



## Cape Elizabeth Town Council Special Meeting

Agenda Tuesday, April 28, 2020

The Special Meeting will convene at 6:00 p.m. followed by a Finance Committee Workshop at 7:00 p.m. and then reconvening the Special Meeting.

Virtual Meeting

Valerie A. Adams, Chairman  
Valerie J. Deveraux  
Jeremy A. Gabrielson  
James M. "Jamie" Garvin  
Caitlin R. Jordan  
Penelope A. Jordan  
Christopher M. Straw

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Webinar ID: 939 4103 1507

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### *COVID-19 Update*

In response to the recent outbreak of Coronavirus Disease 2019 (COVID-19) the Governor signed [LD 2167, An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency](#), which is now PL 2019, c. 617.

Part G enacts Title 1, section 403-A, Public proceedings through remote access during declaration of state of emergency due to COVID-19. It authorizes conducting public proceedings through telephonic, video, electronic or other similar means of remote participation with specific conditions. The section is repealed 30 days after the termination of the state of emergency

### **Public Participation at Town Council Meetings**

After an item has been introduced, any person wishing to address the council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chairman, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Town Council. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present. For agenda items that are not formally advertised public hearings, the time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority of the Town Council. The chairman may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item.

### **Speaking at the meeting on topics not on the agenda at regular Council meetings**

Persons wishing to address the Council on an issue or concern local in nature not appearing on the agenda may do so at a regular Town Council meeting before the town manager's report and/or after the disposition of all items appearing on the agenda. Any person wishing to address the Council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chairman, the speaker shall give his or her name and address or name and local affiliation if the local affiliation is pertinent. Comments in each

comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by majority vote of councilors present.

### **Decorum**

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chairman.

**A special town council meeting will begin at 6:00 p.m. relating to an update on town operations related to the COVID-19 pandemic and a revisit of the status of the emergency order. The finance committee workshop will convene at 7:00 p.m. Following the workshop, the town council will reconvene the special meeting to set the budget to public hearing.**

**Convening by Town Council Chairman Valerie A. Adams**

**The Pledge of Allegiance to the Flag**

**Roll Call by the Town Clerk**

**Citizen Opportunity for Discussion of Items Not on the Agenda** (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

**Item #64-2020            Update on Town Operations Related to the COVID-19 Pandemic and Revisit of the Town Emergency Order**

**[Link](#) – Emergency Order**

**Opportunity for Public Comment** (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On March 25, 2020 the town council passed an emergency ordinance relating to a prohibition on businesses during the public health emergency. Subsequently the emergency ordinance was amended on April 1, 2020; the ordinance expires May 1, 2020 at 6:00 p.m.

The town council will revisit the emergency order to consider whether to extend the order.

**The special meeting will hold at this point to convene the finance committee workshop scheduled for 7:00 p.m. The special meeting will resume following the workshop.**

**Item #65-2020            Fiscal Year 2020 General Fund Budget – Motion to Set Public Hearing**

**[Link](#) – FY 2021 Proforma**

**[Link](#) – FY 2021 Special Revenue Funds**

**Opportunity for Public Comment** (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

**Draft Motion**

Moved by and Seconded by

ORDERED, The Cape Elizabeth Town Council does hereby schedule a public hearing for Monday, May 4, 2020 at 7:00 p.m. at the Cape Elizabeth Town Hall on the proposed FY 2021 general fund budget for the Town of Cape Elizabeth, Maine with proposed expenditures of \$47,181,279, estimated non property tax revenues of \$12,201,141 with \$34,980,138 to be raised from property taxes. This budget would result in an estimated tax rate of \$20.13 per thousand valuation.

