



Town of Cape Elizabeth

**Special Funds Budget
Fiscal Year 2014**

Special Funds Summary
Fiscal Year 2014

	Budget		Estimated		Budget		% Change	
	FY 2013	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 13 to 14	FY 13 to 14
Expenditures								
Cape Elizabeth Rescue Fund	\$ 263,500	\$ 263,900	\$ 267,318	\$ 3,818				1.4%
Cape Elizabeth Sewer Fund	\$ 1,755,300	\$ 1,760,449	\$ 1,831,309	\$ 76,009				4.3%
Spurwink Church Fund	\$ 10,847	\$ 10,847	\$ 10,847	\$ -				0.0%
Riverside Cemetery Fund	\$ 69,357	\$ 44,213	\$ 52,640	\$ (16,717)				-37.8%
Fort Williams Park Capital Fund	\$ 214,961	\$ 216,891	\$ 169,950	\$ (45,011)				-20.8%
Portland Head Light Fund	\$ 543,695	\$ 523,000	\$ 544,061	\$ 366				0.1%
Thomas Jordan Fund	\$ 35,535	\$ 40,000	\$ 35,535	\$ -				0.0%
Infrastructure Improvement Fund	\$ 10,355	\$ -	\$ -	\$ (10,355)				
Land Acquisition Fund	\$ 1,448	\$ -	\$ -	\$ (1,448)				
Total Budget	\$ 2,904,998	\$ 2,859,300	\$ 2,911,660	\$ 6,662				0.2%
Revenues								
Cape Elizabeth Rescue Fund	\$ 170,000	\$ 170,000	\$ 260,000	\$ 90,000				52.9%
Cape Elizabeth Sewer Fund	\$ 1,755,300	\$ 1,795,300	\$ 1,850,300	\$ 95,000				5.3%
Spurwink Church Fund	\$ 4,700	\$ 4,700	\$ 4,700	\$ -				0.0%
Riverside Cemetery Fund	\$ 38,000	\$ 41,700	\$ 44,500	\$ 6,500				15.6%
Fort Williams Park Capital Fund	\$ 147,695	\$ 147,695	\$ 154,000	\$ 6,305				4.3%
Portland Head Light Fund	\$ 547,200	\$ 552,200	\$ 547,200	\$ -				0.0%
Thomas Jordan Fund	\$ 35,535	\$ 65,000	\$ 60,000	\$ 24,465				37.6%
Infrastructure Improvement Fund	\$ 28,180	\$ 24,000	\$ 24,000	\$ (4,180)				-17.4%
Land Acquisition Fund	\$ 15,616	\$ 9,000		\$ (15,616)				-173.5%
Total Revenues	\$ 2,742,226	\$ 2,809,595	\$ 2,944,700	\$ 202,474				7.2%

Fiscal Year 2014
Proposed Budget

735	RESCUE FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
	REVENUES						
R0620	RESCUE FEES	170,000	170,000	170,000	180,000	\$ 10,000	5.9%
	CONTRIBUTION FROM GENERAL FUND				80,000	\$ 80,000	100.0%
	TOTAL RESCUE FUND REVENUES	170,000	170,000	170,000	260,000	\$ 90,000	52.9%
	EXPENDITURES						
1002	PART TIME PAYROLL	95,932	158,800	158,800	161,976	\$3,176	2.0%
1020	SOCIAL SECURITY	7,411	12,150	12,150	12,392	\$242	2.0%
	PERSONNEL SUBTOTAL	90,050	170,950	170,950	174,368	\$3,418	2.0%
2000	CELLULAR	618	650	650	650	\$0	0.0%
2007	DUES AND MEMBERSHIPS	2,004	2,700	2,700	2,700	\$0	0.0%
2008	TRAINING	4,756	8,000	8,000	8,000	\$0	0.0%
2010	PROFESSIONAL SERVICES	20,447	25,000	25,000	25,000	\$0	0.0%
2032	VEHICLE MAINTENANCE	3,647	4,500	4,500	4,500	\$0	0.0%
2033	RADIO MAINTENANCE	5,899	7,300	7,300	7,400	\$100	1.4%
2034	EQUIPMENT MAINTENANCE	6,018	9,000	9,000	9,000	\$0	0.0%
2071	PHYSICALS AND SHOTS	150	2,500	2,500	2,200	\$(300)	-12.0%
3022	MOTOR FUELS	2,741	3,800	3,800	4,000	\$200	5.3%
3004	UNIFORMS	2,119	4,500	4,500	4,000	\$(500)	-11.1%
3005	MINOR EQUIPMENT	14,931	15,000	15,000	15,500	\$500	3.3%
3006	MISCELLANEOUS SUPPLIES	1,561	2,500	2,500	2,500	\$0	0.0%
4001	OUTLAY						
6010	TOWN GENERAL FUND	5,256	7,500	7,500	7,500	\$0	0.0%
	SUBTOTAL	70,147	92,950	92,950	92,950	\$0	0.0%
	RESCUE FUND TOTAL	160,197	263,900	263,900	267,318	\$3,418	1.3%

Rescue Budget Account 735

Part Time and Per Diem Payroll (1002)
Pay for the per-diem personnel, Medical Director and the company members.

Cell Phones (2000)

This covers the cost of a cell phone in each ambulance. The phones are used to call medical control at the hospitals and family members.

Dues and Memberships (2007)

This covers the dues paid to Southern Maine EMS which is a fee based on the rescue call volume. It also covers the cost of the licenses for our ambulances and the glucoscan license from DHHS.

Training (2008)

This covers the cost of providing continuing education credits that our members need to maintain their EMS licences. These credits are provided through hands on training, classroom training and on line training. This also covers the cost of outside instructors that provide specialized training.

Professional Services (2010)

This covers the cost of our ambulance billing service and any paramedic intercepts done by the City of South Portland.

Vehicle Maintenance (2032)

Regular maintenance costs on the two ambulances.

Radio Maintenance (2033)

This account covers the cost of pager and portable radio purchases and repairs.

Equipment Maintenance (2034)

This account covers the cost of renting and refilling our oxygen cylinders. We also cover the maintenance contracts for our stretchers, stair chairs, 12 lead and CO meters. Also included is the service contract for our electronic run reporting.

Physicals (2071)

This covers the cost of new member physicals, hepatitis shots and TB testing.

Fuel (3022)

Fuel costs for the two ambulances.

Uniforms (3004)

We purchase all the jackets and vests that protect and indentify our members from this account.

Minor Equipment (3005)

This account covers all our out of drug box medications, ALS and BLS supplies, glucometers, IV supplies and medical gloves. Basically this account covers all the medical supplies carried by our ambulances, police cars and fire trucks.

Miscellaneous Supplies (3006)

This account covers all the office supplies and awards given out at the department's appreciation night event.

Fiscal Year 2014
Proposed Budget

815	SEWER FUND	ACTUAL		BUDGET		ESTIMATED		BUDGET		% CHANGE	
		FY 2012	FY 2013	FY 2013	FY 2014	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14		
	REVENUES										
R0348	SEWER BILLS	1,679,500	1,730,000	1,770,000	1,825,000	\$	95,000			5.5%	
R0349	CONNECTION FEES	25,000	25,000	25,000	25,000	\$	-			0.0%	
R0356	MISCELLANEOUS	300	300	300	300	\$	-			0.0%	
	USE OF SURPLUS					\$	-				
	TOTAL SEWER FUND REVENUES	1,704,800	1,755,300	1,795,300	1,850,300	\$	95,000			5.4%	
	EXPENDITURES										
1001	FULL TIME PAYROLL	11,217	11,548	11,548	11,750	\$	202			1.7%	
1003	OVERTIME PAYROLL	163	1860	1860	1891	\$	31			1.7%	
1020	SOCIAL SECURITY	123	1,026	1,026	1,044	\$	18			1.7%	
	PERSONNEL SUBTOTAL	11,503	14,434	14,434	14,685	\$	251			1.7%	
2022	UNIFORMS	663	720	720	748	\$	28			3.9%	
2037	SEWER LINE MAINTENANCE/RESERVE	16,661	139,034	139,034	140,000	\$	966			0.7%	
2062	CONTINGENCY	140	200	199	200	\$	-			0.0%	
2071	PWD ASSESSMENT	1,191,762	1,325,000	1,330,000	1,397,550	\$	72,550			5.5%	
2072	ADMINISTRATIVE COSTS	175	2,000	2,000	2,000	\$	-			0.0%	
2073	ALLOW FOR UNCOLLECTABLES	2,375	2,200	2,200	2,200	\$	-			0.0%	
3002	GASOLINE	455	455	455	455	\$	-			0.0%	
3040	DIESEL FUEL	568	568	568	568	\$	-			0.0%	
4001	OUTLAY	0	0	0	0	\$	-				
4004	DEBT SERVICE	219,563	219,564	219,564	219,564	\$	-			0.0%	
6010	TOWN GENERAL FUND	43,448	51,125	51,275	53,339	\$	2,214			4.3%	
	SUBTOTAL	1,475,810	1,740,866	1,746,015	1,816,624	\$	75,758			4.4%	
	SEWER FUND TOTAL	1,487,313	1,755,300	1,760,449	1,831,309	\$	76,009			4.3%	

SEWER FUND BUDGET (815)

ACCOUNT SUMMARY

PERSONNEL & SALARY INFORMATION

POSITION	Actual FY 2013	Approved for FY 2014
----------	----------------	----------------------

Equipment Operator (40 hrs. @ \$20.98/hr. @ 14 wks.)	\$11,548	\$11,750
--	----------	----------

Note: The pay amounts shown for the full-time position have been adjusted by the CPI-U in the Northeast Region (1.7%) as approved in the 2012-2014 collective bargaining agreement (CBA) with the Teamster's Local #340.

Full Time Payroll (1001)

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

Overtime (1003)

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

Uniforms (2022)

\$748

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

Sewer Line Maintenance & Reserve (2037)

\$140,000

Each year we have carried a maintenance and reserve account to address minor sewer line repairs and future projects. We have completed the design of the Charles Road Sewer Project, and are planning to get the project under construction this Spring. This would fulfill a small portion of our commitment to the State to reduce infiltration that leads to the Ottawa Road Pumping Station. We continue to work with the Portland Water District and the City of South Portland to assess our future financial obligations to mitigate the Ottawa Road CSO problem. On December 30, 2011, a report was submitted to the Maine DEP, which proposes mitigation levels

to target the reduction of the CSO. As of the date of this submittal, we have not had a response back from the Maine DEP. The initial work will involve a combination of data collection and methodology to develop a scope of work. Once that is complete, we will have to undertake a project, (or projects) to extricate stormwater flows from the sanitary network that flows into the Ottawa Road Pumping Station.

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

Portland Water District Assessment (2071) \$1,397,550

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

Gasoline (3002) \$455

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

Diesel Fuel (3040) \$568

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

Debt Service (4004) \$219,563

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

Town General Fund (6010)

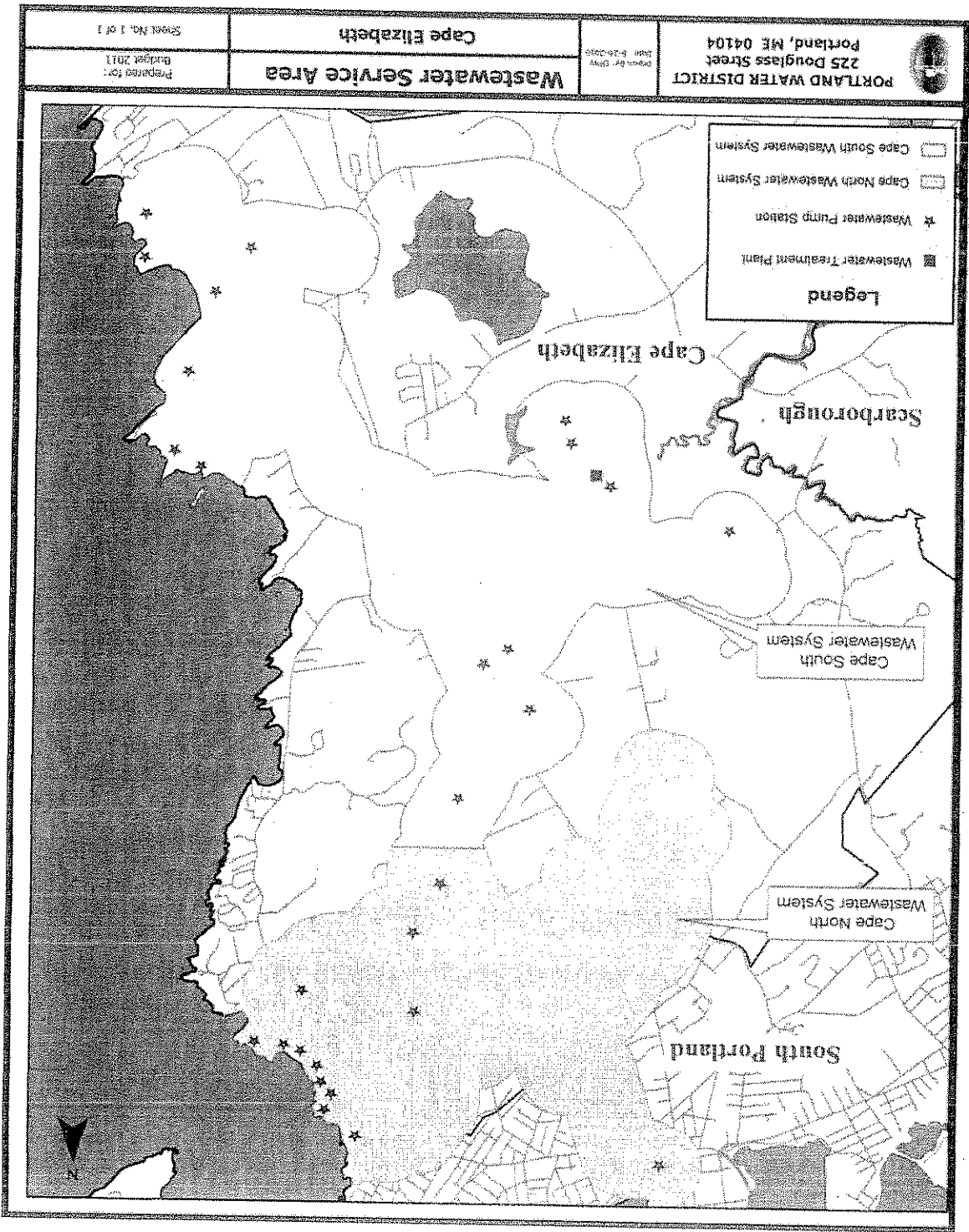
This account covers a contribution to the Town's General Fund to cover administrative time spent on the sewer fund budget on the part of department heads and other Town Staff, not accounted for in the salary account (1001). This proposal equals 3% of the 815 budget total.

Portland Water District
Annual Wastewater Assessment Meeting- Cape Elizabeth
November 7, 2012 at 9:30

Attendees: Michael McGovern, Robert Malley; PWD Ron Miller, Scott Firmin and David Kane

Agenda

1. 2013 Wastewater Assessment - \$1,365,084; \$71,544 or 5.5% higher
2. Four-Year Assessment Projection; including South Portland's projections
3. Wastewater Operational Plans
 - Ottawa Road Study
4. Wastewater Capital Plans
5. Water System Comments/Issues
 - Water rate increase of 1.3% scheduled for May 1, 2013, including Public Fire Protection. Increase subject to the District's Board approval in February 2013 and Maine Public Utilities Commission approval.



Fund : Wastewater-Cape Elizabeth

Budget byFund

Fund: Wastewater-Cape Elizabeth

Background

The Portland Water District's charter authorizes the District to provide wastewater treatment and interception service to the town. By contract with the town, the District additionally maintains several pump stations and provides utility billing and collection services. The District operates a treatment facility that treats wastewater from the southern section of the town and contracts with the city of South Portland to provide treatment services for the northern section of the town. The town maintains the collection system that transports wastewater from the user's property to the District's interceptor system.

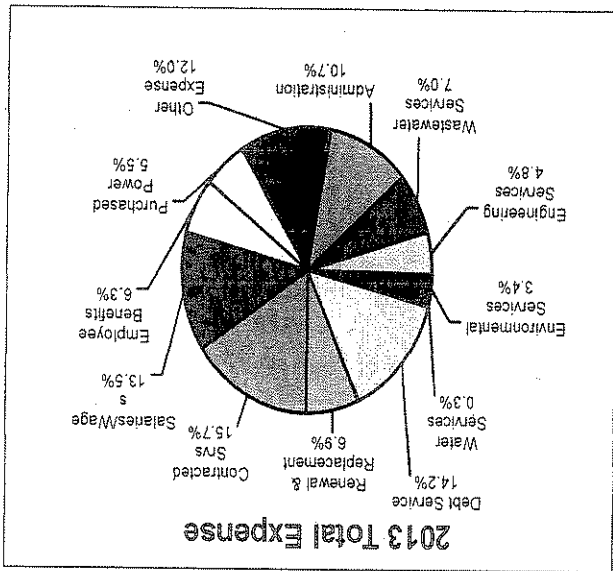
The District estimates the cost to provide the service as documented in the annual budget and assesses the town the estimated cost. The assessment is billed to the town in equal monthly payments. The town determines the system user fees to pay the District's assessment and any town costs related to the sewer system. By contract with the town, the District includes the sewer user fees, which are based on water consumption, on the monthly water utility bill sent to customers. Sewer user fees collected from users are remitted to the town on a weekly basis.

2013 Summary

The proposed assessment of \$1,365,084 is a 5.5% increase. The assessment is \$26,278 higher than the projection provided to the Town last year. However, the projection through 2016 meets the projection used by the Town for the proposed rate adjustment.

The proposed 2013 Total Expense and Capital budgets are \$1,366,743 and \$424,000, respectively. The Total Expense budget increased \$71,618 or 5.5% due in part to the rise in the cost of wastewater treatment services provided to Cape Elizabeth by the City of South Portland.

The 2013 capital budget involves upgrades at the Garden Lane pump station, Peabbles Cove Dechlorination system; Algonquin P.S. Hut replacement, treatment plant heat pump system and general treatment plant and pump station maintenance. Work will be financed by a withdrawal of \$124,000 from the renewal and replacement fund and a bond of \$300,000.



Fund: Wastewater-Cape Elizabeth

2013 Details

Revenues:

Assessments - The Assessment to be paid by the Town to the District (\$1,365,084) is an increase of 5.5%. Interest - The interest earned on funds not expended, including sewer fees collected but not remitted to the municipality. The average interest rates in the 2013 Budget (0.34%) were assumed to be lower than those in the previous budget.

Expenses:

Contracted Services - This category is up 10.1% (\$19,515) due to an increase in the fee paid to the City of South Portland (of \$20,840) for wastewater treatment services. The increase is primarily due to an increase in the City's treatment plant's equipment replacement reserve.

Salaries/Wages - Budgeted expense is up 1.0% (\$1,819). The increase was the result of the average wage increase of 1.5% offset partially by a 0.5% reduction in the work hours (regular and overtime) charged to the fund. Employee Benefits - Benefits are charged as a percentage of regular wages which increased approximately 1.1%. The benefit rate was relatively flat (an increase of 0.3%); the result was a budget increase of 1.4% (\$1,149).

Transportation - In addition to the average 6.2% increase in vehicle rates (due to higher costs including fuel), the vehicle hours charged to the fund increased due to various factors including an increase of about 45% in the use of vehicles used in sewer line cleaning due to issues noted during CCTV work.

Purchased Power - Delivery costs, depending on the size of the service, are expected to rise between 9.1% and 12.4%. Per unit energy costs will be the same for medium size facilities, such as the treatment and bigger pump stations, and will be 26.8% lower on the small facilities. Usage is based on past year averages will result in a decrease of 3.4% (\$2,581).

Support Services - These costs are related to general work done that cannot be directly charged to a fund as noted above (such as administrative time or training) or work done on behalf of several municipalities at the same time (engineering or laboratory services) that is allocated based on the value to each fund. The combined Support Services costs increased 14.5% (\$45,888). The increase was due to 1) the general cost allocation rising due to overall higher costs because of the recent large debt service issue, 2) an increase in the costs allocated by wastewater due to higher employee training costs and 3) the percentage of the laboratory's work being allocated to Cape Elizabeth is greater.

Debt Service - The annual principal and interest payments on bonds issued to finance capital projects. This cost was reduced from the prior year budget because the amount of debt principal issued at the end of 2011 was less than anticipated due to receiving principal forgiveness from the State Revolving Loan Fund.

Renewal & Replacement - Dollars put aside to fund capital projects. A contribution of \$93,422 will be made in 2013 which is \$650 more than in 2012.

Fund: Wastewater- Cape Elizabeth

	2011	Jan-Jun 2012	2012	2013	2012 Bud/2013 Bud
WW Assessments	1,089,984	646,770	1,293,540	1,365,084	71,544
Interest Income	-2,256	-2,173	1,584	1,659	75
Total Revenue	1,087,728	644,597	1,295,124	1,366,743	71,619
Contracted Srvs	180,633	91,818	193,554	213,069	19,515
Salaries/Wages	241,145	108,440	181,181	183,000	1,819
Employee Benefits	110,539	51,286	84,316	85,465	1,149
Transportation	65,300	29,403	61,679	74,710	13,031
Purchased Power	80,161	38,006	76,833	74,252	-2,581
Materials/Supplies	24,575	18,521	24,675	28,000	3,325
Heat/Fuel Oil	21,433	8,755	16,520	15,755	-765
Biosolids Disposal	13,662	5,964	12,500	14,000	1,500
Tele/Other Utilities	11,804	6,075	10,730	12,294	1,564
Chemicals	4,986	7,976	9,822	11,007	1,186
Other Expense	1,722	1,807	3,400	3,600	200
Insurance	3,080	1,878	2,922	3,180	258
SS - Administration	128,028	63,610	136,528	145,530	9,002
SS - Wastewater Services	96,577	44,046	80,970	95,322	14,353
SS - Engineering Services	40,056	17,723	59,542	64,648	5,106
SS - Environmental Srvs	26,094	13,106	27,680	45,541	17,862
SS - Water Services	3,672	1,007	3,945	3,510	-434
Operating Expense	1,053,567	509,420	986,795	1,072,883	86,088
Debt Service	29,370	107,778	215,557	200,438	-15,119
Renewal & Replacement	92,983	46,386	92,772	93,422	650
Total Expense	1,175,920	663,584	1,295,124	1,366,743	71,618
Surplus (Deficit)	-88,193	-18,987	0	0	0
Transfer to R&R	0	0	0	0	0
Carryforward Surplus	294,277	206,084	226,842	220,348	220,348
Period End Surplus	206,084	187,097	226,842	220,348	220,348

2012 Bud/2013 Bud
Diff
Diff %

Budget by Fund

- The controls enclosure at the Algonquin Pump Station will be replaced.
- The boiler at the Family Field Pump Station will be replaced.
- The Peabbles Cove Dechlorination System will be updated in 2013.
- The heating pump in the main building at the treatment plant will be replaced in 2013 to improve efficiency of the system.

2013 Work Plan

- The upgrade to the Spurrink Pump Station and the treatment plant eliminated the bypass pump station. All flow during peak wet weather events now receives full treatment prior to discharge.
- In 2012, an emergency generator will be installed at the Broad Cove North pump station and backup power for the SCADA radio network will be installed.
- Asset Management Software will continue to drive the preventive maintenance program, generating both monthly and annual preventive maintenance tasks for all pump stations, continuing our emphasis on pump station preventive maintenance program.
- Initiated a project to retrofit the Garden Circle pump station to better manage tidal influences.
- Awaiting review by MEDEP to finalize the draft Long-Term Control Plan to mitigate the Ottawa Rd. CSO.
- Upgrade at the Tall Pines pump station.

2012 Other Highlights

Parameter	2012 Actual to Oct.	2013 Projected
Preventive Work Orders	308	300
Corrective Repair Work Orders	51	50
Wet Wells Cleaned	34	35
Debris Removed (tons)	29.83	30
Dry Weather Overflows	1	0

Wastewater Conveyance – Interceptors and pumping stations: The Draft Ottawa Road CSO Long Term Control Plan was submitted to MEDEP in December 2011 and is still under review. Once the plan is approved, implementation will begin. The project will mitigate the frequency and volume of overflow during extreme wet weather events by addressing private sources of infiltration and inflow in the collection system of Cape Elizabeth and South Portland. Staff continues to respond and maintain service during various storm events and power failures, while installing emergency generators to assist in managing elevated flows during power losses. Additional work performed by the Systems crew is shown in the table below.

Parameter	DEP Limit	Facility Average
Biological Oxygen Demand (BOD) (lbs/day) *	208 lbs/day	25 lbs/day
Total Suspended Solids (TSS) (lbs/day) **	208 lbs/day	20 lbs/day

* Measure of organic material ** Measure of suspended material

2012 YTD - The South Cape WWTF has operated well through the first three quarters. The plant is averaging 94% removal of organic material and 95% of total suspended solids. State license requirements are a minimum 85% removal for both parameters.

Area	2011 Actual Flow	Design Capacity	% of Capacity
North Cape	464,607 gal/day	715,400 gal/day	64.9 %
South Cape	297,178 gal/day	520,000 gal/day	57.0 %

Wastewater Treatment: The Cape Wastewater System is divided into two sectors, North and South. Flow generated in the Northern sector is pumped to South Portland for treatment while flow generated in South Cape is treated at the Cape South WWTF. The Cape South facility is designed to treat 520,000 gallons per day. Cape North has 715,400 gallons per day capacity at South Portland's WWTF. The wet weather capacity was increased in 2011 to manage high flows during wet weather. This system performed as designed during the record rain event in June of 2012 that delivered over 7.5 inches of rain over several days. The table below illustrates 2011 actual flows and the percent of capacity being used.

