



**Town of Cape Elizabeth, Maine  
Budget  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

March 1, 2016

To: Chair MacAuslan and Members of the Town Council:

Submitted herewith is the recommended municipal budget for Fiscal Year 2017. The budget would add 10 cents to the tax rate or 2.4% to the municipal portion. This is a proposed increase of 0.6% to the overall tax rate.

The budget includes all ongoing municipal departments and the addition of community services. The budget is structured as if the community service budget was part of the budget last year. Thus, every one reviewing this document can compare apples to apples. The total combined municipal and community services budget last year was \$11,812,220. This budget proposes \$12,255,888 for an increase of \$443,668 in spending or 3.8%. This is offset with a revenue increase from sources other than the property tax of \$201,251 or 4.2%. The amount to be collected from property taxes is proposed to be \$7,305,888 which is 3.4% more than last year. Additional property valuation from new construction provides about \$60,000 in new tax revenue thus the net bottom line comes down to a 2.4% increase for existing unchanged properties.

So the first question is why is spending due to increase \$443,668 or 3.8%.

- \$149,564 of the increase relates to personnel expenses. This is an increase of 2.6%. It is 34% of the total increase in the budget. It includes a 2.5% average wage increase. It also includes providing for one community services professional to work full time on seniors' issues and programs and to then have an administrative assistant move from half time to full time to fill in the gaps as a result of the seniors' position now being dedicated as full time. A third of the increase in personnel expenses is for employee benefits including a 7% increase in health insurance premiums. There are savings in some personnel related areas such as unemployment insurance. Personnel related costs in total are about \$6.0 million or about 49% of the total budget.
- \$94,828 of the increase relates to debt service principal and interest. This is an increase of 7.4%. It is 21% of the total increase on the budget. The budget includes \$140,000 in new principal expense for the recycling center and the pool humidity control improvements. It does not include any interest expense as that will not be incurred until the following year. There are also some reductions in other debt service payments thus the net increase is less than the impact from the new bonds.
- \$48,000 of the increase relates to additional stone wall repair work and tennis court repair at Fort Williams Park. This is 10% of the increase.
- \$30,000 of the increase relates to a transfer to the rescue fund to help pay for new 24/7 coverage that was implemented this past year. This is 7% of the increase. The intent is to add this amount for the next couple of years as the rescue fund has a balance that may allow it to operate at a deficit for the short term but long term, it will need inflow to ensure expenses are met.
- \$34,000 of the increase relates to the removal of an old fire alarm cable that is no longer utilized. This is 8% of the increase.
- \$16,000 of the increase relates to higher building operations cost at the new Thomas Memorial Library including additional custodial services. This is 4% of the increase.

- \$15,000 of the increase is for various trash and recycling fees. This is 3% of the increase.

The above amounts collective represent 87% of the proposed increase.

The following items are proposed to be purchased from the capital budget.

Location	Description	FY 2017
Administration	Computer Upgrades- Operating System Replacement	\$ 75,000
Fire Dept.	WETeam Boat Replacement	\$ 80,000
Parks	Large Area Rotary Mower	\$ 55,000
Police Dept	Cruiser Replacement	\$ 34,000
Police Dept	Computers Replacement	\$ 5,000
Police Dept	Radios Replacement	\$ 5,000
Public Works	Rotary Mower Replacement	\$ 5,000
Public Works	Gas operated metal cutter	\$ 5,000
Public Works	Roadway, Paving & Drainage Imp.	\$ 445,000
Public Works	Sidewalk & Ped. Improvements	\$ 40,000
Public Works	Traffic Signal Equipment Replacement	\$ 12,500
Public Works	Tandem Axle Dump/Plow Truck Replacement	\$ 175,000
Town Center Fire	Security upgrades/cameras	\$ 7,500
Town Center Fire	Garage Floor repairs	\$ 17,000
Town Hall	Main stairwell upgrade	\$ 65,000
Town Hall	Fire alarm coverage upgrades	\$ 6,000
Town Hall	Window replacement program	\$ 25,000
	<b>CIP Total</b>	<b>\$ 1,057,000</b>
	Funded from CIP	\$ 950,000
	Funded from Balances	\$ 107,000
		<b>\$ 1,057,000</b>

## Revenues

GENERAL FUND REVENUES		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
		\$ 32,838	\$ 28,000	\$ 28,000	\$ 29,000	\$ 1,000	3.6%
307	INTEREST/LATECHARGES	\$ 1,946,294	\$ 1,900,000	\$ 2,000,000	\$ 2,020,000	\$ 120,000	6.3%
318	EXCISE TAXES	\$ 24,845	\$ 24,000	\$ 24,000	\$ 24,500	\$ 500	2.1%
320	REGISTRATION FEES	\$ 15,019	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
321	CLERKS FEES	\$ 5,398	\$ 7,000	\$ 7,000	\$ 6,000	\$ (1,000)	-14.3%
324	POLICE FINES AND FEES	\$ -	\$ -	\$ -	\$ -	\$ -	
325	LIBRARY FINES/FEES	\$ 74,505	\$ 97,000	\$ 97,000	\$ 96,518	\$ (482)	-0.5%
326	MISCELLANEOUS REVENUES	\$ 25,070	\$ 45,000	\$ 30,000	\$ 35,000	\$ (10,000)	-22.2%
327	INVESTMENT INCOME	\$ 200	\$ 100	\$ 100	\$ 100	\$ -	0.0%
329	MISCELLANEOUS FEDERAL REVENUE	\$ 439,951	\$ 416,000	\$ 416,600	\$ 416,600	\$ 600	0.1%
331	STATE REVENUE SHARING	\$ 53,777	\$ 50,000	\$ 50,000	\$ 57,000	\$ 7,000	14.0%
332	MISCELLANEOUS STATE REVENUE	\$ 352,000	\$ 352,000	\$ 352,000	\$ 375,000	\$ 23,000	6.5%
333	USE OF SURPLUS	\$ 87,574	\$ 95,000	\$ 95,000	\$ 90,000	\$ (5,000)	-5.3%
335	RECYCLING AREA FEES	\$ 77,300	\$ 77,300	\$ 77,300	\$ 77,300	\$ -	0.0%
336	MDOT BLOCK GRANT	\$ 135,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ -	0.0%
341	COMMUNITY SVCS-ADULT PROGRAMS	\$ 34,915	\$ 31,000	\$ 31,000	\$ 33,000	\$ 2,000	6.5%
346	COMMUNITY CENTER BLDG RENTALS	\$ 490,000	\$ 549,599	\$ 549,599	\$ 562,000	\$ 12,401	2.3%
347	COMMUNITY SVCS-YOUTH PROGRAMS FEES		\$ -				
360	COMMUNITY SVCS-SENIOR PROGRAMS	\$ 231,600	\$ 240,000	\$ 240,000	\$ 248,000	\$ 8,000	3.3%
364	COMMUNITY SVCS-CAPE CARE	\$ 21,000	\$ 21,000	\$ 21,000	\$ 25,000	\$ 4,000	19.0%
366	COMMUNITY SVCS-GRANT FROM THOMAS JORDAN	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)	-100.0%
367	COMMUNITY SVCS- CARRY FORWARD	\$ 42,250	\$ 48,500	\$ 48,500	\$ 49,000	\$ 500	1.0%
375	COMMUNITY SVCS-FITNESS CENTER FEES	\$ 193,100	\$ 204,250	\$ 204,250	\$ 204,250	\$ -	0.0%
625	COMMUNITY SVCS-POOL FEES	\$ 154,215	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	0.0%
339	CABLE FRANCHISE FEE	\$ 15,018	\$ 16,000	\$ 16,000	\$ 15,000	\$ (1,000)	-6.3%
359	BOAT EXCISE TAXES	\$ 161,626	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	0.0%
410	BUILDING PERMIT FEES	\$ 10,140	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
514	POLICE REIMBURSEMENTS	\$ 2,350	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
525	MOORING PERMITS	\$ 74,379	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%
518	SPECIAL FUNDS OVERHEAD			\$ 52,938	\$ 53,732	\$ 53,732	
925	ASSESSING-SCARBOROUGH CONTRACT	\$ -	\$ -	\$ -	\$ -	\$ -	
337	OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal	\$ 4,715,364	\$ 4,748,749	\$ 4,887,287	\$ 4,950,000	\$ 201,251	4.2%

Revenues from sources other than the property tax are projected to have a net increase of \$201,251. Residents have been buying newer motor vehicles and thus monthly collections have been improving. The budget projects \$2.0 million in excise taxes which is \$120,000 more than the budget for the current year. The budget also includes revenue from the Town of Scarborough for their use of the Cape Elizabeth Tax Assessor. Thank you very much to the department heads who prepare their budgets each year and who implement them. I look forward to reviewing this proposed budget with the Town Council Finance Committee.

Respectfully submitted,



**Budget Summary  
Fiscal Year 2017**

	FY 2016 BUDGET	FY 2017 BUDGET	\$ Change FY 16 to FY 17	% Change FY 16 to FY 17
<b>EXPENDITURES</b>				
TOWN SERVICES	\$ 9,814,881		\$ (9,814,881)	-100.0%
COMMUNITY SERVICES	\$ 1,798,139		\$ (1,798,139)	-100.0%
SUBTOTAL MUNICIPAL	\$ 11,613,020		\$ (11,613,020)	-100.0%
Local Homestead Exemption	\$ 199,200			0.0%
Total Municipal	\$ 11,812,220	\$ 12,255,888	\$ 443,668	3.8%
COUNTY ASSESSMENT	\$ 1,171,612	\$ 1,247,048	\$ 75,436	6.4%
SCHOOL DEPARTMENT				
	\$ 12,983,832	\$ 13,502,936	\$ 519,104	4.0%
<b>REVENUE</b>				
TOWN SERVICES	\$ 3,484,400		\$ (3,484,400)	-100.0%
COMMUNITY SERVICES	\$ 1,264,349		\$ (1,264,349)	-100.0%
Total Municipal	\$ 4,748,749	\$ 4,950,000	\$ 201,251	4.2%
SCHOOL DEPARTMENT	\$ 3,627,183		\$ (3,627,183)	-100.0%
TOTAL	\$ 13,124,681	\$ 4,950,000	\$ (8,174,681)	-62.3%
<b>NET TO TAXES</b>				
TOWN SERVICES	\$ 6,330,481	\$ -	\$ (6,330,481)	-100.0%
COMMUNITY SERVICES	\$ 533,790	\$ -	\$ (533,790)	-100.0%
Local Homestead Exemption	\$ 199,200		\$ (199,200)	-100.0%
SUBTOTAL MUNICIPAL	\$ 7,063,471	\$ 7,305,888	\$ 242,417	3.4%
Total Municipal	\$ 7,063,471	\$ 7,305,888	\$ 242,417	3.4%
COUNTY ASSESSMENT	\$ 1,171,612	\$ 1,247,048	\$ 75,436	6.4%
SCHOOL DEPARTMENT	\$ 19,909,466		\$ (19,909,466)	-100.0%
TOTAL	\$ 28,144,549	\$ 8,552,936	\$ (19,591,613)	-69.6%
<b>TAX RATES (Rounded to nearest ¢)</b>				
TOWN SERVICES	\$ 3.80		\$ (3.80)	-100.0%
COMMUNITY SERVICES	\$ 0.32		\$ (0.32)	-100.0%
Local Homestead Exemption	\$ 0.12	\$ -	\$ (0.12)	-100.0%
Total Municipal	\$ 4.24	\$ 4.34	\$ 0.10	2.4%
COUNTY ASSESSMENT	\$ 0.70	\$ 0.74	\$ 0.04	5.6%
SCHOOL DEPARTMENT	\$ 11.94		\$ (11.94)	-100.0%
TOTAL	\$ 16.88	\$ 5.08	\$ (11.80)	-69.9%
			\$ -	
TAX RATE VALUATION BASIS	1,668,000,000	1,682,000,000	\$ 14,000,000.00	0.8%

Fiscal Year 2017  
Proposed Budget

GENERAL FUND REVENUES		ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
		\$ 32,838	\$ 28,000	\$ 28,000	\$ 29,000	\$ 1,000	3.6%
307	INTEREST/LATECHARGES	\$ 1,946,294	\$ 1,900,000	\$ 2,000,000	\$ 2,020,000	\$ 120,000	6.3%
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321	CLERKS FEES	\$ 5,398	\$ 7,000	\$ 7,000	\$ 6,000	\$ (1,000)	-14.3%
324	POLICE FINES AND FEES	\$ -	\$ -	\$ -	\$ -	\$ -	-
325	LIBRARY FINES/FEES	\$ 74,505	\$ 97,000	\$ 97,000	\$ 96,518	\$ (482)	-0.5%
326	MISCELLANEOUS REVENUES	\$ 25,070	\$ 45,000	\$ 30,000	\$ 35,000	\$ (10,000)	-22.2%
327	INVESTMENT INCOME	\$ 200	\$ 100	\$ 100	\$ 100	\$ -	0.0%
329	MISCELLANEOUS FEDERAL REVENUE	\$ 439,951	\$ 416,000	\$ 416,600	\$ 416,600	\$ 600	0.1%
331	STATE REVENUE SHARING	\$ 53,777	\$ 50,000	\$ 50,000	\$ 57,000	\$ 7,000	14.0%
332	MISCELLANEOUS STATE REVENUE	\$ 352,000	\$ 352,000	\$ 352,000	\$ 375,000	\$ 23,000	6.5%
333	USE OF SURPLUS	\$ 87,574	\$ 95,000	\$ 95,000	\$ 90,000	\$ (5,000)	-5.3%
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336	MDOT BLOCK GRANT	\$ 135,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ -	0.0%
341	COMMUNITY SVCS-ADULT PROGRAMS	\$ 34,915	\$ 31,000	\$ 31,000	\$ 33,000	\$ 2,000	6.5%
346	COMMUNITY CENTER BLDG RENTALS	\$ 490,000	\$ 549,599	\$ 549,599	\$ 562,000	\$ 12,401	2.3%
347	COMMUNITY SVCS-YOUTH PROGRAMS FEES		\$ -				
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410	BUILDING PERMIT FEES	\$ 10,140	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
514	POLICE REIMBURSEMENTS	\$ 2,350	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
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	Subtotal						

Fiscal Year 2017  
Proposed Budget

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	Subtotal						

Fiscal Year 2017  
Proposed Budget

Expenditures by Department		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
110	ADMINISTRATION	548,356	576,343	575,943	587,484	\$ 11,141	1.9%
120	ASSESSING/CODES PLANNING	384,677	420,488	420,488	428,315	\$ 7,827	1.9%
130	TOWN COUNCIL	76	500	500	500	\$ -	0.0%
135	LEGAL AND AUDIT	64,690	77,000	78,000	79,000	\$ 2,000	2.6%
140	ELECTIONS	16,714	29,790	29,790	34,785	\$ 4,995	16.8%
150	BOARDS AND COMMISSIONS	10,333	15,006	15,006	24,506	\$ 9,500	63.3%
530	PUBLIC INFORMATION	45,487	56,821	56,821	60,812	\$ 3,991	7.0%
	Subtotal General Government	1,070,333	1,175,948	1,176,548	1,215,402	\$ 39,454	3.4%
160	INSURANCE	90,972	103,000	103,000	105,000	\$ 2,000	1.9%
170	EMPLOYEE BENEFITS/HR SUPPORT	1,237,232	1,326,452	1,169,000	1,382,000	\$ 55,548	4.2%
180	DEBT SERVICE	981,247	1,278,080	1,278,080	1,372,908	\$ 94,828	7.4%
520	CONTRIBUTIONS	69,074	48,414	48,414	45,414	\$ (3,000)	-6.2%
710	INTERGOVT. ASSESSMENTS	230,480	230,798	230,630	260,798	\$ 30,000	13.0%
	Subtotal-Nondistributed	2,609,005	2,986,744	2,829,124	3,166,120	\$ 179,376	6.0%
						\$ 30,335	2.3%
210	POLICE DEPARTMENT	1,215,898	1,293,908	1,293,908	1,324,242	\$ 628	2.6%
215	ANIMAL CONTROL	23,694	24,500	24,500	25,128	\$ 5,227	2.9%
220	PUBLIC SAFETY COMMUNICATIONS	167,498	177,548	177,548	182,775	\$ -	0.0%
225	WETeam	10,870	24,267	24,267	24,267	\$ -	0.0%
230	FIRE DEPARTMENT	272,800	321,871	321,871	358,311	\$ 36,440	11.3%
235	FIRE POLICE UNIT	9,303	13,504	13,504	13,504	\$ -	0.0%
240	MISC. PUBLIC PROTECTION	149,684	152,409	154,783	158,000	\$ 5,591	3.7%
250	EMERGENCY PREPAREDNESS	3,278	4,652	4,652	4,652	\$ -	0.0%
	Subtotal-Public Safety	1,853,025	2,012,659	2,015,033	2,090,879	\$ 78,221	3.9%
310	PUBLIC WORKS	1,220,571	1,171,046	1,171,046	1,197,279	\$ 26,233	2.2%
320	REFUSE DISPOSAL/RECYCLING	452,078	487,271	487,271	504,126	\$ 16,855	3.5%
	Subtotal-Public Works	1,672,649	1,658,318	1,658,318	1,701,406	\$ 43,088	2.6%
410	HUMAN SERVICES	59,085	52,607	52,607	53,659	\$ 1,052	2.0%
510	LIBRARY	516,628	535,006	535,006	545,425	\$ 10,420	1.9%
600	FACILITIES MANAGEMENT	203,934	212,345	212,345	222,120	\$ 9,775	4.6%
610	TOWN HALL	27,295	26,016	26,016	21,998	\$ (4,018)	-15.4%
615	LIBRARY BUILDING	22,533	26,433	15,125	42,575	\$ 16,142	61.1%
620	TOWN CENTER FIRE STATION	30,012	26,306	20,580	21,414	\$ (4,892)	-18.6%
621	COMMUNITY CENTER BUILDING	106,779	104,021	104,021	148,953	\$ 44,932	43.2%
622	DONALD RICHARDS POOL FACILITY	208,306	286,650	286,650	222,606	\$ (64,044)	-22.3%
630	POLICE STATION	58,644	64,349	64,349	61,650	\$ (2,699)	-4.2%
631	CAPE COTTAGE FIRE STATION	6,693	6,640	6,640	6,449	\$ (191)	-2.9%
	Subtotal-Facilities	664,196	752,760	735,726	747,765	\$ (4,995)	-0.7%
633	COMMUNITY SERVICES ADMINISTRATION	249,024	257,025	256,225	277,048	\$ 20,023	7.8%
634	FITNESS CENTER	56,630	56,140	56,240	56,743	\$ 603	1.1%
635	RICHARDS POOL PROGRAMS	211,923	200,816	200,816	220,444	\$ 19,628	9.8%
636	COMMUNITY SVCS ADULT PROGRAMS	106,113	110,828	111,433	117,883	\$ 7,055	6.4%
637	COMMUNITY SERVICES YOUTH PROGRAMS	345,237	397,968	381,868	401,715	\$ 3,747	0.9%
638	CAPE CARE	137,810	144,938	140,610	136,478	\$ (8,460)	-5.8%
640	PARKS & TOWN LANDS	71,436	110,938	110,938	114,831	\$ 3,894	3.5%
641	SCHOOL GROUNDS	159,288	160,818	160,818	163,047	\$ 2,229	1.4%



Fiscal Year 2017  
Proposed Budget

645	<b>FORT WILLIAMS PARK</b>	217,001	224,383	224,383	272,609	\$	48,226	21.5%
660	<b>TREES</b>	20,878	24,325	24,325	24,432	\$	108	0.4%
	<b>Subtotal-Parks and Recreation</b>	1,575,340	1,688,179	1,667,655	1,785,232	\$	97,053	5.7%
		900,000	950,000	950,000	950,000	\$	-	0.0%
715	<b>CAPITAL PROJECTS</b>					\$	443,668	3.8%
	<b>Grand Total</b>	<b>10,920,261</b>	<b>11,812,220</b>	<b>11,620,016</b>	<b>12,255,888</b>	\$		

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Expenditures by Object	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
					94,109	3.0%
FULL TIME PAYROLL	2,988,252	3,089,291	3,089,291	3,183,400	(23,572)	-2.7%
PART TIME PAYROLL	742,945	868,486	847,886	844,914	\$ 16,265	7.6%
OVERTIME	221,093	215,035	215,035	231,300	7,215	2.3%
SOCIAL SECURITY	297,306	317,376	315,800	324,591	\$ 55,548	4.2%
EMPLOYEE BENEFITS	1,237,232	1,326,452	1,169,000	1,382,000	\$ 149,564	2.6%
TOTAL PERSONNEL	5,486,828	5,816,641	5,637,013	5,966,205	600	1.3%
TELEPHONE	44,004	46,350	46,050	46,950	(214)	-0.2%
POWER	122,102	138,740	138,740	138,526	3,945	13.5%
WATER & SEWER	29,130	29,192	29,192	33,137	2,825	7.3%
PRINTING AND ADVERTISING	29,052	38,915	38,915	41,740	60	0.4%
POSTAGE	15,135	16,230	15,930	16,290	4,885	15.8%
MILEAGE REIMBURSEMENTS	32,367	30,865	32,765	35,750	(1,425)	-10.0%
CONFERENCES & MEETINGS	7,632	14,290	13,290	12,865	2,165	6.0%
DUES & MEMBERSHIPS	27,537	36,048	35,880	38,213	(5,400)	-6.8%
TRAINING	56,380	79,150	79,150	73,750	9,130	3.0%
PROFESSIONAL SERVICES	225,909	308,450	299,450	317,580	\$ -	0.0%
MISCELLANEOUS BOARDS	2,695	4,000	4,000	4,000	\$ 14,385	4.2%
TRASH DISPOSAL FEES	319,316	346,100	346,100	360,485	\$ 1,300	13.4%
INTERNET FEES	5,718	9,700	9,700	11,000	\$ (400)	-25.0%
EQUIPMENT RENTAL	819	1,600	1,600	1,200	\$ -	0.0%
UNIFORMS	20,361	23,810	23,810	23,810	\$ 11,300	10.4%
EQUIPMENT MAINTENANCE	123,819	108,600	108,600	119,900	\$ 800	1.1%
OFFICE EQUIPMENT/MAINT	67,739	72,675	72,675	73,475	(45,213)	-16.7%
BUILDING MAINTENANCE	152,876	270,289	270,289	225,076	63,369	8.0%
MISC. CONTRACTUAL SERVICES	747,324	792,101	782,025	831,204	\$ 2,050	1.0%
ROADS MAINTENANCE MATERIALS	183,169	214,300	214,300	216,350	\$ -	0.0%
ALARM SYSTEMS	1,738	3,400	3,400	3,400	\$ 100	2.7%
PHYSICALS AND SHOTS	3,377	3,700	3,700	3,800	\$ 2,000	1.9%
INSURANCE	90,972	103,000	103,000	105,000	\$ 94,828	7.4%
DEBT SERVICE	981,247	1,278,080	1,278,080	1,372,908	\$ 1,052	2.0%
HUMAN SERVICES	59,085	52,607	52,607	53,659	\$ 5,500	8.4%
OFFICE SUPPLIES	62,129	65,150	67,150	70,650	\$ (9,920)	-11.1%
GASOLINE/DIESEL FUEL	158,340	89,080	89,080	79,160	(24,657)	-16.5%
HEAT	156,345	149,835	134,710	125,178	(100)	-0.2%
MISC. SUPPLIES	30,417	40,975	40,975	40,875	\$ 4,150	7.8%
BOOKS/AV ETC.	53,982	52,878	52,878	57,028	\$ (1,250)	-1.9%
GROUND MATERIAL	42,422	64,700	64,700	63,450	\$ 53,682	5.6%
OUTLAY	1,014,773	953,518	953,470	1,007,200	\$ 3,600	9.7%
SCHOOL CONTRACTED	55,290	37,000	37,000	40,600	\$ -	0.0%
STREET LIGHTS	57,799	60,000	60,000	60,000	\$ 4,000	4.7%
HYDRANT RENTAL	85,579	86,000	88,374	90,000	\$ (3,000)	-6.2%
CONTRIBUTIONS	69,074	48,414	48,414	45,414	\$ 500	9.1%
VOLUNTEER/STAFF APPRECIATION	4,955	5,500	5,500	6,000	\$ 113,723	35.5%
INTERGOVERNMENTAL AND OTHER	230,480	320,337	337,504	434,060	\$ 433,668	3.7%
	10,857,916	11,812,220	11,620,016	12,245,888		

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Department Line Item Budget		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
110	ADMINISTRATION	362,555	374,045	374,045	382,444	\$ 8,399	2.2%
1001	FULL TIME PAYROLL	-	2,000	2,000	2,000	\$ -	0.0%
1003	OVERTIME	27,887	28,768	28,768	29,410	\$ 642	2.2%
1020	SOCIAL SECURITY	390,442	404,813	404,813	413,854	\$ 9,041	2.2%
	SUBTOTAL PERSONNEL	31,908	34,000	33,600	34,000	\$ -	0.0%
2001	TELEPHONE	9,882	10,000	10,000	10,000	\$ -	0.0%
2004	PRINTING & ADVERTISING	10,467	11,000	11,000	11,000	\$ -	0.0%
2005	POSTAGE	4,889	5,500	5,500	5,500	\$ -	0.0%
2006	TRAVEL	405	1,730	1,730	1,730	\$ -	0.0%
2007	DUES & MEMBERSHIPS	588	1,800	1,800	1,800	\$ -	0.0%
2008	TRAINING	3,845	3,600	3,600	3,600	\$ -	0.0%
2009	CONFERENCES & MEETINGS	6,104	6,000	6,000	6,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	5,718	9,700	9,700	11,000	\$ 1,300	13.4%
2015	INTERNET-ON-LINE CHARGES	2,500	2,000	2,000	2,000	\$ -	0.0%
2016	RECORDS PRESERVATION	-	1,000	1,000	1,000	\$ -	0.0%
2034	OFFICE EQUIPMENT	26,670	29,000	29,000	29,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE	39,220	40,200	40,200	41,000	\$ 800	2.0%
2200	SCHOOL NETWORK ASSISTANCE	9,720	10,000	10,000	10,000	\$ -	0.0%
2300	BANK FEES	5,998	6,000	6,000	6,000	\$ -	0.0%
3001	OFFICE SUPPLIES	157,914	171,530	171,130	173,630	\$ 2,100	1.2%
	SUBTOTAL	548,356	576,343	575,943	587,484	\$ 11,141	1.9%
110	ADMINISTRATION						

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120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
		312,901	334,810	334,810	342,080	\$ 7,270	2.2%
1001	FULL TIME PAYROLL	0	0	0	0	\$ -	
1002	PART TIME PAYROLL	23,252	25,613	25,613	26,170	\$ 557	2.2%
1020	SOCIAL SECURITY	336,153	360,423	360,423	368,250	\$ 7,827	2.2%
	SUBTOTAL PERSONNEL	2,165	1,800	1,800	1,800	\$ -	0.0%
2000	CELLULAR PHONE	843	1,100	1,100	1,100	\$ -	0.0%
2004	PRINTING & ADVERTISING	7,530	7,500	7,500	7,500	\$ -	0.0%
2006	TRAVEL	1,608	1,470	1,470	1,470	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,216	3,320	3,320	3,320	\$ -	0.0%
2009	CONFERENCES & MEETINGS	4,234	5,100	5,100	5,100	\$ -	0.0%
2010	PROFESSIONAL SERVICES	21,387	19,000	19,000	13,700	\$ (5,300)	-27.9%
2011	GIS MAINTENANCE	1,795	2,400	2,400	4,000	\$ 1,600	66.7%
2018	PLANNING CONSULTING	5,119	15,000	15,000	5,300	\$ (9,700)	-64.7%
2019	CODES TECHNICAL SUPPORT	1,444	1,825	1,825	1,825	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	870	1,000	1,000	1,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	313	550	550	1,550	\$ 1,000	181.8%
3020	BOOKS/PUBLICATIONS	48,524	60,065	60,065	60,065	\$ -	0.0%
	SUBTOTAL	384,677	420,488	420,488	428,315	\$ 7,827	1.9%
	TOTAL ACP						
130	TOWN COUNCIL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2009	CONFERENCES AND MEETINGS	76	500	500	500	\$ -	0.0%
130	TOWN COUNCIL	76	500	500	500	\$ -	0.0%
135	LEGAL & AUDIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2010	LEGAL SERVICES	32,390	45,000	45,000	45,000	\$ -	0.0%
2011	AUDIT SERVICES	32,300	32,000	33,000	34,000	\$ 2,000	6.3%
135	LEGAL AND AUDIT	64,690	77,000	78,000	79,000	\$ 2,000	2.6%
140	ELECTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	11,350	20,655	20,655	23,000	\$ 2,345	11%
1020	SOCIAL SECURITY	868	1,580	1,580	1,685	\$ 105	7%
	SUBTOTAL PERSONNEL	12,218	22,235	22,235	24,685	\$ 2,450	11%
2004	PRINTING AND ADVERTISING	2,107	3,325	3,325	4,150	\$ 825	25%
2010	PROFESSIONAL SERVICES	1,956	3,680	3,680	4,800	\$ 1,120	30%
3001	OFFICE SUPPLIES	433	550	550	1,150	\$ 600	109%
4001	OUTLAY					\$ -	
	SUBTOTAL	4,496	7,555	7,555	10,100	\$ 2,545	34%
140	ELECTIONS	16,714	29,790	29,790	34,785	\$ 4,995	17%

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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
150	<b>BOARDS AND COMMISSIONS</b>						
1002	PART TIME PAYROLL	2,502	4,000	4,000	4,000	\$ -	0.0%
1020	SOCIAL SECURITY	181	306	306	306	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>2,683</b>	<b>4,306</b>	<b>4,306</b>	<b>4,306</b>	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	
2060	ARTS COMMISSION/ARTS SUPPORT	-	-	-	-	\$ -	0.0%
2066	PLANNING BOARD	2,030	2,000	2,000	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	613	1,000	1,000	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	52	1,000	1,000	1,000	\$ -	0.0%
2081	SPECIAL COMMITTEES/GOALS IMPLEMENTATION	-	1,000	1,000	10,000	\$ 9,000	900.0%
2090	VOLUNTEER/STAFF APPRECIATION	4,955	5,500	5,500	6,000	\$ 500	9.1%
	<b>SUBTOTAL</b>	<b>7,650</b>	<b>10,700</b>	<b>10,700</b>	<b>20,200</b>	\$ <b>9,500</b>	<b>88.8%</b>
		<b>10,333</b>	<b>15,006</b>	<b>15,006</b>	<b>24,506</b>	\$ <b>9,500</b>	<b>63.3%</b>
150	<b>BOARDS AND COMMISSIONS</b>						
160	<b>INSURANCE</b>						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2089	MISCELLANEOUS INSURANCE	90,578	100,000	100,000	102,000	\$ 2,000	2.0%
2091	SELF INSURANCE/DISASTER RECOVERY	394	3,000	3,000	3,000	\$ -	0.0%
	<b>INSURANCE</b>	<b>90,972</b>	<b>103,000</b>	<b>103,000</b>	<b>105,000</b>	\$ <b>2,000</b>	<b>1.9%</b>
160	<b>INSURANCE</b>						
170	<b>EMPLOYEE BENEFITS/HR SUPPORT</b>						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1021	ME STATE RETIREMENT	210,206	175,000	175,000	190,000	\$ 15,000	8.6%
1023	ICMA 401A PLAN-(RETIREMENT)	171,821	193,529	171,013	198,000	\$ 4,471	2.3%
1024	DISABILITY PLAN	16,700	18,600	16,600	19,600	\$ 1,000	5.4%
1025	HEALTH INSURANCE	683,000	735,336	612,400	780,000	\$ 44,664	6.1%
1026	WORKERS COMPENSATION	110,888	125,200	125,200	130,000	\$ 4,800	3.8%
1030	GROUP LIFE INSURANCE	1,393	1,517	1,517	1,600	\$ 83	5.5%
1031	UNEMPLOYMENT COMP	9,767	14,770	14,770	6,600	\$ (8,170)	-55.3%
1032	VACATION-SICK ACCRUAL	11,850	4,000	4,000	5,000	\$ 1,000	25.0%
1033	SALARY-WAGE ADJ. ACCT- PAY STUDY	-	5,000	5,000	7,000	\$ 2,000	40.0%
1035	WELLNESS PROGRAM	4,357	3,500	3,500	4,200	\$ 700	20.0%
2010	HR PROFESSIONAL SERVICES	17,250	50,000	40,000	40,000	\$ (10,000)	-20.0%
170	<b>EMPLOYEE BENEFITS</b>	<b>1,237,232</b>	<b>1,326,452</b>	<b>1,169,000</b>	<b>1,382,000</b>	\$ <b>55,548</b>	<b>4.2%</b>

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180	DEBT SERVICE	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	<b>PRINCIPAL</b>						
	POOL PROJECT	116,250	120,000	120,000	118,000	\$ (2,000)	-1.7%
	GULL CREST PROJECT	172,500	175,000	175,000	172,000	\$ (3,000)	-1.7%
	PUBLIC SAFETY BUILDINGS	220,000	220,000	220,000	200,000	\$ (20,000)	-9.1%
	NEW COMMUNITY CENTER-2012 REFINANCE	80,000	80,000	80,000	80,000	\$ -	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	\$ -	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	\$ -	0.0%
	LIBRARY PROJECT 2015		189,563	189,563	189,563	\$ -	0.0%
	RECYCLING CENTER MODERNIZATION				72,000	\$ 72,000	100.0%
	POOL IMPROVEMENTS				72,000	\$ 72,000	100.0%
	<b>TOTAL PRINCIPAL</b>	<b>789,738</b>	<b>985,551</b>	<b>985,551</b>	<b>1,104,551</b>	<b>\$ 119,000</b>	<b>12.1%</b>
	<b>INTEREST</b>						
	POOL PROJECT	13,815	12,907	12,907	9,325	\$ (3,582)	-27.8%
	GULL CREST PROJECT	25,659	20,000	20,000	17,000	\$ (3,000)	-15.0%
	PUBLIC SAFETY BUILDINGS	31,400	27,000	27,000	22,600	\$ (4,400)	-16.3%
	NEW COMMUNITY CENTER	13,900	12,300	12,300	10,700	\$ (1,600)	-13.0%
	SEWER/ROAD REHABILITATION 2006	50,812	49,802	49,802	45,077	\$ (4,725)	-9.5%
	TOWN CENTER/OTHER- 2008	55,895	52,168	52,168	48,441	\$ (3,727)	-7.1%
	LIBRARY PROJECT 2015		117,352	117,352	114,214	\$ (3,138)	-2.7%
	RECYCLING CENTER MODERNIZATION				-	\$ -	100.0%
	POOL IMPROVEMENTS				-	\$ -	100.0%
	<b>TOTAL INTEREST</b>	<b>191,481</b>	<b>291,529</b>	<b>291,529</b>	<b>267,357</b>	<b>\$ (24,172)</b>	<b>-8.3%</b>
	PAYING AGENT FEES	28	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND	-	-	-	-	\$ -	
	LESS FROM COMMUNITY SERVICES					\$ -	
	<b>DEBT SERVICE</b>	<b>981,247</b>	<b>1,278,080</b>	<b>1,278,080</b>	<b>1,372,908</b>	<b>\$ 94,828</b>	<b>7.4%</b>

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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
210	POLICE DEPARTMENT	FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
		\$ 899,088	\$ 939,431	\$ 939,431	\$ 963,564	\$ 24,133	2.6%
1001	FULL TIME PAYROLL	\$ 16,557	\$ 24,732	\$ 24,732	\$ 25,200	\$ 468	1.9%
1002	PART TIME PAYROLL	\$ 96,467	\$ 99,500	\$ 99,500	\$ 112,000	\$ 12,500	12.6%
1003	OVERTIME PAYROLL	\$ 7,044	\$ 9,800	\$ 9,800	\$ 10,000	\$ 200	2.0%
1010	SPECIAL ASSIGNMENTS	\$ 76,349	\$ 82,120	\$ 82,120	\$ 84,973	\$ 2,854	3.5%
1020	SOCIAL SECURITY	\$ 1,095,505	\$ 1,155,583	\$ 1,155,583	\$ 1,195,737	\$ 40,155	3.5%
	SUBTOTAL PERSONNEL	\$ 1,352	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
2004	PRINTING AND ADVERTISING	\$ 695	\$ 700	\$ 700	\$ 1,000	\$ 300	42.9%
2007	DUES AND MEMBERSHIPS	\$ 24,409	\$ 36,800	\$ 36,800	\$ 37,600	\$ 800	2.2%
2008	TRAINING	\$ 883	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	\$ 5,770	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
2010	CONTRACTED CRIME LAB SERVICES	\$ 9,752	\$ 13,155	\$ 13,155	\$ 13,155	\$ -	0.0%
2032	VEHICLE MAINTENANCE	\$ 6,198	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
2033	RADIO MAINTENANCE	\$ 10,941	\$ 12,800	\$ 12,800	\$ 12,800	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	\$ 14,107	\$ 15,600	\$ 15,600	\$ 8,000	\$ (7,600)	-48.7%
2063	COURSE REIMBURSEMENTS	\$ 2,697	\$ 3,400	\$ 3,400	\$ 3,400	\$ -	0.0%
3001	OFFICE SUPPLIES	\$ 26,445	\$ 23,320	\$ 23,320	\$ 20,000	\$ (3,320)	-14.2%
3002	GASOLINE	\$ 4,912	\$ 5,850	\$ 5,850	\$ 5,850	\$ -	0.0%
3004	UNIFORMS	\$ 12,232	\$ 14,200	\$ 14,200	\$ 14,200	\$ -	0.0%
3005	MINOR EQUIPMENT	\$ 120,393	\$ 138,325	\$ 138,325	\$ 128,505	\$ (9,820)	-7.1%
	SUBTOTAL	\$ 1,215,898	\$ 1,293,908	\$ 1,293,908	\$ 1,324,242	\$ 30,335	2.3%
210	POLICE DEPARTMENT						
215	ANIMAL CONTROL						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2010	CONTRACTED SVCS. WITH SOUTH PORTLAND	11,795	12,059	12,059	12,687	\$ 628	5.2%
2062	ANIMAL FEES- ANIMAL REFUGE LEAGUE	11,899	12,441	12,441	12,441	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	23,694	24,500	24,500	25,128	\$ 628	2.6%
215	ANIMAL CONTROL						
220	PUBLIC SAFETY COMMUNICATIONS						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2010	CONTRACTED DISPATCHING WITH PORTLAND	\$167,498	\$177,548	\$177,548	\$182,775	\$ 5,227	3%
2023	MISCELLANEOUS SUPPLIES	167,498	177,548	177,548	182,775	\$ 5,227	3%
	SUBTOTAL	167,498	177,548	177,548	182,775	\$ 5,227	3%
220	DISPATCHING						

