

Administration (110)

110	Department Line Item Budget ADMINISTRATION	ACTUAL 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	330,104	320,100	320,100	320,100	-	0.00%
1003	OVERTIME	167	2,000	2,000	2,000	-	0.00%
1020	SOCIAL SECURITY	24,977	24,640	24,640	24,640	-	0.00%
	SUBTOTAL PERSONNEL	355,248	346,740	346,740	346,740	-	0.00%

Account 1101001 Full Time Payroll

Administration

	FY 2010	FY 2011
Town Manager	105,321	105,321
Asst. Town Manager	79,560	79,560
Town Clerk	0	0
Deputy Town Clerk/Tax Clerk	41,820	41,820
Municipal Agent/Tax Clerk	38,437	38,437
RV Agent/Tax Clerk	33,961	33,961
Part-Time RV Agent/Tax Clerk	21,000	21,000
	320,100	320,100

110	Department Line Item Budget ADMINISTRATION	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2001	TELEPHONE	39,909	37,500	37,500	37,500	-	0.00%

Our telephone system is 15 years old and we have had significant problems with lightening strikes. We are researching moving to a hosted IP system and have met with a number of vendors. Prior to issuing an RFP, we have noted the degree to which we are no longer on our land line phones. We are looking at the number of lines we have and the presence of phone sets at non-desk areas in our various buildings. We hope that this needs assessment may result in being able to reduce our needs into the years ahead. The School Technology Coordinator is also exploring alternative means for us to access the Internet and it appears that a new policy may enable the Town to piggyback at a lower cost fee onto the statewide school/library network.

Currently we retain the services (excluding 911) of BrickNet to maintain the town’s internal telephone system and One Communications to maintain the phone lines. A total of 57 phone lines are managed within the town’s system. The lines serve various functions including basic phone service, fax, modem, elevator and fire alarm.

The lines and line features are charged as follows:

110-2001	35 lines (Municipal Departments)
310-2063	4 lines (Public Works Fire Alarm)
870-2001	5 lines (Portland Head Light) + Pay Phone
210-2062	1 line (Police Department 1-Way Incoming Emergency) (2-Way Emergency billed to the State.)
	8 lines (School Central)
	4 lines (Community Services)

\$25,000 Phone Line Charges for the 35 lines.

\$7,450 Telephone System Annual Maintenance Agreement – 0% Increase Budgeted

Coverage period September 1, 2010 – September 1, 2011.

\$2000 Telephone Service Call/Phone Replacement/Changes

\$2000 MaineCom

Annual administrative fee and right of way fee for fiber optic cable system for telephone system.

\$600 Town Manager’s Cellular Telephone

	Department Line Item Budget	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2004	PRINTING & ADVERTISING	8,787	10,500	10,500	10,500	-	0.00%

Printing and Advertising

\$10,500

Tax Bill Printing	7,500
Photocopy Lease	2,000
Town Report	600
Printing of Brochures	0
Miscellaneous	400

110	Department Line Item Budget	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	ADMINISTRATION	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2005	POSTAGE	10,725	12,800	12,800	12,000	(800)	-6.25%
2006	TRAVEL	4,899	5,400	5,400	5,400	-	0.00%
2007	DUES & MEMBERSHIPS	125	1,320	1,320	1,320	-	0.00%
2008	TRAINING	-	1,000	1,000	1,000	-	0.00%
2009	CONFERENCES & MEETINGS	3,691	2,500	2,500	2,500	-	0.00%
2010	PROFESSIONAL SERVICES	4,092	6,000	6,000	6,000	-	0.00%
2015	INTERNET-ON-LINE CHARGES	5,850	6,800	6,800	6,800	-	0.00%

Postage **\$12,000**

Mailing of Tax Bills (9000*.44)	3,960
Certified Mails and late notices	5,000
Invoice Payments	2,000
Miscellaneous pieces per day	1,040

Travel **\$5,400**

Mileage Allowances and Misc. Reimbursements, Includes \$4,787 vehicle allowance for town manager

Dues and Memberships **\$1,320**

ICMA 770, Me Mgrs. 200, Clerks Assns. 270

Training **\$ 1,000**

This account covers computer training, special courses, excise sessions etc.

Conferences and Meetings **\$2,500**

This account covers 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. It was reduced in FY 2010 as no travel will be funded more than 200 miles from Cape Elizabeth.

Professional Services **\$6,000**

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

Internet-On Line Charges **\$6,800**

We are exploring greatly reducing this cost through being able to utilize the school server. Costs would still remain for hosting our website and for a fee to be paid for the new server.

110	Department Line Item Budget	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2016	RECORDS PRESERVATION	1,362	2,000	2,000	2,000	-	0.00%
2034	OFFICE EQUIPMENT	-	1,200	1,200	1,200	-	0.00%
2088	COMPUTER MAINTENANCE	28,445	25,000	25,000	26,000	1,000	4.00%
2200	SCHOOL NETWORK ASSISTANCE	22,100	23,000	23,000	35,200	12,200	53.04%
3001	OFFICE SUPPLIES	4,822	7,500	7,500	7,500	-	0.00%

Records Preservation

\$2,500

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

Office Equipment

\$1,200

Miscellaneous Purchases 1,200

Computer Maintenance

\$26,000

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

School Network Assistance

\$35,200

This is the town share of the school technology personnel who assist the town. The increase of \$12,200 includes \$10,000 of \$15,000 that was in last year's budget under dispatching for maintenance of the new police software and laptops. Much of the work was intended to be contracted out to another municipality, but is instead being done by the school technology department. The \$2,200 increase reflects additional school costs per contracts etc.

Office Supplies

\$8,000

Copier Paper 2,600
Letterhead/Envelopes 600
Coffee 500
Toner Cartridges 600
Miscellaneous 3,700

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
1001	FULL TIME PAYROLL	251,329	290,083	290,075	290,075	(8)	0.0%
1002	PART TIME PAYROLL	35,243	0	0	0	-	
1020	SOCIAL SECURITY	20,728	22,191	22,191	22,191	-	0.0%
	SUBTOTAL PERSONNEL	307,300	312,274	312,266	312,266	(8)	0.0%
2000	CELLULAR PHONE	1,133	1,200	1,200	1,200	-	0.0%
2004	PRINTING & ADVERTISING	91	1,100	1,100	1,100	-	0.0%
2006	TRAVEL	7,033	7,500	7,500	7,500	-	0.0%
2007	DUES & MEMBERSHIPS	1,608	1,255	1,255	1,405	150	12.0%

1001 Full Time Payroll

290,075

	<u>FY10 Hrs/Wk</u>	<u>FY11 Hrs/Wk</u>	<u>Actual FY10</u>	<u>FY 2011</u>
Town Planner	40	40	75,566	75,566
Code Enforcement Officer	40	40	66,830	66,830
Assessor	40	40	74,464	74,464
Office Manager	40	40	18.88 /hr	18.88/hr
			(\$39,270)	(\$39,270)
ACP Secretary	40	40	16.32/hr	\$16.32/hr
			(\$33,945)	(\$33,945)

1020 Social Security

\$290,075 x .0765 = \$22,191

22,191

2000 Cellular Phone

This account pays for a cell phone for the Planner, Code Enforcement Officer and Assessor.

1,200

2004 Printing and Advertising

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

1,100

2006 Travel

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

7,500

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2007	DUES & MEMBERSHIPS	1,608	1,255	1,255	1,405	150	12.0%
2009	CONFERENCES & MEETINGS	1,418	3,120	3,120	3,320	200	6.4%

2007 Dues and Membership 1,405

This account has increased from last year to reflect membership dues increases for the Planner (\$85) and Assessor (\$65).

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

2009 Conference and Meetings 3,320

This account funds most of the training, which is needed to maintain professional certifications. The miscellaneous workshops for the Code Enforcement Officer has increased \$200 in response to a state cutback in delivering free code enforcement officer training.

Planner:

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

Code Enforcement Officer:

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

Assessor:

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

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2010	PROFESSIONAL SERVICES	1,994	5,550	5,550	5,100	(450)	-8.1%
2011	GIS MAINTENANCE	7,633	19,000	19,000	14,000	(5,000)	-26.3%
2018	PLANNING CONSULTING	516	2,400	2,400	2,400	-	0.0%
2019	CODES TECHNICAL SUPPORT	400	950	950	9,000	8,050	847.4%

2010 Professional Services 5,100

Consulting services are retained as needed to maintain the Town's assessing data. The Assessor is recommending that no funds be allocated for Specialized assessing consulting this year (-200).

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

2011 GIS Maintenance 14,000

This account funds maintenance of the town's computerized mapping system. Funding for new coverage development has been reduced (-5,000).

<u>Maintenance of Data:</u> Funded under technical Assistance	0
<u>Training:</u> Funded under technical assistance	0
<u>Technical Assistance:</u> 1 day a month at \$75/hour	7,200
<u>Maintenance of Hardware/Software:</u> Annual registration	700
<u>Supplies:</u> These expenses are primarily printer/plotter cartridges and rolls of paper.	100
<u>New Coverage development:</u> Aerials, Zoning updates, Shoreland Zoning	6,000

2018 Planning Consulting 2,400

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

2019 Codes Technical Assistance 9,000

This account is used for expert assistance such as consultation with engineers, soil scientist, etc. The increase is due to a new software program replacing another program that is no longer serviced.

120	ASSESSING/CODES/PLANNING	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2034	OFFICE EQUIP MAINTENANCE	745	1,725	1,725	1,725	-	0.0%
3006	MISCELLANEOUS SUPPLIES	688	700	700	700	-	0.0%
3020	BOOKS/PUBLICATIONS	543	300	500	400	100	33.3%
	TOTAL ACP	331,102	357,074	357,266	360,116	3,042	0.9%

2034 Office Equipment and Maintenance 1,725

This account is used for office equipment maintenance and repair, including the office photocopier, 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, Planning Commissioners Journal and Zoning Bulletin are funded from this account. This account has been increased to more closely reflect what has actually been spent in the past (\$100)

Town Council (130)

130	TOWN COUNCIL	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2004	PRINTING AND ADVERTISING	513	2,000	600	-	(2,000)	-100%
2007	DUES AND MEMBERSHIPS	275	-	-	-	-	
2009	CONFERENCES AND MEETINGS	442	500	500	500	-	0%
130	TOWN COUNCIL	1,230	2,500	1,100	500	(2,000)	-80%

The Town Council account is proposed for a reduction of 80%. Printing and Advertising costs have been moved to the public information account.

Legal and Audit (135)

135	LEGAL & AUDIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2010	LEGAL SERVICES	17,100	30,000	20,000	25,000	(5,000)	-17%
2011	AUDIT SERVICES	25,900	28,000	28,000	28,000	-	0%
135	LEGAL AND AUDIT	43,000	58,000	48,000	53,000	(5,000)	-9%

Legal service expense has declined due to less activity before the Planning and Zoning Boards and very little administrative use of legal services. The amount for audit services reflects actual spending in FY 2010.

ELECTIONS (140)

140	ELECTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2008	FY 2009	FY 2009	FY 2010	FY 09 to 10	FY 09 to 10
1002	PART TIME PAYROLL	4,986	8,765	8,765	22,435	13,670	156.0%
1020	SOCIAL SECURITY	370	671	671	1,717	1,046	156.1%
	SUBTOTAL PERSONNEL	5,356	9,436	9,436	24,152	14,716	156.0%
2004	PRINTING AND ADVERTISING	4,496	6,200	6,200	2,600	(3,600)	-58.1%
2010	PROFESSIONAL SERVICES	385	1,400	1,400	5,850	4,450	317.9%
3001	OFFICE SUPPLIES	427	400	400	400	-	0.0%
4001	OUTLAY						
	SUBTOTAL	5,308	8,000	8,000	8,850	850	10.6%
140	ELECTIONS	10,664	17,436	17,436	33,002	15,566	89.3%

PART TIME PAYROLL (0140-1002) \$22,435.00

PERSONNEL

Election Central Staff \$15,440.00
 Election Day \$ 6,995.00
 Total Election Payroll \$22,435.00

Election Central staff payroll assumes absentee balloting will be held in the council chamber at town hall three weeks proceeding the November 2009 and June 2010 elections and one week prior to the May (spring) 2010 election.

Recommend hourly rates remain the same:	Warden	\$9.75
	Deputy Registrar	\$8.25
	Ballot Clerk	\$8.25

SOCIAL SECURITY (0140-1020) \$1,717.00
.0765 x \$22,435.00

PRINTING/ADVERTISING (0140-2004) \$2,600.00

Voter registration cards and related election material	\$500.00
Required advertising	\$ 60.00
Ballots and Shipping	\$2,040.00

This item anticipates the purchase of ballots for the municipal election November 2009 and school budget validation election May (spring) 2010. The price of ballots will increase from \$.23 to \$.24 per ballot.

PROFESSIONAL SERVICES (0140-2010) \$5,850.00

Maintenance Agreement (2 - AccuVote)	\$350.00
Programming (3 elections)	\$3,000.00
AccuVote Rental (November 2009)	\$2,000.00
Purchase of Memory Cards (2)	\$500.00

Programming costs for the AccuVote are based on the number of candidates and/or questions on the ballot. Courtesy backup memory cards will no longer be available to municipalities therefore it is recommended we purchase two additional cards for our inventory.

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

The town provides refreshments, lunch and dinner for election staff.

OUTLAY (0140-4001)

No request for fiscal year 2010.

Boards and Commissions (150)

150	BOARDS AND COMMISSIONS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002	PART TIME PAYROLL	1,397	2,000	2,000	1,700	(300)	-15.0%
1020	SOCIAL SECURITY	107	153	153	130	(23)	-15.0%
	SUBTOTAL PERSONNEL	1,504	2,153	2,153	1,830	(323)	-15.0%
2009	CONFERENCES AND MEETINGS	-	200	200	200	-	0.0%
2060	ARTS COMMISSION	1,992	1,000	1,000	2,250	1,250	0.0%
2066	PLANNING BOARD	7,275	2,000	2,000	2,000	-	0.0%
2070	CONSERVATION COMMISSION	490	1,000	1,000	1,000	-	0.0%
2080	RECYCLING COMMITTEE	-	1,250	1,250	1,250	-	0.0%
2081	SPECIAL COMMITTEES	32	1,000	1,000	1,000	-	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	4,441	2,000	2,000	4,000	2,000	100.0%
	SUBTOTAL	14,230	8,450	8,450	10,450	3,250	38.5%
150	BOARDS AND COMMISSIONS	15,734	10,603	10,603	12,280	2,927	27.6%

It is proposed to increase the amount of volunteer and staff appreciation per the Town Council goal. The payroll is down due to less activity before the boards. The Town has part-time clerical assistance for the quasi-judicial boards.

160	INSURANCE	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2089	MISCELLANEOUS INSURANCE	80,710	84,500	84,500	83,000	(1,500)	-1.78%
2091	SELF INSURANCE/DISASTER RECOVERY	-	8,000	8,000	8,000	-	0.00%
160	INSURANCE	80,710	92,500	92,500	91,000	(1,500)	-1.62%

Our cost for miscellaneous insurance has declined slightly.

Employee Benefits (170)

170	EMPLOYEE BENEFITS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1021	ME STATE RETIREMENT	63,717	67,000	67,000	70,300	3,300	4.93%
1023	ICMA 401A PLAN-(RETIREMENT)	166,332	145,000	145,000	149,028	4,028	2.78%
1024	DISABILITY PLAN	16,443	15,000	15,000	14,300	(700)	-4.67%
1025	HEALTH INSURANCE	514,705	511,000	511,000	577,600	66,600	13.03%
1026	WORKERS COMPENSATION	115,377	109,711	109,711	99,000	(10,711)	-9.76%
1030	GROUP LIFE INSURANCE	1,465	1,300	1,300	1,300	-	0.00%
1031	UNEMPLOYMENT COMP	3,315	3,200	3,200	16,500	13,300	415.63%
1032	VACATION-SICK ACCRUAL	-	6,000	6,000	6,000	-	0.00%
1033	SALARY-WAGE ADJ. ACCT	-	1,500	1,500	1,500	-	0.00%
1035	WELLNESS PROGRAM	1,726	2,400	2,400	2,400	-	0.00%
170	EMPLOYEE BENEFITS	883,080	862,111	862,111	937,928	75,817	8.79%

The Town contributes into the MainePERS system for sworn police officers. The contribution rate for FY 2011 is 9.3%. 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 2.5% match into a Sec 457 plan for the Town Manager. The disability plan is for those in the ICMA plan and the Town pays for the cost up to 1% of salary. Workers compensation cost has decreased as the experience modification has decreased this year. The unemployment compensation amount is based on the assessment for calendar year 2010.

Health Insurance Summary

The Town has 49 employees on our health benefit plan, of whom 46 are full-time. Twenty seven (27) have full family coverage, 15 have single coverage and 7 have coverage for one adult with children. Three employees opt out of health coverage and receive a buyout of 50% of our savings. 8 employees take coverage for less than they are entitled to and receive a 50% buyout. The buyout savings/cost is \$60,210. The budget contains the 7.7% increase effective January 1, 2010 and we have budgeted an 8% increase effective January 1, 2011.

Employees in the family plans pay 20% of the cost and those with single coverage pay 10% of the cost except employees covered by the police department collective bargaining agreement who do not cost share for single coverage.

No savings is contemplated in this budget from the work of the Health Benefits Review Committee.

