STATE OF MAINE  
COUNTY OF YORK  
CITY OF SACO

I. CALL TO ORDER – On Monday, April 29, 2019 at 8:35 p.m. a Council Meeting was held in the City Hall Auditorium.

II. RECOGNITION OF MEMBERS PRESENT – Mayor Marston Lovell recognized the members of the Council and determined that the Councilors present constituted a quorum. Councilors present: Roger Gay, William Doyle, Lynn Copeland, Alan Minthorn, Micah Smart, and Nathan Johnston. City Administrator Kevin Sutherland and City Clerk Michele Hughes were also present this evening. Councilor Marshall Archer was excused this evening. Mayor Lovell also recognized all the city staff that were present this evening.

III. PLEDGE OF ALLEGIANCE

IV. GENERAL

A. REFER TO FEE SCHEDULE DISTRIBUTED BY EMAIL TO BE DISCUSSED ON MAY 6TH

Mayor Lovell noted that the city fee schedule was distributed by e-mail and it will be discussed on May 6, 2019.

B. SEBAGO SPEAKS – MAY 1 6-8:30 P.M 7TH GRADE TEAM WORKING HARD ON WRITING INSPIRATION THOUGHTS ON TOPIC RELATED ON HOW TO CHANGE THEIR COMMUNITY OR THE WORLD. A $5 CHARGE.

Mayor Lovell stated that there will be a Sebago Speaks presentation this coming Wednesday, May 1st from 6 p.m. – 8:30 p.m. at the Saco Middle School Library. There is a 7th grade team that is working very hard on writing inspirational thoughts about topics related to how to change their community or the world. So, we should all be paying attention to that. There is a $5 fee.

V. PUBLIC COMMENT

- Don Pilon, 16 Glenhaven Circle – At the last council meeting I said to the Mayor and Council that I noticed some white froth moving down the Saco River and what appeared to be some styrofoam material moving down the river. I had asked to have that looked into. Mayor Lovell stated that he asked to get the Fire Dept. to help Parks & Recreation on Saturday associated with that. We had quite a deluge on Friday that made those waters dangerous to be on. Mayor Lovell inquired with Chief Duross to see if the city could put a boat on the river east of the lower falls to identify the materials that are polluting the waterway currently. Chief Duross noted that once the boat is ready they can do that. City Administrator Kevin Sutherland noted that he did have a conversation with his staff last week about it and it was the assumption that this was foam or froth and not styrofoam. Mr. Pilon noted that there is actual styrofoam. He went over to Marston’s Marina and he was able to get some of the styrofoam that is floating in the river. So, there are 2 products that are moving down the river. City Administrator Kevin Sutherland stated that the city would look into it when the boat gets in the river.

- Oriental Wellness Center LLC, Cheng Sheng Xiao, 977 Forest Ave., Hookeline – Mayor Lovell noted that they were listed under the regular agenda which would be discussed shortly.

VI. CONSENT AGENDA

Councilor Copeland requested that consent agenda item #F and #G be voted on separately.

Councilor Minthorn moved, Councilor Smart seconded to approve consent agenda items #A, #B, #C, #D, #E, and #G as follows:

A. Confirm Mayor’s Re-Appointments to the Planning Board – Alyssa Bouthot, Donald Girouard and Joyce Leary-Clark – “Be it Ordered that the City Council confirm the Mayor’s re-appointment of Alyssa Bouthot to the Planning Board, for a 3-year term to expire on April 29, 2022 and thank Ms. Bouthot for her continued and valued service.” Further move to approve the Order. “Be it Ordered that the City Council confirm the Mayor’s re-appointment of Donald Girouard to the Planning Board, for a 3-year term to expire on April 29, 2022 and thank Mr. Girouard for his continued and valued service.” Further move to approve the Order. “Be it Ordered that the City Council confirm the Mayor’s re-appointment of Joyce Leary-
Clark to the Planning Board, for a 3-year term to expire on April 29, 2022 and thank Ms. Leary-Clark for her continued and valued service.” Further move to approve the Order.

B. Approval of minutes for January 14, March 4, March 25, and April 1, 2019 – “Be it Ordered that the City Council approval the minutes for January 14, March 4, March 25, and April 2019 as presented”. Further move to approve the Order.

C. Public Works Crew Cab Transport Vehicle Lease - “Be it Ordered that the City Council authorize the City Administrator to enter into a lease purchase agreement for the lease purchase of a new crew cab vehicle”. Further move to approve the Order.

