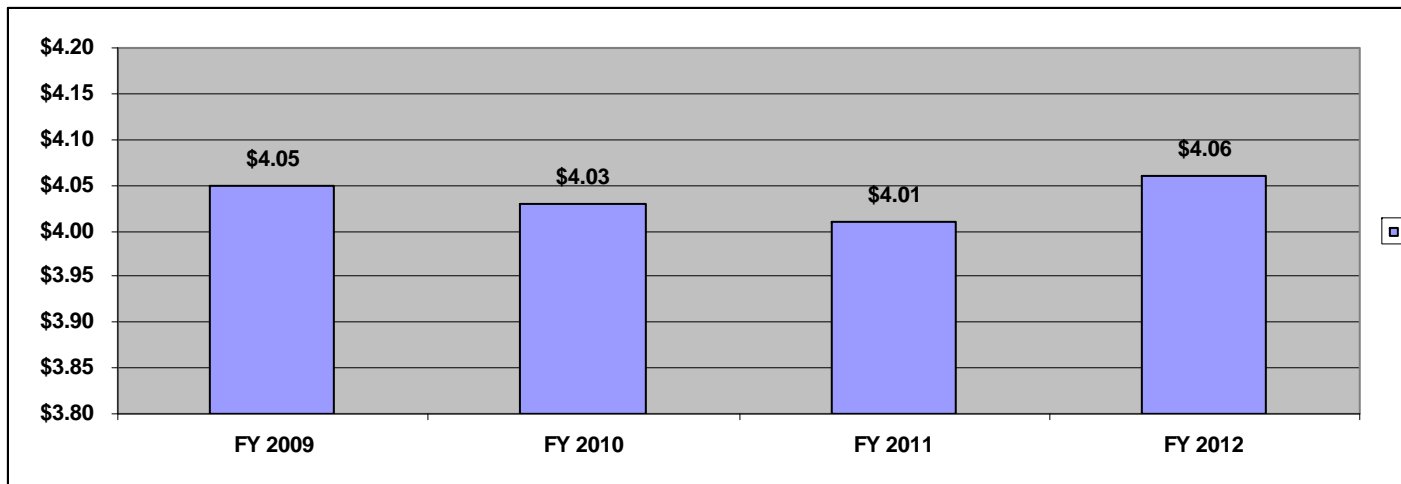


February 22, 2011

Dear Council Chair Sherman and Members of the Cape Elizabeth Town Council:

Submitted herewith is the proposed municipal budget for Fiscal Year 2012. After three years of declining tax rates, this spending and service plan increases taxes for municipal services by 1.2%. This amounts to a nickel on the tax rate or \$15.00 for a home valued at \$300,000. The budget includes \$356,938 in additional spending (4.1%) and \$208,400 (6.6%) additional in estimated revenues from sources other than the property tax. The economy is still struggling and in such times it is important to maintain the assets entrusted to us. The proposed additional spending in this budget is targeted at maintaining Fort Williams Park, providing better maintenance for our buildings, replacing some of our oldest equipment and providing a small cost of living adjustment of 2% for our employees after most of them received no increase last year. The budget is also impacted by a \$49,548 added contribution to the retirement system from which we withdrew 21 years ago.



Taxes for Municipal Services have been relatively flat for four years.

Including this Major Budget Impacts

Fort Williams Park Additional Maintenance	\$83,120
Municipal Buildings Additional Maintenance and Heat	\$60,062
Support for Funding for Ongoing Capital Needs	\$99,822
Expense for 2% Cost of Living Adjustment	\$91,790
Contribution to Former Retirement System	\$49,548
Gasoline and Diesel Fuel	\$23,152

Seasonal (24 wks) Parks and Trails Laborer	\$13,400
Debt Service Savings	(\$37,069)
Reduction of ½ Time Town Office Position	(\$30,000)
Ecomaine Fees	(\$23,555)
Net of Everything Else	\$26,668

Personnel \$4,490,391 50.5% of Total Recommended Budget

Personnel related costs amount to \$4.5 million. This is an increase of 3% or \$130,263 from a year ago. Full time payroll is up 2.1% owing to a 2.0% cost of living adjustment and a few step increases. The tax office and the assessing/codes/ planning area are absorbing the elimination of a 24 hour a week part time position in the tax office. The savings including benefits is \$30,000. A part time seasonal employee has been recommended to be added to parks and public grounds primarily to enhance trail maintenance. Overtime is up \$10,000 in the police budget as we wish to restore some time to the detective and community liaison positions that were cut back over the last three years. They have been filling vacant shifts most days.

The cost of employee benefits is up 3.8% or \$45,939. This increase includes \$49,548 for our former retirement system, thus the net cost of all other benefits is a decline of \$3,609. The cost of the police retirement plan is declining as after our initial three years in the police consolidated plan within MainePERS, our contribution rate is dropping 2.8%. Worker’s compensation expenses are dropping 9.1% due to a 10% drop in our rate due to an improved utilization rate. Health insurance is up 1.3% with an 8% rate adjustment projected for January 1, 2012 but with savings from the town hall position reduction and from the make-up of our workforce. Our costs for unemployment insurance is a total of \$25,000 or \$8,500 more or 51.5% more than a year ago due to personnel reductions in the last two years. All employee benefits including social security amount to 35.8% of payroll.

The municipal government currently has 50 full –time employees. A significant aspect of our service delivery is provided through part time and on-call employees. Our projected part time payroll is \$477,972 plus \$148,845 in our special funds for a total of \$626,817.

Debt Service \$975,715 11% of the Budget

The debt service portion of the budget continues to decline. The savings this year is \$37,069.

Capital Improvements \$800,000 including \$566,000 from this budget or 6.4% of Budget

It is recommended to spend \$800,000 for capital improvements in FY 2012. \$566,000 or 70% would be funded by the general fund. \$222,839 would be allocated as a carry forward balance which is the equivalent of using undesignated surplus. This relates to the amount of overlay funds remaining from FY 2011 after the appropriation to the school boiler. It is proposed to close out the 40 plus year old fire/police account which has never been utilized during its existence. This would fund \$11,161 of the capital outlay.

This \$800,000 compares to \$886,178 which was spent from various funds in FY 2011. The proposal continues with the overall capital improvement program intent to increase \$100,000 each year from the general fund to begin to ensure that buildings and equipment are replaced and roads and sidewalks are repaired after their normal useful life. The target is for \$100,000 additional each year through FY 2021 when we would be at \$1.5 million from the general fund each year. The projects proposed for funding are listed below and the detail is in the capital portion of the budget narrative.

Roadway Paving and Drainage	\$260,000
Replace 1970 Road Grader with Used Grader	\$140,000
Library Building Repairs/Energy/Boiler/Long Range	\$100,000
Fire Self Contained Breathing Apparatus	\$ 85,045
Police Cruiser	\$ 30,000
Miscellaneous Computer/Technology Upgrades	\$ 25,000
Sidewalk Repairs	\$ 20,000
Tank Truck Chassis	\$ 18,000
Rebuild 1990 Front End Loader Engine	\$ 12,500
Miscellaneous Public Works	\$ 9,800
Town Hall Technology Area- Server Area Air Conditioning	\$ 9,250
Town Hall Exterior Wood Repair	\$ 3,850
Police In Vehicle Cameras	\$ 3,000

Trash Disposal Fees \$622,920 7.0% of the Budget

Thanks to citizens continue to increase recycling, trash disposal costs are down \$22,624. This follows a \$73,000 reduction a year ago thus saving about \$100,000 from what was spent three years ago,

Professional and Contractual Services \$785,736 8.8% of Budget

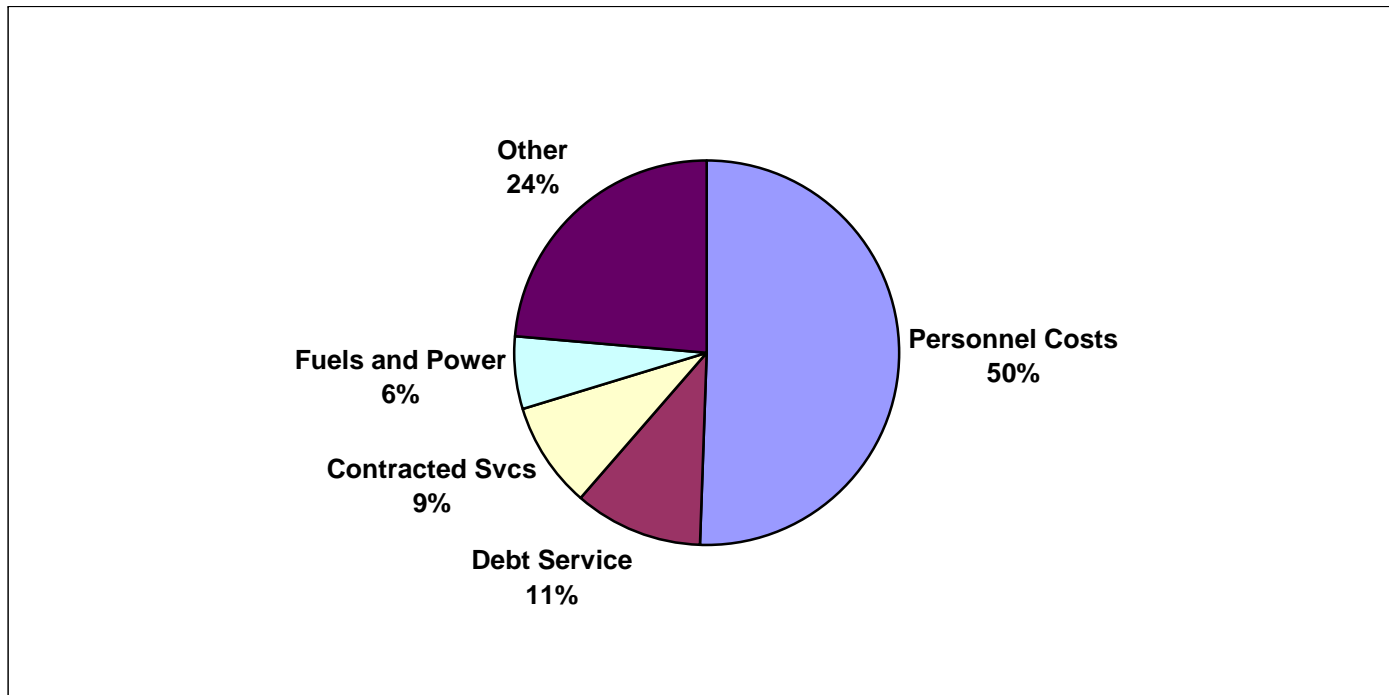
This portion of the budget is increasing \$138,706 or 21.4% more than a year ago. The increase is due to additional maintenance at Fort Williams Park and to our municipal buildings which are outlined in the budget narrative. It also reflects a bias to continue to contract out services rather than bring them in house although some of the work is contracted to the Cape Elizabeth School Department. This area also includes our contracted dispatching and animal control.

Utilities and Fuels \$545,693 6.1% of Budget

The cost of gasoline, heating fuel and diesel fuel is up \$45,792 due to the increasing price per gallon of fuels. They are budgeted at \$3.00 per gallon. Most of these were budgeted at \$2.50 per gallon.

The Remaining 10% \$909,869 10.2% of Budget

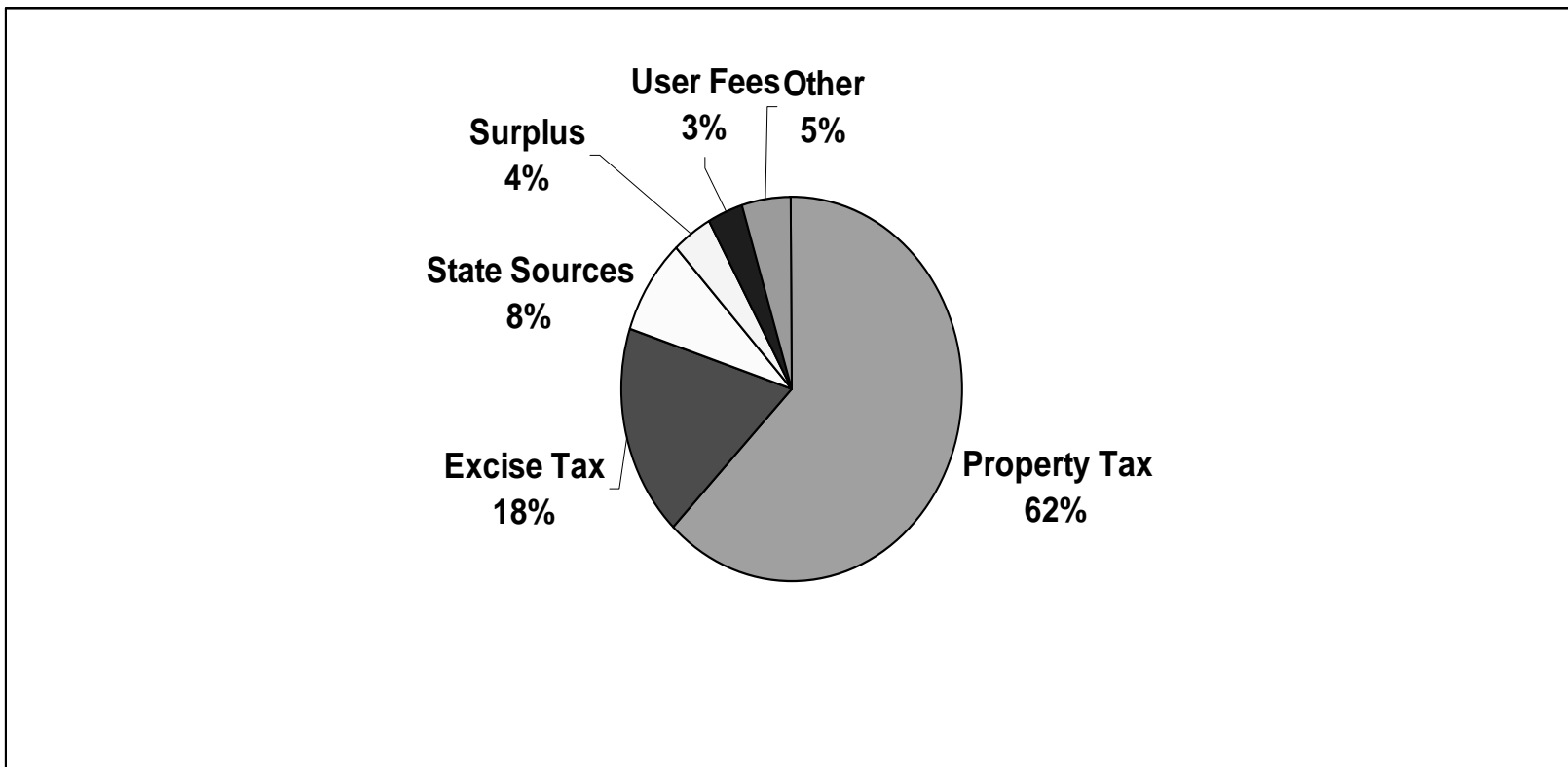
The balance of the proposed budget funds insurance, human services, equipment maintenance, road salt and sand, library books, computer maintenance and fees, and miscellaneous supplies and expenses. This portion of the budget is proposed to amount to \$4,053 less than a year ago.



Revenues from Sources Other Than the Property Tax

Total revenues from sources other than the property tax are projected to increase \$208,400 or 6%. \$140,000 of the increase is to utilize more of the undesignated fund balance in keeping with the fund balance policy. The Maine State Revenue Sharing amount is projected to be \$622,000 or an increase of \$74,000 or 13.5%. This is based on Governor LePages’s proposed budget and his recommendation to provide a set amount for revenue sharing instead of having it fluctuate with the economy. Excise tax income is projected to rise \$37,400 or 2.4% after three straight years of declines.

The picture is bleak for investment income and for building permit income with these areas projected to decline by \$51,000.



In closing, I wish to thank all of the staff members and citizen volunteers who have contributed to the development of this budget. I look forward to reviewing it with the Finance Committee led by Councilor Lennon and with all interested citizens of our community.

Respectfully submitted,

Mike McGovern

Michael K. McGovern
Town Manager

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

	<i>GENERAL FUND REVENUES</i>	ACTUAL	BUDGET	ESTIMATE	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
307	INTEREST/LATECHARGES	\$ 57,230	\$ 47,000	\$ 40,000	\$ 35,000	\$ (12,000)	-25.5%
318	EXCISE TAXES	\$ 1,629,715	\$ 1,537,600	\$ 1,570,000	\$ 1,575,000	\$ 37,400	2.4%
320	REGISTRATION FEES	\$ 25,063	\$ 25,000	\$ 25,000	\$ 24,000	\$ (1,000)	-4.0%
321	CLERKS FEES	\$ 12,850	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%
324	POLICE FINES AND FEES	\$ 5,829	\$ 7,000	\$ 6,000	\$ 5,000	\$ (2,000)	-28.6%
325	LIBRARY FINES/FEES	\$ 8,625	\$ 8,500	\$ 6,000	\$ 6,500	\$ (2,000)	-23.5%
326	MISCELLANEOUS REVENUES	\$ 88,070	\$ 44,000	\$ 44,000	\$ 44,000	\$ -	0.0%
327	INVESTMENT INCOME	\$ 84,341	\$ 81,000	\$ 25,000	\$ 50,000	\$ (31,000)	-38.3%
329	MISCELLANEOUS FEDERAL REVENUE	\$ 82	\$ 100	\$ 100	\$ 100	\$ -	0.0%
331	STATE REVENUE SHARING	\$ 599,840	\$ 548,000	\$ 565,000	\$ 622,000	\$ 74,000	13.5%
332	MISCELLANEOUS STATE REVENUE	\$ 74,275	\$ 29,000	\$ 29,000	\$ 29,000	\$ -	0.0%
333	USE OF SURPLUS	\$ 210,000	\$ 210,000	\$ 210,000	\$ 350,000	\$ 140,000	66.7%
335	RECYCLING AREA FEES	\$ 75,254	\$ 60,000	\$ 65,000	\$ 70,000	\$ 10,000	16.7%
336	MDOT BLOCK GRANT	\$ 77,216	\$ 67,000	\$ 67,000	\$ 67,000	\$ -	0.0%
339	CABLE FRANCHISE FEE	\$ 144,317	\$ 110,000	\$ 125,000	\$ 125,000	\$ 15,000	13.6%
359	BOAT EXCISE TAXES	\$ 17,415	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.0%
410	BUILDING PERMIT FEES	\$ 110,567	\$ 90,000	\$ 90,000	\$ 70,000	\$ (20,000)	-22.2%
514	POLICE REIMBURSEMENTS	\$ 5,425	\$ 7,000	\$ 7,000	\$ 6,000	\$ (1,000)	-14.3%
525	MOORING PERMITS	\$ 5,650	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
625	POOL REVENUES	\$ 180,315	\$ 183,800	\$ 183,800	\$ 183,800	\$ -	0.0%
518	SPECIAL FUNDS OVERHEAD	\$ 65,583	\$ 65,500	\$ 65,500	\$ 65,500	\$ -	0.0%
337	OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal	\$ 3,477,662	\$ 3,152,500	\$ 3,155,400	\$ 3,360,900	\$ 208,400	6.6%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	Expenditures by Department	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
110	ADMINISTRATION	450,142	501,660	501,660	501,568	(92)	0.0%
120	ASSESSING/CODES PLANNING	335,163	360,116	360,116	351,015	(9,101)	-2.5%
130	TOWN COUNCIL	160	500	500	500	-	0.0%
135	LEGAL AND AUDIT	50,967	53,000	53,600	54,400	1,400	2.6%
140	ELECTIONS	17,589	24,103	23,380	30,143	6,040	25.1%
150	BOARDS AND COMMISSIONS	10,048	13,530	13,530	13,780	250	1.8%
530	PUBLIC INFORMATION	29,707	39,580	39,580	44,559	4,979	12.6%
	Subtotal General Government	893,776	992,489	992,366	995,965	3,476	0.4%
160	INSURANCE	91,090	91,000	96,000	98,500	7,500	8.2%
170	EMPLOYEE BENEFITS	840,205	944,361	956,700	990,300	45,939	4.9%
180	DEBT SERVICE	1,076,951	1,012,784	1,012,784	975,715	(37,069)	-3.7%
520	CONTRIBUTIONS	3,478	5,450	5,450	5,450	-	0.0%
710	INTERGOVT. ASSESSMENTS	19,696	19,751	20,768	21,118	1,367	6.9%
	Subtotal-Nondistributed	2,031,420	2,073,346	2,091,702	2,091,083	17,737	0.9%
210	POLICE DEPARTMENT	1,066,763	1,126,249	1,064,493	1,157,974	31,725	2.8%
215	ANIMAL CONTROL	20,020	20,268	20,268	22,311	2,043	10.1%
220	PUBLIC SAFETY COMMUNICATIONS	145,088	155,000	155,000	159,156	4,156	2.7%
225	WETeam	14,175	23,680	23,680	24,065	385	1.6%
230	FIRE DEPARTMENT	256,858	277,200	277,200	284,928	7,728	2.8%
235	FIRE POLICE UNIT	8,816	11,059	11,059	11,059	-	0.0%
240	MISC. PUBLIC PROTECTION	135,245	141,269	135,869	141,339	70	0.0%
250	EMERGENCY PREPAREDNESS	2,007	3,197	3,197	3,297	100	3.1%
	Subtotal-Public Safety	1,648,972	1,757,922	1,690,766	1,804,129	46,207	2.6%
310	PUBLIC WORKS	932,867	1,032,683	1,023,326	1,063,234	30,551	3.0%
320	REFUSE DISPOSAL/RECYCLING	744,468	769,280	743,654	752,167	(17,113)	-2.2%
	Subtotal-Public Works	1,677,335	1,801,963	1,766,980	1,815,402	13,438	0.7%
410	HUMAN SERVICES	47,836	45,484	44,423	46,000	516	1.1%
510	LIBRARY	429,759	448,373	448,373	457,150	8,777	2.0%
600	FACILITIES MANAGEMENT	102,407	125,970	125,970	164,487	38,517	30.6%
610	TOWN HALL	21,977	25,300	25,300	28,030	2,730	10.8%
615	LIBRARY BUILDING	26,228	25,340	25,340	28,175	2,835	11.2%
620	TOWN CENTER FIRE STATION	10,075	15,775	15,775	21,917	6,142	38.9%
630	POLICE STATION	32,684	64,526	64,526	63,673	(853)	-1.3%
635	CAPE COTTAGE FIRE STATION	4,764	6,730	6,730	7,525	795	11.8%
	Subtotal-Facilities	198,135	263,641	263,641	313,807	50,166	19.0%
640	PARKS & TOWN LANDS	54,345	60,631	59,421	81,511	20,880	34.4%
641	SCHOOL GROUNDS	140,833	143,424	141,013	145,096	1,672	1.2%
645	FORT WILLIAMS PARK	157,817	160,808	163,006	242,818	82,011	51.0%
655	POOL	308,295	306,042	302,897	315,721	9,679	3.2%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

Expenditures by Department		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
656	FITNESS CENTER					-	
660	TREES	18,762	19,386	19,943	21,943	2,557	13.2%
	Subtotal-Parks and Recreation	680,052	690,291	686,280	807,089	116,798	16.9%
715	CAPITAL PROJECTS	532,861	466,178	466,178	566,000	99,822	21.4%
	Grand Total	8,140,146	8,539,687	8,450,709	8,896,624	356,938	4.2%
Expenditures by Object		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	FULL TIME PAYROLL	2,498,685	2,526,063	2,463,507	2,578,328	52,265	2.1%
	PART TIME PAYROLL	437,769	466,505	464,916	477,972	11,467	2.5%
	OVERTIME	157,867	183,319	193,607	194,861	11,542	6.3%
	SOCIAL SECURITY	238,461	239,880	242,571	248,930	9,050	3.8%
	EMPLOYEE BENEFITS	840,205	944,361	956,700	990,300	45,939	4.9%
	TOTAL PERSONNEL	4,172,987	4,360,128	4,321,301	4,490,391	130,263	3.0%
	TELEPHONE	31,813	41,435	41,435	41,835	400	1.0%
	POWER	115,740	120,700	120,020	121,900	1,200	1.0%
	WATER & SEWER	18,893	21,120	21,320	20,700	(420)	-2.0%
	PRINTING AND ADVERTISING	19,926	29,040	27,232	28,660	(380)	-1.3%
	POSTAGE	11,949	14,644	14,644	13,467	(1,177)	-8.0%
	MILEAGE REIMBURSEMENTS	14,823	13,594	13,594	13,730	136	1.0%
	CONFERENCES & MEETINGS	3,385	10,730	10,330	11,780	1,050	9.8%
	DUES & MEMBERSHIPS	25,112	28,638	29,350	28,555	(83)	-0.3%
	TRAINING	48,179	56,100	54,659	60,662	4,562	8.1%
	PROFESSIONAL SERVICES	167,612	189,400	187,900	219,150	29,750	15.7%
	MISCELLANEOUS BOARDS	3,473	5,250	5,250	5,250	-	0.0%
	TRASH DISPOSAL FEES	629,985	645,544	622,800	622,920	(22,624)	-3.5%
	INTERNET FEES	5,639	6,800	6,800	9,800	3,000	44.1%
	EQUIPMENT RENTAL	1,183	1,800	1,100	1,700	(100)	-5.6%
	UNIFORMS	28,833	21,030	21,111	21,645	615	2.9%
	EQUIPMENT MAINTENANCE	72,065	86,300	92,300	91,400	5,100	5.9%
	OFFICE EQUIPMENT/MAINT	39,493	64,925	64,925	65,454	529	0.8%
	BUILDING MAINTENANCE	73,226	85,265	85,265	142,442	57,177	67.1%
	MISC. CONTRACTUAL SERVICES	219,304	296,126	292,926	346,553	50,427	17.0%
	ROADS MAINTENANCE MATERIALS	154,936	204,375	189,810	195,450	(8,925)	-4.4%
	CONTINGENCY	210	150	150	150	-	0.0%
	ALARM SYSTEMS	3,412	3,900	3,500	3,900	-	0.0%
	PHYSICALS AND SHOTS	1,459	4,100	4,100	3,500	(600)	-14.6%
	INSURANCE	91,090	91,000	96,000	98,500	7,500	8.2%
	DEBT SERVICE	1,076,951	1,012,784	1,012,784	975,715	(37,069)	-3.7%
	HUMAN SERVICES	47,836	45,484	44,423	46,000	516	1.1%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

	Expenditures by Object	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	OFFICE SUPPLIES	12,675	24,550	24,550	24,050	(500)	-2.0%
	GASOLINE/DIESEL FUEL	77,423	89,150	89,400	112,302	23,152	26.0%
	HEAT	67,954	90,535	88,575	113,175	22,640	25.0%
	MISC. SUPPLIES	46,925	50,350	50,100	50,600	250	0.5%
	BOOKS/AV ETC.	41,614	49,399	49,399	49,862	463	0.9%
	GROUNDS MATERIAL	34,070	39,900	38,450	38,750	(1,150)	-2.9%
	OUTLAY	532,861	466,178	466,178	566,000	99,822	21.4%
	SCHOOL CONTRACTED	78,744	76,239	76,239	77,591	1,352	1.8%
	STREET LIGHTS	52,417	54,000	49,100	54,000	-	0.0%
	HYDRANT RENTAL	77,590	81,781	81,781	81,781	-	0.0%
	CONTRIBUTIONS	3,478	5,450	5,450	5,450	-	0.0%
	VOLUNTEER/STAFF APPRECIATION	4,670	5,250	5,250	5,500	250	4.8%
	OTHER	30,212	46,543	46,543	36,354	(10,189)	-21.9%
		8,140,147	8,539,687	8,456,044	8,896,624	356,938	4.2%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

	Department Line Item Budget	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	319,970	320,100	320,100	317,094	(3,006)	-0.9%
1003	OVERTIME	-	2,000	2,000	2,000	-	0.0%
1020	SOCIAL SECURITY	24,726	24,640	24,640	24,410	(230)	-0.9%
	SUBTOTAL PERSONNEL	344,696	346,740	346,740	343,504	(3,236)	-0.9%
2001	TELEPHONE	28,299	37,500	37,500	37,500	-	0.0%
2004	PRINTING & ADVERTISING	8,157	10,500	10,500	10,000	(500)	-4.8%
2005	POSTAGE	10,249	12,000	12,000	10,000	(2,000)	-16.7%
2006	TRAVEL	4,959	5,400	5,400	5,510	110	2.0%
2007	DUES & MEMBERSHIPS	205	1,320	1,320	1,350	30	2.3%
2008	TRAINING	-	1,000	1,000	2,000	1,000	100.0%
2009	CONFERENCES & MEETINGS	378	2,500	2,500	4,000	1,500	60.0%
2010	PROFESSIONAL SERVICES	2,959	6,000	6,000	6,000	-	0.0%
2015	INTERNET-ON-LINE CHARGES	5,639	6,800	6,800	9,800	3,000	44.1%
2016	RECORDS PRESERVATION	1,797	2,000	2,000	2,000	-	0.0%
2034	OFFICE EQUIPMENT	533	1,200	1,200	1,000	(200)	-16.7%
2088	COMPUTER MAINTENANCE	14,349	26,000	26,000	26,000	-	0.0%
2200	SCHOOL NETWORK ASSISTANCE	23,000	35,200	35,200	35,904	704	2.0%
3001	OFFICE SUPPLIES	4,922	7,500	7,500	7,000	(500)	-6.7%
	SUBTOTAL	105,446	154,920	154,920	158,064	3,144	2.0%
110	ADMINISTRATION	450,142	501,660	501,660	501,568	(92)	0.0%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
						-	
1001	FULL TIME PAYROLL	289,939	290,075	290,075	284,873	(5,202)	-1.8%
1002	PART TIME PAYROLL	0	0	0	0	-	
1020	SOCIAL SECURITY	20,844	22,191	22,191	21,792	(399)	-1.8%
	SUBTOTAL PERSONNEL	310,783	312,266	312,266	306,665	(5,601)	-1.8%
2000	CELLULAR PHONE	1,239	1,200	1,200	1,200	-	0.0%
2004	PRINTING & ADVERTISING	148	1,100	1,100	1,100	-	0.0%
2006	TRAVEL	7,507	7,500	7,500	7,500	-	0.0%
2007	DUES & MEMBERSHIPS	840	1,405	1,405	1,405	-	0.0%
2009	CONFERENCES & MEETINGS	1,222	3,320	3,320	3,320	-	0.0%
2010	PROFESSIONAL SERVICES	5,018	5,100	5,100	5,100	-	0.0%
2011	GIS MAINTENANCE	6,191	14,000	14,000	14,000	-	0.0%
2018	PLANNING CONSULTING	0	2,400	2,400	2,400	-	0.0%
2019	CODES TECHNICAL SUPPORT	27	9,000	9,000	5,500	(3,500)	-38.9%
2034	OFFICE EQUIP MAINTENANCE	1,037	1,725	1,725	1,725	-	0.0%
3006	MISCELLANEOUS SUPPLIES	760	700	700	700	-	0.0%
3020	BOOKS/PUBLICATIONS	391	400	400	400	-	0.0%
	SUBTOTAL	24,380	47,850	47,850	44,350	(3,500)	-7.3%
	TOTAL ACP	335,163	360,116	360,116	351,015	(9,101)	-2.5%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

130	TOWN COUNCIL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2004	PRINTING AND ADVERTISING	-	-	-	-	-	
2007	DUES AND MEMBERSHIPS	-	-	-	-	-	
2009	CONFERENCES AND MEETINGS	160	500	500	500	-	0.0%
130	TOWN COUNCIL	160	500	500	500	-	0.0%
135	LEGAL & AUDIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	LEGAL SERVICES	23,167	25,000	25,000	25,000	-	0.0%
2011	AUDIT SERVICES	27,800	28,000	28,600	29,400	1,400	5.0%
135	LEGAL AND AUDIT	50,967	53,000	53,600	54,400	1,400	2.6%
						-	

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

140	ELECTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	8,210	14,550	13,100	19,445	4,895	33.6%
1020	SOCIAL SECURITY	589	1,113	995	1,488	375	33.7%
	SUBTOTAL PERSONNEL	8,799	15,663	14,095	20,933	5,270	33.6%
2004	PRINTING AND ADVERTISING	3,365	3,140	3,585	3,960	820	26.1%
2010	PROFESSIONAL SERVICES	5,130	4,900	5,300	4,850	(50)	-1.0%
3001	OFFICE SUPPLIES	295	400	400	400	-	0.0%
4001	OUTLAY					-	
	SUBTOTAL	8,790	8,440	9,285	9,210	770	9.1%
140	ELECTIONS	17,589	24,103	23,380	30,143	6,040	25.1%
		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
150	BOARDS AND COMMISSIONS						
1002	PART TIME PAYROLL	1,394	1,700	1,600	1,700	-	0.0%
1020	SOCIAL SECURITY	106	130	130	130	-	0.0%
	SUBTOTAL PERSONNEL	1,500	1,830	1,730	1,830	-	0.0%
2009	CONFERENCES AND MEETINGS	-	200	300	200	-	0.0%
2060	ARTS COMMISSION	999	1,000	1,000	1,000	-	0.0%
2066	PLANNING BOARD	608	2,000	2,000	2,000	-	0.0%
2070	CONSERVATION COMMISSION	875	1,000	1,000	1,000	-	0.0%
2080	RECYCLING COMMITTEE	991	1,250	1,250	1,250	-	0.0%
2081	SPECIAL COMMITTEES	405	1,000	1,000	1,000	-	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	4,670	5,250	5,250	5,500	250	4.8%
	SUBTOTAL	8,548	11,700	11,800	11,950	250	2.1%
150	BOARDS AND COMMISSIONS	10,048	13,530	13,530	13,780	250	1.8%
160	INSURANCE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2089	MISCELLANEOUS INSURANCE	86,790	83,000	88,000	90,500	7,500	9.0%
2091	SELF INSURANCE/DISASTER RECOVERY	4,300	8,000	8,000	8,000	-	0.0%
160	INSURANCE	91,090	91,000	96,000	98,500	7,500	8.2%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

170	EMPLOYEE BENEFITS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1021	ME STATE RETIREMENT	66,180	76,733	94,000	105,000	28,267	36.8%
1023	ICMA 401A PLAN-(RETIREMENT)	136,552	149,028	145,000	148,000	(1,028)	-0.7%
1024	DISABILITY PLAN	15,677	14,300	16,000	21,000	6,700	46.9%
1025	HEALTH INSURANCE	511,140	577,600	577,000	585,000	7,400	1.3%
1026	WORKERS COMPENSATION	102,285	99,000	97,000	90,000	(9,000)	-9.1%
1030	GROUP LIFE INSURANCE	1,408	1,300	1,300	1,500	200	15.4%
1031	UNEMPLOYMENT COMP	4,981	16,500	16,500	25,000	8,500	51.5%
1032	VACATION-SICK ACCRUAL	-	6,000	6,000	6,400	400	6.7%
1033	SALARY-WAGE ADJ. ACCT		1,500	1,500	6,000	4,500	300.0%
1035	WELLNESS PROGRAM	1,982	2,400	2,400	2,400	-	0.0%
170	EMPLOYEE BENEFITS	840,205	944,361	956,700	990,300	45,939	4.9%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

180	DEBT SERVICE	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	PRINCIPAL					-	
	TOWN FARM AND ADA	40,000	-	-	-	-	
	GULL CREST PURCHASE BOND	-	-	-	-	-	
	FIRE TRUCK PURCHASE					-	
	POOL PROJECT	110,000	114,639	114,639	116,250	1,611	1.4%
	GULL CREST PROJECT	175,000	175,000	175,000	175,000	-	0.0%
	PUBLIC SAFETY BUILDINGS	215,000	215,000	215,000	200,000	(15,000)	-7.0%
	NEW COMMUNITY CENTER	80,000	80,000	80,000	80,000	-	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	-	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	-	0.0%
	TOTAL PRINCIPAL	820,988	785,627	785,627	772,238	(13,389)	-1.7%
	INTEREST					-	
	TOWN FARM AND ADA	830	830	830	-	(830)	-100.0%
	GULL CREST PURCHASE BOND	-	-	-	-	-	
	FIRE TRUCK PURCHASE	-	-	-	-	-	
	POOL PROJECT	30,000	25,218	25,218	22,894	(2,324)	-9.2%
	GULL CREST PROJECT	45,000	37,827	37,827	34,341	(3,486)	-9.2%
	PUBLIC SAFETY BUILDINGS	108,555	99,418	99,418	90,280	(9,138)	-9.2%
	NEW COMMUNITY CENTER	46,400	43,200	43,200	40,000	(3,200)	-7.4%
	SEWER/ROAD REHABILITATION 2006	77,112	72,860	72,860	68,418	(4,442)	-6.1%
	TOWN CENTER/OTHER- 2008	73,466	70,004	70,004	66,544	(3,460)	-4.9%
	TOTAL INTEREST	381,363	349,357	349,357	322,477	(26,880)	-7.7%
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	-	0.0%
	DEBT STABILIZATION FUND	-	-	-	-	-	
	LESS FROM COMMUNITY SERVICES	(126,400)	(123,200)	(123,200)	(120,000)	3,200	-2.6%
	DEBT SERVICE	1,076,951	1,012,784	1,012,784	975,715	(37,069)	-3.7%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	763,016	814,888	755,555	835,684	20,796	2.6%
1002	PART TIME PAYROLL	28,843	26,776	26,776	23,124	(3,652)	-13.6%
1003	OVERTIME PAYROLL	84,087	79,778	86,500	90,778	11,000	13.8%
1010	SPECIAL ASSIGNMENTS	8,538	9,360	8,540	7,597	(1,763)	-18.8%
1020	SOCIAL SECURITY	71,874	71,207	73,611	73,224	2,017	2.8%
	SUBTOTAL PERSONNEL	956,358	1,002,009	950,982	1,030,407	28,398	2.8%
2004	PRINTING AND ADVERTISING	2,979	3,000	2,047	3,000	-	0.0%
2007	DUES AND MEMBERSHIPS	580	650	525	650	-	0.0%
2008	TRAINING	30,364	31,200	31,200	32,800	1,600	5.1%
2009	CONFERENCES AND MEETINGS	624	1,500	1,000	1,500	-	0.0%
2010	CONTRACTED CRIME LAB SERVICES	5,848	6,700	6,700	6,000	(700)	-10.4%
2032	VEHICLE MAINTENANCE	12,095	12,155	7,750	12,155	-	0.0%
2033	RADIO MAINTENANCE	1,422	1,500	1,500	1,500	-	0.0%
2062	MISC. CONTRACT. SVCS.	10,629	10,985	10,985	12,000	1,015	9.2%
2063	COURSE REIMBURSEMENTS	2,243	3,900	2,904	4,862	962	24.7%
3001	OFFICE SUPPLIES	2,181	3,250	3,250	3,250	-	0.0%
3002	GASOLINE	19,402	24,750	21,000	33,000	8,250	33.3%
3004	UNIFORMS	11,920	13,650	13,650	5,850	(7,800)	-57.1%
3005	MINOR EQUIPMENT	10,118	11,000	11,000	11,000	-	0.0%
	SUBTOTAL	110,405	124,240	113,511	127,567	3,327	2.7%
210	POLICE DEPARTMENT	1,066,763	1,126,249	1,064,493	1,157,974	31,725	2.8%
215	ANIMAL CONTROL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	CONTRACTED SVCS. WITH S. PTLD.	9,429	9,540	9,540	10,702	1,162	12.2%
2062	ANIMAL FEES	10,591	10,728	10,728	11,609	881	8.2%
3006	MISCELLANEOUS SUPPLIES					-	
215	ANIMAL CONTROL	20,020	20,268	20,268	22,311	2,043	10.1%

**Town of Cape Elizabeth
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220	PUBLIC SAFETY COMMUNICATIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	-	-	-	-	-	
1002	PART TIME PAYROLL	-	-	-	-	-	
1003	OVERTIME PAYROLL	-	-	-	-	-	
1020	SOCIAL SECURITY	-	-	-	-	-	
	SUBTOTAL PERSONNEL	-	-	-	-	-	
2010	CONTRACTED DISPATCHING	145,088	155,000	155,000	159,156	4,156	2.7%
2023	MISCELLANEOUS SUPPLIES	-	-	-	-	-	
3004	UNIFORMS	-	-	-	-	-	
	SUBTOTAL	145,088	155,000	155,000	159,156	4,156	2.7%
220	DISPATCHING	145,088	155,000	155,000	159,156	4,156	2.7%

**Town of Cape Elizabeth
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225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	8,775	11,000	11,000	11,000	-	0.0%
1020	SOCIAL SECURITY	118	865	865	865	-	0.0%
	SUBTOTAL PERSONNEL	8,893	11,865	11,865	11,865	-	0.0%
2000	CELLULAR TELEPHONES	-	(85)	(85)	(85)	-	0.0%
2008	TRAINING	593	1,200	1,200	1,200	-	0.0%
2032	VEHICLE MAINTENANCE	1,513	2,000	2,000	2,000	-	0.0%
2033	RADIO MAINTENANCE	1,869	2,800	2,800	3,000	200	7.1%
2034	EQUIPMENT MAINTENANCE	251	1,100	1,100	1,200	100	9.1%
2071	PHYSICALS AND SHOTS	-	800	800	800	-	0.0%
3002	GASOLINE	-	500	500	500	-	0.0%
3004	UNIFORMS	826	1,800	1,800	1,800	-	0.0%
3006	MISCELLANEOUS SUPPLIES	230	600	600	600	-	0.0%
4001	OUTLAY	-	1,100	1,100	1,100	-	0.0%
	SUBTOTAL	5,282	11,815	11,815	12,000	185	1.6%
225	WETeam	14,175	23,680	23,680	24,065	385	1.6%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	71,379	71,400	71,400	72,828	1,428	2.0%
1002	PART TIME PAYROLL	90,870	98,000	98,000	104,000	6,000	6.1%
1012	HYDRANT SHOVELING	922	3,500	3,500	3,500	-	0.0%
1020	SOCIAL SECURITY	11,385	12,700	12,700	13,700	1,000	7.9%
	SUBTOTAL PERSONNEL	174,556	185,600	185,600	194,028	8,428	4.5%
2000	CELLULAR TELEPHONES	326	800	800	1,200	400	50.0%
2007	DUES AND MEMBERSHIPS	3,134	4,500	4,500	3,000	(1,500)	-33.3%
2008	TRAINING	2,881	6,000	6,000	6,000	-	0.0%
2009	CONFERENCES AND MEETINGS	30	1,000	1,000	500	(500)	-50.0%
2032	VEHICLE MAINTENANCE	15,795	16,500	16,500	16,500	-	0.0%
2033	RADIO/PAGER MAINTENANCE	8,596	9,000	9,000	10,000	1,000	11.1%
2034	EQUIPMENT MAINTENANCE	7,549	7,500	7,500	8,000	500	6.7%
2071	PHYSICALS AND SHOTS	-	1,800	1,800	1,200	(600)	-33.3%
3002	GASOLINE	5,312	8,000	8,000	8,000	-	0.0%
3004	UNIFORMS	20,994	12,000	12,000	12,000	-	0.0%
3005	MINOR EQUIPMENT	9,089	11,500	11,500	11,500	-	0.0%
3006	MISCELLANEOUS SUPPLIES	7,596	12,000	12,000	12,000	-	0.0%
3007	FIRE PREVENTION SUPPLIES	1,000	1,000	1,000	1,000	-	0.0%
		82,302	91,600	91,600	90,900	(700)	-0.8%
230	FIRE DEPARTMENT	256,858	277,200	277,200	284,928	7,728	2.8%

**Town of Cape Elizabeth
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235	FIRE POLICE UNIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	7,181	8,000	8,000	8,000	-	0.0%
1020	SOCIAL SECURITY	269	459	459	459	-	0.0%
3006	MISCELLANEOUS SUPPLIES	1,366	2,600	2,600	2,600	-	0.0%
		8,816	11,059	11,059	11,059	-	0.0%
240	MISC. PUBLIC PROTECTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	3,240	3,240	3,240	3,305	65	2.0%
1020	SOCIAL SECURITY	248	248	248	253	5	2.0%
	SUBTOTAL PERSONNEL	3,488	3,488	3,488	3,558	70	2.0%
2074	STREET LIGHTS	52,417	54,000	49,100	54,000	-	0.0%
2075	HYDRANT RENTAL	77,590	81,781	81,781	81,781	-	0.0%
3006	HARBOR ENFORCEMENT EXP.	436	500	-	500	-	0.0%
2010	FIRE/POLICE UNIT	-	-	-	-	-	
3007	COMMUNITY LIAISON EXPENSES	1,314	1,500	1,500	1,500	-	0.0%
240	MISC. PUBLIC PROTECTION	135,245	141,269	135,869	141,339	70	0.0%

