



**Town of Cape Elizabeth, Maine
Budget
Fiscal Year 2024
July 1, 2023-June 30, 2024**

March 3, 2023

To: Chairman Gabrielson, Finance Chair Boucher, and Members of the Town Council:

Submitted herewith is the recommended municipal budget for Fiscal Year 2024.

The budget includes all ongoing municipal departments and community services. With the assistance of the Finance Director, various elements of the municipal budget are in line with the prior year's format, with the continuation of cost centers under departments consolidated under their departments. The total combined municipal and community services budget for this year is \$18,465,267. This is offset with by revenues from all sources in the amount of \$10,568,140. The amount to be collected from property taxes is proposed to be \$7,897,127, which is 11.12% more than last year. As proposed, the budget will provide a net to taxes increase of 7.02%, or \$0.30 increase on the Town portion of the tax rate. The average 5-year increase in the municipal tax rate is 1.78%. This year's municipal segment of the budget would equate to a \$105 increase on a home valued at \$350,000, or \$8.75 per month. This year's budget is focused on providing the best public services to the Town, while also retaining current employees and attracting new employees for vacant or positions anticipated to open. The budget is also targeted to meet the stated council goals for FY 2024 with

Below are highlighted expense details that are important to this year's budget:

- 54% of the municipal budget is personnel expenses, this includes a 6% average wage increase for all employees due to cost of living increases, salary pressures in the employment market, and pressures of inflation and increases in health insurance borne by the employees. The increase is targeted to retain current employees and attract new ones in the event of vacancies.
- The budget contains significant capital item purchases in line with the planned capital improvement plan. The capital plan for this year continues investment in planning for our public works infrastructure with planning and engineering work for the replacement of a significant culvert at the intersection of Hobstone and Mitchell Road, drainage improvements at Casino Beach, and the Town Center intersection. Where available, the Town is aggressively pursuing grant funding for each future project.
- There is a planned replacement of the Public Works Department front-end loader, utility vehicle, and pickup truck replacement, estimated at a total of \$351,000. All of these items are projected to be acquired by lease purchase financing and all will outlive the financing term.
- The capital plan also includes the replacement of two police cruisers. The estimated cost of \$124,000 will be financed by lease purchase.
- There is an investment in the security of the Town Hall, Public Works, Police Department, Fire Department, and Community Services at \$80,000.
- Continued investment in the conversion to the Town's accounting, payroll, and financial system at \$84,573.
- Final investment in the completion of the Town's tax assessment update at \$95,000.
- Finally, there is significant investment in Fort Williams Park in concert with implementation of the Master Plan. The children's playground is planned for relocation, dredging maintenance work at the pond, conversion and maintenance of the pickle ball courts, resurfacing of the tennis courts, and planning and engineering work for the Powers Road safety improvements.
- Offsetting these increases in capital expense is a use of the unassigned fund balance in the amount of \$1,600,000 toward capital improvements and against annual operating expenses. This will lower the current amount of unassigned funds, but keep the overall level of unassigned funds properly inline with the current policy.

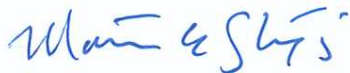
- Additional funding applied from the infrastructure fund to offset capital expense at \$70,000.
- Revenues from sources other than the property tax are projected to have a net decrease. Residents have been buying newer motor vehicles and thus monthly collections have been improving, however there are continued inventory challenges limiting excise revenues. The budget projects \$2.7 million in excise taxes, which is a decrease over the current year. Community Services revenues were adjusted to further reflect the current tracking revenues, specifically in Cape Care and in Richards Pool fees. Revenue for pay and display parking fees at Fort Williams Park is estimated to be \$700,000 in its fifth year, with the increase due to increase in parking rates and the addition of April and half of November to the revenue months. Finally, in the State budget, there is a forecast increase in Revenue Sharing, and revenues reflect the most recent estimated.

The municipal budget also aims to address and fund efforts to meet the stated goals of the Town Council. This budget works to provide:

- Reliable public and emergency services with the purchase of the new front end loader and police cruisers. Includes additional Fire / EMS staffing to meet community needs and reduction in volunteer forces.
- Providing public and community services for all ages by funding Community Services and the Thomas Memorial Library.
- Promote spaces and connections for diverse physical activities with active programming with Community Services and infrastructure investments like the new Town Center sidewalks.
- Provides funding for the Town's communication infrastructure such as CETV, the Town website, and a new subscription service for engaging residents based on their interest areas in Town government. Also providing funding for an improving municipal communications with funds for staffing, by either contract or part-time employee efforts.
- Providing funding for the study and creation of a municipal climate action plan.
- Invests in existing staff by funding training and professional development and meeting market pressures on compensation.
- Continues funding resource sharing by funding Animal Control and Harbormaster duties in coordination with South Portland and Scarborough.
- Funds succession planning within departments where applicable.

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

Respectfully submitted,

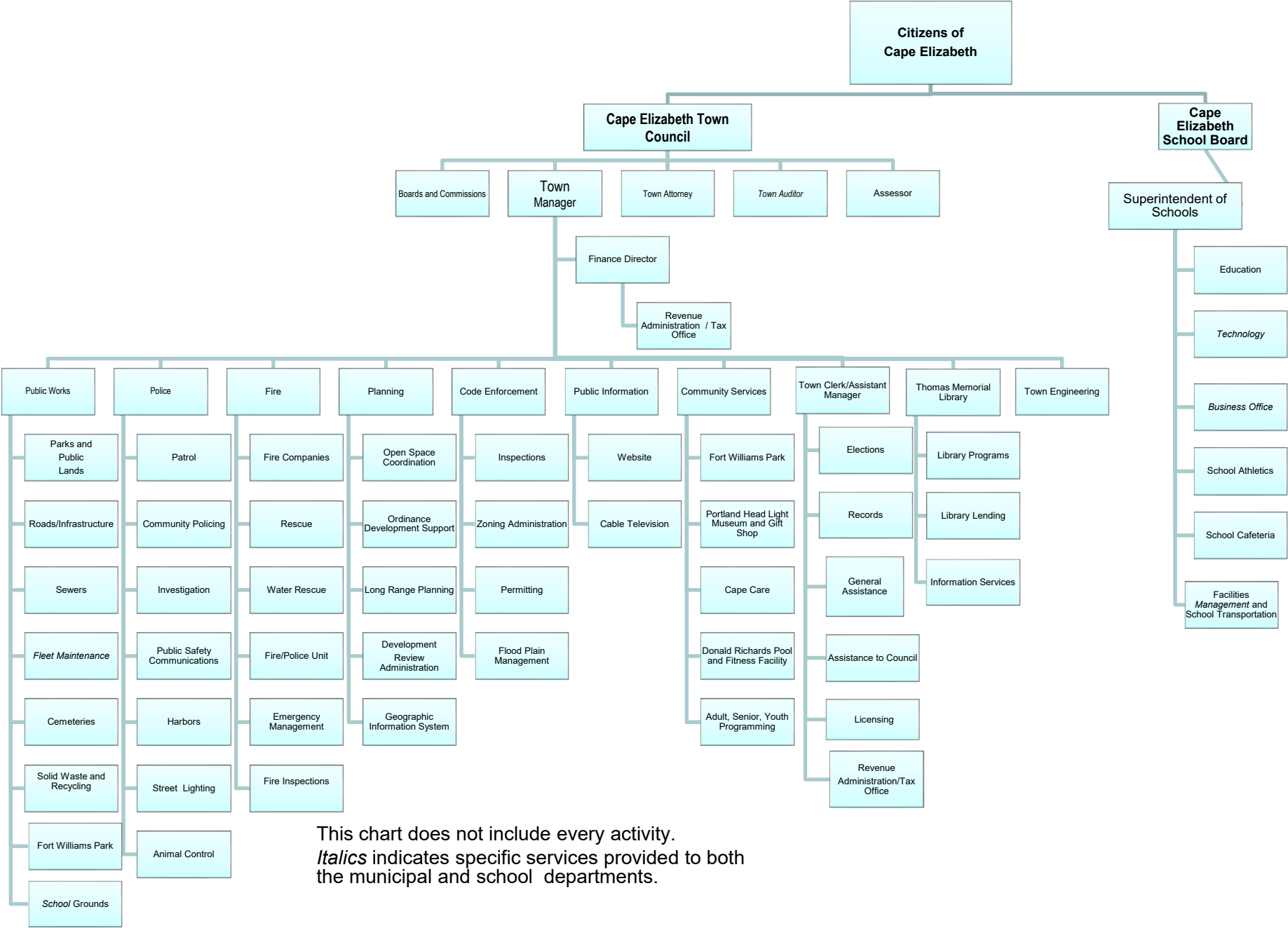


Matthew E Sturgis
Town Manager

**Town of Cape Elizabeth
Budget Review Schedule FY 2024**

	FY 2024	
Budget Submittal Dates		
Draft Municipal department budgets due to town manager	Friday, January 20, 2023	Not a meeting
Manager's recommended Municipal budget delivered to Town Council	Friday, March 3, 2023	Not a meeting
School Board recommended budget delivered to Town Council	Monday, April 17, 2023	Not a meeting
<i>Per charter due to town manager at least 75 days before beginning of the budget year.</i>		
Meetings During Budget Review Period		
Regular March Town Council Meeting	Monday, March 13, 2023	
Finance Committee Review of Accounts 100, 200, 400, 500, 710	Monday, March 20, 2023	6:00 p.m. Televised
Finance Committee Review of Municipal 300, 600-635, 640-670, and Special Funds	Thursday, March 23, 2023	6:00 p.m. Televised
Regular Town Council Meeting Including Opportunity for Budget Public Comments	Monday, April 10, 2023	
School Vacation Week	<i>April 17 - April 21</i>	
Finance Committee School Budget Presentation from School Board	Monday, April 24, 2023	6:00 p.m. Televised
Finance Committee Wrapup (if needed)	Tuesday, April 25, 2023	6:00 p.m. Televised
Regular Town Council Meeting and Public Hearing on the 2024 Budget	Monday, May 8, 2023	
Special Town Council Meeting - Vote on the FY 2024 Budget	Monday, May 15, 2023	
School Budget Validation Vote		
Citizen Vote on Town Council Adopted School Budget	Tuesday, June 13, 2023	
<i>Draft 11/15/2022</i>		

Town of Cape Elizabeth Organization



This chart does not include every activity.
Italics indicates specific services provided to both the municipal and school departments.

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**Town of Cape Elizabeth, Maine
Pro-Forma and Summary of Expenses and Revenues
Fiscal Year 2024
July 1, 2023-June 30, 2024**

Fiscal Year 2024
General Fund Detailed Budget Summary - Pro Forma
3/2/2023

	FY 2023	FY 2024	\$ Change	% Change
	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY23 to FY24</u>	<u>FY23 to FY24</u>
<u>EXPENDITURES</u>				
MUNICIPAL	\$ 18,417,628	\$ 18,465,267	\$ 47,639	0.26%
CARRY FORWARD - OPERATIONS	422,845	-	(422,845)	-100.00%
CARRY FORWARD - CIP	2,250,563	-	(2,250,563)	-100.00%
TIF DISTRICT	118,152	118,152	-	0.00%
SUBTOTAL MUNICIPAL	\$ 18,535,780	\$ 18,583,419	\$ (2,625,770)	-14.17%
OVERLAY	354,857	200,000	(154,857)	-43.64%
COUNTY ASSESSMENT	1,624,532	1,860,102	235,570	14.50%
TOWN AND COUNTY	\$ 20,515,169	\$ 20,643,521	\$ (2,545,057)	-12.41%
SCHOOL DEPARTMENT	31,255,751	-	(31,255,751)	-100.00%
TOTAL EXPENDITURES	\$ 51,770,920	\$ 20,643,521	\$ (33,800,808)	-65.29%
<u>REVENUES</u>				
MUNICIPAL	\$ 10,203,347	\$ 8,968,140	\$ (1,235,207)	-12.11%
MUNICIPAL FUND BALANCE	1,244,000	1,600,000	356,000	28.62%
CARRY FORWARD - OPERATIONS	422,845	-	(422,845)	-100.00%
CARRY FORWARD - CIP	2,250,563	-	(2,250,563)	-100.00%
ADDITIONAL REVENUE SHARING	(115,374)	-	115,374	-100.00%
ADDITIONAL HOMESTEAD REIMBURSE	(22,351)	-	22,351	-100.00%
ADDITIONAL BETE REIMBURSE	1,416	-	(1,416)	-100.00%
SUBTOTAL MUNICIPAL	\$ 11,311,037	\$ 10,568,140	\$ (3,416,306)	-30.20%
SCHOOL	\$ 2,097,606	\$ -	\$ (2,097,606)	-100.00%
SCHOOL FUND BALANCE	750,000	-	(750,000)	-100.00%
SUBTOTAL SCHOOL	\$ 2,847,606	\$ -	\$ (2,847,606)	-100.00%
TOTAL REVENUES	\$ 14,158,643	\$ 10,568,140	\$ (6,263,912)	-44.24%
<u>TAXES TO BE RAISED</u>				
MUNICIPAL	\$ 7,106,591	\$ 7,897,127	\$ 790,536	11.12%
TIF DISTRICT	118,152	118,152	-	0.00%
SUBTOTAL MUNICIPAL	\$ 7,224,743	\$ 8,015,279	\$ 790,536	10.94%
OVERLAY	354,857	200,000	(154,857)	-43.64%
COUNTY ASSESSMENT	1,624,532	1,860,102	235,570	14.50%
TOWN AND COUNTY	\$ 9,204,132	\$ 10,075,381	\$ 871,249	9.47%
SCHOOL DEPARTMENT	28,408,145	-	(28,408,145)	-100.00%
TOTAL TAXES TO BE RAISED	\$ 37,612,277	\$ 10,075,381	\$ (27,536,896)	-73.21%
<u>TAX RATES (Rounded to nearest ¢)</u>				
MUNICIPAL	\$ 4.2620	4.561	\$ 0.299	7.02%
COUNTY ASSESSMENT	0.9140	1.033	0.12	13.02%
SCHOOL DEPARTMENT	15.9740	-	(15.97)	-100.00%
TOTAL TAX RATE	\$ 21.1500	5.593	\$ (15.56)	-73.56%
<u>TAX RATE VALUATION BASIS</u>				
	\$ 1,778,358,200	\$ 1,801,358,200	\$ 23,000,000	1.29%
MILL RATE	21.15	5.594		
PROOF - TAXES TO BE RAISED	37,612,275.93	10,074,996.41		
1 CENT MILL RATE	0.01	0.01		
TAXES PRODUCED	17,783.58	18,013.58		
FY 2023 TAX RATE				
1% INCREASE TAX RATE	\$ 0.2115			
ADDITIONAL TAXES AT 1%	360,295.37	380,987.26		

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Fiscal Year 2024
Municipal General Fund Working Budget - Expenditures by Department with 5.00% COLA
3/2/2023

GENERAL FUND EXPENDITURES		Budget	Actual	Department	Revised Mgr	\$ Variance		
ALL DEPARTMENTS		Current	Current	Requested	6% COLA	Approved	(Manager)	%
Dept	Description	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested	FY 23 to FY 24
110	ADMINISTRATION	1,064,141	559,498	1,066,022	1,276,909	1,276,909	212,768	19.99%
120	ACP	495,316	277,620	522,546	567,995	567,995	72,679	14.67%
130	TOWN COUNCIL	500	-	500	500	500	-	0.00%
135	LEGAL & AUDIT	94,500	39,527	108,000	108,000	108,000	13,500	14.29%
140	ELECTIONS	85,600	39,633	90,610	92,658	92,658	7,058	8.25%
145	PUBLIC INFORMATION	77,131	46,496	82,400	116,873	116,873	39,742	51.52%
150	BOARDS AND COMMISSIONS	28,218	8,233	28,500	28,635	28,635	417	1.48%
160	INSURANCE	138,485	131,972	143,600	143,600	143,600	5,115	3.69%
170	EMPLOYEE BENEFITS	1,756,950	1,070,523	1,903,300	1,919,734	1,919,734	162,784	9.27%
180	DEBT SERVICE	1,671,403	1,344,288	1,137,524	1,251,524	1,251,524	(419,879)	-25.12%
210	POLICE DEPARTMENT	2,037,774	914,047	2,001,504	2,054,129	2,054,129	16,355	0.80%
215	ANIMAL CONTROL	28,839	10,351	26,626	26,626	26,626	(2,213)	-7.67%
220	PUBLIC SAFETY DISPATCH	227,195	-	294,890	294,890	294,890	67,695	29.80%
225	IWE Team	58,996	31,474	47,242	48,146	48,146	(10,850)	-18.39%
230	FIRE DEPARTMENT	970,303	513,909	1,139,438	1,167,696	1,167,696	197,393	20.34%
231	RESCUE	672,754	375,618	755,474	772,138	772,138	99,384	14.77%
235	FIRE POLICE UNIT	12,752	4,635	9,459	9,653	9,653	(3,099)	-24.30%
240	MISC PUBLIC PROTECTION	168,997	84,912	169,560	169,560	169,560	563	0.33%
250	EMERGENCY PREPAREDNESS	7,288	1,884	6,768	6,881	6,881	(387)	-5.33%
310	PUBLIC WORKS	1,487,367	807,734	1,565,600	1,603,290	1,603,290	115,923	7.79%
320	REFUSE DISPOSAL	641,155	397,225	722,500	726,186	726,186	85,031	13.26%
330	PARKS & GROUND	643,238	342,432	590,350	593,855	593,855	(49,383)	-7.68%
410	HUMAN SERVICES	96,100	10,919	100,600	100,600	100,600	4,500	4.68%
420	CONTRIBUTIONS	131,100	90,269	131,100	131,100	131,100	-	0.00%
510	LIBRARY	638,474	374,977	672,494	690,110	690,110	51,636	8.09%
540	COMMUNITY SERVICES ADMINISTRATION	321,957	188,365	334,250	343,677	343,677	21,720	6.75%
541	FITNESS CENTER	28,425	20,289	29,545	29,648	29,648	1,223	4.30%
542	RICHARDS POOL PROGRAMS	303,184	158,231	304,842	311,422	311,422	8,238	2.72%
543	ADULT PROGRAMS	77,409	51,300	86,811	87,226	87,226	9,817	12.68%
544	YOUTH PROGRAMS	521,064	328,453	602,800	609,259	609,259	88,195	16.93%
545	CAPE CARE	287,661	140,300	299,687	307,955	307,955	20,294	7.05%
546	CAPE CARE - ARPA	39,502	6,538	-	-	-	(39,502)	-100.00%
547	SPURWINK CHURCH	3,826	1,077	2,853	2,918	2,918	(908)	-23.74%
548	FORT WILLIAMS PARK	110,677	52,877	113,686	116,784	116,784	6,107	0.00%
600	FACILITIES MANAGEMENT	146,353	2,045	146,603	146,603	146,603	250	0.17%
610	TOWN HALL	98,788	73,698	129,960	129,960	129,960	31,172	31.55%
611	PUBLIC WORKS BUILDING	98,100	54,028	111,217	111,217	111,217	13,117	13.37%
612	PARKS & MISC BUILDINGS	52,725	11,346	35,785	35,785	35,785	(16,940)	-32.13%
613	SPURWINK CHURCH BLDG	11,340	3,962	11,340	11,340	11,340	-	0.00%
614	FORT WILLIAMS PARK BLDGS	27,000	24,046	51,931	51,931	51,931	24,931	92.34%
615	LIBRARY BUILDING	85,999	44,229	96,957	96,957	96,957	10,958	12.74%
617	SPURWINK SCHOOL BLDG	-	2,331	-	-	-	-	0.00%
620	TOWN CENTER FIRE STATION	68,391	49,349	75,191	75,191	75,191	6,800	9.94%
621	COMMUNITY CENTER BUILDING	97,551	59,030	114,951	114,951	114,951	17,400	17.84%
622	RICHARDS POOL BUILDING	234,759	148,973	327,700	327,700	327,700	92,941	39.59%
630	POLICE STATION	102,416	51,870	118,256	118,256	118,256	15,840	15.47%
631	CAPE COTTAGE FIRE STATION	15,689	7,232	15,689	15,689	15,689	-	0.00%
709	INTERFUND TRANSFERS	1,511,638	1,500,262	366,066	366,066	366,066	(1,145,572)	-75.78%
710	INTERGOVERNMENTAL ASSESSMENTS	2,015,141	1,648,075	37,524	37,524	37,524	(1,977,617)	-98.14%
	OPERATING BUDGET	\$ 19,494,149	\$ 12,106,080	\$ 16,730,250	\$ 17,349,346	\$ 17,349,346	\$ (2,144,804)	-11.00%
2000	CAPITAL IMPROVEMENT PROJECTS	509,141	2,392,767	1,339,073	1,234,073	1,234,073	724,932	142.38%
	SUBTOTAL OPERATING & CIP BUDGET	\$ 20,003,291	\$ 14,498,847	\$ 18,069,323	\$ 18,583,419	\$ 18,583,419	\$ (1,419,872)	-7.10%
	OTHER EXPENSES							
710	OVERLAY	354,907	5,427	200,000	200,000	200,000	(154,907)	-43.65%
710	COUNTY TAX	1,624,532	1,624,532	1,860,102	1,860,102	1,860,102	235,570	14.50%
	GRAND TOTAL MUNICIPAL GENERAL FUND	\$ 21,982,730	\$ 16,128,806	\$ 20,129,425	\$ 20,643,521	\$ 20,643,521	\$ (1,339,209)	-6.09%
	DEPT 710 TOTALS	3,994,580	3,278,034	2,097,626	2,097,626	2,097,626	(1,896,954)	-47.49%

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Fiscal Year 2024
Revenues General Fund Working Budget - Revenue by Department
3/2/2023

GENERAL FUND REVENUES		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	Requested	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-204	Requested)	FY 23 to FY 24	FY 23 to FY 24	FY 23 to FY 24
110	ADMINISTRATION	2,802,790	3,300,902	3,786,200	2,219,889	3,736,725	3,886,725	3,886,725	100,525	2.66%
120	ACP	262,520	193,020	306,298	129,446	224,800	224,800	224,800	(81,498)	-26.61%
210	POLICE	25,500	29,438	33,000	15,215	33,000	33,000	33,000	-	0.00%
230	FIRE	283,000	137,966	285,000	193,879	285,000	285,000	285,000	-	0.00%
310	PUBLIC WORKS	155,500	131,307	150,100	123,047	153,100	153,100	153,100	3,000	2.00%
510	LIBRARY	4,630	3,157	2,000	926	2,000	2,000	2,000	-	0.00%
630	COMMUNITY SERVICES	1,486,950	1,138,352	1,542,502	1,376,419	1,555,000	1,555,000	1,555,000	12,498	0.81%
700	CAPITAL GRANTS FUNDING	1,548,152	-	-	298,306	-	-	-	-	0.00%
800	BORROWED FUNDS	1,035,100	1,035,000	1,880,039	1,097,539	487,500	487,500	487,500	(1,392,539)	-74.07%
1000	TRANSFER FROM OTHER FUNDS	604,900	404,915	679,135	676,132	181,015	226,015	226,015	(453,120)	-66.72%
	SUBTOTAL DEPARTMENTS	8,209,042	6,374,057	8,664,273	6,130,799	6,658,140	6,853,140	6,853,140	(1,811,133)	-20.90%
1100	USE OF FUND BALANCE AND CARRY FORWARD	2,856,713	-	3,917,408	-	1,000,000	1,600,000	1,600,000	(2,317,408)	-59.16%
	SUBTOTAL NON-TAX REVENUES	11,065,755	6,374,057	12,581,681	6,130,799	7,658,140	8,453,140	8,453,140	(4,128,541)	-32.81%
900	TAXES AND COMPONENT REVENUES	10,231,024	10,078,647	10,377,104	11,022,799	12,471,285	12,190,381	12,190,381	1,813,277	17.47%
	GRAND TOTAL MUNICIPAL GENERAL FUND	21,296,779	16,452,704	22,958,786	17,153,597	20,129,425	20,643,521	20,643,521	(2,315,265)	-10.08%

TOTAL OF CAPE ELIZABETH
FY 2024 SPECIAL REVENUE FUNDS AND BUDGET SUMMARY - PRO FORMA
3/2/2023

		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Approved	
	Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Fund	Expenditures									
40	Sewer Fund	2,318,748	1,181,833	2,573,620	1,189,257	2,780,612	2,781,167	2,781,167	207,547	8.06%
42	Infrastructure Improvement Fund	-	-	200,000	200,000	25,000	70,000	70,000	(130,000)	-65.00%
46	Library Fund	366,813	22,106	103,103	25,109	95,842	95,842	95,842	(7,261)	-7.04%
50	Riverside Cemetery Perpetual Care Fund	50,635	23,257	53,503	24,783	58,525	57,735	57,735	4,232	7.91%
51	Riverside Cemetery CIP Fund	-	-	-	-	-	-	-	-	0.00%
52	Tax Increment Financing Fund	-	-	350,000	350,000	-	-	-	(350,000)	-100.00%
55	Thomas Jordan Fund	106,000	60,050	87,030	46,475	87,030	87,030	87,030	-	0.00%
60	Land Acquisition Fund	-	1,876	-	-	-	-	-	-	0.00%
65	Fort William Park CIP Fund	422,280	72,526	314,665	74,011	664,350	664,350	664,350	(6,815)	-2.17%
70	Portland Head Light Fund	449,686	244,813	633,482	244,445	520,112	522,130	522,130	(111,352)	-17.58%
95	Turf Field Fund	274,915	274,915	-	-	-	-	-	-	0.00%
	Total Expenditure Budget	3,989,077	1,881,377	4,315,403	2,154,081	4,231,470	4,278,254	4,278,254	(393,649)	-9.12%
Fund	Operating Revenues									
40	Sewer Fund	2,280,000	926,403	2,310,100	1,384,703	2,370,600	2,370,600	2,370,600	60,500	2.62%
42	Infrastructure Improvement Fund	55,000	100,874	-	28,656	55,000	55,000	55,000	55,000	0.00%
46	Library Fund	30,000	20,053	25,450	25,172	34,350	34,350	34,350	8,900	34.97%
50	Riverside Cemetery Perpetual Care Fund	60,000	44,645	63,000	40,180	63,000	63,000	63,000	-	0.00%
51	Riverside Cemetery CIP Fund	17,700	6,793	17,000	9,015	17,000	17,000	17,000	-	0.00%
52	Tax Increment Financing Fund	69,533	85,278	-	-	-	-	-	(1,285)	0.00%
55	Thomas Jordan Fund	52,035	299,690	57,500	1,025	57,500	57,500	57,500	-	0.00%
60	Land Acquisition Fund	-	6,729	-	-	-	-	-	-	0.00%
65	Fort William Park CIP Fund	141,044	104,318	213,444	271,950	384,144	384,144	384,144	170,700	79.97%
70	Portland Head Light Fund	407,000	371,036	438,600	469,789	609,700	609,700	609,700	171,100	39.01%
95	Turf Field Fund	-	-	-	-	-	-	-	-	0.00%
	Total Operating Revenue Budget	3,112,312	1,965,819	3,125,094	2,230,489	3,591,294	3,591,294	3,591,294	464,915	14.88%
Fund	Net Operating Income									
40	Sewer Fund	(38,748)	(255,430)	(263,520)	195,445	(410,012)	(410,567)	(410,567)	(147,047)	55.80%
42	Infrastructure Improvement Fund	55,000	100,874	(200,000)	(171,344)	30,000	(15,000)	(15,000)	185,000	-92.50%
46	Library Fund	(336,813)	(2,054)	(77,653)	63	(61,492)	(61,492)	(61,492)	16,161	-20.81%
50	Riverside Cemetery Perpetual Care Fund	9,365	21,388	9,497	15,397	4,475	5,265	5,265	(4,232)	-44.56%
51	Riverside Cemetery CIP Fund	17,700	6,793	17,000	9,015	17,000	17,000	17,000	-	0.00%
52	Tax Increment Financing Fund	69,533	85,278	(350,000)	(350,000)	-	-	-	348,715	-99.63%
55	Thomas Jordan Fund	(53,965)	239,639	(29,530)	(45,450)	(29,530)	(29,530)	(29,530)	-	0.00%
60	Land Acquisition Fund	-	4,853	-	-	-	-	-	-	0.00%
65	Fort William Park CIP Fund	(281,236)	31,791	(101,221)	197,939	(280,206)	(280,206)	(280,206)	177,515	-175.37%
70	Portland Head Light Fund	(42,686)	126,223	(194,882)	225,344	89,588	87,570	87,570	282,452	-144.93%
95	Turf Field Fund	(274,915)	(274,915)	-	-	-	-	-	-	0.00%
	Total Net Income	(876,765)	84,441	(1,190,309)	76,408	(640,176)	(686,960)	(686,960)	858,564	-72.13%

**TOTAL OF CAPE ELIZABETH
FY 2024 SPECIAL REVENUE FUNDS AND BUDGET SUMMARY - PRO FORMA
3/2/2023**

		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Approved	
	Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Fund Transfers from General Fund										
40	Sewer Fund	-	-	-	-	-	-	-	-	0.00%
42	Infrastructure Improvement Fund	-	-	-	-	-	-	-	-	0.00%
46	Library Fund	-	-	-	-	-	-	-	-	0.00%
50	Riverside Cemetery Perpetual Care Fund	-	-	-	-	-	-	-	-	0.00%
51	Riverside Cemetery CIP Fund	-	-	-	-	-	-	-	-	0.00%
52	Tax Increment Financing Fund	84,059	84,059	119,437	118,152	118,152	118,152	118,152	(1,285)	-1.08%
55	Thomas Jordan Fund	-	-	-	-	-	-	-	-	0.00%
60	Land Acquisition Fund	32,914	32,914	32,914	32,914	32,914	32,914	32,914	-	0.00%
65	Fort William Park CIP Fund	-	-	54,795	54,795	200,000	200,000	200,000	145,205	265.00%
70	Portland Head Light Fund	14,773	14,773	75,615	75,615	-	-	-	(75,615)	-100.00%
95	Turf Field Fund	20,000	25,000	30,000	15,000	30,000	30,000	30,000	-	0.00%
	Total Transfers from General Fund	151,746	156,746	312,761	296,476	381,066	381,066	381,066	68,305	21.84%
Fund Use of Fund Balance										
40	Sewer Fund	38,748	255,430	263,520	(195,445)	410,012	410,567	410,567	147,047	55.80%
42	Infrastructure Improvement Fund	(55,000)	-	200,000	-	(30,000)	15,000	15,000	(185,000)	-92.50%
46	Library Fund	73,103	2,054	77,653	-	61,492	61,492	61,492	(8,900)	-11.46%
50	Riverside Cemetery Perpetual Care Fund	(13,216)	-	(9,497)	-	(4,475)	(5,265)	(5,265)	4,232	-44.56%
51	Riverside Cemetery CIP Fund	(15,000)	-	(17,700)	-	(17,000)	(17,000)	(17,000)	-	0.00%
52	Tax Increment Financing Fund	(69,533)	(85,278)	230,563	-	-	(118,152)	(118,152)	(348,715)	-151.24%
55	Thomas Jordan Fund	53,965	-	29,530	-	29,530	29,530	29,530	-	0.00%
60	Land Acquisition Fund	-	-	(32,914)	-	(32,914)	(32,914)	(32,914)	-	0.00%
65	Fort William Park CIP Fund	323,850	-	46,426	-	80,206	80,206	80,206	33,780	72.76%
70	Portland Head Light Fund	464,459	385,809	673,842	545,404	520,112	520,112	520,112	(153,730)	-22.81%
95	Turf Field Fund	254,915	-	(30,000)	-	(30,000)	(30,000)	(30,000)	-	0.00%
	Total Use of Fund Balance	1,056,291	558,014	1,431,423	349,959	986,962	913,576	913,576	(511,286)	-35.72%

TOWN OF CAPE ELIZABETH

Budget Report

Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
Department 0110 Totals	ADMINISTRATION	866430.00	785529.73	1064391.00	587402.68	1276909.00	1066022.00	0.00	212518.00	20
Department 0120 Totals	ASSESSING/CODES/PLANNING	447169.00	429994.42	495316.00	292614.78	567995.00	522546.00	0.00	72679.00	15
Department 0130 Totals	TOWN COUNCIL	500.00	0.00	500.00	0.00	500.00	500.00	0.00	0.00	0
Department 0135 Totals	LEGAL AND AUDIT	94500.00	70503.75	94500.00	39527.16	108000.00	108000.00	0.00	13500.00	14
Department 0140 Totals	ELECTIONS	82872.00	38178.18	85600.00	39635.30	92658.00	90610.00	0.00	7058.00	8
Department 0145 Totals	PUBLIC INFORMATION	74187.00	62746.34	77131.00	48491.60	116873.00	82400.00	0.00	39742.00	52
Department 0150 Totals	BOARDS AND COMMISSIONS	27406.00	24914.22	28218.00	9112.76	28635.00	28500.00	0.00	417.00	1
Department 0160 Totals	INSURANCE	130000.00	128081.00	138485.00	131972.00	143600.00	143600.00	0.00	5115.00	4
Department 0170 Totals	EMPLOYEE BENEFITS	1681830.00	1708195.73	1756950.00	1185214.08	1919734.00	1903300.00	0.00	162784.00	9
Department 0180 Totals	DEBT SERVICE	1586922.00	1579900.81	1671403.00	1344287.94	1251524.00	1251524.00	0.00	-419879.00	-25
Department 0210 Totals	POLICE DEPARTMENT	1734414.00	1373037.75	2037774.00	975289.59	2054129.00	2001504.00	0.00	16355.00	1

TOWN OF CAPE ELIZABETH

Budget Report

Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
Department 0215 Totals	ANIMAL CONTROL	27757.00	13012.10	28839.00	10351.28	26626.00	26626.00	0.00	-2213.00	-8
Department 0220 Totals	DISPATCHERS	231395.00	220851.60	227195.00	3949.39	294890.00	294890.00	0.00	67695.00	30
Department 0225 Totals	WETEAM	29700.00	23907.93	58996.00	35035.08	48146.00	47242.00	0.00	-10850.00	-18
Department 0230 Totals	FIRE DEPARTMENT	809183.00	704652.94	970303.00	552507.35	1167696.00	1139438.00	0.00	197393.00	20
Department 0231 Totals	RESCUE	646416.00	564509.24	672754.00	401701.35	772138.00	755474.00	0.00	99384.00	15
Department 0235 Totals	FIRE POLICE UNIT	10000.00	7910.98	12752.00	4968.55	9653.00	9459.00	0.00	-3099.00	-24
Department 0240 Totals	MISCELLANEOUS PUBLIC PROTECTIO	174610.00	151964.86	168997.00	89150.04	169560.00	169560.00	0.00	563.00	0
Department 0250 Totals	EMERGENCY PREPAREDNESS	6400.00	4443.49	7268.00	1883.87	6881.00	6768.00	0.00	-387.00	-5
Department 0310 Totals	PUBLIC WORKS	1444617.00	1230619.51	1487367.00	854582.32	1603290.00	1565600.00	0.00	115923.00	8
Department 0320 Totals	RECYCLING AND REFUSE DISPOSAL	620750.00	545064.81	641155.00	434443.54	726186.00	722500.00	0.00	85031.00	13
Department 0330 Totals	PARKS & GROUNDS	592261.00	467398.98	643238.00	352440.09	593855.00	590350.00	0.00	-49383.00	-8

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TOWN OF CAPE ELIZABETH

Budget Report

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Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
Department 0410 Totals	HUMAN SERVICES	142200.00	35881.83	96100.00	11119.43	100600.00	96100.00	0.00	4500.00	5
Department 0420 Totals	CONTRIBUTIONS	126000.00	110300.28	131100.00	90269.30	131100.00	131100.00	0.00	0.00	0
Department 0510 Totals	LIBRARY	591179.00	570674.56	638474.00	402250.16	690110.00	672494.00	0.00	51636.00	8
Department 0540 Totals	COMM SVC - ADMINISTRATION	0.00	278807.25	321957.00	201478.21	343678.00	334250.00	0.00	21721.00	7
Department 0541 Totals	FITNESS CENTER	0.00	3765.54	28425.00	22189.70	29648.00	29545.00	0.00	1223.00	4
Department 0542 Totals	RICHARDS POOL PROGRAMS	0.00	272781.03	303184.00	178141.20	311422.00	304842.00	0.00	8238.00	3
Department 0543 Totals	ADULT PROGRAMS	0.00	59447.71	77409.00	65166.79	87226.00	86811.00	0.00	9817.00	13
Department 0544 Totals	YOUTH PROGRAMS	0.00	486171.45	521064.00	372386.64	609259.00	602800.00	0.00	88195.00	17
Department 0545 Totals	CAPE CARE	0.00	20714.09	287661.00	154004.85	307955.00	299687.00	0.00	20294.00	7
Department 0546 Totals	CAPE CARE - ARPA	0.00	9573.73	0.00	500.96	0.00	0.00	0.00	0.00	0
Department 0547 Totals	SPURWINK CHURCH	0.00	0.00	3826.00	1076.50	2918.00	2853.00	0.00	-908.00	-24

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TOWN OF CAPE ELIZABETH

Budget Report

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Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
Department 0548 Totals		0.00	60826.74	110677.00	52876.72	116784.00	113686.00	0.00	6107.00	6
	FORT WILLIAMS PARK									
Department 0600 Totals		146353.00	150224.62	146353.00	2045.16	146603.00	146603.00	0.00	250.00	0
	FACILITIES MANAGEMENT									
Department 0610 Totals		95440.00	78141.35	98788.00	77294.82	129960.00	129960.00	0.00	31172.00	32
	TOWN HALL									
Department 0611 Totals		102940.00	60466.09	98100.00	58933.72	111217.00	111217.00	0.00	13117.00	13
	PUBLIC WORKS & RECYCLING BLDG									
Department 0612 Totals		52020.00	17532.42	52725.00	13017.75	35785.00	35785.00	0.00	-16940.00	-32
	PARKS & MISCELLANEOUS BLDGS									
Department 0613 Totals		7940.00	8919.08	11340.00	3961.66	11340.00	11340.00	0.00	0.00	0
	SPURWINK CHURCH BLDG									
Department 0614 Totals		3960.00	25333.15	27000.00	26157.59	51931.00	51931.00	0.00	24931.00	92
	FORT WILLIAMS PARK BLDGS									
Department 0615 Totals		84722.00	85740.63	85999.00	45743.75	96957.00	96957.00	0.00	10958.00	13
	LIBRARY BUILDING									
Department 0617 Totals		0.00	235.00	0.00	235.00	0.00	0.00	0.00	0.00	0
	SPURWINK SCHOOL BLDG									
Department 0620 Totals		70360.00	55876.41	68391.00	54558.24	75191.00	75191.00	0.00	6800.00	10
	TOWN CENTER FIRE STATION									
Department 0621 Totals		90036.00	86609.30	97551.00	73162.38	114951.00	114951.00	0.00	17400.00	18
	COMMUNITY CENTER BLDG									

TOWN OF CAPE ELIZABETH

Budget Report

Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
Department 0622 Totals	RICHARDS POOL BLDG	211003.00	187739.39	234759.00	153429.83	327700.00	327700.00	0.00	92941.00	40
Department 0630 Totals	POLICE STATION	87275.00	76140.63	102416.00	55402.31	118256.00	118256.00	0.00	15840.00	15
Department 0631 Totals	CAPE COTT. FIRE STATION	14455.00	8230.03	15689.00	7666.70	15689.00	15689.00	0.00	0.00	0
Department 0709 Totals	INTERFUND TRANSFERS	441745.56	441745.56	1511638.00	1500262.00	366066.00	220861.00	0.00	-1145572.00	-76
Department 0710 Totals	INTERGOVERNMENTAL ASSESSMENTS	1849874.42	1607013.33	2015139.93	1663937.10	2097626.00	2097626.00	0.00	82486.07	4
Department 2000 Totals	PW INFRASTRUCTURE	0.00	202812.73	396238.52	382874.17	325000.00	325000.00	0.00	-71238.52	-18
Department 2001 Totals	CIP - PW VEHICLES/EQUIPMENT	0.00	0.00	5578.56	0.00	368000.00	368000.00	0.00	362421.44	6497
Department 2002 Totals	CIP - PW BUILDINGS/GROUNDS	0.00	0.00	0.00	0.00	55000.00	55000.00	0.00	55000.00	0
Department 2003 Totals	CIP - PW ENGINEERING	0.00	0.00	0.00	0.00	70000.00	70000.00	0.00	70000.00	0
Department 2010 Totals	CIP - POLICE DEPARTMENT	0.00	0.00	100000.00	22404.96	136500.00	136500.00	0.00	36500.00	36
Department 2030 Totals	CIP - FACILITIES	0.00	0.00	0.00	0.00	80000.00	120000.00	0.00	80000.00	0

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TOWN OF CAPE ELIZABETH

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Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
Department 2050 Totals		0.00	0.00	244000.00	140975.76	84573.00	84573.00	0.00	-159427.00	-65
CIP - ADMINISTRATION										
Department 2090 Totals		42239.23	50240.29	197009.93	105371.45	115000.00	115000.00	0.00	-82009.93	-42
CIP - ACP										
Interfund 01 Totals		15479061.21	15187362.59	20397724.94	13333455.56	20643523.00	20028721.00	0.00	245798.06	1
GRAND TOTALS		15479061.21	15187362.59	20397724.94	13333455.56	20643523.00	20028721.00	0.00	245798.06	1

 REPORT COMPLETE



**Town of Cape Elizabeth, Maine
Revenues by Source
Fiscal Year 2024
July 1, 2023-June 30, 2024**

TOWN OF CAPE ELIZABETH

Revenue Budget Report

Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 01									
Revenue Code 0100									
R0307	INTEREST-LATE CHARGE		25000.00	7755.76	25000.00	9221.96	30000.00	5000.00	20
R0309	RETURNED CHECK FEE		300.00	114.76	300.00	100.00	300.00	0.00	0
R0311	SALE OF RIGHT OF WAY		0.00	0.00	0.00	9400.00	0.00	0.00	0
R0312	PROPERTY EASEMENT		0.00	0.00	0.00	15000.00	0.00	0.00	0
R0314	MARRIAGE LICENSES		0.00	1379.60	4000.00	1224.00	2100.00	-1900.00	-48
R0315	DOG LICENSES		0.00	2639.00	4000.00	3079.00	3500.00	-500.00	-13
R0316	LAND LEASE - POOR FA	PORTLAND WATER DIST	4000.00	0.00	4000.00	0.00	4000.00	0.00	0
R0317	HUNTING/FISHING LICE		0.00	85.00	100.00	115.00	100.00	0.00	0
R0318	EXCISE TAXES		2525000.00	1609311.23	2900000.00	1600656.43	2700000.00	-200000.00	-7
R0319	AIRCRAFT EXCISE TAX		100.00	0.00	100.00	0.00	1000.00	900.00	900
R0320	REGISTRATION FEES		23000.00	18120.00	33000.00	19767.50	33000.00	0.00	0
R0321	CLERK FEES		10000.00	3276.60	3500.00	5224.20	6725.00	3225.00	92
R0322	RENT PAYMENTS		3300.00	1200.00	2000.00	2550.00	3000.00	1000.00	50
R0326	MISC. REVENUES		2000.00	3699.67	4000.00	1901.95	5000.00	1000.00	25
R0327	INVESTMENT INCOME		45000.00	15353.85	45000.00	151649.15	150000.00	105000.00	233
R0329	MISC. FEDERAL REVENU		100.00	5.00	100.00	2194.40	1000.00	900.00	900
R0336	MMA W COMP DIVIDEND		0.00	0.00	0.00	9337.00	10000.00	10000.00	100
R0339	CABLE FRANCISE FEE		160000.00	0.00	160000.00	0.00	160000.00	0.00	0
R0340	INT EARNED PERFORM G		0.00	178.39	0.00	0.00	0.00	0.00	0
R0342	REFUND LEGAL FEES		0.00	0.00	0.00	0.00	1000.00	1000.00	100
R0343	INSURANCE CLAIM RECO		0.00	8180.62	0.00	1000.00	5000.00	5000.00	100
R0359	BOAT EXCISE TAX		13000.00	3915.25	16500.00	5458.06	20000.00	3500.00	21
R0393	STATE SNOWMOBILE REI		600.00	1102.42	500.00	589.18	500.00	0.00	0
R0395	STATE GA REIMBURSEME		57000.00	0.00	35000.00	22145.89	35000.00	0.00	0
R0399	STATE MISC REVENUES		0.00	2141.00	2500.00	3296.00	3500.00	1000.00	40
R0401	STATE PARK FEE SHARI		14000.00	0.00	1200.00	0.00	11000.00	9800.00	817
R0402	STATE GENL REIMBURSE		0.00	0.00	0.00	0.00	1000.00	1000.00	100
R0430	SALE OF TOWN LAND/GN		0.00	0.00	0.00	0.00	0.00	0.00	0
R0450	PARKING REV - PAY/DI		380000.00	339004.76	525000.00	468969.67	700000.00	175000.00	33
R0507	FAMILY FUN DAY REVEN		0.00	0.00	0.00	0.00	0.00	0.00	0
Revenue Code 0100 Totals			3262400.00	2017462.91	3765800.00	2332879.39	3886725.00	120925.00	3

