City of Portland, Maine
Finance Committee Meeting
Tuesday, April 17th, 2018
5:30 p.m., Room 209

1. Finance Committee Meeting Agenda

   Documents:

   FC AGENDA 04-17-2018.PDF

2. Police Department Summary And Requested Follow Up Information

   Documents:

   POLICE DEPARTMENT SUMMARY AND FOLLOW UP REQUESTS FOR INFORMATION.PDF

3. HHS - Follow Up Requests For Information And Summary Sheets

   Documents:

   HHS - FOLLOW UP REQUESTS FOR INFORMATION AND DEPARTMENT SUMMARY SHEETS.PDF

City of Portland, Maine
Finance Committee Meeting
Tuesday, April 17th, 2018
5:30 p.m., Room 209

AGENDA

1. **Introductions**

2. **FY19 City Manager Recommended Budget Review**
   a. **Police Department**
   b. **Health and Human Services**
      i. **Social Services**
      ii. **Public Health**
      iii. **Barron Center**
   c. **Parking Department**

3. **Future Finance Committee Meeting Dates (all in Room 209 unless otherwise indicated)**
   a. **Monday, April 23rd – 5:30PM**
   b. **Wednesday, April 25th – 5:30PM**
   c. **Thursday, April 26th – 5:30PM (JOINT MEETING WITH SCHOOL DEPARTMENT – COUNCIL CHAMBERS)**
   d. **Thursday, May 3rd – 5:30PM**
   e. **City Council Workshop –4:00PM on May 14th**
   f. **Discuss City Council 1st/2nd Read Dates for City & School Budget**

Portland Police Department
FY19 Budget Request Highlights

Total Expenditure Request				**Payroll % of Budget:**
	FY19 Expenditure Request	$	16,860,613	**94.5%**
	FY18 Expenditure Budget	$	16,488,309	
	$ Change	$	372,304	
	% Change:		**2.26%**	
	Payroll		**2.28%**	
	Other Expenses		**-0.02%**	
Total Revenue Budget				
	FY19 Budget	$	2,947,159	
	FY18 Budget	$	2,806,671	
	$ Change	$	140,488	
	% Change		**5.01%**	
Total Budget-Net				
	FY19 Budget-Net	$	13,913,454	
	FY18 Budget-Net	$	13,681,638	
	$ Change	$	231,816	
	% Change		**1.69%**	
Expenditure Change Highlights				
	Personnel Reductions			
(4.0)	Police Officers	$	(213,580)	
(1.0)	Police Sergeant		(72,471)	
(1.0)	Ordinance Enforcement Officer		(34,028)	
		$	(320,079)	
	Additional Payroll Changes			
	Budgetory Increases reflect Contractual Increases & COLA:			
	COLA % Increases:			
	PBA/SOA		4.0%	
	All other/Non-Union		2.0%	
Revenue Change Highlights				
	Salary-Reimbursable			
	Outside Jobs/Security for Non-City/City Vendors	$	82,989	
	MDEA Reimbursed Salaries	$	12,640	
	Other Revenue Changes:			
	Increase Jetport Police Expense Chargeback	$	13,847	
	Increase of Cape Elizabeth PSAP Cost share-Contractual	$	5,490	
	Increase Jetport Revenue Chargeback	$	13,847	
	Increase in PSAP Expense Share-Revenue for Portland	$	8,274	
	Increase DOJ Vest Reimbursement	$	10,463	

PORTLAND POLICE DEPARTMENT
INTERDEPARTMENTAL MEMORANDUM

April 23rd, 2018

TO: City of Portland Finance Committee

FROM: Michael Sauschuck, Chief of Police MJS

SUBJECT: "Smartgun" Research

I've researched "Smart Guns" or "Intelliguns" as instructed. I have been unable to locate a major manufacturer that has brought to market a reliable firearm of this type. By major manufacturer I speak of brands such as Glock, Heckler & Koch, or Smith and Wesson, which hold the lion share of the law enforcement service weapon market.

It seems the hurdle of reliability and the unforeseen circumstances that law enforcement officers find themselves in is a consistent barrier to the use of these weapons. A consistent grip, gloves, mud or even blood could make the firearm inoperable in the moment when the officer needs it most.

At this point, the only firearm I could find mentioned in a law enforcement caliber (9mm) is the Armatix IP9. This firearm doesn't appear to be for sale on the open market but some models use a wristwatch type device to unlock the firearm, allowing it to fire when the two pieces are in close proximity. It appears there is a .22 caliber version of this weapon that sells for $1,400.00, but I could not find an actual vendor to contact for a more accurate quote.

At best these weapons should be considered in an experimental stage of development and not suitable for widespread law enforcement deployment.

