

Special Funds

**Special Funds Summary
Fiscal Year 2015**

	Budget	Actual	Budget	Estimated	Budget	\$ Change	% Change
Expenditures	FY 2013	FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
Cape Elizabeth Rescue Fund	\$ 263,500	\$ 229,683	\$ 267,318	\$ 267,318	\$ 274,207	\$ 6,889	2.6%
Cape Elizabeth Sewer Fund	\$ 1,755,300	\$ 1,827,026	\$ 2,163,963	\$ 2,053,990	\$ 1,853,424	\$ (310,539)	-14.4%
Spurwink Church Fund	\$ 10,847	\$ 7,735	\$ 10,847	\$ 8,952	\$ 9,209	\$ (1,638)	-15.1%
Riverside Cemetery Fund	\$ 69,357	\$ 63,064	\$ 52,640	\$ 52,640	\$ 54,520	\$ 1,880	3.6%
Fort Williams Park Capital Fund	\$ 214,961	\$ 206,807	\$ 169,950	\$ 159,253	\$ 96,305	\$ (73,645)	-43.3%
Portland Head Light Fund	\$ 543,695	\$ 461,655	\$ 544,061	\$ 544,061	\$ 541,406	\$ (2,655)	-0.5%
Thomas Jordan Fund	\$ 35,535	\$ 22,688	\$ 35,535	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Improvement Fund	\$ 10,355	\$ 13,040	\$ 100,000	\$ 100,000	\$ -	\$ (100,000)	-100.0%
Land Acquisition Fund	\$ 1,448	\$ 150,000	\$ -				
Total Budget	\$ 2,904,998	\$ 2,981,698	\$ 3,344,314	\$ 3,221,749	\$ 2,864,606	\$ (479,708)	-14.3%
Revenues	FY 2013	FY 2013	FY 2014	FY 2014	FY 2015	\$ Change	% Change
	Budget	Actual	Revenues	Estimated	Budget	FY 14 to 15	FY 14 to 15
Cape Elizabeth Rescue Fund	\$ 170,000	\$ 241,265	\$ 260,000	\$ 260,000	\$ 270,000	\$ 10,000	3.8%
Cape Elizabeth Sewer Fund	\$ 1,755,300	\$ 1,827,026	\$ 1,850,300	\$ 1,850,300	\$ 1,850,300	\$ -	0.0%
Spurwink Church Fund	\$ 4,700	\$ 7,430	\$ 4,700	\$ 4,700	\$ 4,700	\$ -	0.0%
Riverside Cemetery Fund	\$ 38,000	\$ 51,984	\$ 44,500	\$ 44,500	\$ 44,500	\$ -	0.0%
Fort Williams Park Capital Fund	\$ 147,695	\$ 151,161	\$ 154,000	\$ 163,200	\$ 161,400	\$ 7,400	4.8%
Portland Head Light Fund	\$ 547,200	\$ 572,621	\$ 547,200	\$ 547,200	\$ 547,200	\$ -	0.0%
Thomas Jordan Fund	\$ 35,535	\$ 88,240	\$ 60,000	\$ 60,000	\$ 40,000	\$ (20,000)	-33.3%
Infrastructure Improvement Fund	\$ 28,180	\$ 36,114	\$ 24,000	\$ 40,000	\$ 30,000	\$ 6,000	25.0%
Land Acquisition Fund	\$ 15,616	\$ 9,368	\$ 16,457	\$ 16,457	\$ 32,914	\$ 16,457	100.0%
Total Revenues	\$ 2,742,226	\$ 2,985,209	\$ 2,961,157	\$ 2,986,357	\$ 2,981,014	\$ 19,857	0.7%

Fiscal Year 2015
Proposed Budget

815	SEWER FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
	REVENUES						
R0348	SEWER BILLS	1,760,508	1,825,000	1,825,000	1,825,000	\$ -	0.0%
R0349	CONNECTION FEES	44,000	25,000	25,000	25,000	\$ -	0.0%
R0356	MISCELLANEOUS	4716	300	300	300	\$ -	0.0%
	USE OF SURPLUS					\$ -	
	TOTAL SEWER FUND REVENUES	1,809,224	1,850,300	1,850,300	1,850,300	\$ -	0.0%
	EXPENDITURES						
1001	FULL TIME PAYROLL	9,902	11,750	11,750	11,982	\$ 232	2.0%
1003	OVERTIME PAYROLL	283	1891	500	1800	\$ (91)	-4.8%
1020	SOCIAL SECURITY	779	1,044	937	1,054	\$ 11	1.0%
	PERSONNEL SUBTOTAL	10,964	14,685	13,187	14,836	\$ 152	1.0%
2022	UNIFORMS	720	748	748	740	\$ (8)	-1.1%
2037	SEWER LINE MAINTENANCE/RESERVE	29,929	140,000	140,000	140,000	\$ -	0.0%
2062	CONTINGENCY	199	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,329,312	1,397,550	1,390,000	1,418,800	\$ 21,250	1.5%
2072	ADMINISTRATIVE COSTS	52	2,000	2,000	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	0	2,200	2,200	2,200	\$ -	0.0%
3002	GASOLINE	455	455	455	500	\$ 45	9.9%
3040	DIESEL FUEL	568	568	568	600	\$ 32	5.6%
4001	OUTLAY	0	0	0	0	\$ -	
4004	DEBT SERVICE	219,564	219,564	219,564	219,564	\$ -	0.0%
4006	STARBOARD DRIVE REHABILITATION	99,999					
4015	CHARLES ROAD REHABILITATION		332,654	232,000	0		0.0%
6010	TOWN GENERAL FUND	51,125	53,339	53,068	53,983	\$ 644	1.2%
	SUBTOTAL	1,731,923	2,149,278	2,040,803	1,838,587	\$ (310,691)	-14.5%
	SEWER FUND TOTAL	1,742,887	2,163,963	2,053,990	1,853,424	\$ (310,539)	-14.4%

Fiscal Year 2015
Proposed Budget

840 SPURWINK CHURCH		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
	REVENUES						
R0334	RENTAL FEES	7,135	4,500	4,500	4,500	\$ -	0.0%
R0434	INTEREST	266	200	200	200	\$ -	0.0%
	TOTAL SPURWINK CHURCH FUND REVENUES	7,401	4,700	4,700	4,700	\$ -	0.0%
	EXPENDITURES						
1002	PART TIME PAYROLL	1,950	2,500	2,500	2,500	\$ -	0.0%
1020	SOCIAL SECURITY	149	191	191	191	\$ -	0.0%
	PERSONNEL SUBTOTAL	2,099	2,691	2,691	2,691	\$ -	0.0%
2001	TELEPHONE	-	550	300	550	\$ -	0.0%
2002	POWER	242	690	350	350	\$ (340)	-49.3%
2003	WATER	152	400	400	200	\$ (200)	-50.0%
2035	BUILDING MAINTENANCE	3,379	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SERVICE	-	450	450	450	\$ -	0.0%
3003	HEAT	1,046	3,250	2,000	2,200	\$ (1,050)	-32.3%
6010	TOWN GENERAL FUND	316	316	261	268	\$ (48)	-15.1%
	SUBTOTAL	5,135	8,156	6,261	6,518	\$ (1,638)	-20.1%
	SPURWINK CHURCH TOTAL	7,234	10,847	8,952	9,209	\$ (1,638)	-15.1%

Fiscal Year 2015
Proposed Budget

860	RIVERSIDE CEMETERY	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES					\$ -	
R0328	INVESTMENT INCOME	2,647	2,500	2,500	2,500	\$ -	0.0%
R0330	LOT SALES	11,925	17,000	17,000	17,000	\$ -	0.0%
R0516	BURIAL FEES	26,125	25,000	25,000	25,000	\$ -	0.0%
	TOTAL RIVERSIDE CEMETERY REVENUES	40,697	44,500	44,500	44,500	\$ -	0.0%
1001	FULL TIME PAYROLL	19,155	18,864	18,864	20,170	\$ 1,306	6.9%
1002	PART-TIME PAYROLL	12,211	15,740	15,740	16,050	\$ 310	2.0%
1003	OVERTIME	1,933	1,830	1,830	1,870	\$ 40	2.2%
1020	SOCIAL SECURITY	2,508	2,787	2,787	2,914	\$ 127	4.5%
	PERSONNEL SUBTOTAL	35,807	39,221	39,221	41,004	\$ 1,783	4.5%
2002	POWER	202	260	260	260	\$ -	0.0%
2003	WATER	440	250	250	300	\$ 50	20.0%
2010	PROFESSIONAL SERVICES	581	700	700	700	\$ -	0.0%
2012	CONTRACTED SERVICES	0					
2022	UNIFORMS	720	748	748	740	\$ (8)	-1.1%
2032	MARKER REPAIRS	0	1000	1000	1000	\$ -	0.0%
2036	STONEMALL REPAIRS	2,500	2,500	2,500	2,500	\$ -	0.0%
3002	GASOLINE	1,056	1,056	1,056	1,056	\$ -	0.0%
3006	MATERIALS & SUPPLIES	2,030	2,500	2,500	2,500	\$ -	0.0%
3008	BURIALS						
3040	DIESEL FUEL	622	622	622	622	\$ -	0.0%
4001	OUTLAY	17,000					
4005	LOT BUY BACK	1,650	2,250	2,250	2,250	\$ -	0.0%
6010	TOWN GENERAL FUND	1,480	1,533	1,533	1,588	\$ 55	3.6%
	SUBTOTAL	28,281	13,419	13,419	13,516	\$ 97	0.7%
	RIVERSIDE CEMETERY TOTAL	64,088	52,640	52,640	54,520	\$ 1,879	3.6%

