

City of Portland, Maine
Finance Committee Meeting
Thursday, February 25, 2016
5:00 p.m., Room 209

2-25-2016

AGENDA

1. Approval of Minutes from 2/25/16 Meeting (<5 Minutes)
2. Credit Ratings Update (<5 Minutes)
3. FY17 – FY21 Sewer / Stormwater CIP Discussion (45 Minutes)
4. FY18 – FY21 General Fund CIP Discussion (30 Minutes)
5. Next Steps – Future Meeting Dates Discussion (10 Minutes)

Project Title	Comments	2017	2018	2019	2020	2021
CSO - Compliance - Back Cove South Storage Conduit		37,000,000				
CSO - Compliance - Madison / Walnut		1,000,000				
CSO - Compliance - Marginal / Forest / State		4,200,000				
CSO - Compliance - Deering Oaks		300,000				
CSO - Compliance - Woodfords / Hershey	TBD in 17 or 18	3,600,000				
CSO - Compliance - Future Fiscal Years		0				
CSO Back Flow Prevention		25,000	30,000,000	43,000,000	10,000,000	20,000,000
CMOM - Sewer System Renewal		1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
CMOM - Pump Station Rehabilitation		1,100,000	670,000	670,000	670,000	
CMOM - Inflow and Infiltration Program		750,000	260,000	790,000		
Stormwater Storage and Filtration Systems at Sagamore Village	Bumped to FY18		1,246,060			
Warren Ave Storm Drain & MDOT Paving			990,000			
USM Roundabout Sewer Separation - PACTS Project	Bumped to FY18		450,000			
O&M Relocation to Outer Congress Street		230,000				
Stormwater Infrastructure Failure Repairs		200,000	200,000	200,000	200,000	
Rand Rd Culvert - Emery Waterhouse Driveway		90,000				
PACTS Danforth St Paving		14,000				
MaineDOT Arterial Paving Riverside St - sewer portion	From GF - %	41,000	0	0	0	0
Municipal Partnership Initiative (MPI) Paving Program	From GF - %	51,750	50,000	50,000	50,000	50,000
CSO - Close CSO #42 and #43			2,000,000			
Gravel Wetland Stormwater Treatment System in the Capisic Brook Watershed			2,000,000			
Stormwater Retrofits on Riverside Street				185,000		
Sewer Replacement - Somerset Street Extension						
Canco Road Storm Drain	Anticipatory MaineDOT/PACTS MPI program funds; cap of \$500,000		100,000			
Green Infrastructure at Oxford Street Parking Garage			360,000			
Brighton Ave Sewer Separation			300,000			
Green Infrastructure: Peaks Island			50,000			
Street Sweepers Replacement		195,000	245,000	195,000	195,000	
Refurbish Sewer Backhoe 5100		30,000				
Catch Basin Cleaning Vehicle Replacement - Sewer 3127		100,000				
Right of Way Clearing Machine - Water Resources - New		160,000				
Replace Van Water Resources Engineers -0919		26,000				
1 Ton Crew Cab Pickup Replacement - Sewer 2511		40,000				
3/4 Ton Extended Cab Pickup Replacement - Sewer 2513		38,000				
TV Truck Replacement - Sewer 2516			250,000			
		50,290,750	40,271,060	46,190,000	12,215,000	21,150,000

Unallocated CIP Summary for Finance Committee - 2/25/15			
CIP Year	Projects Open	Open Projects Balance	Unallocated Balance
2005	0	\$ -	\$ 50,885
2006	1	\$ 67,997	\$ 1
2007	0	\$ -	\$ 6
2008	5	\$ 72,828	\$ 35,126
2009	4	\$ 81,393	\$ 404,011
2010	8	\$ 359,544	\$ 8,962
2011	No CIP Borrowing		
2013	No CIP Borrowing		
2014	Too Early for Reallocations		
2015	Too Early for Reallocations		
2016	Too Early for Reallocations		

Consider for reallocation

Consider for reallocation

Consider for reallocation

Consider for reallocation

FY17 Capital Improvement Plan - City Manager Recommended - General Fund

Transportation*PACTS/Match*

PACTS Regional Transportation Management Systems (RTMS) - Traffic Signals	222,000
PACTS Danforth St Paving	86,000
PACTS/Match Subtotal	308,000

Traffic Signals

Traffic Signals at Various Locations	200,000
Traffic Signal Work in Support of Paving Programs	150,000
Traffic Signals Subtotal	350,000

Streets/Sidewalks

Paving Preservation and Rehabilitation	2,900,000
Railroad Quiet Zone Improvements	800,000
Sidewalk Rehabilitation/Accessibility	500,000
Municipal Partnership Initiative (MPI) Paving Program	465,750
CSO Compliance - SRF Ineligibles	400,000
MaineDOT Arterial Paving Riverside St - utility system costs	102,000
Monument Square ADA Improvements	100,000
Thames Street Extension Engineering	50,000
One City Center - Shared cost sidewalk	28,000
Streets/Sidewalks Subtotal	5,345,750