**Town of Cape Elizabeth
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250	EMERGENCY PREPAREDNESS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	1,760	2,560	2,560	2,612	52	2.0%
1020	SOCIAL SECURITY	-	137	137	200	63	46.0%
	SUBTOTAL PERSONNEL	1,760	2,697	2,697	2,697	-	0.0%
2033	RADIO MAINTENANCE	247	250	250	300	50	20.0%
3006	MISCELLANEOUS SUPPLIES	-	250	250	300	50	20.0%
	SUBTOTAL	247	500	500	600	100	20.0%
250	EMERGENCY PREPAREDNESS	2,007	3,197	3,197	3,297	100	3.1%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	502,783	503,243	500,000	516,338	13,095	2.6%
1002	PART TIME PAYROLL	1,377	3,863	4,200	4,375	512	13.3%
1003	OVERTIME PAYROLL	62,970	89,300	95,000	91,500	2,200	2.5%
1020	SOCIAL SECURITY	44,875	45,625	45,839	46,834	1,209	2.7%
	SUBTOTAL PERSONNEL	612,005	642,031	645,039	659,047	17,016	2.7%
2000	CELLULAR TELEPHONES	1,549	1,620	1,620	1,620	-	0.0%
2002	POWER	12,009	13,000	12,500	13,000	-	0.0%
2003	WATER AND SEWER	3,834	4,500	4,000	4,500	-	0.0%
2004	PRINTING AND ADVERTISING	775	1,000	700	1,000	-	0.0%
2007	DUES AND MEMBERSHIPS	307	307	307	307	-	0.0%
2008	TRAINING	11,569	12,500	12,000	13,500	1,000	8.0%
2009	CONFERENCES AND MEETINGS	188	150	150	200	50	33.3%
2021	EQUIPMENT RENTAL	1,183	1,500	1,100	1,400	(100)	-6.7%
2022	UNIFORM RENTAL	4,500	4,340	4,400	4,760	420	9.7%
2025	SAFETY EQUIPMENT	8,550	9,500	9,500	9,500	-	0.0%
2032	EQUIPMENT MAINTENANCE	57,202	65,000	72,000	67,000	2,000	3.1%
2033	RADIO MAINTENANCE	1,618	1,400	1,000	1,400	-	0.0%
2036	TRAFFIC SIGNAL MAINT	1,225	1,200	1,000	1,200	-	0.0%
2038	STORM DRAIN CLEANING	26,166	25,000	12,160	25,000	-	0.0%
2039	PAVEMENT MARKINGS	17,952	18,125	18,000	18,625	500	2.8%
2050	MAILBOX REPAIR	229	300	500	300	-	0.0%
2060	TAR SEALING & CURBING	-	1,000	1,000	1,000	-	0.0%
2062	MISC. CONTRACT. SVCS.	2,161	2,500	2,500	2,500	-	0.0%
2063	ALARM SYSTEM MONITORING	1,200	1,600	1,300	1,600	-	0.0%
2071	PHYSICALS AND SHOTS	1,459	1,500	1,500	1,500	-	0.0%
3001	OFFICE SUPPLIES	1,209	1,250	1,250	1,250	-	0.0%
3002	GASOLINE	5,380	10,400	10,400	12,000	1,600	15.4%
3003	HEAT	10,520	16,960	11,000	26,250	9,290	54.8%
3005	MINOR EQUIP & TOOLS	3,987	4,500	4,500	4,500	-	0.0%
3006	MISCELLANEOUS SUPPLIES	750	750	750	750	-	0.0%
3030	AGGREGATE MATERIAL	964	1,000	1,000	1,000	-	0.0%
3031	SAND	11,550	12,000	8,900	11,275	(725)	-6.0%
3032	SALT & CALCIUM	60,167	112,500	115,000	106,600	(5,900)	-5.2%
3033	PATCH	3,470	4,500	3,500	3,700	(800)	-17.8%
3035	GUARDRAIL	242	250	250	250	-	0.0%
3036	STREET SIGNS	5,993	5,000	5,000	5,000	-	0.0%
3038	STORM DRAIN MATERIAL	9,467	11,000	11,000	11,000	-	0.0%
3039	STORMWATER MANDATE	17,511	12,500	12,500	10,500	(2,000)	-16.0%
3040	DIESEL FUEL	35,976	32,000	36,000	40,200	8,200	25.6%
	SUBTOTAL	320,862	390,652	378,287	404,187	13,535	3.5%
310	PUBLIC WORKS	932,867	1,032,683	1,023,326	1,063,234	30,551	3.0%

**Town of Cape Elizabeth
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		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	67,431	67,577	67,600	71,344	3,767	5.6%
1002	PART TIME PAYROLL	18,172	21,715	22,000	22,165	450	2.1%
1003	OVERTIME PAYROLL	2,033	2,256	1,000	2,350	94	4.2%
1020	SOCIAL SECURITY	7,693	7,003	6,931	7,333	330	4.7%
	SUBTOTAL PERSONNEL	95,329	98,551	97,531	103,192	4,641	4.7%
2002	POWER	2,449	7,420	7,420	7,420	-	0.0%
2003	WATER & SEWER					-	
2004	RECYCLING PRINTING & ADVERTISING	1,796	2,000	1,000	1,000	(1,000)	-50.0%
2012	ecomaine FEES	572,216	591,200	570,000	567,645	(23,555)	-4.0%
2014	DEMOLITION MATERIAL DISPOSAL	34,550	38,544	37,000	39,475	931	2.4%
2015	HAZARDOUS MATERIALS DISPOSAL	23,219	15,800	15,800	15,800	-	0.0%
2021	EQUIPMENT RENTAL	-	300	0	300	-	0.0%
2022	UNIFORM RENTAL	1,085	1,085	1,103	1,190	105	9.7%
2032	VEHICLE MAINTENANCE	5,031	4,500	4,000	4,500	-	0.0%
2062	MISC. CONTRACT SVCS.	799	1,080	1,100	1,100	20	1.9%
2063	ALARM SERVICE	1,764	1,800	1,700	1,800	-	0.0%
3002	GASOLINE	352	375	375	495	120	32.0%
3006	MISCELLANEOUS SUPPLIES	1,504	1,500	1,500	1,500	-	0.0%
3040	DIESEL FUEL	4,374	5,125	5,125	6,750	1,625	31.7%
	SUBTOTAL	649,139	670,729	646,123	648,975	(21,754)	-3.2%
320	REFUSE DISPOSAL	744,468	769,280	743,654	752,167	(17,113)	-2.2%

**Town of Cape Elizabeth
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410	HUMAN SERVICES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2100	VNA/HOSPICE	3,448	3,448	3,448	3,500	52	1.5%
2100	COMMUNITY HEALTH SRVS	1,857	1,857	1,857	2,000	143	7.7%
2101	COMMUNITY COUNSELING	1,061	1,061	1,061	1,200	139	13.1%
2103	THERAPEUTIC RECREATION	4,244	4,244	4,244	3,500	(744)	-17.5%
2104	INGRAHAM VOLUNTEERS	-	1,061		-	(1,061)	-100.0%
2106	SEN CITIZEN TRANS	-	-	-	-	-	
2107	S. ME SENIOR CITIZENS	1,061	1,061	1,061	1,200	139	13.1%
2110	PROP	1,170	1,170	1,170	1,200	30	2.5%
2111	RTP	1,200	1,200	1,200	1,200	-	0.0%
2113	FAMILY CRISIS SHELTER	1,061	1,061	1,061	1,200	139	13.1%
2114	DAY ONE	1,061	1,061	1,061	1,200	139	13.1%
2116	HOSPICE OF SOUTHERN MAINE	-	-	-	1,200	1,200	
2118	SEXUAL ASSAULT RES. SVCS.	1,061	1,061	1,061	1,200	139	13.1%
2121	RED CROSS-PORTLAND CHAPTER	1,000	1,000	1,000	1,200	200	20.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,200	1,200	1,200	1,200	-	0.0%
5101	GENERAL ASSISTANCE	28,413	25,000	25,000	25,000	-	0.0%
410	HUMAN SERVICES	47,836	45,484	44,423	46,000	516	1.1%

**Town of Cape Elizabeth
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510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	268,254	268,428	268,428	268,552	124	0.0%
1002	PART TIME PAYROLL	86,171	86,310	86,310	93,123	6,813	7.9%
1020	SOCIAL SECURITY	26,013	27,137	27,137	27,668	531	2.0%
	SUBTOTAL PERSONNEL	380,438	381,875	381,875	389,343	7,468	2.0%
2004	PRINTING & ADVERTISING	240	500	500	500	-	0.0%
2005	POSTAGE	1,700	2,600	2,600	3,420	820	31.5%
2006	TRAVEL	674	634	634	660	26	4.1%
2007	DUES & MEMBERSHIPS	670	755	755	755	-	0.0%
2009	CONFERENCES AND MEETINGS	433	560	560	560	-	0.0%
2062	CONTINGENCY	210	150	150	150	-	0.0%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	-	0.0%
3001	OFFICE SUPPLIES	3,961	11,750	11,750	11,750	-	0.0%
3020	BOOKS & PERIODICALS	31,807	39,799	39,799	39,462	(337)	-0.8%
3022	AUDIO VISUAL MATERIALS	5,056	5,000	5,000	5,450	450	9.0%
3100	ELECTRONIC RESOURCES	4,360	4,200	4,200	4,550	350	8.3%
4001	OUTLAY	210	500	500	500	-	0.0%
	SUBTOTAL	49,321	66,498	66,498	67,807	1,309	2.0%
510	LIBRARY	429,759	448,373	448,373	457,150	8,777	2.0%
						-	
520	CONTRIBUTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
5050	CAPE PRESERVATION SOCIETY	-	450	450	450	-	0.0%
5053	FAMILY FUN DAY	3,478	5,000	5,000	5,000	-	0.0%
520	CONTRIBUTIONS	3,478	5,450	5,450	5,450	-	0.0%

**Town of Cape Elizabeth
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530	PUBLIC INFORMATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	CABLE PART TIME PAYROLL	5,088	6,200	6,200	6,324	124	2.0%
1002	PART TIME WEBMASTER	19,965	22,000	22,000	24,200	2,200	10.0%
1020	SOCIAL SECURITY	1,955	2,180	2,180	2,335	155	7.1%
	SUBTOTAL PERSONNEL	27,008	30,380	30,380	32,859	2,479	8.2%
2004	PRINTING AND ADVERTISING	2,466	7,000	7,000	7,000	-	0.0%
2034	EQUIPMENT MAINTENANCE	125	2,000	2,000	4,500	2,500	125.0%
3006	MISCELLANEOUS SUPPLIES	108	200	200	200	-	0.0%
4001	OUTLAY	-	-	-	-	-	
	SUBTOTAL	2,699	9,200	9,200	11,700	2,500	27.2%
530	PUBLIC INFORMATION	29,707	39,580	39,580	44,559	4,979	12.6%
600	FACILITIES MANAGEMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	31,150	-	-	-	-	0.0%
1002	PART TIME PAYROLL	8,483	10,400	10,400	10,608	208	2.0%
1020	SOCIAL SECURITY	3,927	770	770	812	42	5.5%
	SUBTOTAL PERSONNEL	43,560	11,170	11,170	11,420	250	2.2%
2001	TELEPHONE	400	400	400	400	-	0.0%
2004	PRINTING & ADVERTISING	-	300	300	300	-	0.0%
2006	TRAVEL	1,683	-	-	-	-	
2007	DUES & MEMBERSHIPS	-	200	200	200	-	0.0%
2009	CONFERENCES & MEETINGS	50	600	600	600	-	0.0%
2010	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	-	0.0%
2034	OFFICE EQUIP MAINTENANCE	275	300	300	325	25	8.3%
2035	CONSOLIDATED BUILDING MAINT.	54,725	70,000	70,000	107,442	37,442	53.5%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	714	40,000	40,000	40,800	800	2.0%
4001	OUTLAY	-	2,000	2,000	2,000	-	0.0%
	SUBTOTAL	58,847	114,800	114,800	153,067	38,267	33.3%
600	FACILITIES MANAGEMENT	102,407	125,970	125,970	164,487	38,517	30.6%
610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	13,295	12,000	12,000	12,780	780	6.5%
2003	WATER & SEWER	2,132	2,800	2,800	2,650	(150)	-5.4%
3003	HEAT	6,550	10,500	10,500	12,600	2,100	20.0%
610	TOWN HALL	21,977	25,300	25,300	28,030	2,730	10.8%

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615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	10,988	11,000	11,000	11,000	-	0.0%
2003	WATER AND SEWER	730	690	690	775	85	12.3%
3003	HEAT	14,510	13,650	13,650	16,400	2,750	20.1%
615	LIBRARY BUILDING	26,228	25,340	25,340	28,175	2,835	11.2%
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2003	WATER & SEWER	1,147	1,600	1,600	1,400	(200)	-12.5%
2062	CONTRACTED CUSTODIAL SERVICES				3,717	3,717	100.0%
3003	HEAT	8,928	14,175	14,175	16,800	2,625	18.5%
630	TOWN CENTER FIRE STATION	10,075	15,775	15,775	21,917	6,142	38.9%
630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	22,244	24,000	24,000	24,500	500	2.1%
2003	WATER & SEWER	2,712	3,050	3,050	3,050	-	0.0%
2062	CONTRACTED CUSTODIAL SERVICES		23,726	23,726	23,623	(103)	-0.4%
3003	HEAT	7,728	13,750	13,750	12,500	(1,250)	-9.1%
630	POLICE STATION	32,684	64,526	64,526	63,673	(853)	-1.3%
635	CAPE COTTAGE FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	2,078	2,500	2,500	2,500	-	0.0%
2003	WATER & SEWER	657	730	730	750	20	2.7%
3003	HEAT	2,029	3,500	3,500	4,275	775	22.1%
635	ENGINE ONE	4,764	6,730	6,730	7,525	795	11.8%

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640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	17,447	17,451	17,448	23,300	5,849	33.5%
1002	PART TIME PAYROLL	2,184	1,830	1,830	13,070	11,240	614.2%
1020	SOCIAL SECURITY	2,068	1,475	1,795	2,782	1,307	88.6%
	SUBTOTAL PERSONNEL	21,699	20,756	21,073	39,152	18,396	88.6%
2002	POWER	910	1,380	1,100	1,200	(180)	-13.0%
2003	WATER	2,105	2,200	2,200	2,275	75	3.4%
2010	PROFESSIONAL SERVICES	15,119	15,000	15,000	17,400	2,400	16.0%
2022	UNIFORMS	479	465	468	510	45	9.7%
2032	EQUIPMENT MAINTENANCE	1,418	1,500	1,500	1,500	-	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE	1,005	3,500	2,500	3,500	-	0.0%
3002	GASOLINE	794	880	880	1050	170	19.3%
3038	IRRIGATION MAINT. AND SUPPLIES	4,468	850	600	500	(350)	-41.2%
3039	GROUNDS MATERIAL	400	5,300	5,300	5,300	-	0.0%
3040	DIESEL FUEL	500	300	300	624	324	108.0%
4006	LIONS' FIELD IMPROVEMENTS	-	500	500	500	-	0.0%
4114	GREENBELT TRAILS MAINTENANCE	5,448	8,000	8,000	8,000	-	0.0%
4007	SUBTOTAL	32,646	39,875	38,348	42,359	2,484	6.2%
640	PARKS	54,345	60,631	59,421	81,511	20,880	34.4%
641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	36,745	34,985	34,985	35,670	685	2.0%
1002	PART TIME PAYROLL	9,928	10,067	9,000	10,261	194	1.9%
1003	OVERTIME PAYROLL		358	300	365	7	2.0%
1020	SOCIAL SECURITY	3,761	3,474	3,388	3,542	68	2.0%
	SUBTOTAL PERSONNEL	50,434	48,884	47,673	49,838	954	2.0%
2010	PROFESSIONAL SERVICES	24,796	26,000	26,000	26,000	-	0.0%
2022	UNIFORMS	465	465	465	510	45	9.7%
2032	EQUIPMENT MAINTENANCE	2,111	2,200	2,200	2,200	-	0.0%
2038	CONTRACTED SCHOOL PLOWING	43,500	43,500	43,500	43,500	-	0.0%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	7,000	7,000	7,000	-	0.0%
3002	GASOLINE	2,107	2,425	2,425	2,920	495	20.4%
3005	MINOR EQUIPMENT	1,090	1,100	1,100	1,100	-	0.0%
3006	MISCELLANEOUS SUPPLIES	157	150	150	200	50	33.3%
3038	IRRIGATION MAINT. AND SUPPLIES	946	1,000	500	750	(250)	-25.0%
3039	GROUNDS MATERIAL	7,452	9,900	9,200	9,350	(550)	-5.6%
3040	DIESEL FUEL	775	800	800	1728	928	116.0%
	SUBTOTAL	90,399	94,540	93,340	95,258	718	0.8%
641	SCHOOL GROUNDS	140,833	143,424	141,013	145,096	1,672	1.2%

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645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	48,127	50,177	50,177	42,905	(7,272)	-14.5%
1002	PART TIME PAYROLL	28,974	39,094	39,000	39,860	766	2.0%
1003	OVERTIME PAYROLL	239	267	267	271	4	1.5%
1020	SOCIAL SECURITY	6,548	6,850	6,842	6,352	(497)	-7.3%
	SUBTOTAL PERSONNEL	83,888	96,388	96,286	89,388	(6,999)	-7.3%
2002	POWER	2,497	2,400	2,500	2,500	100	4.2%
2003	WATER	3,026	3,000	3,700	3,500	500	16.7%
2010	PROFESSIONAL SERVICES	15,106	15,000	15,000	15,000	-	0.0%
2019	TREE PLANTING AND MAINTENANCE	5,961	10,000	7,500	7,500	(2,500)	-25.0%
2022	UNIFORMS	484	875	875	875	-	0.0%
2032	EQUIPMENT MAINTENANCE	3,409	3,500	3,500	3,500	-	0.0%
2035	BUILDING MAINTENANCE	4,907	1,100	1,100	15,100	14,000	1272.7%
2036	STONE WALL REPAIRS	12,847	5,000	5,000	35,000	30,000	600.0%
2037	BATTERY & MANSION SECURITY				3,000	3,000	
2041	FENCING & GATE MAINTENANCE				36,120	36,120	
2063	ALARM MONITORING	448	500	500	500	-	0.0%
3002	GASOLINE	1,955	2,700	2,700	3,160	460	17.0%
3003	HEAT	5,989	3,000	7,000	9,350	6,350	211.7%
3005	MINOR EQUIPMENT	460	500	500	500	-	0.0%
3006	MISCELLANEOUS SUPPLIES	988	1,100	1,100	1,100	-	0.0%
3038	MAINT MATERIAL	15,172	14,500	14,500	14,500	-	0.0%
3039	GROUNDS MATERIAL	184	350	350	350	-	0.0%
3040	DIESEL FUEL	496	895	895	1,875	980	109.5%
	SUBTOTAL	73,929	64,420	66,720	153,430	89,010	138.2%
645	FORT WILLIAMS PARK	157,817	160,808	163,006	242,818	82,011	51.0%

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655	DONALD RICHARDS POOL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	82,444	87,739	87,739	109,740	22,001	25.1%
1002	PART TIME PAYROLL	79,127	66,000	66,000	45,500	(20,500)	-31.1%
1020	SOCIAL SECURITY	11,233	11,445	11,445	14,483	3,038	26.5%
	SUBTOTAL PERSONNEL	172,804	165,184	165,184	169,723	4,539	2.7%
2001	TELEPHONE	1,099	1,200	1,200	1,200	-	0.0%
2002	POWER	49,270	47,000	47,000	47,000	-	0.0%
2003	WATER & SEWER	2,550	2,550	2,550	1,800	(750)	-29.4%
2004	PRINTING AND ADVERTISING	0	500	500	800	300	60.0%
2005	POSTAGE	0	44	44	47	3	6.8%
2006	TRAVEL	0	60	60	60	-	0.0%
2007	DUES AND MEMBERSHIPS	350	400	200	400	-	0.0%
2008	TRAINING	529	300	355	300	-	0.0%
2009	CONFERENCES AND MEETINGS	300	400	400	400	-	0.0%
2010	INDEPENDENT CONTRACTORS	6,618	8,000	8,000	6,000	(2,000)	-25.0%
2011	CONTRACTED CUSTODIAL SVCS.	35,244	32,739	32,739	34,091	1,352	4.1%
2034	OFFICE EQUIPMENT	299	500	500	500	-	0.0%
2035	BUILDING MAINTENANCE	13,594	14,165	14,165	19,900	5,735	40.5%
2062	CONTINGENCY	393	4,000	1,000	4,000	-	0.0%
3001	OFFICE SUPPLIES	107	400	400	400	-	0.0%
3003	HEAT	11,700	15,000	15,000	15,000	-	0.0%
3006	MISCELLANEOUS SUPPLIES	13,438	13,600	13,600	14,100	500	3.7%
4001	OUTLAY-WEIGHT ROOM EQUIP.	0	0	0	0	-	
	SUBTOTAL	135,491	140,858	137,713	145,998	5,140	3.6%
	TOTAL	308,295	306,042	302,897	315,721	9,679	3.2%

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660	TREES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	3,000	3,000	3,500	3,500	500	16.7%
1020	SOCIAL SECURITY	229	231	268	268	37	15.9%
	SUBTOTAL PERSONNEL	3,229	3,231	3,768	3,768	537	16.6%
						-	
2007	DUES & MEMBERSHIPS	-	105	125	125	20	19.0%
2010	PROFESSIONAL SERVICES	15,491	16,000	16,000	18,000	2,000	12.5%
3006	MISCELLANEOUS SUPPLIES	42	50	50	50	-	0.0%
		15,533	16,155	16,175	18,175	2,020	12.5%
660	TREES	18,762	19,386	19,943	21,943	2,557	13.2%
710	INTERGOVERNMENTAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	ASSESSMENTS	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
5024	GPCOG DUES & FEES	8,161	8,161	9,068	9,068	907	11.1%
5025	MMA DUES	11,535	11,590	11,700	12,050	460	4.0%
710	INTERGOVERNMENTAL ASSMTS.	19,696	19,751	20,768	21,118	1,367	6.9%

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715	CAPITAL PROJECTS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
4001	CIP ITEMS	532,861	466,178	466,178	566,000	99,822	21.4%
	GRAND TOTAL-MUNICIPAL GENERAL FUND	8,140,146	8,539,687	8,450,709	8,896,624	356,938	4.2%
735	RESCUE FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0620	RESCUE FEES	186,450	170,000	170,000	170,000		
	TOTAL RESCUE FUND REVENUES	186,450	170,000	170,000	170,000		
	EXPENDITURES						
1002	PART TIME PAYROLL	73,648	81,600	81,600	83,250	1,650	2.0%
1020	SOCIAL SECURITY	5,204	6,800	6,800	6,800	0	0.0%
	PERSONNEL SUBTOTAL	78,852	88,400	88,400	90,050	1,650	1.9%
2000	CELLULAR	615	650	650	650	0	0.0%
2007	DUES AND MEMBERSHIPS	1,733	2,700	2,700	2,700	0	0.0%
2008	TRAINING	5,420	8,000	8,000	8,000	0	0.0%
2010	PROFESSIONAL SERVICES	22,959	26,000	26,000	25,000	-1,000	-3.8%
2032	VEHICLE MAINTENANCE	3,355	4,500	4,500	4,500	0	0.0%
2033	RADIO MAINTENANCE	5,232	7,300	7,300	7,300	0	0.0%
2034	EQUIPMENT MAINTENANCE	5,004	9,000	9,000	9,000	0	0.0%
2071	PHYSICALS AND SHOTS	0	2,500	2,500	2,500	0	0.0%
3022	MOTOR FUELS	1,447	3,500	3,500	3,500	0	0.0%
3004	UNIFORMS	5,866	4,500	4,500	4,500	0	0.0%
3005	MINOR EQUIPMENT	10,996	15,000	15,000	15,000	0	0.0%
3006	MISCELLANEOUS SUPPLIES	2,277	2,500	2,500	2,500	0	0.0%
4001	OUTLAY		160,000	160,000		-160,000	-100.0%
6010	TOWN GENERAL FUND	5,236	5,236			-5,236	-100.0%
	SUBTOTAL	70,140	251,386	246,150	85,150	-166,236	-66.1%
	RESCUE FUND TOTAL	148,992	339,786	334,550	175,200	-164,586	-48.4%
815	SEWER FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0348	SEWER BILLS	1,619,259	1,545,000	1,590,000	1,600,000	55,000	3.6%
R0349	CONNECTION FEES	48,000	15,000	25,000	25,000	10,000	66.7%
R0356	MISCELLANEOUS	2,878	5,000	3,000	300	(4,700)	-94.0%
	USE OF SURPLUS					-	
	TOTAL SEWER FUND REVENUES	1,670,137	1,565,000	1,618,000	1,625,300	60,300	3.9%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

	EXPENDITURES						
1001	FULL TIME PAYROLL	10,797	10,993	10,993	11,212	219	2.0%
1003	OVERTIME PAYROLL	468	850	800	867	17	2.0%
1020	SOCIAL SECURITY	1,074	906	902	924	18	2.0%
	PERSONNEL SUBTOTAL	12,339	12,749	12,695	13,003	254	2.0%
2022	UNIFORMS	619	620	624	680	60	9.7%
2037	SEWER LINE MAINTENANCE/RESERVE	35,023	100,000	60,000	100,000	-	0.0%
2062	CONTINGENCY	-	200	200	200	-	0.0%
2071	PWD ASSESSMENT	1,069,518	1,089,984	1,089,984	1,110,000	20,016	1.8%
2072	ADMINISTRATIVE COSTS	1,558	2,000	2,000	2,000	-	0.0%
2073	ALLOW FOR UNCOLLECTABLES	236	1,800	1,800	1,800	-	0.0%
3002	GASOLINE	320	320	320	420	100	31.3%
3040	DIESEL FUEL	398	398	398	524	126	31.7%
4001	OUTLAY	-	75,000	53,318	0	(75,000)	-100.0%
4004	DEBT SERVICE	220,017	219,563	219,563	219,563	-	0.0%
6010	TOWN GENERAL FUND	41,612	45,461	43,227	43,446	(2,016)	-4.4%
	SUBTOTAL	1,369,301	1,535,346	1,471,434	1,478,633	(56,714)	-3.7%
	SEWER FUND TOTAL	1,381,640	1,548,095	1,484,129	1,491,636	(56,460)	-3.6%
840	SPURWINK CHURCH	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0334	RENTAL FEES	4,520	1,000	4,000	4,000	3,000	300.0%
R0434	INTEREST	496	500	500	200	(300)	-60.0%
	TOTAL SPURWINK CHURCH FUND REVENUES	5,016	1,500	4,500	4,200	2,700	180.0%
	EXPENDITURES						
1002	PART TIME PAYROLL	1,175	2,500	2,500	2,500	-	0.0%
1020	SOCIAL SECURITY	-	191	191	191	-	0.0%
	PERSONNEL SUBTOTAL	1,175	2,691	2,691	2,691	-	0.0%
2001	TELEPHONE	-	550	550	550	-	0.0%
2002	POWER	427	690	690	690	-	0.0%
2003	WATER	534	400	400	400	-	0.0%
2035	BUILDING MAINTENANCE	751	2,500	2,500	2,500	-	0.0%
2063	ALARM SERVICE	-	450	450	450	-	0.0%
3003	HEAT	2,755	3,000	3,000	3,000	-	0.0%
6010	TOWN GENERAL FUND	202	308	308	308	-	0.0%
	SUBTOTAL	4,669	7,898	7,898	7,898	-	0.0%
	SPURWINK CHURCH TOTAL	5,844	10,589	10,589	10,589	-	0.0%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

860	RIVERSIDE CEMETERY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0328	INVESTMENT INCOME	5,423	8,000	3,000	1,000	(7,000)	-87.5%
R0330	LOT SALES	12,900	5,000	12,000	12,000	7,000	140.0%
R0516	BURIAL FEES	29,575	20,000	25,000	25,000	5,000	25.0%
	TOTAL RIVERSIDE CEMETERY REVENUES	47,898	33,000	40,000	38,000	5,000	15.2%
1001	FULL TIME PAYROLL	18,814	18,845	18,845	19,220	375	2.0%
1002	PART-TIME PAYROLL	13,522	12,945	12,945	13,195	250	1.9%
1003	OVERTIME	1,243	1,393	1,200	1,421	28	2.0%
1020	SOCIAL SECURITY	2,067	2,538	2,524	2,588	50	2.0%
	PERSONNEL SUBTOTAL	35,646	35,721	35,514	36,424	703	2.0%
2002	POWER	199	240	200	225	(15)	-6.3%
2003	WATER	198	350	200	250	(100)	-28.6%
2010	PROFESSIONAL SERVICES	783	750	750	750	-	0.0%
2022	UNIFORMS	620	620	620	680	60	9.7%
2032	MARKER REPAIRS	430	500	0	500	-	0.0%
2036	STONEWALL REPAIRS	155	1,200	1,250	2,500	1,300	108.3%
3002	GASOLINE	-	871	871	975	104	11.9%
3006	MATERIALS & SUPPLIES	2,248	2,500	2,500	2,500	-	0.0%
3008	BURIALS	400	-	-	-		
3040	DIESEL FUEL	-	350	350	575	225	64.3%
4005	LOT BUY BACK	2,487	2,250	1,125	2,250	-	0.0%
6010	TOWN GENERAL FUND	1,367	1,361	1,301	1,429	68	5.0%
	SUBTOTAL	8,887	10,992	9,167	12,634	1,642	14.9%
	RIVERSIDE CEMETERY TOTAL	44,533	46,713	44,681	49,058	2,345	5.0%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

865	FORT WILLIAMS PARK FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
4005	MASTER & BUSINESS PLAN UPDATE				\$ 10,000	\$ 10,000	
4006	MISC. PROJ. TBD BY THE FWAC	\$ 6,747	\$ 6,030	\$ 500	\$ 5,000	\$ (1,030)	-17.1%
4011	GODDARD MANSION	\$ 3,456	\$ 1,000	\$ 500	\$ -	\$ (1,000)	-100.0%
4015	BATTERY BLAIR GRANT OPP.	\$ 5,237	\$ 200	\$ 50	\$ 200	\$ -	0.0%
4016	PARK BENCHES	\$ -	\$ 6,000	\$ 300	\$ 500	\$ (5,500)	-91.7%
4017	PLAYGROUND BRICKS	\$ -	\$ 200	\$ -	\$ -	\$ (200)	-100.0%
4018	GARDEN POND STUDY	\$ -	\$ 5,000	\$ 2,000	\$ 5,000	\$ -	0.0%
4019	BATTERY BLAIR REPAIRS	\$ -	\$ 24,000	\$ 30,000	\$ -	\$ (24,000)	-100.0%
4020	ENTRANCE ROAD GUARDRAIL EXTENSION	\$ -	\$ 1,000	\$ 500	\$ 5,000	\$ 4,000	400.0%
4021	PEDESTRIAN IMPROVEMENTS				\$ 5,000		
4028	BATTERY KNOLL INTERPRETIVE DIS.					\$ -	
6010	GENERAL FUND CONT.	\$ 463	\$ 1,303	\$ 1,016	\$ 921	\$ (382)	-29.3%
	FORT WILLIAMS PARK TOTAL	16,424	44,702	44,702	31,621	(18,112)	-38.1%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

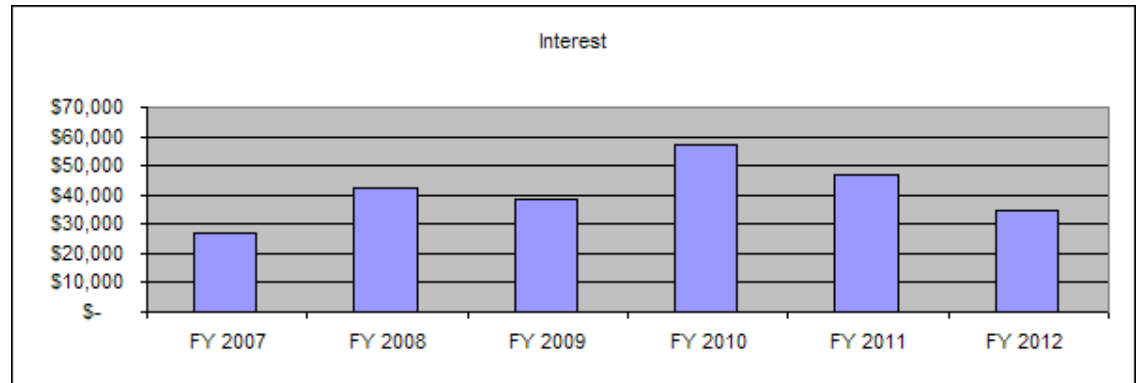
870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0555	DONATIONS	825	1,200	1,250	1,200	0	0.0%
R0556	MUSEUM ADMISSIONS	45,507	40,000	45,000	40,000	0	0.0%
R0557	GIFT SHOP SALES	502,241	490,000	510,000	500,000	10,000	2.0%
R0558	BINOCULARS	874	1,000	1,000	1,000	0	0.0%
R0560	INTEREST	558					
	TOTAL PORTLAND HEAD LIGHT FUND REVENUES	550,005	532,200	557,250	542,200	10,000	1.9%
	EXPENDITURES						
1001	FULL TIME PAYROLL	64,563	64,585	64,585	65,900	1,315	2.0%
1002	PART TIME PAYROLL	52,658	49,000	49,000	50,000	1,000	2.0%
1020	SOCIAL SECURITY	8,523	8,800	8,800	8,975	175	2.0%
1023	ICMA DEFERRED COMPENSATION	6,200	6,070	6,070	6,200	130	2.1%
1025	HEALTH INSURANCE	15,000	16,075	16,075	17,080	1,005	6.3%
	PERSONNEL SUBTOTAL	146,944	144,530	144,530	148,155	3,625	2.5%
2001	TELEPHONE	3,952	3,500	3,500	3,500	-	0.0%
2002	POWER	3,022	3,500	3,500	3,500	-	0.0%
2004	PRINTING AND ADVERTISING	5,349	10,500	10,500	10,500	-	0.0%
2005	POSTAGE	78	150	150	150	-	0.0%
2006	TRAVEL	-	200	-	200	-	0.0%
2007	DUES AND MEMBERSHIPS	660	800	800	800	-	0.0%
2008	TRAINING	3,625	3,250	3,250	3,250	-	0.0%
2009	CONFERENCES AND MEETINGS	-	200	-	200	-	0.0%
2010	PROFESSIONAL SERVICES	1,025	1,000	1,000	1,000	-	0.0%
2013	COLLECTIONS	-	1,500	-	1,500	-	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	150	150	-	0.0%
2034	OFFICE EQUIPMENT	224	1,000	500	1,000	-	0.0%
2035	BUILDING MAINTENANCE	7,152	31,500	15,000	31,500	-	0.0%
2036	GROUNDS MAINTENANCE	28,564	30,000	30,000	30,000	-	0.0%
2062	CONTINGENCY	-	1,000	-	1,000	-	0.0%
2089	INSURANCE COVERAGES	3,309	3,800	3,500	3,500	(300)	-7.9%
3001	OFFICE SUPPLIES	387	600	600	600	-	0.0%
3003	HEAT	3,211	5,000	5,000	5,000	-	0.0%
3006	MISCELLANEOUS SUPPLIES	-	100	-	100	-	0.0%
3007	CLEANING SUPPLIES	150	200	200	200	-	0.0%
3020	BOOKS	71	100	100	100	-	0.0%
4001	OUTLAY	15,825	20,000	20,000	15,000	(5,000)	-25.0%
4002	MUSEUM DEVELOPMENT	709	6,000	2,000	6,000	-	0.0%
4010	GIFT SHOP COSTS	264,955	255,000	255,000	255,000	-	0.0%
6010	TOWN GENERAL FUND	15,147	7,200	7,200	7,200	-	0.0%
		357,415	386,250	361,950	380,950	(5,300)	-1.4%
	PORTLAND HEAD LIGHT TOTAL	504,359	530,780	506,480	529,105	(1,675)	-0.3%

**Town of Cape Elizabeth
Manager's Proposed FY 2012 Budget**

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
875	THOMAS JORDAN TRUST						
5101	CLIENT ASSISTANCE/ADMIN.	24,625	34,500	34,500	34,500	-	0.0%
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035	-	0.0%
	THOMAS JORDAN TOTAL	25,660	35,535	35,535	35,535	-	0.0%
750	INFRASTRUCTURE IMPROVEMENT FUND						
4001	TOWN CENTER FIRE STATION LIGHTING		\$ 2,500	\$ 2,500	\$ -	\$ (2,500)	-100%
4002	THOMAS MEMORIAL LIBRARY PHASE II		\$ 50,000	\$ 50,000	\$ -	\$ (50,000)	-100%
4003	LIBRARY LIGHTING UPGRADE		\$ 5,000	\$ 5,000	\$ -	\$ (5,000)	-100%
4004	POOL DECTRON UNIT REPAIRS		\$ 15,000	\$ 15,000	\$ -	\$ (15,000)	-100%
4005	POLICE SHELVING		\$ 2,500	\$ 2,500	\$ -	\$ (2,500)	-100%
4006	TOWN CENTER FIRE STATION PAINTING/SIGNS		\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	-100%
4007	TOWN CENTER LIGHT FIXTURES REPLACEMENTS		\$ 12,000	\$ 12,000	\$ -	\$ (12,000)	-100%
	INFRASTRUCTURE FUND TOTAL		\$ 88,000	\$ 88,000	\$ -	\$ (88,000)	-100%
GF	CARRY FORWARD FUNDING FOR CIP						
			\$ 206,688	\$ 206,688	\$ 222,839	\$ 16,151	7.8%
SF	TOTAL SPECIAL FUNDS						
		\$ 2,127,452	\$ 2,644,201	\$ 2,548,667	\$ 2,322,745	\$ (321,456)	-12.2%
CT	CUMBERLAND COUNTY TAX ASSESSMENT						
		\$ 967,750	\$ 947,600	\$ 947,600	\$ 992,047	\$ 44,447	4.7%
HE	HOMESTEAD EXEMPTION						
		\$ 220,000	\$ 185,000	\$ 171,000	\$ 175,000	\$ (10,000)	-5.4%
	GRAND TOTALS						
	TOTAL GENERAL FUND	\$ 9,327,896	\$ 9,878,975	\$ 9,775,997	\$10,286,510	\$ 407,536	4.1%
	TOTAL SPECIAL FUNDS	\$ 2,127,452	\$ 2,644,201	\$ 2,548,667	\$ 2,322,745	\$ (321,456)	-12.2%
	GRAND TOTAL	\$ 11,455,348	\$ 12,523,176	\$ 12,324,664	\$12,609,255	\$ 86,079	0.7%
	TOTAL WITH COUNTY AND HOMESTEAD EXEMPTION	\$ 12,643,098	\$ 13,655,776	\$ 13,443,264	\$13,776,302	\$ 120,526	0.9%

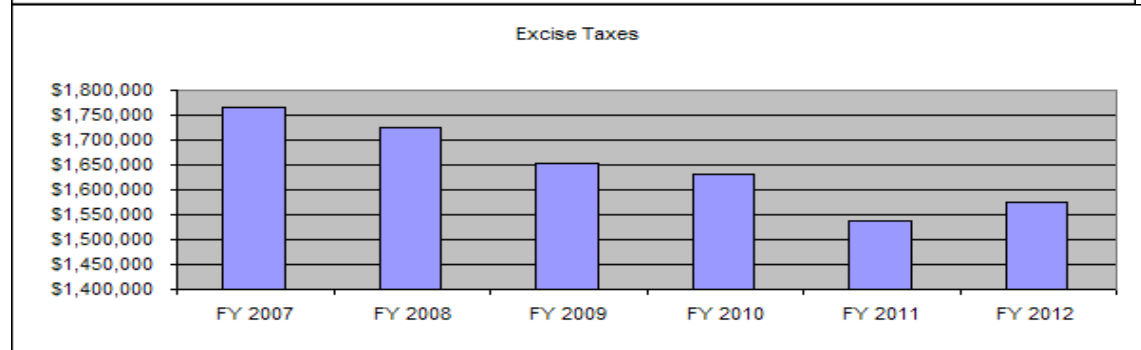
<i>GENERAL FUND REVENUES</i>	ACTUAL	BUDGET	ESTIMATE	BUDGET	\$ CHANGE	% CHANGE
	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
INTEREST/LATECHARGES	\$ 57,230	\$ 47,000	\$ 40,000	\$ 35,000	\$ (12,000)	-25.5%
EXCISE TAXES	\$1,629,715	\$ 1,537,600	\$1,570,000	\$1,575,000	\$ 37,400	2.4%
REGISTRATION FEES	\$ 25,063	\$ 25,000	\$ 25,000	\$ 24,000	\$ (1,000)	-4.0%
CLERKS FEES	\$ 12,850	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%
POLICE FINES AND FEES	\$ 5,829	\$ 7,000	\$ 6,000	\$ 5,000	\$ (2,000)	-28.6%
LIBRARY FINES/FEES	\$ 8,625	\$ 8,500	\$ 6,000	\$ 6,500	\$ (2,000)	-23.5%
MISCELLANEOUS REVENUES	\$ 88,070	\$ 44,000	\$ 44,000	\$ 44,000	\$ -	0.0%
INVESTMENT INCOME	\$ 84,341	\$ 81,000	\$ 25,000	\$ 50,000	\$ (31,000)	-38.3%
MISCELLANEOUS FEDERAL REVENUE	\$ 82	\$ 100	\$ 100	\$ 100	\$ -	0.0%
STATE REVENUE SHARING	\$ 599,840	\$ 548,000	\$ 565,000	\$ 622,000	\$ 74,000	13.5%
MISCELLANEOUS STATE REVENUE	\$ 74,275	\$ 29,000	\$ 29,000	\$ 29,000	\$ -	0.0%
USE OF SURPLUS	\$ 210,000	\$ 210,000	\$ 210,000	\$ 350,000	\$ 140,000	66.7%
RECYCLING AREA FEES	\$ 75,254	\$ 60,000	\$ 65,000	\$ 70,000	\$ 10,000	16.7%
MDOT BLOCK GRANT	\$ 77,216	\$ 67,000	\$ 67,000	\$ 67,000	\$ -	0.0%
CABLE FRANCHISE FEE	\$ 144,317	\$ 110,000	\$ 125,000	\$ 125,000	\$ 15,000	13.6%
BOAT EXCISE TAXES	\$ 17,415	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.0%
BUILDING PERMIT FEES	\$ 110,567	\$ 90,000	\$ 90,000	\$ 70,000	\$ (20,000)	-22.2%
POLICE REIMBURSEMENTS	\$ 5,425	\$ 7,000	\$ 7,000	\$ 6,000	\$ (1,000)	-14.3%
MOORING PERMITS	\$ 5,650	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
POOL REVENUES	\$ 180,315	\$ 183,800	\$ 183,800	\$ 183,800	\$ -	0.0%
SPECIAL FUNDS OVERHEAD	\$ 65,583	\$ 65,500	\$ 65,500	\$ 65,500	\$ -	0.0%
OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$3,477,662	\$ 3,152,500	\$3,155,400	\$3,360,900	\$ 208,400	6.6%

	Interest		Rate
FY 2007	\$	26,874	11%
FY 2008	\$	42,067	12%
FY 2009	\$	38,560	11%
FY 2010	\$	57,230	9%
FY 2011	\$	47,000	7%
FY 2012	\$	35,000	7%



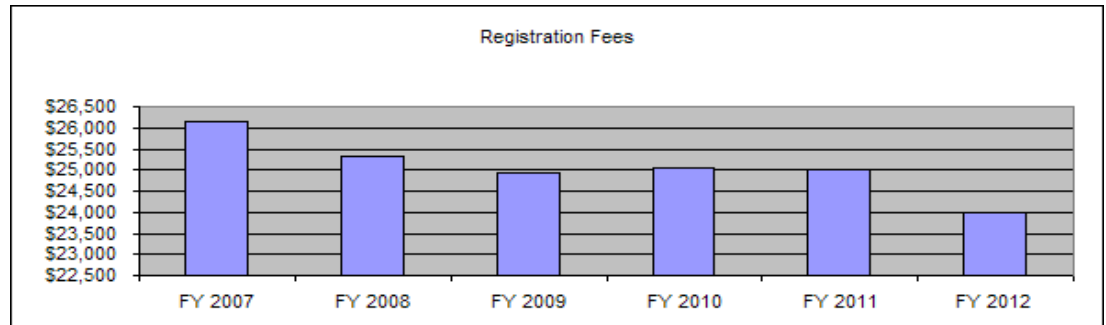
The State of Maine sets the maximum interest rate for past due taxes. As our rate of on-time payments improves, the revenue to the Town decreases.

	Excise Taxes		
FY 2007	\$	1,767,060	Actual
FY 2008	\$	1,726,170	Actual
FY 2009	\$	1,654,447	Actual
FY 2010	\$	1,629,715	Actual
FY 2011	\$	1,537,600	Budget
FY 2012	\$	1,575,000	Projected



It appears we may have our first increase in several years in revenues from excise taxes. Our peak year was FY 2006 with just over \$1.8 million in revenue.

