



Town of Windham
Municipal Budget
2011-2012

As approved by the Town Council May 26, 2011

Town of Windham

Municipal Budget 2011-2012

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Town of Windham

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March 31, 2011

Budget Transmittal.

In accordance with Article III, Section 2(A)(5) and Article V, Section 2 of the Charter, I hereby submit the Town Manager's proposed budget for the fiscal year July 1, 2011 through June 30, 2012. For purposes of presentation and discussion this year's proposal is being made in two parts:

Component	Amount	Pct
Part I:		
Operating	\$ 11,823,658	0.9%
Capital & Non-operating	2,081,275	(0.2%)
Total, Part I	\$13,904,933	0.9%
Part II:		
Capital – Roads	\$ 255,450	64.7%
Capital – Buildings	25,000	25.0%
Total, Part II	\$ 280,450	56.7%
Total, Parts I and II	\$ 14,185,383	3.0%

Budget Approach.

Part I of the manager's proposed budget represents the current levels of programs and services, and capital expenditures maintained at the same level as fiscal 2011. Part II addresses the town's obligation to maintain the assets entrusted to it, and includes additional spending for road improvements and major building maintenance and repair projects.

The manager's proposed 2011-2012 budget for municipal services is \$14,185,383, a 3.0% increase from 2010-2011. The proposed budget for Part I (operating and capital accounts consistent with 2011) has increased 0.9%. Part II of the manager's proposed budget would increase funding for road and building improvements by \$280,450, resulting in the overall increase of 3.0%.

As part of the budget process for the previous two years, the Council was briefed on an existing and growing gap between the statutory property tax levy limit, other revenues, the cost of providing what was then described as the "current level of programs and services," and maintaining its capital assets. That same gap remains today. Due to the global economic meltdown and recession over the last two years, resulting in reduced revenues in many areas, changes were made in the budget for 2010-2011 to adjust to "the new normal." The manager's proposed budget for 2012 retains and consolidates most of those changes and seeks to make progress on funding the preservation of the town's capital assets.

The "new normal," as used in our budget processes of the last couple of years, is defined as an indefinite period of reduced revenues and resources, causing us to re-evaluate, restructure, and redefine what the town does and how it does it. The "new normal" is not a short-term condition; it represents a significant shift from the way things were before the recession and requires a significant shift in the way we respond.

We may choose to do fewer things (except those required by law), to do those things to a lesser degree, to do them in a different way, contract, consolidate, or regionalize services where those options and opportunities exist. The proposed budget makes some use of all of these responses to changing times. It makes significant reductions in staffing, operating hours, and services -- both in what the town does and to what degree -- and changes how it does some things.

A central principle of this adjustment is making sure that the services the town continues to provide under this budget are delivered in a professional, cost-effective manner. It continues to be conservative in revenue estimation and particularly in use of fund balance, and tries to put the town in a good position to serve the community's needs and longer term inter-

ests. Another aim of this budget is to put the town on the path to a more stable, more sustainable footing with respect to the programs and services it provides.

Municipal Operations & Capital Expenditures.

The manager's proposed budget for municipal operations for 2011-2012 shows an increase of 0.9% from the previous year, a product of rising energy prices, adjustments for other known costs, and lifting the two-year wage freeze for non-union personnel. The town is currently in negotiations for two of its three collective bargaining agreements. No funds have been included in the manager's proposed budget for any potential agreement; otherwise, the budget reflects the town's contractual obligations.

Unlike the many staffing changes included in the manager's proposed budget and the approved budget in recent years, this proposal includes only two; re-establishing the position of highway maintenance supervisor in the public works department, and funding the code enforcement director's position in place of a second full-time code officer. Both of these changes are intended to improve departmental management and oversight, employee supervision, and the overall quality of service delivered to the public.

Capital equipment replacement spending was curtailed in November 2008 due to the developing recession and its impact on revenues at the municipal level. Funding was reduced to \$435,000 for fiscal 2010 but, consistent with the principle of providing service integrity, funding was increased to \$545,000 for 2011 and remains at that level for fiscal 2012.

Both road improvement and building improvement funding are increased in the manager's proposal. Road improvements had been funded at the same level for ten years, supplemented by a 2003 bond issue for \$3 million, until the 2010-2011 budget. The manager's proposed budget for 2012 increases road improvement funding from \$394,550 to \$650,000 using a combination of fund balance and property taxes. Building improvement funding is also increased, from \$100,000 to \$125,000 to pay for repairs and system improvements to the various facilities operated by the town.

Use of Fund Balance.

In the 2011 budget revenue from fund balance was reduced by \$150,000 with the goal of eliminating its use as an offset against the operating budget in three years. The manager's proposed budget for 2011-2012 takes the final step in the

town's three year effort and reduces fund balance as an offset to the operating budget to zero. The only amounts left are those covering the town's two contingency funds.

Revenue estimates in this budget continue the more conservative approach of the last couple of years. This should contribute to stabilizing fund balance over the long term. There is still risk, however, that revenues will deteriorate and that funding for unpredictable expenses will prove inadequate. In any or all of these cases, management will have to assess the budgetary impact and whether any program or spending adjustments will be necessary, or whether to request the Council's approval for use of contingency funds, fund balance, or supplemental appropriations during the year.

Use of fund balance in the manager's proposed budget for 2011 is reduced to \$200,000 (from \$350,000 in 2010; \$500,000 in 2009; and \$650,000 in 2008). The proposed revenue from fund balance is broken down as follows:

Offset against General Contingency (account 9910)	\$ 100,000
<u>Offset against Energy & Weather Emergency fund (account 9920)</u>	<u>100,000</u>
Total	\$ 200,000

Meeting Capital Needs.

Facilities and infrastructure issues continue to be significant challenges for the town. Progress is being made on a strategic plan for addressing the most pressing community facilities and buildings; some of this progress is reflected in the manager's budget proposal. We will continue to work on a plan for meeting the community's facilities needs as part of a comprehensive capital improvements program. Not every need will be met, or met right away, but having a plan will focus our efforts and attention.

As the economy slowly recovers, spending to improve and maintain the town's infrastructure, facilities, and buildings is important – to be prepared for the future and, where possible, take advantage of a more competitive bid climate and financing rates. These efforts should serve both to meet the needs of the existing population and to serve as a foundation for impact fees on new development to cover the cost of the capital facilities for which they create additional need. Impact fees are being developed to place the cost burden of new facilities where it belongs and to help keep the town from falling behind in the future.

Municipal Revenues.

Over the last ten years the Town was able to rely on steadily rising non-property tax revenues to fund its activities. Excise tax revenues, often a reflection of general economic well-being or the public's perception of it, declined sharply in late 2009 after lagging slightly over the summer. The slowing economy, combined with record high fuel prices, and then the global crisis in the financial industry and credit markets devastated auto sales and accelerated its fall into recession.

Emergency measures were taken in 2009 to control spending, including suspension of most capital projects, a case-by-case hiring freeze, and limiting operating expenses to those which could not be deferred, to prevent an operating deficit for 2009. The economy's continued weakness and the related fall in car and truck sales, home sales, retail sales, and rising unemployment all formed part of the backdrop for fiscal year 2010 and 2011.

As the economy has begun to recover, excise tax revenues have stabilized but shown little or no sign of growth. As a result, revenue estimates have remained the same. At the same time, excise tax revenues are at risk because of proposed legislation which would change the basis of excise tax, a source of revenue that stays with each city and town. Proposals to reduce the level of excise tax by 5% or 10% would cost the town from \$100,000 to \$250,000 annually, adding pressure to cut spending (and, likely, programs and services) or pass the burden to taxpayers already stressed by the economy and their own circumstances.

Revenue sharing, another significant source of income for the town, has also been under pressure over the last couple of years. Cities and towns in Maine have had a long-standing partnership with the state in sharing sales and income tax revenue. The theory has been that cities and towns contribute to the state's overall economic fortunes, and share in the growth or decline of economic activity. Due to the recession and decline in state revenues, revenue sharing has fallen over the past couple of years, from about \$1.25 million two years ago, to about \$800,000 this year.

In the governor's proposed budget, revenue sharing as we know it will vanish and be replaced by an annual state grant. Instead of being based on monthly state sales and income tax receipts in partnership with the state, these grants to cities and towns will be part of the budget process and compete with all of the state's other spending priorities. As a result, if the economy improves and sales and income tax receipts increase, Windham's revenue sharing will remain fixed. In theory, it will remain fixed when sales and income tax receipts decline, but likely will still be at risk through state budget cuts and curtailments. The change from revenue sharing to local government grants provides to upside reward and does not pro-

fect from downside risk. As proposed, Windham will receive several hundred thousand dollars less from the state over the next two years than is projected if revenue sharing is retained in its current form.

Tax Rate Impact.

Based on the manager's proposed budget with the tax levy \$127,543 below the statutory limit, the municipal portion of the tax rate would increase by about 3.8%, or about 15¢ per thousand dollars of assessed value, depending on the amount of overlay used in determining the rate. Municipal services account for roughly one third of every property tax dollar. The balance of the taxes property owners pay is made up by the county tax assessment and Windham's share of the Windham-Raymond School District (RSU 14) budget, which has yet to be determined.

Conclusion.

The manager's proposed budget for 2011-2012 consolidates changes that were made in 2011, proposes few changes to the operating budget for 2012, and puts a greater emphasis on taking care of the town's capital assets. Throughout the year, though, we will continue to look for opportunities to improve service and organization efficiency and effectiveness. We have begun to put more energy behind developing meaningful performance measures to communicate to the Council and the public how well we do and how we are working to improve it. This is not something that will be accomplished all at once, but it is important to start and to keep at it.

We look forward to working with the Council and the community on the challenges and opportunities of the year ahead, and planning for the future.

Respectfully,



Anthony T. Plante
Town Manager

Update (5/31/2011): Through the actions of the finance committee and Council the proposed budget for FY 2012 has been reduced from the proposed \$14,185,383 to \$13,783,652 and results in a net tax levy decrease of \$154 as well as the use of no revenue from fund balance being used except as an offset against contingency accounts 9910 and 9920.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

SUMMARY STATEMENT OF ESTIMATED REVENUES AND PROPOSED APPROPRIATIONS

	FY 2011 Approved Budget	FY 2012 Preliminary Budget	FY 2012 Manager's Proposal	FY 2012 Council
Budget Proposal, Part I				
Estimated Revenues	\$ 13,776,208	\$ 13,849,161 0.5%	\$ 13,904,933 0.9%	\$ 13,783,652
Proposed Operating Appropriations	\$ 11,689,871	\$ 11,909,680 1.9%	\$ 11,823,658 1.1%	\$ 11,535,427
Proposed Non-Operating Appropriations	\$ 2,086,337	\$ 2,081,275 -0.2%	\$ 2,081,275 -0.2%	\$ 2,248,225
Proposed Total Appropriations, Part I	\$ 13,776,208	\$ 13,990,955 1.6%	\$ 13,904,933 0.9%	\$ 13,783,652
Net Surplus/(Deficit), Part I	\$ -	\$ (141,794)	\$ -	\$ -
Amount Below/(Above) Levy Limit, Part I	\$ -	\$ -	\$ 267,768	\$ 406,549
Budget Proposal, Part II				
Estimated Revenues				
Property Taxes	\$ -	\$ 180,450	\$ 140,225	\$ -
Use of Fund Balance	\$ -	\$ -	\$ 140,225	\$ -
	\$ -	\$ 180,450	\$ 280,450	\$ -
Proposed Appropriations				
9120 - Road Improvements, Part II	\$ -	\$ 155,450	\$ 255,450	\$ -
9130 - Land and Building Improvements, Part II	\$ -	\$ 25,000	\$ 25,000	\$ -
	\$ -	\$ 180,450	\$ 280,450	\$ -
Net Surplus/(Deficit), Part II	\$ -	\$ -	\$ -	\$ -
Total Budget Proposal, Part I and Part II	\$ 13,776,208	\$ 14,171,405 2.9%	\$ 14,185,383 3.0%	\$ 13,783,652
Amount Below/(Above) Levy Limit, Part I and Part II	\$ -	\$ (180,450)	\$ 127,543	\$ 406,549

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

STATEMENT OF ESTIMATED REVENUES

acct	description	FY 2010 actual	FY 2011 estimate	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
0400	Property Taxes	\$ 8,220,509	7,504,539		7,910,934	7,643,166	7,504,385
0401	Supplemental Taxes	6,232	7,500		7,500	7,500	7,500
0402	Payments in Lieu of Taxes	-	3,250		3,250	3,250	3,250
0405	Tax Reports	147	500	203	500	500	500
0407	Interest on Taxes	132,257	80,000	59,376	80,000	100,000	100,000
0408	Tax Lien Fees	14,518	9,500	9,600	9,500	12,000	12,000
0409	Excise Taxes	2,450,867	2,300,000	1,381,546	2,300,000	2,300,000	2,300,000
0410	Town Clerk Fees	54,541	60,000	30,934	60,000	60,000	60,000
0411	Building Fees	61,289	40,000	32,532	40,000	50,000	50,000
0412	Plumbing Fees - Town	19,808	10,000	8,089	10,000	15,000	15,000
0413	Boat Excise Tax	31,938	25,000	4,323	25,000	25,000	25,000
0414	Reinspection/No Permit	-					
0415	Dundee Park	40,496	29,500	29,911	29,500	34,500	34,500
0416	Recreation Fees	134,488	238,191	1,032	205,800	205,800	205,800
0417	Snowmobile Reg - Town	8,911	7,000	7,875	7,000	7,000	7,000
0418	Boat Registration - Town	1,808	1,000	340	1,000	1,000	1,000
0419	ATV Registration - Town	605	500	312	500	500	500
0420	Mail-in Reregistration	20	-		-	-	-
0421	CATV Fees	119,784	105,000		105,000	120,000	120,000
0422	Police Fines & Fees	2,934	3,500	1,645	3,500	2,000	2,000
0424	Court/Witness Fees	345	2,000	350	2,000	250	250
0430	State Revenue Sharing	898,351	750,000	518,288	750,000	825,000	950,000
0431	State of Maine	11,577	10,000	15	10,000	10,000	10,000
0434	Library Fines and Fees	8,942	10,000	4,550	10,000	7,500	7,500
0435	Urban-Rural Initiative Program	250,388	225,000	128,650	200,000	300,000	250,000
0438	Co-Locations Cell Tower	-					
0440	Assessor's Fees	1,022	500	435	500	500	500
0441	Dog Licenses - Town	8,889	8,000	6,798	8,000	8,000	8,000
0442	Hunting & Fishing - Town	3,781	4,000	1,782	4,000	4,000	4,000
0443	Reregistrations - Town	51,617	40,000	26,760	40,000	45,000	45,000
0444	Board of Appeals	1,200	1,000	900	1,000	1,000	1,000
0445	Subdivision/Review Fees	18,100	1,000	800	1,000	1,000	1,000
0446	Land Use Ordinance	-	-		-	-	-
0448	Site Plan Fees	900	1,000	4,050	1,000	1,000	1,000
0449	Sewer Application Fees	-	1,000		1,000	1,000	1,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

STATEMENT OF ESTIMATED REVENUES

acct	description	FY 2010 actual	FY 2011 estimate	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
0450	Sewer Fees	355,875	351,756	167,281	351,756	351,756	351,756
0451	Cemetery Trust Fund	2,800	2,800	2,800	2,800	2,800	2,800
0453	Shoreland Review Fees	1,350	-	-	-	-	-
0454	Subdivision Amendment	1,300	-	2,100	-	-	-
0455	Auto Junkyard Fee	502	500	502	500	500	500
0456	Gravel Pit Fees	-	-	750	-	-	-
0457	Shoreland CEO Permit	1,410	1,000	910	1,000	1,000	1,000
0458	Sub-Surface Review Fees	2,290	1,000	770	1,000	1,000	1,000
0460	Recycling Revenue	-	-	-	-	-	-
0470	Solid Waste Fees	534,122	450,000	284,960	450,000	500,000	540,000
0471	Parks and Recreation Fees	-	-	-	-	-	-
0472	False Alarm Charges	-	-	-	-	-	-
0473	Community Center User Fees	-	-	-	-	-	-
0474	Rescue Miscellaneous Fees	350	-	135	-	-	-
0475	Rescue Services Reimbursements	463,641	525,000	275,604	525,000	525,000	465,000
0476	Fire/Rescue Fines & Fees	80	-	5	-	-	-
0477	Town Land Lease	-	-	-	-	-	-
0480	Interest on Investments	38,006	45,000	9,369	10,000	10,000	10,000
0481	Town Garage Lease Payment	9,417	9,416	-	9,416	9,416	9,416
0482	General Assistance Revenue	241,065	250,000	70,162	200,000	200,000	162,500
0483	Zone Change Fees	2,000	-	300	-	-	-
0484	Miscellaneous Revenue	65,649	32,761	36,687	1,710	33,500	33,500
0485	Sale of Town Property	-	5,000	-	5,000	5,000	5,000
0486	Building/Space Rental	-	-	-	-	-	-
0498	TIF Revenues Transferred In	247,152	263,495	-	263,495	273,495	273,495
0495	Appropriated Fund Balance	-	350,000	-	200,000	200,000	200,000
xxxx	STAG/LFWWC Grant	-	-	-	-	-	-
xxxxy	RSU Service Payments	10,000	10,000	-	-	-	-
0600	COPS Hiring Recovery Program	-	-	-	-	-	-
Total Non-Property Tax Revenues		\$ 6,306,532	\$ 6,264,169	\$ 3,113,431	5,930,727	6,254,267	6,271,767
Total Revenues, All Sources		\$ 14,533,273	\$ 13,776,208	\$ 3,113,431	13,849,161	13,904,933	13,783,652
Total with Manager's Part II						14,185,383	

NOTE: The '%' column indicates how much of total revenue is derived from that source.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

REVENUES

Any discussion of a budget has to involve not only the purposes for which funds are being spent, but the sources of those funds. Many of the revenues on which the Town relies are outside its ability to control, other than to collect them accurately and completely, and to estimate them conservatively. These notes address certain critical revenue sources.

R0401 Property tax revenues representing the allowable "core municipal levy" plus amounts for the two municipal development districts appropriated in account 9130. Aside from the statutory property tax levy limit enacted in 2005 the amount of property tax revenue is a function of the budget approved, ultimately, by the voters at town meeting. That appropriation (the legal authorization to expend public funds) less the amount of revenue estimated from all revenues other than property taxes results in the amount of taxes to be raised. The amount raised for overlay, which pays for tax refunds or allows for reductions in property taxes due to abatements or other changes in value after the budget has been set, is not counted as a revenue for budgetary purposes. Any amount of overlay not used in the year in which it is raised contributes to fund balance at the end of the fiscal year.

Property tax revenue in the manager's budget Part I budget proposal (see budget transmittal for discussion of the Part I and Part II budget components) for 2011-2012 is \$267,768 below the statutory levy limit. Adding increases in funding for capital – road and building improvements, funded half and half from property taxes and fund balance, brings the levy to \$127,543 below the statutory limit.

Due to the loss of other revenues, the total property tax rate is estimated to increase of about 1.2 percent, or about 15¢ per thousand, to \$12.35, not including county and school taxes. The municipal portion alone would increase by about 3.8%. This likely will change slightly as assessed values are finalized before the tax rate is set in August.

Finance committee recommended reducing tax levy by \$279,006 following its budget review workshops.

R0409 Excise taxes, those paid at the time a motor vehicle is registered, represent the single largest source of revenue other than property taxes. It is also a revenue over which the Town has no control, since excise tax rates are set by the State of Maine. Over the last two years the town has experienced a significant decrease in this revenue source due to the economic recession. At this point in the economic recovery excise tax revenue appears to have stabilized at a lower level.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

REVENUES

R0416 Offset of Parks and Recreation Programming Fund, plus an estimated amount to account for administrative overhead required to offer programming.

R0430 Maine cities and towns receive a share of state sales and income tax revenue. For fiscal 2011-2012 revenue sharing has been increased as a result of the governor's budget proposal. While more than estimated for fiscal 2011, the amount is significantly less due to either a.) the Governor's proposal converting revenue sharing to an annual block grant to cities and towns or b.) the act of the Legislature in keeping revenue sharing as-is but transferring funds to the state's general fund for fiscal 2012 and 2013.

Finance committee increased revenue sharing to \$950,000 from \$825,000 based on projections from the state treasurer's office provided after the manager's budget was prepared.

R0435 Urban-Rural Initiative Program payments are those from the Maine Department of Transportation for road improvements. This program used to be known as "local road assistance" and is considered to be an offset for the Town's road improvement program (account 9120).

Finance committee reduced URIP revenue from \$300,000 to \$250,000 based on estimate from MDOT.

R0470 Revenues from the sale of *Windham RECYCLES!* trash bags pays for most of the cost of the Town's curbside trash collection, transportation, and disposal program (account 2910). This account also reflects the sale of recycling bins. It is important to note that Windham has chosen to pay for most of its program through user fees, while other communities charge less for their bags, but also subsidize their programs to a far greater degree than Windham does.

Finance committee increased revenue by \$40,000 in its recommendation by raising PAYT bag fees to \$1.35 and \$2.70 for small and large bags, respectively.

R0475 Rescue fees are only partially within the Town's control, since they are dependent on the number of calls, the reimbursement rates under Medicare and Medicaid, payments from insurance companies, and collections from individual patients. The Town does provide a self-declared hardship waiver, but has also built up a substantial balance

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

REVENUES

on uncollectible accounts since it has not used a collection service. In order to more appropriately account for revenue, this account shows the gross amount of estimated billings with an offset for "bad debt" in 4130-46030.

Finance committee reduced revenue by \$60,000 and reduced the offsetting bad debt expense by the same amount.

R0480 Investment income is a function of the Town's cash flow, cash balances, and interest rates. The Town follows investment policies which make protection of principal a top priority. As a result the Town invests in highly secure instruments that are either insured or (since the Town's available cash for investment exceeds insurance limits) collateralized (meaning that US government or agency securities are pledged as collateral). Interest income has dropped sharply in the last two years both because of low interest rates and the consolidation of Windham and Raymond schools as RSU 14.

R0482 The Town receives reimbursement for 50% of its direct general assistance expenses up to about \$570,000 plus 90% of any amount over that (account 8110); however, as the "agency of last resort" it is obligated to continue providing assistance even if its budget for this purpose is exhausted. General assistance has increased dramatically over the last two years; consequently, reimbursement from the state has increased proportionately.

The Council reduced GA reimbursement by \$37,500 to reflect a \$75,000 decrease in the recommended amount of GA expenditures in 8110-43090

R0484 This account includes revenue from the Town of Raymond a joint services agreement for GIS offsetting costs in the assessing office (account 6510).

R0495 During more robust economic times the town used revenue from fund balance as a way of supplementing revenue from taxes and other sources; in effect, anticipating revenue surpluses. Over the last three years revenues have declined in real terms and the town began an effort to reduce its use of fund balance as an offset to zero in three years. Fiscal 2010 was the first year; fiscal 2012 is the last year. No funds from fund balance are included to offset the town's operating budget; the only remaining amount, \$200,000, offsets the town's two contingency funds (9910 and 9920).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

REVENUES

The Council reduced the amount of fund balance to be used in the manager's proposed budget. The manager's proposed budget used \$140,225 to offset half of the proposed increase in spending for roads and buildings. The Council reduced that amount to \$0, leaving \$200,000 as offsets to contingency accounts 9910 and 9920.

- R0498 Funds from the Town's two municipal development, or "TIF," districts, used to offset expenses in the operating budget (see the fiscal note in account 1180). They are called "TIF" districts because they operate by tax increment financing – using the incremental value to generate tax revenue and capture it for certain purposes, and realizing financial benefits by sheltering value from the action of state formulas governing the distribution of municipal revenue sharing, state school aid, and the town's share of county tax.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
ADMINISTRATIVE SERVICES							
1110	Town Council	140,175	124,404	87,260	138,977	133,727	126,587
1120	Town Manager's Office	364,321	362,723	193,715	368,087	372,259	364,891
1130	Collection & Registration Services	217,806	206,238	117,766	213,396	210,024	206,408
1140	Information Services	144,278	159,254	80,444	169,916	169,228	162,619
1150	Community Participation	13,179	17,550	6,334	17,550	17,550	39,100
1160	Windham Community Cable Group	42,939	46,404	20,451	46,404	45,298	45,022
1180	Economic Development	74,999	104,093	75,899	116,576	117,295	102,278
1210	Insurance	117,519	85,898	74,583	85,898	85,898	85,898
1220	Employee Benefits	1,616,822	1,611,839	945,274	1,726,724	1,710,288	1,703,125
1230	Banking & Investment Services	780	375	249	375	375	375
	Total	2,732,818	2,718,778	1,601,975	2,883,903	2,861,942	2,836,303
PUBLIC WORKS SERVICES							
2110	Administration	134,723	131,823	76,289	145,252	142,717	140,259
2120	Highway Maintenance	543,871	521,156	291,529	520,578	546,854	505,873
2130	Traffic Safety	151,812	105,225	35,042	104,925	104,925	104,925
2150	Snow Removal	255,757	322,396	117,530	321,239	321,239	321,239
2210	Building Maintenance	403,355	449,109	257,035	462,456	493,627	487,867
2220	Grounds Maintenance	49,325	42,530	25,015	43,753	11,950	11,950
2510	Vehicle Maintenance	367,625	406,431	179,121	415,848	434,384	434,384
2910	Solid Waste	1,004,331	961,884	518,804	985,409	985,409	985,409
	Total	2,910,799	2,940,554	1,500,365	2,999,460	3,041,105	2,991,906
POLICE SERVICES							
3110	Administration	1,715,339	1,814,904	979,752	1,849,240	1,824,484	1,768,948
3120	Communications	414,285	448,891	147,844	389,010	329,459	329,459
3140	Animal Control	23,342	58,893	26,373	62,110	61,081	59,759
3210	Vehicle Maintenance	82,891	106,602	49,194	111,142	121,631	121,631
	Total	2,235,857	2,429,290	1,203,163	2,411,502	2,336,655	2,279,797

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
FIRE/RESCUE SERVICES							
4110	Fire-Rescue Services	700,044	731,913	400,872	779,340	1,327,181	1,264,985
4130	Rescue	541,266	547,852	269,734	557,535	-	-
4140	Emergency Management	294	500	-	1,000	1,000	1,000
4150	Water Main Charges	87,008	90,000	44,593	90,000	90,000	90,000
4210	Vehicle Maintenance	133,128	130,539	63,098	136,661	143,840	143,840
	Total	1,461,740	1,500,804	778,297	1,564,536	1,562,021	1,499,825
RECREATION & CULTURAL SERVICES							
5110	Parks and Recreation Administration	165,992	162,471	93,792	167,757	168,226	164,374
5111	Recreation Programming	134,821	177,800	113,826	177,800	177,800	177,800
5120	Parks - Dundee Park & Trails	58,977	49,040	37,360	50,601	48,940	48,940
5130	Parks - Skate Park	12,330	16,400	10,754	16,792	16,400	16,400
5510	Public Library	310,733	321,706	166,339	332,512	327,831	322,247
	Total	682,853	727,417	422,071	745,462	739,197	729,761
PROPERTY & INSPECTION SERVICES							
6110	Code Enforcement & Zoning Administration	270,849	173,740	98,295	179,771	168,810	163,975
6120	Planning	184,008	180,859	103,251	191,262	189,456	184,385
6510	Assessing	223,881	229,128	133,963	237,241	231,707	228,809
6520	Geographic Information Systems	4,639	20,003	3,804	20,003	20,003	20,003
	Total	683,377	603,730	339,313	628,277	609,976	597,172
TOWN CLERK							
7510	Town Clerk	140,625	143,961	77,885	150,081	146,444	145,338
	Total	140,625	143,961	77,885	150,081	146,444	145,338
SOCIAL SERVICES							
8110	Social Services	579,417	581,212	249,574	482,334	482,193	411,200
8120	Social Service Agency Funding	31,415	44,125	21,600	44,125	44,125	44,125
	Total	610,832	625,337	271,174	526,459	526,318	455,325
TOTAL OPERATING		11,458,901	11,689,871	6,194,243	11,909,680	11,823,658	11,535,427

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
CAPITAL OUTLAY & FIXED CHARGES							
9110	Equipment Replacement	435,000	545,000	824,462	545,000	545,000	545,000
9120	Road Improvements	275,112	394,550	255,537	394,550	394,550	542,500
9130	Land & Buildings	286,071	360,000	4,883	360,000	360,000	379,000
9170	Sewer	343,461	351,756	205,191	351,756	351,756	351,756
9510	Debt Service	239,625	235,031	193,688	229,969	229,969	229,969
	Total	1,579,269	1,886,337	1,483,761	1,881,275	1,881,275	2,048,225
CONTINGENCY							
9910	General Contingency Fund	-	100,000	-	100,000	100,000	100,000
9920	Energy & Weather Emergency Fund	-	100,000	-	100,000	100,000	100,000
	Total	-	200,000	-	200,000	200,000	200,000
TOTAL NONOPERATING		1,579,269	2,086,337	1,483,761	2,081,275	2,081,275	2,248,225
TOTAL APPROPRIATIONS*		13,038,170	13,776,208	7,678,004	13,990,955	13,904,933	13,783,652
Manager's Part II Appropriations						280,450	
TOTAL MANAGER'S PROPOSAL						14,185,383	

*Manager's FY2012 shows Part I only; Part II added separately.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1110 - TOWN COUNCIL							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	10,500	350	125	12,600	7,350	210
42010	Legal Services	81,770	75,000	39,372	75,000	75,000	75,000
42020	Audit Fees	18,362	18,400	18,400	18,785	18,785	18,785
42090	Training & Conferences	-	-	-	-	-	-
42100	Travel/Meals	12	-	-	-	-	-
42110	Memberships	29,531	30,654	29,363	32,592	32,592	32,592
		<u>140,175</u>	<u>124,404</u>	<u>87,260</u>	<u>138,977</u>	<u>133,727</u>	<u>126,587</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1110 – TOWN COUNCIL

41010 Council members are paid according to Chapter 2 of the Code of the Town of Windham. Elected officials are paid \$35 for each public meeting at which a quorum is present. Due to the change in the Council's meeting schedule during fiscal 2010-2011, meetings are budgeted as follows:

Council meetings	24
Workshops (special topics, public forums, etc.)	4
<u>Budget workshops (to review finance committee's recommendation)</u>	<u>2</u>
Total meetings	30

Thirty (30) meetings, seven council members, \$35 each \$7,350

For fiscal 2010-2011 the Council set compensation at \$1 each per meeting. Beginning July 1, 2011 compensation will return to \$35 per meeting.

