1. Meeting Agenda April 24, 2014

   Documents: APRIL 24, 2014.PDF
2. Meeting Material April 24, 2014

   Documents: 04-24-14 POST.PDF

City of Portland, Maine
Finance Committee Meeting
Thursday, April 24 2014
6:00 p.m., Room 209 City Hall

AGENDA

1. Discussion and vote on City and School FY15 operating budgets and associated items.

Voting Items:

1. Appropriation and Tax Levy for School Department

School Board Recommended Appropriation	$101,773,613
School Board Recommended Tax Levy	$ 77,454,715

Tax rate increase = $.25 cents, 2.5%

2. Appropriation and Tax Levy for Municipal Services

City Manager Recommended Appropriation	$220,851,858
City Manager Recommended Tax Levy	$ 75,972,495

Tax rate increase = $.37 cents, 3.8%
[Combined tax rate increase = $.62 cents, 3.2%]

Suggested Amendments to City Manager's Recommended Budget:

3. Add expenditure and revenue budget for Homeless Health clinic staffing, extended through December 31, 2014 (see attached memo for details about services).

Revenue	$234,230
Expenditures	$234,230

Tax impact = $0

4. Reduce revenue for after-hours GA services by amount of CDBG cut, reduce expenditures for turnover wage savings.

Revenue	($34,000)
Expenditures	($13,252)

Tax impact = $20,748

5. Reduce Recreation & Facilities budget to reflect cut by School Department for facilities maintenance.

Revenue	($100,000)
Expenditures	($100,000)

Tax impact = $0

Result of previous amendments

Municipal Only:

Expenditures	$220,973,036	2.7% increase
Tax Levy	$ 75,993,243	5.1% increase
Tax Rate	$ 9.92	3.8% increase

Combined Municipal/School:

Expenditures	$322,746,649	2.9% increase
Tax Levy	$153,447,958	4.4% increase
Tax Rate	$20.03	3.2% increase

FY2015 Budget
Finance Committee Information
April 24, 2014

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PEAKS ISLAND COUNCIL

Peaks Island Council
Budget for City Allocation
FY2013-FY2015 Requested

	FY2013	FY2014	FY2015
Transportation			
Ferry passes	$ 30,000		
Public School ferry passes		$ 8,040	$ 5,000
Peaks Island Academy ferry passes		1,500	3,000
Peaks Island Academy activity ferry passes			1,000
Private School ferry passes			500
Bike ferry passes		300	500
Island Taxi	5,000	20,000	17,500
Needs based ferry passes		7,660	5,000
Administration		2,500	2,500
Peaks Skate Park contribution			1,000
Tax & Energy Assistance			3,000
Food Pantry			1,000
Peaks Island Children's Workshop contribution	5,000		
Total City Allocation	$ 40,000	$ 40,000	$ 40,000

CITY OF PORTLAND
MEMORANDUM

TO: Finance Committee Members

CC: Mayor Michael Brennan, Mark Rees, Ellen Sanborn

FROM: Mike Murray, Island & Neighborhood Administrator

DATE: April 18, 2014

RE: Peaks Island Council Parking/Transportation Fund

This memo shall provide a history of the Peaks Island Council Transportation/Parking Fund.

1. Funding History:

Fiscal Year	Transp./Parking Fund	Admin	Total
FY 08	$50,000	$5000	$55,000
FY 09	$50,000	$5000	$55,000
FY 10	$30,000	$5000	$35,000
FY 11	$30,000	$5000	$35,000
FY 12	$40,000*	0	$40,000
FY 13	$40,000*	0	$40,000
FY 14	$40,000**		$40,000
FY 15	$40,000**		$40,000

*Funds designated for administration were allocated for programming at the request of the PIC.

** Administrative funds included in allocation

2. Programming & Participation History

FY08

- 2 month CBL summer pass extension for island students attending public middle & high school. This extension was in addition to the 10 month pass issued to the students by the school department. ($22,300)

Peaks:	94 Summer Passes Issued
Cliff:	6 Summer Passes Issued
GDI:	4 Summer Passes Issued

- $25.00 voucher redeemable at CBL for all year round island adult residents of Great Diamond Island, Cliff Island, and Peaks Island ($16,350)

Island	Issued	Redeemed	% Redeemed
Peaks:	782	551	70%
Cliff:	52	45	86%
GDI:	82	58	71%

FY09

- 2 month CBL summer pass extension for island students attending public/private middle & high school. This extension was in addition to the 10 month pass issued to the students by the school department. (12,500)

Peaks:	60 Summer Pass Extensions
Cliff:	5 Summer Pass Extensions
GDI:	4 Summer Pass Extensions

- $25.00 voucher redeemable at CBL for all year round island adult residents of Great Diamond Island and Cliff Island ($2500)

Island	Issued	Redeemed	% Redeemed
Cliff:	56	49	87%
GDI:	78	52	66%

- Reimbursed parents of island students attending private middle/high schools for the cost of a school year CBL pass.($9,700)

Peaks:	8 Students
GDI:	1 Student
Cliff:	0 Students

- $20.00 voucher redeemable at CBL for all year round island residents of Peaks Island ($9,000)

Island	Issued	Redeemed	% Redeemed
Peaks:	804	449	56%

- Provided start up costs on Peaks Island for the Island Transportation Service a.k.a. "Peaks Island Taxi" ($16,150)

FY10

- 2 month CBL summer pass extension for island students attending public middle & high school. This extension was in addition to the 10 month pass issued to the students by the school department. (9750)

Peaks:	48 Summer Pass Extensions
Cliff:	6 Summer Pass Extensions
GDI:	2 Summer Pass Extensions

- Reimbursed parents of island students attending private middle/high schools for the cost of a year round CBL pass. ($8200)

Peaks:	8 Students
Cliff:	0 Students
GDI:	1 Student

- $25.00 voucher redeemable at CBL for all year round island adult residents of Great Diamond Island and Cliff Island ($2500)

Island	Issued	Redeemed	% Redeemed
Cliff:	56	48	86%
GDI:	75	45	60%

- Continued support of Peaks Island Transportation Service ($9000)

FY11

- Support of the Peaks Island Childrens' Workshop ($5000)

- $25.00 voucher redeemable at CBL for all year round island adult residents of Great Diamond Island and Cliff Island ($2700)

Island	Issued	Redeemed	% Redeemed
Cliff:	54	52	96%
GDI:	82	56	68%

- 2 month CBL pass extension for island students attending public middle & high school. This extension was in addition to the 10 month pass issued to the students by the school department. ($14,100)**

Peaks:	73* Summer Pass Extensions
Cliff:	8* Summer Pass Extensions
GDI:	2 Summer Pass Extensions

*Included request from PIC to include eleven fifth grade students from Peaks and 2 fifth grade students from Cliff; there were no 5th grade students from GDI.

** The addition of the fifth grade students depleted the Parking/Transportation Fund; PIC Admin Funds were transferred to resolve deficit.

- Reimbursed parents of island students attending private middle/high schools for the cost of a year round CBL pass. ($6500)

Peaks:	6 Students
Cliff:	0 Students
GDI:	1 Student

- Continued support of Peaks Island Transportation Service ($4000)

FY12

- Continued support of the Peaks Island Childrens' Workshop ($10,000)

- Continued support of the Island Transportation Service ($2500)

- Established a $250 subsidy* for year round island residents of Great Diamond Island, Cliff Island, and Peaks Island when a year round pass is purchased at CBL. ($20,000)

Peaks:	76 Subsidies Issued/Reserved
Cliff:	0 Subsidies Issued/Reserved
GDI:	3 Subsidies Issued/Reserved

- Established a $20 subsidy for year round island residents of Great Diamond Island, Cliff Island, and Peaks Island when a monthly pass is purchased at CBL ($5,000).