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225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	2,316	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%
1020	SOCIAL SECURITY	213	\$ 1,017	\$ 1,017	\$ 1,017	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>2,529</b>	<b>\$ 13,017</b>	<b>\$ 13,017</b>	<b>\$ 13,017</b>	<b>\$ -</b>	<b>0.0%</b>
2000	CELLULAR TELEPHONES	184	\$ 200	\$ 200	\$ 200	\$ -	0.0%
2008	TRAINING	912	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
2032	VEHICLE MAINTENANCE	1,799	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
2033	RADIO MAINTENANCE	2,779	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	861	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
2071	PHYSICALS AND SHOTS	343	\$ 600	\$ 600	\$ 600	\$ -	0.0%
3002	GASOLINE	500	\$ 500	\$ 500	\$ 500	\$ -	0.0%
3004	UNIFORMS	676	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	287	\$ 750	\$ 750	\$ 750	\$ -	0.0%
4001	OUTLAY	-	\$ -				
	<b>SUBTOTAL</b>	<b>8,341</b>	<b>\$ 11,250</b>	<b>\$ 11,250</b>	<b>\$ 11,250</b>	<b>\$ -</b>	<b>0.0%</b>
225	WETeam	10,870	\$ 24,267	\$ 24,267	\$ 24,267	\$ -	0.0%
230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	78,868	\$ 79,980	\$ 79,980	\$ 81,980	\$ 2,000	2.5%
1002	PART TIME PAYROLL	93,584	\$ 118,460	\$ 118,460	\$ 113,500	\$ (4,960)	0.0%
1012	HYDRANT SHOVELING	2,461	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	0.0%
1020	SOCIAL SECURITY	13,239	\$ 15,500	\$ 15,500	\$ 15,221	\$ (279)	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>188,152</b>	<b>\$ 216,971</b>	<b>\$ 216,971</b>	<b>\$ 216,971</b>	<b>\$ (3,240)</b>	<b>0.0%</b>
2000	CELLULAR TELEPHONES	1,446	\$ 1,700	\$ 1,700	\$ 1,940	\$ 240	14.1%
2007	DUES AND MEMBERSHIPS	2,614	\$ 8,500	\$ 8,500	\$ 8,500	\$ -	0.0%
2008	TRAINING	4,317	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	100	\$ 500	\$ 500	\$ 500	\$ -	0.0%
2032	VEHICLE MAINTENANCE	17,297	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.0%
2033	RADIO/PAGER MAINTENANCE	8,540	\$ 10,000	\$ 10,000	\$ 8,000	\$ (2,000)	-20.0%
2034	EQUIPMENT MAINTENANCE	7,907	\$ 8,000	\$ 8,000	\$ 12,000	\$ 4,000	50.0%
2071	PHYSICALS AND SHOTS	1,382	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	0.0%
3002	GASOLINE	9,031	\$ 9,500	\$ 9,500	\$ 9,500	\$ -	0.0%
3004	UNIFORMS	11,669	\$ 14,000	\$ 14,000	\$ 14,000	\$ -	0.0%
3005	MINOR EQUIPMENT	10,295	\$ 12,500	\$ 12,500	\$ 46,700	\$ 34,200	273.6%
3006	MISCELLANEOUS SUPPLIES	9,246	\$ 11,500	\$ 11,500	\$ 11,500	\$ -	0.0%
3007	FIRE PREVENTION SUPPLIES	804	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.0%
		<b>84,648</b>	<b>\$ 104,900</b>	<b>\$ 104,900</b>	<b>\$ 141,340</b>	<b>\$ 36,440</b>	<b>34.7%</b>
230	FIRE DEPARTMENT	272,800	\$ 321,871	\$ 321,871	\$ 358,311	\$ 36,440	11.3%



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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
<b>235</b>	<b>FIRE POLICE UNIT</b>						0.0%
		7,617	\$ 9,800	\$ 9,800	\$ 9,800		0.0%
1002	PART TIME PAYROLL	673	\$ 704	\$ 704	\$ 704		0.0%
1020	SOCIAL SECURITY	1,013	\$ 3,000	\$ 3,000	\$ 3,000		0.0%
3006	MISCELLANEOUS SUPPLIES	9,303	\$ 13,504	\$ 13,504	\$ 13,504		0.0%
						<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>240</b>	<b>MISC. PUBLIC PROTECTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		
		3,542	3,631	3,631	-	\$ (3,631)	-100.0%
1002	PART TIME PAYROLL-HARBORMASTER	270	278	278	-	\$ (278)	-100.0%
1020	SOCIAL SECURITY	3,812	3,909	3,909	-	\$ (3,909)	-100.0%
	<b>SUBTOTAL PERSONNEL</b>				5,500	\$ 5,500	
2010	HARBORMASTER- SCARBOROUGH CONTRACT	57,799	60,000	60,000	60,000	\$ -	0.0%
2074	STREET LIGHTS	85,579	86,000	88,374	90,000	\$ 4,000	4.7%
2075	HYDRANT RENTAL	995	1,000	1,000	1,000	\$ -	0.0%
3006	HARBOR ENFORCEMENT EXP.	1,499	1,500	1,500	1,500	\$ -	0.0%
3007	COMMUNITY LIAISON EXPENSES	149,684	152,409	154,783	158,000	\$ 5,591	3.7%
						<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>240</b>	<b>MISC. PUBLIC PROTECTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		
1002	PART TIME PAYROLL	214	\$ 212	\$ 212	\$ 212	\$ -	0.0%
1020	SOCIAL SECURITY	3,013	\$ 3,152	\$ 3,152	\$ 3,152	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	265	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
2033	RADIO MAINTENANCE	-	\$ 500	\$ 500	\$ 500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	265	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%
	<b>SUBTOTAL</b>	3,278	\$ 4,652	\$ 4,652	\$ 4,652	\$ -	0.0%
<b>250</b>	<b>EMERGENCY PREPAREDNESS</b>						

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310	PUBLIC WORKS	ACTUAL FY 2016	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
1001	FULL TIME PAYROLL	553,160	567,200	567,200	585,465	\$ 18,265	3.2%
1002	PART TIME PAYROLL	3,585	4,800	4,800	5,690	\$ 890	18.5%
1003	OVERTIME PAYROLL	115,406	100,500	100,500	104,000	\$ 3,500	3.5%
1020	SOCIAL SECURITY	51,351	51,446	51,446	53,179	\$ 1,733	3.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>723,502</b>	<b>723,946</b>	<b>723,946</b>	<b>748,334</b>	<b>\$ 24,388</b>	<b>3.4%</b>
2000	CELLULAR TELEPHONES	1,690	2,000	2,000	2,360	\$ 360	18.0%
2002	POWER	11,232	13,000	13,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	5,122	5,000	5,000	5,500	\$ 500	10.0%
2004	PRINTING AND ADVERTISING	968	800	800	800	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	375	375	375	385	\$ 10	2.7%
2008	TRAINING & ALLOWANCES	11,545	16,000	16,000	16,650	\$ 650	4.1%
2009	CONFERENCES AND MEETINGS	145	325	325	400	\$ 75	23.1%
2021	EQUIPMENT RENTAL	819	1,400	1,400	1,000	\$ (400)	-28.6%
2022	UNIFORM RENTAL	4,680	4,650	4,650	4,650	\$ -	0.0%
2025	SAFETY EQUIPMENT	10,615	11,200	11,200	11,200	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	103,048	80,000	80,000	88,000	\$ 8,000	10.0%
2033	RADIO EQUIPMENT MAINTENANCE	2,275	1,500	1,500	1,500	\$ -	0.0%
2036	TRAFFIC SIGNAL MAINTENANCE	2,868	1,200	1,200	1,200	\$ -	0.0%
2038	CONTRACTED STORM DRAIN MAINTENANCE	0	20,500	20,500	22,000	\$ 1,500	7.3%
2038	CONTRACTED SNOW PLOWING SERV.	16,539	25,000	25,000	27,100	\$ 2,100	8.4%
2039	PAVEMENT MARKINGS	21,658	24,000	24,000	25,000	\$ 1,000	4.2%
2050	MAILBOX MATERIALS	1988	500	500	500	\$ -	0.0%
2060	CURBING REPAIR	0	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	3,540	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	635	1,300	1,300	1,300	\$ -	0.0%
2071	PHYSICALS AND DRUG TESTING	1,652	1,500	1,500	1,600	\$ 100	6.7%
3001	OFFICE SUPPLIES	1,179	1,300	1,300	1,300	\$ -	0.0%
3002	GASOLINE	36,698	8,500	8,500	7,100	\$ (1,400)	-16.5%
3003	HEAT	31,111	18,700	18,700	14,000	\$ (4,700)	-25.1%
3005	MINOR EQUIP & TOOLS	3,951	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	746	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	2,986	3,500	3,500	3,500	\$ -	0.0%
3031	WINTER SAND	12,308	13,500	13,500	12,500	\$ (1,000)	-7.4%
3032	SALT & CHLORIDE	102,387	103,000	103,000	107,800	\$ 4,800	4.7%
3033	COLD BITUMINOUS MIX	6,883	5,000	5,000	5,000	\$ -	0.0%
3035	GUARDRAIL REPAIRS	0	250	250	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	7,014	7,000	7,000	7,000	\$ -	0.0%
3038	STORM DRAIN MAINTENANCE	7,199	8,000	8,000	7,000	\$ (1,000)	-12.5%
3039	MS4 STORMWATER PROGRAM	17,878	26,850	26,850	23,600	\$ (3,250)	-12.1%
3040	DIESEL FUEL	65,335	32,500	32,500	27,000	\$ (5,500)	-16.9%
	<b>SUBTOTAL</b>	<b>497,069</b>	<b>447,100</b>	<b>447,100</b>	<b>448,945</b>	<b>\$ 1,845</b>	<b>0.4%</b>
310	<b>PUBLIC WORKS</b>	<b>1,220,571</b>	<b>1,171,046</b>	<b>1,171,046</b>	<b>1,197,279</b>	<b>\$ 26,233</b>	<b>2.2%</b>

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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
<b>320</b>	<b>REFUSE DISPOSAL</b>						
1001	FULL TIME PAYROLL	70,072	78,785	78,785	80,755	\$ 1,970	2.5%
1002	PART TIME PAYROLL	28,218	26,872	26,872	28,065	\$ 1,193	4.4%
1003	OVERTIME PAYROLL	1,738	2,570	2,570	2,635	\$ 65	2.5%
1020	SOCIAL SECURITY	8,258	8,279	8,279	8,526	\$ 247	3.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>108,286</b>	<b>116,506</b>	<b>116,506</b>	<b>119,981</b>	<b>\$ 3,475</b>	<b>3.0%</b>
2002	POWER	2,230	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	0				\$ -	0.0%
2004	RECYCLING PRINTING & PROMOTION	3,324	4,000	4,000	4,000	\$ -	0.0%
2012	ECOMAINE FEES	253,984	278,000	278,000	284,000	\$ 6,000	2.2%
2014	DEMOLITION MATERIAL DISPOSAL	47,932	51,100	51,100	58,485	\$ 7,385	14.5%
2015	HAZARDOUS MATERIALS DISPOSAL	17,400	17,000	17,000	18,000	\$ 1,000	5.9%
2021	EQUIPMENT RENTAL	0	200	200	200	\$ -	0.0%
2022	UNIFORM RENTAL	1,283	1,300	1,300	1,300	\$ -	0.0%
2032	VEHICLE MAINTENANCE	5,288	5,600	5,600	5,600	\$ -	0.0%
2062	MISC. CONTRACT SVCS.	2,209	2,000	2,000	2,000	\$ -	0.0%
2063	ALARM SERVICE	635	1,600	1,600	1,600	\$ -	0.0%
3002	GASOLINE	550	365	365	305	\$ (60)	-16.4%
3006	MISCELLANEOUS SUPPLIES	1,457	1,500	1,500	1,500	\$ -	0.0%
3040	DIESEL FUEL	7,500	5,600	5,600	4,655	\$ (945)	-16.9%
	<b>SUBTOTAL</b>	<b>343,792</b>	<b>370,765</b>	<b>370,765</b>	<b>384,145</b>	<b>\$ 13,380</b>	<b>3.6%</b>
<b>320</b>	<b>REFUSE DISPOSAL</b>	<b>452,078</b>	<b>487,271</b>	<b>487,271</b>	<b>504,126</b>	<b>\$ 16,855</b>	<b>3.5%</b>

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410	HUMAN SERVICES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2100	VNA/HOSPICE	3,672	3,750	3,750	3,825	\$ 75	2.0%
2100	COMMUNITY HEALTH SRVS	2,142	2,185	2,185	2,229	\$ 44	2.0%
2101	COMMUNITY COUNSELING	1,275	1,300	1,300	1,326	\$ 26	2.0%
2103	THERAPEUTIC RECREATION	3,672	3,672	3,672	3,745	\$ 73	2.0%
2107	S. ME SENIOR CITIZENS	1,275	1,300	1,300	1,326	\$ 26	2.0%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,275	1,300	1,300	1,326	\$ 26	2.0%
2111	RTP	1,275	1,300	1,300	1,326	\$ 26	2.0%
2113	FAMILY CRISIS SHELTER	1,275	1,300	1,300	1,326	\$ 26	2.0%
2114	DAY ONE	1,275	1,300	1,300	1,326	\$ 26	2.0%
2116	HOSPICE OF SOUTHERN MAINE	1,275	1,300	1,300	1,326	\$ 26	2.0%
2118	SEXUAL ASSAULT RES. SVCS.	1,275	1,300	1,300	1,326	\$ 26	2.0%
2121	RED CROSS-PORTLAND CHAPTER	1,275	1,300	1,300	1,326	\$ 26	2.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,275	1,300	1,300	1,326	\$ 26	2.0%
5101	GENERAL ASSISTANCE	36,849	30,000	30,000	30,600	\$ 600	2.0%
<b>410</b>	<b>HUMAN SERVICES</b>	<b>59,085</b>	<b>52,607</b>	<b>52,607</b>	<b>53,659</b>	<b>\$ 1,052</b>	<b>2.0%</b>

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510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	245,949	255,142	255,142	285,887	\$ 30,745	12.1%
1002	PART TIME PAYROLL	162,458	168,729	168,729	145,777	\$ (22,952)	-13.6%
1020	SOCIAL SECURITY	29,507	32,426	32,426	32,360	\$ (66)	-0.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>437,914</b>	<b>456,297</b>	<b>456,297</b>	<b>464,024</b>	<b>\$ 7,727</b>	<b>1.7%</b>
2004	PRINTING & ADVERTISING	1,463	1,500	1,500	1,500	\$ -	0.0%
2005	POSTAGE	2,660	3,000	3,000	2,840	\$ (160)	-5.3%
2006	TRAVEL	671	465	465	500	\$ 35	7.5%
2007	DUES & MEMBERSHIPS	625	920	920	888	\$ (32)	-3.5%
2009	CONFERENCES AND MEETINGS	964	1,245	1,245	1,245	\$ -	0.0%
2010	PROFESSIONAL SERVICES-PROGRAMS	7,741	7,500	7,500	7,500	\$ -	0.0%
2062	CONTINGENCY	150	250	250	250	\$ -	0.0%
2072	MISC. CONTRACT. SVCS.	-	-	-	-	\$ -	
3001	OFFICE SUPPLIES	6,625	7,000	7,000	7,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	2,969	3,000	3,000	3,000	\$ -	0.0%
3020	BOOKS & PERIODICALS	35,399	33,967	33,967	34,318	\$ 351	1.0%
3022	AUDIO VISUAL MATERIALS	10,131	10,025	10,025	10,025	\$ -	0.0%
3100	ELECTRONIC RESOURCES	8,139	8,336	8,336	11,135	\$ 2,799	33.6%
4001	OUTLAY	1,177	1,500	1,500	1,200	\$ (300)	-20.0%
	<b>SUBTOTAL</b>	<b>78,714</b>	<b>78,708</b>	<b>78,708</b>	<b>81,401</b>	<b>\$ 2,693</b>	<b>3.4%</b>
<b>510</b>	<b>LIBRARY</b>	<b>516,628</b>	<b>535,006</b>	<b>535,006</b>	<b>545,425</b>	<b>\$ 10,420</b>	<b>1.9%</b>

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520	CONTRIBUTIONS	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
5050	CAPE PRESERVATION SOCIETY	-	500	500	500	\$ -	0.0%
5052	GREATER PTLD ECON DEV COMM	-	-	-	-		
5053	FAMILY FUN DAY/250th Anniversary	36,160	15,000	15,000	12,000	\$ (3,000)	-20.0%
5054	PENNY FOR LAND ACQUISITION FUND	32,914	32,914	32,914	32,914	\$ -	0.0%
520	CONTRIBUTIONS	69,074	48,414	48,414	45,414	\$ (3,000)	-6.2%
530	PUBLIC INFORMATION	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
1002	CABLE PART TIME PAYROLL	5,519	6,586	6,586	6,750	\$ 164	2.5%
1002	PART TIME WEBMASTER	32,129	35,431	35,431	38,974	\$ 3,543	10.0%
1005	CETV BULLETIN BOARD	1,952					
1020	SOCIAL SECURITY	3,024	3,214	3,214	3,498	\$ 284	8.8%
	<b>SUBTOTAL PERSONNEL</b>	<b>42,624</b>	<b>45,231</b>	<b>45,231</b>	<b>49,222</b>	<b>\$ 3,991</b>	<b>8.8%</b>
2004	PRINTING AND ADVERTISING	2,741	6,890	6,890	6,890	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	15	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	107	200	200	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-		
	<b>SUBTOTAL</b>	<b>2,863</b>	<b>11,590</b>	<b>11,590</b>	<b>11,590</b>	<b>\$ -</b>	<b>0.0%</b>
530	PUBLIC INFORMATION	45,487	56,821	56,821	60,812	\$ 3,991	7.0%

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600	FACILITIES MANAGEMENT	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
1001	FULL TIME PAYROLL						
1002	PART TIME PAYROLL						
1020	SOCIAL SECURITY						
	SUBTOTAL PERSONNEL	-	-	-	-		
2001	TELEPHONE						
2004	PRINTING & ADVERTISING	-	300	300	300	\$ -	0.0%
2006	TRAVEL	-	200	200	250	\$ 50	25.0%
2007	DUES & MEMBERSHIPS	90	300	300	300	\$ -	0.0%
2009	CONFERENCES & MEETINGS	403	600	600	600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	851	800	800	800	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	405	650	650	650	\$ -	0.0%
2035	CONSOLIDATED BUILDING MAINT.	113,833	117,539	117,539	121,376	\$ 3,837	3.3%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	88,352	91,956	91,956	97,844	\$ 5,888	6.4%
4001	OUTLAY						
	SUBTOTAL	203,934	212,345	212,345	222,120	\$ 9,775	4.6%
600	FACILITIES MANAGEMENT	203,934	212,345	212,345	222,120	\$ 9,775	4.6%
610	TOWN HALL	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
2002	POWER	8,124	11,725	11,725	9,812	\$ (1,913)	-16.3%
2003	WATER & SEWER	2,647	3,111	3,111	3,111	\$ -	0.0%
3003	HEAT	16,524	11,180	11,180	9,075	\$ (2,105)	-18.8%
610	TOWN HALL	27,295	26,016	26,016	21,998	\$ (4,018)	-15.4%
615	LIBRARY BUILDING	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
2002	POWER	8,759	10,231	10,231	13,850	\$ 3,619	35.4%
2003	WATER AND SEWER	1,161	1,077	1,077	1,500	\$ 423	39.3%
2062	CONTRACTED CUSTODIAL SERVICES				14,289	14,289	100.0%
3003	HEAT	12,613	15,125		12,936	\$ (2,189)	-14.5%
615	LIBRARY BUILDING	22,533	26,433	15,125	42,575	\$ 16,142	61.1%
620	TOWN CENTER FIRE STATION	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
2003	WATER & SEWER	1,563	1,664	1,664	1,812	\$ 148	8.9%
2062	CONTRACTED CUSTODIAL SERVICES	3,991	4,062	4,062	-	\$ (4,062)	-100.0%
3003	HEAT	24,458	20,580	20,580	19,602	\$ (978)	-4.8%
630	TOWN CENTER FIRE STATION	30,012	26,306	20,580	21,414	\$ (4,892)	-18.6%
621	COMMUNITY CENTER BUILDING	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
1002	PART TIME PAYROLL	2,147	1,000	1,000	1,000	-	0.0%
2002	POWER	7,881	10,150	10,150	10,150	-	0.0%
2003	WATER & SEWER	1,870	2,205	2,205	2,359	154	7.0%
2035	BUILDING MAINTENANCE	10,490	10,850	10,850	14,050	3,200	29.5%
2062	CONTRACTED CUSTODIAL SERVICES	25,484	26,631	26,631	27,829	1,198	4.5%
3003	HEATING OIL	17,122	13,115	13,115	10,065	(3,050)	-23.3%
3006	MISCELLANEOUS SUPPLIES	-	2,500	2,500	2,500	-	0.0%
3004	CAPITAL PROJECTS	41,785	37,570	37,570	81,000	43,430	115.6%

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		106,779	104,021	104,021	148,953	44,932	43.2%
621	COMMUNITY CENTER BUILDING						
622	RICHARDS POOL BUILDING						
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
		61,970	57,950	57,950	57,936	\$ (14)	0.0%
2002	POWER	2,800	3,100	3,100	3,298	\$ 198	6.4%
2003	WATER & SEWER		108,900	108,900	53,450	\$ (55,450)	-50.9%
2035	BUILDING MAINTENANCE	49,874	48,920	48,920	51,122	\$ 2,202	4.5%
2062	CONTRACTED CUSTODIAL SERVICES	21,325	52,080	52,080	44,400	\$ (7,680)	-14.7%
3003	HEAT	10,526	15,700	15,700	12,400	\$ (3,300)	-21.0%
3006	MISCELLANEOUS SUPPLIES	61,811				\$ -	
4001	CAPITAL PROJECTS	208,306	286,650	286,650	222,606	\$ (64,044)	-22.3%
622	RICHARDS POOL BUILDING						
630	POLICE STATION						
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
		15,571	25,484	25,484	22,978	\$ (2,506)	-9.8%
2002	POWER	2,986	4,020	4,020	4,378	\$ 358	8.9%
2003	WATER & SEWER	25,484	25,815	25,815	27,364	\$ 1,549	6.0%
2062	CONTRACTED CUSTODIAL SERVICES	14,603	9,030	9,030	6,930	\$ (2,100)	-23.3%
3003	HEAT	58,644	64,349	64,349	61,650	\$ (2,699)	-4.2%
630	POLICE STATION						



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631 CAPE COTTAGE FIRE STATION		ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
		1,311	2,500	2,500	2,500	\$ -	0.0%
2002	POWER	1,141	915	915	979	\$ 64	7.0%
2003	WATER & SEWER	4,241	3,225	3,225	2,970	\$ (255)	-7.9%
3003	HEAT	6,693	6,640	6,640	6,449	\$ (191)	-2.9%
631	ENGINE ONE						
633 COMMUNITY SERVICES ADMINISTRATION		ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
		221,324	225,776	225,776	241,011	\$ 15,235	6.7%
1001	FULL TIME PAYROLL					\$ -	
1002	PART TIME PAYROLL					\$ 2,633	16.7%
1020	SOCIAL SECURITY	16,931	15,804	15,804	18,437	\$ 2,633	16.7%
	SUBTOTAL PERSONNEL	238,255	241,580	241,580	259,448	\$ 17,868	7.4%
2001	TELEPHONE	4,987	5,000	5,000	5,000	\$ -	0.0%
2004	PRINTING AND ADVERTISING	4,084	2,250	2,250	3,500	\$ 1,250	55.6%
2005	POSTAGE	459	600	600	600	\$ -	0.0%
2006	TRAVEL	407	200	400	500	\$ 300	150.0%
2007	DUES AND MEMBERSHIPS	340	395	395	2,500	\$ 2,105	532.9%
2009	CONFERENCES AND MEETINGS	-	2,000	1,000	500	\$ (1,500)	-75.0%
2062	CONTINGENCY	-	1,000	1,000	1,000	\$ -	0.0%
3001	OFFICE SUPPLIES	492	1,500	1,500	1,500	\$ -	0.0%
4001	OFFICE EQUIPMENT		2,500	2,500	2,500	\$ -	0.0%
633	COMMUNITY SERVICES ADMINISTRATION	249,024	257,025	256,225	277,048	\$ 20,023	7.8%
634 FITNESS CENTER		ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
		28,046	28,300	28,300	28,860	\$ 560	2.0%
1002	PART TIME PAYROLL	2,145	2,165	2,165	2,208	\$ 43	2.0%
1020	SOCIAL SECURITY	30,191	30,465	30,465	31,068	\$ 603	2.0%
	SUBTOTAL PERSONNEL	540	450	550	450	\$ -	
2001	TELEPHONE	15,502	15,000	15,000	15,000	\$ -	
2062	CONTRACTUAL SERVICES	397	225	225	225	\$ -	
3006	MISCELLANEOUS SUPPLIES	10,000	10,000	10,000	10,000	\$ -	
4001	OUTLAY	56,630	56,140	56,240	56,743	\$ 603	1.1%
634	FITNESS CENTER						
635 RICHARDS POOL PROGRAMS		ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
		122,790	125,492	125,492	115,779	\$ (9,713)	-7.7%
1001	FULL TIME PAYROLL	66,027	47,500	47,500	63,500	\$ 16,000	33.7%
1002	PART TIME PAYROLL	14,445	13,324	13,324	13,715	\$ 391	2.9%
1020	SOCIAL SECURITY	203,262	186,316	186,316	192,994	\$ 6,678	3.6%
		1,084	1,200	1,200	1,200	\$ -	0.0%
2001	TELEPHONE		500	500	500	\$ -	0.0%
2004	PRINTING AND ADVERTISING		50	50	50	\$ -	0.0%
2005	POSTAGE		100	100	100	\$ -	0.0%
2006	TRAVEL		750	750	500	\$ (250)	-33.3%
2007	DUES AND MEMBERSHIPS		500	500	500	\$ -	0.0%

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			500	500	500	\$	-	0.0%
2009	CONFERENCES AND MEETINGS		6,000	6,000	6,000	\$	-	0.0%
2010	PROFESSIONAL SERVICES	5,276	500	500	500	\$	-	0.0%
2034	OFFICE EQUIPMENT		4,000	4,000	4,000	\$	-	0.0%
2062	CONTINGENCY		400	400	400	\$	-	0.0%
3001	OFFICE SUPPLIES	2,301			3,200	\$	3,200	
3006	MISCELLANEOUS SUPPLIES				10,000	\$	10,000	
4001	OUTLAY				220,444	\$	19,628	9.8%
		211,923	200,816	200,816	220,444	\$		
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
636	COMMUNITY SVCS ADULT PROGRAMS					\$	2,000	10.0%
		22,938	20,000	22,000	22,000	\$	153	10.0%
1002	PART TIME PAYROLL	1,755	1,530	1,683	1,683	\$	2,153	10.0%
1020	SOCIAL SECURITY	24,693	21,530	23,683	23,683	\$	250	11.1%
		83	2,250	2,250	2,500	\$	100	16.7%
2004	PRINTING AND ADVERTISING	411	600	600	700	\$	-	0.0%
2005	POSTAGE		100	100	100	\$	-	0.0%
2006	TRAVEL		100	100	100	\$	-	0.0%
2007	DUES AND MEMBERSHIPS		500	500	500	\$	9,000	13.5%
2008	TRAINING				75,500	\$	(5,000)	-33.3%
2062	CONTRACTUAL SERVICES	74,136	66,500	70,000	10,000	\$	-	0.0%
2082	TRIPS AND OUTINGS	4,652	15,000	10,000	2,300	\$	552	28.3%
3001	SUPPLIES	2,138	2,300	1,900	2,500	\$	7,055	6.4%
4001	OUTLAY	-	1,948	1,900		\$		
		106,113	110,828	111,433	117,883	\$		
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
637	COMMUNITY SVCS. YOUTH PROGRAMS					\$	(2,000)	-1.8%
		78,313	112,000	95,000	110,000	\$	(153)	-1.8%
1002	PART TIME PAYROLL	5,991	8,568	7,268	8,415	\$	(2,153)	-1.8%
1020	SOCIAL SECURITY	84,304	120,568	102,268	118,415	\$	500	16.7%
		2,205	3,000	3,000	3,500	\$	-	0.0%
2004	PRINTING AND ADVERTISING	1,040	800	500	800	\$	4,500	28.1%
2005	POSTAGE	18,870	16,000	18,000	20,500	\$	-	0.0%
2006	TRAVEL	869	1,500	1,000	1,500	\$	-	0.0%
2008	TRAINING	192,081	212,000	212,000	212,000	\$	500	11.1%
2062	CONTRACTUAL SERVICES	6,845	4,500	5,000	5,000	\$	(100)	-0.3%
2082	TRIPS AND OUTINGS	32,175	35,100	35,100	35,000	\$	500	11.1%
3001	SUPPLIES	6,848	4,500	5,000	5,000	\$	3,747	0.9%
3081	OUTSIDE ACTIVITIES					\$		
637		345,237	397,968	381,868	401,715	\$		
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
638	CAPE CARE					\$	(13,312)	-10.6%
		117,806	125,600	120,000	112,288	\$	(1,018)	-10.6%
1002	PART TIME PAYROLL	9,012	9,608	9,180	8,590	\$	(14,330)	-10.6%
1020	SOCIAL SECURITY	126,818	135,208	129,180	120,878	\$	120	66.7%
		98	180	180	300	\$	-	0.0%
2005	POSTAGE		800	500	800	\$		

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2008	TRAINING	502	750	750	1,500	\$	750	100.0%
3001	SUPPLIES	10,392	8,000	10,000	13,000	\$	5,000	62.5%
		137,810	144,938	140,610	136,478	\$	(8,460)	-5.8%
<b>640</b>	<b>PARKS and TOWN LANDS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
1001	FULL TIME PAYROLL	22,495	24,925	24,925	24,475	\$	(450)	-1.8%
1002	PART TIME PAYROLL	-27	14,260	14,260	8,355	\$	(5,905)	-41.4%
1020	SOCIAL SECURITY	2,062	2,998	2,998	2,511	\$	(486)	-16.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>24,530</b>	<b>42,183</b>	<b>42,183</b>	<b>35,341</b>	\$	<b>(6,841)</b>	<b>-16.2%</b>
2002	POWER	853	1,200	1,200	1,200	\$	-	0.0%
2003	WATER	3,422	2,700	2,700	3,600	\$	900	33.3%
2010	PROFESSIONAL SERVICES	17,013	19,720	19,720	30,880	\$	11,160	56.6%
2022	UNIFORMS	548	560	560	560	\$	-	0.0%
2032	EQUIPMENT MAINTENANCE	1,275	1,700	1,700	1,700	\$	-	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE	3,205	5,700	5,700	5,000	\$	(700)	-12.3%
3002	GASOLINE	1,200	785	785	1000	\$	215	27.4%
3038	IRRIGATION MAINT. AND SUPPLIES	227	500	500	350	\$	(150)	-30.0%
3039	GROUNDS MATERIAL	9,387	9,850	9,850	9,100	\$	(750)	-7.6%
3040	DIESEL FUEL	720	540	540	600	\$	60	11.1%
4006	LIONS' FIELD IMPROVEMENTS	575	500	500	500	\$	-	0.0%
4114	GREENBELT TRAILS MAINT- ENCROACHMENT	8,481	25,000	25,000	25,000	\$	-	0.0%
4007	<b>SUBTOTAL</b>	<b>46,906</b>	<b>68,755</b>	<b>68,755</b>	<b>79,490</b>	\$	<b>10,735</b>	<b>15.6%</b>
640	<b>PARKS</b>	<b>71,436</b>	<b>110,938</b>	<b>110,938</b>	<b>114,831</b>	\$	<b>3,894</b>	<b>3.5%</b>
<b>641</b>	<b>SCHOOL GROUNDS &amp; ATHLETIC FIELDS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
1001	FULL TIME PAYROLL	37,688	38,255	38,255	36,325	\$	(1,930)	-5.0%
1002	PART TIME PAYROLL	6,106	11,200	11,200	11,485	\$	285	2.5%
1003	OVERTIME PAYROLL	294	390	390	390	\$	-	0.0%
1020	SOCIAL SECURITY	3,354	3,813	3,813	3,687	\$	(126)	-3.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>47,442</b>	<b>53,658</b>	<b>53,658</b>	<b>51,887</b>	\$	<b>(1,771)</b>	<b>-3.3%</b>
2010	PROFESSIONAL SERVICES	27,018	34,850	34,850	34,000	\$	(850)	-2.4%
2022	UNIFORMS	548	560	560	560	\$	-	0.0%
2032	EQUIPMENT MAINTENANCE	2,931	3,000	3,000	3,000	\$	-	0.0%
2038	CONTRACTED SCHOOL PLOWING	55,290	37,000	37,000	40,600	\$	3,600	9.7%
2041	FENCING AND GATE MAINTENANCE	1,075	3,000	3,000	2,000	\$	(1,000)	-33.3%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	10,000	10,000	10,000	\$	-	0.0%
3002	GASOLINE	2,762	2,100	2,100	2,500	\$	400	19.0%
3005	MINOR EQUIPMENT	1,084	1,100	1,100	3,300	\$	2,200	200.0%
3006	MISCELLANEOUS SUPPLIES	190	200	200	200	\$	-	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	543	750	750	500	\$	(250)	-33.3%
3039	GROUNDS MATERIAL	11,405	13,100	13,100	13,000	\$	(100)	-0.8%
3040	DIESEL FUEL	2,000	1,500	1,500	1,500	\$	-	0.0%
	<b>SUBTOTAL</b>	<b>111,846</b>	<b>107,160</b>	<b>107,160</b>	<b>111,160</b>	\$	<b>4,000</b>	<b>3.7%</b>
641	<b>SCHOOL GROUNDS</b>	<b>159,288</b>	<b>160,818</b>	<b>160,818</b>	<b>163,047</b>	\$	<b>2,229</b>	<b>1.4%</b>

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645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	61,362	45,450	45,450	43,635	\$ (1,815)	-4.0%
1002	PART TIME PAYROLL	38,594	56,340	56,340	57,780	\$ 1,440	2.6%
1003	OVERTIME PAYROLL	144	275	275	275	\$ -	0.0%
1020	SOCIAL SECURITY	6,037	7,808	7,808	7,779	\$ (29)	-0.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>106,137</b>	<b>109,873</b>	<b>109,873</b>	<b>109,469</b>	<b>\$ (404)</b>	<b>-0.4%</b>
2002	POWER	4,171	4,000	4,000	4,600	\$ 600	15.0%
2003	WATER	6,418	5,400	5,400	6,600	\$ 1,200	22.2%
2010	PROFESSIONAL SERVICES	12,772	13,900	13,900	16,500	\$ 2,600	18.7%
2019	TREE PLANTING AND MAINTENANCE	7,556	5,000	5,000	3,500	\$ (1,500)	-30.0%
2022	UNIFORMS	957	940	940	940	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	4,577	4,500	4,500	4,500	\$ -	0.0%
2035	BUILDING MAINTENANCE	28,553	33,000	33,000	36,200	\$ 3,200	9.7%
2036	STONE WALL REPAIRS	-486	10,000	10,000	28,000	\$ 18,000	180.0%
2037	BATTERY & MANSION SECURITY	165	2,000	2,000	2,000	\$ -	0.0%
2041	FENCING & GATE MAINTENANCE	11,795	7,500	7,500	6,000	\$ (1,500)	-20.0%
2063	ALARM MONITORING	468	500	500	500	\$ -	0.0%
3002	GASOLINE	3,424	2,250	2,250	2,800	\$ 550	24.4%
3003	HEAT	14,348	6,800	6,800	5,200	\$ (1,600)	-23.5%
3005	MINOR EQUIPMENT	495	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,097	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	12,114	15,000	15,000	15,000	\$ -	0.0%
3039	GROUNDS MATERIAL	265	500	500	500	\$ -	0.0%
3040	DIESEL FUEL	2,175	1620	1620	1700	\$ 80	4.9%
4001	LOWER TENNIS COURT REHABILITATION	-	-	-	27,000	27,000	
	<b>SUBTOTAL</b>	<b>110,864</b>	<b>114,510</b>	<b>114,510</b>	<b>163,140</b>	<b>\$ 48,226</b>	<b>42.1%</b>
645	<b>FORT WILLIAMS PARK</b>	<b>217,001</b>	<b>224,383</b>	<b>224,383</b>	<b>272,609</b>	<b>\$ 48,226</b>	<b>21.5%</b>
660	TREES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	3,775	3,850	3,850	3,950	\$ 100	2.6%
1020	SOCIAL SECURITY	288	295	295	302	\$ 8	2.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>4,063</b>	<b>4,145</b>	<b>4,145</b>	<b>4,252</b>	<b>\$ 108</b>	<b>2.6%</b>
2007	DUES & MEMBERSHIPS	130	130	130	130	\$ -	0.0%
2010	PROFESSIONAL SERVICES	16,654	20,000	20,000	20,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	31	50	50	50	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>16,815</b>	<b>20,180</b>	<b>20,180</b>	<b>20,180</b>	<b>\$ -</b>	<b>0.0%</b>
660	<b>TREES</b>	<b>20,878</b>	<b>24,325</b>	<b>24,325</b>	<b>24,432</b>	<b>\$ 108</b>	<b>0.4%</b>

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710	INTERGOVERNMENTAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
	<b>ASSESSMENTS and TRANSFERS</b>						
		9,015	9,068	9,015	9,068	\$ -	0.0%
5024	GPCOG DUES & FEES	12,265	12,530	12,415	12,530	\$ -	0.0%
5025	MMA DUES	10,000	10,000	10,000	40,000	\$ 30,000	300.0%
5026	TRANSFER TO RESCUE FUND	199,200	199,200	199,200	199,200	\$ -	
2027	LOCAL HOMESTEAD EXEMPTION	230,480	230,798	230,630	260,798	\$ 30,000	13.0%
710	INTERGOVERNMENTAL ASSMTS.						
	<b>CAPITAL PROJECTS</b>						
		1,356,563	950,000	950,000	950,000	\$ -	0.0%
4001	CIP ITEMS	11,376,824	11,812,220	11,620,016	12,255,888	443,668	3.8%
	<b>GRAND TOTAL-MUNICIPAL GENERAL FUND</b>						

