



**Town of Cape Elizabeth, Maine  
Budget  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

March 9, 2018

To: Chairman Sullivan and Members of the Town Council:

Submitted herewith is the recommended municipal budget for Fiscal Year 2019. The budget would subtract 2 cents from the tax rate or -0.4% from the municipal portion.

The budget includes all ongoing municipal departments and community services. The total combined municipal and community services budget last year was \$12,144,724. This budget proposes \$12,254,608 for an increase of \$109,884 in spending or 0.9%. This is offset with a revenue increase from sources other than the property tax of \$98,337 or 2.0%. The amount to be collected from property taxes is proposed to be \$7,222,601 which is 0.2% more than last year.

So the first question is why is spending due to increase \$11,547 or 0.2%.

- \$231,142 of the increase relates to personnel expenses. It is 68% of the total increase in the budget. It includes a 2% average wage increase. It also includes providing for an expansion from one to two per diem fire personnel, improving the Town's coverage. There is an increase in the personnel cost at the recycling facility due to adjusting to the recent updates. There is also an increase in the legal budget due to upcoming anticipated lawsuits. Finally, in both the Police and Public Works budgets, there is an estimated payroll amount, as both collective bargaining units are up for negotiations of new contracts this year. Personnel related costs in total are about \$6.26 million or about 49% of the total budget.
- The budget contains significant capital item purchases in line with the planned capital improvement plan.
- There is a planned replacement of the Fire Department's ladder truck at an estimated \$1.25 million dollars and replacement of our current 15 year old ambulance unit with a new unit at \$250,000. The purchase of the ladder truck and ambulance will be described by the Fire Chief in his presentation.
- Public works capital expenditures include funding for the planned phase two of the Hill Way / Scott Dyer Road reconstruction, which is planned to go out to bid in the spring of 2019. There is also the planned replacement of a dump / plow truck and a larger pickup truck.
- There is also an anticipated expenditure of \$50,000 for purchase of pay / display parking units in Fort Williams.
- It is proposed to purchase the large capital equipment items via a lease purchase arrangement, with an anticipated financing arrangement over five years at four percent interest. The ladder truck, ambulance, and dump / plow truck are all longer life items that will outlast the financing arrangements, provide expense line predictability, and lessen the impact on taxpayers.
- Offsetting these increases in capital expense is a use of the unassigned fund balance in the amount of \$500,000 toward capital improvements and continues the use of \$375,000 for against annual operating expenses. This will lower the current amount of unassigned funds, but keep the overall level of unassigned funds properly inline with the current policy.

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

<b>Planned Capital Projects</b>		<b>FY</b>	<b>FY</b>
		<b>2019</b>	<b>2019</b>
		<b>Requested</b>	<b>Proposed</b>
<b>Facilities</b>			
715-4024	Town Office Exterior Painting	6,350	6,350
715-4025	Town Office Heating Control System Upgrade	16,900	16,900
715-5286	Central Fire Station Painting and Improvements	7,972	7,972
715-4269	Police Station Interior Painting and Flooring	9,800	9,800
715-5303	Spurwink Church Exterior Painting and Improvements	9,800	9,800
715-5318	Fort Williams 326 Building Painting and Ext. Imprv.	12,500	12,500
715-5318	Fort Williams 95 Building Exterior Painting	11,000	11,000
715-5318	Pay and Display Equipment	50,000	50,000
<b>Conservation</b>			
715-5334	Cliff House Beach Stair Repair / Replacement	25,000	25,000
<b>Public Works</b>			
715-4009	Paving & Drainage Improvements	200,000	200,000
715-5324	Hill Way & Scott Dyer Roadway Imp.	680,000	680,000
715-4013	Sidewalk Rep. & Ped. Improvements	40,000	40,000
715-4107	Full Size Dump Truck Replacement * 5 year lease purch	190,000	41,037
715-5302	Pickup Truck Replacement	47,000	47,000
715-5330	New Utility 2WD Pickup Truck	27,500	27,500
715-5331	Forklift Replacement	23,000	23,000
715-5332	Equipment Mgt. Software Program	15,000	15,000
<b>Fire / Rescue</b>			
715-5400	Replace Ladder truck * 5 year lease purchase option	1,250,000	269,985
715-5401	Replace 15 year old ambulance * 5 year lease purch opt	250,000	53,997
<b>Police</b>			
715-4004	Cruiser Replacement	74,500	74,500
715-5236	Radio Replacement	8,000	8,000
715-5288	Police Bullett Proof Vests	5,600	5,600
715-5329	Scout Alarm	4,100	4,100
715-5287	Computer Replacements	3,000	3,000
<b>Administration</b>			
715-4021	Computer Replacements	65,000	65,000
Total Capital Expenditure FY 2019		3,032,022	1,707,041
Funded by Infrastructure Fund		100,000	100,000
Funded by Portland Head Light Fund		12,000	12,000
Funded by Rescue Fund		225,000	225,000
Funded by Fort Williams Park Capital Fund		77,000	77,000
Funded by Unassigned Surplus		750,000	500,000
Funded by General Fund		1,868,022	793,041
		3,032,022	1,707,041

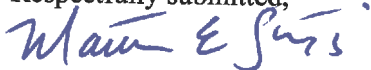
**Revenues**

GENERAL FUND REVENUES		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
307	INTEREST/LATECHARGES	\$ 28,000	\$ 27,758	\$ 29,000	\$ 32,799	\$ 29,000	\$ 29,000	\$ 29,000	\$ -	0.0%
318	EXCISE TAXES	\$ 1,900,000	\$ 2,063,618	\$ 2,020,000	\$ 2,186,038	\$ 2,095,000	\$ 2,100,000	\$ 2,150,000	\$ 55,000	2.6%
320	REGISTRATION FEES	\$ 24,000	\$ 24,684	\$ 24,500	\$ 24,897	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.0%
321	CLERKS FEES	\$ 15,000	\$ 13,420	\$ 15,000	\$ 14,261	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
324	POLICE FINES AND FEES	\$ 7,000	\$ 6,936	\$ 6,000	\$ 7,153	\$ 7,000	\$ 6,000	\$ 6,000	\$ (1,000)	-14.3%
325	LIBRARY FINES/FEES	\$ -	\$ -	\$ -	\$ 315	\$ -	\$ 30	\$ 100	\$ 100	100.0%
502	LIBRARY COPIER FEES	\$ -	\$ 750	\$ -	\$ 1,214	\$ -	\$ 960	\$ 1,000	\$ 1,000	100.0%
505	LIBRARY INCOME - ART SALES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ 25	\$ 25	100.0%
326	MISCELLANEOUS REVENUES	\$ 97,000	\$ 18,794	\$ 96,518	\$ 94,576	\$ 90,000	\$ 70,000	\$ 95,000	\$ 5,000	5.6%
327	INVESTMENT INCOME	\$ 45,000	\$ 30,187	\$ 35,000	\$ 21,011	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.0%
329	MISCELLANEOUS FEDERAL REVENUE	\$ 100	\$ -	\$ 100	\$ 199	\$ 100	\$ 108	\$ 100	\$ -	0.0%
331	STATE REVENUE SHARING	\$ 416,000	\$ 456,950	\$ 416,600	\$ 410,283	\$ 416,600	\$ 416,600	\$ 416,600	\$ -	0.0%
332	MISCELLANEOUS STATE REVENUE	\$ 50,000	\$ 100,789	\$ 57,000	\$ 72,775	\$ 60,000	\$ 80,000	\$ 65,000	\$ 5,000	8.3%
333	USE OF SURPLUS	\$ 352,000	\$ 352,000	\$ 375,000	\$ 1,293	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	0.0%
335	RECYCLING AREA FEES	\$ 95,000	\$ 70,724	\$ 90,000	\$ 65,226	\$ 80,000	\$ 75,000	\$ 80,000	\$ -	0.0%
336	MDOT BLOCK GRANT	\$ 77,300	\$ 78,096	\$ 77,300	\$ 76,980	\$ 78,096	\$ 78,228	\$ 78,000	\$ (96)	-0.1%
341	COMMUNITY SVCS-ADULT PROGRAMS	\$ 155,000	\$ 126,430	\$ 155,000	\$ 116,267	\$ 130,000	\$ 125,035	\$ 130,000	\$ -	0.0%
346	COMMUNITY CENTER BLDG RENTALS	\$ 31,000	\$ 35,191	\$ 33,000	\$ 36,300	\$ 35,000	\$ 35,145	\$ 35,000	\$ -	0.0%
347	COMMUNITY SVCS-YOUTH PROGRAMS FEES	\$ 549,599	\$ 490,795	\$ 562,000	\$ 548,039	\$ 540,000	\$ 432,301	\$ 520,000	\$ (20,000)	-3.7%
364	COMMUNITY SVCS-CAPE CARE	\$ 240,000	\$ 250,921	\$ 248,000	\$ 252,286	\$ 250,000	\$ 274,815	\$ 275,000	\$ 25,000	10.0%
366	COMMUNITY SVCS-GRANT FROM THOMAS JORDAN	\$ 21,000	\$ 21,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.0%
367	COMMUNITY SVCS- CARRY FORWARD	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
375	COMMUNITY SVCS-FITNESS CENTER FEES	\$ 48,500	\$ 44,562	\$ 49,000	\$ 55,647	\$ 45,000	\$ 57,200	\$ 55,000	\$ 10,000	22.2%
625	COMMUNITY SVCS-POOL FEES	\$ 204,250	\$ 194,244	\$ 204,250	\$ 182,498	\$ 197,000	\$ 205,670	\$ 206,182	\$ 9,182	4.7%
339	CABLE FRANCHISE FEE	\$ 150,000	\$ 150,433	\$ 150,000	\$ 140,629	\$ 150,433	\$ 160,000	\$ 150,000	\$ (433)	-0.3%
359	BOAT EXCISE TAXES	\$ 16,000	\$ 15,441	\$ 15,000	\$ 15,831	\$ 15,441	\$ 15,400	\$ 15,000	\$ (441)	-2.9%
410	BUILDING PERMIT FEES	\$ 125,000	\$ 144,300	\$ 125,000	\$ 250,258	\$ 145,000	\$ 160,000	\$ 150,000	\$ 5,000	3.4%
514	POLICE REIMBURSEMENTS	\$ 4,000	\$ 11,277	\$ 5,000	\$ 12,711	\$ 11,000	\$ 11,500	\$ 11,000	\$ -	0.0%
525	MOORING PERMITS	\$ 3,000	\$ 5,150	\$ 3,000	\$ 2,950	\$ 4,000	\$ 2,500	\$ 4,000	\$ -	0.0%
518	SPECIAL FUNDS OVERHEAD	\$ 80,000	\$ 74,379	\$ 80,000	\$ 89,367	\$ 80,000	\$ 85,000	\$ 85,000	\$ 5,000	6.3%
925	ASSESSING-SCARBOROUGH CONTRACT	\$ -	\$ 52,938	\$ 53,732	\$ 31,786	\$ -	\$ -	\$ -	\$ -	-
337	OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 4,748,749	\$ 4,861,767	\$ 4,950,000	\$ 4,768,589	\$ 4,933,670	\$ 4,895,507	\$ 5,032,007	\$ 98,337	2.0%

Revenues from sources other than the property tax are projected to have a net increase of \$98,330. Residents have been buying newer motor vehicles and thus monthly collections have been improving. The budget projects \$2.15 million in excise taxes which is \$55,000 more than the budget for the current year. Community Services revenues were adjusted to further reflect the current tracking revenues.

Thank you very much to the department heads who prepare their budgets each year and who implement them. I look forward to reviewing this proposed budget with the Town Council Finance Committee.

Respectfully submitted,



Matthew E Sturgis,  
Town Manager

**Budget Summary  
Fiscal Year 2019**

	FY 2018	FY 2019	\$ Change	% Change
	BUDGET	BUDGET	FY 17 to FY 18	FY 17 to FY 18
<b><u>EXPENDITURES</u></b>				
TOTAL MUNICIPAL	\$ 12,144,724	\$ 12,254,608	\$ 109,884	0.9%
COUNTY ASSESSMENT	\$ 1,331,050	\$ 1,392,240	\$ 61,190	4.6%
Local Homestead Exemption	\$ 375,630	\$ 300,000	\$ (75,630)	-20.1%
SCHOOL DEPARTMENT	\$ 24,879,014		#REF!	#REF!
	\$ 38,730,418		#REF!	#REF!
<b><u>REVENUE</u></b>				
TOTAL MUNICIPAL	\$ 4,933,670	\$ 5,032,007	\$ 98,337	2.0%
SCHOOL DEPARTMENT	\$ 3,332,211		#REF!	#REF!
TOTAL	\$ 8,265,881		#REF!	#REF!
<b><u>NET TO TAXES</u></b>				
TOWN SERVICES	\$ 7,211,054	\$ 7,222,601	\$ 11,547	0.2%
Local Homestead Exemption	\$ 375,630	\$ 300,000	\$ (75,630)	-20.1%
COUNTY ASSESSMENT	\$ 1,331,050	\$ 1,392,240	\$ 61,190	4.6%
SCHOOL DEPARTMENT	\$ 21,546,803		#REF!	#REF!
TOTAL	\$ 30,464,537		#REF!	#REF!
<b><u>TAX RATES (Rounded to nearest ¢)</u></b>				
Local Homestead Exemption	\$ 0.22	\$ 0.18	\$ (0.05)	-20.6%
TOTAL MUNICIPAL	\$ 4.26	\$ 4.24	\$ (0.02)	-0.4%
COUNTY ASSESSMENT	\$ 0.79	\$ 0.82	\$ 0.03	4.0%
SCHOOL DEPARTMENT	\$ 12.74		#REF!	#REF!
TOTAL	\$ 18.01		#REF!	#REF!
TAX RATE VALUATION BASIS	1,692,995,900	\$ 1,702,025,100	#REF!	#REF!

**Fiscal Year 2019  
Proposed Budget**

<b>GENERAL FUND REVENUES</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
307	INTEREST/LATECHARGES	\$ 28,000	\$ 27,758	\$ 29,000	\$ 32,799	\$ 29,000	\$ 29,000	\$ 29,000	\$ -	0.0%
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366	COMMUNITY SVCS-GRANT FROM THOMAS JORDAN	\$ 21,000	\$ 21,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.0%
367	COMMUNITY SVCS- CARRY FORWARD	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
375	COMMUNITY SVCS-FITNESS CENTER FEES	\$ 48,500	\$ 44,562	\$ 49,000	\$ 55,647	\$ 45,000	\$ 57,200	\$ 55,000	\$ 10,000	22.2%
625	COMMUNITY SVCS-POOL FEES	\$ 204,250	\$ 194,244	\$ 204,250	\$ 182,498	\$ 197,000	\$ 205,670	\$ 206,182	\$ 9,182	4.7%
339	CABLE FRANCHISE FEE	\$ 150,000	\$ 150,433	\$ 150,000	\$ 140,629	\$ 150,433	\$ 160,000	\$ 150,000	\$ (433)	-0.3%
359	BOAT EXCISE TAXES	\$ 16,000	\$ 15,441	\$ 15,000	\$ 15,831	\$ 15,441	\$ 15,400	\$ 15,000	\$ (441)	-2.9%
410	BUILDING PERMIT FEES	\$ 125,000	\$ 144,300	\$ 125,000	\$ 250,258	\$ 145,000	\$ 160,000	\$ 150,000	\$ 5,000	3.4%
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525	MOORING PERMITS	\$ 3,000	\$ 5,150	\$ 3,000	\$ 2,950	\$ 4,000	\$ 2,500	\$ 4,000	\$ -	0.0%
518	SPECIAL FUNDS OVERHEAD	\$ 80,000	\$ 74,379	\$ 80,000	\$ 89,367	\$ 80,000	\$ 85,000	\$ 85,000	\$ 5,000	6.3%
925	ASSESSING-SCARBOROUGH CONTRACT		\$ 52,938	\$ 53,732	\$ 31,786	\$ -	\$ -	\$ -	\$ -	-
337	OFFICERS ROW RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	<b>Subtotal</b>	<b>\$ 4,748,749</b>	<b>\$ 4,861,767</b>	<b>\$ 4,950,000</b>	<b>\$ 4,768,589</b>	<b>\$ 4,933,670</b>	<b>\$ 4,895,507</b>	<b>\$ 5,032,007</b>	<b>\$ 98,337</b>	<b>2.0%</b>

**Fiscal Year 2018  
Proposed Budget**

Expenditures by Department		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
110	ADMINISTRATION	576,343	570,800	591,484	550,865	592,994	579,573	619,268	\$ 26,274	4.4%
120	ASSESSING/CODES PLANNING	420,488	392,389	451,415	370,244	388,345	388,345	394,897	\$ 6,552	1.7%
130	TOWN COUNCIL	500	320	500	180	500	100	500	\$ -	0.0%
135	LEGAL AND AUDIT	77,000	74,745	79,000	73,699	79,000	75,000	110,000	\$ 31,000	39.2%
140	ELECTIONS	29,790	14,780	34,785	33,750	33,032	33,032	38,576	\$ 5,544	16.8%
150	BOARDS AND COMMISSIONS	15,006	9,630	24,506	6,356	19,506	11,300	19,506	\$ -	0.0%
530	PUBLIC INFORMATION	56,821	50,061	60,812	52,000	64,709	54,308	65,409	\$ 700	1.1%
	Subtotal General Government	1,175,948	1,112,725	1,242,502	1,087,094	1,178,086	1,141,658	1,248,156	\$ 70,070	5.9%
160	INSURANCE	103,000	99,105	105,000	103,054	106,500	104,500	108,000	\$ 1,500	1.4%
170	EMPLOYEE BENEFITS/HR SUPPORT	1,326,452	1,147,463	1,382,000	1,232,275	1,368,900	1,309,700	1,406,300	\$ 37,400	2.7%
180	DEBT SERVICE	1,270,080	1,273,080	1,368,908	1,228,908	1,368,908	1,368,908	1,365,841	\$ (3,067)	-0.2%
520	CONTRIBUTIONS	48,414	57,057	64,914	53,036	57,114	53,314	45,414	\$ (11,700)	-20.5%
710	INTERGOVT. ASSESSMENTS	31,598	31,430	61,598	61,818	71,871	72,076	77,624	\$ 5,753	8.0%
	Subtotal-Nondistributed	2,779,544	2,608,135	2,982,420	2,679,091	2,973,293	2,908,498	3,003,179	\$ 29,886	1.0%
210	POLICE DEPARTMENT	1,293,908	1,234,404	1,324,242	1,263,687	1,353,331	1,347,836	1,410,699	\$ 57,368	4.2%
215	ANIMAL CONTROL	24,500	24,500	25,128	25,127	25,397	\$25,397	25,620	\$ 223	0.9%
220	PUBLIC SAFETY COMMUNICATIONS	177,548	172,547	182,775	177,775	193,093	190,000	192,593	\$ (500)	-0.3%
225	WETeam	24,267	15,312	24,267	10,037	24,767	14,550	24,392	\$ (375)	-1.5%
230	FIRE DEPARTMENT	321,871	263,376	355,541	283,533	368,440	278,919	460,212	\$ 91,772	24.9%
235	FIRE POLICE UNIT	13,504	8,428	13,504	7,231	14,004	8,100	14,204	\$ 200	1.4%
240	MISC. PUBLIC PROTECTION	152,409	151,045	158,000	148,110	158,816	157,616	160,158	\$ 1,342	0.8%
250	EMERGENCY PREPAREDNESS	4,652	4,052	4,652	4,144	4,712	3,734	4,986	\$ 274	5.8%
	Subtotal-Public Safety	2,012,659	1,873,664	2,088,109	1,919,644	2,142,560	2,026,152	2,292,864	\$ 150,304	7.0%
310	PUBLIC WORKS	1,171,046	1,086,720	1,197,279	1,152,984	1,249,743	1,259,468	1,315,779	\$ 66,036	5.3%
320	REFUSE DISPOSAL/RECYCLING	487,271	448,525	504,126	440,169	459,761	493,689	517,068	\$ 57,307	12.5%
	Subtotal-Public Works	1,658,318	1,535,245	1,701,406	1,593,153	1,709,503	1,753,158	1,832,846	\$ 123,343	7.2%
410	HUMAN SERVICES	52,607	72,976	53,659	50,662	54,732	50,521	53,995	\$ (737)	-1.3%
510	LIBRARY	535,006	526,051	545,425	490,194	534,624	513,565	547,306	\$ 12,682	2.4%
600	FACILITIES MANAGEMENT	212,345	224,821	222,120	220,384	250,379	245,495	255,482	\$ 5,103	2.0%
610	TOWN HALL	26,016	19,124	21,998	19,551	23,141	17,134	23,141	\$ -	0.0%
615	LIBRARY BUILDING	26,433	23,211	42,575	34,967	46,046	36,439	42,328	\$ (3,718)	-8.1%
620	TOWN CENTER FIRE STATION	26,306	19,275	21,414	14,337	27,323	20,372	25,372	\$ (1,951)	-7.1%
621	COMMUNITY CENTER BUILDING	104,021	105,976	148,953	105,088	154,850	69,554	74,950	\$ (79,900)	-51.6%
622	DONALD RICHARDS POOL FACILITY	286,650	286,508	272,606	251,226	223,145	178,487	224,157	\$ 1,012	0.5%
630	POLICE STATION	64,349	45,594	61,650	45,330	65,041	49,272	54,616	\$ (10,425)	-16.0%
631	CAPE COTTAGE FIRE STATION	6,640	4,870	6,449	4,467	6,735	5,598	6,735	\$ -	0.0%
	Subtotal-Facilities	752,760	729,379	797,765	695,350	796,660	622,351	706,781	\$ (89,879)	-11.3%
633	COMMUNITY SERVICES ADMINISTRATION	257,025	256,225	277,048	272,264	283,377	283,377	283,377	\$ -	0.0%
634	FITNESS CENTER	56,140	56,240	56,743	74,367	58,017	58,017	58,017	\$ -	0.0%
635	RICHARDS POOL PROGRAMS	200,816	259,936	220,444	225,547	223,037	223,037	223,037	\$ -	0.0%
636	COMMUNITY SVCS ADULT PROGRAMS	110,828	111,433	117,883	97,226	121,260	121,260	121,260	\$ -	0.0%
637	COMMUNITY SERVICES YOUTH PROGRAMS	397,968	381,868	401,715	429,998	410,515	410,515	410,515	\$ -	0.0%
638	CAPE CARE	144,938	140,610	211,478	201,233	138,429	138,429	138,429	\$ -	0.0%
640	PARKS & TOWN LANDS	110,938	96,292	114,831	78,151	109,006	105,805	109,103	\$ 97	0.1%
641	SCHOOL GROUNDS	160,818	142,228	163,047	130,380	167,085	162,714	170,678	\$ 3,593	2.2%
645	FORT WILLIAMS PARK	224,383	212,765	272,609	220,388	250,742	231,688	236,352	\$ (4,364)	-1.7%
660	TREES	24,325	25,176	74,432	33,361	69,824	39,024	25,613	\$ (44,212)	-63.3%
	Subtotal-Parks and Recreation	1,688,179	1,682,772	1,910,231	1,762,915	1,831,293	1,773,866	1,776,381	\$ (54,912)	-3.0%
715	CAPITAL PROJECTS	950,000	950,000	1,802,500	911,791	1,000,000	1,000,000	793,100	\$ (206,900)	-20.7%
	Grand Total	11,605,020	11,090,947	13,124,017	11,189,894	12,220,752	11,789,769	12,254,608	\$ 33,856	(0.13)

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Expenditures by Object	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
FULL TIME PAYROLL	3,089,291	3,073,597	3,183,400	3,077,869	3,213,738	3,176,639	3,337,188	\$ 123,450	3.8%
PART TIME PAYROLL	868,486	730,526	844,914	745,276	840,913	839,207	939,442	\$ 98,529	11.7%
OVERTIME	215,035	169,521	231,300	226,288	230,937	243,252	240,100	\$ 9,163	4.0%
SOCIAL SECURITY	4,172,812	3,973,644	4,259,614	4,049,433	4,285,588	4,259,098	4,516,730	\$ 231,142	5.4%
EMPLOYEE BENEFITS	317,376	346,576	324,591	290,324	326,726	320,797	337,195	\$ 10,469	3.2%
TOTAL PERSONNEL	1,326,452	1,147,463	1,382,000	1,232,153	1,368,900	1,309,700	1,406,300	\$ 37,400	2.7%
TELEPHONE	1,643,828	1,494,039	1,706,591	1,522,477	1,695,626	1,630,497	1,743,495	\$ 47,869	2.8%
POWER	5,816,641	5,467,683	5,966,205	5,571,910	5,981,214	5,889,595	6,260,225	\$ 279,011	4.7%
WATER & SEWER	46,350	45,196	46,950	43,789	46,370	44,790	46,715	\$ 345	0.7%
PRINTING AND ADVERTISING	138,740	112,261	138,526	115,038	139,926	115,986	129,248	\$ (10,678)	-7.6%
POSTAGE	29,192	30,557	33,137	32,827	39,724	36,724	40,868	\$ 1,144	2.9%
MILEAGE REIMBURSEMENTS	38,915	33,981	41,740	31,136	41,590	38,535	48,882	\$ 7,292	17.5%
CONFERENCES & MEETINGS	16,230	16,786	16,290	16,554	14,920	13,400	13,900	\$ (1,020)	-6.8%
DUES & MEMBERSHIPS	30,865	28,372	35,750	31,617	41,900	40,890	36,980	\$ (4,920)	-11.7%
TRAINING	14,290	7,719	12,865	11,771	16,065	13,376	17,765	\$ 1,700	10.6%
PROFESSIONAL SERVICES	36,048	37,288	38,213	29,875	36,806	31,726	42,149	\$ 5,343	14.5%
MISCELLANEOUS BOARDS	79,150	61,469	73,750	46,383	82,000	78,350	93,060	\$ 11,060	13.5%
TRASH DISPOSAL FEES	308,450	271,907	353,080	279,365	365,690	312,505	347,530	\$ (18,160)	-5.0%
INTERNET FEES	4,000	-	4,000	182	4,000	400	4,000	\$ -	0.0%
EQUIPMENT RENTAL	346,100	311,256	360,485	295,950	327,160	326,000	342,475	\$ 15,315	4.7%
UNIFORMS	9,700	5,577	11,000	8,247	11,000	8,300	13,000	\$ 2,000	18.2%
EQUIPMENT MAINTENANCE	1,600	1,469	1,200	959	1,200	1,000	1,200	\$ -	0.0%
OFFICE EQUIPMENT/MAINT	23,810	22,619	23,810	23,341	26,235	214,335	222,828	\$ 196,593	749.4%
BUILDING MAINTENANCE	108,600	136,766	119,900	124,379	124,000	128,200	134,400	\$ 10,400	8.4%
MISC. CONTRACTUAL SERVICES	72,675	71,459	73,475	71,700	79,499	79,237	81,807	\$ 2,308	2.9%
ROADS MAINTENANCE MATERIALS	270,289	285,875	225,076	202,489	237,966	219,320	237,573	\$ (393)	-0.2%
ALARM SYSTEMS	792,101	769,974	825,655	794,075	822,110	800,301	836,283	\$ 14,174	1.7%
PHYSICALS AND SHOTS	214,300	169,544	216,350	154,230	218,550	215,888	225,650	\$ 7,100	3.2%
INSURANCE	3,400	1,798	3,400	2,023	2,550	2,350	2,550	\$ -	0.0%
DEBT SERVICE	3,700	2,246	3,800	1,808	3,800	2,000	5,400	\$ 1,600	42.1%
HUMAN SERVICES	103,000	99,105	105,000	103,054	106,500	104,500	108,000	\$ 1,500	1.4%
OFFICE SUPPLIES	1,270,080	1,273,080	1,368,908	1,228,908	1,368,908	1,368,908	1,365,841	\$ (3,067)	-0.2%
GASOLINE/DIESEL FUEL	52,607	72,976	53,659	50,663	54,732	50,521	53,995	\$ (737)	-1.3%
HEAT	65,150	63,960	145,650	136,008	73,222	73,217	71,750	\$ (1,472)	-2.0%
MISC. SUPPLIES	89,080	72,675	79,160	72,233	83,975	79,435	94,549	\$ 10,574	12.6%
BOOKS/AV ETC.	149,835	142,588	125,178	107,773	143,915	107,214	143,494	\$ (421)	-0.3%
BOOKS/AV ETC.	40,975	31,889	40,875	31,000	41,985	33,752	43,910	\$ 1,925	4.6%
BOOKS/AV ETC.	52,878	52,369	57,028	54,870	48,938	48,700	48,938	\$ -	0.0%
BOOKS/AV ETC.	64,700	64,746	63,450	28,442	56,300	56,009	55,950	\$ (350)	-0.6%
BOOKS/AV ETC.	953,518	953,350	1,057,200	1,035,820	1,002,200	919,725	920,650	\$ (81,550)	-8.1%
BOOKS/AV ETC.	37,000	37,000	40,600	40,600	40,600	40,600	43,000	\$ 2,400	5.9%
BOOKS/AV ETC.	60,000	57,962	60,000	58,170	61,200	60,000	62,424	\$ 1,224	2.0%
BOOKS/AV ETC.	86,000	88,850	90,000	84,029	90,000	90,000	90,000	\$ -	0.0%
BOOKS/AV ETC.	48,414	57,057	64,914	53,036	57,114	53,314	45,414	\$ (11,700)	-20.5%
BOOKS/AV ETC.	5,500	6,597	6,000	3,606	6,000	3,800	6,000	\$ -	0.0%
BOOKS/AV ETC.	121,137	138,304	244,860	244,860	244,860	244,860	244,860	\$ -	0.0%
BOOKS/AV ETC.	11,605,020	11,104,310	12,227,139	11,222,720	12,144,724	11,947,762	12,583,264	\$ 438,540	3.6%



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Department Line Item Budget		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
110	ADMINISTRATION	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	374,045	379,285	382,444	369,111	377,112	377,112	384,657	\$ 7,545	2.0%
1003	OVERTIME	2,000	287	2,000	-	2,000	500	2,000	\$ -	0.0%
1020	SOCIAL SECURITY	28,768	28,762	29,410	25,243	28,658	28,887	29,579	\$ 921	3.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>404,813</b>	<b>408,334</b>	<b>413,854</b>	<b>394,354</b>	<b>407,770</b>	<b>406,499</b>	<b>416,236</b>	<b>\$ 8,466</b>	<b>2.1%</b>
2001	TELEPHONE	34,000	34,139	34,000	32,142	34,000	33,000	34,000	\$ -	0.0%
2004	PRINTING & ADVERTISING	10,000	9,384	10,000	9,436	10,000	9,500	15,300	\$ 5,300	53.0%
2005	POSTAGE	11,000	11,978	11,000	10,912	11,000	11,000	11,000	\$ -	0.0%
2006	TRAVEL	5,500	3,516	5,500	4,636	5,500	5,500	5,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,730	2,840	1,730	653	1,650	1,100	1,650	\$ -	0.0%
2008	TRAINING	1,800	-	1,800	72	1,800	400	1,800	\$ -	0.0%
2009	CONFERENCES & MEETINGS	3,600	3,443	3,600	3,442	4,600	4,400	4,600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	6,000	4,331	6,000	7,664	6,000	6,000	6,000	\$ -	0.0%
2015	INTERNET-ON-LINE CHARGES	9,700	5,577	11,000	8,247	11,000	8,300	13,000	\$ 2,000	18.2%
2016	RECORDS PRESERVATION	2,000	3,112	6,000	1,480	6,500	6,000	2,000	\$ (4,500)	-69.2%
2034	OFFICE EQUIPMENT	1,000	-	1,000	359	1,000	1,000	1,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE	29,000	29,346	29,000	28,355	30,000	30,000	30,000	\$ -	0.0%
2200	SCHOOL NETWORK ASSISTANCE	40,200	40,200	41,000	41,000	46,174	46,174	48,482	\$ 2,308	5.0%
2300	BANK FEES	10,000	9,471	10,000	3,477	10,000	5,500	10,000	\$ -	0.0%
3001	OFFICE SUPPLIES	6,000	5,129	6,000	4,630	6,000	5,200	6,000	\$ -	0.0%
4021	TECHNOLOGY EQUIPMENT									
	<b>SUBTOTAL</b>	<b>171,530</b>	<b>162,466</b>	<b>177,630</b>	<b>156,505</b>	<b>185,224</b>	<b>173,074</b>	<b>203,032</b>	<b>\$ 12,700</b>	<b>100.0%</b>
110	ADMINISTRATION	576,343	570,800	591,484	550,859	592,994	579,573	619,268	\$ 26,274	4.4%

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120 ASSESSING/CODES/PLANNING		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	334,810	333,724	342,080	304,261	314,890	316,725	323,044	\$ 8,154	2.6%
1002	PART TIME PAYROLL	0	459	0	0	0	0	0	\$ -	-
1020	SOCIAL SECURITY	25,613	25,994	26,170	21,836	24,090	24,230	24,713	\$ 623	2.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>360,423</b>	<b>360,177</b>	<b>368,250</b>	<b>326,097</b>	<b>338,980</b>	<b>338,980</b>	<b>347,757</b>	<b>\$ 8,777</b>	<b>2.6%</b>
2000	CELLULAR PHONE	1,800	1,589	1,800	1,909	1,800	1,800	1,800	\$ -	0.0%
2004	PRINTING & ADVERTISING	1,100	1,025	1,100	243	1,500	1,500	1,500	\$ -	0.0%
2006	TRAVEL	7,500	5,288	7,500	6,731	7,500	7,500	7,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,470	1,383	1,470	1,315	1,470	1,470	1,145	\$ (325)	-22.1%
2009	CONFERENCES & MEETINGS	3,320	1,076	3,320	3,156	3,320	3,320	3,320	\$ -	0.0%
2010	PROFESSIONAL SERVICES	5,100	4,145	5,100	868	5,100	5,100	5,400	\$ 300	5.9%
2011	GIS MAINTENANCE	19,000	11,105	36,700	16,000	13,700	13,700	11,200	\$ (2,500)	-18.2%
2018	PLANNING CONSULTING	2,400	1,630	4,000	1,884	4,000	4,000	4,000	\$ -	0.0%
2019	CODES TECHNICAL SUPPORT	15,000	2,529	17,800	9,119	6,600	6,600	6,600	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	1,825	1,263	1,825	1,726	1,825	1,825	1,825	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,000	719	1,000	794	1,000	1,000	1,300	\$ 300	30.0%
3020	BOOKS/PUBLICATIONS	550	460	1,550	403	1,550	1,550	1,550	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>60,065</b>	<b>32,212</b>	<b>83,165</b>	<b>44,148</b>	<b>49,365</b>	<b>49,365</b>	<b>47,140</b>	<b>\$ (2,225)</b>	<b>-4.5%</b>
	<b>TOTAL ACP</b>	<b>420,488</b>	<b>392,389</b>	<b>451,415</b>	<b>370,245</b>	<b>388,345</b>	<b>388,345</b>	<b>394,897</b>	<b>\$ 6,552</b>	<b>1.7%</b>
130	TOWN COUNCIL									
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2009	CONFERENCES AND MEETINGS	500	320	500	180	500	100	500	\$ -	0.0%
130	TOWN COUNCIL	500	320	500	180	500	100	500	\$ -	0.0%
135	LEGAL & AUDIT									
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2010	LEGAL SERVICES	45,000	35,845	45,000	41,600	45,000	45,000	75,000	\$ 30,000	66.7%
2011	AUDIT SERVICES	32,000	38,900	34,000	32,100	34,000	30,000	35,000	\$ 1,000	2.9%
135	LEGAL AND AUDIT	77,000	74,745	79,000	73,700	79,000	75,000	110,000	\$ 31,000	39.2%
									\$ -	-
140	ELECTIONS									
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	20,655	7,875	23,000	22,521	21,200	21,200	25,690	\$ 4,490	21.2%
1020	SOCIAL SECURITY	1,580	600	1,685	1,707	1,622	1,622	1,926	\$ 304	18.7%
	<b>SUBTOTAL PERSONNEL</b>	<b>22,235</b>	<b>8,475</b>	<b>24,685</b>	<b>24,228</b>	<b>22,822</b>	<b>22,822</b>	<b>27,616</b>	<b>\$ 4,794</b>	<b>21.0%</b>
2004	PRINTING AND ADVERTISING	3,325	3,552	4,150	2,837	3,550	3,550	4,300	\$ 750	21.1%
2010	PROFESSIONAL SERVICES	3,680	2,328	4,800	3,391	5,510	5,510	5,510	\$ -	0.0%
3001	OFFICE SUPPLIES	550	425	1,150	3,293	1,150	1,150	1,150	\$ -	0.0%
4001	OUTLAY								\$ -	-
	<b>SUBTOTAL</b>	<b>7,555</b>	<b>6,305</b>	<b>10,100</b>	<b>9,521</b>	<b>10,210</b>	<b>10,210</b>	<b>10,960</b>	<b>\$ 750</b>	<b>7.3%</b>
140	ELECTIONS	29,790	14,780	34,785	33,749	33,032	33,032	38,576	\$ 5,544	16.8%

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE	
	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19	
<b>150</b>	<b>BOARDS AND COMMISSIONS</b>									
1002	PART TIME PAYROLL	4,000	2,805	4,000	2,370	4,000	3,300	4,000	\$ -	0.0%
1020	SOCIAL SECURITY	306	228	306	197	306	200	306	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>4,306</b>	<b>3,033</b>	<b>4,306</b>	<b>2,567</b>	<b>4,306</b>	<b>3,500</b>	<b>4,306</b>	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	200	-	200	-	200	-	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	-	-	-	-	-	-	-	\$ -	0.0%
2066	PLANNING BOARD	2,000	-	2,000	-	2,000	-	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	1,000	-	1,000	150	1,000	300	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	1,000	-	1,000	32	1,000	100	1,000	\$ -	0.0%
2081	SPECIAL COMMITTEES/GOALS IMPLEMENTATION	1,000	-	10,000	-	5,000	3,600	5,000	\$ -	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	5,500	6,597	6,000	3,606	6,000	3,800	6,000	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>10,700</b>	<b>6,597</b>	<b>20,200</b>	<b>3,788</b>	<b>15,200</b>	<b>7,800</b>	<b>15,200</b>	\$ -	0.0%
<b>150</b>	<b>BOARDS AND COMMISSIONS</b>	<b>15,006</b>	<b>9,630</b>	<b>24,506</b>	<b>6,355</b>	<b>19,506</b>	<b>11,300</b>	<b>19,506</b>	\$ -	0.0%
<b>160</b>	<b>INSURANCE</b>									
2089	MISCELLANEOUS INSURANCE	100,000	98,105	102,000	103,054	103,500	103,500	105,000	\$ 1,500	1.4%
2091	SELF INSURANCE/DISASTER RECOVERY	3,000	1,000	3,000	-	3,000	1,000	3,000	\$ -	0.0%
<b>160</b>	<b>INSURANCE</b>	<b>103,000</b>	<b>99,105</b>	<b>105,000</b>	<b>103,054</b>	<b>106,500</b>	<b>104,500</b>	<b>108,000</b>	\$ 1,500	1.4%
<b>170</b>	<b>EMPLOYEE BENEFITS/HR SUPPORT</b>									
1021	ME STATE RETIREMENT	175,000	174,694	190,000	143,864	195,700	180,000	205,500	\$ 9,800	5.0%
1023	ICMA 401A PLAN-(RETIREMENT)	193,529	183,526	198,000	203,128	202,000	202,000	208,000	\$ 6,000	3.0%
1024	DISABILITY PLAN	18,600	17,462	19,600	18,306	19,600	19,600	21,000	\$ 1,400	7.1%
1025	HEALTH INSURANCE	735,336	598,332	780,000	715,903	750,000	750,000	770,000	\$ 20,000	2.7%
1026	WORKERS COMPENSATION	125,200	140,314	130,000	114,785	140,000	115,000	140,000	\$ -	0.0%
1030	GROUP LIFE INSURANCE	1,517	1,633	1,600	1,547	1,600	1,600	1,800	\$ 200	12.5%
1031	UNEMPLOYMENT COMP	14,770	4,349	6,600	1,671	3,000	1,500	3,000	\$ -	0.0%
1032	VACATION-SICK ACCRUAL	4,000	-	5,000	-	5,000	-	5,000	\$ -	0.0%
1033	SALARY-WAGE ADJ. ACCT- PAY STUDY	5,000	-	7,000	-	7,000	-	7,000	\$ -	0.0%
1035	WELLNESS PROGRAM	3,500	4,619	4,200	3,073	5,000	4,000	5,000	\$ -	0.0%
2010	HR PROFESSIONAL SERVICES	50,000	22,534	40,000	29,876	40,000	36,000	40,000	\$ -	0.0%
<b>170</b>	<b>EMPLOYEE BENEFITS</b>	<b>1,326,452</b>	<b>1,147,463</b>	<b>1,382,000</b>	<b>1,232,153</b>	<b>1,368,900</b>	<b>1,309,700</b>	<b>1,406,300</b>	\$ 37,400	2.7%

