



**Town of Cape Elizabeth, Maine
Budget
Fiscal Year 2022
July 1, 2021-June 30, 2022**

TABLE OF CONTENTS

5	Proforma and Summary of Expenses and Revenues
21	Revenues by Source
37	General Government 100's
39	Administration 110
45	Assessing, Codes, and Planning 120
53	Town Council 130
54	Legal and Audit 135
56	Elections 140
63	Boards and Committees 150
64	Insurances 160
66	Employee Benefits 170
68	Debt Service 180
71	Public Safety 200's
73	Police Department 210
74	Animal Control 215
75	Dispatch 220
76	Miscellaneous Public Protection 240
77	Police Narrative, Descriptions, and Capital
93	Wet Team 225
95	Fire Department 230
101	Rescue 231
105	Fire / Police 235
107	Emergency Preparedness 250
109	Public Works 310
122	Refuse and Recycling 320
127	Parks and Grounds 330
135	Human Services 400's
139	Library, Contributions, and Public Inf. 500's
141	Thomas Memorial Library 510
147	Contributions 520
148	Public Information 530
151	Facilities, Parks, Community Services 600's
153	Facilities 600
172	Community Services 633
183	Intergovernmental Assessments 700's
189	Capital Improvements by Cost Center 2000's
201	Special Funds
203	Sewer Revenue
204	Sewer Fund Expenses
209	Remaining Special Funds
213	Spurwink Church
214	Riverside Cemetery
217	Fort Williams Capital
222	Portland Head Light

March 5, 2021

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

Submitted herewith is the recommended municipal budget for Fiscal Year 2022.

The budget includes all ongoing municipal departments and community services. With the assistance of the Finance Director, various elements of the municipal budget have been re-arranged for this fiscal year, with elements included as expenses and revenues that you will need to take care in reviewing as the format is different than prior years, with cost centers under departments consolidated under their departments. The total combined municipal and community services budget for this year is \$16,870,373. This is offset with by revenues from all sources in the amount of \$8,853,472. The amount to be collected from property taxes is proposed to be \$7,016,901 which is 5.48% more than last year. As proposed the budget will provide a net to taxes increase of 3.76%. As you may recall from last year's budget season and challenges, the Municipal Budget experienced a significant revision to adapt to the pandemic influences. Last year's budget decreased on the Municipal rate by 3.46% on the tax rate, resulting in a two year average of .15% increase.

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

- 54.4% of the municipal budget is personnel expenses, this includes a 2% average wage increase
- The budget contains significant capital item purchases in line with the planned capital improvement plan. The capital plan for this year includes significant investment in our public works infrastructure with the planned replacement of the Willow Brook Culvert, Kettle Cove / Crescent Beach access replacement, and planning and engineering for major improvements to Shore Road. Where available, the Town is aggressively pursuing grant funding for each, with grant funding in place for Willow Brook, in process for Shore Road, and anticipated for Kettle Cove / Crescent Beach access.
- There is a planned replacement of the Public Works Department loader / backhoe replacement, estimated at \$160,000, replacing the vehicle service lift, and other equipment. All of these items are projected to be acquired by lease purchase financing and all will outlive the financing term.
- The capital plan also has planning , engineering, and construction of a new parking area at the Spurwink School building in the amount of \$100,000. With a parking lot in place the building will be in compliance with the necessary parking requirements to enable the building's eventual re-use.
- The capital plan also includes the replacement of Engine 2, a 1999 vehicle that is reaching the end of its useful life. This will also be acquired via the lease purchase option.
- Offsetting these increases in capital expense is a use of the unassigned fund balance in the amount of \$1,000,000 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 \$205,000.

Revenues from sources other than the property tax are projected to have a net increase. Residents have been buying newer motor vehicles and thus monthly collections have been improving. The budget projects \$2.5 million in excise taxes which is \$425,000 more than the budget for the current year, as that amount was revised downward last year due to the pandemic. 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 in the amount of \$380,000 in its third year, and with 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.

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, Maine
Pro-Forma and Summary of Expenses and
Revenues
Fiscal Year 2022
July 1, 2021-June 30, 2022**

Fiscal Year 2022
General Fund Detailed Budget Summary - Pro Forma
3/4/2021

	FY 2021	FY 2022	\$ Change	% Change
	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY21 to FY22</u>	<u>FY21 to FY22</u>
EXPENDITURES				
MUNICIPAL	\$ 16,802,794	\$ 16,871,393	\$ 68,599	0.41%
ADDITIONAL CARRY FORWARD	790,343	-	(790,343)	-100.00%
OVERLAY	216,478	200,000	(16,478)	-7.61%
TIF DISTRICT	85,278	-	(85,278)	-100.00%
SUBTOTAL MUNICIPAL	\$ 17,894,893	\$ 17,071,393	\$ (823,500)	-4.60%
COUNTY ASSESSMENT	1,518,473	1,556,320	37,847	2.49%
TOWN AND COUNTY	\$ 19,413,366	\$ 18,627,713	\$ (785,653)	-4.05%
SCHOOL DEPARTMENT	28,490,012	30,536,604	2,046,592	7.18%
TOTAL EXPENDITURES	\$ 47,903,378	\$ 49,164,317	\$ 1,260,939	2.63%
REVENUE				
MUNICIPAL	\$ 7,195,479	\$ 8,853,472	\$ 1,657,993	23.04%
MUNICIPAL FUND BALANCE	2,786,713	1,000,000	(1,786,713)	-64.12%
ADDITIONAL CARRY FORWARD	790,343	-	(790,343)	-100.00%
ADDITIONAL HOMESTEAD REIMBURSE	166,046	-	(166,046)	-100.00%
ADDITIONAL BETE REIMBURSE	2,450	-	(2,450)	-100.00%
SUBTOTAL MUNICIPAL	\$ 10,941,031	\$ 9,853,472	\$ (1,087,559)	-9.94%
SCHOOL DEPARTMENT	1,818,949	1,814,604	(4,345)	-0.24%
SCHOOL FUND BALANCE	400,000	600,000	200,000	50.00%
TOTAL REVENUES	\$ 13,159,980	\$ 12,268,076	\$ (891,904)	-6.78%
TAXES TO BE RAISED				
MUNICIPAL	\$ 6,652,106	\$ 7,017,921	\$ 365,815	5.50%
OVERLAY	216,478	200,000	(16,478)	-7.61%
TIF DISTRICT	85,278	-	(85,278)	-100.00%
SUBTOTAL MUNICIPAL	\$ 6,953,862	\$ 7,217,921	\$ 264,059	3.80%
COUNTY ASSESSMENT	1,518,473	1,556,320	37,847	2.49%
TOWN AND COUNTY	\$ 8,472,335	\$ 8,774,241	\$ 301,906	3.56%
SCHOOL DEPARTMENT	26,271,063	28,122,000	1,850,937	7.05%
TOTAL TAXES TO BE RAISED	\$ 34,743,398	\$ 36,896,241	\$ 2,152,843	6.20%
TAX RATES (Rounded to nearest ¢)				
MUNICIPAL	\$ 3.99	\$ 4.14	\$ 0.15	3.76%
COUNTY ASSESSMENT	0.87	0.89	0.02	2.30%
SCHOOL DEPARTMENT	15.06	16.12	1.06	7.04%
TOTAL TAX RATE	\$ 19.92	21.06	1.14	5.71%
TAX RATE VALUATION BASIS	\$ 1,744,146,500	\$ 1,752,146,500	\$ 8,000,000.00	0.46%
1 CENT MILL RATE	0.0500%	\$ 0.01		
TAXES PRODUCED		\$ 17,521.47		
FY 2021 TAX RATE	\$ 19.9200			
1% INCREASE TAX RATE	\$ 0.1992			
ADDITIONAL TAXES AT 1%		\$ 349,027.58		

Fiscal Year 2022
Municipal General Fund Working Budget - Expenditures by Department
3/4/2021

GENERAL FUND EXPENDITURES		Budget	Expended	Budget	Expended	Department	Manager	Approved	\$ Variance	%
ALL DEPARTMENTS		Last Year	Last Year	Current	Current	Requested	Requested	2021-2022	(Manager Requested)	
Dept	Description	2019-2020	2019-2020	2020-2021	2020-2021	2021-2022	2021-2022	2021-2022		
110	ADMINISTRATION	762,703	752,071	829,385	393,954	823,410	824,430	824,430	(4,955)	-0.60%
120	ACP	421,830	385,000	440,460	178,430	431,622	431,622	431,622	(8,838)	-2.01%
130	TOWN COUNCIL	500	95	500	100	500	500	500	-	0.00%
135	LEGAL & AUDIT	190,000	111,695	115,000	49,036	94,500	94,500	94,500	(20,500)	-17.83%
140	ELECTIONS	70,150	31,071	112,180	73,275	82,872	82,872	82,872	(29,308)	-26.13%
150	BOARDS AND COMMISSIONS	19,506	9,535	21,006	4,430	21,006	21,006	21,006	-	0.00%
160	INSURANCE	120,000	114,846	128,000	121,970	130,000	130,000	130,000	2,000	1.56%
170	EMPLOYEE BENEFITS	1,556,100	1,524,489	1,654,000	808,816	1,668,430	1,668,430	1,668,430	14,430	0.87%
180	DEBT SERVICE	2,816,758	2,750,416	1,596,335	913,473	1,595,574	1,595,574	1,595,574	(761)	-0.05%
210	POLICE DEPARTMENT	1,516,806	1,433,701	1,601,686	610,910	1,609,614	1,609,614	1,609,614	7,928	0.49%
215	ANIMAL CONTROL	26,522	26,473	26,718	9,669	27,757	27,757	27,757	1,039	3.89%
220	PUBLIC SAFETY DISPATCH	198,274	198,307	213,188	-	224,195	224,195	224,195	11,007	5.16%
225	WETeam	21,150	18,922	28,655	7,764	29,700	29,700	29,700	1,135	3.97%
230	FIRE DEPARTMENT	665,302	562,672	667,978	314,825	753,200	753,200	753,200	85,222	12.76%
231	RESCUE (FORMERLY RESCUE FUND - 0735)	-	-	642,117	251,693	604,965	604,965	604,965	(37,152)	-5.79%
235	FIRE POLICE UNIT	13,227	9,506	12,115	2,354	10,000	10,000	10,000	(2,115)	-17.46%
240	MISC PUBLIC PROTECTION	166,801	162,318	173,449	66,240	174,610	174,610	174,610	1,161	0.67%
250	EMERGENCY PREPAREDNESS	5,075	4,915	6,952	1,901	6,400	6,400	6,400	(552)	-7.94%
310	PUBLIC WORKS	1,386,984	1,361,036	1,421,320	628,187	1,451,257	1,451,257	1,451,257	29,937	2.11%
320	REFUSE DISPOSAL	624,949	547,703	625,205	271,168	626,850	626,850	626,850	1,645	0.26%
330	PARKS & GROUND	-	-	594,457	282,051	577,081	577,081	577,081	(17,376)	-2.92%
640	PARKS AND TOWN LANDS	128,921	109,245	-	-	-	-	-	-	0.00%
641	SCHOOL GROUNDS & ATHLETIC FIELDS	201,615	183,866	-	-	-	-	-	-	0.00%
660	TREES	30,838	24,181	-	-	-	-	-	-	0.00%
410	HUMAN SERVICES	64,510	99,089	137,200	57,499	137,200	137,200	137,200	-	0.00%
510	LIBRARY	562,138	530,408	564,948	211,079	591,179	591,179	591,179	26,231	4.64%
520	CONTRIBUTIONS	130,414	113,118	105,500	90,191	114,000	114,000	114,000	8,500	8.06%
530	PUBLIC INFORMATION	72,300	64,724	76,293	46,104	74,187	74,187	74,187	(2,106)	-2.76%
600	FACILITIES MANAGEMENT	287,611	312,570	315,869	85,354	344,353	344,353	344,353	28,484	9.02%
610	TOWN HALL	22,000	20,031	22,000	7,618	46,400	46,400	46,400	24,400	110.91%
615	LIBRARY BUILDING	41,526	39,330	44,664	7,017	55,022	55,022	55,022	10,358	23.19%
620	TOWN CENTER FIRE STATION	25,460	24,203	22,960	4,439	27,000	27,000	27,000	4,040	17.60%
621	COMMUNITY CENTER BUILDING	121,954	90,942	130,751	27,916	88,886	88,886	88,886	(41,865)	-32.02%
622	RICHARDS POOL BUILDING	237,437	155,047	252,203	19,029	207,243	207,243	207,243	(44,960)	-17.83%
630	POLICE STATION	57,965	30,864	67,462	14,114	53,075	53,075	53,075	(14,387)	-21.33%
631	CAPE COTTAGE FIRE STATION	6,735	4,704	6,735	2,100	6,735	6,735	6,735	-	0.00%
633	COMMUNITY SERVICES ADMINISTRATION	297,185	273,978	304,671	123,087	307,229	307,229	307,229	2,558	0.84%
634	FITNESS CENTER	64,372	46,538	65,232	1,251	32,559	32,559	32,559	(32,673)	-50.09%
635	RICHARDS POOL PROGRAMS	234,225	259,804	285,923	120,181	267,865	267,865	267,865	(18,058)	-6.32%
636	COMMUNITY SVCS ADULT PROGRAMS	112,248	73,823	111,856	8,560	85,240	85,240	85,240	(26,616)	-23.79%
637	COMMUNITY SVCS YOUTH PROGRAMS	492,057	366,993	502,675	167,586	424,605	424,605	424,605	(78,070)	-15.53%

Fiscal Year 2022
Municipal General Fund Working Budget - Expenditures by Department
3/4/2021

GENERAL FUND EXPENDITURES												
ALL DEPARTMENTS		Budget	Expended	Budget	Expended	Department	Manager	Approved	\$ Variance			
Dept	Description	Last Year	Last Year	Current	Current	Requested	Requested	2021-2022	(Manager Requested)			
638	CAPE CARE	2019-2020	2019-2020	2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022
645	FORT WILLIAMS PARK	151,145	140,696	156,743	70,512	219,276	219,276	219,276	62,533	39.90%		
709	INTERFUND TRANSFERS	130,774	125,211	113,463	39,563	81,140	81,140	81,140	(32,323)	-28.49%		
710	INTERGOVERNMENTAL ASSESSMENTS	50,000	50,000	326,457	326,457	342,914	342,914	342,914	16,457	5.04%		
		31,573	32,209	32,209	29,902	34,001	34,001	34,001	1,792	5.56%		
	OPERATING BUDGET	\$ 14,137,640	\$ 13,198,344	\$ 14,556,430	\$ 6,449,807	\$ 14,483,653	\$ 14,484,673	\$ 14,484,673	\$ (71,757)	-0.49%		
715	CAPITAL IMPROVEMENT PROJECTS	4,892,988	2,079,568	4,723,021	3,939,073	3,159,220	2,386,720	2,386,720	(2,336,301)	-49.47%		
	SUBTOTAL OPERATING & CIP BUDGET	\$ 19,030,628	\$ 15,277,912	\$ 19,279,451	\$ 10,388,880	\$ 17,642,873	\$ 16,871,393	\$ 16,871,393	\$ (2,408,058)	-12.49%		
	OTHER EXPENSES											
710	OVERLAY	401,607	41,767	216,478	17,746	250,000	200,000	200,000	(16,478)	-7.61%		
710	COUNTY TAX	1,456,670	1,456,670	1,518,473	1,518,473	1,556,320	1,556,320	1,556,320	37,847	2.49%		
	GRAND TOTAL MUNICIPAL GENERAL FUND	\$ 20,888,905	\$ 16,776,349	\$ 21,014,402	\$ 11,925,099	\$ 19,449,193	\$ 18,627,713	\$ 18,627,713	\$ (2,386,689)	-11.36%		
	DEPT 710 TOTALS	1,889,850	1,530,646	1,767,160	1,566,121	1,840,321	1,790,321	1,790,321	23,161	1.31%		
	Expense Classification	Total Budget	% Total Budget	% Operating & CIP Budgets	% Operating Budget							
	Personnel	7,938,211	42.62%	47.05%	54.80%							
	Non-Personnel	4,573,973	24.55%	27.11%	31.58%							
	Debt Service	1,595,574	8.57%	9.46%	11.02%							
	Interfund Transfers/Governmental	376,915	2.02%	2.23%	2.60%							
	Operating Budget	14,484,673			100.00%							
	CIP	2,386,720	12.81%	14.15%								
	Operating & CIP Budget	16,871,393		100.00%								
	Other - Overlay	200,000	1.07%									
	Other - County Tax	1,556,320	8.35%									
	Total Budget	18,627,713	100.00%									

Fiscal Year 2022
General Fund Working Revenue Budget
3/4/2021

GENERAL FUND REVENUES		Budget	Collected	Budget	Collected	Department	Manager	Approved	\$ Variance	% Change
GENERAL FUND REVENUES BY SOURCE		Last Year	Last Year	Current	Current	Estimated	Estimated	2021-2022	(Manager Requested)	to FY 22
LOCAL FEES AND CHARGES FOR SERVICE		2,425,300	1,979,116	2,715,740	1,148,511	2,577,330	2,603,330	2,603,330	(112,410)	-4.14%
BORROWED FUNDS		1,269,372	1,269,372	1,035,100	1,035,000	1,150,200	1,150,200	1,150,200	115,100	11.12%
INVESTMENT INCOME		50,000	185,748	50,000	37,276	45,000	45,000	45,000	(5,000)	-10.00%
EXCISE TAXES		2,215,000	2,263,813	2,116,100	1,563,295	2,538,100	2,538,100	2,538,100	422,000	19.94%
CAPITAL GRANTS FUNDING		-	-	-	-	505,000	505,000	505,000	505,000	0.00%
FEDERAL REVENUES		100	60	100	-	100	100	100	-	0.00%
STATE REVENUES		1,221,393	1,277,131	1,583,296	1,129,026	1,560,968	1,613,344	1,613,344	30,048	1.90%
INTERFUND TRANSFERS IN		426,112	416,868	631,252	631,267	180,928	398,398	398,398	(232,854)	-36.89%
SUBTOTAL REVENUES		7,607,277	7,392,107	8,131,588	5,544,375	8,557,626	8,853,472	8,853,472	721,884	8.88%
USE OF FUND BALANCE		4,356,487	-	2,786,713	-	926,000	1,000,000	1,000,000	(1,786,713)	-64.12%
SUBTOTAL REVENUES AND FUND BALANCE		11,963,764	7,392,107	10,918,301	5,544,375	9,483,626	9,853,472	9,853,472	(1,064,829)	-9.75%
REAL ESTATE TAXES		8,844,879	8,939,273	8,387,057	8,416,674	8,774,241	8,774,241	8,774,241	387,184	4.62%
GRAND TOTALS BY SOURCE		20,808,643	16,331,380	19,305,358	13,961,049	18,257,867	18,627,713	18,627,713	(677,645)	-3.51%

GENERAL FUND REVENUES		Budget	Collected	Budget	Collected	Department	Manager	Approved	\$ Variance	% Change
GENERAL FUND REVENUES BY DEPARTMENT		Last Year	Last Year	Current	Current	Estimated	Estimated	2021-2022	(Manager Requested)	to FY 22
ADMINISTRATION		2,959,100	3,012,247	2,802,790	1,897,868	3,236,400	3,262,400	3,262,400	459,610	16.40%
ACP		150,000	256,471	237,200	180,645	260,144	262,520	262,520	25,320	10.67%
POLICE		21,000	22,605	19,500	5,203	25,500	25,500	25,500	6,000	30.77%
FIRE		-	732	300,600	138,571	283,000	283,000	283,000	(17,600)	-5.85%
PUBLIC WORK		158,000	156,308	154,000	143,194	155,500	155,500	155,500	1,500	0.97%
LIBRARY		1,300	1,913	1,650	75	2,130	2,130	2,130	480	29.09%
COMMUNITY SERVICES		1,559,000	1,119,280	1,568,000	517,112	1,370,400	1,370,400	1,370,400	(197,600)	-12.60%
CIP - GRANTS FUNDING		-	-	-	-	505,000	505,000	505,000	505,000	0.00%
BORROWED FUNDS		1,269,372	1,269,372	1,035,100	1,035,000	1,150,200	1,150,200	1,150,200	115,100	11.12%
TAXES AND COMPONENT REVENUES		9,908,272	10,075,584	9,768,553	9,412,113	10,162,665	10,212,665	10,212,665	444,112	4.55%
TRANSFER FROM OTHER FUNDS		426,112	416,868	631,252	631,267	180,928	398,398	398,398	(232,854)	-36.89%
USE OF FUND BALANCE AND CARRY FORWARD		4,356,487	-	2,786,713	-	926,000	1,000,000	1,000,000	(1,786,713)	-64.12%
GRAND TOTALS BY DEPARTMENT		20,808,643	16,331,380	19,305,358	13,961,049	18,257,867	18,627,713	18,627,713	(677,645)	-3.51%

VARIANCE										
	-	-	-	-	-	-	-	-	-	0.00%

Fiscal Year 2022
Administration Working Revenue Budget
3/4/2021

DEPT	GENERAL FUND REVENUES	Budget Last Year	Collected Last Year	Budget Current	Collected Current	Department Estimated	Manager Estimated	Approved	\$ Variance (Manager)	% Change
100	ADMINISTRATION									
100	R0307 INTEREST/LATECHARGES	29,000	22,592	32,000	15,125	25,000	25,000	25,000	(7,000)	-21.89%
100	R0309 NSF CHECK FEES	-	414	600	132	300	300	300	(300)	-50.00%
100	R0315 DOG LICENSES	-	-	-	-	-	-	-	-	0.00%
100	R0316 LAND LEASE - POOR FARM PWD	-	4,000	-	-	4,000	4,000	4,000	4,000	0.00%
100	R0317 HUNTING/FISHING LICENSES	-	-	-	-	-	-	-	-	0.00%
100	R0318 EXCISE TAXES	2,200,000	2,250,833	2,100,000	1,557,903	2,525,000	2,525,000	2,525,000	425,000	20.24%
100	R0319 AIRCRAFT EXCISE TAXES	-	25	100	-	100	100	100	-	0.00%
100	R0320 REGISTRATION FEES	25,000	25,631	28,000	14,145	23,000	23,000	23,000	(5,000)	-17.86%
100	R0321 CLERKS FEES	15,000	10,620	14,000	4,808	10,000	10,000	10,000	(4,000)	-28.57%
100	R0322 RENT PAYMENTS	-	4,740	3,240	1,055	3,300	3,300	3,300	60	1.85%
100	R0326 MISCELLANEOUS REVENUES	95,000	2,572	2,000	2,280	2,000	2,000	2,000	-	0.00%
100	R0327 INVESTMENT INCOME	50,000	185,748	50,000	37,111	45,000	45,000	45,000	(5,000)	-10.00%
100	R0329 MISCELLANEOUS FEDERAL REVENUE	100	60	100	-	100	100	100	-	0.00%
100	R0336 MMA WORKERS COMP DIVIDEND	-	11,095	-	-	-	-	-	-	0.00%
100	R0339 CABLE FRANCHISE FEE	150,000	156,213	150,000	165	160,000	160,000	160,000	10,000	6.67%
100	R0340 INT EARNED PERFORMANCE GUARANTEES	-	-	-	165	-	-	-	-	0.00%
100	R0342 REFUND LEGAL FEES	-	-	-	5,000	-	-	-	-	0.00%
100	R0359 BOAT EXCISE TAXES	15,000	12,966	16,000	5,392	13,000	13,000	13,000	(3,000)	-18.75%
100	R0393 STATE - SNOWMOBILE REIMBURSEMENT	-	596	600	-	600	600	600	-	0.00%
100	R0395 STATE - GA REIMBURSEMENT	80,000	19,610	70,000	35,182	57,000	57,000	57,000	(13,000)	-18.57%
100	R0399 STATE - MISCELLANEOUS REVENUES	-	-	-	-	-	-	-	-	0.00%
100	R0401 STATE - PARKING FEE SHARING	-	11,074	11,000	-	14,000	14,000	14,000	3,000	27.27%
100	R0402 STATE - GENERAL REIMBURSEMENT	-	-	-	2,502	-	-	-	-	0.00%
100	R0430 SALE OF LAND - GENERAL FUND	300,000	293,322	325,000	217,068	354,000	380,000	380,000	55,000	16.92%
100	R0450 PAY AND DISPLAY PARKING REVENUE	-	150	150	-	-	-	-	(150)	-100.00%
100	R0507 FAMILY FUND DAY REVENUES	-	150	-	-	-	-	-	-	0.00%
	SUBTOTAL ADMINISTRATION	2,959,100	3,012,247	2,802,790	1,897,868	3,236,400	3,262,400	3,262,400	459,610	16.40%
	CAPITAL GRANTS FUNDING									
700	R0931 GRANT EFFICIENCY MAINE - EV COMM CTR	-	-	-	-	16,000	16,000	16,000	16,000	0.00%
700	R0932 GRANT EFFICIENCY MAINE - EV FWP	-	-	-	-	16,000	16,000	16,000	16,000	0.00%
700	R0933 GRANT ME NATL RESOURCE - WILLW BRK	-	-	-	-	343,000	343,000	343,000	343,000	0.00%
700	R0934 GRANT LAND & WATER CNV/BOAT LAUNCH	-	-	-	-	50,000	50,000	50,000	50,000	0.00%
700	R0935 GRANT MPI SHORE RD PLANNING/DESIGN	-	-	-	-	80,000	80,000	80,000	80,000	0.00%
	SUBTOTAL CAPITAL GRANTS FUNDING	-	-	-	-	505,000	505,000	505,000	505,000	0.00%
	BORROWED FUNDS									
800	R0529 BOND PROCEEDS	1,044,372	1,044,372	-	-	-	-	-	-	0.00%
800	R0530 LEASE/PURCHASE PROCEEDS	225,000	225,000	1,035,100	1,035,000	1,150,200	1,150,200	1,150,200	115,100	11.12%
	SUBTOTAL BORROWED FUNDS	1,269,372	1,269,372	1,035,100	1,035,000	1,150,200	1,150,200	1,150,200	115,100	11.12%
	TRANSFERS FROM OTHER FUNDS									
1000	R1000 TXFR IN - FRT WILLIAMS PARK CIP	110,000	118,475	200,000	200,000	37,380	37,380	37,380	(162,620)	-81.31%
1000	R1001 TXFR IN - PORTLAND HEAD LIGHT	100,000	108,220	10,000	10,000	27,598	27,598	27,598	17,598	175.98%
1000	R1002 TXFR IN - INFRASTRUCTURE FUND	-	-	-	-	-	205,000	205,000	205,000	0.00%
1000	R1004 TXFR IN - TIF FUND	-	-	-	-	-	-	-	-	0.00%
1000	R1005 TXFR IN - JORDAN TRUST FUND	25,000	25,000	55,000	55,000	42,530	55,000	55,000	4,536	7.20%
1000	R1007 TXFR IN - SEWER FUND	-	62,129	63,000	63,000	67,536	67,536	67,536	4,536	7.20%
1000	R1008 TXFR IN - SPURWINK CHURCH	-	300	300	300	4,414	4,414	4,414	4,114	1371.36%
1000	R1009 TXFR IN - RIVERSIDE CEMETERY	-	1,632	2,000	2,000	1,470	1,470	1,470	(530)	-26.52%
1000	R1010 TXFR IN - TURF FIELD FUND	-	-	274,900	274,915	-	-	-	(274,900)	-100.00%
1000	R1010 TXFR IN - 2016 BOND FUND	-	-	26,052	26,052	-	-	-	(26,052)	-100.00%
1000	R0518 SPECIAL FUNDS OVERHEAD	90,000	-	-	-	-	-	-	-	0.00%
1000	R1003 TXFR IN - RESCUE FUND	55,000	55,000	-	-	-	-	-	-	0.00%
	NO LONGER USED									
	FUND CLOSED FY 2021									
	FUND CLOSED FY 2020									

