

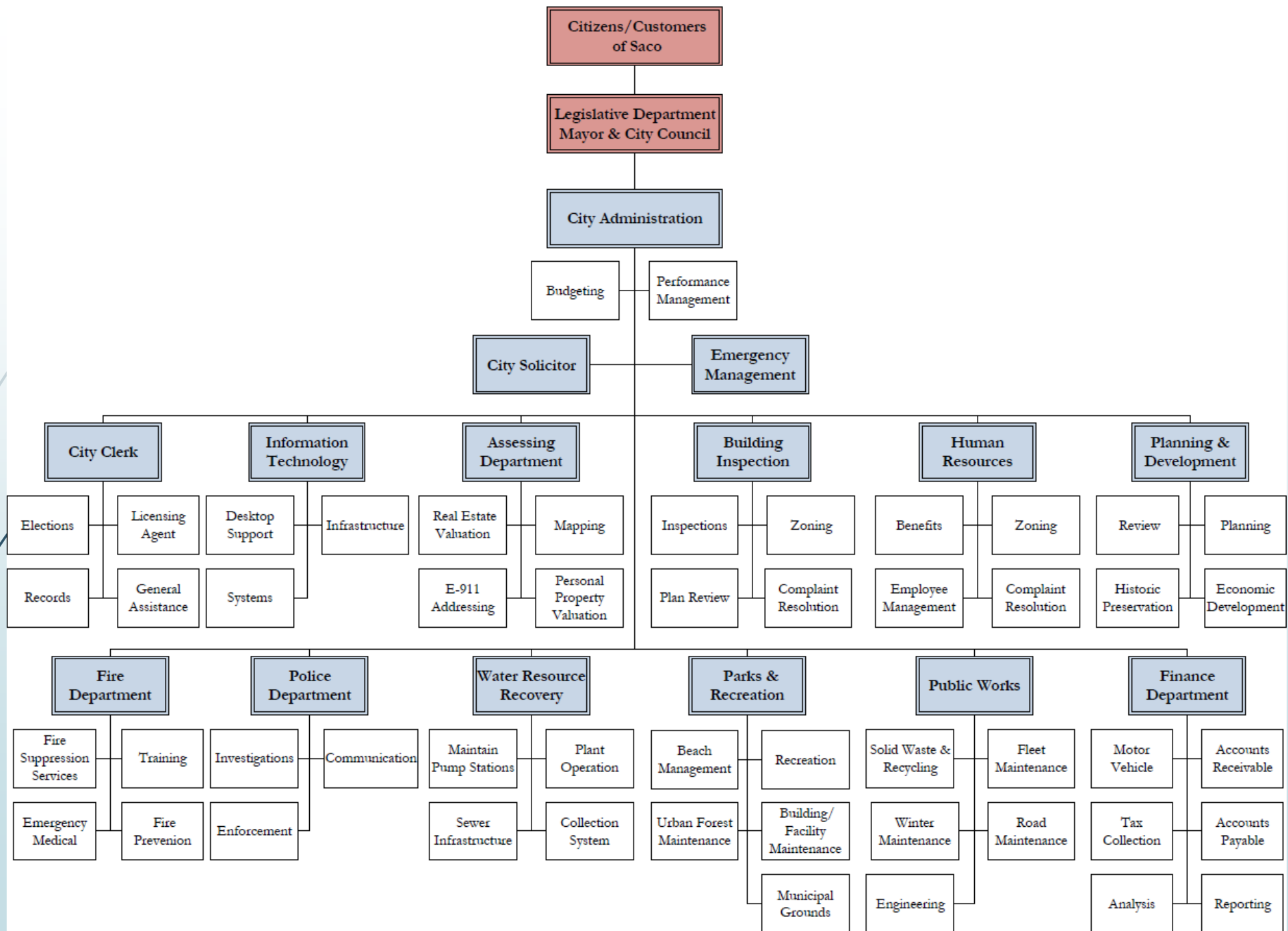


# Budget Information and Process for Fiscal Year 2018

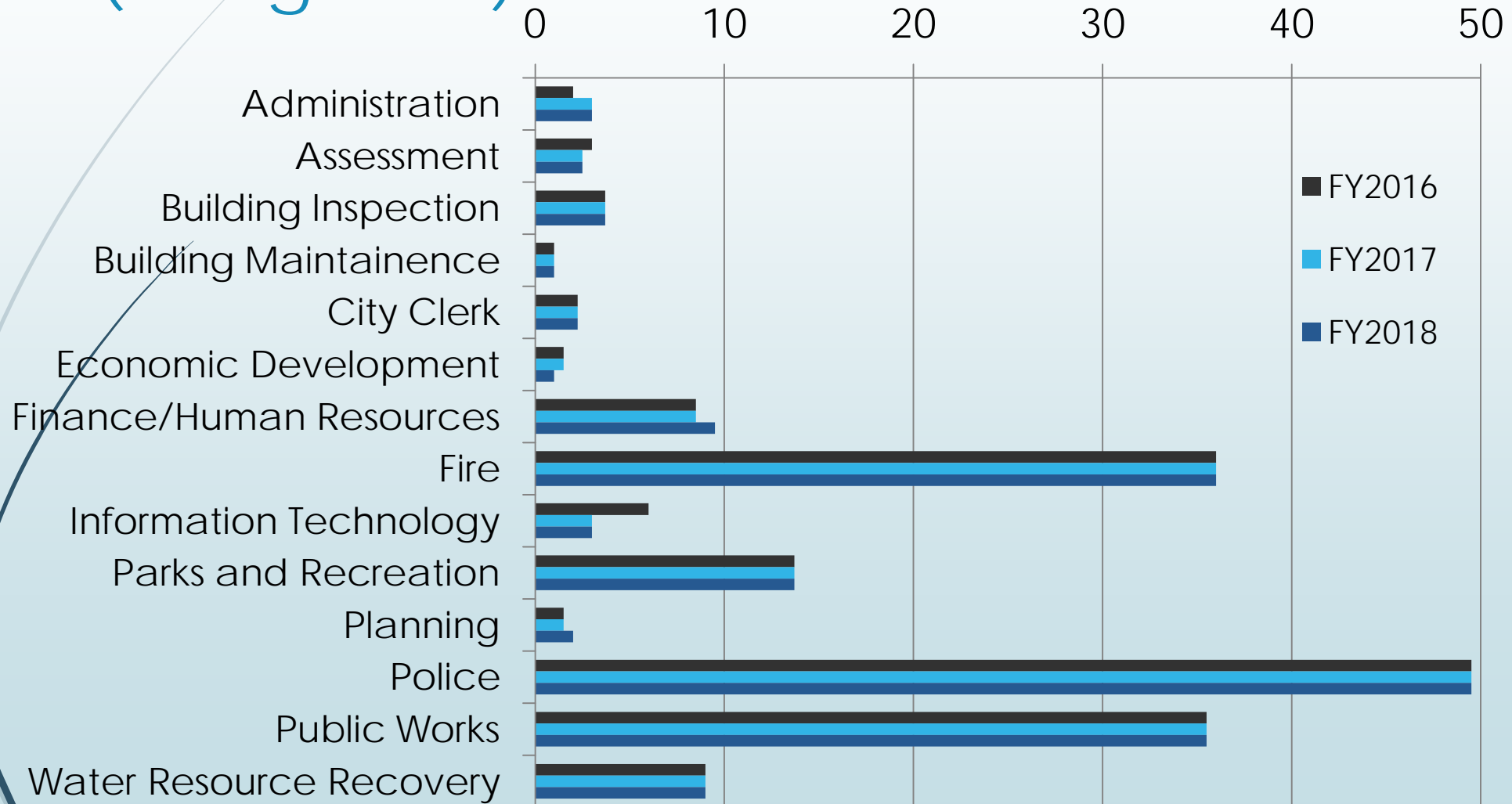
Kevin L. Sutherland  
City Administrator



# City of Saco Municipal Organization



# City of Saco – Full-Time Employees (Budgeted)





# City of Saco Budget Information

# City Administration Recommended Budget

- ▶ Directive was met on the City (absorbing revenue loss from Homestead Exemption and increase on the County tax bill).
- ▶ Additional revenues identified / expenditure modifications made resulting in RAD support from the City Administrator of \$165,327 (which bring appropriations back to 2017 levels).
- ▶ Maintenance of Effort
  - ▶ Return Finance to current staffing level (section 4-25 / page 67)
  - ▶ Return Parks and Rec to current staffing level (section 4-36 / page 78)
  - ▶ MDEA Drug Investigator
  - ▶ Restored all agencies and commissions to 2017 level (section 5)
  - ▶ Bring liability insurance up to cover actual (section 5-18 / page 106)
- ▶ New Initiative
  - ▶ Separate Human Resources and Finance (section 4-4 / page 46)
  - ▶ Addition Human Resources position (section 4-26 / page 68)
  - ▶ Bringing Parks and Recreation expenditures in line with revenue needs (section 4-37 / page 79)
  - ▶ Fire Call Dispatching - PSAP (section 4-43 / page 85)