D. Dog Park Expansion – “Be it Ordered that the City Council approves an expansion of the existing dog park.” Further move to approve the Order.

E. Traffic Signal and Intersection Improvements at Flag Pond Road through a BPI (Business Partnership Initiative) – “Be it Resolved that the City Council authorize TIF funds to support Flag Pond Road and Route 1 intersection improvements through a Business Partnership Initiative”. Further move to approve the Resolution. The city’s portion of up to $160,000 would come from the Park North TIF.

G. Combined Massage Therapist and Establishment License - Solanlly Edwards – “Be it Ordered that the City Council grant Solanlly Edwards a Combined Massage Therapist and Establishment License in accordance with the Codes of the City of Saco, Chapter 138.” Further move to approve the Order.

The motion passed with six (6) yeas.

H. Massage Therapist License Application: Weiming Han – Councilor Johnston moved, Councilor Minthorn seconded “Be it Ordered that the City Council grant Weiming Han a Massage Therapist License in accordance with the Codes of the City of Saco, Chapter 138.” Further move to approve the Order. The motion passed with six (6) yeas.

F. Massage Establishment License – Oriental Wellness Center LLC d/b/a Saco Massage – Councilor Johnston moved, Councilor Minthorn seconded “Be it Ordered that the City Council grant Chang Sheng Xiao owner of Oriental Wellness Center LLC d/b/a Saco Massage a Massage Establishment License in accordance to the Codes of the City of Saco, Chapter 138.” Further move to approve the Order. The motion passed with six (6) yeas.

VII. AGENDA
A. AMENDMENT TO SACO CODE, CHAPTER 112 - GENERAL ASSISTANCE PROGRAM APPENDIXES FOR OVERALL MAXIMUMS, THRIFTY FOOD PLAN AND HOUSING MAXIMUMS – (PUBLIC HEARING)

Each year Maine Municipal Association presents municipalities with new Appendixes for their City Ordinance, which need to be reviewed and adopted. This year, the Over-All Maximums on Appendix A have increased slightly. The food maximums on Appendix B have increased slightly since last year. On Appendix C, regarding housing, we used an average between the York County HMFA and the York/Kittery/ S. Berwick HMFA. Those amounts are up slightly in all categories this year. The amounts in Appendix D for utilities have remained the same as last year.

Councilor Gay moved, Councilor Doyle seconded to open the Public Hearing on the Amendment to the Saco Code, Chapter 112, General Assistance Program, Appendix A-Overall Maximum, Appendix B – Food Maximums, Appendix C – GA Housing Maximums, and Appendix D – Utilities. The motion passed with six (6) yeas.

There were no public comments.

Councilor Gay moved, Councilor Copeland seconded to close the Public Hearing, and further move to schedule the Final Reading for May 6, 2019. The motion passed with six (6) yeas.
General Assistance Ordinance Appendixes (A, B, C and D),
Proposed Figures dated October 1, 2017

Appendix A - GA Overall Maximums

<table>
<thead>
<tr>
<th># IN HOUSEHOLD</th>
<th>MAXIMUMS</th>
<th>MAXIMUMS</th>
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Appendix B - Food Maximums

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<tr>
<th># IN HOUSEHOLD</th>
<th>WEEKLY MAX.</th>
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<th>MONTHLY MAX</th>
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Appendix C – GA Housing Maximums

Unheated Units

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Heated

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APPENDIX D - UTILITIES

**ELECTRIC**

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is not automatically entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households *Without Electric Hot Water*: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

<table>
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NOTE: For each additional person add $7.50 per month.
B. FISCAL YEAR 2020 BUDGET – (PUBLIC HEARING)

To start the fiscal year 2020 budget process, the Finance Director and City Administrator presented a budget forecast in workshop on February 4, 2019 which established a directive for staff. On March 25, 2019, the City Administrator presented a recommended FY 2020 budget which fully covered school department expenditures. The School Board voted on their budget on March 13th and was subsequently moved forward to the Council for consideration.

The Council met with departments and agencies to review and discuss budgets in workshop on April 1, April 8, April 16, April 22 and April 29.

Councilor Johnston moved, Councilor Minthorn seconded to open the Public Hearing on the Fiscal Year 2020 City Budget and the Water Resource Recovery Department. The motion passed with six (6) yeas.