Fiscal Year 2022
Administration Working Revenue Budget
3/4/2021

DEPT	GENERAL FUND REVENUES	Budget		Collected		Budget		Collected		Department Estimated	Manager Estimated FY 2020	Approved	\$ Variance (Manager)	% Change
		Last Year	46,112	Last Year	46,112	Current	631,252.00	Current	631,267.20					
1000	R1006 TXFR IN - LIBRARY BOND PROJECT	46,112	46,112											
	SUBTOTAL TRANSFERS FROM OTHER FUNDS	426,112.17	416,868.00										(232,854.35)	-36.89%
	USE OF SURPLUS AND CARRY FORWARD													
1100	R1100 USE OF SURPLUS	1,403,908	-										(1,145,000)	-66.61%
	CIP - USE OF SURPLUS													
1100	R1101 CARRY FORWARD - OPERATING BUDGET	209,400	-										421,000	0.00%
1100	R1102 CARRY FORWARD - CIP BUDGET	2,733,679	-										(136,876)	-100.00%
1100	R1103 CARRY FORWARD - GRANTS BUDGET	6,000	-										(948,567)	-99.48%
1100	R1104 CARRY FORWARD - GIFTS BUDGET	3,500	-										26,404	-100.00%
	SUBTOTAL USE OF SURPLUS AND CARRY FORWARD	4,356,486.83	-										(1,786,713.05)	-64.12%
900	R0390 STATE - BETE REIMBURSEMENT	12,829	12,879											0.00%
900	R0396 STATE - HOMESTEAD REIMBURSEMENT	468,384	468,384											1.12%
900	R0398 STATE - REVENUE SHARING	582,180	655,048											6.67%
	SUBTOTAL TAX COMPONENT REVENUES	1,063,393	1,136,311											4.12%
	SUBTOTAL NON-TAX REVENUES	10,074,464	5,834,798										(882,929)	-10.22%
	TAXES													
900	F0387 REAL ESTATE TAXES (net of overlay & county)	8,844,879	8,816,479											4.62%
900	R0388 SUPPLEMENTAL TAXES	-	122,794											0.90%
	SUBTOTAL TAX REVENUES	8,844,879	8,939,273											4.68%
	GENERAL FUND TOTALS	\$ 18,919,343	\$ 14,774,071											-2.91%
	Interfund Txfrs - 3% of Special Revenue Fund Exps excluding txfrs													

**Fiscal Year 2022
ACP Working Revenue Budget
3/4/2021**

DEPT	GENERAL FUND REVENUES	Budget	Collected	Budget	Collected	Department	Manager	Approved	\$ Variance	% Change
		Last Year	Last Year	Current	Current	Estimated	Estimated	2021-2022	(Manager Requested)	FY 21 to FY 22
	ASSESSING, CODES & PLANNING									
		2019-2020	2019-2020	2020-2021	2020-2021	2021-2022	2021-2022	2021-2022		
120	R0389 STATE - VETERANS REIMBURSEMENT	-	7,624	18,000	-	7,624	10,000	10,000	(8,000)	-44.44%
120	R0392 STATE - TREE GROWTH	-	22,239	22,200	21,463	19,320	19,320	19,320	(2,880)	-12.97%
120	R0408 PLANNING BOARD FEES	-	-	-	-	5,000	5,000	5,000	5,000	0.00%
120	R0409 ELECTRICAL PERMIT FEES	-	-	-	-	10,000	10,000	10,000	10,000	0.00%
120	R0410 BUILDING PERMIT FEES	150,000	220,758	175,000	153,581	190,000	190,000	190,000	15,000	8.57%
120	R0411 SHORT-TERM RENTAL FEE	-	-	15,000	-	15,000	15,000	15,000	-	0.00%
120	R0412 PLUMBING PERMITS FEES	-	-	-	-	10,000	10,000	10,000	10,000	0.00%
120	R0413 HEATING PERMIT FEES	-	-	-	-	1,000	1,000	1,000	1,000	0.00%
120	R0414 HEALTH PERMITS FEES	-	-	-	-	500	500	500	500	0.00%
120	R0416 OTHER CODE PERMIT FEES	-	-	-	-	500	500	500	500	0.00%
120	R0445 GIS SALES	-	-	-	1	500	500	500	500	0.00%
120	R0460 ZONING BOARD FEES	-	5,850	7,000	4,850	1,200	1,200	1,200	(5,800)	-82.86%
120	R0461 DONATION - GREENBELT TRAILS	-	-	-	750	-	-	-	-	0.00%
	SUBTOTAL ASSESSING, CODES & PLANNING	\$ 150,000	\$ 256,471	\$ 237,200	\$ 180,645	\$ 260,144	\$ 262,520	\$ 262,520	\$ 25,320	10.67%

**Fiscal Year 2022
Public Safety Revenues Working Budget
3/4/2021**

DEPT	GENERAL FUND REVENUES	Budget	Collected	Budget	Collected	Department	Manager	Approved	\$ Variance	% Change FY 21 to FY 22
		Last Year 2019-2020	Last Year 2019-2020	Current 2020-2021	Current 2020-2021	Estimated 2021-2022	Estimated 2021-2022	2021-2022	(Manager Requested)	
	POLICE									
210	R0323 POLICE - UNCLAIMED PROPERTY	-	2,317	-	14	500	500	500	500	0.00%
210	R0324 POLICE FINES AND FEES	6,000	7,680	6,000	3,369	6,000	6,000	6,000	-	0.00%
210	R0514 POLICE PAYROLL SPECIAL DETAILS	11,000	10,043	11,000	520	15,000	15,000	15,000	4,000	36.36%
210	R0525 MOORING PERMITS	4,000	2,565	2,500	1,300	4,000	4,000	4,000	1,500	60.00%
	SUBTOTAL POLICE	\$ 21,000	\$ 22,605	\$ 19,500	\$ 5,203	\$ 25,500	\$ 25,500	\$ 25,500	\$ 6,000	30.77%
	FIRE									

**Fiscal Year 2022
Public Works Revenues Working Budget
3/4/2021**

DEPT	GENERAL FUND REVENUES	Budget	Collected	Budget	Collected	Department	Manager	Approved	\$ Variance	% Change FY 21 to FY 22
		Last Year 2019-2020	Last Year 2019-2020	Current 2020-2021	Current 2020-2021	Estimated 2021-2022	Estimated 2021-2022	2021-2022	(Manager Requested)	
	PUBLIC WORKS									
310	R0331 PW POLE LOCATION PRM	-	-	-	10	-	-	-	-	0.00%
310	R0332 PW MISC REVS	-	-	-	12	-	-	-	-	0.00%
310	R0333 SALE OF VEHICLE/EQUIPMENT	-	14,355	-	33,850	14,500	14,500	14,500	14,500	0.00%
310	R0335 REFUSE DISPOSAL REVENUES	80,000	60,554	72,000	33,907	65,000	65,000	65,000	(7,000)	-9.72%
310	R0391 STATE - MEMA REIMBURSEMENT	-	-	-	-	-	-	-	-	0.00%
310	R0397 STATE - MDOT BLOCK GRANT	78,000	79,664	80,000	74,440	74,000	74,000	74,000	-	0.00%
310	R0609 STREET OPENING PERMITS	-	1,735	2,000	975	2,000	2,000	2,000	-	0.00%
	SUBTOTAL PUBLIC WORKS	\$ 158,000	\$ 156,308	\$ 154,000	\$ 143,194	\$ 155,500	\$ 155,500	\$ 155,500	\$ 1,500	0.97%

**Fiscal Year 2022
Library Revenues Working Budget
3/4/2021**

DEPT	GENERAL FUND REVENUES	Budget Last Year 2019-2020	Collected Last Year 2019-2020	Budget Current 2020-2021	Collected Current 2020-2021	Department Estimated 2021-2022	Manager Estimated 2021-2022	Approved 2021-2022	\$ Variance (Manager Requested)
	LIBRARY								
510	R0325 LIBRARY FINES/FEES	100	126	150	75	130	130	130	(20)
510	R0502 LIBRARY COPIER FEES	1,200	1,577	1,400	-	1,800	1,800	1,800	400
510	R0505 LIBRARY INCOME - ART SALES	-	210	100	-	200	200	200	100
	SUBTOTAL LIBRARY	\$ 1,300	\$ 1,913	\$ 1,650	\$ 75	\$ 2,130	\$ 2,130	\$ 2,130	\$ 480

**Fiscal Year 2022
Community Services Revenue Working Budget
3/4/2021**

DEPT	GENERAL FUND REVENUES	Budget Last Year 2019-2020	Collected Last Year 2019-2020	Budget Current 2020-2021	Collected Current 2020-2021	Department Estimated 2021-2022	Manager Estimated 2021-2022	Approved 2021-2022	\$ Variance (Manager Requested)
	COMMUNITY SERVICES								
630	R0341 COMMUNITY SVCS - ADULT PROGRAMS	130,000	90,838	120,000	15,339	90,000	90,000	90,000	(30,000)
630	R0346 COMMUNITY CENTER BLDG RENTALS	35,000	25,210	28,000	13,230	25,400	25,400	25,400	(2,600)
630	R0347 COMMUNITY SVCS - YOUTH PROGRAMS FEES	758,000	468,727	750,000	253,871	620,000	620,000	620,000	(130,000)
630	R0364 COMMUNITY SVCS - CAPE CARE	326,000	270,173	350,000	154,173	350,000	350,000	350,000	-
630	R0375 COMMUNITY SVCS - FITNESS CENTER FEES	80,000	48,907	80,000	3,633	50,000	50,000	50,000	(10,000)
630	R0625 COMMUNITY SVCS - POOL FEES	250,000	215,425	260,000	76,866	235,000	235,000	235,000	(25,000)
	SUBTOTAL COMMUNITY SERVICES	\$ 1,559,000	\$ 1,119,280	\$ 1,568,000	\$ 517,112	\$ 1,370,400	\$ 1,370,400	\$ 1,370,400	\$ (197,600)
	Renters								
	Edward Jones \$1,538 X 12					18,456			
	Wagner \$579 X 12					6,948			
						25,404			



**Town of Cape Elizabeth, Maine
Revenues by Source
Fiscal Year 2022
July 1, 2021-June 30, 2022**

Date : 03/04/2021 - Thur
 Time : 16:13:14

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 1

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Fund	1								
Project	100								
R0307	INTEREST-LATE CHARGE		29000.00	22591.53	32000.00	15124.62	25000.00	-7000.00	-22
R0309	RETURNED CHECK FEE		.00	413.60	600.00	131.90	300.00	-300.00	-50
R0318	EXCISE TAXES		2200000.00	2250832.68	2100000.00	1557902.91	2525000.00	425000.00	20
R0319	AIRCRAFT EXCISE TAX		.00	24.99	100.00	.00	100.00	.00	0
R0316	LAND LEASE - POOR FA PORTLAND WATER DIST		.00	4000.00	.00	.00	4000.00	4000.00	0
R0315	DOG LICENSES		.00	.00	.00	.00	.00	.00	0
R0317	HUNTING/FISHING LICE		.00	.00	.00	.00	.00	.00	0
R0329	MISC. FEDERAL REVENU		100.00	59.60	100.00	.00	100.00	.00	0
R0320	REGISTRATION FEES		25000.00	25630.50	28000.00	14145.00	23000.00	-5000.00	-18
R0327	INVESTMENT INCOME		50000.00	185747.59	50000.00	37111.11	45000.00	-5000.00	-10
R0326	MISC. REVENUES		95000.00	2571.59	2000.00	2279.59	2000.00	.00	0
R0321	CLERK FEES		15000.00	10620.00	14000.00	4808.45	10000.00	-4000.00	-29
R0322	RENT PAYMENTS		.00	4740.00	3240.00	1055.00	3300.00	60.00	2
R0339	CABLE FRANCISE FEE		150000.00	156212.57	150000.00	.00	160000.00	10000.00	7
R0336	MMA W COMP DIVIDEND		.00	11095.00	.00	.00	.00	.00	0
R0340	INT EARNED PERFORM G		.00	.00	.00	164.89	.00	.00	0
R0342	REFUND LEGAL FEES		.00	.00	.00	5000.00	.00	.00	0
R0359	BOAT EXCISE TAX		15000.00	12955.60	16000.00	5392.12	13000.00	-3000.00	-19
R0393	STATE SNOWMOBILE REI		.00	595.80	600.00	.00	600.00	.00	0
R0395	STATE GA REIMBURSEME		.00	19610.02	70000.00	35182.12	57000.00	-13000.00	-19
R0399	STATE MISC REVENUES		80000.00	.00	.00	.00	.00	.00	0
R0401	STATE PARK FEE SHARI		.00	11074.44	11000.00	.00	14000.00	3000.00	27
R0402	STATE GENL REIMBURSE		.00	.00	.00	2502.00	.00	.00	0
R0430	SALE OF TOWN LAND/GN		.00	.00	.00	.00	.00	.00	0
R0450	PARKING REV - PAY/DI		300000.00	293321.50	325000.00	217068.12	380000.00	55000.00	17
R0507	FAMILY FUN DAY REVEN		.00	150.00	150.00	.00	.00	-150.00	-100
Project	100	Totals	2959100.00	3012247.01	2802790.00	1897867.83	3262400.00	459610.00	16

Date : 03/04/2021 - Thur
 Time : 16:13:14

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 2

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	120								
R0389	STATE VETERANS REIMB		.00	7624.00	18000.00	.00	10000.00	-8000.00	-44
R0392	STATE TREE GROWTH RE		.00	22239.24	22200.00	21462.69	19320.00	-2880.00	-13
R0408	PLANNING BOARD FEES		.00	.00	.00	.00	5000.00	5000.00	0
R0409	ELECTRICAL PERMIT FE		.00	.00	.00	.00	10000.00	10000.00	0
R0410	BLDG/SINGLE FAMILY		150000.00	220757.93	175000.00	153581.46	190000.00	15000.00	9
R0411	SHORT-TERM RENT PRMT		.00	.00	15000.00	.00	15000.00	.00	0
R0412	PLUMBING PERMIT FEES		.00	.00	.00	.00	10000.00	10000.00	0
R0413	HEATING PERMIT FEES		.00	.00	.00	.00	1000.00	1000.00	0
R0414	HEALTH PERMIT FEES		.00	.00	.00	.00	500.00	500.00	0
R0416	OTHER CODE PERMIT FE		.00	.00	.00	.00	500.00	500.00	0
R0445	GIS SALES		.00	.00	.00	1.00	.00	.00	0
R0460	ZONING BOARD FEES		.00	5850.00	7000.00	4850.00	1200.00	-5800.00	-83
R0461	DONATION - MAINTENAN GREENBELT TRAILS		.00	.00	.00	750.00	.00	.00	0
Project	120	Totals	150000.00	256471.17	237200.00	180645.15	262520.00	25320.00	11

Date : 03/04/2021 - Thur
 Time : 16:13:14

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 3

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	210								
R0324	POLICE FINES-FEES		6000.00	7680.00	6000.00	3369.00	6000.00	.00	0
R0323	POLICE - UNCLAIMED P		.00	2317.47	.00	14.24	500.00	500.00	0
R0514	POLICE PAYROLL SPECI		11000.00	10042.50	11000.00	520.00	15000.00	4000.00	36
R0525	MOORING PERMITS		4000.00	2565.00	2500.00	1300.00	4000.00	1500.00	60
Project	210	Totals	21000.00	22604.97	19500.00	5203.24	25500.00	6000.00	31

Date : 03/04/2021 - Thur
 Time : 16:13:14

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 4

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	230								
R0370	AMBULANCE BILLING		.00	.00	600000.00	250826.80	512000.00	-88000.00	-15
R0371	AMBULANCE BILLING AD		.00	.00	-300000.00	-112304.46	-229000.00	71000.00	-24
R0372	AMNULANCE DONATIONS		.00	.00	.00	.00	.00	.00	0
R0378	AMBULANCE - RECON AD		.00	.00	.00	-101.15	.00	.00	0
R0379	AMBULANCE - MISC REV		.00	.00	.00	150.00	.00	.00	0
R0380	AMBULANCE - COVID	HHS STIMULUS	.00	.00	.00	.00	.00	.00	0
R0381	MEMA/FEMA - COVID RE PPE		.00	.00	.00	.00	.00	.00	0
R0394	STATE ONLINE BURN PE		.00	12.00	.00	.00	.00	.00	0
R0519	FIRE/POLICE REIMBURS		.00	720.00	600.00	.00	.00	-600.00	-100
Project	230	Totals	.00	732.00	300600.00	138571.19	283000.00	-17600.00	-6

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 5

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	310								
	R0333 SALE OF VEHICLE/EQUI		.00	14355.00	.00	33850.00	14500.00	14500.00	0
	R0335 REFUSE DISPOSAL REVE		80000.00	60554.06	72000.00	33907.16	65000.00	-7000.00	-10
	R0331 PW POLE LOCATION PRM		.00	.00	.00	10.00	.00	.00	0
	R0332 PW MISC REVENUES		.00	.00	.00	12.33	.00	.00	0
	R0391 MEMA/FEMA REIMBURSE		.00	.00	.00	.00	.00	.00	0
	R0397 STATE MDOT BLOCK GRA		78000.00	79664.00	80000.00	74440.00	74000.00	-6000.00	-8
	R0509 STREET OPENINGS		.00	1735.00	2000.00	975.00	2000.00	.00	0
Project	310	Totals	158000.00	156308.06	154000.00	143194.49	155500.00	1500.00	1

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	510								
R0325	LIBRARY FINES AND FE		100.00	126.00	150.00	75.00	130.00	-20.00	-13
R0505	LIBRARY COMMISSION	SALE OF ART	.00	210.00	100.00	.00	200.00	100.00	100
R0502	LIBRARY COPIER		1200.00	1577.36	1400.00	.00	1800.00	400.00	29
Project	510	Totals	1300.00	1913.36	1650.00	75.00	2130.00	480.00	29

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 7

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	630								
R0346	COMMUNITY CENTER REN		35000.00	25210.00	28000.00	13230.00	25400.00	-2600.00	-9
R0341	COMM.SERV.ADULT PROG	TUITION FEES	130000.00	90837.88	120000.00	15339.32	90000.00	-30000.00	-25
R0347	COMM.SERV.YOUTH PROG		758000.00	468727.49	750000.00	253870.64	620000.00	-130000.00	-17
R0364	COMM.SERV.CAPE CARE		326000.00	270172.84	350000.00	154173.35	350000.00	.00	0
R0375	COMM.SERV.FITNESS CT		60000.00	48906.58	60000.00	3633.34	50000.00	-10000.00	-17
R0625	COMM.SERV. POOL FEES		250000.00	215425.02	260000.00	76865.58	235000.00	-25000.00	-10
Project	630	Totals	1559000.00	1119279.81	1568000.00	517112.23	1370400.00	-197600.00	-13

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 8

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	700								
R0931	GRANT - EFFICIENCY M EV - COMM CINTER		.00	.00	.00	.00	16000.00	16000.00	0
R0932	GRANT - EFFICIENCY M EV - FWP		.00	.00	.00	.00	16000.00	16000.00	0
R0933	GRANT - ME NAT'L RES WILLOW BROOK CULVERT		.00	.00	.00	.00	343000.00	343000.00	0
R0934	GRANT - LAND & WATER KETTLE COVE BOAT LAU		.00	.00	.00	.00	50000.00	50000.00	0
R0935	GRANT - MPI	SHORE RD PLANNING/DE	.00	.00	.00	.00	80000.00	80000.00	0
Project	700	Totals	.00	.00	.00	.00	505000.00	505000.00	0

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 9

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	800								
	R0529 BOND PROCEEDS		1044371.90	1044371.90	.00	.00	.00	.00	0
	R0530 LEASE/PURCHASE PROCE		225000.00	225000.00	1035100.00	1035000.00	1150200.00	115100.00	11
Project	800	Totals	1269371.90	1269371.90	1035100.00	1035000.00	1150200.00	115100.00	11

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 10

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	900								
R0387	REAL ESTATE TAXES		8844879.00	8816478.80	8387057.00	8387057.34	8774241.00	387184.00	5
R0388	SUPPLEMENTAL TAXES		.00	122793.83	.00	29617.07	.00	.00	0
R0390	STATE BETE REIMBURSE		12829.00	12879.00	15450.00	15450.00	15450.00	.00	0
R0396	STATE HOMESTEAD REIM		468384.00	468384.00	616046.00	462254.00	622974.00	6928.00	1
R0398	STATE REVENUE SHARIN		582180.00	655048.01	750000.00	517734.71	800000.00	50000.00	7
Project	900	Totals	9908272.00	10075583.64	9768553.00	9412113.12	10212665.00	444112.00	5

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 11

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	1000								
R0518	SPECIAL FUNDS OVERHE		90000.00	.00	.00	.00	.00	.00	0
R1000	TXFR IN - FORT WMS P		110000.00	118475.00	200000.00	200000.00	37380.00	-162620.00	-81
R1001	TXFR IN - PTLD HEAD		100000.00	108220.00	10000.00	10000.00	27598.00	17598.00	176
R1002	TXFR IN - INFRASTRUC		.00	.00	.00	.00	205000.00	205000.00	0
R1003	TXFR IN - RESCUE FUN		55000.00	55000.00	.00	.00	.00	.00	0
R1004	TXFR IN - TIF FUND		.00	.00	.00	.00	.00	.00	0
R1005	TXFR IN - T JORDAN T		25000.00	25000.00	55000.00	55000.00	55000.00	.00	0
R1006	TXFR IN - LIBRARY BN		46112.17	46112.17	.00	.00	.00	.00	0
R1007	TXFR IN - SEWER FUND		.00	62129.00	63000.00	63000.00	67536.00	4536.00	7
R1008	TXFR IN - SPURWINK C		.00	300.00	300.00	300.00	4414.00	4114.00	371
R1009	TXFR IN - RIVERSIDE		.00	1632.00	2000.00	2000.00	1470.00	-530.00	-27
R1010	TXFR IN - TURF FIELD		.00	.00	274900.00	274915.00	.00	-274900.00	-100
R1011	TXFR IN - 2016 BOND		.00	.00	26052.00	26052.20	.00	-26052.00	-100
Project	1000	Totals	426112.17	416868.17	631252.00	631267.20	398398.00	-232854.00	-37

Date : 03/04/2021 - Thur
 Time : 16:13:15

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Project	1100								
R1100	USE OF FUND BALANCE	GENERAL FUND	1403907.83	.00	1719000.00	.00	1000000.00	-719000.00	-42
R1101	CARRY FWD - OPERATIN		209400.00	.00	136876.00	.00	.00	-136876.00	-100
R1102	CARRY FWD - CIP		2733679.00	.00	953567.47	.00	.00	-953567.47	-100
R1103	CARRY FWD - GRANTS		6000.00	.00	-26403.77	.00	.00	26403.77	-100
R1104	CARRY FWD - GIFTS		3500.00	.00	3673.35	.00	.00	-3673.35	-100
Project	1100	Totals	4356486.83	.00	2786713.05	.00	1000000.00	-1786713.05	-64

Date : 03/04/2021 - Thur
Time : 16:13:15

TOWN OF CAPE ELIZABETH
REVENUE BUDGET MASTER REPORT

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Fund	1	Totals	20808642.90	16331380.09	19305358.05	13961049.45	18627713.00	-677645.05	-4
GRAND TOTALS			20808642.90	16331380.09	19305358.05	13961049.45	18627713.00	-677645.05	-4



**Town of Cape Elizabeth, Maine
General Government (100s)
Fiscal Year 2022
July 1, 2021-June 30, 2022**

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 01							
Department 0110 ADMINISTRATION							
1001	FULLTIME-PAYROLL	463606.13	514390.00	320480.74	522492.00	8102.00	2
1002	PARTTIME PAYROLL	0.00	0.00	0.00	0.00	0.00	0
1003	OVERTIME PAYROLL	0.00	2000.00	0.00	2000.00	0.00	0
1004	COVID - 19 PAY	39768.08	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	33662.82	39504.00	23283.80	40124.00	620.00	2
2001	TELEPHONE	33366.75	39000.00	23412.14	31080.00	-7920.00	-20
2004	PRINTING AND ADVERTISING	8459.11	18300.00	5283.60	10400.00	-7900.00	-43
2005	POSTAGE	15134.24	12500.00	4857.86	7884.00	-4616.00	-37
2006	TRAVEL	5320.49	5500.00	3143.54	5500.00	0.00	0
2007	DUES AND MEMBERSHIPS	1563.00	1700.00	632.38	1700.00	0.00	0
2008	TRAINING	1624.80	2000.00	589.00	2000.00	0.00	0
2009	CONFERENCES AND MEETINGS	4561.06	4000.00	496.48	4000.00	0.00	0
2010	PROFESSIONAL SERVICE	3340.09	6000.00	3427.08	6000.00	0.00	0
2015	INTERNET ON-LINE CHARGES	10504.54	15000.00	10183.54	22900.00	7900.00	53
2016	RECORDS PRESERVATION	688.66	2000.00	676.12	2000.00	0.00	0
2034	OFFICE EQUIPMENT	0.00	4000.00	2949.99	1750.00	-2250.00	-56
2062	GA CONTRACT ADMINSTRATOR	0.00	25000.00	6432.00	15000.00	-10000.00	-40
2088	COMPUTER MAINTENANCE	40387.15	20000.00	31503.16	38600.00	18600.00	93
2300	BANK FEES	12007.31	10500.00	8094.69	14600.00	4100.00	39
2970	COVID SUPPLIES	17.23	0.00	120.22	0.00	0.00	0
2999	SCHOOL PROVIDED TECH SERVICES	47394.00	49891.00	0.00	50000.00	109.00	0
3001	OFFICE SUPPLIES	4486.23	6000.00	3780.14	6000.00	0.00	0
3008	MISCELLANEOUS EXPENSES	-2275.89	0.00	267.70	500.00	500.00	0
4021	TECHNOLOGY EQUIPMT	28454.72	52100.00	27825.19	39900.00	-12200.00	-23
Department 0110 Totals		752070.52	829385.00	477439.37	824430.00	-4955.00	-1

Administration (110)

Account 110-1001 Full Time Payroll

Budgeted Positions	FY 2020	FY 2021	FY 2022
Town Manager	112,500	125,900	129,677
Asst. Town Manager/Town Clerk	97,920	99,878	101,880
Finance Director	87,500	89,250	91,038
Deputy Town Clerk/Tax Clerk	56,830	57,967	59,129
Municipal Agent/Tax Clerk	48,840	49,816	50,812
RV Agent/Tax Clerk	44,860	45,757	46,675
RV Agent/Tax Clerk	44,860	45,757	43,281
	493,310	514,325	522,492

Telephone (110-2003) \$31,080
 Otelco - \$2,500/month 30,000
 Verizon (cell service) - \$90/month 1,080

Printing and Advertising (110-2004) \$10,400
 Tax Bill Printing (9,000*0.50) 4,500
 Photocopy supplies 3,300
 Town Report 600
 Miscellaneous Advertisements 2,000

Postage (110-2005) \$7,884
 Mailing of Tax Bills (7,200*0.50) 3,600
 Certified Mails and late notices 1,000
 Invoice Payments 2,500
 Miscellaneous pieces (approx 800) 550
 PO Box Rental 234

Travel (110-2006) \$5,500
 Mileage Allowances and Misc. Reimbursements, includes \$4,800 vehicle allowance for town manager.
 Due to COVID travel was limited in FY 2021; this budget assumes that normal travel will be restored in FY 2022.

Dues and Memberships (110-2007) \$1,700
 ICMA 1,100
 Maine Managers 250
 Misc. Professional Associations 350

Training and Conferences and Meetings (110-2008 and-2009) \$ 6,000

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. Due to COVID attendance at meetings and conferences was conducted by Zoom in FY 2021; this budget assumes that normal attendance will be restored in FY 2022, with funds remaining from FY 2021 carried forward to supplement.

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

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

Internet-On Line Charges (110-2015) \$22,900

Google gmail - 95 users	7,150
Cumulus Global - G Suite 91users	6,550
Spectrum (Time-Warner)	6,500
Evogov (website)	1,800
TownCloud	900

Time Warner Business Class \$370.00 per month or \$4,400 per year. This is for the town hall, the police department, public works and the town center fire station. The library receives free service through the Maine State Library. Website hosting fee for new website at \$1,800 annually, and TownCloud is an online agenda management software at \$900 annually.

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

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

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

Records Preservation (110-2016) \$2,000

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

Office Equipment (110-2034) \$1,750

Miscellaneous purchases of office equipment as needed.

GA Contract (110-2062) \$15,000

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

Computer Maintenance (110-2088)		\$38,600
This is for maintenance of our main frame and for various software licensing fees.		
Northern Data Systems	30,000	
Intradyn – email backup for FOAA	4,000	
MaineCom Serv - fiber optic cable	2,500	
Actem – license fee	350	
Go Daddy	150 (Capecommunityservices.org – 5yrs)	
Zoom Subscription	1,400	

Bank Fees (110-2300)		\$14,600
Bank Courier (245 days*25)	6,125	
Tax online monthly fee	300	
ACP online monthly fee	300	
ACP transactions fees	7,275	

COVID Supplies (110-2970) \$0
This line was created in FY 2021 to track the cost of COVID supplies that could be reimbursed by the federal or state governments.
Neither government has provided funds for non-emergency staff. There is no budget for FY 2022.

Cyber Security and Tech Services (110-2999) \$50,000
The Town will be subscribing to a cyber security service from an outside service. The estimated cost for this service is \$40,000 based on discussions with three different provider provided cost estimates. The remaining \$10,000 is allocated for additional technology services.

Office Supplies (110-3001)		\$6,000
Copier Paper	3,000	
Letterhead/Envelopes	1,200	
Toner Cartridges	1,000	
Miscellaneous supplies	800	

Miscellaneous Expenses (110-3008) \$500
Line is used for expenses not otherwise catagorized

Technology Equipment (110-4021)		\$39,900
Replacement of devices all depts..	33,900	
Replace access points	6,000	

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0120 ASSESSING/CODES/PLANNING							
1001	FULL TIME PAYROLL	311834.92	338319.00	202805.40	345078.00	6759.00	2
1002	PART TIME PAYROLL	0.00	0.00	834.75	0.00	0.00	0
1004	COVID - 19 PAY	14967.96	0.00	71.97	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	23708.93	25881.00	15435.58	26398.00	517.00	2
2000	CELLULAR PHONE	1975.15	2021.00	1020.70	2021.00	0.00	0
2004	PRINTING AND ADVERTISING	626.40	1500.00	350.85	1500.00	0.00	0
2006	TRAVEL	7526.81	7500.00	4903.65	7500.00	0.00	0
2007	DUES AND MEMBERSHIPS	1072.00	1280.00	430.00	1280.00	0.00	0
2009	CONFERENCES AND MEETINGS	1179.06	3000.00	600.00	4670.00	1670.00	56
2010	PROFESSIONAL SERVICE	2091.63	4800.00	1881.85	4800.00	0.00	0
2011	GIS IMPROVEMENTS	8780.50	22420.00	6703.15	11000.00	-11420.00	-51
2018	PLANNING CONSULTANT	0.00	4000.00	592.40	4000.00	0.00	0
2019	CODES TECHNICAL SUPPORT	7745.38	8600.00	14915.00	3200.00	-5400.00	-63
2034	OFFICE EQUIPMENT	927.52	1825.00	403.58	1825.00	0.00	0
2062	MISCELLANEOUS CONTRACTUAL	0.00	15000.00	0.00	15500.00	500.00	3
2970	COVID SUPPLIES	853.24	0.00	400.90	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	1174.91	1300.00	638.46	1300.00	0.00	0
3020	BOOKS/PUBLICATIONS	535.40	3014.00	0.00	1550.00	-1464.00	-49
Department 0120 Totals		384999.81	440460.00	251988.24	431622.00	-8838.00	-2

ASSESSING/CODES/PLANNING (120)

1001 Full Time Payroll 345,078

	<u>FY21 Hrs/Wk</u>	<u>FY22 Hrs/Wk</u>	<u>Actual FY21</u>	<u>FY 2022</u>
Town Planner	40	40	93,954	\$95,833
Code Enforcement Officer	40	40	75,670	\$77,183
Assessor	40	40	74,277	\$75,763
Office Manager	40	40	23.39 /hr	23.86/hr
			(\$48,651)	(\$49,624)
ACP Secretary	40	40	22.00/hr	\$22.44/hr
			(\$45,760)	(\$46,675)
TOTAL			\$338,312	\$345,078

All positions are budgeted with a 2.0% increase.

1002 Part Time Payroll 0

1020 Social Security 26,398

\$ 345,078 x .0765 = \$26,398

2000 Cellular Phone 2,021

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

2004 Printing and Advertising 1,500

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

2006 Travel 7,500

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

2007 Dues and Membership 1,280

Planner (APA/AICP, NNECAPA)	700
Code Enforcement Officer (MBOIA, Electrical Inspectors, Miscellaneous)	300
Assessor (IAAO, MAAO)	280

2009 Conference and Meetings 4,670

This account funds training needed to maintain professional certifications.

Planner:

Maine Association of Planners Meeting	50
NNECAPA Conference (cost varies)	650
Miscellaneous Training workshops	60

Code Enforcement Officer:

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

Assessor:

IAAO quarterly seminars	120
IAAO Training Course	1500
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 11,000

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.

Maintenance/development of data layers	2,000
Mapgeo annual maintenance	3,500
Training	200
Technical Assistance (37 hours a year)	3,100
Hardware/Software maintenance, registrations	1,200
Supplies	1,000

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 3,200

This account originally funded expert support for the Code Enforcement Officer as needed, such as survey, wetland mapping, and engineering, and this budget restores its traditional function. Annual contracting support has been moved to the 120-2062 account. FY 2022 funding is proposed at \$3,000 for technical support and continues a \$200.00 clothing allowance.

2034 Office Equipment 1,825

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

2062 Miscellaneous Contractual 15,500

This line was added to the 120 ACP budget in FY2021 and funds yearly contracts for services. For many years, the Code Enforcement Department has a contract to provide an online permit system. (Until FY 2021, online permitting was funded under 120-2019 Codes Technical Support.) Estimated costs to operate the *Permit Pro* system are \$7,000, plus an additional \$1,500 is recommended to update the online Short Term Rental permitting following adoption of ordinance amendments. In addition, this will be the second year that the town contracts for Short Term Rental third party enforcement assistance estimated at \$7,000.

3006 Miscellaneous Supplies 1,300

All incidental office supplies are purchased with this account.

3020 Books/Publications 1,550

Subscriptions to publications such as Zoning News and Zoning Bulletin are funded from this account, as well as occasional

reference manuals. Building, Electrical and Plumbing Codes update every 3 years, requiring purchase of updated codes.

MEMORANDUM

TO: Matthew Sturgis, Town Manager
FROM: Maureen O'Meara, Town Planner
DATE: January 22, 2021
SUBJECT: FY 2022 Assessing/Codes/Planning (ACP) budget

Attached is the recommended ACP budget for FY 2022. The budget represents funding for the Assessing, Code Enforcement and Planning Departments, which includes three department heads and 2 support staff shared by 3 departments and the Town Manager.

What to expect in FY 2022

The Assessing Department will continue to maintain property ownership and assessment records. The town-wide revaluation scheduled for the summer of 2020 had to be postponed due to the COVID-19 pandemic, but there are still NDS (Northern Data Systems, Assessing DB) system upgrades, disaster recovery measures and digital sketching that is occurring behind the scenes as part of the revaluation process. The revaluation field work will hopefully commence in the spring of 2022 when vaccination levels are ensured.

The Code Enforcement Department anticipates a high level of building activity to continue. Inspection responsibilities have incrementally expanded with state adoption of new codes, including regulation of radon and the International Mechanical Code. FEMA mapping is now projected to be adopted in 2022. In anticipation of Town Council changes to Short Term Rentals, this budget includes funding for software to support enforcement and implementation costs.

The Planning Department will continue to provide support to the Planning Board, Conservation Committee and Ordinance Committee. In addition to routine committee support, the main focus will be implementation of the Greenbelt Trails Assessment, Town Center sidewalk and other projects, Willow Brook grant, and implementation of the comprehensive plan as directed by the Town Council.

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
<hr/>							
Department 0130 TOWN COUNCIL							
2099	CONFERENCES AND MEETINGS	94.99	500.00	190.00	500.00	0.00	0
Department 0130 Totals		94.99	500.00	190.00	500.00	0.00	0

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0135 LEGAL AND AUDIT							
2010	LEGAL SERVICES	76342.75	80000.00	19127.50	50000.00	-30000.00	-38
2011	AUDIT SERVICES	35352.03	35000.00	33500.00	44500.00	9500.00	27
Department 0135 Totals		111694.78	115000.00	52627.50	94500.00	-20500.00	-18

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 revised back toward historical levels. The new amount is considered to be sufficient to address land use related issues related to zoning, paper streets, and other unforeseen issues. Audit amount is increased due to increase in audit rates.

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0140 ELECTIONS							
1002	PART TIME PAYROLL	19280.84	68950.00	50478.72	66300.00	-2650.00	-4
1020	SOCIAL SECURITY	1456.20	2980.00	3826.30	5072.00	2092.00	70
2004	PRINTING AND ADVERTISING	3414.48	4550.00	3342.19	4500.00	-50.00	-1
2005	POSTAGE	0.00	0.00	0.00	1500.00	1500.00	0
2010	PROFESSIONAL SERVICES	2517.45	15200.00	7301.92	3000.00	-12200.00	-80
2021	EQUIPMENT RENTAL	0.00	18000.00	2502.00	0.00	-18000.00	-100
2970	COVID SUPPLIES	2543.99	0.00	4831.79	0.00	0.00	0
3001	MISC. SUPPLIES	1858.05	2500.00	1671.54	2500.00	0.00	0
Department 0140 Totals		31071.01	112180.00	73954.46	82872.00	-29308.00	-26

January 20, 2021

Dear Jeremy A. Gabrielson, Chairman Finance Committee and Members of the Finance Committee:

I am pleased to submit for your consideration the Fiscal Year 2022 Elections Budget.

This budget provides for state and municipal elections on November 2, 2021, and the school budget validation referendum election and state primary on June 14, 2022. This budget does not provide for special elections however we'd be prepared should a referendum be added to the ballot in June 2022 for a school building project.

Similar to the FY 2020 and FY 2021 budgets, this budget estimates professional services and ballot costs as we continue to wait for the State to complete the selection process for new voting machines. The current lease expires 6/30/2021. Clerks have been advised to estimate associated costs higher than the current lease but provided no direction as to how much. It is recommended \$10,000 be carried from the current fiscal year to FY 2022 to cover the new lease agreement.

Hourly rates are recommended to increase; Warden \$16.00 to \$17.00; Deputy Registrar and Ballot Clerk \$14.00 to \$15.00. The increase will keep above-pace with the minimum wage and pay staff a reasonable wage to assist in the election process.

The 2020 election cycle was the most challenging I can remember. The number of elections, high voter turnout, volume of absentee ballots, sudden angst and concern from voters regarding the electoral process and conducting elections during a pandemic pushed election officials to an overwhelming limit. Staff worked hard to balance a public process through a pandemic. We did our best to address voter concerns such as purchasing a drop box for the return of absentee ballots. The benefits of absentee balloting were proven a safe and convenient way to vote with the added benefit of reducing long lines on election day.

It is still puzzling why the skepticism from voters leading up to the November election when many voters had just voted in March and/or July without incident. In the end, I believe Maine voters remain confident in elections even though for a moment in time they may have questioned the process.

Moving forward, absentee balloting will be encouraged. If voters remain engaged and voter participation increases in elections that are traditionally lower in turnout, budgets will reflect the change. This budget begins to address the need to hire staff for a longer period of time prior to an election and during the processing period closer to election day.

With the new legislature in session, we are tracking recommended changes to election law. Although I support changes to enhance elections, hopefully there will not be a call for sweeping changes as an overreaction to the November election based on what may or may not have happened throughout the country but was not a problem in Maine.

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

Elections are a collaborative effort requiring the commitment of many individuals. Thank you to election staff, town and school departments for their continued support and assistance. Thank you to the Tax Office staff for their willingness to answer many election questions and work at the polls!

A special acknowledgement to Deputy Town Clerk Kathy Maxwell. Although we were consumed with elections in 2020, other responsibilities of the town clerk's office needed attention. It was not easy. Thank you to Kathy for her outstanding efforts and support.

I am available to answer any questions.

Thank you very much.

Sincerely yours,

Debra M. Lane

Debra M. Lane
Assistant Town Manager & Town Clerk

ELECTIONS (0140)

PART-TIME PAYROLL (0140-1002) \$ 66,300.00

PERSONNEL

Election Central Staff \$ 56,000.00
Election Day Staff \$ 10,300.00

Part-time payroll budgets for Election Central Staff hired prior to election day to assist with voter registration and absentee balloting, and election day coverage. It is anticipated absentee balloting will continue to be encouraged for a safe and convenient way to vote and reduce long lines on election day. Given this "shift" of sorts, funding is requested to hire staff for a longer period of time prior to election day.

Hourly rates for election staff are recommended to increase to provide a reasonable hourly rate.

Warden \$17.00
Deputy Registrar \$15.00
Ballot Clerk \$15.00

SOCIAL SECURTIY (0140-1020) \$ 5,072.00

PRINTING/ADVERTISING (0140-2004) \$ 4,500.00

Voter registration cards and related election material \$ 500.00
Advertising \$ 100.00
Ballots and Shipping \$ 3,900.00

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

PROFESSIONAL SERVICES (0140-2010) \$3,000.00

Professional services and ballot costs are estimated, as in the prior two fiscal years, waiting for the State to enter into a new lease agreement for voting machines. The current lease expires 6/30/2021. The assumption is the State will provide 2 voting machines. It is recommended the Town lease an additional 6 machines for a total of 8. This is an increase of two machines allowing for an additional line on election day and/or additional machines for the processing of absentee ballots.

It is recommended funding for the new machines be carried forward at the end of FY 2021 to FY 2022.

Programming \$3,000.00

Voter Tabulation Machines (6) (To be carried forward \$10,000)

MISC. SUPPLIES/EQUIPMENT (0140-3001) \$2,500.00

Refreshments, lunch and dinner is provided for election staff. Funds are included for miscellaneous supplies and equipment and a reimbursement to the administrative postage account for the mailing of absentee ballots.

OUTLAY (0140-4001)

No request for fiscal year 2022.

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0150 BOARDS AND COMMISSIONS							
1002	PART TIME PAYROLL	1914.21	4000.00	1706.98	4000.00	0.00	0
1020	SOCIAL SECURITY	146.42	306.00	130.59	306.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	200.00	0.00	200.00	0.00	0
2066	PLANNING BOARD PROJECTS	10.00	2000.00	0.00	2000.00	0.00	0
2070	CONSERVATION COMMISSION	0.00	1000.00	0.00	1000.00	0.00	0
2080	RECYCLING COMMITTEE	68.55	1000.00	0.00	1000.00	0.00	0
2081	SPECIAL COMMITTEES	2514.18	6500.00	0.00	6500.00	0.00	0
2090	VOLUNTEER/STAFF APPRECIATION	4881.80	6000.00	4427.70	6000.00	0.00	0
Department 0150 Totals		9535.16	21006.00	6265.27	21006.00	0.00	0

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0160 INSURANCE							
2089	MISC. INSURANCE	113346.04	125000.00	120970.00	127000.00	2000.00	2
2091	SELF INSURANCE/DISASTER REC.	1500.00	3000.00	1000.00	3000.00	0.00	0
Department 0160 Totals		114846.04	128000.00	121970.00	130000.00	2000.00	2

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 \$1,000 deductible.

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0170 EMPLOYEE BENEFITS							
1021	MAINE STATE RETIREMENT	158004.43	259300.00	103871.85	185000.00	-74300.00	-29
1023	ICMA 401A RETIREMENT	214005.18	228000.00	130624.04	232000.00	4000.00	2
1024	DISABILITY PLAN	20774.44	22500.00	11887.54	22950.00	450.00	2
1025	HEALTH INSURANCE	950729.18	920200.00	654745.70	1000000.00	79800.00	9
1026	WORKERS COMPENSATION	134227.25	140000.00	105480.40	142800.00	2800.00	2
1030	GROUP LIFE INSURANCE	1590.62	2000.00	1066.58	2040.00	40.00	2
1031	UNEMPLOYMENT COMPENSATION	11184.88	15000.00	7367.64	15300.00	300.00	2
1032	VACATION-SICK ACCRUALS	0.00	5000.00	0.00	5100.00	100.00	2
1033	SALARY-WAGE ADJ. ACCOUNT	2310.00	7000.00	0.00	7140.00	140.00	2
1035	WELLNESS PROGRAM	3478.69	6000.00	1709.87	6120.00	120.00	2
2010	HR PROFESSIONAL SERV.	27846.00	21900.00	495.00	22338.00	438.00	2
2997	SCHOOL PROVIDED HR SERVICES	0.00	26100.00	0.00	26622.00	522.00	2
5003	CAFETERIA PLAN	338.25	1000.00	144.00	1020.00	20.00	2
Department 0170 Totals		1524488.92	1654000.00	1017392.62	1668430.00	14430.00	1

Employee Benefits (170)

The Town contributes into the MePERS system for 11 sworn police officers. The contribution rate for FY 2022 is 10.81% . The amounts are determined by MePERS. The estimated cost is \$264,486. The Town is being assessed to fund a portion of our June 30, 2013 unfunded actuarial liability for 55 retired municipal (48) and school (7) employees covered by our old retirement plan. The municipal share of the actuarial liability is 79% and the school share is 21%. This data has not been updated from last year's budget as updates were not received as of the date of this budget preparation.

For those not in MePERS, The contribution for others is a matched 7% in the 401A plan of ICMA Retirement Corporation. In addition to a 7% match into the 401A plan, the Town provides a 11.5% match into the plan for the Town Manager and up to 8% for members of the public works and police collective bargaining units.

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

Workers compensation cost has no increase above last year.

The unemployment compensation amount is based on the assessment for calendar year 2020, and conversation with our provider indicates an increase for FY 2021.

Health Insurance Summary \$938,604

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 2% as identified by Maine Municipal Employees Health Trust.

Human Resources Support (170-2997) \$26,622

Human Resource responsibilities are provided via the business office at a cost of \$26,622.

Human Resources Professional Services (170-2010)

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

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0180 DEBT SERVICE							
5008	COSTS OF ISSUANCE	42339.00	0.00	1000.00	0.00	0.00	0
5009	PAYING AGENT FEE	0.00	0.00	0.00	0.00	0.00	0
5010	PRINCIPLE PAYMENT	2086457.22	801458.00	436424.74	588772.00	-212686.00	-27
5011	INTEREST PAYMENT	246752.05	212988.00	125060.00	178027.00	-34961.00	-16
5012	CAPITAL LEASE PAY	374868.09	581889.00	587233.08	828775.00	246886.00	42
Department 0180 Totals		2750416.36	1596335.00	1149717.82	1595574.00	-761.00	0

Debt Service (0180)

The debt service budget for FY 2022 is \$242,302 less than the FY 2021 budget and \$1,396,386 less than the amount actually spent in FY 2020.

During FY 2020, the Town paid off the 2011 Refunding issue. In FY 2020, the 2008 issue was paid through a refunding. At June 30, 2019, the 2008 issue had an outstanding principal balance of \$1,125,000 that issue was paid off by a new issue of \$880,000. The new issue will be paid off in FY 2028, which is the same year that the original 2008 issue was scheduled to be paid.

The bonded principal payments during FY 2022 are \$212,685 less than the budgeted principal payment in FY 2021. Bonded interest payments are \$34,961 less for the same periods.

Lease-purchase financing has become the Town's preferred financing mechanism. The Town's utilizes a five-year level payment schedule with the first year paid in advance. During the budget process, the lease purchase budget is subject to change depending upon the CIP expense budget use of lease-purchase financing. Without allowing for an additional to lease-purchase debt, the lease payment during FY 2022 will increase by \$5,344 over FY 2021. During FY 2022, the 2017 lease for printers will be retired.