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180	DEBT SERVICE	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>PRINCIPAL</b>									
	1999 POOL AND PUBLIC WORKS GARAGE PROJEC	290,000	290,000	290,000	290,000	290,000	290,000	290,000	\$ -	0.0%
	PUBLIC SAFETY BUILDINGS	220,000	220,000	200,000	200,000	200,000	200,000	200,000	\$ -	0.0%
	NEW COMMUNITY CENTER-2012 REFINANCE	80,000	80,000	80,000	80,000	80,000	80,000	75,000	\$ (5,000)	-6.3%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	94,500	94,500	94,500	\$ -	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	106,488	106,488	102,392	\$ (4,096)	-3.8%
	LIBRARY PROJECT 2015	189,563	189,563	189,563	189,563	189,566	189,566	189,566	\$ -	0.0%
	RECYCLING AND POOL IMPROVEMENTS			140,000	-	140,000	140,000	140,000	\$ -	0.0%
	<b>TOTAL PRINCIPAL</b>	<b>980,551</b>	<b>980,551</b>	<b>1,100,551</b>	<b>960,551</b>	<b>1,100,554</b>	<b>1,100,554</b>	<b>1,091,458</b>	<b>\$ (9,096)</b>	<b>-0.8%</b>
	<b>INTEREST</b>									
	1999 POOL AND PUBLIC WORKS GARAGE PROJEC	29,907	32,907	26,325	26,325	19,438	19,438	11,825	\$ (7,613)	-39.2%
	PUBLIC SAFETY BUILDINGS	27,000	27,000	22,600	22,600	18,600	18,600	14,600	\$ (4,000)	-21.5%
	NEW COMMUNITY CENTER	12,300	12,300	10,700	10,700	9,100	9,100	7,500	\$ (1,600)	-17.6%
	SEWER/ROAD REHABILITATION 2006	49,802	49,802	45,077	45,077	40,352	40,352	31,194	\$ (9,158)	-22.7%
	TOWN CENTER/OTHER- 2008	52,168	52,168	48,441	48,441	44,714	44,714	40,880	\$ (3,834)	-8.6%
	LIBRARY PROJECT 2015	117,352	117,352	114,214	114,214	110,422	110,422	104,734	\$ (5,688)	-5.2%
	RECYCLING CENTER AND POOL IMPROVEMENTS			-	-	89,170	89,170	62,650	\$ (26,520)	-29.7%
	<b>TOTAL INTEREST</b>	<b>288,529</b>	<b>291,529</b>	<b>267,357</b>	<b>267,357</b>	<b>331,796</b>	<b>331,796</b>	<b>273,383</b>	<b>\$ (58,413)</b>	<b>-17.6%</b>
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND (From Unused FY 2017	-	-	-	-	(64,442)	(64,442)	-	\$ 64,442	-100.0%
	LESS FROM COMMUNITY SERVICES	-	-	-	-	-	-	-	\$ -	
	<b>DEBT SERVICE</b>	<b>1,270,080</b>	<b>1,273,080</b>	<b>1,368,908</b>	<b>1,228,908</b>	<b>1,368,908</b>	<b>1,368,908</b>	<b>1,365,841</b>	<b>\$ (3,067)</b>	<b>-0.2%</b>



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225 WETeam		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	\$ 12,000	\$ 4,845	\$ 12,000	\$ 2,979	\$ 12,000	\$ 6,000	\$ 12,000	\$ -	0.0%
1020	SOCIAL SECURITY	\$ 1,017	\$ 409	\$ 1,017	\$ 269	\$ 1,017	\$ 450	\$ 1,017	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 13,017</b>	<b>\$ 5,254</b>	<b>\$ 13,017</b>	<b>\$ 3,248</b>	<b>\$ 13,017</b>	<b>\$ 6,450</b>	<b>\$ 13,017</b>	<b>\$ -</b>	<b>0.0%</b>
2000	CELLULAR TELEPHONES	\$ 200	\$ 157	\$ 200	\$ 200	\$ 200	\$ 200	\$ 225	\$ 25	12.5%
2008	TRAINING	\$ 1,200	\$ 1,143	\$ 1,200	\$ 901	\$ 1,200	\$ 900	\$ 1,200	\$ -	0.0%
2032	VEHICLE MAINTENANCE	\$ 2,000	\$ 2,310	\$ 2,000	\$ 1,679	\$ 2,500	\$ 2,400	\$ 2,500	\$ -	0.0%
2033	RADIO MAINTENANCE	\$ 3,000	\$ 2,999	\$ 3,000	\$ 2,245	\$ 3,000	\$ 2,000	\$ 2,500	\$ (500)	-16.7%
2034	EQUIPMENT MAINTENANCE	\$ 1,200	\$ 1,161	\$ 1,200	\$ 297	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
2071	PHYSICALS AND SHOTS	\$ 600	\$ -	\$ 600	\$ -	\$ 600	\$ 100	\$ 600	\$ -	0.0%
3002	GASOLINE	\$ 500	\$ -	\$ 500	\$ 35	\$ 500	\$ 100	\$ 600	\$ 100	20.0%
3004	UNIFORMS	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,182	\$ 1,800	\$ 900	\$ 1,800	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	\$ 750	\$ 488	\$ 750	\$ 250	\$ 750	\$ 300	\$ 750	\$ -	0.0%
4001	OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>\$ 11,250</b>	<b>\$ 10,058</b>	<b>\$ 11,250</b>	<b>\$ 6,789</b>	<b>\$ 11,750</b>	<b>\$ 8,100</b>	<b>\$ 11,375</b>	<b>\$ (375)</b>	<b>-3.2%</b>
225	WETeam	\$ 24,267	\$ 15,312	\$ 24,267	\$ 10,037	\$ 24,767	\$ 14,550	\$ 24,392	\$ (375)	-1.5%
230	FIRE DEPARTMENT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	\$ 79,980	\$ 79,381	\$ 81,980	\$ 81,994	\$ 83,619	\$ 83,619	\$ 85,291	\$ 1,672	2.0%
1002	PART TIME PAYROLL	\$ 118,460	\$ 72,615	\$ 113,500	\$ 68,788	\$ 113,500	\$ 85,000	\$ 209,500	\$ 96,000	84.6%
1012	HYDRANT SHOVELING	\$ 3,500	\$ 996	\$ 3,500	\$ 1,673	\$ 3,500	\$ 1,700	\$ 3,500	\$ -	0.0%
1020	SOCIAL SECURITY	\$ 15,500	\$ 11,666	\$ 15,221	\$ 11,133	\$ 15,221	\$ 10,000	\$ 15,221	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 216,971</b>	<b>\$ 164,658</b>	<b>\$ 214,201</b>	<b>\$ 163,588</b>	<b>\$ 215,840</b>	<b>\$ 180,319</b>	<b>\$ 313,512</b>	<b>\$ 97,672</b>	<b>45.3%</b>
2000	CELLULAR TELEPHONES	\$ 1,700	\$ 1,512	\$ 1,940	\$ 1,521	\$ 2,000	\$ 1,600	\$ 2,500	\$ 500	25.0%
2007	DUES AND MEMBERSHIPS	\$ 8,500	\$ 8,414	\$ 8,500	\$ 4,284	\$ 9,000	\$ 5,000	\$ 9,000	\$ -	0.0%
2008	TRAINING	\$ 6,000	\$ 5,898	\$ 6,000	\$ 4,659	\$ 6,000	\$ 5,000	\$ 6,000	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	\$ 500	\$ 100	\$ 500	\$ 150	\$ 500	\$ 200	\$ 500	\$ -	0.0%
2032	VEHICLE MAINTENANCE	\$ 20,000	\$ 18,967	\$ 20,000	\$ 21,655	\$ 44,000	\$ 25,000	\$ 25,000	\$ (19,000)	-43.2%
2033	RADIO/PAGER MAINTENANCE	\$ 10,000	\$ 9,543	\$ 8,000	\$ 6,159	\$ 8,000	\$ 6,200	\$ 12,000	\$ 4,000	50.0%
2034	EQUIPMENT MAINTENANCE	\$ 8,000	\$ 10,633	\$ 12,000	\$ 9,364	\$ 14,000	\$ 7,500	\$ 14,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	\$ 1,600	\$ 790	\$ 1,600	\$ 883	\$ 1,600	\$ 900	\$ 3,200	\$ 1,600	100.0%
3002	GASOLINE	\$ 9,500	\$ 7,283	\$ 9,500	\$ 4,933	\$ 9,500	\$ 5,500	\$ 9,500	\$ -	0.0%
3004	UNIFORMS	\$ 14,000	\$ 13,219	\$ 14,000	\$ 14,908	\$ 16,000	\$ 15,000	\$ 20,000	\$ 4,000	25.0%
3005	MINOR EQUIPMENT	\$ 12,500	\$ 12,017	\$ 46,700	\$ 39,078	\$ 28,000	\$ 20,000	\$ 30,000	\$ 2,000	7.1%
3006	MISCELLANEOUS SUPPLIES	\$ 11,500	\$ 9,612	\$ 11,500	\$ 10,291	\$ 12,500	\$ 5,400	\$ 13,500	\$ 1,000	8.0%
3007	FIRE PREVENTION SUPPLIES	\$ 1,100	\$ 730	\$ 1,100	\$ 2,055	\$ 1,500	\$ 1,300	\$ 1,500	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>\$ 104,900</b>	<b>\$ 98,718</b>	<b>\$ 141,340</b>	<b>\$ 119,940</b>	<b>\$ 152,600</b>	<b>\$ 98,600</b>	<b>\$ 146,700</b>	<b>\$ (5,900)</b>	<b>-3.9%</b>
230	FIRE DEPARTMENT	\$ 321,871	\$ 263,376	\$ 355,541	\$ 283,528	\$ 368,440	\$ 278,919	\$ 460,212	\$ 91,772	24.9%

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<b>235 FIRE POLICE UNIT</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
1002	PART TIME PAYROLL	\$ 9,800	\$ 5,920	\$ 9,800	\$ 4,241	\$ 9,800	\$ 6,000	\$ 10,000	\$ 200	2.0%
1020	SOCIAL SECURITY	\$ 704	\$ 564	\$ 704	\$ 433	\$ 704	\$ 600	\$ 704	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	\$ 3,000	\$ 1,944	\$ 3,000	\$ 2,557	\$ 3,500	\$ 1,500	\$ 3,500	\$ -	0.0%
		\$ 13,504	\$ 8,428	\$ 13,504	\$ 7,231	\$ 14,004	\$ 8,100	\$ 14,204	\$ 200	1.4%
<b>240</b>	<b>MISC. PUBLIC PROTECTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
1002	PART TIME PAYROLL-HARBORMASTER	3,631	2,723	-	-	-	-	-	\$ -	-
1020	SOCIAL SECURITY	278	208	-	-	-	-	-	\$ -	-
	SUBTOTAL PERSONNEL	3,909	2,931	-	-	-	-	-	\$ -	-
2010	HARBORMASTER- SCARBOROUGH CONTRACT			5,500	5,500	5,616	\$5,616	\$5,734	\$ 118	2.1%
2074	STREET LIGHTS	60,000	57,962	60,000	58,170	61,200	\$60,000	\$62,424	\$ 1,224	2.0%
2075	HYDRANT RENTAL	86,000	88,850	90,000	84,029	90,000	\$90,000	\$90,000	\$ -	0.0%
3006	HARBOR ENFORCEMENT EXP.	1,000	-	1,000	-	500	\$500	\$500	\$ -	0.0%
3007	COMMUNITY LIAISON EXPENSES	1,500	1,302	1,500	411	1,500	1,500	1,500	\$ -	0.0%
240	MISC. PUBLIC PROTECTION	152,409	151,045	158,000	148,110	158,816	157,616	160,158	\$ 1,342	0.8%
250	EMERGENCY PREPAREDNESS									
		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
1002	PART TIME PAYROLL	\$ 2,940	\$ 2,940	\$ 2,940	\$ 3,014	\$ 3,000	\$ 3,000	\$ 3,074	\$ 74	2.5%
1020	SOCIAL SECURITY	\$ 212	\$ 225	\$ 212	\$ 231	\$ 212	\$ 234	\$ 212	\$ -	0.0%
	SUBTOTAL PERSONNEL	\$ 3,152	\$ 3,165	\$ 3,152	\$ 3,245	\$ 3,212	\$ 3,234	\$ 3,286	\$ 74	2.3%
2033	RADIO MAINTENANCE	\$ 1,000	\$ 887	\$ 1,000	\$ 900	\$ 1,000	\$ 500	\$ 1,200	\$ 200	20.0%
3006	MISCELLANEOUS SUPPLIES	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.0%
	SUBTOTAL	\$ 1,500	\$ 887	\$ 1,500	\$ 900	\$ 1,500	\$ 500	\$ 1,700	\$ 200	13.3%
250	EMERGENCY PREPAREDNESS	\$ 4,652	\$ 4,052	\$ 4,652	\$ 4,145	\$ 4,712	\$ 3,734	\$ 4,986	\$ 274	5.8%

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310	PUBLIC WORKS	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
1001	FULL TIME PAYROLL	567,200	557,801	585,465	585,311	615,340	615,300	630,170	\$ 14,830	2.4%
1002	PART TIME PAYROLL	4,800	2,659	5,690	5,301	5,800	5,000	6,000	\$ 200	3.4%
1003	OVERTIME PAYROLL	100,500	65,875	104,000	101,955	110,200	105,000	112,700	\$ 2,500	2.3%
1020	SOCIAL SECURITY	51,446	49,840	53,179	50,938	55,948	55,485	57,289	\$ 1,341	2.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>723,946</b>	<b>676,175</b>	<b>748,334</b>	<b>743,505</b>	<b>787,288</b>	<b>780,785</b>	<b>806,159</b>	<b>\$ 18,871</b>	<b>2.4%</b>
2000	CELLULAR TELEPHONES	2,000	2,047	2,360	2,400	2,520	2,340	2,340	\$ (180)	-7.1%
2002	POWER	13,000	12,012	13,000	12,631	13,000	13,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	5,000	7,365	5,500	5,251	7,000	7,000	7,200	\$ 200	2.9%
2004	PRINTING AND ADVERTISING	800	762	800	872	800	800	2,000	\$ 1,200	150.0%
2007	DUES AND MEMBERSHIPS	375	385	385	395	385	400	400	\$ 15	3.9%
2008	TRAINING & ALLOWANCES	16,000	11,579	16,650	17,937	17,000	17,000	19,000	\$ 2,000	11.8%
2009	CONFERENCES AND MEETINGS	325	175	400	212	400	400	400	\$ -	0.0%
2021	EQUIPMENT RENTAL	1,400	1,469	1,000	959	1,200	1,000	1,200	\$ -	0.0%
2022	UNIFORM RENTAL	4,650	4,414	4,650	4,086	4,755	4,755	4,755	\$ -	0.0%
2025	SAFETY EQUIPMENT	11,200	11,913	11,200	11,373	11,445	11,400	11,500	\$ 55	0.5%
2032	EQUIPMENT MAINTENANCE	80,000	109,810	88,000	103,594	90,000	105,000	100,000	\$ 10,000	11.1%
2033	RADIO EQUIPMENT MAINTENANCE	1,500	346	1,500	1,479	1,500	1,400	1,500	\$ -	0.0%
2036	TRAFFIC SIGNAL MAINTENANCE	1,200	907	1,200	1,690	1,200	1,500	1,500	\$ 300	25.0%
2038	CONTRACTED STORM DRAIN MAINTENANCE	20,500	17,001	22,000	17,648	22,000	20,110	22,000	\$ -	0.0%
2038	CONTRACTED SNOW PLOWING SERV.	25,000	20,000	27,100	25,970	27,100	27,100	42,000	\$ 14,900	55.0%
2039	PAVEMENT MARKINGS	24,000	24,511	25,000	0	26,500	26,760	28,000	\$ 1,500	5.7%
2050	MAILBOX MATERIALS	500	184	500	661	500	500	500	\$ -	0.0%
2060	CURBING REPAIR	1,000	0	1,000	886	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	2,500	2,494	2,500	2,488	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	1,300	635	1,300	799	1,000	800	1,000	\$ -	0.0%
2071	PHYSICALS AND DRUG TESTING	1,500	1,456	1,600	925	1,600	1,000	1,600	\$ -	0.0%
3001	OFFICE SUPPLIES	1,300	1,249	1,300	1,202	1,300	1,300	1,300	\$ -	0.0%
3002	GASOLINE	8,500	8,139	7,100	12,039	8,350	8,350	11,595	\$ 3,245	38.9%
3003	HEAT	18,700	17,216	14,000	17,055	16,800	20,000	20,430	\$ 3,630	21.6%
3005	MINOR EQUIP & TOOLS	4,500	3,695	4,500	4,212	4,500	4,500	5,000	\$ 500	11.1%
3006	MISCELLANEOUS SUPPLIES	750	751	750	680	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	3,500	3,484	3,500	4,016	3,500	3,500	3,500	\$ -	0.0%
3031	WINTER SAND	13,500	13,491	12,500	12,308	12,500	12,468	12,500	\$ -	0.0%
3032	SALT & CHLORIDE	103,000	65,201	107,800	75,397	107,800	107,800	108,000	\$ 200	0.2%
3033	COLD BITUMINOUS MIX	5,000	3,295	5,000	3,870	4,000	4,000	4,000	\$ -	0.0%
3035	GUARDRAIL REPAIRS	250	449	250	0	250	250	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	7,000	8,000	7,000	7,469	7,000	7,000	7,000	\$ -	0.0%
3038	STORM DRAIN MAINTENANCE	8,000	8,325	7,000	7,323	8,000	8,000	8,500	\$ 500	6.3%
3039	MS4 STORMWATER PROGRAM	26,850	24,696	23,600	22,962	24,300	23,000	28,900	\$ 4,600	18.9%
3040	DIESEL FUEL	32,500	23,089	27,000	28,689	30,000	32,000	34,500	\$ 4,500	15.0%
	<b>SUBTOTAL</b>	<b>447,100</b>	<b>410,545</b>	<b>448,945</b>	<b>409,478</b>	<b>462,455</b>	<b>478,683</b>	<b>509,620</b>	<b>\$ 47,165</b>	<b>10.2%</b>
310	<b>PUBLIC WORKS</b>	<b>1,171,046</b>	<b>1,086,720</b>	<b>1,197,279</b>	<b>1,152,983</b>	<b>1,249,743</b>	<b>1,259,468</b>	<b>1,315,779</b>	<b>\$ 66,036</b>	<b>5.3%</b>



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<b>320</b>	<b>REFUSE DISPOSAL</b>	<b>BUDGET FY 2016</b>	<b>ACTUAL FY 2016</b>	<b>BUDGET FY 2017</b>	<b>ACTUAL FY 2017</b>	<b>BUDGET FY 2018</b>	<b>ESTIMATED FY 2018</b>	<b>BUDGET FY 2019</b>	<b>\$ CHANGE FY 18 to FY 19</b>	<b>% CHANGE FY 18 to FY 19</b>
1001	FULL TIME PAYROLL	78,785	75,344	80,755	77,352	67,910	65,200	117,338	\$ 49,428	72.8%
1002	PART TIME PAYROLL	26,872	27,944	28,065	33,051	34,460	49,000	18,335	\$ (16,125)	-46.8%
1003	OVERTIME PAYROLL	2,570	3,495	2,635	4,453	3,000	22,000	6,100	\$ 3,100	103.3%
1020	SOCIAL SECURITY	8,279	8,526	8,526	8,680	8,061	10,419	10,846	\$ 2,785	34.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>116,506</b>	<b>115,309</b>	<b>119,981</b>	<b>123,536</b>	<b>113,431</b>	<b>146,619</b>	<b>152,619</b>	<b>\$ 39,188</b>	<b>34.5%</b>
2002	POWER	2,500	1,988	2,500	669	3,500	3,500	3,500	\$ -	0.0%
2003	WATER & SEWER		0		0				\$ -	
2004	RECYCLING PRINTING & PROMOTION	4,000	2,459	4,000	4,259	4,000	4,000	4,000	\$ -	0.0%
2012	ECOMAINE FEES	278,000	253,295	284,000	241,921	249,160	250,000	256,850	\$ 7,690	3.1%
2014	DEMOLITION MATERIAL DISPOSAL	51,100	41,642	58,485	35,662	60,000	60,000	69,625	\$ 9,625	16.0%
2015	HAZARDOUS MATERIALS DISPOSAL	17,000	16,319	18,000	18,367	18,000	16,000	16,000	\$ (2,000)	-11.1%
2021	EQUIPMENT RENTAL	200	0	200	0	0	0	0	\$ -	
2022	UNIFORM RENTAL	1,300	1,310	1,300	1,292	1,330	1,330	1,330	\$ -	0.0%
2032	VEHICLE MAINTENANCE	5,600	7,004	5,600	5,444	2,500	3,000	3,000	\$ 500	20.0%
2062	MISC. CONTRACT SVCS.	2,000	1,993	2,000	1,850	2,500	3,900	2,500	\$ -	0.0%
2063	ALARM SERVICE	1,600	635	1,600	636	1,000	1,000	1,000	\$ -	0.0%
3002	GASOLINE	365	365	305	305	340	340	364	\$ 24	7.1%
3006	MISCELLANEOUS SUPPLIES	1,500	606	1,500	1,573	1,500	1,500	1,500	\$ -	0.0%
3040	DIESEL FUEL	5,600	5,600	4,655	4,655	2,500	2,500	2,780	\$ 280	11.2%
4001	OUTLAY							2,000		
	<b>SUBTOTAL</b>	<b>370,765</b>	<b>333,216</b>	<b>384,145</b>	<b>316,633</b>	<b>346,330</b>	<b>347,070</b>	<b>364,449</b>	<b>\$ 18,119</b>	<b>5.2%</b>
<b>320</b>	<b>REFUSE DISPOSAL</b>	<b>487,271</b>	<b>448,525</b>	<b>504,126</b>	<b>440,169</b>	<b>459,761</b>	<b>493,689</b>	<b>517,068</b>	<b>\$ 57,307</b>	<b>12.5%</b>

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410	HUMAN SERVICES	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2102	VNA/HOSPICE	3,750	3,750	3,825	3,825	3,902	3,902	3,980	\$ 79	2.0%
2100	COMMUNITY HEALTH SRVS	2,185	2,185	2,229	2,229	2,273	2,274	2,319	\$ 46	2.0%
2101	COMMUNITY COUNSELING	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2103	THERAPEUTIC RECREATION	3,672	3,672	3,745	3,745	3,820	3,820	3,896	\$ 76	2.0%
2107	S. ME SENIOR CITIZENS	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2111	RTP	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2113	FAMILY CRISIS SHELTER	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2114	DAY ONE	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2116	HOSPICE OF SOUTHERN MAINE	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2118	SEXUAL ASSAULT RES. SVCS.	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2121	RED CROSS-PORTLAND CHAPTER	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
5101	GENERAL ASSISTANCE	30,000	50,369	30,600	27,604	31,212	27,000	30,000	\$ (1,212)	-3.9%
410	HUMAN SERVICES	52,607	72,976	53,659	50,663	54,732	50,521	53,995	\$ (737)	-1.3%

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510	LIBRARY	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	255,142	269,577	285,887	251,445	295,844	285,017	303,058	\$ 7,214	2.4%
1002	PART TIME PAYROLL	168,729	147,974	145,777	131,323	124,382	115,939	127,141	\$ 2,759	2.2%
1020	SOCIAL SECURITY	32,426	31,659	32,360	26,973	32,360	29,400	32,911	\$ 551	1.7%
	<b>SUBTOTAL PERSONNEL</b>	<b>456,297</b>	<b>449,210</b>	<b>464,024</b>	<b>409,741</b>	<b>452,586</b>	<b>430,356</b>	<b>463,110</b>	\$ 10,524	2.3%
2004	PRINTING & ADVERTISING	1,500	1,456	1,500	1,459	1,000	2,735	750	\$ (250)	-25.0%
2005	POSTAGE	3,000	2,766	2,840	2,837	500	490	550	\$ 50	10.0%
2006	TRAVEL	465	268	500	238	500	455	500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	920	490	888	888	888	888	888	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	1,245	953	1,245	1,224	1,245	1,294	1,245	\$ -	0.0%
2010	PROFESSIONAL SERVICES-PROGRAMS	7,500	7,497	7,500	7,552	7,500	7,460	8,000	\$ 500	6.7%
2062	CONTINGENCY	250	239	250	250	250	250	250	\$ -	0.0%
2072	MISC. CONTRACT. SVCS.	-	-	-	-	11,067	11,067	12,425	\$ 1,358	12.3%
3001	OFFICE SUPPLIES	7,000	6,888	7,000	6,994	7,000	6,995	7,500	\$ 500	7.1%
3006	MISCELLANEOUS SUPPLIES	3,000	2,995	3,000	3,345	3,500	3,200	3,500	\$ -	0.0%
3020	BOOKS & PERIODICALS	33,967	33,648	34,318	34,378	34,661	34,600	34,661	\$ -	0.0%
3022	AUDIO VISUAL MATERIALS	10,025	10,013	10,025	9,167	10,327	10,350	10,327	\$ -	0.0%
3100	ELECTRONIC RESOURCES	8,336	8,248	11,135	10,922	2,400	2,200	2,400	\$ -	0.0%
4001	OUTLAY	1,500	1,380	1,200	1,200	1,200	1,225	1,200	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>78,708</b>	<b>76,841</b>	<b>81,401</b>	<b>80,454</b>	<b>82,038</b>	<b>83,209</b>	<b>84,196</b>	\$ 2,158	2.6%
510	<b>LIBRARY</b>	<b>535,006</b>	<b>526,051</b>	<b>545,425</b>	<b>490,195</b>	<b>534,624</b>	<b>513,565</b>	<b>547,306</b>	\$ 12,682	2.4%
								\$ -		

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520	CONTRIBUTIONS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
5050	CAPE PRESERVATION SOCIETY	500	500	500	390	500	400	500	\$ -	0.0%
5052	GREATER PTLD ECON DEV COMM	-	-	-	-	-	-	-	\$ -	-
5053	FAMILY FUN DAY	15,000	23,643	31,500	19,732	23,700	20,000	12,000	\$ (11,700)	-49.4%
5054	PENNY FOR LAND ACQUISITION FUND	32,914	32,914	32,914	32,914	32,914	32,914	32,914	\$ -	0.0%
520	CONTRIBUTIONS	48,414	57,057	64,914	53,036	57,114	53,314	45,414	\$ (11,700)	-20.5%
530	PUBLIC INFORMATION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	CABLE PART TIME PAYROLL	6,586	1,749	6,750	2,216	6,750	3,100	6,750	\$ -	0.0%
1002	WEBMASTER	35,431	35,434	38,974	38,974	42,871	42,871	45,000	\$ 2,129	5.0%
1005	CETV BULLETIN BOARD		2,081		3,718				\$ -	-
1020	SOCIAL SECURITY	3,214	3,087	3,498	3,013	3,498	3,517	3,959	\$ 461	13.2%
	SUBTOTAL PERSONNEL	45,231	42,351	49,222	47,921	53,119	49,488	55,709	\$ 2,590	4.9%
2004	PRINTING AND ADVERTISING	6,890	7,280	6,890	3,566	6,890	3,200	5,000	\$ (1,890)	-27.4%
2034	EQUIPMENT MAINTENANCE	4,500	305	4,500	125	4,500	1,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	200	125	200	388	200	120	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-	-	-	-	\$ -	-
	SUBTOTAL	11,590	7,710	11,590	4,079	11,590	4,820	9,700	\$ (1,890)	-16.3%
530	PUBLIC INFORMATION	56,821	50,061	60,812	52,000	64,709	54,308	65,409	\$ 700	1.1%

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600	FACILITIES MANAGEMENT	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
1001	FULL TIME PAYROLL								\$ -	
1002	PART TIME PAYROLL								\$ -	
1020	SOCIAL SECURITY								\$ -	
	<b>SUBTOTAL PERSONNEL</b>	-	-	-	-	-			\$ -	
2001	TELEPHONE								\$ -	
2004	PRINTING & ADVERTISING								\$ -	
2006	TRAVEL	300	-	300	-	100	-	100	\$ -	0.0%
2007	DUES & MEMBERSHIPS	200	200	250	-	200	-	200	\$ -	0.0%
2009	CONFERENCES & MEETINGS	300	766	300	-	200	50	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	600	-	600	39	500	112	500	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	800	96	800	-	500	95	500	\$ -	0.0%
2035	CONSOLIDATED BUILDING MAINT.	650	650	650	260	500	238	500	\$ -	0.0%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	117,539	131,153	121,376	122,241	144,743	145,000	148,800	\$ 4,057	2.8%
4001	OUTLAY	91,956	91,956	97,844	97,844	103,636	100,000	104,682	\$ 1,046	1.0%
	<b>SUBTOTAL</b>	212,345	224,821	222,120	220,384	250,379	245,495	255,482	\$ 5,103	2.0%
600	FACILITIES MANAGEMENT	212,345	224,821	222,120	220,384	250,379	245,495	255,482	\$ 5,103	2.0%
610	TOWN HALL								\$ 5,103	2.0%
		BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
2002	POWER	11,725	7,030	9,812	7,476	9,812	6,556	9,812	\$ -	0.0%
2003	WATER & SEWER	3,111	2,547	3,111	2,283	3,416	2,284	3,416	\$ -	0.0%
3003	HEAT	11,180	9,547	9,075	9,793	9,913	8,294	9,913	\$ -	0.0%
2062	MISCELLANEOUS CONTRACTURAL SERVICES								\$ -	0.0%
610	TOWN HALL								\$ -	
615	LIBRARY BUILDING	26,016	19,124	21,998	19,552	23,141	17,134	23,141	\$ -	0.0%
		BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
2002	POWER	10,231	11,004	13,850	12,652	13,850	12,456	13,850	\$ -	0.0%
2003	WATER AND SEWER	1,077	1,317	1,500	1,522	2,972	1,828	2,972	\$ -	0.0%
2062	CONTRACTED CUSTODIAL SERVICES			14,289	14,289	15,003	15,003	15,285	\$ 282	1.9%
3003	HEAT	15,125	10,890	12,936	6,504	14,221	7,152	10,221	\$ (4,000)	-28.1%
615	LIBRARY BUILDING	26,433	23,211	42,575	34,967	46,046	36,439	42,328	\$ (3,718)	-8.1%
620	TOWN CENTER FIRE STATION								\$ -	
		BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
2003	WATER & SEWER	1,664	1,506	1,812	1,675	1,812	1,812	1,812	\$ -	0.0%
2062	CONTRACTED CUSTODIAL SERVICES	4,062	-	-	-	3,060	3,060	3,060	\$ -	0.0%
3003	HEAT	20,580	17,769	19,602	12,662	22,451	15,500	20,500	\$ (1,951)	-8.7%
630	TOWN CENTER FIRE STATION	26,306	19,275	21,414	14,337	27,323	20,372	25,372	\$ (1,951)	-7.1%
621	COMMUNITY CENTER BUILDING								\$ -	
		BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
1002	PART TIME PAYROLL	1,000	1,000	1,000	705	1,200	1,000	1,200	\$ -	0.0%
2002	POWER	10,150	8,346	10,150	9,454	10,150	6,204	10,150	\$ -	0.0%
2003	WATER & SEWER	2,205	1,831	2,359	2,350	3,156	3,386	3,700	\$ 544	17.2%
2035	BUILDING MAINTENANCE	10,850	16,083	14,050	22,351	16,523	21,705	16,523	\$ -	0.0%
2062	CONTRACTED CUSTODIAL SERVICES	26,631	26,631	27,829	27,829	29,220	27,829	29,776	\$ 556	1.9%
3003	HEATING OIL	13,115	13,668	10,065	8,496	10,991	6,820	10,991	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	2,500	847	2,500	1,561	2,610	2,610	2,610	\$ -	0.0%
4001	CAPITAL PROJECTS	37,570	37,570	81,000	32,343	81,000	-	-	\$ (81,000)	-100.0%
621	COMMUNITY CENTER BUILDING	104,021	105,976	148,953	105,089	154,850	69,554	74,950	\$ (79,900)	-51.6%

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622	RICHARDS POOL BUILDING	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2002	POWER	57,950	57,950	57,936	57,936	57,936	57,936	57,936	\$ -	0.0%
2003	WATER & SEWER	3,100	3,100	3,298	3,298	3,514	3,514	3,514	\$ -	0.0%
2035	BUILDING MAINTENANCE	108,900	111,430	53,450	30,692	47,950	22,615	47,950	\$ -	0.0%
2062	CONTRACTED CUSTODIAL SERVICES	48,920	48,920	51,122	51,122	53,678	53,678	54,690	\$ 1,012	1.9%
3003	HEAT	52,080	52,016	44,400	36,469	47,667	28,344	47,667	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	15,700	13,092	12,400	7,272	12,400	12,400	12,400	\$ -	0.0%
4001	CAPITAL PROJECTS			50,000	64,427				\$ -	0.0%
622	RICHARDS POOL BUILDING	286,650	286,508	272,606	251,216	223,145	178,487	224,157	\$ 1,012	0.5%
630	POLICE STATION								\$ -	
		BUDGET	ACTUAL	BUDGET	ACTUAL	ACTUAL	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2002	POWER	25,484	6,371	22,978	6,472	22,978	8,546	12,000	\$ (10,978)	-47.8%
2003	WATER & SEWER	4,020	3,617	4,378	3,845	5,875	4,972	5,875	\$ -	0.0%
2062	CONTRACTED CUSTODIAL SERVICES	25,815	25,815	27,364	27,364	28,732	28,732	29,285	\$ 553	1.9%
3003	HEAT	9,030	9,791	6,930	7,649	7,456	7,022	7,456	\$ -	0.0%
630	POLICE STATION	64,349	45,594	61,650	45,330	65,041	49,272	54,616	\$ (10,425)	-16.0%
631	CAPE COTTAGE FIRE STATION								\$ -	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2002	POWER	2,500	1,423	2,500	1,294	2,500	1,588	2,500	\$ -	0.0%
2003	WATER & SEWER	915	1,088	979	1,154	979	928	979	\$ -	0.0%
3003	HEAT	3,225	2,359	2,970	2,020	3,256	3,082	3,256	\$ -	0.0%
631	ENGINE ONE	6,640	4,870	6,449	4,468	6,735	5,598	6,735	\$ -	0.0%
									\$ -	0.0%
633	COMMUNITY SERVICES ADMINISTRATION									
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	225,776	225,776	241,011	227,275	246,054	220,697	237,502	\$ (8,552)	-3.5%
1002	PART TIME PAYROLL								\$ -	
1020	SOCIAL SECURITY	15,804	15,804	18,437	15,931	18,823	16,883	18,169	\$ (654)	-3.5%
	SUBTOTAL PERSONNEL	241,580	241,580	259,448	243,206	264,877	237,580	255,671	\$ (9,206)	-3.5%
2001	TELEPHONE	5,000	5,000	5,000	5,617	5,500	5,500	5,500	\$ -	0.0%
2004	PRINTING AND ADVERTISING	2,250	2,250	3,500	2,821	3,500	3,000	4,642	\$ 1,142	32.6%
2005	POSTAGE	600	600	600	1,033	700	700	700	\$ -	0.0%
2006	TRAVEL	200	400	500	323	500	200	500	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	395	395	2,500	340	500	150	400	\$ (100)	-20.0%
2009	CONFERENCES AND MEETINGS	2,000	1,000	500	2,326	2,800	1,800	2,000	\$ (800)	-28.6%
2062	CONTINGENCY	1,000	1,000	1,000	14,473	1,000	290	1,000	\$ -	0.0%
3001	OFFICE SUPPLIES	1,500	1,500	1,500	578	1,500	1,500	2,000	\$ 500	33.3%
4001	OFFICE EQUIPMENT	2,500	2,500	2,500	1,547	2,500	2,500	1,950	\$ (550)	-22.0%
633	COMMUNITY SERVICES ADMINISTRATION	257,025	256,225	277,048	272,264	283,377	253,220	274,363	\$ (9,014)	-3.2%



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634 FITNESS CENTER		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	28,300	28,300	28,860	29,133	29,440	29,440	30,029	\$ 589	2.0%
1020	SOCIAL SECURITY	2,165	2,165	2,208	2,149	2,252	2,252	2,297	\$ 45	2.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>30,465</b>	<b>30,465</b>	<b>31,068</b>	<b>31,282</b>	<b>31,692</b>	<b>31,692</b>	<b>32,326</b>	\$ 634	2.0%
2001	TELEPHONE	450	550	450	-	100	100	100	\$ -	0.0%
2062	CONTRACTUAL SERVICES	15,000	15,000	15,000	18,662	15,000	18,200	18,662	\$ 3,662	24.4%
3006	MISCELLANEOUS SUPPLIES	225	225	225	-	225	2,822	800	\$ 575	255.6%
4001	OUTLAY	10,000	10,000	10,000	24,423	10,000	8,500	10,000	\$ -	0.0%
634	<b>FITNESS CENTER</b>	<b>56,140</b>	<b>56,240</b>	<b>56,743</b>	<b>74,367</b>	<b>57,017</b>	<b>61,314</b>	<b>61,888</b>	\$ 4,871	8.5%
<b>635 RICHARDS POOL PROGRAMS</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
1001	FULL TIME PAYROLL	125,492	126,261	115,779	117,596	118,092	118,092	120,458	\$ 2,366	2.0%
1002	PART TIME PAYROLL	47,500	64,012	63,500	65,255	65,500	66,500	66,810	\$ 1,310	2.0%
1020	SOCIAL SECURITY	13,324	53,297	13,715	13,257	14,045	14,045	14,326	\$ 281	2.0%
		<b>186,316</b>	<b>243,570</b>	<b>192,994</b>	<b>196,108</b>	<b>197,637</b>	<b>198,637</b>	<b>201,594</b>	\$ 3,957	2.0%
2001	TELEPHONE	1,200	202	1,200	-	250	250	250	\$ -	0.0%
2004	PRINTING AND ADVERTISING	500	-	500	-	250	250	250	\$ -	0.0%
2005	POSTAGE	50	162	50	-	200	100	100	\$ (100)	-50.0%
2006	TRAVEL	100	100	100	-	100	100	100	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	750	750	500	315	500	500	500	\$ -	0.0%
2008	TRAINING	500	500	500	-	500	250	500	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	500	-	500	-	500	250	2,500	\$ 2,000	400.0%
2010	PROFESSIONAL SERVICES	6,000	13,388	6,000	15,402	12,000	12,000	15,000	\$ 3,000	25.0%
2034	OFFICE EQUIPMENT	500	-	500	-	500	250	250	\$ (250)	-50.0%
2062	CONTINGENCY	4,000	864	4,000	-	2,000	2,000	2,000	\$ -	0.0%
3001	OFFICE SUPPLIES	400	400	400	480	400	1,926	480	\$ 80	20.0%
3006	MISCELLANEOUS SUPPLIES			3,200	3,241	3,200	300	3,200	\$ -	0.0%
4001	OUTLAY			10,000	10,000	5,000	5,000	5,000	\$ -	0.0%
		<b>200,816</b>	<b>259,936</b>	<b>220,444</b>	<b>225,546</b>	<b>223,037</b>	<b>221,813</b>	<b>231,724</b>	\$ 8,687	3.9%
<b>636 COMMUNITY SVCS ADULT PROGRAMS</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
1002	PART TIME PAYROLL	20,000	22,000	22,000	17,399	23,000	23,000	27,050	\$ 4,050	17.6%
1020	SOCIAL SECURITY	1,530	1,683	1,683	1,251	1,760	1,760	2,069	\$ 309	17.6%
		<b>21,530</b>	<b>23,683</b>	<b>23,683</b>	<b>18,650</b>	<b>24,760</b>	<b>24,760</b>	<b>29,119</b>	\$ 4,359	17.6%
2004	PRINTING AND ADVERTISING	2,250	2,250	2,500	2,715	3,000	3,000	3,015	\$ 15	0.5%
2005	POSTAGE	600	600	700	784	700	300	700	\$ -	0.0%
2006	TRAVEL	100	100	100	1,302	100	135	180	\$ 80	80.0%
2007	DUES AND MEMBERSHIPS	100	100	100	-	100	100	100	\$ -	0.0%
2008	TRAINING	500	500	500	-	800	350	500	\$ (300)	-37.5%
2032	VEHICLE MAINTENANCE					3,500	3,500	3,500	\$ -	0.0%
2062	CONTRACTUAL SERVICES	66,500	70,000	75,500	70,859	75,500	73,000	75,000	\$ (500)	-0.7%
2082	TRIPS AND OUTINGS	15,000	10,000	10,000	-	5,000	-	-	\$ (5,000)	-100.0%
3001	SUPPLIES	2,300	2,300	2,300	1,036	2,800	3,600	2,500	\$ (300)	-10.7%
3002	GASOLINE					2,500	2,500	2,500	\$ -	0.0%
4001	OUTLAY	1,948	1,900	2,500	1,880	2,500	2,500	2,500	\$ -	0.0%
		<b>110,828</b>	<b>111,433</b>	<b>117,883</b>	<b>97,226</b>	<b>121,260</b>	<b>113,745</b>	<b>119,614</b>	\$ (1,646)	-1.4%



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637 COMMUNITY SVCS. YOUTH PROGRAMS		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	112,000	95,000	110,000	105,148	110,000	155,397	112,200	\$ 2,200	2.0%
1020	SOCIAL SECURITY	8,568	7,268	8,415	8,025	8,415	11,884	8,583	\$ 168	2.0%
		<b>120,568</b>	<b>102,268</b>	<b>118,415</b>	<b>113,173</b>	<b>118,415</b>	<b>167,281</b>	<b>120,783</b>	\$ 2,368	2.0%
2004	PRINTING AND ADVERTISING	3,000	3,000	3,500	2,445	4,000	4,000	3,500	\$ (500)	-12.5%
2005	POSTAGE	800	500	800	890	1,500	710	750	\$ (750)	-50.0%
2006	TRAVEL	16,000	18,000	20,500	18,387	26,500	26,500	22,000	\$ (4,500)	-17.0%
2008	TRAINING	1,500	1,000	1,500	685	2,100	750	750	\$ (1,350)	-64.3%
2062	CONTRACTUAL SERVICES	212,000	212,000	212,000	240,848	212,000	221,634	233,016	\$ 21,016	9.9%
2082	TRIPS AND OUTINGS	4,500	5,000	5,000	-	4,000	-	-	\$ (4,000)	-100.0%
3001	SUPPLIES	35,100	35,100	35,000	43,333	36,000	36,000	35,000	\$ (1,000)	-2.8%
3081	OUTSIDE ACTIVITIES	4,500	5,000	5,000	7,024	6,000	4,000	4,000	\$ (2,000)	-33.3%
637		<b>397,968</b>	<b>381,868</b>	<b>401,715</b>	<b>426,785</b>	<b>410,515</b>	<b>460,875</b>	<b>419,799</b>	\$ 9,284	2.3%
638	CAPE CARE									
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	125,600	120,000	112,288	119,829	112,900	112,900	115,158	\$ 2,258	2.0%
1020	SOCIAL SECURITY	9,608	9,180	8,590	8,254	8,637	8,637	8,809	\$ 172	2.0%
		<b>135,208</b>	<b>129,180</b>	<b>120,878</b>	<b>128,083</b>	<b>121,537</b>	<b>121,537</b>	<b>123,967</b>	\$ 2,430	2.0%
2005	POSTAGE	180	180	300	98	320	100	100	\$ (220)	-68.8%
2006	TRAVEL	800	500	800	-	1,000	500	500	\$ (500)	-50.0%
2008	TRAINING	750	750	1,500	927	1,500	1,000	1,000	\$ (500)	-33.3%
3001	SUPPLIES	8,000	10,000	88,000	72,126	14,072	14,072	12,900	\$ (1,172)	-8.3%
		<b>144,938</b>	<b>140,610</b>	<b>211,478</b>	<b>201,234</b>	<b>138,429</b>	<b>137,209</b>	<b>138,467</b>	\$ 38	0.0%