# City Administration Recommended Budget

- One-time needs:
  - Continued support for the Age Friendly Initiative (section 4-3 / page 45)
  - Create a blighted building fund (section 4-10 / page 52)
  - Replace worn out carpets in City Hall (section 4-14 / page 56)
  - Codification of zoning ordinances and other changes (section 4-17 / page 59)
  - Cardiac monitors / defibrillators (section 4-29 / page 71)
  - Comprehensive Fire/EMS assessment (section 4-30 / page 72)
  - Audio and Visual enhancements for City Hall auditorium (section 4-33 / page 75)

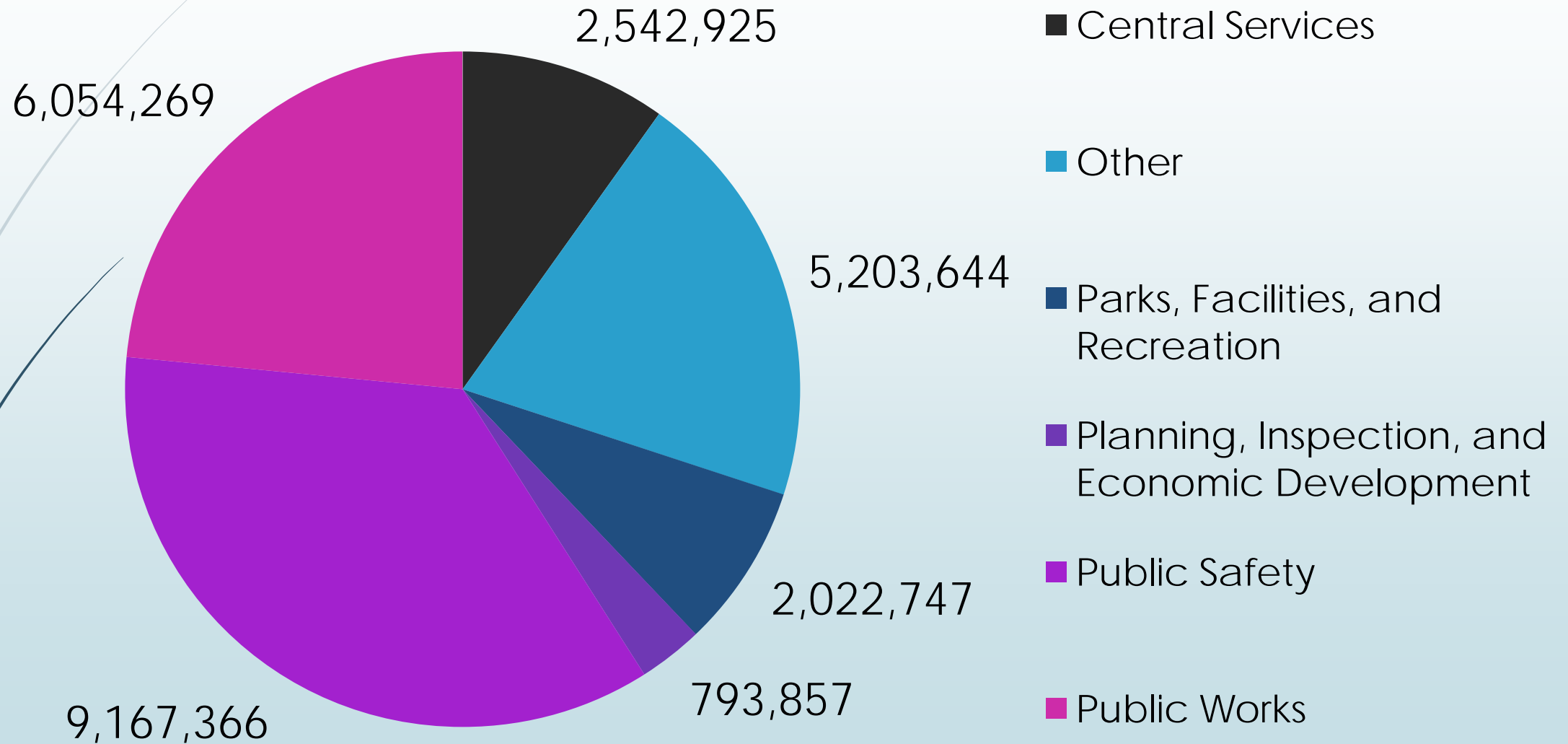


# City Administration Recommended Budget

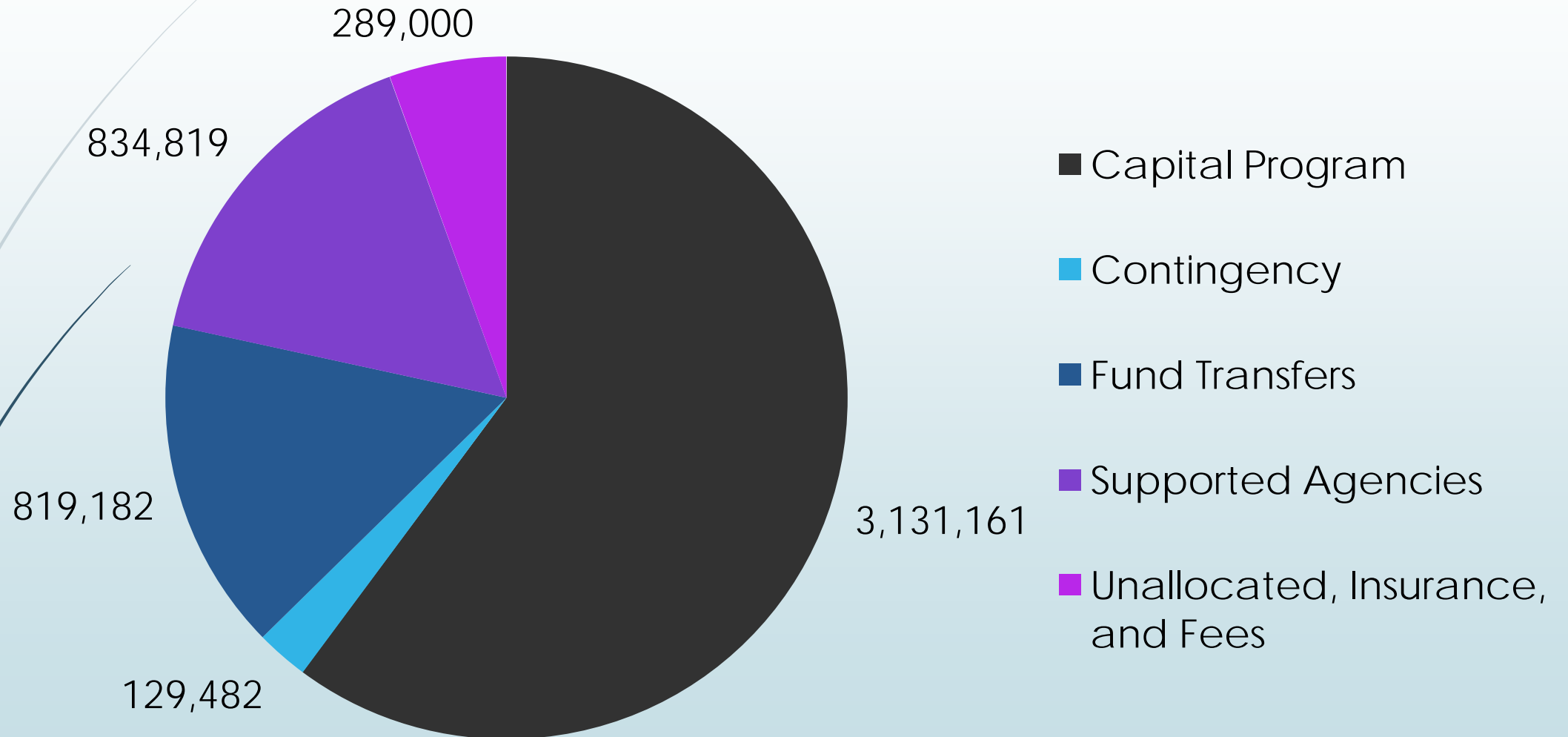
- Areas to consider to offset increases:
  - Re-organize Economic Development / Planning and pay for with the Economic Development Fund.
    - Will require action from Council with a code update for the use of funds.
  - Enterprise Car Rental – EAN revenue
    - Has not been recognized in the past, typically used to offset any budget shortfalls.
    - Negative impact if recognized – growth of Fund Balance will be smaller from year to year, as will availability of fund balance for one-time needs in future budget years.
  - Effect of Homestead Exemption
  - Increased taxable value in the Saco Community ~\$35 Million on \$2.07 Billion (or 1.7%)
  - Potential collaboration / streamlining of processes with School Department