TOWN OF CAPE ELIZABETH

Revenue Budget Report

Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0120									
R0389	STATE VETERANS REIMB		10000.00	0.00	10000.00	0.00	15000.00	5000.00	50
R0392	STATE TREE GROWTH RE		19320.00	13371.87	20000.00	14100.32	20000.00	0.00	0
R0408	PLANNING BOARD FEES		5000.00	0.00	5000.00	0.00	0.00	-5000.00	-100
R0409	ELECTRICAL PERMIT FE		10000.00	23380.00	16000.00	18975.25	20000.00	4000.00	25
R0410	BLDG/SINGLE FAMILY		190000.00	156015.49	215000.00	70768.05	130000.00	-85000.00	-40
R0411	SHORT-TERM RENT PRMT		15000.00	14750.00	15000.00	19500.00	20000.00	5000.00	33
R0412	PLUMBING PERMIT FEES		10000.00	7447.50	12000.00	7182.50	12000.00	0.00	0
R0413	HEATING PERMIT FEES		1000.00	850.00	1000.00	1050.00	1000.00	0.00	0
R0414	HEALTH PERMIT FEES		500.00	700.00	500.00	650.00	800.00	300.00	60
R0416	OTHER CODE PERMIT FE		500.00	0.00	500.00	0.00	0.00	-500.00	-100
R0445	GIS SALES		0.00	0.00	0.00	0.00	0.00	0.00	0
R0460	ZONING BOARD FEES		1200.00	2350.00	5000.00	3150.00	6000.00	1000.00	20
R0461	DONATION - MAINTENAN	GREENBELT TRAILS	0.00	43.00	43.00	250.00	0.00	-43.00	-100
Revenue Code 0120 Totals			262520.00	218907.86	300043.00	135626.12	224800.00	-75243.00	-25

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0210									
R0323	POLICE - UNCLAIMED P		500.00	0.00	0.00	0.00	0.00	0.00	0
R0324	POLICE FINES-FEES		6000.00	2963.00	5000.00	2680.00	5000.00	0.00	0
R0344	PD SALE VEHICLE/EQUI		0.00	20000.00	10000.00	0.00	10000.00	0.00	0
R0514	POLICE PAYROLL SPECI		15000.00	6865.00	15000.00	11460.00	15000.00	0.00	0
R0525	MOORING PERMITS		4000.00	900.00	3000.00	1300.00	3000.00	0.00	0
Revenue Code 0210 Totals			25500.00	30728.00	33000.00	15440.00	33000.00	0.00	0

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0230									
R0370	AMBULANCE BILLING		512000.00	288563.40	500000.00	314253.25	500000.00	0.00	0
R0371	AMBULANCE BILLING AD		-229000.00	-112285.04	-215000.00	-122485.87	-215000.00	0.00	0
R0372	AMNULANCE DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0
R0378	AMBULANCE - RECON AD		0.00	0.00	0.00	0.00	0.00	0.00	0
R0379	AMBULANCE - MISC REV		0.00	0.00	0.00	0.00	0.00	0.00	0
R0381	MEMA/FEMA - COVID RE	PPE	0.00	0.00	0.00	0.00	0.00	0.00	0
R0394	STATE ONLINE BURN PE		0.00	44.00	0.00	0.00	0.00	0.00	0
R0462	FIRE MISC REVENUES		0.00	0.00	0.00	10.00	0.00	0.00	0
R0519	FIRE/POLICE REIMBURS		0.00	0.00	0.00	2112.00	0.00	0.00	0
Revenue Code 0230 Totals			283000.00	176322.36	285000.00	193889.38	285000.00	0.00	0

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0310									
R0313	LEASE AT TXFR STA		0.00	0.00	0.00	1000.00	0.00	0.00	0
R0331	PW POLE LOCATION PRM		0.00	0.00	0.00	0.00	0.00	0.00	0
R0332	PW MISC REVENUES		0.00	2647.50	100.00	110.70	100.00	0.00	0
R0333	SALE OF VEHICLE/EQUI		14500.00	0.00	0.00	0.00	0.00	0.00	0
R0335	REFUSE DISPOSAL REVE		65000.00	50202.47	68000.00	42316.90	68000.00	0.00	0
R0397	STATE MDOT BLOCK GRA		74000.00	80268.00	78000.00	79828.00	80000.00	2000.00	3
R0509	STREET OPENINGS		2000.00	1525.00	4000.00	4275.00	5000.00	1000.00	25
Revenue Code 0310 Totals			155500.00	134642.97	150100.00	127530.60	153100.00	3000.00	2

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0510									
R0325	LIBRARY FINES AND FE		130.00	0.00	0.00	0.00	0.00	0.00	0
R0502	LIBRARY COPIER		1800.00	788.73	1800.00	905.18	1800.00	0.00	0
R0505	LIBRARY COMMISSION	SALE OF ART	200.00	0.00	200.00	135.00	200.00	0.00	0
R0939	MAINE INFONET CLLBRT	LIBRARY GRANT	0.00	0.00	0.00	5000.00	0.00	0.00	0
Revenue Code 0510 Totals			2130.00	788.73	2000.00	6040.18	2000.00	0.00	0

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0630									
R0341	COMM.SERV.ADULT PROG	TUITION FEES	90000.00	70030.44	95000.00	88692.62	98000.00	3000.00	3
R0346	COMMUNITY CENTER REN		25400.00	16936.00	26000.00	19069.68	26000.00	0.00	0
R0347	COMM.SERV.YOUTH PROG		620000.00	625354.07	726000.00	748686.72	750000.00	24000.00	3
R0364	COMM.SERV.CAPE CARE		350000.00	247065.10	350000.00	279719.61	350000.00	0.00	0
R0375	COMM.SERV.FITNESS CT		50000.00	24776.47	40000.00	38216.37	50000.00	10000.00	25
R0380	ARPA CHILD CARE GRAN	DHHS - COMM SVC	0.00	40150.00	0.00	42618.50	0.00	0.00	0
R0625	COMM.SERV. POOL FEES		235000.00	187205.27	260000.00	218988.78	275000.00	15000.00	6
R0630	COMM SVC - SPONSORS	SOUNDS BY THE SEA	6000.00	6000.00	6000.00	2000.00	6000.00	0.00	0
R0938	US TENNIS ASSOCOCATI	GROW THE GAME GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0
Revenue Code 0630 Totals			1376400.00	1217517.35	1503000.00	1437992.28	1555000.00	52000.00	3

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0700									
R0929	MDOT CIP SEG 7 & 8	SIDEWALKS/RTE 77	0.00	0.00	450000.00	0.00	0.00	-450000.00	-100
R0931	GRANT - EFFICIENCY M	EV - COMM CENTER	0.00	0.00	0.00	16000.00	0.00	0.00	0
R0932	GRANT - EFFICIENCY M	EV - FWP	0.00	0.00	0.00	16000.00	0.00	0.00	0
R0933	GRANT - ME NAT'L RES	WILLOW BROOK CULVERT	0.00	0.00	0.00	266306.25	0.00	0.00	0
R0934	GRANT - LAND & WATER	KETTLE COVE BOAT LAU	0.00	0.00	0.00	0.00	0.00	0.00	0
R0935	GRANT - MPI	SHORE RD PLANNING/DE	80000.00	0.00	0.00	0.00	0.00	0.00	0
R0990	AMERICAN RESCUE PLAN	FEDL GRANT	0.00	0.00	0.00	380925.44	0.00	0.00	0
Revenue Code 0700 Totals			80000.00	0.00	450000.00	679231.69	0.00	-450000.00	-100

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0800									
R0529	BOND PROCEEDS		0.00	0.00	0.00	961039.00	0.00	0.00	0
R0530	LEASE/PURCHASE PROCE		1109000.00	1109000.00	919000.00	0.00	487500.00	-431500.00	-47
Revenue Code 0800 Totals			1109000.00	1109000.00	919000.00	961039.00	487500.00	-431500.00	-47

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0900									
R0386	TREE GROWTH PENALTY	SUPPLEMENTAL TAX	0.00	153300.00	0.00	0.00	0.00	0.00	0
R0387	REAL ESTATE TAXES		8760834.55	8760834.55	8914250.00	9204190.43	10075381.00	1161131.00	13
R0388	SUPPLEMENTAL TAXES		0.00	1841.63	0.00	3608.19	0.00	0.00	0
R0390	STATE BETE REIMBURSE		14839.44	14839.00	14839.00	16255.00	15000.00	161.00	1
R0396	STATE HOMESTEAD REIM		601430.26	443503.00	601430.00	456629.00	600000.00	-1430.00	0
R0398	STATE REVENUE SHARIN		1000000.00	907836.63	1500000.00	1063010.24	1500000.00	0.00	0
Revenue Code 0900 Totals			10377104.25	10282154.81	11030519.00	10743692.86	12190381.00	1159862.00	11

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 1000									
R1000	TXFR IN - FORT WMS P		37380.00	37380.00	9165.00	9165.00	19350.00	10185.00	111
R1001	TXFR IN - PTLD HEAD		27598.00	27598.00	18451.00	18451.00	15149.00	-3302.00	-18
R1002	TXFR IN - INFRASTRUC		205000.00	205000.00	200000.00	200000.00	70000.00	-130000.00	-65
R1004	TXFR IN - TIF FUND		0.00	0.00	350000.00	350000.00	0.00	-350000.00	-100
R1005	TXFR IN - T JORDAN T		55000.00	55000.00	22030.00	22030.00	36030.00	14000.00	64
R1007	TXFR IN - SEWER FUND		67536.00	67536.00	74960.00	74960.00	80989.00	6029.00	8
R1008	TXFR IN - SPURWINK C		4414.00	4414.00	0.00	0.00	0.00	0.00	0
R1009	TXFR IN - RIVERSIDE		1470.00	1470.00	1526.00	1526.00	1705.00	179.00	12
R1010	TXFR IN - TURF FIELD		0.00	0.00	0.00	0.00	0.00	0.00	0
R1012	TXFR IN - LIBRARY FU		0.00	0.00	3003.00	3003.00	2792.00	-211.00	-7
Revenue Code 1000 Totals			398398.00	398398.00	679135.00	679135.00	226015.00	-453120.00	-67

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 1100									
R1100	USE OF FUND BALANCE	GENERAL FUND	1117200.00	0.00	1244000.00	0.00	1600000.00	356000.00	29
R1101	CARRY FWD - OPERATIN		311287.00	0.00	0.00	0.00	0.00	0.00	0
R1102	CARRY FWD - CIP		1018397.35	0.00	0.00	0.00	0.00	0.00	0
R1103	CARRY FWD - GRANTS		0.00	0.00	0.00	0.00	0.00	0.00	0
R1104	CARRY FWD - GIFTS		4825.45	0.00	0.00	0.00	0.00	0.00	0
R1105	CARRY FWD - MDOT		0.00	0.00	0.00	0.00	0.00	0.00	0
Revenue Code 1100 Totals			2451709.80	0.00	1244000.00	0.00	1600000.00	356000.00	29

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	Fund 01 Totals		19783662.05	15585922.99	20361597.00	17312496.50	20643521.00	281924.00	1
	GRAND TOTALS		19783662.05	15585922.99	20361597.00	17312496.50	20643521.00	281924.00	1

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Fund 01									
Revenue Code 0100									
Other 10									
R0307	INTEREST-LATE CHARGE		25000.00	7755.76	25000.00	9221.96	30000.00	5000.00	20
R0309	RETURNED CHECK FEE		300.00	114.76	300.00	100.00	300.00	0.00	0
R0311	SALE OF RIGHT OF WAY		0.00	0.00	0.00	9400.00	0.00	0.00	0
R0312	PROPERTY EASEMENT		0.00	0.00	0.00	15000.00	0.00	0.00	0
R0314	MARRIAGE LICENSES		0.00	1379.60	4000.00	1224.00	2100.00	-1900.00	-48
R0315	DOG LICENSES		0.00	2639.00	4000.00	3079.00	3500.00	-500.00	-13
R0316	LAND LEASE - POOR FA	PORTLAND WATER DIST	4000.00	0.00	4000.00	0.00	4000.00	0.00	0
R0317	HUNTING/FISHING LICE		0.00	85.00	100.00	115.00	100.00	0.00	0
R0320	REGISTRATION FEES		23000.00	18120.00	33000.00	19767.50	33000.00	0.00	0
R0321	CLERK FEES		10000.00	3276.60	3500.00	5224.20	6725.00	3225.00	92
R0322	RENT PAYMENTS		3300.00	1200.00	2000.00	2550.00	3000.00	1000.00	50
R0326	MISC. REVENUES		2000.00	3699.67	4000.00	1901.95	5000.00	1000.00	25
R0336	MMA W COMP DIVIDEND		0.00	0.00	0.00	9337.00	10000.00	10000.00	100
R0339	CABLE FRANCISE FEE		160000.00	0.00	160000.00	0.00	160000.00	0.00	0
R0342	REFUND LEGAL FEES		0.00	0.00	0.00	0.00	1000.00	1000.00	100
R0343	INSURANCE CLAIM RECO		0.00	8180.62	0.00	1000.00	5000.00	5000.00	100
R0430	SALE OF TOWN LAND/GN		0.00	0.00	0.00	0.00	0.00	0.00	0
R0450	PARKING REV - PAY/DI		380000.00	339004.76	525000.00	468969.67	700000.00	175000.00	33
R0507	FAMILY FUN DAY REVEN		0.00	0.00	0.00	0.00	0.00	0.00	0
Other 10 Totals			607600.00	385455.77	764900.00	546890.28	963725.00	198825.00	26
Other 30									
R0327	INVESTMENT INCOME		45000.00	15353.85	45000.00	151649.15	150000.00	105000.00	233
R0340	INT EARNED PERFORM G		0.00	178.39	0.00	0.00	0.00	0.00	0
Other 30 Totals			45000.00	15532.24	45000.00	151649.15	150000.00	105000.00	233
Other 40									
R0318	EXCISE TAXES		2525000.00	1609311.23	2900000.00	1600656.43	2700000.00	-200000.00	-7
R0319	AIRCRAFT EXCISE TAX		100.00	0.00	100.00	0.00	1000.00	900.00	900
R0359	BOAT EXCISE TAX		13000.00	3915.25	16500.00	5458.06	20000.00	3500.00	21
Other 40 Totals			2538100.00	1613226.48	2916600.00	1606114.49	2721000.00	-195600.00	-7
Other 50									
R0329	MISC. FEDERAL REVENU		100.00	5.00	100.00	2194.40	1000.00	900.00	900
Other 50 Totals			100.00	5.00	100.00	2194.40	1000.00	900.00	900
Other 60									
R0393	STATE SNOWMOBILE REI		600.00	1102.42	500.00	589.18	500.00	0.00	0
R0395	STATE GA REIMBURSEME		57000.00	0.00	35000.00	22145.89	35000.00	0.00	0
R0399	STATE MISC REVENUES		0.00	2141.00	2500.00	3296.00	3500.00	1000.00	40
R0401	STATE PARK FEE SHARI		14000.00	0.00	1200.00	0.00	11000.00	9800.00	817
R0402	STATE GENL REIMBURSE		0.00	0.00	0.00	0.00	1000.00	1000.00	100
Other 60 Totals			71600.00	3243.42	39200.00	26031.07	51000.00	11800.00	30
Revenue Code 0100 Totals			3262400.00	2017462.91	3765800.00	2332879.39	3886725.00	120925.00	3
Revenue Code 0700									
Other 50									
R0990	AMERICAN RESCUE PLAN	FEDL GRANT	0.00	0.00	0.00	380925.44	0.00	0.00	0

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Other 50 Totals			0.00	0.00	0.00	380925.44	0.00	0.00	0
Other 60									
R0929	MDOT CIP SEG 7 & 8	SIDEWALKS/RTE 77	0.00	0.00	450000.00	0.00	0.00	-450000.00	-100
R0935	GRANT - MPI	SHORE RD PLANNING/DE	80000.00	0.00	0.00	0.00	0.00	0.00	0
Other 60 Totals			80000.00	0.00	450000.00	0.00	0.00	-450000.00	-100
Other 62									
R0931	GRANT - EFFICIENCY M	EV - COMM CNTER	0.00	0.00	0.00	16000.00	0.00	0.00	0
R0932	GRANT - EFFICIENCY M	EV - FWP	0.00	0.00	0.00	16000.00	0.00	0.00	0
Other 62 Totals			0.00	0.00	0.00	32000.00	0.00	0.00	0
Other 63									
R0933	GRANT - ME NAT'L RES	WILLOW BROOK CULVERT	0.00	0.00	0.00	266306.25	0.00	0.00	0
R0934	GRANT - LAND & WATER	KETTLE COVE BOAT LAU	0.00	0.00	0.00	0.00	0.00	0.00	0
Other 63 Totals			0.00	0.00	0.00	266306.25	0.00	0.00	0
Revenue Code 0700 Totals			80000.00	0.00	450000.00	679231.69	0.00	-450000.00	-100
Revenue Code 0800									
Other 20									
R0529	BOND PROCEEDS		0.00	0.00	0.00	961039.00	0.00	0.00	0
R0530	LEASE/PURCHASE PROCE		1109000.00	1109000.00	919000.00	0.00	487500.00	-431500.00	-47
Other 20 Totals			1109000.00	1109000.00	919000.00	961039.00	487500.00	-431500.00	-47
Revenue Code 0800 Totals			1109000.00	1109000.00	919000.00	961039.00	487500.00	-431500.00	-47
Revenue Code 0900									
Other 60									
R0390	STATE BETE REIMBURSE		14839.44	14839.00	14839.00	16255.00	15000.00	161.00	1
R0396	STATE HOMESTEAD REIM		601430.26	443503.00	601430.00	456629.00	600000.00	-1430.00	0
R0398	STATE REVENUE SHARIN		1000000.00	907836.63	1500000.00	1063010.24	1500000.00	0.00	0
Other 60 Totals			1616269.70	1366178.63	2116269.00	1535894.24	2115000.00	-1269.00	0
Other 90									
R0386	TREE GROWTH PENALTY	SUPPLEMENTAL TAX	0.00	153300.00	0.00	0.00	0.00	0.00	0
R0387	REAL ESTATE TAXES		8760834.55	8760834.55	8914250.00	9204190.43	10075381.00	1161131.00	13
R0388	SUPPLEMENTAL TAXES		0.00	1841.63	0.00	3608.19	0.00	0.00	0
Other 90 Totals			8760834.55	8915976.18	8914250.00	9207798.62	10075381.00	1161131.00	13
Revenue Code 0900 Totals			10377104.25	10282154.81	11030519.00	10743692.86	12190381.00	1159862.00	11
Revenue Code 1000									
Other 70									
R1000	TXFR IN - FORT WMS P		37380.00	37380.00	9165.00	9165.00	19350.00	10185.00	111
R1001	TXFR IN - PTLD HEAD		27598.00	27598.00	18451.00	18451.00	15149.00	-3302.00	-18
R1002	TXFR IN - INFRASTRUC		205000.00	205000.00	200000.00	200000.00	70000.00	-130000.00	-65
R1004	TXFR IN - TIF FUND		0.00	0.00	350000.00	350000.00	0.00	-350000.00	-100
R1005	TXFR IN - T JORDAN T		55000.00	55000.00	22030.00	22030.00	36030.00	14000.00	64
R1007	TXFR IN - SEWER FUND		67536.00	67536.00	74960.00	74960.00	80989.00	6029.00	8

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R1008	TXFR IN - SPURWINK C		4414.00	4414.00	0.00	0.00	0.00	0.00	0
R1009	TXFR IN - RIVERSIDE		1470.00	1470.00	1526.00	1526.00	1705.00	179.00	12
R1010	TXFR IN - TURF FIELD		0.00	0.00	0.00	0.00	0.00	0.00	0
R1012	TXFR IN - LIBRARY FU		0.00	0.00	3003.00	3003.00	2792.00	-211.00	-7
Other 70 Totals			398398.00	398398.00	679135.00	679135.00	226015.00	-453120.00	-67
Revenue Code 1000 Totals			398398.00	398398.00	679135.00	679135.00	226015.00	-453120.00	-67
Revenue Code 1100									
Other 80									
R1100	USE OF FUND BALANCE	GENERAL FUND	1117200.00	0.00	1244000.00	0.00	1600000.00	356000.00	29
R1101	CARRY FWD - OPERATIN		311287.00	0.00	0.00	0.00	0.00	0.00	0
R1102	CARRY FWD - CIP		1018397.35	0.00	0.00	0.00	0.00	0.00	0
R1103	CARRY FWD - GRANTS		0.00	0.00	0.00	0.00	0.00	0.00	0
R1104	CARRY FWD - GIFTS		4825.45	0.00	0.00	0.00	0.00	0.00	0
R1105	CARRY FWD - MDOT		0.00	0.00	0.00	0.00	0.00	0.00	0
Other 80 Totals			2451709.80	0.00	1244000.00	0.00	1600000.00	356000.00	29
Revenue Code 1100 Totals			2451709.80	0.00	1244000.00	0.00	1600000.00	356000.00	29
Fund 01 Totals			17678612.05	13807015.72	18088454.00	15395977.94	18390621.00	302167.00	2
GRAND TOTALS			17678612.05	13807015.72	18088454.00	15395977.94	18390621.00	302167.00	2

 REPORT COMPLETE



**Town of Cape Elizabeth, Maine
General Government (100s)
Fiscal Year 2024
July 1, 2023-June 30, 2024**

**Fiscal Year 2024
Administration Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	FY 23 to FY 24
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	
Department 0110 ADMINISTRATION										
1001	FULLTIME PAYROLL	522,492	296,736	567,551	346,507	607,556	711,013	711,013	143,462	25.28%
1002	PARTTIME PAYROLL	-	-	-	-	-	-	-	-	0.00%
1003	OVERTIME PAYROLL	2,000	-	2,059	-	2,100	2,100	2,100	41	1.99%
1015	WORKERS COMP REIMBURSEMENT	-	-	-	-	-	-	-	-	0.00%
1020	SOCIAL SECURITY	40,124	21,442	43,803	25,336	46,853	54,553	54,553	10,750	24.54%
2000	CELLULAR PHONE	-	466	1,080	327	1,000	1,000	1,000	(80)	
2001	TELEPHONE	31,080	17,081	36,000	18,614	37,000	37,080	37,080	1,080	3.00%
2004	PRINTING AND ADVERTISING	18,400	5,268	15,600	9,115	16,000	16,000	16,000	400	2.56%
2005	POSTAGE	7,884	5,165	9,700	4,627	9,000	9,000	9,000	(700)	-7.22%
2006	TRAVEL	5,500	2,386	5,646	2,954	6,000	6,000	6,000	354	6.27%
2007	DUES AND MEMBERSHIPS	1,700	797	1,800	469	1,800	1,800	1,800	-	0.00%
2008	TRAINING	2,000	279	2,000	475	2,000	2,000	2,000	-	0.00%
2009	CONFERENCES AND MEETINGS	7,000	2,879	10,000	5,817	10,000	10,000	10,000	-	0.00%
2010	PROFESSIONAL SERVICE	6,000	880	6,000	2,368	6,000	6,000	6,000	-	0.00%
2015	INTERNET ON-LINE CHARGES	22,900	4,393	81,540	66,267	44,000	70,100	70,100	(11,440)	-14.03%
2016	RECORDS PRESERVATION	14,000	92	26,000	14,861	20,000	20,000	20,000	(6,000)	-23.08%
2017	CYBERSECURITY & TECH SVCS	50,000	44,738	55,000	-	55,000	55,000	55,000	-	0.00%
2034	OFFICE EQUIPMENT	1,750	10	1,750	263	1,800	1,800	1,800	50	2.86%
2062	GA CONTRACT ADMINSTRATOR	15,000	6,336	20,500	9,393	20,500	20,500	20,500	-	0.00%
2088	COMPUTER MAINTENANCE	38,600	21,866	74,600	31,571	117,913	185,463	185,463	110,863	148.61%
2300	BANK FEES	14,600	6,386	12,912	9,423	14,000	14,000	14,000	1,088	8.43%
2999	SCHOOL PROVIDED TECH SERVICES	-	-	-	-	-	-	-	-	0.00%
3001	OFFICE SUPPLIES	7,000	1,909	5,000	1,522	5,000	5,000	5,000	-	0.00%
3008	MISCELLANEOUS EXPENSES	500	0	-	-	500	500	500	500	0.00%
4000	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4021	TECHNOLOGY EQUIPMT	57,900	45,512	85,600	9,587	42,000	48,000	48,000	(37,600)	-43.93%
Department 0110 Totals		866,430	484,620	1,064,141	559,498	1,066,022	1,276,909	1,276,909	212,768	19.99%

Administration (110)

Account 110-1001 Fulltime Payroll

\$711,013

Fulltime payroll is comprised of the salaries of all administration employees, which includes the Town Manager, Assistant Town Manager / Town Clerk, Deputy Town Clerk, Finance Director, Municipal Tax Agent, and two Tax Collection Clerks. Additionally, there is a new Technology Administrator, and a half year salary for an assistant Town Clerk for succession within the Clerk's department.

The above figure shows a significant increase this year that impacts the entire Administration budget, as wages make up the bulk of the budget. This figure includes a 6% increase in wages to offset inflationary pressures and to keep staff wages at competitive levels to other communities.

Telephone (110-2003)

\$37,080

Otelco - \$2,500/month 36,000
Verizon (cell service) - \$90/month 1,080

Printing and Advertising (110-2004)

\$16,000

Tax Bill Printing (9,200*0.63) 5,800
Photocopy supplies 5,600
Town Report 600
Miscellaneous Advertisements 4,000

Postage (110-2005)

\$9,000

Mailing of Tax Bills (9,200*0.63) 5,800
Certified Mails and late notices 1,000
Invoice Payments 1,800
Miscellaneous pieces (approx 800) 400

Travel (110-2006)

\$6,000

Mileage Allowances and Misc. Reimbursements, includes \$4,800 vehicle allowance for town manager. Additional travel is also often required of administrative staff, and reimbursed at the Federal mileage reimbursement.

Dues and Memberships (110-2007)

\$1,800

ICMA 1,200
Maine Managers 250
Misc. Professional Associations 350

Training and Conferences and Meetings (110-2008 and-2009) \$12,000

These accounts cover all in-state meetings for the town manager, the assistant manager, the town clerk and the tax office personnel and covers all out of state travel for administrative personnel and department heads. The exact allocation of the funds is at the discretion of the town manager.

Professional Services (110-2010) \$6,000

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

Internet-On Line Charges (110-2015) \$70,100

Google gmail - 95 users	21,900
Spectrum / Otelco	10,000
Evogov (website)	1,800
TownCloud	0
Dark Trace Cyber Security	35,000
Zoom Subscription	1,900

Spectrum and Otelco combine at for \$10,000 per year. This is for the town hall, the police department, public works and the town center fire station. The library receives free service through the Maine State Library. Website hosting fee for the Town website at \$1,800 annually, and TownCloud is an online agenda management software that had its annual amount paid in the current fiscal year.

The Google suite with expanded storage increased due to the size of our organization, at \$21,900 per year for 100 accounts. This includes an email archival service for management of emails and improved responses for freedom of access requests.

Dark Trace is our subscription for cyber-security and protection against external attacks, malware, and other web-based IT security needs, at a price of \$35,000.

Zoom subscription is for hybrid meeting technology for the council chambers and administrative accounts.

Records Preservation (110-2016) \$20,000

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

Office Equipment (110-2034) \$1,800

Miscellaneous purchases, as needed.

GA Contract (110-2062)**\$20,500**

This is the contract with Opportunity Alliance to manage the Town's general assistance program. This is increased from the prior year due to increase in contract fees for the service. The program costs, which are partially reimbursable from the State, are budgeted in department series 400 – Human Services.

Computer Maintenance (110-2088)**\$185,463**

This is for maintenance of our main frame and for various software licensing fees.

Tyler Technology / Munis	107,463
Northern Data Systems	48,000
Intradyn – email backup for FOAA	3,500
MaineCom Serv - fiber optic cable	3,750
Firewall services	4,800
Miscellaneous Software	500
Town Mobile Device Mgmt	7,000

Bank Fees (110-2300)**\$14,000**

Bank Courier (\$551.58/ month)	6,600
Tax online fees	4,900
ACP online monthly fee	1,400
Additional misc. fees	2,000

Office Supplies (110-3001)**\$5,000**

Copier Paper	2,000
Letterhead/Envelopes	1,200
Toner Cartridges	1,000
Miscellaneous supplies	800

Miscellaneous Expenses (110-3008)**\$500**

Line is used for expenses not otherwise categorized

Technology Equipment (110-4021)**\$48,000**

Replacement of devices all depts..	32,000
Miscellaneous Network / Hdwr Rep	14,000
Conference Room TV	2,000

**Fiscal Year 2024
ACP Working Expense Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0120 ASSESSING/CODES/PLANNING										
1001	FULL TIME PAYROLL	345,078	197,514	365,448	222,203					
1002	PART TIME PAYROLL	-	-	36,029	5,216	376,398	417,690	417,690	52,242	14.30%
1015	WORKERS COMP REIMBURSEMENT	-	-	-	-	30,904	31,831	31,831	(4,198)	-11.65%
1020	SOCIAL SECURITY	26,398	14,828	30,714	17,211	-	-	-	-	0.00%
2000	CELLULAR PHONE	2,021	1,034	2,000	1,087	31,159	34,389	34,389	3,675	11.97%
2004	PRINTING AND ADVERTISING	1,500	514	1,500	1,281	2,600	2,600	2,600	600	30.00%
2006	TRAVEL	7,500	3,485	9,000	5,442	2,000	2,000	2,000	500	33.33%
2007	DUES AND MEMBERSHIPS	1,280	300	1,280	385	11,000	11,000	11,000	2,000	22.22%
2009	CONFERENCES AND MEETINGS	5,403	445	4,670	3,066	1,280	1,280	1,280	-	0.00%
2010	PROFESSIONAL SERVICE	4,800	881	4,800	420	8,680	8,680	8,680	4,010	85.87%
2011	GIS IMPROVEMENTS	11,814	5,900	13,455	5,681	4,800	4,800	4,800	-	0.00%
2018	PLANNING CONSULTANT	4,000	-	4,000	-	22,400	22,400	22,400	8,945	66.48%
2019	CODES TECHNICAL SUPPORT	3,200	1,275	3,200	-	4,000	4,000	4,000	-	0.00%
2034	OFFICE EQUIPMENT	1,825	487	1,825	791	3,300	3,300	3,300	100	3.13%
2062	MISCELLANEOUS CONTRACTUAL	14,000	-	-	-	1,825	1,825	1,825	-	0.00%
2064	CNTRCT SVC - SHORT TERM RENTAL	8,500	5,520	8,500	5,520	-	-	-	-	0.00%
2065	CNTRCT SVC - CODES/PERMITS	7,000	7,000	8,500	8,275	8,500	8,500	8,500	-	0.00%
2067	CNTRCT SVC - ASSESSOR SOFTWARE	-	-	-	-	8,500	8,500	8,500	-	0.00%
3005	MINOR EQUIP & REPAIR	-	-	-	-	2,000	2,000	2,000	2,000	0.00%
3006	MISCELLANEOUS SUPPLIES	1,300	832	1,300	1,027	-	-	-	-	0.00%
3020	BOOKS/PUBLICATIONS	1,550	427	1,550	15	1,600	1,600	1,600	300	23.08%
Department 0120 Totals		447,169	240,442	495,316	277,620	522,546	567,995	567,995	70,224	14.18%

ASSESSING/CODES/PLANNING (120)

1001 Full Time Payroll

406,398

The Assessing, Codes and Planning Office comprises three departments that share two full-time support staff. Full time personnel include the town planner, code enforcement officer, town assessor, ACP office manager and ACP secretary.

All positions are budgeted with a 3.0% increase.

1002 Part Time Payroll

30,904

The part-time assistant code enforcement officer (20 hours/week) began work the end of November 2022, and the proposed budget includes 52 weeks in FY 2024, with a 3.0 % increase.

1004 Covid 19 pay

0

This line is a placeholder with no funding proposed at this time.

1015 Workers Compensation Reimbursement

0

This line is a placeholder with no funding proposed at this time.

1020 Social Security

31,159

\$ 407,302 x .0765 = \$31,159

2000 Cellular Phone

2,600

This account provides a monthly allowance for a cell phone for the Planner, Assessor, Code Enforcement Officer and Assistant Code Enforcement Officer.

2004 Printing and Advertising

2,000

This account pays for miscellaneous ads, notices, business cards and a limited printing of the Zoning Ordinance (typical cost \$750 per printing). A proposed increase in the budget reflects rising costs.

2006 Travel **11,000**

This account provides for a mileage reimbursement of \$2,500 each for the Planner and Assessor, \$4,000 for the Code Enforcement Officer and \$2,000 for the Assistant Code Enforcement Officer for work related travel.

2007 Dues and Membership **1,280**

Planner (APA/AICP, NNECAPA)	700
Code Enforcement Office (Professional Certifications)	300
Assessor (IAAO, MAAO)	280

2009 Conference and Meetings **8,680**

This account funds training needed to maintain professional certifications. The Code Enforcement Office portion has been revised to cover training for the both the Code Enforcement Officer and Assistant Code Enforcement Officer. Funds are also proposed to send the town planner to the 2024 American Planning Association national conference, last attended in 2017.

Planner:

Maine Association of Planners Meeting	50
NNECAPA Conference (cost varies)	250
Miscellaneous Training workshops	60
APA National Conference	3,000

Code Enforcement Office:

NEBOIA 3-day training	1300
MBOIA Spring Code Conference	800
Miscellaneous workshops and training sessions	300

Assessor:

IAAO quarterly seminars	120
IAAO Training Course	1,500

MAAO annual training	400
State of Maine Tax School	300
Property Tax Institute	600

2010 Professional Services

4,800

Consulting services are retained as needed to maintain the Town's assessing data. An update to construction pricing manuals will be obtained as pre-work for the revaluation, as well as software to produce building sketches.

Cumberland County deed subscription service	1,000
Assessing map updates and commitment book	3,300
Rapid sketch software annual licensing	500

2011 GIS Improvements

22,400

This account funds maintenance of the town's computerized mapping system, including replacement of aerial photos, data layer updates and development of new data layers.

The Town is using ESRI ArcGis software and will need to transition to ESRI ArcGISPro this year as ESRI will no longer support the current program. ArcGISPro will require software upgrades, purchase of additional licenses, and training, etc. The new program also offers additional functionality that will allow (1) support staff to operate the mailing label program from their desk rather than at a stand alone station, (2) better access to data from multiple departments, and (3) potential for more data sharing online with the public (8,300). The Public Works Department is already using ArcGis to meet MS4 Stormwater permitting requirements and is interested in expanding their use to other areas.

With the transition to the new software, additional data layers are also proposed for development, including a snowplow, sanding and sidewalk route map and a Riverside Cemetery plot map. An improved link to the Assessor's parcel data will also begin to be developed to automate data updates (\$10,600).

Mapgeo, a mapping service provided on the town website, is also funded in this account (\$3,500).

2018 Planning Consultant **4,000**

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

2019 Codes Technical Support **3,300**

Funding is proposed at \$3,000 for technical support for the code enforcement office as needed, such as obtaining wetland expertise, and a \$300 (\$200/\$100) clothing allowance for the Code Enforcement Office.

2034 Office Equipment **1,825**

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

2062 Miscellaneous Contractual **0**

No funding is proposed this year.

2064 Contract Services - Short Term Rental **8,500**

This account augments code enforcement with third party enforcement of the Short Term Rental regulations. The Town has contracted with a company that digitally scrapes online platforms for short term rentals advertised for rent in Cape Elizabeth. The company provides a report to the code enforcement officer, as well as additional support services. Other enforcement costs related to short term rental enforcement would also be funded from this account.

2065 Contract Services - Codes/Permits (Codes/Assessing software) **8,500**

This account pays for the annual costs to operate the Patriot software online permitting issued by the code enforcement office.

2067 Contract Services – Assessor Software **\$2,000**

An outcome of the property reevaluation will be the migration of the Assessing data base to software with licensing and maintenance costs.

2970 Covid Supplies **0**

This line is a placeholder with no funding proposed at this time.

3005 Minor Equipment and Repair **0**

No funding is proposed.

3006 Miscellaneous Supplies **1,600**

All incidental office supplies are purchased with this account. An increase is proposed to cover increased costs and additional supplies required by the Senior Tax Relief and LD290 Tax freeze programs.

3020 Books/Publications **1,600**

Subscriptions to publications such as Zoning News and Zoning Bulletin are funded from this account, as well as occasional reference manuals. Building, Electrical and Plumbing Codes update every 3 years, requiring purchase of updated codes estimated at \$800.00 this year.

FISCAL YEAR 2024
DEPT 0130 TOWN COUNCIL THRU 0170 EMPLOYEE BENEFITS WORKING BUDGET
3/2/2023

		Budget	Actual	Budget	Actual	Department
Sub		Last Year	Last Year	Current	Current	Estimated
Acct	Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024
Department 0130 TOWN COUNCIL						
2009	CONFERENCES AND MEETINGS	500	-	500	-	500
Department 0130 Totals		500	-	500	-	500
Department 0135 LEGAL AND AUDIT						
2010	LEGAL SERVICES	50,000	21,189	50,000	15,987	62,000
2011	AUDIT SERVICES	44,500	25,000	44,500	23,540	46,000
Department 0135 Totals		94,500	46,189	94,500	39,527	108,000
Department 0140 ELECTIONS						
1002	PART TIME PAYROLL	66,300	14,795	63,500	25,020	63,500
1020	SOCIAL SECURITY	5,072	1,113	4,100	1,897	4,860
2004	PRINTING AND ADVERTISING	4,500	2,092	4,500	4,802	5,400
2005	POSTAGE	1,500	-	3,000		5,600
2010	PROFESSIONAL SERVICES	3,000	3,567	3,000	2,000	4,000
2021	EQUIPMENT RENTAL	-	-	5,000		6,000
3001	MISC. SUPPLIES	2,500	1,014	2,500	5,914	1,250
Department 0140 Totals		82,872	22,581	85,600	39,633	90,610
Department 0145 PUBLIC INFORMATION						
1002	PART TIME PAYROLL	4,520	1,054	4,746	2,039	6,000
1003	PART TIME WEBMASTER	45,000	25,948	47,250	27,986	51,000
1005	CABLE TV BULLETIN BRD STIPEND	2,024	-	2,125	-	2,000
1020	SOCIAL SECURITY	3,943	2,066	4,140	2,297	4,400
2004	PRINTING AND ADVERTISING	5,000	2,332	5,100	3,726	5,000
2034	EQUIPMENT MAINTENANCE	13,500	-	13,770	10,449	13,500
3006	MISCELLANEOUS SUPPLIES	200	-	-	-	500
Department 0145 Totals		74,187	31,400	77,131	46,496	82,400

FISCAL YEAR 2024
 DEPT 0130 TOWN COUNCIL THRU 0170 EMPLOYEE BENEFITS WORKING BUDGET
 3/2/2023

Sub		Budget	Actual	Budget	Actual	Department
Acct	Description	Last Year	Last Year	Current	Current	Estimated
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024
Department 0150 BOARDS AND COMMISSIONS						
1002	PART TIME PAYROLL	4,000	1,055	4,325	1,062	4,000
1020	SOCIAL SECURITY	306	81	331	81	300
2009	CONFERENCES AND MEETINGS	200	-	204	65	200
2066	PLANNING BOARD PROJECTS	2,000	-	2,040		2,000
2070	CONSERVATION COMMISSION	1,000	-	1,020		1,000
2080	RECYCLING COMMITTEE	1,000	-	1,020		1,000
2081	SPECIAL COMMITTEES	11,500	2,213	11,730		12,000
2090	VOLUNTEER/STAFF APPRECIATION	7,400	6,131	7,548	7,025	8,000
Department 0150 Totals		27,406	9,480	28,218	8,233	28,500
Department 0160 INSURANCE						
2089	MISC. INSURANCE	127,000	128,081	134,485	131,972	138,600
2091	SELF INSURANCE/DISASTER REC.	3,000	-	4,000	-	5,000
Department 0160 Totals		130,000	128,081	138,485	131,972	143,600
Department 0170 EMPLOYEE BENEFITS						
1021	MAINE STATE RETIREMENT	185,000	117,041	230,000	119,776	259,500
1023	ICMA 401A RETIREMENT	232,000	126,019	272,000	172,316	288,300
1024	DISABILITY PLAN	22,950	12,535	22,000	12,354	24,000
1025	HEALTH INSURANCE	1,000,000	592,191	1,017,646	698,778	1,089,900
1026	WORKERS COMPENSATION	142,800	100,092	142,800	46,342	145,000
1030	GROUP LIFE INSURANCE	2,040	890	2,670	798	2,800
1031	UNEMPLOYMENT COMPENSATION	15,300	11,174	22,906	13,073	23,000
1032	VACATION-SICK ACCRUALS	5,100	-	-	-	
1033	SALARY-WAGE ADJ. ACCOUNT	14,140	-	-	-	10,000
1035	WELLNESS PROGRAM	9,520	1,958	4,113	3,374	9,600
2010	HR PROFESSIONAL SERV.	25,338	5,568	11,693	3,348	20,000
2997	SCHOOL PROVIDED HR SERVICES	26,622	-	30,000	-	30,000
5003	CAFETERIA PLAN	1,020	239	1,122	364	1,200
Department 0170 Totals		1,681,830	967,706	1,756,950	1,070,523	1,903,300

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

ACCOUNT SUMMARY

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

The legal services account is updated due to new legal representation for the Town. The new amount is based on a fixed fee basis and is considered sufficient to address land use related issues related to zoning, paper streets, and other unforeseen issues. Audit amount is unchanged after last year's increase in audit rates.

ELECTIONS (0140)

PART-TIME PAYROLL (0140-1002) \$ 63,500.00

PERSONNEL

Election Central Staff \$ 49,000.00
Election Day Staff \$ 14,500.00

The majority of the part-time payroll budget is Election Central Staff hired approximately 30 days prior to an election to assist with absentee balloting, voter registration and the processing of absentee ballots.

Hourly rates for election staff are recommended as follows:

Warden \$18.50/per hour
Deputy Warden \$17.50/per hour
Deputy Registrar \$17.50/per hour
Ballot Clerk \$17.50/per hour

SOCIAL SECURTIY (0140-1020) \$ 4,860.00

PRINTING/ADVERTISING (0140-2004) \$ 5,400.00

Voter registration cards and related election material \$ 500.00
Advertising \$ 150.00
Municipal Election Ballots and Shipping \$ 4,750.00

The Town is responsible for the cost of municipal elections. Ballot costs are estimated at \$.33 per ballot.

PROFESSIONAL SERVICES (0140-2010) \$4,000.00

The Town is responsible for programming voter tabulation machines for municipal elections.

EQUIPMENT RENTAL (0140-2021) \$6,000.00

Voter Machines (6) @\$1000/per machine

The State is expected to enter into a new contract for new voter tabulation machines. If the new contract is similar to the current contract, the State would provide a minimum number of machines (2) and the Town would fund additional machines (6) for a desired total number of 8.

Postage (0140-2005) \$5,600.00

Reimbursement to the administrative postage account for the mailing of absentee ballots.

MISC. SUPPLIES/EQUIPMENT (0140-3001) \$1,250.00

Morning refreshments, lunch and dinner for election staff.

Miscellaneous supplies and equipment.

January 19, 2023

Dear Nicole Boucher, Chair Finance Committee,
Members of the Finance Committee:

I am pleased to submit for your consideration the Fiscal Year 2024 Elections Budget.

