ 2,400		\$ 3,200		\$ 2,400				
Radar Units	\$ 2,700	\$ 2,700				\$ 3,000	\$ 1,500					
Light Bars	\$ 1,500	\$ 1,500	\$ 1,500				\$ 1,500	\$ 1,500	\$ 1,500			
Town Wide Badging												
System Update									\$ 5,300			
Harbor Master Boat				\$ 5,000					\$ 15,000			
<b>Police Department</b>	\$ 51,200	\$ 51,200	\$ 70,000	\$ 81,400	\$ 107,500	\$ 69,700	\$ 80,500	\$ 47,900	\$ 95,300	\$ 35,500	\$ 73,500	\$ 35,500
<b>Fire and Rescue Department</b>												
Extrication Tool Replacement	\$ 25,000	\$ 25,000										
Replacement of Chief's Vehicle			\$ 40,000									
Engine 3 Bodywork				\$ 30,000								
WE Team Boat Replacement					\$ 60,000							
Ambulance Replacement						\$ 210,000						
Fire Pumper Replacement							\$ 425,000					
Ladder Truck Replacement								\$ 800,000				
Breathing Apparatus Air Cylinder Replacements											\$ 40,000	
<b>Fire and Rescue Department</b>	\$ 25,000	\$ 25,000	\$ 40,000	\$ 30,000	\$ 60,000	\$ 210,000	\$ 425,000	\$ -	\$ 800,000	\$ -	\$ 40,000	\$ -
<b>Total Public Safety</b>	\$ 76,200	\$ 76,200	\$ 110,000	\$ 111,400	\$ 167,500	\$ 279,700	\$ 505,500	\$ 47,900	\$ 895,300	\$ 35,500	\$ 113,500	\$ 35,500



**Capital Needs  
2014-2024**

	FY 2014	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Thomas Memorial Library Furnishings and IT</b>												
Folding Tables	\$ 2,400	\$ 2,400										
Lounge Chairs			\$ 11,250		\$ 4,500							
Lounge Table			\$ 3,250		\$ 650							
Reading Chair			\$ 5,500		\$ 4,400							
Reading Table			\$ 2,500		\$ 2,000							
Workstation			\$ 5,200		\$ 1,300							
Carrel			\$ 2,000									
Task Chair			\$ 3,320		\$ 1,660							
Monitor Stand			\$ 1,800		\$ 1,800							
Self Checkout Unit (2)				\$ 40,000								
SIP2 License (2)				\$ 5,000								
Cloud Library (eBook Product): Cabling					\$ 1,000							
Cloud Library : Licensing					\$ 3,000							
Cloud Library : Launch Collection					\$ 5,000							
Cloud Library : Kiosk					\$ 2,500							
Cloud Library : Readers (5)					\$ 750							
Cloud Library : Collection Supplement (2)					\$ 10,000							
SIP2 License					\$ 2,500							
Sofa (20)					\$ 1,800							
Loveseat (2)					\$ 1,600							
Replace Circulation Desk						\$ 25,000						
Replace Adult Ref. Desk						\$ 10,000						
Replace Ch. Ref. Desk						\$ 5,000						
Seasonal (Summer) Performance Stage							\$ 10,000					
Seasonal (Summer) Lighting & Sound Systems							\$ 15,000					
Seasonal (Summer) Canvas Fly							\$ 10,000					
Seasonal (Winter) Ice Skating Rink							\$ 5,000					
<b>Thomas Memorial Library</b>	\$ 2,400	\$ 2,400	\$ 34,820	\$ 45,000	\$ 44,460	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Needs  
2014-2024**

	FY 2014	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Facilities</b>												
<b>Town Hall</b>												
Electrical system upgrades	\$ 110,000	\$ 110,000										
ADA and Side entrance upgrades	\$ 24,500	\$ 14,500	\$ 12,000									
Window replacement (10)	\$ 33,000	\$ 33,000	\$ 33,500	\$ 34,000								
Carpet Replacement			\$ 22,000									
Exterior Lighting Upgrades			\$ 9,100									
Fuel Storage Code Upgrades			\$ 5,000									
Interior Painting			\$ 8,500									
Generator Pad Relocation				\$ 2,500								
Shingle Roof Replacement				\$ 33,250								
Building Code Systems Upgrade				\$ 15,000								
EDPM Roof Replacement					\$ 28,000							
Boiler Plant Upgrades						\$ 210,000						
Office Upgrades						\$ 225,000						
Lavatory Upgrades							\$ 14,500					
<b>Police Station</b>												
Exterior Door Replacement	\$ 5,200	\$ 5,200										
Camera Replacement	\$ 7,200	\$ -	\$ 7,200									
Card access system	\$ 12,500	\$ 12,500										
Ductwork Cleaning					\$ 23,000							
Carpet Replacement					\$ 18,700							
Interior Painting						\$ 5,000						
Exterior Painting							\$ 4,200					
Brick Waterproofing			\$ 22,500									
<b>Central Fire</b>												
Garage floor refinishing	\$ 23,500	\$ 23,500										
Concrete repairs	\$ 6,500	\$ 6,500										
Exterior painting	\$ 11,500	\$ -	\$ 11,500									
Interior Painting			\$ 8,500									
Office Flooring Replacement			\$ 11,300									
Brick Veneer Wall Reconstruction				\$ 78,000								
CO System Upgrades					\$ 5,500							
Ductwork Cleaning					\$ 30,000							
Exterior Door Replacement						\$ 7,500						
Main Roof Replacement							\$ 200,000					



**Capital Needs  
2014-2024**

	FY 2014	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Total</b>	\$ 982,200	\$ 800,000	\$ 1,303,670	\$ 1,124,650	\$ 1,297,660	\$ 1,598,600	\$ 1,685,600	\$ 834,900	\$ 1,658,300	\$ 542,500	\$ 901,500	\$ 683,500
Budget Target	\$ 800,000	\$ 800,000	\$ 900,000	\$ 1,000,000	\$ 1,100,000	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
Reduction Needed	\$ (182,200)	\$ -	\$ (403,670)	\$ (124,650)	\$ (197,660)	\$ (398,600)	\$ (385,600)	\$ 465,100	\$ (358,300)	\$ 757,500	\$ 398,500	\$ 616,500