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640	PARKS and TOWN LANDS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	24,925	23,052	24,475	24,176	25,090	25,090	26,356	\$ 1,266	5.0%
1002	PART TIME PAYROLL	14,260	382	8,355	7,735	8,520	8,500	8,691	\$ 171	2.0%
1020	SOCIAL SECURITY	2,998	1,728	2,511	2,376	2,571	2,570	2,681	\$ 110	4.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>42,183</b>	<b>25,162</b>	<b>35,341</b>	<b>34,287</b>	<b>36,181</b>	<b>36,160</b>	<b>37,728</b>	<b>\$ 1,547</b>	<b>4.3%</b>
2002	POWER	1,200	1,206	1,200	1,207	1,200	1,200	1,200	\$ -	0.0%
2003	WATER	2,700	2,700	3,600	4,650	4,000	4,000	4,200	\$ 200	5.0%
2010	PROFESSIONAL SERVICES	19,720	16,138	30,880	25,620	31,580	30,000	29,920	\$ (1,660)	-5.3%
2022	UNIFORMS	560	587	560	560	575	575	575	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	1,700	1,598	1,700	1,601	1,700	2,000	2,000	\$ 300	17.6%
2037	COMMUNITY PLAYGROUND MAINTENANCE	5,700	5,697	5,000	1,305	5,000	3,000	5,000	\$ -	0.0%
3002	GASOLINE	785	785	1000	1000	1120	1,120	1,200	\$ 80	7.1%
3038	IRRIGATION MAINT. AND SUPPLIES	500	489	350	307	450	550	600	\$ 150	33.3%
3039	GROUNDS MATERIAL	9,850	8,719	9,100	4,061	7,000	7,000	6,400	\$ (600)	-8.6%
3040	DIESEL FUEL	540	540	600	600	700	700	780	\$ 80	11.4%
4006	LIONS' FIELD IMPROVEMENTS	500	0	500	357	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINT- ENCROACHMENT	25,000	32,671	25,000	2,595	19,000	19,000	19,000	\$ -	0.0%
4007	<b>SUBTOTAL</b>	<b>68,755</b>	<b>71,130</b>	<b>79,490</b>	<b>43,863</b>	<b>72,825</b>	<b>69,645</b>	<b>71,375</b>	<b>\$ (1,450)</b>	<b>-2.0%</b>
640	<b>PARKS</b>	<b>110,938</b>	<b>96,292</b>	<b>114,831</b>	<b>78,150</b>	<b>109,006</b>	<b>105,805</b>	<b>109,103</b>	<b>\$ 97</b>	<b>0.1%</b>
641	<b>SCHOOL GROUNDS &amp; ATHLETIC FIELDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	38,255	33,093	36,325	34,593	37,235	37,235	39,775	\$ 2,540	6.8%
1002	PART TIME PAYROLL	11,200	8,891	11,485	10,205	11,715	11,700	11,950	\$ 235	2.0%
1003	OVERTIME PAYROLL	390	0	390	266	400	400	410	\$ 10	2.5%
1020	SOCIAL SECURITY	3,813	3,282	3,687	3,227	3,775	3,774	3,988	\$ 213	5.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>53,658</b>	<b>45,266</b>	<b>51,887</b>	<b>48,291</b>	<b>53,125</b>	<b>53,109</b>	<b>56,123</b>	<b>\$ 2,998</b>	<b>5.6%</b>
2010	PROFESSIONAL SERVICES	34,850	31,757	34,000	11,293	35,400	33,000	33,900	\$ (1,500)	-4.2%
2022	UNIFORMS	560	570	560	560	575	575	575	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	3,000	2,747	3,000	3,296	3,000	3,200	3,000	\$ -	0.0%
2038	CONTRACTED SCHOOL PLOWING	37,000	37,000	40,600	40,600	40,600	40,600	43,000	\$ 2,400	5.9%
2041	FENCING AND GATE MAINTENANCE	3,000	0	2,000	1,170	2,000	1,695	2,000	\$ -	0.0%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	10,000	10,000	10,000	10,000	10,000	10,000	10,000	\$ -	0.0%
3002	GASOLINE	2,100	2,100	2,500	2,028	2,800	2,800	3,000	\$ 200	7.1%
3005	MINOR EQUIPMENT	1,100	1,099	3,300	3,293	3,300	1,500	1,500	\$ (1,800)	-54.5%
3006	MISCELLANEOUS SUPPLIES	200	125	200	66	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	750	622	500	633	600	600	600	\$ -	0.0%
3039	GROUNDS MATERIAL	13,100	9,442	13,000	7,650	13,750	13,700	14,850	\$ 1,100	8.0%
3040	DIESEL FUEL	1,500	1,500	1,500	1,500	1,735	1,735	1,930	\$ 195	11.2%
	<b>SUBTOTAL</b>	<b>107,160</b>	<b>96,962</b>	<b>111,160</b>	<b>82,089</b>	<b>113,960</b>	<b>109,605</b>	<b>114,555</b>	<b>\$ 595</b>	<b>0.5%</b>
641	<b>SCHOOL GROUNDS</b>	<b>160,818</b>	<b>142,228</b>	<b>163,047</b>	<b>130,380</b>	<b>167,085</b>	<b>162,714</b>	<b>170,678</b>	<b>\$ 3,593</b>	<b>2.2%</b>

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645	FORT WILLIAMS PARK	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	45,450	41,901	43,635	43,649	44,720	44,720	47,110	\$ 2,390	5.3%
1002	PART TIME PAYROLL	56,340	41,128	57,780	42,370	60,515	50,000	55,630	\$ (4,885)	-8.1%
1003	OVERTIME PAYROLL	275	261	275	139	285	300	290	\$ 5	1.8%
1020	SOCIAL SECURITY	7,808	7,565	7,779	6,023	8,072	7,269	7,882	\$ (190)	-2.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>109,873</b>	<b>90,855</b>	<b>109,469</b>	<b>92,181</b>	<b>113,592</b>	<b>102,289</b>	<b>110,912</b>	<b>\$ (2,680)</b>	<b>-2.4%</b>
2002	POWER	4,000	4,931	4,600	5,247	5,000	5,000	5,300	\$ 300	6.0%
2003	WATER	5,400	5,486	6,600	6,799	7,000	7,000	7,200	\$ 200	2.9%
2010	PROFESSIONAL SERVICES	13,900	13,616	16,500	15,630	16,500	16,000	19,500	\$ 3,000	18.2%
2019	TREE PLANTING AND MAINTENANCE	5,000	4,393	3,500	4,480	10,000	10,000	10,000	\$ -	0.0%
2022	UNIFORMS	940	719	940	753	1,200	1,200	1,200	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	4,500	4,815	4,500	4,797	4,600	4,800	4,700	\$ 100	2.2%
2035	BUILDING MAINTENANCE	33,000	27,209	36,200	27,205	28,750	30,000	24,300	\$ (4,450)	-15.5%
2036	STONE WALL REPAIRS	10,000	28,800	28,000	20,775	15,000	10,000	10,000	\$ (5,000)	-33.3%
2037	BATTERY & MANSION SECURITY	2,000	929	2,000	0	2,000	1,500	2,000	\$ -	0.0%
2041	FENCING & GATE MAINTENANCE	7,500	2,982	6,000	5,633	6,000	3,500	6,000	\$ -	0.0%
2063	ALARM MONITORING	500	528	500	588	550	550	550	\$ -	0.0%
3002	GASOLINE	2,250	2,250	2,800	205	3,125	3,125	3,345	\$ 220	7.0%
3003	HEAT	6,800	9,332	5,200	7,125	11,160	11,000	13,060	\$ 1,900	17.0%
3005	MINOR EQUIPMENT	500	496	500	372	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,100	1,002	1,100	1,078	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	15,000	12,309	15,000	12,792	15,000	14,000	14,000	\$ (1,000)	-6.7%
3039	GROUND MATERIAL	500	494	500	404	500	1,159	500	\$ -	0.0%
3040	DIESEL FUEL	1620	1619	1700	500	1965	1,965	2,185	\$ 220	11.2%
4001	LOWER TENNIS COURT REHABILITATION	-	-	27,000	13,825	7,200	7,000	-	\$ (7,200)	-100.0%
	<b>SUBTOTAL</b>	<b>114,510</b>	<b>121,910</b>	<b>163,140</b>	<b>128,208</b>	<b>137,150</b>	<b>129,399</b>	<b>125,440</b>	<b>\$ (11,710)</b>	<b>-8.5%</b>
<b>645</b>	<b>FORT WILLIAMS PARK</b>	<b>224,383</b>	<b>212,765</b>	<b>272,609</b>	<b>220,389</b>	<b>250,742</b>	<b>231,688</b>	<b>236,352</b>	<b>\$ (14,390)</b>	<b>-5.7%</b>
<b>660</b>	<b>TREES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	3,850	3,850	3,950	2,782	4,500	4,500	5,000	\$ 500	11.1%
1020	SOCIAL SECURITY	295	295	302	213	344	344	383	\$ 38	11.1%
	<b>SUBTOTAL PERSONNEL</b>	<b>4,145</b>	<b>4,145</b>	<b>4,252</b>	<b>2,995</b>	<b>4,844</b>	<b>4,844</b>	<b>5,383</b>	<b>\$ 538</b>	<b>11.1%</b>
2007	DUES & MEMBERSHIPS	130	130	130	130	130	130	130	\$ -	0.0%
2010	PROFESSIONAL SERVICES	20,000	20,901	20,000	30,186	64,800	34,000	20,000	\$ (44,800)	-69.1%
3006	MISCELLANEOUS SUPPLIES	50	0	50	50	50	50	100	\$ 50	100.0%
	<b>SUBTOTAL</b>	<b>20,180</b>	<b>21,031</b>	<b>20,180</b>	<b>30,366</b>	<b>64,980</b>	<b>34,180</b>	<b>20,230</b>	<b>\$ (44,750)</b>	<b>-68.9%</b>
<b>660</b>	<b>TREES</b>	<b>24,325</b>	<b>25,176</b>	<b>24,432</b>	<b>33,361</b>	<b>69,824</b>	<b>39,024</b>	<b>25,613</b>	<b>\$ (44,212)</b>	<b>-63.3%</b>

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710	INTERGOVERNMENTAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	ASSESSMENTS and TRANSFERS	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
5024	GPCOG DUES & FEES	9,068	9,015	9,068	9,015	9,068	9,068	14,424	\$ 5,356	59.1%
5025	MMA DUES	12,530	12,415	12,530	12,803	12,803	13,008	13,200	\$ 397	3.1%
5026	TRANSFER TO RESCUE FUND	10,000	10,000	40,000	40,000	50,000	50,000	50,000	\$ -	0.0%
710	INTERGOVERNMENTAL ASSMTS.	31,598	31,430	61,598	61,818	71,871	72,076	77,624	\$ 5,753	8.0%
715	CAPITAL PROJECTS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
4001	CIP ITEMS	950,000	1,516,755	1,802,500	911,792	1,000,000	1,000,000	1,100,000	\$ 100,000	10.0%
	GRAND TOTAL-MUNICIPAL GENERAL FUND	11,605,020	11,657,702	13,074,018	11,186,526	12,219,752	11,571,622	12,336,377	\$ 116,625	1.0%

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735	RESCUE FUND	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
R0620	RESCUE FEES	350,000	266,960	350,000	283,646	350,000	240,000	250,000	\$ (100,000)	-28.6%
	CONTRIBUTION FROM GENERAL FUND	10,000	10,000	40,000	40,000	40,000	40,000	50,000	\$ 10,000	25.0%
	<b>TOTAL RESCUE FUND REVENUES</b>	<b>360,000</b>	<b>276,960</b>	<b>390,000</b>	<b>323,646</b>	<b>390,000</b>	<b>280,000</b>	<b>300,000</b>	<b>\$ (90,000)</b>	<b>-23.1%</b>
	<b>EXPENDITURES</b>									
1002	PART TIME PAYROLL	227,588	211,955	252,017	265,621	300,217	315,090	36,500	\$ (263,717)	-87.8%
1020	SOCIAL SECURITY	12,392	16,708	13,722	19,993	13,722	24,914	15,000	\$ 1,278	9.3%
	<b>PERSONNEL SUBTOTAL</b>	<b>239,980</b>	<b>228,663</b>	<b>265,739</b>	<b>285,614</b>	<b>313,939</b>	<b>340,004</b>	<b>380,000</b>	<b>\$ 66,061</b>	<b>21.0%</b>
2000	CELLULAR	650	280	650	312	700	360	1,500	\$ 800	114.3%
2007	DUES AND MEMBERSHIPS	2,700	2,141	2,700	1,923	2,700	2,000	2,700	\$ -	0.0%
2008	TRAINING	10,000	6,480	10,000	7,690	12,000	10,400	12,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	25,000	21,193	25,000	22,588	28,000	25,000	28,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	6,000	5,630	6,000	7,917	7,500	7,500	38,000	\$ 30,500	406.7%
2033	RADIO MAINTENANCE	7,400	6,976	7,400	5,621	6,400	2,200	5,000	\$ (1,400)	-21.9%
2034	EQUIPMENT MAINTENANCE	9,250	10,490	9,250	8,188	10,500	10,500	11,000	\$ 500	4.8%
2071	PHYSICALS AND SHOTS	2,000	592	2,000	-	2,000	-	2,000	\$ -	0.0%
3022	MOTOR FUELS	4,400	2,951	4,400	2,155	4,800	2,300	5,000	\$ 200	4.2%
3004	UNIFORMS	4,000	3,752	4,000	3,609	5,000	3,000	5,000	\$ -	0.0%
3005	MINOR EQUIPMENT	18,000	17,332	93,000	94,106	43,000	16,000	46,000	\$ 3,000	7.0%
3006	MISCELLANEOUS SUPPLIES	2,500	1,252	2,500	1,614	2,500	1,600	3,000	\$ 500	20.0%
4001	OUTLAY								\$ -	
6010	TOWN GENERAL FUND	8,297	8,297	8,297	8,297	8,297	8,297		\$ (8,297)	-100.0%
	<b>SUBTOTAL</b>	<b>100,197</b>	<b>87,366</b>	<b>175,197</b>	<b>164,020</b>	<b>133,397</b>	<b>89,157</b>	<b>159,200</b>	<b>\$ 25,803</b>	<b>19.3%</b>
	<b>RESCUE FUND TOTAL</b>	<b>340,177</b>	<b>316,029</b>	<b>440,936</b>	<b>449,634</b>	<b>447,336</b>	<b>429,161</b>	<b>539,200</b>	<b>\$ 91,864</b>	<b>20.5%</b>

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815	SEWER FUND	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
R0348	SEWER BILLS	1,930,000	2,063,591	1,975,000	2,108,278	2,000,000	2,000,000	2,000,000	\$ -	0.0%
R0349	CONNECTION FEES	25,000	68,000	25,000	52,250	28,000	32,000	32,000	\$ 4,000	14.3%
R0356	MISCELLANEOUS	300	-216	300	0	300	8,270	300	\$ -	0.0%
	USE OF SURPLUS								\$ -	0.0%
	<b>TOTAL SEWER FUND REVENUES</b>	<b>1,955,300</b>	<b>2,131,375</b>	<b>2,000,300</b>	<b>2,160,528</b>	<b>2,028,300</b>	<b>2,040,270</b>	<b>2,032,300</b>	<b>\$ 4,000</b>	<b>0.2%</b>
	<b>EXPENDITURES</b>								\$ -	
1001	FULL TIME PAYROLL	12,380	13,089	12,692	13,382	13,010	13,010	13,270	\$ 260	2.0%
1003	OVERTIME PAYROLL	1800	182	1800	644	1,200	1,000	1,225	\$ 25	2.1%
1020	SOCIAL SECURITY	1,085	1,112	1,109	1,095	1,087	1,072	1,109	\$ 22	2.0%
	<b>PERSONNEL SUBTOTAL</b>	<b>15,265</b>	<b>14,383</b>	<b>15,601</b>	<b>15,121</b>	<b>15,297</b>	<b>15,082</b>	<b>15,604</b>	<b>\$ 307</b>	<b>2.0%</b>
2022	UNIFORMS	750	761	750	750	765	765	765	\$ -	0.0%
2037	SEWER LINE MAINTENANCE/RESERVE	140,000	15,679	140,000	3,591	140,000	125,000	155,000	\$ 15,000	10.7%
2062	CONTINGENCY	200	196	200	121	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,468,560	1,427,760	1,513,782	1,456,444	1,515,370	1,468,692	1,590,000	\$ 74,630	4.9%
2072	ADMINISTRATIVE COSTS	2,000	4,000	2,000	0	2,000	0	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	2,200	1,828	2,200	0	2,200	8,000	2,200	\$ -	0.0%
3002	GASOLINE	330	330	276	276	310	310	332	\$ 22	7.1%
3040	DIESEL FUEL	450	450	374	374	435	435	485	\$ 50	11.5%
4001	OUTLAY	0	0	0	0	0	0	0	\$ -	
4004	DEBT SERVICE	219,564	219,564	219,562	219,562	219,564	219,563	219,563	\$ (1)	0.0%
4016	OTTAWA ROAD CSO	0	429,637	320,000	158,897	161,113	300,000	0	\$ (161,113)	
6010	TOWN GENERAL FUND	55,480	50,549	56,842	56,842	57,343	55,594	60,053	\$ 2,709	4.7%
	<b>SUBTOTAL</b>	<b>1,889,534</b>	<b>2,150,754</b>	<b>2,255,986</b>	<b>1,896,857</b>	<b>2,099,300</b>	<b>2,178,559</b>	<b>2,030,598</b>	<b>\$ (68,703)</b>	<b>-3.3%</b>
	<b>SEWER FUND TOTAL</b>	<b>1,904,798</b>	<b>2,165,137</b>	<b>2,271,587</b>	<b>1,911,978</b>	<b>2,114,597</b>	<b>2,193,641</b>	<b>2,046,201</b>	<b>\$ (68,396)</b>	<b>-3.2%</b>

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840 SPURWINK CHURCH		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
R0334	RENTAL FEES									
R0434	INTEREST	4,500	4,335	4,500	2,950	4,500	700	1,000	\$ (3,500)	-77.8%
	TOTAL SPURWINK CHURCH FUND REVENUES	4,700	4,535	4,700	3,098	4,700	900	1,200	\$ (3,500)	-74.5%
	<b>EXPENDITURES</b>									
1002	PART TIME PAYROLL									
1020	SOCIAL SECURITY	2,500	1,415	2,500	2,085	2,500	1,300	2,500	\$ -	0.0%
	PERSONNEL SUBTOTAL	2,691	1,538	2,691	2,211	2,691	1,390	2,691	\$ -	0.0%
2001	TELEPHONE									
2002	POWER	550	-	550	-	550	-	550	\$ -	0.0%
2003	WATER	350	528	350	640	350	450	600	\$ 250	71.4%
2035	BUILDING MAINTENANCE	200	166	200	466	200	200	200	\$ -	0.0%
2063	ALARM SERVICE	2,500	3,505	2,500	2,511	2,500	4,300	3,500	\$ 1,000	40.0%
3003	HEAT	450	215	450	-	450	450	450	\$ -	0.0%
6010	TOWN GENERAL FUND	2,200	-	2,200	286	2,200	1,200	2,200	\$ -	0.0%
	SUBTOTAL	268	268	268	268	268	-	300	\$ 32	11.8%
	SPURWINK CHURCH TOTAL	6,518	4,682	6,518	4,171	6,518	6,600	7,800	\$ 1,282	19.7%
860	RIVERSIDE CEMETERY	9,209	6,220	9,209	6,382	9,209	7,990	10,491	\$ 1,282	13.9%
	<b>REVENUES</b>									
R0328	INVESTMENT INCOME	2,500	2,247	2,500	1,705	2,300	2,000	2,000	\$ (300)	-13.0%
R0330	LOT SALES	17,000	8,025	17,000	15,713	17,000	17,000	15,000	\$ (2,000)	-11.8%
R0506	RIVERSIDE DONATIONS									
R0516	BURIAL FEES	25,000	41,484	25,000	30,750	25,000	30,000	30,000	\$ 5,000	20.0%
R0517	RIVERSIDE MARKERS						20,000	20,000		
	TOTAL RIVERSIDE CEMETERY REVENUES	44,500	51,756	44,500	48,168	44,300	69,000	67,000	\$ 22,700	51.2%
1001	FULL TIME PAYROLL	20,474	21,842	21,372	20,302	21,905	21,905	22,344	\$ 439	2.0%
1002	PART-TIME PAYROLL	16,370	11,278	16,780	12,343	17,115	17,000	17,480	\$ 365	2.1%
1003	OVERTIME	2,000	1,450	2,075	2,041	2,200	2,200	2,244	\$ 44	2.0%
1020	SOCIAL SECURITY	2,972	2,663	3,077	2,411	3,153	3,145	3,218	\$ 65	2.1%
	PERSONNEL SUBTOTAL	41,816	37,233	43,304	37,097	44,373	44,250	45,286	\$ 913	2.1%
2002	POWER	260	211	260	180	260	240	250	\$ (10)	-3.8%
2003	WATER	500	768	520	228	750	1,600	750	\$ -	0.0%
2010	PROFESSIONAL SERVICES	700	677	700	528	700	550	700	\$ -	0.0%
2012	CONTRACTED SERVICES		0							
2022	UNIFORMS	750	669	750	738	765	765	765	\$ -	0.0%
2032	MARKER REPAIRS	1000	0	1,000	-	1,000	0	1,000	\$ -	0.0%
2036	STONEWALL REPAIRS	1,500	550	1,500	-	1,500	0	1,500	\$ -	0.0%
3002	GASOLINE	700	700	850	595	950	950	1,018	\$ 68	7.2%
3006	MATERIALS & SUPPLIES	2,500	2,579	2,500	2,933	2,500	2,500	2,500	\$ -	0.0%
3008	BURIALS									
3040	DIESEL FUEL	470	470	525	554	610	610	680	\$ 70	11.5%
4001	OUTLAY									
4005	LOT BUY BACK	2,250	1,837	2,250	700	2,250	1,100	8,000	\$ 8,000	
6010	TOWN GENERAL FUND	1,573	1,573	1,625	1,625	1,670	1,670	1,939	\$ 270	16.2%
	SUBTOTAL	12,203	10,034	12,480	8,081	12,955	9,985	21,302	\$ 8,348	64.4%
	RIVERSIDE CEMETERY TOTAL	54,019	47,267	55,784	45,178	57,328	54,235	66,589	\$ 9,261	16.2%

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865	FORT WILLIAMS PARK FUND	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
RO337	OFFICERS ROW RENTALS	53,000	57,413	52,000	59,696	55,730	58,000	58,000	\$ 2,270	4.1%
RO500	BINOCULAR REVENUE	800	1,276	1,300	1,586	1,300	1,300	1,300	\$ -	0.0%
RO508	CEREMONY FEES	3,100	4,200	4,500	9,265	4,500	4,500	4,500	\$ -	0.0%
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	23,000	26,923	29,000	26,218	29,000	25,000	26,000	\$ (3,000)	-10.3%
RO511	SITE FEES	36,000	32,645	35,000	29,750	34,000	36,000	34,000	\$ -	0.0%
RO603	BENCH DONATIONS	-	-	-	-	-	-	-	\$ -	-
RO700	FW CONCESSIONS	12,650	10,550	12,850	9,050	13,825	9,025	11,000	\$ (2,825)	-20.4%
RO800	BUS/TROLLEY REVENUES	33,000	46,135	49,000	43,170	49,000	54,400	49,000	\$ -	0.0%
RO900	FWP DONATION BOXES	12,000	13,320	12,000	16,825	14,000	16,000	16,000	\$ 2,000	14.3%
	<b>TOTAL FORT WILLIAMS PARK REVENUES</b>	<b>173,550</b>	<b>192,462</b>	<b>195,650</b>	<b>195,560</b>	<b>201,355</b>	<b>204,225</b>	<b>199,800</b>	<b>\$ (1,555)</b>	<b>-0.8%</b>
	<b>EXPENDITURES</b>									
4005	MASTER & BUSINESS PLAN UPDATE								\$ -	
4006	MISC. PROJ. TBD BY THE FWPC	\$ 15,000	\$ 3,207	\$ 15,000	\$ 21,008	15,000	15,000	20,000	\$ 5,000	33.3%
4015	BANDSTAND PAINTING AND REPAIRS	\$ -	\$ -					6,000	\$ 6,000	#DIV/0!
4016	PARK SIGNAGE IMPROVEMENTS							8,000	\$ 8,000	
4017	BLEACHER IMPROVEMENTS - P & E ONLY	\$ 115,000	\$ 55,292	\$ 440,000	\$ 1,548				\$ -	
4018	PERIMETER FENCING REPLACEMENT					35,000	30,500	9,100	\$ (25,900)	-74.0%
4019	INVASIVE PLANT CONTROL MGT							10,000		
4020	ENTRANCE ROAD GUARDRAIL REP.			\$ 21,000	\$ 20,700					
4021	PARADE FIELD SIDEWALK IMPROV.							12,000		
4022	CLIFF WALK SAFETY IMPROVEMENTS	\$ 12,000	\$ 11,880	\$ 15,000	\$ 12,080	25,000	20,250	98,600	\$ 73,600	294.4%
4025	BATTERY BLAIR FENCING							4,500	\$ 4,500	
4026	PICNIC SHELTER P-LOT PED IMPROV.					44,000	48,000		\$ (44,000)	-100.0%
4027	WHEATLEY ROAD GUARDRAIL			8,500	7,300					
4030	BASKETBALL COURT REHABILITATION					65,000	65,000		\$ (65,000)	-100.0%
4031	OVERFLOW PARKING AREA - ADA- PARK					15,000	15,000		\$ (15,000)	-100.0%
4032	OVERFLOW PARKING AREA - WALK REP.			20,000	8,975				\$ -	#DIV/0!
4033	BATTERY BLAIR WALL STABILIZATION					56,000	56,000		\$ (56,000)	-100.0%
6010	GENERAL FUND CONT.	\$ 2,010	\$ 2,010	\$ 14,100	\$ 14,100	\$ 9,135	\$ 9,135	\$ 5,046	\$ (4,089)	-44.8%
	<b>FORT WILLIAMS PARK TOTAL</b>	<b>\$ 144,010</b>	<b>\$ 72,389</b>	<b>\$ 533,600</b>	<b>\$ 85,711</b>	<b>\$ 264,135</b>	<b>\$ 258,885</b>	<b>\$ 173,246</b>	<b>\$ (90,889)</b>	<b>-34.4%</b>



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870	PORTLAND HEAD LIGHT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
R0555	DONATIONS	1,200	4,264	1,800	3,915	2,000	2,000	2,000	\$ -	0.0%
R0556	MUSEUM ADMISSIONS	47,000	59,174	48,000	60,263	53,000	53,000	53,000	\$ -	0.0%
R0557	GIFT SHOP SALES	498,000	562,577	505,000	565,554	520,000	620,000	580,000	\$ 60,000	11.5%
R0558	BINOCULARS	1,000	861	1,000	940	1,000	1,000	1,000	\$ -	0.0%
R0560	INTEREST AND MISCELLANEOUS								\$ -	0.0%
	<b>TOTAL PORTLAND HEAD LIGHT FUND REVENUES</b>	<b>547,200</b>	<b>626,876</b>	<b>555,800</b>	<b>630,672</b>	<b>576,000</b>	<b>676,000</b>	<b>636,000</b>	<b>\$ 60,000</b>	<b>10.4%</b>
	<b>EXPENDITURES</b>									
1001	FULL TIME PAYROLL	72,270	70,890	74,080	73,899	75,560	75,560	77,160	\$ 1,600	2.1%
1002	PART TIME PAYROLL	66,500	58,645	68,170	56,227	67,333	67,333	85,500	\$ 18,167	27.0%
1020	SOCIAL SECURITY	10,610	9,646	10,890	8,864	11,110	11,110	11,335	\$ 225	2.0%
1023	ICMA DEFERRED COMPENSATION	6,500	6,500	6,500	6,500	6,500	6,500	6,500	\$ -	0.0%
1025	HEALTH INSURANCE	19,250	19,250	20,990	20,990	22,040	22,040	22,920	\$ 880	4.0%
	<b>PERSONNEL SUBTOTAL</b>	<b>175,130</b>	<b>164,931</b>	<b>180,630</b>	<b>166,480</b>	<b>182,543</b>	<b>182,543</b>	<b>203,415</b>	<b>\$ 20,872</b>	<b>11.4%</b>
2001	TELEPHONE	2,500	1,523	2,200	1,548	2,200	2,200	2,200	\$ -	0.0%
2002	POWER	2,750	1,616	2,500	2,034	2,500	2,500	2,500	\$ -	0.0%
2004	PRINTING AND ADVERTISING	10,500	6,827	10,500	6,533	10,500	10,500	10,500	\$ -	0.0%
2005	POSTAGE	150	-	150	-	150	150	150	\$ -	0.0%
2006	TRAVEL	200	-	200	20	200	200	200	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,000	1,105	1,000	379	1,000	1,000	1,000	\$ -	0.0%
2008	TRAINING	3,850	3,096	3,500	2,907	3,500	2,500	3,500	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	200	-	200	600	200	200	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,200	5,582	21,000	1,929	21,000	21,000	23,000	\$ 2,000	9.5%
2013	COLLECTIONS	1,500	-	1,500	-	1,500	1,500	1,500	\$ -	0.0%
2014	RESEARCH AND DEVELOPMENT	150	-	150	-	150	150	150	\$ -	0.0%
2034	OFFICE EQUIPMENT	1,000	81	1,000	400	1,000	1,000	1,000	\$ -	0.0%
2035	BUILDING MAINTENANCE	25,000	72,932	20,000	22,271	20,000	20,000	30,000	\$ 10,000	50.0%
2036	GROUNDS MAINTENANCE	31,000	25,352	8,500	26,136	8,500	8,500	12,000	\$ 3,500	41.2%
2062	CONTINGENCY	1,000	-	1,000	-	1,000	1,000	1,000	\$ -	0.0%
2063	ALARM COVERAGES				323				\$ -	0.0%
2089	INSURANCE COVERAGES	4,000	4,052	4,000	4,360	4,500	4,500	4,500	\$ -	0.0%
3001	OFFICE SUPPLIES	600	382	600	361	600	600	600	\$ -	0.0%
3003	HEAT	5,000	3,896	6,000	3,442	6,000	6,000	6,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	100	-	100	-	100	100	100	\$ -	0.0%
3007	CLEANING SUPPLIES	200	40	200	9	200	200	200	\$ -	0.0%
3020	BOOKS	100	-	100	-	100	100	100	\$ -	0.0%
4001	OUTLAY	10,000	-	10,000	-	10,000	10,000	10,000	\$ -	0.0%
4002	MUSEUM DEVELOPMENT	6,000	108	6,000	-	6,000	6,000	6,000	\$ -	0.0%
4010	GIFT SHOP COSTS	255,000	256,804	255,000	325,343	270,000	325,000	300,000	\$ 30,000	11.1%
6010	TOWN GENERAL FUND	7,200	7,200	7,200	8,220	7,200	8,220	8,220	\$ 1,020	14.2%
	<b>PORTLAND HEAD LIGHT TOTAL</b>	<b>545,330</b>	<b>555,527</b>	<b>543,230</b>	<b>573,295</b>	<b>560,643</b>	<b>615,663</b>	<b>628,035</b>	<b>\$ 67,392</b>	<b>12.0%</b>



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GF	CARRY FORWARD FUNDING FOR CIP	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
		\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 281,000	\$ 181,000	181.0%
SF	TOTAL SPECIAL FUNDS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
		\$ 3,083,078	\$ 3,244,181	\$ 4,006,381	\$ 3,200,475	\$ 3,605,284	\$ 3,671,609	\$ 3,781,797	\$ 176,514	4.9%
CT	CUMBERLAND COUNTY TAX ASSESSMENT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
		\$ 1,171,612	\$ 1,171,612	\$ 1,247,048	\$ 1,247,048	\$ 1,331,050	\$ 1,331,050	\$ 1,392,240	\$ 61,190	4.6%
CT	HOMESTEAD ABATEMENT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
		\$ 190,000	\$ 190,000	\$ 312,000	\$ 312,000	\$ 375,600	\$ 373,000	\$ 300,000	\$ (75,600)	-20.1%



**Town of Cape Elizabeth, Maine  
General Government (100s)  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

**Administration (110)**

110	ADMINISTRATION	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	374,045	379,285	382,444	369,111	377,112	377,112	384,657	\$ 7,545	2.0'
1003	OVERTIME	2,000	287	2,000	-	2,000	500	2,000	\$ -	0.0'
1020	SOCIAL SECURITY	28,768	28,762	29,410	25,243	28,658	28,887	29,579	\$ 921	3.2'
	<b>SUBTOTAL PERSONNEL</b>	<b>404,813</b>	<b>408,334</b>	<b>413,854</b>	<b>394,354</b>	<b>407,770</b>	<b>406,499</b>	<b>416,236</b>	\$ 8,466	2.1'
2001	TELEPHONE	34,000	34,139	34,000	32,142	34,000	33,000	34,000	\$ -	0.0'
2004	PRINTING & ADVERTISING	10,000	9,384	10,000	9,436	10,000	9,500	11,000	\$ -	0.0'
2005	POSTAGE	11,000	11,978	11,000	10,912	11,000	11,000	15,300	\$ 5,300	53.0'
2006	TRAVEL	5,500	3,516	5,500	4,636	5,500	5,500	5,500	\$ -	0.0'
2007	DUES & MEMBERSHIPS	1,730	2,840	1,730	653	1,650	1,100	1,650	\$ -	0.0'
2008	TRAINING	1,800	-	1,800	72	1,800	400	1,800	\$ -	0.0'
2009	CONFERENCES & MEETINGS	3,600	3,443	3,600	3,442	4,600	4,400	4,600	\$ -	0.0'
2010	PROFESSIONAL SERVICES	6,000	4,331	6,000	7,664	6,000	6,000	6,000	\$ -	0.0'
2015	INTERNET-ON-LINE CHARGES	9,700	5,577	11,000	8,247	11,000	8,300	13,000	\$ 2,000	18.2'
2016	RECORDS PRESERVATION	2,000	3,112	6,000	1,480	6,500	6,000	2,000	\$ (4,500)	-69.2'
2034	OFFICE EQUIPMENT	1,000	-	1,000	359	1,000	1,000	1,000	\$ -	0.0'
2088	COMPUTER MAINTENANCE	29,000	29,346	29,000	28,355	30,000	30,000	30,000	\$ -	0.0'
2200	SCHOOL NETWORK ASSISTANCE	40,200	40,200	41,000	41,000	46,174	46,174	48,482	\$ 2,308	5.0'
2300	BANK FEES	10,000	9,471	10,000	3,477	10,000	5,500	10,000	\$ -	0.0'
3001	OFFICE SUPPLIES	6,000	5,129	6,000	4,630	6,000	5,200	6,000	\$ -	0.0'
4021	TECHNOLOGY EQUIPMENT							12,700	\$ 12,700	100.0'
	<b>SUBTOTAL</b>	<b>171,530</b>	<b>162,466</b>	<b>177,630</b>	<b>156,505</b>	<b>185,224</b>	<b>173,074</b>	<b>203,032</b>	\$ 17,808	9.6'
110	<b>ADMINISTRATION</b>	<b>576,343</b>	<b>570,800</b>	<b>591,484</b>	<b>550,859</b>	<b>592,994</b>	<b>579,573</b>	<b>619,268</b>	\$ 26,274	4.4'

**Account 1101001 Full Time Payroll**

Positions	FY 2017	FY 2018	FY 2019
Town Manager	123,020	112,500	114,750
Asst. Town Manager/Town Clerk	92,270	94,115	96,000
Deputy Town Clerk/Tax Clerk	42,854	43,711	44,585
Municipal Agent/Tax Clerk	45,100	46,002	46,922
RV Agent/Tax Clerk	39,600	40,392	41,200
RV Agent/Tax Clerk	39,600	40,392	41,200
	<b>382,444</b>	<b>377,112</b>	<b>384,657</b>

**Telephone 1102003** **\$34,000**

We replaced our 15 year old telephones in 2011 with a VOIP system. In addition to landlines, phone system maintenance and long distance services, the account also includes a \$1,080 budget for mobile service for the Town Manager and \$2,205 for a line that connects public works with the system in the Town Center. The regular monthly bill from Otelco Communications is about \$2,500. This account funds phone service at Town Hall, the Police, Fire and Public Works Departments and the Thomas Memorial Library.

**Printing and Advertising (1102004)** **\$15,300**

Tax Bill Printing	7,000
Photocopy Lease and supplies	7,300
Town Report	600
Miscellaneous	400

**Postage (1102005)** **\$11,000**

Mailing of Tax Bills (9000*.49)	4,590
Certified Mails and late notices	4,000
Invoice Payments	2,000
Miscellaneous pieces (approx 800)	410

**Travel (1102006)** **\$5,500**

Mileage Allowances and Misc. Reimbursements, includes \$4,800 vehicle allowance for town manager

**Dues and Memberships (1102007)** **\$1,650**

ICMA 1,100, Me Mgrs. 250, Misc. Assns. 300

**Training and Conferences and Meetings (1102008 and 1102009)** **\$ 6,400**

These accounts cover 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.

**Professional Services (1102010)** **\$6,000**

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

**Internet-On Line Charges (1102015)** **\$13,000**

This account funds our costs for our online services and for Google Mail.

Time Warner Business Class \$370.00 per month or \$4,400 per year. This is for the town hall, the police department, public works and the town center fire station. The library receives free service through the Maine State Library.

The Google mail service costs \$3,750 per year for 75 accounts at \$50.00 each. This year also adds a new email archival service for management of emails and improved responses for freedom of access requests, the cost of this service and storage is \$3,500 annually.

A separate account for the Cape Cottage fire station is \$52 per month or \$624 per year.

This account also pays for cloud services for online property tax payments currently amounting to \$600 per year.

**Records Preservation (1102016) \$2,000**

This funds the permanent binding of vital records, council records and financial records. This is a reduction from last year of \$4,500

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

Miscellaneous Purchases

**Computer Maintenance (1102088) \$30,000**

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) \$48,482**

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

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

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

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

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

**Technology Equipment (1104021)**

This fund is for additional replacement of computers (\$9,900) across multiple departments and installation of a projection system and screen in the Police Department meeting room (\$2,800).

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

***1001 Full Time Payroll***

**323,044**

	<u>FY18 Hrs/Wk</u>	<u>FY19 Hrs/Wk</u>	<u>Actual FY18</u>	<u>FY 2019</u>
Town Planner	40	40	88,536	\$90,307
Code Enforcement Officer	40	40	71,303	\$72,729
Assessor	40	40	70,000	\$71,400
Office Manager	40	40	21.58 /hr	22.01/hr
ACP Secretary	40	40	(\$44,886)	(\$45,781)
			20.19/hr	\$20.59./hr
			(\$42,000)	(\$42,827)
<b>TOTAL</b>			<b>\$316,725</b>	<b>\$323,044</b>

All positions are budgeted with a 2.0% increase.

***1002 Part Time Payroll***

**0**

***1020 Social Security***

**24,713**

\$ 323,044 x .0765 = \$24,713

***2000 Cellular Phone***

**1,800**

This account provides a \$50/month allowance for a cell phone for the Planner, Assessor and Code Enforcement Officer.

***2004 Printing and Advertising***

**1,500**

This account pays for miscellaneous ads, notices, business cards and updated ordinances.

***2006 Travel***

**7,500**

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



**2007 Dues and Membership**

**1,145**

Planner (Maine Association of Planners, NNECAPA, APA/AICP)	600
Code Enforcement Officer (MBOIA, Electrical Inspectors, Miscellaneous)	275
Assessor (IAAO, MAAO)	270

**2009 Conference and Meetings**

**3,320**

This account funds training needed to maintain professional certifications.

**Planner:**

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

**Code Enforcement Officer:**

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

**Assessor:**

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

**2010 Professional Services**

**5,400**

Consulting services are retained as needed to maintain the Town's assessing data. This account has been increased by \$300 to professionally bind the annual commitment, which aids in preservation of a record the town is legally required to keep.

Cumberland County deed subscription service	1,900
Assessing map updates and commitment book	3,300
Construction pricing manual subscription	200

**2011 GIS Maintenance**

**11,200**

This account funds maintenance of the town's computerized mapping system, including replacement of aerial photos, data layer updates and development of new data layers. The data layers budget has been reduced because staff will not have time this year to work on data layer development.

Maintenance/development of data layers	2,000
Mapgeo annual maintenance	3,500
Training	200
Technical Assistance (37 hours a year)	3,300
Hardware/Software maintenance, registrations	1,200
Supplies	1,000

**2018 Planning Consulting**

**4,000**

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

**2019 Codes Technical Assistance**

**6,600**

\$6,400 is needed for the code enforcement software maintenance contract, plus a clothing allowance for the Code Enforcement Officer.

**2034 Office Equipment and Maintenance**

**1,825**

This account is used for office equipment maintenance and repair, and purchase of equipment supplies.

**3006 Miscellaneous Supplies**

**1,300**

All incidental office supplies are purchased with this account. The account has been increased to include the purchase of 1 carton of photocopy paper per month.

**3020 Books and Publications**

**1,550**

Subscriptions to publications such as Zoning News and Zoning Bulletin are funded from this account, as well as occasional reference manuals. Building, Electrical and Plumbing Codes update every 3 years, requiring purchase of updated codes.