	Registration Fees		
FY 2007	\$	26,142	Actual
FY 2008	\$	25,319	Actual
FY 2009	\$	24,914	Actual
FY 2010	\$	25,063	Actual
FY 2011	\$	25,000	Budget
FY 2012	\$	24,000	Projected

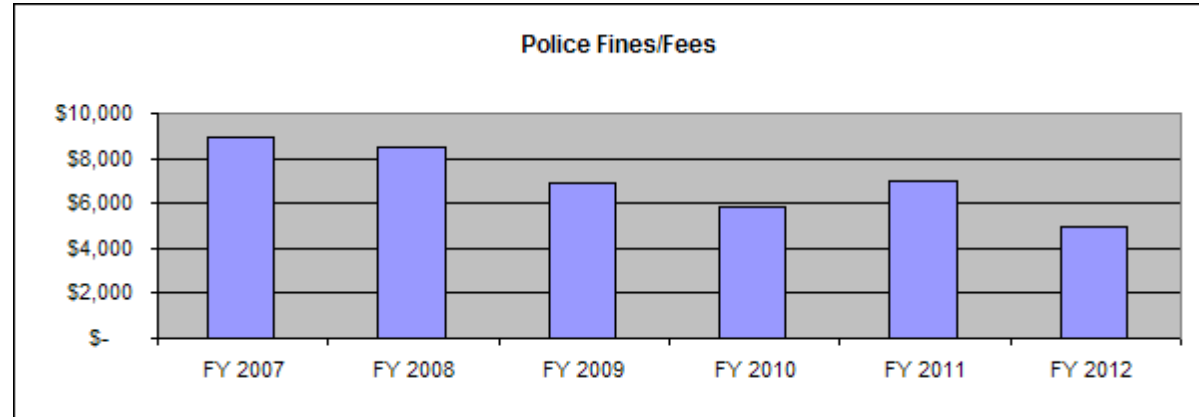


Clerks Fees

FY 2007	\$	14,135	Actual
FY 2008	\$	12,877	Actual
FY 2009	\$	14,936	Actual
FY 2010	\$	12,850	Actual
FY 2011	\$	12,000	Budget
FY 2012	\$	12,000	Projected

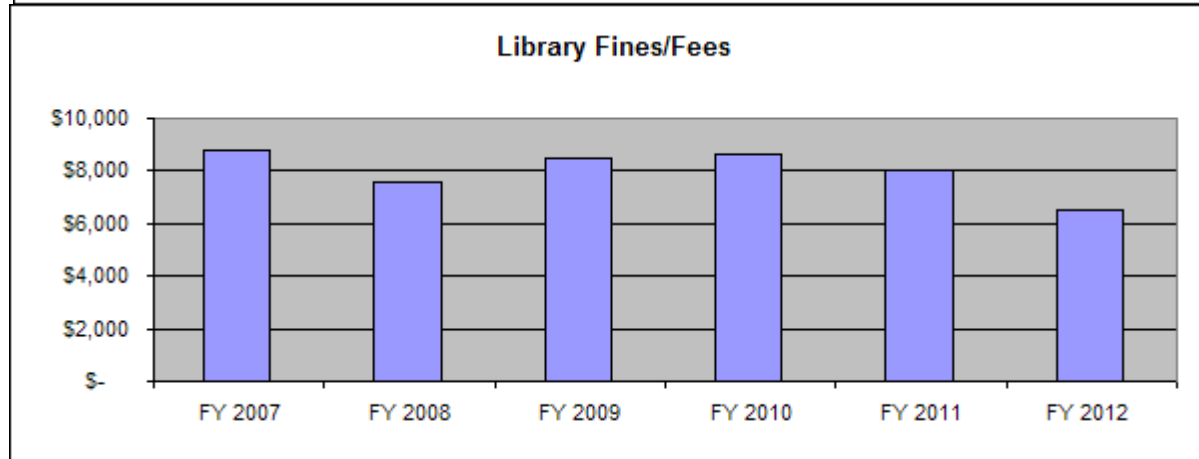
Police Fines and Fees

FY 2007	\$	8,940	Actual
FY 2008	\$	8,453	Actual
FY 2009	\$	6,860	Actual
FY 2010	\$	5,829	Actual
FY 2011	\$	7,000	Budget
FY 2012	\$	5,000	Projected

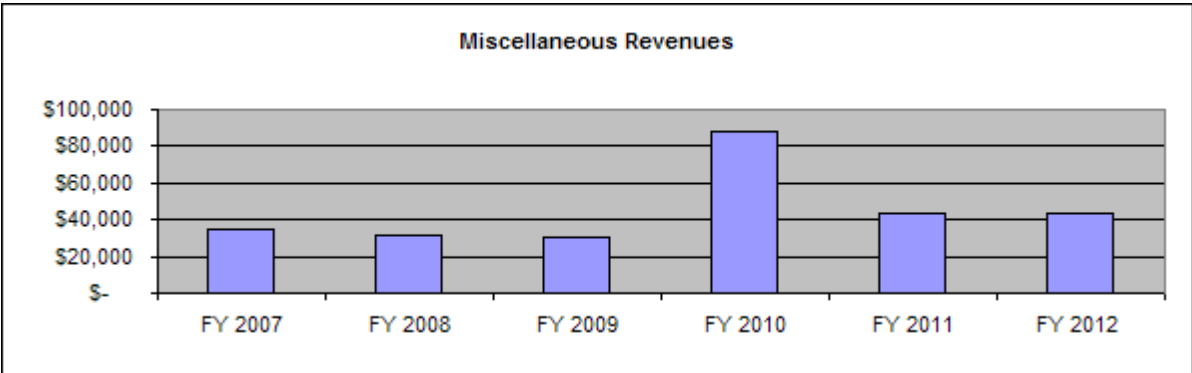


Library Fines and Fees

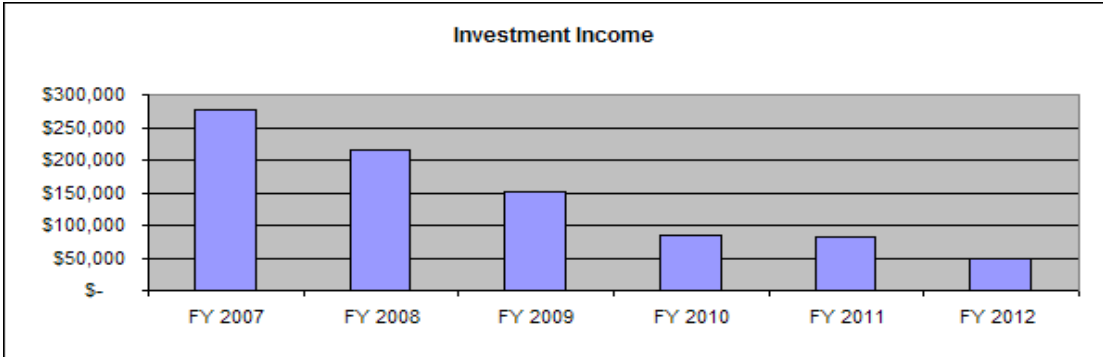
FY 2007	\$	8,752	Actual
FY 2008	\$	7,602	Actual
FY 2009	\$	8,449	Actual
FY 2010	\$	8,625	Actual
FY 2011	\$	8,000	Budget
FY 2012	\$	6,500	Projected



Miscellaneous Revenues			
FY 2007	\$	34,565	Actual
FY 2008	\$	31,075	Actual
FY 2009	\$	30,005	Actual
FY 2010	\$	88,070	Actual
FY 2011	\$	44,000	Budget
FY 2012	\$	44,000	Projected

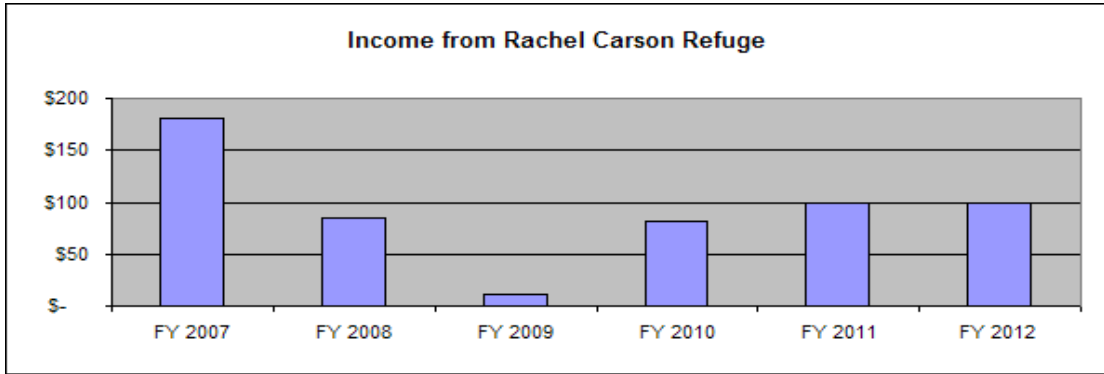


Investment Income			
FY 2007	\$	275,717	Actual
FY 2008	\$	215,040	Actual
FY 2009	\$	150,960	Actual
FY 2010	\$	84,341	Actual
FY 2011	\$	81,000	Budget
FY 2012	\$	50,000	Projected



Investment income has declined as the interest rates we are able to earn have declined.

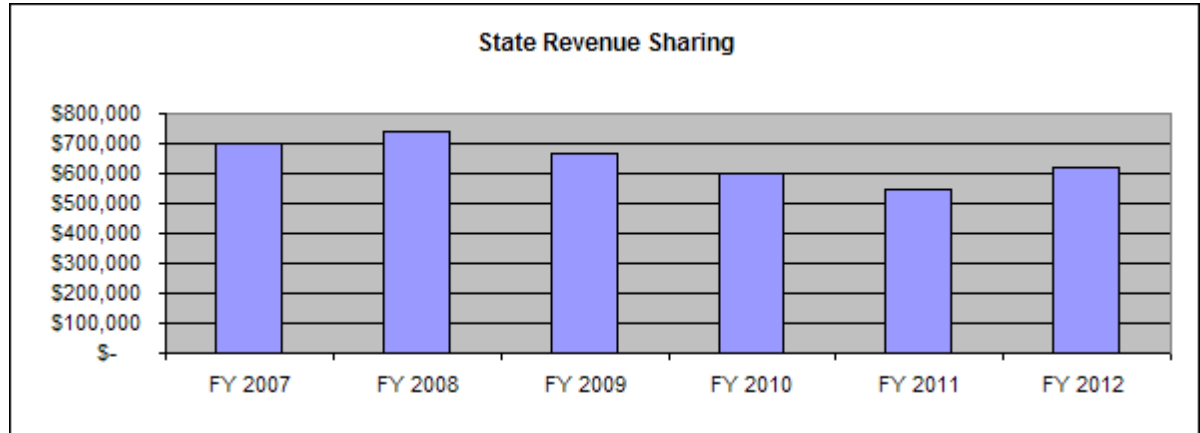
Miscellaneous Federal			
FY 2007	\$	181	Actual
FY 2008	\$	85	Actual
FY 2009	\$	12	Actual
FY 2010	\$	82	Actual
FY 2011	\$	100	Budget
FY 2012	\$	100	Projected



State Revenue Sharing

FY 2007	\$	702,395	Actual
FY 2008	\$	740,197	Actual
FY 2009	\$	667,238	Actual
FY 2010	\$	599,840	Actual
FY 2011	\$	548,000	Budget
FY 2012	\$	622,000	Projected

The State provides a portion of state sales and income taxes back to communities based on a statewide formula and subject to budget cuts.



Miscellaneous State

FY 2007	\$	31,683	Actual
FY 2008	\$	48,358	Actual
FY 2009	\$	71,207	Actual
FY 2010	\$	74,275	Actual
FY 2011	\$	29,000	Budget
FY 2012	\$	29,000	Projected

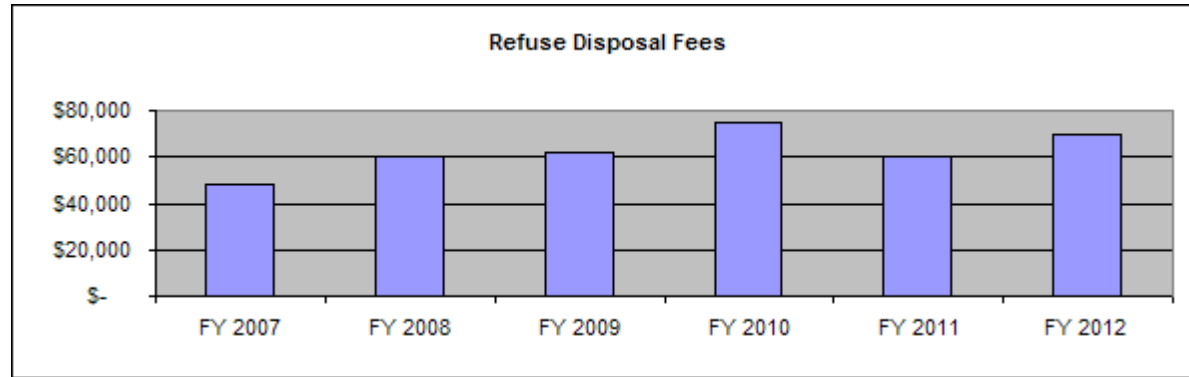
Use of Surplus

FY 2007	\$	210,000	Actual
FY 2008	\$	210,000	Actual
FY 2009	\$	210,000	Actual
FY 2010	\$	210,000	Actual
FY 2011	\$	210,000	Budget
FY 2012	\$	350,000	Projected

The increase is due to a higher than customary undesignated fund balance.

Refuse Disposal Fees

FY 2007	\$	48,135	Actual
FY 2008	\$	59,984	Actual
FY 2009	\$	62,154	Actual
FY 2010	\$	75,253	Actual
FY 2011	\$	60,000	Budget
FY 2012	\$	70,000	Projected



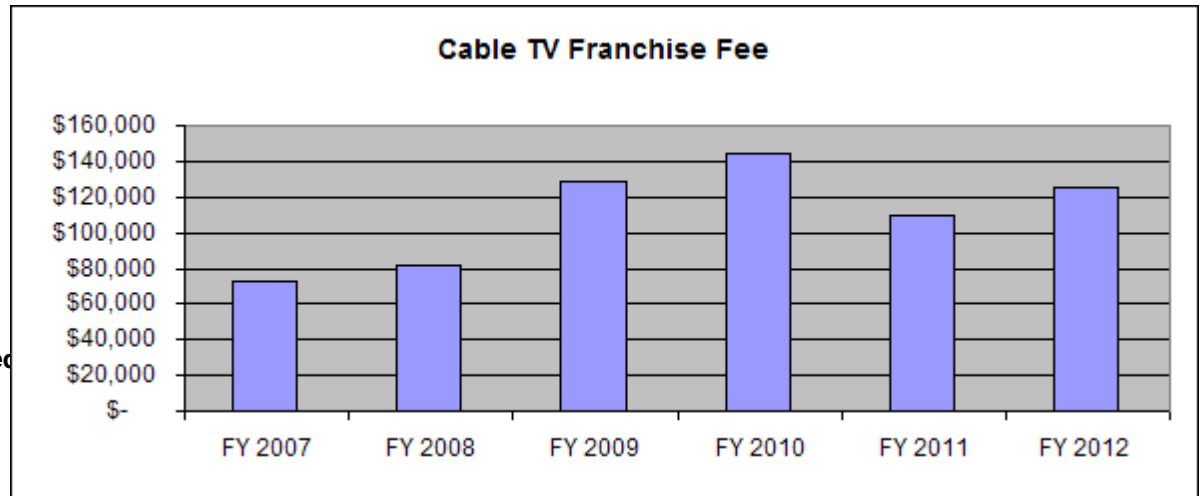
MDOT Block Grant

FY 2007	\$	92,948	Actual
FY 2008	\$	94,380	Actual
FY 2009	\$	86,944	Actual
FY 2010	\$	77,216	Actual
FY 2011	\$	67,000	Budget
FY 2012	\$	67,000	Projected

A small amount of the gas tax is distributed to municipalities to take care of roads.

Cable Franchise Fee

FY 2007	\$	72,761	Actual
FY 2008	\$	81,740	Actual
FY 2009	\$	128,535	Actual
FY 2010	\$	144,317	Actual
FY 2011	\$	110,000	Budget
FY 2012	\$	125,000	Projected

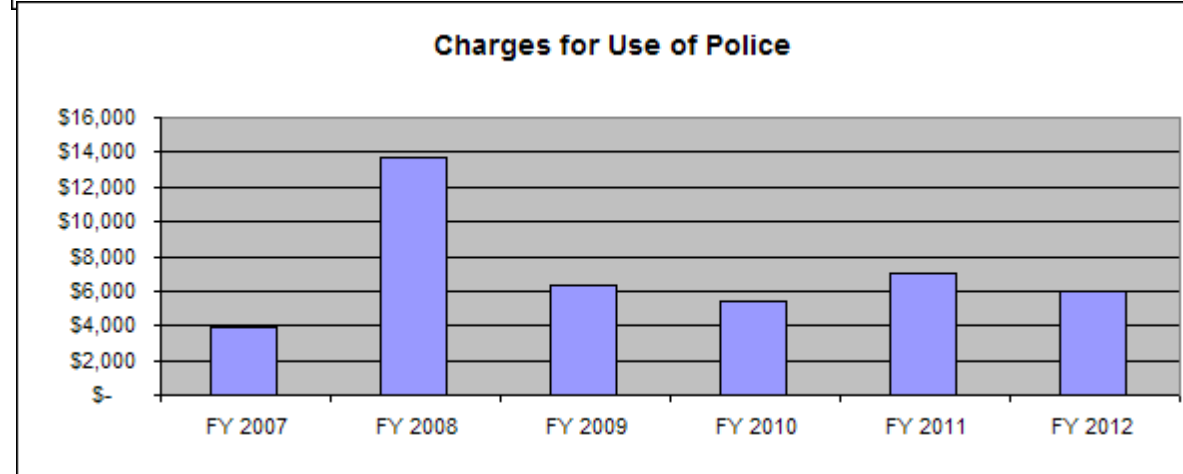
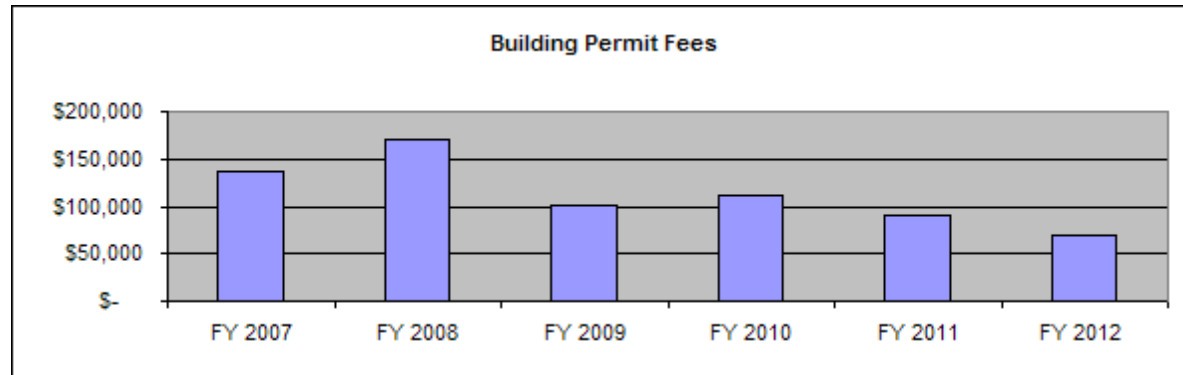


The Town receives 5% of the amount charged by Time Warner Cable for cable services but not for telephone or Internet. With the economy and competition, this account is subject to decline.

Boat Excise Taxes			
FY 2007	\$	18,491	Actual
FY 2008	\$	19,669	Actual
FY 2009	\$	17,403	Actual
FY 2010	\$	17,415	Actual
FY 2011	\$	16,000	Budget
FY 2012	\$	16,000	Projected

Building Permit Fees			
FY 2007	\$	137,325	Actual
FY 2008	\$	171,418	Actual
FY 2009	\$	100,536	Actual
FY 2010	\$	110,566	Actual
FY 2011	\$	90,000	Budget
FY 2012	\$	70,000	Projected

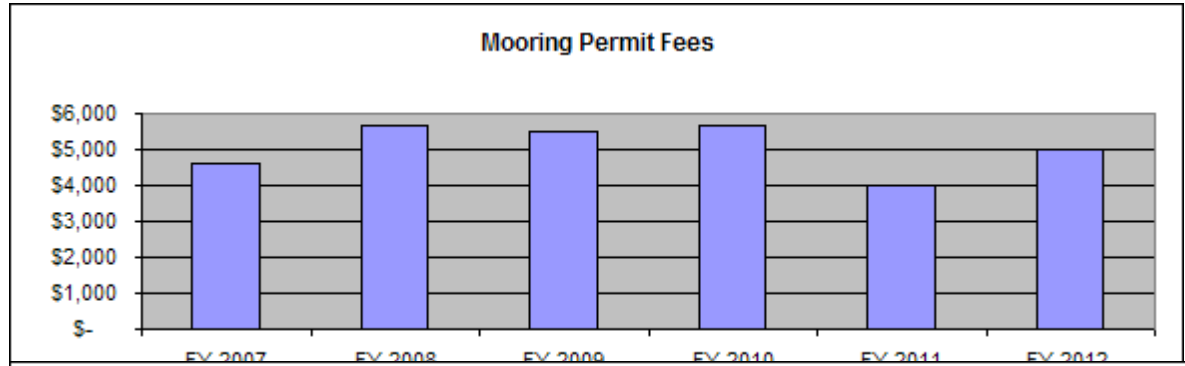
Police Reimbursements			
FY 2007	\$	3,880	Actual
FY 2008	\$	13,677	Actual
FY 2009	\$	6,350	Actual
FY 2010	\$	5,425	Actual
FY 2011	\$	7,000	Budget
FY 2012	\$	6,000	Projected



The revenue is down as the schools have made less use of police officers at athletic events.

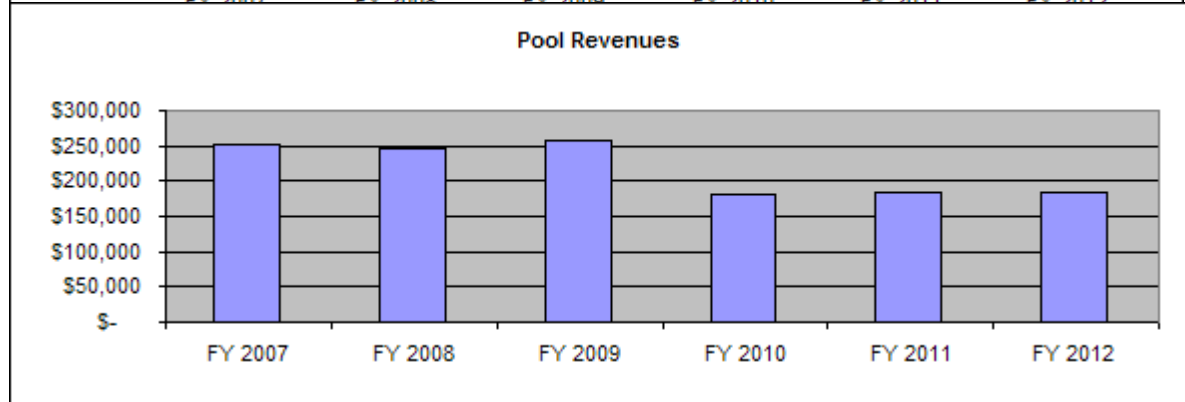
Mooring Permits

FY 2007	\$	4,624	Actual
FY 2008	\$	5,650	Actual
FY 2009	\$	5,500	Actual
FY 2010	\$	5,650	Actual
FY 2011	\$	4,000	Budget
FY 2012	\$	5,000	Projected



Pool Revenues

FY 2007	\$	250,925	Actual
FY 2008	\$	246,610	Actual
FY 2009	\$	256,797	Actual
FY 2010	\$	180,315	Actual
FY 2011	\$	183,800	Budget
FY 2012	\$	183,800	Projected



FY 2007-2009 also includes revenues for the fitness center. They are now in the community services budget

Special Funds Overhead

FY 2007	\$	35,000	Actual
FY 2008	\$	34,606	Actual
FY 2009	\$	34,504	Actual
FY 2010	\$	65,583	Actual
FY 2011	\$	65,500	Budget
FY 2012	\$	65,500	Projected

Administration (110)

Account 1101001 Full Time Payroll **\$317,094**

As in other accounts, a 2% adjustment is proposed in payroll after no adjustment in the current year. Due to a lighter volume of work, the position of full time secretary in the Assessing/Codes/Planning Office will be split 1/3rd in the downstairs tax office and 2/3rds in the ACP office and both offices will serve as a combined team in meeting needs. Approximately \$30,000 in salary and benefits is saved.

	Department Line Item Budget	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	319,970	320,100	320,100	317,094	(3,006)	-0.9%
1003	OVERTIME	-	2,000	2,000	2,000	-	0.0%
1020	SOCIAL SECURITY	24,726	24,640	24,640	24,410	(230)	-0.9%
	SUBTOTAL PERSONNEL	344,696	346,740	346,740	343,504	(3,236)	-0.9%

	FY 2010	FY 2011	FY 2012
Town Manager	105,321	105,321	107,427
Asst. Town Manager	79,560	79,560	81,151
Town Clerk	0	0	0
Deputy Town Clerk/Tax Clerk	41,820	41,820	42,656
Municipal Agent/Tax Clerk	38,437	38,437	39,205
RV Agent/Tax Clerk	33,961	33,961	35,000
Part-Time RV Agent/Tax Clerk	21,000	21,000	11,655
	320,100	320,100	317,094

110	ADMINISTRATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2001	TELEPHONE	28,299	37,500	37,500	37,500	-	0.0%

Our telephone system is 15 years old and we are in the process of replacing it with a VOIP system. Proposals from vendors are now being reviewed. The cost of maintaining the system is not known as of this point and the amount in the budget is a placeholder based upon the present cost. The School Technology Coordinator is working with Debra Lane on the process. The Chief of Police is also helping to ensure that all public safety communication issues are considered. 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 \$2,000 for a line that connects public works with the system in the Town Center. This account funds phone service at Town Hall, the Police, Fire and Public Works Departments and the Thomas Memorial Library.

110	ADMINISTRATION	ACTUAL FY 2010	BUDGET FY 2011	STIMATED FY 2011	BUDGET FY 2012	\$ CHANGE FY 11 TO 12	% CHANGE FY 11 TO 12
2004	PRINTING & ADVERTISING	8,157	10,500	10,500	10,000	(500)	-4.8%
2005	POSTAGE	10,249	12,000	12,000	10,000	(1,500)	-16.7%
2006	TRAVEL	4,959	5,400	5,400	5,510	110	2.0%
2007	DUES & MEMBERSHIPS	205	1,320	1,320	1,350	30	2.3%
2008	TRAINING	-	1,000	1,000	2,000	1,000	100.0%
2009	CONFERENCES & MEETINGS	378	2,500	2,500	4,000	1,500	60.0%
2010	PROFESSIONAL SERVICES	2,959	6,000	6,000	6,000	-	0.0%

Printing and Advertising (1102004) \$10,000

Tax Bill Printing 7,000
 Photocopy Lease 2,000
 Town Report 600
 Miscellaneous 400

Postage (1102005) \$10,000

Mailing of Tax Bills (9000*.44) 3,960
 Certified Mails and late notices 4,000
 Invoice Payments 1,500
 Miscellaneous pieces per day 1,040

Travel (1102006) \$5,510

Mileage Allowances and Misc. Reimbursements, includes \$4,882 vehicle allowance for town manager

Dues and Memberships (1102007) \$1,350

ICMA 800, Me Mgrs. 200, Clerks Assns. 270

Training and Conferences and Meetings (1102008 and 1102009) \$ 6,000

These accounts covers all in-state meetings for the town manager, the assistant manager, the town clerk and the tax office personnel and covers all out of state travel for administrative personnel and department heads. The exact allocation of the funds is at the discretion of the town manager. It was reduced in FY 2009 and in 2010 as no travel was funded more than 200 miles from Cape Elizabeth. The increase of \$2,500 is to enable us to better focus on professional development activities. The Town Manager also hopes to attend the ICMA Conference in Milwaukee.

Professional Services (1102010) \$6,000
 Deed Filing Fees 1,500
 Misc. Studies/Projects 4,500

Department Line Item Budget		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2015	INTERNET-ON-LINE CHARGES	5,639	6,800	6,800	9,800	3,000	44.1%
2016	RECORDS PRESERVATION	1,797	2,000	2,000	2,000	-	0.0%
2034	OFFICE EQUIPMENT	533	1,200	1,200	1,000	-200	-16.7%
2088	COMPUTER MAINTENANCE	14,349	26,000	26,000	26,000	-	0.0%
2200	SCHOOL NETWORK ASSISTANCE	23,000	35,200	35,200	35,904	704	2.0%
3001	OFFICE SUPPLIES	4,922	7,500	7,500	7,000	(500)	-6.7%
	SUBTOTAL	105,446	154,920	154,920	158,064	3,144	2.0%

Internet-On Line Charges (1102015) \$9,800

We are exploring greatly reducing this cost through being able to utilize the school server. Costs would still remain for hosting our website and for a fee to be paid for the new server. The increase is due to the school department moving to Google Mail which saved money in the school budget but added \$3,000 to the municipal budget.

Records Preservation (1102016) \$2,000

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

Office Equipment (1102034) \$1,000

Miscellaneous Purchases

Computer Maintenance (1102088) \$26,000

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

School Network Assistance (1102000) \$35,904

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

Office Supplies \$7,000

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

ASSESSING/CODES/PLANNING (120)

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	289,939	290,075	290,075	284,873	(5,202)	-1.8%
1002	PART TIME PAYROLL	0	0	0	0	-	
1020	SOCIAL SECURITY	20,844	22,191	22,191	21,792	(399)	-1.8%
	SUBTOTAL PERSONNEL	310,783	312,266	312,266	306,665	(5,601)	-1.8%
2000	CELLULAR PHONE	1,239	1,200	1,200	1,200	-	0.0%
2004	PRINTING & ADVERTISING	148	1,100	1,100	1,100	-	0.0%

Full Time Payroll (1201001)

284,873

The Full time Payroll reflects the ACP secretary now being assigned 2/3rd to ACP and 1/3rd to Administration.

	<u>FY11 Hrs/Wk</u>	<u>FY12 Hrs/Wk</u>	<u>Actual FY11</u>	<u>FY 2012</u>
Town Planner	40	40	75,566	77,077
Code Enforcement Officer	40	40	66,830	68,167
Assessor	40	40	74,464	75,953
Office Manager	40	40	18.88 /hr	19.26/hr
			(\$39,270)	(\$40,061)
ACP Secretary	40	27	16.32/hr	\$16.82/hr
			(\$33,945)	(\$23,615)

Social Security (1201020)

21,792

\$284,873 x .0765 = \$21,792

Cellular Phone (1202000)

1,200

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

Printing and Advertising (1202004)

1,100

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

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2006	TRAVEL	7,507	7,500	7,500	7,500	-	0.0%
2007	DUES & MEMBERSHIPS	840	1,405	1,405	1,405	-	0.0%
2009	CONFERENCES & MEETINGS	1,222	3,320	3,320	3,320	-	0.0%

Travel (1202006)

7,500

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

Dues and Membership (1202007)

1,405

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

Conference and Meetings (1202009)

3,320

This account funds most of the training, which is 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

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	PROFESSIONAL SERVICES	5,018	5,100	5,100	5,100	-	0.0%
2011	GIS MAINTENANCE	6,191	14,000	14,000	14,000	-	0.0%
2018	PLANNING CONSULTING	0	2,400	2,400	2,400	-	0.0%
2019	CODES TECHNICAL SUPPORT	27	9,000	9,000	5,500	(3,500)	-38.9%

Professional Services (1202010)

5,100

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

GIS Maintenance (1201011)

14,000

This account funds maintenance of the town's computerized mapping system.

<u>Maintenance of Data</u> : routine updates of existing data layers	1,000
<u>Training</u> : Department heads	500
<u>Technical Assistance</u> : 1/2 day a month at \$75/hour	3,600
<u>Hardware/Software</u> : Annual registration, presentation laptop, new license	6,700
<u>Supplies</u> : These expenses are primarily printer/plotter cartridges and rolls of paper.	200
<u>New Coverage development</u> : Regional aerials buy-in	2,000

Planning Consulting (1202018)

2,400

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

Codes Technical Assistance (1202019)

5,500

This account is used to maintain the new code enforcement permit software and database.

120	ASSESSING/CODES/PLANNING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
						-	
2034	OFFICE EQUIP MAINTENANCE	1,037	1,725	1,725	1,725	-	0.0%
3006	MISCELLANEOUS SUPPLIES	760	700	700	700	-	0.0%
3020	BOOKS/PUBLICATIONS	391	400	400	400	-	0.0%
	SUBTOTAL	24,380	47,850	47,850	44,350	(3,500)	-7.3%
	TOTAL ACP	335,163	360,116	360,116	351,015	(9,101)	-2.5%

Office Equipment and Maintenance (1202034)

1,725

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

Miscellaneous Supplies(1203006)

700

All incidental office supplies are purchased with this account.

Books and Publications (1203020)

400

Subscriptions to publications such as Zoning News, Planning Commissioners Journal and Zoning Bulletin are funded from this account.

Town Council (130)

130 TOWN COUNCIL		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2009	CONFERENCES AND MEETINGS	160	500	500	500	-	0.0%
130	TOWN COUNCIL	160	500	500	500	-	0.0%

The Town Council account is proposed to be stable. The single account covers meeting registration fees and occasionally food served at extended meetings.

Legal and Audit (135)

135 LEGAL & AUDIT		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	LEGAL SERVICES	23,167	25,000	25,000	25,000	-	0.0%
2011	AUDIT SERVICES	27,800	28,000	28,600	29,400	1,400	5.0%
135	LEGAL AND AUDIT	50,967	53,000	53,600	54,400	1,400	2.6%

Legal service expense has declined due to less activity before the Planning and Zoning Boards and very little administrative use of legal services. The amount for audit services reflects actual spending in FY 2011.

ELECTIONS (140)

140	ELECTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	8,210	14,550	13,100	19,445	4,895	33.6%
1020	SOCIAL SECURITY	589	1,113	995	1,488	375	33.7%
	SUBTOTAL PERSONNEL	8,799	15,663	14,095	20,933	5,270	33.6%
2004	PRINTING AND ADVERTISING	3,365	3,140	3,585	3,960	820	26.1%
2010	PROFESSIONAL SERVICES	5,130	4,900	5,300	4,850	(50)	-1.0%
3001	OFFICE SUPPLIES	295	400	400	400	-	0.0%
4001	OUTLAY					-	
	SUBTOTAL	8,790	8,440	9,285	9,210	770	9.1%
140	ELECTIONS	17,589	24,103	23,380	30,143	6,040	25.1%

February 16, 2011

Dear Sara W. Lennon, Chair Finance Committee,
Members of the Finance Committee:

I am pleased to submit for your consideration the Fiscal Year 2012 Elections Budget.

This proposal budgets for the State Referendum and Municipal Elections on November 8, 2011 and the Primary and School Budget Validation Elections on June 12, 2012.

On June 8, 2010, voters in Cape Elizabeth voted (Yes 2680 No 925) to continue the school budget validation referendum process for an additional three years.

Rather than holding the school budget validation election in May, I recommend the election be held in conjunction with the Primary on June 12, 2012. Combining elections reduces election staff payroll and disruption in the municipal offices and high school, voter participation increases, and voters go to the polls once within a 5-week period.

Recently the State law changed to allow for the school budget validation referendum on or before the 30th day following the vote of the Town Council. Next year I recommend that the Town Council vote 30 days prior to the election. If you recall the June 8, 2010

elections were combined however the school budget absentee ballots could not be issued until after the Town Council vote on May 25. The new law will enable us to issue all absentee ballots in one mailing, 30 days prior.

If the Town Council prefers to budget for a May 2012 school budget election a net total of \$6570.00 must be added to the budget to account for payroll costs, ballot printing and other related costs.

Voter participation by absentee ballot continues to be a preferred method of voting for many voters. The process of absentee balloting is an arduous process which places pressure on election officials and the budget. Town and city clerks continue to work with the Legislature to find ways to efficiently manage the electoral process. Unless changes are implemented to streamline the process such as a form of early voting I do not foresee the pressure lessening.

This is the third budget summary that I have stated the State of Maine is in the process of standardizing voting machines that every community will be required to use. The latest information is that the State has developed a project plan providing for the release of the RFP's late spring, with the procurement of a contract before the end of August. Awarding of the final bid is contingent upon proposals coming within budget. Although the State plans to purchase voting machines for each municipality, utilizing federal funding, there are still unknown factors. If we are required to move away from the AccuVote, our costs are unknown. This budget is based on *current* costs of maintenance, programming and ballot printing.

It is unknown if the State will provide us with an ample number of machines required to process absentee ballots and regular ballots on Election Day. In anticipation of the change of voting machines \$16,000 was appropriated for Fiscal Year 2010 to supplement the State bid. The Town Council approved a carry forward to Fiscal Year 2011. I will again request a carry forward to Fiscal Year 2012.

I look forward to answering your questions.

Thank you for your consideration.

Sincerely yours,
Debra M. Lane
Assistant Town Manager & Town Clerk

PART TIME PAYROLL	(01401002)	\$19,445.00
<i>PERSONNEL</i>		
Election Central Staff		\$14,995.00
Election Day		\$ 4,450.00
Total Election Payroll		\$19,445.00

Election Central staff payroll provides for absentee balloting in the Council Chambers at Town Hall prior to each election.

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

SOCIAL SECURITY	(01401020)	\$1,488.00
.0765 x \$14,550.00		

PRINTING/ADVERTISING	(01402004)	\$3,960.00
Voter registration cards and related election material		\$ 500.00
Required advertising		\$ 40.00
Ballots and Shipping		\$3,420.00

The Town is responsible for the printing of municipal election ballots. The price of ballots for the AccuVote is estimated at \$.26 per ballot. The cost for ballot printing under a State contract is unknown.

PROFESSIONAL SERVICES	(01402010)	\$4,850.00
Maintenance Agreement (2 - AccuVote)		\$ 350.00
Programming (2 elections)		\$2,500.00
AccuVote Rental		\$2,000.00

Programming costs for the AccuVote are based on the number of candidates and/or questions on the ballot. The maintenance agreement for the AccuVote is \$175.00 per machine. The cost for programming and maintenance under a State contract is unknown.

MISC. SUPPLIES/EQUIPMENT	(01403001)	\$400.00
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The Town provides refreshments, lunch and dinner for election staff.

OUTLAY	(01404001)
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No request for fiscal year 2012.

		BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
150	BOARDS AND COMMISSIONS	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	2,000	1,394	1,700	1,600	1,700	-	0.0%
1020	SOCIAL SECURITY	153	106	130	130	130	-	0.0%
	SUBTOTAL PERSONNEL	2,153	1,500	1,830	1,730	1,830	-	0.0%
2009	CONFERENCES AND MEETINGS	200	-	200	300	200	-	0.0%
2060	ARTS COMMISSION	1,000	999	1,000	1,000	1,000	-	0.0%
2066	PLANNING BOARD	2,000	608	2,000	2,000	2,000	-	0.0%
2070	CONSERVATION COMMISSION	1,000	875	1,000	1,000	1,000	-	0.0%
2080	RECYCLING COMMITTEE	1,250	991	1,250	1,250	1,250	-	0.0%
2081	SPECIAL COMMITTEES	1,000	405	1,000	1,000	1,000	-	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	2,000	4,670	5,250	5,250	5,500	250	4.8%
	SUBTOTAL	8,450	8,548	11,700	11,800	11,950	250	2.1%
150	BOARDS AND COMMISSIONS	10,603	10,048	13,530	13,530	13,780	250	1.8%

Boards and Commissions (150)

It is proposed to increase the amount of volunteer and staff appreciation to support the Town Council goal. The Town has part-time clerical assistance for the quasi-judicial boards.

160 INSURANCE		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2089	MISCELLANEOUS INSURANCE	86,790	83,000	88,000	90,500	7,500	9.0%
2091	SELF INSURANCE/DISASTER RECOVERY	4,300	8,000	8,000	8,000	-	0.0%
160	INSURANCE	91,090	91,000	96,000	98,500	7,500	8.2%

Our cost for miscellaneous insurance has increased over the last two years.

170	EMPLOYEE BENEFITS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1021	ME STATE RETIREMENT	66,180	76,733	94,000	105,000	28,267	36.8%
1023	ICMA 401A PLAN-(RETIREMENT)	136,552	149,028	145,000	148,000	(1,028)	-0.7%
1024	DISABILITY PLAN	15,677	14,300	16,000	21,000	6,700	46.9%
1025	HEALTH INSURANCE	511,140	577,600	577,000	585,000	7,400	1.3%
1026	WORKERS COMPENSATION	102,285	99,000	97,000	90,000	(9,000)	-9.1%
1030	GROUP LIFE INSURANCE	1,408	1,300	1,300	1,500	200	15.4%
1031	UNEMPLOYMENT COMP	4,981	16,500	16,500	25,000	8,500	51.5%
1032	VACATION-SICK ACCRUAL	-	6,000	6,000	6,400	400	6.7%
1033	SALARY-WAGE ADJ. ACCT		1,500	1,500	6,000	4,500	300.0%
1035	WELLNESS PROGRAM	1,982	2,400	2,400	2,400	-	0.0%
170	EMPLOYEE BENEFITS	840,205	944,361	956,700	990,300	45,939	4.9%

The Town contributes into the MainePERS system for sworn police officers. The contribution rate for FY 2012 is 6.3%. The estimated cost is \$45,000. The percentage is due to decline on July 1, 2011.

The Town is being assessed \$49,548 to fund a portion of our June 30, 2010 unfunded actuarial liability for 3 active employees and 55 retired municipal (48) and school (7) employees covered by our old retirement plan. This compares to \$168 in Fiscal Year 2010 and \$19,548 in Fiscal Year 2011. The \$19,548 was not originally budgeted in FY 2011 as notice was received late and then an error left it out of the final budget. Thus this proposed budget has the full impact of the \$49,548. The unfunded actuarial accrued liability was estimated at \$284,255.

The contribution for others is a matched 7% in the 401A plan of ICMA Retirement Corporation.

In addition to a 7% match into the 401A plan, the Town provides a 2.5% match into a Sec 457 plan for the Town Manager.

The disability plan is for those in the ICMA plan and the Town pays for the cost up to 1% of salary. The budget has underfunded the cost.

Workers compensation cost has decreased as the experience modification has again decreased this year.

The unemployment compensation amount is based on the assessment for calendar year 2011.

Health Insurance Summary

The Town has 51 employees on our health benefit plan, of whom 50 are full-time. Twenty four (24) have full family coverage, 19 have single coverage and 7 have coverage for one adult with children. Three employees opt out of health coverage and receive a buyout of 50% of our savings. 13 employees take coverage for less than they are entitled to and receive a 50% buyout. The buyout

savings/cost is \$63,877. The budget contains the 6.15% increase effective January 1, 2011 and we have budgeted an 8% increase effective January 1, 2012.

Employees in the family plans pay 20% of the cost and those with single coverage pay 10% of the cost except employees covered by the police department collective bargaining agreement who do not yet cost share for single coverage. The family plan is \$1,369 monthly, the single adult with children is \$995 and the single plan is \$610.

180	DEBT SERVICE	ACTUAL FY 2010	BUDGET FY 2011	ESTIMATED FY 2011	BUDGET FY 2012	\$ CHANGE FY 11 TO 12	% CHANGE FY 11 TO 12
	PRINCIPAL					-	
	TOWN FARM AND ADA	40,000	-	-	-	-	
	POOL PROJECT	110,000	114,639	114,639	116,250	1,611	1.4%
	GULL CREST PROJECT	175,000	175,000	175,000	175,000	-	0.0%
	PUBLIC SAFETY BUILDINGS	215,000	215,000	215,000	200,000	(15,000)	-7.0%
	NEW COMMUNITY CENTER	80,000	80,000	80,000	80,000	-	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	-	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	-	0.0%
	TOTAL PRINCIPAL	820,988	785,627	785,627	772,238	(13,389)	-1.7%
	INTEREST					-	
	TOWN FARM AND ADA	830	830	830	-	(830)	-100.0%
	POOL PROJECT	30,000	25,218	25,218	22,894	(2,324)	-9.2%
	GULL CREST PROJECT	45,000	37,827	37,827	34,341	(3,486)	-9.2%
	PUBLIC SAFETY BUILDINGS	108,555	99,418	99,418	90,280	(9,138)	-9.2%
	NEW COMMUNITY CENTER	46,400	43,200	43,200	40,000	(3,200)	-7.4%
	SEWER/ROAD REHABILITATION 2006	77,112	72,860	72,860	68,418	(4,442)	-6.1%
	TOWN CENTER/OTHER- 2008	73,466	70,004	70,004	66,544	(3,460)	-4.9%
	TOTAL INTEREST	381,363	349,357	349,357	322,477	(26,880)	-7.7%
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	-	0.0%
	DEBT STABILIZATION FUND	-	-	-	-	-	
	LESS FROM COMMUNITY SERVICES	(126,400)	(123,200)	(123,200)	(120,000)	3,200	-2.6%
	DEBT SERVICE	1,076,951	1,012,784	1,012,784	975,715	(37,069)	-3.7%

FY	1999 2009 Pool/Pub Wrks.		2001 Pub Safety/Misc.		2002 New Comm. Center		2006 Drainage/Roads		2008 Town Center and		Grand Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total P&I
2011	289,639	63,044	215,000	99,418	80,000	43,200	94,500	72,860	106,488	70,004	785,627	348,526	1,134,153
2012	291,250	57,235	200,000	90,280	80,000	40,000	94,500	68,418	106,488	66,544	772,238	322,477	1,094,715
2013	288,750	51,435	200,000	81,280	80,000	36,800	94,500	63,788	106,488	63,083	769,738	296,386	1,066,124
2014	291,250	45,634	195,000	72,280	80,000	33,400	94,500	59,180	106,488	59,622	767,238	270,116	1,037,354
2015	288,750	39,474	195,000	63,018	80,000	29,800	94,500	54,527	106,488	55,895	764,738	242,714	1,007,452
2016	295,000	32,907	195,000	53,755	80,000	26,200	94,500	49,802	106,488	52,168	770,988	214,832	985,820
2017	290,000	26,325	185,000	44,493	80,000	22,600	94,500	45,077	106,488	48,441	755,988	186,936	942,924
2018	290,000	19,438	185,000	35,705	80,000	18,800	94,500	40,352	106,488	44,714	755,988	159,009	914,997
2019	290,000	11,825	185,000	26,918	75,000	15,000	94,500	35,627	102,392	40,880	746,892	130,250	877,142
2020	285,000	3,919	185,000	18,130	75,000	11,250	94,500	30,902	102,392	37,040	741,892	101,241	843,133
2021			185,000	9,065	75,000	7,500	94,500	26,082	102,392	32,945	456,892	75,592	532,484
2022					75,000	3,750	94,500	21,168	102,392	28,849	271,892	53,767	325,659
2023							94,500	16,113	102,392	24,753	196,892	40,866	237,758
2024							94,500	11,151	102,392	20,658	196,892	31,809	228,701
2025							94,500	6,852	102,392	16,572	196,892	23,424	220,316
2026							94,500	3,355	102,392	12,466	196,892	15,821	212,713
2027							94,500	898	102,392	8,371	196,892	9,269	206,161
2028									102,392	4,224	102,392	4,224	106,616
	2,899,639	351,236	2,125,000	594,342	940,000	288,300	1,606,500	606,152	1,875,824	687,228	9,446,963	2,527,258	11,974,221

CAPE ELIZABETH POLICE DEPARTMENT

FISCAL-YEAR 2012 REQUEST

This year has not been much different from past years, with the exception, that more citizens seem to be feeling the pressures of a strained economy.

