SACO CITY COUNCIL MEETING  
MONDAY APRIL 1, 2019 – 6:30 PM  
CITY HALL AUDITORIUM

I. CALL TO ORDER
II. RECOGNITION OF MEMBERS PRESENT
III. PLEDGE OF ALLEGIANCE
IV. GENERAL
V. PUBLIC COMMENT
VI. CONSENT AGENDA
   A. Approve Change to Maine PERS Adding COLA for Police
      P3
   B. Confirm Mayor’s Appointment to the Coastal Waters Commission – Jon Safford
      P4
   C. Confirm Mayor’s Appointment to the Economic Development Commission – Steve Dupuis
      P6

VII. AGENDA
   A. (Tabled 3-25-19) Consent Agenda Item A - Approval of Minutes for
      February 4 and February 19, 2019
      “I make a motion to remove from the table, ‘Approval of Minutes for
      February 4 and February 19, 2019’.”
   B. (Second and Final) Budget Amendment #10 – Realignment of TIF Fund Use in General Budget
      P8
   C. (Second and Final) Budget Amendment #11 – Union Contract Increases and Other Pay Adjustments
      P10

VIII. ADMINISTRATIVE UPDATE
IX. COUNCIL DISCUSSION AND COMMENT
X. EXECUTIVE SESSION
   “Be it Ordered that the City Council enter into executive session, pursuant to
   [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)]: (E) Consultation with
   Counsel regarding a pending matter

XI. REPORT FROM EXECUTIVE SESSION
   Language for this will be provided during Executive Session

XII. ADJOURNMENT

Hearing Assistance Devices are available at the back of the Auditorium. 
If you are interested in addressing the Mayor and Council in the public comments session, please add your name to
the roster at the back of the room.
SACO CITY COUNCIL BUDGET WORKSHOP
MONDAY, APRIL 1, 2019 – FOLLOWING REGULAR MEETING
CITY HALL AUDITORIUM

I. CALL TO ORDER

II. AGENDA
   A. Public Works Department
   B. Capital Plan and Debt Service

III. ADJOURNMENT

Hearing Assistance Devices are available at the back of the Auditorium.
If you are interested in addressing the Mayor and Council in the public comments session, please add your name to the roster at the back of the room.
CONSENT AGENDA ITEM: A
April 1, 2019

MEETING ITEM COMMENTARY

AGENDA ITEM: Change to Maine PERS Plan Adding COLA for Police Officers

STAFF RESOURCE: Kevin L. Sutherland, City Administrator

COUNCIL RESOURCE: Councilor Marshall Archer

BACKGROUND: As part of the union negotiations for the Patrol and Command Units in the Police Department, an agreement to switch from the 3N to 3C retirement was approved. This change moves these public safety retirement plans from one that does not have cost of living adjustments for retirees to one that carries this benefit. Maine State Retirement requires a separate vote of the Council for this specific change that will go into effect on July 1, 2019.

RECOMMENDATION: Staff recommends approval.

SUGGESTED MOTION: “Be it Ordered that the City Council approves participation in Special Plan 3C for all current and future Police Officers, for future service only. Service rendered prior to July 1, 2019 remains under Special Plan 3N for the period from July 1, 2015 through June 30, 2019 and under Special Plan 2N for the period before July 1, 2015.

The City Council authorizes the City Administrator to sign the Agreement between the City of Saco and the Maine Public Employees Retirement System.”

“I move to approve the Order.”
MEETING ITEM COMMENTARY

AGENDA ITEM: Confirm the Mayor’s Appointment to the Coastal Waters Commission – Jonathan Safford

STAFF RESOURCE: Kevin L. Sutherland, City Administrator

COUNCIL RESOURCE: Councilor Lynn Copeland

BACKGROUND: The Coastal Waters Commission shall be composed of seven members, to be appointed by the Mayor for a three-year term and approved by the City Council. Each Commission member shall be a resident of the city, shall be persons qualified to perform the duties of such office, and shall serve without compensation.

The Mayor is recommending the appointment of Jonathan Safford to serve on the Coastal Waters Commission for a three-year term.

EXHIBITS: Board application

RECOMMENDATION: Staff recommends approval.

SUGGESTED MOTION: “Be it Ordered that the City Council confirm the Mayor’s Appointment of Jonathan Safford as a full member of the Saco Coastal Waters Commission, for a three-year term ending on April 1, 2022.”

