FY2017 Recommended City of Saco Budget

Kevin L. Sutherland
City Administrator
FY2017 Recommended City of Saco Budget

- Our Fiscal Year is July 1st, 2016 to June 30th, 2017
- Proposed levy increase is $577,741 or 1.45% for City and County taxes.
- In addition, there is $277,519 in use of reserves for specific one-time projects and programs.
- The financial impact on the Saco homeowner is essentially 0 as we propose raising the tax just enough to offset the savings that would have been realized through the Homestead Exemption.
Homestead Exemption

- Primary Residence
- Necessary to sign up through the Assessors office

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
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</thead>
<tbody>
<tr>
<td>Median home valued at</td>
<td>211,000</td>
<td>211,000</td>
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<tr>
<td>Homestead Act</td>
<td>-10,000</td>
<td>-15,000</td>
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<tr>
<td>Assessment on home is</td>
<td>201,000 x.01922</td>
<td>196,000 x.01922</td>
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<tr>
<td>Tax bill</td>
<td>$3,863</td>
<td>$3,767</td>
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Savings to participating home owner $96
Homestead Exemption

- Primary Residence
- Necessary to sign up through the Assessors office

<table>
<thead>
<tr>
<th>Year</th>
<th>Median home valued at</th>
<th>Homestead Act</th>
<th>Assessment on home is</th>
<th>Tax bill</th>
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<tbody>
<tr>
<td>2016</td>
<td>211,000</td>
<td>-10,000</td>
<td>201,000 x 0.01922</td>
<td>$3,863</td>
</tr>
<tr>
<td>2017</td>
<td>211,000</td>
<td>-15,000</td>
<td>196,000 x 0.01969</td>
<td>$3,859</td>
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Savings to participating home owner $4
Budget Process

- Directive was set by City Administrator in consultation with Council in January.
- Departments provided budgets that met that directive.
- In addition, departments submitted “Requests Above Directive” (RADs) getting them to a maintenance of effort budget and for new initiatives.
- Administration worked with Finance and departments to find additional areas of savings in the fixed costs category.
  - Cell phone re-imbursement policy
  - Electricity savings from energy efficiency improvements
  - Refinancing of bonds
  - New fees
- Those savings were used to cover any RADs administration could financial support and seen as top priority.
- Remaining RADs or changes to RAD priorities will be up to Council.
Voting on Requests Above the Directive

- Council members submit RADs for discussion throughout the process
- After all department and agency presentations, Council will begin voting on the order RADs were received (with a first and a second).

- SACO RAD Calculator
Budget Book

- 6 sections
  1. Budget message from CA and Info about Saco
  2. Fiscal Summary
  3. Capital and Asset Program
  4. Departments and Budget Units
  5. Sponsored Agency Budgets
  6. Appendices
Section 1- City of Saco

- City of Saco Overview
  - 1-1
  - Page 7
- City Organization Chart
  - 1-2
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- Elected Officials Contact List
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  - Page 9
- Department Contact List
  - 1-4
  - Page 10
Section 2 – Fiscal Summary

- Budget Overview
- 2017 Local Budget by Department
- Summary of RADs
- Full-Time Equivalents
- Fringe Benefits
- Status of General Fund Balance
- Tax Levy Breakdown
Section 3 – Capital Program

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- Debt Service – Municipal Bonds 3-2 32
- Asset Replacement Schedule 3-3 33
- Lease Purchasing Debt 3-4 34
- Capital Improvements 3-6 36
Section 4 – Department Budgets

- 3 parts for each department
  - Overview of budget by category
## Administration

