



# FY2017 Recommended City of Saco Budget

Kevin L. Sutherland  
City Administrator



# FY2017 Recommended City of Saco Budget

- ▶ Our Fiscal Year is July 1<sup>st</sup>, 2016 to June 30<sup>th</sup>, 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

2016

Median home valued at  
Homestead Act      211,000  
                                  -10,000

Assessment on home is      201,000  
  x.01922

Tax bill                                      \$3,863

2017

Median home valued at  
Homestead Act      211,000  
                                  -15,000

Assessment on home is      196,000  
  x.01922

Tax bill                                      \$3,767

Savings to participating home owner \$96

# Homestead Exemption

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

2016

Median home valued at  
Homestead Act      211,000  
                                  -10,000

Assessment on home is      201,000  
  x.01922

Tax bill                              \$3,863

2017

Median home valued at  
Homestead Act      211,000  
                                  -15,000

Assessment on home is      196,000  
  x.01969

Tax bill                              \$3,859

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-imbusement 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	7
► City Organization Chart	1-2	8
► Elected Officials Contact List	1-3	9
► Department Contact List	1-4	10





## Section 2 – Fiscal Summary

► Budget Overview	2-1	11
► 2017 Local Budget by Department	2-2	12
► Summary of RADs	2-3	13
► Full-Time Equivalents	2-17	27
► Fringe Benefits	2-18	28
► Status of General Fund Balance	2-19	29
► Tax Levy Breakdown	2-20	30



# Section 3 – Capital Program

▶ Capital Program (accounts)	3-1	31
▶ Debt Service – Municipal Bonds	3-2	32
▶ Asset Replacement Schedule	3-3	33
▶ Lease Purchasing Debt	3-4	34
▶ Capital Improvements	3-6	36

A dark blue arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# Section 4 – Department Budgets

- ▶ 3 parts for each department
  - ▶ Overview of budget by category

# Administration

	2013-2014 Actual	2014-2015 Actual	2015-2016 Adopted	Directive	2016-2017 RAD	REC	Budget
<b>Expenditures</b>							
Salary and Wages	300,491	303,764	171,885	168,579	83,480	83,480	252,059
Overtime	0	897	0	0	0	0	0
Fringe Benefits				63,049	26,278	26,278	89,327
Travel and Training	6,156	6,601	4,500	4,700	0	0	4,700
Program Expense	1,470	1,018	700	700	0	0	700
Equipment	426	189	250	250	0	0	250
Supplies	7,009	4,859	3,850	4,050	0	0	4,050
Maintenance and Parts	0	0	100	0	0	0	0
Utilities and Fuel	1,765	1,773	1,600	2,000	0	0	2,000
Contracts	15,884	48,826	15,500	3,000	12,500	0	3,000
Other	652	747	300	400	0	0	400
Fees	1,792	787	1,317	1,300	0	0	1,300
<b>Total Expenditures</b>	<b>335,645</b>	<b>369,460</b>	<b>200,002</b>	<b>248,028</b>	<b>122,258</b>	<b>109,758</b>	<b>357,786</b>
<b>Department Total</b>	<b>335,645</b>	<b>369,460</b>	<b>200,002</b>	<b>248,028</b>	<b>122,258</b>	<b>109,758</b>	<b>357,786</b>