PORTLAND POLICE DEPARTMENT
INTERDEPARTMENTAL MEMORANDUM

April 23rd, 2018

TO: City of Portland Finance Committee

FROM: Michael Sauschuck, Chief of Police

SUBJECT: FY18 Projections Portland Police Department

As requested during Tuesday's Finance Committee Meeting, please find below the following budget projections for FY18:

Patrol Payroll:

Total Salaries	Budget	$8,920,000
	Projected	$8,172,000
	Difference	$748,000 under budget
Total O/T	Budget	$447,000
	Projected	$649,000
	Difference	$202,000 over budget
	Net	$546,000 under budget

JetPort Payroll:

Total Salaries	Budget	$336,000
	Projected	$369,000
	Difference	$33,000 over budget (mostly due to Officer retirement:term pay $30,000)
Total O/T	Budget	$200,000
	Projected	$204,000
	Difference	$4,000 over budget

Outside Jobs-Revenue:

Total Budget	$380,000	
Total Projected	$545,000	
Difference	$165,000	Favorable to budget-mostly due to Shaw Bros. Construction & Whole Foods

10% Adm Fee

Total Budget	$42,000	
Total Projected	$60,000	
Difference	$18,000	Favorable to budget-see above for explanation, slight difference due to benefits

Portland Police Department
FY19 Revenue Budget-Detail

Division	Acct#	Account Name		$	Description
Adm					
21-01	323-00-00	Licenses & Permits		$ 735	Concealed Firearm Permits (No longer a State requirement, desired registration)
21-01	342-00-00	Charges for Services		50,937	10 % Adm. Fee added to Police Security Detail (see 2121-342-00 below)
21-01	395-00-00	Other Financing Sources		100,262	Administrative Fee charged to JetPort
		Total Division 21-01 Administration		$ 151,934	
JetPort					
21-04	395-00-00	Other Financing Resources		$ 572,198	Offset of JetPort total Divisional Costs-all expenses absorbed by JetPort
Uniform Ops					
21-21	341-00-00	Charges for Services			
		Consists of:			
		Dog Impound fees	$ 1,880		
		Dog License Registration Fees-			
		(Cost share with State-in person)			
		In person/mail registration	2,106		
		On-Line Registration Fees	2,090		
		Late Fees on Dog Licensing Fees:			
		(Dog must be licensed by January of each year)	3,735	$ 9,811	
	342-00-00	Charges for Services/Public Safety		455,000	Request for Police Security Detail: Billed @ $55.78/hour-Ofr and $78.68 for Sgt/Lt, includes % Benefits (
	342-01-00	Charges for Services/Witness Fees		56,868	Billed as follows: District Court/Grand Jury 1 hour straight-time; Traffic Court $50/day per Officer; Superior Court-Court Office @ $50/day
	342-02-00	Charges for Services/Public Safety/Cruiser Use		87,000	$30/hour if requested as part of Police Security Detail
	351-00-00	Fines Forfeits Penalties/Code Violations:			
		Various Police Code Violations	$ 5,500		
		Alarm Business Agent Registration fees:			
		New @ $100 each	500		
		Renewals @ $75 each	600		
		Burglar Alarm Registrations @ $45/each	6,075		
		False alarm violations: (1st False alarm no-fee)			
		#2-4 290@ $100 each	29,000		
		#5-6 62 @ $150 each	9,385		
		#7-above @ $200 each	4,275	55,335	
	393-00-00	Other Financing Resources-CDBG (Block Grant)		150,000	56.3% Grant funding for Community Policing Coordinators
	396-00-00	Other Financing Resources/School Department:			
		Police Security Detail-Paid @ Ofrs. O/T Rate-schools only	$ 3,688		
		2 School Resources Officers:			
		75 % of Annual salary-billed to Portland & Deering High schoo	94,957	98,645	
	397-00-00	Other Financing Resources/Spec Revenue		52,396	OSR Funding of Substance Use Disorder Liaison
	398-00-00	Other Financing Resources/Reimbursements			
		Police Security Detail-Paid @ Ofrs O/T Rate-City Jobs only	$ 36,354		
		Funding from Portland Housing Authority for Community Policing Coordinator housed at Facility	56,355		
		Summer Cadet Funding-Portland Downtown @ $12.25/hour	30,968		
		Summer Cadet Funding-Peaks Island @ $12.25/hour (40 % funde	3,308		
		DOJ Funding of 50 % of replacement bullet proof vests	10,463	137,448	
		Total Division 21-21 Uniform Ops		$ 1,102,503	
Bureau Invest. Svs					
21-24	398-00-00	Other Financing Resources/Reimbursements		$ 198,467	MDEA Reimbursement for Cmr, Sgt & 2 Detectivies
	398-40-00	Other Financing Resouces/Reimbursements/Grant Reimbursement		13,750	Grant Funding 25 % of Victim Witness Advocate Position
		Total Division 21-24 Bureau Investigative Svs		$ 212,217	
Operation Support Serv					
21-28	341-00-00	Charges for Services/Misc:			
		Regional Forensic Crime Lab Reimbursement by Crime Lab Member:	$ 12,926		
		Reports/Accident Report request revenue	37,699	$ 50,625	
Dispatch Services					
21-31	341-00-00	Charges for Services/Miscellaneus		$ 669,197	PSAP Reimbursement share of Expenses
	398-00-00	Other Financing Resources/Reimbursements		188,485	Cape Elizabeth cost share of PSAP Agreement
		Total Division 21-31 Bureau Investigative Svs		$ 857,682	
		Total Police Department Revenue		$ 2,947,159	

Dawn Stiles
Director, Health & Human Services Department

To: Finance Committee
From: Dawn Stiles, Director, Health & Human Services Dept
Re: Budget Questions
Date: 4/25/2018

The attached document includes material in response to the questions asked at the Finance Committee Review of the Health & Human Services Budget. Below are listed a description of each request in the order they appear in the attachment. Please let us know if you have additional questions or need clarification on any of the items. We are grateful for the opportunity to present our programs and showcase our successes as well as provide information on our challenges. Respectfully submitted, Dawn Stiles

Item 1. Request: Please provide more detail on the CDBG Long Term Stayers Request.

