1. Town Manager's Preliminary Municipal 2020-21 Budget

   Documents:

   TOWN MANAGER - PRELIMINARY MUNICIPAL 2020-21 BUDGET.PDF

2. Town Manager's Preliminary Municipal 2020-21 Budget (Powerpoint)

   Documents:

   TOWN MANAGER - PRELIMINARY MUNICIPAL 2020-21 BUDGET (POWERPOINT).PDF

3. Fire Department 2020-21 Budget Presentation (Powerpoint)

   Documents:

   FIRE DEPARTMENT 2020-21 BUDGET PRESENTATION (POWERPOINT).PDF

Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF THE TOWN MANAGER

85 UNION STREET TELEPHONE 207-725-6659

BRUNSWICK, MAINE 04011-2418 FAX 207-725-6663

March 5, 2020

To the Town Council of the Town of Brunswick, Maine:

Attached for your consideration is a preliminary manager's proposed budget document. It is being presented to get feedback from the Town Council prior to submitting a formal budget proposal. This preliminary budget proposal has already trimmed department requests by over $550,000.

Please note that this budget document only includes the municipal departments. The School Department's totals will be provided later this month, and along with the County Tax, will be compiled into a complete manager's proposed budget.

Municipal Services Expenditure Budget

Expenditures in the municipal departments are proposed to increase $2,400,399. Some of the drivers for this year's expenditure budget increase include:

- Personnel – Salaries and benefits continue to comprise the majority of the municipal expenditure budget. Maintaining existing personnel levels increases the budget by nearly $750,000. Included in this is an increase in Workers Compensation of $96,000, and nearly $300,000 in health insurance costs.

  The budget also includes personnel cost increases in the following areas:
  - Administration – The budget includes the Cultural Broker position which was approved by the Town Council in August, 2019. This position was not in the 2019-20 budget and is reflected in 2020-21 with an increase of $104,000.
  - Municipal Officials – The stipend increase approved in December, 2019 will result in an increase of $19,000 in the 2020-21 budget.
  - Planning and Codes Department – The budget would add $66,000 for an administrative assistant position. This function had previously been filled through the Manager's administrative floater position, which has increasingly been utilized by other departments, leaving the Planning Department understaffed.
  - Fire Department - The budget would add four new firefighters halfway through the year, at a cost of $165,000. This would add one firefighter to each shift to address the increasing volume of calls.
  - Public Works General Maintenance – The budget would add 2 seasonal laborer positions for a total of $40,000.

- General Assistance – Town staff anticipates that eligibility for general assistance will result in a significant increase in the amount distributed in grants. The expenditure budget proposes an increase of $530,000. Of this, 70% qualifies for State reimbursement, so a corresponding increase appears in the revenue budget.

- Capital Reserves – The budget continues to fund the vehicle/equipment, facilities and technology equipment capital reserves we initiated a few years ago. The reserve approach has worked well

to smooth budget funding and to provide flexibility in replacement scheduling. These lines reflect an increase of $278,960 in this 2020-21 budget.

- Paving and Road Rehabilitation – The budget would increase the amount for road paving and rehabilitation by $200,000. This increase would continue to move the Town towards adequate funding, which is essential to minimize future, costlier, road repairs.

- Fire Suppression (Hydrants) - The budget includes an 11.6% increase in the mandatory fire protection charge, payable to the Brunswick Topsham Water District. This amounts to an increase of $50,000.

Municipal Services Revenue Budget

Municipal revenues are proposed to increase $1,377,598. The largest anticipated revenue increases include:

- State Revenue Sharing - The revenue portion of the municipal budget anticipates an increase of $450,000 in 2020-21 for State Revenue Sharing. This program provides municipalities with a share of State income and sales taxes. Over the last ten years the amount set aside (a/k/a the revenue sharing "pool"), was substantially reduced from the original 5%, as money was removed from the pool and transferred to the State General Fund budget. By law, the amount deposited into the pool was set to return to 5%, effective July 1, 2019. However, the Governor's 2020-2022 biennial budget delayed the jump to 5%, replacing it with a "ramp-up" approach to the 5% level. For 2019-20, the revenue sharing pool was increased to 3% of income and sales tax revenue. The proposed municipal budget assumes that the pool will be funded in accordance with the Governor's recommendation of 3.75% in 2020-21.

- General Assistance Reimbursement – As may be noted in the expenditure budget, General Assistance Grants are anticipated to increase substantially from the 2019-20 budget. The Town anticipates State reimbursement at 70% of these grants, so the revenue budget reflects an increase of $365,000.

Tax Rate Impact

Budgeted expenditures - anticipated revenues = the amount to be raised from property taxes.

For the municipal services portion of the budget, this amount is $1,022,801, which would increase the property tax rate by 2.23%.

For simplicity in calculation and comparizon, the estimated property tax rate increase assumes no increase in the Town's taxable valuation. Based on historical trends, the Town could reasonably expect a 1% increase in valuation, but we hope to have a better estimate later this month.

I look forward to discussing the 2020-21 budget with the Town Council during the weeks ahead, as we hear from the departments, and begin work to balance competing demands and costs.

Respectfully,

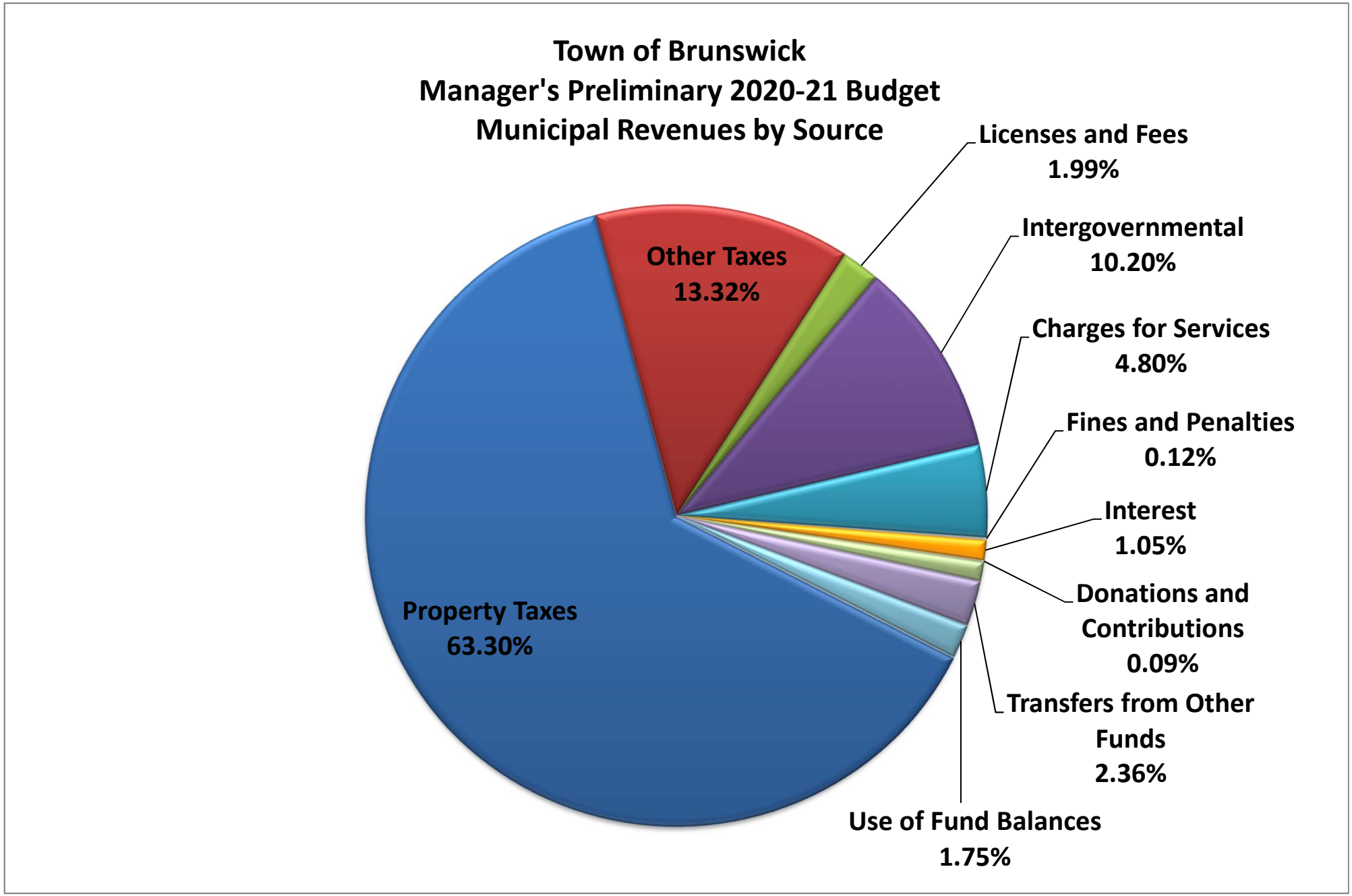
John S. Eldridge

John S. Eldridge
Town Manager

Town of Brunswick, Maine
Municipal Budget for July 1, 2020 - June 30, 2021
Manager's Preliminary Proposed - Municipal Departments Only

	19-20 Actual Budget	20-21 Department	Department Change	20-21 Manager's Prelim	Mgrs Prelim Change
Non-Property Tax Revenues & Sources					
Revenues	6,770,691	7,336,691	566,000	7,336,691	566,000
Allowance for Deferred Taxes & Abatements	(275,000)	(275,000)	-	(275,000)	-
Adjustments for rounding/overlay	(433,330)	2,729	436,059	4,899	438,229
Other Sources	638,600	673,969	35,369	673,969	35,369
State Revenue Sharing	1,800,000	2,250,000	450,000	2,250,000	450,000
Uses of Fund Balance	500,000	500,000	-	500,000	-
Use of State Revenue Sharing Balance	112,000	-	(112,000)	-	(112,000)
Total Revenues & Sources	9,112,961	10,488,389	1,375,428	10,490,559	1,377,598
Expenditures & Transfers Out					
Expenditures	23,992,774	26,495,526	2,502,752	25,944,713	1,951,939
Transfers Out	2,193,000	2,641,460	448,460	2,641,460	448,460
Total Expenditures & Transfers Out	26,185,774	29,136,986	2,951,212	28,586,173	2,400,399
Municipal net from prop tax	17,072,813	18,648,597	1,575,784	18,095,614	1,022,801
Total net from prop tax	45,435,557				
Budgeted valuation	2,304,034,323	2,304,034,323	-	2,304,034,323	-
Municipal Rate (per $1000)	$7.41	$8.09	$0.68	$7.85	$0.44
Total Rate (per $1000)	$19.72				

Estimated Municipal Depts impact on 2019-20 Tax Rate	**3.45%**	**2.23%**


Town of Brunswick
Manager's Preliminary 2020-21 Budget
Municipal Revenues by Source
Licenses and Fees
1.99%
Intergovernmental
10.20%
Charges for Services
4.80%
Fines and Penalties
0.12%
Interest
1.05%
Donations and Contributions
0.09%
Transfers from Other Funds
2.36%
Use of Fund Balances
1.75%
Other Taxes
13.32%
Property Taxes
63.30%

Town of Brunswick, Maine
Revenue Budget - Detail (By Category)

		2018-19 Actual	2019-20 Adopted	- 2019-20 Adjustments	2019-20 Adjusted	2019-20 Estimated	2020-21 Department	2020-21 Manager 1	Manager 1 Increase/ (Decrease)
	Taxes								
111191-41110	Auto Excise Tax	3,768,844	3,490,000	-	3,490,000	3,600,000	3,550,000	3,550,000	60,000
111191-41111	Watercraft Excise Tax	26,334	24,000	-	24,000	27,500	25,000	25,000	1,000
111191-41112	Aircraft Excise Tax	10,046	3,000	-	3,000	15,000	8,000	8,000	5,000
111190-41105	Interest on Taxes	87,528	65,000	-	65,000	80,000	75,000	75,000	10,000
111190-41106	Tax Lien Costs	14,691	14,000	-	14,000	14,000	14,000	14,000	-
111190-41107	Tax Lien Interest	23,362	17,000	-	17,000	18,000	17,000	17,000	-
111190-41109	Payments In Lieu Of Taxes (PILOT)	395,066	380,000	-	380,000	395,000	390,000	390,000	10,000
Allowance for Tax Abatements/Deferrals/Adjustments			(708,330)	-	(708,330)	(275,000)	(272,271)	(270,101)	438,229
		4,325,871	**3,284,670**	**-**	**3,284,670**	**3,874,500**	**3,806,729**	**3,808,899**	**524,229**
	Intergovernmental								
131190-43102	State Tax Exemptions	66,062	50,000	-	50,000	65,000	55,000	55,000	5,000
131132-43103	Highway Grant Fund	203,242	200,000	-	200,000	209,110	200,000	200,000	-
131192-43106	Snowmobile Receipts	1,529	1,400	-	1,400	1,588	1,500	1,500	100
131142-43104	Gen. Asst. Reimbursement	52,176	35,000	-	35,000	109,000	400,000	400,000	365,000
131152-43108	IFW- Mere Point Boat Launch	10,000	9,999	-	9,999	9,999	9,999	9,999	-
131192-43105	Emergency Preparedness	80,332	-	-	-	-	-	-	-
		413,341	**296,399**	**-**	**296,399**	**394,697**	**666,499**	**666,499**	**370,100**
	Administration								
141211-44121	Property Rental	1,200	1,200	-	1,200	4,146	7,092	7,092	5,892
191011-49000	Miscellaneous	14,444	-	-	-	-	-	-	-
		15,644	**1,200**	**-**	**1,200**	**4,146**	**7,092**	**7,092**	**5,892**
	Finance Department								
121111-42207	Passport Fees	25,445	18,000	-	18,000	24,000	20,000	20,000	2,000
121111-42209	Passport Photos	7,035	6,000	-	6,000	6,500	6,500	6,500	500
141111-44110	Auto Registration Fees	53,453	50,000	-	50,000	67,000	70,000	70,000	20,000
141111-44111	Boat, ATV, Snowmobile Regs.	1,627	1,500	-	1,500	1,600	1,600	1,600	100
191111-49000	Miscellaneous	3,320	3,000	-	3,000	6,000	3,000	3,000	-
		90,880	**78,500**	**-**	**78,500**	**105,100**	**101,100**	**101,100**	**22,600**

Town of Brunswick, Maine
Revenue Budget - Detail (By Category)