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865	FORT WILLIAMS PARK FUND	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES						
RO337	OFFICERS ROW RENTALS	49,226	45,000	49,000	50,000	\$ 5,000	11.1%
RO500	BINOCULAR REVENUE	349	1,000	800	800	\$ (200)	-20.0%
RO508	CEREMONY FEES	3,400	3,000	3,400	3,500	\$ 500	16.7%
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	18,809	20,000	19,000	19,000	\$ (1,000)	-5.0%
RO511	SITE FEES	33,113	33,000	32,000	33,000	\$ -	0.0%
RO603	BENCH DONATIONS	-	-	-	-	\$ -	-
RO700	FW CONCESSIONS	7,545	15,000	15,000	8,600	\$ (6,400)	-42.7%
RO800	BUSTROLLEY REVENUES	26,675	27,000	32,000	34,500	\$ 7,500	27.8%
RO900	FWP DONATION BOXES	12,016	10,000	12,000	12,000	\$ 2,000	20.0%
	TOTAL FORT WILLIAMS PARK REVENUES	151,133	154,000	163,200	161,400	\$ 7,400	4.8%
	EXPENDITURES						
4005	MASTER & BUSINESS PLAN UPDATE						
4006	MISC. PROJ. TBD BY THE FWAC	\$ -	\$ 20,000	\$ 10,000	\$ 30,000	\$ 10,000	50.0%
4011	GODDARD MANSION	\$ 10,256	\$ -	\$ -	\$ -	\$ -	-
4015	BATTERY BLAIR GRANT OPP.	\$ -	\$ -	\$ -	\$ -	\$ -	-
4016	PARK BENCHES	\$ 376	\$ 100	\$ 544	\$ -	\$ (100)	-100.0%
4017	BLEACHER ENGINEERING	\$ -	\$ -	\$ -	\$ 8,500	\$ -	-
4018	FENCING IMPROVEMENTS	\$ -	\$ 45,000	\$ 36,620	\$ -	\$ (45,000)	-100.0%
4019	BATTERY BLAIR REPAIRS	\$ -	\$ -	\$ -	\$ -	\$ -	-
4020	ENTRANCE ROAD GUARDRAIL EXTENSION	\$ -	\$ -	\$ -	\$ -	\$ -	-
4021	PEDESTRIAN IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	-
4022	CLIFF WALK SAFETY IMPROVEMENTS	\$ 18,175	\$ 23,000	\$ 24,175	\$ 23,000	\$ -	0.0%
4025	SHIP COVE PARKING IMPROVEMENTS	\$ 88,285	\$ 8,000	\$ 8,000	\$ 32,000	\$ 24,000	300.0%
4026	PICNIC AREA SLAB REHABILITATION	\$ 33,589	\$ 2,000	\$ 2,164	\$ -	\$ (2,000)	-100.0%
4030	WHEATLEY/OCEAN RD IMPROVEMENTS	\$ -	\$ 52,000	\$ 60,000	\$ -	\$ (52,000)	-100.0%
4027	POWERS ROAD/SHIP COVE IMPROV.	\$ 49,865	\$ 15,000	\$ 12,800	\$ -	\$ (15,000)	-100.0%
4028	BATTERY KNOLL INTERPRETIVE DIS.	\$ -	\$ -	\$ -	\$ -	\$ -	-
6010	GENERAL FUND CONT.	\$ 6,261	\$ 4,950	\$ 4,950	\$ 2,805	\$ (2,145)	-43.3%
	FORT WILLIAMS PARK TOTAL	\$ 206,807	\$ 170,050	\$ 159,253	\$ 96,305	\$ (73,745)	-43.4%

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870	PORTLAND HEAD LIGHT	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES						
R0555	DONATIONS	1,415	1,200	1,200	1,200	\$ -	0.0%
R0556	MUSEUM ADMISSIONS	49,036	45,000	45,000	45,000	\$ -	0.0%
R0557	GIFT SHOP SALES	518,855	500,000	500,000	500,000	\$ -	0.0%
R0558	BINOCULARS	1,042	1,000	1,000	1,000	\$ -	0.0%
R0560	INTEREST						
	TOTAL PORTLAND HEAD LIGHT FUND REVENUE	570,348	547,200	547,200	547,200	\$ -	0.0%
	EXPENDITURES						
1001	FULL TIME PAYROLL	66,771	68,646	68,646	70,500	\$ 1,854	2.7%
1002	PART TIME PAYROLL	51,947	62,730	62,730	64,870	\$ 2,140	3.4%
1020	SOCIAL SECURITY	8,507	9,255	9,255	10,356	\$ 1,101	11.9%
1023	ICMA DEFERRED COMPENSATION	-	6,500	6,500	6,500	\$ -	0.0%
1025	HEALTH INSURANCE		17,980	17,980	18,330	\$ 350	1.9%
	PERSONNEL SUBTOTAL	127,225	165,111	165,111	170,556	\$ 5,445	3.3%
2001	TELEPHONE	2,237	3,250	3,250	2,750	\$ (500)	-15.4%
2002	POWER	2,403	3,250	3,250	3,250	\$ -	0.0%
2004	PRINTING AND ADVERTISING	8,348	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	717	1,000	1,000	1,000	\$ -	0.0%
2008	TRAINING	3,143	3,850	3,850	3,850	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,374	1,200	1,200	1,200	\$ -	0.0%
2013	COLLECTIONS	-	1,500	1,500	1,500	\$ -	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	150	150	\$ -	0.0%
2034	OFFICE EQUIPMENT	608	1,000	1,000	1,000	\$ -	0.0%
2035	BUILDING MAINTENANCE	9,879	31,500	31,500	25,000	\$ (6,500)	-20.6%
2036	GROUPS MAINTENANCE	29,479	32,000	32,000	31,000	\$ (1,000)	-3.1%
2062	CONTINGENCY	-	1,000	1,000	1,000	\$ -	0.0%
2089	INSURANCE COVERAGES	3,483	4,000	4,000	4,000	\$ -	0.0%
3001	OFFICE SUPPLIES	458	600	600	600	\$ -	0.0%
3003	HEAT	4,338	5,000	5,000	5,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	-	100	100	100	\$ -	0.0%
3007	CLEANING SUPPLIES	15	200	200	200	\$ -	0.0%
3020	BOOKS	-	100	100	100	\$ -	0.0%
4001	OUTLAY	7,360	10,000	10,000	10,000	\$ -	0.0%
4002	MUSEUM DEVELOPMENT	255	6,000	6,000	6,000	\$ -	0.0%
4010	GIFT SHOP COSTS	277,707	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	359,049	378,950	378,950	370,950	\$ (8,000)	-2.1%
		486,274	544,061	544,061	541,506	\$ (2,555)	-0.5%

Fiscal Year 2015
Proposed Budget

875	THOMAS JORDAN TRUST	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
5101	CLIENT ASSISTANCE/ADMIN.	21,652	34,500	34,500	34,500	\$ -	0.0%
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035	\$ -	0.0%
	THOMAS JORDAN TOTAL	22,687	35,535	35,535	35,535	\$ -	0.0%
750	INFRASTRUCTURE IMPROVEMENT FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 16	FY 14 to 15
4001	TOWN CENTER FIRE STATION LIGHTING					\$ -	
4002	THOMAS MEMORIAL LIBRARY PHASE II					\$ -	
4003	LIBRARY LIGHTING UPGRADE					\$ -	
4004	POOL DECTRON UNIT REPAIRS					\$ -	
4005	POLICE SHELIVING					\$ -	
4006	TOWN CENTER FIRE STATION PAINTING/SIGNS					\$ -	
4007	TOWN CENTER LIGHT FIXTURES REPLACEMENTS					\$ -	
	INFRASTRUCTURE FUND TOTAL	\$ 13,040	\$ 100,000	\$ 100,000	\$ -	\$ (100,000)	