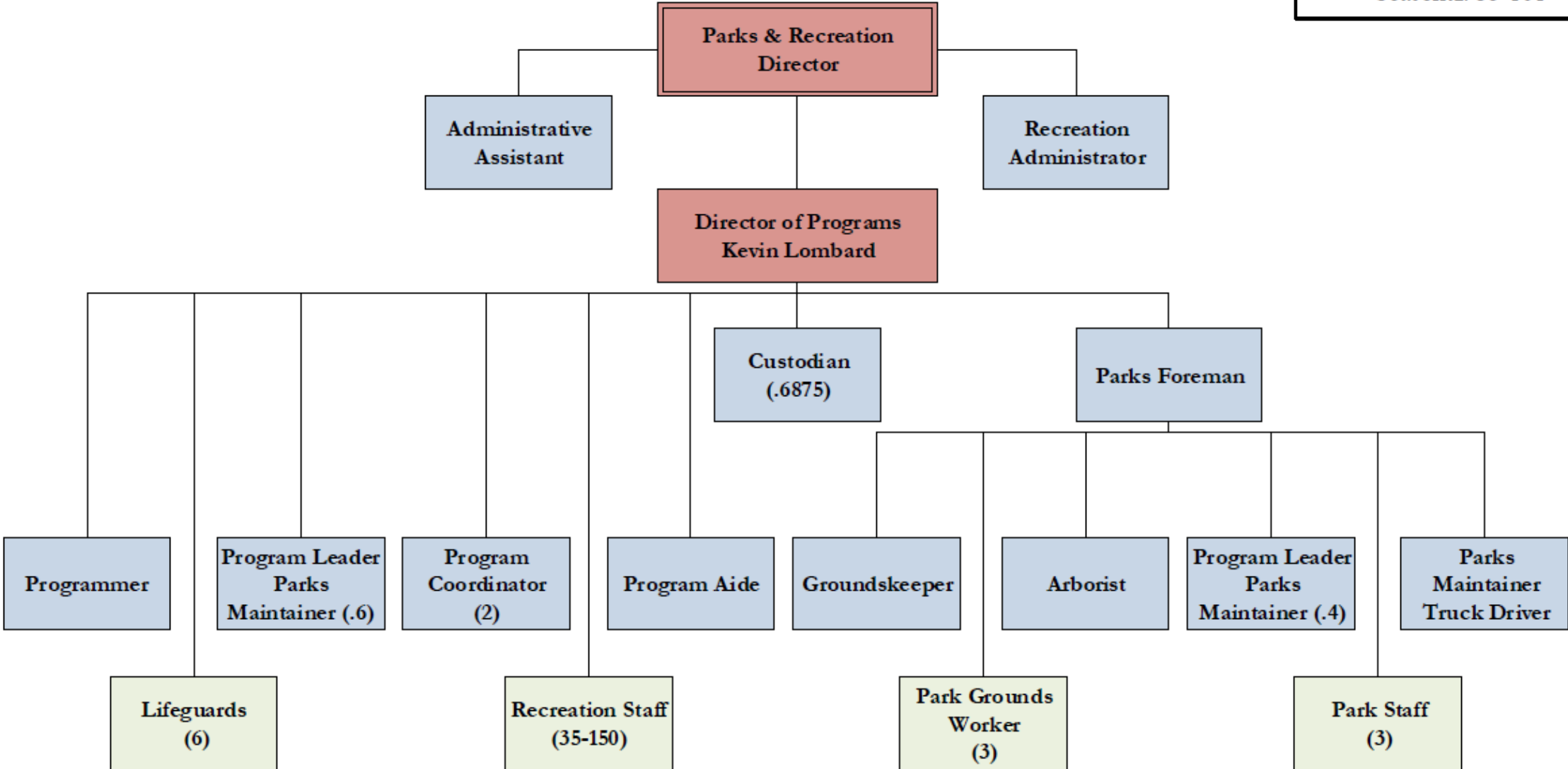
A dark blue arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the page.

# 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

January 1, 2016  
FTE: 13.6875  
Seasonal: 35-161



A dark blue arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# Section 4 – Department Budgets

- ▶ 3 parts for each department
  - ▶ Overview of budget by category
  - ▶ Organization Chart and Total Full-Time Equivalentents
  - ▶ 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.

Account		Requested		Recommended		
10456	500428	Contracted Services	10,000	Ongoing	10,000	Ongoing
10310	300755	Planning Board & Engineering	-10,000	Ongoing	-10,000	Ongoing
			<u>0</u>		<u>0</u>	
		<b>Planning Total</b>	<u>0</u>		<u>0</u>	





# Section 5 – Supported Agencies and Other Budgeting Units

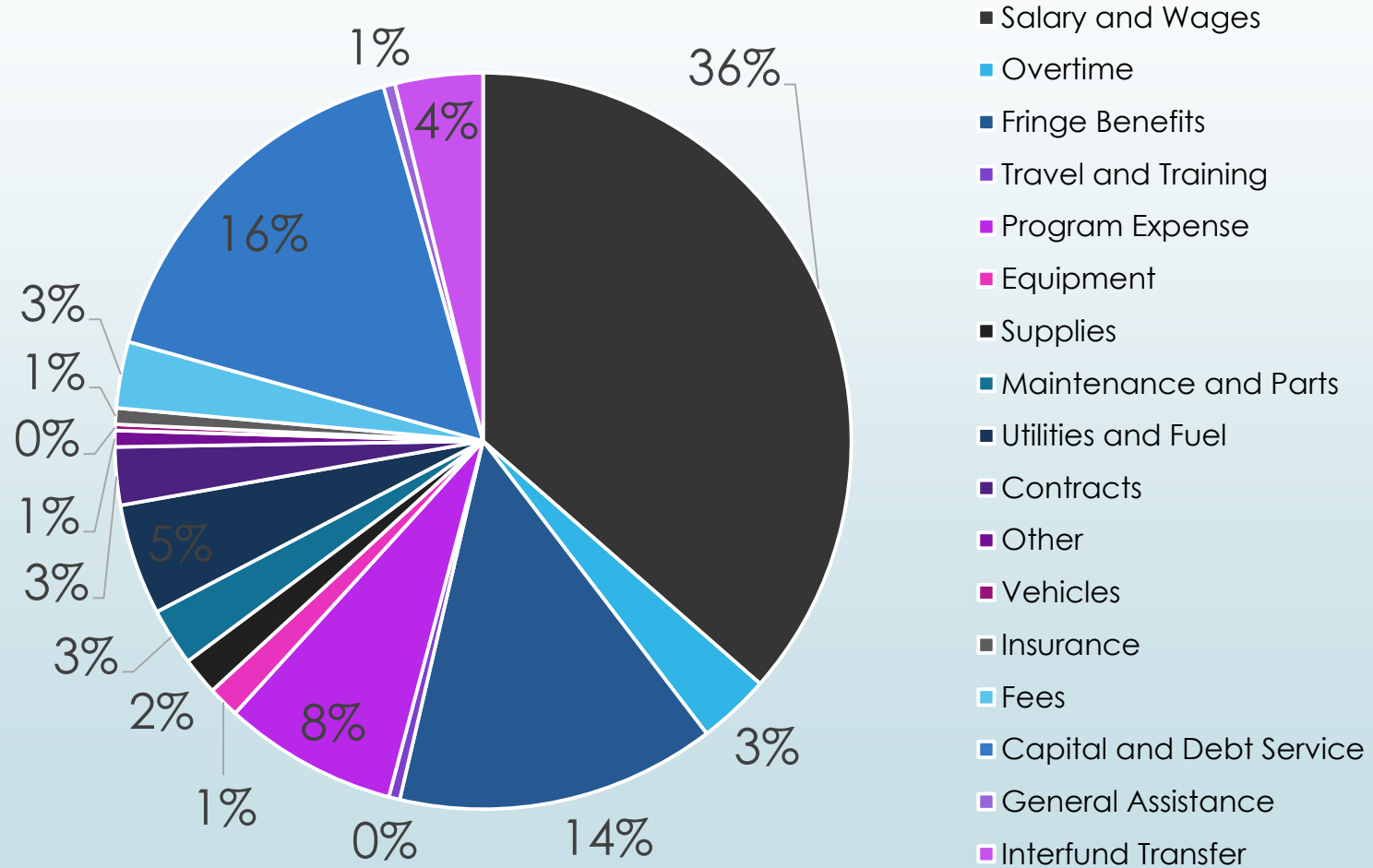
- ▶ 1 or 2 parts for each
  - ▶ All have the Overview Budget by Category
  - ▶ Some of them have RADS

A dark grey arrow points to the right from the left edge of the slide. Several thin, curved lines in shades of blue and grey originate from the left side and sweep across the page towards the right.