The Department normally averages 80 arrests, 719 investigated complaints, 650 traffic summonses, and 120 traffic crashes with only two officers on each shift. We will reach or exceed those numbers for this year, as well as, answer an average of 520 rescue calls as your first EMT on the scene.

With those numbers being stated the Police Department completes the above tasks while ranking near the bottom in the amount of per capita tax dollars used on the Department in Cumberland County or in other words doing the same tasks for less.

As you know the Department has attempted to streamline many of its services by regionalizing them. We currently utilize South Portland Police Department for animal control duties paying 20 % of the Officers wages and benefits, dispatching services are with Portland and have been for that way for two years, combining Officers with both South Portland and Scarborough Police Departments to form a Tactical Response Team, and lastly consolidating tax dollars with many other communities from Cumberland County to form a Regional Crime Lab. I believe if you looked at other communities in Cumberland County you would see that the Town of Cape Elizabeth leads in the movement of trying to consolidate services where they need to be consolidated.

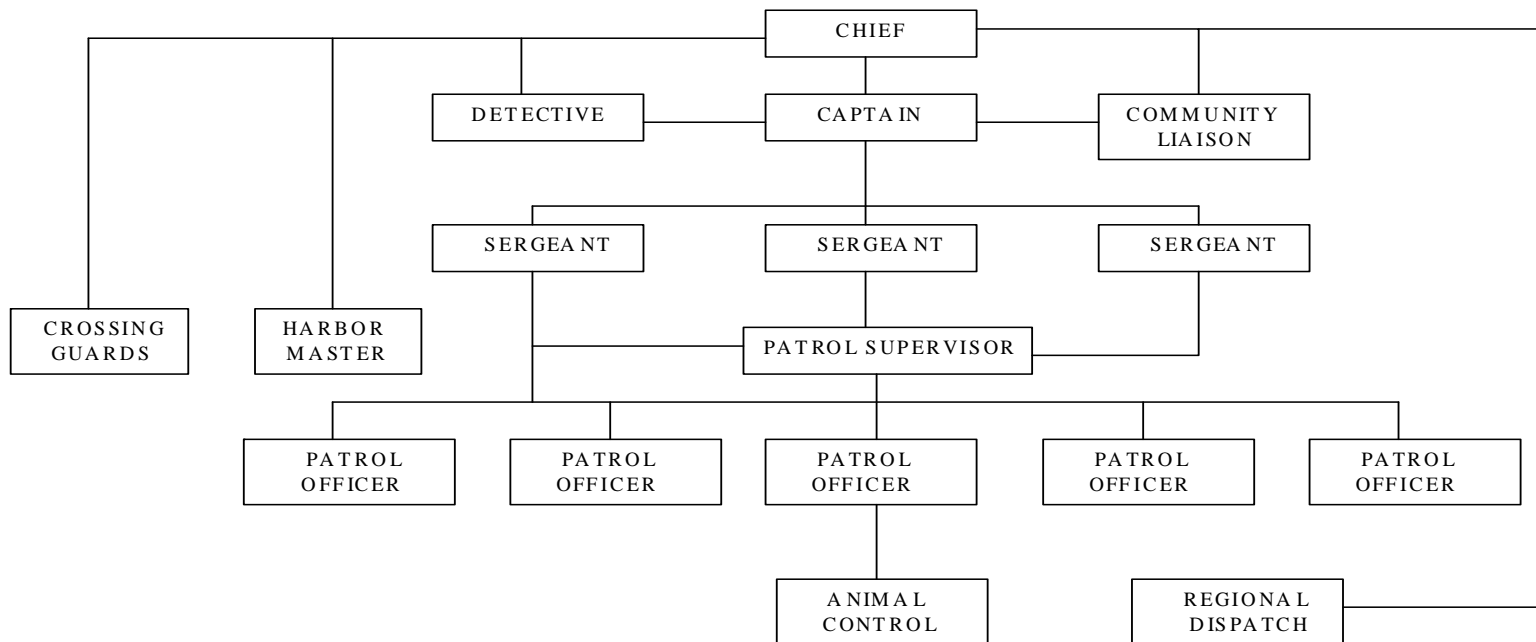
The Fiscal Budget for 2012 takes into account for Police Services, Communication Services, Animal Control Services, and Public Protection. The total budget for these services is up 2.8 % from last year taking into consideration a 2% increase for all employees, an increase in overtime, a per gallon increase for gasoline, and a 10% increase in animal refuge league fees.

The employees of the Police Department are dedicated individuals that realize that holding the bottom line is something that is looked at everyday. However, we must be able to perform the job safely, with up to date equipment, and with the best interest of the citizens of Cape Elizabeth. It must also be brought to your attention that this Department is the only Department within the Town that works 24 hours around the clock, everyday of the year. I think sometimes when looking at just the dollar amounts of line items the fact is lost that the Department never shuts down.

The Fiscal 2012 Police Department Budget will be presented in March to the Finance Committee. I encourage Finance Committee members to ask questions beforehand so as clarify issues they may have and to allow me the time to research your questions in order to obtain the most accurate information possible.

Respectfully submitted,

*Neil R. Williams
Chief of Police*



FULLTIME PAYROLL (210-1001)

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	763,016	814,888	755,555	835,684	20,796	2.6%
1002	PART TIME PAYROLL	28,843	26,776	26,776	23,124	(3,652)	-13.6%
1003	OVERTIME PAYROLL	84,087	79,778	86,500	90,778	11,000	13.8%
1010	SPECIAL ASSIGNMENTS	8,538	9,360	8,540	7,597	(1,763)	-18.8%
1020	SOCIAL SECURITY	71,874	71,207	73,611	73,224	2,017	2.8%
	SUBTOTAL PERSONNEL	956,358	1,002,009	950,982	1,030,407	28,398	2.8%

NAME	Base Hourly	Yearly
CHIEF (1)	\$39.69	\$82,555
CAPTAIN (1)	\$33.49	\$69,659
SERGEANTS (3)	\$30.48	\$63,398
DETECTIVE (1)	\$28.56	\$59,405
COMMUNITY LIAISON (1)	\$27.36	\$56,909
PATROL OFFICER (2)	\$26.13	\$54,350
PATROL OFFICER (1)	\$26.05	\$54,184
PATROL OFFICER (1)	\$25.01	\$52,021
PATROL OFFICER (1)	\$24.57	\$51,106
PATROL OFFICER (1)	\$22.97	\$47,778
ACO / CONTRACTED WITH SPPD		\$10,702

New Clerical F/T		\$40,056
New Clerical P/T		\$15,608
CROSSING GUARD (2 @ 175 days)	\$12.00	PER EVENT
RESERVE OFFICER (1) part time)	\$15.00	

The fulltime payroll for the Police Department includes the thirteen fulltime Officers and one fulltime clerk for the front window. The front clerk person works Monday thru Friday from 8am to 4pm handling walk-in traffic and non-emergency telephone calls.

There has been a 2% raise for all the above employees added to this line item for FY 2012. Included with this line item are contractual obligations, such as, years in service grades, cleaning allotments, fitness stipends, and a provision allowing eleven of the Officers to buyback forty hours of their accrued sick leave.

PART TIME PAYROLL (2101002)

This line item would incorporate the crossing guards, which work two events each day for one-hundred-eighty days. Since the front counter is staffed seven days a week there needs to be part time staff to work weekends and holidays. The days off for the fulltime clerk are filled by one of five part time clerk personnel. We have also included three hundred and four hours of vacation and holiday time off to be filled by part time clerks

OVERTIME PAYROLL (2101003)

The overtime line item is one in which you have to hope for the best and keep your fingers crossed. Last fiscal year the Department had one Officer on military leave for ten months, one Officer had surgery to his hand, and one Officer resigned. This always makes it very challenging when predicting overtime. However, I would say that the Department was fortunate enough to hire one of our Reserve Officers for the fulltime spot. This allowed us to cut back drastically on field training costs and uniforms for a new person.

The increase takes into account for a 50% fill rate of projected time off at the overtime hourly rate. Court time and DMV hearings have also been added. It is projected to have 42 four hour blocks of court time and DMV Hearing time.

Although the ten hour shifts allow the Department to have more overlap at the shift change hours the cost savings has not been as significant as we were hoping.

SPECIAL ASSIGNMENTS (210-1010)

You will see that special assignments has been scaled back somewhat. We have obtained a grant for alcohol details and compliance checks, therefore we eliminated that cost.

We have also planned a light schedule for sporting events at the High School. The athletic department primarily uses Officers for football games only.

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2004	PRINTING AND ADVERTISING	2,979	3,000	2,047	3,000	-	0.0%
2007	DUES AND MEMBERSHIPS	580	650	525	650	-	0.0%
2008	TRAINING	30,364	31,200	31,200	32,800	1,600	5.1%
2009	CONFERENCES AND MEETINGS	624	1,500	1,000	1,500	-	0.0%

ADVERTISEMENT (210-2004)

This account provides monies for our copier lease and one employment ad in the news paper.

TRAINING (210-2008)

Training, training, and more training!!! However, if police departments were not compliant with their certification on training then should a problem arise this will be the first avenue looked at by a defense attorney.

Therefore, the Department adheres to the Maine Criminal Justice Academy standard that every Officer needs their mandatory training for the year in order to just be certified as a Police Officer in Maine. The Department also uses this line item to provide the license for on-line training. This on-line program helps us with some mandatory training, but mostly for our in-house training such as VDT, blood borne pathogens, sexual harassment, and fire extinguisher training.

In FY 2012 the Department plans to send one Officer to the basic EMT class. It is estimated that we will have four others attending the refresher class. The initial class is one-hundred-forty hours of training and the refresher class is twenty-eight hours. Along with this training each officer is CPR and AED certified which takes another 8 hours every two years.

The Department is in partnership with South Portland and Scarborough Police Department in a regional tactical team. Each Officer on the Team must have one hundred-forty-four hours of SWAT training, which includes forty hours of training out of state. Cape Elizabeth has two such Officers on the team.

CONFERENCES (210-2009)

There are no monies allotted for out of state conferences. I attend the Maine Chiefs of Police Association in-state conferences only. There are a total of three MCOPA conferences during a fiscal year and two of the locations are such that overnight accommodations are needed for two nights at each location. I am the treasurer for the MCOPA and therefore my attendance is needed for each of the Board Meetings.

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	CONTRACTED CRIME LAB SERVICES	5,848	6,700	6,700	6,000	(700)	-10.4%
2032	VEHICLE MAINTENANCE	12,095	12,155	7,750	12,155	-	0.0%
2033	RADIO MAINTENANCE	1,422	1,500	1,500	1,500	-	0.0%
2062	MISC. CONTRACT. SVCS.	10,629	10,985	10,985	12,000	1,015	9.2%
2063	COURSE REIMBURSEMENTS	2,243	3,900	2,904	4,862	962	24.7%

CONTRACTED CRIME LAB (210-2010)

The cost for the regional lab is minimal compared to what it would cost to outfit a lab of this size and own the same equipment. The Department does not have the need to utilize it as much as other Departments just because of the nature of crimes in our Town. However, having the knowledge of fulltime technicians and the use of the equipment is a great help in time of need.

VEHICLE MAINTENANCE (210-2032)

The Department takes the mindset and believes emergency vehicles must be in perfect working order at all times. Therefore, should service or parts be needed the work is completed. In the long run it is believed that by taking care of the problem when it happens can decrease the need for more maintenance therefore, keeping the cost of further repairs down.

RADIO MAINTENANCE (210-2033)

This account is utilized to make minor radio repairs throughout the year or purchase small radio items such as microphones and batteries.

MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)

This account houses the usual once a month fees that are incurred by the Department during the fiscal year. An example of these once a month requests are air cards for laptops in the cruisers, Metro circuit, Fair Point lines, supplies for the station, cleaning supplies for the station and ect. The added increase would be to place five cell phones in the cruisers so that Officers could use them for police business. We have found since moving the Dispatching Services to Portland we have had an increase need to make phone calls on cases by the Officers. Currently, the Officers have been using their own cell phones for these matters and it is felt that the time for cell phones in the cruisers has arrived.

EDUCATIONAL REIMBURSEMENT (210-2063)

This line item is a contractual item which is placed in the budget. I asked each officer if they are taking classes which they will request reimbursement for during the fiscal year. This up coming year I have one Officer taking three Masters Classes and one Officer taking undergraduate classes. The fee for each class is based off the USM rate and books are included in the cost.

210	POLICE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3002	GASOLINE	19,402	24,750	21,000	33,000	8,250	33.3%
3004	UNIFORMS	11,920	13,650	13,650	5,850	(7,800)	-57.1%
3005	MINOR EQUIPMENT	10,118	11,000	11,000	11,000	-	0.0%
	SUBTOTAL	110,405	124,240	113,511	127,567	3,327	2.7%
210	POLICE DEPARTMENT	1,066,763	1,126,249	1,064,493	1,157,974	31,725	2.8%

GASOLINE (210-3002)

The Department consistently runs just under eleven thousand gallons per year and therefore, will ask for the same amount of gasoline this fiscal year. The price quoted for this fiscal year has been raised to \$3.00 per gallon.

OFFICE SUPPLIES (210-3001)

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

MINOR EQUIPMENT (210-3005)

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

Animal Control (215)

215	ANIMAL CONTROL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	CONTRACTED SVCS. WITH S. PTLD.	9,429	9,540	9,540	10,702	1,162	12.2%
2062	ANIMAL FEES	10,591	10,728	10,728	11,609	881	8.2%
3006	MISCELLANEOUS SUPPLIES					-	
215	ANIMAL CONTROL	20,020	20,268	20,268	22,311	2,043	10.1%

CONTRACTED ANIMAL CONTROL (215-2010)

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

ANIMAL FEES (215-2062)

By law each and every Town or City must designate a boarding entity for animals. The Animal Refuge League in Westbrook is the only facility in the area and one in which South Portland uses and transports animals to. The expense was increased 10 cents per capita this year so it is calculated out at 8794 x \$1.32.

Public Safety Communication (220)

220	PUBLIC SAFETY COMMUNICATIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	CONTRACTED DISPATCHING	145,088	155,000	155,000	159,156	4,156	2.7%
2023	MISCELLANEOUS SUPPLIES	-	-	-	-	-	
	SUBTOTAL	145,088	155,000	155,000	159,156	4,156	2.7%
220	DISPATCHING	145,088	155,000	155,000	159,156	4,156	2.7%

CONTRACTED DISPATCHING (220-2010)

This will be the third year of a 3 year contract with the city of Portland for Dispatching. Portland uses a per capita basis and the calculations are 9068 x \$17.00.

225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	8,775	11,000	11,000	11,000	-	0.0%
1020	SOCIAL SECURITY	118	865	865	865	-	0.0%
	SUBTOTAL PERSONNEL	8,893	11,865	11,865	11,865	-	0.0%
2000	CELLULAR TELEPHONES	-	(85)	(85)	(85)	-	0.0%
2008	TRAINING	593	1,200	1,200	1,200	-	0.0%
2032	VEHICLE MAINTENANCE	1,513	2,000	2,000	2,000	-	0.0%
2033	RADIO MAINTENANCE	1,869	2,800	2,800	3,000	200	7.1%
2034	EQUIPMENT MAINTENANCE	251	1,100	1,100	1,200	100	9.1%
2071	PHYSICALS AND SHOTS	-	800	800	800	-	0.0%

Part Time Payroll (1002)

This account covers the payroll for all calls and training for the 20 members of the company.

Training (2008)

This account covers all training expenses other than payroll, we purchase the companies training ropes from this account and also pay for any outside instructors we use to conduct training.

Vehicle Maintenance (2032)

This covers all the maintenance expenses we have with the two boats and their outboard motors. It also covers any work done on the command van and the boat trailer.

Radios (2003)

This account covers the cost of buying two pagers, one portable radio and repairs to any of the company's radios. It will also cover the cost of reprogramming all radios so that we can become narrow band compliant.

Equipment Maintenance (2034)

This account covers the cost of repairing equipment that may be damaged during calls.

Physicals (2071)

This covers the required entry physicals and hepatitis shots for any member needing one.

225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	8,775	11,000	11,000	11,000	-	0.0%
1020	SOCIAL SECURITY	118	865	865	865	-	0.0%
	SUBTOTAL PERSONNEL	8,893	11,865	11,865	11,865	-	0.0%
2000	CELLULAR TELEPHONES	-	(85)	(85)	(85)	-	0.0%
2008	TRAINING	593	1,200	1,200	1,200	-	0.0%
2032	VEHICLE MAINTENANCE	1,513	2,000	2,000	2,000	-	0.0%
2033	RADIO MAINTENANCE	1,869	2,800	2,800	3,000	200	7.1%
2034	EQUIPMENT MAINTENANCE	251	1,100	1,100	1,200	100	9.1%
2071	PHYSICALS AND SHOTS	-	800	800	800	-	0.0%
3002	GASOLINE	-	500	500	500	-	0.0%
3004	UNIFORMS	826	1,800	1,800	1,800	-	0.0%
3006	MISCELLANEOUS SUPPLIES	230	600	600	600	-	0.0%
4001	OUTLAY	-	1,100	1,100	1,100	-	0.0%
	SUBTOTAL	5,282	11,815	11,815	12,000	185	1.6%
225	WETeam	14,175	23,680	23,680	24,065	385	1.6%

Part-Time Payroll (2251022) \$11,000

1	Capt.	80	\$13.52	\$1,081.60
3	Rescuer - P / Lt.	200	\$12.50	\$2,500.00
0	Rescuer EMT-I	0	\$11.99	\$0.00
2	Rescuer EMT-B	80	\$11.42	\$913.60
10	Rescuer	475	\$10.91	\$5,182.25
4	Probationary	150	\$9.89	\$1,483.50
	Total			\$11,160.95

Fuel (2253002) \$500

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

Uniforms (2253004) \$1,800

This covers the cost of members uniforms, we also purchase dry suits float coats and life jackets from this account.

Outlay (2254001)**\$1100**

This account covers the purchase of replacement rescue ropes.

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	71,379	71,400	71,400	72,828	1,428	2.0%
1002	PART TIME PAYROLL	90,870	98,000	98,000	104,000	6,000	6.1%
1012	HYDRANT SHOVELING	922	3,500	3,500	3,500	-	0.0%
1020	SOCIAL SECURITY	11,385	12,700	12,700	13,700	1,000	7.9%
	SUBTOTAL PERSONNEL	174,556	185,600	185,600	194,028	8,428	4.5%
2000	CELLULAR TELEPHONES	326	800	800	1,200	400	50.0%
2007	DUES AND MEMBERSHIPS	3,134	4,500	4,500	3,000	(1,500)	-33.3%
2008	TRAINING	2,881	6,000	6,000	6,000	-	0.0%
2009	CONFERENCES AND MEETINGS	30	1,000	1,000	500	(500)	-50.0%

Full Time Payroll (2301001)Fire Chiefs Salary **\$72,828****Part Time Payroll (2301002) \$104,000**

This account covers the payroll for the two deputy chiefs and all the members of the two fire companies. The members are paid for all training and emergency calls.

2	Deputy Chief	500	\$18.72	\$9,360.00
2	Capt.	500	\$13.52	\$6,760.00
7	Lt.	1600	\$12.50	\$20,000.00
2	FF-P	240	\$12.50	\$3,000.00
2	FF-I	200	\$11.99	\$2,398.00
10	FF-EMT	1000	\$11.42	\$11,420.00
40	FF-1	3600	\$10.91	\$39,276.00
12	FF	370	\$10.40	\$3,848.00
10	Student/Prob.	800	\$9.89	\$7,912.00
	Total			\$103,974.00

Mobile Phones (2000)

This covers the cost of the phone in the command van, the chief's phone and the air card for the computer in the chiefs' car.

Dues and Membership (2007)

This account covers the cost of membership in several fire service organizations and subscriptions to fire service publications for the stations. This account has been reduced as we no longer use Firehouse software for the department. The software we are using now is included as part of the dispatch agreement with Portland. We pay for the cost of I Am Responding messaging service from this account.

Training (2008)

This account covers all costs associated with training with the exception of payroll. We pay for the outside instructors used in our mandatory training from this account. It also covers the costs incurred in running the Basic Fire School that we put on for all new members of Cape Elizabeth and South Portland Fire Departments.

Conferences (2009)

This covers the cost of attending the New England Fire Chiefs Conference in Springfield Mass.

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2032	VEHICLE MAINTENANCE	15,795	16,500	16,500	16,500	-	0.0%
2033	RADIO/PAGER MAINTENANCE	8,596	9,000	9,000	10,000	1,000	11.1%
2034	EQUIPMENT MAINTENANCE	7,549	7,500	7,500	8,000	500	6.7%
2071	PHYSICALS AND SHOTS	-	1,800	1,800	1,200	(600)	-33.3%
3002	GASOLINE	5,312	8,000	8,000	8,000	-	0.0%

Vehicle Maintenance (2032)

This account covers all the regular maintenance to the departments 8 vehicles. We also pay for the pump testing of the four pumpers, d ground ladder and aerial ladder testing from this account. The ladders are tested by a UL listed testing company.

Radio Maintenance (2033)

This account covers the purchase and repair costs of the fire department radios and pagers. It also covers the cost of annual radio repeater service. We also purchase 3 portable radios and 8 pagers from this account.

Equipment Maintenance (2034)

This line covers the cost of maintaining and annual testing of the departments 26 airpacks. We are required to have all airpacks serviced and tested by a certified service dealer each year. This also covers the service and maintenance of the truck mounted generators, chain saws and vehicle extrication tools.

Physicals (2071)

All new members are required to have a physical when joining the department. This also covers the costs of the annual medical evaluation that is required of all members that wear self contained breathing apparatus.

Fuel (3002)

This covers the fuel for the department vehicles and portable pumps and generators.

230	FIRE DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3004	UNIFORMS	20,994	12,000	12,000	12,000	-	0.0%
3005	MINOR EQUIPMENT	9,089	11,500	11,500	11,500	-	0.0%
3006	MISCELLANEOUS SUPPLIES	7,596	12,000	12,000	12,000	-	0.0%
3007	FIRE PREVENTION SUPPLIES	1,000	1,000	1,000	1,000	-	0.0%
		82,302	91,600	91,600	90,900	(700)	-0.8%
230	FIRE DEPARTMENT	256,858	277,200	277,200	284,928	7,728	2.8%

Gear and Uniforms (3004)

This account covers the purchase of the firefighter’s turnout gear; we purchase 6 sets per year to keep us on the recommended 10year replacement schedule. We also buy the firefighters gloves helmets and boots from this account.

Minor Equipment (3005)

We purchase our hand tools, flashlights, hose and hose fittings from this account. We also buy our Class A foam from this account. We will also buy a new four gas meter and a H2S meter from this line.

Fire Prevention Supplies (3007)

This covers the cost of our fire code updates and the supplies used in our fire prevention programs we do at the elementary schools.

235	FIRE POLICE UNIT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	7,181	8,000	8,000	8,000	-	0.0%
1020	SOCIAL SECURITY	269	459	459	459	-	0.0%
3006	MISCELLANEOUS SUPPLIES	1,366	2,600	2,600	2,600	-	0.0%
		8,816	11,059	11,059	11,059	-	0.0%

The Fire/Police Unit directs traffic at fire and police scenes and assists with special events.

Number	Position	Total Hours	Pay Rate	Total Dollars
1	Capt.	200	\$13.52	\$2,704.00
2	Lt.	150	\$12.50	\$1,875.00
8	Fire Police Officer	313	\$10.91	\$3,414.83
			Total	\$7,993.83

240	MISC. PUBLIC PROTECTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	3,240	3,240	3,240	3,305	65	2.0%
1020	SOCIAL SECURITY	248	248	248	253	5	2.0%
	SUBTOTAL PERSONNEL	3,488	3,488	3,488	3,558	70	2.0%
2074	STREET LIGHTS	52,417	54,000	49,100	54,000	-	0.0%
2075	HYDRANT RENTAL	77,590	81,781	81,781	81,781	-	0.0%
3006	HARBOR ENFORCEMENT EXP.	436	500	-	500	-	0.0%
2010	FIRE/POLICE UNIT	-	-	-	-	-	
3007	COMMUNITY LIAISON EXPENSES	1,314	1,500	1,500	1,500	-	0.0%
240	MISC. PUBLIC PROTECTION	135,245	141,269	135,869	141,339	70	0.0%

Part-Time Payroll (2401002) \$3,305

This account funds the stipend of the harbormaster.

Street Lights (2402074) \$54,000

It is estimated that street lights may increase 1%. It is recommended to leave this line item the same.

Hydrant Rental (2402075) \$81,781

The Town pays a per hydrant rental charge to the Portland Water District that is approved by the Maine Public Utilities Commission.

Community Liaison (240-3007) \$1,500

This past year the CLO has worked a patrol function more in order to help eliminate some of our overtime costs. However, he has worked with the schools on several matters this year, including career day. He also has organized and conducted emergency plans with the staff of each school. The Department is in hopes that in FY 2112 he will have more hours to dedicate to the schools.

250	EMERGENCY PREPAREDNESS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	1,760	2,560	2,560	2,612	52	2.0%
1020	SOCIAL SECURITY	-	137	137	200	63	46.0%
	SUBTOTAL PERSONNEL	1,760	2,697	2,697	2,697	-	0.0%
2033	RADIO MAINTENANCE	247	250	250	300	50	20.0%
3006	MISCELLANEOUS SUPPLIES	-	250	250	300	50	20.0%
	SUBTOTAL	247	500	500	600	100	20.0%
250	EMERGENCY PREPAREDNESS	2,007	3,197	3,197	3,297	100	3.1%

Part Time Payroll (2501002) \$2,612
Account covers the payroll costs for the EMA director and a deputy director.

Radio Maintenance (2502033) \$300
This account covers the cost of maintaining the radio repeater and the programming to make it narrow band compliant.

Miscellaneous Supplies (2503006) \$300
Covers the cost of office supplies.

Public Works (310)

To: Members of the Cape Elizabeth Town Council

From: Robert C. Malley, Director of Public Works

Date: February 2, 2011

Re: **FY 2012 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).

As this message is being prepared, we are in the midst of a major winter storm. Our personnel and equipment are clearing the streets of Cape Elizabeth to allow for the safe passage of vehicles and pedestrians. When it is over, we will apply salt and sand, clear out our storm drains and check over our equipment in preparation for another storm event. This all sounds pretty straight forward, but it does not take place without the proper resources, the proper equipment and a highly trained, and dedicated staff, all are which provided for in this budget submittal.

The Public Works (310) section of the budget includes the minimal personnel, energy, tools, supplies and contracted services to provide the same level of service as we have in previous years. Our workload is both diverse and challenging, but the department will rise to those challenges in a productive and positive manner. For FY 2012, we have tried to hold the line on several expenditure accounts, while meeting the obligations that require our stewardship. Personnel accounts have been adjusted to reflect our current collective bargaining agreement and more funding is being proposed to care for our equipment.

With half of our plowing units now over 10 years old, we run the risk of higher maintenance expenditures in the short term. In January, we had to borrow a truck from the City of South Portland for three storms, when we lost one of our units to engine failure and did not have a spare to fall back on. The spare unit we had in our fleet would no longer pass a vehicle inspection and had to be sold. The loss of this truck highlighted the fact that we are keeping some of our rolling stock beyond their useful life. The capital improvement plan submitted by the Town Manager proposes an equipment replacement schedule that is sustainable, contingent upon adequate funding.

In Refuse and Recycling (320), we continue to maintain a healthy rate of waste reduction. We are again benefiting from a cautious economy and the convenience of “single sort” recycling. This is not to say that we can fall back on our recent success. We will need continued enforcement and education to maintain those levels if, and when the economy turns the corner. The good news is that our annual assessment at EcoMaine is lower than the FY 2011 level and we have a second year remaining on our container hauling contract. These factors have contributed to a budget proposal that is 2% lower than last year.

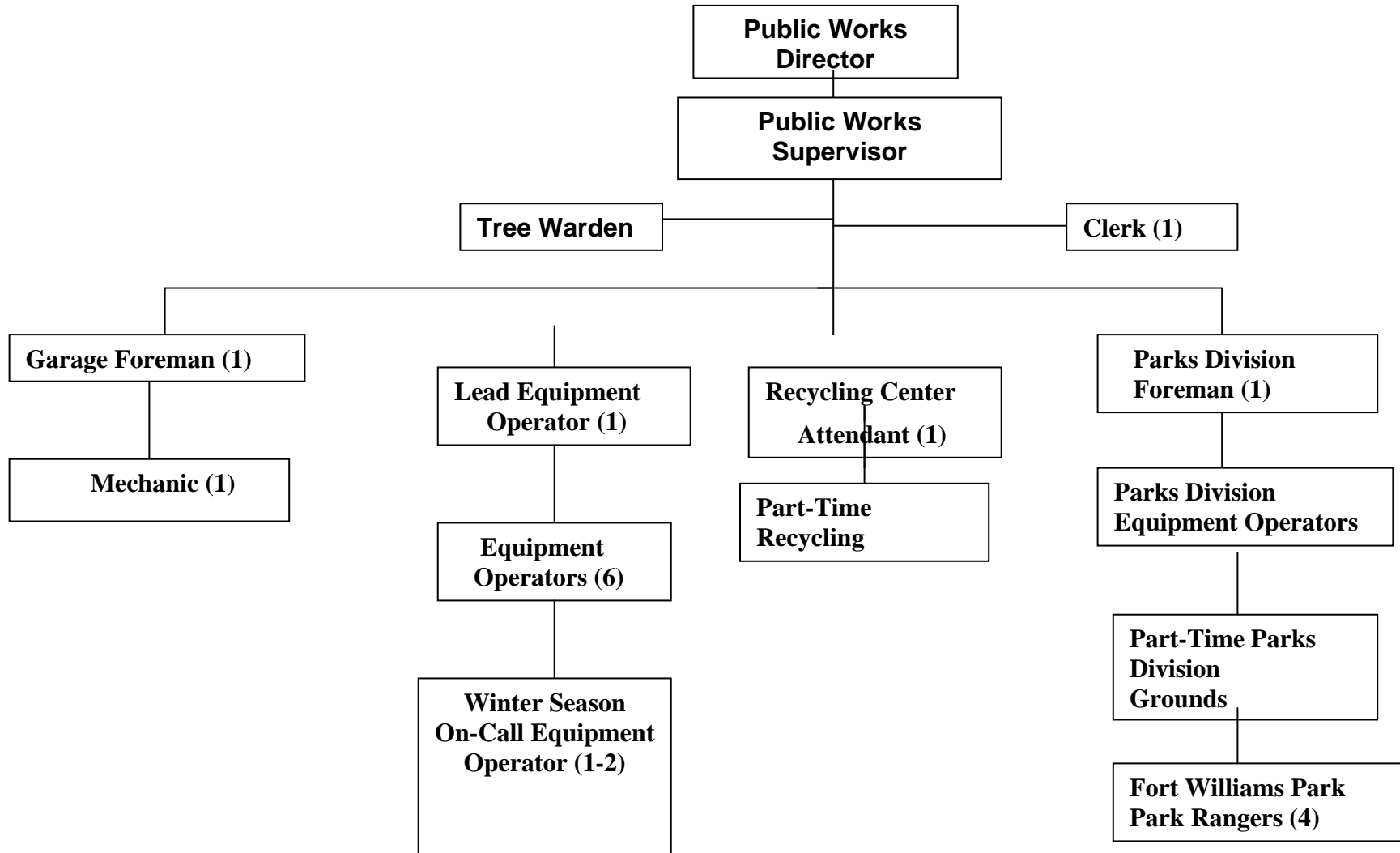
The care of our Greenbelt Trail network lies primarily with the Town Planner and the Conservation Commission. However, our Public Works staff also provides some on-going maintenance, such as mowing, tree removal and delivery of supplies. In an effort to provide better care of our trails, the Conservation Commission is proposing a seasonal position, that would dedicate half of the time budgeted for trail maintenance. The remaining portion of hours would be allocated to grounds maintenance tasks in our parks operations and non-equipment related public works tasks. These will include, but not be limited to, stormwater mandate requirements and work assignments at the Recycling Center. Additional details for the proposed position are outlined in the Parks & Town Lands (640) Budget.

In an effort to address overdue maintenance in Fort Williams Park, additional funds are being proposed in the park’s operating budget (645) to repair buildings, stonewalls and fencing. Over \$70,000 more is programmed for FY 2012 to commence a five-year plan to address major maintenance needs in the Park. Enhanced revenues generated in the Park will help offset these expenditures in the future, but for the short term it is proposed to pay for these out of the general fund appropriation.

The cost of energy appears to be increasing at this point. Last year we locked into prices for motor fuels, which provided stability and savings in all of the budgets. The current crisis in the Middle East may have an adverse impact on the price of oil in this budget cycle. At the time of this submittal, we have not locked in with a supplier, but we have carried a responsible per gallon estimate in each budget, based on the current market.

As I complete 25 years as your Director of Public Works, I want to thank the current and past members of the department who I have worked with over the years. In their own unique way, they have helped me sustain a long and successful tenure with the Town. As always, I would be remiss if I did not thank Mike McGovern for his friendship and guidance throughout the year.

**Organizational Chart
2011/2012**



310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	502,783	503,243	500,000	516,338	13,095	2.6%
1002	PART TIME PAYROLL	1,377	3,863	4,200	4,375	512	13.3%
1003	OVERTIME PAYROLL	62,970	89,300	95,000	91,500	2,200	2.5%
1020	SOCIAL SECURITY	44,875	45,625	45,839	46,834	1,209	2.7%
	SUBTOTAL PERSONNEL	612,005	642,031	645,039	659,047	17,016	2.7%

Full-Time Payroll (1001)

Actual FY 2011

FY 2012

Public Works Director	\$81,088	\$82,710
Public Works Supervisor (40 hrs. @ \$27.10/hr. @ 52 wks.)	55,266	56,371
Garage Foreman (40 hrs. @ \$25.37/hr. @ 52 wks.)	51,753	52,788
Mechanic (40 hrs. @ \$21.78/hr. @ 52 wks.)	44,428	45,313
Lead Operator (40 hrs. @ \$21.68/hr. @ 52 wks.)	44,242	45,115
Equipment Operator (40 hrs. @ \$20.38/hr. @ 52 wks.)	41,579	42,409
Equipment Operator (40 hrs. @ \$20.38/hr. @ 38 wks.)	30,385	30,978
Equipment Operator (40 hrs. @ \$20.38/hr. @ 52 wks.)	40,851	42,409
Equipment Operator (40 hrs. @ \$20.02/hr. @ 52 wks.)	40,851	41,656
Equipment Operator (40 hrs. @ \$19.66/hr. @ 52 wks.)	40,102	40,903
Parks Equipment Operator (40 hrs. @ \$20.38/hr. @ 6 wks.)	4,798	4,892
Parks Equipment Operator (40 hrs. @ \$20.02/hr. @ 6 wks.)	4,714	4,805
Parks Working Foreman (40 hrs. @ \$22.93/hr. @ 3 wks.)		2,752
Customer Service Clerk (40 hrs. @ \$19.10/hr. @ 52 wks.)	38,958	39,737

Note: All pay amounts shown for FY 2012 for members of the collective bargaining unit (Teamsters Local #340) have been adjusted by 2%, per the current CBA. It is proposed to increase the pay amounts for the Director and Supervisor by 2%.

One Equipment Operator is charged off for 38 weeks under this account, with the remaining 14 weeks being charged off to account 645-1001 (Fort Williams Park). Both Parks Equipment Operators are charged off for six weeks each for time spent performing Highway Division (winter road maintenance, stormwater maintenance, etc.) duties, along with the Parks Working Foreman, who is now charged off for 3 weeks. The full-time payroll account in the Fort Williams Park budget (645-1001) reflects a corresponding decrease.

The hourly rate charged to other departments is proposed to stay at the FY 2011 rate of \$30.00/hour, which is considerably less than the rate charged by private sector maintenance facilities (\$80-\$90/hour). The number of hours charged to other departments for mechanical services averages around 550 each year. This total (\$16,500) is deducted from the gross salary amount listed in account 310-1001.

Part Time Plowing Personnel (1002)

We utilize on-call individuals to assist with our snow plowing operation during the winter months. This account is budgeted for approximately 20 plowable events. This appropriation covers approximately 250 personnel hours, which is an increase of 25 hours from FY 2011. Sometimes we need an additional person, if one of our operators is on vacation or sick leave. It should be noted that this line item could be affected by a longer-than-average winter season. It is proposed to increase the hourly pay for these individuals by 2%, to \$17.50/hr.

Overtime Account (1003)

This account covers overtime for all winter and summer road maintenance activities, storm emergencies, municipal activities and other road emergencies. As always, I would stress to members of the Town Council, that combinations of night, weekend and early season snowstorms could adversely impact this account. All operators are budgeted for 200 hours each. The Supervisor and Parks Foreman are budgeted for 300 hours per year, due primarily to weekly on-call responsibilities. Each operator on-call (winter season only) receives 4 hours of overtime per week for being available with a pager. The Supervisor and Parks Foreman also alternate weeks on-call for operational emergencies during the non-first call season. They are also compensated for 4 hours of overtime each week they carry a pager. As with the other salary accounts, this one has not taken into account any increases approved as part the collective bargaining process, which is still ongoing at the time of this submittal.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2000	CELLULAR TELEPHONES	1,549	1,620	1,620	1,620	-	0.0%
2002	POWER	12,009	13,000	12,500	13,000	-	0.0%
2003	WATER AND SEWER	3,834	4,500	4,000	4,500	-	0.0%
2004	PRINTING AND ADVERTISING	775	1,000	700	1,000	-	0.0%
2007	DUES AND MEMBERSHIPS	307	307	307	307	-	0.0%
2008	TRAINING	11,569	12,500	12,000	13,500	1,000	8.0%

Cellular Telephone Service (2000)

This account funds a portion of the cellular phone expense of the Director, Supervisor and Parks Foreman. The usage varies depending on the weather, department activities and projects. They are now used extensively for Town-related business. The annual contribution to each individual is \$540.00.

Water & Sewer (2003)

This account covers water consumption and sewer rate charges at the entire Gull Crest Complex (Public Works Facility, Community Garden, Recycling Center & the two athletic fields). The entire complex is serviced by one 8” water main connected to the Spurwink Avenue main. The irrigation systems for the Gull Crest Fields account for over 30% of this line item. A portion of the water expense is charged off to the Parks (640) water account to cover the athletic field water usage. The Portland Water District is seeking a 2% rate increase, but the amount requested should be adequate to cover that.

Printing & Advertising (2004)

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

Dues & Memberships (2007)

This pays for the Town’s public agency membership in the **American Public Works Association (\$232.00)**. This account also covers the annual dues to the **Maine Better Transportation Association (\$75.00)**. It is an active association representing municipalities and private contractors that works closely with MDOT and the Legislature on transportation funding issues.

Training & Allowances (2008)

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

agreement with the Teamster’s Local #340. It is being increased by \$500.00, due to the anticipation that one more of our personnel obtaining a Class “A” license, which will make 13 individuals who would be eligible for that stipend. They are annual and as follows:

Class “A” CDL License Stipend \$500.00 (14 individuals), Mechanic Tool Replacement \$400.00 (2 Individuals), Anticipated Mechanic “ASE” Certification Stipends \$2,950.00 and \$1,950.00 respectively, Maine Local Roads Certifications \$25.00/class, not to exceed \$200.00/individual, Certified Transfer Station Attendant (per D.E.P. standards) \$500.00 annual lump sum (1 Individual + 1 Potential)

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2008	TRAINING	11,569	12,500	12,000	13,500	1,000	8.0%
2009	CONFERENCES AND MEETINGS	188	150	150	200	50	33.3%
2021	EQUIPMENT RENTAL	1,183	1,500	1,100	1,400	(100)	-6.7%
2022	UNIFORM RENTAL	4,500	4,340	4,400	4,760	420	9.7%

Conferences & Meetings (2009)

This account covers expenses for local workshops and meetings, such as the annual MMA convention and the MBTA Transportation Conference, co-sponsored by MDOT.

Equipment Rental (2021)

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

The department leases numeric pagers for the winter season call personnel during the winter months and for the Supervisor and Foreman, who share on-call duties throughout the year. The monthly charge is \$13.20 per pager/month. The total for pager rental is approximately \$500.00/year.

Employee Uniform Rental (2022)

Our current provider continues to provide excellent service to the department. This will end up being the third year of a three-year agreement with them, which provided for a 5% increase each year. This account shows a 9.7% increase because the account was not increased from FY 2010 to FY 2011. This contract provides for 7 shirts, 7 pants and 2 jackets for each individual, plus 4 pairs of shop coveralls for the operators. The mechanics (2) receive the same allotment, plus 5 sets of coveralls. The uniform rental has been spread over several budgets, with 28 weeks being charged off to the 310 budget.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2025	SAFETY EQUIPMENT	8,550	9,500	9,500	9,500	-	0.0%
2032	EQUIPMENT MAINTENANCE	57,202	65,000	72,000	67,000	2,000	3.1%
2033	RADIO MAINTENANCE	1,618	1,400	1,000	1,400	-	0.0%
2036	TRAFFIC SIGNAL MAINT	1,225	1,200	1,000	1,200	-	0.0%
2038	STORM DRAIN CLEANING	26,166	25,000	12,160	25,000	-	0.0%

Safety Equipment Allowance (2025)

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

Equipment Maintenance (2032)

This account covers all maintenance expenses for all motorized equipment utilized by the department. Examples of items purchased include oil filters, tires, cutting edges, lubricants, replacement parts and any sub-contracted repairs. The winter environment that our equipment works in is very demanding and is taking its toll on some of our older pieces of equipment. The cost of unexpected spring or engine repairs alone can have an adverse affect on this account. We are also starting to see incremental increases in the prices of filters and other replacement parts. Combine this with the uncertain price of petroleum and raw materials, and the price we pay for lubricants, cutting edges and tires will increase. It is proposed to increase this account by 3.0%.

Two-Way Radio Maintenance (2033)

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

Traffic Signal Maintenance (2036)

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

Contracted Catch Basin Cleaning (2038)

This account covers the cost of contracted vacuum cleanings of our 900+ stormwater catch basins along with the disposal of the spoils

removed. The spoils are considered a “special waste” by the DEP and must be taken to a licensed facility in Scarborough. The cost to dispose of them this past year (FY 2011) was \$4,400. This was considerably less than the year before due to the mild winter, which reduced the amount of sand applied to our roads. This account is impacted by the severity and duration of our winter season, which can dictate the amount of sand that is applied. Some of this sand eventually finds its way into our storm water runoff system, which is the primary reason for cleaning these structures each year. The FY 2011 hourly rate was \$105.00/hour.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2039	PAVEMENT MARKINGS	17,952	18,125	18,000	18,625	500	2.8%
2050	MAILBOX REPAIR	229	300	500	300	-	0.0%
2060	TAR SEALING & CURBING	-	1,000	1,000	1,000	-	0.0%
2062	MISC. CONTRACT. SVCS.	2,161	2,500	2,500	2,500	-	0.0%
2063	ALARM SYSTEM MONITORING	1,200	1,600	1,300	1,600	-	0.0%
2071	PHYSICALS AND SHOTS	1,459	1,500	1,500	1,500	-	0.0%

Pavement Markings (2039)

This account covers the expense of all pavement markings (yellow centerlines and white edge lines) on all Town-maintained roads. It also covers the painting of parking stalls, crosswalks, arrows and H-Cap symbols on all municipal and school property. It is being increased slightly to cover re-painting the crosswalks in the Town Center crosswalks twice a year.

