

STATE OF MAINE

COUNTY OF YORK

CITY OF SACO

Note: Council meeting packets and video recordings are posted on the city website, available for public review.

I. CALL TO ORDER – On Tuesday, May 26, 2020, at 6:30 p.m. a Council Meeting was held via video conference due to the national health emergency COVID-19 pandemic.

II. RECOGNITION OF MEMBERS PRESENT – Mayor William Doyle recognized the members of the Council and determined that the Councilors present constituted a quorum. Councilors present: Marshall Archer, James Purdy, Joseph Gunn, Lynn Copeland, Alan Minthorn, Jodi MacPhail and Nathan Johnston. City Administrator Bryan Kaenrath was also present this evening.

III. PLEDGE OF ALLEGIANCE

IV. GENERAL - (Video recording 0:51 minute mark)

A. ARBOR WEEK PROCLAMATION

Mayor Doyle read the proclamation for Arbor week.

- **COMMUNICATION DEPT. – VIRTUAL MEMORIAL DAY CELEBRATION** - Thank you to Emily Roy and Andrew Dickinson.

V. COMMITTEE CORRESPONDENCE TO COUNCIL - (Video recording 3:34 minute mark)

- Councilor MacPhail – Saco Main Street – Planting of flowers on Main Street.

VI. PUBLIC COMMENT - (Video recording 4:16 minute mark)

- Barbara Colman, Non-Resident – Budget comments.
- John Harkins, 4 Christopher Terrace, Saco - Budget comments.
- Lindsay McNaughton, 11 Overlook Drive, Saco, Saco Teacher – Budget Comments.

VII. APPROVAL OF MINUTES

VIII. CONSENT ITEMS - (Video recording 11:48 minute mark)

Councilor Copeland moved, Councilor MacPhail seconded to approve consent agenda items # A, B, C, D, and E as follows:

A. REAPPOINTMENT OF BRUCE KERNS TO BOARD OF ASSESSMENT REVIEW – “Be it ordered that the City Council confirm the Mayor’s reappointments of Bruce Kerns (Chair); to a 5-year term expiring on May 26th, 2025.” Further move to approve the order.

B. REAPPOINTMENT OF RICK MILLIARD TO COASTAL WATERS COMMISSION - “Be it Ordered that the City Council confirm the Mayor’s Reappointment of Rick Milliard as a full member of the Saco Coastal Waters Commission, for a three-year term ending on May 26, 2023.” Further move to approve the Order.

C. APPOINTMENT OF TONY LEBLANC TO THE LUCIA KIMBALL DEERING TRUST BOARD - “Be it ordered that the City Council confirm the Mayor’s appointment of Tony LeBlanc to the Lucia Kimball Deering Trust board for a six-year term ending on May 26, 2026.” Further move to approve the order.

D. APPOINTMENT OF PERIAN CARPENTER TO SHORELINE COMMISSION – “Be it Ordered that the City Council confirm the Mayor’s appointment of Perian Carpenter to the Saco Shoreline Commission to fill the un-expired term of Philip Blood, which expires on December 18, 2020.” Further move to approve the Order.

E. APPOINTMENT OF MICHAEL KING TO PARKS AND RECREATION ADVISORY BOARD – “Be it Ordered that the City Council confirm the Mayor’s appointment of Michael King to the Parks and Recreation Advisory Board for a 2 year term beginning on May 26, 2020 to expire on July 15, 2022.” Further move to approve the Order.

The motion passed with seven (7) yeas.

IX. ACTION ITEMS

A. CREDIT ENHANCEMENT AGREEMENT BETWEEN THE CITY OF SACO, MAINE AND A. DUIE PYLE INC. - (SECOND & FINAL READING) - (Video recording 13:17 minute mark)

Councilor Purdy moved, Councilor Minthorn seconded that the City Administrator is hereby authorized and directed to enter into a credit enhancement agreement with A. Duie Pyle in substantially the form as presented to the City Council. The motion passed with six (6) yeas and one (1) nay – Councilor Johnston.

B. ADOPTION OF COMMUNICABLE DISEASE, EXPANDED FMLA AND FFCRA EMERGENCY SICK LEAVE POLICIES - (Video recording 17:32 minute mark)

Councilor MacPhail moved, Councilor Copeland seconded “Be it Ordered that the City Council adopt the following policies: Saco Communicable Diseases Policy, Saco Expanded FMLA Policy, and Saco FFCRA Emergency Sick Leave Policy. Further move to approve the Order. The motion passed with seven (7) yeas.

C. ADOPTION OF REVISED MMA GENERAL ASSISTANCE ORDINANCE – (FIRST READING) - (Video recording 19:00 minute mark)

Councilor Archer moved, Councilor Copeland seconded the City of Saco hereby moves to repeal the MMA General Assistance Ordinance dated September 2013, and to adopt the MMA General Assistance Ordinance dated August 2019, and further move to set a public hearing for Monday, June 8, 2020. The motion passed with seven (7) yeas.