This budget provides for three elections:

November 7, 2023	Municipal (State Referendum?)
March 2024	Presidential Primary*
June 11, 2024	State Primary and School Budget Validation Referendum

**As of this writing this election is anticipated.*

Similar to budgets back to FY 2020, we continue to wait for the State to start the selection process for new voting machines. This budget estimates professional services, ballot costs and voter tabulation machine rentals. If the State remains with the same policy, the Town would be responsible to rent additional machines beyond the minimum that the State would provide. If the State decides the best option is to purchase machines, this budget may not provide the needed funding. Last fiscal year funds were carried forward for machine rentals; the election budget now includes an equipment rental line item.

The driver of the elections budget is staffing during the month of absentee balloting. Voters appreciate the option and often times depend on absentee balloting to cast their vote. Hiring staff to assist the two-member town clerk's office is a must.

The continued support of the Town Council and Town Manager has allowed us to make progress in increasing the hourly wage to election staff to better recognize the important work they provide to the Town. The recommendation is to increase the Warden's hourly rate from \$18.00 to \$18.50 per hour and combine the Deputy Warden/Ballot Clerks/Deputy Registrar from \$17.00/\$16.00 to \$17.50 per hour.

Challenges:

- The ability to attract and retain election staff who have a flexible schedule during absentee balloting. During the past couple of years, we have been fortunate to be able to merge in new team members to supplement those who have been with us for a number of years.
- Changes to state law, policies and procedures e.g. training for new voter tabulation machines, centralized voter registration system and online registration through the Bureau of Motor Vehicles.
- Meeting expectations of voters. Most often voters acknowledge our effort to strive to provide the best service, however having to follow state law and procedures sometimes complicates the process and is frustrating to voters.
- Treatment of election officials. Hopefully our staff is treated with kindness, decency and respect.

Thank you to the school department for continuing the practice of a no-student day on the day of the November election. We will continue to work with the school department to address their safety concerns at the polls. Police coverage is a tremendous benefit; welcomed by staff and voters.

I am grateful for the collaborative effort of election staff, town and school departments.

Thank you to the Tax Office staff for answering election-related questions and their willingness to work at the polls.

Recent staffing changes in the Town Clerk's Office included a retirement and hiring of a new deputy. Deputy Town Clerk Kathy Maxwell retired after serving the Town in various roles since 2005. Kathy was a tremendous asset to the Town and we acknowledge her hard work and dedication. Welcome Angela Frawley, Deputy Town Clerk! Angela is highly motivated, organized, and a skilled professional. Her keen eye toward the details is appreciated. We look forward to seeing Angela's career develop with the Town for many years to come.

I am available to answer any questions.

Thank you very much.

Sincerely,

Debra M. Lane

Debra M. Lane
Assistant Town Manager & Town Clerk

Public Information (145) **\$116,873**

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

Part Time Payroll (145-1002) **\$21,000**

This funding is for the part time camera operators for CETV and for funding supplemental communications staffing.

Part Time Webmaster (145-1003) **\$52,530**

This funding is for the part time webmaster for managing the Town's Website, posting all stories and updates, agendas, and managing and monitoring of the Town social media presence.

Cable TV Bulletin Board Stipend (145-1005) **\$ 2,060**

This funding is the stipend for managing the CETV bulletin board.

Social Security (145-1020) **\$ 5,783**

Funding for the associated social security withholding for the part time employees.

Printing and Advertising (145-2004) **\$ 5,000**

Equipment Maintenance (145-2034) **\$30,000**

This funding is for equipment maintenance for hardware and software relating to CETV and the webmaster equipment.

Miscellaneous Supplies (145-3006) **\$ 500**

Boards and Commissions (150) and Insurance (160)

Boards and Commissions (150)

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

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

Insurance (160)

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

Line 160-2091 covers expenses within our \$5,000 deductible.

Employee Benefits (170)

The Town contributes into the MePERS system for 11 sworn police officers. The contribution rate for FY 2023 is 10.81% . The amounts are determined by MePERS. The estimated cost is \$267,285. The Town is being assessed to fund a portion of our June 30, 2013 unfunded actuarial liability for 55 retired municipal (48) and school (7) employees covered by our old retirement plan. The municipal share of the actuarial liability is 79% and the school share is 21%. This data has not been updated from last year's budget as updates were not received as of the date of this budget preparation.

For those not in MePERS, The contribution for others is an 8% match in the 401A plan of ICMA Retirement Corporation.

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

Workers compensation cost has a \$2,200 increase above last year.

The unemployment compensation amount is based on the assessment for calendar year 2021, and conversation with our provider indicates an increase for FY 2023.

Health Insurance Summary \$1,089,900

The Town has 59 employees on our health benefit plan. Thirty Four (35) have full family coverage, 21 have single coverage, and 3 have coverage for one adult with children. The increase is due to a forecast increase of 7.1% as identified by Maine Municipal Employees Health Trust.

Human Resources Support (170-2997) \$30,000

Human Resource responsibilities are provided via the business office at a cost of \$30,000.

Human Resources Professional Services (170-2010)

This is an amount set aside for additional assistance for HR related issues and staff training.

**Fiscal Year 2024
Debt Service Working Budget
3/2/2023**

Sub	Description	Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager Requested)	FY 23 to FY 24
Acct		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024		
Department 0180 DEBT SERVICE										
5008	COSTS OF ISSUANCE	-	-	-	-	-	-	-	-	0.00%
5009	PAYING AGENT FEE	-	-	-	-	-	-	-	-	0.00%
5010	PRINCIPLE PAYMENT	588,772	588,772	513,772	424,065	513,772	513,772	513,772	-	0.00%
5011	INTEREST PAYMENT	178,027	178,027	154,710	115,072	136,763	136,763	136,763	(17,947)	-11.60%
5012	CAPITAL LEASE PAY	820,123	820,123	1,002,921	805,150	486,989	600,989	600,989	(401,932)	-40.08%
Department 0180 Totals		1,586,922	1,134,275	1,671,403	1,344,288	1,137,524	1,251,524	1,251,524	(419,879)	-25.12%
DEBT SERVICE DETAIL OF ISSUES										
5008	COST OF ISSUANCE	-	-	-	-	-	-	-	-	0.00%
5009	PAYING AGENT FEES	-	-	-	-	-	-	-	-	0.00%
PRINCIPAL - BONDED DEBT										
5010	2006 SEWER/ROAD REHABILITATION	94,500	94,500	94,500	94,500	94,500	94,500	94,500	-	0.00%
5010	2015 LIBRARY PROJECT	189,565	189,565	189,565	189,565	189,565	189,565	189,565	-	0.00%
5010	2016 RECYCLING AND POOL IMPROVEMENTS	140,000	140,000	140,000	140,000	140,000	140,000	140,000	-	0.00%
5010	2020 GOB REFUND - TOWN CTR/ROADS	89,707	89,707	89,707	89,707	89,707	89,707	89,707	-	0.00%
5010	TOTAL PRINCIPAL	513,772	513,772	513,772	513,772	513,772	513,772	513,772	-	0.00%
INTEREST - BONDED DEBT										
5011	2006 SEWER/ROAD REHABILITATION	9,356	9,356	6,757	6,757	5,077	5,077	5,077	(1,680)	-17.95%
5011	2015 LIBRARY PROJECT	87,674	87,674	80,091	80,091	72,509	72,509	72,509	(7,582)	-8.65%
5011	2016 RECYCLING AND POOL IMPROVEMENTS	45,850	45,850	40,950	40,950	36,750	36,750	36,750	(4,200)	-9.16%
5011	2020 GOB REFUND - TOWN CTR/ROADS	31,397	31,397	26,912	26,912	22,427	22,427	22,427	(4,485)	-14.28%
5011	TOTAL INTEREST	174,277	174,277	154,710	154,710	136,763	136,763	136,763	(17,947)	-11.60%
CAPITAL LEASE - PRINCIPAL										
5012	2018 - TOWN VEHICLES - PRINCIPAL	300,189	300,189	309,044	309,044	-	-	-	(309,044)	-102.95%
5012	2019 - TOWN PW EQUIP - PRINCIPAL	44,060	44,060	44,981	44,981	45,921	45,921	45,921	940	2.13%
5012	2020 - TOWN EQUIP.TURF FLD LEASE - PRINCIPAL	201,704	201,704	204,318	204,318	206,966	206,966	206,966	2,648	1.31%
5012	2021 - TOWN VEHICLE/EQUIP LEASE - PRINCIPAL	242,716	242,716	215,935	215,935	218,828	218,828	218,828	2,893	1.34%
5012	2023 - TOWN CIP LEASE - ADVANCED PAYMENT	-	-	197,769	197,769	-	114,000	114,000	(83,769)	-42.36%
5012	BALANCE - ADJUST	(9,826)	-	-	-	-	-	-	-	0.00%
5012	LEASE - PRINCIPAL	778,843	788,669	972,047	972,047	471,715	585,715	585,715	(386,332)	-39.74%
CAPITAL LEASE - INTEREST										
5012	2018 - TOWN VEHICLES - INTEREST	17,972	17,972	9,118	9,118	-	-	-	(9,118)	-50.73%
5012	2019 - TOWN PW EQUIP - INTEREST	2,821	2,821	1,900	1,900	960	960	960	(940)	-33.32%
5012	2020 - TOWN EQUIP.TURF FLD LEASE - INTEREST	10,661	10,661	8,047	8,047	5,399	5,399	5,399	(2,648)	-32.91%
5012	2021 - TOWN VEHICLE/EQUIP LEASE - INTEREST	-	-	11,809	11,809	8,915	8,915	8,915	(2,894)	-24.47%
5012	LEASE - INTEREST	31,741	31,741	30,874	30,874	15,274	15,274	15,274	(15,600)	-50.53%
5012	CAPITAL LEASE PAYMENTS	1,003,788	1,003,788	30,874	1,002,921	486,989	600,989	600,989	(401,932)	-1301.85%
180	DEBT SERVICE	1,672,270	1,672,270	30,874	1,671,403	1,137,524	1,251,524	1,251,524	(419,879)	-1359.98%



Town of Cape Elizabeth, Maine
Public Safety (200s)
Fiscal Year 2024
July 1, 2023-June 30, 2024

**Fiscal Year 2024
Police Department Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0210 POLICE DEPARTMENT										
1001	FULL TIME PAYROLL	1,167,825	588,569	1,278,024	640,590	1,294,932	1,333,780	1,333,780	55,756	4.36%
1002	PART TIME PAYROLL	27,780	10,833	32,299	13,736	33,500	34,505	34,505	2,206	6.83%
1003	OVERTIME PAYROLL	178,712	68,907	200,719	94,524	172,000	177,160	177,160	(23,559)	-11.74%
1007	TRAINING PAY	-	15,475	103,505	35,109	110,000	113,300	113,300	9,795	9.46%
1010	SPECIAL ASSIGNMENTS	18,988	6,614	19,546	4,606	19,070	19,642	19,642	96	0.49%
1015	WORKERS COMP REIMBURSEMENT	-	-	-	-	-	-	-	-	0.00%
1020	SOCIAL SECURITY	102,304	50,036	115,831	58,200	124,657	128,397	128,397	12,566	10.85%
2000	CELLULAR PHONE	3,100	1,385	3,100	1,817	3,600	3,600	3,600	500	16.13%
2001	TELEPHONE	1,200	522	1,500	1,167	2,000	2,000	2,000	500	33.33%
2004	PRINTING AND ADVERTISING	4,525	1,386	6,000	1,374	5,500	5,500	5,500	(500)	-8.33%
2006	TRAVEL	-	-	-	-	-	-	-	-	0.00%
2007	DUES AND MEMBERSHIPS	2,200	866	3,000	1,360	3,000	3,000	3,000	-	0.00%
2008	TRAINING	115,000	9,090	115,000	11,079	80,000	80,000	80,000	(35,000)	-30.43%
2009	CONFERENCES AND MEETINGS	5,000	3,011	6,500	2,812	8,000	8,000	8,000	1,500	23.08%
2010	CONTRACTED CRIME LAB	5,500	-	5,500	5,136	5,500	5,500	5,500	-	0.00%
2011	OFFICER/EMPLOYEE WELLNESS	-	-	3,000	2,541	4,000	4,000	4,000	1,000	33.33%
2015	INTERNET ONLINE SERVICES	1,700	902	5,200	2,374	4,500	4,500	4,500	(700)	-13.46%
2032	VEHICLE MAINTENANCE	18,000	4,727	19,500	4,223	22,500	22,500	22,500	3,000	15.38%
2033	RADIO/PAGER MAINTENANCE	2,000	240	4,000	354	4,000	4,000	4,000	-	0.00%
2045	INSURED VEHICLE REPAIRS	-	-	-	-	-	-	-	-	0.00%
2062	MISCELLANEOUS CONTRACTUAL	5,600	756	5,600	2,266	5,000	5,000	5,000	(600)	-10.71%
2063	EDUCATIONAL REIMB.	6,900	524	6,900	-	2,500	2,500	2,500	(4,400)	-63.77%
2068	PROMOTION/RECRUITMENT	-	-	4,100	1,746	6,850	6,850	6,850	2,750	67.07%
3001	OFFICE SUPPLIES	3,400	849	4,000	1,203	4,500	4,500	4,500	500	12.50%
3002	GASOLINE	20,680	8,853	28,600	14,998	31,790	31,790	31,790	3,190	11.15%
3004	UNIFORMS	14,800	3,006	9,800	1,971	9,800	9,800	9,800	-	0.00%
3005	MINOR EQUIPMENT	28,000	445	39,800	3,732	22,000	22,000	22,000	(17,800)	-44.72%
3020	BOOKS	1,200	1,339	500	-	1,500	1,500	1,500	1,000	200.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4027	LESS LETHAL EQUIPMENT	-	-	6,600	1,879	9,955	9,955	9,955	3,355	50.83%
4029	SWAT DETAIL EQUIPMENT	-	-	4,300	1,254	8,000	8,000	8,000	3,700	86.05%
4032	THERMAL IMAGING CAMERA	-	-	4,400	3,995	-	-	-	(4,400)	-100.00%
4033	BULLET PROOF VESTS	-	-	950	-	2,850	2,850	2,850	1,900	200.00%
Department 0210 Totals		1,734,414	778,334	2,037,774	914,047	2,001,504	2,054,129	2,054,129	16,355	0.80%

**Fiscal Year 2024
Police Department Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0215 ANIMAL CONTROL										
2010	CONTRACTED S.P. SVCS	14,865	121	15,205	125	12,990	12,990	12,990	(2,215)	-14.57%
2062	REFUGE LEAGUE FEES	12,892	9,669	13,634	10,226	13,636	13,636	13,636	2	0.01%
Department 0215 Totals		27,757	9,789	28,839	10,351	26,626	26,626	26,626	(2,213)	-7.67%
Department 0220 DISPATCHERS										
2010	CONTRACTED PSAP	231,395	403	227,195	-	294,890	294,890	294,890	67,695	29.80%
Department 0220 Totals		231,395	403	227,195	-	294,890	294,890	294,890	67,695	29.80%
Department 0240 MISCELLANEOUS PUBLIC PROTECTION										
1810	MISCELLANEOUS	-	-	-	-	-	-	-	-	0.00%
2010	HARBORMASTER-SCARB.CONTRACT	6,205	-	6,392	-	6,660	6,660	6,660	268	4.19%
2073	TRAFFIC SIGNALS	-	-	-	-	-	-	-	-	-
2074	STREET LIGHTS	63,673	29,324	45,900	23,750	45,900	45,900	45,900	-	0.00%
2075	HYDRANT RENTAL	99,732	92,211	109,705	60,589	110,000	110,000	110,000	295	0.27%
3006	HARBOR ENFORCEMENT	500	-	500	175	500	500	500	-	0.00%
3007	COMMUNITY LIAISON PR	4,500	685	6,500	398	6,500	6,500	6,500	-	0.00%
Department 0240 Totals		174,610	122,220	168,997	84,912	169,560	169,560	169,560	563	0.33%
TOTAL POLICE DEPARTMENT		2,168,176	910,746	2,462,805	1,009,310	2,492,580	2,545,205	2,545,205	82,400	3.35%

CAPE ELIZABETH POLICE DEPARTMENT

FISCAL-YEAR 2024 REQUEST

The budget for the Police Department covers the following areas: Police Services (210), Animal Control (215), Dispatching (220) and Miscellaneous Protection (240). As we move towards FY2024, we are forecasting some significant increases in all areas, except for Animal control. Scheduled contractual wage increases and the general costs of goods account for most of the upward adjustments. The area of greatest increase and concern is our contracted dispatching services. As laid out in my line item narrative, the communications center is at a critical staffing shortage that has greatly impacted services and wages.

One of the major challenges this year has been the major uptick in mental health calls throughout our community. It has impacted our youth, middle aged, and elderly community alike. These calls pose a unique challenge because often times there is no simple solution or quick fix. When officers arrive on these tense calls, they only see the subject's behavior not their experience. It is essential that our officers maintain their Crisis Intervention Training and work to de-escalate these challenging call. Only once the calls are de-escalated can officers then focus on providing the subject and their family the resources needed to have positive outcomes. Families look to our officers to fix issues or situations that have been deteriorating for months, if not years. This is the reason we focus so many hours on training and promoting a culture of compassionate policing.

Unfortunately, on many occasions officers get called in too late and the situation ends with an individual deciding to take their own life. We have had three very challenging suicide cases in the last few months. These cases are profoundly difficult for responding officers on scene and after going home. We have to treat every case as a crime until we can prove otherwise. This leaves officers having to balance processing the scene and gathering evidence, while also providing emotional support and compassion for the families left behind who are unprepared to deal with these tragedies. Two of the three recent cases were further complicated by significant media interest. Officers are then found balancing the media and the public's "right to know" with the family's privacy. I am proud to say that our officers could not have handled these challenging cases any better. I often tell officers, "you will see and deal with people on the worst days of their lives and they will always remember how you made them feel". It is very clear our officers are keenly aware of that when dealing with these types of cases.

When asking officers to be more compassionate, you are also asking them to be vulnerable. Frequent exposure to stress can have a negative effect on an officer's job performance and quality of life. As a law enforcement leader, I have the responsibility to prioritize the safety and wellness of our officers from the moment they enter the academy until after they retire. On a daily basis, officer sacrifice their safety, time with their loved ones, and normal life schedules. This can negatively impact an officer's mental wellness. In return we must support the health and well-being of our officers throughout their careers. It is well documented that an officers ongoing exposure to traumatic incidents, loss, and extreme stress may come at the cost of the officer's health and well-being. We are attempting to break the cultural norm that officers must "soldier on" no matter what they encounter or what human

sufferings they witness. It is incumbent that we take the necessary steps to maintain culture, training and policies that support holistic approaches to officer wellness. This is why the department has been focusing on and providing significant training in stress and anger management, peer support, critical incident stress management, mindfulness, relaxation, and building resiliency. Left unchecked, these issues can turn into compassion fatigue and officers leaving the profession, as they are across the country.

Another way we attempt to help officers cope with the stressors of policing is providing officers positive interactions with the community. Programs like “Trunk or Treat”, movie night, and the fishing club are providing officers with positive interactions, laughter and community appreciation that helps heal their souls. Years ago, officers were willing to engage in these programs, but now officers are actively seeking them out or creating new events. We recently had a group of ten officers volunteer to provide a welcome event for three refugee families that will be residing at a local church. What came in as a call from the church to “make us aware” turned into officers organizing a movie, lunch, games, and giveaways. These events are not only good for the community, but for the officers as individuals.

It is this culture of health, support, community, and growth that will help the department endure the challenges of recruiting that exist across the country. In the last two years, we have seen officers leave the profession through retirement and resignations at record levels. Our department has been down two officers for over a year. This puts significant stress on the budget and officers that are left to fill these open shifts. Many departments have seen significant negative impacts on morale due to staffing shortages. That has not been the case here as our officers have pulled together to cover hundreds of shifts. Our specialty positions immediately volunteered to cover over 600 shifts in one year. This not only reduced officer forces and fatigue, it saved \$142,000 in possible overtime costs to the budget.

The department recently hired one officer and we are about to hire a second. Once these officers are onboard and trained we will be at full staff for the first time in almost three years. We are proud to say we filled these positions without lowering our standards at all. Across the country departments are relaxing their standards by lowering test scores, reducing educational requirements, or simply taking those who would not have been considered for positions 18 months ago. Through a culture of support and pitching in when needed, we were able to hold the course until we found officers that met our rigorous standards. We hope our staffing levels will remain, but the department does have five officers eligible to retire at any moment.

One of the main factors impacting recruitment and retention remains training. Our officers receive the most up-to-date training on many platforms including in-house, web based and classroom settings. The number one reason a person leaves their job is the inability to learn or grow. We need to create opportunities for professional growth and development. It is key to retaining staff. The profession of policing requires a lifelong learning process, continued personal development through training, and exposure to new ideas and ways of thinking. Exposure to different viewpoints and the ability to understand others perspectives is critical. You need to understand the foundation of other people’s beliefs because they drive their decision-making and behaviors. In order for policing to evolve and for police officers to perform at a level expected by citizens, officers must have to education and training in order to mitigate poor outcomes and to develop officers as community assets with a community focus.

FY 2024

Training in “soft” personal skills like empathy, communication, decisiveness, conflict resolution and cooperation is imperative in today’s challenging times. Officers experience chaotic stress inducing events that can decrease their cognitive and motor performance abilities. The lack of training under stress can cause officers to become overwhelmed and their cognitive ability will be impaired to the point they can’t process a problem in the moment. Meaningful, realistic training can reduce an officer’s fear response and improve their decision-making and outcomes. It has been proven that the more training and education an officer has, the less likely they are to use force or be involved in misconduct. This is why we continually have some of the lowest use of force rates in the state.

Policing has become more sophisticated with new technologies, a wider range of responsibilities, and more complex decisions to make. Training helps develop analytical and problem solving skills, increase exposure to people with different backgrounds or life experiences, and foster a deeper sense of curiosity.

Although I anticipate this year will pose some significant challenges for all of us, I believe the department has positioned itself to meet the challenges. Keeping our officers properly trained, equipped and supported both mentally and physically is paramount. This has never been truer than today, when we are expecting our officers to solve complex societal problems, many of which did not exist a year ago, while using emerging technologies in an ever evolving world.

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

Respectfully submitted,
Paul W. Fenton
Chief of Police

0210 POLICE DEPARTMENT

FULLTIME PAYROLL (210-1001)

\$1,294,932

Fulltime payroll is comprised of the salaries of all Police Department employees, which includes fourteen officers and a full-time clerk. The contract stipulates that officers can buy back up to 40 hours of sick and holiday time per contract year. The contract also provides stipends for officers cleaning costs and for those who pass the physical agility test. Those costs are all figured into the total fulltime payroll costs.

The above figure shows a significant increase this year that impacts the entire police budget, as wages make up the bulk of the police budget. This figure includes a 2% scheduled increase for members of the Police Association and 3% for non-union personnel. It also includes the additional 3% provided July 1 last year to all town employees to offset inflationary costs. The figure also includes significant longevity pay steps for five officers in the next calendar year.

Also included in this year's figure is the addition of funds to cover the buyout of accumulated and unused time off for an anticipated retirement. The department currently has one officer scheduled to retire next fall and four additional officers eligible to retire at any time.

PART TIME PAYROLL (210-1002)

\$33,500

The main portion of this line item covers the cost of wages of the Part-Time Clerks that cover weekends and the Full Time Clerk's vacation days, holidays and sick time. As you are aware, the front window at the Police Station is attended by a clerk from 8 am to 4 pm seven days a week. In addition to the many individual duties the clerks perform, they play a valuable role by providing the citizens of Cape Elizabeth with a real person, rather than a phone in the lobby when coming into the station to ask for assistance. They also issue parking passes, dump stickers and burn permits seven days a week.

The two Crossing Guards are also included in this line item. They provide safe passage for school children twice a day for the 180 school days throughout the school year.

FY 2024

This year there was a slight increase to this line item, as we increased wages for our full-time clerk and provided the town-wide 3% bump to the remaining non-union employees.

OVERTIME PAYROLL (210-1003)

\$172,000

The Police Department is unique because we are a 24/7 operation that requires a minimum staffing of two officers at all times. The Department has been operating with two open positions for all of the last year. We currently have one officer hired and we hope to have him begin in February. There is also one other candidate at the end of our hiring process and we hope to get him started by March. In planning for next year, we have one officer scheduled to retire in the fall and two other officers eligible to retire at any time. Although both officers in our process are academy graduates, they will need months of Field Training and many hours of specialty training in areas like de-escalation, crisis intervention and other topics to meet the department's rigorous standards.

When the department experiences open shifts, we try to fill them with the "Vacation Filler" position that is dedicated to filling overtime created by officers on holiday, vacation, training or out sick. Due to our sudden reduction in staff last year, we have not been operating with the "Vacation Filler" for the entire past year. Then add the second vacancy we endured the last year and it created 40 hours of overtime baked into our regular schedule before any officer took any vacation, holiday or sick time. One officer required knee surgery this summer and was out for 11 weeks.

Over the past year, in order to try to control overtime costs we have used our specialty positions to cover as many open shifts as possible. I am proud to say our team pulled together to control costs. Officer Estes volunteered to leave his Community Liaison position and go back on the road covering weekends for the entire year. The School Resource Officer, Detective and Captain also pitched in and covered the road whenever possible. It was far from ideal and many programs suffered, but they were able to cover 2244 open hours at a savings of over \$142,000 in possible overtime costs. It was a struggle, but I am proud to say officers never complained while doing "double duty" covering the road, but continuing to fulfill their vast array of specialty position functions.

In forecasting for next year, there will be increases simply to reflect the significant wage increases created by contractual raises and longevity steps. The department is always looking for new and creative ways to reduce overtime and operational costs, but scheduling can only cover so much.

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TRAINING WAGES (210-1007)

\$100,548

This line item is new to the budget last year. The Finance Director asked that I separate out projected wage costs that are anticipated for an officer attending or covering shifts for another officer to attend training. When officers attend training we incur not only the cost of the training, but the cost to fill shifts left open by officers attending the training. Each year officers are required to receive training in and maintain certifications in a host of areas. Combine this with the EMT certification and the training hours add up quickly. Most officers hold instructor level certifications that require annual training in order to maintain that certification. When filling our anticipated vacancy next fall, if we hire an officer that needs to attend the police academy this line would cover his base wage and any wages used to cover the open shifts. The academy and field training for the officer alone is almost 1400 hours.

SPECIAL ASSIGNMENTS (210-1010)

\$19,070

Special assignments are outside details usually associated with a request from an organization for assistance, such as traffic direction or security. The cost of these details are billed, but the reimbursement goes back to the general fund, not the police budget. These are typically one the hardest costs to accurately estimate because they do not typically follow a certain pattern from year to year. The school department will typically hire two officers for their (7) home football games and additional games if they make the play-offs. The schools will also occasionally hire officers for other sporting teams if they make the play-offs or expect large or contentious crowds. Officers are also hired every year to cover the high school graduation ceremony.

Special Assignments can also include police coverage of community events like road races, Family Fun Day, Strawberry Fest or extra patrols on Halloween. In recent months, we have received requests for officers to cover events in other municipalities to provide additional police support the same way we do for Beach to Beacon. The Town of Cumberland has asked for officers to help provide security for a week-long concert series scheduled for this summer that could draw over 20,000 spectators. Although the community events are somewhat consistent in number, the construction jobs and out of town details are extremely unpredictable and difficult to project accurately.

FY 2024

CELLULAR TELEPHONE (210-2000)

\$3,600

This line item is new to the budget and was historically covered under “Miscellaneous Contractual”. The funds in this account cover the projected costs of the cellular phones and air cards for the three patrol vehicles. Each vehicle is equipped with a cellular phone to ensure officers make contact with every complainant. The air cards provide the internet signal for the computers in the patrol vehicles. Both costs are billed monthly under our FirstNet account that provides priority cell service in case of a large scale emergency and the company offers a government rate that has reduced our monthly costs. This line will show a slight increase to cover the increase in fees associated with our monthly plan.

TELEPHONE (210-2001)

\$2,000

This line item is also new to the budget and historically fell under the “Miscellaneous Contractual” account. It covers the cost of all “land line” telephone lines that are used by the police department. These include lines that are recorded and used to make anonymous tips by the public.

PRINTING & ADVERTISING (210-2004)

\$5,500

This line item covers the costs of our copier lease and maintenance. It also covers the costs of hiring advertisements should a position become open during the year. The last cost of an employment ad to run for just two Sundays in the Press Herald alone was over \$2,100. The department anticipates at least one open position being filled next year. The increase is to cover those additional costs of ads. The department is constantly looking for newer and less expensive ways to advertise and recruit for our open positions.

This line also covers the printings costs of business cards, warning cards, department forms and other printed materials. We anticipate most of these costs will increase due to inflation and supply chain issues.

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DUES & MEMBERSHIPS (210-2007)

\$3,000

This line item is for the cost associated with the dues and memberships to professional organizations for all members of the Department including, but not limited to IACP, Maine Chiefs Association, National School Resource Officers Association and FBINAA. Memberships in these organizations often significantly reduce the costs of attending trainings put on by those same organizations. These memberships proved invaluable this past year, as I attended over 200 hours of free web-based training offered by IACP, FBINAA, and the Use of Force Summit.

TRAINING (210-2008)

\$80,000

The Cape Elizabeth Police Department is widely known as one of the most highly trained and educated police departments across the state. The profession of policing requires a lifelong learning process, continued personal development through training and exposure to new ideas and ways of thinking. Exposure to different viewpoints and the ability to understand others perspectives is critical. You need to understand the foundation of other people's beliefs because they drive their decision making and behaviors. In order for policing to evolve and for police officers to perform at a level expected by citizens, officers must have the education and training in order to mitigate poor outcomes and to develop officers as community assets with a community focus.

An additional need for training is officer retention. The number one reason a person leaves their job is the inability to learn or grow. We need to create opportunities for professional growth and development. It is key to retaining staff.

The Maine Criminal Justice Academy provides annual mandatory training topics that all officers need to receive training in order to keep their law enforcement certifications. In addition to the mandatory training, almost all of the officers in our department have areas of specialty or instructor level certifications that also require annual or semi-annual training to maintain those certifications. All of our officers are Emergency Medical Technicians licensed through the State of Maine. Renewal is done every three years by completing training on-line, as well as, hands-on classroom training. Our newest officer and our next hire will need the entire 150 hours of training to receive their certifications.

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Also included in this line item are all the fees associated for new officers to attend the Maine Criminal Justice Academy. If officers are recent graduates from the Academy, we must reimburse the department they are leaving for those associated costs. The officer we are in the process of hiring will require us to reimburse his former department close to \$50,000. Those possible cost to fill our anticipated open position next year is built in this line item for the first time this year.

As a new policy, I have decided to have quarterly supervisors' meetings and an annual department meeting/training to ensure all officers are performing their duties lawfully, ethically, and consistently.

CONFRENCES & MEETINGS (210-2009)

\$8,000

Each year I attend conferences put on by the Maine Chiefs of Police, the New England Chiefs of Police and one national conference (IACP or FBINAA). Policing has become more sophisticated with new technologies, a wider range of responsibilities and more complex decisions to make. These conferences allow the continued development of professional relationships, as well as personal professional development and training. They provide me with new strategies, techniques, and resources I need to successfully navigate the constantly evolving policing environment. The conferences also allow me to keep up-to-date on 21st Century contemporary law enforcement trends and issues, discover new products and services. If I expect my officers to continually attend training and develop, then as a leader, I must do the same.

The slight increase accounts for the anticipated increased costs of travel, meals and lodging.

CONTRACTED CRIME LAB (210-2010)

\$5,500

The Regional Crime Lab is housed at the Portland Police Department and allows us access to up to date equipment and the expertise of full-time evidence technicians. Cape Elizabeth is charged a fixed fee at 4.02% of the total budget of the Crime Lab. This year's slight increase of a few hundred dollars was to offset the increased shared cost of consumables at the lab.

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OFFICER/EMPLOYEE WELLNESS (210-2011)

\$4,000

As a department, it is incumbent upon us to ensure that we take the appropriate steps to maintain a culture that supports holistic approaches to wellness and encourages help-seeking behaviors. A culture of wellness cannot be established overnight, but this program has been a great first step. This line item covers the costs of a program we started last year that provides officers seamless access to mental health services to address any issues they are experiencing through work.

Increased attention on the issue of law enforcement suicide has caused the profession to more deeply acknowledge and confront the trauma of this critical and demanding work. In response to these issues, I have created a program that *encourages* officers to go for an annual mental wellness checkup. These annual checkups are performed by a culturally competent professional, whom provides a relationship of trust that will allow officers to initiate services annually or after critical incidents. These checkups are being done by a medical professional that is experienced in dealing with first responder issues. Yearly checkups could include brief screeners/tests covering various mental health problems (PTSD/Depression) and a discussion about any significant events in the preceding year including relationship status and work stressors.

As we build out this program, we are adding trainings by our medical professional to help identify symptoms of stress and trauma being experienced by themselves or others. Once we are able to identify it, officers are then taught ways to mitigate the negative impacts through tactical breathing, meditation and de-escalation.

INTERNET ONLINE SERVICES (210-2015)

\$4,500

This line item was also new to the budget last year and historically fell under the “Miscellaneous Contractual” account. It covers the fees associated with accessing the State’s databases that include NCIC and BMV. These databases hold all driver’s license and criminal history information that are a critical need in our job functions. The fees recently increased from \$120/mo. to \$305/mo. and we will have to pay the costs associated with a system upgrade. It also covers the monthly fee for access to an expansive public records database available only to law enforcement that is invaluable in terms of investigations and background checks.

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VEHICLE MAINTENANCE (210-2032)

\$22,500

The Department is fortunate enough that a regular replacement cycle for cruisers that has been kept in place until the last few years. Supply chain issues and computer chip shortages have resulted in the department not yet receiving our vehicles from FY2022 and FY2023. Therefore, the department has a significantly older fleet than usual, both in term of mileage and wear and tear. We are experiencing more frequent repairs on vehicles that are running out of warranty. Routine maintenance is performed by Public Works on all of the Departments vehicles. However, specialized work is sent out to local dealerships because Public Works does not have the more specialize diagnostic equipment at their disposal. Also included in this account are tires needed for all the police vehicles (approx. 30 per year).

RADIO MAINTENANCE (210-2033)

\$4,000

The Department has one repeater system and two voter systems that are nearing the end of their lifespan. This is a repair line item should we have an issue with the radio system. Having working radio communication is necessary to preform almost every police function and they simply keep our officers safe. This line also covers the costs to replace or repair any of our mobile or portable radios.

MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)

\$6,000

This account houses the usual once a month fees that are incurred by the Department during the fiscal year. An example of these once a month requests are CMP, cleaning supplies, computer firewalls/databases and state lab drug testing. This line item was broken out into other line items by the Finance Director last year that include Cellular Telephone (210-2000), Telephone (210-2001) and Internet Online Services (210-2015). After readjusting costs, I was able to reduce this line by 10%.

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EDUCATIONAL REIMBURSEMENT (210-2063)

\$2,500

In order for policing to evolve and for police officers to perform at a level expected by citizens, officers must have the proper balance of formal education and police training. This combination helps develop officers as community assets with a community focus. A recent study also showed that the more training and education an officer has, the less likely they are to use force or be involved in misconduct. The Cape Elizabeth Police Department has been and is striving to continue be the most highly educated department in the state. All of our officers hold college degrees and over half have attained master's degrees. This line item is used to help achieve that goal. It reflects the cost of one officer working finishing up his Bachelor Degree. This line item reflects the projected costs of the courses and associated books for three semesters of study.

RECRUITMENT, PROCESSING & PROMOTION (210-2068)

\$6,850

This account was originally under the Capitol Budget last year, but was moved to general budget by the Finance Director. It traditionally covered the costs associated with our promotional process. One of the most critical decisions any department will ever make will be promoting or selecting the right individual for a supervisory assignment. Our front line supervisors must provide close and effective supervision to ensure our officers are performing their duties ethically, effectively and consistently. They are our "liability gatekeepers" and therefore, we must have our best officers promoted to those positions. The fees associated with the process include hiring a company that will craft an exam based on Maine state law, department specific policies and our town ordinances. The company also offers an interview panel of retired department executives, chiefs, and attorneys. This same company offers an assessment center that uses a series of simulated on-the-job challenges to gauge a candidate's ability to perform the target job.

This line item will also cover new areas starting this year that include costs associated with recruiting new officers and putting them through our rigorous hiring process. Now more than ever, it is imperative we put officers through a thorough process before accepting them into our ranks. Last year we spent \$1,000 in polygraph exams and over \$1,400 in psychological exams on perspective hires. Simply stated, we need to hire and promote the best officers in order to provide the community with the best service.

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OFFICE SUPPLIES (210-3001)

\$4,500

This account absorbs the costs of the day to day office supplies and furniture used by the Department. Town Hall provides direction on where to purchase items from and we have currently been using W.B. Mason. I anticipate an increase of these cost next year due to inflation and supply chain issues.

GASOLINE (210-3002)

\$31,790

The price for gasoline was locked in by Public Works at \$2.89/gal. for the year. This is significant increase from last year's \$2.60/gal. The Department typically budgets for 11,000 gallons of gas and that figure is based on yearly averages.

UNIFORMS (210-3004)

\$9,800

This line item is an amount set by the union contract to cover the costs of the "necessary acquisition and replacement of uniforms for employees." It does not cover the full amount that is required to meet the needs of a newly hired officer.

MINOR EQUIPMENT (210-3005)

\$22,000

This line item covers the costs of equipment upgrades, replacement and repair. Equipment replacement and repair is very unpredictable because much of our equipment is exposed to the elements and the physical demands of the officers' work. Some examples of purchases from this account would be the initial uniforms and equipment issued to a new officer not covered by the uniform replacement account. Other items purchased from this account include replacement flashlights, safety clothing for both the officers and crossing guards, parts, batteries, radar repairs and equipment testing. The slight increase this year will cover some costs associated with the purchasing of new equipment for the new officers.

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BOOKS (210-3020)

\$1,500

This line item was also recently created by the Finance Director and covers the costs copies of the annually updated criminal and traffic statutes for each officer. Last year those books alone were \$1,200. The remaining balance will be used to enhance the department library that contains books on leadership and mental health.

LESS LETHAL (210-4027)

\$9,955

This line item traditionally fell under the Capital Budget, but was moved to general budget by the Finance Director. Over the last few years, the department has taken a very hard look at our use of force policy and decided to implement more less-lethal options for officers to deploy in the field. Less Lethal bridges the gap between regular uses of force and deadly force. They are not designed to cause serious bodily injury or death, but they have the potential. These less lethal options provide officers with opportunities to defuse the encounter and use options other than lethal force. Although many police shootings meet the legal standard of reasonableness, they often fail the community test of what seems just and appropriate.

The increased costs this year is due to our need to upgrade our very outdated Tasers. We currently carry a Taser model that is 10 years old and that is centuries in terms of technology. The new Tasers have technological advances that greatly increase the likelihood of successful outcomes for both the officer and suspect. An officer has to trust the equipment in order to use it successfully in critical situations. We are one of the few agencies that does not issues a Taser to each officer, instead we have a pool of five Tasers used by the two patrol officers, the School Resource Officer and any officer working extra details.

SWAT DETAIL (210-4028)

\$8,000

Specialized response teams require extensive initial and ongoing training to remain proficient. We hope the skills will never need to be used, but possessing them is still necessary. Their response is always a last resort. These officers bring an enormous amount of training and knowledge back to our regular officers to ensure we are prepared for any type of critical incident. The department being involved in this multi-jurisdictional team also ensures that the team frequently trains in our three schools to increase officer's familiarity with the school's lay-outs as well as any tactical obstacles they could provide.

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The costs associated with this year's budget is primarily for safety gear, training ammunition, rescue training and cold weather gear. Successful outcomes require far more time on scene than was historically necessary. Therefore, officers must be comfortable sitting in the elements year-round.

BULLET PROOF VESTS (210-4032)

\$2,850

Firearms are one of the leading causes of deaths for law enforcement officers killed in the line of duty. It is imperative that we provide our officers with the basic equipment that will keep them safe while performing their police duties. Officers vests are issued when they are hired and have a manufacturer's warranty of five years. In order to ensure safety and limit departmental liability we try not to let vests expire. The above costs would cover the replacement costs of two vests that are scheduled to expire next fiscal year and one for the anticipated opening created by the scheduled retirement.

0215 ANIMAL CONTROL

CONTRACTED ANIMAL CONTROL (215-4033)

\$12,990

The Department has chosen to continue its agreement with the City of South Portland to provide Animal Control Services here in Cape Elizabeth. The contract stipulates that we pay for twenty percent of the officer's salary and benefits. The ACO performs routine patrols in Cape Elizabeth and assists citizens with lost, sick, found, or injured animals. The ACO also enforces and helps draft ordinances related to animal control and welfare. We feel that is a very fair contract because the agreement comes with a vehicle, equipment, and the all of the training required by the ACO.

The last few years has been a challenge, but after the position remaining unfilled for almost a year, it was recently filled. Since being hired, the new ACO (Maggie Maxwell) has hit the ground running and has been in Cape Elizabeth on patrol daily. We are pleased the position has been filled and excited by Maggie's enthusiasm and work ethic thus far.

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REFUGE LEAGUE FEES (215-2062)

\$13,634

By law, each and every Town or City must designate a boarding entity for animals. The Department has contracted with Animal Refuge League at a rate of \$1.43 per capita based on a population. This year's cost reflects a slight increase, as ARL is using updated census data from 2021 instead of the 2010 data when our contract started. Although overall these costs are quite significant, ARL also provides a list of services to Cape Elizabeth residents in addition to the boarding of our lost or abandoned domesticated animals, microchipping and spay/neutering services.

0220 DISPATCHERS

CONTRACTED PSAP (220-2010)

\$294,890

This line item covers dispatching and records management services for the Police, Fire and Rescue Departments. We have collaborated with Portland Police Department for several years to provide us with dispatching services. The contract with the City of Portland will typically increase by 3% a year, as per the contract. This past year however, the dispatch center has experienced critical staffing shortages. The center is typically staffed by 37 dispatchers and they are now down to 21. This has created a dramatic increase in overtime and other associated costs. The dispatch center is currently negotiating with a vendor to find contracted dispatcher staff until additional dispatchers can be hired and trained. These new vendor costs, combined with infrastructure upgrades and overtime, have resulted in a \$1.36M (34.2%) budget increase in total expenditures. This dramatic budget increase has resulted in elevated reimbursement invoices to both South Portland and Cape Elizabeth, as we both share the service.

0240 MISCELLANEOUS PUBLIC PROTECTIONS

**CONTRACTED HARBOR MASTER (240-2010)
\$6,660**

This line item is one that has another consolidated service. The Town contracts with Scarborough for the use of their Harbor Master. The positive of this consolidation is it gives Cape Elizabeth the use of a boat, the Harbor Master is a full time law enforcement Officer. The Harbor Master comes fully trained and accredited for the land and water. This is an estimated 3% increase from FY 2023. The exact cost is set by the State and Government Employee index and Scarborough has not yet provided that exact projected figure.

**STREET LIGHTS (240-2074)
\$45,900**

This line item covers all the costs associated with the town's street lights. Over the past year, the town has been using more energy efficient LED lights for a reduction in costs of over \$18,000. I see no changes needed in these costs projecting forward. Aside from a few complaints that the new lights are brighter, this has been a very beneficial project.

**COMMUNITY LIASON (240-3007)
\$6,500**

As a department, it is imperative that we need to work together as a community and align goals and help each other attain them. Simply put, collaboration improve outcomes. I believe the area that this department has improved in the most over the last four years is community engagement. What started as Coffee with a Cop, Safety Trainings and the addition of our School Resource Officer has morphed into how each officer approached each call and interaction every day. I truly believe citizens used to recognize our officers, but now they feel they know them.

Over the past year officers partnered with the schools to conduct safety assessments, hosted two drug takeback events, hosted six high school seniors for their two-week senior transition program, hosted a gun giveback event, hosted two food drives, hosted Trunk or Treat, participated in "No-Shave November" and "Real Men Wear Pink Campaigns, and visited several daycares and pre-schools to talk about ways to stay safe. We also saw our Fishing Club and Movie Night grow by leaps and bounds this year. We

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were able to achieve this all while down 20% in staffing and officers being forced in to cover shifts. We were able to do all these programs for one simple reason, the officers made it a priority.

These events all have associated costs to cover food, beverages, candy, and equipment. We are in the process of upgrading the sound system for movie nights we hope to put on for young kids and Project Graduation.