- Don Pilon, 16 Glenhaven Circle - Questions for City Administrator on a couple sections of the budget. Page 19 of the revenue detail chart at the bottom it said “Intergovernmental Revenues” the 3rd from the bottom – State Revenue Sharing. It appears that you booked $284,467. Is that right? City Administrator Kevin Sutherland responded that is a .5% more than what the 2% is. So, that is 2.5% for the assumption of what the state is going to provide this year. Mr. Pilon stated he thought…. Why did you put 2.5% if they are actually going to provide us with approximately 5%? Mr. Sutherland replied that until there is approval from the state he is reluctant to actually put 5% in. That will be part of our conversation next week. Then in the Homestead Exemption which is just below that we have approximately a $203,000 bump increase over the previous year. Is that number correct because of the increase in building permits that we experienced? Mr. Sutherland noted he doesn’t have any answer at this time and will add it to his budget questions and supply as response next week. But, I would assume it has to do with growth in new housing in the community. Mr. Sutherland stated that this is not supposed to be a Q & A with me. Mr. Pilon stated he knew. Mayor Lovell pointed out that one of the people is a communications person and that is a new role When I was on the council I spoke with that very City Administrator and said communicating what city government is doing. The council with the new City Administrator recognized that is one of those useful things. So, that is one of the new people. It is a change in perspective to be more 21st century. Mr. Pilon noted that when the Fire Dept. Chief was presenting his budget to the council last week and the week before his request was to put 2 additional firefighters on. So, he was looking for a 10-person crew. He has 8 right now. It is an 8 man shift.
right now. City Administrator Kevin Sutherland stated it is an 8 man shift with an additional 2. The budget I’m offering has an additional 2 more. He is looking for 6 more. Mr. Pilon asked how many more for each shift? Mr. Sutherland stated 10. Mr. Pilon’s concern was how many runs per year? Mr. Sutherland stated over 3,000. Mr. Pilon stated that if you dissect the number of calls, how many are medical and how many are actually fire calls? Dissect allot of the medical calls, right? Mr. Sutherland replied yes. So, we are not really a fire company as much anymore we are a medical service. So, do we need more firefighters, or do we need more medical people? I spoke to the Mayor in Westbrook and they run an 8-man crew out of their 3 or 4 fire houses. Here is the hooker, in Scarborough they have 6 fire stations and they have no firefighters that are town employees. They are all per diems. So, what that means is those firefighters work full time in Saco, Biddeford, South Portland, Portland, and Old Orchard Beach and those firefighters work for the Town of Scarborough per diem. Those people have been working for Scarborough for 10-20 years. When they are not working here they go up there and have their shift to work. They are not town employees. So, therefore there are no benefits and they are not paying guys or gals benefits or other benefits they would get as a town employee. No pension. They are saving hundreds of thousands of dollars by doing it this way. I had a meeting with Tom Hall to talk about this. There might be a way to circumvent hiring more people where we don’t necessarily need more people. Not every shift has calls or runs that are busy. If you look at the data you will see that certain days and hours are busier than maybe Monday, Tuesday, Wednesday, or Thursday. Maybe they are busier on the weekends or maybe that is when you need your per diem guys and gals. I think before we jump into this and commit to more firefighters we need to look at the data and before we hire them and commit future councils to this additional cost be have to look at the data and how we can save the town and the taxpayers more money or less money in this case and look at the per diem system because that is how Scarborough is running their fire department. So, look at the data and talk to the chief about when their busier periods are and plug the holes with per diem firefighters These are professional firefighters that are picking up shifts in Scarborough and these are our Saco firefighters and Old Orchard Beach, and Portland firefighters. Get the information before you commit us and commit the taxpayer. Thank you.

Lindsey Pilon, 16 Glenhaven Circle West – In support of the Dyer Library and Saco Museum. Each year at budget time we ask the City of Saco to support the operating expenses of the Dyer Library and the Saco Museum. In reality, it is actually the tax payers you are supporting not in essence the library. Because, you are supporting the taxpayers who receive the benefit from the library and museum. I want to quickly run through some of the ones that you may not have thought about. The library offers the only free computer access in town and free meeting room space for non-profit organizations and community groups like that. The annual combined door count of 169, 976 makes the library and museum one of the busiest places in town. We offer free art exhibition space to artists and students. We are the resource in town for free literacy programs for young children up 15% from last year. At the museum 4,134 students visiting this year. Between both buildings we have served more children than any other library in the state. This last one I think is really important. According to the Maine State Library calculator that assigns a monetary value for services that libraries provide. The Dyer Library provides a yearly economic value of $3,052,500 to library usage which is an annual figure of the value of what we are providing the Saco citizens. As a Saco taxpayer and one who believes and personally supports the mission and work of the Dyer Library and Saco Museum I thank the council for helping to make these important resources available to our community and our taxpayers.

