

**FY 19/20 BUDGET
CITY OF SANFORD**

**MUNICIPAL OPERATIONS
& CIP**

By: Steven R. Buck, City Manager

**Budget Committee Presentation
March 14, 2019**

COMPARISON OF FY 18/19 TO FY 19/20

Comparison of FY 18/19 to FY 19/20 - This Year		
Municipal Impacts		FY 19 vs. FY 20
Expense	\$ 25,881,815.00	\$ 2,076,300.00
Debt Service	\$ 1,020,941.00	\$ 338,822.00
Total Appropriation	\$ 26,902,756.00	\$ 2,415,122.00
Revenue	\$ (12,056,379.00)	\$ 1,347,336.00
Use of Fund Balance/Carry Forward	\$ (850,000.00)	\$ -
Net Appropriation Net Operations	\$ 13,996,377.00	\$ 1,067,786.00
CIP	\$ 2,970,688.00	\$ 145,811.00
Total Appropriation with CIP	\$ 16,967,065.00	\$ 1,213,597.00

City –

Expenses increased to \$25.881 M, an increase of \$2.076M

▪ Employment Insurances & Retirement	\$581,162.92
▪ Fully Burden Labor Costs (All Wages and OT)	\$917,033.25
▪ Contract and Non-Contract Services	\$429,721.64
▪ Debt Service (SRE Building)	\$338,822.00
▪ And All Other Categories, to include Utilities	\$148,386.94
▪ Grand Total All Categories	
\$2,226,739.81	

Debt Service – increased by \$338,822 – SRE Building – was timed to be paid by the Solar Project TIF – TIF Project Delayed by 2 years – will pay starting next FY

Total Appropriations for Operations of \$26.903M and increase of \$2.415 M

Revenue: Non-Property Tax Revenue is set at \$12.056 M, an increase of \$1,347,336 or
Major Areas of Note

▪ Revenue Sharing	\$314,950
▪ Excise Tax	\$250,000
▪ Investment Income	\$250,000
▪ Ambulance Revenue	\$250,000
▪ Waste Transfer Revenue	\$343,607 (PAYT Bags to fund Recycling costs)
▪ Building Permits	\$175,000
▪ Electrical Fees	\$ 69,000

- Rental License Fess (\$36,790)
- Other Licensing Fees \$71,500 – may be more with recent adoption of MM Fees

Use of Undesignated Fund Balance – remains the same at \$850,000 – ties to prior year tax receipts

Net Appropriation due to Operations of \$13.966M and increase of \$1,067,786

CIP - \$2.970 M and increase of \$145,811 over last year (Note: Combined use is \$362,337 over the mandated Charter 4%)

Total Appropriations Request of \$16,967,065 and increase of \$1,213,597 or 7.70%

MUNICIPAL SUMMARY				City of Sanford FY 19/20 Budget Review As of 3/14/19
Source or Use of Funds	18/19 Budgeted Amount	19/20 Budgeted Amount	Variance (19/20 vs. 18/19)	
Operational Expenses	\$24,487,634	\$26,902,756	+\$2,415,122 +9.86%	
-Revenues + Use of Fund Bal.	<u>\$11,559,043</u>	<u>\$12,906,379</u>	<u>+\$1,347,336</u> +11.65%	
=Net Tax from Operations	\$12,928,591	\$13,996,377	+1,067,786 +2.3%	
+ CIP	<u>\$2,824,877</u>	<u>\$2,970,688</u>	<u>+145,811</u> +5.16%	
=Total Net Taxation Excl. County Tax	\$15,753,468	\$16,967,065	+\$1,213,597 +7.7%	

City –

Expenses increased to \$25.881 M, an increase of \$2.076M

- Employment Insurances & Retirement \$581,162.92
- Fully Burden Labor Costs (All Wages and OT) \$917,033.25
- Contract and Non-Contract Services \$429,721.64
- Debt Service (SRE Building) \$338,822.00
- And All Other Categories, to include Utilities \$148,386.94
- **Grand Total All Categories**
\$2,226,739.81

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- Electrical Fees \$ 69,000

- Rental License Fess (\$36,790)
- Other Licensing Fees \$71,500 – may be more with recent adoption of MM Fees

Use of Undesignated Fund Balance – remains the same at \$850,000 – ties to prior year tax receipts

Net Appropriation due to Operations of \$13.966M and increase of \$1,067,786

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Total Appropriations Request of \$16,967,065 and increase of \$1,213,597 or 7.70%

SUMMARY OF 19/20 CHANGES

▪ Contractual Wage Increases, OT and Additional Staff Requests:	\$ 917,033
▪ 2 Firefighters	
▪ Police Officer	
▪ Part Time Assistant Clerk - Hired	
▪ Planner 6 Months/approved in 18/19 - Hired	
▪ Parks and DPW Seasonal Employees	
▪ Contractual Increases	\$ 429,722
▪ EE Benefits/Insurance	\$ 581,163
▪ Debt Service	\$ 338,822
▪ Capital Plan	\$ 145,811
▪ All Other Expenses	\$ 148,382
▪ Additional Revenue	<u>-1,347,336</u>
▪ TOTAL	\$1,213,597

***Net Municipal Commitment \$1,213,597**

MUNICIPAL OPERATIONAL EXPENSES MANDATED AND PUBLIC SAFETY

Expense Classification	2017/2018 Actual	2018/2019 Revised Budget	2019/2020 Proposed Budget	Variance (19/20 vs. 18/19)
General Government	\$2,257,902	\$2,246,430	\$2,462,152	\$215,722
General Assistance & Health Officer	\$223,757	\$242,789	\$243,741	\$952
Fire Department	\$3,410,489	\$3,683,150	\$3,940,349	\$257,199
Police Department & Crossing Guards	\$3,204,358	\$3,505,712	\$3,646,498	\$140,786
Sanford Regional Communications	\$1,460,489	\$1,585,839	\$1,916,266	\$330,427
Public Works Department	\$2,302,416	\$2,351,221	\$2,464,970	\$113,749
Environmental Services	\$1,352,834	\$1,389,163	\$1,687,956	\$298,793
Public Protection	\$850,483	\$858,697	\$875,364	\$16,667
Mandated Properties	\$666,285	\$701,057	\$736,869	\$35,812
Total Mandated Expenses	\$15,729,013	\$16,564,058	\$17,974,165	\$1,410,107

General Government: (Includes Council, Voter Registration, Administration, Personnel, IS, Codes, Assessing, City Treasurer/Clerk, Legal and Property & Casualty)

City Council – Increased by \$706 or 1%.

Voter Registration – Increased by \$962 or 3%. June Presidential Primary. Budget includes police coverage for polling site at the new High School.

Administration – Increased by \$19,490 or 3.7%. Full Time wages up \$10,287 because of contractual increases. Added back in the Manager’s \$5,000 for the discretionary incentive fund.

Personnel – Budget includes 1 full time Director, 1 full time Payroll Manager and one part time employee at 20 hours per week. Increased by \$32,567 or 18.5%. (Expand on Directors wage, increased wage for Payroll Manager, wage increase and more hours for part time employee) This allows shifting of resources and additional training.

Codes Enforcement – Increased by \$37,665 or 17.6%. Increase of \$41,883 in contract services for the electrical inspector (see offsetting revenue \$69,000).

Information Systems – Increased by \$27,490 or 7.3%. Contract services is up \$19,339 or 11.6% -

New Software: Muncity Codes/Land Bank Software \$15,420,
Control Wise Connect – Secure Remote Control Software \$840,
Mail Store /Email Archiving System \$1,575.

Telephone increase of \$1,746 for Police/Fire/City Mobile computer cellular wireless data connection provided by Verizon.

Legal Services – Increased by \$20,000, from \$80,000 to \$100,000. Contract for services with Bernstein Shur. Increased based on historical use and upcoming contract negotiations.

Property & Casualty Insurance – 10% increase or \$19,435. Based on actual for 18/19 plus projected increase.

*Planning – Increased by \$42,986. \$32,744 is for the additional budgeted 6 months for the Planner. Education increase of \$3,399 reflects 3 courses and books as allowed by the GS Contract for the Administrative Assistant. Equipment requested was \$11,250, Manager authorized \$3,100. Department asked for a counter for security, new chair, chairs for conference room, flat screen TV, polycom and office divider.

*Treasurer/City Clerk – Increased \$51,316 due to wage adjustments for Treasurer and City Clerk. \$32,380 in non contract services breakdown; lien discharges, binding of tax commitment book, mortgage searches, real estate lien recording, UCC lien filing, shredding, general code maintenance, general code update \$8,000, binding of clerk records.

*Municipal Facilities – Increased by \$32,844. Part Time wages up by \$9,926 because John Gallant/Dam Maintenance was previously budgeted in Parks PT Wages. Sick Time is up \$1,794 because an additional employee reached the 240 bank and is now eligible for a sick buyout at 100%.

General Assistance: Budget increased by \$952. Non-Contract Services of \$155,000 no change from previous year. Projecting forward based on the current trend for the last year and a half.

Fire Department: Increased \$257,200 or 7%. Budget includes two new fire fighter positions \$97,756. Over Time is up 16.10% or \$50,235, additional 782 hours of OT budgeted. Explanation: The facts of the matter are that each employee is given anywhere from 288-388 hrs. of vacation and sick time combined each year contractually. On top of that we have to cover call back for coverage, ambulance coverage, and fires that happen requiring off duty people. We also use OT when doing testing and training of new recruits and promotional exercises. Long term injuries which require coverage not budgeted for is also a factor. So you can see that to go from

190 hrs. to 207 hrs. still does not begin to cover all of our overtime liability.

