City of Portland, Maine
Finance Committee Meeting
Thursday, April 27th, 2017
5:30PM – Room 209

1. Finance Committee Meeting Agenda

   Documents:

   FC AGENDA AND BACKUP MATERIALS 4-27-2017 (1).PDF

City of Portland, Maine
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Thursday, April 27th, 2017
5:30PM – Room 209

AGENDA

1. **Introductions**

2. **FY18 City Budget Presentations**
    a. **Library**
    b. **Planning & Urban Development**
    c. **Health & Human Services – Follow Up on Prior Requests for Information**

3. **Important Future Dates**
    a. **5/1 – 5:00PM – City Council – 1st Reading of FY18 City and School Budgets**
    b. **5/4 – 5:00PM – Joint City / School Finance Committee Meeting**
        i. **Review of Remaining Follow Up Items – City Budget**
        ii. **Public Hearing & Votes – School Budget, City Budget**
    c. **5/8 – 5:30PM – City Council Workshop**
        i. **5:30PM – School Budget**
        ii. **6:30PM – City Budget**
    d. **5/15 – 5:00PM – City Council – 2nd Reading and Vote on City & School Budgets**
    e. **6/13 – SCHOOL BUDGET REFERENDUM**

4. **Other Discussion / Adjournment**

Jeff Levine, AICP
Director, Planning & Urban Development Department

To: Finance Committee

From: Jeff Levine

Date: April 24, 2017

Re: FY18 Budget Summary – Planning & Urban Development

This Department has the following core responsibilities:

- Short- and long-term planning for the City
- Federal grant management (CDBG, HOME) including managing the Cumberland County HOME consortium
- Housing policy and affordable housing development
- Development review and site inspections (site plan & subdivision)
- Public Art
- Historic Preservation
- Transportation policy and planning (along with Public Works and Parking)
- Other special projects as assigned

For FY2018, we have streamlined the budget accounts for the Department by consolidating Historic Preservation into Planning and moving some positions into the proper account. The overall net budget for the Planning & Urban Development Department increased by $295,254 from FY17. The major items making up this increase are listed below:

- An increase in the fringe (benefits and other costs) chargeoff from the CDBG and HOME programs from 10% to 20%, reducing the revenue from these programs for direct staffing;
- An additional staff member has been added to work on the zoning rewrite and impact fee initiatives;
- Funding toward contractual services for a zoning rewrite and an impact fee study

Please see the attached pages for details by division.

ADMINISTRATION (2401)
PLANNING & URBAN DEVELOPMENT
FY2018 BUDGET- CITY MANAGER'S RECOMMENDATION

Summary	FY17	FY18 Proposed	Change	Percent
Expenditure	$507,377	$463,028	-$44,349	-8.74%
Revenue	$247,613	$214,956	-$32,657	-13.19%
Net General Fund	$259,764	$248,072	-$11,692	-4.50%

Personnel Changes
Moved Transportation Program Manager to Planning (2404)

Significant Revenue Changes
Reduced CDBG chargeoffs to reflect smaller CDBG allocation for direct staff

Significant Expenditure Changes
None

Programmatic Changes
None

PLANNING (2404)
PLANNING & URBAN DEVELOPMENT
FY2018 BUDGET- CITY MANAGER'S RECOMMENDATION

Summary	**FY17**	**FY18 Proposed**	**Change**	**Percent**
Expenditure	$803,174	$1,290,368	$487,194	60.66%
Revenue	$377,730	$485,401	$107,671	28.50%
Net General Fund	$425,444	$804,967	$379,523	89.21%
Expediture (2406)	*$139,582*	*NA*	*-$139,582*	*-100%*
Revenue (2406)	*$67,005*	*NA*	*-$67,005*	*-100%*
Net GF w/2406	*$498,021*	*$804,967*	*$306,946*	*61.63%*

Personnel Changes
Historic Preservation staff moved from 2406
Transportation Program Manager moved from 2401
Senior Planner position added to facilitate zoning rewrite/Impact Fee study

Significant Revenue Changes
Reduced CDBG chargeoffs to reflect smaller CDBG allocation for direct staff

Significant Expenditure Changes
Funding for consultant assistance on zoning rewrite and Impact Fee system

Programmatic Changes
Division will undertake comprehensive rewrite of Chapter 14 (land use) into a modern Unified Development Code

Division will undertake an Impact Fee system study to clarify and strengthen system for mitigating infrastructure needs from developments