Operation Summary

Fund: Wastewater - Cape Elizabeth

*1 - Garden Lane upgrade is a carry-forward project from 2012. A carry-forward Project is a project that was budgeted for completion in the current year but will not become operational until a future budget year.

Capital Fund:	Actual 2011	Projected 2012	Budget 2013
Beginning of Year Fund Balance	\$92,502	\$132,138	\$100,755
Bond Proceeds - current year	2,700,000	160,000	300,000
Bond Proceeds - future years			
Renewal and Replacement Contribution	80,000	80,000	80,000
Bond Discount Credit	93	3,417	0
Capital Funding	2,780,093	243,417	380,000
Treatment Plant - 418 / 424	2,704,907	102,700	70,000
Cape Elizabeth CSO / Pump Station Capital Program - 407 *1			
Pump Station R & R - 52	35,550	76,500	54,000
Capital Expenditures	2,740,457	274,800	424,000
End of Year Fund Balance	\$132,138	\$100,755	\$58,755

A five-year capital plan is updated each year. The projects are prioritized based on operational needs and financing availability.

Capital project expenditures are financed by issuance of bonds or distribution from the renewal and replacement fund. Wastewater bonds are usually issued through the Maine Municipal Bond Bank and utilize the state revolving loan fund (SRF) for eligible projects, which provides a 2% below market interest rate. The renewal and replacement fund is appropriated \$80,000 from the annual assessment. The planned projects are listed below:

Treatment Plant - 424: treatment plant heat pump system (\$50,000) and repair of equipment that fails during the year (\$20,000). These projects will be financed through the renewal and replacement fund.

Cape Elizabeth Pump Stations - 407: Garden Lane Pump Station replacement (\$250,000) *1, and Peabbles Cove Dechlorination system (\$50,000). These projects will be financed by a bond in November 2013.

Cape Elizabeth Pump Stations - 52: Family Field Boiler (\$25,000), Algonquin Pump Station hut replacement (\$9,000) and repair of equipment that fails during the year (\$20,000). These projects will be financed through the renewal and replacement fund. Cape Elizabeth Ottawa Road combined sewer overflow master plan was done in 2010. An increase in line capacity and upgrade to the Family Field pump station scheduled for 2014 may be required to correct the CSO problem. Ottawa Road CSO upgrade construction is pending the upgrade at Family Field.

Capital Summary

Fund: Wastewater- Cape Elizabeth

Budget by Fund

Revenue Summary

Projections for Rate-Making Purposes (continued)

(Preliminary – subject to Board of Trustees and Municipal Review)

Wastewater Cape Elizabeth	2013	2014	2015	2016	2017
Revenue:	Budget	Projected	Projected	Projected	Projected
Assessment Income	1,365,084	1,419,687	1,490,671	1,572,658	1,698,471
Interest Income	1,659	1,659	1,659	1,659	1,659
FEMA Reimbursement	0	0	0	0	0
Total Revenue	1,366,743	1,421,346	1,492,330	1,574,317	1,700,130
Expense:					
Contracted Svcs	213,069	218,684	222,321	226,030	229,814
Salaries/Wages	183,000	186,660	190,393	196,105	201,988
Employee Benefits	85,465	94,012	103,413	113,754	125,129
Purchased Power	74,252	76,108	78,011	79,961	81,960
Transportation	74,710	76,578	78,492	80,454	82,465
Materials/Supplies	28,000	28,700	29,418	30,153	30,907
Heat/Fuel Oil	15,755	16,149	16,553	16,967	17,391
Biosolids Disposal	14,000	14,350	14,709	15,077	15,454
Tele/Oth Utilities	12,294	12,601	12,916	13,239	13,570
Chemicals	11,007	11,282	11,564	11,853	12,149
Other Expense	3,600	3,690	3,782	3,877	3,974
Insurance	3,180	3,260	3,342	3,426	3,512
Support Services:					
Administration	145,530	149,168	152,697	156,719	160,637
Wastewater Services	95,322	97,705	100,148	102,652	105,218
Engineering Services	64,648	66,264	67,921	69,619	71,359
Environmental Services	45,541	46,680	47,847	49,043	50,269
Water Services	3,510	3,598	3,688	3,780	3,875
Capital:					
Debt Service	200,438	215,878	264,398	300,419	397,633
Renewal & Replacement	93,422	93,422	93,422	93,422	93,422
Total Expense	1,366,743	1,414,789	1,495,235	1,566,550	1,700,726
Annual Surplus (Deficit)	0	6,557	-2,905	7,767	-596
Transfer to R&R	0	0	0	0	0
Carryforward Surplus	220,348	220,348	226,905	224,000	231,767
Period Ending Surplus	220,348	226,905	224,000	231,767	231,171
Target	341,686	353,697	373,809	391,638	425,182
Below Target	(121,338)	(126,792)	(149,809)	(159,871)	(194,011)

Capital Expenditures

Subprogram # 52 Cape Eliz. Pump Stations - R&R

Division: Wastewater - Cape Elizabeth

Manager: Poulin, Charlene

Funding: R & R - Wastewater

Priority: Routine replacement

Description:

This program provides a planned approach for the replacement of obsolete equipment in Cape Elizabeth wastewater pump stations.

Justification / Impact:

The pump stations have reached the end of their useful design life and obsolete equipment must be replaced. Upgrades, including the addition of VFD's in some cases, will provide more pumping capacity, mitigate CSO activity, and provide some power savings.

History:

This planned approach will assist maintenance and operations in moving toward a goal of performing more predictive/preventative maintenance instead of emergency maintenance

Origin of the Subprogram:

Budget Summary:

Budget year	Project	Budget Year Cost
2013	2208 Family Field Boiler	\$25,000
2013	2207 Algonquin PS Hut Replacement	\$9,000
2013	1759 Pump Station R&R - Cape Elizabeth	\$20,000
2014	1905 Pump station renewal - Cape Elizabeth	\$30,000
2015	1122 Renewal and Replacement for Pump Stations -- CE	\$30,000
2016	2183 Cape Eliz. Pump Stations - R&R	\$20,000
2017	2260 Cape Eliz. Pump Stations - R&R	\$20,000
Total Cost, All Years:		\$154,000

Previous Years on CIP: Various similar projects in previous years

Related Projects:

Procurement Issues:

Capital Expenditures

Subprogram # 407 Cape Eliz. Pump Stations - Capital

Division: Wastewater - Cape Elizabeth

Manager: Firmin, Scott

Funding: Bonds - Wastewater

Priority: Regulatory mandate

Description:

This program is designed to satisfy two needs; upgrading of aging pump stations throughout the Cape North and South systems, and to meet a requirement to eliminate combined sewer overflow at the Ottawa Road pump station. To do so might require increased line capacity to Family Field pump station as well as an upgrade to the Family Field pump station. Another combined sewer overflow exists at the Spurwink Avenue pump station. Some modifications to that station are likely to handle the excess flow generated during periods of very wet weather.

Justification / Impact:

The need to eliminate the CSOs at Ottawa Road and Spurwink is regulatory driven. As the operator of these facilities, the Department of Environmental Protection has put the District on a schedule to address the illegal overflows. Some elements of the system, especially in North Cape, have been in operation since the 70's are in need of upgrade. This project allows for the funding of those upgrades.

History:

Past upgrades to pump stations throughout the Cape system have been limited to pump replacements, SCADA upgrades and hardware replacements. This will continue to be the manner in which these stations get upgraded. The Combined Sewer Overflow issue at Ottawa Road pump station has been on the back burner for a number of years, while the Spurwink overflow problems became an issue during the wet years of 2005 and 2006. The Department wrote into the last license renewal for the South Cape WWT, a schedule for the elimination of the Spurwink overflows. The District hired Wright Pierce to study the problem and come up with a plan to eliminate the overflows. The license states that the report will be completed by 12/31/07, submitted to the DEP for review and will contain "a scope of work and schedule to eliminate the discharge of untreated wastewater from the influent pump station."

Origin of the Subprogram:

Department of Environmental Protection incorporated the project in the 2006 license.

Budget Summary:

Budget year	Project	Budget Year Cost
2013	2054 Peabbles Cove Dechlorination Station Upgrade	\$50,000
2014	1360 Family Field Pump Station Upgrade	\$500,000
2015	1867 Peabbles Cove Force Main	\$125,000
2015	52 Maiden Cove Upgrade to Submersible PS	\$250,000
PEND	2086 Ottawa Road CSO Master Plan - Year 1 Implementation	\$100,000
PEND	867 Ottawa Rd. WFPS Capacity Upgrade	\$350,000
Total Cost, All Years:		\$1,375,000

Previous Years on CIP:

Related Projects:

Procurement Issues:

Capital Expenditures

Subprogram # 418 Cape Eliz. WWTF - Capital

Division: Wastewater - Cape Elizabeth

Manager: Firmin, Scott

Funding: Bonds - Wastewater

Priority: Regulatory mandate

Description:

Provide for capital plant upgrades required to continue to meet regulatory and operational requirements. The following compliance schedule has been included in the Draft Revision of the Permit: By Dec. 31, 2009 - Submit Phase I final design to MEDEP for review, by April 30, 2010 commence Phase I construction, by April 30, 2011 provide progress report to MEDEP, by Sept. 30, 2011 complete Phase I upgrades.