Diesel is up 94% or \$20,290 as diesel went up \$.53 per gallon (\$2.68 to \$3.21) and budgeted gallons last year was 8,000 and this year 13,000. Explanation below on increased budgeted gallons:

The change in our fleet includes:

-Engine 5 is a more active truck being a new truck that is used in capacities that Engine 6 never did.

-Rescue 7 is a more active truck than the old squad was, has a bigger motor because of the size of the truck, and therefore uses more fuel.

-Truck 37 has a much bigger motor than Ladder 1 and therefore uses more fuel because of the size and weight of the vehicle. It is also in a more active role than Ladder 1 because it has a pump and tank on it as well.

-Ambulance 1 is a diesel truck too and is the most active ambulance (and vehicle) in the city.

In general we under budgeted last year and this year we tried to budget on actual usage as close as we can. As a result we saw a substantial change in the amount of gallons used. This also includes the larger amount of training both operational and driver that we are doing with new staff which has been quite substantial in the last year.

Police Department & Crossing Guards: Increased \$139,901 or 4%. Full Time salaries up \$118,9965 or 4.6% because of contractual increases and longevity. Non Contract Services up \$5,070 because of the additional pre employment test. This line also includes \$2,400 for taser maintenance. Budget also includes a Sergeant's position becoming a Deputy Chief's position. *How are they able to keep this budget so low?

SRCC: Budget includes \$1.50 January 2019, additional \$1 July 2019 plus 3% COLA. Impact Bargaining Analysis with City Council.

Over Time is up \$115,591 based on an additional 2,271 hours of budgeted OT.

Contract Services up \$16,121 because of the fiber bill for IMC connectivity with Berwick/South Berwick and York County – all contracts were increased by the fiber cost in revenue projections.

Radio Maintenance is up \$27,000 because of the Southern Maine Communications 15% escalator year 5-10 of the lease agreement.

Over Time Calculation

Daily man hours scheduled for is 136 hours. This is arrived at by using 6 dispatchers on for 16 hour and 5 dispatchers on for 8 hours.

Total annual man hours scheduled is $365 \times 136 = 49640$.

Available regular hours = $22 \text{ dispatchers} \times 40 \text{ hours} \times 52 \text{ weeks} = 45760$

Adding all of the earned vacation time and average sick time = 3980 hours.

So subtracting $49640 - 45760 = 3880$ hours of O/T prior to subtracting Sick and Vacation time.

$3880 + 3980$ sick and vacation = 7860 O/T hours.

$7860 \times \text{AVG O/T rate of } 39.18 = \$307954.$

I cut off approx. 10% for non-filled O/T.

Public Works: - Full Time Salaries up \$43,601 or 3.9%. Contractual increases and includes an EO1 becoming an EO4 and an EO5 becoming and EO4. Reference organizational chart.

Supplies is up \$15,235 – increased funding for personal protective equipment, cold patch, salt, added cleaning supplies, weed control supplies and misc. engineering supplies.

Diesel is up \$19,345 based on same projected gallons of 36,500 at \$3.21 per gallon or increase of \$.53 a gallon.

Environmental Services:

Contract Services – budgeting 3,400 tons of rubbish at \$76.50 per ton. Last year budgeted 3,400 tons at \$75.00 .

(3,700 tons at \$65 = \$240,500) *Need more explanation as to why we increased contract services 31.5% or \$316,580/recycling. Increased offsetting revenue by \$343,607.

Public Protection:

Hydrant Rental \$683,364 annual or \$170,841 per quarter.

Hydrant Snow Removal \$25,000 annual.

Street Lighting \$167,000

Mandated Properties:

Includes Airport, Oakdale Cemetery and Goodall Library

*Airport – increased 13.7% or \$34,505. Wage adjustment of Airport Manager by \$15,237. Contract Services increased by \$2,721 due to new uniform program. Supplies increased by \$1,450 – increase in pavement maintenance for paint and beads and also for crack seal materials to include rubber and black beauty. *SRE building complete and moved in as of 3/12. Last year we only budgeted 6 months of expenses for the new building.

MUNICIPAL OPERATIONAL EXPENSES BY CLASSIFICATION

Expense Classification	2017/2018 Actual	2018/2019 Revised Budget	2019/2020 Proposed Budget	Variance (19/20 vs. 18/19)
Salaries	\$11,164,465	\$12,058,303	\$12,975,336	\$917,033
EE Benefits & Insurance	\$5,159,272	\$5,355,502	\$5,936,665	\$581,163
Petroleum Fuels	\$285,737	\$322,696	\$395,592	\$72,896
Electricity, Water & Sewer	\$326,032	\$366,614	\$361,684	-\$4,930
Hydrants	\$666,697	\$666,697	\$683,364	\$16,667
Debt Service	<u>\$643,755</u>	<u>\$682,119</u>	<u>\$1,020,941</u>	<u>\$338,822</u>
Total Operational Expenses	\$18,245,958	\$19,451,931	\$21,373,582	\$1,921,651

Salaries:

Full Time Increased **\$646,917**

Includes new positions, the funding of prior year approved positions and contractual increases.

½ Planner	\$ 32,744	Budgeted \$27,500 for 6 months in 18/19
Fire Fighter	\$ 51,607	Negotiated positions based on long term plan
Fire Fighter	\$ 51,607	Negotiated positions based on long term plan
Police Officer	\$ 53,000	Approved in 18/19 funded through employee outages
DPW 2 EO 4's	\$ 4,659	EO1-EO4 and an EO5-EO4. To improve Organizational Supervisory structure
Payroll Mgr	\$ 16,146	Wage adjustment
SRCC Wages	\$146,752	Impact Bargaining
Airport Mgr	\$ 15,237	Wage adjustment
Treas/Tax Col	\$ 10,878	Wage adjustment
City Clerk/VR	\$ 9,287	Wage adjustment

Over Time Increased **\$184,380**

Contractual increases and additional over time hours.

Fire Dept.	\$ 50,236	Additional 782 hours of OT budgeted.
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Time to cover contractual sick/vacation time and we have to cover call back for coverage, ambulance coverage and fires.

SRCC \$115,491 Additional 2,271 OT hours budgeted.

Part Time Increased \$50,725

Contractual increases and additional hours.

PT Asst. Clerk \$18,023 Additional help needed in the Treasurer/City Clerks Office

DPW Seasonal \$ 8,960 Additional Seasonal employee to provide additional support. Also added funding for On-Call Snow Plow Drivers \$18 for 120 hours.

Parks 12 Week \$ 6,720 Seasonal help to maintain parks.

HR Asst. \$13,577 Position approved for additional hours and increase wage.

Holiday Increased \$22,177

Includes new positions and contractual increases.

Sick Increased \$4,485

Contractual increases and employees reaching their required banked amount in order to get a buyout.

Allowances Increased \$8,350 Includes new positions and negotiated increases in allowances.

EE Benefits & Insurance:

Group Life Expense Same \$ 0

No proposed change. Group Life Insurance thru MainePERS for retirees. Currently carry 21 retirees.

Unemployment Increased \$10,592

2019 Contribution based on the 1st \$12,000. Proposed rate 1.71%, Gross Contribution \$45,216, Dividend \$16,389, Net 2019 Contribution of \$28,827.

Income Protection Increased \$18,206

Short Term Disability 70% of annual salary. \$2.04 per month for each \$100 of monthly coverage.

Worker's Compensation Increased \$31,790

Experience Modification Rate 1.31. Individual class code rates, payroll, experience modification factor changes as well as claim experience effects the contributions.

Social Security Increased \$112,135

Driven by new positions, the funding of prior year approved positions and contractual increases.

Health Insurance Increased \$385,111 less use of HRA savings in the amount of \$125,000 produces a net increase of \$260,111.

POSC 8% increase and POS200 8% increase.

This budget reflects a 10% increase because of the additional proposed staff as well as the HRA savings/offset of \$125,000.

Employee contributions 20% for all Contracts 15% for Non Union.

MOP 70% for Everyone - NU, PO, Fire, Dispatch, GS and PW.

ICMA Increased \$84

A 457 deferred compensation plan for those employees who do not participate in MainePERS. 6 employees currently participate.

MAINEPERS Increased \$148,245

AC Plan stayed the same at 10% 1C Plan 16.3% to 16.2% 2C Plan 10.5% to 10.6% 3C Plan 12.7% to 12.8%

Petroleum Fuels:

Fuel Oil Decreased \$15,482

Contract with Dead River Company \$2.45 per gallon – 8/7/2018 – 6/30/2019. Previous year budgeted \$2.2430 per gallon.

Propane Gas Increased \$6,688

Propane purchases are with Downeast Energy budgeted \$2.74 per gallon. Previous year budgeted \$1.6325per gallon.

Gasoline Increased \$2,678

Entered into an agreement with WEX Dec 2015 budgeted \$2.75 gasoline. Previous year budgeted \$2.15 per gallon.

Diesel Fuel Increased \$49,012

Entered into an agreement with WEX Dec 2015 budgeted \$3.21 per gallon. Previous year budgeted 2.68 per gallon.

Natural Gas Increased \$30,000

Natural Gas provide by Unitil \$1.02 per 100 cubic feet. City Hall/Annex now on natural gas.

Water Increased \$4,935

SUMMARY OF IMPACTS TO EXPENSES MAJOR EMPLOYMENT COSTS

▪ Employment costs increased by	\$1,498,196
▪ Wages increased by	\$917,033
▪ Social Security increase	\$112,135
▪ Health Insurance increase	\$260,111
▪ Retirement Programs increase	\$ 84
▪ Group Life increase	\$ 0
▪ Unemployment increase	\$ 10,592
▪ Income Protection increase	\$ 18,206
▪ Workers Compensation increase	\$ 31,790
▪ MEPERS increase	<u>\$148,245</u>
Employee Benefits & Insurance increase	\$581,163

Total Employment costs represent 62% of the total City Expense Budget

Wages:

General Services – contract expires June 30, 2021 – budget 3% as negotiated

Sanford Regional Communications – contract expires June 30, 2019 – budget 3% *also includes January 2019 \$1.50, \$1 July 2019

Sanford Police Association – contract expires June 30, 2019 – budget 3%

Public Works/Highway Local 481 – contract expires June 30, 2021 – budget 3% as negotiated

Fire Department Local 1624 – contract expires June 30, 2020 – budget 2% as negotiated

Management/Personnel Policies – budget 3% (this based on the CPIW average for the previous calendar year) CPIW is 2.55%.