D. WAIVE OF INTEREST PENALTIES AND EXTENSION OF LIEN FILINGS - (Video recording 20:30 minute mark)

Councilor MacPhail moved, Councilor Minthorn seconded “Be it ordered that the City Tax Collector delay the issuance of 30-day notices on lien filings until 60 days after the State of Emergency is terminated, and that the City Tax Collector delay the filing of liens against properties with delinquent taxes for FY2020 until 90 days after the State of Emergency is terminated, and that interest penalties on late tax payments be waived on all taxes paid by mail and postmarked from June 1st, 2020, until the date that the State of Emergency is terminated, and that interest penalties on late tax payments be waived on late taxes paid by drop box or in person from May 27th, 2020, until the date that the State of Emergency is terminated, and that credit card and e-check fees continue to be waived on tax payments received online from May 27th, 2020, until the date that the State of Emergency is terminated”. Further move to approve the order. The motion passed with seven (7) yeas.

E. ADOPTION OF THE AMENDED FEE SCHEDULE FOR FISCAL YEAR 2021 - (Video recording 23:00 minute mark)

Councilor Archer moved, Councilor Minthorn seconded “Be it Ordered that the City Council approve the amended fee schedule for Fiscal Year 2020”. Further move to approve the Order.

1st Amendment – Councilor Copeland moved, Councilor Minthorn seconded “Be it Ordered that the City Council correct the building permit fees removed in error from the fee schedule and, furthermore, that new building permit fees be established to incentivize investment in solar energy. The motion passed with seven (7) yeas.

2nd Amendment – Councilor Johnston moved, Councilor Copeland seconded to remove the strike through on Chapter 118 §25 Resident Parking Permits, Disabled Veterans Use of parking lot from May 1 to Columbus Day weekend and to expand upon that to make it all veterans moving forward.

Mayor Doyle asked the council is there was any objection to the veterans on the council voting. There were no objections.

Mayor Doyle called for a vote on the motion. The motion passed with seven (7) yeas.

Mayor Doyle called for a vote on the main motion. The motion passed with seven (7) yeas.

F. ADOPTION OF THE FISCAL YEAR 2021 WATER RESOURCE RECOVERY DEPT. BUDGET - (Video recording 33:27 minute mark)

Councilor MacPhail moved, Councilor Minthorn seconded “Be it Ordered that the City Council adopt the Fiscal Year 2021 Water Resource Recovery Division budget for the City of Saco, Maine as follows: Approve gross expenditures of \$2,835,554 to be offset by \$2,835,554 in anticipated revenues and other credits, which represents no increase in the sewer user fee rate of \$4.96. Further move to approve the Order. The motion passed with seven (7) yeas.

G. CITY OPERATIONS BUDGET MAIN MOTION - (Video recording 35:09 minute mark)

Councilor Minthorn moved, Councilor Archer seconded “Be it Ordered that the City Council move to approve an appropriation order for the adoption of the Fiscal Year 2021 budget, excluding all school, county, and TIF transfers per Section 6.06 and 6.07 of the Charter of the City of Saco, Maine as follows: Approve gross municipal expenditures of \$31,534,913. Expenditures to be offset by \$31,534,913 in anticipated revenue and other credits, which represents \$2,089,581 in anticipated state revenue sharing and \$11,511,610 in other local revenues (except those revenues received from the state for homestead exemptions and BETE reimbursement), With the net to be raised by local taxes. And further be it ordered that the Approved amounts set in the following attached schedule titled CITY OF SACO FY2021 APPROPRIATION ORDER shall become a part of the City Clerk's records and shall designate the form of the City of Saco Budget for Fiscal Year 2021 as authorized under Section 6.04 of the Charter of the City of Saco, Maine. And further, approve those appropriations, as determined necessary and appropriate by the City Administrator or their Designee, from those special revenue funds where available and corresponding with the estimates presented for approval in the City Administrator’s budget book or as adjusted and presented to Council during the course of budget deliberations”. Further move to approve the order.”

CITY OF SACO FY2021 APPROPRIATION ORDER

Department	FY2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Curr (as of Feb)	FY 2020 Approved	Administrator's Budget
Assessor	192,428	168,342	194,031	212,678	146,059	222,762	696,885
Building Maintenance	96,300	108,147	106,554	61,602	4,038	0	0
Capital Projects	3,182,046	3,709,618	3,360,656	2,900,082	4,868,742	3,107,257	5,302,002
City Administration	172,255	265,263	288,500	370,896	320,467	411,768	239,905
City Clerk	295,026	278,552	301,767	328,120	216,347	325,665	352,232
Code Enforcement	231,918	266,829	333,618	298,504	270,972	391,321	367,717
Communications	0	0	0	0	0	0	177,820
Contingency	272,968	371,854	301,728	491,655	354,533	200,958	256,000
Council	14,593	14,855	15,361	17,580	9,900	21,575	21,575
Federal Assistance	0	0	0	387,939	0	0	0
Finance	471,462	510,477	478,467	446,580	413,356	580,428	661,636
Fire/Ambulance	3,005,694	3,222,248	3,099,822	3,204,736	2,327,616	3,401,717	3,785,099
Fringe Benefits	3,509,179	3,429,039	3,722,906	3,828,966	2,755,451	4,117,969	4,869,303
Human Resources	0	0	140,069	179,906	150,328	215,059	225,746
Information Technology	551,046	386,975	430,522	527,231	302,813	376,516	356,540
Insurance	203,436	213,123	226,506	243,254	175,136	233,750	185,000
Overlay	0	0	0	0	0	0	360,454
Parks & Recreation	1,611,288	1,593,396	1,616,769	1,748,130	1,344,379	1,774,313	1,979,235
Planning & Econ Dev	366,683	336,753	391,276	407,761	315,681	402,268	261,649
Police Department	3,588,333	3,576,904	3,791,619	3,808,311	2,648,572	4,126,872	4,375,415
Public Works	5,322,294	5,686,708	5,425,048	5,533,073	3,600,337	5,922,380	6,027,870
Solicitor	216,620	143,193	165,871	115,712	139,417	144,362	157,286
Supported Entities	698,684	804,952	838,334	964,116	601,151	793,133	867,544
Transfers	1,167,942	893,824	2,516,859	67,338	8,000	8,000	8,000
Municipal Expenditures	25,170,195	25,981,052	27,746,283	26,144,170	20,973,295	26,778,073	31,534,913