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735	RESCUE FUND	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES						
R0620	RESCUE FEES	214,924	180,000	250,000	260,000	\$ 80,000	44.4%
	CONTRIBUTION FROM GENERAL FUND		80,000	80,000	10,000	\$ (70,000)	-87.5%
	TOTAL RESCUE FUND REVENUES	170,000	260,000	330,000	270,000	\$ 10,000	3.8%
	EXPENDITURES						
1002	PART TIME PAYROLL	133,426	161,976	161,976	165,215	\$ 3,239	2.0%
1020	SOCIAL SECURITY	10,460	12,392	12,392	12,392	\$ -	0.0%
	PERSONNEL SUBTOTAL	143,886	174,368	174,368	177,607	\$ 3,239	1.9%
	CELLULAR	679	650	650	\$650	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	2,147	2,700	2,700	2,700	\$ -	0.0%
2008	TRAINING	6,627	8,000	8,000	9,000	\$ 1,000	12.5%
2010	PROFESSIONAL SERVICES	15,953	25,000	25,000	25,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	3,486	4,500	4,500	5,000	\$ 500	11.1%
2033	RADIO MAINTENANCE	5,992	7,400	7,400	7,400	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	8,928	9,000	9,000	9,250	\$ 250	2.8%
2071	PHYSICALS AND SHOTS	30	2,200	2,200	2,000	\$ (200)	-9.1%
3022	MOTOR FUELS	3,200	4,000	4,000	4,400	\$ 400	10.0%
3004	UNIFORMS	3,847	4,000	4,000	4,000	\$ -	0.0%
3005	MINOR EQUIPMENT	14,729	15,500	15,500	17,000	\$ 1,500	9.7%
3006	MISCELLANEOUS SUPPLIES	2,223	2,500	2,500	2,500	\$ -	0.0%
4001	OUTLAY						
6010	TOWN GENERAL FUND	7,500	7,500	7,500	\$7,500	\$ -	0.0%
	SUBTOTAL	75,341	92,950	92,950	96,600	\$ 3,650	3.9%
	RESCUE FUND TOTAL	219,227	267,318	267,318	\$274,207	\$ 6,889	2.6%

Rescue Budget Account 735

735	RESCUE FUND	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES						
R0620	RESCUE FEES	214,924	180,000	250,000	260,000	\$ 80,000	44.4%
	CONTRIBUTION FROM GENERAL FUND		80,000	80,000	10,000	\$ (70,000)	-87.5%
	TOTAL RESCUE FUND REVENUES	170,000	260,000	330,000	270,000	\$ 10,000	3.8%
	EXPENDITURES						
1002	PART TIME PAYROLL	133,426	161,976	161,976	165,215	\$ 3,239	2.0%
1020	SOCIAL SECURITY	10,460	12,392	12,392	12,392	\$ -	0.0%
	PERSONNEL SUBTOTAL	143,886	174,368	174,368	177,607	\$ 3,239	1.9%

Part Time and Per Diem Payroll (1002) \$165,215

Pay for the per-diem personnel, Medical Director and the company members. The increased training requirements implemented by Maine EMS will have an impact on this account

Cell Phones (2000) \$650

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) \$2,700

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) \$9,000

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 and classroom training. This also covers the cost of outside instructors that provide specialized EMS training. We subscribe to an online training program which allows people to obtain some of the credits needed for renewal of their EMS licenses. Basic EMT's are required to obtain 54 hours every 3 years while paramedics must complete 72 hours.

Professional Services (2010) \$25,000

This covers the cost of our ambulance billing service and any paramedic intercepts done by the City of South Portland. We have seen a significant decrease in the number of intercepts since the start of the per diem program.

- Vehicle Maintenance (2032) \$5,000**
Regular maintenance costs on the two ambulances.
- Radio Maintenance (2033) \$7,400**
This account covers the cost of pager and portable radio purchases and repairs.
- Equipment Maintenance (2034) \$9,250**
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) \$2,000**
This covers the cost of physicals that we require of all new members, hepatitis shots and TB testing.
- Fuel (3022) \$4,400**
Fuel costs for the two ambulances.
- Uniforms (3004) \$4,000**
We purchase all the coats and vests that protect and identify our members from this account. We are in the process of replacing these coats with ones that meet the roadway safety requirements.
- Minor Equipment (3005) \$17,000**
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. We are increasing this account as we are using more supplies with the increased call volume.
- Miscellaneous Supplies (3006) \$2,500**
This account covers all the office supplies and awards given out at the department's appreciation night event.

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815	SEWER FUND	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES						
R0348	SEWER BILLS	1,760,508	1,825,000	1,825,000	1,825,000	\$ -	0.0%
R0349	CONNECTION FEES	44,000	25,000	25,000	25,000	\$ -	0.0%
R0356	MISCELLANEOUS	4716	300	300	300	\$ -	0.0%
	USE OF SURPLUS					\$ -	
	TOTAL SEWER FUND REVENUES	1,809,224	1,850,300	1,850,300	1,850,300	\$ -	0.0%
	EXPENDITURES						
1001	FULL TIME PAYROLL	9,902	11,750	11,750	11,982	\$ 232	2.0%
1003	OVERTIME PAYROLL	283	1891	500	1800	\$ (91)	-4.8%
1020	SOCIAL SECURITY	779	1,044	937	1,054	\$ 11	1.0%
	PERSONNEL SUBTOTAL	10,964	14,685	13,187	14,836	\$ 152	1.0%
2022	UNIFORMS	720	748	748	740	\$ (8)	-1.1%
2037	SEWER LINE MAINTENANCE/RESERVE	29,929	140,000	140,000	140,000	\$ -	0.0%
2062	CONTINGENCY	199	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,329,312	1,397,550	1,390,000	1,418,800	\$ 21,250	1.5%
2072	ADMINISTRATIVE COSTS	52	2,000	2,000	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	0	2,200	2,200	2,200	\$ -	0.0%
3002	GASOLINE	455	455	455	500	\$ 45	9.9%
3040	DIESEL FUEL	568	568	568	600	\$ 32	5.6%
4001	OUTLAY	0	0	0	0	\$ -	
4004	DEBT SERVICE	219,564	219,564	219,564	219,564	\$ -	0.0%
4006	STARBOARD DRIVE REHABILITATION	99,999					
4015	CHARLES ROAD REHABILITATION		332,654	232,000	0		0.0%
6010	TOWN GENERAL FUND	51,125	53,339	53,068	53,983	\$ 644	1.2%
	SUBTOTAL	1,731,923	2,149,278	2,040,803	1,838,587	\$ (310,691)	-14.5%
	SEWER FUND TOTAL	1,742,887	2,163,963	2,053,990	1,853,424	\$ (310,539)	-14.4%

SEWER FUND BUDGET (815)

ACCOUNT SUMMARY

PERSONNEL & SALARY INFORMATION

POSITION	Actual FY 2014	Budget FY 2015
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Equipment Operator (40 hrs. @ \$855.91/wk. @ 14 wks.)	\$11,750	\$11,982
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Note: The pay amount shown for the full-time position is shown for demonstrative purposes since negotiations are on-going with the Teamster's Local #340 at the time of this submission.

Full Time Payroll (1001) \$11,982

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

Overtime (1003) \$1,800

This covers overtime for sewer-related calls outside of normal working hours. The number of hours is reduced from 80 to 60 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 funded a maintenance and reserve account to address minor sewer line repairs, video inspections and future projects. The Charles Road Sanitary Improvements were completed in the Fall of 2013. This fulfills a small portion of our commitment to the State to reduce infiltration that leads to the Ottawa Road Pumping Station. The Maine DEP officially approved the Ottawa Road CSO report on July 9, 2013. The report was submitted by the Portland Water District on behalf of the three parties and provides a 5-Year plan to mitigate the chances of overflows into Danforth Cove. In Year 1 (Fiscal Year 2015), we will begin home inspections, perform additional flow monitoring and initiate the design of Phase I of the infiltration reduction project.

Once we have made substantial progress on the Ottawa Road CSO plan, staff is recommending that the sanitary sewer main on Surf Road be replaced. This project was originally included in the 2006 Sewer Rehabilitation Project, but was tabled due to budgetary constraints. The line conveys sanitary flows from the Garden Lane Pumping Station, which will be replaced this year. The line is made of vitrified clay and should be replaced with a polyvinylchloride (PVC) type to handle the increased frequency of pumping cycles from the new station.