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735	RESCUE FUND	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	<b>REVENUES</b>						0.0%
R0620	RESCUE FEES	236,069	350,000	350,000	350,000	\$ -	300.0%
	CONTRIBUTION FROM GENERAL FUND	10,000	10,000	10,000	40,000	\$ 30,000	8.3%
	<b>TOTAL RESCUE FUND REVENUES</b>	<b>246,069</b>	<b>360,000</b>	<b>360,000</b>	<b>390,000</b>	<b>\$ 30,000</b>	
	<b>EXPENDITURES</b>						10.7%
1002	PART TIME PAYROLL	144,376	227,588	227,588	252,017	\$ 24,429	10.7%
1020	SOCIAL SECURITY	11,416	12,392	12,392	13,722	\$ 1,330	10.7%
	<b>PERSONNEL SUBTOTAL</b>	<b>155,792</b>	<b>239,980</b>	<b>239,980</b>	<b>265,739</b>	<b>\$ 25,759</b>	
		598	650	650	650	\$ -	0.0%
2000	CELLULAR	1,370	2,700	2,700	2,700	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,612	10,000	10,000	10,000	\$ -	0.0%
2008	TRAINING	19,953	25,000	25,000	25,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	3,944	6,000	6,000	6,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	7,109	7,400	7,400	7,400	\$ -	0.0%
2033	RADIO MAINTENANCE	5,223	9,250	9,250	9,250	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	1,076	2,000	2,000	2,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	3,413	4,400	4,400	4,400	\$ -	0.0%
3022	MOTOR FUELS	2,856	4,000	4,000	4,000	\$ -	0.0%
3004	UNIFORMS	11,877	18,000	18,000	93,000	\$ 75,000	416.7%
3005	MINOR EQUIPMENT	1,156	2,500	2,500	2,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES						
4001	OUTLAY	7,500	8,297	8,297	8,297	\$ -	0.0%
6010	TOWN GENERAL FUND	67,687	100,197	100,197	175,197	\$ 75,000	74.9%
	<b>SUBTOTAL</b>	<b>223,479</b>	<b>340,177</b>	<b>340,177</b>	<b>440,936</b>	<b>\$ 100,759</b>	<b>29.6%</b>
	<b>RESCUE FUND TOTAL</b>						

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815	SEWER FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
	<b>REVENUES</b>						
R0348	SEWER BILLS	1,974,900	1,930,000	1,930,000	1,975,000	\$ 45,000	2.3%
R0349	CONNECTION FEES	50,000	25,000	25,000	25,000	\$ -	0.0%
R0356	MISCELLANEOUS	57	300	300	300	\$ -	0.0%
	<b>USE OF SURPLUS</b>						
	<b>TOTAL SEWER FUND REVENUES</b>	<b>2,024,957</b>	<b>1,955,300</b>	<b>1,955,300</b>	<b>2,000,300</b>	<b>\$ 45,000</b>	<b>2.3%</b>
	<b>EXPENDITURES</b>						
1001	FULL TIME PAYROLL	8,621	12,380	12,380	12,692	\$ 312	2.5%
1003	OVERTIME PAYROLL	277	1800	1800	1800	\$ -	0.0%
1020	SOCIAL SECURITY	654	1,085	1,085	1,109	\$ 24	2.2%
	<b>PERSONNEL SUBTOTAL</b>	<b>9,552</b>	<b>15,265</b>	<b>15,265</b>	<b>15,601</b>	<b>\$ 336</b>	<b>2.2%</b>
2022	UNIFORMS	740	750	750	750	\$ -	0.0%
2037	SEWER LINE MAINTENANCE/RESERVE	65,663	140,000	140,000	140,000	\$ -	0.0%
2062	CONTINGENCY	198	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,394,682	1,468,560	1,468,560	1,513,782	\$ 45,222	3.1%
2072	ADMINISTRATIVE COSTS	1,287	2,000	2,000	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	0	2,200	2,200	2,200	\$ -	0.0%
3002	GASOLINE	500	330	330	276	\$ (54)	-16.4%
3040	DIESEL FUEL	600	450	450	374	\$ (76)	-16.9%
4001	OUTLAY	0	0	0	0	\$ -	0.0%
4004	DEBT SERVICE	219,562	219,564	219,564	219,562	\$ (2)	0.0%
4006	STARBOARD DRIVE REHABILITATION				0		
4015	CHARLES ROAD REHABILITATION	0	0	0			
6010	TOWN GENERAL FUND	53,983	55,480	55,480	56,842	\$ 1,362	2.5%
	<b>SUBTOTAL</b>	<b>1,737,215</b>	<b>1,889,534</b>	<b>1,889,534</b>	<b>1,935,986</b>	<b>\$ 46,452</b>	<b>2.5%</b>
	<b>SEWER FUND TOTAL</b>	<b>1,746,767</b>	<b>1,904,798</b>	<b>1,904,798</b>	<b>1,951,587</b>	<b>\$ 46,788</b>	<b>2.5%</b>

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840 SPURWINK CHURCH		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
	<b>REVENUES</b>						
R0334	RENTAL FEES	4,175	4,500	4,500	4,500	\$ -	0.0%
R0434	INTEREST	324	200	200	200	\$ -	0.0%
	<b>TOTAL SPURWINK CHURCH FUND REVENUES</b>	<b>4,499</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>EXPENDITURES</b>						
1002	PART TIME PAYROLL	1,965	2,500	2,500	2,500	\$ -	0.0%
1020	SOCIAL SECURITY	135	191	191	191	\$ -	0.0%
	<b>PERSONNEL SUBTOTAL</b>	<b>2,100</b>	<b>2,691</b>	<b>2,691</b>	<b>2,691</b>	<b>\$ -</b>	<b>0.0%</b>
2001	TELEPHONE	-	550	550	550	\$ -	0.0%
2002	POWER	436	350	350	350	\$ -	0.0%
2003	WATER	454	200	200	200	\$ -	0.0%
2035	BUILDING MAINTENANCE	3,800	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SERVICE	-	450	450	450	\$ -	0.0%
3003	HEAT	-	2,200	2,200	2,200	\$ -	0.0%
6010	TOWN GENERAL FUND	268	268	268	268	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>4,958</b>	<b>6,518</b>	<b>6,518</b>	<b>6,518</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>SPURWINK CHURCH TOTAL</b>	<b>7,058</b>	<b>9,209</b>	<b>9,209</b>	<b>9,209</b>	<b>-</b>	<b>-</b>



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860	RIVERSIDE CEMETERY	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	REVENUES						0.0%
R0328	INVESTMENT INCOME	3,151	2,500	2,500	2,500	\$ -	0.0%
R0330	LOT SALES	10,725	17,000	17,000	17,000	\$ -	0.0%
R0516	BURIAL FEES	24,326	25,000	25,000	25,000	\$ -	0.0%
	<b>TOTAL RIVERSIDE CEMETERY REVENUES</b>	<b>38,202</b>	<b>44,500</b>	<b>44,500</b>	<b>44,500</b>	<b>\$ -</b>	<b>0.0%</b>
		20,496	20,474	20,474	21,372	\$ 898	4.4%
1001	FULL TIME PAYROLL	10,054	16,370	16,370	16,780	\$ 410	2.5%
1002	PART-TIME PAYROLL	2,020	2,000	2,000	2,075	\$ 75	3.8%
1003	OVERTIME	2,591	2,972	2,972	3,077	\$ 106	3.6%
1020	SOCIAL SECURITY	35,161	41,816	41,816	43,304	\$ 1,489	3.6%
	<b>PERSONNEL SUBTOTAL</b>						
		198	260	260	260	\$ -	0.0%
2002	POWER	439	500	500	520	\$ 20	4.0%
2003	WATER	580	700	700	700	\$ -	0.0%
2010	PROFESSIONAL SERVICES	0				\$ -	0.0%
2012	CONTRACTED SERVICES	740	750	750	750	\$ -	0.0%
2022	UNIFORMS	0	1000	1000	1,000	\$ -	0.0%
2032	MARKER REPAIRS	1,650	1,500	1,500	1,500	\$ -	0.0%
2036	STONEWALL REPAIRS	1,056	700	700	850	\$ 150	21.4%
3002	GASOLINE	2,522	2,500	2,500	2,500	\$ -	0.0%
3006	MATERIALS & SUPPLIES						
3008	BURIALS	614	470	470	525	\$ 55	11.7%
3040	DIESEL FUEL	0				\$ -	0.0%
4001	OUTLAY	2,500	2,250	2,250	2,250	\$ -	0.0%
4005	LOT BUY BACK	1,588	1,573	1,573	1,625	\$ 51	3.3%
6010	TOWN GENERAL FUND	11,887	12,203	12,203	12,480	\$ 276	2.3%
	<b>SUBTOTAL</b>	<b>47,048</b>	<b>54,019</b>	<b>54,019</b>	<b>55,784</b>	<b>\$ 1,765</b>	<b>3.3%</b>
	<b>RIVERSIDE CEMETERY TOTAL</b>						

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865 FORT WILLIAMS PARK FUND		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
<b>REVENUES</b>							
RO337	OFFICERS ROW RENTALS	49,294	53,000	53,000	52,000	\$ (1,000)	-1.9%
RO500	BINOCULAR REVENUE	974	800	800	1,300	\$ 500	62.5%
RO508	CEREMONY FEES	4,500	3,100	3,100	4,500	\$ 1,400	45.2%
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	29,213	23,000	23,000	29,000	\$ 6,000	26.1%
RO511	SITE FEES	39,925	36,000	36,000	35,000	\$ (1,000)	-2.8%
RO603	BENCH DONATIONS	-	-	-	-		
RO700	FW CONCESSIONS	9,975	12,650	12,650	12,850	\$ 200	1.6%
RO800	BUS/TROLLEY REVENUES	35,300	33,000	33,000	49,000	\$ 16,000	48.5%
RO900	FWP DONATION BOXES	13,634	12,000	12,000	12,000	\$ -	0.0%
<b>TOTAL FORT WILLIAMS PARK REVENUES</b>		<b>182,815</b>	<b>173,550</b>	<b>173,550</b>	<b>195,650</b>	<b>\$ 22,100</b>	<b>12.7%</b>
<b>EXPENDITURES</b>							
4005	MASTER & BUSINESS PLAN UPDATE						
4006	MISC. PROJ. TBD BY THE FWAC	\$ 19,334	\$ 15,000	\$ 3,000	\$ 15,000	\$ -	
4011	GODDARD MANSION	\$ -	\$ -			\$ -	
4015	BATTERY BLAIR GRANT OPP.	\$ -	\$ -	\$ -		\$ -	
4016	SWING REPLACEMENT		\$ 30,000	\$ 16,553		\$ (30,000)	
4017	BLEACHER ENGINEERING	\$ 15,387	\$ 115,000	\$ 55,000		\$ (115,000)	
4019	BASKETBALL COURT RECONSTRUCTION				\$ 50,000	\$ 50,000	
4020	AMPHITEATRE - ENG. & CONSTRUCTION				\$ 440,000	\$ 440,000	
4021	PEDESTRIAN IMPROVEMENTS	\$ -				\$ -	
4022	CLIFF WALK SAFETY IMPROVEMENTS	\$ 6,594	\$ 12,000	\$ 11,880	\$ 15,000	\$ 3,000	
4025	SHIP COVE PARKING IMPROVEMENTS	16,521		416		\$ -	
6010	GENERAL FUND CONT.	\$ 2,805	\$ 2,010	\$ 2,010	\$ 15,600	\$ 13,590	
TOWN MANAGER REDUCTION DUE TO FUND BALANCE					\$ (50,000)	\$ (50,000)	
<b>FORT WILLIAMS PARK TOTAL</b>		<b>\$ 60,641</b>	<b>\$ 174,010</b>	<b>\$ 88,859</b>	<b>\$ 485,600</b>	<b>\$ 311,590</b>	
<b>870 PORTLAND HEAD LIGHT</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
<b>REVENUES</b>							
R0555	DONATIONS	2,382	1,200	1,200	1,800		
R0556	MUSEUM ADMISSIONS	58,254	47,000	47,000	48,000		
R0557	GIFT SHOP SALES	511,314	498,000	498,000	505,000		
R0558	BINOCULARS	1,023	1,000	1,000	1,000		
R0560	INTEREST AND MISCELLANEOUS	3,723					
<b>TOTAL PORTLAND HEAD LIGHT FUND REVENUES</b>		<b>576,696</b>	<b>547,200</b>	<b>547,200</b>	<b>555,800</b>		
<b>EXPENDITURES</b>							
1001	FULL TIME PAYROLL	68,198	72,270	72,270	74,080		
1002	PART TIME PAYROLL	55,980	66,500	66,500	68,170		
1020	SOCIAL SECURITY	8,805	10,610	10,610	10,890		
1023	ICMA DEFERRED COMPENSATION	6,500	6,500	6,500	6,500		
1025	HEALTH INSURANCE	18,330	19,250	19,250	20,990		
<b>PERSONNEL SUBTOTAL</b>		<b>157,813</b>	<b>175,130</b>	<b>175,130</b>	<b>180,630</b>		
2001	TELEPHONE	4,850	2,500	2,500	2,200		

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2002	<b>POWER</b>	1,578	2,750	2,750	2,500
2004	<b>PRINTING AND ADVERTISING</b>	9,043	10,500	10,500	10,500
2005	<b>POSTAGE</b>	49	150	150	150
2006	<b>TRAVEL</b>	-	200	200	200
2007	<b>DUES AND MEMBERSHIPS</b>	360	1,000	1,000	1,000
2008	<b>TRAINING</b>	3,087	3,850	3,850	3,500
2009	<b>CONFERENCES AND MEETINGS</b>	-	200	200	200
2010	<b>PROFESSIONAL SERVICES</b>	1,025	1,200	1,200	21,000
2013	<b>COLLECTIONS</b>	-	1,500	1,500	1,500
2014	<b>RESEARCH AND DEVELOPMENT</b>	-	150	150	150
2034	<b>OFFICE EQUIPMENT</b>	303	1,000	1,000	1,000
2035	<b>BUILDING MAINTENANCE</b>	7,347	25,000	25,000	20,000
2036	<b>GROUNDS MAINTENANCE</b>	29,071	31,000	31,000	8,500
2062	<b>CONTINGENCY</b>	-	1,000	1,000	1,000
2063	<b>ALARM COVERAGES</b>	-	-	-	-
2089	<b>INSURANCE COVERAGES</b>	3,906	4,000	4,000	4,000
3001	<b>OFFICE SUPPLIES</b>	606	600	600	600

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Proposed Budget

3003	HEAT	6,934	5,000	5,000	6,000		
3006	MISCELLANEOUS SUPPLIES	-	100	100	100		
3007	CLEANING SUPPLIES	-	200	200	200		
3020	BOOKS	-	100	100	100		
4001	OUTLAY	-	10,000	10,000	10,000		
4002	MUSEUM DEVELOPMENT	761	6,000	6,000	6,000		
4010	GIFT SHOP COSTS	254,658	255,000	255,000	255,000		
6010	TOWN GENERAL FUND	7,200	7,200	7,200	7,200		
		327,786	370,200	370,200	362,600		
	PORTLAND HEAD LIGHT TOTAL	485,599	545,330	545,330	543,230		
<b>875</b>	<b>THOMAS JORDAN TRUST</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
2011	AUDIT SERVICES	925			1,000		
5101	CLIENT ASSISTANCE/ADMIN.	22,500	34,500	34,500	34,500		
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035		
	THOMAS JORDAN TOTAL	24,460	35,535	35,535	36,535		
<b>750</b>	<b>INFRASTRUCTURE IMPROVEMENT FUND</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		
4001	TOWN CENTER FIRE STATION LIGHTING						
4002	THOMAS MEMORIAL LIBRARY PHASE II						
4003	LIBRARY LIGHTING UPGRADE						
4004	POOL DECTRON UNIT REPAIRS						
4005	POLICE SHELVEING						
4006	TOWN CENTER FIRE STATION PAINTING/SIGNS						
4007	TOWN CENTER LIGHT FIXTURES REPLACEMENTS						
	INFRASTRUCTURE FUND TOTAL						
<b>GF</b>	<b>CARRY FORWARD FUNDING FOR CIP</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		
			\$ 50,000	\$ 50,000	\$ 107,000		
<b>SF</b>	<b>TOTAL SPECIAL FUNDS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		
		\$ 2,595,052	\$ 3,113,078	\$ 3,027,927	\$ 3,629,881		
<b>CT</b>	<b>CUMBERLAND COUNTY TAX ASSESSMENT</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		
		\$ 1,108,992	\$ 1,171,612	\$ 1,171,612	\$ 1,247,048		
	<b>GRAND TOTALS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>		
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>		
	TOTAL GENERAL FUND	\$ 12,485,816	\$13,033,832	\$12,841,628	\$13,609,936		
	TOTAL SPECIAL FUNDS	\$ 2,595,052	\$ 3,113,078	\$ 3,027,927	\$ 3,629,881		
		\$ 15,080,868	\$ 16,146,910	\$ 15,869,555	\$ 17,239,817		



**Town of Cape Elizabeth, Maine  
General Government (100s)  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

**Administration (110)**

Department Line Item Budget		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
110	<b>ADMINISTRATION</b>	362,555	374,045	374,045	382,444	\$ 8,399	2.2%
1001	FULL TIME PAYROLL	-	2,000	2,000	2,000	\$ -	0.0%
1003	OVERTIME	-	2,000	2,000	2,000	\$ -	0.0%
1020	SOCIAL SECURITY	27,887	28,768	28,768	29,410	\$ 642	2.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>390,442</b>	<b>404,813</b>	<b>404,813</b>	<b>413,854</b>	<b>\$ 9,041</b>	<b>2.2%</b>
2001	TELEPHONE	31,908	34,000	33,600	34,000	\$ -	0.0%
2004	PRINTING & ADVERTISING	9,882	10,000	10,000	10,000	\$ -	0.0%
2005	POSTAGE	10,467	11,000	11,000	11,000	\$ -	0.0%
2006	TRAVEL	4,889	5,500	5,500	5,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	405	1,730	1,730	1,730	\$ -	0.0%
2008	TRAINING	588	1,800	1,800	1,800	\$ -	0.0%
2009	CONFERENCES & MEETINGS	3,845	3,600	3,600	3,600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	6,104	6,000	6,000	6,000	\$ -	0.0%
2015	INTERNET-ON-LINE CHARGES	5,718	9,700	9,700	11,000	\$ 1,300	13.4%
2016	RECORDS PRESERVATION	2,500	2,000	2,000	2,000	\$ -	0.0%
2034	OFFICE EQUIPMENT	-	1,000	1,000	1,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE	26,670	29,000	29,000	29,000	\$ -	0.0%
2200	SCHOOL NETWORK ASSISTANCE	39,220	40,200	40,200	41,000	\$ 800	2.0%
2300	BANK FEES	9,720	10,000	10,000	10,000	\$ -	0.0%
3001	OFFICE SUPPLIES	5,998	6,000	6,000	6,000	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>157,914</b>	<b>171,530</b>	<b>171,130</b>	<b>173,630</b>	<b>\$ 2,100</b>	<b>1.2%</b>
110	<b>ADMINISTRATION</b>	<b>548,356</b>	<b>576,343</b>	<b>575,943</b>	<b>587,484</b>	<b>\$ 11,141</b>	<b>1.9%</b>

**Account 1101001 Full Time Payroll**

Positions	FY 2015	FY 2016	FY 2017
Town Manager	120,020	123,020	123,020
Asst. Town Manager/Town Clerk	87,822	90,017	92,270
Deputy Town Clerk/Tax Clerk	45,717	41,808	42,854
Municipal Agent/Tax Clerk	42,871	44,000	45,100
RV Agent/Tax Clerk	37,485	38,625	39,600
RV Agent/Tax Clerk	36,500	38,625	39,600
	<b>370,415</b>	<b>376,095</b>	<b>382,444</b>

**Telephone 1102003**

**\$34,000**

We replaced our 15 year old telephones in 2011 with a VOIP system. In addition to landlines, phone system maintenance and long distance services, the account also includes a \$600 budget for mobile service for the Town Manager and \$2,205 for a line that

**Office Equipment (1102034)** \$1,000  
Miscellaneous Purchases

**Computer Maintenance (1102088)** \$29,000

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

**School Network Assistance (1102000)** \$41,000 (2.0% Increase)

This is the town share of the school technology personnel who assist the town. The increase reflects additional school costs.

**Bank Fees (1102300)** \$10,000

We had \$2,888 in unbudgeted bank fees in FY 2013. \$6,000 is budgeted for bank courier services as without a branch bank in Cape Elizabeth, the deposits must now be safely transported to South Portland. The fee is just under \$25.00 per day.

**Office Supplies (1103001)** \$6,000

Copier Paper	2,000
Letterhead/Envelopes	600
Coffee	500
Toner Cartridges	600
Miscellaneous	2,450

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

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	312,901	334,810	334,810	342,080	\$ 7,270	2.2%
1002	PART TIME PAYROLL	0	0	0	0	\$ -	
1020	SOCIAL SECURITY	23,252	25,613	25,613	26,170	\$ 557	2.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>336,153</b>	<b>360,423</b>	<b>360,423</b>	<b>368,250</b>	<b>\$ 7,827</b>	<b>2.2%</b>
2000	CELLULAR PHONE	2,165	1,800	1,800	1,800	\$ -	0.0%
2004	PRINTING & ADVERTISING	843	1,100	1,100	1,100	\$ -	0.0%
2006	TRAVEL	7,530	7,500	7,500	7,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,608	1,470	1,470	1,470	\$ -	0.0%
2009	CONFERENCES & MEETINGS	1,216	3,320	3,320	3,320	\$ -	0.0%
2010	PROFESSIONAL SERVICES	4,234	5,100	5,100	5,100	\$ -	0.0%
2011	GIS MAINTENANCE	21,387	19,000	19,000	13,700	\$ (5,300)	-27.9%
2018	PLANNING CONSULTING	1,795	2,400	2,400	4,000	\$ 1,600	66.7%
2019	CODES TECHNICAL SUPPORT	5,119	15,000	15,000	5,300	\$ (9,700)	-64.7%
2034	OFFICE EQUIP MAINTENANCE	1,444	1,825	1,825	1,825	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	870	1,000	1,000	1,000	\$ -	0.0%
3020	BOOKS/PUBLICATIONS	313	550	550	1,550	\$ 1,000	181.8%
	<b>SUBTOTAL</b>	<b>48,524</b>	<b>60,065</b>	<b>60,065</b>	<b>60,065</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>TOTAL ACP</b>	<b>384,677</b>	<b>420,488</b>	<b>420,488</b>	<b>428,315</b>	<b>\$ 7,827</b>	<b>1.9%</b>

**1001 Full Time Payroll**

**342,080**

	<u>FY15 Hrs/Wk</u>	<u>FY16 Hrs/Wk</u>	<u>Actual FY15</u>	<u>FY 2016</u>
Town Planner	40	40	84,680	86,800
Code Enforcement Officer	40	40	68,200	69,905
Assessor	40	40	99,500	101,990
Office Manager	40	40	20.64 /hr (\$42,930)	21.16/hr (\$44,010)
ACP Secretary	40	40	18.47/hr (\$38,420)	\$18.93/hr (\$39,375)
<b>TOTAL</b>			<b>\$333,730</b>	<b>\$342,080</b>

Beginning in April, 2015, the Town Assessor position changed to be shared with the Town of Scarborough. The assessor works 3 days in Cape Elizabeth and 2 days in Scarborough. His full-time compensation is reflected in this budget. All positions are budgeted with a 2.5% increase.



<b>1002 Part Time Payroll</b>		<b>0</b>
<b>1020 Social Security</b>		<b>26,170</b>
\$ 342,080 x .0765 = \$26,170		
<b>2000 Cellular Phone</b>		<b>1,800</b>
This account provides a \$50/month allowance for a cell phone for the Planner, Assessor and Code Enforcement Officer.		
<b>2004 Printing and Advertising</b>		<b>1,100</b>
This account pays for miscellaneous ads, notices and incidental printing of business cards and plans.		
<b>2006 Travel</b>		<b>7,500</b>
This account provides for a mileage reimbursement of \$2,500 each for the Planner, Code Enforcement Officer and Assessor.		
<b>2007 Dues and Membership</b>		<b>1,470</b>
Planner (Maine Association of Planners, NNECAPA, APA/AICP)	480	
Code Enforcement Officer (MBOIA, Electrical Inspectors, Miscellaneous)	275	
Assessor (IAAO, MAAO, Certified General Licensure)	715	
<b>2009 Conference and Meetings</b>		<b>3,320</b>
This account funds training needed to maintain professional certifications.		
Planner:		
Maine Association of Planners Meeting	40	
NNECAPA Conference (cost varies based on location)	600	
Miscellaneous Training workshops	60	
Code Enforcement Officer:		
NEBOIA Seminar	350	
MBOIA Quarterly meeting and monthly Board of Directors meeting	150	

Miscellaneous workshops and training sessions	500	
Assessor:		
IAAO quarterly seminars	120	
IAAO Training Course	400	
MAAO annual training	400	
State of Maine Tax School	300	
NE Regional Assessors Conference	400	
		<b>5,100</b>

**2010 Professional Services**

Consulting services are retained as needed to maintain the Town's assessing data.

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

**13,700**

**2011 GIS Maintenance**

This account funds maintenance of the town's computerized mapping system. The immediate past two years have funded updated aerials and a new normal high water line layer (still in development). Hardware and software upgrades have also been accomplished in the last 3 years. No new data layer purchases are proposed this year. Instead, the focus will be on maintenance and upgrade of existing layers, especially the stormwater, sewer, water infrastructure layers, and some additions to the greenbelt trail layer.

<u>Maintenance of Data:</u> routine updates of existing GIS data layers	5,000
<u>Mapgeo:</u> annual maintenance	3,500
<u>Training:</u>	200
<u>Technical Assistance:</u> 40 hours a year	3,600
<u>Hardware/Software:</u> Software maintenance, registrations	1,200
<u>Supplies:</u> These expenses are primarily printer/plotter cartridges and rolls of paper.	200
<u>New Coverage development:</u> None proposed this year	

***2018 Planning Consulting***

***4,000***

As needed, specialized skills are contracted for through this account to prepare studies for the Planning Board and Town planning-related issues. This year, the account was used for input from the Town Engineer on stormwater ordinance revisions. An increase is proposed as this account has not been sufficient to cover the costs for specialized assistance with ordinance amendment work.

***2019 Codes Technical Assistance***

***5,300***

Last year, funding was provided to purchase a replacement code enforcement software program to handle online permitting. Town staff is currently evaluating a wholesale/multi-department upgrade of software and it would be preferable for code enforcement to participate in this wider effort. For this reason, no purchase of new software has occurred. At this time, we recommend that existing code enforcement software funding be reserved, pending the outcome of the townwide effort.

For FY 2017, funding of \$5,300 is recommended to maintain the existing software.

***2034 Office Equipment and Maintenance***

***1,825***

This account is used for office equipment maintenance and repair, and purchase of equipment supplies such as printer cartridges.

***3006 Miscellaneous Supplies***

***1000***

All incidental office supplies are purchased with this account.

***3020 Books and Publications***

***1550***

Subscriptions to publications such as Zoning News and Zoning Bulletin are funded from this account, as well as occasional reference manuals. The State of Maine is recommending a new building code effective July 1. The code enforcement officer is requesting an additional \$1,000 to purchase new building code manuals.

**Town Council (130) and Legal and Audit (135)**

**ACCOUNT SUMMARY**

130	TOWN COUNCIL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2009	CONFERENCES AND MEETINGS	76	500	500	500	\$ -	0.0%
130	TOWN COUNCIL	76	500	500	500	\$ -	0.0%
135	LEGAL & AUDIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2010	LEGAL SERVICES	32,390	45,000	45,000	45,000	\$ -	0.0%
2011	AUDIT SERVICES	32,300	32,000	33,000	34,000	\$ 2,000	6.3%
135	LEGAL AND AUDIT	64,690	77,000	78,000	79,000	\$ 2,000	2.6%

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

The legal services account is experiencing additional costs from the continuation of zoning board matters from 2012 and due to an uptick in development activity. Audit has been under budgeted.

**ELECTIONS (0140)**

140	ELECTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	16 to 17	16 to 17
1002	PART TIME PAYROLL	11,350	20,655	20,655	23,000	\$ 2,345	11%
1020	SOCIAL SECURITY	868	1,580	1,580	1,685	\$ 105	7%
	<b>SUBTOTAL PERSONNEL</b>	<b>12,218</b>	<b>22,235</b>	<b>22,235</b>	<b>24,685</b>	<b>\$ 2,450</b>	<b>11%</b>
2004	PRINTING AND ADVERTISING	2,107	3,325	3,325	4,150	\$ 825	25%
2010	PROFESSIONAL SERVICES	1,956	3,680	3,680	4,800	\$ 1,120	30%
3001	OFFICE SUPPLIES	433	550	550	1,150	\$ 600	109%
4001	OUTLAY					\$ -	
	<b>SUBTOTAL</b>	<b>4,496</b>	<b>7,555</b>	<b>7,555</b>	<b>10,100</b>	<b>\$ 2,545</b>	<b>34%</b>
<b>140</b>	<b>ELECTIONS</b>	<b>16,714</b>	<b>29,790</b>	<b>29,790</b>	<b>34,785</b>	<b>\$ 4,995</b>	<b>17%</b>

**PART TIME PAYROLL (0140-1002) \$23,000.00**

**PERSONNEL**

Election Central Staff \$16,500.00  
 Election Day \$ 6,500.00  
 Total Election Payroll \$23,000.00

Election Central staff is hired prior to each election to assist with election activities including absentee balloting and voter registration. Absentee ballots are available 30 days prior to an election. Additional staff will not be needed for the entire month prior to the school budget election however full staffing will be needed prior to November 8, 2016. Police coverage for parking has also been budgeted for November.

Hourly rates are based on a 2.5% increase.

Warden \$11.30  
 Deputy Registrar \$10.25  
 Ballot Clerk \$10.25

**SOCIAL SECURITY** (0140-1020) **\$1,685.00**  
.0765 x 22,000.00

**PRINTING/ADVERTISING** (0140-2004) **\$4,150.00**

Voter registration cards and related election material \$ 500.00  
Advertising \$ 100.00  
Ballots and Shipping \$ 3,550.00

The town is responsible for printing municipal election ballots.

**PROFESSIONAL SERVICES** (0140-2010) **\$4,860.00**

Programming \$2,500.00  
Machine Rental \$2,360.00

The state contract provides Cape Elizabeth with two voter tabulation machines (DS200). The town leases two additional machines used for absentee balloting and larger elections. The town is also responsible for the cost of programming the memory cards for municipal elections.

This budget includes funding for the lease of two additional voter tabulation machines for the November 8, 2016 election.

**MISC. SUPPLIES/EQUIPMENT** (0140-3001) **\$1,150.00**

Refreshments, lunch and dinner is provided for election staff. Funds have been added to replace some of the old election signs.

Due to the anticipated large number of absentee ballots which many will be mailed, the elections budget will reimburse the administrative postage account.

**OUTLAY** (0140-4001)

No request for fiscal year 2016.

February 12, 2016

Dear Katharine N. Ray, Chairman Finance Committee,  
Members of the Finance Committee:

I am pleased to submit for your consideration the Fiscal Year 2017 Elections Budget.

This budget provides for state, municipal and federal elections on November 8, 2016 and the school budget validation referendum in the spring of 2017. On June 14, 2016 citizens will vote whether to continue the school budget validation process. If voters decide not to continue, the process will revert back to the town council approving the school budget.

Already the town clerk's office is fielding questions for the upcoming elections. Our focus is on adhering to election laws, providing excellent customer service, communicating election information with voters, striving for efficiencies and moving the process along. As

we get closer to November, there will be times staff will be overwhelmed with the volume of questions, voter registration and absentee balloting. I trust citizens will be patient and acknowledge we are doing our best to serve them.

Staffing particularly for absentee balloting continues to be a challenge. There is a short supply of available workers for such few hours a couple of times a year. I am hopeful to be training new staff in the coming months to supplement the hard-working, dedicated staff that has been with us for a number of years.

The State of Maine's contract for the DS200 with Election Systems and Software, LLC (ESS), Omaha, NE is entering the third of five years. This budget includes an appropriation for the lease of two additional machines for November. The polling place in November will be extremely busy from open to close. Extra machines may help voters move through quicker however there will still be lines and pauses at the incoming list. I have already begun to consider a different set up at the polling place to better accommodate the lines.

I am proud of the service we provide to voters of Cape Elizabeth. It will be a challenging year but we continue to strive for a positive election experience. Thank you to our election staff for their service to the community.

I am available to answer any questions.

Thank you very much.

Sincerely yours,

Debra M. Lane  
Assistant Town Manager & Town Clerk



**Boards and Commissions (150) and Insurance (160)**

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
150	<b>BOARDS AND COMMISSIONS</b>						
1002	PART TIME PAYROLL	2,502	4,000	4,000	4,000	\$ -	0.0%
1020	SOCIAL SECURITY	181	306	306	306	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>2,683</b>	<b>4,306</b>	<b>4,306</b>	<b>4,306</b>	<b>\$ -</b>	<b>0.0%</b>
2009	CONFERENCES AND MEETINGS	-	200	200	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	-	-	-	-		
2066	PLANNING BOARD	2,030	2,000	2,000	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	613	1,000	1,000	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	52	1,000	1,000	1,000	\$ -	0.0%
2081	SPECIAL COMMITTEES	-	1,000	1,000	10,000	\$ 9,000	900.0%
2090	VOLUNTEER/STAFF APPRECIATION	4,955	5,500	5,500	6,000	\$ 500	9.1%
	<b>SUBTOTAL</b>	<b>7,650</b>	<b>10,700</b>	<b>10,700</b>	<b>20,200</b>	<b>\$ 9,500</b>	<b>88.8%</b>
150	<b>BOARDS AND COMMISSIONS</b>	<b>10,333</b>	<b>15,006</b>	<b>15,006</b>	<b>24,506</b>	<b>\$ 9,500</b>	<b>63.3%</b>
160	<b>INSURANCE</b>						
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2089	MISCELLANEOUS INSURANCE	90,578	100,000	100,000	102,000	\$ 2,000	2.0%
2091	SELF INSURANCE/DISASTER RECOVERY	394	3,000	3,000	3,000	\$ -	0.0%
160	<b>INSURANCE</b>	<b>90,972</b>	<b>103,000</b>	<b>103,000</b>	<b>105,000</b>	<b>\$ 2,000</b>	<b>1.9%</b>

**Boards and Commissions (150)**

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

Part time payroll is projected to cover the meetings scheduled for the year that had been customarily provided with minutes assistance.

**Insurance (160)**

Line 160-2089 covers our general liability coverage, public officials liability coverage, police liability coverage, ambulance professional liability, buildings and property, and coverage for our rolling stock. The increase is due to additional claims.

Line 160-2090 covers expenses within our \$1,000 deductible. The expense for emergency daily backup of our main frame computer used for payroll, accounts payable, tax billing and general ledger was in this account but is now in 110-2088.

## Employee Benefits (170)

170	EMPLOYEE BENEFITS/HR SUPPORT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1021	ME STATE RETIREMENT	210,206	175,000	175,000	190,000	\$ 15,000	8.6%
1023	ICMA 401A PLAN-(RETIREMENT)	171,821	193,529	171,013	198,000	\$ 4,471	2.3%
1024	DISABILITY PLAN	16,700	18,600	16,600	19,600	\$ 1,000	5.4%
1025	HEALTH INSURANCE	683,000	735,336	612,400	800,000	\$ 64,664	8.8%
1026	WORKERS COMPENSATION	110,888	125,200	125,200	134,000	\$ 8,800	7.0%
1030	GROUP LIFE INSURANCE	1,393	1,517	1,517	1,600	\$ 83	5.5%
1031	UNEMPLOYMENT COMP	9,767	14,770	14,770	6,600	\$ (8,170)	-55.3%
1032	VACATION-SICK ACCRUAL	11,850	4,000	4,000	5,000	\$ 1,000	25.0%
1033	SALARY-WAGE ADJ. ACCT- PAY STUDY	-	5,000	5,000	7,000	\$ 2,000	40.0%
1035	WELLNESS PROGRAM	4,357	3,500	3,500	4,200	\$ 700	20.0%
2010	HR PROFESSIONAL SERVICES	17,250	50,000	40,000	50,000	\$ -	0.0%
170	EMPLOYEE BENEFITS	1,237,232	1,326,452	1,169,000	1,416,000	\$ 89,548	6.8%

The Town contributes into the MePERS system for 11 sworn police officers. The contribution rate for FY 2017 is 8.9% . The amounts are determined by MePERS. The estimated cost is \$65,909. The Town is being assessed \$189,888 to fund a portion of our June 30, 2013 unfunded actuarial liability for 3 active employees and 52 retired municipal (45) and school (7) employees covered by our old retirement plan. As MePERS has added 4 additional vested inactive employees who have gone on to work for the state or other MePERS local districts, our monthly combined school/town assessment increased from \$114,589 to \$189,888. The municipal share is 79% or \$150,011 and the school share is 21%. This data has not been updated from last year's budget as updates were not received as of the date of this budget preparation.

For those not in MePERS, The contribution for others is a matched 7% in the 401A plan of ICMA Retirement Corporation. In addition to a 7% match into the 401A plan, the Town provides a 7.5% match into a Sec 457 plan for the Town Manager and up to 8% for members of the public works bargaining unit.

The disability plan is for those in the ICMA plan and the Town pays for the cost up to 1% of salary. is based on an analysis of the historical cost.

Workers compensation cost has increased as the experience modification increased this year.

The unemployment compensation amount is based on the assessment for calendar year 2015.

### Health Insurance Summary \$800,000

The Town has 58 employees on our health benefit plan. This is an increase of ten from last year reflecting the absorption of community services including the pool. Thirty Four (26) have full family coverage which is an increase from 26. , 21 have single coverage and 3 have coverage for one adult with children. The increase is due to a rate adjustment and changes in the demographics of our work force.

Employees in the family734686. The premiums increased about 7.2% on January 1, 2015.

**Human Resources Support (1702010) \$50,000**

During the current budget year \$50,000 was budgeted for additional support for human resources. This included a helpline subscription, an HR assessment and funds available for legal services.

It is proposed to add work with the school department to add additional HR support this year. We have worked with the new school business manager and the current superintendent to develop such a plan.

