



Town of Cape Elizabeth, Maine
Budget
Fiscal Year 2023
July 1, 2022-June 30, 2023

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March 3, 2022

To: Chairman Gabrielson, Finance Chair Boucher, 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 continue to be 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 the continuation of cost centers under departments consolidated under their departments. The total combined municipal and community services budget for this year is \$18,416,128. This is offset with by revenues from all sources in the amount of \$11,498,344. The amount to be collected from property taxes is proposed to be \$6,917,784, which is 0.83% more than last year. As proposed, the budget will provide a net to taxes increase of -0.23%. This year's budget continues the work began last year to recover from the effects of the pandemic, with improving revenues, while also maintaining a conservative approach to municipal spending.

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

- 47% of the municipal budget is personnel expenses, this includes a 5% average wage increase for all employees due to cost of living increases, salary pressures in the employment market, and in observance of continued service throughout the entirety of the pandemic. Additionally it includes an increase in the 401A contribution by 1% to an 8% employer match.
- The budget contains significant capital item purchases in line with the planned capital improvement plan. The capital plan for this year continues significant investment in our public works infrastructure with the planned replacement of the Willow Brook Culvert, Kettle Cove drainage improvements, 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 American Rescue Plan funds for the Kettle Cove drainage improvements.
- There is a planned replacement of the Public Works Department dump truck replacement, estimated at \$198,000, and replacement of the larger rotary mower at \$135,000. All of these items are projected to be acquired by lease purchase financing and all will outlive the financing term.
- The capital plan also has the planned construction of Town Center sidewalk segments 7 and 8, which is funded by a combination of PACTS grant funding and revenues generated by the Town Center TIF district.
- The capital plan also includes the replacement of one ambulance / rescue as the current unit is reaching the end of its useful life. The estimated cost of \$300,000 will be financed by lease purchase.
- 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 \$200,000.

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 \$2.9 million in excise taxes, which is an increase over the current year, as excise revenues were impacted in FY2022 by a lack of inventory, which is anticipated to make a positive rebound. 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 \$525,000 in its fourth year, with the increase due to increase in parking rates and the addition of April and half of November to the revenue months. Finally, in the State budget, there is a forecast increase in Revenue Sharing, and revenues reflect the most recent estimated.

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

- Reliable public and emergency services with the purchase of the new dump / plow truck and ambulance / rescue.
- Providing public and community services for all ages by funding Community Services and the Thomas Memorial Library.
- Promote spaces and connections for diverse physical activities with active programming with Community Services and infrastructure investments like the new Town Center sidewalks.
- Provides funding for the Town's communication infrastructure such as CETV, the Town website, and a new subscription service for engaging residents based on their interest areas in Town government.
- The municipal budget leverages both State and Federal funding resources to meet Town needs, with the Town Center sidewalks, Kettle Cove Drainage, Willow Brook culvert, and other initiatives being recipients.
- Invests in existing staff by funding training and professional development and meeting market pressures on compensation.

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 2023
July 1, 2022-June 30, 2023**

Fiscal Year 2023
General Fund Detailed Budget Summary - Pro Forma
3/3/2022

	FY 2022 BUDGET	FY 2023 BUDGET	\$ Change FY22 to FY23	% Change FY22 to FY23
EXPENDITURES				
MUNICIPAL	\$ 16,857,021	\$ 18,416,128	\$ 1,559,107	9.25%
CARRY FORWARD - OPERATIONS	311,287	-	(311,287)	-100.00%
CARRY FORWARD - CIP	1,015,527	-	(1,015,527)	-100.00%
TIF DISTRICT	84,059	119,437	35,378	42.09%
SUBTOTAL MUNICIPAL	\$ 18,267,894	\$ 18,535,565	\$ 267,671	1.47%
OVERLAY	259,552	200,000	(59,552)	-22.94%
COUNTY ASSESSMENT	1,556,320	1,634,136	77,816	5.00%
TOWN AND COUNTY	\$ 20,083,766	\$ 20,369,701	\$ 285,934	1.42%
SCHOOL DEPARTMENT	29,857,097	-	(29,857,097)	-100.00%
TOTAL EXPENDITURES	\$ 49,940,863	\$ 20,369,701	\$ (29,571,163)	-59.21%
REVENUE				
MUNICIPAL	\$ 9,018,272	\$ 10,254,344	\$ 1,236,072	13.71%
MUNICIPAL FUND BALANCE	1,000,000	1,244,000	244,000	24.40%
CARRY FORWARD - OPERATIONS	311,287	-	(311,287)	-100.00%
CARRY FORWARD - CIP	1,015,527	-	(1,015,527)	-100.00%
ADDITIONAL HOMESTEAD REIMBURSE	(21,544)	-	21,544	-100.00%
ADDITIONAL BETE REIMBURSE	(611)	-	611	-100.00%
SUBTOTAL MUNICIPAL	\$ 11,322,932	\$ 11,498,344	\$ 175,412	1.55%
SCHOOL	\$ 2,684,043	\$ -	\$ (2,684,043)	-100.00%
SCHOOL FUND BALANCE	307,323	-	(307,323)	-100.00%
SUBTOTAL SCHOOL	\$ 2,991,366	\$ -	\$ (2,991,366)	-100.00%
TOTAL REVENUES	\$ 14,314,298	\$ 11,498,344	\$ (2,815,954)	-19.67%
TAXES TO BE RAISED				
MUNICIPAL	\$ 6,860,903	\$ 6,917,784	\$ 56,881	0.83%
TIF DISTRICT	84,059	119,437	35,378	42.09%
SUBTOTAL MUNICIPAL	\$ 6,944,962	\$ 7,037,221	\$ 92,259	1.33%
OVERLAY	259,552	200,000	(59,552)	-22.94%
COUNTY ASSESSMENT	1,556,320	1,634,136	77,816	5.00%
TOWN AND COUNTY	\$ 8,760,835	\$ 8,871,357	\$ 110,522	1.26%
SCHOOL DEPARTMENT	26,865,731	-	(26,865,731)	-100.00%
TOTAL TAXES TO BE RAISED	\$ 35,626,566	\$ 8,871,357	\$ (26,755,209)	-75.10%
TAX RATES (Rounded to nearest ¢)				
MUNICIPAL	\$ 4.0970	\$ 4.0877	\$ (0.01)	-0.23%
COUNTY ASSESSMENT	0.8850	0.9230	0.04	4.29%
SCHOOL DEPARTMENT	15.2779	-	(15.28)	-100.00%
TOTAL TAX RATE	\$ 20.2600	\$ 5.0107	\$ (15.25)	-75.27%
TAX RATE VALUATION BASIS	1,758,468,200	1,770,468,200	\$ 12,000,000	0.68%

**Fiscal Year 2023
Municipal General Fund Working Budget - Expenditures by Department with 5.00% COLA
3/31/2022**

GENERAL FUND EXPENDITURES		Budget	Budget	Revised Mgr	Approved	\$ Variance	%
ALL DEPARTMENTS		Last Year	Current	5% COLA	2022-2023	(Manager)	FY 22 to FY 23
Dept	Description	2020-2021	2021-2022	2022-2023	2022-2023	Requested	FY 23
110	ADMINISTRATION	829,385	866,430	1,018,141	1,018,141	151,711	17.51%
120	ACP	440,460	447,169	495,316	495,316	48,147	10.77%
130	TOWN COUNCIL	500	500	500	500	-	0.00%
135	LEGAL & AUDIT	115,000	94,500	94,500	94,500	-	0.00%
140	ELECTIONS	112,180	82,872	70,600	70,600	(12,272)	-14.81%
145	PUBLIC INFORMATION	76,093	74,187	77,131	77,131	2,944	3.97%
150	BOARDS AND COMMISSIONS	21,006	27,406	28,218	28,218	812	2.96%
160	INSURANCE	128,000	130,000	138,485	138,485	8,485	6.53%
170	EMPLOYEE BENEFITS	1,654,000	1,681,830	1,756,950	1,756,950	75,120	4.47%
180	DEBT SERVICE	1,596,334	1,586,922	1,671,403	1,671,403	84,480	5.32%
210	POLICE DEPARTMENT	1,601,686	1,734,414	1,857,774	1,857,774	123,360	7.11%
215	ANIMAL CONTROL	26,718	27,757	28,839	28,839	1,082	3.90%
220	PUBLIC SAFETY DISPATCH	213,188	231,395	227,195	227,195	(4,200)	-1.82%
225	WETeam	28,565	29,700	58,996	58,996	29,296	98.64%
230	FIRE DEPARTMENT	667,978	809,183	930,303	930,303	121,120	14.97%
231	RESCUE	642,117	646,416	672,754	672,754	26,338	4.07%
235	FIRE POLICE UNIT	12,115	10,000	12,752	12,752	2,752	27.52%
240	MISC PUBLIC PROTECTION	173,449	174,610	168,997	168,997	(5,613)	-3.21%
250	EMERGENCY PREPAREDNESS	6,952	6,400	7,268	7,268	868	13.56%
310	PUBLIC WORKS	1,421,320	1,444,617	1,459,232	1,459,232	14,615	1.01%
320	REFUSE DISPOSAL	625,205	620,750	641,155	641,155	20,405	3.29%
330	PARKS & GROUND	594,457	592,261	557,243	557,243	(35,018)	-5.91%
410	HUMAN SERVICES	137,200	142,200	94,600	94,600	(47,600)	-33.47%
420	CONTRIBUTIONS	105,500	126,000	131,100	131,100	5,100	4.05%
510	LIBRARY	564,948	591,179	638,474	638,474	47,295	8.00%
540	COMMUNITY SERVICES ADMINISTRATION	304,671	307,229	321,957	321,957	14,728	4.79%
541	FITNESS CENTER	65,232	32,559	28,425	28,425	(14,134)	-12.70%
542	RICHARDS POOL PROGRAMS	285,923	267,865	303,184	303,184	35,319	13.19%
543	COMMUNITY SVCS ADULT PROGRAMS	111,856	85,240	77,409	77,409	(7,831)	-9.19%
544	COMMUNITY SVCS YOUTH PROGRAMS	502,675	429,465	521,064	521,064	94,599	22.18%
545	CAPE CARE	156,743	219,276	287,661	287,661	68,385	31.19%
546	CAPE CARE - ARPA	-	110,550	-	-	(110,550)	-100.00%
547	FORT WILLIAMS PARK	113,463	87,140	110,677	110,677	23,537	27.01%
548	SPURWINK CHURCH	-	-	3,826	3,826	3,826	0.00%
600	FACILITIES MANAGEMENT	315,869	146,353	146,353	146,353	-	0.00%
610	TOWN HALL	22,000	95,440	98,788	98,788	3,348	3.51%
611	PUBLIC WORKS BUILDING	-	102,940	87,600	87,600	(15,340)	-14.90%
612	PARKS & MISC BUILDINGS	-	52,020	42,225	42,225	(9,795)	-18.83%
613	SPURWINK CHURCH BLDG	-	7,940	11,340	11,340	3,400	42.81%
614	FORT WILLIAMS PARK BLDGS	-	3,960	27,000	27,000	23,040	581.82%
615	LIBRARY BUILDING	44,664	84,722	85,999	85,999	1,277	1.51%
620	TOWN CENTER FIRE STATION	22,960	70,360	68,391	68,391	(1,969)	-2.80%
621	COMMUNITY CENTER BUILDING	130,751	92,646	97,551	97,551	4,905	5.29%
622	RICHARDS POOL BUILDING	252,203	211,003	234,759	234,759	23,756	11.26%
630	POLICE STATION	67,462	87,275	98,156	98,156	10,881	12.47%
631	CAPE COTTAGE FIRE STATION	6,735	14,455	15,689	15,689	1,234	8.54%
709	INTERFUND TRANSFERS	326,457	441,746	551,884	551,884	110,138	24.93%
710	INTERGOVERNMENTAL ASSESSMENTS	32,209	34,002	35,702	35,702	1,700	5.00%
	OPERATING BUDGET	\$ 14,556,229	\$ 15,159,884	\$ 16,093,565	\$ 16,093,565	\$ 933,681	6.16%
2000	CAPITAL IMPROVEMENT PROJECTS	4,892,988	4,104,267	2,442,000	2,442,000	(1,662,267)	-40.50%
	SUBTOTAL OPERATING & CIP BUDGET	\$ 19,449,217	\$ 19,264,151	\$ 18,535,565	\$ 18,535,565	\$ (728,586)	-3.78%
	OTHER EXPENSES						
710	OVERLAY	216,478	259,552	200,000	200,000	(59,552)	-22.94%
710	COUNTY TAX	1,518,473	1,556,320	1,634,136	1,634,136	77,816	5.00%
	GRAND TOTAL MUNICIPAL GENERAL FUND	\$ 21,184,168	\$ 21,080,024	\$ 20,369,701	\$ 20,369,701	\$ (710,323)	-3.37%
	DEPT 710 TOTALS	1,767,160	1,849,874	1,869,838	1,869,838	19,964	1.08%

**Fiscal Year 2023
General Fund Revenue Budget
3/3/2022**

GENERAL FUND REVENUES		Budget	Budget	Department	Manager		\$ Variance	% Change
		Last Year	Current	Estimated	Estimated	Approved	(Manager	
		2020-2021	2021-2022	2022-2023	2022-2023	2022-2023	FY 22 to FY 23	FY 22 to FY 23
Source	GENERAL FUND REVENUES BY SOURCE							
10	LOCAL FEES AND CHARGES FOR SERVICE	2,715,740	2,609,330	2,805,043	2,930,043	2,930,043	320,713	12.29%
20	BORROWED FUNDS	1,035,100	1,109,000	919,000	919,000	919,000	(190,000)	-17.13%
30	INVESTMENT INCOME	50,000	45,000	45,000	45,000	45,000	-	0.00%
40	EXCISE TAXES	2,116,100	2,538,100	2,916,600	2,916,600	2,916,600	378,500	14.91%
50	FEDERAL REVENUES	100	1,095,750	100	100	100	(1,095,650)	-99.99%
60	STATE REVENUES	1,671,989	1,931,742	2,648,469	2,713,469	2,713,469	781,727	40.47%
62	EFFICIENCY MAINE GRANTS	-	32,000	-	-	-	(32,000)	-100.00%
65	NGO GRANTS FUNDING	-	393,000	-	-	-	(393,000)	-100.00%
70	INTERFUND TRANSFERS IN	631,252	398,398	559,325	730,132	730,132	331,734	83.27%
	SUBTOTAL REVENUES	8,220,281	10,152,320	9,893,537	10,254,344	10,254,344	102,024	1.00%
80	USE OF FUND BALANCE	2,856,713	2,172,334	1,244,000	1,244,000	1,244,000	(928,334)	-42.73%
	SUBTOTAL REVENUES AND FUND BALANCE	11,076,994	12,324,654	11,137,537	11,498,344	11,498,344	(826,310)	-6.70%
90	REAL ESTATE TAXES	8,387,057	8,760,835	10,633,258	8,871,357	8,871,357	110,522	1.26%
	GRAND TOTALS BY SOURCE	19,464,051	21,085,488	21,770,795	20,369,701	20,369,701	(715,787)	-3.39%

GENERAL FUND REVENUES		Budget	Budget	Department	Manager		\$ Variance	% Change
		Last Year	Current	Estimated	Estimated	Approved	(Manager	
		2020-2021	2021-2022	2022-2023	2022-2023	2022-2023	FY 22 to FY 23	FY 22 to FY 23
Dept	GENERAL FUND REVENUES BY DEPARTMENT							
100	ADMINISTRATION	2,802,790	3,262,400	3,675,800	3,765,800	3,765,800	503,400	15.43%
120	ACP	237,200	262,520	300,043	300,043	300,043	37,523	14.29%
210	POLICE	19,500	25,500	33,000	33,000	33,000	7,500	29.41%
230	FIRE	300,600	283,000	285,000	285,000	285,000	2,000	0.71%
310	PUBLIC WORK	154,000	155,500	150,100	150,100	150,100	(5,400)	-3.47%
510	LIBRARY	1,650	4,630	2,000	2,000	2,000	(2,630)	-56.80%
630	COMMUNITY SERVICES	1,568,000	1,486,950	1,503,000	1,503,000	1,503,000	16,050	1.08%
700	CIP - GRANTS FUNDING	-	1,548,152	450,000	450,000	450,000	(1,098,152)	-70.93%
800	BORROWED FUNDS	1,035,100	1,109,000	919,000	919,000	919,000	(190,000)	-17.13%
900	TAXES AND COMPONENT REVENUES	9,857,246	10,377,104	12,649,527	10,987,626	10,987,626	610,522	5.88%
1000	TRANSFER FROM OTHER FUNDS	631,252	398,398	559,325	730,132	730,132	331,734	83.27%
1100	USE OF FUND BALANCE AND CARRY FORWARD	2,856,713	2,172,334	1,244,000	1,244,000	1,244,000	(928,334)	-42.73%
	GRAND TOTALS BY DEPARTMENT	19,464,051	21,085,488	21,770,795	20,369,701	20,369,701	(715,787)	-3.39%
	VARIANCE	-	-	-	-	-	-	0.00%

**TOTAL OF CAPE ELIZABETH
FY 2023 SPECIAL REVENUE FUNDS AND BUDGET SUMMARY - PRO FORMA
3/3/2022**

		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	Requested	Approved	(Manager	
	Description	2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	Requested)	FY 22 to FY 23

Fund Expenditures

40	Sewer Fund	2,249,406	2,110,552	2,318,748	1,181,833	2,572,472.00	2,573,620.00	2,573,620.00	254,872	10.99%
42	Infrastructure Improvement Fund	-	-	205,000	-	-	200,000.00	200,000.00	(5,000)	-2.44%
46	Library Fund	401,691	83,269	366,813	22,106	100,100.00	100,100.00	100,100.00	(266,713)	-72.71%
47	Spurwink Church Fund	10,491	9,690	14,905	11,640	-	-	-	(14,905)	-100.00%
50	Riverside Cemetery Perpetual Care Fund	52,784	42,399	50,635	23,257	52,376.00	53,503.00	53,503.00	2,868	5.66%
51	Riverside Cemetery CIP Fund	-	-	-	-	-	-	-	-	0.00%
52	Tax Increment Financing Fund	-	-	-	-	350,000.00	350,000.00	350,000.00	350,000	0.00%
55	Thomas Jordan Fund	106,000	60,050	106,000	55,500	93,530.00	87,030.00	87,030.00	(18,970)	-17.90%
60	Land Acquisition Fund	-	1,876	-	1,029	-	-	-	-	0.00%
65	Fort William Park CIP Fund	616,000	204,949	422,280	72,526	1,104,675.00	314,665.00	314,665.00	(191,115)	-45.26%
70	Portland Head Light Fund	730,087	381,938	449,686	244,813	663,783.00	673,482.00	673,482.00	223,796	49.77%
75	Rescue Fund	-	-	-	-	-	-	-	-	0.00%
95	Turf Field Fund	274,915	274,915	-	-	-	-	-	-	0.00%
	Total Expenditure Budget	4,441,373	3,169,638	3,934,068	1,612,705	4,936,936.00	4,352,400.00	4,352,400.00	334,832	8.51%

Fund Operating Revenues & Transfers from General Fund

40	Sewer Fund	2,255,000	2,348,657	2,280,000	926,403	2,310,100.00	2,310,100.00	2,310,100.00	30,100	1.32%
42	Infrastructure Improvement Fund	55,000	100,874	55,000	-	-	-	-	(55,000)	-100.00%
46	Library Fund	66,170	90,761	30,000	20,053	25,450.00	25,450.00	25,450.00	(4,550)	-15.17%
47	Spurwink Church Fund	5,400	408	3,800	250	-	11,376.00	11,376.00	7,576	199.37%
50	Riverside Cemetery Perpetual Care Fund	66,000	73,709	60,000	44,645	63,000.00	63,000.00	63,000.00	3,000	5.00%
51	Riverside Cemetery CIP Fund	15,000	23,149	17,700	6,793	17,000.00	17,000.00	17,000.00	(700)	-3.95%
52	Tax Increment Financing Fund	69,533	85,278	84,059	84,059	113,180.00	119,437.00	119,437.00	35,378	42.09%
55	Thomas Jordan Fund	52,035	299,690	7,500	61,160	57,500.00	57,500.00	57,500.00	50,000	666.67%
60	Land Acquisition Fund	-	23,186	44,914	32,914	32,914.00	32,914.00	32,914.00	(12,000)	-26.72%
65	Fort William Park CIP Fund	298,662	183,185	141,044	104,318	1,058,249.00	268,239.00	268,239.00	127,195	90.18%
70	Portland Head Light Fund	688,200	275,288	407,000	385,809	504,516.00	514,215.00	514,215.00	107,215	26.34%
75	Rescue Fund	300,000	300,000	300,000	300,000	242,747.00	242,747.00	242,747.00	(57,253)	-19.08%
95	Turf Field Fund	20,000	25,000	20,000	25,000	25,000.00	30,000.00	30,000.00	10,000	50.00%
	Total Operating Revenue Budget	3,891,000	3,829,185	3,451,017	1,991,403	4,449,656.00	3,691,978.00	3,691,978.00	240,961	6.98%

**TOTAL OF CAPE ELIZABETH
FY 2023 SPECIAL REVENUE FUNDS AND BUDGET SUMMARY - PRO FORMA
3/3/2022**

		Budget	Actual	Budget	Actual	Department	Manager		\$ Variance	% Change
		Last Year	Last Year	Current	Current	Requested	Requested	Approved	(Manager	
	Description	2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	Requested)	FY 22 to FY 23
Fund	Use of Fund Balance									
40	Sewer Fund	(5,594)	-	38,748	-	262,372.00	263,520.00	263,520.00	224,772	580.09%
42	Infrastructure Improvement Fund	(55,000)	-	150,000	-	-	200,000.00	200,000.00	50,000	33.33%
46	Library Fund	335,521	-	336,813	2,054	74,650.00	74,650.00	74,650.00	4,550	1.35%
47	Spurwink Church Fund	5,091	-	11,105	11,390	-	-	-	(11,105)	-100.00%
50	Riverside Cemetery Perpetual Care Fund	(13,216)	-	(9,365)	-	(10,624.00)	(9,497.00)	(9,497.00)	(132)	1.41%
51	Riverside Cemetery CIP Fund	(15,000)	-	(17,700)	-	(17,000.00)	(17,000.00)	(17,000.00)	700	-3.95%
52	Tax Increment Financing Fund	(69,533)	(85,278)	(84,059)	(84,059)	236,820.00	230,563.00	230,563.00	314,622	-374.29%
55	Thomas Jordan Fund	53,965	-	98,500	-	36,030.00	29,530.00	29,530.00	(68,970)	-70.02%
60	Land Acquisition Fund	-	-	(44,914)	-	(32,914.00)	(32,914.00)	(32,914.00)	12,000	-26.72%
65	Fort William Park CIP Fund	323,850	-	281,236	-	46,426.00	46,426.00	46,426.00	(76,210)	-27.10%
70	Portland Head Light Fund	41,887	-	42,686	-	159,267.00	159,267.00	159,267.00	116,581	273.11%
75	Rescue Fund	-	-	-	-	-	-	-	-	0.00%
95	Turf Field Fund	254,915	-	(20,000)	-	(25,000.00)	(30,000.00)	(30,000.00)	(10,000)	50.00%
	Total Use of Fund Balance	856,885	(85,278)	783,050	(70,615)	730,027.00	914,545.00	914,545.00	556,808	71.11%

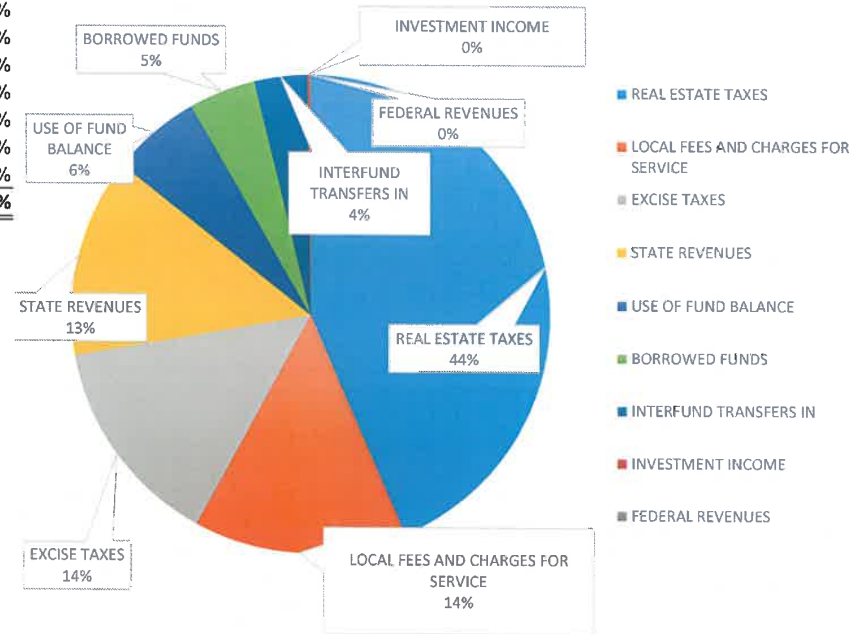
Fund	Net Income									
40	Sewer Fund	-	238,105	(0)	(255,430)	-	-	-	0	-100.00%
42	Infrastructure Improvement Fund	-	100,874	-	-	-	-	-	-	0.00%
46	Library Fund	-	7,493	-	-	-	-	-	266,713	0.00%
47	Spurwink Church Fund	-	(9,282)	-	-	-	11,376.00	11,376.00	11,376	0.00%
50	Riverside Cemetery Perpetual Care Fund	-	31,310	0	21,388	-	-	-	(0)	-100.00%
51	Riverside Cemetery CIP Fund	-	23,149	-	6,793	-	-	-	-	0.00%
52	Tax Increment Financing Fund	-	-	-	-	-	-	-	-	0.00%
55	Thomas Jordan Fund	-	239,639	-	5,660	-	-	-	-	0.00%
60	Land Acquisition Fund	-	21,310	-	31,885	-	-	-	-	0.00%
65	Fort William Park CIP Fund	6,512	(21,764)	-	31,791	-	-	-	242,100	0.00%
70	Portland Head Light Fund	-	(106,649)	-	140,996	-	-	-	-	0.00%
75	Rescue Fund	300,000	300,000	300,000	300,000	242,747.00	242,747.00	242,747.00	(57,253)	-19.08%
95	Turf Field Fund	-	(249,915)	-	25,000	-	-	-	-	0.00%
	Total Net Income	306,512	574,269	300,000	308,083	242,747.00	254,123.00	254,123.00	462,936	154.31%

**TOWN OF CAPE ELIZABETH
GENERAL FUND REVENUE BUDGET FY 2023
3/4/2022**

FY 2023 GENERAL FUND REVENUES BY SOURCE

REAL ESTATE TAXES	\$ 8,871,357	43.55%
LOCAL FEES AND CHARGES FOR SERVICE	2,930,043	14.38%
EXCISE TAXES	2,916,600	14.32%
STATE REVENUES	2,713,469	13.32%
USE OF FUND BALANCE	1,244,000	6.11%
BORROWED FUNDS	919,000	4.51%
INTERFUND TRANSFERS IN	730,132	3.58%
INVESTMENT INCOME	45,000	0.22%
FEDERAL REVENUES	100	0.00%
GRAND TOTALS BY SOURCE	\$ 20,369,701	100.00%