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

**ACCOUNT SUMMARY**

130	TOWN COUNCIL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2009	CONFERENCES AND MEETINGS	500	320	500	180	500	100	500	\$ -	0.0%
130	TOWN COUNCIL	500	320	500	180	500	100	500	\$ -	0.0%
135	LEGAL & AUDIT									
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2010	LEGAL SERVICES	45,000	35,845	45,000	41,600	45,000	45,000	75,000	\$ 30,000	66.7%
2011	AUDIT SERVICES	32,000	38,900	34,000	32,100	34,000	30,000	35,000	\$ 1,000	2.9%
135	LEGAL AND AUDIT	77,000	74,745	79,000	73,700	79,000	75,000	110,000	\$ 31,000	39.2%
									\$ -	

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

The legal services account is experiencing consistent employment primarily due to land use related issues related to zoning, paper streets, and other unforeseen issues. The legal budget was increased by \$30,000 in anticipation of scheduled litigation in 2018 and 2019. Audit has been under budgeted.

**ELECTIONS (0140)**

***PART TIME PAYROLL*** (0140-1002) **\$25,690.00**

***PERSONNEL***

Election Central Staff	\$19,230.00
Election Day	\$ 6,460.00
Total Election Payroll	\$25,690.00

Election staff is based on the anticipated voter turnout. The majority of the part time payroll budget is Election Central staff hired approximately 30 days prior to an election to assist with election activities including absentee balloting (as required by law) and voter registration. Included is an assistant clerk who monitors the absentee balloting process and reports to the town clerk.

Hourly rates are based on a 2.0% increase.

Warden	\$11.80
Deputy Registrar	\$10.65
Ballot Clerk	\$10.65

***SOCIAL SECURITY*** (0140-1020) **\$1926.00**  
.0765 x \$25,170.00

***PRINTING/ADVERTISING*** (0140-2004) **\$4,300.00**

Voter registration cards and related election material	\$ 500.00
Advertising	\$ 100.00
Ballots and Shipping	\$ 3,700.00

The town is responsible for the cost and printing of municipal election ballots budgeted at \$.30 per ballot.

**PROFESSIONAL SERVICES (0140-2010) \$5,510.00**

Programming \$2,500.00  
DS 200 Voter Tabulation Machine Lease (4) \$3,010.00

DS 200 Voter Tabulation Machines  
(2) – Provided to Town by State Lease  
(4) – Leased by the Town of Cape Elizabeth

The town is responsible for the cost of programming memory cards for municipal elections.

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

Refreshments, lunch and dinner is provided for election staff. Funds are included for election signs and a few portable voting booths.

It is recommended to reimburse the administrative postage account for the mailing of absentee ballots.

**OUTLAY (0140-4001)**

No request for fiscal year 2019.

February 1, 2018

Dear James M. "Jamie" Garvin, Chairman Finance Committee,  
Members of the Finance Committee:

I am pleased to submit for your consideration the Fiscal Year 2019 Elections Budget.

This budget provides for state and municipal elections on November 6, 2018 and the school budget validation referendum election on June 11, 2019.

Elections are mandated by state law. The budget reflects those requirements however I am mindful and careful with taxpayer dollars. This year's budget reflects an anticipated 2% wage increase and increase in ballot costs.

I recommend continuing to schedule the school budget validation referendum on the second Tuesday in June even in the odd (non-primary) years. Like this past June, if the State schedules a special election it would most likely be held in June.

Designating a no-student day on the day of the November election is a tremendous help with parking and congestion within the high school. Thank you to the school department for their consideration of continuing this practice. On workshop days I will request elections to be held in the high school cafeteria. The high school gymnasium is also an appropriate polling location however voters seem to be confused where to go and the distance between voter registration, the incoming voting list and the exit can be a challenge.

The State lease (DS 200) is nearing the end of the initial 5 year contract however the State may opt to extend the contract for 2 years. Municipal clerks are anxious to see what the next voting technology will be. Will Maine move away from voter tabulation machines? Will municipalities be required to purchase rather than lease? I will continue to monitor updates from the State and particularly how and when a new contract (lease or purchase) will impact the elections budget.

In an effort to better serve voters, subtle yet effective changes have been implemented in the last couple years. Hiring additional election clerks, leasing additional voter tabulation machines, new signage, and freestanding voting booths are among the changes. The

new freestanding voting booths are popular. As of now the plan is to keep a row of traditional booths, as long as they are safe and functional, and supplement with the freestanding type.

Elections are a collaborative effort requiring the commitment of many individuals. Thank you to the election staff for their hard work and dedication. Thank you to town and school departments for their assistance and support; we couldn't do it without them.

I am available to answer any questions.

Thank you very much.

Sincerely yours,

Debra M. Lane  
Assistant Town Manager & Town Clerk



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

		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
150	BOARDS AND COMMISSIONS	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	4,000	2,805	4,000	2,370	4,000	3,300	4,000	\$ -	0.0%
1020	SOCIAL SECURITY	306	228	306	197	306	200	306	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>4,306</b>	<b>3,033</b>	<b>4,306</b>	<b>2,567</b>	<b>4,306</b>	<b>3,500</b>	<b>4,306</b>	<b>\$ -</b>	<b>0.0%</b>
2009	CONFERENCES AND MEETINGS	200	-	200	-	200	-	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	-	-	-	-	-	-	-	\$ -	0.0%
2066	PLANNING BOARD	2,000	-	2,000	-	2,000	-	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	1,000	-	1,000	150	1,000	300	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	1,000	-	1,000	32	1,000	100	1,000	\$ -	0.0%
2081	SPECIAL COMMITTEES/GOALS IMPLEMENTATION	1,000	-	10,000	-	5,000	3,600	5,000	\$ -	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	5,500	6,597	6,000	3,606	6,000	3,800	6,000	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>10,700</b>	<b>6,597</b>	<b>20,200</b>	<b>3,788</b>	<b>15,200</b>	<b>7,800</b>	<b>15,200</b>	<b>\$ -</b>	<b>0.0%</b>
150	<b>BOARDS AND COMMISSIONS</b>	<b>15,006</b>	<b>9,630</b>	<b>24,506</b>	<b>6,355</b>	<b>19,506</b>	<b>11,300</b>	<b>19,506</b>	<b>\$ -</b>	<b>0.0%</b>
160	<b>INSURANCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
2089	MISCELLANEOUS INSURANCE	100,000	98,105	102,000	103,054	103,500	103,500	105,000	\$ 1,500	1.4%
2091	SELF INSURANCE/DISASTER RECOVERY	3,000	1,000	3,000	-	3,000	1,000	3,000	\$ -	0.0%
160	<b>INSURANCE</b>	<b>103,000</b>	<b>99,105</b>	<b>105,000</b>	<b>103,054</b>	<b>106,500</b>	<b>104,500</b>	<b>108,000</b>	<b>\$ 1,500</b>	<b>1.4%</b>

### Boards and Commissions (150)

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

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

### Insurance (160)

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

Line 160-2091 covers expenses within our \$1,000 deductible.

## Employee Benefits (170)

170	EMPLOYEE BENEFITS/HR SUPPORT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1021	ME STATE RETIREMENT	175,000	174,694	190,000	143,864	195,700	180,000	205,500	\$ 9,800	5.0%
1023	ICMA 401A PLAN - (RETIREMENT)	193,529	183,526	198,000	203,128	202,000	202,000	208,000	\$ 6,000	3.0%
1024	DISABILITY PLAN	18,600	17,462	19,600	18,306	19,600	19,600	21,000	\$ 1,400	7.1%
1025	HEALTH INSURANCE	735,336	598,332	780,000	715,903	750,000	750,000	770,000	\$ 20,000	2.7%
1026	WORKERS COMPENSATION	125,200	140,314	130,000	114,785	140,000	115,000	140,000	\$ -	0.0%
1030	GROUP LIFE INSURANCE	1,517	1,633	1,600	1,547	1,600	1,600	1,800	\$ 200	12.5%
1031	UNEMPLOYMENT COMP	14,770	4,349	6,600	1,671	3,000	1,500	3,000	\$ -	0.0%
1032	VACATION-SICK ACCRUAL	4,000	-	5,000	-	5,000	-	5,000	\$ -	0.0%
1033	SALARY-WAGE ADJ. ACCT- PAY STUDY	5,000	-	7,000	-	7,000	-	7,000	\$ -	0.0%
1035	WELLNESS PROGRAM	3,500	4,619	4,200	3,073	5,000	4,000	5,000	\$ -	0.0%
2010	HR PROFESSIONAL SERVICES	50,000	22,534	40,000	29,876	40,000	36,000	40,000	\$ -	0.0%
170	EMPLOYEE BENEFITS	1,326,452	1,147,463	1,382,000	1,232,153	1,368,900	1,309,700	1,406,300	\$ 37,400	2.7%

The Town contributes into the MePERS system for 11 sworn police officers. The contribution rate for FY 2018 is 10.1% . The amounts are determined by MePERS. The estimated cost is \$80,766. The Town is being assessed to fund a portion of our June 30, 2013 unfunded actuarial liability for 55 retired municipal (48) and school (7) employees covered by our old retirement plan. The municipal share of the actuarial liability is 79% and the school share is 21%. This data has not been updated from last year's budget as updates were not received as of the date of this budget preparation.

For those not in MePERS, The contribution for others is a matched 7% in the 401A plan of ICMA Retirement Corporation. In addition to a 7% match into the 401A plan, the Town provides a 10% match into the plan for the Town Manager and up to 8% for members of the public works bargaining unit.

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

Workers compensation cost has no increase above last year.

The unemployment compensation amount is based on the assessment for calendar year 2017.

### Health Insurance Summary \$770,000

The Town has 58 employees on our health benefit plan. Thirty Four (34) have full family coverage, 21 have single coverage, and 3 have coverage for one adult with children. The increase is due to a forecast increase based on the increase from 2017 to 2018 and a forecast increase based on the actual expense from 2017 to 2018.

**Human Resources Support (1702010) \$40,000**

During the current budget year \$40,000 was budgeted for additional support for human resources. HR responsibilities are provided via the business office at a cost of \$24,500, with the remainder of \$15,500 available for legal services related to HR related issues.

**Debt Service Schedule as of June 30 2018  
All Funds**

FY	Total School			Total Town			Sewer Fund				Grand Total			
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Fees	Total P&I	Principal	Interest	Fees	Total P&I
2019	503,042.78	151,766.42	654,809.20	1,091,457.22	273,383.49	1,364,840.71	182,296.00	26,811.44	10,455.38	219,562.82	1,776,796.00	451,961.35	10,455.38	2,239,212.73
2020	493,042.78	136,505.58	629,548.36	1,086,457.22	239,266.79	1,325,724.01	185,450.00	23,658.00	10,455.00	219,563.00	1,764,950.00	399,430.37	10,455.00	2,174,835.37
2021	493,042.78	117,638.22	610,681.00	801,457.22	212,987.92	1,014,445.14	188,658.00	20,450.00	10,455.00	219,563.00	1,483,158.00	351,076.14	10,455.00	1,844,689.14
2022	493,042.78	98,770.86	591,813.64	601,457.22	185,415.96	786,873.18	191,922.00	17,185.00	10,455.00	219,562.00	1,286,422.00	301,371.82	10,455.00	1,598,248.82
2023	488,042.78	79,049.14	567,091.92	526,457.22	161,907.34	688,364.56	195,242.00	13,865.00	10,455.00	219,562.00	1,209,742.00	254,821.48	10,455.00	1,475,018.48
2024	483,042.78	59,527.44	542,570.22	526,457.22	141,067.74	667,524.96	198,620.00	10,487.72	10,455.00	219,562.72	1,208,120.00	211,082.90	10,455.00	1,429,657.90
2025	328,042.78	40,205.72	368,248.50	526,457.22	120,880.04	647,337.26	202,056.00	7,051.60	10,455.00	219,562.60	1,056,556.00	168,137.36	10,455.00	1,235,148.36
2026	103,042.78	27,084.02	130,126.80	526,457.22	101,514.52	627,971.74	205,552.00	3,556.04	10,455.00	219,563.04	835,052.00	132,154.58	10,455.00	977,661.58
2027	103,042.78	23,766.66	126,809.44	526,457.22	85,075.12	611,532.34					629,500.00	108,841.78	-	738,341.78
2028	103,042.78	20,438.00	123,480.78	361,957.22	71,193.28	433,150.50					465,000.00	91,631.28	-	556,631.28
2029	80,434.78	17,092.38	97,527.16	259,565.22	59,182.64	318,747.86					340,000.00	76,275.02	-	416,275.02
2030	80,434.78	14,679.34	95,114.12	259,565.22	51,395.68	310,960.90					340,000.00	66,075.02	-	406,075.02
2031	80,434.78	12,266.30	92,701.08	259,565.22	43,608.72	303,173.94					340,000.00	55,875.02	-	395,875.02
2032	80,434.78	9,853.26	90,288.04	259,565.22	35,821.76	295,386.98					340,000.00	45,675.02	-	385,675.02
2033	80,434.78	7,440.22	87,875.00	259,565.22	27,991.80	287,557.02					340,000.00	35,432.02	-	375,432.02
2034	80,434.78	5,027.18	85,461.96	259,565.22	20,072.84	279,638.06					340,000.00	25,100.02	-	365,100.02
2035	80,434.78	2,413.04	82,847.82	259,565.22	11,636.96	271,202.18					340,000.00	14,050.00	-	354,050.00
2036				70,000.00	3,631.00	73,631.00					70,000.00	3,631.00	-	73,631.00
2037				70,000.00	1,225.00	71,225.00					70,000.00	1,225.00	-	71,225.00
2038														
<b>Total</b>	<b>4,153,471.26</b>	<b>823,523.78</b>	<b>4,976,995.04</b>	<b>8,532,028.74</b>	<b>1,847,258.60</b>	<b>10,379,287.34</b>	<b>1,549,796.00</b>	<b>123,064.80</b>	<b>83,640.38</b>	<b>1,756,501.18</b>	<b>14,235,296.00</b>	<b>2,793,847.18</b>	<b>83,640.38</b>	<b>17,112,783.56</b>

**Debt Service Schedule as of June 30 2018  
Town**

FY	1999 2009 Pool/Pub Wrks.			2011 Pub Safety/Misc.			2002 Community Center Renovation, Refinance 2012			2006 Drainage/Roads			2008 Town Center and Roads			2015 Thomas Memorial Library			2016 Pool and Recycle Center			Grand Total		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total P&I
2019	290,000.00	11,825.00	301,825.00	200,000	14,600	214,600.00	75,000	7,500	82,500.00	94,500	31,194	125,693.63	102,392.00	40,880.02	143,272.02	189,665.22	104,734.84	294,300.06	140,000.00	62,850.00	202,850.00	1,091,457.22	273,383.49	1,364,840.71
2020	285,000.00	3,918.00	288,918.00	200,000	10,200	210,200.00	75,000	5,925	80,925.00	94,500	26,385	120,884.91	102,392.00	37,040.00	139,432.00	189,665.22	99,047.88	288,613.10	140,000.00	57,050.00	197,050.00	1,088,467.22	239,266.79	1,327,734.01
2021				200,000	5,400	205,400.00	75,000	3,750	78,750.00	94,500	21,188	115,688.00	102,392.00	32,845.00	135,337.00	189,665.22	93,360.92	282,926.14	140,000.00	51,450.00	191,450.00	801,457.22	212,987.62	1,014,444.84
2022							75,000	1,875	76,875.00	94,500			102,392.00	28,849.00	131,241.00	189,665.22	87,873.96	277,239.18	140,000.00	45,850.00	185,850.00	801,457.22	185,415.96	786,873.18
2023										94,500	18,113	110,613.00	102,392.00	24,753.00	127,145.00	189,665.22	80,091.34	269,656.56	140,000.00	40,950.00	180,950.00	801,457.22	161,607.34	688,364.56
2024										94,500	11,151	105,651.00	102,392.00	20,858.00	123,050.00	189,665.22	72,508.74	262,073.96	140,000.00	38,750.00	178,750.00	801,457.22	141,067.74	667,524.96
2025										94,500	8,842	101,342.00	102,392.00	16,561.92	118,953.92	189,665.22	64,926.12	254,491.34	140,000.00	32,550.00	172,550.00	801,457.22	120,860.04	647,337.26
2026										94,500	3,355	97,855.00	102,392.00	12,466.00	114,858.00	189,665.22	57,343.52	246,908.74	140,000.00	28,350.00	168,350.00	801,457.22	101,514.52	627,971.74
2027										94,500			102,392.00	8,370.56	110,762.56	189,665.22	51,656.56	241,221.78	140,000.00	24,150.00	164,150.00	801,457.22	85,075.12	611,532.34
2028													102,392.00	4,223.68	106,615.68	189,665.22	45,969.60	235,534.82	70,000.00	21,000.00	91,000.00	801,457.22	71,193.28	433,150.50
2029																189,665.22	40,262.64	229,847.86	70,000.00	18,900.00	88,900.00	801,457.22	59,182.64	318,747.86
2030																189,665.22	34,606.68	224,160.90	70,000.00	16,800.00	86,800.00	801,457.22	51,395.68	310,960.60
2031																189,665.22	28,908.72	218,473.94	70,000.00	14,700.00	84,700.00	801,457.22	43,608.72	303,173.94
2032																189,665.22	23,221.76	212,786.98	70,000.00	12,600.00	82,600.00	801,457.22	35,821.76	285,388.98
2033																189,665.22	17,534.80	207,100.02	70,000.00	10,457.00	80,457.00	801,457.22	27,991.60	287,557.02
2034																189,665.22	11,847.84	201,413.06	70,000.00	8,225.00	78,225.00	801,457.22	20,072.84	279,638.06
2035																189,665.22	5,888.96	195,252.18	70,000.00	5,950.00	75,950.00	801,457.22	3,631.00	73,631.00
2036																189,665.22			70,000.00	1,225.00	71,225.00	801,457.22		71,225.00
2037																			70,000.00			801,457.22		
2038																			70,000.00			801,457.22		
	<b>575,000.00</b>	<b>15,744.00</b>	<b>590,744.00</b>	<b>600,000.00</b>	<b>30,200.00</b>	<b>630,200.00</b>	<b>300,000.00</b>	<b>18,750.00</b>	<b>318,750.00</b>	<b>850,500.00</b>	<b>143,187.54</b>	<b>993,687.54</b>	<b>1,023,920.00</b>	<b>220,747.18</b>	<b>1,250,667.18</b>	<b>3,222,608.74</b>	<b>919,391.88</b>	<b>4,142,000.62</b>	<b>1,960,000.00</b>	<b>493,238.00</b>	<b>2,308,382.00</b>	<b>5,532,028.74</b>	<b>1,847,258.60</b>	<b>10,379,287.34</b>

**Debt Service Schedule as of June 30 2018  
School**

FY	2008 School Portion			2014 HS Renovation Refinancing			2015 School Roof Renovations & HVAC			Total Schools		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
2019	22,608.00	9,026.24	31,634.24	395,000.00	97,050.00	492,050.00	85,434.78	45,690.18	131,124.96	503,042.78	151,766.42	654,809.20
2020	22,608.00	8,178.44	30,786.44	385,000.00	85,200.00	470,200.00	85,434.78	43,127.14	128,561.92	493,042.78	136,505.58	629,548.36
2021	22,608.00	7,274.12	29,882.12	385,000.00	69,800.00	454,800.00	85,434.78	40,564.10	125,998.88	493,042.78	117,638.22	610,681.00
2022	22,608.00	6,369.80	28,977.80	385,000.00	54,400.00	439,400.00	85,434.78	38,001.06	123,435.84	493,042.78	98,770.86	591,813.64
2023	22,608.00	5,465.48	28,073.48	380,000.00	39,000.00	419,000.00	85,434.78	34,583.66	120,018.44	488,042.78	79,049.14	567,091.92
2024	22,608.00	4,561.16	27,169.16	375,000.00	23,800.00	398,800.00	85,434.78	31,166.28	116,601.06	483,042.78	59,527.44	542,570.22
2025	22,608.00	3,656.84	26,264.84	220,000.00	8,800.00	228,800.00	85,434.78	27,748.88	113,183.66	328,042.78	40,205.72	368,248.50
2026	22,608.00	2,752.52	25,360.52				80,434.78	24,331.50	104,766.28	103,042.78	27,084.02	130,126.80
2027	22,608.00	1,848.20	24,456.20				80,434.78	21,918.46	102,353.24	103,042.78	23,766.66	126,809.44
2028	22,608.00	932.58	23,540.58				80,434.78	19,505.42	99,940.20	103,042.78	20,438.00	123,480.78
2029							80,434.78	17,092.38	97,527.16	80,434.78	17,092.38	97,527.16
2030							80,434.78	14,679.34	95,114.12	80,434.78	14,679.34	95,114.12
2031							80,434.78	12,266.30	92,701.08	80,434.78	12,266.30	92,701.08
2032							80,434.78	9,853.26	90,288.04	80,434.78	9,853.26	90,288.04
2033							80,434.78	7,440.22	87,875.00	80,434.78	7,440.22	87,875.00
2034							80,434.78	5,027.18	85,461.96	80,434.78	5,027.18	85,461.96
2035							80,434.78	2,413.04	82,847.82	80,434.78	2,413.04	82,847.82
	226,080.00	50,065.38	276,145.38	2,525,000.00	378,050.00	2,903,050.00	1,402,391.26	395,408.40	1,797,799.66	4,153,471.26	823,523.78	4,976,995.04

**Debt Service Schedule as of June 30 2018**  
**Sewer**

FY	2006 SRF MNNB			
	Principal	Interest	Fees	Total
2019	182,296.00	26,811.44	10,455.38	219,562.82
2020	185,450.00	23,658.00	10,455.00	219,563.00
2021	188,658.00	20,450.00	10,455.00	219,563.00
2022	191,922.00	17,185.00	10,455.00	219,562.00
2023	195,242.00	13,865.00	10,455.00	219,562.00
2024	198,620.00	10,487.72	10,455.00	219,562.72
2025	202,056.00	7,051.60	10,455.00	219,562.60
2026	205,552.00	3,556.04	10,455.00	219,563.04
2027				
	1,549,796	123,065	83,640	1,756,501



**Town of Cape Elizabeth, Maine  
Public Safety (200s)  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**



**Fiscal Year 2018  
Proposed Budget**

210	POLICE DEPARTMENT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	\$ 939,431	\$ 928,402	\$ 963,564	\$ 961,106	\$ 987,832	\$987,832	\$1,022,429	\$ 34,597	3.5%
1002	PART TIME PAYROLL	\$ 24,732	\$ 18,825	\$ 25,200	\$ 22,361	\$ 25,668	\$25,668	\$26,634	\$ 966	3.8%
1003	OVERTIME PAYROLL	\$ 99,500	\$ 87,948	\$ 112,000	\$ 111,899	\$ 104,860	\$104,860	\$107,000	\$ 2,140	2.0%
1010	SPECIAL ASSIGNMENTS	\$ 9,800	\$ 11,655	\$ 10,000	\$ 7,576	\$ 10,192	\$10,192	\$11,600	\$ 1,408	13.8%
1020	SOCIAL SECURITY	\$ 82,120	\$ 82,542	\$ 84,973	\$ 78,965	\$ 86,334	\$86,334	\$89,326	\$ 2,992	3.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 1,155,583</b>	<b>\$ 1,129,372</b>	<b>\$ 1,195,737</b>	<b>\$ 1,181,907</b>	<b>\$ 1,214,886</b>	<b>\$1,214,886</b>	<b>\$1,256,989</b>	<b>\$ 42,103</b>	<b>3.5%</b>
2004	PRINTING AND ADVERTISING	\$ 3,000	\$ 563	\$ 3,000	\$ 483	\$ 3,000	\$3,000	\$4,525	\$ 1,525	50.8%
2007	DUES AND MEMBERSHIPS	\$ 700	\$ 695	\$ 1,000	\$ 940	\$ 1,000	\$1,000	\$1,000	\$ -	0.0%
2008	TRAINING	\$ 36,800	\$ 30,162	\$ 37,600	\$ 19,934	\$ 39,200	\$39,200	\$39,200	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	\$ 1,500	\$ 652	\$ 1,500	\$ 1,042	\$ 1,500	\$1,500	\$2,000	\$ 500	33.3%
2010	CONTRACTED CRIME LAB SERVICES	\$ 6,000	\$ 5,770	\$ 6,000	\$ 5,770	\$ 6,000	\$6,000	\$6,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	\$ 13,155	\$ 10,927	\$ 13,155	\$ 10,684	\$ 14,155	\$12,250	\$14,155	\$ -	0.0%
2033	RADIO MAINTENANCE	\$ 2,000	\$ 856	\$ 2,000	\$ -	\$ 2,000	\$2,000	\$2,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	\$ 12,800	\$ 10,623	\$ 12,800	\$ 9,814	\$ 12,800	\$11,350	\$12,800	\$ -	0.0%
2063	COURSE REIMBURSEMENTS	\$ 15,600	\$ 10,937	\$ 8,000	\$ 1,638	\$ 14,000	\$14,000	\$23,860	\$ 9,860	70.4%
3001	OFFICE SUPPLIES	\$ 3,400	\$ 1,369	\$ 3,400	\$ 2,816	\$ 3,400	\$3,400	\$3,400	\$ -	0.0%
3002	GASOLINE	\$ 23,320	\$ 19,405	\$ 20,000	\$ 15,744	\$ 21,340	\$19,200	\$22,770	\$ 1,430	6.7%
3004	UNIFORMS	\$ 5,850	\$ 4,625	\$ 5,850	\$ 3,589	\$ 5,850	\$5,850	\$7,800	\$ 1,950	33.3%
3005	MINOR EQUIPMENT	\$ 14,200	\$ 8,448	\$ 14,200	\$ 9,306	\$ 14,200	\$14,200	\$14,200	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>\$ 138,325</b>	<b>\$ 105,032</b>	<b>\$ 128,505</b>	<b>\$ 81,760</b>	<b>\$ 138,445</b>	<b>\$132,950</b>	<b>\$153,710</b>	<b>\$ 15,265</b>	<b>11.0%</b>
210	<b>POLICE DEPARTMENT</b>	<b>\$ 1,293,908</b>	<b>\$ 1,234,404</b>	<b>\$ 1,324,242</b>	<b>\$ 1,263,667</b>	<b>\$ 1,353,331</b>	<b>\$1,347,836</b>	<b>\$1,410,699</b>	<b>\$ 57,368</b>	<b>4.2%</b>
215	ANIMAL CONTROL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2010	CONTRACTED SVCS. WITH SOUTH PORTLAND	12,059	12,059	12,687	12,687	12,776	\$12,776	\$12,999	\$ 223	1.7%
2062	ANIMAL FEES- ANIMAL REFUGE LEAGUE	12,441	12,441	12,441	12,441	12,621	\$12,621	\$12,621	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES									
215	ANIMAL CONTROL	24,500	24,500	25,128	25,128	25,397	\$25,397	\$25,620	\$ 223	0.9%
220	PUBLIC SAFETY COMMUNICATIONS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2010	CONTRACTED DISPATCHING WITH PORTLAND	\$177,548	\$172,547	\$182,775	\$177,776	\$193,093	\$190,000	\$192,593	\$ (500)	-0.3%
2023	MISCELLANEOUS SUPPLIES	-	-	-	-	-	\$0	\$0	\$ -	
	<b>SUBTOTAL</b>	<b>177,548</b>	<b>172,547</b>	<b>182,775</b>	<b>177,776</b>	<b>193,093</b>	<b>190,000</b>	<b>192,593</b>	<b>\$ (500)</b>	<b>-0.3%</b>
220	<b>DISPATCHING</b>	<b>177,548</b>	<b>172,547</b>	<b>182,775</b>	<b>177,776</b>	<b>193,093</b>	<b>190,000</b>	<b>192,593</b>	<b>\$ (500)</b>	<b>-0.3%</b>

FY 2019

## **CAPE ELIZABETH POLICE DEPARTMENT**

### ***FISCAL-YEAR 2019 REQUEST***

The budget for the Police Department is responsible for the following areas: Police Services (210), Animal Control (215), Dispatching (220) and Miscellaneous Protection (240).

Calls for service are still on an upward trend. Our records show an increase from last year of 13.2% making that over 25 calls for service a day. Taking in mind that not every call for service is a simple fix means that staff stays busy.

As the Department approaches the FY 19 Budget we find that the numbers for the salary portion of the payroll have not yet been defined. This is a contractual year for the Police Association and the Town. Of course, the numbers change depending on what will be agreed upon in the contract. For the construction of the wage portion of this budget a 2% pay increase has been utilized.

It should be recognized that the most junior person of the Department has five years' time in grade. I feel this is important to mention because of the contract negotiations ahead. Unlike other Departments that have been struggling to hire and maintain good Officers, we have been fortunate to attract and retain a solid core because the Police Association and the Town have negotiated fair contracts. We now compete with other Departments trying to attract seasoned Officers with large sign on bonuses. Our feeling is if we keep the contract attractive we will not have to go down that road.

The largest two items of the Police Department budget would be payroll and overtime. As discussed earlier salaries are dictated by the contract. This also would be a good time to remind the Town Council that the Police Department is the only Department that is on duty every day of the year, twenty-four hours a day, utilizing full time personnel. We only mention this because most people come from the workforce of an eight hour day and it is a must to think of the Police Budget in a slightly different mindset because there is someone always here working.

Overtime is mostly generated because Officers have accrued time off, for example vacation days, holidays, and sick days. When those days are requested off we attempt to move people around to fill that position without using overtime, but since we allow two Officers from patrol off per day that is not always possible. Therefore, we have to fill the shift with overtime to make sure we have optimal staffing of two Officers per shift.

The part that gets very tricky with projecting the overtime line item is when an Officer has a lengthy illness, becomes hurt, or is out for an extended period, or lastly must take time off for Family Medical Leave. These events have not been forecasted in the previous budgets that I have been a part of however, one or sometimes two of the above events will happen during each budget cycle.

FY 2019

Over several years the Police Department has worked very hard with other Police Departments in Cumberland County in order to consolidate services. What really makes this consolidation effort work is the workability of all the Chiefs in our neighboring Departments. It is understood this effort is not a power struggle but more so providing the best services we can with the taxpayers dollar. The key is to make sure the service provided is acceptable for all.

Currently the Police Department has entered into shared contracts for Dispatching Services, Animal Control Services, Harbor Masters Duties, Regional Crime Lab, and Regional Reaction Team.

In this job, training is key to the Officers doing their job. The Board of Directors of the Maine Criminal Justice Academy, each year, makes a mandatory list of classes that each Officers must complete in order to maintain their law enforcement certification. In addition, an Officer must complete eighteen hours of elective training. Lastly, each Officer is a Maine Certified Emergency Medical Technician. Therefore, when EMS training is available, Officers need to attend the training because every three years you must renew your license through the State of Maine using your training credits.

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

Respectfully submitted,

Neil R. Williams  
*Chief of Police*

FY 2019

## ADDENDUM TO FY 2019 BUDGET

The Cape Elizabeth Police Department is one of two law enforcement entities in Cumberland County who do not have an Officer in their school system as a School Resource Officer. It has not been without conversation however, in the past it just has not risen to the level where the School Board has wanted to engage the program.

This year conversations were started early with the Superintendent of Schools about the thoughts of applying for a 2018 COPS Hiring Grant. The conversation met with positive results. As well, I heard positive feedback from Administrative Staff at the schools. However, they have advised they are not in a position to help fund the project.

The 2018 COPS Hiring Grant has not been made available at this time because current funding has not been approved for this program. If funding comes about it is usually announce in the spring that applications will be accepted and award the grants near September. Once the award is made to the agency they had ninety days to accept the award. The funding provided for the 2017 COPS Grant was for a three year period with a maximum of \$125, 000 for the grant. The agency awarded the grant must provide a twenty-five percent match.

As I am sure the Town Council is aware the School Board has hired a new Superintendent who will start in July of 2018. I have not had a chance to meet this person yet so I am unfamiliar on her thoughts in regards to a School Resource Officer.

A salary for a beginning Officer is about \$56,230 a year and benefits are \$23,000. Because the Officer would be committed to the schools for 75% of their time our thought was to utilize the SRO the other 25% of their time with covering overtime shifts the best we can.

I look forward to discussing options and the feasibility of this program going forward.

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**FULLTIME PAYROLL (210-1001)**  
**\$1,022,429**

At the time of this writing it should be known that this will be a contract year between the Town and the Police Association. Therefore, when compiling the figures for this line item Councilors should understand this line item and a couple others may change up or down.

Currently, for the above figure, we have utilized an increase of 2 % for both members of the Police Association and members not included in the unit. As well, included in this line item are the same incentives which are included in the current contract.

**PART TIME PAYROLL (210-1002)**  
**\$26,364**

The front window at the Police Station is attended by a full time clerk from 8 am to 4 pm five business days of the week and a part time clerk on weekends and holidays. Therefore, this line item provides coverage for the full time clerk, as well as, a part time clerk. Calculated into this line item are sick days, holidays, and vacations used by the full time clerk. The two Crossing Guards are also included in this line item. They will work 180 days throughout the school year.

**OVERTIME PAYROLL (210-1003)**  
**\$107,000**

The Police Department is unique because we provide coverage to the whole Town every day of the year twenty-four hours a day. In order to do that safely we need a minimum staffing of two Officers per shift. When Officers are sick, use holidays, or vacation days we have to fill those hours with overtime.

The Department is fortunate to have retained Officers for several years. However, with retention of personnel comes added time off requests. Our mission when filling overtime is to move people around to cover the overtime without paying for it. Sometimes we are able to do that and other times we are not.

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Lastly, we have to be fortunate that we do not have an Officer who incurs an injury or illness that takes them from work for an extended period of time. We build the overtime line item from a number of average hours and do not include long term injuries or illnesses.

**SPECIAL ASSIGNMENTS (210-1010)**  
**\$11,600**

Special assignments are outside details usually associated with a request from an organization for assistance, such as traffic direction or security. In the last couple of years we have had random requests from South Portland Police Department to assist them with coverage because they have not been able to fill their details.

We have the usual requests from year to year that we plan for and place in the above line item. It is the unknown that we do not budget for. With that being said it would be nice to have this line item changed to a zero based budget item. Therefore, when Officers work the details they are paid from this line item, but when the monies are received they go into a corresponding revenue account which would zero this line item out.

**ADVERTISEMENT (210-2004)**  
**\$4,525**

This line item is for mailings or advertisements needed during the year. The increase in this year's line item is for the added expense of the copier lease agreement and maintenance agreement.

**TRAINING (210-2008)**  
**\$39,200**

The Board of Directors of the Maine Criminal Justice Academy mandates yearly training for Officers or the Officer will lose their State Certification to work in the law enforcement field. The Academy also mandates that Officers will receive an additional eighteen hours of elective training. This line item pays for the overtime the Officers receive to attend the training and the cost of the classes.

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Again, we are Emergency Medical Technicians licensed through the State of Maine. Renewal is done every three years by completing training on line, as well as, hands on classroom training.

**MEETINGS (210-2009)**

**\$2,000**

The Maine Chiefs of Police Association hosts three conferences throughout the State during the year. I attend these meetings to not only see and rekindle relationships with the other Chiefs throughout the State, but this is where I receive most of my elective training.

Attending the business meetings are also very helpful with hearing what is coming out of the legislature, as well as, hearing what is coming down the pipe line to get ready for in law enforcement.

**CONTRACTED CRIME LAB (210-2010)**

**\$6,000**

The Crime Lab is another valuable tool that we have access to from our endeavors of consolidation. Cape Elizabeth is charged 4.02 % of the total budget for the Crime Lab, which means the line item will remain the same.

**VEHICLE MAINTENANCE (210-2032)**

**\$14,155**

Vehicle maintenance is a line item where you hope during the year that not many major repairs happen to the fleet. Our vehicle rotation, as well as keeping up on service needed on each cruiser, has benefitted us by not exceeding the line item.

Throughout the year the Department utilizes about thirty tires. The Department continues to participate in the COG pricing of tires.

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**RADIO MAINTENANCE (210-2033)**

**\$2,000**

This is a repair line item should we have an issue with the radio system.

**MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)**

**\$12,800**

This line item pays for all of the miscellaneous services that are needed to run the Department. 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, and cleaning supplies for the custodian.

**EDUCATIONAL REIMBURSEMENT (210-2063)**

**\$23,860**

At this current time the Department has three Officers attaining their Masters Degrees and one Officer working toward a Bachelor's Degree. This line item will cover a total of twenty classes for the Officers, which they have indicated on taking in FY 19.

**OFFICE SUPPLIES (210-3001)**

**\$3,400**

Routine office supplies and furniture are purchased from this account.

**GASOLINE (210-3002)**

**\$22,770**

The price for gasoline was locked in at \$2.07 per gallon. The Department budgets for 11,000 gallons of gas.



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**MINOR EQUIPMENT (210-3005)**  
**\$14,200**

The minor equipment account is where we go to when equipment breaks or fails over the course of the year. We also purchase tactical gear from this account for our members on the Region Team. Lastly, this account helps replace worn or out dated equipment needed for the cruisers or the Officers.

**CONTRACTED ANIMAL CONTROL (215-2010)**  
**\$12,999**

The Town of Cape Elizabeth has been in a shared contract with South Portland for Animal Control Services for at least six years. It is felt that the services from the ACO are adequate and his knowledge on the animal laws and in his field assist the Department well. The line item reflects twenty percent of the total wages and benefit for the Animal Control Officer. We feel that is a very fair contract because the agreement comes with a vehicle, equipment, and the Officers training.

**REFUGE LEAGUE FEES (215-2062)**  
**\$12,621**

The Animal Refuge League in Westbrook is the largest entity in the area that takes animals for safe keeping. Every Town and City in Maine must have a contract with an animal facility to house lost and abandoned animals.

This year there will be no increase in the rate for this this service.

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**CONTRACTED PSAP (220-2010)**

**\$192,593**

We have collaborated with Portland Police Department for several years to provide us with Dispatching Services. The contract with the City of Portland provides for a 3% increase.

**CONTRACTED HARBOR MASTER (240-2062)**

**(\$5,734)**

This line item is one that has another consolidated service. The Town contracts with Scarborough for the use of their Harbor Master. The positive of this consolidation is it gives Cape Elizabeth the use of a boat, the Harbor Master is a full time law enforcement Officer, and comes fully trained and accredited for the land and water. This is a 2.1% increase from FY 18 set by the State and Government Employee index.

**STREET LIGHTS (240-2074)**

**\$62,424**

At the time of conversation with a representative from Central Maine Power it was unclear as to the exact rate increase. It was felt during the conversation that 2% was a solid figure to use.

DEPARTMENTAL PAY SCALE FOR		As of 07/01/2018			FY 2019					
NAME	DOE	BASE	CSS	EIP	TBW	BHR	OTHR	SOT	COOT	Yearly
WILLIAMS, NEIL R.	11/22/1979	\$1,899.06	\$0.00	\$0.00	\$1,899.06	\$47.48				\$98,751
SINCLAIR, BRENT A.	7/8/1985	\$1,600.48	\$0.00	\$0.00	\$1,600.48	\$40.01				\$83,225
KENNEDY, KEVIN D.	3/7/1988	\$1,292.95	\$101.26	\$40.84	\$1,435.05	\$35.88	\$53.81	\$430.52	\$215.26	\$74,623
FAY, ERIC A.	12/5/1995	\$1,292.95	\$101.26	\$40.84	\$1,435.05	\$35.88	\$53.81	\$430.52	\$215.26	\$74,623
FENTON, PAUL W.	1/28/1997	\$1,292.95	\$101.26	\$61.23	\$1,455.44	\$36.39	\$54.58	\$436.63	\$218.32	\$75,683
DORVAL, MARK W.	12/17/2000	\$1,201.45	\$101.26	\$61.23	\$1,363.94	\$34.10	\$51.15	\$409.18	\$204.59	\$70,925
GAUDETTE, JEFFREY A.	9/29/2002	\$1,201.45	\$101.26	\$40.84	\$1,343.55	\$33.59	\$50.38	\$403.07	\$201.53	\$69,865
WEBSTER, M. AARON	7/5/2005	\$1,125.45	\$101.26	\$40.84	\$1,267.55	\$31.69	\$47.53	\$380.27	\$190.13	\$65,913
BENJAMIN, RORY B.	3/24/2008	\$1,125.45	\$101.26	\$61.23	\$1,287.94	\$32.20	\$48.30	\$386.38	\$193.19	\$66,973
GALVAN, DAVID I. 2 yr 07/01/10	1/4/2010	\$1,125.45	\$101.26	\$20.72	\$1,247.43	\$31.19	\$46.78	\$374.23	\$187.11	\$64,866
DAVIS, BENJAMIN C.	1/31/2011	\$1,088.33	\$101.26	\$40.84	\$1,230.43	\$30.76	\$46.14	\$369.13	\$184.56	\$63,982
VANASSE, ERIC D.	3/31/2013	\$1,088.33	\$101.26	\$20.72	\$1,210.31	\$30.26	\$45.39	\$363.09	\$181.55	\$62,936
ESTES, DARIN J.	7/30/2013	\$1,125.45	\$101.26	\$40.84	\$1,267.55	\$31.69	\$47.53	\$380.27	\$190.13	\$65,913
<b>AVERAGE NON-SALARY</b>										<b>\$938,277</b>
		<b>\$1,178.20</b>	<b>\$101.26</b>	<b>\$42.74</b>	<b>\$1,322.20</b>	<b>\$33.06</b>	<b>\$49.58</b>	<b>\$396.66</b>	<b>\$198.33</b>	<b>\$68,755</b>
HUNT, EDWARD C.	12/31/1973	\$884.50			\$884.50	\$22.11	\$33.17	\$265.35	\$132.68	\$45,994
ACO / Contracted with SPPD			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,776
Harbor Master / Contracted with Scarborough			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	PART TIME CG.					\$13.50	PER EVENT			
	PART TIME CG.					\$13.50	PER EVENT			
	RESERVE OFF.					\$16.75				
YOUNG, RAFINA	PART TIME CLERK					\$14.25				
FRASER, JAMES	PART TIME CLERK					\$14.25				
DENNISON, JEFFREY	PART TIME CLERK					\$14.25				
KENNEDY, CHARLES	PART TIME CLERK					\$14.25				
<b>CODES: BASE = Base Weekly Wage CSS = Community Service Step EIP = Educational Incentive Pay</b>										
<b>TBW = Total Base Wage BHR = Base Hourly Rate OTHR = OT, hourly SOT = Shift OT COOT = Call out OT</b>										

## WETeam Accounts (225)

225	WETeam	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	\$ 12,000	\$ 4,845	\$ 12,000	\$ 2,979	\$ 12,000	\$ 6,000	\$ 12,000	\$ -	0.0%
1020	SOCIAL SECURITY	\$ 1,017	\$ 409	\$ 1,017	\$ 269	\$ 1,017	\$ 450	\$ 1,017	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 13,017</b>	<b>\$ 5,254</b>	<b>\$ 13,017</b>	<b>\$ 3,248</b>	<b>\$ 13,017</b>	<b>\$ 6,450</b>	<b>\$ 13,017</b>	<b>\$ -</b>	<b>0.0%</b>
2000	CELLULAR TELEPHONES	\$ 200	\$ 157	\$ 200	\$ 200	\$ 200	\$ 200	\$ 225	\$ 25	12.5%
2008	TRAINING	\$ 1,200	\$ 1,143	\$ 1,200	\$ 901	\$ 1,200	\$ 900	\$ 1,200	\$ -	0.0%
2032	VEHICLE MAINTENANCE	\$ 2,000	\$ 2,310	\$ 2,000	\$ 1,679	\$ 2,500	\$ 2,400	\$ 2,500	\$ -	0.0%
2033	RADIO MAINTENANCE	\$ 3,000	\$ 2,999	\$ 3,000	\$ 2,245	\$ 3,000	\$ 2,000	\$ 2,500	\$ (500)	-16.7%
2034	EQUIPMENT MAINTENANCE	\$ 1,200	\$ 1,161	\$ 1,200	\$ 297	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
2071	PHYSICALS AND SHOTS	\$ 600	\$ -	\$ 600	\$ -	\$ 600	\$ 100	\$ 600	\$ -	0.0%
3002	GASOLINE	\$ 500	\$ -	\$ 500	\$ 35	\$ 500	\$ 100	\$ 600	\$ 100	20.0%
3004	UNIFORMS	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,182	\$ 1,800	\$ 900	\$ 1,800	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	\$ 750	\$ 488	\$ 750	\$ 250	\$ 750	\$ 300	\$ 750	\$ -	0.0%
4001	OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>\$ 11,250</b>	<b>\$ 10,058</b>	<b>\$ 11,250</b>	<b>\$ 6,789</b>	<b>\$ 11,750</b>	<b>\$ 8,100</b>	<b>\$ 11,375</b>	<b>\$ (375)</b>	<b>-3.2%</b>
225	WETeam	\$ 24,267	\$ 15,312	\$ 24,267	\$ 10,037	\$ 24,767	\$ 14,550	\$ 24,392	\$ (375)	-1.5%

### Payroll (1002)

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

### Training (2008)

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

### Vehicle Maintenance (2032)

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

### Radios (2003)

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

Equipment (2034)

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

Physicals (2071)

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

Fuel (3002)

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

Uniforms (3004)

This covers the purchase of float coats and dry suits.