Other items appropriated out of this account are the purchase of sewer cleaning supplies, 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) \$1,418,800

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 2014 calendar year assessment at \$1,377,252, which is .9% higher than last year. As noted, they are on a calendar year budget, so the amount shown in the spreadsheet (and above) is adjusted to reflect 6 months of the forecasted assessment for 2015. We continue to enjoy a cooperative working relationship with the staff at the Portland Water District. Scott Firmin and his team are a pleasure to work with and they were especially helpful during the Ottawa Road CSO Plan process.

Gasoline (3002) \$500

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

Diesel Fuel (3040) \$600

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 4, 2013 at 3:00**

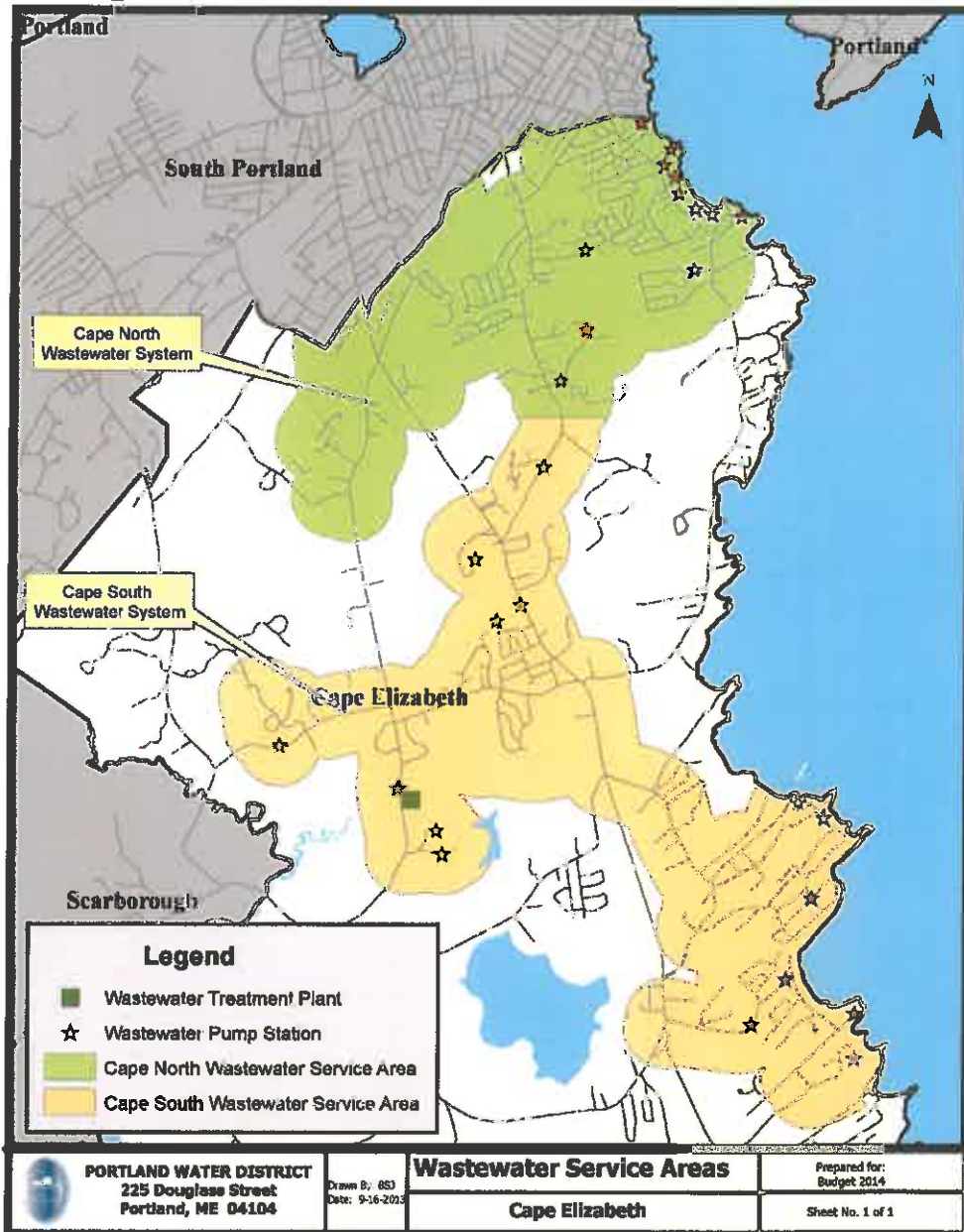
Attendees: Cape Elizabeth Michael McGovern, Robert Malley
PWD Ron Miller, Scott Firmin and David Kane

Agenda

1. 2014 Wastewater Assessment - \$1,377,252; \$12,168 or 0.9%% higher than 2013 assessment
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 3.0% scheduled for May 1, 2014, including Public Fire Protection. Increase subject to the District's Board approval in February 2014 and Maine Public Utilities Commission approval.

Fund: Wastewater- Cape Elizabeth

Cape Elizabeth Wastewater Service Area



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.

2014 Summary

The proposed assessment of \$1,377,252 is a 0.9% increase. The assessment is \$42,000 lower than the forecasted assessment provided the town last year.

The proposed 2014 Total Expense and Capital budgets are \$1,378,857 and \$308,000, respectively. The Total Expense budget increased \$12,114 or 0.9%.

The 2014 capital budget involves upgrades at the Garden Lane pump station; South Portland Meter Station roof and small equipment repairs at the treatment plant and pump stations. Work will be financed by a withdrawal of \$58,000 from the renewal and replacement fund and a bond of \$250,000.



2014 Details

Revenues:

Assessments - The Assessment to be paid by the Town to the District (\$1,377,252) is an increase of 0.9%.

Interest - The interest earned on funds not expended, including sewer fees collected but not remitted to the municipality. The average rate of return assumed in the 2014 Budget was 0.32%.

Expenses:

Salaries/Wages – The budget of \$186,294 increased 1.8% (\$3,294).

Employee Benefits – Benefits, which are charged as a percentage of regular wages, increased 3.6% (\$3,062) to a total of \$88,527. The benefit rate had a small increase of 1.7%.

Heat/Fuel Oil – The budget for this item increased \$1,043 (6.6%). The budgeted per unit price increase of 10.3% was somewhat offset by a projected decrease in usage.

Insurance – Insurance rose \$2,082 (65.5%) due to costs associated with the recently completed treatment plant and pump station upgrades.

Materials & Supplies – The budget items, used during the operations and maintenance of the treatment plant and the pump stations, were increased \$5,300 (18.9%) to match the historical levels of usage.

Purchased Power – Power costs increased by \$3,262 or 4.4%. The total budget for power is \$77,514.

Transportation – Transportation costs decreased by 14.2% or \$10,572, largely due to a change in the allocation of vehicle expenses by going to a 40 hour vehicle concept where standby vehicle time is charged via the Wastewater Support Services (SS) line. The total budget for transportation is \$64,138.

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 4.5% (\$16,100). The increase in the Wastewater (\$5,650) area was primarily due to change in District's transportation cost allocation process in which the standby time for vehicles is now charged on this line. Administrative costs allocated based on the average costs of each fund over the past three years, the increase on this line (12.8%) was due to impact of the recent debt service issued for the treatment plant/pump station upgrades fully impacting that average.

Debt Service - The annual principal and interest payments on bonds issued to finance capital projects. This cost was reduced \$16,199, or 7.8%, from the prior year budget to \$190,314.

Renewal & Replacement - Dollars put aside to fund capital projects. A contribution of \$94,728 will be made in 2014; an increase of \$1,306 or 1.4%.