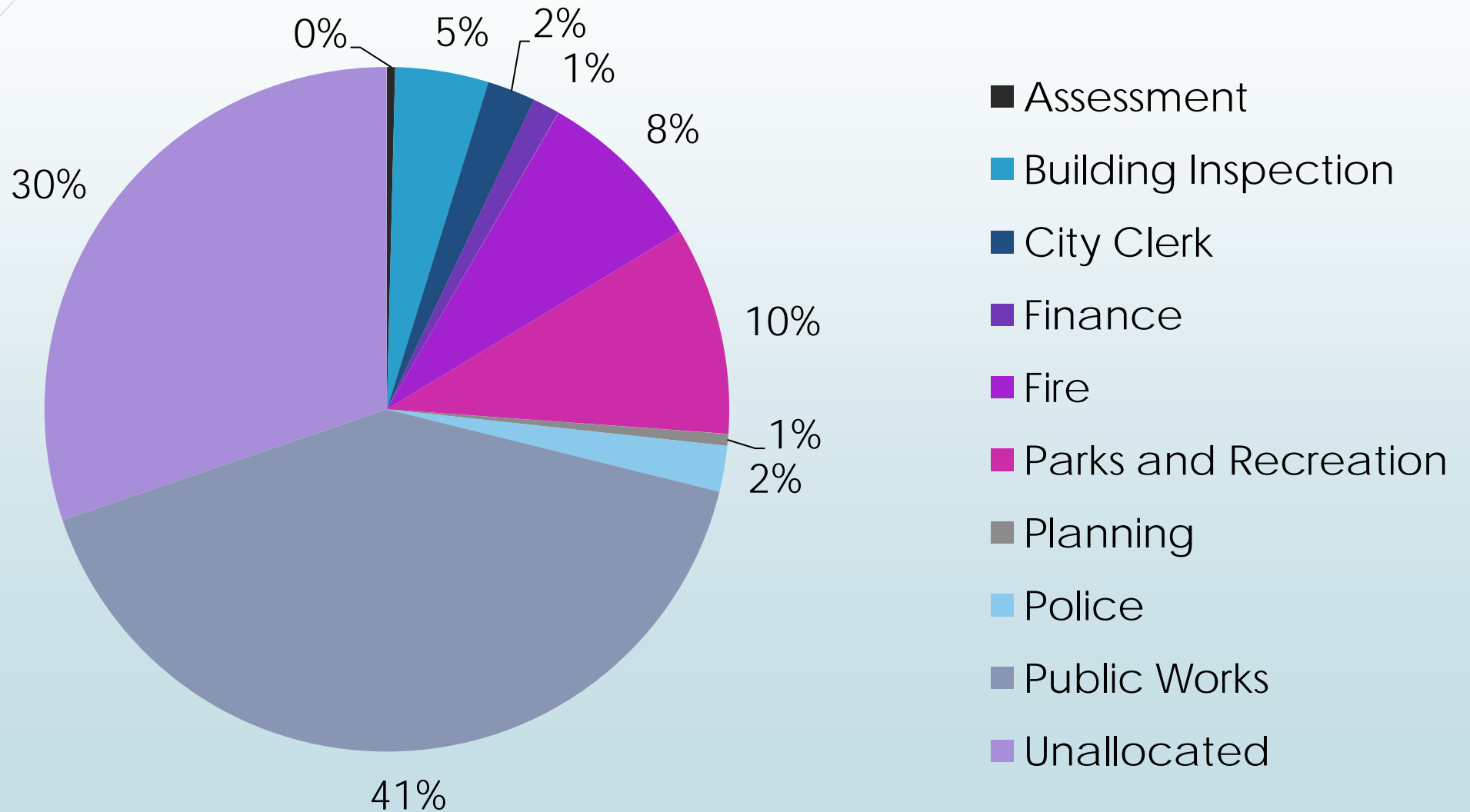
# City of Saco – Groups of Appropriation