Table - Councilor Copeland moved, Councilor Archer seconded to table the budget. The motion failed with two (2) yeas and five (5) nays – Councilors, Purdy, Gunn, Minthorn, MacPhail, and Johnston.

i. **AMENDMENTS TO CITY OPERATIONS BUDGET** - (Video recording 51:36 minute mark)

1st Amendment - Councilor Archer moved, Councilor Gunn seconded “Be it ordered that the City Council

Decrease Account 10131 (org) 300504 (object) State Revenue Sharing (descr) by \$417,916 (amount) and
Decrease Account 10020 (org) 300201 (object) Motor Vehicle Excise (descr) by \$394,496 (amount) and
Decrease Account 10342 (org) 300951 (object) Transfer from Ambulance Fund (descr) by \$200,287 (amount) and
Increase Account 10270 (org) 300751 (object) Sale of City Assets (descr) by \$193,300 (amount) and
Decrease Account 10630 (org) 500801 (object) Overlay to Fund Balance (descr) by \$360,454 (amount) and
Decrease Account 10681 (org) 500952 (object) 07101 Energy Efficiency Upgrades (descr) by \$9,375 (amount) and
Decrease Account 10681 (org) 500952 (object) 05310 Vehicle Refurbishment (descr) by \$15,000 (amount) and
Decrease Account 10681 (org) 500952 (object) 03742 Local Road Drainage Replacement (descr) by \$ 50,000
(amount) and
Decrease Account 10681 (org) 500952 (object) 07117 Exterior Finishes (descr) by \$75,000 (amount) and
Decrease Account 10681 (org) 500952 (object) 07118 HVAC Component Replacements (descr) by \$50,000
(amount) and
Decrease Account 10681 (org) 500952 (object) 07116 Interior Finishes (descr) by \$75,000 (amount) and
Decrease Account 10681 (org) 500952 (object) 07115 Life Safety and Code Compliance Updates (descr) by
\$50,000 (amount) and
Decrease Account 10681 (org) 500952 (object) 03755 Landfill Maintenance (descr) by \$40,000 (amount) and
Decrease Account 10681 (org) 500952 (object) 03774 Collector Road Safety Improvements(descr) by \$50,000
(amount) and
Decrease Account 10681 (org) 500952 (object) 03722 Industrial Park RR Maintenance (descr) by \$10,000
(amount)
Increase Account 10340 (org) 300964 (object) Single Transfers by \$117,547”.

The motion passed with seven (7) yeas.

2nd Amendment - Councilor Minthorn moved, Councilor Gunn seconded “Be it ordered that the City Council

Decrease Account 10230 (org) 300708 (obj) Parks & Recreation, Recreation Department Fees by \$44,451 and
Decrease Account 10386 (org) 500360 (obj) Information Technology Office 365 by \$320 and
Decrease Account 10470 (org) 500110 (obj) Fire/Ambulance Firefighter/Emt Wages by \$193,784 and
Decrease Account 10472 (org) 500324 (obj) Fire/Ambulance Uniforms/Safety Equipment by \$23,200 and
Decrease Account 10472 (org) 500325 (obj) Fire/Ambulance Clothing/Boot Allowance by \$1,600 and
Decrease Account 10570 (org) 500103 (obj) Parks & Recreation Non-Supervisory Wages by \$38,147 and
Decrease Account 10570 (org) 500130 (obj) Parks & Recreation Laborer Wages by \$38,147 and
Decrease Account 10600 (org) 500215 (obj) Fringe Benefits Dental/Optical by \$1,950 and
Decrease Account 10600 (org) 500287 (obj) Fringe Benefits MEPPERS (Retirement) by \$30,798 and
Decrease Account 10600 (org) 500288 (obj) Fringe Benefits Health & Basic Life Insurance by \$49,140 and
Decrease Account 10600 (org) 500289 (obj) Fringe Benefits FICA Taxes by \$20,660 and
Decrease Account 10600 (org) 500290 (obj) Fringe Benefits St/Lt Disability by \$2,952 and
Decrease Account 10350 300800 Use of Fund Balance by \$23,200 and
This does not include the additional facilities headcount”.