180	DEBT SERVICE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
	PRINCIPAL						
	TOWN FARM AND ADA	40,000	40,000	40,000	-	(40,000)	-100.0%
	GULL CREST PURCHASE BOND	40,000	-	-	-	-	
	FIRE TRUCK PURCHASE	-				-	
	POOL PROJECT	110,000	110,000	110,000	114,639	4,639	4.2%
	GULL CREST PROJECT	175,000	175,000	175,000	175,000	-	0.0%
	PUBLIC SAFETY BUILDINGS	220,000	215,000	215,000	215,000	-	0.0%
	NEW COMMUNITY CENTER	80,000	80,000	80,000	80,000	-	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	-	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	-	0.0%
	TOTAL PRINCIPAL	865,988	820,988	820,988	785,627	(35,361)	-4.3%
	INTEREST						
	TOWN FARM AND ADA	2,480	830	830	830	-	0.0%
	GULL CREST PURCHASE BOND	820	-	-	-	-	
	FIRE TRUCK PURCHASE	-	-	-	-	-	
	POOL PROJECT	68,668	62,590	30,000	25,218	(37,372)	-59.7%
	GULL CREST PROJECT	107,605	99,575	45,000	37,827	(61,748)	-62.0%
	PUBLIC SAFETY BUILDINGS	117,905	108,555	108,555	99,418	(9,137)	-8.4%
	NEW COMMUNITY CENTER	49,400	46,400	46,400	43,200	(3,200)	-6.9%
	SEWER/ROAD REHABILITATION 2006	81,128	77,112	77,112	72,860	(4,252)	-5.5%
	TOWN CENTER/OTHER- 2008	70,516	73,466	73,466	70,004	(3,462)	-4.7%
	TOTAL INTEREST	498,522	468,528	381,363	349,357	(119,171)	-25.4%
	PAYING AGENT FEES	2,583	1,000	1,000	1,000	-	0.0%
	LESS FROM COMMUNITY SERVICES	(132,200)	(126,400)	(126,400)	(123,200)	3,200	-2.5%
	DEBT SERVICE	1,234,893	1,164,116	1,076,951	1,012,784	(151,332)	-13.0%

	999 2009 Pool/Pub Wrks		2001 Pub Safety/Misc.		2002 New Comm. Cent		2006 Drainage/Roads		2008 Town Center		Grand Total		
FY	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total P&I
2011	289,639	63,044	215,000	99,418	80,000	43,200	94,500	72,860	106,488	70,004	785,627	348,526	1,134,153
2012	291,250	57,235	200,000	90,280	80,000	40,000	94,500	68,418	106,488	66,544	772,238	328,286	1,100,524
2013	288,750	51,435	200,000	81,280	80,000	36,800	94,500	63,788	106,488	63,083	769,738	302,186	1,071,924
2014	291,250	45,634	195,000	72,280	80,000	33,400	94,500	59,180	106,488	59,622	767,238	275,917	1,043,155
2015	288,750	39,474	195,000	63,018	80,000	29,800	94,500	54,527	106,488	55,895	764,738	248,874	1,013,612
2016	295,000	32,907	195,000	53,755	80,000	26,200	94,500	49,802	106,488	52,168	770,988	221,399	992,387
2017	290,000	26,325	185,000	44,493	80,000	22,600	94,500	45,077	106,488	48,441	755,988	193,518	949,506
2018	290,000	19,438	185,000	35,705	80,000	18,800	94,500	40,352	106,488	44,714	755,988	165,896	921,884
2019	290,000	11,825	185,000	26,918	75,000	15,000	94,500	35,627	102,392	40,880	746,892	137,863	884,755
2020	285,000	3,919	185,000	18,130	75,000	11,250	94,500	30,902	102,392	37,040	741,892	109,147	851,039
2021			185,000	9,065	75,000	7,500	94,500	26,082	102,392	32,945	456,892	79,511	536,403
2022					75,000	3,750	94,500	21,168	102,392	28,849	271,892	53,767	325,659
2023							94,500	16,113	102,392	24,753	196,892	40,866	237,758
2024							94,500	11,151	102,392	20,658	196,892	31,809	228,701
2025							94,500	6,852	102,392	16,572	196,892	23,424	220,316
2026							94,500	3,355	102,392	12,466	196,892	15,821	212,713
2027							94,500	898	102,392	8,371	196,892	9,269	206,161
2028									102,392	4,224	102,392	4,224	106,616
	2,899,639	351,236	2,125,000	594,342	940,000	288,300	1,606,500	606,152	1,875,824	687,228	9,446,963	2,176,022	12,037,265

CAPE ELIZABETH POLICE DEPARTMENT

FISCAL-YEAR 2011 REQUEST

Fiscal Year 2010, to say the least, has been a challenge for the Police Department. The major piece of this year has been the transition of the dispatch center to Portland. This multifaceted project has not been without its lumps and bumps; however both the Fire and Police Department feel the project has met the goals of providing a service to the citizens and it has worked well for our personnel.

The second project taken on by the Department was the reduction in street lighting. Sounds like an easy task until citizens see Central Maine Power personnel on the pole in front of their home taking the light from the pole. This is when the phone calls, letters, and meetings start about wanting the light re-installed. In the end 127 street lights were removed. This reduction is reflected in the street lighting account, which shows that this project has also been a success.

Lastly, we have been working hard to keep full staffing. An officer left us and went to another local police department. Cape Elizabeth Police Department worked hard and filled that vacancy in record time and as we know time is money. With that being said, the Department will soon be saying good-bye to another Officer who will be serving his country in the military and leaving for a tour of duty in Saudi Arabia. This departure is expected to be for nine months and the Department wishes him well in his tour and by all means is concerned for his safety.

The Fiscal Year 2011 request for Police Services, Communication Services, Animal Control Services, and Public Protection is probably going to be as boring to look at as many of my fellow Department Heads budgets. The slight increases to the FY 2011 Budget would be for wage increases for union employees, social security, gasoline and some contractual services.

The Police Department is trying to do as much as it has done in the past with less. This is achieved through teamwork of our employees knowing that it is a tough time and banding together with all other Town Employees to keep costs down.

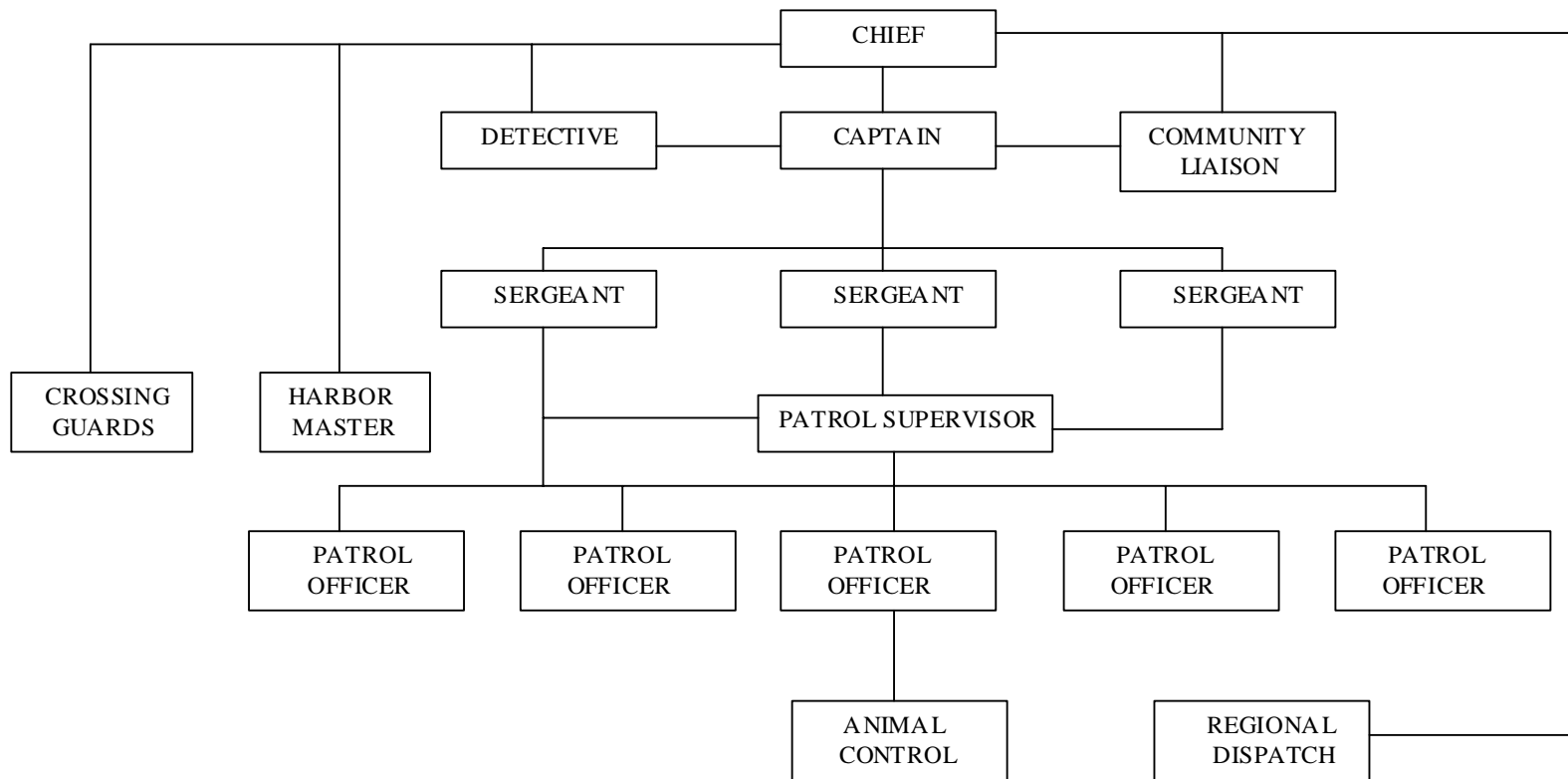
I believe that the MORC Committee has done a diligent job in looking at all budgets. But they, as I believe you, will see that there is no more savings to be had on the Town budgets. That is unless it is felt that citizens are willing to do with reductions in current services to save money.

The Police Department looks forward to working with the Finance Committee in order to finalize the FY 2011 budget.

Respectfully submitted,

*Neil R. Williams
Chief of Police*

210	POLICE DEPARTMENT	ACTUAL 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	670,304	791,098	763,000	814,888	23,790	3.0%
1002	PART TIME PAYROLL	23,751	38,636	41,000	26,776	(11,860)	-30.7%
1003	OVERTIME PAYROLL	101,952	79,778	79,778	79,778	-	0.0%
1010	SPECIAL ASSIGNMENTS	4,721	11,966	11,966	9,360	(2,606)	-21.8%
1020	SOCIAL SECURITY	63,347	70,110	69,000	71,207	1,097	1.6%
	SUBTOTAL PERSONNEL	864,075	991,588	964,744	1,002,009	10,421	1.1%
2004	PRINTING AND ADVERTISING	-	3,000	2,979	3,000	-	0.0%
2007	DUES AND MEMBERSHIPS	375	500	580	650	150	30.0%
2008	TRAINING	34,833	31,200	31,200	31,200	-	0.0%
2009	CONFERENCES AND MEETINGS	561	2,000	1,000	1,500	(500)	-25.0%
2010	CONTRACTED CRIME LAB SERVICES	901	6,700	6,700	6,700	-	0.0%
2032	VEHICLE MAINTENANCE	7,222	12,155	12,155	12,155	-	0.0%
2033	RADIO MAINTENANCE	2,187	1,500	1,500	1,500	-	0.0%
2062	MISC. CONTRACT. SVCS.	11,650	10,985	10,985	10,985	-	0.0%
2063	COURSE REIMBURSEMENTS	2,091	3,900	700	3,900	-	0.0%
3001	OFFICE SUPPLIES	3,065	3,250	3,250	3,250	-	0.0%
3002	GASOLINE	22,333	22,000	22,000	24,750	2,750	12.5%
3004	UNIFORMS	11,774	13,520	13,520	13,650	130	1.0%
3005	MINOR EQUIPMENT	14,455	11,000	11,000	11,000	-	0.0%
	SUBTOTAL	111,447	121,710	117,569	124,240	2,530	2.1%
210	POLICE DEPARTMENT	975,522	1,113,298	1,082,313	1,126,249	12,951	1.2%



CAPE ELIZABETH POLICE DEPARTMENT

210	POLICE DEPARTMENT	ACTUAL 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	670,304	791,098	763,000	814,888	23,790	3.0%
1002	PART TIME PAYROLL	23,751	38,636	41,000	26,776	(11,860)	-30.7%
1003	OVERTIME PAYROLL	101,952	79,778	79,778	79,778	-	0.0%
1010	SPECIAL ASSIGNMENTS	4,721	11,966	11,966	9,360	(2,606)	-21.8%
1020	SOCIAL SECURITY	63,347	70,110	69,000	71,207	1,097	1.6%
	SUBTOTAL PERSONNEL	864,075	991,588	964,744	1,002,009	10,421	1.1%

FULLTIME PAYROLL (210-1001)

Fulltime payroll is comprised of the salaries of all the Police Department employees including the full time clerk. The additional monies would be for contractual obligations for the Officers in the Association. Eleven of the staff has the option to buy back forty hours of their sick time; therefore this contractual obligation has been added.

NAME	BHR	Yearly
CHIEF (1)	\$38.91	\$80,933
CAPTAIN (1)	\$32.83	\$68,286
SERGEANTS (3)	\$29.88	\$62,150
DETECTIVE (1)	\$28.00	\$58,240
COMMUNITY LIAISON (1)	\$26.82	\$55,786
PATROL OFFICER (1)	\$26.39	\$54,891
PATROL OFFICER (2)	\$25.62	\$53,290
PATROL OFFICER (1)	\$25.54	\$53,123
PATROL OFFICER (1)	\$24.52	\$51,002
PATROL OFFICER (1)	\$23.67	\$49,234
ACO / CONTRACTED WITH SPPD		\$9,429

New Clerical F/T		\$38,500
New Clerical P/T		\$11,800
CROSSING GUARD (2 @ 175 days)	\$11.75	PER EVENT

RESERVE OFFICER (1) part time)	\$12.50		
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210	POLICE DEPARTMENT	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002	PART TIME PAYROLL	23,751	38,636	41,000	26,776	(11,860)	-30.7%
1003	OVERTIME PAYROLL	101,952	79,778	79,778	79,778	-	0.0%
1010	SPECIAL ASSIGNMENTS	4,721	11,966	11,966	9,360	(2,606)	-21.8%
1020	SOCIAL SECURITY	63,347	70,110	69,000	71,207	1,097	1.6%

PART TIME PAYROLL (210-1002)

This line item would incorporate the crossing guards which work two events a day for one-hundred-seventy-five days. It also has monies for a part time clerk's position that fills one hundred-forty-two shifts for the year. The Department has Reserve Officers that would assist by working shifts with senior Officers. Allowing the Reserve Officer to work along side senior Officers gives us an opportunity to rate their ability to work by themselves. It also gives them knowledge and confidence in performing their job. The Department has placed thirty such shifts in this line item.

OVERTIME PAYROLL (210-1003)

The Department has decided to maintain the spending level of the overtime line item to the same that was in FY 2010. As you are aware of the Department has adopted a new ten hour schedule. In comparing the new schedule with the old schedule there can be projected savings in overtime, however it would be too presumptuous for the Administration, at least at this point, to decrease this line item. Patrol is well aware that the mission is to cut back the overtime and they are working well in order for that to happen.

One Officer is being deployed to Saudi Arabia and is due to be away March 2010 until December 2010. His schedule has been projected out and it appears that Administration will not have to fill four hundred hours of the 686 total hours vacant.

SPECIAL ASSIGNMENTS (210-1010)

The Department is requested by several entities to perform security at functions. These would include High School games, Town Events, and road races. Monies are collected by the Town for these services, but they are placed into the general fund when received. The only race this does not hold true for is the Beach to Beacon. All Department bills for this race are paid for by the race sponsor and the funds are then returned to 210-1003.

In addition the Department must have special assignments for Halloween, alcohol details, and traffic matters.

210	POLICE DEPARTMENT	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1020	SOCIAL SECURITY	63,347	70,110	69,000	71,207	1,097	1.6%
2004	PRINTING AND ADVERTISING	-	3,000	2,979	3,000	-	0.0%
2007	DUES AND MEMBERSHIPS	375	500	580	650	150	30.0%
2008	TRAINING	34,833	31,200	31,200	31,200	-	0.0%

ADVERTISEMENT (210-2004)

This account would provide monies to place two ads in the Portland Press Herald should they be needed.

MEMBERSHIPS (210-2007)

There have been increases in professional membership dues and this line item reflects that increase.

TRAINING (210-2008)

As we all know training is invaluable, especially when civil court action is being taken against the Department, Town, and the Officer. Therefore, the Department makes sure that all Officers, full time and part time, complete the mandatory training requested by law, which consists of forty hours.

In Cumberland County the police departments belong to the District Two Training Council. This council is made up of representatives of all police departments in District Two. A training schedule is put together for the year and local sites are chosen for the training to be conducted. We are fortunate here in Cape Elizabeth to have the training room at the Fire Station. District Two likes this location so we tend to have three or four training classes at this location. The Department is also fortunate to partner up with the Maine Chiefs of Police Association to attend their training, which are usually topics of what is currently happening in law enforcement today.

As you know all the Officers are either current EMT's or will be attending the EMT class. The initial class is one-hundred-forty hours of training and the refresher class is twenty-eight hours. Along with this training each officer is CPR and AED certified which takes

another 8 hours every two years. The Department is currently sending one Officer through an accident reconstruction class. This class consists of three separate three week sessions, two of which will come in this fiscal year should space be available.

Lastly, the Department is in partnership with South Portland and Scarborough Police Department in a regional tactical team. This team trains once a month for eight hours. They also take one week a year where they get together and do a forty hour block of training. In 2011 new certification requirements are going to be put upon the team by the Maine Criminal Justice Academy Board of Directors. It is anticipated that training will be increased to sixteen hours per month.