Councilor Johnston moved, Councilor Minthorn seconded to close the Public Hearing, and Be it ordered that the City Council set the vote on the FY20 Municipal Budget and the Water Resource Recovery Department for May 13, 2019. The motion passed with six (6) yeas.
C. FY2020-FY2024 CAPITAL PROGRAM – (PUBLIC HEARING)

The Capital Plan Committee met on March 13th to develop and recommend a Capital Program that would be included as part of the City Administrator’s recommended budget. On March 25, 2019, the City Administrator presented a recommended FY 2020 budget which included as Section 3 of the overall budget, the five year Capital Program.

The Council discussed the Capital Program as part of April 1st workshop.

Councilor Gay moved, Councilor Doyle seconded to open the Public Hearing on the FY20-FY24 Capital Program. The motion passed with six (6) yes.

There were no public comments.
Councilor Gay moved, Councilor Doyle seconded to close the Public Hearing, and Be it ordered that the City Council set the vote on the FY20-FY24 Capital Program for May 13, 2019. The motion passed with six (6) yeas.

D. CAPITAL FUNDING OF PUBLIC WORKS WASH BAY

Public Works is requesting that a portion of the capital funds currently allocated for a shared wash bay facility be utilized to construct a suitable wash bay connected to the end of the new facility for the larger equipment in the City fleet.

The $325,000 currently earmarked (originally approved as part of the FY17 budget) in the Capital Plan was for a shared wash bay facility. Utilizing $215,000 of this for the PW Facility Project would be a more beneficial and cost-effective use than previous options. With a slight change in the intent of the resources (shifting from a shared approach to strictly part of the PW facility) and the funding set to return to the unassigned fund balance at the close of the fiscal year, staff is asking Council to re-establish its interest in using these funds to preserve the City’s fleet. This motion would have no impact on the tax rate as it is a use of assigned fund balance.

Councilor Smart moved, Councilor Minthorn moved “Be it Ordered that the City Council extend the use of the capital funds for the wash bay infrastructure as part the new Public Works facility and any remaining funds may be used to negotiate the washing of its smaller or less complex fleet equipment with other providers.” Further move to approve the Order.

Amendment - Councilor Johnston moved, Councilor Doyle seconded “Be it Ordered that the City Council extend the use of the $215,000 of the capital fund for the wash bay infrastructure as part of the new public works facility and the remaining funds be returned to the unassigned fund balance at the close of the fiscal year.” The motion passed with six (6) yeas.

Mayor Lovell called for a vote on the main motion with amendment. The motion passed with six (6) yeas.

E. YEAR TO DATE BUDGET UPDATE

General Fund Budget Update

General Overview: All payroll journals are included in this budget update. With the balance of taxes paid by most tax payers on March 8th, the undesignated fund balance is currently at a strong $16.5 million, or 29.58% of adopted budget. Of course, as expenses come in for the next couple of months, we anticipate this number to come down.

Assessing - 62.5% of budget spent. Assessing was understaffed until February. Additional contracted help has been hired to get all of the valuations into the system before tax commitment, however we do not anticipate that this department will go over budget.

Building Maintenance - Over budget by $16,184. Since December, all building maintenance staff has been paid out of Public Works. The Budget Ammendment #11 to implement Union Increases and Adjust Other Salary Lines, passed by Council on 4/1/2019, corrected this by moving all of the base pay lines into Public Works. However, there was still $21K in salaries paid out of the Building Maintenance budget that needs to be moved into Public Works as well. The transfer was dated 4/3/2019 and will be reflected in the next budget update. When this adjustment is taken into consideration, Building Maintenance is under budget by $5,010.

City Clerk - 79.2% of Budget spent. The City Clerk's budget has tracked ahead all year because most expenditures occur in the fall with Election Day. Additionally, much of the funds expended by General Assistance occur during the winter months when citizens are looking for aid with things like heating fuel. Advertising costs related to all the code and charter changes have also pushed the advertising line over budget by $2373.