Item 2. Request: Update the Public Health "City Ask" sheet to include all grant funding.

Item 3. Request: What is the full cost of the Portland Opportunity Crew.

Item 4. Request: Please provide position changes for Public Health and Social Services.

Item 5. Request: Please provide a history of Family Shelter intakes and costs.

Item 6. Request: Please provide the contract with Preble St. and any updates.

Request for an Additional Staff Person for the Long Term Stayer Program

The long term stayer program grew out the recognition that those shelter guests who were hard to place, for a variety of reasons, created a need for more and more beds to be funded in the City of Portland. These individuals, over the course of many years, occupied thousands of bed nights. This resulted in the majority of stayers, who are only in the shelter for a few days or few weeks, to be in an overflow situation and changed the face of homelessness in Portland. Oxford Street Shelter had to move from offering cots to placing mats on the floor six inches apart due to the increased number of individuals staying in the shelter.

Last year Maine Housing, who funds shelter beds across the state through HUD money, changed their funding formula. They began using 1/3 of the funds to "pay for success" through financial incentives based on housing and long term housing success.

For us, our incentive payment is based on two factors. 1st, we are required to house at least 5% of our guests who we serve and score 4 or higher on the VI-SPDAT (a standardized assessment tool that documents barriers to housing for the individual). Secondarily, we need to keep at least 85% of those we place in housing able to remain stable. If someone we house returns to any shelter (not just OSS) within a six month period we get a financial penalty. The 5% seems low but given the sheer volume of individuals we serve and how we exit folks each day, it can be difficult. We usually average between 12-15 percent of housed individual guests. This is why our incentive payments have been robust. Without this additional funding we would not have the resources to house the number of individuals without additional City Funding.

Oxford Street Shelter has only one staff person who does all of the required, in-person, follow-ups with our housed guests. Her caseload is currently at 156 and spread from Southern Maine to Bangor and to Rumford in Western Maine. She cannot do more. She connects all housed individuals with local resources including financial, physical and mental health and job or other needed supports.

The CDBG funds requested were funded in the City Manager's CDBG grand allocation; however, they were cut by the Council by $7,500.00. This is the difference between a lower level staff that will not have the experience to provide the necessary case management to assure OSS continues to achieve high numbers of housing placements and to maintain the individuals long term housing stability – thus jeopardizing our Maine Housing Incentive funding.

PUBLIC HEALTH
TOTAL
FY19 PROPOSED

The FY 19 budget for Public Health increases City Funding by $ 152,256.00. The increases are primarily in the India St. Program due to the transfer of the Positive Health Program to the Portland FQHC (Greater Portland Health Center) - the City's increased funding for India St. is $ 80,576. The Research Program has added a City Funded Research Coordinator to work with Smart Technology and develop city health benchmarks in order to know our "Healthy Portland Scorecard" and Create a Portland Wellness Plan. Other Public Health increases include the purchase of Narcan and CLAS Standards materials. Two managers had their costs allocated between programs they oversee and the

REVENUES	**FY18 BUDGET**	**FY18 PROJECTED**	**FY19 PROPOSED DR** *Includes DRPR*	**FY19 PROPOSED CM**
OPERATIONS	86,779	50,715	85,487	
FAMILY HEALTH	115,157	84,655	111,970	
CHRONIC DISEASE PREVENTION	441,421	422,676	462,014	
INDIA STREET	321,452	303,064	293,010	
HEALTH EQUITY	40,039	45,375	41,940	
RESEARCH AND EVALUATION	0	0	0	
TOTAL REVENUES	**1,004,848**	**906,485**	**994,421**	

EXPENDITURES	**FY18 BUDGET**	**FY18 PROJECTED**	**FY19 PROPOSED**
OPERATIONS	220,419	285,062	221,597
FAMILY HEALTH	232,099	189,443	165,095
CHRONIC DISEASE PREVENTION	504,143	543,108	563,411
INDIA STREET	646,139	652,359	698,273
HEALTH EQUITY	129,874	142,957	152,916
RESEARCH AND EVALUATION	0	73,211	73,211
TOTAL EXPENDITURES	**1,732,674**	**1,886,140**	**1,874,503**
NET GAIN/LOSS	**-727,826**	**-979,655**	**-880,082**

Portland Opportunity Crew

Re: POC flat fund vs. Increase program capacity

In 2017 the Portland Opportunity Crew operated for 28 weeks April 26th-November 9th. The crew operated 2 day per week for 6 hours per day. There was a maximum capacity of 6 participants per day. The six participants were supervised by a Human Services Counselor within the Social Services Division.

The cost:

Staff: 28 weeks @ 2 days per week= 56 days

56 days X 6hrs/day=336 hours@ 23.91= **$8,033.76** staff cost

(This was in-kind last year and included in this year's budget proposal)

Stipend: 28 weeks @ 2 days per week=56 days

56 days X 6 hrs/day X 6 participants= 2016 hrs @ **$18.79= **$37,880.64**

Food: $60/day X 56 days = **$3,360**

Fuel: $8/day X 56 = **$448**

Total cost to operate program at same levels as 2017 would be **$49,722.40**

Increase Capacity

Increasing capacity of the program would be an increase to the stipend and food lines in the budget, so long as it didn't increase substantially as to require additional staff.

