

Administration

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MEMORANDUM

TO: Mayor MacPhail and City Council
FROM: John Bohenko, City Administrator
DATE: February 5, 2024
RE: **Administrator's Report**

Project Partnership Agreement-Camp Ellis

On Tuesday, January 30, 2024, at 2:00 PM Colonel Justin R. Pabis of the New England District, U.S. Army Corps of Engineers, joined us at City Hall to sign the Project Partnership Agreement (PPA) to begin a Section 111 Shoreline Erosion Mitigation project valued at \$45 million.

Since constructing the jetties at the mouth of the Saco River between 1828 and 1968 as part of a federal navigation project, our community has experienced severe coastal erosion north of the jetty. For decades, the United States Army Corps of Engineers has evaluated potential shoreline erosion mitigation measures for Camp Ellis and the larger Saco Bay.

On November 27, 2023, the City Council authorized me, as City Administrator, to enter into the PPA with the Army Corps of Engineers, the first step towards the project's design and construction phases.

The proposed project includes the construction of a 750-foot-long stone spur jetty and an estimated 300,000 cubic yards of sand beach fill, with future sand renourishment on a 10-year cycle. The spur jetty intends to reduce the overall wave energy arriving at Camp Ellis Beach and seaward material removal from the beach.

It is understood that this project will lessen the main jetty's impact on accelerating and intensifying erosion and storm damage in Camp Ellis, and we look forward to working with the Army Corps throughout the design and construction of this multiyear project. We will provide additional updates as the project moves forward.

Saco City Hall New Hours

Effective February 5, 2024, Saco will trial a 120-day pilot program to evaluate closing City Hall early on Fridays with a schedule as follows:

Monday: 7:30 am – 4:00 pm

Tuesday: 7:30 am – 4:00 pm

Wednesday: 7:30 am – 4:00 pm

Thursday: 7:30 am – 4:00 pm

Friday: 7:30 am – 1:00 pm

Many comparable municipalities, including Biddeford, Scarborough, and Gorham, have moved to a four-day week. Benefits cited by other municipalities included enhanced employee retention, work/life harmony satisfaction, and a reduction in the cost of turnover and its negative effects on the organization.

With Saco's new schedule, employees working in City Hall will still have a 37.5-hour workweek with no change in compensation or benefits, due to shorter lunches.

Staff members will be surveying residents and other City Hall customers to determine the benefits of this pilot program.

Community members can conduct much business online. To simplify access to paying common bills digitally, we've organized most transactions onto the webpage www.sacomaine.org/pay On this page, you'll see options for re-registrations, real estate and property taxes, dog licenses, ambulance billing, recreation programming, hunting and fishing, parking permits and tickets, and more.

In addition, residents can apply for various functions online by visiting www.sacomaine.org/onlineservices or clicking on the "Residents" tab on the website. These include business licenses, building permits, boards and committees, liquor licenses, moorings, special entertainment permit, victualer license, and others.

FY2025 Budget Timeline

February to March – City Administration and Finance will work with departments to craft a maintenance of effort budget and to thoughtfully review any increases or other adjustments necessary to draft the FY2025 Budget and the FY2025 to FY2029 Capital Plan.

School Presentation to Council – The School Superintendent will present his anticipated School Board budget to the City Council for review and feedback. 3/18/2024

Presentation to Council – The City Administrator will present an overview of his City Budget and provide specifics about any adjustments made versus a flat maintenance of effort budget. 3/25/2024

Departmental Presentations – These will occur in April. Department heads will present an overview of their budget, progress on goals and relevant statistics for the current year to date, and what they anticipate for the coming fiscal year. Time will be allowed for the City Council to ask relevant questions of the Department budgets. Certain supported entities of the City that receive significant funding will also be allowed to present. The City Council will also join the School Board for a joint meeting to review the School Board budget and discuss any outstanding items. 4/01/2024
4/08/2024
4/22/2024
4/29/2024

Council Budget Workshop & Public Hearing – First Monday in May. This will be the night when Council reviews the budget approval motions and workshops any amendments. This is also the night for the scheduled public hearing on the Capital Plan and Municipal Budget. 5/06/2024

Council Approval – Second Monday in May. This busy night includes approval of the Municipal Budget, approval of the Capital Plan, approval of the WRRD Enterprise Fund budget, approval of the School Budget, and approval of tax due dates and other related items. 5/13/2024

KRT Appraisal Field Work Starting

KRT Appraisal is conducting a business personal property audit for the City. James Venuti is the representative working in Saco beginning on Main Street and will be here through the week of February 5, 2024. As time goes on, there may be 2 other representatives in the field, but all representatives will have identification.

The scope of this project includes an interior inspection of all personal property accounts in order to list all taxable items such as supplies, furniture and fixtures, and machinery and equipment used in the conduct of business. All personal property is listed and assessed under Maine General Laws Title 36 Chapter 105.

The audit should take about 4 months.

Upcoming Joint School Council/City Council Meeting

There will be a joint School Council/City Council meeting Wednesday, February 7, 2024, beginning at 7 pm at Saco City Hall, 2nd Floor Auditorium. Items on the agenda include discussions regarding ED 279 and the School Construction Bond timeline, vote and bond language.