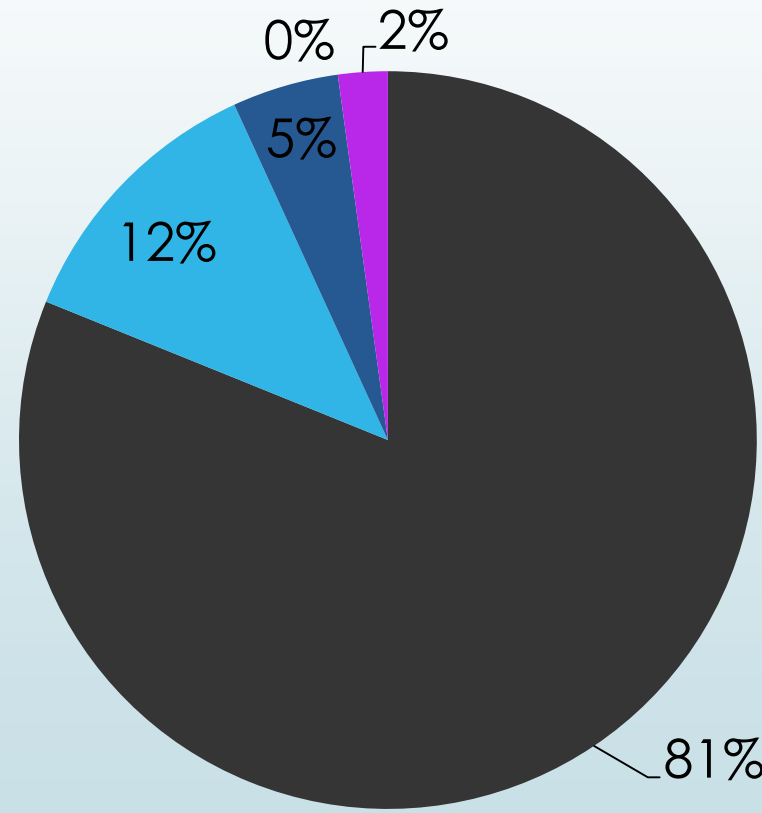
# Appendices

- ▶ 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

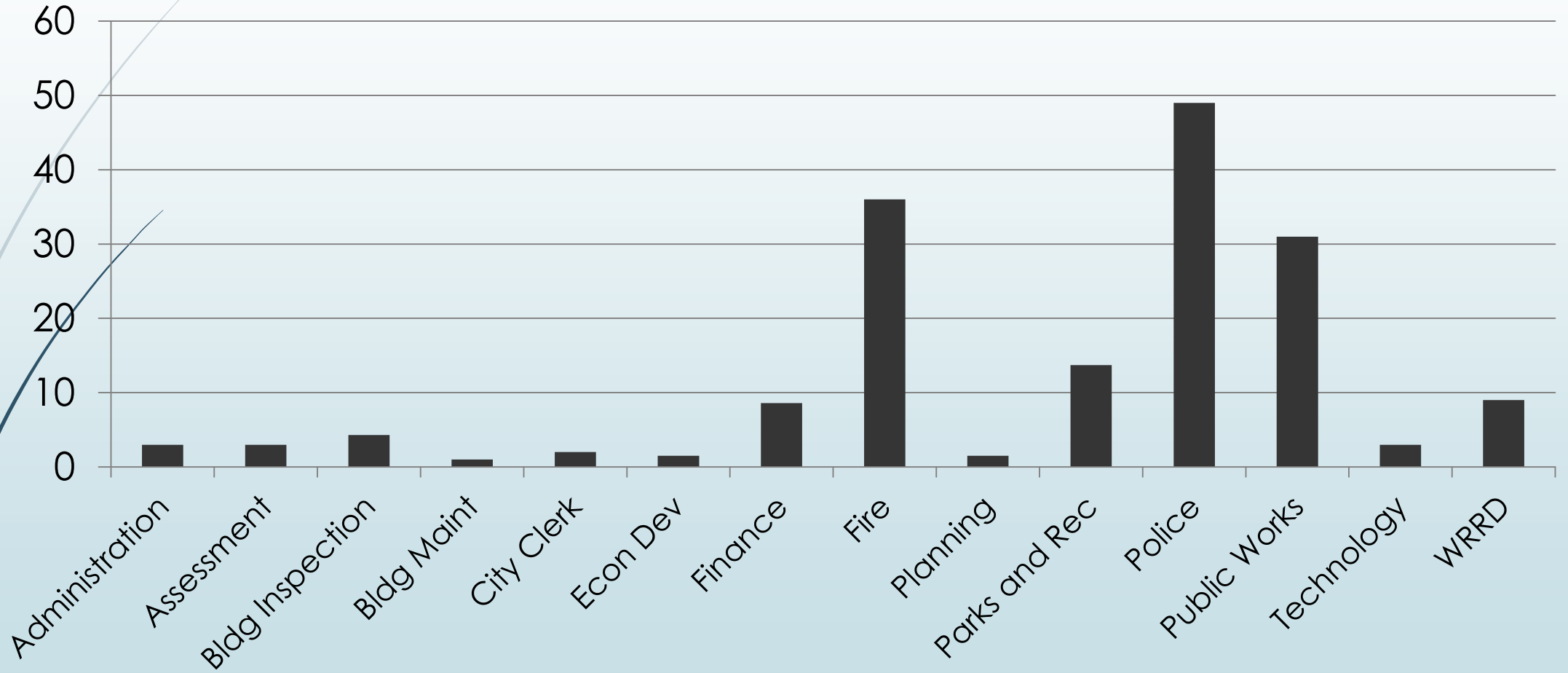