Peaks:	225 Subsidies Issued
Cliff:	2 Subsidies Issued
GDI:	36 Subsidies Issued

- Established a fund administered by the Peaks Island Childrens' Workshop to pay for CBL transportation costs for children attending summer camps on Peaks Island. This fund pays reimburses island camps for ferry ticket expenses for off-island campers coming on the island for programs, and to island parents for their children attending programs off the island ($2500).

*This subsidy program is ongoing as persons holding a valid pass as of 7/1/2011 are eligible for the $250 discount if a yearly pass is renewed in FY 12. Funds are held in reserve for this purpose.

FY 13

- Continued support of the Island Transportation Service ($5,000)

- Continued support of the Peaks Island Childrens' Workshop ($5,000)

- Continuance of providing year round Peaks Island residents the choice of either a $250 subsidy when purchasing a year round CBL pass, or a $25 subsidy when purchasing a CBL monthly pass ($30,000).

Yearly Passes Purchased: 94

Monthly Passes Purchased: 240

FY 14

- Transfer of funds to the Portland School Department to extend the PPS purchased CBL10 month pass into a 12 month CBL pass for middle/High school students ($5,040).

- Establish a bicycle ticket program to help defray the cost to PI families who wish to explore Portland via bicycle ($300).

- Establish a needs based ticket program for low income persons/families living on Peaks Island. Program administered by PI churches, the PI Childrens' Workshop and the PI Food Pantry ($7,660)

- Establish a voucher program for parents of students at PI Elementary School who are 10 years of age or older, thus classified as adults by CBL and subject to adult ticket prices ($3,000).

- Continued support of the Island Transportation System ($20,000).

- Establish an Administrative budget for the PIC ($2,500).

- Support of the PI Academy for transportation needs of its students ($1,500).

PIC FY 14 Budget Summary

April 22, 2014

Description	Budget	Expenditure	Balance
PI Academy	1500.00		
10/2/13 – Ticket Purchase		154.00	
10/16/2013 – Ticket Purchase		246.00	
12/11/2013 – Ticket Purchase		246.00	
02-25-2014 – Ticket Purchase		246.00	
03-19-2014 – Car Ferry Tickets		146.60	
04-16-2014 – Tickets/Car Ferry Purchase		392.60	68.80
Bike Tickets	300.00		
7/14/13 – Ticket Purchase		97.50	
9/21/13-Ticket Purchase		123.50	
04/02/2014 – Ticket Purchase (8)		52.00	
04/10/2014 – Transfer from Mid/High Students		+175.45	
04/10/2014 – Ticket Purchase (10)		65.00	137.45
Needs Based Tickets	7660.00		
9/27/13 – Ticket Purchase		200.20	
10/16/2013 – Ticket Purchase		713.25	
12/11/2013 – Ticket Purchase		876.50	
01/24/2014 – Ticket Purchase		557.50	
02/25/2014 – Ticket Purchase		143.00	
03/19/2014 – Ticket Purchase		570.00	
04/16/2014 – Ticket Purchase		605.60	3993.95

ITS	20,000.00		
Check Issued		20,000.00	0.00
Middle/High School	5,040.00	4,864.55	
04/10/2014-Transfer to Bike Tickets		175.45	0.00
Elementary School	3,000.00		
10/11/2013 – Voucher 1 Issue		350.00	
11/22/2013 – Voucher 2 Issue		500.00	
02/21/2014 – Voucher 3 Issue		550.00	
04/22/2014 – Voucher 4 Issue		600.00	1000.00
Admin. Budget	2,500.00		
July 2013 Invoice		100.00	
August 2013 Invoice		100.00	
September 2013 Invoice		100.00	
October 2013 Invoice		100.00	
Nameplates (5)		99.70	
02-10-2014 Administrative Supplies		116.07	
02-21-2014 December 2013 Invoice		100.00	
02-21-2014 January 2014 Invoice		100.00	
Additional Nameplates (2)		37.98	
03-31-2014 ME Island Coalition Due		200.00	1446.25
TOTAL FUNDS REMAINING			6646.45

unusually small, as in the case of a special election for Portland Water District Trustee. There shall be no consolidation of voting places in any election where any state or federal office is to be filled, or in any state wide referendum.
(Ord. No. 25-A, 8-18-08)

***Editor's Note:** This ordinance preserves or restores the number of voting places prior to the planned reduction in voting places based on cuts adopted in the FY'09 budget.

Sec. 9-49. Reserved.

Sec. 9-50. Reserved.

ARTICLE IV. PEAKS ISLAND COUNCIL

Sec. 9-51. Formation of council.

(a) *Purpose.* In order to provide the residents of Peaks Island with a different method of gathering input from its residents as to issues of concern to them and to provide such input to the members of the Portland city council, there is hereby established the Peaks Island council.

(b) *Members.* The Peaks Island council shall consist of seven (7) voting members elected at large from and by the duly registered voters of Peaks Island, beginning at the regular municipal election in November, 2007 and each regular municipal election in November thereafter. In 2007 two members shall be elected for a term of one year, two members shall be elected for a term of two years, and three members shall be elected for a term of three years with the initial terms being based on the number of votes received by each candidate, such that those candidates receiving the highest number of votes will win the longest terms. At the expiration of each initial term, subsequent terms shall be for a period of three years. Each member shall serve without compensation.

(c) *Terms.* The terms of each member shall run from the date of the inaugural meeting for three (3) full years, except as provided above for the initial terms. Members shall be sworn into their positions on the same day as members of the city council and shall serve until a successor is elected and qualified.

(d) The district 1 city councilor and school committee member shall be ex-officio non-voting members of the Peaks Island council and attend its regular meetings. If they cannot attend a meeting they shall designate an alternate to attend.
(Ord. No. 16-07/08, 7-16-07)

Sec. 9-52. Nomination of members.

(a) *Petitions.* The nominations of all candidates for elective offices for membership on the Peaks Island council shall be by written petition to be provided by the city clerk, in substantially the same form as the petition for at-large candidates for the city council as provided in article IV of the city charter. Said petition shall be signed by not less than fifty (50) Peaks Island residents who are registered voters on the island nor more than one hundred (100) such voters. All candidates must be residents of Peaks Island for a period of at least three (3) months prior to the date on or before which nomination papers are to be filed.

(b) *Signatures.* The signatures to nomination petitions need not all be affixed to one nomination petition, but to each separate petition there shall be attached an affidavit of the circulator thereof stating the number of signers of each petition, and that each signature appended thereto was made in his or her presence and is the genuine signature of the person whose name it purports to be. With each signature shall be stated the place of residence of the signer giving the street and number of the street, or other description sufficient to identify the same.

(c) *Filing.* The city clerk shall make nomination petitions available to the candidates one hundred and twenty (120) days prior to the election except that in 2007 the petitions shall be made available one hundred and twelve (112) days prior to the election. The nomination petitions for any one (1) candidate must be assembled and united into one (1) petition and filed with the city clerk during normal business hours not earlier than seventy-eight (78) nor later than sixty-four (64) days before the date of election. No nomination shall be valid unless the candidate shall file with the city clerk in writing at the time of filing of said nomination petitions and consent, once filed may not be withdrawn. Any challenge to a nomination petition must be submitted to the city clerk in writing, setting forth the specific reasons for the objection, no later than five

(5) days, excluding Saturdays, Sundays, and legal holidays, from its date of filing, or it is barred. No person shall be nominated, nor shall any person consent to being nominated, at the same election for any other elective office provided for by the city charter.
(Ord. No. 16-07/08, 7-16-07)

Sec. 9-53. Election.

(a) The city clerk shall provide specimen ballots, absentee ballots and ballots for election of the members of the Peaks Island council in substantially the same form and at the same time as those for members of the city council. All voting shall take place in the regular polling place for registered voters on Peaks Island and the election, count of the ballots and canvass of returns shall be administered by the city clerk in the same manner as provided by city charter for members of the city council. Any dispute as to election results shall be resolved by the city clerk using the same standards provided by city charter and state law for disputed municipal elections, and the decision of the city clerk shall be final and shall not be appealable to court or any other entity.