“I move to approve the Order”.
Boards = Coastal Water Commission
Length of residency = 3 years
Community1 =
Board1 =
Years1 =
Community2 =
Board2 =
Years2 =
Community3 =
Board3 =
Years3 =
Community4 =
Board4 =
Years4 =
Community5 =
Board5 =
Years5 =
Nominee qualifications = I live on the Saco River down by the narrows beyond twin island. I have a vested interest in the health and care of this great waterway. Lynn Copland called me this morning and asked if I would join the board and I agreed. Thank you
Name = Jonathan Safford
Street Address = 537 Ferry Rd
Mailing Address =
Nominee Home Telephone =
Cell Telephone = Safford.jon@gmail.com
E-mail =
Employer =
Employer address =
Employer Telephone =
Comments =
Client IP = 108.183.164.153
MEETING ITEM COMMENTARY

AGENDA ITEM: Confirm Mayor’s Appointment to the Economic Development Commission – Stephen R. DuPuis

STAFF RESOURCE: Denise M. Clavette, Planning and Development Director
Emily Cole-Prescott, City Planner

COUNCIL RESOURCE: Councilor William Doyle

BACKGROUND: The Economic Development Commission shall be comprised of seven members to be appointed by the Mayor and approved by the City Council for a five-year term. Each Commission member shall be a resident of the City, shall be selected for their business knowledge and interest in economic development issues, and shall serve without compensation (City Code, §4-35).

The Mayor is recommending the appointment of Stephen R. DuPuis to serve on the Economic Development Commission to fill Robert Tkacik’s unexpired term which ends on February 28, 2021.

EXHIBITS: Application to Economic Development Commission

RECOMMENDATION: Staff recommends approval.

SUGGESTED MOTION: “Be it ordered that the City Council confirm the Mayor's appointment of Stephen R. DuPuis as a full member of the Saco Economic Development Commission, to serve Robert Tkacik’s unexpired term, ending on February 28, 2021.”

“I move to approve the Order.”
Subject: Board Application

boards = Board of Assessment Review
boards = Conservation Commission
boards = Economic Development Commission
Length of residency = 34 years
Community1 = Saco
Board1 = Planning Board
Years1 = 9
Community2 =
Board2 =
Years2 =
Community3 =
Board3 =
Years3 =
Community4 =
Board4 =
Years4 =
Community5 =
Board5 =
Years5 =
Nominee qualifications = I am interested in giving back to the community and leaving Saco a better place to live and work.
Name = Stephen R. DuPuis
Street Address = 3 Stacy St
Mailing Address = 3 Stacy St
Nominee Home Telephone =
Cell Telephone =
E-mail =
Employer =
Employer address =
Employer Telephone =
Comments =
MEETING ITEM COMMENTARY

AGENDA ITEM: (Second and Final Reading) Budget Amendment #10 – Reallocation of Use of TIFs

COUNCIL RESOURCE: Councilor Lynn Copeland

STAFF RESOURCE: Glenys Salas, Finance Director

BACKGROUND: As part of the FY 2019 Budget process, Council approved a use of TIF funds totaling $474K in order to reduce the municipal mil rate and mitigate the impact of school budget increases. Initially this amount was approved as a transfer to the General Fund to cover applicable costs. Subsequent research by the new Planning & Economic Development Director has revealed that transfers into the General Fund to cover related costs are not an allowed method of expending TIF funds. Therefore, this motion reallocates applicable General Fund expenses to their corresponding TIF Funds. The net impact to the General Fund and use of surplus is zero.

EXHIBIT: Budget Amendment Request Form

RECOMMENDATION: City staff recommends approval.

SUGGESTED MOTION

“Be it ordered that City Council approves the second and final reading of Budget Amendment #10 FY2019.”

“I move to approve the order.”
## City of Saco
### Budget Amendment Request Form
#### Revenue & Appropriation
##### Amendment # 10 - Reallocation of TIF Uses

3/1/2019  Planning & Economic Development  Date

<table>
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<tr>
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<th>Project</th>
<th>Account Name</th>
<th>Current Budget</th>
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<th>Adjustment Requested</th>
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**Notes:** This amendment eliminates the planned transfer of revenue from TIF funds in favor of re-allocating other budgeted expenses in the General fund to their more appropriate special revenue funds (mix of Economic Development fund and TIFs). Since the reduction in revenues matches the reduction in expenses, there is no net impact to the General Fund.