Justification / Impact:

Many of the projects will be developed in response of the findings of a study currently being conducted by Wright-Pierce. The study involves increasing the flow through the treatment plant to help eliminate wet weather plant bypassing issues at the Spurwink influent pump station. Other projects are justified as part of the timely upgrading of the treatment facility which has been on line for 20 years without any substantial modifications. Control system improvements will allow for off-hour monitoring and response as well as assurances that regulatory requirements are consistently met.

History:

The Maine Department of Environmental Protection wrote into the facility's most recent license, a requirement that a study to eliminate the bypassing of flows during periods of wet weather must be completed by 12/31/08. The requirement calls for a scope of work and a time frame to complete study recommendations. At a minimum, upgrades to plant effluent pumping capacity and minor piping modifications will be necessary.

Origin of the Subprogram:

The following compliance schedule has been included in the Draft Revision of the Permit: By Dec. 31, 2009 - Submit Phase I final design to MEDEP for review, by April 30, 2010 commence Phase I construction, by April 30, 2011 provide progress report to MEDEP, by Sept. 30, 2011 complete Phase I upgrades.

Budget Summary:

Budget year	Project	Budget Year Cost
2016	1911 Cape Elizabeth Treatment Plant - Ph 2 improvements	\$1,000,000
Total Cost, All Years:		\$1,000,000

Previous Years on CIP:

Related Projects:

Procurement Issues:

Capital Expenditures

Subprogram # 424 Cape Eliz. WWTF - R&R

Division: Wastewater - Cape Elizabeth

Manager: Waterman, Robert

Funding: R & R - Wastewater

Priority: Routine replacement

Description:

This account will provide for the timely routine replacement of equipment at the Cape South Treatment Plant. This facility was brought on line in 1988. During that time, the facility has not undergone any improvement projects. The polymer system has reached the end of its usefulness and will need upgrading.

Justification / Impact:

Physical assets require scheduled maintenance and eventual replacement. This project provides funding for the efficient and timely replacement of equipment using routine and replacement funds. Planned upgrades will ultimately lead to improved automation at the facility, allowing for the initiation of process changes from a remote location.

History:

This program has been used at most PWD wastewater systems in the past.

Origin of the Subprogram:

Budget Summary:

Budget year	Project	Budget Year Cost
2013	2073 CEWWTF- replacement of the heat pump system	\$50,000
2013	1760 Routine RR - Cape Elizabeth	\$20,000
2014	2055 WAS/RAS Piping Replacement at CEWWTF	\$50,000
2014	1906 Routine RR - Cape Elizabeth	\$20,000
2015	2032 Routine RR	\$20,000
2016	2184 Cape Eliz. WWTF - R&R	\$20,000
2017	2262 Cape Eliz. WWTF - R&R	\$20,000
Total Cost, All Years:		\$200,000

Previous Years on CFP: 2006

Related Projects:

Procurement Issues:

840 SPURWINK CHURCH		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
	REVENUES						
R0334	RENTAL FEES	7,350	4,000	4,500	4,500	\$ 500	12.5%
R0434	INTEREST	338	200	200	200	\$ -	0.0%
	TOTAL SPURWINK CHURCH FUND REVENUES	7,688	4,200	4,700	4,700	\$ 500	11.9%
	EXPENDITURES						
1002	PART TIME PAYROLL	1,495	2,500	2,500	2,500	\$ -	0.0%
1020	SOCIAL SECURITY	78	191	191	191	\$ -	0.0%
	PERSONNEL SUBTOTAL	1,573	2,691	2,691	2,691	\$ -	0.0%
2001	TELEPHONE	-	550	550	550	\$ -	0.0%
2002	POWER	323	690	690	690	\$ -	0.0%
2003	WATER	354	400	400	400	\$ -	0.0%
2035	BUILDING MAINTENANCE	-	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SERVICE	-	450	450	450	\$ -	0.0%
3003	HEAT	1,514	3,250	3,250	3,250	\$ -	0.0%
6010	TOWN GENERAL FUND	316	316	316	316	\$ -	0.0%
	SUBTOTAL	2,507	8,156	8,156	8,156	\$ -	0.0%
	SPURWINK CHURCH TOTAL	4,080	10,847	10,847	10,847	\$ -	0.0%

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

Fiscal Year 2014
Proposed Budget

860	RIVERSIDE CEMETERY	ACTUAL FY 2012	BUDGET FY 2013	ESTIMATED FY 2013	BUDGET FY 2014	\$ CHANGE FY 13 to 14	% CHANGE FY 13 to 14
	REVENUES					\$ -	
R0328	INVESTMENT INCOME	4,659	1,000	1,700	2,500	\$ 1,500	150.0%
R0330	LOT SALES	45,673	12,000	15,000	17,000	\$ 5,000	41.7%
R0516	BURIAL FEES		25,000	25,000	25,000	\$ -	0.0%
	TOTAL RIVERSIDE CEMETERY REVENUES	50,332	38,000	41,700	44,500	\$ 6,500	17.1%
1001	FULL TIME PAYROLL	19,489	18,548	18,548	18,864	\$ 316	1.7%
1002	PART-TIME PAYROLL	12,484	14,500	14,000	15,740	\$ 1,240	8.6%
1003	OVERTIME	1,319	1,800	1,500	1,830	\$ 30	1.7%
1020	SOCIAL SECURITY	3,641	2,666	2,605	2,787	\$ 121	4.6%
	PERSONNEL SUBTOTAL	36,933	37,514	36,653	39,221	\$ 1,707	4.6%
2002	POWER	252	225	250	260	\$ 35	15.6%
2003	WATER	213	250	250	250	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,152	700	700	700	\$ -	0.0%
2012	CONTRACTED SERVICES	1,050					
2022	UNIFORMS	659	720	720	748	\$ 28	3.9%
2032	MARKER REPAIRS	550	1,000	1,000	1,000	\$ -	0.0%
2036	STONEMALL REPAIRS	240	2,500	1,000	2,500	\$ -	0.0%
3002	GASOLINE	626	1,056	1,056	1,056	\$ -	0.0%
3006	MATERIALS & SUPPLIES	2,435	2,500	2,500	2,500	\$ -	0.0%
3008	BURIALS	0	-	-	-		
3040	DIESEL FUEL	622	622	622	622	\$ -	0.0%
		7500	18,000	17,000		\$ (18,000)	-100.0%
4005	LOT BUY BACK	0	2,250	525	2,250	\$ -	0.0%
6010	TOWN GENERAL FUND	1,433	2,020	1,868	1,533	\$ (487)	-24.1%
	SUBTOTAL	16,732	31,843	27,491	13,419	\$ (18,424)	-57.9%
	RIVERSIDE CEMETERY TOTAL	53,665	69,357	64,144	52,640	\$ (16,717)	-24.1%

RIVERSIDE CEMETERY (860)

ACCOUNT SUMMARY

PERSONNEL & SALARY INFORMATION

Actual FY 2013

Approved/Proposed for FY 2014

Parks Equipment Operator (40 hrs. @ \$19.65/hr. @ 24 wks.)	\$18,548	\$18,864
Part-Time Maintenance Worker (40 hrs. @ \$12.24/hr. @ 25 wks.)	12,000	12,240
Cemetery Lot Coordinator (Stipend Position)	\$2,500	3,500

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

Full Time Payroll (1001)

One of the Parks Division Equipment Operator's is charged off for 24 weeks to account for mowing and maintenance at the Cemetery.

Part Time Payroll (1002)

\$15,740

The maintenance worker listed above also performs duties on municipal properties, Fort Williams Park and the School Grounds. The Cemetery Lot Coordinator is also funded from this account. He works closely with the Town Clerk and the Riverside Cemetery Trustees. His position requires him to coordinate on-site visits at the cemetery with perspective buyers. These generally occur after regular business hours, or on the weekends. Since he has a full-time job of his own, he must be available after his regular workday. It is proposed that the stipend for his position should be increased to more realistically reflect the time he spends both meeting with residents and time spent working administratively with the Town Clerk. For comparison purposes, the Tree Warden's annual stipend is proposed to be \$3,700/year in FY 2014.