Damaged Mailbox Repairs (2050)

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

Fire Alarm Monitoring Services (2063)

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

Physicals & Drug Testing (2071)

Covers pre-employment physical exams for new hires and federally mandated drug and alcohol testing for all positions that require a Commercial Driver's License (CDL). We (including the School Bus Drivers) are in a consortium comprised of local municipalities. As a group, we utilize a third party medical provider to manage our testing program. They handle all facets of the testing requirements

mandated by the Federal government. The Public Works share of the program is approximately \$1,200.00. The remaining funds go towards pre-employment physicals, hearing tests (for selected employees operating mowing equipment) and mandated respiratory clearance testing for employees.

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3001	OFFICE SUPPLIES	1,209	1,250	1,250	1,250	-	0.0%
3002	GASOLINE	5,380	10,400	10,400	12,000	1,600	15.4%
3003	HEAT	10,520	16,960	11,000	26,250	9,290	54.8%
3005	MINOR EQUIP & TOOLS	3,987	4,500	4,500	4,500	-	0.0%
3030	AGGREGATE MATERIAL	964	1,000	1,000	1,000	-	0.0%

Office Supplies (3001)

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

Gasoline (3002)

For FY 2012, we are budgeting \$3.00/gallon, with an estimated usage of approximately 4,000 gallons. At the time of this submittal, we have not locked a price in for the fiscal year due to the uncertainty in the crude oil market.

Heat (3003)

This account covers heating oil for the facility on Cooper Drive (approximately 7,000 gals.). The Facilities Manager has advised us to budget \$3.00/gal for heating oil in FY 2012.

Minor Equipment (3005)

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

Aggregate Materials (3030)

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

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3031	SAND	11,550	12,000	8,900	11,275	(725)	-6.0%
3032	SALT & CALCIUM	60,167	112,500	115,000	106,600	(5,900)	-5.2%
3033	PATCH	3,470	4,500	3,500	3,700	(800)	-17.8%

Winter Sand (3031)

This account covers the purchase of screened sand for winter road maintenance purposes. Though it is hard to estimate this year's usage, I have estimated that we will use approximately 500 more yards by the end of the winter season. A portion of this allotment is usually placed in the "summer" pile, which is not treated with salt. This year we are budgeting for 1,100 cubic yards @ \$10.25/yard. Screened sand is always more expensive for us because of our geographical location and the transportation costs associated with that.

Salt & Liquid Calcium (3032)

This account covers the cost of rock salt and liquid calcium that is applied to our main arteries in the winter months. We are currently salting over 30 miles of roads, out of a total mileage of over 60 miles. We take great strides to keep the roads clear during the winter season by managing our materials, our personnel and our equipment in the most efficient manner possible.

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

Salt for our winter sand/salt mixture is also included in this tonnage. Like overtime, this amount is an estimate at best and is totally dependent on the severity and duration of the winter season. The FY 2011 bid (through GPCOG Joint Services) price for salt was \$57.65/ton. The department has traditionally budgeted 1,500-1,600 tons of salt and 4,000 gals. of liquid calcium for a normal winter season. For FY 2012, I am recommending that we budget \$61.00/ton for salt and \$2.25/gal. for liquid calcium. This account was reduced last year in the hopes we would have a mild winter season. It is too early to tell at this point, but we are probably going to come in over budget even after reducing our application rates after February 15th.

Cold Bituminous Mix (3033)

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

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3035	GUARDRAIL	242	250	250	250	-	0.0%
3036	STREET SIGNS	5,993	5,000	5,000	5,000	-	0.0%
3038	STORM DRAIN MATERIAL	9,467	11,000	11,000	11,000	-	0.0%
3039	STORMWATER MANDATE	17,511	12,500	12,500	10,500	(2,000)	-16.0%
3040	DIESEL FUEL	35,976	32,000	36,000	40,200	8,200	25.6%
	SUBTOTAL	320,862	390,652	378,287	404,187	13,535	3.5%
310	PUBLIC WORKS	932,867	1,032,683	1,023,326	1,063,234	30,551	3.0%

Guardrail Maintenance/Replacement (3035)

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

Storm Drain Maintenance Materials (3038)

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

Storm Water Mandate (3039)

The Town is required to comply with elements of the EPA's Clean Water Act. Compliance is attained by the submission of a **Stormwater Management Plan (SMP)** every five years to the Maine Department of Environmental Protection. This will be the 4th year of our second five-year cycle, which requires a greater effort on our part to address the care and maintenance of our stormwater infrastructure. The Town is obligated to be proactive with public education, storm drain outfall inspections and post-construction monitoring of stormwater infrastructure accepted by the Town. We are also required to give special attention to the **Spurwink River Watershed** and the **Trout Brook Watershed**, which has been designated as an "urban impaired stream" by the MDEP.

Our efforts to work on stormwater initiatives have been done on a cooperative basis for the last seven years. In the spirit of regionalization, Cape Elizabeth has been working closely with 14 other entities collectively known as the **Casco Bay Interlocal Stormwater Working Group (ISWG)**. Our share of the ISWG budget is \$8,500, which has been the same amount we have paid since FY 2009. We share the expenses of a facilitator and the administrative staff of a local agency (Cumberland County Soil & Water Conservation Service) who coordinate our monthly meetings and keep us on track to fulfill the federal requirements of the law. The

funds are a good investment and we are saving money by working in a collective fashion. The funds requested also support the following endeavors:

- Liaison with DEP, Casco Bay Estuary, legislative officials and other partners
- Sharing the services of a public education coordinator
- Producing an annual “yardscaping” education program hosted by Community Services
- Participation in a regional media campaign promoting best management practices (bmp’s)
- Education & classroom supplies
- Coordination of employee training
- Grant writing and administration
- Compilation and submission of an annual report that is required by the MDEP

In 2011, the Town will be partnering with the City of South Portland to develop a watershed based management plan for **Trout Brook**, facilitated by the Cumberland County Soil & Water Conservation District. This will be an important step in raising the awareness in an area that is designated as our primary watershed.

As part of our SMP, we are required to annually update our infrastructure maps to show more specific details of our stormwater system by the end of the current five-year cycle (June 2013). A major effort took place in 2010 to update our database. The maps now delineate by watershed, show directional flow arrows and associate a numerical distinction to each stormwater basin. We have made great strides, but the maps are a work in progress and will need annual updating, as basins and infrastructure are added in the community. A small sum is being proposed to perform incremental GPS and the associated CAD work. (\$2,000)

Diesel Fuel (3040) \$40,200

We are currently using an average of 13,500 gallons per year, but this can vary due to the severity, and duration of a winter season. For FY 2012, we are budgeting \$3.00/gal. A portion of the parks diesel fuel expense has been inadvertently charged off to Public Works (310) for several years. This has been corrected to reflect more accurately what is being used in our grounds operations. To offset the increase in gallonage now being charged off in the parks accounts, the Public Works diesel fuel account is reflecting a corresponding decrease. At the time of this submittal, we have not locked a price in for the fiscal year due to the uncertainty in the crude oil market.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	67,431	67,577	67,600	71,344	3,767	5.6%
1002	PART TIME PAYROLL	18,172	21,715	22,000	22,165	450	2.1%
1003	OVERTIME PAYROLL	2,033	2,256	1,000	2,350	94	4.2%
1020	SOCIAL SECURITY	7,693	7,003	6,931	7,333	330	4.7%
	SUBTOTAL PERSONNEL	95,329	98,551	97,531	103,192	4,641	4.7%

FULL-TIME PAYROLL (1001)

Actual FY 2011

FY 2012

Recycling Center Attendant (40 hrs. @ \$19.66/hr. @ 52 wks.)

\$38,272.00

\$40,903.00

Equipment Operator (40 hrs. @ \$20.02/hr. @ 38 wks.)

29,305.00

30,441.00

PART-TIME PAYROLL (1002)

Part-Time Recycling Center Attendant

(32 hrs./wk./yr. (average) @ \$13.32/hr. @ 52 wks.)

21,715.00

22,165.00

Note: All pay amounts shown for FY 2012 have been adjusted by 2%, per the current CBA. The account is up 5.6% since the Recycling Center is due a step increase in FY 2012.

Full-time Payroll (1001)

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

Part-time Payroll (1002)

The part-time worker is currently working Mon., Wed., Fri., and Sat., for a total of 30.5 hours week.

Overtime (1003)

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

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	2,449	7,420	7,420	7,420	-	0.0%
2003	WATER & SEWER					-	
2004	RECYCLING PRINTING & ADVERTISING	1,796	2,000	1,000	1,000	(1,000)	-50.0%
2012	ecomaine FEES	572,216	591,200	570,000	567,645	(23,555)	-4.0%

Recycling Promotion & Advertising (2004)

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

EcoMaine Fees (2012)

As always, the tipping fee at EcoMaine is the largest single line item in the municipal budget. In FY 2010, the number of tons of municipal solid waste (that which we transport to them) actually dropped from the previous fiscal year by over 200 tons. Residential trash has dropped approximately 5% over the last calendar year across the EcoMaine owner communities. This is most likely the result of a still challenged economy, combined with the success of the “single-stream” recycling program. We are just a few percentage points behind some communities with curbside collection programs, which says a great deal about the efforts of our citizens. It is uncertain if the economy will rebound this year. If it does, our refuse tonnage could actually rise if new home construction rebounds. If this is the case, it may have an adverse impact on our recycling rate in the future.

The hauling of the “silver bullets” and cardboard containers, are also charged to this account. The current hauling charge is \$70.00 per pull, which will be in effect until June 30, 2012.

The cost to haul and dispose of refuse and recyclables generated at the schools is detailed below. We are continuing to work with School staff to increase their recycling rate, especially at the Middle School.

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

FY 2012 EcoMaine Annual Assessment* \$248,892.00

Compactor Refuse: 2,750 tons @ \$88.00/ton = \$242,000.00

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

- 300 services/year for refuse container @ \$10.00/service = \$3,000.00
- 200 services/year for single-stream recycling container @ \$10.00/service = \$2,000.00

EcoMaine Recycling Containers: “Silver Bullets” at the Recycling Center and Town Hall:

800 pulls/year @ \$70.00/pull = \$56,000.00

Corrugated Cardboard Recycling: 225 pulls/year @ \$70.00/pull = \$15,750.00

*Based on a five-year average of our tonnage (FY ‘06-‘10), which equates to 3,231 tons. FY 2010 actual tonnage was 2,612 tons. It is anticipated that the tonnage for FY 2011 (as of June 30, 2011) will be approximately 2,700 tons.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2014	DEMOLITION MATERIAL DISPOSAL	34,550	38,544	37,000	39,475	931	2.4%

Brush & Demolition Removal (2014)

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

The number of applicable container pulls (metal, bulky waste, etc.) has been adjusted slightly for FY 2012:

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

Demolition Wood Disposal: 550 tons/year @ \$23.00/ton = \$12,650.

Sheetrock Container Pulls: 14 pulls/year @ \$60.00/pull @ \$50.00/ton per 5.6 tons of gypsum (avg.) = \$4760.

Asphalt Shingle Container Pulls: 10 pulls/year @ \$60.00/pull @ \$55.00/ton per 9.3 tons of shingles (avg.) = \$5715.

Glass Container Pulls: 2 pulls/year @ \$60.00/pull @ \$36.00/ton per 8.0 tons of glass (avg.) = \$700.00

Aluminum Container Pulls: 3 @ \$70.00/pull = \$210.00

Bulky Wastes (Couches, Chairs, Carpeting, etc.): 45 pulls/year @ \$70.00/haul, per 2.00 tons of waste (avg.) @ \$49 per ton=\$7,560

White Goods/Metal Container Pulls: 40 pulls/year @ \$70.00/pull = \$2,800.00
 Tire Disposal: 400 tires @ \$2.25/tire = \$900.00
 Concrete/Brick Disposal: 180 tons/year @ \$8.50/ton = \$1,530.00
 Freon Removal: 300 units @ 8.00/unit = \$2,400.00 Stump Disposal: \$250.00

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2015	HAZARDOUS MATERIALS DISPOSAL	23,219	15,800	15,800	15,800	-	0.0%
2021	EQUIPMENT RENTAL	-	300	0	300	-	0.0%
2022	UNIFORM RENTAL	1,085	1,085	1,103	1,190	105	9.7%
2032	VEHICLE MAINTENANCE	5,031	4,500	4,000	4,500	-	0.0%
2062	MISC. CONTRACT SVCS.	799	1,080	1,100	1,100	20	1.9%
2063	ALARM SERVICE	1,764	1,800	1,700	1,800	-	0.0%

Household Hazardous Waste & E-Waste Collection (2015)

It is again proposed to sponsor a Household Hazardous and E-Waste Collection in May of 2012. This is truly the best way to coordinate the disposal of chemicals, protect the environment and meet one of the requirements of our stormwater management plan. Residents took full advantage of the program last May with over 400 vehicles dropping off materials. The collection is held at the Public Works Facility and coordinated by a private contractor, with assistance by our personnel.

Equipment Rental (2021)

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

Equipment Maintenance (2032)

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

MTA EZ-Pass Service (2062)

This account pays for our monthly EZ-Pass expense to utilize the Maine Turnpike to transport refuse to EcoMaine.

Alarm Service Monitoring (2063)

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

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320	REFUSE DISPOSAL	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3002	GASOLINE	352	375	375	495	120	32.0%
3006	MISCELLANEOUS SUPPLIES	1,504	1,500	1,500	1,500	-	0.0%
3040	DIESEL FUEL	4,374	5,125	5,125	6,750	1,625	31.7%
	SUBTOTAL	649,139	670,729	646,123	648,975	(21,754)	-3.2%
320	REFUSE DISPOSAL	744,468	769,280	743,654	752,167	(17,113)	-2.2%

Gasoline (3002)

A small amount of gasoline is charged off for Refuse Disposal operations. It is budgeted at \$3.00/gallon.

Misc. Supplies (3006)

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

Diesel Fuel (3040)

This covers diesel fuel for the tractor-unit that hauls the transfer trailers and the bulldozer used in the staging area. It is budgeted at \$3.00/gallon.

410	HUMAN SERVICES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2100	VNA/HOSPICE	3,448	3,448	3,448	3,500	52	1.5%
2100	COMMUNITY HEALTH SRVS VISITING NURSES	1,857	1,857	1,857	2,000	143	7.7%
2101	COMMUNITY COUNSELING	1,061	1,061	1,061	1,200	139	13.1%
2103	THERAPEUTIC RECREATION	4,244	4,244	4,244	3,500	(744)	-17.5%
2104	INGRAHAM VOLUNTEERS	-	1,061	1,061	1,200	139	13.1%
2107	S. ME SENIOR CITIZENS	1,061	1,061	1,061	1,200	139	13.1%
2110	PROP	1,170	1,170	1,170	1,200	30	2.5%
2111	RTP	1,200	1,200	1,200	1,200	-	0.0%
2113	FAMILY CRISIS SHELTER	1,061	1,061	1,061	1,200	139	13.1%
2114	DAY ONE	1,061	1,061	1,061	1,200	139	13.1%
2116	HOSPICE OF SOUTHERN MAINE	-	-	-	1,200	1,200	
2118	SEXUAL ASSAULT RES. SVCS.	1,061	1,061	1,061	1,200	139	13.1%
2121	RED CROSS-PORTLAND CHAPTER	1,000	1,000	1,000	1,200	200	20.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,200	1,200	1,200	1,200	-	0.0%
5101	GENERAL ASSISTANCE	28,413	25,000	25,000	25,000	-	0.0%
410	HUMAN SERVICES	47,836	45,484	45,484	47,200	1,716	3.8%

The human services budget has two components. The first, amounting to \$22,200, provides funding assistance to social service programs/agencies serving residents of Cape Elizabeth. It is recommended to standardize these contributions so that most contributions are at the level of \$1,200. Two contributions are equalized at \$3,500 and one outlier is proposed to be funded at \$2,000.

VNA/Hospice served 116 Cape Elizabeth residents in 2009 and made 2,075 home visits. The estimated value of the services provided was \$311,250. Much of this is reimbursed through Medicare, Maine Care and private insurance. A Town appropriation of \$3,500 is recommended to provide assistance to citizens regardless of their ability to pay.

Home Health Visiting Nurses assisted 397 Cape Elizabeth residents in 2010 with 2,992 visits and tests. They cared for 105 residents in their homes and assisted 43 residents in their maternal and child health programs. The estimated total amount of services provided was \$284,467 of which \$12,158 they estimated as uncompensated care. \$2,000 is recommended.

Community Counseling Center provided mental health and community services to 29 Cape Elizabeth residents in 2010. Nearly \$5,000 was provided at no cost to those who were unable to pay. The agency also has a trauma intervention program to assist first responders. With this program, they assisted six residents and one first responder. \$1,200 is recommended.

The Center for Therapeutic Recreation provided 178 hours of service to six residents. The value of the service provided is estimated at \$6,256. \$3,500 is recommended as a contribution from the Town. The agency requested \$4,244.

Ingraham Volunteers no longer requests a municipal contribution.

Southern Maine Agency on Aging delivered 3,229 meals to 33 homebound Cape Elizabeth residents last year. They also provide a variety of miscellaneous services to a total of 310 older residents. It is recommended to fund their \$1,200 request.

PROP provided 66 homes access to the federal LIHEAP program. (Heating Assistance) The funding was \$64,383. They assisted 33 families through the WIC program for women infants and children. It is recommended to fund \$1,200 of their \$4,250 request.

RTP in 2009 provided 31 Cape Elizabeth residents 1151 trips to medical appointments. The value of the trips was estimated at \$19.87 each or a total of \$22,870. An appropriation of \$1,200 is recommended.

Family Crisis Services assisted 26 clients in 2010 who identified Cape Elizabeth as their home. They work closely with the Cape Elizabeth Police Department on domestic violence issues. They are also a tenant of the Town as they rent space at Fort Williams Park for administrative offices. An appropriation of \$1,200 is recommended.

Day One provided 21 local youth with outpatient substance abuse counseling and trained the “natural helpers” at CEHS. The total value of services was provided was estimated at \$53,864. It is recommended to fund \$1,200 of the \$1,500 request.

Hospice of Southern Maine provided 22 Cape residents with services through the first 11 months of 2010. They operate the Gosnell House in Scarborough which is the premier in-patient hospice facility in our region. It is recommend to fund \$1,200 of their \$1,000 request. The monies are used for the 160 person volunteer program.

Sexual Assault Response Services assisted just two clients in Cape Elizabeth last year but were involved in education programs. It is recommended to fund \$1,200 of their \$1,060 request.

Red Cross Portland Chapter provides a variety of services to local residents and is our primary resource when needing a disaster shelter. The \$1,200 contribution is made through the Town being a sponsor of the annual breakfast honoring heroes in the region.

The Independent Transportation Network was added to the annual contribution list when we ended our own limited senior citizen bus service a few years ago. A contribution of \$1,200 is recommended.

The second component of our human services budget is **general assistance**. The general assistance helps families with immediate needs for housing, food and utilities. Governor LePage has recommended some changes in the program, but the budget is based on current Maine law.

Our program is administered through a contract with PROP who provides a social worker for us who meets with clients and reviews their needs. PROP charges \$32/hour per hour for this work and we provide space in a small work room at the Cape Elizabeth Police Department. The total PROP fee in 2010 amounted to \$5,639. In calendar year 2010, PROP had 70 client visits providing help to 149 individuals. Please note that this is a duplicated count and the actual number of clients is less as we had repeat clients each month. The costs of the assistance provided in 2010 was \$20,834.18 of which 50% or \$10,417.09 was reimbursed by the State of Maine.

From July 1, 2010 to February 17, 2011, the total spent on general assistance was \$21,052.64 of which \$4,009 was paid to PROP and \$17,043 was provided to clients. There were 13 unduplicated clients during this period receiving an average of \$1,311 in assistance. The primary assistance provided is rental assistance which is paid directly to the landlord. Utility bills are paid directly to the utilities and food vouchers are provided to Hannaford.

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	268,254	268,428	268,428	268,552	124	0.0%

Full Time Account (1001) - \$268,552

	FY2011	FY2012	
Head Librarian	63,860.	65,137.	2% increase above FY11 budgeted amount.
Children's Librarian	45,436	46,345.	2% increase above FY11 budgeted amount.
Circulation Librarian	40,502.	36,067.	2% increase above <i>adjusted</i> FY11 budgeted amount (New Hire.)
Adult / YA Librarian	44,875.	45,773.	2% increase above FY11 budgeted amount.
Office Clerk / Cataloger	33,248.	33,913.	2% increase above FY11 budgeted amount.
Reference Librarian	<u>40,507.</u>	<u>41,317.</u>	2% increase above FY11 budgeted amount.
	268,428.	268,552.	2% increase above FY11 budgeted amount.

Note 1: All pay amounts shown for FY 2012 are subject to our pay classification plan.

Full Time staff levels are based on the following assumptions, we have had to add a 2nd person to backup the Circulation Desk 15 hrs a week. We have accomplished this by reducing office hours for all employees and reducing substitute hours:

- Total Full Time hours available = 240/wk

While the basic realities remain in place that I outlined for last year's budget:

- ◆ (1) the library facility is 13,000+ sq. ft. and spreads across almost 200 feet and 5 separate floors;
- ◆ (2) we remain open for business 6 days (55 hours a week) all year; and,
- ◆ (3) The library offers 5 public services [Children's Programs, Young Adult Services, Adult Reference, Circulation of Materials, and Providing Meeting & Display Spaces).
- ◆ These services are supported by staffing the library in five areas (or, departments): Administration, Adult/YA Services, Cataloging/Processing, Children's Services and Circulation Control.
- ◆ An approximate breakdown of Staffing Allocation follows:

Circulation Desk	70/wk
Adult Ref. Desk	55/wk
Ch. Ref. Desk	55/wk
Tech. Services	53/wk
Ad. Serv. Office	18/wk
Ch. Serv. Office	18/wk
YA Serv. Office	18/wk

Administration 38/wk
 Earned Vacation 26/wk
 Total 351/wk

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	86,171	86,310	86,310	93,123	6,813	7.9%
1020	SOCIAL SECURITY	26,013	27,137	27,137	27,668	531	2.0%
	SUBTOTAL PERSONNEL	380,438	381,875	381,875	389,343	7,468	2.0%

Part Time Account (1002) - \$93,123

FY 2011

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

FY 2012

<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>Comparison</u>
377 (1)	\$14.78	5,571.98	Substitute Line
948 (1)	\$14.78	14,011.25	2% increase above FY11 budgeted rate.
948 (1)	\$15.59	14,775.15	2% increase above FY11 budgeted rate.
978 (1)	\$14.78	14,454.64	2% increase above FY11 budgeted rate.
796 (1)	\$15.59	12,406.14	2% increase above FY11 budgeted rate.
<u>1,624 (1)</u>	<u>\$19.65</u>	<u>31,903.80</u>	<u>2% increase above FY11 budgeted rate.</u>
5671 (5)	N/A	93,122.97	7.9% increase above FY11 budgeted amount.

	FY 2011	FY 2012	DIFFERENCE
Total Hours	5334	5671	337
Total PT Costs	86,310.	93,123.	6,813.

Note: All pay amounts shown for FY 2012 are subject to review within our pay classification plan.

Part Time Staff Levels are based on the following assumptions:

- ◆ The minimum number of staff hours required to run the library at current service hours is **345/wk**.
- ◆ Full Time hours in budget: **240/wk**
- ◆ **Total Part Time hours budgeted = 109/wk** (Deficit 2/wk)

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2004	PRINTING & ADVERTISING	240	500	500	500	-	0.0%
2005	POSTAGE	1,700	2,600	2,600	3,420	820	31.5%
2006	TRAVEL	674	634	634	660	26	4.1%
2007	DUES & MEMBERSHIPS	670	755	755	755	-	0.0%
2009	CONFERENCES AND MEETINGS	433	560	560	560	-	0.0%

Printing and Advertising (2004) - \$500

Level funded.

Postage (2005) - \$3,420

Dean Corner of the Maine State Library informs me that the current delivery fee will to increase to \$15.00/stop (\$3,120/yr) in July of 2011. Additionally, we have averaged \$300/ yr to return traditional Interlibrary Loans and send out bills for overdue materials.

Travel (2006) - \$660

The FY12 figure is once again based on one trip per month to Augusta for MINERVA meetings for a total of \$660 using the rate of \$0.44/mi. effective January 1, 2009 (c.f. <http://www.maine.gov/osc/travel/travelfaq.htm>)

Dues & Memberships (2007) - \$755

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

Training (2008) - \$0

Zero funded.

Conferences & Meetings (2009) - \$560

Level funded. Includes costs for meetings and conferences sponsored by professional associations: **2** SMLD Council Meetings (\$50),

2 SMLD Reading Round Up (\$110), and 2 MLA Conference (\$400.) We have reduced the number of meetings projected to offset some of the higher costs anticipated.

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2062	CONTINGENCY	210	150	150	150	-	0.0%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	-	0.0%
3001	OFFICE SUPPLIES	3,961	11,750	11,750	11,750	-	0.0%
3020	BOOKS & PERIODICALS	31,807	39,799	39,799	39,462	(337)	-0.8%

Office Equipment & Repair (2034) - \$0

Zero funded. For unforeseen equipment failures we must either turn to the TMLF, the Chase Funds or see about transferring funds from under-expended budget lines(*n.b. We anticipate that this will be the final draw down from the Chase funds as both accounts should be exhausted in FY12.*)

Contingency Fund (2062) - \$150

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

Miscellaneous Contract Services (2072) - \$50

Level funded.

Office Supplies (3001) - \$11,750

Level funded.

Miscellaneous Supplies (3006) - \$0

Zero funded. This account has been used in previous years to purchase the supplemental supplies needed for conducting “special” programs. We will once again make use of \$900 from the remaining Barbara Chase Fund this year(*n.b. We anticipate that this will be the final draw down from the Chase funds as both accounts should be exhausted in FY12.*)

Books and Periodicals (3020) - \$39,462

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

510	LIBRARY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3022	AUDIO VISUAL MATERIALS	5,056	5,000	5,000	5,450	450	9.0%
3100	ELECTRONIC RESOURCES	4,360	4,200	4,200	4,550	350	8.3%
4001	OUTLAY	210	500	500	500	-	0.0%
	SUBTOTAL	49,321	66,498	66,498	67,807	1,309	2.0%
510	LIBRARY	429,759	448,373	448,373	457,150	8,777	2.0%

Audio Visual Materials (3022) - \$5,540

This extremely popular service includes Books on Tape and CD, DVDs, and Videocassettes: for which the Bowker Annual reported a 9% cost increase in 2010.

Adult Collection	3,052.	[Approx. 3 Audio Book/mo & 6 Videos/mo]
YA Collection	654.	[Approx. 8 Audio Book/yr & 1 Video every month]
Children's Collection	<u>1,744.</u>	[Approx. 4 Audio Book/mo, 5 Video, 1 Kit & 2 Music Recordings/mo]
	5,450.	

This line will be enhanced by a subsidy of \$1,000 drawn from the Chase Funds to replace outmoded VHS and Cassette tapes with CD 7 DVDs (*n.b. We anticipate that this will be the final draw down from the Chase funds as both accounts should be exhausted in FY12.*)

Electronic Resources (3100) - \$4,550

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

Maine Info Net (<i>Minerva</i>)	3,947.
Filtering Software	600.

Outlay (4001) - \$500

Level funded. This account normally contains expenditures for miscellaneous pieces of library equipment and furniture not covered by the Capital Expenses Plan yet outside the scope of normal equipment or supply lines.

Miscellaneous equipment	500.
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CAVEAT:

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

520	CONTRIBUTIONS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
5050	CAPE PRESERVATION SOCIETY	-	450	450	450	-	0.0%
5053	FAMILY FUN DAY	3,478	5,000	5,000	5,000	-	0.0%
520	CONTRIBUTIONS	3,478	5,450	5,450	5,450	-	0.0%

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

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

530	PUBLIC INFORMATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	CABLE PART TIME PAYROLL	5,088	6,200	6,200	6,324	124	2.0%
1002	PART TIME WEBMASTER	19,965	22,000	22,000	24,200	2,200	10.0%
1020	SOCIAL SECURITY	1,955	2,180	2,180	2,335	155	7.1%
	SUBTOTAL PERSONNEL	27,008	30,380	30,380	32,859	2,479	8.2%
2004	PRINTING AND ADVERTISING	2,466	7,000	7,000	7,000	-	0.0%
2034	EQUIPMENT MAINTENANCE	125	2,000	2,000	4,500	2,500	125.0%
3006	MISCELLANEOUS SUPPLIES	108	200	200	200	-	0.0%
4001	OUTLAY	-	-	-	-	-	
	SUBTOTAL	2,699	9,200	9,200	11,700	2,500	27.2%
530	PUBLIC INFORMATION	29,707	39,580	39,580	44,559	4,979	12.6%

The webmaster pay has increased 10% each year for the last five or more years due to the growing time and complexity required for the exceptional work done by our webmaster.

The printing and advertising account includes all public hearings and notices.

The equipment maintenance account includes replacement sound equipment.

600	FACILITIES MANAGEMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	31,150	-	-	-	-	0.0%
1002	PART TIME PAYROLL	8,483	10,400	10,400	10,608	208	2.0%
1020	SOCIAL SECURITY	3,927	770	770	812	42	5.5%
	SUBTOTAL PERSONNEL	43,560	11,170	11,170	11,420	250	2.2%
2001	TELEPHONE	400	400	400	400	-	0.0%
2004	PRINTING & ADVERTISING	-	300	300	300	-	0.0%
2006	TRAVEL	1,683	-	-	-	-	-
2007	DUES & MEMBERSHIPS	-	200	200	200	-	0.0%
2009	CONFERENCES & MEETINGS	50	600	600	600	-	0.0%
2010	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	-	0.0%
2034	OFFICE EQUIP MAINTENANCE	275	300	300	325	25	8.3%
2035	CONSOLIDATED BUILDING MAINT.	54,725	70,000	70,000	107,442	37,442	53.5%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	714	40,000	40,000	40,800	800	2.0%
4001	OUTLAY	-	2,000	2,000	2,000	-	0.0%
	SUBTOTAL	58,847	114,800	114,800	153,067	38,267	33.3%
600	FACILITIES MANAGEMENT	102,407	125,970	125,970	164,487	38,517	30.6%

February 21, 2011

To: Michael McGovern, Cape Elizabeth Town Manager
Cape Elizabeth Town Council

From: Greg Marles, Director of Facilities

RE: Fiscal Year 2012

The Facilities Department is pleased to present Michael McGovern and the Town Council with our Fiscal Year 2012 Budget request.

Where we have been and where are we going in 2011 and 2012,

In July, 2010 the Maintenance Department and Custodial Department were combined to form one Department with two divisions. Prior to July, 2010 the Custodial Department came under Community Services and the Maintenance Department was overseen by the Town Facilities Manager. The two Departments were combined to form the Facilities Department with one Director overseeing both divisions.

The Facilities Department has a regular staff of twenty-three (23), including custodians, maintenance mechanics, part time Administrative Assistant and Director. We have two Custodial Supervisors, James Ridley who supervises the High School and Town facilities custodial staff and Denise Ordonez who supervises Pond Cove and Cape Middle School custodial staff. Additionally, we have one Maintenance Supervisor, Robert MacVane who supervises all the schools and town facilities maintenance staff.

The Custodial Division has been implementing changes to help improve the appearance of our facilities, improve staff communications, expand staff training, and decreased use of outside contractors. We have started using team cleaning methods in several facilities allowing us to expand the levels of service we provide staff, community and visitors to our facilities.

This year we have had two training sessions for the entire staff which includes blood borne pathogens, asbestos awareness, hazardous communication, recycling programs and facility safety. The summer of 2011 we are planning on sending staff members to Educational Plant Maintenance Association conference in June for additional training in servicing and cleaning methods.

We are currently expanding areas of service by our custodial staff. In the past we have contracted the refinishing of the hardwood gymnasium floors, but this year the Custodial staff has performed this task. The cost to the School Department to contract the refinishing work in the past has been \$6,000.00 but with this work being conduct by the Custodial staff we have realized approximately a \$2000.00 saving.

Improving communications includes the involvement of the Custodial staff in vacation and summer cleaning planning. Being engaged in the planning process allows the Custodial staff to have ownership in the process, making the department more successful.

Members of the Maintenance staff have now obtained their Oil and Solid Fuel Apprenticeships Licenses as the first step in becoming licensed as an Oil and Solid Fuel Technicians. In the near future we will also be offering programs so our Maintenance staff can also become licensed as a Propane and Natural Gas Technician. Soon we will be sending members of the maintenance staff to Southern Maine Community College to become certified as lead renovators under the new US EPA rules for individuals engaging in painting, carpentry and general construction work.

We are committed in offering additional training and licensure to our staff giving them the opportunity to grow into the future.

Here are a few of our projects that we have completed throughout the Town this year.

- Exterior lighting upgrades at Town Center Fire station.
- Portland Head Light bell base replacement from brick to granite.
- Replacement of two (2) air conditioning condensing units at Community Services.
- We have reconstructed the basement restroom at Town Hall.
- Community Services rental units are 100% occupied.

- Thomas Memorial Library has had a control system addition to allowing for an increase in comfort at the circulation desk
- Routine maintenance continues throughout the District.

The Facilities Department is pleased to submit our Fiscal Year 2012 budget request in which we believe will provide the Town with continued quality services from our Custodial and Maintenance divisions.

Our budget submission for Fiscal Year 2012 includes some areas of cost reduction from fiscal year 2011 and areas of increases in other areas.

In our 600-2035 account we show an increase \$52,811.00 over last year. This increase is a reflection of the need to preform additional services in several of our facilities. We have increased interior and exterior painting, overhead garage door service, pest prevention control measures, wood deterioration repairs and rental property repairs. We have however been able to decrease boiler plant servicing as starting this summer the members of the Maintenance Staff will begin cleaning and servicing our own heating plants.

Fuel oil prices continue to rise over last year's level, this year we are projecting a fixed cost of \$3.00pg for #2 heating oil. We have approximately an increase of 20% to 22% over last year reflecting the increase in fuel costs to the Town. Although we have not entered into a fixed rate fuel contract for the coming fiscal year we will continue to monitor the rates and lock in at a rate when pricing becomes desirable for the Town.

This coming fiscal year we have been able to realize a saving in our water/sewers costs and have been able to reduce the our budget to reflect these decreases.

A new line item included this fiscal year 2012 request includes the addition of custodial services at Town Center Fire Station (600-2062). The custodial staff will provide four (4) hours weekly of cleaning services.

Our Capital Improvement requests include a substantial request for Thomas Memorial Library, roofing replacement at Cape Cottage Fire station, Town Hall server room air conditioning, Richard's pool tile repairs and several small projects throughout the Town. The library request includes heating system updates, rotted wood replacement, exterior painting, energy control system upgrades, gutter repair, and exterior door replacement.

The increases in the 600-2035 account and our CIP requests are designed to help provide asset protection for our Town facilities. We will also continue to negotiate more favorable power rates and fuel rates to lower our total overall operation costs.

It is the goal of the Facilities Department to help continue and increase the sense of Community in all of our Town and School facilities.

-End-

Facilities management is primary contracted out to the Cape Elizabeth School Department. The Town provides a part time secretary at a cost of \$10,608 or \$11,420 in this account including social including FICA. The Town pays \$40,800 to the school department for the services of the school facilities department and the Town pays for all of the out of pocket cost of work on municipal properties. This amount is proposed to increase \$37,442 as more maintenance is needed on our older buildings and especially those that were

substantially built 10-12 years ago which have not needed much work in their first decade since construction or reconstruction.

The detail on the \$107,442 proposed for consolidated building maintenance follows the tables below:

								Total	\$27,582.50
600-2035 supplies									
Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall	
Paint	\$ 600.00	\$ 800.00	\$ 1,500.00	\$ 800.00	\$ 800.00	\$ 200.00	\$ 200.00	\$ 1,000.00	
Batteries	\$ 150.00	\$ 50.00	\$ 150.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 200.00	
Ballasts	\$ 100.00	\$ 100.00	\$ 200.00	\$ 125.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 300.00	
Lamps	\$ 125.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 250.00	\$ 325.00	
Blinds	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 100.00	
Flooring materials	\$ 200.00	\$ 100.00	\$ 200.00	\$ -	\$ 250.00	\$ -	\$ 200.00	\$ 350.00	
Air filters	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 150.00	\$ 75.00	
Plumbing supplies	\$ 250.00	\$ 75.00	\$ 350.00	\$ -	\$ 300.00	\$ 125.00	\$ 250.00	\$ 275.00	
Electrical supplies	\$ 425.00	\$ 125.00	\$ 425.00	\$ 100.00	\$ 350.00	\$ 100.00	\$ 300.00	\$ 575.00	
Carpentry supplies	\$ -	\$ 150.00	\$ 400.00	\$ -	\$ 250.00	\$ 125.00	\$ -	\$ 500.00	
Door/lockset supplies	\$ 200.00	\$ 100.00	\$ 250.00	\$ -	\$ 125.00	\$ 100.00	\$ 225.00	\$ 250.00	
Flags and other services	\$ 300.00	\$ 300.00			\$ 400.00		\$ 600.00	\$ 400.00	
Soot vacuum and boiler cleaning mat.	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 150.00	
Fire extinguisher (replacement)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
General property repair items	\$ 500.00	\$ 250.00	\$ 600.00	\$ 250.00	\$ 500.00	\$ 200.00	\$ 400.00	\$ 600.00	
subtotal	\$ 3,150.00	\$ 2,325.00	\$ 4,375.00	\$ 1,675.00	\$ 3,925.00	\$ 1,350.00	\$ 3,075.00	\$ 5,200.00	
Consumables 10%	\$ 315.00	\$ 232.50	\$ 437.50	\$ 167.50	\$ 392.50	\$ 135.00	\$ 307.50	\$ 520.00	
Total	\$ 3,465.00	\$ 2,557.50	\$ 4,812.50	\$ 1,842.50	\$ 4,317.50	\$ 1,485.00	\$ 3,382.50	\$ 5,720.00	
								Total	\$27,582.50

600-2035 contracted services

Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall
Air emission fees								
Engineering services	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 500.00	\$ 2,000.00
IAQ Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Asbestos inspection	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
Elevator inspections (State)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 200.00
Elevator service contracts and service	\$ -	\$ -	\$ -	\$ -	\$ 2,250.00	\$ -	\$ -	\$ 3,100.00
Elevator recall testing	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 650.00
Elevator certificates	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 400.00
Chair lift inspection	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 150.00
Chair lift certificates	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ 200.00
Boiler inspection (pressure vessels)	\$ 150.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 200.00	\$ -	\$ 225.00	\$ 250.00
Boiler certificates	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 100.00	\$ 100.00
Boiler plant service	\$ 450.00	\$ 300.00	\$ 500.00	\$ 225.00	\$ 725.00	\$ 350.00	\$ 1,850.00	\$ 800.00
Fire detection inspection/ansel system	\$ 500.00	\$ -	\$ -	\$ 350.00	\$ 275.00	\$ -	\$ 310.00	\$ 400.00
Fire detection service	\$ 500.00	\$ -	\$ -	\$ 250.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Fire extinguisher inspection	\$ 500.00	\$ 100.00	\$ 225.00	\$ 100.00	\$ 150.00	\$ 100.00	\$ 350.00	\$ 125.00
Fire extinguisher service	\$ 100.00	\$ 50.00	\$ 75.00	\$ 50.00	\$ 75.00	\$ 50.00	\$ 100.00	\$ 50.00
Sprinkler inspection	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
IPM Inspection	\$ 200.00	\$ -	\$ -	\$ 100.00	\$ 200.00	\$ -	\$ 200.00	\$ 200.00
IPM service contracts	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 400.00	\$ 500.00
Alarm monitoring services	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -
Alarm System repairs	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -
Plumbing service	\$ 550.00	\$ 250.00	\$ 600.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 600.00
Electrical service	\$ 1,000.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 500.00	\$ 800.00	\$ 800.00
Exterior lighting	\$ 100.00	\$ 100.00	\$ 250.00	\$ 100.00	\$ 225.00	\$ 225.00	\$ 200.00	\$ 200.00
Energy management service	\$ 500.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 750.00	\$ 1,100.00
HVAC Service	\$ 800.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00
Overhead doors	\$ 1,500.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,500.00	\$ 400.00
Interior/exterior painting	\$ 1,500.00	\$ 500.00	\$ 1,000.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 2,550.00
Rental equipment	\$ 100.00		\$ 100.00		\$ 100.00	\$ -	\$ -	\$ 500.00
UST Inspections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -
UST Cert/licenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 500.00	\$ -
Hazardous waste removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Generator Service	\$ 800.00	\$ -	\$ -	\$ -	\$ -		\$ 1,000.00	\$ 800.00
subtotal	\$ 10,350.00	\$ 2,200.00	\$ 3,650.00	\$ 5,625.00	\$ 12,950.00	\$ 3,325.00	\$ 12,385.00	\$ 19,275.00
Miscellaneous contracted services	\$ 1,500.00	\$ 800.00	\$ 300.00	\$ 500.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
Total	\$ 11,850.00	\$ 3,000.00	\$ 3,950.00	\$ 6,125.00	\$ 14,950.00	\$ 4,325.00	\$ 14,385.00	\$ 21,275.00

600-2035 totals

\$ 107,442.50

Total

\$ 79,860.00

610	TOWN HALL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	13,295	12,000	12,000	12,780	780	6.5%
2003	WATER & SEWER	2,132	2,800	2,800	2,650	(150)	-5.4%
3003	HEAT	6,550	10,500	10,500	12,600	2,100	20.0%
610	TOWN HALL	21,977	25,300	25,300	28,030	2,730	10.8%
615	LIBRARY BUILDING	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	10,988	11,000	11,000	11,000	-	0.0%
2003	WATER AND SEWER	730	690	690	775	85	12.3%
3003	HEAT	14,510	13,650	13,650	16,400	2,750	20.1%
615	LIBRARY BUILDING	26,228	25,340	25,340	28,175	2,835	11.2%
620	TOWN CENTER FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2003	WATER & SEWER	1,147	1,600	1,600	1,400	(200)	-12.5%
2062	CONTRACTED CUSTODIAL SERVICES				3,717	3,717	100.0%
3003	HEAT	8,928	14,175	14,175	16,800	2,625	18.5%
630	TOWN CENTER FIRE STATION	10,075	15,775	15,775	21,917	6,142	38.9%
630	POLICE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	22,244	24,000	24,000	24,500	500	2.1%
2003	WATER & SEWER	2,712	3,050	3,050	3,050	-	0.0%
2062	CONTRACTED CUSTODIAL SERVICES		23,726	23,726	23,623	(103)	-0.4%
3003	HEAT	7,728	13,750	13,750	12,500	(1,250)	-9.1%
630	POLICE STATION	32,684	64,526	64,526	63,673	(853)	-1.3%

635	CAPE COTTAGE FIRE STATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2002	POWER	2,078	2,500	2,500	2,500	-	0.0%
2003	WATER & SEWER	657	730	730	750	20	2.7%
3003	HEAT	2,029	3,500	3,500	4,275	775	22.1%
635	ENGINE ONE	4,764	6,730	6,730	7,525	795	11.8%

The budgets for the above buildings reflect an increase in the cost of heating oil. It is budgeted at \$3.00 per gallon. In the entire municipal budget, the budget for heat is \$113, 175 including an increase of \$22,640 or 25%. The amount of gallons is \$37,725.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	17,447	17,451	17,448	23,300	5,849	33.5%
1002	PART TIME PAYROLL	2,184	1,830	1,830	13,070	11,240	614.2%
1020	SOCIAL SECURITY	2,068	1,475	1,795	2,782	1,307	88.6%
	SUBTOTAL PERSONNEL	21,699	20,756	21,073	39,152	18,396	88.6%

PERSONNEL & SALARY INFORMATION

Full & Part-Time Positions	Actual FY 2011	FY 2012
Parks Working Foreman (40 hrs. @ \$22.93/hr. @ 6 wks.)		\$5,504.00
Parks Equipment Operator (40 hrs. @ \$20.38/hr. @ 12 wks.)	\$9,595.00	\$9,787.00
Parks Equipment Operator (40 hrs. @ \$20.02/hr. @ 10 wks.)	\$7,856.00	\$8,008.00
Part- Time Maintenance Worker (40 hrs. @ \$11.66/hr. @ 4 wks.)	\$1,830.00	\$1,866.00
<u>Proposed: Seasonal Laborer/Utility Worker (40 hrs. @ \$11.66/hr. @ 24 wks.)</u>		<u>\$11,195.00</u>
		\$11.66/hr.

Note: All pay amounts shown for FY 2012 for members of the collective bargaining unit (Teamsters Local #340) have been adjusted by 2%, per the current CBA. It is proposed to increase the hourly rate of the part-time grounds maintenance worker by 2%.