Each added participant would increase the budget by **$245.48** per week

**As we approach the start of the 2018 POC season we have also solicited quotes from additional staffing agencies to reduce the hourly rate of $18.79 and have an offer for $16.59 which could reduce the weekly cost by $158.40.

PUBLIC HEALTH
FTE CHANGES FY18/FY19

Dept: Public Health	Div:	Operations	Acct:	100-4101
Position Title	FY18	FY19		
Sr Accountant	1.0	1.0	No change	
Accountant	2.0	2.0	No change	
PH Administrator	1.0	1.0	No change	
	4.0	4.0		

Dept: Public Health	Div:	Family Health	Acct:	100-4102
Position Title	FY18	FY19		
Program Coordinator	0.2	0.2	No change	
Program Manager	1.0	1.0	No change	
Public Health Nurse	1.6	1.8	.2 Hours Increase Approved during FY18	
	2.8	3.0		

**Total project employees (1.8) for the amount of ($111,970)

Dept: Public Health	Div:	Chronic Disease	Acct:	100-4103
Position Title	FY18	FY19		
Community Health Prom	3.4	5.7	2.3 Positions Approved during FY18	
Program Coordinator	4	2.9	1 Position Eliminated during FY18; .1 Hours Decrease in FY19	
Program Manager	1	1.0	No change	
Registered Dietician	0.8	1.0	.2 Hours Increase during FY18	
	9.2	10.6		

**Total project employees (9.3) for the amount of ($468,183)

Dept: Public Health	Div:	India Street	Acct:	100-4105
Position Title	FY18	FY19		
Community Health Prom	4	4	No change	
Office Assistant	0.7	0.67	No change	
Office Manager	1	1	No change	
Public Health Nurse	0.9	0.93	No change	
	6.6	6.6		

**Total project employees (3.1) for the amount of ($219,432)

PUBLIC HEALTH
FTE CHANGES FY18/FY19

Dept: Public Health	Div:	Health Equity	Acct:	100-4108
Position Title	FY18	FY19		
Community Health Prom	1.0	1.0	No change	
Program Coordinator	0.8	0.9	.1 Hours Increase in FY18	
	1.8	1.9		

**Total project employees (.8) for the amount of ($41,940)

Dept: Public Health	Div:	Research & Evaluati	Acct:	100-4110
Position Title	FY18	FY19		
Program Coordinator	0.0	1.0	1 New Position Request in FY19	
	0.0	1.0		

SOCIAL SERVICES
FTE CHANGES FY18/FY19

Dept: Social Services	Div:	Administration	Acct:	100-4201
Position Title	FY18	FY19		
Social Services Administrator	1.0	1.0	No change	
Facilities Manager	-	1.0	Transferred from Oxford Street	
Maintenance Worker	1.0	-	Transferred to Oxford Street	
Custodial Worker	1.0	1.0	Reclassified from project to permanent	
Human Serv Eligibility Specialist		2.0	Transferred from Housing and Support Services (combined programs)	
Senior Accountant	1.3	1.0	The 0.3 overlap in FY18 was for training of new Sr. Accountant	
Accountant	2.0	2.0	No change	
Account Clerck II	1.0	1.0	No change	
Executive Assistant	1.0	1.0	No change	
Total	8.3	10.0		

Dept: Social Services	Div:	General Assistance	Acct:	100-4202
Position Title	FY18	FY19		
Social Services Program Mgr	1.0	1.0	No change	
Senior Human Service Counselor	1.0	1.0	Reclassified from project to permanent	
Human Services Counselor	1.0	2.0	1 transferred from Housing and Support Services (combined programs) and 1 reclassified from project to permanent	
Finance Eligibilty Specialist	7.0	7.0	5 Reclassified from project to permanent	
Shelter Security Guard	-	2.0	New positions approved in FY18, both reclassified from project to permanent	
Senior Admin Officer	1.0	1.0	Reclassified from project to permanent	
Admin Assistant	1.0	1.0	No change	
Total	12.0	15.0		

Dept: Social Services	Div:	Housing and Support Serv	Acct:	100-4205
Position Title	FY18	FY19		
Human Services Counselor	1.0	-	Transferred to General Assistance	
Human Services Elig Specialist	2.0	-	Transferred to Administration	
Total	3.0	-		

Dept: Social Services	Div:	Oxford Street Shelter	Acct:	100-4211
Position Title	FY18	FY19		
Program Manager - Shelter Admin	1.0	1.0	No change	
Program Coordinator	2.0	2.0	No change	
Senior Human Service Counselor	4.0	5.0	1 New position and 2 reclassified from project to permanent	
Human Services Counselor	9.0	9.0	6 Reclassified from project to permanent	
Human Services Specialist	1.5	1.4	Reclassified from project to permanent	
Shelter Attendant	20.8	20.9	11.4 Reclassified from project to permanent	
Shelter Security Guard	-	4.0	New positions approved in FY18, all reclassified from project to permanent	
Facilities Manager	1.0	-	Transferred to Administration	
Maintenance Worker III	1.0	1.0	No change	
Maintenance Worker I	1.0	2.0	1 Transferred from Administration and 1 reclassified from project to permanent	
Custodial Worker	1.0	2.0	1 New position and 1 reclassified from project to permanent	
Admin Assistant	1.0	1.0	No change	
Total	43.3	49.3		

