



CITY OF SACO, MAINE

Administration
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MEMORANDUM

TO: Mayor Michaud and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: December 8, 2016
RE: **Updates for Council**

City Hall Closed for an hour on 12/19/16

City Hall will be closed for an hour (12pm – 1pm) on Monday December 19th for our staff holiday party.

January 31st Joint Council and Planning Board meeting with Biddeford

Last January the Councils of Biddeford and Saco met to discuss strengths and weaknesses, opportunities and challenges between the two communities. In addition, a [joint resolution](#) was adopted by the two cities suggesting they meet twice annually. The next meeting of the two has been scheduled for January 31st. Please consider this your “save the date.” The joint steering committee met just before Thanksgiving and discussed the agenda. We’d like to invite the two planning boards from each community as well, to update each other on what happening in our downtowns, have a discussion about traffic/transportation and land use in the two downtowns. More information to follow.

Camp Ellis Update

At the community meeting that City Hall hosted on October 25th, the ACOE timeline suggested an early December date for the document to be sent to Headquarters. See Administration’s webpage for the [presentation](#) and [information](#) about that meeting.

I’ve received word this week that the Army Corp of Engineers (ACOE) District office is still in Agency Technical Review. There has been some back and forth over the cost estimate and the final draft is not yet ready to go to Headquarters. We are currently working on draft language for letter templates and once we hear that the report has been sent, we will inform Council and residents and provide those letters to the community to send to the ACOE and our Federal elected officials.

Beach Management Plan

The City of Saco will be required by Maine Department of Inland Fisheries and Wildlife to produce and implement a Beach Management Plan prior to major beach nourishment or jetty work approvals. In January, a draft of the plan, the ordinances that will require revisions, and a plan adoption timeline will come before you for discussion. Biddeford is currently working at the staff level on formulating a draft plan, and Scarborough and Old Orchard Beach have approved and implemented plans in place. One important piece of the plan will be to collaborate with our neighboring communities on the staffing requirements for endangered species monitoring to reduce the fiscal impacts of adopting a Beach Management Plan. Stay tuned.

Leasing Status of Mill Building 4 on Saco Island

Last week, our Economic Development Director took a tour of the building. Progress continues and it looks as though 90 apartment units (of the 150) will be ready for an April 1st move in. As of last week, they'd had 2 open houses and have just started [online marketing of the space](#). Already, they have 30 reservations. I've asked a representation of the developer to attend a January workshop to further update Council.

Audit Report and Presentation

We're in the process of wrapping up the audited financials for fiscal year 2016. Preliminary numbers put unassigned fund balance up about 975,000 for the General Fund (an increase of about 20% over the prior year). The largest piece of that is from additional excise tax revenues. This is good for our bottom line fund balance – which would now be marked around 10%. I've said before it's important to have a healthy fund balance – best case scenario would be two months of appropriations or 16.67%, but 10% gives us strength for bond rating and is acceptable for a small municipality. We'll explain all this in greater detail during the audit presentation which looks like it will be at the third meeting in January.

Monthly Department Financials Document

With the timeline for getting the Comprehensive Annual Financial Report (CAFR) completed, I have asked our Director of Finance to hold off on further development of the November document. You can find both the [September](#) and [October](#) version on the City Administration webpage. We will continue to post these here throughout the year and then archive them in the reports section off the Admin site (links above may not last indefinitely). I will upload the November report soon and then bring the December document to Council Workshop in January. I fully expect to answer any questions you may have at the Workshop meeting next week.

Police Department Activity Report

The Police Department has provided a monthly activity report to the public for several years. This report includes information about call types and totals for each of the three shifts as well as other pertinent information. The [November report](#) is now up on the new website. We will be looking to upload all former activity reports in the Police Department portion of the site ([here](#)) in the next few days.