Full Time Payroll (1001)

One Parks Equipment Operator is charged off for 12 weeks. The other is charged off for 10 weeks. This accounts for parks-related duties, such as mowing and trimming at the Gull Crest, Plaisted Park, Lion's Fields, and other municipal properties. To more accurately account for the time spent at Gull Crest and the Little League fields, the Parks Foreman is now charged off for 6 weeks. The full-time payroll account in the Fort Williams Park budget (645-1001) reflects a decrease to account for the proposed change.

Part Time Payroll (1002)

The Conservation Commission has discussed making a greater effort toward the care and maintenance of our Greenbelt Trail System. In the past, the commission has relied on a combination of committee members, volunteers and public works personnel to perform routine trail maintenance. They would like a more comprehensive effort; especially on trails they feel need more than just annual maintenance. For example, there are certain trails in the network that they would like mowing done on a more frequent basis, rather than the once (or twice) a year they are getting now. This proposed position could help address that need.

In addition, the department has had a long-standing need for a utility worker to perform manual tasks throughout our operations. Our contingent of grounds maintenance workers are tied up just mowing grass and do not have the time to perform the “hands and knees” work that is often needed. They also go back to school around the end of August leaving us without any personnel support for grounds maintenance in the fall. The town has several planting beds that lack the proper attention they deserve. We end up using full-time personnel, when they could be utilized on more productive tasks.

We also have a need to perform several other tasks, which do not require the skills of an equipment operator and/or a commercial driver’s license (CDL). These include everything from storm drain stenciling, work zone traffic control and permit enforcement at the Recycling Center.

The division of tasks for this position is proposed as follows: Greenbelt Trail Maintenance 80 hours/month, Grounds Maintenance 40 hours/month, Misc. Public Works assignments 20 hours/month and Recycling Center assignments 20 hours/month.

It is proposed to have the individual work from May 1st to November 1st under the supervision of the Parks Foreman.

TO Cape Elizabeth Town Council
FROM: Conservation Commission
DATE: February 9, 2011
SUBJECT: FY2012 Budget - Greenbelt Maintenance Request

Introduction

The Conservation Commission would like to lend its support to a proposal for a seasonal general laborer position to be added to the Public Works Department that would dedicate 1/2 of that position’s time to maintenance of the Greenbelt Trail system.

Background

The first Greenbelt Plan was adopted by the Town in 1977 and promoted the preservation of sensitive environmental areas, and trails that should extend from the northern to the southern part of town. The 1988 Greenbelt Plan more specifically identified the goal of a pedestrian trail system that extends from Fort Williams to Crescent Beach. In 1988, the Town of Cape Elizabeth provided public access to 239 acres of open space. In 2010, this number had grown to 857 acres (not including pedestrian easements). Town of Cape Elizabeth open space holdings have increased from 2.6% of the town to 9.2% of the town.

With this increase in open space, a trail system has been developed and expanded in these open space parcels. The 2001 Greenbelt Plan Vision states:

To establish a town-wide network of greenbelt trails by connecting the Town Center to important open spaces currently owned or to be acquired and all neighborhoods through a hub-and-spoke system. A greenbelt trail shall be located within a comfortable walking distance to all neighborhoods ...

The Conservation Commission, supplemented by the Public Works Department, outside contractors, and volunteers, has been maintaining and improving the trails on an ad-hoc basis. With over 15.6 linear miles of trails, however, the Commission has struggled to keep up with maintenance needs and public expectations. We also expect that the amount of trails will increase in the future.

Alternatives

The Conservation Commission has sponsored several annual Cape Trail Days that solicited volunteers to clear trails, build bridges and boardwalks and spread wood chips. In addition, the Commission has held several trail work events to improve trails, including clearing the Two Lights Trail (November, 2002) and construction of the Great Pond Boat Racks (February - April 2010). Commission members have individually worked on trails, including stabilizing the Alewife Cove Bridge and installing beaver dam flow-throughs.

Commission members felt they could increase volunteer maintenance if equipment was made available as needed. They requested that \$12,000 be used to purchase an ATV and trailer, and miscellaneous hand held equipment to be stored in a shed at the Public Works Department. Equipment would be accessible to Commission members as needed on weekends when Public Works was closed. This request was not funded. In retrospect, we may have been too ambitious in committing volunteer labor to this extent.

The Commission then pursued a more formal partnership with the Public Works Department to schedule annual maintenance. The Public Works Department has been very cooperative in adding trail maintenance to their existing duties, as time permits. Unfortunately, basic vegetation management of trails is needed at the same time that Public Works is busy with Spring cleaning and mowing, resulting in overgrown trails. Last year, the Public Works Department tested a new approach of cutting back vegetation on trails in March, with the hope that trails would not be overgrown when they returned to them in mid-summer. This approach has only moderate success.

The Commission also pursued a pilot project of soliciting bids from private contractors to mow a trail for the growing season. The low bidder was selected, but never returned phone calls.

Recommended Annual Maintenance

The Conservation Commission has prepared an annual maintenance plan that would provide basic vegetation management on the town greenbelt trail system. This would not address capital improvements that the Commission would continue to work on with volunteer labor and contracted services within their existing \$8,000 annual budget. The annual greenbelt trails budget is primarily spent on purchasing lumber and other materials to improve trail surfaces. The Commission requests that this annual funding continue.

In lieu of seeking funding to hire a private contractor to perform all the work that the Public Works Department cannot commit to within existing time constraints, the Conservation Commission has discussed a proposal by the Town Manager to devote 50% of the time of a seasonal laborer to greenbelt trail maintenance.

The Conservation Commission has prepared an annual maintenance plan (see attached) that identifies the work needed on the greenbelt trails. The Commission anticipates that 1/2 of a seasonal laborer's time will greatly improve greenbelt maintenance. The new position would be located in and supervised by the Public Works Department. The Conservation Commission is requesting that they be provided a report at the end of the season noting where hours were expended. This information will help them refine the annual maintenance plan.

Conclusion

The Conservation Commission remains committed to good stewardship of the greenbelt trails. We will continue to work to improve and expand the trail system. Maintenance has been both a constant goal and a challenge. This new proposal to supplement volunteer efforts with seasonal labor is an exciting opportunity to address ongoing, chronic maintenance challenges to the greenbelt trail system and provide a predictable level of passage on town trails.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	17,447	17,451	17,448	23,300	5,849	33.5%
1002	PART TIME PAYROLL	2,184	1,830	1,830	13,070	11,240	614.2%
1020	SOCIAL SECURITY	2,068	1,475	1,795	2,782	1,307	88.6%
	SUBTOTAL PERSONNEL	21,699	20,756	21,073	39,152	18,396	88.6%
2002	POWER	910	1,380	1,100	1,200	(180)	-13.0%
2003	WATER	2,105	2,200	2,200	2,275	75	3.4%
2010	PROFESSIONAL SERVICES	15,119	15,000	15,000	17,400	2,400	16.0%

Water (2003)

The Lion's Field Recreation Area is serviced by a 2" water line from Ocean House Road. It serves both the skating pond and the Little League Fields. Plaisted Park is also serviced by a 1" water service, which feeds the concession stand and the infield area. The water used to irrigate the Gull Crest fields (2) is now being charged to this account. This account is being adjusted to reflect a slight rate increase by the Portland Water District.

Professional Services (2010)

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

The general program is as follows:

August/September 2011 – Granulated broadleaf application on natural turf areas, liquid weed control on all base paths and infield areas. Spring & Fall fertilization application

October/November 2011 - The base-paths are redefined, worn areas re-sodded, and infield material is replenished where needed on our 5 Little League fields.

May/June 2012 - The two Gull Crest fields and the Fort Multi-Purpose field are aerated, top-dressed with loam and slice-seeded. The infield areas of the Little League fields are treated with a liquid weed control, following the end of their season.

There has been much discussion in the natural turf industry of utilizing organic practices and/or products for turf management. It is a relatively new program to the sports turf industry, but has been widely practiced in commercial agriculture for several years. Some towns are testing organic products on common areas to gauge their effectiveness, while others have implemented an organic

program on one, or more of their athletic fields. An organic program requires multiple applications of natural by-products, some of which are made from composted food waste, soy, corn gluten meal and L-Lysine. The cost of organic nutrients is more expensive compared to synthetic fertilizer, which is attributed to fluctuations in the price of oil and the current production costs of the organic products.

In an effort to try an organic program, I am proposing taking one athletic field (Upper Gull Crest) and perform an organic pilot project on it for three years. It will take that long to see if we have a successful and sustainable turf management program that is achieving the desired results. It will also be easier for us to measure the effectiveness, since Lower Gull Crest Field is of the same vintage and turf composition. The cost to initiate an organic turf management program is approximately \$2,400.00 more than a conventional program, including the products and the contracted services to apply them.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2022	UNIFORMS	479	465	468	510	45	9.7%
2032	EQUIPMENT MAINTENANCE	1,418	1,500	1,500	1,500	-	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE	1,005	3,500	2,500	3,500	-	0.0%
3002	GASOLINE	794	880	880	1050	170	19.3%
3038	IRRIGATION MAINT. AND SUPPLIES	4,468	850	600	500	(350)	-41.2%

Equipment Maintenance (2032)

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

Community Playground Maintenance (2037)

This account was created in FY 2011 to address the maintenance of our playground structures, most of which are over 10 years old now. We are adding hardwood chips to the base areas on an annual basis and replacing components based on inspections by the Facilities Manager.

Gasoline (3002)

Funds gasoline expenses for parks-related mowing and trimming activities. The total gallonage has dropped slightly in all of the parks-family budgets, since we replaced one of our gasoline-powered units with a diesel unit last year. Fuel for FY 2012 is budgeted at \$3.00/gallon.

Irrigation System Maintenance & Supplies (3038)

This account covers the replacement of irrigation heads and components for the irrigation systems at Gull Crest and the Multi-Purpose field at Fort Williams Park. This account is being reduced for FY 2012.

640	PARKS and TOWN LANDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3039	GROUNDS MATERIAL	400	5,300	5,300	5,300	-	0.0%
3040	DIESEL FUEL	500	300	300	624	324	108.0%
4006	LIONS' FIELD IMPROVEMENTS	-	500	500	500	-	0.0%
4114	GREENBELT TRAILS MAINTENANCE	5,448	8,000	8,000	8,000	-	0.0%
4007	SUBTOTAL	32,646	39,875	38,348	42,359	2,484	6.2%
640	PARKS	54,345	60,631	59,421	81,511	20,880	34.4%

Grounds Maintenance Materials (3039)

This account covers such items as signage, field marking supplies, fertilizer, grounds maintenance materials, and supplies for all athletic fields located off-campus, our Little League fields and municipal properties (Gull Crest, Town Hall, Police Station, Public Works facility, etc.).

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

Signage \$350, Field Layout Supplies \$430, Fertilizer \$2,160, Marking (Baseball) Lime \$100.00, Turface \$150, Latex Marking Paint \$850, Town Hall Holiday Balsam Fur Roping \$500.00, Gull Crest Dog Toilet Dispenser Bags \$500.00 Tennis Court Nets \$250.00

Diesel Fuel (3040)

This account covers an allotment of diesel fuel for parks-related activities, which is budgeted at \$3.00/gallon. A portion of the diesel fuel expense has been inadvertently charged off to Public Works (310) for several years. This has been corrected to reflect more accurately what is being used in our grounds operations. To offset the increase in gallonage now being charged off, the Public Works diesel fuel account is reflecting a corresponding decrease.

Lion's Field Improvements (4006)

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

Greenbelt Trails (4114)

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

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	36,745	34,985	34,985	35,670	685	2.0%
1002	PART TIME PAYROLL	9,928	10,067	9,000	10,261	194	1.9%
1003	OVERTIME PAYROLL		358	300	365	7	2.0%
1020	SOCIAL SECURITY	3,761	3,474	3,388	3,542	68	2.0%
	SUBTOTAL PERSONNEL	50,434	48,884	47,673	49,838	954	2.0%

Full & Part-Time Positions

Actual FY 2011

FY 2012

Parks Working Foreman (40 hrs. @ \$22.93/hr. @ 14 wks.)

\$12,107.00

\$12,841.00

Parks Equipment Operator (40 hrs. @ \$20.38/hr. @ 28 wks.)

21,538.00

22,826.00

Part Time Maintenance

Worker (40 hrs. @ \$11.66/hr. @ 22 wks.)

\$10,067.00

\$10,261.00

\$11.44/hr.

\$11.66/hr.

Note: All pay amounts shown for FY 2012 are adjusted by 2%.

Full Time Payroll (1001)

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

Part Time Payroll (1002)

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

Overtime

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

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2010	PROFESSIONAL SERVICES	24,796	26,000	26,000	26,000	-	0.0%
641	SCHOOL GROUNDS	140,833	143,424	141,013	145,096	1,672	1.2%

Professional Services (2010)

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

Our general program for the FY 2012 budget cycle is as follows:

Aug/September 2011 Granulated broadleaf application on all natural turf areas, liquid weed control on all base paths and infield areas. Summer fertilization application.

October 2011 Preparation of all school campus baseball infields for spring play.

May 2012 Application of herbicide for control of Poa Annua on Soccer/Track & Capano Fields.

June 2012 Deep-tine aeration of soccer/track field to mitigate compaction of turfed grass surfaces. All soccer fields (natural turf) top-dressed, slice seeded and goal areas re-sodded as needed. The fields are also treated with an application of starter fertilizer.

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2022	UNIFORMS	465	465	465	510	45	9.7%
2032	EQUIPMENT MAINTENANCE	2,111	2,200	2,200	2,200	-	0.0%
2038	CONTRACTED SCHOOL PLOWING	43,500	43,500	43,500	43,500	-	0.0%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	7,000	7,000	7,000	-	0.0%
3002	GASOLINE	2,107	2,425	2,425	2,920	495	20.4%
3005	MINOR EQUIPMENT	1,090	1,100	1,100	1,100	-	0.0%
3006	MISCELLANEOUS SUPPLIES	157	150	150	200	50	33.3%

Uniforms (2022)

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

Contracted Snow Plowing (2038)

This appropriation covers the out-sourced plowing and sanding of all sidewalks, stairways and walkways on both school complexes, the Thomas Memorial Library, the Town Hall, the Community Center, Town Center Fire Station and the Police Station. This would be the last year of a two-year contract.

Turf Field Reserve Fund (2048)

This the annual amount (\$7,000) approved by the Town Council to be placed in a reserve to pay for the future replacement of the turf field mat.

Gasoline (3002)

This covers gasoline for the grounds maintenance and mowing equipment. It is budgeted at \$3.00/gal.

Minor Equipment & Misc. Supplies (3005 & 3006)

These accounts cover replacement of hand mowers, grass trimmers, power tools and supplies used in our grounds operations. It is being reduced slightly.

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12
3038	IRRIGATION MAINT. AND SUPPLIES	946	1,000	500	750	(250)
3039	GROUNDS MATERIAL	7,452	9,900	9,200	9,350	(550)
3040	DIESEL FUEL	775	800	800	1728	928
	SUBTOTAL	90,399	94,540	93,340	95,258	718

Irrigation Maintenance & Supplies (3038)

This covers replacement irrigation heads and other components for the sub-surface irrigation systems on the school campus. This account is being reduced for FY 2012.

Grounds Maintenance Materials (3039)

This account covers grounds materials such as fertilizer, lime and drying agents (turface) applied to the athletic fields located on the school campus. It also covers marking paints used on both the turf and the natural grass fields. Any tennis court nets replaced on the High School courts would also be purchased from this account.

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

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

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

Signage \$350, Field Layout Supplies \$300, Fertilizer \$2,520, Field Lime \$800, Marking (Baseball) Lime \$250, Turface \$1,300,

Liquid Sanitizer for the Hannaford Field \$300, Synthetic Field Marking Paint \$830, Latex Marking Paint \$2,400 and Tennis Court Nets \$295.00

Diesel Fuel (3040)

This covers an allotment of diesel fuel for the grounds maintenance and mowing equipment. It is budgeted at \$3.00/gal. A portion of the diesel fuel expense has been inadvertently charged off to Public Works (310) for several years. This has been corrected to reflect more accurately what is being used in our grounds operations. To offset the increase in gallonage now being charged off, the Public Works diesel fuel account is reflecting a corresponding decrease.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	48,127	50,177	50,177	42,905	(7,272)	-14.5%
1002	PART TIME PAYROLL	28,974	39,094	39,000	39,860	766	2.0%
1003	OVERTIME PAYROLL	239	267	267	271	4	1.5%
1020	SOCIAL SECURITY	6,548	6,850	6,842	6,352	(497)	-7.3%
	SUBTOTAL PERSONNEL	83,888	96,388	96,286	89,388	(6,999)	-7.3%

PERSONNEL & SALARY INFORMATION

Full & Part-Time Positions

	Actual FY 2011	FY 2012
Parks Working Foreman (40 hrs. @ \$22.93/hr. @ 29 wks.)	\$34,185.00	\$26,600.00
Parks Equipment Operator (40 hrs. @ \$20.38/hr. @ 6 wks.)	4,798.00	4,892.00
Highway Equipment Operator (40 hrs. @ \$20.38/hr. @ 14 wks.)	11,194.00	11,413.00
Park Ranger (33 hrs. @ \$12.85/hr. @ 30 wks.)	12,474.00	12,722.00
Park Ranger (22 hrs. @ \$12.85/hr. @ 30 wks.)	8,316.00	8,481.00
Maintenance Worker (40 hrs. @ \$11.66/hr. @ 20 wks.)	9,152.00	9,328.00
Maintenance Worker (40 hrs. @ \$11.66/hr. @ 20 wks.)	9,152.00	9,328.00

Note: All pay amounts shown for FY 2012 have been adjusted by 2%

Full Time Payroll (1001)

For FY 2012, the Parks Foreman is charged off for 29 weeks, down from a total of 38 in FY 2011. The weeks (9) have been re-allocated to Public Works (3) and Parks and Town Lands (6) and the Equipment Operator is charged off for 6 weeks. A Highway Equipment Operator is charged off for 14 weeks for highway-related labor assistance throughout the year inside the Park.

Part Time Payroll (1002)

We have three primary rangers (and one who works on a call-in basis) who do a tremendous job of taking care of the park. They work an 11-hour shift and usually start the second week of April and work until the third week of November. In addition to monitoring park activities, they perform some grounds maintenance and clean the Picnic Shelter. The Rangers also provide assistance to the Gift Shop staff and secure the park at closing time. Over 60 cruise ship landings are currently scheduled for the 2011 season, with 33 of them requiring a ranger to assist with pedestrian and vehicular traffic at the PHL circle. 175 hours have been budgeted for that endeavor, which is the same as FY 2011. The payroll funds required for the third ranger, along with the cruise ship assistance, (\$11,000.00) are appropriated from the PHL budget (870-1002).

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12
2002	POWER	2,497	2,400	2,500	2,500	100
2003	WATER	3,026	3,000	3,700	3,500	500
2010	PROFESSIONAL SERVICES	15,106	15,000	15,000	15,000	-

Water (2003)

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. The dry summer weather of 2010 had an adverse impact on this line item in the FY 2011 budget. It is proposed to increase the budget over last year to account for additional irrigation demand on the PHL grounds and Multi-Purpose Field, plus the rate increase (2%) from the Portland Water District.

Professional Services (2010)

This account covers the rental of portable toilets in the Park. Depending on the weather, cruise ship visits and bus tours, there can be incredible demands on the portable toilets in the park. With more buses visiting the Gift Shop and Museum, the units are heavily utilized. Normally, we budget for sixteen (16) toilets located and serviced throughout the park from July 1st to November 15th and four are rented from November 1st to April 1st. After April 1st, the numbers return to sixteen (16). The toilets located at the Portland Head Light and the Picnic Shelter are cleaned seven days a week during the busy season, with additional cleanings done when a large cruise ship visits. The units located at the tennis courts, beach and playground are cleaned four times a week.

The PHL budget assumes the cost of cleaning the toilets adjacent to the Portland Head Light parking lot. The Town competitively bid toilet services in FY 2011. The prices for the services are good until June 30, 2012.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2019	TREE PLANTING AND MAINTENANCE	5,961	10,000	7,500	7,500	(2,500)	-25.0%
2022	UNIFORMS	484	875	875	875	-	0.0%
2032	EQUIPMENT MAINTENANCE	3,409	3,500	3,500	3,500	-	0.0%
2035	BUILDING MAINTENANCE	4,907	1,100	1,100	15,100	14,000	1272.7%
2036	STONE WALL REPAIRS	12,847	5,000	5,000	35,000	30,000	600.0%

Tree Maintenance & Plantings (2019)

This account covers on-going tree maintenance and any new plantings. Each year we inspect (and selectively trim where necessary) the tree canopy over the children’s playground. It is also planned to continue work on the upper story canopies of the oaks along the Parade Field, which is a popular area for day use. It is my hope to work with the Tree Warden to develop a re-planting and invasive species control plan in 2011.

Uniforms (2022)

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

Equipment Maintenance (2032)

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

Building Maintenance (2035)

This account covers building maintenance and repairs on the Parks Maintenance Building, Heavy Equipment Building, Red Cement Storage Building and rental units on Officers Row (2) It also covers repairs on the accessory structures, like the former Fire Station and the small block storage building located in the Picnic Shelter Parking Lot. In an effort to better address building maintenance issues, this account is being increased by \$14,000. The bay doors on the Heavy Equipment Building need to be replaced and it is proposed to install windows in some of the structures where they were removed. Building maintenance will be approved by the Town Manager, with coordination from the Facilities Manager.

Stone Wall Maintenance (2036)

It is proposed to use this allocation for rehabilitation efforts and address any minor wall failures that may occur through the year. For FY 2012, it is proposed to replace the section of wall on the north side of the old main gate. This section of wall, which is 210’ long, is falling apart in several areas. We have budgeted \$29,500 for this project.

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
2037	BATTERY & MANSION SECURITY				3,000	3,000	
2041	FENCING & GATE MAINTENANCE				36,120	36,120	
2063	ALARM MONITORING	448	500	500	500	-	0.0%
3002	GASOLINE	1,955	2,700	2,700	3,160	460	17.0%
3003	HEAT	5,989	3,000	7,000	9,350	6,350	211.7%
3005	MINOR EQUIPMENT	460	500	500	500	-	0.0%

Battery Maintenance (2037)

This is a new account that combines two accounts that previously appeared in the Fort Williams Park Capital budget (865). A small sum has been budgeted annually to maintain security fencing at Batteries Garesche and Keys.

Fencing & Gate Maintenance (2041)

It is proposed to create a new account to address repairs of fencing around the tennis courts, the park perimeter and on-going maintenance to the entrance gate. The fencing around the upper tennis/basketball court has collapsed and needs to be replaced. The project is budgeted at \$33,000.00. We have also had to perform increased maintenance on the entrance gate. The electric operators have needed sporadic adjustments and repairs, which require the services of a private contractor. We are also budgeting for an electromagnetic locking device that will prevent someone from prying the gate open by force, thereby damaging the operating arms.

Alarm Monitoring (2063)

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

Gasoline (3002)

A small amount of gasoline is charged off to the 645 budget for the grounds maintenance operations and is being budgeted @ \$3.00/gal.

Heat (3003)

This account now covers heating oil and propane for both the Parks Maintenance Building and the two rental units. Heating oil for the rental units has been charged off to this account in the past, but this is first year it has been included in the actual gallonage total. Heating oil is being budgeted @ \$3.00/gal.

Minor Equipment & Misc. Supplies (3005 & 3006)

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

645	FORT WILLIAMS PARK	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
3038	MAINT MATERIAL	15,172	14,500	14,500	14,500	-	0.0%
3039	GROUNDS MATERIAL	184	350	350	350	-	0.0%
3040	DIESEL FUEL	496	895	895	1,875	980	109.5%
	SUBTOTAL	73,929	64,420	66,720	153,430	89,010	138.2%
645	FORT WILLIAMS PARK	157,817	160,808	163,006	242,818	82,011	51.0%

Park Supplies & Materials (3038)

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

Diesel Fuel (3040)

A small amount of diesel fuel is charged off to the 645 budget for grounds maintenance operations and is being budgeted @ \$3.00/gal. A portion of the diesel fuel expense has been inadvertently charged off to Public Works (310) for several years. This has been corrected to reflect more accurately what is being used in our grounds operations. To offset the increase in gallonage now being charged off, the Public Works diesel fuel account is reflecting a corresponding decrease.

655	DONALD RICHARDS POOL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1001	FULL TIME PAYROLL	82,444	87,739	87,739	109,740	22,001	25.1%
1002	PART TIME PAYROLL	79,127	66,000	66,000	45,500	(20,500)	-31.1%
1020	SOCIAL SECURITY	11,233	11,445	11,445	14,483	3,038	26.5%
	SUBTOTAL PERSONNEL	172,804	165,184	165,184	169,723	4,539	2.7%
2001	TELEPHONE	1,099	1,200	1,200	1,200	-	0.0%
2002	POWER	49,270	47,000	47,000	47,000	-	0.0%
2003	WATER & SEWER	2,550	2,550	2,550	1,800	(750)	-29.4%
2004	PRINTING AND ADVERTISING	0	500	500	800	300	60.0%
2005	POSTAGE	0	44	44	47	3	6.8%
2006	TRAVEL	0	60	60	60	-	0.0%
2007	DUES AND MEMBERSHIPS	350	400	200	400	-	0.0%
2008	TRAINING	529	300	355	300	-	0.0%
2009	CONFERENCES AND MEETINGS	300	400	400	400	-	0.0%
2010	INDEPENDENT CONTRACTORS	6,618	8,000	8,000	6,000	(2,000)	-25.0%
2011	CONTRACTED CUSTODIAL SVCS.	35,244	32,739	32,739	34,091	1,352	4.1%
2034	OFFICE EQUIPMENT	299	500	500	500	-	0.0%
2035	BUILDING MAINTENANCE	13,594	14,165	14,165	19,900	5,735	40.5%
2062	CONTINGENCY	393	4,000	1,000	4,000	-	0.0%
3001	OFFICE SUPPLIES	107	400	400	400	-	0.0%
3003	HEAT	11,700	15,000	15,000	15,000	-	0.0%
3006	MISCELLANEOUS SUPPLIES	13,438	13,600	13,600	14,100	500	3.7%
4001	OUTLAY-WEIGHT ROOM EQUIP.	0	0	0	0	-	
	SUBTOTAL	135,491	140,858	137,713	145,998	5,140	3.6%
	TOTAL	308,295	306,042	302,897	315,721	9,679	3.2%

655-	EXPENDITURES		FY 2011	FY 2012
1001	FULL-TIME PAYROLL		87,739	109,740
		Aquatic Supervisor	42,224	43,100
		Pool Lifeguard/Assistants	31,000	51,834
		Community Services Admin. & Staff Support	14,515	14,806
1002	PART-TIME PAYROLL		66,000	45,500
		Lifeguards	34,500	12,000

		Lifeguard Subs	2,000	2,000
		Youth Swim Lesson Staff	11,500	11,500
		Adult Programs	18,000	20,000
1020	SOCIAL SECURITY		11,761	14,483
		Social Security /Medicare (7.65%) / Full-time, Part-time, & Custodial	11,761	14,483
2001	TELEPHONE		1,200	1,200
		3 lines and cellphone	1,200	1,200
2002	ELECTRICITY		47,000	47,000
			47,000	47,000
2003	WATER SOURCE		2,550	1,800
		Water / Sewer	2,550	1,800
2004	PRINTING		500	800
2005	POSTAGE		44	47
2006	TRAVEL		60	60
2007	DUES / MEMBERSHIPS		400	400
		Professional Dues & Memberships / Red Cross Surcharges	400	400
2008	TRAINING		300	300
2009	CONFERENCES		400	400
2010	INDEPENDENT CONTRACTORS		8,000	6,000
		Adult Programs / Private Swim Lessons / Personal Training	8,000	6,000
2011	CUSTODIAL		32,739	34,091
		salary	32,739	34,091

2034	OFFICE EQUIPMENT		500	500
		miscellaneous equipment	500	500
2035	BUILDING MAINTENANCE		18,300	19,900
		General Maintenance (supplies)	15,100	6,000
		Contracted Services	3,200	13,900
2062	CONTINGENCY		4,000	4,000
3001	OFFICE SUPPLIES		400	400
3003	HEAT	6300 gallons at 3.00/gallon	15,000	15,000
3006	MISC. SUPPLIES		13,600	14,100
		Chemicals & CO2	10,400	10,400
		Filters	400	400
		Program Supplies	1,850	1,850
		Lifeguard Attire	0	500
		Custodial Supplies	950	950

660	TREES	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	%
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
1002	PART TIME PAYROLL	3,000	3,000	3,500	3,500	500	16.7%
1020	SOCIAL SECURITY	229	231	268	268	37	15.9%
	SUBTOTAL PERSONNEL	3,229	3,231	3,768	3,768	537	16.6%
						-	
2007	DUES & MEMBERSHIPS	-	105	125	125	20	19.0%
2010	PROFESSIONAL SERVICES	15,491	16,000	16,000	18,000	2,000	12.5%
3006	MISCELLANEOUS SUPPLIES	42	50	50	50	-	0.0%
		15,533	16,155	16,175	18,175	2,020	12.5%
660	TREES	18,762	19,386	19,943	21,943	2,557	13.2%

Part Time Payroll (1002)

This covers the annual stipend to Michael Duddy, our new Tree Warden. Tom works with my staff and our citizens on a variety of tree issues. It is proposed to increase the position salary to \$3,500 per year, based on an increased workload and greater expectations of the position in the coming year. The stipend for this position has not been adjusted for two years.

Dues & Memberships (2007)

This amount covers our annual membership in the International Society of Arborists (\$125.00).

Contracted Tree Services (2010)

This account covers expenditures related to our tree maintenance program. The Town has the responsibility for the trimming and removal of trees on town-owned lands and within the boundaries of the public right-of-way. We have seen an increase in removals on Town lands in the last few years. These are trees that are located on open space that abut private property in some of our newer subdivisions. It can cost upwards of \$2,000 to remove a large tree, if a crane unit is required. The tree budget can also be adversely impacted by a wind and/or rainstorm event that is not a declared emergency. We have lived within a traditional appropriation of \$16,000 for several years, but it is proposed to increase this account by \$2,000 since we are falling behind on routine trimming on some of our major canopies.

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

Misc. Supplies (3006)

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

710	INTERGOVERNMENTAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
5024	GPCOG DUES & FEES	8,161	8,161	9,068	9,068	907	11.1%
5025	MMA DUES	11,535	11,590	11,700	12,050	460	4.0%
710	INTERGOVERNMENTAL ASSMTS.	19,696	19,751	20,768	21,118	1,367	6.9%

715 Capital Improvements

715	CAPITAL PROJECTS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
4001	CIP ITEMS	532,861	466,178	466,178	566,000	99,822	21.4%

Roadway Paving and Drainage	\$ 260,000	\$ 40,000	\$ 222,839	
Sidewalk Repairs	\$ 20,000	\$ 20,000		
Tank Truck Chassis	\$ 18,000	\$ 18,000		
Replace 1970 Road Grader with Used Grader	\$ 140,000	\$ 140,000		
Rebuild 1990 Front End Loader Engine	\$ 12,500	\$ 12,500		
Miscellaneous Public Works	\$ 9,800	\$ 9,800		
Police Cruisers	\$ 30,000	\$ 30,000		
Police In Vehicle Cameras	\$ 3,000	\$ 3,000		
Fire Self Contained Breathing Apparatus	\$ 85,045	\$ 73,884		\$ 11,161
Miscellaneous Computer/Technology Upgrades	\$ 25,000	\$ 22,161		
	\$ 800,000	\$ 566,000	\$ 222,839	\$ 11,161
	Total	General	Carry	Police/Fire
		Fund	Forward	Fund

It is recommended to spend \$800,000 for capital improvements in FY 2012. \$566,000 or 70% would be funded by the general fund. \$222,839 would be allocated as a carry forward balance which is the equivalent of using undesignated surplus. This relates to the amount of overlay funds remaining from FY 2011 after the appropriation to the school boiler. It is proposed to close out the 40 plus year old fire/police account which has never been utilized during its existence.

This \$800,000 compares to \$886,178 which was spent from various funds in FY 2011. The proposal continues with the overall capital improvement program intent to increase \$100,000 each year from the general fund to begin to ensure that buildings and equipment are replaced and roads and sidewalks are repaired after their normal useful life. The target is for \$100,000 additional each year through FY 2021 when we would be at \$1.5 million from the general fund each year. Information through FY 2018 follows:

	Budget 2010	Budget 2011	Budget Req. 2012	Projected 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018
Equipment Replacement	\$ 111,000	\$ 465,000	\$ 285,545	\$ 293,000	\$ 400,000	\$ 416,000	\$ 469,000	\$ 480,000	\$ 283,000
Road Overlay		\$ 140,578							
Road Projects	\$ 213,000	\$ 100,000	\$ 260,000	\$ 270,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 310,000	\$ 320,000
Sidewalk Projects		\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000
Bldg Repairs	\$ 76,000	\$ 128,100	\$ 220,300	\$ 235,000	\$ 160,000	\$ 110,000	\$ 160,000	\$ 200,000	\$ 250,000
Other		\$ 52,500	\$ 14,155	\$ 50,000	\$ 70,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Library					\$ 4,000,000				
Road /DrainageProjects					\$ 1,500,000				
	\$ 400,000	\$ 886,178	\$ 800,000	\$ 868,000	\$ 6,430,000	\$ 956,000	\$ 1,069,000	\$ 1,135,000	\$ 998,000
Proposed Funding Sources									
General Fund	\$ 400,000	\$ 466,178	\$ 566,000	\$ 700,000	\$ 800,000	\$ 900,000	\$ 1,000,000	\$ 1,100,000	\$ 1,200,000
Sewer Fund		\$ 75,000							
Infrastructure Fund		\$ 88,000							
Rescue Fund		\$ 160,000							
2008 Bond		\$ 97,000							
2014 Bond					\$ 5,500,000				
Fort Williams Park Fund									
Other			\$ 234,000						
	\$ 400,000	\$ 886,178	\$ 800,000	\$ 700,000	\$ 6,300,000	\$ 900,000	\$ 1,000,000	\$ 1,100,000	\$ 1,200,000
Deficit/Surplus	\$ -	\$ -	\$ -	\$ (168,000)	\$ (130,000)	\$ (56,000)	\$ (69,000)	\$ (35,000)	\$ 202,000

The specifics of the proposed FY 2012 expenditures follow:

Roadway & Drainage Proposal Breakdown: \$260,000

Oakhurst Drainage Improvements	\$100,000
Starboard Drive Preliminary Engineering	35,000
Roadway Overlay Program	100,000
Misc. Paving & Materials	25,000
Total	\$260,000

The residents of Starboard Drive have expressed concerns in recent years about the condition of the road. Several have called and/or written letters inquiring if the Town has any plan to reconstruct the road, which is in poor condition. Last year, a document was put

together for the Town Council, which rated roads with the most immediate needs. Starboard Drive rated the highest, though Charles E. Jordan Road is not far behind. This road was originally constructed in 1968, but not to the proper engineering standards that is now required. Prior to the condominiums being constructed, the topography was wetlands and poorly draining soils. We have paved the road three times since its acceptance and it continues to be adversely affected by freeze/thaw cycles. A full depth reconstruction is needed, which should include new sidewalks and utility (storm water and sanitary) upgrades. It is proposed to allocate funding for preliminary engineering, which, would include a documentation of existing conditions, a construction cost estimate and the compilation of construction drawings, if funds permit.

It is proposed to put any remaining funds towards our roadway overlay program. There are still roads in the Shore Acres neighborhood (Algonquin Road, Pilot Point Road, Wabun Road, etc.) that have not been repaved since the completion of the 1986 Southern Cape Sewer Project. Other candidates for repaving are the Queen Acres neighborhood (State Avenue, Beverly Terrace, Erie Road), Woodland Road and Warren Avenue.

Sidewalk & Pedestrian Improvements \$20,000

This account has traditionally funded small sidewalk replacement projects. We have been steadily replacing the concrete sidewalk along Shore Road. In 2010, we replaced 184 ft. and plan to do an additional 220 ft. down to Cottage Lane in the Spring of 2011. Funds from this allocation could also provide financial support any potential projects on the Town Center end of Shore Road and along Ocean House Road, such as the walk proposed from the High School to Fowler Road. Pedestrian control devices, such as signage and cones are also funded from this account.

Road Grader Replacement (Used) \$140,000

It is proposed to replace our 1970 Galion Grader with a good conditioned, used unit in FY 2012. A new grader now costs over \$300,000, but we have done research via the Internet, that reveals some quality used units available for half of that. This is an invaluable piece of equipment during the winter months, when ice and hard-packed snow need to be removed from our main arteries. More recently, we have been using it more to cut down shoulders on some of our main arteries to more effectively drain surface water from them.

1990 Front End Loader Engine Replacement \$12,500

Our 1990 Caterpillar has been a steady and reliable machine for 20 years. It is used extensively at the Recycling Center and during our plowing operations. The engine has over 10,000 hours on it and in need of an overhaul. The rest of the machine is fairly sound. As a way of balancing purchases in our improvement plan, it is proposed to replace the engine with a rebuilt unit, which would extend the life of the machine another 5 to 7 years. This would allow us to purchase the used road grader in FY 2012 and then replace our 1996 International dump truck in FY 2013.

Tank Truck Chassis (Used) \$18,000

The department has a truck chassis equipped with a 1,500 gal. capacity water tank. The truck is utilized (along with our jet flusher) during the cleaning of our sanitary sewer and storm drain lines. It is also used to water street trees and areas disturbed by some of our smaller drainage projects. The current chassis is a 1987 GMC, which was previously used as one of our plow trucks. The frame and platform body are becoming corroded and the truck may not pass a State of Maine motor vehicle inspection in the near future. This is a vital piece of equipment for us and we could be severely hampered if it is placed out of service. Normally, we would use the next truck replacement as an opportunity to put another chassis under the tank and body. Since that truck may have the same corrosion issues in two years, we are proposing to purchase a used truck chassis that would have a useful life of 5 to 8 years. We have contacted some local truck dealers and there are units available for the amount we are proposing.

Radio System Repeater Battery Backup \$2,500

It is proposed to install a battery backup in our radio system repeater to allow us to utilize our two-way radio system when we have a power outage. The repeater is located in the Transfer Station office, which is not connected to an auxiliary generator.

Grounds Maintenance Equipment Replacement \$3,300

It is proposed to replace our truck-mounted vacuum in FY 2012. This unit is used to collect fall leaves on all of the school and town properties, including Riverside Cemetery. The unit being proposed is a larger unit that can be mounted on one of our full-size dump trucks, rather than the smaller 1-ton units. Our riding mowers are operating non-stop during the growing season. With over 150 acres of mowable space, not including Riverside Cemetery, both the mowing crews and their machines get a workout. Mowers listed in the plan are a 2001 front-mounted unit in FY 2014, a 2005 zero-turn in FY 2017 and a 1998 slope mower in FY 2018.

Refuse Container Replacement \$4,000

The Town purchased three, roll-off containers when the current refuse disposal area was modified in 1995. They have been used for the transport of shingles, sheetrock and white goods during that time. We replaced one container in FY 2010 and another FY 2011. The third and final container is proposed for FY 2012

Police Cruisers \$30,000 and \$3,000 for In-Vehicle Cameras

In the past the cruiser of choice for law enforcement has been the Ford Crown Victoria. This model of vehicle is being discontinued. It is my understanding that Ford and Chevrolet had proto types at the International Chiefs of Police Conference of what they are going to offer to replace the Crown Victoria, but I did not attend. The problem is neither manufacturer has been able to give a cost as to what their unit might go for. The other factor to consider is that with a new model vehicle, more times then not, equipment from the old vehicle does not fit in the new vehicle. We will have to consider this matter when looking at replacement vehicles. This fiscal year the Department is requesting one replacement cruiser.

Thomas Memorial Library \$100,000

The Facilities Director recommended \$133,480 in repairs to the Thomas Memorial Library in the list below. The recommended amount is \$100,000 with a small amount to be spent on necessary repairs to keep the existing facility going and the balance to continue design for a replacement building. The full amount of the request is shown to give all readers a sense of the condition of the library.

Thomas Memorial Library

Reconstruct replacement windows	\$	1,250
Replacement through the wall air conditioner (2) + (2)	\$	2,850
Update electrical (receptacles and switches)	\$	1,625
Chair lift replacement (2) + (2)		
Replacement boiler plant	\$	31,750
Energy Management upgrades	\$	23,250
Humidifier dehumidifier upgrades	\$	8,690
Rear exit door replace (door and frame)	\$	2,825
Water infiltration repairs (concrete, brick and block)	\$	4,500
Gutter replacement	\$	12,500
Down spout replacement	\$	3,525
Smoke detection system upgrades	\$	1,850
Storage room ceiling installation	\$	1,325
Exterior oil tank enclosure	\$	1,350
Main entry vestibule upgrades (less doors)		
Exterior rot repairs	\$	2,750
Siding replacement (Children's Library area)	\$	3,500
Siding repairs (preventative)		
Exterior painting all areas	\$	8,500
Flashing repairs		

Roof preventative maintenance inspection	\$	2,500
Roof repairs preventive maintenance	\$	2,850
Carpet updating		
Fencing replacement	\$	4,500
Replacement deck railing		
Interior painting all areas	\$	2,250
VCT flooring replacement	\$	1,100
Front entry door replacement	\$	2,240
Community room appliance upgrades		
Water closet upgrades 1g flush		
Book Drop	\$	6,000
	\$	133,480

Pool Repairs **\$29,250**

Richards Pool	
Project Description	FY 2012
Diving board pillar tile replacement	\$ 3,850
Spa tile upgrades (required by code)	\$ 1,900
Pool tile upgrades (required by code)	\$ 1,100
Exterior painting all areas	\$ 6,375
Brickwork sealing	\$ 2,675
Roof preventative maintenance inspection	\$ 2,500
Lobby entry wall repairs and resurfacing	\$ 8,500
Exterior door repairs	\$ 2,350
	\$ 29,250

Cape Cottage Fire Station \$28,250

We have not invested in the Cape Cottage Fire Station in many years. The proposed expenditures would maintain the building exterior.

	FY 2012
Block wall repairs and refinishing (right side)	\$ 3,750
Roof Replacement	\$ 24,500
	\$ 28,250

Town Center Fire Station Wall and Garage Door Repair \$14,175

	FY 2012
Structural wall repair (man door area garage)	\$ 2,825
Block wall repairs and refinishing (left side)	\$ 2,875
Garage floor repairs (epoxy)	\$ 1,150
Exterior garage door painting (8)	\$ 3,975
Heating system upgrades (zoning and controls)	\$ 2,150
Garage door preventive maintenance	\$ 1,200
Facility envelop performance testing	
	\$ 14,175

Town Hall Repairs \$ 24,880

	FY 2012
Copula repairs	\$ 5,330
Copula post reconstruction	\$ 6,500
Repair area of exterior wood decay	\$ 3,850
Server room air conditioning installation	\$ 9,250
	\$ 24,930

Self Contained Breathing Apparatus Replacements \$84,045

These units are 1992 editions which cannot be upgraded to the new standard. In order for us to continue to be NFPA compliant we need to replace the 18 units that were manufactured to the 1992 standard. Each replacement unit will cost approximately \$4,800.

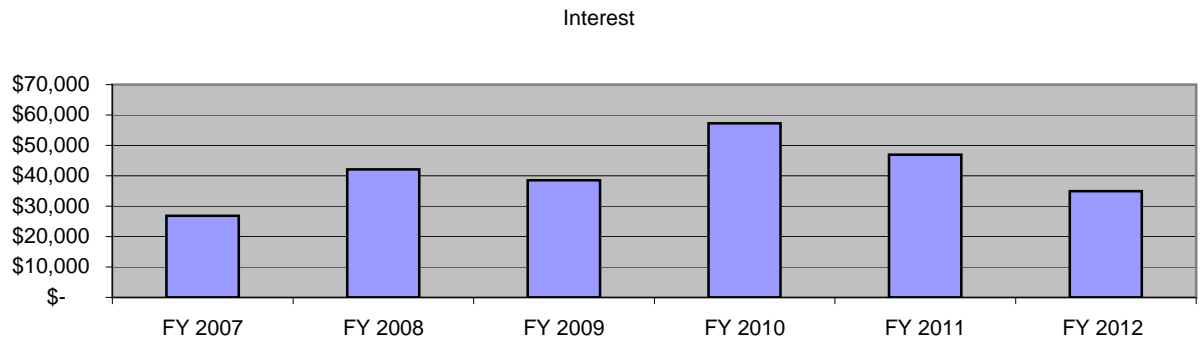
Miscellaneous Computer/Technology Upgrades \$25,000

This account funds computer and other technology upgrades in all departments. We do not have a regular replacement schedule as we try to get the maximum reasonable useful life out of all technology.