(b) Following the declaration of the election results by the city clerk, the successful candidates shall be sworn in by the city clerk on or before the inaugural meeting of the Peaks Island council.
(Ord. No. 16-07/08, 7-16-07)

Sec. 9-54. Powers and duties.

(a) *Authority.* The Peaks Island council may exercise any powers and perform any functions on Peaks Island including but not limited to:

(1) Advisory or delegated substantive authority, or both, to hold public hearings, gather community input and make recommendations to the city council with respect to such programs as transportation initiatives and parking, community action programs, construction, expansion, location or relocations of public facilities, proposed public works projects, planning and zoning actions, fire safety, crime prevention and juvenile delinquency programs, health services, code inspection and city-sponsored recreational programs, law enforcement, harbor control and management, and

education;

(2) Self-help projects, (such as supplemental refuse collection, beautification) fundraising for local improvements or events and similar volunteer efforts;

(3) Participation in the selection of the island/neighborhood liaison, and Peaks Island representatives on the island advisory committee, and the island coalition;

(4) Recommendations for the allocation of funds designated or appropriated by the city or received from other sources for transportation or parking initiatives or other purposes;

(5) Control and spend funds designated or appropriated by the city or received from other services for the operation of the Peaks Island council or its programs;

(6) Recommendations for ordinance amendments; and

(7) Creation of such subcommittees as it deems necessary.

(b) *Regular agenda item.* The city council shall on its regular agenda schedule timely discussion and opportunity for adoption of recommendations made by the Peaks Island council. City council votes on such recommendations shall be carried out in the same manner as votes on other matters on the city council agenda.
(Ord. No. 16-07/08, 7-16-07)

Sec. 9-55. Procedure of Peaks Island council.

(a) *Inaugural meetings.* In 2007 the inaugural meeting of the Peaks Island council shall be held on the first Tuesday following the election at 7:00 p.m. at the Peaks Island elementary school. In subsequent years the date, time and place of the meeting shall be established by the written rules adopted by the Peaks Island council.

(b) *Regular meetings.* The Peaks Island council shall meet at least once every month. The time, date and place of such regular meeting shall be established by written rules of Peaks Island council to be adopted no later than December 15 of each year. Notice of meetings shall be advertised on the city of

Portland calendar and shall be posted in at least two public places on Peaks Island.

(c) *Special meetings.* Special meetings may be called by the chairperson, and in case of his or her absence, disability, or refusal may be called by a majority of the members of the council. Notice of such meeting shall be served in person or left at the residence of each member of the council and posted in at least two public places on Peaks Island at least seventy-two (72) hours before the time for holding said special meeting.

(d) *Quorum.* Four (4) members shall constitute a quorum for the transaction of business and is authorized to transact business at all times, including when there is a vacancy on the council. Final passage of any item shall require four (4) affirmative votes. All votes and actions taken by the Peaks Island council shall be transmitted in a timely manner to the city council, but shall not bind the citizenry or the city council and shall not be enforceable against any person in the courts of the state unless and until adopted by the city council. Such Peaks Island council actions shall not be considered final governmental action for purposes of appeal to court under Rule 80B or any successor rule or statute.

(e) *Rules.* Unless a contrary rule is adopted by the Peaks Island council in writing, the meetings of the Peaks Island council shall be governed by Roberts Rules of Procedure.

(f) *Chairperson.* A member of the Peaks Island council shall be selected annually at the inaugural meeting by a vote of not less than four (4) members to serve as chairperson of the meetings and to rule on procedural issues which may arise. In the event of vacancy in the position of chairperson a chairperson pro tem shall be elected to serve for the duration of the chairperson's term by no less than four (4) votes of the remaining members. IF the chairperson is unable to attend a meeting for reasons that do not create a vacancy, the chairperson may designate an acting chairperson for that meeting.

(g) *Vacancies.* A vacancy in the membership of the Peaks Island council shall occur upon the happening of the following: (1) the death of a member; (2) the effective date of the resignation of a member; (3) the removal of a member from the island; (4) the conviction of a member of a felony while in office; or (5) the recall of a member pursuant to any provision for recall established by the council. The Peaks Island council

shall declare a vacancy in its membership to exist upon the failure of a member to attend any three (3) consecutive regular meetings of the council, or at least forty (40%) percent of the regular meetings of the council held in any one calendar year unless said member shall be excused (by a vote of at least four (4) other members) for health reasons or other good cause.

A member may in writing addressed to the Peaks Island council resign his or her office effective at a future date specified in said written resignation. Once submitted to the council, said resignation may not be withdrawn, and said member's office shall become vacant on said specified future date.

If a vacancy in the membership of the Peaks Island council occurs or is declared prior to the next regular municipal election, the vacancy shall be filled at a special election to take place on the same date as the next scheduled municipal or state election which is no less than one hundred and twenty (120) days after the date the vacancy occurs or is declared unless the city council, by a vote of six (6) of its members, calls a special election on an earlier date following a request from the Peaks Island council. The notice of election for such special election shall upon vote of the city council be issued by a member of the city council by vote designated for that duty. Such election shall be called and held and nominations made as in other elections.

When a vacancy occurs, the Peaks Island council may appoint an interim councilor, who shall be sworn into office and who shall serve with full powers and duties until a successor is elected as provided above and sworn into office.
(Ord. No. 16-07/08, 7-16-07; Ord. No. 139-09/10, 1-4-10, emergency enacted)

Sec. 9-56. Effective date.

This ordinance shall go into effect on July 17, 2007.

Sec. 9-57. Reserved.
Sec. 9-58. Reserved.
Sec. 9-59. Reserved.
Sec. 9-60. Reserved.

APPLICATION FROM THE ISLAND TRANSPORTATION SYSTEM FOR FY 2015 FUNDING FROM THE PI COUNCIL

THE ISLAND TRANSPORTATION SERVICE (ITS) WAS FOUNDED BY THE PEAKS ISLAND COUNCIL IN 2008 WITH A START UP GRANT OF $16,150 FOR THE VEHICLE PLUS ENOUGH EXTRA TO BUY INSURANCE, AND GET THE PROPER LICENSES. SINCE THEN WE HAVE RECEIVED YEARLY SUBSIDIES FROM THE COUNCIL. THE MODEL IS SIMILAR TO THAT OF A MUNICIPAL PUBLIC TRANSIT DISTRICT, LIKE METRO. PASSENGERS PAY A FEE WHICH COVERS SOME OF THE OPERATING COSTS AND THE REST IS SUBSIDIZED BY CITY FUNDS, GRANTS AND FUND RAISERS.

IN ITS 6 YEARS OF EXISTENCE THE TAXI HAS BECOME PART OF THE FABRIC OF THE ISLAND AS THE ONLY PUBLIC TRANSPORTATION OUT HERE. RIDERSHIP HAS INCREASED FROM 3820 IN OUR FIRST YEAR TO 6700 THIS PAST YEAR. TRIPS ARE EVENLY DIVIDED BETWEEN PICKUPS AT THE FERRY DOCK AND SERVICE TO AND FROM HOMES, THE HEALTH CENTER, HANNIGAN'S MARKET, THE LIBRARY AND THE COMMUNITY CENTER. ITS MADE 430 DELIVERIES OF GROCERY "BANANA" BOXES, FULLY LOADED ISLAND CARTS, BUILDING SUPPLIES, FLOWERS. YES, EVEN DOGS AND CATS AND TAKING THE CHICKEN SOUP OFF THE STOVE TO THE REFRIGERATOR.

