

	Budget	Budget	Budget	Budget	\$ Change	% Change
Expenditures	FY 2008	FY 2009	FY 2010	FY 2011	10 to 11	10 to 11
Cape Elizabeth Rescue Fund	\$ 223,337	\$ 202,787	\$ 179,786	\$ 339,786	\$ 160,000	78.9%
Cape Elizabeth Sewer Fund	\$ 1,508,148	\$ 1,435,322	\$ 1,428,690	\$ 1,548,095	\$ 119,405	8.3%
Spurwink Church Fund	\$ 11,040	\$ 13,244	\$ 10,589	\$ 10,589	\$ -	0.0%
Riverside Cemetery Fund	\$ 44,305	\$ 46,678	\$ 46,957	\$ 46,713	\$ (244)	-0.5%
Fort Williams Park Fund	\$ 32,730	\$ 31,730	\$ 33,809	\$ 44,702	\$ 10,893	34.3%
Portland Head Light Fund	\$ 491,276	\$ 517,410	\$ 530,067	\$ 530,780	\$ 713	0.1%
Thomas Jordan Fund	\$ 35,000	\$ 35,000	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Imp. Fund.				\$ 88,000	\$ 88,000	100.0%
Total Budget	\$ 2,345,836	\$ 2,282,171	\$ 2,265,433	\$ 2,644,200	\$ 378,767	16.6%
				\$ -		
Revenues	Revenues	Revenues	Revenues	Revenues	09 to 10	09 to 10
Cape Elizabeth Rescue Fund	\$ 165,000	\$ 165,000	\$ 180,000	\$ 170,000	\$ (10,000)	-6.1%
Cape Elizabeth Sewer Fund	\$ 1,508,148	\$ 1,515,000	\$ 1,515,000	\$ 1,565,000	\$ 50,000	3.3%
Spurwink Church Fund	\$ 10,000	\$ 3,000	\$ 1,500	\$ 1,500	\$ -	0.0%
Riverside Cemetery Fund	\$ 31,000	\$ 40,000	\$ 33,000	\$ 33,000	\$ -	0.0%
Fort Williams Park Fund	\$ 32,000	\$ 28,000	\$ 30,000	\$ 45,000	\$ 15,000	53.6%
Portland Head Light Fund	\$ 532,400	\$ 532,400	\$ 532,400	\$ 532,200	\$ (200)	0.0%
Thomas Jordan Fund	\$ 35,525	\$ 35,525	\$ 15,000	\$ 35,535	\$ 20,535	57.8%
Infrastructure Imp. Fund.				\$ 25,000	\$ 25,000	100.0%
Total Revenues	\$ 2,314,073	\$ 2,318,925	\$ 2,306,900	\$ 2,407,235	\$ 100,335	4.3%
Change to Fund Balance						
Cape Elizabeth Rescue Fund	\$ (58,337)	\$ (37,787)	\$ 214	\$ (169,786)		
Cape Elizabeth Sewer Fund	\$ -	\$ 79,678	\$ 86,310	\$ 16,905		
Spurwink Church Fund	\$ (1,040)	\$ (10,244)	\$ (9,089)	\$ (9,089)		
Riverside Cemetery Fund	\$ (13,305)	\$ (6,678)	\$ (13,957)	\$ (13,713)		
Fort Williams Park Capital Fund	\$ (730)	\$ (3,730)	\$ (3,809)	\$ 298		
Portland Head Light Fund	\$ 41,124	\$ 14,990	\$ 2,333	\$ 1,420		
Thomas Jordan Fund	\$ 525	\$ 525	\$ (20,535)	\$ -		
Infrastructure Imp. Fund.				\$ (63,000)		
Total	\$ (31,763)	\$ 36,754	\$ 41,467	\$ (236,965)		