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Salary and Wages</td>
<td>300,491</td>
<td>303,764</td>
<td>171,885</td>
<td>168,579</td>
<td>83,480</td>
<td>83,480</td>
<td>252,059</td>
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<td>Overtime</td>
<td>0</td>
<td>897</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td>63,049</td>
<td>26,278</td>
<td>26,278</td>
<td>89,327</td>
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<td>Travel and Training</td>
<td>6,156</td>
<td>6,601</td>
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<td>4,700</td>
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<td>0</td>
<td>4,700</td>
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<td>Program Expense</td>
<td>1,470</td>
<td>1,018</td>
<td>700</td>
<td>700</td>
<td>0</td>
<td>0</td>
<td>700</td>
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<td>Equipment</td>
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<td>250</td>
<td>250</td>
<td>0</td>
<td>0</td>
<td>250</td>
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<td>Supplies</td>
<td>7,009</td>
<td>4,859</td>
<td>3,850</td>
<td>4,050</td>
<td>0</td>
<td>0</td>
<td>4,050</td>
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<td>Maintenance and Parts</td>
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<td>0</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Utilities and Fuel</td>
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<td>1,773</td>
<td>1,600</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
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<td>Contracts</td>
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<td>48,826</td>
<td>15,500</td>
<td>3,000</td>
<td>12,500</td>
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<tr>
<td>Other</td>
<td>652</td>
<td>747</td>
<td>300</td>
<td>400</td>
<td>0</td>
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<td>400</td>
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<tr>
<td>Fees</td>
<td>1,792</td>
<td>787</td>
<td>1,317</td>
<td>1,300</td>
<td>0</td>
<td>0</td>
<td>1,300</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>335,645</strong></td>
<td><strong>369,460</strong></td>
<td><strong>200,002</strong></td>
<td><strong>248,028</strong></td>
<td><strong>122,255</strong></td>
<td><strong>109,758</strong></td>
<td><strong>357,786</strong></td>
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<tr>
<td><strong>Department Total</strong></td>
<td><strong>335,645</strong></td>
<td><strong>369,460</strong></td>
<td><strong>200,002</strong></td>
<td><strong>248,028</strong></td>
<td><strong>122,255</strong></td>
<td><strong>109,758</strong></td>
<td><strong>357,786</strong></td>
</tr>
</tbody>
</table>
Section 4 – Department Budgets

- 3 parts for each department
  - Overview of budget by category
  - Organization Chart and Total Full-Time Equivalents
Parks & Recreation
Organization Chart

Parks & Recreation Director

Administrative Assistant

Recreation Administrator

Director of Programs
Kevin Lombard

Custodian (.6875)

Parks Foreman

Programmer

Program Leader Parks Maintainer (.6)

Program Coordinator (2)

Program Aide

Groundskeeper

Arborist

Program Leader Parks Maintainer (.4)

Parks Maintainer Truck Driver

Lifeguards (6)

Recreation Staff (35-150)

Park Grounds Worker (3)

Park Staff (3)

January 1, 2016
FTE: 13.6875
Seasonal: 35-161
Section 4 – Department Budgets

- 3 parts for each department
  - Overview of budget by category
  - Organization Chart and Total Full-Time Equivalents
  - Full explanation of the Requests Above Directive
Planning

Request(s) Above Directive

RAD# 1746

Priority 1  Maintain previous years’ level of funding for outside review of projects

Reason for request  Activity in Planning Office is returning to pre-recession levels. Five year average since 2011 for this line item is $70,902, and a number of sizable projects are currently before the Planning Board and more are being submitted. This item covers the cost of review by outside consultants, including engineering, traffic, wetlands, lighting, etc.

Effect if not funded  Applications for Planning Board or staff review fall within the Cost Recovery Ordinance, consequently are covered by deposits paid by applicants. This RAD is simply a head’s-up that the 2015 Actual amount of $98,661 is likely to be closer to reality than the much lower amounts from the previous couple of years.