**Fiscal Year 2024
Fire Department Working Budget
3/2/2023**

Sub	Description	Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change	
		Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager Requested)		
Acct		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024		FY 23 to FY 24	
Department 0225 WET TEAM											
1002	PART TIME PAYROLL	15,000	7,458	24,706	10,268	28,000	28,840	28,840	4,134	16.73%	
1020	SOCIAL SECURITY	1,100	571	1,890	786	2,142	2,206	2,206	316	16.73%	
2000	CELLULAR PHONE	600	128	600	-	700	700	700	100	16.67%	
2008	TRAINING	1,500	37	1,800	-	1,800	1,800	1,800	-	0.00%	
2032	VEHICLE MAINTENANCE	2,500	388	2,500	722	2,500	2,500	2,500	-	0.00%	
2033	RADIO MAINTENANCE	3,000	676	3,000	-	3,000	3,000	3,000	-	0.00%	
2034	EQUIP. MAINTENANCE	1,200	796	19,500	19,299	4,000	4,000	4,000	(15,500)	-79.49%	
2071	PHYSICALS & SHOTS	300	-	300	-	-	-	-	(300)	-100.00%	
3002	GASOLINE	600	-	800	-	800	800	800	-	0.00%	
3004	UNIFORMS	2,400	559	2,400	-	2,500	2,500	2,500	100	4.17%	
3006	MISCELLANEOUS SUPPLIES	1,500	272	1,500	400	1,800	1,800	1,800	300	20.00%	
Department 0225 Totals		29,700	10,885	58,996	31,474	47,242	48,146	48,146	(10,850)	-18.39%	
							(0)				
Department 0230 FIRE DEPARTMENT											
1001	FULL TIME PAYROLL	134,000	67,710	152,353	88,676	205,000	211,150	211,150	58,797	38.59%	
1002	PART TIME PAYROLL	395,000	209,710	478,676	264,120	670,000	690,100	690,100	211,424	44.17%	
1006	PREMIUM PAY	52,005	8,880	-	9,938	-	-	-	-	0.00%	
1012	HYDRANT SHOVELING	-	-	-	-	-	-	-	-	0.00%	
1015	WORKERS COMP REIMBURSEMENT	-	-	-	-	-	-	-	-	0.00%	
1020	SOCIAL SECURITY	42,978	21,394	48,274	27,287	66,938	68,946	68,946	20,672	42.82%	
2000	CELLULAR PHONE	4,000	2,377	4,800	3,200	5,500	5,500	5,500	700	14.58%	
2007	DUES AND MEMBERSHIPS	6,000	5,988	6,000	4,659	7,000	7,000	7,000	1,000	16.67%	
2008	TRAINING	4,500	741	4,500	1,759	5,000	5,000	5,000	500	11.11%	
2009	CONFERENCES AND MEETINGS	500	100	500	-	500	500	500	-	0.00%	
2032	VEHICLE MAINTENANCE	45,000	9,049	80,000	22,729	50,000	50,000	50,000	(30,000)	-37.50%	
2033	RADIO/PAGER MAINTENANCE	28,000	284	75,000	25,399	20,000	20,000	20,000	(55,000)	-73.33%	
2034	EQUIPMENT MAINTENANCE	12,000	4,020	14,000	9,218	15,000	15,000	15,000	1,000	7.14%	
2045	INSURED VEHICILE REPAIRS	-	-	-	-	-	-	-	-	0.00%	
2071	PHYSICALS & SHOTS	2,000	-	2,000	-	2,000	2,000	2,000	-	0.00%	
3002	GASOLINE	9,000	1,058	11,000	1,025	14,000	14,000	14,000	3,000	27.27%	
3004	UNIFORMS	30,000	30,787	32,000	16,912	35,000	35,000	35,000	3,000	9.38%	
3005	MINOR EQUIPMENT	30,000	23,164	45,000	31,924	30,000	30,000	30,000	(15,000)	-33.33%	
3006	MISCELLANEOUS SUPPLIES	13,000	1,023	15,000	3,826	12,000	12,000	12,000	(3,000)	-20.00%	
3007	FIRE PREVENTION SUPPLIES	1,200	735	1,200	-	1,500	1,500	1,500	300	25.00%	
3040	DIESEL FUEL	-	1,533	-	3,239	-	-	-	-	0.00%	
Department 0230 Totals		809,183	388,553	970,303	513,909	1,139,438	1,167,696	1,167,696	197,393	20.34%	

**Fiscal Year 2024
Fire Department Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0231 RESCUE										
1002	PART TIME PAYROLL	410,000	227,484	473,529	271,471	516,000	531,480	531,480	57,951	12.24%
1006	PREMIUM PAY	38,505	7,719	-	2,582	-	-	-	-	-
1015	WORKERS COMP REIMBURSEMENT	-	-	-	-	-	-	-	-	0.00%
1020	SOCIAL SECURITY	35,411	17,914	36,225	21,213	39,474	40,658	40,658	4,433	12.24%
2000	CELLULAR	3,000	-	4,000	-	4,000	4,000	4,000	-	0.00%
2007	DUES AND MEMBERSHIPS	3,000	2,378	3,000	1,943	3,000	3,000	3,000	-	0.00%
2008	TRAINING	10,000	437	10,000	2,184	16,000	16,000	16,000	6,000	60.00%
2010	PROFESSIONAL SERVICES	28,000	12,742	28,000	12,299	28,000	28,000	28,000	-	0.00%
2032	VEHICLE MAINTENANCE	17,500	995	20,000	1,655	21,000	21,000	21,000	1,000	5.00%
2033	RADIO MAINTENANCE	10,000	-	10,000	9,519	8,000	8,000	8,000	(2,000)	-20.00%
2034	OFFICE EQUIPMENT	11,000	8,284	11,000	4,992	12,000	12,000	12,000	1,000	9.09%
2045	INSURED VEHICLE REPAIRS	-	-	-	-	-	-	-	-	0.00%
2071	PHYSICALS & SHOTS	15,000	-	8,000	-	8,000	8,000	8,000	-	0.00%
3002	GASOLINE	-	567	-	1,672	14,000	14,000	14,000	14,000	0.00%
3004	UNIFORMS	6,000	956	8,000	2,504	8,000	8,000	8,000	-	0.00%
3005	MINOR EQUIPMENT AND REPAIR	50,000	15,375	50,000	22,078	50,000	50,000	50,000	-	0.00%
3006	MISCELLANEOUS SUPPLIES	3,000	1,001	3,000	1,091	4,000	4,000	4,000	1,000	33.33%
3022	MOTOR FUELS	6,000	291	8,000	-	-	-	-	(8,000)	-100.00%
3040	DIESEL FUEL	-	-	-	896	-	-	-	-	0.00%
3998	AMBULANCE - UNCOLLECTIBLES	-	494	-	11,977	20,000	20,000	20,000	20,000	0.00%
3999	AMBULANCE - CHARGE OFF	-	254	-	7,541	4,000	4,000	4,000	4,000	0.00%
4001	OUTLAY	-	7,315	-	-	-	-	-	-	0.00%
4021	TECHNOLOGY EQUIPMENT	-	-	-	-	-	-	-	-	0.00%
Department 0231 Totals		646,416	304,206	672,754	375,618	755,474	772,138	772,138	99,384	14.77%
Department 0235 FIRE POLICE UNIT										
1002	PART TIME PAYROLL	6,500	3,247	9,059	3,948	6,000	6,180	6,180	(2,879)	-31.78%
1020	SOCIAL SECURITY	500	248	693	372	459	473	473	(220)	-31.78%
3006	MISCELLANEOUS SUPPLIES	3,000	-	3,000	314	3,000	3,000	3,000	-	0.00%
Department 0235 Totals		10,000	3,495	12,752	4,635	9,459	9,653	9,653	(3,099)	-24.30%
Department 0250 EMERGENCY PREPAREDNESS										
1002	PART TIME PAYROLL	3,270	1,635	3,500	1,750	3,500	3,605	3,605	105	3.00%
1020	SOCIAL SECURITY	130	125	268	134	268	276	276	8	2.90%
2033	RADIO MAINTENANCE	-	-	2,000	-	-	-	-	(2,000)	-100.00%
3006	MISCELLANEOUS SUPPLIES	3,000	-	1,500	-	3,000	3,000	3,000	1,500	100.00%
Department 0250 Totals		6,400	1,760	7,268	1,884	6,768	6,881	6,881	(387)	-5.33%
TOTAL FIRE DEPARTMENT		1,501,699	708,899	1,722,073	927,519	1,958,380	2,004,514	2,004,514	282,441	16.40%

WETeam Accounts (225)

Payroll (1002)

This covers the payroll for calls and training hours for the team members. This team is a very robust and active group. The majority of the increase is to bring the teams pay rates up to the level of the fire and rescue personnel.

Training (2008)

This covers the cost of training ropes and the rental of the rock climbing gym for rappelling training. We need to maintain a separate inventories of ropes, one for training and one for calls. Training ropes cannot be used for calls. We also participate in water safety training programs with the Coast Guard and other agencies.

Vehicle Maintenance (2032)

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

Radios (2003)

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

Equipment (2034)

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

Physicals (2071)

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

Fuel (3002)

This is for the fuel usage of the WET van and boats.

Uniforms (3004)

This covers the purchase of float coats and dry suits. The increase in this line is for suits and float coats for new members and to keep the older suits on a replacement schedule.

Fire Department Accounts (230)

Full Time Pay (1001)

Covers the salary of the chief and the department's full time administrative assistant. This line was increased to cover raises and the payout for the retiring fire chief.

Part Time Payroll (1002)

This covers the pay for a deputy chief, per diem staffing on the fire truck and members of the fire department call companies. This account shows a significant increase for three reasons. First we are requesting to add an additional firefighter position during the 7a to 7p shift. We are not seeing many firefighters from the call companies responding during the day shift so we would like to increase the per diem staffing to meet minimum staffing levels for engine company operations. Secondly we are very fortunate that the majority of our per diem staff are EMS providers at the paramedic level which puts them at the top of our pay scale and for many shifts we have multiple paramedics working. This allows us to staff the second ambulance at the paramedic level if necessary but it does increase our payroll costs. The third element of the payroll cost is an increase in the hourly rates in order to keep us in the top tier in a highly competitive market for per diem employees.

Mobile Phones (2000)

This account covers the cost of the department's cell phone, the cell service for the fire trucks I pads. The I pads allow the responding people to see all the call information and they can respond by pushing buttons reducing radio traffic.

Dues and Membership (2007)

This account covers the cost of membership of several fire service organizations. These memberships allow us access to training and product information. This account also pays for the cost of CAD copy over to our fire and EMS reports. This will allow us to complete reports faster as all the call information will already be downloaded to the report.

Training (2008)

This account covers all of our training materials, fire schools and the cost of outside instructors. We use outside instructors for the monthly joint fire company trainings. We are no longer teaching our own Firefighter 1&2 class, we are sending our new members to a regional school where the tuition is \$1100.00 per student.

Conferences (2009)

This account covers the cost of attending the Cumberland County Fire Chiefs and Maine Fire Chiefs meetings.

Vehicle Maintenance (2032)

This account covers the cost of all routine maintenance that is done on the fire departments seven vehicles. This also covers the cost of annual pump tests on the department's four pumps. We also have all of our ground ladders and the aerial ladder tested annually by a UL certified testing company. We are increasing the amount in this account as we are seeing increased costs in maintaining the trucks and more frequent repairs as they age. Due to the complexity of our vehicles more of the service is being done by the dealerships service center.

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Radio Maintenance (2033)

This account covers the cost of all repairs to our radios and pagers. It also covers the cost of annual service to our radio repeaters. This account will also cover the cost of replacement portable radios and the purchase of pagers. We are in the process of replacing our portable radios in the fire trucks and each truck has 4 portable radios. The radios we have now are now longer supported by the manufacturer. We are replacing one trucks 2 mobile radios each year.

Equipment Maintenance (2034)

This account covers the cost of parts, repairs and annual flow testing for the department's 26 air packs. We also pay for the annual required calibration of the fit tester from this account. This account covers the repairs and upkeep on the department's chainsaws, generators and portable pumps. We also cover the cost of preventative maintenance of our two vehicle extrication tools. We pay for the annual hose test from this account. All of our breathing apparatus and hoses are tested by third parties. The gas needed to calibrate our gas meters is purchased through this account.

Physicals (2071)

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

Fuel (3002)

This covers the cost of fuel for all the department vehicles, chainsaws, generators and portable pumps. The account was increased to cover the raising fuel cost.

Gear and Uniforms (3004)

This account also covers the purchase of each member's turnout gear. Turnout gear consists of a coat and pants at \$2900, helmets \$300, gloves \$110 and boots at \$200. We are purchasing ten sets of gear a year to keep us on the recommended ten year replacement schedule. We are increasing the amount of gear we purchase each year so we can outfit the per diems. We also cover the cost of station uniforms for per-diem firefighters.

Minor Equipment (3005)

This account covers the purchase of all our hand tools, batteries, flashlights, hose fittings and nozzles. This account has increased to cover the cost of buying new nozzles and fittings for the new pumper.

Miscellaneous Supplies (3006)

This account covers the volunteer recognition awards, office supplies, stationary, and cleaning supplies for both stations. We do all the cleaning of our two stations.

Fire Prevention Supplies (3007)

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

Rescue Budget Account 231

Part Time and Per Diem Payroll (1002)

Pay for the per-diem personnel and our Medical Director. This covers the per diem staffing of two people 24 hours a day. The per diem staff now covers all of our medical calls. We have a very strong per diem staff and we are a preferred place to work because of the work environment we have. We are also on the high end of the pay scale for per diems which helps us maintain our staffing levels. We are very fortunate that the majority of our per diems are paramedics but it does result in higher payroll costs as we often have multiple paramedics working a shift.

Cell Phones (2000)

This covers the cost of the two I Pads in each ambulance. One I Pad is used to complete the EMS run reports, the other is used for the CAD system and they both have cell phone connections so we can use them anywhere without depending on a WIFI connection.

Dues and Memberships (2007)

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

Training (2008)

This covers the cost of providing continuing education credits that our members need to maintain their EMS licenses. These credits are provided through hands on training and classroom training. We are increasing the use of outside instructors to provide specialized EMS training. We subscribe to an online training program which allows people to obtain some of the credits needed for renewal of their EMS licenses. Most of our EMS providers work full time at other agencies where they get the required training which allows us to reduce this account. We provide all the hands on EMS trainings for the police officers.

Professional Services (2010)

This covers the cost of our ambulance billing service and any paramedic intercepts done by the City of South Portland. We have seen a significant decrease in the number of intercepts since the start of the per diem program, in fact we have only had one intercept in the last six months.

Vehicle Maintenance (2032)

Regular maintenance and service costs on the two ambulances.

Radio Maintenance (2033)

This account covers the cost of pager purchases and repairs. We are also replacing the mobile radios in one of the ambulances.

Equipment Maintenance (2034)

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

Physicals (2071)

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

Fuel (3022)

Fuel costs for the two ambulances, the account was increased to cover raising fuel costs.

Uniforms (3004)

Uniforms for per-diem and on-call personnel.

Minor Equipment (3005)

This account covers all our out of drug box medications, ALS and BLS supplies, glucometers, IV supplies, airways and medical gloves. Any scheduled drugs we use are supplied by the hospital which bills us quarterly for these medications. We do not stock these medications in house and they are stored in secured med vaults in the ambulances. Basically this account covers all the medical supplies carried by our ambulances, police cars and fire trucks.

Miscellaneous Supplies (3006)

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

Fire Police 235

The fire police is a unit that provides traffic control for emergency scenes such as car accidents, fire and wires down calls. The fire police provide essential traffic control and scene safety which frees up the police officers for other duties. They also provide traffic control for community events such as Family Fun Day parade and Beach to Beacon road race.

Part Time Payroll (1002)

Pay for the members responding to calls.

Miscellaneous Supplies (3006)

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

Emergency Preparedness (250)

Part Time Payroll (1002)

This account covers the stipend for the EMA director.

Radio Maintenance (2003)

We are continuing the process of replacing the outdated radios in our emergency operations center. We run our storm events and the Beach to Beacon race from this center.

Miscellaneous Supplies (3006)

This covers the office supplies.



**Town of Cape Elizabeth, Maine
Public Works and Recycling Center (300s)
Fiscal Year 2024
July 1, 2023-June 30, 2024**

**Fiscal Year 2024
Public Works Working Budget
3/2/2023**

Sub	Description	Budget	Actual	Budget	Actual	Department	Revised Mgr	Approved	\$ Variance	% Change
		Last Year	Last Year	Current	Current	Estimated	6% COLA		(Manager	
Acct		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0310 PUBLIC WORKS										
1001	FULL TIME PAYROLL	714,600	393,550	746,324	408,463	774,500	797,735	797,735	51,411	6.89%
1002	PART TIME PAYROLL	6,500	1,403	6,691	195	42,300	43,569	43,569	36,878	551.16%
1003	OVERTIME PAYROLL	130,000	47,603	133,824	58,239	128,000	131,840	131,840	(1,984)	-1.48%
1015	WORKERS COMP REIMBURSEMENT	-	(463)	-	-	-	-	-	-	0.00%
1020	SOCIAL SECURITY	65,107	31,936	67,843	33,273	65,100	74,446	74,446	6,603	9.73%
1900	PERSL RECOVER - SOLD OTHR DEPT	-	(8,987)	(14,000)	(9,790)	(14,000)	(14,000)	(14,000)	-	0.00%
2000	CELLULAR PHONE	2,400	1,169	2,400	1,187	2,400	2,400	2,400	-	0.00%
2004	PRINTING AND ADVERTISING	2,000	2,727	2,000	784	2,500	2,500	2,500	500	25.00%
2007	DUES AND MEMBERSHIPS	750	45	750	-	750	750	750	-	0.00%
2008	TRAINING	2,500	470	2,500	90	2,500	2,500	2,500	-	0.00%
2009	CONFERENCES AND MEETINGS	500	361	750	186	750	750	750	-	0.00%
2010	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	0.00%
2021	EQUIPMENT RENTAL	2,500	2,442	2,800	2,939	3,000	3,000	3,000	200	7.14%
2022	UNIFORM RENTAL	4,800	130	4,800	727	5,600	5,600	5,600	800	16.67%
2025	SAFETY EQUIPMENT	14,000	8,003	14,000	6,443	14,500	14,500	14,500	500	3.57%
2032	VEHICLE MAINTENANCE	120,000	48,031	118,000	85,434	118,000	118,000	118,000	-	0.00%
2033	RADIO MAINTENANCE	1,750	-	1,750	3,831	2,500	2,500	2,500	750	42.86%
2036	TRAFFIC SIGNAL MAINTENANCE	1,500	5,415	1,800	1,935	5,000	5,000	5,000	3,200	177.78%
2037	CONTR.STORM DRAIN MAINT.	34,000	20,865	47,135	25,838	34,000	34,000	34,000	(13,135)	-27.87%
2038	CONTR.SNOWPLOW SERV.	46,000	62,060	46,000	35,127	53,000	53,000	53,000	7,000	15.22%
2039	PAVEMENT MARKINGS	67,460	35,121	34,000	178	35,500	35,500	35,500	1,500	4.41%
2045	INSURED VEHICLE REPAIRS	-	-	-	-	-	-	-	-	
2046	INSURED NON-VEHICLE REPAIRS	-	-	-	-	-	-	-	-	
2050	MAILBOX REPAIR	600	-	600	-	700	700	700	100	16.67%
2060	MISC.CURBING REPAIRS	1,000	572	1,000	994	1,000	1,000	1,000	-	0.00%
2062	MISCELLANEOUS CONTRACTUAL	2,800	1,482	2,800	1,656	2,900	2,900	2,900	100	3.57%
2063	ALARM SERVICE MONITORING	1,000	428	900	-	900	900	900	-	0.00%
2071	PHYSICALS & DRUG TESTING	1,300	662	1,300	1,361	1,300	1,300	1,300	-	0.00%
3001	OFFICE SUPPLIES	1,500	782	1,800	1,284	1,900	1,900	1,900	100	5.56%
3002	GASOLINE	10,600	12,950	15,400	15,695	17,000	17,000	17,000	1,600	10.39%
3005	MINOR EQUIPMENT	5,500	974	5,700	4,039	5,800	5,800	5,800	100	1.75%
3006	MISCELLANEOUS SUPPLIES	1,300	1,137	1,900	1,044	2,200	2,200	2,200	300	15.79%
3030	AGGREGATE & LOAM	4,500	3,541	5,000	3,772	5,300	5,300	5,300	300	6.00%

**Fiscal Year 2024
Public Works Working Budget
3/2/2023**

Sub	Description	Budget	Actual	Budget	Actual	Department	Revised Mgr	Approved	\$ Variance	% Change
		Last Year	Last Year	Current	Current	Estimated	6% COLA		(Manager	
Acct		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
3031	SAND	12,000	11,500	13,000	13,440	14,000	14,000	14,000	1,000	7.69%
3032	SALT & CHLORIDE	104,000	19,291	123,000	51,440	127,000	127,000	127,000	4,000	3.25%
3033	COLD BITUMINOUS MIX	3,000	806	3,000	3,384	3,000	3,000	3,000	-	0.00%
3035	GUARDRAIL REPAIR	250	70	500	30	700	700	700	200	40.00%
3036	STREET SIGNS	7,000	2,301	7,000	4,506	7,000	7,000	7,000	-	0.00%
3038	STORM DRAIN MATERIAL	10,700	1,825	9,500	2,160	9,500	9,500	9,500	-	0.00%
3039	MS4 PROGRAM	31,700	21,660	37,800	29,704	39,000	39,000	39,000	1,200	3.17%
3040	DIESEL FUEL	29,500	13,918	37,800	18,145	50,500	50,500	50,500	12,700	33.60%
Department 0310 Totals		1,444,617	745,780	1,487,367	807,734	1,565,600	1,603,290	1,603,290	115,923	7.79%

**Fiscal Year 2024
Public Works Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0320 RECYCLING AND REFUSE DISPOSAL										
1001	FULL TIME PAYROLL	120,000	68,266	131,662	71,256	193,100	198,893	198,893	67,231	51.06%
1002	PART TIME PAYROLL	32,000	11,857	32,426	21,784	-	-	-	(32,426)	-100.00%
1003	OVERTIME PAYROLL	14,000	13,282	14,412	17,661	14,500	14,935	14,935	523	3.63%
1015	WORKERS COMP REIMBURSEMENT	-	-	-	-	-	-	-	-	0.00%
1020	SOCIAL SECURITY	12,700	6,731	13,655	8,085	18,900	16,358	16,358	2,703	19.79%
2004	PRINTING AND ADVERTISING	2,500	1,328	2,500	1,446	2,600.00	2,600	2,600	100	4.00%
2012	ECOMAINE FEES	308,000	148,991	318,000	162,422	346,000.00	346,000	346,000	28,000	8.81%
2014	DEMOLITION DISPOSAL	96,000	52,501	96,000	82,224	110,000.00	110,000	110,000	14,000	14.58%
2015	HHW COLLECTION EVENT	20,000	13,190	16,000	21,652	20,000.00	20,000	20,000	4,000	25.00%
2021	EQUIPMENT RENTAL	-	-	-	-	-	-	-	-	0.00%
2022	UNIFORM RENTAL	1,400	1,373	1,400	-	1,600.00	1,600	1,600	200	14.29%
2032	EQUIP. & FACILITY MAINTENANCE	5,800	3,764	6,000	5,407	6,000.00	6,000	6,000	-	0.00%
2045	INSURED VEHICLE REPAIRS	-	-	-	-	-	-	-	-	
2062	MISCELLANEOUS CONTRACTUAL	2,000	466	2,000	1,913	2,200.00	2,200	2,200	200	10.00%
2063	ALARM SERVICE	1,000	414	1,000	854	1,000.00	1,000	1,000	-	0.00%
2300	BANK FEES	800	831	800	543	900.00	900	900	100	12.50%
3002	GASOLINE	350	96	500	333	600.00	600	600	100	20.00%
3006	MISCELLANEOUS SUPPLIES	1,500	214	1,800	197	1,800.00	1,800	1,800	-	0.00%
3040	DIESEL FUEL	2,700	667	3,000	1,449	3,300.00	3,300	3,300	300	10.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
Department 0320 Totals		620,750	324,250	641,155	397,225	722,500	726,186	726,186	85,031	13.26%

**Fiscal Year 2024
Public Works Working Budget
3/2/2023**

Sub	Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change	
Acct	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager Requested)	FY 23 to FY 24	
Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024			
Department 0330 PARKS & GROUNDS										
1001	FULL TIME PAYROLL	145,200	79,108	151,344	67,471	160,000	164,800	164,800	13,456	8.89%
1002	PART TIME PAYROLL	34,400	23,261	33,971	9,207	38,000	39,140	39,140	5,169	15.22%
1003	OVERTIME PAYROLL	1,200	1,188	1,441	1,748	1,500	1,545	1,545	104	7.22%
1020	SOCIAL SECURITY	13,831	7,424	14,287	5,494	18,200	15,720	15,720	1,433	10.03%
2000	CELLULAR PHONE	450	-	450	-	500	500	500	50	11.11%
2004	PRINTING AND ADVERTISING	-	-	-	-	500	500	500	500	0.00%
2007	DUES AND MEMBERSHIPS	150	-	150	100	150	150	150	-	0.00%
2010	PROFESSIONAL SERVICE	134,500	79,125	113,500	138,630	128,000	128,000	128,000	14,500	12.78%
2019	TREE PLANTING & MAINT - FWP	14,360	1,814	22,546	16,560	10,000	10,000	10,000	(12,546)	-55.65%
2022	UNIFORMS	1,200	1,530	1,200	1,167	1,400	1,400	1,400	200	16.67%
2032	EQUIP MAINTENANCE	14,500	7,679	14,500	8,238	14,500	14,500	14,500	-	0.00%
2035	BLDG REPAIR - FWP	52,210	430	81,280	209	29,000	29,000	29,000	(52,280)	-64.32%
2036	STONE WALL REPAIRS - FWP	41,210	37	60,000	-	20,000	20,000	20,000	(40,000)	-66.67%
2037	COMMUNITY PLAYGROUND	3,500	1,831	5,169	1,653	3,500	3,500	3,500	(1,669)	-32.29%
2038	SNOW PLOWING - CONTRACTED	67,500	14,667	69,100	50,540	81,000	81,000	81,000	11,900	17.22%
2039	BATTERY & MANSION - FWP	2,000	-	2,000	-	2,000	2,000	2,000	-	0.00%
2041	FENCING & GATE MAINTENANCE	8,000	3,876	8,500	10,807	15,000	15,000	15,000	6,500	76.47%
2045	INSURED VEHICLE REPAIRS	-	-	-	-	-	-	-	-	
2063	ALARM SERVICE	750	357	900	360	900	900	900	-	0.00%
2066	EDUCATION REIMBURSEMENT	-	863	-	-	-	-	-	-	0.00%
3002	GASOLINE	3,350	2,122	4,800	2,253	5,500	5,500	5,500	700	14.58%
3005	MINOR EQUIPMENT AND REPAIR	3,300	1,822	3,500	3,065	3,900	3,900	3,900	400	11.43%
3006	MISCELLANEOUS SUPPLIES	1,600	1,797	1,900	1,179	2,100	2,100	2,100	200	10.53%
3037	MAINTENANCE MATERIAL	13,500	3,783	14,000	1,862	14,000	14,000	14,000	-	0.00%
3038	IRRIGATION MAINTNC/SUPPLIES	1,600	683	1,800	888	1,900	1,900	1,900	100	5.56%
3039	GROUNDS MAINTENANCE	28,200	10,123	30,000	18,421	30,000	30,000	30,000	-	0.00%
3040	DIESEL FUEL	4,550	2,888	5,700	2,579	7,600	7,600	7,600	1,900	33.33%
4006	LIONS FIELD IMPROVEMENT	1,200	1,670	1,200	-	1,200	1,200	1,200	-	0.00%
ment 0330 Totals										
		592,261	248,077	643,238	342,432	590,350	593,855	593,855	(49,383)	-7.68%
TOTAL PUBLIC WORKS										
		2,657,628	1,318,107	2,771,760	1,547,391	2,878,450	2,923,330	2,923,330	151,570	5.47%

10 Cooper Drive
Cape Elizabeth, ME 04107

**TOWN OF CAPE ELIZABETH
PUBLIC WORKS DEPARTMENT**



Jay Reynolds
Public Works Director
(207) 799-4151
Fax: (207) 799-4426
jay.reynolds@capeelizabeth.org

Date: January 19, 2022
To: Members of the Cape Elizabeth Town Council
Matthew Sturgis, Town Manager
Re: **Proposed FY 2024 Public Works Department Operating Budget**

Please find the enclosed proposed budgets that consist of the Public Works Department operational budgets. They include the Public Works (310), Refuse & Recycling (320), and the Parks & Grounds (330) budgets. Also included are the special fund budgets for Sewers (815) and Riverside Cemetery (860). The budgets as proposed support the programs and services that the Public Works Department provide. These services include, but are not limited to, the following operational areas:

- Approximately 60 miles of roads and right-of-way maintenance.
- Maintenance and management of the Town's stormwater conveyance systems.
- Stormwater Permit Program (MS4).
- The Town's recycling and solid waste programs.
- Parks/grounds/school campus maintenance.
- Fleet maintenance of Town-owned vehicles and equipment.
- Maintenance of the Town's sewer system.
- Operations and management of Riverside Cemetery.
- Various support/services to other departments, user/volunteer Groups, agencies, and residents.

In summary, there are two noteworthy points:

1. The majority of the budgetary increases proposed are due to materials, supplies, and contractual service increases that are a result of rising costs and inflation.
2. The Public Works account (310) includes a request for a new, part-time (24 hour/week) mechanic.

On behalf of the Public Works Department, I would like to thank you and the Town Council for your collective support of the department and I look forward to reviewing this proposal with you in the weeks ahead.

Signed,

Jay Reynolds
Public Works Director
Town of Cape Elizabeth

**PUBLIC WORKS (310)
ACCOUNT SUMMARY**

Full-Time Payroll (1001) \$774,500

This account covers base salary amounts, along with employee allowances for licensing, training, and certifications. Amounts include longevity steps per the Public Works Union Contract. Initial budget assumes a 3% increase in base wages.

The following positions and percentages of each position are included in this account:
Public Works Director (100%); Public Works Supervisor (100%); Garage Foreman (100%); Mechanic (100%); Lead Equipment Operator (100%); Clerk (100%); Parks Equipment Operators (2, partial (25% and 33%)); and Equipment Operators(6) (percentages vary).

Note:

- Various Equipment Operator hours are charged off to other salary accounts (Recycling Center, Parks/Grounds, Fort Williams, Riverside Cemetery, Sewer) so that salary costs are proportionately distributed amongst the other department accounts.

Part-Time Payroll (1002) \$42,300

The department utilizes 2 part time employees to assist with snow plowing operations during the winter months. This appropriation covers approximately 15-20 plowable events, equaling 250 personnel hours at a rate of \$26.00/hour.

Additionally, a new 24-hour per week mechanic position is being proposed with the FY'24 budget.

Overtime (1003) \$128,000

This account covers overtime for all road maintenance activities, storm events, municipal activities, and other road emergencies. It is also used for equipment operators, mechanics, and supervisors to be on-call during various times of the year.

Social Security (1020) \$65,100

This covers the social security costs relating to the above-noted full time and part time positions.

Personnel Recovery – Sold to Other Departments (1900) \$-14,000

This accounts for interdepartmental revenues that are generated by vehicle maintenance. Labor time/hours are billed to other departments that utilize the service and are recaptured by Public Works. Labor costs are transferred internally to this account.

Cellular Telephones (2000) \$2,400

This account funds a portion of the cellular phone expense of the Director, Supervisor and Parks Foreman. This account also covers the cellular charges for a tablet device that is utilized for the stormwater management program.

Power (2002)

This funding has been moved to a Facilities budget account.

Water & Sewer (2003)

This funding has been moved to a Facilities budget account.

Printing & Advertising (2004) \$2,500

This covers the purchase of various printing products and/or legal advertisements that are placed in the local print and/or Internet job classified media. This account also pays for the department's portion of the copier machine's annual lease payment, machine maintenance, and paper.

Dues & Memberships (2007) \$750

This pays for the Town's memberships to various agencies and groups, including the following: American Public Works Association (APWA) the Maine Chapter of the American Public Works Association (MAPWA), the Maine Better Transportation Association (MBTA), the Solid Waste Association of North America (SWANA), and other affiliations.

- Training (2008) \$2,500**
 This account covers training classes, workshops, and technical seminars for all department personnel. These include, but are not limited to, workshops sponsored by the Maine Local Roads Center, the Maine Department of Environmental Protection, and other opportunities that may arise during the year.
- Conferences & Meetings (2009) \$750**
 This account covers registration fees for workshops and meetings attended by the Director and Supervisors. Some examples of conferences attended are: the annual Maine Municipal Association Convention, the Maine Resource Recovery Conference, and the annual New England Turf Conference.
- Equipment Rental (2021) \$3,000**
 This appropriation covers rental of minor equipment not owned by the Town (wood chipper, roller, etc.). The department also leases numeric pagers for the winter season call personnel during the winter months.
- Employee Uniform Rental (2022) \$5,600**
 Covers the cost of an outside supplier to provide work uniforms (shirts, pants, coveralls) for Public Works employees. The uniform rental has been budgeted amongst several budgets, with the majority being budgeted from this account.
- Safety Equipment Allowance (2025) \$14,500**
 This account covers the purchase of required safety shoes, protective clothing, and/or other approved personal protective/safety equipment, per the Union Contract.
- Equipment Maintenance (2032) \$118,000**
 This account covers routine maintenance-related expenses for all motorized equipment utilized by the department. This includes parts and materials used for in-house repairs, as well as outside contracted repairs. Additionally, as part of a fleet maintenance software upgrade, the licensing and ongoing hosting fees are paid to the software provider to maintain and manage the program.
- Radio Equipment Maintenance (2033) \$2,500**
 This account covers mobile unit repairs and maintenance needed on the two-way communications

system.

Traffic Signal Maintenance (2036)

\$5,000

This amount covers the annual maintenance to the Town's traffic signals, crosswalk flashers, and decorative street/pedestrian lighting. It also covers the annual programming of the School Zone flashers within the Town Center.

Contracted Storm Drain Maintenance Services (2037)

\$34,000

This account primarily covers the following:

- The cost of contracted cleanings of our stormwater catch basins along with the disposal of the residual materials. The amount budgeted is for 900 catch basins @ \$33/basin.
- The annual contractual maintenance of six stormwater control units (Thomas Memorial Library, Village Green, School Campus, Etc.) at an annual cost of \$2,400.
- Any sub-surface camera work that may be needed on a line to identify an obstruction and/or to check the function/integrity of drainage pipes (\$1,300).

Contracted Snow Plowing Services (2038)

\$53,000

This appropriation covers the contracted plowing and sanding of all steps, walkways and entrances at the Thomas Memorial Library (TML), the Community Center, the Town Hall, the Town Center Fire Station and the Police Station. It also covers plowing the parking lot at the Library and Town Hall along with the Parks and Grounds budget (330).

Pavement Markings (2039)

\$35,500

This account covers the expense of painting all pavement markings (yellow centerlines and white edge lines) on all Town-maintained roads. It also covers the painting of all parking stalls, crosswalks, arrows and other required traffic symbols on our public ways, municipal parking lots and on the school campus.

Mailboxes & Materials (2050)

\$700

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

Curbing Repairs (2060)	\$1,000
This account covers minor repairs to curbing and lawns damaged by snow plowing.	
Misc. Contractual Services (2062)	\$2,900
This account covers incidental contracted services, along with cleaning supplies and paper goods.	
Alarm System Monitoring Services (2063)	\$900
Covers the monitoring services for the fire alarm system at Public Works. It also covers monthly phone service fees, which are for phone lines that are for the sole purpose of transmitting fire alarm signals.	
Physicals & Drug Testing (2071)	\$1,300
Covers pre-employment physical exams for new hires and federally mandated drug and alcohol testing for all positions that require a Commercial Driver's License (CDL). A third party medical provider is utilized to manage the testing program. These funds are also used for pre-employment physicals, audiograms (for selected employees operating mowing equipment) and mandated respiratory clearance testing for employees.	
Office Supplies (3001)	\$1,900
This account covers office supplies, printer cartridges, paper, et cetera.	
Gasoline (3002)	\$17,000
This account covers regular unleaded gasoline costs for the Public Works Department. The budgeted amount is based on a cost of \$2.89 per gallon at an estimated use of 5,900 gallons per year.	
Heat (3003)	
This funding has been moved to a Facilities budget account.	
Minor Equipment (3005)	\$5,800
This covers shop tools for the department, replacement of miscellaneous office equipment, furnishings and power equipment (chain saws, hand tools, etc.), along with small equipment replacement used in the Public Works operations.	

Miscellaneous Supplies (3006)	\$2,200
This account covers the cost for miscellaneous items, such as cleaning supplies, trash bags, and paper goods.	
Aggregate & Loam (3030)	\$5,300
This account covers the cost of gravel, masonry sand and loam for small projects.	
Winter Sand (3031)	\$14,000
This account covers the purchase of sand for winter road maintenance purposes. The budgeted amount is based on the use of 1,000 cubic yards at a cost of \$14.00 per cubic yard.	
Salt & Chloride (3032)	\$127,000
This account covers the cost of rock salt and liquid chloride that is applied to main roadways in the winter months. The weather typically dictates how much of this account is used, as this amount is an estimate based on an “average” winter. The budgeted amount is based on the use of: 1,700 tons of salt at an estimated cost of \$70/ton; and 4,000 gallons of magnesium chloride at a cost of \$2.00/gallon.	
Cold Bituminous Mix (3033)	\$3,000
This account pays for cold bituminous mix, known as “cold patch” for pothole repairs in the winter.	
Guardrail Maintenance/Replacement (3035)	\$700
Covers the cost of maintenance and /or repair of guardrails and other fencing/rails.	
Signage & Traffic Control Device Replacement (3036)	\$7,000
This account covers the replacement of all street signage and also covers the replacement of barrels/traffic cones/traffic control devices.	
Storm Drain Materials & Pipe (3038)	\$9,500
This account covers the cost of replacement materials, all associated with the Town’s storm drainage	

system.

MS4 Stormwater Program & Contracted Services (3039) \$39,000

The Town continues to be subject to a Clean Water Act Permit for its municipal separated storm sewer system (MS4) discharges. For the FY23 budget, the Public Works Staff will continue to conduct most activities required by the Permit including continued inspections of stormwater outfalls, ditches and catch basins, and maintenance of the stormwater infrastructure.

The Town will also continue to work with the Interlocal Stormwater Working Group (ISWG) on Public Education elements of the Permit. We share the expenses of a facilitator and the administrative staff of the Cumberland County Soil & Water Conservation District (CCSWCD), who coordinates bi-monthly meetings and provides advocacy for our collective efforts. The staff at the Conservation District performs over 30% of the permit requirements for us, which helps relieve the communities of a portion of our overall commitment.

Integrated Environmental Engineering will continue to assist the Town by training public works employees, updating the GIS storm drain maps to accommodate the inspections, incorporate changes to the infrastructure made by public works and contractors, and reviewing planning board submittals to ensure maintenance will be done by private parties on their stormwater infrastructure. Integrated Environmental will also continue to assist us with annual reporting to the Maine Department of Environmental Protection.

A new Permit was issued in October 2020 and amended in November 2021. This new Permit will be effective July 1, 2022. The following new permit requirements will require more Public Works and Planning staff time than in prior years as well as additional third-party support:

- Sampling and analysis of stormwater outfalls (additional Public Works Staff time);
- Implementing ordinance changes to address Erosion and Sediment Control and Low Impact Development standards (additional Planning Staff, ISWG and Integrated Environmental costs);
- Conducting Public Education and Outreach to property owners along Trout Brook, which is an Urban Impaired Stream (additional ISWG costs)

- Conducting site visits to several properties along Trout Brook to evaluate the potential erosion, and inadequate buffer sites, evaluate them for current condition and potential for retrofits, repair and/or impervious cover and select one site for further design and retrofit to benefit water quality disconnection (additional Public Works Staff time and Town Engineer support).

The Town's participation in ISWG continues to be an excellent investment and our collective approach provides valuable benefits to the Town. The additional cost for the ordinance support by Integrated Environmental is balanced by a decrease in their costs to support the permit renewal because updated planning documents are being finalized under the current fiscal year budget. However, we anticipate additional costs of \$5,000 to conduct the site visits and provide the rationale for selection of a water quality improvement project in the Trout Brook Watershed. We anticipate using the services of the Town Engineering firm, Sebago Technics to complete this evaluation work. The follow-on design, permitting, and construction of the project will occur over the next three years, and the Town will then be responsible for maintaining the new infrastructure.

Account Breakdown is as Follows:

Town Share of the ISWG Program Budget - \$13,500
 Contracted Consulting Services including Mapping Updates- \$17,700
 Outfall Sampling & Analysis -\$2,200
 Trout Brook Water Quality Improvement Project Identification: \$5,000
 MDEP Fees - \$600

Diesel Fuel (3040) \$50,500

This account covers diesel fuel costs for the Public Works Department. The budgeted amount is based on a cost of \$3.59 per gallon at an estimated use of 14,000 gallons per year.

**REFUSE & RECYCLING BUDGET (320)
ACCOUNT SUMMARY**

Full-Time Payroll (1001) \$193,100

This account covers base salary amounts, along with employee allowances for licensing, training, and certifications. Amounts include longevity steps per the Public Works Union Contract. Initial budget assumes a 3% increase in base wages. The following positions and percentages of each position are included in this account: Lead Recycling Center Attendant (100%); Two Recycling Center Attendants (100%); Equipment Operator (42%).

Part-Time Payroll (1002) \$0

Funds from this account has been moved to full-time payroll in order to extend the prior part-time position to full time status.

Overtime (1003) \$14,500

This account covers overtime-related shifts at the Recycling Center.

Social Security (1003) \$18,900

This covers a portion of the social security relating to the above-noted positions.

Power (2002)

This funding has been moved to a Facilities budget account.

Water (2003)

This funding has been moved to a Facilities budget account.

Recycling Printing & Advertising (2004) \$2,600

This account pays for advertising, printed materials, promotional items, and educational materials.

Ecomaine & Other Contracted Services Fees (2012)**\$346,000**

This account covers the majority of the Town's Solid Waste Program. Trash, recycling, and food waste are the three main waste streams. This account also covers school-related solid waste costs and food waste recovery at Community Services.

The tipping (disposal) fee for MSW at Ecomaine is increasing from \$79.50/ton to \$87.00/ton on July 1, 2023. Additionally, the disposal fee for recycling is increasing from \$35/ton to \$45/ton in FY 2024.

The following is a breakdown of the expenditures programmed for this account:

Recycling Center Solid Waste Management (MSW, Recycling, Food Waste):

Municipal Solid Waste (MSW) disposal costs: 2,300 tons @ \$87/ton = \$200,000 (rounded)

Municipal Solid Waste (MSW) hauling costs: 260 pulls/year @ \$120.00/pull = \$31,500 (rounded)

Recycling ("Single-Stream") disposal Costs: 1,000 Tons @ \$45.00/ton = \$45,000

Recycling ("Single-Stream") hauling Costs: 240 pulls/year @ \$120.00/pull = \$29,000 (rounded)

Recycling contamination fees=\$1,000 (contingency)

Food Waste Removal Services (Recycling Center) = \$10,000

Food Waste Tip Fee at Ecomaine: 50 tons @ \$45.00/ton = \$2,300 (rounded)

Other/Misc.: \$8,000

School Campus Solid Waste Management (MSW, Recycling, Food Waste):

320 services/year for refuse container @ \$12.60/service = \$4,000

220 services/year for single-stream recycling container @ \$12.60/service = \$3,000(rounded)

Food waste removal services (10-months @ \$1,250/mo.)=\$12,500

Brush & Demolition Removal (2014)**\$110,000**

This account covers the hauling and disposal costs related to various materials at the Recycling Center.

The following is a breakdown of the expenditures programmed for this account:

- Demolition Wood (C&D) Disposal: 450 tons/year @ \$40.00/ton = \$18,000
- Gypsum Board Containers: 20 pulls/year @ \$120.00/pull @ \$87.00/ton per 6.0 tons(avg.) =

Alarm Service Monitoring (2063) **\$1,000**
This account covers monitoring fees and expenses for two telephone lines to service the Fire Alarm System at the Recycling Center.

Bank Fees (2300) **\$900**
This account covers credit/debit card processing fees for transactions at the Recycling Center.

Gasoline (3002) **\$600**
This account covers the gasoline that is used for Recycling Center operations.