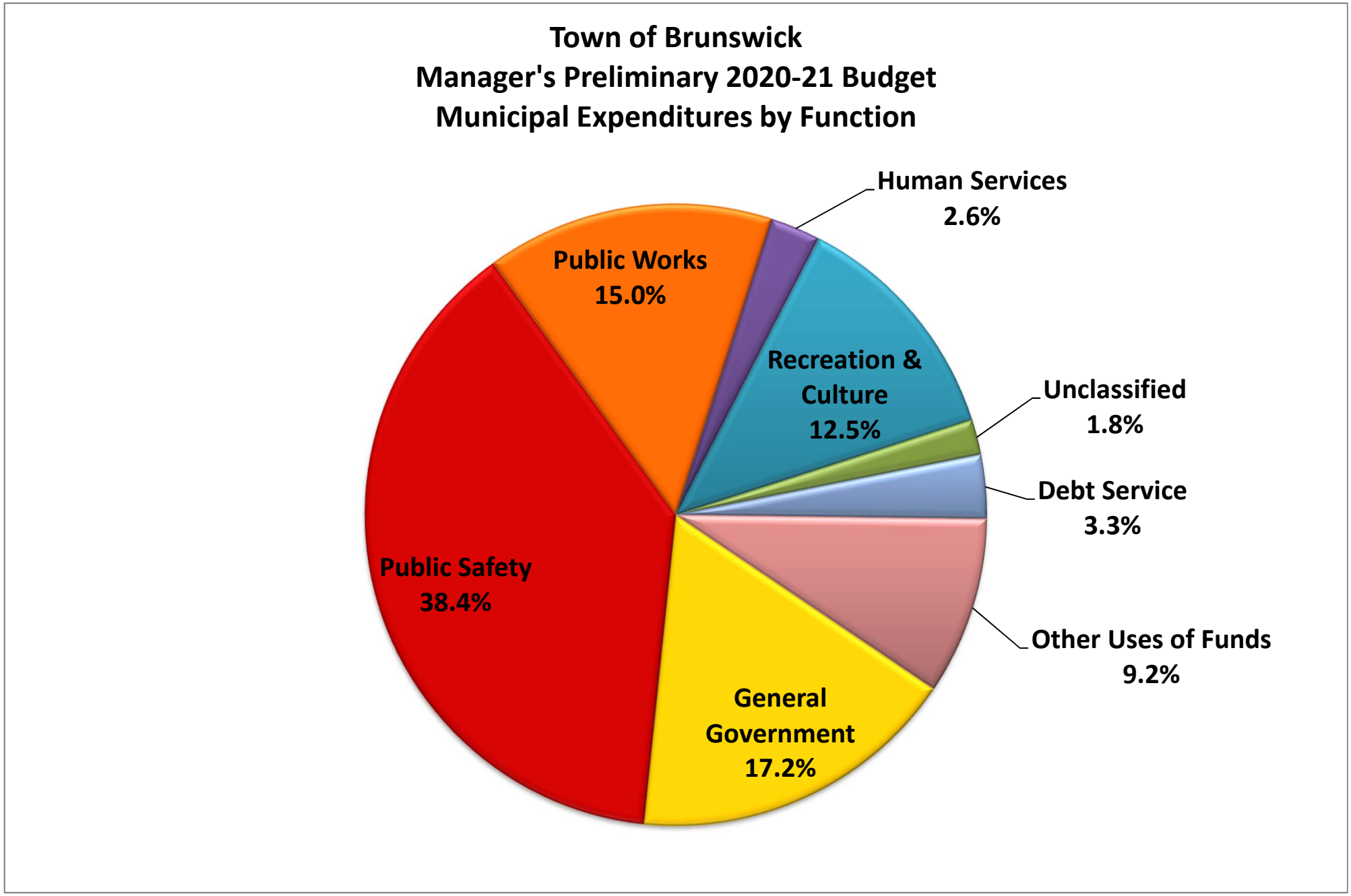
		2018-19 Actual	2019-20 Adopted	- 2019-20 Adjustments	2019-20 Adjusted	2019-20 Estimated	2020-21 Department	2020-21 Manager 1	Manager 1 Increase/ (Decrease)
	Codes Enforcement								
121411-42100	Building Permits	317,866	236,000	-	236,000	220,000	220,000	220,000	(16,000)
121411-42101	Electrical Permits	66,036	46,500	-	46,500	40,000	40,000	40,000	(6,500)
121411-42102	Plumbing Permits	37,413	35,000	-	35,000	42,000	35,000	35,000	-
121411-42103	Zoning Board Fees	75	-	-	-	-	-	-	-
		421,496	**317,500**	**-**	**317,500**	**302,000**	**295,000**	**295,000**	**(22,500)**
	Town Clerk								
121611-42200	Hunting & Fishing Licenses	854	600	-	600	600	700	700	100
121611-42201	Dog Licenses	2,975	2,750	-	2,750	2,650	2,600	2,600	(150)
121611-42202	Vital Statistics	47,623	47,500	-	47,500	48,000	47,500	47,500	-
121611-42203	General Licenses	36,638	32,875	-	32,875	31,435	31,225	31,225	(1,650)
121611-42204	Victualer Licenses	24,318	22,685	-	22,685	23,135	23,785	23,785	1,100
121611-42205	Shellfish Licenses	36,950	36,675	-	36,675	36,675	37,100	37,100	425
121611-42206	Neutered/Spayed Dog License	5,332	4,840	-	4,840	4,670	4,500	4,500	(340)
121611-42208	Postage Fees	25	-	-	-	-	-	-	-
121611-42210	Mooring Fees	17,400	16,200	-	16,200	16,100	17,492	17,492	1,292
121611-42215	Marijuana Licenses	4,500	1,400	-	1,400	5,175	10,800	10,800	9,400
151621-45103	Unlicensed Dogs	4,675	6,000	-	6,000	6,000	3,750	3,750	(2,250)
151611-45108	General License Late Penalty	180	225	-	225	225	225	225	-
151611-45109	Mooring Fee Late Penalty	600	500	-	500	500	500	500	-
151611-45110	Victualers License Late Penalty	1,020	270	-	270	270	270	270	-
151611-45111	Shellfish License Late Penalty	600	-	-	-	-	-	-	-
191611-49000	Miscellaneous	2,123	2,200	-	2,200	1,750	2,000	2,000	(200)
		185,813	**174,720**	**-**	**174,720**	**177,185**	**182,447**	**182,447**	**7,727**
	Planning Department								
121911-42300	Planning Fees	45,143	44,493	-	44,493	40,000	40,000	40,000	(4,493)
191911-49000	Miscellaneous	298	384	-	384	200	200	200	(184)
		45,441	**44,877**	**-**	**44,877**	**40,200**	**40,200**	**40,200**	**(4,677)**

Town of Brunswick, Maine
Revenue Budget - Detail (By Category)

		2018-19 Actual	2019-20 Adopted	- 2019-20 Adjustments	2019-20 Adjusted	2019-20 Estimated	2020-21 Department	2020-21 Manager 1	Manager 1 Increase/ (Decrease)
	Fire Department								
122121-42400	Fire Code Permits	2,300	2,000	-	2,000	2,000	2,000	2,000	-
142121-44155	Ambulance Service Fees	1,079,235	1,000,000	-	1,000,000	1,000,000	1,000,000	1,000,000	-
142121-44166	Special Detail, Fire	970	1,500	-	1,500	1,500	1,500	1,500	-
152121-45104	Fire False Alarms	-	1,000	-	1,000	-	-	-	(1,000)
152121-45107	Fire Code Violation Fines	600	-	-	-	-	-	-	-
192121-49000	Miscellaneous	4,560	1,000	-	1,000	630	1,000	1,000	-
		1,087,665	**1,005,500**	**-**	**1,005,500**	**1,004,130**	**1,004,500**	**1,004,500**	**(1,000)**
	Police Department								
122221-42500	Concealed Weapons Permits	509	400	-	400	360	400	400	-
122221-42501	Parking Permit Fee	180	300	-	300	250	300	300	-
142221-44161	Witness Fees	3,326	2,000	-	2,000	250	1,000	1,000	(1,000)
142221-44162	Police Reports	4,666	3,500	-	3,500	7,700	4,500	4,500	1,000
142221-44163	School Resource Officer	92,000	92,700	-	92,700	92,700	96,408	96,408	3,708
142221-44165	Special Details	2,615	3,000	-	3,000	3,000	3,000	3,000	-
142221-44167	Dispatch Services Fees	156,830	157,195	-	157,195	150,195	150,745	150,745	(6,450)
142221-44168	Animal Control Officer Service Fees	-	-	-	-	17,900	19,000	19,000	-
152221-45100	Ordinance Fines	737	200	-	200	200	200	200	-
152221-45101	Parking Violations	34,562	30,000	-	30,000	41,500	30,000	30,000	-
152221-45102	Leash Law Receipts	185	100	-	100	500	200	200	100
152221-45105	False Alarm Fines	65	100	-	100	70	100	100	-
152221-45106	Restitution	-	-	-	-	-	-	-	-
192221-49000	Miscellaneous	563	-	-	-	-	-	-	-
		296,238	**289,495**	**-**	**289,495**	**314,625**	**305,853**	**305,853**	**(2,642)**
	Public Works Department								
123131-42600	Opening Permits	44,346	30,000	-	30,000	30,000	30,000	30,000	-
143131-44174	Labor & Materials	2,402	-	-	-	2,000	1,000	1,000	1,000
143431-44175	Solid Waste Recycling	17,882	15,000	-	15,000	17,000	15,000	15,000	-
193131-49000	Miscellaneous	13,311	1,500	-	1,500	1,000	1,500	1,500	-
		77,941	**46,500**	**-**	**46,500**	**50,000**	**47,500**	**47,500**	**1,000**

Town of Brunswick, Maine
Revenue Budget - Detail (By Category)

		2018-19 Actual	2019-20 Adopted	- 2019-20 Adjustments	2019-20 Adjusted	2019-20 Estimated	2020-21 Department	2020-21 Manager 1	Manager 1 Increase/ (Decrease)
	Parks and Recreation								
145051-44121	Rental of Property	4,700	2,000	-	2,000	2,000	2,000	2,000	-
195051-49000	Recreation Misc.	599	1,000	-	1,000	500	500	500	(500)
		5,299	**3,000**	**-**	**3,000**	**2,500**	**2,500**	**2,500**	**(500)**
	Unclassified								
191192-49100	CATV Fees	285,463	275,000	-	275,000	284,000	280,000	280,000	5,000
161193-46100	Interest on General Funds	425,712	220,000	-	220,000	400,000	300,000	300,000	80,000
191111-49106	Workers Comp. Proceeds	26,440	-	-	-	6,500	-	-	-
191111-49104	Prop & Casualty Dividend	9,784	-	-	-	-	-	-	-
171952-47000	From BDC	25,000	25,000	-	25,000	25,000	25,000	25,000	-
		772,399	**520,000**	**-**	**520,000**	**726,500**	**605,000**	**605,000**	**85,000**
	TOTAL MUNICIPAL REVENUE	**7,738,028**	**6,062,361**	**-**	**6,062,361**	**6,995,583**	**7,064,420**	**7,066,590**	**985,229**
	Other Sources								**-**
191194-49150	Sale of General Assets	464	-	-	-	-	-	-	-
192194-49151	Sale of Vehicles - Fire	5,000	-	-	-	-	-	-	-
199980-48100	Special Revenue (TIF) Funds	600,000	638,600	-	638,600	638,600	673,969	673,969	35,369
131192-43101	Revenue Sharing (a)	1,258,491	1,800,000	-	1,800,000	1,800,000	2,250,000	2,250,000	450,000
	TOTAL OTHER SOURCES	**1,863,955**	**2,438,600**	**-**	**2,438,600**	**2,438,600**	**2,923,969**	**2,923,969**	**485,369**
	Use of General Fund Balances								-
181100-48000	Unassigned Fund Balance	-	500,000	-	500,000	-	500,000	500,000	-
181100-48000	Encumbrances	-	-	143,588	143,588	-	-	-	-
181100-48001	State Revenue Sharing Balance	-	112,000	-	112,000	-	-	-	(112,000)
	TOTAL USE OF BALANCES	**-**	**612,000**	**143,588**	**755,588**	**-**	**500,000**	**500,000**	**(112,000)**
TOTAL MUNICIPAL SOURCES		**9,601,983**	**9,112,961**	**143,588**	**9,256,549**	**9,434,183**	**10,488,389**	**10,490,559**	**1,377,598**


Town of Brunswick
Manager's Preliminary 2020-21 Budget
Municipal Expenditures by Function
Human Services
2.6%
Public Works
15.0%
Recreation &
Culture
12.5%
Unclassified
1.8%
Debt Service
3.3%
Public Safety
38.4%
Other Uses of Funds
9.2%
General
Government
17.2%

Town of Brunswick, Maine
Municipal Expenditure Budget - Summary

	2018-19 Expended	2019-20 Budget	2019-20 Adjustments	2019-20 Available	2019-20 Est Expended	2020-21 Department	2020-21 Manager 1	Manager Increase/ (Decrease)
General Government								
Administration	653,237	595,913	-	595,913	572,115	756,320	732,720	136,807
Finance	736,468	774,536	-	774,536	769,361	796,328	796,328	21,792
Technology Services	390,101	355,386	16,863	372,249	339,700	360,778	360,778	5,392
Municipal Officers	82,815	237,915	-	237,915	241,842	261,369	261,369	23,454
Town Hall Building	145,124	177,899	-	177,899	171,500	169,650	169,650	(8,249)
Risk Management	446,183	505,005	-	505,005	469,921	611,393	611,393	106,388
Cable TV	79,003	92,001	-	92,001	89,269	95,383	95,383	3,382
Assessing	290,670	299,905	548	300,453	242,431	305,626	305,626	5,721
Town Clerk & Elections	345,295	401,760	-	401,760	382,080	426,470	426,470	24,710
Engineering	-	256,566	-	256,566	255,307	283,279	283,279	26,713
Planning	521,836	627,392	27,200	654,592	654,592	810,768	660,768	33,376
Economic Development	106,993	129,906	-	129,906	129,985	279,249	214,249	84,343
	3,797,725	**4,454,184**	**44,611**	**4,498,795**	**4,318,103**	**5,156,613**	**4,918,013**	**463,829**
Public Safety								
Fire Department	3,390,180	3,837,278	-	3,837,278	3,855,489	4,455,926	4,302,126	464,848
Central Fire Station	34,072	46,600	-	46,600	31,525	46,775	46,775	175
Emerson Fire Station	65,124	61,675	-	61,675	70,650	62,700	62,700	1,025
Police Department	3,905,145	4,397,148	-	4,397,148	4,347,129	4,543,807	4,483,807	86,659
Emergency Services Dispatch	778,764	927,827	-	927,827	867,731	976,649	976,649	48,822
Police Station Building	105,408	114,619	-	114,619	116,797	119,493	119,493	4,874
Marine Resources	169,640	120,082	-	120,082	111,301	142,414	120,414	332
Streetlights	197,340	216,000	-	216,000	204,000	216,000	216,000	-
Traffic Signals	30,089	32,500	-	32,500	32,600	33,000	33,000	500
Fire Suppression (Hydrants)	484,841	550,000	-	550,000	565,000	600,000	600,000	50,000
Emergency Management	-	2,000	-	2,000	2,000	2,000	2,000	-
	9,160,603	**10,305,729**	**-**	**10,305,729**	**10,204,222**	**11,198,764**	**10,962,964**	**657,235**

Town of Brunswick, Maine
Municipal Expenditure Budget - Summary

	2018-19 Expended	2019-20 Budget	2019-20 Adjustments	2019-20 Available	2019-20 Est Expended	2020-21 Department	2020-21 Manager 1	Manager Increase/ (Decrease)
Public Works								
Administration	530,288	361,004	25,404	386,408	374,621	371,508	371,508	10,504
General Maintenance	1,613,062	1,882,842	-	1,882,842	1,733,581	2,020,875	2,020,875	138,033
Refuse Collection & Disposal	591,947	654,554	-	654,554	602,847	659,899	659,899	5,345
Recycling	329,007	479,491	-	479,491	472,345	503,518	503,518	24,027
Central Garage	667,832	742,785	-	742,785	607,177	733,663	733,663	(9,122)
	3,732,136	**4,120,676**	**25,404**	**4,146,080**	**3,790,571**	**4,289,463**	**4,289,463**	**168,787**
Human Services								
General Assistance	199,972	195,411	-	195,411	295,286	732,559	732,559	537,148
Health & Social Services	2,851	2,836	-	2,836	2,854	2,876	2,876	40
	202,823	**198,247**	**-**	**198,247**	**298,140**	**735,435**	**735,435**	**537,188**
Recreation & Culture								
Recreation Administration	456,052	471,504	-	471,504	465,145	485,418	485,418	13,914
Buildings & Grounds Maintenance	806,348	984,929	29,180	1,014,109	900,492	1,109,481	1,060,271	75,342
Recreation Building	182,678	248,877	44,393	293,270	215,448	243,155	243,155	(5,722)
Teen Center	17,525	18,051	-	18,051	18,051	20,000	18,954	903
People Plus Center	132,370	136,553	-	136,553	136,553	150,000	147,081	10,528
Curtis Memorial Library	1,488,467	1,533,441	-	1,533,441	1,533,441	1,632,351	1,609,113	75,672
	3,083,440	**3,393,355**	**73,573**	**3,466,928**	**3,269,130**	**3,640,405**	**3,563,992**	**170,637**

Town of Brunswick, Maine
Municipal Expenditure Budget - Summary

	2018-19 Expended	2019-20 Budget	2019-20 Adjustments	2019-20 Available	2019-20 Est Expended	2020-21 Department	2020-21 Manager 1	Manager Increase/ (Decrease)
Unclassified								
Promotion & Development	281,429	282,840	(4,500)	278,340	277,456	313,209	313,209	30,369
Additional School Assistance	10,000	10,000	-	10,000	10,000	10,000	10,000	-
Cemetery Care	3,037	3,200	-	3,200	2,000	3,200	3,200	-
Contingency Reserve	(94,544)	254,000	-	254,000	-	200,000	200,000	(54,000)
	199,922	**550,040**	**(4,500)**	**545,540**	**289,456**	**526,409**	**526,409**	**(23,631)**
Debt Service								
Principal & Interest Payments	992,458	970,543	-	970,543	970,543	948,437	948,437	(22,106)
	992,458	**970,543**	**-**	**970,543**	**970,543**	**948,437**	**948,437**	**(22,106)**
Total Expenditures	**21,169,107**	**23,992,774**	**139,088**	**24,131,862**	**23,140,165**	**26,495,526**	**25,944,713**	**1,951,939**
Other Uses of Funds								
To Other Funds - Special Revenue	4,500	70,000	4,500	74,500	74,500	39,500	39,500	(30,500)
To Other Funds - Capital	1,475,958	1,898,000	-	1,898,000	1,898,000	2,376,960	2,376,960	478,960
To Other Funds - Enterprise	225,000	225,000	-	225,000	225,000	225,000	225,000	-
Total Other Uses	**1,705,458**	**2,193,000**	**4,500**	**2,197,500**	**2,197,500**	**2,641,460**	**2,641,460**	**448,460**
TOTAL EXPENDITURES & OTHER USES	**22,874,565**	**26,185,774**	**143,588**	**26,329,362**	**25,337,665**	**29,136,986**	**28,586,173**	**2,400,399**