## Fire Department Accounts (230)

230	FIRE DEPARTMENT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	\$ 79,980	\$ 79,381	\$ 81,980	\$ 81,994	\$ 83,619	\$ 83,619	\$ 85,291	\$ 1,672	2.0%
1002	PART TIME PAYROLL	\$ 118,460	\$ 72,615	\$ 113,500	\$ 68,788	\$ 113,500	\$ 85,000	\$ 209,500	\$ 96,000	84.6%
1012	HYDRANT SHOVELING	\$ 3,500	\$ 996	\$ 3,500	\$ 1,673	\$ 3,500	\$ 1,700	\$ 3,500	\$ -	0.0%
1020	SOCIAL SECURITY	\$ 15,500	\$ 11,666	\$ 15,221	\$ 11,133	\$ 15,221	\$ 10,000	\$ 15,221	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 216,971</b>	<b>\$ 164,658</b>	<b>\$ 214,201</b>	<b>\$ 163,588</b>	<b>\$ 215,840</b>	<b>\$ 180,319</b>	<b>\$ 313,512</b>	<b>\$ 97,672</b>	<b>45.3%</b>
2000	CELLULAR TELEPHONES	\$ 1,700	\$ 1,512	\$ 1,940	\$ 1,521	\$ 2,000	\$ 1,600	\$ 2,500	\$ 500	25.0%
2007	DUES AND MEMBERSHIPS	\$ 8,500	\$ 8,414	\$ 8,500	\$ 4,284	\$ 9,000	\$ 5,000	\$ 9,000	\$ -	0.0%
2008	TRAINING	\$ 6,000	\$ 5,898	\$ 6,000	\$ 4,659	\$ 6,000	\$ 5,000	\$ 6,000	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	\$ 500	\$ 100	\$ 500	\$ 150	\$ 500	\$ 200	\$ 500	\$ -	0.0%
2032	VEHICLE MAINTENANCE	\$ 20,000	\$ 18,967	\$ 20,000	\$ 21,655	\$ 44,000	\$ 25,000	\$ 25,000	\$ (19,000)	-43.2%
2033	RADIO/PAGER MAINTENANCE	\$ 10,000	\$ 9,543	\$ 8,000	\$ 6,159	\$ 8,000	\$ 6,200	\$ 12,000	\$ 4,000	50.0%
2034	EQUIPMENT MAINTENANCE	\$ 8,000	\$ 10,633	\$ 12,000	\$ 9,364	\$ 14,000	\$ 7,500	\$ 14,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	\$ 1,600	\$ 790	\$ 1,600	\$ 883	\$ 1,600	\$ 900	\$ 3,200	\$ 1,600	100.0%
3002	GASOLINE	\$ 9,500	\$ 7,283	\$ 9,500	\$ 4,933	\$ 9,500	\$ 5,500	\$ 9,500	\$ -	0.0%
3004	UNIFORMS	\$ 14,000	\$ 13,219	\$ 14,000	\$ 14,908	\$ 16,000	\$ 15,000	\$ 20,000	\$ 4,000	25.0%
3005	MINOR EQUIPMENT	\$ 12,500	\$ 12,017	\$ 46,700	\$ 39,078	\$ 28,000	\$ 20,000	\$ 30,000	\$ 2,000	7.1%
3006	MISCELLANEOUS SUPPLIES	\$ 11,500	\$ 9,612	\$ 11,500	\$ 10,291	\$ 12,500	\$ 5,400	\$ 13,500	\$ 1,000	8.0%
3007	FIRE PREVENTION SUPPLIES	\$ 1,100	\$ 730	\$ 1,100	\$ 2,055	\$ 1,500	\$ 1,300	\$ 1,500	\$ -	0.0%
		<b>\$ 104,900</b>	<b>\$ 98,718</b>	<b>\$ 141,340</b>	<b>\$ 119,940</b>	<b>\$ 152,600</b>	<b>\$ 98,600</b>	<b>\$ 146,700</b>	<b>\$ (5,900)</b>	<b>-3.9%</b>
<b>230</b>	<b>FIRE DEPARTMENT</b>	<b>\$ 321,871</b>	<b>\$ 263,376</b>	<b>\$ 355,541</b>	<b>\$ 283,528</b>	<b>\$ 368,440</b>	<b>\$ 278,919</b>	<b>\$ 460,212</b>	<b>\$ 91,772</b>	<b>24.9%</b>

Full Time Pay (1001)  
Fire Chiefs salary

## Part Time Payroll (1002)

This covers the pay for a deputy chief, officers and members of the two engine companies. The major increase in this line is to cover the proposed daytime staffing of one engine. With the diminishing number of volunteers we have seen over the last 5 years particularly ones that are available to answer daytime calls I feel that it is necessary to staff an engine during the hours of 7am to 5pm. We would staff the truck with two firefighters who could handle the minor calls thus reducing the strain on our volunteers. Our goal would be to staff the truck with licensed EMS personnel so they can assist the ambulance crew and be available to staff the second ambulance if it is needed. The firefighters would also conduct business inspections and inspections of multifamily dwellings.

## Mobile Phones (2000)

This account covers the cost of the phone in the command van, the Pagegate modem, the I Pad in the chief's car and the chief's phone. We would also add a data plan for an I Pad in the engine that we are proposing to staff. This would allow them to complete fire reports and inspections without having to return to the station.

## Dues and Membership (2007)

This account covers the cost of membership of several fire service organizations and the purchase of subscriptions to fire service publications for the fire stations. These memberships allow us access to training and product information. This account also pays for the Firehouse reporting software. We added \$3,000 to this account to cover the cost of CAD copy over to our fire and EMS reports. This will allow us to complete reports faster as all the call information will already be downloaded to the report.

## Training (2008)

This account covers all of our training materials, fire schools and the cost of outside instructors. We use outside instructors for the monthly joint fire company trainings. This also covers the cost of the Firefighter 1&2 class that we present. This is required for all new members of the fire companies. The department covers the tuition cost of any member wishing to obtain Firefighter I&II pro board certification.

## Conferences (2009)

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



### Vehicle Maintenance (2032)

This account covers the cost of all routine maintenance that is done on the fire departments seven vehicles. This also covers the cost of annual pump tests on the department's three pumpers. We also have all of our ground ladders and the aerial ladder tested annually by a UL certified testing company.

### Radio Maintenance (2033)

This account covers the cost of all repairs to our radios and pagers. It also covers the cost of annual service to our radio repeaters. This account will also cover the cost of replacement portable radios and the purchase of pagers. We have been purchasing used radios but the model we have on our trucks is no longer made so we need to begin replacing the portables on the trucks. We will replace the five portables on one truck each year for the next 4 years until we have replaced the outdated models.

### Equipment Maintenance (2034)

This account covers the cost of parts, repairs and annual flow testing for the department's 26 air packs. We also pay for the annual testing of the fit tester from this account. This account covers the repairs and upkeep on the department's chainsaws, generators and portable pumps. We also cover the cost of preventative maintenance of our two vehicle extrication tools. We also pay for the annual hose test from this account.

## Physicals (2071)

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

## Fuel (3002)

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

## Gear and Uniforms (3004)

This account also covers the purchase of each member's turnout gear. Turnout gear consists of a coat and pants at \$1700, helmets \$265, gloves \$80 and boots at \$150. We are purchasing six sets of gear a year to keep us on the recommended ten year replacement schedule. We also cover the cost of uniforms for per-diem firefighters.

## Minor Equipment (3005)

This account covers the purchase of all our hand tools, batteries, flashlights, hose fittings and nozzles. We also buy Class A foam from this account. We are replacing the large diameter hose on one engine every year until the hose is all replaced. Over the last two years we have had 7 of our 30 lengths fail the annual hose test.

### **Miscellaneous Supplies (3006)**

This account covers the volunteer recognition awards, office supplies, stationary, and cleaning supplies for both stations. This line is increased by \$1,000.00 to cover the copier lease and paper.

### **Fire Prevention Supplies (3007)**

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

Fire Police 235

235	FIRE POLICE UNIT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	\$ 9,800	\$ 5,920	\$ 9,800	\$ 4,241	\$ 9,800	\$ 6,000	\$ 10,000	\$ 200	2.0%
1020	SOCIAL SECURITY	\$ 704	\$ 564	\$ 704	\$ 433	\$ 704	\$ 600	\$ 704	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	\$ 3,000	\$ 1,944	\$ 3,000	\$ 2,557	\$ 3,500	\$ 1,500	\$ 3,500	\$ -	0.0%
		\$ 13,504	\$ 8,428	\$ 13,504	\$ 7,231	\$ 14,004	\$ 8,100	\$ 14,204	\$ 200	1.4%

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

Part Time Payroll (1002)

Pay for the members of the company.

Miscellaneous Supplies (3006)

This covers the cost the equipping each member with a radio, pager and proper reflective safety apparel.

240	MISC. PUBLIC PROTECTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL-HARBORMASTER	3,631	2,723	-	-	-	-	-	\$ -	
1020	SOCIAL SECURITY	278	208	-	-	-	-	-	\$ -	
	<b>SUBTOTAL PERSONNEL</b>	<b>3,909</b>	<b>2,931</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	
2010	HARBORMASTER- SCARBOROUGH CONTRACT			5,500	5,500	5,616	\$5,616	\$5,734	\$ 118	2.1%
2074	STREET LIGHTS	60,000	57,962	60,000	58,170	61,200	\$60,000	\$62,424	\$ 1,224	2.0%
2075	HYDRANT RENTAL	86,000	88,850	90,000	84,029	90,000	\$90,000	\$90,000	\$ -	0.0%
3006	HARBOR ENFORCEMENT EXP.	1,000	-	1,000	-	500	\$500	\$500	\$ -	0.0%
3007	COMMUNITY LIAISON EXPENSES	1,500	1,302	1,500	411	1,500	1,500	1,500	\$ -	0.0%
240	<b>MISC. PUBLIC PROTECTION</b>	<b>152,409</b>	<b>151,045</b>	<b>158,000</b>	<b>148,110</b>	<b>158,816</b>	<b>157,616</b>	<b>160,158</b>	<b>\$ 1,342</b>	<b>0.8%</b>

This account funds the contracted Harbormaster position shared with Scarborough, street lights, hydrants, and other associated public protection expenses. There are 364 street lights along the roads and parking lots in Cape Elizabeth.

250	EMERGENCY PREPAREDNESS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	\$ 2,940	\$ 2,940	\$ 2,940	\$ 3,014	\$ 3,000	\$ 3,000	\$ 3,074	\$ 74	2.5%
1020	SOCIAL SECURITY	\$ 212	\$ 225	\$ 212	\$ 231	\$ 212	\$ 234	\$ 212	\$ -	0.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 3,152</b>	<b>\$ 3,165</b>	<b>\$ 3,152</b>	<b>\$ 3,245</b>	<b>\$ 3,212</b>	<b>\$ 3,234</b>	<b>\$ 3,286</b>	<b>\$ 74</b>	<b>2.3%</b>
2033	RADIO MAINTENANCE	\$ 1,000	\$ 887	\$ 1,000	\$ 900	\$ 1,000	\$ 500	\$ 1,200	\$ 200	20.0%
3006	MISCELLANEOUS SUPPLIES	\$ 500		\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>\$ 1,500</b>	<b>\$ 887</b>	<b>\$ 1,500</b>	<b>\$ 900</b>	<b>\$ 1,500</b>	<b>\$ 500</b>	<b>\$ 1,700</b>	<b>\$ 200</b>	<b>13.3%</b>
250	<b>EMERGENCY PREPAREDNESS</b>	<b>\$ 4,652</b>	<b>\$ 4,052</b>	<b>\$ 4,652</b>	<b>\$ 4,145</b>	<b>\$ 4,712</b>	<b>\$ 3,734</b>	<b>\$ 4,986</b>	<b>\$ 274</b>	<b>5.8%</b>

### Emergency Preparedness

#### Part Time Payroll (1002)

This covers the stipend for the EMA director. The director attends all the county EMA meetings and prepares all reports required by FEMA.

#### Radio Maintenance (2033)

This account covers the cost of maintenance to the radio repeater system and the radios in the emergency operations center at the Town Center Fire Station.

#### Miscellaneous Supplies (3006)

This covers the cost of office supplies



**Town of Cape Elizabeth, Maine  
Public Works and Recycling Center (300s)  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

To: Members of the Cape Elizabeth Town Council

Date: February 16, 2018

Re: **FY 2019 Proposed Public Works Department Budget**

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

The budgets as proposed herein will collectively support the programs and services that the Public Works Department provides, assuming that all factors are equal. These programs include, but are not limited to; our winter/summer roads maintenance programs, our recycling and solid waste programs and our grounds maintenance programs. They also support the maintenance of all town-owned equipment, the care of our infrastructure and stormwater systems along with several minor, but very important tasks that fall under the Public Works umbrella.

The proposed Highway budget (310) is up slightly over 5% for FY 2019. It's been a challenge to keep the proposed increase responsible given some factors beyond our control. We will commence negotiations with the Teamsters Local #340 after the budget is submitted so a 2% placeholder has been added to each position in the collective bargaining unit. Staying within our Equipment Maintenance allowance has become an annual challenge. It is proposed to increase that line item by 11% as the cost of spare parts and items such as tires become more expensive each year. We have locked in prices on motor fuels, but our usage has increased slightly and the prices have risen an average of 5.6% from what we paid in FY 2018. We are facing higher expenses in our stormwater compliance program as new requirements will be required by the EPA in the next permit cycle. Finally, the cost of contracted snow removal on both the school campus and municipal buildings is higher for the next winter season. This is driven by the proposal to add the Town Hall parking lot to the contracted program and the price we paid for the last two winter seasons was obtained in a bid in January 2016.

In January 2018 we solicited two-year bids for several services, one of which was the servicing of containers at the Recycling Center. We have been receiving favorable hauling rates for several years but the lowest bid (of three received) to haul the new single-stream recycling and refuse containers increased by 56% from last fiscal year. The cost to haul the regular open-top containers for bulky,

gypsum and asphalt shingles has increased by 22%. We did anticipate a slight increase but not to this extent. We have also proposed to address staffing deficiencies that have become apparent since the Upgrade Project was completed.

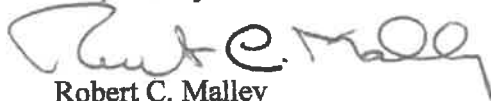
Our Tree budget (660) is down almost 15% from last year. We will have residual funds this fiscal year after our program needs are met, which will be proposed as a carry forward into the new budget. This will reduce the need to request the same appropriation as we did in FY 2018, even though we still face a serious exposure to winter moth infestation in the years ahead.

No substantial increases are proposed in the Parks family of budgets. We have committed to continuing our organic-based treatment program on the FWP Multi-Purpose Field and the two fields at Gull Crest. It's important to note that the cost to perform the program and protect our assets using organic products (and practices) is more expensive than a traditional synthetic approach.

Like every year, it is a challenge to maintain a responsible capital equipment replacement program with all of the other demands on the budget. It is proposed to replace our 2000 plow truck that has served us well, but has reached the end of its useful life. The undercarriage and dump body are severely corroded and the drive train is getting weak. It was used a primary sanding unit for many years so 17 winter seasons have taken its toll on much of the truck. In addition to the need to replace our 2004 pickup, we have also proposed to add another pickup to the department. We have only one utility vehicle for use by the mechanics and operators. The demands now required by our stormwater inspection program require us to inspect outfalls, ditches and other conveyances on an annual basis. This takes time and is more economical to perform those tasks in a smaller vehicle versus one of our dump trucks.

As with several past budget submissions, I want to thank my staff for all of their help throughout the year. It truly is a team effort and they perform a multitude of tasks during the four seasons with great pride. I also want to thank my fellow department heads for their support and cooperation when needed. It's a good team of individuals who are dedicated to the community. Lastly, I'd like to thank Matt Sturgis for his guidance and support through the year.

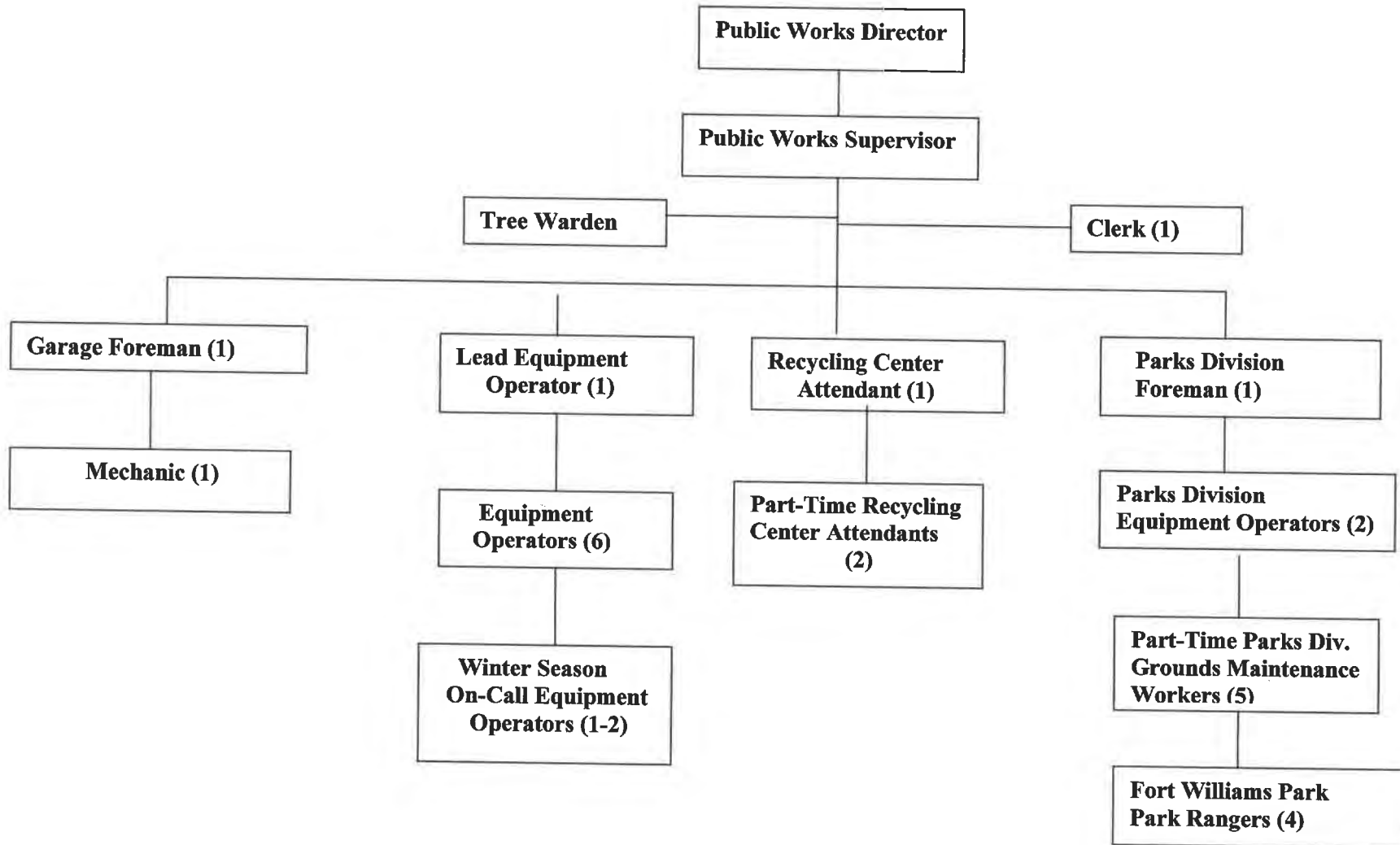
Respectfully Submitted,



Robert C. Malley  
Director of Public Works



**Cape Elizabeth Public Works Department  
Organizational Chart  
2018/2019**



**Fiscal Year 2018  
Proposed Budget**

310	PUBLIC WORKS	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
1001	FULL TIME PAYROLL	567,200	557,801	585,465	585,311	615,340	615,300	630,170	\$ 14,830	2.4%
1002	PART TIME PAYROLL	4,800	2,659	5,690	5,301	5,800	5,000	6,000	\$ 200	3.4%
1003	OVERTIME PAYROLL	100,500	65,875	104,000	101,955	110,200	105,000	112,700	\$ 2,500	2.3%
1020	SOCIAL SECURITY	51,446	49,840	53,179	50,938	55,948	55,485	57,289	\$ 1,341	2.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>723,946</b>	<b>676,175</b>	<b>748,334</b>	<b>743,505</b>	<b>787,288</b>	<b>780,785</b>	<b>806,159</b>	<b>\$ 18,871</b>	<b>2.4%</b>
2000	CELLULAR TELEPHONES	2,000	2,047	2,360	2,400	2,520	2,340	2,340	\$ (180)	-7.1%
2002	POWER	13,000	12,012	13,000	12,631	13,000	13,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	5,000	7,365	5,500	5,251	7,000	7,000	7,200	\$ 200	2.9%
2004	PRINTING AND ADVERTISING	800	762	800	872	800	800	2,000	\$ 1,200	150.0%
2007	DUES AND MEMBERSHIPS	375	385	385	395	385	400	400	\$ 15	3.9%
2008	TRAINING & ALLOWANCES	16,000	11,579	16,650	17,937	17,000	17,000	19,000	\$ 2,000	11.8%
2009	CONFERENCES AND MEETINGS	325	175	400	212	400	400	400	\$ -	0.0%
2021	EQUIPMENT RENTAL	1,400	1,469	1,000	959	1,200	1,000	1,200	\$ -	0.0%
2022	UNIFORM RENTAL	4,650	4,414	4,650	4,086	4,755	4,755	4,755	\$ -	0.0%
2025	SAFETY EQUIPMENT	11,200	11,913	11,200	11,373	11,445	11,400	11,500	\$ 55	0.5%
2032	EQUIPMENT MAINTENANCE	80,000	109,810	88,000	103,594	90,000	105,000	100,000	\$ 10,000	11.1%
2033	RADIO EQUIPMENT MAINTENANCE	1,500	346	1,500	1,479	1,500	1,400	1,500	\$ -	0.0%
2036	TRAFFIC SIGNAL MAINTENANCE	1,200	907	1,200	1,690	1,200	1,500	1,500	\$ 300	25.0%
2038	CONTRACTED STORM DRAIN MAINTENANCE	20,500	17,001	22,000	17,648	22,000	20,110	22,000	\$ -	0.0%
2038	CONTRACTED SNOW PLOWING SERV.	25,000	20,000	27,100	25,970	27,100	27,100	42,000	\$ 14,900	55.0%
2039	PAVEMENT MARKINGS	24,000	24,511	25,000	0	26,500	26,760	28,000	\$ 1,500	5.7%
2050	MAILBOX MATERIALS	500	184	500	661	500	500	500	\$ -	0.0%
2060	CURBING REPAIR	1,000	0	1,000	886	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	2,500	2,494	2,500	2,488	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	1,300	635	1,300	799	1,000	800	1,000	\$ -	0.0%
2071	PHYSICALS AND DRUG TESTING	1,500	1,456	1,600	925	1,600	1,000	1,600	\$ -	0.0%
3001	OFFICE SUPPLIES	1,300	1,249	1,300	1,202	1,300	1,300	1,300	\$ -	0.0%
3002	GASOLINE	8,500	8,139	7,100	12,039	8,350	8,350	11,595	\$ 3,245	38.9%
3003	HEAT	18,700	17,216	14,000	17,055	16,800	20,000	20,430	\$ 3,630	21.6%
3005	MINOR EQUIP & TOOLS	4,500	3,695	4,500	4,212	4,500	4,500	5,000	\$ 500	11.1%
3006	MISCELLANEOUS SUPPLIES	750	751	750	680	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	3,500	3,484	3,500	4,016	3,500	3,500	3,500	\$ -	0.0%
3031	WINTER SAND	13,500	13,491	12,500	12,308	12,500	12,468	12,500	\$ -	0.0%
3032	SALT & CHLORIDE	103,000	65,201	107,800	75,397	107,800	107,800	108,000	\$ 200	0.2%
3033	COLD BITUMINOUS MIX	5,000	3,295	5,000	3,870	4,000	4,000	4,000	\$ -	0.0%
3035	GUARDRAIL REPAIRS	250	449	250	0	250	250	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	7,000	8,000	7,000	7,469	7,000	7,000	7,000	\$ -	0.0%
3038	STORM DRAIN MAINTENANCE	8,000	8,325	7,000	7,323	8,000	8,000	8,500	\$ 500	6.3%
3039	MS4 STORMWATER PROGRAM	26,850	24,696	23,600	22,962	24,300	23,000	28,900	\$ 4,600	18.9%
3040	DIESEL FUEL	32,500	23,089	27,000	28,689	30,000	32,000	34,500	\$ 4,500	15.0%
	<b>SUBTOTAL</b>	<b>447,100</b>	<b>410,545</b>	<b>448,945</b>	<b>409,478</b>	<b>462,455</b>	<b>478,683</b>	<b>509,620</b>	<b>\$ 47,165</b>	<b>10.2%</b>
310	<b>PUBLIC WORKS</b>	<b>1,171,046</b>	<b>1,086,720</b>	<b>1,197,279</b>	<b>1,152,983</b>	<b>1,249,743</b>	<b>1,259,468</b>	<b>1,315,779</b>	<b>\$ 66,036</b>	<b>5.3%</b>

**PUBLIC WORKS (310)  
ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

<b>Full-Time Payroll (1001)</b>	<b>\$630,170</b>	<b>Actual FY 2018</b>	<b>Budget FY 2019</b>
Public Works Director (\$1,863.47/wk. @ 52 wks.)		\$95,000	\$96,900
Public Works Supervisor (40 hrs. @ \$1,295.03/wk. @ 52 wks.)		66,021	67,342
Garage Foreman (40 hrs. @ \$1,179.78/wk. @ 52 wks.)		60,146	61,349
Mechanic (40 hrs. @ \$1,048.30/wk. @ 52 wks.)		51,628	54,512
Lead Equipment Operator (40 hrs. @ \$1,008.29/wk. @ 52 wks.)		51,403	52,432
Equipment Operator (40 hrs. @ \$947.81/wk. @ 52 wks.)		48,320	49,287
Equipment Operator (40 hrs. @ \$947.81/wk. @ 38 wks.)		35,311	36,016
Equipment Operator (40 hrs. @ \$947.81/wk. @ 52 wks.)		48,320	49,287
Equipment Operator (40 hrs. @ \$947.81/wk. @ 52 wks.)		48,320	49,287
Equipment Operator (40 hrs. @ \$947.81/wk. @ 16 wks.)		14,870	15,165
Equipment Operator (40 hrs. @ \$947.81/wk. @ 52 wks.)		48,320	49,287
Parks Equipment Operator (40 hrs. @ \$930.88/wk. @ 6 wks.)		5,477	5,586

Parks Equipment Operator (40 hrs. @ \$914.18/wk. @ 6 wks.)	5,131	5,485
Parks Working Foreman (40 hrs. @ \$1,012.71/wk. @ 4 wks.)	3,797	4,051
Department Clerk (40 hrs. @ \$888.08/wk. @ 52 wks.)	45,275	46,181

\*Denotes eligible for step increase per CBA with Teamsters Local #340

**Note: The pay amounts shown for FY 2019 are placeholders (at 2%) as negotiations are currently underway with the Teamsters Local #340. It is proposed to increase the annual the salary amounts for the Director and Supervisor by 2.0%, per the Town Manager's instructions. Two of the union employees are eligible for step increases per the CBA which is why the account is up by 2.4%.**

One Equipment Operator is charged off for 38 weeks under this account, with the remaining 14 weeks charged off to account 645-1001 (Fort Williams Park). A portion of another Equipment Operator's time (16 weeks) is being charged off to this budget that was previously charged off to the Refuse & Recycling Budget (320). This was done to account for a reduction in hours being allocated since there is longer a need to haul the Transfer Trailers at the Recycling Center. Both Parks Equipment Operators are charged off for six weeks each for time spent performing Highway-related (winter road maintenance, stormwater maintenance, etc.) duties, along with the Parks Working Foreman, who is charged off for 4 weeks.

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

**Part Time Plowing Personnel (1002) \$6,000**

The department utilizes 1 to 2 individuals to assist with our snow plowing operation during the winter months. One individual has worked for us on a call basis for almost 50 winter seasons, exemplifying an unparalleled level of dedicated service to the department and the community as a whole. The other person retired from our department 3 years ago and has made himself available on multiple occasions. This account is budgeted for approximately 15-20 plowable events. This appropriation covers approximately 250 personnel hours. It should be noted that this line item could be adversely affected by an extended or severe winter season. It is proposed to increase the hourly pay for these individuals from \$23.20/hour to \$24.00/hour. They are required to have a Commercial Driver's License are subject to random drug testing, per DOT requirements.

**Overtime (1003)****\$112,700**

This account covers overtime for all winter and summer road maintenance activities, storm emergencies, municipal activities and other road emergencies. It is adjusted each year for cost-of-living adjustments and step increases per the CBA. As always, I would stress that combinations of night, weekend and early season snowstorms could adversely impact this account. All operators are budgeted for 200 hours each. The Supervisor and Parks Foreman are budgeted for 300 hours per year, due primarily to weekly on-call responsibilities. Each operator on-call (winter season only) receives 4 hours of overtime per week for being available with a pager. The Supervisor and Parks Foreman also alternate being on-call for operational emergencies during the non-first call season. They are also compensated for 4 hours of overtime each week they carry a pager. The Mechanics also alternate call weeks throughout the year and they are compensated 2 hours of overtime each week.

**Cellular Telephones (2000)****\$2,340**

This account funds a portion of the cellular phone expense of the Director, Supervisor and Parks Foreman. The annual contribution for each individual is \$600. A small amount is budgeted for the Tree Warden's iPad (\$180) and an amount (\$360) to cover cellular charges for a tablet device that is utilized in our stormwater program.

**Water & Sewer (2003)****\$7,200**

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

**Printing & Advertising (2004)****\$2,000**

This covers the printing of inserts, forms, stationary, envelopes, permits, and any employment and/or legal advertisements that are placed in the local print and/or Internet job classified media. For FY 2019, we are now obligated to pay for our portion of the annual lease payment, maintenance for our copier machine, and paper. This cost was historically picked up by the School Department.

**Dues & Memberships (2007)****\$400**

This pays for the Town's public agency membership in the **American Public Works Association (\$325)**, which also includes our membership in the **Maine Chapter of the American Public Works Association**. This account also covers our membership in the **Maine Better Transportation Association (\$75.00)**. It is an active association representing municipalities and private entities that works closely with MDOT and the Legislature on transportation-related issues.

**Training & Allowances (2008)****\$19,000**

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

**- Class “A” CDL license annual stipends: \$7,200 (7 individuals + 5 potential), CDL “Tank Endorsement” Stipend: \$3,120 (10 individuals + 1 potential), Mechanic tool allowances: \$400/each (2 individuals), anticipated “ASE” certification stipends: \$4,700 (2 Individuals), Estimated Maine Local Roads Center certification stipends: \$2,425, Potential “Roads Scholar” One-Time Stipend: \$500 (1 individual), Certified Transfer Station Attendant (per the Maine DEP Program): \$1,000 (1 individual + 1 potential), Maine Pesticide Control Board Certification Allowance (\$600) and local MDOT workshop fees: \$750**

This account reflects an increase to now include a CDL “Tank Endorsement” stipend that was approved as part of the current CBA with the Teamsters Local #340. It also includes funds for stipends that are not yet attained but could be at some point during the fiscal year.

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

This account covers registration fees for in-state workshops and meetings attended by the Director and Foremen, including, but not limited to, the annual Maine Municipal Association Convention, the Maine Resource Recovery Conference and the annual Maine Turf Conference.

**Equipment Rental (2021)****\$1,200**

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

**Employee Uniform Rental (2022)****\$4,755**

Our current supplier continues to provide excellent service to the department. This contract provides for 7 shirts, 7 pants and 2 jackets for each individual, plus some shop coveralls for the operators. The two mechanics receive the same allotment, in addition to coveralls. The uniform rental has been spread over several budgets, with 25 weeks being charged off to the 310 budget.

**Safety Equipment Allowance (2025)****\$11,500**

This request continues the program included in the collective bargaining agreement (CBA) to subsidize the purchase of safety shoes,

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

**Equipment Maintenance (2032)**

**\$100,000**

This account covers routine maintenance-related expenses for all motorized equipment utilized by the department. Examples of items purchased include tires, rims, engine filters, cutting edges, engine oil, hydraulic oil, lubricants, replacement parts and any contracted repairs. The cost of unexpected spring, transmission or engine repairs can have a detrimental effect on this account. We have been expending approximately \$105,000 on maintenance for the past three years. It's difficult to predict the number and extent of repairs, but it seems prudent to recommend an increase in this account.

**Radio Equipment Maintenance (2033)**

**\$1,500**

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

**Traffic Signal Maintenance (2036)**

**\$1,500**

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

**Contracted Storm Drain Maintenance Services (2037)**

**\$22,000**

This account primarily covers the cost of contracted vacuum cleanings of our stormwater catch basins along with the disposal of the spoils, or "grit" as it is commonly referred to. The spoils are considered a "special waste" by the DEP and are transported to a licensed facility in Scarborough. The cost to dispose of them this past year (FY 2018) was approximately \$5,700. The FY 2019 program is budgeted for 140 hours @ \$104.75/hour, plus an allowance for the disposal of grit (\$5,500).

This account also covers the annual maintenance of six stormwater control units. Four are located on the school campus, one at the Library and another on Shore Road. Some are designed to filter out sediment and others filter out oils and chemicals from the initial flow of stormwater off the pavement. A third unit has been installed at the Thomas Memorial Library as part of the renovation of that building. An annual maintenance inspection needs to be undertaken, such as removing silt, debris and evaluating the filter media. The Town contracts out the maintenance of these three structures at an annual cost of \$1,800. It also covers any sub-surface camera work that may be needed on a line to identify an obstruction and/or to check the integrity of the inside of a pipe.

**Contracted Snow Plowing Services (2038)**

**\$42,000**

This appropriation covers the contracted plowing and sanding of all steps, walkways and entrances at the Thomas Memorial Library (TML), the Town Hall, the Town Center Fire Station and the Police Station. Besides the steps and walkways, it also covers the parking lot at the TML. The Town Hall parking lot (including the rear access road out to Shore Road) has been added to this program for FY 2019. Adding this to the contracted program will free up our staff to focus on other public facilities, such as the Recycling Center and School Campus. The amount above is based on a bid submitted by a local contractor through the 2018/2019 winter season.

**Pavement Markings (2039)**

**\$28,000**

This account covers the expense of painting all pavement markings (yellow centerlines and white edge lines) on all Town-maintained roads. It also covers the painting of all parking stalls, crosswalks, arrows and H-Cap symbols on our public ways, municipal parking lots and those on the school campus. This account is proposed to be increased due to the additional pavement markings added at the Recycling Center. We have tried to stretch the funding by painting the parking stalls on the school campus every other year, but some of the more heavily utilized lots need to be done annually.

**Mailboxes & Materials (2050)**

**\$500**

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

**Curbing Repairs (2060)**

**\$1,000**

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

**Misc. Contractual Services (2062)**

**\$2,500**

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

**Alarm System Monitoring Services (2063)**

**\$1,000**

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

**Physicals & Drug Testing (2071)**

**\$1,600**

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



mowing equipment) and mandated respiratory clearance testing for employees.

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

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

**Gasoline (3002) \$11,595**

We have locked in a price of \$2.07/gal. with our current provider for FY 2019. This is 7% higher than last year. Our Highway operations (Summer and Winter) now consume approximately 5,600 gals./year.

**Heat (3003) \$20,430**

This account covers heating oil for the Public Works Facility on Cooper Drive (approximately 9,000 gals.). The Facilities Manager is recommending budgeting heating oil at \$2.27/gal for FY 2019.

**Minor Equipment (3005) \$5,000**

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

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

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

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

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

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

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

**Salt & Chloride (3032) \$108,000**

This account covers the cost of rock salt and liquid chloride that is applied to our main arteries in the winter months. We are currently salting over 30 miles of roads, out of a total mileage of over 60 miles. The salt routes are primarily tailored around the school bus routes and the collector/feeder road network. We take great strides to keep the roads clear during the winter season by doing our best

to manage our materials, our personnel and our equipment in the most efficient manner possible. We are now using magnesium chloride as a wetting agent. It is less corrosive and slightly cheaper than the cost of liquid calcium. Salt for our winter sand/salt mixture is also included in this tonnage. Like overtime, this amount is an estimate at best and is totally dependent on the severity and duration of the winter season.

The FY 2018 GPCOG bid price for salt came in at \$59.70/ton/delivered and we budgeted \$60.00/ton. We normally use 1,500-1,600 tons of salt and 4,000 gals. of magnesium chloride for a typical winter season. The price of salt is a moving target, given the usual uncertainty of overseas shipping costs. For FY 2019, I am budgeting \$63.00/ton for salt and \$1.75/gal. for the chloride product.

**Cold Bituminous Mix (3033)**

**\$4,000**

This account pays for cold bituminous mix, otherwise known as “cold patch” for shoulders and potholes.

**Guardrail Maintenance/Replacement (3035)**

**\$250**

A small amount is being budgeted for the maintenance and /or repair of our wooden guardrails.

**Signage & Traffic Control Device Replacement (3036)**

**\$7,000**

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

**Storm Drain Materials & Pipe (3038)**

**\$8,500**

All replacement catch basins, frames, fittings, crushed stone, culverts, and drainage pipe for minor projects are appropriated from this account. Most of these materials are used to perform restoration work on our storm drain outfall system.

**MS4 Stormwater Program & Contracted Services (3039)**

**\$28,900**

The Town continues to be subject to a Clean Water Act Permit for its separated storm sewer system discharges. On July 1, 2018, the Town will begin implementing Permit Year 1 of its fourth (4<sup>th</sup>) five-year permit cycle (2018-2023). The permit has not been finalized at the time of this submittal, but Town staff and our consultant have been working with the Maine DEP to develop the requirements

through an interactive stakeholder process. The new permit is anticipated to be finalized on time, and the draft permits we have reviewed show requirements that are approximately the same level of stringency as the current permit cycle.

Activities required to be completed next year will effectively be a continuation of activities that were required in Permit Year 5, plus preparation of a new 5-Year **Stormwater Management Plan (SMP)**. These activities include continuing public education, continued inspections of stormwater outfalls, ditches and municipal facilities. In addition, as infrastructure changes, our stormwater maps must reflect the changes. Whether culverts, pipes and catch basins are installed by Public Works Crews, or by third party contractors, the electronic maps must be updated to reflect the new system components.

Because of the complexities associated with stormwater management, the Town contracted with a consultant in 2013 (Integrated Environmental Engineering) to review our stormwater program and ensure that the program was meeting the requirements of the permit and the SMP. The consultant has assisted us in developing electronic inspection protocols, has transformed our infrastructure data to electronic format, and helps to keep all information organized for annual reporting to the MDEP. The investments in the improvements to the program have been invaluable. The public works crew is becoming adept at updating the electronic infrastructure systems as changes are made to the system.

Integrated Environmental Engineering will continue to assist the Town by training public works employees to use the electronic systems, printing paper maps when needed, and making improvements to our internal processes. Integrated Environmental will also continue to assist us with annual reporting. Costs for Integrated Environmental Engineering services are approximately the same as last year even though the SMP will need to be written because there are decreases in costs related to the electronic infrastructure mapping and training.