FY 2023 General Fund Revenues by Source

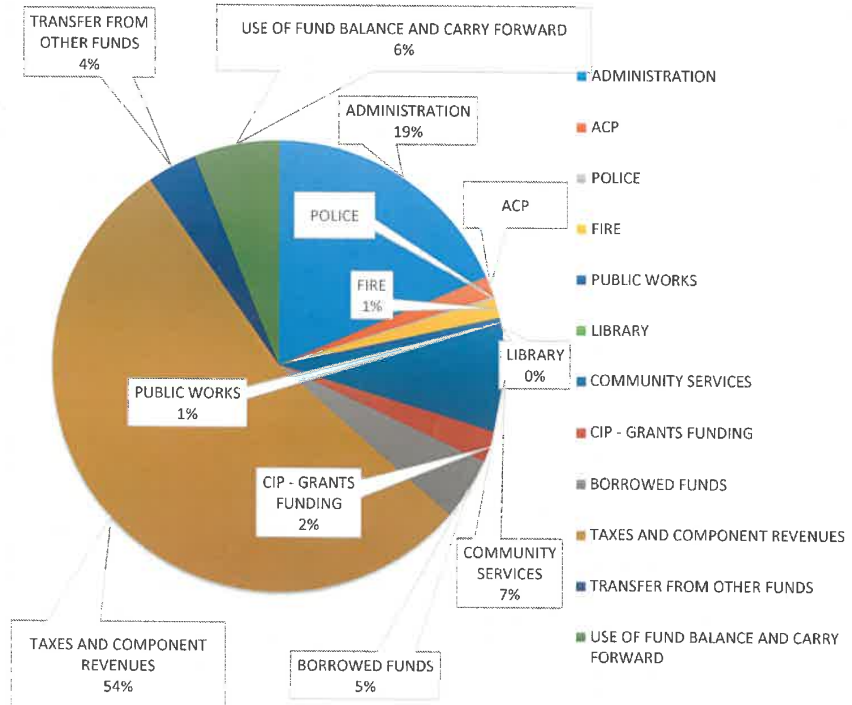


**TOWN OF CAPE ELIZABETH
GENERAL FUND REVENUE BUDGET FY 2023
3/4/2022**

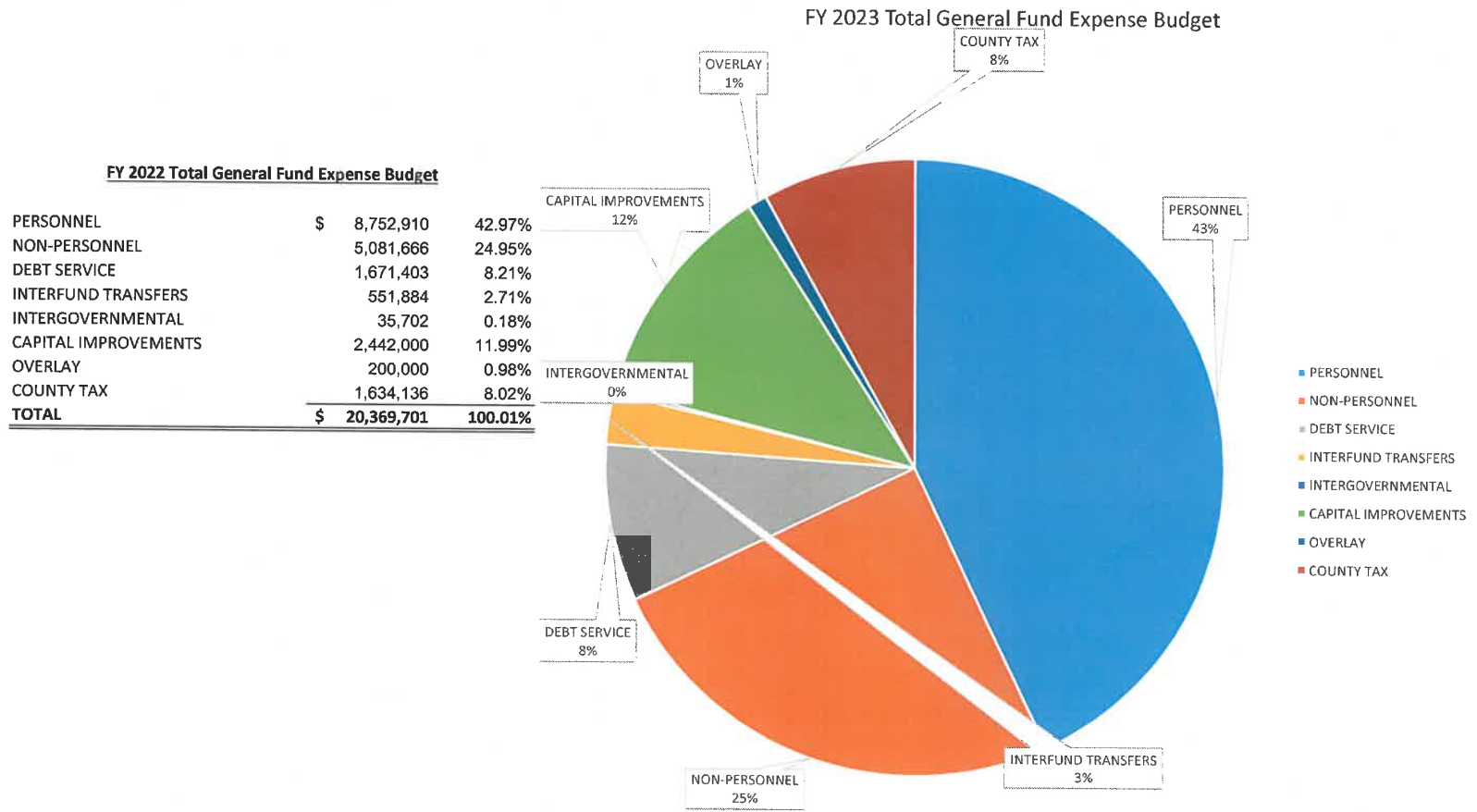
FY 2023 GENERAL FUND REVENUES BY DEPARTMENT

ADMINISTRATION	\$ 3,765,800	18.49%
ACP	300,043	1.47%
POLICE	33,000	0.16%
FIRE	285,000	1.40%
PUBLIC WORKS	150,100	0.74%
LIBRARY	2,000	0.01%
COMMUNITY SERVICES	1,503,000	7.38%
CIP - GRANTS FUNDING	450,000	2.21%
BORROWED FUNDS	919,000	4.51%
TAXES AND COMPONENT REVENUES	10,987,626	53.94%
TRANSFER FROM OTHER FUNDS	730,132	3.58%
USE OF FUND BALANCE AND CARRY FORWARD	1,244,000	6.11%
GRAND TOTALS BY DEPARTMENT	\$ 20,369,701	100.00%

FY 2023 General Fund Revenues by Department

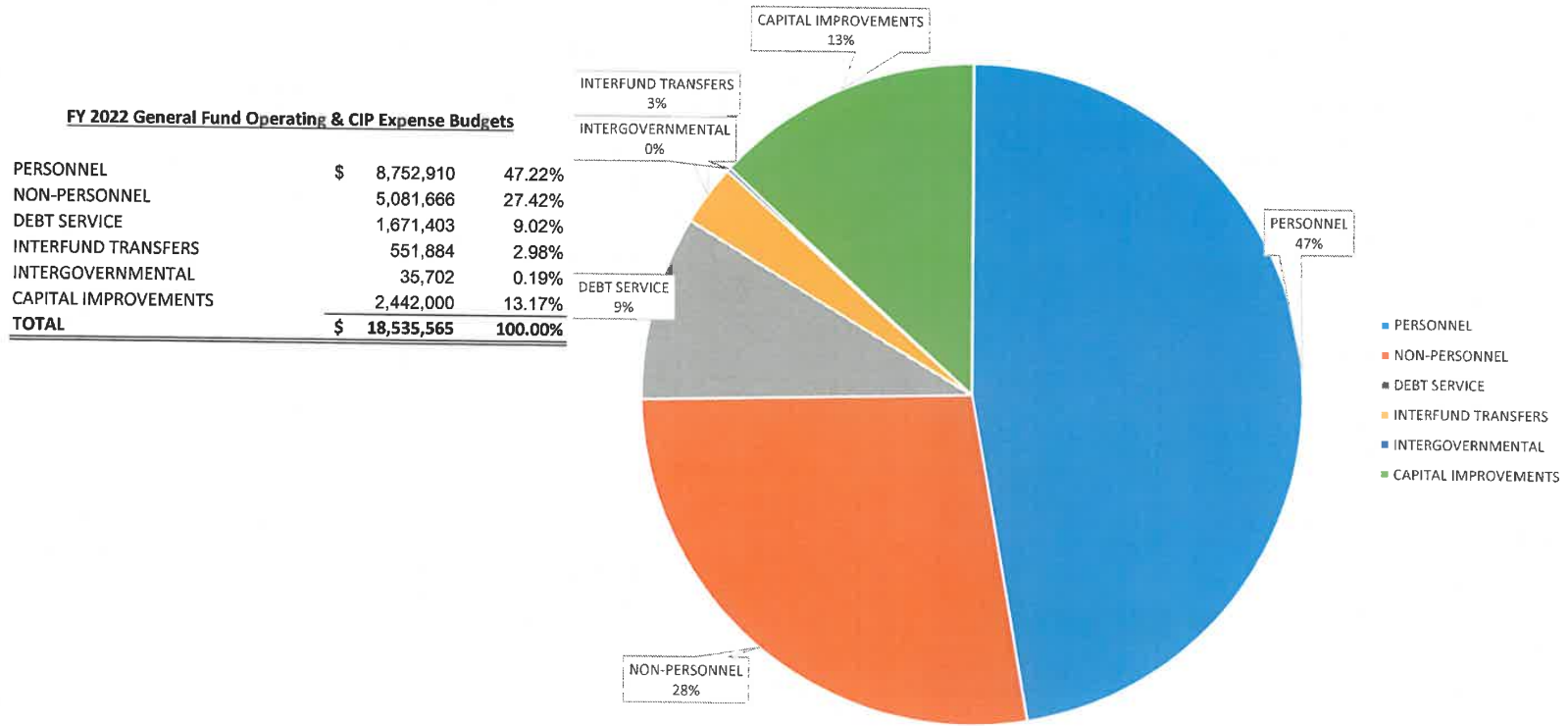


**TOWN OF CAPE ELIZABETH
GENERAL FUND EXPENSE BUDGETS FY 2023
3/4/2022**



**TOWN OF CAPE ELIZABETH
GENERAL FUND EXPENSE BUDGETS FY 2023
3/4/2022**

FY 2023 General Fund Operating & CIP Expense Budgets

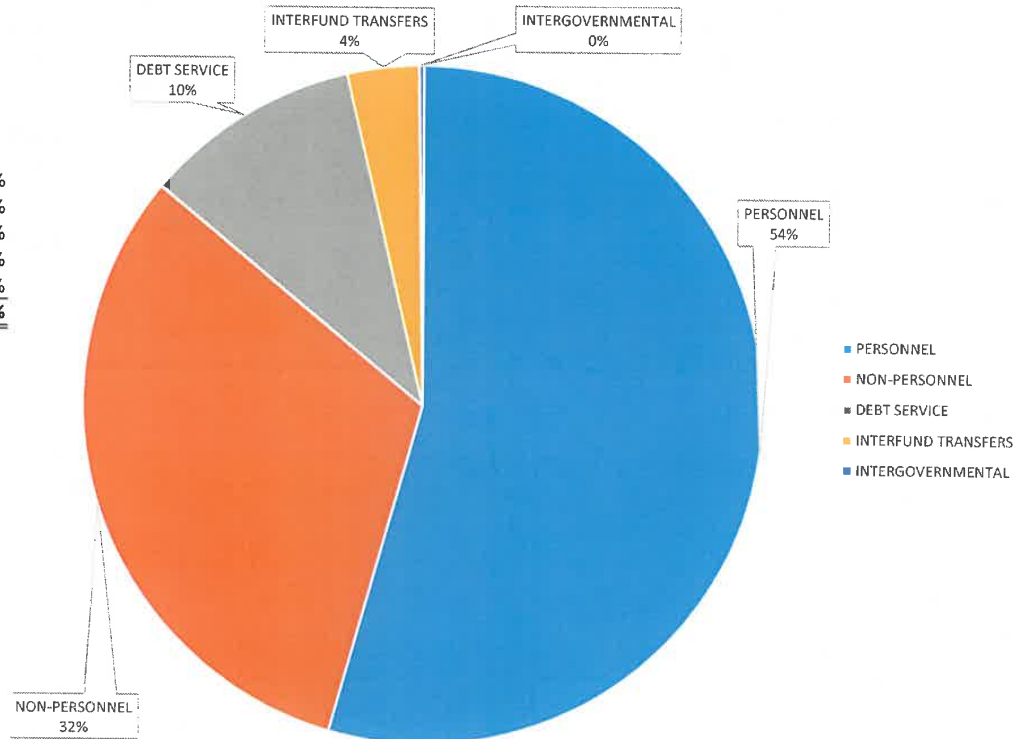


**TOWN OF CAPE ELIZABETH
GENERAL FUND EXPENSE BUDGETS FY 2023
3/4/2022**

FY 2023 General Fund Operating Expense Budget

FY 2022 General Fund Operating Expense Budget

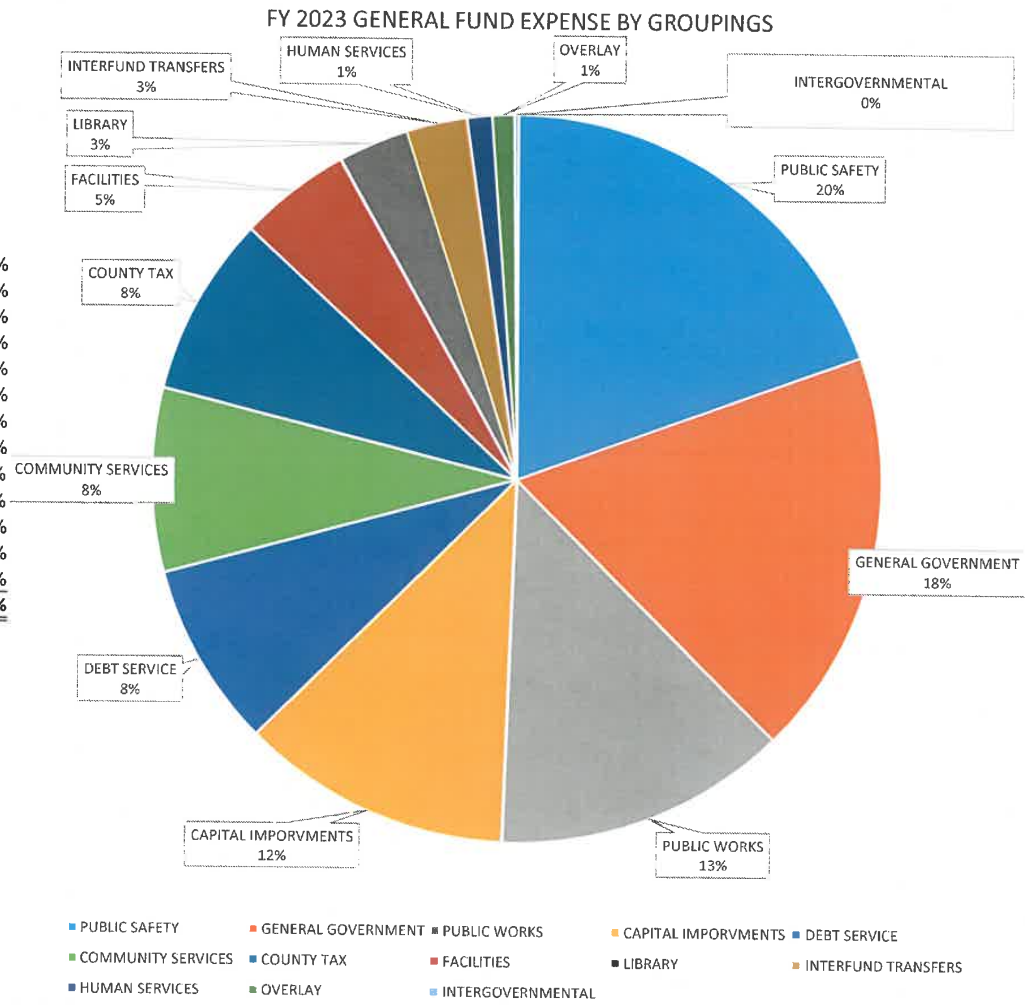
PERSONNEL	\$ 8,752,910	54.39%
NON-PERSONNEL	5,081,666.00	31.58%
DEBT SERVICE	1,671,403.00	10.39%
INTERFUND TRANSFERS	551,884.00	3.43%
INTERGOVERNMENTAL	35,702.00	0.22%
TOTAL	\$ 16,093,565	100.00%

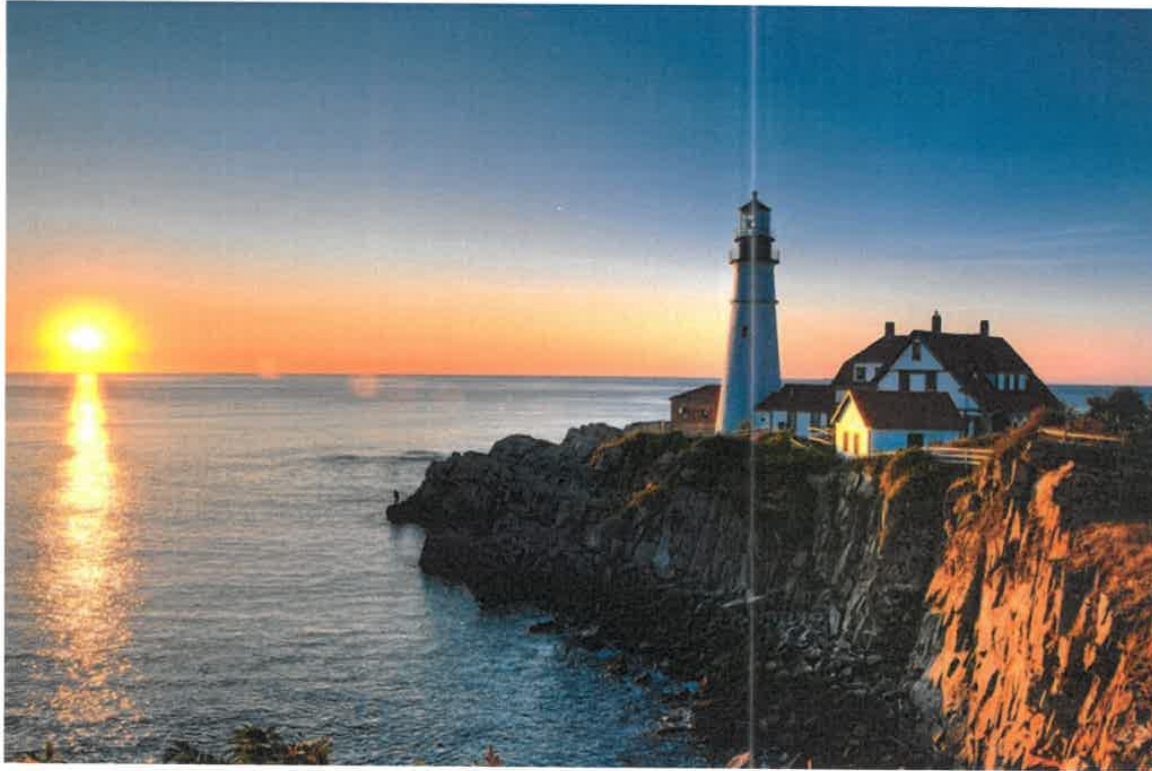


**TOWN OF CAPE ELIZABETH
GENERAL FUND EXPENSE BUDGETS FY 2023
3/4/2022**

FY 2023 GENERAL FUND EXPENSE BY GROUPINGS

PUBLIC SAFETY	\$ 3,964,878	19.46%
GENERAL GOVERNMENT	3,679,841	18.07%
PUBLIC WORKS	2,657,630	13.05%
CAPITAL IMPROVEMENTS	2,442,000	11.99%
DEBT SERVICE	1,671,403	8.21%
COMMUNITY SERVICES	1,654,203	8.12%
COUNTY TAX	1,634,136	8.02%
FACILITIES	1,013,851	4.98%
LIBRARY	638,474	3.13%
INTERFUND TRANSFERS	551,884	2.71%
HUMAN SERVICES	225,700	1.11%
OVERLAY	200,000	0.98%
INTERGOVERNMENTAL	35,702	0.18%
TOTAL	\$ 20,369,701	100.00%





Town of Cape Elizabeth, Maine
Revenues by Source
Fiscal Year 2023
July 1, 2022-June 30, 2023

Date: 03/03/2022

TOWN OF CAPE ELIZABETH

Revenue Budget Report

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 01									
Revenue Code 0100									
R0307	INTEREST-LATE CHARGE		32000.00	33244.32	25000.00	7755.76	25000.00	0.00	0
R0309	RETURNED CHECK FEE		600.00	413.86	300.00	114.76	300.00	0.00	0
R0314	MARRIAGE LICENSES		0.00	3879.80	0.00	1379.60	4000.00	4000.00	100
R0315	DOG LICENSES		0.00	3698.00	0.00	2639.00	4000.00	4000.00	100
R0316	LAND LEASE - POOR FA	PORTLAND WATER DIST	0.00	4000.00	4000.00	0.00	4000.00	0.00	0
R0317	HUNTING/FISHING LICE		0.00	108.25	0.00	85.00	100.00	100.00	100
R0318	EXCISE TAXES		2100000.00	2534365.57	2525000.00	1609311.23	2900000.00	375000.00	15
R0319	AIRCRAFT EXCISE TAX		100.00	3132.93	100.00	0.00	100.00	0.00	0
R0320	REGISTRATION FEES		28000.00	25861.50	23000.00	18120.00	33000.00	10000.00	43
R0321	CLERK FEES		14000.00	3008.80	10000.00	3276.60	3500.00	-6500.00	-65
R0322	RENT PAYMENTS		3240.00	1805.00	3300.00	1200.00	2000.00	-1300.00	-39
R0326	MISC. REVENUES		2000.00	5093.26	2000.00	3699.67	4000.00	2000.00	100
R0327	INVESTMENT INCOME		50000.00	60125.51	45000.00	15353.85	45000.00	0.00	0
R0329	MISC. FEDERAL REVENUE		100.00	82.00	100.00	5.00	100.00	0.00	0
R0336	MMA W COMP DIVIDEND		0.00	18071.00	0.00	0.00	0.00	0.00	0
R0339	CABLE FRANCISE FEE		150000.00	156216.12	160000.00	0.00	160000.00	0.00	0
R0340	INT EARNED PERFORM G		0.00	0.00	0.00	178.39	0.00	0.00	0
R0342	REFUND LEGAL FEES		0.00	5000.00	0.00	0.00	0.00	0.00	0
R0343	INSURANCE CLAIM RECO		0.00	0.00	0.00	0.00	0.00	0.00	0
R0359	BOAT EXCISE TAX		16000.00	19570.34	13000.00	8180.62	16500.00	3500.00	27
R0393	STATE SNOWMOBILE REI		600.00	536.22	600.00	3915.25	500.00	-100.00	-17
R0395	STATE GA REIMBURSEME		70000.00	52710.80	57000.00	1102.42	35000.00	-22000.00	-39
R0399	STATE MISC REVENUES		0.00	0.00	0.00	2141.00	2500.00	2500.00	100
R0401	STATE PARK FEE SHARI		11000.00	11541.71	14000.00	0.00	1200.00	-12800.00	-91
R0402	STATE GENL REIMBURSE		0.00	2502.00	0.00	0.00	0.00	0.00	0
R0430	SALE OF TOWN LAND/GN		0.00	0.00	0.00	0.00	0.00	0.00	0
R0450	PARKING REV - PAY/DI		325000.00	355935.34	380000.00	339004.76	525000.00	145000.00	38
R0507	FAMILY FUN DAY REVEN		150.00	0.00	0.00	0.00	0.00	0.00	0
Revenue Code 0100 Totals			2802790.00	3300902.33	3262400.00	2017462.91	3765800.00	503400.00	15

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TOWN OF CAPE ELIZABETH

Revenue Budget Report

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0120									
R0389	STATE VETERANS REIMB		18000.00	6801.00	10000.00	0.00	10000.00	0.00	0
R0392	STATE TREE GROWTH RE		22200.00	21462.69	19320.00	13371.87	20000.00	680.00	4
R0408	PLANNING BOARD FEES		0.00	300.00	5000.00	0.00	5000.00	0.00	0
R0409	ELECTRICAL PERMIT FE		0.00	16675.00	10000.00	23380.00	16000.00	6000.00	60
R0410	BLDG/SINGLE FAMILY		175000.00	307223.48	190000.00	156015.49	215000.00	25000.00	13
R0411	SHORT-TERM RENT PRMT		15000.00	13500.00	15000.00	14750.00	15000.00	0.00	0
R0412	PLUMBING PERMIT FEES		0.00	9030.00	10000.00	7447.50	12000.00	2000.00	20
R0413	HEATING PERMIT FEES		0.00	400.00	1000.00	850.00	1000.00	0.00	0
R0414	HEALTH PERMIT FEES		0.00	100.00	500.00	700.00	500.00	0.00	0
R0416	OTHER CODE PERMIT FE		0.00	0.00	500.00	0.00	500.00	0.00	0
R0445	GIS SALES		0.00	1.00	0.00	0.00	0.00	0.00	0
R0460	ZONING BOARD FEES		7000.00	11250.00	1200.00	2350.00	5000.00	3800.00	317
R0461	DONATION - MAINTENAN	GREENBELT TRAILS	0.00	750.00	0.00	43.00	43.00	43.00	100
Revenue Code 0120 Totals			237200.00	387493.17	262520.00	218907.86	300043.00	37523.00	14

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Revenue Budget Report

Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0210									
R0323	POLICE - UNCLAIMED P		0.00	351.90	500.00	0.00	0.00	-500.00	-100
R0324	POLICE FINES-FEES		6000.00	5969.00	6000.00	2963.00	5000.00	-1000.00	-17
R0344	PD SALE VEHICLE/EQUI		0.00	0.00	0.00	20000.00	10000.00	10000.00	100
R0514	POLICE PAYROLL SPECI		11000.00	1040.00	15000.00	6865.00	15000.00	0.00	0
R0525	MOORING PERMITS		2500.00	2900.00	4000.00	900.00	3000.00	-1000.00	-25
Revenue Code 0210 Totals			19500.00	10260.90	25500.00	30728.00	33000.00	7500.00	29

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0230									
R0370	AMBULANCE BILLING		600000.00	472947.90	512000.00	288563.40	500000.00	-12000.00	-2
R0371	AMBULANCE BILLING AD		-300000.00	-202100.46	-229000.00	-112285.04	-215000.00	14000.00	-6
R0372	AMNULANCE DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0
R0378	AMBULANCE - RECON AD		0.00	-101.15	0.00	0.00	0.00	0.00	0
R0379	AMBULANCE - MISC REV		0.00	150.00	0.00	0.00	0.00	0.00	0
R0381	MEMAFEMA - COVID RE	PPE	0.00	9007.81	0.00	0.00	0.00	0.00	0
R0394	STATE ONLINE BURM PE		0.00	102.00	0.00	44.00	0.00	0.00	0
R0519	FIRE/POLICE REIMBURS		600.00	0.00	0.00	0.00	0.00	0.00	0
Revenue Code 0230 Totals			300600.00	280006.10	283000.00	176322.36	285000.00	2000.00	1

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TOWN OF CAPE ELIZABETH

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Revenue Budget Report

Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0310									
R0331	PW POLE LOCATION PRM		0.00	10.00	0.00	0.00	0.00	0.00	0
R0332	PW MISC REVENUES		0.00	12.33	0.00	2647.50	100.00	100.00	100
R0333	SALE OF VEHICLE/EQUI		0.00	33850.00	14500.00	0.00	0.00	-14500.00	-100
R0335	REFUSE DISPOSAL REVE		72000.00	67180.38	65000.00	50202.47	68000.00	3000.00	5
R0397	STATE MDOT BLOCK GRA		80000.00	74440.00	74000.00	80268.00	78000.00	4000.00	5
R0509	STREET OPENINGS		2000.00	2175.00	2000.00	1525.00	4000.00	2000.00	100
Revenue Code 0310 Totals			154000.00	177667.71	155500.00	134642.97	150100.00	-5400.00	-3

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0510									
R0325	LIBRARY FINES AND FE		150.00	157.64	130.00	0.00	0.00	-130.00	-100
R0502	LIBRARY COPIER		1400.00	258.75	1800.00	788.73	1800.00	0.00	0
R0505	LIBRARY COMMISSION	SALE OF ART	100.00	0.00	200.00	0.00	200.00	0.00	0
Revenue Code 0510 Totals			1650.00	416.39	2130.00	788.73	2000.00	-130.00	-6

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0630									
R0341	COMM.SERV/ADULT PROG	TUITION FEES	120000.00	26650.42	90000.00	70030.44	95000.00	5000.00	6
R0346	COMMUNITY CENTER REN		28000.00	25353.00	25400.00	16936.00	26000.00	600.00	2
R0347	COMM.SERV.YOUTH PROG		750000.00	394319.70	620000.00	625354.07	726000.00	106000.00	17
R0364	COMM.SERV/CAPE CARE		350000.00	300942.02	350000.00	247065.10	350000.00	0.00	0
R0375	COMM.SERV/FITNESS CT		60000.00	10919.49	50000.00	24776.47	40000.00	-10000.00	-20
R0380	ARPA CHILD CARE GRAN	DHHS - COMM SVC	0.00	0.00	0.00	40150.00	0.00	0.00	0
R0625	COMM.SERV. POOL FEES		260000.00	175450.87	235000.00	187205.27	260000.00	25000.00	11
R0630	COMM SVC - SPONSORS	SOUNDS BY THE SEA	0.00	0.00	6000.00	6000.00	6000.00	0.00	0
Revenue Code 0630 Totals			1568000.00	933635.50	1376400.00	1217517.35	1503000.00	126600.00	9

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TOWN OF CAPE ELIZABETH

Revenue Budget Report

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0700									
R0929	MDOT CIP SEG 7 & 8	SIDEWALKS/RT/ET/77	0.00	0.00	0.00	0.00	450000.00	450000.00	100
R0935	GRANT - MPI	SHORE RD PLANNING/DE	0.00	0.00	80000.00	0.00	0.00	-80000.00	-100
Revenue Code 0700	Totals		0.00	0.00	80000.00	0.00	450000.00	370000.00	463

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0800									
R0529	BOND PROCEEDS		0.00	0.00	0.00	0.00	0.00	0.00	0
R0530	LEASE/PURCHASE PROCE		1035100.00	1035000.00	1109000.00	1109000.00	919000.00	-190000.00	-17
Revenue Code 0800 Totals			1035100.00	1035000.00	1109000.00	1109000.00	919000.00	-190000.00	-17

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Revenue Budget Report

Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 0900									
R0386	TREE GROWTH PENALTY	SUPPLEMENTAL TAX	0.00	22609.00	0.00	153300.00	0.00	0.00	0
R0387	REAL ESTATE TAXES		8387057.00	8465657.34	8760834.55	8760834.55	8871357.00	110522.45	1
R0388	SUPPLEMENTAL TAXES		0.00	29617.07	0.00	1841.63	0.00	0.00	0
R0390	STATE BETE REIMBURSE		15450.00	15504.00	14839.44	14839.00	14839.00	-0.44	0
R0396	STATE HOMESTEAD REIM		616046.00	616046.00	601430.26	443503.00	601430.00	-0.26	0
R0398	STATE REVENUE SHARIN		838693.32	929213.55	1000000.00	907836.63	1500000.00	500000.00	50
Revenue Code 0900 Totals			9857246.32	10078646.96	10377104.25	10282154.81	10987626.00	610521.75	6