The finance committee recommended leaving Council compensation at \$1 per meeting and reduced this account by \$7,140 to \$210.

42010 Payments to legal counsel are highly variable due to the unpredictability of issues that may arise.

42020 Independent auditor's engagement for the 2011-2012 fiscal year.

42090 Registration and attendance at seminars and events.

42100 Reimbursement of mileage at the town rate, plus the cost of meals when attending meetings in official capacity.

42110 Membership fees or costs for the town to participate in regional associations or agreements:

Greater Portland Council of Governments (GPCOG)	\$14,904
Maine Municipal Association (MMA), estimated	14,209
Maine Development Foundation	300
American Society of Composers, Authors & Publishers (ASCAP)	310

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1110 - TOWN COUNCIL

Broadcast Music, Inc. (BMI)	310
PACTS	2,559
Total	<u>\$32,592</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1120 - TOWN MANAGEMENT

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	328,842	326,223	165,076	331,587	336,009	328,641
42030	Professional Services	9,372	10,000	7,405	10,000	7,500	7,500
42040	Print Services	753	1,000	-	1,000	1,000	1,000
42050	Equipment Maintenance	-	500	-	500	500	500
42060	Telephone	3,577	3,000	1,682	3,000	3,000	3,000
42070	Advertising	1,571	1,500	462	1,500	1,500	1,500
42080	Postage	4,083	5,000	1,930	5,000	5,000	5,000
42090	Training/Conferences	700	1,000	869	1,000	2,000	2,000
42100	Travel/Meals	2,903	2,500	2,392	2,500	3,500	3,500
42110	Memberships	1,083	1,000	1,136	1,000	1,500	1,500
43010	Supplies & Materials	7,581	7,000	4,502	7,000	6,750	6,750
43030	Books, Maps & Publications	2,861	3,000	2,722	3,000	3,000	3,000
43220	Other Equipment			4,850			
43300	Copy Services	995	1,000	689	1,000	1,000	1,000
43390	Vehicle Expenses	-	-	-	-	-	-
		<u>364,321</u>	<u>362,723</u>	<u>193,715</u>	<u>368,087</u>	<u>372,259</u>	<u>364,891</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1120 – TOWN MANAGEMENT

The office of the town manager provides general oversight, management control, and support services to all other town departments, agencies, and offices. It serves as a resource and a focal point for both the public and the organization, and provides policy and administrative support to the Town Council.

41010 Annual salaries and wages for positions as authorized:

Town Manager (1.0 FTE)		
26 pays @ \$3,837.27 per pay (Unclassified)		\$ 99,769 (Council order 07-54; May 15, 2007)
Longevity Bonus		500
Assistant Town Manager/HR Director (1.0 FTE)		
14 pays @ \$2,258.16 (M2C)	31,614.24	
12 pays @ \$2,337.20 (M2D)	28,046.40	\$ 59,661
Executive Assistant (1.0 FTE)		
22 pays @ \$1,610.00 (10F)	35,420.00	
4 pays @ \$ 1,642.24 (10G)	6,568.96	\$ 41,989
Finance Director (1.0 FTE)		
17 pays @ \$2,893.12 (M3F)	49,183.04	
9 pays @ \$2,994.40 (M3G)	26,949.60	\$ 76,133
Finance Administrative Assistant (0.8 FTE)		
21 pays @ \$1,145.41 (8E)	24,053.57	
5 pays @ \$1,168.32 (8F)	5,841.60	\$ 29,895
Finance Administrative Assistant (0.8 FTE)		
26 pays @ \$1,079.30 (8B)		<u>\$ 28,062</u>
Total current authorized positions (5.6 FTE)		\$ 336,009

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1120 – TOWN MANAGEMENT

The Council's approved budget reduced this account by \$7,368 and eliminated the 2% COLA and step increases proposed in the manager's budget.

- 42030 Professional services for projects and issues that arise during the year (appraisals, engineering, etc.).
- 42040 Print services including production and distribution of the annual report.
- 42050 Miscellaneous equipment maintenance for office machines other than that covered by maintenance agreements.
- 42060 Telephone and cellular charges.
- 42070 Advertising for special events, programs, some shared personnel/help wanted advertising, advertising requests for proposals, etc.
- 42080 Portion of postage costs assigned to manager and finance office; postage meter rental, service and supplies, mailing of town meeting flyer.
- 42090 Includes in-office training programs, manager's attendance at International City Management Association (ICMA) annual convention.
- 42100 Expenses for business and attendance at training programs, association conferences.
- 42110 Memberships including International City Management Association (ICMA) \$ 648, Maine Town and City Management Association (MTCMA) \$ 143, Government Finance Officers Association (GFOA) \$50, Maine Government Finance Officers Association (MGFOA) \$ 90, and others.
- 43010 Operating supplies, paper goods, etc.
- 43030 Statute subscription service, other professional books and publications.
- 43300 Annual maintenance contract on photocopier.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1120 – TOWN MANAGEMENT

43390 Mileage, tolls, parking, and operating costs of administrative vehicle.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1130 - COLLECTION AND REGISTRATION SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	154,295	128,526	77,375	133,667	130,670	128,007
41020	Overtime Compensation	-	-	13	-	-	-
41030	Part-time Compensation	37,345	41,262	22,539	40,529	40,529	39,576
42030	Professional Services	10,497	13,000	8,995	15,000	15,000	15,000
42050	Equipment Maintenance	50	750	-	750	750	750
42060	Telephone	918	1,500	458	1,500	1,500	1,500
42070	Advertising	244	500	-	500	500	500
42080	Postage	9,467	14,500	5,897	15,000	15,000	15,000
42090	Training/Conferences	30	500	50	500	500	500
42100	Travel/Meals	527	750	147	1,000	1,000	1,000
43010	Supplies & Materials	3,640	3,000	1,447	3,000	2,625	2,625
43030	Books, Maps & Publications	366	1,200	245	1,200	1,200	1,200
43220	Other Equipment	427	750	600	750	750	750
		<u>217,806</u>	<u>206,238</u>	<u>117,766</u>	<u>213,396</u>	<u>210,024</u>	<u>206,408</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1130 – COLLECTION AND REGISTRATION SERVICES

OVERVIEW OF THE OFFICE

What is at the core of what the Tax Collection/Motor Vehicle Office does?

- a. Provide excellent Customer Service
- b. Be consistent with how we treat every customer
- c. Try and solve everyone's problem large or small

Collection and Registration Services is responsible for providing the highest level of customer service in its client-facing role. The department's responsibilities include:

- Registrations
 - Automobiles
 - ATVs
 - Boats
 - Snowmobiles
 - Dogs
 - Hunting and Fishing
- Billing and Collection
 - Property Taxes
 - Sewer Fees
 - Insufficient Checks
- Daily Reconciliation of Revenue
 - Checks
 - Cash
- Filing/Discharging liens
 - Property Tax Liens

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1130 – COLLECTION AND REGISTRATION SERVICES

- UCC Liens
- Sewer Liens

- Research
 - Tax and auto Information
 - Mortgage Information

Registration and Collection Services strives to provide prompt and consistent service to its customers while maintaining the highest level of accuracy in all work functions.

How can we improve?

- Professional development – the ability to multi-task within the department will improve speed and accuracy
- Scanning and storing documents electronically, such as liens and discharges, would provide quicker access to records. Liens and discharges have to be kept in our files permanently.
- Morale boosters – providing low cost/no cost recognition to employees for achievements or special events.
- Customer and employee feedback – through comments and satisfaction surveys.

What does it mean to be good at what we do?

Being good at what we do means we have very few complaints from customers or employees. It also means keeping up with all the law changes and being willing to try new ways to achieve this goal. It further means we work as a team and are willing to be cross trained to help other departments.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1130 – COLLECTION AND REGISTRATION SERVICES

ACCOUNT DETAIL

41010 Provides annual salaries and wages for the following positions authorized in the budget:

Office Manager/Asst. Tax Collector/Treasurer		\$ 61,655
26 pays @ \$2,342.48 (M1H)		
Longevity Bonus \$750		
Administrative Assistant #1 (36 hrs/week)		\$ 36,764
26 pays @ \$1,394.78 (8I)		
Longevity Bonus \$500		
Administrative Assistant #2 (36 hrs/week)		
24 pays @ \$1,238.54 (8C)	29,724.96	
2 pays @ \$1,263.31 (8D)	2,526.62	\$ 32,251
Total current authorized full-time positions		\$130,670

The Council's approved budget reduced this account by \$2,663 and eliminated the 2% COLA and step increases proposed in the manager's budget.

41030 Provides annual salaries and wages for the following Regular Part-time Positions:

Administrative Assistant #3 (24 hrs/week)		
17 pays @ \$793.63 (8A)	13,491.71	
9 pays @ 809.47 (8B)	7,285.23	\$ 20,777
Administrative Assistant (20 hours/week)		<u>\$19,752</u>
26 pays @ \$ 759.68 (8H)		
Total current authorized part-time positions		\$40,529

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1130 – COLLECTION AND REGISTRATION SERVICES

The Council's approved budget reduced this account by \$953 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Also covers the cost of filing real estate liens, sewer liens, and discharges at the Cumberland County Registry of Deeds. The fee for filing liens and discharges is \$13.00 each. (This fee is recovered when tax liens are paid). The fee charged for the printing of the tax bills is paid from this account, and the mailing of the tax bills is paid from the postage account.

42050 This covers the cost of maintaining and repairing 7 printers and 13 computers during the year. We have 2 Motor Vehicle printers, 3 laser printer (on which we create Town of Windham liens and discharges). We run general ledger reports and print tax and treasurer receipts on 2 printers, and have the capability to convert a laser printer to a receipt printer during tax time.

42060 Covers the cost of two telephone lines and a fax line.

42070 Advertising tax bill spring due date in lieu of mailing out a second bill.

42080 Postage for mailing tax bills, overdue taxes and sewer fee notices, motor vehicle weekly reports, Inland Fisheries bi-monthly reports, general office correspondence, and certified tax lien notices to homeowners and mortgage holders. The postage for certified mailing is recovered through the lien fees. Between 1,500 and 2,000 courtesy notices are mailed each May. Property tax bills are now mailed out annually (once) instead of semi-annually (twice).

42090 Includes training for employees to attend seminars and workshops throughout the year. We are required by the Motor Vehicle division of the State to attend workshops, in order to keep current on any new laws. This also includes the attendance at tax school and the Maine Municipal Association (MMA) convention for the Assistant Tax Collector and the Administrative Assistant. This also allows the Assistant Tax Collector to attend the New England Tax School. Collection, customer service, and tax classes are offered at both schools.

42100 Reimbursement for expenses incurred making daily bank deposits and attending training classes. Twice a year searches for current mortgage holders have to be conducted at the Cumberland County Registry

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1130 – COLLECTION AND REGISTRATION SERVICES

of Deeds. The law states that when a lien is placed a property the Mortgage holders have to be notified. Because homeowners sometimes re-finance the mortgage holder has to be searched twice a year.

43010 Operating supplies such as paper goods, printer and calculator ribbons, pens for the counter, paperclips, elastics, envelopes to mail re-registrations, calculator paper rolls and staples. We share a copier and fax machine with the town clerk's office which is billed to both our departments.

43030 We have to order current M.S.R.P. books for automobiles, trucks, motorcycles, camper trailers and Motor homes to properly calculate excise tax due to the town. We need this reference resource.

43220 This is to cover the replacement of office equipment not included in the capital equipment replacement plan in case of mechanical failure.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1140 - INFORMATION SERVICES							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	104,380	104,054	47,882	108,216	104,528	100,919
41020	Overtime Compensation	131	3,000	0	3,000	3,000	3,000
42030	Professional Services	1,424	3,000	5,948	3,000	3,000	3,000
42050	Equipment Maintenance	24,390	30,000	19,989	35,000	38,000	38,000
42060	Telephone/Data Lines	11,168	12,000	5,883	12,000	12,000	12,000
42090	Training/Conferences	297	1,000	450	2,500	2,500	2,500
42100	Travel and Meals	408	500	193	500	500	500
42110	Memberships	274	200	99	200	200	200
43010	Supplies & Materials	1,806	5,000	0	5,000	5,000	2,000
43030	Books/Maps/Publications	-	500	-	500	500	500
		<u>144,278</u>	<u>159,254</u>	<u>80,444</u>	<u>169,916</u>	<u>169,228</u>	<u>162,619</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1140 – INFORMATION SERVICES

OVERVIEW

Information Services provides user support, hardware and software support, installation, troubleshooting, and repair for about 150 clients on various devices, 26 physical and virtual servers, 43 printers, and network infrastructure at nine fixed locations plus multiple mobile clients. A helpdesk system is used to log all (or nearly all) requests for services, system problems, etc., and provides a way to track and categorize each request. The goal for Information Services is to minimize system problems and the time to resolve them when they do occur, and to try to implement tools, techniques, technologies, and strategies to improve the overall performance and reliability of the town's systems while meeting each department's and office's application and technology requirements.

ACCOUNT DETAIL

41010 Provides annual salaries and wages for the following positions:

Information Technology Director			
14 pays @ \$2,503.68 per pay (M2F)	35,051.52		
12 pays @ \$2,591.28 per pay (M2G)	31,095.36	\$ 66,147	
Network Technician			
10 pays @ \$1,458.24 per pay (10A)	14,582.40		
16 pays @ \$1,487.44 per pay (10B)	23,799.04	<u>\$ 38,381</u>	
Total		\$ 104,528	

The Council's approved budget reduced this account by \$3,609 and eliminated the 2% COLA and step increases proposed in the manager's budget.

41020 \$3,000.00

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1140 – INFORMATION SERVICES

- Overtime mainly for unscheduled work after-hours for system maintenance, software installation, or emergency response.
- 42030 \$3,000.00
Time and materials for consulting services and other work for system engineering, network design, and system support.
- 42050 \$35,000.00
Northern Data Systems Service and support contract for computer system hardware used by Finance, Collection, Town Clerk, Assessing and Community Development, software licensing, support and maintenance fees and operating system license. Systems support contracts with Cisco and other IT related vendors. Increase includes managed print services (offset by reductions in affected departments), increased NDS support fees, Symantec Ghost software maintenance, Rove management software maintenance, and town hall Barracuda web filter.
- 42060 \$12,000.00
Annual cost of Internet provider and data lines.
- 42090 \$2,500.00
Training and Conferences for Information Services staff. Increased need to provide training on the range of technologies, software, and hardware the town uses.
- 42100 \$500.00
Mileage and expenses for on-site service by staff, attendance at meetings, training sessions, or demos.
- 42110 \$200.00
Membership fees for IT related societies and organizations such as IEEE and Experts Exchange.
- 43010 \$5,000.00
Paper, forms, and other supplies for centralized computer operations.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1140 – INFORMATION SERVICES

The finance committee's recommendation reduced this amount by \$3,000 to \$2,000.

43030 \$500.00
Technical books, technical support CD-ROM subscription.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1150 - COMMUNITY PARTICIPATION							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41030	Part-time Compensation	2,275	-	0	-	-	-
42090	Training/Conferences	-	200	0	200	200	200
42100	Travel/Meals	-	500	0	500	500	500
42110	Memberships	-	300	0	300	300	300
43010	Supplies & Materials	1,285	3,075	687	3,075	3,075	1,825
43030	Books, Maps & Publications	700	500	0	500	500	500
44070	Contributions to Agencies	8,919	12,975	5,647	12,975	12,975	35,775
		<u>13,179</u>	<u>17,550</u>	<u>6,334</u>	<u>17,550</u>	<u>17,550</u>	<u>39,100</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1150 – COMMUNITY PARTICIPATION

41030 Compensation for Planning Board. Eliminated in FY 2011 budget.

42090 Funding for committee members to attend conferences and seminars related to their committee work.

42100 Reimbursement to committee members for mileage, tolls and meals.

42110 Membership for committees in appropriate regional or state associations.

43010 General committee expenses, flowers, refreshments for public meetings, etc.

The finance committee reduced this amount by \$1,250 to \$1,825.

43030 Materials for various boards and committees.

44070 Proposed contributions are as follows:

AGENCY/PURPOSE	BUDGET FY2010	PROPOSED FY2011	COUNCIL/APPROVED
Memorial Day Parade	\$ 1,500	\$ 1,500	\$ 1,500
Holiday Lights	1,000	1,000	1,000
Windham Drifters Snowmobile Club	2,050	2,050	6,850
S. Windham Library	1,800	1,800	1,800
Flowers for Rotary	0	0	0
Volunteer Recognition Event	3,000	3,000	3,000
Memorial Day Flags/Markers	1,025	1,025	1,025
Additional/Miscellaneous	0	0	0
Watershed Protection	0	0	10,000
Windham Senior Meals	600	600	600
Windham Historical Society	2,000	2,000	10,000
TOTAL	\$ 12,975	\$ 12,975	\$ 35,775

The finance committee recommended increasing funding to the Windham Drifters by \$4,800 to \$6,850. The Council added \$10,000 for watershed protection and \$8,000 to the Windham Historical Society (for a total of \$10,000).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1160 - WINDHAM COMMUNITY CABLE							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41030	Part-time Compensation	16,093	28,186	3,412	28,186	6,980	6,704
42030	Professional Services	21,739	12,668	16,491	12,668	32,768	32,768
42060	Telephone	640	600	320	600	600	600
42070	Advertising	-	-	-	-	-	-
42090	Conferences/Training	-	-	-	-	-	-
42100	Travel/Meals	10	200	-	200	200	200
42110	Memberships	1,154	-	-	-	-	-
42210	Electrical Equipment Maintenance	455	1,500	-	1,500	1,500	1,500
43010	Supplies & Materials	708	250	102	250	250	250
43220	Other Equipment	346	-	-	-	-	-
44190	Capital Equipment	1,794	3,000	126	3,000	3,000	3,000
		<u>42,939</u>	<u>46,404</u>	<u>20,451</u>	<u>46,404</u>	<u>45,298</u>	<u>45,022</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1160 – WINDHAM COMMUNITY CABLE / COMMUNICATIONS

41030 Compensation:

Part-time station coverage (Two positions, average of 20 hours)	<u>6,980</u>
Total	\$ 6,980

The Council's approved budget reduced this account by \$276 and eliminated the 2% COLA and step increases proposed in the manager's budget.

Community expectations are higher than staffing allows. Current staffing allows us to have our manager in-house up to 30 hours per week during the day and our part-time broadcast producer to cover all meetings that happen each week between Monday and Thursday evening. The daytime tasks include updating the bulletin board, web site, and other miscellaneous tasks.

Manager also is responsible for communication of emergency messages through a system that sends a message to cell phones, email, and a crawl on TV-7.

There are tasks for the manager on weekends such as updating the website, sending out the weekly E-Households newsletter, and ensuring the TV station remains on the air. Technology allows for most of these tasks to be done from home or elsewhere via the Web.

42030 Professional Services / Engineer. An engineer comes in as needed for major station repairs/upgrades. Also costs related to custom web site programming.

Website Support Contract @ \$700 per pay period	\$ 18,200
Other website services	3,000
Annual support cost, Granicus webcasting	<u>11,568</u>
Total	32,768

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1160 – WINDHAM COMMUNITY CABLE / COMMUNICATIONS

42060 Apportioned cost of telephone lines.	600
42090 Attendance at Community TV Association of Maine meetings, other conferences and training as opportunities come up during the year.	0
42100 Covers traveling expenses for events.	200
42210 Professional cleaning and repair of station equipment.	1,500
43010 General Office Supplies	250
44190 Equipment purchases to replace/upgrade failing equipment	3,000

Includes video cameras, tapes, other small items for day to day operations

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1180 - ECONOMIC DEVELOPMENT

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	60,153	62,093	36,384	64,576	65,295	62,028
42030	Professional Services	1,110	3,750	1,966	3,750	3,750	3,750
42040	Print Services	75	1,000	500	1,000	1,000	1,000
42060	Telephone/Internet	1,031	1,500	471	1,500	1,500	1,500
42070	Advertising	5,920	5,000	13,443	5,000	5,000	5,000
42070	Postage	408	500	524	500	500	500
42090	Training/Conferences	1,414	2,000	1,113	2,000	2,000	2,000
42100	Travel/Meals	2,273	2,500	963	2,500	2,500	2,500
42110	Memberships	745	1,000	135	1,000	1,000	750
43010	Supplies/Materials	1,309	2,000	257	2,000	2,000	1,000
43030	Books/Maps/Publications	-	1,000	110	1,000	1,000	500
43140	Vehicle Fuel	-	250	0	250	250	250
43220	Other Equipment/Support	561	1,500	33	1,500	1,500	1,500
43300	Copy Service	-	-	-	-	-	-
44070	Contributions to Agencies	-	20,000	20,000	30,000	30,000	20,000
		<u>74,999</u>	<u>104,093</u>	<u>75,899</u>	<u>116,576</u>	<u>117,295</u>	<u>102,278</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1180 – ECONOMIC DEVELOPMENT

The goal of the Windham Economic Development Program is to increase economic activity through continuous improvement in Windham's business climate, employment opportunities and development environment. That goal is achieved through the advocacy of regulatory, zoning, and ordinance reforms conducive to economic growth, by aggressively marketing the Town of Windham as a great place to live, work, visit, and to locate a business throughout the region, state and nation, and by working with local businesses and town staff and boards to ensure a smooth path for proposed projects.

Measures of Success include:

- A vibrant and growing retail marketplace
- A growing office sector
- A growing commercial/industrial sector
- Employment growth

41010 Compensation.

Economic Development Director		
3 pays @ \$2,435.92 (M3A)	7,307.76	
23 pays @ \$2,521.20 (M3B)	57,987.60	\$ 65,295.36

The Council's approved budget reduced this account by \$3,267 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Outside consulting work as needed. Planned projects and associated professional consultation on projects pursuant to improvements in Windham's commercial districts including design and consulting engineering services will be funded with TIF funds outside of this budget.

42040 Funding for print services related to the production of marketing and meeting materials for business attraction. In addition, public meetings or project approvals may require accompanying documentation that would be provided from external sources.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1180 – ECONOMIC DEVELOPMENT

42060 The office currently has responsibility for one telephone line and a cellular phone. The land line is apportioned at \$25 per month (\$300 per year) and the cellular telephone has a monthly charge of \$100 per month (\$1,200).

42070 Display and legal advertisements on behalf of the Town for economic development opportunities, bid requests, public notices, print advertisements. Business promotion and community awareness marketing campaigns will be funded with TIF funds outside of this budget.

42080 Postage related to material and information that is forwarded to businesses considering the area, mailings related to committee work, mass mailings and correspondence on behalf of the Town to local residents and businesses.

42090 Anticipated expenses related to fees for trade shows, professional training and seminars for promoting economic development activity.

42100 Travel to trade shows and business attraction events, and site visits to companies that have interest in the area as well as logistical support associated with leads being pursued by the Town.

42110 Membership fees related to regional and national economic development groups such as International Council of Shopping Centers, Economic Development Council of Maine, Maine Real Estate and Development Association.

The finance committee reduced this account by \$250.

43010 Needed material to support office operations and promotional packaging of marketing information.

The finance committee reduced this account by \$1,000.

43030 This budget line has been included in the Supplies/Materials line (43010). Annual updates to demographic and statistical information such as Tower Publishing business data (business and employment data), and updates to software used for economic development purposes (demographic, and mapping tools).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1180 – ECONOMIC DEVELOPMENT

The finance committee reduced this account by \$500.

43140 Fuel costs associated with use of municipal vehicle.

43220 Anticipated costs for the implementation of technology related projects including GIS and project management. Aerial mapping and photography services and other large scale projects will be funded with TIF funds outside of this budget.

43300 Included in Supplies/Materials line.

44070 Allocation of TIF funding for WEDC operations and projects.

The Council reduced the amount of funding requested for WEDC from by \$10,000 to \$20,000.

Estimated Cash Balance 6/30/11 \$35,627

WEDC FY 2012 Budget

Anglers Road FY 2012 Budget

Angler's Road Engineering	\$10,000
Angler's Road interest carry cost	\$9,100
Angler's Road Legal	\$4,000

Total	\$23,100
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Projects FY 2012

Business Climate Consultant	\$5,000
Market Analysis Consultant	\$15,000

Total Projects FY 2012	\$20,000
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Ongoing Operations FY 2012

MEREDA conference	\$1,000
Chamber membership/advertising	\$1,200

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1180 – ECONOMIC DEVELOPMENT

Website hosting, SEO, software (i.e. listing), etc	\$5,000
Business Expo (Summerfest)	\$1,000
Booth update	\$1,000
Advertising costs (i.e. annual meeting, ordinance review, other meetings)	\$1,500
Administrative costs (i.e. Legal, office supplies, postage, annual filing, etc)	\$1,000
WEDC Ongoing Operating Costs FY 2012	\$11,700

WEDC FY 2012 Budget Total	\$54,800
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WEDC FY 2012 Budget Shortfall	-\$19,173
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Total requested amount	\$30,000	Town investment in WEDC for FY 2012 ***
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*** WEDC would have approximately \$10,000 in undesignated cash reserves at the end of FY 2012

All funding associated with this proposed budget is scheduled to come from the Windham Municipal Development District – North, the Pipeline Development District and the Roosevelt Promenade District. In addition, it is proposed that TIF funding be utilized to offset other proposed expenditures within the budget such as administrative and technical support from the Town Council (1110), Town Manager's Office (1120), Code Enforcement (6110), Planning (6120), Assessing (6510), and Geographic Information Systems (6520).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1210 - MUNICIPAL INSURANCES							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42610	Vehicle Insurance	41,164	32,039	20,074	32,039	32,039	32,039
42620	Property & General Liability	53,855	37,896	53,459	37,896	37,896	37,896
42630	Professional Liability	22,500	15,963	1,050	15,963	15,963	15,963
44080	Safety Committee	-	-	-	-	-	-
		<u>117,519</u>	<u>85,898</u>	<u>74,583</u>	<u>85,898</u>	<u>85,898</u>	<u>85,898</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1210 – MUNICIPAL INSURANCES

Early predictions indicate insurance rates may rise by about 5% for 2011-2012. The estimates below, which remain the same as for 2010-2011, include that 5% plus adjustments to cover changes in property values and additions to the town's fleet over the last year.