**Fiscal Year 2012
Projected General Fund Revenues**

GENERAL FUND REVENUES	ACTUAL	BUDGET	ESTIMATE	BUDGET	\$ CHANGE	% CHANGE
	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
INTEREST/LATECHARGES	\$ 57,230	\$ 47,000	\$ 40,000	\$ 35,000	\$ (12,000)	-25.5%
EXCISE TAXES	\$ 1,629,715	\$ 1,537,600	\$ 1,570,000	\$ 1,575,000	\$ 37,400	2.4%
REGISTRATION FEES	\$ 25,063	\$ 25,000	\$ 25,000	\$ 24,000	\$ (1,000)	-4.0%
CLERKS FEES	\$ 12,850	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%
POLICE FINES AND FEES	\$ 5,829	\$ 7,000	\$ 6,000	\$ 5,000	\$ (2,000)	-28.6%
LIBRARY FINES/FEES	\$ 8,625	\$ 8,500	\$ 6,000	\$ 6,500	\$ (2,000)	-23.5%
MISCELLANEOUS REVENUES	\$ 88,070	\$ 44,000	\$ 44,000	\$ 44,000	\$ -	0.0%
INVESTMENT INCOME	\$ 84,341	\$ 81,000	\$ 25,000	\$ 50,000	\$ (31,000)	-38.3%
MISCELLANEOUS FEDERAL REVENUE	\$ 82	\$ 100	\$ 100	\$ 100	\$ -	0.0%
STATE REVENUE SHARING	\$ 599,840	\$ 548,000	\$ 565,000	\$ 622,000	\$ 74,000	13.5%
MISCELLANEOUS STATE REVENUE	\$ 74,275	\$ 29,000	\$ 29,000	\$ 29,000	\$ -	0.0%
USE OF SURPLUS	\$ 210,000	\$ 210,000	\$ 210,000	\$ 350,000	\$ 140,000	66.7%
RECYCLING AREA FEES	\$ 75,254	\$ 60,000	\$ 65,000	\$ 70,000	\$ 10,000	16.7%
MDOT BLOCK GRANT	\$ 77,216	\$ 67,000	\$ 67,000	\$ 67,000	\$ -	0.0%
CABLE FRANCHISE FEE	\$ 144,317	\$ 110,000	\$ 125,000	\$ 125,000	\$ 15,000	13.6%
BOAT EXCISE TAXES	\$ 17,415	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.0%
BUILDING PERMIT FEES	\$ 110,567	\$ 90,000	\$ 90,000	\$ 70,000	\$ (20,000)	-22.2%
POLICE REIMBURSEMENTS	\$ 5,425	\$ 7,000	\$ 7,000	\$ 6,000	\$ (1,000)	-14.3%
MOORING PERMITS	\$ 5,650	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
POOL REVENUES	\$ 180,315	\$ 183,800	\$ 183,800	\$ 183,800	\$ -	0.0%
SPECIAL FUNDS OVERHEAD	\$ 65,583	\$ 65,500	\$ 65,500	\$ 65,500	\$ -	0.0%
OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 3,477,662	\$ 3,152,500	\$ 3,155,400	\$ 3,360,900	\$ 208,400	6.6%

	Interest	Rate
FY 2007	\$ 26,874	11%
FY 2008	\$ 42,067	12%
FY 2009	\$ 38,560	11%
FY 2010	\$ 57,230	9%
FY 2011	\$ 47,000	7%
FY 2012	\$ 35,000	7%



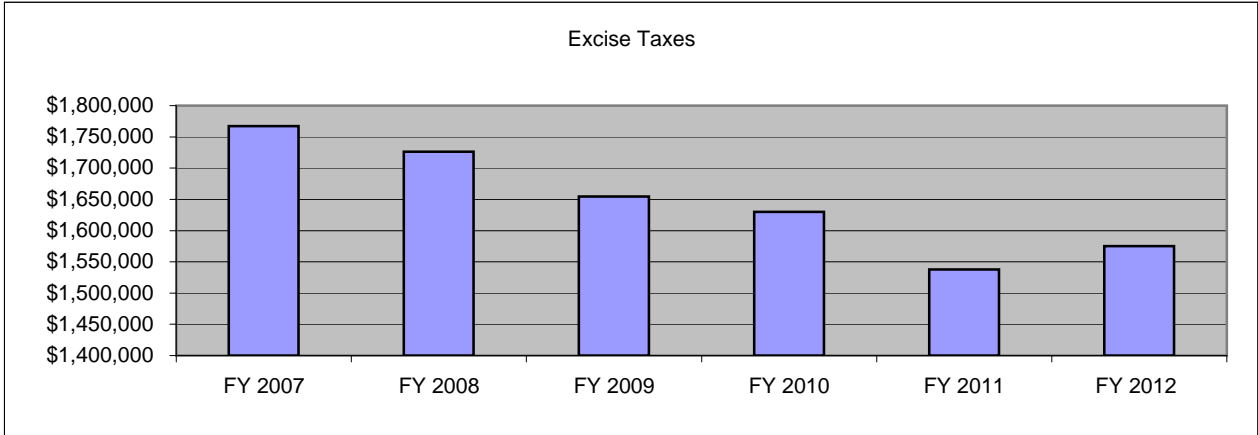
The State of Maine sets the maximum interest rate

Fiscal Year 2012 Projected General Fund Revenues

The State of Maine sets the maximum interest rate for past due taxes. As our rate of on-time payments improves, the revenue to the Town decreases.

Excise Taxes

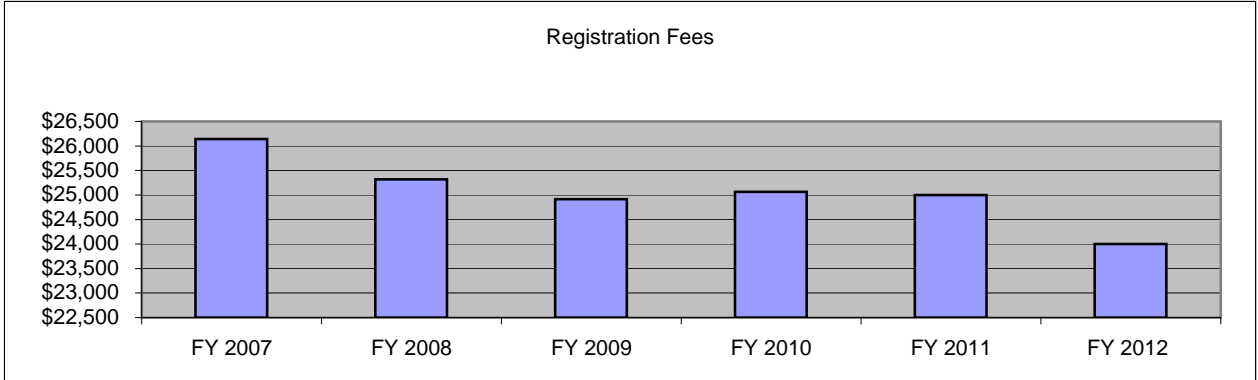
FY 2007	\$	1,767,060	Actual
FY 2008	\$	1,726,170	Actual
FY 2009	\$	1,654,447	Actual
FY 2010	\$	1,629,715	Actual
FY 2011	\$	1,537,600	Budget
FY 2012	\$	1,575,000	Projected



It appears we may have our first increase in several years in revenues from excise taxes. Our peak year was FY 2006 with just over \$1.8 million in revenue.

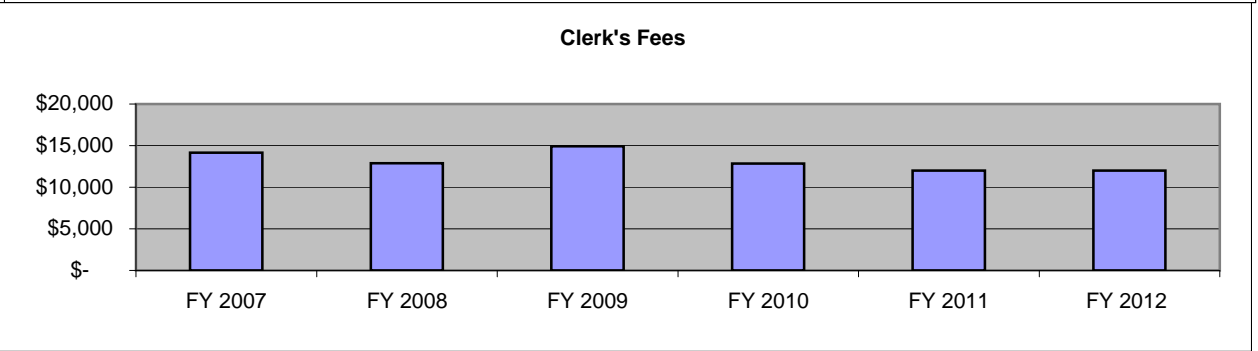
Registration Fees

FY 2007	\$	26,142	Actual
FY 2008	\$	25,319	Actual
FY 2009	\$	24,914	Actual
FY 2010	\$	25,063	Actual
FY 2011	\$	25,000	Budget
FY 2012	\$	24,000	Projected



Clerks Fees

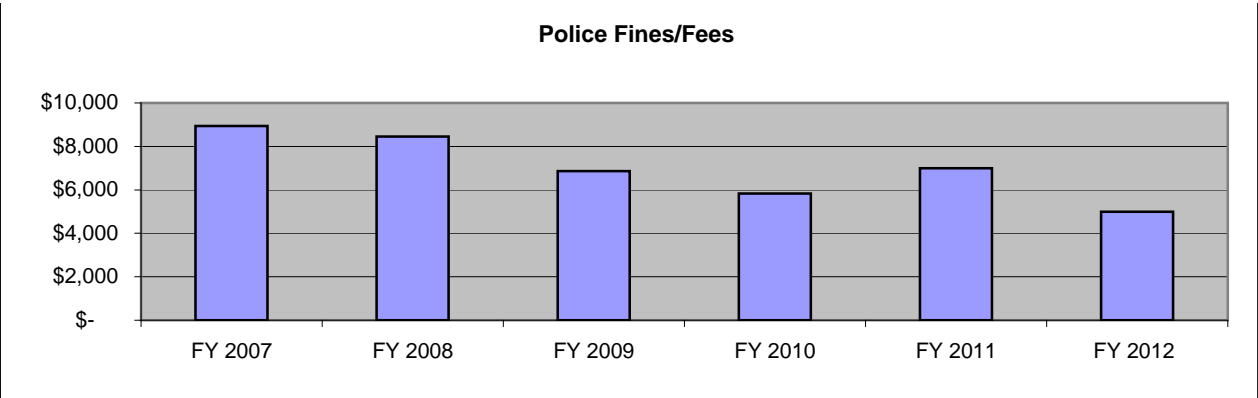
FY 2007	\$	14,135	Actual
FY 2008	\$	12,877	Actual
FY 2009	\$	14,936	Actual
FY 2010	\$	12,850	Actual
FY 2011	\$	12,000	Budget
FY 2012	\$	12,000	Projected



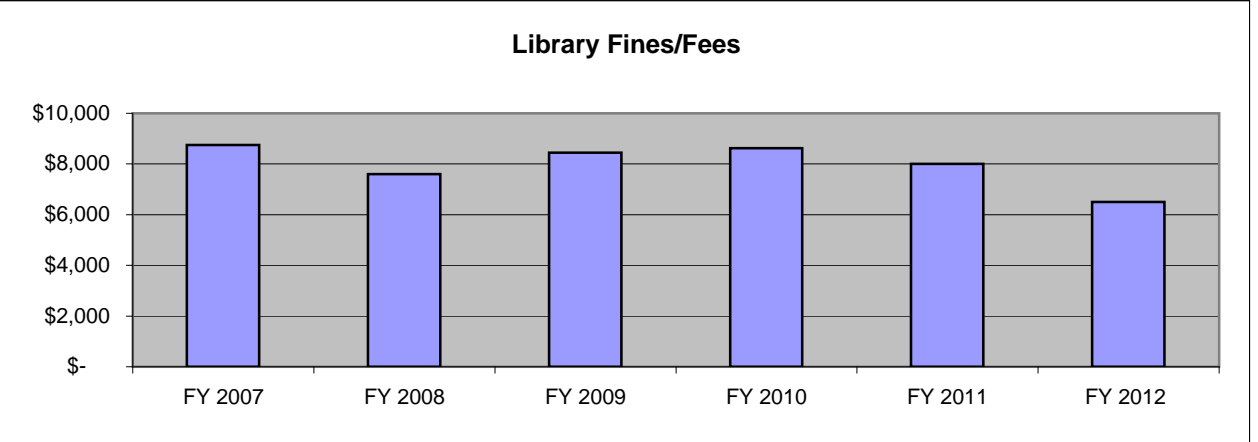
Police Fines/Fees

Fiscal Year 2012 Projected General Fund Revenues

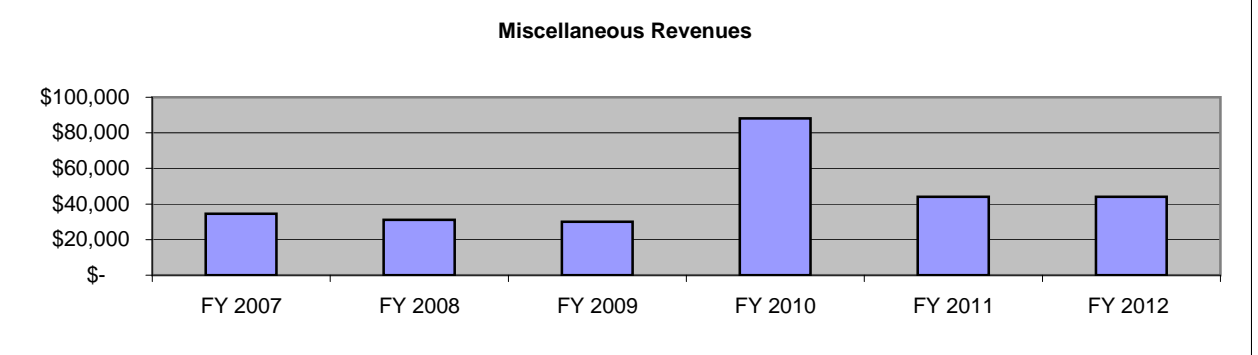
Police Fines and Fees		
FY 2007	\$ 8,940	Actual
FY 2008	\$ 8,453	Actual
FY 2009	\$ 6,860	Actual
FY 2010	\$ 5,829	Actual
FY 2011	\$ 7,000	Budget
FY 2012	\$ 5,000	Projected



Library Fines and Fees		
FY 2007	\$ 8,752	Actual
FY 2008	\$ 7,602	Actual
FY 2009	\$ 8,449	Actual
FY 2010	\$ 8,625	Actual
FY 2011	\$ 8,000	Budget
FY 2012	\$ 6,500	Projected



Miscellaneous Revenues		
FY 2007	\$ 34,565	Actual
FY 2008	\$ 31,075	Actual
FY 2009	\$ 30,005	Actual
FY 2010	\$ 88,070	Actual
FY 2011	\$ 44,000	Budget
FY 2012	\$ 44,000	Projected

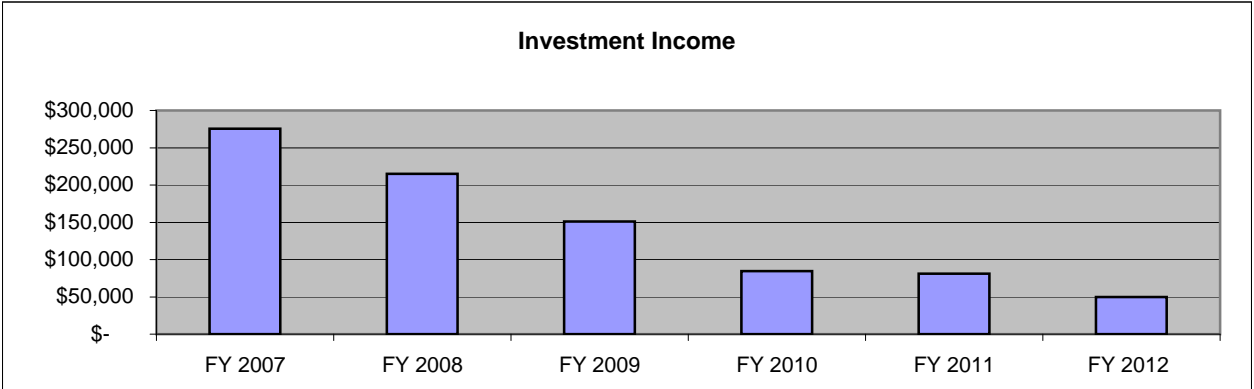


Fiscal Year 2012 Projected General Fund Revenues

Investment Income

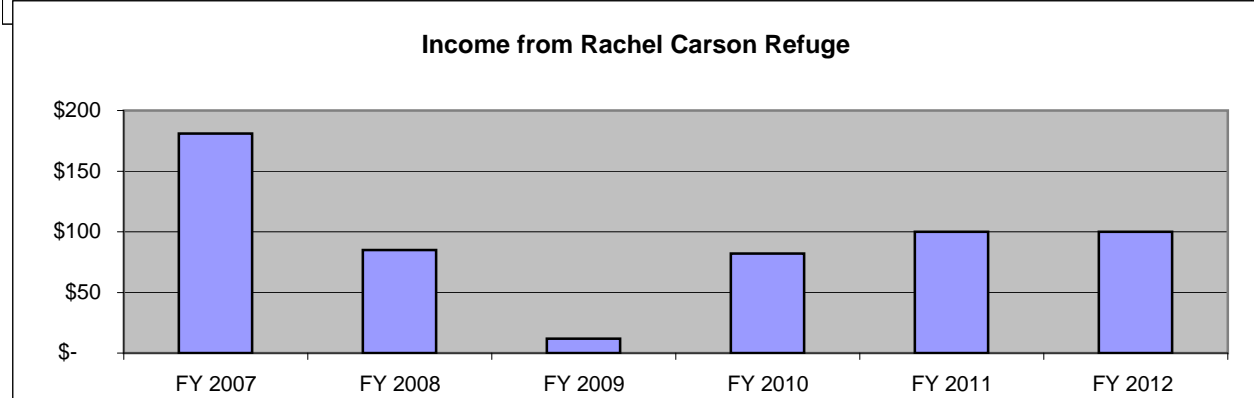
FY 2007	\$	275,717	Actual
FY 2008	\$	215,040	Actual
FY 2009	\$	150,960	Actual
FY 2010	\$	84,341	Actual
FY 2011	\$	81,000	Budget
FY 2012	\$	50,000	Projected

Investment income has declined as the interest rates we are able to earn have declined.



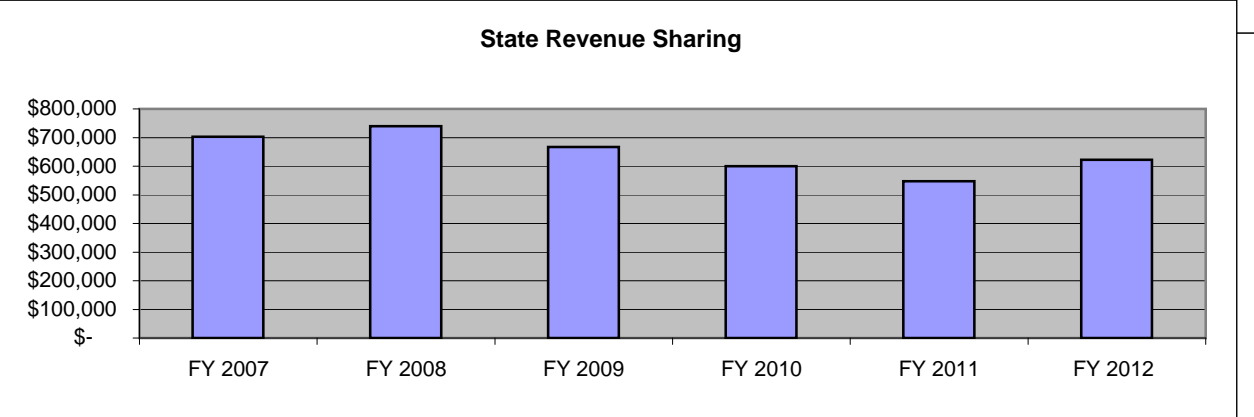
Miscellaneous Federal

FY 2007	\$	181	Actual
FY 2008	\$	85	Actual
FY 2009	\$	12	Actual
FY 2010	\$	82	Actual
FY 2011	\$	100	Budget
FY 2012	\$	100	Projected



State Revenue Sharing

FY 2007	\$	702,395	Actual
FY 2008	\$	740,197	Actual
FY 2009	\$	667,238	Actual
FY 2010	\$	599,840	Actual
FY 2011	\$	548,000	Budget
FY 2012	\$	622,000	Projected

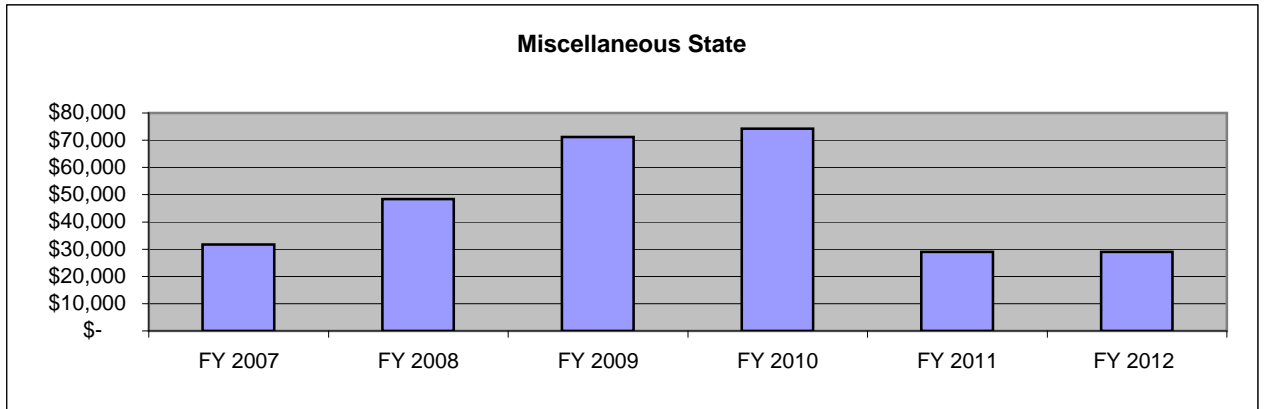


Fiscal Year 2012 Projected General Fund Revenues

The State provides a portion of state sales and income taxes back to communities based on a statewide formula and subject to budget cuts.

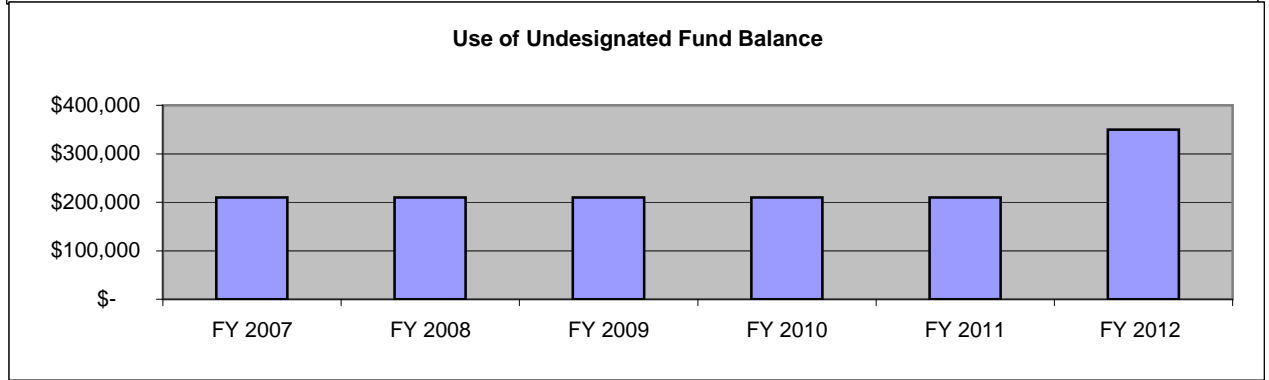
Miscellaneous State

FY 2007	\$	31,683	Actual
FY 2008	\$	48,358	Actual
FY 2009	\$	71,207	Actual
FY 2010	\$	74,275	Actual
FY 2011	\$	29,000	Budget
FY 2012	\$	29,000	Projected



Use of Surplus

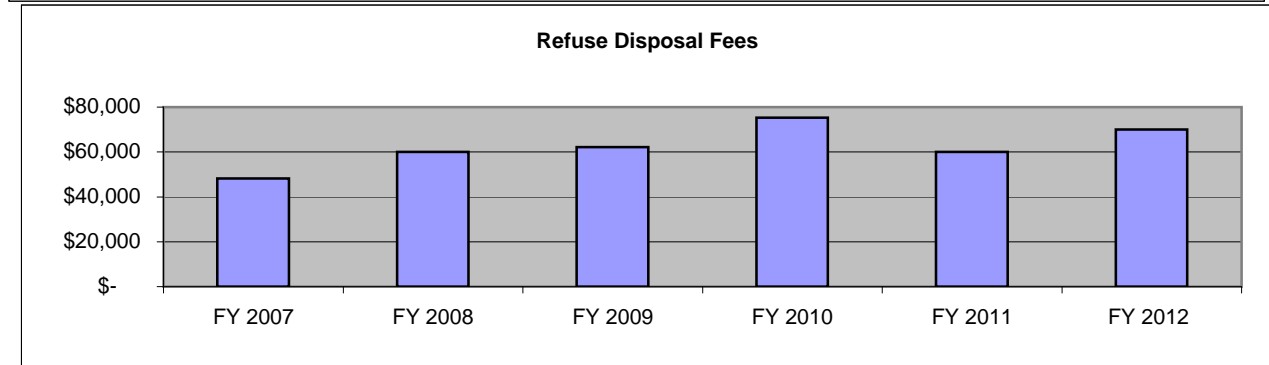
FY 2007	\$	210,000	Actual
FY 2008	\$	210,000	Actual
FY 2009	\$	210,000	Actual
FY 2010	\$	210,000	Actual
FY 2011	\$	210,000	Budget
FY 2012	\$	350,000	Projected



The increase is due to a higher than customary undesignated fund balance.

Refuse Disposal Fees

FY 2007	\$	48,135	Actual
FY 2008	\$	59,984	Actual
FY 2009	\$	62,154	Actual
FY 2010	\$	75,253	Actual
FY 2011	\$	60,000	Budget
FY 2012	\$	70,000	Projected

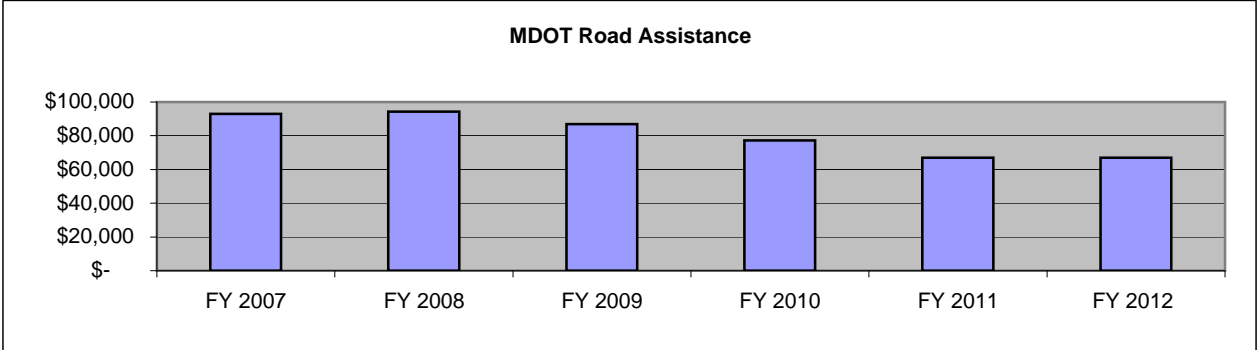


Fiscal Year 2012 Projected General Fund Revenues

MDOT Block Grant

FY 2007	\$	92,948	Actual
FY 2008	\$	94,380	Actual
FY 2009	\$	86,944	Actual
FY 2010	\$	77,216	Actual
FY 2011	\$	67,000	Budget
FY 2012	\$	67,000	Projected

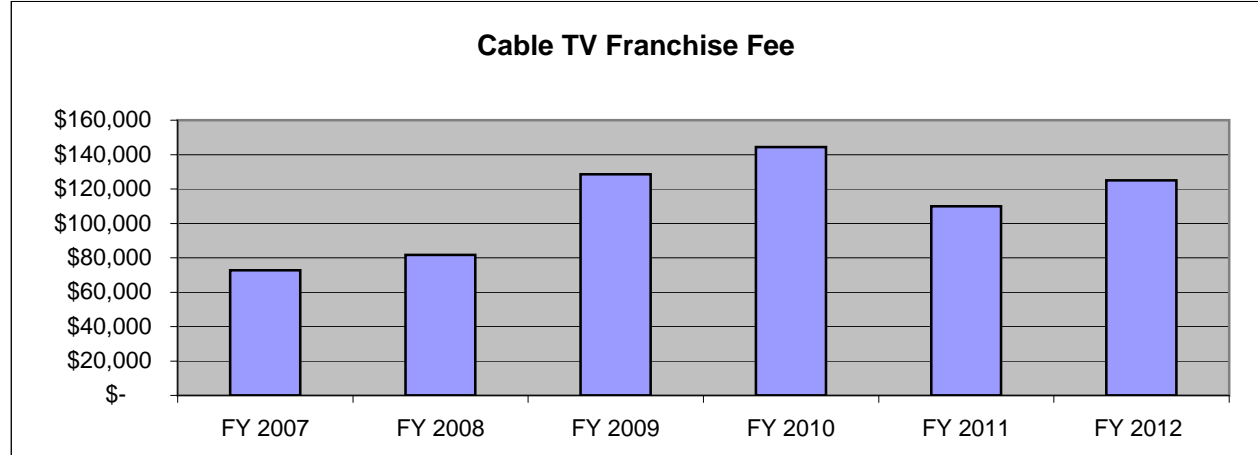
A small amount of the gas tax is distributed to municipalities to take care of roads.



Cable Franchise Fee

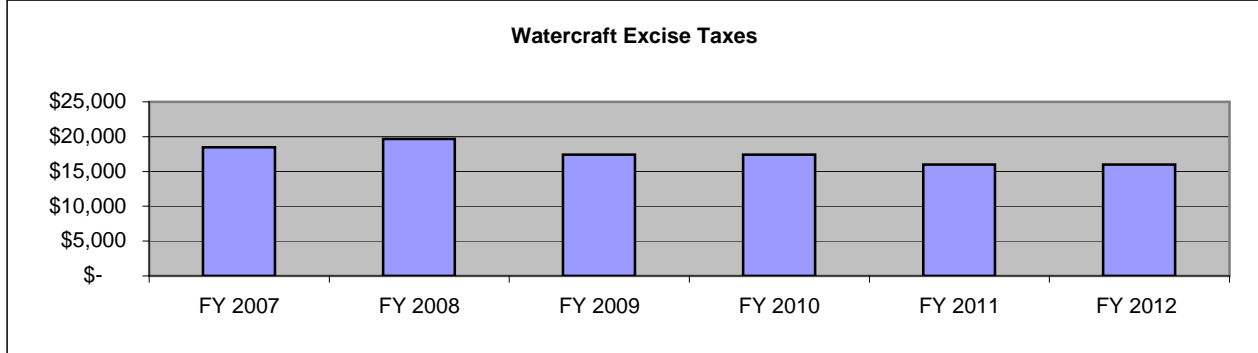
FY 2007	\$	72,761	Actual
FY 2008	\$	81,740	Actual
FY 2009	\$	128,535	Actual
FY 2010	\$	144,317	Actual
FY 2011	\$	110,000	Budget
FY 2012	\$	125,000	Projected

The Town receives 5% of the amount charged by Time Warner Cable for cable services but not for telephone or Internet. With the economy and competition, this account is subject to decline.



Boat Excise Taxes

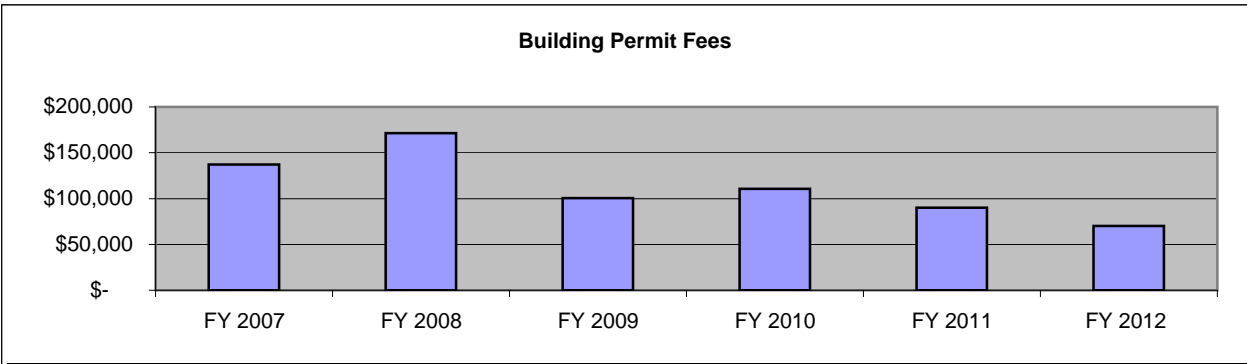
FY 2007	\$	18,491	Actual
FY 2008	\$	19,669	Actual
FY 2009	\$	17,403	Actual
FY 2010	\$	17,415	Actual
FY 2011	\$	16,000	Budget
FY 2012	\$	16,000	Projected



Fiscal Year 2012 Projected General Fund Revenues

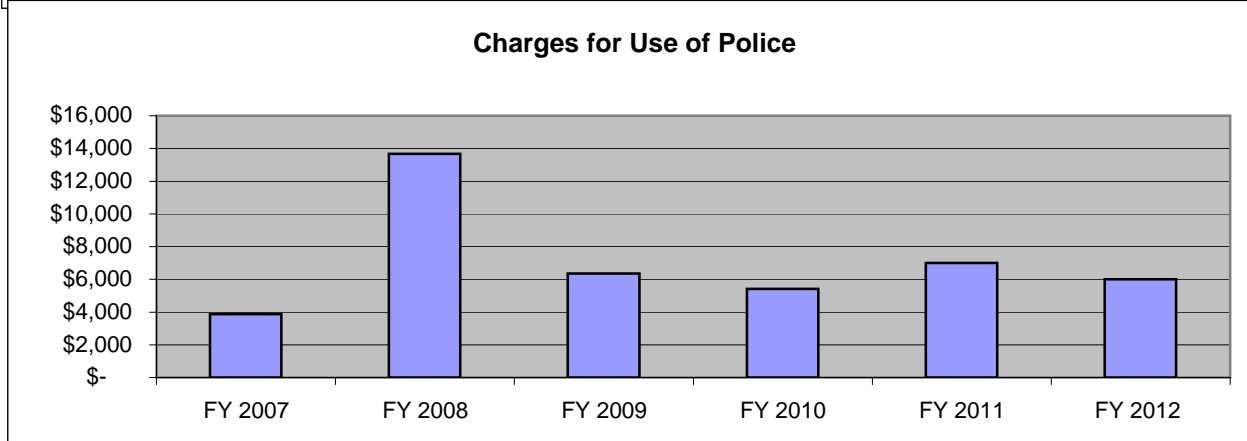
Building Permit Fees

FY 2007	\$	137,325	Actual
FY 2008	\$	171,418	Actual
FY 2009	\$	100,536	Actual
FY 2010	\$	110,566	Actual
FY 2011	\$	90,000	Budget
FY 2012	\$	70,000	Projected



Police Reimbursements

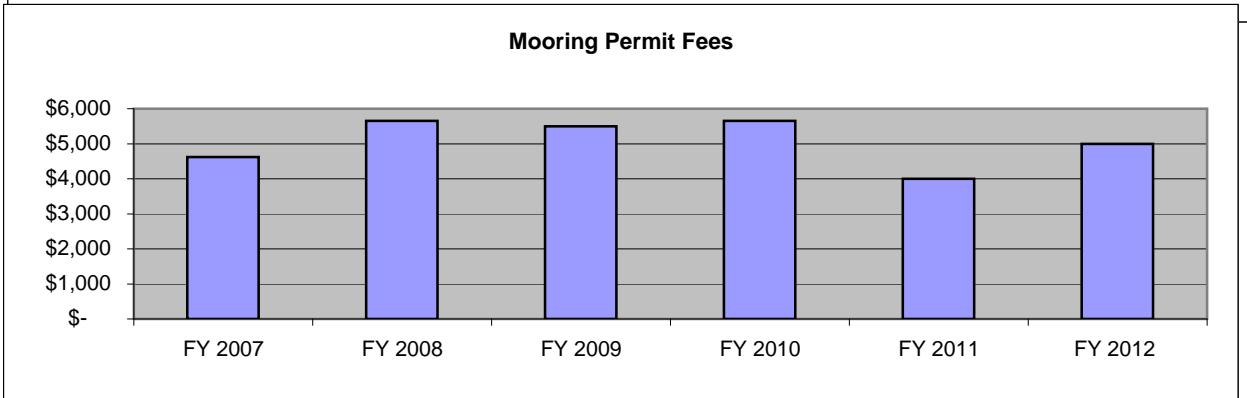
FY 2007	\$	3,880	Actual
FY 2008	\$	13,677	Actual
FY 2009	\$	6,350	Actual
FY 2010	\$	5,425	Actual
FY 2011	\$	7,000	Budget
FY 2012	\$	6,000	Projected



The revenue is down as the schools have made less use of police officers at athletic events.

Mooring Permits

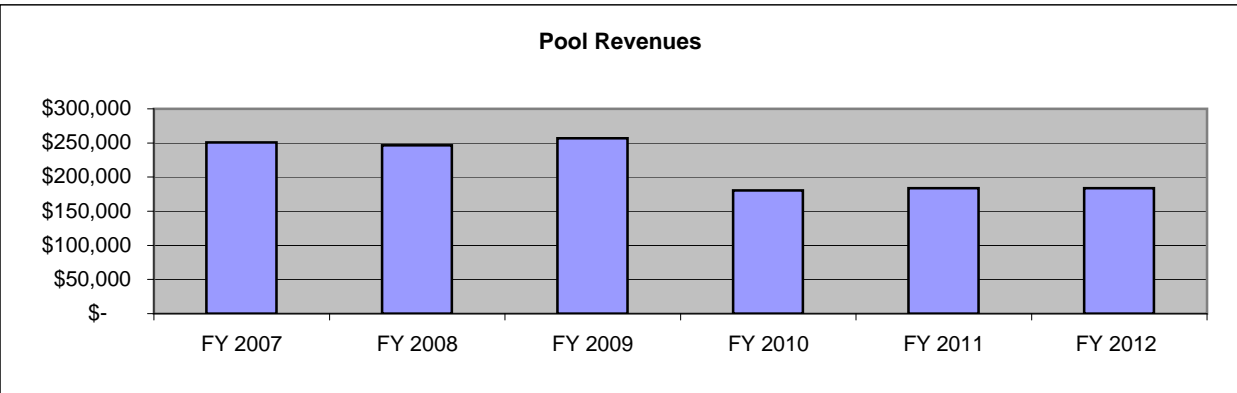
FY 2007	\$	4,624	Actual
FY 2008	\$	5,650	Actual
FY 2009	\$	5,500	Actual
FY 2010	\$	5,650	Actual
FY 2011	\$	4,000	Budget
FY 2012	\$	5,000	Projected



Fiscal Year 2012 Projected General Fund Revenues

Pool Revenues

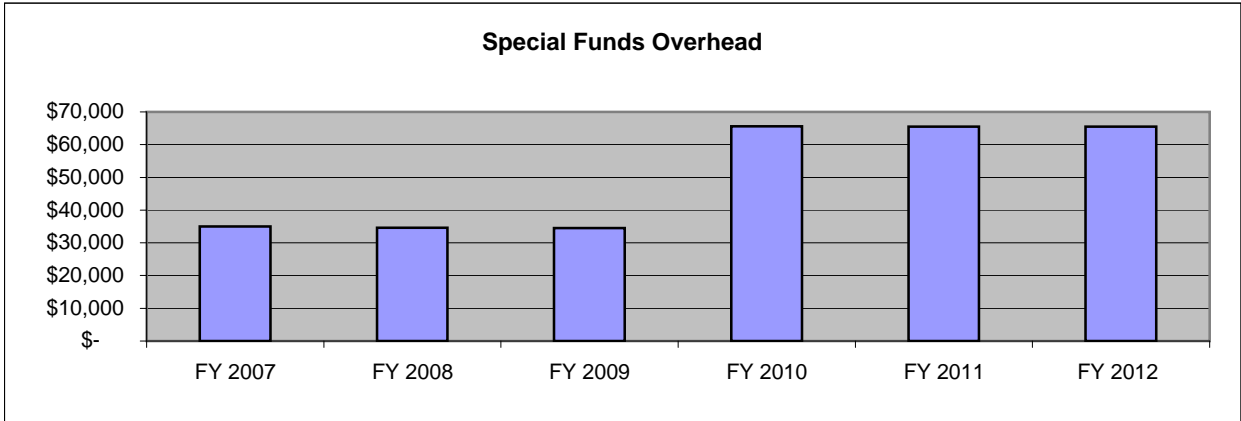
FY 2007	\$	250,925	Actual
FY 2008	\$	246,610	Actual
FY 2009	\$	256,797	Actual
FY 2010	\$	180,315	Actual
FY 2011	\$	183,800	Budget
FY 2012	\$	183,800	Projected



FY 2007-2009 also includes revenues for the fitness center. They are now in the community services budget

Special Funds Overhead

FY 2007	\$	35,000	Actual
FY 2008	\$	34,606	Actual
FY 2009	\$	34,504	Actual
FY 2010	\$	65,583	Actual
FY 2011	\$	65,500	Budget
FY 2012	\$	65,500	Projected



**Fiscal Year 2012
Projected General Fund Revenues**

**Fiscal Year 2012
Projected General Fund Revenues**

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Projected General Fund Revenues**



**Fiscal Year 2012
Projected General Fund Revenues**

**Town of Cape Elizabeth
Budget Review Schedule for FY 2012**

	FY 2012
Budget Submittal Dates	
Draft Municipal department budgets due to town manager	Friday, February 18, 2011
Manager's recommended Municipal budget delivered no later than this date to Town Council	Friday, March 04, 2011
School Board recommended budget delivered to Town Council	Friday, April 01, 2011
Budget Review Meetings and Other Council Meetings During Budget Review Period	
Regular March Town Council Meeting	Monday, March 14, 2011
Finance Committee Review of Accounts 100, 200, 400, 500, 600-635	Wednesday, March 16, 2011
Finance Committee Review of Municipal 300 and 640-660 and Special Funds	Monday, March 21, 2011
Finance Committee Wrapup of Municipal Budget 6 p.m. (if needed)	Monday, April 04, 2011
Finance Committee School Budget Presentation from School Board 7:30 p.m.	Wednesday, April 06, 2011
Finance Committee Review of Community Services Budget	Wednesday, April 06, 2011
Regular Town Council Meeting Including Opportunity for Budget Public Comments	Monday, April 11, 2011
Regular School Board Meeting (This is listed for informational purposes)	Tuesday, April 12, 2011
Set Budget for Public Hearing	Monday, April 11, 2011
Budget Public Hearing	Monday, April 25, 2011
Town Council Final School Budget Meeting Vote	Monday, April 25, 2011
School Budget Validation Votes	
Citizen Vote on Town Council Adopted School Budget	Tuesday, May 10, 2011
Second Budget Validation Vote (if needed)	TBD

**Fiscal Year 2012
Budget Summary
as of 2/24/2011**

	FY 2010	FY 2011	FY 2012	\$ Change	% Change
	BUDGET	BUDGET	BUDGET	FY 11 to FY 12	FY 11 to FY 12
EXPENDITURES					
TOWN SERVICES	\$ 8,533,254	\$ 8,539,687	\$ 8,896,624	\$ 356,937	4.2%
COUNTY ASSESSMENT	\$ 967,750	\$ 947,600	\$ 992,047	\$ 44,447	4.7%
SCHOOL DEPARTMENT	\$ 20,005,086	\$ 20,676,971	\$ 20,676,971	\$ -	0.0%
COMMUNITY SERVICES	\$ 1,077,933	\$ 186,993	\$ 186,993	\$ -	0.0%
	\$ 220,000	\$ 185,000	\$ 173,000	\$ (12,000)	-6.5%
	\$ 30,804,023	\$ 30,536,251	\$ 30,925,635	\$ 389,384	1.3%
REVENUE					
TOWN SERVICES	\$ 3,152,500	\$ 3,152,500	\$ 3,360,900	\$ 208,400	6.6%
SCHOOL DEPARTMENT	\$ 3,259,082	\$ 3,346,636	\$ 3,346,636	\$ -	0.0%
COMMUNITY SERVICES	\$ 951,533				
TOTAL	\$ 7,363,115	\$ 6,499,136	\$ 6,707,536	\$ 208,400	3.2%
NET TO TAXES					
TOWN SERVICES	\$ 5,380,754	\$ 5,387,187	\$ 5,535,724	\$ 148,537	2.8%
COUNTY ASSESSMENT	\$ 967,750	\$ 947,600	\$ 992,047	\$ 44,447	4.7%
SCHOOL DEPARTMENT	\$ 16,746,004	\$ 17,330,335	\$ 17,330,335	\$ -	0.0%
COMMUNITY SERVICES	\$ 126,400	\$ 186,993	\$ 186,993	\$ -	0.0%
OVERLAY					
Local Homestead Exemption	\$ 220,000	\$ 185,000	\$ 173,000	\$ (12,000)	-6.5%
TOTAL	\$ 23,440,908	\$ 24,037,115	\$ 24,218,099	\$ 180,984	0.8%
TAX RATES (Rounded to nearest ¢)					
TOWN SERVICES	\$ 4.03	\$ 4.01	\$ 4.06	\$ 0.05	1.2%
COUNTY ASSESSMENT	\$ 0.72	\$ 0.70	\$ 0.73	\$ 0.03	4.3%
SCHOOL DEPARTMENT	\$ 12.54	\$ 12.89		\$ (12.89)	-100.0%
COMMUNITY SERVICES	\$ 0.09	\$ 0.14		\$ (0.14)	-100.0%
OVERLAY					
SUBTOTAL	\$ 17.39	\$ 17.73	\$ 4.79	\$ (12.94)	-73.0%
Local Homestead Exemption	\$ 0.16	\$ 0.13	\$ 0.13	\$ -	0.0%
TOTAL	\$ 17.55	\$ 17.86	\$ 4.92	\$ (12.94)	-72.5%
TAX RATE VALUATION BASIS	1,335,500,000	1,345,000,000	1,365,000,000	\$ 20,000,000	1.5%

Special Funds Expenditures	Budget FY 2010	Budget FY 2011	Budget FY 2012	\$ Change 11 to 12	% Change 11 to 12
Cape Elizabeth Rescue Fund	\$ 179,786	\$ 339,786	\$ 175,200	\$(164,586)	-81.2%
Cape Elizabeth Sewer Fund	\$ 1,428,690	\$ 1,548,095	\$ 1,491,636	\$ (56,459)	-3.9%
Spurwink Church Fund	\$ 10,589	\$ 10,589	\$ 10,589	\$ -	0.0%
Riverside Cemetery Fund	\$ 46,957	\$ 46,713	\$ 49,058	\$ 2,345	5.0%
Fort Williams Park Fund	\$ 33,809	\$ 44,702	\$ 31,621	\$ (13,081)	-41.2%
Portland Head Light Fund	\$ 530,067	\$ 530,780	\$ 529,105	\$ (1,675)	-0.3%
Thomas Jordan Fund	\$ 35,535	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Imp. Fund.		\$ 88,000	\$ -	\$ (88,000)	100.0%
Total Budget	\$ 2,265,433	\$ 2,644,200	\$ 2,322,744	\$(321,456)	-14.1%
				\$ -	
Revenues	Revenues	Revenues	Revenues	11 to 12	11 to 12
Cape Elizabeth Rescue Fund	\$ 180,000	\$ 170,000	\$ 170,000	\$ -	0.0%
Cape Elizabeth Sewer Fund	\$ 1,515,000	\$ 1,565,000	\$ 1,625,300	\$ 60,300	3.9%
Spurwink Church Fund	\$ 1,500	\$ 1,500	\$ 4,200	\$ 2,700	180.0%
Riverside Cemetery Fund	\$ 33,000	\$ 33,000	\$ 38,000	\$ 5,000	15.2%
Fort Williams Park Fund	\$ 30,000	\$ 45,000	\$ 80,325	\$ 35,325	78.5%
Portland Head Light Fund	\$ 532,400	\$ 532,200	\$ 542,200	\$ 10,000	1.9%
Thomas Jordan Fund	\$ 15,000	\$ 35,535	\$ 35,535	\$ -	0.0%
Infrastructure Imp. Fund.		\$ 25,000	\$ 25,000	\$ -	0.0%
Total Revenues	\$ 2,306,900	\$ 2,407,235	\$ 2,520,560	\$ 113,325	4.7%

Change to Fund Balance	Projected
Cape Elizabeth Rescue Fund	\$ (5,200)
Cape Elizabeth Sewer Fund	\$ 133,664
Spurwink Church Fund	\$ (6,389)
Riverside Cemetery Fund	\$ (11,058)
Fort Williams Park Capital Fund	\$ 48,704
Portland Head Light Fund	\$ 13,095
Thomas Jordan Fund	\$ -
Infrastructure Imp. Fund.	\$ 25,000
Total	\$ 197,816

The sewer fund is now running a surplus as part of a funding plan for renewal of the treatment plant on Spurwink Avenue. The 30 year old plant is now receiving over \$2.0 million in updates which will add new debt service costs in 2012.