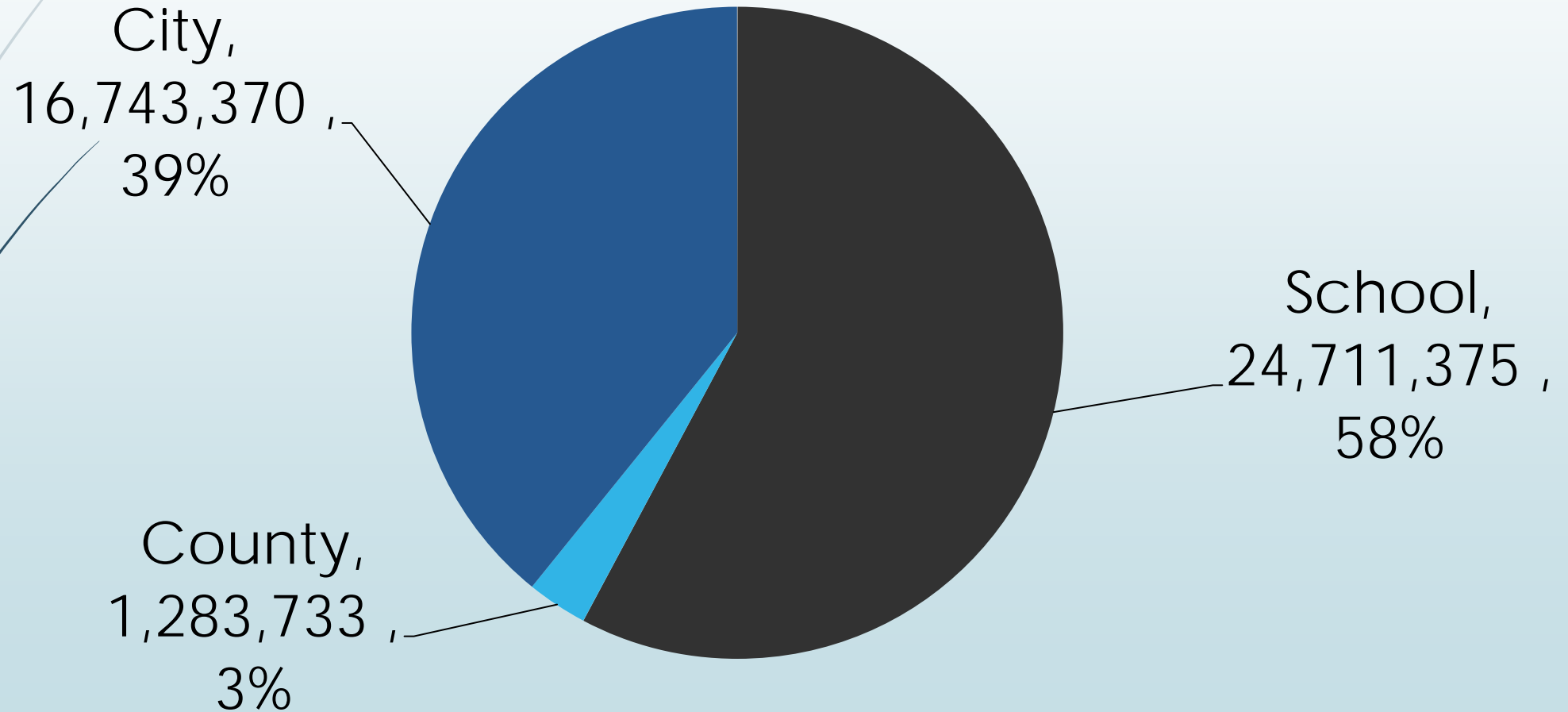
# "Other" Appropriations



# Revenues (other than Property Taxes)



# Paid for with Property Taxes (FY18 as presented)





## Paid for with Property Taxes (FY18 as presented)

City	16,743,370	39%
County	1,283,733	3%
School	<u>24,711,375</u>	58%
	42,738,478	

Taxable Assessed Value  
2,072,286,567

Mill Rate = 20.62

# Paid for with Property Taxes

As of today, the total increase on the median home is \$25 a month.

## 2017 Adopted Budget

Mill Rate of 19.42

Saco median home value of \$211,000

$\$19.42 \times \$211 = \$4,097$  in taxes per year  
or \$341 per month

\$2,262 for school (\$189 per month)

\$1,707 for city (\$142 per month)

\$ 129 for county (\$ 11 per month)