735	RESCUE FUND	ESTIMATED	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
1002	PART TIME PAYROLL	110,600	81,600	81,600	81,600	-	0.0%
1020	SOCIAL SECURITY	6,800	6,800	6,800	6,800	-	0.0%
	PERSONNEL SUBTOTAL	117,400	88,400	88,400	88,400	-	0.0%
2000	CELLULAR	550	650	650	650	-	0.0%
2007	DUES AND MEMBERSHIPS	2,500	2,700	2,700	2,700	-	0.0%
2008	TRAINING	7,000	8,000	8,000	8,000	-	0.0%
2010	PROFESSIONAL SERVICES	25,000	26,000	26,000	26,000	-	0.0%
2032	VEHICLE MAINTENANCE	4,000	4,500	4,500	4,500	-	0.0%
2033	RADIO MAINTENANCE	9,000	7,300	7,300	7,300	-	0.0%
2034	EQUIPMENT MAINTENANCE	9,000	9,000	9,000	9,000	-	0.0%
2071	PHYSICALS AND SHOTS	2,000	2,500	2,500	2,500	-	0.0%
3022	MOTOR FUELS	2,600	3,500	3,500	3,500	-	0.0%
3004	UNIFORMS	4,500	4,500	4,500	4,500	-	0.0%
3005	MINOR EQUIPMENT	13,400	15,000	15,000	15,000	-	0.0%
3006	MISCELLANEOUS SUPPLIES	3,500	2,500	2,500	2,500	-	0.0%
4001	OUTLAY				160,000	160,000	
6010	TOWN GENERAL FUND	2,337	5,236	5,236	5,236	-	0.0%
	SUBTOTAL	85,387	91,386	91,386	251,386	160,000	175.1%
	RESCUE FUND TOTAL	202,787	179,786	179,786	339,786	160,000	89.0%

Rescue Account #735

Part Time (1002) (\$81,600.00)

Pay for one Capt, three Lt's, six Paramedics, five Intermediates, sixteen EMT's, fourteen drivers, four students and fire and WETeam assist.

Cellular Phones (2000) (\$650.00)

Cellular phone service fees for Rescue One and Rescue Two.

Dues and Memberships (2007) (\$2,700.00)

Dues paid to Southern Maine EMS based on call volume. License fees to State of Maine EMS. DHS Glucoscan license.

Training (2008) (\$8,000.00)

Training costs for new members and continuing education credits for current members. Budgeted for 4 new Basic EMT schools; and 2 Intermediate EMT schools; paramedic course reimbursement. Training library manuals/updates;

Professional Services (2010) (\$25,000.00)

Billing Service fees and Paramedic intercepts from South Portland.

Vehicle Maintenance (2032) (\$4,500.00)

Regular maintenance for Rescue One and Two. Tire and battery replacements.

Radio Alarm Maintenance (2033) (\$7,300.00)

\$2300.00 for routine pager and radio maintenance. \$3000.00 to purchase 3 new portables. \$2000.00 to purchase 5 new pagers.

Equipment Maintenance (2034) (\$9,000.00)

Oxygen cylinder refill and maintenance - \$2700.00; 12 Lead Maintenance contracts (2) - \$2800.00. Annual service, calibration and/or repair of stretchers, stair chairs, blood pressure equipment, CO monitors etc. Electronic Run tech support;

Physicals and Shots (2071) (\$3,500.00)

Physicals and required vaccinations for new and current members; wellness program; TB testing.

Motor Fuels (3022) (\$3,500.00)

1350 Gallons

Uniforms (3004) (\$4,500.00)

Uniform Shirts, pants, nametags, collar brass and badges. OSHA certified jackets; Jacket cleaning; field sets.

Minor Equipment (3005) (\$15,000.00)

AED - \$2000.00; Replacement ToughBook-\$3,800; software \$1000; ALS/BLS Miscellaneous equipment - Out of drug box medications; Recruitment, web page;, public info; Laptop accessories; Immobilization and splinting equipment, medical gloves, ECG/Defib pads; other as needed;

Miscellaneous Supplies (3006) (\$2,500.00)

Office supplies and postage, plaques and awards; copy machine lease; computer server.

Rescue Vehicle (4001) (\$160,000.00)

Replacement of 1995 Rescue 2.