Etc...

Further move to approve the amendment.

Amendment to the Amendment - Councilor Archer moved, Councilor Johnston seconded to omit the word “Etc” that was read into the record. The motion passed with seven (7) yeas.

Mayor Doyle called for a vote on the main amendment. The motion passed with seven (7) yeas.

3rd - Amendment - Councilor Johnston moved, Councilor Copeland seconded “Be it Ordered that the City Council Increase Account 10270 (org) 300751 (object) Sale of City Assets (descr) by \$78,300 (amount) and Increase Account 10620 (org) 500483 (object) Historic Preservation (descry) by \$5,000 (amount)”.

Note: Motion pertains to the sale of 90 Temple Street.

Mayor Doyle called for a vote on the amendment. The motion passed with seven (7) yeas.

4th Amendment - Councilor Minthorn moved, Councilor Archer seconded “Be it Ordered that the City Council Decrease Account 10412 (org) 500428 (object) Assessor Contracted Services by \$225,000 and Decrease Account 10350/300800 Use of Fund Balance by \$225,000”. Further move to approve the amendment. The motion passed with six (6) yeas and one (1) – Nay – Councilor Johnston.

5th Amendment - Councilor Minthorn moved, Councilor Purdy seconded “Be it Ordered that the City Council Increase Account 10482 – 500351 Public Works Building Repairs and Maintenance by \$10,000 and Decrease Account 10494 – 500103 Public Works Non-Supervisory Wages by \$45,890 and Decrease Account 10600 – 500215 Fringe Benefits Dental/Optical by \$325 and Decrease Account 10600 – 500287 Fringe Benefits MEPEERS by \$3,947 and Decrease Account 10600 – 500288 Fringe Benefits Health & Basic Life Insurance by \$8,190 and Decrease Account 10600 – 500289 Fringe Benefits FICA Taxes by \$3,511 and Decrease Account 10600 – 500290 Fringe Benefits St/Lt Disability by \$492”. Further move to approve the amendment.

Mayor Doyle clarified that this amendment was removing the proposed headcount increase and not a current position.

Mayor Doyle called for a vote on the amendment. The motion passed with seven (7) yeas.

6th Amendment - Councilor Minthorn moved, Councilor Johnston seconded “Be it ordered that the City Council Increase Account 10350 (org) 300800 (object) Use of Fund Balance (descr) by \$22,110 (amount)”. Further move to approve the Order.

10372	500322	00000	Training	On-Going	1,300
10412	500322	00000	Training	On-Going	750
10412	500336	00000	Telephone	On-Going	1,200
10412	500339	00000	Travel	On-Going	750
10412	500360	00000	Computer Software	On-Going	520
10442	500322	00000	Training	On-Going	400
10442	500330	00000	Dues & Memberships	On-Going	250
10442	500336	00000	Telephone	On-Going	800
10442	500350	00000	Furniture & Fixtures	On-Going	500
10462	500301	00000	Office Supplies	On-Going	500
10462	500308	00000	Cleaning Supplies	On-Going	500
10462	500320	00000	City Vehicle Repairs	On-Going	2,500
10462	500322	00000	Training	On-Going	4,000
10462	500324	00000	Uniforms/Safety Equipment	On-Going	2,000
10462	500330	00000	Dues & Memberships	On-Going	800
10462	500339	00000	Travel	On-Going	5,000
10462	500411	00000	Electronic Equipment Repair	On-Going	340

The motion passed with seven (7) yeas.

7th Amendment - Councilor Archer moved, Councilor Johnston seconded “Be it ordered that the City Council Decrease Account 10570 (org) 500113 (object) P&R Seasonal Wages (descr) by \$ 40,000 (amount) and

Decrease Account 10570 (org) 500114 (object) P&R Overtime (descr) by \$3,000 (amount) and
Decrease Account 10572 (org) 500307 (object) P&R Program Supplies (descr) by \$ 1,000 (amount) and
Decrease Account 10572 (org) 500323 (object) P&R Athletic Equipment (descr) by \$5,000 (amount) and
Decrease Account 10572 (org) 500329 (object) 40250 P&R Program T-Shirts (descr) by \$ 4,500 (amount) and
Decrease Account 10572 (org) 500329 (object) 40251 P&R Cheering Uniforms (descr) by \$ 4,500 (amount) and
Decrease Account 10572 (org) 500329 (object) 40253 P&R Logo Apparel (descr) by \$ 1,000 (amount) and
Decrease Account 10572 (org) 500344 (object) P&R Printing (descr) by \$400 (amount) and
Decrease Account 10572 (org) 500421 (object) 00000 P&R General Special Programs (descr) by \$ 1,250 (amount)
and
Decrease Account 10572 (org) 500421 (object) 42000 P&R MRPA Discount Ticket Sales (descr) by \$8,000 (amount)
and
Decrease Account 10572 (org) 500421 (object) 42001 Teen Cooking Classes (descr) by \$1,000 (amount) and
Decrease Account 10572 (org) 500423 (object) 40000 Softball Officials (descr) by \$500 (amount) and
Decrease Account 10572 (org) 500424 (object) 40503 Vacation Camps (descr) by \$2500 (amount) and
Decrease Account 10572 (org) 500424 (object) 41001 Pepperell Camp (descr) by \$9500 (amount) and
Decrease Account 10572 (org) 500424 (object) 41002 Memorial Camp (descr) by \$11,000 (amount) and
Decrease Account 10572 (org) 500424 (object) 41004 Teen Epic Camp (descr) by \$10,000 (amount) and
Decrease Account 10572 (org) 500424 (object) 41005 Kinder Camp (descr) by \$3,000 (amount) and
Decrease Account 10572 (org) 500426 (object) 00000 Volunteer Program (descr) by \$500 (amount)”.
The motion passed with seven (7) yeas.