210	POLICE DEPARTMENT	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2009	CONFERENCES AND MEETINGS	561	2,000	1,000	1,500	(500)	-25.0%
2010	CONTRACTED CRIME LAB SERVICES	901	6,700	6,700	6,700	-	0.0%
2032	VEHICLE MAINTENANCE	7,222	12,155	12,155	12,155	-	0.0%
2033	RADIO MAINTENANCE	2,187	1,500	1,500	1,500	-	0.0%
2062	MISC. CONTRACT. SVCS.	11,650	10,985	10,985	10,985	-	0.0%
2063	COURSE REIMBURSEMENTS	2,091	3,900	700	3,900	-	0.0%

CONFERENCES (210-2009)

Out of State conferences have not been in the budget for years because of reductions. The Maine Chiefs of Police Association, which I am treasurer, has three functions a year that I attend. This line item is for attendance to the in-state meetings.

CONTRACTED CRIME LAB (210-2010)

The regional lab, which is housed at Portland Police Department, has been working very well. Not only do we have access to up to date equipment, but to the expertise of full time evidence technicians. The Department is charged on a per captia fee and this calculates to only four percent of the total budget for the lab.

VEHICLE MAINTENANCE (210-2032)

The police cruisers are well maintained, as they should be for emergency vehicles. By keeping on top of the routine maintenance we feel it cuts the costs of expensive repairs.

RADIO MAINTENANCE (210-2033)

Miscellaneous Repairs to Radios

MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)

Account 2062 is the account which pays for services provided by companies that assess a somewhat constant monthly fee. Examples of the kinds of services provided for from this account would be: air cards for four laptops, power for the off site radio equipment, one cell phone, parking for court, two phone lines from Fairpoint, paper supplies for the station, and cleaning supplies for the station.

EDUCATIONAL REIMBURSEMENT (210-2063)

This line item is a contractual item. The Department has the possibility of one Officer taking some Masters Classes during this fiscal year.

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3002	GASOLINE	22,333	22,000	22,000	24,750	2,750	12.5%
3004	UNIFORMS	11,774	13,520	13,520	13,650	130	1.0%
3005	MINOR EQUIPMENT	14,455	11,000	11,000	11,000	-	0.0%

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 is \$2.25 per gallon.

OFFICE SUPPLIES (210-3001)

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

MINOR EQUIPMENT (210-3005)

Equipment is very unpredictable when it comes to life expectancy. The Department must have a line item in order to purchase replacement parts and equipment for the Officers to perform their job. Examples of purchases from this account would be flashlights, safety clothing such as vests for both the Officers and crossing guards, tasers, radio parts, batteries, radar repairs and equipment testing.

215	ANIMAL CONTROL	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2010	CONTRACTED SVCS. WITH S. PTLD.	11,440	9,429	9,429	9,540	111	1.2%
2062	ANIMAL FEES	10,591	10,591	10,591	10,728	137	1.3%
3006	MISCELLANEOUS SUPPLIES					-	
215	ANIMAL CONTROL	22,031	20,020	20,020	20,268	248	1.2%

CONTRACTED ANIMAL CONTROL (215-2010)

Again, the Department has entered into an agreement with South Portland to provide Animal Control Services. This line item pays for twenty percent of the Officers salary and benefits.

ANIMAL FEES (215-2062)

By law each and every Town or City must designate a boarding entity for animals. The Department has contracted with Animal Refuge League for the last two years. This line item shows a small increase so as to stay with ARL. They bill on a per capita basis using 8794 x \$1.22.

220	PUBLIC SAFETY COMMUNICATIONS	ACTUAL FY 2009	BUDGET	ESTIMATED	BUDGET	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
			FY 2010	FY 2010	FY 2011		
1001	FULL TIME PAYROLL	189,110	-	-	-	-	
1002	PART TIME PAYROLL	4,879	-	-	-	-	
1003	OVERTIME PAYROLL	40,002	-	-	-	-	
1020	SOCIAL SECURITY	22,301	-	-	-	-	
	SUBTOTAL PERSONNEL	256,292	-	-	-	-	
2010	CONTRACTED PSAP	14,900	168,000	147,000	155,000	(13,000)	-7.7%
2023	MISCELLANEOUS SUPPLIES	320	-	-	-	-	
3004	UNIFORMS	3,742	-	-	-	-	
	SUBTOTAL	18,962	168,000	147,000	155,000	(13,000)	-7.7%
220	DISPATCHING	275,254	168,000	147,000	155,000	(13,000)	-7.7%

CONTRACTED PSAP (220-2010)

FY 2010 will be the first year of having a contracted dispatch service provided for in a regional concept. Currently we have a three year agreement with the City of Portland for dispatching services. This line item provides for dispatching services for fiscal year 2011, along with monies to provide some technical support for our software program.

Portland is billing on a per capita basis using 9068 x \$16.50.

225	WETeam	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002	PART TIME PAYROLL	9,541	10,800	10,800	11,000	200	1.9%
1020	SOCIAL SECURITY	86	865	865	865	-	0.0%
	SUBTOTAL PERSONNEL	9,627	11,665	11,665	11,865	200	1.7%
2000	CELLULAR TELEPHONES	85	-	-	(85)	(85)	
2008	TRAINING	830	1,200	1,200	1,200	-	0.0%
2032	VEHICLE MAINTENANCE	1,012	2,000	2,000	2,000	-	0.0%
2033	RADIO MAINTENANCE	2,416	2,800	2,800	2,800	-	0.0%
2034	EQUIPMENT MAINTENANCE	145	800	800	1,100	300	37.5%
2071	PHYSICALS AND SHOTS	-	1,000	1,000	800	(200)	-20.0%
3002	GASOLINE	249	600	600	500	(100)	-16.7%
3004	UNIFORMS	1,136	1,800	1,800	1,800	-	0.0%
3006	MISCELLANEOUS SUPPLIES	894	600	600	600	-	0.0%
4001	OUTLAY	1,150	1,100	1,100	1,100	-	0.0%
	SUBTOTAL	7,917	11,900	11,900	11,815	(85)	-0.7%
225	WETeam	17,544	23,565	23,565	23,680	115	0.5%

Part Time Payroll (1002)

Pay for 21 regular members

Training (2008)

This account covers the cost of training materials and training ropes the team uses for drills. This also covers the cost of outside trainers and classes.

Vehicle Maintenance (2032)

This covers all the regular maintenance to the command van the boats and their outboard motors.

225	WETeam	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2033	RADIO MAINTENANCE	2,416	2,800	2,800	2,800	-	0.0%
2034	EQUIPMENT MAINTENANCE	145	800	800	1,100	300	37.5%
2071	PHYSICALS AND SHOTS	-	1,000	1,000	800	(200)	-20.0%
3002	GASOLINE	249	600	600	500	(100)	-16.7%

3004	UNIFORMS	1,136	1,800	1,800	1,800	-	0.0%
3006	MISCELLANEOUS SUPPLIES	894	600	600	600	-	0.0%
4001	OUTLAY	1,150	1,100	1,100	1,100	-	0.0%

Radios (2003)

This covers all the radio and pager repairs. The account also covers the purchase cost of two pagers and one portable radio.

Equipment Maintenance (2034)

This covers the repair costs to equipment that is damaged during calls.

Physicals (2071)

All new members are required to take entry physicals at the cost of \$400 each. This also covers any member needing hepatitis shots.

Fuel

This is the fuel for the command van and the three outboard motors.

Uniforms (3004)

This account covers the cost of the team's jump suits and badges at a total cost of \$300 for each set. We also purchase dry suits and float coats from this account, the float coats are \$110 and the dry suits are \$300.

Outlay (4001)

This account covers the cost of replacing the many ropes the team uses in water and high angle rescues.

230	FIRE DEPARTMENT	ACTUAL 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	70,290	71,400	71,400	71,400	-	0.00%
1002	PART TIME PAYROLL	80,923	98,000	98,000	98,000	-	0.00%
1012	HYDRANT SHOVELING	2,917	3,500	3,500	3,500	-	0.00%
1020	SOCIAL SECURITY	10,557	12,700	12,700	12,700	-	0.00%
	SUBTOTAL PERSONNEL	164,687	185,600	185,600	185,600	91,600	49.35%
2000	CELLULAR TELEPHONES	231	1,100	1,100	800	(300)	-27.27%

2007	DUES AND MEMBERSHIPS	5,041	5,000	5,000	4,500	(500)	-10.00%
2008	TRAINING	5,861	6,000	6,000	6,000	-	0.00%
2009	CONFERENCES AND MEETINGS	1,283	1,000	1,000	1,000	-	0.00%
2032	VEHICLE MAINTENANCE	16,102	16,000	16,000	16,500	500	3.13%
2033	RADIO/PAGER MAINTENANCE	8,701	9,000	9,000	9,000	-	0.00%
2034	EQUIPMENT MAINTENANCE	6,175	6,500	6,500	7,500	1,000	15.38%
2071	PHYSICALS AND SHOTS	650	2,400	2,400	1,800	(600)	-25.00%
3002	GASOLINE	7,583	8,600	8,600	8,000	(600)	-6.98%
3004	UNIFORMS	2,651	12,000	12,000	12,000	-	0.00%
3005	MINOR EQUIPMENT	13,226	11,000	11,000	11,500	500	4.55%
3006	MISCELLANEOUS SUPPLIES	10,272	9,000	9,000	12,000	3,000	33.33%
3007	FIRE PREVENTION SUPPLIES	1,345	1,000	1,000	1,000	-	0.00%
		79,121	88,600	88,600	91,600	3,000	3.39%
230	FIRE DEPARTMENT	243,808	274,200	274,200	277,200	3,000	1.09%

230	FIRE DEPARTMENT	ACTUAL 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	70,290	71,400	71,400	71,400	-	0.00%
1002	PART TIME PAYROLL	80,923	98,000	98,000	98,000	-	0.00%
1012	HYDRANT SHOVELING	2,917	3,500	3,500	3,500	-	0.00%
1020	SOCIAL SECURITY	10,557	12,700	12,700	12,700	-	0.00%
	SUBTOTAL PERSONNEL	164,687	185,600	185,600	185,600	91,600	49.35%
2000	CELLULAR TELEPHONES	231	1,100	1,100	800	(300)	-27.27%
2007	DUES AND MEMBERSHIPS	5,041	5,000	5,000	4,500	(500)	-10.00%
2008	TRAINING	5,861	6,000	6,000	6,000	-	0.00%

Full Time Pay (1001)

Fire Chiefs salary

Part Time Payroll (1002)

This covers the pay for two deputy chiefs and the sixty 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 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.

230	FIRE DEPARTMENT	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2009	CONFERENCES AND MEETINGS	1,283	1,000	1,000	1,000	-	0.00%
2032	VEHICLE MAINTENANCE	16,102	16,000	16,000	16,500	500	3.13%
2033	RADIO/PAGER MAINTENANCE	8,701	9,000	9,000	9,000	-	0.00%
2034	EQUIPMENT MAINTENANCE	6,175	6,500	6,500	7,500	1,000	15.38%
2071	PHYSICALS AND SHOTS	650	2,400	2,400	1,800	(600)	-25.00%

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 eight vehicles. This also covers the cost of annual pump tests on the department's four pumpers. We also have all of our ground ladders and the aerial ladder tested annually by a UL certified testing company.

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.

230	FIRE DEPARTMENT	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
3002	GASOLINE	7,583	8,600	8,600	8,000	(600)	-6.98%
3004	UNIFORMS	2,651	12,000	12,000	12,000	-	0.00%
3005	MINOR EQUIPMENT	13,226	11,000	11,000	11,500	500	4.55%
3006	MISCELLANEOUS SUPPLIES	10,272	9,000	9,000	12,000	3,000	33.33%
3007	FIRE PREVENTION SUPPLIES	1,345	1,000	1,000	1,000	-	0.00%

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 \$1300, helmets \$225, 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 would purchase a Blitzfire nozzle at a cost of \$3500 for Engine One. We also need to replace one of our gas meters that measures carbon monoxide and cyanide in buildings. This meter will cost \$3000. They will no longer make the sensors for our current gas meter after 2010.

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.

235	FIRE POLICE UNIT	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002	PART TIME PAYROLL	4,978	6,200	6,200	8,000	1,800	29.0%
1020	SOCIAL SECURITY	221	459	459	459	-	0.0%
3006	MISCELLANEOUS SUPPLIES	2,478	2,600	2,600	2,600	-	0.0%
		7,677	9,259	9,259	11,059	1,800	19.4%

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.

240	MISC. PUBLIC PROTECTION	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002	PART TIME PAYROLL	3,240	3,240	3,240	3,240	-	0.0%
1020	SOCIAL SECURITY	247	248	248	248	-	0.0%
	SUBTOTAL PERSONNEL	3,487	3,488	3,488	3,488	-	0.0%
2074	STREET LIGHTS	69,323	66,100	66,100	54,000	(12,100)	-18.3%
2075	HYDRANT RENTAL	76,015	78,636	78,636	81,781	3,145	4.0%
3006	HARBOR ENFORCEMENT EXP.	-	500	500	500	-	0.0%
3007	COMMUNITY LIAISON EXPENSES	195	1,500	1,500	1,500	-	0.0%
240	MISC. PUBLIC PROTECTION	149,020	150,224	150,224	141,269	(8,955)	-6.0%

PART TIME PAYROLL (240-1002)

Harbormaster Annual Stipend \$3,240

STREET LIGHTS (240-2074)

In fiscal year 2010 the Department went through a tedious task of looking at all the street lights in Cape Elizabeth. Through a written policy, one-hundred-twenty-seven street lights were eliminated. The elimination of the lights, along with the Town Manager signing on with Maine Power Options, has shown significant savings for this fiscal budget.

HYDRANT RENTAL (240-2075)

This amount is for fire protection charges from the Portland Water District as set by the Maine Public Utilities Commission.

COMMUNITY LIAISON (240-3007)

The CLO works with the schools and varies other groups on projects. One of the main projects is school safety. I think we all agree that we need to be trained and have all of our partners on the same page with this project. These monies will assist the CLO is his varies projects.

250	EMERGENCY PREPAREDNESS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002	PART TIME PAYROLL	1,760	1,760	1,760	2,560	800	45.5%
1020	SOCIAL SECURITY	-	137	137	137	-	0.0%
	SUBTOTAL PERSONNEL	1,760	1,897	1,897	2,697	800	42.2%
2033	RADIO MAINTENANCE	250	250	250	250	-	0.0%
3006	MISCELLANEOUS SUPPLIES	-	112	112	250	138	123.2%
	SUBTOTAL	250	362	362	500	138	38.1%
250	EMERGENCY PREPAREDNESS	2,010	2,259	2,259	3,197	938	41.5%

Emergency Preparedness (250)

Part Time Payroll (1002)

Accounts cover the cost of an EMA director and a deputy director.

Radio Maintenance (2033)

This covers the cost of maintaining the radio repeater.

Miscellaneous Supplies (3006)

Covers the cost of office supplies.

To: Members of the Cape Elizabeth Town Council

From: Robert C. Malley, Director of Public Works

Date: February 12, 2010

Re: **FY 2011 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 (645) and Trees (660). Also included are the special fund budgets for Sewers (815), Riverside Cemetery (860) and Fort Williams Park Capital (865).

This budget proposal maintains the essential services and programs traditionally provided by your public works department. As in the past, we have scrutinized each line item to make sure we are only asking for the minimum of resources we need to purchase supplies, parts and contracted services. Many of the accounts have been maintained at the FY 2010 level, but we are seeing increases in the cost of replacement parts for our equipment, fuel and the need to comply with state-mandated requirements of our stormwater program. It is also proposed to increase the materials accounts for the athletic fields to fund essential components of our grounds maintenance program.

No new services (or reinstatement of those cut last year) are proposed in this budget. Heavy Item Pickup, which was a mainstay of our fall program, is not proposed for funding in this budget. We were able to host a couple of “free weeks” for citizens to bring their bulky items to us, enabling us to save fuel and channel our personnel to other productive tasks. We are, however, proposing to host another Household Hazardous/E-Waste Collection in the spring of 2011. This event pays dividends in our stormwater management program and provides a conduit for the citizens to properly dispose of chemicals.

As I have stated in past budget documents, we have several responsibilities under our domain and are often challenged by a lack of funding to properly care for our infrastructure. Our roadway overlay program needs more funding to keep up with continued pavement failure. Though we were able to complete several road and drainage improvements during the 2006 Sewer Rehabilitation project, we should be spending 3 times what we traditionally budget in this area. Our collector sewer system needs more preventative oversight and our stormwater management responsibilities will require more resources in the coming years.

Our recycling rate has made steady gains in the past year. We are benefiting from a slow economy and the popularity of “single sort” recycling. Our numbers are not that far behind our neighbors who have curbside programs, but we still need to work on education in our schools and the community at large. The staff at the Recycling Center; dedicated as they are, continue to be

overwhelmed at times. The size of the site and the need to monitor activities is challenging when there is only one person on duty. It is proposed to add additional hours to better address those issues in this budget.

We have achieved some savings in a few areas. Our annual assessment (and tipping fee) at EcoMaine is scheduled to be kept at the FY 2010 level, which is a major piece of our Refuse & Recycling budget. Our overall tonnage is down, but may inch upward as the global economic climate slowly improves with each day. We recently opened bids on container services and will achieve some real savings in the transportation on refuse from the schools and recyclables in this budget. The prices received are good for two years, extending the savings into FY 2012. We also opened bids this month on portable toilet services, saving an estimated \$5,800 over four budgets in the next budget cycle (FY 2011).