Total project employees (17.5) for the amount of ($926,665)

SOCIAL SERVICES
FTE CHANGES FY18/FY19

Dept: Social Services	Div:	Family Shelter	Acct:	100-4212
Position Title	FY18	FY19		
Program Mgr - (PH / SS)	1.0	1.0	No change	
Senior Human Service Counselor	1.0	1.0	No change	
Human Services Counselor	4.0	4.0	3 Reclassified from project to permanent	
Human Services Specialist/SS	4.0	4.0	1 Reclassified from project to permanent	
Shelter Attendant	1.5	1.5	Reclassified from project to permanent	
Maimtenance Worker III	1.0	1.0	Reclassified from project to permanent	
Custodial Worker	-	1.0	New positions approved in FY18	
Admin Assistant	1.0	1.0	No change	
Total	13.5	14.5		

Total project employees (9.1) for the amount of ($425,986)

Oxford Street and Family Shelter Expenditure History

	2013	2014	2015	2016	2017	2018 Budget	2019 Proposed Budget
REVENUES							
Combined	1,915,319	2,781,172	901,166 *	2,157,583	3,413,482	2,910,033	2,901,593
Oxford Street					2,179,860	1,876,658	1,957,341
Family Shelter					1,233,622	1,033,375	944,252
EXPENDITURES							
Combined	2,345,249	2,915,068	2,565,656	2,695,448	3,737,719	3,964,200	4,308,124
Oxford Street					2,749,356	2,833,371	3,114,648
Family Shelter					988,363	1,130,829	1,193,476
NET	-429,930	-133,896	-1,664,490	-537,865	-324,237	-1,054,167	-1,406,531

**2015 Revenues were low as the state withheld General Assistance revenue which was recovered by settlement in 2017*

4/20/2018

Families in the Family Shelter have been staying much longer:

In the past 2 – 3 years, families have been staying in the Family Shelter much longer. Certain factors are relevant: A lot of the folks that we work with now have limited immigration status. This limits their ability to access certain subsidized housing or gain eligibility with other financial assistance programs. Also, a majority of the property management companies in the Greater Portland area will not accept families with no Social Security numbers or who are reliant solely on General Assistance to help them with their rent. Further, rental cost in the GP area has significantly increased across the board. With the demand of apartments being greater than the supply, landlords can be very selective when it comes to accepting tenants for their apartments. It's not clear if the numbers of homeless families has gone down when considering the factors above.

Length of Stay Details for the past 10 years.

Date Range: 7/1/2008 to 6/30/2009
- Number of Families 254
- Average Length of Stay 22.26 Days
- U.S. Citizens – 68.90 %
- Non Citizens – 31.10%

Date Range: 7/1/2009 to 6/30/2010
- Number of Families 264
- Average Length of Stay 20.80 Days
- U.S. Citizens – 64.77 %
- Non Citizens – 35.23%

Date Range: 7/1/2010 to 6/30/2011
- Number of Families 252
- Average Length of Stay 26.18 Days
- U.S. Citizens – 73.41%
- Non Citizens – 26.59%

Date Range: 7/1/2011 to 6/30/2012
- Number of Families 246
- Average Length of Stay 30.07 Days
- U.S. Citizens – 59.76%
- Non Citizens – 40.24%

Date Range: 7/1/2012 to 6/30/2013
- Number of Families 255
- Average Length of Stay 38.83 Days
- U.S. Citizens – 50.59%
- Non Citizens – 49.41%

Date Range: 7/1/2013 to 6/30/2014
- Number of Families 240
- Average Length of Stay 53.74 Days
- U.S. Citizens – 54.58%
- Non Citizens – 45.42%

Date Range: 7/1/2014 to 6/30/2015
- Number of Families 145
- Average Length of Stay 85.61 Days
- U.S. Citizens – 26.21%
- Non Citizens – 73.79%

Date Range: 7/1/2015 to 6/30/2016

- Number of Families 169
- Average Length of Stay 74.47 Days
- U.S. Citizens – 37.87%
- Non Citizens – 62.13%

Date Range: 7/1/2016 to 6/30/2017

- Number of Families 143
- Average Length of Stay 87.89 Days
- U.S. Citizens – 25.87%
- Non Citizens – 74.13%

Date Range: 7/1/2017 to 4/2018

- Number of Families 145
- Average Length of Stay 85.61 Days
- U.S. Citizens – 26.21%
- Non Citizens – 73.79%

MAINE STATE HOUSING AUTHORITY
STATE HOMELESS PROGRAM FUNDS SUB-AGREEMENT
between
CITY OF PORTLAND AND PREBLE STREET

WHEREAS, the City of Portland, Maine is the recipient of grant funds from the Maine State Housing Authority to be used for operating and administration costs for the Oxford Street Shelter for Men; and

WHEREAS, the City of Portland wishes to enter into a subgrant agreement with Preble Street to receive such funds for its day shelter programs;

NOW THEREFORE, the City of Portland and Preble Street hereby agree as follows:

1. PARTIES TO AGREEMENT.
The City of Portland's Socials Services Division, operates a homeless shelter Oxford Street Shelter for Men, located at 197-203 Oxford Street, Portland, Maine ("City"), and Preble Street, with an office at 5 Portland Street (the "SubGrantee"), and operates a day shelter located at Portland Street, hereby enter into this Homeless Program Funds SubAgreement (the "SubAgreement") effective as of January 1, 2008, authorizing a subgrant from City to the SubGrantee (the "SubGrant"), subject to availability of funds, City's grant with Maine State Housing Authority and Maine State Housing Authority's Homeless Programs Rule, as may be amended (the "Rule").

