

Administration

Saco City Hall
300 Main Street
Saco, Maine 04072-1538
Phone: (207) 282-4191



Kevin L. Sutherland
City Administrator
KSutherland@sacomaine.org
facebook.com/sacomaine
[Twitter.com/sacomaine](https://twitter.com/sacomaine)
[Instagram.com/saco.maine](https://instagram.com/saco.maine)

MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: April 29, 2019
RE: **Process for review and consideration to changes to the recommended budget**

Below is a snapshot of the mil rate calculator showing a handful of changes our Finance Director has identified that the Council will want to act on:

Expense	Public Works	Remove Duplicate Headcount	Maintain Effort	(49,025)	0	(49,025)	(49,025)	-	(49,025)
Expense	Supported Entities	ShuttleBus-Zoom BOD passed a three year stair step increase	Maintain Effort	25,000	0	25,000	25,000	-	25,000
Expense	School Budget	Flat Insurance Premiums	Maintain Effort	(290,130)	0	(290,130)	(290,130)	-	(290,130)
Expense	Public Works	Savings in Capacity Costing - Energy Committee & Maine Power Options	Maintain Effort	(9,973)	0	(9,973)	(9,973)	-	(9,973)
Expense	Public Works	Modest increase (3%) on Demand and Usage fees from CMP	Maintain Effort	(15,914)	0	(15,914)	(15,914)	-	(15,914)
Expense	Planning & Econ Dev	Missed step COLA Increase for Planning & Economic Development	Maintain Effort	935	0	935	935	-	935
Expense	Supported Entities	Biddeford Saco Chamber paid out of TIFs	Maintain Effort	(5,000)	0	(5,000)	(5,000)	-	(5,000)
Expense	Supported Entities	Split EDC Separate from SMFA	Maintain Effort	0	0	0	-	-	-
Expense	Planning & Econ Dev	Realign Use of TIF Funds	Maintain Effort	0	0	0	-	-	-
Expense	Code Enforcement	Adjust line items to reflect the correct funding for electrical inspector	Maintain Effort	7,000	0	7,000	7,000	-	7,000

(more information on these can be read about in the Finance Director’s memos provided on the [Budget webpage](#))

If Councilors wish to further discuss a proposed RAD, support RADs not currently funded, defund administrator approved RADs, or have additional changes to the recommended budget, we ask that you submit them to budget@sacomaine.org by 5pm on Thursday, May 2nd. Staff will prepare and update the calculator before the May 6th meeting.

Administration will make time available before, during, and after working hours the week of April 29th through May 3rd if councilors would like to review or discuss the budget to gather more information or acquire a better understanding of account lines or changes proposed.

On May 6th, in Workshop before the regular meeting, Council will review the full list of changes and time allocated for each item to be discussed with Staff and Council. If Councilors have additional items they would like to add or discuss at this meeting, they too will be considered at that time.

If members of the public have specific questions related to the RADs being discussed, please submit question to budget@sacomaine.org or on the slips of paper provided on the table just inside the entrance to the Auditorium. This will give staff time to prepare any final data/information requested by Council or the public before voting occurs on the 13th.

Language for motions will be provided prior to the budget vote. The first list of items will be those Requests Above the Directive (RADs) that the Administrator included as part of the recommended budget (A), second will be those RADs that were not included as part of the recommended budget (B), and finally all other items that have been recognized by staff and Councilors since the budget was presented in March (C). See attached flow chart.

For example, reviewing the first item in the snapshot of the calculator above (a C item). “The employee salary audit was completed after the recommended budget was submitted to the Council and staff identified two overlapping employees budgeted for the same position. This amounts to a duplicate full-time headcount salary in the Public Works Mechanic Wages line. I move to reduce line item: 10480/500133/00000 by \$49,025.”

At this point in the process, the discussion, after a motion (and a second) has been made, will be for the Council. Only the Mayor has the authority to recognize staff for any further clarification.

After all amendments to the budget have been voted on and a final vote on the budget has occurred, the Mayor will have the opportunity to veto specific line items in the budget. Should this occur, the Council will need to take formal action at the next Council meeting if they wish to override that veto.