New Positions or Hours for 19/20:

½ Planner	\$ 32,744	Budgeted \$27,500 for 6 months in 18/19
Fire Fighter	\$ 51,607	Negotiated positions based on long term plan
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Part Time Assistant Clerk	\$ 18,023	Additional help needed in the Treasurer/City Clerks Office. Also preplanning for anticipated retirements.
Police Officer	\$ 53,000	Approved in 18/19 funded through employee outages
DPW EO1-EO4/EO5-EO4	\$ 4,659	To improve Organizational Supervisory structure
DPW Seasonal Employees	\$ 8,960	Additional Seasonal employee to provide

additional support. Also added funding for On-Call Snow Plow Drivers \$18 per hour for 120 hours

SRCC Additional OT Hours	\$ 88,978	Additional 2,271 OT Hours Budgeted
Parks 12 Week Seasonal	<u>\$ 6,720</u>	Seasonal to help maintain parks
Sub Total of New Positions	\$316,298	Total Wages

Previous Year Adjustments brought forward:

Payroll Manager	\$ 16,146	Position approved for a wage adjustment
Part Time HR Assistant	\$ 13,577	Position approved for additional hours and increase wage
SRCC Wage Adjustments	\$146,752	Impact Bargaining \$1.50 January 2019, \$1.00 starting July 1, 2019, COLA of 3% July 1, 2019
Airport Manager	\$ 15,237	Position approved for wage adjustment (Ranger Solar, Life Flight, Restaurant Renovations)
Treasurer/Tax Collector	\$ 10,878	Position approved for a wage adjustment
City Clerk/Voter Registrar	<u>\$ 9,287</u>	Position approved for a wage adjustment
Sub Total of Previous Year	\$223,876	

Other Points of Interest:

Minimum Wage Impacts	<u>\$ 14,891</u>	Recreation part time salaries \$10.00 to \$11.00/other summer staff up \$.50 per hour
		Future minimum wage increases - 1/1/20 \$12

Sub Total POI	\$ 14,891
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Total	\$555,065
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BUDGETED WAGE INCREASES

- GENERAL SERVICES
 - 3% As negotiated
- SANFORD REGIONAL COMMUNICATIONS
 - 3% Contract expires June 30, 2019
 - Impact Bargaining Analysis
- SANFORD POLICE ASSOCIATION
 - 3% Contract expires June 30, 2019
- PUBLIC WORKS/HIGHWAY LOCAL 481
 - 3% As negotiated
- FIRE DEPARTMENT LOCAL 1624
 - 2% As negotiated
- MANAGEMENT/PERSONNEL POLICIES
 - 3% Budgeted (this based on the CPI-W average)

Please budget accordingly for the following contracts/groups:

General Services – contract expires June 30, 2021 – budget 3% as negotiated

Sanford Regional Communications – contract expires June 30, 2019 – budget 3%

Sanford Police Association – contract expires June 30, 2019 – budget 3%

Public Works/Highway Local 481 – contract expires June 30, 2021 – budget 3% as negotiated

Fire Department Local 1624 – contract expires June 30, 2020 – budget 2% as negotiated

Management/Personnel Policies – budget 3% (this based on the CPI-W average for the previous calendar year) CPI-W average for July 2.55%

MUNICIPAL REVENUES

Source	17/18 Actual	18/19 Budget	19/20 Budget	Variance
Auto Excise Tax	\$3,575,986	\$3,550,000	\$3,800,000	\$250,000
Revenue Sharing	\$1,495,799	\$1,598,513	\$1,913,463	\$314,950
Waste Transfer Rev	\$628,507	\$610,000	\$953,607	\$343,607
Local Road Assistance	\$224,188	\$225,000	\$223,000	-\$2,000
Cable Franchise Fee	\$220,426	\$225,000	\$223,000	-\$2,000
Building Permits	\$125,198	\$100,750	\$275,750	\$175,000
Sanford Regional Communications	\$1,082,557	\$1,512,540	\$1,599,379	\$86,839
All Other Revenues	<u>\$3,624,303</u>	<u>\$3,737,240</u>	<u>\$3,918,180</u>	<u>\$180,940</u>
Total Revenues	\$10,976,964	\$11,559,043	\$12,906,379	\$1,347,336

Revenue Sharing:

19/20 projections posted as of today on the Treasurer, State of ME website - \$3,300,986 NOT BUDGETED. We presented to the budget committee 2.5 percent based on the Governors Biennial General Fund Budget \$1,913,463.

FY 2020 - FY 2021 Biennial General Fund Budget

Revenue Sharing (Part H). Under current statute, funding for the state-municipal revenue sharing program is restored to five percent of state sales and income taxes on July 1, 2019 (FY 2020). However, the proposed budget reduces the amount of state tax revenue shared with municipalities to 2.5 percent in FY 2020 and three percent in FY 2021. As proposed, funding for the program will increase from the current \$71 million to \$89.2 million in FY 2020 and \$115.7 million in FY 2021. Funding at the five percent level would increase municipal revenue sharing distributions to \$174.4 million and \$190.3 million in the first and second years of the biennium, respectively.

Revenue: Non-Property Tax Revenue is set at \$12.056 M, an increase of \$1,347,336 or Major Areas of Note

- Revenue Sharing \$314,950
- Excise Tax \$250,000
- Investment Income \$250,000
- Ambulance Revenue \$250,000
- Waste Transfer Revenue \$343,607 (PAYT Bags to fund Recycling)

costs)

- Building Permits \$175,000 (Hospital)
- Electrical Fees \$ 69,000 (Expenses found in the Codes budget)
- Rental License Fess (\$36,790)
- Other Licensing Fees \$71,500 – may be more with recent adoption of MM Fees

*Solar Project impact?

*Fiber Project impact?

CAPITAL IMPROVEMENT PLAN SUMMARY FOR 2019/2020

• Land Bank Authority/Community Dev.	\$ 147,352
• Planning	\$ 375,000
• Police Department	\$ 141,438
• Fire Department	\$ 500,731
• Parks & Recreation	\$ 277,000
• Municipal Facilities	\$ 43,000
• Public Works Department	\$1,889,938
- 50% Charter mandate for non-rolling stock infrastructure \$1,494,938	
• Information Systems	<u>\$ 119,229</u>
Municipal CIP	\$3,493,688
-Offsetting Revenue	<u>\$ -523,000</u>
2019/2020 CIP	\$2,970,688

*DPW Director – there are few certainties that he can give the public beyond Route 109/Main Street from Old Mill Road to Berwick Road. That project is a sure thing as it involves \$100k of Maine DOT funding that is set to expire at the end of the season.

2019 ROADWAY CIP PROJECTS

SUNSHINE STATE		SUNSHINE STATE		SUNSHINE STATE		SUNSHINE STATE	
 SUNSHINE STATE SANFORD PUBLIC WORKS 100 School Street Sanford, Maine 04073		BY: <u>MDH</u> DATE: <u>08/16</u> CMO/ BY: _____ DATE: _____ SUBJECT: <u>Preliminary Capital and Estimate</u>	SHEET: <u>5</u> OF <u>1</u> PROJECT: <u>2019 CIP</u>				
ESTIMATED COSTS BY PROJECT*							
Project Number	Name, Description, Contractor/Consultant	Extent or Length	Schedule Begin	Schedule End	Estimated Project Cost	Invoiced to Date	Estimated Cost Remaining
Engineering							
2119-000	Signage/Sign Design & Insp Old Mill Rd, YSD	0.15 mi	Aug-17	Jul-18	\$40,000.00	\$37,400.00	\$1,600.00
2019-701	Surveying, Trench Associates	YSD	Jul-18	Jun-19	\$10,000.00		\$10,000.00
2019-801	Engineering, Gerald Palmer	YSD	Jul-18	Jun-19	\$10,000.00		\$10,000.00
2019-901	R/W Approval, Ray Quinlan	YSD	Jul-18	Jun-19	\$10,000.00		\$10,000.00
2019-902	Construction Inspection, RW College	N/A	Apr-19	Nov-19	\$20,000.00		\$20,000.00
2019-903	Technical Manual Drafting Development, TBC	N/A	Apr-19	Nov-19	\$40,000.00		\$40,000.00
					Engineering Subtotal =		\$201,600.00
Construction							
2102-114	NRI Main Street Drainage (0.4 Mile) in Sanford, YSD	1.2 mi	Aug-18	Dec-18	\$600,000.00		\$600,000.00
2019-102	June Street, YSD	2.510 LF	Aug-19	Dec-19	\$189,125.00		\$189,125.00
2019-103	Hunter's Ridge Road, YSD	3.210 LF	Jul-18	Sep-18	\$175,200.00		\$175,200.00
2019-110	New Elm Road L.C.P**	4.2 mi			\$144,837.00		\$144,837.00
2019-111	Dunsmuir Road L.C.P**	3.6 mi			\$113,433.00		\$113,433.00
2019-201	Signage Overlay	N/A	Jan-18	May-18	\$10,000.00		\$10,000.00
2104-000	Cost of Old Mill Road Signal, Lenoape	0.15 mi	Jul-18	Aug-18	\$44,000.00	\$18,000.00	\$26,000.00
VC1000011470	Goodell Brook Phase I	N/A	Jul-18	Nov-18	\$11,107.47		\$11,107.47
2042-00	MainDOT Route 202 Cottage Street Easement	0.7 mi	Apr-18	Dec-18	\$200,000.00		\$200,000.00
					Construction Subtotal =		\$1,904,174.47
Maintenance							
2019-401	Crack Seal, YSD	N/A	May-18	May-18	\$95,000.00		\$95,000.00
2019-402	Street Painting, YSD	N/A	Jul-19	Dec-19	\$10,000.00		\$10,000.00
2019-403	Website Repairs, DPM	N/A	Apr-19	Jun-19	\$10,000.00		\$10,000.00
2019-404	Old Park, Sanble, Roadway	0.8 mi			\$0.00		\$0.00
2019-404	Misc. Drainage Repairs	N/A			\$0.00		\$0.00
2019-105	Fayette Ave. Ding Sham	0.58 mi	Jul-18	Sep-18	\$18,700.00		\$18,700.00
2019-106	Maintain Court Repairs/Overlay				\$0.00		\$0.00
					Maintenance Subtotal =		\$275,000.00
					Total 2019 Programmed Cost =		\$2,941,484.94
Funding Sources Available							
					Estimate of Funds from FY 18/19 Capital Improvement Program =		\$184,033.33
					FY 2020 Funding Available July 1, 2019 =		\$1,494,932.00
					MainDOT WET #20128.16 MRF Match For Route 100/100a Street =		\$210,000.00
					2197500400 Special Revenue Reimbursement FEMA Funds (Hazard Mitigation) Available in 2019 =		\$17,544.28
					Discretionary/Permit Feeable Repairs =		\$1,000.00
					Subtotal of Available Funding =		\$2,017,509.61