<table>
<thead>
<tr>
<th>Account</th>
<th>Requested</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>10456 500428 Contracted Services</td>
<td>10,000 Ongoing</td>
<td>10,000 Ongoing</td>
</tr>
<tr>
<td>10310 300755 Planning Board &amp; Engineering</td>
<td>-10,000 Ongoing</td>
<td>-10,000 Ongoing</td>
</tr>
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</table>

Planning Total 0 0
Section 5 – Supported Agencies and Other Budgeting Units

- 1 or 2 parts for each
  - All have the Overview Budget by Category
  - Some of them have RADS
Appendices

- Appendix A: Chart of Accounts
  - Includes the accounts located in each of the categories
- Appendix B: Memberships
  - List of memberships by department and their associated costs
City of Saco Fiscal Year 2017
Budgeted Appropriations

- Salary and Wages: 36%
- Overtime: 1%
- Fringe Benefits: 16%
- Travel and Training: 5%
- Program Expense: 3%
- Equipment: 3%
- Supplies: 8%
- Maintenance and Parts: 3%
- Utilities and Fuel: 1%
- Contracts: 1%
- Other: 2%
- Vehicles: 0%
- Insurance: 5%
- Fees: 1%
- Capital and Debt Service: 14%
- General Assistance: 1%
- Interfund Transfer: 4%
City of Saco Fiscal Year 2017
Budgeted Revenues

- Property Taxes: 81%
- Local Revenues: 12%
- State Revenues: 5%
- Federal Revenues: 2%
- Interfund Transfer: 0%
City of Saco – Full-Time Employees (recommended budget)
Fiscal Year 2017 Appropriations

- **City**: 34,195,769, 56%
- **County**: 1,264,509, 2%
- **School**: 25,533,409, 42%
City of Saco – Groups of Appropriation

- Parks, Facilities, and Recreation: 5,510,696
- Planning, Inspections, and Economic Development: 2,343,478
- Public Safety: 1,772,793
- Public Works: 6,373,072
- Other: 9,054,244
- Central Services: 479,126

Total: 9,054,244
“Other” Appropriations

- Capital Program: 3,315,101
- Contingency: 284,000
- Fund Transfers: 999,719
- Supported Agencies: 779,876
- Unallocated Insurance and Fees: 132,000
Paid for with Property Taxes

- City: $16,720,058, 42%
- County: $1,264,509, 3%
- School: $21,764,771, 55%
Paid for with Property Taxes

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>City</td>
<td>16,720,058</td>
<td>42%</td>
</tr>
<tr>
<td>County</td>
<td>1,264,509</td>
<td>3%</td>
</tr>
<tr>
<td>School</td>
<td>21,764,771</td>
<td>55%</td>
</tr>
<tr>
<td></td>
<td>39,185,374</td>
<td></td>
</tr>
</tbody>
</table>

Taxable Assessed Value
2,018,724,196

Mill Rate = 19.69
Paid for with Property Taxes

Mill Rate of 19.69
Saco median home value of $211,000

$19.69 x $211.00 = $4,155 in taxes per year
or $346 per month

$2,285 for school ($190 per month)
$1,745 for city ($145 per month)
$ 125 for county ($ 11 per month)
Monthly expense on tax payer of median home ($211,000)

- $78 for staff
- $30 for capital and debt service and TIFs
- $14 for program expense, supplies and other
- $ 8 for contracts and fees
- $ 7 for utilities and fuel
- $ 6 for equipment and vehicles
- $ 1 for general assistance
- $ 1 for insurance
Monthly expense on tax payer of median home ($211,000)

- $51 for Public Safety
- $36 for Public Works
- $24 for Capital Program and TIFs
- $10 for Parks and Recreation
- $4 for Supported Agencies
- $4 for Finance and Human Resources
- $3 for Information Technology
- $3 for Other
- $2 for Economic Development and Planning
- $2 for City Clerk
- $2 for Administration
- $2 for Building Inspection
- $2 for Assessment
Calendar

- March 28th – City Administration budget presentation to Council
- April 4th – Budget presentations
  - Water Resource Recovery
  - Parks and Recreation
  - Assessing
  - City Clerk
  - Planning
  - Public Works
  - Administration
- April 11th – Budget presentations
  - School Budget
  - Capital Program
  - Fee Schedule
- April 19th – Budget presentations
  - Information Technology
  - Fire
  - Building Inspection and Building Maintenance
  - Economic Development
  - Dyer Library
  - Saco Main Street
  - Shuttle Bus
  - Police
  - Finance
- May 2nd – Public Hearing on the City Budget
- May 9th – Adoption of the Budget
Questions?