Overtime (1003)

\$1,830

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

Power (2002)

\$260

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

Water (2003)

\$250

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

Professional Services (2010)

\$700

This covers the cost of renting a portable toilet that is used both by Spurwink Church visitors and the maintenance workers (\$570). A handicapped-accessible unit is rented for 7 1/2 months out of the year. It also covers contracted electrical services, if needed.

Uniforms (2022)

\$748

Six weeks of uniform rental expenses are charged off to the cemetery budget. It reflects a slight increase per an annual adjustment in our uniform rental agreement.

Marker Repair (2032)

\$1,000

This appropriation covers the costs of repairing or replacing broken markers in the old section of the cemetery, if needed.

Stone Wall Repairs (2036)

\$2,500

This account was created a few years ago to continue repairing stonewalls that border the cemetery. Most of walls were built in the early 1980's and we are finding that the masonry cap is breaking apart and needs to be re-mortared. In FY 2013, we repaired approximately 125' of wall cap on the Bowery Beach Road side of the cemetery. It is proposed to carry the same funding for FY 2014.

Gasoline (3002)

This account covers gasoline used in the mowing and trimming operations at the Cemetery. Like other line items for gasoline, it is being budgeted @ \$3.10/gal.

Supplies (3006)

\$2,500

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

Diesel Fuel (3040)

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

Master Plan Implementation (4001)

In order to replenish the fund balance for future projects, no recommendations are being made in FY 2014.

Town General Fund (6010)

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

865	FORT WILLIAMS PARK CAPITAL FUND FY 2014 BUDGET PROPOSAL REVENUES	BUDGET FY 2012	ACTUAL FY 2012	BUDGET FY 2013	ESTIMATED FY 2013	BUDGET FY 2014	\$ CHANGE FY 13 TO 14	% CHANGE FY 13 TO 14
RO337/338	OFFICERS ROW RENTALS	16,225	32,994	45,000	43,000	45,000	0	0.0%
RO500	BINOCULAR REVENUE	1,100	1,172	900	1,000	1,000	100	11.1%
RO508	CEREMONY FEES	3,500	2,300	3,000	3,000	3,000	0	0.0%
RO510	SHELTER, SHIP C., BANDSTAND & GAZE.	20,000	19,240	18,000	19,000	20,000	2,000	11.1%
RO511	SITE FEES/GROUP USE FEES	29,500	32,100	32,000	35,000	33,000	1,000	3.1%
RO603	BENCH DONATIONS							0
RO700	CONCESSION PROGRAM	2,000	13,045	15,795	15,475	15,000	(795)	-5.0%
RO800	BUS/TROLLEY REVENUES		640	25,000	27,000	27,000	2,000	8.0%
RO900	DONATION BOXES	8,000	10,301	8,000	10,000	10,000	2,000	25.0%
	TOTAL FORT WILLIAMS PARK REVENUES	80,325	111,792	147,695	153,475	154,000	6,305	4.3%
	EXPENDITURES							
4005	MASTER PLAN UPDATE	10,000	10000				0	
4006	MISC. PROJECTS - MASTER PLAN	5,000	3800	20,000	20,000	20,000	0	0.0%
4011	GODDARD MANSION						0	
4015	BATTERY BLAIR FEASIBILITY STUDY	200		200	380		(200)	-100.0%
4016	PARK BENCHES	500	52	500	75		(500)	-100.0%
4017	PLAYGROUND BRICKS						0	
4018	PERIMETER FENCING IMPROVEMENTS	5,000				45,000	45,000	
4019	BATTERY BLAIR REPAIRS					0	0	
4020	ENTRANCE ROAD GUARDRAIL EXTENSIO	5,000	3780			0	0	
4021	PEDESTRIAN IMPROVEMENTS	5,000				0	0	
4022	CLIFF WALK SAFETY IMPROVEMENTS			16,000	18,175	23,000	7,000	43.8%
4025	SHIP COVE PARKING IMPROVEMENTS (1)			75,000	75,000	8,000	(67,000)	-89.3%
4026	SHIP COVE PICNIC SLAB REHAB. (2)			35,000	35,000	2,000	(33,000)	-94.3%
4027	POWERS ROAD/SHIP COVE IMPROV. (7)			62,000	62,000	15,000	(47,000)	-75.8%
4030	WHEATLEY/OCEAN ROAD IMPROV. (5)					52,000		
6010	GENERAL FUND CONTRIBUTION	921	921	6,261	6,261	4,950	(1,311)	-20.9%
	FORT WILLIAMS PARK CAPITAL TOTAL	31,621	18,553	214,961	216,891	169,950	(45,011)	-20.9%

ITEM	EST. REVENUE	EST. EXPENSES	FUND BALANCE
Fort Williams Park Capital Fund Balance @ 6/30/12			\$178,909
FY 2013 Budget: Estimated Revenues by 6/30/13:			
- Officers Row Rentals - (\$45,000)	\$43,000		
- Binocular Revenue - (\$900)	\$1,000		
- Ceremony Fees - (\$3,000)	\$3,000		
- Picnic Shelter, Bandstand & Gazebo Rentals - (\$18,000)	\$19,000		
- Site Fees - (\$32,000)	\$35,000		
- Bench Donations - (\$0.00)	\$0		
- FWP Concessions (\$15,795)	\$15,475		
- Bus/Trolley Revenues - (\$25,000)	\$27,000		
- Donation Boxes - (\$8,000)	\$10,000		
Total	\$153,475		\$332,384
FY 2013 Budget: Estimated/Incurred Expenses (by 6/30/2013):			
- Misc. Projects TBD by the FWAC - (\$20,000)		\$20,000	
- Battery Blair Grant - (\$200)		\$380	
- Park Benches - (\$500)		\$75	
- Playground Bricks		\$0	
- Cliff Walk Safety Improvements (\$16,000)		\$18,175	
- Ship Cove Parking Improvements (\$75,000)		\$75,000	
- Picnic Slab Rehabilitation (\$35,000)		\$35,000	
- Powers Road/Ship Cove Improvements (\$62,000)		\$62,000	
- Town General Fund Contribution (\$6,261)		\$6,261	
Total/Anticipated Fund Balance - 6/30/2013		\$216,891	\$115,493
Note: Numbers in () were the budgeted amounts.			
FY 2014 Estimated Revenues (by 6/30/2014):			

- Officers Row Rentals	\$45,000		
- Binocular Revenue	\$1,000		
- Ceremony Fees	\$3,000		
- Picnic Shelter, Ship Cove, Bandstand & Gazebo Rentals	\$20,000		
- Site Fees (Includes Beach to Beacon)	\$33,000		
- Bench Donations	\$0		
- FWP Concessions	\$15,000		
- Bus/Trolley Revenues	\$27,000		
- Donation Boxes	\$10,000		
Total	\$154,000		\$269,493
FY 2014 Proposed Expenditures (See Spreadsheet for Details)		\$169,950	
Anticipated Fund Balance (y/e 6/30/2014)			\$99,543

To: The Honorable Members of the Cape Elizabeth Town Council

From: Bill Brownell, Chair
The Fort Williams Advisory Commission (FWAC)

Date: January 29, 2013

Re: **FY 2014 Fort Williams Park Capital Fund Budget (865) Summary**

The FY 2014 Fort Williams Park Capital Budget proposal includes supplementary funding for the completion for three of the ten projects identified as priorities by the Commission, as referenced in the 2011 Master Plan Update. Funds were approved in the FY 2013 budget based on preliminary estimates, however minor design changes and additional soft costs necessitate additional funding requests. The FY 2014 Budget also includes funding for Priority #5 of the Master Plan Update, which is the redesign of the Wheatley/Ocean Road intersection and sidewalk. The Commission has also recommended funding to complete the replacement of the wire fabric perimeter fence (and associated gates) along Shore Road and to install replacement fencing along a portion of the Cliff Walk.

Over the past 2 years, we have realized continued success in raising revenue within the Park and the balance in the Capital Fund is allowing us to undertake some worthy projects. The increased revenue is a result of, among other things, the additional rental income from the two buildings on Officers Row, income from new site fees (particularly the Beach to Beacon Race), new bus and trolley fees, the concession program and an unexpected source: Donation Boxes. Nevertheless many improvements remain to be made in the Park, particularly repairs to the bleachers and the many others, as identified in the Master Plan Update.

Misc. Projects TBD by the FWAC (4006)

This appropriation is for projects that are not specifically funded in other accounts. There are over 80 small improvement projects that were proposed in the 2011 update of the Master Plan. The commission is requesting that we be given the opportunity to fund some of those out of this account, since many are minor enhancements of the park infrastructure. In addition, this account may also provide funding for opportunities that are not known at the time of this submittal.