*Project costs are estimated only and may be subject to change based on field conditions, bid prices received, overruns, etc. Excess costs on particular projects may result in other project programming or other construction projects.
 **Participations with MainDOT's Light Capital Funding (LCF) Program may be available but will depend on their Contractor's schedule and the bid bid prices received by MainDOT as well as CIP funds available from Sanble's CIP budget.

CAPITAL IMPROVEMENT PLAN

■ Land Bank Authority/Community Development	
■ Vehicles	\$ 4,352
■ Streetscape and Infrastructure Improvements	\$143,000*
■ Planning	
■ Downtown - CDBG Application	\$375,000*
■ Police Department	
■ Three Vehicles	\$134,288
■ Body Armor	\$ 7,150
■ Fire Department	
■ Engine Lease Payment	\$ 45,545
■ Command Vehicle	\$ 29,232
■ SCBA	\$ 59,823
■ Diesel Emissions Exhaust Systems	\$ 27,725
■ Ambulance 2 Lease Payment	\$ 41,531
■ Ambulance 1 Lease Payment	\$ 49,848
■ Multi Purpose Quint Apparatus	\$148,512
■ Heavy Squad	\$ 98,515

* Offsetting Revenue

Land Bank Authority/Community Development

-Vehicles – lease payment for two CEO vehicles. Three year lease ending 2021 used for building inspections.

-Streetscape and Infrastructure Improvements – This to improve the downtown streetscape and infrastructure. The project will include installing or repairing underground pipes for the purpose of separating existing cross-connected sewer and storm water services; installing or repairing storm water catch basins and storm water underground pipes; re-aligning the roadways by laying curbing and using a standard profile; re-aligning the Washington Street/Main Street/School Street intersection by laying curbing to improve central park; installing storm water retention esplanades along the roadways; repairing or replacing sidewalks; and replacing ornamental light pole heads for better illumination and customer experience. Offsetting Revenue of \$143,000.

Planning

-Downtown- CDBG Application – This proposal is intended to provide the 25% match necessary to secure CDBG Downtown funds to undertake investments in public facilities, infrastructure, business, and housing in Downtown. Offsetting Revenue of \$375,000.

Police Department

-Three Vehicles – Department requested the purchase of four police package vehicles. Anticipated purchases will replace four department patrol vehicles. The vehicles proposed are for four Ford Police Utility vehicles. Additionally, to alternately purchase three then four police vehicles each future year facilitating the vehicle rotation plan. Only three vehicles were authorized in this CIP.

-Body Armor – To purchase in each fiscal year, ten concealable body armor vests. The body armor will be issued to officers as replacements for vests that have been in service for five years or longer.

Fire Department

-Engine Lease Payment – This is the regular yearly lease payment for the replacement of Engine in 2012. Originally a 5 year lease which was redone to a 10 year lease starting in 2014 and will end 2023.

-Command Vehicle – Assistant Fire Chief Command Vehicle. This is a critical request that needs to be considered. This is the 3rd year of the request. This is a 2 year lease payment.

-Replacement of Self Contained Breathing Apparatus – 6th payment of a 7 year lease/purchase of SCBA's and air compressor for firefighting vehicles and Central Station.

-Diesel Emissions Exhaust Systems – 4th and final payment for the lease/purchase of the Diesel Emissions Exhaust system install in all Sanford Fire Department Fire Stations

-Ambulance 2 – 5th and final payment for the lease/purchase of an ambulance presently working out of Springvale Station.

-Ambulance 1 – 3rd payment for lease/purchase of new Ambulance assigned to Central Station.

-Multi Purpose Quint Apparatus – Mid-Mount Pierce Quint to be housed at Central Station. This unit replaced Engine 1 and Ladder 37. This unit was authorized for purchase after the Stenton Trust Mill fire in which we suffered equipment damage to Ladder 37. Purchase through our HGAC buy program directly from Pierce Manufacturing. This is a 10 year payment plan with the first payment paid in July of 2018.

-Heavy Squad Replacement – This truck was approved through the City Council. This truck will replace the 33 year old Squad which has numerous safety issues and is no longer pertinent to the mission of the Fire Department. The authorization from Council

was to expend not more than \$250,000 for a used replacement unit. The Fire Department was able to find a quality used Heavy Rescue unit to serve as a replacement through a dealer in Alabama. We have entered into a contract with Brindlee Mountain Fire Apparatus for the purchase of a 2003 Pierce Heavy Rescue truck for a total purchase price of \$225,000. This truck was delivered in March of 2018 and is housed at Central Station.

CAPITAL IMPROVEMENT PLAN CONT.

▪ Parks & Recreation	
▪ Benton Park Improvements	\$ 62,000
▪ Blouin Field Improvements	\$ 90,000
▪ Carpentier Playground	\$ 80,000
▪ Trails Construction	\$ 10,000
▪ Park Department Vehicle	\$ 35,000
▪ Municipal Facilities	
▪ Square Pond Dam	\$ 10,000*
▪ City Hall Server Room Expansion	\$ 33,000
▪ Public Works	
▪ Roadway Capital Improvement Program	\$1,494,938
▪ Fleet Management Program	\$ 350,000
▪ Facility Security Improvements	\$ 45,000
▪ Information Systems	
▪ Computers	\$ 26,850
▪ Infrastructure Improvements	\$ 14,500
▪ Server Virtualization Lease	\$ 24,054
▪ Vision Appraisal Upgrade	\$ 22,500
▪ Network Infrastructure Lease	\$ 25,000
▪ TRIO Upgrade	\$ 6,325

Parks and Recreation

-Benton Park Improvements – Benton Park tennis courts are in complete disrepair. There is a major concern about drainage and the retaining walls along two sides of the court. Re-facing these walls will give us a year to analyze and check on the drainage to determine the best approach for 20/21. Fence replacement along Kimball Street \$23,000, wall replacement along Kimball Street \$17,000, reface wall along tennis courts \$22,000.

-Blouin Field Improvements – The fields at Blouin, and especially the multipurpose field, are heavily used in the spring and the fall season. The goal is to put in a retaining wall, bleachers and ADA seating behind home plate. Building retaining wall, bleacher pad and additional fencing behind 90 foot baseball diamond \$25,000 (ADA viewing area). Pave and stripe lower parking lot with paved ADA path to enter fields complex \$65,000 (ADA path to ball fields).

-Carpentier Playground – Carpentier Park serves the most populous area of Sanford, where 30% of pre and school aged children live. The playground equipment is old, and the company doesn't manufacture it anymore. It is one of our most used playgrounds and it is time for an overhaul. New playground cost \$80,000.

-Trail Maintenance and Construction – To support the Sanford Trails Committee in the maintenance, improvement and expansion of a trail network in the community. The

recent development of a Trails Master Plan contains several priority projects, namely: The 1.3 miles Downtown Connector, The 200 foot Cemeteries Connector, The half-mile High School – Route 4 Connector, The three-fourths mile Shaw’s Ridge Connector.

-Parks Department Vehicle – Continue to upgrade the vehicle fleet of the Parks Department. This requested is looking to replace a 2002 2WD Ford F250 with a similar vehicle that has 4WD.

Municipal Facilities

-Square Pond Dam – Repoint mortar and repair damaged masonry on the Square Pond Dam gatehouse. Repair door and remove tree at corner of lot. Masonry repair \$6,500, door repair \$500 and tree removal \$3,000. Offsetting Revenue \$5,000.

-City Hall Server Room Expansion – We need to increase the size of the City Hall server room to accommodate additional equipment, IS Department growth and to support the Sanford Net Fiber Project. Includes carpentry, flooring, access control, electrical, fire suppression and HVAC.

Public Works

-Roadway Capital Improvement Program – The purpose of the Roadway CIP is to address the transportation infrastructure of the City of Sanford and Village of Springvale. The DPW has completed a comprehensive Pavement Condition Inventory and Roadway CIP report to the City Council in 2017. Department requested \$2.7 million and this budget supports \$1,494,938 which is 50% of the 4% charger required.

