

State of Maine

County of York

City of Saco

I. CALL TO ORDER On Monday, January 14, 2019 at 6:30 p.m. a Council Meeting was held in the City Hall Auditorium.

II. RECOGNITION OF MEMBERS PRESENT – Mayor Marston Lovell introduced the members and determined that the Councilors present constituted a quorum. Councilors present: Marshall Archer, Roger Gay, William Doyle, Lynn Copeland, Alan Minthorn, Micah Smart, Nathan Johnston. City Administrator Kevin Sutherland was also present.

III. PLEDGE OF ALLEGIANCE

IV. GENERAL

A. Recognition of Thornton Academy 2018 Football Team

Mayor Lovell and the City Council welcomed the members of the 2018 Thornton Academy Football Team and the Cheerleaders for their accomplishments in winning the Class A State Title. State Senator Justin Chenette and State Representative Maggie O’Neil presented a Legislative Sentiment to the team on behalf of the Maine State Legislature.

Mayor Lovell recognized the passing of former Saco mayor Fred Clark, and his service to the community and to his country through his career in the United States Marine Corps.

Mayor Lovell also congratulated Councilor Micah and Stephanie Smart on the recent birth of their daughter, Myra.

V. PUBLIC COMMENT

A. School Board Liaison Stephen Shiman, 15 Bay View Terrace said that the School Board had a meeting on Monday, January 7th, which was a retreat. Ilene King from MSMA spoke to them about what they are supposed to be, and what they are not supposed to be as board members. The School Board will be having a meeting on Wednesday, January 16th, which Mr. Shiman invited the Council members to, because there will be presentations by people in leadership roles, people who will be making recommendations of RAD’s that they would like to see. The School Board Members are all looking to see what kinds of justifications are involved and are looking forward to that presentation. He said that there would be a Finance Committee meeting at 6:15 that evening. There is some possible good news, in that the MAT rates were very low this year, much lower than was projected, and that makes a difference of about \$900,000.00. There is also depending on what the School Board does, another \$100,000.00 which is already there, if the School Board decides to accept it, for working with other communities, so between those two items alone, it could amount to \$1,000,000.00 . Mr. Shiman said that the Council was certainly welcome to come to those meetings.

Mayor Lovell said that everyone would be excited to see that next fiscal year's budget request would be much slimmer to do the MAT. He also pointed out that the City had received an opinion from the City Solicitor which states that the effect of the Charter changes does not happen until the beginning of the fiscal year, and that will be July 1st, so that He, Mayor Lovell, would not be chairing the School Board meetings, except for certain, special circumstances, until after July 1, 2019. The City Solicitor cited two statutes, M.R.S.A. Title 20-A 2001 being one of them.

B. Barbara Colman, 45B Stockman Avenue handed The Council copies of an email that she said was dated May 30, 2017 from the auditors, Roger LaGrue, in regard to the City's senior citizen's volunteer work program, that said that the auditors understood that this was a work program, and at the very end it says: "All steps will be in place to handle the situation by the end of 2017, and this was sent to and acknowledged by the City Administrator, Kevin Sutherland, and the former Finance Director, Cheryl Fournier. Ms. Colman said that she knows Ms. Fournier was aware that the program had not been run properly. Ms. Colman said that as the legislative body and the supervisor of the Administrator, she is asking the Mayor and City Council why this has not been resolved. She said that she has not heard that W-2's have gone back to 2015. Also in the pack, is the fact that the wage did not go up, as it was mentioned to each time, we are now in the situation of being in violation of a state statute, because the state statute says that you can not exceed \$750.00 for the seniors. She said that she had spoken to Councilor Minthorn about this, she had asked him to approach State Representative Donna Bailey and ask her to see if there is some way to get a waiver around this, so that we don't have to worry about the excess, when we do pay off these individuals the money that is owed. She said that she heard a statement that this was an immaterial project for the City to take care of, and that immaterial is for someone making \$10,000.00, \$250.00 is material. \$250.00 might not be material for someone making \$130,000.00, and for the city, it's a penny. Ms. Colman said when she hears this type of comment being made, it saddens her, because as Councilors, the members of the City Council should be thinking about who is making those statements and they are coming out of City Hall. So, Ms. Colman said that she is asking that this be resolved within the next month, so that the people in the program can get back their earned income tax credit to 2015, 2016, 2017, and the Council is currently working on 2018, because they are entitled to it, and they can be set up through Age Friendly Saco, when they come in to do the taxes. And as a final note, she said she is not sure why the audit report for two years did not show that this was taken care of.