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Revenue Budget Report

Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 1000									
R1000	TXFR IN - FORT WMS P		200000.00	0.00	37380.00	37380.00	9165.00	-28215.00	-75
R1001	TXFR IN - PTLD HEAD		10000.00	10000.00	27598.00	27598.00	58451.00	30853.00	112
R1002	TXFR IN - INFRASTRUC		0.00	0.00	205000.00	205000.00	200000.00	-5000.00	-2
R1004	TXFR IN - TIF FUND		0.00	0.00	0.00	0.00	350000.00	350000.00	100
R1005	TXFR IN - T JORDAN T		55000.00	55000.00	55000.00	55000.00	36030.00	-18970.00	-34
R1007	TXFR IN - SEWER FUND		63000.00	63000.00	67536.00	67536.00	74960.00	7424.00	11
R1008	TXFR IN - SPURWINK C		300.00	300.00	4414.00	4414.00	0.00	-4414.00	-100
R1009	TXFR IN - RIVERSIDE		2000.00	2000.00	1470.00	1470.00	1526.00	56.00	4
R1010	TXFR IN - TURF FIELD		274900.00	274915.00	0.00	0.00	0.00	0.00	0
R1011	TXFR IN - 2016 BOND		26052.00	26052.20	0.00	0.00	0.00	0.00	0
Revenue Code 1000 Totals			631252.00	431267.20	398398.00	398398.00	730132.00	331734.00	83

Date: 03/03/2022

Time: 15:03

TOWN OF CAPE ELIZABETH

Revenue Budget Report

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Revenue Code 1100									
R1100	USE OF FUND BALANCE	GENERAL FUND	1764000.00	0.00	1117200.00	0.00	1244000.00	126800.00	11
R1101	CARRY FWD - OPERATIN		136876.00	0.00	311287.00	0.00	0.00	-311287.00	-100
R1102	CARRY FWD - CIP		953567.47	0.00	1018397.35	0.00	0.00	-1018397.35	-100
R1103	CARRY FWD - GRANTS		-26403.77	0.00	0.00	0.00	0.00	0.00	0
R1104	CARRY FWD - GIFTS		3673.35	0.00	4825.45	0.00	0.00	-4825.45	-100
R1105	CARRY FWD - MDOT		25000.00	0.00	0.00	0.00	0.00	0.00	0
Revenue Code 1100 Totals			2856713.05	0.00	2451709.80	0.00	1244000.00	-1207709.80	-49

Date: 03/03/2022

TOWN OF CAPE ELIZABETH

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Revenue Budget Report

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 01 Totals			19464051.37	16635296.26	19783662.05	15585922.99	20369701.00	586038.95	3
GRAND TOTALS			19464051.37	16635296.26	19783662.05	15585922.99	20369701.00	586038.95	3

REPORT COMPLETE



**Town of Cape Elizabeth, Maine
General Government (100s)
Fiscal Year 2023
July 1, 2022-June 30, 2023**

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 01									
Department 0110 ADMINISTRATION									
1001	FULLTIME-PAYROLL	503488.18	522492.00	336926.87	551335.00	567551.00	0.00	45059.00	9
1002	PARTTIME PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1003	OVERTIME PAYROLL	0.00	2000.00	0.00	2000.00	2059.00	0.00	59.00	3
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	36483.59	40124.00	24345.00	42552.00	43803.00	0.00	3679.00	9
2000	CELLULAR PHONE	0.00	0.00	520.78	600.00	1080.00	0.00	1080.00	0
2001	TELEPHONE	34931.66	31080.00	22750.81	36000.00	36000.00	0.00	4920.00	16
2004	PRINTING AND ADVERTISING	10002.69	18400.00	9203.23	18000.00	15600.00	0.00	-2800.00	-15
2005	POSTAGE	10470.72	7884.00	7343.44	8000.00	9700.00	0.00	1816.00	23
2006	TRAVEL	4838.76	5500.00	2772.46	5646.00	5646.00	0.00	146.00	3
2007	DUES AND MEMBERSHIPS	1432.38	1700.00	797.00	1700.00	1800.00	0.00	100.00	6
2008	TRAINING	1063.50	2000.00	279.00	2000.00	2000.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	715.38	7000.00	2879.17	7000.00	7000.00	0.00	0.00	0
2010	PROFESSIONAL SERVICE	5788.44	6000.00	1628.99	6000.00	6000.00	0.00	0.00	0
2015	INTERNET ON-LINE CHARGES	11552.73	22900.00	4875.22	22900.00	66540.00	0.00	43640.00	191
2016	RECORDS PRESERVATION	676.12	14000.00	91.86	14000.00	14000.00	0.00	0.00	0
2017	CYBER SECURITY & TECH SERVICES	0.00	0.00	44738.00	55000.00	55000.00	0.00	55000.00	0
2034	OFFICE EQUIPMENT	3526.32	1750.00	10.00	1750.00	1750.00	0.00	0.00	0
2062	GA CONTRACT ADMINSTRATOR	14208.00	15000.00	7488.00	15000.00	20500.00	0.00	5500.00	37
2088	COMPUTER MAINTENANCE	31948.41	38600.00	21866.01	43732.00	58600.00	0.00	20000.00	52
2300	BANK FEES	14491.19	14600.00	7842.85	12912.00	12912.00	0.00	-1688.00	-12
2970	COVID SUPPLIES	120.22	0.00	88.65	0.00	0.00	0.00	0.00	0
2999	SCHOOL PROVIDED TECH SERVICES	49891.00	50000.00	0.00	0.00	0.00	0.00	-50000.00	-100
3001	OFFICE SUPPLIES	4875.10	7000.00	2281.98	5000.00	5000.00	0.00	-2000.00	-29
3008	MISCELLANEOUS EXPENSES	750.00	500.00	0.01	0.00	0.00	0.00	-500.00	-100
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4021	TECHNOLOGY EQUIPMT	35584.93	57900.00	47250.29	45000.00	85600.00	0.00	27700.00	48
Department 0110 Totals		776839.32	866430.00	545979.62	896127.00	1018141.00	0.00	151711.00	18

Administration (110)

Account 110-1001 Full Time Payroll

Budgeted Positions	FY 2021	FY 2022	FY 2023
Town Manager	125,900	129,677	133,567
Asst. Town Manager/Town Clerk	99,878	101,880	106,972
Finance Director	89,250	91,038	95,589
Deputy Town Clerk/Tax Clerk	57,967	59,129	62,091
Municipal Agent/Tax Clerk	49,816	50,812	53,353
RV Agent/Tax Clerk	45,757	46,675	49,009
RV Agent/Tax Clerk	45,757	43,281	45,445
Assistant Deputy Clerk (New for transition)			18,400
	514,325	522,492	564,426

Telephone (110-2003) \$37,080

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

Printing and Advertising (110-2004) \$15,600

Tax Bill Printing (9,200*0.58) 5,400
 Photocopy supplies 5,600
 Town Report 600
 Miscellaneous Advertisements 4,000

Postage (110-2005) \$9,700

Mailing of Tax Bills (9,200*0.58) 5,400
 Certified Mails and late notices 1,000
 Invoice Payments 2,500
 Miscellaneous pieces (approx 800) 800

Travel (110-2006) \$5,646

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 2023.

Dues and Memberships	(110-2007)	\$1,800
ICMA	1,200	
Maine Managers	250	
Misc. Professional Associations	350	

Training and Conferences and Meetings (110-2008 and-2009) \$ 9,000

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

Professional Services	(110-2010)	\$6,000
Deed Filing Fees	1,500	
Misc. Studies/Projects	4,500	

Internet-On Line Charges (110-2015) \$66,540

Google gmail - 95 users	21,840
Spectrum / Otelco	6,500
Evogov (website)	1,800
TownCloud	900
Dark Trace Cyber Security	35,000
Zoom Subscription	500

Spectrum and Otelco combine at \$542.00 per month or \$6,500 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 suite with expanded storage increased due to the size of our organization, at \$21,840 per year for 100 accounts. This includes an email archival service for management of emails and improved responses for freedom of access requests.

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

Zoom subscription at \$500 annually is for hybrid meeting technology for the council chambers.

Records Preservation (110-2016) \$14,000

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

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

Miscellaneous purchases, as needed.

GA Contract (110-2062)

\$20,500

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

Computer Maintenance (110-2088)

\$58,600

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

Northern Data Systems	44,000
Intradyn – email backup for FOAA	3,500
MaineCom Serv - fiber optic cable	2,500
Fort Williams Firewall	1,100
Miscellaneous Software	500
Town Mobile Device Mgmt	7,000

Bank Fees (110-2300)

\$12,912

Bank Courier (245 days*25)	6,125
Tax online monthly fee	300
ACP online monthly fee	300
ACP transactions fees	5,587

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.

Office Supplies (110-3001)

\$5,000

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

Miscellaneous Expenses (110-3008)

\$500

Line is used for expenses not otherwise categorized

Technology Equipment (110-4021)

\$85,600

Replacement of devices all depts..	26,500
New Fiber Public Works to Tower	25,000
Network Improvements	28,000
Miscellaneous Network / Hdwr Rep	5,000
New Town Hall Rack	500
Historical Society Move to FWP	600

TOWN OF CAPE ELIZABETH

Budget Report

Department									
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0120 ASSESSING/CODES/PLANNING									
1001	FULL TIME PAYROLL	316882.15	345078.00	224286.63	355007.00	365448.00	0.00	20370.00	6
1002	PART TIME PAYROLL	3318.00	0.00	0.00	35000.00	36029.00	0.00	36029.00	0
1004	COVID - 19 PAY	71.97	0.00	0.00	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	24308.75	26398.00	16837.79	29836.00	30714.00	0.00	4316.00	16
2000	CELLULAR PHONE	1818.32	2021.00	1187.92	2000.00	2000.00	0.00	-21.00	-1
2004	PRINTING AND ADVERTISING	1800.65	1500.00	754.40	1500.00	1500.00	0.00	0.00	0
2006	TRAVEL	7499.70	7500.00	4062.30	7500.00	9000.00	0.00	1500.00	20
2007	DUES AND MEMBERSHIPS	1157.00	1280.00	330.00	1280.00	1280.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	1139.00	5403.00	375.00	4670.00	4670.00	0.00	-733.00	-14
2010	PROFESSIONAL SERVICE	2574.87	4800.00	947.93	4800.00	4800.00	0.00	0.00	0
2011	GIS IMPROVEMENTS	25905.79	11814.00	5900.00	11000.00	11000.00	0.00	-814.00	-7
2018	PLANNING CONSULTANT	592.40	4000.00	0.00	4000.00	4000.00	0.00	0.00	0
2019	CODES TECHNICAL SUPPORT	14915.00	3200.00	1275.00	3200.00	3200.00	0.00	0.00	0
2034	OFFICE EQUIPMENT	989.88	1825.00	1189.03	1825.00	1825.00	0.00	0.00	0
2062	MISCELLANEOUS CONTRACTUAL	425.00	14000.00	0.00	0.00	0.00	0.00	-14000.00	-100
2064	CNTRCT SVC: SHORT TERM RENTAL	0.00	8500.00	5520.00	8500.00	8500.00	0.00	0.00	0
2065	CNTRCT SVC: CODES SOFTWARE	0.00	7000.00	7000.00	8500.00	8500.00	0.00	1500.00	21
2067	CNTRCT SVC: ASSESSOR SOFTWARE	0.00	0.00	0.00	15000.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	808.02	0.00	485.61	0.00	0.00	0.00	0.00	0
3005	MINOR EQUIPMENT AND REPAIR	2993.40	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	1163.27	1300.00	1000.38	1300.00	1300.00	0.00	0.00	0
3020	BOOKS/PUBLICATIONS	0.00	1550.00	426.66	1550.00	1550.00	0.00	0.00	0
Department 0120 Totals		408363.17	447169.00	271578.65	496468.00	495316.00	0.00	48147.00	11

ASSESSING/CODES/PLANNING (120)

1001 Full Time Payroll

365,448

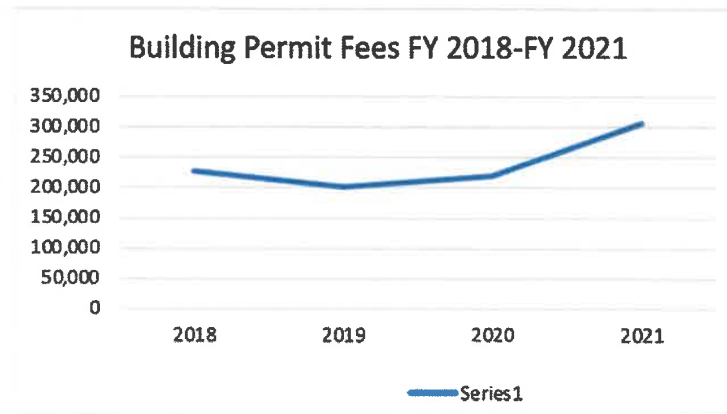
The Assessing, Codes and Planning Office comprises three departments that share two full-time support staff. Personnel include the town planner, code enforcement officer, town assessor, ACP office manager and ACP secretary.

All positions are budgeted with a 2.0% increase.

1002 Part Time Payroll

36,029

A part-time code enforcement officer is proposed to be added. Due to an increase in building permit activity, short term rental enforcement, new energy codes and mechanical codes, part time help is necessary for the Code Enforcement Department to function properly. One measure of building permit activity is revenues collected. The chart below shows the growth of building permit fees from \$228,239 in 2018 to \$307,223 in 2021, with fees in 2022 on target to exceed \$260,000.



1004 Covid 19 pay

0

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

1015 Workers Compensation Reimbursement **0**

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

1020 Social Security **30,714**

\$ 390,007 x .0765 = \$29,836

2000 Cellular Phone **2,000**

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 printing of the Zoning Ordinance.

2006 Travel **9,000**

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

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

2018 Planning Consultant **4,000**

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

2019 Codes Technical Support **3,200**

FY 2022 funding is proposed at \$3,000 for technical support for the code enforcement officer as needed, such as obtaining wetland expertise, and continues a \$200 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 **0**

No funding is proposed this year.

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

This account augments code enforcement with third party enforcement of the Short Term Rental regulations. The Town has contracted with a company that digitally scrapes online platforms for short term rentals advertised for rent in Cape Elizabeth. The company provides a report to the code enforcement officer, as well as additional support services. Other enforcement costs related to short term rental enforcement would also be funded from this account. Calendar year 2022 will be the first full year of enforcement under the updated Short Term Rental regulations (effective 7-1-2021).

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

This account pays for the annual costs to operate the Patriot software online permitting issued by the code enforcement officer (8,500).

2970 Covid Supplies **0**

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

3005 Minor Equipment and Repair **0**

This account was created in FY2022 to purchase bike racks installed at Cliff House Beach Park with funding from account 120-2018, Planning Consultant. No funding is proposed.

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.

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TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0130 TOWN COUNCIL									
2009	CONFERENCES AND MEETINGS	250.00	500.00	0.00	500.00	500.00	0.00	0.00	0
Department 0130 Totals		250.00	500.00	0.00	500.00	500.00	0.00	0.00	0

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TOWN OF CAPE ELIZABETH

Budget Report

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0135 LEGAL AND AUDIT									
2010	LEGAL SERVICES	23078.29	50000.00	22863.25	50000.00	50000.00	0.00	0.00	0
2011	AUDIT SERVICES	40500.00	44500.00	25000.00	44500.00	44500.00	0.00	0.00	0
Department 0135 Totals		63578.29	94500.00	47863.25	94500.00	94500.00	0.00	0.00	0

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 sufficient to address land use related issues related to zoning, paper streets, and other unforeseen issues. Audit amount is unchanged after last year's increase in audit rates.

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TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0140 ELECTIONS									
1002	PART TIME PAYROLL	56988.92	66300.00	14794.63	53500.00	53500.00	0.00	-12800.00	-19
1020	SOCIAL SECURITY	4316.46	5072.00	1113.06	4100.00	4100.00	0.00	-972.00	-19
2004	PRINTING AND ADVERTISING	4468.42	4500.00	2091.50	4500.00	4500.00	0.00	0.00	0
2005	POSTAGE	0.00	1500.00	0.00	3000.00	3000.00	0.00	1500.00	100
2010	PROFESSIONAL SERVICES	8678.77	3000.00	3567.30	3000.00	3000.00	0.00	0.00	0
2021	EQUIPMENT RENTAL	2502.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	4831.79	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	MISC. SUPPLIES	2372.30	2500.00	1076.33	2500.00	2500.00	0.00	0.00	0
Department 0140 Totals		84158.66	82872.00	22642.82	70600.00	70600.00	0.00	-12272.00	-15

ELECTIONS (0140)

PART-TIME PAYROLL (0140-1002) \$ 53,500.00

PERSONNEL

Election Central Staff \$ 44,000.00
Election Day Staff \$ 9,500.00

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

Hourly rates for election staff are recommended to increase \$1.00 per hour to provide a reasonable hourly rate.

Warden \$18.00/per hour
Deputy Warden \$17.00/per hour
Deputy Registrar \$16.00/per hour
Ballot Clerk \$16.00/per hour

SOCIAL SECURITY (0140-1020) \$ 4,100.00
PRINTING/ADVERTISING (0140-2004) \$ 4,500.00

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

The Town is responsible for the cost of municipal elections. Ballot costs are estimated at \$.30 per ballot.

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

Voter Machines - Programming the machines and securing machines in addition to what the State provides are among the costs for municipal elections.

Costs for professional services are estimated, as in the prior three fiscal years waiting for the State to enter into a new contract for voting machines. If the State remains with voter tabulation machines, based on prior contracts, the assumption is the State will provide two and the Town will obtain an additional six for a total of eight machines.

Last year, funding for the new machines was carried into the current fiscal year. A carry-forward of \$10,000 is recommended to carry into FY 2023.

Programming	\$3,000.00
Voter Machines (6)	(To be carried forward \$10,000)

Postage (0140-2005) \$3,000.00

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

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

Morning refreshments, lunch and dinner for election staff.

Miscellaneous supplies and equipment.

OUTLAY (0140-4001)

No request for fiscal year 2023.

January 19, 2022

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

I am pleased to submit for your consideration the Fiscal Year 2023 Elections Budget.

This budget provides for two elections:

November 8, 2022	State General and Municipal
June 13, 2023	School Budget Validation Referendum*

*Results from the 6/14/2022 election will determine whether the school budget validation referendum process continues for an additional three years.

We continue to wait for the State to complete the selection process for new voting machines. Similar to budgets back to FY 2020, this budget estimates professional services and ballot costs. To cover the town's share of voting machines under a new contract, \$10,000 was carried into the current fiscal year. The same recommendation is to carry-forward the funds from FY 2022 to FY 2023.

It is recommended hourly rates increase to keep above-pace with the minimum wage. With the support of the town council, we have made progress in increasing the hourly wage to a reasonable level, recognizing the great work of our election staff.

Maine's absentee balloting process has proven to be a safe and convenient way to vote; preferred by many voters. Although there is a cost of hiring staff to assist the month prior to an election, absentee balloting helps to avoid long lines at the polls and delays in announcing results after the polls close.

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

I am grateful for the collaborative effort of election staff, town and school departments. Elections are challenging, however everyone continues to stand by our side even through COVID-19.

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

A special acknowledgement to Deputy Town Clerk Kathy Maxwell. Kathy is a tremendous asset to the Town and we appreciate her keeping the town clerk's office running efficiently.

I am available to answer any questions.

Thank you very much.

Sincerely,

Debra M. Lane

Debra M. Lane
Assistant Town Manager & Town Clerk

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0145 PUBLIC INFORMATION									
1002	PART TIME PAYROLL	127.56	4520.00	1117.82	4610.00	4746.00	0.00	226.00	5
1003	PART TIME WEBMASTER	57610.83	45000.00	29478.84	45900.00	47250.00	0.00	2250.00	5
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1005	CABLE TV BULLETING BRD STIPEND	437.29	2024.00	0.00	2064.00	2125.00	0.00	101.00	5
1020	SOCIAL SECURITY	4316.28	3943.00	2340.65	4022.00	4140.00	0.00	197.00	5
2004	PRINTING AND ADVERTISING	7679.80	5000.00	2784.80	5100.00	5100.00	0.00	100.00	2
2034	EQUIPMENT MAINTENANCE	5900.00	13500.00	0.00	13770.00	13770.00	0.00	270.00	2
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	0.00	200.00	0.00	0.00	0.00	0.00	-200.00	-100
Department 0145 Totals		76071.76	74187.00	35722.11	75466.00	77131.00	0.00	2944.00	4

Public Information (145) (Previously 530) \$77,131

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

Part Time Payroll (145-1002) \$ 4,746

This funding is for the part time camera operators for CETV

Part Time Webmaster (145-1003) \$47,250

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

Cable TV Bulletin Board Stipend (145-1005) \$ 2,125

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

Social Security (145-1020) \$ 4,140

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

Printing and Advertising (145-2004) \$ 5,100

Equipment Maintenance (145-2034) \$13,770

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

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TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0150 BOARDS AND COMMISSIONS									
1002	PART TIME PAYROLL	2494.78	4000.00	1231.02	4080.00	4325.00	0.00	325.00	8
1020	SOCIAL SECURITY	190.86	306.00	94.18	312.00	331.00	0.00	25.00	8
2009	CONFERENCES AND MEETINGS	0.00	200.00	45.00	204.00	204.00	0.00	4.00	2
2060	ARTS COMMISSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2066	PLANNING BOARD PROJECTS	0.00	2000.00	0.00	2040.00	2040.00	0.00	40.00	2
2070	CONSERVATION COMMISSION	0.00	1000.00	0.00	1020.00	1020.00	0.00	20.00	2
2080	RECYCLING COMMITTEE	0.00	1000.00	0.00	1020.00	1020.00	0.00	20.00	2
2081	SPECIAL COMMITTEES	0.00	11500.00	2212.50	11730.00	11730.00	0.00	230.00	2
2090	VOLUNTEER/STAFF APPRECIATION	4599.83	7400.00	7202.85	7548.00	7548.00	0.00	148.00	2
Department 0150 Totals		7285.47	27406.00	10785.55	27954.00	28218.00	0.00	812.00	3

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.

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TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0160 INSURANCE									
2089	MISC. INSURANCE	120970.00	127000.00	128081.00	134485.00	134485.00	0.00	7485.00	6
2091	SELF INSURANCE/DISASTER REC.	4000.00	3000.00	0.00	4000.00	4000.00	0.00	1000.00	33
Department 0160 Totals		124970.00	130000.00	128081.00	138485.00	138485.00	0.00	8485.00	7

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TOWN OF CAPE ELIZABETH

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0170 EMPLOYEE BENEFITS									
1021	MAINE PERS	161140.95	185000.00	149336.32	241152.00	230000.00	0.00	45000.00	24
1023	ICMA 401A RETIREMENT	204584.83	232000.00	143624.34	246630.00	272000.00	0.00	40000.00	17
1024	DISABILITY PLAN	18802.33	22950.00	15841.50	26322.00	22000.00	0.00	-950.00	-4
1025	HEALTH INSURANCE	911914.12	1000000.00	757910.80	1017646.00	1017646.00	0.00	17646.00	2
1026	WORKERS COMPENSATION	183841.67	142800.00	100092.10	142800.00	142800.00	0.00	0.00	0
1030	GROUP LIFE INSURANCE	1698.91	2040.00	1008.74	2670.00	2670.00	0.00	630.00	31
1031	UNEMPLOYMENT COMPENSATION	18541.22	15300.00	15117.00	22906.00	22906.00	0.00	7606.00	50
1032	VACATION-SICK ACCRUALS	0.00	5100.00	0.00	5100.00	0.00	0.00	-5100.00	-100
1033	SALARY-WAGE ADJ. ACCOUNT	0.00	14140.00	0.00	14140.00	0.00	0.00	-14140.00	-100
1035	WELLNESS PROGRAM	2542.04	9520.00	1958.46	4113.00	4113.00	0.00	-5407.00	-57
2010	HR PROFESSIONAL SERV.	9705.00	25338.00	7451.00	11693.00	11693.00	0.00	-13645.00	-54
2997	SCHOOL PROVIDED HR SERVICES	26097.00	26622.00	0.00	30000.00	30000.00	0.00	3378.00	13
5003	CAFETERIA PLAN	258.00	1020.00	265.50	1122.00	1122.00	0.00	102.00	10
Department 0170 Totals		1539126.07	1681830.00	1192605.76	1766294.00	1756950.00	0.00	75120.00	4

Employee Benefits (170)

The Town contributes into the MePERS system for 11 sworn police officers. The contribution rate for FY 2023 is 10.81% . The amounts are determined by MePERS. The estimated cost is \$248,245. 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 proposal to provide a matched 8% in the 401A plan of ICMA Retirement Corporation. This would match the non-union employees with the employees currently in the collective bargaining units, as the Town has followed this prior practice.

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 2021, and conversation with our provider indicates an increase for FY 2023.

Health Insurance Summary \$1,017,646

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) \$30,000

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

Human Resources Professional Services (170-2010)

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

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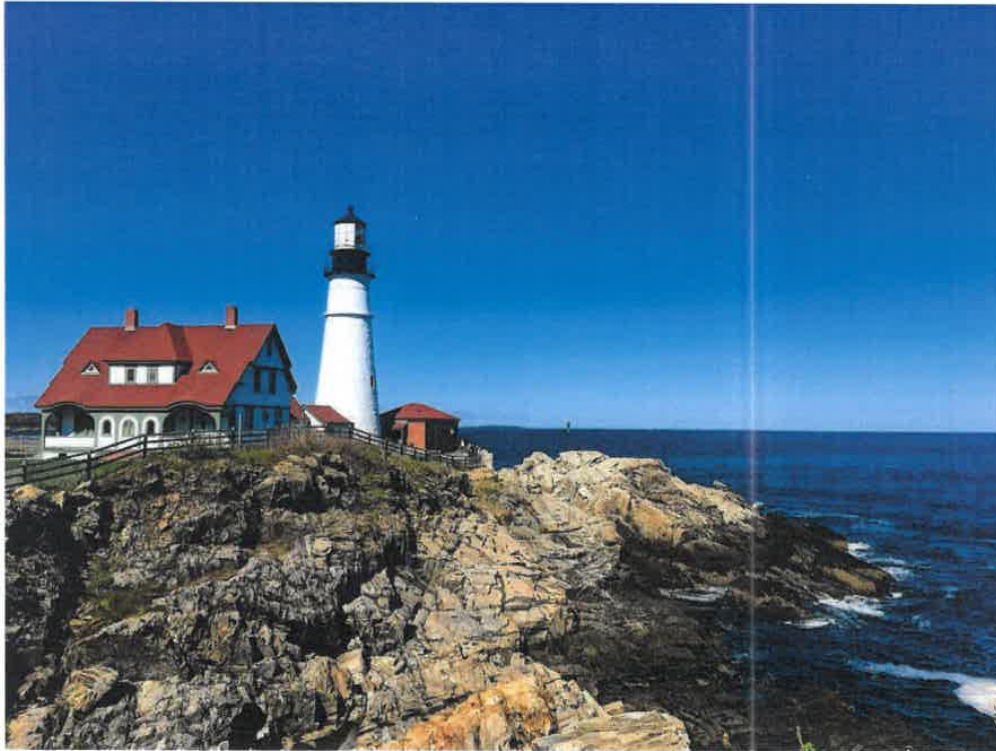
TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0180 DEBT SERVICE									
5008	COSTS OF ISSUANCE	1000.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5009	PAYING AGENT FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5010	PRINCIPLE PAYMENT	788772.22	588772.00	424065.22	513772.00	513772.00	0.00	-75000.00	-13
5011	INTEREST PAYMENT	196073.02	178027.00	128635.15	154710.00	154710.00	0.00	-23317.00	-13
5012	CAPITAL LEASE PAY	587233.08	820123.00	814976.77	1002921.00	1002921.00	0.00	182798.00	22
Department 0180 Totals		1573078.32	1586922.00	1367677.14	1671403.00	1671403.00	0.00	84481.00	5



**Town of Cape Elizabeth, Maine
Public Safety (200s)
Fiscal Year 2023
July 1, 2022-June 30, 2023**

TOWN OF CAPE ELIZABETH

Budget Report

		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0210 POLICE DEPARTMENT									
1001	FULL TIME PAYROLL	1130917.57	1167825.00	667308.61	1192938.00	1228024.00	0.00	60199.00	5
1002	PART TIME PAYROLL	19650.39	27780.00	12861.64	31376.00	32299.00	0.00	4519.00	16
1003	OVERTIME PAYROLL	77314.49	178712.00	74892.73	136698.00	140719.00	0.00	-37993.00	-21
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1007	TRAINING PAY	0.00	0.00	15475.35	100548.00	103505.00	0.00	103505.00	0
1010	SPECIAL ASSIGNMENTS	5726.85	18988.00	7262.50	18988.00	19546.00	0.00	558.00	3
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	91084.23	102304.00	56275.38	112522.00	115831.00	0.00	13527.00	13
2000	CELLULAR PHONE	3030.71	3100.00	1614.79	3100.00	3100.00	0.00	0.00	0
2001	TELEPHONE	1203.56	1200.00	624.85	1500.00	1500.00	0.00	300.00	25
2004	PRINTING AND ADVERTISING	4531.87	4525.00	2134.63	6000.00	6000.00	0.00	1475.00	33
2007	DUES AND MEMBERSHIPS	1570.00	2200.00	1481.00	3000.00	3000.00	0.00	800.00	36
2008	TRAINING	28187.70	115000.00	9791.09	65000.00	65000.00	0.00	-50000.00	-43
2009	CONFERENCES AND MEETINGS	4812.72	5000.00	2392.38	6500.00	6500.00	0.00	1500.00	30
2010	CONTRACTED CRIME LAB	5412.81	5500.00	0.00	5500.00	5500.00	0.00	0.00	0
2011	OFFICER/EMPLOYEE WELLNESS	0.00	0.00	0.00	3000.00	3000.00	0.00	3000.00	0
2015	INTERNET ONLINE SERVICES	1486.13	1700.00	1039.47	5200.00	5200.00	0.00	3500.00	206
2032	VEHICLE MAINTENANCE	11032.56	18000.00	5025.93	19500.00	19500.00	0.00	1500.00	8
2033	RADIO/PAGER MAINTENANCE	2031.79	2000.00	240.00	4000.00	4000.00	0.00	2000.00	100
2062	MISCELLANEOUS CONTRACTUAL	1151.76	5600.00	1155.02	5600.00	5600.00	0.00	0.00	0
2063	EDUCATIONAL REIMB.	2490.29	6900.00	774.05	6900.00	6900.00	0.00	0.00	0
2068	CNTRCT SVCS PROMOTIONAL PRCSS	0.00	0.00	0.00	4100.00	4100.00	0.00	4100.00	0
2970	COVID SUPPLIES	997.77	0.00	102.88	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	1687.85	3400.00	849.36	4000.00	4000.00	0.00	600.00	18
3002	GASOLINE	19977.61	20680.00	10721.48	28600.00	28600.00	0.00	7920.00	38
3004	UNIFORMS	4350.29	14800.00	3005.69	9800.00	9800.00	0.00	-5000.00	-34
3005	MINOR EQUIPMENT	4811.79	28000.00	519.36	19800.00	19800.00	0.00	-8200.00	-29
3020	BOOKS	1438.01	1200.00	1338.84	500.00	500.00	0.00	-700.00	-58
4027	LESS LETHAL EQUIPMENT	0.00	0.00	0.00	6600.00	6600.00	0.00	6600.00	0
4029	SWAT DETAIL EQUIPMENT	0.00	0.00	0.00	4300.00	4300.00	0.00	4300.00	0
4032	THERMAL IMAGING CAMERA	0.00	0.00	0.00	4400.00	4400.00	0.00	4400.00	0
4033	BULLET PROOF VESTS - REPLACE	0.00	0.00	0.00	950.00	950.00	0.00	950.00	0

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TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0210 Totals		1424898.75	1734414.00	876887.03	1810920.00	1857774.00	0.00	123360.00	7

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0215 ANIMAL CONTROL									
2010	CONTRACTED S.P. SVCS	14824.76	14865.00	120.66	15205.00	15205.00	0.00	340.00	2
2062	REFUGE LEAGUE FEES	12891.44	12892.00	9668.58	13634.00	13634.00	0.00	742.00	6
Department 0215 Totals		27716.20	27757.00	9789.24	28839.00	28839.00	0.00	1082.00	4

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0220 DISPATCHERS									
2010	CONTRACTED PSAP	205896.82	231395.00	403.27	227195.00	227195.00	0.00	-4200.00	-2
Department 0220 Totals		205896.82	231395.00	403.27	227195.00	227195.00	0.00	-4200.00	-2

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0240 MISCELLANEOUS PUBLIC PROTECTIO									
1810	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2010	HARBORMASTER-SCARB.CONTRACT	6023.67	6205.00	0.00	6392.00	6392.00	0.00	187.00	3
2073	TRAFFIC SIGNAL	162.82	0.00	0.00	0.00	0.00	0.00	0.00	0
2074	STREET LIGHTS	60760.82	63673.00	33302.91	64946.00	45900.00	0.00	-17773.00	-28
2075	HYDRANT RENTAL	98274.86	99732.00	58177.00	109705.00	109705.00	0.00	9973.00	10
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	HARBOR ENFORCEMENT	499.95	500.00	0.00	500.00	500.00	0.00	0.00	0
3007	COMMUNITY LIAISON PR	3444.67	4500.00	834.86	6500.00	6500.00	0.00	2000.00	44
Department 0240 Totals		169166.79	174610.00	92314.77	188043.00	168997.00	0.00	-5613.00	-3

FY 2023

FULLTIME PAYROLL (210-1001)
\$1,228,024

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 a 5% increase for members of the Police Association, as contract negotiations have just finished up. The figure also includes significant longevity pay steps for two officers in the next calendar year. It should be noted that we are currently down one officer and we are in the process of receiving applications for that open position. We have estimated costs based on an officer with ten years of experience.