Fiscal Year 2017  
Proposed Budget

180	DEBT SERVICE	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	<b>PRINCIPAL</b>						
	POOL PROJECT	116,250	120,000	120,000	118,000	\$ (2,000)	-1.7%
	GULL CREST PROJECT	172,500	175,000	175,000	172,000	\$ (3,000)	-1.7%
	PUBLIC SAFETY BUILDINGS	220,000	220,000	220,000	200,000	\$ (20,000)	-9.1%
	NEW COMMUNITY CENTER-2012 REFINANCE	80,000	80,000	80,000	80,000	\$ -	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	\$ -	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	\$ -	0.0%
	LIBRARY PROJECT 2015		189,563	189,563	189,563	\$ -	0.0%
	RECYCLING CENTER MODERNIZATION				72,000	\$ 72,000	100.0%
	POOL IMPROVEMENTS				72,000	\$ 72,000	100.0%
	<b>TOTAL PRINCIPAL</b>	<b>789,738</b>	<b>985,551</b>	<b>985,551</b>	<b>960,551</b>	<b>\$ 119,000</b>	<b>12.1%</b>
	<b>INTEREST</b>						
	POOL PROJECT	13,815	12,907	12,907	9,325	\$ (3,582)	-27.8%
	GULL CREST PROJECT	25,659	20,000	20,000	17,000	\$ (3,000)	-15.0%
	PUBLIC SAFETY BUILDINGS	31,400	27,000	27,000	22,600	\$ (4,400)	-16.3%
	NEW COMMUNITY CENTER	13,900	12,300	12,300	10,700	\$ (1,600)	-13.0%
	SEWER/ROAD REHABILITATION 2006	50,812	49,802	49,802	45,077	\$ (4,725)	-9.5%
	TOWN CENTER/OTHER- 2008	55,895	52,168	52,168	48,441	\$ (3,727)	-7.1%
	LIBRARY PROJECT 2015		117,352	117,352	114,214	\$ (3,138)	-2.7%
	RECYCLING CENTER MODERNIZATION				42,000	\$ 42,000	100.0%
	POOL IMPROVEMENTS				42,000	\$ 42,000	100.0%
	<b>TOTAL INTEREST</b>	<b>191,481</b>	<b>291,529</b>	<b>291,529</b>	<b>351,357</b>	<b>\$ 59,828</b>	<b>20.5%</b>
	PAYING AGENT FEES	28	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND	-	-	-	-	\$ -	
	LESS FROM COMMUNITY SERVICES	-	-	-	-	\$ -	
	<b>DEBT SERVICE</b>	<b>981,247</b>	<b>1,278,080</b>	<b>1,278,080</b>	<b>1,312,908</b>	<b>\$ 119,000</b>	<b>9.3%</b>

**Town of Cape Elizabeth  
Debt Service All Funds  
as of 2/22/2016**

FY	Total School			Total Municipal			Sewer Fund				Grand Total		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Fees	Total P&I	Principal	Interest	Total P&I
2016	518,947	188,103	707,050	985,554	291,526	1,277,080	173,154	35,955	10,455	219,564	1,677,655	515,584	2,193,239
2017	513,947	177,658	691,605	960,554	267,357	1,227,911	176,148	32,959	10,455	219,562	1,650,649	477,974	2,128,623
2018	503,947	167,027	670,974	960,554	242,626	1,203,180	179,197	29,912	10,455	219,564	1,643,698	439,565	2,083,263
2019	503,043	151,767	654,810	951,458	215,167	1,166,625	182,296	26,812	10,455	219,563	1,636,797	393,746	2,030,543
2020	493,043	136,506	629,549	946,458	187,734	1,134,192	185,450	23,658	10,455	219,563	1,624,951	347,898	1,972,849
2021	493,043	117,639	610,682	661,458	161,539	822,997	188,656	20,450	10,455	219,561	1,343,157	299,628	1,642,785
2022	493,043	98,772	591,815	461,458	139,566	601,024	191,922	17,185	10,455	219,562	1,146,423	255,523	1,401,946
2023	488,043	79,049	567,092	386,458	120,958	507,416	195,242	13,865	10,455	219,562	1,069,743	213,872	1,283,615
2024	483,043	59,529	542,572	386,458	104,319	490,777	198,620	10,488	10,455	219,563	1,068,121	174,336	1,242,457
2025	328,043	40,207	368,250	386,458	88,342	474,800	202,056	7,052	10,455	219,563	916,557	135,601	1,052,158
2026	103,043	27,085	130,128	386,458	73,165	459,623	205,552	3,556	10,455	219,563	695,053	103,806	798,859
2027	103,043	23,768	126,811	386,458	60,927	447,385					489,501	84,695	574,196
2028	103,043	20,439	123,482	291,958	50,194	342,152					395,001	70,632	465,633
2029	80,435	17,094	97,529	189,566	40,284	229,850					270,001	57,378	327,379
2030	80,435	14,680	95,115	189,566	34,596	224,162					270,001	49,276	319,277
2031	80,435	12,267	92,702	189,566	28,910	218,476					270,001	41,177	311,178
2032	80,435	9,854	90,289	189,566	23,222	212,788					270,001	33,076	303,077
2033	80,435	7,442	87,877	189,566	17,536	207,102					270,001	24,978	294,979
2034	80,435	5,028	85,463	189,566	11,848	201,414					270,001	16,876	286,877
2035	80,435	2,414	82,849	189,566	5,688	195,254					270,001	8,102	278,103
Total	5,690,316	1,356,327	7,046,643	9,478,704	2,165,503	11,644,207	2,078,293	221,892	115,005	2,415,190	17,247,313	3,743,722	20,991,035

**Town of Cape Elizabeth  
Municipal Debt Service**

FY	1999 2009 Pool/Pub Wrks.		2011 Pub Safety/Misc.		2002 Comm. Center Reno.		2006 Drainage/Roads		2008 Town Center and		2015 Thomas Mem. Lib.		Grand Total		Total P&I
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2016	295,000	32,907	220,000	27,000	80,000	12,300	94,500	49,802	106,488	52,168	189,566	117,349	985,554	291,526	1,277,080
2017	290,000	26,325	200,000	22,600	80,000	10,700	94,500	45,077	106,488	48,441	189,566	114,214	960,554	267,357	1,227,911
2018	290,000	19,438	200,000	18,600	80,000	9,100	94,500	40,352	106,488	44,714	189,566	110,422	960,554	242,626	1,203,180
2019	290,000	11,825	200,000	14,600	75,000	7,500	94,500	35,627	102,392	40,880	189,566	104,735	951,458	215,167	1,166,625
2020	285,000	3,919	200,000	11,200	75,000	5,625	94,500	30,902	102,392	37,040	189,566	99,048	946,458	187,734	1,134,192
2021			200,000	5,400	75,000	3,750	94,500	26,082	102,392	32,945	189,566	93,362	661,458	161,539	822,997
2022					75,000	1,875	94,500	21,168	102,392	28,849	189,566	87,674	461,458	139,566	601,024
2023							94,500	16,113	102,392	24,753	189,566	80,092	386,458	120,958	507,416
2024							94,500	11,151	102,392	20,658	189,566	72,510	386,458	104,319	490,777
2025							94,500	6,842	102,392	16,572	189,566	64,928	386,458	88,342	474,800
2026							94,500	3,355	102,392	12,466	189,566	57,344	386,458	73,165	459,623
2027							94,500	898	102,392	8,371	189,566	51,658	386,458	60,927	447,385
2028									102,392	4,224	189,566	45,970	291,958	50,194	342,152
2029											189,566	40,284	189,566	40,284	229,850
2030											189,566	34,596	189,566	34,596	224,162
2031											189,566	28,910	189,566	28,910	218,476
2032											189,566	23,222	189,566	23,222	212,788
2033											189,566	17,536	189,566	17,536	207,102
2034											189,566	11,848	189,566	11,848	201,414
2035											189,566	5,688	189,566	5,688	195,254
	1,450,000	94,414	1,220,000	99,400	540,000	50,850	1,134,000	287,369	1,343,384	372,080	3,791,320	1,261,390	9,478,704	2,165,503	11,644,207

### School Debt Service

	2008 School Portion			2014 School Refunding			2015 School Borrowing			Total Schools		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
2016	23,512	11,519	35,031	410,000	125,200	535,200	85,435	51,384	136,819	518,947	188,103	707,050
2017	23,512	10,696	34,208	405,000	117,000	522,000	85,435	49,962	135,397	513,947	177,658	691,605
2018	23,512	9,873	33,385	395,000	108,900	503,900	85,435	48,254	133,689	503,947	167,027	670,974
2019	22,608	9,026	31,634	395,000	97,050	492,050	85,435	45,691	131,126	503,043	151,767	654,810
2020	22,608	8,178	30,786	385,000	85,200	470,200	85,435	43,128	128,563	493,043	136,506	629,549
2021	22,608	7,274	29,882	385,000	69,800	454,800	85,435	40,565	126,000	493,043	117,639	610,682
2022	22,608	6,370	28,978	385,000	54,400	439,400	85,435	38,002	123,437	493,043	98,772	591,815
2023	22,608	5,465	28,073	380,000	39,000	419,000	85,435	34,584	120,019	488,043	79,049	567,092
2024	22,608	4,561	27,169	375,000	23,800	398,800	85,435	31,168	116,603	483,043	59,529	542,572
2025	22,608	3,657	26,265	220,000	8,800	228,800	85,435	27,750	113,185	328,043	40,207	368,250
2026	22,608	2,753	25,361			-	80,435	24,332	104,767	103,043	27,085	130,128
2027	22,608	1,848	24,456			-	80,435	21,920	102,355	103,043	23,768	126,811
2028	22,608	933	23,541			-	80,435	19,506	99,941	103,043	20,439	123,482
2029						-	80,435	17,094	97,529	80,435	17,094	97,529
2030						-	80,435	14,680	95,115	80,435	14,680	95,115
2031						-	80,435	12,267	92,702	80,435	12,267	92,702
2032						-	80,435	9,854	90,289	80,435	9,854	90,289
2033						-	80,435	7,442	87,877	80,435	7,442	87,877
2034						-	80,435	5,028	85,463	80,435	5,028	85,463
2035						-	80,435	2,414	82,849	80,435	2,414	82,849
	296,616	82,152	378,768	3,735,000	729,150	4,464,150	1,658,700	545,025	2,203,725	5,690,316	1,356,327	7,046,643

**Town of Cape Elizabeth  
Sewer Fund Debt**

<b>2006 SRF MNNB</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Fees</b>	<b>Total</b>
2016	173,154	35,955	10,455	219,564
2017	176,148	32,959	10,455	219,562
2018	179,197	29,912	10,455	219,564
2019	182,296	26,812	10,455	219,563
2020	185,450	23,658	10,455	219,563
2021	188,658	20,450	10,455	219,563
2022	191,922	17,185	10,455	219,562
2023	195,242	13,865	10,455	219,562
2024	198,620	10,488	10,455	219,563
2025	202,056	7,052	10,455	219,563
2026	205,552	3,556	10,455	219,563
2027				
	<b>2,078,295</b>	<b>221,891</b>	<b>115,005</b>	<b>2,415,191</b>





**Town of Cape Elizabeth, Maine  
Public Safety (200s)  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

Fiscal Year 2017  
Proposed Budget

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	\$ 899,088	\$ 939,431	\$ 939,431	\$ 963,564	\$ 24,133	2.6%
1002	PART TIME PAYROLL	\$ 16,557	\$ 24,732	\$ 24,732	\$ 25,200	\$ 468	1.9%
1003	OVERTIME PAYROLL	\$ 96,467	\$ 99,500	\$ 99,500	\$ 112,000	\$ 12,500	12.6%
1010	SPECIAL ASSIGNMENTS	\$ 7,044	\$ 9,800	\$ 9,800	\$ 10,000	\$ 200	2.0%
1020	SOCIAL SECURITY	\$ 76,349	\$ 82,120	\$ 82,120	\$ 84,973	\$ 2,854	3.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 1,095,505</b>	<b>\$ 1,155,583</b>	<b>\$ 1,155,583</b>	<b>\$ 1,195,737</b>	<b>\$ 40,155</b>	<b>3.5%</b>
2004	PRINTING AND ADVERTISING	\$ 1,352	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	\$ 695	\$ 700	\$ 700	\$ 1,000	\$ 300	42.9%
2008	TRAINING	\$ 24,409	\$ 36,800	\$ 36,800	\$ 37,600	\$ 800	2.2%
2009	CONFERENCES AND MEETINGS	\$ 883	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%
2010	CONTRACTED CRIME LAB SERVICES	\$ 5,770	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	\$ 9,752	\$ 13,155	\$ 13,155	\$ 13,155	\$ -	0.0%
2033	RADIO MAINTENANCE	\$ 6,198	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	\$ 10,941	\$ 12,800	\$ 12,800	\$ 12,800	\$ -	0.0%
2063	COURSE REIMBURSEMENTS	\$ 14,107	\$ 15,600	\$ 15,600	\$ 8,000	\$ (7,600)	-48.7%
3001	OFFICE SUPPLIES	\$ 2,697	\$ 3,400	\$ 3,400	\$ 3,400	\$ -	0.0%
3002	GASOLINE	\$ 26,445	\$ 23,320	\$ 23,320	\$ 20,000	\$ (3,320)	-14.2%
3004	UNIFORMS	\$ 4,912	\$ 5,850	\$ 5,850	\$ 5,850	\$ -	0.0%
3005	MINOR EQUIPMENT	\$ 12,232	\$ 14,200	\$ 14,200	\$ 14,200	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>\$ 120,393</b>	<b>\$ 138,325</b>	<b>\$ 138,325</b>	<b>\$ 128,505</b>	<b>\$ (9,820)</b>	<b>-7.1%</b>
<b>210</b>	<b>POLICE DEPARTMENT</b>	<b>\$ 1,215,898</b>	<b>\$ 1,293,908</b>	<b>\$ 1,293,908</b>	<b>\$ 1,324,242</b>	<b>\$ 30,335</b>	<b>2.3%</b>
215	ANIMAL CONTROL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2010	CONTRACTED SVCS. WITH SOUTH PORTLAND	11,795	12,059	12,059	12,687	\$ 628	5.2%
2062	ANIMAL FEES- ANIMAL REFUGE LEAGUE	11,899	12,441	12,441	12,441	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES						
	<b>SUBTOTAL</b>	<b>23,694</b>	<b>24,500</b>	<b>24,500</b>	<b>25,128</b>	<b>\$ 628</b>	<b>2.6%</b>
220	PUBLIC SAFETY COMMUNICATIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2010	CONTRACTED DISPATCHING WITH PORTLAND	\$167,498	\$177,548	\$177,548	\$182,775	\$ 5,227	3%
2023	MISCELLANEOUS SUPPLIES	-	-	-	-	\$ -	
	<b>SUBTOTAL</b>	<b>167,498</b>	<b>177,548</b>	<b>177,548</b>	<b>182,775</b>	<b>\$ 5,227</b>	<b>3%</b>
<b>220</b>	<b>DISPATCHING</b>	<b>167,498</b>	<b>177,548</b>	<b>177,548</b>	<b>182,775</b>	<b>\$ 5,227</b>	<b>3%</b>

FY 2017

## CAPE ELIZABETH POLICE DEPARTMENT

### *FISCAL-YEAR 2017 REQUEST*

The Police Department is responsible for administrating the budget for Police Service (210), Animal Control (215), Dispatching (220) and Miscellaneous Protection (240).

Staffing has remained the same in the Police Department since 1998, even though calls for service have gone up. Calls for service are up 10.6 % from last year. Crime its self has also increased, but not in the conventional ways you would think. The world of computers and the internet have made conducting crime very easy, lucrative, and difficult to trace. These avenues along with the traditional telephone scams have opened the floodgates for us.

The above crimes are very time consuming and costly to investigate. Drugs and drug addiction seem to have increased the crimes, especially against the elderly. It is my belief that we are far more fortunate then neighboring communities in regards to the drug crisis as it relates to addicts, but we are still impacted.

The Department has always been encouraging Officers to attain higher levels of education. I am proud to say that in the past year we have had one Officer attain his Bachelors Degree and two complete their Masters Degrees. The Department continues to have all Officers maintain their Emergency Medical Technicians license, which is a win-win for the community.

Training remains at the fore front to make sure Officers have the proficient skills needed to answer any call for service that presents its self. As we know, training records are the first thing asked for when an Officer is involved in any case reaching court. Mandatory training for Police Officers is set each year by the Criminal Justice Academy Board of Directors. Should an Officer not complete all of his or her training the Officer would be decertified by the Criminal Justice Academy until such training had been completed. This year the Department is in hopes of sending a Sergeant to the prestigious FBI National Academy in Quantico, VA. This highly sought after 10 week training is a large step in an Officers resume when he or she is seeking to become an administrator someday.

Since the Department does not have a School Resource Officer the Community Liaison Officer works as much with the schools as time allows his part time function. Focus is placed more on the Middle and Elementary Schools, which is appreciated by their administration.

Starting this year the Department wishes to consolidate the Harbor Masters position with Scarborough Police Department. By doing this the Town will receive the services of a Harbor Master that has enforcement powers throughout the State. For the first

FY 2017

time in a long time the Town will also have a boat at the Harbor Master's disposal so that when issues arise, or enforcement is needed, they can first hand view the problem from the water.

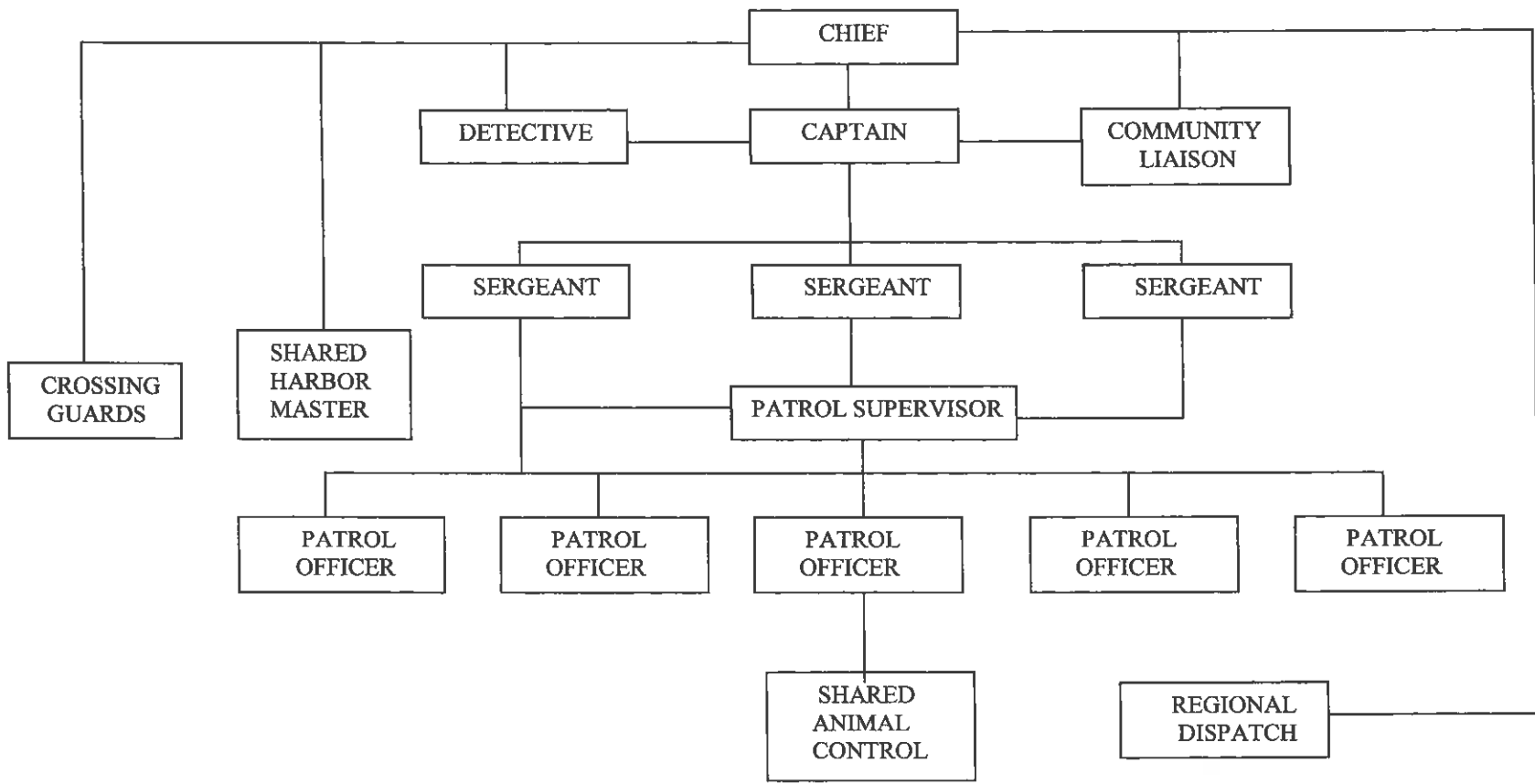
By consolidating the Harbor Master position this falls in line with other positions which the Department and Town have consolidated in the past. Consolidated Dispatch with Portland, Animals Control Services with South Portland, Special Reaction Team with Scarborough and South Portland are some that come to mind. The Department also continues to conduct shared bids with neighboring Departments.

Attached you will find the FY 2017 proposed budget for Police Services, Public Safety Communications, Animal Control, and Miscellaneous Public Protection.

Also attached are narrative sections explaining and clarifying the line items of this budget. I again, encourage Councilors to contact me with questions before the budget hearings. By doing so it may ease the pressure on the budget hearing process and open doors for other questions.

Respectfully submitted,

Neil R. Williams  
*Chief of Police*



CAPE ELIZABETH POLICE DEPARTMENT

CAPE ELIZABETH POLICE DEPARTMENT

February 1, 2016

CRUISERS

1. Unit 25 2014 Ford SUV 4dr. Utility Silver  
VIN# 1FM5K8AR8EGB90894 Reg # 3213 JM
2. Unit 26 2011Ford Crown Victoria 4dr Sedan Silver  
VIN# 2FABP7BV0BX157057 Reg # 3595 IN
3. Unit 207 2014 Ford SUV 4dr. Utility Silver  
VIN# 1FM5K8AR6EGB90893 Reg # Police 207
4. Unit 208 2013 Ford SUV 4dr. Utility Silver  
VIN# 1FM5K8ARXDGC40564 Reg # Police 208
5. Unit 209 2015 Ford SUV 4dr Utility Silver  
VIN# 1FM5K8AR8FGC66907 Reg # Police 209
6. Detective 2013 Ford SUV 4dr Utility Silver  
VIN# 1FM5K8AR3DGA31196 Reg # 1278 LB

**WETeam Accounts (225)**

225	WETeam	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
1002	PART TIME PAYROLL	2,316	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%
1020	SOCIAL SECURITY	213	\$ 1,017	\$ 1,017	\$ 1,017	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>2,529</b>	<b>\$ 13,017</b>	<b>\$ 13,017</b>	<b>\$ 13,017</b>	<b>\$ -</b>	<b>0.0%</b>
2000	CELLULAR TELEPHONES	184	\$ 200	\$ 200	\$ 200	\$ -	0.0%
2008	TRAINING	912	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
2032	VEHICLE MAINTENANCE	1,799	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
2033	RADIO MAINTENANCE	2,779	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	861	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
2071	PHYSICALS AND SHOTS	343	\$ 600	\$ 600	\$ 600	\$ -	0.0%
3002	GASOLINE	500	\$ 500	\$ 500	\$ 500	\$ -	0.0%
3004	UNIFORMS	676	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	287	\$ 750	\$ 750	\$ 750	\$ -	0.0%
4001	OUTLAY	-	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>8,341</b>	<b>\$ 11,250</b>	<b>\$ 11,250</b>	<b>\$ 11,250</b>	<b>\$ -</b>	<b>0.0%</b>
225	WETeam	10,870	\$ 24,267	\$ 24,267	\$ 24,267	\$ -	0.0%

**Payroll (1002)**

This covers the payroll for calls and training hours for the team members. Most of our surrounding departments now have marine units which has reduced our mutual aid calls.

**Training (2008)**

This covers the cost of training ropes and the rental of the rock climbing gym for rappelling training. We also participate in water safety training programs with the Coast Guard and other agencies.

**Vehicle Maintenance (2032)**

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

**Radios (2003)**

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

**Equipment (2034)**

This covers the purchase of minor equipment and repairs to the team's equipment.

**Physicals (2071)**

This covers the cost of the required entry physicals for all new members and hepatitis shots.

**Fuel (3002)**

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

**Uniforms (3004)**

This covers the purchase of float coats and dry suits.



## Fire Department Accounts (230)

230	FIRE DEPARTMENT	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
1001	FULL TIME PAYROLL	78,868	\$ 79,980	\$ 79,980	\$ 81,980	\$ 2,000	2.5%
1002	PART TIME PAYROLL	93,584	\$ 118,460	\$ 118,460	\$ 113,500	\$ (4,960)	0.0%
1012	HYDRANT SHOVELING	2,461	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	0.0%
1020	SOCIAL SECURITY	13,239	\$ 15,500	\$ 15,500	\$ 15,221	\$ (279)	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>188,152</b>	<b>\$ 216,971</b>	<b>\$ 216,971</b>	<b>\$ 216,971</b>	<b>\$ (3,240)</b>	<b>0.0%</b>
2000	CELLULAR TELEPHONES	1,446	\$ 1,700	\$ 1,700	\$ 1,940	\$ 240	14.1%
2007	DUES AND MEMBERSHIPS	2,614	\$ 8,500	\$ 8,500	\$ 8,500	\$ -	0.0%
2008	TRAINING	4,317	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	100	\$ 500	\$ 500	\$ 500	\$ -	0.0%
2032	VEHICLE MAINTENANCE	17,297	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.0%
2033	RADIO/PAGER MAINTENANCE	8,540	\$ 10,000	\$ 10,000	\$ 8,000	\$ (2,000)	-20.0%
2034	EQUIPMENT MAINTENANCE	7,907	\$ 8,000	\$ 8,000	\$ 12,000	\$ 4,000	50.0%
2071	PHYSICALS AND SHOTS	1,382	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	0.0%
3002	GASOLINE	9,031	\$ 9,500	\$ 9,500	\$ 9,500	\$ -	0.0%
3004	UNIFORMS	11,669	\$ 14,000	\$ 14,000	\$ 14,000	\$ -	0.0%
3005	MINOR EQUIPMENT	10,295	\$ 12,500	\$ 12,500	\$ 46,700	\$ 34,200	273.6%
3006	MISCELLANEOUS SUPPLIES	9,246	\$ 11,500	\$ 11,500	\$ 11,500	\$ -	0.0%
3007	FIRE PREVENTION SUPPLIES	804	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.0%
		<b>84,648</b>	<b>\$ 104,900</b>	<b>\$ 104,900</b>	<b>\$ 141,340</b>	<b>\$ 36,440</b>	<b>34.7%</b>
230	<b>FIRE DEPARTMENT</b>	<b>272,800</b>	<b>\$ 321,871</b>	<b>\$ 321,871</b>	<b>\$ 358,311</b>	<b>\$ 36,440</b>	<b>11.3%</b>

### Full Time Pay (1001)

Fire Chiefs salary

### Part Time Payroll (1002)

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

### Mobile Phones (2000)

This account covers the cost of the phone in the command van, the Pagegate modem, the iPad in the chief's car and the chief's phone. An increase of \$240.00 due to increased expense of data plan for iPad in Chief's vehicle.

### Dues and Membership (2007)

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

**Training (2008)**

This account covers all of our training materials, fire schools and the cost of outside instructors. We use outside instructors for the monthly joint fire company trainings. This also covers the cost of the Basic Fire School that we present every year. This is required for all new members of the fire companies. The department covers the tuition cost of any member wishing to obtain Firefighter I&II pro board certification.

**Conferences (2009)**

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

**Vehicle Maintenance (2032)**

This account covers the cost of all routine maintenance that is done on the fire departments seven vehicles. This also covers the cost of annual pump tests on the department's three pumpers. We also have all of our ground ladders and the aerial ladder tested annually by a UL certified testing company. The aerial is now twenty two years old and it's important that we have it inspected yearly to identify any issues and repair them. Engine 1 needs to have its rear springs replaced at a cost of \$3000 and this accounts for the increase in vehicle maintenance.

**Radio Maintenance (2033)**

This account covers the cost of all repairs to our radios and pagers. It also covers the cost of annual service to our radio repeaters. This account will also cover the cost of replacement portable radios and the purchase of pagers.

**Equipment Maintenance (2034)**

This account covers the cost of parts, repairs and annual flow testing for the department's 26 air packs. This account covers the repairs and upkeep on the department's chainsaws, generators and portable pumps. We also cover the cost of preventative maintenance of our two vehicle extrication tools. We use this account to purchase replacement hose. The major increase of \$20,200 in this account covers the cost of removing our fire alarm cable that is no longer in service. This cable covers the town center area and stretches the length of Shore Road. An additional expense of \$4000 annually for the testing of fire hose

**Physicals (2071)**

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

**Fuel (3002)**

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

**Gear and Uniforms (3004)**

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

This account also covers the purchase of each member's turnout gear. Turnout gear consists of a coat and pants at \$1700, helmets \$265, gloves \$70 and boots at \$145. We are purchasing six sets of gear a year to keep us on the recommended ten year replacement schedule.

**Minor Equipment (3005)**

This account covers the purchase of all our hand tools, batteries, flashlights, hose fittings and nozzles. We also buy Class A foam from this account. This account will also cover the cost of replacing one of our two thermal imaging cameras. These cameras are used to detect fires in walls and people in a building that may be hidden from the firefighters by smoke. They also can be used for searching for people in fields and wooded areas.

**Miscellaneous Supplies (3006)**

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

**Fire Prevention Supplies (3007)**

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

## Fire Police 235

235	FIRE POLICE UNIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
		FY 2015	FY 2016	FY 2016	FY 2017		
1002	PART TIME PAYROLL	7,617	\$ 9,800	\$ 9,800	\$ 9,800		0.0%
1020	SOCIAL SECURITY	673	\$ 704	\$ 704	\$ 704		0.0%
3006	MISCELLANEOUS SUPPLIES	1,013	\$ 3,000	\$ 3,000	\$ 3,000		0.0%
		9,303	\$ 13,504	\$ 13,504	\$ 13,504		0.0%

The fire police are a very active unit providing traffic control for emergency scenes such as car accidents, fire calls and wires down calls. Most of the time there are only two police officers on duty and the fire police provide essential traffic control and scene safety which frees up the police officers for other duties. They also provide traffic control for community events such as Family Fun Day parade and Beach to Beacon road race.

### Part Time Payroll (1002)

Pay for the members of the company.

### Miscellaneous Supplies (3006)

This covers the cost the equipping each member with a radio, pager and proper reflective safety equipment. We are in the process of replacing the members foul weather gear.

240	MISC. PUBLIC PROTECTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
				3,631	-	\$ (3,631)	-100.0%
1002	PART TIME PAYROLL-HARBORMASTER	3,542	3,631	278	-	\$ (278)	-100.0%
1020	SOCIAL SECURITY	270	278	3,909	-	\$ (3,909)	-100.0%
	SUBTOTAL PERSONNEL	3,812	3,909		5,500	\$ 5,500	
2010	HARBORMASTER- SCARBOROUGH CONTRACT			60,000	60,000	\$ -	0.0%
2074	STREET LIGHTS	57,799	60,000	88,374	90,000	\$ 4,000	4.7%
2075	HYDRANT RENTAL	85,579	86,000	1,000	1,000	\$ -	0.0%
3006	HARBOR ENFORCEMENT EXP.	995	1,000	1,500	1,500	\$ -	0.0%
3007	COMMUNITY LIAISON EXPENSES	1,499	1,500	158,000	158,000	\$ 5,591	3.7%
240	MISC. PUBLIC PROTECTION	149,684	152,409	154,783	158,000	\$ 5,591	3.7%

This account reflects the planned transition from a part time harbormaster to having the responsibilities contracted with service from the Town of Scarborough.

The street light account includes 364 street lights along roads and in parking lots.

250	EMERGENCY PREPAREDNESS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	2,799	\$ 2,940	\$ 2,940	\$ 2,940	\$ -	0.0%
1020	SOCIAL SECURITY	214	\$ 212	\$ 212	\$ 212	\$ -	0.0%
	SUBTOTAL PERSONNEL	3,013	\$ 3,152	\$ 3,152	\$ 3,152	\$ -	0.0%
2033	RADIO MAINTENANCE	265	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	-	\$ 500	\$ 500	\$ 500	\$ -	0.0%
	SUBTOTAL	265	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%
250	EMERGENCY PREPAREDNESS	3,278	\$ 4,652	\$ 4,652	\$ 4,652	\$ -	0.0%

No Changes



**Town of Cape Elizabeth, Maine  
Public Works and Recycling Center (300s)  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

To: Members of the Cape Elizabeth Town Council

Date: February 12, 2016

Re: **FY 2017 Proposed Public Works Department Budget**

Enclosed herewith are the individual budgets that comprise the Public Works Department Operational Budgets. They include Public Works (310), Refuse & Recycling (320), Parks & Town Lands (640), School Grounds (641), Fort Williams Park Operating (645) and Trees (660). Also included are the special fund budgets for Sewers (815), Riverside Cemetery (860) and Fort Williams Park Capital (865).

The budgets proposed herein will collectively support the programs and services that the Public Works Department has historically provided to the citizens of Cape Elizabeth. These programs include, but are not limited to; our winter/summer roads maintenance programs, our recycling and solid waste programs and our grounds maintenance programs. They also support the maintenance of our equipment, the care of our infrastructure and stormwater systems along with several minor, but very important tasks that fall under the Public Works umbrella.

We continue to be challenged with unforeseen repairs to some of our equipment. Much of it operates in an adverse environment, such as our sweeper and the plowing units. With the rising costs of repairs and replacement parts we have been over budget the last several years, so a 10% increase is proposed in the equipment maintenance line item. We will also be continuing to meet the requirements set forth in our Stormwater Management Plan. Though the amount proposed is less than last year, we are anticipating a greater commitment during the next permit cycle, which starts in 2018. Our tonnage taken to EcoMaine is down a bit, but we are anticipating a slight increase in the tip fee for FY 2017. We are also facing some slightly higher hauling and disposal costs in the Refuse & Recycling Budget, which is reflected in the 3.5% increase.

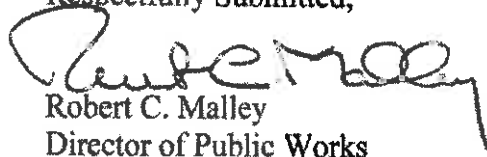
In the Parks & Public Lands budget, it is proposed to add the Lower Gull Crest and Fort Williams Park Multi-Purpose Field to our organic nutrient program. These two fields will join the Upper Gull Crest Field and the grounds at Portland Head Light in being treated with organic-based nutrients. We will also be using an organic-based weed control product on the infield areas of all baseball/softball fields. The transition to organic products requires more staff time to perform the required cultural practices and organic-based products are also more expensive than their synthetic counterparts. It is also proposed to out-source the routine maintenance of our Greenbelt Trail network. Last year we contracted the services of a local grounds maintenance firm because we

could not attract candidates to fill all of our part-time positions. The trails were well cared for and we are proposing to continue that arrangement for FY 2017.

Our roadway and drainage improvement needs never seem to dissipate. This year it is proposed to perform the preliminary engineering and design of improvements to Scott Dyer Road. It needs more than just a simple overlay, so we will be addressing pedestrian, drainage and pavement needs as part of the project, which is proposed for FY 2018. We will also be overlaying Wells Road and some of our local streets as outlined in our updated Pavement Management Plan.

As always, I want to thank my entire staff for their service to the community. Given the limited number of them, they perform a multitude of tasks with great pride throughout the year. I also want to thank my fellow department heads for their support and cooperation on many fronts. It's a good team of individuals who are dedicated to the community. Lastly, I'd like to thank Mike McGovern, who has supported me in countless ways for the 30 years I have been your Director of Public Works.