8th Amendment - Councilor Archer moved, Councilor Johnston seconded “Be it Ordered that the City Council
Decrease Account 10681 (org) 500952 (obj) Capital Projects 12 School Street – Teen Center by \$145,000 and
Decrease Account 10350 300800 Use of Fund Balance by \$145,000. The motion passed with seven (7) yeas.

Amendment to the Amendment – Councilor Minthorn moved, Councilor Johnston seconded “Be it Ordered that
the City Council Decrease Account 10230 (org) 300708 (obj) Parks & Recreation Department Fees by \$7,500 and
Decrease Account 10572 (org) 500308 (obj) Parks & Recreation Cleaning Supplies by \$1,500 and
Decrease Account 10572 (org) 500360 (obj) Parks & Recreation Computer Software by \$4,000 and
Decrease Account 10572 (org) 500421 (obj) Parks & Recreation Special Programs by \$1,500”.

The motion passed with seven (7) yeas.

Mayor Doyle called for a vote on the main amendment The motion passed with seven (7) yeas.

Mayor Doyle called for a recess at 8:37 p.m.
 Mayor Doyle reconvened the meeting at 8:47 p.m.

9th Amendment - Councilor Minthorn moved, Councilor MacPhail seconded “Be it Ordered that the City Council
Decrease Account 10620 (org) 500707 (obj) Saco Main Street (descry) by \$60,000 (amount). The motion passed
with seven (7) yeas.

10th Amendment - Councilor Minthorn moved, Councilor Purdy seconded “Be it Ordered that the City Council
Increase Account 10350 (org) 300800 (obj) Use of Fund Balance (descry) by \$12,835 (amount).

Org	Object	Projects	Account Description	OneTime	Amount
10620	500483	00000	Historic Preservation	On-Going	835
10620	500700	00000	Supported Entities	On-Going	4,500
10620	500704	00000	Saco Pathfinders	On-Going	2,000
10620	500716	00000	SMAA- South Me Agency Aging	On-Going	2,000
10620	500718	00000	Seeds Of Hope	On-Going	3,000
10620	500721	00000	American Red Cross Of Maine	On-Going	500

Amendment to the Amendment – Councilor Johnston moved, Councilor Archer seconded “Be it Ordered that the
City Council Decrease Account 10620 (org) 500700 (obj) Supported Entities (descr) by \$3,800 (amount) and
Decrease Account 10350/300800 Use of Fund Balance by \$3,800”. The motion passed with seven (7) yeas.

This motion removes funding for LifeFlight Foundation, New Beginnings, and York County Shelter Programs. This motion also reduces the appropriation for the newly formed Saco Bicycle & Pedestrian Advisory Committee to \$700.

Mayor Doyle called for a vote on the main amendment. The motion passed with seven (7) yeas.

11th Amendment - Councilor Purdy moved, Councilor Minthorn seconded “Be it Ordered that the City Council Decrease Account 10460 (org) 500400 (object) Joint Projects w. Biddeford (descr) by \$25,000 (amount)”.

Amendment to the Amendment- Councilor Copeland moved, Councilor Johnston seconded to reduce the amount to zero. The motion failed with two (2) yeas and five (5) nays – Councilors Archer, Purdy, Gunn, Minthorn, and MacPhail.

Mayor Doyle called for a vote on the main amendment. The motion passed with six (6) yeas and one (1) nay – Councilor Johnston

Mayor Doyle inquired with the council if there was any objection to moving to item #H. There was no objection.

Note: See page #10 for continuation of City Operations Budget amendments.

H. ADOPTION OF THE FY2021 – FY2025 CAPITAL PROGRAM - (Video recording 2:46:25 minute mark)

Councilor Gun moved, Councilor Minthorn seconded “Be it Ordered that the City Council approve the FY2021-FY2025 Capital Program”. The motion passed with seven (7) yeas.