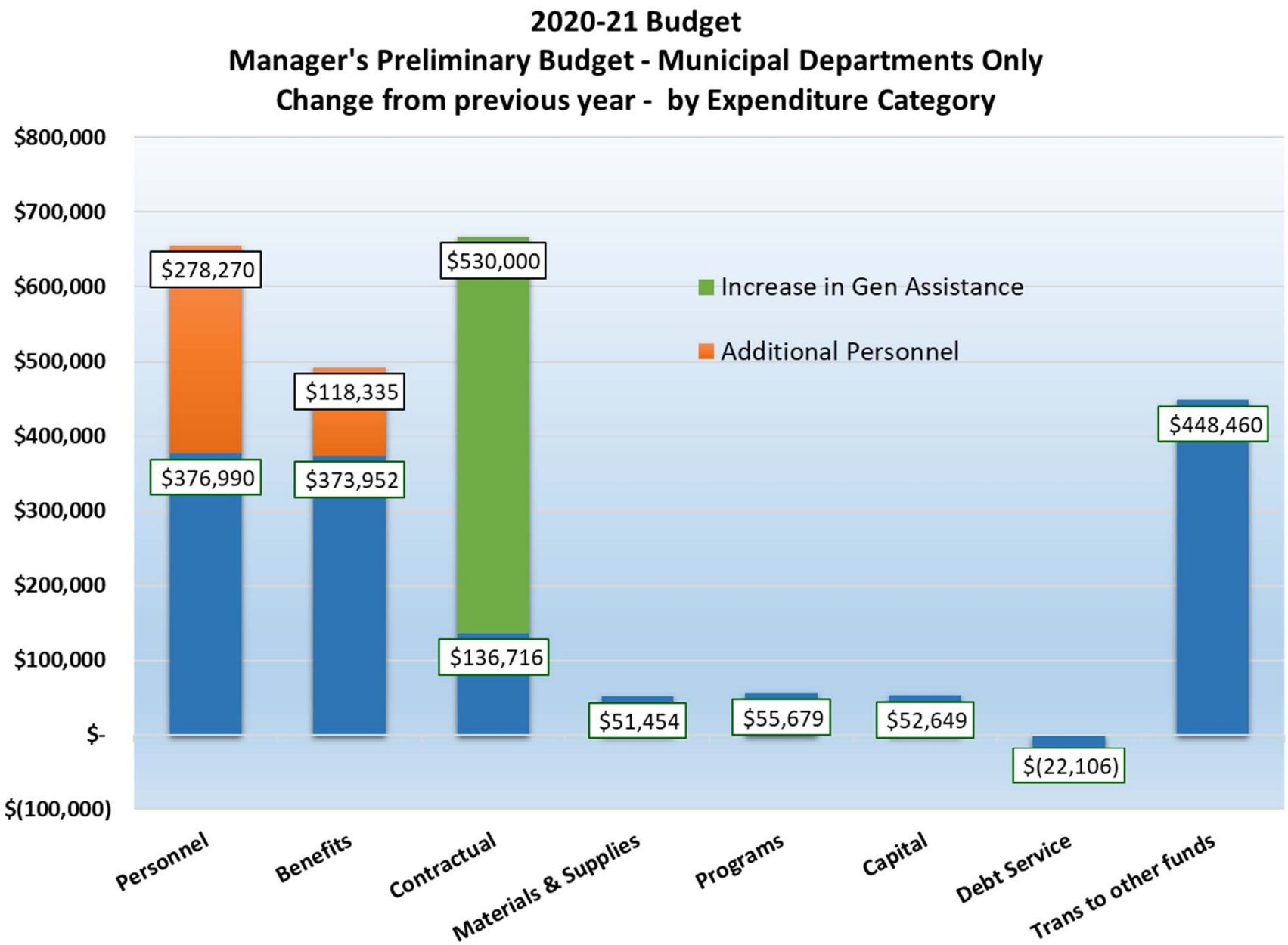
Town of Brunswick, Maine

2020-21 Budget
Presentation of Manager's Preliminary Budget
Municipal Departments Only

March 5, 2020

2020-21 Budget – Manager's Preliminary Municipal Departments Only

	19-20 Actual Budget	20-21 Department	Department Change	20-21 Manager's Prelim	Mgrs Prelim Change
Non-Property Tax Revenues & Sources					
Revenues	6,770,691	7,336,691	566,000	7,336,691	566,000
Allowance for Deferred Taxes & Abatements	(275,000)	(275,000)	-	(275,000)	-
Adjustments for rounding/overlay	(433,330)	2,729	436,059	4,899	438,229
Other Sources	638,600	673,969	35,369	673,969	35,369
State Revenue Sharing	1,800,000	2,250,000	450,000	2,250,000	450,000
Uses of Fund Balance	500,000	500,000	-	500,000	-
Use of State Revenue Sharing Balance	112,000	-	(112,000)	-	(112,000)
Total Revenues & Sources	9,112,961	10,488,389	1,375,428	10,490,559	1,377,598
Expenditures & Transfers Out					
Expenditures	23,992,774	26,495,526	2,502,752	25,944,713	1,951,939
Transfers Out	2,193,000	2,641,460	448,460	2,641,460	448,460
Total Expenditures & Transfers Out	26,185,774	29,136,986	2,951,212	28,586,173	2,400,399
Municipal net from prop tax	17,072,813	18,648,597	1,575,784	18,095,614	1,022,801
Total net from prop tax	45,435,557				
Budgeted valuation	2,304,034,323	2,304,034,323	-	2,304,034,323	-
Municipal Rate (per $1000)	$7.41	$8.09	$0.68	$7.85	$0.44
Total Rate (per $1000)	$19.72				
Estimated Municipal Depts impact on 2019-20 Tax Rate			**3.45%**		**2.23%**


2020-21 Budget
Manager's Preliminary Budget - Municipal Departments Only
Change from previous year - by Expenditure Category
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
$(100,000)
$278,270
$376,990
$118,335
$373,952
$530,000
$136,716
$51,454
$55,679
$52,649
$(22,106)
$448,460
Increase in Gen Assistance
Additional Personnel
Personnel
Benefits
Contractual
Materials & Supplies
Programs
Capital
Debt Service
Trans to other funds

Major drivers of category increases in Manager's preliminary budget

Personnel & Benefits

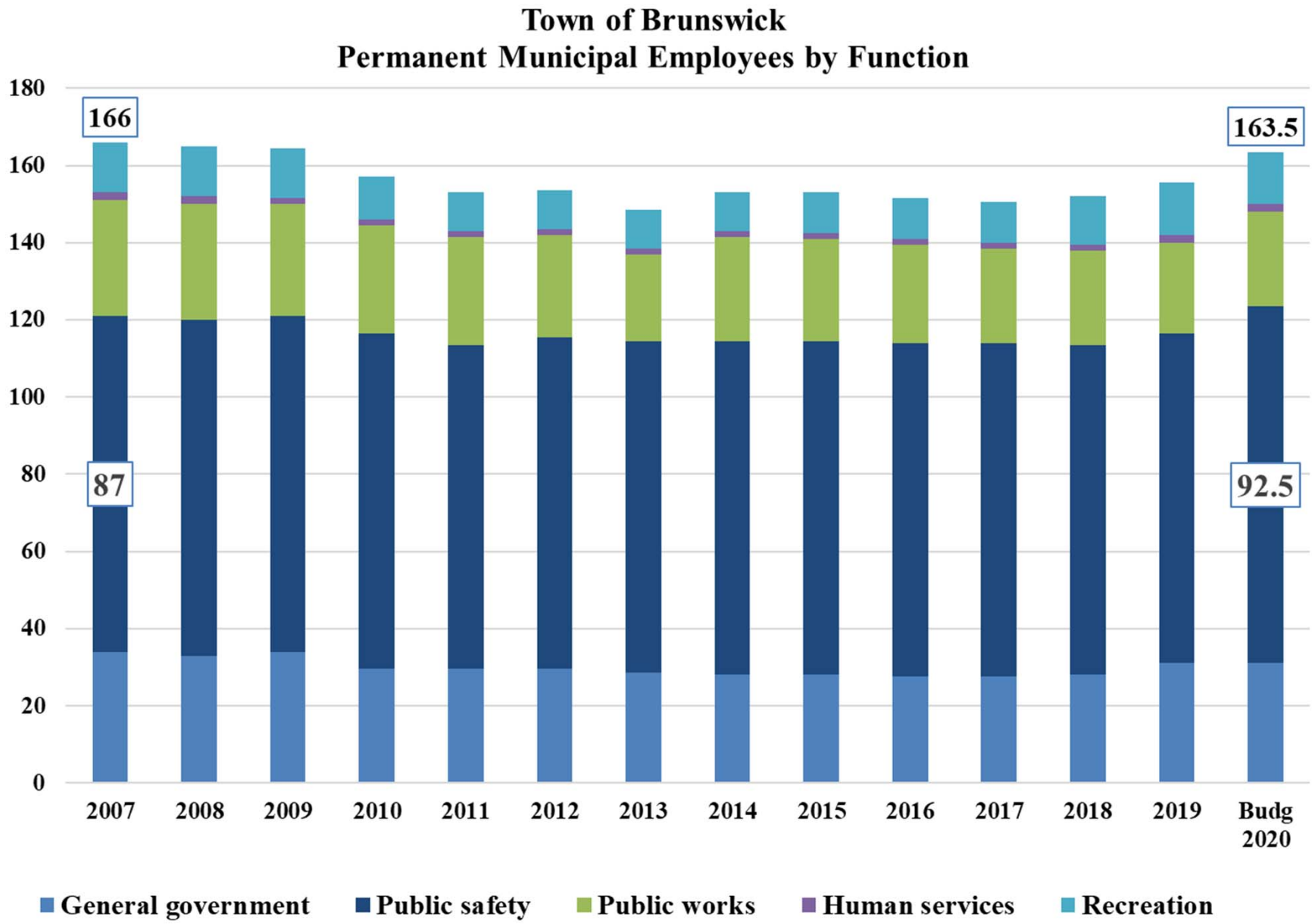
- Admin Cultural Broker (starting August 2019) – $104,125
- Town Council stipend (effective Jan 1, 2020) – $20,454
- Planning Dept admin assistant – $66,150
- Fire Dept – 4 firefighters (starting Jan 1, 2021 – $165,831
- Public Works Dept two seasonal laborers – $40,046

Contractual Services

- Gen Assist – $530,000
- Library – $75,672
- Hydrants – $50,000

Trans to other funds

- Road resurfacing and/or rehabilitation– $200,000
- IT/Cable TV Equipment Reserve – $100,000


Town of Brunswick
Permanent Municipal Employees by Function
180
160
140
120
100
80
60
40
20
0
166
87
163.5
92.5
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
Budg 2020
General government
Public safety
Public works
Human services
Recreation

TOWN OF BRUNSWICK, MAINE
Permanent Municipal Employees by Function/Program

Function	2007	2020 Budgeted	Change	2021 Budget Req	Increase Req
		Fiscal Year			
General government					
Administration	4.0	5.0	1.0	6.0	1.0
Finance	10.0	8.0	(2.0)	8.0	-
Technology	-	1.0	1.0	1.0	-
Cable TV	1.0	1.0	-	1.0	-
Assessing	4.0	3.0	(1.0)	3.0	-
Town Clerk	4.5	4.0	(0.5)	4.5	0.5
Engineering	-	2.0	2.0	2.0	-
Planning and Codes	6.0	5.0	(1.0)	6.0	1.0
Coastal Resources	1.0	1.0	-	1.0	-
Economic development	2.0	1.0	(1.0)	1.0	-
Municipal building	1.5	-	(1.5)	-	-
Public safety			-		-
Fire department	36.0	41.0	5.0	45.0	4.0
Police department & station	42.0	40.5	(1.5)	40.5	-
Emergency Services Dispatch	9.0	11.0	2.0	11.0	-
Public works			-		-
Administration	6.0	4.0	(2.0)	4.0	-
General maintenance	17.0	16.0	(1.0)	16.0	-
Landfill	3.5	2.0	(1.5)	2.0	-
Central garage	3.5	2.5	(1.0)	2.5	-
Human services	2.0	2.0	-	2.0	-
Recreation			-		-
Administration	6.0	5.0	(1.0)	5.0	-
Buildings and grounds	7.0	8.5	1.5	8.5	-
Totals	**166**	**163.5**	**(2.5)**	**170**	**6.5**

Admin Floater position replaced Assessing Clerk in FY2010

IT function contracted through School Dept until FY2011

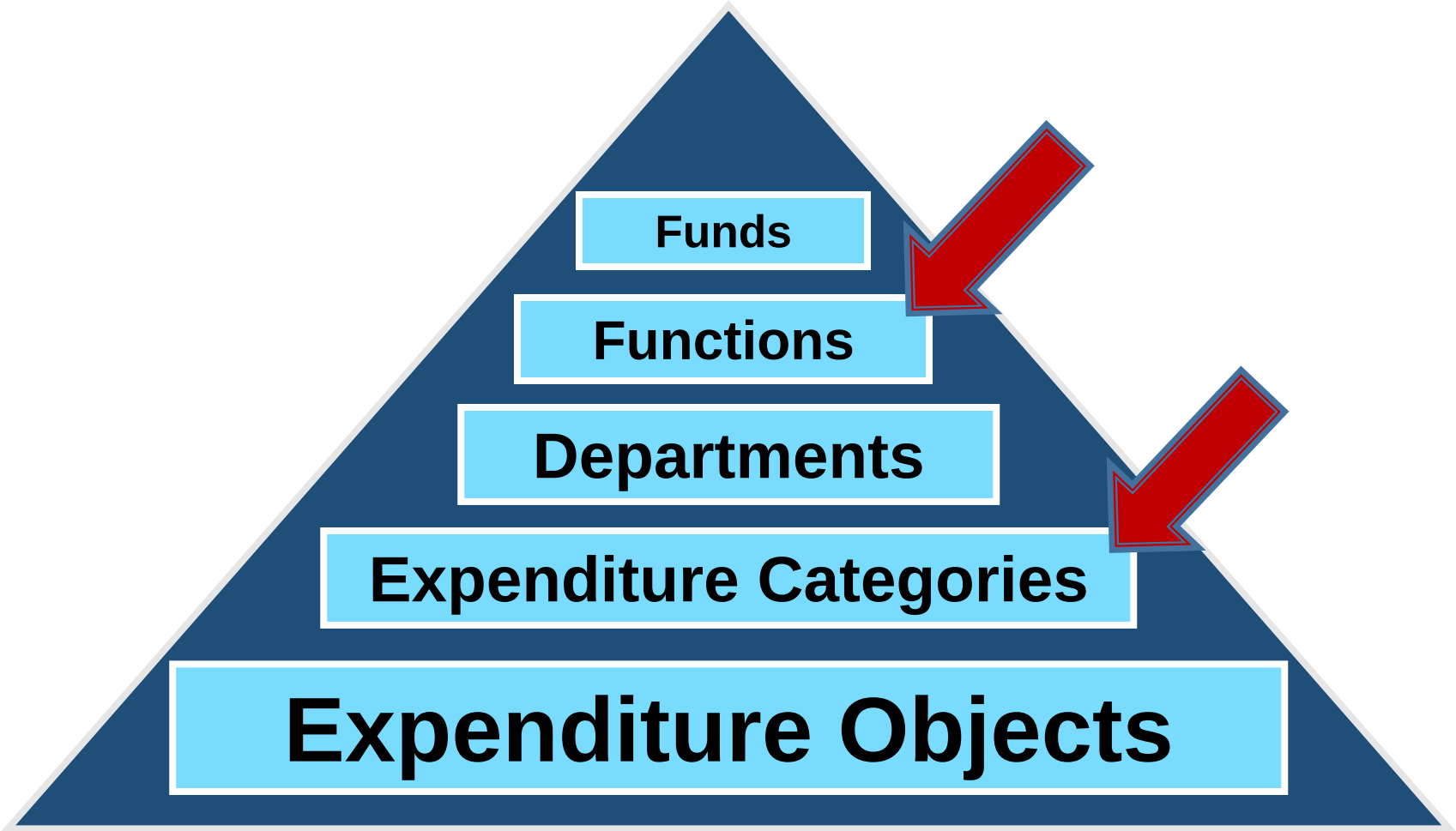
Moved Engineering Function out of PW in FY2019