ITS HAS BEEN ESPECIALLY USEFUL TO THE ELDERLY AND TO ISLANDERS FOR WHOM CAR OWNERSHIP WOULD BE A FINANCIAL BURDEN. 20% OF OUR RIDERS ARE ELDERLY, HANDICAPPED OR QUALIFY FOR OUR REDUCED RATE VOUCHER PROGRAM.

AND, OF COURSE, EVERY RIDE TAKEN OR DELIVERY MADE HAS MEANT A CAR OR TRUCK TRIP NOT TAKEN, THUS LESSENING AIR POLLUTION AND REDUCING CONGESTION DOWN FRONT.

FUNDING IS ESPECIALLY NEEDED AT THIS TIME OF YEAR AS ALL OUR LARGE EXPENSES COME DUE. INSURANCE IS OVER $4000. REGISTRATION AND

EXCISE TAX COME TO ALMOST $1000, CITY LIVERY INSPECTION $200-$400, AND RENEWING 10 YEARLY TAXI DRIVERS LICENSES----$660.

M

THIS YEAR WE ARE ASKING FOR A LIMITED OPERATIONS SUBSIDY AND FOR FUNDING OF TWO NEW PROGRAMS. (SEE ATTACHED BUDGET FOR FULL DETAILS.)

NEW PROGRAMS:

Operations Manager @ $50/week 2600

Maintain driver schedule
Ensure vehicle maintenance, repairs,
Inspection, and licensing.
Oversee initial and renewal of drivers'
Licenses

Until now these duties have been performed by volunteers, but it is time to reorganize these responsibilities under one person.

Senior Coupon Program. 5000

A NEW SENIOR PROGRAM. RESIDENTS THAT RECEIVE THESE COUPONS (8 PER MONTH) MAY USE THEM TO GO TO CHURCH, BOOK CLUB, A RIDE AROUND THE ISLAND OR VISITING A FRIEND. IT'S TO GET THEM OUT OF THE HOUSE. THIS PROGRAM HAS BEEN VERY POPULAR AMONG SENIORS. MOST HAVE USED ALL EIGHT COUPONS

THIS PROGRAM HAS BEEN FUNDED ON A TRIAL BASIS FOR 3 MONTHS BY A PRIVATE PARTY IT WILL END ON APRIL 30.

WE ARE ASKING THE PEAKS ISLAND COUNCIL FUND THIS POPULAR AND IMPORTANT SERVICE FOR THE COMING YEAR.

FINALLY, I'D LIKE TO TAKE A FEW EXTRA MINUTES TO SAY--- THIS IS ALL POSSIBLE BECAUSE OF THE CITY AND THE PEAKS ISLAND COUNCIL, THE ITS BOARD AND THE DRIVERS, WHO RECEIVE VERY LITTLE PAY FOR THE NUMBER OF HOURS WORKED.

SPECIAL THANKS TO MICHELE ALVES, OUR BOOKKEEPER, WHO HAS BEEN PAID $50 A WEEK THRU GRANTS FROM THE PEAKS ISLAND FUND AND HAS PROVIDED MANY ESSENTIAL FINANCIAL SERVICES INCLUDING ALL THE BUDGET INFORMATION SUPPLIED HERE.

THANK YOU,

JUDY PIAWLOCK, PRESIDENT,

ITS BOARD OF DIRECTORS

APPENDIX A

FACTS ABOUT YOUR ITS TAXI:

(from the Peaks Island Star, October, 2013)

- Operates 7 days and evenings a week from 7:45am to 8:45pm
- Is on call before and after those hours with a reservation
- The driver has helped with Meals on Wheels
- Has reduced rates for those on fixed incomes
- Gives free rides to and from the boat for those using the Loretta Voyer Fund tickets for treatment of cancer and other medical life altering treatments in town
- Will pick you up, take you to vote at the polls and take you home for free
- Will take you to the store, the health center, the library and post office
- Will pick up your groceries, your pizza, your luggage, your dog or cat, run errands
- Has a battery operated jump starter for those who have a dead battery
- AND gives tours around the island for tourists and your guests

MONTHLY DETAIL SUMMARY - 2013

	TOTAL GUESTS	GUESTS - ISLANDERS		GUESTS - TOURISTS		GUESTS - WORKERS		SENIORS		HANDICAP		VOUCHERS		TOTAL PICKUP	PICK UP-BOAT		PICK UP - OTHER		FULL TAXI
JAN	460	407	88.5%	38	8.3%	15	3.3%	56	12.2%	5	1.1%	41	8.9%	415	210	50.60%	205	49.40%	10
FEB	425	381	89.6%	21	4.9%	23	5.4%	51	12.0%	4	0.9%	30	7.1%	379	185	48.81%	194	51.19%	11
MAR	499	424	85.0%	62	12.4%	13	2.6%	54	10.8%	2	0.4%	26	5.2%	427	222	51.99%	205	48.01%	14
APR	444	322	72.5%	96	21.6%	26	5.9%	42	9.5%	5	1.1%	10	2.3%	382	196	51.31%	186	48.69%	6
MAY	591	405	68.5%	167	28.3%	19	3.2%	47	8.0%	7	1.2%	14	2.4%	430	234	54.42%	196	45.58%	10
JUN	654	304	46.5%	329	50.3%	21	3.2%	34	5.2%	5	0.8%	6	0.9%	429	225	52.45%	204	47.55%	32
JUL	630	308	48.9%	294	46.7%	28	4.4%	50	7.9%	2	0.3%	20	3.2%	447	228	51.01%	219	48.99%	18
AUG	738	282	38.2%	444	60.2%	12	1.6%	67	9.1%	37	5.0%	33	4.5%	481	212	44.07%	269	55.93%	31
SEP	623	283	45.4%	326	52.3%	14	2.2%	70	11.2%	40	6.4%	37	5.9%	410	192	46.83%	218	53.17%	29
OCT	472	311	65.9%	142	30.1%	19	4.0%	87	18.4%	42	8.9%	33	7.0%	361	169	46.81%	192	53.19%	18
NOV	529	416	78.6%	83	15.7%	30	5.7%	136	25.7%	55	10.4%	24	4.5%	439	200	45.56%	239	54.44%	9
DEC	680	568	83.5%	74	10.9%	38	5.6%	155	22.8%	59	8.7%	24	3.5%	571	266	46.58%	305	53.42%	18
TOTAL	6745	4411	65.4%	2076	30.8%	258	3.8%	849	12.6%	263	3.9%	298	4.4%	5171	2539	49.1%	2632	50.9%	206

Mo Avg	562
Wk Avg	130

	TOTAL DELIVERIES	DELIVERS WITH NO GUESTS	
JAN	19	18	94.7%
FEB	19	16	84.2%
MAR	27	23	85.2%
APR	44	35	79.5%
MAY	50	29	58.0%
JUN	47	34	72.3%
JUL	44	28	63.6%
AUG	50	38	76.0%
SEP	33	19	57.6%
OCT	20	13	65.0%
NOV	28	18	64.3%
DEC	50	38	76.0%
TOTAL	431	309	71.7%

	TOTAL TOURS	TOTAL GUESTS	TOUR FARES	AVG TOUR	AVG GUEST
JAN	2	7	$ 40.00	$ 20.00	$ 5.71
FEB	2	4	$ 20.00	$ 10.00	$ 5.00
MAR	3	8	$ 50.00	$ 16.67	$ 6.25
APR	5	13	$ 90.00	$ 18.00	$ 6.92
MAY	12	26	$ 245.00	$ 20.42	$ 9.42
JUN	13	32	$ 300.00	$ 23.08	$ 9.38
JUL	24	58	$ 545.00	$ 22.71	$ 9.40
AUG	29	71	$ 685.00	$ 23.62	$ 9.65
SEP	16	33	$ 305.00	$ 19.06	$ 9.24
OCT	12	33	$ 325.00	$ 27.08	$ 9.85
NOV	6	13	$ 128.00	$ 21.33	$ 9.85
DEC	2	5	$ 10.00	$ 5.00	$ 2.00
TOTAL	126	303	$ 2,743.00	$ 21.77	$ 9.05