42610	Insurance for all municipal vehicles, owned and leased	\$ 32,039
42620	Property and general liability	\$ 37,896
	Boiler Coverage	
	Umbrella Policy	
42630	Professional liability	\$ 15,963
	(Fire/Rescue & Employee Liability included in General Liability policy)	
	Public Officials Liability	
	Police Liability	
	Bonds	
44080	Funding for safety committee and training materials	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1220 - EMPLOYEE BENEFITS							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41060	Social Security	454,924	422,598	254,766	433,200	437,764	429,547
41070	Health & Dental	781,820	748,874	434,555	790,000	790,000	795,217
41080	Deferred Compensation	140,060	140,100	66,639	140,000	125,000	125,997
41090	Tuition Reimbursement	1,134	-	-	-	-	-
41100	Classification Plan	-	-	-	-	-	-
41110	Wage Differential	-	-	-	-	-	-
41120	MPERS Contributions	67,470	67,305	42,141	110,024	110,024	107,257
41140	Income Protection	6,282	6,329	3,674	7,000	7,000	7,000
41150	Long Term Disability	7,753	7,817	3,572	7,500	7,500	7,500
42600	Workers Compensation	150,190	182,816	122,955	203,000	203,000	200,607
42650	Unemployment Compensation	7,189	36,000	16,972	36,000	30,000	30,000
		<u>1,616,822</u>	<u>1,611,839</u>	<u>945,274</u>	<u>1,726,724</u>	<u>1,710,288</u>	<u>1,703,125</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2011-2012

1220 -- EMPLOYEE BENEFITS

41060 The Town pays FICA (6.2%) and Medicare (1.45%) payroll taxes on wages and the employer's matching contribution to employees' retirement accounts. Actual funding is usually less than the budget due to vacancies which occur throughout the year. In addition, FICA and Medicare expense for Recreation Programming, a self-funded program, is included in that budget (account 5111).

Actions by the finance committee and Council to reduce various compensation accounts resulted in this account being reduced by a total of \$8,217.

41070 Premiums for health insurance increased 7.93 % for calendar 2010. We are budgeting conservatively for an 8% increase in calendar 2012, which will affect the last six months of the budget year, from January- June 2012.

Actions by the finance committee resulted in this account being increased by a total of \$5,217.

41080 This account tracks the Town's match of ICMA Retirement Corporation deferred compensation contributions by employees. The Town matches up to 6% of regular pay.

Actions by the finance committee and Council resulted in this account being reduced by a net amount of \$334.

41120 The Town offers participation in the Maine Public Employees Retirement System for members of the police and professional firefighters union. This account includes the Town's contribution towards employee retirement: 5.5% of gross pay for police and 8.3% of gross pay for the firefighters.

Actions by the finance committee and Council to reduce various compensation accounts resulted in this account being reduced by a total of \$1,436.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2011-2012

1220 – EMPLOYEE BENEFITS

41140 The Town's share of short term disability insurance as required in the collective bargaining agreement with the Maine Association of Police. The Town funds a benefit level of \$1,000 per month for each union employee.

41150 The Town provides a long term disability insurance plan as required in the collective bargaining agreement with the Maine Association of Police.

42600 In addition to the funds budgeted here for general fund worker's compensation expense, workers comp funds are also carried in account 5111 – Recreation Programming, a separate fund from the general fund. We are budgeting for a 15% increase in premium for calendar 2012, which will impact the last six months of this budget.

Actions by the finance committee and Council to reduce various compensation accounts resulted in this account being reduced by a net amount of \$2,393.

42650 Unemployment benefits for former employees including part-time and temporary employees.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

1230 - BANKING & INVESTMENT SERVICES							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42030	Professional Services	780	375	249	375	375	375
		<u>780</u>	<u>375</u>	<u>249</u>	<u>375</u>	<u>375</u>	<u>375</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

1230 – BANKING & INVESTMENT SERVICES

42030 Banking fees charged the Town for non-sufficient fund checks.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2110 - PUBLIC WORKS ADMINISTRATION

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	111,027	110,732	65,719	115,161	113,126	110,668
42030	Professional Services	7,652	5,295	4,165	14,295	14,295	14,295
42060	Telephone	3,990	4,440	2,302	4,440	4,440	4,440
42070	Advertising	1,373	500	282	500	500	500
42080	Postage	-	256	0	256	256	256
42090	Training/Conferences	2,100	2,000	82	2,000	2,000	2,000
42100	Travel/Meals	1,390	1,500	972	1,500	1,500	1,500
42110	Memberships	216	350	145	350	350	350
42120	Rentals	-	-	0	-	-	-
42210	Electrical Equipment Maintenance	2,966	3,000	815	3,000	3,000	3,000
43010	Supplies & Materials	2,521	3,000	1,474	3,000	2,500	2,500
43030	Books, Maps & Publications	417	250	75	250	250	250
43220	Other Equipment	1,071	500	258	500	500	500
		<u>134,723</u>	<u>131,823</u>	<u>76,289</u>	<u>145,252</u>	<u>142,717</u>	<u>140,259</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2110 – PUBLIC WORKS ADMINISTRATION

OVERVIEW OF DEPARTMENT/ OUR CORE MISSION

The Public Works Departments Core responsibility is to maintain the town's infrastructure (both summer and winter) – its roads, sidewalks, drainage systems, buildings, cemeteries, vehicles and equipment required to do the work and the police vehicles. It is comprised of the administrative offices and three maintenance divisions – highways, buildings and grounds, and vehicles. The department is also responsible for traffic signals, street lights, and solid waste.

- Summer and/or winter maintenance services on 128± miles of public ways and public easements, with another 24 miles of contracted roads for winter maintenance. 805 catch basins, and man holes, culverts, and drainage ways, 4.5 miles of sidewalk clearing in the winter and 14.8 total miles of sidewalks maintained.
- Maintenance and repair of 9 municipal buildings and grounds, and 26 cemeteries.
- Maintenance of more than 50 vehicles and pieces of heavy equipment (except fire/rescue apparatus) and numerous other pieces of mobile and small equipment.
- Maintenance of traffic signals, street lights, and management of solid waste programs.
- Performing special tasks such as providing pick-up and delivery of food for the food pantry, moving furniture and equipment, preparing for parades and other events, and assisting in response and recovery in the event of a disaster or any other duties as needed.

Administration – Director and Administrative Assistant

This division oversees and provides support to all divisions of the Public Works Department. Staff works with other departments, the Town Manager's Office and Town Council, Residents, reviews subdivision plans, participate in regional bids, put out RFPs for equipment and other needs, secure and review bids and pricing for equipment and materials, attends meetings, maintain records, write reports, keep up with new rules, regulations and procedures, Insures compliance with DEP stormwater five year permit, provide and schedule training for employees, prepares the departmental budget, interact with venders to insure new equipment meets our needs. Handles public inquiries and calls for service, meets with engineers on town or private projects, completes and submits departmental payroll and accounts payable.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2110 – PUBLIC WORKS ADMINISTRATION

ACCOUNT DETAIL FOR DIVISION 2110

41010 Wages for:

Director

24 pays @ \$2,795.28 (M3E) 67,086.72

2 pays @ \$2,893.12 (M3F) 5,786.24

Longevity Bonus \$750 \$ 73,623

Administrative Assistant

26 pays @ \$1,519.36 (8H) \$ 39,503

Total \$113,126

The Council's approved budget reduced this account by \$2,458 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Professional Services \$14,295

Inter-local Stormwater group dues, Annual Stormwater report, \$9000
Expenses for federal DOT-required drug testing at \$50.00 per person, up to 16 per year.
Testing for alcohol at \$38.00 per person, up to 16 per year
Pre-employment drug testing and physical exams, \$155.00 per person
Update and software support for Citiworks one year \$3,295
Reimbursement for CDL licenses
Miscellaneous professional services.

42060 Telephone \$4,440

Regular telephones fax, and data lines (\$1,800). Five cellular phones for the department average \$220 per month (\$2,640)

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2110 – PUBLIC WORKS ADMINISTRATION

42070	Advertising	\$500
	Advertising for positions in Public Works, Public Awareness for operations of the Department, and bids or Requests for Proposal	
42080	Postage	\$ 256
42090	Conferences and Training	\$2,000
	Maine Local Road training programs, APWA annual conference and regional conferences for the Director, and other management or training programs	
42100	Travel and Meals	\$1,500
	Travel, meals, and expenses for attending training sessions, conferences, and meetings	
42110	Memberships	\$ 350
	American Public Works Association, Maine Better Roads, APWA Subscriptions, Fleet Card	
42120	Rentals	0
42210	Electrical Equipment Maintenance	\$3,000
	Contract maintenance of Public Works 2-way radios, photocopier, and telephones, and radio replacement program. Most of our mobile units are in the 10 year old range and are no longer made. Parts for repair will become increasingly hard to find.	
	Radio replacement costs for mobile units are \$500 and portables are \$400	
	Maintenance contract on photocopier	\$400

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2110 – PUBLIC WORKS ADMINISTRATION

43010	Supplies & Materials	\$2,500
	Fax cartridges, office and other miscellaneous supplies.	
43030	Books, Maps, & Publications	\$ 250
	Books, publications for training	
43220	Other equipment	\$500

UNMET NEEDS

- Office space, plan room, private meeting - conference room, storage area.
- Staff engineer – This person could do some town third party review on subdivisions or commercial development when needed, can review all other plans, inspect new development to insure that the projects are being built to the approved plans, help with updating ordinances on roads, could do town engineering on construction of roads and drainage work that the public works does, work with the new storm water regulations that the town is required to do, work with the town planner. This position could be partially or fully funded through fees from developers that are now paid to a consultant and by cost that Public works pays for engineering.
- Security gate on the main entrance. A swipe card gate that will close automatically during non business hours so that the public will not have access to the facility during non working hours. The gate we have now is left open on many occasions leaving an unsecured area.
- New fueling station. We now have two above ground tanks with 3000 gal. Diesel and 2000 gal. Gas capacity, with a key system for turning on the pumps. There are systems that are automated that will insure that the correct fuel is dispensed to the appropriate vehicle, and can also track usage in each vehicle so if the mpg changes management could check to see if there is a problem. The fueling station tanks that we have now are only protected by cement jersey barricades, but there could be an accident that could penetrate the tanks causing a serious spill that would flow directly to the river. With the limited size of the tanks, we need twice weekly deliveries to insure we have sufficient fuel in the winter months. If this supply was disrupted we could (and have) run out of fuel.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2120 - ROAD MAINTENANCE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	391,748	348,197	200,653	348,197	386,178	345,197
41020	Overtime Compensation	61,682	62,755	22,876	62,755	51,050	51,050
42090	Training/Conferences	259	1,500	121	1,500	1,500	1,500
42260	Contracted Services	30,542	41,104	31,199	40,526	40,526	40,526
43050	Clothing	11,117	9,600	4,124	9,600	9,600	9,600
43180	Minor Equipment & Tools	1,643	3,000	143	3,000	3,000	3,000
43220	Other Equipment	-	-	-	-	-	-
44100	Road Maintenance Materials	46,880	55,000	32,413	55,000	55,000	55,000
		<u>543,871</u>	<u>521,156</u>	<u>291,529</u>	<u>520,578</u>	<u>546,854</u>	<u>505,873</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2120 – ROAD MAINTENANCE

OVERVIEW OF THE DIVISION

This portion of the budget accounts for the highway maintenance crew and most of its supplies, materials and other expenses related to year-round general road maintenance, including routine maintenance, non-winter emergency call-ins, and all winter storm operations. This account includes contracted services such as liquid calcium chloride for dust control on the town's gravel roads (two applications per year), asphalt crack sealing for town roads (to prevent water from getting into the cracks in the pavement and causing premature deterioration), and specialized equipment rental for highway maintenance activities. This account is also used for work-related clothing, all safety equipment for the highway crew, mandatory and voluntary training, and some small tools and equipment.

The proposed budget for 2011-2012 includes the re-establishment of the highway maintenance supervisor's position. The department is organized into three divisions; highway maintenance, vehicle maintenance, and buildings and grounds maintenance. Each function has had its own working supervisor since at least the mid-1990s. In 2000 the highway maintenance supervisor's position was rolled into a new deputy director's position that carried more management responsibility, and established a clear chain of command in the absence of the director. The deputy director's position was eliminated in the budget for 2011 due to budget constraints.

Since early 2010 the public works department has been without a person dedicated to the highway maintenance supervisor's role. The director has taken over these responsibilities, at the same time trying to address overall department management needs, staffing needs and issues, longer-term project scoping and planning needs, and participating on other areas where the department's (or the town's) presence is important (such as PACTS and eco-maine). Many of these management and longer-term, more proactive planning activities have suffered.

The re-established highway supervisor's position, as proposed, would be in line with both the fleet and building and grounds supervisors. This position will be the supervisor to the crew, providing more direct supervision than is possible now, work with and fill in as needed with the crew, and will meet with residents about issues. This person will coordinate and schedule maintenance work, ensure work quality, oversee compliance with workplace safety and other requirements, maintain records and data to measure and analyze the division's work, and oversee winter operations.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2120 – ROAD MAINTENANCE

ACCOUNT DETAIL

41010	Wages for Public Works Highway Maintenance Supervisor 26 pays @ \$ 1,576.20 (12A)	\$40,981
	Truck Driver 1 26 pays @ \$1,248.18 (6D)	\$32,453
	Truck Driver 2 26 pays @ \$1,273.14 (6E)	\$33,102
	Truck Driver 3 26 pays @ \$1,223.71 (6C)	\$31,816
	Truck Driver 4 26 pays @ \$1,223.71(6C)	\$31,816
	Truck Driver 5 26 pays @ \$1,176.19 (6A)	\$30,581
	Truck Driver 6 26 pays @ \$1,325.58 (6G)	\$34,439
	Truck Driver 7 26 pays @ \$1,199.71 (6B)	\$31,192
	Truck Driver 8 Eliminated in FY2010.	\$ 0
	Equipment Operator 1 26 pays @ \$1,361.58 (9A)	\$35,401

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2120 – ROAD MAINTENANCE

Equipment Operator 2 26 pays @ \$1,473.82 (9E)	\$38,319
Equipment Operator 3 26 pays @ \$1,595.31 (9I) Longevity Bonus \$2,000	\$43,478
52 weeks of on-call coverage @ \$50/week	<u>\$ 2,600</u>
Total	\$386,178

The Council's approved budget reduced this account by \$40,981 by eliminating the highway maintenance supervisor's position as proposed in the manager's budget.

41020	Overtime for winter operations and all other emergency call-ins, based on 2500 hours at an average hourly wage of \$25.14	\$62,850
	2025 hours at an average hourly rate of \$25.19	\$51,050
	Average hrs per year from 2004 – 2010 - 3155 hrs	
	Average hrs per year from 2008 – 2010 - 3357 hrs	
	2004 2,826 hrs (plus 378 hrs to PW for Bulky Waste)	
	2005 4,175 hrs (plus 475 hrs to PW for Bulky Waste)	
	2006 1,851 hrs (plus 455 hrs to PW for Bulky Waste)	
	2007 3,165 hrs. (plus 612 hrs to PW for Bulky Waste)	
	2008 4,784 hrs Total	
	2009 2,922 hrs Total	
	2010 2365.5 hrs. Total	
	2011 931 through Jan. 22	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2120 – ROAD MAINTENANCE

42090	Training/Conferences for highway crew employees	\$ 1,500
42260	Contracted services	\$ 40,526
	Contracted Catch Basin cleaning 714 basins @ \$34 each	\$24,276
	Liquid calcium chloride for dust control on dirt roads 9000 gal @ \$1.36/gal, applications based on road usage and conditions	\$12,250
	Tree work	\$ 4,000
	Crack sealing	\$0
43050	Uniforms, safety boots and personal protection equipment \$400 per person for uniforms and safety boots miscellaneous safety equipment, hard hats, gloves, vests, eye protection, hearing protection, breathing protection, and rain gear	\$ 9,600
43180	Replacement of hand tools, rakes, shovels, cut off saw blades brooms, etc.	\$ 3,000
43220	Small Equipment:	
44100	Materials for road repair	\$55,000
	Special cold mix – for potholes	\$ 115.00/ton
	Rip Rap 3"-6"- stabilize ditches	\$ 17 /ton
	Rip Rap 12"+ stabilize ditches	\$ 17 / ton
	Stone 1 1/2"	\$ 13 / ton
	Stone 3/4"	\$ 15/ ton
	Gravel - 1 1/2 – shoulders and dirt roads	\$ 9.75 / cy

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2120 – ROAD MAINTENANCE

Gravel - 3"	\$ 8.25 / cy
Loam – stabilize ditches	\$ 13 – 14 / cy
Catch basins	\$ 700 - \$1,200 each
Culverts	\$ 8 to \$25 per linear foot
Hot Top for hand paving	\$ 68 / ton
Erosion control materials such as hay, erosion mat, geotextile fabric, Silt Fence, Erosion control mulch, miscellaneous materials	

UNMET NEEDS

- Equipment for hand painting of road markings. The approximate cost to get set up with this equipment is \$6,000 to \$8,000. It currently costs approximately \$8,000 per year for handwork painting. The public works crews could take over all hand work on pavement markings throughout the town both on the roads and municipal parking lots with a small investment in painting equipment and stencils.
- Rental of a street sweeper to supplement the town's sweeper to be able to get the roads swept in a more timely manner.
- The town spends approximately \$24,000 annually on catch basin cleaning. As the town grows more roads are being built, often with more basins to clean, which will increase costs every year. The towns of Windham and Gorham explored the joint purchase of a catch basin cleaning truck. By working together each town could save \$60,000 to \$100,000 over ten years. Capital costs would be higher initially, but would be offset by reductions in the operating budget over time. Having a shared truck would allow each town the flexibility of doing more work in a timely manner, the ability to flush culverts that are plugged, instead of replacing them, and cleaning the pipes between catch basins that are becoming filled, as identified by the town's storm water mapping efforts. This would improve compliance with the storm water rules and save on replacement piping, which is a major expense. To contract pipe cleaning the cost is \$125 to \$150 per hr.
- Compliance with storm water management rules, including monitoring, detection, elimination, and reporting of illegal discharges into any conveyance system of storm water in the urbanized areas of the town will require training

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2120 – ROAD MAINTENANCE

and, likely, more work for existing staff.

- Add five full time highway employees. With the workload, safety regulations, 16 more miles of road maintenance (state and local) since 2000, and storm water rules, a 16 man highway crew is needed for the size of the town as it is today. Two full crews on the roads in the non winter months doing maintenance and construction will allow public works to perform the necessary work to maintain our investment in the towns' infrastructure. The cost to staff public works to an appropriate level would be approximately \$200,000 with benefits. With additional manpower and equipment we could be doing some of the jobs that are now contracted out. This would also help in winter to allow us to maintain our roads and sidewalks in a more efficient and timely manner, and could give us the capability to have limited coverage at night during long duration storms when the crew goes home to sleep. Exceptions to this could be extreme weather events. This is a safety issue when the crew has to work up to 30 hrs or more with only short rest breaks, and continues storms. Dedicated sidewalk clearing person,
- Locker room, shower room for when a crew member needs to shower or change due to long duration winter storms or from contamination due to a spill.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2130 - TRAFFIC SAFETY/DRAINAGE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42190	Contracted Services	66,577	34,300	-	34,000	34,000	34,000
42210	Electrical Equipment Maintenance	14,221	8,500	2,500	8,500	8,500	8,500
42220	Electricity	62,546	53,675	30,545	53,675	53,675	53,675
42260	Guardrails/Repair	-	-	-	-	-	-
43270	Traffic Signs	8,468	8,750	1,997	8,750	8,750	8,750
44100	Road Maintenance Materials	-	-	-	-	-	-
		<u>151,812</u>	<u>105,225</u>	<u>35,042</u>	<u>104,925</u>	<u>104,925</u>	<u>104,925</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2130 - TRAFFIC SAFETY

Overview

This section of the budget is mainly contracted services for road striping, traffic signal maintenance, and guardrail repair. It is also electricity for street lights, traffic signals, and new and replacement street signs.

ACCOUNT DETAIL

42190 Contracted services		\$34,000
Spring road striping (long line and hand), 49 miles	\$31,000	
Guard rail replacement	\$ 3,000	
42210 Traffic signal maintenance for 9 signals & 4 flashing,		\$ 8,500
42220 Electricity for street lights and traffic signals		\$53,675
43270 Sign replacement and new sign purchases		\$8,750

PAVEMENT MARKING PROGRAM

Pavement striping is done on town roads with higher traffic volumes (collector roads), and arterials (portions of state roads in the urban compact).

Town Collector Roads

Albion Road	Double center lines	13,056'
Anderson Road	Double center lines	10,295'
Chute Road	Double center lines	13,015'
Highland Cliff Road	Double center lines	18,995'
Landing Road	Double center lines	1,225'

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2130 - TRAFFIC SAFETY

	Single edge lines	1,225'
Manchester Drive	Double center lines	2,390'
	Single edge lines	2,390'
Mallison Falls Road	Double center lines	2,785'
Pope Road	Double center lines	29,640'
Varney Mill Road	Double center lines	9,740'
	Single edge lines	9,740'
Ward Road	Double center lines	6,235'
Whites Bridge Road	Double center lines	4,930'
	Single edge lines	4,930'
<u>State Roads within the Urban Compact</u>		
Falmouth Road	Double center lines	23,255'
River Road	Double center lines	26,135'
	Single edge lines	5,900
Route 115	Double center lines	9,465'
	Single edge lines	9,465'
Route 35	Double center lines	3,255'
	Single edge lines	3,255'
Route 202	Double center lines	37,095'
	Single edge lines	37,095'
Route 302	Double center lines	37,205'
	Single edge lines	37,205'
Windham Center Road	Double center lines	21,055'

Each edge line x 2

Striping totals approximately 49 centerline miles of road. Other pavement markings, i.e. stop bars, crosswalks, turn arrows, are classified as "hand work" and are paid for from the same budget but not listed above.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2150 - SNOW REMOVAL

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	(1,030)	-	-	-	-	-
41030	Part-time Compensation	23,169	-	0	-	-	-
42030	Professional Services	296	-	0	-	-	-
42170	Snowplowing Contracts	46,470	46,475	32,276	46,475	46,475	46,475
43250	Vehicle Maintenance Parts	37,951	38,146	11,530	38,146	38,146	38,146
43320	Chemicals	126,711	207,775	60,559	206,618	206,618	206,618
44100	Road Maintenance Materials	22,190	30,000	13,165	30,000	30,000	30,000
		<u>255,757</u>	<u>322,396</u>	<u>117,530</u>	<u>321,239</u>	<u>321,239</u>	<u>321,239</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2150 – SNOW REMOVAL

OVERVIEW OF THE DIVISION

This section of the Public Works Department budget is used exclusively for winter maintenance of approximately 150 center line miles of roads. It is used for all chemicals and abrasives that are applied to the roads; it pays the subcontractor for plowing approximately 23 miles of public easement roads, and buys all our hardware and repair parts for snow and ice control.

ACCOUNT DETAIL

41030	Part-time Compensation	\$0
42030	Professional Services	\$0
42170	Snowplowing contract Pays for contractor to plow 23+ miles of public road and public easements.	\$46,475
43250	Vehicle Maintenance Parts	\$38,146
	Cutting edges, regular, 250' @ 12.10 per ft.	3,025
	Cutting edges, carbide, 250' @ 55 per ft	13,750
	Cutting edges, 9' V plows-2 @ 147	294
	Cutting edges, 9' extreme V @ 350	700
	Cutting edges, 9' straight-6 @ 112 each	672
	Loader edges, for 3 loaders @ 568 each	1,705
	Sander chains, sprockets, and related hardware	6,000
	Wing push arms, trip springs and blocks	6,000
	Computerized sander controls, replacement wiring harnesses	6,000
	Calcium pumps and miscellaneous parts	
43320	Chemicals	\$206,618

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2150 – SNOW REMOVAL

Road salt, 3,000 tons @ \$63 per ton. This is a 10% increase in the price per ton compared to fiscal 2011, but still lower than the 2011 budgeted price. 189,000

GPCOG road salt bid fee (0.75%) 1,418

Liquid calcium chloride, 12,000 gallons @ \$1.35 gallons \$ 16,200

For the past five years the average usage of road salt has been approximately 3,000 tons. (600 tons of salt is mixed with 6,000 yards of sand) Salt increase approximately 10%
GPCOG receives 0.75% of the total salt costs

44100 Road Maintenance Materials
Pre-screened sand, 6,000 CY @ \$5.00/cy (hauled by PW) \$30,000

UNMET NEEDS

Additional manpower would allow for dedicated sidewalk snow removal, addressing a perennial service and safety issue. With continued commercial development in North Windham, there has been growing expectation that sidewalks will be cleared as soon as possible after a snow storm to allow for pedestrian movement. Depending on how long the crew has already been out, it is not always possible to put someone on this detail right away. There is also a need to clear the sidewalks on Windham Center Road and Rte. 202 by the High School complex and in South Windham for pedestrians along the Rte. 202 corridor, and by the REAL School. Demand for sidewalk snow removal in existing and new residential development is expected to grow with the school district's consolidation of bus stops.

Adding to the highway crew would reduce or eliminate the need to have a mechanic on a full time plow route and better utilize that resource. It would allow the supervisor to monitor all the plow routes and road conditions, making sure that the correct application of material is being applied, when and where needed; rather than plowing an assigned route. It would also allow for limited coverage at night during longer storm events, improving public and employee safety.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2150 – SNOW REMOVAL

As one example of how another community provides a similar service, Westbrook's population is approximately the same as Windham, and puts sixteen pieces of equipment, plus a supervisor, on ninety miles of road during a winter storm. Westbrook also has three dedicated sidewalk plow operators for twenty-six miles of sidewalks that start clearing after a few inches of accumulation. Westbrook also does not assign supervisors to plow routes, allowing for closer monitoring of road conditions. Windham has thirteen pieces on the road plowing 128 miles, including the supervisor, and has no dedicated sidewalk plow operator. Sidewalks are cleared only after all road maintenance is done and only during normal working hours.

This comparison highlights the difference in staffing between two communities with similar populations but with Windham covering a larger geographic area and more road miles (though fewer sidewalk miles), with a smaller staff and fewer pieces of equipment.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2210 - BUILDING MAINTENANCE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	189,525	189,847	120,606	197,440	220,260	214,500
41020	Overtime Compensation	9,090	12,092	7,654	12,575	12,092	12,092
42030	Part-time Compensation	(2,825)		12			
42060	Telephone	-		0			
42090	Training/Conferences	82	500	194	500	500	500
42120	Rentals	212	1,200	62	1,200	1,200	1,200
42150	Refuse Pickup	10,041	9,120	6,142	9,120	9,120	9,120
42220	Electricity	77,238	75,000	40,112	75,000	75,000	75,000
42230	Water Supply	2,958	3,000	1,438	3,000	3,000	3,000
42250	Building Maintenance Services	47,656	49,000	39,533	49,000	49,000	49,000
43050	Clothing	844	2,000	742	2,000	2,000	2,000
43170	Heating Fuel	38,807	75,300	26,729	80,571	89,405	89,405
43180	Equipment & Tools	-		0			
43190	Building Maintenance Materials	24,448	26,000	10,057	26,000	26,000	26,000
43210	Electronic Equipment	3,430	4,000	1,866	4,000	4,000	4,000
43220	Other Equipment	1,849	2,050	1,888	2,050	2,050	2,050
		<u>403,355</u>	<u>449,109</u>	<u>257,035</u>	<u>462,456</u>	<u>493,627</u>	<u>487,867</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2210 – BUILDING MAINTENANCE

OVERVIEW

Building Maintenance is responsible for maintenance and repair of nine municipal buildings equaling 70,000 square feet of office, work space. This budget also includes all overtime compensation for winter plowing of all municipal parking lots, all cleaning supplies and custodial services, electricity and heating fuel to all buildings, and other supplies and projects.

ACCOUNT DETAIL

41010	Compensation		
	Building & Grounds Supervisor		\$ 48,976
	26 pays @ \$1,883.68 (12I)		
	Building Maintenance Person		
	10 pays @ \$1,199.68 (6A)	11,996.80	
	16 pays @ \$1,223.68 (6B)	19,578.88	\$ 31,576
	Building Maintenance Person		
	9 pays @ \$1,199.68 (6A)	10,797.12	
	17 pays @ \$1,223.68 (6B)	20,802.56	\$ 31,600
	Full Time Custodian (Town Hall & Community Center)		\$ 35,830
	26 pays @ \$1,378.08 (6H)		
	Full Time Custodian (Public Safety)		\$ 37,297
	26 pays @ \$1,405.68 (6I)		
	Longevity Bonus \$750		
	Full Time Custodian (Human Services, Library, Public Works)		\$ 32,379
	3 pays @ \$1,223.68 (6B)	3,671.04	
	23 pays @ \$1,248.16 (6C)	28,707.68	
	52 weeks of on call coverage @ \$50/week		\$ 2,600
	Total Regular Compensation		\$220,260

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2210 – BUILDING MAINTENANCE

The Council's approved budget reduced this account by \$5,760 and eliminated the 2% COLA and step increases proposed in the manager's budget.

41020 Overtime Compensation \$ 12,092

Emergency services during nights and weekends and plowing for winter operations, budgeted at approximately 400 hours @ an average of \$30.23 hour.

41030 Part time compensation

One part-time custodian (unfunded in this budget).