C. John Harkins, 4 Christopher Terrace, said that he attended the meeting last week concerning the senior citizens program, and that it was said that The City has a \$100,000.00 settlement with the IRS, concerning irregularities with the accounting system. He asked how long this had been going on? He said he believed the public has the right to know.

Mayor Lovell replied that any response would occur during Administrative Comment, later in this meeting.

Mr. Harkins said that assuming the settlement took place in the Fall, that negotiations had been going on, in the audit, responsibility in a letter from our Finance Unit said that: "there had been no communications from regulatory agencies concerning non-compliance with, or deficiencies in our financial reporting system. Violations or possible violations of laws and regulations, including those pertaining to adopting, approving, and amending budgets, provision of grant agreements, tax or debt limits, or any related debts covenants should be considered for disclosure in the financial elements, or as a basis for recording loss, contingency, or for recording noncompliance." Mr. Harkins said that there are no violations cited, and this is signed. He said that the letter further states: "We have also received no request from a federal agency to audit one or more specific programs as a major program." Mr. Harkins

said the Senior program has been ignored for over three years, and that it has presented hardship on a lot of our elderly people. Again, Mr. Harkins read from the letter: “And furthermore, there are no known instances of non-compliance with direct and material compliance requirements that occurred, subsequent to the period covered by the auditor’s report”. Mr. Harkins said that even though it since may have occurred and for years, and it may have come up in the Fall, that should have been disclosed. So, Mr. Harkins said that he is a little disappointed in how things are being handled. It’s costing a lot of money in this community for failures in hiring personnel and additional personnel to cover up whatever we are doing.

VI. CONSENT AGENDA

A. Approval of Minutes for November 13, 2018.

Mayor Lovell pulled the Consent Agenda from this meeting because of corrections that will be coming to the November 13, 2018 Council Meeting Minutes.

VII. AGENDA

A. **(Second and Final)** Contract Zone for Convenient MD at 506 Main Street

Applicant Mammoth Acquisitions, LLC is seeking approval under Section 230-1405 (F) of the Zoning Ordinance for a contract zone agreement (CZA) for demolition of the existing Rosa Linda’s restaurant, and construction of a new building proposed for a “Hospital and Clinic for Humans,” a permitted use in the B-2d zone. The applicant has applied for this CZA for the following reasons:

- 1) Required setbacks in the B-2d zone are 40 feet in the front and 20 feet in the side and rear. The applicant seeks to reduce the front setback to 15 ft.
- 2) The Zoning Ordinance would limit signage to 150 sf. The applicant is proposing three wall signs, and the ability to install a freestanding sign located between Main Street and the building. The three building signs would be approx. 325 sf.
- 3) Height of structures in the B-2d zone is limited to 35 feet. The applicant requests an increase to 43 feet for “...a better building design and configuration...”

This item was reviewed by the Planning Board at its November 6, 2018 meeting. The Board arrived at a negative finding on each of the four standards found in Sec. 230-1405 (F), and voted to forward a negative recommendation to the Council. The negative recommendation was based on signage and building height requested by the applicant.

Working with the applicant, changes were proposed at a subsequent workshop and have been provided as additional exhibit items.

Councilor Johnston Moved, Councilor Smart Seconded, and Be it ordered that the City Council approve the contract zone document entitled ‘Contract Zone Agreement by and Between Mammoth Acquisition Company LLC and the City of Saco,’ for Section 1405 of the Zoning Ordinance, pursuant to 30A M.R.S.A. Section 4352(8)

Councilor Johnston Moved, Councilor Smart Seconded to amend the contract Zone by replacing the contract zone document with exhibit item 3 in this packet also entitled ‘Contract Zone Agreement by and Between Mammoth Acquisition Company LLC and the City of Saco,’ and dated January 14, 2019.’”

The Motion to Amend passed with five (5) Yea's and two (2) Nays, Councilors Doyle and Gay voting in the minority.