Misc. Supplies (3006) **\$1,800**
This account covers printing fees, permits, paper goods, supplies, and the annual solid waste license fee.

Diesel Fuel (3040) **\$3,300**
This covers diesel fuel used by equipment at the Recycling Center (front-end loader, et cetera).

**PARKS & GROUNDS (330)
ACCOUNT SUMMARY**

Full-Time Payroll (1001) \$160,000

This account covers base salary amounts, along with employee allowances for licensing, training, and certifications. Amounts include longevity steps per the Public Works Union Contract. Initial budget assumes a 3% increase in base wages. The following positions are funded by this account: Parks Equipment Operator (75%); Parks/Public Works Equipment Operator (100%); Parks Maintenance Foreman (100%).

Part-Time Payroll (1002) \$38,000

This account covers the costs relating to the following positions:

- Part-time parks and grounds maintenance employees. A total of 22 weeks is allocated to fund three grounds maintenance worker positions. The work period runs from July 1st to October 31st and from May 12th to June 30th.
- This covers the annual stipend for the Tree Warden, who provides the following services for the Town:
 - Works closely with citizens on a variety of tree-related issues.
 - Diagnoses tree health and performs risk evaluations on street trees;
 - Provides recommendations on the care/maintenance of street trees.
 - Works with Town staff on:
 - Assists with the tree banding program to abate the infestation of winter moths.
 - Provides training and guidance to Town Staff on tree care, trimming, equipment safety, et cetera.
 - Acts as a resource to the Cape Elizabeth Land Trust and the Friends of Fort Williams Park.

Overtime (1003) \$1,500

Weather conditions, field usage, school/athletic schedules and other events often warrant that

scheduling maintenance at the park may need to be prepared after normal working hours. 60 hours are budgeted for these occasions.

Social Security (1020) \$18,200

This covers the social security costs relating to the above-noted full time and part time positions.

Cellular Charges (2000) \$500

This account funds the Tree Warden’s iPad cellular program.

Power (2002)

This funding has been moved to a Facilities budget account.

Water (2003)

This funding has been moved to a Facilities budget account.

Printing & Advertising (2004) \$500

This covers the purchase of various printing products, outreach materials, and/or other advertisements that are placed in the local newspapers.

Dues & Memberships (2007) \$150

This amount pays for the Town’s annual membership in various related parks affiliations.

Professional Services (2010) \$128,000

This account covers the following services:

Parks:

- Contracted work on all athletic Little League fields located outside the school campus.
- The rental of portable toilets for Gull Crest, Plaisted Park, and Lions Field.
- The services of private contractors (invasive species management, tree, electrical, plumbing, etc.).
- Costs related to the Town's organic turf management program:
 - Seeding, Fertilizing, Pest Management, Invasive species management, et cetera
- Greenbelt Trail Maintenance

Financial Breakdown:

Contracted field renovations (\$9,500),
 Contracted turf management (\$16,000),
 Contracted invasive species management (\$7,000)
 Contracted Greenbelt Trail Maintenance (\$14,000),
 Other contractual services (\$4,000)

Schools:

This account covers contracted service work on the athletic fields located on the school campus.

This account covers the following services:

- Contracted work on the synthetic field (Hannaford Field).
- Costs related to the Town's organic turf management program:
 - Seeding, Fertilizing, Pest Management, Invasive species management, et cetera
- The services of private contractors (tree, electrical, plumbing, et cetera).

Financial Breakdown:

Contracted turf management (\$32,000),
 Hannaford Field contracted maintenance (\$5,000)
 Misc. contracted services (\$2,500)

Trees:

This account covers contracted tree maintenance services, new plantings, and tree banding material. The Town has the responsibility for the trimming (and removal) of all street trees located in the public right-of-way along with those located on our public open spaces. This account is also utilized to purchase new trees to replace those that are removed. Budget amount equals \$38,000.

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

This account covers on-going tree maintenance and planting programs in Fort Williams Park. These funds also allow for the continued implementation of the long-range tree planting program in the Officers Row Preserve.

Uniforms (2022) \$1,400

This account covers uniform rental for the full-time Parks employees.

Equipment Maintenance (2032) \$14,500

This account covers the cost to replace components on mowing and grounds maintenance equipment, pickup trucks, and trailers.

Building Maintenance (2035) \$29,000

This account covers building maintenance and contracted repairs on the following buildings: Parks maintenance, heavy equipment, red-cement Storage, Officers Row, the former fire station, and the garage row building.

Stone Step & Wall Maintenance (2036) \$20,000

This funds the ongoing stone, step, and wall repairs at the Park.

Community Playground Maintenance (2037) \$3,500

This account covers the costs relating to the maintenance of playground structures and surfaces.

Contracted Snow Plowing Services (2038) \$81,000

This appropriation covers the contracted plowing and sanding of the following:

- School Campus: all steps, walkways, entrances, and fire lanes, drop off areas, et cetera. Budget amount: \$56,800.
- Fort Williams Park: The walkways, steps, fire escape routes and adjacent parking lot for the rental units at Officers' Row. Budget amount: \$24,200.

Battery & Goddard Mansion Security (2039) \$2,000

This covers the cost to maintain security fencing at various battery locations and Goddard Mansion.

Fencing & Gate Maintenance (2041) \$15,000

This appropriation covers fence and gate repairs at the School Campus, Park facilities, and other locations.

Alarm Monitoring (2063) \$900

This account covers alarm (fire and entry) for the three Parks maintenance buildings at Fort Williams Park.

Gasoline (3002) \$5,500

This covers the gasoline costs for the grounds maintenance and mowing equipment. Unleaded fuel for FY 2022 is budgeted at \$2.89 per gallon at an estimated use of 1,900 gallons.

Heat (3003)

This funding has been moved to a Facilities budget account.

Minor Equipment and Repairs (3005) \$3,900

This account covers the repair and replacement of hand mowers, grass trimmers, power tools, hand tools and supplies used in the Parks, grounds, and street tree maintenance operations.

Misc. Supplies (3006) \$2,100

This account covers miscellaneous supplies used in the Parks, grounds, and street tree maintenance operations.

Maintenance Materials (3037) \$14,000

This account also covers a multitude of items used at Fort Williams Park, such as: Flags, signage, lumber for picnic table replacement/repairs, pet waste bags, tennis court nets, replacement barbecue grills, and other materials.

Irrigation System Maintenance & Supplies (3038) \$1,900

This account covers the repair and replacement of irrigation system components at the School Campus, Gull Crest Field, the multi-purpose field at Fort Williams Park, and other locations.

Grounds Maintenance Materials (3039) \$30,000

This account covers such items as grass seed, fertilizer, lime, seed, grounds maintenance materials, and supplies (field marking paint, etc.) for all of the athletic field's located on and off the school campus, Little League fields, and municipal properties (Gull Crest, Town Hall, Police Station, Public Works Facility, etc.) This account also covers Holiday decorations, banners, etc. in the Town Center.

Diesel Fuel (3040) \$7,600

This account covers the cost of diesel fuel for the grounds maintenance and mowing equipment. Diesel fuel for FY 2022 is budgeted at \$3.59 per gallon at an estimated use of 2,100 gallons.

Lion's Field Improvements (4006) \$1,200

This account covers grounds materials and repairs at the complex.



**Town of Cape Elizabeth, Maine
Human Services and Contributions (400s)
Fiscal Year 2024
July 1, 2023-June 30, 2024**

**Fiscal Year 2024
Human Services Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0410 HUMAN SERVICES										
2100	MAINEHEALTH CARE @ HOME	2,500	2,500	2,500	-	2,500	2,500	2,500	-	0.00%
2101	ME BEHAVIORAL HEALTHCARE (FY19)	1,500	-	-	-	1,500	1,500	1,500	1,500	0.00%
2102	VNA/HOSPICE	4,100	4,100	4,100	4,100	4,100	4,100	4,100	-	0.00%
2103	CENTER FOR THERAPEUTIC	4,000	4,000	4,000	-	4,000	4,000	4,000	-	0.00%
2107	SMAA	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	0.00%
2110	OPPORTUNITY ALLIANCE	6,500	6,500	6,500	-	6,500	6,500	6,500	-	0.00%
2111	REGIONAL TRANSPORTATION PRGRM	1,500	1,500	1,500	-	1,500	1,500	1,500	-	0.00%
2113	FAMILY CRISIS CENTER	1,500	-	-	-	1,500	1,500	1,500	1,500	0.00%
2114	DAY ONE	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	0.00%
2116	HOSPICE OF MAINE	1,500	1,500	1,500	-	1,500	1,500	1,500	-	0.00%
2118	SEXUAL ASSAULT RES	1,500	-	1,500	-	1,500	1,500	1,500	-	0.00%
2121	RED CROSS PORTLAND CHAPTER	1,600	-	-	-	-	-	-	-	0.00%
2122	INDEPENDENT TRANSPORT. NETWORK	1,500	-	-	1,500	1,500	1,500	1,500	1,500	0.00%
2123	PREBLE STREET RESOURCE	10,000	-	10,000	-	10,000	10,000	10,000	-	0.00%
2125	EASTER SEALS - MILITARY & VETS	1,500	-	1,500	-	1,500	1,500	1,500	-	0.00%
5101	GENERAL ASSISTANCE	100,000	-	60,000	2,319	60,000	60,000	60,000	-	0.00%
Department 0410 Totals		142,200	23,100	96,100	10,919	100,600	100,600	100,600	4,500	4.68%
Department 0420 CONTRIBUTIONS										
5050	CAPE PRESERVATION SOCIETY	-	-	-	-	-	-	-	-	0.00%
5053	FAMILY FUN DAY	24,000	-	24,000	2,518	24,000	24,000	24,000	-	0.00%
5055	SENIOR TAX RELIEF	102,000	92,145	107,100	87,751	107,100	107,100	107,100	-	0.00%
Department 0420 Totals		126,000	92,145	131,100	90,269	131,100	131,100	131,100	-	0.00%
	GENERAL ASSISTANCE									



Town of Cape Elizabeth, Maine
Thomas Memorial Library and Community Services (500s)
Fiscal Year 2024
July 1, 2023-June 30, 2024

**Fiscal Year 2024
Library Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0510 LIBRARY										
1001	FULL TIME PAYROLL	379,704	213,712	398,689	230,849					
1002	PART TIME PAYROLL	86,694	50,735	113,640	64,918	410,650	422,969	422,969	24,280	6.09%
1015	WORKERS COMP REIMBURSEMENT	-	-	-	-	134,830	138,875	138,875	25,235	22.21%
1020	SOCIAL SECURITY	35,679	19,179	39,193	21,459	-	-	-	-	0.00%
2004	PRINTING AND ADVERTISING	1,400	1,226	1,400	871	41,729	42,981	42,981	3,788	9.67%
2005	POSTAGE	250	-	100	369	1,400	1,400	1,400	-	0.00%
2006	TRAVEL	100	-	100	21	400	400	400	300	300.00%
2007	DUES AND MEMBERSHIPS	888	435	888	222	300	300	300	200	200.00%
2009	CONFERENCES AND MEETINGS	300	175	300	169	500	500	500	(388)	-43.69%
2010	PROGRAMS	6,000	100	4,000	950	300	300	300	-	0.00%
2062	CONTRACTED SERVICES	100	-	100	(100)	2,000	2,000	2,000	(2,000)	-50.00%
2072	MISC CONTRACTUAL SERV	12,300	7,528	12,300	16,439	-	-	-	(100)	-100.00%
3001	OFFICE SUPPLIES	7,500	3,921	7,500	2,143	13,521	13,521	13,521	1,221	9.93%
3006	MISCELLANEOUS SUPPLIES	4,000	2,112	4,000	2,011	7,000	7,000	7,000	(500)	-6.67%
3020	BOOKS	39,414	20,508	39,414	25,845	4,000	4,000	4,000	-	0.00%
3022	AUDIO VISUAL MATERIAL	13,850	2,569	8,000	4,192	39,414	39,414	39,414	-	0.00%
3100	ELECTRONIC RESOURCES	2,400	535	8,250	4,619	6,000	6,000	6,000	(2,000)	-25.00%
4001	OUTLAY	600	300	600	-	10,250	10,250	10,250	2,000	24.24%
Department 0510 Totals		591,179	323,035	638,474	374,977	672,494	690,110	690,110	51,636	8.09%

Thomas Memorial Library - FY 2023 Budget
Submitted by Rachel Davis, 1/20/23

Personnel

The personnel budget for FY2023 includes the addition of an additional 18 hour assistant position that would complete the organizational chart we established in 2020. This position would provide needed support for our Community Engagement Manager, who currently single-handedly plans, publicizes, and hosts more than 300 adult programs per year.

All salary rates include a 3.0% increase above the rates at the end of FY2023, with the exception of our proposed new position which starts at \$19/hour.

Full Time Account (1001) - \$410,650

This represents a 3% COLA increase over last year.

Part Time Account (1002) - \$134,830

This represents an increase of 18.65% over last year, due to the addition of the new 18 hour position, as well as the 3% COLA.

Social Security (1020) - \$41,729

Amount is 7.65% of budgeted wages.

Printing and Advertising (2004) - \$1,400

No change.

Postage (2005) - \$400

An increase of 300%. Last year, we reduced our postage budget from \$300 to \$100 because we had purchased a supply of prepaid envelopes at the end of the prior year. Because of a change in our billing procedure for lost/damaged items, the need for prepaid envelopes is greater, and the bulk purchase is becoming an annual expense, thus the increase in this budget line.

Travel (2006) - \$300

An increase of 200%. As in-person conferences and meetings resume, we anticipate the need to reimburse for mileage expenses in the coming year.

Dues & Memberships (2007) - \$435

A decrease of 44%. We have become more selective in which employees have memberships in professional associations, given the limited return on investment.

Conferences & Meetings (2009) - \$300

No change.

Programs (2010) - \$2,000

A decrease of 50%. Because of our strong support from the TML Foundation we are able to reduce this line without decreasing our quality of service. The majority of our programs are funded by TMLF.

Contingency Fund (2062) - \$0

We have other sources of funding for contingencies in our special revenue accounts.

Miscellaneous Contract Services (2072) - \$13,521

A 10% increase. This line includes our fees for:

- Maine State Library Material Delivery Service
- Maine InfoNet - Minerva Consortia Membership
- Maine InfoNet - Maine Download Library Consortia
- Maine Schools Library Network - Public Internet
- Self-checkout Maintenance
- Zoom license

Note: The Maine State Library provides one day of delivery each week, plus our membership in Minerva provides us with one day of delivery each week. This leaves the Library to fund the remaining 3 days per week of delivery. The cost for van delivery has increased this year, as has our upgraded self-checkout system.

Office Supplies (3001) - \$7,000

A decrease of 7%, a more accurate reflection of our actual expenses.

Miscellaneous Supplies (3006) - \$4,000

No change.

Books and Periodicals (3020) - \$39,414

No change.

Audiovisual Materials (3022) - \$6,000

A decrease of 25%. The increased use of video streaming services and downloadable audiobooks has continued to decrease the need for DVDs and audiobooks on CD. This year's budget once again shifts the savings from this line over to electronic resources (see below.)

Electronic Resources (3100) - \$10,250

An increase of 24%--see above explanation under Audiovisual Materials.

Outlay (4001) - \$200

A decrease of 67%. Should we need furniture and equipment, we can rely more heavily on our special revenue funds.

Totals

FY2023: \$638,474

FY2024: \$672,494

Difference: \$34,020 or 5.3%

**Fiscal Year 2024
Community Services Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager Requested)	FY 23 to FY 24
Department 0540 COMUNITY SERV.ADMIN										
1001	FULL TIME PAYROLL	269,920	149,295	283,416	168,951	291,918	300,676	300,676	17,260	6.09%
1002	PART TIME PAYROLL		-	-	-		-	-	-	0.00%
1020	SOCIAL SECURITY	20,649	10,287	21,681	11,525	22,332	23,002	23,002	1,321	6.09%
2001	TELEPHONE	5,000	2,588	5,000	3,034	5,200	5,200	5,200	200	4.00%
2004	PRINTING AND ADVERTISING	4,500	4,518	4,500	2,824	4,500	4,500	4,500	-	0.00%
2005	POSTAGE	660	593	660	728	1,000	1,000	1,000	340	51.52%
2006	TRAVEL	300	-	300	-	300	300	300	-	0.00%
2007	DUES AND MEMBERSHIPS	300	496	400	303	500	500	500	100	25.00%
2009	CONFERENCES AND MEETINGS	1,500	30	1,500	50	1,500	1,500	1,500	-	0.00%
2062	CONTINGENCY	1,000	-	1,000	299	1,000	1,000	1,000	-	0.00%
2071	PHYSICALS & SHOTS	-	79	-	-		-	-	-	0.00%
3001	OFFICE SUPPLIES	1,400	1,142	1,500	652	2,000	2,000	2,000	500	33.33%
3400	REFUNDS	-	-	-	-		-	-	-	0.00%
4001	OFFICE EQUIPMENT	2,000	1,189	2,000		4,000	4,000	4,000	2,000	100.00%
4500	DONATIONS	-	-	-	-		-	-	-	0.00%
Department 0540 Totals		307,229	170,217	321,957	188,365	334,250	343,677	343,677	21,720	6.75%
Department 0541 FITNESS CENTER										
1002	PART TIME PAYROLL	6,000	1,522	3,088	2,066	3,200	3,296	3,296	208	6.74%
1020	SOCIAL SECURITY	459	116	237	158	245	252	252	15	6.39%
2001	TELEPHONE	100	-	100	-	100	100	100	-	0.00%
2062	CONTRACTED SERVICES	15,000	4,177	14,000	7,580	15,000	15,000	15,000	1,000	7.14%
3006	MISCELLANEOUS SUPPLIES	1,000	449	1,000	485	1,000	1,000	1,000	-	0.00%
3400	REFUNDS	-	-	-	-		-	-	-	0.00%
4001	OUTLAY	10,000	-	10,000	10,000	10,000	10,000	10,000	-	0.00%
Department 0541 Totals		32,559	6,265	28,425	20,289	29,545	29,648	29,648	1,223	4.30%

**Fiscal Year 2024
Community Services Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0542 RICHARD POOL PROGRAMS										
1001	FULL TIME PAYROLL	81,849	44,644	85,956	33,966	63,137	65,031	65,031	(20,925)	-24.34%
1002	PART TIME PAYROLL	130,000	65,017	136,500	78,774	140,595	144,813	144,813	8,313	6.09%
1020	SOCIAL SECURITY	16,206	8,152	17,018	8,296	15,585	16,053	16,053	(965)	-5.67%
2001	TELEPHONE	100	-	100	-	100	100	100	-	0.00%
2004	PRINTING AND ADVERTISING	250	-	250	-	250	250	250	-	0.00%
2005	POSTAGE	100	-	100	48	100	100	100	-	0.00%
2006	TRAVEL	100	-	-	-	-	-	-	-	0.00%
2007	DUES AND MEMBERSHIPS	60	-	60	-	75	75	75	15	25.00%
2008	TRAINING	200	200	200	-	500	500	500	300	150.00%
2009	CONFERENCES AND MEETINGS	-	-	-	-	-	-	-	-	0.00%
2010	PROFESSIONAL SERV.	30,000	27,954	54,000	31,492	60,000	60,000	60,000	6,000	11.11%
2034	OFFICE EQUIPMENT	1,000	-	1,000	258	1,000	1,000	1,000	-	0.00%
2062	CONTRACTED SERVICES	500	-	500	-	500	500	500	-	0.00%
3001	OFFICE SUPPLIES	500	371	500	-	500	500	500	-	0.00%
3006	MISCELLANEOUS SUPPLIES	2,000	-	2,000	-	2,500	2,500	2,500	500	25.00%
3400	REFUNDS	-	1,258	-	397	-	-	-	-	0.00%
4001	OUTLAY	5,000	3,205	5,000	5,000	20,000	20,000	20,000	15,000	300.00%
Department 0542 Totals		267,865	150,801	303,184	158,231	304,842	311,422	311,422	8,238	2.72%
Department 0543 ADULT PROGRAMS										
1002	PART TIME PAYROLL	12,485	5,893	12,456	8,437	12,830	13,215	13,215	759	6.09%
1020	SOCIAL SECURITY	955	451	953	635	981	1,011	1,011	58	6.09%
2004	PRINTING AND ADVERTISING	3,000	-	3,000	2,308	3,000	3,000	3,000	-	0.00%
2005	POSTAGE	1,000	545	1,000	454	1,000	1,000	1,000	-	0.00%
2006	TRAVEL	300	-	-	-	-	-	-	-	0.00%
2007	DUES AND MEMBERSHIPS	-	-	-	-	-	-	-	-	0.00%
2008	TRAINING	-	-	-	-	-	-	-	-	0.00%
2032	VEHICLE MAINTENANCE	3,000	-	3,000	1,668	3,000	3,000	3,000	-	0.00%
2062	CONTRACTUAL SERV.	60,000	26,649	51,000	35,391	60,000	60,000	60,000	9,000	17.65%
2082	TRIPS & OUTINGS	-	-	-	-	-	-	-	-	0.00%
3001	SUPPLIES	1,000	300	2,500	68	2,500	2,500	2,500	-	0.00%
3002	GASOLINE	1,000	122	1,000	429	1,000	1,000	1,000	-	0.00%
3400	REFUNDS	-	261	-	538	-	-	-	-	0.00%
4001	OUTLAY	2,500	-	2,500	1,372	2,500	2,500	2,500	-	0.00%
Department 0543 Totals		85,240	34,220	77,409	51,300	86,811	87,226	87,226	9,817	12.68%

**Fiscal Year 2024
Community Services Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	% Change
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0544 YOUTH PROGRAMS										
1002	PART TIME PAYROLL	153,000	125,353	171,912	112,892	200,000	206,000	206,000	34,088	19.83%
1020	SOCIAL SECURITY	11,705	6,040	13,152	8,781	15,300	15,759	15,759	2,607	19.82%
2004	PRINTING AND ADVERTISING	3,200	-	3,000	-	2,500	2,500	2,500	(500)	-16.67%
2005	POSTAGE	1,000	-	1,000	-	1,000	1,000	1,000	-	0.00%
2006	TRAVEL	6,000	-	6,000	-	6,000	6,000	6,000	-	0.00%
2008	TRAINING	600	630	1,000	210	1,000	1,000	1,000	-	0.00%
2062	CONTRACTUAL SERV.	224,100	163,358	300,000	190,143	352,000	352,000	352,000	52,000	17.33%
2082	TRIPS & OUTINGS	-	-	-	-	-	-	-	-	0.00%
3001	SUPPLIES	25,000	10,211	25,000	16,137	25,000	25,000	25,000	-	0.00%
3011	TENNIS SUPPLIES - USTA GRANT	1,860	-	-	-	-	-	-	-	0.00%
3081	OUTSIDE ACTIVITIES	-	-	-	-	-	-	-	-	0.00%
3400	REFUNDS	-	395	-	290	-	-	-	-	0.00%
Department 0544 Totals		426,465	305,987	521,064	328,453	602,800	609,259	609,259	88,195	16.93%
Department 0545 COMMUNITY SERV. CAPE CARE										
1002	PART TIME PAYROLL	185,904	84,892	248,547	125,432	256,003	263,683	263,683	15,136	6.09%
1020	SOCIAL SECURITY	14,222	5,987	19,014	8,873	19,584	20,172	20,172	1,158	6.09%
2005	POSTAGE	100	-	100	-	100	100	100	-	0.00%
2006	TRAVEL	50	-	-	-	-	-	-	-	0.00%
2008	TRAINING	1,000	214	1,000	245	1,000	1,000	1,000	-	0.00%
2062	CONTRACTUAL SERV.	-	225	1,000	1,503	3,000	3,000	3,000	2,000	200.00%
3001	SUPPLIES	18,000	7,910	18,000	4,247	20,000	20,000	20,000	2,000	11.11%
3081	OUTSIDE ACTIVITIES	-	-	-	-	-	-	-	-	0.00%
3400	REFUNDS	-	-	-	-	-	-	-	-	0.00%
Department 0545 Totals		219,276	99,228	287,661	140,300	299,687	307,955	307,955	20,294	7.05%
Department 0546 COMM SVCS - CAPE CARE - ARPA										
1002	PART TIME PAYROLL	83,494	17,415	-	-	-	-	-	-	0.00%
1006	PREMIUM PAY - ARPA	19,200	16,700	39,502	6,100	-	-	-	(39,502)	-100.00%
1020	SOCIAL SECURITY	7,856	1,717	-	438	-	-	-	-	0.00%
Department 0546 Totals		110,550	35,832	39,502	6,538	-	-	-	(39,502)	-100.00%
Department 0547 SPURWINK CHURCH - GENL FUND										
1002	PART TIME PAYROLL	-	-	2,625	1,000	2,000	2,060	2,060	(565)	-21.52%
1020	SOCIAL SECURITY	-	-	201	77	153	158	158	(43)	-21.52%
2001	TELEPHONE	-	-	300	-	-	-	-	(300)	-100.00%
2063	ALARM	-	-	700	-	700	700	700	-	0.00%

**Fiscal Year 2024
Community Services Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	% Change
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
3400	REFUNDS	-	-	-	-	-	-	-	-	0.00%
Department 0547 Totals		-	-	3,826	1,077	2,853	2,918	2,918	(908)	-23.74%
Department 0548 FORT WILLIAMS PARK										
1002	PART TIME PAYROLL	74,246	38,759	93,151	46,270	95,946	98,824	98,824	5,673	6.09%
1020	SOCIAL SECURITY	5,694	2,965	7,126	3,540	7,340	7,560	7,560	434	6.09%
2002	POWER	-	-	2,000	-	2,000	2,000	2,000	-	0.00%
2022	UNIFORM	1,200	157	1,500	-	1,500	1,500	1,500	-	0.00%
2070	CONTRACT SVC: SOUNDS/SEA	6,000	2,300	6,000	3,000	6,000	6,000	6,000	-	0.00%
3003	HEAT	-	-	400	-	400	400	400	-	0.00%
3006	MISCELLANEOUS SUPPLIES	-	-	500	67	500	500	500	-	0.00%
Department 0548 Totals		87,140	44,181	110,677	52,877	113,686	116,784	116,784	6,107	5.52%
TOTAL COMMUNITY SERVICES		1,536,324	846,731	1,693,704	947,430	1,774,474	1,808,889	1,808,889	115,185	6.80%

To: Matthew Sturgis, Town Manager
From: Kathy Raftice, Director Cape Elizabeth Community Services & Fort Williams Park
Date: January 20, 2023
Subject: FY 2024

Attached is the Budget Proposal for FY 2024. I have outlined supporting reasons behind my submissions.

General Fund Revenue

Community Services has continued to exceed expectations. My staff are tenured, loyal, exceptional town employees who work tirelessly to offer as many program options to meet the requests and needs of the Cape Elizabeth community. Whenever possible we add classes or participant numbers to accommodate as many as possible without sacrificing the quality of our programs. In 2022 we conducted 828 youth, adult and pool programs with over 8,900 participants, continued providing before and after school care, increased our pool and fitness memberships, provided service to those looking to reserve Spurwink Church and provided customer service to the many visitors to Fort Williams Park and Portland Head Light. Again our youth programs have generated over 90% of budgeted revenue by year-end 2022 and we are exceeding our mid-year revenue goals in other areas as well. Important to note is while each employee has individual areas of focus all answer the phone, take registrations/reservations, and assist the customer and each other.

In 2022 we worked with other Town departments on the very successful Trunk or Treat and Halloween movie, coordinated a medley of musicians who performed in our Sounds By the Sea program at our beautiful Fort Williams Park and most recently have been very involved in the programming of activities at our new ice arena.

While the beginning of 2023 has proven to be a challenge due to the extensive damage to the Community Center from the year-end storm I am extremely proud of the staff at Cape Elizabeth Community Services who never once thought about cancelling programs instead immediately moved to action finding ways we could continue programs by relocating. We are very grateful to everyone in the community who stepped up to assist and in the end we only had to cancel one program. We look forward to the many opportunities we will continue to have in 2023 and thank you and the entire community for your continued support.

Department Line Item Budget

0540

Our staffing remains solid and we recently filled our part time opening with Bethany Blake who will partner with our very strong youth programmer, Susan Frost. The staff at CECS are members of the Maine Recreation and Parks Association utilizing their resources and training and will be attending the local conference in the spring. One of our goals is to increase our participation in this valuable asset. We replaced one computer this year and will need to replace another and add one for our newest employee. We transitioned to a new card system for the pool and fitness center in 2022 to align with the schools. With that we will need to purchase a new card printer. The cost is roughly \$2400.

0541

While our Fitness Center has been slow to recover we have increased memberships. The age group that has increased are 14-18 year olds working out in the off-season. This has been a welcome change, adding youth to the memberships. We continue to service the equipment and have replaced the stereo system and televisions. Our class offerings remain limited however service those interested in a small local facility and have increased some class sizes by utilizing hallway space when needed and appropriate.

0542

The pool continues to run smoothly. We have added adult lifeguards to our opening shifts reducing the need for Supervisor, Andrew Kemp to cover extensive shifts. Additionally, the minimum wage increased by 8.2% in January which impacts our newer lifeguards and swim instructors. The inflatable remains a huge request for our weekend pool parties however the stitching continues to wear. I have requested additional funds in the Outlay sub-ledger to replace if needed. The cost will be \$12,000 - \$15,000 however we would recoup that in our first year. The Richards Community Pool is used by CEHS, CMA, Scarborough HS and Community Services. The starting blocks were replaced in November with sleek up to date blocks with competitive push off panels with all users above contributing. Additional funds in the training budget is for the Red Cross CPR and First Aid Instructor Recertification for Andrew Kemp.

0543

The adult programs offered has grown in the past year. Linda Strunk has worked with our tenured instructors to increase variety and has brought on new instructors with great success. Jane Anderson oversees the senior programming and this population is a continued work in progress. She has been working tirelessly to offer variety and has coordinated trips with the other local recreation departments. Jane coordinated the Thanksgiving

Luncheon offered by Scarborough, works with the senior to senior program at the high school, and has been instrumental in securing volunteers at Portland Head Light.

0544

The youth programming expenses have increased due to the increase in programs, the resulting contracted services and the addition of our part time assistant. Additionally the minimum wage increased on January 1st by 8.2% which will add to our part time wages due to summer camp employees.

0545

Cape Care was again awarded a grant from the State of Maine which provided us the opportunity to reward our experienced staff; both preschool and before and after care and our extremely valued administrator, Kelly Phinney. For the 23/24 school year the Cape Elizabeth School Department and Cape Care Pre-school have been awarded a grant and will partner in the newly formed Public Pre-K. Details continue to be worked out and will be shared with the Town Council as developed. The very successful 3 year old program and our before and after care program will continue.

0547

Spurwink Church revenues are not substantial however the unique location does provide a community need. We had a new greeter, Trish Rzeszutko in 2022 and she has graciously agreed to serve again in 2023. Expenses will remain the same for FY24.

0548

The rangers and greeters cover varied hours over the work week to include weekends. They are valued participants in the smooth running of the park during our busy summers and are led by our strong Park Coordinator, Chris Cutter. To cover all that is needed the increase last year to 5 rangers and 4 greeters will remain.

Regards,

Kathy Raftice



**Town of Cape Elizabeth, Maine
Facilities (600s)
Fiscal Year 2024
July 1, 2023-June 30, 2024**

**Fiscal Year 2024
Facilities Working Budget
3/2/2023**

Sub Acct	Description	Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
		Last Year 2021-2022	Last Year 2021-2022	Current 2022-2023	Current 2022-2023	Estimated 2023-2024	6% COLA 2023-2024	Approved 2023-2024	(Manager Requested)	FY 23 to FY 24
Department 0600 FACILITIES MANAGEMENT										
2004	PRINTING AND ADVERTISING	100	-	100	-	100	100	100	-	0.00%
2006	TRAVEL	200	-	200	-	200	200	200	-	0.00%
2007	DUES AND MEMBERSHIPS	250	-	250	299	500	500	500	250	100.00%
2009	CONFERENCES AND MEETINGS	300	-	300	-	300	300	300	-	0.00%
2010	PROFESSIONAL SERVICE	500	57	500	90	500	500	500	-	0.00%
2034	OFFICE EQUIPMENT MAINTENANCE	500	-	500	-	500	500	500	-	0.00%
2035	CONSOLIDATED BLDG. MAINT	-	5,664	-	1,656	-	-	-	-	0.00%
2062	CONTRACTED CUSTODIAL	-	-	-	-	-	-	-	-	0.00%
2999	SCHOOL PROVIDED SERVICES	144,503	144,503	144,503	-	144,503	144,503	144,503	-	0.00%
Department 0600 Totals		146,353	150,224	146,353	2,045	146,603	146,603	146,603	250	0.17%
Department 0610 TOWN HALL										
2002	POWER	9,000	7,658	9,228	5,087	16,400	16,400	16,400	7,172	77.72%
2003	WATER AND SEWER	2,500	1,013	2,500	281	2,500	2,500	2,500	-	0.00%
2062	CONTRACTED SERVICES	-	459	-	120	-	-	-	-	0.00%
2074	MAINTENANCE SUPPLIES	3,960	5,810	4,000	14,566	18,000	18,000	18,000	14,000	350.00%
2075	CONTRACTED MAINTENANCE	30,640	29,562	27,000	43,213	37,000	37,000	37,000	10,000	37.04%
2999	SCHOOL PROVIDED SERVICES	23,400	13,656	23,400	-	23,400	23,400	23,400	-	0.00%
3003	HEAT	11,500	17,131	32,660	10,432	32,660	32,660	32,660	-	0.00%
4001	OUTLAY	-	1,957	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	5,000	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	9,440	893	-	-	-	-	-	-	0.00%
Department 0610 Totals		95,440	78,139	98,788	73,698	129,960	129,960	129,960	31,172	31.55%
Department 0611 PUBLIC WORKS BLDG										
2002	POWER	18,000	16,211	18,000	12,359	34,617	34,617	34,617	16,617	92.32%
2003	WATER AND SEWER	7,900	6,687	9,000	9,422	16,000	16,000	16,000	7,000	77.78%
2074	MAINTENANCE SUPPLIES	3,960	1,534	3,960	5,919	3,960	3,960	3,960	-	0.00%
2075	CONTRACTED MAINTENANCE	33,640	12,872	33,640	9,584	33,640	33,640	33,640	-	0.00%
3003	HEAT	23,000	23,160	23,000	15,465	23,000	23,000	23,000	-	0.00%
4001	OUTLAY	-	-	-	1,279	-	-	-	-	0.00%
4002	PAINTING PROJECTS	2,000	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	3,940	-	-	-	-	-	-	-	0.00%
4066	GARAGE DOOR - OSHA	3,200	-	3,200	-	-	-	-	(3,200)	-100.00%
4067	FLAGPOLE REPLACEMENT	4,500	-	4,500	-	-	-	-	(4,500)	-100.00%
4068	FUEL PUMP SAFETY BOLLARDS	2,800	-	2,800	-	-	-	-	(2,800)	-100.00%
Department 0611 Totals		102,940	60,464	98,100	54,028	111,217	111,217	111,217	13,117	13.37%
Department 0612 - PARKS & MISC BLDGS										

**Fiscal Year 2024
Facilities Working Budget
3/2/2023**

Sub	Description	Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager Requested)	
Acct		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024		FY 23 to FY 24
2002	POWER	6,300	3,821	6,300	2,859	8,160	8,160	8,160	1,860	29.52%
2003	WATER AND SEWER	12,800	956	12,800	3	3,000	3,000	3,000	(9,800)	-76.56%
2074	MAINTENANCE SUPPLIES	1,584	101	-	258	1,500	1,500	1,500	1,500	0.00%
2075	CONTRACTED MAINTENANCE	5,336	3,253	5,000	3,175	5,000	5,000	5,000	-	0.00%
3003	HEAT	14,500	9,386	18,125	5,050	18,125	18,125	18,125	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	1,000	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	-	-	-	-	-	-	-	-	0.00%
4059	HVY EQP - WOOD SIDING REPAIR	3,200	-	3,200	-	-	-	-	(3,200)	-100.00%
4060	HVY EQP - STEEL SUPPORT COLUMN	2,500	-	2,500	-	-	-	-	(2,500)	-100.00%
4061	HVY EQP - 2NDRY FUEL CONTAINMENT	1,000	-	1,000	-	-	-	-	(1,000)	-100.00%
4062	PARKS BLDG - GARAGE DOOR REPLACE	3,800	-	3,800	-	-	-	-	(3,800)	-100.00%
Department 0612 Totals		52,020	17,517	52,725	11,346	35,785	35,785	35,785	(16,940)	-32.13%
Department 0613 - SPURWINK CHURCH BLDG										
2002	POWER	-	-	975	-	975	975	975	-	0.00%
2003	WATER AND SEWER	-	-	1,350	-	1,350	1,350	1,350	-	0.00%
2035	BLDG MAINTENANCE	-	-	-	-	-	-	-	-	0.00%
2063	ALARM SERVICE	-	-	-	-	-	-	-	-	0.00%
2074	MAINTENANCE SUPPLIES	396	-	2,000	70	2,000	2,000	2,000	-	0.00%
2075	CONTRACTED MAINTENANCE	3,564	1,772	3,500	3,892	3,500	3,500	3,500	-	0.00%
3003	HEAT	-	-	3,515	-	3,515	3,515	3,515	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	-	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	3,980	-	-	-	-	-	-	-	0.00%
Department 0613 Totals		7,940	1,772	11,340	3,962	11,340	11,340	11,340	-	0.00%
Department 0614 - FORT WILLIAMS PARK BUILDINGS										
2002	POWER	-	1,787	-	1,444	3,816	3,816	3,816	3,816	0.00%
2003	WATER AND SEWER	-	5,775	-	4,402	8,600	8,600	8,600	8,600	0.00%
2074	MAINTENANCE SUPPLIES	396	781	1,000	1,363	5,000	5,000	5,000	4,000	400.00%
2075	CONTRACTED MAINTENANCE	3,564	9,893	26,000	12,281	26,000	26,000	26,000	-	0.00%
3003	HEAT	-	7,096	-	4,555	8,515	8,515	8,515	8,515	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	-	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	-	-	-	-	-	-	-	-	0.00%
Department 0614 Totals		3,960	25,332	27,000	24,046	51,931	51,931	51,931	24,931	92.34%

**Fiscal Year 2024
Facilities Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0615 LIBRARY BUILDING										
2002	POWER	13,850	11,823	14,042	8,299	25,000	25,000	25,000	10,958	78.04%
2003	WATER AND SEWER	2,972	2,373	2,500	882	2,500	2,500	2,500	-	0.00%
2062	CONTRACTED CUSTODIAL	-	120	-	120	-	-	-	-	0.00%
2074	MAINTENANCE SUPPLIES	2,970	1,884	4,000	1,101	4,000	4,000	4,000	-	0.00%
2075	CONTRACTED MAINTENANCE	26,730	30,060	24,000	30,576	24,000	24,000	24,000	-	0.00%
2999	SCHOOL PROVIDED SERVICES	31,200	31,200	31,200	-	31,200	31,200	31,200	-	0.00%
3003	HEAT	7,000	8,278	10,257	3,250	10,257	10,257	10,257	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	-	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	-	-	-	-	-	-	-	-	0.00%
Department 0615 Totals		84,722	85,738	85,999	44,229	96,957	96,957	96,957	10,958	12.74%
Department 0617 SPURWINK SCHOOL BLDG										
2002	POWER	-	-	-	450	-	-	-	-	0.00%
2003	WATER AND SEWER	-	-	-	400	-	-	-	-	0.00%
2035	MAINTENANCE	-	-	-	-	-	-	-	-	0.00%
2074	MAINTENANCE SUPPLIES	-	-	-	-	-	-	-	-	0.00%
2075	CONTRACTED MAINTENANCE	-	-	-	235	-	-	-	-	0.00%
2999	SCHOOL PROVIDED SERVICES	-	-	-	-	-	-	-	-	0.00%
3003	HEAT	-	-	-	1,246	-	-	-	-	0.00%
3006	MISC SUPPLIES	-	-	-	-	-	-	-	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
Department 0617 Totals		-	-	-	2,331	-	-	-	-	0.00%
Department 0620 TOWN CENTER FIRE STATION										
2003	WATER AND SEWER	3,000	2,397	3,000	2,823	4,800	4,800	4,800	1,800	60.00%
2062	CONTRACTED SERVICES	3,500	1,533	3,500	464	3,500	3,500	3,500	-	0.00%
2074	MAINTENANCE SUPPLIES	3,960	2,126	4,000	1,628	4,000	4,000	4,000	-	0.00%
2075	CONTRACTED MAINTENANCE	33,640	31,743	33,000	33,254	38,000	38,000	38,000	5,000	15.15%
3003	HEAT	20,500	17,491	24,891	11,180	24,891	24,891	24,891	-	0.00%
4001	OUTLAY	2,000	-	-	-	-	-	-	-	0.00%
Department 0620 Totals		66,600	55,290	68,391	49,349	75,191	75,191	75,191	6,800	9.94%
Department 0621 COMMUNITY CENTER BLDG										
2002	ELECTRICITY	10,800	9,460	12,000	7,540	20,200	20,200	20,200	8,200	68.33%
2003	WATER AND SEWER	3,885	2,937	3,885	2,125	3,885	3,885	3,885	-	0.00%
2035	MAINTENANCE	-	4,453	-	463	-	-	-	-	0.00%
2062	CONTRACTED CUSTODIAL	-	-	-	-	-	-	-	-	0.00%
2074	MAINTENANCE SUPPLIES	3,200	2,551	3,200	1,270	3,200	3,200	3,200	-	0.00%
2075	CONTRACTED MAINTENANCE	25,800	23,767	25,800	38,837	35,000	35,000	35,000	9,200	35.66%
2999	SCHOOL PROVIDED SERVICES	28,600	28,600	35,532	-	35,532	35,532	35,532	-	0.00%

**Fiscal Year 2024
Facilities Working Budget
3/2/2023**

Sub	Description	Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
Acct		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
3003	HEAT	10,991	14,839	17,134	8,795	17,134	17,134	17,134	-	0.00%
3006	MISCELLANEOUS SUPPLIES	2,610	-	-	-	-	-	-	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	3,000	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	3,760	-	-	-	-	-	-	-	0.00%
Department 0621 Totals		92,646	86,607	97,551	59,030	114,951	114,951	114,951	17,400	17.84%

**Fiscal Year 2024
Facilities Working Budget
3/2/2023**

Sub		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0622 RICHARDS POOL BLDG										
2002	ELECTRICITY	57,936	57,936	67,495	33,747	123,700	123,700	123,700	56,205	83.27%
2003	WATER AND SEWER	3,690	3,690	3,690	1,845	4,000	4,000	4,000	310	8.40%
2035	MAINTENANCE	-	2,893	-	591	-	-	-	-	0.00%
2074	MAINTENANCE SUPPLIES	8,693	8,362	9,000	17,070	9,000	9,000	9,000	-	0.00%
2075	CONTRACTED MAINTENANCE	49,257	49,099	48,000	25,848	50,000	50,000	50,000	2,000	4.17%
2999	SCHOOL PROVIDED SERVICES	26,000	13,657	26,000	-	26,000	26,000	26,000	-	0.00%
3003	HEAT	47,667	52,100	80,574	69,872	115,000	115,000	115,000	34,426	42.73%
3006	MISCELLANEOUS SUPPLIES	14,000	-	-	-	-	-	-	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	-	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	3,760	-	-	-	-	-	-	-	0.00%
Department 0622 Totals		211,003	187,737	234,759	148,973	327,700	327,700	327,700	92,941	39.59%
Department 0630 POLICE STATION										
2002	POWER	20,000	19,230	26,000	12,369	41,100	41,100	41,100	15,100	58.08%
2003	WATER AND SEWER	5,875	2,989	6,000	1,072	6,000	6,000	6,000	-	0.00%
2074	MAINTENANCE SUPPLIES	2,970	3,503	3,000	6,384	8,000	8,000	8,000	5,000	166.67%
2075	CONTRACTED MAINTENANCE	24,730	36,912	30,000	24,340	30,000	30,000	30,000	-	0.00%
2999	SCHOOL PROVIDED SERVICES	18,200	-	18,200	-	18,200	18,200	18,200	-	0.00%
3003	HEAT	9,000	13,265	14,956	7,705	14,956	14,956	14,956	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	2,000	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	-	-	-	-	-	-	-	-	0.00%
4075	SECURITY SERVER/BACKUP	4,500	-	4,260	-	-	-	-	(4,260)	-100.00%
Department 0630 Totals		87,275	75,899	102,416	51,870	118,256	118,256	118,256	15,840	15.47%
Department 0631 CAPE COTT. FIRE STATION										
2002	ELECTRICITY	2,500	1,125	2,507	710	2,507	2,507	2,507	-	0.00%
2003	WATER AND SEWER	979	675	1,800	442	1,800	1,800	1,800	-	0.00%
2074	MAINTENANCE SUPPLIES	396	-	1,000	-	1,000	1,000	1,000	-	0.00%
2075	CONTRACTED MAINTENANCE	3,064	2,932	6,000	3,494	6,000	6,000	6,000	-	0.00%
3003	HEAT	3,256	3,496	4,382	2,585	4,382	4,382	4,382	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	PAINTING PROJECTS	500	-	-	-	-	-	-	-	0.00%
4003	ROOF REPAIR PROJECTS	3,760	-	-	-	-	-	-	-	0.00%
Department 0631 Totals		14,455	8,228	15,689	7,232	15,689	15,689	15,689	-	0.00%
TOTAL FACILITIES		965,354	832,946	1,039,111	532,138	1,235,580	1,235,580	1,235,580	196,469	18.91%

**Fiscal Year 2024
Facilities Working Budget
3/2/2023**

		Budget	Actual	Budget	Actual	Department	Revised Mgr		\$ Variance	% Change
Sub		Last Year	Last Year	Current	Current	Estimated	6% COLA	Approved	(Manager	
Acct	Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
SCHOOL PROVIDED SERVICES										
Department 0600 FACILITIES MANAGEMENT										
2999	SCHOOL PROVIDED SERVICES	144,503	144,503	144,503	-	144,503	144,503	144,503	-	0.00%
Department 0610 TOWN HALL										
2999	SCHOOL PROVIDED SERVICES	23,400	13,656	23,400	-	23,400	23,400	23,400	-	0.00%
Department 0615 LIBRARY BUILDING										
2999	SCHOOL PROVIDED SERVICES	31,200	31,200	31,200	-	31,200	31,200	31,200	-	0.00%
Department 0621 COMMUNITY CENTER BLDG										
2999	SCHOOL PROVIDED SERVICES	28,600	28,600	35,532	-	35,532	35,532	35,532	-	0.00%
Department 0622 RICHARDS POOL BLDG										
2999	SCHOOL PROVIDED SERVICES	26,000	13,657	26,000	-	26,000	26,000	26,000	-	0.00%
Department 0630 POLICE STATION										
2999	SCHOOL PROVIDED SERVICES	18,200	-	18,200	-	18,200	18,200	18,200	-	0.00%
GRAND TOTALS		271,903	231,616	278,835	-	278,835	278,835	278,835	-	0.00%

**Cape Elizabeth
Facilities Department
Proposed Fiscal 2023 Budget**

To: Matthew Sturgis & Town Council

Date: Feb 13, 2023

Re: FY 2024 Cape Elizabeth's Facilities Department Budget Submission

The Facilities Department is pleased to submit our fiscal year 2023 – 2024 budget request for your consideration.

