

Administration

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MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: May 10, 2019
RE: **Councilor Doyle’s line item changes**

On April 28th, Council received an email from Councilor Doyle with proposed reductions in line items across departments (see attached). Since then, I’ve asked staff to pull together response to try and address these items. Below are those responses. I want to thank Councilor Doyle for giving us some time to gather this information for you to make an informed decision.

ADMINISTRATION:

10370-500113: Temporary/Seasonal Wages

The intern funding allocation was decreased from \$16,000 to \$12,000 during the FY18 budget process. With the \$12,000 we will be able to welcome two interns to the organization this summer (the cost per student is about \$5400 for a 12-week program at \$12/hour). Saco’s internship program is recognized as one of the leading programs in the state and Saco was instrumental in assisting MMA to create its intern scholarship program for small to mid-size municipalities. Intern programs encourage Maine students to stay in the state and consider jobs in local government after they graduate.

10372-500341: Advertising

Bid advertisements, charter amendments, and ordinance changes must be advertised due to the City’s purchasing policy, the City Charter or because of State Statute requirements. Looking at the number of upcoming ordinance changes, we have made a fiscal assumption for FY20.

10372-500317: Minor Equipment

These funds were a transfer from the Building Maintenance line.

10372-500330: Dues & Memberships

MTCMA	\$200
MSSC	\$2000
ICMA	\$1100
Mayor's Coalition	\$4000
Maine Public Relations Council	\$100
Total	\$9500

10372-500231: Staff Vehicle Operations

This account was moved from the Building Maintenance org account. Each Department, or in this case, all City Hall vehicles, are maintained out of this account. This budgetary request was provided based on information provided by our Fleet Manager who assessed the age, condition, etc. of these vehicles.

10372-500350: Furniture & Fixtures

Administration is requesting 6 chairs to replace the broken and aging chairs currently at the conference table in the Administrator's office. The cost of each chair is \$200. This would be a one-time expense (use of fund balance).

10372-500301: Office Supplies

We need to purchase computers and additional licenses for two workstations. These have previously come out of the Information Technology budget. The cost per person is between \$2,000-\$3,000 depending on the position's specific needs/requirements. This could be a one-time use but staying on an adequate replacement schedule for the other department employee computers would be best practice.

10372-500322: Tuition/Training

This budget previously included professional development for the City Administrator only. An increase to this item would allow for other Administration staff to partake in training, enabling the continuation of providing high quality services.

ASSESSING:

10412-500439: Deed Services

Recommendation – Keep at \$1,200.00

Deed Services is payment to the Registry of Deeds in Alfred for all of the properties in Saco that sell – once deeds are recorded, they are sent to the Assessing Department for input to Vision. It is not an exact science to predict how many sales there will be in one year, therefore, how many deeds we will need. As well, we utilize the online system for older deeds, and need to pay for those as well. The average over the last 10 years is \$1,139.90. As noted at the budget presentation – sales are high. The amount each year coincides with how explosive the real estate sales market is. We are currently trending up.

10412-500322: Tuition

Recommendation – keep Tuition at \$2,000.00

Each Assessor (CMA) needs to complete 16 hours of accredited training to keep certification. We were without 2 employees for most of FY19 – with coverage being an issue, Kate Kern, the Deputy Assessor, has not completed her training hours yet, but we fully expect to encumber all \$2,000.00 for this line item. Going forward with the RAD, we intend to train 2 new employees to go towards certification in the coming years as part of our succession planning. Training is an ongoing and critical need in our budget.

10412:500339: Travel

Recommendation – keep budget at \$2,000 plus the \$4,000 RAD. 4 employees to train and travel. The travel line in our budget covers the expense to travel around the state for many of the training offerings, several of the tax institutes are 3 days, and tax school in August every year is 5 days. Over the past 10 years, the average spent on Travel was \$1,880.00. We have exceeded the \$2,000 budgeted for this line FY19. One of our employees who moved over to Biddeford went to tax school last August (\$1,000 expense), as he was a Saco employee at that time.

CITY CLERK:

10390-500114: Overtime

The “Requests Below Recommended Budget” brought forward by Councilor Doyle refers to RAD #1-2 Presidential Primary – March 2020, line item #10390-500114-00000 \$209 (see below). Effect if this is not funded: Clerk will have no help at the start of Election Day (enter security key code into the gate at the Army Reserve for each worker & help deliver supplies) or the end of Election

Day (putting all the supplies and machines away) and no help to process absentee ballot requests on the day we are required by law to stay open an additional 2 hours.

As far as the regular overtime line item requested for FY2020 for \$1,000, this includes overtime for:

- Nov. 2019 and June 2020 Elections: Election Day and Absentee voting additional hours
- March Caucuses
- Coverage for Council meetings when the Clerk is out of the office
- G.A. Maximum Increases attend Workshop and Public Hearing
- Occasional customer service work beyond closing time

City Clerk Requests Above Directive

RAD Detail	Requested	Recommended
1 - 2 - Presidential Primary - March 2020		
 Maintain Effort		
Reason for Request: The State of Maine Legislature is currently reviewing LD #245 Act to Reestablish a Presidential Primary System in Maine. This additional election would be held sometime in March 2020.		
Effect If Not Funded: State mandated election.		
10402-500337-00000	135	135
10402-500341-00000	500	500
10402-500400-00000	270	270
10402-500317-00000	225	225
10390-500104-00000	890	890
10390-500113-00000	11,114	11,114
10390-500114-00000	209	209
1 - 2 - Presidential Primary - March 2020 Total	13,343	13,343

CODE ENFORCEMENT:

10442-500317: Minor Equipment

It does not take long to go through \$600 for the entire year for 6 employees. Although much of our equipment is shared (light meter, temperature sensor, force gauge), some equipment needs to be in each vehicle such as tape measures (25' and 100'), leveling instruments, flashlights, hard hats, safety vests, eye protection, ear protection and ladder. We also have to purchase minor office equipment such as file cabinets, office chairs, desks, etc. with this account. We have been very frugal with expenditures from this account, utilizing used equipment from other departments and being given safety equipment from general contractors but this is really not a sustainable way to budget.

10442-500322: Training & Tuition

Below is a list of seminars and training we have attended in the past. We no longer attend the Eastern States Building Officials Federation training so that has been removed. Because of the increased head count, the costs have increased for the coming year.

<u>EVENT</u>	<u>REGISTRATION</u>	<u># OF ATTENDEES</u>	<u>TOTAL</u>
May Code Conference, Maine Building Officials and Inspectors Assoc.	\$202.00	3	\$606.00
ESBOF	\$450.00	discontinued	0
Electrical Code Update Presented by the National Fire Protection Assoc.	\$600.00	1	\$600.00
International Code Council Annual Business Meeting	\$625.00	1	\$625.00
New England Building Officials Education Association (UMASS)	\$320.00	3(1comp*)	\$640.00
Quarterly Meetings, MBOIA @\$50PP	\$200.00	4	\$600.00
TOTAL			\$3071.00

*Since David Twomey volunteers on the Board of NEBOEA, registration is free for him.

FINANCE:

10382-500317: Minor Equipment

This account has never been more than \$1000 because that is all that has been budgeted, but it means that staff has been working with sub-par equipment from year to year. The \$800 increase was covered by a reduction in the advertising budget of \$2000, so there is no net increase to the budget. Equipment purchases planned for FY2020 are \$1000 for a motor vehicle printer for the Tax Collector's office as well as miscellaneous equipment needed to outfit a fourth workstation in the optimized AP Office (most of this project is covered by the City Hall Renovations budget, but some equipment items may not be).

FIRE:

10470-500114: Overtime

The increase in overtime budgetary expenses is due to the impact of contractual obligations, increased wages, and an increased overtime hourly rate.

HUMAN RESOURCES:

10376-500322: Tuition/Training

Last Year: RAD – 10,000 for Training and Development (was supposed to be for MUNIS training, Council Training and Employee Development).

FY19: \$3,000.00 – (Being used 6/21 – 6/27 for National SHRM Training in Las Vegas).

FY20: Due to the number of projects that HR had incurred – Prior to FY19 budget, changing vendors (for STD, LTD, and Dental to Unum and Payroll from MUNIS to Paychex), we were not able to coordinate in-house training. By going to PayChex we used internal trainers and didn’t incur the training cost of \$5,000 that we had requested. The request was for a 3-day MUNIS training for \$5,000. The City Administrator mentioned that the Leadership training was to come out of the \$10,000.

During the budget presentation, HR suggested using training funds in current year to conduct a City-Wide Compensation Analysis (review and grading of job descriptions, review and recommendations to our salary ranges).