Added 4 firefighters & 1 inspector FY2020

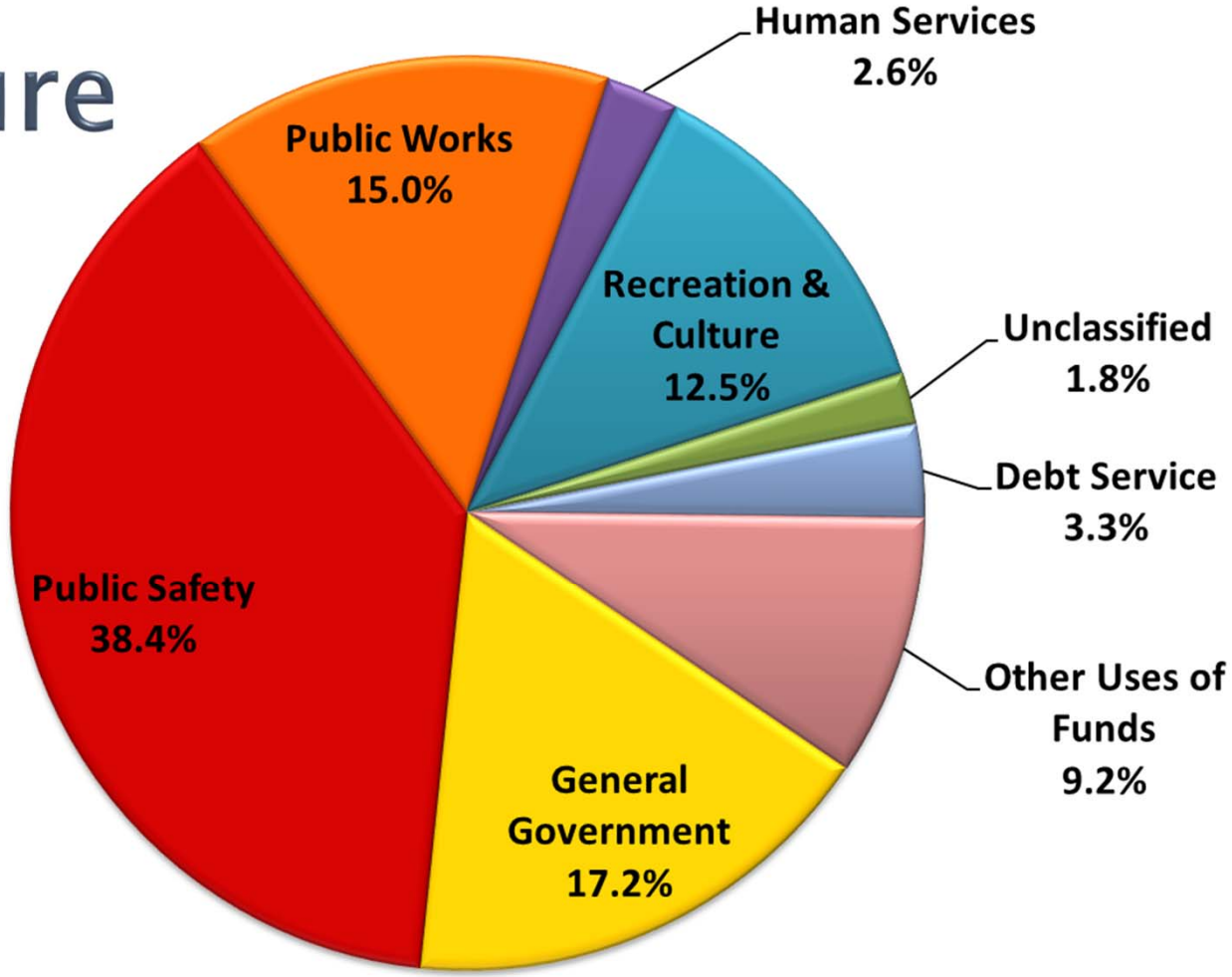
Added dispatch services for Freeport and Pownal in FY2012

Seasonal Parks employees made permanent in FY2020

Expenditure Classification



Expenditure Functions



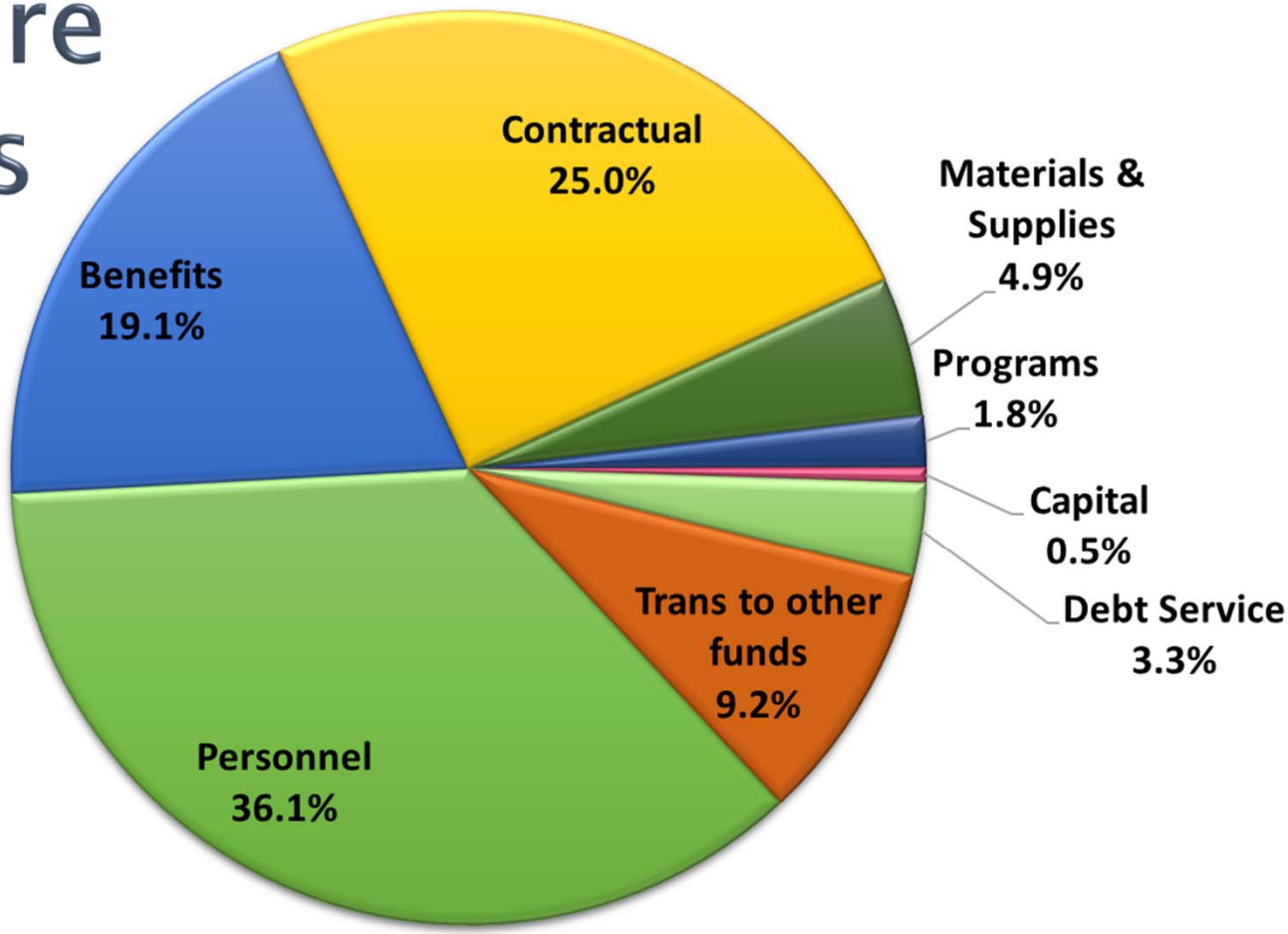
Municipal Department Expenditure Budget by Function

	2019-20 Budget	2020-21 Department	Manager's Adjustments	2020-21 Manager 1	Mgr's Prelim Change
General Government	$4,454,184	$5,156,613	($238,600)	$4,918,013	$463,829
Public Safety					
Fire	3,945,553	4,565,401	($153,800)	4,411,601	466,048
Police	5,439,594	5,639,949	($60,000)	5,579,949	140,355
Other	920,582	993,414	($22,000)	971,414	50,832
Public Works	4,120,676	4,289,463	$0	4,289,463	168,787
Human Services	198,247	735,435	$0	735,435	537,188
Recreation & Culture	3,393,355	3,640,405	($76,413)	3,563,992	170,637
Unclassified	550,040	526,409	$0	526,409	(23,631)
Debt Service	970,543	948,437	$0	948,437	(22,106)
Other Uses of Funds	2,193,000	2,641,460	$0	2,641,460	448,460
	$26,185,774	**$29,136,986**	**($550,813)**	**$28,586,173**	**$2,400,399**

Manager's Adjustments - Preliminary Budget

Administration - Travel	(23,600)
Planning Dept - Housing Study	(50,000)
Planning Dept - Climate Action Plan	(100,000)
Eco Dev - Wayfinding Study	(25,000)
Eco Dev - Prof Services other	10,000
Eco Dev - Cooks Corner Design	(50,000)
Fire Dept - Start 4 Firefighters in January	(150,000)
Fire Dept - Water vacs	(3,800)
Police Dept - Salary vacancy	(60,000)
Coastal Resources - Part-time wages	(11,000)
Coastal Resources - Upweller	(11,000)
Parks & Rec - Furbish trails devel	(49,210)
People Plus/Teen Center - 5% increase	(3,965)
Curtis Memorial Library - 5% increase	(23,238)
	(550,813)

Expenditure Categories



Contractual Services

- General Assistance
- Waste Disposal
- Contracted plowing & road construction
- Repair & Maintenance
  - Vehicles & Equipment
  - Buildings & Facilities
- Electricity/Water/Sewer
- Legal & Professional
- Insurance
- Telephone & Internet
- Postage, Printing
- Training

Materials & Supplies

- Fuel
  - Gasoline & Diesel
  - Natural Gas & Heating Oil
- Salt & Sand
- Road & storm sewer construction materials
- Office/computer supplies
- General supplies
- Minor equipment and hand tools