-Fleet Management Program – The purpose of the Fleet Management Program is to improve and maintain the City’s vehicle and equipment fleet that directly support’s the City’s infrastructure to adequately serve the Public good. Components of the fleet must be replaced on a scheduled basis to reduce maintenance costs and, more importantly, to avoid service interruptions. Department requested \$875,000 and this budget supports \$350,000.

-Facility Security Improvements – Project costs include additional funding for DPW front office entry to include a security vestibule \$5,000 and replacement/upgrade of the DPW yard and two transfer station gates at an approximate cost of \$45,000.

Information Systems

-New Computers – Purchase 20 desktop computers and 2 laptop computers. The City has historically been replacing computers on a five year replacement cycle, or about 20% each year.

-IS Infrastructure Improvements – Two new file servers and one domain controller

server. The city has two file servers and one physical domain controller server that will be 5 years old by the end of 2019. These should be replaced due to the age of the equipment.

-Server Virtualization lease – Third Server Virtualization Lease Payment. In January 2017 the City of Sanford entered into a 5 year lease agreement for computer equipment and services necessary to replace the City's virtual server infrastructure.

-Vision Appraisal Upgrade – Upgrade Vision Computer-Aided Mass Appraisal Software to Version 8. Vision Computer-Aided Mass Appraisal software Version 6 that the City Assessing Department has been on for many years will be forced into retirement by Oracle and Microsoft technology constraints by 2020 or sooner. So it is imperative that Vision gets upgraded to Version 8 in the next fiscal year.

-Network Infrastructure Lease – Lease payment for network switch infrastructure for the SanfordNet Fiber Network. It is anticipated that Sanford will enter a 5 year lease for network equipment to support the City's use of the SanfordNet Fiber Network in early 2019. This will be the second installment of that lease.

-TRIO Upgrade – Upgrade TRIO Motor Vehicle Registration and Dog License Software. TRIO software in the City Clerk's Office is going to be required to undergo an upgrade from Microsoft Access as its underlying database, to the much more robust Microsoft SQL Server. This upgrade is Phase 1 of two phases. In Phase 2, the TRIO software will be made available as a web browser program instead of an installable program. The Access version and the installable program version will eventually be unsupported. Therefore these upgrades are mandatory.

CAPITAL IMPROVEMENT PLAN BY DEPARTMENT

CITY OF SANFORD 2018/2019 CAPITAL IMPROVEMENT PLAN						
JOB	Department	2016/2017 City Council Approved	2017/2018 City Council Approved	2018/2019 City Council Approved	2019/2020 Department Recommendation	2019/2020 Managers Recommendation
A Land Bank Authority/Community Development						
	Vehicles	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
	Downtown Streetscape and Infrastructure Improvements	\$ -	\$ -	\$ -	\$ 143,000.00	\$ 143,000.00
	LED Streetlight Conversion	\$ -	\$ -	\$ -	\$ 103,714.00	\$ -
	Total Land Bank Authority Request	\$ -	\$ -	\$ 4,500.00	\$ 251,214.00	\$ 147,500.00
B Assessing						
	Assessor Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
	Commercial Rehabilitation	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -
	Maple 2 Software Update	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -
	Total Assessing Request	\$ 65,000.00	\$ -	\$ -	\$ 25,000.00	\$ -
C Codes Enforcement						
	Codes Enforcement Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Codes Enforcement Request	\$ -	\$ -	\$ -	\$ -	\$ -
D Planning						
	MSL Yard	\$ -	\$ -	\$ -	\$ -	\$ -
	Bowfields March	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -
	Market Analysis to Support Downtown/MSL Redevelopment	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
	Streetscape and/or house improvements	\$ -	\$ -	\$ -	\$ 22,000.00	\$ -
	Downtown - CDBG Application	\$ -	\$ -	\$ -	\$ 375,000.00	\$ 375,000.00
	Comprehensive Plan	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -
	100 Land Stewardship	\$ 13,600.00	\$ -	\$ -	\$ -	\$ -
	Website Redesign	\$ -	\$ -	\$ -	\$ -	\$ -
	Planning Partnership Initiative	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Planning Request	\$ 13,600.00	\$ 40,000.00	\$ 5,000.00	\$ 412,000.00	\$ 375,000.00
E Police Department						
	Police Vehicles	\$ 113,369.00	\$ 119,792.00	\$ 110,763.00	\$ 119,286.00	\$ 114,288.00
	Body Armor	\$ 2,300.00	\$ -	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00
	Taser Conducted Electrical Weapons	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Police Department Request	\$ 115,669.00	\$ 119,792.00	\$ 117,863.00	\$ 126,386.00	\$ 121,388.00
F Sanford Regional Communications						
	Equipment Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -
	Recording Equipment Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -
	Dispatcher Chair Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Regional Communications Request	\$ -	\$ -	\$ -	\$ -	\$ -
G Fire Department						
	Cardiac Monitor/Defibrillator	\$ -	\$ 29,805.00	\$ -	\$ -	\$ -
	Rescue Stryker Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
	Engine Lease Payment	\$ 45,545.00	\$ 45,545.00	\$ 45,545.00	\$ 45,545.00	\$ 45,545.00
	Large Diameter Fire Hose	\$ 22,104.00	\$ 24,117.00	\$ -	\$ -	\$ -
	Command Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -
	Command Vehicle	\$ -	\$ -	\$ -	\$ 29,232.00	\$ 29,232.00
	Grant Percentage	\$ -	\$ -	\$ -	\$ -	\$ -
	Self Contained Breathing Apparatus	\$ 59,823.00	\$ 59,823.00	\$ 59,823.00	\$ -	\$ 59,823.00
	Emergency Station Parking Area	\$ -	\$ -	\$ -	\$ -	\$ -
	Thermal Imaging Camera	\$ -	\$ -	\$ -	\$ -	\$ -
	Diesel Exhaust System	\$ 35,000.00	\$ 27,725.00	\$ 27,725.00	\$ 27,725.00	\$ 27,725.00
	Thermal Imaging Camera	\$ -	\$ 41,251.00	\$ 41,251.00	\$ 41,251.00	\$ 41,251.00
	Ambulance 2 Lease Payment	\$ 41,531.00	\$ 40,800.00	\$ 40,800.00	\$ 40,800.00	\$ 40,800.00
	Ambulance 1 Lease Payment	\$ -	\$ 20,800.00	\$ -	\$ -	\$ 20,800.00
	Multi Purpose Quilt Apparatus	\$ -	\$ -	\$ 94,103.00	\$ 94,103.00	\$ 94,103.00
	Preliminary Architectural Costs	\$ -	\$ -	\$ 67,300.00	\$ -	\$ -
	Heavy Diesel	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -
	Total Fire Department Request	\$ 204,303.00	\$ 279,348.00	\$ 412,833.00	\$ 390,737.00	\$ 330,731.00

Page 1 of 2

This summary was provided to the budget committee via email.

Important to note that the department request total on slide 16 is \$5,275,854 and need vs funded \$2,970,688.

CAPITAL IMPROVEMENT PLAN BY DEPARTMENT

CITY OF SANFORD 2019/2020 CAPITAL IMPROVEMENT PLAN						
IAB	Department	2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
		City Council Approved	City Council Approved	City Council Approved	Department Recommendation	Managers Recommendation
	Airport					
G	Airport Master Plan Update	\$ -	\$ -	\$ -	\$ -	\$ -
	Airport Terminal Improvements	\$ -	\$ 80,000.00	\$ -	\$ 10,000.00	\$ -
	Seasonal Taxland Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ -
	Realign Airport's West Side Security Fence	\$ -	\$ -	\$ -	\$ -	\$ -
	Airport 4 W/D Loaders/Blow Removal Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Rephase Airport Parking Lot Light Fixtures	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -
	Airfield Pavement Marking Equipment	\$ -	\$ 15,500.00	\$ -	\$ -	\$ -
	Surplus Equipment Acquisition	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
	Purchase Pave Truck w/Wing	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -
	Hangar Door for SMA Maintenance Bay	\$ -	\$ -	\$ 14,200.00	\$ -	\$ -
	Roof for Terminal Building	\$ -	\$ -	\$ 20,100.00	\$ -	\$ -
	Zero Turn Mower	\$ -	\$ -	\$ -	\$ 20,040.00	\$ -
	Agricultural Tractor w/Attachments	\$ -	\$ -	\$ -	\$ 110,000.00	\$ -
	Total Airport Request	\$ 11,000.00	\$ 165,500.00	\$ 34,470.00	\$ 140,040.00	\$ -
	Parks & Recreation					
H	Benton Park Improvements	\$ -	\$ -	\$ -	\$ 62,000.00	\$ 62,000.00
	Bison Field Improvements	\$ -	\$ 35,000.00	\$ 45,000.00	\$ 90,000.00	\$ 90,000.00
	Campbell Playground	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00
	Springdale Playground Improvements	\$ -	\$ -	\$ -	\$ 35,500.00	\$ -
	Davis	\$ 32,400.00	\$ 60,000.00	\$ -	\$ -	\$ -
	Playground Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
	Hendy Surface Play Area	\$ -	\$ -	\$ -	\$ -	\$ -
	Springdale Recreation Area	\$ -	\$ -	\$ -	\$ -	\$ -
	Tooth Hall Sprinkler System Flush	\$ -	\$ -	\$ -	\$ -	\$ -
	Travis Construction	\$ 10,000.00	\$ -	\$ 15,000.00	\$ 20,000.00	\$ 10,000.00
	Veterans Field	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -
	Energy Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
	Park Department Vehicles/Equipment	\$ -	\$ 37,000.00	\$ 45,000.00	\$ 35,000.00	\$ 35,000.00
	Park Department Shop/Storage	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -
	Street Signs Program	\$ -	\$ -	\$ -	\$ -	\$ -
	Street Lighting and Site Amenities	\$ 40,700.00	\$ 55,100.00	\$ -	\$ -	\$ -
	City Hall & Annex Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
	Central Park Improvements	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -
	Fitness Zone	\$ -	\$ -	\$ -	\$ -	\$ -
	Phase II Moultrie River Bike Path	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
	Splash Park	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
	Recreation and Park Master Plan	\$ -	\$ -	\$ 115,000.00	\$ -	\$ -
	Natural Gas Conversion for City Hall	\$ -	\$ -	\$ 34,000.00	\$ -	\$ -
	Downtown Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Parks, Recreation & Facilities Request	\$ 126,100.00	\$ 168,100.00	\$ 324,000.00	\$ 328,100.00	\$ 277,000.00
	Municipal Facilities					
I	Square Pond Dam	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
	Natural Gas Conversion - Public Works	\$ -	\$ -	\$ -	\$ 28,300.00	\$ -
	City Hall Server Room Expansion	\$ -	\$ -	\$ -	\$ 41,000.00	\$ 41,000.00
	Total Municipal Facilities Request	\$ -	\$ -	\$ -	\$ 79,300.00	\$ 51,000.00