Transportation Total 6,003,750

Facilities*Buildings/Garages*

Roof Deck at Spring Street Parking Garage - Phase II	700,000
Peaks Island Library	250,000
212 Canco Rd Fit-Out	200,000
Elevator Replacement - Police Department	200,000
Structural Repairs/Door Frame replacement - Hadlock	190,000
Public Safety Burner Replacement - Police Department	70,000
Firehouse Conditional Appraisal	50,000
Passenger Elevator at City Hall	50,000
Fire Station Exhaust Removal System Upgrade	30,000
Buildings/Garages Subtotal	1,740,000

Marine

On going pile/pier work	170,000
POT - Pile engineering Survey	112,500
Compass Park Pier Stabilization/Maine State Pier	200,000
Marine Subtotal	482,500

Schools

Peaks Island - Boiler Replacement/EMS/Masonry	500,000
Lyman Moore - Paving Drainage	400,000
Reiche Ramp Removal + Engineering	800,000
Lincoln School - Masonry	250,000

PATHS Fire Alarm Replacement	175,000
CBHS - Engineering/ Construction for new entrance	50,000
Schools Subtotal	2,175,000
Facilities Total	4,397,500
Open Spaces, Parks, Fields, Trails	
<i>Open Spaces, Parks, Fields, Trails</i>	
Lincoln Park Walkways Repair	250,000
Lyman Moore Ballfields - Drainage Phase II	200,000
Amythyst Lot Master Plan	80,000
Golf Course Rehab	50,000
Parks, Fields, Trails Total	580,000
Equipment and Vehicles	
<i>Equipment</i>	
Parking Meters Replacement	131,250
Streetlights: Implement GPCOG LED Conversion	100,000
Virtualization, Storage and Redundancy Upgrade	75,000
Security Management System	35,000
Equipment Subtotal	341,250
<i>Vehicles</i>	
Food Service Truck - School Department	89,000
Police Cruisers (4) Replacement - Police	152,000
Medcu Ambulance Replacement - Fire	265,000
Used Pickups for Various City Departments	150,000
TA Dump Truck Replacement - Districting 3095	185,000
Arrest Vehicle Replacement - Police	76,500
Sidewalk Tractors Replacement	280,000
Refurbish 4 Plow Truck Bodies	160,000
Wheel Loader Replacement - Winter 5093	210,000
1 Ton Dump Truck Replacement - Districting 3084	60,000
1 Ton Dump Truck Replacement - Districting 3085	60,000
1 Ton Dump Truck Replacement - Barron Center 3914	60,000
1 Ton Truck Replacement - Playgrounds 3091	52,000
3/4 Ton Pickup Replacement - Districting 2184	35,000
Activities League Vehicle Replacement - Police	30,000
Medcu 15 Cliff Island	150,000
3/4 Ton Pickup Replacement - Districting 2185	35,000
TA Dump Truck Replacement - Winter 3094	185,000
3/4 Ton Pickup Replacement - Districting 2183	35,000
Wheel Loader Replacement - Public Services 5099	210,000
Tractor Replacement - Ballfields 7138	55,000
Patrol Supervisor Vehicle Replacement - Police	39,500
Replace box truck 4903 - School Maintenance	50,000
Vehicles Subtotal	2,624,000
Equipment and Vehicles Total	2,965,250

Subtotal - FY17 Recommended Projects	13,946,500
Less: Available Funds within Bayside TIF	(400,000)
Less: PY Unallocated CIP	(650,000)
General Fund Financed Total	12,896,500

FY17 Capital Improvement Plan - City Manager Recommended - Other Funding Sources

Operating Budget CIP

Temple St. Parking Garage Cond. Appraisal Rprs Concrete & Joints	230,000
Ticket Dispenser and Register at Elm Street Parking Garage	25,000
Conference Room Air Conditioning - Expo Center	30,000
Vulcan Steamer - Barron Center Kitchen	14,900
Laundry Box Truck Replacement - Barron Center 3912	30,000
Rotary Trim Mower Replacement - Golf Course	45,000
Pot Hole Patcher Replacement - Districting 5104	40,000
Tractor -PDD - 7159	20,000
Litter Vac Replacement - PDD	75,000
Kitchen Box Truck Replacement- Barron Center 3913	30,000
Patient Transport Van Replacement - Barron Center 3901	35,000
Operating Budget CIP Total	574,900

Special Revenue Fund CIP

Merrill- Flooring/Seating/Painting Replacement	100,000
Evergreen Cemetery Wall	100,000
Fire Alarm System - Barron Center	70,000
Day Room Furniture - Barron Center	23,802
Special Revenue Fund CIP Total	293,802

School Surplus CIP (20-A M.R.S. 1312 & 1706)

Two 14 Passenger Buses	87,000
Replacement School Bus	88,000
Schools Conditional Appraisal / Workplan for Future Repairs	300,000
Capital Allowance for Future School Capital Improvements	TBD*
School Surplus Subtotal	475,000

TOTAL FY17 GF CAPITAL IMPROVEMENT PROJECTS - ALL FUNDING SOURCES	15,290,202
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*Excess school surplus is being recommended for placement in a capital allowance for future use. Final amount of the capital allowance is pending and will be based on beginning balance less FY16 budgeted school usage of fund balance (\$415,000), less FY17 recommended use of school surplus above (\$500,000), and less FY17 school budgeted use of fund balance (TBD).