Contingency - Over budget by $227,903. This is another timing issue. The budget ammendment to reallocate the full cost of the Clair Parcels to the Economic Development fund was executed in March, but the transfer of actual expenditures did not occur until April. When this adjustment is taken into consideration, Contingency is under budget by $108,530.
Council - 84.1% of budget spent. Council is tracking ahead before 4th quarter stipends are paid. Once those stipends are paid, the Council budget will be over by $308. Any future expenses for the Council should be paid by the City Administrator out of Contingency.

County Tax - 99.2% of budget spent. This bill has been paid in full and no further expenditures will affect the line.

Insurance - 88.5% of budget spent. With the realignment of insurance renewals to the fiscal year, the Finance Director liquidated the prepaid insurance line that has sat on our balance sheet into this expense account. The non-spendable prepaid portion of the Fund Balance will likewise be liquidated to the unassigned fund balance at years' end.

Parks & Rec - 79.5% of budget spent. Contracted services came in over budget because custodial services were continued during the first half of the year when the new custodian position was open. This is somewhat offset by lower-than-budgeted pay in Public Works for that position. Tree work came in over budget by $500 as well.

Planning & Economic Development - 53.9% of budget spent. This department has been understaffed for much of the year. The director inherited a contracted services line that was also budgeted too high. These savings will be offset by a lower-than-budgeted transfer from the Economic Development fund, which should improve that fund's balance going into FY2020.

Public Works - 65.5% of budget spent. Because of the level of FEMA work and trying to spend down the Bond Projects, much of the general operating expenses of the department have been light. In addition to that, this winter was a bit lighter than the average of the last 5 winters in terms of cost. The team is gearing up from construction season in May and June, so this budget will likely be much closer to target by the end of the year.

Solicitor - Over budget by $35,780. This is another timing issue. The budget amendment to reallocate TIF-related solicitor expenses was effective in March, but the transfer of actual expenditures did not occur until April. When this adjustment is taken into consideration, however, the Solicitor is still over budget by $9485.

Supported Entities - 86.6% of budget spent. Most of our supported entities have been paid. Supported entities that have not requested their allocated funding as of yet: Coastal Waters Commission, Conservation Commission, SMFA, SMAA, Saco Pathfinders, and the Veterans Council.

Transfer Expense - 3.1% of budget spent. TIF transfers occurred in April and will be reflected in my next budget update.

Building Rentals - 54.3% of budgeted revenues. We are owed the balance on this budget by two tenants who are behind on their rental agreements. These outstanding payments will be collected when the leases are revisited in May, if not before-hand.

Cable Television Franchise - 55.2% of budgeted revenues. We are still waiting on the Q3 check.

City Clerk - 68.3% of budgeted revenues. This item was budgeted too high in FY2019 and has been corrected for FY2020.

Code Enforcement - 106% of budgeted revenues. Code Enforcement exceeded revenue targets in March. A strong economy has driven more in fee revenue than anticipated

Interest - $179,317 above total budget. Strong balances and rising interest rates have given the city a nice bump in this line

Finance Fees - 68.6% of budgeted revenues. Lien fees came in much lighter than anticipated at 53.8% of budgeted revenues, although lien and tax interest is very close to target. We are missing a payment on snowmobile registrations from the state and are looking into it.

Planning & Economic Development - 94.3% of budgeted revenues. Fees continue to come in strong for new development projects. Billable hours contributed by the new construction inspection engineer have helped the city stay ahead on plan review.
Police - 62.7% of budgeted revenues. This because the revenue from Thornton Academy did not hit the books until April. When that payment is factored in, Police Revenues are tracking ahead by $33,379. Much of this is attributable to the new parking control officer.

Transfer Revenue - 90.2% of budgeted revenues. Transfer revenue received a nice bump when $275,133 was transferred from the Bridge and Energy Bond funds to cover General Fund expenses incurred in the past on those projects.

VIII. ADMINISTRATIVE UPDATE

City Administrator Kevin Sutherland provided the following update:

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:

![Mil Rate Calculator Snapshot](image)

(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, support RADs not currently funded, or have additional changes to the recommended budget that they would like to make or want to have discussed further on May 6th, 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 also 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. Please contact Torie at 282-4191 to schedule a time.

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 a motion 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.

IX. COUNCIL DISCUSSION AND COMMENT

➢ Mayor Lovell – Thanked Councilor Doyle for that e-mail yesterday identifying very clearly some items that we will be seeing as amendments on May 13th.

X. ADJOURNMENT

Councilor Minthorn moved, Councilor Smart seconded to adjourn the meeting at 9:40 p.m. The motion passed with six (6) yeas.

Attest: ______________________________

Michele L. Hughes, City Clerk