42090 Training and Conferences \$ 500
Classes for Buildings Crew

42120 Rentals \$ 1,200
Rental of Specialized Equipment, Aerial Lifts

42150 Refuse Pick up \$ 9,120
Contract for solid waste disposal and office paper recycling Rental of dumpsters.
Solid Waste 635 / month x 12 \$ 7,620
Recycle Toters and
Recycle Cardboard 125 / month x 12 \$ 1,500

42220 Electricity \$75,000
Central Maine Power charges for all facilities. Reflect actual usage.

42230 Water supply \$ 3,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2210 - BUILDING MAINTENANCE

Portland Water District charges for all facilities.

42250 Building Maintenance Services \$49,000

Private contractors perform specialized building maintenance functions beyond the scope of normal repairs. This includes, but is not limited to: electrical repairs, elevators, generators, heating/air conditioning, plumbing repairs, security monitoring and alarms, septic disposal and system maintenance, crane inspection, and fueling station inspection at Public Works and other miscellaneous services. Increase due to state mandated inspections and outside labor cost increases.

43050 Clothing and Safety \$ 2,000

Uniforms and safety boots for 2 employees @ \$400 each, 4 custodians @ \$200 each.
Personal protective gear, safety glasses, gloves, hearing and breathing protection.

43170 Heating Fuels \$82,664

Heating oil for 7 facilities, 17,400 gallons @ \$3.50 per gallon
Propane - E. Windham Fire Station 3,500 gallons @ \$3.10 per gallon
Natural Gas - Town office 10,700 therms @ \$1.02 per therm
This is a 9% increase over last year per projected increases

43180 Equipment and Tools - combined with line 0319.

43190 Building maintenance materials \$26,000

Cleaning supplies, paper products, paint, chemicals and tools for all facilities.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2210 – BUILDING MAINTENANCE

43210 Electronic Equipment \$ 4,000

Electrical supplies, batteries and light bulbs for all facilities and proper disposal for florescent lights.

43220 Other Equipment \$ 2,050

Purchase of small equipment and appliances: vacuum cleaners, A/C units and miscellaneous

UNMET NEEDS

- Part time Administrative Assistant for safety and MSDS compliance. 6 hrs a week x 52 weeks 312 hrs. @ 8-A 16.21 per hr. \$5,058 total cost.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2220 - GROUNDS MAINTENANCE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	0	30,580	2,352	31,803	-	-
41030	Part-time Compensation	39,295	-	19,733	-	-	-
42230	Water Supply	-	300	0	300	300	300
42260	Contracted Services	5,136	3,200	0	3,200	3,200	3,200
42270	Land Maintenance	-	-	0	-	-	-
43050	Clothing	36	1,400	366	1,400	1,400	1,400
43180	Minor Equipment & Tools	96	-	0	-	-	-
43220	Other Equipment	1,216	2,400	266	2,400	2,400	2,400
43250	Equipment Maintenance	1,554	2,500	2,198	2,500	2,500	2,500
43310	Maintenance Materials	1,992	2,150	100	2,150	2,150	2,150
		<u>49,325</u>	<u>42,530</u>	<u>25,015</u>	<u>43,753</u>	<u>11,950</u>	<u>11,950</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2220 – GROUNDS MAINTENANCE

OVERVIEW OF THE DIVISION

This division is for the maintenance of twenty-six cemeteries and the grounds at all the municipal buildings. This includes spring and fall raking and cleaning, mowing, loaming and reseeding burial sites, and some contracted landscaping at the library and public safety buildings.

ACCOUNT DETAIL

41010	This position moved to Building Maintenance	
41030	Part time compensation	
42230	Water supply Summer water service at 2 cemeteries	\$ 300
42260	Contracted services Grave stone repair and cleaning Tree work Professional landscaping services at Public Safety and the Library Misc. services	\$ 3,200
42270	Land Maintenance - This was shifted to contracted services 42260	
43050	Clothing and Safety Safety boots, Eye protection, hearing protection and gloves Department tee shirts	\$1,400
43180	Minor Equipment and tools - combined with line 43220.	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2220 – GROUNDS MAINTENANCE

43220	Other Equipment	\$ 2,400
	Replacement of weed whackers, push mowers, hand tools , and misc. equipment.	
43250	Equipment Maintenance	\$ 2,500
	Parts for maintenance on all equipment	
43310	Grounds Maintenance materials	\$ 2,150
	Materials for cemeteries and municipal grounds, signs, loam, seed, mulch and miscellaneous supplies	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2510 - PUBLIC WORKS VEHICLE MAINTENANCE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	149,681	145,364	89,796	145,364	145,455	145,455
41020	Overtime Compensation	8,515	8,799	2,062	8,799	8,799	8,799
42090	Training/Conferences	905	1,500	117	1,500	1,500	1,500
42100	Travel/Meals	6	0	-	0	0	0
42120	Rentals	1,819	2,500	1,176	2,500	2,500	2,500
42200	Outside Vehicle Maintenance	21,874	25,000	(58)	25,000	25,000	25,000
42210	Electrical Equipment Maintenance	-	0	-	0	0	0
43010	Supplies & Materials	2,509	500	515	500	500	500
43050	Clothing	1,481	2,000	619	2,000	2,000	2,000
43140	Gas Products	6,621	11,268	3,662	12,180	14,480	14,480
43160	Diesel Fuel	53,949	84,500	23,408	92,105	108,250	108,250
43180	Equipment & Tools	8,217	7,000	775	7,000	7,000	7,000
43200	Petroleum Products	5,418	10,000	3,583	10,900	10,900	10,900
43240	Tires	14,550	15,000	866	15,000	15,000	15,000
43250	Vehicle Maintenance	89,868	90,000	52,385	90,000	90,000	90,000
43290	Steel	2,212	3,000	215	3,000	3,000	3,000
		<u>367,625</u>	<u>406,431</u>	<u>179,121</u>	<u>415,848</u>	<u>434,384</u>	<u>434,384</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

OVERVIEW OF THE DIVISION

This division of the Public Works budget is used to account for compensation of the mechanics and maintenance on 56 vehicles, large equipment, and all small power tools and equipment. Diesel fuel, gasoline, all petroleum products, tires for all vehicles and equipment, outside contracted repairs, and maintenance materials are all included in this budget. Vehicle maintenance expenses for the Police Department appear in account 3210. Fire/Rescue apparatus maintenance appears in account 4210.

ACCOUNT DETAIL

41010	Vehicle Maintenance Supervisor 26 pays @ \$1,576.20 (12A)	\$40,981
	Mechanic II 26 pays @ \$1,595.31 (9I) Longevity bonus	41,478 1,200
	Mechanic II 26 pays @ \$1,533.36 (9G)	39,867
	Parts Manager 26 pays @ \$1,296.76 (8A)	33,715
	On-call coverage, 52 weeks @ \$50/week	<u>2,600</u> \$159,841*
*	91% of this cost charged to Public Works 9% of this line item is charged to Police	\$145,455 14,386

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

41020

\$ 8,799

Overtime Compensation: nights, weekends, for winter storms, budgeted at approximately 300 hours at an average overtime rate of \$29.33, compared to an average of 286 hours per year from 2002 through 2009. The increase is due to the frequency and duration of winter storm operations. One of the two mechanics on duty during storm operations is used to plow a full time route (with any overtime for plowing is charged to 2120).

42090 Training and Conferences.

\$ 1,500

Maintenance is becoming more technical with all the computerized systems.
This requires more training to stay up to date.

42100 Travel and Meals combined with line 42090

42120 Rentals

\$ 2,500

Yearly rentals for gas bottles and shop rags

42200 Outside Vehicle Maintenance –

\$25,000

Contracted services for Painting and Body work on vehicles,
Engine, Transmission, spring, and miscellaneous repairs
Preventative maintenance program set up to perform body work and
Paint on PW vehicles and equipment to prevent premature replacement.

43010 Supplies and Materials - Work orders, printer cartridges and miscellaneous

\$500

43050 Clothing and Safety

\$ 2,000

Uniforms and safety boots for 4 employees at \$400 each
Safety Equipment for all Mechanics, eye protection, hearing protection, gloves, & misc.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

43140 Gas Products		\$14,480
Unleaded gas for PW vehicles, 4,400 gallons @ \$2.95/gallon	\$	12,980
Repairs to fuel system	\$	1,500
43160 Diesel Fuel		\$108,250
Diesel fuel for PW vehicles, 35,000 gallons @ \$3.05/gallon	\$	106,750
Repairs to fuel system	\$	1,500
43180 Equipment and Tools:		\$7,000
Replace worn out or broken tools, Upgrade of software for engine analyzer		
Purchase of large tools for shop		
43200 Petroleum Products		\$ 10,900
Motor and hydraulic oil, grease, antifreeze. Increase due to petroleum costs.		
43240 Tires		\$15,000
Replacement tires, tubes and rims for public works and town office.		
Grader, & Loader tires	3,200 each	
Dump truck tires	115 to 215 each	
Pick up & one ton	150 each	
43250 Vehicle Maintenance		\$90,000
All parts for repairs of approximately 25 vehicles		
Wear Items included: Brooms for all sweepers, Filters, and Mower cutting knives		
Increase due to costs of parts and additional number of vehicles being serviced.		

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

43290 Steel

\$ 3,000

Steel for fabrication of parts

UNMET NEEDS

- Garage and storage space for maintenance of vehicles.
- Heavy truck and equipment lift.
- Wash Bay for cleaning of equipment in the winter, this would allow us to wash during cold weather.
- Locker and shower room so mechanics can clean up and change if contaminated from spills or long duration storms.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

2910 - SOLID WASTE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42030	Professional Service	77,073	43,810	19,326	43,810	43,810	43,810
42260	Contracted Services	548,267	551,800	281,077	575,325	575,325	575,325
42330	Tipping Fees	378,991	366,274	218,401	366,274	366,274	366,274
		<u>1,004,331</u>	<u>961,884</u>	<u>518,804</u>	<u>985,409</u>	<u>985,409</u>	<u>985,409</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

2910 – SOLID WASTE

OVERVIEW OF THE DIVISION

This division of the Public Works budget is where expenses for the Town's solid waste management activities appear. The major components of the program are the Windham Recycles trash and curbside recycling program, a drop-off recycling center at the public works facility, land fill monitoring, and internal hazardous waste disposal.

ACCOUNT DETAIL

42030 Professional Services

Public awareness, education, and promotion	\$ 2,000
Bags 15 gal @ .123 cents x 172,500	\$21,220
Bags 30 gal @ .181 cents x 90,000	\$16,290
Landfill post-closure monitoring	\$3,700
Landfill mowing	\$600
<u>Total professional services</u>	<u>\$43,810</u>

42260 Contracted services:

Miscellaneous Solid Waste Programs

Silver Bullets	10,000
Internal hazardous waste disposal (Pumping holding tanks from floor drains)	4,200
40-yd roll off dumpster at Public Works for trash and bulky items picked up due to illegal dumping (4 pulls @ \$900.00 each)	3,600
<u>Total Miscellaneous Solid Waste Programs</u>	<u>\$ 17,800</u>

Contract Components

Solid Waste Collection & Transportation	\$259,875*
Curbside Recycling Collection & Transportation	295,450
<u>Total Contract Costs</u>	<u>\$555,325</u>

Total contracted services \$575,325

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

3110 - POLICE SAFETY

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	1,368,059	1,488,092	777,819	1,517,853	1,502,434	1,496,098
41020	Premium Compensation	258,910	228,762	171,982	233,337	225,000	175,800
41030	Part-time Compensation	-	-	0	-	-	-
41100	Compensation for Court time	10,140	14,000	6,292	14,000	14,000	14,000
42030	Professional Services	12,549	8,780	4,836	8,780	8,780	8,780
42070	Advertising	981	500	0	500	500	500
42080	Postage	784	1,025	447	1,025	1,025	1,025
42090	Training/Conferences	10,296	12,000	8,357	12,000	12,000	12,000
42100	Travel/Meals	2,291	5,000	1,613	5,000	5,000	5,000
42110	Memberships	687	1,180	432	1,180	1,180	1,180
42210	Electrical Equipment Maintenance	1,216	1,500	(24,425)	1,500	1,500	1,500
43010	Supplies & Materials	14,531	16,200	9,097	16,200	15,200	15,200
43030	Books, Maps & Publications	1,328	1,800	1,288	1,800	1,800	1,800
43050	Clothing	23,115	25,565	20,124	25,565	25,565	25,565
43220	Other Equipment	10,452	10,500	1,890	10,500	10,500	10,500
		<u>1,715,339</u>	<u>1,814,904</u>	<u>979,752</u>	<u>1,849,240</u>	<u>1,824,484</u>	<u>1,768,948</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

4110 - FIRE/RESCUE ADMINISTRATION

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
43220	Other Equipment	34,734	35,000	16,909	36,320	46,400	46,400
43320	Chemicals	2,176	4,000	514	3,500	3,500	3,500
43330	Equipment Replacement	60	-	1,935	-	-	-
44070	Contributions to Agencies	975	-	-	1,950	4,150	4,150
46030	Bad Debt					75,000	15,000
		<u>700,044</u>	<u>731,913</u>	<u>400,872</u>	<u>779,340</u>	<u>1,327,181</u>	<u>1,264,985</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

3110 - POLICE SAFETY

41010 Chief of Police	
26 pays @ \$3,207.68 (M3I)	\$85,700
Longevity Bonus \$2,300	
 Police Lieutenant/Executive Officer	
26 pays @ \$2,775.92 (M2I)	\$74,273
Longevity Bonus \$2,100	
 5 Sergeants, 2 Detectives, 17 Officers	\$1,223,609
 ** SEE NOTES BELOW	
 Secretary/Administrative Assistant	
26 Pays @ \$1,489.60 (8G)	\$39,479
Longevity Bonus \$750	
 Secretary/Administrative Assistant	
26 Pays @ \$1,460.40 (8F)	\$38,470
Longevity Bonus \$500	
 Secretary/Administrative Assistant	
26 Pays @ \$1,519.36 (8H)	<u>\$40,903</u>
Longevity Bonus \$1,400	
 Total	\$ 1,502,434

The Council's approved budget reduced this account by \$6,336 and eliminated the 2% COLA and step increases proposed in the manager's budget for non-union positions.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

3110 – POLICE SAFETY

** NOTES:

Includes all hourly differentials such as EMT, educational attainment, veterans of force stipends and holiday pay as required by the current bargaining agreement with the Maine Association of Police.

41020 Holiday premium pay, overtime pay, vacation coverage, sick leave, mandatory training coverage, compensatory time coverage, Summer Fest and canine home care.

The finance committee reduced overtime by \$25,000 and the Council by another \$24,200.

41100 Attendance by sworn personnel at court hearings. This cost is partially reimbursed by courts.

42030 Polygraph and psychological tests for new recruits (\$4,500) and lab testing (\$2,625) pre-employment physicals immunizations (\$840), credit checks & backgrounds (\$600), canine team vet, kennel and grooming services (\$1,000).

42070 Advertisements to recruit new personnel.

42090 For attendance at professional development seminars, academy training, in-service training, tuition reimbursement and web-based mandatory training.

42100 Mileage reimbursement	\$ 3,000
Courthouse parking	1,000
Other	1,000

42210 Repair and certification of radar sets.

43010 Lethal & Non-Lethal Training	\$7,000
Safety supplies	1,000
Photo and evidence gathering supplies	3,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

3110 – POLICE SAFETY

	Printed materials and office supplies	2,000
	Canine team food and supplies	1,000
43030	Criminal codes and traffic laws	\$1,400
	PDR's & Maps	400
43050	Uniform replacement and cleaning costs:	
	26 sworn @ \$500 each	\$13,000
	2 Detective stipends @\$855 each	1,710
	Contractual dry cleaning	10,000
43220	Lightbars, sirens, portable radios, replacement mobile radios, pc's etc.	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

3120 - PUBLIC SAFETY COMMUNICATIONS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	283,619	52,453	39,830	54,551	0	0
41020	Premium Compensation	63,638	0	11,436	0	0	0
41030	Part-time Compensation	14,250	0	-	0	0	0
42030	Professional Services	18,928	17,565	8,440	17,565	17,565	17,565
42060	Telephone	22,156	23,028	7,475	23,028	23,028	23,028
42090	Training/Conferences	1,225	850	0	850	850	850
42100	Travel/Meals	336	200	0	200	200	200
42210	Electrical Equipment Maintenance	9,600	13,000	15,614	13,000	13,000	13,000
42260	Contracted Services	-	266,345	0	274,366	274,366	274,366
43010	Supplies & Materials	533	250	41	250	250	250
43030	Books, Maps & Publications	-	200	0	200	200	200
43220	Other Equipment		75,000	65,008	5,000	-	-
		<u>414,285</u>	<u>448,891</u>	<u>147,844</u>	<u>389,010</u>	<u>329,459</u>	<u>329,459</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

3120-PUBLIC SAFETY COMUNICATIONS

This portion of the police department budget covers costs of communications equipment and services, data support contracts, and Windham's contract with the Cumberland County Regional Communications Center for public safety dispatch services.

- 42030 DataMax (software for connection to state teletype system, \$2,000; IMC support contract, \$12,500; MetroSearch subscription (telephone directory search), \$700; IACP NET, \$800; Locate Plus, \$400).
- 42060 Centrex fees for 14 lines, 1 teletype circuit, 26 cell phones, 1 SmartPhone, toll calls, 2 mobile service channels & 2 UHF remote channels and 12 Aircards.
- 42210 Preventive maintenance and repair for base stations, mobile radios, portable radios, closed circuit television monitors/cameras, standby radio, Exacom digital recording system, digital cameras, camcorders, UPS battery packs, flashlights (\$9,000), maintenance of teletype switch, copiers (\$2,000), maintenance of patch panel, PC's, telephones, fax machines (\$2,000) Microwave systems (\$2,000).
- 42260 Annual cost of contract for public safety dispatch services from the Cumberland County Regional Communications Center.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

3140 - ANIMAL CONTROL

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	-	35,000	15,874	36,400	35,371	34,049
41020	Overtime Compensation	-	500	0	500	500	500
42030	Professional Services	23,082	23,393	10,490	24,810	24,810	24,810
43010	Supplies & Materials	260	-	9	400	400	400
		<u>23,342</u>	<u>58,893</u>	<u>26,373</u>	<u>62,110</u>	<u>61,081</u>	<u>59,759</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

3140 – ANIMAL CONTROL

41010	Wages for full-time Animal Control Officer		
	3 pays @ \$ 1,336.80 (7D)	4,010.10	
	23 pays @ \$ 1,363.52 (7E)	31,360.96	\$ 35,371

The Council's approved budget reduced this account by \$1,322 and eliminated the 2% COLA and step increases proposed for non-union positions in the manager's budget.

41020	Emergency Call Out		\$ 1,000
42030	Agreement with Animal Refuge League		\$ 22,310
	(Based on ARL notice of increase to \$1.32 per capita effective July 1, 2011 and US Census Bureau 2009 population estimate of 16,901)		
	Veterinary treatment of animals whose owner is unknown		1,000
	Contracted ACO for emergency call out and vacation coverage		1,500
43010	Supplies, uniforms and materials for the animal control officer		400

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

3210 - POLICE SAFETY VEHICLE MAINTENANCE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	7,331	14,377	3,201	14,377	14,386	14,386
41020	Overtime Compensation	53	250	118	250	250	250
42200	Outside Vehicle Maintenance	6,174	9,225	799	9,225	9,225	9,225
42210	Electrical Equipment Maintenance	398	820	0	820	820	820
43140	Gas Products	41,554	53,280	26,722	57,595	70,800	70,800
43200	Petroleum Products	26	2,500	0	2,725	-	-
43240	Tires	5,489	6,150	1,112	6,150	6,150	6,150
43250	Vehicle Maintenance	21,866	20,000	17,242	20,000	20,000	20,000
		<u>82,891</u>	<u>106,602</u>	<u>49,194</u>	<u>111,142</u>	<u>121,631</u>	<u>121,631</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

3210 – POLICE SAFETY VEHICLE MAINTENANCE

41010 9% of Public Works Mechanics wages

42200 Costs for engine overhauls, valve jobs, transmission overhauls, alignments, bodywork, etc.

42210 For alternator and starter repair work.

43140 For unleaded gas, 24,000 gallons @ \$2.95 per gallon.

43200 For petroleum products and other fluids used in maintaining public safety vehicles. Oil, antifreeze, transmission fluid, grease & other lubricants.

43240 Tires for public safety vehicles.

43250 Parts, supplies other than fuel, fluids, and tires.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

4110 - FIRE/RESCUE ADMINISTRATION

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	171,789	171,487	101,680	178,346	335,886	333,690
41020	Overtime Compensation	759	1,500	1,015	6,300	34,397	34,397
41030	Part-time Compensation	372,753	388,120	225,460	417,166	594,176	594,176
41130	Training Compensation	56,388	68,277	17,494	69,863	82,242	82,242
42030	Professional Services	27,407	26,019	11,549	29,110	29,785	29,785
42040	Print Services	557	1,000	828	1,000	1,000	1,000
42060	Telephone	5,498	6,000	3,137	6,000	7,425	7,425
42070	Advertising					300	300
42080	Postage	302	600	421	600	800	800
42090	Training/Conferences	7,343	8,455	6,597	8,455	18,555	18,555
42100	Travel/Meals	845	2,500	1,824	2,500	2,550	2,550
42110	Memberships	2,780	2,250	1,657	2,150	4,037	4,037
42210	Electrical Equipment Maintenance	5,783	4,905	1,319	4,900	9,448	9,448
42260	Contracted Services					26,000	26,000
43010	Supplies & Materials	3,274	4,400	1,576	4,400	5,800	5,800
43040	Medical Supples					25,000	25,000
43050	Clothing/Uniforms					8,950	8,950
43210	Electronic Equipment	6,621	7,400	6,957	6,780	11,780	11,780

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4110 – FIRE-RESCUE ADMINISTRATION

OVERVIEW OF THE DEPARTMENT

The Mission of the Windham Fire-Rescue Department
is

**“To assist the residents and visitors with emergencies or other situations
that they are normally unable to handle themselves”.**

Two important performance measures for the Windham Fire-Rescue Department are:

- The response time for personnel to be at the scene of the emergency.
- The level of satisfaction of people receiving services. The department receives many cards of thanks for the people skills displayed by our employees. In the course of a year the department typically receives from 50-100 notes from people about the help they received from Windham Fire-Rescue responders.

The Windham Fire-Rescue Department provides fire prevention, emergency medical response, fire suppression, vehicle extrication, hazardous materials response, and water rescue response services. Staffing and positioning of resources are driven by the emergency calls received. The department responded 2,513 calls for service with an average of 6.88 incidents per day in 2010, with an average response time of 7.65 minutes. Most calls (1,650) are medical in nature.

As important as the various components of the budget for any individual year are, the Town of Windham needs to look to the future and do some critical planning. There was a time when there were waiting lists to join the department. There is not a station of the four in Windham that has a full complement of responders. There are times now, especially during the nighttime hours, when calls from one area are covered by apparatus from another station. Daytime responses now are covered using a per diem system; this is not sustainable over the long term. The per diem system has limitations in both the number of available personnel and the commitment they can make. Changes in the per diem system are already apparent. There are times, such as special events and holidays, when there are per diem positions that go unfilled.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4110 – FIRE-RESCUE ADMINISTRATION

Some initial questions that might be suggested as beginning topics might be:

- How does Windham want to begin planning for the future Fire-Rescue Services in our community?
- What services does the political body and citizens want to see the Fire-Rescue provide?
- What model does the political body see as being suitable for Windham?
- What point does Windham need to consider staffing changes?
- What is going to be the financial impact for the services to the community?
- What will the quantity of the resources that will be required to provide the service?

There are many more that come along with these few.

Windham needs to begin planning for the future now. While Windham will have a need for call company personnel for many years to come, there is a need to provide some a more predictable base of resources that can be counted on to respond to the community's need for fire-rescue services. The sooner these discussions begin, the better.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4110 – FIRE-RESCUE SERVICES

Budget divisions 4110 and 4130 have been combined in the 2012 manager's proposed budget.

ACCOUNT DETAIL

41010 Compensation

<u>Chief</u>	26 pays @ \$3,099.20 (M3H) Longevity bonus \$750 Resuming Pay System 2 years 5 months on M3H	\$ 81,329
<u>Deputy Chief</u>	26 pays @ \$2,503.68 (M2F) Resuming Pay System 1 year 6 month on M2F	\$ 65,096
<u>Admin. Asst.</u>	26 pays @ 1,095.30 (8F, 30 hours/week) Resuming Pay System 8F 2 years	\$ 28,478
Sub Total		\$174,903

The Council's approved budget reduced this account by \$2,196 and eliminated the 2% COLA and step increases proposed for non-union positions in the manager's budget.

Four Fulltime Firefighter-Paramedics (84 hours per pay period):

26 pays @ (Step 7)	\$1,594.07	\$ 41,446
26 pays @ (Step 7)	\$1,594.07	\$ 41,446
	Educational Stipend	\$ 218
		\$ 41,664
26 Pays @ (Step 6)	\$1,562.82	\$ 40,633

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4110 – FIRE-RESCUE SERVICES

	Educational Stipend	\$ 218	
		\$ 40,851	
26 Pays @ (Step 1)	\$1,415.48		\$ 36,803
	Educational Stipend	\$ 218	
			\$ 37,021
	Total		\$ 335,885
41020	Overtime pay for per diem or call personnel, used only for open shifts, though not all shifts are covered. Includes 1 hour of overtime for firefighter paramedics that each work one shift per week in the per diem system. In addition this account now covers overtime for coverage of the single paramedic/firefighter that is employed.		
	Overtime, including coverage for open shifts.		
	Vacation / Coverage Pay	\$ 19,350	
	Sick Pay / Coverage Pay	\$ 15,880	
	Overtime Pay	\$ 7,931	\$ 43,161
41030	Compensation for call personnel, the major compensation account for the department:		
	Officer pay for meetings and other tasks	\$ 13,711	
	Daytime per diem program (4 positions, 12 hours per day)	306,174	
	Rescue Coverage for Per Diem (1 position 24 hours per day)	153,087	
	Second Rescue Calls (200)	20,971	
	Call firefighters (based on an average of 8 people for 600 calls)	74,593	
	Call firefighters (based on an average of 8 people for 560 calls)	69,620	
	Major incidents or storm coverage	18,274	
	Public service details, including fire police	7,770	
	On Call Personnel that respond from home in the night hours	6,246	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4110 – FIRE-RESCUE SERVICES

	Total	\$600,826
		\$595,853
41130	Training compensation:	
	Regular training meetings	\$ 35,246
	Officer Training	10,144
	Annual Mandatory Training	11,096
	Firefighter I training for new recruits (5)	7,737
	Emergency Medical Technician (EMT) Training	5,145
	EMT Intermediate Training (2 people \$1050 for class – 140 hours of time)	2,708
	EMT Paramedic Training for 1 (\$7,000 for class – 500 hours of class time)	4,836
	Rapid Intervention Team Training	2,487
	<u>Specialized EMS Training Opportunities</u>	<u>2,844</u>
	Total	\$ 82,243
42030	Preventive maintenance for specialized fire-rescue equipment, photocopier service agreement, group accident insurance for call personnel, mandatory physical exams, Hepatitis and TB vaccines, and fitness testing. Proper maintenance protects the investments that have been made in the equipment – cardiac monitors, stretchers, and stair chairs.	
42040	Printing reports, forms, and other materials.	
42060	Cellular telephones are provided and used throughout the service, including a cell phone in each of the rescues, each primary response vehicle, and assigned to each chief officer. Telephone lines for each of the stations are also paid from this account.	
42080	Postage that is used by the department.	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4110 – FIRE-RESCUE SERVICES

- 42090 Registration for special programs that are offered outside of the regular department training program. This would be the account that pays for the registration portion of classes (EMT, EMT Intermediate, EMT Paramedic, Fire Attack Schools, Fire Officer Programs, and registration for other special programs).
- 42100 Expenses for attending outside training programs, meetings, etc., not including registration fees. Included is the cost of the Chief and a Deputy Chief to attend a national seminar.
- 42110 Dues for International Association of Fire Chiefs, Maine Fire Chief's Association, and Cumberland County Fire Chief's Association, and subscription for NFPA fire codes. This will also cover the cost for our annual assessment to Southern Maine Emergency Medical Service which was formerly in account 4130-44070 (\$1,887)
- 42210 Mobile and portable radio repairs, battery replacements for electrical units such as thermal imaging cameras, automatic defibrillators, portable flashlights on the apparatus and pager batteries. This will cover the cost for both Fire and EMS service repairs to units.
- 42260 The line identified as Contracted Services relates to the fees that are paid to the agency that provides our billing service for Emergency Medical Services.
- 43010 Office supplies that are used in the office that are related to Fire and EMS activities.
- 43040 Medical supplies for rescue units other than those supplies restocked from hospitals.
- 43050 Clothing/Uniforms are funds used for the uniform clothing for the paramedic/firefighters and the personnel that work in the per diems system.
- 43210 Annual replacement and upgrade of pagers for call personnel. This covers the cost of replacement and upgrade of mobile radios for apparatus. This needs to be done in preparation for narrow banding, which will be placed in operation in 2013.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4110 – FIRE-RESCUE SERVICES

- 43220 Equipment replacement, including protective clothing, worn or damaged tools and equipment, and breathing apparatus bottles which must be replaced every 15 years, backboards, meters for CO readings of patients, and equipment identified for replacement or addition by users.
- 43320 Firefighting foam for the apparatus and recharging of chemical fire extinguishers
- 44070 Payment to the Town of Cumberland for fire and EMS services to the Forest Lake area of Windham. This account also covers the licensing costs to the State of Maine that is required for the community to receive federal funding for EMS services.
- 46030 Bad debt expense, offset to amounts uncollectible in R0475.