FY2021 Capital Plan Summary

Actual Plan vs. Funding Mechanism Goals

Account	2021	2022	2023	2024	2025	Total 5 Year Funds	% of Plan
Gen Fund	2,882,996	1,304,350	1,129,350	954,350	1,084,350	7,355,396	30%
Grant Match	162,500	1,016,250	716,250	816,250	716,250	3,427,500	14%
Fees/Other	0	537,500	237,500	787,500	187,500	1,750,000	7%
TIF Funds	1,017,954	903,309	793,064	631,819	620,199	3,966,346	16%
Bond	1,544,674	1,677,841	1,642,636	1,689,105	1,503,314	8,057,570	33%
Total	5,608,124	5,439,250	4,518,800	4,879,024	4,111,613	24,556,812	

Actual Plan vs. Asset Treatment Goals (excludes New Assets)

TOTAL PLAN	AMP Goal	2021	2022	2023	2024	2025	5 Year Plan
Update	4%	0	125,600	105,600	125,600	105,600	2%
Rehabilitate	15%	225,000	1,207,500	1,277,500	1,207,500	1,207,500	26%
Replace	77%	2,185,299	2,521,825	2,286,875	2,865,099	2,295,688	65%
Enhance/growth	4%	60,000	600,000	325,000	0	0	7%
TOTAL		2,470,299	4,454,925	3,994,975	4,196,199	3,608,788	
Sustainable Funding		3,419,412	3,419,412	3,419,412	3,419,412	3,419,412	

Actual Funding by Asset Group

Asset Group	Life Cycle Value	Life Cycle	Funding Goals	2021	2022	2023	2024	2025
Facility	52,298,350	75	697,311	3,261,694	1,689,544	1,663,545	1,635,044	1,605,606
Utility	54,235,740	75	723,143	295,000	665,600	595,600	565,600	345,600
Grounds	14,170,000	50	283,400	130,031	289,032	283,031	304,531	136,032
ROW	128,666,836	75	1,715,558	1,187,050	2,795,075	1,976,625	2,373,850	2,024,375
TOTAL	249,370,926		3,419,412	4,873,774	5,439,250	4,518,800	4,879,024	4,111,613

Note: Asset life cycle values have not been updated to represent the increases in construction costs over the past two years.
 Note: "Bond" reflects bond payments from General Fund only. Bond payments from TIFs are included with the TIF Fund total.
 Note: Capital Plan includes funds earmarked for the new Public Safety Facility Bond

I. COUNCIL RESOLUTION APPROVING SCHOOL BUDGET FOR FISCAL YEAR 2020-2021 - (Video recording 2:47:49 minute mark)

Councilor Purdy moved, Councilor Gunn seconded “Be it Resolved, pursuant to Title 20-A, sections 2307, 1485 and 15690, that:

The following school budget cost centers be adopted and approved for expenditure for **fiscal year 2020-2021**:

<u>Regular Instruction</u>	<u>\$24,188,281</u>
<u>Special Education</u>	<u>\$ 9,824,162</u>
<u>Career and Technical Education</u>	<u>\$</u>
<u>Other instruction</u>	<u>\$ 169,571</u>
<u>Student and staff support</u>	<u>\$ 2,412,402</u>
<u>System administration</u>	<u>\$ 855,061</u>
<u>School administration</u>	<u>\$ 1,373,536</u>
<u>Transportation and Buses</u>	<u>\$ 1,912,724</u>
<u>Facilities Maintenance</u>	<u>\$ 2,336,536</u>
<u>Debt Service and Other Commitments</u>	<u>\$ 309,013</u>
<u>All Other Expenditures</u>	<u>\$</u>

The sum of \$43,381,286 be appropriated for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and the sum of \$18,497,843 be raised as the City's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

State Mandated Explanation: The City's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the City must raise in order to receive the full amount of state dollars.

The sum of \$309,013 be raised and appropriated for the annual payments on debt service previously approved by the City's voters for non-state-funded school construction projects and non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the City's contribution to the total cost of funding public education from kindergarten to grade 12;

State Mandated Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the City's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the City voters or other legislative body.

The School Board be authorized to expend \$43,381,286 for the fiscal year beginning July 1, 2020 and ending June 30, 2021 from the City's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools; and

The School Board be authorized to expend such other sums as may be received from federal and state grants and/or programs and/or other sources during the fiscal year for school purposes provided that such grants, programs or other sources do not require the expenditures of other funds not previously appropriated; and

Further move to approve the resolution.

Tabled – Councilor Minthorn moved, Councilor Copeland seconded to table this item until the next meeting of the City Council on June 1st, providing the School Board passes the budget back to us. Otherwise, we pass it down to June 8th. The motion passed with seven (7) yeas.

J. COUNCIL RESOLUTION APPROVING ADDITIONAL LOCAL FUNDS FOR THE SCHOOL BUDGET FISCAL YEAR 2020-2021 - (Video recording 2:54:49 minute mark)

Councilor Purdy moved, Councilor Minthorn seconded "Be it Resolved that \$ 9,980,579 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$9,980,579 as required to fund the budget recommended by the School board.

State Mandated Explanation: The additional local funds are those locally raised funds over and above the City's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the school department budget for educational programs.