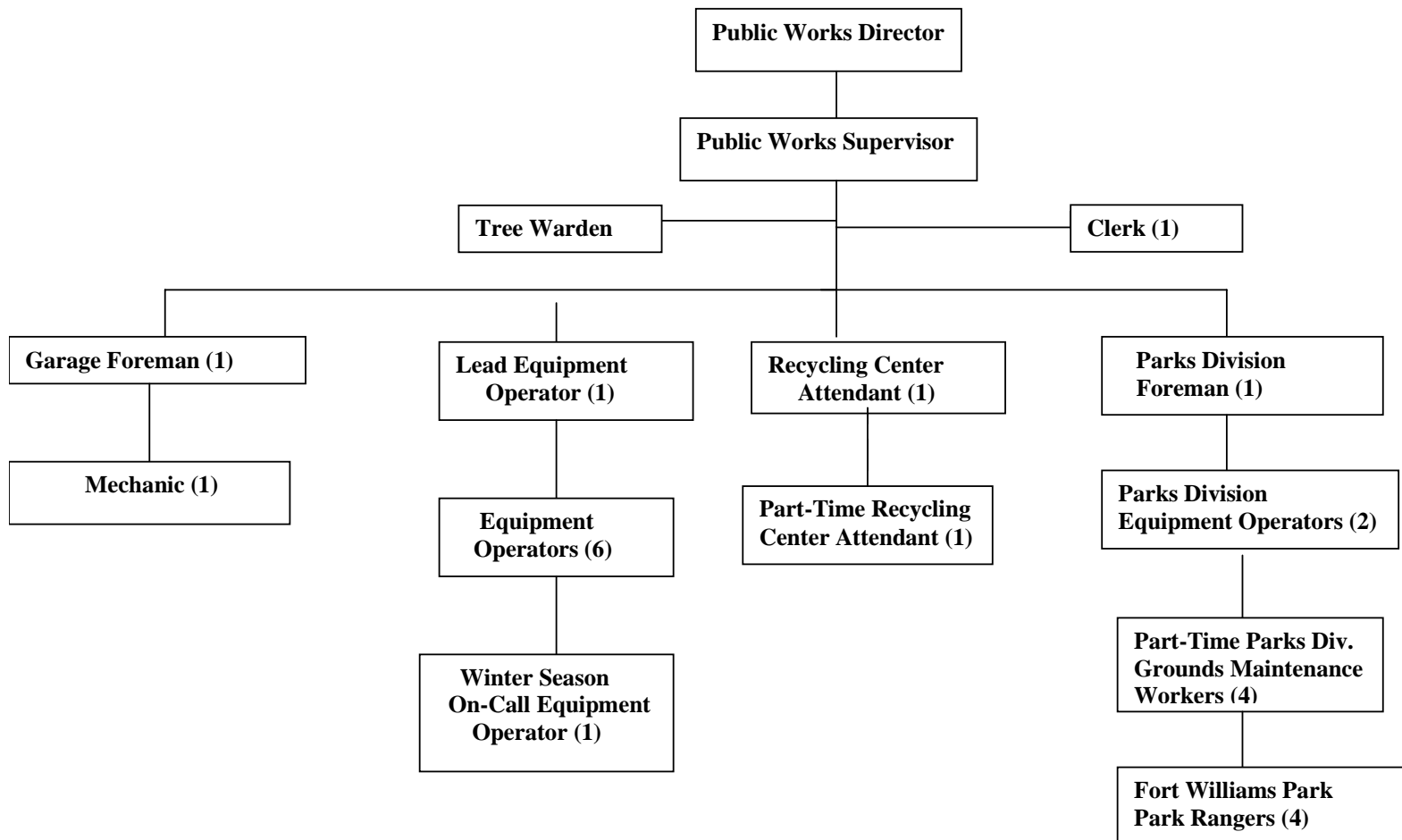
The cost of motor fuels has decreased slightly as of late, but we are projecting that our fuel and heating oil expenditures for this year will come at the FY 2010 funding levels, unless we have an extended cold and snowy finish to winter. To that end, we have locked into a gasoline and diesel fuel price for the coming fiscal year, which will provide a stable impact for both the Town and School budget.

As always, thanks should go to my department personnel for their teamwork and dedication, as they serve the citizens each day. The Town is fortunate to have them and they are a real pleasure to work with. I would again like to thank Mike McGovern for his and guidance and support throughout the year.

PUBLIC WORKS (310)

PERSONNEL & SALARY INFORMATION

**Cape Elizabeth Public Works Department
Organizational Chart
2010/2011**



310	PUBLIC WORKS	ACTUAL 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	486,753	502,515	502,000	503,243	728	0.1%
1002	PART TIME PAYROLL	2,397	3,863	3,400	3,863	-	0.0%
1003	OVERTIME PAYROLL	88,484	89,130	88,000	89,300	170	0.2%
1020	SOCIAL SECURITY	43,760	45,556	45,395	45,625	69	0.2%
	SUBTOTAL PERSONNEL	621,394	641,064	638,795	642,031	967	0.2%

Full-Time Payroll (1001)

Actual FY 2010

FY 2011

Public Works Director	\$81,088	\$81,088
Public Works Supervisor (40 hrs. @ \$26.57/hr. @ 52 wks.)	55,266	55,266
Garage Foreman (40 hrs. @ \$24.89/hr. @ 52 wks)	51,753	51,753
Mechanic (40 hrs. @ \$21.36/hr. @ 52 wks.)	44,428	44,428
Lead Operator (40 hrs. @ \$21.27/hr. @ 52 wks.)	44,242	44,242
Equipment Operator (40 hrs. @ \$19.99/hr. @ 52 wks.)	41,579	41,579
Equipment Operator (40 hrs. @ \$19.99/hr. @ 38 wks.)	30,385	30,385
Equipment Operator (40 hrs. @ \$19.99/hr. @ 52 wks.)	40,851	41,579
Equipment Operator (40 hrs. @ \$19.63/hr. @ 52 wks.)	40,851	40,851
Equipment Operator (40 hrs. @ \$19.28/hr. @ 52 wks.)	40,102	40,102
Parks Equipment Operator (40 hrs. @ \$19.99/hr. @ 6 wks.)	4,798	4,798
Parks Equipment Operator (40 hrs. @ \$19.63/hr. @ 6 wks.)	4,714	4,714
Customer Service Clerk (40 hrs. @ \$18.73/hr. @ 52 wks.)	38,958	38,958
Seasonal Equipment Operators (225 hrs. @ \$17.16/hr.)		

Note: At the time of this budget submittal, negotiations are still underway with the Local #340 of the Teamsters. All pay amounts shown are listed at 0%, with the exception of those employees eligible for a step increases as part of the CBA.

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

The hourly rate charged to other departments is proposed to stay at the FY 2010 rate of \$30.00/hour, which is considerably less than the rate charged by private sector maintenance facilities (\$80-\$90/hour). The number of hours charged to other departments for mechanical services averages around 550 each year. This total (\$16,500) is deducted from the gross salary amount listed in account 310-1001.

Part Time Plowing Personnel (1002)

We utilize an on-call individual to assist with our snow plowing operation during the winter months. To my knowledge, this will be William H. Jordan, Jr.'s 40th year plowing snow for the Town and I would like to recognize him for his long tenure with the department. He has been extremely dedicated and has sacrificed countless nights and weekends to work with us over the years, when he could have been pursuing other endeavors. This position is budgeted for approximately 15 plowable storms. This appropriation covers approximately 225 personnel hours, which is same number of hours budgeted for the past several years. It should be noted that this line item could be affected by a longer-than-average winter season.

Overtime Account (1003)

This account covers overtime for all winter and summer road maintenance activities, storm emergencies, municipal activities and other road emergencies. As always, I would stress to members of the Town Council, 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 not taken into account any increases approved as part the collective bargaining process, which is still ongoing at the time of this submittal.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2000	CELLULAR TELEPHONES	1,708	1,550	1,550	1,620	70	4.5%
2003	WATER AND SEWER	3,813	4,500	4,400	4,500	-	0.0%

Cellular Telephone Service (2000)

This account funds a portion of the cellular phone expense of the Director, Supervisor and Parks Foreman. The usage varies depending on the weather, department activities and projects. They are now used extensively for Town-related business. It is proposed to increase

the contribution from \$500.00 to \$540.00 annually to each individual.

Water & Sewer (2003)

This account covers water consumption and sewer rate charges at the entire Gull Crest Complex (Public Works Facility, Community Garden, Recycling Center & the two athletic fields). The entire complex is serviced by one 8” water main connected to the Spurwink Avenue main. The irrigation systems for the Gull Crest Fields account for over 30% of this line item. A portion of the water expense is charged off to the Parks (640) water account to cover the athletic field water usage.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2004	PRINTING AND ADVERTISING	916	1,000	1,000	1,000	-	0.0%
2007	DUES AND MEMBERSHIPS	301	305	307	307	2	0.7%
2008	TRAINING AND ALLOWANCES	9,633	12,000	12,000	12,500	500	4.2%

Printing & Advertising (2004)

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

Dues & Memberships (2007)

This pays for the Town’s public agency membership in the **American Public Works Association (\$232.00)**. 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 funding issues.

Training & Allowances (2008)

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

It is being increased by \$1,000, due to an increase in the ASE certification stipend payout. We are also anticipating one more of our personnel obtaining a Class “A” license, which will make 13 individuals who would be eligible for that stipend. They are annual and as follows:

- Class “A” License Stipend \$500.00 (12 individuals), Mechanic Tool Replacement \$400.00 (2 Individuals), Anticipated Mechanic “ASE” Certification Stipends \$1,900.00 and \$2,950.00 respectively, Maine Local Roads Certifications \$25.00/class, not to exceed \$200.00/individual, Certified Transfer Station Attendant (per D.E.P. standards) \$500.00 annual lump sum (1 Individual)

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2009	CONFERENCES AND MEETINGS	147	150	150	150	-	0.0%
2021	EQUIPMENT RENTAL	1,718	1,500	1,500	1,500	-	0.0%
2022	UNIFORM RENTAL	3,803	4,340	4,340	4,340	-	0.0%
2025	SAFETY EQUIPMENT	7,536	9,000	9,400	9,500	500	5.6%

Conferences & Meetings (2009)

This account covers expenses for local workshops and meetings.

Equipment Rental (2021)

This appropriation covers rental of minor equipment not owned by the Town. We occasionally rent a small drum roller for minor hot top projects and a small brush chipper from a local contractor.

The department leases numeric pagers for the winter season call personnel during the winter months and for the Supervisor and Foreman, who share on-call duties throughout the year. The monthly charge is \$10.00 per pager/month. The total for pager rental is approximately \$600.00/year.

Employee Uniform Rental (2022)

Our current provider, Pratt Abbot Cleaners, has provided excellent service to the department for several years now. This will be the second year of a three-year agreement with them. This contract provides for 7 shirts, 7 pants and 2 jackets for each individual, plus 4 pairs of shop coveralls for the operators. The mechanics (2) receive the same allotment, plus 5 sets of coveralls. The uniform rental has been spread over several budgets, with 28 weeks being charged off to the 310 budget.

Safety Equipment Allowance (2025)

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

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2032	EQUIPMENT MAINTENANCE	65,624	61,000	68,000	65,000	3,400	5.6%
2033	RADIO MAINTENANCE	1,793	1,500	950	1,400	(100)	-6.7%
2036	TRAFFIC SIGNAL MAINT	418	1,000	1,200	1,200	200	20.0%

Equipment Maintenance (2032)

This account covers all maintenance expenses for all motorized equipment utilized by the department. Examples of items purchased include oil filters, tires, cutting edges, lubricants, replacement parts and any sub-contracted repairs. The winter environment that our equipment works in is very demanding and is taking its toll on some of our older pieces of equipment. The cost of unexpected spring repairs alone can have an adverse affect on this account. We are also starting to see incremental increases in the prices of filters and other replacement parts. Combine this with the uncertain price of petroleum and raw materials, and the price we pay for lubricants, cutting edges and tires will increase. It is proposed to increase this account by 5.6%.

Two-Way Radio Maintenance (2033)

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

Traffic Signal Maintenance (2036)

This amount covers the annual maintenance check, 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 new (solar-powered) pedestrian crossing signals at Key Bank and the bi-annual programming of the School Zone flashers within the Town Center. Due to the age of our equipment (school zone timers and enclosures that should be upgraded), I am recommending that we increase this account slightly.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2038	STORM DRAIN CLEANING	21,871	22,000	26,166	25,000	3,000	13.6%
2039	PAVEMENT MARKINGS	18,293	18,125	18,125	18,125	-	0.0%

2050	MAILBOX REPAIR	296	300	300	300	-	0.0%
2063	ALARM SYSTEM MONITORING	1,234	1,600	1,200	1,600	-	0.0%

Contracted Catch Basin Cleaning (2038)

This account covers the cost of contracted vacuum cleanings of our 900+ stormwater catch basins along with the disposal of the spoils removed. The spoils are considered a “special waste” by the DEP and must be taken to a licensed facility in Scarborough. The cost to dispose of them this past year (FY 2010) was \$6,500.00. This account is impacted by the severity and duration of our winter season, which can dictate the amount of sand that is applied. Some of this sand eventually finds its way into our storm water runoff system, which is the primary reason for cleaning these structures each year. This account is being increased to address the higher cost to dispose of the catch basin spoils.

Pavement Markings (2039)

This account covers the expense of all pavement markings (yellow centerlines and white edge lines) on all Town-maintained roads. It also covers the painting of parking stalls, crosswalks, arrows and H-Cap symbols on all municipal and school property.

Damaged Mailbox Repairs (2050)

This account covers repairs to mailboxes damaged in the course of snow plowing. It is a small sum and saves a great deal of aggravation when dealing with citizens on this issue.

Fire Alarm Monitoring Services (2063)

Covers the monitoring services for our fire alarm system at Cooper Drive. It also covers a monthly phone service fees. These are traditional copper lines that are for the sole purpose of transmitting fire alarm signals. Our current phone system is connected via a fiber optic line that runs from the Town Center Fire Station. Fiber Optic however, is not compatible with fire alarm panels and will not transmit a signal. NFPA codes require two phone lines for each fire alarm panel.

310	PUBLIC WORKS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2071	PHYSICALS AND SHOTS	809	1,200	1,300	1,500	300	25.0%
3001	OFFICE SUPPLIES	1,125	1,250	1,250	1,250	-	0.0%
3002	GASOLINE	3,283	11,000	11,000	10,400	(600)	-5.5%
3003	HEAT	21,074	16,960	16,000	16,960	-	0.0%
3005	MINOR EQUIP & TOOLS	5,288	4,500	4,500	4,500	-	0.0%

Physicals & Drug Testing (2071)

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

Office Supplies (3001)

This account covers office supplies, copier/printer paper, inkjet cartridges, etc.

Gasoline (3002)

The gallonage is based on a 5-year average. For FY 2011, we have locked in with a supplier for \$2.245/gal.with an estimated usage of 4,600 gallons. The current price per gallon at the time of this submission is \$2.14/gal.

Heat (3003)

This account covers heating oil for the facility on Cooper Drive. The Facilities Manager provides us with the budget number for this submission.

Minor Equipment (3005)

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

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3006	MISCELLANEOUS SUPPLIES	726	750	750	750	-	0.0%
3030	AGGREGATE MATERIAL	1,172	1,000	1,000	1,000	-	0.0%
3031	SAND	13,837	12,000	12,000	12,000	-	0.0%
3032	SALT & CALCIUM	96,818	109,000	115,000	112,500	3,500	3.2%

Minor Equipment (3005)

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

Aggregate Materials (3030)

This account covers the cost of gravel and reclaimed asphalt for small projects. It is being reduced slightly.

Winter Sand (3031)

This account covers the purchase of screened sand for winter road maintenance purposes. Though it is hard to estimate this year's usage, I have estimated that we will use approximately 500 more 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 1,100 cubic yards @ \$10.25/yard. Screened sand is always more expensive for us because of our geographical location and the transportation costs associated with that.

Salt & Liquid Calcium (3032)

This account covers the cost of rock salt and liquid calcium 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. 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.

The salt routes are primarily tailored around the school bus routes and the collector/feeder road network. We have also found that applying more salt "avoids" the tremendous clean-up costs of sand in the spring. The cost to sweep, the removal of sand from catch basins, along with trucking the discarded sand can be three times the price of pure salt. MDOT is now applying more salt on their network in an effort to contain spring clean-up costs.

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 2010 bid (through GPCOG Joint Services) price for salt was \$67.67/ton. The department has traditionally budgeted 1,500 tons of salt and 4,000 gals. of liquid calcium for a normal winter season. For FY 2011, I am recommending that we budget \$69.00/ton for salt and \$2.25/gal. for liquid calcium. This account was reduced last year in the hopes we would have a mild winter season. It is too early to tell at this point, but we are probably going to come in over budget even after reducing our application rates after February 1st.

At the time of this budget submission, we are having discussions with MDOT about the possibility of obtaining salt-brine from them in exchange for performing summer maintenance on the portions of Route 77 outside of the urban compact lines. The hope would be to transport the liquid in our tank truck and utilize our existing on-board spray systems and bulk storage container. The transition to salt brine would reduce our reliance on liquid calcium, saving us money (\$9,000/year) and using a product that is less harmful to the environment and our equipment. Gorham has recently entered into a similar agreement with them to the mutual benefit of both parties. Salt brine is becoming more popular as a wetting agent across the country.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3033	PATCH	5,034	4,500	3,500	4,500	-	0.0%
3035	GUARDRAIL	(502)	250	250	250	-	0.0%
3036	STREET SIGNS	5,355	5,000	5,000	5,000	-	0.0%
3038	STORM DRAIN MATERIAL	7,729	11,000	9,000	11,000	-	0.0%

Cold Bituminous Mix (3033)

This account pays for asphalt (hot top) picked up locally for smaller projects and our annual consumption of “cold patch”.