In addition to services of Integrated Environmental Engineering, which is a locally owned company here in Cape Elizabeth, we continue to share the benefits of working with the 14 other entities collectively known as the **Casco Bay Interlocal Stormwater Working Group (ISWG)**. We share the expenses of a facilitator and the administrative staff of the Cumberland County Soil & Water Conservation District (CCSWCD), who coordinates bi-monthly meetings and provides advocacy for our collective efforts. The staff at the Conservation District performs over 30% of the permit requirements for us, which helps relieve the communities of a portion of our overall commitment. Our share of the FY 2019 ISWG budget is \$3,200 higher than FY 2018 assessment. Much of the increase is attributed to planning efforts required in Permit Year 1 and Permit Year 5 by the CCSWCD. Despite the increase, the funds are still an excellent investment and our collective approach provides valuable benefits to the Town, such as:

- Liaison with MDEP, Casco Bay Estuary Project, legislative officials and other partners
- Sharing the services of a public education coordinator

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

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

**Account Breakdown: Town Share of the FY 2019 ISWG Program Budget - \$14,000**

**Contracted Consulting Services - \$13,400**

**Misc., Including Mapping Updates & MDEP Fees - \$1,500**

**Diesel Fuel (3040) \$34,500**

We are currently averaging approximately 15,000 gals./year, but this can vary due to the severity and duration of the winter season. We have locked in a price of \$2.30/gal. diesel fuel with our current supplier for FY 2019.

**REFUSE & RECYCLING BUDGET (320)**

	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
320 REFUSE DISPOSAL	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001 FULL TIME PAYROLL	78,785	75,344	80,755	77,352	67,910	65,200	117,338	\$ 49,428	72.8%
1002 PART TIME PAYROLL	26,872	27,944	28,065	33,051	34,460	49,000	18,335	\$ (16,125)	-46.8%
1003 OVERTIME PAYROLL	2,570	3,495	2,635	4,453	3,000	22,000	6,100	\$ 3,100	103.3%
1020 SOCIAL SECURITY	8,279	8,526	8,526	8,680	8,061	10,419	10,846	\$ 2,785	34.5%
<b>SUBTOTAL PERSONNEL</b>	<b>116,506</b>	<b>115,309</b>	<b>119,981</b>	<b>123,536</b>	<b>113,431</b>	<b>146,619</b>	<b>152,619</b>	<b>\$ 39,188</b>	<b>34.5%</b>
2002 POWER	2,500	1,988	2,500	669	3,500	3,500	3,500	\$ -	0.0%
2003 WATER & SEWER		0		0				\$ -	
2004 RECYCLING PRINTING & PROMOTION	4,000	2,459	4,000	4,259	4,000	4,000	4,000	\$ -	0.0%
2012 ECOMAINE FEES	278,000	253,295	284,000	241,921	249,160	250,000	256,850	\$ 7,690	3.1%
2014 DEMOLITION MATERIAL DISPOSAL	51,100	41,642	58,485	35,662	60,000	60,000	69,625	\$ 9,625	16.0%
2015 HAZARDOUS MATERIALS DISPOSAL	17,000	16,319	18,000	18,367	18,000	16,000	16,000	\$ (2,000)	-11.1%
2021 EQUIPMENT RENTAL	200	0	200	0	0	0	0	\$ -	
2022 UNIFORM RENTAL	1,300	1,310	1,300	1,292	1,330	1,330	1,330	\$ -	0.0%
2032 VEHICLE MAINTENANCE	5,600	7,004	5,600	5,444	2,500	3,000	3,000	\$ 500	20.0%
2062 MISC. CONTRACT SVCS.	2,000	1,993	2,000	1,850	2,500	3,900	2,500	\$ -	0.0%
2063 ALARM SERVICE	1,600	635	1,600	636	1,000	1,000	1,000	\$ -	0.0%
3002 GASOLINE	365	365	305	305	340	340	364	\$ 24	7.1%
3006 MISCELLANEOUS SUPPLIES	1,500	606	1,500	1,573	1,500	1,500	1,500	\$ -	0.0%
3040 DIESEL FUEL	5,600	5,600	4,655	4,655	2,500	2,500	2,780	\$ 280	11.2%
4001 OUTLAY							2,000		
<b>SUBTOTAL</b>	<b>370,765</b>	<b>333,216</b>	<b>384,145</b>	<b>316,633</b>	<b>346,330</b>	<b>347,070</b>	<b>364,449</b>	<b>\$ 18,119</b>	<b>5.2%</b>
<b>320 REFUSE DISPOSAL</b>	<b>487,271</b>	<b>448,525</b>	<b>504,126</b>	<b>440,169</b>	<b>459,761</b>	<b>493,689</b>	<b>517,068</b>	<b>\$ 57,307</b>	<b>12.5%</b>

**ACCOUNT SUMMARY  
PERSONNEL & SALARY INFORMATION**

**FULL-TIME PAYROLL (1001)**

	<b>Actual FY 2018</b>	<b>Budget FY 2019</b>
Recycling Center Attendant (40 hrs. @ \$947.81/wk. @ 52 wks.)	\$47,462	\$49,287
Recycling Center Attendant* (39 hrs. /wk. (avg.) @ \$23.27/hr. @ 52 wks.)		47,200
Equipment Operator (40 hrs. @ \$947.81/wk. @ 22 wks.)	20,445	20,851

\*Considered full-time per the Town Personnel Code

## **PART-TIME PAYROLL (1002)**

1- Part-Time Recycling Center Attendant

(20 hrs. /week/yr. (avg.) @ \$17.63/hr. @ 52 wks.

18,335

**Note: The pay amounts shown for FY 2019 are placeholders as negotiations are currently underway with the Teamsters Local #340. The part-time attendant is a non-union position. That pay has been adjusted by 2%.**

### **Full-Time Payroll (1001)**

**\$117,338**

In addition to the Full-Time Attendant, one Public Works Equipment Operator is charged off to Refuse & Recycling for 22 weeks to account for materials handling and highway-related staff assistance at the Recycling Center.

It's been eight months since the completion of the Upgrade Project. Those months have provided a good opportunity to evaluate the staffing needs at the Recycling Center. To oversee the facility properly, keep up with cycling the containers, check in-coming loads, and perform transactions two hours were added in February 2018 to the 37 hours budgeted in FY 2018 for the primary Part-Time Attendant. This was done to have at least two Attendants on duty at all times. Previously, there were times when there was only one Attendant on duty to perform all of the above referenced functions. By adding these hours the P.T. Attendant is now considered full-time per the Town's Personnel Code.

### **Part-Time Payroll (1002)**

**\$18,335**

A second part-time position was added in the fall of 2018. After reviewing operations upon completion of the Upgrade Project it was determined that additional staffing was needed on Mondays and Saturdays. With a few exceptions, the stationary compactors require frequent cycling and it's a challenge to adequately staff the Center with only two people on those days, especially on Saturday. This position also helps cover sick and vacation leave taken by the other attendants

### **Overtime (1003)**

**\$6,100**

This account is proposed to be increased to cover overtime-related shifts at the Recycling Center for full and part-time employees. Prior to the implementation of the Recycling Center Upgrade Project, the Center was often staffed by one individual on Saturdays when one of the attendants was out on vacation or on certain holidays. It has long been recognized that this was not meeting the true needs of the facility. Since the completion of the project it has become apparent that three people need to staff the facility on Saturdays and Mondays (with a few exceptions) and two people on Wednesday and Friday, some of which would invoke an overtime shift. These shifts can occur for one (or more) of the following reasons:

- When we are closed on a particular holiday and then open the following day so the Recycling Center will not be closed three days in a row.
- When we are open on certain holidays when other Town services are closed, such as MLK Day, President's Day, Patriots Day, Columbus Day and Veteran's Day. Employees required to work those days are eligible for overtime pay in addition to holiday pay.
- When both attendants are required to work certain holidays, such as the Friday and Saturday after Thanksgiving and the day after Christmas (if it falls on a Tuesday or Thursday).
- When the Recycling Center is open for the disposal of leaf/yard wastes in the spring and fall (8 Sundays/year). These are overtime shifts for the full-time attendant.
- When the primary part-time attendant exceeds 40 hours which can occur if the full-time attendant is on vacation and/or sick leave.
- When Public Works personnel are required to work the Recycling Center overtime shifts to help cover for vacations and sick leave.

**Power (2002)**

**\$3,500**

We are still monitoring our power consumption up at the Recycling Center. Each compactor is powered by 3-phase power which is required to power the hydraulic motors. Additional lighting was also added at the site but the fixtures are LED and more energy efficient than traditional incandescent fixtures.

**Recycling Printing & Promotion (2004)**

**\$4,000**

This account pays for printed materials, recycling promotional items, the purchase of recycling containers (if needed) and educational materials. We continue to use a portion of these funds to subsidize the cost of compost bins for residents who purchase one through a program offered by the Maine Resource Recovery Association. It is proposed to offer that again in the spring of 2019.

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

**\$256,850**

The total tonnage sent to ecomaine by June 30, 2018 is anticipated to be slightly below the 2,400 tons we projected in the budget. This compares to 2,130 tons that were hauled in FY 2017 and 2,230 tons that were hauled in FY 2016. No increase is anticipated in our tipping fee at ecomaine, so it has been budgeted at the FY 2018 rate of \$70.50/ton.

The number of stationary compactor "pulls" budgeted in FY 2018 was based on a recommendation in the Long Range Solid Waste & Recycling Committee's final report. Now that we've been operating for seven months we have a better understanding on the required hauling schedule so the number of "pulls" has been adjusted for FY 2019. The Town solicited bids to haul containers in January 2018. The lowest bid received to haul the containers attached to the stationary compactors was 56% higher than what we paid in FY 2018. The lowest bid to haul the 30 yard "open top" containers increased by 22%. We anticipated an increase since those prices had been in effect since July 1, 2016, but not to this extent. The good news is that these prices will be in effect until June 30, 2020.

The Town contracts with a firm to transport food waste generated at both cafeterias (including the kitchen at Community Services) to

a licensed facility in Portland. They provide annual training (if needed), the containers and the transportation (2x/per week). The program is budgeted at \$1,210/month for 10 months. We have been extracting approximately 1- 1.5 tons of food-waste from the cafeterias each month. As part of the Recycling Center Upgrade Project, we plan to add bins for food waste at the Recycling compactors on May 1st. This will enable residents to deposit food waste who don't have (or want) a composting bin. We have to pay a monthly charge along with a tipping fee at ecomaine. Since it's unclear how much tonnage we will generate the amount budgeted has been estimated for FY 2019.

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

Estimated Stationary MSW Compactor Tonnage: 2,350 tons @ \$70.50/ton = \$165,675

- 245 pulls/year @ \$116.00/pull = \$28,420

Estimated Stationary "Single-Stream" Compactor Tonnage: 1,300 Tons

- 130 pulls/year @ \$116.00/pull = \$15,080

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

- 320 services/year for refuse container @ \$12.50/service = \$4,000

- 220 services/year for single-stream recycling container @ \$12.50/service = \$2,750

- Contracted Food Waste Removal Services (School Campus) = \$12,100

- Contracted Food Waste Removal Services (Recycling Center) = \$1,600

- Contracted Food Waste Tip Fee at ecomaine: 25 tons @ \$45.00/ton = \$1,125

"Silver Bullets" (2) and Cardboard Container (1) located behind the Town Hall:

- 290 pulls/year @ \$90.00/pull = \$26,100



**Brush & Demolition Removal (2014)****\$69,625**

This account covers the volume reduction and removal of brush, woodwastes, white goods and demolition material (asphalt shingles, sheetrock, and concrete). In lieu of a heavy item collection, fees are waived for two full weeks so residents (not commercial haulers) can bring their own material to the Recycling Center at no charge. It is difficult to gauge the amount of material that is brought in, especially bulky wastes, wood-waste (demolition) and white goods. Most of the disposal services are being maintained at the FY 2018 levels, with the exception of bulky wastes and metal (more pulls required), gypsum and sheetrock (which are costing more to haul).

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

Demolition Wood (C&D) Disposal: 600 tons/year @ \$27.00/ton = \$16,200

Gypsum Board Container Pulls: 14 pulls/year @ \$90.00/pull @ \$85.00/ton per 5.9 tons of gypsum (avg.) = \$8,300

Asphalt Shingle Container Pulls: 12 pulls/year @ \$90.00/pull @ \$55.00/ton per 9.3 tons of shingles (avg.) = \$7,225

Glass (Inc. Porcelain) Container Pulls: 2 pulls/year @ \$90.00/pull @ \$36.00/ton per 11.0 tons of glass (avg.) = \$980

Aluminum Container Pulls: 2 @ \$90.00/pull = \$180

Bulky Wastes: 110 pulls/year @ \$90.00/haul, per 2.10 tons of waste (avg.) @ \$60.00/ton = \$23,760

White Goods/Metal Container Pulls: 80 pulls/year @ \$90.00/pull = \$7,200

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

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

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

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

Stump Disposal: \$250

**Household Hazardous Waste & E-Waste Collection Event (2015)      \$16,000**

It is proposed to continue to host Household Hazardous and E-Waste Collection in May of 2018. This is truly the best way to coordinate the disposal of chemicals, protect the environment and meet one of the requirements of our stormwater and CSO management plans. Residents took full advantage of the program last May with over 300 vehicles dropping off items. The collection is held at the Public Works Facility and facilitated by two licensed consolidators, with the assistance of our own personnel.

**Uniform Rental (2022)      \$1,330**

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

**Facility & Site Maintenance (2032)      \$3,000**

This account covers signage replacement, minor facility maintenance, repairs to the stationary compactor units, and the bulldozer. It is proposed to increase this account by \$500.

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

This account pays for transaction fees that we pay to perform electronic transactions at the Recycling Center. It also covers vector control (if needed) and the annual mobilization fee charged by the contractor who coordinates the annual paper shredding event.

**Alarm Service Monitoring (2063)      \$1,000**

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

**Gasoline (3002)      \$364**

A small amount of gasoline is charged off for Recycling Center operations. It is budgeted at \$2.07/gallon.

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

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

**Diesel Fuel (3040)      \$2,780**

This covers diesel fuel for the Recycling Center-related equipment (front-end loader or loader/backhoe) and is budgeted at \$2.30/gallon.

**Outlay (4001)**

**\$2,000**

This account is being proposed to cover small capital purchases not included in the Capital Stewardship Plan. Since the Recycling Center Upgrade Project was completed in July 2017 there has been a noticeable increase in speed by some of the users. Some traffic calming measures need to be implemented to safeguard the staff and those exiting vehicles accessing the compactors. It is proposed to purchase 10 portable speed bumps and place two in each of the five access lanes.



**Town of Cape Elizabeth, Maine  
Human Services (400s)  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

**Fiscal Year 2018  
Proposed Budget**

<b>410</b>	<b>HUMAN SERVICES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
2102	VNA/HOSPICE	3,750	3,750	3,825	3,825	3,902	3,902	3,980	\$ 79	2.0%
2100	COMMUNITY HEALTH SRVS	2,185	2,185	2,229	2,229	2,273	2,274	2,319	\$ 46	2.0%
2101	COMMUNITY COUNSELING	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2103	THERAPEUTIC RECREATION	3,672	3,672	3,745	3,745	3,820	3,820	3,896	\$ 76	2.0%
2107	S. ME SENIOR CITIZENS	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2110	PROP/THE OPPORTUNITY ALLIANCE	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2111	RTP	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2113	FAMILY CRISIS SHELTER	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2114	DAY ONE	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2116	HOSPICE OF SOUTHERN MAINE	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2118	SEXUAL ASSAULT RES. SVCS.	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2121	RED CROSS-PORTLAND CHAPTER	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
2122	INDEPENDENT TRANSPORTATION NETWORK	1,300	1,300	1,326	1,326	1,353	1,353	1,380	\$ 27	2.0%
5101	GENERAL ASSISTANCE	30,000	50,369	30,600	27,604	31,212	27,000	30,000	\$ (1,212)	-3.9%
<b>410</b>	<b>HUMAN SERVICES</b>	<b>52,607</b>	<b>72,976</b>	<b>53,659</b>	<b>50,663</b>	<b>54,732</b>	<b>50,521</b>	<b>53,995</b>	<b>\$ (737)</b>	<b>-1.3%</b>



**Town of Cape Elizabeth, Maine  
Library, Contributions, and Public  
Information (500s)  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

**Fiscal Year 2018  
Proposed Budget**

510	LIBRARY	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
1001	FULL TIME PAYROLL	255,142	269,577	285,887	251,445	295,844	285,017	303,058	\$ 7,214	2.4%
1002	PART TIME PAYROLL	168,729	147,974	145,777	131,323	124,382	115,939	127,141	\$ 2,759	2.2%
1020	SOCIAL SECURITY	32,426	31,659	32,360	26,973	32,360	29,400	32,911	\$ 551	1.7%
	<b>SUBTOTAL PERSONNEL</b>	<b>456,297</b>	<b>449,210</b>	<b>464,024</b>	<b>409,741</b>	<b>452,586</b>	<b>430,356</b>	<b>463,110</b>	<b>\$ 10,524</b>	<b>2.3%</b>
2004	PRINTING & ADVERTISING	1,500	1,456	1,500	1,459	1,000	2,735	750	\$ (250)	-25.0%
2005	POSTAGE	3,000	2,766	2,840	2,837	500	490	550	\$ 50	10.0%
2006	TRAVEL	465	268	500	238	500	455	500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	920	490	888	888	888	888	888	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	1,245	953	1,245	1,224	1,245	1,294	1,245	\$ -	0.0%
2010	PROFESSIONAL SERVICES-PROGRAMS	7,500	7,497	7,500	7,552	7,500	7,460	8,000	\$ 500	6.7%
2062	CONTINGENCY	250	239	250	250	250	250	250	\$ -	0.0%
2072	MISC. CONTRACT. SVCS.	-	-	-	-	11,067	11,067	12,425	\$ 1,358	12.3%
3001	OFFICE SUPPLIES	7,000	6,888	7,000	6,994	7,000	6,995	7,500	\$ 500	7.1%
3006	MISCELLANEOUS SUPPLIES	3,000	2,995	3,000	3,345	3,500	3,200	3,500	\$ -	0.0%
3020	BOOKS & PERIODICALS	33,967	33,648	34,318	34,378	34,661	34,600	34,661	\$ -	0.0%
3022	AUDIO VISUAL MATERIALS	10,025	10,013	10,025	9,167	10,327	10,350	10,327	\$ -	0.0%
3100	ELECTRONIC RESOURCES	8,336	8,248	11,135	10,922	2,400	2,200	2,400	\$ -	0.0%
4001	OUTLAY	1,500	1,380	1,200	1,200	1,200	1,225	1,200	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>78,708</b>	<b>76,841</b>	<b>81,401</b>	<b>80,454</b>	<b>82,038</b>	<b>83,209</b>	<b>84,196</b>	<b>\$ 2,158</b>	<b>2.6%</b>
510	<b>LIBRARY</b>	<b>535,006</b>	<b>526,051</b>	<b>545,425</b>	<b>490,195</b>	<b>534,624</b>	<b>513,565</b>	<b>547,306</b>	<b>\$ 12,682</b>	<b>2.4%</b>
								\$ -		

# Thomas Memorial Library - FY 2019 Budget

## Personnel Information

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

### Full Time Account (1001) - \$303,058

FY2018 Position	FY2018	FY2019
Library Director	\$66,900	\$68,224
Children's Librarian	\$54,377	\$55,453
Circulation Librarian	\$42,814	\$43,660
Adult Librarian	\$52,574	\$53,623
Programming Librarian	\$39,500	\$40,290
Technical Services	\$41,000	\$41,808
Total:	\$297,165	\$303,058

All salary rates include a 2.0% increase above the rates at the end of FY2018.

### Part Time Account (1002) - \$127,141

FY2018 Total Hours	FY2018 Total Pay	FY2019 Total Hours	FY2019 Total Pay
6,721	\$124,382	6,721	\$127,141

### Part Time position breakdown

Position	Yearly Hours FY2019	Pay Rate FY2019	Total Pay FY2019
Substitute Hours	858	\$17.31	\$14,852
Patron Experience Specialist	936	\$18.27	\$17,101
Patron Experience Specialist	936	\$17.31	\$16,203



Patron Experience Specialist	936	\$17.31	\$16,203
Young Adult Librarian	1456	\$19.25	\$28,028
Youth Programming Assistant	936	\$18.77	\$17,569
Youth Programming Assistant	936	\$18.36	\$17,185

The salary rates include a 2.0% increase above the rates at the end of FY2018.

**Social Security (1020) - \$32,911**

Amount is 7.65% of budgeted wages.

**Printing and Advertising (2004) - \$750**

-25% Line used to cover printing and copying costs, inhouse and outsourced.

**Postage (2005) - \$550**

+10%. The USPS rate increase in January 2017 (\$0.02 First Class and Library Mail) and January 2018 (\$0.01 First Class and \$0.03 Library Mail) combine for a slight increase in this line.

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

Level funded. Travel costs in FY2019 are expected to be in line with those in FY2018.

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

Level funded. Covers the cost of dues for professional staff: 3 ALAs (\$411), 1 ALSC (\$50) 1 PLA (\$72), 1 YALSA (\$60), 1 NELA (\$70) and MLA: Library Level 3 (\$225).

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

Level funded. Includes costs for meetings and conferences sponsored by professional associations.

**Programs (2010) - \$8,000**

+6.6%. Programming levels have significantly increased with staffing hires in August 2017, while some of those costs are defrayed through the Thomas Memorial Library Foundation and other outside funding sources, an increase in this line is needed to sustain our programming levels.

**Contingency Fund (2062) - \$250**  
Level funded.

**Miscellaneous Contract Services (2072) - \$12,425**

+12.3%. The increase is due to the the addition of the copier lease payment and a full year of increased material delivery cost (FY2018 saw 6 months at the increased rate).

Service	Amount
Mail Chimp	\$510
Maine State Library - Material Delivery (see note 1)	\$2,433.60
Maine InfoNet - Minerva Consortia Membership	\$4,500
Maine InfoNet - Maine Download Library Consortia	\$650
Maine Schools Library Network - Public Internet	\$1,500
LogiTech Self Checkout Support	\$1,000
Copier Lease Payment	\$1,830.88

Note 1: The Maine State Library provides one day of delivery each week, plus our membership in Minerva provides us with one day of delivery each week. This leaves the Library to fund the remaining 3 days per week of delivery. Our delivery cost is \$15.60 per day making our total cost for FY2019 \$2,433.60.

**Office Supplies (3001) - \$7,500**

+7.1%. Increase is due to rising supply costs and the change to paper being purchased on the department level.

**Miscellaneous Supplies (3006) - \$3,500**

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

**Books and Periodicals (3020) - \$34,661**

Level funded.

**Audio Visual Materials (3022) - \$10,327**

Level funded.

**Electronic Resources (3100) - \$2,400**

Level funded.

**Outlay (4001) - \$1,200**  
 Level funded. This account funds miscellaneous pieces of library equipment and furniture not covered by the Capital Expenses Plan yet outside the scope of normal equipment or supply lines.

**Totals**

<b>Budget</b>	<b>FY2018</b>	<b>FY2019</b>	<b>Change</b>
<b>Total</b>	<b>\$534,624</b>	<b>\$547,306</b>	<b>+2.37 %</b>

**Contributions (520)**

520	CONTRIBUTIONS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
5050	CAPE PRESERVATION SOCIETY	500	500	500	390	500	400	500	\$ -	0.0%
5052	GREATER PTLD ECON DEV COMM	-	-	-	-	-	-	-	\$ -	-
5053	FAMILY FUN DAY	15,000	23,643	31,500	19,732	23,700	20,000	12,000	\$ (11,700)	-49.4%
5054	PENNY FOR LAND ACQUISITION FUND	32,914	32,914	32,914	32,914	32,914	32,914	32,914	\$ -	0.0%
520	CONTRIBUTIONS	48,414	57,057	64,914	53,036	57,114	53,314	45,414	\$ (11,700)	-20.5%

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

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

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

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

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

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

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

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

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

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

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

**Public Information (530)**

530	PUBLIC INFORMATION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	CABLE PART TIME PAYROLL	6,586	1,749	6,750	2,216	6,750	3,100	6,750	\$ -	0.0%
1002	WEBMASTER	35,431	35,434	38,974	38,974	42,871	42,871	45,000	\$ 2,129	5.0%
1005	CETV BULLETIN BOARD		2,081		3,718				\$ -	
1020	SOCIAL SECURITY	3,214	3,087	3,498	3,013	3,498	3,517	3,959	\$ 461	13.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>45,231</b>	<b>42,351</b>	<b>49,222</b>	<b>47,921</b>	<b>53,119</b>	<b>49,488</b>	<b>55,709</b>	\$ 2,590	4.9%
2004	PRINTING AND ADVERTISING	6,890	7,280	6,890	3,566	6,890	3,200	5,000	\$ (1,890)	-27.4%
2034	EQUIPMENT MAINTENANCE	4,500	305	4,500	125	4,500	1,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	200	125	200	388	200	120	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-	-	-	-	\$ -	
	<b>SUBTOTAL</b>	<b>11,590</b>	<b>7,710</b>	<b>11,590</b>	<b>4,079</b>	<b>11,590</b>	<b>4,820</b>	<b>9,700</b>	\$ (1,890)	-16.3%
<b>530</b>	<b>PUBLIC INFORMATION</b>	<b>56,821</b>	<b>50,061</b>	<b>60,812</b>	<b>52,000</b>	<b>64,709</b>	<b>54,308</b>	<b>65,409</b>	\$ 700	1.1%

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

The budget increases the stipend of the webmaster by 5% this year as the position has increasing responsibilities.



**Town of Cape Elizabeth, Maine  
Facilities, Parks, and Community Services  
(600s)  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

**Cape Elizabeth**  
Facilities and Transportation Department  
345 Ocean House Road  
(207) 799-9574

To: Matthew Sturgis and members of the Cape Elizabeth Town Council

Date: February 8, 2018

Re: FY 2019 Proposed Cape Elizabeth's Facilities Department Budget

The Cape Elizabeth Facilities and Transportation Department is pleased to submit our proposed budget for FY 2019.

Enclosed are the individual budgets that comprise the Facility Department's operational budgets. They include Facilities Management (600), Town Hall (610), Library Building (615), Town Center Fire Station (620), Community Center (621), Richards Pool (622), Police Station (630) and Cape Cottage Fire Station (631).

I am happy to report, that due to our department's desire to help decrease the overall carbon footprint of the town, our general operating budget is down 9.6% from the previous year. This can be attributed to projects such as, lighting improvements, new energy efficient HVAC and "ENERGY STAR" replacement windows.

Being new to both Maine and Cape Elizabeth this year, I would like to say Thank You to the members of Town Council, Matthew Sturgis and the Cape Elizabeth School Department; for the opportunity to serve as your new Facilities and Transportation Director. I look forward to working together and collaborating in the future years to come.

Respectfully submitted,

Perry J Schwarz  
Facilities & Transportation Director

**The proposed budget for Facilities Management (600)**

600	FACILITIES MANAGEMENT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2018	FY 2018	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL								\$-	
1002	PART TIME PAYROLL								\$-	
1020	SOCIAL SECURITY								\$-	
	SUBTOTAL PERSONNEL	-	-	-	-	-				
2001	TELEPHONE								\$-	
2004	PRINTING & ADVERTISING	300	-	300	300	100	-	100	\$-	0.0%
2006	TRAVEL	200	200	250	250	200	-	200	\$-	0.0%
2007	DUES & MEMBERSHIPS	300	766	300	300	200	50	200	\$-	0.0%
2009	CONFERENCES & MEETINGS	600		500	500	500	112	500	\$	0.0%
2010	PROFESSIONAL SERVICES	800	96	800	800	500	95	500	\$-	0.0%
2034	OFFICE EQUIP MAINTENANCE	850	850	850	850	500	238	500	\$-	0.0%
2035	CONSOLIDATED BUILDING MAINT.	117,539	131,153	121,376	121,376	129,743	145,000	148,800	\$19,057	14.7%
2052	MISCELLANEOUS CONTRACTURAL SERVICES	91,956	91,956	97,844	97,844	103,636	100,000	104,582	\$1,046	1.0%
4001	OUTLAY								\$-	
	SUBTOTAL	212,345	224,821	222,120	222,120	235,379	245,495	255,482	\$20,103	8.5%
600	FACILITIES MANAGEMENT	212,345	224,821	222,120	222,120	235,379	245,495	255,482	\$20,103	8.5%

**Printing and Advertising (2004)**

**\$100**

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

**Travel (2006)**

**\$200**

This line covers any mileage reimbursement that is accrued when attending meetings and/or seminars.

**Dues and Memberships (2007)**

**\$200**

This covers any memberships needed by the Facilities Department.

**Conferences and Meetings (2009)**

**\$500**

This account covers the registration fees of any training and/or conference attended by a Facilities employee.

**Professional Services (2010)**

**\$500**

This covers any expense incurred by hiring a lawyer, architect or engineer for any professional services needed outside of the Facilities Department's legal abilities.

**Office Equipment and Maintenance (2034)**

**\$500**

This account covers the costs of any computers, printers, toner cartridges or general office equipment purchases or repairs.



**Consolidated Building Maintenance (2035)****\$148,800**

This covers general building maintenance and/or contractual work performed by outside contractors on all the town own buildings, with the exclusion of Community Services and Richard's Pool. Any needed maintenance supplies or equipment would also fall under this line. This year there is an increase of \$19,057, and is largely due to the added need to maintain our fire suppression systems to state standards, along with added service contracts that are needed to maintain our larger pieces of equipment.

**Contracted Custodial Services (2062)****\$104,682**

This account covers any custodial services used within Town Hall. This includes all offices spaces, restrooms, hallways, break rooms and meeting areas. The \$1,046 increase, is solely due to the collective bargaining unit agreement with the school department.

**The proposed Facilities budget for the Town Hall (610)**

610	TOWN HALL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2002	POWER	11,725	7,030	9,812	9,812	9,812	6,556	9,812	\$-	0.0%
2003	WATER & SEWER	3,111	2,547	3,111	3,111	3,416	2,284	3,416	\$-	0.0%
3003	HEAT	11,180	9,547	9,075	9,075	9,913	8,294	9,913	\$-	0.0%
2062	MISCELLANEOUS CONTRACTURAL SERVICES								\$-	
610	TOWN HALL	26,016	19,124	21,998	21,998	23,141	17,134	23,141	\$-	0.0%

**Power (2002)****\$9,812**

This covers any electrical usage consumed by the Town Hall property, that is invoiced from Central Maine Power Company.

**Water and Sewer (2003)****\$3,416**

This account is used to cover the cost of both water and sewer usage at Town Hall, that is invoiced from Portland Water District.

**Heat (3003)****\$9,913**

This covers the annual fuel costs for heating the Town Hall facility.

**The proposed Facilities budget for the Thomas Memorial Library Building (615)**

615	LIBRARY BUILDING	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2018	FY 2018	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2002	POWER	10,231	11,004	13,850	13,850	13,850	12,456	13,850	\$-	0.0%
2003	WATER AND SEWER	1,077	1,317	1,500	1,500	2,972	1,828	2,972	\$-	0.0%
2062	CONTRACTED CUSTODIAL SERVICES			14,289	14,289	15,003	15,003	15,285	\$282	1.9%
3003	HEAT	15,125	10,890	12,936	12,936	14,221	7,152	10,221	\$(4,000)	-28.1%
615	LIBRARY BUILDING	26,433	23,211	42,575	42,575	46,046	36,439	42,328	\$(3,718)	-8.1%

**Power (2002)**

**\$13,850**

This covers any electrical usage consumed by the Thomas Memorial Library, that is invoiced from Central Maine Power Company.

**Water and Sewer (2003)**

**\$2,972**

This account is used to cover the cost of both water and sewer usage at the Thomas Memorial Library, that is invoiced from Portland Water District.

**Contracted Custodial Services (2062)**

**\$15,285**

This account covers any custodial services used within the Thomas Memorial Library. This includes all offices spaces, restrooms, hallways, break rooms and meeting areas. The \$282 increase, is solely due to the collective bargaining unit agreement with the school department.

**Heat (3003)**

**\$10,221**

This covers the annual fuel costs for heating the Thomas Memorial Library.

**The proposed Facilities budget for the Town Center Fire Station (620)**

620	TOWN CENTER FIRE STATION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2018	FY 2018	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2003	WATER & SEWER	1,664	1,506	1,812	1,812	1,812	1,812	1,812	\$-	0.0%
2062	CONTRACTED SERVICES	4,062	-	-	-	3,060	3,060	3,060	\$-	0.0%
3003	HEAT	20,580	17,789	19,602	19,602	22,451	15,500	20,500	\$(1,951)	-8.7%
620	TOWN CENTER FIRE STATION	26,306	19,295	21,414	21,414	27,323	20,372	25,372	\$(1,951)	-7.1%

**Water and Sewer (2003)**

**\$1,812**

This account is used to cover the cost of both water and sewer usage at the Town Central Fire Station, that is invoiced from Portland Water District.

**Contracted Services (2062)****\$3,060**

This account cover the contracted work performed on the fire department's generator and compressed air system.

**Heat (3003)****\$16,500**

This covers the annual fuel costs for heating the Town Central Fire Station.

**The proposed Facilities budget for the Community Center (621)**

621	COMMUNITY CENTER BUILDING	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	1,000	1,000	1,000	1,000	1,200	1,000	1,200	\$-	0.0%
2002	POWER	10,150	8,348	10,150	10,150	10,150	6,204	10,150	\$-	0.0%
2003	WATER & SEWER	2,205	1,831	2,359	2,359	3,156	3,386	3,700	\$544	17.2%
2035	BUILDING MAINTENANCE	10,850	16,083	14,050	14,050	16,523	21,705	16,523	\$-	0.0%
2062	CONTRACTED CUSTODIAL SERVICES	26,631	26,631	27,829	27,829	29,220	27,829	29,776	\$556	1.9%
3003	HEATING OIL	13,115	13,668	10,055	10,065	10,991	6,820	10,991	\$-	0.0%
3006	MISCELLANEOUS SUPPLIES	2,500	847	2,500	2,500	2,610	2,610	2,610	\$-	0.0%
4001	CAPITAL PROJECTS	37,570	37,570	81,000	81,000	81,000	-	-	\$(81,000)	-100.0%
621	COMMUNITY CENTER BUILDING	104,021	105,976	148,953	148,953	154,860	69,554	74,950	\$(79,900)	-51.6%

**Part Time Payroll (1002)****\$1,200**

This line covers any temporary employment needed for assistance in cleaning and/or maintenance.

**Power (2002)****\$10,150**

This covers any electrical usage consumed by the Community Center, that is invoiced from Central Maine Power Company.

**Water and Sewer (2003)****\$3,700**

This account is used to cover the cost of both water and sewer usage at the Community Center, that is invoiced from Portland Water District. This line has been increased by \$544 to help cover the amount of usage within the building.

**Building Maintenance (2035)****\$16,523**

This covers general building maintenance and/or contractual work performed by an outside contractor. Any needed maintenance supplies or equipment for the building would also fall under this line.

**Contracted Custodial Services (2062) \$29,776**

This account covers any custodial services used within the Community Services building. This includes all offices spaces, restrooms, hallways, break rooms, class rooms, and meeting areas. The \$556 increase, is solely due to the collective bargaining unit agreement with the school department.

**Heat (3003) \$10,991**

This covers the annual fuel costs for heating the Community Center.

**Miscellaneous Supplies (3006) \$2,610**

This account covers any additional cleaning supplies needed within the Community Center.

**Capital Projects (4001) \$0.00**

This is used for any capital improvement projects scheduled to be accomplished within the fiscal year.

**The proposed Facilities budget for the Richards Pool (622)**

622	RICHARDS POOL BUILDING	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	2002	57,950	57,950	57,936	57,936	57,936	57,936	57,936	\$-	0.0%
	2003	3,100	3,100	3,298	3,298	3,514	3,514	3,514	\$-	0.0%
	2035	108,600	111,430	53,450	53,450	47,950	22,615	47,950	\$-	0.0%
	2062	48,920	48,920	51,122	51,122	53,678	53,678	54,690	\$1,012	1.9%
	3003	52,080	52,016	44,400	44,400	47,667	28,344	47,667	\$-	0.0%
	3006	15,700	13,092	12,400	12,400	12,400	12,400	12,400	\$-	0.0%
	4001								\$-	0.0%
622	RICHARDS POOL BUILDING	286,650	286,508	222,606	222,606	223,145	178,487	224,167	\$1,012	0.5%

**Power (2002) \$57,936**

This covers any electrical usage consumed by the Richards Pool, that is invoiced from Central Maine Power Company.

**Water and Sewer (2003) \$3,514**

This account is used to cover the cost of both water and sewer usage at the Richards Pool, that is invoiced from Portland Water District.

**Building Maintenance (2035)****\$47,950**

This covers general building maintenance and/or contractual work performed by an outside contractor. Any needed maintenance supplies or equipment for the building would also fall under this line.

**Contracted Custodial Services (2062)****\$54,690**

This account covers any custodial services used within the Richards Pool building. This includes all offices spaces, restrooms, hallways, locker rooms, and fitness areas. The \$1,012 increase, is solely due to the collective bargaining unit agreement with the school department.

**Heat (3003)****\$47,667**

This covers the annual fuel costs for heating the Richards Pool.

**Miscellaneous Supplies (3006)****\$12,400**

This account covers any additional cleaning supplies needed within the Richards Pool.

**Capital Projects (4001)****\$0.00**

This is used for any capital improvement projects scheduled to be accomplished within the fiscal year.

**The proposed Facilities budget for the Police Station (630)**

630	POLICE STATION	BUDGET	ACTUAL	BUDGET	ACTUAL	ACTUAL	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2002	POWER	25,484	6,371	22,978	22,978	22,978	6,546	12,000	\$(10,978)	-47.8%
2003	WATER & SEWER	4,020	3,617	4,378	4,378	5,875	4,972	5,875	\$-	0.0%
2062	CONTRACTED CUSTODIAL SERVICES	25,815	25,815	27,364	27,364	28,732	28,732	29,285	\$553	1.9%
3003	HEAT	9,030	9,791	6,930	6,930	7,456	7,022	7,456	\$-	0.0%
630	POLICE STATION	64,349	45,894	61,650	61,650	65,041	49,272	54,616	\$(10,425)	-16.0%

**Power (2002)****\$12,000**

This covers any electrical usage consumed by the Police Station, that is invoiced from Central Maine Power Company.

**Water and Sewer (2003)****\$5,875**

This account is used to cover the cost of both water and sewer usage at the Police Station, that is invoiced from Portland Water District.

**Contracted Custodial Services (2062) \$29,285**

This account covers any custodial services used within the Police Station. This includes all offices spaces, restrooms, hallways, break rooms and meeting areas. The \$553 increase, is solely due to the collective bargaining unit agreement with the school department.

**Heat (3003) \$7,456**

This covers the annual fuel costs for heating the Police Station.

**The proposed Facilities budget for Cape Cottage Fire Station (631)**

631	CAPE COTTAGE FIRE STATION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
2002	POWER	2,500	1,423	2,500	2,500	2,500	1,588	2,500	\$-	0.0%
2003	WATER & SEWER	979	1,088	979	979	979	928	979	\$-	0.0%
3003	HEAT	3,225	2,356	2,970	2,970	3,256	3,082	3,256	\$-	0.0%
631	ENGINE ONE	6,640	4,870	6,449	6,449	6,735	5,598	6,735	\$-	0.0%

**Power (2002) \$2,500**

This covers any electrical usage consumed by the Cape Cottage Fire Station, that is invoiced from Central Maine Power Company.

**Water and Sewer (2003) \$979**

This account is used to cover the cost of both water and sewer usage at the Cape Cottage Fire Station, that is invoiced from Portland Water District.

**Heat (3003) \$3,256**

This covers the annual fuel costs for heating the Cape Cottage Fire Station.



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343 Ocean House Road Cape Elizabeth, ME 04107 207-799-2868 Fax 207-799-1841

To: Matt Sturgis, Town Manager  
From: Kathy Raftice, Cape Elizabeth Community Services Director  
Re: Budget Proposal FY 2019

Matt,

Attached is the Budget Proposal for FY 2019. I will outline below some of the supporting reasons behind my submission.

General Funds and Revenue

Adult programs unfortunately is underperforming by a little at this time. This is due to the loss of one of our adult fitness programmers, Susie Poulin. While not a huge producer she certainly provided 2-3 classes per semester. She has left to work at Circuit 77 in Cape Elizabeth. Another instructor, Elaine Talevi, has had a very dedicated following for many years. Due to an aging population Elaine was forced to combine her two classes. The other fitness instructors are doing great. With my increased responsibilities during the majority of FY 18 an area that has suffered is the Adult Enrichment classes. In discussion with other recreation professionals this is a tough area for all. With the hire of a new Adult Program Coordinator this will be a focus area in FY 19. Additionally, my senior programming falls under the adult programs. This area had a strong fall however with the winter months things have slowed. I have some great offerings for the Spring/Summer brochure so I feel this will pick up again. Under this area of the budget there is a line item for senior programs however we do not identify these programs any differently in our software system so I did remove the \$5000. I know there is a huge focus on the seniors so if this is something you would like to remain in the budget and have us identify these programs differently please let me know.

I am having a difficult time identifying the reason for the drop in revenue on my monthly updated reports for our Youth programs. We did offer a different method of registering and paying for our summer camp last year however I have not had an opportunity to see if this had an impacted. I do know that some of our weeks the numbers were low. We are meeting in the next week as a staff to plan for the summer and I will go back to review what I can pull from the financials.



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Cape Care continues to perform strongly. We have a wait list and if a child drops even a day from the program Kelly is on top of it contacting the wait list and pulling children in where she can. The majority of our participants have direct withdrawal payments which has been very beneficial.

The Fitness Center and Pool are doing very well. Back in the fall I implemented a requirement that all those using either the pool or fitness center must sign in as a walk in or member. The cash box with sign in was moved next to the lifeguard. Linda Strunk then reviews the member sign-ins to ensure the membership is up to date and if not sends an email. As a result we have had improved results on membership lapses. I also implemented the requirement that Andrew prepare the monthly Coastal Main Aquatics billing by the 15<sup>th</sup> of the next month. In the past these have been delinquent with months going by before the billing caught up. We are now 100% up to date.