In the chart you will see the proposed Facility Budgets for each location;

- 0610 – Town Hall
- 0611 – Public Works Building
- 0612 – Parks & Miscellanies Buildings
- 0614 – Fort Williams Park Buildings
- 0615 – Thomas Memorial Library
- 0620 – Town Center Fire Station
- 0621 – Community Center Building
- 0622 – Richards Pool
- 0630 – Police Station
- 0631 – Cape Cottage Fire Station

My goal was to keep the budget as flat as possible, making decreases where I could assume from last year's bills and expenses.

This year's significant increases come from the **2002 – Power** lines. Our 5-year electrical contract ended this January, resulting in our rate going from \$0.065/kWh to \$0.1366/kWh, a 108% increase and an anticipated increase in delivery charges. These figures are based on the LY's total kWh usage. To note, Competitive Energy Services LLC helps advise/broker these contracts along with advice

from the Town's Energy Committee. We signed a new 24-month contract starting in January at the abovementioned rate. By the end of that contract, our solar field will be running, and we should see savings.

There is also an increase in the **2074 - Maintenance Supplies and 2075 Contracted Maintenance** lines. The buildings outside the library are all reaching an age where things are failing, or improvements are needed.

Lastly, I will likely need to make requests to move money around throughout the year. There was an accounting change going into '21-22, where maintenance repairs, which were previously grouped in one big bucket, were separated to each location - which makes sense. The previous Facilities Director was able to make reasonably accurate forecast numbers for the utilities but the Maintenance - both supplies and contracted, still needs some fine-tuning. I feel good about the money being available in the overall Facilities budget, but it still needs to be determined if the amounts per location are at the proper levels.

This budget submission will continue to provide the citizens with well-maintained buildings while being responsible and analytical in our spending. I appreciate your consideration of the Facilities Department budget.

Respectfully submitted,

David Bagdasarian Jr.
Facilities Director

Budget Line Descriptions

Each location has the same budget lines:

Power (2002)

This covers any electrical usage consumed by the particular building. This is based on invoices from CMP

Water and Sewer (2003)

This account is used to cover the cost of both water and sewer usage at each location. These numbers are based off invoices from the Portland Water District.

Maintenance Supplies (2074)

This covers anything our internal maintenance team needs to accomplish repairs or improvements at the facility – Building materials, tools, paint, etc.

Contracted Maintenance (2075)

This covers the expenses related to any outside/specialty contractors we need to accomplish repairs or improvements in the building.

School Provided Services (2999)

This account covers custodial services at the location. This includes all office spaces, restrooms, hallways, break rooms, and meeting areas. This line is based on the annual collective bargaining unit and are adjusted accordingly.

Heat (3003)

This covers the annual fuel costs for heating and hot water at the facility.

Facilities Management (600) – *This is the only account that has unique lines*

Printing and Advertising (2004)

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

Travel (2006)

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

Dues and Memberships (2007)

This covers any memberships needed by the Facilities Department.

Conferences and Meetings (2009)

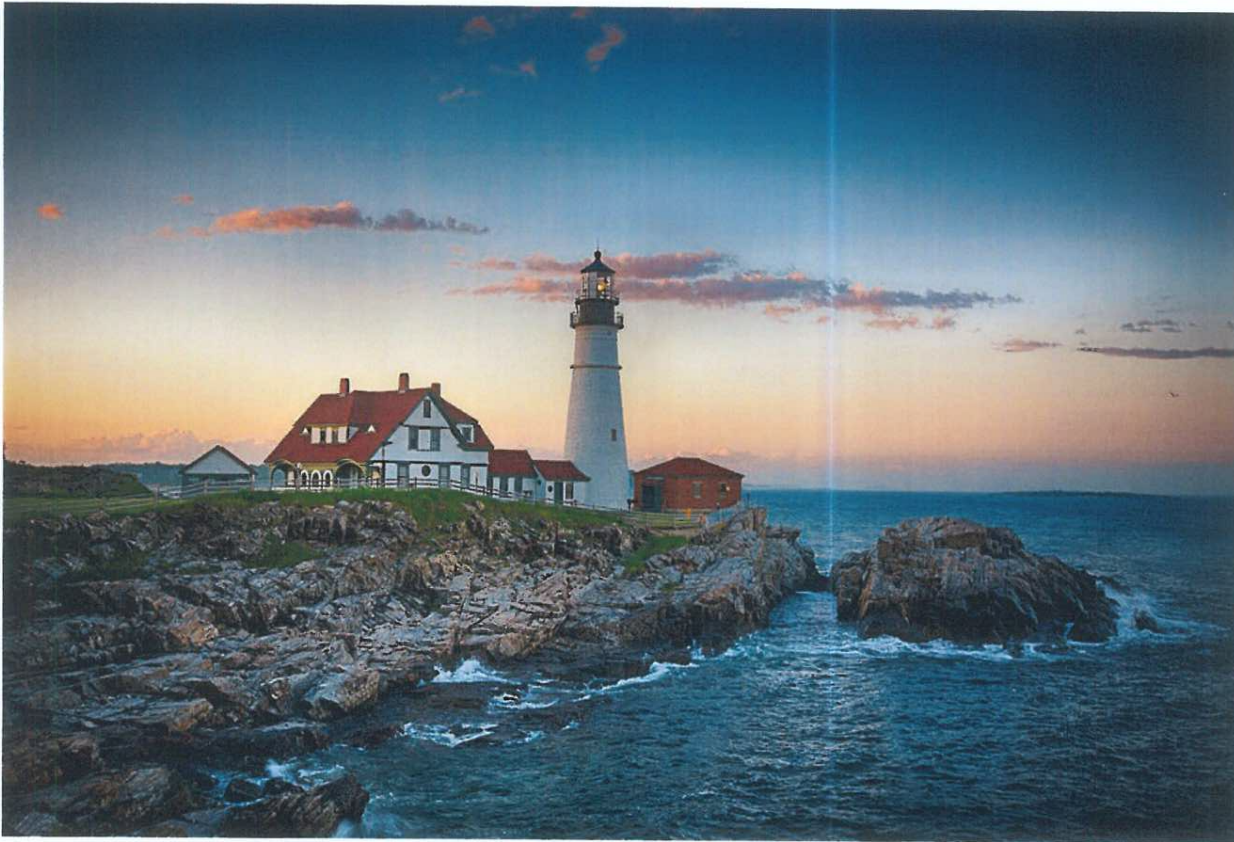
This account covers the registration fees of any training and/or conference attended by a Facilities employee.

Professional Services (2010)

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

Office Equipment and Maintenance (2034)

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



**Town of Cape Elizabeth, Maine
Intergovernmental Assessments and Inter-Funds Transfers (700s)
Fiscal Year 2024
July 1, 2023-June 30, 2024**

Fiscal Year 2024
Interfund Transfers, Intergovernmental Assessments and Overlay Working Budget
3/2/2023

Sub		Revised Mgr	Approved	\$ Variance (Manager Requested)	% Change FY 23 to FY 24
Acct	Description	2023-2024	2023-2024		
Department 0709 INTERFUND TRANSFERS					
5026	TXFR RESCUE FUND	-	-	(242,747)	-100.00%
5028	TXFR INFRASTRUCTURE FUND	-	-	-	0.00%
5029	TXFR PORTLAND HEAD LIGHT FUND	-	-	(75,615)	-100.00%
5030	TXFR FORT WILLIAMS PARK FUND	200,000	200,000	145,205	265.00%
5031	TXFR TAX INCREMENT FIN FUND	118,152	118,152	-	0.00%
5032	TXFR LAND ACQUISITION FUND	32,914	32,914	-	0.00%
5033	TXFR TURF FUND	15,000	15,000	-	0.00%
5034	TXFR SPURWINK CHURCH FUND	-	-	(11,376)	-100.00%
5036	TXFR SCHOOL CONSTR FUND	-	-	(961,039)	-100.00%
Department 0709 Totals		366,066	366,066	(1,145,572)	-75.78%
Department 0710 INTERGOVERNMENTAL ASSESSMENTS					
5024	COUNCIL OF GOVERNMENT	20,024	20,024	145	0.73%
5025	MAINE MUNICIPAL ASSOCIATION	17,500	17,500	1,677	10.60%
SUBTOTAL - GOVERNMENTS		37,524	37,524	1,822	5.10%
2099	OVERLAY/ABATEMENT EXPS	200,000	200,000	(154,907)	-43.65%
5021	COUNTY GOVERNMENT	1,860,102	1,860,102	235,570	14.50%
SUBTOTAL COUNTY/OVERLAY		2,060,102	2,060,102	80,663	4.08%
Department 0710 Totals		2,097,626	2,097,626	82,485	4.09%

Inter-fund Transfer (709)

(5029) Portland Head Light Fund. This is a transfer from the PHL fund to the operating budget to fund capital expenses at Portland Head Light such as window replacement, painting, and other actions in maintenance of the Head Light at Keeper's House.

(5030) Fort Williams Park Fund. This is a transfer to the Fort Williams Park Fund to assist in capital projects in FY23.

(5031) Tax Increment Financing Fund. This is a transfer in to the TIF fund from legally required tax revenues generated by the Town Center TIF district, with the funds to be applied to sidewalk segment 7 and 8 project in FY23.

(5032) Land Acquisition Fund operates as a fund for acquiring available land identified of importance to the community. This year the amount identified is \$32,914.

(5033) Turf Field replacement fund. This is an amount identified in the budget as a reserve for replacement of the athletic field artificial turf. The school budget also has a reserve amount in their annual operational budget.

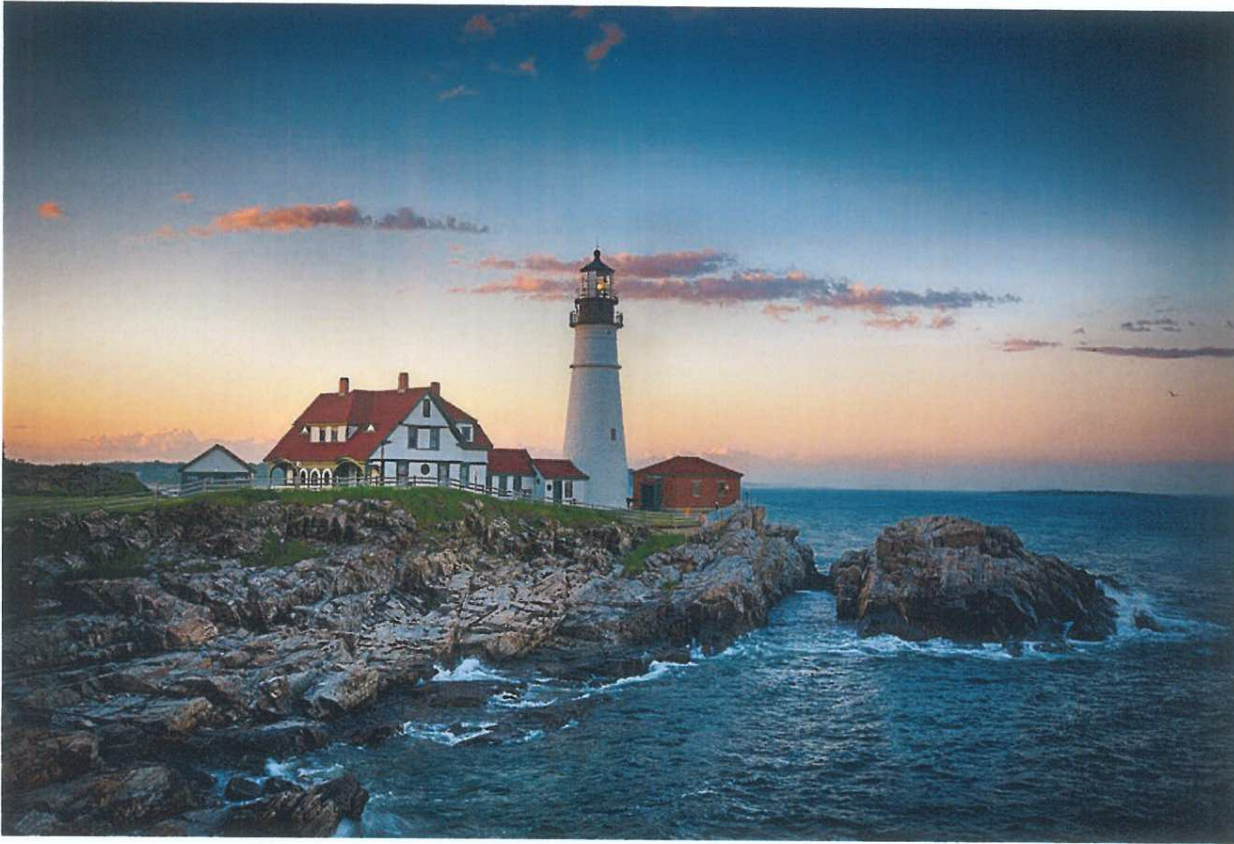
(5034) Spurwink Church Fund. This is a transfer in to the Spurwink Church fund to assist in maintaining the Spurwink Church with routine care.

Intergovernmental Assessments (710)

(5021) County Government. This account is the funding of the County Government assessment to the Town of Cape Elizabeth.

(5024) Greater Portland Council of Governments. This is the funding of the Town's membership in GPCOG.

(5025) Maine Municipal Association. This is the funding of the Town's membership in MMA.



**Town of Cape Elizabeth, Maine
Capital Improvement Plan (2000s)
Fiscal Year 2024
July 1, 2023-June 30, 2024**

TOWN OF CAPE ELIZABETH

Budget Report

Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
Interfund 01										
Department 2000 PW INFRASTRUCTURE										
4005	PAVING & ROADWAY IMPROVE	0.00	202812.73	396238.52	382874.17	325000.00	325000.00	0.00	-71238.52	-18
Department 2000 Totals		0.00	202812.73	396238.52	382874.17	325000.00	325000.00	0.00	-71238.52	-18
Department 2001 CIP - PW VEHICLES/EQUIPMENT										
4023	FRONT-END LOADER	0.00	0.00	0.00	0.00	285000.00	285000.00	0.00	285000.00	0
4024	TRUCK SANDING UNIT	0.00	0.00	0.00	0.00	10000.00	10000.00	0.00	10000.00	0
4026	PAINT MACHINE	0.00	0.00	0.00	0.00	7000.00	7000.00	0.00	7000.00	0
4028	UTILITY VEHICLE REPLACEMENT	0.00	0.00	0.00	0.00	24000.00	24000.00	0.00	24000.00	0
4151	PICKUP TRUCK	0.00	0.00	5578.56	0.00	42000.00	42000.00	0.00	36421.44	653
Department 2001 Totals		0.00	0.00	5578.56	0.00	368000.00	368000.00	0.00	362421.44	6497
Department 2002 CIP - PW BUILDINGS/GROUNDS										
5112	FWP WALKWAYS/TRAILS/LAWN MPU	0.00	0.00	0.00	0.00	25000.00	25000.00	0.00	25000.00	0
5113	FWP WATER BOTTLE STATION MPU	0.00	0.00	0.00	0.00	5000.00	5000.00	0.00	5000.00	0
5114	HANNAFORD EROSION/DRAINAGE IMP	0.00	0.00	0.00	0.00	25000.00	25000.00	0.00	25000.00	0
Department 2002 Totals		0.00	0.00	0.00	0.00	55000.00	55000.00	0.00	55000.00	0
Department 2003 CIP - PW ENGINEERING										
5115	TOWN CENTER INTERSECTION DSGN	0.00	0.00	0.00	0.00	70000.00	70000.00	0.00	70000.00	0
Department 2003 Totals		0.00	0.00	0.00	0.00	70000.00	70000.00	0.00	70000.00	0
Department 2010 POLICE DEPARTMENT										
4004	POLICE CRUISER	0.00	0.00	100000.00	22404.96	124000.00	124000.00	0.00	24000.00	24

TOWN OF CAPE ELIZABETH

Budget Report

Manager

Sub Acct	Description	Budget Last Year 2021-2022	Expended Last Year 2021-2022	Budget Current 2022-2023	Expended Current 2022-2023	Manager Requested 2023-2024	Department Requested 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	%
4063	REPEATER REPLACEMENT	0.00	0.00	0.00	0.00	12500.00	12500.00	0.00	12500.00	0
Department 2010 Totals		0.00	0.00	100000.00	22404.96	136500.00	136500.00	0.00	36500.00	36
Department 2030 CIP - FACILITIES										
4054	FAC TOWN HALL - SECURITY	0.00	0.00	0.00	0.00	80000.00	120000.00	0.00	80000.00	0
Department 2030 Totals		0.00	0.00	0.00	0.00	80000.00	120000.00	0.00	80000.00	0
Department 2050 CIP - ADMINISTRATION										
4118	CONVERT - TYLER TECH/MUNIS	0.00	0.00	244000.00	140975.76	84573.00	84573.00	0.00	-159427.00	-65
Department 2050 Totals		0.00	0.00	244000.00	140975.76	84573.00	84573.00	0.00	-159427.00	-65
Department 2090 CIP - ACP										
4114	GREENBELT TRAIL IMPROVEMENTS	42239.23	27655.23	53352.37	4211.45	20000.00	20000.00	0.00	-33352.37	-63
4117	ASSESSING - REVALUATION	0.00	22585.06	143657.56	101160.00	95000.00	95000.00	0.00	-48657.56	-34
Department 2090 Totals		42239.23	50240.29	197009.93	105371.45	115000.00	115000.00	0.00	-82009.93	-42
Interfund 01 Totals		42239.23	253053.02	942827.01	651626.34	1234073.00	1274073.00	0.00	291245.99	31
GRAND TOTALS		42239.23	253053.02	942827.01	651626.34	1234073.00	1274073.00	0.00	291245.99	31

 REPORT COMPLETE

<u>Dept</u>	<u>Proj</u>	<u>Project Title</u>	<u>Funding Request</u>
2000	4005	Paving Program & Drainage Improvements	325,000
2001	4023	Front-End Loader Replacement	285,000
2001	4024	Truck Sanding Unit	10,000
2001	4026	Paint Machine	7,000
2001	4028	Utility Vehicle Replacement	24,000
2001	4151	Pickup Truck Replacement	42,000
2002	5112	FWP - Walkways/Trails/Lawn MPU	25,000
2002	5113	FWP - Water Bottle Station MPU	5,000
2002	5114	Hannaford Field Erosion/Drainage	25,000
2003	5115	Town Center Intersection Design	70,000
2010	4004	Police Cruiser	124,000
2010	4063	Repeater Replacement	12,500
2030	4054	Town Hall - Security	80,000
2050	4118	Convert Tyler Tech/Munis	84,573
2090	4114	Greenbelt Trail Improvements	20,000
2090	4117	Revaluation	95,000
GRAND TOTAL CIP PROJECTS			<u>1,234,073</u>

Fiscal Year 2024
Capital Improvement Projects Working Budget
3/2/2023

Dept	Proj No	Category/Project Title	Funding Request	Budget Amount	Taxes	Fund Balance	Borrowed Funds	Grants	Interproject Txfr	Interfund Txfr
2000 - PW INFRASTRUCTURE										
2000	4005	Paving Program & Drainage Improvements	325,000	325,000	325,000					
SUBTOTAL PW INFRASTRUCTURE			325,000	325,000	325,000	-	-	-	-	-
2001 - PW VEHICLES/EQUIPMENT										
2001	4023	Front-End Loader Replacement	285,000	285,000	-		285,000			
2001	4024	Truck Sanding Unit	10,000	10,000	10,000					
2001	4026	Paint Machine	7,000	7,000	7,000					
2001	4028	Utility Vehicle Replacement	24,000	24,000	-		24,000			
2001	4151	Pickup Truck Replacement	42,000	42,000	-		42,000			
SUBTOTAL PW VEHICLES/EQUIPMENT			368,000	368,000	17,000	-	351,000	-	-	-
2002 - PW BUILDING/GROUNDS										
2002	5112	FWP - Walkways/Trails/Lawn MPU	25,000	25,000	25,000					
2002	5113	FWP - Water Bottle Station MPU	5,000	5,000	5,000					
2002	5114	Hannaford Field Erosion/Drainage	25,000	25,000	25,000					
SUBTOTAL PW BUILDINGS/GROUNDS			55,000	55,000	55,000	-	-	-	-	-
2003 - PW ENGINEERING										
2003	5108	Mitchell Rd Culvert Replace - Design (ARPA)	65,000	-	-					
2003	5109	Casino Beach Drainage - Design (ARPA)	40,000	-	-					
2003	5115	Town Center Intersection Design	70,000	70,000	-					70,000
SUBTOTAL PW ENGINEERING			175,000	70,000	-	-	-	-	-	70,000
2010 - POLICE DEPARTMENT										
2010	4004	Police Cruiser	124,000	124,000	-		124,000			
2010	4063	Repeater Replacement	12,500	12,500	-		12,500			
SUBTOTAL POLICE DEPARTMENT			136,500	136,500	-	-	136,500	-	-	-
2030 - FACILITIES										
2030	4054	Town Hall - Security	80,000	80,000	80,000					
SUBTOTAL FACILITIES			80,000	80,000	80,000	-	-	-	-	-
2050 - CIP - ADMINISTRATION										
2050	4118	Convert Tyler Tech/Munis	84,573	84,573	84,573					
SUBTOTAL ADMINISTRATION			84,573	84,573	84,573	-	-	-	-	-
2090 - CIP ACP										
2090	4114	Greenbelt Trail Improvements	20,000	20,000	20,000					
2090	4117	Revaluation	95,000	95,000	95,000					
SUBTOTAL ACP			115,000	115,000	115,000	-	-	-	-	-
GRAND TOTAL CIP PROJECTS			1,339,073	1,234,073	676,573	-	487,500	-	-	70,000

CIP BUDGET RECOMMENDATION RECAP		EXPENDITURES	REVENUES
CIP EXPENDITURES		\$ 1,234,073	
TAXES TO BE RAISED			\$ 676,573
USE OF FUND BALANCE			-
CARRY FORWARD FROM FY 2022			-
GRANT FUNDS			-
BORROWED FUNDS			487,500
INTERFUND TRANSFERS			70,000
GRAND TOTAL CIP PROJECTS	\$ 1,234,073	\$ 1,234,073	

FY 2022 CARRY FORWARD

TOTAL C FWD

\$ -

TOWN OF CAPE ELIZABETH
ESTIMATED LEASE PAYMENTS ASSUMING LEVEL P+I - VARIOUS INTEREST RATES
3/2/2023

Interest Rate		4.26%				Interest Rate		4.26%			
	Interest	Principal	Bal Fwd	% Prin	Total Pay		Interest	Principal	Bal Fwd	% Prin	Total Pay
1/1/2023			487,500			1/1/2023			487,500		
1/1/2024	20,743	87,506	399,994	17.95%	108,249	1/1/2024	20,743	87,500	400,000	17.95%	108,243
1/1/2025	17,066	92,479	307,515	18.97%	109,545	1/1/2025	17,067	92,500	307,500	18.97%	109,567
1/1/2026	13,085	98,524	208,991	20.21%	111,609	1/1/2026	13,084	98,500	209,000	20.21%	111,584
1/1/2027	8,893	103,009	105,983	21.13%	111,902	1/1/2027	8,893	103,000	106,000	21.13%	111,893
1/1/2028	4,510	105,983	-	21.74%	110,493	1/1/2028	4,510	106,000	-	21.74%	110,510
	64,297	487,500		100.00%	110,360		64,297	487,500		100.00%	110,359
Total Payments		551,797				Total Payments		551,797			
Level P+I		110,359				Level P+I		110,359			
Interest Rate		4.51%				Interest Rate		4.51%			
	Interest	Principal	Bal Fwd	% Prin	Total Pay		Interest	Principal	Bal Fwd	% Prin	Total Pay
1/1/2023			487,500			1/1/2023			487,500		
1/1/2024	21,962	88,481	399,019	18.15%	110,443	1/1/2024	21,962	88,500	399,000	18.15%	110,462
1/1/2025	18,025	92,479	306,540	18.97%	110,504	1/1/2025	18,024	92,500	306,500	18.97%	110,524
1/1/2026	13,810	97,500	209,040	20.00%	111,310	1/1/2026	13,808	97,500	209,000	20.00%	111,308
1/1/2027	9,417	101,985	107,055	20.92%	111,402	1/1/2027	9,415	102,000	107,000	20.92%	111,415
1/1/2028	4,823	107,006	49	21.95%	111,829	1/1/2028	4,820	107,000	-	21.95%	111,820
	68,037	487,451		99.99%	111,098		68,029	487,500		100.00%	111,106
Total Payments		555,488				Total Payments		555,529			
Level P+I		111,098				Level P+I		111,106			
Interest Rate		4.76%				Interest Rate		4.76%			
	Interest	Principal	Bal Fwd	% Prin	Total Pay		Interest	Principal	Bal Fwd	% Prin	Total Pay
1/1/2023			487,500			1/1/2023			487,500		
1/1/2024	23,181	90,480	397,020	18.56%	113,661	1/1/2024	23,181	90,500	397,000	18.56%	113,681
1/1/2025	18,930	94,478	302,543	19.38%	113,408	1/1/2025	18,929	94,500	302,500	19.38%	113,429
1/1/2026	14,386	97,500	205,043	20.00%	111,886	1/1/2026	14,384	97,500	205,000	20.00%	111,884
1/1/2027	9,750	101,498	103,545	20.82%	111,248	1/1/2027	9,748	101,500	103,500	20.82%	111,248
1/1/2028	4,924	103,496	49	21.23%	108,420	1/1/2028	4,921	103,500	-	21.23%	108,421
	71,171	487,451		99.99%	111,725		71,163	487,500		100.00%	111,733
Total Payments		558,622				Total Payments		558,663			
Level P+I		111,724				Level P+I		111,733			
Interest Rate		5.01%				Interest Rate		5.01%			
	Interest	Principal	Bal Fwd	% Prin	Total Pay		Interest	Principal	Bal Fwd	% Prin	Total Pay
1/1/2023			487,500			1/1/2023			487,500		
1/1/2024	24,399	87,506	399,994	17.95%	111,905	1/1/2024	24,399	87,500	399,994	17.95%	111,905
1/1/2025	20,075	92,479	307,515	18.97%	112,554	1/1/2025	20,075	92,479	307,515	18.97%	112,554
1/1/2026	15,391	98,524	208,991	20.21%	113,915	1/1/2026	15,391	98,524	208,991	20.21%	113,915
1/1/2027	10,460	103,009	105,983	21.13%	113,469	1/1/2027	10,460	103,009	105,983	21.13%	113,469
1/1/2028	5,304	105,983	-	21.74%	111,287	1/1/2028	5,304	105,983	-	21.74%	111,287
	75,629	487,500		100.00%	112,626						
Total Payments		563,129				Total Payments		563,129			
Level P+I		112,626				Level P+I		112,626			
Interest Rate		5.26%				Interest Rate		5.26%			
	Interest	Principal	Bal Fwd	% Prin	Total Pay		Interest	Principal	Bal Fwd	% Prin	Total Pay
1/1/2023			487,500			1/1/2023			487,500		
1/1/2024	25,618	87,506	399,994	17.95%	113,124	1/1/2024	25,618	87,500	399,994	17.95%	113,124
1/1/2025	21,077	92,479	307,515	18.97%	113,556	1/1/2025	21,077	92,479	307,515	18.97%	113,556
1/1/2026	16,160	98,524	208,991	20.21%	114,684	1/1/2026	16,160	98,524	208,991	20.21%	114,684
1/1/2027	10,982	103,009	105,983	21.13%	113,991	1/1/2027	10,982	103,009	105,983	21.13%	113,991
1/1/2028	5,569	105,983	-	21.74%	111,552	1/1/2028	5,569	105,983	-	21.74%	111,552
	79,406	487,500		100.00%	113,381						
Total Payments		566,906				Total Payments		566,906			
Level P+I		113,381				Level P+I		113,381			

FY 2024

CRUISERS (715-4004)

\$124,000

In the interest of safety for the officers that drive these vehicles and the increasing costs of repairs, the department has come up with a replacement schedule that has worked well maximizing the most from our vehicles. Vehicles are replaced/purchased on a schedule of (1) vehicle a year and (2) vehicles the following year to stagger the costs. The past two years have proven quite challenging in terms of procuring police vehicles. The microchip shortage, labor shortage, and supply chain issues have all resulted in a slowdown in production and a dramatic increase in costs. The department is still waiting on the vehicles we ordered for the FY 2022 and FY 2023 budgets. In FY 2023, we reduced the number of vehicles purchased from two to one, in hopes the costs would come down as supply increased. This has not ended up being the case.

Historically the cost of a vehicle increases 2-4% annually. In 2021 Ford Explorer Police Package was \$38,000 and in 2023 that price increased to \$51,000. The department continues to go out to bid for our police vehicles with the South Portland Police Department in order to secure the best pricing.

The costs above include the purchase of two new vehicles, the cost of transferring all the equipment and adding the lettering/graphics. Cruisers are maintained routinely by the mechanics at Public Works. The department takes the time and sells the vehicles outright trying to get the most money for them as possible. The money that is collected for the vehicle's sale is put back into the general fund.

REPLACEMENT REPEATER (715-*)**

\$12,500

A radio repeater is a combination of a radio receiver and a radio transmitter that receives a signal and retransmits it, so that two-way radio signals can cover longer distances. A repeater sited at a high elevation can allow two mobile stations, otherwise out of line-of-sight propagation range of each other, to communicate. Our current repeater is outdated and is no longer manufactured or supported. Therefore, if it goes down it will most likely be unable to be repaired. The above costs reflect the total price of a replacement repeater.

**TOWN OF CAPE ELIZABETH
PUBLIC WORKS DEPARTMENT**

10 Cooper Drive
Cape Elizabeth, ME 04107



Jay Reynolds
Public Works Director
(207) 799-4151
jay.reynolds@capeelizabeth.org

Date: December 28, 2022
To: Matthew Sturgis, Town Manager
Re: **Proposed FY 2024 Public Works Capital Improvements Program (CIP) Budget Requests**

Please find the enclosed documents that consist of the Capital Improvements Program (CIP) requests for the Public Works Department. Enclosed you will find the following:

- Ten-year CIP outlay spreadsheet
- Ten-year CIP narrative
- Associated CIP Project Request Forms

As an executive summary, I offer the following:

The requested CIP requests consist of various roadway and infrastructure projects, Town parks and grounds projects, and equipment replacement. All requests are in an effort to maintain existing Town capital assets.

Of particular note:

- Several of the major infrastructure projects are anticipated to be funded in part by grants, and/or other funding resources, in an effort to minimize costs to the Town.
- Purchases have been arranged so that there is a relatively consistent spending total year-over-year.
- If funded by local dollars, the Shore Road Reconstruction Project will be a substantial investment for the Town. Town staff are investigating Federal and State funds to assist with project funding.
- At present, equipment replacement is behind schedule when comparing various types of equipment and their associated 'standard replacement' or 'life' cycles. This CIP outline attempts to appropriately sequence equipment purchases so that excessive maintenance costs, breakdowns, and safety issues are avoided in the future.

I look forward to working with the Town Council, Finance Committee, and yourself on this important part of the Town's budget.

Respectfully Submitted,

Jay Reynolds

Public Works Director

Town of Cape Elizabeth
Public Works Department
10 Cooper Drive
Cape Elizabeth, ME 04107
jay.reynolds@capeelizabeth.org

**Capital Improvement Program – Public Works Department
Fiscal Years 2022 to 2032**

**Roadway, Utility, Engineering Design, and Equipment
Capital Improvements**

Summary of Improvements for Current Fiscal Year (FY) 2023

The following is a summary of projects that are funded in the current fiscal year and have made substantial or noteworthy progress:

- ***Engineering/Planning/Design***

- **Shore Road and Surf Road Projects:**

- Engineering and design funds, in the amount of \$160,000, were allocated in FY'22 for this project. Planning and design is currently in progress to reconstruct Shore Road between Fort Williams Park and the Cape Elizabeth/South Portland Town line. The Town has secured matching funds through PACTS to offset approximately 50% of the engineering/design costs. Town staff and our design engineers have been conducting public outreach, providing a Council presentation, performing right-of-way work, preparing a conceptual design, and exploring outside funding opportunities.

- **Town Center Sidewalks – Segments 7 and 8:** Engineering and design funds were allocated in FY'21 and carried forward in FY'22 and FY'23 for this project. Segments “7 and 8” of the Town Center sidewalks are located on the southern end of the Town Center. Segment 7 is between Jordan Way and the High School entrance. Segment 8 runs from C Salt Market to Fowler Road. Final design work has been completed and is currently in the bidding process. The Town has secured the majority of construction funding from PACTS and MDOT. The project’s construction phase will be managed by the Town.

- ***Capital Improvements***

- **Kettle Cove Road Drainage Improvements:** Phase two extension of a storm drainage system on Kettle Cove Road. The Town has received funding from the American Rescue Plan Act (ARPA) to fund the majority of the construction costs. This project was completed in September of 2022.
 - **Surf Road Drainage and Sewer System Upgrades:** This project was originally planned to be part of the larger Shore Road reconstruction. However, the Town has received \$475,000 in funding from the American Rescue Plan Act (ARPA) to fund the majority of the construction costs. This project was completed in May of 2022.

- **Roadway Paving:** The following roads were repaved in the summer of 2022:
 - Mitchell Road (Oakhurst Rd. to Belfield Rd.)
 - Sawyer Road (Eastman Rd. to Town Line)
 - Shore Road (Littlejohn Rd. to Delano Park Entrance 2)

- **Willow Brook Culvert Replacement:**

Two culverts that convey Willow Brook under the Greenbelt Recreational Trail that runs from Starboard Drive to the School Campus were upgraded. A new concrete box culvert was installed, which will provide environmental benefits to Willow Brook and preserve the integrity of two existing sewer pipes that cross above the brook/culvert. This culvert crossing was identified in a 2019 culvert evaluation as one of the highest priority crossings to address. The Town has received \$343,000.00 in funding from the Maine Natural Resource Conservation Program. The project was completed in September of 2022.

- ***FY'23 Equipment Purchases***
 - **Large Area Rotary Mower:** This purchase was awarded to the successful bidder and is awaiting delivery.
 - **Full Size Dump Truck with Plow and Deicing Equipment:** A request for proposals (RFP) is being prepared for the bidding process.

Proposed Capital Improvements for Upcoming Fiscal Years (FYs) 2024-2026

Funding Requests for Fiscal Year: FY'24

Roadway Overlay & Misc. Paving Program - \$325,000

The Town's local road paving program is based pavement condition ratings listed in the 2017 Pavement Management Plan. This funding is also utilized for opportunities with MDOT, PACTS, deferrals from a previous year, and other paving-related opportunities. The plan creates a program for improvements to our collector and local road network. Roads that are being considered for paving in FY 2024 include several within the Oakhurst Road neighborhood, such as: Arrow Point, Hermit Thrush, and Woodcrest Roads. A portion of this budget is also intended to be utilized for minor paving, curbing, and drainage projects.

Sidewalk & Pedestrian Improvements - \$0

An annual appropriation is typically proposed for minor sidewalk replacement and/or improvement projects. However, for FY'24, no request is being made under this annual program, as construction for the Town Center Sidewalks (segments 7 and 8), and improvements within Fort Williams Park, will be the focus of sidewalk improvements during the 2023 construction season.

Engineering and Design: Mitchell Road Culvert Replacement - \$65,000

Engineering and design for the replacement of the existing 48" diameter culvert that conveys Pond Cove Brook and crosses under Mitchell Road. The existing culvert is located near the entrance to the Hobstone Condominiums. It was originally installed in 1975 and is beyond its life-cycle. The project will be challenging given the depth of the culvert, steep slopes, and the existing utilities in the roadway.

Preliminary/Conceptual Design: Casino Beach Storm Drain Outfall – Drainage System Mitigation - \$40,000

A significant amount of stormwater from the Cape Cottage, Shore Road, and surrounding areas is conveyed by a drainage collection system that outlets below the mean low tide line in Maiden Cove. The outlet fills with sand and has caused several drainage issues, structural failure, and beach erosion. The Town is looking to explore solutions to this problem. This project was originally proposed to be part of the Shore Road Reconstruction Project, however, these two projects now appear to be separate and stand-alone projects.

Pickup Truck Replacement - \$42,000

This unit proposed for replacement in the department's 10-year replacement cycle (for pickup trucks) is a 2011 pickup truck (#20).

Front-End Loader Replacement - \$285,000

Replacement of an existing 2003 Case loader and plow gear. Loaders are currently on a 20-year replacement cycle. The proposed replacement is in FY 2024.

Truck Sanding Unit - \$10,000: Purchase of a new salting/sanding unit that will equip an existing truck (#16) with material spreading capabilities in the winter.

Line Striping/Paint Machine - \$7,000

Replacement of the existing paint machine that is used to line the athletic fields at all of the Town owned facilities.

Utility Vehicle Replacement - \$24,000

The utility vehicle purchased in 2010 (#30) is proposed for replacement in FY 2024. These are small, 4-wheel drive units that are used for a variety of Parks and Public Works maintenance activities.

Fort Williams Park – Sidewalks/Trails/Lawn Improvements – Master Plan Update: \$25,000: The Fort Williams Park Master Plan Update contains recommendations to improve sidewalk, trail, walkway, and lawn surfaces/areas. It is intended to perform many of the improvements with Town staff, thus, the funding will be primarily for purchase of materials, such as pavement, gravel, loam/seed, et cetera.

Fort Williams Park – Water Bottle Filling Station – Master Plan Update: \$5,000: The installation of a water bottle filling station to improve sustainability efforts and reduce waste/litter within the park. The Town’s Recycling Committee has been pursuing funding opportunities through the Portland Water District to assist in funding for the filling station itself. Grants by the Water District will be awarded in early 2023. However, the grant does not cover any additional installation/water line construction costs. If awarded the grant and funded through the CIP, the project would be completed in summer/fall of 2023.

Hannaford Field Slope Erosion Restoration - \$25,000: Currently, the side slopes adjacent to the turf field has been eroding during heavy rain events. The erosion is deposited on the turf field, which fills and damages the underlying sub-base of the field. Funding for this project would address this ongoing erosion issue.

Funding Requests for Fiscal Year: FY'25

Roadway Overlay & Misc. Paving Program - \$325,000

The local road paving program is based pavement condition ratings listed in the 2017 Pavement Management Plan. We also take into consideration any unforeseen opportunities with MDOT, PACTS, deferrals from a previous year, potential utility upgrades and the number of mobilizations for the paving contractor. The plan creates a program for improvements to our collector and local road network. Candidates for paving for each year are compiled and finalized each winter, prior to the construction season. A portion of this budget is also intended to be utilized for minor paving, curbing and drainage projects.

Sidewalk & Pedestrian Improvements - \$25,000

An annual appropriation is typically proposed for minor sidewalk replacement and/or improvement projects. Funding in FY'25 is proposed to be utilized to formalize the pedestrian crossing near the Pond Cove and Middle School entrance. The crossing is on Scott Dyer Road and it connects to the Brentwood neighborhood pathway.

Mitchell Road Culvert Replacement - \$750,000

Replacement of the 48" diameter culvert that conveys Pond Cove Brook and crosses under Mitchell Road. The existing culvert is located near the entrance to the Hobstone Condominiums. It was originally installed in 1975 and has exceeded its life expectancy. The project will be challenging given the depth of the culvert and the adjacent utilities in the road. It is anticipated that the Town will seek grant funding through the State (Maine DEP) to assist with the financing of this project. Town staff will be pursuing State funding for culvert grants that could potentially fund up to \$150,000 of construction costs.

Shore Road Reconstruction Project - \$7,000,000

Currently, the Town is amidst the preliminary engineering for the reconstruction of Shore Road. The project area is between Fort Williams Park and the Cape Elizabeth/South Portland town line. In addition to the need for pavement rehabilitation, utility upgrades and drainage improvements, the project will also address pedestrian safety and introduce traffic calming measures along the corridor. Conceptual plans were completed in the summer of 2019 along with preliminary cost estimates. Town staff and our design engineers have been conducting public outreach, providing a Council presentation, performing right-of-way work, preparing a conceptual design, and exploring outside funding opportunities. The project may require an approved voter referendum.

Final Engineering Design: Casino Beach Storm Drain Outfall, Drainage System Mitigation - \$75,000

A significant amount of stormwater from the Cape Cottage, Shore Road, and surrounding areas is conveyed by a drainage collection system that outlets below the mean low tide line in Maiden Cove. The outlet fills with sand and then causes several drainage issues, structural failure, and beach erosion. The Town is looking to explore solutions. This project was originally proposed to be part of the Shore Road Reconstruction Project, however, these two projects now appear to be separate and stand-alone projects.

Medium-Size Dump Truck Replacement - \$60,000

Replace existing medium size dump truck: These are smaller dump trucks that are a critical part of our motorized fleet. A 2011, four-door crew cab unit (#19) utilized by the Parks Division is programmed for replacement in FY 2025.

Skid Steer Loader Replacement - \$75,000

This is a versatile piece of equipment that is used in many applications including excavations, clearing catch basins, snow removal operations, interments, and more. It can be equipped with a snow blower or small backhoe. This equipment will replace an existing 2001 skid steer (#31).

Trailer Replacement - \$6,000

Replacement of existing 2010 trailer (#57). Trailer is used to transport mowers and various equipment to and from all the Town-owned properties for which Public Works maintains.

Rotary Mower Replacement - \$35,000

Replacement of the existing 2010 mower (#41) that helps maintain the exterior grounds at the School campus, Plaisted Park, Lions Field, Fort Williams Park, Thomas Memorial Library, and all other exterior grounds at Town offices.