CAPITAL IMPROVEMENT PLAN BY DEPARTMENT

CITY OF SANFORD 2019/2020 CAPITAL IMPROVEMENT PLAN					
Public Works					
J Sidewalk Repair	\$ -	\$ -	\$ -	\$ -	\$ -
Streets Urban/Roads Rural	\$ 1,167,027.00	\$ 1,217,374.00	\$ 1,340,167.00	\$ 2,700,000.00	\$ 1,494,938.00
Crushing Hot Top, Tar & Cement	\$ -	\$ -	\$ -	\$ -	\$ -
Drainage	\$ -	\$ -	\$ -	\$ -	\$ -
Main Street/Washington Street Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Highway Garage	\$ -	\$ -	\$ 48,020.00	\$ -	\$ -
Transfer Station	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Management Program	\$ 250,000.00	\$ 208,824.23	\$ 350,000.00	\$ 875,000.00	\$ 350,000.00
Transfer Station Canopy	\$ -	\$ -	\$ -	\$ -	\$ -
DPW Traffic Division, Sign Shop, Equipment	\$ -	\$ -	\$ 28,194.00	\$ -	\$ -
Facility Security Improvements	\$ -	\$ -	\$ 5,000.00	\$ 80,000.00	\$ 45,000.00
Salt Tracking	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Design and Construction Standards	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -
Automated Curb-side Collection Program	\$ -	\$ -	\$ -	\$ -	\$ -
Total Public Works Request	\$ 1,417,027.00	\$ 1,426,198.23	\$ 1,775,361.00	\$ 3,665,000.00	\$ 1,889,938.00
Information Systems					
K Computers	\$ 26,850.00	\$ 26,285.00	\$ 28,850.00	\$ 26,850.00	\$ 26,850.00
IS Infrastructure Improvements	\$ -	\$ 22,302.00	\$ 20,000.00	\$ 14,500.00	\$ 14,500.00
Advanced Authentication	\$ -	\$ -	\$ -	\$ -	\$ -
Server Virtualization Lease	\$ -	\$ 25,000.00	\$ 24,054.00	\$ 24,054.00	\$ 24,054.00
Aerial Photography	\$ 10,000.00	\$ 13,800.00	\$ -	\$ -	\$ -
Exchange Server Upgrade	\$ 18,528.00	\$ -	\$ -	\$ -	\$ -
Server, Storage, and Backup Systems	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
GIS Building Footprints	\$ -	\$ -	\$ -	\$ 22,500.00	\$ 22,500.00
Vision Appraisal Upgrade	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
Network Infrastructure Lease	\$ -	\$ -	\$ -	\$ -	\$ -
TRO Upgrade	\$ -	\$ -	\$ -	\$ 8,325.00	\$ 8,325.00
Total Information Systems Request	\$ 78,378.00	\$ 87,287.00	\$ 70,904.00	\$ 119,229.00	\$ 119,229.00
Emergency Management					
Emergency Operations Center	\$ -	\$ -	\$ -	\$ -	\$ -
Total Emergency Management Request	\$ -				
Total Capital Improvement Plan	\$ 2,042,757.00	\$ 2,294,885.23	\$ 2,824,877.00	\$ 5,798,854.00	\$ 3,423,688.00
Offsetting Rev	\$ (159,138.23)	\$ (70,200.00)	\$ (70,200.00)	\$ (523,000.00)	\$ (523,000.00)
	\$ 1,883,618.77	\$ 2,224,685.23	\$ 2,754,677.00	\$ 5,275,854.00	\$ 2,900,688.00

CHANGES IN FUND BALANCE FOR YEAR ENDED JUNE 30, 2018

City of Sanford, Maine Statement of Revenues, Expenditures and Changes in Fund Balance Budget and Actual (Budgetary Basis) General Fund For the year ended June 30, 2018				
	Budgeted amounts		Actual	Variance with final budget positive (negative)
	Original	Final		
Revenues:				
Taxes	\$ 32,704,804	\$ 32,704,804	\$ 32,957,038	\$ 252,234
Licenses, permits and fees	2,620,433	2,620,433	3,137,680	517,247
Intergovernmental	31,731,489	32,222,037	31,850,961	(371,076)
Interest earned	70,000	70,000	272,778	202,778
Other	1,026,372	1,026,372	1,233,979	207,607
Total revenues	68,153,098	68,643,646	69,452,436	808,790
Expenditures:				
Current:				
General government	7,641,551	7,641,551	7,999,686	(358,135)
Public services	1,965,440	1,965,440	1,915,435	50,005
Public safety	9,099,133	9,099,133	9,112,956	(13,823)
Public works	3,620,770	3,620,770	3,655,249	(34,479)
Education	43,326,566	43,817,114	43,061,783	755,331
County tax	831,519	831,519	831,519	
Other	974,728	974,728	761,916	212,812
Debt service	641,717	641,717	643,756	(2,038)
Capital improvements	2,284,985	3,396,709	2,498,480	898,229
Total expenditures	70,356,409	71,368,681	70,460,779	1,507,902
Excess (Deficiency) of revenues over expenditures	(2,233,311)	(3,345,035)	(1,028,343)	2,316,692
Other financing sources:				
Use of designated fund balance		1,111,724		(1,111,724)
Transfer out			(87,772)	(87,772)
Budgeted use of fund balance - City	1,108,311	1,108,311		(1,108,311)
Budgeted use of fund balance - Education	1,125,000	1,125,000		(1,125,000)
Total other financing sources	\$ 2,233,311	\$ 3,345,035	(87,772)	\$ (3,432,807)
Net change in fund balances - budgetary basis			(1,116,115)	
Reconciliation to GAAP basis:				
Change in general fund committed funds			24,201	
Net change in fund balances - GAAP basis			(1,091,914)	
Fund balance, beginning of year			9,946,891	
Fund balance, end of year			\$ 8,854,977	

From the Audit presented on 12-4-18

General fund balance is \$8.8m, a decrease of \$1.1m over the prior year, school decreased \$140k and City decreased \$1m

Undesignated –

Positive budget variances in revenues and expenditures of \$2.3m
 \$1.1m utilized from prior year carryover of capital projects
 plus another \$1.1m of budget use of fund balance for the City and an additional \$1.1m
 of budget use of fund balance for the School
 Results in the \$1.1m decrease in fund balance