**Town of Cape Elizabeth, Maine
Public Safety (200s)
Fiscal Year 2022
July 1, 2021-June 30, 2022**



TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0210 POLICE DEPARTMENT							
1001	FULL TIME PAYROLL	1093417.49	1138022.00	714653.38	1167825.00	29803.00	3
1002	PART TIME PAYROLL	16416.35	27308.00	11425.25	27780.00	472.00	2
1003	OVERTIME PAYROLL	74014.09	133376.00	48650.98	122712.00	-10664.00	-8
1004	COVID - 19 PAY	10761.16	0.00	0.00	0.00	0.00	0
1010	SPECIAL ASSIGNMENTS	19323.79	18616.00	4501.68	18988.00	372.00	2
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	89418.20	99246.00	57248.40	102304.00	3058.00	3
2004	PRINTING AND ADVERTISING	3484.99	4525.00	3157.89	4525.00	0.00	0
2007	DUES AND MEMBERSHIPS	1175.00	2200.00	1255.00	2200.00	0.00	0
2008	TRAINING	44905.94	81988.00	17178.42	61200.00	-20788.00	-25
2009	CONFERENCES AND MEETINGS	3792.76	5000.00	300.63	5000.00	0.00	0
2010	CONTRACTED CRIME LAB	4985.00	4985.00	5085.00	5500.00	515.00	10
2032	VEHICLE MAINTENANCE	12044.38	15000.00	5482.24	18000.00	3000.00	20
2033	RADIO/PAGER MAINTENANCE	5092.98	2000.00	232.96	2000.00	0.00	0
2062	MISCELLANEOUS CONTRACTUAL	7543.49	0.00	5647.42	12800.00	12800.00	0
2063	EDUCATIONAL REIMB.	7621.19	5000.00	1078.98	6900.00	1900.00	38
2970	COVID SUPPLIES	1812.54	0.00	925.85	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	0.00	12800.00	0.00	0.00	-12800.00	-100
3001	OFFICE SUPPLIES	2900.34	3400.00	525.47	3400.00	0.00	0
3002	GASOLINE	20479.66	22220.00	13488.96	20680.00	-1540.00	-7
3004	UNIFORMS	4695.84	9800.00	2387.87	9800.00	0.00	0
3005	MINOR EQUIPMENT	9815.55	16200.00	1084.00	18000.00	1800.00	11
Department 0210 Totals		1433700.74	1601686.00	894310.38	1609614.00	7928.00	0

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0215 ANIMAL CONTROL							
2010	CONTRACTED S.P. SVCS	13581.88	13826.00	0.00	14865.00	1039.00	8
2062	REFUGE LEAGUE FEES	12891.44	12892.00	9668.58	12892.00	0.00	0
Department 0215 Totals		26473.32	26718.00	9668.58	27757.00	1039.00	4

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
<hr/>							
Department 0220 DISPATCHERS							
2010	CONTRACTED PSAP	198307.07	213188.00	309.07	224195.00	11007.00	5
Department 0220 Totals		198307.07	213188.00	309.07	224195.00	11007.00	5

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0240 MISCELLANEOUS PUBLIC PROTECTIO							
1810	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
2010	HARBORMASTER-SCARB.CONTRACT	5876.75	6024.00	0.00	6205.00	181.00	3
2074	STREET LIGHTS	57933.71	63673.00	36092.13	63673.00	0.00	0
2075	HYDRANT RENTAL	96468.00	99252.00	56719.86	99732.00	480.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3006	HARBOR ENFORCEMENT	459.51	500.00	135.00	500.00	0.00	0
3007	COMMUNITY LIAISON PR	1579.99	4000.00	543.71	4500.00	500.00	12
Department 0240 Totals		162317.96	173449.00	93490.70	174610.00	1161.00	1

CAPE ELIZABETH POLICE DEPARTMENT

FISCAL-YEAR 2022 REQUEST

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

The year 2020 presented us with unprecedented times for our department, our community and our entire nation. Every day has brought about new challenges that require new realities and expectations. One thing has remained consistent through it all is the selfless dedication of the officers that serve this community. Since the beginning of the first crisis, they have shown up every day and only asked what they can do to help.

The pandemic hit our department like it did the rest of the world, hard and fast. Within a matter of weeks, we went from COVID cases being counted in the United States, to stay at home orders and people being afraid to leave their homes. Officers found themselves asking the same questions and experiencing the same fears as the rest of society. After the initial shock, we did what we are expected to do during any crisis. We rolled up our sleeves and got to work identifying and then attempting to solve the myriad of problems our community was currently facing. We immediately shifted our attention to the most vulnerable members of our community, our seniors. Within days, we began personally contacting every senior citizen in our community and asking what we could do for them. We looked for needs and more importantly, ways to fill those needs. This process had us partnering with the schools to help deliver meals to food insecure families and we also contacted CVS and began picking up prescriptions for those unable to go out. Time and time again, we saw our officers showing creativity and ingenuity, inventing solutions on the fly.

Although officers are accustomed to the element of risk inherent in their jobs, they now had to worry about a new risk of bringing a virus home from work to their families. To help ensure the health and safety of our officers, we augmented operations to reduce the dangers as much as possible. We knew if left unchecked, COVID could rip through our agency and we simply would not have the personnel to continue operations. We immediately limited access to the station, required face coverings and began temperature checks to anyone entering the building. We recalibrated our response to low level calls and began taking complaints over the telephone to ensure the safety of officers and the citizens. The pandemic also had us responding to an increased amount of calls that included parking and beach access complaints all over town. As these challenges rolled in, officers adapted and overcame every obstacle.

As if COVID were not enough to deal with, two months into the pandemic we saw national events shaking the fragile relationships between police and the communities they serve. We now found ourselves faced with unprecedented, simultaneous challenges. Just as officers were figuring out how to perform their duties during the worst health emergency of our lifetime, we were hit with another crisis that went to the root of our profession's integrity. The dual challenges became apparent as soon as we began to meet with members of the public who wished to express their valid concerns in group settings. We were immediately faced with balancing new COVID regulations with the public's desire to exercise their rights to gather and

protest. It was immediately apparent that it is nearly impossible to create trust during a crisis, but rather leverage the trust we had already earned through our many community programs.

As a department, we decided to offer the public what we always have, support and transparency. In response to calls and emails asking about the department's policies and training, I immediately partnered with the library and Manager Sturgis to host a Zoom meeting to listen to and address the public's concerns face to face. The department then started an in-depth analysis and evaluation of our policies, training and equipment. There is no magic formula for rebuilding community trust, but our department will remain committed to looking more in depth at policy and oversight. We will continue remain committed to fostering a culture that promotes ethical decision-making and behaviors. I believe recent Freedom of Information request to all area departments from the local media requesting all officer complaints since 2016 best illustrates how our department has and will continue to provide services to our community. As other chiefs scabbled through files and met with town attorneys to coordinate their response, I simply responded, "we have had none".

Many of the additions you will see added to this year's budget are directly related to this refocus on policy, training and oversight. The first is the addition of a fourth sergeants position. This position will ensure that all shifts have a trained supervisor that will provide accountability and oversight. Sergeants ensure that all officers are performing their duties ethically, consistently and effectively. We have also refocused our training to include additional classes on biased based policing, emotional and social intelligence, de-escalation and other societal issues that encompass police. Well trained officers are better prepared to effectively address the dynamic demands of the job and reduce legal vulnerabilities for themselves and the department. Our department policies have all been undergoing a long process of re-evaluation to ensure they are based on the best industry practices and expectations. Policies are living and breathing documents that require constant maintenance, but they are also only as effective as the training officers have received on them.

In direct response to all of the high profile cases of officer uses of force across the country, the department has greatly increased our less-lethal options. These tools help ensure that the most critical events officers face can be handled without the use of deadly force. Officer's ability to access more less-lethal options will help officers bridge the gap between regular uses of force and deadly uses of force. Although use of force is rare by our officers (7 instances in 2020), the majority of those cases involve people in crisis or suffering a medical emergency. Often times these individuals are simply unable to understand or comply with an officer's commands. To put it simply, I want to equip our officers with as much time, distance and options possible to take a person into custody without deadly force. The larger SUV for supervisors will ensure that all of our department tools to ensure safe resolutions will be available and deployed appropriately. The new in-vehicle camera systems will ensure that we continue to enhance transparency and promote accountability between the department and the community we serve.

FY 2022

Over the next year, our department hopes to continue our department philosophy that promotes organizational strategies which support the use of partnerships and problem-solving techniques. We understand that we need to constantly reform policy and re-imagine the way we deliver our police services. In order to do this, we must build bridges with the community and build a strong sense of procedural justice within all segments of our community. As fellow community members, we must be willing to listen and discuss the realities of policing, identifying meaningful solutions and understand trust is the bedrock of successful policing.

Respectfully submitted,

Paul W. Fenton
Chief of Police

FULLTIME PAYROLL (210-1001)

\$1,167,825

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 includes assumes a 2% increase for members of the Police Association, as contract negotiations have just begun. The figure also includes significant longevity pay steps for those four officers recently received. It should be noted that our last three hires have a combined 40 years of police experience. Although having experienced officers is a tremendous asset on every call for service, it becomes costly in terms of wages.

Also included in this year's figure is the addition of a fourth sergeant's position. The addition of this official position is long overdue and even more important in today's challenging times and demands for police accountability. Sergeants are our "liability gatekeepers" and they directly impact officer's performance and behaviors. One of our shifts has been historically overseen by a "Swing-Shift Supervisor" that basically fills in the role of an unofficial sergeant. This shift is bid for on an annual basis and the officer selected receives \$1.98/per hour (1/2 of Sgts. Pay) for the additional responsibility per our current contract. It is my strong feeling that in order to promote consistency, oversight and accountability from my supervisors, this position should hold the official rank of sergeant. As chief, I require close and effective supervision from my command staff and it is critical that we have the correct people in these positions. An official promotional process would ensure that we have the qualified and appropriate person filling that most important role.

PART TIME PAYROLL (210-1002)

\$27,780

This 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 in to 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 Cape school children twice a day for the 180 school days throughout the school year.

OVERTIME PAYROLL (210-1003)
\$122,712

The Police Department is unique because we are a 24/7 operation that requires a minimum staffing of two officers at all times. Although three officers are eligible to retire at any time, we are currently running at full staff. If we are able to remain at our current staffing levels, we will be able to utilize our “Vacation Filler” position to fill a significant amount of the sick, vacation, or holiday time utilized by our staff. An issue exists that if one officer is out for a significant amount of time the “Vacation Filler” is used to cover that officer’s regular shifts and is unable to cover other vacation, holidays and sick time.

I do expect to see a significant spike in time-off requests for next year and that could directly impact the overtime budget. One of the many impacts of the COVID pandemic on our staff was the cancelation of time off and planned vacations. Hopefully, this year will allow some restrictions to loosen and I expect officers will request and more importantly need time off to recoup and recharge. When possible, we pull officers assigned to specialty positions to cover the road in order to help reduce overtime costs. This year our School Resource Officer and Community Liaison Officer were able to cover the road for 273 shifts, when they were not delivering food and prescriptions because schools were closed and most meetings were canceled. This extra coverage combined with reduced time-off requests resulted in a significant reduction of our overtime budget for FY 2021.

As a policy, I have quarterly supervisors’ meetings and bi-annual department meetings/trainings to ensure all officers are performing their duties lawfully, ethically, and consistently.

SPECIAL ASSIGNMENTS (210-1010)
\$18,988

Special assignments are outside details usually associated with a request from an organization for assistance, such as traffic direction or security. They are typically 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. Officers can also be requested by construction companies, utility companies or the City of South Portland to cover construction jobs that obstruct roadways. Although the community events are somewhat consistent in number, the construction jobs are extremely unpredictable and difficult to project accurately.

The COVID pandemic and local protests had deep impacts on last year’s budget. Although we saw a reduction in the number of hours covering sporting events, there were numerous additional

details requested for dealing with parking issues related to Cliff House Beach and the closure of Fort Williams Park. Officers were also sent to help secure the protests in Portland as well as the events we experienced locally. There also was an increase of election detail coverage to provide additional security and to enforce social distancing and masking regulations.

ADVERTISEMENT (210-2004)

\$4,525

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 has no scheduled openings thus far, but three officers are currently eligible to retire.

DUES & MEMBERSHIPS (210-2007)

\$2,200

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 100 hours of free web-based training offered by IACP and FBINAA alone.

TRAINING (210-2008)

\$61,200

This line item covers the costs for officers attending training and the overtime to fill any shifts possibly left open by their absence. Last year we experienced a large increase in this budget item because of the significant anticipated costs required to train every officer in the department on the new software being purchased by our dispatching provider. Although, this project is still ongoing we could see some of the training pushed into the next fiscal year.

The Cape Elizabeth Police Department is widely known as one of the most highly trained and educated Police Departments across the state. This level of training and education is reflected in how our officers handle calls, write reports and interact with members of the public. The consequences of *not* training can be dire in terms of liability and accountability. Never has that all been readily apparent than over the past year, as we saw the very concerning events unfold across the country. I immediately responded by engaging our officers in a series of very specific training classes that included de-escalation, duty to intervene, implicit bias and use of force. I hope to continue to these trainings and others going forward.

One area I feel we need training improvements is the scenario based training that incorporates de-escalation, less lethal and use of physical force all together. These critical skills can only be developed effectively through hands-on training. Human error and panic on the part of officers will always exist and it can only be minimized through proper quality training.

CONFRENCES & MEETINGS (210-2009)

\$5,000

The Maine Chiefs of Police Association hosts three conferences throughout the State during the year. 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.

This past year, I attend the IACP Conference on-line. The live conference included three full days of web based training that included topics like *Managing a Crisis Within a Crisis, COVID-19 Response and Effect and Transparency in the Spotlight*. In addition to the three days, IACP made recording of all the presentations available on-line for one year. This allows me to access presentations anytime of the day or night from a computer or phone. This new feature has allowed me to view over twenty-five additional sessions while my kids attend sports practices.

CONTRACTED CRIME LAB (210-2010)

\$5,247

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.

VEHICLE MAINTENANCE (210-2032)

\$18,000

The Department is fortunate enough that a regular replacement cycle for cruisers has been kept in place. 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. Included in this account are tires needed for all the police vehicles (approx. 30 per year).

FY 2022

RADIO MAINTENANCE (210-2033)
\$2,000

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 perform almost every police function and they simply keep our officers safe.

MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)
\$12,800

This account houses the usual once a month fees that are incurred by the Department during the fiscal year. An example of these once a month requests are air cards for laptops in the cruisers, Metro circuit, Fair Point lines, vehicle cell phones, CMP, and cleaning supplies for the custodian.

EDUCATIONAL REIMBURSEMENT (210-2063)
\$6,900

This line item 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. Our department remains one of, if not the most highly educated departments in the state with all officers holding college degrees and over half have attained their master's degree.

OFFICE SUPPLIES (210-3001)
\$3,400

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.

GASOLINE (210-3002)
\$20,680

The price for gasoline was locked in by Public Works at \$1.88 for the year. This is down from last year's \$2.02 per gallon. The Department typically budgets for 11,000 gallons of gas and that figure is based on yearly averages.

MINOR EQUIPMENT (210-3005)
\$18,000

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 the officers and crossing guards, parts, batteries, radar repairs and equipment testing. The slight increase this year will cover some cost associated with the purchasing of new equipment for the new dispatch software.

CONTRACTED ANIMAL CONTROL (215-2010)
\$14,865

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.

REFUGE LEAGUE FEES (215-2062)
\$12,892

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 of 9015. Although 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, micro chipping and spay/neutering services.

CONTRACTED PSAP (220-2010)
\$224,195

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 increase by 5% this year to help offset the costs for purchasing the new Dispatching and Records Management Software. We have also budgeted extra money this year to cover any unanticipated technical costs associated Portland's multi-million-dollar upgrade to the records management system.

FY 2022

CONTRACTED HARBOR MASTER (240-2010)
\$6,205

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 2021. 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)
\$63,673

This line item covers all the costs associated with the town's street lights. I did not see the need to increase this budgeted item this fiscal year.

COMMUNITY LIASON (240-3007)
\$4,500

The entire department has embarked on a huge "Community Connections Campaign" over the past few years. This campaign has not been limited to only the SRO (School Resource Officer) and CLO (Community Liaison Officer), but members of the entire department that have been hosting meetings, trainings and tours. I would like to significantly increase this line item to offset some of the costs associated with these programs. This line item would cover the costs of food and refreshments, stickers, coloring books and other materials to support our programs. It would also pay for the annual software upgrades to our speed trailer and our new "Text a Citizen" program. After this very challenging year, I believe it is imperative that the department seek any opportunity to connect with members of our community

CRUISER (715-4004)

\$58,000

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. Historically the cost of a vehicle increases 2-4% annually. The significant increase in vehicle replacement costs last year was due to Ford introducing a new body style for their 2020 Police Explorers. That change in body style will impact the installation and replacement costs for equipment within the vehicle that will have to be replaced or retrofitted. This year we will be replacing the final vehicle that will need to be “retrofitted” with new equipment.

This year, I would like to replace the one Explorer with a larger Chevy Tahoe SUV. The department is continually asking officers to respond to an ever-expanding variety of calls. Therefore, we must equip officers with the necessary tools and equipment needed to make them more effective, efficient and safe. Over the last year, 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. This vehicle is needed to simply hold all the additional equipment. Officers will soon be implementing more mid-range less lethal options that include a shield, pepper ball gun and a beanbag shotgun. The new larger SUV would be designated and labeled as a “Supervisor Vehicle” and operated by the shift supervisor to ensure this equipment is being deployed immediately, effectively, appropriately, and within department policy.

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.

IN-VEHICLE CAMERA REPLACEMENTS (715-*)**

\$18,500

The police department has in-vehicle cameras in all of its three marked patrol units. These cameras record audio and video on every traffic stop officers perform and are also worn by officers on critical calls. These devices have assisted our department in developing community trust through transparency, as well as enhance officer safety. These in-vehicle camera systems can provide evidence that increases conviction rates, legitimizes police responses, keeps officers accountable and citizens informed.

Our current cameras are beyond the factory recommended lifespan and are in need of replacement. All three are out of warranty and the costs of repair are quite significant. The units need to be removed by a technician, shipped out of state, repaired and shipped back to Maine.

LESS LETHAL EQUIPMENT (715-4028)
\$8,900

Over the last year, 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 uses of force. They are not designed to cause serious bodily injury or death. Traditionally, officers have relayed on tasers, pepper spray and batons as their only less lethal options. All of these less lethal options can only be used from a very close range. We are in the process of introducing more mid and long range tools that will help officers deescalate situations from a safe distance. The two main additions to our less lethal options include PepperBall and a less lethal shotgun. The initial costs of officers training on these new platforms will be absorbed by our training budget, but there will still be equipment costs associated with training rounds. Officers need to reach a certain level of initial and ongoing proficiency with each device before they are certified to deploy the equipment in the field. Pepper Ball training and duty rounds will cost approximately \$1,500 and Beanbag \$1,800.

Tasers are still an important less-lethal option used in close range situations when force is justified to subdue potentially dangerous person who would have otherwise been subjected to more lethal weapons, such as firearms. The costs above will include the replacement of (4) Tasers that are out of warranty and are in need of replacement. Unlike most departments, in order to reduce costs, we do not issue Tasers to individual officers, but instead share the five units amongst the staff. This line item also reflects the costs of twenty-eight training cartridges (2 per officer) that are required to be shot bi-annually in order to maintain certifications. Also included are the costs of training targets and other training materials.

SWAT DETAIL EQUIPMENT (715-4029)
\$3,600

The department currently has two officers assigned to the Southern Maine Regional SWAT Team. Having two officers on the SWAT teams allows the department to have highly skilled and trained officers within our own ranks should an active shooter or some other type of high risk/low frequency event occur. 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 be presented with during an event. In addition to training these two officers, it is imperative that we provide them with the equipment required for them to fulfill their duties both safely and effectively. Since our officers are part of a multi-jurisdictional team, the majority of the costs are shared by the three agencies.

The costs listed above will cover the cost of cold weather gear, gas mask filters, training classes and additional training ammunition.

**BULLETPROOF VESTS REPLACEMENT (715-5288)
\$900**

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. Officer's 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 one vest that is scheduled to expire next fiscal year.

**VARIABLE MESSAGE BOARD REPLACEMENT (715-4037)
\$21,000**

This item is actually a replacement of an existing large message board and trailer used by Public Works that has outlasted its lifespan. The unit would still be used by both the police and public works departments, but officers would ensure it can be deployed at any time of day or night. Over the past year, we have used the police department's radar/message board as a replacement, but the radar is in high demand by the public to address our constant speeding complaints. The large message board is utilized by the police department and public works to keep the public informed about a host of local issues. Most often it is used to make the public aware of traffic diversions and road closures due to construction or road races. The message board is also utilized to provide emergency messages at the schools and other areas in town. During the recent pandemic, we used the message board to alert the public of closures at the State Park and Ft. Williams. We also set the message board in the center of town to provide positive messages to the public during the challenging times.

PROMOTIONAL PROCESS SERVICES (715-*)
\$3,800**

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. It is a significant, time-consuming decision and involves the future of not only the department, but the community as well.

In the past, we have had a very basic promotional process that included a written exam and interview panel. We simply purchased on-line testing materials and rented the books officers need to study for the exam. The material in the books and on the exam are very general and in no way specific to the duties and functions of a Cape Elizabeth Police Officer. I wish to utilize a local 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. Individual and group job simulations offer in-depth information and insight on an individual's strengths, weaknesses, and overall performance potential. The performance of candidates is evaluated by trained assessors, providing information unattainable from written tests, interviews or any other source.

I believe this more detailed and thorough process will ensure we promote the best candidate to provide the supervisory oversight for our officers and the community.

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0225 WETEAM							
1002	PART TIME PAYROLL	10415.55	10000.00	7023.62	15000.00	5000.00	50
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	796.84	765.00	537.26	1100.00	335.00	44
2000	CELLULAR PHONE	198.35	600.00	191.88	600.00	0.00	0
2008	TRAINING	892.00	1000.00	0.00	1500.00	500.00	50
2032	VEHICLE MAINTENANCE	1038.98	2500.00	393.23	2500.00	0.00	0
2033	RADIO MAINTENANCE	2888.12	8000.00	87.53	3000.00	-5000.00	-62
2034	EQUIP. MAINTENANCE	594.56	1200.00	42.52	1200.00	0.00	0
2071	PHYSICALS & SHOTS	0.00	300.00	0.00	300.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	342.41	600.00	0.00	600.00	0.00	0
3004	UNIFORMS	1704.90	2100.00	346.00	2400.00	300.00	14
3006	MISCELLANEOUS SUPPLIES	49.95	1500.00	0.00	1500.00	0.00	0
Department 0225 Totals		18921.66	28565.00	8622.04	29700.00	1135.00	4

WETeam Accounts (225)

Payroll (1002)

This covers the payroll for calls and training hours for the team members. This team is the exception to declining numbers of people volunteering. The team has seen a significant increase in numbers so we have adjusted the payroll up as more people are responding to calls and attending training.

Training (2008)

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

Vehicle Maintenance (2032)

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

Radios (2003)

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

Equipment (2034)

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

Physicals (2071)

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

Fuel (3002)

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

Uniforms (3004)

This covers the purchase of float coats and dry suits.

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0230 FIRE DEPARTMENT							
1001	FULL TIME PAYROLL	88400.60	89378.00	55983.80	134000.00	44622.00	50
1002	PART TIME PAYROLL	297425.21	340000.00	248805.14	395000.00	55000.00	16
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0
1012	HYDRANT SHOVELING	960.52	3000.00	0.00	0.00	-3000.00	-100
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	29178.11	33100.00	22709.43	39000.00	5900.00	18
2000	CELLULAR PHONE	4725.60	3500.00	2454.68	4000.00	500.00	14
2007	DUES AND MEMBERSHIPS	6927.82	9000.00	4641.15	6000.00	-3000.00	-33
2008	TRAINING	8413.49	7000.00	2876.00	4500.00	-2500.00	-36
2009	CONFERENCES AND MEETINGS	0.00	500.00	0.00	500.00	0.00	0
2032	VEHICLE MAINTENANCE	38034.30	40000.00	24277.56	45000.00	5000.00	12
2033	RADIO/PAGER MAINTENANCE	11964.84	34000.00	35488.83	28000.00	-6000.00	-18
2034	EQUIPMENT MAINTENANCE	13604.29	14000.00	8526.32	12000.00	-2000.00	-14
2071	PHYSICALS & SHOTS	224.00	3000.00	0.00	2000.00	-1000.00	-33
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	7099.47	9000.00	5161.21	9000.00	0.00	0
3004	UNIFORMS	23736.67	28000.00	10944.19	30000.00	2000.00	7
3005	MINOR EQUIPMENT	44215.23	40000.00	18770.86	30000.00	-10000.00	-25
3006	MISCELLANEOUS SUPPLIES	7724.90	13000.00	1049.62	13000.00	0.00	0
3007	FIRE PREVENTION SUPPLIES	36.95	1500.00	95.00	1200.00	-300.00	-20
Department 0230 Totals		582672.00	667978.00	441783.79	753200.00	85222.00	13

Fire Department Accounts (230)

Full Time Pay (1001)

Covers the salary of the chief and the department's full time administrative assistant.

Part Time Payroll (1002)

This covers the pay for a deputy chief and members of the fire department call companies. In addition it pays for the per diem staffing of Engine 2 with two firefighters 24 hours a day. We are staffing Engine 2 with licensed EMS personnel so that not only are they firefighters they can also assist the ambulance crew and be available to staff the second ambulance if it is needed. By doing this we have been able to reduce the number of times we call for mutual aid. We are fortunate that many of our per diem firefighters are also paramedics, which enables us to staff both ambulances at the paramedic level. The side effect of this is an increase in payroll as to be competitive with other agencies we pay paramedics a higher rate than basic EMT's.

Mobile Phones (2000)

This account covers the cost of the department's cell phone, the cell service for 4 I pads and our share of the Page Gate system at PRCC.

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 \$1,100 per student. We have reduced this line as we are having fewer new recruits that require Firefighter 1&2.

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. Our two primary pumpers are 22 and 17 years old respectively. Due to the complexity of our vehicles more of the service is being done by the dealerships service center.

Comment [PG1]:

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 also replacing one trucks 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 hose are tested by third parties.

Physicals (2071)

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

Fuel (3002)

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

Gear and Uniforms (3004)

This account also covers the purchase of each member's turnout gear. Turnout gear consists of a coat and pants at \$2,100, helmets \$265, gloves \$100 and boots at \$180. We are purchasing twelve 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.

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. We have not hosted the appreciation night event this budget cycle due to Covid 19. I have included the funds in this budget in hopes that we will be able to resume the event.