Also included in this year's figure is the addition of an additional holiday for each officer, as Juneteenth has been added to the list of paid holidays for all town employees.

PART TIME PAYROLL (210-1002)
\$32,299

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

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

This year there was a slight increase to this line item, as we increased wages to be more consistent with the current economy. Clerk's wages were increased to \$17 per hour and crossing guards \$16 per hour.

FY 2023

OVERTIME PAYROLL (210-1003)

\$140,719

The Police Department is unique because we are a 24/7 operation that requires a minimum staffing of two officers at all times. The Department has been operating with two open positions for much of the year. We currently have one officer finishing up training, but we will remain at least one officer down until we can find a viable candidate for that open position. Another concern going forward is that we have one officer who has given notice he will be leaving this spring and three others are eligible to retire at any time. Combine these open positions with the lack of eligible candidates and rising COVID infection rates and we could see a significant spike in overtime in the next fiscal year.

When the department experiences open shifts, we try to fill them with the “Vacation Filler” position that is dedicated to filling overtime created by officers on holiday, vacation, training or out sick. Due to our sudden reduction in staff last year, we have not been operating with the “Vacation Filler” since this past May. That position has been added into the rotation to fill the vacancies left by the two officers that departed. When we are able to find viable candidates to fill those open positions, there is a good chance they will need to attend the 18-week Maine Criminal Justice Academy and a 16-week Fiend Training Program to be considered fully trained. This could result in a significant cost in terms of overtime to fill all of those open shifts. Police officers are unique in that we often need to fill their open shifts with overtime.

Over the past 8 months, in order to try to control overtime costs we have used our specialty positions to cover as many open shifts as possible. The School Resource Officer and Community Liaison Officer have covered over 200 open shifts resulting in an overtime cost reduction of over \$90,000. The Detective and Captain both also provide extra road coverage numerous times a week. Although desperate times require desperate efforts, it is less than ideal to have these officers try to balance the work of both patrol and their regular job functions.

The department expects 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.

TRAINING WAGES (210-1007)

\$100,548

This line item is new to this years’ budget. The Finance Director asked that I separate out projected wage costs that are anticipated for an officer attending or covering shifts for another officer to attend training. When officers attend training we incur not only the

FY 2023

cost of the training, but the cost to fill shifts left open by officers attending the training. Each year officers are required to receive training in or become experts in a host of areas. Combine this with the EMT certification and the training hours add up quickly. Most officers hold instructor level certifications that require annual training in order to maintain that certification.

SPECIAL ASSIGNMENTS (210-1010)

\$19,546

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

Special Assignments can also include police coverage of community events like road races, Family Fun Day, Strawberry Fest or extra patrols on Halloween. In recent months, we have received requests for officers to cover both a fireworks display for South Portland Rotary and the Governors' Conference, both at Fort Williams. 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 created a reduction in the number of hours covering road races, but it created numerous additional for dealing with parking issues related to Cliff House Beach and the closure of Fort Williams Park.

CELLULAR TELEPHONE (210-2000)

\$3,100

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

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TELEPHONE (210-2001)

\$1,500

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

PRINTING & ADVERTISING (210-2004)

\$6,000

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 currently has one open position, an officer in the process of transitioning to another job, and a third set to retire next year. The increase is to cover those additional costs of ads. The department is constantly looking for newer and less expensive ways to advertise and recruit for our open positions.

DUES & MEMBERSHIPS (210-2007)

\$3,000

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

FY 2023

TRAINING (210-2008)

\$65,000

More than ever the police need performance and accountability, training simply gives us both of those things. The Cape Elizabeth Police Department is widely known as one of the most highly trained and educated police departments across the state. The purpose of such training is to provide the officers with the tools necessary to operate under the best police practices, and provides resources to assist the officers to make better decisions and document their actions. Well trained Officers are better prepared to effectively address the dynamic demands of the job and reduce legal vulnerabilities for both themselves, the Department and the town. Training also reduces liability and increases levels of officer knowledge and engagement. The consequences of *not* training can be dire in terms of liability and accountability.

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

Included in this line item are all the fees associated for new officers to attend the Maine Criminal Justice Academy. If we are able to fill our two vacancies with new officers the tuition alone is \$20,000.

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

CONFRENCES & MEETINGS (210-2009)

\$6,500

Each year I attend conferences put on by the Maine Chiefs of Police, the New England Chiefs of Police and one national conference (IACP or FBINAA). These conferences allow the continued development of professional relationships, as well as personal professional development and training. They provide me with new strategies, techniques, and resources I need to successfully navigate the constantly evolving policing environment. The conferences also allow me to keep up-to-date on 21st Century contemporary law enforcement trends and issues, discover new products and services.

FY 2023

One of the few evolutionary benefits of the COVID pandemic has been access to additional training from national conferences. The last two years the IACP Conference has been held on-line only. This move has given attendees access to all of the almost one-hundred training courses offered, not just those I can fit in over the three-day event. Recording of all the classes are accessible on-line for three months and can be shared with officers through our Power DMS training platform. When the event returns to in-person the online access will continue and that will more than triple the value of attendance.

CONTRACTED CRIME LAB (210-2010)

\$5,500

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

OFFICER/EMPLOYEE WELLNESS (210-2011)

\$3,000

This line item covers the costs of a new program I started this year that provides officers seamless access to mental health services to address issues they are experiencing through work. It would be naïve to think officers can be repeatedly exposed to the worst day in other's lives and go home unscathed. In the last three years more officers have died from suicide than were killed in the line of duty. Just this past summer we lost a former member of this very department.

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

These annual checkups with a culturally competent professional with hopefully create a relationship of trust that will allow officers to initiate services after critical incidents. The introduction of this holistic and comprehensive wellness program that will foster a

FY 2023

culture of wellness and ethics that address recruiting and hiring, training, supervision and promotional practices. I truly believe that if we have an account for vehicle maintenance, we need one for people too.

INTERNET ONLINE SERVICES (210-2015)

\$5,200

This line item is also new to the budget and historically fell under the “Miscellaneous Contractual” account. It covers the fees associated with accessing the State’s databases that include NCIC and BMV. These databases hold all driver’s license and criminal history information that are a critical need in our job functions. The fees have been \$120/mo. For the last ten years, but a recent notice from the Department of Public Safety advised me that the fees will rise significantly starting July 1st. The monthly fee will increase to \$305/mo. and we will have to pay the costs associated with a system upgrade that includes new routers.

VEHICLE MAINTENANCE (210-2032)

\$19,500

The Department is fortunate enough that a regular replacement cycle for cruisers has been kept in place until this year. Last year, I budgeted for a Chevy Tahoe, but supply chain and computer chip delays have created significant challenges locating one to purchase. Therefore, I have reduced this year’s vehicle request to one vehicle and this means we will be operating at least one patrol vehicle with significantly higher mileage. This could increase the needed costs of repairs and maintenance. Routine maintenance is performed by Public Works on all of the Departments vehicles. However, specialized work is sent out to local dealerships because Public Works does not have the more specialize diagnostic equipment at their disposal. Also included in this account are tires needed for all the police vehicles (approx. 30 per year).

RADIO MAINTENANCE (210-2033)

\$4,000

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

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MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)

\$5,600

This account houses the usual once a month fees that are incurred by the Department during the fiscal year. An example of these once a month requests are CMP, cleaning supplies, computer firewalls/databases and state lab drug testing.

EDUCATIONAL REIMBURSEMENT (210-2063)

\$6,900

The Cape Elizabeth Police Department has been and is striving to continue be the most highly educated department in the state. All of our officers hold college degrees and over half have attained master's degrees. This line item is used to help achieve that goal. It reflects the cost of one officer working finishing up his Bachelor Degree. This line item reflects the projected costs of the courses and associated books for three semesters of study.

OFFICE SUPPLIES (210-3001)

\$4,000

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)

\$28,600

The price for gasoline was locked in by Public Works at \$2.60/gal. for the year. This is significant increase from last year's \$1.88/gal. The Department typically budgets for 11,000 gallons of gas and that figure is based on yearly averages.

UNIFORMS (210-3004)

FY 2023

\$9,800

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

MINOR EQUIPMENT (210-3005)

\$19,800

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

CONTRACTED ANIMAL CONTROL (215-2010)

\$15,205

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)

\$13,634

By law, each and every Town or City must designate a boarding entity for animals. The Department has contracted with Animal Refuge League at a rate of \$1.43 per capita based on a population. This year’s cost reflects a slight increase, as ARL is using updated census data from 2021 instead of the 2010 data when our contract started. Although overall these costs are quite

FY 2023

significant, ARL also provides a list of services to Cape Elizabeth residents in addition to the boarding of our lost or abandoned domesticated animals, microchipping and spay/neutering services.

CONTRACTED PSAP (220-2010)

\$227,195

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.

CONTRACTED HARBOR MASTER (240-2010)

\$6,392

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)

\$45,900

This line item covers all the costs associated with the town's street lights. Over the past year, the town has entered into a new lease with CMP that has upgraded all of our street lights to LED. These more energy efficient light are projected to reduce the town's fees by close to \$18,000. Aside from a few complaints that the new lights are brighter, this has been a very beneficial project.

FY 2023

COMMUNITY LIASON (240-3007)

\$6,500

When I took over as Chief three years ago, one of my main goals was to promote a huge “Community Connections Campaign” throughout the department and community. This campaign has not been limited to only the SRO (School Resource Officer) and CLO (Community Liaison Officer), but members of the entire department, as they approach their job duties every day. This past year our efforts were hampered by COVID, but we still managed to develop two very successful new programs, the Fishing Club and Movie Night. Both programs exceeded our expectations and we move into this year hoping to expand them even further. The financial increase this line item to offset some of the costs associated with these and similar programs. Last year’s two new events were sponsored through a generous donation from a supportive citizen. This line item would also cover those costs those programs and others. It will cover food and refreshments, stickers, coloring books and other materials. After this very challenging year, I believe it is imperative that the department get out and seek any opportunity to connect with members of our community to align goals.

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0225 WETEAM									
1002	PART TIME PAYROLL	11485.46	15000.00	8318.75	24000.00	24706.00	0.00	9706.00	65
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	878.60	1100.00	636.34	1836.00	1890.00	0.00	790.00	72
2000	CELLULAR PHONE	383.76	600.00	159.90	600.00	600.00	0.00	0.00	0
2008	TRAINING	201.20	1500.00	37.24	1800.00	1800.00	0.00	300.00	20
2032	VEHICLE MAINTENANCE	896.66	2500.00	1613.57	2500.00	2500.00	0.00	0.00	0
2033	RADIO MAINTENANCE	6797.43	3000.00	675.57	3000.00	3000.00	0.00	0.00	0
2034	EQUIP. MAINTENANCE	991.81	1200.00	795.59	19500.00	19500.00	0.00	18300.00	1525
2071	PHYSICALS & SHOTS	0.00	300.00	0.00	300.00	300.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	0.00	600.00	0.00	800.00	800.00	0.00	200.00	33
3004	UNIFORMS	1642.17	2400.00	559.42	2400.00	2400.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	1302.99	1500.00	272.29	1500.00	1500.00	0.00	0.00	0
Department 0225 Totals		24580.08	29700.00	13068.67	58236.00	58996.00	0.00	29296.00	99

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 and has a robust and active group. The majority of the increase is to bring the teams pay rates up to the level of the fire and rescue personnel.

Training (2008)

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

Vehicle Maintenance (2032)

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

Radios (2003)

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

Equipment (2034)

This covers the purchase of minor equipment and repairs to the team's equipment. The team's boat is in need of a significant upgrade to its navigation system, which accounts for the large increase in this line. The new navigation system will allow the boat to show its location and search patterns to other units such as Coast Guard boats. It will also allow the USCG to send updated search patterns to our boat electronically which eliminates the need to write down coordinates which can be challenging in an open boat on the ocean. We also need to purchase an updated lap top to use with the navigation system.

Physicals (2071)

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

Fuel (3002)

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

Uniforms (3004)

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

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0230 FIRE DEPARTMENT									
1001	FULL TIME PAYROLL	87924.03	134000.00	78286.97	148000.00	152353.00	0.00	18353.00	14
1002	PART TIME PAYROLL	379875.45	395000.00	239670.54	465000.00	478676.00	0.00	83676.00	21
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1006	PREMIUM PAY - ARPA	0.00	52005.00	14742.28	0.00	0.00	0.00	-52005.00	-100
1012	HYDRANT SHOVELING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	34966.16	42978.00	24859.74	46895.00	48274.00	0.00	5296.00	12
2000	CELLULAR PHONE	3273.78	4000.00	3398.46	4800.00	4800.00	0.00	800.00	20
2007	DUES AND MEMBERSHIPS	5056.10	6000.00	5987.65	6000.00	6000.00	0.00	0.00	0
2008	TRAINING	2876.00	4500.00	741.28	4500.00	4500.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	500.00	200.00	500.00	500.00	0.00	0.00	0
2032	VEHICLE MAINTENANCE	39031.06	45000.00	21900.99	80000.00	80000.00	0.00	35000.00	78
2033	RADIO/PAGER MAINTENANCE	35683.83	28000.00	874.09	40000.00	40000.00	0.00	12000.00	43
2034	EQUIPMENT MAINTENANCE	16651.12	12000.00	4928.17	14000.00	14000.00	0.00	2000.00	17
2071	PHYSICALS & SHOTS	0.00	2000.00	0.00	2000.00	2000.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	7618.84	9000.00	1181.22	11000.00	11000.00	0.00	2000.00	22
3004	UNIFORMS	26768.58	30000.00	2930.64	32000.00	32000.00	0.00	2000.00	7
3005	MINOR EQUIPMENT	32153.56	30000.00	4146.30	40000.00	40000.00	0.00	10000.00	33
3006	MISCELLANEOUS SUPPLIES	1803.02	13000.00	1076.23	15000.00	15000.00	0.00	2000.00	15
3007	FIRE PREVENTION SUPPLIES	95.00	1200.00	735.00	1200.00	1200.00	0.00	0.00	0
3040	DIESEL FUEL	0.00	0.00	2049.03	0.00	0.00	0.00	0.00	0
Department 0230 Totals		673776.53	809183.00	407708.59	910895.00	930303.00	0.00	121120.00	15

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. The increase in this account covers the raise approved by the council in December for the per diem personnel and to bring the call company pay rates to be more in line with per diem rates.

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 \$1100.00 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. Engine 1 is a 2004 truck and needs to have rust repairs done and to be repainted. This accounts for the majority of the increase in this account. Due to the complexity of our vehicles more of the service is being done by the dealerships service center.

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. The account was increased to cover the raising fuel cost.

Gear and Uniforms (3004)

This account also covers the purchase of each member's turnout gear. Turnout gear consists of a coat and pants at \$2100, 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. This account has increased to cover the cost of buying new nozzles and fittings for the new pumper.

Miscellaneous Supplies (3006)

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

Fire Prevention Supplies (3007)

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

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0231 RESCUE									
1002	PART TIME PAYROLL	393902.08	410000.00	257284.94	460000.00	473529.00	0.00	63529.00	15
1006	PREMIUM PAY - ARPA	0.00	38505.00	12546.08	0.00	0.00	0.00	-38505.00	-100
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	29889.76	35411.00	20557.08	35190.00	36225.00	0.00	814.00	2
2000	CELLULAR	2170.83	3000.00	0.00	4000.00	4000.00	0.00	1000.00	33
2007	DUES AND MEMBERSHIPS	1996.00	3000.00	2378.33	3000.00	3000.00	0.00	0.00	0
2008	TRAINING	5907.55	10000.00	2307.44	10000.00	10000.00	0.00	0.00	0
2010	PROFESSIONAL SERVICES	19226.22	28000.00	14240.30	28000.00	28000.00	0.00	0.00	0
2032	VEHICLE MAINTENANCE	11474.33	17500.00	1725.51	20000.00	20000.00	0.00	2500.00	14
2033	RADIO MAINTENANCE	8830.48	10000.00	0.00	10000.00	10000.00	0.00	0.00	0
2034	OFFICE EQUIPMENT	4538.69	11000.00	8350.96	11000.00	11000.00	0.00	0.00	0
2071	PHYSICALS & SHOTS	0.00	15000.00	0.00	8000.00	8000.00	0.00	-7000.00	-47
2970	COVID SUPPLIES	4487.48	0.00	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	0.00	0.00	788.00	0.00	0.00	0.00	0.00	0
3004	UNIFORMS	5957.45	6000.00	1396.00	8000.00	8000.00	0.00	2000.00	33
3005	MINOR EQUIPMENT AND REPAIR	52497.34	50000.00	17127.66	50000.00	50000.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	970.78	3000.00	1005.67	3000.00	3000.00	0.00	0.00	0
3022	MOTOR FUELS	3527.75	6000.00	290.69	8000.00	8000.00	0.00	2000.00	33
3040	DIESEL FUEL	0.00	0.00	598.57	0.00	0.00	0.00	0.00	0
3998	AMBULANCE - UNCOLLECTIBLES	5380.49	0.00	3436.56	0.00	0.00	0.00	0.00	0
3999	AMBULANCE - CHARGE OFF	18057.38	0.00	7314.69	0.00	0.00	0.00	0.00	0
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4021	TECHNOLOGY EQUIPMENT	-1358.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0231 Totals		567456.61	646416.00	351348.48	658190.00	672754.00	0.00	26338.00	4

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. This increase in this account covers the raise for EMS provider approved in December 2021.

Cell Phones (2000)

This covers the cost of the two I Pads in each ambulance. One I Pad is are 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, the account was increased to cover raising fuel costs.

Uniforms (3004)

Uniforms for per-diem and on-call personnel.

Minor Equipment (3005)

This account covers all our out of drug box medications, ALS and BLS supplies, glucometers, IV supplies, airways and medical gloves. Any narcotics we use are supplied by the hospital which bills us quarterly for these medications. We do not stock these medications in house other than the medication amounts Maine EMS allows and they are stored in secured med vaults in the ambulances. Basically this account covers all the medical supplies carried by our ambulances, police cars and fire trucks. We are incurring additional costs associated with the increased use of personal protective equipment due to the ongoing pandemic.

Miscellaneous Supplies (3006)

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

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0235 FIRE POLICE UNIT									
1002	PART TIME PAYROLL	4435.54	6500.00	3568.53	8800.00	9059.00	0.00	2559.00	39
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	339.32	500.00	272.99	673.00	693.00	0.00	193.00	39
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	809.57	3000.00	1013.80	3000.00	3000.00	0.00	0.00	0
Department 0235 Totals		5584.43	10000.00	4855.32	12473.00	12752.00	0.00	2752.00	28

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, this has been increased to bring the fire police pay rates up to the level of the other companies.

Miscellaneous Supplies (3006)

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

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TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0250 EMERGENCY PREPAREDNESS									
1002	PART TIME PAYROLL	3207.00	3270.00	1635.00	3400.00	3500.00	0.00	230.00	7
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	245.36	130.00	125.08	260.00	268.00	0.00	138.00	106
2033	RADIO MAINTENANCE	3000.00	0.00	0.00	2000.00	2000.00	0.00	2000.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	175.02	3000.00	0.00	1500.00	1500.00	0.00	-1500.00	-50
Department 0250 Totals		6627.38	6400.00	1760.08	7160.00	7268.00	0.00	868.00	14

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 2023
July 1, 2022-June 30, 2023**

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0310 PUBLIC WORKS									
1001	FULL TIME PAYROLL	740393.89	714600.00	447822.78	725000.00	746324.00	0.00	31724.00	4
1002	PART TIME PAYROLL	1111.50	6500.00	2014.00	6500.00	6691.00	0.00	191.00	3
1003	OVERTIME PAYROLL	64575.92	130000.00	62084.14	130000.00	133824.00	0.00	3824.00	3
1004	COVID - 19 PAY	406.28	0.00	0.00	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	-463.18	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	60022.18	65107.00	36932.88	65905.00	67843.00	0.00	2736.00	4
1900	PERSL RECOVER - SOLD OTHR DEPT	0.00	0.00	-10442.10	-14000.00	-14000.00	0.00	-14000.00	0
2000	CELLULAR PHONE	2259.22	2400.00	1333.22	2400.00	2400.00	0.00	0.00	0
2002	POWER	13272.45	0.00	0.00	0.00	0.00	0.00	0.00	0
2003	WATER AND SEWER	10716.49	0.00	0.00	0.00	0.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	2402.95	2000.00	2754.72	2000.00	2000.00	0.00	0.00	0
2007	DUES AND MEMBERSHIPS	853.00	750.00	120.00	750.00	750.00	0.00	0.00	0
2008	TRAINING	2079.98	2500.00	759.97	2500.00	2500.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	37.00	500.00	361.45	750.00	750.00	0.00	250.00	50
2010	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2021	EQUIPMENT RENTAL	1706.98	2500.00	2493.42	2800.00	2800.00	0.00	300.00	12
2022	UNIFORM RENTAL	4206.67	4800.00	130.22	4800.00	4800.00	0.00	0.00	0
2025	SAFETY EQUIPMENT	13403.45	14000.00	8765.16	14000.00	14000.00	0.00	0.00	0
2032	VEHICLE MAINTENANCE	104571.93	120000.00	66760.97	118000.00	118000.00	0.00	-2000.00	-2
2033	RADIO MAINTENANCE	1899.65	1750.00	122.50	1750.00	1750.00	0.00	0.00	0
2036	TRAFFIC SIGNAL MAINTENANCE	-4835.00	1500.00	5414.85	1800.00	1800.00	0.00	300.00	20
2037	CONTR.STORM DRAIN MAINT.	25705.00	34000.00	20865.00	34000.00	34000.00	0.00	0.00	0
2038	CONTR.SNOWPLOW SERV.	45384.00	46000.00	46360.00	46000.00	46000.00	0.00	0.00	0
2039	PAVEMENT MARKINGS	40.25	67460.00	35120.64	34000.00	34000.00	0.00	-33460.00	-50
2050	MAILBOX REPAIR	448.07	600.00	94.86	600.00	600.00	0.00	0.00	0
2060	MISC.CURBING REPAIRS	0.00	1000.00	572.26	1000.00	1000.00	0.00	0.00	0
2062	MISCELLANEOUS CONTRACTUAL	2604.62	2800.00	3663.22	2800.00	2800.00	0.00	0.00	0
2063	ALARM SERVICE MONITORING	624.17	1000.00	480.41	900.00	900.00	0.00	-100.00	-10
2066	EDUCATION REIMBURSEMENT	0.00	0.00	863.00	0.00	0.00	0.00	0.00	0
2071	PHYSICALS & DRUG TESTING	1596.00	1300.00	789.80	1300.00	1300.00	0.00	0.00	0
2970	COVID SUPPLIES	520.90	0.00	7.99	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	1978.22	1500.00	782.17	1800.00	1800.00	0.00	300.00	20
3002	GASOLINE	11738.60	10600.00	16891.16	15400.00	15400.00	0.00	4800.00	45

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TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
3003	HEAT	22843.25	0.00	0.00	0.00	0.00	0.00	0.00	0
3005	MINOR EQUIPMENT	5616.64	5500.00	1320.32	5700.00	5700.00	0.00	200.00	4
3006	MISCELLANEOUS SUPPLIES	2178.38	1300.00	1173.10	1900.00	1900.00	0.00	600.00	46
3030	AGGREGATE & LOAM	6394.68	4500.00	3673.32	5000.00	5000.00	0.00	500.00	11
3031	SAND	11374.00	12000.00	11500.00	13000.00	13000.00	0.00	1000.00	8
3032	SALT & CHLORIDE	60251.64	104000.00	36710.51	108000.00	108000.00	0.00	4000.00	4
3033	COLD BITUMINOUS MIX	2024.13	3000.00	1076.76	3000.00	3000.00	0.00	0.00	0
3035	GUARDRAIL REPAIR	200.53	250.00	93.24	500.00	500.00	0.00	250.00	100
3036	STREET SIGNS	8653.82	7000.00	2301.22	7000.00	7000.00	0.00	0.00	0
3038	STORM DRAIN MATERIAL	5311.18	10700.00	1824.90	9500.00	9500.00	0.00	-1200.00	-11
3039	MS4 PROGRAM	30093.42	31700.00	21833.94	37800.00	37800.00	0.00	6100.00	19
3040	DIESEL FUEL	30539.17	29500.00	21542.95	37800.00	37800.00	0.00	8300.00	28
Department 0310 Totals		1295205.21	1444617.00	856505.77	1431955.00	1459232.00	0.00	14615.00	1

**PUBLIC WORKS (310)
ACCOUNT SUMMARY**

Full-Time Payroll (1001)

\$746,324

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 base wages.

The following positions and percentages of each position are included in this account:

Public Works Director (100%); Public Works Supervisor (100%); Garage Foreman (100%); Mechanic (100%); Lead Equipment Operator (100%); Clerk (100%); Parks Equipment Operators (2, partial (25% and 33%)); and Equipment Operators(6) (percentages vary).

Note:

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

Part Time Plowing Personnel (1002)

\$6,691

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)

\$133,824

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

Social Security (1020)

\$67,843

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

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

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

Cellular Telephones (2000)

\$2,400

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

Power (2002)

This funding has been moved to a Facilities budget account.

Water & Sewer (2003)

This funding has been moved to a Facilities budget account.

Printing & Advertising (2004)

\$2,000

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 other affiliations.

Training (2008)

\$2,500

This account covers training classes, workshops, and technical seminars for all department personnel. These include, but are not limited to, workshops sponsored by the Maine Local Roads Center, the Maine Department of Environmental Protection, and other opportunities that may arise during the year.

Conferences & Meetings (2009)

\$750

This account covers registration fees for workshops and meetings attended by the Director and Supervisors. Some examples of conferences attended are: the annual Maine Municipal Association Convention, the Maine Resource Recovery Conference, and the annual New England Turf Conference.

Equipment Rental (2021)

\$2,800

This appropriation covers rental of minor equipment not owned by the Town (wood chipper, roller, etc.). The department also leases numeric pagers for the winter season call personnel during the winter months.

Employee Uniform Rental (2022)

\$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 budgeted amongst several budgets, with the majority being budgeted from this account.

Safety Equipment Allowance (2025)

\$14,000

This account covers the purchase of required safety shoes, protective clothing, and/or other approved personal protective/safety equipment, per the Union Contract.

Equipment Maintenance (2032)

\$118,000

This account covers routine maintenance-related expenses for all motorized equipment utilized by the department. This includes parts and materials used for in-house repairs, as well as outside contracted repairs. Additionally, as part of a fleet maintenance software upgrade, the licensing and ongoing hosting fees are paid to the software provider to maintain and manage the program.

Radio Equipment Maintenance (2033)

\$1,750

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

Traffic Signal Maintenance (2036)

\$1,800

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

Contracted Storm Drain Maintenance Services (2037)

\$34,000

This account primarily covers the cost of contracted cleanings of our stormwater catch basins along with the disposal of the residual materials. The amount budgeted is for 900 catch basins @ \$33/basin.

This account also covers the annual maintenance of six stormwater control units. The Town contracts out the maintenance of these existing structures (Thomas Memorial Library, Village Green, Etc.) at an annual cost of \$2,400.

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 (\$1,300).

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 (330).

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.

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 and lawns 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)	\$900
Covers the monitoring services for the fire alarm system at Public Works. It also covers monthly phone service fees, which are for phone lines that are for the sole purpose of transmitting fire alarm signals.	
Physicals & Drug Testing (2071)	\$1,300
Covers pre-employment physical exams for new hires and federally mandated drug and alcohol testing for all positions that require a Commercial Driver's License (CDL). A third party medical provider is utilized to manage the testing program. These funds are also used for pre-employment physicals, audiograms (for selected employees operating mowing equipment) and mandated respiratory clearance testing for employees.	
Office Supplies (3001)	\$1,800
This account covers office supplies, printer cartridges, calendars, et cetera.	
Gasoline (3002)	\$15,400
This account covers regular unleaded gasoline costs for the Public Works Department. The budgeted amount is based on a cost of \$2.60 per gallon at an estimated use of 5,900 gallons per year.	
Heat (3003)	
This funding has been moved to a Facilities budget account.	

Minor Equipment (3005)	\$5,700
This covers shop tools for the department, replacement of miscellaneous office equipment, furnishings and power equipment (chain saws, hand tools, etc.), along with small equipment replacement used in the Public Works operations.	
Miscellaneous Supplies (3006)	\$1,900
This account covers the cost for miscellaneous items, such as cleaning supplies, trash bags, and paper goods.	
Aggregate & Loam (3030)	\$5,000
This account covers the cost of gravel, masonry sand and loam for small projects.	
Winter Sand (3031)	\$13,000
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 \$13.00 per cubic yard.	
Salt & Chloride (3032)	\$108,000
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 \$58.73/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)	\$500
Covers the cost of maintenance and /or repair of guardrails and other fencing/rails.	

Signage & Traffic Control Device Replacement (3036) \$7,000

This account covers the replacement of all street signage and also covers the replacement of barrels/traffic cones/traffic control devices.

Storm Drain Materials & Pipe (3038) \$9,500

This account covers the cost of replacement materials, all associated with the Town's storm drainage system.

MS4 Stormwater Program & Contracted Services (3039) \$37,800

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

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

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

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

- Sampling and analysis of stormwater outfalls (additional Public Works Staff time);
- Implementing ordinance changes to address Erosion and Sediment Control and Low Impact Development standards (additional Planning Staff, ISWG and Integrated Environmental costs);
- Conducting Public Education and Outreach to property owners along Trout Brook, which is an Urban Impaired Stream (additional ISWG costs)
- Conducting site visits to several properties along Trout Brook to evaluate the potential erosion, and inadequate buffer sites, evaluate them for current condition and potential for retrofits, repair and/or impervious cover and select one site for further design and retrofit to benefit water quality disconnection (additional Public Works Staff time and Town Engineer support).

Our share of the ISWG budget is 7% higher than last year's assessment to account for their support for the new permit requirements. The Town's participation in ISWG continues to be an excellent investment and our collective approach provides valuable benefits to the Town. The additional cost for the ordinance support by Integrated Environmental is balanced by a decrease in their costs to support the permit renewal because updated planning documents are being finalized under the current fiscal year budget. However, we anticipate additional costs of \$5,000 to conduct the site visits and provide the rationale for selection of a water quality improvement project in the Trout Brook Watershed. We anticipate using the services of the Town Engineering firm, Sebago Technics to complete this evaluation work. The follow-on design, permitting, and construction of the project will occur over the next three years, and the Town will then be responsible for maintaining the new infrastructure.

Account Breakdown is as Follows:

Town Share of the ISWG Program Budget - \$12,300

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

Outfall Sampling & Analysis -\$2,200

Trout Brook Water Quality Improvement Project Identification: \$5,000

MDEP Fees - \$600

Diesel Fuel (3040)

\$37,800

This account covers diesel fuel costs for the Public Works Department. The budgeted amount is based on a cost of \$2.70 per gallon at an estimated use of 14,000 gallons per year.

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0320 RECYCLING AND REFUSE DISPOSAL									
1001	FULL TIME PAYROLL	104767.65	120000.00	77729.97	127900.00	131662.00	0.00	11662.00	10
1002	PART TIME PAYROLL	32099.36	32000.00	13377.32	31500.00	32426.00	0.00	426.00	1
1003	OVERTIME PAYROLL	14812.33	14000.00	15053.37	14000.00	14412.00	0.00	412.00	3
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	11062.07	12700.00	7641.46	13265.00	13655.00	0.00	955.00	8
2002	POWER	4914.57	0.00	280.13	0.00	0.00	0.00	0.00	0
2003	WATER AND SEWER	1050.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	3266.31	2500.00	1328.23	2500.00	2500.00	0.00	0.00	0
2012	ECOMAINE FEES	274097.03	308000.00	170609.50	318000.00	318000.00	0.00	10000.00	3
2014	DEMOLITION DISPOSAL	93736.81	96000.00	57218.40	96000.00	96000.00	0.00	0.00	0
2015	HHW COLLECTION EVENT	26974.22	20000.00	13189.54	16000.00	16000.00	0.00	-4000.00	-20
2021	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2022	UNIFORM RENTAL	1137.61	1400.00	1373.30	1400.00	1400.00	0.00	0.00	0
2032	EQUIP. & FACILITY MAINTENANCE	7188.85	5800.00	3763.66	6000.00	6000.00	0.00	200.00	3
2062	MISCELLANOUS CONTRACTUAL	1255.00	2000.00	546.35	2000.00	2000.00	0.00	0.00	0
2063	ALARM SERVICE	617.46	1000.00	466.56	1000.00	1000.00	0.00	0.00	0
2300	BANK FEES	709.43	800.00	879.61	800.00	800.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	355.00	350.00	129.09	500.00	500.00	0.00	150.00	43
3006	MISCELLANEOUS SUPPLIES	1836.42	1500.00	213.57	1800.00	1800.00	0.00	300.00	20
3040	DIESEL FUEL	2800.00	2700.00	1031.62	3000.00	3000.00	0.00	300.00	11
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0320 Totals		582680.12	620750.00	364831.68	635665.00	641155.00	0.00	20405.00	3

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

Full-Time Payroll (1001) \$131,662

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 base 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) \$32,426

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) \$14,412

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

Social Security (1003) \$13,655

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

Power (2002)

This funding has been moved to a Facilities budget account.

Water (2003)

This funding has been moved to a Facilities budget account.

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

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

Ecomaine & Other Contracted Services Fees (2012)**\$318,000**

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

The tipping (disposal) fee for MSW at Ecomaine is increasing from \$76.50/ton to \$79.50/ton on July 1, 2022. All municipalities will continue to pay the \$35/ton tipping fee for recyclables in FY 2023.

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 @ \$79.50/ton = \$183,000 (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) \$16,000

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. In comparison to 2020, the Town observed a decrease in HHW disposal at the recent HHW day event in November of 2021. As a result, this amount has decreased for FY'23.

Uniform Rental (2022) \$1,400

Uniform rentals for the Recycling Center personnel.

Facility & Compactor Maintenance (2032) \$6,000

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)

\$500

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

Misc. Supplies (3006)

\$1,800

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

Diesel Fuel (3040)

\$3,000

This covers diesel fuel used by equipment at the Recycling Center (front-end loader, et cetera).

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0330 PARKS & GRUNDS									
1001	FULL TIME PAYROLL	129097.60	145200.00	88435.70	147020.00	151344.00	0.00	6144.00	4
1002	PART TIME PAYROLL	31158.85	34400.00	23260.90	33000.00	33971.00	0.00	-429.00	-1
1003	OVERTIME PAYROLL	3356.61	1200.00	1187.93	1400.00	1441.00	0.00	241.00	20
1020	SOCIAL SECURITY	10992.57	13831.00	8064.61	13879.00	14287.00	0.00	456.00	3
2000	CELLULAR PHONE	34.99	450.00	0.00	450.00	450.00	0.00	0.00	0
2002	ELECTRICITY	4258.83	0.00	21.58	0.00	0.00	0.00	0.00	0
2003	WATER	10504.27	0.00	0.00	0.00	0.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2007	DUES AND MEMBERSHIPS	0.00	150.00	0.00	150.00	150.00	0.00	0.00	0
2010	PROFESSIONAL SERVICE	108049.06	134500.00	90049.83	113500.00	113500.00	0.00	-21000.00	-16
2019	TREE PLANTING & MAINT - FWP	5640.00	14360.00	1814.33	10000.00	10000.00	0.00	-4360.00	-30
2022	UNIFORMS	994.90	1200.00	1530.24	1200.00	1200.00	0.00	0.00	0
2032	EQUIP MAINTENANCE	15206.52	14500.00	8569.75	14500.00	14500.00	0.00	0.00	0
2035	BLDG REPAIR - FWP	6285.38	52210.00	429.71	29500.00	29500.00	0.00	-22710.00	-43
2036	STONE WALL REPAIRS - FWP	29790.00	41210.00	36.88	40000.00	40000.00	0.00	-1210.00	-3
2037	COMMUNITY PLAYGROUND	1226.33	3500.00	1830.61	3500.00	3500.00	0.00	0.00	0
2038	SNOW PLOWING - CONTRACTED	67706.01	67500.00	68729.99	67500.00	69100.00	0.00	1600.00	2
2039	BATTERY & MANSION - FWP	2657.00	2000.00	0.00	2000.00	2000.00	0.00	0.00	0
2041	FENCING & GATE MAINTENANCE	8782.29	8000.00	3876.00	8500.00	8500.00	0.00	500.00	6
2063	ALARM SERVICE	902.20	750.00	357.00	900.00	900.00	0.00	150.00	20
2970	COVID SUPPLIES	234.90	0.00	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	3710.80	3350.00	2190.26	4800.00	4800.00	0.00	1450.00	43
3003	HEAT	10399.74	0.00	716.99	0.00	0.00	0.00	0.00	0
3005	MINOR EQUIPMENT AND REPAIR	3373.16	3300.00	2377.78	3500.00	3500.00	0.00	200.00	6
3006	MISCELLANEOUS SUPPLIES	1612.24	1600.00	1796.53	1900.00	1900.00	0.00	300.00	19
3037	MAINTENANCE MATERIAL	18079.91	13500.00	9535.20	14000.00	14000.00	0.00	500.00	4
3038	IRRIGATION MAINTNC/SUPPLIES	2027.26	1600.00	682.62	1800.00	1800.00	0.00	200.00	12
3039	GROUNDS MAINTENANCE	28445.66	28200.00	11517.38	30000.00	30000.00	0.00	1800.00	6
3040	DIESEL FUEL	1813.55	4550.00	2980.44	5700.00	5700.00	0.00	1150.00	25
4006	LIONS FIELD IMPROVEMENT	2362.95	1200.00	1669.86	1200.00	1200.00	0.00	0.00	0
Department 0330 Totals		508913.58	592261.00	331662.12	549899.00	557243.00	0.00	-35018.00	-6

PARKS & GROUNDS (330)
ACCOUNT SUMMARY

Full-Time Payroll (1001) \$151,344

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 base wages. The following positions are funded by this account: Parks Equipment Operator (75%); Parks/Public Works Equipment Operator (100%); Parks Maintenance Foreman (100%).

Part-Time Payroll (1002) \$33,971

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) \$1,441

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) \$14,287

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)

This funding has been moved to a Facilities budget account.

Water (2003)

This funding has been moved to a Facilities budget account.

Dues & Memberships (2007) \$150

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

Professional Services (2010) \$113,500

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 previously covered the rental and servicing of portable toilets in the Park, however, these funds have been moved to Community Services Department's budget in FY'23 (\$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.

- School Campus: all steps, walkways, entrances, and fire lanes, drop off areas, et cetera. Budget amount: \$49,100.
- 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) \$8,500

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

Alarm Monitoring (2063) \$900

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

Gasoline (3002) \$4,800

This covers the gasoline costs for the grounds maintenance and mowing equipment. Unleaded fuel for FY 2022 is budgeted at \$2.60 per gallon at an estimated use of 1,850 gallons.

Heat (3003)

This funding has been moved to a Facilities budget account.

Minor Equipment and Repairs (3005) \$3,500

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

Misc. Supplies (3006) \$1,900
This account covers miscellaneous supplies used in the Parks, grounds, and street tree maintenance operations.

Maintenance Materials (3037) \$14,000
This account also covers a multitude of items used at Fort Williams Park, such as: Flags, signage, lumber for picnic table replacement/repairs, pet waste bags, tennis court nets, replacement barbecue grills, and other materials.

Irrigation System Maintenance & Supplies (3038) \$1,800
This account covers the repair and replacement of irrigation system components at the School Campus, Gull Crest Field, the multi-purpose field at Fort Williams Park, and other locations.

Grounds Maintenance Materials (3039) \$30,000
This account covers such items as grass seed, fertilizer, lime, seed, grounds maintenance materials, and supplies (field marking paint, etc.) for all of the athletic field's located on and off the school campus, Little League fields, and municipal properties (Gull Crest, Town Hall, Police Station, Public Works Facility, etc.) This account also covers Holiday decorations, banners, etc. in the Town Center.

Diesel Fuel (3040) \$5,700
This account covers the cost of diesel fuel for the grounds maintenance and mowing equipment. Diesel fuel for FY 2022 is budgeted at \$2.70 per gallon at an estimated use of 2,100 gallons.

Lion's Field Improvements (4006) \$1,200
This account covers grounds materials and repairs at the complex.



Town of Cape Elizabeth, Maine
Human Services and Contributions (400s)
Fiscal Year 2023
July 1, 2022-June 30, 2023

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0410 HUMAN SERVICES									
2100	MAINEHEALTH CARE @ HOME	0.00	2500.00	2500.00	2500.00	2500.00	0.00	0.00	0
2101	ME BEHAVIORAL HEALTHCARE	0.00	1500.00	0.00	0.00	0.00	0.00	-1500.00	-100
2102	VNA/HOSPICE	4100.00	4100.00	4100.00	4100.00	4100.00	0.00	0.00	0
2103	CENTER FOR THERAPEUTIC	4000.00	4000.00	4000.00	4000.00	4000.00	0.00	0.00	0
2107	SOUTHERN MAINE AGENCY AGING	1500.00	1500.00	1500.00	1500.00	1500.00	0.00	0.00	0
2110	OPPORTUNITY ALLIANCE	6500.00	6500.00	6500.00	6500.00	6500.00	0.00	0.00	0
2111	REGIONAL TRANSPORTATION PRGRM	1500.00	1500.00	1500.00	1500.00	1500.00	0.00	0.00	0
2113	FAMILY CRISIS CENTER	0.00	1500.00	0.00	0.00	0.00	0.00	-1500.00	-100
2114	DAY ONE	1500.00	1500.00	1500.00	1500.00	1500.00	0.00	0.00	0
2116	HOSPICE OF MAINE	1500.00	1500.00	1500.00	1500.00	1500.00	0.00	0.00	0
2118	SEXUAL ASSAULT RES.	0.00	1500.00	0.00	0.00	0.00	0.00	-1500.00	-100
2121	RED CROSS PORTLAND CHAPTER	0.00	1600.00	0.00	0.00	0.00	0.00	-1600.00	-100
2122	INDEPENDENT TRANSPORT. NETWORK	0.00	1500.00	0.00	0.00	0.00	0.00	-1500.00	-100
2123	PREBLE STREET RESOURCE	0.00	10000.00	0.00	10000.00	10000.00	0.00	0.00	0
2125	EASTER SEALS - MILITARY & VETS	0.00	1500.00	0.00	1500.00	1500.00	0.00	0.00	0
5101	GENERAL ASSISTANCE	42111.75	100000.00	0.00	100000.00	60000.00	0.00	-40000.00	-40
Department 0410 Totals		62711.75	142200.00	23100.00	134600.00	94600.00	0.00	-47600.00	-33

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0420 CONTRIBUTIONS									
5050	CAPE PRESERVATION SOCIETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5053	FAMILY FUN DAY	0.00	24000.00	0.00	24000.00	24000.00	0.00	0.00	0
5055	SENIOR TAX RELIEF	90191.00	102000.00	92145.00	107100.00	107100.00	0.00	5100.00	5
Department 0420 Totals		90191.00	126000.00	92145.00	131100.00	131100.00	0.00	5100.00	4



Town of Cape Elizabeth, Maine
Thomas Memorial Library (500s)
Fiscal Year 2023
July 1, 2022-June 30, 2023

Date: 03/03/2022

Time: 14:35

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0510 LIBRARY									
1001	FULL TIME PAYROLL	312570.00	379704.00	242832.01	387298.00	398689.00	0.00	18985.00	5
1002	PART TIME PAYROLL	78063.87	86694.00	57823.99	110393.00	113640.00	0.00	26946.00	31
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1015	WORKERS COMP REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	28435.89	35679.00	21792.22	38073.00	39193.00	0.00	3514.00	10
2004	PRINTING AND ADVERTISING	1605.52	1400.00	1312.97	1400.00	1400.00	0.00	0.00	0
2005	POSTAGE	335.30	250.00	0.00	100.00	100.00	0.00	-150.00	-60
2006	TRAVEL	0.00	100.00	0.00	100.00	100.00	0.00	0.00	0
2007	DUES AND MEMBERSHIPS	837.00	888.00	435.00	888.00	888.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	300.00	175.10	300.00	300.00	0.00	0.00	0
2010	PROGRAMS	1800.00	6000.00	100.00	4000.00	4000.00	0.00	-2000.00	-33
2062	CONTRACTED SERVICES	0.00	100.00	0.00	100.00	100.00	0.00	0.00	0
2072	MISC CONTRACTUAL SERV	4152.00	12300.00	7606.75	12300.00	12300.00	0.00	0.00	0
2970	COVID SUPPLIES	2224.75	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	3599.66	7500.00	4166.61	7500.00	7500.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	2599.36	4000.00	2214.39	4000.00	4000.00	0.00	0.00	0
3020	BOOKS	37249.89	39414.00	25210.14	39414.00	39414.00	0.00	0.00	0
3022	AUDIO VISUAL MATERIAL	7399.23	13850.00	3135.42	8000.00	8000.00	0.00	-5850.00	-42
3100	ELECTRONIC RESOURCES	3166.68	2400.00	584.46	8250.00	8250.00	0.00	5850.00	244
4001	OUTLAY	1408.01	600.00	299.78	600.00	600.00	0.00	0.00	0
Department 0510 Totals		485447.16	591179.00	367688.84	622716.00	638474.00	0.00	47295.00	8

Thomas Memorial Library - FY 2023 Budget

Submitted by Rachel Davis, 1/19/22

Personnel

The budget for FY2022 was based on our new organizational structure, eliminating reliance on substitute positions, striving to provide appropriate, permanent, staffing levels, based on 49 public service hours. After one year of working with this level of staffing, we have found a strain on our ability to staff the library fully and consistently on Mondays, Saturday, and during the lunch hour and evening hours. This is because two of our full-time staff members work a Tuesday - Saturday schedule, and two of our part-timers work every Saturday, which leaves us with a bare-bones staff on Mondays. And, when someone is out sick or on vacation either Monday or Saturday, or during our evening hours, we have trouble maintaining adequate staffing. To mitigate this situation, this year's budget includes increasing a 16 hour position to 18 hours, and adding a second 18 hour position. One of these 18 hour positions will be scheduled all day on Mondays, Tuesday afternoons and evenings, and Wednesday afternoons, while the second one will be scheduled Thursday afternoons and evenings, Friday afternoons, and all day on Saturdays. Neither position would fall into the threshold for benefits. The total additional cost of these changes would be \$18,905.

All salary rates include a 2.0% increase above the rates at the end of FY2022, with the exception of our proposed new position which starts at \$18/hour.

Full Time Account (1001) - \$398,689

This represents a 5% increase over last year, due to the COLA increase.

Part Time Account (1002) - \$113,640

This represents an increase of 31% over last year, due to the addition of a new 18 hour position, and two additional hours for our 16 hour position, as well as the 5% COLA. (Note: last year we had a decrease of 34% over the previous year in the part-time budget.)

Social Security (1020) - \$39,193

Amount is 7.65% of budgeted wages.

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

No change.

Postage (2005) - \$100

A decrease of 60%. In FY2021 we made a large purchase of prepaid envelopes, which has eliminated a lot of our postage costs; our need to send packages is minimal.

Travel (2006) - \$100

No change.

Dues & Memberships (2007) - \$888

No change.

Conferences & Meetings (2009) - \$300

No change.

Programs (2010) - \$4,000

A decrease of 33%. Because of our strong support from the TML Foundation we are able to find some savings in this line without decreasing our quality of service.

Contingency Fund (2062) - \$100

No change.

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

No change. This line includes our fees for:

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

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

No change.

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

No change.

Audiovisual Materials (3022) - \$8,000

A decrease of 42%. The increased use of video streaming services and downloadable audiobook has resulted in a decreased need to spend funds on DVDs and audiobooks on CD. This year's budget shifts the savings from this line over to electronic resources (see below.)

Electronic Resources (3100) - \$8,250

An increase of 244%--see above explanation under Audiovisual Materials.

Outlay (4001) - \$600

No change.



Town of Cape Elizabeth, Maine
Facilities, Parks, and Community Services (600s)
Fiscal Year 2023
July 1, 2022-June 30, 2023

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0600 FACILITIES MANAGEMENT									
2004	PRINTING AND ADVERTISING	0.00	100.00	0.00	100.00	100.00	0.00	0.00	0
2006	TRAVEL	0.00	200.00	0.00	200.00	200.00	0.00	0.00	0
2007	DUES AND MEMBERSHIPS	0.00	250.00	0.00	250.00	250.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	300.00	0.00	300.00	300.00	0.00	0.00	0
2010	PROFESSIONAL SERVICE	1711.04	500.00	0.00	500.00	500.00	0.00	0.00	0
2034	OFFICE EQUIPMENT MAINTENANCE	644.88	500.00	0.00	500.00	500.00	0.00	0.00	0
2035	CONSOLIDATED BLDG. MAINT	151731.77	0.00	5664.87	0.00	0.00	0.00	0.00	0
2062	CONTRACTED CUSTODIAL	3112.60	0.00	0.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	1806.99	0.00	0.00	0.00	0.00	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	126192.00	144503.00	0.00	144503.00	144503.00	0.00	0.00	0
Department 0600 Totals		285199.28	146353.00	5664.87	146353.00	146353.00	0.00	0.00	0

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0610 TOWN HALL									
2002	POWER	7920.88	9000.00	4936.56	12000.00	9228.00	0.00	228.00	3
2003	WATER AND SEWER	1761.51	2500.00	855.25	2500.00	2500.00	0.00	0.00	0
2062	CONTRACTED SERVICES	0.00	0.00	240.00	0.00	0.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	3960.00	1227.54	4000.00	4000.00	0.00	40.00	1
2075	CONTRACT MAINTENANCE SVCS	0.00	30640.00	9183.85	27000.00	27000.00	0.00	-3640.00	-12
2999	SCHOOL PROVIDED SERVICES	0.00	23400.00	0.00	23400.00	23400.00	0.00	0.00	0
3003	HEAT	13858.74	11500.00	7429.06	11500.00	32660.00	0.00	21160.00	184
3006	MISCELLANEOUS SUPPLIES	0.00	0.00	220.36	0.00	0.00	0.00	0.00	0
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	5000.00	0.00	0.00	0.00	0.00	-5000.00	-100
4003	ROOF REPAIR PROJECTS	0.00	9440.00	893.45	0.00	0.00	0.00	-9440.00	-100
Department 0610 Totals		23541.13	95440.00	24986.07	80400.00	98788.00	0.00	3348.00	4

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0611 PUBLIC WORKS & RECYCLING BLDG									
2002	ELECTRICITY	1248.80	18000.00	9466.25	23400.00	18000.00	0.00	0.00	0
2003	WATER AND SEWER	0.00	7900.00	5510.69	9000.00	9000.00	0.00	1100.00	14
2074	MAINTENANCE SUPPLIES	0.00	3960.00	826.96	3960.00	3960.00	0.00	0.00	0
2075	CONTRACT MAINTENANCE SVCS	0.00	33640.00	3618.87	33640.00	33640.00	0.00	0.00	0
3003	HEAT	0.00	23000.00	11348.26	23000.00	23000.00	0.00	0.00	0
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	2000.00	0.00	0.00	0.00	0.00	-2000.00	-100
4003	ROOF REPAIR PROJECTS	0.00	3940.00	0.00	0.00	0.00	0.00	-3940.00	-100
4066	GARAGE DOOR - OSHA	0.00	3200.00	0.00	0.00	0.00	0.00	-3200.00	-100
4067	FLAGPOLE REPLACEMENT	0.00	4500.00	0.00	0.00	0.00	0.00	-4500.00	-100
4068	FUEL PUMP SAFETY BOLLARDS	0.00	2800.00	0.00	0.00	0.00	0.00	-2800.00	-100
Department 0611 Totals		1248.80	102940.00	30771.03	93000.00	87600.00	0.00	-15340.00	-15

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0612 PARKS & MISCELLANEOUS BLDGS									
2002	ELECTRICITY	96.04	6300.00	2054.25	6300.00	6300.00	0.00	0.00	0
2003	WATER AND SEWER	0.00	12800.00	16.12	12800.00	12800.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	1584.00	0.00	0.00	0.00	0.00	-1584.00	-100
2075	CONTRACT MAINTENANCE SVCS	0.00	5336.00	3023.00	5000.00	5000.00	0.00	-336.00	-6
3003	HEAT	0.00	14500.00	3907.93	14500.00	18125.00	0.00	3625.00	25
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	1000.00	0.00	0.00	0.00	0.00	-1000.00	-100
4003	ROOF REPAIR PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4059	HVY EQP - WOOD SIDING RPR	0.00	3200.00	0.00	0.00	0.00	0.00	-3200.00	-100
4060	HVY EQP - STEEL SUPPORT COLUMN	0.00	2500.00	0.00	0.00	0.00	0.00	-2500.00	-100
4061	HVY EQP - 2NDRY FUEL CONTAIN	0.00	1000.00	0.00	0.00	0.00	0.00	-1000.00	-100
4062	PARKS BDG - GARAGE DOOR REPLCE	0.00	3800.00	0.00	0.00	0.00	0.00	-3800.00	-100
Department 0612 Totals		96.04	52020.00	9001.30	38600.00	42225.00	0.00	-9795.00	-19

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0613 SPURWINK CHURCH BLDG									
2002	ELECTRICITY	0.00	0.00	0.00	0.00	975.00	0.00	975.00	0
2003	WATER AND SEWER	0.00	0.00	0.00	0.00	1350.00	0.00	1350.00	0
2074	MAINTENANCE SUPPLIES	0.00	396.00	0.00	2000.00	2000.00	0.00	1604.00	405
2075	CONTRACT MAINTENANCE SVCS	0.00	3564.00	1772.00	3500.00	3500.00	0.00	-64.00	-2
3003	HEAT	0.00	0.00	0.00	0.00	3515.00	0.00	3515.00	0
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4003	ROOF REPAIR PROJECTS	0.00	3980.00	0.00	0.00	0.00	0.00	-3980.00	-100
Department 0613 Totals		0.00	7940.00	1772.00	5500.00	11340.00	0.00	3400.00	43

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0614 FORT WILLIAMS PARK BLDGS									
2002	ELECTRICITY	0.00	0.00	1254.53	0.00	0.00	0.00	0.00	0
2003	WATER AND SEWER	0.00	0.00	4665.64	0.00	0.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	396.00	284.26	1000.00	1000.00	0.00	604.00	153
2075	CONTRACT MAINTENANCE SVCS	157.00	3564.00	9024.97	26000.00	26000.00	0.00	22436.00	630
3003	HEAT	0.00	0.00	3118.95	0.00	0.00	0.00	0.00	0
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4003	ROOF REPAIR PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0614 Totals		157.00	3960.00	18348.35	27000.00	27000.00	0.00	23040.00	582

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0615 LIBRARY BUILDING									
2002	POWER	12053.56	13850.00	7905.97	18000.00	14042.00	0.00	192.00	1
2003	WATER AND SEWER	1872.22	2972.00	1338.45	2500.00	2500.00	0.00	-472.00	-16
2062	CONTRACTED CUSTODIAL	1420.00	0.00	120.00	0.00	0.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	2970.00	829.64	4000.00	4000.00	0.00	1030.00	35
2075	CONTRACT MAINTENANCE SVCS	0.00	26730.00	26429.52	24000.00	24000.00	0.00	-2730.00	-10
2999	SCHOOL PROVIDED SERVICES	0.00	31200.00	0.00	31200.00	31200.00	0.00	0.00	0
3003	HEAT	7122.94	7000.00	4572.58	9500.00	10257.00	0.00	3257.00	47
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4003	ROOF REPAIR PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0615 Totals		22468.72	84722.00	41196.16	89200.00	85999.00	0.00	1277.00	2

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0620 TOWN CENTER FIRE STATION									
2003	WATER AND SEWER	2165.06	3000.00	1327.31	3000.00	3000.00	0.00	0.00	0
2062	CONTRACTED SERVICES	4103.28	3500.00	1533.67	3500.00	3500.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	3960.00	55.13	4000.00	4000.00	0.00	40.00	1
2075	CONTRACT MAINTENANCE SVCS	0.00	33640.00	29115.47	33000.00	33000.00	0.00	-640.00	-2
3003	HEAT	17285.25	20500.00	10625.98	25000.00	24891.00	0.00	4391.00	21
4001	OUTLAY	0.00	2000.00	0.00	0.00	0.00	0.00	-2000.00	-100
4002	PAINTING PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4003	ROOF REPAIR PROJECTS	0.00	3760.00	0.00	0.00	0.00	0.00	-3760.00	-100
Department 0620 Totals		23553.59	70360.00	42657.56	68500.00	68391.00	0.00	-1969.00	-3

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0621 COMMUNITY CENTER BLDG									
1002	PART TIME PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2002	ELECTRICITY	9548.03	10800.00	5849.06	14000.00	12000.00	0.00	1200.00	11
2003	WATER AND SEWER	2591.53	3885.00	1744.93	3885.00	3885.00	0.00	0.00	0
2035	MAINTENANCE	24891.49	0.00	4453.70	0.00	0.00	0.00	0.00	0
2062	CONTRACTED CUSTODIAL	34.22	0.00	0.00	0.00	0.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	3200.00	1158.97	3200.00	3200.00	0.00	0.00	0
2075	CONTRACT MAINTENANCE SVCS	0.00	25800.00	17336.09	25800.00	25800.00	0.00	0.00	0
2999	SCHOOL PROVIDED SERVICES	35532.00	28600.00	0.00	35532.00	35532.00	0.00	6932.00	24
3003	HEAT	11898.41	10991.00	6289.80	14000.00	17134.00	0.00	6143.00	56
3006	MISCELLANEOUS SUPPLIES	2948.91	2610.00	0.00	0.00	0.00	0.00	-2610.00	-100
4001	OUTLAY	14952.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	3000.00	0.00	0.00	0.00	0.00	-3000.00	-100
4003	ROOF REPAIR PROJECTS	0.00	3760.00	0.00	0.00	0.00	0.00	-3760.00	-100
Department 0621 Totals		102396.59	92646.00	36832.55	96417.00	97551.00	0.00	4905.00	5

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0622 RICHARDS POOL BLDG									
2002	ELECTRICITY	0.00	57936.00	0.00	60000.00	67495.00	0.00	9559.00	16
2003	WATER AND SEWER	576.66	3690.00	0.00	3690.00	3690.00	0.00	0.00	0
2035	MAINTENANCE	18846.43	0.00	2893.95	0.00	0.00	0.00	0.00	0
2062	CONTRACTED CUSTODIAL	815.66	0.00	0.00	0.00	0.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	8693.00	6057.98	9000.00	9000.00	0.00	307.00	4
2075	CONTRACT MAINTENANCE SVCS	0.00	49257.00	16437.04	48000.00	48000.00	0.00	-1257.00	-3
2999	SCHOOL PROVIDED SERVICES	70960.00	26000.00	0.00	26000.00	26000.00	0.00	0.00	0
3003	HEAT	55953.89	47667.00	15546.26	65000.00	80574.00	0.00	32907.00	69
3006	MISCELLANEOUS SUPPLIES	804.08	14000.00	0.00	0.00	0.00	0.00	-14000.00	-100
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4003	ROOF REPAIR PROJECTS	0.00	3760.00	0.00	0.00	0.00	0.00	-3760.00	-100
Department 0622 Totals		147956.72	211003.00	40935.23	211690.00	234759.00	0.00	23756.00	11

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Department 0630 POLICE STATION									
2002	POWER	21090.04	20000.00	12914.74	26000.00	26000.00	0.00	6000.00	30
2003	WATER AND SEWER	3140.72	5875.00	2341.60	6000.00	6000.00	0.00	125.00	2
2062	CONTRACTED CUSTODIAL	32587.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2074	MAINTENANCE SUPPLIES	0.00	2970.00	132.00	3000.00	3000.00	0.00	30.00	1
2075	CONTRACT MAINTENANCE SVCS	0.00	24730.00	21763.93	30000.00	30000.00	0.00	5270.00	21
2999	SCHOOL PROVIDED SERVICES	0.00	18200.00	0.00	18200.00	18200.00	0.00	0.00	0
3003	HEAT	10385.91	9000.00	6215.97	12000.00	14956.00	0.00	5956.00	66
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	2000.00	0.00	0.00	0.00	0.00	-2000.00	-100
4003	ROOF REPAIR PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4075	SECURITY SERVER/BACK UP	0.00	4500.00	240.00	0.00	0.00	0.00	-4500.00	-100
Department 0630 Totals		67203.67	87275.00	43608.24	95200.00	98156.00	0.00	10881.00	12

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Department 0631 CAPE COTT. FIRE STATION									
2002	ELECTRICITY	2152.13	2500.00	770.33	3250.00	2507.00	0.00	7.00	0
2003	WATER AND SEWER	1182.56	979.00	429.31	1800.00	1800.00	0.00	821.00	84
2074	MAINTENANCE SUPPLIES	0.00	396.00	0.00	1000.00	1000.00	0.00	604.00	153
2075	CONTRACT MAINTENANCE SVCS	0.00	3064.00	2902.50	6000.00	6000.00	0.00	2936.00	96
3003	HEAT	3042.77	3256.00	1931.35	3900.00	4382.00	0.00	1126.00	35
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	PAINTING PROJECTS	0.00	500.00	0.00	0.00	0.00	0.00	-500.00	-100
4003	ROOF REPAIR PROJECTS	0.00	3760.00	0.00	0.00	0.00	0.00	-3760.00	-100
Department 0631 Totals		6377.46	14455.00	6033.49	15950.00	15689.00	0.00	1234.00	9

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

To: Matthew Sturgis & Town Council

Date: Feb 12, 2022

Re: FY 2023 Cape Elizabeth's Facilities Department Budget Submission

The Facilities Department is pleased to submit our fiscal year 2022 – 2023 budget request for your consideration.

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

- 0610 – Town Hall
- 0611 – Public Works Building
- 0612 – Parks & Miscellanies Buildings
- 0613 – Spurwink Church
- 0614 – Fort Williams Park Buildings
- 0615 – Thomas Memorial Library
- 0620 – Town Center Fire Station
- 0621 – Community Center Building
- 0622 – Richards Pool
- 0630 – Police Station
- 0631 – Cape Cottage Fire Station

Below you will find the line description for the breakouts for each building. My goal was to keep the budget as flat as possible, making decreases where I could based on last year's bills and expenses. What I found while doing this was that the budget was already pretty well tuned.

The major increases this year are coming from the **2002 – Power** & **3003 – Heat** lines. Our current contracts are coming to an end this summer (oil & propane) and electricity in December. We are working with an energy consultant to make sure we get the best possible rates.

We did an initial bid to see where the market was. The results were that we should be planning for a 40-45% increase...I was hoping due to our size we would be more sheltered but that is not how it worked out.

The calculation for oil was straightforward, 44% increase over last year's billed amount.

Electricity is much more convoluted as the contract ends mid-year and demand costs fluctuate. On top of that we are trending upward across the board in usage. I used a calculation of 33% increase for half of last year's actual billed amount

It is my belief that this budget submission will continue to provide the citizens with well-maintained buildings while being responsible and analytical in our spending. Thank you for your consideration of the Facilities Department budget.

Update (3/3/21) with the war in Ukraine oil prices have gone crazy to the point that fixed price bidding is on pause. We are not locked in for the upcoming year and will be waiting to see where the market goes. I will make sure all buildings are filled to the brim on our last day at our current oil price of \$2/gallons – That should hold us over for oil until October/November. We did lock in propane at \$2/gallon, up from \$1.36 (47% price increase) – The pool is heated in warmer months by propane....We are working with Competitive Energy Services out of Portland and am confident we will get the best rate that we can given the circumstances.

Respectfully submitted,

David Bagdasarian Jr.
Facilities Director

Budget Line Descriptions

Each location has the same budget lines:

Power (2002)

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

Water and Sewer (2003)

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

Maintenance Supplies (2074)

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

Contracted Maintenance (2075)

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

School Provided Services (2999)

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

Heat (3003)

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

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

Printing and Advertising (2004)

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

Travel (2006)

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

Dues and Memberships (2007)

This covers any memberships needed by the Facilities Department.

Conferences and Meetings (2009)

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

Professional Services (2010)

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

Office Equipment and Maintenance (2034)

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

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0633 COMMUNITY SERV.ADMIN									
1001	FULL TIME PAYROLL	254445.13	269920.00	169576.64	275318.00	283416.00	0.00	13496.00	5
1002	PART TIME PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	17497.63	20649.00	11677.00	21062.00	21681.00	0.00	1032.00	5
2001	TELEPHONE	5441.27	5000.00	3448.12	5000.00	5000.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	3852.95	4500.00	4569.11	4500.00	4500.00	0.00	0.00	0
2005	POSTAGE	165.00	660.00	593.48	660.00	660.00	0.00	0.00	0
2006	TRAVEL	0.00	300.00	0.00	300.00	300.00	0.00	0.00	0
2007	DUES AND MEMBERSHIPS	384.93	300.00	496.04	400.00	400.00	0.00	100.00	33
2009	CONFERENCES AND MEETINGS	50.00	1500.00	30.00	1500.00	1500.00	0.00	0.00	0
2062	CONTRACTED SERVICES	0.00	1000.00	93.99	1000.00	1000.00	0.00	0.00	0
2071	PHYSICALS & SHOTS	0.00	0.00	78.50	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	135.27	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	1077.21	1400.00	1141.63	1500.00	1500.00	0.00	100.00	7
3400	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4001	OFFICE EQUIPMENT	1273.50	2000.00	1188.68	2000.00	2000.00	0.00	0.00	0
4500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0633 Totals		284322.89	307229.00	192893.19	313240.00	321957.00	0.00	14728.00	5

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Department 0634 FITNESS CENTER									
1002	PART TIME PAYROLL	0.00	6000.00	1904.20	3000.00	3088.00	0.00	-2912.00	-49
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	0.00	459.00	145.67	230.00	237.00	0.00	-222.00	-48
2001	TELEPHONE	0.00	100.00	0.00	100.00	100.00	0.00	0.00	0
2062	CONTRACTUAL SERV.	1648.69	15000.00	7660.70	14000.00	14000.00	0.00	-1000.00	-7
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	0.00	1000.00	449.17	1000.00	1000.00	0.00	0.00	0
3400	REFUNDS	531.75	0.00	0.00	0.00	0.00	0.00	0.00	0
4001	OUTLAY	0.00	10000.00	0.00	10000.00	10000.00	0.00	0.00	0
Department 0634 Totals		2180.44	32559.00	10159.74	28330.00	28425.00	0.00	-4134.00	-13

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0635 RICHARD POOL PROGRAMS									
1001	FULL TIME PAYROLL	90177.38	81849.00	49135.41	83500.00	85956.00	0.00	4107.00	5
1002	PART TIME PAYROLL	108017.52	130000.00	75348.05	132600.00	136500.00	0.00	6500.00	5
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	14762.32	16206.00	9238.03	16532.00	17018.00	0.00	812.00	5
2001	TELEPHONE	0.00	100.00	0.00	100.00	100.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	185.56	250.00	0.00	250.00	250.00	0.00	0.00	0
2005	POSTAGE	0.00	100.00	0.00	100.00	100.00	0.00	0.00	0
2006	TRAVEL	0.00	100.00	0.00	0.00	0.00	0.00	-100.00	-100
2007	DUES AND MEMBERSHIPS	119.88	60.00	0.00	60.00	60.00	0.00	0.00	0
2008	TRAINING	360.00	200.00	200.00	200.00	200.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2010	PROFESSIONAL SERV.	50061.65	30000.00	33804.25	54000.00	54000.00	0.00	24000.00	80
2034	OFFICE EQUIPMENT	0.00	1000.00	0.00	1000.00	1000.00	0.00	0.00	0
2062	CONTRACTED SERVICES	233.74	500.00	0.00	500.00	500.00	0.00	0.00	0
2970	COVID SUPPLIES	113.96	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	0.33	500.00	371.32	500.00	500.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	508.13	2000.00	0.00	2000.00	2000.00	0.00	0.00	0
3400	REFUNDS	793.00	0.00	1511.00	0.00	0.00	0.00	0.00	0
4001	OUTLAY	0.00	5000.00	3205.00	5000.00	5000.00	0.00	0.00	0
Department 0635 Totals		265333.47	267865.00	172813.06	296342.00	303184.00	0.00	35319.00	13

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0636 COMMUNITY SERV.ADULT PROG.									
1002	PART TIME PAYROLL	4453.80	12485.00	6431.60	12100.00	12456.00	0.00	-29.00	0
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	340.71	955.00	492.03	926.00	953.00	0.00	-2.00	0
2004	PRINTING AND ADVERTISING	343.00	3000.00	0.00	3000.00	3000.00	0.00	0.00	0
2005	POSTAGE	0.00	1000.00	545.00	1000.00	1000.00	0.00	0.00	0
2006	TRAVEL	0.00	300.00	0.00	0.00	0.00	0.00	-300.00	-100
2007	DUES AND MEMBERSHIPS	219.96	0.00	0.00	0.00	0.00	0.00	0.00	0
2008	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2032	VEHICLE MAINTENANCE	2517.83	3000.00	0.00	3000.00	3000.00	0.00	0.00	0
2062	CONTRACTUAL SERV.	14343.35	60000.00	34354.05	51000.00	51000.00	0.00	-9000.00	-15
2082	TRIPS & OUTINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	SUPPLIES	322.04	1000.00	441.72	2500.00	2500.00	0.00	1500.00	150
3002	GASOLINE	85.85	1000.00	121.83	1000.00	1000.00	0.00	0.00	0
3400	REFUNDS	262.90	0.00	260.92	0.00	0.00	0.00	0.00	0
4001	OUTLAY	0.00	2500.00	0.00	2500.00	2500.00	0.00	0.00	0
Department 0636 Totals		22889.44	85240.00	42647.15	77026.00	77409.00	0.00	-7831.00	-9

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0637 COMMUNITY SERV.YOUTH PROG									
1002	PART TIME PAYROLL	116389.41	153000.00	132063.44	167000.00	171912.00	0.00	18912.00	12
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	0.00	11705.00	6552.88	12776.00	13152.00	0.00	1447.00	12
2004	PRINTING AND ADVERTISING	0.00	3200.00	0.00	3000.00	3000.00	0.00	-200.00	-6
2005	POSTAGE	0.00	1000.00	0.00	1000.00	1000.00	0.00	0.00	0
2006	TRAVEL	0.00	6000.00	0.00	6000.00	6000.00	0.00	0.00	0
2008	TRAINING	390.00	600.00	630.00	1000.00	1000.00	0.00	400.00	67
2062	CONTRACTUAL SERV.	169013.12	224100.00	213903.44	300000.00	300000.00	0.00	75900.00	34
2082	TRIPS & OUTINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	-105.60	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	SUPPLIES	7074.87	25000.00	10241.22	25000.00	25000.00	0.00	0.00	0
3002	PREPAID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3011	TENNIS SUPPLIES - USTA GRANT	0.00	1860.00	0.00	0.00	0.00	0.00	-1860.00	-100
3081	OUTSIDE ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3400	REFUNDS	2345.00	0.00	395.00	0.00	0.00	0.00	0.00	0
Department 0637 Totals		295106.80	426465.00	363785.98	515776.00	521064.00	0.00	94599.00	22

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Department 0638 COMMUNITY SERV.CAPE CARE									
1002	PART TIME PAYROLL	127546.85	185904.00	84892.35	241446.00	248547.00	0.00	62643.00	34
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	-3501.84	14222.00	5987.35	18471.00	19014.00	0.00	4792.00	34
2005	POSTAGE	0.00	100.00	0.00	100.00	100.00	0.00	0.00	0
2006	TRAVEL	0.00	50.00	0.00	0.00	0.00	0.00	-50.00	-100
2008	TRAINING	388.00	1000.00	248.00	1000.00	1000.00	0.00	0.00	0
2062	CONTRACTED SERVICES	780.00	0.00	225.00	1000.00	1000.00	0.00	1000.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	SUPPLIES	1954.94	18000.00	8352.50	18000.00	18000.00	0.00	0.00	0
3081	OUTSIDE ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3400	REFUNDS	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0638 Totals		127187.95	219276.00	99705.20	280017.00	287661.00	0.00	68385.00	31

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0639 COMM.SVCS - CAPECARE - ARPA									
1002	PART TIME PAYROLL	0.00	83494.00	39097.07	0.00	0.00	0.00	-83494.00	-100
1006	BONUS PAY - ARPA	0.00	19200.00	9400.00	0.00	0.00	0.00	-19200.00	-100
1020	SOCIAL SECURITY	0.00	7856.00	3382.11	0.00	0.00	0.00	-7856.00	-100
Department 0639 Totals		0.00	110550.00	51879.18	0.00	0.00	0.00	-110550.00	-100

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0642 SPURWINK CHURCH - GENL FUND									
1002	PART TIME PAYROLL	0.00	0.00	0.00	0.00	2625.00	0.00	2625.00	0
1020	SOCIAL SECURTY	0.00	0.00	0.00	0.00	201.00	0.00	201.00	0
2001	TELEPHONE	0.00	0.00	0.00	0.00	300.00	0.00	300.00	0
2063	ALARM SERVICE	0.00	0.00	0.00	0.00	700.00	0.00	700.00	0
3400	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0642 Totals		0.00	0.00	0.00	0.00	3826.00	0.00	3826.00	0

To: Matthew Sturgis, Town Manager
From: Kathy Raftice, Director Cape Elizabeth Community Services & Fort Williams Park
Date: January 21, 2022
Subject: FY 2023

Attached is the Budget Proposal for FY 2023. I have outlined supporting reasons behind my submissions.

General Fund Revenue

What to expect in FY 2023 for Community Services. To think about what to expect in the next year it is important to reflect on some of the challenges we faced and continue to face as we plan and prepare for FY 2023. As a backdrop in 2020 we conducted 526 youth, adult and pool programs with over 4,700 participants. In 2021 we conducted 633 youth, adult and pool programs with over 7,700 participants, expanded our preschool to three classrooms, continued providing before and after school care and hybrid learning care, increased our pool memberships and provided customer service to the many visitors to Fort Williams Park. Our youth programs have generated 90% of the budgeted revenue by year-end 2021. What will 2022 look like? The beginning of 2022 looks very promising. I am extremely proud of the staff at Cape Elizabeth Community Services. They step up and assist one another whenever needed. In staff meetings topics will be discussed and as a team they work a project from an idea or need to reality. We truly believe that the services and facilities we provide are essential to ensuring the highest quality of life in our community. A community attracts people to live, work and play where there is a lot to see and do and at Community Services we deliver and always do our best to meet the diverse needs of our community.

Department Line Item Budget

0633

Our staffing remains strong. Due to the demands of the many youth programs and needed weekend coverage we are searching for a part time employee to partner with our youth programmer. We returned to printing and mailing our brochure last spring and feedback has been positive. The staff at CECS are members of the Maine Recreation and Parks Association, have participated in virtual seminars and will be attending the local conference in-person after two years. Our computers are getting old and replacements are planned.

0634

Our Fitness Center has been the slowest to recover. While we offer a nice, community based workout facility some of the equipment continues to age and will be replaced. Our class offerings remain limited due to the small space however we are hopeful to add another program back to our schedule.

0635

The pool continues to run very smoothly. All our programs are now led by Independent Contractors and the feedback has been positive. The inflatable remains a huge request for our weekend pool parties however the stitching is wearing thin. Recently we were able to have it repaired and we will look to replace in FY 2024. The cost will be \$12,000 - \$15,000. The Richards Community Pool is used by CEHS, CMA, Scarborough HS and Community Services. The starting blocks are old and in need of replacement. All the above entities will be contributing to this replacement.

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. In an effort to assist with programs we offer we are purchasing rolling mirrors for our Activity Room.

0637

The youth programming expenses have increased due to the increase in programming and resulting contracted services.

0638/0639

Cape Care was awarded a grant from the State of Maine. As a result a new sub-ledger has been added to account for the revenue and expenses.

0645

The part time payroll increase is a result of increased staff and covered hours. The rangers and greeters cover varied hours over the work week. To cover them appropriately an increase to 5 rangers and 4 greeters is requested.

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Department 0645 FORT WILLIAMS PARK									
1002	PART TIME PAYROLL	53838.05	74246.00	38758.69	90490.00	93151.00	0.00	18905.00	25
1020	SOCIAL SECURITY	3952.22	5694.00	2965.06	6922.00	7126.00	0.00	1432.00	25
2002	ELECTRICITY	1632.63	0.00	0.00	2000.00	2000.00	0.00	2000.00	0
2022	UNIFORM	965.48	1200.00	157.42	1500.00	1500.00	0.00	300.00	25
2070	CONTRACT SVCS: SOUNDS BY SEA	0.00	6000.00	2300.00	6000.00	6000.00	0.00	0.00	0
3003	HEAT	378.25	0.00	0.00	400.00	400.00	0.00	400.00	0
3006	MISCELLANEOUS SUPPLIES	455.75	0.00	0.00	500.00	500.00	0.00	500.00	0
Department 0645 Totals		61222.38	87140.00	44181.17	107812.00	110677.00	0.00	23537.00	27

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Revenue Budget Report

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 65									
R0337	FWP BLDG #324 RENT		50000.00	19464.00	19944.00	13296.00	20544.00	600.00	3
R0338	FWP BLDG #326 RENT		0.00	12175.91	10800.00	10400.00	10600.00	-200.00	-2
R0500	BINOCULAR REVENUE		800.00	108.10	800.00	463.70	800.00	0.00	0
R0508	CEREMONY FEES		7350.00	10334.10	7000.00	4554.15	10000.00	3000.00	43
R0510	PICNIC SHELTER		25000.00	20370.92	12500.00	18298.96	28000.00	15500.00	124
R0511	SITE FEES		44500.00	14000.00	14500.00	5475.00	50000.00	35500.00	245
R0513	C/P CARRY FWD - FWP FORT WILLIAMS PARK C		0.00	0.00	0.00	0.00	0.00	0.00	0
R0603	BENCH DONATIONS		16500.00	18000.00	18000.00	0.00	0.00	-18000.00	-100
R0604	FT WMS PLAYGROUND BR		0.00	0.00	0.00	0.00	0.00	0.00	0
R0607	TXFR IN - GENL FND		0.00	0.00	0.00	0.00	54795.00	54795.00	100
R0609	USE OF SURPLUS	FT WILLIAMS PARK FUN	126850.00	0.00	122636.00	0.00	46426.00	-76210.00	-62
R0700	FW CONCESSIONS		15000.00	29137.50	15000.00	1000.00	20000.00	5000.00	33
R0701	CHASE FAMILY DONATIO	FORT WILLIAMS PARK	0.00	2000.00	0.00	0.00	2000.00	2000.00	100
R0702	TXFR IN - CHASE FAM	FORT WILLIAMS PARK	0.00	4511.50	0.00	0.00	0.00	0.00	0
R0800	BUS/TROLLEY REVENUE		125000.00	37700.00	37500.00	52485.00	65000.00	27500.00	73
R0900	FWP DONATION BOXES		8000.00	3972.50	5000.00	5439.50	6500.00	1500.00	30
Fund 65 Totals			419000.00	171774.53	263680.00	111412.31	314665.00	50985.00	19

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 65									
Department 0865 FORT WILLIAMS CAPITAL									
2019	TREE PLANTING AND MAINTENANCE	3502.50	0.00	0.00	0.00	0.00	0.00	0.00	0
3009	PLAQUES AND ENGRAVING	1740.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3010	BENCH PURCHASE	1080.61	0.00	0.00	0.00	0.00	0.00	0.00	0
3400	REFUND - CEREMONIES	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3401	REFUND - BENCH PURCH	1500.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3402	LEASE SECURITY DEPOSITS	1956.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4005	MASTER&BUSINESS PLAN	66405.25	23600.00	10378.92	0.00	0.00	0.00	-23600.00	-100
4006	MISC. PROJECTS TBD F	0.00	20000.00	15570.00	25000.00	25000.00	0.00	5000.00	25
4015	RETAINING WALL - CNTRL LOT	0.00	50000.00	0.00	50000.00	50000.00	0.00	0.00	0
4016	INTERPRETIVE SIGN REPLACEMENT	15479.50	5000.00	240.00	10000.00	10000.00	0.00	5000.00	100
4017	BLEACHER ENGINEERING and DEMO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4018	PERIMETER FENCING IMP.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4019	INVASIVE PLANT CONTROL	11075.55	15850.00	8957.40	20000.00	20000.00	0.00	4150.00	26
4020	CHILDRENS GARDEN SLIDE	4000.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4021	PEDESTRIAN IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4022	CLIFF WALK SAFETY IM	97710.00	43450.00	0.00	0.00	0.00	0.00	-43450.00	-100
4025	SHIP COVE PK. IMPROV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4026	PICNIC SHELTER P.LOT PED.IMP	0.00	117000.00	0.00	0.00	0.00	0.00	-117000.00	-100
4027	POWERS RD/SHIPCOVE IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4030	BASKETBALL CT REHAB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4031	OVERFLOW PARKING ADA PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4032	OVERFLOW PARKING WALK REP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4033	BATTERY BLAIR WALL STAB.	0.00	85000.00	0.00	0.00	0.00	0.00	-85000.00	-100
4034	EARTHEN BERME	0.00	25000.00	6111.11	0.00	0.00	0.00	-25000.00	-100
4035	MOVE PLAYGROUND - MPU	0.00	0.00	0.00	25000.00	25000.00	0.00	25000.00	0
4036	ENHANCE SHIP COVE PLTFRM - MPU	0.00	0.00	0.00	25000.00	25000.00	0.00	25000.00	0
4039	POND ENGINEER - MPU	0.00	0.00	0.00	40000.00	23000.00	0.00	23000.00	0
4040	POND WORK - MPU	0.00	0.00	0.00	100000.00	0.00	0.00	0.00	0
4041	POND PAVILION - MPU	0.00	0.00	0.00	150000.00	0.00	0.00	0.00	0
4042	PICNIC SHELTER STRWAY/BNDSTND	0.00	0.00	0.00	17500.00	17500.00	0.00	17500.00	0
4044	LANDSCAPE GRTER SHED/PORT TLTS	0.00	0.00	0.00	5000.00	5000.00	0.00	5000.00	0

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TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
4045	PICKLEBALL COURTS - PAINTING	0.00	0.00	0.00	5000.00	5000.00	0.00	5000.00	0
4051	GOODARD MANSION/ENGINEER - MPU	0.00	0.00	0.00	35000.00	35000.00	0.00	35000.00	0
4053	GOODARD MANSION STNEWRK - MPU	0.00	0.00	0.00	500000.00	0.00	0.00	0.00	0
4054	STONE STAIRWAY TO FLAGPOLE/LGH	0.00	0.00	0.00	15000.00	15000.00	0.00	15000.00	0
4055	POWERS ROAD - MPU	0.00	0.00	0.00	50000.00	50000.00	0.00	50000.00	0
5049	TXFR TO GENL FUND	0.00	37380.00	37380.00	32175.00	9165.00	0.00	-28215.00	-75
Department 0865 Totals		204949.41	422280.00	78637.43	1104675.00	314665.00	0.00	-107615.00	-25
Interfund 65 Totals		204949.41	422280.00	78637.43	1104675.00	314665.00	0.00	-107615.00	-25

Enhance Ship Cove Platform/Cover – MPU \$25,000

The recommendation is to establish an improved waterfront space at Ship Cove by enhancing the platform, establishing a clearer entrance, repairing the concrete as needed and researching the possibility of a shaded sail covering.

Invasive Plant Management \$20,000

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

Stonewalls/Central Parking Lot Wall \$50,000

This retaining wall was also looked at by Haskell & Hall. They feel the wall is too deteriorated to repair and should be replaced. LP Murray has looked at the wall and feels a demolition and installation of a block wall would work best.

Park Signage Improvements \$10,000

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

Pond/Engineer – MPU \$40,000

A feasibility study will be completed to look at the improvements to the freshwater pond at Fort Williams Park. The intent of the study is as follows: review the existing conditions and historical context of the pond, develop a list of repairs and improvements to improve the year round function of the pond, review pond hydrology, explore and identify preferences for a community pavilion and associated amenities, develop associated costs of improvements and prepare a proposal for the design of desired repairs/improvements.

Pond Work – MPU \$100,000

Repairs and improvements to be performed as a result of feasibility study.

Picnic Shelter Stairway/Bandstand Work \$17,500

Develop and install a new stairway to the right of the Picnic Shelter as viewed from the parking lot. Cape Elizabeth/South Portland Rotary to contribute. Maintenance work on the Picnic Shelter and Bandstand.

Landscape Greeter Shed/Portable Toilets \$5,000

A recommendation in the Master Plan Update to improve the visual of the greeters shed and portable toilets. Andrea Southworth, FOF has offered to assist.

Pickleball Courts \$5,000

Paint the pickleball court lines to withstand the use.

Goddard Mansion – MPU \$35,000

Structural engineer feasibility study for renovations.

Stone Stairway from Flag Pole to Lighthouse \$15,000

Replace the existing wooden stairway with a stone stairway.

Powers Road – MPU \$50,000

To begin work with an engineering firm to reengineer the full length of Powers Road to increase overall safety in the park.

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, Maine
Intergovernmental Assessments and Inter-Funds Transfers (700s)
Fiscal Year 2023
July 1, 2022-June 30, 2023

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TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0709 INTERFUND TRANSFERS									
5026	TXFR RESCUE FUND	300000.00	300000.00	300000.00	242747.00	242747.00	0.00	-57253.00	-19
5028	TXFR INFRASTRUCTURE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5029	TXFR PORTLAND HEAD LIGHT FUND	0.00	14772.56	14772.56	65916.00	75615.00	0.00	60842.44	412
5030	TXFR FORT WILLIAMS PARK FUND	0.00	0.00	0.00	846805.00	54795.00	0.00	54795.00	0
5031	TXFR TAX INCREMENT FIN FUND	0.00	84059.00	84059.00	113180.00	119437.00	0.00	35378.00	42
5032	TXFR LAND ACQUISITION FUND	16457.00	32914.00	32914.00	32914.00	32914.00	0.00	0.00	0
5033	TXFR TURF FUND	10000.00	10000.00	10000.00	10000.00	15000.00	0.00	5000.00	50
5034	TXFR SPURWINK CHURCH FUND	0.00	0.00	0.00	11376.00	11376.00	0.00	11376.00	0
Department 0709 Totals		326457.00	441745.56	441745.56	1322938.00	551884.00	0.00	110138.44	25

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 complete retiring the deficit in the FY23 budget by providing \$242,747 in the operations budget. Rescue operations are now part of the Fire / Rescue budget and not a stand alone revenue account.

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

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

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

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

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

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

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TOWN OF CAPE ELIZABETH

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Department 0710 INTERGOVERNMENTAL ASSESSMENTS									
2099	OVERLAY/ABATEMENT EXPS	17745.60	259552.42	14357.72	200000.00	200000.00	0.00	-59552.42	-23
5021	COUNTY GOVERNMENT	1518473.00	1556320.00	1556320.00	2451204.00	1634136.00	0.00	77816.00	5
5024	COUNCIL OF GOVERNMENT	15550.44	18932.00	16228.00	19879.00	19879.00	0.00	947.00	5
5025	MAINE MUNICIPAL ASSOCIATION	14352.00	15070.00	14952.00	15823.00	15823.00	0.00	753.00	5
Department 0710 Totals		1566121.04	1849874.42	1601857.72	2686906.00	1869838.00	0.00	19963.58	1

Intergovernmental Assessments (710)

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

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

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



**Town of Cape Elizabeth, Maine
Capital Improvement Plan (2000s)
Fiscal Year 2023
July 1, 2022-June 30, 2023**

TOWN OF CAPE ELIZABETH

Budget Report

Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 01									
Department 2000 PW INFRASTRUCTURE									
4005	PAVING & ROADWAY IMPROVE	0.00	0.00	177797.69	300000.00	300000.00	0.00	300000.00	0
5101	KETTLE COVE RD DRAINAGE IMPROV	0.00	0.00	0.00	65000.00	37000.00	0.00	37000.00	0
5108	SURF RD STORMWATER MNGT	0.00	0.00	0.00	42000.00	0.00	0.00	0.00	0
5338	SIDEWALK SEG 7-8 - MDOT GRANT	0.00	0.00	2241.67	800000.00	800000.00	0.00	800000.00	0
Department 2000 Totals		0.00	0.00	180039.36	1207000.00	1137000.00	0.00	1137000.00	0
Department 2001 CIP - PW VEHICLES/EQUIPMENT									
4157	DUMP TRUCK REPLACEMENT	0.00	0.00	0.00	198000.00	198000.00	0.00	198000.00	0
4158	LARGE ROTARY MOWER - REPLACEME	0.00	0.00	0.00	135000.00	135000.00	0.00	135000.00	0
Department 2001 Totals		0.00	0.00	0.00	333000.00	333000.00	0.00	333000.00	0
Department 2010 POLICE DEPARTMENT									
4004	POLICE CRUISER	0.00	0.00	0.00	42000.00	42000.00	0.00	42000.00	0
Department 2010 Totals		0.00	0.00	0.00	42000.00	42000.00	0.00	42000.00	0
Department 2020 CIP - FIRE DEPARTMENT									
4159	AMBULANCE REPLACEMENT	0.00	0.00	0.00	300000.00	300000.00	0.00	300000.00	0
4160	SCBA & TANKS REPLACEMENT	0.00	0.00	0.00	161000.00	161000.00	0.00	161000.00	0
Department 2020 Totals		0.00	0.00	0.00	461000.00	461000.00	0.00	461000.00	0
Department 2030 CIP - FACILITIES									
4060	PHL REPLACEMENT WINDOWS	0.00	0.00	0.00	125000.00	125000.00	0.00	125000.00	0
4061	PHL PAINTING KEEPERS HOUSE	0.00	0.00	0.00	40000.00	40000.00	0.00	40000.00	0

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TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
4062	FD RESURFACE GARAGE FLOOR	0.00	0.00	0.00	60000.00	60000.00	0.00	60000.00	0
Department 2030 Totals		0.00	0.00	0.00	225000.00	225000.00	0.00	225000.00	0
Department 2050 CIP - ADMINISTRATION									
4118	CONVERT - TYLER TECH/MUNIS	0.00	0.00	0.00	244000.00	244000.00	0.00	244000.00	0
Department 2050 Totals		0.00	0.00	0.00	244000.00	244000.00	0.00	244000.00	0
Interfund 01 Totals		0.00	0.00	180039.36	2512000.00	2442000.00	0.00	2442000.00	0

**Fiscal Year 2023
Capital Improvement Projects Working Budget
3/3/2022**

Dept	Proj	Category	Funding Request	Budget Amount	Taxes	Fund Balance	Borrowed Funds	Grants	Interproject Trfr.	Interfund Trfr.
2000 - PW INFRASTRUCTURE										
2000	4005	Paving Program & Drainage Improvements	300,000	300,000	300,000					
2000	4009	Sidewalk Rep. & Ped. Improvements	-	-	-					
2000	5100	Willow Brook Culverts Replacement	-	-	-					
2000	5101	Kettle Cove Road Drainage Imp. (ARPA FY22)	65,000	37,000	37,000					
2000	5108	Surf Rd Stormwater Mgmt (ARPA FY22)	42,000	-	-					
2000	5338	Sidewalk - Segs 7 & 8 - MDOT Grant	800,000	800,000	-			450,000		350,000
		SUBTOTAL PW INFRASTRUCTURE	1,207,000	1,137,000	337,000			450,000		350,000
2001 - PW VEHICLES/EQUIPMENT										
2001	4157	Dump Truck Replacement	198,000	198,000	-					
2001	4158	Large Rotary Mower Replacement	135,000	135,000	-					
		SUBTOTAL PW VEHICLES/EQUIPMENT	333,000	333,000						
2002 - PW BUILDING/SROUNDS										
		SUBTOTAL PW BUILDINGS/SROUNDS								
2003 - PW ENGINEERING										
2003	5107	Shore Road - Prelim Engineering & Design	-	-	-					
		SUBTOTAL PW ENGINEERING								
2010 - POLICE DEPARTMENT										
2010	4004	Police Cruiser	42,000	42,000	42,000					
		SUBTOTAL POLICE DEPARTMENT	42,000	42,000	42,000					
2020 - FIRE DEPARTMENT										
2020	4159	Rescue Ambulance Replacement	300,000	300,000	-					
2020	4160	SCGA Tanks Replacement	161,000	161,000	-					
		SUBTOTAL FIRE DEPARTMENT	461,000	461,000						
2030 - FACILITIES										
2030	4060	PHL - Replacement Windows	125,000	125,000	-					
2030	4061	PHL - Painting Keepers House	40,000	40,000	-					40,000
2030	4062	FD - Resurface Garage Floor	60,000	60,000	60,000					
		SUBTOTAL FACILITIES	225,000	225,000	60,000					40,000
2050 - CIP - ADMINISTRATION										
2050	4118	Convert Tier Tech/Munis	244,000	244,000	-	244,000				
		SUBTOTAL ADMINISTRATION	244,000	244,000		244,000				
2090 - CIP ACP										
2090	4114	Greenbelt Trail Improvements	-	-	-					
		SUBTOTAL ACP								
		GRAND TOTAL CIP PROJECTS	2,512,000	2,442,000	439,000	244,000	919,000	450,000		390,000
		FY 2022 Interproject Transfers								
2000	5102	Kettle Cove Boat Launch Relocation	(99,000)	(99,000)	-				(99,000)	
2030	4052	Library Improvements (already closed)	(45,000)	(45,000)	-				(45,000)	
2090	4117	Assessor - Revaluation	144,000	144,000	-				144,000	
		Total FY 2022 Interproject Transfers								
CIP BUDGET RECOMMENDATION RECAP										
		EXPENDITURE:								
		CIP EXPENDITURES		\$ 2,442,000						
		TAXES TO BE RAISED			\$ 439,000					
		USE OF FUND BALANCE			244,000					
		CARRY FORWARD FROM FY 2022								
		GRANT FUNDS				450,000				
		BORROWED FUNDS				919,000				
		INTERFUND TRANSFERS				390,000				
		GRAND TOTAL CIP PROJECTS		\$ 2,442,000	\$ 2,442,000					

**TOWN OF CAPE ELIZABETH
PUBLIC WORKS DEPARTMENT**

10 Cooper Drive
Cape Elizabeth, ME 04107



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

Date: December 22, 2021
To: Matthew Sturgis, Town Manager
Re: **Proposed FY 2023 Public Works Capital Improvements Program (CIP) Budget Requests**

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

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

As an executive summary, I offer the following:

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

Of particular note:

- Several of the major infrastructure projects are anticipated to be partially funded by grants, State funding, or funding other resources, in an effort to minimize costs to the Town.
- Purchases have been arranged so that there is a relatively consistent spending total year-over-year.
- The inclusion of the Shore Road Reconstruction Project will be a substantial investment for the Town.
- At present, equipment replacement is behind schedule when comparing various types of equipment and their associated 'standard replacement schedules' or 'life cycles'. This CIP outline attempts to accelerate certain equipment purchases so that excessive maintenance costs, breakdowns, and safety issues are avoided in the future.

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

Respectfully Submitted,

Jay Reynolds
Public Works Director

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

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

Summary of Improvements for Current Fiscal Year (FY) 2022

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

- ***Engineering/Planning/Design***
 - **Kettle Cove Road Drainage Improvements:**
Engineering and Design funds were allocated in FY’21 and carried forward in FY’22 for this project. Planning and design is currently in progress to design a storm drainage system extension on Kettle Cove Road. This project was delayed due to Covid-19. The Town has received funding courtesy of the American Rescue Plan Act (ARPA) to fund the majority of the construction costs. Funding for a small percentage of the project will be requested in the FY’23 budget.
 - **Shore Road and Surf Road Projects:**
Engineering and design funds, in the amount of \$160,000, were allocated in FY’22 for this project. Planning and design is currently in progress to reconstruct Shore Road between Fort Williams Park and the Cape Elizabeth/South Portland Town line. The Town has secured matching funds through PACTS to offset approximately 50% of the engineering/design costs. A detailed outline of this project is noted below in the next section of this capital improvement plan (Proposed Capital Improvements for upcoming Fiscal Years (FY’s) 2023-2025).
 - **Willow Brook Culvert Replacement:**
Engineering and Design funds were allocated in FY’21 and carried forward in FY’22 for this project. Planning and design is currently in progress to replace two existing culverts that are beyond their life cycle and are beginning to fail. The new culvert proposed will have additional environmental and sustainable features that address current issues such as tidal restriction and fish passage. A detailed outline of this project is noted below in the next section under capital improvements.
- ***Capital Improvements***
 - **Public Safety Communications Tower:** The project was completed in November of this year.
 - **Roadway Paving:** The following roads were repaved in the summer of 2021:
 - Mitchell Road (partial)
 - Wood Road
 - Ivie Road
 - Birch Road
 - Rocky Hill Road
 - **Willow Brook Culvert Replacement –Engineering, Design, Permitting, and Construction:**

There are two culverts that convey Willow Brook under the Greenbelt Recreational Trail that runs from Starboard Drive to the School Campus that need to be replaced. The culverts are 36” in diameter and are 35+ years old. The culverts have areas that are corroded and deteriorating. A complete pipe failure would in turn cause failure to two critical sewer lines that run over the culverts. Failure of said sewer lines would have a tremendous environmental impact on Willow Brook and the Spurwink River. This culvert crossing was identified in a 2019 culvert evaluation as one of the highest priority crossings to address. The Town has secured a grant for \$343,000.00 from the Maine Natural Resource Conservation Program. Engineering, design, and permitting is currently in progress. Funding for the Town’s portion, and payments for construction of the project, is also included in FY’22. Construction will occur in the summer of 2022.

- **Tennis Court Repairs and Resurfacing:** The project was completed in the fall of 2021.

- *Equipment Purchases*

- **Trailer:** This purchase was finalized in the fall of 2021.
- **Loader/Backhoe:** This purchase was awarded to the successful bidder and is awaiting delivery.
- **Pickup Truck:** This purchase was awarded to the successful bidder and is awaiting delivery.
- **Tractor:** This purchase was awarded to the successful bidder and is awaiting delivery.
- **Dump Truck Body:** This purchase was awarded to the successful bidder and is awaiting delivery.

Proposed Capital Improvements for Upcoming Fiscal Years (FYs) 2023-2025

Funding Requests for Fiscal Year: FY'23

Roadway Overlay & Misc. Paving Program - \$300,000

The Town's local road paving program is based pavement condition ratings listed in the 2017 Pavement Management Plan. This funding is also utilized for opportunities with MDOT, PACTS, deferrals from a previous year, and other paving-related opportunities. The plan creates a program for improvements to our collector and local road network. Roads that are being considered for paving in FY 2023 include, but are not limited to, Jordan Farm Road, Mitchell Road, Sawyer Road, Shore Road, and Dean Way. A portion of this budget is also intended to be utilized for minor paving, curbing, and drainage projects.

Sidewalk & Pedestrian Improvements - \$0

An annual appropriation is typically proposed for minor sidewalk replacement and/or improvement projects. However, for FY'23, no request is being made under this annual program, as funding for a specific project (Ocean House Road: Town Center Sidewalks (segments 7 and 8)), will be requested.

Kettle Cove Road Drainage Improvements – Phase II - \$65,000

A storm drain system was installed on the lower portion of Kettle Cove Road in 2000. The project was designed to accommodate this second phase, which is an additional network of catch basins up gradient of the system. There has historically been significant ponding after a heavy rain event near the intersection of Kettle Cove Road and Crescent View Avenue. Additionally, drainage flows from phase one are contributing to an erosion issue on Crescent Beach, which needs to be addressed as part of phase two. The design/project is to extend the existing storm drain system on Kettle Cove Road northerly to Crescent View Avenue and Bowery Beach Rod. This project was deferred in FY'21. Design funds were allocated in FY 2021 and carried forward in FY'22. The Town has received funding courtesy of the American Rescue Plan Act (ARPA) to fund the majority of the construction costs. Funding for a smaller percentage of the project is being requested in the FY'23 capital budget for construction inspections support, rising construction costs, and project contingency. Construction is anticipated in 2022.

Surf Road Drainage and Sewer System Upgrades – \$42,000

This project was originally planned to be part of the larger Shore Road reconstruction. However, these upgrades are now proposed to be constructed independently of the Shore Road project. The project involves replacement and upgrades to the existing storm drain and sewer systems, both of which have a history of maintenance issues associated with them. The Town has received funding courtesy of the American Rescue Plan Act (ARPA) to fund the majority of the construction costs. Funding for a smaller percentage of the project is being requested in the FY'23 capital budget for construction inspections support, rising construction costs, and project contingency. Construction is anticipated in 2022.

Town Center Sidewalks: Segments 7 & 8 - \$600,000

Segments "7 and 8" of the Town Center sidewalks are located on the southern end of the Town Center. Segment 7 is between Jordan Way and the High School entrance. Segment 8 runs from C Salt Market to Fowler Road. Both segments are on the westerly side of the road. Preliminary design work is underway on these two segments. A public meeting was held in early 2020. The Town has secured a portion of construction funding from PACTS/MDOT. Funding for this project will be from several sources, including the State/MDOT (\$450,000), the Town's TIF district finances (\$350,000), and the Town's CIP (\$250,000). The project will be administered locally (by the Town).

Full-Size Dump Truck Replacement - \$198,000

The department has historically kept its full-size dumps trucks for over 15 years. Like any vehicle, there is an increase in maintenance costs as the age of a unit surpasses 12 years. Full-size dump trucks perform a variety of operational needs year-round, but most notably are used for snow plowing operations. These units operate in the harshest of weather conditions and they are the most critical pieces of equipment in our winter road maintenance program. This purchase includes the truck and body, along with the plow gear (main plow, wing, and associated hydraulic system(s)), and the detaching systems (material spreaders). This new truck will replace an existing 2004 dump truck (#12).

Utility Vehicle Replacement - \$23,000

The utility vehicle purchased in 2010 (#30) is proposed for replacement in FY 2023. These are small, 4-wheel drive units that are used for a variety of Parks and Public Works maintenance activities.

Large Area Rotary Mower Replacement - \$135,000

Replacement of the existing 2007, wide-area mower (#28). This mower is the most heavily utilized unit in our mowing program. This mower is necessary in order to maintain the vast areas of Town properties, such as the school campus, school athletic fields, Gull Crest fields, and Fort Williams Park.

Funding Requests for Fiscal Year: FY'24

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

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

Sidewalk & Pedestrian Improvements - \$0

An annual appropriation is typically proposed for minor sidewalk replacement and/or improvement projects. However, for FY'24, no request is being made under this annual program, as funding for a specific project (Shore Road Reconstruction) that includes new sidewalks, will be requested.

Engineering and Design: Mitchell Road Culvert Replacement - \$60,000

Engineering and design for the replacement of the existing 48" diameter culvert that conveys Pond Cove Brook and crosses under Mitchell Road. The existing culvert is located near the entrance to the Hobstone Condominiums. It was originally installed in 1975 and is beyond its life-cycle. The project will be challenging given the depth of the culvert and the adjacent utilities in the road. A future request will be to carry over any unspent funds from the Willow Brook Culvert Project and allocate these funds towards construction in FY'25.

Shore Road Reconstruction Project - \$5,000,000

Currently, the Town is amidst the preliminary engineering for the reconstruction of Shore Road. The project area is between Fort Williams Park and the Cape Elizabeth/South Portland town line. In addition to the need for pavement rehabilitation, utility upgrades and drainage improvements, the project will also address pedestrian safety and introduce traffic calming measures along the corridor. Conceptual plans were completed in the summer of 2019 along with preliminary cost estimates. Although the Town is planning to apply for funding assistance from MDOT, it is assumed that this major project will be primarily funded with local dollars. The project will require neighborhood outreach, potential financing/bonding, and an approved voter referendum.

Casino Beach Storm Drain Outfall – Drainage System Mitigation - \$400,000

A significant amount of stormwater from the Cape Cottage, Shore Road, and surrounding areas is conveyed by a stormwater system that outlets below the mean low tide line in Maiden Cove. The outlet fills with sand and then causes several drainage issues and beach erosion. The Town is currently looking into the possibility of addressing the drainage system's issues further upstream of the outfall. One solution being explored is the installation of underground storage/detention systems. It is proposed that this project would be included within the Shore Road Reconstruction Project and the funding would also be financed/bonded, if approved by the voters and the Town Council.

Medium-Size Truck Replacement - \$60,000

These are smaller dump trucks that are a critical part of our motorized fleet. They perform multiple functions over the course of the year, such as road patching, grounds maintenance, snow plowing and the transportation of equipment. A 2011, four-door crew cab unit (#19) utilized by the Parks Division is programmed for replacement in FY 2024.

Pickup Truck Replacement - \$45,000

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

Front-End Loader Replacement - \$230,000

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

Skid Steer Loader Replacement - \$55,000

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

Line Striping – Paint Machine - \$7,000

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

Funding Requests for Fiscal Year: FY25

Roadway Overlay & Misc. Paving Program - \$300,000

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

Sidewalk & Pedestrian Improvements - \$25,000

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

Mitchell Road Culvert Replacement - \$450,000

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

Full-Size Dump Truck Replacement - \$198,000

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

Trailer Replacement - \$5,000

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

Rotary Mower Replacement - \$32,000

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

Proposed Capital Improvements for Future Fiscal Years (FYs) 2026-2032
(Condensed Descriptions)

Roadway Overlay & Misc. Paving Program - \$325,000-\$400,000

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

Sidewalk & Pedestrian Improvements - \$25,000-\$40,000

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

Riverside Cemetery – Completion of Phase 5 Expansion - \$40,000/TBD

Completion of the last phase of expansion at Riverside Cemetery. This project, which is identified in the Town's 2019 Comprehensive Plan, 2003 and 2011 Riverside Cemetery master plans, will add approximately 265 lots.

Culvert Replacement – Spurwink Avenue/Spurwink River - \$575,000

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

Refuse & Recycling Compactor Receiver Boxes - \$20,000

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

Full-Size Dump Truck Replacement - \$48,000

Similar purchases to replace dump trucks within the existing fleet.

Sewer Equipment: Jetter - \$75,000

Replacement of existing equipment (#49) that was purchased in 2010. The 'Jetter' is used to maintain the Town's sewer systems. It plays a major role in performing preventative maintenance as well as addressing sewer system deficiencies and issues.

Slope Mower Replacement - \$75,000

The replacement of the current mower (1998).

Tank Truck Replacement - \$50,000

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

Pickup Truck Replacement - \$45,000

Similar purchases to replace dump trucks within the existing fleet.

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

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

December 21, 2021

FY 2023

CRUISER (2010-4004)
\$42,000

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. We have still been unable to purchase the one vehicle we budgeted for last year due to a microchip shortage. Therefore, this year, I will only be budgeting to replace the one Explorer, not two.

When cruisers reach their life span they have about 100,000 miles on them. This is not really reflective on what these vehicles have been through during their time here at the Department. Engine hours and the wear of several different Officers driving them has probably made that 100,000 miles, in reality, more like 150,000 miles.

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

LESS LETHAL EQUIPMENT (210-4027)
\$6,600

Over the last few years, the department has taken a very hard look at our use of force policy and decided to implement more less-lethal options for officers to deploy in the field. These less lethal options provide officers with opportunities to defuse the encounter and use options other than lethal force. Although many police shootings meet the legal standard of reasonableness, they often fail the community test of what seems just and appropriate.

Now that officers have this additional equipment, it is imperative that they are trained on how to deploy it effectively, legally, ethically and within policy. We need to train officers for the reality of the tense, dynamic and stressful situations they will face. It's one thing to teach officers on tactics, it is completely something else to teach them when and how to apply those tactics. Policy can inform us, but tactical training will guide us. We need practiced decision making skills. If training has provided officers with a

FY 2023

picture of what such situations look and feel like, they will be better prepared to make good decisions under stress when and if the time comes.

The above costs will cover replacing two Tasers and five Taser batteries that are scheduled for replacement. Also included in the above costs are less lethal training munitions and instructor level certification classes for our officers that provide annual training for our officers. In order to reduce future cost, the training munitions will be purchased in bulk this year and not need to be purchased for years to come.

SWAT DETAIL EQUIPMENT (210-4029)

\$4,300

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 with-in our own ranks should an active shooter or some other type of high risk/low frequency even 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 provide. 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 the replacement expired gas masks, rain/cold weather gear and additional training ammunition. The remaining funds will be used to offset the costs of additional instructor level tactical training that includes lesson plans that allow officers to bring that same training back to patrol officers.

BULLETPROOF VESTS REPLACEMENT (210-4033)

\$950

Firearms are one of the leading causes of deaths for law enforcement officers killed in the line of duty. It is imperative that we provide our officers with the basic equipment that will keep them safe while performing their police duties. Officers vests are issued when they are hired and have a manufacturer's warranty of five years. In order to ensure safety and limit departmental

FY 2023

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.

PROMOTIONAL PROCESS SERVICES (210-2068)

\$4,100

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.

THERMAL IMAGING CAMERA (210-4032)

\$4,400

As technology increases, we in law enforcement much decide what ways we could utilize it in a cost effective way to help us preform more efficiently and effectively. Thermal imaging cameras have increased in technical abilities over the last few years, but also reduced in costs. These cameras would not only assist officers in locating suspects from the safety of our patrol vehicles,

FY 2023

but could assist us in locating missing children or elderly residents. Often times, people are only feet away, but are invisible to the naked eye due to darkness or concealment like trees or brush. This device could also help us locate injured animals struck by vehicles that are suffering just off the roadway.

The NOPTIC Spotlight System is a spotlight mounted thermal camera that connects the vehicle's existing computer system display. Devices similar to this have been used by the South Portland and Scarborough Police Departments with great effectiveness.

**CIP Project Request
FY2020 - FY2029**

Project Title:

Submitted by:

Funding Category (choose 1):

- | | |
|--------------------|---------------------|
| Community Services | xFire |
| Police | Town administration |
| Town buildings | Public Works |
| School | Paving and Drainage |
| High School | Sidewalks |
| Middle School | Equipment |
| Pond Cove | Open space |
| Administration | Fields |
| | Other |

Funding Request Amount: \$300,000.00 **Funding Year:** 2023

Project Description:
Replacement of 2011 Ambulance

Project Justification:
We would like to replace our 2011 ambulance after 12 years of service. If approved the new ambulance would not arrive in Cape Elizabeth until spring of 2023. The ambulance manufacturer is quoting delivery time of 1 year from the date the contract is signed.

Related projects sequence/funding (if applicable):

If project is proposed for funding in next two years, attach supplemental information as needed.

CIP Project Request
FY2020 - FY2029

Project Title:

Submitted by:

Funding Category (choose 1):

- | | |
|--------------------|---------------------|
| Community Services | xFire |
| Police | Town administration |
| Town buildings | Public Works |
| School | Paving and Drainage |
| High School | Sidewalks |
| Middle School | Equipment |
| Pond Cove | Open space |
| Administration | Fields |
| | Other |

Funding Request Amount:
\$160,155.00

Funding Year:
2023

Project Description:
Replacement of 15 Breathing Apparatus and 50 air cylinders

Project Justification:
We are seeking to replace 15 airpacks that are 25 years old and all our air cylinders are reaching the end of their life cycle. We are only allowed to use the cylinders for 15 years and we have to have 2 cylinders for each airpack. We will continue to use the 15 airpacks we purchased 10 years ago.

Related projects sequence/funding (if applicable):

If project is proposed for funding in next two years, attach supplemental information as needed.

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

To: Matthew Sturgis & Town Council

Date: Feb 12, 2022

Re: FY 2023 Cape Elizabeth's Facilities Department CIP Submission

In the chart below you will see the proposed CIP list for the 2022-2023 year.

Portland Head Light – The windows and sills of PHL are in very rough shape. So I am proposing a window replacement. This will coincide with the continuation of painting the lighthouse buildings (we had the “tower” painted this past fall). Being that PHL is a huge tourist attraction and an iconic part of Cape Elizabeth, we believe it is important to have the landmark always looking its best.

I also think it is important to note that the windows of PHL are not original to the building. The new windows we would like to replace with would be aluminum on the outside and wood on the inside (currently wood on both). This should substantially increase the lifespan of the windows.

Town Center Fire Station – The garage currently has an epoxy floor that is well past it’s life cycle and is showing its age. We propose getting it replaced.

Police Station – Additional funds are needed to improve the kitchen/squad room that was built in 2001.

Community Center – The classroom unit ventilators are due for replacement and also need to be tied into our automated control system. The plan is to chip away at having all of them in the building replaced over the next few years. So forewarning, you will see this on the CIP list again.