Park Benches (4016)

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

Perimeter Fencing Improvements (4018)

A significant portion of the perimeter fence along Shore Road was replaced in conjunction with the Shore Road Path Project. The wire fabric fence was replaced with the same style of fencing that was installed at the main entrance to the Park in 2008. It is proposed to complete the replacement of the wire fabric fence along Shore Road to a point just beyond the Garden Pond where the fence starts up over the ledge outcrop (approximately 550’).

Cliff Walk Safety Improvements (4022)

Pedestrian safety on sections of the Cliff Walk was noted by several respondents in the survey that was done as part of the Master Plan Update. It was recommended in the Master Plan that, “alternatives for aesthetically pleasing edge restraints or other safety options should be evaluated”. Funds were approved in the FY 2013 budget to undertake a small project on the northern segment of the Cliff Walk. A new railing was installed, along with some hardscaping and plantings. In FY 2014, it is proposed to replace two aging (and different) sections of fencing where the path terminates at the PHL property. It is proposed to use a cable railing that would match an existing product installed during the Fall of 2012 as referenced above.

Ship Cove Parking Improvements (4025)

This project was approved in FY 2013 to expand the capacity and to improve circulation in the Ship Cove lot. It was also intended to improve the pedestrian link to both Chapel Road and Battery Keyes. The project is scheduled to get underway on, or about April 1, 2013. Due to some changes in design and additional requirements required by the Planning Board, the project is anticipated to be slightly over the original programmed amount. A small sum is being proposed to cover expenses incurred after July 1, 2013, when the budget would have been closed out.

Picnic Area Slab Rehabilitation (4026)

This project was also approved in the FY 2013 budget. Like the Ship Cove Parking Lot, construction is scheduled to start after April 1st. After being funded, the design was modified to accommodate a tent, if desired (and supplied) by the renters. Flush-mounted tie-downs will be installed in the concrete to properly secure a tent. Since this project will straddle two fiscal years and be slightly over the programmed amount, additional funds are being proposed in FY 2014.

Powers Road/Ship Cove Parking Pedestrian & Vehicular Improvements (4027)

This project was approved and funded in the FY 2013 budget. It will involve a reconfiguration of the intersection at Ship Cove, a widening of the existing sidewalks and some minor landscape improvements. Like the two projects above, the scope has changed slightly from what was approved in the FY 2013 budget. That being the case, some additional funds are being proposed to cover the extra work, if needed.

Wheatley/Ocean Road Vehicular & Pedestrian Improvements (4030)

This project is identified as Priority #5 in the 2011 Master Plan Update. It would improve vehicular and pedestrian circulation and correct a challenging turning radius from Ocean Road onto Wheatley Road, which is the sole access for the overflow parking area near the former Fire Station. This project was permitted and approved by the Planning Board in November of 2012 and is proposed for construction in the Fall of 2013, or the Spring of 2014.

Town General Fund (6010)

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

Fiscal Year 2014
Proposed Budget

870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2012	FY 2013	FY 2013	FY 2014	FY 13 to 14	FY 13 to 14
	REVENUES						
R0555	DONATIONS	1,000	1,200	1,200	1,200	\$ -	0.0%
R0556	MUSEUM ADMISSIONS	45,000	45,000	45,000	45,000	\$ -	0.0%
R0557	GIFT SHOP SALES	500,000	500,000	505	500,000	\$ -	0.0%
R0558	BINOCULARS	1,000	1,000	1,000	1,000	\$ -	0.0%
R0560	INTEREST					\$ -	0.0%
	TOTAL PORTLAND HEAD LIGHT FUND REVENUES	547,000	547,200	552,200	547,200	\$ -	0.0%
	EXPENDITURES						
1001	FULL TIME PAYROLL	65,485	67,300	67,300	68,646	\$ 1,346	2.0%
1002	PART TIME PAYROLL	42,797	61,500	61,500	62,730	\$ 1,230	2.0%
1020	SOCIAL SECURITY	7,337	9,255	9,255	9,255	\$ -	0.0%
1023	ICMA DEFERRED COMPENSATION	6,200	6,385	6,385	6,500	\$ 115	1.8%
1025	HEALTH INSURANCE	17,080	17,285	17,285	17,980	\$ 695	4.0%
	PERSONNEL SUBTOTAL	148,155	161,725	161,725	165,111	\$ 3,386	2.1%
2001	TELEPHONE	2,397	3,500	3,500	3,250	\$ (250)	-7.1%
2002	POWER	2,671	3,500	3,500	3,250	\$ (250)	-7.1%
2004	PRINTING AND ADVERTISING	5,239	10,500	10,500	10,500	\$ -	0.0%
2005	POSTAGE	45	150	150	150	\$ -	0.0%
2006	TRAVEL	-	200	200	200	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,380	800	800	1,000	\$ 200	25.0%
2008	TRAINING	2,739	3,850	3,850	3,850	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	700	1,000	1,000	1,200	\$ 200	20.0%
2013	COLLECTIONS	-	1,500	1,500	1,500	\$ -	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	150	150	\$ -	0.0%
2034	OFFICE EQUIPMENT	1,134	1,000	1,000	1,000	\$ -	0.0%
2035	BUILDING MAINTENANCE	56,479	31,500	31,500	31,500	\$ -	0.0%
2036	GROUPS MAINTENANCE	22,954	30,000	30,000	32,000	\$ 2,000	6.7%
2062	CONTINGENCY	-	1,000	1,000	1,000	\$ -	0.0%
2089	INSURANCE COVERAGES	3,890	3,500	3,500	4,000	\$ 500	14.3%
3001	OFFICE SUPPLIES	436	600	600	600	\$ -	0.0%
3003	HEAT	4,352	5,420	5,420	5,000	\$ (420)	-7.7%
3006	MISCELLANEOUS SUPPLIES	-	100	100	100	\$ -	0.0%
3007	CLEANING SUPPLIES	145	200	200	200	\$ -	0.0%
3020	BOOKS	-	100	100	100	\$ -	0.0%
4001	OUTLAY	5,860	15,000	15,000	10,000	\$ (5,000)	-33.3%
4002	MUSEUM DEVELOPMENT	74	6,000	6,000	6,000	\$ -	0.0%
4010	GIFT SHOP COSTS	232,713	255,000	255,000	255,000	\$ -	0.0%
6010	TOWN GENERAL FUND	7,200	7,200	7,200	7,200	\$ -	0.0%
	PORTLAND HEAD LIGHT TOTAL	381,370	381,970	381,970	378,950	\$ (3,020)	-0.8%
		543,695	543,695	543,695	544,061	\$ 366	0.1%

Full Time Payroll (1001)

The FY2014 full time account includes:

Museum Director Salary \$59160
Parks Department Equipment Operator Salary \$776 (12 weeks) = \$9432.00

Part Time Payroll (1002)

Position	Hourly Wage	Hours/ per week
Marketing/Office Assistant	\$13.05	40 (six months) 24 (six months) \$22,000
2 Shop Assistants	\$12.20	30 (five months) 20(two months) \$10,800
Office Assistant/Marker	\$ 9.45	24 (five months) 8 (four months)\$7350
Park Rangers	\$13.50	22 (seven months) \$9497 plus \$2025 (extra-ships)
Greeters	\$9.00	60(five months) \$16875 PHL share\$11250

Printing and Advertising (2004)

The FY2014 budget includes advertising in the Convention and Visitors Guide, Maine Tour, Down East and Portland magazines, the Portland Discovery trolley. Another expense is the printing of 30,000 rack cards which are distributed in Visitor Information Centers. **Training (2008)**

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

Building Maintenance (2035)

FY2014 includes exterior and interior maintenance of the keepers' quarters and gift shop, cleaning contract, security system maintenance and carpet cleaning.

Grounds Maintenance (2036)

Portland Head Light covers rental and cleaning costs for 8 portable toilets \$20,000 in Fort Williams Park.

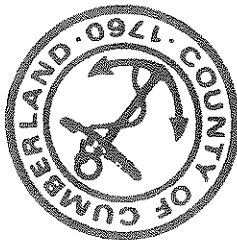
Also included is the landscaping contract for \$12,000 to maintain the property, the circle and the two walks along the coastline.

Outlay (4001)

FY 2014

Museum Development (4002) FY 2014 includes maintenance of the museum exhibits, updates, and reserve for future replacements.

Gift Shop Costs (4010) Projected sales are \$500,000. Costs of goods are approximately 55% of sales. This includes stock, bags, computers, registers and credit card fees.



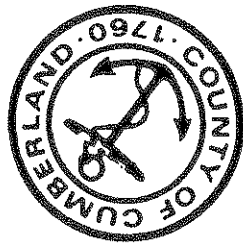
To: Town/City Managers and Selectmen
From: Barbara Buckley, Deputy Clerk
Date: February 14, 2013
Subject: 2013 Tax Warrant/Tax Rate/Interest Rate on Delinquent Taxes

Please find enclosed a final tax rate for 2013, Tax Warrant and Return, and the interest rate on delinquent taxes. Also enclosed are the County tax distribution and tax obligation lists. Please note that the tax obligation list contains the overlapping debt for each town.