#### Department Line Item Budget

0633

Matt as discussed I did include the Ft. Williams Park Manager salary of \$44,000 under my full time payroll. I also have put in 4% for Kelly Phinney which will bring her salary to \$45,427. She received a nice increase last year due to increased responsibilities in the Cape Care administration however I am going to be asking more of her in the coming year and feel it is only fair to recognize that increased responsibility with increased pay. Also as we discussed, Linda Strunk is a huge asset to Community Services. I approached her on increasing her hours, she presently works 27.5 hours per week. While she is willing to help out as needed during any busy time, at this time she felt she could only commit to 30 hours. She has four children with the youngest in 3<sup>rd</sup> grade so I am appreciative of the couple hours increase. Linda is interested in assisting with the Adult programming and taking over some of my former responsibilities. In sub category 2004 I did include the copier lease and maintenance costs. While we have increased our social media face I would like to see additional marketing in the local papers and have allocated funds appropriately. In sub category 2062 – Contingency, I removed the monies. I do not have any background on what that would be for so while the amount is minimal I could not justify.

0634

I am still unclear on what should fall under sub category 4001 – Outlay so I have left the monies there until I have a better understanding.





343 Ocean House Road Cape Elizabeth, ME 04107 207-799-2868 Fax 207-799-1841

0635

You will notice an increase in the 2009 sub category. This is for Casey P. Murphy to continue her course reimbursements. I have increased the 2010 Professional Services based on what we are paying to instructors. Additionally Kerry Kertes is now the instructor of our Lighthouse Master's program, replacing Eric French. Kerry is paid per class and we will be adjusting the pricing to reflect his coaching going forward. 2062 – Contingency and 4001 – Outlay I have left until I have a better understanding on what these are encompass.

0636

The part time payroll here is for Linda Strunk, her 2% increase and the number of hours increase. Sub category 2032 – Vehicle Maintenance does not have any payments yet. The bus is in its first year and scheduled for a maintenance check and oil change etc. in the next month. I have not received any bill yet for gasoline use and will follow up with Public Works. I have never paid anything under sub category 2082 so I removed monies. I have again left 4001 – Outlay monies.

0637

With Cory replacing Leslie we remain in a great spot with his ability to drive a bus on our field trips so all we have to pay is the mileage which reduces our expense. He will also drive during the summer field trips whenever possible. Again I have never utilized sub category 2082 and for clarification the sub category 3400 – titled Outside Activities is our Reduced Ticket Program through MRPA. The ticket offerings has been reduced and most will be incurred during summer months.

0638

This department is pretty clean. The only addition is now with the use of the mini bus the preschool can go on field trips. Due to the numbers restraint the trips are local and involve only minimal miles.

In addition I was unclear where to submit the Senior Discount amounts which total \$15,342.40 through January 31<sup>st</sup>. I also have awarded \$20,192.50 of our Jordan's Scholarship monies. I vaguely remember that the Town also contributes or has been contributing monies toward the Fitness Center and the Senior Discount. If there is something additional required by me, please let me know.

Respectfully submitted,

Kathy Raftice, Director

Cape Elizabeth Community Services & Ft. Williams Park

**Fiscal Year 2018  
Proposed Budget**

<b>622</b>	<b>RICHARDS POOL BUILDING</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 18 to FY 19</b>	<b>FY 18 to FY 19</b>
<b>2002</b>	<b>POWER</b>	57,950	57,950	57,936	57,936	57,936	57,936	57,936	\$ -	0.0%
<b>2003</b>	<b>WATER &amp; SEWER</b>	3,100	3,100	3,298	3,298	3,514	3,514	3,514	\$ -	0.0%
<b>2035</b>	<b>BUILDING MAINTENANCE</b>	108,900	111,430	53,450	30,692	47,950	22,615	47,950	\$ -	0.0%
<b>2062</b>	<b>CONTRACTED CUSTODIAL SERVICES</b>	48,920	48,920	51,122	51,122	53,678	53,678	54,690	\$ 1,012	1.9%
<b>3003</b>	<b>HEAT</b>	52,080	52,016	44,400	36,469	47,667	28,344	47,667	\$ -	0.0%
<b>3006</b>	<b>MISCELLANEOUS SUPPLIES</b>	15,700	13,092	12,400	7,272	12,400	12,400	12,400	\$ -	0.0%
<b>4001</b>	<b>CAPITAL PROJECTS</b>			50,000	64,427				\$ -	0.0%
<b>622</b>	<b>RICHARDS POOL BUILDING</b>	<b>286,650</b>	<b>286,508</b>	<b>272,606</b>	<b>251,216</b>	<b>223,145</b>	<b>178,487</b>	<b>224,157</b>	<b>\$ 1,012</b>	<b>0.5%</b>

**Fiscal Year 2018  
Proposed Budget**

633 COMMUNITY SERVICES ADMINISTRATION		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	225,776	225,776	241,011	227,275	246,054	220,697	237,502	\$ (8,552)	-3.5%
1002	PART TIME PAYROLL								\$ -	
1020	SOCIAL SECURITY	15,804	15,804	18,437	15,931	18,823	16,883	18,169	\$ (654)	-3.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>241,580</b>	<b>241,580</b>	<b>259,448</b>	<b>243,206</b>	<b>264,877</b>	<b>237,580</b>	<b>255,671</b>	<b>\$ (9,206)</b>	<b>-3.5%</b>
2001	TELEPHONE	5,000	5,000	5,000	5,617	5,500	5,500	5,500	\$ -	0.0%
2004	PRINTING AND ADVERTISING	2,250	2,250	3,500	2,821	3,500	3,000	4,642	\$ 1,142	32.6%
2005	POSTAGE	600	600	600	1,033	700	700	700	\$ -	0.0%
2006	TRAVEL	200	400	500	323	500	200	500	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	395	395	2,500	340	500	150	400	\$ (100)	-20.0%
2009	CONFERENCES AND MEETINGS	2,000	1,000	500	2,326	2,800	1,800	2,000	\$ (800)	-28.6%
2062	CONTINGENCY	1,000	1,000	1,000	14,473	1,000	290	1,000	\$ -	0.0%
3001	OFFICE SUPPLIES	1,500	1,500	1,500	578	1,500	1,500	2,000	\$ 500	33.3%
4001	OFFICE EQUIPMENT	2,500	2,500	2,500	1,547	2,500	2,500	1,950	\$ (550)	-22.0%
633	<b>COMMUNITY SERVICES ADMINISTRATION</b>	<b>257,025</b>	<b>256,225</b>	<b>277,048</b>	<b>272,264</b>	<b>283,377</b>	<b>253,220</b>	<b>274,363</b>	<b>\$ (9,014)</b>	<b>-3.2%</b>
634	<b>FITNESS CENTER</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	28,300	28,300	28,860	29,133	29,440	29,440	30,029	\$ 589	2.0%
1020	SOCIAL SECURITY	2,165	2,165	2,208	2,149	2,252	2,252	2,297	\$ 45	2.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>30,465</b>	<b>30,465</b>	<b>31,068</b>	<b>31,282</b>	<b>31,692</b>	<b>31,692</b>	<b>32,326</b>	<b>\$ 634</b>	<b>2.0%</b>
2001	TELEPHONE	450	550	450	-	100	100	100	\$ -	0.0%
2062	CONTRACTUAL SERVICES	15,000	15,000	15,000	18,662	15,000	18,200	18,662	\$ 3,662	24.4%
3006	MISCELLANEOUS SUPPLIES	225	225	225	-	225	2,822	800	\$ 575	255.6%
4001	OUTLAY	10,000	10,000	10,000	24,423	10,000	8,500	10,000	\$ -	0.0%
634	<b>FITNESS CENTER</b>	<b>56,140</b>	<b>56,240</b>	<b>56,743</b>	<b>74,367</b>	<b>57,017</b>	<b>61,314</b>	<b>61,888</b>	<b>\$ 4,871</b>	<b>8.5%</b>
635	<b>RICHARDS POOL PROGRAMS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	125,492	126,261	115,779	117,596	118,092	118,092	120,458	\$ 2,366	2.0%
1002	PART TIME PAYROLL	47,500	64,012	63,500	65,255	65,500	66,500	66,810	\$ 1,310	2.0%
1020	SOCIAL SECURITY	13,324	53,297	13,715	13,257	14,045	14,045	14,326	\$ 281	2.0%
		<b>186,316</b>	<b>243,570</b>	<b>192,994</b>	<b>196,108</b>	<b>197,637</b>	<b>198,637</b>	<b>201,594</b>	<b>\$ 3,957</b>	<b>2.0%</b>
2001	TELEPHONE	1,200	202	1,200	-	250	250	250	\$ -	0.0%
2004	PRINTING AND ADVERTISING	500	-	500	-	250	250	250	\$ -	0.0%
2005	POSTAGE	50	162	50	-	250	250	250	\$ -	0.0%
2006	TRAVEL	100	100	100	-	200	100	100	\$ (100)	-50.0%
2007	DUES AND MEMBERSHIPS	750	750	500	-	500	250	500	\$ -	0.0%
2008	TRAINING	500	500	500	315	500	500	500	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	500	500	500	-	500	250	2,500	\$ 2,000	400.0%
2010	PROFESSIONAL SERVICES	6,000	13,388	6,000	15,402	12,000	12,000	15,000	\$ 3,000	25.0%
2034	OFFICE EQUIPMENT	500	-	500	-	500	250	250	\$ (250)	-50.0%
2062	CONTINGENCY	4,000	864	4,000	-	2,000	2,000	2,000	\$ -	0.0%
3001	OFFICE SUPPLIES	400	400	400	480	400	1,926	480	\$ 80	20.0%
3006	MISCELLANEOUS SUPPLIES			3,200	3,241	3,200	300	3,200	\$ -	0.0%
4001	OUTLAY			10,000	10,000	5,000	5,000	5,000	\$ -	0.0%
		<b>200,816</b>	<b>259,936</b>	<b>220,444</b>	<b>225,546</b>	<b>223,037</b>	<b>221,813</b>	<b>231,724</b>	<b>\$ 8,687</b>	<b>3.9%</b>

**Fiscal Year 2018  
Proposed Budget**

636 COMMUNITY SVCS ADULT PROGRAMS		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	20,000	22,000	22,000	17,399	23,000	23,000	27,050	\$ 4,050	17.6%
1020	SOCIAL SECURITY	1,530	1,683	1,683	1,251	1,760	1,760	2,069	\$ 309	17.6%
		21,530	23,683	23,683	18,650	24,760	24,760	29,119	\$ 4,359	17.6%
2004	PRINTING AND ADVERTISING	2,250	2,250	2,500	2,715	3,000	3,000	3,015	\$ 15	0.5%
2005	POSTAGE	600	600	700	784	700	300	700	\$ -	0.0%
2006	TRAVEL	100	100	100	1,302	100	135	180	\$ 80	80.0%
2007	DUES AND MEMBERSHIPS	100	100	100	-	100	100	100	\$ -	0.0%
2008	TRAINING	500	500	500	-	800	350	500	\$ (300)	-37.5%
2032	VEHICLE MAINTENANCE					3,500	3,500	3,500	\$ -	0.0%
2062	CONTRACTUAL SERVICES	66,500	70,000	75,500	70,859	75,500	73,000	75,000	\$ (500)	-0.7%
2082	TRIPS AND OUTINGS	15,000	10,000	10,000	-	5,000	-	-	\$ (5,000)	-100.0%
3001	SUPPLIES	2,300	2,300	2,300	1,036	2,800	3,600	2,500	\$ (300)	-10.7%
3002	GASOLINE					2,500	2,500	2,500	\$ -	0.0%
4001	OUTLAY	1,948	1,900	2,500	1,880	2,500	2,500	2,500	\$ -	0.0%
		110,828	111,433	117,883	97,226	121,260	113,745	119,614	\$ (1,646)	-1.4%
637 COMMUNITY SVCS. YOUTH PROGRAMS		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	112,000	95,000	110,000	105,148	110,000	155,397	112,200	\$ 2,200	2.0%
1020	SOCIAL SECURITY	8,568	7,268	8,415	8,025	8,415	11,884	8,583	\$ 168	2.0%
		120,568	102,268	118,415	113,173	118,415	167,281	120,783	\$ 2,368	2.0%
2004	PRINTING AND ADVERTISING	3,000	3,000	3,500	2,445	4,000	4,000	3,500	\$ (500)	-12.5%
2005	POSTAGE	800	500	800	890	1,500	710	750	\$ (750)	-50.0%
2006	TRAVEL	16,000	18,000	20,500	18,387	26,500	26,500	22,000	\$ (4,500)	-17.0%
2008	TRAINING	1,500	1,000	1,500	685	2,100	750	750	\$ (1,350)	-64.3%
2062	CONTRACTUAL SERVICES	212,000	212,000	212,000	240,848	212,000	221,634	233,016	\$ 21,016	9.9%
2082	TRIPS AND OUTINGS	4,500	5,000	5,000	-	4,000	-	-	\$ (4,000)	-100.0%
3001	SUPPLIES	35,100	35,100	35,000	43,333	36,000	36,000	35,000	\$ (1,000)	-2.8%
3081	OUTSIDE ACTIVITIES	4,500	5,000	5,000	7,024	6,000	4,000	4,000	\$ (2,000)	-33.3%
637		397,968	381,868	401,715	426,785	410,515	460,875	419,799	\$ 9,284	2.3%
638 CAPE CARE		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	125,600	120,000	112,288	119,829	112,900	112,900	115,158	\$ 2,258	2.0%
1020	SOCIAL SECURITY	9,608	9,180	8,590	8,254	8,637	8,637	8,809	\$ 172	2.0%
		135,208	129,180	120,878	128,083	121,537	121,537	123,967	\$ 2,430	2.0%
2005	POSTAGE	180	180	300	98	320	100	100	\$ (220)	-68.8%
2006	TRAVEL	800	500	800	-	1,000	500	500	\$ (500)	-50.0%
2008	TRAINING	750	750	1,500	927	1,500	1,000	1,000	\$ (500)	-33.3%
3001	SUPPLIES	8,000	10,000	88,000	72,126	14,072	14,072	12,900	\$ (1,172)	-8.3%
		144,938	140,610	211,478	201,234	138,429	137,209	138,467	\$ 38	0.0%

**PARKS & TOWN LANDS (640)**

640	PARKS and TOWN LANDS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	24,925	23,052	24,475	24,176	25,090	25,090	26,356	\$ 1,266	5.0%
1002	PART TIME PAYROLL	14,260	382	8,355	7,735	8,520	8,500	8,691	\$ 171	2.0%
1020	SOCIAL SECURITY	2,998	1,728	2,511	2,376	2,571	2,570	2,681	\$ 110	4.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>42,183</b>	<b>25,162</b>	<b>35,341</b>	<b>34,287</b>	<b>36,181</b>	<b>36,160</b>	<b>37,728</b>	\$ 1,547	4.3%
2002	POWER	1,200	1,206	1,200	1,207	1,200	1,200	1,200	\$ -	0.0%
2003	WATER	2,700	2,700	3,600	4,650	4,000	4,000	4,200	\$ 200	5.0%
2010	PROFESSIONAL SERVICES	19,720	16,138	30,880	25,620	31,580	30,000	29,920	\$ (1,660)	-5.3%
2022	UNIFORMS	560	587	560	560	575	575	575	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	1,700	1,598	1,700	1,601	1,700	2,000	2,000	\$ 300	17.6%
2037	COMMUNITY PLAYGROUND MAINTENANCE	5,700	5,697	5,000	1,305	5,000	3,000	5,000	\$ -	0.0%
3002	GASOLINE	785	785	1000	1000	1120	1,120	1,200	\$ 80	7.1%
3038	IRRIGATION MAINT. AND SUPPLIES	500	489	350	307	450	550	600	\$ 150	33.3%
3039	GROUNDS MATERIAL	9,850	8,719	9,100	4,061	7,000	7,000	6,400	\$ (600)	-8.6%
3040	DIESEL FUEL	540	540	600	600	700	700	780	\$ 80	11.4%
4006	LIONS' FIELD IMPROVEMENTS	500	0	500	357	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINT- ENCROACHMENT	25,000	32,671	25,000	2,595	19,000	19,000	19,000	\$ -	0.0%
4007	<b>SUBTOTAL</b>	<b>68,755</b>	<b>71,130</b>	<b>79,490</b>	<b>43,863</b>	<b>72,825</b>	<b>69,645</b>	<b>71,375</b>	\$ (1,450)	-2.0%
640	<b>PARKS</b>	<b>110,938</b>	<b>96,292</b>	<b>114,831</b>	<b>78,150</b>	<b>109,006</b>	<b>105,805</b>	<b>109,103</b>	\$ 97	0.1%

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

**Full & Part-Time Positions**

**Actual FY 2018**

**Budget FY 2019**

Parks Working Foreman (40 hrs. @ \$1,012.71/wk. @ 6 wks.)	5,700	\$6,077
Parks Equipment Operator (40 hrs. @ \$930.88/wk. @ 10 wks.)	9,130	9,308
Parks Equipment Operator (40 hrs. @ \$914.18/wk. @ 12 wks.)	10,260	10,971
Part- Time Maintenance Worker (40 hrs. @ \$13.58hr. @ 12 wks.)	6,390	6,518



program is not as simple as using an organic product in place of a synthetic one. An organic program requires more cultural practices, such as aerating, topdressing and grooming of the infields. Aerating a field reduces compaction and stimulates root enhancement, but at the same time it is quite time consuming and must be done 3-4 times per year to be effective. The cost to maintain an organic turf management program is considerably higher than a conventional program. For example, it costs approximately \$300/acre to purchase (and apply) an organic-based fertilizer versus \$70/acre using a conventional synthetic product.

**July/August/October - 2018** - Apply weed control to infields and practice areas. Apply organic fertilizer to attain appropriate nitrogen levels, and weed control (if needed). Over-seed high wear areas (where needed). Monitor fields for “Grub” activity. Slice seed fields at the end of the playing season.

**October/November - 2018** - The base-paths are redefined, worn areas are re-sodded, and infield material is replenished where needed on our 5 Little League fields. Rebuild pitcher’s mounds, home plates; remove lips around perimeter, prep and sod as needed to bring back to original dimensions, on both Lion’s Fields and Plaistead Park.

**April/May/June - 2019** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface). The two Gull Crest athletic fields and the FWP Multi-Purpose field are aerated, top-dressed with loam and slice-seeded at the end of the playing season.

Greenbelt Trail Maintenance

We continue to outsource the routine maintenance of our Greenbelt Trail system. The contractor who performs our work does an excellent job for the Town. He is quite knowledgeable of the needs and care that the trails require. The services needed include a Spring inspection of all trails, the mowing and trimming of the trail corridors, cutting back brush/invasives and removing any fallen trees or branches blocking the trails.

**Account Breakdown: Contracted Little League field infield renovation (\$8,020), Contracted organic treatment program (\$9,900), Contracted Greenbelt Trail Maintenance (\$9,000), and Misc. contractual services (\$3,000)**

**Uniforms (2022)**

**\$575**

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

**Equipment Maintenance (2032)**

**\$2,000**

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

**Community Playground Maintenance (2037)**

**\$5,000**

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

**Gasoline (3002)**

**\$1,200**

Unleaded fuel for FY 2019 is budgeted at \$2.07/gallon.

**Irrigation System Maintenance & Supplies (3038)**

**\$600**

This account covers the replacement of irrigation heads and other components for the irrigation systems at Gull Crest and the Multi-Purpose field at Fort Williams Park. A small increase if proposed for FY 2019.

**Grounds Maintenance Materials (3039)**

**\$6,400**

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

**Listed below are the materials and approximate dollar amounts allocated for FY 2019:**

**Field Layout Supplies \$150, Field Lime \$600 Marking (Baseball) Lime \$300, Calcitic Lime (required for our organic program) \$300, Latex Marking Paint \$850, Bark Mulch \$700, Gull Crest Dog Toilet Dispenser Bags \$600.00, Tennis Court Nets \$475.00, "Turface" \$700, Granulated "Grub" control (if needed) \$650, Organic-based weed control (non-turf infield areas) \$225 and Misc. Items \$850.**

**Diesel Fuel (3040)**

**\$780**

This account covers an allotment of diesel fuel for public lands-related activities, which is budgeted at \$2.30/gallon.

**Lion's Field Improvements (4006)**

**\$500**

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



**Greenbelt Trails (4114)****\$19,000**

This account is used for purchasing supplies to maintain the greenbelt trail network. The Town Planner and the Conservation Committee manage this account. At the February 13, 2018 meeting, the Conservation Committee voted 7-0 to recommend continued funding at \$19,000.

As FY 2018 comes to a close in June, the Conservation Committee's focus is on the Pollack Brook bridge and trail project. The project is funded with a \$35,000 grant, but is also commanding the bulk of the Conservation Committee budget in matching funds. In FY 2019, the committee will be able to refocus on other greenbelt trail needs and recommends continued funding at last year's level. The committee expects to partner with student volunteers seeking community improvement projects, where the town contributes the cost of materials. Popular greenbelt trail systems in Gull Crest and Winnick Woods will need attention. Existing, small-scale bridges, like the one off Two Lights Rd are due for replacement. In addition, funds need to be reserved for large trees that fall on greenbelt trails and need professionals to remove.

Although not included in this account, the Conservation Committee strongly supports funding for contracting seasonal trail maintenance, and also supports funding in the CIP to replace the Cliff House Beach stairs.

## SCHOOL GROUNDS & ATHLETIC FIELDS (641)

641	SCHOOL GROUNDS & ATHLETIC FIELDS	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	38,255	33,093	36,325	34,593	37,235	37,235	39,775	\$ 2,540	6.8%
1002	PART TIME PAYROLL	11,200	8,891	11,485	10,205	11,715	11,700	11,950	\$ 235	2.0%
1003	OVERTIME PAYROLL	390	0	390	266	400	400	410	\$ 10	2.5%
1020	SOCIAL SECURITY	3,813	3,282	3,687	3,227	3,775	3,774	3,988	\$ 213	5.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>53,658</b>	<b>45,266</b>	<b>51,887</b>	<b>48,291</b>	<b>53,125</b>	<b>53,109</b>	<b>56,123</b>	<b>\$ 2,998</b>	<b>5.6%</b>
2010	PROFESSIONAL SERVICES	34,850	31,757	34,000	11,293	35,400	33,000	33,900	\$ (1,500)	-4.2%
2022	UNIFORMS	560	570	560	560	575	575	575	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	3,000	2,747	3,000	3,296	3,000	3,200	3,000	\$ -	0.0%
2038	CONTRACTED SCHOOL PLOWING	37,000	37,000	40,600	40,600	40,600	40,600	43,000	\$ 2,400	5.9%
2041	FENCING AND GATE MAINTENANCE	3,000	0	2,000	1,170	2,000	1,695	2,000	\$ -	0.0%
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	10,000	10,000	10,000	10,000	10,000	10,000	10,000	\$ -	0.0%
3002	GASOLINE	2,100	2,100	2,500	2,028	2,800	2,800	3,000	\$ 200	7.1%
3005	MINOR EQUIPMENT	1,100	1,099	3,300	3,293	3,300	1,500	1,500	\$ (1,800)	-54.5%
3006	MISCELLANEOUS SUPPLIES	200	125	200	66	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	750	622	500	633	600	600	600	\$ -	0.0%
3039	GROUNDS MATERIAL	13,100	9,442	13,000	7,650	13,750	13,700	14,850	\$ 1,100	8.0%
3040	DIESEL FUEL	1,500	1,500	1,500	1,500	1,735	1,735	1,930	\$ 195	11.2%
	<b>SUBTOTAL</b>	<b>107,160</b>	<b>96,962</b>	<b>111,160</b>	<b>82,089</b>	<b>113,960</b>	<b>109,605</b>	<b>114,555</b>	<b>\$ 595</b>	<b>0.5%</b>
<b>641</b>	<b>SCHOOL GROUNDS</b>	<b>160,818</b>	<b>142,228</b>	<b>163,047</b>	<b>130,380</b>	<b>167,085</b>	<b>162,714</b>	<b>170,678</b>	<b>\$ 3,593</b>	<b>2.2%</b>

### ACCOUNT SUMMARY

### PERSONNEL & SALARY INFORMATION

#### Full & Part-Time Positions

	Actual FY 2018	Budget FY 2019
Parks Working Foreman (40 hrs. @ \$1,012.71/wk. @ 14 wks.)	\$13,290	\$14,178
Parks Equipment Operator (40 hrs. @ \$914.18/wk. @ 28 wks.)	23,945	25,597
Part Time Maintenance		
Worker (40 hrs. @ \$13.58/hr. @ 22 wks.)	\$11,715	\$11,950

**Note: The pay amounts shown for FY 2019 are placeholders as negotiations are currently underway with the Teamsters Local #340. The Parks Foreman and one of the Parks Equipment Operators are eligible for step increases per the CBA, which is why the increase is over 2%. It is proposed to increase the pay amounts for the part-time grounds maintenance workers by 2%.**

**Full Time Payroll (1001)****\$39,775**

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

**Part Time Payroll (1002)****\$11,950**

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

**Overtime (1003)****\$410**

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

**Professional Services (2010)****\$33,900**

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

We are continuing to experiment using an organic-based product to eradicate weeds on the infields. Though the desired results are not as effective as using a synthetic product, we will continue to apply the product along with a more aggressive grooming program in an attempt to keep the weeds under control. The field groomer purchased in FY 2016 budget is helping with this endeavor.

There are certain insects that do not always respond to organic products currently on the market. These would be Japanese Beetles, or "grubs" as they are commonly referred known as. We have had issues with grubs in the past and they can do a great deal of damage to an athletic field. The beetles feed on the root structure of turf grass, which essentially kills it. This action then attracts skunks and crows, which will then feed on the grubs, doing further damage to the turf. The disturbed areas are treated with a synthetic chemical application, when the grubs are small and actively feeding near the surface of the turf. Depending on the level of infestation, a synthetic herbicide will have to be used to eradicate them to avoid permanent damage to a field. We had some "grub" damage on the Capano Softball Field in 2017. These areas will need to be treated this Spring with a synthetic product to avoid further turf damage to the field.

Each year we perform a more aggressive aeration on the Middle School Baseball Field. It's called a "deep-tine" process and costs approximately \$1,500. This field doubles as the Middle School playground, which adds to the amount of compaction on the turf portions of the field. It is proposed to perform the same treatment on the Varsity Soccer Field in July of 2018.

**July/August - 2018** - Deep-tine aerate the Soccer/Track Field and Middle School Baseball Field. Apply organic weed control to infield and practice areas. Apply fertilizer and weed control.

**October/November - 2018** - Preparation of all school campus baseball basepaths and infields for spring 2019 activities.

**April/May - 2019** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface) into dirt areas. Apply Poa and/or "Grub" pesticide control, if needed.

**June 2019** - All soccer fields (natural turf) aerated, top-dressed, slice seeded and goal areas re-sodded as needed.

**Hannaford Turf Field** - Funds (\$2,950) are also included to fund contracted maintenance on the Hannaford Field. This includes field inspections, seam and inlay repairs, deep power grooming, a magnet sweep and the addition of infill material on high traffic areas. It also funds what is called a GMAX test, which is a test to measure impact attenuation and shock absorption. From a risk injury standpoint the surface needs to be within a particular tolerance for safe play. We are trying to extend the life of the field, which is now starting to show the signs of heavy use. The Facilities Dept. will fund the remaining portion (\$2,950).

**Account Summary: Annual athletic field-related contracted services (\$29,450), Hannaford Field contracted maintenance (\$2,950) and Misc. contracted services (\$1,500)**

**Uniforms (2022)**

**\$575**

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

**Equipment Maintenance (2032)**

**\$3,000**

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

**Contracted Snow Plowing Services (2038) \$43,000**

This appropriation covers the contracted plowing and sanding of all steps, walkways, entrances, and fire lanes on the school campus. It also includes the plowing of the PC/MS bus drop-off area and the walkways in the “raised islands” area. The amount proposed above is based on a bid submitted by a local contractor for the 2018/2019 winter season.

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

This appropriation covers minor fence components and gate repairs.

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

This the annual contribution previously approved by the Town Council to be placed in a reserve to help offset the costs of the replacement of the turf field mat, which is now proposed for FY 2021.

**Gasoline (3002) \$3,000**

This covers an allotment of gasoline for the grounds maintenance and mowing equipment. It is budgeted at \$2.30/gal.

**Minor Equipment & Misc. Supplies (3005 & 3006) \$1,500**

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

**Irrigation Maintenance & Supplies (3038) \$600**

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

**Grounds Maintenance Materials (3039) \$14,850**

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

**Listed below are the materials and approximate dollar amounts allocated for FY 2019:**

**Field Layout Supplies \$200, Grass Seed \$1,000, Granulated Fertilizer \$3,000, Field Lime \$800, Marking Lime \$400, Aerosol Marking Paint \$400, Turface \$2,000, Synthetic Field Marking Paint \$1,800, Latex Marking Paint \$2,500, Tennis Court Nets \$475, Japanese beetle (“Grub”) control \$950, Organic-based weed control (non-turf infield areas) \$225, Compost \$600 and**

**Misc. Items \$500**

**Diesel Fuel (3040)**

**\$1,930**

This covers an allotment of diesel fuel for the grounds maintenance and mowing equipment. It is budgeted at \$2.30/gal.

**FORT WILLIAMS PARK (645)**

645	FORT WILLIAMS PARK	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1001	FULL TIME PAYROLL	45,450	41,901	43,635	43,649	44,720	44,720	47,110	\$ 2,390	5.3%
1002	PART TIME PAYROLL	56,340	41,128	57,780	42,370	60,515	50,000	55,630	\$ (4,885)	-8.1%
1003	OVERTIME PAYROLL	275	261	275	139	285	300	290	\$ 5	1.8%
1020	SOCIAL SECURITY	7,808	7,565	7,779	6,023	8,072	7,269	7,882	\$ (190)	-2.4%
	<b>SUBTOTAL PERSONNEL</b>	<b>109,873</b>	<b>90,855</b>	<b>109,469</b>	<b>92,181</b>	<b>113,592</b>	<b>102,289</b>	<b>110,912</b>	<b>\$ (2,680)</b>	<b>-2.4%</b>
2002	POWER	4,000	4,931	4,600	5,247	5,000	5,000	5,300	\$ 300	6.0%
2003	WATER	5,400	5,486	6,600	6,799	7,000	7,000	7,200	\$ 200	2.9%
2010	PROFESSIONAL SERVICES	13,900	13,616	16,500	15,630	16,500	16,000	19,500	\$ 3,000	18.2%
2019	TREE PLANTING AND MAINTENANCE	5,000	4,393	3,500	4,480	10,000	10,000	10,000	\$ -	0.0%
2022	UNIFORMS	940	719	940	753	1200	1,200	1,200	\$ -	0.0%
2032	EQUIPMENT MAINTENANCE	4,500	4,815	4,500	4,797	4,600	4,800	4,700	\$ 100	2.2%
2035	BUILDING MAINTENANCE	33,000	27,209	36,200	27,205	28,750	30,000	24,300	\$ (4,450)	-15.5%
2036	STONE WALL REPAIRS	10,000	28,800	28,000	20,775	15,000	10,000	10,000	\$ (5,000)	-33.3%
2037	BATTERY & MANSION SECURITY	2,000	929	2,000	0	2,000	1,500	2,000	\$ -	0.0%
2041	FENCING & GATE MAINTENANCE	7,500	2,982	6,000	5,633	6,000	3,500	6,000	\$ -	0.0%
2063	ALARM MONITORING	500	528	500	588	550	550	550	\$ -	0.0%
3002	GASOLINE	2,250	2,250	2,800	205	3,125	3,125	3,345	\$ 220	7.0%
3003	HEAT	6,800	9,332	5,200	7,125	11,160	11,000	13,060	\$ 1,900	17.0%
3005	MINOR EQUIPMENT	500	496	500	372	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	1,100	1,002	1,100	1,078	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	15,000	12,309	15,000	12,792	15,000	14,000	14,000	\$ (1,000)	-6.7%
3039	GROUNDS MATERIAL	500	494	500	404	500	1,159	500	\$ -	0.0%
3040	DIESEL FUEL	1620	1619	1700	500	1965	1,965	2,185	\$ 220	11.2%
4001	LOWER TENNIS COURT REHABILITATION	-	-	27,000	13,825	7,200	7,000		\$ (7,200)	-100.0%
	<b>SUBTOTAL</b>	<b>114,510</b>	<b>121,910</b>	<b>163,140</b>	<b>128,208</b>	<b>137,150</b>	<b>129,399</b>	<b>125,440</b>	<b>\$ (11,710)</b>	<b>-8.5%</b>
645	<b>FORT WILLIAMS PARK</b>	<b>224,383</b>	<b>212,765</b>	<b>272,609</b>	<b>220,389</b>	<b>250,742</b>	<b>231,688</b>	<b>236,352</b>	<b>\$ (14,390)</b>	<b>-5.7%</b>

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

**Full & Part-Time Positions**

	<b>Actual FY 2018</b>	<b>Budget FY 2019</b>
Parks Working Foreman (40 hrs. @ \$1012.71/wk. @ 28 wks.)	\$26,580	\$28,356
Parks Equipment Operator (40 hrs. @ \$914.18/wk. @ 6 wks.)	5,130	5,485
Highway Equipment Operator (40 hrs. @ \$947.81/wk. @ 14 wks.)	13,010	13,270

Park Ranger (23 hrs. @ \$14.98/hr. @ 31 wks.)	10,475	10,681
Park Ranger (23 hrs. @ \$14.98/hr. @ 31 wks.)	10,475	10,681
Park Ranger (27 hrs. @ \$14.98/hr. @ 31 wks.)	12,295	12,539
Maintenance Worker (40 hrs. @ \$13.58/hr. @ 20 wks.)	10,650	10,864
Maintenance Worker (40 hrs. @ \$13.58/hr. @ 20 wks.)	10,650	10,864
Share of the Portland Head Light Greeter Program	5,970	

**Note: The pay amounts shown for FY 2019 are placeholders (at 2%) as negotiations are currently underway with the Teamsters Local #340. The Parks Foreman and the Parks Equipment Operator are eligible for step increases per the CBA, which is why the increase is over 2%. It is proposed to increase the hourly rate of the Park Rangers, the Greeters and the Part-Time Grounds Maintenance workers by 2%.**

**Full Time Payroll (1001)**

**\$47,110**

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

**Part Time Payroll (1002)**

**\$55,630**

The Park Ranger work schedule was modified in July of 2017 to reduce their daily shifts from 11 hours/day to 5-6 hours/day. The schedule was adjusted to have two rangers on duty on Saturday and Sunday. This helps with traffic control, normal weekend duties and the closing process at the end of the day. We have four primary rangers one of which is funded by the PHL budget (870). They all work an average of 25 hours/week and start the second week of April (weather permitting) and work until the second weekend in November. In addition to monitoring park activities, the Rangers also perform limited maintenance functions and clean the rental facilities in the Park. The Ranger program also provides assistance to the Gift Shop staff and helps with traffic management when there is a cruise ship in Portland. The payroll funds required for the fourth ranger (\$12,074.00) are appropriated from the PHL budget (870-1002).

**The “Greeter” program at Portland Head Light continues to be a success. They are on site to answer questions from visitors who are exiting buses and trolleys, in addition to those traveling by personal vehicles. They provide information about local businesses and help with traffic control and with the collection of commercial passenger van data. The “Greeter” program is budgeted at \$19,860 per year. For FY 2019, it is proposed to shift the entire funding of the program to the PHL budget since their duties are adjunct to PHL functions.**



**Water (2003)****\$7,000**

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

**Professional Services (2010)****\$19,500**

This account covers the rental of portable toilets in the Park. Depending on the weather, cruise ship visits and bus tours, there can often be incredible demands on the portable toilets in the park. With more buses visiting the Gift Shop and Museum, the units are heavily utilized. We budget for sixteen (16) toilets located and serviced throughout the park from July 1<sup>st</sup> to November 30<sup>th</sup> and four are rented from November 1<sup>st</sup> to April 1<sup>st</sup>. After April 1<sup>st</sup>, the numbers return to sixteen (16). The toilets located at the Portland Head Light and the Picnic Shelter is cleaned seven days a week during the busy season. Other units are located at the children’s playground, tennis courts and the Ship Cove Beach. The PHL budget assumes 100% of the cost to clean the toilets adjacent to the Portland Head Light parking lot. In January of 2018, we opened bids for portable toilet services in the park. The servicing fees listed will be in effect until June 30, 2020.

**Tree Maintenance & Plantings (2019)****\$10,000**

This account is managed jointly with the Tree Warden and covers on-going maintenance and planting programs in the Park. Each year inspections are done of the canopies over the children’s playground and along Officers Row, which is a popular area for day use. We will continue to implement our long-range planting program in the Officers Row Preserve in 2018. This is based on a recommendation in a report done by former Tree Warden, Michael Duddy. The report recommended adding 10 new trees each year in the Preserve for the next five years.

**Uniforms (2022)****\$1,200**

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

**Equipment Maintenance (2032)****\$4,700**

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

**Building Maintenance (2035)****\$24,300**

This account covers building maintenance and contracted repairs on the Parks Maintenance Building, Heavy Equipment Building, Red Cement Storage Building and the two rental units on Officers Row. It also covers repairs on the accessory structures, like the former

Fire Station and the row of garages next to the Children's Playground. The following projects are proposed for FY 2019:  
**Painting & minor repairs to the Bldg. #326 (\$12,500), Painting & Repairs the ADA-accessible ramp at Bldg. #324 (\$800) and Painting & Repairs to Parks Maintenance Bldgs. (\$11,000)**

**Stone Step & Wall Maintenance (2036) \$10,000**  
This funds stone step and wall repairs inside the Park.

**Battery & Goddard Mansion Security (2037) \$2,000**  
A small sum is budgeted annually to maintain security fencing at the remaining fortifications and at the former Goddard Mansion.

**Fencing & Gate Maintenance (2041) \$6,000**  
This account covers minor repairs of fencing inside the park, around the tennis courts, the park perimeter and repairs to the entrance gate operating system (if needed).

**Alarm Monitoring (2063) \$550**  
This account covers alarm (fire and entry) for the Parks Maintenance Bldg. and the "Red Cement" Bldg. It also covers fire alarm monitoring for the Heavy Equipment Bldg.

**Gasoline (3002) \$3,345**  
Gasoline for the Park-related grounds maintenance operations and is being budgeted @ \$2.07/gal.

**Heat (3003) \$13,060**  
This account covers heating oil and propane for both the Parks Maintenance Building. Heating oil is being budgeted @ \$2.27/gal. based on a recommendation from the Facilities Manager.

**Minor Equipment & Misc. Supplies (3005 & 3006) \$1,600**  
Covers the replacement of trimmers, hand mowers and minor hand tools.

**Supplies & Materials (3038) \$14,000**  
This account covers a multitude of items used in the Park, such as flags and signage. Other items appropriated out of this account include lumber for picnic table replacement/repairs, pet waste bags, tennis court nets, replacement barbecue grills and aggregate material.

**Diesel Fuel (3040)**

**\$2,185**

Diesel fuel for the Park-related grounds maintenance operations and is being budgeted @ \$2.30/gal.

**TREES (660)**

660	TREES	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
1002	PART TIME PAYROLL	3,850	3,850	3,950	2,782	4,500	4,500	5,000	\$ 500	11.1%
1020	SOCIAL SECURITY	295	295	302	213	344	344	383	\$ 38	11.1%
	<b>SUBTOTAL PERSONNEL</b>	<b>4,145</b>	<b>4,145</b>	<b>4,252</b>	<b>2,995</b>	<b>4,844</b>	<b>4,844</b>	<b>5,383</b>	<b>\$ 538</b>	<b>11.1%</b>
									\$ -	
2007	DUES & MEMBERSHIPS	130	130	130	130	130	130	130	\$ -	0.0%
2010	PROFESSIONAL SERVICES	20,000	20,901	20,000	30,186	64,800	34,000	20,000	\$ (44,800)	-69.1%
3006	MISCELLANEOUS SUPPLIES	50	0	50	50	50	50	100	\$ 50	100.0%
	<b>SUBTOTAL</b>	<b>20,180</b>	<b>21,031</b>	<b>20,180</b>	<b>30,366</b>	<b>64,980</b>	<b>34,180</b>	<b>20,230</b>	<b>\$ (44,750)</b>	<b>-68.9%</b>
<b>660</b>	<b>TREES</b>	<b>24,325</b>	<b>25,176</b>	<b>24,432</b>	<b>33,361</b>	<b>69,824</b>	<b>39,024</b>	<b>25,613</b>	<b>\$ (44,212)</b>	<b>-63.3%</b>

**POSITION & SALARY INFORMATION**

**Actual FY 2018**

**Budget FY 2019**

Tree Warden

\$4,500

\$5,000

**Part Time Payroll (1002)**

This covers the annual stipend for the Tree Warden. He works along with my staff and our citizens on a variety of tree-related maintenance queries. Given the extra commitment and outreach to the citizens that has been required of this position, it is proposed to increase the stipend to \$5,000/year.

**Dues & Memberships (2007)**

**\$130**

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

**Contracted Tree Services (2010)**

**\$20,000**

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

The Town continues to deal with the winter moth infestation. It's starting to take its toll on many trees in the southern part of town. Mature red oak and maple trees are the primary targets of this infestation. This has necessitated the removal of several trees in FY 2018 and the problem is only going to get worse for our community. We also need to be prepared for the potential damage caused by the emerald ash borer which primarily affects ash trees.

It is anticipated that a substantial carry forward on June 30<sup>th</sup> of the remaining funds will be enable this account to be funded with the appropriation noted above.

**Misc. Supplies (3006)**

**\$100**

A small amount is appropriated for supplies.



**Town of Cape Elizabeth, Maine  
Intergovernmental Assessments and Capital  
Items (700s)  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

Intergovernmental Assessments (710)

710	INTERGOVERNMENTAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	ASSESSMENTS and TRANSFERS	FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
5024	GPCOG DUES & FEES	9,068	9,015	9,068	9,015	9,068	9,068	14,424	\$ 5,356	59.1%
5025	MMA DUES	12,530	12,415	12,530	12,803	12,803	13,008	13,200	\$ 397	3.1%
5026	TRANSFER TO RESCUE FUND	10,000	10,000	40,000	40,000	50,000	50,000	50,000	\$ -	0.0%
710	INTERGOVERNMENTAL ASSMTS.	31,598	31,430	61,598	61,818	71,871	72,076	77,624	\$ 5,753	8.0%

The Cape Elizabeth Rescue Fund has operated at a deficit due to providing full time paramedic coverage. The payroll exceeds the income by about \$80,000. It is proposed to fill this gap by providing \$50,000 additional in this budget. In the meantime, the Rescue Fund has a fund balance to cover the interim losses.