815 SEWER FUND		ESTIMATED FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1001	FULL TIME PAYROLL	8,709	10,797	10,797	10,993	196	1.8%
1003	OVERTIME PAYROLL	696	1,395	1,395	850	(545)	-39.1%
1020	SOCIAL SECURITY	624	933	650	906	(27)	-2.9%
	PERSONNEL SUBTOTAL	10,029	13,125	12,842	12,749	(376)	-2.9%
2022	UNIFORMS	620	620	620	620	-	0.0%
2037	SEWER LINE MAINTENANCE/RESERVE	60,317	100,000	40,000	100,000	-	0.0%
2062	CONTINGENCY	-	200	200	200	-	0.0%
2071	PWD ASSESSMENT	1,049,052	1,049,052	1,049,052	1,089,984	40,932	3.9%
2072	ADMINISTRATIVE COSTS	1,515	2,000	2,000	2,000	-	0.0%
2073	ALLOW FOR UNCOLLECTABLES	-	1,800	1,800	1,800	-	0.0%
3002	GASOLINE	478	320	320	320	-	0.0%
3040	DIESEL FUEL	568	398	398	398	-	0.0%
4001	OUTLAY				75,000	75,000	
4004	DEBT SERVICE	219,334	219,563	219,563	219,563	-	0.0%
6010	TOWN GENERAL FUND	21,398	41,612	40,189	45,461	3,849	9.3%
	SUBTOTAL	1,353,282	1,415,565	1,354,142	1,535,346	119,781	8.5%
	SEWER FUND TOTAL	1,363,311	1,428,690	1,366,984	1,548,095	119,405	8.4%

SEWER FUND BUDGET (815)

PERSONNEL & SALARY INFORMATION

POSITION	Actual FY 2010	FY 2011
Equipment Operator (40 hrs. @ \$19.63/hr. @ 14 wks.)	\$10,797.00	\$10,993.00

Note: The pay amounts shown for FY 2011 have not been increased since collective bargaining discussions are still on-going with the Teamsters Local #340 at the time of this budget submittal. The operator listed is entitled to a step increase per the collective bargaining agreement.

Full Time Payroll (1001)

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

Overtime (1003)

This covers overtime for sewer-related calls outside of normal working hours. A total of 50 hours had been budgeted and this should be adequate for FY 2011 with all the sewer rehabilitation work that was accomplished in 2006.

Uniforms (2022)

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

Sewer Line Maintenance & Reserve (2037)

Each year we have carried a maintenance and reserve account to address minor sewer line repairs. Several problem areas were addressed as part of our 2006 Sewer Rehabilitation Project, but we ran short of funds to address all of our needs. We still have antiquated lines on Charles Road, Surf Road and Sea View Avenue that will need to be addressed at some point. It is proposed to maintain this appropriation at the FY 2010 funding level to build up the fund balance. It is hoped to undertake a smaller project on Charles Road in the spring of 2011.

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

Portland Water District Assessment (2071)

This covers the annual assessment from the Portland Water District for the maintenance of our Pumping Stations, Southern Cape Treatment Plant, interceptor sewer lines, and our share of the South Portland Treatment Plant flows. The PWD Trustees have set the FY 2011 assessment at \$1,089,984, which is 3.9% higher than last year. We are continuing to work with the PWD staff on capacity/overflow issues with the Ottawa Road and Spurwink Avenue pumping stations. As always, the personnel at the Portland Water District continue to be helpful to us in times of need. They have assisted with us with the cleaning and televising of sanitary sewer lines, sometimes on very short notice. Steve Sloan, their Chief Operator of Wastewater Systems, and his staff are always there when we need them.

Gasoline (3002)

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

Diesel Fuel (3040)

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

Debt Service (4004)

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

Town General Fund (6010)

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

840 SPURWINK CHURCH		ESTIMATED	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
1002	PART TIME PAYROLL	3,952	2,500	2,500	2,500	-	0.0%
1020	SOCIAL SECURITY	302	191	191	191	-	0.0%
	PERSONNEL SUBTOTAL	4,254	2,691	2,691	2,691	-	0.0%
						-	
2001	TELEPHONE	550	550	550	550	-	0.0%
2002	POWER	690	690	690	690	-	0.0%
2003	WATER	400	400	400	400	-	0.0%
2035	BUILDING MAINTENANCE	2,500	2,500	2,500	2,500	-	0.0%
2063	ALARM SERVICE	450	450	450	450	-	0.0%
3003	HEAT	3,000	3,000	3,000	3,000	-	0.0%
6010	TOWN GENERAL FUND	355	308	308	308	-	1,400
	SUBTOTAL	7,945	7,898	7,898	7,898	-	0.0%
	SPURWINK CHURCH TOTAL	12,199	10,589	10,589	10,589	-	0.0%

The Spurwink Church will reopen in May 2010 after a renovation projection. The payroll is for the church greeter who handles all reservations and attends all events.