HOUSING & COMMUNITY DEVELOPMENT (2405)
PLANNING & URBAN DEVELOPMENT
FY2018 BUDGET- CITY MANAGER'S RECOMMENDATION

Summary	FY17	FY18 Proposed	Change	Percent
Expenditure	$136,983	$190,928	$53,945	39.38%
Revenue	$136,983	$190,928	$53,945	39.38%
Net General Fund	$0	$0	$0	0.00%

Personnel Changes
Lead Program Manager (HUD funded) added

Significant Revenue Changes
None

Significant Expenditure Changes
None

Programmatic Changes
Lead Abatement Program (funded by a three year federal grant) has begun

Portland Public Library *Version 2* **BUDGET ITEMS**	**FY 16 Actual**	**FY 17 Appropriation**	**FY 18 Submission**	**DOLLAR INCREASE**	**3/22/2017** **PERCENT INCREASE**
Personnel					
salaries-regular	2,470,057	2,573,000	2,637,300	64,300	2.50%
salaries-temp/sub	150,892	154,000	160,000	6,000	3.90%
salaries-over schedule	29,566	20,000	20,000	0	0.00%
salaries-termination/promotion	0	10,000	0	-10,000	-100.00%
	2,650,515	2,757,000	2,817,300	60,300	2.19%
Contractual					
medical insurance	385,488	435,000	445,000	10,000	2.30%
other benefits	60,614	72,000	72,000	0	0.00%
parking	39,767	52,500	52,500	0	0.00%
professional services	108,473	79,390	96,640	17,250	21.73%
technology	206,942	199,200	199,200	0	0.00%
utilities	178,402	178,360	178,360	0	0.00%
maintenance & security	152,695	146,000	156,000	10,000	6.85%
branch occupancy	31,212	32,000	32,000	0	0.00%
dues & memberships	15,360	15,000	15,000	0	0.00%
supplies	77,619	74,900	69,900	-5,000	-6.68%
printing/duplicating	42,276	24,000	29,000	5,000	20.83%
postage	24,856	24,500	24,500	0	0.00%
insurance	23,840	26,000	26,000	0	0.00%
miscellaneous	14,994	12,500	12,500	0	0.00%
	1,362,538	1,371,350	1,408,600	37,250	2.72%
Commodities					
books & digital	305,381	305,650	321,000	15,350	5.02%
periodicals	28,188	27,000	27,000	0	0.00%
periodicals-microfilm	6,705	6,000	6,000	0	0.00%
audio/visual collection	56,274	59,800	59,800	0	0.00%
preservation	2,053	3,000	3,000	0	0.00%
materials processing	14,514	14,000	14,000	0	0.00%
shipping & handling	392	700	700	0	0.00%
	413,506	416,150	431,500	15,350	3.69%
Capital					
Equipment/Improvements	38,912	50,000	50,000	0	0.00%
TOTAL	**4,465,471**	**4,594,500**	**4,707,400**	**112,900**	**2.46%**

Portland Public Library *Version 2* **REVENUE TITLE**	**FY 16 Actual**	**FY 17 Appropriation**	**FY 18 Submission**	**DOLLAR INCREASE**	**3/22/2017** **PERCENT INCREASE**
Government					
Maine State Library	184,550	184,550	184,550	0	0.00%
Cumberland County	11,529	11,125	11,125	0	0.00%
	196,079	195,675	195,675	0	0.00%
Investments					
Endowment-unrestricted	78,500	78,500	79,500	1,000	1.27%
Endowment-restricted	131,500	131,500	133,200	1,700	1.29%
Other Investments	1,577	1,500	1,500	0	0.00%
	211,577	211,500	214,200	2,700	1.28%
Operations					
fees	97,835	120,000	103,000	-17,000	-14.17%
conference rooms	21,043	20,000	25,000	5,000	25.00%
retail	10,021	4,325	7,300	2,975	68.79%
photocopies/printing	22,764	24,500	24,500	0	0.00%
miscellaneous	232	1,000	1,000	0	0.00%
	151,895	169,825	160,800	-9,025	-5.31%
Development					
annual fund	154,080	162,500	170,000	7,500	4.62%
special events/sponsorships	68,868	30,000	30,000	0	0.00%
	222,948	192,500	200,000	7,500	3.90%
City Contribution	3,681,713	3,825,000	3,936,725	111,725	2.92%
Total Revenue	**4,464,212**	**4,594,500**	**4,707,400**	**112,900**	**2.46%**
Total Expenses	**4,465,471**	**4,594,500**	**4,707,400**	**112,900**	**0**

Portland, Maine Yes. Life's good here.
Dawn Stiles
Director, Health & Human Services Department

April 2017

Memo

To: Finance Committee
From: Dawn Stiles, Director, HHS
Re: Follow-Up Budget Questions

Thank you for the opportunity to present our Department FY 18 budget to the Committee on April 13th. Attached you will find answers to the questions asked during the meeting and materials that were requested. Below is a summary of the attachments:

Attachment A – Response to Councilor Costa's question regarding the "Village" Age in Place model and whether our Elder Affairs Division has adequate staffing to support this model.