## 2018 Budget as presented

Mill Rate of 20.62

Saco median home value of \$213,000

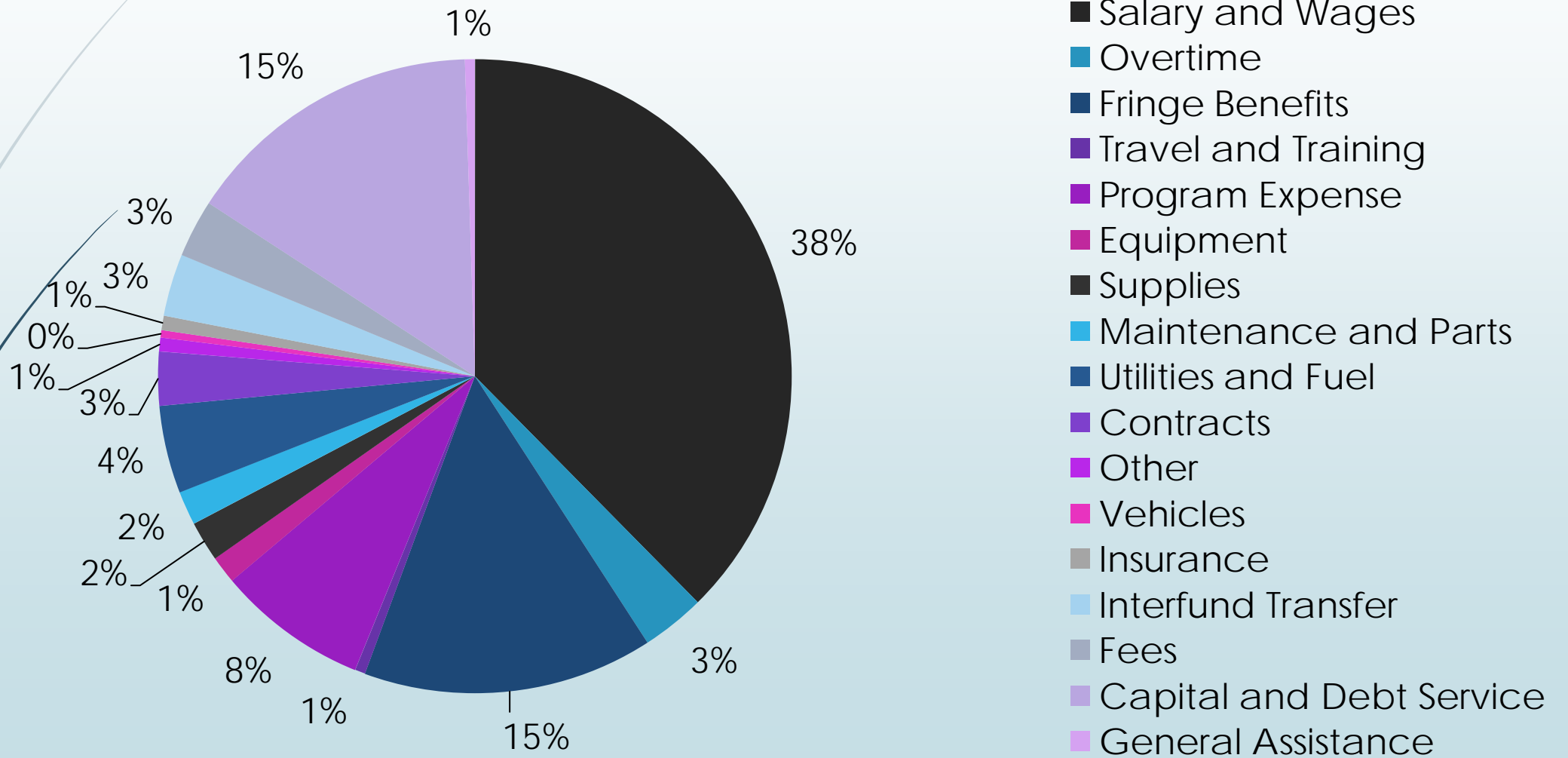
$\$20.62 \times \$213 = \$4,392$  in taxes per year  
or \$366 per month

\$2,547 for school (\$212 per month)

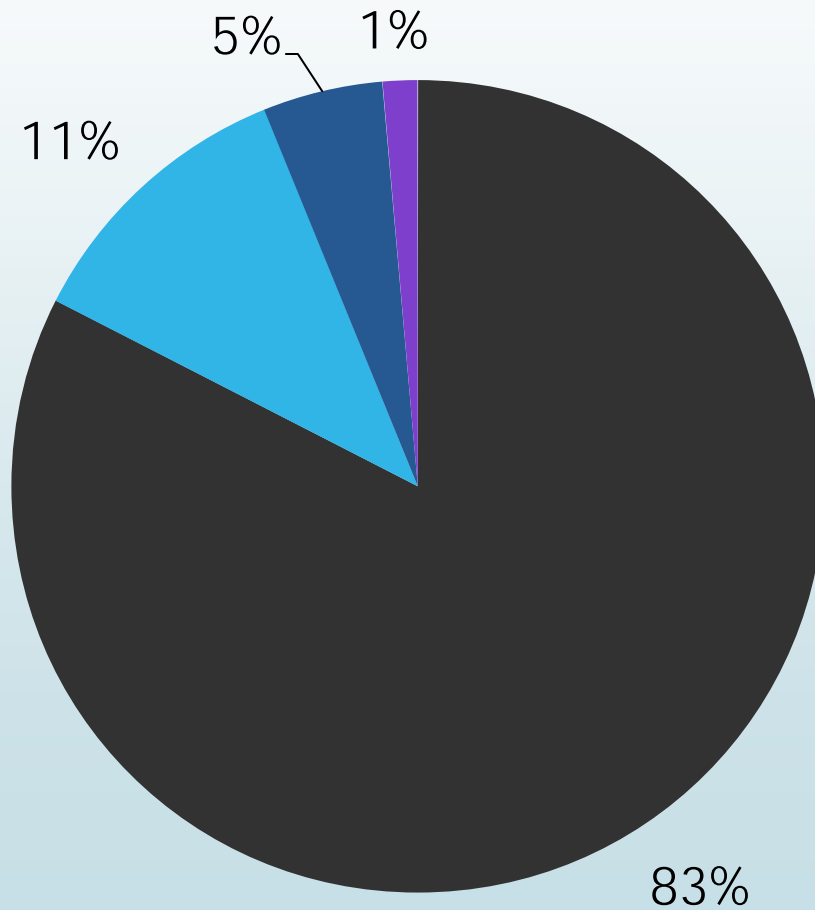
\$1,713 for city (\$143 per month)