860 RIVERSIDE CEMETERY		ESTIMATED FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1001	FULL TIME PAYROLL	20,691	18,850	18,850	18,845	(5)	0.0%
1002	PART-TIME PAYROLL	11,183	12,945	12,945	12,945	-	0.0%
1003	OVERTIME	2,093	1,393	1,200	1,393	-	0.0%
1020	SOCIAL SECURITY	2,654	2,539	2,524	2,538	(0)	0.0%
	PERSONNEL SUBTOTAL	36,621	35,727	35,519	35,721	(5)	0.0%
2002	POWER	185	240	240	240	-	0.0%
2003	WATER	273	350	400	350	-	0.0%
2010	PROFESSIONAL SERVICES	693	1,000	700	750	(250)	-25.0%
2022	UNIFORMS	620	620	620	620	-	0.0%
2032	MARKER REPAIRS	97	500	-	500	-	0.0%
2036	STONEWALL REPAIRS	-	1,200	1,200	1,200	-	0.0%
3002	GASOLINE	-	871	871	871	-	0.0%
3006	MATERIALS & SUPPLIES	2,548	2,500	2,500	2,500	-	0.0%
3008	BURIALS	-	-	400	-	-	
3040	DIESEL FUEL	445	331	331	350	19	5.7%
4005	LOT BUY BACK	875	2,250	1,200	2,250	-	0.0%
6010	TOWN GENERAL FUND	1,271	1,368	1,319	1,361	(7)	-0.5%
	SUBTOTAL	7,007	11,230	9,781	10,992	(238)	-2.1%
	RIVERSIDE CEMETERY TOTAL	43,628	46,957	45,301	46,713	(243)	-0.5%

RIVERSIDE CEMETERY (860)

PERSONNEL & SALARY INFORMATION

Actual FY 2010

FY 2011

Equipment Operator (40 hrs. @ \$19.63/hr. @ 24 wks.)	\$18,134.00	\$18,845.00
Part-Time Maintenance Worker (40 hrs. @ \$11.44/hr. @ 25 wks.)	11,210.00	11,440.00
Cemetery Lot Coordinator (Stipend Position)	1,505.00	1,505.00

Note: The pay amounts shown for FY 2011 have not been increased since collective bargaining discussions are still on-going with the Teamsters Local #340 at the time of this budget submittal.

Full Time Payroll (1001)

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

Part Time Payroll (1002)

The Maintenance Worker listed above is budgeted for 25 weeks @ \$11.44/hr. (See note above) The worker also performs duties at Fort Williams Park and the School Grounds, when required. David Jones, our new Cemetery Lot Coordinator, works closely with the Town Clerk and the Riverside Cemetery Trustees and will continue to sell plots to the citizens.

Overtime (1003)

This account covers weekend (and after normal work hours) burials that require overtime for the Public Works personnel.

Power (2002)

This covers the monthly power service to illuminate the flagpole at Memorial Circle and the “Welcome to the Town of Cape Elizabeth” sign across from the cemetery.

Water (2003)

The Cemetery is serviced by a 1" feed from Bowery Beach Road.

Professional Services (2010)

This covers the cost of renting a portable toilet that is used both by Spurwink Church visitors and the maintenance workers (\$683). A handicapped-accessible unit is rented for 7.5 months out of the year. It also covers electrical repairs to the exterior lighting fixtures at the cemetery, if needed.

Uniforms (2022)

Six weeks of uniform rental expenses are charged off to the cemetery budget.

Marker Repair (2032)

This appropriation covers the costs of repairing some of the older markers in the old section of the cemetery, if needed.

Stone Wall Repairs (2036)

This account was created a few years ago to continue repairing stonewalls that border the cemetery. The walls were built in the early

1980's and we have had to make repairs on the walls from time to time.

Gasoline (3002)

This account covers gasoline used in the mowing and trimming operations at the Cemetery. Like other line items for gasoline, it is being budgeted @ \$2.245/gal.

Supplies (3006)

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

Diesel Fuel (3040)

This account covers diesel fuel used in the mowing of the Cemetery. It is being budgeted @ \$2.285/gal.