Fire Prevention Supplies (3007)

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

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0231 RESCUE							
1002	PART TIME PAYROLL	0.00	395000.00	243222.90	410000.00	15000.00	4
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	0.00	30217.00	18547.06	32465.00	2248.00	7
2000	CELLULAR	0.00	2400.00	633.92	3000.00	600.00	25
2007	DUES AND MEMBERSHIPS	0.00	3000.00	1996.00	3000.00	0.00	0
2008	TRAINING	0.00	15000.00	1063.60	10000.00	-5000.00	-33
2010	PROFESSIONAL SERVICES	0.00	28000.00	11996.66	28000.00	0.00	0
2032	VEHICLE MAINTENANCE	0.00	15000.00	5272.80	17500.00	2500.00	17
2033	RADIO MAINTENANCE	0.00	9000.00	6382.48	10000.00	1000.00	11
2034	OFFICE EQUIPMENT	0.00	11000.00	1484.50	11000.00	0.00	0
2071	PHYSICALS & SHOTS	0.00	2000.00	0.00	15000.00	13000.00	650
2970	COVID SUPPLIES	0.00	0.00	4487.48	0.00	0.00	0
3004	UNIFORMS	0.00	6000.00	2397.95	6000.00	0.00	0
3005	MINOR EQUIPMENT AND REPAIR	0.00	67000.00	43648.42	50000.00	-17000.00	-25
3006	MISCELLANEOUS SUPPLIES	0.00	3000.00	406.05	3000.00	0.00	0
3022	MOTOR FUELS	0.00	5500.00	2384.38	6000.00	500.00	9
3998	AMBULANCE - UNCOLLECTIBLES	0.00	0.00	-716.92	0.00	0.00	0
3999	AMBULANCE - CHARGE OFF	0.00	50000.00	11711.10	0.00	-50000.00	-100
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0
Department 0231 Totals		0.00	642117.00	354918.38	604965.00	-37152.00	-6

Rescue Budget Account (231)

Part Time and Per Diem Payroll (1002)

Pay for the per-diem personnel and our Medical Director. This covers all emergency calls and training. The vast majority of our EMS calls are covered by the per diem staff. The account was reduced as the department administrative persons pay is now covered by the fire department full time account.

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 and portable radio 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.

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 and medical gloves. Basically this account covers all the medical supplies carried by our ambulances, police cars and fire trucks. While we are incurring additional costs associated with the increased use of PPE we are able to reduce this line as we purchased the automatic CPR devices in last year's budget.

Miscellaneous Supplies (3006)

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

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0235 FIRE POLICE UNIT							
1002	PART TIME PAYROLL	6479.81	8000.00	2877.45	6500.00	-1500.00	-19
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	495.72	615.00	220.15	500.00	-115.00	-19
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	2530.50	3500.00	60.95	3000.00	-500.00	-14
Department 0235 Totals		9506.03	12115.00	3158.55	10000.00	-2115.00	-17

Fire Police (235)

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

Part Time Payroll (1002)

Pay for the members of the company.

Miscellaneous Supplies (3006)

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

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0250 EMERGENCY PREPAREDNESS							
1002	PART TIME PAYROLL	3145.00	3207.00	1603.50	3270.00	63.00	2
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	240.59	245.00	122.67	130.00	-115.00	-47
2033	RADIO MAINTENANCE	1200.00	3000.00	0.00	0.00	-3000.00	-100
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	329.88	500.00	175.02	3000.00	2500.00	500
Department 0250 Totals		4915.47	6952.00	1901.19	6400.00	-552.00	-8

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 2022
July 1, 2021-June 30, 2022**

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0310 PUBLIC WORKS							
1001	FULL TIME PAYROLL	643498.91	690225.00	503483.67	714600.00	24375.00	4
1002	PART TIME PAYROLL	6430.00	6500.00	1007.50	6500.00	0.00	0
1003	OVERTIME PAYROLL	92065.06	130000.00	48050.46	130000.00	0.00	0
1004	COVID - 19 PAY	25965.87	0.00	406.28	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	54675.46	63245.00	41342.25	65107.00	1862.00	3
2000	CELLULAR PHONE	2518.92	2220.00	1212.66	2400.00	180.00	8
2002	POWER	13509.37	13000.00	9544.03	13000.00	0.00	0
2003	WATER AND SEWER	5811.00	6465.00	6280.86	6800.00	335.00	5
2004	PRINTING AND ADVERTISING	1213.34	2000.00	636.98	2000.00	0.00	0
2007	DUES AND MEMBERSHIPS	648.00	750.00	343.00	750.00	0.00	0
2008	TRAINING	1309.80	2500.00	2039.99	2500.00	0.00	0
2009	CONFERENCES AND MEETINGS	353.05	500.00	37.00	500.00	0.00	0
2010	PROFESSIONAL SERVICES	4016.53	0.00	0.00	0.00	0.00	0
2021	EQUIPMENT RENTAL	3394.82	1500.00	1604.00	2500.00	1000.00	67
2022	UNIFORM RENTAL	2443.75	4755.00	1681.15	4800.00	45.00	1
2025	SAFETY EQUIPMENT	12125.33	13250.00	6531.79	14000.00	750.00	6
2032	VEHICLE MAINTENANCE	141862.55	115000.00	79263.86	120000.00	5000.00	4
2033	RADIO MAINTENANCE	1133.77	1750.00	355.79	1750.00	0.00	0
2036	TRAFFIC SIGNAL MAINTENANCE	2454.36	1500.00	765.00	1500.00	0.00	0
2037	CONTR.STORM DRAIN MAINT.	27874.00	34000.00	25705.00	34000.00	0.00	0
2038	CONTR.SNOWPLOW SERV.	43000.00	45615.00	45384.00	46000.00	385.00	1
2039	PAVEMENT MARKINGS	33395.86	33500.00	40.25	34000.00	500.00	1
2050	MAILBOX REPAIR	655.82	500.00	234.07	600.00	100.00	20
2060	MISC.CURBING REPAIRS	0.00	1000.00	0.00	1000.00	0.00	0
2062	MISCELLANOUS CONTRACTUAL	2764.64	2500.00	2601.12	2800.00	300.00	12
2063	ALARM SERVICE MONITORING	851.14	1000.00	435.89	1000.00	0.00	0
2071	PHYSICALS & DRUG TESTING	1112.50	1600.00	703.00	1300.00	-300.00	-19
2970	COVID SUPPLIES	827.69	0.00	520.90	0.00	0.00	0
3001	OFFICE SUPPLIES	1250.49	1300.00	1406.72	1500.00	200.00	15
3002	GASOLINE	9335.35	11315.00	7617.07	10600.00	-715.00	-6
3003	HEAT	17443.61	23050.00	14982.85	23000.00	-50.00	0
3005	MINOR EQUIPMENT	4886.11	5250.00	4516.34	5500.00	250.00	5
3006	MISCELLANEOUS SUPPLIES	746.00	750.00	1445.02	1300.00	550.00	73
3030	AGGREGATE & LOAM	3492.58	3500.00	5123.46	4500.00	1000.00	29
3031	SAND	12810.00	12000.00	11374.00	12000.00	0.00	0
3032	SALT & CHLORIDE	68969.07	104000.00	49816.23	104000.00	0.00	0
3033	COLD BITUMINOUS MIX	2944.50	3500.00	253.80	3000.00	-500.00	-14
3035	GUARDRAIL REPAIR	112.33	250.00	84.65	250.00	0.00	0
3036	STREET SIGNS	6783.02	7000.00	6153.08	7000.00	0.00	0
3038	STORM DRAIN MATERIAL	7849.38	8000.00	4966.07	8000.00	0.00	0
3039	MS4 PROGRAM	28694.13	31430.00	23170.50	31700.00	270.00	1
3040	DIESEL FUEL	26272.26	35100.00	21080.00	29500.00	-5600.00	-16
5420	STORM DAMAGE	32539.25	0.00	0.00	0.00	0.00	0
5432	HANNAFORD TURF FIELD REPLACE	10996.66	0.00	0.00	0.00	0.00	0
Department 0310 Totals		1361036.28	1421320.00	932200.29	1451257.00	29937.00	2

**TOWN OF CAPE ELIZABETH
PUBLIC WORKS DEPARTMENT**

10 Cooper Drive
Cape Elizabeth, ME 04107



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

Date: January 20, 2021
To: Members of the Cape Elizabeth Town Council
Matthew Sturgis, Town Manager
Re: **Proposed FY 2022 Public Works Department Operating Budget**

Please find the enclosed individual budgets that comprise the Public Works Department Operational Budgets. They include the Public Works (310), Refuse & Recycling (320), and the newly-created Parks & Grounds (330) budgets. Also included are the special fund budgets for Sewers (815) and Riverside Cemetery (860).

The budgets as proposed herein 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.
- Locally-owned portions of the Town's sewer system.
- Operations and management of Riverside Cemetery.
- Various support to other Departments, User Groups, Agencies, and Residents.

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

Respectfully Submitted,

Jay Reynolds
Public Works Director
Town of Cape Elizabeth
Public Works Department
10 Cooper Drive
Cape Elizabeth, ME 04107
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(207) 799-4151

PUBLIC WORKS (310) ACCOUNT SUMMARY

Full-Time Payroll (1001)

\$714,600

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 2% increase in all 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).

Notes:

- Various Equipment Operator hours are charged off to other salary accounts (Recycling Center, Parks, School Grounds, Fort Williams, Riverside Cemetery, Sewer) so that salary costs are proportionately distributed amongst the other department accounts.
- This total amount includes an offset of revenues that are generated by vehicle maintenance. Labor time/hours are billed to other departments that utilize the service.
- Supplemental Funds for Allowances (Licenses, Trainings, and Certifications), if attained: \$3,000.

Part Time Plowing Personnel (1002)

\$6,500

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

Overtime (1003)

\$130,000

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. This budget has been decreased (by \$7,800) to account for savings realized with contractual plowing services proposed in the School Grounds (641) budget.

Social Security (1020)**\$64,510**

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

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)**\$13,000**

This account funds the electricity costs at the Public Works facility.

Water & Sewer (2003)**\$6,800**

The Public Works Facility, Recycling Center, and Gull Crest Fields are served by public water. Budget amount has been increased to account for a Portland Water District rate increase of 4.4 percent, which went into effect on December 2020.

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

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 the Maine Golf Course Superintendents Association.

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)**\$500**

This account covers registration fees for workshops and meetings attended by the Director and Foremen. 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)**\$2,500**

This appropriation covers rental of minor equipment not owned by the Town (wood chipper, roller, etc.). The department leases numeric pagers for the winter season call personnel during the winter months and for the Supervisor, Parks Foreman and Mechanics, who also share on-call duties throughout the year.

Employee Uniform Rental (2022)**\$4,800**

Covers the cost of an outside supplier to provide work uniforms (shirts, pants, coveralls) for Public Works employees. The uniform rental has been spread over several budgets, with the majority being disbursed from this account.

Safety Equipment Allowance (2025)**\$14,000**

This account covers the purchase of required safety shoes, protective clothing, and/or other approved safety equipment, per the Union Contract. Each employee is reimbursed for an amount not to exceed \$650.00 towards the purchase of safety equipment/gear. It also covers personal protective equipment (PPE) purchased by the department.

Equipment Maintenance (2032)**\$120,000**

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. Adherence to standardized equipment replacement schedules will keep this account from increasing in the future.

Radio Equipment Maintenance (2033)**\$1,750**

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

Traffic Signal Maintenance (2036)

\$1,500

This amount covers the annual maintenance to the Town's traffic signals (2) and crosswalk flashers (4). 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 cost of contracted cleanings of our stormwater catch basins along with the disposal of the residual materials. The amount budgeted is for 150 hours @ \$195.00/hour.

This account also covers the annual maintenance of six stormwater control units. The Town contracts out the maintenance of these existing structures at an annual cost of \$1,800. Additional funds (\$600) have been added in advance of the Town accepting ownership of the Village Green, which has two additional stormwater treatment units.

This account also covers 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.

Contracted Snow Plowing Services (2038)

\$46,000

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 School Grounds budget (641), this budget has been increased in FY'22 to include contractual plowing and sanding at the above-mentioned facilities. This increase is offset slightly by decreases/savings in the Public Works overtime (310-1003) and winter sand (310-3031) budgets.

Pavement Markings (2039)

\$34,000

This account covers the expense of painting all pavement markings (yellow centerlines and white edge lines) on all Town-maintained roads. It also covers the painting of all parking stalls, crosswalks, arrows and other required traffic symbols on our public ways, municipal parking lots and on the school campus. This account is proposed to be increased due to the additional pavement markings added at the Recycling Center and at Fort Williams Park. Some parking lots are painted every other year, depending on need and amount of fading (wear and tear).

- Mailboxes & Materials (2050) \$600**
This account covers new mailboxes and/or posts that are damaged in the course of snow plowing.
- Curbing Repairs (2060) \$1,000**
This account covers minor repairs to curbing damaged by snow plowing.
- Misc. Contractual Services (2062) \$2,800**
This account covers incidental contracted services, along with cleaning supplies and paper goods.
- Alarm System Monitoring Services (2063) \$1,000**
Covers the monitoring services for 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). The program includes all public works personnel (except the Clerk and P.T. Recycling Center Attendant) and the school bus drivers. A third party medical provider is utilized to manage the testing program. The Public Works share of the program is approximately \$1,200. The remaining funds go towards pre-employment physicals, audiograms (for selected employees operating mowing equipment) and mandated respiratory clearance testing for employees.
- Office Supplies (3001) \$1,500**
This account covers office supplies, printer cartridges, calendars, et cetera.
- Gasoline (3002) \$10,600**
This account covers regular unleaded gasoline costs for the Public Works Department. The budgeted amount is based on a cost of \$1.88 per gallon at an estimated use of 5,600 gallons per year.
- Heat (3003) \$23,000**
This account covers heating oil for the Public Works Facility. The budgeted amount is based on an approximate use of 10,500 gallons.

Minor Equipment (3005)	\$5,500
This covers shop tools for the department, replacement of miscellaneous office equipment, furnishings and power equipment (chain saws, hand tools, etc.), along with small equipment replacement used in the Highway Division operations.	
Miscellaneous Supplies (3006)	\$1,300
This account covers the cost for miscellaneous items, such as cleaning supplies, trash bags, and paper goods.	
Aggregate & Loam (3030)	\$4,500
This account covers the cost of gravel, masonry sand and loam for small projects.	
Winter Sand (3031)	\$12,000
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 \$12.00 per cubic yard.	
Salt & Chloride (3032)	\$104,000
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 a cost of \$56.50/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)	\$250
Covers the cost of maintenance and /or repair of guardrails.	
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)	\$8,000
This account covers the cost of replacement materials, all associated with the Town's storm drainage system.	

MS4 Stormwater Program & Contracted Services (3039) \$31,700

The Town continues to be subject to a Clean Water Act Permit for its separated storm sewer system discharges. A new Permit was issued in October 2020, which becomes effective July 1, 2022 to allow the Town time to plan for implementation requirements.

By March 31, 2021 the Town will need to update its Permit planning documents, and submit them for review to the Maine DEP, while implementing the other elements of the Permit that continue to be in effect. The Maine DEP will take the time between March 31, 2021 and July 1, 2022 to review the planning documents, and issue a DEP Order, which contains several Town-specific requirements. It is anticipated there will be discussions back and forth as the planning documents and DEP Order are finalized before the July 1, 2022 date.

Planning for the new permit requirements is complicated by an Appeal filed by Friends of Casco Bay. The Appeal requests changes that may require staff and consultant time and cost related to ordinance changes for development, and addressing water quality impairments. These changes will not affect the 2020/2021 budget, but would affect future budgets.

For the 2020/2021 budget, the Town will continue to conduct the activities required by the current permit. As with prior years, most activities required by the Permit are completed by the Public Works Staff including continued inspections of stormwater outfalls, ditches and catch basins, and maintenance of the stormwater infrastructure. However, Integrated Environmental Engineering will continue to assist the Town by training public works employees, update 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, including time to review any DEP comments on the Permit Planning Documents and the DEP Order, which we expect to receive in the summer or fall of 2021.

The Town will also continue to work with the Interlocal Stormwater Working Group (ISWG) on Public Education elements of the General 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. Our share of the FY 2021 ISWG budget is 3% higher than FY 20 assessment to account for inflation. The Town's participation in ISWG continues to be an excellent investment and our collective approach provides valuable benefits to the Town, such as:

- Liaison with MDEP, Casco Bay Estuary Project, legislative officials and other partners
- Sharing the services of a public education coordinator
- Updating and implementing a Public Stormwater Awareness Plan
- Updating and implementing BMP (Best Mgt. Practices) Adoption Plan
- Targeted outreach in Priority Watershed Plan (Trout Brook)
- School outreach (and supplies) at the Elementary and/or Middle School level
- Producing an annual "landscaping" education program
- Participation in a regional media campaign promoting best management practices (bmp's)
- Coordination of employee training
- Grant writing and administration, if needed

The Town's green infrastructure (stormwater bio-filtration units at the entrance to Fort Williams Park and near the High School running track, and the Library green infrastructure) continues to be inspected and maintained by a third-party contractor. These units are designed to filter out oils and chemicals from the initial flow of stormwater off the pavement. While the maintenance of the green infrastructure is slightly more labor intensive and sometimes requires the assistance of a third party, the water quality treatment helps to prevent impairment of our groundwater and surface waters. Finally, Maine permit fees have also increased this year by 40%.

Account Breakdown is as Follows:

Town Share of the FY 2021 ISWG Program Budget - \$11,500

Contracted Consulting Services including Mapping Updates- \$17,700

Outfall Sampling & Analysis – Sampling Equipment (\$1,300) & Lab Fees (\$600) - \$1,900

MDEP Fees - \$600

Diesel Fuel (3040)

\$29,500

This account covers diesel fuel costs for the Public Works Department. The budgeted amount is based on a cost of \$1.95 per gallon at an estimated use of 15,000 gallons per year.

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0320 RECYCLING AND REFUSE DISPOSAL							
1001	FULL TIME PAYROLL	108114.87	120335.00	66784.99	120000.00	-335.00	0
1002	PART TIME PAYROLL	30668.92	33965.00	20576.34	32000.00	-1965.00	-6
1003	OVERTIME PAYROLL	15801.21	14000.00	9833.72	14000.00	0.00	0
1004	COVID - 19 PAY	425.96	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	-1188.38	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	11705.42	12875.00	7065.34	12700.00	-175.00	-1
2002	POWER	4521.74	5000.00	3341.35	5000.00	0.00	0
2003	WATER AND SEWER	0.00	1050.00	1050.00	1100.00	50.00	5
2004	RECY. PRINTING AND A	1772.46	2500.00	3154.31	2500.00	0.00	0
2012	ECOMAINE FEES	276440.43	308665.00	165005.64	308000.00	-665.00	0
2014	DEMOLITION DISPOSAL	83439.35	96030.00	56269.09	96000.00	-30.00	0
2015	HHW COLLECTION EVENT	2709.58	15000.00	26581.72	20000.00	5000.00	33
2021	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
2022	UNIFORM RENTAL	1317.95	1330.00	1137.61	1400.00	70.00	5
2032	EQUIP. & FACILITY MAINTENANCE	5020.63	6000.00	2847.82	5800.00	-200.00	-3
2062	MISCELLANEOUS CONTRACTUAL	1162.00	2000.00	870.00	2000.00	0.00	0
2063	ALARM SERVICE	628.21	1000.00	429.18	1000.00	0.00	0
2300	BANK FEES	703.53	800.00	411.85	800.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	345.00	355.00	355.00	350.00	-5.00	-1
3006	MISCELLANEOUS SUPPLIES	1333.64	1500.00	423.34	1500.00	0.00	0
3040	DIESEL FUEL	2780.00	2800.00	2800.00	2700.00	-100.00	-4
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0
Department 0320 Totals		547702.52	625205.00	368937.30	626850.00	1645.00	0

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

Full-Time Payroll (1001) \$120,000

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 2% increase in all wages. The following positions and percentages of each position are included in this account: Lead Recycling Center Attendant (100%); Recycling Center Attendant (100%); Equipment Operator (42%).

Part-Time Payroll (1002) \$32,000

This account funds the part-time position that works an average of 32 hours/week. This position also helps cover sick and vacation leave taken by the full-time attendants.

Overtime (1003) \$14,000

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

Social Security (1003) \$12,700

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

Power (2002) \$5,000

Covers electrical costs at the Recycling Center.

Water (2003) \$1,100

This account covers the water/sewer consumption the Recycling Center. Increase in budget amount due to a 4.4% rate increase by the Portland Water District.

Recycling Printing & Promotion (2004) \$2,500

This account pays for printed materials, recycling promotional items, the purchase of recycling containers, and educational materials.

Ecomaine & Other Contracted Services Fees (2012) \$308,000

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 at Ecomaine is increasing from \$73/ton to \$75.50/ton on July 1, 2021. Additionally, all municipalities will continue to pay the \$35/ton tipping fee for recyclables in FY 2022.

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 @ \$75.50/ton = \$175,000 (rounded)

Municipal Solid Waste (MSW) hauling costs: 260 pulls/year @ \$116.00/pull = \$30,500 (rounded)

Recycling ("Single-Stream") disposal Costs: 1,000 Tons @ \$35.00/ton = \$35,000

Recycling ("Single-Stream") hauling Costs: 240 pulls/year @ \$116.00/pull = \$28,000 (rounded)

Recycling contamination fees=\$5,000

Food Waste Removal Services (Recycling Center) = \$5,700

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

Other/Misc.: \$7,000

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

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

220 services/year for single-stream recycling container @ \$12.50/service = \$3,000(rounded)

Food waste removal services (10-months @ \$1,210/mo.)=\$12,500 (rounded)

Brush & Demolition Removal (2014) \$96,000

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 @ \$35.00/ton = \$15,750
- Gypsum Board Containers: 20 pulls/year @ \$90.00/pull @ \$85.00/ton per 6.0 tons(avg.) = \$12,000
- Asphalt Shingle Containers: 10 pulls/year @ \$90.00/pull @ \$70.00/ton per 9.3 tons (avg.) = \$7,500
- Glass (and porcelain) containers: 2 pulls/year @ \$90.00/pull @ \$36.00/ton per 11.0 ton (avg.)=\$980
- Aluminum Containers: 2 @ \$90.00/pull = \$180

- Bulky Wastes: 185 pulls/year @ \$90.00/haul, per 2.10 tons of waste (avg.) @ \$73.00/ton = \$45,140
- White Goods/Metal Containers: 80 pulls/year @ \$90.00/pull = \$7,200
- Tire Disposal: 400 tires @ \$2.00/tire = \$800
- Propane Tanks: 200 tanks @ \$3.00/tank = \$600
- Concrete/Brick Disposal: 110 tons/year @ \$25.00/ton = \$3,000 (rounded)
- Freon Removal: 325 units @ \$8.00/unit = \$2,600
- Stump Disposal: \$250

Household Hazardous Waste & E-Waste Collection Event (2015) \$20,000

This account covers the cost of the Town's annual Household Hazardous Waste (HHW) and E-Waste Collection day. This event is necessary to facilitate the disposal of chemicals, protect the environment, and meet one of the requirements of our stormwater and CSO management plans. The Town saw an increase in HHW disposal at its recent HHW day event in November of 2020 and it is anticipated that this trend will continue. As a result, this amount has been increased for FY'22.

Uniform Rental (2022) \$1,400

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

Facility & Compactor Maintenance (2032) \$5,800

This account covers signage replacement, minor facility maintenance and maintenance on the stationary compactor units.

Misc. Contractual Services (2062) \$2,000

This account pays for vector control and other contracted services.

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) \$800

This account covers credit/debit card processing fees for transactions at the Recycling Center.

Gasoline (3002) \$350

This account covers the gasoline that is used for Recycling Center operations.

Misc. Supplies (3006) \$1,500
This account covers printing fees, permits, paper goods, supplies and the annual solid waste license fee.

Diesel Fuel (3040) \$2,700
This covers diesel fuel used for the Recycling Center-related equipment (front-end loader and/or loader-backhoe).

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	%
Acct	Description	Last Year	Current	Current	Requested	(Manager	
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0330 PARKS & GROUNDS							
1001	FULL TIME PAYROLL	0.00	143610.00	77776.78	145200.00	1590.00	1
1002	PART TIME PAYROLL	0.00	34400.00	24191.75	34400.00	0.00	0
1003	OVERTIME PAYROLL	0.00	1025.00	2259.57	1200.00	175.00	17
1020	SOCIAL SECURITY	0.00	13695.00	6990.56	13831.00	136.00	1
2000	CELLULAR PHONE	0.00	420.00	34.99	450.00	30.00	7
2002	ELECTRICITY	0.00	1300.00	3501.03	6300.00	5000.00	385
2003	WATER	0.00	12200.00	7468.22	12800.00	600.00	5
2007	DUES AND MEMBERSHIPS	0.00	140.00	0.00	150.00	10.00	7
2010	PROFESSIONAL SERVICE	0.00	131087.00	63972.06	134500.00	3413.00	3
2019	TREE PLANTING & MAINT - FWP	0.00	10000.00	2779.00	10000.00	0.00	0
2022	UNIFORMS	0.00	1150.00	994.90	1200.00	50.00	4
2032	EQUIP MAINTENANCE	0.00	14000.00	13985.10	14500.00	500.00	4
2035	BLDG REPAIR - FWP	0.00	29500.00	3309.57	29000.00	-500.00	-2
2036	STONE WALL REPAIRS - FWP	0.00	51000.00	0.00	20000.00	-31000.00	-61
2037	COMMUNITY PLAYGROUND	0.00	4000.00	945.00	3500.00	-500.00	-12
2038	SNOW PLOWING - CONTRACTED	0.00	67480.00	67706.01	67500.00	20.00	0
2039	BATTERY & MANSION - FWP	0.00	2000.00	0.00	2000.00	0.00	0
2041	FENCING & GATE MAINTENANCE	0.00	12000.00	150.00	8000.00	-4000.00	-33
2063	ALARM SERVICE	0.00	550.00	621.00	750.00	200.00	36
2970	COVID SUPPLIES	0.00	0.00	234.90	0.00	0.00	0
3002	GASOLINE	0.00	3450.00	2375.99	3350.00	-100.00	-3
3003	HEAT	0.00	10000.00	5655.66	14500.00	4500.00	45
3005	MINOR EQUIPMENT AND REPAIR	0.00	2700.00	491.89	3300.00	600.00	22
3006	MISCELLANEOUS SUPPLIES	0.00	300.00	596.42	1600.00	1300.00	433
3037	MAINTENANCE MATERIAL	0.00	14000.00	7729.02	13500.00	-500.00	-4
3038	IRRIGATION MAINTNC/SUPPLIES	0.00	1300.00	699.89	1600.00	300.00	23
3039	GROUNDS MAINTENANCE	0.00	27700.00	14421.25	28200.00	500.00	2
3040	DIESEL FUEL	0.00	4950.00	245.41	4550.00	-400.00	-8
4006	LIONS FIELD IMPROVEMENT	0.00	500.00	2362.95	1200.00	700.00	140
Department 0330 Totals		0.00	594457.00	311498.92	577081.00	-17376.00	-3

PARKS & GROUNDS (330) ACCOUNT SUMMARY

Full-Time Payroll (1001) \$145,200

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 2% increase in all 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) \$34,400

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) \$1,200

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)**\$13,831**

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

Cellular Charges (2000)**\$450**

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

Power (2002)**\$6,300**

This account covers the cost of electricity at the park facilities.