Guardrail Maintenance/Replacement (3035)

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

Storm Drain Maintenance Materials (3038)

All replacement catch basins, frames, crushed stone, culverts, and drainage pipe are appropriated from this account. We also purchase loam and seed for restoration projects and pay for contracted hydro-seeding of our drainage swales out of this account.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3039	STORMWATER MANDATE	14,318	10,000	10,000	12,500	2,500	25.0%

D.E.P. Storm Water Mandate (3039)

The Town is required to comply with elements of the EPA’s Clean Water Act. Compliance is attained by the submission of a **Stormwater Management Plan (SMP)** every five years to the Maine Department of Environmental Protection. This plan requires a greater effort on our part to address the care and maintenance of our stormwater infrastructure. The Town is obligated to be proactive with public education, storm drain outfall inspections and post-construction monitoring of stormwater infrastructure accepted by the

Town. 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.

Our efforts to work on stormwater initiatives have been done on a cooperative basis for the last seven 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 law. The funds are a good investment and we are saving money by working in a collective fashion. The funds requested support the following endeavors:

- Facilitation of ISWG meetings, subcommittees and overall structure
- Liaison with DEP, Casco Bay Estuary, legislative officials and other partners
- Sharing the services of a public education coordinator
- Producing an annual “yardscaping” education program hosted by 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
- Submission of an annual report that is required by the MDEP

As part of our SMP, we are required to annually update our infrastructure maps to show more specific details of our stormwater system by the end of the current five-year cycle (June 2013). This includes showing directional flows from structures and creating a watershed-based map. We are also required to provide more details on the outfalls, by assigning them an I.D. number and identifying the receiving waterbody. The cost to meet the obligations of this requirement is \$5,750, which is based on a proposal from the Town Engineer. It is proposed to start working on this requirement in FY 2011.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3040	DIESEL FUEL	37,390	27,300	27,300	32,000	4,700	17.2%

Diesel Fuel (3040)

We are currently using an average of 14,000 gallons per year, but this can vary due to the severity, and duration of a winter season. In FY 2010, we locked in with a supplier for \$2.07/gallon. For FY 2011, we have done the same, at a price of \$2.285/gal.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
1001	FULL TIME PAYROLL	64,488	67,577	67,577	67,577	-	0.0%
1002	PART TIME PAYROLL	16,548	18,572	19,300	21,715	3,143	16.9%
1003	OVERTIME PAYROLL	3,459	2,256	2,015	2,256	-	0.0%
1020	SOCIAL SECURITY	7,477	6,763	6,800	7,003	240	3.6%
	SUBTOTAL PERSONNEL	91,972	95,168	95,692	98,551	3,383	3.6%
2002	POWER	3,266	7,420	7,420	7,420	-	0.0%
2003	WATER & SEWER	-	-	-	-	-	
2004	RECYCLING PRINTING & ADVERTISING		2,000	2,000	2,000	-	0.0%
2012	ecomaine FEES	595,512	664,684	615,000	591,200	(73,484)	-11.1%
2014	DEMOLITION MATERIAL DISPOSAL	30,028	38,521	35,000	38,544	23	0.1%
2015	HAZARDOUS MATERIALS DISPOSAL	16,883	22,300	16,000	15,800	(6,500)	-29.1%
2021	EQUIPMENT RENTAL	10,667	300	150	300	-	0.0%
2022	UNIFORM RENTAL	1,085	1,085	1,085	1,085	-	0.0%
2032	VEHICLE MAINTENANCE	4,398	4,500	5,000	4,500	-	0.0%
2062	MISC. CONTRACT SVCS.	723	800	1,000	1,080	280	35.0%
2063	ALARM SERVICE	1,001	1,800	1,900	1,800	-	0.0%
3002	GASOLINE	524	352	352	375	23	6.5%
3006	MISCELLANEOUS SUPPLIES	1,304	1,500	1,500	1,500	-	0.0%
3040	DIESEL FUEL	6,248	4,374	4,374	5,125	751	17.2%
	SUBTOTAL	671,639	749,636	690,781	670,729	(78,907)	-10.5%
320	REFUSE DISPOSAL	763,611	844,804	786,473	769,280	(75,524)	-8.9%

REFUSE & RECYCLING (320)

ACCOUNT SUMMARY

PERSONNEL & SALARY INFORMATION

FULL-TIME PAYROLL (1001)

	Actual FY 2010	FY 2011
Recycling Center Attendant (40 hrs. @ \$18.40/hr. @ 52 wks.)	\$38,272.00	\$38,272.00
Equipment Operator (40 hrs. @ \$19.63/hr. @ 38 wks.)	29,305.00	29,305.00

PART-TIME PAYROLL (1002)

Part-Time Recycling Center Attendant

(32 hrs./wk./yr. (average) @ \$13.05/hr. @ 52 wks.

18,572.00

21,715.00

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)

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 operation of the Recycling Center realistically requires additional staff time to effectively (and successfully) manage the verification, placement and disposal of material. Asking one person to check in-coming vehicles, monitor the Swap Shop, observe what is going into the compactor and checking contractors and their loads has become an unreasonable demand. No one individual can do that successfully, and still meet the expectations of the position. Now that we are closed on Thursday; Wednesday and Friday have become much busier, which is the reason for proposing that additional staff time be added for FY 2011.

The individual that was originally hired to fill the Recycling Educator's position left to pursue other career endeavors at the end of September. Due to the impending start of unpredictable weather and a lack of applicants, we temporarily added 6 hours on to the part-time position to assist with the educational component and help with the management of materials at the Center, at the approval of the Town Manager. It is proposed to continue our educational efforts, but do it with attendants, who can multi-task more effectively than the Recycling Educator position.

The part-time worker is currently working Mon., Fri., and Sat., for a total of 22 hours week. It is now proposed that the position be budgeted for 30.5 hours/week so that there are two staff members on duty on every day we are open.

Overtime (1003)

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

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2002	POWER	3,266	7,420	7,420	7,420	-	0.0%
2003	WATER & SEWER	-	-	-	-	-	
2004	RECYCLING PRINTING & ADVERTISING		2,000	2,000	2,000	-	0.0%
2012	ecomaine FEES	595,512	664,684	615,000	591,200	(73,484)	-11.1%

Recycling Promotion & Advertising (2004)

This account previously appeared in the Capital Improvement portion of the budget. It pays for recycling promotional activities, the purchase of recycling containers and educational materials, upon the recommendation of the Recycling Committee.

EcoMaine Assessment (2012)

As always, the tipping fee at EcoMaine is the largest single line item in the municipal budget. The number of tons of municipal solid waste (that which we transport to them) actually dropped from the previous fiscal year by almost 400 tons. It has dropped approximately 20% over the last five years across the EcoMaine owner communities. This is due to mostly due to a weakened economy, but the advent of “single stream” has definitely enhanced our overall recycling program. We are not very far behind some communities with curbside collection programs, which says a great deal about the efforts of our citizens. It is anticipated that the economy will rebound slowly and that our tonnage may actually rise slightly as home sales and spending increases, which can affect our tonnage.

The hauling of the household drop off containers, or “silver bullets”, is also charged to this account. The current hauling charge is \$70.00 per pull, which will be in effect until June 30, 2012. The market for all recyclable materials is inching upward, but we have a long way to go get back to the market levels of 2007.

The cost to haul and dispose of refuse and recyclables generated at the schools is detailed below. After seeking competitive bids, these costs are lower than last year. We have been working with School staff to increase their recycling rate, especially at the Middle School. The Recycling Committee and Town staff will continue to work with the school administrators this year to achieve greater results, which will save us money in the long run.

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

FY 2011 EcoMaine Annual Assessment* \$269,540.00
 Compactor Refuse: 2,800 tons @ \$88.00/ton = \$246,400.00
 School Campus (Both) Container Pulls (Refuse & Single Stream Recycling):
 315 services/year for 10 cu.yd. refuse container @ \$10.00/service = \$3,150.00
 210 services/year for 8 cu.yd. single-stream recycling container @ \$10.00/services = \$2,110.00
 ecoMaine Recycling Containers: "Silver Bullets" at the Recycling Center and Town Hall:
 800 pulls/year @ \$70.00/pull = \$56,000.00
 Corrugated Cardboard Recycling: 200 pulls/year @ \$70.00/pull = \$14,000.00

*Based on a five-year average of our tonnage (FY05-09), which is 3,456 tons. FY 2009 actual tonnage was 2,875 tons. It is anticipated that the tonnage for FY 2010 will end up around 2,700 tons.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2014	DEMOLITION MATERIAL DISPOSAL	30,028	38,521	35,000	38,544	23	0.1%

Brush & Demolition Removal (2014)

This account covers the volume reduction and removal of brush, woodwastes, white goods and demolition material (asphalt shingles, sheetrock, and concrete). Funding for the Fall, Heavy Item Collection in 2009 was eliminated during the FY 2010 budget process. In lieu of that, fees were waived for two weeks so residents (not contractors) could bring their own material to the Recycling Center at no charge. We did not fully anticipate the volume of material that was ultimately brought in, especially bulky wastes and white goods. To address that issue, funds have been proposed for additional pulls (and disposal costs) for both of these items, if you choose to continue that program.

The number of applicable container pulls (metal, bulky waste, etc.) has been adjusted slightly for FY 2011.

Clean Wood (Brush & Limbs) Grinding: No charge for this service
 Demolition Wood Disposal: 520 tons/year @ \$23.00/ton = \$11,960.00
 Gypsum Board Container Pulls: 12 pulls/year @ \$60.00/pull @ \$50.00/ton per 5.6 tons of gypsum (avg.) = \$4,080.00
 Asphalt Shingle Container Pulls: 12 pulls/year @ \$60.00/pull @ \$50.00/ton per 9.3 tons of shingles (avg.) = \$6,300.00
 Glass Container Pulls: 3 pulls/year @ \$60.00/pull @ \$36.00/ton per 8.0 tons of glass (avg.) = \$1,044.00
 Aluminum Container Pulls: 3 @ \$70.00/pull = \$210.00
 Bulky Wastes (Couches, Chairs, Carpeting, etc.): 40 pulls/year @ \$70.00/haul, per 2.00 tons of waste (avg.) @ \$49.00/ton = \$6,720.00
 White Goods/Metal Container Pulls: 40 pulls/year @ \$70.00/pull = \$2,800.00
 Tire Disposal: 500 tires @ \$2.50/tire = \$1,250.00

Concrete/Brick Disposal: 180 tons/year @ \$8.50/ton = \$1,530.00
 Freon Removal: 300 units @ 8.00/unit = \$2,400.00 Stump Disposal: \$250.00

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2015	HAZARDOUS MATERIALS DISPOSAL	16,883	22,300	16,000	15,800	(6,500)	-29.1%
2021	EQUIPMENT RENTAL	10,667	300	150	300	-	0.0%
2022	UNIFORM RENTAL	1,085	1,085	1,085	1,085	-	0.0%
2032	VEHICLE MAINTENANCE	4,398	4,500	5,000	4,500	-	0.0%
2062	MISC. CONTRACT SVCS.	723	800	1,000	1,080	280	35.0%
2063	ALARM SERVICE	1,001	1,800	1,900	1,800	-	0.0%

Household Hazardous Waste & E-Waste Collection (2015)

It is again proposed to sponsor a Household Hazardous and E-Waste Collection in May of 2011. This is truly the best way to coordinate the disposal of chemicals, protect the environment and meet one of the requirements of our stormwater plan. Residents came out in large numbers for the collection held this past May with over 350 vehicles dropping off materials. The collection is held at the Public Works Facility and coordinated by a private contractor, with assistance by our personnel. The amount of material we take in continues to drop since our first collection in May of 2000, which is the conventional wisdom if you do these collections on an annual basis. Also, the cost to dispose of e-waste has also dropped, which is reflected in a reduced funding request for FY 2011.

Equipment Rental (2021)

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

Equipment Maintenance (2032)

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

Contingency (2062)

This account pays for some miscellaneous supplies, but it primarily covers our monthly EZ-Pass expense to utilize the Maine Turnpike to transport refuse to EcoMaine.

Alarm Service Monitoring (2063)

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

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3002	GASOLINE	524	352	352	375	23	6.5%
3006	MISCELLANEOUS SUPPLIES	1,304	1,500	1,500	1,500	-	0.0%
3040	DIESEL FUEL	6,248	4,374	4,374	5,125	751	17.2%
	SUBTOTAL	671,639	749,636	690,781	670,729	(78,907)	-10.5%
320	REFUSE DISPOSAL	763,611	844,804	786,473	769,280	(75,524)	-8.9%

Gasoline (3002)

A small amount of gasoline is charged off for Refuse Disposal operations. It is budgeted at \$2.245/gallon.

Misc. Supplies (3006)

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

Diesel Fuel (3040)

This covers diesel fuel for the tractor-unit that hauls the transfer trailers and the bulldozer used in the staging area. It is budgeted at \$2.285/gallon.

510	LIBRARY	ACTUAL 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	262,764	266,928	268,428	268,428	1,500	0.56%
1002	PART TIME PAYROLL	85,255	86,310	86,310	86,310	0	0.00%
1020	SOCIAL SECURITY	25,315	27,023	27,137	27,137	114	0.42%
	SUBTOTAL PERSONNEL	373,334	380,261	381,875	381,875	1,614	0.42%
2004	PRINTING & ADVERTISING	367	500	500	500	0	0.00%
2005	POSTAGE	2,276	2,600	2,600	2,600	0	0.00%
2006	TRAVEL	463	634	634	634	0	0.00%
2007	DUES & MEMBERSHIPS	725	725	725	755	30	4.14%
2009	CONFERENCES AND MEETINGS	45	500	500	560	60	12.00%
2062	CONTINGENCY	75	150	150	150	0	0.00%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	0	0.00%
3001	OFFICE SUPPLIES	4,489	4,250	4,250	11,750	7,500	176.47%
3020	BOOKS & PERIODICALS	32,125	31,826	31,826	39,799	7,973	25.05%
3022	AUDIO VISUAL MATERIALS	4,963	5,000	5,000	5,000	0	0.00%
3100	ELECTRONIC RESOURCES	3,801	4,200	4,200	4,200	0	0.00%
4001	OUTLAY	401	500	500	500	0	0.00%
	SUBTOTAL	49,730	50,935	50,935	66,498	15,563	30.55%
510	LIBRARY	423,064	431,196	432,810	448,373	17,177	3.98%

PERSONNEL INFORMATION

Full Time Account (1001)

	FY2010	FY2011	
Head Librarian	63,860.	63,860.	0% increase above FY10 budgeted amount.
Children's Librarian	45,436	45,436.	0% increase above FY10 budgeted amount.
Circulation Librarian	39,827.	40,502.	0% increase above <i>adjusted</i> FY10 budgeted amount.
Adult / YA Librarian	44,510.	44,875.	0% increase above <i>adjusted</i> FY10 budgeted amount.
Office Clerk / Cataloger	33,248.	33,248.	0% increase above FY10 budgeted amount.
Reference Librarian	<u>40,047</u>	<u>40,507.</u>	0% increase above <i>adjusted</i> FY10 budgeted amount.
	266,928	268,428.	0% increase above <i>adjusted</i> FY10 budgeted amount.

Full Time staff levels are based on the following assumptions:

- Total Full Time hours available = 240/wk

The same 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 follows:

Circulation Desk	55/wk
Adult Ref. Desk	55/wk
Ch. Ref. Desk	55/wk
Tech. Services	55/wk
Ad. Serv. Office	20/wk
Ch. Serv. Office	20/wk
YA Serv. Office	20/wk
Administration	40/wk
Earned Vacation	25/wk
Total	345/wk

FY 2010

<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>
624 (1)	\$14.49	9,044.38
482 (1)	\$14.49	6,986.20
936 (1)	\$14.49	13,566.57
936 (1)	\$15.28	14,301.71
744 (1)	\$15.28	11,368.02
<u>1,612 (1)</u>	<u>\$19.26</u>	<u>31,043.25</u>
5334 (5)	N/A	86,310.14

FY 2011

<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>Comparison</u>
624 (1)	\$14.49	9,044.38	Substitute Line
482 (1)	\$14.49	6,986.20	0% increase above FY09 budgeted rate.
936 (1)	\$14.49	13,566.57	0% increase above FY09 budgeted rate.
936 (1)	\$15.28	14,301.71	0% increase above FY09 budgeted rate.
744 (1)	\$15.28	11,368.02	0% increase above FY09 budgeted rate.
<u>1,612 (1)</u>	<u>\$19.26</u>	<u>31,043.25</u>	0% increase above FY09 budgeted rate.
5334 (5)	N/A	86,310.14	0% increase above FY09 budgeted rate.

FY2010	FY2011	DIFFERENCE	
Total Hours	5334	5334	0
Total PT Costs	86,310.	86,310.	0.

Note: All pay amounts shown for FY 2010 are subject to review within our pay classification plan.

Part Time Staff Levels are based on the following assumptions:

- ◆ The minimum number of staff hours required to run the library at current service hours is **345/wk.**
- ◆ Full Time hours in budget: **240/wk**
- ◆ Total Part Time hours budgeted = 102.6/wk (Deficit 2.4/wk)

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2004	PRINTING & ADVERTISING	367	500	500	500	0	0.00%
2005	POSTAGE	2,276	2,600	2,600	2,600	0	0.00%
2006	TRAVEL	463	634	634	634	0	0.00%
2007	DUES & MEMBERSHIPS	725	725	725	755	30	4.14%

Printing and Advertising (2004)

Level funded.

Postage (2005)

Level funded. Dean Corner of the Maine State Library informs me that the current delivery fee is likely to increase to \$9.50/stop (\$1,976/yr) in July of 2010. We were lucky to save almost \$400 this summer when contract problems led to hiring a new vendor for delivery. These savings are helping to offset an unexpected rise in US postage costs stemming from increases in postal rates, ILL demands and increased mailings for overdue materials.