Funding Requests for Fiscal Year: FY'26

Roadway Overlay & Misc. Paving Program - \$325,000

The local road paving program is based pavement condition ratings listed in the 2017 Pavement Management Plan. We also take into consideration any unforeseen opportunities with MDOT, PACTS, deferrals from a previous year, potential utility upgrades and the number of mobilizations for the paving contractor. The plan creates a program for improvements to our collector and local road network. Candidates for paving for each year are compiled and finalized each winter/spring, prior to the construction season. A portion of this budget is also intended to be utilized for minor paving, curbing and drainage projects.

Sidewalk & Pedestrian Improvements -\$25,000

An annual appropriation for minor sidewalk replacement and/or improvement projects. These funds are also utilized to correct sidewalk ramps and ADA/Accessibility issues that needs corrective action.

Pavement Condition Study Update -\$15,000

The Town's local road paving program is based pavement condition ratings listed in our Pavement Management Plan which was last updated in 2017. This plan provides an engineering basis for determining and prioritizing roadways for maintenance paving and capital improvements. It is needed in order to develop short and medium term decisions with regards to the Town's paving program and capital funding.

Casino Beach Storm Drain Outfall – Drainage System Mitigation - \$750,000

A significant amount of stormwater from the Cape Cottage, Shore Road, and surrounding areas is conveyed by a stormwater system that outlets below the mean low tide line in Maiden Cove. The outlet fills with sand and then causes several drainage issues and beach erosion. The preliminary design in FY'24 will develop remediation options that will lead to a final design in FY'25 and a construction plan in FY'26. This project was originally proposed to be part of the Shore Road Reconstruction Project, however, these two projects now appear to be separate and stand-alone projects.

Full-Size Dump Truck Replacement - \$230,000

The department has historically kept its full-size dumps trucks for over 15 years. Like any vehicle, there is an increase in maintenance costs as the age of a unit surpasses 12 years. Full-size dump trucks perform a variety of operational needs year-round, but most notably are used for snow plowing operations. These units operate in the harshest of weather conditions and they are the most critical pieces of equipment in our winter road maintenance program. This purchase includes the truck and body, along with the plow gear (main plow, wing, and associated hydraulic system(s), and the deicing systems (material spreaders). This new truck will replace an existing 2005 dump truck (#9).

Proposed Capital Improvements for Future Fiscal Years (FYs) 2027-2033
(Condensed Descriptions)

Roadway Overlay & Misc. Paving Program - \$325,000-\$375,000

An annual appropriation for The Town's annual paving program; Funds used to manage and maintain the Town's roadway and drainage system capital assets.

Sidewalk & Pedestrian Improvements - \$25,000-\$35,000

An annual appropriation for minor sidewalk replacement and/or improvement projects.

Riverside Cemetery – Completion of Phase 5 Expansion - \$60,000/TBD

Completion of the last phase of expansion at Riverside Cemetery. This project, which is identified in the Town's 2019 Comp. Plan, and two Riverside Cemetery master plans, will add approximately 265 lots.

Culvert Replacement – Location TBD - \$750,000

The replacement of an existing culvert that has been identified in the Town's 2019 culvert assessment as a medium to high priority.

Refuse & Recycling Compactor Receiver Boxes - \$25,000

Replacement of the metal containers that are attached to the compactor units at the Recycling Center. These containers are on an 8-10-year replacement cycle.

Full-Size Dump Truck Replacement - \$230,000

Similar purchases to replace dump trucks within the existing fleet.

Medium-Size Truck Replacement - \$60,000-\$65,000

A mid-size dump truck that is a critical part of our motorized fleet. A 2011, four-door crew cab unit (#19) utilized by the Parks Division is programmed for replacement in FY 2027.

Sewer Equipment: Jetter - \$85,000

Replacement of existing equipment (#49) that was purchased in 2010. The 'Jetter' is used to maintain the Town's sewer systems.

Slope Mower Replacement - \$75,000

The replacement of the current mower (1998).

Tank Truck Replacement - \$75,000

Replacement of an existing 2005 Tank Truck (#40). This unit is utilized in both the stormwater and sewer system maintenance programs. It is also essential in maintaining lawn areas, esplanades, trees, and other landscaping throughout Town.

Pickup Truck Replacement - \$42,000-\$55,000

Similar purchases to replace pickup trucks within the existing fleet.

Additional/Other – Please refer to the 10-year Capital Improvement Plan Sheet and the CIP Project request forms.

**Respectfully Submitted,
Jay Reynolds, Public Works Director**

December 28, 2022

**Public Works 10-Year CIP Outline
Engineering/Design, Infrastructure Improvements, and Capital Equipment**

ITEM	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
Paving Program & Drainage Improvements	325,000	325,000	325,000	350,000	350,000	350,000	350,000	375,000	375,000	375,000
Sidewalk Rep. & Ped. Improvements	0	25,000	25,000	30,000	30,000	30,000	30,000	35,000	35,000	35,000
Pavement Condition Engineering Study			15,000							
Mitchell Road Culvert Replacement Design/Construction **	65,000	750,000								
Shore Road Reconstruction *		7,000,000								
Casino Beach Drainage System Mitigation: Design/Construction	40,000	75,000	750,000							
Riverside Cemetery - Completion of Phase 5 Expansion				60,000						
Culvert Replacement TBD - Design/Construction **								75,000	750,000	
Full-Size Dump Truck Replacement			230,000		230,000		230,000		230,000	
Med. Size Dump Truck Replacement		60,000		65,000						
Pickup Truck Replacement	42,000			55,000		42,000	42,000		42,000	
Tank Truck***			75,000							
Front-End Loader Replacement	285,000									295,000
Skid Steer Loader Replacement		75,000								
Sewer Equipment Jetter***			85,000							
Truck Sanding Unit	10,000									
Paint Machine	7,000									
Trailer Replacement		6,000			12,000					
Street Sweeper Replacement							250,000			
Utility Vehicle Replacement	24,000				25,000					
Air Compressor Replacement			23,000							
Compactor Box Replacement (Recycling Center)				50,000	50,000	25,000				
Grounds Maintenance Equipment			8,000							
Rotary Mower Replacement		35,000		16,000		35,000		16,000		
Slope/Contour Mower Replacement			80,000			70,000				
Large-Area Rotary Mower/Decks Replacement										
Mower Deck Replacements					13,000					14,000
Fort Williams Park - Walkways/Trails/Lawn Improvements - MPU	25,000									
Fort Williams Park - Water Bottle Filling Station - MPU	5,000									
High School Tennis Court Reconstruction				95,000						
High School Track Shim & Coatings					85,000					
Hannafield Field Erosion/Drainage Repairs	25,000									
Hannafield Field Turf Replacement								500,000		
TOTALS	853,000	8,351,000	1,616,000	721,000	795,000	552,000	902,000	1,001,000	1,432,000	719,000

* Anticipated Federal/State Funding, and Local Bonding for the Shore Rd Project

** Anticipated State Grant Funding to Offset Town Costs

*** Proposed Purchases from Sewer Fund

Town of Cape Elizabeth FY 2020-FY 2029 Capital Investment Plan

Introduction

To promote sound financial planning, the Town of Cape Elizabeth has prepared a 10-year capital investment plan (CIP). The plan lays out projects approved for funding in year 1, projects likely to be funded in year 2, and more conceptual funding levels and projects for year 3-10. The intent of the CIP is to identify capital needs in advance so that funding can be planned in manner that minimizes "spikes" in tax increases. A ten year perspective also allows the town to evaluate if the projects selected for funding align with community goals. Only projects in [year one] are approved for funding. The plan should be updated each year both to approve that year's CIP projects and to add new "10th year" investment needs.

Ten Year Capital Investment Plan

Why prepare a 10-year investment plan when we know that circumstances and goals will change? A ten-year CIP is recommended by the State of Maine as a component of comprehensive planning.

A ten-year planning horizon allows the town flexibility in scheduling anticipated expenditures to minimize tax increase "spikes." All municipalities will need to make costly improvements or purchase expensive equipment. The CIP is a tool to avoid having to fund multiple "whale" projects in a single year. By necessity, some municipal departments will receive meager CIP funding in a single year, but over a span of time all department needs are met. A ten-year span allows the town to evaluate the balance of department funding for appropriateness. The ten-year span also provides a handy snap shot to confirm that funding investments are aligned with community values and goals.

How the plan was developed

Each fall, department heads are asked to submit requests for capital investment funding. For fall 2018, capital investment projects were required to be submitted on standardized forms. Unlike past years, when funding was divided by department, capital projects were submitted by subject area of funding. Staff were strongly advised to anticipate needs for

the next 10 year period, with the understanding that cost estimates for projects more than 2 years in the future where conceptual and would need to be refined if the project moved closer to funding. The year funding is requested, as well as a description of and need for the project were also included on the form.

A total of 187 CIP projects were submitted. The number of projects dwindled in the outer years (not surprisingly) and some placeholder funding may need to be added to better estimate expected costs.

The Public Works Department provided the most complete submission of projects over the 10 - year period. This is due in part to the predictability of infrastructure investment and equipment replacement. It should be noted that funding for projects, such as the Ottawa Rd pump station, is not included and is influenced by the CIP prepared by the Portland Water District.

The Fire Department also was able to predict replacement of equipment. CIP projects such a possible coordination with South Portland are not included because policy decisions will need to be made before even conceptual cost estimates can be prepared.

The Police Department also focused on equipment replacement.

The School Department was encouraged to submit a placeholder proposal for the school renovation project still under discussion. The outcome of that decision will likely influence capital needs following the project completion, but some CIP placeholder funding should be added to the outer years.

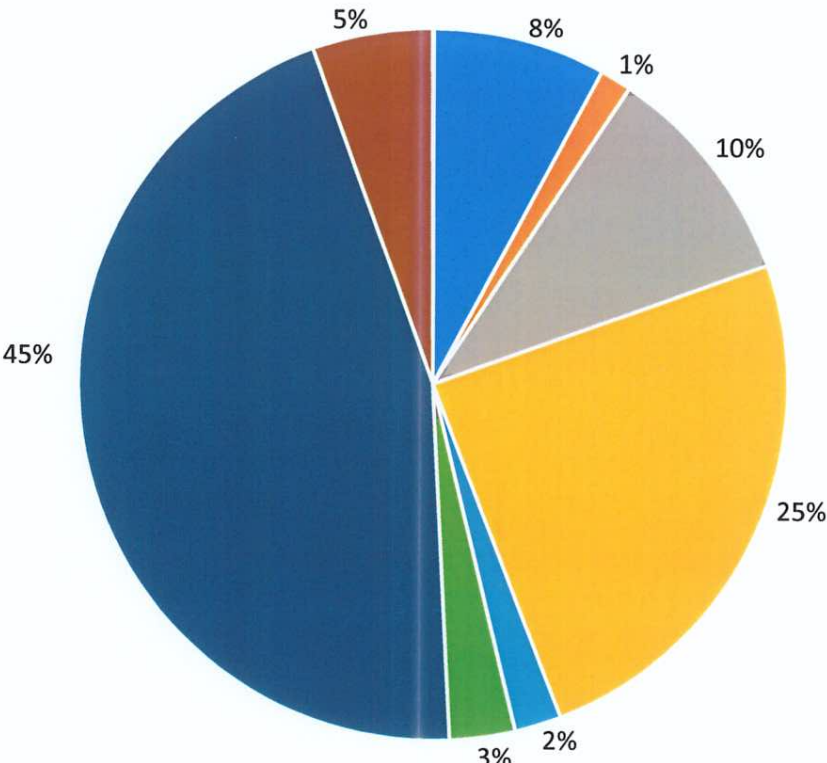
It is also reasonable to assume some capital investment will be needed in Community Services, and therefore some placeholder should also be added.

CIP Review

The Town Council reviewed all the project proposals. Projects proposed for funding (year 1) received a detailed review based on solid cost estimates. Year 2 projects were also reviewed for likely funding next year, but actual project approval will be considered in next year's budget.

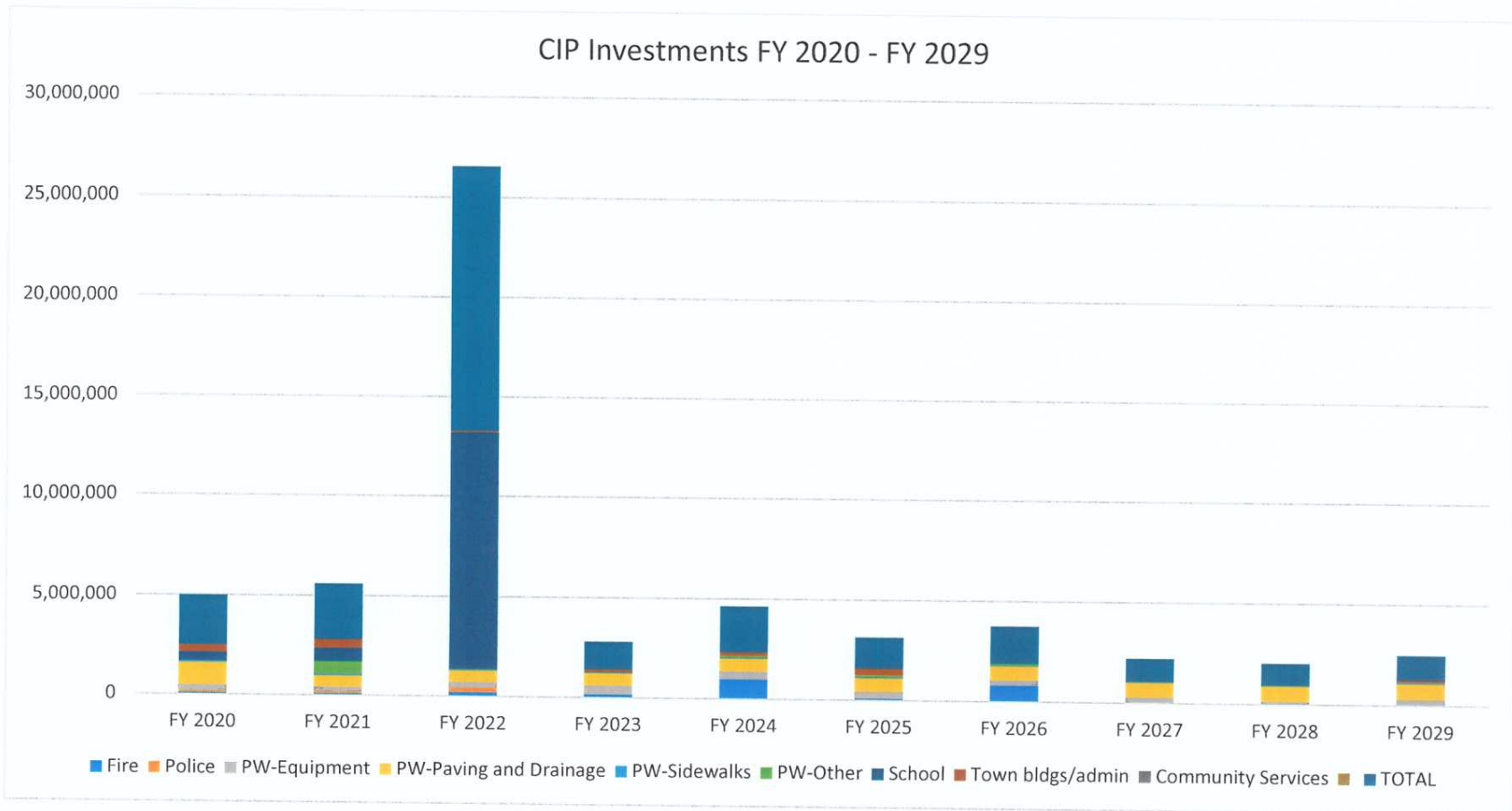
For projects in years 3-10, the Town Council focused more on the 10-year time frame. This CIP spreads funding between the infrastructure categories as follows.

CIP 10 year by Category



- Fire
- Police
- PW-Equipment
- PW-Paving and Drainage
- PW-Sidewalks
- PW-Other
- School
- Town bldgs/admin
- Community Services

Just under \$30 million in projects have been identified over ten years, averaging \$3 million in CIP a year. The year each project is proposed for funding, however, may need to be adjusted to ease yearly fluctuations. As requested, project funding by year is as follows:



CIP Category	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Fire	75,000	70,000	180,000	136,865	960,000	70,000	785,000	0		0
Police	77,800	90,900	229,883	0	4,500	0	0	0	15,000	0
PW-Equipment	302,500	235,000	285,500	455,000	385,000	347,000	260,000	273,000	119,000	300,000
PW-Paving and Drainage	1,120,000	560,000	575,000	600,000	650,000	675,000	700,000	725,000	750,000	775,000
PW-Sidewalks	80,000	90,000	50,000	50,000	55,000	55,000	60,000	60,000	60,000	60,000
PW-Other	0	626,029	18,000	0	78,000	78,000	69,000	0	0	0
School	457,000	685,000	11,849,000	30,000	0	0	0	40,000	60,000	0
Town bldgs/admin	355,500	434,000	75,000	118,500	176,162	335,379	0	0	0	100,000
Community Services	20,000	0	0	0	0				0	0
TOTAL	2,487,800	2,790,929	13,262,383	1,390,365	2,308,662	1,560,379	1,874,000	1,098,000	1,004,000	1,235,000

Approved FY 2020 CIP Projects

The following projects have been recommended for funding.

FY 2020-FY 2029 CIP Project List
(sorted by funding year programmed)

Funding Year Request	Project Name	Amount Requested	Funding Year Programmed	Amount approved	Category	Submitted by
2020	FD Sleeping Quarters	75,000	2020	75000	Fire	P. Schwarz
2020	PD Vehicle Replacement	39,000	2020	39000	Police	P. Fenton
2020	PD Radio Transfer to new tower	5,000	2020	5000	Police	P. Fenton
2020	Bullet proof vests (7)	5,600	2020	5600	Police	P. Fenton
2020	Speed Trailer	14,000	2020	14000	Police	P. Fenton
2020	Replacement Tasers (4)	5,600	2020	5600	Police	P. Fenton
2020	SWAT Equipment	8,600	2020	8600	Police	P. Fenton
2020	Front-end Loader Replacement	225,000	2020	225000	PW-Equipment	R. Malley
2020	Grounds Mtn Equip Motorized Spraying Unit	12,500	2020	12500	PW-Equipment	R. Malley
2020	Mid-Range Rotary Mower	65,000	2020	65000	PW-Equipment	R. Malley
2020	Paving & Drainage Improvements Scott Dyer Rd-Paving, Drainage, and Pedestrian	300,000	2020	300000	PW-Paving and Drainage	R. Malley
2020	Improvements - Phase 3	650,000	2020	650000	PW-Paving and Drainage	R. Malley
2020	Willow Brook Culverts Replace - P&E	65,000	2020	65000	PW-Paving and Drainage	R. Malley
2020	Hemlock Hill/Oakhurst Rd Drge Improvements Sidewalk Replacement & Pedestrian related	105,000	2020	105000	PW-Paving and Drainage	R. Malley
2020	improvements	50,000	2020	50000	PW-Sidewalks	R. Malley

2020	MS Athletic Field ADA Accessibility	30,000	2020	30000	PW-Sidewalks	R. Malley
2020	High School Auditorium Curtain Replacement	27,000	2020	27000	School-HS	P. Schwarz
2020	School Needs Assessment	200,000	2020	200000	School- School- HS,MS,PC	D. Wolfrom
2020	CEMS Generator	200,000	2020	100,000	School-MS	N. Harroff
2020	Middle School Admin Office Additions	25,000	2020	25,000	School-MS	P. Schwarz
2020	Middle School Roofing Project	55,000	2020	55000	School-MS	P. Schwarz
2020	Pond Cove Playground Improvements	50,000	2020	50000	School-PC	P. Schwarz
2020	Town wide Revaluation	57,000	2020	57000	Town administration	C. Swett
2020	Pool pump installation	57,000	2020	57000	Town buildings	P. Schwarz
2020	326 Fort Williams Concrete Sidewalks	9,500	2020	9500	Town buildings	P. Schwarz K. Neugebauer
2020	TML Backup generator	40,000	2020	40000	Town buildings	r Town Council
2020	Replacement of CETV cameras in TC Chambers	12,000	2020	12000	Town Buildings	Town Council
2020	Installation of backup generators	145,000	2020	145000	Town Buildings	Town Council
2020	EMC Server Replacement for 9 yr old server	35,000	2020	35000	Town buildings	Council
2020	Community Services Kitchen Upgrade	20,000	2021	20000	Community Services	P. Schwarz
2021	Service Truck Replacement	70,000	2021	70000	Fire	P. Gleeson
2021	PD Vehicle Replacement (2)	75,000	2021	75000	Police	P. Fenton
2021	PD radios (3 mobile, 1 portable)	6,000	2021	6000	Police	P. Fenton
2021	Bullet proof vests (3)	2,400	2021	2400	Police	P. Fenton
2021	Replacement Tasers (cartridges, etc)	1,300	2021	1300	Police	P. Fenton

2021	SWAT Equipment	6,200	2021	6200	Police	P. Fenton
2021	Full-Size Dump Truck Replacement	193,000	2021	193000	PW-Equipment	R. Malley
2021	Pickup Truck Replacement	42,000	2021	42000	PW-Equipment	R. Malley
2020	Hannaford Turf Field Surface Replacement	510,000	2021	510000	PW-Fields	R. Malley
2020	Public Works Automation Upgrades	103,529	2021	103529	PW-Other	P. Schwarz
2020	Renovation of Swap Shop	12,500	2021	12500	PW-Other	P. Schwarz
2021	Paving & Drainage Improvements	560,000	2021	560000	PW-Paving and Drainage	R. Malley M.
2021	Town Center Sidewalk Segment 1	100,000	2021	90000	PW-Sidewalks	O'Meara Town Council
2021	Replace school storage server CEHS Distance Learning Center/Remodel HS	60,000	2021	60000	School Admin	
2021	lecture Hall	250,000	2021	250000	School-HS	N. Harroff
2021	CEHS Network Wiring Update	175,000	2021	175,000	School-HS	N. Harroff
2021	School Renovation Project Design	100,000	2021	100000	School- HS,MS,PC	D. Wolfrom
2021	HS Running Track	50,000	2021	50000	School- HS/grounds	R. Malley
2021	Pond Cove Playground Improvements	50,000	2021	50000	School-PC	P. Schwarz
2021	Town wide Revaluation	162,000	2021	162000	Town administration	C. Swett
2021	Infrastructure fund	200,000	2021	200000	Town	M. Sturgis
2020	Town Hall Split System	12,000	2021	12000	administration	P. Schwarz
2021	Replace Town storage server	60,000	2021	60000	Town buildings	M. Sturgis
2022	Fire Department Breathing Apparatus	180,000	2022	180000	Town Buildings	P. Gleeson
2022	FWP Tennis Courts	18,000	2022	18000	Fire	R. Malley
					PW-FWP	

2020	Police Station Automation Upgrades	137,383	2022	137383	Police	P. Schwarz
2020	Police Station Conference/StaffRm Reno	24,000	2022	24000	Police	P. Schwarz
2021	Police Station Kitchen	10,500	2022	10500	Police	P. Schwarz
2021	Police Station Locker Rm Renovation	58,000	2022	58000	Police	P. Schwarz
2022	Full-Size Dump Truck Replacement	195,000	2022	195000	PW-Equipment	R. Malley
2022	Skid Steer Loader Replacement	55,000	2022	55000	PW-Equipment	R. Malley
2022	Mobile Air Compressor Replacement (used)	22,000	2022	22000	PW-Equipment	R. Malley
2022	Rotary Mower Replacement	13,500	2022	13500	PW-Equipment PW-Paving and Drainage	R. Malley
2022	Paving & Drainage Improvements Sidewalk Replacement & Pedestrian related improvements	575,000 50,000	2022	575000 50000	PW-Sidewalks	R. Malley
2021	High School Dust Collection System Replacement	36,000	2022	36000	School-HS	P. Schwarz
2021	HS Auditorium Air Conditioning	700,000	2022	700000	School-HS	P. Schwarz
2022	HS Tennis Courts	35,000	2022	35000	School-HS	R. Malley
2021	School automation system upgrades	800,000	2022	800000	School- HS,MS,PC	P. Schwarz
2022	School Renovation Project	10,000,00 0	2022	1000000 0	School- HS,MS,PC	D. Wolfrom
2022	School Building VoIP	250,000	2022	250000	School- HS,MS,PC	N. Harroff
2021	Facilities minivan replacement	28,000	2022	28000	School-Other	P. Schwarz
2021	New Pool Roof	75,000	2022	75000	Town buildings	P. Schwarz
2023	Upgrade FD energy light/HVAC automation system	136,865	2023	136865	Fire	M. Sturgis
2022	Pickup Truck Replacement	45,000	2023	45000	PW-Equipment	R. Malley
2023	Mid-size Dump Truck Replacement	50,000	2023	50000	PW-Equipment	R. Malley
2023	Tank Truck Chassis Replacement (used)	50,000	2023	50000	PW-Equipment	R. Malley

2023	Title Loader/Backhoe Replacement	155,000	2023	155000	PW-Equipment	R. Malley
2023	Wide Area Mower Replacement	115,000	2023	115000	PW-Equipment	R. Malley
2023	2 compactor receiver Box replace	40,000	2023	40000	PW-Equipment	M. Sturgis
2023	Paving & Drainage Improvements	600,000	2023	600000	PW-Paving and	
	Sidewalk Replacement & Pedestrian related				Drainage	R. Malley
2023	improvements	50,000	2023	50000	PW-Sidewalks	R. Malley
					School-	
2023	Update Fiber connection/install mesh network	30,000	2023	30000	HS,MS,PC	N. Harroff
2022	PHL Museum AC replacement	16,500	2023	16500	Town buildings	P. Schwarz
2022	Fort Williams Network update	60,000	2023	60000	Town buildings	N. Harroff
2024	Town Hall Boiler Replacement	42,000	2023	42000	Town buildings	P. Schwarz
2024	Ambulance Replacement	260,000	2024	260000	Fire	P. Gleeson
2024	Engine 2 Replacement	700,000	2024	700000	Fire	P. Gleeson
2024	Scout Alarm	4,500	2024	4500	Police	P. Fenton
2024	Front-end Loader Replacement	232,000	2024	238000	PW-Equipment	R. Malley
2024	Utility Vehicle Replacement	20,000	2024	20000	PW-Equipment	R. Malley
2024	PWD Vehicle Service Lift Replaement	60,000	2024	60000	PW-Equipment	R. Malley
2024	2 compactor receiver Box replace	40,000	2024	40,000	PW-Equipment	M. Sturgis
2023	Public Works Salt Shed	78,000	2024	78000	PW-Other	P. Schwarz
					PW-Paving and	
2024	Paving & Drainage Improvements	650,000	2024	650000	Drainage	R. Malley
	Sidewalk Replacement & Pedestrian related					
2024	improvements	55,000	2024	55000	PW-Sidewalks	R. Malley
2023	TML Video conferencing room	100,000	2024	100000	Town buildings	N. Harroff
2024	Upgrade CS Energy lighting automation	76,162	2024	76,162	Town buildings	M. Sturgis
2025	Fire Chief Vehicle replacement	70,000	2025	70000	Fire	P. Gleeson

2025	2 compactor receiver Box replace	40,000	2025	40000	PW-Equipment	M. Sturgis
2025	Full-Size Dump Truck Replacement	200,000	2025	200000	PW-Equipment	R. Malley
2025	Rotary Mower Replacement	32,000	2025	32000	PW-Equipment	R. Malley
2025	Slope Mower Replacement	75,000	2025	75000	PW-Equipment	R. Malley
2025	Paving & Drainage Improvements Sidewalk Replacement & Pedestrian related improvements	675,000	2025	675000	PW-Paving and Drainage	R. Malley
2025	New School Bus Garage	250,000	2025	250000	Town buildings	P. Schwarz
2024	PHL Museum Reroofing	55,500	2025	55500	Town buildings	P. Schwarz
2025	Upgrade TML energy automation	29,879	2025	29879	Town buildings	M. Sturgis
2025	Fire Department Boiler Replacement	35,000	2026	35000	Fire	P. Schwarz
2026	Engine 1 Replacement	750,000	2026	750000	Fire	P. Gleeson
2026	Tool Carrier Replacement	220,000	2026	220000	PW-Equipment	R. Malley
2026	2 compactor receiver Box replace	40,000	2026	40000	PW-Equipment	M. Sturgis
2026	FWP Tennis Courts	24,000	2026	24000	PW-FWP	R. Malley
2025	Public Works Boiler Replacement	45,000	2026	45000	PW-Other	P. Schwarz
2026	Paving & Drainage Improvements Sidewalk Replacement & Pedestrian related improvements	700,000	2026	700000	PW-Paving and Drainage	R. Malley
2026	Full-Size Dump Truck Replacement	205,000	2026	205000	PW-Sidewalks	R. Malley
2027	Pickup Truck Replacement	45,000	2027	48000	PW-Equipment	R. Malley
2027	PW-Stationary Compactor Receiver Box Replacement	20,000	2027	20000	PW-Equipment	R. Malley
2027	Paving & Drainage Improvements	725,000	2027	725000	PW-Paving and Drainage	R. Malley

	Sidewalk Replacement & Pedestrian related					
2027	improvements	60,000	2027	60000	PW-Sidewalks	R. Malley
2027	HS Tennis Courts	40,000	2027	40000	School-HS	R. Malley
2028	Replacement Firearms	15,000	2028	15000	Police	P. Fenton
2028	Mid-size Dump Truck Replacement	60,000	2028	60000	PW-Equipment	R. Malley
2028	Utility Vehicle Replacement	25,000	2028	25000	PW-Equipment	R. Malley
2028	Rotary Mower Replacement	14,000	2028	14000	PW-Equipment	R. Malley
2028	PW-Stationary Compactor Receiver Box Replacement	20,000	2028	20000	PW-Equipment PW-Paving and	R. Malley
2028	Paving & Drainage Improvements	750,000	2028	750000	Drainage	R. Malley
	Sidewalk Replacement & Pedestrian related					
2028	improvements	60,000	2028	60000	PW-Sidewalks	R. Malley
2028	HS Running Track	60,000	2028	60000	School-HS	R. Malley
2029	Full-Size Dump Truck Replacement	210,000	2029	210000	PW-Equipment	R. Malley
2029	Pickup Truck Replacement	45,000	2029	45000	PW-Equipment	R. Malley
2029	Rotary Mower Replacement	35,000	2029	35000	PW-Equipment	R. Malley
2029	PW-Stationary Compactor Receiver Box Replacement	10,000	2029	10000	PW-Equipment PW-Paving and	R. Malley
2029	Paving & Drainage Improvements	775,000	2029	775,000	Drainage	R. Malley
	Sidewalk Replacement & Pedestrian related					
2029	improvements	60,000	2029	60000	PW-Sidewalks	R. Malley
2028	CETV/Council Chambers audio/video	100,000	2029	100000	Town buildings	N. Harroff
2030	2 compactor receiver Box replace	40,000	2030	40000	PW-Equipment Community	M. Sturgis
2020	Community Center Automation Upgrades	76,162			Services	P. Schwarz
2020	Fire Station Automation Upgrades	136,865			Fire	P. Schwarz

2022	PD Vehicle Replacement	39,000	Police	P. Fenton
2022	PD radios (2 portable)	3,000	Police	P. Fenton
2022	Bullet proof vests (2)	1,600	Police	P. Fenton
2022	Replacement Tasers (4)	5,300	Police	P. Fenton
2022	SWAT Equipment	4,000	Police	P. Fenton
2023	PD Vehicle Replacement (2)	75,000	Police	P. Fenton
2023	PD radios (2 mobile, 2 portables)	6,000	Police	P. Fenton
2023	Bullet proof vests (1)	800	Police	P. Fenton
2023	Replacement Tasers (cartridges, etc)	1,000	Police	P. Fenton
2023	SWAT Equipment	5,500	Police	P. Fenton
2024	PD Vehicle Replacement	40,200	Police	P. Fenton
2024	PD radios (2 mobile)	3,000	Police	P. Fenton
2024	Bullet proof vests (1)	800	Police	P. Fenton
2024	Replacement Tasers (cartridges, etc)	1,200	Police	P. Fenton
2024	SWAT Equipment	4,500	Police	P. Fenton
2025	PD Vehicle Replacement (2)	77,250	Police	P. Fenton
2025	PD radios New repeater	8,000	Police	P. Fenton
2025	Bullet proof vests (7)	5,600	Police	P. Fenton
2025	Replacement Tasers (4)	5,400	Police	P. Fenton
2025	SWAT Equipment	7,200	Police	P. Fenton
2026	PD Vehicle Replacement	40,200	Police	P. Fenton
2026	PD radios (2 portables)	3,000	Police	P. Fenton
2026	Bullet proof vests (3)	2,400	Police	P. Fenton
2026	Replacement Tasers (cartridges, etc)	1,700	Police	P. Fenton
2026	SWAT Equipment	7,000	Police	P. Fenton
2027	PD Vehicle Replacement (2)	77,250	Police	P. Fenton
2027	PD radios new voter	3,000	Police	P. Fenton

2027	Bullet proof vests (2)	1,600		Police	P. Fenton
2027	Replacement Tasers (4)	5,200		Police	P. Fenton
2027	SWAT Equipment	6,000		Police	P. Fenton
2028	PD Vehicle Replacement	40,200		Police	P. Fenton
2028	PD radios (2 portables)	3,000		Police	P. Fenton
2028	Bullet proof vests (1)	800		Police	P. Fenton
2028	Replacement Tasers (cartridges, etc)	1,000		Police	P. Fenton
2028	SWAT Equipment	5,000		Police	P. Fenton
2029	PD Vehicle Replacement (2)	77,250		Police	P. Fenton
2029	PD radios new voter	3,000		Police	P. Fenton
2029	Bullet proof vests (1)	800		Police	P. Fenton
2029	Replacement Tasers (cartridges, etc)	1,200		Police	P. Fenton
2029	SWAT Equipment	4,500		Police	P. Fenton
2020	Full Size Dump Truck Replacement - Lease/Purchase	42,000		PW-Equipment	R. Malley
2020	Spurwink Bridge and Boardwalk decking supplemental	10,000	0	PW-Equipment	M. O'Meara
2021	Full Size Dump Truck Replacement - Lease/Purchase	42,000		PW-Equipment	R. Malley
2022	Full Size Dump Truck Replacement - Lease/Purchase	42,000		PW-Equipment	R. Malley
2023	Full Size Dump Truck Replacement - Lease/Purchase	42,000		PW-Equipment	R. Malley
2021	Sidewalk Replacement & Pedestrian related improvements	50,000		PW-Sidewalks	R. Malley
2020	TML Automation Upgrades	29,879		Town buildings	P. Schwarz



**Town of Cape Elizabeth, Maine
Special Funds
Fiscal Year 2024
July 1, 2023-June 30, 2024**

TOWN OF CAPE ELIZABETH
SEWER FUND 40 FY 2024 BUDGET WORKSHEET
 3/2/2023

Sub		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Fund 40										
Department 0815 SEWER FUND										
1001	FULL TIME PAYROLL	18,950	10,747	20,370	10,747	20,900	21,527	21,527	1,157	5.68%
1003	OVERTIME	1,300	1,368	1,365	1,368	1,300	1,339	1,339	(26)	-1.90%
1020	SOCIAL SECURITY	1,550	922	1,663	922	1,860	1,749	1,749	86	5.19%
2005	POSTAGE	-	-	-	-	-	-	-	-	0.00%
2010	PROFESSIONAL SERVICE	-	38	-	38	-	-	-	-	0.00%
2022	UNIFORM	800	854	800	854	900	900	900	100	12.50%
2037	SEWER LINE MAINTENANCE	150,000	1,516	150,000	1,516	150,000	150,000	150,000	-	0.00%
2062	SEWER CONTINGENCY	200	-	200	-	200	200	200	-	0.00%
2071	PTLD WATER ASSESSMENT	1,853,800	1,089,507	2,100,000	1,089,507	2,300,000	2,300,000	2,300,000	200,000	9.52%
2072	ADMINISTRATIVE COSTS	2,000	-	1,500	-	1,500	1,500	1,500	-	0.00%
2073	ALLOW. FOR UNCOLLECTIBLES	2,200	-	2,200	-	2,200	2,200	2,200	-	0.00%
2099	ABATEMENT EXPENSE	-	-	-	-	-	-	-	-	0.00%
3002	GASOLINE	350	142	400	142	500	500	500	100	25.00%
3040	DIESEL FUEL	500	181	600	181	700	700	700	100	16.67%
5009	PAYING AGENT FEE	10,455	430	10,455	430	10,455	10,455	10,455	-	0.00%
5010	PRINCIPLE PAYMENT	191,922	-	195,242	-	198,620	198,620	198,620	3,378	1.73%
5011	INTEREST PAYMENT	17,185	8,593	13,865	8,593	10,488	10,488	10,488	(3,377)	-24.36%
5049	TXFR TO GENL FUND	67,536	67,536	74,960	74,960	80,989	80,989	80,989	6,029	8.04%
Department 0815 Totals		2,318,748	1,181,833	2,573,620	1,189,257	2,780,612	2,781,167	2,781,167	207,547	8.06%
Fund 40 Totals		2,318,748	1,181,833	2,573,620	1,189,257	2,780,612	2,781,167	2,781,167	207,547	8.06%

TOWN OF CAPE ELIZABETH
SEWER FUND 40 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
	FUND BALANCE	6/30/2022	2,316,931							
	REVENUES									
R0348	SEWER BILLS	2,225,000	908,931	2,250,000	1,372,703	2,317,500	2,317,500	2,317,500	67,500	3.00%
R0349	CONNECTION FEES	55,000	20,000	60,000	12,000	52,000	52,000	52,000	(8,000)	-13.33%
R0352	PWD MISC ADJUSTMENTS	-	2,022	-	-	1,000	1,000	1,000	1,000	0.00%
R0353	DELINQUENT PWD	-	-	-	-	-	-	-	-	0.00%
R0355	INTEREST ON DELINQUENT A/R	-	58	100	-	100	100	100	-	0.00%
R0356	MISCELLANEOUS	-	(4,608)	-	-	-	-	-	-	0.00%
	Subtotal Operating Revenues	2,280,000	926,403	2,310,100	1,384,703	2,370,600	2,370,600	2,370,600	60,500	2.62%
									-	
R0358	USE OF SURPLUS	38,748	255,430	263,520	(195,445)	410,012	410,567	410,567	147,047	55.80%
									-	
	Total Revenues - Sewer Fund - 40	2,318,748	1,181,833	-	1,189,257	2,780,612	2,781,167	2,781,167	207,547	0.00%
	Revenues Over/Under) Exp Budget	(0)	-	-	-	-	-	-	(0)	

**SEWER FUND BUDGET (815)
ACCOUNT SUMMARY**

Full Time Payroll (1001) \$20,900

This account covers a portion of one departmental position from Public Works is charged toward this account (Equipment Operator (35%)). Initial budget assumes a 3% increase in base wages.

Overtime (1003) \$1,300

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

Social Security (1020) \$1,860

This covers a portion of the social security costs relating to the above-noted full time position.

Uniforms (2022) \$900

A portion of uniform expenses are charged off to the Sewer Fund budget.

Sewer Line Maintenance & Reserve (2037) \$150,000

This account funds the following activities:

- Small replacement projects and sewer line maintenance services.
- Implementation of Combined Sewer Overflow (CSO) Master Plan recommendations.
- The replacement of sanitary sewer mains, such as Surf Road (future project).
- Contracted video inspections of sanitary sewer pipes (for preventative maintenance and also during emergency situations).
- Maintenance on our sewer line cleaning machine
- The purchase of manhole riser rings and other infrastructure maintenance items.

Any residual funds remaining in this account revert to the Sewer Fund at the end of the fiscal year.

Sewer Contingency (2062) \$200

This covers any unforeseen administrative or operational costs relating to the sewer system.

Portland Water District Assessment (2071) \$2,300,000

The Portland Water District’s charter authorizes the District to provide wastewater treatment and collection system interceptors service to the town. These services include, but are not limited to:

- Wastewater treatment at the South Portland Treatment Plant (Cape North Service Area).
- Wastewater treatment at the Southern Cape Treatment Plant (Cape South Service Area).
- The maintenance of 27 pumping stations.
- The maintenance of approximately 18.8 miles of interceptor sewer lines.
- Sewer billing services for the Town to approximately 2,400 customers in Cape Elizabeth.

The PWD Trustees have set the 2022 calendar year assessment at \$2,061,612, which is 11% higher than last year. This is due to cumulative cost increases related to debt service, operating expenses (fuel, power, contracted services, etc.), and capital renewal and replacement projects.

Administrative Costs (2072) \$1,500

This account covers any administrative costs that relate to bond financing.

Allowance for Uncollectibles (2073) \$2,200

This account is a contingency that covers any unpaid sewer fees.

Gasoline (3002) \$500

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

Diesel Fuel (3040) \$700

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

Debt Service Fees (5009) \$10,455

This account covers the cost of debt service relating to a 20-year bond/loan that originated in 2006.

Principal Payment (5010) \$198,620

This account covers the cost of principal payments relating to a 20-year bond/loan that originated in 2006.

Interest Payments (5011) \$10,488

This account covers the cost of interest payments relating to a 20-year bond/loan that originated in 2006.

Town General Fund (6010) \$80,985

This account covers a contribution to the Town's General Fund to cover administrative time spent on the sewer fund budget on the part of department heads and other Town Staff, not accounted for in the salary account. This amount equals 3% of the 815 budget total and is applicable to all Special Fund Budgets.