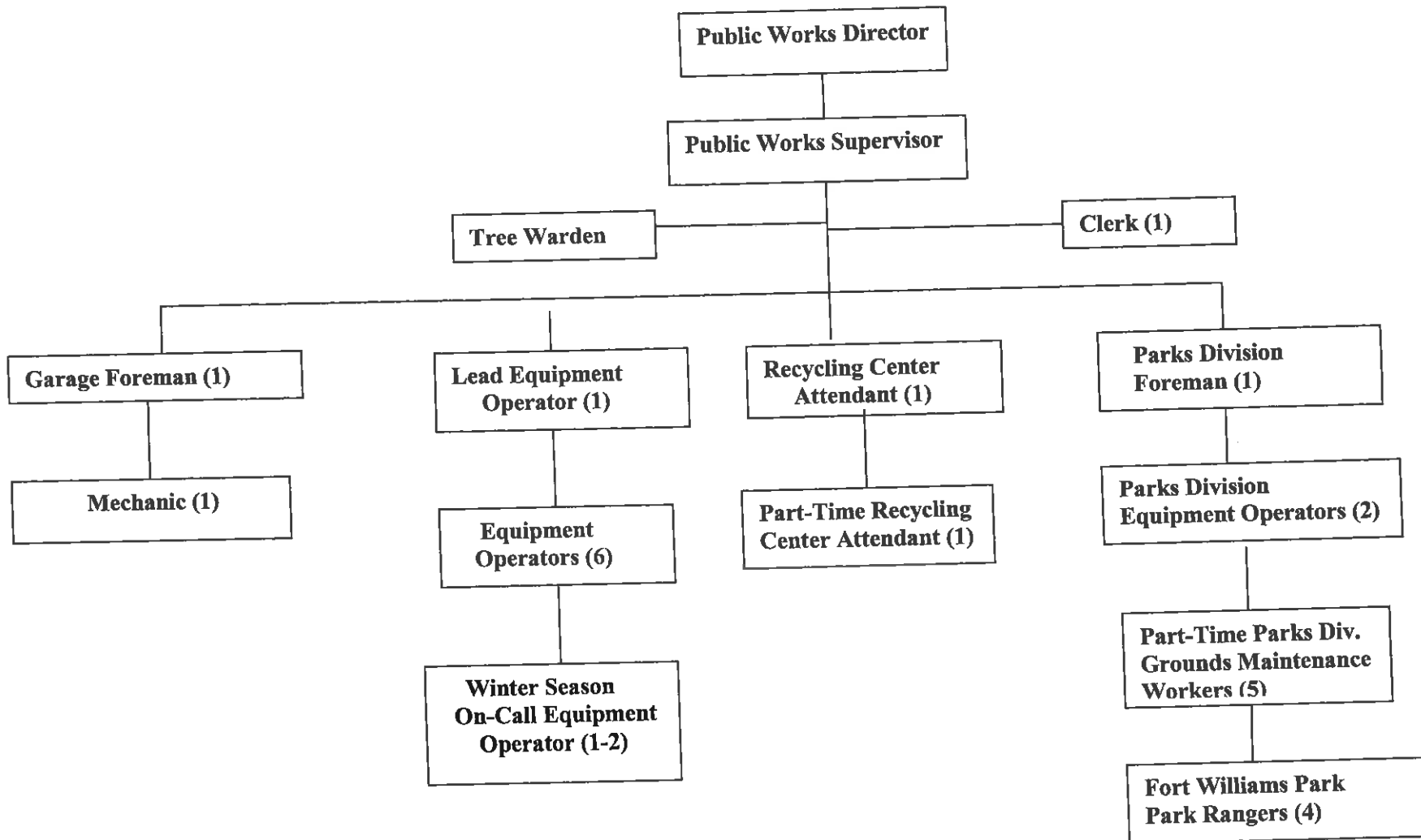
Respectfully Submitted,



Robert C. Malley  
Director of Public Works



**Cape Elizabeth Public Works Department  
Organizational Chart  
2016**



Fiscal Year 2017  
Proposed Budget

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	553,160	567,200	567,200	585,465	\$ 18,265	3.2%
1002	PART TIME PAYROLL	3,585	4,800	4,800	5,690	\$ 890	18.5%
1003	OVERTIME PAYROLL	115,406	100,500	100,500	104,000	\$ 3,500	3.5%
1020	SOCIAL SECURITY	51,351	51,446	51,446	53,179	\$ 1,733	3.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>723,502</b>	<b>723,946</b>	<b>723,946</b>	<b>748,334</b>	<b>\$ 24,388</b>	<b>3.4%</b>
2000	CELLULAR TELEPHONES	1,690	2,000	2,000	2,360	\$ 360	18.0%
2002	POWER	11,232	13,000	13,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	5,122	5,000	5,000	5,500	\$ 500	10.0%
2004	PRINTING AND ADVERTISING	968	800	800	800	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	375	375	375	385	\$ 10	2.7%
2008	TRAINING & ALLOWANCES	11,545	16,000	16,000	16,650	\$ 650	4.1%
2009	CONFERENCES AND MEETINGS	145	325	325	400	\$ 75	23.1%
2021	EQUIPMENT RENTAL	819	1,400	1,400	1,000	\$ (400)	-28.6%
2022	UNIFORM RENTAL	4,680	4,650	4,650	4,650	\$ -	0.0%
2025	SAFETY EQUIPMENT	10,615	11,200	11,200	11,200	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	103,048	80,000	80,000	88,000	\$ 8,000	10.0%
2033	RADIO EQUIPMENT MAINTENANCE	2,275	1,500	1,500	1,500	\$ -	0.0%
2036	TRAFFIC SIGNAL MAINTENANCE	2,868	1,200	1,200	1,200	\$ -	0.0%
2038	CONTRACTED STORM DRAIN MAINTENANCE	0	20,500	20,500	22,000	\$ 1,500	7.3%
2038	CONTRACTED SNOW PLOWING SERV.	16,539	25,000	25,000	27,100	\$ 2,100	8.4%
2039	PAVEMENT MARKINGS	21,658	24,000	24,000	25,000	\$ 1,000	4.2%
2050	MAILBOX MATERIALS	1,988	500	500	500	\$ -	0.0%
2060	CURBING REPAIR	0	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	3,540	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	635	1,300	1,300	1,300	\$ -	0.0%
2071	PHYSICALS AND DRUG TESTING	1,652	1,500	1,500	1,600	\$ 100	6.7%
3001	OFFICE SUPPLIES	1,179	1,300	1,300	1,300	\$ -	0.0%
3002	GASOLINE	36,698	8,500	8,500	7,100	\$ (1,400)	-16.5%
3003	HEAT	31,111	18,700	18,700	14,000	\$ (4,700)	-25.1%
3005	MINOR EQUIP & TOOLS	3,951	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	746	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	2,986	3,500	3,500	3,500	\$ -	0.0%
3031	WINTER SAND	12,308	13,500	13,500	12,500	\$ (1,000)	-7.4%
3032	SALT & CHLORIDE	102,387	103,000	103,000	107,800	\$ 4,800	4.7%
3033	COLD BITUMINOUS MIX	6,883	5,000	5,000	5,000	\$ -	0.0%
3035	GUARDRAIL REPAIRS	0	250	250	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	7,014	7,000	7,000	7,000	\$ -	0.0%
3038	STORM DRAIN MAINTENANCE	7,199	8,000	8,000	7,000	\$ (1,000)	-12.5%
3039	MS4 STORMWATER PROGRAM	17,878	26,850	26,850	23,600	\$ (3,250)	-12.1%
3040	DIESEL FUEL	65,335	32,500	32,500	27,000	\$ (5,500)	-16.9%
	<b>SUBTOTAL</b>	<b>497,069</b>	<b>447,100</b>	<b>447,100</b>	<b>448,945</b>	<b>\$ 1,845</b>	<b>0.4%</b>
<b>310</b>	<b>PUBLIC WORKS</b>	<b>1,220,571</b>	<b>1,171,046</b>	<b>1,171,046</b>	<b>1,197,279</b>	<b>\$ 26,233</b>	<b>2.2%</b>

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

<b>Full-Time Payroll (1001)</b>	<b>\$585,465</b>	<b>Actual FY 2016</b>	<b>Budget FY 2017</b>
Public Works Director (\$1,791.11/wk. @ 52 wks.)		\$90,866	\$93,137
Public Works Supervisor (40 hrs. @ \$1,244.74/wk. @ 52 wks.)		63,148	64,726
Garage Foreman (40 hrs. @ \$1,128.45/wk. @ 52 wks.)		57,248	58,679*
Mechanic (40 hrs. @ \$968.63/wk. @ 52 wks.)		46,981	50,369*
Lead Equipment Operator (40 hrs. @ \$964.41/wk. @ 52 wks.)		48,927	50,149
Equipment Operator (40 hrs. @ \$906.56/wk. @ 52 wks.)		45,992	47,141
Equipment Operator (40 hrs. @ \$906.56/wk. @ 38 wks.)		33,610	34,450
Equipment Operator (40 hrs. @ \$906.56/wk. @ 52 wks.)		45,992	47,141
Equipment Operator (40 hrs. @ \$906.56/wk. @ 52 wks.)		44,992	47,141
Equipment Operator (40 hrs. @ \$890.47/wk. @ 52 wks.)		45,175	46,304
Parks Equipment Operator (40 hrs. @ \$890.47/wk. @ 6 wks.)		5,213	5,343*
Parks Equipment Operator (40 hrs. @ \$834.21/wk. @ 6 wks.)		4,648	5,005
Parks Working Foreman (40 hrs. @ \$926.06/wk. @ 4 wks.)		3,480	3,704*
Customer Service Clerk (40 hrs. @ \$849.43/wk. @ 52 wks.)		43,094	44,171

**Note: The pay amounts shown (an increase of 2.5% from FY 2016 including any applicable step increases\*) for FY 2017 are placeholders since negotiations are on-going with the Teamsters Local #340 at the time of this submission. It is proposed to increase the annual the salary amounts for the Director and Supervisor by 2.5%, per the Town Manager's directive.**

One Equipment Operator is charged off for 38 weeks under this account, with the remaining 14 weeks charged off to account 645-1001 (Fort Williams Park). Both Parks Equipment Operators are charged off for six weeks each for time spent performing Highway-related (winter road maintenance, stormwater maintenance, etc.) duties, along with the Parks Working Foreman, who is charged off for 4 weeks.

The hourly rate charged to other departments is proposed to remain at the FY 2012 rate of \$30.00/hour, which is well below the rate charged by private sector maintenance facilities (\$90-\$100/hour). The number of hours charged to other departments for mechanical repairs is estimated to be approximately 400. This total (\$12,000) is deducted from the total gross salary total, which is then shown as a net in account 310-1001.

**Part Time Plowing Personnel (1002)**

**\$5,690**

The department utilizes 1 to 2 individuals to assist with our snow plowing operation during the winter months. One individual has worked for us on a call basis for almost 45 winter seasons, exemplifying an unparalleled level of dedicated service to the department and the community as a whole. This account is budgeted for approximately 15-20 plowable events. This appropriation covers approximately 250 personnel hours. It should be noted that this line item could be affected by an extended or severe winter season. It is proposed to increase the hourly pay for these individuals from \$19.13/hour to \$22.75/hour. They are required to have a Commercial Driver's License and make themselves available to us for any storm, regardless if it falls on a night, weekend or holiday.

**Overtime (1003)**

**\$104,000**

This account covers overtime for all winter and summer road maintenance activities, storm emergencies, municipal activities and other road emergencies. It is adjusted each year for cost-of-living adjustments and step increases per the CBA. As always, I would stress that combinations of night, weekend and early season snowstorms could adversely impact this account. All operators are budgeted for 200 hours each. The Supervisor and Parks Foreman are budgeted for 300 hours per year, due primarily to weekly on-call responsibilities. Each operator on-call (winter season only) receives 4 hours of overtime per week for being available with a pager. The Supervisor and Parks Foreman also alternate being on-call for operational emergencies during the non-first call season. They are also compensated for 4 hours of overtime each week they carry a pager.

**Cellular Telephones (2000)****\$2,360**

This account funds a portion of the cellular phone expense of the Director, Supervisor and Parks Foreman. The annual contribution for each individual is \$600. A small amount is budgeted for the Tree Warden's iPad (\$360) and an amount (\$200) to cover cellular charges for a tablet device that is utilized in our stormwater program.

**Water & Sewer (2003)****\$5,500**

The entire Gull Crest complex (including the Public Works Facility and Recycling Center) is served by one 8" water main from Spurwink Avenue. The irrigation systems for the Gull Crest Fields account for over 30% of this line item, depending on the dryness of the season. As a result, a portion of the water expense is charged off to the Parks (640) water account (2003). We have increased the account to cover an increase in water and sewer rates in 2016.

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

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

**Dues & Memberships (2007)****\$385**

This pays for the Town's public agency membership in the **American Public Works Association (\$310)**, which also includes our membership in the **Maine Chapter of the American Public Works Association**. This account also covers our membership in the **Maine Better Transportation Association (\$75.00)**. It is an active association representing municipalities and private contractors that works closely with MDOT and the Legislature on transportation-related issues.

**Training & Allowances (2008)****\$16,650**

This account covers training opportunities and allowances (per the CBA) for all department personnel. These include, but are not limited to, workshops sponsored by the Maine Local Roads Center, the Maine Department of Environmental Protection, and other training opportunities. A partial breakdown of the program is as follows:

- Class "A" CDL license annual stipends: \$6,600 (7 individuals + 4 potential), Mechanic tool allowances: \$400/each (2 individuals), anticipated "ASE" certification stipends for the two mechanics: \$4,700 (total), Estimated Maine Local Roads Center certification stipends: \$2,300, Certified Transfer Station Attendant (per the Maine DEP Program): \$1,000 (total) (1 individual + 1 potential), Maine Pesticide Control Board Certification Allowance (\$325) and local MDOT workshop fees: \$750

**Conferences & Meetings (2009)****\$400**

This account covers registration fees for in-state workshops and meetings attended by the Director and Foremen, including, but not limited to, the annual Maine Municipal Association Convention and the annual Maine Turf Conference . A small increase is proposed for FY 2017

**Equipment Rental (2021)****\$1,000**

This appropriation covers rental of minor equipment not owned by the Town. We occasionally rent a small drum roller for minor hot top projects or a small brush chipper. The department leases numeric pagers for the winter season call personnel during the winter months and for the Supervisor and Foreman, who share on-call duties throughout the year. The monthly charge is \$13.55 per pager/month. The total for pager rental is approximately \$500.00/year. This account has been reduced for FY 2017.

**Employee Uniform Rental (2022)****\$4,650**

Our current supplier continues to provide excellent service to the department. We extended our current 24-month agreement with them, which will terminate on June 30, 2018. This contract provides for 7 shirts, 7 pants and 2 jackets for each individual, plus some shop coveralls for the operators. The two mechanics receive the same allotment, in addition to coveralls. The uniform rental has been spread over several budgets, with 25 weeks being charged off to the 310 budget.

**Safety Equipment Allowance (2025)****\$11,200**

This request continues the program included in the collective bargaining agreement (CBA) to subsidize the purchase of safety shoes, protective clothing, and/or other approved safety equipment. All employees (including the part-time Recycling Center Attendant) are required to wear safety shoes in our workplace. Each employee is reimbursed for an amount not to exceed \$600.00 towards the purchase of safety shoes and/or protective clothing. It also covers personal protective equipment (PPE) purchased by the department, such as gloves, hearing protection and safety glasses.

**Equipment Maintenance (2032)****\$88,000**

This account covers routine maintenance-related expenses for all motorized equipment utilized by the department. Examples of items purchased include tires, rims, engine filters, cutting edges, engine oil, hydraulic oil, lubricants, replacement parts and any contracted repairs. The cost of unexpected spring, transmission or engine repairs can have a detrimental effect on this account. For example, we had to replace two drive sensors on our out tool carrier in 2015 at a cost of over \$4,300. Our Street Sweeper, given its age and the fact that it operates in the harshest of working environments is costing us more in repairs each year. It is an invaluable machine for the Town to own, but is very expensive to maintain. All of this equates to the need to budget more for maintenance on our equipment than we have in the past.

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

This account covers mobile unit repairs and maintenance needed on our two-way communications system.

**Traffic Signal Maintenance (2036)****\$1,200**

This amount covers the annual maintenance check, any bulb replacement, and controller adjustments to our signals at Spurwink Avenue and at the High School entrance. It covers maintenance on the flashers at the Town Center, the Cape Cottage Post Office, and the solar-powered pedestrian crossing signals in the Town Center and on Shore Road. It also covers the annual programming of the School Zone flashers within the Town Center.

**Contracted Storm Drain Maintenance Services (2037)****\$22,000**

This account primarily covers the cost of contracted vacuum cleanings of our stormwater catch basins along with the disposal of the spoils, or “grit” as it is commonly referred to. The spoils are considered a “special waste” by the DEP and are transported to a licensed facility in Scarborough. The cost to dispose of them this past year (FY 2016) was approximately \$5,300. The FY 2017 program is budgeted for 140 hours @ \$90.00/hour, plus an allowance for the disposal of grit (\$5,500). The Town installed two stormwater bio-filtration units as part of the Shore Road Path Project. One is located at the entrance to Fort Williams Park and the other is located near the High School running track. They are designed to filter out oils and chemicals from the initial flow of stormwater off the pavement. A third unit has been installed at the Thomas Memorial Library as part of the renovation of that building. An annual maintenance inspection needs to be undertaken, such as removing silt, debris and evaluating the filter media. The Town contracts out the maintenance of these three structures at an annual cost of \$1,800. It also covers any sub-surface camera work that may be needed on a line to identify an obstruction and/or to check the integrity of the inside of a pipe.

**Contracted Snow Plowing Services (2038)****\$27,100**

This appropriation covers the contracted plowing and sanding of all steps, walkways and entrances at the Thomas Memorial Library (TML), the Town Hall, the Town Center Fire Station and the Police Station. These areas were previously included in the School Grounds & Athletic Fields Budget (641), but they are considered municipal in nature and not located on the school campus. Besides the steps and walkways, it also covers the parking lot at the TML due to the configuration and the lack of proper Town-owned equipment to be able to plow it effectively. The snow needs to be manipulated and carried to the rear of the lot, which is cumbersome without the proper plow attachment. It is not feasible to purchase the attachment since we do not even have the available equipment to install it on. The amount above is based on a bid submitted by a local contractor for the 2016/2017 winter season.

**Pavement Markings (2039)****\$25,000**

This account covers the expense of painting all pavement markings (yellow centerlines and white edge lines) on all Town-maintained

roads. It also covers the painting of all parking stalls, crosswalks, arrows and H-Cap symbols on our public ways, municipal parking lots and those on the school campus. This account is proposed to be increased due to the additional pavement markings being added at the Thomas Memorial Library. We have tried to stretch the funding by painting the parking stalls on the school campus every other year, but some of the more heavily utilized lots need to be done annually.

**Mailboxes & Materials (2050) \$500**

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

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

This account covers minor repairs to curbing damaged by snow plowing.

**Misc. Contractual Services (2062) \$2,500**

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

**Alarm System Monitoring Services (2063) \$1,300**

Covers the monitoring services for our fire alarm system at Cooper Drive. It also covers a monthly phone service fees. These are traditional copper lines that are for the sole purpose of transmitting fire alarm signals.

**Physicals & Drug Testing (2071) \$1,600**

Covers pre-employment physical exams for new hires and federally mandated drug and alcohol testing for all positions that require a Commercial Driver's License (CDL). The program includes all public works personnel (except the Clerk and P.T. Recycling Center Attendant) and the school bus drivers. As a group, we utilize a third party medical provider to manage our testing program. They handle all facets of the testing requirements mandated by the Department of Transportation. The Public Works share of the program is approximately \$1,200.00. The remaining funds go towards pre-employment physicals, audiograms (for selected employees operating mowing equipment) and mandated respiratory clearance testing for employees.

**Office Supplies (3001) \$1,300**

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

**Gasoline (3002) \$7,100**

We have locked in a price of \$1.74/gal. for 4,000 gals. with our current provider for FY 2017 after we use our current allotment.



**Heat (3003)****\$14,000**

This account covers heating oil for the Public Works Facility on Cooper Drive (approximately 9,000 gals.). The Town has locked in for at \$1.49/gal for heating oil in FY 2017.

**Minor Equipment (3005)****\$4,500**

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

**Minor Supplies (3006)****\$750**

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

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

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

**Winter Sand (3031)****\$12,500**

This account covers the purchase of screened sand (delivered) for winter road maintenance purposes. Though it is hard to estimate this year's usage, I have estimated that we could possibly use approximately 150 more yards by the end of the winter season. This year we are budgeting for 1,000 cubic yards @ \$12.50/yard. Screened sand is traditionally more expensive for us because of our geographical location and the transportation costs associated with that.

**Salt & Chloride (3032)****\$107,800**

This account covers the cost of rock salt and liquid chloride that is applied to our main arteries in the winter months. We are currently salting over 30 miles of roads, out of a total mileage of over 60 miles. The salt routes are primarily tailored around the school bus routes and the collector/feeder road network. We take great strides to keep the roads clear during the winter season by doing our best to manage our materials, our personnel and our equipment in the most efficient manner possible. We are now using magnesium chloride as a wetting agent. It is less corrosive and slightly cheaper than the cost of liquid calcium. Salt for our winter sand/salt mixture is also included in this tonnage. Like overtime, this amount is an estimate at best and is totally dependent on the severity and duration of the winter season.

The FY 2016 GPCOG bid price for salt came in at \$59.29/ton/delivered and we budgeted \$60.00/ton. We normally use 1,500-1,600 tons of salt and 4,000 gals. of magnesium chloride for a typical winter season. The price of salt is a moving target, given the usual uncertainty of overseas shipping costs. For FY 2017, I am budgeting \$63.00/ton for salt and \$1.75/gal. for the chloride product.

**Cold Bituminous Mix (3033)** **\$5,000**  
This account pays for cold bituminous mix, otherwise known as “cold patch” for shoulders and potholes.

**Guardrail Maintenance/Replacement (3035)** **\$250**  
A small amount is being budgeted for the maintenance of our wooden guardrails.

**Signage & Traffic Control Device Replacement (3036)** **\$7,000**  
This account covers the replacement of all streets, warning, advisory and regulatory signage. It also covers the replacement of reflective barrels, traffic cones and other traffic control devices. The Manual of Uniform Traffic Control Devices, or MUTCD, recommends the use of “high intensity” reflective sheeting on all signs, which we have been requesting on any new signs that are ordered. It provides improved visibility to drivers during both day and night. The DOT (Federal) is also requiring agencies to purchase the signs with larger (upper and lower case lettering) signs as they are replaced, due to theft, fading and vandalism. In addition to the new signage requirements, we are required to create an inventory program of our regulatory signs and measure the reflectivity of them, all of which will be at an additional (and unknown) expense in the near future.

**Storm Drain Materials & Pipe (3038)** **\$7,000**  
All replacement catch basins, frames, fittings, crushed stone, culverts, and drainage pipe for minor projects are appropriated from this account. It has been reduced for FY 2017.

**MS4 Stormwater Program & Contracted Services (3039)** **\$23,600**  
The Town continues to be subject to a Clean Water Act Permit for its separated storm sewer system discharges. On July 1, 2016, the Town will begin implementing Permit Year 4 of the 2013-2018 permit cycle. Activities required to be completed during Permit Year are mandated in both the permit and the Town’s 5-Year **Stormwater Management Plan (SMP)**, which was submitted to the Maine Department of Environmental Protection (MDEP) on December 6, 2013.  
As we identified for Permit Years 1, 2 and 3, the 2013-2018 Permit requires more activities be completed than in prior permit cycles. Because of the complexities and commitment now required with stormwater management, the Town contracted with a consultant in 2013 (Integrated Environmental Engineering) to Review our stormwater program and ensure that the program was meeting the requirements of the permit and the SMP. The consultant has assisted us in developing electronic inspection protocols, has transformed our infrastructure data to electronic format, and helps to keep all information organized for annual reporting the MDEP. The investments in the improvements to the program have been invaluable.  
The Permit Year 4 requirements of the SMP include continuing public education activities, continued inspections of stormwater outfalls, ditches and municipal facilities, and implementation of an aged septic system program. The Permit Year 4 consulting expenditures are expected to decrease slightly from the Permit Year 3 levels as the Public Works Department becomes more

autonomous in our mapping and inspection programs.

The MDEP notified all permittees that they will be audited for compliance with the permit by June 30, 2018. The EPA has been attending the MDEP audits of other municipalities and may attend the Cape Elizabeth Audit. We were notified in December 2015 that we will NOT be audited in calendar year 2016. As such we have included funding for our consultant to assist the department in preparing for our audit during 2016, and anticipate being audited in 2017 or the first part of 2018. We have included some budget to address any issues identified during the audit.

We have been assisted in meeting our permit requirements by teaming with the consulting firm of Integrated Environmental Engineering, which is a locally owned company here in Cape Elizabeth. They work closely with my staff and have been very helpful keeping our program on track. In addition to services of the consultant, Cape Elizabeth continues to share the benefits of working with the 14 other entities collectively known as the **Casco Bay Interlocal Stormwater Working Group (ISWG)**. We share the expenses of a facilitator and the administrative staff of the Cumberland County Soil & Water Conservation District, who coordinate our monthly meetings and provide advocacy for our collective efforts. The staff at the Conservation District performs over 30% of the permit requirements for us, which helps relieve the communities of a portion of our overall commitment. Our share of the ISWG budget is \$100 higher than we were assessed in FY 2016. Despite the increase, the funds are still an excellent investment and our collective approach provides valuable benefits to the Town, such as:

- Liaison with MDEP, Casco Bay Estuary Project, legislative officials and other partners
- Sharing the services of a public education coordinator
- Updating and implementing a Public Stormwater Awareness Plan
- Updating and implementing BMP (Best Mgt. Practices) Adoption Plan
- Targeted outreach in Priority Watershed Plan (Trout Brook)
- School outreach (and supplies) at the Elementary and/or Middle School level
- Producing an annual “yardscaping” education program
- Participation in a regional media campaign promoting best management practices (bmp’s)
- Coordination of employee training
- Grant writing and administration, if needed

The Town’s green infrastructure ( stormwater bio-filtration units at the entrance to Fort Williams Park and near the High School running track) continue to be inspected and maintained by a third party contractor. Beginning in 2016, the green infrastructure installed at the Library will also require additional maintenance. These units are designed to filter out oils and chemicals from the initial flow of stormwater off the pavement. While the maintenance of the green infrastructure is slightly more labor intensive and sometimes requires the assistance of a third party, the water quality treatment helps to prevent impairment of our groundwater and surface waters.

**Account Breakdown: Town Share of the ISWG Program Budget - \$10,100 Contracted Consulting Services - \$12,000 Misc., Including Mapping Updates & MDEP Fees - \$1,500**

**Diesel Fuel (3040)**

**\$27,000**

We are currently using approximately 14,000 gals. per year, but this can vary due to the severity and duration of a winter season. In December of 2015, we locked in a price of \$1.79/gal. diesel fuel with our current supplier after we use our current allotment.

**REFUSE & RECYCLING BUDGET (320)**

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	70,072	78,785	78,785	80,755	\$ 1,970	2.5%
1002	PART TIME PAYROLL	28,218	26,872	26,872	28,065	\$ 1,193	4.4%
1003	OVERTIME PAYROLL	1,738	2,570	2,570	2,635	\$ 65	2.5%
1020	SOCIAL SECURITY	8,258	8,279	8,279	8,526	\$ 247	3.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>108,286</b>	<b>116,506</b>	<b>116,506</b>	<b>119,981</b>	<b>\$ 3,475</b>	<b>3.0%</b>
2002	POWER	2,230	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	0					
2004	RECYCLING PRINTING & PROMOTION	3,324	4,000	4,000	4,000	\$ -	0.0%
2012	ECOMAINE FEES	253,984	278,000	278,000	284,000	\$ 6,000	2.2%
2014	DEMOLITION MATERIAL DISPOSAL	47,932	51,100	51,100	58,485	\$ 7,385	14.5%
2015	HAZARDOUS MATERIALS DISPOSAL	17,400	17,000	17,000	18,000	\$ 1,000	5.9%
2021	EQUIPMENT RENTAL	0	200	200	200	\$ -	0.0%
2022	UNIFORM RENTAL	1,283	1,300	1,300	1,300	\$ -	0.0%
2032	VEHICLE MAINTENANCE	5,288	5,600	5,600	5,600	\$ -	0.0%
2062	MISC. CONTRACT SVCS.	2,209	2,000	2,000	2,000	\$ -	0.0%
2063	ALARM SERVICE	635	1,600	1,600	1,600	\$ -	0.0%
3002	GASOLINE	550	365	365	305	\$ (60)	-16.4%
3006	MISCELLANEOUS SUPPLIES	1,457	1,500	1,500	1,500	\$ -	0.0%
3040	DIESEL FUEL	7,500	5,600	5,600	4,655	\$ (945)	-16.9%
	<b>SUBTOTAL</b>	<b>343,792</b>	<b>370,765</b>	<b>370,765</b>	<b>384,145</b>	<b>\$ 13,380</b>	<b>3.6%</b>
<b>320</b>	<b>REFUSE DISPOSAL</b>	<b>452,078</b>	<b>487,271</b>	<b>487,271</b>	<b>504,126</b>	<b>\$ 16,855</b>	<b>3.5%</b>

**PERSONNEL & SALARY INFORMATION**

**FULL-TIME PAYROLL (1001)**

**Actual FY 2016**

**Budget FY 2017**

Recycling Center Attendant (40 hrs. @ \$890.47/wk. @ 52 wks.)

\$45,175

\$46,305

Equipment Operator (40 hrs. @ \$906.56/wk. @ 38 wks.)

33,610

34,450

**PART-TIME PAYROLL (1002)**

Part-Time Recycling Center Attendant

(35 hrs. /wk. /yr. (average) @ \$15.42/hr. @ 52 wks.

26,872

28,065\*

**Note: The pay amounts shown (an increase of 2.5% from FY 2016 including any applicable step increases\*) for FY 2017 are placeholders since negotiations are on-going with the Teamsters Local #340 at the time of this submission.**

**Full-Time Payroll (1001)**

**\$80,755**

Due to grounds maintenance duties, hauling of the Transfer Trailers and materials handling at the Transfer Station; one Equipment Operator is charged off to Refuse & Recycling for 38 weeks. The remaining 14 weeks is charged off to the Sewer Fund budget (815)

**Part-Time Payroll (1002)**

**\$28,065**

The part-time attendant is currently working Mon., Wed., Fri., and Sat., for a total of 34.5 hours week. This individual also covers portions of the shift of the full-time attendant on occasion, which why that position is budgeted for 35 hours/week for the year.

**Overtime (1003)**

**\$2,635**

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

**Recycling Printing & Promotion (2004)**

**\$4,000**

This account pays for printed materials, recycling promotional items, the purchase of recycling containers (if needed) and educational materials. We continue to use a portion of these funds to subsidize the cost of compost bins for residents who purchase one through a program offered by the Maine Resource Recovery Association. It is proposed to offer that again in the Spring of 2017.

**EcoMaine & Contracted Services Fees (2012)**

**\$284,000**

The tonnage sent to EcoMaine is anticipated to total approximately 2,500 tons by June 30, 2016, which is very close to our projected amount. This compares to 2,473 tons that were hauled in FY 2014 and 2,433 tons that were hauled in FY 2015. A slight increase is anticipated in our tipping fee at EcoMaine, so it has been budgeted at \$74.00/ton.

The Town has reached a plateau with our recycling rate. We saw an immediate gain with the implementation of “single stream” in 2008, but since that time the rates generated by the “Silver Bullet” program have been flat; in what is essentially a voluntary recycling program. The only way to make more measurable gains is to provide financial incentives to recycle, such as the implementation of a “Pay per Bag” program.

The Recycling Committee is doing their best to promote the benefits of recycling in the community. They are currently trying to promote the benefits of food-waste composting to the citizens, which is another way for us to reduce the tonnage that gets sent to EcoMaine. The Town has subsidized the sale of backyard compost bins to residents for the last two years. The program has helped but we still need to extract more food-waste from the waste stream.

This will be the fifth year of our relationship with Maine Waste Solutions, LLC, who transport food waste generated at both cafeterias (including the kitchen at Community Services) to a licensed facility in Portland. The material is volume-reduced and composted at the Riverside Recycling Facility. They provide annual training, the containers and the transportation (2x/per week). The program is budgeted at \$1,250/month for 10 months. We have been extracting approximately 1- 1.5 tons of food-waste from the cafeterias each month.

Listed below is a breakdown of the expenditures programmed for this account:

Estimated Compactor Refuse: 2,550 tons @ \$74.00/ton = \$188,700

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

- 320 services/year for refuse container @ \$10.00/service = \$3,200
- 220 services/year for single-stream recycling container @ \$10.00/service = \$2,200
- Contracted Food Waste Removal Services (School Campus) = \$12,200
- EcoMaine Recycling Containers: "Silver Bullets" located at the Recycling Center and Town Hall:  
800 pulls/year @ \$74.00/pull = \$59,200
- Corrugated Cardboard Recycling: 250 pulls/year @ \$74.00/pull = \$18,500

**Brush & Demolition Removal (2014)**

**\$58,485**

This account covers the volume reduction and removal of brush, woodwastes, white goods and demolition material (asphalt shingles, sheetrock, and concrete). In lieu of a heavy item collection, fees are waived for two full weeks so residents (not commercial haulers) can bring their own material to the Recycling Center at no charge. It is difficult to gauge the amount of material that is brought in, especially bulky wastes, wood-waste (demolition) and white goods. Most of the disposal services are being maintained at the FY 2016 levels, with the exception of demo wood, bulky wastes and sheetrock, which are costing more to dispose of.

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

Demolition Wood Disposal: 600 tons/year @ \$25.00/ton = \$15,000

Demolition Wood Residue Disposal: 150 tons @ \$10.00/ton = \$1,500

Gypsum Board Container Pulls: 14 pulls/year @ \$74.00/pull @ \$75.00/ton per 5.9 tons of gypsum (avg.) = \$7,231

Asphalt Shingle Container Pulls: 12 pulls/year @ \$74.00/pull @ \$55.00/ton per 9.3 tons of shingles (avg.) = \$7,030

Glass (Inc. Porcelain) Container Pulls: 2 pulls/year @ \$74.00/pull @ \$36.00/ton per 8.0 tons of glass (avg.) = \$725

Aluminum Container Pulls: 2 @ \$74.00/pull = \$148

Bulky Wastes: 85 pulls/year @ \$74.00/haul, per 2.10 tons of waste (avg.) @ \$60.00/ton = \$17,000

White Goods/Metal Container Pulls: 55 pulls/year @ \$74.00/pull = \$4,070

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

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

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

Freon Removal: 325 units @ \$8.00/unit = \$2,600

Stump Disposal: \$250

**Household Hazardous Waste & E-Waste Collection Event (2015) \$18,000**

It is proposed to continue to host Household Hazardous and E-Waste Collection in May of 2017. This is truly the best way to coordinate the disposal of chemicals, protect the environment and meet one of the requirements of our stormwater and CSO management plans. Residents took full advantage of the program last May with over 300 vehicles dropping off items. The collection is



held at the Public Works Facility and facilitated by two licensed consolidators, with the assistance of our personnel.

**Equipment Rental (2021) \$200**

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

**Uniform Rental (2022) \$1,300**

A portion of the uniform rental for the Recycling Center personnel is charged off to this budget

**Facility & Site Maintenance (2032) \$5,600**

This account covers signage replacement, minor facility maintenance, repairs to the compactor unit, transfer trailers, the tractor-unit and the bulldozer. It has been increased slightly to continue the upgrade of signage at the Center.

**Misc. Contractual Services (2062) \$2,000**

This account primarily pays for our monthly EZ-Pass expense to utilize the Maine Turnpike to transport refuse to EcoMaine. It also covers the monthly transaction fees that we now pay to accept debit and credit cards at the Recycling Center.

**Alarm Service Monitoring (2063) \$1,600**

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

**Gasoline (3002) \$305**

A small amount of gasoline is charged off for Refuse Disposal operations. It is budgeted at \$1.74/gallon.

**Misc. Supplies (3006) \$1,500**

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

**Diesel Fuel (3040) \$4,655**

This covers diesel fuel for the Refuse-related equipment is budgeted at \$1.79/gallon.



**Town of Cape Elizabeth, Maine  
Human Services (400s)  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

Fiscal Year 2017  
Proposed Budget

<b>410</b>	<b>HUMAN SERVICES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
2100	VNA/HOSPICE	3,672	3,750	3,750	3,825	\$ 75	2.0%
2100	COMMUNITY HEALTH SRVS	2,142	2,185	2,185	2,229	\$ 44	2.0%
2101	COMMUNITY COUNSELING	1,275	1,300	1,300	1,326	\$ 26	2.0%
2103	THERAPEUTIC RECREATION	3,672	3,672	3,672	3,745	\$ 73	2.0%
2107	S. ME SENIOR CITIZENS	1,275	1,300	1,300	1,326	\$ 26	2.0%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,275	1,300	1,300	1,326	\$ 26	2.0%
2111	RTP	1,275	1,300	1,300	1,326	\$ 26	2.0%
2113	FAMILY CRISIS SHELTER	1,275	1,300	1,300	1,326	\$ 26	2.0%
2114	DAY ONE	1,275	1,300	1,300	1,326	\$ 26	2.0%
2116	HOSPICE OF SOUTHERN MAINE	1,275	1,300	1,300	1,326	\$ 26	2.0%
2118	SEXUAL ASSAULT RES. SVCS.	1,275	1,300	1,300	1,326	\$ 26	2.0%
2121	RED CROSS-PORTLAND CHAPTER	1,275	1,300	1,300	1,326	\$ 26	2.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,275	1,300	1,300	1,326	\$ 26	2.0%
5101	GENERAL ASSISTANCE	36,849	30,000	30,000	30,600	\$ 600	2.0%
<b>410</b>	<b>HUMAN SERVICES</b>	<b>59,085</b>	<b>52,607</b>	<b>52,607</b>	<b>53,659</b>	<b>\$ 1,052</b>	<b>2.0%</b>



**Town of Cape Elizabeth, Maine  
Library, Contributions and Public Information  
(500s)  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

Fiscal Year 2017  
Proposed Budget

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	245,949	255,142	255,142	285,887	\$ 30,745	12.1%
1002	PART TIME PAYROLL	162,458	168,729	168,729	145,777	\$ (22,952)	-13.6%
1020	SOCIAL SECURITY	29,507	32,426	32,426	32,360	\$ (66)	-0.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>437,914</b>	<b>456,297</b>	<b>456,297</b>	<b>464,024</b>	<b>\$ 7,727</b>	<b>1.7%</b>
2004	PRINTING & ADVERTISING	1,463	1,500	1,500	1,500	\$ -	0.0%
2005	POSTAGE	2,660	3,000	3,000	2,840	\$ (160)	-5.3%
2006	TRAVEL	671	465	465	500	\$ 35	7.5%
2007	DUES & MEMBERSHIPS	625	920	920	888	\$ (32)	-3.5%
2009	CONFERENCES AND MEETINGS	964	1,245	1,245	1,245	\$ -	0.0%
2010	PROFESSIONAL SERVICES-PROGRAMS	7,741	7,500	7,500	7,500	\$ -	0.0%
2062	CONTINGENCY	150	250	250	250	\$ -	0.0%
2072	MISC. CONTRACT. SVCS.	-	-	-	-	\$ -	0.0%
3001	OFFICE SUPPLIES	6,625	7,000	7,000	7,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	2,969	3,000	3,000	3,000	\$ -	0.0%
3020	BOOKS & PERIODICALS	35,399	33,967	33,967	34,318	\$ 351	1.0%
3022	AUDIO VISUAL MATERIALS	10,131	10,025	10,025	10,025	\$ -	0.0%
3100	ELECTRONIC RESOURCES	8,139	8,336	8,336	11,135	\$ 2,799	33.6%
4001	OUTLAY	1,177	1,500	1,500	1,200	\$ (300)	-20.0%
	<b>SUBTOTAL</b>	<b>78,714</b>	<b>78,708</b>	<b>78,708</b>	<b>81,401</b>	<b>\$ 2,693</b>	<b>3.4%</b>
<b>510</b>	<b>LIBRARY</b>	<b>516,628</b>	<b>535,006</b>	<b>535,006</b>	<b>545,425</b>	<b>\$ 10,420</b>	<b>1.9%</b>

# Thomas Memorial Library - FY 2017 Budget

## Personnel Information

The Thomas Memorial Library is open to serve the citizens of Cape Elizabeth for 6 days per week totalling 55 hours per week. This service is delivered through the staffing of two public desks, along with many background duties accomplished away from the public desks.

### Full Time Account (1001) - \$285,887

Position	FY2016	FY2017
Library Director	\$73,743.00	\$64,302.00
Children's Librarian	\$52,003.00	\$53,304.00
Circulation Librarian	\$40,950.00	\$41,974.00
Adult/YA Librarian	\$50,277.00	\$51,534.00
Asst. Adult Librarian	\$0.00	\$35,651.00
Asst. Tech. Services	\$38,168.00	\$39,122.00
Total:	\$255,141.00	\$285,887.00

The salary rates include a 2.5% increase above the rates at the end of FY2016.

The Assistant Adult Librarian is a new full time position. It has been created using hours from two previously vacated part time positions. While a final job description has not been fully developed, this position will be instrumental in developing expanded programming and services to match our refreshed library facility, along with collection development and Adult Service Desk duties.

**Part Time Account (1002) - \$145,777**

FY2016 Total Hours	FY2016 Total Pay	FY2017 Total Hours	FY2017 Total Pay
9,399	\$168,729.00	7,908	\$145,777.00

Overall, part time hours have been reduced due to the shifting of hours from two vacant positions for the creation of the new full time position indicated above. The proposed part time staffing budget is broken out below:

Position	Yearly Hours	Pay Rate	Total Pay
Substitute Hours	852	\$16.64	\$14,178.00
Library Assistant	796	\$17.56	\$13,978.00
Children's Program Assistant	1,052	\$17.65	\$18,568.00
Technology Specialist	1,260	\$19.82	\$24,974.00
Library Assistant	792	\$16.64	\$13,179.00
Children's Program Assistant	1,052	\$18.04	\$18,979.00
Technical Services Librarian	1,260	\$22.12	\$27,872.00
Library Assistant	844	\$16.64	\$14,045.00

The salary rates include a 2.5% increase above the rates at the end of FY2016.