School board's Statement of Reasons for Exceeding Essential Programs and Services allocation model: The school budget proposed for the fiscal year exceeds the state's funding allocation model for various reasons. In general, (i) the model does not recognize the actual costs to operate and maintain the school program and curriculum; (ii) the state is not funding the model at 55% of the actual total cost of education; (iii) the state has added certain costs to the model without increasing available funding such as the state share of teacher retirement costs; (iv) the state has reduced or eliminated funding of costs necessary to operate the schools by such means as changing the student: teacher ratio, the student: ed tech, and other student: staff ratios and reducing funding of administrative costs.

(Note: Title 20-A, section 15671-A(5)(B) requires a separate, recorded vote for these additional local funds and approval by a majority of the full council. Section 15690 provides for the School board's Statement of Reasons to accompany the article as provided to the Council).

Further move to approve the resolution

Tabled – Councilor Minthorn moved, Councilor Purdy seconded to table his item until June 1st. The motion passed with seven (7) yeas.

K. COUNCIL RESOLUTION APPROVING ADULT EDUCATION BUDGET FOR FISCAL YEAR 2020-2021 - (Video recording 2:58:44 minute mark)

Councilor Purdy moved, Councilor Minthorn seconded “Be it Resolved that \$140,055 be appropriated for adult education and that \$140,055 be raised as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for well-being of the adult education program”.

Tabled - Councilor Minthorn moved, Councilor Purdy seconded to table this item until June 1st. The motion passed with seven (7) yeas.

L. SET THE FISCAL YEAR 2021 PROPERTY TAX DUE DATES AND INTEREST RATES - (Video recording 3:00:17 minute mark)

Councilor Johnston moved, Councilor Minthorn seconded “Be it ordered that the City Council set the interest rate for delinquent FY2021 property taxes at 9.0%, set the refund interest rate of FY2021 tax payments at 0.0% and authorize the tax collector to accept prepayment of taxes not yet committed without having to pay interest on these prepayments, and to establish the due dates for tax payments as follows:

payment for the first half due on September 11, 2020, with interest occurring from September 14, 2020, and payment for the second half due on March 12, 2021, with interest accruing from March 15, 2021.” Further move to approve the Order.

Amendment – Councilor Copeland moved, Councilor Gunn seconded to increase the timeframe for interest accrual to one week. The motion failed with two (2) yeas and five (5) nays – Councilors Archer, Purdy, Minthorn, McPhail, and Johnston.

Mayor Doyle called for a vote on the main motion. The motion passed with seven (7) yeas.

M. RECONFIRM THE AUTHORITY TO APPLY TAX PAYMENTS TO THE OLDEST OUTSTANDING TAX - (Video recording 3:07:10 minute mark)

Councilor Copeland moved, Councilor MacPhail seconded “Be it Ordered that the City Council accept the tax collection policy as presented pursuant to title 36 MRSA Section 906”. The motion passed with seven (7) yeas.

Mayor Doyle inquired with the council if there was any objection to moving to New Business and Administrative Updates. There was no objection.

X. NEW BUSINESS

XI. ADMINISTRATIVE UPDATE - (Video recording 3:10:29 minute mark)

City Administrator Bryan Kaenrath provided administrative updates.

XI. ACTION ITEMS

G. CITY OPERATIONS BUDGET MAIN MOTION

i. AMENDMENTS TO CITY OPERATIONS BUDGET – (Video recording 3:15:00 minute mark)

Mayor Doyle called for a 5 minute recess at 9:48 p.m.

Mayor Doyle reconvened the meeting at 9:53 p.m.

12th Amendment – Councilor Johnston moved, Councilor MacPhail seconded “Be it Ordered that the City Council

- Decrease A 25% Prorated portion of Assessor Office Supplies by 225
- Decrease A 25% Prorated portion of Assessor Travel by 1000
- Decrease A 25% Prorated portion of Assessor Computer Supplies by 75
- Decrease A 25% Prorated portion of Assessor Advertising by 25
- Decrease A 25% Prorated portion of Assessor Deed Services by 250
- Decrease A 25% Prorated portion of Assessor Computer Software by 3025
- Decrease A 25% Prorated portion of Assessor Supervisory Wages by 18569
- Decrease A 25% Prorated portion of Assessor Court Officers/Clerical Wages by 26211
- Decrease A 25% Prorated portion of Assessor Clothing/Boot Allowance by 50
- Decrease A 25% Prorated portion of Assessor Training by 625
- Decrease A 25% Prorated portion of Assessor Dues & Memberships by 50
- Decrease A 25% Prorated portion of Assessor Books/Manuals by 250
- Decrease A 25% Prorated portion of Assessor Telephone by 600
- Decrease A 25% Prorated portion of Assessor Postage by 275
- Decrease A 25% Prorated portion of Assessor Printing by 125
- Decrease Planning & Development Benefits Dental by 975
- Decrease Planning & Development Benefits Deferred Comp by 3394
- Decrease Planning & Development Benefits MEPERS by 6028
- Decrease Planning & Development Benefits Health & Basic Life by 25314
- Decrease Planning & Development Benefits FICA by 21131
- Decrease Planning & Development Benefits ST/LT Disability by 1716
- Decrease A 10% Prorated Portion of Finance Director Salary Finance Director Salary by 10161
- Decrease A 15% Prorated Portion of City Administrator Salary City Administrator Salary by 17769
- Decrease Economic Development Operations Books/Manuals by 250
- Decrease Economic Development Operations Office Supplies by 2200
- Decrease Economic Development Operations Computer Supplies by 1000
- Decrease Economic Development Operations Minor Equipment by 1000
- Decrease Economic Development Operations Training by 2875
- Decrease Economic Development Operations Dues & Memberships by 1080
- Decrease Economic Development Operations Telephone by 1320
- Decrease Economic Development Operations Postage by 1125
- Decrease Economic Development Operations Travel by 1875
- Decrease Economic Development Operations Advertising by 5375
- Decrease Economic Development Operations Printing by 1000
- Decrease Economic Development Operations Furniture & Fixtures by 500
- Decrease Economic Development Operations Computer Software by 3000