	FARES	AVG per Guest	AVG Per Trip
JAN	$ 2,120	$ 4.61	$ 6.21
FEB	$ 1,873	$ 4.41	$ 6.01
MAR	$ 2,164	$ 4.34	$ 5.89
APR	$ 2,110	$ 4.75	$ 6.26
MAY	$ 2,631	$ 4.45	$ 7.13
JUN	$ 2,813	$ 4.30	$ 7.51
JUL	$ 2,783	$ 4.42	$ 7.11
AUG	$ 3,042	$ 4.12	$ 7.09
SEP	$ 2,192	$ 3.52	$ 5.96
OCT	$ 1,872	$ 3.97	$ 5.75
NOV	$ 2,145	$ 4.05	$ 5.47
DEC	$ 2,868	$ 4.22	$ 6.00
TOTAL	$ 28,613		

	AVERAGE MILES PER DAY	
SEP	46	
OCT	28	
NOV	27	
DEC	24	
TOTAL	31	

	MILES PER GALLON	
SEP	14.44	
OCT	14.48	
NOV	13.05	
DEC	12.09	
TOTAL	13.52	

ISLAND TRANSPORTATION SYSTEM REQUEST FOR FY 2015 FUNDING

FROM THE PEAKS ISLAND COUNCIL

Maintenance and Repairs (see current PIC budget)	7200
Operations Manager @ $50/week Maintain driver schedule Ensure vehicle maintenance, repairs, Inspection, and licensing. Oversee initial and renewal of drivers' Licenses	2600
Senior Coupon Program. Provides 8 free rides/mo to Community events, church dinners, Book Club meetings at the Library, etc. (Currently on a 3 month trial basis)	5000
Vehicle Replacement Fund	3000
	17,800

ISLAND TRANSPORTATION SYSTEM
PROFIT LOSS BUDGET OVERVIEW
JANUARY - DECEMBER 2014

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	TOTAL Jan - Dec 14
Income													
Contributed support													
Agency (government) grants	-	-	-	-	-	-	-	5,000.00	-	-	-	-	5,000.00
Corporate/business grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising By ITS													
Raffle Income	-	-	-	-	1,835.00	-	-	-	-	-	-	735.00	2,570.00
Total Fundraising By ITS	-	-	-	-	1,835.00	-	-	5,000.00	-	-	-	735.00	7,570.00
Indiv/business contribution	-	500.00	600.00	500.00	-	100.00	-	-	100.00	-	500.00	500.00	2,800.00
Non profit Organization grants	-	-	-	-	-	-	-	-	-	-	666.00	-	666.00
Total Contributed support	-	500.00	600.00	500.00	-	100.00	-	-	100.00	-	1,166.00	500.00	3,466.00
Operating Revenue													
Advertising Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.80	0.80	0.80	0.80	10.00
ITS Share of Taxi Revenue	622.20	745.90	771.10	542.00	1,154.95	609.80	1,038.20	440.00	1,244.70	550.25	590.80	842.70	9,152.60
Total Operating Revenue	623.05	746.75	771.95	542.85	1,155.80	610.65	1,039.05	440.85	1,245.50	551.05	591.60	843.50	9,162.60
Total Income	623.05	1,246.75	1,371.95	1,042.85	2,990.80	710.65	1,039.05	5,440.85	1,345.50	551.05	1,757.60	2,078.50	20,198.60
Expense													
Business expenses													
Advertising	250.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	525.00
Government Fees	100.00	-	35.00	-	-	-	-	-	-	-	-	-	135.00
Taxes - other	-	-	-	-	-	85.26	659.00	-	-	-	-	-	744.26
Depreciation exp	278.93	278.93	278.93	278.93	278.93	278.93	278.93	278.93	278.93	278.93	278.93	278.93	3,347.16
Gasoline	751.00	692.00	751.00	511.00	593.00	509.00	695.00	600.00	516.00	434.00	353.00	454.00	6,859.00
Insurance, vehicle	-	-	-	-	-	4,471.00	-	-	-	-	-	-	4,471.00
License	-	-	-	783.00	-	76.00	-	-					859.00
Supplies	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Telephone Expense	-	125.00	200.00	-	-	-	-	-	-	-	-	-	325.00
Accounting fees	250.00	200.00	200.00	200.00	250.00	200.00	200.00	250.00	200.00	250.00	200.00	200.00	2,600.00
Vehicle Expense	150.00	150.00	150.00	150.00	250.00	250.00	150.00	150.00	150.00	150.00	150.00	150.00	2,000.00
Transportation Cost(Ferry)	-	-	-	86.00	-	-	-	86.00	-	-	-	-	172.00
Vouchers	150.00	50.00	50.00	50.00	100.00	100.00	100.00	100.00	100.00	100.00	50.00	50.00	1,000.00
Vouchers Pink Coupons	-	500.00	500.00	500.00	-	-	-	-	-	-	500.00	500.00	2,500.00
Total Expense	1,939.93	2,030.93	2,199.93	2,593.93	1,506.93	6,005.19	2,117.93	1,499.93	1,279.93	1,247.93	1,566.93	1,667.93	25,657.42
Net Income	(1,316.88)	(784.18)	(827.98)	(1,551.08)	1,483.87	(5,294.54)	(1,078.88)	3,940.92	65.57	(696.88)	190.67	410.57	(5,458.82)
Cash flow effect (No Depreciation)	(1,037.95)	(505.25)	(549.05)	(1,272.15)	1,762.80	(5,015.61)	(799.95)	4,219.85	344.50	(417.95)	469.60	689.50	(2,111.66)

ISLAND TRANSPORTATION SYSTEM
OPERATING COSTS PROFIT & LOSS (no new vehicle grant income)
PREVIOUS YEAR COMPARISON
01.01.13 - 12.31.13

Income

	YTD 2013	YTD 2012	DIFFERENCE
Agency (government) Grants	$ -	$ 5,000.00	$ (5,000.00)
Corporate / Business Grants	$ -	$ -	$ -
Foundation/trust Grants	$ 5,800.00	$ -	$ 5,800.00
Raffle Income	$ 2,570.00	$ 2,070.00	$ 500.00
Individual / Business Contributions	$ 5,670.00	$ 2,250.55	$ 3,419.45
Nonprofit Organization Grants	$ 1,316.00	$ -	$ 1,316.00
Donation - Cash	$ -	$ 70.50	$ (70.50)
Advertising Revenue	$ 960.00	$ 1,510.00	$ (550.00)
Interest Income	$ 7.91	$ 11.18	$ (3.27)
ITS SHARE OF TAXI REVENUE	$ 9,032.60	$ 7,044.93	$ 1,987.67
Total Income	**$ 25,356.51**	**$ 17,957.16**	**$ 7,399.35**

CHECK	
$	52,856.51
$	(27,500.00)
$	25,356.51

Expense

Advertising Fees	$ 279.06	$ 85.14	$ 193.92
Government Fees	$ 135.00	$ 785.00	$ (650.00)
Taxes - Other	$ 804.90	$ 85.26	$ 719.64
Depreciation Expense	$ 1,944.60	$ 1,243.32	$ 701.28
Gasoline	$ 7,219.65	$ 7,366.88	$ (147.23)
Gifts	$ 29.84	$ -	$ 29.84
Vehicle Insurance	$ 4,487.28	$ 3,122.00	$ 1,365.28
License	$ 1,295.85	$ 697.00	$ 598.85
Other Expense	$ 25.00	$ -	$ 25.00
Printing & Copying	$ -	$ -	$ -
Supplies	$ 132.55	$ 126.39	$ 6.16
Telephone	$ 41.95	$ 250.00	$ (208.05)
Accounting Fees	$ 3,900.00	$ 4,200.00	$ (300.00)
Transportation	$ 195.10	$ 181.55	$ 13.55
Vehicle Expense	$ 3,059.45	$ 2,350.33	$ 709.12
Vouchers Expense	$ 41.00	$ -	$ 41.00
Total Expense	$ 23,591.23	$ 20,492.87	$ 3,098.36
Net Ordinary Income	$ 1,765.28	$ (2,535.71)	$ 4,300.99
Other Income/Expense			
Loss on Sale of Asset	$ 1,570.09	$ -	$ 1,570.09
Net Other Income/Epense	$ (1,570.09)	$ -	$ (1,570.09)
Net Income	$ 195.19	$ (2,535.71)	$ 2,730.90