Councilor Doyle Moved, Councilor Minthorn Seconded, to return the contract zone as amended to the Planning Board.

The Motion failed with three (3) Yea's and four (4) Nays, Councilors Gay, Doyle, and Minthorn voting in the minority.

The Motion as Amended passed with four (4) Yea's and three (3) Nays, Councilors Minthorn, Doyle, and Gay voting in the minority.

B. (Final Reading) Balance of Taxes due on 841 Portland Road.

As part of the sale agreement with the City of Saco, the owners of 841-853 Portland Road paid only the pro-rated portion of their annual taxes. This means that a total of \$16,550.86 in taxes are still "owed" on the property. Since the property is now owned by the City of Saco, we cannot expect to collect this remaining balance

Councilor Doyle Moved, Councilor Gay Seconded, and Be it Ordered that the City Council authorize the Finance Director to write off the remaining FY 2019 tax amount for 841-853 Portland Road totaling \$16,550.86.

Motion passed with seven (7) Yea's.

C. Audit Presentation

Note: The complete Audit Presentation can be found on the City's Website. Follow the Town Hall Streaming prompt to watch the complete presentation.

Independent Auditor's Report

To the City
Council City of
Saco, Maine

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Saco, Maine, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City of Saco, Maine's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

City Council
City of Saco, Maine

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Saco, Maine as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparisons for the General Fund and School Operations Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As described on Note 13 to the basic financial statements, in 2018, the City adopted new accounting guidance, GASBS No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, the information provided under the modified approach for infrastructure assets, schedule of changes in City's total health plan OPEB liability and related ratios, schedule of City's proportionate share of the net OPEB liability, schedule of City's proportionate share of the net pension liability, and schedule of City contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Saco, Maine's basic financial statements. The introductory section, combining and individual fund financial statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

City Council
City of Saco, Maine

The combining and individual fund financial statements, are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2018 on our consideration of the City of Saco, Maine's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Saco, Maine's internal control over financial reporting and compliance.