Town General Fund (6010)

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

865	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	REQUEST	\$ CHANGE	% CHANGE
	CAPITAL BUDGET	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
4005	BLEACHER ENGINEERING STUDY	12,586					
4006	MISC. PROJ. TBD FWAC		10,125	5,500	5,000	(5,125)	-50.6%
4011	GODDARD HOME	20,909	1,000	3,457	1,000	-	0.0%
4015	BATTERY BLAIR GRANT OPP.		5,000	5,300	200	(4,800)	-96.0%
4016	PARK BENCHES	104	8,000	75	6,000	(2,000)	-25.0%
4017	PLAYGROUND BRICKS		200	-	200		0.0%
4018	BATTERY KEYES REPAIRS	446	8,500	3,200	5,000	(3,500)	-41.2%
4019	BATTERY BLAIR REPAIRS				24,000		
4020	BATTERY GARECHE REPAIRS			500	1,000		
4028	BATTERY KNOLL INTERPRETIVE DIS.	26,731					
4029	BATTERY FEASIBILITY STUDIES	13,799					
4030	MAIN ENTRANCE IMPROVEMENTS	120,145					
4031	BATTERY KNOLL STAIRS						
6010	GENERAL FUND CONT.	468	985	985	1,272	287	29.2%
	GRAND TOTALS	195,188	33,810	19,017	43,672	9,862	29.2%

To: Members of the Cape Elizabeth Town Council
From: Maureen McCarthy, Chair
Fort Williams Advisory Commission
Date: February 18, 2010
Re: **FY 2011 Fort Williams Park Capital Fund Budget Summary**

In March of 2009, the Commission was tasked with reviewing a fee structure to make the Fort self-sustaining. During the summer of 2009, we utilized funds from the capital fund budget to perform traffic studies and proceeded to develop a plan which was presented to the Council late in the year. Additionally, part of last year we worked with the consulting team of Renner-Woodworth to develop a plan for Battery Blair that would be used to proceed with doing a feasibility study. This plan was shared with the Town Council and the Fort Williams Charitable Foundation.

Though we are faced with economic issues and have a fee vote pending at this time, the Commission feels it is important to state that this budget is substantially less than the monies required to maintain the Fort at an adequate level. Requirements for tree work, stone-wall work, maintain upkeep of Battery Blair, bleacher repairs and other needs will not be met by this current budget request.

Misc. Projects TBD by the FWAC (4006)

This appropriation is for projects that are not funded in other accounts. Last year we utilized funds from this account to have GPCOG perform a traffic study for our sustainability proposal. It could also be utilized for any expenditure associated with our charge to develop alternative revenue sources for the park.

Goddard Home (4011)

A small sum is budgeted to maintain the perimeter fencing that was installed in 2009. Occasionally, vandals have damaged the fence, requiring the services of a fencing contractor to repair it.

Battery Blair Feasibility Study (4015)

The FWAC has been working with the Fort Williams Charitable Foundation (FWCF) to obtain funding for an assessment study to determine the feasibility of restoring the battery. At their meeting on January 28, 2010, the FWCF approved funding a portion (\$18,000) of the total study estimate, contingent on the remainder of the total estimated (\$36,600) being raised, for which they have agreed to conduct fundraising. A small sum is being budgeted for printing plans and documents.

Park Benches (4016)

This account would be used as an account payable in the event that we purchased benches. Revenues from bench sales would offset any expenses, and be placed in the capital fund.

Playground Plaza Bricks (4017)

A small sum is being proposed to purchase bricks at the playground plaza area. We receive queries on occasion from those who would like to purchase a brick. This account would be offset by revenue from the sale of those bricks, with the profit being placed into the capital fund.

Battery Keyes Stabilization (4018)

Battery Keyes is the fortification located on the northerly side of Ship Cove. It has a commanding view of the ship channel and is one of the few structures of its kind left on the east coast. It is a favorite, yet precarious spot for those who want to climb the battery, explore its rooms and sit on the roofs of the lookout stations. A structural review of Battery Keyes was done in December of 2008 to identify any safety issues. The Parks Division addressed many of them last winter, at a considerable savings to the Town. The roof supports were replaced, access was sealed to the upper observation rooms and a wire fabric was placed across the window openings on the seaward side. In FY 2010, \$8,500 was approved to address further measures to protect the public as they explore the structure. It

is planned to make masonry repairs and install railings this spring on some of the platform areas. It is proposed to perform further repairs to the roof (and supports) in the observation rooms in FY 2011.