The finance committee reduced this amount by \$60,000 to \$15,000, with a corresponding reduction in rescue fee revenue, to more closely match the uncollectible amount in FY 2010.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

4130 - RESCUE SERVICES (NOTE: COMBINED WITH 4110 IN THE MANAGER'S PROPOSED 2011-2012 BUDGET)

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	164,338	160,983	105,384	160,983	-	-
41020	Overtime Compensation	28,421	28,097	15,173	28,097	-	-
41030	Part-time Compensation	169,733	174,631	91,058	183,660	-	-
41110	Other Benefits	-	-	-	-	-	-
41130	Training Compensation	6,138	8,696	1,486	12,380	-	-
42030	Professional Services	11,265	6,625	8,008	6,225	-	-
42060	Telephone	835	1,425	289	1,425	-	-
42070	Advertising	870	400	-	300	-	-
42080	Postage	76	250	150	200	-	-
42090	Training/Conferences	13,641	7,125	2,273	10,100	-	-
42100	Travel/Meals	-	100	70	50	-	-
42210	Electrical Equipment Maintenance	1,634	2,544	416	4,548	-	-
42260	Contracted Services	37,246	26,000	18,662	26,000	-	-
43010	Supplies & Materials	(379)	2,000	829	2,000	-	-
43040	Medical Supplies	31,755	29,000	13,437	24,000	-	-
43050	Clothing/Uniforms	2,998	3,400	1,608	3,400	-	-
43210	Electronic Equipment	7,931	7,500	3,793	5,000	-	-

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

4130 - RESCUE SERVICES (NOTE: COMBINED WITH 4110 IN THE MANAGER'S PROPOSED 2011-2012 BUDGET)							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
43220	Other Equipment	10,585	10,000	4,400	10,080	-	-
43330	Equipment Replacement	295	-	100	-	-	-
44070	Contributions to Agencies	3,021	4,076	2,598	4,087	-	-
46030	Bad Debts	50,863	75,000	-	75,000	-	-
		<u>541,266</u>	<u>547,852</u>	<u>269,734</u>	<u>557,535</u>	<u>-</u>	<u>-</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4130 – RESCUE SERVICES

41010 Four Fulltime Firefighter-Paramedics (84 hours per pay period):

#1			
26 pays @ (Step 7)	\$1,594.07		\$ 41,446
#2			
26 pays @ (Step 7)	\$1,594.07		\$ 41,446
		Educational Stipend	\$ 218
			<u>\$ 41,664</u>
#3			
26 Pays @ (Step 6)	\$1,562.82		\$ 40,633
		Educational Stipend	\$ 218
			<u>\$ 40,851</u>
#4			
26 Pays @ (Step 1)	\$1,415.48		\$ 36,803
		Educational Stipend	\$ 218
			<u>\$ 37,021</u>
			\$160,982

41020 Overtime, including coverage for open shifts.

Vacation / Coverage Pay	\$ 19,350	
Sick Pay / Coverage Pay	\$ 15,880	
Overtime Pay	\$ 7,931	\$ 43,161

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4130 - RESCUE SERVICES

41030 Daytime per diem personnel, nighttime on-call third rescue member.

2009-2010 Rescue Payroll Explanation

Basic Coverage

Personnel at home respond to the calls directly from their home

They are compensated on an hourly rate to be available for calls

84	52	\$1.43	Night Time Only	\$6,246
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Station coverage of medical personnel to work with the fulltime paramedic.

24	365	\$ 17.4757	Average of officer & non officer	\$153,087
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Other Services

Potential storm coverage for disaster or severe weather storms

96	17.4757	48 hours X 2 people	\$1,678
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Second rescue calls for the rescue company

Per hour cost of a crew of three people to transport to a medical facility

200	\$52.43	2	\$21,196	\$20,971
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\$181,983

41130 Departmental and Company Training

Monthly training	\$ 1,678
Mandatory training time	\$ 315
EMT Intermediate Training (2) \$1050 for class 140 hrs of class time	\$ 2,708
EMT Paramedic Training for 1 \$7,000 for class and 500 hours of class time	\$ 4,836
Specialized Classes for Personnel in the Emergency Medical Services	\$ 2,844
Total	\$12,380

42030 Preventive maintenance for emergency medical equipment, hepatitis vaccinations, and testing.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4130 – RESCUE SERVICES

42060 Cellular telephones are in both rescue units.

42090 Tuition and registration fees for EMS programs, seminars, and conferences.

42210 Maintenance of portable radios, batteries for various portable medical devices and other equipment.

43010 Office supplies that are used in the office for EMS related materials.

43040 Medical supplies that are used in the field. Each of our primary response apparatus carry medical supplies that are used in responding medical scenes or motor vehicle crashes.

43050 Uniform service for firefighter paramedics.

43210 Electronic assessment tools to assist in patient care, upgrades, or replacements of older or damaged equipment.

43220 Technology upgrades, replacement of worn or damaged equipment, or purchase of new equipment.

44070 Southern Maine Emergency Medical Service annual assessment	\$1,887
Licensing both rescues through Maine Emergency Medical Service	\$ 250
<u>Town of Cumberland for medical coverage in the Forest Lake area of Windham</u>	<u>\$1,950</u>
Total	\$4,076

46030 Bad debt. Accounts for uncollectible amounts billed for rescue services. See offset at R0475.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

4140 - EMERGENCY MANAGEMENT

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41030	Part-time compensation	-	-	-	-	-	-
43010	Supplies & Materials	294	500	-	1,000	1,000	1,000
		<u>294</u>	<u>500</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4140 - EMERGENCY MANAGEMENT

41030 Funding for start-up supplies and materials to open an emergency shelter.

Note: This account has not changed since the concept was created. The last time it was needed one item took almost the entire allotted funds. That process was for setting up the sewage disposal process for the shelter. I recommend making it \$1,000 dollars to give a small operational fund for an emergency. We have all sliced our budgets in the past years to the point that we do not have extra funding to carry the responsibilities. Several years ago, as part of the staff budget process, all funding, except for emergency shelter supplies and materials, was removed, since the Police Department, Fire Rescue Department, and Public Works are the primary responders in the event of a disaster or natural emergency. These three departments, along with other members of the Town's management team are sharing emergency management responsibilities. This would only be the initial start up of any emergency operation in the community. If the event became a major event, additional funds would be sought from the Town Council for replacement in our departmental operating budgets to recover the expenses

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

4150 - WATER MAIN CHARGES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42240	Water Main Charges	87,008	90,000	44,593	90,000	90,000	90,000
		<u>87,008</u>	<u>90,000</u>	<u>44,593</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4150 – WATER MAIN CHARGES

42240 Charges for fire hydrants and fire protection from the Portland Water District.

Note: The Portland Water District will be seeking a rate increase of 2% in May 2011. The Town of Windham's bill for the fire protection services would be \$87,183. There would be a scale that larger users of water would be assessed a higher fee that would increase by 2.5%. Residential users would increase by only 1.7%.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

4210 - FIRE/RESCUE VEHICLE MAINTENANCE

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41030	Part-time Compensation	1,439	6,047	87	6,167	6,169	6,169
42030	Professional Service	36,715	30,952	12,202	31,571	31,571	31,571
42200	Outside Vehicle Maintenance	27,074	17,000	14,542	18,000	18,000	18,000
42210	Electrical Equipment Maintenance	5,685	2,200	1,322	2,200	2,200	2,200
43140	Gas Products	5,645	4,440	2,989	4,799	5,900	5,900
43160	Diesel Fuel	20,729	33,600	11,031	36,624	42,700	42,700
43180	Tools	427	2,600	516	2,600	2,600	2,600
43200	Miscellaneous Products	-	3,200	36	3,200	3,200	3,200
43240	Tires	4,561	7,000	3,654	7,000	7,000	7,000
43250	Vehicle Maintenance Parts	30,853	21,000	16,719	22,000	22,000	22,000
44190	Capital Equipment	-	2,500	-	2,500	2,500	2,500
		<u>133,128</u>	<u>130,539</u>	<u>63,098</u>	<u>136,661</u>	<u>143,840</u>	<u>143,840</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4210- FIRE-RESCUE VEHICLE MAINTENANCE

41030 Part-time helper for fire-rescue apparatus mechanic, working one day per work for Windham. The helper is important to keep the head mechanic focused on the more serious issues for service. This is budgeted at 8 hours per day for 1 day each week. The wages for the helper are \$14.8287 per hour for the helper.

42030 Payments to Gorham for Windham's share of the apparatus mechanic program. Windham shares the chief mechanic's wages and the mechanic insures the time is performed equally in the run of the week or two. The program has proven to be an asset in maintaining the fleet of emergency vehicles, the quality of the workmanship, and the timeliness on repairs for both communities.

42200 Outside repair work – spring work, front-end alignments, wrecker services, and some of the body or paint work. Vehicle paint might be necessary as the result of minor accident damage in the use of the vehicles. Some of the more technical work requires outside resources to make repairs. We have been notified of labor cost increase with some specialty vendors that are going to be in the area of \$110 per hour. We are always attempting to do as much as possible in house but sometimes the one mechanic does get overwhelmed by the number of vehicles among the two communities.

42210 Electrical work required on apparatus and rescues, (alternators, engine brakes, and major electrical system problems)

43140 Unleaded gas	2,000 gallons @ \$2.95 per gallon	\$ 5,900
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43160 Diesel fuel	14,000 gallons @ \$ 3.05per gallon	\$42,700
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43180 Tool replacement or purchase for the mechanics use.

43200 Oil products that are used in the engines, pumps, and transmissions. This line includes antifreeze, lubricants (WD-40, Liquid Wrench, Tri-Flo) windshield washer, soaps and waxes to wash and maintain apparatus. We are now using a fuel supplement to make the product more useable in the smaller gasoline engines such as chainsaws, vents, vent fans, portable pumps and other smaller tools that have gasoline motors.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

4210- FIRE-RESCUE VEHICLE MAINTENANCE

43240 Replacement of tires. Fewer apparatus in the fleet means more use and travel in responses to get the coverage needed to handle the emergency.

43250 With lesser apparatus in the fleet the department is required to respond vehicles for further distances to get adequate apparatus to the scenes of the emergencies. Newer personnel require training time to insure we have safe and competent operators for the emergency response and operation. IN so doing mileage is added and maintenance is required. The mechanic must make repairs sooner and vehicles be returned to service quicker. We are also improving maintenance on smaller department equipment such as chain saws, pumps, generators, etc. With repairs comes the cost of parts, any parts that are required to be shipped are having larger shipping charges added to the invoice. We are finding increase costs for the parts and because of this we are forced to increase the amount of funds in the Equipment Maintenance line to cover some of the costs. We cannot afford to skimp on the costs of maintaining the emergency response vehicles.

44190 As the service grows we find items are needed to either do the job or make the task easier with the right tools. Purchases of capital items are split with Gorham on an equal basis.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	133,272	132,165	78,039	137,451	136,524	133,077
41020	Overtime Compensation	1,545	1,000	461	1,000	1,500	1,500
41030	Part-time Compensation	17,535	13,506	8,340	13,506	13,902	13,497
42030	Professional Services	7,425	7,000	3,778	7,000	7,000	7,000
42060	Telephone	1,606	2,000	698	2,000	2,500	2,500
42070	Advertising	-	-	0	-	-	-
42080	Postage	2,006	3,000	1,050	3,000	3,000	3,000
42090	Training/Conferences	761	1,000	219	1,000	1,000	1,000
42100	Travel/Meals	420	400	225	400	400	400
42110	Memberships	175	300	146	300	300	300
43010	Supplies & Materials	1,122	2,000	787	2,000	2,000	2,000
43030	Books/Maps/Publications	125	100	49	100	100	100
43220	Other Equipment	-	-	-	-	-	-
44070	Contribution to Agencies	-	-	-	-	-	-
		<u>165,992</u>	<u>162,471</u>	<u>93,792</u>	<u>167,757</u>	<u>168,226</u>	<u>164,374</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

Mission Statement of Windham Parks and Recreation Department-Mission of the Windham Parks and Recreation Department is to enhance the quality of life in the town by providing recreational facilities, open spaces and programs to promote healthy lifestyles for its citizens.

Success for the department is to have quality programs and facilities that are enjoyed by as many residents as possible. We have identified the following performance measurement for this coming year for the Parks and Recreation Department: 1. To maintain our special events and programs during the year to accommodate over 2,500 residents with a \$10.50 per capita rate of expenses. 2. To maintain Summerfest as a self supporting annual community event for residents of Windham. 3. To maintain attendance at the skate part to 5,627 visits. This is average over the last 3 seasons. 4. To maintain attendance at Dundee Park to 17,944 visits. This is an average over the last 3 seasons.

Unmet needs for the Parks and Recreation Department: Need to increase number of hours for part time maintenance worker-another 18 weeks (25 hours a week)-\$6,300. Need to increase number of hours for senior program coordinator 16 hours per week-\$13,506. Need to consider a new senior/community center (cost very expensive)

ACCOUNT DETAIL

41010 Parks and Recreation Director	\$67,373
26 pays @ \$2,591.28 (M2G)	
Recreation Programmer	\$ 37,048
26 pays @ \$1,405.68 (6I)	
Longevity bonus \$500	
Administrative Assistant (32 hours per week)	<u>\$ 32,103</u>
26 pays @ \$1,215.49 (8H)	
Longevity bonus \$500	
Total	\$136,524

The Council's approved budget reduced this account by \$3,447 and eliminated the 2% COLA and step increases proposed in the manager's budget.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

41020 Amount for overtime compensation for non-exempt staff \$ 1,500

41030 Part-time Senior Programmer (16 hours per week) \$13,902

14 pays @ \$529.83 (6F) 7,417.62

12 pays @ \$ 540.42 (6G) 6,485.04

The Council's approved budget reduced this account by \$405 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Professional Services- \$6,000 for printing of 2 program flyers, \$1,000 service contracts for copier and risso machines for office area. \$7,000

42060 Telephone. \$2,500

42080 Mailings of brochures and year-round shared use of postage meter at Town Hall. \$3,000

42090 Training administered by Maine Recreation Parks Association and regional conferences for department staff. \$1,000

42100 Fuel reimbursement, travel and meal expenditures for all staff. \$ 400

42110 Membership to Southern Maine Area Recreation Technicians (SMART), Maine Recreation and Parks Association (MRPA), and National Parks and Recreation Association (NPRA). \$ 300

43010 All office supplies during the year for Department \$2,000

43030 Books, manuals and publications for department staff. \$ 100

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

5111 - RECREATION PROGRAMMING

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41030	Part-time Compensation	77,852	100,000	73,041	100,000	100,000	100,000
41110	Payroll Tax	7,753	10,000	-	10,000	10,000	10,000
42030	Professional Expenses	-	300	475	300	1,300	1,300
42200	Outside Vehicle Maintenance	-	-	-	-	-	-
42260	Contracted Services - Day Camp	25,851	20,000	22,508	20,000	20,000	20,000
42280	Contracted Services - Other	13,410	20,000	6,370	20,000	20,000	20,000
43010	Supplies and Materials - Day Camp	4,926	5,000	2,625	5,000	5,000	5,000
43020	Supplies and Materials - Other	1,178	6,000	6,675	6,000	6,000	6,000
43140	Vehicle Fuel	1,141	1,500	528	1,500	1,500	1,500
43250	Vehicle Maintenance	1,074	2,000	0	2,000	1,000	1,000
45020	Senior Programs	2,020	10,000	2,515	10,000	10,000	10,000
45030	Community Events	1,930	3,000	1,193	3,000	3,000	3,000
45040	Summerfest	(2,314)		(2,104)			
		<u>134,821</u>	<u>177,800</u>	<u>113,826</u>	<u>177,800</u>	<u>177,800</u>	<u>177,800</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5111 - RECREATION PROGRAMMING

41030	Wages for all staff hired to run user fee supported recreation programs	\$100,000
41110	Wage-driven benefit costs for program staff.	\$ 10,000
42030	Active and Credit card assignment fees	\$ 1,300
42260	All contracted services for day camp programs.	\$ 20,000
42280	Contracted services for all programs and services.	\$ 20,000
43010	All equipment, arts and craft supplies, t-shirts for day camp programs.	\$ 5,000
43020	Supplies and material for all programs.	\$ 6,000
43140	Vehicle fuel, yearly anticipated use and amount necessary for the Recreation Vans.	\$ 1,500
43250	Vehicle maintenance, typical and annual maintenance check for (2) Vans	\$ 1,000
45020	Senior programs- all expenses for senior programs during the year.	\$ 10,000
45030	Community special events-all expenses for special events during the year.	\$ 3,000

FISCAL NOTE: This account represents direct program costs, which are offset by user fees in revenue account R0416. In addition, user fee revenues contribute to indirect program costs included in account 5110 and any additional revenues are transferred to Recreation Revenue Fund.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

5120 - PARKS - DUNDEE AND TRAILS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41030	Part-time Compensation	41,335	39,040	29,582	40,601	39,040	39,040
42060	Telephone	697	500	360	500	400	400
42150	Refuse Pickup	452	300	312	300	300	300
42220	Electricity	2,311	900	898	900	900	900
42230	Water Supply	1,738	2,000	1,581	2,000	2,000	2,000
42250	Building Services	7,730	2,500	1,397	2,500	2,500	2,500
43010	Supplies and Materials	3,946	3,000	2,433	3,000	3,000	3,000
44070	Community Events	-	-	-	-	-	-
45260	Ice Rink Plowing Services	-	-	-	-	-	-
45270	Lease of PWD Gambo Soccer Fields	768	800	797	800	800	800
		<u>58,977</u>	<u>49,040</u>	<u>37,360</u>	<u>50,601</u>	<u>48,940</u>	<u>48,940</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5120 – PARKS

41030 Part-time Compensation

Dundee Park

Steward Managers, contract based on 2 @ \$12.36/hr for 16 weeks @ 40 hours/wk	\$15,820
Supervisors, 1 @ \$10.80 per hour x 25 hours x 16 weeks	\$ 4,320
Lifeguard coverage, 100 hours x \$10.50 x 12 weeks (2 lifeguards on at a time for estimated 50 hours per week)	<u>\$12,600</u>
Dundee Park total	\$32,740

Trail and Park maintenance workers \$14.00 per hour x 25 hours x 18 weeks \$ 6,300

Total Part-time Compensation \$39,040

42060 All related phone expenses for Dundee \$ 400

42150 All related expenses for refuse disposal at Dundee Park \$ 300

42220 Electricity for Dundee. \$ 900

42230 Plumbing needs at Dundee. \$ 2,000

42250 Building needs for Dundee Park. \$ 2,500

43010 Supplies and materials for Dundee Park and trails in Town. \$ 3,000

45270 Fees and taxes paid to Portland Water District for Gambo property. \$ 800

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

5130 - PARKS - SKATE PARK

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41030	Part-time Compensation	8,453	9,800	5,482	10,192	9,800	9,800
42060	Telephone	313	300	293	300	300	300
42220	Electricity	414	550	236	550	550	550
42260	Contracted Services	436	600	667	600	600	600
43010	Supplies and Materials	2,578	5,000	4,076	5,000	5,000	5,000
43020	Office Supplies & First Aid	136	150	-	150	150	150
		<u>12,330</u>	<u>16,400</u>	<u>10,754</u>	<u>16,792</u>	<u>16,400</u>	<u>16,400</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5130 – PARKS – SKATE PARK

41030 Part-time Compensation \$ 9,800

This is for part-time staffing of the skate park for hours beyond the full-time programmer's schedule at the park. The Park is scheduled to be open a total of twenty-eight weeks. The park is open eight weeks during both the spring and fall, and twelve weeks during the summer. The park's hours are:

Spring and Fall Hours

Mondays – Thursdays	2:00 -6:00 pm
Fridays	2:00-9:00 pm
Saturdays	9:00 am – 9:00 pm
Sundays	12:00pm -6:00 pm

Summer Hours

Mondays-Saturdays	9:00am-9:00pm
Sundays	12:00pm-6:00pm

The Skate Park is open 41 hours per week for the spring and fall seasons. Twenty of those hours are covered by the full-time programmer's position in account number 5110-0101 leaving twenty-one hours to be filled by part-time staff.

During the summer the park is open 78 hours per week. Forty hours per week are covered by the full-time programmer, leaving 38 to be filled by part-time staff.

Total hours covered by part-time staff, consisting of three to five employees, for all three seasons are 792 plus 120 coverage hours of programmer's position. The 120 hours covers vacations and other events. The break down of part time staff is as follows: Senior Supervisor 584 hours at \$11.78 is \$6,879.52 and supervisory staff 328 hours at \$9.25 an hour is \$3,034

42060 All related phone expenses for skate park	\$ 300
42220 Electricity for skate park operation	\$ 550
42260 Porta potty expenses for park	\$ 600
43010 Repair and replacement of ramps and obstacles and maintenance.	\$ 5,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5130 – PARKS – SKATE PARK

43020 Office, medical and cleaning supplies

\$ 150

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

5510 - LIBRARY SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	218,246	216,882	129,738	225,557	221,418	216,990
41030	Part-time Compensation	38,227	53,299	12,726	55,430	54,888	53,732
42030	Professional Services	3,000	3,000	2,995	3,000	3,000	3,000
42040	Print Services	411	900	69	900	900	900
42050	Equipment Maintenance	758	750	750	750	750	750
42060	Telephone	2,908	2,500	1,345	2,500	2,500	2,500
42080	Postage	2,640	1,000	723	1,000	1,000	1,000
42090	Training/Conferences	845	900	90	900	900	900
42100	Travel/Meals	1,149	2,000	132	2,000	2,000	2,000
42110	Memberships	431	400	235	400	400	400
43010	Supplies & Materials	4,859	4,000	2,763	4,000	4,000	4,000
43030	Books, Maps & Publications	24,846	24,300	10,399	24,300	24,300	24,300
43060	Non-printed Materials	6,938	5,600	3,851	5,600	5,600	5,600
43220	Other Equipment	5,475	6,175	523	6,175	6,175	6,175
		<u>310,733</u>	<u>321,706</u>	<u>166,339</u>	<u>332,512</u>	<u>327,831</u>	<u>322,247</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5510 – LIBRARY SERVICES

ACCOUNT DETAIL

41010	Library Director	\$ 68,373
	26 pays @ \$2,591.28 (M2G)	
	Longevity Bonus \$1000	
	Adult Services Librarian/Cataloger	\$43,198
	26 pays @ \$1,642.24 (10G)	
	Longevity Bonus \$500	
	Children's Librarian	\$45,173
	26 pays @ \$1,708.56 (10I)	
	Longevity Bonus \$750	
	Circulation Supervisor	\$0
	Position eliminated in FY2010 budget	
	Technology Services/Reference Librarian	\$43,198
	26 pays @ \$1,642.24 (10G)	
	Longevity Bonus \$500	
	Children's Library Assistant (30 Hours/week)	<u>\$21,476</u>
	26 pays @ \$826.02 (1I)	
	Total	\$221,418

The Council's approved budget reduced this account by \$3,447 and eliminated the 2% COLA and step increases proposed in the manager's budget.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5510 – LIBRARY SERVICES

41030	Part time coverage of 54 hours per week (4 employees)	\$35,279
	26 pays @ \$1,356.89 (average/hour \$12.57)	
	Substitute part time coverage of 30 hours	<u>\$19,609</u>
	Total	\$54,888

The finance committee reduced part-time hours by a total of \$20,000 including wage-driven benefits, but those hours were restored by the Council. The Council then reduced this account by \$1,156 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Professional services covers funds for yearly library software contracts.

42040 Printing of patron cards, application cards, bookplates, etc.

42050 Contracts to maintain copiers. Includes toner.

42060 Regular telephone lines, fax line and 2 emergency response phones.

42080 Library postage costs.

42090 Training/Conferences. Covers registration fee for American Library Association Conference (ALA) and registrations for staff members to attend Maine Library Association (MLA) and/or New England Library Association Conferences (NELA) as well as other professional workshops or seminars that benefit library service.

42100 Routine reimbursement for travel and meals at seminars and conferences as well as mileage reimbursement for library staff who take library services to nursing homes and senior living facilities.

42110 Memberships to American Library Association (ALA), Public Library Association (PLA), state & regional associations.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

5510 – LIBRARY SERVICES

- 43010 All library supplies. Includes general office supplies, specialized library supplies, printer cartridges, paper for copier and printers.
- 43030 Books, maps and publications.
- 43060 Non-print materials refers to videos and audios.
- 43220 Other equipment, primarily computer equipment, library shelving, storage and miscellaneous library equipment and furniture. The library has 23 computers, including public access computers, catalog stations, circulation stations, and staff computers. This line item reflects replacement of equipment as needed.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

6110 - CODE ENFORCEMENT & ZONING ADMINISTRATION SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	252,230	147,190	82,173	153,077	152,550	150,595
42030	Professional Services	600	5,000	0	5,000	5,000	500
42040	Print Services	-	200	0	200	200	200
42050	Equipment Maintenance	-	500	0	500	500	500
42060	Telephone	1,475	1,500	710	1,500	1,500	1,500
42070	Advertising	460	1,200	270	1,200	1,200	1,200
42080	Postage	503	800	277	800	800	800
42090	Training/Conferences	280	990	0	990	990	990
42100	Travel/Meals	159	500	0	500	500	500
42110	Memberships	245	320	250	320	320	320
42260	Contracted Services	8,732	8,950	8,490	8,950	-	-
43010	Supplies & Materials	861	1,200	637	1,200	900	900
43030	Books, Maps & Publications	753	1,500	495	1,500	1,500	1,500
43140	Gas Products	1,653	1,780	685	1,924	740	2,360
43220	Other Equipment	2,678	1,010	4,084	1,010	1,010	1,010
43300	Copy Services	220	1,100	224	1,100	1,100	1,100
		<u>270,849</u>	<u>173,740</u>	<u>98,295</u>	<u>179,771</u>	<u>168,810</u>	<u>163,975</u>

Town of Windham

Proposed Municipal Budget FY 2011-2012

6110 – Code Enforcement & Zoning Administrative Services

ACCOUNT DETAIL

41010 Compensation

Director	\$ 54,809
26 pays @ \$2,108.04 (M2A)	
Administrative Assistant	\$ 41,044
26 pays @ \$1,549.76 (8I)	
Longevity Bonus \$750	
Senior Code Enforcement Officer	\$ 56,697
26 pay @ \$2,180.64 (15I)	
Total compensation	\$ 152,550

Manager's proposal eliminates the second code enforcement officer's position in favor of funding the director's position.

The Council's approved budget reduced this account by \$1,955 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Contracted Services for recording secretary for Appeals Boards. 12 Board of Appeals meetings. Other professional services.

The finance committee reduced this account by \$4,500 to \$500 due to changes in how board of appeals minutes are prepared.

42040 Building permit cards, business cards, stop work orders, occupancy permits and door knob notices.

Town of Windham

Proposed Municipal Budget FY 2011-2012

6110 – Code Enforcement & Zoning Administrative Services

42050 Annual server printer maintenance and parts, shared with Planning Department.

42060 Office and cellular phone charges.

42070 Legal advertisements for Appeals Board -12 meetings at \$ 100 each (site walks and public hearings).

42080 Postage for general office correspondence, public hearing notifications to abutters.

42090 Code Enforcement training \$165 per class.

42100 Meetings for Code Enforcement.

42110 ICC (\$100), Maine Building Officials & Inspectors Association (\$105), MASE (\$115.00).

42260 Stormwater fees (SCS, annual report, and MS4 sewer system annual fee) moved to public works (2110).

43010 General office and color printer supplies (shared with the Planning Department).

43030 Publications and code books.

43140 Estimated use of 800 gallons at \$2.22 per gallon.

The finance committee added \$1,620 to reflect the correct amount and price estimated for gasoline.