Please contact our office at 871-8380, if you have any questions or require further assistance. Thank you.

Enclosures

County of Cumberland



Peter J. Crichton
County Manager

William E. Whitten
Assistant County Manager

February 14, 2013

Mr. Michael McGovern
Manager
Town of Cape Elizabeth
PO Box 6260
Cape Elizabeth, ME 04107
Mike
Dear Mr. McGovern,

On behalf of the Board of Commissioners and our county leadership team, I would like to thank you in advance for your cooperation in paying this assessment. As you will note from the attached information, the county's mill rate for FY2013 is .0006299563 or 62 cents per thousand. This represents a net increase of 5.77% or about a \$6 increase for the average taxpayer as compared to last year, which varies by municipality depending on the valuation. The Civic Center accounts for 58% of this total and the remaining 42% is due to county government operations.

We know that our municipalities are facing many difficult decisions and I want you to know that our partnership with you is a commitment we take seriously. If you would like to learn more about our 2013 budget, please visit our website at www.cumberlandcounty.org.

We are committed to working collaboratively with our municipalities as a facilitator, convenor, and service provider. With our economies of scale and the use of modern technology, we understand and accept our responsibility to continually look for ways to provide for more efficient, quality, value added public services that helps you achieve your goals.

We hope you are in agreement that our initiatives, such as our community development program and our strategic investment in areas like regional assessing and IT services, can make a positive difference on the future of our communities and the Cumberland County region.

If you have any questions or concerns about our assessment or what we are doing as a county government, please don't hesitate to contact me.

Sincerely,
[Signature]

Peter J. Crichton
Cumberland County Manager

Attachment

Commissioners
Budget Advisory Committee, w/attach.
County Legislative Delegation, w/attach.
County Leadership Team, w/attach.

TAX DISTRIBUTION SCHEDULE
COUNTY OF CUMBERLAND
FISCAL YEAR 2013

FY2013 COUNTY OF CUMBERLAND-

Final Valuation

The tax distribution schedule describes the amount of tax required from each municipality based on their equalized valuation to provide the revenue necessary for county operations. Previous year information is provided for comparison purposes. The tax calculation table at the bottom of the schedule shows the factors of expenditures revenues, and surplus used to calculate the amount of county property tax assessed on the real and personal property in each municipality.

The State of Maine Valuation for 2013 shows overall County increase of Valuation Growth

Tax Distribution Schedule		-3.03%		-2.04%	
Town	State 2012	State 2013	Valuation	State 2013	Valuation
Baldwin	158,450,000	92,449	147,250,000	147,250,000	-7.1%
Bridgton	984,500,000	574,406	968,850,000	968,850,000	-1.6%
Brunswick	2,028,050,000	1,183,264	1,983,450,000	1,983,450,000	-2.2%
Cape Elizabeth	1,710,750,000	998,136	1,685,400,000	1,685,400,000	-1.5%
Casco	611,350,000	356,692	616,450,000	616,450,000	0.8%
Chebeague Island	208,500,000	121,649	198,800,000	198,800,000	-4.7%
Cumberland	1,068,500,000	623,416	1,056,700,000	1,056,700,000	-1.1%
Falmouth	2,071,900,000	1,208,849	2,097,800,000	2,097,800,000	1.3%
Freeport	1,425,350,000	831,619	1,362,450,000	1,362,450,000	-4.4%
Frye Island	161,600,000	94,285	162,600,000	162,600,000	0.6%
Gorham	1,445,250,000	843,230	1,409,850,000	1,409,850,000	-2.4%
Gray	894,800,000	522,070	847,150,000	847,150,000	-5.3%
Harpwell	1,908,650,000	1,113,601	1,791,200,000	1,791,200,000	-6.2%
Harrison	505,500,000	294,934	491,550,000	491,550,000	-2.8%
Long Island	145,400,000	84,834	142,250,000	142,250,000	-2.2%
Naples	738,250,000	430,731	703,500,000	703,500,000	-4.7%
New Gloucester	470,650,000	274,800	485,300,000	485,300,000	3.1%
North Yarmouth	436,650,000	254,763	433,400,000	433,400,000	-0.7%
Portland	7,659,250,000	4,468,784	7,552,150,000	7,552,150,000	-1.4%
Powall	184,550,000	107,676	184,350,000	184,350,000	-0.1%
Raymond	1,009,700,000	689,109	996,600,000	996,600,000	-1.3%
Scarborough	3,556,750,000	2,075,183	3,482,500,000	3,482,500,000	-2.1%
Sebago	385,250,000	224,774	384,750,000	384,750,000	-0.1%
South Portland	3,556,500,000	2,075,037	3,516,250,000	3,516,250,000	-1.1%
Standish	1,046,900,000	610,813	1,001,000,000	1,001,000,000	-4.4%
Westbrook	1,847,650,000	1,078,010	1,810,550,000	1,810,550,000	-2.0%
Windham	1,792,250,000	1,045,687	1,751,900,000	1,751,900,000	-2.3%
Yarmouth	1,484,100,000	865,897	1,426,850,000	1,426,850,000	-3.9%
Tax Calculation	39,497,000,000	23,044,497	38,690,850,000	38,690,850,000	-2.04%
Total Estimated Expenditures	32,782,570	33,036,480	33,401,366	33,401,366	
Total Estimated Revenues	(10,245,682)	(10,110,131)	(10,006,869)	(10,006,869)	
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	
Tax Revenue Required	22,186,888	22,576,349	23,044,497	23,044,497	
Mill Rate	0.0005404596	0.000542936	0.0005834493	0.0005834493	
Per \$1,000	0.540459603	0.5442936	0.5834493	0.5834493	
Amount for \$200,000 home	\$ 108.09	\$ 110.86	\$ 116.69	\$ 116.69	
					Increase
					\$ 2.77
					\$ 5.83
					\$ 9.30

TAX SCHEDULE

Net Increase	5.77%				
2013	24,373,544	(350,000)	34,833,918	(10,110,374)	24,373,544
2012	23,044,497	(350,000)	33,401,366	(10,006,869)	23,044,497
2011	22,576,349	(350,000)	33,036,480	(10,110,131)	22,576,349
2010	22,186,888	(350,000)	32,782,570	(10,245,682)	22,186,888

**Cumberland County, Maine
Municipal Tax Assessment & Overlapping Debt
Obligation-As of 12/31/2012**

2012 Tax Obligations		0.0005834493		\$ 37,220,000
Town	2012 Property Valuation	2012 Final Tax Rate Noted Above	Percent of Total County Tax	12/31/2012 Overlapping Debt Obligation
Baldwin	158,450,000	92,449	0.40%	149,317
Bridgton	984,500,000	574,406	2.49%	927,744
Brunswick	2,028,050,000	1,183,264	5.13%	1,911,133
Cape Elizabeth	1,710,750,000	998,136	4.33%	1,612,125
Casco	611,350,000	356,692	1.55%	576,106
Cumberland	208,500,000	121,649	0.53%	196,480
Chebeague Isle	1,068,500,000	623,416	2.71%	1,006,901
Falmouth	2,071,900,000	1,208,849	5.25%	1,952,455
Freeport	1,425,350,000	831,619	3.61%	1,343,179
Frye Island	161,600,000	94,285	0.41%	152,284
Gorham	1,445,250,000	843,230	3.66%	1,361,931
Gray	894,800,000	522,070	2.27%	843,215
Harpwell	1,908,650,000	1,113,601	4.83%	1,798,616
Harrison	505,500,000	294,934	1.28%	476,358
Long Island	145,400,000	84,834	0.37%	137,018
Naples	738,250,000	430,731	1.87%	695,690
New Gloucester	470,650,000	274,600	1.19%	443,517
North Yarmouth	436,650,000	254,763	1.11%	411,477
Portland	7,659,250,000	4,468,784	19.39%	7,217,694
Pownal	184,550,000	107,676	0.47%	173,911
Raymond	1,009,700,000	589,109	2.56%	951,491
Scarborough	3,556,750,000	2,075,183	9.01%	3,351,703
Sebago	385,250,000	224,774	0.98%	363,040
South Portland	3,556,500,000	2,075,037	9.00%	3,351,468
Standish	1,046,900,000	610,813	2.65%	986,546
Westbrook	1,847,650,000	1,078,010	4.68%	1,741,133
Windham	1,792,250,000	1,045,687	4.54%	1,688,927
Yarmouth	1,484,100,000	865,897	3.76%	1,398,542
Totals	39,497,000,000	23,044,498	100.00%	37,220,000