And further be it ordered that the reductions be funded out of the Downtown Development TIF by reducing Loans & Projects from \$100,000 to zero and reducing the Downtown Façade Grant Program by \$60,444”. Further move to approve the amendment.

The motion passed with seven (7) yeas.

G. CITY OPERATIONS BUDGET MAIN MOTION

Tabled – Councilor Minthorn moved, Councilor Copeland seconded to table item G and move a resolve pushing a date that has already been amended for the budget from May 4th to May 26th to on or before June 15th. The motion passed with seven (7) yeas.

Council Resolve

WHEREAS, each year the City must prepare a City budget as part of its annual Municipal Budget; and

WHEREAS, each year the City must incorporate a proposed School budget into its annual Municipal Budget; and

WHEREAS, the City Charter mandates that the City adopt an annual Municipal Budget composed of the City budget and the School budget (“combined municipal budget;” see Section 6.06 of the City Charter); and

WHEREAS, the Charter obligates the City to “adopt the Municipal Budget at a Special Council Budget Meeting the second week of May;” and

WHEREAS, due to the risks associated with the COVID-19 pandemic, the Governor of the State has issued certain Executive Orders (14 FY 19/20; 19 FY 19/20; 28 FY 19/20) which limit the ability of persons and parties to meet in groups; and

WHEREAS, these Orders have been extended, and are to remain in effect into June; and

WHEREAS, the Legislature has enacted Emergency Legislation (LD #2167) which was intended to provide certain forms of relief and certain governing rules and processes, including for municipalities, during the State wide COVID-19 emergency; and

WHEREAS, the Legislature (see PART D, E, and G of LD 2167) intended to allow relief to municipalities so they could reasonably act, enact budgets, conduct meetings, and otherwise continue the vital operations of local communities during the State wide COVID-19 emergency through new media and new technology;

NOW THEREFORE, pursuant to authority delegated by the Legislature including, but not limited LD 2167, the City Council resolves, and does herein Order, that the Annual “Special Council Budget Meeting” of the City of Saco will be scheduled not later than the second Monday in June (June 15, 2020).

This Special Budget Meeting shall be held in public at the Saco City Hall, 300 Main Street, Saco; and, the public shall be allowed to attend should they wish to make comment; but the City Council will mandate and make use of social distancing procedures and other accommodations to protect all individuals attending from undue risk of transmission of the COVID 19 virus.

This Order may be rescinded if the Governor of the State of Maine extends the State wide quarantine Orders—including those limiting meetings to no more than ten (10) people— past May 25, 2020. The Council may, in the alternative, choose to conduct the Special Budget Meeting in City Hall as a public session at City Hall with no more than ten (10) persons attending (Mayor, seven (7) Councilors, City Administrator and Clerk), and with a roll call vote but if so the Council will implement special processes that allows for interactive public participation including such services as ZOOM. Pursuant to State Law (LD 2167) the Council also reserves its privilege to conduct the Special Budget Meeting, including its own Members, via a ZOOM video format with no portion of the Meeting being held at Saco City Hall.

Date: _____

William Doyle
Mayor

Councilor Ward 1

Councilor Ward 5

Councilor Ward 2

Councilor Ward 6

Councilor Ward 3

Councilor Ward 7

Councilor Ward 4

Attest:

Passed by vote of the City Council this _____, day of May, 2020 by vote of _____.

Michele Hughes
City Clerk

XII. COUNCIL DISCUSSION AND COMMENT - (Video recording 3:41:53 minute mark)

- Councilor Johnston – Budget Process
- Councilor Copeland – Mil Rate Calculator & School Budget
- Councilor Archer – School Budget
- Councilor Minthorn – School Budget
- Councilor Archer – Mil Rate Calculator & School Budget
- Councilor Copeland – School Budget
- Councilor Johnston – School Budget
- Councilor Archer – School Budget
- Councilor Copeland – School Budget
- Councilor Johnston – School Budget
- Councilor Copeland – School Budget

XIII. EXECUTIVE SESSION

XIV. FROM EXECUTIVE SESSION

XV. ADJOURNMENT - (Video recording 4:00:00 minute mark)

Councilor Minthorn moved, Councilor Johnston seconded to adjourn the meeting. The motion passed with seven (7) yeas. Time: 10:33 p.m.

Attest: _____
Michele L. Hughes, City Clerk