43220 Replacement of existing equipment (\$400), annual software maintenance fee (\$2,440)

Town of Windham

Proposed Municipal Budget FY 2011-2012

6110 – Code Enforcement & Zoning Administrative Services

43300 Copier service contract (\$885), staples (\$115), paper and supplies for copies (\$2,300), shared equally by Assessing, Planning and Code Enforcement.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

6120 - PLANNING SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	160,852	160,099	94,815	166,502	165,071	160,000
42030	Professional Services	5,171	6,000	1,804	6,000	6,000	6,000
42040	Print Services	394	750	0	750	750	750
42050	Equipment Maintenance	-	500	0	500	500	500
42060	Telephone	1,977	1,800	978	1,800	1,800	1,800
42070	Advertising	6,004	4,000	3,517	8,000	8,000	8,000
42080	Postage	1,003	1,000	374	1,000	1,000	1,000
42090	Training/Conferences	1,798	1,200	129	1,200	1,200	1,200
42100	Travel/Meals	2,047	1,500	132	1,500	1,500	1,500
42110	Memberships	732	900	358	900	900	900
43010	Supplies & Materials	1,810	1,500	984	1,500	1,125	1,125
43030	Books, Maps & Publications	497	500	-	500	500	500
43140	Fuel	-	-	-	-	-	-
43220	Other Equipment	-	610	-	610	610	610
43300	Copy Services	1,723	500	160	500	500	500
		<u>184,008</u>	<u>180,859</u>	<u>103,251</u>	<u>191,262</u>	<u>189,456</u>	<u>184,385</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6120 –PLANNING SERVICES

OVERVIEW OF THE DEPARTMENT

The mission of the department is to provide short and long-term planning services to the town, assist in the development and implementation of the comprehensive master plan and other plans, provide development review services and staff support to the planning board, and serve a key role in guiding the future policies and directions of the community.

ACCOUNT DETAIL

41010 Compensation		\$165,071
Planning Director		
24 pays @ \$2,609.44 (M3C)	62,626.56	
2 pays @ \$2,700.80 (M3D)	5,401.60	\$68,028
Planner		\$58,254
6 Pays @ \$2,81.84 (M2B)	13,091.04	
20 Pays @ \$2,258.16 (M2C)	45,163.20	
Planning Secretary		\$38,789
24 pays @ \$1,489.60 (8G)	35,750.40	
2 pays @ \$1,519.36 (8H)	3,038.72	

The Council's approved budget reduced this account by \$5,071 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Professional Services		\$6,000
- Consulting for Plans, Studies or Projects		

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6120 -PLANNING SERVICES

42040 Print Services **\$750**
- Duplication of:
- Large format engineering plans,
- Comprehensive Plans (color),
- Land Use Ordinances,
- General photocopies

42050 Equipment Maintenance **\$500**
- Annual printer maintenance and parts (Fixed Cost).

42060 Telephone **\$1,800**
- Land lines (Fixed Cost),
- Supplies cellular phone service for Director and Assistant Planner.

42070 Advertising **\$8,000**
- Legal advertisements for Planning Board meetings (Fixed Cost),
- Notices for public announcements or community meetings

Based on fiscal year 2010 expenditures, Department is proposing to increase this line item to cover the costs of advertising meetings.

42080 Postage **\$1,000**
- Mailing of letters and documents,
- Mailing of abutters' notices as part of the Planning Board review process.

42090 Training/Conferences **\$1,200**
- Registration for various workshops, including American Planning Association (APA) National Conference, state conferences, computer training.
- Additional local conferences:
- Local APA Chapter Conference,

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6120 –PLANNING SERVICES

- Specialized training sessions on such topics as stormwater management, development review, and specific planning topics.

42100 Travel/Meals **\$1,500**

- Travel expenses related to attendance and workshops, conferences, and meetings, including national conferences and/or regional meetings.
- Amount will provide adequate funds (along with Line 42090, to send one staff member in the department to a national level conference).

42110 Memberships **\$900**

- Dues for professional associations, APA (National), APA (Chapter), American Institute of Certified Planners (AICP), Maine Association of Planners (MAP).

43010 Supplies & Materials **\$1,125**

- General office supplies, contributions to color printer and plotter supplies.

43030 Books, Maps & Publications **\$500**

- Purchase of planning reference books for staff and planning board members.
- Examples include:
 - Journal of the American Planning Association,
 - Planner's Advisory Service Publications – these are topic specific reference materials that assist in the completion of planning studies, ordinance amendments, and other related projects,
 - Zoning Practice,
 - Reference books for projects such as the Ordinance Update Committee,

43220 Other Equipment **\$610**

- Vision Assessing Database Software Users License

43300 Copy Services **\$500**

- Shared contract with Assessing and Code Enforcement.
- Money is deducted by the Town Manager's Office based on the amount of photocopies made on the Code, Assessing and Planning printer/photocopier.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

6510 - ASSESSING SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	203,257	202,846	120,211	210,959	205,925	203,027
42030	Professional Services	545	3,000	125	3,000	3,000	3,000
42040	Print Services	307	500	264	500	500	500
42050	Equipment Maintenance	8,950	8,350	7,560	8,350	8,350	8,350
42060	Telephone	920	804	650	804	804	804
42070	Advertising	355	500	0	500	500	500
42080	Postage	1,489	2,673	500	2,673	2,673	2,673
42090	Training/Conferences	1,249	1,655	595	1,655	1,655	1,655
42100	Travel/Meals	1,479	1,780	1,392	1,780	1,780	1,780
42110	Memberships	720	900	750	900	900	900
43010	Supplies & Materials	986	2,100	544	2,100	1,600	1,600
43030	Books, Maps & Publications	3,143	3,320	1,129	3,320	3,320	3,320
43220	Other Equipment	216	-	98	-	-	-
43390	Vehicle Expenses	265	700	145	700	700	700
		<u>223,881</u>	<u>229,128</u>	<u>133,963</u>	<u>237,241</u>	<u>231,707</u>	<u>228,809</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6510 – ASSESSING SERVICES

DISCUSSION OF DEPARTMENT PERFORMANCE

The Town Manager has requested that the following questions be addressed with regard to the performance of our department. A brief discussion of the questions and some supporting statistical information is provided.

What is at the core of what the Assessment Department does?

There are three things at the core of what this department does: providing equity among taxpayers, providing customer service, and achieving cost effectiveness:

With regard to equity, the Maine Constitution, Article IX, §8, states that “All taxes upon real and personal estate, assessed by authority of this State, shall be apportioned and assessed equally according to the just value thereof.” The property tax is the main source of revenue for the Town and it is the primary function of the assessing office is to ensure that there is an acceptable level of equity in the property tax base.

Regarding customer service, the Assessing Department has a large repository of information about properties, including such things as deeds, maps, plans, easements, and property data. It is a vital that the office maintains the data accurately and distributes this information to the public in a way that is easily accessible and understandable.

The above two core functions must be performed with the maximum cost effectiveness and efficiency in order to keep the public tax burden as small as possible without sacrificing the other core requirements.

What does it mean to be good at what we do?

To be implement our core assessing functions, there are a myriad of tasks that we do such as processing deeds and splits, property addressing, processing exemptions, inspecting new construction, analyzing property sales, developing and applying property valuation models, processing personal property information and programs, administering special use programs (tree grown, farm, open space), and many others. It requires a consistent and reliable attention to details of the various duties, keeping up with law changes, and meeting statutory deadlines.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6510 – ASSESSING SERVICES

How do we know if we're good at it? How do we measure what we are doing?

1. Ratio Studies are the principal measurement of success in assessment equity. Statutes require that the assessment ratio (assessed value divided by the market value) be at least 70% and no more than 110% and that the quality rating be less than 20. In our office we try to keep assessment ratios above 90% and the quality rating at less than 10, which is considered an excellent level of equity. We have been within those parameters since 2006:

<u>Year</u>	<u>Ratio</u>	<u>Quality Rating</u>
2010	105	9
2009	105	9
2008	95	9
2007	94	9
2006	94	7

2. A measure of a comparable level of customer service provided to the public from year to year is the number of views of properties listed on the Town's web site. The following is a history of properties viewed in the four years that our system has been operational:

<u>Year</u>	<u># Parcels Viewed</u>	<u># Users</u>
2010	119,242	10,113
2009	115,120	8,842
2008	126,190	8,231
2007	107,011	7,191

3. A way to look at the comparative cost effectiveness is the cost (total Assessing Department budget) per parcel of real estate. This statistic ignores personal property, GIS services, and other services the Department performs, but provides a way to compare the assessing budget year to year for our primary function:

<u>Year</u>	<u>Budget</u>	<u># Parcels</u>	<u>\$ Per Parcel</u>
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TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6510 – ASSESSING SERVICES

2010	\$ 202,846	8,282	\$ 24.49
2009	\$ 229,628	8,224	\$ 27.94
2008	\$ 221,190	8,195	\$ 26.99
2007	\$ 213,035	8,119	\$ 26.24
2006	\$ 214,380	7,920	\$ 27.07

How can we improve?

The assessing function, while being carried out cost effectively and with good quality results, can always be improved. The following is a list of ways that the Assessing Office can improve:

1. Records can be further digitized. We still have a large number of paper records that could be scanned and digitized. This will save space and allow for quicker and better access to our historical records.
2. More training in assessment techniques and in assessment laws will improve our functionality and accuracy. This can minimize the risk associated with challenges to the assessments.
3. More and better communication and coordination with other departments. The Assessing Office has improved in this area, but it is to the benefit of everyone to enhance our efforts here.
4. Faster turnaround of information. There is a time lag between the time property information is recorded at the Registry of Deeds and the time it is listed on our records. A large part of this is due to snags in the State archive system before we get the data. We need to work on getting the data from the State and processing it as quickly as possible to help the public.
5. More cross-training within our department would be an improvement that would be beneficial to continuity in the office.
6. Web access to data might be able to be improved. As more and more people get access to high speed access and get used to using the Internet, more opportunities will be provided for delivering meaningful and useful information to the public.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6510 – ASSESSING SERVICES

ACCOUNT DETAIL

41010 Compensation

Assessor \$78,999

26 pays @ \$3,038.42
(By council action)

Assistant Assessor

21 pays @ \$1,957.04 (14F) 41,097.84
5 pays @ \$1,996.16 (14G) 9,980.80 \$51,079

Appraiser

21 pays @ \$1,642.24 (10G) 34,487.04
5 pays @ \$1,675.04 8,375.20 \$42,862

Administrative Assistant (32 hours/week)

26 pays @ \$1,239.81 (8I) \$32,985
Longevity Bonus \$750

Total Current Staff \$205,925

The Council's approved budget reduced this account by \$2,898 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Professional Services

Consultant services to cover special circumstances such as a complex abatement challenges and having special programming done to the assessing software. This has been reduced from the last year figure to a minimal amount.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6510 – ASSESSING SERVICES

\$3,000

42040 Print Services

Print Services for tax map copies. We are doing more printing in-house, but mass copying of the tax maps needs to be done at a copy center.

\$ 500

42050 Equipment Maintenance

Photocopier share	\$1,100
Vision web hosting	\$4,200
Vision Appraisal Software	<u>\$3,050</u>
Total	\$8,350

42060 Telephone

Office (\$42/month x 12 months)	\$ 504
Cell phone (\$25/month)	<u>\$ 300</u>
	\$ 804

42070 Advertising

This is for Assessment Review Board if needed	<u>\$ 500</u>
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42080 Postage

Personal property notices (959 notices at @ \$.44 per piece)	\$ 432
Regular mailings	<u>\$2,043</u>
Total	\$2,475

42090 Training/Conferences

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6510 – ASSESSING SERVICES

State Property Tax School for two staff members	\$ 650
MAAO Tax School registration for three	\$ 180
Ten one-day training meetings of IAAO	\$ 250
IAAO Annual conference registration	\$ 575
	<u>\$1,655</u>

42100 Travel/Meals

1600 miles with personal vehicles	\$ 330
meals and mileage various functions	\$ 300
IAAO conference airfare, room and meals	<u>\$ 1,150</u>
	<u>\$ 1,780</u>

42110 Memberships

IAAO	\$ 255
MAAO (3 @ \$25 each)	\$ 75
Maine Chapter IAAO (3 @ \$30 each)	\$ 90
NRAAO	\$ 30
STATE APRAISAL LICENSE	<u>\$ 450</u>
Total	<u>\$ 900</u>

43010 Supplies and Materials

Estimate of all office supplies and paper.	<u>\$1,600</u>
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43030 Books, Maps & Publications

Deeds 2,200 deeds @ \$1.50 each	\$2,800
Valuation & Commitment Book	\$ 400

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6510 – ASSESSING SERVICES

Books and publications	<u>\$ 120</u>
Total	\$3,320

43220 Other Equipment	
	<u>\$ 0</u>

43390 Vehicle Expense	
Fuel and maintenance of town vehicles estimate	<u>\$ 700</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

6520 - GEOGRAPHIC INFORMATION SYSTEMS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42030	Professional Services	150	14,000	-	14,000	14,000	14,000
42050	Equipment Maintenance	595	2,303	1,353	2,303	2,303	2,303
42090	Training/Conferences	125	1,200	690	1,200	1,200	1,200
43010	Supplies & Materials	1,962	2,000	1,761	2,000	2,000	2,000
43030	Books, Maps & Publications	-	500	-	500	500	500
43220	Other Equipment	1,807	-	0	-	-	-
		<u>4,639</u>	<u>20,003</u>	<u>3,804</u>	<u>20,003</u>	<u>20,003</u>	<u>20,003</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6520 – GEOGRAPHIC INFORMATION SYSTEMS

DISCUSSION OF DEPARTMENT PERFORMANCE

Since GIS Department is performed by the Assessing department, the functions of the GIS department are intertwined with the Assessing Department. The discussion in the Assessing Department section is applicable to the GIS section. The GIS department provides the Assessing Department and other Town departments with assistance in spatial-related studies and demonstrations. As such, it is project-driven and the level of activity is related to the level of demands placed on it by the various departmental needs.

It should be noted that the Town of Windham contracts out the services of our GIS Technician to the Town of Raymond on a part-time basis, averaging 15 hours a week. The purpose of this program is to help our GIS/Assessing budget and to provide the Town of Raymond with some much needed assistance.

The core function is twofold. One core function is to maintain the GIS records. This involves updating parcel information and attributes as the data changes over time. New subdivision, land splits, and other changes are recorded on the parcel layer. Also other layers are maintained, such as the zoning layer and street layer. Maintaining the data layers is the housekeeping function of the GIS department and takes considerable time and expertise.

The second core function is to provide maps and data to the assessing department, such as a printout of the tax maps, and to other departments as they are needed. Many of the maps, such as the tax maps and street maps are done on a regular basis, while many others are done on as needed. An example of assisting with data is the assistance that is given to the Public Works Department of their Cityworks program.

To be good at the GIS function means to achieve a high level of technical training, to be flexible, and to be able to prioritize data GIS projects. Some projects require quick, accurate output, while others are more generalized and not as time sensitive. Balancing the Town's resources and the needs or perceived needs of GIS users is a key to success in this department.

It is difficult to quantify or measure how well the GIS function performs. Quality control checks are periodically done to see how closely our spatial data conforms to real world information and constantly seek to improve it. The best way to improve accuracy is by physically measuring the location through the use of a GPS device and translating that to our mapping system. We have done some of that, but we can improve our data considerably by doing more GPS measuring

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6520 – GEOGRAPHIC INFORMATION SYSTEMS

and post-processing. Various Town infrastructure items, such as stormwater features, roadways, signs, utilities, and Town buildings could help in the accuracy of the system. Another improvement is training. We have focused and continue to focus on additional training to get the most out of our system.

ACCOUNT DETAIL

42030 Professional Services

Aerial Photo	\$ 7,500
ArcEngine Licenses	<u>\$ 6,500</u>
	\$14,000

In the spring of 2011 GPCOG is planning a project to take new aerial photos, providing an opportunity to get high quality aerials to incorporate into the town's GIS at lower cost.

42050 Equipment Maintenance

AutoCAD License	\$ 603
ESRI Licenses	<u>\$1,700</u>
Total	\$2,303

42090 Training/ Conferences

This is an estimate for providing principal users of the GIS system. \$1,200

43010 Supplies and Materials

Office supply costs may be incurred in the process of providing projects to the Town departments and to the public. Partially offset by fees \$2,000

43030 Books, Maps, and Publications

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

6520 – GEOGRAPHIC INFORMATION SYSTEMS

Cost associated with acquiring data layers and some printed publications may be needed.
Estimate is \$500

43220 Other Equipment

0

Fiscal Note: This account is funded through development district revenue (see revenue account R0498).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

7510 - TOWN CLERK SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	88,658	86,283	51,711	89,734	86,902	86,270
41030	Part-time Compensation	35,866	29,238	16,014	30,407	29,702	29,228
41040	Election Workers	-	-	-	-	-	-
41050	Registrar of Voters	-	-	-	-	-	-
42030	Professional Services	2,038	11,000	1,506	11,000	11,000	11,000
42040	Print Services	2,549	4,000	2,575	4,000	4,000	4,000
42050	Equipment Maintenance	663	950	528	950	950	950
42060	Telephone	350	650	176	650	650	650
42070	Advertising	3,151	2,300	2,177	3,300	3,300	3,300
42080	Postage	510	850	268	850	850	850
42090	Training/Conferences	684	1,000	500	1,000	1,000	1,000
42100	Travel/Meals	1,907	1,700	935	2,200	2,200	2,200
42110	Memberships	100	100	80	100	100	100
43010	Supplies & Materials	2,568	3,390	1,330	3,390	3,290	3,290
43030	Books, Maps & Publications	1,581	2,500	85	2,500	2,500	2,500
		<u>140,625</u>	<u>143,961</u>	<u>77,885</u>	<u>150,081</u>	<u>146,444</u>	<u>145,338</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

7510 · TOWN CLERK SERVICES

The office of the Town Clerk is among the oldest of public services, providing professional ties to the citizens and their governing bodies. The core of the Town Clerk's Office is to make sure that the town's vital records, as well as other permanent records are recorded and kept safe and secure to preserve the history for our future generations. We strive to deliver the highest level of customer service and professionalism in a courteous and friendly manner to all the residents of Windham.

What does it mean to be good at what we do? We take pride in the way we conduct all Elections and voter registrations, and we make sure they are handled in accordance with Maine Law and the Town's Charter. We visit all the local elderly facilities and nursing homes to make sure our elderly citizens are able to vote in every election. Our office has been a Passport Agent since 1998 and we have processed over 8,000 passport applications. This past summer we were evaluated by the U.S. Department of State, Passport Services and the report was very favorable and stated we were doing everything correctly.

How do we know if we are good at what we do? If we do not know the answer to a question, we will find it or we will find someone who does. There have been many times when people have told us how helpful we are to them in comparison to other towns, and when you get positive feedback from the people it makes you want to do even better.

How do we measure what we do? We keep monthly tally reports of just about everything that takes place in the Clerk's Office. We see the growth taking place as our community grows.

The following represents Voter Registration growth in the last 15 years:

1995 -	9,797	registered voters
2000 -	10,575	" "
2005 -	11,910	" "
2010 -	12,071	" "

An increase of 2,274 registered voters in the last 15 years, an average of 152 people registering per year.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

7510 - TOWN CLERK SERVICES

Below is a chart for the last 10 years with the types of services we deal with most on a day to day basis:

	<u>Births</u>	<u>Marriage</u>	<u>Deaths</u>	<u>H/F</u>	<u>Dogs</u>	<u>Conc. Weapons</u>	<u>Passports</u>
2000	181	155	124	2984	1401	46 - 6 mos	375
2001	184	168	118	2775	1480	67 - 6 mos.	441
2002	192	131	143	2632	1693	110	465
2003	202	100	134	2180	1748	96	538
2004	176	114	111	2701	1778	116	587
2005	187	139	113	2051	2019	107	827
2006	198	126	110	1958	1850	133	978
2007	197	122	105	2294	1817	110	1058
2008	197	96	118	2158	1966	158	680
2009	149	115	110	1968	2081	182	1003
Totals	1,863	1,266	1,186	23,701	17,833	1,125	6,952

How can we improve? I believe there is always room for improvement and growth, and continuing to keep up on all the new laws and changes we face in our job; we will continue to attend workshops and conferences, which will only enhance how we serve the residents of Windham and the needs of our municipality.

ACCOUNT DETAIL

41010	Compensation	
	Town Clerk	
	26 pays @ \$2,126.88	
	Council Set	\$55,299
	Deputy Clerk (#1 – 32 hours per week)	
	26 pays @ \$1,215.49 (8H)	31,603
	Total	\$86,902

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

7510 - TOWN CLERK SERVICES

The Council's approved budget reduced this account by \$632 and eliminated the 2% COLA and step increases proposed in the manager's budget.

41030 Part-time Compensation

Deputy Clerk (#2 – 24 hours per week) 26 pays @ \$911.62 (8H)	\$23,702
Election Workers as needed	\$ 5,000
Registrar of Voters as needed	<u>\$ 1,000</u>
	\$29,702

The Council's approved budget reduced this account by \$474 and eliminated the 2% COLA and step increases proposed in the manager's budget.

42030 Programming memory cards for elections. Note: \$7,500 in this line is continuing to be held over for Windham's share of the new voting machines the State is buying for the November 2011 election.

42040 Printing ballots, voter ID cards, all voter cards, business cards, & dog notice cards etc.

42050 Maintenance and support on Accu-Vote machines, 2 type writers and our Vitals Program.

42060 Telephone service based on 1 line.

42070 Legal ads in the Portland Press Herald and non-legal ads & notices in the local papers. The \$1,000 increase in advertising is needed to meet the actual costs of notices, which seem to be on the increase and are not cheap.

42080 Mailing absentee ballots, the mailing of dog notices, as well as daily mailings of passports, birth & marriage letters, voter registration, etc.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

7510 - TOWN CLERK SERVICES

42090 Annual attendances for the Clerk and one Deputy to the Elections Conference. Both the Clerk & Deputy Clerk go to Title 21A & 30A classes, Clerk's Networking Day, education sessions on vital statistics to stay current as laws change and to keep certifications up to date.

42100 Food for election workers, absentee voting, and any meetings the Clerk & Deputy Clerk attends.

42110 Memberships in the CCMCA, MTCCA, & NEACTC.

43010 This line is for all of our typical office supplies, and for the passport film. What is spent on the film is more than off set by the profit we make even after deducting the cost of the film and shipping. This includes the purchase of a new Dictaphone, digital recorder, and software package for the Council minutes, for approximately \$550.00. The office laser printer is 11 years old and needs to be replaced. The plan is to make these purchases within this account without an increase.

43030 Restoration and binding of old birth, death, marriage books, and other town records. Usually two books are restored each year. This line also pays for binding the Town Council Minutes, and buying any manuals that are needed. Several vital record books in the vault remain to be restored, along with four very large town meeting books from the 1970's. Last year only one book was restored; none were done the year before. This proposal would go back to doing two per year.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

8110 - SOCIAL SERVICES

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
41010	Compensation	28,348	28,062	16,780	29,184	29,043	75,620
42030	Professional Services	39,336	40,300	16,768	40,300	40,300	-
42060	Telephone	1,633	800	390	800	800	1,520
42080	Postage	-	100	-	100	100	100
42090	Training/Conferences	-	300	0	300	300	300
42100	Travel/Meals	139	500	158	500	500	500
43010	Supplies & Materials	1,447	900	471	900	900	1,350
43090	General Assistance	501,109	500,000	220,132	400,000	400,000	325,000
43100	User Fee Offset	7,405	10,250	(5,125)	10,250	10,250	6,810
		<u>579,417</u>	<u>581,212</u>	<u>249,574</u>	<u>482,334</u>	<u>482,193</u>	<u>411,200</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

8110 – SOCIAL SERVICES

41010 Social Services Administrative Assistant (32 hrs/wk) \$ 29,043

7 pays @ \$1,100.93 (8C) 7,706.51
19 pays @ \$1,122.95 (8D) 21,336.05

Actions of the finance committee and Council to add a 0.9FTE (36 hour/week) general assistance administrator, following a recommendation by the town manager after the original budget proposal was made, and eliminate the 2% COLA and step increases proposed in the manager's budget resulted in a net increase of \$46,577 in this account.

42030 Professional social worker services contracted through PROP for twenty-four hours per week.

The finance committee reduced this amount by \$40,300 to \$0 following a recommendation by the town manager after the original budget proposal was made.

42060 Telephone and cellular charges.

The finance committee increased this amount by \$720 following a recommendation by the town manager after the original budget proposal was made.

42080 Portion of postage costs assigned to offices in the Community Center.

42090 Includes training programs, attendance at welfare directors' meetings.

42100 Expenses for business and attendance at training programs, association conferences.

43010 Operating supplies, paper goods, etc.

The finance committee increased this amount by \$450 following a recommendation by the town manager after the original budget proposal was made.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

8110 - SOCIAL SERVICES

43090 Direct general assistance expenses, reimbursed at 50% from the State of Maine (see revenue account R0482).

The Council reduced this account to \$325,000 from \$450,000 and reduced the corresponding revenue account of \$37,500.

43100 Assistance for attendance at Parks & Recreation summer day camp.

The finance committee reduced this amount by \$10,250 to \$0. The Council restored \$6,810 with the understanding that "reduced or free" day camp be awarded in the Recreation Program Fund to restore the total amount of \$10,250.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

8120 - SOCIAL SERVICE AGENCY FUNDING

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
44070	Contributions to Agencies	31,415	44,125	21,600	44,125	44,125	44,125
		<u>31,415</u>	<u>44,125</u>	<u>21,600</u>	<u>44,125</u>	<u>44,125</u>	<u>44,125</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

8120 SOCIAL SERVICE AGENCY FUNDING

44070 Includes funding for the following agencies:

	2010-2011 Approved	2011-2012 Requested	2011-2012 Committee	2011-2012 Council
American Red Cross	0	1,000	0	
Center for Therapeutic Recreation	0	500	0	
Community Counseling Center	1,400	5,000	1,400	
Counseling Services, Inc.	0	1,000	1,000	
Day One	1,000	1,000	1,000	
Family Crisis Center	1,200	1,200	1,200	
Food & Fellowship Inc. (Monday Meal) #	1,000	1,000	1,000	
Home Health Visiting Nurses Service	1,000	5,000	1,000	
PROP ~	11,000	16,394	9,775	
Regional Transportation X	0	500	0	
Sexual Assault Response Services	1,150	1,000	1,000	
Southern ME. Area Agency on Aging	3,325	3,500	3,500	
Southern Maine Parent Awareness	0	250	250	
Tri-County Mental Health Services	1,400	14,904	1,400	
VNA Home Health Care	1,000	1,000	1,000	
Windham Council #	600	600	600	
Windham Human Services #	20,050	20,000	20,000	
Woodford's Family Services *X	0	4,000	0	
Total	44,125	77,848	44,125	

Legend:

* New request

0 Request denied

Windham based services

X Did not keep appointment for review of request

~ PROP was reduced \$1,225 this year due to lack of requested information

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

8120 SOCIAL SERVICE AGENCY FUNDING

The Human Services Advisory Committee is submitting a budget that we feel should be funded in these continuing hard economic times. There was a lot of consideration given to each and every one of the agencies that came before us and most were deserving of financial support from the town. There are a significant number of families and individuals within the town who use each and every one of these services. We chose to recommend the agencies on Page #1 which we have flat funded using the total from last year of \$44,125.

The request was to flat fund, which we did. If there is a need to make any reductions we respectfully request that you use the same formula as we submitted last year. That formula was:

Reduce the funded agencies equally using whatever percent is needed to get to the bottom line within this budget.

Example: cut all of the agencies by 10% of the recommended dollar amount.

We would respectfully ask that all Windham based agencies not be reduced or eliminated:

Food & Fellowship Inc. (Monday meals)	1,000
Windham Health council (Loan Closet)	600
Windham Human Services (Food Pantry)	20,000 (we have moved the \$50 into another agency)

Unmet Needs : Our recommendations for consideration, which would support the Windham community.....

A summer lunch program for school age children, which would cost approximately \$10,000. Windham does not qualify for subsidized payment due to our free and reduced lunch program only being 33%. To qualify you need to be at 50%, therefore we are asking the town to look into this need within the community.

Public transportation service linking Windham to Westbrook and Portland. This would benefit our elderly and families without other means of transportation.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

8120 SOCIAL SERVICE AGENCY FUNDING

A Community Center with multi-generational programs (possibly re-activate the Community Center Steering Committee or a like entity). This center could house already existing and new programs.