2. GRANT YEAR.
The Grant is for calendar year 2008.

3. DEFINITIONS.
Capitalized words and terms used in this Agreement have the same meaning given them in the Rule, unless otherwise defined in this Agreement.

4. WORK PLAN.
The SubGrantee's work plan for shelter day program detailing its anticipated use of the SubGrant is attached hereto as Exhibit A and made a part hereof (the "Work Plan"). The SubGrantee must obtain City's prior written consent to change or deviate from the approved Work Plan.

5. PAYMENT OF GRANT.
Subject to the terms and conditions of this Agreement and any funding adjustments in accordance with the Rule, City shall pay the SubGrant to the SubGrantee as follows:

> A total of One Hundred and Sixteen Dollars ($116,000.00) for the year, to be paid on a reimbursable basis within 30 days of receipt of funds for this purpose and subject to submission of all required reports by Sub Grantee to City. Request for funds reimbursement are to be submitted to the Senior Accountant at the City of Portland Social Services Division on a quarterly basis. The request for reimbursement shall be submitted during the month following the month ending quatter. Reimbursement of funds is contingent upon receipt of funds from Maine Housing for shelter day program services at Preble Street.

6. **COMPLIANCE.**

The Sub Grant is subject to the Sub Grantee's compliance with this Agreement and with all applicable Federal, State and local laws and ordinances as may be amended from time to time including, without limitation, the Rule, as may be amended and the Maine Housing Authorities Act, 30-A M.R.S.A., §4701, et. seq., as amended (the "Act").

7. **SUBGRANTEE REPRESENTATIONS AND ADDITIONAL AGREEMENTS.**

The Sub Grantee warrants and represents that the Sub Grantee:

a. is a non-profit corporation in good standing in the State of Maine qualified for tax exemption under section 501(c)(3) of the Internal Revenue Code;

b. operates a day shelter that is a fixed facility, unless the shelter is a safe home serving victims of domestic violence;

c. accepts eligible persons regardless of their ability to pay, eligibility for reimbursement or actual reimbursements from any third party source, including local, municipal, state or federal funding sources;

d. provides for intake and assessment of homeless persons and offers clients links to appropriate services, including services that help clients move toward appropriate stable housing;

e. allows clients to stay a length of time to meet their individual circumstances and needs unless a fixed length of stay is required by licensure;

f. has no lease requirements for clients;

g. serves a need which may be demonstrated by community support, regional homeless council support, reporting data and other analyses;

h. provides for response to telephone inquiries 24 hours a day;

i. timely pays any payments due to City and promptly remedies any issues cited by City;

j. timely submits reports to City.

k. has the administrative and financial management capacity necessary to operate the day shelter and to account for the use of the Sub Grant in accordance with this Agreement;

l. does not engage in any inherently religious activities, such as worship, religious instruction, or proselytization, as part of the activities and services funded with any grant for activities or services covered by the SubGrant; and if religious activities are offered, they must be offered at a separate time or location from the activities and services funded by the SubGrant; and participation in those religious activities must be voluntary for persons receiving assistance from the Grant proceeds;

m. operates its day shelter in compliance with all applicable federal, state, and local building codes, laws, and regulations;

n. operates its day shelter free from discrimination on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or gender in accordance with applicable federal and state fair housing laws; and

o. conforms to the Maine minimum shelter standards established by the Maine Statewide Homeless Council as follows:

   i. child-proofs areas serving children;

   ii. provides breakfast or access to breakfast and, if open 24 hours, also provides lunch and dinner or access to lunch and dinner;

   iii. provides one operating telephone accessible to clients at reasonable times established by Sub Grantee's policy;

   iv. posts fire, disaster and other emergency procedures in a conspicuous place and reviews the procedures with each client;

   v. maintains a daily and confidential census of clients;

   vi. ensures staff is trained for fire and other emergencies;

   vii. informs staff of issues or events necessary for the proper supervision and monitoring of the day shelter through an effective communication system;

   viii. forbids use or possession of illegal drugs, weapons or alcohol on the premises; and

   ix. communicates rules pertaining to shelter living, and potential consequences if the rules are not followed, to clients within 24 hours of their arrival and with regard to their unique needs.

8. <u>REPORTING.</u>

a. **Other Reports.** The SubGrantee shall also submit the following to City:
Monthly performance reporting form for Performance Measures and Population Served.

b. **Record Retention.** The SubGrantee shall maintain records for a 4-year period to document compliance with this Agreement.

9. <u>DEFAULT.</u>

The SubGrant proceeds shall, at the discretion of City, be repaid to City on the occurrence of any of the following.

a. The SubGrantee ceases its operation as a day shelter or ceases use of SubGrant proceeds for day shelter purposes.

b. The SubGrantee uses the SubGrant for purposes that violate this Agreement.

c. The SubGrantee fails to expend the SubGrant proceeds in accordance with the Work Plan within the term of the Agreement.

d. The SubGrantee otherwise breaches this Agreement or the application submitted by the SubGrantee to City or the SubGrant is false or materially misleading.

e. A petition in bankruptcy (or the commencement of a bankruptcy, a general assignment for the benefit of creditors, a receivership or similar proceeding) by or against the SubGrantee under any applicable bankruptcy, insolvency, reorganization or similar law, is filed and is not dismissed within 15 days.

