

---

---

**MEMORANDUM**

---

---

**TO:** CAPE ELIZABETH TOWN COUNCIL  
**FROM:** MATTHEW E STURGIS, TOWN MANAGER  
**SUBJECT:** DRAFT STATEMENT OF POLICY FOR REVENUES GENERATED BY PAY AND DISPLAY  
PARKING AT FORT WILLIAMS PARK  
**DATE:** 4/3/2019  
**CC:** FILE

---

On Monday, March 18, 2019 the Town Council held a workshop with one agenda item on traffic regulations and pay and display parking at Fort Williams Park. During the course of the discussion the council raised the concept of the need for developing a policy toward the use of revenues received as a result of installing pay and display parking for non-resident patrons of Fort Williams Park. The general consensus of the council was that such a statement of policy should be brief and provide a level of flexibility that it would not result in undesirable consequences by being too narrowly defined. The intent of this memo is to provide an initial draft of a policy statement for the council to consider and then refer to a planned workshop on April 25, 2019.

The initial statement of policy for council discussion and referral is the following:

“Revenues generated by the pay and display parking program at Fort Williams Park will be primarily employed in offsetting the following: the operational expenses of Fort Williams Park, long term capital needs of the Town, and general municipal operating expenses.”

The intent of this initial statement again is to serve as a starting point for council discussion as you consider establishing such an instrument.