Battery Blair Repairs (4019)

The visible portion of Battery Blair is a focal point for visitors as they make their way to the Portland Head Light from the Central Parking Lot. Over the years, the Town has expended funds to dress up the appearance with varying degrees of success. The very nature of its composition (concrete) requires proactive maintenance to keep it in a respectable condition. Like other infrastructure in the park, a lack of funding to address repairs has limited what financial resources can be spent on repairs and renovation.

The first restoration effort took place in 1990, when delaminated concrete was removed and a coating applied to the exterior surfaces. In 1999, the Fort Williams Centennial Committee recommended that battery again be cleaned up and re-coated. It was also at this time that the interpretive panels on display there were installed. In 2002, further work was done to address the moisture retention inside the walls and the surface was again re-coated with an elastomeric breathable masonry coating. Since 2002 no additional work has been done and façade is again showing the effects of freeze/thaw cycles and further spalling of the underlayment coating that was last applied.

The FWAC has a long-term vision for the eventual restoration of Battery Blair. Last year, the FWAC worked with members of the FWCF, an interested citizen, two local historians and a consultant to develop an introductory proposal that will be used to pursue planning funds. The FWCF recently approved funding (and fundraising), contingent on Town Council approval, for a more detailed feasibility study to fully determine the scope, cost of repairs, site improvements and eventual restoration.

With that said, we know realistically that we are years away from any comprehensive restoration efforts. Funding challenges and other yet-to-be determined priorities might take precedence over any potential restoration efforts. We do, however, realize that we should address the current condition of the facade to make it more presentable for visitors as they make their way to the lighthouse. For FY 2011, it is proposed to remove all of the delaminated concrete and prepare the exposed surface for two applications of masonry coating. The scope of work being proposed will be compatible with any future restoration efforts.

Battery Garesche Repairs (4020)

The battery was secured to prevent public access in 2008. Fencing was installed in all of the doorways and the steel doors in the window openings were welded shut. As with the former Goddard Home, vandals have attempted on several occasions to pry open the fencing, causing damage to the fabric and door supports. A small sum is proposed to make repairs, if needed.

Town General Fund (6010)

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

870	PORTLAND HEAD LIGHT	ESTIMATED FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1001	FULL TIME PAYROLL	63,145	64,585	64,585	64,585	-	0.0%
1002	PART TIME PAYROLL	52,000	53,315	53,315	49,000	(4,315)	-8.1%
1020	SOCIAL SECURITY	8,850	9,020	9,020	8,800	(220)	-2.4%
1023	ICMA DEFERRED COMPENSATION	6,100	6,200	6,200	6,070	(130)	-2.1%
1025	HEALTH INSURANCE	15,000	15,000	15,000	16,075	1,075	7.2%
	PERSONNEL SUBTOTAL	145,095	148,120	148,120	144,530	(3,590)	-2.4%
2001	TELEPHONE	3,500	3,500	3,500	3,500	-	0.0%
2002	POWER	3,250	3,500	3,250	3,500	-	0.0%
2004	PRINTING AND ADVERTISING	9,000	10,500	9,000	10,500	-	0.0%
2005	POSTAGE	100	300	100	150	(150)	-50.0%
2006	TRAVEL	-	200	-	200	-	0.0%
2007	DUES AND MEMBERSHIPS	800	800	800	800	-	0.0%
2008	TRAINING	3,250	3,250		3,250	-	0.0%
2009	CONFERENCES AND MEETINGS	-	200	-	200	-	0.0%
2010	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	-	0.0%
2013	COLLECTIONS	-	1,500	-	1,500	-	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	-	150	-	0.0%
2034	OFFICE EQUIPMENT	1,000	1,000	1,000	1,000	-	0.0%
2035	BUILDING MAINTENANCE	10,000	10,000	10,000	31,500	21,500	215.0%
2036	GROUNDS MAINTENANCE	30,000	30,000	30,000	30,000	-	0.0%
2062	CONTINGENCY	-	1,000	-	1,000	-	0.0%
2063	ALARM SERVICE	-	500	-	-	(500)	-100.0%
2089	INSURANCE COVERAGES	3,500	3,800	3,500	3,800	-	0.0%
3001	OFFICE SUPPLIES	600	600	600	600	-	0.0%
3003	HEAT	3,000	3,000	3,000	5,000	2,000	66.7%
3006	MISCELLANEOUS SUPPLIES	-	100	-	100	-	0.0%
3007	CLEANING SUPPLIES	150	200	150	200	-	0.0%
3020	BOOKS	50	200	50	100	(100)	-50.0%
3022	AUDIO VISUAL MATERIALS	-	500	-	-	(500)	-100.0%
4001	OUTLAY	18,000	20,000	18,000	20,000	-	0.0%
4002	MUSEUM DEVELOPMENT	3,500	6,000	3,500	6,000	-	0.0%
4010	GIFT SHOP COSTS	265,000	265,000	265,000	255,000	(10,000)	-3.8%
6010	TOWN GENERAL FUND	7,200	15,147	7,200	7,200	(7,947)	-52.5%
		362,900	381,947	359,650	386,250	4,303	1.1%
	PORTLAND HEAD LIGHT TOTAL	507,995	530,067	507,770	530,780	713	0.1%