51 Budget by Fund – Wastewater, Cape Elizabeth

	2012 Actual	2013 Jan-Jun	2013 Budget	2014 Budget	Budget Diff \$	Budget Diff %
WW Assessments	\$1,293,540	\$682,542	\$1,365,084	\$1,377,252	\$12,168	0.9%
Other Income	1,955	-	-	-	-	n/a
<u>Interest Income</u>	<u>(1,112)</u>	<u>844</u>	<u>1,659</u>	<u>1,605</u>	<u>(54)</u>	<u>-3.3%</u>
Total Revenue	1,294,383	683,386	1,366,743	1,378,857	12,114	0.9%
Salaries/Wages	196,268	87,524	183,000	186,294	3,294	1.8%
Employee Benefits	89,513	41,777	85,465	88,527	3,062	3.6%
Biosolids Disposal	11,042	8,396	14,000	14,005	5	0.0%
Chemicals	10,262	3,834	11,007	11,882	875	7.9%
Contracted Svcs	187,443	109,681	206,994	207,955	961	0.5%
Heat/Fuel Oil	13,998	12,793	15,755	16,798	1,043	6.6%
Insurance	4,021	2,409	3,180	5,262	2,082	65.5%
Materials/Supplies	38,468	24,896	28,000	33,300	5,300	18.9%
Other Expense	2,151	2,954	3,600	3,900	300	8.3%
Purchased Power	69,493	40,934	74,252	77,514	3,262	4.4%
Tele/Oth Utilities	12,784	7,199	12,294	13,590	1,296	10.5%
Transportation	70,095	32,804	74,710	64,138	(10,572)	-14.2%
SS - Administration	132,216	72,272	145,530	164,161	18,632	12.8%
SS - Engineering Services	40,506	24,439	64,648	66,728	2,080	3.2%
SS - Environmental Svcs	26,087	20,954	45,541	36,147	(9,394)	-20.6%
SS - Wastewater Services	101,770	49,493	95,322	100,972	5,650	5.9%
<u>SS - Water Services</u>	<u>2,287</u>	<u>1,813</u>	<u>3,510</u>	<u>2,642</u>	<u>(868)</u>	<u>-24.7%</u>
Operating Expense	1,008,406	544,172	1,066,808	1,093,815	27,007	2.5%
Debt Service	196,178	103,256	206,513	190,314	(16,199)	-7.8%
Renew & Replace - Direct	80,000	40,000	80,000	80,000	-	0.0%
<u>Renew & Replace - Indirect</u>	<u>13,072</u>	<u>6,711</u>	<u>13,422</u>	<u>14,728</u>	<u>1,306</u>	<u>9.7%</u>
Total Expense	1,297,655	694,139	1,366,743	1,378,857	12,114	0.9%
Surplus (Deficit)	(3,272)	(10,753)	-	-	-	-
Return of Prior Surplus	-	-	-	-	-	-
Transfer to R&R	-	-	-	-	-	-
<u>Prior Surplus</u>	<u>206,084</u>	<u>202,812</u>	<u>220,348</u>	<u>203,033</u>		
<u>Accumulated Surplus</u>	<u>202,812</u>	<u>192,059</u>	<u>220,348</u>	<u>203,033</u>		

Operation Summary

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 and has continued to perform very well. The table below illustrates 2012 actual flows and the percent of capacity being used.

Area	2012 Actual Flow	Design Capacity	% of Capacity
North Cape	429,520 gal/day	715,400 gal/day	60.0 %
South Cape	280,548 gal/day	520,000 gal/day	54.0 %

2013 YTD - The South Cape WWTF has operated well through the first three quarters. The plant is averaging 93% removal of organic material and 97% of total suspended solids. State license requirements are a minimum 85% removal for both parameters.

Parameter	DEP Limit	Facility Average	
Biological Oxygen Demand (BOD) (lbs/day) *	208 lbs/day	23 lbs/day	Measure of organic materials
Total Suspended Solids (TSS) (lbs/day) **	208 lbs/day	20 lbs/day	Measure of suspended material

Wastewater Conveyance – interceptors and pumping stations: The Draft Ottawa Road CSO Long Term Control Plan was submitted to MEDEP in December 2011 and was approved in September 2013. The 5 year plan will begin in 2014. 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	2013 Actual to Oct.	2014 Projected
Preventive Work Orders	293	300
Corrective Repair Work Orders	60	50
Wet Wells Cleaned	39	40
Debris Removed (tons)	37.25	40
Dry Weather Overflows	1	0

2013 Other Highlights

- An emergency generator (Broad Cover North) and boiler (Family Field) were 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.
- The Garden Circle Pump Station design was completed in 2013. The project is expected to be constructed in 2014.

2014 Work Plan

- The roof of the metering station will be replaced.
- The Garden Lane Pump Station project will be completed in the spring of 2014.

Capital Summary

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 (R&R) 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 in 2014. The planned projects are listed below:

Treatment Plant – 424: routine and equipment failure replacements (\$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 This project will be financed by a bond in November 2014.

Cape Elizabeth Pump Stations – 52: South Portland Meter Station Roof (\$8,000) and routine and equipment failure replacements (\$30,000). These projects will be financed through the renewal and replacement fund.

	2012 Actual	2013 Projected	2014 Budget
Capital Fund:			
Beginning of Year Fund Balance	\$132,138	\$128,499	(\$2,001)
Source of Funds:			
Bond Proceeds - current year	160,000		250,000
Bond Proceeds - future years			
Renewal and Replacement Contribution	80,000	80,000	80,000
Bond Discount Credit	<u>3,292</u>	<u>0</u>	<u>0</u>
Capital Funding	243,292	80,000	330,000
Capital Expenditures:			
Treatment Plant – 418 / 424	146,683	95,000	20,000
Cape CSO / Pump Station Capital Program - 407 *1	94,818		250,000
Pump Station R & R – 52	<u>5,430</u>	<u>115,500</u>	<u>38,000</u>
Capital Expenditures	246,931	210,500	308,000
End of Year Fund Balance	<u>\$128,499</u>	<u>(\$2,001)</u>	<u>\$19,999</u>

*1 - Garden Lane upgrade is a carry-forward project from 2013. 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.

Projections for Rate-Making Purposes (continued)**Operating Fund:**

Wastewater Cape Elizabeth	2014	2015	2016	2017	2018
Revenue:	Budget	Projected	Projected	Projected	Projected
Assessment Income	\$1,377,252	\$1,459,887	\$1,547,480	\$1,640,329	\$1,738,749
Interest Income	1,605	1,605	1,605	1,605	1,605
FEMA Reimbursement	0	0	0	0	0
Total Revenue	1,378,857	1,461,492	1,549,085	1,641,934	1,740,354
Expense:					
Contracted Svcs	207,955	223,472	227,361	231,330	237,947
Salaries/Wages	186,294	190,020	195,721	201,593	207,641
Employee Benefits	88,527	94,724	99,460	104,433	109,655
Purchased Power	77,514	80,952	82,976	85,050	87,176
Transportation	64,138	65,741	67,385	69,070	70,797
Materials/Supplies	33,300	34,133	34,986	35,861	36,758
Heat/Fuel Oil	16,798	17,218	17,648	18,089	18,541
Biosolids Disposal	14,005	14,355	15,432	15,818	16,213
Tele/Oth Utilities	13,590	13,930	14,278	14,635	15,001
Chemicals	11,882	12,179	12,483	12,795	13,115
Other Expense	3,900	3,998	4,098	4,200	4,305
Insurance	5,262	5,394	5,529	5,667	5,809
Support Services					
Administration	164,161	168,265	172,472	176,784	181,204
Wastewater Services	100,972	103,496	106,083	108,735	111,453
Engineering Services	66,728	68,396	70,106	71,859	73,655
Environmental Services	36,147	37,051	37,977	38,926	39,899
Water Services	2,642	2,708	2,776	2,845	2,916
Capital:					
Debt Service	190,314	217,402	319,615	393,389	388,162
Renewal & Replacement	94,728	94,728	94,728	94,728	94,728
Total Expense	1,378,857	1,448,162	1,581,114	1,685,807	1,714,975
Annual Surplus (Deficit)	0	13,330	-32,029	-43,873	25,379
Carryforward Surplus	203,033	203,033	216,363	184,334	140,461
Period Ending Surplus	203,033	216,363	184,334	140,461	165,840
Target	344,714	362,041	395,279	421,452	428,744
Below Target	-\$141,681	-\$145,678	-\$210,945	-\$280,991	-\$262,904

Capital Expenditures:

Year	Req. Balance	R&R Contribution	Bond	Expenditures	End Balance
2014	(\$2,001)	\$80,000	\$0	\$58,000	\$19,999
2015	19,999	80,000	1,180,000	1,210,000	69,999
2016	69,999	80,000	1,000,000	1,090,000	59,999
2017	59,999	80,000	0	50,000	89,999
2018	89,999	80,000	0	80,000	89,999

Subprogram # 52 Cape Elizabeth 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:**

<u>Budget Year</u>		<u>Project</u>	<u>Budget Year Cost</u>
2014	2309	South Portland Meter Station Roof	\$8,000
2014	1905	Cape Elizabeth Pump Stations- R&R	\$30,000
2015	2314	Wildwood Pump Station Upgrade	\$95,000
2015	1122	Cape Elizabeth Pump Stations- R&R	\$30,000
2016	2183	Cape Elizabeth Pump Stations- R&R	\$20,000
2017	2260	Cape Elizabeth Pump Stations- R&R	\$20,000
2018	2312	Cape Elizabeth Pump Stations- R&R	\$20,000
Total Cost, All Years:			\$293,000

Previous Years on CIP:

2000 to present

Related Projects:

Subprogram 407

Procurement Issues:

Standard purchasing procedures will apply

Subprogram # 407 Cape Elizabeth 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.

Justification / Impact:

The need to eliminate the CSOs at Ottawa Road and Spurwink is regulatory driven. 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:

The Cape Elizabeth WWTF along with the Spurwink Pump station were upgraded to eliminate the by-passes due to high flows. Pump stations throughout the Cape System have been upgraded along with the installation of generators.