Water (2003)**\$12,800**

This account covers the cost of water consumption for the following facilities:

- The Lion's Field Recreation Area: Skating pond and the Little League concessions.
- Plaisted Park: Concession stand and the infield area irrigation.
- Gull Crest: Community garden and athletic field irrigation system.
- The Portland Head Light complex,
- Public Works maintenance building at Fort Williams Park (FWP)
- Irrigation systems at various locations at FWP
- Other/Misc.

This budget amount was increased by 4.4% to cover a rate increase by the Portland Water District.

Dues & Memberships (2007)**\$150**

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

Professional Services (2010)**\$134,500**

This account covers the following services:

Parks:

- Contracted work on all athletic Little League fields located outside the school campus.
- The rental of two portable toilets for the Gull Crest area.

- 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 (\$8,500),
 Contracted turf management (\$15,000),
 Contracted invasive species management (\$6,500)
 Contracted Greenbelt Trail Maintenance (\$11,500),
 Misc. contractual services (\$3,500)

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 (\$29,600),
 Hannaford Field contracted maintenance (\$2,900)
 Misc. contracted services (\$1,500)

Fort Williams Park:

This account covers the rental and servicing of portable toilets in the Park. The budget allows for sixteen toilets from July 1st to November 30th; and four from November 1st to April 1st. After April 1st, the numbers return to sixteen (16). Note: The Portland Head Light budget covers the cost of the toilets adjacent to the Portland Head Light parking lot. Budget amount equals \$26,000.

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 \$29,500.

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) \$1,200

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) \$67,500

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: \$47,500.
- Fort Williams Park: The walkways, steps, fire escape routes and adjacent parking lot for the rental units at Officers' Row. Budget amount: \$20,000.

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) \$8,000

This appropriation covers fence and gate repairs at the Park facilities.

Alarm Monitoring (2063) \$750

This account covers alarm (fire and entry) for the Parks maintenance building, the "Red Cement" building, and the heavy equipment building.

Gasoline (3002) \$3,350

This covers the gasoline costs for the grounds maintenance and mowing equipment. Unleaded fuel for FY 2022 is budgeted at \$1.88 per gallon.

Heat (3003) \$14,500

This account covers heating oil and propane for the Parks maintenance building at Fort Williams Park.

Minor Equipment & Misc. Supplies (3005 & 3006) \$3,300

These accounts cover repair and replacement of hand mowers, grass trimmers, power tools, hand tools and supplies used in the Parks, grounds, and street tree maintenance operations.

Maintenance Materials (3037) \$13,500

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) \$1,600

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) \$28,200

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) \$4,550

This account covers the cost of diesel fuel for the grounds maintenance and mowing equipment. Diesel fuel for FY 2022 is budgeted at \$1.95 per gallon.

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

This account covers grounds materials and repairs at the complex.



**Town of Cape Elizabeth, Maine
Human Services (400s)
Fiscal Year 2022
July 1, 2021-June 30, 2022**

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0410 HUMAN SERVICES							
2100	MAINEHEALTH CARE @ HOME	2375.00	2500.00	0.00	2500.00	0.00	0
2101	ME BEHAVIORAL HEALTHCARE	0.00	1500.00	0.00	1500.00	0.00	0
2102	VNA/HOSPICE	0.00	4100.00	4100.00	4100.00	0.00	0
2103	CENTER FOR THERAPEUTIC	3975.00	4000.00	4000.00	4000.00	0.00	0
2107	SMAA	1400.00	1500.00	1500.00	1500.00	0.00	0
2110	OPPORTUNITY ALLIANCE	6400.00	6500.00	6500.00	6500.00	0.00	0
2111	REGIONAL TRANSPORTATION PRGRM	1400.00	1500.00	1500.00	1500.00	0.00	0
2113	FAMILY CRISIS CENTER	0.00	1500.00	0.00	1500.00	0.00	0
2114	DAY ONE	1400.00	1500.00	1500.00	1500.00	0.00	0
2116	HOSPICE OF MAINE	0.00	1500.00	1500.00	1500.00	0.00	0
2118	SEXUAL ASSAULT RES.	0.00	1500.00	0.00	1500.00	0.00	0
2121	RED CROSS PORTLAND CHAPTER	0.00	1600.00	0.00	1600.00	0.00	0
2122	INDEPENDENT TRANSPORT. NETWORK	0.00	1500.00	0.00	1500.00	0.00	0
2123	PREBLE STREET RESOURCE	5000.00	5000.00	0.00	5000.00	0.00	0
2125	EASTER SEALS - MILITARY & VETS	0.00	1500.00	0.00	1500.00	0.00	0
5101	GENERAL ASSISTANCE	77138.69	100000.00	40569.98	100000.00	0.00	0
Department 0410 Totals		99088.69	137200.00	61169.98	137200.00	0.00	0



Town of Cape Elizabeth, Maine
Library, Contributions, and Public Information
(500s)
Fiscal Year 2022
July 1, 2021-June 30, 2022

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	%
Acct	Description	Last Year	Current	Current	Requested	(Manager	
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0510 LIBRARY							
1001	FULL TIME PAYROLL	295471.44	315304.00	197177.39	379704.00	64400.00	20
1002	PART TIME PAYROLL	112673.67	132158.00	48897.94	86694.00	-45464.00	-34
1004	COVID - 19 PAY	14164.79	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	29824.09	34231.00	17921.65	35679.00	1448.00	4
2004	PRINTING AND ADVERTISING	1499.20	150.00	528.92	1400.00	1250.00	833
2005	POSTAGE	306.75	589.00	335.30	250.00	-339.00	-58
2006	TRAVEL	668.57	300.00	0.00	100.00	-200.00	-67
2007	DUES AND MEMBERSHIPS	518.05	888.00	737.00	888.00	0.00	0
2009	CONFERENCES AND MEETINGS	1316.55	0.00	0.00	300.00	300.00	0
2010	PROGRAMS	14056.89	2000.00	1800.00	6000.00	4000.00	200
2062	CONTINGENCY	-22.01	0.00	0.00	100.00	100.00	0
2072	MISC CONTRACTUAL SERV	8595.77	12964.00	3502.00	12300.00	-664.00	-5
2970	COVID SUPPLIES	1848.98	0.00	1204.59	0.00	0.00	0
3001	OFFICE SUPPLIES	6341.37	7500.00	2952.12	7500.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	2032.43	2000.00	1989.65	4000.00	2000.00	100
3020	BOOKS	31187.47	39414.00	23484.99	39414.00	0.00	0
3022	AUDIO VISUAL MATERIAL	6424.98	13850.00	4769.13	13850.00	0.00	0
3100	ELECTRONIC RESOURCES	3180.36	2400.00	2538.32	2400.00	0.00	0
4001	OUTLAY	319.07	1200.00	70.81	600.00	-600.00	-50
Department 0510 Totals		530408.42	564948.00	307909.81	591179.00	26231.00	5

Thomas Memorial Library - FY 2022 Budget

Revised and submitted to Town Manager, Matthew Sturgis by Rachel Davis on 2/19/21

The library has been providing full access to the library's collection via curbside pick-up during this pandemic year, as well as a full suite of virtual programming via Zoom, and social media. We have two open part-time positions, and have kept those positions open in order to keep our costs down, limit the number of staff in the building at a time, and reassess our organizational structure.

The budget for FY2022 reflects that new organizational structure. In years past, the library has struggled to adequately staff its two public service desks for 55 open hours per week. In addition, all staff have always reported directly to the Library Director with little internal structure. The lack of a team environment, no clear supervisory roles, and reliance on substitute staff to help cover public service desks, have resulted in inconsistent service for the public and a lack of job satisfaction for some employees. This year's budget reflects a new organizational plan based on a team building, with distinct positions designed to work within a structure based on clear leadership roles. It emphasizes the value of qualified and trained staff who have the structure in place to work at their highest levels. This budget eliminates reliance on substitute positions, and meets the challenge of staffing two public service desks for distinct audiences by providing appropriate, permanent, staffing levels, based on 49 public service hours, with allowances for extended evening program hours as needed. By investing in and valuing our permanent staff, the library will ultimately be providing a consistently higher level of service to the public.

Personnel

All salary rates include a 2.0% increase above the rates at the end of FY2020, with greater increases for certain key positions that have been redefined.

Full Time Account (1001) - \$379,704

This represents a 20% increase over last year, due to COLA increases and position changes. Our part-time budget is significantly decreased, however (see below.)

Part Time Account (1002) - \$86,964

This represents a **decrease** of 34% over last year due to organizational changes.

Social Security (1020) - \$35,679

Amount is 7.65% of budgeted wages.

Printing and Advertising (2004) - \$1400

The large increase to this line is due to:

- Shifting our MailChimp account from Misc. Contract Services to Printing & Advertising
- Our upgrade to Canva Pro (for graphic design for posters, web art, social media posts, etc.,)
- A requested reduction from our usual budgeted amount in FY2021 due to COVID consideration (our FY 2020 budget included \$750 for this account, but we reduced that figure to \$150 for FY2021.)

Postage (2005) - \$250

A **decrease** of 58%. We invested in prepaid envelopes for bills this year, which should last us a very long time. Our costs for mailing out of state interlibrary-loaned items is accounted for in this revised figure.

Travel (2006) - \$100

A **decrease** of 67% from FY2021. We don't anticipate much, if any travel costs this year due to the pandemic, but kept a small amount in this line to cover mileage if needed. This budget line had already been reduced from the \$500 in our FY2020 budget due to the uncertainties of COVID at this time last year.

Dues & Memberships (2007) - \$888

No change. Memberships in professional associations for the Library Director and Assistant Director. Additional key positions will be offered memberships that allow them to also engage with professional associations, such as the American Library Association, Public Library Association, and state and regional library associations, but those costs will be covered by grants from the Thomas Memorial Library Foundation as part of ongoing professional development.

Conferences & Meetings (2009) - \$300

No change. Continuing education for our staff is an essential ongoing goal, but it is also one which the Thomas Memorial Library Foundation has committed to supporting, so the majority of our staff development costs will likely be covered by their quarterly grants to the library. We had already reduced this line in FY2021 from the \$1245 budgeted in FY2020 due to the uncertainty surrounding COVID.

Programs (2010) - \$6,000

The increase in this line appears so large only because we had reduced our usual budgeted amount for FY2021 due to the uncertainties of COVID (our FY 2020 budget included \$12,000 for this account, but we reduced that figure to \$2,000 for FY2021.) Library programming is one of our essential services. However, the Thomas Memorial Library Foundation has committed to supporting the outstanding level of programming the library has become known for, and therefore, we are budgeting a reduced amount from the Town over previous years to help keep down general fund costs.

Contingency Fund (2062) - \$100

No change, although the current budgeted amount carries over a reduction put in place in FY2021 from the \$250 budgeted in FY2020 and previous budget years.

Miscellaneous Contract Services (2072) - \$12,300

A *decrease* of 5%. As noted above, our MailChimp account has been moved to Printing & Advertising. In addition, our copier maintenance fees are no longer part of the library's budget. The addition of our Zoom pro account brings the requested amount close to what was budgeted for last year. We've also budgeted a small amount for improvements to our website services through software licenses.

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.

Office Supplies (3001) - \$7,500

No change.

Miscellaneous Supplies (3006) - \$4,000

The increase to this line brings the requested amount back to the figure requested in years prior to COVID. Our FY2020 budget, and prior budget years, included \$4,000 for this account, but we had reduced that figure to \$2,000 for FY2021.

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

No change.

Audio Visual Materials (3022) - \$13,850

No change.

Electronic Resources (3100) - \$2,400

No change.

Outlay (4001) - \$600

A decrease of 50%. We received a large bequest this year that can supplement any additional needed outlay costs in the current budget year.

Totals

FY2021: \$564,948

FY2022: \$591,179

Difference: An increase of **\$26,231**, or **5%**

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0520 CONTRIBUTIONS							
5032	TXFR TO LAND ACQUISITION FUND	32914.00	0.00	0.00	0.00	0.00	0
5050	CAPE PRESERVATION SOCIETY	0.00	500.00	0.00	0.00	-500.00	-100
5053	FAMILY FUN DAY	430.65	20000.00	0.00	12000.00	-8000.00	-40
5055	SENIOR TAX RELIEF	79773.49	85000.00	90191.00	102000.00	17000.00	20
Department 0520 Totals		113118.14	105500.00	90191.00	114000.00	8500.00	8

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0530 PUBLIC INFORMATION							
1002	PART TIME PAYROLL	1746.76	6500.00	112.58	4520.00	-1980.00	-30
1003	PART TIME WEBMASTER	48487.82	45000.00	41502.27	45000.00	0.00	0
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0
1005	CABLE TV BULLETIN BRD STIPEND	2584.24	2000.00	437.29	2024.00	24.00	1
1020	SOCIAL SECURITY	3574.32	4093.00	3082.83	3943.00	-150.00	-4
2004	PRINTING AND ADVERTISING	5280.58	5000.00	6055.56	5000.00	0.00	0
2034	EQUIPMENT MAINTENANCE	3050.00	13500.00	5900.00	13500.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	0.00	200.00	0.00	200.00	0.00	0
Department 0530 Totals		64723.72	76293.00	57090.53	74187.00	-2106.00	-3

Contributions (520)

520-5050 Cape Elizabeth Historical Preservation Society \$500

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

520-5053 Family Fun Day \$12,000

This account provides \$20,000 towards Family Fun Day, as it will not happen in June we anticipate carrying forward funds from the current year.

520-5055 Senior Citizens Tax Relief \$102,000

This account provides funding for the Senior Citizens Property Tax Relief program. As this is year 4 of the program, the amount is increased to be in-line with the anticipated demand.

Public Information (530)

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



**Town of Cape Elizabeth, Maine
Facilities, Parks, and Community Services (600s)
Fiscal Year 2022
July 1, 2021-June 30, 2022**

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0600 FACILITIES MANAGEMENT							
2004	PRINTING AND ADVERTISING	0.00	100.00	0.00	100.00	0.00	0
2006	TRAVEL	0.00	200.00	0.00	200.00	0.00	0
2007	DUES AND MEMBERSHIPS	0.00	250.00	0.00	250.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	300.00	0.00	300.00	0.00	0
2010	PROFESSIONAL SERVICE	455.44	500.00	0.00	500.00	0.00	0
2034	OFFICE EQUIPMENT MAINTENANCE	278.62	500.00	189.93	500.00	0.00	0
2035	CONSOLIDATED BLDG. MAINT	179987.15	178200.00	109871.08	198000.00	19800.00	11
2062	CONTRACTED CUSTODIAL	0.00	0.00	3112.60	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	1806.99	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	131848.46	135819.00	0.00	144503.00	8684.00	6
Department 0600 Totals		312569.67	315869.00	114980.60	344353.00	28484.00	9

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0610 TOWN HALL							
2002	POWER	7096.01	9000.00	4933.57	9000.00	0.00	0
2003	WATER AND SEWER	1882.24	2500.00	1029.40	2500.00	0.00	0
2062	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	0.00	0.00	0.00	23400.00	23400.00	0
3003	HEAT	11053.11	10500.00	9849.84	11500.00	1000.00	10
Department 0610 Totals		20031.36	22000.00	15812.81	46400.00	24400.00	111

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0615 LIBRARY BUILDING							
2002	POWER	12417.36	13850.00	7005.95	13850.00	0.00	0
2003	WATER AND SEWER	1946.88	2972.00	1088.36	2972.00	0.00	0
2062	CONTRACTED CUSTODIAL	0.00	0.00	1420.00	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	19262.00	19842.00	0.00	31200.00	11358.00	57
3003	HEAT	5703.29	8000.00	3901.66	7000.00	-1000.00	-12
Department 0615 Totals		39329.53	44664.00	13415.97	55022.00	10358.00	23

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0620 TOWN CENTER FIRE STATION							
2003	WATER AND SEWER	2202.98	1900.00	1254.28	3000.00	1100.00	58
2062	CONTRACTED SERVICES	3574.25	3060.00	2349.83	3500.00	440.00	14
3003	HEAT	18425.65	18000.00	10766.60	20500.00	2500.00	14
Department 0620 Totals		24202.88	22960.00	14370.71	27000.00	4040.00	18

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0621 COMMUNITY CENTER BLDG							
1002	PART TIME PAYROLL	0.00	1200.00	0.00	0.00	-1200.00	-100
1020	SOCIAL SECURITY	0.00	92.00	0.00	0.00	-92.00	-100
2002	ELECTRICITY	9377.04	10800.00	5834.56	10800.00	0.00	0
2003	WATER AND SEWER	2560.72	3885.00	1452.48	3885.00	0.00	0
2035	MAINTENANCE	32605.04	22523.00	22011.06	32000.00	9477.00	42
2062	CONTRACTED CUSTODIAL	0.00	0.00	34.22	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	37520.00	38650.00	0.00	28600.00	-10050.00	-26
3003	HEAT	8766.51	10991.00	7273.24	10991.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	112.72	2610.00	583.00	2610.00	0.00	0
4001	OUTLAY	0.00	40000.00	0.00	0.00	-40000.00	-100
Department 0621 Totals		90942.03	130751.00	37188.56	88886.00	-41865.00	-32

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0622 RICHARDS POOL BLDG							
2002	ELECTRICITY	0.00	57936.00	0.00	57936.00	0.00	0
2003	WATER AND SEWER	0.00	3690.00	576.66	3690.00	0.00	0
2035	MAINTENANCE	62857.93	57950.00	12723.66	57950.00	0.00	0
2062	CONTRACTED CUSTODIAL	0.00	0.00	414.66	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	68886.00	70960.00	0.00	26000.00	-44960.00	-63
3003	HEAT	16062.38	47667.00	47768.15	47667.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	7240.25	14000.00	778.03	14000.00	0.00	0
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0
Department 0622 Totals		155046.56	252203.00	62261.16	207243.00	-44960.00	-18

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0630 POLICE STATION							
2002	POWER	18984.81	20000.00	13248.49	20000.00	0.00	0
2003	WATER AND SEWER	3261.12	5875.00	2327.85	5875.00	0.00	0
2062	CONTRACTED CUSTODIAL	0.00	32587.00	0.00	0.00	-32587.00	-100
2999	SCHOOL PROVIDED SERVICES	0.00	0.00	0.00	18200.00	18200.00	0
3003	HEAT	8618.29	9000.00	6781.68	9000.00	0.00	0
Department 0630 Totals		30864.22	67462.00	22358.02	53075.00	-14387.00	-21

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0631 CAPE COTT. FIRE STATION							
2002	ELECTRICITY	1362.36	2500.00	1751.83	2500.00	0.00	0
2003	WATER AND SEWER	772.48	979.00	646.59	979.00	0.00	0
3003	HEAT	2569.56	3256.00	1926.34	3256.00	0.00	0
Department 0631 Totals		4704.40	6735.00	4324.76	6735.00	0.00	0

**Cape Elizabeth
Facilities Department
Proposed Fiscal 2022 Budget**

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

Date: January 26, 2021

Re: FY 2022 Proposed Cape Elizabeth's Facilities Department Budget

The Cape Elizabeth Facilities and Transportation Department are pleased to submit our proposed budget for the FY 2022 fiscal year.

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

Due to the pandemic, a large portion of the past fiscal year was affected by extended lead times on material, along with contractors facing their own challenges on being able to provide timely services. This added strain on our department and the additional needs to provide an environment with increased safety precautions for both employees and visitors, is where I'm most proud of my staff. As essential employees, they pushed through the uncertain times and continued to provide services that would allow Cape Elizabeth the ability to move forward while also learning newer precautionary measures and practices.

Looking toward fiscal year 2022, we are hopeful that operations will return back to a pre-pandemic normal, allowing our department to focus more attention on staying caught up with the facility needs of Cape Elizabeth and any building wear that may be associated with the coastal environment.

Respectfully submitted,

Perry J Schwarz
Facilities & Transportation Director

The proposed budget for Facilities Management (600)

Printing and Advertising (2004)

\$100

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)

\$200

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

Dues and Memberships (2007)

\$250

This covers any memberships needed by the Facilities Department.

Conferences and Meetings (2009)

\$300

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

Professional Services (2010)

\$500

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

Office Equipment and Maintenance (2034)

\$500

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

Consolidated Building Maintenance (2035)

\$198,000

This covers general building maintenance and/or contractual work performed by outside contractors on all town own buildings, with the exclusion of Community Services and Richards Community Pool. Any needed maintenance supplies or equipment would also fall under this line. This line is up from the previous year due to pandemic related increases with contractual services and supplies.

School Provided Services (2999)

\$144,503

This account covers all wages under The One Town Concept for building maintenance, clerical, and facilities management services. Items in this line are based on the annual collective bargaining unit and are adjusted accordingly.

The proposed Facilities budget for the Town Hall (610)

Power (2002)

\$9,000

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

Water and Sewer (2003)

\$2,500

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

School Provided Services (2999)

\$23,400

This account covers all custodial services used within the Town Hall. This includes all office spaces, restrooms, hallways, break rooms, and meeting areas. This is new line added to the 610 account for the 2022 fiscal year. Items in this line are based on the annual collective bargaining unit and are adjusted accordingly.

Heat (3003)

\$11,500

This covers the annual fuel costs for heating and hot water at the Town Hall facility. This line is up \$1,000 from the previous year due to historical usage.

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

Power (2002) \$13,850

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

Water and Sewer (2003) \$2,972

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

School Provided Services (2999) \$31,200

This account covers all custodial services used within the Thomas Memorial Library. This includes all office spaces, restrooms, hallways, break rooms, and meeting areas. Items in this line are based on the annual collective bargaining unit and are adjusted accordingly.

Heat (3003) \$7,000

This covers the annual fuel costs for heating and hot water at the Thomas Memorial Library and is decreased by (\$1,000) based on usage history.

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

Water and Sewer (2003)

\$3,000

This account is used to cover the cost of both water and sewer usage at the Town Central Fire Station, which is invoiced from the Portland Water District. There is a \$1,100 increase from the previous year due to increased building usage.

Contracted Services (2062)

\$3,500

This account covers the contracted work performed on the fire department's generator and compressed air systems. There is a \$440 increase from the previous year due to an increased amount of repairs.

Heat (3003)

\$20,500

This covers the annual fuel costs for heating and hot water at the Town Central Fire Station. This line has been increased \$2,500 based on usage history and building usage.

The proposed Facilities budget for the Community Center (621)

Electricity (2002)

\$10,800

This covers any electrical usage consumed by the Community Center that is invoiced from Central Maine Power Company and is increased by \$650 based on usage history.

Water and Sewer (2003)

\$3,885

This account is used to cover the cost of both water and sewer usage at the Community Center, which is invoiced from the Portland Water District.

Building Maintenance (2035)

\$32,000

This covers general building maintenance and/or contractual work performed by an outside contractor. Any needed maintenance supplies or equipment for the building would also fall under this line. This line is up \$9,477 from the previous year due to an increase in maintenance needs.

School Provided Services (2999)

\$28,600

This account covers any custodial services used within the Community Services Building. This includes all office spaces, restrooms, hallways, break rooms, classrooms, and meeting areas. Items in this line are based on the annual collective bargaining unit and are adjusted accordingly.

Heat (3003)

\$10,991

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

Miscellaneous Supplies (3006)

\$2,610

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

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

Electricity (2002) \$57,936

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

Water and Sewer (2003) \$3,690

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

Building Maintenance (2035) \$57,950

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

School Provided Services (2999) \$26,000

This account covers any custodial services used within the Richards Pool building. This includes all office spaces, restrooms, hallways, locker rooms, and fitness areas. Items in this line are based on the annual collective bargaining unit and are adjusted accordingly.

Heat (3003) \$47,667

This covers the annual fuel costs for heating and hot water at the Richards Memorial Pool.

Miscellaneous Supplies (3006) \$14,000

This account covers any supplies needed for the Richards Pool.

The proposed Facilities budget for the Police Station (630)

Power (2002)

\$20,000

This covers any electrical usage consumed by the Police & Fire Stations that are invoiced from Central Maine Power Company.

Water and Sewer (2003)

\$5,875

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

School Provided Services (2999)

\$18,200

This account covers any custodial services used within the Police Station. This includes all office spaces, restrooms, hallways, break rooms, and meeting areas. Items in this line are based on the annual collective bargaining unit and are adjusted accordingly.

Heat (3003)

\$9,000

This covers the annual fuel costs for heating and hot water at the Cape Police Station.