# City of Saco Fiscal Year 2017 Budgeted Revenues

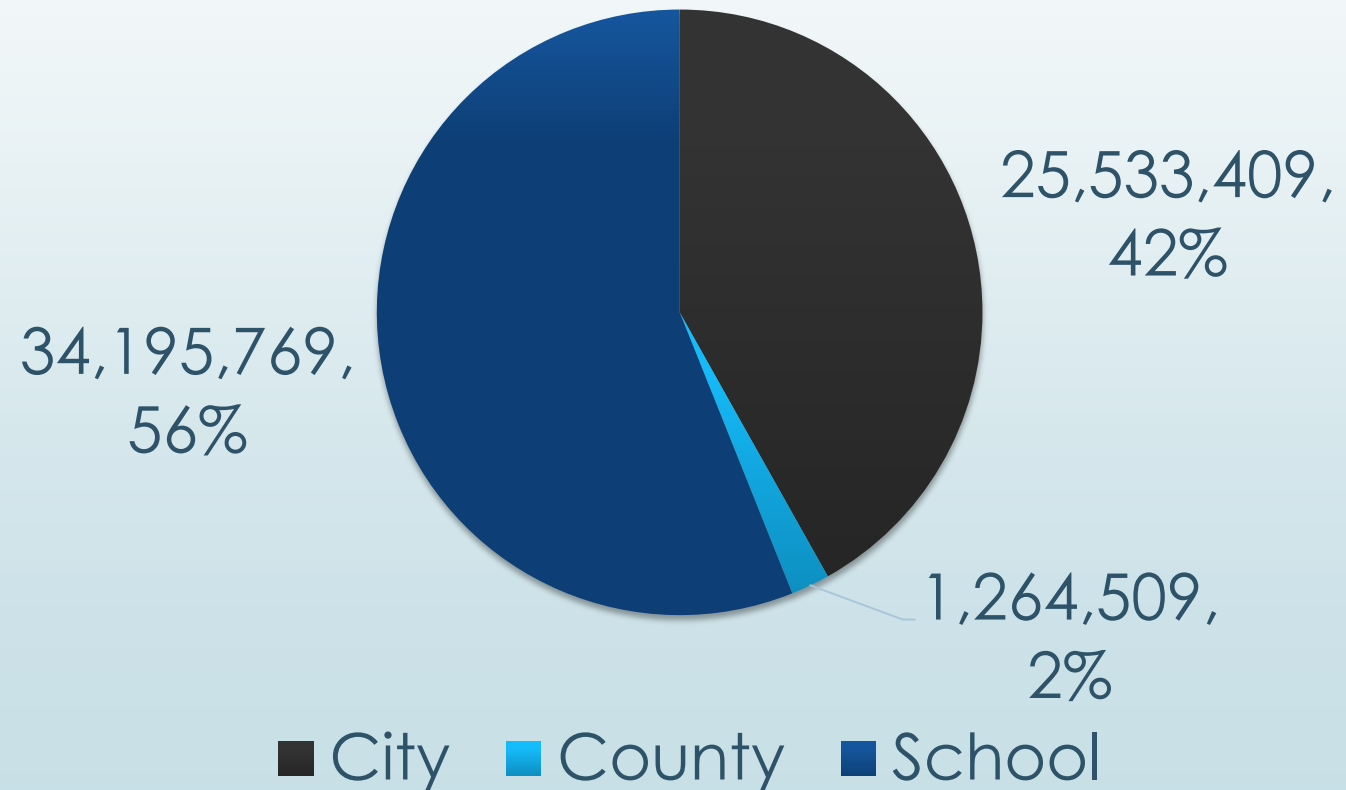


- Property Taxes
- Local Revenues
- State Revenues
- Federal Revenues
- Interfund Transfer