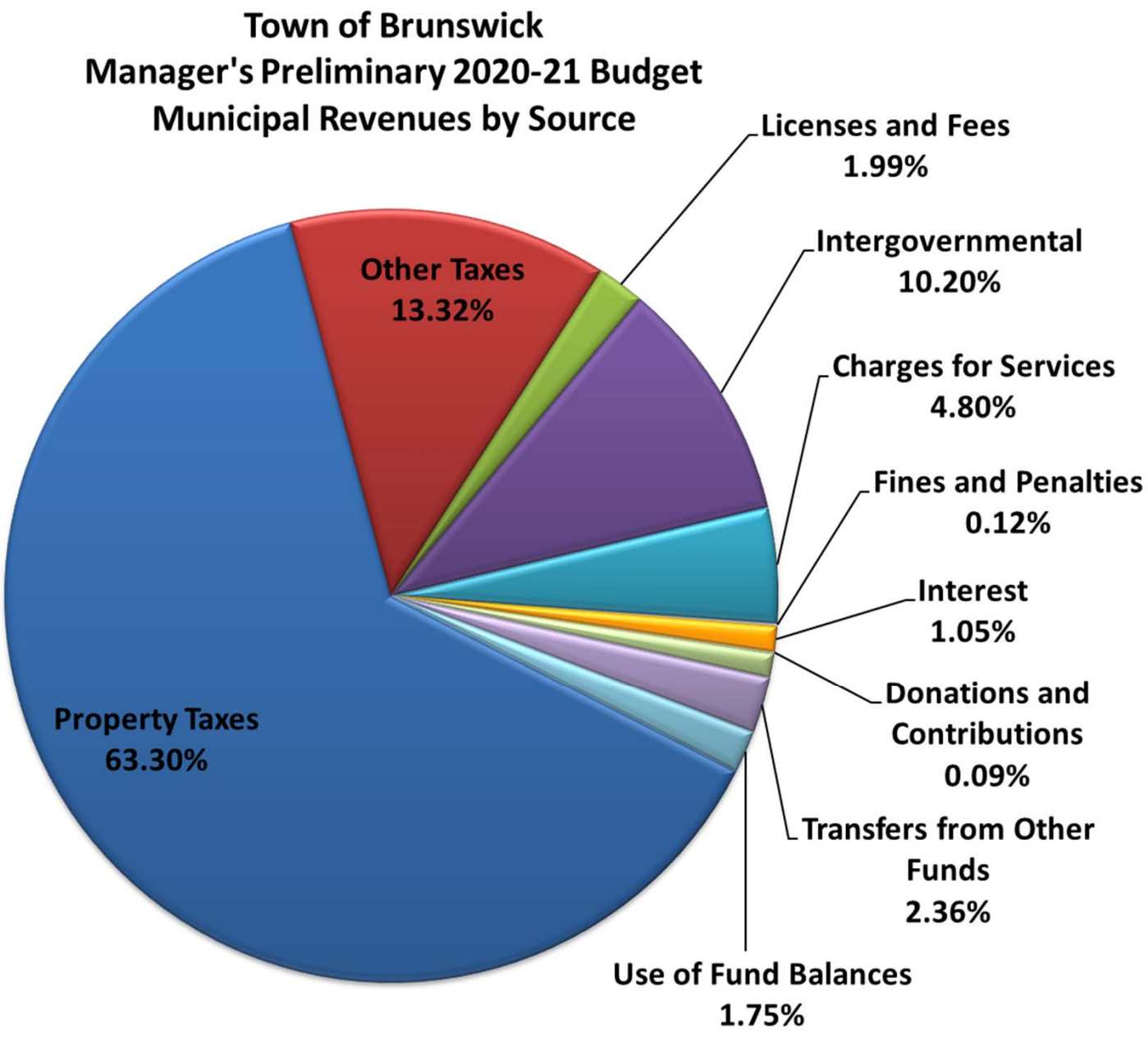
Revenues and Other Sources

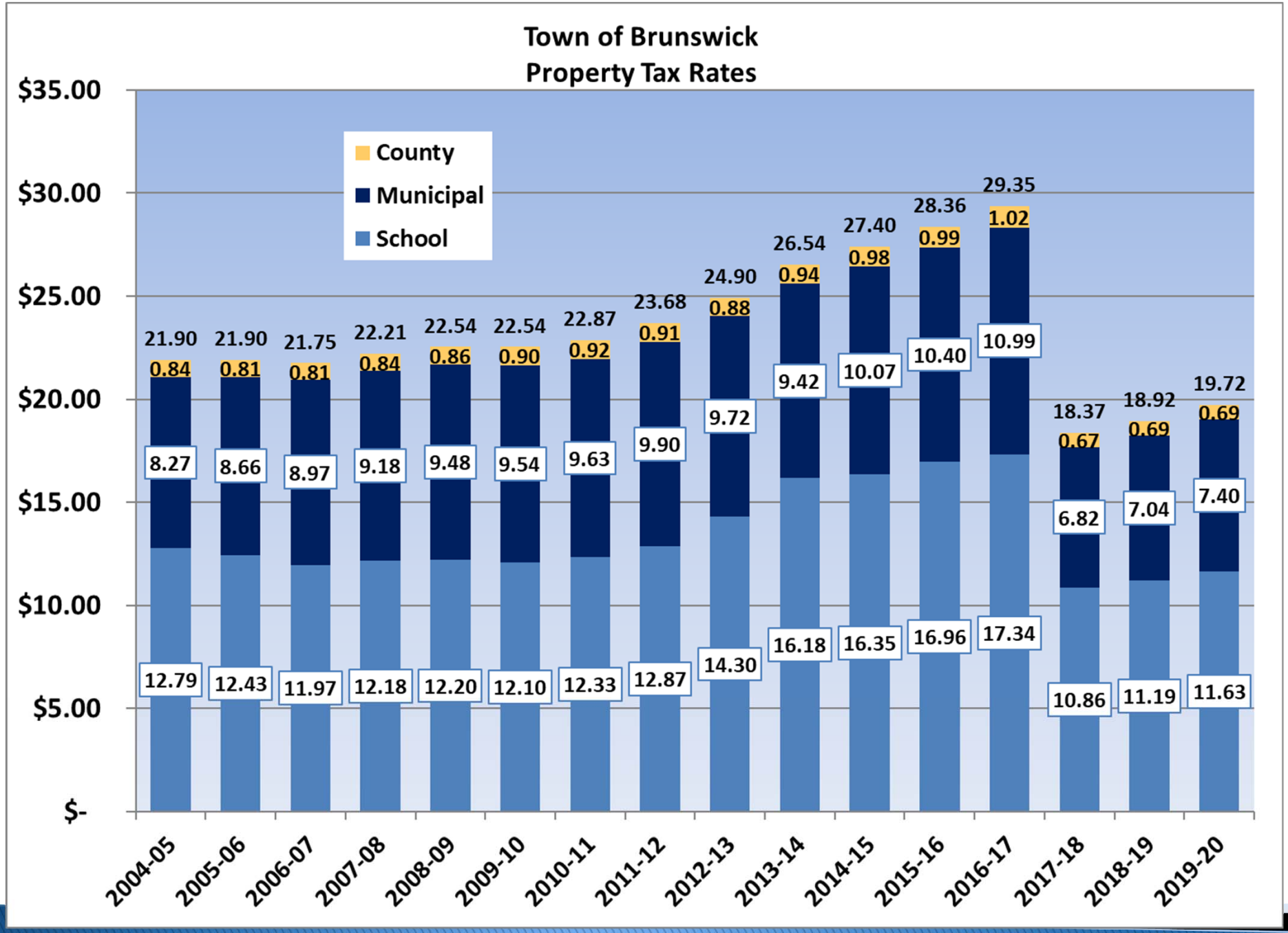
Largest Revenues & Sources

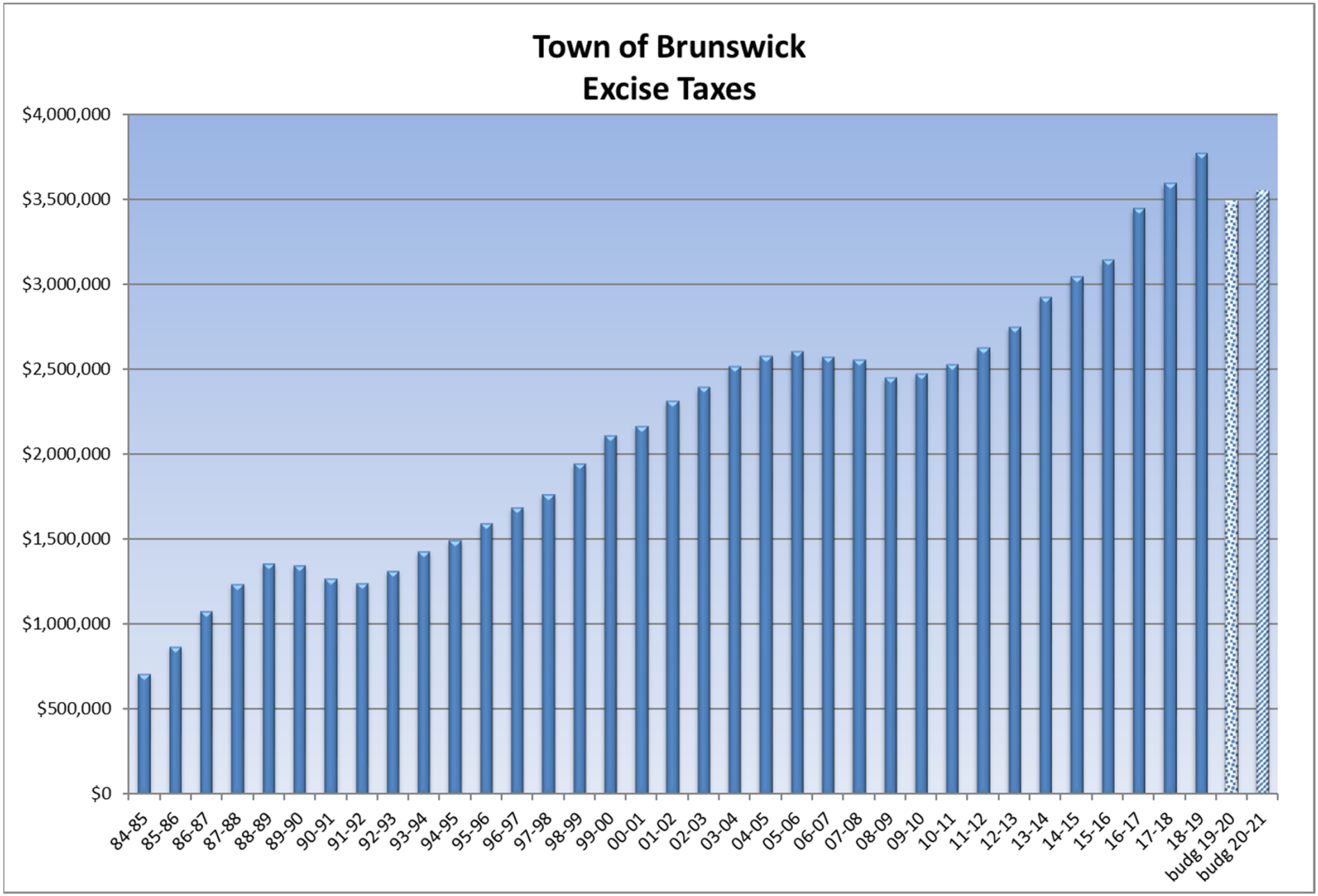
- Property Taxes
- Other Municipal Revenues/Sources
  - State Revenue Sharing
  - Excise Taxes
  - Ambulance Service Fees
  - Unassigned Fund Balance

Drivers of 2020-21 Increase

- State Revenue Sharing – $450,000
- State GA Reimbursement– $365,000
- Interest on Deposits – $80,000
- Auto Excise Taxes – $60,000


Town of Brunswick
Manager's Preliminary 2020-21 Budget
Municipal Revenues by Source
Licenses and Fees
1.99%
Intergovernmental
10.20%
Charges for Services
4.80%
Fines and Penalties
0.12%
Interest
1.05%
Donations and Contributions
0.09%
Transfers from Other Funds
2.36%
Use of Fund Balances
1.75%
Other Taxes
13.32%
Property Taxes
63.30%


Town of Brunswick
Property Tax Rates
County
Municipal
School
$35.00
$30.00
$25.00
$20.00
$15.00
$10.00
$5.00
$-
2004-05
2005-06
2006-07
2007-08
2008-09
2009-10
2010-11
2011-12
2012-13
2013-14
2014-15
2015-16
2016-17
2017-18
2018-19
2019-20
21.90
21.90
21.75
22.21
22.54
22.54
22.87
23.68
24.90
26.54
27.40
28.36
29.35
18.37
18.92
19.72
0.84
0.81
0.81
0.84
0.86
0.90
0.92
0.91
0.88
0.94
0.98
0.99
1.02
0.67
0.69
0.69
8.27
8.66
8.97
9.18
9.48
9.54
9.63
9.90
9.72
9.42
10.07
10.40
10.99
6.82
7.04
7.40
12.79
12.43
11.97
12.18
12.20
12.10
12.33
12.87
14.30
16.18
16.35
16.96
17.34
10.86
11.19
11.63


Town of Brunswick
Excise Taxes
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
84-85
85-86
86-87
87-88
88-89
89-90
90-91
91-92
92-93
93-94
94-95
95-96
96-97
97-98
98-99
99-00
00-01
01-02
02-03
03-04
04-05
05-06
06-07
07-08
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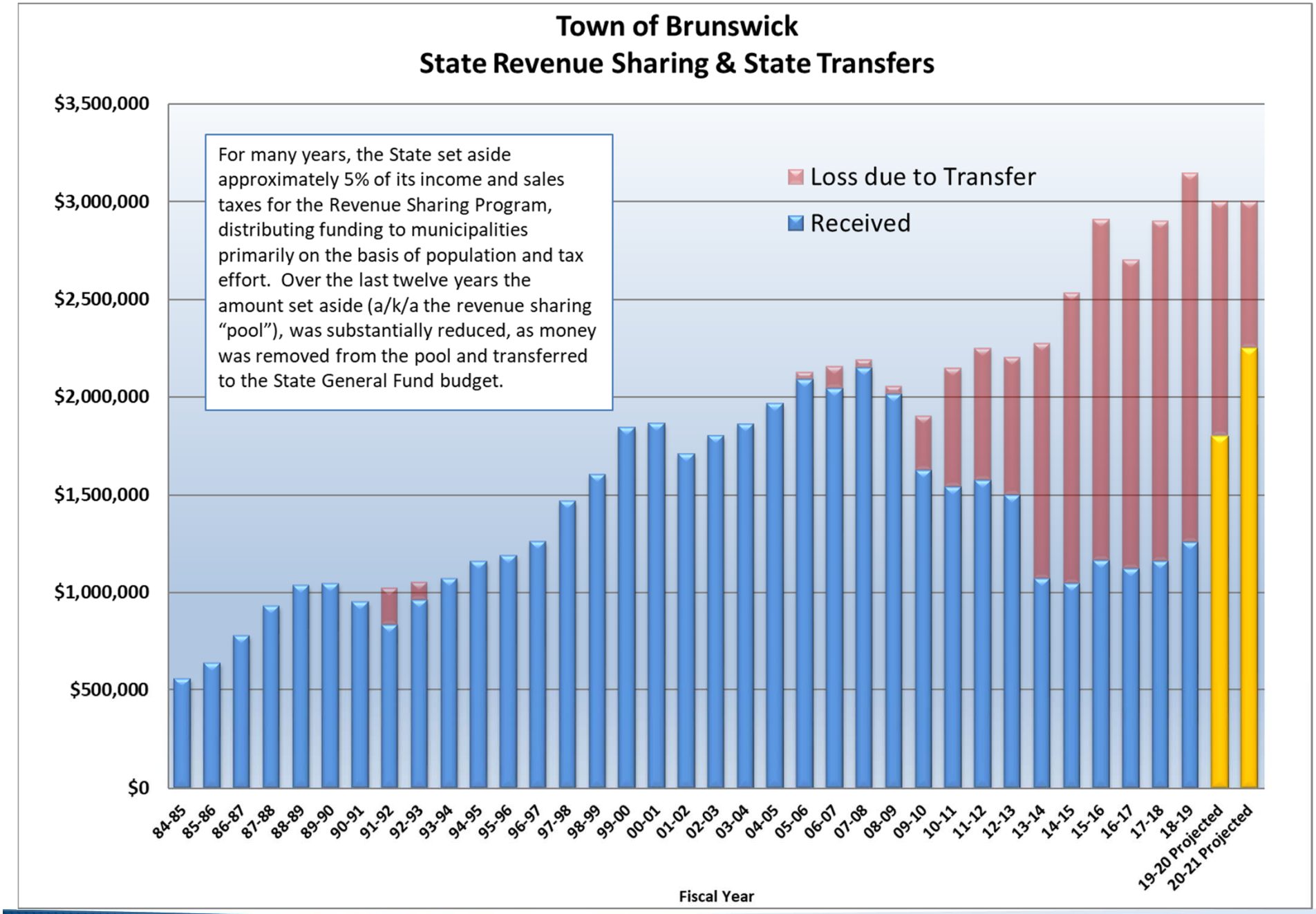
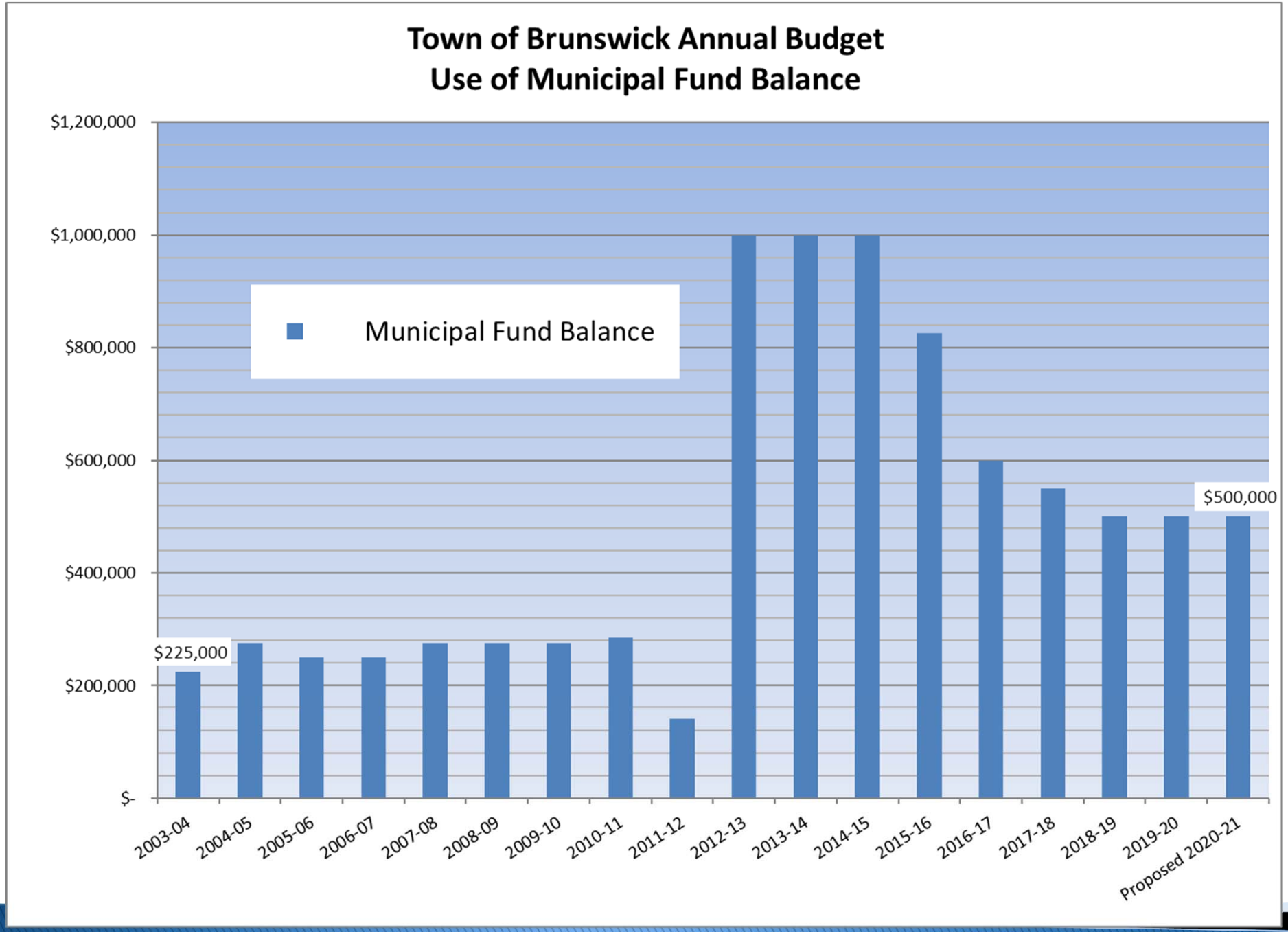
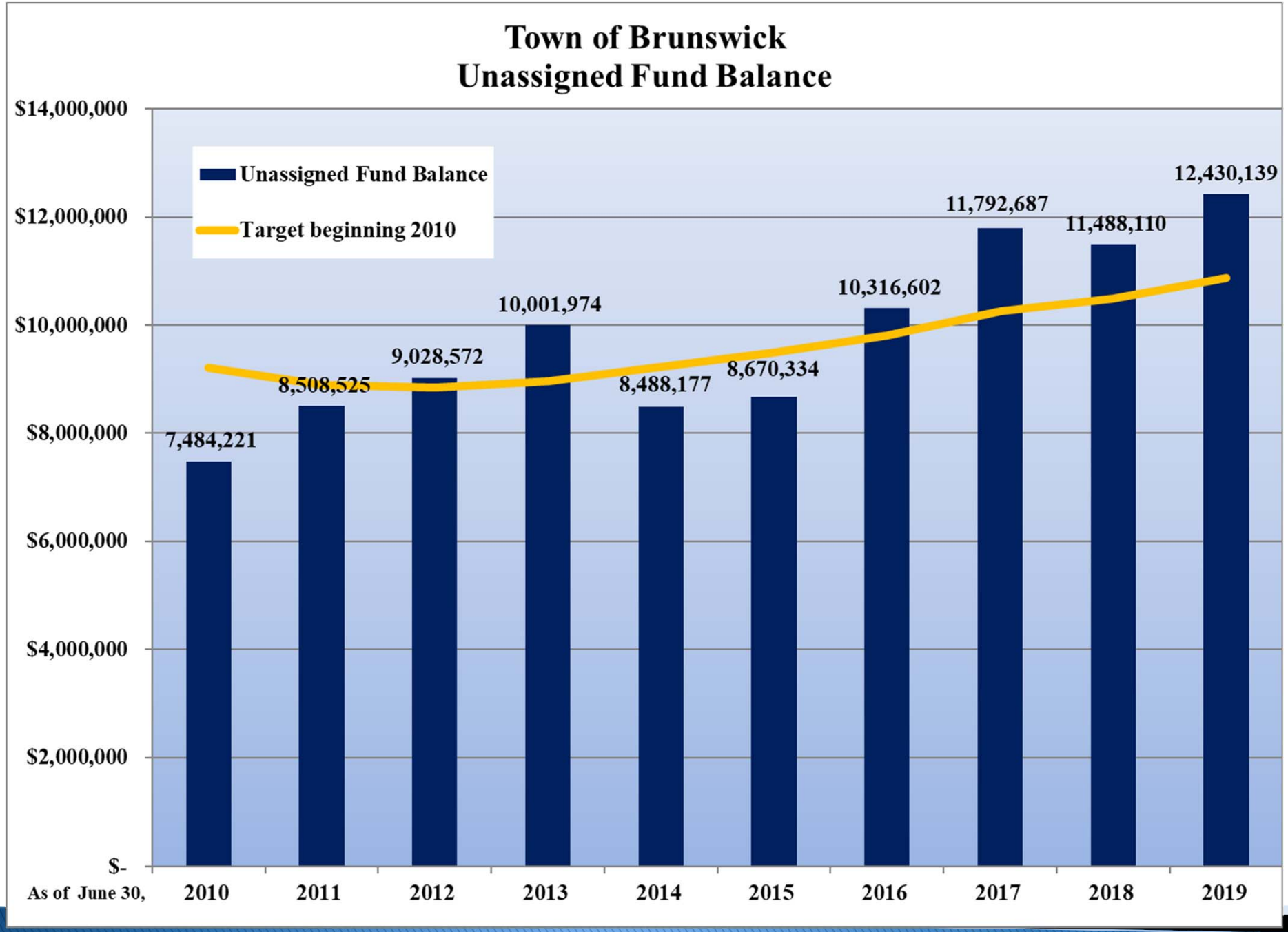
18-19
budg 19-20
budg 20-21