**Printing and Advertising (2004) - \$1,500**

Level funded. Line used to cover promotional tools (e.g. MailChimp & Survey Monkey) as well as custom stationery.

**Postage (2005) - \$2,840**

- 5.3% The Maine State Library has advised that the contract for delivery services will be in effect until December 31, 2017. The Maine State Library provides one day of delivery each week, plus our membership in Minerva provides us with one day of delivery each week. This leaves the Library to fund the remaining 3 days per week of delivery. The cost is \$15.00 per day; thus, our annual cost is projected at \$2,340 for those remaining days per week. Based on our average mailing costs over 18 months and in conjunction with the USPS announcement that it would not raise postal rates during 2016, a budget of \$500

in mailing costs is planned for FY2017.

**Travel (2006) - \$500**

+7.5% Increase proposed based on higher than expected travel costs in FY2017.

**Dues & Memberships (2007) - \$888**

-3.5% Reduction due to change of personnel and new lower MLA group rate. Covers the cost of dues for professional staff: 3 ALAs (\$411), 1 ALSC (\$50) 1 PLA (\$72), 1 YALSA (\$60), 1 NELA (\$70) and MLA: Library Level 3 (\$225).

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

Zero funded.

**Conferences & Meetings (2009) - \$1,245**

Level funded. Includes costs for meetings and conferences sponsored by professional associations: 2 SMLD Council Meetings (\$70), 3 SMLD Reading Round Up (\$225), 4 joint MLA Conferences (\$600) & 1 NELA Conference (\$350).

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

Level funded. While increased programming levels are forthcoming, it is expected that some of those costs will be defrayed through the Thomas Memorial Library Foundation and other outside funding sources.

**Office Equipment & Repair (2034) - \$0**

Zero funded.

**Contingency Fund (2062) - \$250**

Level funded.

**Miscellaneous Contract Services (2072) - \$0**

Zero funded.

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

Level funded.



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

Level funded. This account is used to purchase the supplemental supplies needed for conducting programs as well as the cost of refreshments and supplies for our expanded Children's, YA and Adult initiatives.

**Books and Periodicals (3020) - \$34,318**

+1%. Please refer to the Chart on page 5 of this narrative for an overview of the projected costs of book & magazine purchases.

**Audio Visual Materials (3022) - \$10,025**

Level funded. This increasingly popular service covers Books on CD, DVDs, and Videos: n.b. Bowker Annual reported increases in 2013/2014 audio costs. But, video costs have been slightly less than anticipated.

**Electronic Resources (3100) - \$11,135**

See below for breakout of this budget:

Service	Charge
Maine InfoNet (Minerva)	\$4,500.00
MSLN (Public Internet)	\$1,500.00
LogiTech Support (Self-Check Systems)	\$1,000.00
Transparent Languages	\$2,000.00
Overdrive Subscription & Advantage Collection	\$650.00
TBS Subscription (Wireless Printing)	\$600.00
Video Games	\$886.00

MSLN (Maine Schools and Libraries Network) is charging public libraries for their services for the first time due to budget cuts on the state level.

**Outlay (4001) - \$1,200**

Normally, this account funds miscellaneous pieces of library equipment and furniture not covered by the Capital Expenses

Plan yet outside the scope of normal equipment or supply lines. This year, I am proposing the cost of "TEAM TML" Polo Shirts for Regular and Substitute Staffers.

TML Uniform (\$20 x 60 shirts) 1,200.

	GEN	PHIL	REL	SOC	LANG	SCI	TECH	ARTS	LIT	TRAV	BIO	HIST	FIG	TUV	
Books	900'S	100'S	300'S	390'S	400'S	500'S	600'S	700'S	800'S	910-919	920'S	930-939 & 930-999	TOTAL	TITLES	TOTAL
Adult Purchases FY12	25	53	13	70	11	21	56	34	62	41	60	94	015	N/A	1555
Adult Purchases FY13	29	54	4	62	8	30	75	47	83	75	73	97	998	N/A	1629
Adult Purchases FY14	15	45	23	85	3	14	59	55	113	50	73	79	962	N/A	1578
Adult Purchases FY15	8	28	21	79	5	14	49	25	72	49	46	68	798	N/A	1261
4 Year Ave. Adult Purchases	18	45	15	74	7	20	60	41	82	53	64	85	943	N/A	1506
Young Adult Purchases FY12	7	12	4	11	0	2	16	25	8	10	14	18	337	N/A	464
Young Adult Purchases FY13	9	10	1	24	1	1	19	27	6	26	22	27	79	N/A	565
Young Adult Purchases FY14	0	0	1	4	0	2	5	38	5	0	23	6	208	N/A	292
Young Adult Purchases FY15	2	0	0	6	0	0	4	57	5	0	22	1	194	N/A	294
4 Year Ave. YA Purchases	9	0	2	11	0	1	11	35	6	9	20	13	284	N/A	401
Children's Purchases FY12	10	3	6	47	10	80	53	46	33	9	36	17	739	N/A	1094
Children's Purchases FY13	13	5	5	40	5	53	68	49	35	8	39	24	751	N/A	1095
Children's Purchases FY14	17	5	5	49	4	39	39	72	12	12	23	23	891	N/A	1297
Children's Purchases FY15	7	12	14	27	2	42	43	49	5	4	25	12	535	N/A	1100
4 Yr. Ave. Children's Purchases	12	8	9	41	5	66	63	54	23	9	31	19	710	N/A	1147
Total Purchases															
(Ave. FY12 thru FY15)	33	58	24	126	12	27	134	133	111	70	115	117	2037	N/A	3054
Target Purchases per MLA Standards (FY16)	19	35	15	74	7	51	79	79	65	41	68	69	203	N/A	1502
Ave. Hardcover Cost 2010	\$162.63	\$-390	\$33.17	\$49.42	\$52.45	\$50.59	\$43.71	\$43.49	\$39.27	\$32.98	\$31.47	\$45.77	\$22.21	\$25.40	\$20.99
Ave. Hardcover Cost 2011	\$151.21	\$-239	\$34.4	\$50.14	\$53.64	\$47.55	\$44.51	\$42.15	\$35.31	\$30.54	\$31.10	\$43.47	\$22.23	\$22.22	\$20.36
Ave. Hardcover Cost 2012	\$246.58	\$-373	\$33.6	\$52.79	\$56.06	\$46.24	\$45.59	\$43.65	\$43.53	\$30.13	\$31.37	\$43.76	\$28.63	\$25.88	\$25.04
Ave. Hardcover Cost 2013	\$195.56	\$-413	\$33.33	\$52.04	\$57.16	\$45.85	\$44.20	\$43.55	\$43.62	\$31.37	\$31.61	\$45.52	\$27.16	\$25.55	\$21.30
Ave. Hardcover Cost 2014 (preliminary)	\$175.16	\$-304	\$36.53	\$52.23	\$59.08	\$48.44	\$44.24	\$43.63	\$42.71	\$31.23	\$30.97	\$44.04	\$28.88	\$25.74	\$20.42
Four Year Ave. Hardcovers	\$199	\$-417	\$33.00	\$50.42	\$56.45	\$46.60	\$45.10	\$43.16	\$43.05	\$32.64	\$30.96	\$44.15	\$29.17	\$25.70	\$21.35
Project Cost Hardcover Books (FY16)	\$1641	\$-423	\$40.55	\$54.02	\$62.89	\$52.61	\$45.61	\$45.00	\$43.15	\$32.05	\$31.27	\$45.87	\$29.48	\$26.71	\$21.10
Proj. Retail Costs FY17 (Adult)	\$1,700.05	\$1,100.50	\$365.15	\$2,500.19	\$200.60	\$6,347	\$1,609.24	\$1,076.12	\$202,284	\$100,753	\$1,180.44	\$2,285.46	\$10,415.50	N/A	\$52,154.26
Discounted FY17 Proj. Costs (Adult)	\$1,383.62	\$740.47	\$230.03	\$1,486.92	\$157.91	\$386.49	\$1,013.82	\$677.96	\$131,219	\$63,493	\$747.46	\$1,441.73	\$10,343.65	N/A	\$20,257.18
Proj. Retail Costs FY17 (Children & YA)	\$222.59	\$20,499	\$141.92	\$319.96	\$86.73	\$1,060.44	\$1,170.82	\$1,403.40	\$453.35	\$272.97	\$50,420	\$508.54	\$17,253.80	N/A	\$24,410.69
Discounted FY17 Proj. Costs (Ch. & YA)	\$146.30	\$128.94	\$59.27	\$515.76	\$54.55	\$667.01	\$736.44	\$882.74	\$285.15	\$171.70	\$50,584	\$319.87	\$10,853.75	N/A	\$15,354.32
Total Proj. Costs FY17 (Discounted)	\$1,249.92	\$869.41	\$319.30	\$2,002.68	\$2,246	\$1,053.50	\$1,750.26	\$1,500.71	\$1,597.34	\$206.63	\$1,253.30	\$1,761.60	\$21,194.41	N/A	\$35,611.51

JCS equal average prices in Philosophy, Psychology, & Self-help  
 ECS equal average prices in Economics, Education, Law & Sociology  
 AT's average prices in Business/Commerce, Gardening, Hobbies & Home, Medical, Technology/Engineering  
 JCS are compiled from prices for Antiques/Collections, Architecture, Art, Music, Sports/Recreation  
 ECS are comprised of Drama, Literary Collections, Literary Criticism & Poetry  
 Juveniles = average prices for Children, Comics/Graphic Novel & Young Adult

Phaco Subscription FY12	\$4,722.27
Ebsco Subscription FY13	\$5,057.50
Ebsco Subscription FY14	\$4,929.24
Ebsco Subscription FY15	\$5,093.69
Ebsco Subscription FY16 (YTL)	\$5,296.54
5 Yr. Ave. Periodical Costs	\$5,000.10
FY2017 Books & Periodicals Request	\$40,561.61
Less OverDrive Average Offset & Video Games	\$3,561.15
Less 1.5% Offsetting AV Acquisitions	\$2,742.53
<b>FINAL REQUEST</b>	<b>\$34,317.92</b>

ALL Prices Quoted from The Bowker Annual  
 2015 (with E-Books) pg. 220423 & 458459

**Contributions (250)**

520	CONTRIBUTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017		
5050	CAPE PRESERVATION SOCIETY	-	500	500	500	\$ -	0.0%
5052	GREATER PTLD ECON DEV COMM	-	-	-	-		
5053	FAMILY FUN DAY/250th Anniversary	36,160	15,000	15,000	12,000	\$ (3,000)	-20.0%
5054	PENNY FOR LAND ACQUISITION FUND	32,914	32,914	32,914	32,914	\$ -	0.0%
520	CONTRIBUTIONS	69,074	48,414	48,414	45,414	\$ (3,000)	-6.2%

**5205050 Cape Elizabeth Historical Preservation Society \$500**

The Cape Elizabeth Historical Preservation Society assists with the preservation of municipal records and has a private collection of town history. They make the records available to the public each Thursday morning when they volunteer at the police station. The town council last year formalized its relationship with CEHPS.

**5205053 Family Fun Day \$12,000**

This account provides \$12,000 towards Family Fun Day.

**5205053 Penny for Land Acquisition Fund \$32,914**

On February 11, 2013, the town council approved the following: *The town council requests the finance committee to consider as part of its budget review the possibility of providing a penny or more in the proposed annual tax rate for land acquisition purposes.* A penny was provided in FY 2014 and a second penny in FY 2015. Due to the budget pressures this year, it is recommended to maintain the two pennies but not to add an additional penny.

*1. Pennies for Open Space. This would be a commitment by the Town Council to add one cent to each year's tax commitment and dedicate that revenue to open space preservation. If one cent was added to the FY 2012 tax rate, a total of \$16,530 dollars in revenue would have been generated at cost of \$3.18 per median home (valued at \$318,600). If a nickel was added, \$82,652.00 would have been raised at a cost of \$15.93 per median home.*

*As a reference, the town budget currently includes a land acquisition account. No funds have been budgeted to this account in the last five years. Monies have been placed in this account in the past from selected land sales, open space impact fees, etc.*

*Benefits: The town has complete authority to implement this and then choose how funds are spent.*

*Limitations: An increase in the tax rate is a fundamental basis for assembling each year's budget and adding to that rate will make the budget process incrementally more challenging.*

*Recommendation: FOSP recommends that the Town Council consider implementing a Pennies for Open Space policy to fund the land acquisition fund.*

**Public Information (520)**

530	PUBLIC INFORMATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017		
1002	CABLE PART TIME PAYROLL	5,519	6,586	6,586	6,750	\$ 164	2.5%
1002	PART TIME WEBMASTER	32,129	35,431	35,431	38,974	\$ 3,543	10.0%
1005	CETV BULLETIN BOARD	1,952					
1020	SOCIAL SECURITY	3,024	3,214	3,214	3,498	\$ 284	8.8%
	<b>SUBTOTAL PERSONNEL</b>	<b>42,624</b>	<b>45,231</b>	<b>45,231</b>	<b>49,222</b>	<b>\$ 3,991</b>	<b>8.8%</b>
2004	PRINTING AND ADVERTISING	2,741	6,890	6,890	6,890	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	15	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	107	200	200	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-	\$ -	
	<b>SUBTOTAL</b>	<b>2,863</b>	<b>11,590</b>	<b>11,590</b>	<b>11,590</b>	<b>\$ -</b>	<b>0.0%</b>
<b>530</b>	<b>PUBLIC INFORMATION</b>	<b>45,487</b>	<b>56,821</b>	<b>56,821</b>	<b>60,812</b>	<b>\$ 3,991</b>	<b>7.0%</b>

This area funds our cable television station, our website and all public hearing notices. It also funds miscellaneous advertising.

The budget continues a tradition of increasing the stipend of the webmaster by 10% each year as the position has increasing responsibilities.



**Town of Cape Elizabeth, Maine  
Facilities and Parks  
And Community Services (600s)  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**



*Director: Gregory Marles  
GMarles@CapeElizabethSchools.org*

**Cape Elizabeth**  
**Department of Facilities & Transportation**  
**(207) 799-9574**

*345 Ocean House Road  
Cape Elizabeth, ME 04107*

February 12, 2016

To: Michael McGovern, Town Manager

From: Greg Marles, Director of Facilities and Transportation

Re: Facilities Department FY2016-2017 Budget Submission

The Facilities and Transportation Department is pleased to submit our fiscal year 2016-2017 budget request for your consideration.

The Facilities and Transportation Department is operated by the School Department and has a shared agreement with the Town following the one town concept format. We believe that this agreement provides for wonderful synergies between the school and town departments. The shared services provide Cape Elizabeth with not only cost savings in operations, but brings the Town and School Department together under one goal of creating a safe, healthy, enjoyable environment for all of its citizens and visitors. The Facilities and Transportation Department is made up of over forty (40) staff members, which includes Custodians, Maintenance Mechanics, and Transportation Drivers, Van Drivers, Head Custodians, a Maintenance Supervisor, a Dispatcher/Scheduler, an Administrative Assistant, and Director.

We believe our Fiscal Year 2016-2017 budget request will provide the Town facilities with continued quality services from our school based Facilities and Transportation Department. We are requesting an overall increase of \$12,054. based on an operating budget of \$747,780. for accounts 600, 610, 615, 620, 621, 622, 630, and 631 over last fiscal year 2015-2016.

The 600 Facilities Maintenance shows an overall increase of \$9,775. from fiscal year 2015-2016. These increases can be attributed to added expenses in our 2035 Consolidated Maintenance account of \$3,837. and in our 2062 Contracted Services account of \$5,888. Our 2035 account increase is reflected in our service agreements annual cost adjustments and in our 2062 amount increase is based on salaries and benefits costs for labor provided through the school department.

We breakdown the 2062 Contracted Services based on the following percentages:

30% TH/TML cleaning	\$ 29,354.
50% Maintenance service	\$ 48,922.
15% Facilities management	\$ 14,676.
5% Facilities Use	\$ 4,892.
	\$ 97,844.

The 610 Town Hall account shows a decrease of \$4,018. overall from fiscal year 2015-2016. We have been able to show a \$1,913.00 reduction in our Power account 2002 based on continued upgrades to LED type fixtures in our lighting systems. In our Heating account 3003 we have been able to show a \$2,105.00 reduction in our fuel oil pricing; due to pre-purchasing heating oil contracts for FY2016-2017 in January 2016.

The 615 Library account shows an increase of \$16,142. overall from fiscal year 2015-2016. With the new construction of Thomas Memorial Library, we have an increase of \$3,619.00 in account 2002 based on electrical consumption. Although the new library uses LED lighting for all of the parking lot, exterior building and interior lighting, we have increased our overall connected load compared to the former library. In our water/sewer account 2003 we will show an increase of \$423. based on additional restrooms in the new facility, as well as the Spurwink School water/sewer remains connected to this existing system thus creating an overall increase in water usage. This year we are requesting an added line for Custodial Services account 2062 to cover the additional cleaning requirements. Although the new library shows an overall increase of just 1000 square feet, we have additional duties that can be broken down as follows: the space utilization has increased considerably, 1 additional public kitchen (2 total), laundry room, and 5 additional restrooms/stalls. Our request represents an additional 10 hours weekly Monday through Friday or 2 hours a day to be added to the 4 hours a day we currently have in place. In our Heating account 3003 we have been able to show a \$2,189. reduction in our fuel cost pricing based on the more efficient design as well as fuel cost reductions. The 2002, 2003, and 3003 are based on projected costs based on fixtures and equipment now connected. We have also included the cost for fuel oil for the Spurwink School in our projections for overall heating.

The 620 Town Center Fire Station account shows a decrease of \$4,892. overall from fiscal year 2015-2016. We have an increase of \$148. in our water/sewer account 2003 based on increased sewer costs for the coming year. In our Contracted Custodial Service account 2062 we show a decrease of \$4,062. based on the changes to coverage at the station. With the change to a 24/7 per Diem EMS program, custodial services were no longer necessary. In our heating account 3003 we have realized a decrease of \$978. based on lower propane pricing.

The new town account 621 for Community Services account shows an increase of \$40,947. overall from fiscal year 2015-2016. We have not realized the need to increase Power account 2002, but going forward we will be targeting more interior lighting upgrades to LED fixtures. We have a decrease in water/sewer



account 2003 based replacement low water consumption fixtures. In Building maintenance 2035 and Capital projects 4001 we show an overall increase of \$42,645. based on adjustments created with the change over to a Town department. In our Contracted Custodial account 2062 shows an increase \$1,198. based on salaries and benefits costs for labor provided through the school department. In our heating account 3003 we have been able to show a \$3,050. reduction in our fuel oil pricing; we have been able to pre-purchasing heating oil contracts for FY2016-2017

The new town account 622 for Richards Pool account shows a decrease of \$64,044. overall from fiscal year 2015-2016. We have been able to show a \$14. reduction in our Power account 2002, although this is a very small adjustment, we should see reductions in the future based on equipment upgrades. In our water/sewer account 2003 we will show an increase \$198. based on increased sewer charges. . In Building maintenance 2035 and Capital projects 4001 we show an overall decrease of \$55,450. based on adjustments created with the change over to a Town department. In our Contracted Custodial account 2062 shows an increase \$2,202.0 based on salaries and benefits costs for labor provided through the school department. In our Miscellaneous supplies account 3006, we show an overall decrease of \$3,300. based on adjustments created with the change over to a Town department as well as reduction in the use of pool water chemicals with the installation of a new disinfection system. In our heating account 3003 we have been able to show a \$7,680. reduction in our fuel oil pricing; we have been able to pre-purchasing heating oil contracts for FY2016-2017

The 630 Police Department account shows a decrease of \$2,699. overall from fiscal year 2015-2016. We have been able to show a \$2,506. reduction in our Power account 2002 based on continued upgrades in our lighting systems to LED type fixtures. In our water/sewer account 2003 we will show an increase of \$358. based on increased in sewer charges. The Contracted Custodial Service account 2062 shows an increase \$1,549. based on salaries and benefits costs for labor provided through the school department. In our Heating account 3003 we have been able to show a \$2,100. reduction in our fuel oil pricing; we have been able to pre-purchasing heating oil contracts for FY2016-2017 in January 2016

The 631 Cape Cottage Fire Station account shows a decrease of \$191. overall from fiscal year 2015-2016. We have not realized a need to increase the power account 2002 as we have maximized the lighting upgrades to a point of diminishing returns. We have an increase of \$64. in our water/sewer account 2003 based on increased sewer costs for the coming year. In our Heating account 3003 we have been able to show a \$255. reduction in our fuel oil pricing; we have been able to pre-purchasing heating oil contracts for FY2016-2017 in January 2016.

It is our belief that our budget submission for fiscal 2016-2017 continues to provide the citizens with responsible and controlled spending as well as continuous improvements to the community's facilities. Thank you for your consideration of the Facilities and Transportation Department's budget.

Fiscal Year 2017  
Proposed Budget

600	FACILITIES MANAGEMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL						
1002	PART TIME PAYROLL						
1020	SOCIAL SECURITY						
	<b>SUBTOTAL PERSONNEL</b>	-	-	-	-		
2001	TELEPHONE						
2004	PRINTING & ADVERTISING	-	300	300	300	\$ -	0.0%
2006	TRAVEL	-	200	200	250	\$ 50	25.0%
2007	DUES & MEMBERSHIPS	90	300	300	300	\$ -	0.0%
2009	CONFERENCES & MEETINGS	403	600	600	600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	851	800	800	800	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	405	650	650	650	\$ -	0.0%
2035	CONSOLIDATED BUILDING MAINT.	113,833	117,539	117,539	121,376	\$ 3,837	3.3%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	88,352	91,956	91,956	97,844	\$ 5,888	6.4%
4001	OUTLAY						
	<b>SUBTOTAL</b>	203,934	212,345	212,345	222,120	\$ 9,775	4.6%
600	<b>FACILITIES MANAGEMENT</b>	203,934	212,345	212,345	222,120	\$ 9,775	4.6%
610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2002	POWER	8,124	11,725	11,725	9,812	\$ (1,913)	-16.3%
2003	WATER & SEWER	2,647	3,111	3,111	3,111	\$ -	0.0%
3003	HEAT	16,524	11,180	11,180	9,075	\$ (2,105)	-18.8%
610	<b>TOWN HALL</b>	27,295	26,016	26,016	21,998	\$ (4,018)	-15.4%
615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2002	POWER	8,759	10,231	10,231	13,850	\$ 3,619	35.4%
2003	WATER AND SEWER	1,161	1,077	1,077	1,500	\$ 423	39.3%
2062	CONTRACTED CUSTODIAL SERVICES				14,289		
3003	HEAT	12,613	15,125		12,936	\$ (2,189)	-14.5%
615	<b>LIBRARY BUILDING</b>	22,533	26,433	15,125	42,575	\$ 16,142	61.1%
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2003	WATER & SEWER	1,563	1,664	1,664	1,812	\$ 148	8.9%
2062	CONTRACTED CUSTODIAL SERVICES	3,991	4,062	4,062	-	\$ (4,062)	-100.0%
3003	HEAT	24,458	20,580	20,580	19,602	\$ (978)	-4.8%
630	<b>TOWN CENTER FIRE STATION</b>	30,012	26,306	20,580	21,414	\$ (4,892)	-18.6%
621	COMMUNITY CENTER BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	2,147	1,000	1,000	1,000	-	0.0%
2002	POWER	7,881	10,150	10,150	10,150	-	0.0%
2003	WATER & SEWER	1,870	2,205	2,205	2,359	154	7.0%
2035	BUILDING MAINTENANCE	10,490	10,850	10,850	14,050	3,200	29.5%
2062	CONTRACTED CUSTODIAL SERVICES	25,484	26,631	26,631	27,829	1,198	4.5%
3003	HEATING OIL	17,122	13,115	13,115	10,065	(3,050)	-23.3%
3006	MISCELLANEOUS SUPPLIES	-	2,500	2,500	2,500	-	0.0%
4001	CAPITAL PROJECTS	41,785	37,570	37,570	81,000	43,430	115.6%

Fiscal Year 2017  
Proposed Budget

<b>631</b>	<b>CAPE COTTAGE FIRE STATION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
2002	POWER	1,311	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	1,141	915	915	979	\$ 64	7.0%
3003	HEAT	4,241	3,225	3,225	2,970	\$ (255)	-7.9%
<b>631</b>	<b>ENGINE ONE</b>	<b>6,693</b>	<b>6,640</b>	<b>6,640</b>	<b>6,449</b>	<b>\$ (191)</b>	<b>-2.9%</b>

Fiscal Year 2017  
Proposed Budget

621	COMMUNITY CENTER BUILDING	106,779	104,021	104,021	148,953	44,932	43.2%
622	RICHARDS POOL BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2002	POWER	61,970	57,950	57,950	57,936	\$ (14)	0.0%
2003	WATER & SEWER	2,800	3,100	3,100	3,298	\$ 198	6.4%
2035	BUILDING MAINTENANCE		108,900	108,900	53,450	\$ (55,450)	-50.9%
2062	CONTRACTED CUSTODIAL SERVICES	49,874	48,920	48,920	51,122	\$ 2,202	4.5%
3003	HEAT	21,325	52,080	52,080	44,400	\$ (7,680)	-14.7%
3006	MISCELLANEOUS SUPPLIES	10,526	15,700	15,700	12,400	\$ (3,300)	-21.0%
4001	CAPITAL PROJECTS	61,811				\$	
622	RICHARDS POOL BUILDING	208,306	286,650	286,650	222,606	\$ (64,044)	-22.3%
630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2002	POWER	15,571	25,484	25,484	22,978	\$ (2,506)	-9.8%
2003	WATER & SEWER	2,986	4,020	4,020	4,378	\$ 358	8.9%
2062	CONTRACTED CUSTODIAL SERVICES	25,484	25,815	25,815	27,364	\$ 1,549	6.0%
3003	HEAT	14,603	9,030	9,030	6,930	\$ (2,100)	-23.3%
630	POLICE STATION	58,644	64,349	64,349	61,650	\$ (2,699)	-4.2%



## Community Services Proposed Budget Fiscal Year 2017

**TO:** Town Manager McGovern & Town Council members  
**FROM:** Russell Packett, Community Services Director  
**DATE:** Tuesday, February 23, 2016  
**RE:** Proposed FY 2017 Community Services Budget

FY16 has been a busy year within Community Services. Our committed and dedicated staff has been working hard providing quality programming while exploring new opportunities for the community and its' residents. This process includes a constant evaluation of services provided and a willingness to change or adapt to better meet the needs of the residents of Cape Elizabeth.

The biggest item of change for FY17 is the move to a municipal department which has necessitated structural changes within the Community Services budget. There are a number of items previously presented in the Community Services Budget that have been moved completely out of the FY 17 presentation. In addition, there has been a restructuring of the budget in order to accurately account for the costs associated with owning and maintaining the community assets which house much of the Community Services programming. The Community Center and the Donald Richards Pool are incredible assets to the Community of Cape Elizabeth. They are facilities used and enjoyed daily by a large number of Cape Residents. Community Services is grateful that through taxpayer support these wonderful facilities continue to be maintained and enjoyed by the community's residents.

### **Community Services Facilities (Acts 621 & 622):**

Greg Marles, Facilities Director, will be highlighting changes within these two accounts in his Budget Narrative.

### **Community Services Administration (Act 623):**

The most significant changes within this account center on Full Time Payroll. In an attempt to address some of the items that came out of the Senior Citizen Advisory Commission report, additional monies have been included in account 623-1001. It is our hope that with some increased support staff hours we will be able to free up some time which would allow our Adult Programs Coordinator the opportunity to tackle some of those concerns raised.

### **Fitness Center (Act 634):**

There are no significant changes within the Fitness Center. Currently we have 115 members at the Fitness Center with an additional 50 who are combination Fitness/Pool members. In FY 14 the Town Council voted to add \$10,000 of support to the Fitness Center in order to fund a long-term equipment replacement plan. Over the last three years we have been able to upgrade a number of pieces of equipment in the center (with much more to go) and have received positive feedback from the Fitness Center members on these improvements.



## Community Services Proposed Budget Fiscal Year 2017

### **Richards Pool Programs (Act 635):**

Items of note within this account are significant changes in the 635-1001, 635-1002, 635-3006 & 635-4001 lines. The \$9,713 reduction in Full Time Payroll is the result of moving out a portion of Community Services Administration salaries from this line to 623-1001. The 33% increase in 635-1002 is the result of new programs that we have introduced over the last couple of years which resulted in increased Part Time Payroll. The appearance of an additional \$3,200 in 635-3006 is simply a split of expenditures that in previous budgets had been in one line but is now split between 622-3006 (building operation) and 635-3006 (program related supplies). The \$10,000 in 635-4001 represents replacement of our current Pool Inflatable. The current inflatable is about 6 years old and has reached the end of its life expectancy. Over the last several months the pool staff has made several valent attempts to repair the inflatable in order to extend its life. Unfortunately, those efforts have not been success and at this time we have stopped using the inflatable for liability reasons. Currently we have 120 Pool members with an additional 50 who are combination Pool/Fitness members.

### **Community Services Programs (Adult, Youth, Cape Care (Acts 636, 637 & 638):**

These three accounts are designed to be predominately direct program cost accounts. Because of this, lines within these three accounts can fluctuate from year to year depending on either past history or planned new, or reduction in, programming.

### **Conclusion:**

After these changes and adjustments, the FY17 budget reflects a total request in spending of \$1,581,870. This represents a \$23,484 (1.5%) increase over the FY16 request. There is an overall projection of \$1,149,712 in program revenues to balance the Community Services budget of \$1,581,870.

Community Services builds bridges connecting both children and adults in the community to fitness, lifelong learning and each other. We constantly assess the relevancy of programs, fees, processes, and procedures to ensure the highest quality programs in the most efficient and effective manner of conducting business.

Thank you for your continued support and for recognizing Community Services as a worthwhile investment that makes a difference in the community and the lives of our citizens.

	COMMUNITY SERVICES SUMMARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
	<b>BUILDINGS</b>						
621	COMMUNITY CENTER BUILDING	106,779	104,021	104,021	148,953	44,932	43.2%
622	RICHARDS POOL BUILDING	208,306	286,650	286,650	222,606	\$ (64,044)	-22.3%
	<b>Total Buildings</b>	<b>315,085</b>	<b>390,671</b>	<b>390,671</b>	<b>371,559</b>	<b>\$ (19,112)</b>	<b>-4.9%</b>
	<b>PROGRAMS</b>						
633	COMMUNITY SERVICES ADMINISTRATION	249,024	257,025	256,225	277,048	\$ 20,023	7.8%
634	FITNESS CENTER	56,630	56,140	56,240	56,743	\$ 603	1.1%
635	RICHARDS POOL PROGRAMS	211,923	200,816	200,816	220,444	\$ 19,628	9.8%
636	COMMUNITY SVCS ADULT PROGRAMS	106,113	110,828	111,433	117,883	\$ 7,055	6.4%
637	COMMUNITY SVCS YOUTH PROGRAMS	345,237	397,968	381,868	401,715	\$ 3,747	0.9%
638	CAPE CARE	137,810	144,938	140,610	136,478	\$ (8,460)	-5.8%
	<b>Total Programs</b>	<b>1,106,737</b>	<b>1,167,715</b>	<b>1,147,192</b>	<b>1,210,311</b>	<b>42,596</b>	<b>3.6%</b>
	<b>Total Community Services</b>	<b>1,421,822</b>	<b>1,558,386</b>	<b>1,537,863</b>	<b>1,581,870</b>	<b>23,484</b>	<b>1.5%</b>

621	COMMUNITY CENTER BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	2,147	1,000	1,000	1,000	-	0.0%
2002	POWER	7,881	10,150	10,150	10,150	-	0.0%
2003	WATER & SEWER	1,870	2,205	2,205	2,359	154	7.0%
2035	BUILDING MAINTENANCE	10,490	10,850	10,850	14,050	3,200	29.5%
2062	CONTRACTED CUSTODIAL SERVICES	25,484	26,631	26,631	27,829	1,198	4.5%
3003	HEATING OIL	17,122	13,115	13,115	10,065	(3,050)	-23.3%
3006	MISCELLANEOUS SUPPLIES	-	2,500	2,500	2,500	-	0.0%
4001	CAPITAL PROJECTS	41,785	37,570	37,570	81,000	43,430	115.6%
621	COMMUNITY CENTER BUILDING	106,779	104,021	104,021	148,953	44,932	43.2%
622	RICHARDS POOL BUILDING						
622	RICHARDS POOL BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2002	POWER	61,970	57,950	57,950	57,936	\$ (14)	0.0%
2003	WATER & SEWER	2,800	3,100	3,100	3,298	\$ 198	6.4%
2035	BUILDING MAINTENANCE		108,900	108,900	53,450	\$ (55,450)	-50.9%
2062	CONTRACTED CUSTODIAL SERVICES	49,874	48,920	48,920	51,122	\$ 2,202	4.5%
3003	HEAT	21,325	52,080	52,080	44,400	\$ (7,680)	-14.7%
3006	MISCELLANEOUS SUPPLIES	10,526	15,700	15,700	12,400	\$ (3,300)	-21.0%
4001	CAPITAL PROJECTS	61,811				\$ -	
622	RICHARDS POOL BUILDING	208,306	286,650	286,650	222,606	\$ (64,044)	-22.3%



633	COMMUNITY SERVICES ADMINISTRATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	221,324	225,776	225,776	241,011	\$ 15,235	6.7%
1002	PART TIME PAYROLL					\$ -	
1020	SOCIAL SECURITY	16,931	15,804	15,804	18,437	\$ 2,633	16.7%
	<b>SUBTOTAL PERSONNEL</b>	<b>238,255</b>	<b>241,580</b>	<b>241,580</b>	<b>259,448</b>	<b>\$ 17,868</b>	<b>7.4%</b>
2001	TELEPHONE	4,987	5,000	5,000	5,000	\$ -	0.0%
2004	PRINTING AND ADVERTISING	4,084	2,250	2,250	3,500	\$ 1,250	55.6%
2005	POSTAGE	459	600	600	600	\$ -	0.0%
2006	TRAVEL	407	200	400	500	\$ 300	150.0%
2007	DUES AND MEMBERSHIPS	340	395	395	2,500	\$ 2,105	532.9%
2009	CONFERENCES AND MEETINGS	-	2,000	1,000	500	\$ (1,500)	-75.0%
2062	CONTINGENCY	-	1,000	1,000	1,000	\$ -	0.0%
3001	OFFICE SUPPLIES	492	1,500	1,500	1,500	\$ -	0.0%
4001	OFFICE EQUIPMENT		2,500	2,500	2,500	\$ -	0.0%
633	COMMUNITY SERVICES ADMINISTRATION	249,024	257,025	256,225	277,048	\$ 20,023	7.8%
634	FITNESS CENTER	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	28,046	28,300	28,300	28,860	\$ 560	2.0%
1020	SOCIAL SECURITY	2,145	2,165	2,165	2,208	\$ 43	2.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>30,191</b>	<b>30,465</b>	<b>30,465</b>	<b>31,068</b>	<b>\$ 603</b>	<b>2.0%</b>
2001	TELEPHONE	540	450	550	450	\$ -	
2062	CONTRACTUAL SERVICES	15,502	15,000	15,000	15,000	\$ -	
3006	MISCELLANEOUS SUPPLIES	397	225	225	225	\$ -	
4001	OUTLAY	10,000	10,000	10,000	10,000	\$ -	
634	FITNESS CENTER	56,630	56,140	56,240	56,743	\$ 603	1.1%

635	RICHARDS POOL PROGRAMS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	122,790	125,492	125,492	115,779	\$ (9,713)	-7.7%
1002	PART TIME PAYROLL	66,027	47,500	47,500	63,500	\$ 16,000	33.7%
1020	SOCIAL SECURITY	14,445	13,324	13,324	13,715	\$ 391	2.9%
		<b>203,262</b>	<b>186,316</b>	<b>186,316</b>	<b>192,994</b>	<b>\$ 6,678</b>	<b>3.6%</b>
2001	TELEPHONE	1,084	1,200	1,200	1,200	\$ -	0.0%
2004	PRINTING AND ADVERTISING		500	500	500	\$ -	0.0%
2005	POSTAGE		50	50	50	\$ -	0.0%
2006	TRAVEL		100	100	100	\$ -	0.0%
2007	DUES AND MEMBERSHIPS		750	750	500	\$ (250)	-33.3%
2008	TRAINING		500	500	500	\$ -	0.0%
2009	CONFERENCES AND MEETINGS		500	500	500	\$ -	0.0%
2010	PROFESSIONAL SERVICES	5,276	6,000	6,000	6,000	\$ -	0.0%
2034	OFFICE EQUIPMENT		500	500	500	\$ -	0.0%
2062	CONTINGENCY		4,000	4,000	4,000	\$ -	0.0%
3001	OFFICE SUPPLIES	2,301	400	400	400	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES				3,200	\$ 3,200	
4001	OUTLAY				10,000	\$ 10,000	
635	RICHARDS POOL PROGRAMS	<b>211,923</b>	<b>200,816</b>	<b>200,816</b>	<b>220,444</b>	<b>\$ 19,628</b>	<b>9.8%</b>
636	COMMUNITY SVCS ADULT PROGRAMS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	22,938	20,000	22,000	22,000	\$ 2,000	10.0%
1020	SOCIAL SECURITY	1,755	1,530	1,683	1,683	\$ 153	10.0%
		<b>24,693</b>	<b>21,530</b>	<b>23,683</b>	<b>23,683</b>	<b>\$ 2,153</b>	<b>10.0%</b>
2004	PRINTING AND ADVERTISING	83	2,250	2,250	2,500	\$ 250	11.1%
2005	POSTAGE	411	600	600	700	\$ 100	16.7%
2006	TRAVEL	-	100	100	100	\$ -	0.0%
2007	DUES AND MEMBERSHIPS		100	100	100	\$ -	0.0%
2008	TRAINING		500	500	500	\$ -	0.0%
2062	CONTRACTUAL SERVICES	74,136	66,500	70,000	75,500	\$ 9,000	13.5%
2082	TRIPS AND OUTINGS	4,652	15,000	10,000	10,000	\$ (5,000)	-33.3%
3001	SUPPLIES	2,138	2,300	2,300	2,300	\$ -	0.0%
4001	OUTLAY	-	1,948	1,900	2,500	\$ 552	28.3%
636	COMMUNITY SVCS ADULT PROGRAMS	<b>106,113</b>	<b>110,828</b>	<b>111,433</b>	<b>117,883</b>	<b>\$ 7,055</b>	<b>6.4%</b>

637	COMMUNITY SVCS. YOUTH PROGRAMS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	78,313	112,000	95,000	110,000	\$ (2,000)	-1.8%
1020	SOCIAL SECURITY	5,991	8,568	7,268	8,415	\$ (153)	-1.8%
		<b>84,304</b>	<b>120,568</b>	<b>102,268</b>	<b>118,415</b>	<b>\$ (2,153)</b>	<b>-1.8%</b>
2004	PRINTING AND ADVERTISING	2,205	3,000	3,000	3,500	\$ 500	16.7%
2005	POSTAGE	1,040	800	500	800	\$ -	0.0%
2006	TRAVEL	18,870	16,000	18,000	20,500	\$ 4,500	28.1%
2008	TRAINING	869	1,500	1,000	1,500	\$ -	0.0%
2062	CONTRACTUAL SERVICES	192,081	212,000	212,000	212,000	\$ -	0.0%
2082	TRIPS AND OUTINGS	6,845	4,500	5,000	5,000	\$ 500	11.1%
3001	SUPPLIES	32,175	35,100	35,100	35,000	\$ (100)	-0.3%
3081	OUTSIDE ACTIVITIES	6,848	4,500	5,000	5,000	\$ 500	11.1%
637	COMMUNITY SVCS YOUTH PROGRAMS	<b>345,237</b>	<b>397,968</b>	<b>381,868</b>	<b>401,715</b>	<b>\$ 3,747</b>	<b>0.9%</b>
638	CAPE CARE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	117,806	125,600	120,000	112,288	\$ (13,312)	-10.6%
1020	SOCIAL SECURITY	9,012	9,608	9,180	8,590	\$ (1,018)	-10.6%
		<b>126,818</b>	<b>135,208</b>	<b>129,180</b>	<b>120,878</b>	<b>\$ (14,330)</b>	<b>-10.6%</b>
2005	POSTAGE	98	180	180	300	\$ 120	66.7%
2006	TRAVEL	-	800	500	800	\$ -	0.0%
2008	TRAINING	502	750	750	1,500	\$ 750	100.0%
3001	SUPPLIES	10,392	8,000	10,000	13,000	\$ 5,000	62.5%
638	CAPE CARE	<b>137,810</b>	<b>144,938</b>	<b>140,610</b>	<b>136,478</b>	<b>\$ (8,460)</b>	<b>-5.8%</b>

**PARKS & TOWN LANDS (640)**

640	PARKS and TOWN LANDS	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 15 to FY 17
1001	FULL TIME PAYROLL	22,495	24,925	24,925	24,475	\$ (450)	-1.8%
1002	PART TIME PAYROLL	-27	14,260	14,260	8,355	\$ (5,905)	-41.4%
1020	SOCIAL SECURITY	2,062	2,998	2,998	2,511	\$ (486)	-16.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>24,530</b>	<b>42,183</b>	<b>42,183</b>	<b>35,341</b>	<b>\$ (6,841)</b>	<b>-16.2%</b>
2002	POWER	853	1,200	1,200	1,200	\$ -	0.0%
2003	WATER	3,422	2,700	2,700	3,600	\$ 900	33.3%
2010	PROFESSIONAL SERVICES	17,013	19,720	19,720	30,880	\$ 11,160	56.6%
2022	UNIFORMS	548	560	560	560	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	1,275	1,700	1,700	1,700	\$ -	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE	3,205	5,700	5,700	5,000	\$ (700)	-12.3%
3002	GASOLINE	1,200	785	785	1000	\$ 215	27.4%
3038	IRRIGATION MAINT. AND SUPPLIES	227	500	500	350	\$ (150)	-30.0%
3039	GROUNDS MATERIAL	9,387	9,850	9,850	9,100	\$ (750)	-7.6%
3040	DIESEL FUEL	720	540	540	600	\$ 60	11.1%
4006	LIONS' FIELD IMPROVEMENTS	575	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINT- ENCROACHMENT	8,481	25,000	25,000	25,000	\$ -	0.0%
4007	<b>SUBTOTAL</b>	<b>46,906</b>	<b>68,755</b>	<b>68,755</b>	<b>79,490</b>	<b>\$ 10,735</b>	<b>15.6%</b>
640	<b>PARKS</b>	<b>71,436</b>	<b>110,938</b>	<b>110,938</b>	<b>114,831</b>	<b>\$ 3,894</b>	<b>3.5%</b>

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

Full & Part-Time Positions	Actual FY 2016	Budget FY 2017
Parks Working Foreman (40 hrs. @ \$926.06/wk. @ 6 wks.)	\$5,221	\$5,560*
Parks Equipment Operator (40 hrs. @ \$890.47/wk. @ 10 wks.)	8,530	8,905
Parks Equipment Operator (40 hrs. @ \$834.21/wk. @ 12 wks.)	9,766	10,010
Part- Time Maintenance Worker (40 hrs. @ \$13.05hr. @ 12 wks.)	12,220	6,265
Part- Time Maintenance Worker (40 hrs. @ \$13.05hr. @ 4 wks.)	2,040	2,090

**Note: The pay amounts shown (an increase of 2.5% from FY 2016 including any applicable step increases\*) for FY 2017 are placeholders since negotiations are on-going with the Teamsters Local #340 at the time of this submission. It is proposed to increase the pay amounts for the part-time grounds worker by 2.5%.**

**Full Time Payroll (1001)**

**\$24,475**

One Parks Equipment Operator is charged off for 10 weeks. The other is charged off for 12 weeks. This accounts for parks-related duties, such as mowing and trimming at the Gull Crest, Plaisted Park, Lion's Field, and other municipal properties. The Parks Foreman is charged off for 6 weeks.