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

Power (2002)

\$2,500

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

Water and Sewer (2003)

\$979

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

Heat (3003)

\$3,256

This covers the annual fuel costs for heating and hot water at the Cape Cottage Fire Station.

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0633 COMUNITY SERV.ADMIN							
1001	FULL TIME PAYROLL	228218.56	264627.00	161176.42	269920.00	5293.00	2
1002	PART TIME PAYROLL	0.00	0.00	0.00	0.00	0.00	0
1004	COVID - 19 PAY	15889.41	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	16188.90	20244.00	11118.31	20649.00	405.00	2
2001	TELEPHONE	4944.61	5400.00	3718.59	5000.00	-400.00	-7
2004	PRINTING AND ADVERTISING	3527.82	4500.00	1366.23	4500.00	0.00	0
2005	POSTAGE	209.56	1000.00	110.00	660.00	-340.00	-34
2006	TRAVEL	0.00	300.00	0.00	300.00	0.00	0
2007	DUES AND MEMBERSHIPS	289.99	400.00	384.93	300.00	-100.00	-25
2009	CONFERENCES AND MEETINGS	123.77	2200.00	0.00	1500.00	-700.00	-32
2062	CONTINGENCY	102.95	1000.00	0.00	1000.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	135.27	0.00	0.00	0
3001	OFFICE SUPPLIES	1377.47	2000.00	894.77	1400.00	-600.00	-30
3400	REFUNDS	425.50	0.00	0.00	0.00	0.00	0
4001	OFFICE EQUIPMENT	1779.65	3000.00	118.99	2000.00	-1000.00	-33
4500	DONATIONS	900.00	0.00	0.00	0.00	0.00	0
Department 0633 Totals		273978.19	304671.00	179023.51	307229.00	2558.00	1

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0634 FITNESS CENTER							
1002	PART TIME PAYROLL	23585.67	31242.00	0.00	6000.00	-25242.00	-81
1004	COVID - 19 PAY	6269.10	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	1804.29	2390.00	0.00	459.00	-1931.00	-81
2001	TELEPHONE	0.00	100.00	0.00	100.00	0.00	0
2062	CONTRACTUAL SERV.	13935.90	20500.00	1097.82	15000.00	-5500.00	-27
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	942.84	1000.00	0.00	1000.00	0.00	0
3400	REFUNDS	0.00	0.00	270.20	0.00	0.00	0
4001	OUTLAY	0.00	10000.00	0.00	10000.00	0.00	0
Department 0634 Totals		46537.80	65232.00	1368.02	32559.00	-32673.00	-50

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0635 RICHARD POOL PROGRAMS							
1001	ADMINISTRATIVE PAYROLL (SALARI	99607.39	125324.00	57022.49	81849.00	-43475.00	-35
1002	PART TIME PAYROLL	99028.25	108000.00	73300.95	130000.00	22000.00	20
1004	COVID - 19 PAY	18217.42	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	14807.39	17849.00	9689.92	16206.00	-1643.00	-9
2001	TELEPHONE	0.00	100.00	0.00	100.00	0.00	0
2004	PRINTING AND ADVERTISING	0.00	250.00	185.56	250.00	0.00	0
2005	POSTAGE	73.97	100.00	0.00	100.00	0.00	0
2006	TRAVEL	75.68	100.00	0.00	100.00	0.00	0
2007	DUES AND MEMBERSHIPS	9.99	150.00	79.92	60.00	-90.00	-60
2008	TRAINING	100.64	300.00	0.00	200.00	-100.00	-33
2009	CONFERENCES AND MEETINGS	0.00	1500.00	0.00	0.00	-1500.00	-100
2010	PROFESSIONAL SERV.	21839.10	21000.00	27744.20	30000.00	9000.00	43
2034	OFFICE EQUIPMENT	0.00	250.00	0.00	1000.00	750.00	300
2062	CONTINGENCY	0.00	2000.00	233.74	500.00	-1500.00	-75
2970	COVID SUPPLIES	0.00	0.00	113.96	0.00	0.00	0
3001	OFFICE SUPPLIES	465.00	1000.00	6.32	500.00	-500.00	-50
3006	MISCELLANEOUS SUPPLIES	1649.17	3000.00	83.77	2000.00	-1000.00	-33
3400	REFUNDS	0.00	0.00	793.00	0.00	0.00	0
4001	OUTLAY	3930.00	5000.00	0.00	5000.00	0.00	0
Department 0635 Totals		259804.00	285923.00	169253.83	267865.00	-18058.00	-6

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	%
Acct	Description	Last Year	Current	Current	Requested	(Manager	
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0636 COMMUNITY SERV.ADULT PROG.							
1002	PART TIME PAYROLL	9272.40	12240.00	734.30	12485.00	245.00	2
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	709.38	936.00	56.17	955.00	19.00	2
2004	PRINTING AND ADVERTISING	2736.11	3000.00	0.00	3000.00	0.00	0
2005	POSTAGE	685.42	1000.00	0.00	1000.00	0.00	0
2006	TRAVEL	277.14	200.00	0.00	300.00	100.00	50
2007	DUES AND MEMBERSHIPS	0.00	500.00	0.00	0.00	-500.00	-100
2008	TRAINING	0.00	400.00	0.00	0.00	-400.00	-100
2032	VEHICLE MAINTENANCE	780.29	3000.00	1443.70	3000.00	0.00	0
2062	CONTRACTUAL SERV.	58408.69	85680.00	8385.60	60000.00	-25680.00	-30
2082	TRIPS & OUTINGS	0.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3001	SUPPLIES	859.83	1200.00	237.89	1000.00	-200.00	-17
3002	GASOLINE	93.29	1200.00	54.54	1000.00	-200.00	-17
3400	REFUNDS	0.00	0.00	114.50	0.00	0.00	0
4001	OUTLAY	0.00	2500.00	0.00	2500.00	0.00	0
Department 0636 Totals		73822.55	111856.00	11026.70	85240.00	-26616.00	-24

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0637 COMMUNITY SERV.YOUTH PROG							
1002	PART TIME PAYROLL	122467.06	150000.00	82792.11	153000.00	3000.00	2
1004	COVID - 19 PAY	1307.95	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	7920.57	11475.00	0.00	11705.00	230.00	2
2004	PRINTING AND ADVERTISING	3128.50	3500.00	0.00	3200.00	-300.00	-9
2005	POSTAGE	895.00	1000.00	0.00	1000.00	0.00	0
2006	TRAVEL	6212.11	16000.00	0.00	6000.00	-10000.00	-62
2008	TRAINING	616.00	600.00	0.00	600.00	0.00	0
2062	CONTRACTUAL SERV.	201196.04	288600.00	98808.37	224100.00	-64500.00	-22
2082	TRIPS & OUTINGS	0.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	22.84	0.00	0.00	0
3001	SUPPLIES	25152.68	30000.00	3779.14	25000.00	-5000.00	-17
3002	PREPAID SUPPLIES	97.50	0.00	0.00	0.00	0.00	0
3081	OUTSIDE ACTIVITIES	0.00	1500.00	0.00	0.00	-1500.00	-100
3400	REFUNDS	0.00	0.00	2345.00	0.00	0.00	0
Department 0637 Totals		368993.41	502675.00	187747.46	424605.00	-78070.00	-16

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0638 COMMUNITY SERV.CAPE CARE							
1002	PART TIME PAYROLL	106157.15	135200.00	104032.38	185904.00	50704.00	38
1004	COVID - 19 PAY	20531.86	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	7547.11	10343.00	0.00	14222.00	3879.00	38
2005	POSTAGE	0.00	100.00	0.00	100.00	0.00	0
2006	TRAVEL	11.30	100.00	0.00	50.00	-50.00	-50
2008	TRAINING	802.00	1000.00	388.00	1000.00	0.00	0
2062	CONTRACTED SERVICES	0.00	0.00	480.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3001	SUPPLIES	5646.33	10000.00	5511.01	18000.00	8000.00	80
3081	OUTSIDE ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0
3400	REFUNDS	0.00	0.00	20.00	0.00	0.00	0
Department 0638 Totals		140695.75	156743.00	110431.39	219276.00	62533.00	40

To: Matthew Sturgis, Town Manager
From: Kathy Raftice, Director Cape Elizabeth Community
Services & Fort Williams Park
Date: January 22, 2021
Subject: FY 2022

Attached is the Budget Proposal for FY 2022. I have outlined supporting reasons behind my submissions.

General Fund Revenue

CECS was performing strongly through February 2020 when Covid-19 struck in early March and our programming shut down for the last three and a half months of FY20 and life as we knew it considerably changed. Fortunately we started back with minimal programming and participation in July and remain that way still at the end of January 2021. My staff has been creative and resourceful. Beginning in late June we were able to offer our summer day camp, outdoor specialty camps, and adult exercise programs at Fort Williams and I am proud to say we were able to open the Richards Community Pool offering our adult members and residents lap swimming options. We were the first pool in the area to open and have continued to be open, gradually adding programs, senior lap swim, adult/child swims, swim lessons and swim teams/clubs. We are hopeful in the late spring to again offer open swims and pool parties. With the reopening of school in the fall we have offered hybrid learning care for our working parents, our aftercare and afterschool programming. Our adult programs will be the last to recover. We have an aging population and with limitations due to space we project the return to our normal programming participation will run later into the fall of 2021. Our Youth, Pool & Fitness programs will continue to grow. Parents want their children and themselves participating in programming, being active and safely socializing and we have shown we can offer all that and more. Our Cape Care Preschool has continued to run at an even pace. We did limit the numbers however we have a growing list of interested participants for next school year and will be offering a new third classroom. Planning for FY 2022 has been challenging. While

there will be lingering effects from the pandemic and some may have changed their habits we are confident the majority of our participants will return and enjoy the many offerings of Cape Elizabeth Community Services.

Department Line Item Budget

0633

Our staffing remains consistent and strong. We did not print brochures during the first 6 months of this FY due to the constant changing and uncertain times. We utilized social media and the Cape Courier to advertise our programs however after receiving feedback from our residents and the Community Services Advisory Committee we will return to a printed brochure in the spring of 2021. The office equipment monies requested will be utilized for updated building signs displaying our Community Services logo.

0634

Some of our Fitness Center equipment is aging and the outlay monies will be utilized should they need to be replaced. We have reduced our staff to a part time employee and our class offerings due to the limited space. The fitness center remains a nice, close viable option for our local residents and we will continue to offer all we can.

0635

The pool continues to run very smoothly. We have reduced our full-time staff however continue our search for a weekend adult supervisor. Our professional services increase is driven by new programming and a change in the contract with one of our very popular programs, Masters Swim. Private swim lessons continue to be a popular request however at this time we are limited in our times.

0636

The adult programming expenses are stable at this time with no large increases expected. The reduction in contracted services is a direct result of programming.

0637

The youth programming expenses are stable at this time with no large increases expected. The reduction in contracted services is a direct result of programming.

0638

The payroll increase for Cape Care will be due to the addition of two preschool teachers to teach and supervise our new third preschool classroom and the increase in supplies is a direct result of the additional classroom.



**Town of Cape Elizabeth, Maine
Intergovernmental Assessments and Inter-Funds
Transfers (700s)
Fiscal Year 2022
July 1, 2021-June 30, 2022**

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0709 INTERFUND TRANSFERS							
5026	TXFR RESCUE FUND	0.00	300000.00	300000.00	300000.00	0.00	0
5028	TXFR INFRASTRUCTURE FUND	0.00	0.00	0.00	0.00	0.00	0
5029	TXFR PORTLAND HEAD LIGHT FUND	0.00	0.00	0.00	0.00	0.00	0
5030	TXFR FORT WILLIAMS PARK FUND	0.00	0.00	0.00	0.00	0.00	0
5031	TXFR TAX INCREMENT FIN FUND	0.00	0.00	0.00	0.00	0.00	0
5032	TXFR LAND ACQUISITION FUND	0.00	16457.00	16457.00	32914.00	16457.00	100
5033	TXFR TURF FUND	0.00	10000.00	10000.00	10000.00	0.00	0
5034	TXFR SPURWINK CHURCH FUND	0.00	0.00	0.00	0.00	0.00	0
Department 0709 Totals		0.00	326457.00	326457.00	342914.00	16457.00	5

Inter-fund Transfer (709)

(5026) The Cape Elizabeth Rescue Fund has operated at a deficit due to providing full time paramedic coverage. Over the years the rescue fund has created a significant deficit. It is proposed to fill this gap by providing \$300,000 additional in this budget as a transfer from unassigned fund balance. In the meantime, the Rescue Fund has a fund balance to cover the interim losses.

(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.

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 0710 INTERGOVERNMENTAL ASSESSMENTS							
2099	OVERLAY/ABATEMENT EXPS	41766.93	216478.00	17745.60	200000.00	-16478.00	-8
5021	COUNTY GOVERNMENT	1456670.00	1518473.00	1518473.00	1556320.00	37847.00	2
5024	COUNCIL OF GOVERNMENT	18030.00	18030.00	15550.44	18932.00	902.00	5
5025	MAINE MUNICIPAL ASSOCIATION	14179.00	14179.00	14352.00	15070.00	891.00	6
5026	TXFR TO RESCUE FUND	50000.00	0.00	0.00	0.00	0.00	0
5028	TXFR TO INFRASTRUCTURE FUND	0.00	0.00	0.00	0.00	0.00	0
5029	TXFR TO PORTLAND HEAD LIGHT	0.00	0.00	0.00	0.00	0.00	0
5030	TXFR TO FORT WILLIAMS PARK	0.00	0.00	0.00	0.00	0.00	0
5031	TXFR TO TIF FUND	0.00	0.00	0.00	0.00	0.00	0
Department 0710 Totals		1580645.93	1767160.00	1566121.04	1790322.00	23162.00	1

Intergovernmental Assessments (710)

(5021) County Government. This is the annual assessment to the Town by Cumberland County Government.

(5024) GPCOG dues and fees have decreased this year due to a decision by the organization to assist member communities.

(5025) Maine Municipal Association dues for the Town's membership in the organization.



**Town of Cape Elizabeth, Maine
Capital Improvement Plan (2000s)
Fiscal Year 2022
July 1, 2021-June 30, 2022**

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Interfund 01							
Department 2000 PW INFRASTRUCTURE							
4005	PAVING & DRAINAGE IMPROVE	0.00	13308.61	16689.30	300000.00	286691.39	2154
4009	SIDEWALK RPR/PEDSTRIAN IMPROVE	0.00	307048.93	60445.95	10000.00	-297048.93	-97
4013	SIDEWALK IMPROVEMENTS	0.00	79326.14	10461.87	0.00	-79326.14	-100
4014	SIDEWALK RPR & PED IMPROVE	0.00	49579.10	12156.22	0.00	-49579.10	-100
4030	SIDEWALKS - OFFICERS ROW	0.00	7820.00	0.00	0.00	-7820.00	-100
4036	HEMLOCK HILL DRAIN IMPROVE	0.00	0.00	4307.39	0.00	0.00	0
5100	WILLOW BROOK CULVERT REPLACE	0.00	0.00	0.00	418000.00	418000.00	0
5101	KETTLE COVE ROAD DRAIN IMPROVE	0.00	0.00	0.00	0.00	0.00	0
5102	KETTLE COVE BOAT LAUCH RELOC	0.00	0.00	0.00	100000.00	100000.00	0
5338	SIDEWALK - RTE 77/MDOT GRANT	0.00	81919.61	11863.21	0.00	-81919.61	-100
5339	SCOTT DYER RD IMPROVE PHASE 3	0.00	165229.15	270577.66	0.00	-165229.15	-100
5421	COMMUNICATIONS TOWER	0.00	375000.00	37655.91	0.00	-375000.00	-100
Department 2000 Totals		0.00	1079231.54	424157.51	828000.00	-251231.54	-23

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 2001 PW VEHICLES/EQUIPMENT							
4136	GROUNDS EQUIPMENT	0.00	0.00	7720.64	0.00	0.00	0
4150	DUMP BODY REPLACE - MED SIZE	0.00	0.00	0.00	12000.00	12000.00	0
4151	PICKUP TRUCK	0.00	0.00	0.00	42000.00	42000.00	0
4152	UTILITY TRACTOR	0.00	0.00	0.00	50000.00	50000.00	0
4153	LOADER/BACKHOE	0.00	0.00	0.00	160000.00	160000.00	0
4154	TRAILER	0.00	0.00	0.00	12000.00	12000.00	0
4155	VEHCILE SERVICE LIFT	0.00	0.00	0.00	60000.00	60000.00	0
4156	GROUNDS MAINT EQUIPMENT	0.00	0.00	0.00	14500.00	14500.00	0
5290	TOOL CARRIER REPLACE	0.00	180000.00	168565.00	0.00	-180000.00	-100
5308	ROTARY MOWER REPLACE	0.00	14000.00	11802.75	0.00	-14000.00	-100
Department 2001 Totals		0.00	194000.00	188088.39	350500.00	156500.00	81

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 2002 PW BUILDINGS/GROUNDS							
5103	VILLAGE GREEN IRRIGATION	0.00	0.00	0.00	7500.00	7500.00	0
5104	FWP TENNIS COURT REPRS/COATING	0.00	0.00	0.00	12000.00	12000.00	0
5105	SPURWINK SCHOOL PARKING LOT	0.00	0.00	0.00	100000.00	100000.00	0
5106	STREET LIGHTS - LED CONVERSION	0.00	0.00	0.00	0.00	0.00	0
5324	SPURWINK RIVER BOARDWALK	0.00	37000.00	0.00	0.00	-37000.00	-100
5337	CULVERT ASSESSMENT	0.00	4980.00	0.00	0.00	-4980.00	-100
5410	FWP CENTRAL LOT PROJECT	0.00	14772.56	0.00	0.00	-14772.56	-100
5429	HS TENNIS COURT COATINGS	0.00	40000.00	39875.00	0.00	-40000.00	-100
5430	HS TRACK SHIM COATINGS	0.00	65000.00	63000.00	0.00	-65000.00	-100
5431	FWP TENNIS COURT COATINGS	0.00	15000.00	11500.00	0.00	-15000.00	-100
5432	HANNAFORD TURF FIELD REPLACE	0.00	600000.00	531773.01	0.00	-600000.00	-100
5437	MS FIELD ADA IMPROVE	0.00	67000.00	85635.06	0.00	-67000.00	-100
5440	VILLAGE GREEN	0.00	0.00	19584.76	0.00	0.00	0
Department 2002 Totals		0.00	843752.56	751367.83	119500.00	-724252.56	-86

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 2003 PW ENGINEERING							
4035	WLLWBROOK CULVER/ENG/PLAN	0.00	47697.73	6020.89	0.00	-47697.73	-100
5107	SHORE RD PRELIM ENG/DESIGN	0.00	0.00	0.00	160000.00	160000.00	0
5427	KETTLE COVE RD DRAIN P & ENG	0.00	30000.00	11989.86	0.00	-30000.00	-100
Department 2003 Totals		0.00	77697.73	18010.75	160000.00	82302.27	106

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 2010 POLICE DEPARTMENT							
4003	IN-VEHICLE CAMERA	0.00	0.00	0.00	18500.00	18500.00	0
4004	POLICE CRUISER	0.00	96062.85	92526.14	58000.00	-38062.85	-40
4027	LESS LETHAL EQUIP	0.00	0.00	0.00	8900.00	8900.00	0
4028	TASER REPLACE	0.00	1300.00	1299.49	0.00	-1300.00	-100
4029	SWAT DETAIL EQUIP	0.00	6200.00	1701.23	3600.00	-2600.00	-42
4037	VARIABLE MESSAGE BOARD	0.00	0.00	0.00	21000.00	21000.00	0
5236	POLICE RADIOS	0.00	166000.00	164634.38	0.00	-166000.00	-100
5288	BULLET-PROOF VESTS	0.00	2400.00	0.00	900.00	-1500.00	-62
Department 2010 Totals		0.00	271962.85	260161.24	110900.00	-161062.85	-59

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 2020 FIRE DEPARTMENT							
5200	ENGINE 2 - REPLACE	0.00	0.00	0.00	630000.00	630000.00	0
5286	FIREHOUSE BRICKWORK	0.00	8000.00	0.00	0.00	-8000.00	-100
Department 2020 Totals		0.00	8000.00	0.00	630000.00	622000.00	7775

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 2030 FACILITIES							
4040	CETV CAMERA REPLACE	0.00	6325.58	0.00	0.00	-6325.58	-100
4052	LIBRARY IMPROVEMENTS	0.00	77198.00	0.00	0.00	-77198.00	-100
4053	TOWN HALL - ROOF REPAIR	0.00	0.00	0.00	9440.00	9440.00	0
4054	TOWN HALL - TAX LOBBY CAMERA	0.00	0.00	0.00	0.00	0.00	0
4055	TOWN HALL STAIRWELL LWR LOBBY	0.00	0.00	0.00	0.00	0.00	0
4056	POOL - EXTERIOR ROOFLINE RPR	0.00	0.00	0.00	0.00	0.00	0
4057	POOL - ROOF REPAIR	0.00	0.00	0.00	0.00	0.00	0
4058	COMM SVC - HEAT PUMPS	0.00	0.00	0.00	23000.00	23000.00	0
4059	HVY EQP STR - WOOD SIDING RPR	0.00	0.00	0.00	3200.00	3200.00	0
4060	HVY EQP STR - STEEL SUPPORT CL	0.00	0.00	0.00	2500.00	2500.00	0
4061	HVY EQP STR - 2ND FUEL CONTAIN	0.00	0.00	0.00	1000.00	1000.00	0
4062	PAKRS BLDG - GARAGE DOOR	0.00	0.00	0.00	3800.00	3800.00	0
4063	PHL - ROOF RPR - 4 BLDGS	0.00	0.00	0.00	0.00	0.00	0
4064	PHL - EXTERIOR PAINT - 4 BLDGS	0.00	0.00	0.00	14500.00	14500.00	0
4065	FWP - BLDG 324 - ROOF RPR	0.00	0.00	0.00	10700.00	10700.00	0
4066	PW BLDG - OSHA GARAGE DOOR	0.00	0.00	0.00	3200.00	3200.00	0
4067	PW BLDG - FLAGPOLE	0.00	0.00	0.00	4500.00	4500.00	0
4068	PW - FUEL PUMP SAFETY BOLLARDS	0.00	0.00	0.00	2800.00	2800.00	0
4069	PW BLDG - ROOF REPAIR	0.00	0.00	0.00	3940.00	3940.00	0
4070	PW BLDG - LED LIGHT UPGRADE	0.00	0.00	0.00	0.00	0.00	0
4071	FIRE STA - ROOF REPAIR	0.00	0.00	0.00	3760.00	3760.00	0
4072	SPURWINK CHURCH - ROOF RPR	0.00	0.00	0.00	3980.00	3980.00	0
4073	COMM SVC - EV CHARGING STA	0.00	0.00	0.00	25000.00	25000.00	0
4074	FWP - EV CHARGING STATION	0.00	0.00	0.00	28000.00	28000.00	0
4075	POL STA - SERVER/BACKUP SECRTY	0.00	0.00	0.00	4500.00	4500.00	0
4131	TOWN CNTR BLDG REPAIRS	0.00	10667.14	1500.00	0.00	-10667.14	-100
4143	PW BLDG REPAIRS	0.00	57326.38	0.00	0.00	-57326.38	-100
5230	CC POOL WORK	0.00	57000.00	8650.00	0.00	-57000.00	-100
5251	CC RENTAL BLDG REPAIRS	0.00	20000.00	2000.00	0.00	-20000.00	-100
5286	FD FIREHOUSE BRICKWORK	0.00	8000.00	0.00	0.00	-8000.00	-100
5310	TWN HALL - MAIN STAIR UPGRADE	0.00	45400.00	6033.05	0.00	-45400.00	-100
5317	PARK FURNACE REPLACE	0.00	3931.00	0.00	0.00	-3931.00	-100
5318	FWP BLDG PAINTING	0.00	13525.00	0.00	0.00	-13525.00	-100
5319	FWP BLDG ROOF & SIDING	0.00	7700.00	0.00	0.00	-7700.00	-100
5333	FWP BLDG 326 EXT IMPROVE	0.00	9908.65	0.00	0.00	-9908.65	-100
5334	FWP BLDG 95 EXT PAINTING	0.00	1200.00	0.00	0.00	-1200.00	-100
5433	FWP BLDG 324 REPAIRS	0.00	29000.00	0.00	0.00	-29000.00	-100
5435	PD MITCHEN IMPROVEMENTS	0.00	10500.00	0.00	0.00	-10500.00	-100
Department 2030 Totals		0.00	357681.75	18183.05	147820.00	-209861.75	-59

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
<hr/>							
Department 2040 COMMUNITY SERVICES							
5422	UTILITY VAN	0.00	14000.00	0.00	0.00	-14000.00	-100
Department 2040 Totals		0.00	14000.00	0.00	0.00	-14000.00	-100

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Department 2090 ACP							
4114	GREENBELT TRAIL IMPROVEMENTS	0.00	24440.00	14231.11	40000.00	15560.00	64
4117	ASSESSING - REVALUATION	0.00	22942.62	0.00	0.00	-22942.62	-100
5316	2019 COMP PLAN	0.00	6237.95	3120.50	0.00	-6237.95	-100
Department 2090 Totals		0.00	53620.57	17351.61	40000.00	-13620.57	-25

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 01 Totals		0.00	2899947.00	1677320.38	2386720.00	-513227.00	-18
GRAND TOTALS		0.00	2899947.00	1677320.38	2386720.00	-513227.00	-18

REPORT COMPLETE



Town of Cape Elizabeth, Maine
Special Funds
Fiscal Year 2021
July 1, 2020-June 30, 2021

Date : 03/04/2021 - Thur
 Time : 15:57:57

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 1

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Fund	40								
R0348	PORTLAND WATER DIST	SEWER CHARGES	2000000.00	2193598.73	2200000.00	968887.27	2225000.00	25000.00	1
R0349	SEWER CONNECTION FEE		40000.00	73000.00	55000.00	44000.00	55000.00	.00	0
R0352	FWD MISC ADJUSTMENTS	SEWER FUND	.00	4008.57	.00	2032.15	.00	.00	0
R0353	DELINQUENT P.W.D.		.00	719.78	.00	.00	.00	.00	0
R0355	SEWER INTEREST ON DE		.00	16.07	.00	145.00	.00	.00	0
R0356	MISCELLANEOUS SEWER		300.00	4002.00	.00	.00	.00	.00	0
R0358	USE OF SURPLUS	SEWER FUND	150072.00	.00	-5594.00	.00	38748.00	44342.00-793	
Fund	40	Totals	2190372.00	2275345.15	2249406.00	1015064.42	2318748.00	69342.00	3

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 40							
Department 0815 SEWER FUND							
1001	FULL TIME PAYROLL	13568.03	17890.00	2785.28	18950.00	1060.00	6
1003	OVERTIME	2475.41	1300.00	165.84	1300.00	0.00	0
1004	COVID - 19 PAY	2095.96	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	1144.53	1468.00	223.56	1550.00	82.00	6
2005	POSTAGE	0.00	0.00	6.95	0.00	0.00	0
2022	UNIFORM	701.85	765.00	704.90	800.00	35.00	5
2037	SEWER LINE MAINTENANCE	154335.38	150000.00	17492.77	150000.00	0.00	0
2062	SEWER CONTINGENCY	184.19	200.00	0.00	200.00	0.00	0
2071	PTLD WATER ASSESSMENT	1639146.00	1790200.00	1311543.00	1853800.00	63600.00	4
2072	ADMINISTRATIVE COSTS	0.00	2000.00	0.00	2000.00	0.00	0
2073	ALLOW. FOR UNCOLLECTIBLES	0.00	2200.00	0.00	2200.00	0.00	0
2099	ABATEMENT EXPENSE	1649.85	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	315.00	320.00	134.28	350.00	30.00	9
3040	DIESEL FUEL	485.00	500.00	137.56	500.00	0.00	0
4004	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0
4016	OTTAWA RD. PH.III	46.20	0.00	0.00	0.00	0.00	0
5009	PAYING AGENT FEE	10455.38	10455.00	511.24	10455.00	0.00	0
5010	PRINCIPLE PAYMENT	185450.00	188658.00	0.00	191922.00	3264.00	2
5011	INTEREST PAYMENT	23657.72	20450.00	10224.72	17185.00	-3265.00	-16
5049	TXFR TO GENL FUND	62129.00	63000.00	63000.00	67536.00	4536.00	7
Department 0815 Totals		2097839.50	2249406.00	1406930.10	2318748.00	69342.00	3
Interfund 40 Totals		2097839.50	2249406.00	1406930.10	2318748.00	69342.00	3

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

Full Time Payroll (1001) \$18,950

This account covers a portion of one departmental position from Public Works is charged toward this account (Equipment Operator (35%)). Initial budget assumes a 2% increase in wages.