10376-500330: Dues/Membership

SHRM	Society for Human Resource Management	\$210
ICMA	International City Management Association	\$200
MLGHA	- Maine Local Government HR Association	\$ 50
HRASM	- Human Resources Association Southern Maine	\$150
BLR	Business and Legal Resources	\$265
JJK	JJ Keller Legal Manual Updates	\$665
	Payroll Legal Alert	\$160
Annual		\$1,700

PARKS & RECREATION:

10572-500317: Minor Equipment

Increase of \$1500.00 from \$16000.00 to \$17,500

This line was increased because our equipment is getting older. We have multiple pieces of equipment in use that are almost 20 years old. We also buy back pack blowers, trimmers, chain saws, push mowers, blades, oil, tires etc. This line is one of the busiest lines we have and can quickly become over budget if something goes wrong.

10572-500322: Training

Increase of \$1,000 from \$3,000 to \$4,000

All staff should go to training, which includes but not limited to Northern New England's, MRPA Annual Conference, Monthly Smart Meetings, and Field and playground management conferences, to name the bigger ones. These conferences are important to enhancing our department.

I am currently at roughly \$3500.00 and next year I would like to send another person to Northern New England's.

PLANNING & ECONOMIC DEVELOPMENT:

10452-500341: Advertising

This line item is a combined 2 line items for Advertising - one for Planning and one for Economic Development. Together FY19 was 17,200 and together FY20 is 10,750. This actually represents a reduction of \$6,450. The breakdown of advertising is as follows:

Develop and update collateral materials for portfolios	1,500.00	
Marketing materials for AMTRAK stations in the northeast region	750.00	
Videography	1,000.00	
Advertising (general)	5,000.00	
Marketing / Advertising	2,500.00	
		10,750.00

10452-500350: Furniture

This is another combined line item of Planning and of Economic Development. It actually represents a \$250 reduction.

Furniture (desk, chair, book shelves, storage files)	2,500.00	
		2,500.00

10452-500322: Training

This is also a combined line item – one from Planning, and one from Economic Development. It actually represents the major cost of the Institute for Civic Leadership one-year program for Emily Cole Prescott – which is \$5500. And only a \$710 increase if you pull that out. Also, applications for grant money from that program and could potentially receive \$2000 toward the program. We will not know the outcomes for another month. As far as the rest of the line items, it's to maintain certification for the planner; seminars for all staff; and conferences, etc. for all of us to stay current in our fields.

MTCMA			500.00	
EDCM			500.00	
MEREDA			500.00	
ICMA			750.00	
MAP			500.00	
Seminars			750.00	
Training / Education			750.00	
Lift360/Institute for Civic Leadership - City Planner			5,500.00	
				9,750.00

POLICE DEPARTMENT:

10460-500114: Overtime

The Police Department's four (4) year average for overtime is \$344,600.

- 2015 total spent \$291,275.00
- 2016 total spent \$335,900.00
- 2017 total spent \$346,478.00
- 2018 total spent \$404,747.00

As of 4/30/2019, 94.8% of the overtime budget has been expended (\$270,308.50) with two months left.

PUBLIC WORKS:

10480-500114: Operations Overtime

2020 Proposed: \$140,000

Councilor Proposed: \$135,000

The Overtime line item has fluctuated from a low of \$95,000 to a high of \$155,000 over the past 5 years. The average has been \$138,500 without any adjustment for the 2020 wage adjustments. Between the averages, wages, growth of the community, and demand for winter services reducing the overtime expenditures is not likely.

10494-500114: Facilities Overtime

2020 Proposed: \$4,000

Councilor Proposed: \$1,000

With the newly created facility division serving the needs of multiple departments, this new line item will track the specific overtime of personnel in this division. Tasks include snow removal at City Hall and the train station, call-ins for facility emergencies, cleaning of multiple facilities including the Camp Ellis and Bayview Restrooms. This equates to less than 1.5 hours per week in budgeted overtime per person. The \$6,000 in contracted services referenced in the reduction proposal covers work unrelated to this line item, such as contracted maintenance and inspection of elevators, control systems, HVAC components, etc.

10482-500322: Tuition/Training

2020 Proposed: \$8,000

Councilor Proposed: \$3,000

This training line serves over 35 employees with the addition of the facility division. \$8,000 in training only equates to \$228 in annual training per employee. Workload and people covering multiple positions over the past few years have derailed some of our training plans, but it is an area of improvement that we are trying to focus on. There are specific needs for certifications and training in the areas of GIS technology, surveying, environmental compliance, welding and fabrication, fleet management software, and facility management practices. The challenge is making time for this training over the day to day needs of the City. The department would also like to start a rotation of senior staff attending a regional or national conference in the areas of transportation, asset management, technology and other best management practices once every 5 years for each employee, which will utilize and maximize these training dollars across multiple positions and areas of expertise. Tuition reimbursement has also been under utilized as a tool to increase staff capabilities to fill roles within the department.