December 28,
2018 South
Portland,
Maine

General Fund Budget Update

- 1 Overall** - The General Fund overall is right on track with expenses tracking slightly below budget at 48.1% of budget while revenues are pacing slightly ahead at 51.5% of budget. This means that net operating income year to date is at \$1.5 million. This number will change over the next two months as expenses continue to come in prior to the second half of the property tax bill.
- 2 City Clerk** - 55% of budget spent. With the election behind us, many of the biggest expenses in this department have already been spent. Additionally, the vital record book preservation project was completed in August. An encumbrance was rolled forward from FY2018 to cover the final bill, which came to \$21,857. We do not expect this department to go over budget.
- 3 Contingency** - 81.8% of budget spent. This is primarily due to the purchase of the Clair parcels, which occurred in August. \$12,709 in Unit 91 expenses not budgeted for FY2019 is also included this number.
- 4 City Council** - 73.7% of budget spent. The 3rd quarter stipends for City Council were paid prior to the Christmas holiday, which accounts for \$3000 of the \$4022 overspend. Miscellaneous expenditures are also tracking ahead at 76.8% of budget spent. Travel and Training is over budget for the year by \$644. However, supplies is under budget by \$603 and if this item is as underspent this year as it was last year (by about \$900) then the entire department should finish the year on target.
- 5 County Tax** - 99.2% of budget spent. County Tax is paid in full one time in the fall. The total County Tax bill came in \$9481 lower than budgeted. These savings were passed on to the tax payers in the form of a lower commitment, so the savings on the County Tax line will be offset by lower tax revenue.
- 6 Human Resources** - 53% of budget spent. Supplies in support of the Senior Tax Abatement program were not budgeted for FY 2019 and are therefore pushing this budget high. We are planning on reclassing those expenses to contingency for this year. \$20,000 encumbered for training was rolled forward from FY2018, causing the budget to be tracking a little ahead.
- 7 Information Technology** - 77.5% of budget spent. Many license renewals are paid up front causing this budget to appear overspent. Additionally, there is \$20K in encumbrances that are inflating expenditures because they should have been liquidated. Another \$30K was erroneously paid out of the IT budget, but was actually related to a capital expenditure. The item will be reclassified for our next update.
- 8 Insurance** - 4% of budget spent. Insurance is typically paid in a single lump sum in March.
- 9 Parks & Recreation** - 58.5% of budget spent. Since the peak months of July and August have already elapsed, Parks & Rec is tracking a touch ahead of budget. \$104,000 of the \$148,925 overage versus target can be attributed to hourly, seasonal employees for summer programming.
- 10 Solicitor** - 55.3% of budget spent. Many demands have been placed on our city solicitor so far this year. With stronger oversight from the City Administrator, we do not expect this budget item to go over.
- 11 Supported Entities** - 60.8% of budget spent. Age Friendly Saco, Eastern Trail Membership, Saco Main Street, Saco River Corridor Commission, Seeds of Hope, TATV, and TriCity Transit have all received full year payments up front. The Conservation Commission, Dyer Library, and Biddeford Saco Area Economic Development Commission are right on track. We have not received requests for payment yet from the remaining supported entities.
- 12 Transfers** - 1.9% of budget spent. This budget is largely transfers to TIF funds. Transfers do not take place until after the second round of taxes have been paid. The \$25,000 already booked is related to Camp Ellis Advocacy, budget amendment #2.
- 13 Building Rentals** - 42.2% of budget received. This item is pretty close to target, behind by just \$4391. The new Internal Auditor is tasked with reviewing all our rental agreements to ensure that we are billing our renters correctly. Our new Accounts Receivable person is also returning to the practice of delivering regular statements so that our renters know where they stand.
- 14 Cable Television** - 27.1% of budget received. We should receive the 2nd quarter payments shortly.
- 15 City Clerk** - 37.2% of budget received. This item may have been budgeted too aggressively based on other local revenue trends related to development.
- 16 Interest Earnings** - 113.5% of budget received. Strong interest earnings thanks to rate increases at the Fed have helped bring in more revenue than anticipated. This will help offset other revenue items that may be under budget as well as offset the interest cost of our bonds.
- 17 Parks & Recreation** - 45.9% of budget received. Many of the fees for summer activities are collected ahead of the summer season. We would expect to see this number come as budgeted by year's end.
- 18 Transfer Revenue** - 30.1% of budget received. Many of the budgeted transfers are related to use of TIF funds, which we need to reconfigure. More on this at the workshop on January 14th.
- 19 Unallocated Revenue** - This item may have been budgeted too high given last year's total receipts of just \$2660. Historically, the account was used as a holding account for cash overages in reconciliations. With reconciliations matching to the penny, the budget should be reduced significantly for FY2020.

General Fund Budget Update

	Target through December*	
Net Operating Income (Use of Fund Balance)	1,520,045	50.0%
<i>plus</i> Use of Designated Fund Balance	16,407	
<i>less</i> Increase in Designated Fund Balance	<u>(242,817)</u>	
Net Change in Undesignated Fund balance	1,293,636	
<i>plus</i> Undesignated Fund balance beginning of Year	6,289,422	<i>11.27% of Adopted budget</i>
Fund City General Fund Undesignated Fund Balance Curr	7,583,057	13.59% of Adopted budget**