$	19,957.16
$	(2,000.00)
$	17,957.16

ISLAND TRANSPORTATION SYSTEM
OPERATING COSTS PROFIT & LOSS - ACTUAL
PREVIOUS YEAR COMPARISON
01.01.13 - 12.31.13

Income

	YTD 2013	YTD 2012	DIFFERENCE
Agency (government) Grants	$ 20,000.00	$ 5,000.00	$ 15,000.00
Corporate / Business Grants	$ -	$ 2,000.00	$ (2,000.00)
Foundation/trust Grants	$ 13,300.00	$ -	$ 13,300.00
Raffle Income	$ 2,570.00	$ 2,070.00	$ 500.00
Individual / Business Contributions	$ 5,670.00	$ 2,250.55	$ 3,419.45
Nonprofit Organization Grants	$ 1,316.00	$ -	$ 1,316.00
Donation - Cash	$ -	$ 70.50	$ (70.50)
Advertising Revenue	$ 960.00	$ 1,510.00	$ (550.00)
Interest Income	$ 7.91	$ 11.18	$ (3.27)
ITS SHARE OF TAXI REVENUE	$ 9,032.60	$ 7,044.93	$ 1,987.67
Total Income	**$ 52,856.51**	**$ 19,957.16**	**$ 32,899.35**

Expense

Advertising Fees	$ 279.06	$ 85.14	$ 193.92
Government Fees	$ 135.00	$ 785.00	$ (650.00)
Taxes - Other	$ 804.90	$ 85.26	$ 719.64
Depreciation Expense	$ 1,944.60	$ 1,243.32	$ 701.28
Gasoline	$ 7,219.65	$ 7,366.88	$ (147.23)
Gifts	$ 29.84	$ -	$ 29.84
Vehicle Insurance	$ 4,487.28	$ 3,122.00	$ 1,365.28
License	$ 1,295.85	$ 697.00	$ 598.85
Other Expense	$ 25.00	$ -	$ 25.00
Printing & Copying	$ -	$ -	$ -
Supplies	$ 132.55	$ 126.39	$ 6.16
Telephone	$ 41.95	$ 250.00	$ (208.05)
Accounting Fees	$ 3,900.00	$ 4,200.00	$ (300.00)
Transportation	$ 195.10	$ 181.55	$ 13.55
Vehicle Expense	$ 3,059.45	$ 2,350.33	$ 709.12
Vouchers Expense	$ 41.00	$ -	$ 41.00
Total Expense	**$ 23,591.23**	**$ 20,492.87**	**$ 3,098.36**
Net Ordinary Income	**$ 29,265.28**	**$ (535.71)**	**$ 29,800.99**
Other Income/Expense			
Loss on Sale of Asset	$ 1,570.09	$ -	$ 1,570.09
Net Other Income/Epense	**$ (1,570.09)**	**$ -**	**$ (1,570.09)**
Net Income	**$ 27,695.19**	**$ (535.71)**	**$ 28,230.90**

ISLAND TRANSPORTATION SYSTEMS
NEW VEHICLE PURCHASE DETAIL

Restricted Income received for Vehicle Purchase:

Portland City Council	7/31/2011	$	2,500.00
Davies Foundation	1/3/2012	$	2,000.00
Peaks Island Fund	7/23/2013	$	7,500.00
Portland City Council	7/25/2013	$	20,000.00
		$	32,000.00

New Vehicle Costs:

Vehicle	$	28,277.95
Registration	$	70.00
Excise Tax	$	719.64
City of Portland mandated livery lettering	$	279.06
Floor Mats	$	57.39
Boat ticket	$	85.45
	$	29,489.49
	$	2,510.51

OTHER BUSINESS

Memorandum

TO: **Finance Committee**

FROM: **Michael Sauschuck, Chief of Police** MJP

DATE: **April 22, 2014**

RE: **Police Department's Shift Coverage (Overtime)**

The Portland Police Department's shift coverage related overtime for FY10-13 averaged $74,074. The system we have utilized for a number of years includes allocating $20,000 of overtime to each of the 6 Patrol Lieutenants at the beginning of the fiscal year. These Lieutenants under the direct supervision of a Major are responsible for 6 hybrid shifts that include officers working 8 and 10 hour days. The Lieutenants then have complete control of the day to day overtime coverage for their respective teams. The only mandate that we have provided includes minimum staffing levels of 10 officers between the hours of 6 AM and 3 AM and a minimum of 9 officers between the hours of 3 AM and 6 AM. These staffing levels were based on a work load analysis conducted by the department and are meant to provide minimum standards for community and officer safety.

The overtime question from the finance committee, as I understand it, involved the potential option of hiring additional full time staff in an attempt to reduce overtime costs due to staffing requirements. My simple analysis of this question from my perspective shows that the $74,000 we use annually for shift related overtime would hire us less than 2 full time police officers so while the additional officers would provide us the flexibility to conduct year round foot beats on the peninsula they would not significantly impact our overtime budget for this particular line item.

Portland Fire Department

Office of the Fire Chief

Date: April 18, 2014

To: Members of the Portland City Council Finance Committee

From: Jerome LaMoria, Fire Chief, City of Portland

Subject: Requested information on Fire and Safety Inspections related to rental properties

Chapter eleven of the Performance and Management Study of the Portland Fire Department (PSSi Study) provides a detailed explanation of the current Fire Department inspections process along with providing a number of recommendations for improvement. Over the last year the department has addressed a number of the recommendation presented and continues to seek opportunities to make additional improvements.

Some of the major findings from the study in the area of fire inspections include:

1. The funding and organizational culture of the Portland Fire Department, with regard to fire prevention and community risk reduction, is focused operationally on mandated new construction plans review, inspections and tests with an ancillary approach to fire investigation and maintenance inspections of existing properties.
2. The Fire Prevention Captain and Lieutenant are primarily dedicated to new construction/systems tests and inspection with the majority of maintenance inspections of existing properties being completed by "in-service" fire company personnel
3. Approximately 60 percent of the required annual inspections are being completed utilizing "in-service" fire company personnel.
4. The addition of two full-time inspectors should be available to support the "in-service" inspectors as they approach more complex structures, need assistance with certain inspections, and/or support when the "in-service" members must respond to emergencies.

> *Two additional, full-time fire prevention code inspectors, complemented with the Fire Prevention Bureau Captain's oversight, would be appropriate for this responsibility. These two full-time inspectors would allow the Fire Prevention Bureau Captain to dedicate more of his time to daily oversight and assist him with new construction tests and inspections and allow the Fire Prevention Lieutenant, plans reviewer, to devote full time attention to plans review contributing to a reduced plans review turnaround time City-wide.* (Public Safety Solutions INC., 2013)

Based upon guidance provided, the funding necessary for the two additional full-time positions was not requested in the FY15 budget. What was requested was the administrative reorganization, including the three day work Assistant Chiefs, one of which will provide necessary daily oversight of Fire Prevention and Community Outreach functions. Additionally, a civilian administrative support positions was requested to assist the Office of Fire Prevention as recommended by the PSSi Study.