Travel (2006)

Level funded. The FY11 figure is once again based on one trip per month to Augusta for MINERVA meetings for a total of \$634 using the rate of \$0.44/mi. effective January 1, 2009 (c.f. <http://www.maine.gov/osc/travel/travelfaq.htm>)

Dues & Memberships (2007)

Covers the rising cost of dues for professional staff: **3** ALAs (\$390), **1** PLA (\$50), **1** YALSA (\$50), **1** NELA (\$70) and **4** MLAs (\$195).

510	LIBRARY	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2009	CONFERENCES AND MEETINGS	45	500	500	560	60	12.00%
2062	CONTINGENCY	75	150	150	150	0	0.00%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	0	0.00%
3001	OFFICE SUPPLIES	4,489	4,250	4,250	11,750	7,500	176.47%

Conferences & Meetings (2009)

Includes costs for meetings and conferences sponsored by professional associations: 2 SMLD Council Meetings (\$50), 2 SMLD Reading Round Up (\$110), and 2 MLA Conference (\$400.) We have reduced the number of meetings projected to offset some of the higher costs anticipated.

Programs (2010)

Zero funded. This account has been used historically to compensate performers and presenters for conducting “special” programs; this year, we again propose tapping the remaining Barbara Chase Fund for \$1,100. ***(n.b. This will be the final draw down from the Chase funds as both accounts will be exhausted in FY11.)***

Office Equipment & Repair (2034)

Zero funded. For unforeseen equipment failures we must either turn to the TMLF, the Chase Funds or see about transferring funds from under-expended budget lines! ***(n.b. This will be the final draw down from the Chase funds as both accounts will be exhausted in FY11.)***

Contingency Fund (2062)

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

Miscellaneous Contract Services (2072)

Level funded.

Office Supplies (3001)

Level funded except \$7,500 for 1st Phase of RFID Tag Implementation

Miscellaneous Supplies (3006)

Zero funded. This account has been used in previous years to purchase the supplemental supplies needed for conducting “special” programs. We will once again make use of \$900 from the remaining Barbara Chase Fund this year. ***(n.b. This will be the final draw down from the Chase funds as both accounts will be exhausted in FY11.)***

510	LIBRARY	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
3020	BOOKS & PERIODICALS	32,125	31,826	31,826	39,799	7,973	25.05%
3022	AUDIO VISUAL MATERIALS	4,963	5,000	5,000	5,000	0	0.00%
3100	ELECTRONIC RESOURCES	3,801	4,200	4,200	4,200	0	0.00%
4001	OUTLAY	401	500	500	500	0	0.00%
	SUBTOTAL	49,730	50,935	50,935	66,498	15,563	30.55%
510	LIBRARY	423,064	431,196	432,810	448,373	17,177	3.98%

Books and Periodicals (3020)

Please refer to the Chart for an overview of the projected costs of book & magazine purchases. As we have for the last several years, we have arbitrarily reduced this line by drawing money from a combination of the Barbara and Marion Chase Funds in order to contain our budget! Like last year, we have planned to take a \$4,000 subsidy from the Chase Funds for periodicals. Once again, the \$1,000 saved in this way will be used to subsidize our increasingly popular AV collection. **(n.b. This will be the final draw down from the Chase funds as both accounts will be exhausted in FY11.)** The town manager in his budget review increased this line by \$7,400 in order to implant recommendations from the recent library study regarding the amount of the budget that is devoted to material acquisition.

Audio Visual Materials (3022)

Level funded. This extremely popular service includes Books on Tape and CD, DVDs, and Videocassettes:

Adult Collection	2,800.	[Approx. 3 Audio Book/mo & 6 Videos/mo]
YA Collection	600.	[Approx. 8 Audio Book/yr & 1 Video every month]
Children's Collection	1,600.	[Approx. 4 Audio Book/mo, 5 Video, 1 Kit & 2 Music Recordings/mo]
	5,000.	

This line will be enhanced by a subsidy of \$1,000 drawn from the Chase Funds (see note above.) **(n.b. This will be the final draw down from the Chase funds as both accounts will be exhausted in FY11.)**

Electronic Resources (3100)

Level funded. This account is used to fund our annual MINERVA subscription which has increased to \$3,750. We also fund the library's share of license maintenance for filtering software required by CIPA:

Maine Info Net (<i>Minerva</i>)	3,750.
Filtering Software	450.

Outlay (4001)

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

500.

CAVEAT:

This budget is once again predicated on the assumption that the library will make use of money in the two Chase Memorial Funds. Failing that, there would be noticeable reductions in programming and serial acquisitions support. As noted above, this is the last year that these funds will be available to reduce the operating budget; increased budget requests for materials should be expected in FY12.

520	CONTRIBUTIONS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
5050	CAPE PRESERVATION SOCIETY	450	450	450	450	-	0.0%
5053	FAMILY FUN DAY	4,307	-	-	5,000	5,000	100.0%
520	CONTRIBUTIONS	4,757	450	450	5,450	5,000	

The Town funds materials for the Cape Elizabeth Historical Preservation Society who operate the Records Preservation Center at the Thomas Memorial Library.

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

530	PUBLIC INFORMATION	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002	CABLE PART TIME PAYROLL (PROGRAMS)	1,794	5,000	5,000	6,200	1,200	24.0%
1002	CABLE TV COORDINATOR STIPEND	-	-	-	-	-	
1002	CABLE TV BULLETIN BOARD STIPEND	3,030	2,600	2,600	-	(2,600)	-100.0%
1002	PART TIME WEBMASTER	18,268	20,000	20,000	22,000	2,000	10.0%
1020	SOCIAL SECURITY	1,740	2,115	2,115	2,180	65	3.1%
	SUBTOTAL PERSONNEL	24,832	29,715	29,715	30,380	665	2.2%
2004	PRINTING AND ADVERTISING	8,039	5,000	5,000	7,000	2,000	40.0%
2034	EQUIPMENT MAINTENANCE	279	4,000	4,000	2,000	(2,000)	-50.0%
3006	MISCELLANEOUS SUPPLIES	50	1,000	1,000	200	(800)	-80.0%
4001	OUTLAY	-	-	-	-	-	
	SUBTOTAL	8,368	10,000	10,000	9,200	(800)	-8.0%
530	PUBLIC INFORMATION	33,200	39,715	39,715	39,580	(135)	-0.3%

The cable television payroll accounts have been consolidated into one line.

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 increase is due to a consolidation of funds from the Town Council account (130) to here.

600	FACILITIES MANAGEMENT	ACTUAL 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	65,636	35,200	35,200	35,200	-	0.0%
1002	PART TIME PAYROLL	8,451	10,400	10,400	10,400	-	0.0%
1020	SOCIAL SECURITY	7,844	2,770	2,770	2,770	-	0.0%
	SUBTOTAL PERSONNEL	81,931	48,370	48,370	48,370	-	0.0%
2001	TELEPHONE	400	400	400	400	-	0.0%
2004	PRINTING & ADVERTISING	-	300	300	300	-	0.0%
2006	TRAVEL	2,500	1,300	1,300	1,300	-	0.0%
2007	DUES & MEMBERSHIPS	65	200	200	200	-	0.0%
2009	CONFERENCES & MEETINGS	-	600	600	600	-	0.0%
2010	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	-	0.0%
2034	OFFICE EQUIP MAINTENANCE	181	300	300	300	-	0.0%
2035	CONSOLIDATED BUILDING MAINT.	62,045	55,800	55,800	70,000	14,200	25.4%
4001	OUTLAY	-	3,500	3,500	3,500	-	0.0%
	SUBTOTAL	66,191	63,400	63,400	77,600	14,200	22.4%
600	FACILITIES MANAGEMENT	148,122	111,770	111,770	125,970	14,200	12.7%

Full Time Payroll

Facilities Manager Half-Time \$35,200

Part-Time Payroll

Facilities Secretary \$10,400

Travel

Vehicle Allowance for Facilities Manager \$ 1,300

610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2002	POWER	12,828	12,000	12,000	12,000	-	0.0%
2003	WATER & SEWER	2,375	2,800	2,800	2,800	-	0.0%
3003	HEAT	11,778	10,500	10,500	10,500	-	0.0%
610	TOWN HALL	26,981	25,300	25,300	25,300	-	0.0%
615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2002	POWER	11,830	13,000	13,000	11,000	(2,000)	-15.4%
2003	WATER AND SEWER	750	690	690	690	-	0.0%
3003	HEAT	17,503	13,650	13,650	13,650	-	0.0%
615	LIBRARY BUILDING	30,083	27,340	27,340	25,340	(2,000)	-7.3%
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2003	WATER & SEWER	1,197	1,600	1,600	1,600	-	0.0%
3003	HEAT	14,220	11,970	11,970	14,175	2,250	18.8%
630	TOWN CENTER FIRE STATION	15,417	13,570	13,570	15,775	2,205	16.2%
630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2002	POWER	24,534	23,000	23,000	24,000	1,000	4.3%
2003	WATER & SEWER	(5)	3,050	3,050	3,050	-	0.0%
2062	CONTRACTED CUSTODIAL SERVICES				23,726	23,726	
3003	HEAT	15,758	16,500	16,500	13,750	(2,750)	-16.7%
630	POLICE STATION	40,287	42,550	42,550	64,526	21,976	51.6%
635	CAPE COTTAGE FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
2002	POWER	2,075	2,500	2,500	2,500		0.0%
2003	WATER & SEWER	680	730	730	730	-	0.0%
3003	HEAT	2,730	2,450	2,450	3,500	1,050	42.9%
635	ENGINE ONE	5,485	5,680	5,680	6,730	1,050	18.5%

Heat is budgeted at \$2.50 per gallon and reflects the average use over the last five years.

The Town contracts with the school department for a custodian at the police station. This expense this year is transferred from the police department budget to the police station budget.

640	PARKS and TOWN LANDS	ACTUAL 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	16,338	17,451	17,447	17,451	-	0.0%
1002	PART TIME PAYROLL	1,606	1,830	1,830	1,830	-	0.0%
1020	SOCIAL SECURITY	1,866	1,475	1,475	1,475	-	0.0%
	SUBTOTAL PERSONNEL	19,810	20,756	20,752	20,756	-	0.0%
2002	POWER	1,357	1,380	1,380	1,380	-	0.0%
2003	WATER	2,200	2,200	2,200	2,200	-	0.0%
2010	PROFESSIONAL SERVICES	19,814	14,500	14,500	15,000	500	3.4%
2022	UNIFORMS	462	465	465	465	-	0.0%
2032	EQUIPMENT MAINTENANCE	1,495	1,500	1,500	1,500	-	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE				3,500	3,500	
3002	GASOLINE	1,500	1,005	1,005	880	(125)	-12.4%
3038	IRRIGATION MAINT. AND SUPPLIES	1,170	850	800	850	-	0.0%
3039	GROUNDS MATERIAL	2,676	4,480	5,000	5,300	820	18.3%
3040	DIESEL FUEL	570	400	400	300	(100)	-25.0%
4006	LIONS' FIELD IMP.	442	500	500	500	-	0.0%
4114	GREENBELT TRAILS MAINTENANCE	5,276	8,000	8,000	8,000	-	0.0%
4007	SUBTOTAL	36,962	35,280	35,750	39,875	4,595	13.0%
640	PARKS	56,772	56,036	56,502	60,631	4,595	8.2%

Parks Full & Part-Time Positions

Parks Equipment Operator (40 hrs. @ \$19.99/hr. @ 12 wks.)
Parks Equipment Operator (40 hrs. @ \$19.64/hr. @ 10 wks.)

Actual FY 2010

\$9,595.00
\$7,856.00

FY 2011

\$9,595.00
\$7,856.00

Part- Time Maintenance Worker (40 hrs. @ \$11.44/hr. @ 4 wks.)

\$1,830.00
\$11.44/hr.

\$1,830.00
\$11.44/hr.

Note: No pay increases are shown as the collective bargaining process is still underway with the Teamster's Union Local #340 at the time of this submittal. The pay for the part-time maintenance worker is shown at the FY 2010 pay level.

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 municipal properties.

640	PARKS and TOWN LANDS	ACTUAL	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	1,606	1,830	1,830	1,830	-	0.0%
1020	SOCIAL SECURITY	1,866	1,475	1,475	1,475	-	0.0%
	SUBTOTAL PERSONNEL	19,810	20,756	20,752	20,756	-	0.0%
2002	POWER	1,357	1,380	1,380	1,380	-	0.0%
2003	WATER	2,200	2,200	2,200	2,200	-	0.0%
2010	PROFESSIONAL SERVICES	19,814	14,500	14,500	15,000	500	3.4%

Part Time Payroll (1002)

A Maintenance Worker is charged off for four (4) weeks for Parks related duties.

Water (2003)

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.

Professional Services (2010)

This covers contracted work on all athletic fields located outside the school campus and the Little League fields (\$13,100). It covers the cost of renting a portable toilet for the Gull Crest area for use by sports teams, community gardeners and dog-walkers (\$683). It also covers the services of private contractors (electrical and/or plumbing) that might be needed on any non-school infrastructure.

The general program is as follows:

August/September 2010 – Granulated broadleaf application on all natural turf areas, liquid weed control on all base paths and infield areas. Summer fertilization application

October/November 2010 - The base-paths are redefined, worn areas re-sodded, and infield material is replenished where needed on our 5 Little League fields.

May/June 2011 - The two Gull Crest fields and the Fort Multi-Purpose field are aerated, top-dressed with loam and slice-seeded. The infield areas are treated with a liquid weed control, following the end of the Little League season.

The varsity football program now utilizes the new Hannaford Field, which has reduced the wear and tear on the Lower Gull Crest field. However, both programs utilize the Lower Gull Crest field for practices and Middle School schedules games there, which necessitates the need for regular painting and annual renovation. The travel programs (soccer and girls lacrosse) utilize both upper Gull Crest and the FWP Multi-Purpose field.

640	PARKS and TOWN LANDS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2022	UNIFORMS	462	465	465	465	-	0.0%
2032	EQUIPMENT MAINTENANCE	1,495	1,500	1,500	1,500	-	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE				3,500	3,500	
3002	GASOLINE	1,500	1,005	1,005	880	(125)	-12.4%
3038	IRRIGATION MAINT. AND SUPPLIES	1,170	850	800	850	-	0.0%
3039	GROUNDS MATERIAL	2,676	4,480	5,000	5,300	820	18.3%

Equipment Maintenance (2032)

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. The cost of replacement parts has increased, but we are proposing the same allocation as last year.

Community Playground Maintenance (2037)

It is proposed to create a new account to address the maintenance of our playground structures, most of which are over 10 years old now. We should be adding hardwood chips to the base areas on an annual basis and start inspecting the components for wear.

Gasoline (3002)

Funds gasoline expenses for parks-related mowing and trimming activities. The total gallonage has not changed, just the price per gallon, which is budgeted at \$2.00/gallon.

Irrigation System Maintenance & Supplies (3038)

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

Grounds Maintenance Materials (3039)

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.).

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

Signage \$350, Field Layout Supplies \$430, Fertilizer \$2,600, Marking (Baseball) Lime \$70.00, Turface \$150, Latex Marking Paint \$500, Town Hall Holiday Balsam Fur Roping \$500.00, Gull Crest Dog Toilet Dispenser Bags \$500.00 Tennis Court Nets \$200.00

Gasoline (3002)

This account covers an allotment of gasoline for parks-related activities, which is budgeted at \$2.245/gallon.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3040	DIESEL FUEL	570	400	400	300	(100)	-25.0%
4006	LIONS' FIELD IMP.	442	500	500	500	-	0.0%
4114	GREENBELT TRAILS MAINTENANCE	5,276	8,000	8,000	8,000	-	0.0%
4007	SUBTOTAL	36,962	35,280	35,750	39,875	4,595	13.0%
640	PARKS	56,772	56,036	56,502	60,631	4,595	8.2%

Diesel Fuel (3040)

This account covers an allotment of diesel fuel for parks-related activities, which is budgeted at \$2.285/gallon.

Lion's Field Improvements (4006)

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

Greenbelt Trails (4114)

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

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL 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	34,250	34,985	34,985	34,985	-	0.0%
1002	PART TIME PAYROLL	9,048	10,067	10,067	10,067	-	0.0%
1003	OVERTIME PAYROLL	115	358	358	358	-	0.0%
1020	SOCIAL SECURITY	3,771	3,474	3,474	3,474	-	0.0%
	SUBTOTAL PERSONNEL	47,184	48,884	48,884	48,884	-	0.0%
2010	PROFESSIONAL SERVICES	25,065	26,000	26,000	26,000	-	0.0%
2022	UNIFORMS	465	465	465	465	-	0.0%
2032	EQUIPMENT MAINTENANCE	3,002	2,200	2,700	2,200	-	0.0%
2038	CONTRACTED SCHOOL PLOWING	43,500	43,500	43,500	43,500	-	0.0%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	7,000	7,000	7,000	-	0.0%
3002	GASOLINE	3,009	2,107	2,107	2,425	318	15.1%
3005	MINOR EQUIPMENT	1,329	1,100	1,100	1,100	-	0.0%
3006	MISCELLANEOUS SUPPLIES	153	150	150	150	-	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	721	1,000	900	1,000	-	0.0%
3039	GROUNDS MATERIAL	6,828	8,100	8,100	9,900	1,800	22.2%
3040	DIESEL FUEL	968	673	673	800	127	18.9%
	SUBTOTAL	92,040	92,295	92,695	94,540	2,245	2.4%
641	SCHOOL GROUNDS	139,224	141,179	141,579	143,424	2,245	1.6%

Full & Part-Time Positions

	Actual FY 2010	FY 2010
Parks Working Foreman (40 hrs. @ \$22.49/hr. @ 14 wks.)	\$12,107.00	\$12,595.00
Parks Equipment Operator (40 hrs. @ \$19.99/hr. @ 28 wks.)	21,538.00	22,389.00
Part Time Maintenance Worker (40 hrs. @ \$11.44/hr. @ 22 wks.)	\$10,067.00 \$11.44/hr.	\$10,067.00 \$11.44/hr.