**Part Time Payroll (1002)**

**\$8,355**

In past budgets, we have funded a position that performs Greenbelt Trail maintenance for a portion of their time. The position was programmed for 80 hours/month to perform trail clearing and other tasks as needed to keep the trail network properly maintained during the year. The remaining hours (80 hours/month) were spent on parks-related grounds maintenance tasks. There was challenge to fill the position last year, so we contracted with a local property maintenance company to perform the required tasks. They did a great job and we were quite pleased with the work they did for us. It is proposed to continue that arrangement for FY 2017. Since this is considered contracted services, it is proposed to include that proposal under the Professional Services account (640 – 2010). It is proposed to continue to fund a grounds maintenance worker, but only for 12 weeks and not the 24 weeks that was previously funded. The grounds worker traditionally charged off for 4 weeks is also included in this account.

**Water (2003)**

**\$3,600**

The Lion's Field Recreation Area is serviced by a 2" water line from Ocean House Road. It serves both the skating pond and the Little League Concession building. Plaisted Park is also serviced by a 1" water service, which feeds the concession stand and the infield area. The water used at the Community Garden and the water used to irrigate the Gull Crest fields is also funded in this account. Since we have been experiencing summers with less precipitation, we have had to irrigate the athletic fields more often, hence the proposed increase.

**Professional Services (2010)**

**\$30,880**

**Athletic Fields & Little League Fields**

This account covers contracted work on all athletic fields located outside the school campus and the Little League fields. It also covers the cost of renting portable toilets for the Gull Crest area for use by sports teams, community gardeners and dog-walkers (\$912). In addition, it covers the services of private contractors (tree, electrical and plumbing) that might be needed on any non-school fields and

public lands.

For FY 2017, it is proposed to expand our organic program to include two more of our athletic fields; the Lower Gullcrest Field and the Fort Williams Park Multi-Purpose Field. It is proposed to expand the organic program incrementally as it is more expensive and requires more staff time to aerate, which is a “piercing” of the soil to reduce compaction and allow nutrients to be absorbed. We started to utilize organic nutrients and weed control products on the Upper Gullcrest Field six years ago. The turf grass on this field has held up pretty well, but it does not get the intensive use that those on the school campus receive. It is taking on a pale green appearance and we have seen an encroachment of clover over the past year. Clover is not as resistant to sustained athletic activity, but it does help the nitrogen level in the soil. If approved, these fields would join the Upper Gullcrest Field and the grounds of the Portland Head Light (PHL) in being treated with organic products.

There are certain insects that do not always respond to organic products currently on the market. These would be Japanese Beetles, or “grubs” as they are commonly referred known as. We have had issues with grubs in the past and they can do a great deal of damage to an athletic field. The beetles feed on the root structure of turf grass, which essentially kills it. This action then attracts skunks and crows, which will then feed on the grubs, doing further damage to the turf. The disturbed areas are treated with a synthetic chemical application, when the grubs are small and actively feeding near the surface of the turf. Depending on the level of infestation, a synthetic herbicide will have to be used to eradicate them to avoid permanent damage to the field.

It is also proposed to eliminate the spraying of a liquid herbicide on the landscape beds at the PHL and the dirt areas of our baseball, softball and Little League fields. For years we have sprayed a product similar to “Roundup” once a year to keep weeds from flourishing on the fields. Though the desired results may not be achieved, it is proposed to try an organic product along with a more aggressive grooming program in an attempt to keep the weeds under control. The field groomer approved in the FY 2016 budget should help with this endeavor.

It’s important to note that the transition to an organic program is not as simple as using an organic product in place of a synthetic one. Even some organic products, such as vinegar are considered “pesticides” if used in a concentrated manner. An organic program requires more cultural practices, such as aerating and grooming the infields. Aerating a field reduces compaction and stimulates root enhancement, but at the same time it is quite time consuming and must be done 3-4 times per year to be effective. The cost to initiate an organic turf management program is approximately 30% more than a conventional program, which does not include the additional staff time needed to aerate the turf areas more frequently and to increase the frequency of infield grooming.

**July/August - 2016** - Apply organic weed control to infields and practice areas. Apply organic fertilizer and weed control.

**October/November - 2016** - The base-paths are redefined, worn areas are re-sodded, and infield material is replenished where needed on our 5 Little League fields. Rebuild pitcher's mounds, home plates; remove lips around perimeter, prep and sod as needed to bring back to original dimensions, on both Lion's Fields and Plaistead Park.

**April/May - 2017** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface)

**May/June - 2017** - The two Gull Crest athletic fields and the FWP Multi-Purpose field are aerated, top-dressed with loam and slice-seeded.

Greenbelt Trail Maintenance

Last year we needed to contract out the maintenance of our trail system since we could not attract any qualified candidates to fill the position. Since we have had a challenge filling part-time positions for the past few years, it is proposed to out-source the routine maintenance of our 23 miles of Greenbelt Trails. The services needed include the mowing and trimming of the trail corridors, cutting back brush/invasives and removing any fallen trees or branches blocking the trails. A small sum is also carried for unforeseen services of the contractor that may be needed by the Town. Since this account is used for contracted services, the Town Planner and I are proposing that it be included in this account, contingent on the wishes of the Town Council.

**Account Breakdown: Contracted field work (\$12,210), Contracted organic treatment program (\$8,270), Contracted Greenbelt Trail Maintenance (\$8,000) and Misc. Contractual Services (\$2,400)**

**Uniforms (2022) \$560**

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

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

This account covers the cost to replace components on our mowing and grounds maintenance equipment. Mower blades, trimmer heads and bearings get a workout on a daily basis.

**Community Playground Maintenance (2037) \$5,000**

This account was created in FY 2011 to address the maintenance of our playground structures, most of which are over 10 years old now. The proposed appropriation will provide for 200 cubic yards of U.S. Consumer Product Safety Commission-approved bedding material. This is material that meets ADA requirements for handicap accessibility and fall protection standards on playground surfaces. Any remaining funds are programmed for component repairs and/or replacement, if needed.

**Gasoline (3002) \$1,000**

Fuel for FY 2017 is budgeted at \$1.74/gallon. Even though the price/gal. is lower than last fiscal year, we have been over budget on some of the Parks-related fuel accounts and are proposing a small increase for FY 2017.

**Irrigation System Maintenance & Supplies (3038) \$350**

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

**Grounds Maintenance Materials (3039) \$9,100**

This account covers such items as fertilizer, lime, seed, grounds maintenance materials, and supplies for all of the athletic fields located off-campus, our Little League fields and municipal properties (Gull Crest, Town Hall, Police Station, Public Works facility, etc.). Based on soil tests done last summer, we have identified that some of our athletic fields are not within an acceptable PH range. A low PH (1) indicates a high degree of acid in the turf and a high PH (14) indicates a high amount of alkaline. A neutral PH (6.0 to 7.0) is considered best for turf grasses. We have been trying to address PH levels by taking soil samples and applying the appropriate amount of lime. This year we plan to focus our efforts on the Upper Gull Crest and FWP Multi-Purpose fields.

**Listed below are the materials and approximate dollar amounts allocated for FY 2017:**

**Field Layout Supplies \$150, Grass Seed \$150, Granulated Fertilizer \$2,400, Field Lime \$1,500 Marking (Baseball) Lime \$150.00, Calcitic Lime (required for our organic program) \$300, Latex Marking Paint \$850, Bark Mulch \$1,000, Gull Crest Dog Toilet Dispenser Bags \$300.00, Tennis Court Nets \$275.00, "Turface"\$200, Granulated "Grub" control (if needed) \$650, Organic-based weed control (non-turf infield areas) \$250 and Misc. Items \$850.**

**Diesel Fuel (3040) \$600**

This account covers an allotment of diesel fuel for parks-related activities, which is budgeted at \$1.79/gallon.

**Lion's Field Improvements (4006) \$500**

This account covers materials and minor fence repairs at the complex.

**Greenbelt Trails (4114) \$25,000**

This account is used for purchasing supplies to maintain the greenbelt trail network. The Town Planner and the Conservation Commission manage this account.




Last year, the Conservation Commission identified several major infrastructure needs of the greenbelt trail system that exceeded its annual \$10,000 funding level. The Conservation Commission asked for \$25,000 for the next two years to address several larger maintenance needs. With the \$25,000 funded in FY 2016, the Conservation has made significant progress in addressing identified needs. The Conservation Commission is again requesting \$25,000 in FY 2017 to continue major infrastructure work.

Some of the projects completed or underway in FY 2016 included finishing the 3-board planking on the Outer Loop at Gull Crest, installing a bridge and boardwalk link in Winnick Woods, and resolving the Pollack Brook bridge replacement. Smaller projects programed for spring 2016 include boardwalk replacement on the blue trail at Cross Hill and continuing assessment of encroachments on town open space.

The main effort of the Conservation Commission in FY 2017 will be to replace the Pollack Brook bridge, with an estimated cost of \$25,000. Some of that cost can be funded in the FY 2016 budget, but the bulk will come from FY2017. With any remaining funds, the commission recommends a professional evaluation of the Spurwink River Pedestrian bridge to identify needed maintenance to preserve the most significant greenbelt system infrastructure. Available funding will also be used to perform routine maintenance and address greenbelt plan priorities.

Example of possible  
Pollack Brook bridge  
replacement:


**Perry's Pier, Surry** **Superior Docks**



420 Christian Ridge  
RD  
Bloworth, ME 04605  
Ph: 207-664-8121  
Fax: 207-664-8535  
Docks@perrydocks.com

Location: Union River Bay, Surry  
ME  
Length: 80'  
Width: 6'  
Weight: 1600 LB  
Decking: Aluminum  
Security: None  
ADA Handrims: No  
Trane Ann Plates: Yes  
Price: \$24,975  
P.O. Box 110, Blaworth, Maine

The strong, durable all welded aluminum gangways offered by Superior Docks are perfect for walking marinas. A Superior Dock's gangway with a live load capacity of 100 pounds per square foot can even support a loaded vehicle with a gross vehicle weight of up to 1,200 pounds. Whether you need to make supplies from slip to slip or large storage tanks up into your boat, the dock, these gangways make an ideal addition to your marina.



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## SCHOOL GROUNDS & ATHLETIC FIELDS (641)

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
1001	FULL TIME PAYROLL	37,688	38,255	38,255	36,325	\$ (1,930)	-5.0%
1002	PART TIME PAYROLL	6,106	11,200	11,200	11,485	\$ 285	2.5%
1003	OVERTIME PAYROLL	294	390	390	390	\$ -	0.0%
1020	SOCIAL SECURITY	3,354	3,813	3,813	3,687	\$ (126)	-3.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>47,442</b>	<b>53,658</b>	<b>53,658</b>	<b>51,887</b>	<b>\$ (1,771)</b>	<b>-3.3%</b>
2010	PROFESSIONAL SERVICES	27,018	34,850	34,850	34,000	\$ (850)	-2.4%
2022	UNIFORMS	548	560	560	560	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	2,931	3,000	3,000	3,000	\$ -	0.0%
2038	CONTRACTED SCHOOL PLOWING	55,290	37,000	37,000	40,600	\$ 3,600	9.7%
2041	FENCING AND GATE MAINTENANCE	1,075	3,000	3,000	2,000	\$ (1,000)	-33.3%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	10,000	10,000	10,000	\$ -	0.0%
3002	GASOLINE	2,762	2,100	2,100	2,500	\$ 400	19.0%
3005	MINOR EQUIPMENT	1,084	1,100	1,100	3,300	\$ 2,200	200.0%
3006	MISCELLANEOUS SUPPLIES	190	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	543	750	750	500	\$ (250)	-33.3%
3039	GROUND MATERIAL	11,405	13,100	13,100	13,000	\$ (100)	-0.8%
3040	DIESEL FUEL	2,000	1,500	1,500	1,500	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>111,846</b>	<b>107,160</b>	<b>107,160</b>	<b>111,160</b>	<b>\$ 4,000</b>	<b>3.7%</b>
641	<b>SCHOOL GROUNDS</b>	<b>159,288</b>	<b>160,818</b>	<b>160,818</b>	<b>163,047</b>	<b>\$ 2,229</b>	<b>1.4%</b>

### ACCOUNT SUMMARY

### PERSONNEL & SALARY INFORMATION

Full & Part-Time Positions	Actual FY 2016	Budget FY 2017
Parks Working Foreman (40 hrs. @ \$926.06/wk. @ 14 wks.)	\$12,185	\$12,965*
Parks Equipment Operator (40 hrs. @ \$834.21/wk. @ 28 wks.)	22,788	23,360
Part Time Maintenance		
Worker (40 hrs. @ \$13.05/hr. @ 22 wks.)	\$11,200	\$11,485

**Note: The pay amounts shown (an increase of 2.5% from FY 2016 including any applicable step increases\*) for FY 2017 are**

**placeholders since negotiations are on-going with the Teamsters Local #340 at the time of this submission. It is proposed to increase the pay amounts for the part-time grounds worker by 2.5%.**

**Full Time Payroll (1001) \$36,325**

Based on the amount of time spent maintaining the School Grounds and Athletic Fields, the Parks Foreman is charged off for 14 weeks. The Equipment Operator is charged off for 28 weeks.

**Part Time Payroll (1002) \$11,485**

One maintenance worker is charged off to the School Grounds budget to account for mowing, trimming, and field maintenance activities from mid May to mid October (22 weeks).

**Overtime (1003) \$390**

The Athletic Department may request that a field be lined on the weekend for a play-off and/or championship game. 12 hours are budgeted for these occasions.

**Professional Services (2010) \$34,000**

This account covers contracted service work on the athletic fields located on the school campus. The number (and duration) of sports programs continues to exceed our ability to adequately rest our fields for extended periods, although we continue to reap the rewards of having the synthetic surface on the Hannaford Field. Its inclusion has definitely lessened the wear on the rest of our fields. It is, however, not maintenance free and requires grooming, sweeping and an annual cleansing treatment. Like its "sister account" in the 640 budget, this account would also cover any services of private contractors (electrical and/or plumbing) that might be needed on the campus.

It is also proposed to eliminate the spraying of a liquid herbicide on the dirt areas of our baseball and softball fields. For years we have sprayed a product similar to "Roundup" once a year to keep weeds from flourishing on the fields. Though the desired results may not be achieved, it is proposed to try an organic-based product along with a more aggressive grooming program in an attempt to keep the weeds under control. The field groomer approved in the FY 2016 budget should help with this endeavor.

There are certain insects that do not always respond to organic products currently on the market. These would be Japanese Beetles, or "grubs" as they are commonly referred known as. We have had issues with grubs in the past and they can do a great deal of damage to an athletic field. The beetles feed on the root structure of turf grass, which essentially kills it. This action then attracts skunks and crows, which will then feed on the grubs, doing further damage to the turf. The disturbed areas are treated with a synthetic chemical application, when the grubs are small and actively feeding near the surface of the turf. Depending on the level of infestation, a

synthetic herbicide will have to be used to eradicate them to avoid permanent damage to a field.

It's important to note that the transition to an organic program is not as simple as using an organic product in place of a synthetic one. An organic program requires more labor, such as aerating more frequently. Aerating a field reduces compaction and stimulates root enhancement, but at the same time it is quite time consuming and must be done 3-4 times per year to be effective. The cost to initiate an organic turf management program is approximately 30% more than a conventional program, not including the additional staff time needed to aerate the turf areas more frequently and to increase the frequency of infield grooming.

Each year we perform a more aggressive aeration on the Middle School Baseball Field. It's called a "deep-tine" process and costs between \$1,500 and \$1,900, depending on the size of the field. This field doubles as the Middle School playground, which adds to the amount of compaction on the turf portions of the field. It is proposed to continue the same treatment on the Varsity Soccer Field in July of 2016.

**July/August - 2016** - Deep-tine aerate the Varsity Soccer Field and Middle School Baseball Field. Apply organic weed control to Infields and practice areas. Apply fertilizer and weed control. Apply sanitizer to Hannaford Field.

**October/November - 2016** - Preparation of all school campus baseball basepaths and infields for Spring 2017 activities.

**April/May - 2017** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface). Apply Poa control on Varsity Soccer Field and Capano Softball Field, if needed.

**June 2017** - All soccer fields (natural turf) aerated, top-dressed, slice seeded and goal areas re-sodded as needed.

**Account Summary: Annual athletic field-related contracted services (\$32,000) and Misc. Contracted Services (\$2,000)**

**Uniforms (2022) \$560**

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

**Equipment Maintenance (2032) \$3,000**

This account covers the cost to replace components on our mowing and grounds maintenance equipment. Mower blades, tires and trimmers get a workout on a daily basis.

**Contracted Snow Plowing Services (2038) \$40,600**

This appropriation historically covered the contracted plowing and sanding of all steps, walkways and entrances on both school campuses, the Thomas Memorial Library, the Town Hall, the Community Center, Town Center Fire Station and the Police Station. Additional funds are included (\$5,000) to accommodate any emergency snow removal services that may be needed, in the event our staff is tied up with other snow-related issues. The amount above is based on a bid submitted by a local contractor for the 2016/2017 winter season.

**Fencing & Gate Maintenance (2041) \$2,000**

This appropriation covers minor fabric replacement and gate repairs not associated with a capital replacement project.

**Turf Field Reserve Fund (2048) \$10,000**

This the annual amount (\$10,000) approved by the Town Council to be placed in a reserve to help offset the costs of the replacement of the turf field mat, which is proposed for FY 2018.

**Gasoline (3002) \$2,500**

Fuel for FY 2017 is budgeted at \$1.74/gallon. Even though the price/gal. is lower than last fiscal year, we have been over budget on some of the Parks-related fuel accounts and are proposing a small increase for FY 2017.

**Minor Equipment & Misc. Supplies (3005 & 3006) \$3,500**

These accounts cover replacement of hand mowers, grass trimmers, power tools and supplies used in our grounds operations. It is proposed to purchase a new athletic field striping machine. The new machines are more efficient, use less product and apply paint using an “airless” process. Airless sprayers break up fluid into small droplets without the use of compressed air. It would also be more suitable for painting lines on the Hannaford Turf Field, which requires a synthetic paint that costs \$180/gallon.

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

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

**Grounds Maintenance Materials (3039) \$13,000**

Like its “sister account” in the 640 budget, this account covers such items as supplies, seed, fertilizer and related grounds maintenance materials or all of the athletic fields located on the School campus. Field marking paint for the fields is also appropriated through this account. We are responsible for marking all of the fields during the sports seasons. We paint the lines on the Hannaford turf field for field hockey and girl’s lacrosse. The paint utilized is a synthetic blend and designed specifically for use on turf surfaces. Due to the extensive use of the Hannaford Field, we will also have to touch up some of the permanent (stitched in) lines on the field with paint

this summer, which is why the synthetic field marking paint item is increasing from \$900 to \$1,500.

**Listed below are the materials and approximate dollar amounts allocated for FY 2017:**

**Field Layout Supplies \$175, Grass Seed \$450, Granulated Fertilizer \$3,350, Field Lime \$1,300, Aerosol Marking Paint \$400, Turface \$1,300, Synthetic Field Marking Paint \$1,250, Latex Marking Paint \$2,500, Bark Mulch \$1,500, Tennis Court Nets \$275, Organic-based weed control (non-turf infield areas) \$250 and Misc. Items \$250**

**Diesel Fuel (3040) \$1,500**

This covers an allotment of diesel fuel for the grounds maintenance and mowing equipment. It is budgeted at \$1.79/gal. for FY 2017.

**FORT WILLIAMS PARK (645)**

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1001	FULL TIME PAYROLL	61,362	45,450	45,450	43,635	\$ (1,815)	-4.0%
1002	PART TIME PAYROLL	38,594	56,340	56,340	57,780	\$ 1,440	2.6%
1003	OVERTIME PAYROLL	144	275	275	275	\$ -	0.0%
1020	SOCIAL SECURITY	6,037	7,808	7,808	7,779	\$ (29)	-0.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>106,137</b>	<b>109,873</b>	<b>109,873</b>	<b>109,469</b>	<b>\$ (404)</b>	<b>-0.4%</b>
2002	POWER	4,171	4,000	4,000	4,600	\$ 600	15.0%
2003	WATER	6,418	5,400	5,400	6,600	\$ 1,200	22.2%
2010	PROFESSIONAL SERVICES	12,772	13,900	13,900	16,500	\$ 2,600	18.7%
2019	TREE PLANTING AND MAINTENANCE	7,556	5,000	5,000	3,500	\$ (1,500)	-30.0%
2022	UNIFORMS	957	940	940	940	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	4,577	4,500	4,500	4,500	\$ -	0.0%
2035	BUILDING MAINTENANCE	28,553	33,000	33,000	36,200	\$ 3,200	9.7%
2036	STONE WALL REPAIRS	-486	10,000	10,000	28,000	\$ 18,000	180.0%
2037	BATTERY & MANSION SECURITY	165	2,000	2,000	2,000	\$ -	0.0%
2041	FENCING & GATE MAINTENANCE	11,795	7,500	7,500	6,000	\$ (1,500)	-20.0%
2063	ALARM MONITORING	468	500	500	500	\$ -	0.0%
3002	GASOLINE	3,424	2,250	2,250	2,800	\$ 550	24.4%
3003	HEAT	14,348	6,800	6,800	5,200	\$ (1,600)	-23.5%
3005	MINOR EQUIPMENT	495	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,097	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	12,114	15,000	15,000	15,000	\$ -	0.0%
3039	GROUNDS MATERIAL	265	500	500	500	\$ -	0.0%
3040	DIESEL FUEL	2,175	1620	1620	1700	\$ 80	4.9%
4001	LOWER TENNIS COURT REHABILITATION	-	-	-	27,000		
	<b>SUBTOTAL</b>	<b>110,864</b>	<b>114,510</b>	<b>114,510</b>	<b>163,140</b>	<b>\$ 48,630</b>	<b>42.5%</b>
<b>645</b>	<b>FORT WILLIAMS PARK</b>	<b>217,001</b>	<b>224,383</b>	<b>224,383</b>	<b>272,609</b>	<b>\$ 48,226</b>	<b>21.5%</b>

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

**Full & Part-Time Positions**

	Actual FY 2016	Budget FY 2017
Parks Working Foreman (40 hrs. @ \$926.06/wk. @ 28 wks.)	\$24,370	\$25,930*
Parks Equipment Operator (40 hrs. @ \$834.21/wk. @ 6 wks.)	4,885	5,005*
Highway Equipment Operator (40 hrs. @ \$906.56/wk. @ 14 wks.)	12,383	12,700

Park Ranger (33 hrs. @ \$14.40/hr. @ 32 wks.)	14,826	15,210
Park Ranger (22 hrs. @ \$14.40/hr. @ 32 wks.)	9,884	10,140
Park Ranger (22 hrs. @ \$14.40/hr. @ 18 wknds.)	5,560	5,705
Maintenance Worker (40 hrs. @ \$13.05/hr. @ 20 wks.)	10,184	10,440
Maintenance Worker (40 hrs. @ \$13.05/hr. @ 20 wks.)	10,184	10,440
Share of the Portland Head Light Greeter Program	5,700	5,845

**Note: The pay amounts shown (an increase of 2.5% from FY 2016 including any applicable step increases\*) for FY 2017 are placeholders since negotiations are on-going with the Teamsters Local #340 at the time of this submission. It is proposed to increase the hourly rate of the Park Rangers, the Greeters and the Part-Time Grounds Maintenance workers by 2.5%.**

**Full Time Payroll (1001) \$43,635**

Portions of three full-time positions are charged to this budget for FWP-related tasks.

**Part Time Payroll (1002) \$57,780**

We have three primary rangers on staff, one who works weekends in the summer and one who works on a call-in basis when we have cruise ship-related buses. They work an 11-hour shift each day and start the second week of April (weather permitting) and work until the second weekend in November. In addition to monitoring park activities, the rangers also perform limited grounds maintenance functions and clean the Picnic Shelter. The Ranger program also provides assistance to the Gift Shop staff and helps with traffic management when there is a cruise ship in Portland. For the larger ships, we bring in an additional ranger to assist with traffic control at the PHL circle. The number of cruise ship visits requiring Ranger-assistance is estimated to be 30-35 for 2016 season, based on a preliminary schedule from the Port of Portland. We have budgeted 125 hours for that assistance. The payroll funds required for the third ranger, combined with the cruise ship assistance, (\$11,930.00) are appropriated from the PHL budget (870-1002).

The “Greeter” program at Portland Head Light continues to be a success. They are on site during good weather to answer questions from visitors who are exiting buses and trolleys, in addition to those traveling by personal vehicles. They are available to answer questions about local businesses and help with the collection of bus data. A new utility shed was added three years ago, which has helped their visibility and provided protection from the elements. Jeanne Gross, the PHL Director, manages the program. The program is budgeted at \$19,044 per year, with \$5,845 of that being proposed to come out of this account. The remaining \$13,200 would be funded through the PHL budget (870-1002).



**Water (2003) \$6,600**

This account covers water usage for the entire park; including all buildings, the PHL complex, the Multi-Purpose Field and the irrigation system on (and adjacent to) the PHL grounds. We have seen an increase in the usage, as new irrigation systems are now installed at the both the “Cliffside” and “Lighthouse View” Arboretum sites.

**Professional Services (2010) \$16,500**

This account covers the rental of portable toilets in the Park. Depending on the weather, cruise ship visits and bus tours, there can often be incredible demands on the portable toilets in the park. With more buses visiting the Gift Shop and Museum, the units are heavily utilized. We budget for sixteen (16) toilets located and serviced throughout the park from July 1<sup>st</sup> to November 30<sup>th</sup> and four are rented from November 1<sup>st</sup> to April 1<sup>st</sup>. After April 1<sup>st</sup>, the numbers return to sixteen (16). The toilets located at the Portland Head Light and the Picnic Shelter is cleaned seven days a week during the busy season. Other units are located at the children’s playground, tennis courts and the Ship Cove Beach. The PHL budget assumes 100% of the cost to clean the toilets adjacent to the Portland Head Light parking lot. In January of 2016, we opened bids for portable toilet services in the park. The servicing fees listed will be in effect until June 30, 2018.

**Tree Maintenance & Plantings (2019) \$3,500**

This account is managed by the Tree Warden and covers on-going tree maintenance and any new plantings in the Park. Each year he inspects the tree canopies over the children’s playground and along the majestic oaks along the Parade Field, which is a popular area for day use.

**Uniforms (2022) \$940**

This account covers uniform rental for the full-time Parks employees (on a pro-rata basis) and uniform replacement for the Park Rangers.

**Equipment Maintenance (2032) \$4,500**

This account covers the maintenance of all the grounds equipment utilized in the care of the Park. We are experiencing more maintenance-related expenses on the mowing in equipment, which operates non-stop during the growing season.

**Building Maintenance (2035) \$36,200**

This account covers building maintenance and contracted repairs on the Parks Maintenance Building, Heavy Equipment Building, Red Cement Storage Building and the two rental units on Officers Row. It also covers repairs on the accessory structures, like the former Fire Station and the row of garages next to the Children’s Playground. The following projects are programmed for FY 2017:

Fire station, slate roof basic repairs (\$5,000.00), Bldg. #326 handicapped parking and walkway (12,500.00) Bldg. #324 painting (\$2,200), Parks Maintenance. Bldg. replacement of warm air furnace (\$7,800.00), Bldg. #326 fire detection system replacement (\$4,200) and Misc. Contracted Repair Services (\$4,500).

**Stone Wall Maintenance (2036) \$28,000**

It is proposed to rebuild the stone wall around the perimeter of the Garden Pond along with the steps that lead down to it in two separate locations.

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

A small sum is budgeted annually to maintain security fencing at the remaining fortifications and at the former Goddard home.

**Fencing & Gate Maintenance (2041) \$6,000**

This account covers minor repairs of fencing inside the park, around the tennis courts, the park perimeter and adjustments to the entrance gate operating system (if needed).

**Alarm Monitoring (2063) \$550**

This account covers alarm (fire and entry) for the Parks Maintenance Bldg. and the "Red Cement" Bldg. It also covers fire alarm monitoring for the Heavy Equipment Bldg.

**Gasoline (3002) \$2,800**

Fuel for FY 2017 is budgeted at \$1.74/gallon. Even though the price/gal. is lower than last fiscal year, we have been over budget on some of the Parks-related fuel accounts and are proposing a small increase for FY 2017.

**Heat (3003) \$4,800**

This account now covers heating oil and propane for both the Parks Maintenance Building and the two rental buildings. Heating oil is being budgeted @ \$1.49/gal.

**Minor Equipment & Misc. Supplies (3005 & 3006) \$1,600**

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

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

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

**Diesel Fuel (3040) \$1,700**

A portion of the Parks-related diesel fuel consumption is charged off to the 645 budget for grounds maintenance operations and is being budgeted @ \$1.79/gal.

**Tennis Court Rehabilitation (4001) \$27,000**

It is proposed to repair the cracks and apply new coatings to the Upper & Lower Tennis Courts. This process is usually done every five years.

**TREES (660)**

660	TREES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
1002	PART TIME PAYROLL	3,775	3,850	3,850	3,950	\$ 100	2.6%
1020	SOCIAL SECURITY	288	295	295	302	\$ 8	2.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>4,063</b>	<b>4,145</b>	<b>4,145</b>	<b>4,252</b>	<b>\$ 108</b>	<b>2.6%</b>
2007	DUES & MEMBERSHIPS	130	130	130	130	\$ -	0.0%
2010	PROFESSIONAL SERVICES	16,654	20,000	20,000	20,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	31	50	50	50	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>16,815</b>	<b>20,180</b>	<b>20,180</b>	<b>20,180</b>	<b>\$ -</b>	<b>0.0%</b>
660	<b>TREES</b>	<b>20,878</b>	<b>24,325</b>	<b>24,325</b>	<b>24,432</b>	<b>\$ 108</b>	<b>0.4%</b>

**POSITION & SALARY INFORMATION**

**Actual FY 2016**

**FY 2017**

Tree Warden

\$3,850

\$3,950

**Part Time Payroll (1002)**

This covers the annual stipend to Michael Duddy, our Tree Warden. Mike works along with my staff and our citizens on a variety of tree-related maintenance queries.

**Dues & Memberships (2007)**

**\$130**

This amount pays for the Town's annual membership in the International Society of Arborists.

**Contracted Tree Services (2010)**

**\$20,000**

This account covers contracted tree maintenance services and is overseen by the Director of Public Works and the Tree Warden. The Town has the responsibility for the trimming and removal of all street trees located in the public right-of-way along with those located on our public open spaces. Depending on the size of the tree, it can be expensive to remove a tree that is deemed to be diseased or unsafe. The current allocation can be expended pretty quickly by a few large trees. This account is also utilized to purchase new trees to replace those that are removed. A mature 10'-12' street tree can cost upwards of \$400, so this account can be challenged at times.

**Misc. Supplies (3006)**

**\$50**

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



**Town of Cape Elizabeth, Maine  
Intergovernmental Assessments and Capital  
Items (700s)  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

Intergovernmental Assessments (710)

710	INTERGOVERNMENTAL ASSESSMENTS and TRANSFERS	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
5024	GPCOG DUES & FEES	9,015	9,068	9,015	9,068	\$ -	0.0%
5025	MMA DUES	12,265	12,530	12,415	12,530	\$ -	0.0%
5026	TRANSFER TO RESCUE FUND	10,000	10,000	10,000	40,000	\$ 30,000	300.0%
2027	LOCAL HOMESTEAD EXEMPTION	199,200	199,200	199,200	199,200	\$ -	
710	INTERGOVERNMENTAL ASSMTS.	230,480	230,798	230,630	260,798	\$ 30,000	13.0%

The Cape Elizabeth Rescue Fund is now operating at a deficit due to providing full time paramedic coverage. The expenditures exceed the income by about \$90,000. It is proposed to fill this gap by providing \$30,000 additional in this budget and in the next two budgets. In the meantime, the Rescue Fund has a fund balance to cover the interim losses.

**Capital Improvements (715)**

Location	Description	FY 2017
Administration	Computer Upgrades- Operating System Replacement	\$ 75,000
Fire Dept.	WETeam Boat Replacement	\$ 80,000
Parks	Large Area Rotary Mower	\$ 55,000
Police Dept	Cruiser Replacement	\$ 34,000
Police Dept	Computers Replacement	\$ 5,000
Police Dept	Radios Replacement	\$ 5,000
Public Works	Rotary Mower Replacement	\$ 5,000
Public Works	Gas operated metal cutter	\$ 5,000
Public Works	Roadway, Paving & Drainage Imp.	\$ 445,000
Public Works	Sidewalk & Ped. Improvements	\$ 40,000
Public Works	Traffic Signal Equipment Replacement	\$ 12,500
Public Works	Tandem Axle Dump/Plow Truck Replacement	\$ 175,000
Town Center Fire	Security upgrades/cameras	\$ 7,500
Town Center Fire	Garage Floor repairs	\$ 17,000
Town Hall	Main stairwell upgrade	\$ 65,000
Town Hall	Fire alarm coverage upgrades	\$ 6,000
Town Hall	Window replacement program	\$ 25,000
	<b>CIP Total</b>	<b>\$ 1,057,000</b>
	Funded from CIP	\$ 950,000
	Funded from Balances	\$ 107,000
		<b>\$ 1,057,000</b>

**Computer Upgrades \$75,000 and Police \$5,000**

The major project planned for FY 2017 in this line is the replacement of our mainframe operating systems. We have been on the same platform since in the early 1980s and are considering options of more robust operating systems for payroll, assessing, accounts payable, tax collection, general ledger and codes enforcement. We also hope to replace 8 window desktops and 3 laptops for the town hall, the police department, the fire department, CETV and a system server.