**Target is based on the % of the year that has elapsed.*

Type	Department	FY2018 Actual	FY2019 Adopted	FY2019 Budget	FY2019 Actual	FY2019 Encumb	FY2019 Total	% of Budget Spent	Actual vs. Target*
Expense	Assessor	194,032	212,888	214,525	78,481	0	78,481	36.6%	(28,781)
	Building Maintenance	106,555	133,582	134,062	53,529	0	53,529	39.9%	(13,502)
	Capital Projects	3,316,646	2,804,971	4,757,925	1,448,460	29,853	1,478,313	31.1%	
	City Administration	288,501	365,096	392,965	189,313	0	189,313	48.2%	(7,169)
	City Clerk	301,768	316,609	340,428	182,190	4,897	187,087	55.0%	16,873
	Code Enforcement	333,617	307,465	310,852	135,690	172	135,863	43.7%	(19,564)
	Contingency	301,728	165,482	832,987	681,036	0	681,036	81.8%	264,543
	Council	15,361	16,627	16,977	12,511	0	12,511	73.7%	4,022
	County Tax	1,293,389	1,206,722	1,206,722	1,197,241	0	1,197,241	99.2%	593,880
	Federal Assistance	0	0	0	0	0	0		0
	Finance	478,468	468,562	472,346	210,731	105	210,836	44.6%	(25,337)
	Fire/Ambulance	3,099,819	3,228,186	3,310,713	1,636,735	54,181	1,690,916	51.1%	35,559
	Fringe Benefits	3,722,906	4,366,537	4,324,628	1,447,970	1,000	1,448,970	33.5%	(713,343)
	Human Resources	140,069	180,125	202,733	87,496	20,000	107,496	53.0%	6,130
	Information Technology	430,522	543,871	668,200	382,349	135,659	518,008	77.5%	183,907
	Insurance	226,506	203,750	203,750	8,132	0	8,132	4.0%	(93,743)
	Overlay	0	0	0	0	0	0		0
	Parks & Recreation	1,616,770	1,705,835	1,743,143	1,015,126	5,371	1,020,497	58.5%	148,925
	Planning & Econ Dev	391,278	477,067	483,933	163,210	2,045	165,255	34.1%	(76,711)
	Police Department	3,791,620	3,930,056	3,970,250	1,942,819	7,643	1,950,462	49.1%	(34,663)
	Public Works	5,425,046	5,458,871	5,668,365	2,426,109	491,380	2,917,489	51.5%	83,306
	School Budget	23,706,762	27,267,360	27,267,360	13,633,680	0	13,633,680	50.0%	(0)
	Solicitor	165,871	141,670	145,966	80,701	0	80,701	55.3%	7,718
	Supported Entities	838,334	966,269	976,469	588,053	5,200	593,253	60.8%	105,019
	Transfers	2,516,859	1,323,765	1,348,765	25,000	0	25,000	1.9%	(649,383)
Expense Total		52,702,426	55,791,367	58,994,065	27,626,563	757,506	28,384,069	48.1%	

General Fund Budget Update

General Fund Budget Update							Target through December*		
Net Operating Income (Use of Fund Balance)					1,520,045	50.0%			
<i>plus</i> Use of Designated Fund Balance					16,407			<i>*Target is based on the % of the year that has elapsed.</i>	
<i>less</i> Increase in Designated Fund Balance					<u>(242,817)</u>				
Net Change in Undesignated Fund balance					1,293,636				
<i>plus</i> Undesignated Fund balance beginning of Year					6,289,422	<i>11.27% of Adopted budget</i>			
Fund	City General Fund	Undesignated Fund Balance Curr			7,583,057	13.59% of Adopted budget**			
Type	Department	FY2018 Actual	FY2019 Adopted	FY2019 Budget	FY2019 Actual	FY2019 Encumb	FY2019 Total	% of Budget Spent	Actual vs. Target*
Revenue	Assessor	3,292	0	0	19,526	0	19,526		19,526
	Budgeted Use Of Surplus	0	190,130	617,487	0	0	0	0.0%	
	Building Rentals	67,066	55,990	55,990	23,604	0	23,604	42.2%	(4,391)
	Cable Television Franchise	358,422	274,860	274,860	74,462	0	74,462	27.1%	(62,968)
	City Clerk	112,507	131,664	131,664	48,978	0	48,978	37.2%	(16,854)
	Code Enforcement	628,619	434,126	434,126	309,561	0	309,561	71.3%	92,498
	Federal Assistance	0	0	0	(333,429)	0	(333,429)		(333,429)
	Finance	149,803	139,856	139,856	68,380	0	68,380	48.9%	(1,548)
	Fire/Ambulance	0	0	0	0	0	0		0
	Fringe Benefits	(30)	0	0	0	0	0		0
	Interest Earnings	219,137	228,880	228,880	259,823	0	259,823	113.5%	145,383
	Parks & Recreation	903,474	920,184	920,184	422,106	0	422,106	45.9%	(37,986)
	Planning & Econ Dev	77,609	75,000	75,000	66,133	0	66,133	88.2%	28,633
	Police Department	143,660	146,444	146,444	77,005	0	77,005	52.6%	3,783
	Public Works	4,457,901	4,282,797	4,282,797	2,373,585	0	2,373,585	55.4%	232,187
	Real And Personal Property	42,052,752	44,601,051	44,601,051	22,968,897	0	22,968,897	51.5%	668,371
	Sale Of City Assets	7,818	10,000	341,012	336,026	0	336,026	98.5%	165,520
	State Assistance	2,624,895	2,697,082	2,697,082	1,953,050	0	1,953,050	72.4%	604,509
	Transfers	1,024,487	1,544,461	1,544,461	465,554	0	465,554	30.1%	(306,677)
	Unallocated	2,660	58,843	58,843	13,345	0	13,345	22.7%	(16,076)
Revenue Total		52,834,075	55,791,367	56,549,736	29,146,608	0	29,146,608	51.5%	