Full Time Payroll (1001)

The FY2011 full time account includes:

Museum Director	Salary	\$55,160
Parks Department Equipment Operator	Salary	\$785.36 (12 weeks) =\$9,425

Part Time Payroll (1002)

Position	Hourly Wage	Hours/ per week
Marketing/Office Assistant	\$12.18	40 (six months) 24 (six months) \$22,000
2 Shop Assistants	\$11.03	30 (five months) 20(two months) \$10,600
Office Assistant/Marker	\$ 9.00	24 (five months) 8 (four months)\$7200
Park Rangers	\$12.60	22 (seven months) \$7550 plus \$1512 (extra-ships)

Printing and Advertising (2004)

The FY2011 budget includes advertising in the Convention and Visitors Guide, Maine Tour, Down East and Portland magazines, the Portland Press Herald and on the Mainely Tours trolley. Another expense is the printing of 30,000 rack cards which are distributed by the Maine Tourism Association at three locations and at the Convention and Visitors Bureau, Portland Jetport and the DownEaster Station.

Training (2008)

We host a Spring Meeting and a Fall Dinner for our volunteers. Volunteers staff the museum and gift shop contributing more than 2800 hours per season. Portland Head Light has about 50 volunteers.

Professional Services (2010)

The budget includes \$1000 for a consultant on museum displays.

Building Maintenance (2035)

FY2011 includes exterior and interior maintenance of the keepers’ quarters and gift shop, cleaning contract, security system maintenance and carpet cleaning.

Grounds Maintenance (2036)

Portland Head Light covers rental and cleaning costs for 8 portable toilets \$18000 in Fort Williams Park. Also included is the landscaping contract for \$8000 to maintain the property, the circle and the two walks along the coastline.

Museum Development (4002) FY 2011 includes maintenance of the museum exhibits, updates, funds for purchase of artifacts and reserve for future replacements.

Gift Shop Costs (4010) Projected sales are \$470,000. Costs of goods are approximately 55% of sales. This includes stock, bags, computers, registers and credit card fees.

870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	EST. ACT	BUDGET	\$ CHANGE	% CHANGE
		FY2009	FY2010	FY2010	FY2011	FY10-11	FY10-11
RO555	DONATIONS	1,015	1,200	1,000	1,200	0	0%
RO556	ADMISSIONS	39,661	40,000	42,000	40,000	0	0%
RO557	SHOP SALES	457,946	490,000	480,000	490,000	0	0%
RO558	BINOCULARS	827	1,200	1,000	1,000	-200	-20%
	PORTLAND HEAD LIGHT TOTAL	499,449	532,400	524,000	532,200	-200	0%

Donations (RO555)

Donations from the museum box are approximately \$900 per year.
The United States Lighthouse Society donates about \$100 per year.

Admissions (RO556)

Admission revenue from July through december is \$37,000 with an estimated \$7000 for April - June 2010.