Upon the SubGrantee's default, City may require repayment of any SubGrant proceeds not spent and elect not to provide future grant funds to SubGrantee until appropriate actions are taken to ensure compliance.

10. MAINTENANCE, INSPECTION, AND AUDITING OF RECORDS.
The SubGrantee shall properly maintain all books, documents, payrolls, papers, information, records, accounting records and other material pertaining to this Agreement and shall make such materials available at its offices for purposes of audit, inspection, duplication, and examination so as to allow City and/or Maine Housing to monitor and audit as requested by City or Maine Housing. City and Maine Housing shall have access to confidential information to the extent necessary to conduct such reviews. The SubGrantee further agrees to permit City or Maine Housing to inspect the SubGrantee's shelter facilities at reasonable times and under reasonable conditions.

11. CONFIDENTIAL INFORMATION.
SubGrantee shall keep any information acquired by the SubGrantee, its employees, agents or contractors in the performance of this Agreement confidential in accordance with applicable law including without limitation the Act.

12. CONTRACT ADMINISTRATOR.
The SubGrantee shall direct all submissions to City pursuant to this Agreement to:

Social Services Administrator
Division of Social Services
196 Lancaster Street
Portland, Maine 04101

who is designated as the Contract Administrator for this SubAgreement on behalf of City.

13. ASSIGNMENT.
The SubGrantee may not assign any interest in this Agreement without the prior written consent of City and MaineHousing. This SubAgreement is subject to the approval of Maine Housing.

14. INDEMNIFICATION
The SubGrantee will defend, indemnify and hold harmless the City from any and all losses, claims, expenses, actions, causes of action, costs, damages and obligations, including without limitation reasonable attorney's fees, caused by the negligent acts or omissions and/or any violation of applicable law or regulations by the SubGrantee, its officers, employees, agents, applicants or beneficiaries, excepting to the extent such losses, claims, expenses, actions, causes of action, or the violation of applicable law or regulation are caused by the City, its officers, employees, or agents. For purposes of this Agreement, any officers, employees, agents, applicants or beneficiaries of the SubGrantee act in an independent capacity and are not officers or employees or agents of the City.

15. **INSURANCE; BOND:**

The SubGrantee will obtain and maintain, at all times during the term of this Agreement, public liability insurance in an amount of at least Four Hundred Thousand Dollars ($400,000.00) single limit liability protecting the SubGrantee and the City from any and all claims for personal or bodily injury, death, and property damage arising out of the performance of this Agreement and evidence of workers compensation insurance. The City shall be named as an additional insured on such liability insurance. SubGrantee shall provide City with evidence of a Fidelity Bond in the minimum amount of $50,000 covering the activities of all personnel having access to any and all fiscal records under this Agreement to cover the funds handled under the terms of this Agreement. A certificate of said coverage must be filed with the City prior to execution of this Agreement.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, have executed this Agreement, effective as of the date first set forth above.

CITY OF PORTLAND

Sonia Bean
Witness

Joseph E. Gray
Joseph E. Gray, Jr., City Manager

OKB

PREBLE STREET (SUBGRANTEE)

Witness

Mark Swann, Executive Director

Contract:\ELB\Preble Street Homeless Shelter Subgrant
2-22-08 Clean

EXHIBIT A

WORK PLAN

Preble Street will provide day shelter at the Preble Street Resource Center for Oxford Shelter for Men residents.

HOURS OF OPERATION

Winter Hours
(November 1st through April 1st)

Monday – Friday: 8am to 6pm

Saturday – Sunday: 8am – 1pm

Summer Hours

Monday – Friday: 8am – 3pm

HOLIDAYS

New Year's Day – Closed

Martin Luther King, Jr. Day – 8am – 12pm (noon)

President's Day - 8am – 12pm (noon)

Patriot's Day – Closed

Memorial Day – Closed

Independence Day – Closed

Labor Day – Closed

Columbus Day – Closed

Veterans Day – 8am – 12pm (noon)

Thanksgiving – Closed

Day after Thanksgiving – 8am – 12pm (noon)

½ Day Christmas Eve – 8am – 6pm

Christmas Day – Closed

BUDGET

Salaries	71,000
Fringe	15,000
Utilities	5,000
Telephone	3,000
Insurance	2,000
Fuel	4,000
Repairs & Maintenance	4,000
Administrative Costs	12,000
Other	
TOTAL	**$116,000**

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/18/2008

PRODUCER (207)774-6257 FAX: (207)774-2994
Clark Associates
2385 Congress Street
P O Box 3543
Portland ME 04104

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Preble Street, Inc.
PO Box 1459
Portland ME 04104

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Insurance	
INSURER B: Maine Employers Mutual	11149
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PROJECT LOC	PHPK268688	11/19/2007	11/19/2008	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	PHPK268688	11/19/2007	11/19/2008	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
A		EXCESS/UMBRELLA LIABILITY X OCCUR CLAIMS MADE DEDUCTIBLE X RETENTION $10,000	PHUB097347	11/19/2007	11/19/2008	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	1810029880	11/11/2007	11/11/2008	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 100,000 $ 100,000 $ 500,000
A		OTHER Employee Dishonesty	PHPK268688	11/19/2007	11/19/2008	Limit	$350,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
The certificate holder is additional insured as applies to General Liability as required by written contract