VIII. ADMINISTRATIVE UPDATE

City Administrator Kevin Sutherland : “We have already tackled one of the items I was going to discuss as my administrative update so I’m just going to touch on two others: A big thank you to Glenys for preparing this year’s CAFR document. She did it without any assistance from me which is wonderful, because it freed me up to focus on other items, and I believed she automated almost all of this entire documentation, so I am very hopeful that for future years we will be able to pull that document together very quickly, so thank you, Glenys. The other item – last week I mentioned that I would jump in the ocean if we reached 1,000 respondents. I can tell you now that we have, as of 6:15 P.M., 1,003 people have said they are going to, or have participated on the survey. My initial goal was 750. I was slightly optimistic that we would get to 1,000 with that goal, and we have another week, so I’m going to propose a stretch goal, but I need some idea what that is, and what I am going to have to do.”

Mayor Lovell asked the Council for suggestions. Councilor Archer: “What is your number?” Mr. Sutherland: “It depends on what I have to do to get there.” Councilor Archer: “If it’s 1250, I will go with you.” Councilor Johnston: “What was the count last week?” Mr. Sutherland: “We were at 600 when I announced, so 400 in a week.” Councilor Johnston: ‘I say if you get to 1500 the entire Council goes.’ Councilor Johnston said that he would like to see 1500 responses, so at that number, he would go. Councilor Gay said he would go at 1600. Councilor Smart said he would go at 1700. So, the challenge was issued for residents to complete the zoning survey on the City’s website and send them in.

IX. COUNCIL DISCUSSION AND COMMENT

A. Councilor Archer: “I would like for the Council to consider for future consideration and discussion, should the Federal shut-down last beyond the City’s tax due date in March, I would ask that the City waive fees associated with late payments for anyone affected by our Federal Government, which would affect our Federal Employees and Coast Guard.:

Mayor Lovell: “Well, we can pick that up when we finally get to our workshop, which I do hope will occur.”

Councilor Archer: “Well, this is just for the future, not necessarily for today.”

X. EXECUTIVE SESSION

Councilor Minthorn Moved, Councilor Gay Seconded, and 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)] C – Economic Development & Acquisition of Property approximate to Spring Hill Road and sale of lots 4 and 9 in Millbrook Business Park.

Motion Passed with seven (7) Yea's.

Council entered Executive Session at 8:41 P.M.

XI. REPORT FROM EXECUTIVE SESSION

Councilor Minthorn Moved, Councilor Gay Seconded to Move from the Executive Session. The Motion passed with seven (7) Yea's. Time – 8:58 P.M.

The Motion passed with seven (7) Yea's. Time-8:58 P.M.

Mayor Lovell determined that all of the Councilors were present.

Councilor Minthorn Moved, Councilor Doyle Seconded, and The City Council approves the City Administrator facilitate the exchange of equal land parcels associated with the construction of the Public Works facility.

The Motion Passed with seven (7) Yea's.

Councilor Johnston Moved, Councilor Smart Seconded, and Be it Ordered that the City Council Confirms and Ratifies the Purchase and Sale Contract ratified by the City Administrator September 4, 2018, Amended on November 2, 2018, for the sale of commercial real estate lot # 4 of the Millbrook Business Park, and Be it further Ordered that the Administrator Sign, Execute, and Deliver those documents reasonably required to effectuate the sale of lot #4.

The Motion Passed with seven (7) Yea's.

XII. ADJOURNMENT

Councilor Minthorn Moved, Councilor Copeland Seconded to Adjourn the Meeting.

Motion Passed with seven (7) Yea's. Meeting Adjourned at 9:01 P.M

Attest: William T. Rankin

Deputy City Clerk