Town CIP 2022-2023			
Building	Request \$		Notes
Portland Head Light Paint	\$ 40,000.00		Should be done together
Portland Head Light Windows	\$ 125,000.00	Alum/wood	
FD Garage Floor Replacement	\$ 60,000.00		Epoxy flooring in main garage
Cape PD Kitchen Reno	\$ 10,000.00		Continued kitchen improvements
CC - Unit ventilator replacement	\$ 28,000.00		Replace 3 classroom ventilators and tie into automated control system
Total	\$ 263,000.00		



Town of Cape Elizabeth, Maine
Special Funds
Fiscal Year 2023
July 1, 2022-June 30, 2023

Date: 03/03/2022

Time: 14:39

TOWN OF CAPE ELIZABETH

Revenue Budget Report

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 40									
R0348	PORTLAND WATER DIST	SEWER CHARGES	2200000.00	1846560.37	2225000.00	1100523.79	2250000.00	25000.00	1
R0349	SEWER CONNECTION FEE		55000.00	85000.00	55000.00	20000.00	60000.00	5000.00	9
R0352	PWD MISC ADJUSTMENTS	SEWER FUND	0.00	99.83	0.00	3999.42	0.00	0.00	0
R0353	DELINQUENT P.W./D.		0.00	0.00	0.00	0.00	0.00	0.00	0
R0354	INVEST INCOME	SEWER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0
R0355	SEWER INTEREST ON DE		0.00	145.00	0.00	58.25	100.00	100.00	100
R0356	MISCELLANEOUS SEWER		0.00	0.00	0.00	-4607.69	0.00	0.00	0
R0358	USE OF SURPLUS	SEWER FUND	-5594.00	0.00	38748.00	0.00	263520.00	224772.00	580
Fund 40 Totals			2249406.00	1931805.20	2318748.00	1119973.77	2573620.00	254872.00	11

Date: 03/03/2022

Time: 14:38

TOWN OF CAPE ELIZABETH

Budget Report

Page: 00001

Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 40									
Department 0815 SEWER FUND									
1001	FULL TIME PAYROLL	9315.28	18950.00	12209.04	19400.00	20370.00	0.00	1420.00	7
1003	OVERTIME	422.09	1300.00	1368.05	1300.00	1365.00	0.00	65.00	5
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	725.61	1550.00	1033.46	1584.00	1663.00	0.00	113.00	7
2005	POSTAGE	6.95	0.00	0.00	0.00	0.00	0.00	0.00	0
2010	PROFESSIONAL SERVICE	0.00	0.00	76.00	0.00	0.00	0.00	0.00	0
2022	UNIFORM	704.90	800.00	854.29	800.00	800.00	0.00	0.00	0
2037	SEWER LINE MAINTENANCE	43043.33	150000.00	3549.52	150000.00	150000.00	0.00	0.00	0
2062	SEWER CONTINGENCY	0.00	200.00	0.00	200.00	200.00	0.00	0.00	0
2071	PTLD WATER ASSESSMENT	1770396.00	1853800.00	1261308.00	2100000.00	2100000.00	0.00	246200.00	13
2072	ADMINISTRATIVE COSTS	382.00	2000.00	0.00	1500.00	1500.00	0.00	-500.00	-25
2073	ALLOW. FOR UNCOLLECTIBLES	0.00	2200.00	0.00	2200.00	2200.00	0.00	0.00	0
2099	ABATEMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	252.92	350.00	175.84	400.00	400.00	0.00	50.00	14
3040	DIESEL FUEL	196.39	500.00	272.02	600.00	600.00	0.00	100.00	20
5009	PAYING AGENT FEE	10455.38	10455.00	429.64	10455.00	10455.00	0.00	0.00	0
5010	PRINCIPLE PAYMENT	188658.00	191922.00	0.00	195242.00	195242.00	0.00	3320.00	2
5011	INTEREST PAYMENT	20449.44	17185.00	8592.83	13865.00	13865.00	0.00	-3320.00	-19
5049	TXFR TO GENL FUND	63000.00	67536.00	67536.00	74926.00	74960.00	0.00	7424.00	11
Department 0815 Totals		2108008.29	2318748.00	1357404.69	2572472.00	2573620.00	0.00	254872.00	11
Interfund 40 Totals		2108008.29	2318748.00	1357404.69	2572472.00	2573620.00	0.00	254872.00	11

Principal Payment (5010)

\$195,242

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

Interest Payments (5011)

\$13,865

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

Town General Fund (6010)

\$73,791

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: 03/03/2022

Time: 14:39

TOWN OF CAPE ELIZABETH

Revenue Budget Report

Page: 00002

Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 42									
R0417	INFRASTRUCTURE BLDG		55000.00	99638.13	55000.00	66471.01	0.00	-55000.00	-100
R0418	INFRASTRUCTURE INTER		0.00	0.00	0.00	0.00	0.00	0.00	0
R0419	TROUT BROOK C U FEES		0.00	0.00	0.00	0.00	0.00	0.00	0
R0420	PLUMB/INTERNAL		0.00	0.00	0.00	0.00	0.00	0.00	0
R0421	TXFR IN - GENL FND		0.00	0.00	0.00	0.00	0.00	0.00	0
R0422	USE OF SUPPLUS	INFRASTRUCTURE FUND	0.00	0.00	150000.00	0.00	200000.00	50000.00	33
Fund 42 Totals			55000.00	99638.13	205000.00	66471.01	200000.00	-5000.00	-2

Date: 03/03/2022

Time: 14:38

TOWN OF CAPE ELIZABETH

Budget Report

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 42									
Department 0750 INFRASTRUCTURE FUND									
5049	TXFR TO GENL FUND	0.00	205000.00	205000.00	0.00	200000.00	0.00	-5000.00	-2
Department 0750 Totals		0.00	205000.00	205000.00	0.00	200000.00	0.00	-5000.00	-2
Interfund 42 Totals		0.00	205000.00	205000.00	0.00	200000.00	0.00	-5000.00	-2

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 46									
R0480	RICH - GIFTS		0.00	0.00	0.00	485.00	1000.00	1000.00	100
R0481	RICH - MISC REVS		0.00	0.00	0.00	0.00	0.00	0.00	0
R0482	RICH - INTEREST		0.00	0.00	0.00	22.99	100.00	100.00	100
R0484	CHASE FAMILY DONATIO	LIBRARY FUND	0.00	2000.00	0.00	0.00	2000.00	2000.00	100
R0485	CHASE FAMILY MISC RE	LIBRARY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0
R0486	CHASE FAMILY INT EAR	LIBRARY FUND	0.00	0.00	0.00	7.24	50.00	50.00	100
R0501	LIBRARY LOST/PAID MT		0.00	0.00	0.00	6087.28	3000.00	0.00	0
R0503	LIBRARY GIFTS		0.00	53681.32	4000.00	3795.66	4000.00	0.00	0
R0512	COLES CHILDREN BOOKS		0.00	1000.00	1000.00	0.00	1000.00	0.00	0
R0520	ZIMPRITCH GIFTS		0.00	2000.00	2000.00	5000.00	2000.00	0.00	0
R0521	LIBRARY TMLs - GIFTS		0.00	10000.00	20000.00	5001.00	10000.00	-10000.00	-50
R0522	LIBRARY GRANTS		0.00	0.00	0.00	0.00	0.00	0.00	0
R0523	LIBRARY INTEREST		0.00	1925.86	0.00	532.28	1000.00	1000.00	100
R0524	ZIMPRITCH INTEREST		0.00	125.32	0.00	17.86	100.00	100.00	100
R0526	LIBRARY AGENCY - MIS		0.00	46.74	0.00	184.05	400.00	400.00	100
R0527	ZIMPRITCH MISC REVS		0.00	282.98	0.00	0.00	0.00	0.00	0
R0531	LIBRARY TMLF - MISC		0.00	5000.00	0.00	0.00	300.00	300.00	100
R0532	USE OF SURPLUS - LIB	LIBRARY FUND	0.00	0.00	5500.00	0.00	5900.00	400.00	7
R0533	USE OF SURPLUS - TML	LIBRARY FUND	0.00	0.00	0.00	0.00	9700.00	9700.00	100
R0534	USE OF SURPLUS LOSS/	LIBRARY FUND	0.00	0.00	500.00	0.00	2500.00	2000.00	400
R0535	ZIMPRITCH - USE OF S		0.00	0.00	2400.00	0.00	700.00	-1700.00	-71
R0536	COLES - USE OF SURP	COLE CHILDRENS BOOKS	0.00	0.00	0.00	0.00	-250.00	-250.00	100
R0537	RICH - USE SURPLUS		0.00	0.00	0.00	0.00	5900.00	5900.00	100
R0538	CHASE - USE OF SURPL	LIBRARY FUND	0.00	0.00	0.00	0.00	450.00	450.00	100
R0539	COLES - INT EARNED		0.00	0.00	0.00	1.96	250.00	250.00	100
R1271	LIBBY - INTERST		0.00	0.00	0.00	109.51	250.00	250.00	100
R1274	USE OF SURPLUS	LIBBY/LIBRARY FUND	0.00	0.00	56149.00	0.00	49750.00	-6399.00	-11
Fund 46 Totals			0.00	77132.28	94549.00	21244.83	100100.00	5551.00	6

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 46									
Department 0890 LIBRARY AGENCY									
1810	MISCELLANEOUS	119.00	259709.10	1283.98	3000.00	3000.00	0.00	-256709.10	-99
2004	PRINTING AND ADVERTISING	2147.52	1500.00	1020.00	1500.00	1500.00	0.00	0.00	0
2006	TRAVEL	0.00	500.00	0.00	500.00	500.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	755.00	0.00	0.00	300.00	300.00	0.00	300.00	0
2034	OFFICE EQUIPMENT	1798.47	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	114.40	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	2391.45	0.00	1232.55	0.00	0.00	0.00	0.00	0
3020	BOOKS	6687.40	500.00	5447.25	0.00	0.00	0.00	-500.00	-100
3100	ELECTRONIC RESOURCES	6442.94	3000.00	2734.00	1000.00	1000.00	0.00	-2000.00	-67
3101	AUDIO VISUAL	82.46	4000.00	577.14	0.00	0.00	0.00	-4000.00	-100
3102	PROGRAMS	0.00	0.00	1200.00	0.00	0.00	0.00	0.00	0
4021	TECHNOLOGY EQUIPMENT	19076.27	0.00	497.62	5000.00	5000.00	0.00	5000.00	0
Department 0890 Totals		39614.91	269209.10	13992.54	11300.00	11300.00	0.00	-257909.10	-96
Department 0891 LIBRARY - TMLF GIFTS									
1810	MISCELLANEOUS	1493.68	1000.00	428.57	1000.00	1000.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	234.00	500.00	160.00	500.00	500.00	0.00	0.00	0
2006	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	410.00	1500.00	306.43	500.00	500.00	0.00	-1000.00	-67
2034	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	1891.48	2000.00	994.31	5000.00	5000.00	0.00	3000.00	150
3020	BOOKS	296.20	0.00	0.00	0.00	0.00	0.00	0.00	0
3100	ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3101	AUDIO VISUAL	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0
3102	PROGRAMS	17050.00	15000.00	1875.00	13000.00	13000.00	0.00	-2000.00	-13
Department 0891 Totals		21375.36	20000.00	3914.31	20000.00	20000.00	0.00	0.00	0

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Department 0892 LIBRARY - LOST/PAID									
1810	MISCELLANEOUS	0.00	2638.48	0.00	2000.00	2000.00	0.00	-638.48	-24
3020	BOOKS	1292.81	3000.00	2699.00	3000.00	3000.00	0.00	0.00	0
3100	ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3101	AUDIO VISUAL	130.78	500.00	0.00	500.00	500.00	0.00	0.00	0
Department 0892 Totals		1423.59	6138.48	2699.00	5500.00	5500.00	0.00	-638.48	-10
Department 0893 COLES CHILDRENS BOOK FUND									
1810	MISCELLANEOUS	0.00	1000.00	0.00	500.00	500.00	0.00	-500.00	-50
3020	BOOKS	0.00	1000.00	0.00	500.00	500.00	0.00	-500.00	-50
Department 0893 Totals		0.00	2000.00	0.00	1000.00	1000.00	0.00	-1000.00	-50
Department 0894 PETER G RICH MEMORIAL FUND									
1810	MISCELLANEOUS	0.00	11490.91	0.00	7000.00	7000.00	0.00	-4490.91	-39
3009	PLAGUES & ENGRAVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3010	BENCH PURCHASE	0.00	0.00	1650.00	0.00	0.00	0.00	0.00	0
Department 0894 Totals		0.00	11490.91	1650.00	7000.00	7000.00	0.00	-4490.91	-39
Department 0895 LIBRARY - ZIMPRITCH AGENCY									
1810	MISCELLANEOUS	0.00	4916.24	0.00	0.00	0.00	0.00	-4916.24	-100
2004	PRINTING AND ADVERTISING	0.00	100.00	0.00	200.00	200.00	0.00	100.00	100
2006	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	0.00	300.00	0.00	100.00	100.00	0.00	-200.00	-67
3020	BOOKS	1607.89	1500.00	1344.98	2000.00	2000.00	0.00	500.00	33
3100	ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3101	AUDIO VISUAL	0.00	500.00	0.00	500.00	500.00	0.00	0.00	0
3102	PROGRAMS	2000.00	2000.00	0.00	0.00	0.00	0.00	-2000.00	-100

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		Department							
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Department 0895 Totals		3607.89	9316.24	1344.98	2800.00	2800.00	0.00	-6516.24	-70
Department 0896 CHASE FAMILY									
1810	MISCELLANEOUS	0.00	4000.00	0.00	2500.00	2500.00	0.00	-1500.00	-38
3006	MISCELLANEOUS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3020	BOOKS	0.00	0.00	1618.61	0.00	0.00	0.00	0.00	0
3100	ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3101	AUDIO VISUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0896 Totals		0.00	4000.00	1618.61	2500.00	2500.00	0.00	-1500.00	-38
Department 1200 LIBRARY/LIBBY FUND									
3006	MISCELLANEOUS SUPPLIES	0.00	0.00	464.05	0.00	0.00	0.00	0.00	0
4052	LIBRARY IMPROVEMENTS	17246.88	56149.29	7574.00	50000.00	50000.00	0.00	-6149.29	-11
Department 1200 Totals		17246.88	56149.29	8038.05	50000.00	50000.00	0.00	-6149.29	-11
Interfund 46 Totals		83268.63	378304.02	33257.49	100100.00	100100.00	0.00	-278204.02	-74

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$ Variance	%
Fund 47									
R0334	RENTAL FEES		5000.00	350.00	2500.00	250.00	0.00	-2500.00	-100
R0434	INVESTMENT INCOME		400.00	58.07	300.00	0.00	0.00	-300.00	-100
R0435	DONATIONS		0.00	0.00	1000.00	0.00	0.00	-1000.00	-100
R0436	USE OF SURPLUS	SPURWINK CHURCH FUND	5091.00	0.00	11105.00	0.00	0.00	-11105.00	-100
R0437	SPURWINK TXFR FR GEN		0.00	0.00	0.00	0.00	11376.00	11376.00	100
Fund 47 Totals			10491.00	408.07	14905.00	250.00	11376.00	-3529.00	-24

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		Department							
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Interfund 47									
Department 0840 SPURWINK CHURCH FUND									
1002	PART TIME PAYROLL	1315.00	2500.00	585.00	0.00	0.00	0.00	-2500.00	-100
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	100.59	191.00	44.75	0.00	0.00	0.00	-191.00	-100
2001	TELEPHONE	47.62	300.00	0.00	0.00	0.00	0.00	-300.00	-100
2002	POWER	617.94	650.00	312.59	0.00	0.00	0.00	-650.00	-100
2003	WATER	1080.05	600.00	762.93	0.00	0.00	0.00	-600.00	-100
2035	BUILDING MAINT.	2845.46	3700.00	39.18	0.00	0.00	0.00	-3700.00	-100
2063	ALARM SERVICE	340.00	350.00	666.00	0.00	0.00	0.00	-350.00	-100
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3003	HEAT	2343.53	2200.00	1157.69	0.00	0.00	0.00	-2200.00	-100
3400	REFUNDS	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5049	TXFR TO GENL FUND	300.00	4414.00	4414.00	0.00	0.00	0.00	-4414.00	-100
Department 0840 Totals		9690.19	14905.00	7982.14	0.00	0.00	0.00	-14905.00	-100
Interfund 47 Totals		9690.19	14905.00	7982.14	0.00	0.00	0.00	-14905.00	-100

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Fund 50									
R0328	RIVERSIDE INTEREST	INVESTMENT INCOME	3000.00	3055.13	3000.00	864.10	3000.00	0.00	0
R0330	RIVERSIDE LOT SALES-		15000.00	20900.00	15000.00	6425.00	15000.00	0.00	0
R0506	RIVERSIDE DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0
R0516	RIVERSIDE BURIALS		30000.00	34050.00	31000.00	23400.00	32000.00	1000.00	3
R0517	RIVERSIDE MARKERS		18000.00	12864.00	11000.00	14076.00	13000.00	2000.00	18
R0546	RIVERSIDE WINTER STO		0.00	0.00	0.00	0.00	0.00	0.00	0
R0547	USE OF SURPLUS	RIVERSIDE CEMETERY	0.00	0.00	-9480.00	0.00	-9497.00	-17.00	0
Fund 50 Totals			66000.00	70869.13	50520.00	44765.10	53503.00	2983.00	6

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 51									
R0515	RIVERSIDE LOTS	RIVERSIDE CAPITAL IM	15000.00	20900.00	15000.00	6425.00	15000.00	0.00	0
R0528	INVESTMENT INCOME	RIVERSIDE CAPITAL IM	0.00	1430.24	2700.00	427.15	2700.00	0.00	0
R0548	USE OF SURPLUS	RIVERSIDE CIP	0.00	0.00	-17700.00	0.00	-17700.00	0.00	0
Fund 51 Totals			15000.00	22330.24	0.00	6852.15	0.00	0.00	0

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Interfund 50									
Department 0860 RIVERSIDE PC									
1001	FULL TIME PAYROLL	21831.76	23300.00	15030.00	24300.00	25015.00	0.00	1715.00	7
1002	PART TIME PAYROLL	4704.00	8400.00	3355.00	8900.00	9162.00	0.00	762.00	9
1003	OVERTIME PAYROLL	1133.50	2200.00	1606.23	2200.00	2265.00	0.00	65.00	3
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	1720.55	2600.00	1394.37	2708.00	2985.00	0.00	385.00	15
2002	POWER	180.29	150.00	100.64	200.00	200.00	0.00	50.00	33
2003	WATER	58.56	800.00	0.00	600.00	600.00	0.00	-200.00	-25
2010	PROFESSIONAL SERVICE	963.50	950.00	516.00	1000.00	1000.00	0.00	50.00	5
2012	CONTRACTED SERVICES	0.00	500.00	0.00	500.00	500.00	0.00	0.00	0
2022	UNIFORMS	630.04	800.00	613.29	800.00	800.00	0.00	0.00	0
2032	MARKER REPAIRS	1979.00	1400.00	0.00	1400.00	1400.00	0.00	0.00	0
2036	STONEWALL REPAIRS	1385.00	1615.00	0.00	1500.00	1500.00	0.00	-115.00	-7
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3002	GASOLINE	990.00	950.00	356.77	1000.00	1000.00	0.00	50.00	5
3006	MATERIALS & SUPPLIES	3170.61	2600.00	937.66	2600.00	2600.00	0.00	0.00	0
3040	DIESEL FUEL	690.00	700.00	209.29	750.00	750.00	0.00	50.00	7
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4005	LOT BUY BACK	962.50	2200.00	0.00	2200.00	2200.00	0.00	0.00	0
5049	TXFR TO GENL FUND	2000.00	1470.00	1470.00	1520.00	1526.00	0.00	56.00	4
Department 0860 Totals		42399.31	50635.00	25589.25	52178.00	53503.00	0.00	2868.00	6
Interfund 50 Totals		42399.31	50635.00	25589.25	52178.00	53503.00	0.00	2868.00	6

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		Department							
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Interfund 51									
Department 0861 RIVERSIDE CIP									
4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5049	TXFR TO GENL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0861 Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Interfund 51 Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

Contracted Services (2012)	\$500	This covers the cost of any outside contractual service work that may be needed at the Cemetery.
Uniforms (2022)	\$800	A portion of uniform rental expenses are charged off to the cemetery budget.
Marker Repair (2032)	\$1,400	This appropriation covers the costs of repairing or replacing broken markers in the cemetery.
Stone Wall Repairs (2036)	\$1,500	This account covers the cost of ongoing maintenance of repairing stone walls that border the cemetery.
Gasoline (3002)	\$1,000	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)	\$750	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)	\$1,526	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.

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Fund 52									
R0569	TXFR IN - GENL FUND	TIF	0.00	0.00	0.00	84059.00	119437.00	119437.00	100
R0570	TIF REVENUE		69533.00	85278.00	85278.00	0.00	0.00	-85278.00	-100
R0571	USE OF SURPLUS	TIF FUND	0.00	0.00	-84059.00	0.00	230563.00	314622.00	-374
Fund 52 Totals			69533.00	85278.00	1219.00	84059.00	350000.00	348781.00	28612

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Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 52									
Department 0760 TAX INCREMENT FINANCING									
1810	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5049	TXFR TO GENL FUND	0.00	0.00	0.00	350000.00	350000.00	0.00	350000.00	0
Department 0760 Totals		0.00	0.00	0.00	350000.00	350000.00	0.00	350000.00	0
Interfund 52 Totals		0.00	0.00	0.00	350000.00	350000.00	0.00	350000.00	0

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 55									
R0496	REFUND	THOMAS JORDAN TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0
R0496	RENT - PWD WWT PLANT		2500.00	0.00	2500.00	0.00	2500.00	0.00	0
R0497	CHANGE INVEST VALUE		0.00	268743.50	0.00	-50316.81	0.00	0.00	0
R0498	INVESTMENT INCOME		49535.00	16948.18	5000.00	49057.30	55000.00	50000.00	1000
R0499	USE OF SURPLUS	THOMAS JORDAN FUND	53965.00	0.00	98500.00	0.00	39530.00	-58970.00	-60
Fund 55 Totals			106000.00	285691.68	106000.00	-1259.51	97030.00	-8970.00	-8

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 55									
Department 0875 THOMAS JORDAN TRUST									
1810	MISCELLANEOUS	2400.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2011	AUDIT SERVICES	1625.00	1000.00	0.00	1000.00	1000.00	0.00	0.00	0
5049	TXFR TO GENL FUND	55000.00	55000.00	55000.00	42530.00	36030.00	0.00	-18970.00	-34
5101	GENERAL ASSISTANCE	1025.00	50000.00	500.00	50000.00	50000.00	0.00	0.00	0
Department 0875 Totals		60050.00	106000.00	55500.00	93530.00	87030.00	0.00	-18970.00	-18
Interfund 55 Totals		60050.00	106000.00	55500.00	93530.00	87030.00	0.00	-18970.00	-18

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 60									
R0426	OPEN SPACE IMPACT FE	LAND ACQUISITION FUN	0.00	6729.00	12000.00	0.00	0.00	-12000.00	-100
R0427	USE OF SURPLUS	LAND ACQUISITION FUN	0.00	0.00	-44914.00	0.00	-32914.00	12000.00	-27
R0428	INTEREST EARNED	LAND ACQUISITION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0
R0429	SALE OF TOWN LAND	LAND ACQUISITION FUN	0.00	0.00	0.00	0.00	0.00	0.00	0
R0504	TXFR IN GENL FUND	LAND ACQUISITION FUND	0.00	16457.00	32914.00	32914.00	32914.00	0.00	0
Fund 60 Totals			0.00	23186.00	0.00	32914.00	0.00	0.00	0

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 60									
Department 0880 LAND ACQUISITION									
2010	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4000	LAND ACQUISITIONS	1876.22	0.00	1028.60	0.00	0.00	0.00	0.00	0
Department 0880 Totals		1876.22	0.00	1028.60	0.00	0.00	0.00	0.00	0
Interfund 60 Totals		1876.22	0.00	1028.60	0.00	0.00	0.00	0.00	0

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 75									
R0619	USE OF SURPLUS	RESCUE/AMBULANCE FUN	0.00	0.00	0.00	0.00	0.00	0.00	0
R0621	TXFR IN - GENL FND		300000.00	300000.00	0.00	300000.00	242747.00	242747.00	100
Fund 75 Totals			300000.00	300000.00	0.00	300000.00	242747.00	242747.00	100

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	\$-Variance	%
Fund 95									
R0650	TURF FIELD INTEREST		0.00	0.00	0.00	0.00	0.00	0.00	0
R0651	TXFR IN - GENL FUND		20000.00	10000.00	10000.00	25000.00	30000.00	20000.00	200
R0652	TURF RENTAL REVENUE		0.00	0.00	0.00	0.00	0.00	0.00	0
R0655	TURF FIELD MISCELLAN		0.00	0.00	0.00	0.00	0.00	0.00	0
R0656	USE OF SURPLUS	TURF FIELD FUND	274915.00	0.00	-100000.00	0.00	-30000.00	-200000.00	200
Fund 95 Totals			294915.00	10000.00	0.00	25000.00	0.00	0.00	0

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Department

Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 95									
Department 0897 TURF FIELD FUND									
5049	TXFR TO GENL FUND	274915.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0897 Totals		274915.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Interfund 95 Totals		274915.00	0.00	0.00	0.00	0.00	0.00	0.00	0

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Rev #	Name	Additional Name	Projected Last Year	Collected Last Year	Projected Current Year	Collected Current Year	Projected Next Year	-\$-Variance	%
Fund 70									
R0555	LIGHTHOUSE DONATIONS		2200.00	1739.00	2000.00	3018.00	3600.00	1600.00	80
R0556	PHL ADMISSIONS		55000.00	13093.00	25000.00	27564.00	35000.00	10000.00	40
R0557	PHL GIFT SHOP SALES		630000.00	228995.39	380000.00	339925.76	400000.00	20000.00	5
R0558	PHL BINOCULAR REVENU		1000.00	249.05	0.00	528.36	0.00	0.00	0
R0561	PHL NON-TAXABLE SALE		0.00	0.00	0.00	0.00	0.00	0.00	0
R0562	PHL MISC.REVENUE		0.00	0.00	0.00	-3.00	0.00	0.00	0
R0563	PHL MMA W COMP DIVID		0.00	0.00	0.00	0.00	0.00	0.00	0
R0606	TXFR IN - GENL FND		0.00	0.00	0.00	14772.56	75615.00	75615.00	100
R0608	USE OF SURPLUS	PORTLAND HEAD LIGHT	15651.00	0.00	42686.00	0.00	159267.00	116581.00	273
R0610	CIP CARRY FWD - PHL	PORTLAND HEAD LIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund 70 Totals			703851.00	244076.44	449686.00	385605.68	673482.00	223796.00	50

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		Department							
Sub Acct	Description	Expended Last Year 2020-2021	Budget Current 2021-2022	Expended Current 2021-2022	Department Requested 2022-2023	Manager Requested 2022-2023	Approved 2022-2023	\$ Variance (Manager Requested)	%
Interfund 70									
Department 0870 PORTLAND HEAD LIGHT									
1001	FULL TIME PAYROLL	73435.62	81613.00	52484.76	84250.00	88463.00	0.00	6850.00	8
1002	PART TIME PAYROLL	28269.16	38000.00	19880.46	80000.00	84000.00	0.00	46000.00	121
1004	COVID - 19 PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
1020	SOCIAL SECURITY	7442.74	9150.00	5351.39	12565.00	13193.00	0.00	4043.00	44
1023	ICMA 401A RETIREMENT	11134.21	6500.00	3456.69	11500.00	12075.00	0.00	5575.00	86
1025	HEALTH INSURANCE	35398.22	20150.00	10789.76	21600.00	21600.00	0.00	1450.00	7
2001	TELEPHONE	1971.35	1800.00	1327.80	2000.00	2000.00	0.00	200.00	11
2002	POWER	1747.60	2000.00	2030.93	2000.00	2000.00	0.00	0.00	0
2004	PRINTING AND ADVERTISING	3190.00	5000.00	2028.00	5000.00	5000.00	0.00	0.00	0
2005	POSTAGE	0.00	150.00	0.00	150.00	150.00	0.00	0.00	0
2006	TRAVEL/MEETINGS	0.00	200.00	0.00	200.00	200.00	0.00	0.00	0
2007	DUES AND MEMBERSHIPS	1095.00	1200.00	1000.00	1200.00	1200.00	0.00	0.00	0
2008	TRAINING	0.00	1000.00	12.69	1000.00	1000.00	0.00	0.00	0
2009	CONFERENCES AND MEETINGS	0.00	200.00	0.00	200.00	200.00	0.00	0.00	0
2010	PROFESSIONAL SERVICE	26657.26	35000.00	21308.57	35000.00	35000.00	0.00	0.00	0
2011	AUDIT/TAX FILING SVCS	1025.00	1200.00	0.00	1200.00	1200.00	0.00	0.00	0
2013	COLLECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2014	RESEARCH & DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2034	OFFICE EQUIPMENT	0.00	500.00	0.00	500.00	500.00	0.00	0.00	0
2035	BUILDING MAINTENANCE	9076.05	30000.00	921.25	5000.00	5000.00	0.00	-25000.00	-83
2036	GROUNDS MAINTENANCE	4709.58	13000.00	364.80	5000.00	5000.00	0.00	-8000.00	-62
2062	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2063	ALARM SERVICE	352.51	0.00	0.00	450.00	450.00	0.00	450.00	0
2089	INSURANCE	4194.00	4500.00	4137.00	4500.00	4500.00	0.00	0.00	0
2300	BANK FEES	9687.65	12725.00	16263.87	20000.00	20000.00	0.00	7275.00	57
2970	COVID SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3001	OFFICE SUPPLIES	98.55	500.00	36.31	500.00	500.00	0.00	0.00	0
3003	HEAT	543.99	4500.00	0.00	4500.00	4500.00	0.00	0.00	0
3006	MISCELLANEOUS SUPPLIES	0.00	0.00	287.64	0.00	0.00	0.00	0.00	0
3007	CLEANING SUPPLIES	172.02	200.00	0.00	200.00	200.00	0.00	0.00	0
3020	BOOKS	0.00	0.00	0.00	100.00	100.00	0.00	100.00	0

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4001	OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4002	MUSEUM DEVELOPMENT	1074.04	3000.00	0.00	5000.00	5000.00	0.00	2000.00	67
4010	GIFT SHOP COSTS	145292.99	150000.00	94845.39	300000.00	300000.00	0.00	150000.00	100
5001	HARDSCAPE PEDESTRIAN IMPROVE	5070.00	0.00	0.00	2000.00	2000.00	0.00	2000.00	0
5049	TXFR TO GENL FUND	10000.00	27598.00	27598.00	58168.00	58451.00	0.00	30853.00	112
Department 0870 Totals		381637.54	449686.00	264125.31	663783.00	673482.00	0.00	223796.00	50
Interfund 70 Totals		381637.54	449686.00	264125.31	663783.00	673482.00	0.00	223796.00	50

Museum at Portland Head Light (870)

Budget FY2022-2023

Full time payroll (1001)

Museum Director \$72,500

Parks Department Equipment Operator \$12,000

Part time payroll \$80,000 (1002)

Consists of marketing, shop assistants and shop staff

Professional Services (2010)

Consists of rental and cleaning for 8 portable toilets in the park. Includes overboard discharge system testing.

Bank Fees (2300)

Fees associated with banking expenses and courier fees for management of deposits of funds received.

Gift shop costs (4010)

Includes inventory, computers, software and credit card terminals