Town of Brunswick
State Revenue Sharing & State Transfers
For many years, the State set aside approximately 5% of its income and sales taxes for the Revenue Sharing Program, distributing funding to municipalities primarily on the basis of population and tax effort. Over the last twelve years the amount set aside (a/k/a the revenue sharing "pool"), was substantially reduced, as money was removed from the pool and transferred to the State General Fund budget.
Loss due to Transfer
Received
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
84-85
85-86
86-87
87-88
88-89
89-90
90-91
91-92
92-93
93-94
94-95
95-96
96-97
97-98
98-99
99-00
00-01
01-02
02-03
03-04
04-05
05-06
06-07
07-08
08-09
09-10
10-11
11-12
12-13
13-14
14-15
15-16
16-17
17-18
18-19
19-20 Projected
20-21 Projected
Fiscal Year


Town of Brunswick Annual Budget
Use of Municipal Fund Balance
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
Municipal Fund Balance
$225,000
$500,000
2003-04
2004-05
2005-06
2006-07
2007-08
2008-09
2009-10
2010-11
2011-12
2012-13
2013-14
2014-15
2015-16
2016-17
2017-18
2018-19
2019-20
Proposed 2020-21


Town of Brunswick
Unassigned Fund Balance
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$-
Unassigned Fund Balance
Target beginning 2010
7,484,221
8,508,525
9,028,572
10,001,974
8,488,177
8,670,334
10,316,602
11,792,687
11,488,110
12,430,139
As of June 30,
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019

	Use of Fund Balance	-	-	-		
	Description	**2016-17**	**2017-18**	**2018-19**	**2019-20**	**2020-21**
	Use in Annual Budget	600,000	550,000	500,000	500,000	500,000
	Capital Budget & Assigned Supp	40,000	480,207	1,251,500	902,500	911,000
	Starting unassigned FB over/(under) target	509,123	1,537,740	995,245	1,556,571	
	Supplemental Appropriations:	40,000	100,000	105,000	-	-
5/26/16	Capital Budget - Vehicle Wash Bay planning	20,000				
5/26/16	Capital Budget - Rec Ctr Interior Space plan	20,000				
2/6/17	Browntail Moth Program	40,000				
		80,000				
5/25/17	Capital Budget - Facilities Reserve		400,000			
5/25/17	Capital Budget - PD Vehicle fit-out		80,207			
10/16/17	Fire Station planning		100,000			
			580,207			
5/24/18	Capital Budget - BHS - Crooker AC			300,000		
5/24/18	Capital Budget - Facilities Reserve			300,000		
5/24/18	Capital Budget - Private Dark Fiber			130,500		
5/24/18	Capital Budget - Kimberley Circle			165,000		
5/24/18	Capital Budget - Moody & Merryman paving			180,000		
5/24/18	Advance to School Dept for 2 buses			176,000		
9/17/18	Sept 2018 Wind Storm			30,000		
2/19/19	BHS Crooker AC amt not used			(175,000)		
2/19/19	BHS Track			250,000		
				1,356,500		
5/13/19	Capital Budget - Facilities Reserve				300,000	
5/13/19	Capital Budget - Street Resurfacing/Rehabilitation				200,000	
5/13/19	Capital Budget - People Plus Parking Lot				100,000	
5/13/19	Capital Budget - Bath Rd Signal Upgrades				50,000	
5/13/19	Capital Budget - IT Server System Upgrade				252,500	
					902,500	
	Proposed CIP - MDOT Match Road Work					250,000
	Proposed CIP - MDOT Match Bath Rd Signals					20,000
	Proposed CIP - LED Streetlights					381,000
	Proposed CIP - SCBA Replacement					260,000
						911,000

Municipal Budget Priorities

- Legally Required
- Subsidies to Enterprises
- Public Safety
- Public Works
- Infrastructure
- Vehicle/Facility Reserves
- General Government
- Parks & Recreation
- Support to Organizations
- All Other

2020-21 Budget and 2021-2025 CIP
Upcoming Meetings/Workshops/Presentations:

- Thursday, 3/5/20 – Manager's Preliminary Municipal Budget, Fire Dept
- Thursday, 3/12/20 – BDA, Parks & Recreation
- Thursday, 3/19/20 – CM Library, Police Dept
- Thursday, 3/26/20 – People Plus, Public Works & Engineering, Clerk
- Thursday, 4/2/20 – Manager's Budget
- Monday, 4/6/20 – set Public Hearing
- Thursday, 4/9/20 – Budget/CIP workshop
- Thursday, 4/16/20 – Budget/CIP workshop
- Thursday, 4/23/20 – Budget/CIP workshop
- Monday, 4/27/20 – Budget/CIP Public Hearing
- Thursday, 4/30/20 – Budget/CIP workshop
- Thursday, 5/7/20 – Budget/CIP workshop
- Monday, 5/11/20 – Budget/CIP workshop
- Thursday, 5/14/20 – Budget/CIP adoption
- Tuesday, 6/11/19 – School budget referendum

April & May workshops as needed

Brunswick Fire Department

2020 Presentation

STAFFING

CHIEF

2 DEPUTIES

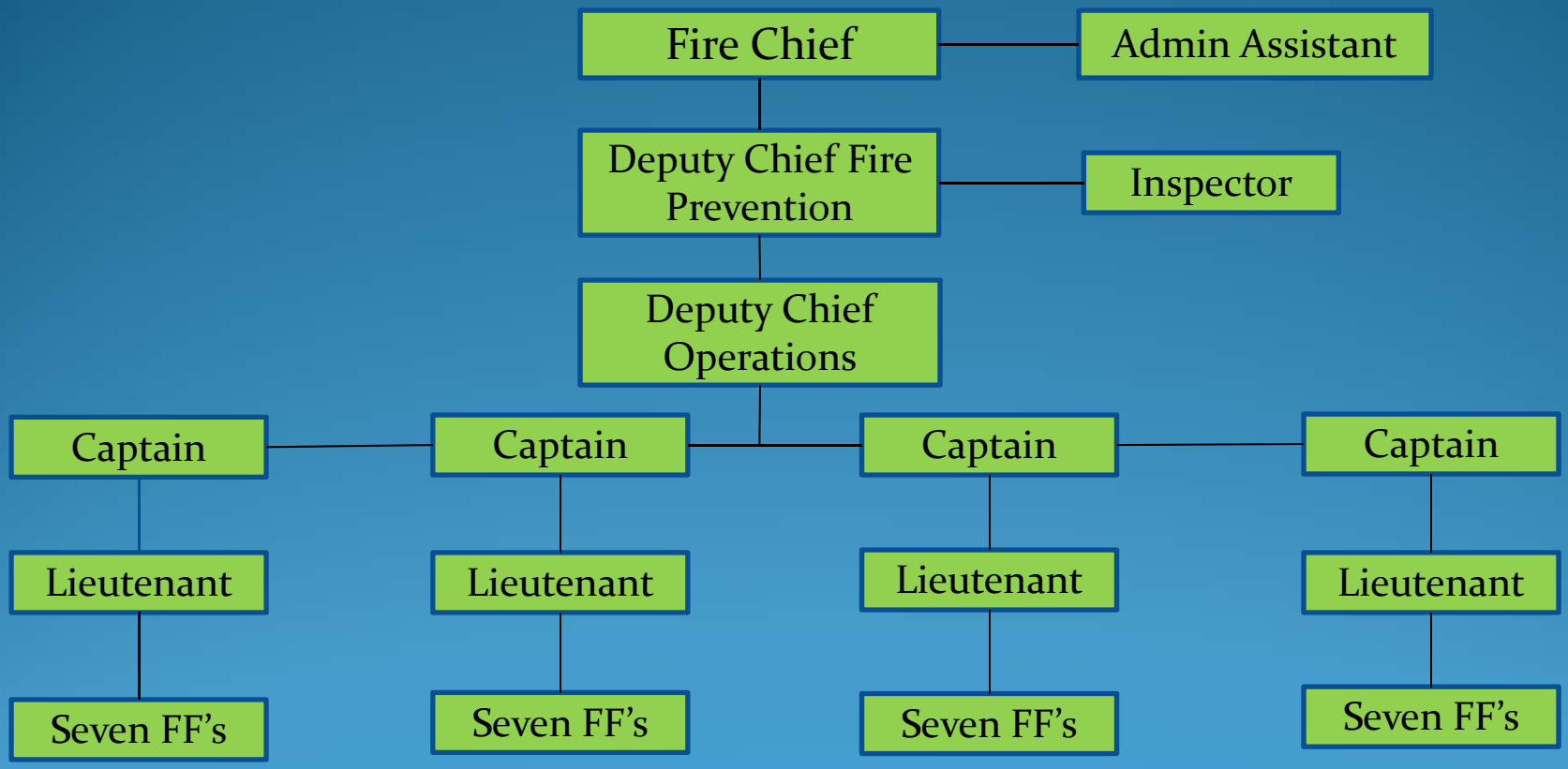
-1 Fire and Life Safety Inspector

1 ADMIN ASSISTANT

36 CAREER FIREFIGHTERS (4 SHIFTS OF 9)

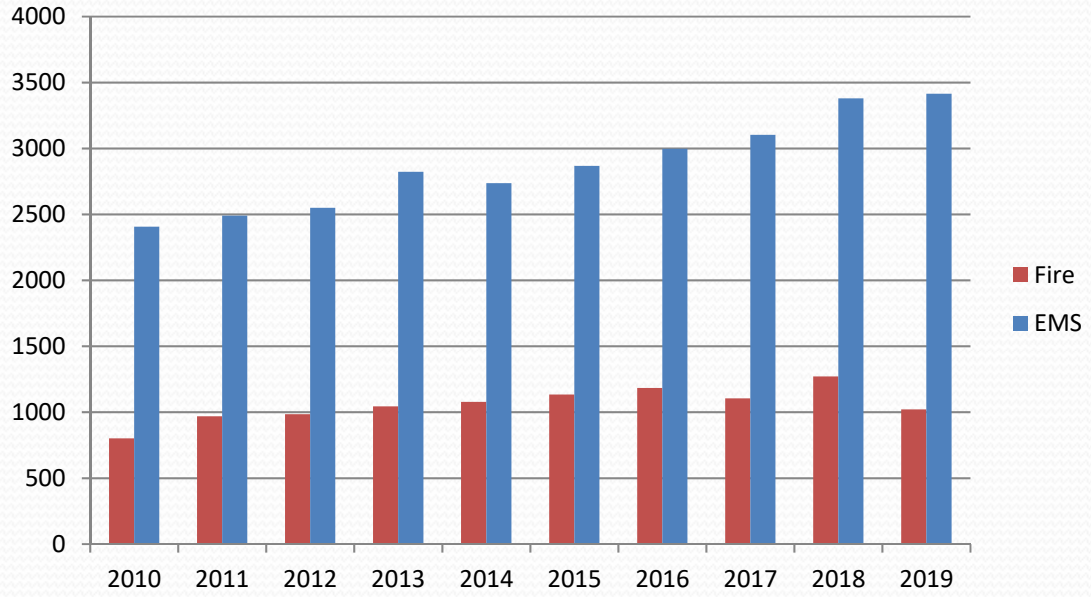
PROVIDE FIRE PROTECTION, EMS, HAZ MAT, HIGH ANGLE RESCUE, CONFINED SPACE RESCUE, ICE AND WATER RESCUE, FIRE INSPECTIONS, FIRE PREVENTION AND FIRE INVESTIGATION, EMERGENCY MANAGEMENT

Brunswick Fire Department
2020 Presentation



CALL STATS FISCAL YEAR

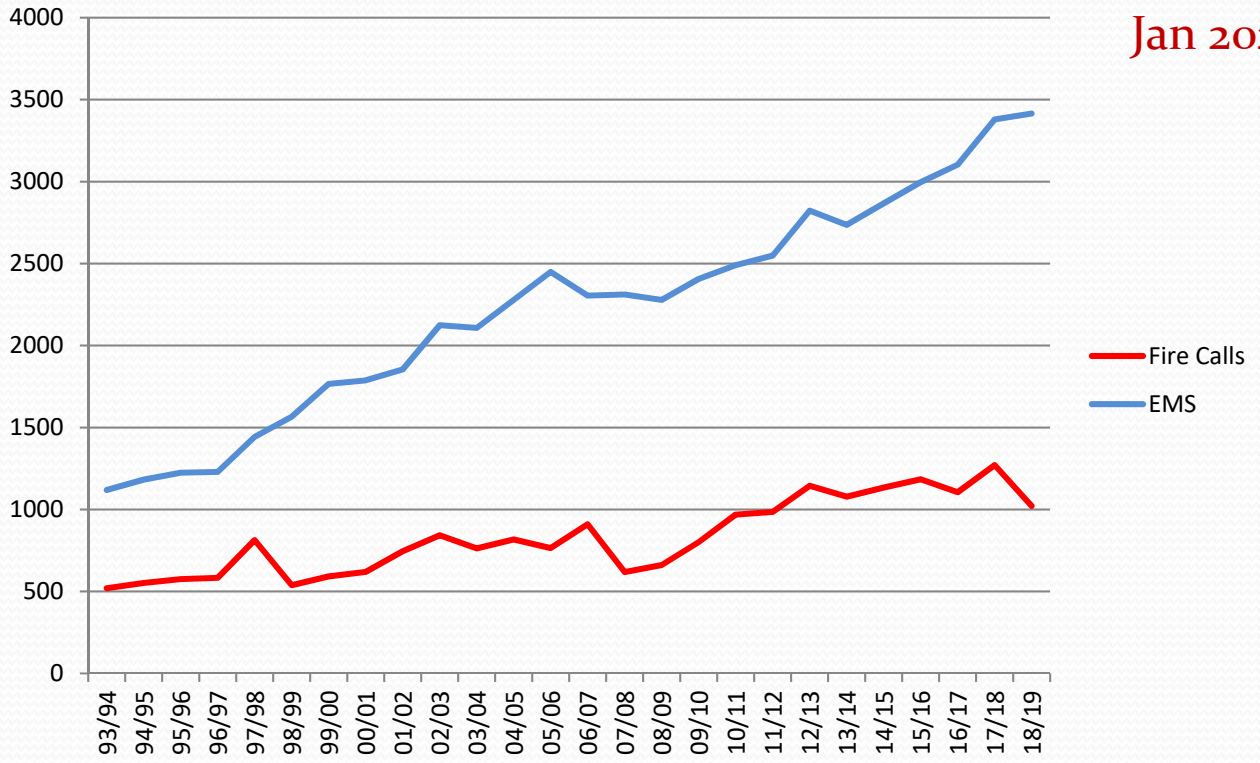
	FIRE	EMS
2010	801	2,406
2011	969	2,490
2012	985	2,549
2013	1,044	2,823
2014	1,078	2,736
2015	1,134	2,867
2016	1,184	2,997
2017	1,105	3,103
2018	1,271	3,379
2019	1,021	3,415