Overtime (1003) \$1,300

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

Social Security (1020) \$1,550

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

Uniforms (2022) \$800

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) \$1,853,800

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 2021 calendar year assessment at \$1,835,412, which is 7.6% higher than last year. The second half of FY'22 is estimated with a 2% increase, due to the PWD operating in a calendar year.

Highlights of their work plan include:

- Upgrades to the Littlejohn Road Pumping Station (2020).
- Upgrade to the Maiden Cove Pumping Station.
- Upgrades to the Ottawa Road Pumping Station (2021).

Administrative Costs (2072) \$2,000

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) \$350

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

Diesel Fuel (3040) \$500

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

Ottawa Road CSO Master Plan (4016) \$0

The Town is partnered with the Portland Water District and the City of South Portland to monitor flows tributary to the Ottawa Road Pumping Station to verify flow reduction efforts that were completed. No funds are being requested for FY 2022.

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)

\$191,922

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

Interest Payments (5011)

\$17,185

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

Town General Fund (6010)

\$67,536

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.

Date : 03/04/2021 - Thur
 Time : 15:57:57

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Fund	42								
R0417	INFRASTRUCTURE BLDG		.00	63870.27	55000.00	36915.84	55000.00	.00	0
R0418	INFRASTRUCTURE INTER		.00	.00	.00	.00	.00	.00	0
R0419	TROUT BROOK C U FEES		.00	.00	.00	.00	.00	.00	0
R0420	PLUMB/INTERNAL		.00	.00	.00	.00	.00	.00	0
R0421	TRANSFER IN - GENERA		.00	.00	.00	.00	.00	.00	0
R0422	USE OF SURPLUS	INFRASTRUCTURE FUND	.00	.00	.00	.00	150000.00	150000.00	0
Fund	42	Totals	.00	63870.27	55000.00	36915.84	205000.00	150000.00	273

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 42							
Department 0750 INFRASTRUCTURE FUND							
4008	TROUT BROOK	0.00	0.00	0.00	0.00	0.00	0
4015	CHARLES RD SEWER REHAB	0.00	0.00	0.00	0.00	0.00	0
5049	TXFR TO GENL FUND	0.00	0.00	0.00	205000.00	205000.00	0
Department 0750 Totals		0.00	0.00	0.00	205000.00	205000.00	0
Interfund 42 Totals		0.00	0.00	0.00	205000.00	205000.00	0

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 46							
Department 0890 LIBRARY AGENCY							
1810	MISCELLANEOUS	1371.26	0.00	0.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	0.00	0.00	2083.98	1500.00	1500.00	0
2006	TRAVEL	0.00	0.00	0.00	500.00	500.00	0
2009	CONFERENCES AND MEETINGS	9600.00	0.00	306.00	0.00	0.00	0
2034	OFFICE EQUIPMENT	16092.28	0.00	470.00	0.00	0.00	0
3001	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	359.55	0.00	1634.01	0.00	0.00	0
3020	BOOKS	765.18	0.00	3296.69	500.00	500.00	0
3100	ELECTRONIC RESOURCES	2971.20	0.00	4935.27	3000.00	3000.00	0
3101	AUDIO VISUAL	18.19	0.00	82.46	4000.00	4000.00	0
3102	PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
Department 0890 Totals		31177.66	0.00	12808.41	9500.00	9500.00	0
Department 0891 LIBRARY - TMLF GIFTS							
1810	MISCELLANEOUS	1115.37	0.00	871.30	1000.00	1000.00	0
2004	PRINTING AND ADVERTISING	225.00	0.00	234.00	500.00	500.00	0
2006	TRAVEL	0.00	0.00	0.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	0.00	410.00	1500.00	1500.00	0
2034	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	3357.77	0.00	114.16	2000.00	2000.00	0
3020	BOOKS	355.21	0.00	296.20	0.00	0.00	0
3100	ELECTRONIC RESOURCES	878.21	0.00	0.00	0.00	0.00	0
3101	AUDIO VISUAL	0.00	0.00	0.00	0.00	0.00	0
3102	PROGRAMS	3835.00	0.00	13200.00	15000.00	15000.00	0
Department 0891 Totals		9766.56	0.00	15125.66	20000.00	20000.00	0
Department 0892 LIBRARY - LOST/PAID							
1810	MISCELLANEOUS	114.95	0.00	0.00	0.00	0.00	0
3020	BOOKS	471.00	0.00	1130.84	3000.00	3000.00	0
3100	ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0
3101	AUDIO VISUAL	112.67	0.00	27.81	500.00	500.00	0
Department 0892 Totals		698.62	0.00	1158.65	3500.00	3500.00	0
Department 0893 COLES CHILDRENS BOOK FUND							
1810	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
3020	BOOKS	0.00	0.00	0.00	1000.00	1000.00	0
Department 0893 Totals		0.00	0.00	0.00	1000.00	1000.00	0
Department 0895 LIBRARY - ZIMPRITCH AGENCY							
1810	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
2004	PRINTING AND ADVERTISING	0.00	0.00	0.00	100.00	100.00	0
2006	TRAVEL	-26.82	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	21.87	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	32.83	0.00	0.00	300.00	300.00	0
3020	BOOKS	335.97	0.00	1288.15	1500.00	1500.00	0
3100	ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0
3101	AUDIO VISUAL	0.00	0.00	0.00	500.00	500.00	0
3102	PROGRAMS	5000.00	0.00	0.00	2000.00	2000.00	0
Department 0895 Totals		5363.85	0.00	1288.15	4400.00	4400.00	0
Interfund 46 Totals		47006.69	0.00	30380.87	38400.00	38400.00	0

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 47							
Department 0840 SPURWINK CHURCH FUND							
1002	PART TIME PAYROLL	0.00	2500.00	1020.00	2500.00	0.00	0
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	0.00	191.00	78.03	191.00	0.00	0
2001	TELEPHONE	0.00	550.00	47.62	300.00	-250.00	-45
2002	POWER	616.50	600.00	325.86	650.00	50.00	8
2003	WATER	555.64	200.00	513.89	600.00	400.00	200
2035	BUILDING MAINT.	3682.60	3500.00	2552.24	3700.00	200.00	6
2063	ALARM SERVICE	300.00	450.00	300.00	350.00	-100.00	-22
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3003	HEAT	2083.37	2200.00	1363.08	2200.00	0.00	0
3400	REFUNDS	0.00	0.00	350.00	0.00	0.00	0
5049	TXFR TO GENL FUND	300.00	300.00	300.00	4414.00	4114.00	1371
Department 0840 Totals		7538.11	10491.00	6850.72	14905.00	4414.00	42
Interfund 47 Totals		7538.11	10491.00	6850.72	14905.00	4414.00	42

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 50							
Department 0860 RIVERSIDE PC							
1001	FULL TIME PAYROLL	19246.12	23295.00	13197.44	23300.00	5.00	0
1002	PART TIME PAYROLL	13390.75	10500.00	2250.00	8400.00	-2100.00	-20
1003	OVERTIME PAYROLL	1154.76	2340.00	609.36	2200.00	-140.00	-6
1004	COVID - 19 PAY	610.42	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	1923.09	2764.00	904.01	2600.00	-164.00	-6
2002	POWER	55.46	250.00	123.72	150.00	-100.00	-40
2003	WATER	280.72	820.00	58.56	800.00	-20.00	-2
2010	PROFESSIONAL SERVICE	511.21	970.00	580.50	950.00	-20.00	-2
2012	CONTRACTED SERVICES	0.00	0.00	0.00	500.00	500.00	0
2022	UNIFORMS	817.41	765.00	566.64	800.00	35.00	5
2032	MARKER REPAIRS	0.00	1000.00	695.00	1400.00	400.00	40
2036	STONEWALL REPAIRS	0.00	1500.00	0.00	1500.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	965.00	990.00	990.00	950.00	-40.00	-4
3006	MATERIALS & SUPPLIES	2166.59	2700.00	892.99	2600.00	-100.00	-4
3040	DIESEL FUEL	680.00	690.00	690.00	700.00	10.00	1
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0
4005	LOT BUY BACK	2550.00	2200.00	400.00	2200.00	0.00	0
5049	TXFR TO GENL FUND	1632.00	2000.00	2000.00	1470.00	-530.00	-26
Department 0860 Totals		45983.53	52784.00	23958.22	50520.00	-2264.00	-4
Interfund 50 Totals		45983.53	52784.00	23958.22	50520.00	-2264.00	-4

- 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)** **\$950**
This account covers gasoline used in the mowing and trimming operations at the Cemetery.
- Materials & Supplies (3006)** **\$2,600**
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)** **\$700**
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)** **\$1,470**
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

Budget Report

		Department					
Sub		Expended	Budget	Expended	Manager	\$ Variance	
Acct	Description	Last Year	Current	Current	Requested	(Manager	%
		2019-2020	2020-2021	2020-2021	2021-2022	Requested)	
Interfund 65							
Department 0865 FORT WILLIAMS CAPITAL							
3400	REFUND - CEREMONY FEES	0.00	0.00	500.00	0.00	0.00	0
3401	REFUND - BENCH PURCH	0.00	0.00	1500.00	0.00	0.00	0
4005	MASTER&BUSINESS PLAN	0.00	90000.00	31354.04	0.00	-90000.00	-100
4006	MISC. PROJECTS TBD F	24865.00	20000.00	0.00	20000.00	0.00	0
4015	RETAINING WALL - CNTRL LOT	0.00	50000.00	0.00	0.00	-50000.00	-100
4016	INTERPRETIVE SIGN REPLACEMENT	668.51	20000.00	15479.50	5000.00	-15000.00	-75
4017	BLEACHER ENGINEERING and DEMO	42178.25	0.00	0.00	0.00	0.00	0
4018	PERIMETER FENCING IMP.	0.00	0.00	0.00	0.00	0.00	0
4019	INVASIVE PLANT CONTROL	7500.00	15000.00	10400.00	15850.00	850.00	6
4020	CHILDRENS GARDEN SLIDE	0.00	4000.00	4000.00	0.00	-4000.00	-100
4021	PEDESTRIAN IMPROVEMENT	0.00	12000.00	0.00	0.00	-12000.00	-100
4022	CLIFF WALK SAFETY IM	0.00	105000.00	97710.00	43450.00	-61550.00	-59
4025	SHIP COVE PK. IMPROV.	0.00	0.00	0.00	0.00	0.00	0
4026	PICNIC SHELTER P.LOT PED.IMP	0.00	0.00	0.00	117000.00	117000.00	0
4027	POWERS RD/SHIPCOVE IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0
4030	BASKETBALL CT REHAB	25785.90	0.00	0.00	0.00	0.00	0
4031	OVERFLOW PARKING ADA PARK	0.00	15000.00	0.00	0.00	-15000.00	-100
4032	OVERFLOW PARKING WALK REP	0.00	0.00	0.00	0.00	0.00	0
4033	BATTERY BLAIR WALL STAB.	0.00	85000.00	0.00	0.00	-85000.00	-100
4034	EARTHEN BERME	0.00	0.00	0.00	25000.00	25000.00	0
5049	TXFR TO GENL FUND	118475.00	200000.00	200000.00	37380.00	-162620.00	-81
Department 0865 Totals		219472.66	616000.00	360943.54	263680.00	-352320.00	-57
Interfund 65 Totals		219472.66	616000.00	360943.54	263680.00	-352320.00	-57

TOWN OF CAPE ELIZABETH

Budget Report

		Department					
Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Department 0645 FORT WILLIAMS PARK							
1001	FULL TIME PAYROLL	48362.43	0.00	24.46	0.00	0.00	0
1002	PART TIME PAYROLL	55430.48	94623.00	36751.10	74246.00	-20377.00	-22
1003	OVERTIME PAYROLL	161.36	0.00	0.00	0.00	0.00	0
1004	COVID - 19 PAY	5625.69	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	7725.40	7240.00	2813.19	5694.00	-1546.00	-21
2002	POWER	4161.03	5300.00	246.32	0.00	-5300.00	-100
2003	WATER	6676.09	0.00	0.00	0.00	0.00	0
2010	PROFESSIONAL SERVICE	15562.36	0.00	0.00	0.00	0.00	0
2019	TREE PLANTING AND MAINTENANCE	20244.00	0.00	0.00	0.00	0.00	0
2022	UNIFORM	1137.16	1200.00	0.00	1200.00	0.00	0
2032	EQUIPMENT MAINTENANCE	9929.78	0.00	0.00	0.00	0.00	0
2035	BUILDING REPAIR	22944.27	0.00	0.00	0.00	0.00	0
2036	STONE WALL REPAIRS	0.00	0.00	0.00	0.00	0.00	0
2037	BATTERY & MANSION SE	2829.48	0.00	0.00	0.00	0.00	0
2038	SNOW PLOWING - CONTRACTED	0.00	0.00	0.00	0.00	0.00	0
2041	FENCING & GATE MAINTENANCE	1461.00	0.00	0.00	0.00	0.00	0
2063	ALARM SYSTEM MONITOR	738.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	509.38	0.00	0.00	0.00	0.00	0
3002	GASOLINE	3158.67	0.00	0.00	0.00	0.00	0
3003	HEAT	7846.64	4500.00	469.73	0.00	-4500.00	-100
3005	MINOR EQUIPMENT	928.19	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	547.71	600.00	0.00	0.00	-600.00	-100
3038	MAINTENANCE MATERIAL	7209.43	0.00	771.06	0.00	0.00	0
3039	GROUNDS MATERIALS	651.00	0.00	0.00	0.00	0.00	0
3040	DIESEL FUEL	2185.00	0.00	0.00	0.00	0.00	0
4001	TENNIS CT. REHAB	0.00	0.00	0.00	0.00	0.00	0
Department 0645 Totals		226024.55	113463.00	41075.86	81140.00	-32323.00	-28

South End Safety Fencing

\$43,450

There is 135' of existing chain link fence from the end of the new cable fencing to the berm and an additional 110' around the overlook behind the berm. This fencing has aged and is nearing the end of its life expectancy. It should be replaced with the new cable fencing utilized on the rest of the Cliff Walk to address safety and continuity. There is also approximately 150' of unfenced area from the overlook to the end of the cliff walk with significant drop-off which should be fenced as a safety precaution.

Earthen Berm

\$ 25,000

The committee is requesting work on the "berm" project continue to be researched. GPCOG completed soil tests and has determined lead in the ground therefore removal would be extremely costly. The committee would like to research other alternatives to improve the visual appearance and clear the view from that area of the park.

Invasive Plant Management

\$15,850

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. In FY 22 the breakdown includes mechanical mowing with skid steer, herbicide treatment, cut and stump treatment and chainsaw/chipper crew to prioritized locations. Mansion Windbreak (\$7,400), Ship Cove (\$2,600), Battery Keyes (\$1,950), Picnic Shelter, Gateway & Woodland (\$2,600) and Battery Blair (\$1,300).

Park Signage Improvements

\$5,000

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. Updated signs to replace faded/worn donation box signs.

Picnic Shelter Parking Lot – Paving & Drainage **\$117,000**

Mitchell & Associates completed an inspection and estimate for drainage improvements, parking lot grading, parking lot paving and trench patch repair. Estimate assumes an allowance for 5 hours of ledge hammering and does not include irrigation repair or tree or planting replacement if encountered.

Concrete Wall at end of Central Parking Lot **\$50,000**

Reallocated to Stonewall Reconstruction/Maintenance

This project was approved in the FY 21 budget. After inspection of stonewalls within the park the committee is asking that these funds be carried forward to FY22 and reallocated to the following stonewalls; Battery Blair Retaining Wall (\$30,000), Corner Wall by B2B entry to the park (\$7,400), Picnic Shelter Patio & Wall (\$5,000), Stone Gazebo Patio & Wall (\$5,500) and minor stone replacements (\$1,000).

Town General Fund

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

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2019-2020	Budget Current 2020-2021	Expended Current 2020-2021	Manager Requested 2021-2022	\$ Variance (Manager Requested)	%
Interfund 70							
Department 0870 PORTLAND HEAD LIGHT							
1001	FULL TIME PAYROLL	75475.21	80300.00	44778.72	81613.00	1313.00	2
1002	PART TIME PAYROLL	51682.13	72000.00	19804.54	38000.00	-34000.00	-47
1004	COVID - 19 PAY	4063.33	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	7608.95	11651.00	4751.91	9150.00	-2501.00	-21
1023	ICMA 401A RETIREMENT	0.00	6500.00	9568.46	6500.00	0.00	0
1025	HEALTH INSURANCE	0.00	24000.00	30748.22	20150.00	-3850.00	-16
2001	TELEPHONE	2223.32	2000.00	1087.95	1800.00	-200.00	-10
2002	POWER	1713.66	2500.00	1168.14	2000.00	-500.00	-20
2004	PRINTING AND ADVERTISING	8638.00	10500.00	1695.00	5000.00	-5500.00	-52
2005	POSTAGE	0.00	150.00	0.00	150.00	0.00	0
2006	TRAVEL/MEETINGS	0.00	200.00	0.00	200.00	0.00	0
2007	DUES AND MEMBERSHIPS	1183.00	1200.00	665.00	1200.00	0.00	0
2008	TRAINING	1201.73	3500.00	0.00	1000.00	-2500.00	-71
2009	CONFERENCES AND MEETINGS	0.00	200.00	0.00	200.00	0.00	0
2010	PROFESSIONAL SERVICE	79451.39	35000.00	15810.34	35000.00	0.00	0
2011	AUDIT/TAX FILING SVCS	1025.00	0.00	0.00	1200.00	1200.00	0
2013	COLLECTIONS	0.00	1500.00	0.00	0.00	-1500.00	-100
2014	RESEARCH & DEVELOPMENT	0.00	150.00	0.00	0.00	-150.00	-100
2034	OFFICE EQUIPMENT	203.00	1000.00	0.00	500.00	-500.00	-50
2035	BUILDING MAINTENANCE	2627.11	30000.00	5303.50	30000.00	0.00	0
2036	GROUND MAINTENANCE	9651.14	13500.00	4709.58	13000.00	-500.00	-4
2062	CONTINGENCY	0.00	1000.00	0.00	0.00	-1000.00	-100
2063	ALARM SERVICE	323.40	500.00	0.00	0.00	-500.00	-100
2089	INSURANCE	4231.00	4500.00	4194.00	4500.00	0.00	0
2300	BANK FEES	15845.84	20000.00	5655.56	12725.00	-7275.00	-36
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	28.32	600.00	48.99	500.00	-100.00	-17
3003	HEAT	3863.63	5000.00	543.99	4500.00	-500.00	-10
3006	MISCELLANEOUS SUPPLIES	0.00	100.00	0.00	0.00	-100.00	-100
3007	CLEANING SUPPLIES	156.46	200.00	41.99	200.00	0.00	0
3020	BOOKS	0.00	100.00	0.00	0.00	-100.00	-100
4001	OUTLAY	0.00	10000.00	0.00	0.00	-10000.00	-100
4002	MUSEUM DEVELOPMENT	2932.90	6000.00	839.86	3000.00	-3000.00	-50
4010	GIFT SHOP COSTS	280236.75	350000.00	60217.28	150000.00	-200000.00	-57
5001	HARDSCAPE PEDESTRIAN IMPROVE	103764.34	26235.66	3070.00	0.00	-26235.66	-100
5049	TXFR TO GENL FUND	108220.00	10000.00	10000.00	27598.00	17598.00	176
Department 0870 Totals		766349.61	730086.66	224703.03	449686.00	-280400.66	-38
Interfund 70 Totals		766349.61	730086.66	224703.03	449686.00	-280400.66	-38

Date : 03/04/2021 - Thur
 Time : 16:10:00

TOWN OF CAPE ELIZABETH
 REVENUE BUDGET MASTER REPORT

Page : 10

Acct	Revenue Name	Add'l Name	Projected Last Year	Collected Last Year	Projected Curr Year	Collected Curr Year	Projected Next Year	\$-Variance	%
Fund	70								
R0555	LIGHTHOUSE DONATIONS		2200.00	3880.00	2200.00	1029.00	2000.00	-200.00	-9
R0556	PHL ADMISSIONS		55000.00	46036.10	55000.00	9105.00	25000.00	-30000.00	-55
R0557	PHL GIFT SHOP SALES		630000.00	560575.12	630000.00	171459.40	380000.00	-250000.00	-40
R0558	PHL BINOCULAR REVENU		.00	748.39	1000.00	210.23	.00	-1000.00	-100
R0560	PHL INTEREST		1000.00	.00	.00	.00	.00	.00	0
R0561	PHL NON-TAXABLE SALE		.00	.00	.00	.00	.00	.00	0
R0562	PHL MISC.REVENUE		.00	464.71	.00	.00	.00	.00	0
R0563	PHL MMA W COMP DIVID		.00	192.00	.00	.00	.00	.00	0
R0606	TRANSFER IN - GENERA		.00	.00	.00	.00	.00	.00	0
R0608	USE OF SURPLUS	PORTLAND HEAD LIGHT	130000.00	.00	15651.00	.00	42686.00	27035.00	173
R0610	CIP CARRY FWD - PHL	PORTLAND HEAD LIGHT	.00	.00	.00	.00	.00	.00	0
Fund	70	Totals	818200.00	611896.32	703851.00	181803.63	449686.00	-254165.00	-36

PORTLAND HEAD LIGHT (870)

FY2022 Revenue

Donations \$2,000 Museum Admissions \$25,000 Gift Shop Sales \$380,000 Total \$407,000

Full Time Payroll (1001)

The FY2022 full time account includes:

Museum Director	Salary	\$70013
Parks Department Equipment Operator	Salary	\$11600 (12 weeks)

Part Time Payroll (1002)

Position	Hourly Wage	Traditional Hours/ per week
For FY2022 fewer as needed		
Marketing/Shop Assistant 18 (five months) 6000	\$15.86	40 (five months) 13,000
Museum/Shop Assistants	\$12.25- \$12.75	60 (five months) 16000
Park Rangers	\$16.00	\$1600
Grounds Maintenance	\$15.00	

Printing and Advertising (2004)

The FY2022 budget includes advertising in the Convention and Visitors Guide, Maine Tour, Maine Tourism Association and Portland magazine.

Professional Services (2010)(2011)

Portland Head Light covers rental and cleaning cost \$30,000 for 8 portable toilets in the park. Also includes \$600(share of uniform rental). Includes Accountant fees for Tax preparations, bank courier and web site support. Overboard discharge system testing \$3500.

Building Maintenance (2035)

FY2022 includes exterior and interior maintenance of the lighthouse, keepers' quarters and gift shop, cleaning and security system.

Grounds Maintenance (2036)

\$12000 Landscaping contract covers maintenance of the property, the circle and the two walks along the coastline.

Museum Development (4002)

FY 2022 includes maintenance of the museum exhibits, updates, collections and reserve for future improvements.

Gift Shop Costs (4010)

Projected sales are \$380,000. This includes inventory, bags, computers, software, registers and credit card terminals.