Executive Department
Julie Sullivan, Chief of Staff

M E M O R A N D U M

TO: Jon Jennings
FROM: Julie Sullivan
DATE: February 17, 2016
RE: Take-Home Vehicle Policy Changes

In order to ensure that the City is using resources wisely, we reviewed the take-home vehicle policy as part of AR 19, Use of City Vehicles, to move towards limiting the number of take-home vehicles as well as departmental use of pool cars. We found that there is not a consistent approach to determining the need for take-home vehicles across departments.

The primary change is to develop a process to objectively consider the need for vehicles to be taken home; previously, vehicles were assigned based solely on department head approval. Now, if a department head believes there is a need for an employee to have a take-home vehicle, s/he will need to make a formal request to the City Manager for his/her review.

We began with moving away from department heads having City vehicles, and now only the Police and Fire Chiefs have vehicles. We have already eliminated 11 take-home vehicles, which leaves 33, all of which will need to be approved by the City Manager.

The overarching concern is the burden on the taxpayers, as well as the City's Fleet staff to maintain and repair these vehicles. We have a Fleet staff of 23, including management and support staff, which tries to maintain 591 vehicles and more than 250 pieces of smaller equipment, such as tractors and turf equipment. We tend to take hand-me-downs and damaged vehicles that have gone beyond their useful life from an efficiency standpoint. While the actual maintenance cost on such a vehicle might not seem like much, it takes scarce resources, namely staff, away from attending to more critical equipment.

March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			CM Budget Reviews	CM Budget Reviews 8:30 – 9:30 – City Council, City Manager, Capital, Metro, County, Memb / Contrib	CM Budget Reviews	
			2:00 – 5:00 - Budget Team Preliminary Revenue and Expense Review	9:30 – 10:15 – HR / Benefits 10:15 – 10:35 – Finance 10:35 – 11:05 – Assessor 11:05 – 11:35 – Legal, Liab Ins 11:35 – 12:00 – City Clerk 1:00 – 3:00 - Police 3:00 – 4:30 - Jetport	1:00 – 1:45 – Economic Development 1:45 – 4:00 - Fire	
6	7	8	9	10	11	12
	Council Meeting	CM Budget Reviews 9:00 – 12:00 - Public Works 1:00 – 3:00 Public Works (cont'd) 3:00 – Sewer / Stormwater	CM Budget Reviews 8:30 – 9:00 – Alt SW/Recycling Collection / Riverside Recycling 9:00 – 9:30 HHS Admin 10:00 – 12:00 Social Services 1:00 – 3:00 – Public Health 3:00 – 4:00 – Barron Center 4:00 – 5:00 – IT	CM Budget Reviews 9:00 – 12:00 – Rec & Facilities 1:00 – 3:30 Rec & Facilities (cont'd) 5:00 – Finance Committee	CM Budget Reviews 9:00 – 10:45 Planning 10:45 – 11:30 Inspections 11:30 – 12:00 Library 1:00 – 2:00 Parking	
13	14	15	16	17	18	19
		CM Budget Reviews	CM Budget Reviews	CM Budget Reviews	Finance Director out 3/18 Fire Chief and Public Works Director out 3/12-3/18 HHS PFO unavailable 3/18	
20	21	22	23	24	25	26
	Council Meeting	2:00 – 5:00 Hold for Budget Follow Up Meetings	2:00 – 5:00 Hold for Budget Follow Up Meetings	2:00 – 5:00 Hold for Budget Follow Up Meetings		
27	28	29	30	31		
	Review with Individual Councilors (1 hour per)	Review with Individual Councilors (1 hour per)	Review with Individual Councilors (1 hour per)	Review with Individual Councilors (1 hour per)		

Finance Calendar - April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 City Council Meeting – 5PM - City Manager's Recommended Budget Presented to Council, passed to Finance Committee for Review - School Board Presents FY17 Recommended Budget to City Council	5	6	7 Finance Committee – 5PM FY17 Budget Review Begins	8	9
10	11	12	13	14 Finance Committee – 2PM FY17 Budget Review Continues	15	16
17	18 Patriots Day	19 Finance Committee – 5PM FY17 Budget Review Continues	20	21 Finance Committee – 5PM FY17 Budget Review Continues	22	23
24	25 Special City Council Meeting 5PM Workshop on School Budget 7PM 1st Read and Public Hearing of School Budget	26	27	28 Finance Committee – 5PM FY17 Budget Review, Action	29	30

Finance Calendar - May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 City Council Meeting • FY17 City Budget 1 st Read • FY17 School Budget 2 nd Reading and Vote	3	4	5	6	7
8	9 City Council Workshop • FY17 Budget	10 Public Referendum FY17 School Budget	11	12 Finance Committee – 5PM	13	14
15	16 City Council Meeting • FY17 City Budget 2 nd Read and Vote	17	18	19	20	21
22	23	24	25	26 Finance Committee – 5PM	27	28
29	30	31	Notes:			