CERTIFICATE HOLDER
874-8497
City of Portland
attn: Elizabeth Boynton
389 Congress Street
Portland, ME 04101

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Jeffrey Lind/BSRK

FY19 PROPSED BUDGET
HEALTH AND HUMAN SERVICES
SUMMARY

	FY18 Budget	FY19 Proposed CM
HEALTH AND HUMAN SERVICES		
Revenues	28,580,768	24,070,121
Expenditures	30,318,419	26,998,780
Net City Cost	1,737,651	2,928,659

FY19 PROPSED BUDGET

HEALTH AND HUMAN SERVICES

SUMMARY

HHS Administration

Revenues				10,560		10,560	
Expenditures				401,930		419,772	
Net City Cost				391,370		409,212	

FY19 PROPSED BUDGET		
HEALTH AND HUMAN SERVICES		
SUMMARY		
Ofice of Elder Affairs		
Revenues	207,740	251,258
Expenditures	242,831	253,031
Net City Cost	35,091	1,773

FY19 PROPSED BUDGET			
HEALTH AND HUMAN SERVICES			
SUMMARY			
	FY18 Budget	**FY19 Proposed CM**	**Variance**
SOCIAL SERVICES			
All Divisions			
Revenues	6,983,728	5,276,465	-1,707,263
Expenditures	11,206,273	9,913,238	-1,293,035
Net City Cost	4,222,545	4,636,773	414,228
Administration			
Revenues	139,390	266,536	127,146
Expenditures	430,565	612,379	181,814
Net City Cost	291,175	345,843	54,668
General Assistance			
Revenues	3,843,303	4,103,444	260,141
Expenditures	6,418,633	6,787,843	369,210
Net City Cost	2,575,330	2,684,399	109,069
HSS			
Revenues	91,002	0	-91,002
Expenditures	141,318	0	-141,318
Net City Cost	50,316	0	-50,316
Moved to Administration/General Assistance			
Portland Community Support Fund			

Revenues		0		0		0
Expenditures		250,000		200,000		-50,000
Net City Cost		250,000		200,000		-50,000
Oxford Street Shelter						
Revenues		1,876,658		593,217		-1,283,441
Expenditures		2,833,371		1,750,524		-1,082,847
Net City Cost		956,713		1,157,307		200,594
Family Shelter						
Revenues		1,033,375		313,268		-720,107
Expenditures		1,132,386		562,492		-569,894
Net City Cost		99,011		249,224		150,213

	FY18 Budget	FY19 Proposed CM	Variance
FY19 PROPSED BUDGET			
HEALTH AND HUMAN SERVICES			
SUMMARY			
BARRON CENTER			
All Divisions			
Revenues	20,373,892	18,376,773	-1,997,119
Expenditures	16,734,711	15,377,592	-1,357,119
Net City Cost	-3,639,181	-2,999,181	640,000
Administration			
Revenues	20,373,892	18,376,773	-1,997,119
Expenditures	2,208,421	1,813,320	-395,101
Therapeutic Recreation			
Expenditures	275,712	279,122	3,410
Nursing Administration			
Expenditures	1,438,184	1,542,940	104,756
Nursing Direct Care			
Expenditures	7,181,020	6,589,155	-591,865
Nutrition and Supply			
Expenditures	3,349,496	2,929,588	-419,908
Environmental Services			
Expenditures	1,153,954	1,092,417	-61,537

Housekeeping						
Expenditures		629,649		597,997		-31,652
Laundry						
Expenditures		498,275		533,053		34,778

FY19 PROPSED BUDGET
HEALTH AND HUMAN SERVICES
SUMMARY

	FY18 Budget	FY19 Proposed CM	Variance
PUBLIC HEALTH			
All Divisions			
Revenues	1,004,848	155,065	-849,783
Expenditures	1,732,674	1,035,147	-697,527
Net City Cost	727,826	880,082	152,256
Operations			
Revenues	86,779	85,487	-1,292
Expenditures	220,419	221,597	1,178
Net City Cost	133,640	136,110	2,470
Family Health			
Revenues	115,157	0	-115,157
Expenditures	232,099	53,125	-178,974
Net City Cost	116,942	53,125	-63,817
Note: Does not include $111,970 (salaries) in grant funding			
Chronic Disease Prevention			
Revenues	441,421	0	-441,421
Expenditures	504,143	101,397	-402,746
Net City Cost	62,722	101,397	38,675
Note: Does not include $462,014 (salaries) in grant funding			
India Street			
Revenues	321,452	69,578	-251,874
Expenditures	646,139	474,841	-171,298

Net City Cost		324,687		405,263		80,576
Note: Does not include $223,432 (salaries) in grant funding						
Health Equity						
Revenues		40,039		0		-40,039
Expenditures		129,874		110,976		-18,898
Net City Cost		89,835		110,976		21,141
Note: Does not include $41,940 (salaries) in grant funding						
Research and Development						
Revenues		0		0		0
Expenditures		0		73,211		73,211
Net City Cost		0		73,211		73,211