Origin of the Subprogram:

Cape Elizabeth, the City of South Portland and the Portland Water District have a joint permit for the Ottawa Road CSO

Budget Summary:

<u>Budget Year</u>		<u>Project</u>	<u>Budget Year Cost</u>
2015	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	\$50,000
PEND	867	Ottawa Rd. WWPS Capacity Upgrade	\$150,000
Total Cost, All Years:			\$1,075,000

Previous Years on CIP:**Related Projects:****Procurement Issues:**

Subprogram # 418 Cape Elizabeth WWTF - Capital

Division: Wastewater - Cape Elizabeth
Funding: Bonds - Wastewater

Manager: Firmin, Scott
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:

<u>Budget Year</u>	<u>Project</u>	<u>Budget Year Cost</u>
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:

Subprogram # 424 Cape Elizabeth 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.

Justification / Impact:

Physical assets require scheduled maintenance and eventual replacement. This project provides funding for the efficient and timely replacement of equipment using renewal and replacement(R&R) 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.

Budget Summary:

<u>Budget Year</u>		<u>Project</u>	<u>Budget Year Cost</u>
2014	1906	Cape Elizabeth WWTF - R&R	\$20,000
2015	2394	Treatment Plant Effluent	\$115,000
2015	2389	Heating Boiler replacement	\$50,000
2015	2304	Security Improvements	\$25,000
2015	2032	Cape Elizabeth WWTF - R&R	\$20,000
2016	2184	Cape Elizabeth WWTF - R&R	\$20,000
2017	2262	Cape Elizabeth WWTF - R&R	\$20,000
2018	2055	WAS/RAS Piping Replacement at CEWWTF	\$50,000
Total Cost, All Years:			\$320,000

Previous Years on CIP: 2006**Related Projects:****Procurement Issues:**

840 SPURWINK CHURCH	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
REVENUES						
R0334 RENTAL FEES	7,135	4,500	4,500	4,500	\$ -	0.0%
R0434 INTEREST	266	200	200	200	\$ -	0.0%
TOTAL SPURWINK CHURCH FUND REVENUES	7,401	4,700	4,700	4,700	\$ -	0.0%
EXPENDITURES						
1002 PART TIME PAYROLL	1,950	2,500	2,500	2,500	\$ -	0.0%
1020 SOCIAL SECURITY	149	191	191	191	\$ -	0.0%
PERSONNEL SUBTOTAL	2,099	2,691	2,691	2,691	\$ -	0.0%
2001 TELEPHONE	-	550	300	550	\$ -	0.0%
2002 POWER	242	690	350	350	\$ (340)	-49.3%
2003 WATER	152	400	400	200	\$ (200)	-50.0%
2035 BUILDING MAINTENANCE	3,379	2,500	2,500	2,500	\$ -	0.0%
2063 ALARM SERVICE	-	450	450	450	\$ -	0.0%
3003 HEAT	1,046	3,250	2,000	2,200	\$ (1,050)	-32.3%
6010 TOWN GENERAL FUND	316	316	261	268	\$ (48)	-15.1%
SUBTOTAL	5,135	8,156	6,261	6,518	\$ (1,638)	-20.1%
SPURWINK CHURCH TOTAL	7,234	10,847	8,952	9,209	\$ (1,638)	-15.1%

The Spurwink Church continues to be used for weddings.

Fiscal Year 2015
Proposed Budget

860	RIVERSIDE CEMETERY	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES					\$ -	
R0328	INVESTMENT INCOME	2,647	2,500	2,500	2,500	\$ -	0.0%
R0330	LOT SALES	11,925	17,000	17,000	17,000	\$ -	0.0%
R0516	BURIAL FEES	26,125	25,000	25,000	25,000	\$ -	0.0%
	TOTAL RIVERSIDE CEMETERY REVENUES	40,697	44,500	44,500	44,500	\$ -	0.0%
1001	FULL TIME PAYROLL	19,155	18,864	18,864	20,170	\$ 1,306	6.9%
1002	PART-TIME PAYROLL	12,211	15,740	15,740	16,050	\$ 310	2.0%
1003	OVERTIME	1,933	1,830	1,830	1,870	\$ 40	2.2%
1020	SOCIAL SECURITY	2,508	2,787	2,787	2,914	\$ 127	4.5%
	PERSONNEL SUBTOTAL	35,807	39,221	39,221	41,004	\$ 1,783	4.5%
2002	POWER	202	260	260	260	\$ -	0.0%
2003	WATER	440	250	250	300	\$ 50	20.0%
2010	PROFESSIONAL SERVICES	581	700	700	700	\$ -	0.0%
2012	CONTRACTED SERVICES	0					
2022	UNIFORMS	720	748	748	740	\$ (8)	-1.1%
2032	MARKER REPAIRS	0	1000	1000	1000	\$ -	0.0%
2036	STONEWALL REPAIRS	2,500	2,500	2,500	2,500	\$ -	0.0%
3002	GASOLINE	1,056	1,056	1,056	1,056	\$ -	0.0%
3006	MATERIALS & SUPPLIES	2,030	2,500	2,500	2,500	\$ -	0.0%
3008	BURIALS						
3040	DIESEL FUEL	622	622	622	622	\$ -	0.0%
4001	OUTLAY	17,000					
4005	LOT BUY BACK	1,650	2,250	2,250	2,250	\$ -	0.0%
6010	TOWN GENERAL FUND	1,480	1,533	1,533	1,588	\$ 55	3.6%
	SUBTOTAL	28,281	13,419	13,419	13,516	\$ 97	0.7%
	RIVERSIDE CEMETERY TOTAL	64,088	52,640	52,640	54,520	\$ 1,879	3.6%

RIVERSIDE CEMETERY (860)

ACCOUNT SUMMARY

PERSONNEL & SALARY INFORMATION	Actual FY 2014	Budget FY 2015
Parks Equipment Operator (40 hrs. @ \$840.45/wk. @ 24 wks.)	\$18,548	\$20,170*
Part-Time Maintenance Worker (40 hrs. @ \$12.48/hr. @ 25 wks.)	12,240	12,480
Cemetery Lot Coordinator (Stipend Position)	\$3,500	3,570

Note: The pay amount shown for FY 2015 is for demonstrative purposes since negotiations are on-going with the Teamsters Local #340 at the time of this submission. The Parks Equipment Operator is eligible for step increase per the CBA. The pay amounts for the part-time position and the Lot Coordinator are proposed to be increased by 2%.

Full Time Payroll (1001) \$20,170
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) \$16,050
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 prospective buyers. These generally occur after regular business hours, or on the weekends.

Overtime (1003) \$1,830
This account covers weekend (and after normal work hours) burials that require overtime for the Public Works personnel. For safety reasons, we now use 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)

\$270

The Cemetery is serviced by a 1" line from Bowery Beach Road. A water rate increase is anticipated from the Portland Water District.

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)

\$740

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

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)

\$5,000

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 2014, we repaired approximately 50' of wall cap on the Bowery Beach Road side of the cemetery. It is proposed to double the appropriation request in FY 2015, which should enable us to rebuild approximately 100'.

Gasoline (3002)

\$1,100

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)

\$700

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

Master Plan Implementation (4001)

No project recommendations are being made for FY 2015.

Town General Fund (6010) \$1,666

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.