Note: No pay increases are shown as the collective bargaining process is still underway with the Teamster's Union Local #340 at the time of this submittal. The pay for the part-time maintenance worker is shown at the FY 2010 pay level.

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)

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).

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1003	OVERTIME PAYROLL	115	358	358	358	-	0.0%
1020	SOCIAL SECURITY	3,771	3,474	3,474	3,474	-	0.0%
	SUBTOTAL PERSONNEL	47,184	48,884	48,884	48,884	-	0.0%
2010	PROFESSIONAL SERVICES	25,065	26,000	26,000	26,000	-	0.0%
2022	UNIFORMS	465	465	465	465	-	0.0%

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)

This account covers contracted service work on the athletic fields located on the school campus (\$23,100). We have contracted with a private contractor for several years to perform the annual seeding and renovation work on our athletic fields. The number (and duration) of sports programs continues to exceed our ability to adequately rest them, although the addition of the Hannaford Field has made a tremendous difference to that end. The new turf field continues to be a valuable asset, and has lessened the wear on the rest of our fields. It is, however, not maintenance free and requires grooming and sweeping, which was included as part of maintenance agreement when the field was purchased. It also has to be disinfected annually, which can now be done with our own staff, since our Parks foreman has acquired the appropriate license from the state. Like its sister account in the 640 budget, this account would also cover any services of private contractors (electrical and/or plumbing) that might be needed on any athletic field infrastructure.

Our general program for the FY 2011 budget cycle is as follows:

- Aug/September 2010 Granulated broadleaf application on all natural turf areas, liquid weed control on all base paths and infield areas. Summer fertilization application.
- October 2010 Preparation of all school campus baseball infields for spring play.
- June 2010 Deep-tine aeration of soccer/track field to mitigate compaction of turfed grass surfaces.
- June 2011 All soccer fields (natural turf) top-dressed, slice seeded and goal areas re-sodded as needed. The fields are also treated with an application of starter fertilizer.

Uniforms (2022)

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

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
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	3,009	2,107	2,107	2,425	318	15.1%
3005	MINOR EQUIPMENT	1,329	1,100	1,100	1,100	-	0.0%
3006	MISCELLANEOUS SUPPLIES	153	150	150	150	-	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	721	1,000	900	1,000	-	0.0%
3039	GROUNDS MATERIAL	6,828	8,100	8,100	9,900	1,800	22.2%

Contracted Snow Plowing (2038)

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.

Turf Field Reserve Fund (2048)

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 \$2.245/gal.

Minor Equipment & Misc. Supplies (3005 & 3006)

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)

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

Grounds Maintenance Materials (3039)

This account covers grounds materials such as fertilizer, lime and drying agents (turface) applied to the athletic fields located on the school campus. 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.

In FY 2010, we reduced the amount of fertilizer applied on the fields, in an effort to reduce both expenditures and the amount of chemicals we apply on the grounds. It is proposed to continue that practice, but the downside is that we may see an erosion of nutrients in our soils over time. That could have an affect on the health of our turf grass and lead to more expenses, if we have to resume our traditional program. In addition, we need to apply lime to two of our natural turf-grass fields. This program is based on soil tests that are done about every two years. As mentioned above, a drying agent, or “turface” as it is called, is used on the baseball fields to dry up the infield and base path areas when they are wet. It’s a kitty-litter type of material that absorbs water.

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

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

Signage \$350, Field Layout Supplies \$300, Fertilizer \$2,970, Field Lime \$1,100, Marking (Baseball) Lime \$220, Turface \$1,300, Liquid Sanitizer for the Hannaford Field \$300, Synthetic Field Marking Paint \$830, Latex Marking Paint \$2,240 and Tennis Court Nets \$295.00

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011
3040	DIESEL FUEL	968	673	673	800
	SUBTOTAL	92,040	92,295	92,695	94,540
641	SCHOOL GROUNDS	139,224	141,179	141,579	143,424

Diesel Fuel (3040)

This covers an allotment of diesel fuel for the grounds maintenance and mowing equipment. It is budgeted at \$2.285/gal.

645	FORT WILLIAMS PARK	ACTUAL 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	46,729	50,177	50,177	50,177	-	0.0%
1002	PART TIME PAYROLL	33,802	39,094	39,094	39,094	-	0.0%
1003	OVERTIME PAYROLL	179	267	267	267	-	0.0%
1020	SOCIAL SECURITY	7,600	6,850	6,850	6,850	-	0.0%
	SUBTOTAL PERSONNEL	88,310	96,388	96,388	96,388	-	0.0%
2002	POWER	2,211	2,400	2,400	2,400	-	0.0%
2003	WATER	2,771	3,000	3,000	3,000	-	0.0%
2010	PROFESSIONAL SERVICES	16,711	16,200	16,200	15,000	(1,200)	-7.4%
2019	TREE PLANTING AND MAINTENANCE	9,574	8,000	8,000	10,000	2,000	25.0%
2022	UNIFORMS	584	665	665	875	210	31.6%
2032	EQUIPMENT MAINTENANCE	3,583	3,500	3,500	3,500	-	0.0%
2035	BUILDING MAINTENANCE	271	1,100	1,100	1,100	-	0.0%
2036	STONE WALL REPAIRS	-	4,000	4,000	5,000	1,000	25.0%
2063	ALARM MONITORING	744	500	500	500	-	0.0%
3002	GASOLINE	3,491	2,329	2,329	2,700	371	15.9%
3003	HEAT	8,777	3,000	3,000	3,000	-	0.0%
3005	MINOR EQUIPMENT	486	500	500	500	-	0.0%
3006	MISCELLANEOUS SUPPLIES	1,320	1,100	1,100	1,100	-	0.0%
3038	MAINT MATERIAL	12,264	14,500	14,500	14,500	-	0.0%
3039	GROUNDS MATERIAL	-	350	350	350	-	0.0%
3040	DIESEL FUEL	1,058	741	741	895	154	20.8%
	SUBTOTAL	63,845	61,885	61,885	64,420	2,535	4.1%
645	FORT WILLIAMS PARK	152,155	158,273	158,273	160,808	2,535	1.6%

Full & Part-Time Positions

Actual FY 2010

FY 2011

Parks Working Foreman (40 hrs. @ \$22.49/hr. @ 38 wks.)	\$34,185.00	\$34,185.00
Parks Equipment Operator (40 hrs. @ \$19.99/hr. @ 6 wks.)	4,798.00	4,798.00
Highway Equipment Operator (40 hrs. @ \$19.99/hr. @ 14 wks.)	11,194.00	11,194.00
Park Ranger (33 hrs. @ \$12.60/hr. @ 30 wks.)	12,474.00	12,474.00
Park Ranger (22 hrs. @ \$12.60/hr. @ 30 wks.)	8,316.00	8,316.00
Maintenance Worker (40 hrs. @ \$11.44/hr. @ 20 wks.)	9,152.00	9,152.00
Maintenance Worker (40 hrs. @ \$11.44/hr. @ 20 wks.)	9,152.00	9,152.00

Note: No pay increases are shown as the collective bargaining process is still underway with the Teamster's Union Local #340 at the time of this submittal. The pay for the Parks Rangers and Maintenance Workers is shown at the FY 2010 funding level.

645 FORT WILLIAMS PARK		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
1001	FULL TIME PAYROLL	46,729	50,177	50,177	50,177	-	0.0%
1002	PART TIME PAYROLL	33,802	39,094	39,094	39,094	-	0.0%
1003	OVERTIME PAYROLL	179	267	267	267	-	0.0%
1020	SOCIAL SECURITY	7,600	6,850	6,850	6,850	-	0.0%
	SUBTOTAL PERSONNEL	88,310	96,388	96,388	96,388	-	0.0%
2002	POWER	2,211	2,400	2,400	2,400	-	0.0%
2003	WATER	2,771	3,000	3,000	3,000	-	0.0%
2010	PROFESSIONAL SERVICES	16,711	16,200	16,200	15,000	(1,200)	-7.4%

Full Time Payroll (1001)

The Parks Foreman is charged off for 38 weeks and the 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 (and one who works on a call-in basis) who do a tremendous job of taking care of the park. They work an 11-hour shift and usually start the second week of April and work until the third week of November. In addition to monitoring park activities, they perform some grounds maintenance and clean the Picnic Shelter. The Rangers also provide assistance to the Gift Shop staff and secure the park at closing time. Over 40 cruise ship landings are scheduled for the 2010 season. On those days only, we bring in an additional ranger to assist with pedestrian and vehicular traffic at the PHL circle. 175 hours have been budgeted for that endeavor. The payroll funds required for the third ranger, along with the cruise ship assistance, (\$10,521.00) are appropriated from the PHL budget (870).

Water (2003)

This account covers water usage for the entire park; including all buildings, the PHL complex, and the Multi-Purpose Field irrigation system, along with the irrigation system on the Portland Head Light grounds.

Professional Services (2010)

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. Normally, we budget for sixteen (16) toilets located and serviced throughout the park from July 1st to November 15th and four are rented from November 1st to April 1st. After April 1st, the numbers return to sixteen (16). The toilets located at the Portland Head Light and the Picnic Shelter are cleaned seven days a week during the busy season, with additional cleanings done when a large cruise ship visits. 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. The Town competitively bid toilet services for FY 2011. The prices for the services are good until June 30, 2011.

645	FORT WILLIAMS PARK	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
2019	TREE PLANTING AND MAINTENANCE	9,574	8,000	8,000	10,000	2,000	25.0%
2022	UNIFORMS	584	665	665	875	210	31.6%
2032	EQUIPMENT MAINTENANCE	3,583	3,500	3,500	3,500	-	0.0%
2035	BUILDING MAINTENANCE	271	1,100	1,100	1,100	-	0.0%
2036	STONE WALL REPAIRS	-	4,000	4,000	5,000	1,000	25.0%
2063	ALARM MONITORING	744	500	500	500	-	0.0%
3002	GASOLINE	3,491	2,329	2,329	2,700	371	15.9%

Tree Maintenance & Plantings (2019)

Covers any tree maintenance and new plantings. Each year we inspect (and selectively trim where necessary) the tree canopies over the playground and along the former main entrance road to reduce the chances of falling limbs. This account could be increased five-fold to cover the work needed in the park. We should be funding a plan to remove the invasive species in the park and developing a re-planting program as some of our older oak trees succumb to age and disease. The Fort Williams Advisory Commission is recommending an increase in this account.

Uniforms (2022)

This account covers uniform rental for the full-time Parks employees (on a pro-rata basis) and uniform maintenance for the Park Rangers. This account is being increased slightly to cover replacement uniforms for the Park Rangers. Many of their garments are over four years old.

Equipment Maintenance (2032)

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

Building Maintenance (2035)

This account covers annual burner and building maintenance for the Parks Maintenance Building, Heavy Equipment Building and Red Cement Storage Building.

Stone Wall Repairs (2036)

It is proposed to use the FY 2011 funds to continue our wall rehabilitation efforts and address any wall failures that may occur through the year. This past winter, we lost a 20' section of wall along Shore Road that simply tipped over.

Alarm Monitoring (2063)

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. This account has been increased slightly to cover some additional monitoring of access in (and out of) the Parks Maintenance Building.

Gasoline (3002)

A small amount of gasoline is charged off to the 645 budget for the grounds maintenance operations and is being budgeted @ \$2.245/gal.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2009	FY 2010	FY 2010	FY 2011	FY 10 to 11	FY 10 to 11
3005	MINOR EQUIPMENT	486	500	500	500	-	0.0%
3006	MISCELLANEOUS SUPPLIES	1,320	1,100	1,100	1,100	-	0.0%
3038	MAINT MATERIAL	12,264	14,500	14,500	14,500	-	0.0%
3039	GROUNDS MATERIAL	-	350	350	350	-	0.0%
3040	DIESEL FUEL	1,058	741	741	895	154	20.8%
	SUBTOTAL	63,845	61,885	61,885	64,420	2,535	4.1%
645	FORT WILLIAMS PARK	152,155	158,273	158,273	160,808	2,535	1.6%

Minor Equipment & Misc. Supplies (3005 & 3006)

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

Park Supplies & Materials (3038)

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

Diesel Fuel (3040)

A small amount of diesel fuel is charged off to the 645 budget for grounds maintenance operations and is being budgeted @ \$2.285/gal.

655	DONALD RICHARDS POOL	ACTUAL 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	83,563	85,504	70,000	85,504	0	0.0%
1002	PART TIME PAYROLL	79,512	64,100	73,729	64,100	0	0.0%
1020	SOCIAL SECURITY	12,508	11,445	11,445	11,445	0	0.0%
	SUBTOTAL PERSONNEL	175,583	161,049	155,174	161,049	0	0.0%
2001	TELEPHONE	899	1,200	1,200	1,200	0	0.0%
2002	POWER	76,245	65,000	50,000	47,000	-18,000	-27.7%
2003	WATER & SEWER	2,550	2,550	2,550	2,550	0	0.0%
2004	PRINTING AND ADVERTISING			0	500	500	100.0%
2005	POSTAGE			0	44	44	100.0%
2006	TRAVEL			0	60	60	100.0%
2007	DUES AND MEMBERSHIPS	132	400	375	400	0	0.0%
2008	TRAINING	137	500	300	300	-200	-40.0%
2009	CONFERENCES AND MEETINGS	0	600	600	400	-200	-33.3%
2010	INDEPENDENT CONTRACTORS	13,851	6,500	9,000	8,000	1,500	23.1%
2011	CONTRACTED CUSTODIAL SVCS.	34,091	35,244	35,244	32,739	-2,505	-7.1%
2034	OFFICE EQUIPMENT	0	500	500	500	0	0.0%
2035	BUILDING MAINTENANCE	15,338	15,800	15,800	18,300	2,500	15.8%
2062	CONTINGENCY	2,405	4,000	0	4,000	0	0.0%
3001	OFFICE SUPPLIES	194	500	400	400	-100	-20.0%
3003	HEAT	18,300	12,285	15,000	15,000	2,715	22.1%
3006	MISCELLANEOUS SUPPLIES	10,683	13,600	13,600	13,600	0	0.0%
4001	OUTLAY-WEIGHT ROOM EQUIP.	0	0	0	0	0	
	SUBTOTAL	174,825	158,679	144,569	144,993	-13,686	-8.6%
	TOTAL	350,408	319,728	299,743	306,042	-13,686	-4.3%

1001 FULL-TIME PAYROLL 85,504

Aquatic Supervisor	41,817
Pool Lifeguard/Assistant	30,297
Community Services Admin. & Staff Support	13,390

1002 PART-TIME PAYROLL 66,000

Lifeguards	34,500
Lifeguard Subs	2,000
Youth Swim Lesson Staff	11,500
Adult Programs	18,000

1020	SOCIAL SECURITY		11,590
		Social Security /Medicare (7.65%)	11,590
2001	TELEPHONE		1,200
		3 lines and cellphone	1,200
2002	ELECTRICITY		47,000
			47,000
2003	WATER SOURCE		2,550
		Water / Sewer	2,550
2004	PRINTING		500
2005	POSTAGE		44
2006	TRAVEL		60
2007	DUES / MEMBERSHIPS		400
		Professional Dues & Memberships / Red Cross Surcharges	400
2008	TRAINING		300
2009	CONFERENCES		400
2010	INDEPENDENT CONTRACTORS		8,000
		Adult Programs / Private Swim Lessons / Personal Training	8,000
2011	CUSTODIAL		32,739
		salary & benefits	32,739
2034	OFFICE EQUIPMENT		500
		miscellaneous equipment	500

2035	BUILDING MAINTENANCE		18,300
		General Maintenance	15,100
		Contracted Services Maine Controls	3,200
2062	CONTINGENCY		4,000
3001	OFFICE SUPPLIES		400
3003	HEAT	6300 gallons at 3.00/gallon	15,000
3006	MISC. SUPPLIES		13,600
		Chemicals & CO2	10,400
		Filters	400
		Program Supplies	1,850
		Custodial Supplies	950

660 TREES	ACTUAL FY 2009	BUDGET FY 2010	ESTIMATED FY 2010	BUDGET FY 2011	\$ CHANGE FY 10 to 11	% CHANGE FY 10 to 11
1002 PART TIME PAYROLL	3,011	3,000	3,000	3,000	-	0.0%
1020 SOCIAL SECURITY	230	231	231	231	-	0.0%
SUBTOTAL PERSONNEL	3,241	3,231	3,231	3,231	-	0.0%
2007 DUES & MEMBERSHIPS	105	105	105	105	-	0.0%
2010 PROFESSIONAL SERVICES	13,897	16,000	16,000	16,000	-	0.0%
3006 MISCELLANEOUS SUPPLIES	50	50	50	50	-	0.0%
	14,052	16,155	16,155	16,155	-	0.0%
660 TREES	17,293	19,386	19,386	19,386	-	0.0%

TREES

	Actual FY 2010	FY 2011
Tree Warden	\$3,000.00	\$3,000.00

Part Time Payroll (1002)

This covers the annual stipend to Thomas Nee, our Tree Warden. Tom works with my staff and our citizens on a variety of tree issues.

Dues & Memberships (2007)

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

Contracted Tree Services (2010)

This account covers the cost of our tree maintenance program. The Town has the responsibility for the trimming and removal of trees within the public right-of-way. We have seen an increase in removals in the last few years, due to mainly to disease. It can cost upwards of \$2,500 to remove a large tree, if a crane unit is required. At this price, the tree budget can be severely impacted.

This account also covers the replacement of street trees that have been placed in new subdivisions over the last few years. We have also used funds from this allocation for fertilization of street trees in Cross Hill and the Town Center.