Prior 90 thru 1998 7 on a shift

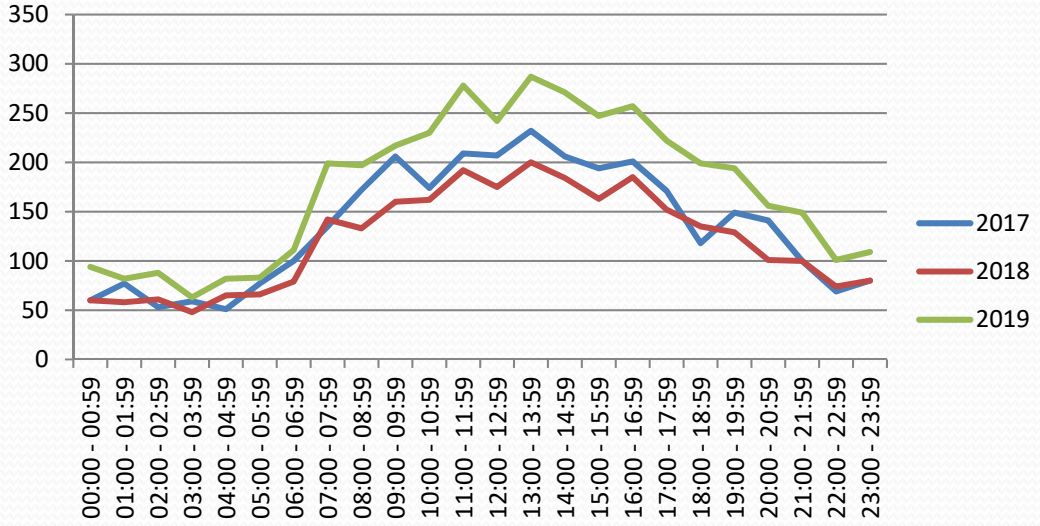
Aug 99 went to 8 on a shift

Jan 2020 went to 9 on a shift



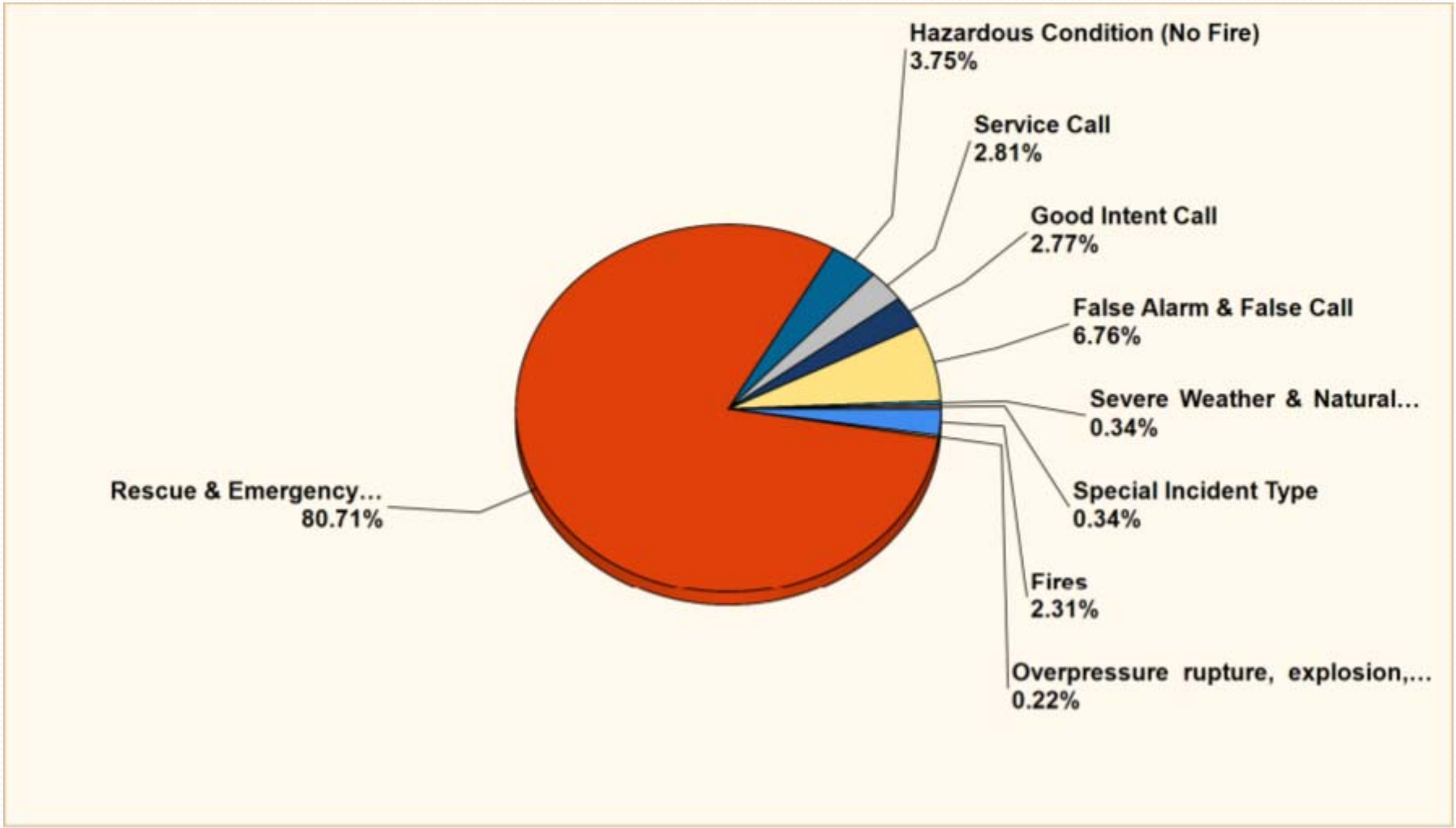
Calls for Service by hour of the Day

HOUR	16-17	17-18	18-19
00:00 - 00:59	60	60	94
01:00 - 01:59	77	58	82
02:00 - 02:59	53	61	88
03:00 - 03:59	59	48	63
04:00 - 04:59	51	65	82
05:00 - 05:59	77	66	83
06:00 - 06:59	100	79	111
07:00 - 07:59	135	142	199
08:00 - 08:59	172	133	197
09:00 - 09:59	206	160	217
10:00 - 10:59	174	162	230
11:00 - 11:59	209	192	278
12:00 - 12:59	207	175	242
13:00 - 13:59	232	200	287
14:00 - 14:59	206	184	271
15:00 - 15:59	194	163	247
16:00 - 16:59	201	185	257
17:00 - 17:59	171	152	222
18:00 - 18:59	118	135	199
19:00 - 19:59	149	129	194
20:00 - 20:59	141	101	156
21:00 - 21:59	100	100	149
22:00 - 22:59	69	74	101
23:00 - 23:59	80	80	109

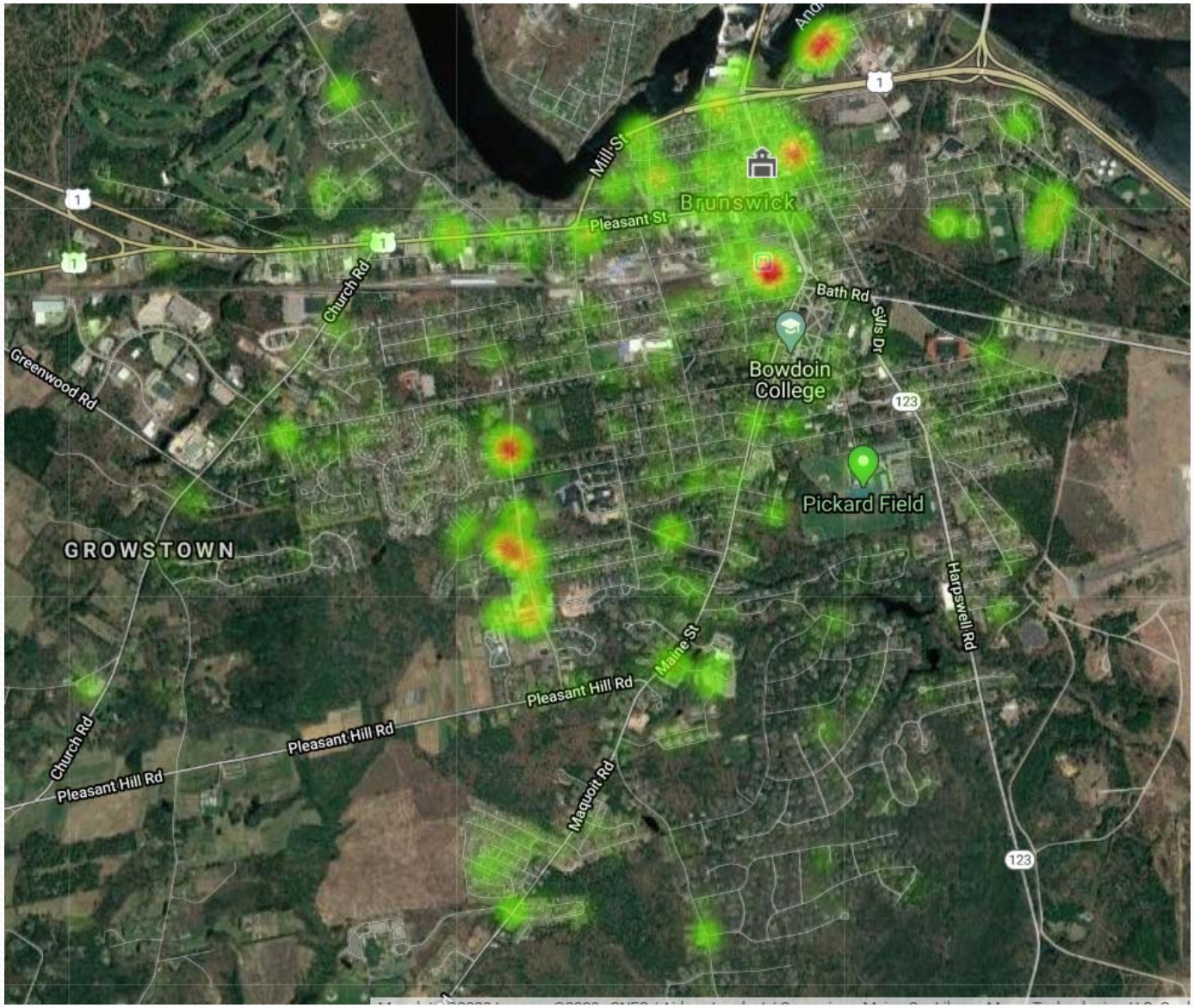


Most activity Starts between 4 and 5 a.m. Goes to between 10 and 11 p.m.

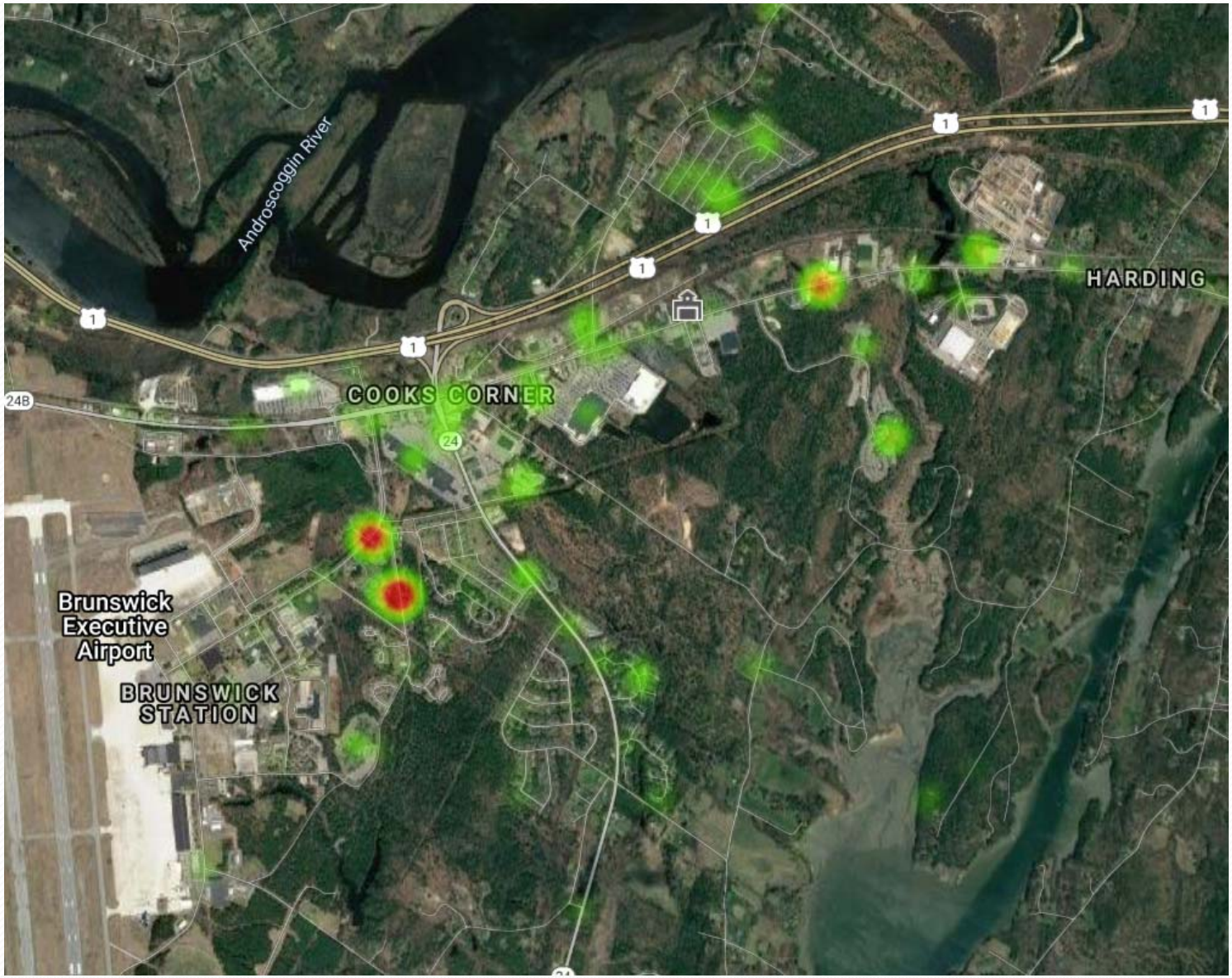
Breakdown by Major Incident Type FY 2018-19



Heat Map of the Central Station District



Heat Map of the Emerson Station District



STAFFING COMPARISON

Municipality	Population	Calls	Sq Miles	Firefighters	FF's/1,000	Per diem
Auburn	23,052	4,695	65	64	2.8	
So. Portland	25,483	4,625	12	64	2.5	
Augusta	19,136	6,430	55	46	2.4	
Biddeford	21,282	5,395	30	40	1.9	
Sanford	20,893	3,945	47	46	2.2	
Westbrook	18,730	4,098	17	42	2.2	24
Saco	19,485	3,670	38	36	1.8	
Brunswick	**20,645**	**4,652**	**46**	**36**	**1.7**	
Scarborough	20,023	4,257	47	31	1.5	54