TOWN OF CAPE ELIZABETH
RIVERSIDE CEMETERY FUNDS 50 AND 51 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub		Budget Last Year	Actual Last Year	Budget Current	Actual Current	Department Requested	Manager 6% COLA	Approved	\$ Variance (Manager Requested)	% Change
Acct	Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	FY 23 to FY 24
Fund 50										
Department 0860 RIVERSIDE PC										
1001	FULL TIME PAYROLL	23,300	13,230	25,015	13,230	26,300	27,089	27,089	2,074	8.29%
1002	PART TIME PAYROLL	8,400	3,355	9,162	3,355	10,000	10,300	10,300	1,138	12.42%
1003	OVERTIME PAYROLL	2,200	1,606	2,265	1,606	2,400	2,472	2,472	207	9.14%
1020	SOCIAL SECURITY	2,600	1,273	2,985	1,273	5,000	3,049	3,049	64	2.16%
2002	POWER	150	84	200	84	220	220	220	20	10.00%
2003	WATER	800	-	600	-	600	600	600	-	0.00%
2010	PROFESSIONAL SERVICE	950	516	1,000	516	1,000	1,000	1,000	-	0.00%
2012	CONTRACTED SERVICES	500	-	500	-	500	500	500	-	0.00%
2022	UNIFORMS	800	252	800	252	1,000	1,000	1,000	200	25.00%
2032	MARKER REPAIRS	1,400	-	1,400	-	1,400	1,400	1,400	-	0.00%
2036	STONEWALL REPAIRS	1,615	-	1,500	-	1,500	1,500	1,500	-	0.00%
2970	COVID SUPPLIES	-	-	-	-	-	-	-	-	0.00%
3002	GASOLINE	950	338	1,000	338	1,100	1,100	1,100	100	10.00%
3006	MATERIALS & SUPPLIES	2,600	938	2,600	938	2,800	2,800	2,800	200	7.69%
3040	DIESEL FUEL	700	196	750	196	800	800	800	50	6.67%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4005	LOT BUY BACK	2,200	1,470	2,200	1,470	2,200	2,200	2,200	-	0.00%
5049	TXFR TO GENL FUND	1,470	-	1,526	1,526	1,705	1,705	1,705	179	11.70%
Department 0860 Totals		50,635	23,257	53,503	24,783	58,525	57,735	57,735	4,232	7.91%
Fund 50 Totals										
		50,635	23,257	53,503	24,783	58,525	57,735	57,735	4,232	7.91%
FUND BALANCE 6/30/2022			470,778							
REVENUES										
R0328	INVESTMENT INCOME	3,000	744	3,000	5,105	3,000	3,000	3,000	-	0.00%
R0330	LOT SALES	15,000	6,425	15,000	6,525	15,000	15,000	15,000	-	0.00%
R0506	RIVERSIDE DONATIONS	-	-	-	-	-	-	-	-	0.00%
R0516	BURIAL FEES	31,000	23,400	32,000	28,550	32,000	32,000	32,000	-	0.00%
R0517	RIVERSIDE MARKERS	11,000	14,076	13,000	-	13,000	13,000	13,000	-	0.00%
Subtotal Operating Revenues		60,000	44,645	63,000	40,180	63,000	63,000	63,000	-	0.00%
R0547	USE OF SURPLUS	(13,216)	-	(9,497)	-	(4,475)	(5,265)	(5,265)	4,232	-44.56%
Total Revenues - Riverside PC - 50		46,784	44,645	53,503	40,180	58,525	57,735	57,735	4,232	7.91%
Revenues Over/Under) Exp Budget		(3,851)	21,388	-	15,397	-	-	-	-	

TOWN OF CAPE ELIZABETH
RIVERSIDE CEMETERY FUNDS 50 AND 51 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
Acct	Description	2021-2022	2021-2022	2022-2023	2022-2023	Requested	6% COLA	Approved	(Manager	
						2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Sub		Budget	Expended	Budget	Expended	Department	Manager		\$ Variance	% Change
Acct	Description	2020-2021	2020-2021	2021-2022	2021-2022	Requested	Requested	Approved	(Manager	
						2022-2023	2022-2023	2022-2023	Requested)	FY 22 to FY 23
Fund 51										
Department 0861 RIVERSIDE CIP										
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
Department 0861 Totals		-	-	-	-	-	-	-	-	0.00%
Fund 51 Totals		-	-	-	-	-	-	-	-	0.00%
FUND BALANCE		6/30/2022	232,095							
REVENUES										
R0515	LOT SALES	15,000	6,425	15,000	6,525	15,000	15,000	15,000	-	0%
R0528	INVESTMENT INCOME	2,700	368	2,000	2,490	2,000	2,000	2,000	-	0%
Subtotal Operating Revenues		17,700	6,793	17,000	9,015	17,000	17,000	17,000	-	0%
R0548	USE OF SURPLUS	(15,000)	-	(17,700)	-	(17,000)	(17,000)	(17,000)	-	0%
Total Revenues - Riverside CIP - 51		2,700	6,793	(700)	9,015	-	-	-	-	0%
Revenues Over/Under) Exp Budget		2,700	6,793	(700)	9,015	-	-	-	-	

Contracted Services (2012)	\$500	This covers the cost of any outside contractual service work that may be needed at the Cemetery.
Uniforms (2022)	\$1,000	A portion of uniform rental expenses are charged off to the cemetery budget.
Marker Repair (2032)	\$1,400	This appropriation covers the costs of repairing or replacing broken markers in the cemetery.
Stone Wall Repairs (2036)	\$1,500	This account covers the cost of ongoing maintenance of repairing stone walls that border the cemetery.
Gasoline (3002)	\$1,100	This account covers gasoline used in the mowing and trimming operations at the Cemetery.
Materials & Supplies (3006)	\$2,800	This account covers flags for the Memorial Day program, membership fees for the Maine Cemetery Association, minor equipment and grounds materials for the cemetery.
Diesel Fuel (3040)	\$800	This account covers diesel fuel used in the mowing of the cemetery.
Lot Buy Back (4005)	\$2,200	This amount is budgeted to facilitate the “buy back” process, which is further defined in the Town’s Riverside Memorial Cemetery Rules and Regulations.
Town General Fund (5049)	\$1,596	This account covers a contribution to the Town’s General Fund to cover administrative time spent on cemetery management on the part of department heads and other Town Staff, not accounted for in the salary account. This amount equals 3% of the 860 budget total.

TOWN OF CAPE ELIZABETH
 FORT WILLIAMS PARK CIP FUND 65 FY 2024 BUDGET WORKSHEET
 3/2/2023

Sub		Budget	Actual	Budget	Actual	Manager	Manager		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	6% COLA	Requested	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Fund 65										
Department 0865 FORT WILLIAMS CAPITAL										
2019	TREES PLANTING & MAINTENANCE	-	-	-	-	-	-	-	-	
3009	PLAQUES & ENGRAVING	-	-	-	-	-	-	-	-	0.00%
3010	BENCH PURCHASE	-	-	-	-	-	-	-	-	0.00%
3400	REFUND - CEREMONY FEES	-	-	-	-	-	-	-	-	0.00%
3401	REFUND - BENCH PURCHASE	-	-	-	-	-	-	-	-	0.00%
3402	LEASE SECURITY DEPOSITS	-	-	-	-	-	-	-	-	0.00%
4005	MASTER & BUSINESS PLAN	23,600	10,379	-	10,379	-	-	-	-	0.00%
4006	MISC. PROJECTS TBD F	20,000	15,570	25,000	15,570	-	-	-	-	0.00%
4015	RETAINING WALL - CNTRL LOT	50,000	-	50,000	-	30,000	30,000	30,000	5,000	20.00%
4016	INTERPRETIVE SIGN REPLACEMENT	5,000	240	10,000	240	-	-	-	(50,000)	-100.00%
4017	BLEACHER ENGINEERING and DEMO	-	-	-	-	30,000	30,000	30,000	20,000	200.00%
4018	PERIMETER FENCING IMP.	-	-	-	-	-	-	-	-	0.00%
4019	INVASIVE PLANT CONTROL	15,850	8,957	20,000	8,957	-	-	-	-	0.00%
4020	CHILDRENS GARDEN SLIDE	-	-	-	-	28,000	28,000	28,000	8,000	40.00%
4021	PEDESTRIAN IMPROVEMENT	-	-	-	-	-	-	-	-	0.00%
4022	CLIFF WALK SAFETY IM	43,450	-	-	-	-	-	-	-	0.00%
4025	SHIP COVE PK. IMPROV.	-	-	-	-	-	-	-	-	0.00%
4026	PICNIC SHELTER P.LOT PED.IMP	-	-	-	-	-	-	-	-	0.00%
4027	POWERS RD/SHIPCOVE IMPROVEMENT	-	-	-	-	-	-	-	-	0.00%
4030	BASKETBALL CT REHAB	-	-	-	-	-	-	-	-	0.00%
4031	OVERFLOW PARKING ADA PARK	-	-	-	-	-	-	-	-	0.00%
4032	OVERFLOW PARKING WALK REP	-	-	-	-	-	-	-	-	0.00%
4033	BATTERY BLAIR WALL STAB.	85,000	-	-	-	-	-	-	-	0.00%
4034	EARTHEN BERME	25,000	-	-	-	-	-	-	-	0.00%
4035	MOVE PLAYGROUND - MPU	-	-	-	-	-	-	-	-	0.00%
4036	ENHANCE SHIP COVE PLATFORM/COVER - MPU	-	-	25,000	-	152,000	152,000	152,000	-	
4039	POND/ENGINEER - MPU	-	-	25,000	-	-	-	-	-	
4040	POND WORK - MPU	17,000	-	23,000	-	-	-	-	-	
4041	POND PAVILION - MPU	100,000	-	-	-	140,000	140,000	140,000	-	
4042	PICNIC SHELTER STAIRWAY/BANDSTAND WORK	-	-	-	-	-	-	-	-	
4044	LANDSCAPE GREET SHED/PORTABLE TOILETS	-	-	17,500	-	-	-	-	-	
4045	PICKLEBALL COURTS - PAINTING	-	-	5,000	-	-	-	-	-	
4051	GOODARD MANSION/ENGINEER - MPU	-	-	5,000	-	-	-	-	-	
4053	GOODARD STONEWORK AT MANSION - MPU	-	-	35,000	-	-	-	-	-	
4054	STONE STAIRWAY FLAGPOLIE TO LIGHTHOUSE	-	-	-	-	-	-	-	-	
4055	POWERS ROAD - MPU	-	-	15,000	-	-	-	-	-	
4056	PICKLEBALL COURTS - TURNING/ADDING	-	-	50,000	-	-	-	-	-	
4058	TENNIS COURTS - RESURFACING	-	-	-	-	147,500	147,500	147,500	-	
						60,000	60,000	60,000		

TOWN OF CAPE ELIZABETH
FORT WILLIAMS PARK CIP FUND 65 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub		Budget	Actual	Budget	Actual	Manager	Manager		\$ Variance	% Change
Acct	Description	2021-2022	2021-2022	2022-2023	2022-2023	6% COLA	Requested	Approved	(Manager	FY 23 to FY 24
						2023-2024	2023-2024	2023-2024	Requested)	
4059	POWERS ROAD/SAFETY IMPROVEMENTS					37,500	37,500	37,500		
4065	WATER FILLING STATIONS					20,000	20,000	20,000		
5049	TXFR TO GENL FUND - CIP	29,700	29,700	-	29,700	-	-	-	-	0.00%
5049	TXFR TO GENL FUND -3% OF EXPENSES	7,680	7,680	9,165	9,165	19,350	19,350	19,350	10,185	111.13%
Department 0865 Totals		422,280	72,526	314,665	74,011	664,350	664,350	664,350	(6,815)	-2.17%
Fund 65 Totals		422,280	72,526	314,665	74,011	664,350	664,350	664,350	(6,815)	-2.17%
FUND BALANCE		6/30/2022	137,804							
R0337	FWP BLDG #324 RENT	19,944	11,634	20,544	11,984	20,544	20,544	20,544	-	0.00%
R0338	FWP BLDG #326 RENT	10,800	10,400	10,600	5,400	10,600	10,600	10,600	-	0.00%
R0500	BINOCULAR REVENUE	800	464	800	719	1,000	1,000	1,000	200	25.00%
R0508	CEREMONY FEES	7,000	3,609	10,000	1,895	12,000	12,000	12,000	2,000	20.00%
R0510	PICNIC SHELTER	12,500	14,811	28,000	11,158	35,000	35,000	35,000	7,000	25.00%
R0511	SITE FEES	14,500	5,475	50,000	35,975	39,000	39,000	39,000	(11,000)	-22.00%
R0603	BENCH DONATIONS	18,000	-	-	-	-	-	-	-	0.00%
R0604	PLAYGROUND	-	-	-	-	-	-	-	-	0.00%
R0700	FW CONCESSIONS	15,000	-	20,000	-	24,500	24,500	24,500	4,500	22.50%
R0701	CHASE FAMILY DONATION	-	-	2,000	-	-	-	-	(2,000)	-100.00%
R0800	BUS/TROLLEY REVENUES	37,500	52,485	65,000	200,251	235,000	235,000	235,000	170,000	261.54%
R0900	FWP DONATION BOXES	5,000	5,440	6,500	4,568	6,500	6,500	6,500	-	0.00%
R0607	TXFR IN - GENERAL FUND	-	-	54,795	54,795	200,000	200,000	200,000	145,205	265.00%
Subtotal Operating Revenues		141,044	104,318	268,239	326,745	584,144	584,144	584,144	315,905	117.77%
R0513	CIP CARRY FOWARD	197,000	-	-	-	-	-	-	-	
R0609	USE OF SURPLUS- CARRY FWD CIP	-	-	-	-	-	-	-	-	0.00%
R0609	USE OF SURPLUS	126,850	-	46,426	-	80,206	80,206	80,206	33,780	72.76%
Subtotal Use of Surplus		323,850	-	46,426	-	80,206	80,206	80,206	33,780	72.76%
Total Revenues - Fort Wms Park CIP Fund 65		464,894	104,318	314,665	326,745	664,350	664,350	664,350	349,685	111.13%
Revenues Over/Under) Exp Budget		42,614	31,791	-	252,734	-	-	-		

To: Matthew Sturgis, Town Manager
From: Kathy Raftice, Director Cape Elizabeth Community Services & Fort Williams Park
Date: January 23, 2023
Subject: FY 2024

Revenue Fort Williams Park Capital Fund

FY 2023 has exceeded expectations for Fort Williams Park. Without question the strongest result has been the Bus/Trolley revenue. This line item is mainly driven by the cruise ship industry which returned to pre-pandemic levels during the summer of 2022 and expected to continue to increase again in the summer of 2023. Reservations for both ceremonies and facilities have been strong and if the beginning of 2023 is an indication the revenues will exceed expectations there as well. While some projects have been completed some continue to be worked on with the goal of completion in the spring of 2023 or carry over to FY24. The success of projects within the park are the result of teamwork between many different groups and I would be remiss to not mention them all; the Fort Williams Park Committee, Andrea Southworth from the Friends of Fort Williams, Public Works, Facilities, Fort Williams staff members led by Chris Cutter and vendors brought in to assist.

Listed below are projects that the Fort Williams Park Committee has recommended for consideration in the FY 2024 Fort Williams Park Capital Fund Budget.

Misc. Projects TBD by the FWPC \$30,000

This appropriation request is both a contingency and an account for minor projects that are not specifically funded. There are small improvement projects in the Master Plan Update. And the committee has requested in the past that

they be given the opportunity to fund some of those out of this account, since many are minor enhancements of the Park's infrastructure and/or safety related. In addition, this account may also provide funding for opportunities that are not known at the time of the budget submittal.

Move Playground - MPU \$152,000

The playground presently exists in the parking lot behind the Public Works building. The request is to relocate the playground to the area abutting the Children's Garden. The Town Council approved \$25,000 last year however due to the increased costs we are largely underfunded and request the additional funds noted to remove the existing playground and appropriately build a playground that addresses the community needs.

Invasive Plant Management \$28,000

Due to the pervasive nature of invasive plants throughout the park the committee asked that a comprehensive plan be put in place. Andrea Southworth, Friends of Fort Williams and Vegetation Control Services have completed a 3 year plan for Invasive Plant Management at Fort Williams Park. Due to increase costs associated with this work the committee has increased the amount for FY24.

Park Signage Improvements \$30,000

Update of the park signage began in FY 21. Signage to include interpretive signs depicting a map of the park, rules & regulations, and current and historical information to be located at various locations. Use of QR codes.

Pond/Work – MPU \$140,000

The feasibility study was completed with three main areas identified as requiring work to improve the pond for quality and multi-seasonal use. They are to repair the water outlet, dredge the pond and remove sediment and repair the stonewall surrounding the pond to address safety concerns.

Pickleball Courts \$147,500

FWPC is requesting funds to change the orientation of the courts by 90° to minimize the impact of the sun on the courts much of the afternoon and evening and to improve safety and usability. Our vendor has advised that courts are always oriented with the nets aligned east/west (as are our tennis courts) whenever possible for that exact reason. In the process we could expand the facility from 4 to possibly 8 courts. We will likely need to cut into the northern hillside about 20 feet to accomplish this. Costs would be broken down as follows: excavating, paving and painting the additional court space (20' x 240' = 4800 s/f) to be \$80K, sixteen new post footings at \$500 each = \$8K, four new sets of posts/nets at \$500 each = \$2K, additional fencing/gates etc. = \$25K, repairs to existing PB surfaces = \$7.5K totaling \$122,500 without the drilling or blasting for an estimated \$25,000 which brings the final estimate to \$147,500.

Tennis Courts \$60,000

The FWPC is requesting funds to restructure the surface of the entire courts to fill in the 1/2" indentation, and then completely repave and repaint over that filler. This would result in an average additional 1.25" layer of fresh level pavement which would then need base layer and final painting. The asphalt work would cost about \$40K and the resurfacing work would cost about \$20K for a total of \$60K giving FWP essentially a completely new tennis surface.

Powers Road Work – MPU \$37,500

Powers Road reconfiguration is a large project that will involve many departments. The FWPC believes that we need to address short term Powers Road safety issues which include: striping the center line of Powers Road to clearly delineate traffic flow, prevent lane-drift and enhance traffic calming, enhancing (or painting) the curbing along the sidewalk from the Main Gate to the Beach Parking to delineate the road from the sidewalk, considering a bike lane or alternate bike path especially along that same Maine Gate to Beach Parking stretch, and addressing driver confusion (one way exit, sign overload, scenic distraction, pedestrian activity, vendor stands, etc.) at the intersection near the exit of Central Parking.

Water Filling Stations \$20,000

The FWPC has been working with the Recycling Committee for two years in an effort to obtain a grant to assist with the installation of Water Filling Stations at Fort Williams Park. Kara Law attended our committee meeting to bring us up to date and advise that we did not receive the grant and asking if the committee would financially support the installation. The committee unanimously agreed to support the installation of three stations located selectively around the park. Research provided by Kara supports the above request.

Regards,

Kathy Raftice

**TOWN OF CAPE ELIZABETH
PORTLAND HEAD LIGHT FUND 70 FY 2024 BUDGET WORKSHEET**

3/2/2023

Sub		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
Acct	Description	Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Manager	
Fund 70		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Department 0870 PORTLAND HEAD LIGHT										
1001	FULL TIME PAYROLL	81,613	39,900	88,463	5,817	-	-	-	(88,463)	-100.00%
1002	PART TIME PAYROLL	38,000	19,024	84,000	22,138	60,942	62,770.00	62,770	(21,230)	-25.27%
1020	SOCIAL SECURITY	9,150	4,387	13,193	2,028	4,662	4,802.00	4,802	(8,391)	-63.60%
1023	ICMA 401A RETIREMENT	6,500	3,066	12,075	949	1,681	1,731.00	1,731	(10,344)	-85.66%
1025	HEALTH INSURANCE	20,150	9,071	21,600	5,289	10,578	10,578.00	10,578	(11,022)	-51.03%
2001	TELEPHONE	1,800	1,067	2,000	1,418	2,000	2,000.00	2,000	-	0.00%
2002	POWER	2,000	1,662	2,000	3,166	3,000	3,000.00	3,000	1,000	50.00%
2004	PRINTING AND ADVERTISING	5,000	2,028	5,000	1,692	5,000	5,000.00	5,000	-	0.00%
2005	POSTAGE	150	-	150	-	150	150.00	150	-	0.00%
2006	TRAVEL/MEETINGS	200	-	200	-	200	200.00	200	-	0.00%
2007	DUES AND MEMBERSHIPS	1,200	375	1,200	-	1,200	1,200.00	1,200	-	0.00%
2008	TRAINING	1,000	15	1,000	-	1,000	1,000.00	1,000	-	0.00%
2009	CONFERENCES AND MEETINGS	200	-	200	-	200	200.00	200	-	0.00%
2010	PROFESSIONAL SERVICE	35,000	20,400	35,000	280	35,000	35,000.00	35,000	-	0.00%
2011	AUDIT/TAX FILING SVCS	1,200	-	1,200	-	1,500	1,500.00	1,500	300	25.00%
2013	COLLECTIONS	-	-	-	-	-	-	-	-	0.00%
2014	RESEARCH & DEVELOPMENT	-	-	-	-	-	-	-	-	0.00%
2034	OFFICE EQUIPMENT	500	-	500	-	2,000	2,000.00	2,000	1,500	300.00%
2035	BUILDING MAINTENANCE	30,000	921	5,000	2,000	5,000	5,000.00	5,000	-	0.00%
2036	GROUNDS MAINTENANCE	13,000	364	5,000	364	5,000	5,000.00	5,000	-	0.00%
2062	CONTINGENCY	-	-	-	-	-	-	-	-	0.00%
2063	ALARM SERVICE	-	-	450	-	450	450.00	450	-	0.00%
2089	INSURANCE	4,500	4,140	4,500	4,170	5,000	5,000.00	5,000	500	11.11%
2300	BANK FEES	12,725	16,126	20,000	22,265	25,000	25,000.00	25,000	5,000	25.00%
3001	OFFICE SUPPLIES	500	36	500	219	500	500.00	500	-	0.00%
3003	HEAT	4,500	-	4,500	-	4,500	4,500.00	4,500	-	0.00%
3006	MISCELLANEOUS SUPPLIES	-	287	-	287	-	-	-	-	0.00%
3007	CLEANING SUPPLIES	200	-	200	-	300	300.00	300	100	50.00%
3020	BOOKS	-	-	100	-	100	100.00	100	-	0.00%
4001	OUTLAY	-	-	-	-	-	-	-	-	0.00%
4002	MUSEUM DEVELOPMENT	3,000	-	5,000	-	5,000	5,000.00	5,000	-	0.00%
4010	GIFT SHOP COSTS	150,000	94,344	300,000	153,912	325,000	325,000.00	325,000	25,000	8.33%
5001	HARDSCAPE PEDESTRIAN IMPROVE	-	-	2,000	-	-	-	-	(2,000)	-100.00%
5049	TXFR TO GENL FUND - CIP	14,500	-	-	-	-	-	-	-	0.00%
5049	TXFR TO GENL FUND	13,098	27,600	18,451	18,451	15,149	15,149.00	15,149	(3,302)	-17.90%

TOWN OF CAPE ELIZABETH
PORTLAND HEAD LIGHT FUND 70 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub		Budget Last Year	Actual Last Year	Budget Current	Actual Current	Department Requested	Manager 6% COLA	Approved	\$ Variance (Manager Requested)	% Change FY 23 to FY 24
Acct	Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	
Department 0870 Totals		449,686	244,813	633,482	244,445	520,112	522,130.00	522,130	(111,352)	-17.58%
Fund 70 Totals		449,686	244,813	633,482	244,445	520,112	522,130.00	522,130	(111,352)	-17.58%
FUND BALANCE		6/30/2022	136,022							
R0555	DONATIONS	2,000	3,018	3,600	2,819	3,500	3,500.00	3,500	(100)	-2.78%
R0556	MUSEUM ADMISSIONS	25,000	27,564	35,000	44,970	55,000	55,000.00	55,000	20,000	57.14%
R0557	GIFT SHOP SALES	380,000	339,926	400,000	421,109	550,000	550,000.00	550,000	150,000	37.50%
R0558	BINOCULARS	-	528	-	891	1,200	1,200.00	1,200	1,200	0.00%
R0560	PROGRAMS	-	-	-	-	-	-	-	-	0.00%
R0562	MISCELLANEOUS	-	-	-	-	-	-	-	-	0.00%
R0563	MMA WORKER COMP DIVIDEND	-	-	-	-	-	-	-	-	0.00%
R0606	TXFR IN - GENERAL FUND	14,773	14,773	75,615	75,615	-	-	-	(75,615)	-100.00%
Subtotal Operating Revenues		421,773	385,809	514,215	545,404	609,700	609,700.00	609,700	95,485	18.57%
R0610	CIP CARRY FOWARD	-	-	-	-	-	-	-	-	
R0608	USE OF SURPLUS	42,686	-	159,627	-	(89,588)	(89,588.00)	(89,588)	(249,215)	-156.12%
Subtotal Use of Surplus		42,686	-	159,627	-	(89,588)	(89,588.00)	(89,588)	(249,215)	-156.12%
Total Revenues - Portland Head Light 70		464,459	385,809	673,842	545,404	520,112	520,112.00	520,112	(153,730)	-22.81%
Revenues Over/Under) Exp Budget		14,773	140,996	-	300,959	-	(2,018.00)	(2,018)	(42,378)	

To: Matthew Sturgis, Town Manager
From: Kathy Raftice, Director Cape Elizabeth Community Services & Fort Williams Park
Date: January 23, 2023
Subject: FY 2024

Attached is the Portland Head Light Budget Proposal for FY 2024. I have outlined supporting reasons behind my submissions.

Portland Head Light provided a new experience for me, one which I learned a great deal and look forward to continuing. I thank the Town for trusting me with this much loved Town commodity. The transition of leadership was successful due to the extraordinary employees of the gift shop and museum; Rosanne Rogers, Sally Nason, Meg Porter, Fran Minden and the over 1000 hours by volunteers.

The Head Light revenue is a direct result of gift shop sales and museum visits. I am pleased to report we exceed both budgeted amounts and will finish FY23 strong. The binocular and donation revenues are expected to meet expectations as well. Portland Head Light visitors are largely a result of cruise ships, buses and trolleys all which are meeting pre-pandemic levels and expected to increase during the summer of 2023 impacting FY24. We were successfully able to open the gift shop and museum an additional day to 4:00 pm and look to add to that in the summer of 23. I will hire an additional part-time gift shop manager/purchaser for FY24 to cover alternating weekends and hours with Rosanne.

Volunteer recruiting continues to be a challenge however I am happy to report we added 6 new volunteers this past season and look forward to increasing that number next season. Weekend hours have shown to be the most difficult to fill and if unable to secure volunteers allowing us to ensure coverage from 10:00 am – 4:00 pm on weekends, I will look to add paid part time employees for the gift shop. Increased expenses for FY24 will include a professional cleaner for the gift shop and museum, new computer equipment and walkie-talkies to assist with communication between locations. This past season the computers in the gift shop were not consistent and at times led to the closing of the shop. We need to ensure that does not happen going forward.

Regards,

Kathy Raftice

TOWN OF CAPE ELIZABETH
 INFRASTRUCTURE FUND 42 FY 2024 BUDGET WORKSHEET
 3/2/2023

Sub		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
	Description	Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Fund 42										
Department 0750 INFRASTRUCTURE FUND										
5049	TXFR TO GENL FUND	-	-	200,000	200,000	25,000	70,000	70,000	(130,000)	-65.00%
Department 0750 Totals		-	-	200,000	200,000	25,000	70,000	70,000	(130,000)	-65.00%
Fund 42 Totals		-	-	200,000	200,000	25,000	70,000	70,000	(130,000)	-65.00%
FUND BALANCE		6/30/2021	411,153							
REVENUES										
R0417	INFRASTRUCTURE BLDG	55,000	100,874	-	28,656	55,000	55,000	55,000	55,000	0.00%
R0418	INFRASTRUCTURE INTEREST	-	-	-	-	-	-	-	-	0.00%
R0419	TROUT BROOK C U FEES	-	-	-	-	-	-	-	-	0.00%
R0420	TROUT BROOK C U INT	-	-	-	-	-	-	-	-	0.00%
R0421	TXFR IN - GENL FUND	-	-	-	-	-	-	-	-	0.00%
Subtotal Operating Revenues		55,000	100,874	-	28,656	55,000	55,000	55,000	55,000	0.00%
R0422	USE OF SURPLUS	(55,000)	-	200,000	-	(30,000)	15,000	15,000	(185,000)	-92.50%
Total Revenues - Infrastructure Fund - 42		-	100,874	200,000	28,656	25,000	70,000	70,000	(130,000)	-65.00%
Revenues Over/Under) Exp Budget		-	100,874	-						

TOWN OF CAPE ELIZABETH
LIBRARY FUND 46 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub	Description	Budget	Actual	Budget	Actual	Department	Manager	Approved	\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	6% COLA		(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024		FY 23 to FY 24
Fund 46										
Department 0890 LIBRARY AGENCY										
1810	MISCELLANEOUS	259,709	1,284	3,000	1,284	1,300	1,300	1,300	(1,700)	-56.67%
2004	PRINTING AND ADVERTISING	1,500	1,020	1,500	1,020	1,500	1,500	1,500	-	0.00%
2006	TRAVEL	500	-	500	-	500	500	500	-	0.00%
2009	CONFERENCES AND MEETINGS	-	-	300	-	300	300	300	-	0.00%
2034	OFFICE EQUIPMENT	-	-	-	-	-	-	-	-	0.00%
3001	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	0.00%
3006	MISCELLANEOUS SUPPLIES	-	1,233	-	1,233	1,300	1,300	1,300	1,300	0.00%
3020	BOOKS	500	4,424	-	4,424	10,000	10,000	10,000	10,000	0.00%
3100	ELECTRONIC RESOURCES	3,000	2,301	1,000	2,301	7,000	7,000	7,000	6,000	600.00%
3101	AUDIO VISUAL	4,000	577	-	577	500	500	500	500	0.00%
3102	PROGRAMS	-	1,200	-	1,200	900	900	900	900	0.00%
4021	TECHNOLOGY EQUIPMENT	-	498	5,000	498	1,000	1,000	1,000	(4,000)	-80.00%
5049	TXFR TO GENL FUND	-	-	3,003	3,003	2,792	2,792	2,792	(211)	-7.03%
Department 0890 Totals		269,209	12,536	14,303	15,539	27,092	27,092	27,092	12,789	89.41%
Department 0891 LIBRARY - TMLF GIFTS										
1810	MISCELLANEOUS	1,000	288	1,000	288	1,500	1,500	1,500	500	50.00%
2004	PRINTING AND ADVERTISING	500	160	500	160	1,000	1,000	1,000	500	100.00%
2006	TRAVEL	-	-	-	-	-	-	-	-	0.00%
2009	CONFERENCES AND MEETINGS	1,500	306	500	306	3,000	3,000	3,000	2,500	500.00%
2034	OFFICE EQUIPMENT	-	-	-	-	-	-	-	-	0.00%
3001	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	0.00%
3006	MISCELLANEOUS SUPPLIES	2,000	994	5,000	994	5,000	5,000	5,000	-	0.00%
3020	BOOKS	-	-	-	-	-	-	-	-	0.00%
3100	ELECTRONIC RESOURCES	-	-	-	-	2,000	2,000	2,000	2,000	0.00%
3101	AUDIO VISUAL	-	150	-	150	-	-	-	-	0.00%
3102	PROGRAMS	15,000	1,575	13,000	1,575	7,500	7,500	7,500	(5,500)	-42.31%
Department 0891 Totals		20,000	3,474	20,000	3,474	20,000	20,000	20,000	-	0.00%
Department 0892 LIBRARY - LOST/PAID										
1810	MISCELLANEOUS	2,638	1,863	2,000	1,863	-	-	-	(2,000)	-100.00%
3020	BOOKS	3,000	-	3,000	-	4,000	4,000	4,000	1,000	33.33%
3100	ELECTRONIC RESOURCES	-	-	-	-	-	-	-	-	0.00%
3101	AUDIO VISUAL	500	-	500	-	500	500	500	-	0.00%
Department 0892 Totals		6,138	1,863	5,500	1,863	4,500	4,500	4,500	(1,000)	-18.18%

TOWN OF CAPE ELIZABETH
LIBRARY FUND 46 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub	Description	Budget Last Year 2021-2022	Actual Last Year 2021-2022	Budget Current 2022-2023	Actual Current 2022-2023	Department Requested 2023-2024	Manager 6% COLA 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	% Change FY 23 to FY 24
Department 0893 COLE'S CHILDRENS BOOKS										
1810	MISCELLANEOUS	1,000	-	500	-	-	-	-	-	-
3020	BOOKS	1,000	-	500	-	-	-	-	(500)	-100.00%
Department 0893 Totals		2,000	-	1,000	-	650	650	650	150	30.00%
Department 0894 PETER G RICH MEMORIAL FUND										
1810	MISCELLANEOUS	-	-	7,000	-	7,000	7,000	7,000	-	0.00%
3009	PLAQUES & ENGRAVING	-	-	-	-	-	-	-	-	0.00%
3010	BENCH PURCHASE	-	-	-	-	-	-	-	-	0.00%
3020	BOOKS	-	-	-	-	-	-	-	-	0.00%
Department 0894 Totals		-	-	7,000	-	7,000	7,000	7,000	-	0.00%
Department 0895 LIBRARY - ZIMPRITCH AGENCY										
1810	MISCELLANEOUS	4,916	-	-	-	-	-	-	-	0.00%
2004	PRINTING AND ADVERTISING	100	-	200	-	-	-	-	-	0.00%
2006	TRAVEL	-	-	-	-	-	-	-	(200)	-100.00%
3001	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	0.00%
3006	MISCELLANEOUS SUPPLIES	300	-	100	-	-	-	-	-	0.00%
3020	BOOKS	1,500	1,232	2,000	1,232	-	-	-	(100)	-100.00%
3100	ELECTRONIC RESOURCES	-	-	-	-	1,500	1,500	1,500	(500)	-25.00%
3101	AUDIO VISUAL	500	-	500	-	-	-	-	-	0.00%
3102	PROGRAMS	2,000	-	-	-	100	100	100	(400)	-80.00%
Department 0895 Totals		9,316	1,232	2,800	1,232	1,600	1,600	1,600	(1,200)	-42.86%
Department 0896 CHASE FAMILY										
1810	MISCELLANEOUS	4,000	-	2,500	-	-	-	-	(2,500)	-100.00%
3006	MISCELLANEOUS SUPPLIES	-	-	-	-	-	-	-	-	0.00%
3020	BOOKS	-	1,378	-	1,378	4,000	4,000	4,000	4,000	0.00%
3101	AUDIO VISUAL	-	-	-	-	-	-	-	-	0.00%
3102	PROGRAMS	-	-	-	-	-	-	-	-	0.00%
Department 0896 Totals		4,000	1,378	2,500	1,378	4,000	4,000	4,000	1,500	60.00%
Department 1200 LIBRARY/LIBBY FUND										
3006	MISCELLANEOUS SUPPLIES	-	464	-	464	-	-	-	-	0.00%
4052	LIBRARY IMPROVEMENTS	56,149	1,159	50,000	1,159	31,000	31,000	31,000	(19,000)	-38.00%
Department 1200 Totals		56,149	1,623	50,000	1,623	31,000	31,000	31,000	(19,000)	-38.00%
Fund 46 Totals		366,813	22,106	103,103	25,109	95,842	95,842	95,842	(7,261)	-7.04%

TOWN OF CAPE ELIZABETH
LIBRARY FUND 46 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub		Budget Last Year	Actual Last Year	Budget Current	Actual Current	Department Requested	Manager 6% COLA	Approved	\$ Variance (Manager Requested)	% Change FY 23 to FY 24
	Description	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024		
	FUND BALANCE	6/30/2022	307,568							
	REVENUES									
	Fund 46 890 - 895 LIBRARY/ZIMPRITCH FUND									
R0503	LIBRARY AGENCY - GIFTS	4,000	2,906	4,000	7,373	5,000	5,000	5,000	1,000	25.00%
R0522	LIBRARY AGENCY - GRANTS	-	-	-	-	-	-	-	-	0.00%
R0523	LIBRARY AGENCY - INTEREST	-	460	1,000	2,693	1,000	1,000	1,000	-	0.00%
R0526	LIBRARY AGENCY - MISC	-	183	400	177	-	-	-	(400)	-100.00%
	SUBTOTAL LIBRARY AGENCY	4,000	3,549	5,400	10,243	6,000	6,000	6,000	600	11.11%
R0518	LIBRARY TMLF - GIFTS -CIP PRJCT	-	-	-	7,500	-	-	-	-	0.00%
R0521	LIBRARY TMLF - GIFTS	20,000	5,000	10,000	4,000	20,000	20,000	20,000	10,000	100.00%
R0531	LIBRARY TMLF - MISC REVS	-	-	300	-	-	-	-	(300)	-100.00%
	SUTOTAL TMLF	20,000	5,000	10,300	11,500	20,000	20,000	20,000	9,700	94.17%
R0501	LIBRARY - LOST/PAID MTRLS	3,000	5,878	3,000	2,815	3,000	3,000	3,000	-	0.00%
R0512	COLE CHILDREN'S BOOK	1,000	-	1,000	-	500	500	500	(500)	-50.00%
R0539	COLE INTEREST	-	2	250	7	-	-	-	(250)	-100.00%
	SUBTOTAL COLE	1,000	2	1,250	7	500	500	500	(750)	-60.00%
R0480	RICH FUND - GIFTS/DONATIONS	-	485	1,000	-	500	500	500	(500)	-50.00%
R0481	RICH FUND - MISC REVENUES	-	-	-	-	-	-	-	-	0.00%
R0482	RICH FUND - INT EARNED	-	20	100	90	200	200	200	100	100.00%
	SUBTOTAL RICH FUND	-	505	1,100	90	700	700	700	(400)	-36.36%
R0520	ZIMPRITCH AGENCY - GIFTS	2,000	5,000	2,000	-	2,000	2,000	2,000	-	0.00%
R0524	ZIMPRITCH AGENCY INTEREST	-	18	100	117	100	100	100	-	0.00%
R0527	ZIMPRITCH AGENCY - MISC R	-	-	-	-	-	-	-	-	0.00%
	SUBTOTAL ZIMPRITCH	2,000	5,018	2,100	117	2,100	2,100	2,100	-	0.00%
R0484	CHASE FAMILY - DONATIONS	-	-	2,000	-	2,000	2,000	2,000	-	0.00%
R0485	CHASE FAMILY - MISC REVS	-	-	-	-	-	-	-	-	0.00%
R0486	CHASE FAMILY - INT EARNED	-	6	50	28	50	50	50	-	0.00%
	SUBTOTAL CHASE FAMILY	-	6	2,050	28	2,050	2,050	2,050	-	0.00%

TOWN OF CAPE ELIZABETH
LIBRARY FUND 46 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub	Description	Budget	Actual	Budget	Actual	Department	Manager	Approved	\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	6% COLA		(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024		FY 23 to FY 24
R1271	LIBBY INT EARNED	-	94	250	371	-	-	-	(250)	-100.00%
Subtotal Operating Revenues		30,000	20,053	25,450	25,172	34,350	34,350	34,350	8,900	34.97%
R0532	USE/SURPLUS LIBRARY AGENCY	10,303	8,987	8,653	-	21,092	21,092	21,092	(600)	-6.93%
R0533	USE/SURPLUS TML FOUNDATION	-	(1,527)	9,700	-	-	-	-	(9,700)	-100.00%
R0534	USE/SURPLUS LOST/PAID	2,500	(4,015)	2,500	-	1,500	1,500	1,500	-	0.00%
R0535	USE/SURPLUS ZIMPRITCH	800	(3,786)	700	-	(500)	(500)	(500)	-	0.00%
R0537	USE/SURPLUS RICH FUND	7,000	(505)	5,900	-	6,300	6,300	6,300	400	6.78%
R0538	USE/SURPLUS CHASE	2,500	1,372	450	-	1,950	1,950	1,950	-	0.00%
R0540	USE/SURPLUS COLE CHILDRENS	-	(2)	-	-	150	150	150	750	0.00%
R1274	USE/SURPLUS LIBBY	50,000	1,529	49,750	-	31,000	31,000	31,000	250	0.50%
Subtotal Use of Fund Balance		73,103	2,054	77,653	-	61,492	61,492	61,492	(8,900)	-11.46%
Total Revenues - Library Fund - 46		103,103	22,106	103,103	25,172	95,842	95,842	95,842	-	0.00%
Revenues Over/Under) Exp Budget		-	-	-	-	-	-	-	7,261	

TOWN OF CAPE ELIZABETH
TAX INCREMENT FINANCING FUND 52 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub	Description	Budget Last Year 2021-2022	Actual Last Year 2021-2022	Budget Current 2022-2023	Actual Current 2022-2023	Department Requested 2023-2024	Manager 6% COLA 2023-2024	Approved 2023-2024	\$ Variance (Manager Requested)	% Change FY 23 to FY 24
Fund 52										
Department 0760 TAX INCREMENT FINANCING										
1810	MISCELLANEOUS	-	-	-	-	-	-	-	-	0.00%
5049	TXFR TO GENL FUND	-	-	350,000	350,000	-	-	-	(350,000)	-100.00%
Department 0760 Totals		-	-	350,000	350,000	-	-	-	(350,000)	-100.00%
Fund 52 Totals		-	-	350,000	350,000	-	-	-	(350,000)	-100.00%
FUND BALANCE		6/30/2022	231,285							
REVENUES										
R0569	TXFR IN GENL FUND	84,059	84,059	119,437	118,152	118,152	118,152	118,152	\$ (1,285)	-1.08%
R0570	TIF REVENUES	69,533	85,278	-	-	-	-	-	-	0.00%
Subtotal Operating Revenues		153,592	169,337	119,437	118,152	118,152	118,152	118,152	(1,285)	-1.08%
R0571	USE OF SURPLUS	(69,533)	(85,278)	230,563	-	-	(118,152)	(118,152)	(348,715)	-151.24%
Total Revenues - TIF Fund 52		84,059	84,059	350,000	118,152	118,152	-	-	\$ (350,000)	-100.00%
Revenues Over/Under) Exp Budget		84,059	84,059	-	(231,848)	118,152	-	-	-	0.00%

TOWN OF CAPE ELIZABETH
 THOMAS JORDAN TRUST FUND 55 FY 2024
 BUDGET WORKSHEET
 3/2/2023

Sub		Budget	Actual	Budget	Actual	Manager	Manager		\$ Variance	% Change
	Description	Last Year	Last Year	Current	Current	6% COLA	Requested	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Fund 55										
Department 0875 THOMAS JORDAN TRUST										
1810	MISCELLANEOUS	-	2,400	-	-	-	-	-	-	
2011	AUDIT SERVICES	1,000	1,625	1,000	-	1,000	1,000	1,000	-	0.00%
5049	TXFR TO GENL FUND	55,000	55,000	36,030	36,030	36,030	36,030	36,030	-	0.00%
5101	GENERAL ASSISTANCE	50,000	1,025	50,000	10,445	50,000	50,000	50,000	-	0.00%
Department 0875 Totals		106,000	60,050	87,030	46,475	87,030	87,030	87,030	-	0.00%
Fund 55 Totals		106,000	60,050	87,030	46,475	87,030	87,030	87,030	-	0.00%
FUND BALANCE		6/30/2022	1,378,990							
R0495	REFUND	-	-	-	-	-	-	-	-	
R0496	RENT - PWD WWT PLANT	2,500	-	2,500	-	2,500	2,500	2,500	-	0.00%
R0497	CHANGE INVESTMENT VALUE	-	279,398	-	-	-	-	-	-	0.00%
R0498	INVESTMENT INCOME	49,535	20,292	55,000	1,025	55,000	55,000	55,000	-	0.00%
Subtotal Operating Revenues		52,035	299,690	57,500	1,025	57,500	57,500	57,500	-	0.00%
R0499	USE OF SURPLUS	53,965	-	29,530	-	29,530	29,530	29,530	-	0.00%
Total Revenues - Jordan Fund 55		106,000	299,690	87,030	1,025	87,030	87,030	87,030	-	0.00%
Revenues Over/Under) Exp Budget		-	239,639	-	(45,450)	-	-	-	-	-

TOWN OF CAPE ELIZABETH
 LAND ACQUISITION FUND 60 FY 2024 BUDGET WORKSHEET
 3/2/2023

Sub		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
	Description	Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Manager	FY 23 to FY 24
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	
Fund 60										
Department 0880 LAND ACQUISITION										
2010	CONTRACTED SERVICES	-	-	-	-	-	-	-	-	0.00%
4000	LAND ACQUISITIONS	-	1,876	-	-	-	-	-	-	0.00%
5049	TXFR TO GENL FUND	-	-	-	-	-	-	-	-	0.00%
Department 0880 Totals		-	1,876	-	-	-	-	-	-	0.00%
Fund 60 Totals										
		-	1,876	-	-	-	-	-	-	0.00%
FUND BALANCE		26/30/2021	63,563							
R0426	OPEN SPACE IMPACT FEE	-	6,729	-	-	-	-	-	-	0.00%
R0428	INTEREST	-	-	-	-	-	-	-	-	0.00%
R0429	SALE OF TOWN LAND	-	-	-	-	-	-	-	-	0.00%
R0504	TXFR IN - GENERAL FUND	32,914	32,914	32,914	32,914	32,914	32,914	32,914	-	0.00%
Subtotal Operating Revenues		32,914	39,643	32,914	32,914	32,914	32,914	32,914	-	0.00%
R0427	USE OF SURPLUS	-	-	(32,914)	-	(32,914)	(32,914)	(32,914)	-	0.00%
Total Revenues - Land Acquisition 60		32,914	39,643	-	32,914	-	-	-	-	0.00%
Revenues Over/Under) Exp Budget		32,914	39,643	-						

TOWN OF CAPE ELIZABETH
TURF FIELD FUND 95 FY 2024 BUDGET WORKSHEET
3/2/2023

Sub	Description	Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	6% COLA	Approved	(Manager	
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	Requested)	FY 23 to FY 24
Fund 95										
Department 0897 TURF FIELD FUND										
5049	TXFR TO GENL FUND	274,915	274,915	-	-	-	-	-	-	
Department 0897 Totals		274,915	274,915	-	-	-	-	-	-	0.00%
Fund 95 Totals		274,915	274,915	-	-	-	-	-	-	0.00%
FUND BALANCE		6/30/2022	25,000							
R0651	TXFR IN GENERAL FUND (TOWN)	10,000	10,000	15,000	15,000	15,000	15,000	15,000	-	0.00%
R0653	TXFR IN GENERAL FUND (SCHOOL)	10,000	15,000	15,000	-	15,000	15,000	15,000	-	0.00%
R0652	RENTAL REVENUE	-	-	-	-	-	-	-	-	0.00%
R0655	MISCELLANEOUS	-	-	-	-	-	-	-	-	0.00%
Subtotal Operating Revenues		20,000	25,000	30,000	15,000	30,000	30,000	30,000	-	0.00%
R0656	USE OF SURPLUS	254,915	-	(30,000)	-	(30,000)	(30,000)	(30,000)	-	0.00%
Total Revenues - Turf Field Fund 95		274,915	25,000	-	15,000	-	-	-	-	0.00%
Revenues Over/Under) Exp Budget		274,915	25,000	-	15,000	-	-	-	-	0.00%