\$ 132 for county (\$ 11 per month)

# City of Saco Fiscal Year 2018 Budgeted Appropriations



# City of Saco Fiscal Year 2018 Budgeted Revenues



- Property Taxes
- Local Revenues
- State Revenues
- Interfund Transfer





## Monthly city expense on tax payer of median home (\$213,000)

- \$**80** for personnel (at 165 employees, that's about .50 per person)
- \$**26** for capital and debt service, and TIF disbursement
- \$**15** for program expense, supplies, and other
- \$ **8** for contracts and fees
- \$ **6** for utilities and fuel
- \$ **5** for equipment, maintenance ,and vehicles
- \$ **1** for general assistance
- \$ **1** for insurance



## Monthly city expense on tax payer of median home (\$213,000)

- ▶ **\$51** for Public Safety
- ▶ **\$34** for Public Works
- ▶ **\$29** for Other (capital, transfers, debt, agencies, etc.)
- ▶ **\$14** for Central Services (administration, finance, human resources, IT, etc.)
- ▶ **\$11** for Parks, Facilities, and Recreation
- ▶ **\$ 4** for Planning, Inspection, and Economic Development



# City of Saco Budget Process



# Budget Calendar

- ▶ March 27<sup>th</sup> – Department/Agency Budget presentations (workshop only)
  - ▶ Saco Main Street
  - ▶ Information Technology
  - ▶ Public Works
  - ▶ Capital Program (presented by Public Works and Administration)
  - ▶ Parks and Recreation
  - ▶ Economic Development



# Budget Calendar (cont...)

- ▶ April 3<sup>rd</sup> - Department/Agency Budget presentations (after regular meeting)
  - ▶ Assessment
  - ▶ Building Inspection
  - ▶ Building Maintenance
  - ▶ Planning
  - ▶ Fire
  - ▶ Administration
  - ▶ Finance/Human Resources
  - ▶ Debt Service



# Budget Calendar (cont...)

- ▶ April 10<sup>th</sup> – Department/Agency Budget presentations (workshop only)
  - ▶ Dyer Library
  - ▶ Water Resource Recovery Department (and Funds)
  - ▶ City Clerk
  - ▶ Police
  - ▶ Schools
- ▶ April 18<sup>th</sup> – Public Hearing on the City Budget
- ▶ May 1<sup>st</sup> – Review and discussion of amendments to the budget (RADs)
- ▶ May 9<sup>th</sup> – Voting on amendments and adopting of the budget



# Requests for Additional Information

- ▶ Council may request additional information through the process. Once the information is gathered, it will be added to the [city budget page](#) on the website.



# Voting on Requests Above the Directive

- ▶ Council members submit RADs for discussion throughout the process
- ▶ After all department and agency presentations, Council will begin reviewing and discussing the RADs in the order received. (May 1<sup>st</sup>)
- ▶ RAD voting will take place after discussion and clear understanding from the City Administrator of what the action will be and its effect on the bottom line at Special meeting May 8<sup>th</sup>. Final action will be to adopt the amended budget.
- ▶ [Saco RAD calculator](#)
- ▶ Saco tax payer calculator
- ▶ [Saco budget book](#)





# Budget Book

► 7 sections

1. Budget message from City Admin and info about Saco
  2. Fiscal Summary (General Fund)
  3. Capital and Asset Program (General Fund)
  4. Department Budgets (General Fund)
  5. Supported Agency Budgets and other Budgeting Units (General Fund)
  6. Water Resource Recovery Funds
  7. Special Revenue Funds
- Appendices



# Questions, Discussion, and initial requests on the 2018 Budget