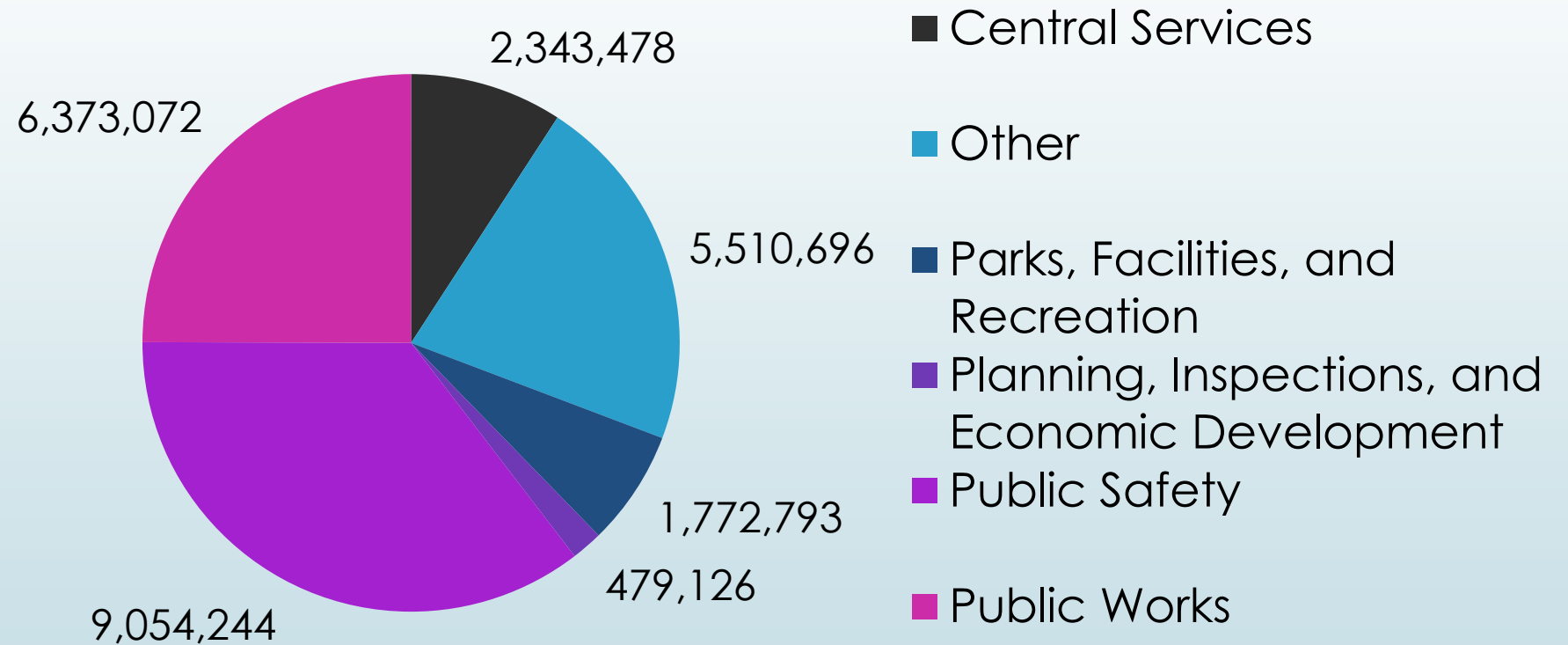
# City of Saco – Full-Time Employees (recommended budget)