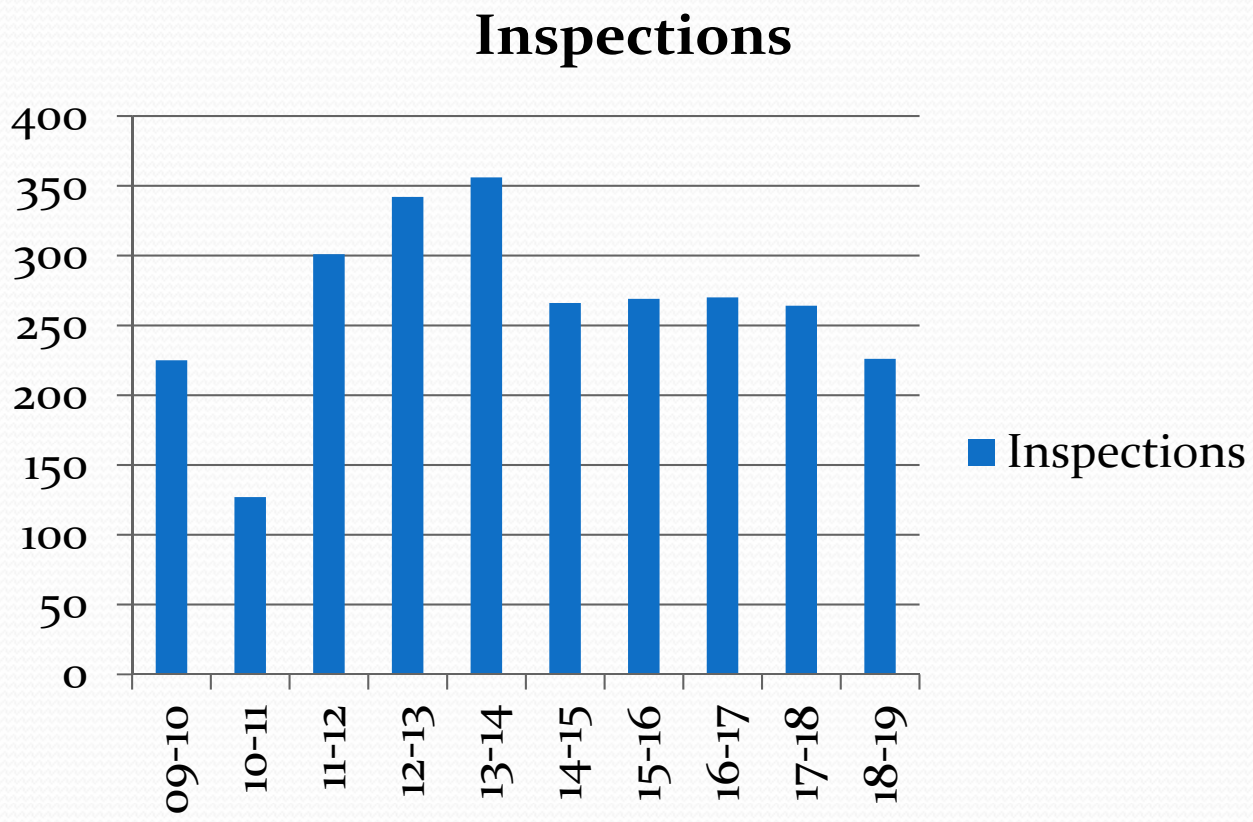
Sq. Miles Does Not include water area

Request 4 New Firefighters

- Goal is 10-12 on shift
  - EMS calls 1443, Fire 814 (Total 2257) in 1998
  - EMS calls 3415, Fire 1021 (Total 4436) in 2019

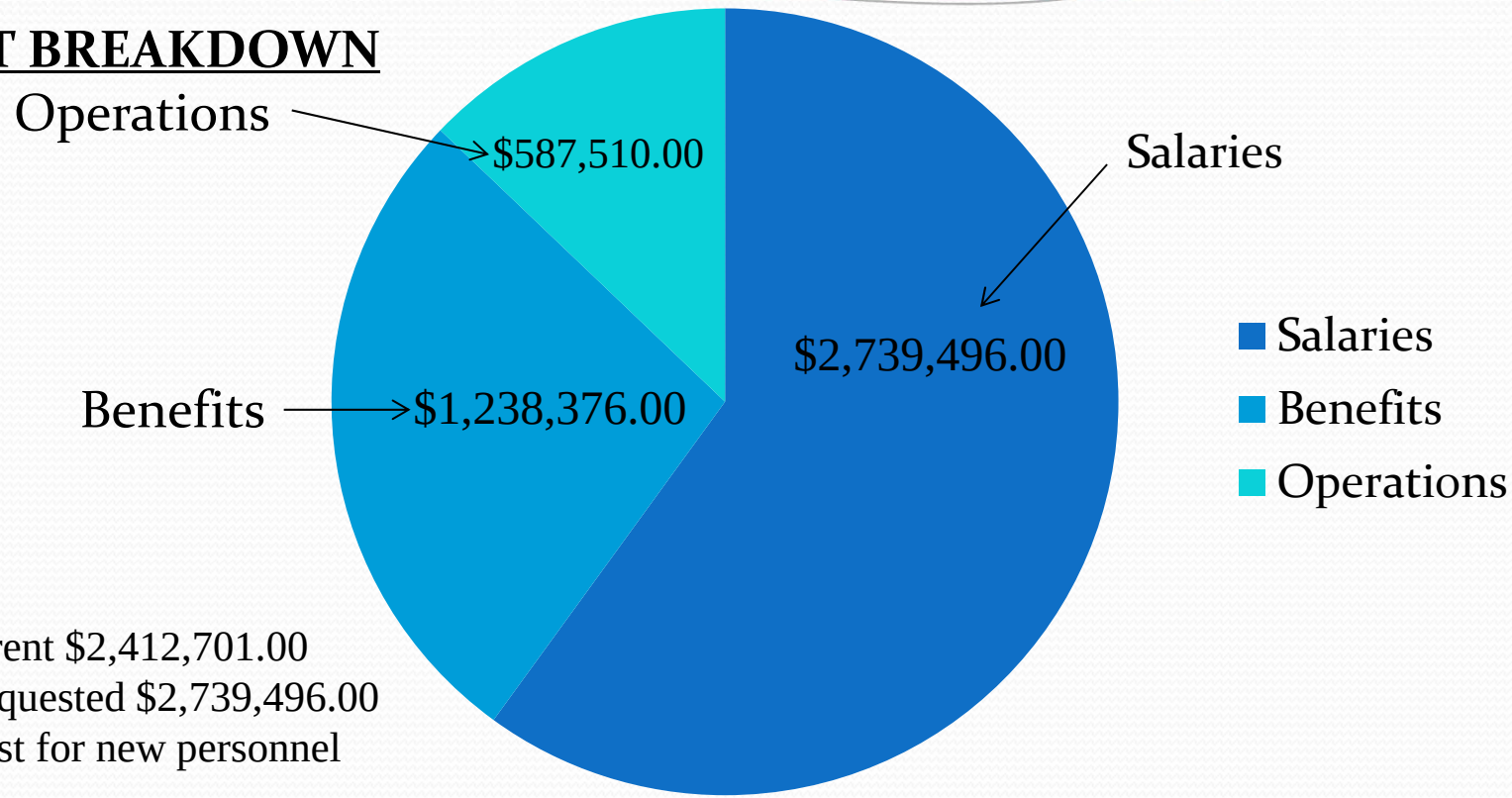
  - Not Getting Callback personnel as often
  - Used to have 30-40 call FF's
  - NAS Fire had 21 on a shift, Engine company of 4 whenever we needed it
  - Multiple over lapping calls
  - Going to MMC more often
    - FY 18 (159 times, 81 from MCH, 78 from scene)
    - FY 19 (193 times, 103 from MCH 90 from scene)
    - FY 20 (133 times, 87 from MCH 46 from scene)
  - Longer transport and turn around time.
  - EMS Protocol changes requiring more people for long periods of time
  - Every Department seeing more mutual Aid requests
  - Brunswick Landing more area and more buildings (Cal. Yr. 2019 did 434)

Inspections	
2009-10	225
2010-11	127
2011-12	301
2012-13	342
2013-14	356
2014-15	266
2015-16	269
2016-17	270
2017-18	264
2018-19	226



New inspector hired early February- just getting started on the multi unit inspections

BUDGET BREAKDOWN



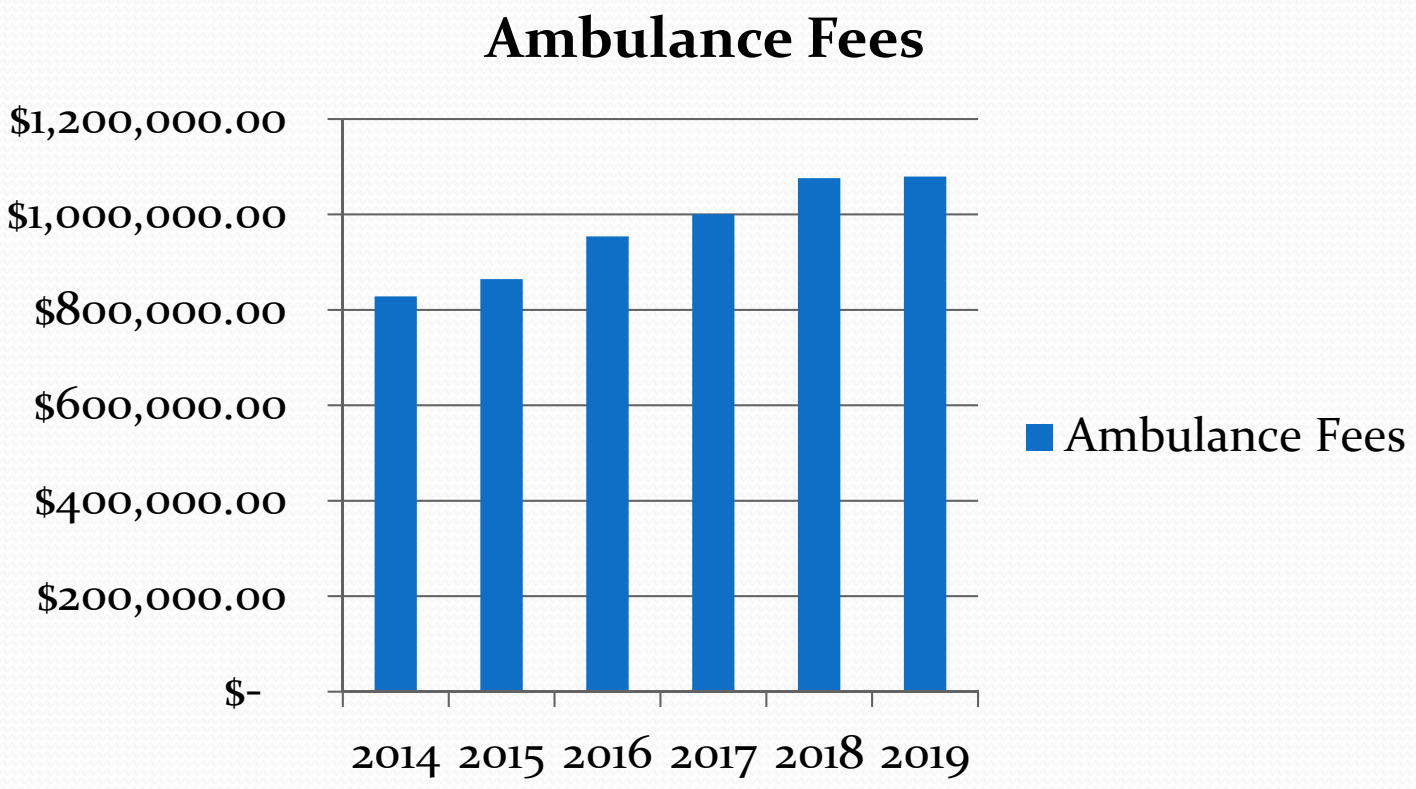
Salaries – Current $2,412,701.00
Requested $2,739,496.00
Includes request for new personnel

Benefits – Current $1,077,753.00
Requested $1,238,376.00

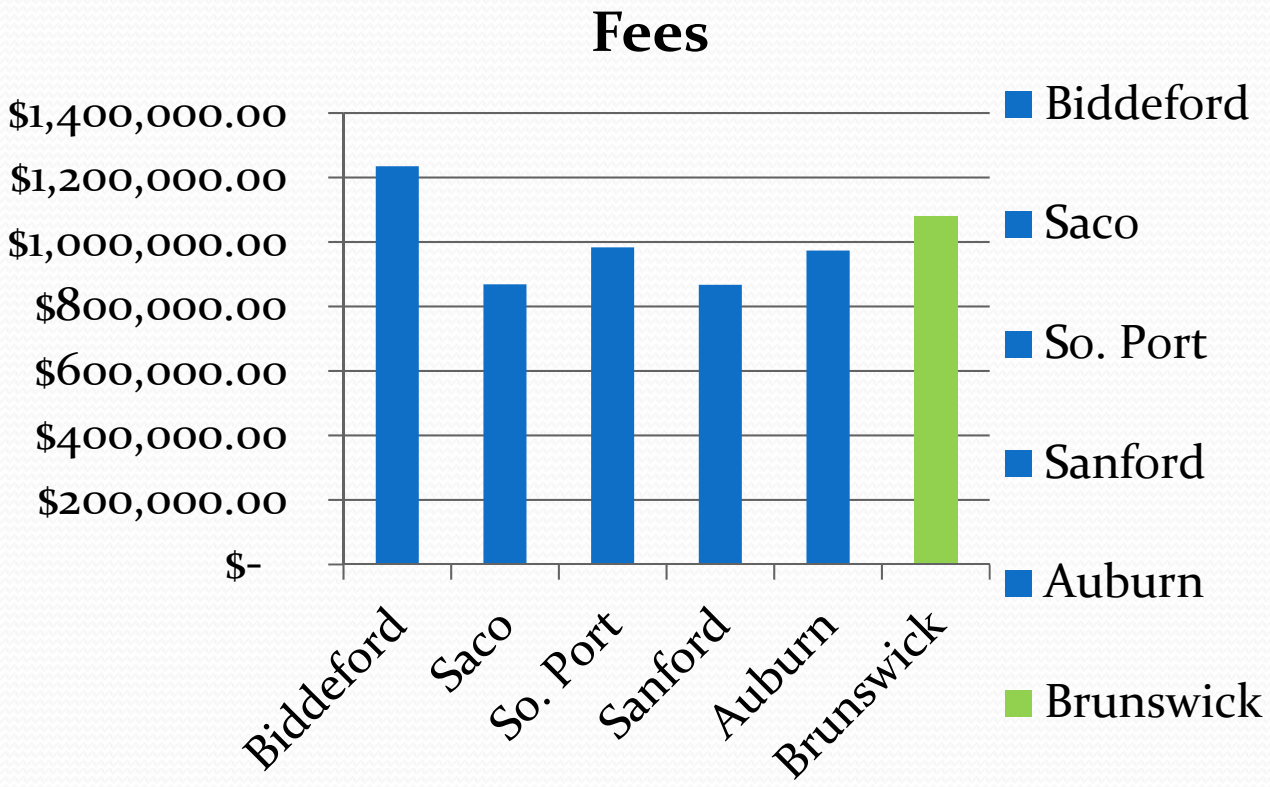
Operations – Current $551,105.00 (includes Central and Emerson Station budgets)
Requested $587,510.00 (includes Central and Emerson Station Budgets)
This also includes Capital equipment and Fire Prevention

REVENUES

	2015-16	2016-17	2017-18	2018-19
Fire Code Permits	$ 1,125.00	$ 2,425.00	$ 1,795.00	$ 2,300.00
Ambulance Fees	$ 953,894.00	$ 1,000,396.77	$ 1,076,057.86	$ 1,079,235.10
Special Details	$ 11,652.00	$ 1,095.42	$ 2,216.50	$ 969.66
False Alarm, Fire	$ -			
EMA Planning Grant	$ 12,398.00	$ 3,143.39	$ 3,143.90	
SAFER Grant				
Fire Miscellaneous	$ 205.00	$ 1,671.70	$ 154.00	$ 4,560.01
	$ 979,274.00	$ 1,008,732.28	$ 1,083,367.26	$ 1,087,064.77


Ambulance Fees
$1,200,000.00
$1,000,000.00
$800,000.00
$600,000.00
$400,000.00
$200,000.00
$-
2014
2015
2016
2017
2018
2019
Ambulance Fees

Similar Departments Comparisons



Small Vehicle Replacement Fund

-Has allowed Flexibility with replacement
-Ambulances are included
- Current fleet re-chassis
-Less cost

Has been very helpful with planning

Capital Equipment in the Budget

- Modems for our Cardiac Monitors
  - Allows for storage of information cloud
  - Easy upload of the information to the run sheet later

- Medication Pumps
  - Current pumps were purchased used
  - Old technology
  - More of our meds are require pumps for administration
  - Very useful during transports to MMC

CIP Items

- Replacement of Tank 2
  - Purchased 1994
  - 1500 gallons of water
  - 1250 pump
  - Primary water at rural fires
  - Brush Fire response
  - Is a back up pumper

CIP Continued

<u>Air Pack replacement</u>

- Purchased 2006
- Life Line for FF's
- Cost of repairs is increasing
    - Older equipment breaks down easier
- New NFPA standards out for last 2 years

CHALLENGES

1. Continued increase in costs, both Personnel and Operational

2. Increase in calls for service will continue to stretch our current resources
    1. STAFFING
        a. Has not kept up with the increase in calls over 20 plus years
        b. Difficult when covering 2 stations
        c. Changes with Maine EMS Protocols requires more personnel on certain types of calls

3. Brunswick Landing, as more buildings come on-line and increased use of the area

4. With increased call volume training on duty becoming more and more difficult