Fiscal Year 2015
Proposed Budget

865	FORT WILLIAMS PARK FUND	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES						
RO337	OFFICERS ROW RENTALS	49,226	45,000	49,000	50,000	\$ 5,000	11.1%
RO500	BINOCLAR REVENUE	349	1,000	800	800	\$ (200)	-20.0%
RO508	CEREMONY FEES	3,400	3,000	3,400	3,500	\$ 500	16.7%
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	18,809	20,000	19,000	19,000	\$ (1,000)	-5.0%
RO511	SITE FEES	33,113	33,000	32,000	33,000	\$ -	0.0%
RO603	BENCH DONATIONS	-	-	-	-		
RO700	FW CONCESSIONS	7,545	15,000	15,000	8,600	\$ (6,400)	-42.7%
RO800	BUSTROLLEY REVENUES	26,675	27,000	32,000	34,500	\$ 7,500	27.8%
RO900	FWP DONATION BOXES	12,016	10,000	12,000	12,000	\$ 2,000	20.0%
	TOTAL FORT WILLIAMS PARK REVENUES	151,133	154,000	163,200	161,400	\$ 7,400	4.8%
	EXPENDITURES						
4005	MASTER & BUSINESS PLAN UPDATE						
4006	MISC. PROJ. TBD BY THE FWAC	\$ -	\$ 20,000	\$ 10,000	\$ 30,000	\$ 10,000	50.0%
4011	GODDARD MANSION	\$ 10,256	\$ -	\$ -	\$ -		
4015	BATTERY BLAIR GRANT OPP.	\$ -	\$ -	\$ -	\$ -		
4016	PARK BENCHES	\$ 376	\$ 100	\$ 544	\$ -	\$ (100)	-100.0%
4017	BLEACHER ENGINEERING	\$ -	\$ -	\$ -	\$ 8,500		
4018	FENCING IMPROVEMENTS	\$ -	\$ 45,000	\$ 36,620	\$ -	\$ (45,000)	-100.0%
4019	BATTERY BLAIR REPAIRS	\$ -	\$ -	\$ -	\$ -		
4020	ENTRANCE ROAD GUARDRAIL EXTENSION	\$ -	\$ -	\$ -	\$ -		
4021	PEDESTRIAN IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -		
4022	CLIFF WALK SAFETY IMPROVEMENTS	18,175	23,000	24,175	23,000	\$ -	0.0%
4025	SHIP COVE PARKING IMPROVEMENTS	88,285	8,000	8,000	32,000	\$ 24,000	300.0%
4026	PICNIC AREA SLAB REHABILITATION	33,589	2,000	2,164	-	\$ (2,000)	-100.0%
4030	WHEATLEY /OCEAN RD IMPROVEMENTS		52,000	60,000	-	\$ (52,000)	-100.0%
4027	POWERS ROAD/SHIP COVE IMPROV.	49,865	15,000	12,800	-	\$ (15,000)	-100.0%
4028	BATTERY KNOLL INTERPRETIVE DIS.						
6010	GENERAL FUND CONT.	\$ 6,261	\$ 4,950	\$ 4,950	\$ 2,805	\$ (2,145)	-43.3%
	FORT WILLIAMS PARK TOTAL	\$ 206,807	\$ 170,050	\$ 159,253	\$ 96,305	\$ (73,745)	-43.4%

To: Members of the Cape Elizabeth Town Council

From: William Brownell, Fort Williams Advisory Commission, Chair

Date: February 20, 2014

Re: **FY 2015 Fort Williams Park Capital Fund Budget (865) Summary**

On behalf of the members of the Fort Williams Advisory Commission, I am pleased to submit the proposed Fort Williams Park Capital Budget for your consideration and review.

Misc. Projects TBD by the FWAC (4006) \$30,000

This appropriation request 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.

Parade Field Bleachers – Preliminary Engineering & Design (4017) \$8,500

The concrete bleachers, along with Battery Blair and the Goddard Mansion were a focus of the work undertaken by the FWAC in 2011. Conceptual options and preliminary cost estimates were prepared, but no formal action was taken at that time. The bleachers are now deteriorating to the point where they are becoming a safety hazard to those who use them. Portions of the risers are breaking off, which is a factor of the composition of the concrete and their exposure to the elements. Given their limited use, it is proposed to work with a consultant and stakeholders to study alternatives to the existing structure that may include landscaping and terracing to address seating and the change in elevation. Once an alternative is approved by the commission, a construction cost estimate will be prepared and submitted to the Town Council for their consideration in a future budget.

Cliff Walk Safety Improvements (4022)

\$23,000

Addressing 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 in 2012. 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 both the FY 2013 and FY 2014 budgets to install railing segments on the northern leg of the Cliff Walk. In FY 2015, it is proposed to install approximately 180’ of the same type of cable railing on the northerly side of the Cliffside site. The area was cleared of invasive species in the Fall of 2013 by volunteers working for Arboretum. As a result, the work exposed a drop-off adjacent to the Cliff Walk that now requires a railing.

Ship Cove Parking Improvements (4025)

\$32,000

The Ship Cove Parking lot was expanded during the summer of 2013. A cul-de-sac was added to enable vehicles to navigate the lot in a safer fashion. Additional spaces were also added since the adjacent Picnic Slab created a need for more capacity. It is now proposed to repave the existing lot, which was not done as part of the improvements last year. The surface drainage of the lot needs to be corrected to better direct the water to the adjacent lawn area. The best way to do this is to reclaim, or grind up the pavement so the base material can be graded prior to paving. Preliminary engineering has been completed with available funds from the FY 2014 budget.

Town General Fund (6010)

\$2,805

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.

ITEM	EST. REVENUE	EST. EXPENSES	FUND BALANCE
Fort Williams Park Capital Fund Balance @ 6/30/13			\$123,263
FY 2014 Budget: Estimated Revenues by 6/30/14:			
- Officers Row Rentals - (\$45,000)	\$49,000		
- Binocular Revenue - (\$1,000)	\$800		
- Ceremony Fees - (\$3,000)	\$3,400		
- Picnic Shelter, Bandstand & Gazebo Rentals - (\$20,000)	\$19,000		
- Site Fees - (\$33,000)	\$32,000		
- Bench Donations - (\$0.00)	\$0		
- FWP Concessions (\$15,000)	\$17,600		
- Bus/Trolley Revenues - (\$27,000)	\$32,000		
- Donation Boxes - (\$10,000)	\$12,000		
Total	\$165,800		\$289,063
FY 2014 Budget: Estimated/Incurred Expenses (by 6/30/2014):			
- Misc. Projects TBD by the FWAC - (\$20,000)		\$7,000	
- Park Benches (\$100)		\$544	
- Perimeter Fence Improvements (\$45,000)		\$36,620	
- Cliff Walk Safety Improvements (\$23,000)		\$24,175	
- Ship Cove Parking Improvements (\$8,000)		\$8,000	
- Picnic Slab Rehabilitation (\$2,000)		\$2,164	
- Powers Road/Ship Cove Improvements (\$15,000)		\$12,800	
- Wheatley Road/Ocean Road Improvements (\$52,000)		\$60,000	
- Town General Fund Contribution (\$4,950)		\$4,950	
Total/Anticipated Fund Balance - 6/30/2014		\$156,253	\$132,810
Note: Number in () was the amount budgeted.			
FY 2015 Estimated Revenues (by 6/30/2015):			
- Officers Row Rentals	\$50,000		
- Binocular Revenue	\$800		
- Ceremony Fees	\$3,500		
- Picnic Shelter, Ship Cove, Bandstand & Gazebo Rentals	\$19,000		
- Site Fees (Includes Beach to Beacon)	\$33,000		
- Bench Donations	\$0		
- FWP Concessions	\$8,600		
- Bus/Trolley Revenues	\$34,500		
- Donation Boxes	\$12,000		
Total	\$161,400		\$294,210
FY 2015 Proposed Expenditures (See Spreadsheet for Details)		\$96,305	
Projected Fund Balance (y/e 6/30/2015)			\$197,905

Fiscal Year 2015
Proposed Budget

870	PORTLAND HEAD LIGHT	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	REVENUES						
R0555	DONATIONS	1,415	1,200	1,200	1,200	\$ -	0.0%
R0556	MUSEUM ADMISSIONS	49,036	45,000	45,000	45,000	\$ -	0.0%
R0557	GIFT SHOP SALES	518,855	500,000	500,000	500,000	\$ -	0.0%
R0558	BINOCULARS	1,042	1,000	1,000	1,000	\$ -	0.0%
R0560	INTEREST						
	TOTAL PORTLAND HEAD LIGHT FUND REVENUE	570,348	547,200	547,200	547,200	-	0.0%
	EXPENDITURES						
1001	FULL TIME PAYROLL	66,771	68,646	68,646	70,500	\$ 1,854	2.7%
1002	PART TIME PAYROLL	51,947	62,730	62,730	64,870	\$ 2,140	3.4%
1020	SOCIAL SECURITY	8,507	9,255	9,255	10,356	\$ 1,101	11.9%
1023	ICMA DEFERRED COMPENSATION	-	6,500	6,500	6,500	\$ -	0.0%
1025	HEALTH INSURANCE	-	17,980	17,980	18,330	\$ 350	1.9%
	PERSONNEL SUBTOTAL	127,225	165,111	165,111	170,556	\$ 5,445	3.3%
2001	TELEPHONE	2,237	3,250	3,250	2,750	\$ (500)	-15.4%
2002	POWER	2,403	3,250	3,250	3,250	\$ -	0.0%
2004	PRINTING AND ADVERTISING	8,348	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	717	1,000	1,000	1,000	\$ -	0.0%
2008	TRAINING	3,143	3,850	3,850	3,850	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,374	1,200	1,200	1,200	\$ -	0.0%
2013	COLLECTIONS	-	1,500	1,500	1,500	\$ -	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	150	150	\$ -	0.0%
2034	OFFICE EQUIPMENT	608	1,000	1,000	1,000	\$ -	0.0%
2035	BUILDING MAINTENANCE	9,879	31,500	31,500	25,000	\$ (6,500)	-20.6%
2036	GROUNDS MAINTENANCE	29,479	32,000	32,000	31,000	\$ (1,000)	-3.1%
2062	CONTINGENCY	-	1,000	1,000	1,000	\$ -	0.0%
2089	INSURANCE COVERAGES	3,483	4,000	4,000	4,000	\$ -	0.0%
3001	OFFICE SUPPLIES	458	600	600	600	\$ -	0.0%
3003	HEAT	4,338	5,000	5,000	5,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	-	100	100	100	\$ -	0.0%
3007	CLEANING SUPPLIES	15	200	200	200	\$ -	0.0%
3020	BOOKS	-	100	100	100	\$ -	0.0%
4001	OUTLAY	7,360	10,000	10,000	10,000	\$ -	0.0%
4002	MUSEUM DEVELOPMENT	255	6,000	6,000	6,000	\$ -	0.0%
4010	GIFT SHOP COSTS	277,707	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	359,049	378,950	378,950	370,950	\$ (8,000)	-2.1%
		486,274	544,061	544,061	541,506	\$ (2,555)	-0.5%