GPCOG dues and fees have increased this year as part of a two year dues increase. The second half of their dues increase is anticipated for the next fiscal year. The amount paid in dues is offset by savings accomplished by joint purchases, specifically with road salt.

**Capital Stewardship Plan  
FY 2018-FY 2027**

<b>Planned Capital Projects</b>		<b>FY</b>	<b>FY</b>
		<b>2019</b>	<b>2019</b>
		<b>Requested</b>	<b>Proposed</b>
<b>Facilities</b>			
715-4024	Town Office Exterior Painting	6,350	6,350
715-4025	Town Office Heating Control System Upgrade	16,900	16,900
715-5286	Central Fire Station Painting and Improvements	7,972	7,972
715-4269	Police Station Interior Painting and Flooring	9,800	9,800
715-5303	Spurwink Church Exterior Painting and Improvements	9,800	9,800
715-5318	Fort Williams 326 Building Painting and Ext. Imprv.	12,500	12,500
715-5318	Fort Williams 95 Building Exterior Painting	11,000	11,000
715-5318	Pay and Display Equipment	50,000	50,000
<b>Conservation</b>			
715-5334	Cliff House Beach Stair Repair / Replacement	25,000	25,000
<b>Public Works</b>			
715-4009	Paving & Drainage Improvements	200,000	200,000
715-5324	Hill Way & Scott Dyer Roadway Imp.	680,000	680,000
715-4013	Sidewalk Rep. & Ped. Improvements	40,000	40,000
715-4107	Full Size Dump Truck Replacement * 5 year lease purch	190,000	41,037
715-5302	Pickup Truck Replacement	47,000	47,000
715-5330	New Utility 2WD Pickup Truck	27,500	27,500
715-5331	Forklift Replacement	23,000	23,000
715-5332	Equipment Mgt. Software Program	15,000	15,000
<b>Fire / Rescue</b>			
715-5400	Replace Ladder truck * 5 year lease purchase option	1,250,000	269,985
715-5401	Replace 15 year old ambulance * 5 year lease purch opt	250,000	53,997
<b>Police</b>			
715-4004	Cruiser Replacement	74,500	74,500
715-5236	Radio Replacement	8,000	8,000
715-5288	Police Bullett Proof Vests	5,600	5,600
715-5329	Scout Alarm	4,100	4,100
715-5287	Computer Replacements	3,000	3,000
<b>Administration</b>			
715-4021	Computer Replacements	65,000	65,000
	<b>Total Capital Expenditure FY 2019</b>	<b>3,032,022</b>	<b>1,707,041</b>
	<b>Funded by Infrastructure Fund</b>	<b>100,000</b>	<b>100,000</b>
	<b>Funded by Portland Head Light Fund</b>	<b>12,000</b>	<b>12,000</b>
	<b>Funded by Rescue Fund</b>	<b>225,000</b>	<b>225,000</b>
	<b>Funded by Fort Williams Park Capital Fund</b>	<b>77,000</b>	<b>77,000</b>
	<b>Funded by Unassigned Surplus</b>	<b>750,000</b>	<b>500,000</b>
	<b>Funded by General Fund</b>	<b>1,868,022</b>	<b>793,041</b>
		<b>3,032,022</b>	<b>1,707,041</b>





**Town of Cape Elizabeth, Maine  
Special Funds  
Fiscal Year 2019  
July 1, 2018-June 30, 2019**

Rescue Budget Account 735

735	RESCUE FUND	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
R0620	RESCUE FEES	350,000	266,960	350,000	283,646	350,000	240,000	250,000	\$ (100,000)	-28.6%
	CONTRIBUTION FROM GENERAL FUND	10,000	10,000	40,000	40,000	40,000	40,000	50,000	\$ 10,000	25.0%
	<b>TOTAL RESCUE FUND REVENUES</b>	<b>360,000</b>	<b>276,960</b>	<b>390,000</b>	<b>323,646</b>	<b>390,000</b>	<b>280,000</b>	<b>300,000</b>	<b>\$ (90,000)</b>	<b>-23.1%</b>
									\$ -	
	<b>EXPENDITURES</b>								\$ -	
1002	PART TIME PAYROLL	227,588	211,955	252,017	265,621	300,217	315,090	36,500	\$ (263,717)	-87.8%
1020	SOCIAL SECURITY	12,392	16,708	13,722	19,993	13,722	24,914	15,000	\$ 1,278	9.3%
	<b>PERSONNEL SUBTOTAL</b>	<b>239,980</b>	<b>228,663</b>	<b>265,739</b>	<b>285,614</b>	<b>313,939</b>	<b>340,004</b>	<b>380,000</b>	<b>\$ 66,061</b>	<b>21.0%</b>
									\$ -	
2000	CELLULAR	650	280	650	312	700	360	1,500	\$ 800	114.3%
2007	DUES AND MEMBERSHIPS	2,700	2,141	2,700	1,923	2,700	2,000	2,700	\$ -	0.0%
2008	TRAINING	10,000	6,480	10,000	7,690	12,000	10,400	12,000	\$ -	0.0%
2010	PROFESSIONAL SERVICES	25,000	21,193	25,000	22,588	28,000	25,000	28,000	\$ -	0.0%
2032	VEHICLE MAINTENANCE	6,000	5,630	6,000	7,917	7,500	7,500	38,000	\$ 30,500	406.7%
2033	RADIO MAINTENANCE	7,400	6,976	7,400	5,621	6,400	2,200	5,000	\$ (1,400)	-21.9%
2034	EQUIPMENT MAINTENANCE	9,250	10,490	9,250	8,188	10,500	10,500	11,000	\$ 500	4.8%
2071	PHYSICALS AND SHOTS	2,000	592	2,000	-	2,000	-	2,000	\$ -	0.0%
3022	MOTOR FUELS	4,400	2,951	4,400	2,155	4,800	2,300	5,000	\$ 200	4.2%
3004	UNIFORMS	4,000	3,752	4,000	3,609	5,000	3,000	5,000	\$ -	0.0%
3005	MINOR EQUIPMENT	18,000	17,332	93,000	94,106	43,000	16,000	46,000	\$ 3,000	7.0%
3006	MISCELLANEOUS SUPPLIES	2,500	1,252	2,500	1,614	2,500	1,600	3,000	\$ 500	20.0%
4001	OUTLAY								\$ -	
6010	TOWN GENERAL FUND	8,297	8,297	8,297	8,297	8,297	8,297		\$ (8,297)	-100.0%
	<b>SUBTOTAL</b>	<b>100,197</b>	<b>87,366</b>	<b>175,197</b>	<b>164,020</b>	<b>133,397</b>	<b>89,157</b>	<b>159,200</b>	<b>\$ 25,803</b>	<b>19.3%</b>
	<b>RESCUE FUND TOTAL</b>	<b>340,177</b>	<b>316,029</b>	<b>440,936</b>	<b>449,634</b>	<b>447,336</b>	<b>429,161</b>	<b>539,200</b>	<b>\$ 91,864</b>	<b>20.5%</b>

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

Pay for the per-diem personnel, Deputy Chief, Medical Director and the company members. This covers all emergency calls and training. The major increase in this line is funding for a 30 per week administrative position. This position would be responsible for all payroll and entry of run reports and ordering of supplies for the ambulance, police cars and the fire trucks. The person will be a licensed EMS provider who along with one of the fire per diems staff the backup ambulance for second EMS calls. The increase in the number of training hours required by Maine EMS to maintain an EMS license impacts this account.

**Cell Phones (2000)**

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

**Dues and Memberships (2007)**

This covers the cost of the licenses for our ambulances and the glucoscan license from DHHS.

**Training (2008)**

This covers the cost of providing continuing education credits that our members need to maintain their EMS licenses. These credits are provided through hands on training and classroom training. We are increasing the use of outside instructors to provide specialized EMS training. We subscribe to an online training program which allows people to obtain some of the credits needed for renewal of their EMS licenses. The online service allows people to get training at home when it works best for them. EMT's are required to obtain 54 hours every 3 years while paramedics must complete 72 hours.

**Professional Services (2010)**

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

**Vehicle Maintenance (2032)**

Regular maintenance and service costs on the two ambulances. The additional funding requested in this account is to fit our 2011 ambulance with an automatic stretcher lift. This lift loads and unloads the stretcher and patient from the ambulance. The loading and unloading of patients can be challenging and this lift would reduce the potential for back injuries.

**Radio Maintenance (2033)**

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

**Equipment Maintenance (2034)**

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

**Physicals (2071)**

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

**Fuel (3022)**

Fuel costs for the two ambulances.

**Uniforms (3004)**

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

**Minor Equipment (3005)**

This account covers all our out of drug box medications, ALS and BLS supplies, glucometers, IV supplies and medical gloves. Basically this account covers all the medical supplies carried by our ambulances, police cars and fire trucks. We are increasing this account as we are using more supplies with the increased call volume and the cost of medical supplies continues to increase. Beginning on September of 2017 we assumed the cost of all the medications we use on the ambulance. Prior to this the hospitals covered these costs.

**Miscellaneous Supplies (3006)**

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

## SEWER FUND BUDGET (815)

815	SEWER FUND	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
	<b>REVENUES</b>									
R0348	SEWER BILLS									
R0349	CONNECTION FEES	1,930,000	2,063,591	1,975,000	2,108,278	2,000,000	2,000,000	2,000,000	\$ -	0.0%
R0356	MISCELLANEOUS	25,000	68,000	25,000	52,250	28,000	32,000	32,000	\$ 4,000	14.3%
	USE OF SURPLUS	300	-216	300	0	300	8,270	300	\$ -	0.0%
	<b>TOTAL SEWER FUND REVENUES</b>	<b>1,955,300</b>	<b>2,131,375</b>	<b>2,000,300</b>	<b>2,160,528</b>	<b>2,028,300</b>	<b>2,040,270</b>	<b>2,032,300</b>	\$ 4,000	0.2%
	<b>EXPENDITURES</b>									
1001	FULL TIME PAYROLL	12,380	13,089	12,692	13,382	13,010	13,010	13,270	\$ 260	2.0%
1003	OVERTIME PAYROLL	1800	182	1800	644	1,200	1,000	1,225	\$ 25	2.1%
1020	SOCIAL SECURITY	1,085	1,112	1,109	1,095	1,087	1,072	1,109	\$ 22	2.0%
	<b>PERSONNEL SUBTOTAL</b>	<b>15,265</b>	<b>14,383</b>	<b>15,601</b>	<b>15,121</b>	<b>15,297</b>	<b>15,082</b>	<b>15,604</b>	\$ 307	2.0%
2022	UNIFORMS	750	761	750	750	765	765	765	\$ -	0.0%
2037	SEWER LINE MAINTENANCE/RESERVE	140,000	15,679	140,000	3,591	140,000	125,000	155,000	\$ 15,000	10.7%
2062	CONTINGENCY	200	196	200	121	200	200	200	\$ -	0.0%
2071	PWD ASSESSMENT	1,468,560	1,427,760	1,513,782	1,456,444	1,515,370	1,468,692	1,590,000	\$ 74,630	4.9%
2072	ADMINISTRATIVE COSTS	2,000	4,000	2,000	0	2,000	0	2,000	\$ -	0.0%
2073	ALLOW FOR UNCOLLECTABLES	2,200	1,828	2,200	0	2,200	8,000	2,200	\$ -	0.0%
3002	GASOLINE	330	330	276	276	310	310	332	\$ 22	7.1%
3040	DIESEL FUEL	450	450	374	374	435	435	485	\$ 50	11.5%
4001	OUTLAY	0	0	0	0	0	0	0	\$ -	
4004	DEBT SERVICE	219,564	219,564	219,562	219,562	219,564	219,563	219,563	\$ (1)	0.0%
4016	OTTAWA ROAD CSO	0	429,637	320,000	158,897	161,113	300,000	0	\$ (161,113)	
6010	TOWN GENERAL FUND	55,480	50,549	56,842	56,842	57,343	55,594	60,053	\$ 2,709	4.7%
	<b>SUBTOTAL</b>	<b>1,889,534</b>	<b>2,150,754</b>	<b>2,255,986</b>	<b>1,896,857</b>	<b>2,099,300</b>	<b>2,178,559</b>	<b>2,030,598</b>	\$ (68,703)	-3.3%
	<b>SEWER FUND TOTAL</b>	<b>1,904,798</b>	<b>2,165,137</b>	<b>2,271,587</b>	<b>1,911,978</b>	<b>2,114,597</b>	<b>2,193,641</b>	<b>2,046,201</b>	\$ (68,396)	-3.2%

### ACCOUNT SUMMARY

### PERSONNEL & SALARY INFORMATION

#### POSITION

Actual FY 2018

Budget FY 2019

Equipment Operator (40 hrs. @ \$947.81/wk. @ 14 wks.)

\$13,010

\$13,270

**Note: The pay amounts shown for FY 2019 are placeholders (at 2%) as negotiations are currently underway with the Teamsters Local #340.**

**Full Time Payroll (1001)****\$13,270**

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 Highway (16 weeks) and the Refuse & Recycling Budget (22 weeks).

**Overtime (1003)****\$1,225**

This covers overtime for sewer-related calls outside of normal working hours.

**Uniforms (2022)****\$765**

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

**Sewer Line Maintenance & Reserve (2037) \$155,000**

This account funds routine sanitary sewer line maintenance and small repair projects. As of June 30, 2017, the Sewer Fund had a fund balance of \$1,910,341. The residual funds from this account have provided the financing for several sanitary sewer infrastructure improvements in the past. For example, in December 2016, the Town Council authorized \$320,000 to fund a portion of the final phase of a project to remove illicit connections to the sanitary sewer in the Ottawa Road CSO catchment area. Once completed, this project will keep the Town on track to meet its requirements set forth in the Ottawa Road CSO Master Plan. The Maine DEP officially approved the plan on July 9, 2013. The report was submitted by the Portland Water District on behalf of the Town of Cape Elizabeth and the City of South Portland. It provides a 5-Year plan to eventually eliminate the sanitary overflows into Danforth Cove during a heavy precipitation event. The Town was recently granted a 1-year extension to undertake the final phase, which is programmed for completion by August 1, 2018. Additional funds will be requested from the Town Council in March to fund the project so the work can commence on April 1, 2018.

After completing the requirements listed in the DEP-approved CSO Master Plan, the replacement of the sanitary sewer main on Surf Road should be considered. This project was originally included in the 2006 Sewer Rehabilitation Project, but was tabled due to budgetary constraints. The line conveys sanitary flows from the Garden Lane Pumping Station, which was replaced in 2016. The line is made of vitrified clay and should be replaced with a polyvinylchloride (PVC) type to handle the increased frequency of pumping cycles from the new station.

We have identified two sanitary main issues on Oakhurst Road. There is a sag in the main between Rock Wall Lane and the Portland Water District's pumping station that requires routine flushing to avoid a backup. If it is not cleaned on a regular basis, backups can occur into a residence on Rock Wall Lane. We have also identified a line with limited slope and a manhole that needs to be replaced at the intersection of Oakhurst Road and Waverly Road. The work is scheduled for August of 2018 and it's proposed to fund the repairs out of this account.

Other items appropriated out of this account are the contracted video inspections of our sanitary lines. To get a better understanding of the condition of some of our older collector systems, we should be proactive and start videoing the sanitary mains. In particular, we should perform an inspection of the entire upper Brentwood neighborhood. These lines are made of asbestos and were installed when the streets were constructed in the mid 1960's. The inspections would help us determine if any rehabilitation work is needed so we can develop a needs assessment of our sanitary system.

Maintenance on our sewer line cleaning machine and the purchase of manhole riser rings that are needed as part of our paving program are also funded from this account. Any residual funds remaining in this account revert to the Sewer Fund at the end of the fiscal year.

**Portland Water District Assessment (2071)      \$1,590,000**

This covers the annual assessment from the Portland Water District for the maintenance of our 27 pumping stations, the operational expenses associated with the Southern Cape Treatment Plant and the maintenance of approximately 18.8 miles of interceptor sewer lines. They also do all of the water and sewer billing for the Town to the 2,327 customers in Cape Elizabeth. The PWD Trustees have set the 2018 calendar year assessment at \$1,539,840, which is 4.8% higher than last year. As noted, they are on a calendar year budget, so the amount shown in the spreadsheet (and above) is adjusted to reflect 6 months of the forecasted assessment for 2019. We continue to enjoy an excellent working relationship with the staff at the Portland Water District.

**Gasoline (3002)      \$332**

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

**Diesel Fuel (3040)      \$485**

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

**Debt Service (4004)      \$219,563**

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



**Town General Fund (6010)                      \$60,053**

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 and is applicable to all Special Fund Budgets.

**Fiscal Year 2018  
Proposed Budget**

840 SPURWINK CHURCH		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
<b>REVENUES</b>										
R0334	RENTAL FEES	4,500	4,335	4,500	2,950	4,500	700	1,000	\$ (3,500)	-77.8%
R0434	INTEREST	200	200	200	148	200	200	200	\$ -	0.0%
<b>TOTAL SPURWINK CHURCH FUND REVENUES</b>		<b>4,700</b>	<b>4,535</b>	<b>4,700</b>	<b>3,098</b>	<b>4,700</b>	<b>900</b>	<b>1,200</b>	<b>\$ (3,500)</b>	<b>-74.5%</b>
<b>EXPENDITURES</b>										
1002	PART TIME PAYROLL	2,500	1,415	2,500	2,085	2,500	1,300	2,500	\$ -	0.0%
1020	SOCIAL SECURITY	191	123	191	126	191	90	191	\$ -	0.0%
<b>PERSONNEL SUBTOTAL</b>		<b>2,691</b>	<b>1,538</b>	<b>2,691</b>	<b>2,211</b>	<b>2,691</b>	<b>1,390</b>	<b>2,691</b>	<b>\$ -</b>	<b>0.0%</b>
2001	TELEPHONE	550	-	550	-	550	-	550	\$ -	0.0%
2002	POWER	350	528	350	640	350	450	600	\$ 250	71.4%
2003	WATER	200	166	200	466	200	200	200	\$ -	0.0%
2035	BUILDING MAINTENANCE	2,500	3,505	2,500	2,511	2,500	4,300	3,500	\$ 1,000	40.0%
2063	ALARM SERVICE	450	215	450	-	450	450	450	\$ -	0.0%
3003	HEAT	2,200	-	2,200	286	2,200	1,200	2,200	\$ -	0.0%
6010	TOWN GENERAL FUND	268	268	268	268	268	-	300	\$ 32	11.8%
<b>SUBTOTAL</b>		<b>6,518</b>	<b>4,682</b>	<b>6,518</b>	<b>4,171</b>	<b>6,518</b>	<b>6,600</b>	<b>7,800</b>	<b>\$ 1,282</b>	<b>19.7%</b>
<b>SPURWINK CHURCH TOTAL</b>		<b>9,209</b>	<b>6,220</b>	<b>9,209</b>	<b>6,382</b>	<b>9,209</b>	<b>7,990</b>	<b>10,491</b>	<b>\$ 1,282</b>	<b>13.9%</b>

**RIVERSIDE CEMETERY (860)**

860	RIVERSIDE CEMETERY	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
R0328	INVESTMENT INCOME	2,500	2,247	2,500	1,705	2,300	2,000	2,000	\$ (300)	-13.0%
R0330	LOT SALES	17,000	8,025	17,000	15,713	17,000	17,000	15,000	\$ (2,000)	-11.8%
R0506	RIVERSIDE DONATIONS									
R0516	BURIAL FEES	25,000	41,484	25,000	30,750	25,000	30,000	30,000	\$ 5,000	20.0%
R0517	RIVERSIDE MARKERS						20,000	20,000		
	<b>TOTAL RIVERSIDE CEMETERY REVENUES</b>	<b>44,500</b>	<b>51,756</b>	<b>44,500</b>	<b>48,168</b>	<b>44,300</b>	<b>69,000</b>	<b>67,000</b>	<b>\$ 22,700</b>	<b>51.2%</b>
1001	FULL TIME PAYROLL	20,474	21,842	21,372	20,302	21,905	21,905	22,344	\$ 439	2.0%
1002	PART-TIME PAYROLL	16,370	11,278	16,780	12,343	17,115	17,000	17,480	\$ 365	2.1%
1003	OVERTIME	2,000	1,450	2,075	2,041	2,200	2,200	2,244	\$ 44	2.0%
1020	SOCIAL SECURITY	2,972	2,663	3,077	2,411	3,153	3,145	3,218	\$ 65	2.1%
	<b>PERSONNEL SUBTOTAL</b>	<b>41,816</b>	<b>37,233</b>	<b>43,304</b>	<b>37,097</b>	<b>44,373</b>	<b>44,250</b>	<b>45,286</b>	<b>\$ 913</b>	<b>2.1%</b>
2002	POWER	260	211	260	180	260	240	250	\$ (10)	-3.8%
2003	WATER	500	768	520	228	750	1,600	750	\$ -	0.0%
2010	PROFESSIONAL SERVICES	700	677	700	528	700	550	700	\$ -	0.0%
2012	CONTRACTED SERVICES		0						\$ -	0.0%
2022	UNIFORMS	750	669	750	738	765	765	765	\$ -	0.0%
2032	MARKER REPAIRS	1000	0	1,000	-	1,000	0	1,000	\$ -	0.0%
2036	STONEWALL REPAIRS	1,500	550	1,500	-	1,500	0	1,500	\$ -	0.0%
3002	GASOLINE	700	700	850	595	950	950	1,018	\$ 68	7.2%
3006	MATERIALS & SUPPLIES	2,500	2,579	2,500	2,933	2,500	2,500	2,500	\$ -	0.0%
3008	BURIALS								\$ -	0.0%
3040	DIESEL FUEL	470	470	525	554	610	610	680	\$ 70	11.5%
4001	OUTLAY							8,000	\$ 8,000	
4005	LOT BUY BACK	2,250	1,837	2,250	700	2,250	1,100	2,200	\$ (50)	-2.2%
6010	TOWN GENERAL FUND	1,573	1,573	1,625	1,625	1,670	1,670	1,939	\$ 270	16.2%
	<b>SUBTOTAL</b>	<b>12,203</b>	<b>10,034</b>	<b>12,480</b>	<b>8,081</b>	<b>12,955</b>	<b>9,985</b>	<b>21,302</b>	<b>\$ 8,348</b>	<b>64.4%</b>
	<b>RIVERSIDE CEMETERY TOTAL</b>	<b>54,019</b>	<b>47,267</b>	<b>55,784</b>	<b>45,178</b>	<b>57,328</b>	<b>54,235</b>	<b>66,589</b>	<b>\$ 9,261</b>	<b>16.2%</b>

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

**Actual FY 2018**

**Budget FY 2019**

Parks Equipment Operator (40 hrs. @ \$930.98/wk. @ 24 wks.)

\$21,905

\$22,344

Part-Time Maintenance Worker (40 hrs. @ \$13.58/hr. @ 25 wks.)	13,310	13,580
Cemetery Lot Coordinator (Stipend Position)	3,805	3,900

**Note: The pay amount shown for the Parks Equipment Operator for FY 2019 is a placeholder (at 2%) as negotiations are currently underway with the Teamsters Local #340. The pay proposed for the part-time position is a 2% increase and the Lot Coordinator is proposed to be increased by 2.4%.**

**Full Time Payroll (1001) \$22,344**

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

**Part Time Payroll (1002) \$17,480**

The maintenance worker listed above also performs duties on municipal properties, Fort Williams Park and the School Grounds. The Cemetery Lot Coordinator is also funded from this account. He works closely with the Town Clerk and the Riverside Cemetery Trustees. His position requires him to coordinate on-site visits at the cemetery with perspective buyers. These generally occur after regular business hours or on the weekends.

**Overtime (1003) \$2,244**

This account covers weekend (and after normal work hours) burials that require overtime for the Public Works personnel. For safety reasons, we now use two operators to service full-size interments outside of our regular work hours.

**Power (2002) \$250**

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) \$750**

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

**Professional Services (2010) \$700**

This covers the cost of renting a portable toilet that is used both by Spurwink Church visitors and the maintenance workers (\$682). A handicapped-accessible unit is rented for 7 1/2 months out of the year. It also covers contracted electrical services, if needed.

**Uniforms (2022)** **\$765**  
Six weeks of uniform rental expenses are charged off to the cemetery budget.

**Marker Repair (2032)** **\$1,000**  
This appropriation covers the costs of repairing or replacing broken markers in the old section of the cemetery, if needed.

**Stone Wall Repairs (2036)** **\$1,500**  
This account was created a few years ago to continue repairing stonewalls that border the cemetery. We have made some good progress, so no large projects are being proposed for FY 2019.

**Gasoline (3002)** **\$1,018**  
This account covers gasoline used in the mowing and trimming operations at the Cemetery. Like other line items for gasoline, it is being budgeted @ \$2.07/gal.

**Supplies (3006)** **\$2,500**  
This account covers flags for Memorial Day, our membership in the **Maine Cemetery Association**, minor equipment and grounds materials for the Cemetery.

**Diesel Fuel (3040)** **\$680**  
This account covers diesel fuel used in the mowing of the Cemetery. It is being budgeted @ \$2.30/gal.

**Phase 5 Build Out – P&E Only (4001)** **\$8,000**  
Funds are proposed to commence preliminary design and engineering to undertake the remaining portion of Phase 5 as outlined in the 2011 Master Plan Update. This would provide for the layout of an additional 150 burial plots, which would complete the final expansion phase of the Cemetery that was started back in 1999. The actual build out of Phase 5 has not yet been programmed. It will be contingent on the pace of lot sales which will probably require it to be done in the next 3-5 years.

**Lot Buy Back (4005)** **\$2,250**  
A sum is budgeted each year if the Town wishes to purchase a lot back from a lot owner for a legitimate reason. Any “buy back” would have to be approved by the Riverside Cemetery Board of Trustees.

**Town General Fund (6010)**

**\$1,939**

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

**Fiscal Year 2018  
Proposed Budget**

865	FORT WILLIAMS PARK FUND	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
	<b>REVENUES</b>									
RO337	OFFICERS ROW RENTALS	53,000	57,413	52,000	59,696	55,730	58,000	58,000	\$ 2,270	4.1%
RO500	BINOCULAR REVENUE	800	1,276	1,300	1,586	1,300	1,300	1,300	\$ -	0.0%
RO508	CEREMONY FEES	3,100	4,200	4,500	9,265	4,500	4,500	4,500	\$ -	0.0%
RO510	PICNIC SHELTER, BANDSTAND & GAZEBO	23,000	26,923	29,000	26,218	29,000	25,000	26,000	\$ (3,000)	-10.3%
RO511	SITE FEES	36,000	32,645	35,000	29,750	34,000	36,000	34,000	\$ -	0.0%
RO603	BENCH DONATIONS	-	-	-	-	-	-	-	\$ -	-
RO700	FW CONCESSIONS	12,650	10,550	12,850	9,050	13,825	9,025	11,000	\$ (2,825)	-20.4%
RO800	BUS/TROLLEY REVENUES	33,000	46,135	49,000	43,170	49,000	54,400	49,000	\$ -	0.0%
RO900	FWP DONATION BOXES	12,000	13,320	12,000	16,825	14,000	16,000	16,000	\$ 2,000	14.3%
	<b>TOTAL FORT WILLIAMS PARK REVENUES</b>	<b>173,550</b>	<b>192,462</b>	<b>195,650</b>	<b>195,560</b>	<b>201,355</b>	<b>204,225</b>	<b>199,800</b>	<b>\$ (1,555)</b>	<b>-0.8%</b>
	<b>EXPENDITURES</b>									
4005	MASTER & BUSINESS PLAN UPDATE								\$ -	
4006	MISC. PROJ. TBD BY THE FWPC								\$ -	
4015	BANDSTAND PAINTING AND REPAIRS	\$ 15,000	\$ 3,207	\$ 15,000	\$ 21,008	15,000	15,000	20,000	\$ 5,000	33.3%
4016	PARK SIGNAGE IMPROVEMENTS	\$ -	\$ -					6,000	\$ 6,000	#DIV/0!
4017	BLEACHER IMPROVEMENTS - P & E ONLY	\$ 115,000	\$ 55,292	\$ 440,000	\$ 1,548			8,000	\$ 8,000	
4018	PERIMETER FENCING REPLACEMENT								\$ -	
4019	INVASIVE PLANT CONTROL MGT					35,000	30,500	9,100	\$ (25,900)	-74.0%
4020	ENTRANCE ROAD GUARDRAIL REP.			\$ 21,000	\$ 20,700			10,000		
4021	PARADE FIELD SIDEWALK IMPROV.									
4022	CLIFF WALK SAFETY IMPROVEMENTS	\$ 12,000	\$ 11,880	\$ 15,000	\$ 12,080	25,000	20,250	98,600	\$ 73,600	294.4%
4025	BATTERY BLAIR FENCING							4,500	\$ 4,500	
4026	PICNIC SHELTER P-LOT PED IMPROV.					44,000	48,000		\$ (44,000)	-100.0%
4027	WHEATLEY ROAD GUARDRAIL			8,500	7,300					
4030	BASKETBALL COURT REHABILITATION					65,000	65,000		\$ (65,000)	-100.0%
4031	OVERFLOW PARKING AREA -ADA- PARK					15,000	15,000		\$ (15,000)	-100.0%
4032	OVERFLOW PARKING AREA - WALK REP.			20,000	8,975				\$ -	#DIV/0!
4033	BATTERY BLAIR WALL STABILIZATION					56,000	56,000		\$ (56,000)	-100.0%
6010	GENERAL FUND CONT.	\$ 2,010	\$ 2,010	\$ 14,100	\$ 14,100	\$ 9,135	\$ 9,135	\$ 5,046	\$ (4,089)	-44.8%
	<b>FORT WILLIAMS PARK TOTAL</b>	<b>\$ 144,010</b>	<b>\$ 72,389</b>	<b>\$ 533,600</b>	<b>\$ 85,711</b>	<b>\$ 264,135</b>	<b>\$ 258,885</b>	<b>\$ 173,246</b>	<b>\$ (90,889)</b>	<b>-34.4%</b>

To: Honorable Members of the Town Council

From: Mark Russell, Chair, 2016-2017  
Fort Williams Park Committee

Date: December 21, 2017

Re: **Proposed FY 2019 Fort Williams Park Capital Fund Budget Summary**

Listed below are projects that the Fort Williams Park Committee has recommended for consideration in the FY 2019 Fort Williams Park Capital Fund Budget.

**Misc. Projects TBD** **\$20,000**

This appropriation request is both a contingency and an account for minor projects that are not specifically funded. There were over 80 small improvement projects that were proposed in the 2011 update of the Master Plan. The committee has requested in the past that they be given the opportunity to fund some of those out of this account, since many are minor enhancements of the Park's infrastructure and/or safety related. One project under consideration is removing the earthen berme adjacent to the "Green". The project has not been entirely scoped, but it's an example of a project that could be funded from this appropriation. In addition, this account may also provide funding for opportunities that are not known at the time of the budget submittal.

**Bandstand Painting & Repairs** **\$6,000**

The bandstand is in need of some minor structural repairs and painting. The Facilities Manager has provided an estimate to undertake the work.

**Park Signage Improvements** **\$8,000**

The wooden informational signs in the parking lots were installed in 2004 are faded and have taken on a weathered look. The information on them should also be reviewed before the signs are replaced.



**Perimeter Fencing Replacement****\$9,100**

There is one remaining segment of wire fabric fencing along Shore Road. The segment is on the South side of the Main Entrance and is approximately 460' in length. In lieu of doing the entire run, it is proposed to replace the most visible portion that terminates at the end of the stone wall. That segment is 140' in length. This would be the Jerith-brand fencing that has been installed over the past few years.

**Invasive Plant Control Management****\$10,000**

The control of invasive plants has been a challenge given their pervasive nature throughout the Park. The Fort Williams Park Foundation (FWPF) has made strides in controlling them on their pod sites, but a more comprehensive program is needed. Funds are proposed to work in conjunction with the FWPF to fund herbicide treatments on a 2-acre parcel southeast of the Central Parking Lot near the future Fruit Orchard Arboretum project

**Parade Field Sidewalk Improvements****\$12,000**

There is an existing sidewalk that bisects the middle of the Parade Field. It serves as a pedestrian link between the Officers Row Preserve and the Parade Field Parking Lot. It is proposed to replace it with a 6' bituminous walk.

**Battery Blair Fencing****\$4,500**

The top of Battery Blair is a popular spot to view the lighthouse and Casco Bay. There is a significant drop-off on the easterly (front) side of the Battery. A plastic fence has been installed there to keep people away from the edge but it is a challenge to maintain given the elements. It is proposed to install a wooden rail fence similar to that on Battery Knoll.

**Cliff Walk Safety Railing Improvements (4022)****\$98,600**

Addressing pedestrian safety on sections of the Cliff Walk was noted by several respondents in the survey that was done as part of the Master Plan Update in 2012. It was recommended in the Master Plan that, "alternatives for aesthetically pleasing edge restraints or other safety options should be evaluated". Projects have been undertaken every year since that recommendation.

For FY 2019, it is proposed to continue that program and install two segments on the Cliff Walk. One is a 180' segment on the northerly (Ship Cove) end of the walk. It would discourage individuals from accessing a prominent ledge outcrop and tidal area that is not safe to access. It is budgeted at \$26,100.

The other one is located on the southerly side of the PHL just beyond Capt. Strout Circle. The wire fabric has been manipulated by pedestrians in a popular spot for tourists to take pictures of the lighthouse. In addition, some of the rails have been dislodged from the posts. The entire run of fencing is approximately 620', but I would suggest replacing about 500' of it in this phase. The estimated cost of replacing this segment is \$72,500.

**Town General Fund (6010)**

**\$5,046**

This is an annual transfer to the general fund to cover administrative time spent on managing Park-related projects by the Director of Public Works and other town staff not accounted for in the operations budget (645). This amount equals 3% of the total budget and applies to all Special Fund budgets.

**Fiscal Year 2018  
Proposed Budget**

870	PORTLAND HEAD LIGHT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 18 to FY 19	FY 18 to FY 19
	<b>REVENUES</b>									
R0555	DONATIONS	1,200	4,264	1,800	3,915	2,000	2,000	2,000	\$ -	0.0%
R0556	MUSEUM ADMISSIONS	47,000	59,174	48,000	60,263	53,000	53,000	53,000	\$ -	0.0%
R0557	GIFT SHOP SALES	498,000	562,577	505,000	565,554	520,000	620,000	580,000	\$ 60,000	11.5%
R0558	BINOCULARS	1,000	861	1,000	940	1,000	1,000	1,000	\$ -	0.0%
R0560	INTEREST AND MISCELLANEOUS									
	<b>TOTAL PORTLAND HEAD LIGHT FUND REVENUES</b>	<b>547,200</b>	<b>626,876</b>	<b>555,800</b>	<b>630,672</b>	<b>576,000</b>	<b>676,000</b>	<b>636,000</b>	<b>\$ 60,000</b>	<b>10.4%</b>
	<b>EXPENDITURES</b>									
1001	FULL TIME PAYROLL	72,270	70,890	74,080	73,899	75,560	75,560	77,160	\$ 1,600	2.1%
1002	PART TIME PAYROLL	66,500	58,645	68,170	56,227	67,333	67,333	85,500	\$ 18,167	27.0%
1020	SOCIAL SECURITY	10,610	9,646	10,890	8,864	11,110	11,110	11,335	\$ 225	2.0%
1023	ICMA DEFERRED COMPENSATION	6,500	6,500	6,500	6,500	6,500	6,500	6,500	\$ -	0.0%
1025	HEALTH INSURANCE	19,250	19,250	20,990	20,990	22,040	22,040	22,920	\$ 880	4.0%
	<b>PERSONNEL SUBTOTAL</b>	<b>175,130</b>	<b>164,931</b>	<b>180,630</b>	<b>166,480</b>	<b>182,543</b>	<b>182,543</b>	<b>203,415</b>	<b>\$ 20,872</b>	<b>11.4%</b>
2001	TELEPHONE	2,500	1,523	2,200	1,548	2,200	2,200	2,200	\$ -	0.0%
2002	POWER	2,750	1,616	2,500	2,034	2,500	2,500	2,500	\$ -	0.0%
2004	PRINTING AND ADVERTISING	10,500	6,827	10,500	6,533	10,500	10,500	10,500	\$ -	0.0%
2005	POSTAGE	150	-	150	-	150	150	150	\$ -	0.0%
2006	TRAVEL	200	-	200	20	200	200	200	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	1,000	1,105	1,000	379	1,000	1,000	1,000	\$ -	0.0%
2008	TRAINING	3,850	3,096	3,500	2,907	3,500	2,500	3,500	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	200	-	200	600	200	200	200	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,200	5,582	21,000	1,929	21,000	21,000	23,000	\$ 2,000	9.5%
2013	COLLECTIONS	1,500	-	1,500	-	1,500	1,500	1,500	\$ -	0.0%
2014	RESEARCH AND DEVELOPMENT	150	-	150	-	150	150	150	\$ -	0.0%
2034	OFFICE EQUIPMENT	1,000	81	1,000	400	1,000	1,000	1,000	\$ -	0.0%
2035	BUILDING MAINTENANCE	25,000	72,932	20,000	22,271	20,000	20,000	30,000	\$ 10,000	50.0%
2036	GROUNDS MAINTENANCE	31,000	25,352	8,500	26,136	8,500	8,500	12,000	\$ 3,500	41.2%
2062	CONTINGENCY	1,000	-	1,000	-	1,000	1,000	1,000	\$ -	0.0%
2063	ALARM COVERAGES				323	-	-	-	\$ -	0.0%
2089	INSURANCE COVERAGES	4,000	4,052	4,000	4,360	4,500	4,500	4,500	\$ -	0.0%
3001	OFFICE SUPPLIES	600	382	600	361	600	600	600	\$ -	0.0%
3003	HEAT	5,000	3,896	6,000	3,442	6,000	6,000	6,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	100	-	100	-	100	100	100	\$ -	0.0%
3007	CLEANING SUPPLIES	200	40	200	9	200	200	200	\$ -	0.0%
3020	BOOKS	100	-	100	-	100	100	100	\$ -	0.0%
4001	OUTLAY	10,000	-	10,000	-	10,000	10,000	10,000	\$ -	0.0%
4002	MUSEUM DEVELOPMENT	6,000	108	6,000	-	6,000	6,000	6,000	\$ -	0.0%
4010	GIFT SHOP COSTS	255,000	256,804	255,000	325,343	270,000	325,000	300,000	\$ 30,000	11.1%
6010	TOWN GENERAL FUND	7,200	7,200	7,200	8,220	7,200	8,220	8,220	\$ 1,020	14.2%
	<b>PORTLAND HEAD LIGHT TOTAL</b>	<b>543,330</b>	<b>555,527</b>	<b>543,230</b>	<b>573,295</b>	<b>560,643</b>	<b>615,663</b>	<b>628,035</b>	<b>\$ 67,392</b>	<b>12.0%</b>

**Full Time Payroll (1001)**

The FY2019 full time account includes:

Museum Director	Salary	\$65975
Parks Department Equipment Operator	Salary	\$931 (12 weeks) \$11180

**Part Time Payroll (1002)**

Position	Hourly Wage	Hours/ per week
Marketing/Shop Assistant	\$14.95	40 (six months) 24 (six months) \$23460
Museum Assistant	\$13.85	10 (7 months) \$5824
2 Shop Assistants/Markers	\$10.40	48(five months) 10 (2 months) \$15000
Park Rangers	\$15.00	26 (seven months) \$12960
Greeters	\$11.15	60(five months) \$22000 plus \$2250 extra greeter

**Printing and Advertising (2004)**

The FY2019 budget includes advertising in the Convention and Visitors Guide, Maine Tour, Maine Tourism Association and Portland magazines, and on the Portland Discovery trolley. Another expense is the printing of 30,000 rack cards which are distributed in Visitor Information Centers, Jetport, Train/Bus station, and Gateway Terminal.

**Training (2008)**

We host an Appreciation Fall Dinner for our volunteers. Volunteers staff the museum and gift shop contributing more than 2900 hours per season. Portland Head Light has about 40-45 volunteers.

**Professional Services (2010)**

Portland Head Light covers rental and cleaning cost \$22,000 for 8 portable toilets in the park. Also includes \$600(share of uniform rental). Includes Accountant fees for Tax preparations.

**Building Maintenance (2035)**

FY2019 includes exterior and interior maintenance of the keepers' quarters and gift shop, cleaning contract and security system, replacement of carpet in office areas and replacement of 3 exterior signs for gift shop and museum.

**Grounds Maintenance (2036)**

\$6890 Landscaping contract covers maintenance of the property, the circle and the two walks along the coastline and \$3200 maintenance of OBD system

**Museum Development (4002)**

FY 2019 includes maintenance of the museum exhibits, updates, and reserve for future improvements.

**Gift Shop Costs (4010)** Projected sales are \$580,000. Costs of goods are approximately 55% of sales. This includes stock, bags, computers, software, registers and credit card fees.



**Fiscal Year 2018  
Proposed Budget**

GF	CARRY FORWARD FUNDING FOR CIP	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
		\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 281,000	\$ 181,000	181.0%
SF	TOTAL SPECIAL FUNDS	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
		\$ 3,083,078	\$ 3,244,181	\$ 4,006,381	\$ 3,200,475	\$ 3,605,284	\$ 3,671,609	\$ 3,781,797	\$ 176,514	4.9%
CT	CUMBERLAND COUNTY TAX ASSESSMENT	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
		\$ 1,171,612	\$ 1,171,612	\$ 1,247,048	\$ 1,247,048	\$ 1,331,050	\$ 1,331,050	\$ 1,392,240	\$ 61,190	4.6%
CT	HOMESTEAD ABATEMENT	BUDGET FY 2016	ACTUAL FY 2016	BUDGET FY 2017	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATED FY 2018	BUDGET FY 2019	\$ CHANGE FY 18 to FY 19	% CHANGE FY 18 to FY 19
		\$ 190,000	\$ 190,000	\$ 312,000	\$ 312,000	\$ 375,600	\$ 373,000	\$ 300,000	\$ (75,600)	-20.1%