Ending Balance \$6,585,365 City
 Decrease of \$267,948

School - \$0.00

Decrease of \$261,297

Total Decrease of \$538,245 for the Year Capital and Operational use Net

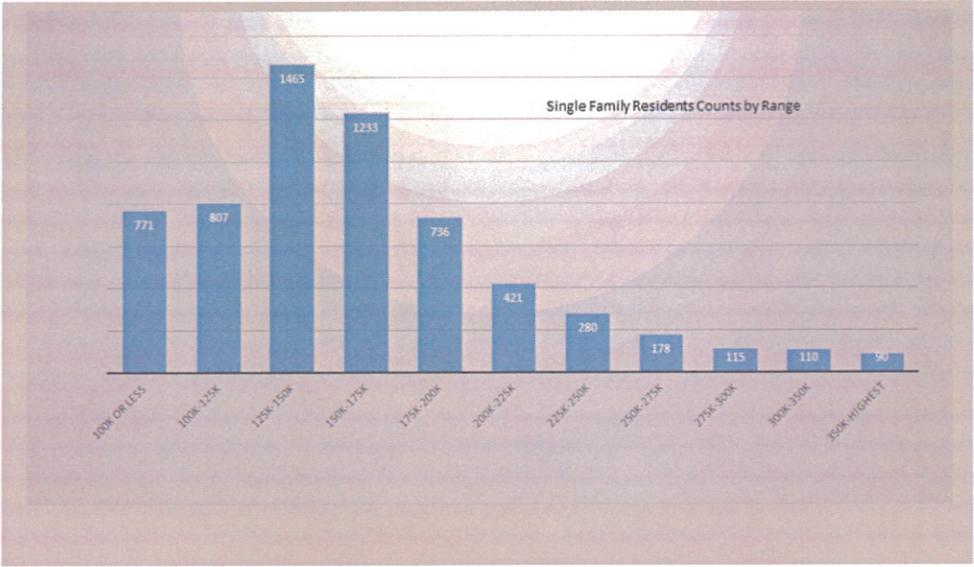
TAX RATE PROJECTION REVENUE

	FY 2018/2019 APPROVED BUDGET	FY 2019/2020 Department		FY 2019/2020 City Manager Recommendation	
REVENUE					
MUNICIPAL					
Revenue Sharing	1,598,543	1,598,543	0.00%	1,913,482	19.70%
Municipal Revenue	9,110,530	9,144,097	0.38%	10,142,316	11.33%
Total Municipal Revenue:	10,709,043	10,743,210	0.32%	12,055,379	12.58%
SCHOOL					
		School		School	
		Preliminary Numbers		Preliminary Numbers	
School EPD Revenue	25,956,155	26,583,155	2.42%	26,583,155	2.42%
Debt Service - State Share	7,238,338	10,666,589	47.36%	10,666,589	47.26%
Miscellaneous Revenue	350,276	118,000	-66.31%	118,000	-66.31%
Adult Education State Subsidy	180,000	155,153	-13.80%	155,153	-13.80%
Other Adult Education Revenue	99,000	35,000	-64.65%	35,000	-64.65%
Action School Tuition/Fees Service	945,000	962,500	1.85%	962,500	1.85%
School Unassigned Fund Balance	0	0	0.00%	0	0.00%
Carry Forward FY19	1,054,213	625,000	-40.71%	625,000	-40.71%
Total School Revenue:	35,822,981	39,145,397	9.27%	39,145,397	9.27%
TOTAL REVENUE:	46,532,024	49,888,607	7.21%	51,201,776	10.04%
Amount To Be Raised By Taxation:	31,421,282	38,429,454	22.30%	33,477,641	6.54%
BASE TAX RATE:	\$21.34	\$25.62		\$22.32	-4.60%
USE OF UNDESIGNATED FUNDS:	850,000	850,000	0.00%	850,000	0.00%
Less U.F. Rate:	(\$0.58)	(\$0.57)	-1.83%	(\$0.57)	-1.83%
NET TO BE RAISED BY TAXATION:	30,571,282	37,579,454	22.92%	32,627,641	5.72%
MINIMUM TAX RATE:	\$20.76	\$25.05	20.68%	\$21.75	4.78%
Homestead:	(\$974,562.61)	(\$1,044,800.00)	Estimate	(\$1,044,800.00)	Estimate
Homestead Rate:	(\$0.66)	(\$0.70)	Gov Budget	(\$0.70)	Gov Budget
BETE:	(\$426,154.90)	Assume Same		Assume Same	
BETE Rate:	(\$0.29)	(\$0.29)		(\$0.29)	
Overlay Amount:	\$233,259.55	Assume Same		Assume Same	
Overlay Rate:	\$0.16	\$0.16		\$0.16	
TIF Amount:	\$785,526.07	Assume Same		Assume Same	
TIF Rate:	\$0.53	\$0.53		\$0.53	
SELECTED TAX RATE:	\$20.50	\$24.76	\$4.26	\$21.46	\$0.96

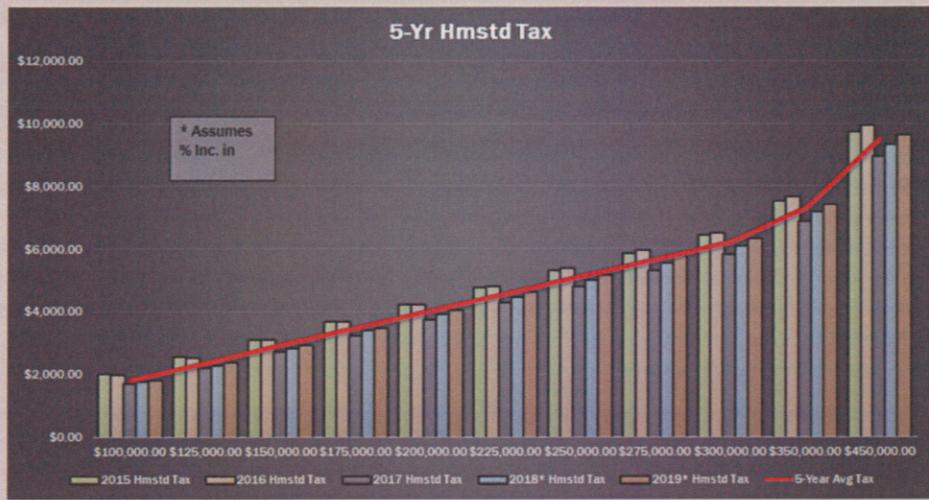
Includes Additional row under School for Debt Service – State Share.

Also includes the change to the Homestead Exemption to reflect the 67%.

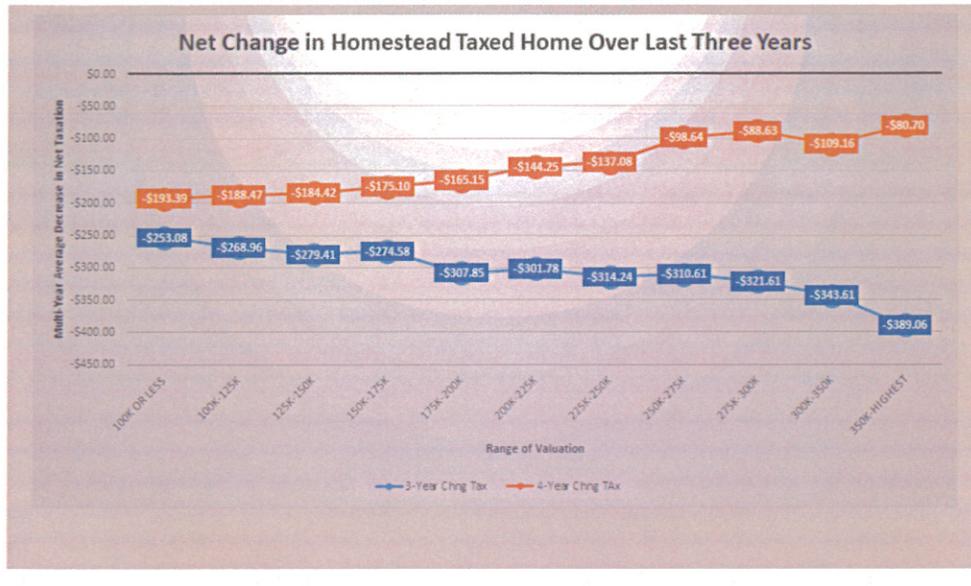
HOUSING DISTRIBUTION



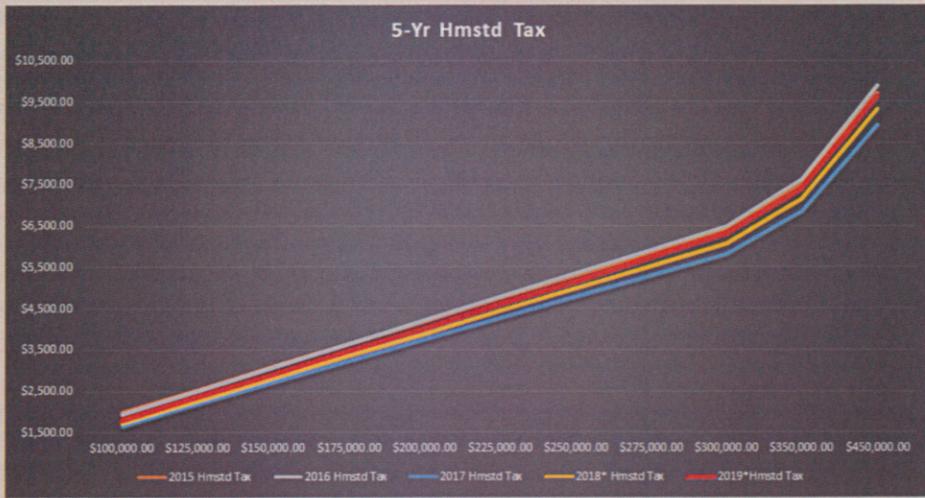
5 YEAR HOMESTEAD TAX



3 & 4 YEAR CHANGE - HOMESTEAD TAX



CHANGE IN HOMESTEAD TAX 5 YEAR



3 YEAR CROSS OVER IN TAX

Tax Diff. 15 Thru 19



TAXATION IMPACT REDUCTION OF \$600,000

■ EXPENSE REDUCTION

■ Reduction of Parks & Recreation CIP			\$291,500
■ Elimination of Positions			\$308,582
■ Fire Fighter/Benefits & Insurance	\$51,607	\$27,577	
■ Fire Fighter/Benefits & Insurance	\$51,607	\$27,577	
■ Police Officer/Benefits & Insurance	\$53,000	\$25,321	
■ DPW Sign Position/Benefits & Ins.	\$47,258	\$24,635	

■ REVENUE ASSUMPTIONS

- No Change unless change in Revenue Sharing

■ UNDESIGNATED FUND BALANCE

- No Change

MUNICIPAL SUMMARY REVISED				City of Sanford FY 19/20 Budget Review As of 3/14/19
Source or Use of Funds	18/19 Budgeted Amount	19/20 Budgeted Amount	Variance (19/20 vs. 18/19)	
Operational Expenses	\$24,487,634	\$26,902,756	+\$2,415,122 +9.86%	
-Revenues + Use of Fund Bal.	<u>\$11,559,043</u>	<u>\$14,293,902</u>	<u>+\$2,734,859</u> +23.66%	
=Net Tax from Operations	\$12,928,591	\$12,608,854	+319,737 +2.47%	
+ CIP	<u>\$2,824,877</u>	<u>\$3,970,688</u>	<u>+1,145,811</u> +40%	
=Total Net Taxation Excl. County Tax	\$15,753,468	\$16,579,542	+826,074 +5.2%	

FY '20 Revenue Sharing Projections Published 3/13/2019 - \$3,300,986.

1. Included new projected revenue sharing amount as provided by the Treasurer, State of Maine.
2. Included an additional Million dollars to the CIP for roads.
3. Remaining \$387,523 used to offset the budget/tax rate.