Museum at Portland Head Light (870)

Full Time Payroll (1001) \$70,500

The FY 2015 full time account includes:

Museum Director	Salary	\$60,350
Parks Department Equipment Operator	Salary	\$840 (12 weeks) = \$10,085.00

Part Time Payroll (1002) \$64,870

Position	Hourly Wage	Hours/ per week
Marketing/Office Assistant	\$13.30	40 (six months) 24 (six months) \$22,000
2 Shop Assistants	\$12.10 and \$10.00	30 (five months) 20(two months) \$10,800
Office Assistant/Marker	\$ 10.00	24 (five months) 8 (four months)\$7,720
Park Rangers	\$13.76	22 (seven months) \$9,687 plus \$2,064 (extra-ships)
Greeters	\$10.00	60(five months) \$18,217 PHL share \$ 12,592

Printing and Advertising (2004) \$10,500

The FY2015 budget includes advertising in the Convention and Visitors Guide, Maine Tour, Down East and Portland magazines, the Portland Discovery trolley. Another expense is the printing of 30,000 rack cards which are distributed in Visitor Information Centers.

Training (2008)

\$3,850

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

Building Maintenance (2035)

\$25,000

FY2016 includes exterior and interior maintenance of the keepers' quarters and gift shop, cleaning contract, security system maintenance and carpet cleaning.

Grounds Maintenance (2036)

\$31,000

Portland Head Light covers rental and cleaning costs for 8 portable toilets \$20,000 in Fort Williams Park. Also included is the landscaping contract for \$6,050 to maintain the property, the circle and the two walks along the coastline.

Museum Development (4002)

\$6,000

FY 2015 includes maintenance of the museum exhibits, updates, and reserve for future replacements.

Gift Shop Costs (4010)

\$255,000

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

Museum at Portland Head Light
Revenue Since Inception of Project

Revenue	FY 1991		FY 1992		FY 1993		FY 1994		FY 1995		FY 1996		FY 1997		FY 1998		FY 1999		FY 2000		FY 2001		FY 2002		FY 2003		FY 2004		FY 2005		FY 2006		FY 2007		FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		Total Since					
	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost	Actual	% of Cost						
Museum Admissions			\$ 33,279		\$ 31,401		\$ 27,447		\$ 27,754		\$ 30,609		\$ 34,001		\$ 39,312		\$ 43,529		\$ 41,339		\$ 39,940		\$ 39,893		\$ 41,826		\$ 40,943		\$ 35,756		\$ 38,893		\$ 36,268		\$ 36,342		\$ 39,685		\$ 45,807		\$ 47,062		\$ 45,337		\$ 49,036		\$ 805,266					
Shop Sales	\$ 47,863		\$ 167,441		\$ 190,820		\$ 215,162		\$ 266,668		\$ 393,019		\$ 484,516		\$ 497,669		\$ 506,042		\$ 501,905		\$ 467,794		\$ 460,558		\$ 479,987		\$ 509,334		\$ 458,200		\$ 502,242		\$ 458,200		\$ 519,281		\$ 458,200		\$ 502,242		\$ 519,281		\$ 505,801		\$ 518,655		\$ 8,795,363					
Other	\$ 76,387		\$ 132,298		\$ 33,944		\$ 3,008		\$ 577		\$ 5,301		\$ 2,572		\$ 3,122		\$ 2,776		\$ 4,937		\$ 1,793		\$ 2,122		\$ 2,035		\$ 2,033		\$ 4,548		\$ 2,257		\$ 2,312		\$ 4,548		\$ 2,257		\$ 2,312		\$ 4,730		\$ 299,741		\$ 65,980							
Apartment Rental	\$ 285,000																																																			
Bond Proceeds	\$ 361,987		\$ 182,182		\$ 246,664		\$ 236,229		\$ 256,831		\$ 304,999		\$ 337,687		\$ 331,003		\$ 434,236		\$ 531,248		\$ 542,130		\$ 508,667		\$ 650,868		\$ 547,765		\$ 505,343		\$ 499,873		\$ 518,290		\$ 548,709		\$ 502,433		\$ 550,006		\$ 568,666		\$ 553,394		\$ 572,621		\$ 9,678,699					
Total Revenues																																																				
Expenditures																																																				
Gift Shop Costs	\$ 29,748		\$ 91,267		\$ 105,035		\$ 115,400		\$ 148,124		\$ 159,341		\$ 188,296		\$ 217,025		\$ 267,203		\$ 269,883		\$ 269,918		\$ 274,094		\$ 252,738		\$ 270,131		\$ 238,983		\$ 270,466		\$ 271,184		\$ 238,983		\$ 270,466		\$ 271,184		\$ 232,713		\$ 251,620		\$ 8,713,317							
Operations	\$ 5,636		\$ 27,464		\$ 53,801		\$ 63,989		\$ 81,489		\$ 85,470		\$ 92,962		\$ 90,282		\$ 100,581		\$ 147,683		\$ 149,771		\$ 195,216		\$ 198,167		\$ 215,494		\$ 254,971		\$ 239,568		\$ 214,142		\$ 254,971		\$ 239,568		\$ 214,142		\$ 254,971		\$ 239,568		\$ 214,142		\$ 254,971		\$ 239,568			
Projects	\$ 224,893		\$ 360,068		\$ 97,471		\$ 4,777		\$ 4,657		\$ 12,288		\$ 157,946		\$ 17,416		\$ 36,548		\$ 2,935		\$ 230,787		\$ 196,500		\$ 166,500		\$ 160,000		\$ (90,000)		\$ (90,000)		\$ (90,000)		\$ 160,000		\$ 160,000		\$ 160,000		\$ 160,000		\$ 160,000		\$ 160,000		\$ 160,000		\$ 160,000			
Debt Service	\$ 230,428		\$ 437,276		\$ 259,854		\$ 210,521		\$ 273,409		\$ 39,139		\$ 35,687		\$ 39,137		\$ 38,548		\$ 40,585		\$ 38,805		\$ 38,548		\$ 38,548		\$ 36,548		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935		\$ 2,935			
Total Expenditures	\$ 131,558		\$ (255,116)		\$ (13,190)		\$ 26,708		\$ 39,935		\$ 31,590		\$ 70,838		\$ 67,189		\$ 81,500		\$ 122,879		\$ 95,759		\$ (88,888)		\$ 99,986		\$ 101,440		\$ 639,456		\$ 653,954		\$ 652,125		\$ 653,954		\$ 653,954		\$ 653,954		\$ 653,954		\$ 653,954		\$ 653,954		\$ 653,954		\$ 653,954		\$ 653,954	
Net to Fund Balance	\$ 131,558		\$ (129,557)		\$ (111,039)		\$ (111,039)		\$ (39,419)		\$ (71,104)		\$ (39,419)		\$ 17,675		\$ 85,313		\$ 304,778		\$ 390,886		\$ 301,778		\$ 398,533		\$ 485,334		\$ 243,333		\$ 373,305		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634	
Fund Balance	\$ 131,559		\$ (129,557)		\$ (111,039)		\$ (111,039)		\$ (39,419)		\$ (71,104)		\$ (39,419)		\$ 17,675		\$ 85,313		\$ 304,778		\$ 390,886		\$ 301,778		\$ 398,533		\$ 485,334		\$ 243,333		\$ 373,305		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634		\$ 456,634	
Gift Sales as % of Cost	160.91%		103.46%		181.67%		188.45%		180.02%		181.11%		185.21%		181.09%		181.33%		187.89%		180.67%		168.03%		189.91%		188.18%		185.70%		185.70%		181.73%		181.73%		185.70%		185.70%		185.70%		185.70%		185.70%		185.70%		185.70%			