The small deficits in the Rescue Fund, the Spurwink Church Fund and the Riverside Cemetery are all of concern. The cemetery has been impacted by very low interest rates for investments. The church's rental income is not meeting its expenses.

The Fort Williams Park Capital Fund has increasing revenues and larger projects are being planned for upcoming years.

735	RESCUE FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0620	RESCUE FEES	186,450	170,000	170,000	170,000		
	TOTAL RESCUE FUND REVENUES	186,450	170,000	170,000	170,000		
	EXPENDITURES						
1002	PART TIME PAYROLL	73,648	81,600	81,600	83,250	1,650	2.0%
1020	SOCIAL SECURITY	5,204	6,800	6,800	6,800	0	0.0%
	PERSONNEL SUBTOTAL	78,852	88,400	88,400	90,050	1,650	1.9%
2000	CELLULAR	615	650	650	650	0	0.0%
2007	DUES AND MEMBERSHIPS	1,733	2,700	2,700	2,700	0	0.0%
2008	TRAINING	5,420	8,000	8,000	8,000	0	0.0%
2010	PROFESSIONAL SERVICES	22,959	26,000	26,000	25,000	-1,000	-3.8%
2032	VEHICLE MAINTENANCE	3,355	4,500	4,500	4,500	0	0.0%
2033	RADIO MAINTENANCE	5,232	7,300	7,300	7,300	0	0.0%
2034	EQUIPMENT MAINTENANCE	5,004	9,000	9,000	9,000	0	0.0%
2071	PHYSICALS AND SHOTS	0	2,500	2,500	2,500	0	0.0%
3022	MOTOR FUELS	1,447	3,500	3,500	3,500	0	0.0%
3004	UNIFORMS	5,866	4,500	4,500	4,500	0	0.0%
3005	MINOR EQUIPMENT	10,996	15,000	15,000	15,000	0	0.0%
3006	MISCELLANEOUS SUPPLIES	2,277	2,500	2,500	2,500	0	0.0%
4001	OUTLAY		160,000	160,000		-160,000	-100.0%
6010	TOWN GENERAL FUND	5,236	5,236			-5,236	-100.0%
	SUBTOTAL	70,140	251,386	246,150	85,150	-166,236	-66.1%
	RESCUE FUND TOTAL	148,992	339,786	334,550	175,200	-164,586	-48.4%

235 Rescue

Number	Position	Total Hours	Pay Rate	Total Dollars
1	Capt.	250	\$13.52	\$3,380.00
3	Lt.	700	\$12.50	\$8,750.00
5	Paramedics	200	\$70.00	\$14,000.00
7	EMT-I	600	\$37.00	\$22,200.00
15	EMT-Basic	2000	\$11.42	\$22,840.00
8	Driver	1200	\$10.40	\$12,480.00
8	Student/Prob.	385	\$9.89	\$3,807.65
			Total	\$87,457.65

Cellular Phones (2000) (\$650.00)

Cellular phone service fees for Rescue One and Rescue Two.

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

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

Training (2008) (\$8,000.00)

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

Professional Services (2010) (\$245,000.00)

Billing Service fees and Paramedic intercepts from South Portland.

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

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

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

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

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

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

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

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

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

1350 Gallons

Uniforms (3004) (\$4,500.00)

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

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

ALS/BLS Miscellaneous equipment - Out of drug box medications; Recruitment, web page;, public info; Laptop accessories; Immobilization and splinting equipment, medical gloves, ECG/Defib pads; other as needed;

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

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

815	SEWER FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0348	SEWER BILLS	1,619,259	1,545,000	1,590,000	1,600,000	55,000	3.6%
R0349	CONNECTION FEES	48,000	15,000	25,000	25,000	10,000	66.7%
R0356	MISCELLANEOUS	2,878	5,000	3,000	300	(4,700)	-94.0%
	USE OF SURPLUS					-	
	TOTAL SEWER FUND REVENUES	1,670,137	1,565,000	1,618,000	1,625,300	60,300	3.9%
	EXPENDITURES						
1001	FULL TIME PAYROLL	10,797	10,993	10,993	11,212	219	2.0%
1003	OVERTIME PAYROLL	468	850	800	867	17	2.0%
1020	SOCIAL SECURITY	1,074	906	902	924	18	2.0%
	PERSONNEL SUBTOTAL	12,339	12,749	12,695	13,003	254	2.0%
2022	UNIFORMS	619	620	624	680	60	9.7%
2037	SEWER LINE MAINTENANCE/RESERVE	35,023	100,000	60,000	100,000	-	0.0%
2062	CONTINGENCY	-	200	200	200	-	0.0%
2071	PWD ASSESSMENT	1,069,518	1,089,984	1,089,984	1,110,000	20,016	1.8%
2072	ADMINISTRATIVE COSTS	1,558	2,000	2,000	2,000	-	0.0%
2073	ALLOW FOR UNCOLLECTABLES	236	1,800	1,800	1,800	-	0.0%
3002	GASOLINE	320	320	320	420	100	31.3%
3040	DIESEL FUEL	398	398	398	524	126	31.7%
4001	OUTLAY	-	75,000	53,318	0	(75,000)	-100.0%
4004	DEBT SERVICE	220,017	219,563	219,563	219,563	-	0.0%
6010	TOWN GENERAL FUND	41,612	45,461	43,227	43,446	(2,016)	-4.4%
	SUBTOTAL	1,369,301	1,535,346	1,471,434	1,478,633	(56,714)	-3.7%
	SEWER FUND TOTAL	1,381,640	1,548,095	1,484,129	1,491,636	(56,460)	-3.6%

POSITION	Actual FY 2011	FY 2012
Equipment Operator (40 hrs. @ \$20.02/hr. @ 14 wks.)	\$10,797.00	\$11,212.00

Note: The pay amount shown for FY 2012 has been adjusted by 2%, per the current CBA.

Full Time Payroll (1001)

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

Overtime (1003)

This covers overtime for sewer-related calls outside of normal working hours. A total of 50 hours had been budgeted.

Uniforms (2022)

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

Sewer Line Maintenance & Reserve (2037)

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

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

Portland Water District Assessment (2071)

This covers the annual assessment from the Portland Water District for the maintenance of our Pumping Stations, Southern Cape Treatment Plant, interceptor sewer lines, and our share of the South Portland Treatment Plant flows. The PWD Trustees have maintained the 2011 assessment at \$1,089,984, which is the same as last year. They are however, on a calendar year budget and we are

anticipating a slight increase for 2012. This will be confirmed with them when we have our annual meeting with their General Manager in November.

We are continuing to work with the PWD staff on capacity/overflow issues with the Ottawa Road and Spurwink Avenue pumping stations. They are currently undertaking an upgrade this year to the Spurwink Avenue Pumping Station, which will eliminate any future CSO occurrences. The work is commencing this February and will be complete in the fall. As always, the personnel at the Portland Water District continue to be helpful to us in times of need. They have assisted with us with the cleaning and televising of sanitary sewer lines, sometimes on very short notice.

Gasoline (3002)

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

Diesel Fuel (3040)

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

Debt Service (4004)

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

Town General Fund (6010)

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

840	SPURWINK CHURCH	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0334	RENTAL FEES	4,520	1,000	1,000	4,000	3,000	300.0%
R0434	INTEREST	496	500	500	200	(300)	-60.0%
	TOTAL SPURWINK CHURCH FUND REVENUES	5,016	1,500	1,500	4,200	2,700	180.0%
	EXPENDITURES						
1002	PART TIME PAYROLL	1,175	2,500	2,500	2,500	-	0.0%
1020	SOCIAL SECURITY	-	191	191	191	-	0.0%
	PERSONNEL SUBTOTAL	1,175	2,691	2,691	2,691	-	0.0%
2001	TELEPHONE	-	550	550	550	-	0.0%
2002	POWER	427	690	690	690	-	0.0%
2003	WATER	534	400	400	400	-	0.0%
2035	BUILDING MAINTENANCE	751	2,500	2,500	2,500	-	0.0%
2063	ALARM SERVICE	-	450	450	450	-	0.0%
3003	HEAT	2,755	3,000	3,000	3,000	-	0.0%
6010	TOWN GENERAL FUND	202	308	308	308	-	0.0%
	SUBTOTAL	4,669	7,898	7,898	7,898	-	0.0%
	SPURWINK CHURCH TOTAL	5,844	10,589	10,589	10,589	-	0.0%

The Spurwink Church is due to run a loss this year. Business is picking up after the closing during 2009. The revenues are estimated conservatively.

860	RIVERSIDE CEMETERY	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0328	INVESTMENT INCOME	5,423	8,000	3,000	1,000	(7,000)	-87.5%
R0330	LOT SALES	12,900	5,000	12,000	12,000	7,000	140.0%
R0516	BURIAL FEES	29,575	20,000	25,000	25,000	5,000	25.0%
	TOTAL RIVERSIDE CEMETERY REVENUES	47,898	33,000	40,000	38,000	5,000	15.2%
1001	FULL TIME PAYROLL	18,814	18,845	18,845	19,220	375	2.0%
1002	PART-TIME PAYROLL	13,522	12,945	12,945	13,195	250	1.9%
1003	OVERTIME	1,243	1,393	1,200	1,421	28	2.0%
1020	SOCIAL SECURITY	2,067	2,538	2,524	2,588	50	2.0%
	PERSONNEL SUBTOTAL	35,646	35,721	35,514	36,424	703	2.0%
2002	POWER	199	240	200	225	(15)	-6.3%
2003	WATER	198	350	200	250	(100)	-28.6%
2010	PROFESSIONAL SERVICES	783	750	750	750	-	0.0%
2022	UNIFORMS	620	620	620	680	60	9.7%
2032	MARKER REPAIRS	430	500	0	500	-	0.0%
2036	STONEWALL REPAIRS	155	1,200	1,250	2,500	1,300	108.3%
3002	GASOLINE	-	871	871	975	104	11.9%
3006	MATERIALS & SUPPLIES	2,248	2,500	2,500	2,500	-	0.0%
3008	BURIALS	400	-	-	-		
3040	DIESEL FUEL	-	350	350	575	225	64.3%
4005	LOT BUY BACK	2,487	2,250	1,125	2,250	-	0.0%
6010	TOWN GENERAL FUND	1,367	1,361	1,301	1,429	68	5.0%
	SUBTOTAL	8,887	10,992	9,167	12,634	1,642	14.9%
	RIVERSIDE CEMETERY TOTAL	44,533	46,713	44,681	49,058	2,345	5.0%

RIVERSIDE CEMETERY (860)

ACCOUNT SUMMARY

PERSONNEL & SALARY INFORMATION	Actual FY 2011	FY 2012
Equipment Operator (40 hrs. @ \$20.02/hr. @ 24 wks.)	\$18,845.00	\$19,220.00
Part-Time Maintenance Worker (40 hrs. @ \$11.66/hr. @ 25 wks.)	11,440.00	11,660.00
Cemetery Lot Coordinator (Stipend Position)	1,505.00	1,535.00

Note: The pay amounts shown for FY 2012 have been adjusted by 2%.

Full Time Payroll (1001)

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

Part Time Payroll (1002)

The Maintenance Worker listed above is budgeted for 25 weeks @ \$11.66/hr. (See note above) The worker also performs duties at Fort Williams Park and the School Grounds, when required. David Jones, our new Cemetery Lot Coordinator, works closely with the Town Clerk and the Riverside Cemetery Trustees and will continue to sell plots to the citizens.

Overtime (1003)

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

Power (2002)

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

Water (2003)

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

Professional Services (2010)

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

Uniforms (2022)

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

Marker Repair (2032)

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

Stone Wall Repairs (2036)

This account was created a few years ago to continue repairing stonewalls that border the cemetery. Most of walls were built in the early 1980's and we are finding that the masonry cap needs to be re-mortared. In FY 2011, we only had funds to repair 50' of wall on the Bowery Beach Road side of the cemetery. It is proposed to do repair 100' on the same section in FY 2012.

Gasoline (3002)

This account covers gasoline used in the mowing and trimming operations at the Cemetery. Like other line items for gasoline, it is being budgeted @ \$3.00/gal.

Supplies (3006)

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

Diesel Fuel (3040)

This account covers diesel fuel used in the mowing of the Cemetery. It is being budgeted @ \$3.00/gal. A portion of the diesel fuel expense has been inadvertently charged off to Public Works (310) for several years. This has been corrected to reflect more accurately what is being used in our grounds operations. To offset the increase in gallonage now being charged off, the Public Works diesel fuel account is reflecting a corresponding decrease.

Town General Fund (6010)

This account covers a contribution to the Town's General Fund to cover administrative time spent on cemetery management on the

part of department heads and other Town Staff, not accounted for in the salary account (1001). This proposal equals 3% of the 860 budget total.

865	FORT WILLIAMS PARK CAPITAL FUND	ACTUAL FY 2010	BUDGET FY 2011	ESTIMATED FY 2011	BUDGET FY 2012	\$ CHANGE FY 11 TO 12	% CHANGE 11 to 12
	REVENUES						
RO337	OFFICERS ROW RENTALS		\$ 15,000	\$ 15,000	\$ 16,225	\$ 1,225	8.2%
RO500	BINOCULAR REVENUE		\$ 1,200	\$ 1,200	\$ 1,100	\$ (100)	-8.3%
RO508	CEREMONY FEES			\$ 2,250	\$ 3,500	\$ 3,500	
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO		\$ 22,000	\$ 18,000	\$ 20,000	\$ (2,000)	-9.1%
RO511	SITE FEES		\$ 7,000	\$ 3,000	\$ 29,500	\$ 22,500	321.4%
RO603	BENCH DONATIONS					\$ -	
RO650	CONCESSIONS - TBD				\$ 2,000	\$ 2,000	
RO900	FWP DONATION BOXES			\$ 8,000	\$ 8,000	\$ 8,000	
	TOTAL FORT WILLIAMS PARK REVENUES	\$ -	\$ 45,200	\$ 47,450	\$ 80,325	\$ 35,125	77.7%
						\$ -	
4005	MASTER & BUSINESS PLAN UPDATE				\$ 10,000	\$ 10,000	
4006	MISC. PROJ. TBD BY THE FWAC	\$ 6,747	\$ 6,030	\$ 500	\$ 5,000	\$ (1,030)	-17.1%
4011	GODDARD MANSION	\$ 3,456	\$ 1,000	\$ 500	\$ -	\$ (1,000)	-100.0%
4015	BATTERY BLAIR GRANT OPP.	\$ 5,237	\$ 200	\$ 50	\$ 200	\$ -	0.0%
4016	PARK BENCHES	\$ -	\$ 6,000	\$ 300	\$ 500	\$ (5,500)	-91.7%
4017	PLAYGROUND BRICKS	\$ -	\$ 200	\$ -	\$ -	\$ (200)	-100.0%
4018	GARDEN POND STUDY	\$ -	\$ 5,000	\$ 2,000	\$ 5,000	\$ -	0.0%
4019	BATTERY BLAIR REPAIRS	\$ -	\$ 24,000	\$ 30,000	\$ -	\$ (24,000)	-100.0%
4020	ENTRANCE ROAD GUARDRAIL EXTENSION	\$ -	\$ 1,000	\$ 500	\$ 5,000	\$ 4,000	400.0%
4021	PEDESTRIAN IMPROVEMENTS				\$ 5,000		
4028	BATTERY KNOLL INTERPRETIVE DIS.					\$ -	
6010	GENERAL FUND CONT.	\$ 463	\$ 1,303	\$ 1,016	\$ 921	\$ (382)	-29.3%
						\$ -	
	FORT WILLIAMS PARK CAPITAL TOTAL	\$ 15,903	\$ 44,733	\$ 34,866	\$ 31,621	\$ (13,112)	-29.3%

To: Members of the Cape Elizabeth Town Council

From: William Nickerson, Chairman
Fort Williams Advisory Commission

Date: February 18, 2011

Re: **FY 2012 Fort Williams Park Capital Fund Budget Summary**

Fort Williams Park is in a period of transition while the FWAC creates and evaluates new opportunities for revenue generation within the park and awaits the results of the Master Plan update. The proposed capital fund budget for the park for FY 2012 is 29% less than last year's budget. The reduced amount reflects the fact that some ongoing expenses such as maintenance of the main gate, the security fence around a portion of the Goddard Mansion and stabilization of the batteries is proposed to be shifted to the FWP Operating Budget (645). The reduced budget for FY 2012 is also reflective of the fact that capital expenditures are being held down in FY 2012, which in combination with new revenue generation, will hopefully build a larger capital reserve to deal with some of the larger, longer term capital needs of the park such as the bleachers, Goddard Mansion and the batteries. We also anticipate additional capital requirements relating to pedestrian and vehicular flow, building updates etc. to materialize from the updating of the Master Plan and creation of a business plan.

The Commission feels it is important to reiterate that this proposed budget is substantially less than the funding required to maintain the Fort at an adequate level. Requirements for tree work, stonewall work, upkeep of the batteries, bleacher repairs and other needs will not be met by this budget request. The FWAC is highly motivated to generate the funds, which will enable the park to be maintained to a much higher standard, however, the commission is reluctant to embark upon revenue generating initiatives prematurely and without sufficient forethought as to their consequences. In addition to receiving new revenue from the Beach to Beacon Road Race, along with a restructured group use fee structure, we will embark upon several pilot projects during the summer to generate new revenues.

Master and Business Plan Update (4005)

The Commission's highest priorities for the coming year are to update the Master Plan of Fort Williams Park, which was last revised in 2003 and to create a Business Plan focused on opportunities for revenue generation within the Park. Rather than spend the time and money to create a totally new master plan, we have decided to create an addendum to the existing plan which will address

new initiatives such as the Arboretum, restoration of Battery Blair, revenue generation etc. The FWAC is setting aside funds to supplement those appropriated by the Town Council and provide a cushion for the studies, if necessary.

Misc. Projects TBD by the FWAC (4006)

This appropriation is for projects that are not funded in other accounts. It could also be utilized for any expenditure associated with our charge to develop alternative revenue sources for the park. In addition, it may provide contingency funding to supplement expenditures associated with the Master and Business Plans.

Battery Blair Feasibility Study (4015)

The FWAC has been working with the Fort Williams Charitable Foundation (FWCF) to obtain funding for an engineering assessment to determine the feasibility of restoring the battery. The cost of the study is \$36,000. Between pledges and funds raised to date, the FWAC is \$9,000 short of the goal. A small sum is being budgeted by the FWAC for printing of plans and documents or other miscellaneous expenses.

Park Benches (4016)

This account would be used as a source of funding in the event that we purchased additional benches. Revenues from bench sales would more than offset any expenses, and would be placed back in the capital fund.

Garden Pond Study (4018)

The Garden Pond detracts from the beauty of Fort Williams during much of the growing season as a result of algae and duckweed growth, which covers the pond's surface. Capital funds are being proposed to undertake a third party study to determine if there are methods by which this growth can be controlled or eliminated.

Entrance Road Guardrail Extension (4020)

A problem results from park visitors who park their vehicles immediately inside the entrance gate on the left side of the entrance road before the wooden guardrail begins. The proposed funds would be used to extend the existing guardrail from its existing point of origination back to the entrance gate.

Pedestrian Improvements (4021)

The FWAC has identified several obvious deficiencies in the existing pedestrian path network. Pedestrian circulation is expected to be a focus of the Master Plan addendum, and the proposed funds will provide the means to maintain existing paths and begin work on improving the path network.

Town General Fund (6010)

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

870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	REVENUES						
R0555	DONATIONS	825	1,200	1,250	1,200	0	0.0%
R0556	MUSEUM ADMISSIONS	45,507	40,000	45,000	40,000	0	0.0%
R0557	GIFT SHOP SALES	502,241	490,000	510,000	500,000	10,000	2.0%
R0558	BINOCULARS	874	1,000	1,000	1,000	0	0.0%
R0560	INTEREST	558					
	TOTAL PORTLAND HEAD LIGHT FUND REVENUES	550,005	532,200	557,250	542,200	10,000	1.9%

Donations (R0555)

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

Admissions (R0556)

Admission Revenue from July-December is \$37,000 with an estimated \$7000 for April-June 2011.

Shop Sales (R0557)

Shop sales from July-December are \$445,000 and April-June are estimated at \$70,000.

Binoculars (R0558)

Each unit has a capacity of \$250,000. Tower Optical owns and maintains the units. Portland Head Light receives 40% of the estimated revenue is \$1000 per year.

870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	EXPENDITURES						
1001	FULL TIME PAYROLL	64,563	64,585	64,585	65,900	1,315	2.0%
1002	PART TIME PAYROLL	52,658	49,000	49,000	50,000	1,000	2.0%
1020	SOCIAL SECURITY	8,523	8,800	8,800	8,975	175	2.0%
1023	ICMA DEFERRED COMPENSATION	6,200	6,070	6,070	6,200	130	2.1%
1025	HEALTH INSURANCE	15,000	16,075	16,075	17,080	1,005	6.3%
	PERSONNEL SUBTOTAL	146,944	144,530	144,530	148,155	3,625	2.5%
2001	TELEPHONE	3,952	3,500	3,500	3,500	-	0.0%
2002	POWER	3,022	3,500	3,500	3,500	-	0.0%
2004	PRINTING AND ADVERTSING	5,349	10,500	10,500	10,500	-	0.0%
2005	POSTAGE	78	150	150	150	-	0.0%
2006	TRAVEL	-	200	-	200	-	0.0%
2007	DUES AND MEMBERSHIPS	660	800	800	800	-	0.0%
2008	TRAINING	3,625	3,250	3,250	3,250	-	0.0%
2009	CONFERENCES AND MEETINGS	-	200	-	200	-	0.0%
2010	PROFESSIONAL SERVICES	1,025	1,000	1,000	1,000	-	0.0%
2013	COLLECTIONS	-	1,500	-	1,500	-	0.0%
2014	RESEARCH AND DEVELOPMENT	-	150	150	150	-	0.0%
2034	OFFICE EQUIPMENT	224	1,000	500	1,000	-	0.0%
2035	BUILDING MAINTENANCE	7,152	31,500	15,000	31,500	-	0.0%
2036	GROUNDS MAINTENANCE	28,564	30,000	30,000	30,000	-	0.0%
2062	CONTINGENCY	-	1,000	-	1,000	-	0.0%
2063	ALARM SERVICE	-	-	-	-		
2089	INSURANCE COVERAGES	3,309	3,800	3,500	3,500	(300)	-7.9%
3001	OFFICE SUPPLIES	387	600	600	600	-	0.0%
3003	HEAT	3,211	5,000	5,000	5,000	-	0.0%
3006	MISCELLANEOUS SUPPLIES	-	100	-	100	-	0.0%
3007	CLEANING SUPPLIES	150	200	200	200	-	0.0%
3020	BOOKS	71	100	100	100	-	0.0%

3022	AUDIO VISUAL MATERIALS	-	-	-	-	-	
4001	OUTLAY	15,825	20,000	20,000	15,000	(5,000)	-25.0%
4002	MUSEUM DEVELOPMENT	709	6,000	2,000	6,000	-	0.0%
4010	GIFT SHOP COSTS	264,955	255,000	255,000	255,000	-	0.0%
6010	TOWN GENERAL FUND	15,147	7,200	7,200	7,200	-	0.0%
		357,415	386,250	361,950	380,950	(5,300)	-1.4%
	PORTLAND HEAD LIGHT TOTAL	504,359	530,780	506,480	529,105	(1,675)	-0.3%

Full Time Payroll (1001)

The FY2012 full time account includes:

Museum Director	Salary	\$56260
Parks Department Equipment Operator	Salary	\$800.83 (12 weeks) =\$9,610

Part Time Payroll (1002)

Position	Hourly Wage	Hours/ per week
Marketing/Office Assistant	\$12.42	40 (six months) 24 (six months) \$23,000
2 Shop Assistants	\$11.25	30 (five months) 20(two months) \$10,800
Office Assistant/Marker	\$ 9.18	24 (five months) 8 (four months) \$7,350
Park Rangers	\$12.85	22 (seven months) \$11,000

Printing and Advertising (2004)

The FY2012 budget includes advertising in the CVB, Maine Tour, Down East and Portland magazines, and on the Portland Discovery trolley. Another expense is the printing of 30,000 rack cards which are distributed Visitor Information Centers.

Training (2008)

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

Building Maintenance (2035)

FY2012 includes exterior and interior maintenance of the keepers' quarters and gift shop, cleaning contract, security system maintenance and carpet cleaning.

Grounds Maintenance (2036)

Portland Head Light covers rental and cleaning costs for 8 portable toilets at \$20,000 in Fort Williams Park. Also included is the landscaping contract for \$8000 to maintain the property, the circle and the two walks along the coastline.

Outlay (4001). FY2012 budget includes \$5000 for repair of the stone wall adjacent to the garden shed and \$5300 for replacement of 230 ft. rail fence with vinyl fencing.

Museum Development (4002) FY 2012 includes maintenance of the museum exhibits, updates, funds for purchase of artifacts and reserve for future replacements.

Gift Shop Costs (4010) Projected sales are \$510,000. Costs of goods are approximately 55% of sales. This includes stock, bags, computers, registers and credit card fees.

875	THOMAS JORDAN TRUST	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
5101	CLIENT ASSISTANCE/ADMIN.	24,625	34,500	34,500	34,500	-	0.0%
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035	-	0.0%
	THOMAS JORDAN TOTAL	25,660	35,535	35,535	35,535	-	0.0%

There are no changes in the Thomas Jordan budget.

750	INFRASTRUCTURE IMPROVEMENT FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
			\$			\$	
4001	TOWN CENTER FIRE STATION LIGHTING		2,500	\$ 2,500	\$ -	(2,500)	-100%
4002	THOMAS MEMORIAL LIBRARY PHASE II		50,000	\$ 50,000	\$ -	(50,000)	-100%
4003	LIBRARY LIGHTING UPGRADE		5,000	\$ 5,000	\$ -	(5,000)	-100%
4004	POOL DECTRON UNIT REPAIRS		15,000	\$ 15,000	\$ -	(15,000)	-100%
4005	POLICE SHELVING		2,500	\$ 2,500	\$ -	(2,500)	-100%
4006	TOWN CENTER FIRE STATION PAINTING/SIGNS		1,000	\$ 1,000	\$ -	(1,000)	-100%
4007	TOWN CENTER LIGHT FIXTURES REPLACEMENTS		12,000	\$ 12,000	\$ -	(12,000)	-100%
	INFRASTRUCTURE FUND TOTAL		88,000	\$ 88,000	\$ -	(88,000)	-100%

It is proposed to make no expenditures in FY 2012 from the Infrastructure Improvements Fund. The fund balance will be approximately \$75,000.

CUMBERLAND COUNTY TAX ASSESSMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	\$ 967,750	\$ 947,600	\$ 947,600	\$ 992,047	\$ 44,447	4.7%
HOMESTEAD EXEMPTION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	FY 2010	FY 2011	FY 2011	FY 2012	FY 11 TO 12	FY 11 TO 12
	\$ 220,000	\$ 185,000	\$ 171,000	\$ 175,000	\$ (10,000)	-5.4%

735	RESCUE FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	REVENUES				
R0620	RESCUE FEES	186,450	170,000	170,000	170,000
	TOTAL RESCUE FUND REVENUES	186,450	170,000	170,000	170,000
	EXPENDITURES				
1002	PART TIME PAYROLL	73,648	81,600	81,600	83,250
1020	SOCIAL SECURITY	5,204	6,800	6,800	6,800
	PERSONNEL SUBTOTAL	78,852	88,400	88,400	90,050
2000	CELLULAR	615	650	650	650
2007	DUES AND MEMBERSHIPS	1,733	2,700	2,700	2,700
2008	TRAINING	5,420	8,000	8,000	8,000
2010	PROFESSIONAL SERVICES	22,959	26,000	26,000	25,000
2032	VEHICLE MAINTENANCE	3,355	4,500	4,500	4,500
2033	RADIO MAINTENANCE	5,232	7,300	7,300	7,300
2034	EQUIPMENT MAINTENANCE	5,004	9,000	9,000	9,000
2071	PHYSICALS AND SHOTS	0	2,500	2,500	2,500
3022	MOTOR FUELS	1,447	3,500	3,500	3,500
3004	UNIFORMS	5,866	4,500	4,500	4,500
3005	MINOR EQUIPMENT	10,996	15,000	15,000	15,000
3006	MISCELLANEOUS SUPPLIES	2,277	2,500	2,500	2,500
4001	OUTLAY		160,000	160,000	
6010	TOWN GENERAL FUND	5,236	5,236		
	SUBTOTAL	70,140	251,386	246,150	85,150
	RESCUE FUND TOTAL	148,992	339,786	334,550	175,200
815	SEWER FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	REVENUES				
R0348	SEWER BILLS	1,619,259	1,545,000	1,590,000	1,600,000
R0349	CONNECTION FEES	48,000	15,000	25,000	25,000
R0356	MISCELLANEOUS	2,878	5,000	3,000	300
	USE OF SURPLUS				
	TOTAL SEWER FUND REVENUES	1,670,137	1,565,000	1,618,000	1,625,300

	EXPENDITURES				
1001	FULL TIME PAYROLL	10,797	10,993	10,993	11,212
1003	OVERTIME PAYROLL	468	850	800	867
1020	SOCIAL SECURITY	1,074	906	902	924
	PERSONNEL SUBTOTAL	12,339	12,749	12,695	13,003
2022	UNIFORMS	619	620	624	680
2037	SEWER LINE MAINTENANCE/RESERVE	35,023	100,000	60,000	100,000
2062	CONTINGENCY	-	200	200	200
2071	PWD ASSESSMENT	1,069,518	1,089,984	1,089,984	1,110,000
2072	ADMINISTRATIVE COSTS	1,558	2,000	2,000	2,000
2073	ALLOW FOR UNCOLLECTABLES	236	1,800	1,800	1,800
3002	GASOLINE	320	320	320	420
3040	DIESEL FUEL	398	398	398	524
4001	OUTLAY	-	75,000	53,318	0
4004	DEBT SERVICE	220,017	219,563	219,563	219,563
6010	TOWN GENERAL FUND	41,612	45,461	43,227	43,446
	SUBTOTAL	1,369,301	1,535,346	1,471,434	1,478,633
	SEWER FUND TOTAL	1,381,640	1,548,095	1,484,129	1,491,636
840	SPURWINK CHURCH	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	REVENUES				
R0334	RENTAL FEES	4,520	1,000	1,000	4,000
R0434	INTEREST	496	500	500	200
	TOTAL SPURWINK CHURCH FUND REVENUES	5,016	1,500	1,500	4,200
	EXPENDITURES				
1002	PART TIME PAYROLL	1,175	2,500	2,500	2,500
1020	SOCIAL SECURITY	-	191	191	191
	PERSONNEL SUBTOTAL	1,175	2,691	2,691	2,691
2001	TELEPHONE	-	550	550	550
2002	POWER	427	690	690	690
2003	WATER	534	400	400	400
2035	BUILDING MAINTENANCE	751	2,500	2,500	2,500
2063	ALARM SERVICE	-	450	450	450
3003	HEAT	2,755	3,000	3,000	3,000

6010	TOWN GENERAL FUND	202	308	308	308
	SUBTOTAL	4,669	7,898	7,898	7,898
	SPURWINK CHURCH TOTAL	5,844	10,589	10,589	10,589
860	RIVERSIDE CEMETERY	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	REVENUES				
R0328	INVESTMENT INCOME	5,423	8,000	3,000	1,000
R0330	LOT SALES	12,900	5,000	12,000	12,000
R0516	BURIAL FEES	29,575	20,000	25,000	25,000
	TOTAL RIVERSIDE CEMETERY REVENUES	47,898	33,000	40,000	38,000
1001	FULL TIME PAYROLL	18,814	18,845	18,845	19,220
1002	PART-TIME PAYROLL	13,522	12,945	12,945	13,195
1003	OVERTIME	1,243	1,393	1,200	1,421
1020	SOCIAL SECURITY	2,067	2,538	2,524	2,588
	PERSONNEL SUBTOTAL	35,646	35,721	35,514	36,424
2002	POWER	199	240	200	225
2003	WATER	198	350	200	250
2010	PROFESSIONAL SERVICES	783	750	750	750
2022	UNIFORMS	620	620	620	680
2032	MARKER REPAIRS	430	500	0	500
2036	STONEWALL REPAIRS	155	1,200	1,250	2,500
3002	GASOLINE	-	871	871	975
3006	MATERIALS & SUPPLIES	2,248	2,500	2,500	2,500
3008	BURIALS	400	-	-	-
3040	DIESEL FUEL	-	350	350	575
4005	LOT BUY BACK	2,487	2,250	1,125	2,250
6010	TOWN GENERAL FUND	1,367	1,361	1,301	1,429
	SUBTOTAL	8,887	10,992	9,167	12,634
	RIVERSIDE CEMETERY TOTAL	44,533	46,713	44,681	49,058
865	FORT WILLIAMS PARK FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	Revenues				
RO337	OFFICERS ROW RENTALS		15,000	15,000	16,225
RO500	BINOCULAR REVENUE		1,200	1,200	1,100
RO508	CEREMONY FEES			2,250	3,500

RO510	PICNIC SHELTER, BANDSTAND & GAZEBO		22,000	18,000	20,000
RO511	SITE FEES		7,000	3,000	29,500
RO603	BENCH DONATIONS				
RO650	CONCESSIONS - TBD				2,000
RO900	FWP DONATION BOXES			8,000	8,000
			45,200	47,450	80,325
4005	BLEACHER ENGINEERING STUDY				
4006	MISC. PROJ. TBD FWAC		44,702	44,702	31,621
4011	GODDARD HOME				
4015	BATTERY BLAIR GRANT OPP.				
4016	PARK BENCHES				
4017	PLAYGROUND BRICKS				
4018	BATTERY KEYES REPAIRS				
4019	BATTERY BLAIR REPAIRS				
4020	BATTERY GARECHE REPAIRS				
4028	BATTERY KNOLL INTERPRETIVE DIS.				
4029	BATTERY FEASIBILITY STUDIES				
4030	MAIN ENTRANCE IMPROVEMENTS				
4031	BATTERY KNOLL STAIRS				
6010	GENERAL FUND CONT.				
	GRAND TOTALS				
6010	TOWN GENERAL FUND				
	FORT WILLIAMS PARK TOTAL	16,424	44,702	44,702	31,621
870	PORTLAND HEAD LIGHT	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	REVENUES				
R0555	DONATIONS	825	1,200	1,250	1,200
R0556	MUSEUM ADMISSIONS	45,507	40,000	45,000	40,000
R0557	GIFT SHOP SALES	502,241	490,000	510,000	500,000
R0558	BINOCULARS	874	1,000	1,000	1,000
R0560	INTEREST	558			
	TOTAL PORTLAND HEAD LIGHT FUND REVENUES	550,005	532,200	557,250	542,200
	EXPENDITURES				
1001	FULL TIME PAYROLL	64,563	64,585	64,585	65,900

1002	PART TIME PAYROLL	52,658	49,000	49,000	50,000
1020	SOCIAL SECURITY	8,523	8,800	8,800	8,975
1023	ICMA DEFERRED COMPENSATION	6,200	6,070	6,070	6,200
1025	HEALTH INSURANCE	15,000	16,075	16,075	17,080
	PERSONNEL SUBTOTAL	146,944	144,530	144,530	148,155
2001	TELEPHONE	3,952	3,500	3,500	3,500
2002	POWER	3,022	3,500	3,500	3,500
2004	PRINTING AND ADVERTISING	5,349	10,500	10,500	10,500
2005	POSTAGE	78	150	150	150
2006	TRAVEL	-	200	-	200
2007	DUES AND MEMBERSHIPS	660	800	800	800
2008	TRAINING	3,625	3,250	3,250	3,250
2009	CONFERENCES AND MEETINGS	-	200	-	200
2010	PROFESSIONAL SERVICES	1,025	1,000	1,000	1,000
2013	COLLECTIONS	-	1,500	-	1,500
2014	RESEARCH AND DEVELOPMENT	-	150	150	150
2034	OFFICE EQUIPMENT	224	1,000	500	1,000
2035	BUILDING MAINTENANCE	7,152	31,500	15,000	31,500
2036	GROUNDS MAINTENANCE	28,564	30,000	30,000	30,000
2062	CONTINGENCY	-	1,000	-	1,000
2063	ALARM SERVICE	-	-	-	-
2089	INSURANCE COVERAGES	3,309	3,800	3,500	3,500
3001	OFFICE SUPPLIES	387	600	600	600
3003	HEAT	3,211	5,000	5,000	5,000
3006	MISCELLANEOUS SUPPLIES	-	100	-	100
3007	CLEANING SUPPLIES	150	200	200	200
3020	BOOKS	71	100	100	100
3022	AUDIO VISUAL MATERIALS	-	-	-	-
4001	OUTLAY	15,825	20,000	20,000	15,000
4002	MUSEUM DEVELOPMENT	709	6,000	2,000	6,000
4010	GIFT SHOP COSTS	264,955	255,000	255,000	255,000
6010	TOWN GENERAL FUND	15,147	7,200	7,200	7,200
		357,415	386,250	361,950	380,950
	PORTLAND HEAD LIGHT TOTAL	504,359	530,780	506,480	529,105
875	THOMAS JORDAN TRUST	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012

5101	CLIENT ASSISTANCE/ADMIN.	24,625	34,500	34,500	34,500
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035
	THOMAS JORDAN TOTAL	25,660	35,535	35,535	35,535
750	INFRASTRUCTURE IMPROVEMENT FUND	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
4001	TOWN CENTER FIRE STATION LIGHTING		\$ 2,500	\$ 2,500	\$ -
4002	THOMAS MEMORIAL LIBRARY PHASE II		\$ 50,000	\$ 50,000	\$ -
4003	LIBRARY LIGHTING UPGRADE		\$ 5,000	\$ 5,000	\$ -
4004	POOL DECTRON UNIT REPAIRS		\$ 15,000	\$ 15,000	\$ -
4005	POLICE SHELVING		\$ 2,500	\$ 2,500	\$ -
4006	TOWN CENTER FIRE STATION PAINTING/SIGNS		\$ 1,000	\$ 1,000	\$ -
4007	TOWN CENTER LIGHT FIXTURES REPLACEMENTS		\$ 12,000	\$ 12,000	\$ -
	INFRASTRUCTURE FUND TOTAL		\$ 88,000	\$ 88,000	\$ -
	TOTAL SPECIAL FUNDS	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
		\$ 2,127,452	\$ 2,644,201	\$ 2,548,667	\$ 2,322,745
	CUMBERLAND COUNTY TAX ASSESSMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
		\$ 967,750	\$ 947,600	\$ 947,600	\$ 992,047
	HOMESTEAD EXEMPTION	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
		\$ 220,000	\$ 185,000	\$ 171,000	\$ 175,000
	COMMUNITY SERVICES TAX COMMITMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	Portion from Tax Commitment	\$ 142,400	\$ 186,993	\$ 186,993	\$ 186,993
	CAPE ELIZABETH SCHOOL DEPARTMENT	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012

		\$ 18,833,280	\$ 20,676,971	\$ 20,676,971	\$ 20,676,971
	GRAND TOTALS	ACTUAL	BUDGET	ESTIMATED	BUDGET
		FY 2010	FY 2011	FY 2011	FY 2012
	TOTAL GENERAL FUND	#REF!	#REF!	#REF!	#REF!
	TOTAL SPECIAL FUNDS	\$ 2,127,452	\$ 2,644,201	\$ 2,548,667	\$ 2,322,745
	GRAND TOTAL	#REF!	#REF!	#REF!	#REF!

-	0.0%
-	0.0%
-	0.0%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
375	2.0%
250	1.9%
28	2.0%
50	2.0%
703	2.0%
(15)	-6.3%
(100)	-28.6%
-	0.0%
60	9.7%
-	0.0%
1,300	108.3%
104	11.9%
-	0.0%
225	64.3%
-	0.0%
68	5.0%
1,642	14.9%
2,345	5.0%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
1,225	8.2%
-100	-8.3%
3,500	

1,000	2.0%
175	2.0%
130	2.1%
1,005	6.3%
3,625	2.5%
-	0.0%
-	0.0%
-	0.0%
-	0.0%
-	0.0%
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-	0.0%
-	0.0%
-	0.0%
-	0.0%
(300)	-7.9%
-	0.0%
-	0.0%
-	0.0%
-	0.0%
-	0.0%
-	0.0%
(5,000)	-25.0%
-	0.0%
-	0.0%
-	0.0%
(5,300)	-1.4%
(1,675)	-0.3%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12

-	0.0%
-	0.0%
-	0.0%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
\$ (2,500)	-100%
\$ (50,000)	-100%
\$ (5,000)	-100%
\$ (15,000)	-100%
\$ (2,500)	-100%
\$ (1,000)	-100%
\$ (12,000)	-100%
\$ (88,000)	-100%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
\$ (321,456)	-12.2%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
\$ 44,447	4.7%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
\$ (10,000)	-5.4%
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
\$ -	
\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12

\$ CHANGE	% CHANGE
FY 11 TO 12	FY 11 TO 12
#REF!	#REF!
\$ (321,456)	-12.2%
#REF!	#REF!