REVISED TAX RATE PROJECTION WITH ADDITIONAL CIP AND REV SHARE

3/13/2019 14:28	FY 2018/2019 APPROVED BUDGET	FY 2019/2020 Department Requests	FY 2019/2020 City Manager Recommendation	
VALUATION				
Homestead Exemption at \$20,000 but State projected to reimburse communities 67% for FY20				
		Assumptions	Assumptions	
		\$8M in new growth	\$8M in new growth	
		2% increase in assessments	2% increase in assessments	
Net Valuation:	1,472,616,020	1,500,000,000	1,500,000,000	
APPROPRIATIONS				
COUNTY				
		Assume Same	Assume Same	
County Tax (Assessed)	750,046	750,046	750,046	
Total County Tax:	750,046	750,046	750,046	0.00%
MUNICIPAL				
Municipal Services	23,119,803	25,417,840	25,236,103	9.15%
Libraries	561,975	586,734	561,975	0.00%
Outside Agencies	123,737	120,783	13,737	-32.33%
Debt Service	682,199	1,020,941	1,020,941	49.87%
Total Municipal Appropriations:	24,487,634	27,146,298	26,902,756	9.86%
SCHOOL				
		School	School	
		Preliminary Numbers	Preliminary Numbers	
Education	40,865,628	42,602,009	41,512,632	2.08%
Debt Service	8,095,134	11,514,405	11,514,405	42.24%
Adult Education	748,462	656,654	647,065	-13.55%
Total School Appropriations:	49,509,224	54,773,068	53,674,102	8.41%
CAPITAL RESERVE				
Municipal	2,824,877	5,267,124	3,970,688	40.56%
School	381,525	381,525	381,825	0.08%
Total Capital Reserve:	3,206,402	5,648,649	4,352,513	35.74%
TOTAL APPROPRIATION:	77,953,300	88,318,061	85,679,417	9.91%

REVISED TAX RATE PROJECTION WITH ADDITIONAL CIP AND REV SHARE

	FY 2018/2019 APPROVED BUDGET	FY 2019/2020 Department		FY 2019/2020 City Manager Recommendation	
REVENUE					
MUNICIPAL					
Revenue Sharing	1,598,513	3,300,988	106.50%	3,300,988	106.50%
Municipal Revenue	9,110,520	9,144,697	0.38%	10,142,916	11.33%
Total Municipal Revenue:	10,709,043	12,445,685	16.22%	13,443,902	25.54%
SCHOOL					
		School		School	
		Preliminary Numbers		Preliminary Numbers	
School EPS Revenue	25,956,155	26,583,155	2.42%	26,583,155	2.42%
Debt Service - State Share	7,238,338	10,666,589	47.36%	10,666,589	47.36%
Miscellaneous Revenue	350,275	118,000	-66.31%	118,000	-66.31%
Adult Education State Subsidy	180,000	155,153	-13.80%	155,153	-13.80%
Other Adult Education Revenue	99,000	35,000	-64.65%	35,000	-64.65%
Acton School Tuition/Food Service	945,000	962,500	1.85%	962,500	1.85%
School Unassigned Fund Balance	0	0	0.00%	0	0.00%
Carry Forward FY19	1,954,213	625,000	-40.71%	625,000	-60.71%
Total School Revenue:	35,822,981	39,145,397	9.27%	39,145,397	9.27%
TOTAL REVENUE:	46,532,024	51,591,080	10.87%	52,589,299	13.02%
Amount To Be Raised By Taxation:	31,421,282	36,726,981	16.89%	33,090,118	5.31%
BASE TAX RATE:	\$21.34	\$24.48		\$22.96	3.29%
USE OF UNDESIGNATED FUNDS:	850,000	850,000	0.00%	850,000	0.00%
Less U.F. Rate:	(\$0.58)	(\$0.57)		(\$0.57)	-1.83%
NET TO BE RAISED BY TAXATION:	30,571,282	35,876,981	17.36%	32,240,118	5.40%
MINIMUM TAX RATE:	\$20.76	\$23.92	15.21%	\$21.49	3.53%
Homestead:					
Homestead Rate:	(\$974,562.81) (\$0.66)	(\$1,044,800.00) (\$0.70)	Estimate	(\$1,044,800.00) (\$0.70)	Estimate
BETE:	(\$426,154.90) (\$0.29)	Assume Same		Assume Same	
BETE Rate:		(\$0.29)		Assume Same	
Overlay Amount:	\$233,259.55	Assume Same		Assume Same	
Overlay Rate:	\$0.16	\$0.16		Assume Same	\$0.16
TIF Amount:	\$785,528.07	Assume Same		Assume Same	
TIF Rate:	\$0.53	\$0.53		Assume Same	\$0.53
SELECTED TAX RATE:	\$20.50	\$23.62	\$3.12	\$21.20	\$0.70

TAX RATE WITH ADDITIONAL REVENUE SHARING

	FY 2018/2019 APPROVED BUDGET	FY 2019/2020 Department Requests		FY 2019/2020 City Manager Recommendation	
3/14/2019 10:36					
VALUATION					
Romestead Exemption at \$20,000 but State projected to reimburse communities 67% for FY20.					
			Assumptions	Assumptions	
			\$BM in new growth	\$BM in new growth	
			2% increase in assessments	2% increase in assessments	
Net Valuation:	1,472,616,020	1,500,000,000		1,500,000,000	
APPROPRIATIONS					
COUNTY					
		Assume Same		Assume Same	
County Tax (Assessed)	750,046	750,046		750,046	
Total County Tax:	750,046	750,046	0.00%	750,046	0.00%
MUNICIPAL					
Municipal Services	23,119,803	25,417,840	9.94%	25,236,903	9.15%
Libraries	561,975	586,734	4.41%	561,975	0.00%
Outside Agencies	123,737	120,783	-2.39%	83,737	-32.33%
Debt Service	682,119	1,020,941	49.67%	1,020,941	49.67%
Total Municipal Appropriation:	24,487,634	27,146,298	10.86%	26,902,756	9.86%
SCHOOL					
		School		School	
		Preliminary Numbers		Preliminary Numbers	
Education	40,665,628	42,602,000	4.76%	41,512,622	2.08%
Debt Service	8,095,134	11,514,405	42.24%	11,514,405	42.24%
Adult Education	748,462	656,654	-12.27%	647,065	-13.55%
Total School Appropriation:	49,509,224	54,773,060	10.63%	53,674,102	8.41%
CAPITAL RESERVE					
Municipal	2,824,877	5,267,124	86.45%	2,970,688	5.16%
School	381,525	381,525	0.00%	381,825	0.08%
Total Capital Reserve:	3,206,402	5,648,649	76.17%	3,352,513	4.56%
TOTAL APPROPRIATION:	77,953,306	88,318,061	13.30%	84,679,417	8.63%

TAX RATE WITH ADDITIONAL REVENUE SHARING

	FY 2018/2019 APPROVED BUDGET	FY 2019/2020 Department		FY 2019/2020 City Manager Recommendation		
REVENUE						
MUNICIPAL						
Revenue Sharing	1,598,513	3,300,986	106.50%	3,300,986	106.50%	
Municipal Revenue	9,110,530	9,144,657	0.38%	9,142,916	11.33%	
Total Municipal Revenue:	10,709,043	12,445,643	16.22%	12,443,902	26.54%	
SCHOOL						
		School			School	
		Preliminary Numbers			Preliminary Numbers	
School EPS Revenue	25,956,155	26,583,155	2.42%	26,583,155	2.42%	
Debt Service - State Share	7,238,238	10,666,589	47.36%	10,666,589	47.36%	
Miscellaneous Revenue	348,275	118,000	-66.31%	118,000	-66.31%	
Adult Education State Subsidy	180,000	155,153	-13.80%	155,153	-13.80%	
Other Adult Education Revenue	99,000	35,000	-64.65%	35,000	-64.65%	
Action School Tuition/Food Service	945,000	962,500	1.85%	962,500	1.85%	
School Unassigned Fund Balance	0	0	0.00%	0	0.00%	
Carry Forward FY19	1,054,213	625,000	-40.71%	625,000	-40.71%	
Total School Revenue:	35,822,581	39,145,397	9.27%	39,145,397	9.27%	
TOTAL REVENUE:	46,532,624	51,591,040	10.87%	52,589,299	13.09%	
Amount To Be Raised By Taxation:	31,421,262	36,726,981	16.89%	32,090,118	2.13%	
BASE TAX RATE:	\$21.34	\$24.48	16.89%	\$21.39	0.26%	
USE OF UNDESIGNATED FUNDS:	850,000	850,000	0.00%	850,000	0.00%	
Less U.F. Rate:	(\$0.58)	(\$0.57)		(\$0.57)	-1.83%	
NET TO BE RAISED BY TAXATION	30,571,262	35,876,981	17.36%	31,240,118	2.19%	
MINIMUM TAX RATE:	\$20.76	\$23.92	16.21%	\$20.83	0.32%	
Homehead:	(\$974,502.81)	(\$1,044,800.00)	Estimate	(\$1,044,800.00)	Estimate	
Homehead Rate:	(\$0.66)	(\$0.70)	Estimate	(\$0.70)	Estimate	
BLTE:	(\$426,154.90)	Assume Same	Assume Same	Assume Same	Assume Same	
BLTE Rate:	(\$0.29)	Assume Same	Assume Same	Assume Same	Assume Same	
Overlay Amount:	\$233,269.56	\$0.16		\$0.16		
Overlay Rate:	\$785,528.07	\$0.53		\$0.53		
TIF Amount:						
TIF Rate:						
SELECTED TAX RATE:	\$20.50	\$23.62	\$3.12	\$20.53	\$0.03	

FY '20 Revenue Sharing Projections Published 3/13/2019 - \$3,300,986.

1. Included new projected revenue sharing amount as provided by the Treasurer, State of Maine.