	FY 2020	FY 2021	\$ Change	% Change
	BUDGET	BUDGET	FY 20 to FY 21	FY 20 to FY 21
	<i>PER ASSESSOR'S WARRANT, DOES NOT INCLUDE CARRIED FORWARD BALANCES</i>			
<b>EXPENDITURES</b>				
MUNICIPAL	\$ 13,388,395	\$ 17,172,794	\$ 3,784,399	28.27%
SCHOOL DEPARTMENT	26,890,420	28,490,012	1,599,592	5.95%
OVERLAY	397,318	-	(397,318)	-100.00%
TIF DISTRICT	73,822	-	(73,822)	-100.00%
COUNTY ASSESSMENT	1,456,670	1,518,473	61,803	4.24%
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,206,625</b>	<b>\$ 47,181,279</b>	<b>\$ 4,974,654</b>	<b>11.79%</b>
<b>REVENUE</b>				
MUNICIPAL	\$ 6,401,793	\$ 9,982,192	\$ 3,580,399	55.93%
SCHOOL DEPARTMENT	1,798,487	2,218,949	420,462	23.38%
<b>TOTAL REVENUES</b>	<b>\$ 8,200,280</b>	<b>\$ 12,201,141</b>	<b>\$ 4,000,861</b>	<b>48.79%</b>
<b>NET TO TAXES</b>				
MUNICIPAL	\$ 6,986,602	\$ 7,190,602	\$ 204,000	2.92%
SCHOOL DEPARTMENT	25,091,933	26,271,063	1,179,130	4.70%
OVERLAY	397,318	-	(397,318)	-100.00%
TIF DISTRICT	73,822	-	(73,822)	-100.00%
COUNTY ASSESSMENT	1,456,670	1,518,473	61,803	4.24%
<b>TOTAL TAXES TO BE RAISED</b>	<b>\$ 34,006,345</b>	<b>\$ 34,980,138</b>	<b>\$ 973,793</b>	<b>2.86%</b>
<b>TAX RATES (Rounded to nearest ¢)</b>				
MUNICIPAL	\$ 4.05	\$ 4.14	\$ 0.09	2.22%
SCHOOL DEPARTMENT	14.52	15.12	0.60	4.13%
OVERLAY	0.23	-	(0.23)	-100.00%
TIF DISTRICT	0.04	-	(0.04)	-100.00%
COUNTY ASSESSMENT	0.84	0.87	0.03	3.57%
<b>TOTAL TAX RATE</b>	<b>\$ 19.68</b>	<b>20.13</b>	<b>0.45</b>	<b>2.27%</b>



	636,000	708,900	688,200	610,884	703,851	15,651	
Thomas Jordan Fund	-	46,799	37,035	53,971	106,000	68,965	186.22%
Infrastructure Improvement Fund	-	82,216	-	64,828	55,000	55,000	0.00%
Turf Field Fund	-	20,000	-	20,000	20,000	20,000	0.00%
Land Acquisition Fund		122,914		32,914		-	0.00%
Tax Increment Financing Fund	-	-	-	69,533	69,533	69,533	0.00%
<b>Total Revenue Budget</b>	<b>3,263,600</b>	<b>3,883,198</b>	<b>3,605,798</b>	<b>3,271,614</b>	<b>4,017,281</b>	<b>411,483</b>	<b>11.41%</b>

**Citizens may at this point in the meeting raise any topic that is not on the agenda that pertains to Cape Elizabeth local government.** (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

### **Adjournment**



## Cape Elizabeth Town Council

### Finance Committee Workshop Agenda

**Tuesday, April 28, 2020 Virtual Meeting**

The Finance Committee will convene at 7:00 p.m. following the Special Meeting at 6:00 p.m. The Special Meeting will reconvene following the workshop.

Valerie A. Adams, Chairman  
Valerie J. Deveraux  
Jeremy A. Gabrielson  
James M. "Jamie" Garvin  
Caitlin R. Jordan  
Penelope A. Jordan  
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## **Participation at Meetings and Conduct of Meetings**

### **Workshop Meetings**

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chairman and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chairman may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

### **Decorum**

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Welcome and Introductory Comments – James M. “Jamie” Garvin, Finance Committee Chairman

[Link to Proforma](#)

[Link to Special Revenue Funds Proforma](#)

**Opportunity for Public Comment** (Limited to 15 minutes; 3 minutes per person. If there are more speakers than the time available, the chairman may allocate the speaking time in order to balance the debate.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

1. Wrap Up – This workshop is an opportunity for the finance committee to discuss any pending items from the budget review sessions.

Closing Comments

Adjournment

#### **Upcoming Finance Committee Workshops & Budget Meetings:**

Monday, May 4, 2020

Special Town Council Meeting – Budget Public Hearing

7:00 p.m. Town Council Chamber (televised live) or possibly held as Zoom meeting.

Monday, May 11, 2020

Regular Town Council Meeting – Vote on the FY 2021 Budget

7:00 p.m. Town Council Chamber (televised live) or possibly held as Zoom meeting.

Citizen Vote on the School Budget