Shop Sales (RO557)

Shop sales from July through December are \$404,000 and April through June sales are estimated at \$75,000.

Binoculars (RO558)

Each unit has a capacity of \$250.000. Tower Optical owns and maintains the units. Portland Head Light receives 40%. the estimated revenue is \$1000 per year.

FY2010	
Projected Revenue	532,400
Projected Appropriation	<u>509,280</u>
Surplus	23,120

875	THOMAS JORDAN TRUST	ESTIMATED FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
5101	CLIENT ASSISTANCE/ADMIN.	34,500	34,500	34,500	34,500	-	0.0%
6010	TOWN GENERAL FUND	500	1,035	1,035	1,035	535	107.0%
	THOMAS JORDAN TOTAL	35,000	35,535	35,535	35,535	535	1.5%
876	INFRASTRUCTURE IMPROVEMENT FUNI	ESTIMATED FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
	TOWN CENTER FIRE STATION LIGHTING		-		\$ 2,500	2,500	100%
	THOMAS MEMORIAL LIBRARY PHASE II		-		\$ 50,000	50,000	100%
	LIBRARY LIGHTING UPGRADE		-		\$ 5,000	5,000	100%
	POOL DECTRON UNIT REPAIRS		-		\$ 15,000	15,000	100%
	POLICE SHELVING		-		\$ 2,500	2,500	100%
	TOWN CENTER FIRE STATION PAINTING/SIGNS		-		\$ 1,000	1,000	100%
	TOWN CENTER LIGHT FIXTURES REPLACEMENTS		-		\$ 12,000	12,000	100%
	INFRASTRUCTURE FUND TOTAL				\$ 88,000	88,000	100%

The Thomas Jordan Fund provides support upon application to individuals and families who are below 150% of the federal poverty level.

Items Proposed for Funding from the Infrastructure Fund

The Infrastructure Improvement Fund was established in 2007. The revenue from 30% of the building permit fees in excess of \$2,500 in estimated building value is placed in this account. Expenditures from this fund may be used for improvements to the municipal infrastructure. The balance on June 30, 2009 was \$134,426 with \$25,000 estimated to be received in FY 2010.

It is proposed to spend **\$88,000** for the following projects:

Thomas Memorial Library Phase II **\$50,000**

These funds would pay for further design work and for a fundraising capacity study. Proposals are being received as of this writing.

Dectron Unit Repairs **\$15,000**

The Dectron unit at the Donald Richards Community Pool heats the water and helps to control humidity and air circulation in the pool area. It is our single largest consumer of power. Repairs should prolong the useful life of this \$100,000+ value equipment and should reduce energy use.

Town Center Light Fixture Replacement \$12,000

The lights along the sidewalk in the Town Center and along Scott Dyer Road were originally installed in 2000. Many of the lenses are frosted due to the heat emanating from the bulbs, which has reduced the effectiveness of them. Funds are proposed to replace just the fixtures (utilizing the existing poles and bases) with a more energy efficient type, which should save us money in the long term.

Town Center Fire Station Lighting Upgrade \$2,500

Thomas Memorial Library Lighting Upgrade \$2,500

These funds would enable the lighting fixture retrofit program to be extended to these two facilities.

Police Station Storage Area Shelving Improvements \$2,500

Town Center Fire Station Exterior Painting and Signage \$1,000

This is for material to be used by the school maintenance staff in completing this work.

Projected Balances- Special Funds

	Balance 6/30/2009		Projected 6/30/2010		Projected 6/30/2011
Cape Elizabeth Rescue Fund	\$ 270,251	\$	270,000	\$	100,214
Cape Elizabeth Sewer Fund	\$ 543,013	\$	620,000	\$	636,905
Spurwink Church Fund	\$ 29,068	\$	25,000	\$	15,000
Riverside Cemetery Fund	\$ 339,981	\$	340,000	\$	327,000
Fort Williams Park Fund	\$ 50,043	\$	50,000	\$	50,000
Portland Head Light Fund	\$ 243,333	\$	260,000	\$	261,000
Thomas Jordan Fund	\$ 813,764	\$	900,000	\$	900,000
Infrastructure Imp. Fund.	\$ 134,426	\$	160,000	\$	97,000
	\$ 2,423,879	\$	2,625,000	\$	2,387,119

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