Some of the accomplishments made over the last year include:

1. Fire Department staff, along with Planning and Urban Development staff, has worked collaboratively to begin utilizing compatible inspections software to eliminate redundancy and foster efficiencies.
2. Plans review training has been delivered to additional fire department staff and the back log of plans review has been nearly eliminated.
3. Staff in the Fire Prevention Office is currently piloting the use of tablets to stream line inspections process and enhance the "in-service" inspection process.

Remaining challenges and items being worked on include:

1. Training for company officers is currently being implemented on the new software program in use with city inspections and the fire prevention office. This is essential so company level inspections can resume.
2. The need for training of company level personnel in fire inspections and code compliance. The recommendation from the PSSi that all company officers complete N.F.P.A 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner* certification.
3. Technology challenges still inhibit the work of our plans review. The fire department has requested funds in the FY15 budget to correct this.
4. The establishment of the Assistant Chief of Fire Prevention and Community Outreach is programed for January 1, 2015. This oversight is essential so improvements can be realized.

The Portland Fire Department continues to work diligently to provide the best service to the citizens of the city. This includes the delivery of fire prevention and life safety programs that enhance the quality of life.

Please contact me if you have further questions.

PORTLAND MAINE

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Health & Human Services Department
Douglas S. Gardner, Director

TO:	Chair Mavodones and Members of the Finance Committee
FROM:	Douglas Gardner, Director, HHS Department
DATE:	April 22, 2014
RE:	Impact of CDBG Reduction on Health Care for the Homeless

The City's Health Care for the Homeless Clinic (HCH) has received Community Development Block Grant (CDBG) funds to support its Behavioral Health Program since FY 2002. As this committee is well aware, the CDBG process is an extremely competitive one and HCH's application has consistently received high marks from the CDBG Allocation Committee. This year was no different. The Allocation Committee's initial score for the HCH's application was 90.99, which resulted in a recommendation to fund HCH at a level of $46,129 for FY 2015; a significant reduction from the original request of $111,149. The reduced amount was a function of being the last program to be recommended for funding with the CDBG funds available. Ultimately, the City Manager asked the Allocation Committee to re-evaluate each application to determine whether an applicant should or should not have received additional bonus points for Basic Needs or Child Care. It was determined that HCH's application should have been awarded bonus points for the Basic Needs category, which resulted in a new score of 93.99. The new score would have resulted in *full* funding for HCH, but in recognition that the clinic will close by the end of CY 2014, the City Manager recommended approximately 50% of the full request or $55,129. Because of further reductions in the total amount of CDBG funds available, the final recommendation from the City Manager was $51,527.

At the CDBG Special Meeting on April 7, 2014, the Council approved the FY 2015 Appropriations for the CDBG Program, which included a $30,000 reduction for HCH. Because HCH's close-out plan was developed with the assumption that the clinic would receive $55,129 in CDBG funds, the $30,000 reduction will require us to close the Behavioral Health Program sooner than anticipated. The original close-out plan contemplated the behavioral health team seeing homeless patients and assisting in the transition of patients to other health care until Wednesday, November 26, 2014. We will now cease seeing patients effective October 1, 2014. In an attempt to quantify the impact of the loss of funding, we looked at the average number of behavioral health patients seen per week by each provider while the clinic is open four days per week. Using this methodology, it is estimated that HCH will lose approximately 400 provider slots (available visits) by closing eight weeks earlier than planned. This number represents the total number of patient appointments, across all providers, that would have been available during October and November of close-out period but for the $30,000 CDBG reduction.

Please accept this memo as a formal request to add $30,000 to the City's FY 2015 budget for the purpose of maintaining behavioral health services for this extremely vulnerable population through November 26, 2014 at HCH. This will allow us to continue providing critical mental health and substance abuse treatment and, to the extent possible, facilitate patient transfers to other health care providers. Please let me know if you should have any questions or would like additional information.

cc: Mark Rees, City Manager
Sheila Hill-Christian, Deputy City Manager
Ellen Sanborn, Financial Director

Michael J. Bobinsky
Director of Public Services

To: Finance Committee

From: Michael J. Bobinsky, Director of Public Services

Date: April 17, 2014

Subject: Street Sweeping Question

This memorandum serves as a follow-up to the questions raised about the Departments Street Sweeping program at the April 10, 2014 Finance Committee meeting.

Our Operational staff has been focusing on street and sidewalk sweeping for the past 3 weeks. Results have been noticeable and we are preparing the streets for new lane markings and crosswalks starting in early May. Work production has been strong and productive with use of multiple sweepers, and sidewalk tractor sweepers throughout the City.

Work activity to date:

The first sweep of the peninsula, PDD, Hadlock Field area and Parkside areas is now complete. A secondary touch up sweeping of these areas will be completed next week.

Off Peninsula work for long lines and bike lanes will be next on the agenda with deployment mirroring the numbered salt-sand routes that we use during winter emergency operations. Esplanade and sidewalk material will be swept in to the streets by Districting crews. Street sweeping equipment will follow and clean up once the heavy material has been removed from the gutter lines.

Once main lines are completed we will begin to concentrate on the residential areas with a special initial emphasis on the Capisic Brook Watershed area. As per the City's MS4 Storm Water Plan, the Capisic Brook area will be swept two (2) to three (3) times during the sweeping season (using a special regenerative air sweeping unit). This Watershed will be done at least once before the end of the current fiscal year. Also, as per MS4 requirement, we will be cleaning all catch basins in the Capisic Brook Water Shed area.

Standard street sweeping work using parking regulatory signs on the Peninsula neighborhoods will begin in mid -May; off Peninsula street sweeping will follow this effort as well.

To date, in the aforementioned areas, we have removed 436 tons of street sweeping material @ $56.18 per ton.

Michael J. Bobinsky
Director of Public Services

To: Finance Committee members
From: Kevin Austin, Fleet Manager
Date: April 15, 2014
Re: Alternative Fuel Vehicle Deployment Plan

The intent of this memorandum is to respond to the Finance Committee's question around the City's plan to deploy alternative fuel vehicles within the City fleet as it relates to the FY15 budget request. This memo will touch on City policy as it relates to purchasing alternative fuel vehicles, current status of alternative fuel vehicle deployment, and future plans around alternative fuel vehicles.

The capital plan estimates approximately $3,500,000 annual reinvestment needs in the fleet assuming the same fleet size and composition is maintained. Past fleet funding through the Capital Improvement Plan typically range from $800,000 to $2,500,000. Vehicle replacement has focused on replacing vehicles that are at the point of failure or are absolutely necessary for public safety: Police patrol cars and Fire Department ambulances along with winter operations equipment.

The City's Energy Management Policy (final draft June 2011) states that we will purchase alternative vehicles "as practical and feasible." To that end we have focused our attention to the higher fuel use portion of the fleet where we can achieve a payback in operating costs.

Fleet Management has focused on achieving fuel savings through more fuel efficient conventional vehicles and exploring alternative fuel vehicle options as funding arises. Examples of this include: 6-cylinder patrol cars (downgrade from 8-cylinder), 4 cylinder compact car for Fire Inspections (downgrade from SUV), 4-cylinder pickups and vans in Parking and Animal Control (downgrade from 6 – 8 cylinder vehicles), and 5-cylinder diesel Crime Scene Van (downgrade from 8-cylinder.) All of these purchases have resulted in greater fuel efficiency. In addition, it is important to note that the Police Department and Parking Department have some officers that use bicycles rather vehicles during non-winter months of the year.