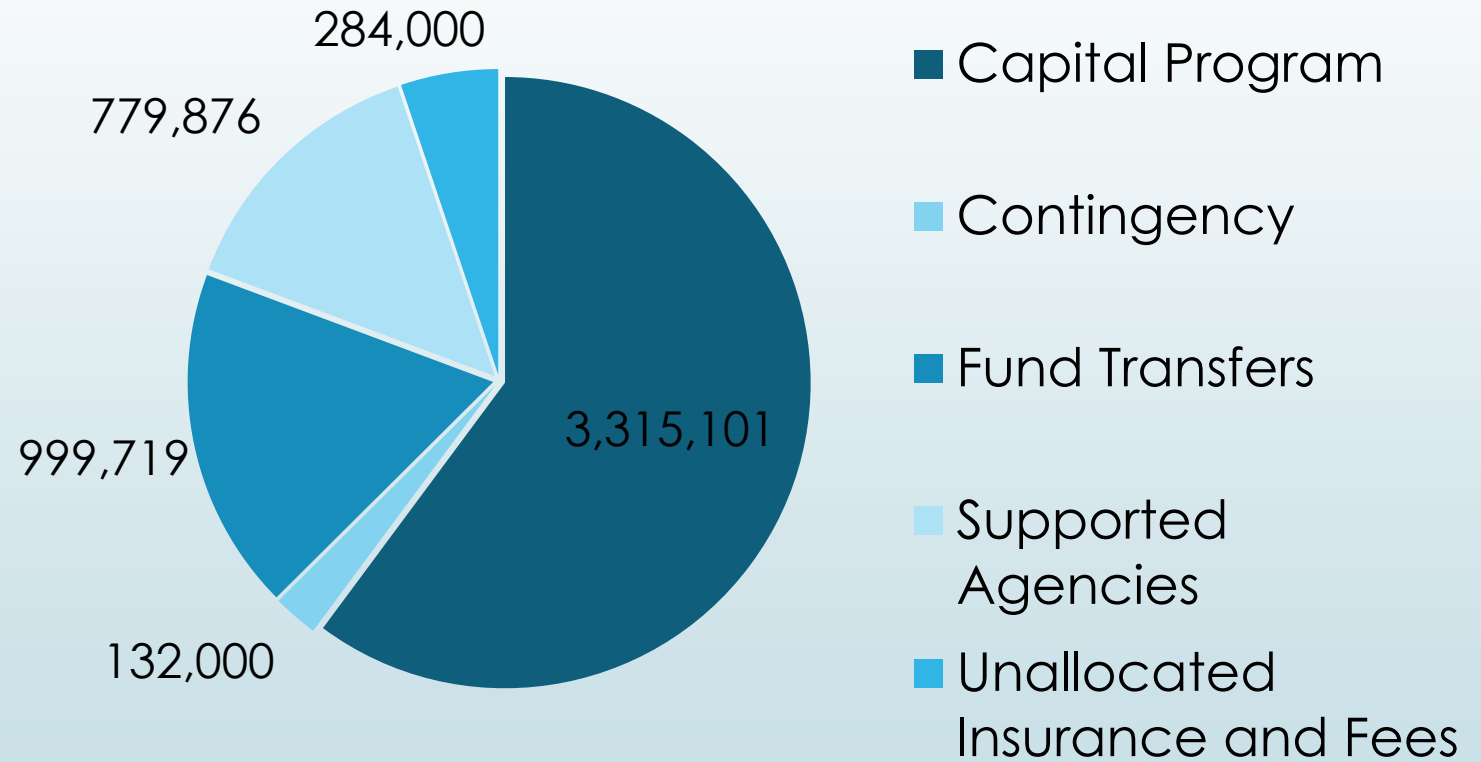
# Fiscal Year 2017 Appropriations



# City of Saco – Groups of Appropriation

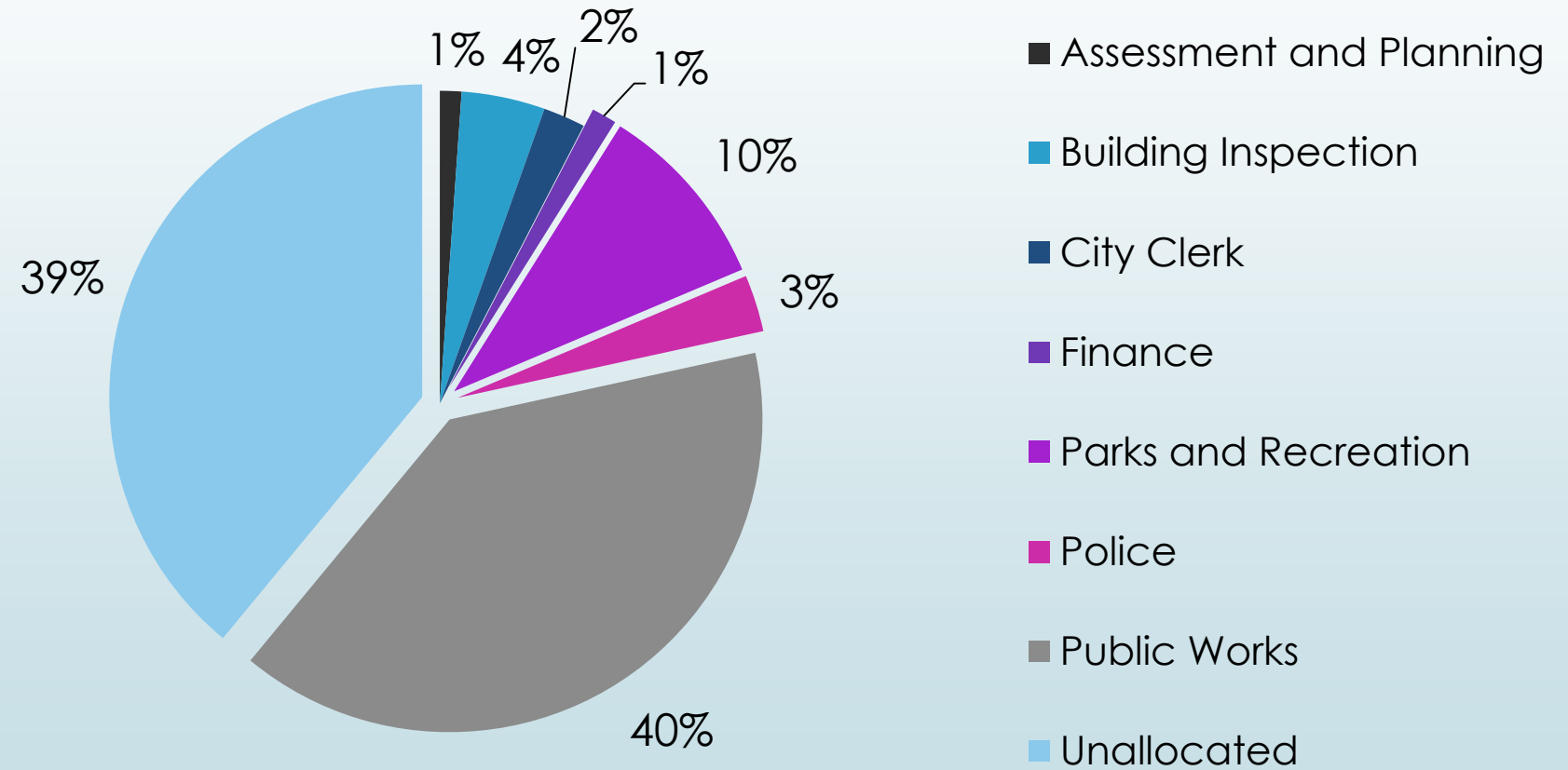


# “Other” Appropriations

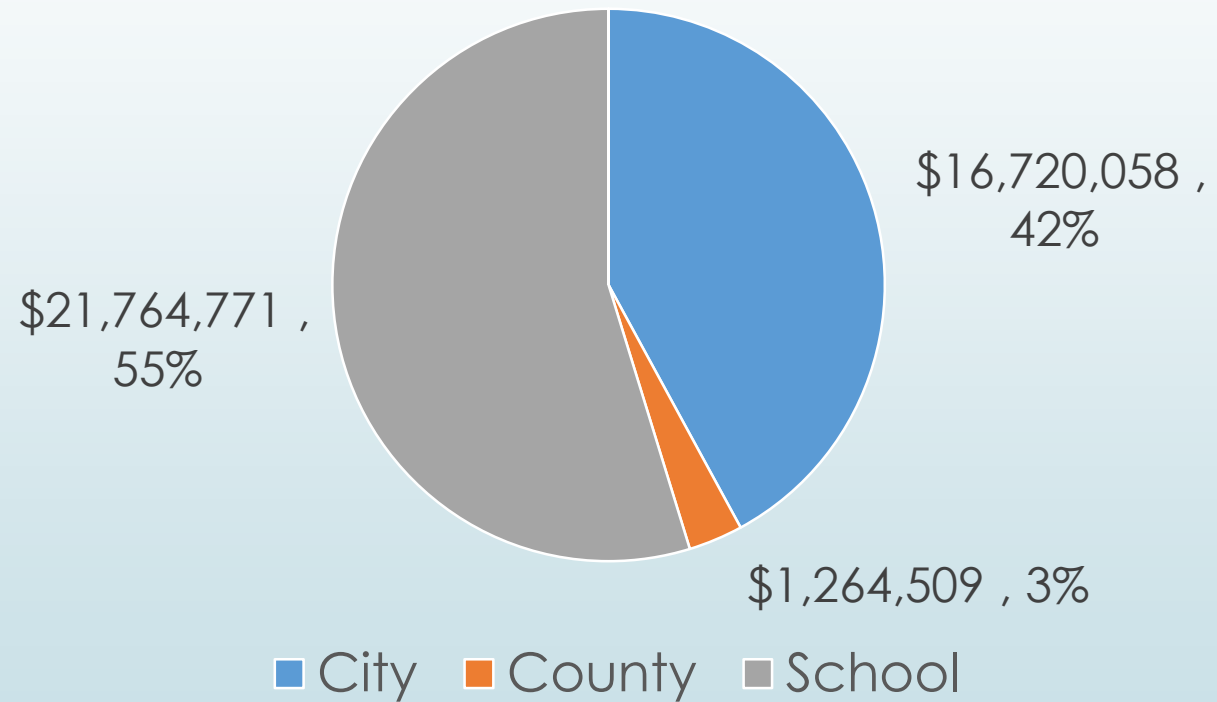




# Revenues (other than Property Taxes)



# Paid for with Property Taxes



# Paid for with Property Taxes

City	16,720,058	42%
County	1,264,509	3%
School	<u>21,764,771</u>	55%
	39,185,374	

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

$\$19.69 \times \$211.00 = \$4,155$  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 28<sup>th</sup> – City Administration budget presentation to Council**
- ▶ **April 4<sup>th</sup> Budget presentations**
  - ▶ ☐ Water Resource Recovery ☐ Parks and Recreation ☐ Assessing ☐ City Clerk ☐ Planning ☐ Public Works ☐ Administration
- ▶ **April 11<sup>th</sup> Budget presentations**
  - ▶ ☐ School Budget ☐ Capital Program ☐ Fee Schedule
- ▶ **April 19<sup>th</sup> Budget presentations**
  - ▶ ☐ Information Technology ☐ Fire ☐ Building Inspection and Building Maintenance ☐ Economic Development ☐ Dyer Library ☐ Saco Main Street ☐ Shuttle Bus ☐ Police ☐ Finance
- ▶ **May 2<sup>nd</sup> – Public Hearing on the City Budget**
- ▶ **May 9<sup>th</sup> – Adoption of the Budget**



Questions?