The following is the committee's vision for what a Community Center could look like:

Windham Community Center

I. Senior Programming

A. Southern Maine Agency on Aging (possibly would move here)

1. meals on wheels
2. social work services
3. Medicare counseling (seminars and individualized)
4. volunteer headquarters
5. free tax advise

B. Community Driven Activities (see Parks and recreation Department Survey of Senior Citizens 2011)

II Youth Programming

- A. Home Work Club
- B. Sports (pick up games)?
- C. Mentoring
- D. Social Work services
- E. Food program (summer and holiday lunch program)
- F. Summer Day Camp home base
- G. Groups
- H. Head Start
- I. Other User driven Activities

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

8120 SOCIAL SERVICE AGENCY FUNDING

III Intergenerational Programming

- A. Monday Night Meal (maybe move here)
- B. Games
- C. Seasonal events
- D. Movie Night
- E. Auctions
- F. Community Driven Activities –ex. “Knit with your Grammy (or someone else’s)”
- G. Equipment rental

Suggested inclusions:

- Indoors: Gymnasium, swimming pool, work out room, multipurpose meeting spaces, shuttle bus, wings for separate activities to occur simultaneously,
- Outdoors: Tennis courts, baseball diamonds, basketball courts, disc golf course, tubing/sledding hill, walking trails

Thank you for considering the committee’s recommendations,

The Human Services Advisory Committee

A vision of what a Community Center could look like:

Windham Community Center

- I. Senior Programming
 - A. Southern Maine Agency on Aging (possibly would move here)
 - 1. meals on wheels
 - 2. social work services
 - 3. Medicare counseling (seminars and individualized)
 - 4. volunteer headquarters
 - 5. free tax advise
 - B. Community Driven Activities (see Parks and recreation Department Survey of Senior Citizens 2011)
- II Youth Programming
 - A. Home Work Club
 - B. Sports (pick up games)?
 - C. Mentoring
 - D. Social Work services
 - E. Food program (summer and holiday lunch program)
 - F. Summer Day Camp home base
 - G. Groups
 - H. Head Start
 - I. Other User driven Activities
- III Intergenerational Programming
 - A. Monday Night Meal (maybe move here)
 - B. Games
 - C. Seasonal events
 - D. Movie Night
 - E. Auctions
 - F. Community Driven Activities –ex. "Knit with your Grammy (or someone else's)"
 - G. Equipment rental

Suggested inclusions:

Indoor--Gymnasium, swimming pool, work out room, multipurpose meeting spaces, shuttle bus, wings for separate activities to occur simultaneously,
Outdoor-- tennis courts, baseball diamonds, basketball courts, disc golf course, tubing/sledging hill, walking trails

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

9110 - EQUIPMENT REPLACEMENT

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
44190	Capital Equipment	435,000	545,000	824,462	545,000	545,000	545,000
		<u>435,000</u>	<u>545,000</u>	<u>824,462</u>	<u>545,000</u>	<u>545,000</u>	<u>545,000</u>
Consolidated Plan			545,000		545,000	545,000	545,000
Public Works							
General Administration							
Fire/Rescue							
Police							
Parks & Recreation/Open Space							
Total			545,000		545,000	545,000	545,000

NOTE:

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9110 – CAPITAL EQUIPMENT REPLACEMENT

OVERVIEW

This account funds the town's capital equipment replacement plan. By planning for the acquisition and replacement of capital equipment over a multi-year cycle, the town is able to manage the amount of annual spending without spikes or troughs in the budget from year to year. The plan includes capital equipment – vehicles, mobile equipment, computers and other technology, and office and other equipment – based on the current mission of the various departments and offices, and current estimated prices. The plan is updated annually to reflect adjustments in both mission and pricing, and uses a combination of pay-as-you-go (i.e. cash) and lease-purchase financing.

ACCOUNT DETAIL

44190 Capital Equipment \$ 545,000

Payments into the town's capital equipment replacement fund.

Based on the capital equipment replacement plan submitted as part of this budget, funding requirements over the next few years will need to increase from \$545,000 in FY 2012 to \$675,000 in FY 2017, where they are projected to stabilize for several years (again, depending on mission and equipment prices):

FY 2012	\$ 545,000
FY 2013	\$ 580,000
FY 2014	\$ 625,000
FY 2015	\$ 650,000
FY 2016	\$ 650,000
FY 2017 – 2020 (annually)	\$ 675,000

Town of Windham, Maine
Capital Improvement Plan
 FY 11 thru FY 20

SOURCES AND USES OF FUNDS

Source	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Capital Equipment Replacement Fund										
Beginning Balance	745,708	708,039	255,290	263,241	173,042	31,951	14,592	87,383	56,974	126,015
Revenues and Other Fund Sources										
<i>Revenue</i>										
General Fund	545,000	545,000	600,000	625,000	650,000	675,000	675,000	675,000	675,000	675,000
<i>Total</i>	545,000	545,000	600,000	625,000	650,000	675,000	675,000	675,000	675,000	675,000
Total Revenues and Other Fund Sources	545,000	545,000	600,000	625,000	650,000	675,000	675,000	675,000	675,000	675,000
Total Funds Available	1,290,708	1,253,039	855,290	888,241	823,042	706,951	689,592	762,383	731,974	801,015
Expenditures and Uses										
<i>Capital Projects & Equipment</i>										
<u>Code Enforcement (CE)</u>										
Code Enforcement Vehicle Replacement CE-2012-001	0	(46,000)	0	0	0	0	0	0	0	0
Code Enforcement Vehicle Replacement CE-2019-001	0	0	0	0	0	0	0	0	(46,000)	0
<i>Total</i>	0	(46,000)	0	0	0	0	0	0	(46,000)	0
<u>Fire-Rescue (FR)</u>										
Tower 3 FR-2003-001	(88,700)	(88,700)	(88,700)	0	0	0	0	0	0	0
Tank 5 FR-2008-001	(87,150)	(87,150)	(87,150)	0	0	0	0	0	0	0
Rescue 1 FR-2010-001	0	(40,425)	(40,425)	(40,425)	(40,425)	(40,425)	0	0	0	0
Car 1 FR-2010-002	0	(30,000)	0	0	0	0	0	0	0	0
Rescue 2 FR-2011-001	0	(41,575)	(41,575)	(41,575)	(41,575)	(41,575)	0	0	0	0
Unit 8 FR-2011-002	0	(30,000)	0	0	0	0	0	0	0	0
Base Radio Replacement FR-2012-001	0	(8,500)	0	0	0	0	0	0	0	0

Source	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Capital Equipment Replacement F										
Car 4 FR-2013-001	0	0	0	0	0	0	0	0	0	0
Engine 6 FR-2015-001	0	0	0	0	0	(86,625)	(86,625)	(86,625)	(86,625)	(86,625)
Rescue 1 FR-2018-001	0	0	0	0	0	0	0	0	(40,425)	(40,425)
Rescue 2 FR-2018-002	0	0	0	0	0	0	0	0	(40,425)	(40,425)
<i>Total</i>	(175,850)	(326,350)	(257,850)	(82,000)	(82,000)	(168,625)	(86,625)	(86,625)	(167,475)	(167,475)
Information Services (IS)										
IT Server/Software Replacements/Upgrades IS-2012-001	0	(185,000)	0	0	0	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2012-002	0	(20,000)	0	0	0	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2013-001	0	0	(20,000)	0	0	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2014-001	0	0	0	(20,000)	0	0	0	0	0	0
IT Server/Software Replacements/Upgrades IS-2015-001	0	0	0	0	(135,000)	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2015-002	0	0	0	0	(20,000)	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2016-001	0	0	0	0	0	(20,000)	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2017-001	0	0	0	0	0	0	(20,000)	0	0	0
IT Server/Software Replacements/Upgrades IS-2018-001	0	0	0	0	0	0	0	(135,000)	0	0
IT Client/Laptop Replacements/Upgrades IS-2018-002	0	0	0	0	0	0	0	(20,000)	0	0
IT Client/Laptop Replacements/Upgrades IS-2019-001	0	0	0	0	0	0	0	0	(20,000)	0
IT Client/Laptop Replacements/Upgrades IS-2020-001	0	0	0	0	0	0	0	0	0	(20,000)
<i>Total</i>	0	(205,000)	(20,000)	(20,000)	(155,000)	(20,000)	(20,000)	(155,000)	(20,000)	(20,000)
Police (PD)										
Digital Recorder PD-2009-001	(6,299)	(6,299)	(6,299)	(6,299)	0	0	0	0	0	0
Crime Lab PD-2009-002	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)
Communications & Other Equipment PD-2009-003	(85,888)	0	0	0	0	0	0	0	0	0
Cruiser Replacements PD-2011-001	(62,688)	0	0	0	0	0	0	0	0	0
Cruiser Replacements PD-2012-001	0	(88,000)	0	0	0	0	0	0	0	0
Supervisor Patrol Vehicle PD-2012-002	0	(30,000)	0	0	0	0	0	0	0	0
Cruiser Laptop Replacements PD-2012-003	0	(18,000)	0	0	0	0	0	0	0	0
ACO Truck Replacement PD-2012-004	0	(26,000)	0	0	0	0	0	0	0	0
Cruiser Replacements PD-2013-001	0	0	(88,000)	0	0	0	0	0	0	0
Cruiser Laptop Replacements PD-2013-002	0	0	(18,000)	0	0	0	0	0	0	0

Source	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Capital Equipment Replacement F										
Cruiser Replacements PD-2014-001	0	0	0	(88,000)	0	0	0	0	0	0
Cruiser Laptop Replacements PD-2014-002	0	0	0	(18,000)	0	0	0	0	0	0
Cruiser Replacements PD-2015-001	0	0	0	0	(88,000)	0	0	0	0	0
Cruiser Laptop Replacements PD-2015-002	0	0	0	0	(18,000)	0	0	0	0	0
Cruiser Replacements PD-2016-001	0	0	0	0	0	(88,000)	0	0	0	0
Cruiser Laptop Replacements PD-2016-002	0	0	0	0	0	(18,000)	0	0	0	0
Cruiser Replacements PD-2017-001	0	0	0	0	0	0	(88,000)	0	0	0
Supervisor Patrol Vehicle PD-2017-002	0	0	0	0	0	0	(30,000)	0	0	0
Cruiser Laptop Replacements PD-2017-003	0	0	0	0	0	0	(18,000)	0	0	0
ACO Truck Replacement PD-2017-004	0	0	0	0	0	0	(26,000)	0	0	0
Cruiser Replacements PD-2018-001	0	0	0	0	0	0	0	(88,000)	0	0
Cruiser Laptop Replacements PD-2018-002	0	0	0	0	0	0	0	(18,000)	0	0
Cruiser Replacements PD-2019-001	0	0	0	0	0	0	0	0	(88,000)	0
Cruiser Laptop Replacements PD-2019-002	0	0	0	0	0	0	0	0	(18,000)	0
Cruiser Replacements PD-2020-001	0	0	0	0	0	0	0	0	0	(88,000)
Cruiser Laptop Replacements PD-2020-002	0	0	0	0	0	0	0	0	0	(18,000)
<i>Total</i>	(164,909)	(178,333)	(122,333)	(122,333)	(116,034)	(116,034)	(172,034)	(116,034)	(116,034)	(116,034)
Public Works (PW)										
Backhoe 21 PW-2009-001	(18,309)	(18,309)	(18,309)	(18,309)	0	0	0	0	0	0
Truck 06 PW-2010-001	(32,664)	(32,664)	(32,664)	(32,664)	(32,664)	0	0	0	0	0
Truck 07 PW-2010-002	(32,664)	(32,664)	(32,664)	(32,664)	(32,664)	0	0	0	0	0
Trackless 24 PW-2010-003	(25,029)	(25,029)	(25,029)	(25,029)	(25,029)	0	0	0	0	0
Truck 02 PW-2011-001	0	0	0	(33,500)	(33,500)	(33,500)	(33,500)	(33,500)	0	0
Truck 03 PW-2011-002	0	0	0	(33,500)	(33,500)	(33,500)	(33,500)	(33,500)	0	0
Truck 12 PW-2011-003	0	(13,900)	(13,900)	(13,900)	(13,900)	(13,900)	0	0	0	0
Pickup 80 PW-2011-004	0	0	0	0	0	0	0	0	0	0
Pickup 96 PW-2011-005	0	(40,000)	0	0	0	0	0	0	0	0
Truck 01 PW-2012-001	0	0	(39,300)	(39,300)	(39,300)	(39,300)	(39,300)	0	0	0
Mower PW-2012-002	0	(9,500)	0	0	0	0	0	0	0	0
Sweeper 23 PW-2012-003	0	0	0	(37,000)	(37,000)	(37,000)	(37,000)	(37,000)	0	0
Pickup 97 PW-2012-004	0	(40,000)	0	0	0	0	0	0	0	0

Source	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Capital Equipment Replacement F										
Truck 08 PW-2013-001	0	0	0	(33,500)	(33,500)	(33,500)	(33,500)	(33,500)	0	0
Pickup 81 PW-2013-002	0	0	0	(40,000)	0	0	0	0	0	0
Truck 09 PW-2014-001	0	0	0	0	(39,300)	(39,300)	(39,300)	(39,300)	(39,300)	0
Loader 25 PW-2014-002	0	0	0	0	(46,200)	(46,200)	(46,200)	(46,200)	(46,200)	0
Pickup 99 PW-2014-003	0	0	0	(40,000)	0	0	0	0	0	0
Pickup 84 PW-2014-004	0	0	0	(40,000)	0	0	0	0	0	0
Truck 10 PW-2016-001	0	0	0	0	0	0	(27,750)	(27,750)	(27,750)	(27,750)
Truck 11 PW-2016-002	0	0	0	0	0	0	(33,500)	(33,500)	(33,500)	(33,500)
Skidsteer 28 PW-2016-003	0	0	0	0	0	(40,000)	0	0	0	0
Truck 05 PW-2017-001	0	0	0	0	0	0	0	(33,500)	(33,500)	(33,500)
Loader 27 PW-2018-001	0	0	0	0	0	0	0	0	(46,200)	(46,200)
<i>Total</i>	(108,666)	(212,066)	(161,866)	(419,366)	(366,557)	(316,200)	(323,550)	(317,750)	(226,450)	(140,950)
Town Mgr/Finance (TM)										
PW/Fire Truck LP TM-2006-001	(98,244)	0	0	0	0	0	0	0	0	0
Financial System Upgrade/Replacement TM-2009-001	0	0	0	(71,500)	(71,500)	(71,500)	0	0	0	0
IT Replacements/Upgrades TM-2011-001	(35,000)	0	0	0	0	0	0	0	0	0
Multifunction Device Replacements TM-2012-001	0	(30,000)	0	0	0	0	0	0	0	0
Multifunction Device Replacements TM-2013-001	0	0	(30,000)	0	0	0	0	0	0	0
Multifunction Device Replacements TM-2018-001	0	0	0	0	0	0	0	(30,000)	0	0
Multifunction Device Replacements TM-2019-001	0	0	0	0	0	0	0	0	(30,000)	0
<i>Total</i>	(133,244)	(30,000)	(30,000)	(71,500)	(71,500)	(71,500)	0	(30,000)	(30,000)	0
Total Expenditures and Uses	(582,669)	(997,749)	(592,049)	(715,199)	(791,091)	(692,359)	(602,209)	(705,409)	(605,959)	(444,459)
Change in Fund Balance	(37,669)	(452,749)	7,951	(90,199)	(141,091)	(17,359)	72,791	(30,409)	69,041	230,541
Ending Balance	708,039	255,290	263,241	173,042	31,951	14,592	87,383	56,974	126,015	356,556

Project # CE-2012-001
 Project Name Code Enforcement Vehicle Replacement

Department Code Enforcement (CE)
 Contact Town Manager
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 3 Important

Total Cost \$46,000

Description

Replacement of code enforcement vehicles. Originally reassigned retired police cruisers, code enforcement vehicles were replaced with Jeep Cherokees which have now reached the end of their useful life
 Project based on purchase of two new or late model Ford Escape 4-cylinder AWD compact SUVs.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		46,000									46,000
Total		46,000									46,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		46,000									46,000
Total		46,000									46,000

Budget Impact/Other

Project # **CE-2019-001**
 Project Name **Code Enforcement Vehicle Replacement**

Department Code Enforcement (CE)
 Contact Town Manager
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 3 Important

Total Cost \$46,000

Description

Replacement of code enforcement vehicles. Originally reassigned retired police cruisers, code enforcement vehicles were replaced with Jeep Cherokees which have now reached the end of their useful life.
 Project based on purchase of two new or late model Ford Escape 4-cylinder AWD compact SUVs.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings									46,000		46,000
Total									46,000		46,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund									46,000		46,000
Total									46,000		46,000

Budget Impact/Other

Project # **FR-2003-001**
 Project Name **Tower 3**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 20 years
 Category Vehicles
 Priority 3 Important

Total Cost \$887,000

Description

Pre-existing lease-purchase agreement over 10 years at 3.55% for the purchase of Tower 3 with the Town of Gorham for an initial price of \$735,822

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
620,900	Equip/Vehicles/Furnishings	88,700	88,700	88,700								266,100
Total	Total	88,700	88,700	88,700								266,100

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
620,900	Capital Equipment Replacement Fund	88,700	88,700	88,700								266,100
Total	Total	88,700	88,700	88,700								266,100

Budget Impact/Other

Project # **FR-2008-001**
 Project Name **Tank 5**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 20 years
 Category Vehicles
 Priority 3 Important

Total Cost \$435,750

Description
 Replacement of Tank 5, pre-existing lease-purchase for \$389,175.08 for five years at 3.89%.

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
174,300	Equip/Vehicles/Furnishings	87,150	87,150	87,150								261,450
Total	Total	87,150	87,150	87,150								261,450

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
174,300	Capital Equipment Replacement Fund	87,150	87,150	87,150								261,450
Total	Total	87,150	87,150	87,150								261,450

Budget Impact/Other

Project # **FR-2010-001**
 Project Name **Rescue 1**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$202,125

Description
 Replacement of 2001 model Rescue 1.
 Rescheduled to FY2011 from FY2010.

Justification
 Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	0	40,425	40,425	40,425	40,425	40,425					202,125
Total	0	40,425	40,425	40,425	40,425	40,425					202,125

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund	0	40,425	40,425	40,425	40,425	40,425					202,125
Total	0	40,425	40,425	40,425	40,425	40,425					202,125

Budget Impact/Other
 Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$175,000

Project # **FR-2010-002**
 Project Name **Car 1**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 4 Less Important

Total Cost \$30,000

Description
 Replacement of 2003 Chevrolet pickup Car 1 at an estimated cost of \$30,000.
 Rescheduled to FY2012 from FY2010.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		30,000									30,000
Total		30,000									30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		30,000									30,000
Total		30,000									30,000

Budget Impact/Other

Project # **FR-2011-001**
 Project Name **Rescue 2**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$207,875

Description
 Replacement of 2001 model Rescue 2.
 Rescheduled to FY2012 from FY2011.

Justification
 Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	0	41,575	41,575	41,575	41,575	41,575					207,875
Total	0	41,575	41,575	41,575	41,575	41,575					207,875

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund	0	41,575	41,575	41,575	41,575	41,575					207,875
Total	0	41,575	41,575	41,575	41,575	41,575					207,875

Budget Impact/Other
 Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$180,000

Project # **FR-2011-002**
 Project Name **Unit 8**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 20 years
 Category Vehicles
 Priority 3 Important

Total Cost \$30,000

Description
 Replacement of 1991 GMC forestry pickup Unit 8 at an estimated cost of \$30,000.
 Rescheduled for FY2012 during preparation of FY2011 budget.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		30,000									30,000
Total		30,000									30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		30,000									30,000
Total		30,000									30,000

Budget Impact/Other

Project # **FR-2012-001**
 Project Name **Base Radio Replacement**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 15 years
 Category Equipment: Miscellaneous
 Priority 1 Critical

Total Cost \$8,500

Description
 Replacement of existing base radio and voter due to FCC change in frequency spacing to 0.25MHz Expenditure based on quote from RCM.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		8,500									8,500
Total		8,500									8,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		8,500									8,500
Total		8,500									8,500

Budget Impact/Other

Project # **FR-2013-001**
 Project Name **Car 4**

Department **Fire-Rescue (FR)**
 Contact **Fire Chief**
 Type **Equipment**
 Useful Life **3 years**
 Category **Vehicles**
 Priority **3 Important**

Total Cost \$0

Description

Replace retired police cruiser assigned as Car 4 in FY2010

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			0								0
Total			0								0

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			0								0
Total			0								0

Budget Impact/Other

Project # **FR-2015-001**
 Project Name **Engine 6**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 20 years
 Category Vehicles
 Priority 3 Important

Total Cost \$433,125

Description
 Replacement of 1995 Ferrara pumper designated as Engine 6. Purchase estimated at a total price of \$375,000 financed by tax exempt municipal lease purchase at 5% over five years. Current Engine 6 is intended to replace Engine 1 (1981 Mack) when replacement is purchased.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings					0	86,625	86,625	86,625	86,625	86,625	433,125
Total					0	86,625	86,625	86,625	86,625	86,625	433,125

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund					0	86,625	86,625	86,625	86,625	86,625	433,125
Total					0	86,625	86,625	86,625	86,625	86,625	433,125

Budget Impact/Other

Project # **FR-2018-001**
 Project Name **Rescue 1**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$202,125

Description

Replacement of 2011 model Rescue 1

Justification

Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Equip/Vehicles/Furnishings								0	40,425	40,425	80,850	121,275
Total								0	40,425	40,425	80,850	

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Capital Equipment Replacement Fund								0	40,425	40,425	80,850	121,275
Total								0	40,425	40,425	80,850	

Budget Impact/Other

Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$175,000

Project # **FR-2018-002**
 Project Name **Rescue 2**

Department Fire-Rescue (FR)
 Contact Fire Chief
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$202,125

Description
 Replacement of 2011 model Rescue 2.

Justification
 Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Equip/Vehicles/Furnishings								0	40,425	40,425	80,850	121,275
Total								0	40,425	40,425	80,850	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Capital Equipment Replacement Fund								0	40,425	40,425	80,850	121,275
Total								0	40,425	40,425	80,850	Total

Budget Impact/Other
 Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$175,000.

Project # IS-2012-001
 Project Name II Server/Software Replacements/Upgrades

Department Information Services (IS)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Information Infrastructure
 Priority 3 Important

Description

Total Cost \$185,000

Replacement of network servers, storage, infrastructure, and software

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		185,000									185,000
Total		185,000									185,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		185,000									185,000
Total		185,000									185,000

Budget Impact/Other

Project # IS-2012-002
 Project Name IT Client/Laptop Replacements/Upgrades

Department Information Services (IS)
 Contact II Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Total Cost \$20,000

Description

Periodic replacement of client desktops/laptops and associated hardware.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		20,000									20,000
Total		20,000									20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		20,000									20,000
Total		20,000									20,000

Budget Impact/Other

Project # IS-2013-001
 Project Name II Client/Laptop Replacements/Upgrades

Department Information Services (IS)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Total Cost \$20,000

Description

Periodic replacement of client desktops/laptops and associated hardware.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			20,000								20,000
Total			20,000								20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			20,000								20,000
Total			20,000								20,000

Budget Impact/Other

Project # **IS-2014-001**
 Project Name **IT Client/Laptop Replacements/Upgrades**

Department Information Services (IS)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Total Cost \$20,000

Description

Periodic replacement of client desktops/laptops and associated hardware

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				20 000							20,000
Total				20,000							20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				20 000							20 000
Total				20,000							20,000

Budget Impact/Other

Project # IS-2015-001
 Project Name II Server/Software Replacements/Upgrades

Department Information Services (IS)
 Contact II Director
 Type Equipment
 Useful Life 3 years
 Category Information Infrastructure
 Priority 3 Important

Total Cost \$135,000

Description

Replacement of network servers, storage, infrastructure, and software

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings					135 000						135 000
Total					135,000						135,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund					135 000						135,000
Total					135,000						135,000

Budget Impact/Other

Project # **IS-2015-002**
 Project Name **II Client/Laptop Replacements/Upgrades**

Department Information Services (IS)
 Contact II Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Total Cost \$20,000

Description
 Periodic replacement of client desktops/laptops and associated hardware

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings					20,000						20,000
Total					20,000						20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund					20,000						20,000
Total					20,000						20,000

Budget Impact/Other

Project # IS-2016-001
 Project Name II Client/Laptop Replacements/Upgrades

Department Information Services (IS)
 Contact II Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Total Cost \$20,000

Description
 Periodic replacement of client desktops/laptops and associated hardware

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings						20,000					20,000
Total						20,000					20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund						20,000					20,000
Total						20,000					20,000

Budget Impact/Other

Project # **IS-2017-001**
 Project Name **II Client/Laptop Replacements/Upgrades**

Department Information Services (IS)
 Contact II Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Description Total Cost \$20,000
 Periodic replacement of client desktops/laptops and associated hardware

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings							20,000				20,000
Total							20,000				20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund							20,000				20,000
Total							20,000				20,000

Budget Impact/Other

Project # **IS-2018-001**
 Project Name **IT Server/Software Replacements/Upgrades**

Department Information Services (IS)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Information Infrastructure
 Priority 3 Important

Total Cost \$135,000

Description
 Replacement of network servers, storage, infrastructure, and software

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings								135,000			135,000
Total								135,000			135,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund								135,000			135,000
Total								135,000			135,000

Budget Impact/Other

Project# IS-2018-002
 Project Name IT Client/Laptop Replacements/Upgrades

Department Information Services (IS)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Description Total Cost \$20,000
 Periodic replacement of client desktops/laptops and associated hardware.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings								20,000			20,000
Total								20,000			20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund								20,000			20,000
Total								20,000			20,000

Budget Impact/Other

Project # **IS-2019-001**
 Project Name **IT Client/Laptop Replacements/Upgrades**

Department Information Services (IS)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Description Total Cost \$20,000
 Periodic replacement of client desktops/laptops and associated hardware.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings									20,000		20,000
Total									20,000		20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund									20,000		20,000
Total									20,000		20,000

Budget Impact/Other

Project# IS-2020-001
 Project Name IT Client/Laptop Replacements/Upgrades

Department Information Services (IS)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 2 Very Important

Description Total Cost \$20,000
 Periodic replacement of client desktops/laptops and associated hardware.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings										20 000	20 000
Total										20,000	20,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund										20,000	20,000
Total										20,000	20,000

Budget Impact/Other

Project# PD-2009-001
 Project Name Digital Recorder

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 10 years
 Category Equipment: Miscellaneous
 Priority 2 Very Important

Description Total Cost \$31,495
 Digital recording system (Exacom) approved by council order 08-105 on July 8, 2008. Total cost of recording system and maintenance agreement of \$31,495 in five equal installments of \$6,299.

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
6,299	Equip/Vehicles/Furnishings	6,299	6,299	6,299	6,299							25,196
Total	Total	6,299	6,299	6,299	6,299							25,196

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
6,299	Capital Equipment Replacement Fund	6,299	6,299	6,299	6,299							25,196
Total	Total	6,299	6,299	6,299	6,299							25,196

Budget Impact/Other

Project # **PD-2009-002**
 Project Name **Crime Lab**

Department Police (PD)
 Contact Police Chief
 Type Improvement
 Useful Life 20 years
 Category Buildings & Improvements
 Priority 2 Very Important

Total Cost \$188,801

Description
 Annual payment for participation in Metro Region Crime Lab at Portland PD Initial payment of \$2,671 in FY2010 (by December 31, 2009), \$8,579 per year for twenty years (2011 - 2030) for facility costs. \$1,455 per year for ten years (2011 - 2020) for equipment costs Windham's share based on

Justification
 Windham's share of regional cost for development of the crime lab

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
2,671	Other	10,034	10,034	10,034	10,034	10,034	10,034	10,034	10,034	10,034	10,034	100,340	85,790
Total	Total	10,034	100,340	Total									

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
2,671	Capital Equipment Replacement Fund	10,034	10,034	10,034	10,034	10,034	10,034	10,034	10,034	10,034	10,034	100,340	85,790
Total	Total	10,034	100,340	Total									

Budget Impact/Other

Project # PD-2009-003
 Project Name Communications & Other Equipment

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 10 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Total Cost \$108,397

Description

Lease-purchase on equipment for public safety building renovations/technology upgrade on \$100,914 over five years at 3.75%. See Council order 09-32 (2/24/2009).
 Prepayment of the remaining three years authorized by Council order 11-091 (5/24/2011), reducing total project cost by about \$4,150.