Attachment B – Data and explanation of Public Health's City financial support over the past five years – Mayor's Request. Years 2014 – 2016 are actual amounts, 2017 & 2018 are budgeted amounts.

Attachment C – Mayor's Request for Federal "Pass-through" grants received by the City.

Attachment D (3 pages) – Committee Chair's request for explanation and calculation of number of Asylum Seekers in 24 month General Assistance cohort who will start timing out of benefits beginning July 1, 2017 and the cost of continued City funded coverage.

Attachment E (2 pages) – Committee Chair's request for definition of General Assistance "Gap" period

Attachment F – Response to Question/Suggestion from Counselor Ali regarding PATH CNA training and the Barron Center's shortage of CNA workers

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Attachment A

Question: Is Linda Weare, the Director of the Division of Elder Affaires (DEA), involved with the "Age in Place" initiative modeled on the "Villages" project and could they be more involved with additional staff.

Answer: Mr. Len Freeman, the individual who is leading the effort to bring the "Villages" model to Portland is a member of DEA's Age Friendly Communities Steering Committee. Mr. Freeman has applied for and received a 501c3 nonprofit designation from the IRS which will allow his organization to apply for and receive grants to support the Aging in Place initiative.

Ms. Weare has introduced Mr. Freeman to AARP Leadership and supported their grant application effort which provided them with a small grant to get started. She has also helped to connect them with volunteers. At each Steering Committee meeting Mr. Freeman provides an update on his efforts and sees the model working as a "hub of a wheel." The 501c3 and its' volunteers will be the hub and connect with neighborhoods – the spokes. It requires little funding as it is run by volunteers who coordinate and provide services to individuals who need services to remain in their homes/neighborhoods. The individuals would eventually pay a small fee to join and these fees would support the minimal staffing.

We believe that the Division of Elder Affaires is able to be as involved in the Portland "Villages" organization as is necessary to its success.

Attachment B

PUBLIC HEALTH
FIVE YEAR HISTORY

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget
REVENUE	$3,514,573	$2,879,034	$2,885,312	$2,023,271	$1,004,848
EXPENSE	$4,640,280	$3,735,082	$3,633,682	$2,776,430	$1,732,674
CITY ASK	$1,125,707	$856,048	$748,370	$753,159	$727,826

Significant changes:

2014-2015

Transfer of Homeless Health program to Portland Community Health Center
(now Greater Portland Health (GPH))

2016-2017

Transitioning of School-Based health Centers to GPH
GPH commenced the subcontract from COP
Transfer of India Street Positive Health Care to GPH
Environmental Health and Safety was transferred to the new Permits departme
Emergency Management/City Readiness was moved to the
City Emergency Management Initiative
Loss of Healthy Maine Parterships (HMP) funding Smoke Free Environments anc

2017-2018

Transfer of Children's Oral/ Health Prog. to GPH (Approx. $570,000)
Transfer of Positive Health Program from India St to GPH ($300,000)
Projected Loss of SNAP Education ($150,000)

Attachment C

PUBLIC HEALTH
Current Federal Pass through grants

Grant Name	Award Amount	
FFS Clinical - STD	$130,290	
Disease Intervention- STD	$78,000	
Overdose Prevention	$100,000	
Substance Use Prevention	$60,000	
HP Snap Ed	$518,928	At risk
HCB Snap Ed	$71,274	At risk
Total	$958,492	

Attachment D

CALCULATION OF GENERAL ASSISTANCE EXPENDITURES FOR ALYLUM SEEKERS WHO HAVE RECEIVED ASSISTANCE FOR OVER 24 MONTHS IN FY18

- 265 Individuals could potentially reach the 24 month limit during FY18.
- For our calculation purposes, we removed 85 individuals that have secured employment and 4 that have moved or been granted asylum leaving a remaining 176.
- Our calculation shows the number of months of assistance that these individuals have received as of 03/01/17.
- Number of months of assistance as of 07/01/2017 is then calculated to determine the number of months of assistance that would not be State reimbursable in FY18.
- The total assistance received through 02/28/2017 was used to calculate the average assistance per month
- This was then multiplied by the number of months of non-reimbursable assistance needed in FY18 and totaled.
- This resulted in an estimated cost of $932,085.