Maine Receives Bad Grades in Relation to Wastewater

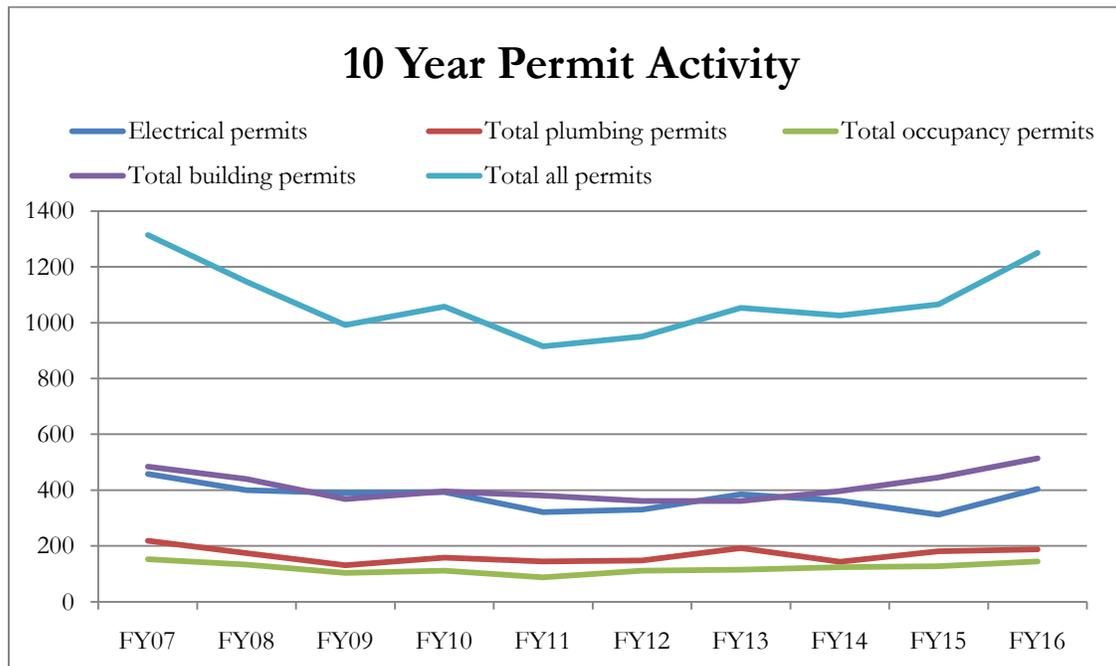
Portland Water District was interviewed by WCSH 6 about the D+ rating the state received. A large part of the segment focused on explaining Combined Sewer Overflow (CSO), which is something our Water Resource Recovery Director discussed during his [presentation](#) to Council on November 7th. [The video](#) by WCSH 6 does a great job explaining what they are. This can be an additional tool to help explain why we've had fees in place to pay for our community's CSOs.

TIF Downtown District

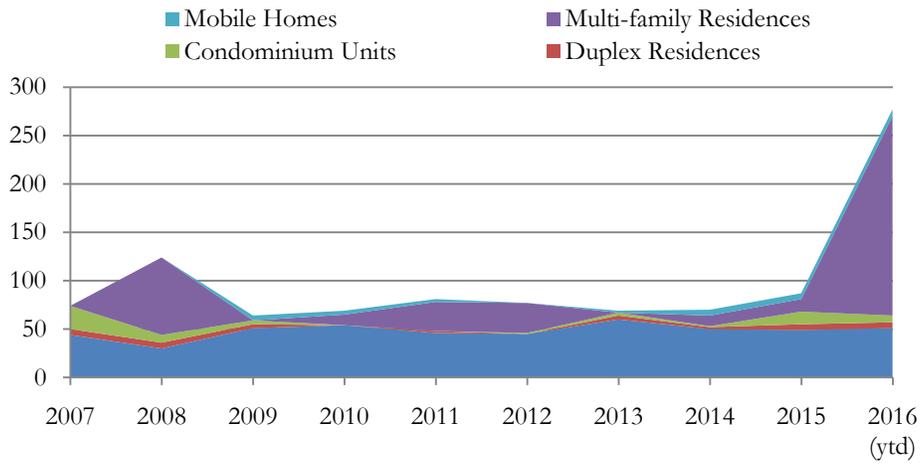
At the end of the month, the City of Saco's Downtown Tax Increment Financing District expires. The value of the property that was previously sheltered from state formulas will now be recognized. This will have a negative impact on our state aid revenue for both the municipality and the school. We had intended to present a plan to the Economic Development Commission at their quarterly meeting however they are unable to meet next week. Instead, I will be asking the EDC to attend a Council workshop on 12/19 to discuss staff's proposal for the next iteration of our Downtown TIF District.

Building Inspection/Code Enforcement Statistics

Utilizing our Building Inspection/Code Enforcement Data, we took a look at some of the trend for the last 10 years in our community. I thought it would be interesting to share.



Housing Starts, (Total living units)



Estimated Cost of Construction, Single Family Residence (Not including land)