Tree maintenance services are bid through the Greater Portland Council of Governments Joint Services Division.

Misc. Supplies (3006)

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

Capital Improvements/Capital Outlay \$466,178 in the General Fund

	Recommended General Fund	Recommended 2008 Bond Fund	Recommended Sewer Fund	Recommended Rescue Fund	Recommended Lighthouse Fund	Recommended Infrastructure Fund
Engine II Body Work	\$ 20,000					
Fire Department Radio Repeater	\$ 15,000					
Library Computer Replacements	\$ 12,000					
Police Cruiser Replacement	\$ 55,000					
Police Computer Replacements	\$ 3,000					
Town Hall Computer Replacements	\$ 8,000					
Paving of Roadways	\$ 140,578					
Roadway and Drainage Projects	\$ 100,000					
Alewife Brook Monitoring Program	\$ 6,000					
Replace 2000 GMC 4 -Wheel Pick-up Truck	\$ 38,500					
Parks Utility Cart	\$ 15,000					
1997 Mower Replacement	\$ 29,500					
Refuse Container Replacement	\$ 4,000					
Police Lighting Upgrade	\$ 2,500					
Town Hall Heating Design study	\$ 3,000					
Public Works Pump back up system	\$ 5,600					
Public Works Camera Upgrades	\$ 1,500					
Public Works Roof Inspection/Repairs	\$ 2,500					
Community Center Siding Repair/ Gutter Repair	\$ 2,500					
Fort Williams Park # 326 Exterior repairs to ramp and decks (material only)	\$ 2,000					
Sidewalk Improvements		\$ 25,000				
Replace 1998 Rack Body Dump Truck		\$ 40,000				
High School Tennis Court Repairs		\$ 32,000				
Jet Flusher Replacement-1983			\$ 75,000			
Replacement of Rescue Unit				\$ 160,000		
PHL Replace Bell Base					\$ 5,500	
PHL Moisture Control Basement					\$ 8,000	
PHL Replace Air Handler AC Unit					\$ 8,000	
Town Center Fire Station Lighting Upgrade						\$ 2,500
Thomas Memorial Library Phase II						\$ 50,000
Thomas Memorial Library Lighting Upgrade						\$ 5,000
Pool Dectron Unit Repairs						\$ 15,000
Police Electrical Room/Storage Area Shelving Improvements						\$ 2,500
Town Center Fire Station Exterior Painting and Signage						\$ 1,000
Town Center Light Fixture Replacement						\$ 12,000
	\$ 466,178	\$ 97,000	\$ 75,000	\$ 160,000	\$ 21,500	\$ 88,000

Account 7154001 Capital Outlay

The recent *2011-2021 Municipal Infrastructure Stewardship Plan* identified the need to raise funding levels to support our current infrastructure. In the past year the general fund budget included \$400,000 for capital outlay items. One would need to go back to 1993 to see a funding level this low. The Plan showed that we should be spending an average of \$1.5 million annually over the next five years just to replace and maintain our current infrastructure.

The specific requests that were submitted for this year amounted to \$1.7 million. It is proposed to spend \$907,638 of the requested amount or 55%. The funding would come from the following sources:

Funds Remaining from 2008 Bond	\$ 97,000	for Sidewalk Improvements, High School Tennis Court Repairs and for Truck
Rescue Fund	\$160,000	for Replacement of Rescue Unit
Sewer Fund	\$ 75,000	for Replacement of Sewer Line Jet Flusher
Portland Head Light Fund	\$ 21,500	for Work to be completed at Portland Head Light
Infrastructure Fund	\$ 88,000	for Phase II of the Library Study, for lighting upgrades and for miscellaneous.

General Fund Municipal Budget \$466,178 for Items Listed Below

Engine II Body Work

\$ 20,000

Engine Pumper II was purchased in 1999 and is scheduled to be replaced in 2024. It currently needs body work due to rusting. This will help to ensure that it lasts until the scheduled replacement date.



Fire Department Radio Repeater

\$ 15,000

A radio repeater strengthens and extends the fire radio signal throughout the town. The current repeater is not compliant with new FCC regulations.

Library Computer Replacements **\$ 12,000**

The Thomas Memorial Library has 24 computers, printers and other peripherals used by the public and by the staff. The replacement schedule for most of the equipment is recommended to be every four years. We are not currently at that schedule, but this funding would replace 25% of the current equipment.

Police Cruiser Replacement **\$ 55,000**

We have been on a cycle of replacement for our police cruisers of 2 in one year and then one in the next year (2-1-2-1-2-1). Last year we departed from that cycle and bought only one for the second straight year. Two cruisers are recommended this year. The 2006 cruisers would be replaced and the new units would become our two primary units on the road. The fleet travels about 200,000 miles per year with the two primary cruisers at about 155,000 of this mileage. As of February 21, 2010, the fleet had a combined mileage of approximately 380,000 miles. At the time of replacement, the two cruisers being sold (after being offered to other departments such as school maintenance) will each have over 100,000 miles of use.

Current Inventory

1. Unit 25 2008 Ford Crown Victoria 4dr Sedan Silver
2. Unit 26 2006 Ford Crown Victoria 4dr Sedan Silver
3. Unit 207 2009 Ford Crown Victoria 4 dr. Sedan Silver
4. Unit 208 2008 Ford Crown Victoria 4dr. Sedan Silver
5. Unit 209 2008 Ford Crown Victoria 4dr. Sedan Silver
6. Detective 2006 Ford Crown Victoria 4dr Sedan Silver

Police Computer Replacements **\$ 3,000**

The Department has been notified by the IT Department that two computers will need to be replaced in FY 2011. The above monies are requested for computer replacement.

Town Hall Computer Replacements **\$ 8,000**

This account covers the replacement of printers, monitors and computers in the tax office, the administrative offices and the ACP office. It also covers software purchases. We do not purchase on a set schedule instead acquiring when current hardware wears out.

Paving of Roadways **\$ 140,578**

Roadway and Drainage Projects

\$ 100,000

The Municipal Infrastructure Sustainability Plan recommends \$687,000 annually to maintain our existing roads and to enhance drainage. The amount budgeted is 35% of this total. The Municipal Infrastructure Stewardship Plan (MISP) submitted to the Town Council in December 2009 highlighted the Town’s proposed roadway and drainage projects. Of those listed, the Garden Circle and Oakhurst Road problems now appear to be our highest priority, based on the impact they are having on the immediate abutters during a heavy rain event. A small portion of Kettle Cove Road also has ponding water issues in the travel lane, but this only impacting one residence, where the others are adversely affecting two, or more. It is our intent this spring to obtain proposals to develop preliminary engineering and construction cost estimates for your future consideration. Funds are proposed in FY 2011 to address portions of the above referenced projects.

Finally, in accordance with our FY 2010 budget submittal, we plan on overlaying some roads in Mitchell Highlands, Stonegate and in Shore Acres during the months of May and June. We also plan to overlay Dennison Drive and Wainwright Drive.

FY 2011 Proposed Work Program

In keeping with our traditional practice of focusing our efforts on our most heavily traveled roads, it is proposed to continue work on portions of Route 77. The section between Wentworth Road and Breakwater Farm Road is failing and developing wheel ruts. The paved shoulders are also deteriorating to the point where cyclists are now using the travel lanes. The worst section is between Wentworth Road and the Inn By the Sea, which was last paved in 1990. The southerly section was last paved when the road was reconstructed by MDOT in 1965. The first paragraph of this section references a “Mill and Fill” procedure for pavement rehabilitation that was done on a section just north of this in 2009. It is proposed to perform the same treatment on a major portion of this section, depending on the level of funding approved. The milled surface would be shimmed and then overlaid with a new layer of pavement to restore the original surface drainage patterns. As funds permit, it is proposed to perform overlays in some of the residential neighborhoods. We would continue to work on some of the roads off from Mitchell Road and Spurwink Avenue, some of which have not been paved since the mid 1980’s.

Alewife Brook Monitoring Program

\$ 6,000

The Town received approvals in 2008 from the Department of Marine Resources, Army Corps of Engineers and Federal Inland Fisheries & Wildlife to replace the twin culverts on Old Ocean House Road that convey Alewife Brook. Part of that approval process requires the Town to annually monitor the progress of the annual alewife migration to the Great Pond. Concrete weirs were installed in the streambed and corrugations were attached to the interior of one of the pipes to allow the fish (and other aquatic organisms) to swim upstream in the spring. To achieve savings, we are again partnering with MDOT, who is required to undertake a similar program at the culvert they re-lined on Route 77.

Replace 2000 GMC 4 -Wheel Pick-up Truck

\$ 38,500

Assuming a ten-year replacement schedule, the next pickup in the fleet proposed for replacement is our 2000 GMC four-wheel drive unit, which now has approximately 92,000 miles on it.

Parks Utility Cart **\$ 15,000**

The utility cart originally purchased in 1998 was placed out of service and sold last year. It had several mechanical problems that did not warrant being fixed based on the age and value of the machine. A new unit was purchased in 2005 and is used extensively at Fort Williams Park. A second unit is proposed that would be used both at the park and on the school grounds for maintenance tasks.

1997 Mower Replacement **\$ 29,500**

Our riding mowers are operating non-stop during the growing season. With over 150 acres of mowable space, not including Riverside Cemetery, both the mowing crews and their machines get a workout. Two mowers have been scheduled for replacement for the past two years, a 1997 John Deere front-mount unit. It has been a very durable machine over its lifetime, but like all of our other mowers, it gets used day in, day out. The mower is a gasoline-powered unit that has several thousand hours on it. A similar unit, a 1999 Excel Hustler is also proposed for replacement.

Refuse Container Replacement **\$ 4,000**

The Town purchased three, roll-off containers when the current refuse disposal area was modified in 1995. They have been used for the transport of shingles, sheetrock and metals during that time. The containers are showing visible signs of metal fatigue and corrosion. One was replaced in FY 2010 and it is proposed replace another in FY 2011.

Police Station Lighting Upgrade **\$ 2,500**

This is part of the overall program to retrofit lighting with more energy efficient lighting.

Town Hall Heating Design study **\$ 3,000**

The Town Hall has had problems for years with overheating in some areas and frigid temperatures in others. This study would look at solutions.

Public Works Pump back up system **\$ 5,600**

Public Works Camera Upgrades **\$ 1,500**

Public Works Roof Inspection/Repairs **\$ 2,500**

Community Center Siding Repair/ Gutter Repair **\$ 2,500**

Fort Williams Park # 326 Exterior repairs to ramp and decks **\$ 2,000**

These five items are all recommended by the Facilities Manager and are routine in nature. The work proposed at Fort Williams Park would be done by the school maintenance staff.

	Requested	Not Recommended	Recommended General Fund	Recommended 2008 Bond Fund	Recommended Sewer Fund	Recommended Rescue Fund
Engine II Body Work	\$ 20,000		\$ 20,000			
Fire Department Radio Repeater	\$ 15,000		\$ 15,000			
Library Computer Replacements	\$ 12,000	\$ -	\$ 12,000			
Police Cruiser Replacement	\$ 55,000		\$ 55,000			
Police Computer Replacements	\$ 3,000		\$ 3,000			
Town Hall Computer Replacements	\$ 8,000		\$ 8,000			
Paving of Roadways	\$ 437,000	\$ 296,422	\$ 140,578			
Roadway and Drainage Projects	\$ 214,000	\$ 114,000	\$ 100,000			
Alewife Brook Monitoring Program	\$ 6,000		\$ 6,000			
Miscellaneous Paving and Drainage	\$ 30,000	\$ 30,000	\$ -			
Sidewalk Improvements	\$ 25,000	\$ -	\$ -	\$ 25,000		
Replace 1998 Rack Body Dump Truck	\$ 40,000		\$ -	\$ 40,000		
Replace 2000 GMC 4 -Wheel Pick-up Truck	\$ 38,500		\$ 38,500			
Replace 1970 Grader with Used Grader	\$ 140,000	\$ 140,000	\$ -			
1990 Front End Loader Replacement	\$ 165,000	\$ 165,000	\$ -	\$ -		
Jet Flusher Replacement-1983	\$ 75,000		\$ -		\$ 75,000	
Parks Utility Cart	\$ 15,000	\$ -	\$ 15,000			
1997 Mower Replacement	\$ 29,500		\$ 29,500			
High School Tennis Court Repairs	\$ 32,000	\$ -	\$ -	\$ 32,000		
Town Center Light Fixture Replacement	\$ 12,000		\$ -	\$ -		
Refuse Container Replacement	\$ 4,000		\$ 4,000			
Replacement of Rescue Unit	\$ 160,000		\$ -			\$ 160,000
Police Lighting Upgrade	\$ 2,500		\$ 2,500			
Town Center Fire Station Lighting Upgrade	\$ 2,500		\$ -			
Thomas Memorial Library Phase II						
Thomas Memorial Library Lighting Upgrade	\$ 5,000	\$ -				
Pool Dectron Unit Repairs	\$ 15,000					
Police Electrical Room/Storage Area Shelving Improvements	\$ 2,500	\$ -				
Town Center Fire Station Exterior Painting and Signage	\$ 1,000					
Eng. 1 Exterior Repairs/Waterproofing/Painting	\$ 2,500	\$ 2,500	\$ -			
Eng. 1 Roof Replacement	\$ 15,000	\$ 15,000	\$ -			
Town Hall Roof Repairs. Side Entrances	\$ 3,000	\$ 3,000	\$ -			
Town Hall Carpet Replacement	\$ 4,000	\$ 4,000	\$ -			
Town Hall Heating Design study	\$ 3,000	\$ -	\$ 3,000			
Town Hall Window Replacement	\$ 6,000	\$ 6,000	\$ -			
Parks Dept. Long Garages Repairs	\$ 21,900	\$ 21,900	\$ -			
FWP Slate Roof red block building/change to asphalt proposed	\$ 28,000	\$ 28,000	\$ -			
Fort Williams Park Add Power/ Lighting to Red Brick Building (Use Changed)	\$ 2,000	\$ 2,000	\$ -			
Pool Roof Repairs/ Study	\$ 10,000	\$ 10,000	\$ -			
PHL Replace Bell Base	\$ 5,500					
PHL Moisture Control Basement	\$ 8,000					
PHL Replace Air Handler AC Unit	\$ 8,000					
Public Works Pump back up system	\$ 5,600		\$ 5,600			
Public Works Camera Upgrades	\$ 1,500		\$ 1,500			
Public Works Roof Inspection/Repairs	\$ 2,500		\$ 2,500			
Community Center Fire Doors Upgrade to Magnetic Holder	\$ 1,500	\$ 1,500	\$ -			
Community Center Siding Repair/ Gutter Repair	\$ 2,500		\$ 2,500			
Rental Unit 343 Ocean House Road Stair repair	\$ 1,000	\$ 1,000	\$ -			
Fort Williams Park # 326 Exterior repairs to ramp and decks (material only)	\$ 2,000		\$ 2,000			
Items in Bold Italics are not in CIP but are in Acct 6002035						
	\$ 1,698,000	\$ 840,322	\$ 466,178	\$ 97,000	\$ 75,000	\$ 160,000
Less Funded in 6002035		\$ 14,000				
		\$ 826,322				

		Allocated	Expended	Still Reserved	Balance
Beginning Balance as of June 30, 2009	\$ 835,653.00				
School Portion		\$ 14,929	\$ 9,340	\$ 5,589	
Town Center Intersection		\$ 20,209	\$ 20,209	\$ -	
Sawyer Road and High School Lots		\$ 196,204	\$ 196,204	\$ -	
Spurwink Church		\$ 384,890	\$ 264,007	\$ 75,000	
Greenbelt Improvements		\$ 10,000	\$ 7,590	\$ 2,410	
Shore Road Pathway		\$ 110,000	\$ 9,852	\$ 100,108	
Energy Grant Match		\$ 51,512		\$ 51,512	
		\$ 787,744	\$ 507,202	\$ 234,619	\$ 93,832.00
Additional Interest Earned in FY 2010					\$ 4,615
Balance Available for Allocation					\$ 98,447.00

It is proposed to deplete the 2008 Bond Fund with the following expenditures:

Sidewalk Improvements \$25,000

No funds were budgeted in FY 2010. Last year, we replaced a small section in front of 900 Shore Road that we had previously committed to do in conjunction with some site improvements in front of the property. The Town Manager is recommending \$25,000 in the MISP. We still have some sections of sidewalk on Shore Road that need to be replaced, along with walks in Colonial Village (Starboard Drive).

Dump Truck Replacement \$40,000

It is proposed to replace our 1998 GMC in FY 2011. This is a 2-wheel drive rack body unit that is used extensively by the Parks Division in our grounds maintenance operations.

High School Tennis Courts \$32,000

The High School tennis courts are in need of crack repair and new coatings. The Athletic Director has conveyed his concerns to Public Works about their condition on several occasions. They were last done in the summer of 2005.

Proposed Capital Expenditure from the Sewer Fund

Jet Flusher Replacement \$75,000

Our jet-flushing machine was originally purchased in 1983. In 2004, we replaced the engine, which is now difficult to get parts for. This is a critical piece of equipment for the department, when we have to clear a blockage in one of our sanitary sewer mains. It is also used to clean storm drain lines.

Proposed Capital Expenditure from the Rescue Fund

Rescue Unit Replacement \$160,000

The Town of Cape Elizabeth maintains two rescue units. One is the primary unit there is one backup. The current units are from 1995 and 2004. The 2004 unit would become the backup unit and the 1995 unit would be sold.



Proposed Capital Expenditures from the Portland Head Light Fund

PHL Replace Bell Base	\$ 5,500
PHL Moisture Control Basement	\$ 8,000
PHL Replace Air Handler AC Unit	\$ 8,000

The exterior bell base has been damaged by winter storms and the long term effects of salt air.

The second two items are proposed to improve air quality within the Keepers' Quarters.



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.