- The second calculation removes an additional 50 individuals that have not sought general assistance since 01/04/2017 or earlier. Since they have not returned to access assistance we are unable to determine whether they have secured other resources or moved. Therefore we have removed them from the calculation resulting in an estimated cost of $748,336.

Note: Neither calculation takes into account the possibility that individuals may drop off assistance for a period of time and then come back which would extend their 24 month limit.

24 Month Clients Notes

- 265 Original List - Anyone who has received assistance since July 1st

  Anyone who would time out (24 months) during FY18

  Of the original 265

  85 Secured employment (68 w/assistance from HIRE)

- 180 remain

  2 left municipality

  2 granted asylum

- 176 remain

  **42 Temp or Perm Disabled

  13 currently awarded State funded SSI

  9 pending a decision

  4 employed (receiving minimal assistance to off-set $743)

  16 Temp disabled still working with

- 134 remain

  50 haven't applied for assistance since Nov. 30

  Of those, 44 haven't been seen in office since Oct.

- 84 remain

  61 currently enrolled in HIRE: actively job seeking

- *23 remain

  12 need Employment Authorization

  4 are pending Employment Authorization approval; 7 need language skills

*The remaining 23 will be streamlined into see a HIRE staff and they will expedite the 12 who need Employment Authorization.

**Additional focus will be given to those facing major barriers to self sufficiency:

- Single parents with children under school age, as childcare subsidies are only available to people who confirm they are employed to DHHS
- Individuals at ESL level 1

- People with disabilities

265 Original List

85 secured employment

2 left municipality

2 granted asylum

42 temporarily/permanently disabled

50 have not applied for assistance since 11/30 (44 since 10/2016)

61 enrolled in HIRE; actively job seeking

4 pending Employment Authorization

12 need Employment Authorization

7 working on language skills

Attachment E

GAP definition

An individual arrives in the US on a B1,B2 visitor visa. On that visa is duration of stay stamp (form I-94) that indicates where the individual arrived in the US, the Date of Arrival, and the allowable duration of stay. That period is typically 6 months from the arrival date to the allowable duration of stay date. An individual is eligible for state reimbursable GA during that 6 month period.

After the Duration of stay date is reached, the individual then loses State reimbursable GA eligibility until they provide proof of having filed an application for asylum. This proof comes in the form of an I589 form. Once that form is received the individual is again eligible for State reimbursable GA. The client can receive 24 months of GA of this coverage after showing proof of the asylum application (form I589). An individual can apply for their Work Authorization Documents on the 150th day from when the I-589 is received and they receive the documents on the 180th day. There have been reported delay times which could affect when they receive the actual Work Documents.

There is usually a period between when the allowable duration of stay (I-94)ends and when the I-589 form is received. This period is called the GAP and there is no State reimbursable GA eligibility during that time. The city provides that GAP coverage by means of the Community Support Fund. This GAP period is usually six months or less.

Attachment E

What is the GAP?

From the date of arrival into the US until the expiration of the duration of stay stamp (form I-94), typically 6 months, an individual is eligible to access State reimbursable GA .

The GAP

From the expiration of the duration of stay stamp (I-94) until the receipt of proof of the application for asylum (form I-589), typically 6 months, an individual is eligible for the City funded GAP program.

From the receipt of the proof of asylum application (I-589) an induvial is eligible for 24 months of State reimbursable General Assistance*.

State Reimbursable (70%)

City Funded GAP Program

*Currently, after receiving 24 months worth of assistance the individual would lose eligibility for any assistance until they are granted asylum, at which point they are eligible for non time limited State Reimbursable GA.

An individual can apply for work authorization after 150 days from applying for asylum. Work authorization is typically received 30 days later.

Attachment F

Question: Does the Barron Center hire individuals who have graduated from PATH's CNA program ?

Answer: PATH students do their "clinicals" at the Barron Center but this has not resulted in the hiring of any of the CNA graduates. It is believed that given the number of CNA jobs in the marketplace the young men and women prefer to work in settings other than a nursing home.

We are going to be meeting with the woman who runs the PATH CNA program to get her thoughts on what types of incentives the Barron Center may be able to offer that might attract a younger cohort of CNA graduates.