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
22,509	Equip/Vehicles/Furnishings	85,888										85,888
Total	Total	85,888										85,888

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
22,509	Capital Equipment Replacement Fund	85,888										85,888
Total	Total	85,888										85,888

Budget Impact/Other

Project # PD-2011-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$62,688

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Reduced to three cruisers for FY2011

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	62,688										62,688
Total	62,688										62,688

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund	62,688										62,688
Total	62,688										62,688

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

Project # **PD-2012-001**
 Project Name **Cruiser Replacements**

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		88,000									88,000
Total		88,000									88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		88,000									88,000
Total		88,000									88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2012-002
 Project Name Supervisor Patrol Vehicle

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 2 Very Important

Total Cost \$30,000

Description
 SUV for supervisor use and transporting tactical equipment

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		30,000									30,000
Total		30,000									30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		30,000									30,000
Total		30,000									30,000

Budget Impact/Other

Project # PD-2012-003
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description

Replacement of four ruggedized laptop computers for patrol cruisers.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		18,000									18,000
Total		18,000									18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		18,000									18,000
Total		18,000									18,000

Budget Impact/Other

Project # PD-2012-004
 Project Name ACO Truck Replacement

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 3 Important

Total Cost \$26,000

Description

Replacement of ACO truck with 1/2 ton extended cab 4x4.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		26,000									26,000
Total		26,000									26,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		26,000									26,000
Total		26,000									26,000

Budget Impact/Other

Project # **PD-2013-001**
 Project Name **Cruiser Replacements**

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers. vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			88,000								88,000
Total			88,000								88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			88,000								88,000
Total			88,000								88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated

Project # PD-2013-002
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description
 Replacement of four ruggedized laptop computers for patrol cruisers

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			18,000								18,000
Total			18,000								18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			18,000								18,000
Total			18,000								18,000

Budget Impact/Other

Project # PD-2014-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				88,000							88,000
Total				88,000							88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				88,000							88,000
Total				88,000							88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2014-002
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description

Replacement of four ruggedized laptop computers for patrol cruisers

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				18 000							18,000
Total				18,000							18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				18 000							18 000
Total				18,000							18,000

Budget Impact/Other

Project # PD-2015-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings					88,000						88,000
Total					88,000						88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund					88,000						88,000
Total					88,000						88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated

Project # PD-2015-002
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description

Replacement of four ruggedized laptop computers for patrol cruisers

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings					18,000						18,000
Total					18,000						18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund					18,000						18,000
Total					18,000						18,000

Budget Impact/Other

Project # PD-2016-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings						88,000					88,000
Total						88,000					88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund						88,000					88,000
Total						88,000					88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated

Project # PD-2016-002
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description
 Replacement of four ruggedized laptop computers for patrol cruisers

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings						18,000					18,000
Total						18,000					18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund						18,000					18,000
Total						18,000					18,000

Budget Impact/Other

Project # PD-2017-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings							88,000				88,000
Total							88,000				88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund							88,000				88,000
Total							88,000				88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2017-002
 Project Name Supervisor Patrol Vehicle

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 2 Very Important

Total Cost \$30,000

Description
 SUV for supervisor use and transporting tactical equipment

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings							30,000				30,000
Total							30,000				30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund							30,000				30,000
Total							30,000				30,000

Budget Impact/Other

Project # PD-2017-003
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description
 Replacement of four ruggedized laptop computers for patrol cruisers

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings							18,000				18,000
Total							18,000				18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund							18,000				18,000
Total							18,000				18,000

Budget Impact/Other

Project # PD-2017-004
 Project Name ACO Truck Replacement

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 3 Important

Total Cost \$26,000

Description

Replacement of ACO truck with 1/2 ton extended cab 4x4

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings							26 000				26 000
Total							26,000				26,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund							26 000				26 000
Total							26,000				26,000

Budget Impact/Other

Project # PD-2018-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings								88,000			88,000
Total								88,000			88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund								88,000			88,000
Total								88,000			88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2018-002
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description
 Replacement of four ruggedized laptop computers for patrol cruisers

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings								18,000			18,000
Total								18,000			18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund								18,000			18,000
Total								18,000			18,000

Budget Impact/Other

Project # PD-2019-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings									88,000		88,000
Total									88,000		88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund									88,000		88,000
Total									88,000		88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

Project # **PD-2019-002**
 Project Name **Cruiser Laptop Replacements**

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description
 Replacement of four ruggedized laptop computers for patrol cruisers.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings									18,000		18,000
Total									18,000		18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund									18,000		18,000
Total									18,000		18,000

Budget Impact/Other

Project # PD-2020-001
 Project Name Cruiser Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Vehicles
 Priority 1 Critical

Total Cost \$88,000

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings										88,000	88,000
Total										88,000	88,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund										88,000	88,000
Total										88,000	88,000

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated

Project # PD-2020-002
 Project Name Cruiser Laptop Replacements

Department Police (PD)
 Contact Police Chief
 Type Equipment
 Useful Life 3 years
 Category Equipment: Computers
 Priority 1 Critical

Total Cost \$18,000

Description

Replacement of four ruggedized laptop computers for patrol cruisers

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings										18 000	18,000
Total										18,000	18,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund										18 000	18 000
Total										18,000	18,000

Budget Impact/Other

Project # PW-2009-001

Project Name Backhoe 21

Department Public Works (PW)

Contact Public Works Director

Type Equipment

Useful Life 20 years

Category Vehicles

Priority 3 Important

Total Cost \$91,545

Description

Payments on lease-purchase of \$82,430 over five years at 3.6% for 2008 Caterpillar 420E IT backhoe/loader.

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
18,309	Equip/Vehicles/Furnishings	18,309	18,309	18,309	18,309							73,236
Total	Total	18,309	18,309	18,309	18,309							73,236

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
18,309	Capital Equipment Replacement Fund	18,309	18,309	18,309	18,309							73,236
Total	Total	18,309	18,309	18,309	18,309							73,236

Budget Impact/Other

Project# PW-2010-001
 Project Name Truck 06

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$163,320

Description

Replacement of 1997 Ford L-8000 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.
 Replaced at a cost of \$145,585 (see Council order 09-92 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 7 and Trackless 24. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects
 See attached documents.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	32,664	32,664	32,664	32,664	32,664						163,320
Total	32,664	32,664	32,664	32,664	32,664						163,320

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund	32,664	32,664	32,664	32,664	32,664						163,320
Total	32,664	32,664	32,664	32,664	32,664						163,320

Budget Impact/Other

Project # PW-2010-002
 Project Name Truck 07

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$163,320

Description

Replacement of 1997 Ford L-8000 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%
 Replaced at a cost of \$145,585 (see Council order 09-92 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 6 and Trackless 24. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects
 See attached documents.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	32,664	32,664	32,664	32,664	32,664						163,320
Total	32,664	32,664	32,664	32,664	32,664						163,320

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund	32,664	32,664	32,664	32,664	32,664						163,320
Total	32,664	32,664	32,664	32,664	32,664						163,320

Budget Impact/Other

Project # PW-2010-003

Project Name Trackless 24

Department Public Works (PW)
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Vehicles
Priority 2 Very Important

Total Cost \$125,145

Description

Replacement of 1996 Trackless MT-5 mower, sidewalk sweeper/snowthrower at an estimated cost of \$135,000 to \$160,000 (\$160,000 used for planning purposes) financed through a municipal lease-purchase agreement over five years at 5%.

Replaced at a cost of \$111,985 (see Council order 09-93 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 6 and Truck 7. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects.

See attached documents.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	25,029	25,029	25,029	25,029	25,029						125,145
Total	25,029	25,029	25,029	25,029	25,029						125,145

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund	25,029	25,029	25,029	25,029	25,029						125,145
Total	25,029	25,029	25,029	25,029	25,029						125,145

Budget Impact/Other

Project# PW-2011-001
 Project Name Truck 02

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$167,500

Description

Replacement of 2000 Internation 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.
 Rescheduled to FY2012 with payments to begin FY2013 as part of budget preparation for FY2011 Further rescheduled to FY2013 with payments beginning in FY2014 as part of budget preparation for FY2012 in consultation with the public works director and vehicle maintenance supervisor.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			0	33,500	33,500	33,500	33,500	33,500			167,500
Total			0	33,500	33,500	33,500	33,500	33,500			167,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			0	33,500	33,500	33,500	33,500	33,500			167,500
Total			0	33,500	33,500	33,500	33,500	33,500			167,500

Budget Impact/Other

Project # PW-2011-002
 Project Name Truck 03

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$167,500

Description

Replacement of 2000 International 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%
 Rescheduled to FY2012 with payments to begin FY2013 as part of budget preparation for FY2011. Further rescheduled to FY2013 with payments beginning in FY2014 as part of budget preparation for FY2012 in consultation with the public works director and vehicle maintenance supervisor.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			0	33,500	33,500	33,500	33,500	33,500			167,500
Total			0	33,500	33,500	33,500	33,500	33,500			167,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			0	33,500	33,500	33,500	33,500	33,500			167,500
Total			0	33,500	33,500	33,500	33,500	33,500			167,500

Budget Impact/Other

Project# PW-2011-003
 Project Name Truck 12

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Description Total Cost \$69,500
 Replacement of 2000 Ford F-550 2-ton 6-wheel dump truck at an estimated cost of \$60,000 financed through a municipal lease-purchase agreement over five years at 5%

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	0	13,900	13,900	13,900	13,900	13,900					69,500
Total	0	13,900	13,900	13,900	13,900	13,900					69,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		13,900	13,900	13,900	13,900	13,900					69,500
Total		13,900	13,900	13,900	13,900	13,900					69,500

Budget Impact/Other

Project# PW-2011-004
 Project Name Pickup 80

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 3 Important

Total Cost \$0

Description
 Replacement of 1994 Chevrolet 1500 fleet 1/2 ton pickup, rotated from one of the front line pickups and fitted with toolboxes and fuel tank.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		0									0
Total		0									0

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		0									0
Total		0									0

Budget Impact/Other

Project # **PW-2011-005**
 Project Name **Pickup 96**

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 8 years
 Category Vehicles
 Priority 3 Important

Total Cost \$40,000

Description
 Replacement of 2003 Chevrolet 2500 3/4 ton 4x4 pickup and plow at an estimated cost of \$40,000
 Rescheduled to FY2012 as part of budget preparation for FY2011.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		40,000									40,000
Total		40,000									40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		40,000									40,000
Total		40,000									40,000

Budget Impact/Other

Project # **PW-2012-001**
 Project Name **Truck 01**

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$196,500

Description

Replacement of 2000 International 10-wheel dump truck at an estimated cost of \$170,000 financed through a municipal lease-purchase agreement over five years at 5% Trade-in value may reduce the overall cost which will reduce payments in subsequent years, which will then be adjusted to reflect the lower net purchase price and funding needed to make annual lease-purchase payments

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		0	39,300	39,300	39,300	39,300	39,300				196,500
Total		0	39,300	39,300	39,300	39,300	39,300				196,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		0	39,300	39,300	39,300	39,300	39,300				196,500
Total		0	39,300	39,300	39,300	39,300	39,300				196,500

Budget Impact/Other

Project # **PW-2012-002**
 Project Name **Mower**

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Equipment: PW Equip
 Priority 2 Very Important

Total Cost \$9,500

Description

Replacement of Walker riding mower for grounds and cemetery maintenance at an estimated cost of \$9,500

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		9,500									9,500
Total		9,500									9,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		9,500									9,500
Total		9,500									9,500

Budget Impact/Other

Project # PW-2012-003
 Project Name Sweeper 23

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Equipment: PW Equip
 Priority 3 Important

Total Cost \$185,000

Description

Replacement of 2002 Johnson 3000 street sweeper at an estimated cost of 160,000 financed through a municipal lease-purchase agreement for five years at 5%
 Rescheduled for acquisition in FY2013 per consultation with public works director and vehicle maintenance supervisor.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			0	37,000	37,000	37,000	37,000	37,000			185,000
Total			0	37,000	37,000	37,000	37,000	37,000			185,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			0	37,000	37,000	37,000	37,000	37,000			185,000
Total			0	37,000	37,000	37,000	37,000	37,000			185,000

Budget Impact/Other

Project # PW-2012-004
 Project Name Pickup 97

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 8 years
 Category Vehicles
 Priority 3 Important

Total Cost \$40,000

Description
 Replacement of 2003 Chevrolet 2500 3/4 ton 4x4 pickup and plow at an estimated cost of \$40,000.
 Rescheduled to FY2013 as part of budget preparation for FY2011. Further rescheduled back to FY2012 due to condition.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		40,000									40,000
Total		40,000									40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		40,000									40,000
Total		40,000									40,000

Budget Impact/Other

Project# PW-2013-001

Project Name Truck 08

Department Public Works (PW)

Contact Public Works Director

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 3 Important

Total Cost \$167,500

Description

Replacement of 2003 International 7500 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%,

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			0	33,500	33,500	33,500	33,500	33,500			167,500
Total			0	33,500	33,500	33,500	33,500	33,500			167,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			0	33,500	33,500	33,500	33,500	33,500			167,500
Total			0	33,500	33,500	33,500	33,500	33,500			167,500

Budget Impact/Other

Project# PW-2013-002

Project Name Pickup 81

Department Public Works (PW)
Contact Public Works Director
Type Equipment
Useful Life 8 years
Category Vehicles
Priority 3 Important

Total Cost \$40,000

Description

Replacement of 2005 Chevrolet 3500 1 ton 4x4 pickup and plow at an estimated cost of \$40,000

Rescheduled to FY2014 as part of budget preparation for FY2011.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				40,000							40,000
Total				40,000							40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				40,000							40,000
Total				40,000							40,000

Budget Impact/Other

Project # **PW-2014-001**
 Project Name **Truck 09**

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$196,500

Description
 Replacement of 2004 International 7600 10-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				0	39,300	39,300	39,300	39,300	39,300		196,500
Total				0	39,300	39,300	39,300	39,300	39,300		196,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				0	39,300	39,300	39,300	39,300	39,300		196,500
Total				0	39,300	39,300	39,300	39,300	39,300		196,500

Budget Impact/Other

Project # PW-2014-002
 Project Name Loader 25

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 15 years
 Category Equipment: PW Equip
 Priority 3 Important

Total Cost \$231,000

Description

Replacement of 2001 John Deere 624H loader and plow at an estimated cost of \$200,000 to be financed through a municipal lease-purchase agreement for five years at 5%

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				0	46,200	46,200	46,200	46,200	46,200		231,000
Total				0	46,200	46,200	46,200	46,200	46,200		231,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				0	46,200	46,200	46,200	46,200	46,200		231,000
Total				0	46,200	46,200	46,200	46,200	46,200		231,000

Budget Impact/Other

Project # PW-2014-003
 Project Name Pickup 99

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 8 years
 Category Vehicles
 Priority 3 Important

Total Cost \$40,000

Description
 Replacement of 2004 Chevrolet 2500 3/4 ton 4x4 pickup and plow at an estimated cost of \$40,000.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				40,000							40,000
Total				40,000							40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				40,000							40,000
Total				40,000							40,000

Budget Impact/Other

Project # PW-2014-004
 Project Name Pickup 84

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 8 years
 Category Vehicles
 Priority 3 Important

Total Cost \$40,000

Description
 Replacement of 2005 Chevrolet 3500 1 ton 4x4 pickup and plow at an estimated cost of \$40,000.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				40,000							40,000
Total				40,000							40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				40,000							40,000
Total				40,000							40,000

Budget Impact/Other

Project # **PW-2016-001**
 Project Name **Truck 10**

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$138,750

Description

Replacement of 2006 International 7300 6-wheel dump truck (25,999 GVW extended cab) at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%,

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Equip/Vehicles/Furnishings							27,750	27,750	27,750	27,750	111,000	27,750
Total							27,750	27,750	27,750	27,750	111,000	

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Capital Equipment Replacement Fund							27,750	27,750	27,750	27,750	111,000	27,750
Total							27,750	27,750	27,750	27,750	111,000	

Budget Impact/Other

Project # **PW-2016-002**
 Project Name **Truck 11**

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$167,500

Description

Replacement of 2006 International 7500 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%,

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Equip/Vehicles/Furnishings							33,500	33,500	33,500	33,500	134,000	33,500
Total							33,500	33,500	33,500	33,500	134,000	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Capital Equipment Replacement Fund							33,500	33,500	33,500	33,500	134,000	33,500
Total							33,500	33,500	33,500	33,500	134,000	Total

Budget Impact/Other

Project # PW-2016-003
 Project Name Skidsteer 28

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 15 years
 Category Equipment: PW Equip
 Priority 3 Important

Total Cost \$40,000

Description

Replacement of 2001 skidsteer tractor. Estimated at \$40,000

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings						40,000					40,000
Total						40,000					40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund						40,000					40,000
Total						40,000					40,000

Budget Impact/Other

Project # PW-2017-001
 Project Name Truck 05

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Total Cost \$167,500

Description
 Replacement of 2007 International 7500 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Equip/Vehicles/Furnishings								33,500	33,500	33,500	100,500	67,000
Total								33,500	33,500	33,500	100,500	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Capital Equipment Replacement Fund								33,500	33,500	33,500	100,500	67,000
Total								33,500	33,500	33,500	100,500	Total

Budget Impact/Other

Project # PW-2018-001
 Project Name Loader 27

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 15 years
 Category Equipment: PW Equip
 Priority 3 Important

Total Cost \$231,000

Description

Replacement of 2002 Caterpillar 938G loader and plow at an estimated cost of \$200,000 to be financed through a municipal lease-purchase agreement for five years at 5%

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Equip/Vehicles/Furnishings									46,200	46,200	92,400	138,600
Total									46,200	46,200	92,400	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Capital Equipment Replacement Fund									46,200	46,200	92,400	138,600
Total									46,200	46,200	92,400	Total

Budget Impact/Other

Project # IM-2006-001
 Project Name PW/Fire Truck LP

Department Town Mgr/Finance (TM)
 Contact Town Manager
 Type Equipment
 Useful Life Varies
 Category Vehicles
 Priority 3 Important

Total Cost \$491,220

Description
 Pre-existing lease-purchase agreement for 2005 Typhoon fire truck and 2006 Kenworth dump truck (Truck 10) for a total principal amount of \$435,282.65 for five years at 4.17%

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
392,976	Equip/Vehicles/Furnishings	98,244										98,244
Total	Total	98,244										98,244

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
392,976	Capital Equipment Replacement Fund	98,244										98,244
Total	Total	98,244										98,244

Budget Impact/Other

Project # **IM-2009-001**
 Project Name **Financial System Upgrade/Replacement**

Department Town Mgr/Finance (IM)
 Contact Town Manager
 Type Equipment
 Useful Life 10 years
 Category Information Infrastructure
 Priority 1 Critical

Total Cost \$214,500

Description

Upgrade/replacement of the town's financial accounting system software and hardware Estimated \$200,000 financed over three years at about 3.5%.

Justification

Current software is being phased out.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings				71,500	71,500	71,500					214,500
Total				71,500	71,500	71,500					214,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund				71,500	71,500	71,500					214,500
Total				71,500	71,500	71,500					214,500

Budget Impact/Other

Project # **IM-2011-001**
 Project Name **IT Replacements/Upgrades**

Department Town Mgr/Finance (TM)
 Contact IT Director
 Type Equipment
 Useful Life 3 years
 Category Information Infrastructure
 Priority 3 Important

Total Cost \$35,000

Description
 Regular replacement/upgrade of computer desktops/thin clients/notebooks, servers and related software, other than those deployed in police and fire/rescue vehicles.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings	35,000										35,000
Total	35,000										35,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund	35,000										35,000
Total	35,000										35,000

Budget Impact/Other

Project # **TM-2012-001**
 Project Name **Multifunction Device Replacements**

Department Town Mgr/Finance (TM)
 Contact Town Manager
 Type Equipment
 Useful Life 7 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Total Cost \$30,000

Description
 Replacement of multifunction devices (printer/scanner/copier/fax) in the town offices:
 - Town Manager's Office
 - Tax/MV/Town Clerk
 - Code Enforcement/Assessing/Planning
 - Parks and Recreation

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings		30,000									30,000
Total		30,000									30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund		30,000									30,000
Total		30,000									30,000

Budget Impact/Other

Project # **TM-2013-001**
 Project Name **Multifunction Device Replacements**

Department Town Mgr/Finance (TM)
 Contact Town Manager
 Type Equipment
 Useful Life 6 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Total Cost \$30,000

Description

Replacement of multifunction devices (printer/scanner/copier/fax) in the following locations:
 - Public Safety (2)
 - Library
 - Public Works

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings			30,000								30,000
Total			30,000								30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund			30,000								30,000
Total			30,000								30,000

Budget Impact/Other

Project # **TM-2018-001**
 Project Name **Multifunction Device Replacements**

Department Town Mgr/Finance (TM)
 Contact Town Manager
 Type Equipment
 Useful Life 7 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Total Cost \$30,000

Description
 Replacement of multifunction devices (printer/scanner/copier/fax) in the town offices:
 - Town Manager's Office
 - Tax/MV/Town Clerk
 - Code Enforcement/Assessing/Planning
 - Parks and Recreation

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings								30,000			30,000
Total								30,000			30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund								30,000			30,000
Total								30,000			30,000

Budget Impact/Other

Project # **IM-2019-001**
 Project Name **Multifunction Device Replacements**

Department Town Mgr/Finace (TM)
 Contact Town Manager
 Type Equipment
 Useful Life 7 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Total Cost \$30,000

Description
 Replacement of multifunction (printer/copier/scanner/fax) devices in the town offices:
 - Town Manager's Office
 - Tax/MV/Town Clerk
 - Code Enforcement/Assessing/Planning
 - Parks and Recreation

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Equip/Vehicles/Furnishings									30 000		30 000
Total									30,000		30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Equipment Replacement Fund									30 000		30 000
Total									30,000		30,000

Budget Impact/Other

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

9120 - ROAD IMPROVEMENTS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42190	Contracted Services	275,112	394,550	255,537	394,550	394,550	542,500
		<u>275,112</u>	<u>394,550</u>	<u>255,537</u>	<u>394,550</u>	<u>394,550</u>	<u>542,500</u>
	Manager's Part II Appropriations					<u>255,450</u>	
						650,000	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9120 – ROAD IMPROVEMENTS

OVERVIEW

This account is used for capital improvements on the roads. This would include drainage improvements, reclaiming road surfaces, paving, major equipment rental needed for road projects, engineering, and all related materials pertaining to the job.

ACCOUNT DETAIL

42190 Contracted Services

Most of the expense associated with road improvements is contract paving costs. Other expenses that are charged to this account include materials used in preparing a road for repaving, equipment rental, and the pavement condition rating (PCR) survey that is required every three years under GASB 34.

Funding for FY 2011 been reduced from \$500,000 to \$394,550; funds were also carried over from FY 2010. The manager's Part I proposal does not add to this funding level, but Part II proposes to increase annual funding in 2012 to \$650,000. Prior to FY 2011 annual road improvement funding had been level at \$500,000 since FY 2000. Combined, normal deterioration in the town's roads and increases in oil and asphalt costs have eroded the amount of annual road improvements this level of funding will accomplish.

Considering both the improvements recommended over the three year PCR cycle and increased paving costs, the manager's Part II budget proposal increases funding to \$650,000 in FY 2012, funded 50-50 from fund balance and property taxes. In order to reach a level closer to meeting the town's obligation to preserve the assets entrusted to it and its responsibility for the urban compact portion of state roads, funding is recommended to increase to approximately \$750,000 in FY 2013 and \$850,000 in FY 2014. At that time a new PCR survey will be conducted as a guide to road improvement projects and funding for the next three years.

The finance committee reduced the amount of additional road funding to \$147,950 from \$255,450 as proposed by the manager for a total of \$542,500.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

9130 - TOWN LAND AND BUILDING IMPROVEMENTS

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42030	Professional Services	-	-	-	-	-	-
42260	Contracted Services	22,062	100,000	4,883	100,000	100,000	119,000
44020	Land Improvements	264,009	260,000	-	260,000	260,000	260,000
		<u>286,071</u>	<u>360,000</u>	<u>4,883</u>	<u>360,000</u>	<u>360,000</u>	<u>379,000</u>
	Manager's Part II Appropriations					<u>25,000</u>	
						<u>385,000</u>	
Breakdown of account 42260							
	Building Improvements		100,000		100,000	100,000	119,000
			<u>100,000</u>		<u>100,000</u>	<u>100,000</u>	<u>119,000</u>
	Manager's Part II Appropriations					<u>25,000</u>	
						<u>125,000</u>	
Breakdown of account 44020:							
	Municipal Development District - Roosevelt Promenade		210,000		210,000	210,000	210,000
	Municipal Development District - Pipeline TIF Transfer Out		50,000		50,000	50,000	50,000
			<u>260,000</u>		<u>260,000</u>	<u>260,000</u>	<u>260,000</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9130 – LAND & BUILDING IMPROVEMENTS

This account provides for services and materials for major improvements and repairs to town owned land and buildings, contributions to land and building improvement funds that carry over from year to year for larger projects, and serves as a pass-thru account for TIF funds that are collected as tax revenue in the general fund and appropriated to their respective TIF funds.

42260 Contracted Services \$ 100,000

Contracted services, materials and other expenses associated with significant land and building repair and improvement projects.

Part I Projects for 2011-2012:

Library

1	Renew children's area windows	\$ 800
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Total, Library		800
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Town Offices

1	Alarm system additions	2,400
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1	Renew annex roof	24,000
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Total, Town Offices		26,400
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Public Safety Building

1	Exterior brick work	15,000
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1	Repair fire parking area	6,000
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1	Renew carpeting	3,500
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1	Renew rear entryway flooring	3,000
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Total, Public Safety Building		27,500
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TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9130 – LAND & BUILDING IMPROVEMENTS

North Windham Fire Station

1	Install emergency generator	18,000
1	Repave apron and parking lot	16,000

Total, North Windham Fire Station 34,000

Health Council Loan Closet

1	Pave parking area	2,500
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Total, Health Council Loan Closet 2,500

Contingency 8,800

Total, Part I, All Locations \$100,000

Part II Projects for 2011-2012:

Public Works

2	Automated security gate	\$ 6,000
2	Sand/salt shed emergency power	3,000

Total, Public Works 9,000

South Windham Fire Station

1	New boiler	16,000
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Total, South Windham Fire Station 16,000

Total, Part II, All Locations \$ 25,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9130 – LAND & BUILDING IMPROVEMENTS

The finance committee reduced the amount of additional (Part II) building improvement projects by \$6,000 to \$19,000 by eliminating the security gate at public works until more information is provided.

Part II projects are proposed to be funded 50-50 by fund balance and property taxes.

44020 Land Improvements

TIF revenues in R0400 are appropriated through this account and go to their respective funds (the Pipeline TIF Fund or the Roosevelt Promenade TIF Fund).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

9170 - SEWER

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
42190	Contracted Services	-	-	-	-	-	-
44120	Portland Water District Assessment	343,461	351,756	205,191	351,756	351,756	351,756
		<u>343,461</u>	<u>351,756</u>	<u>205,191</u>	<u>351,756</u>	<u>351,756</u>	<u>351,756</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9170 – SEWER

44120 Payments to the Portland Water District for operating and capital costs associated with the South Windham sewer system and Little Falls Wastewater Conveyance.

This account is offset by sewer user fees in revenue account R0450, which reflects estimated revenues from the users of the system, and includes the Maine Correctional System as the biggest user.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

9510 - BONDED DEBT

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
46010	Debt Principal	150,000	150,000	150,000	150,000	150,000	150,000
46020	Debt Interest	89,625	85,031	43,688	79,969	79,969	79,969
		<u>239,625</u>	<u>235,031</u>	<u>193,688</u>	<u>229,969</u>	<u>229,969</u>	<u>229,969</u>
Principal							
	Road Improvement Bonds				<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
					150,000	150,000	150,000
Interest							
	Road Improvement Bonds				<u>79,969</u>	<u>79,969</u>	<u>79,969</u>
					79,969	79,969	79,969

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9510 – BONDED DEBT

Payments on outstanding principal and interest on the town's bonds are paid from this account. At this point the town is repaying \$3 million in bonds for road improvements authorized in 2000 and issued in 2003.

As of June 30, 2010 the remaining principal balance was \$2.1 million. Annual principal payments are \$150,000; interest payments decrease annually based on the remaining bonds. These bonds will be fully paid in November 2023.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

9910 - GENERAL CONTINGENCY FUND							
acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
40301	Supplies and Materials	-	100,000	-	100,000	100,000	100,000
		<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9910 – GENERAL CONTINGENCY FUND

This is one of two contingency funds included in the annual budget and offset by fund balance (i.e. no additional property taxes were raised to fund it). The purpose of this account is to provide flexibility to the Council in dealing with unforeseen problems or opportunities without seeking a supplemental appropriation by calling a special town meeting.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2011-2012

9920 - ENERGY & WEATHER EMERGENCY FUND

acct	description	FY 2010 actual	FY 2011 approved	FY 2011 ytd (1/31)	FY 2012 preliminary	FY 2012 manager	FY 2012 council
43010	Emergency Fund	-	100,000	-	100,000	100,000	100,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	100,000	-	100,000	100,000	100,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2011-2012

9920 – ENERGY & WEATHER EMERGENCY FUND

This is one of two contingency funds included in the annual budget and offset by fund balance (i.e. no additional property taxes were raised to fund it). It was established specifically to address the challenges presented by an unusually severe winter and expenses such as overtime and road salt in public works, or to deal with energy price spikes without adding unnecessarily to department budgets and without seeking a supplemental appropriation by calling a special town meeting.