**WETeam Boat Replacement- \$80,000**

The prime boat used by the WETeam was purchased in 1992 and with seams coming apart it is clear that it is time for a replacement after 25 years.

### **Cruiser Replacement \$34,000 and Radio Replacement \$5,000**

We replace one police cruiser every other year and two police cruisers in the opposite year. This year is a one cruiser year. It is also proposed to replace police radios at a cost of \$5,000.

### **Roadway & Drainage Improvements Overview \$445,000**

FY 2015 was a productive year for some long-awaited road improvements. Sawyer Road, from Eastman Road to Fickett Street was resurfaced. Though the road was fully reconstructed in 1994, the pavement had failed to a point where it required another overlay. In addition, Charles E. Jordan Road was reclaimed in two sections and then resurfaced from Bowery Beach Road to the dead end. As part of the project, a turnaround was built at the entrance to Ram Island Farm and the shoulders were matched in with a new layer of gravel. As for local streets; Trundy Road, Geldart Lane, Waverly Road, Bridal Path Way and Friar Lane were also resurfaced.

Though we have made some measureable gains, there seems to be no shortage of drainage improvement needs. One of the three 36" diameter cross-culverts at Pond Cove (on Shore Road) failed and needed to be replaced. Public Works staff worked with a local contractor to install the new pipe on June 22, 2015. A small drainage project was undertaken by the Public Works staff on Pine Point Road. A new catch basin and outlet pipe was installed to redirect street drainage away from private property.

Though it was funded by the Fort Williams Park Capital Fund Budget, the original section of the Ship Cove Parking Lot was resurfaced in June of 2015. This completed the final phase of improvements to the Ship Cove area, which included a circular extension of the parking lot and a new group picnic area.

Additional paving occurred in FY 2016 on Spurwink Avenue (from Ocean House Road to the South Portland Line), Patricia Drive, Linwood Street and in the Lawson Road neighborhood. Some drainage improvements are also planned for the dead-end of Hemlock Hill Road in the spring of 2016.

The paving program is based recommendations contained in the Pavement Management Plan, which was completed in July of 2013. We also take into consideration any unforeseen opportunities from PACTS, deferrals from a previous year, potential utility upgrades and the number of mobilizations for the paving contractor. The plan creates a plan for improvements to our collector and local road network.

Scott Dyer Road and Hill Way are one of the busiest roadways in the town. They provide access to the Town Center, Middle School and to two neighborhoods (Elizabeth Park and Brentwood Acres). They are also the primary route for those heading to the Recycling Center. The pavement on both roads is in fair condition and bituminous curbing needs to be added and/or repaired in several areas. Just resurfacing the roads would result in a loss of curb reveal (on Scott Dyer) and not address some existing drainage problems. In addition, the condition (or lack thereof) of the sidewalk on both Scott Dyer and Hill Way should be addressed.



Funds are proposed to commence preliminary design and engineering for those improvements with a targeted project implementation date in the Summer of 2017. It is also proposed to resurface Wells Road and allocate the residual funds to continue resurfacing local roads per the Pavement Management Plan.

Scott Dyer Road & Hill Way – Preliminary Design for Drainage & Pedestrian Improvements	\$50,000
Wells Road – Shimming, Resurfacing & Shoulders (Gravel)	135,000
Town Share of Paving of Two Lights Road	\$120,000
Local Road Overlay Program	120,000
Misc. Drainage, Paving & Materials	<u>20,000</u>
	\$445,000

**Sidewalk & Pedestrian Improvements - \$25,000**

The extension of sidewalks in the Town Center has been discussed over the years. One project that has been in the queue for many years is the extension of the sidewalk between C Salt Market and Fowler Road. It’s not without challenges and would require the installation of drainage basins since a new sidewalk would act as a barrier. There is also a need to replace the sidewalk on Hill Way and on portions of Scott Dyer Road. Other items funded by this include pedestrian control devices, such as signage, additional pavement markings and pedestrian bollards.

**Full-Size Dump Truck Replacements \$175,000**

The department has been keeping its full-size dumps trucks for over 15 years. This extended operational life takes its toll on the frames and bodies of the units. There is an increase in maintenance costs as the age of a unit surpasses 12 years. Drive train and front-end component repairs can be expensive, not to mention questionable, as a truck reaches the end of its reasonable useful life. It’s important to remember that these units operate in the harshest of weather conditions and they are the most critical pieces of equipment in our road maintenance operations program. Looking ahead, it is proposed to replace our 2000 IHC tandem axle unit with a single axle unit in FY 2017,

**Rotary Mower Replacement - \$5,000**

Commonly referred to as a “bush-hog”, this mower is used to mow our open spaces like Gull Crest, Winnick Woods and some of our cross-country sewer line easements. It mounts on our tool carrier with a three-point hitch. The metal housing is suffering from fatigue and the gear box is getting worn out.

**Gas-Operated Metal Cutter - \$5,000**

This is a gas-operated metal cutting device called a “plasma cutter”. It works by sending an electric arc through a gas that is passed through a constricted opening. The “plasma” that is created by this process can cut metals using a cleaner and faster process than with traditional oxygen/acetylene torches that we currently use.

**Traffic Signal Equipment Replacement - \$7,500**

The signal control cabinet at the Spurwink Avenue/Ocean House Road intersection is corroding and allowing moisture into the enclosure. The controller cabinet, which was originally installed in 1994, is proposed for replacement in FY 2017.

**Garage Floor Repairs \$17,000**

The floor at the Town Center Fire Station has had some minor heaving which needs to be repaired.

**Main Stairwell to Town Hall Second Floor Code Compliance Upgrade \$65,000**

The Harriman study from a few years ago identified that the stairwells are not in compliance. This would remove the carpet and change the steps with proper treads etc.

**Fire Alarm Upgrade at Town Hall \$6,000**

This is another need identified in the Harriman report.

**Window Replacement Program at Town Hall \$25,000**

This is the second and final year of a program at the town hall to replace exterior windows.



**Town of Cape Elizabeth, Maine  
Special Funds  
Fiscal Year 2017  
July 1, 2016-June 30, 2017**

**Special Funds Summary  
Fiscal Year 2017**

Expenditures	Actual	Budget	Actual	Actual	Budget	Estimated	Budget	\$ Change	% Change
	FY 2013	FY 2014	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2016 to FY 2017	2016 to FY 2017
Cape Elizabeth Rescue Fund	\$ 229,683	\$ 267,318	\$ 239,227	\$ 223,479	\$ 340,177	\$ 340,177	\$ 440,936	\$ 100,759	29.6%
Cape Elizabeth Sewer Fund	\$ 1,827,026	\$ 2,163,963	\$ 1,857,370	\$ 1,746,767	\$ 1,904,798	\$ 1,904,798	\$ 1,951,587	\$ 46,789	2.5%
Spurwink Church Fund	\$ 7,735	\$ 10,847	\$ 6,194	\$ 7,058	\$ 9,209	\$ 9,209	\$ 9,209	\$ -	0.0%
Riverside Cemetery Fund	\$ 63,064	\$ 52,640	\$ 45,693	\$ 47,048	\$ 54,019	\$ 54,019	\$ 55,784	\$ 1,765	3.3%
Fort Williams Park Capital Fund	\$ 206,807	\$ 169,950	\$ 159,472	\$ 60,641	\$ 174,010	\$ 88,859	\$ 485,600	\$ 311,590	179.1%
Portland Head Light Fund	\$ 461,655	\$ 544,061	\$ 568,816	\$ 485,599	\$ 545,330	\$ 545,330	\$ 543,230	\$ (2,100)	-0.4%
Thomas Jordan Fund	\$ 22,688	\$ 35,535	\$ 24,201	\$ 24,650	\$ 35,535	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Improvement Fund	\$ 13,040	\$ 100,000	\$ 25,763	\$ -	\$ -	\$ -	\$ -	\$ -	-
Land Acquisition Fund	\$ 150,000	\$ -	\$ 8,142	\$ -	\$ -	\$ -	\$ -	\$ -	-
Use of General Fund carry forward							\$ 107,000		
<b>Total Budget</b>	<b>\$ 2,981,698</b>	<b>\$ 3,344,314</b>	<b>\$ 2,934,878</b>	<b>\$ 2,595,242</b>	<b>\$ 3,063,078</b>	<b>\$ 2,977,927</b>	<b>\$ 3,521,881</b>	<b>\$ 458,803</b>	<b>15.0%</b>
Revenues	Actual	Budget	Actual	Actual	Budget	Estimated	Budget	\$ Change	% Change
	FY 2013	FY 2014	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2016 to FY 2017	2016 to FY 2017
Cape Elizabeth Rescue Fund	\$ 241,265	\$ 260,000	\$ 253,091	\$ 246,069	\$ 360,000	\$ 360,000	\$ 390,000	\$ 30,000	8.3%
Cape Elizabeth Sewer Fund	\$ 1,827,026	\$ 1,850,300	\$ 1,991,608	\$ 2,028,539	\$ 1,955,300	\$ 1,955,300	\$ 2,000,300	\$ 45,000	2.3%
Spurwink Church Fund	\$ 7,430	\$ 4,700	\$ 3,711	\$ 4,528	\$ 4,700	\$ 4,700	\$ 4,700	\$ -	0.0%
Riverside Cemetery Fund	\$ 51,984	\$ 44,500	\$ 43,650	\$ 51,269	\$ 44,500	\$ 44,500	\$ 44,500	\$ -	0.0%
Fort Williams Park Capital Fund	\$ 151,161	\$ 154,000	\$ 169,137	\$ 182,815	\$ 173,550	\$ 173,550	\$ 195,650	\$ 22,100	12.7%
Portland Head Light Fund	\$ 572,621	\$ 547,200	\$ 564,212	\$ 578,286	\$ 547,200	\$ 547,200	\$ 555,800	\$ 8,600	1.6%
Thomas Jordan Fund	\$ 88,240	\$ 60,000	\$ 112,238	\$ 20,144	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.0%
Infrastructure Improvement Fund	\$ 36,114	\$ 24,000	\$ 47,717	\$ 150,745	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.0%
Land Acquisition Fund	\$ 9,368	\$ 16,457	\$ 16,710	\$ 32,914	\$ 32,914	\$ 32,914	\$ 32,914	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 2,985,209</b>	<b>\$ 2,961,157</b>	<b>\$ 3,202,074</b>	<b>\$ 3,295,309</b>	<b>\$ 3,188,164</b>	<b>\$ 3,188,164</b>	<b>\$ 3,293,864</b>	<b>\$ 105,700</b>	<b>3.3%</b>
<b>Fund Balance</b>	<b>6/30/2015</b>	<b>FY 2016 Change</b>		<b>Proj. 6/30/17</b>					
Cape Elizabeth Rescue Fund	\$ 295,246	\$ (50,936)		\$ 244,310					
Cape Elizabeth Sewer Fund	\$ 1,627,184	\$ 48,713		\$ 1,675,897					
Spurwink Church Fund	\$ 29,088	\$ (4,509)		\$ 24,579					
Riverside Cemetery Fund	\$ 335,034	\$ (11,284)		\$ 323,750					
Fort Williams Park Capital Fund	\$ 252,178	\$ (289,950)		\$ (37,772)					
Portland Head Light Fund	\$ 708,070	\$ 12,570		\$ 720,640					
Thomas Jordan Fund	\$ 1,035,811	\$ 4,465		\$ 1,040,276					
Infrastructure Improvement Fund	\$ 263,875	\$ 30,000		\$ 293,875					
Land Acquisition Fund	\$ 111,470	\$ 32,914		\$ 144,384					
	<b>\$ 4,657,956</b>	<b>\$ (228,017)</b>		<b>\$ 4,429,939</b>					

Fiscal Year 2017  
Proposed Budget

735	RESCUE FUND	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	<b>REVENUES</b>						
R0620	RESCUE FEES	236,069	350,000	350,000	350,000	\$ -	0.0%
	CONTRIBUTION FROM GENERAL FUND	10,000	10,000	10,000	40,000	\$ 30,000	300.0%
	<b>TOTAL RESCUE FUND REVENUES</b>	<b>246,069</b>	<b>360,000</b>	<b>360,000</b>	<b>390,000</b>	<b>\$ 30,000</b>	<b>8.3%</b>
	<b>EXPENDITURES</b>						
1002	PART TIME PAYROLL	144,376	227,588	227,588	252,017	\$ 24,429	10.7%
1020	SOCIAL SECURITY	11,416	12,392	12,392	13,722	\$ 1,330	10.7%
	<b>PERSONNEL SUBTOTAL</b>	<b>155,792</b>	<b>239,980</b>	<b>239,980</b>	<b>265,739</b>	<b>\$ 25,759</b>	<b>10.7%</b>
2000	CELLULAR	598	650	650	650	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,370	2,700	2,700	2,700	\$ -	0.0%
2008	TRAINING	1,612	10,000	10,000	10,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	19,953	25,000	25,000	25,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	3,944	6,000	6,000	6,000	\$ -	0.0%
2033	RADIO MAINTENANCE	7,109	7,400	7,400	7,400	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	5,223	9,250	9,250	9,250	\$ -	0.0%
2071	PHYSICALS AND SHOTS	1,076	2,000	2,000	2,000	\$ -	0.0%
3022	MOTOR FUELS	3,413	4,400	4,400	4,400	\$ -	0.0%
3004	UNIFORMS	2,856	4,000	4,000	4,000	\$ -	0.0%
3005	MINOR EQUIPMENT	11,877	18,000	18,000	93,000	\$ 75,000	416.7%
3006	MISCELLANEOUS SUPPLIES	1,156	2,500	2,500	2,500	\$ -	0.0%
4001	OUTLAY						
6010	TOWN GENERAL FUND	7,500	8,297	8,297	8,297	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>67,687</b>	<b>100,197</b>	<b>100,197</b>	<b>175,197</b>	<b>\$ 75,000</b>	<b>74.9%</b>
	<b>RESCUE FUND TOTAL</b>	<b>223,479</b>	<b>340,177</b>	<b>340,177</b>	<b>440,936</b>	<b>\$ 100,759</b>	<b>29.6%</b>

**Rescue (735)**

735	RESCUE FUND	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	<b>REVENUES</b>						
R0620	RESCUE FEES	236,069	350,000	350,000	350,000	\$ -	0.0%
	CONTRIBUTION FROM GENERAL FUND	10,000	10,000	10,000	50,000	\$ 40,000	400.0%
	<b>TOTAL RESCUE FUND REVENUES</b>	<b>246,069</b>	<b>360,000</b>	<b>360,000</b>	<b>400,000</b>	<b>\$ 40,000</b>	<b>11.1%</b>
	<b>EXPENDITURES</b>						
1002	PART TIME PAYROLL	144,376	227,588	227,588	252,017	\$ 24,429	10.7%
1020	SOCIAL SECURITY	11,416	12,392	12,392	13,722	\$ 1,330	10.7%
	<b>PERSONNEL SUBTOTAL</b>	<b>155,792</b>	<b>239,980</b>	<b>239,980</b>	<b>265,739</b>	<b>\$ 25,759</b>	<b>10.7%</b>
2000	CELLULAR	598	650	650	650	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,370	2,700	2,700	2,700	\$ -	0.0%
2008	TRAINING	1,612	10,000	10,000	10,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	19,953	25,000	25,000	25,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	3,944	6,000	6,000	6,000	\$ -	0.0%
2033	RADIO MAINTENANCE	7,109	7,400	7,400	7,400	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	5,223	9,250	9,250	9,250	\$ -	0.0%
2071	PHYSICALS AND SHOTS	1,076	2,000	2,000	2,000	\$ -	0.0%
3022	MOTOR FUELS	3,413	4,400	4,400	4,400	\$ -	0.0%
3004	UNIFORMS	2,856	4,000	4,000	4,000	\$ -	0.0%
3005	MINOR EQUIPMENT	11,877	18,000	18,000	93,000	\$ 75,000	416.7%
3006	MISCELLANEOUS SUPPLIES	1,156	2,500	2,500	2,500	\$ -	0.0%
4001	OUTLAY						
6010	TOWN GENERAL FUND	7,500	8,297	8,297	8,297	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>67,687</b>	<b>100,197</b>	<b>100,197</b>	<b>175,197</b>	<b>\$ 75,000</b>	<b>74.9%</b>
	<b>RESCUE FUND TOTAL</b>	<b>223,479</b>	<b>340,177</b>	<b>340,177</b>	<b>440,936</b>	<b>\$ 100,759</b>	<b>29.6%</b>

**Part Time and Per Diem Payroll (1002)**

Pay for the per-diem personnel, Deputy Chief, Medical Director and the company members. This covers all emergency calls and training. The major increase in this line is the expansion of per-diem hours from 16 hours a day to 24 hours per day and the addition of a second person from 10 pm to 6am. Additionally, we propose to increase the base pay for Rescue on-call personnel from \$11.45/hr to \$11.75/hr. This increase further incentivizes members to respond to calls from home and help with retention of personnel. The increase in the number of training hours required by Maine EMS to maintain an EMS license impacts this account. We are also offering CPR classes to the community and we cover the cost of the instructors from this account.

#### Cell Phones (2000)

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

#### Dues and Memberships (2007)

This 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 licenses. These credits are provided through hands on training and classroom training. We are increasing the use of outside instructors to 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. The online service allows people to get training at home when it works best for them. EMT's are required to obtain 54 hours every 3 years while paramedics must complete 72 hours.

#### Professional Services (2010)

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)

Regular maintenance and service 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 ECG monitor and CO meters. Also included is the service contract for our electronic run reporting system we use on our computers.

#### Physicals (2071)

This covers the cost of physicals that we require of all new members, the series of hepatitis shots and TB testing.

#### Fuel (3022)

Fuel costs for the two ambulances.

#### Uniforms (3004)

We purchase all the coats that protect and indentify our members from this account. We are continuing the process of replacing these coats with ones that meet the roadway safety requirements. Uniforms for per-diem and on-call personnel.

#### 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. We are increasing this account as we are using more supplies with the increased call volume and the cost of medical supplies continues to increase. We are proposing to replace the cardiac monitors in both ambulances. Our current units are 12 years old and today's units offer many improvements over our monitors. The new units cost approximately \$35,000 each. Local hospitals will stop providing us with IV and oxygen supplies in June and this will add about \$5,000 dollars a year to our supply costs.

#### Miscellaneous Supplies (3006)

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



**SEWER FUND BUDGET (815)**

815	SEWER FUND	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	<b>REVENUES</b>						
R0348	SEWER BILLS	1,974,900	1,930,000	1,930,000	1,975,000	\$ 45,000	2.3%
R0349	CONNECTION FEES	50,000	25,000	25,000	25,000	\$ -	0.0%
R0356	MISCELLANEOUS	57	300	300	300	\$ -	0.0%
	USE OF SURPLUS						
	<b>TOTAL SEWER FUND REVENUES</b>	<b>2,024,957</b>	<b>1,955,300</b>	<b>1,955,300</b>	<b>2,000,300</b>	<b>\$ 45,000</b>	<b>2.3%</b>
	<b>EXPENDITURES</b>						
1001	FULL TIME PAYROLL	8,621	12,380	12,380	12,692	\$ 312	2.5%
1003	OVERTIME PAYROLL	277	1800	1800	1800	\$ -	0.0%
1020	SOCIAL SECURITY	654	1,085	1,085	1,109	\$ 24	2.2%
	<b>PERSONNEL SUBTOTAL</b>	<b>9,552</b>	<b>15,265</b>	<b>15,265</b>	<b>15,601</b>	<b>\$ 336</b>	<b>2.2%</b>
2022	UNIFORMS	740	750	750	750	\$ -	0.0%
2037	SEWER LINE MAINTENANCE/RESERVE	65,663	140,000	140,000	140,000	\$ -	0.0%
2062	CONTINGENCY	198	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,394,682	1,468,560	1,468,560	1,513,782	\$ 45,222	3.1%
2072	ADMINISTRATIVE COSTS	1,287	2,000	2,000	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	0	2,200	2,200	2,200	\$ -	0.0%
3002	GASOLINE	500	330	330	276	\$ (54)	-16.4%
3040	DIESEL FUEL	600	450	450	374	\$ (76)	-16.9%
4001	OUTLAY	0	0	0	0	\$ -	
4004	DEBT SERVICE	219,562	219,564	219,564	219,562	\$ (2)	0.0%
4006	STARBOARD DRIVE REHABILITATION				0		
4015	CHARLES ROAD REHABILITATION	0	0	0			
6010	TOWN GENERAL FUND	53,983	55,480	55,480	56,842	\$ 1,362	2.5%
	<b>SUBTOTAL</b>	<b>1,737,215</b>	<b>1,889,534</b>	<b>1,889,534</b>	<b>1,935,986</b>	<b>\$ 46,452</b>	<b>2.5%</b>
	<b>SEWER FUND TOTAL</b>	<b>1,746,767</b>	<b>1,904,798</b>	<b>1,904,798</b>	<b>1,951,587</b>	<b>\$ 46,788</b>	<b>2.5%</b>

**PERSONNEL & SALARY INFORMATION**

**POSITION**

**Actual FY 2016**

**Budget FY 2017**

Equipment Operator (40 hrs. @ \$906.56/wk. @ 14 wks.)

\$12,830

\$12,692

**Note: The pay amount shown (an increase of 2.5% from FY 2016 (including any applicable step increases\*) for FY 2017 is a placeholder since negotiations are on-going with the Teamsters Local #340 at the time of this submission.**

**Full Time Payroll (1001) \$12,692**

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 being maintained at the FY 2016 funding level (60 hours).

**Uniforms (2022) \$750**

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

**Sewer Line Maintenance & Reserve (2037) \$140,000**

This account funds routine sanitary sewer line maintenance and provides a reserve for future projects. As of June 30, 2015, the Sewer Fund had a fund balance of \$1,627,184, which puts us in a good position to fund infrastructure improvements in the future. The residual funds from this account have provided the financing for several sanitary sewer infrastructure improvements in the past. For example, in 2015 the Town Council authorized \$350,000 to fund two storm drain extension projects that were included in the Ottawa Road CSO Master Plan. The Maine DEP officially approved the Ottawa Road CSO Master Plan on July 9, 2013. The report was submitted by the Portland Water District on behalf of the Town of Cape Elizabeth and the City of South Portland. It provides a 5-Year plan to eventually eliminate the sanitary overflows into Danforth Cove during a heavy precipitation event. The DEP-approved CSO Master Plan required the Town to design a Phase I I/I reduction project in 2015. That project was designed and completed in November of 2015. Our Year 3 (2016) commitment requires us to design and construct a Phase II project. Design is underway and we plan to send out bids in March of 2016 with construction to start on, or before May 1, 2016. It will be a similar project to the one completed in 2015, which involved extending existing storm drain systems in order to install laterals to properties known to have active sump pumps connected to the sanitary sewer.

Even though we have committed to completing the requirements listed in the DEP-approved CSO Master Plan, the replacement of the sanitary sewer main on Surf Road should remain a priority. 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 contracted video inspections of our sanitary lines (if needed) , maintenance on our



Fiscal Year 2017  
Proposed Budget

<b>840 SPURWINK CHURCH</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
	<b>REVENUES</b>						
R0334	RENTAL FEES	4,175	4,500	4,500	4,500	\$ -	0.0%
R0434	INTEREST	324	200	200	200	\$ -	0.0%
	<b>TOTAL SPURWINK CHURCH FUND REVENUES</b>	<b>4,499</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>EXPENDITURES</b>						
1002	PART TIME PAYROLL	1,965	2,500	2,500	2,500	\$ -	0.0%
1020	SOCIAL SECURITY	135	191	191	191	\$ -	0.0%
	<b>PERSONNEL SUBTOTAL</b>	<b>2,100</b>	<b>2,691</b>	<b>2,691</b>	<b>2,691</b>	<b>\$ -</b>	<b>0.0%</b>
2001	TELEPHONE	-	550	550	550	\$ -	0.0%
2002	POWER	436	350	350	350	\$ -	0.0%
2003	WATER	454	200	200	200	\$ -	0.0%
2035	BUILDING MAINTENANCE	3,800	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SERVICE	-	450	450	450	\$ -	0.0%
3003	HEAT	-	2,200	2,200	2,200	\$ -	0.0%
6010	TOWN GENERAL FUND	268	268	268	268	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>4,958</b>	<b>6,518</b>	<b>6,518</b>	<b>6,518</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>SPURWINK CHURCH TOTAL</b>	<b>7,058</b>	<b>9,209</b>	<b>9,209</b>	<b>9,209</b>	<b>-</b>	<b>-</b>

**RIVERSIDE CEMETERY (860)**

860	RIVERSIDE CEMETERY	ACTUAL FY 2015	BUDGET FY 2016	ESTIMATED FY 2016	BUDGET FY 2017	\$ CHANGE FY 16 to FY 17	% CHANGE FY 16 to FY 17
	<b>REVENUES</b>						
R0328	INVESTMENT INCOME	3,151	2,500	2,500	2,500	\$ -	0.0%
R0330	LOT SALES	10,725	17,000	17,000	17,000	\$ -	0.0%
R0516	BURIAL FEES	24,326	25,000	25,000	25,000	\$ -	0.0%
	<b>TOTAL RIVERSIDE CEMETERY REVENUES</b>	<b>38,202</b>	<b>44,500</b>	<b>44,500</b>	<b>44,500</b>	<b>\$ -</b>	<b>0.0%</b>
1001	FULL TIME PAYROLL	20,496	20,474	20,474	21,372	\$ 898	4.4%
1002	PART-TIME PAYROLL	10,054	16,370	16,370	16,780	\$ 410	2.5%
1003	OVERTIME	2,020	2,000	2,000	2,075	\$ 75	3.8%
1020	SOCIAL SECURITY	2,591	2,972	2,972	3,077	\$ 106	3.6%
	<b>PERSONNEL SUBTOTAL</b>	<b>35,161</b>	<b>41,816</b>	<b>41,816</b>	<b>43,304</b>	<b>\$ 1,489</b>	<b>3.6%</b>
2002	POWER	198	260	260	260	\$ -	0.0%
2003	WATER	439	500	500	520	\$ 20	4.0%
2010	PROFESSIONAL SERVICES	580	700	700	700	\$ -	0.0%
2012	CONTRACTED SERVICES	0					
2022	UNIFORMS	740	750	750	750	\$ -	0.0%
2032	MARKER REPAIRS	0	1000	1000	1,000	\$ -	0.0%
2036	STONEWALL REPAIRS	1,650	1,500	1,500	1,500	\$ -	0.0%
3002	GASOLINE	1,056	700	700	850	\$ 150	21.4%
3006	MATERIALS & SUPPLIES	2,522	2,500	2,500	2,500	\$ -	0.0%
3008	BURIALS						
3040	DIESEL FUEL	614	470	470	525	\$ 55	11.7%
4001	OUTLAY	0					
4005	LOT BUY BACK	2,500	2,250	2,250	2,250	\$ -	0.0%
6010	TOWN GENERAL FUND	1,588	1,573	1,573	1,625	\$ 51	3.3%
	<b>SUBTOTAL</b>	<b>11,887</b>	<b>12,203</b>	<b>12,203</b>	<b>12,480</b>	<b>\$ 276</b>	<b>2.3%</b>
	<b>RIVERSIDE CEMETERY TOTAL</b>	<b>47,048</b>	<b>54,019</b>	<b>54,019</b>	<b>55,784</b>	<b>\$ 1,765</b>	<b>3.3%</b>

**PERSONNEL & SALARY INFORMATION**

**Actual FY 2016**

**Budget FY 2017**

Parks Equipment Operator (40 hrs. @ \$890.47/wk. @ 24 wks.)	\$20,474	\$21,372*
Part-Time Maintenance Worker (40 hrs. @ \$13.05/hr. @ 25 wks.)	12,730	13,050
Cemetery Lot Coordinator (Stipend Position)	3,640	3,730

**Note: The pay amounts shown (an increase of 2.5% from FY 2016 including any applicable step increases\*) for FY 2017 are placeholders since negotiations are on-going with the Teamsters Local #340 at the time of this submission. The pay amounts for the part-time position and the Lot Coordinator are proposed to be increased by 2.5%.**

**Full Time Payroll (1001)                      \$21,372**

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)                      \$16,780**

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.

**Overtime (1003)                                 \$2,075**

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.

**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)                                      \$520**

The Cemetery is serviced by a 1" line from Bowery Beach Road. We are anticipating a water rate increase of 3.7% 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)                                  \$750**

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) \$1,500**

This account was created a few years ago to continue repairing stonewalls that border the cemetery. We have made some good progress, so no large projects are being proposed for FY 2017.

**Gasoline (3002) \$850**

This account covers gasoline used in the mowing and trimming operations at the Cemetery. Like other line items for gasoline, it is being budgeted @ \$1.74/gal. Even though we have locked in at a lower price per gallon, it is not proposed to reduce the appropriation for FY 2017. We have been expending over \$1,000 on gasoline for the mowing operations for the last two years.

**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) \$525**

This account covers diesel fuel used in the mowing of the Cemetery. It is being budgeted @ \$1.79/gal., but is also proposed to be increased to cover an increase in the amount historically being used.

**Master Plan Implementation (4001)**

No project recommendations are being proposed for FY 2017.

**Lot Buy Back (4005) \$2,250**

A sum is budgeted each year if the Town wishes to purchase a lot back from a lot owner for a legitimate reason. Any "buy back" would have to be approved by the Riverside Cemetery Board of Trustees.

**Town General Fund (6010) \$1,625**

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 2017  
Proposed Budget

865 FORT WILLIAMS PARK FUND		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
<b>REVENUES</b>							
RO337	OFFICERS ROW RENTALS	49,294	53,000	53,000	52,000	\$ (1,000)	-1.9%
RO500	BINOCULAR REVENUE	974	800	800	1,300	\$ 500	62.5%
RO508	CEREMONY FEES	4,500	3,100	3,100	4,500	\$ 1,400	45.2%
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	29,213	23,000	23,000	29,000	\$ 6,000	26.1%
RO511	SITE FEES	39,925	36,000	36,000	35,000	\$ (1,000)	-2.8%
RO603	BENCH DONATIONS	-	-	-	-		
RO700	FW CONCESSIONS	9,975	12,650	12,650	12,850	\$ 200	1.6%
RO800	BUS/TROLLEY REVENUES	35,300	33,000	33,000	49,000	\$ 16,000	48.5%
RO900	FWP DONATION BOXES	13,634	12,000	12,000	12,000	\$ -	0.0%
<b>TOTAL FORT WILLIAMS PARK REVENUES</b>							
		<b>182,815</b>	<b>173,550</b>	<b>173,550</b>	<b>195,650</b>	<b>\$ 22,100</b>	<b>12.7%</b>
<b>EXPENDITURES</b>							
4005	MASTER & BUSINESS PLAN UPDATE						
4006	MISC. PROJ. TBD BY THE FWAC	\$ 19,334	\$ 15,000	\$ 3,000	\$ 15,000	\$ -	
4011	GODDARD MANSION	\$ -	\$ -			\$ -	
4015	BATTERY BLAIR GRANT OPP.	\$ -	\$ -	\$ -		\$ -	
4016	SWING REPLACEMENT		\$ 30,000	\$ 16,553		\$ (30,000)	
4017	BLEACHER ENGINEERING	\$ 15,387	\$ 115,000	\$ 55,000		\$ (115,000)	
4019	BASKETBALL COURT RECONSTRUCTION				\$ 50,000	\$ 50,000	
4020	AMPHITEATRE - ENG. & CONSTRUCTION				\$ 440,000	\$ 440,000	
4021	PEDESTRIAN IMPROVEMENTS	\$ -				\$ -	
4022	CLIFF WALK SAFETY IMPROVEMENTS	\$ 6,594	\$ 12,000	\$ 11,880	\$ 15,000	\$ 3,000	
4025	SHIP COVE PARKING IMPROVEMENTS	16,521		416		\$ -	
6010	GENERAL FUND CONT.	\$ 2,805	\$ 2,010	\$ 2,010	\$ 15,600	\$ 13,590	
<b>TOWN MANAGER REDUCTION DUE TO FUND BALANCE</b>					\$ (50,000)	\$ (50,000)	
<b>FORT WILLIAMS PARK TOTAL</b>		<b>\$ 60,641</b>	<b>\$ 174,010</b>	<b>\$ 88,859</b>	<b>\$ 485,600</b>	<b>\$ 311,590</b>	
<b>870 PORTLAND HEAD LIGHT</b>							
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 16 to FY 17</b>	<b>FY 16 to FY 17</b>
<b>REVENUES</b>							
R0555	DONATIONS	2,382	1,200	1,200	1,800		
R0556	MUSEUM ADMISSIONS	58,254	47,000	47,000	48,000		
R0557	GIFT SHOP SALES	511,314	498,000	498,000	505,000		
R0558	BINOCULARS	1,023	1,000	1,000	1,000		
R0560	INTEREST AND MISCELLANEOUS	3,723					
<b>TOTAL PORTLAND HEAD LIGHT FUND REVENUES</b>		<b>576,696</b>	<b>547,200</b>	<b>547,200</b>	<b>555,800</b>		
<b>EXPENDITURES</b>							
1001	FULL TIME PAYROLL	68,198	72,270	72,270	74,080		
1002	PART TIME PAYROLL	55,980	66,500	66,500	68,170		
1020	SOCIAL SECURITY	8,805	10,610	10,610	10,890		
1023	ICMA DEFERRED COMPENSATION	6,500	6,500	6,500	6,500		
1025	HEALTH INSURANCE	18,330	19,250	19,250	20,990		
<b>PERSONNEL SUBTOTAL</b>		<b>157,813</b>	<b>175,130</b>	<b>175,130</b>	<b>180,630</b>		
2001	TELEPHONE	1,858	2,500	2,500	2,200		



Fiscal Year 2017  
Proposed Budget

2002	<b>POWER</b>		1,578	2,750	2,750	2,500	
2004	<b>PRINTING AND ADVERTISING</b>		9,043	10,500	10,500	10,500	
2005	<b>POSTAGE</b>		49	150	150	150	
2006	<b>TRAVEL</b>		-	200	200	200	
2007	<b>DUES AND MEMBERSHIPS</b>		360	1,000	1,000	1,000	
2008	<b>TRAINING</b>		3,087	3,850	3,850	3,500	
2009	<b>CONFERENCES AND MEETINGS</b>		-	200	200	200	
2010	<b>PROFESSIONAL SERVICES</b>		1,025	1,200	1,200	21,000	
2013	<b>COLLECTIONS</b>		-	1,500	1,500	1,500	
2014	<b>RESEARCH AND DEVELOPMENT</b>		-	150	150	150	
2034	<b>OFFICE EQUIPMENT</b>		303	1,000	1,000	1,000	
2035	<b>BUILDING MAINTENANCE</b>		7,347	25,000	25,000	20,000	
2036	<b>GROUNDS MAINTENANCE</b>		29,071	31,000	31,000	8,500	
2062	<b>CONTINGENCY</b>		-	1,000	1,000	1,000	
2063	<b>ALARM COVERAGES</b>		-				
2089	<b>INSURANCE COVERAGES</b>		3,906	4,000	4,000	4,000	
3001	<b>OFFICE SUPPLIES</b>		606	600	600	600	

**Full Time Payroll (1001)**

The FY2017 full time account includes:

Museum Director	Salary	\$63410
Parks Department Equipment Operator	Salary	\$860 (12 weeks) \$10,320

**Part Time Payroll (1002)**

Position	Hourly Wage	Hours/ per week
Marketing/Shop Assistant	\$14.05	40 (six months) 24 (six months) \$22,550
Museum Assistant	\$13.32	10 (7 months) \$5600
2 Shop Assistants/Markers	\$10.00	48(five months) 10 (2 months) \$12,000
Park Rangers	\$14.40	22 (seven months) \$10140 plus \$2160 (extra-buses)
Greeters	\$10.50	60(five months) \$19026 PHL share \$13200

**Printing and Advertising (2004)**

The FY2017 budget includes advertising in the Convention and Visitors Guide, Maine Tour, Maine Tourism Association and Portland magazines, and on the Portland Discovery trolley. Another expense is the printing of 30,000 rack cards which are distributed in Visitor Information Centers, Jetport, Train/bus station, and Gateway Terminal.

**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 40-45 volunteers.

**Professional Services (2010)**

Portland Head Light covers rental and cleaning cost \$20,000 for 8 portable toilets in the park. Also includes \$600(share of uniform rental).

**Building Maintenance (2035)**

FY2017 includes exterior and interior maintenance of the keepers' quarters and gift shop, cleaning contract and security system.

**Grounds Maintenance (2036)**

\$6500 Landscaping contract covers maintenance of the property, the circle and the two walks along the coastline.

**Museum Development (4002)**

FY 2017 includes maintenance of the museum exhibits, updates, and reserve for future improvements.

**Gift Shop Costs (4010)**

Projected sales are \$505,000. Costs of goods are approximately 55% of sales. This includes stock, bags, computers, software, registers and credit card fees.

Fiscal Year 2017  
Proposed Budget

875	THOMAS JORDAN TRUST	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
2011	AUDIT SERVICES	925			1,000	\$ 1,000	100.0%
5101	CLIENT ASSISTANCE/ADMIN.	22,500	34,500	34,500	34,500	\$ -	0.0%
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035	\$ -	0.0%
	<b>THOMAS JORDAN TOTAL</b>	<b>24,460</b>	<b>35,535</b>	<b>35,535</b>	<b>36,535</b>	<b>\$ 1,000</b>	<b>2.8%</b>
750	INFRASTRUCTURE IMPROVEMENT FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
4001	TOWN CENTER FIRE STATION LIGHTING						
4002	THOMAS MEMORIAL LIBRARY PHASE II						
4003	LIBRARY LIGHTING UPGRADE						
4004	POOL DECTRON UNIT REPAIRS						
4005	POLICE SHELVING						
4006	TOWN CENTER FIRE STATION PAINTING/SIGNS						
4007	TOWN CENTER LIGHT FIXTURES REPLACEMENTS						
	<b>INFRASTRUCTURE FUND TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
GF	CARRY FORWARD FUNDING FOR CIP	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
			\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000	100%
SF	TOTAL SPECIAL FUNDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2015	FY 2016	FY 2016	FY 2017	FY 16 to FY 17	FY 16 to FY 17
		\$ 2,595,052	\$ 3,008,078	\$ 3,008,078	\$ 3,168,181	\$ 160,103	5.3%