To achieve further fuel reductions beyond fuel efficiency requires investment in alternative fuel vehicles as practical and feasible. The highest users of fleet fuel where there are options for more fuel efficient and alternative vehicles are patrol cars (fuel efficiency) and rubbish packers (Compressed Natural Gas). Street sweeping vehicles would follow rubbish packers. The highest users of fleet fuel where there are not opportunities for alternative fuel vehicles at this time is winter

Michael J. Bobinsky
Director of Public Services

operations. In 2012, the City began purchasing 6-cylinder patrol cars and has seen a 12% reduction in fuel use within the Police Department. (***See attached report on the police fleet fuel savings.***)

Our FY15 vehicle requests include natural gas powered rubbish packers. In addition, to the fuel savings of a natural gas rubbish packer over the standard diesel rubbish packer a natural gas rubbish packer will address air quality complications with diesel rubbish packers having to do with idling and slow speeds. This will be our first natural gas vehicle in the fleet.

Other alternative vehicle requests within the FY 15 budget requests were:

Request ID 141717 – Natural Gas Rubbish Packer – Public Services (replaces diesel packer)
Request ID 14953 – Natural Gas Rubbish Packer – Public Services (replaces diesel packer)
Request ID 141156 – Hybrid Ford Fusion – Parking (replace 6 cyl S-10)
Request ID 141158 – 4 cyl Compact Car – Parking (replace 8 cyl Blazer)
Request ID 141307 – Electric Sedan – Inspections (replace 4 cyl Saturn)
Request ID 141308 – Electric Sedan – Inspections (replace 4 cyl Beetle)
Request ID 152122 – Electric Sedan – Inspections (replace 6 cyl Windstar)
Request ID 141146 – 4 cyl Compact Car – Fire (replace 8 cyl Tahoe)
Request ID 152194 – 4 cyl Compact Car – Fire (replaces 8 cyl Crown Victoria)
Request ID 141804 – (7) 6 cyl Patrol Cars – Police (replaces 8 cyl Crown Victoria)

Additionally the City has applied for a grant from Central Maine Power to fund 50% of a two (2) year lease for an all-electric vehicle for use in Planning and Urban Development.

Future efforts will continue to focus on the higher fuel use portions of the fleet such as street sweepers where natural gas technology is firmly in place. Fleet Services will continue to conduct cost benefit analyses for all vehicle requests and flag applications where alternative vehicles are practical and feasible.

City of Portland
Comparative Budget Changes

Municipal Only

	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15 Proposed
Budget increase	5.2%	0.6%	2.1%	3.9%	2.7%	2.2%	4.3%	2.6%
Tax Levy increase	5.3%	6.7%	3.8%	0.9%	1.5%	2.4%	3.8%	5.0%
Tax rate increase	3.4%	6.1%	2.7%	0.9%	1.2%	2.2%	3.2%	3.8%

School Only

Budget increase	4.6%	4.5%	1.4%	-0.9%	-0.5%	5.3%	4.3%	3.6%
Tax Levy increase	8.3%	2.1%	-1.5%	1.0%	3.0%	3.9%	3.6%	3.7%
Tax rate increase	6.4%	1.6%	-2.6%	1.0%	2.8%	3.7%	3.0%	2.5%

Total

Budget increase	5.0%	1.6%	2.1%	2.3%	1.8%	4.3%	4.3%	2.9%
Tax Levy increase	6.9%	4.3%	1.1%	1.0%	2.3%	3.7%	3.7%	4.4%
Tax rate increase	4.9%	3.7%	0.0%	1.0%	2.0%	3.1%	3.1%	3.2%

CITY OF PORTLAND, MAINE
FUND BALANCE POLICY

PURPOSE OF FUND BALANCE

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for the General Fund balance. Unreserved fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unreserved fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity for the City's general operations. The School Department is part of the City's General Fund, and is as such included in its fund balance.

DEFINITIONS

Fund Equity. A fund's equity is generally the difference between its assets and its liabilities. In the case of the City's general fund, its major governmental operating fund, only those financial assets – those that are cash or other liquid assets, and only certain liabilities – those expected to be liquidated in the near term – are considered in the computation of the general fund balance. Non-financial fixed assets, such as streets, and long-term liabilities, such as bonds payable, are accounted for in other funds of the City.

Fund Balance. Net assets, or the difference between assets and liabilities in a governmental fund, is considered Fund Balance.

The Governmental Accounting Standards Board (GASB), who establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the restrictions placed on the funds.

1. Nonspendable. This classification represents funds that are inherently nonspendable. Resources that must be maintained intact pursuant to legal or contractual requirements are nonspendable, such as the capital of a revolving loan fund. This can include assets that will never convert to cash such as inventory, or will not convert to cash within the current fiscal year such as the long term portion of accounts receivable.
2. Restricted. These funds are limited by externally enforceable limitations on use. This includes limitations from the entity providing the money, such as grantors. Also, this classification includes funds with limitations placed by law or enabling legislation, such as charter or state law.
3. Committed. Funds in this classification are those with limitations the government places on itself. The purpose of these funds is decided by Council action and also requires Council action to change the purpose.
4. Assigned. Assigned fund balance has limitations based on the intended use of the funds. The assigned use can be established by the Council or the City Manager as described in the financial statements, such as self-insurance assignments and fund balance to be used in the subsequent year's budget.

5. Unassigned. Residual net resources, or the balance after restricted, committed and assigned, are classified as unassigned fund balance. This is the amount of fund balance, formerly referred to as "unreserved, undesignated" fund balance, that is available to address emergencies and provide fiscal stability. This is the classification governed by this Fund Balance Policy.

Considerations. Credit rating agencies determine the adequacy of the unassigned fund balance using a complex series of financial evaluations. The size of the fund balance is an important, but not the only consideration in the City's rating. Other important factors are the reliability of a government's revenue sources, economic conditions, community wealth factors, cash position, debt ratios, management performance, and fiscal decisions made by the legislative body.

The Government Finance Officer's Association of the US & Canada (GFOA) recommends, for cities of comparable size to Portland, maintaining a total fund balance of as high as 25% of annual general fund expenditures. This percentage varies depending on individual community situations, based on the above mentioned considerations and risk. Also, GFOA recommends that cities of any size maintain an unrestricted General Fund balance of no less than two months of regular general fund operating revenues or expenditures, whichever is more predictable.

OTHER PROVISIONS

Maintenance. In the event that the unassigned general fund balance is so calculated to be less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances, unassigned fund balance should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the City. It should be used primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow, and to provide overall financial stability.

Administrative Responsibilities. The Finance Director shall be responsible for monitoring and reporting the City's various assignments. The City Manager is directed to make recommendations to the Finance Committee of the City Council on the use of unassigned funds both as an element of the annual operating budget submission and from time to time throughout the year as needs may arise.

Annual Report. The Finance Director shall annually submit a report to the Finance Committee of the City Council outlining the status of the City's various components of the fund balance. This report shall be submitted within thirty days of the receipt of the annual financial audit. The Finance Director shall also provide status reports at other times to the Finance Committee or the City Council as may be requested.

POLICY

It is the goal of the City to achieve and maintain an unassigned General Fund balance equal to 12.5% of expenditures. The City considers a balance of less than 8.3% to be cause for concern, and will work to restore the balance as soon as possible (see *"Maintenance")*. Pursuant to Title 30-A of the Maine Revised Statues related to establishing reserves, for any audited increase in General Fund balance from one fiscal year to the next, 25% will be transferred to a Tax Rate Stabilization account. The Statue allows this type of account to, "...be applied in periods of financial emergency to assist in continuing its normal operation without increasing the tax rate." Balances in the Tax Rate Stabilization account established by the City Council are included in the calculation of the 12.5% goal. In years where there is no increase in unassigned fund balance, there will be no transfer to the Tax Rate Stabilization account.

Original adopted by the City Council Finance Committee on June 13, 2002
Order 183-08/09 – Amending Fund Balance Policy – Passed March 16, 2009
Approved and Revised by City Council Finance Committee, October 6, 2011
Order 63-11/12 – Given first reading on November 7, 2011, passage November 21, 2011.