Finance Director certifies that funds are available:

![Signature](Glenys_Salas.png)

3/11/2018  Date

Approved by Council: Date:
MEETING ITEM COMMENTARY

AGENDA ITEM: (Second and Final Reading) Budget Amendment #11 – Union Contract Increases & Other Pay Adjustments

COUNCIL RESOURCE: Councilor Roger Gay

STAFF RESOURCE: Glenys Salas, Finance Director

BACKGROUND: On December 17th, 2018, Council approved union contracts for Public Safety Support, Public Works, WRRD, the Firefighters Association, and Police Patrol & Command while in executive session. Salary changes were implemented immediately, but a budget amendment is still required to appropriate the approved funding from payroll contingency. Before preparing the amendment, Finance & HR worked together to thoroughly audit all salary lines in the FY2019 Budget to ensure final budgeted amounts were correct.

EXHIBIT: Budget Amendment Request Form

RECOMMENDATION: City staff recommends approval.

SUGGESTED MOTION “Be it ordered that City Council approves the second and final reading of Budget Amendment #11.”

“I move to approve the order”.
# City of Saco

## Budget Amendment Request Form

### Amendment #11 - Union Contract Increases & Other Pay Adjustments

<table>
<thead>
<tr>
<th>Type</th>
<th>Org</th>
<th>Object</th>
<th>Project</th>
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<th>Current Budget</th>
<th>Actual YTD</th>
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<td>Department Head Wages</td>
<td>$101,897</td>
<td>$62,470</td>
<td>($198)</td>
<td>$101,699</td>
</tr>
</tbody>
</table>
# City of Saco
## Budget Amendment Request Form
### Revenue & Appropriation
#### Amendment #11 - Union Contract Increases & Other Pay Adjustments

<table>
<thead>
<tr>
<th>Date</th>
<th>Human Resources</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/11/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Summary

<table>
<thead>
<tr>
<th>Change in Expense</th>
<th>$0</th>
<th>Change in Revenues</th>
<th>$0</th>
<th>Balance</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp 10480 500102 00000</td>
<td>Supervisory Wages</td>
<td>$405,682</td>
<td>$296,438</td>
<td>$22,212</td>
<td>$427,894</td>
</tr>
<tr>
<td>Exp 10480 500103 00000</td>
<td>Non-Supervisory Wages</td>
<td>$129,475</td>
<td>$100,646</td>
<td>($10,891)</td>
<td>$118,584</td>
</tr>
<tr>
<td>Exp 10480 500104 00000</td>
<td>Court Officers/Clerical Wages</td>
<td>$75,062</td>
<td>$45,012</td>
<td>($3,506)</td>
<td>$71,556</td>
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<tr>
<td>Exp 10480 500131 00000</td>
<td>Equipment Operator Wages</td>
<td>$358,835</td>
<td>$211,812</td>
<td>$10,460</td>
<td>$369,095</td>
</tr>
<tr>
<td>Exp 10480 500132 00000</td>
<td>Truck Driver Wages</td>
<td>$400,674</td>
<td>$239,170</td>
<td>$9,931</td>
<td>$410,605</td>
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<tr>
<td>Exp 10480 500133 00000</td>
<td>Mechanic Wages</td>
<td>$234,127</td>
<td>$143,195</td>
<td>$61,711</td>
<td>$295,838</td>
</tr>
<tr>
<td>Exp 10494 500102 00000</td>
<td>Supervisory Wages</td>
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<td>$0</td>
<td>$63,860</td>
<td>$63,860</td>
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<tr>
<td>Exp 10494 500103 00000</td>
<td>Non-Supervisory Wages</td>
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<td>$0</td>
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<tr>
<td>Exp 10600 500296 00000</td>
<td>Payroll Contingency</td>
<td>$288,891</td>
<td>$0</td>
<td>($259,538)</td>
<td>$29,353</td>
</tr>
</tbody>
</table>

**Notes:** Human Resources and Finance collaborated to thoroughly audit our salary lines after the union contract increases were in place to ensure the salary budget lines align with final employee salary amounts. Remaining payroll contingency covers fringe benefits on new headcount.

Finance Director certifies that funds are available:

![Signature]

Glenys Salas, Finance Director
3/11/2019

## Approved by Council:

Date: