

City of Portland, Maine
Finance Committee Meeting
Thursday, May 3rd, 2018
5:30 p.m., Room 209

1. Finance Committee Agenda 5/3/2018

Documents:

[FC AGENDA 5-3-2018.PDF](#)

2. City Council Budget Summary - Planning And Urban Development

Documents:

[CITY COUNCIL BUDGET SUMMARY - PLANNING AND URBAN DEVELOPMENT.PDF](#)

3. City Council Budget Summary - Portland Public Library

Documents:

[CITY COUNCIL BUDGET SUMMARY - PORTLAND PUBLIC LIBRARY.PDF](#)

4. Sewer And Stormwater FY13 Through FY19 (Projected And Actual)

Documents:

[SEWER AND STORMWATER FY13 THROUGH FY19 \(PROJECTED AND ACTUAL\).PDF](#)

5. Portland Public School Department - Multi Year Budget Projections (FY19 6.4%, FY20 6.8%, FY21 6.3%, FY22 5.0%, FY23 5.3%)

Documents:

[PORTLAND PUBLIC SCHOOL DEPARTMENT - MULTI YEAR BUDGET PROJECTIONS.PDF](#)

6. Communication: Requests For Follow Up Information And Responses As Of 5-03-18

Documents:

[REQUESTS FOR FOLLOW UP INFORMATION - ALL RESPONSES AS OF 5-03-18.PDF](#)

**City of Portland, Maine
Finance Committee Meeting
Thursday, May 3rd, 2018
5:30 p.m., Room 209**

AGENDA

- 1. Introductions**
- 2. FY19 City Manager Recommended Budget Review**
 - a. Planning and Urban Development**
 - b. Library**
 - c. IT**
 - d. Other Small Departments**
- 3. Public Hearing on FY19 City Manager Recommended Budget**
- 4. Upcoming Meeting Dates**
 - a. 5/9 – Vote on FY19 City Manager's Recommended Budget and FY19 School Board Proposed Budget (City Council Chambers)**
 - b. City Council Workshop on FY19 Budget – 4:00PM on May 14th**

PORTLAND PUBLIC LIBRARY

FY 19 Budget Proposal

The Portland Public Library is requesting an overall increase of 2.79%, or \$131,000 over FY 18. Of the \$131,000 total increase in expenditures, \$117,000 is contractually obligated salaries and health insurance cost. We have worked to keep increases in all other expense areas to a minimum. We have also worked to maximize non-City revenue wherever possible. The result of these efforts is our request for \$125,275 from the City, a 3.18% increase over last year.

Expenses

The biggest change in our budget is a 2.38% increase, or \$62,700, in staff salaries and wages. This results from a 2.25% increase agreed to in our collective bargaining agreement and a small additional increase resulting from a reorganization affecting a number of positions. We have worked hard to only increase our staffing levels by redefining existing positions. In the face of an increasingly complex and challenging service environment, we have made changes in staffing that have shifted resources toward direct public service that result in a .5 FTE increase, but only a \$3,300 salary cost increase.

The other major cost component in our request is in our health insurance cost, which is projected to increase by 12% or \$55,000 next year.

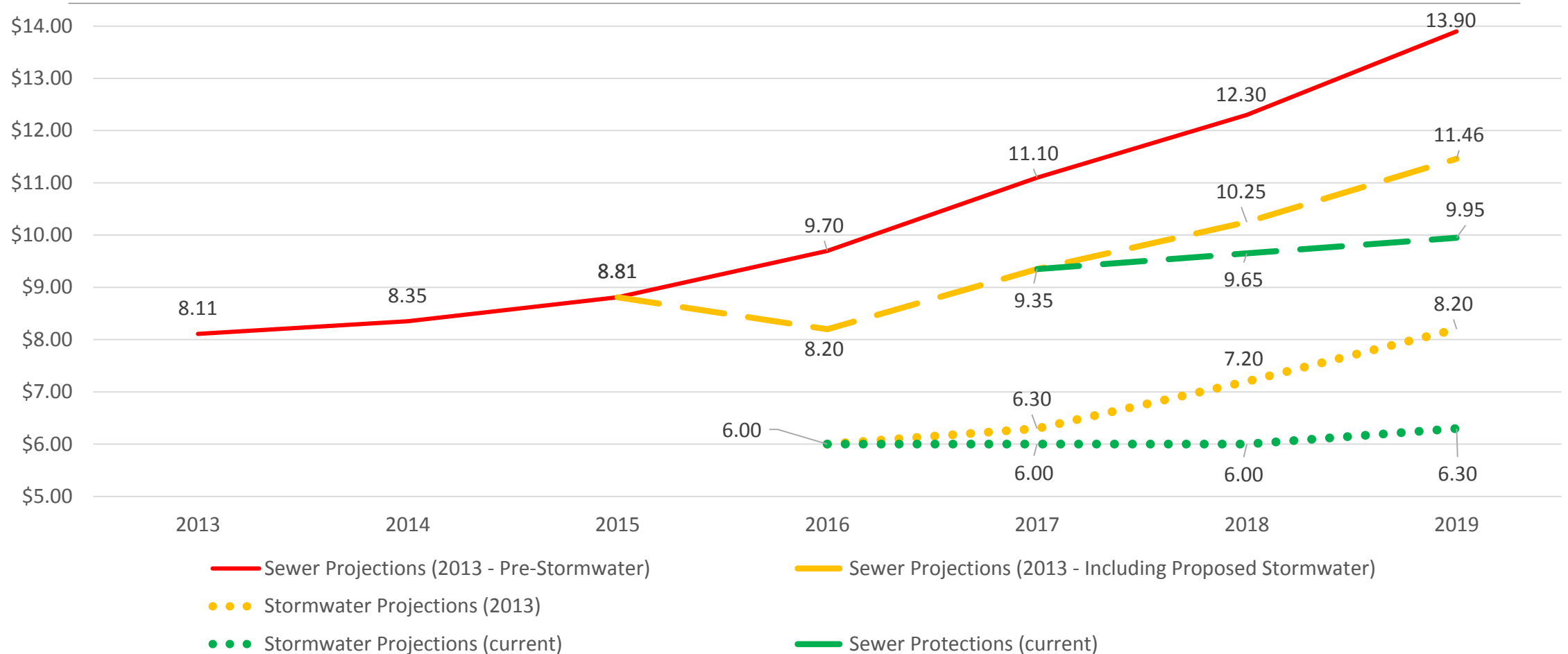
These two items represent 90% of our requested increase. Other non-staff and non-collections-related expenses have been reduced or held unchanged in an effort to offset the increase in health insurance cost.

The final area of increase is in our collections spending, of \$19,000. This is the first material increase in our collections spending in three years. Because of continuing budget pressures, we have had to severely limit spending in this area over the recent past. Inflation in the very popular online media segment is about 5 percent per year, and failure of the library to respond to this has started to affect the quality of our service to patrons.

Revenues

As part of a change in how patrons use the library we have been experiencing a downward trend in fees collection. We expect an additional \$13,000 decline in fee revenue in FY 19. Despite this decrease in one area of our revenues, we are committing to increase the overall private contributions to our budget. We are working to increase income in the other operating areas of conference room fees and sales in our bookstore and from our book sale to offset this reduction. We also expect to continue the success we have had over the past few years in growing our annual fund. This year we are planning on an additional 4% increase.

Sewer and Stormwater Rate Increases FY13 through FY19 (Projected and Actual)



Portland Public Schools
Multi-year Budget Estimate
General, Adult Ed, and Food Services Funds
Revenue and Other Funding Sources
April 12, 2018

		School Board Recommended					
		FY18 Final	FY2019	FY2020	FY2021	FY2022	FY2023
Local Revenue (non-tax)	General	\$ 2,614,857	\$ 424,376	432,864	441,521	450,351	459,358
	Adult Ed	190,000	195,000	205,000	205,000	215,000	215,000
	Food Services	426,006	410,225	414,327	418,471	422,655	426,882
	<i>Total Local Revenue</i>	3,230,863	1,029,601	1,052,191	1,064,991	1,088,006	1,101,240
State Revenue	EPS	14,113,683	12,677,092	10,357,893	8,609,305	7,359,305	6,359,305
	Debt Service Reimb	2,086,134	3,662,244	3,542,914	3,435,554	3,346,884	3,277,346
	Other	370,350	364,530	371,821	379,257	386,842	394,579
	Adult Ed	431,864	449,040	467,002	485,682	505,109	525,313
	Food Services	33,848	40,000	34,000	34,000	34,000	28,000
	<i>Total State Revenue</i>	17,035,879	17,192,906	14,773,629	12,943,798	11,632,140	10,584,544
Federal Revenue	General	540,000	690,000	740,000	765,000	790,000	790,000
	Food Services	2,803,926	2,882,508	2,954,571	3,028,435	3,104,146	3,181,749
	<i>Total Federal Revenue</i>	3,343,926	3,572,508	3,694,571	3,793,435	3,894,146	3,971,749
Total Non-tax Revenue		\$ 23,610,668	\$ 21,795,015	\$ 19,520,391	\$ 17,802,224	\$ 16,614,293	\$ 15,657,533
Use of Fund Balance	General Fund	500,000	500,000	450,000	450,000	400,000	400,000
	Food Services	250,000	233,676	200,000	200,000	150,000	150,000
	Adult Education		50,000	50,000	-	-	-
		750,000	783,676	700,000	650,000	550,000	550,000
Property Taxes	General Education	81,456,771	87,519,844	95,682,127	102,141,128	107,616,557	113,700,289
	Adult Education	1,297,914	1,699,077	-	-	-	-
	Food Services	33,236	-	-	-	-	-
	<i>Total Property Tax</i>	82,787,921	89,218,921	95,682,127	102,141,128	107,616,557	113,700,289
Total Revenue		\$ 107,148,589	\$ 111,797,612	\$ 115,902,517	\$ 120,593,352	\$ 124,780,849	\$ 129,907,823
Tax Rate		10.61	\$ 11.29	\$ 12.07	\$ 12.83	\$ 13.47	\$ 14.18
Tax Rate Increase		0.28	\$ 0.68	\$ 0.77	\$ 0.77	\$ 0.64	\$ 0.71
%		2.7%	6.4%	6.8%	6.3%	5.0%	5.3%

Portland Public Schools
Multi-year Budget Estimate
General, Adult Ed, and Food Services Funds
Revenue and Other Funding Sources
April 12, 2018

	School Board Recommended					
	FY18 Final	FY2019	FY2020	FY2021	FY2022	FY2023
Valuation	7,800,000,000	7,900,000,000	7,930,000,000	7,960,000,000	7,990,000,000	8,020,000,000
<i>* Debt Service reimbursements include estimated Hall ES starting in FY2019</i>						
BFOF Debt Service			972,000	1,922,400	2,851,200	3,758,400
BFOF Tax Rate			0.12	0.24	0.36	0.47
Other Tax Rate Increase			0.65	0.52	0.28	0.24
			6.1%	4.6%	2.3%	1.9%
	FY18 Supt Recommended	FY2019*	FY2020	FY2021	FY2022	FY2022
Single Family Home Valuation	240,000	240,000	240,000	240,000	240,000	240,000
Tax Increase	67.20	164.05	185.35	183.83	152.91	169.97
BFOF Tax Increase			29.42	57.96	85.64	112.47

Portland Public Schools
Multi-year Budget Estimate
General, Adult Ed, and Food Services Funds
Expenditures
April 12, 2018

		School Board Recommended					
		FY18 Final	FY2019	FY2020	FY2021	FY2022	FY2023
Wages	Regular	\$ 62,036,494	\$ 63,471,075	\$ 65,057,852	\$ 66,684,298	\$ 68,684,827	\$ 70,745,372
	Temp/Sub/Tutor/OT	1,912,454	2,099,181	2,130,669	2,162,629	\$ 2,227,508	\$ 2,294,333
	Add pay/Stipends/Sick payout	2,283,389	2,628,043	2,667,464	2,707,476	\$ 2,788,700	\$ 2,872,361
	<i>Total Wages</i>	66,232,337	68,198,299	69,855,984	71,554,403	73,701,035	75,912,066
Benefits	Health	12,703,873	14,633,815	15,658,182	16,754,255	17,927,053	19,181,946
	Pension--Teacher	1,903,339	2,158,094	2,222,837	2,289,522	2,358,208	2,428,954
	Pension--all other	1,318,181	1,205,989	1,242,169	1,279,434	1,317,817	1,357,351
	Workers Comp	711,200	695,670	751,324	811,429	-	-
	Medicare	922,062	955,387	979,272	1,003,753	1,028,847	1,054,568
	All other	689,069	524,472	534,961	545,661	556,574	567,705
	<i>Total Benefits</i>	18,247,724	20,173,427	21,388,744	22,684,054	23,188,498	24,590,525
Contract Services	Professional & Technical Svcs	1,537,192	1,504,851	1,549,997	1,596,496	1,644,391	1,693,723
	Employee Training/Dev	472,645	457,553	471,280	485,418	499,981	514,980
	SPED Contracted Svcs	231,242	288,400	297,052	305,964	315,142	324,597
	Student Transportation	361,269	230,211	237,117	244,231	251,558	259,105
	Student Transportation--Homeless	68,000	50,000	51,500	53,045	54,636	56,275
	SPED Student Transportation	90,000	50,000	51,500	53,045	54,636	56,275
	SPED Tuition	686,613	686,613	707,211	728,428	750,281	772,789
	Other Tuition	-	90,832	93,557	96,364	99,255	102,232
	Legal Services	140,000	140,000	144,200	148,526	152,982	157,571
	Utilities	2,304,338	2,261,340	2,329,180	2,399,056	2,471,027	2,545,158
	Repair & Maintenance	2,830,810	2,639,135	2,718,309	2,799,858	2,883,854	2,970,370
	Rentals & Leases	374,644	384,334	395,864	407,740	419,972	432,571
	Liability Insurance	358,250	428,281	441,129	454,363	467,994	482,034
	Other Services	666,302	635,955	655,034	674,685	694,925	715,773
	<i>Total Contractual Services</i>	10,121,305	9,847,505	10,142,930	10,447,218	10,760,635	11,083,454

Portland Public Schools
Multi-year Budget Estimate
General, Adult Ed, and Food Services Funds
Expenditures
April 12, 2018

		School Board Recommended					
		FY18 Final	FY2019	FY2020	FY2021	FY2022	FY2023
Supplies	Education Supplies	1,009,006	1,028,683	1,049,257	1,070,242	1,091,647	1,113,480
	Tech Related Supplies	139,946	151,996	155,036	158,137	161,299	164,525
	General Supplies	391,146	622,607	628,833	635,121	641,473	647,887
	Custodial Supplies	236,767	236,000	238,360	240,744	243,151	245,583
	Software Licenses	616,280	641,111	666,755	693,426	721,163	750,009
	Gasoline	140,681	90,421	91,325	92,238	93,161	94,092
	Food/Non-food supplies	1,613,599	1,653,190	1,686,254	1,719,979	1,754,378	1,789,466
Total Supplies		4,147,425	4,424,008	4,515,820	4,609,886	4,706,272	4,805,042
Other Costs	Field Trip Transportation	322,571	335,779	340,816	345,928	351,117	356,384
	Miscellaneous	400,447	438,557	390,000	390,000	390,000	390,000
	Capital	225,223	184,119	250,000	250,000	250,000	250,000
	Total Other Costs	948,241	958,455	980,816	985,928	991,117	996,384
Debt Service*	Bond DS	6,012,572	7,963,333	8,780,690	9,874,330	11,038,294	12,120,352
	Loans/Leases	38,985	232,585	237,533	237,533	245,000	250,000
	Total Debt Svc	6,051,557	8,195,918	9,018,223	10,111,863	11,283,294	12,370,352
Total Expenditures		\$ 105,748,589	\$ 111,797,612	\$ 115,902,517	\$ 120,393,352	\$ 124,630,849	\$ 129,757,823
Variance	Increase	\$ 6,049,023	\$ 4,104,905	\$ 4,490,835	\$ 4,237,498	\$ 5,126,973	
	% Increase	5.7%	3.7%	3.9%	3.5%	4.1%	
	Hall Debt	2,129,438	-	-	-	-	
	BFOF Debt	-	972,000	950,400	928,800	907,200	
		2,129,438	972,000	950,400	928,800	907,200	
Increase less New Debt		3,919,586	3,132,905	3,540,435	3,308,698	4,219,773	
% Increase		3.71%	2.80%	3.05%	2.75%	3.39%	

**CITY OF PORTLAND
M E M O R A N D U M**

TO: Chair Mavodones and Members of the Finance Committee

CC: City Manager

FROM: Danielle P. West-Chuhta, Corporation Counsel
Brendan T. O'Connell, Finance Director

DATE: May 1, 2018

RE: **School and City Budget Approval Process**

This memo is written in response to several questions that Councilor Anton recently posed regarding approval of the school and city budgets. The following is a summary of my responses to each of his questions:

I. What is Required for School Budget Approval and the Budget Validation Referendum Process Under State law and the City Charter?

First, under state law, the City is *required* to approve the school budget and hold a budget validation referendum ("BVR"). 20-A M.R.S. § 1486(3). The BVR "must be held once before the 30th calendar day" following the City Council vote on the school budget. 20-A M.R.S. § 1486(2).

It is also important to note that the state law makes it clear that the BVR can only occur "following the *development and approval* of the school budget" at a City Council meeting. *Id.* at § 1486(1) and (2) (emphasis added). In fact, the state law further specifies that the BVR "is for the purpose of approving or rejecting the total budget approved" at the aforementioned City Council meeting. *Id.* at § 1486(2) (emphasis added).

Finally, pursuant to the city charter, the City Council is required "in its appropriation resolve for the ensuing year" to "appropriate one gross amount for the support of the public schools." City Charter, Article III, § 5.

II. Can the City Council Reduce the Amount Requested by the Board of Public Education?

Yes. The City Council may reduce the total amount requested for the school budget by the Board. See City Charter, Article III, § 5, and Article VII, § 7. The city charter states that the gross amount "shall not be less than the sum requested by the

school board except by a vote of at least six (6) members of the City Council.” Id. at Article III, § 5.

III. What Happens if the City Council Fails to Approve the School and/or City Budgets?

First, if the City Council were not approve the school budget prior to July 1st of this year, state law makes it clear that the budget could not be sent to voters and “the latest budget approved” by the Council and the voters (at the most recent BVR) “is automatically considered the budget for operational expenses for the ensuing year until a final budget is approved, except that, when the” School Board “delays the budget meeting, the operating budget must be approved within 30 days of the date the commissioner notifies” the School Board “of the amount allocated to the school . . . or the latest budget submitted by the” the School Board “becomes the operating budget for the next school year until a budget is approved” by the City Council and validated at a BVR. 20-A M.R.S. § 1487.¹ “[T]he municipal assessor or assessors may commit the property taxes on the basis of the latest budget approved” by the City Council and the voters. Id.

Next, with regard to the City budget, the charter makes it clear that if the City Council fails to adopt the annual appropriation resolve before the end of the current fiscal year, it “may make appropriation for current departmental expenses, chargeable to the appropriation for the year, when passed to an amount sufficient to cover the necessary expenses of the various departments until the annual appropriation resolve is in force.” City Charter, Article VII, § 7.

¹ Please note that if the voters (at the BVR) fail to approve (the City Council approved) school budget it will be necessary for the Council to hold another hearing and submit the school budget again to the voters. See 20-A M.R.S.A. § 1486(4).

Portland Public Schools
Multi-year Budget Estimate
General, Adult Ed, and Food Services Funds
Revenue and Other Funding Sources
April 12, 2018

		School Board Recommended				
	FY18 Final	FY2019	FY2020	FY2021	FY2022	FY2023
Local Revenue (non-tax)						
General	\$ 2,614,857	\$ 424,376	432,864	441,521	450,351	459,358
Adult Ed	190,000	195,000	205,000	205,000	215,000	215,000
Food Services	426,006	410,225	414,327	418,471	422,655	426,882
Total Local Revenue	3,230,863	1,029,601	1,052,191	1,064,991	1,088,006	1,101,240
State Revenue						
EPS	14,113,683	12,677,092	10,357,893	8,609,305	7,359,305	6,359,305
Debt Service Reimb	2,086,134	3,662,244	3,542,914	3,435,554	3,346,884	3,277,346
Other	370,350	364,530	371,821	379,257	386,842	394,579
Adult Ed	431,864	449,040	467,002	485,682	505,109	525,313
Food Services	33,848	40,000	34,000	34,000	34,000	28,000
Total State Revenue	17,035,879	17,192,906	14,773,629	12,943,798	11,632,140	10,584,544
Federal Revenue						
General	540,000	690,000	740,000	765,000	790,000	790,000
Food Services	2,803,926	2,882,508	2,954,571	3,028,435	3,104,146	3,181,749
Total Federal Revenue	3,343,926	3,572,508	3,694,571	3,793,435	3,894,146	3,971,749
Total Non-tax Revenue	\$ 23,610,668	\$ 21,795,015	\$ 19,520,391	\$ 17,802,224	\$ 16,614,293	\$ 15,657,533
Use of Fund Balance						
General Fund	500,000	500,000	450,000	450,000	400,000	400,000
Food Services	250,000	233,676	200,000	200,000	150,000	150,000
Adult Education	750,000	50,000	50,000	-	-	-
		783,676	700,000	650,000	550,000	550,000
General Education	81,456,771	87,519,844	95,682,127	102,141,128	107,616,557	113,700,289
Adult Education	1,297,914	1,699,077	-	-	-	-
Food Services	33,236	-	-	-	-	-
Total Property Tax	82,787,921	89,218,921	95,682,127	102,141,128	107,616,557	113,700,289
Total Revenue	\$ 107,148,589	\$ 111,797,612	\$ 115,902,517	\$ 120,593,352	\$ 124,780,849	\$ 129,907,823
Tax Rate	10.61 \$	11.29 \$	12.07 \$	12.83 \$	13.47 \$	14.18
Tax Rate Increase	0.28 \$	0.68 \$	0.77 \$	0.77 \$	0.64 \$	0.71
%	2.7%	6.4%	6.8%	6.3%	5.0%	5.3%

Portland Public Schools

Multi-year Budget Estimate

General, Adult Ed, and Food Services Funds

Revenue and Other Funding Sources

April 12, 2018

	FY18 Final	FY2019	FY2020	FY2021	FY2022	FY2023
School Board Recommended						
Valuation	7,800,000,000	7,900,000,000	7,930,000,000	7,960,000,000	7,990,000,000	8,020,000,000
<i>* Debt Service reimbursements include estimated Hall ES starting in FY2015</i>						
BFOF Debt Service			972,000	1,922,400	2,851,200	3,758,400
BFOF Tax Rate			0.12	0.24	0.36	0.47
Other Tax Rate Increase			0.65	0.52	0.28	0.24
			6.1%	4.6%	2.3%	1.9%
FY18 Supt Recommended		FY2019*	FY2020	FY2021	FY2022	FY2022

* Debt Service reimbursements include estimated Hall ES starting in FY2019

BFOF Debt Service

BFOF Tax Rate

Other Tax Rate Increase

	FY18 Supt	FY2019*	FY2020	FY2021	FY2022	FY2022
	Recommended					
Single Family Home Valuation	240,000	240,000	240,000	240,000	240,000	240,000
Tax Increase	67.20	164.05	185.35	183.83	152.91	169.97
BFOF Tax Increase			29.42	57.96	85.64	112.47

**Portland Public Schools
Multi-year Budget Estimate
General, Adult Ed, and Food
Expenditures
April 12, 2018**

	School Board Recommended											
	FY18 Final	FY2019	FY2020	FY2021	FY2022	FY2023						
Wages												
Regular	\$	62,036,494	\$	63,471,075	\$	65,057,852	\$	66,684,298	\$	68,684,827	\$	70,745,372
Temp/Sub/Tutor/OT		1,912,454		2,099,181		2,130,669		2,162,629		2,227,508		2,294,333
Add pay/Stipends/Sick payout		2,283,389		2,628,043		2,667,464		2,707,476		2,788,700		2,872,361
Total Wages		66,232,337		68,198,299		69,855,984		71,554,403		73,701,035		75,912,066
Benefits												
Health		12,703,873		14,633,815		15,658,182		16,754,255		17,927,053		19,181,946
Pension--Teacher		1,903,339		2,158,094		2,222,837		2,289,522		2,358,208		2,428,954
Pension--all other		1,318,181		1,205,989		1,242,169		1,279,434		1,317,817		1,357,351
Workers Comp		711,200		695,670		751,324		811,429		-		-
Medicare		922,062		955,387		979,272		1,003,753		1,028,847		1,054,568
All other		689,069		524,472		534,961		545,661		556,574		567,705
Total Benefits		18,247,724		20,173,427		21,388,744		22,684,054		23,188,498		24,590,525
Contract Services												
Professional & Technical Svcs		1,537,192		1,504,851		1,549,997		1,596,496		1,644,391		1,693,723
Employee Training/Dev		472,645		457,553		471,280		485,418		499,981		514,980
SPED Contracted Svcs		231,242		288,400		297,052		305,964		315,142		324,597
Student Transportation		361,269		230,211		237,117		244,231		251,558		259,105
Student Transportation--Homeless		68,000		50,000		51,500		53,045		54,636		56,275
SPED Student Transportation		90,000		50,000		51,500		53,045		54,636		56,275
SPED Tuition		686,613		686,613		707,211		728,428		750,281		772,789
Other Tuition		-		90,832		93,557		96,364		99,255		102,232
Legal Services		140,000		140,000		144,200		148,536		152,982		157,571
Utilities		2,304,338		2,261,340		2,329,180		2,399,056		2,471,027		2,545,158
Repair & Maintenance		2,830,810		2,639,135		2,718,309		2,799,858		2,883,854		2,970,370
Rentals & Leases		374,644		384,334		395,864		407,740		419,972		432,571
Liability Insurance		358,250		428,281		441,129		454,363		467,994		482,034
Other Services		666,302		635,955		655,034		674,685		694,925		715,773
Total Contractual Services		10,121,305		9,847,505		10,142,930		10,447,218		10,760,635		11,083,454

Portland Public Schools
Multi-year Budget Estimate
General, Adult Ed, and Food Services Funds
Expenditures
April 12, 2018

	FY18 Final	School Board Recommended	FY2019	FY2020	FY2021	FY2022	FY2023
Supplies							
Education Supplies	1,009,006	1,028,683	1,049,257	1,070,242	1,091,647	1,113,480	
Tech Related Supplies	139,946	151,996	155,036	158,137	161,299	164,525	
General Supplies	391,146	622,607	628,833	635,121	641,473	647,887	
Custodial Supplies	236,767	236,000	238,360	240,744	243,151	245,583	
Software Licenses	616,280	641,111	666,755	693,426	721,163	750,009	
Gasoline	140,681	90,421	91,325	92,238	93,161	94,092	
Food/Non-food supplies	1,613,599	1,653,190	1,686,254	1,719,979	1,754,378	1,789,466	
Total Supplies	4,147,425	4,424,008	4,515,820	4,609,886	4,706,272	4,805,042	
Other Costs							
Field Trip Transportation	322,571	335,779	340,816	345,928	351,117	356,384	
Miscellaneous	400,447	438,557	390,000	390,000	390,000	390,000	
Capital	225,223	184,119	250,000	250,000	250,000	250,000	
Total Other Costs	948,241	958,455	980,816	985,928	991,117	996,384	
Debt Service*							
Bond DS	6,012,572	7,963,333	8,780,690	9,874,330	11,038,294	12,120,352	
Loans/Leases	38,985	232,585	237,533	237,533	245,000	250,000	
Total Debt Svc	6,051,557	8,195,918	9,018,223	10,111,863	11,283,294	12,370,352	
Total Expenditures	\$ 105,748,589	\$ 111,797,612	\$ 115,902,517	\$ 120,393,352	\$ 124,630,849	\$ 129,757,823	
Variance							
Increase	\$	\$ 6,049,023	\$ 4,104,905	\$ 4,490,835	\$ 4,237,498	\$ 5,126,973	
% Increase		5.7%	3.7%	3.9%	3.5%	4.1%	
Hall Debt		2,129,438	-	-	-	-	
BFOF Debt		-	972,000	950,400	928,800	907,200	
		2,129,438	972,000	950,400	928,800	907,200	
Increase less New Debt		3,919,586	3,132,905	3,540,435	3,308,698	4,219,773	
% Increase		3.71%	2.80%	3.05%	2.75%	3.39%	



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). Secondly, 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	FY19 PROPOSED CM
	<i>Includes DRPR</i>			

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
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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 & Evaluation	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 Clerk 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	
			1 transferred from Housing and Support Services (combined	
Human Services Counselor	1.0	2.0	programs) and 1 reclassified from project to permanent	
Finance Eligibilty Specialist	7.0	7.0	5 Reclassified from project to permanent	
			New positions approved in FY18, both reclassified from project	
Shelter Security Guard	-	2.0	to permanent	
Senlor Admin Officer	1.0	1.0	Reclassified from project to permanent	
Admin Assistant	1.0	1.0	No change	
Total	12.0	15.0		

Total		2.0			
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	
			New positions approved in FY18, all reclassified from project to	
Shelter Security Guard	-	4.0	permanent	
Facilities Manager	1.0	-	Transferred to Administration	
Maintenance Worker III	1.0	1.0	No change	
			1 Transferred from Administration and 1 reclassified from	
Maintenance Worker I	1.0	2.0	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	
Maintenance 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 Social 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 quarter. 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. REPORTING.

- 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. DEFAULT.

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:

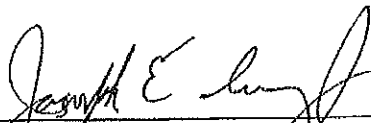
The SubGrantee will obtain and maintain, at all times during the term of this Agreement, public liability insurance in an amount of at least Four Hundred Thousand Dollars (\$400,000.00) single limit liability protecting the SubGrantee and the City from any and all claims for personal or bodily injury, 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

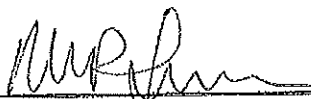


Witness



Joseph E. Gray, Jr., City Manager *QRB*
PREBLE STREET (SUBGRANTEE)

Witness



Mark Swann, Executive Director

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

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	ADPL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	1	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR	PHPK268688	11/19/2007	11/19/2008	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000				
		MED EXP (Any one person) \$ 10,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
		GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC			GENERAL AGGREGATE \$ 2,000,000	
		AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	PHPK268688	11/19/2007	11/19/2008	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000
		GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ 1,000,000 OTHER THAN EA ACC \$ 1,000,000 AUTO ONLY: AGG \$ 1,000,000
A	1	EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE	PHUB097347	11/19/2007	11/19/2008	EACH OCCURRENCE \$ 1,000,000
		AGGREGATE \$ 1,000,000				
		DEDUCTIBLE \$ 0				
		☒ RETENTION \$ 10,000			LIMIT \$ 350,000	
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	E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 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

[Signature]

FY19 PROPOSED 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 PROPOSED BUDGET							
HEALTH AND HUMAN SERVICES							
SUMMARY							
<i>HHS Administration</i>							
Revenues			10,560		10,560		
Expenditures			401,930		419,772		
Net City Cost			391,370		409,212		

FY19 PROPOSED BUDGET						
HEALTH AND HUMAN SERVICES						
SUMMARY						
<i>Office of Elder Affairs</i>						
Revenues			207,740		251,258	
Expenditures			242,831		253,031	
Net City Cost			35,091		1,773	

FY19 PROPOSED BUDGET					
HEALTH AND HUMAN SERVICES					
SUMMARY					
SOCIAL SERVICES		FY18 Budget		FY19 Proposed CM	Variance
<i>All Divisions</i>					
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
<i>Moved to Administration/General Assistance</i>					
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

FY19 PROPOSED BUDGET					
HEALTH AND HUMAN SERVICES					
SUMMARY					
		FY18 Budget		FY19 Proposed CM	Variance
BARRON CENTER					
<i>All Divisions</i>					
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 PROPOSED BUDGET					
HEALTH AND HUMAN SERVICES					
SUMMARY					
PUBLIC HEALTH		FY18 Budget		FY19 Proposed CM	Variance
<i>All Divisions</i>					
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



Permitting and Inspections Department
Michael A. Russell, MS, Director

Permitting & Inspections Department FY19 Budget

Finance Committee Budget Review

Total Expenditure Request:

FY19 Expenditure Request	\$ 1,759,712
FY18 Expenditure Request	\$ 1,644,152
\$ Change	\$ 115,560
% Change	7.03%
Payroll*	4.52%
Other Expenses	2.51%

Total Revenue Request:

FY19 Revenue Request	\$ 4,440,336
FY18 Revenue Request	\$ 4,365,465
\$ Change	\$ 74,901
% Change	1.7%

Total Budget - Net:

FY19 Net	\$ 2,680,624
FY18 Net	\$ 2,721,313
\$ Change	(\$ 40,689)
% Change	(1.49%)

Significant expenditure factors:

- Salary increases, 2% COLA's and Step increases only, no FTE change (\$67,635)
- Addition of contractual temp services for Microfiche conversion project, not included in salaries (\$19,000)
- Contracted short term rental monitoring service (\$29,995)
- *Note: Payroll is 89.3% of overall budget

Significant revenue factors:

- Increase in Business License application fees in FY19 (\$14,970)
- Implementation of delegated fire plan review from State Fire Marshal's office (\$10,000)
- Increase in Business License activity (\$49,181)

Questions from the April 25, 2018 Finance Committee and Answers

Q1. How is the \$4.4 million of permitting revenue broken down?
A1. \$2,605,000 = Permit Fees (Includes Building, Electric and Plumbing)
\$1,181,881 = Business License Fees
\$539,815 = Rental Registrations

Q2. How much have we received from Air BNB [STR]?
A2. We do not receive any revenue directly from AirBNB. There is currently no local option tax available to municipalities within Maine. If the question is referring to how much we collect related to the City's short term rental registration program, that revenue is approximately \$120k through May 2018.

Q3. How much revenue was collected per number of units per building?
A3. Our system does not track revenue by # of building units. However we can provide a breakdown of the population based on # of units.

# of Units	# Reg
1	398
2	72
3	18
4	3
5	2
Total	493

Q4. On Building Permits - how much extra revenue would we have generated if we had charged 1.6% instead of 1.5%?

A4.	FY17 = \$ 238,018.95
	FY18 = \$ 192,980.76 as of 4/26/18
	\$ 430,999.71

Q5. When was the last time these fees (Business Licensing) were raised?
A5. It varies by the license. Many licenses were last raised on July 5, 2015. Taxi licenses were last raised prior to 2003. Please see the Business Licenses worksheet for detail.

Q6. Can you provide examples of several recent large plan review projects and time it took for review etc?
A5. Yes - see the Plan Review Examples page for details

Q5 Licenses Worksheet

100 2504 322 00 00			
Last Increased	Licenses and Permits / Business Licenses	Fee	
	DBA REGISTER BUSINESS NAME (STATE SET FEE*):	10.00	
	*TITLE 30A SECTION 2652(1H) MAINE STATE STATUTE		
	Chapter 10 FIRE PERMITS ORD (10-18)		
7/5/2015	CUTTING & WELDING (PERM FACILITIES)	62.00	
7/5/2015	FLAMMABLE/COMBUST LIQ (EXCL MOTOR)	166.00	
7/5/2015	HAZARDOUS MATERIALS	62.00	
7/1/2016	TIER II HAZARDOUS MATERIALS	250.00	
7/5/2015	MOTOR FUEL DISPENSE/REFUELING	166.00	
7/5/2015	SPEC'L DISPENSE (EXCL FLAME LIQ)	166.00	
7/5/2015	REPAIR GARAGE/SVC STATIONS	166.00	
7/5/2015	WOODWORKING & LUMBER STORAGE PLANTS	104.00	
7/5/2015	SPRAYING OR DIPPING FLAMMABLE	166.00	
	* FY16 CO #245-14/15 (Except Tier II)		
	* Tier II only FY17 CO #253-15/16		
	Chapter 15 LICENSES & PERMITS (15-6)		
7/1/2010	NEW APPLICATION FEE	35.00	
7/1/2010	RENEWAL FEE APPLICATIONS	25.00	
Unknown	LICENSE APPEAL FEE	25.00	
	LATE FEES/BUSINESS LICENSES	% Varies	
7/1/2010	GAMES OF CHANCE	35.00	
	Chapter 15 LICENSES & PERMITS (15-12)		
	*FY18 FEE CHANGES: CO #111-17/18 AND 18-17/18		
	FEES FOR CITY LICENSES PURSUANT TO CITY CODE		
4/20/2016	BREWERY/WINERY/DISTILLERY(NEW FY17)	500.00	
	CO# 180-15/16		
	AMUSEMENT DEVICES:		
7/5/2015	ADULT AMUSEMENT DEVICES ESTABLISHMENT	931.00	
7/5/2015	PINBALL	146.00	
	MUSIC,DANCING,AND SPECIAL ENTERTAINMENT:		
7/5/2015	ENTERTAINMENT WITH DANCE	504.00	
7/5/2015	ENTERTAINMENT W/OUT DANCE	281.00	

Last Increased	Licenses and Permits / Business Licenses	Fee
7/5/2015	AFTER HOURS ENTERTAINMENT	567.00
7/5/2015	DANCE HALL/ CONCERT HALL	140.00
7/5/2015	CONCERT / DANCE (SINGLE)	36.00
7/5/2015	NUDE ACTIVITY	1,404.00
	FOOD SERVICE ESTABLISHMENT FSE (TEMPORARY):	
7/5/2015	FSE TEMP FOOD SERVICE PERMIT	89.00
	MOBILE FSE:	
7/5/2015	PUSHCART	307.00
7/5/2015	FOOD TRUCK	520.00
7/5/2015	PUSHCART-COOLER STORAGE	36.00
7/5/2015	NIGHT VENDOR	208.00
7/5/2015	TRANSIENT SALES	104.00
	FOOD SERVICE ESTABLISHMENT FSE (ANNUAL):	
7/5/2015	FSE W/OUT PREP	172.00
7/5/2015	FSE W/PREP	437.00
7/5/2015	BEER/WINE TAKEOUT	395.00
	LIQUOR LICENSES:	
7/5/2015	CLASS A LOUNGE	2,642.00
7/5/2015	CLASS I/QUALIFIED CATERING FSE	1,784.00
7/5/2015	CLASS I-A FSE INN 41+	2,132.00
7/5/2015	CLASS II FSE (SPIRITS)	582.00
7/5/2015	CLASS III & IV (BEER&WINE)	863.00
7/5/2015	CLASS III FSE (WINE ONLY)	390.00
7/5/2015	CLASS IV FSE (BEER)	785.00
7/5/2015	CLASS IV/V NON-PROFIT	702.00
7/5/2015	CLASS XI REST / LOUNGE	2,215.00
7/5/2015	LIQUOR CATERING PERMIT OFF PREMISES	31.00
7/5/2015	FSE AUDITORIUM	556.00
7/5/2015	FSE CIVIC AUDITORIUM	1,763.00
1/1/2014	*FARMER'S MARKET: 1 * \$4,100	100/vendor

Last Increased	Licenses and Permits / Business Licenses	Fee
	*CO# 159-12/13	
11/20/2017	FARMER'S MARKET ON PRIVATE PROPERTY	25/VENDOR
	* CO# 111-17/18	
7/5/2015	OPERATION OF RENDERING FACILITIES	250.00
	MASSAGE LICENSES:	
7/5/2015	MASSAGE ESTABLISHMENT	68.00
7/5/2015	MASSAGE ESTAB / THERAPST	52.00
7/5/2015	MASSAGE THERAPIST	36.00
7/5/2015	SECOND HAND DEALER	146.00
7/5/2015	FLEA MARKET SELLER	21.00
7/5/2015	FLEA MARKET OPERATOR	234.00
7/5/2015	TOWING COMPANY LICENSE	265.00
7/5/2015	JUNK COLLECTOR	25.00
	FEES FOR CITY LICENSES PURSUANT TO STATE LAW	
7/5/2015	POOL TABLES (NON-MECHANICAL)	31.00
7/5/2015	BOWLING ALLEY	88.00
7/5/2015	CIRCUS PER DAY NON-PROFIT	26.00
	MOVIE THEATRES:	
7/5/2015	THEATRE LESS THAN 999	281.00
7/5/2015	SKATING (ROLLER RINK)	156.00
	* FY16 CO #246-14/15	
	G) ORD SEC 25-27 (A1) &(A5) STREETS & SIDEWALKS:	
7/5/2015	1) SIDEWALK PERMIT: 6 * \$88	88.00
7/5/2015	2) STREET GOODS VENDOR: 664* \$36	36.00
	* FY16 CO #247-14/15	
	H) ORD CHAPTER 28 ART. VII SEC.28-273 (A)&(B)	
7/5/2015	1) VALET PARKING: 4 * \$260	260.00
	* FY16 CO #248-14/15	
	CHAPTER 15 (15-12)	
12/16/2015	LICENSING OF BOOTING MOTOR VEHICLES: 3 * \$100	100.00
	* FY16 ORDER #109-15/16	

Last Increased	Licenses and Permits / Business Licenses	Fee
	TAXI, LIVERY & TOUR APPLIC FEES(ORD 15-6):	
Prior to FY'03	TAXI DRIVER LICENSE FEES (CHPT 15-12 FEE):	75.00
Prior to FY'03	TAXI BUSINESS LICENCES (CHPT 15-12 FEE):	300.00
	TOUR COMPANIES (CHPT 15-12 FEE):	
4/20/2016	COMPANIES: 1 * \$300	300.00
4/20/2016	ADD'L TOUR VEHICLES: 12 * \$30	30.00
4/20/2016	TOUR DRIVERS (CHPT 15-12 FEE)	30.00
	CO# 181-15/16	
Unknown - b/w FY03 and 04	LIVERY COMPANIES (CHPT 15-12 FEE):	
Unknown - b/w FY03 and 04	COMPANIES	300.00
Unknown - b/w FY03 and 04	DRIVERS (CHPT 15-12 FEE)	20.00
	BICYCLE CABS (CHPT 15-12 FEE):	
7/5/2015	COMPANIES	100.00
7/5/2015	DRIVERS (CHPT 15-12 FEE)	20.00
	HORSE DRAWN CABS	
7/5/2015	COMPANIES	200.00
7/5/2015	DRIVERS	20.00
2/27/2008	K) OUTDOOR DINING COMBINED WITH BUSINESS LICENSE	\$80 + \$2.00/s.f. Streets,
	MOVED FROM 100-2502-326-0300 DURING FY'18	\$80 + \$6.00/s.f. Parks
	(CHPT 25-27 FEE)	
	CO# 93-07/08	

Q6 Plan Review Example

Permit #	Address	Project Description	Date Paid	Date Approved	Days Information Missing	Days In Review
201800088	252 Commercial St	Well Fargo - interior demo and renovation	01/24/18	02/13/18	6	9
201701620	Hancock St	Wex - piles, foundation and steel	10/17/17	10/27/17	2	7
201701518	50 India St	cPort Credit Union - new 4 story mixed use structure	10/12/17	12/05/17	16	23
201701868	22 Free St	Tenant fit up for Jibe Spin Studio	11/28/17	01/09/18	16	15
201800286	0 Free St/45 Spring St	Parking garage alterations	03/05/18	04/04/18	1	22
201800176	22 Bramhall St	Renovations to MRI unit (MMC)	02/13/18	02/27/18	2	9
201702002	2211 Congress St	Interior renovations - UNUM	01/13/18	02/02/18	2	13

*10/12/17 - Date of site plan approval

**Portland Police Department
FY19 Budget Request Highlights**

Total Expenditure Request

FY19 Expenditure Request	\$ 16,860,613
FY18 Expenditure Budget	\$ 16,488,309
\$ Change	\$ 372,304
% Change:	2.26%
Payroll	2.28%
Other Expenses	-0.02%

Payroll % of Budget:
94.5%

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)
		<u>\$ (320,079)</u>

Additional Payroll Changes

Budgetary 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



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:

<u>Total Salaries</u>	Budget	\$8,920,000
	Projected	\$8,172,000
	Difference	\$748,000 under budget

<u>Total O/T</u>	Budget	\$447,000
	Projected	\$649,000
	Difference	\$202,000 over budget
	Net	\$546,000 under budget

JetPort Payroll:

<u>Total Salaries</u>	Budget	\$336,000
	Projected	\$369,000
	Difference	\$33,000 over budget (mostly due to Officer retirement: term pay \$30,000)

<u>Total O/T</u>	Budget	\$200,000
	Projected	\$204,000
	Difference	\$4,000 over budget

Outside Jobs-Revenue:

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

10% Adm Fee

<u>Total Budget</u>	\$42,000
<u>Total Projected</u>	\$60,000
<u>Difference</u>	\$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	
		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-Ofc 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 \$30/hour if requested as part of Police Security Detail
	342-02-00	Charges for Services/Public Safety/Cruiser Use	87,000	
	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)		
		#2-4 250 @ \$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 @ Ofcs. O/T Rate-schools only	\$ 3,688	
		2 School Resources Officers:		
		75 % of Annual salary-billed to Portland & Deering High school	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 @ Ofcs 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 % funded)	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 Detectives
	398-40-00	Other Financing Resources/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/Miscellaneous	\$ 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	

Parks, Recreation & Facilities Mgmt'		4/23/2018	
FY19 Budget Highlights			
Total Expenditure Request			
	FY19 City Manager Rec	\$11,147,132	
	Fy 18 Expenditures	\$10,759,686	
	\$ Change	\$387,446	
	% Change:	3.50%	
	Payroll % of Budget	74%	
Total Revenue Budget			
	FY19 City Manager Rec	\$7,392,134	
	FY18 Budget	\$7,117,952	
	\$ Change	\$274,182	
	% Change	3.90%	
Total Budget-Net			
	FY19 City Manager Rec	\$3,754,998	
	FY18 Budget-Net	\$3,641,482	
	\$ Change	\$113,516	
	% Change	3.12%	*
*Combined Net with Buildings & Waterfront is - \$267,621 (-4.8%)			
Revenue Highlights			
	Event Permits-Incr from \$50 to \$75/Hr	\$17,500	
	Increased events at Ocean Gateway	\$48,500	
	Youth group grass field rental fee \$10.Hr	\$47,000	
	Before & After School Incr from \$79 ro \$90/Wk	\$100,000	
	Summer Camp incr from \$175 to \$200/Wk	\$12,000	
	Cemetery Fee Increase (8%)	\$40,000	
Personnel Changes			
	Add Deputy Director	\$99,169	
	Eliminate Recreation Director	-\$86,695	
	Change made during current Fiscal Year		
	Add Marketing & Com Coordinator	\$48,516	
	Eliminated 1 Rec Programmer I (individual has been performing marketing duties)	-\$29,191	
	Added Concession Coordinator	\$40,200	
	Cut in temporary staff, balance covered by revenue	-\$14,500	
	Currently 1 Fulltime Manager covers 7 days/Wk		

Expenditure Highlights			
Merrill	Expenses for maintenance transferred to Public Buildings		
Athletic	Pesticides no funding for additional resources	\$58,500	
Facilities	1 MWII (\$39k), Seasonal (\$12k), Turf Consult (\$10k)		
	Golf Course Decr. Audubon Certification (\$7.5k),	\$15,500	
	Decr Pest Monitoring (\$8k)		
Recreation	Added Fireworks funding	\$35,000	
	Working to integrate children with special needs into all programs		
	Increased temps for ASL interpreter	\$29,155	
Golf Course	GPS in golf carts/offset by \$1 increase in cart rental	\$24,300	
	Portland Nordic donated new snowmobile		
	For winter rec (4 months)		
	Added 2 new beehives and 50 landing/nesting boxes throughout the golf course		
	Riverside Grill -simplified Menu and Prep time-Budgeted at break even		
Custodial	Consolidated all expenses into one division to facilitate better management of resources. Offsetting cuts in Public Buildings Division		
Cemeteries	Add 1 Seasonal Temp for Inactive Cemeteries	\$15,000	
Forestry	Working with GIS to update tree mapping. Crews using iPads in the field. Tri-City Tree Trust		
Parks 33-34	Community Gardens transferred from Forestry (revenue offset)	\$20,000	
	Added rental of sidewalk plow	\$24,000	
	Forming new Parks Conservancy-MOU to come to City Council shortly		
	Working with Parks Commission and Landbank Commission to assess		
	Park Ordinance that is coming up on its 5th year		
	5th year for review and recommendation		

Recent History of Parks and Recreation.....It's been a bumpy ride

This department seems to follow the economic trends in our community. When the economy goes down we have traditionally split this department up. For those who have been here long enough, we have observed that this department is a barometer for how the economy is doing.

- | | |
|---------|---|
| 1981-82 | City separates Parks and Recreation (Rec to HHS; Parks to PW). This was a really bad budget year. I believe over 180 City employees were laid off |
| 1993 | Parks and Recreation is reunited |
| 2001 | City convenes first Athletic Facilities Task Force to create 10 year capital plan for fields. This process informs CIP Athletic Facility requests for the next ten years. Committee is made up of field users, City Councilor, City and School staff. |
| 2001 | City created Green Spaces, Blue Edges....An Open Space and Recreation Plan |
| 2006 | City hires Leisure Vision to conduct a Community Needs Assessment. Folks wanted smaller pocket parks, trails and more trees. |
| 2007 | City separates Parks and Recreation (Rec to Facilities Dept to join Pubic Assembly, Public Buildings and Waterfront; Parks, Golf, Playgrounds to PWD). |
| 2010 | Playgrounds and Irrigation systems moved to Recreation Division |
| 2011 | City convenes 2nd Athletic Facilities Task Force to create 10 year capital plan for fields. This process informs CIP Athletic Facility requests for the next ten years. Committee is made up of field users, City Councilor, City and School staff. |
| 2012 | City hires National Golf Foundation to assess golf course |
| 2013 | Golf Course is moved to the Recreation Division |
| 2015 | City works with Trust for Public Lands and creates Portland Open Space Vision and Implementation Plan |
| 2016 | Parks and Recreation are reunited along with Public Assembly, Public Buildings and Waterfront |
| 2019 | Proposal to separate Public Buildings and Waterfront Divisions (report to an Assistant City Manager) |

List of Groups the Parks, Recreation & Facilities Department Work with Annually

1	1,000 organizers requesting use of public space for various events/fundraisers
2	AARP- Aging in Place Initiative
3	Adapted Outdoor Education Center, Sugarloaf
4	American Red Cross
5	Area Pediatricians and Clinics (Maine Medical Pediatrics Partners and Intermed)
6	Area Physicians and Clinics (Intermed, others)
7	Area School Departments (Sanford, Falmouth, Cape Elizabeth, York, Biddeford, Saco, Morrison, Wells, Scarborough)
8	Area Social Service Agencies -case workers/social workers (Opportunity Alliance, Spurwink, Morrison, Woodfords, Affinity, CAFÉ, Pine Tree Society)
9	Area therapists (physical, occupational and speech) at hospitals, schools, and practices
10	Army Corp of Engineers
11	Back Bay Lacrosse
12	Back Cove Neighborhood Association
13	Barron Center
14	Bayside Neighborhood Association
15	Bicycle Coalition of Maine
16	Bike Ped City Advisory
17	Blue Wave Basketball
18	Boston Children's Hospital
19	Cape Elizabeth High School
20	Casco Bay High School
21	Casco Bay Sports
22	Casco Bay Youth Hockey Association
23	Cheverus High School
24	Creative Portland
25	Cultivating Community
26	Cumberland County Soil & Water Conservation District
27	Daughters of the Revolutionary War
28	Deering Center Neighborhood Association
29	Deering High School
30	East Bayside Neighborhood Association
31	East Deering Neighborhood Association
32	East End Kids Katering
33	Farmers Market
34	Friends of Evergreen Cemetery
35	Friends of Bramhall Square
36	Friends of Canco Woods
37	Friends of Casco Bay
38	Friends of Congress Square Park
39	Friends of Deering Oaks
40	Friends of Eastern Cemetery

41	Friends of Eastern Prom
42	Friends of Fort Gorges
43	Friends of Fort Sumner
44	Friends of Lincoln Park
45	Friends of Payson Park
46	Friends of Presumpscot River
47	Friends of the Kotzschmar Organ
48	Global Premier Soccer
49	Green Space Coalition
50	India Street Neighborhood Association
51	IRIS Network
52	King Middle School
53	Landbank Commission
54	Libbytown Neighborhood Association
55	Lincoln Middle School
56	Longfellow Garden Club
57	Lyman Moore Middle School
58	Maine Audobon
59	Maine Cemetery Association
60	Maine Conservation Corp
61	Maine Forest Service
62	Maine Hockey Development
63	Maine Island Trails Association
64	Maine Lightning
65	Maine Locker Project
66	Maine Mammoths
67	Maine Mayhem Women's Football
68	Maine Medical Center Social Work Department
69	Maine Red Claws
70	Maine Roller Derby
71	Maine Senior Games
72	Maine State Ballet
73	Maine State Golf Association
74	Maine Ultimate Frisbee
75	Maine Veterans Association
76	McGeachy Hall (MMC)
77	MOCA-Maine Old Cemetery Association
78	Most area high schools for baseball, basketball, football, graduations, track
79	Maine Principal's Association
80	MRPA- Maine Recreation and Parks Association
81	Munjoy Hill Neighborhood Association
82	Narrow Gauge Railroad
83	Nason's Corner Neighborhood Association

84	NE Cemetery Association
85	NEMBA-Mountain Bike
86	Next Level Athletics
87	North Deering Neighborhood Association
88	Numerous area high schools for proms
89	Oakdale Neighborhood Association
90	Opera Maine
91	Other Middle School Programs have rented hours from time to time
92	Other Schools have rented various hours when needed as well
93	Other universities/colleges that have students who are recreation therapy and special education majors
94	Park Commission
95	Parks Conservancy
96	Parkside Neighborhood Association
97	PAYSA- Portland Area Youth Soccer Association
98	Peaks Island Council
99	PGA New England Section
100	Pine Tree Society
101	Port Sports
102	Portland and South Portland Boys and Girls Club
103	Portland Area Youth Soccer Association
104	Portland Ballet
105	Portland Boxing Club
106	Portland Downtown
107	Portland High School
108	Portland Housing Authority
109	Portland Little League
110	Portland Middle School Hockey Association
111	Portland Nordic Ski Club
112	Portland Ovations
113	Portland Paddle
114	Portland Rowing
115	Portland Schools
116	Portland Sea Dogs
117	Portland Society of Architecture
118	Portland Symphony Orchestra
119	Portland Trails
120	Portland Ultimate Frisbee
121	Portland Youth Football League
122	Portland Youth Rugby
123	Portland Youth Ultimate Frisbee
124	Present West End Neighborhood Association
125	PYFL- Portland Youth Football

126	Riverside Golf Association
127	Riverton Community Association
128	Riverton Neighborhood Association
129	SailMaine
130	Seacoast United Soccer
131	Senior Ladies Golf Association
132	Senior Ladies Golf Outing
133	SMAA- Southern Maine Agency on Aging
134	Soccer Maine
135	South Portland Firefighters Union
136	South Portland High School
137	South Portland Parks and Recreation
138	Southern Maine Middle School Hockey Association
139	Southern Maine Raging Bulls Semi Pro Football
140	Southern Maine Seniors
141	Southern Maine Youth Hockey Association
142	Spirits Alive
143	St. John Valley Neighborhood Association
144	Take Action Portland
145	The Brew Bus rents with Pine Tree Curling Club for tours
146	The Foundation House (Men's Recovery House)
147	The Greater Portland Industrial Men's Hockey League
148	The Greater Portland Industrial Women's Hockey League
149	The Hockey Trust
150	The Old Boots Groups
151	The Pine Tree Curling Club
152	The Various Maine Morning Hockey Groups
153	University Neighborhood Association
154	University of Maine
155	University of New Hampshire
156	University of Southern Maine, Department of Recreation and Leisure Studies
157	US Kids Tour
158	USTA- United States Tennis Association
159	USTF- United States Track and Field
160	Various clinics and camps during the summer months
161	Various Private Birthday Party Rentals
162	Various recreation groups (Standish, Cape, Portland, King Middle School)
163	Velocity Soccer
164	Village Neighborhood Association
165	Visit Portland
166	WAKA Kickball
167	Western Prom Neighborhood Association
168	Winter Kids

169	Women's Riverside Golf Association
170	YES Basketball
171	YMCA

Local Organizations we host golf tournaments as fundraisers:

1	Bruno's Outing benefiting the Barbara Bush Foundation
2	City of Portland Employee Tournament - Run by RGC and benefits Mitchell Kessler Scholarship
3	Crusher Open - Riverside GC partnered with Maine Red Claws, benefits the Red Claws Foundation and RGC Junior Golf programs
4	Kevin Ryan Tournament - Benefits Scholarships for Portland Public School Athletes
5	Maine Irish Herriagtage Center benefiting Maine Irish Herriagtage Center
6	Maine Police Emerald Society's benefiting the Travis Mills Foundation
7	Portland High School Boosters Golf Outing benefiting PHS boosters
8	St. Peters - Fundraiser for St. Peters Church
9	Vinny D Golf Outing Benefiting Michael J Fox Foundation
10	Volger Tournament benefiting Ted Volger Scholarship for PHS Students
11	Winship Tournament - Benefits Maine Heart Association

The Parks, Recreation & Facilities Department warrants over 400 permits for use of public space annually

All Access Newsletter 19th Ed

[Campaign Preview](#)[HTML Source](#)[Plain-Text Email](#)[Details](#)[View the City of Portland's All Access Newsletter](#)[View this email in your browser](#)

Greetings!

Read on to hear about the exciting events we have taking place in our venues and public spaces this coming month.
Andy Downs, Director, Public Assembly Facilities





Portland Sea Dogs Celebrating 25 Years!

The 25th season of the Portland Sea Dogs kicked off earlier this month. Come celebrate at tonight's game with an appearance from former player Brandon Moss and former Sea Dogs manager, Carlos Tosca. April 18 was the date of Portland's first ever home game, back in 1994.

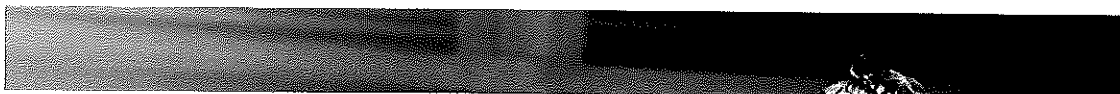


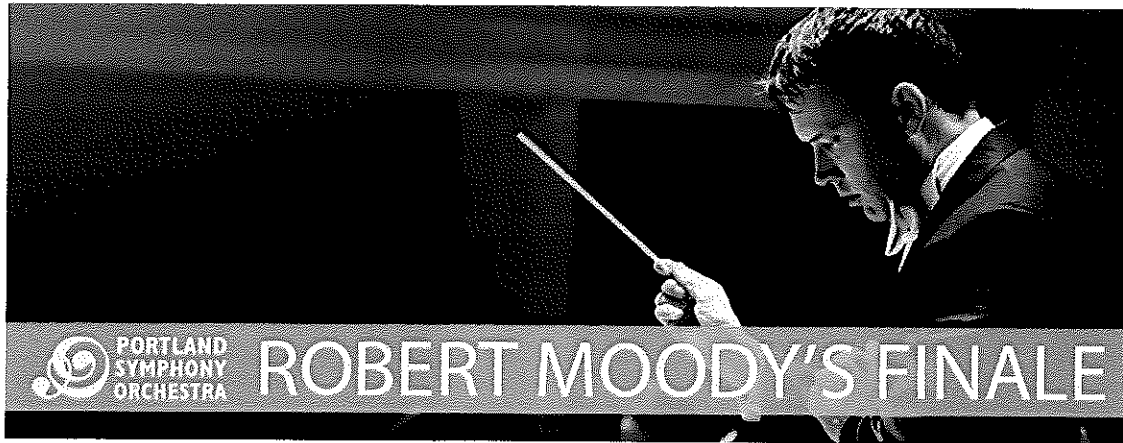
Sea Dogs Mother's Day 5K

Sunday, May 13th @ Hadlock Field

5K Start: 9:15am & Kid's Run Start: 8:30am

The Portland Sea Dogs, in conjunction with Intermed and the Maine Track Club, will be hosting the 18th Annual Mother's Day 5k Road Race. Proceeds from the race go towards Maine breast cancer patients and research.





Mahler: Symphony No. 2 "Resurrection"

Sunday, April 29th & Tuesday, May 1st @ Merrill Auditorium

See Robert Moody in his last performances with the PSO after ten years as Music Director. Robert is moving on to concentrate on his job as Music Director for the Memphis Symphony in Tennessee.



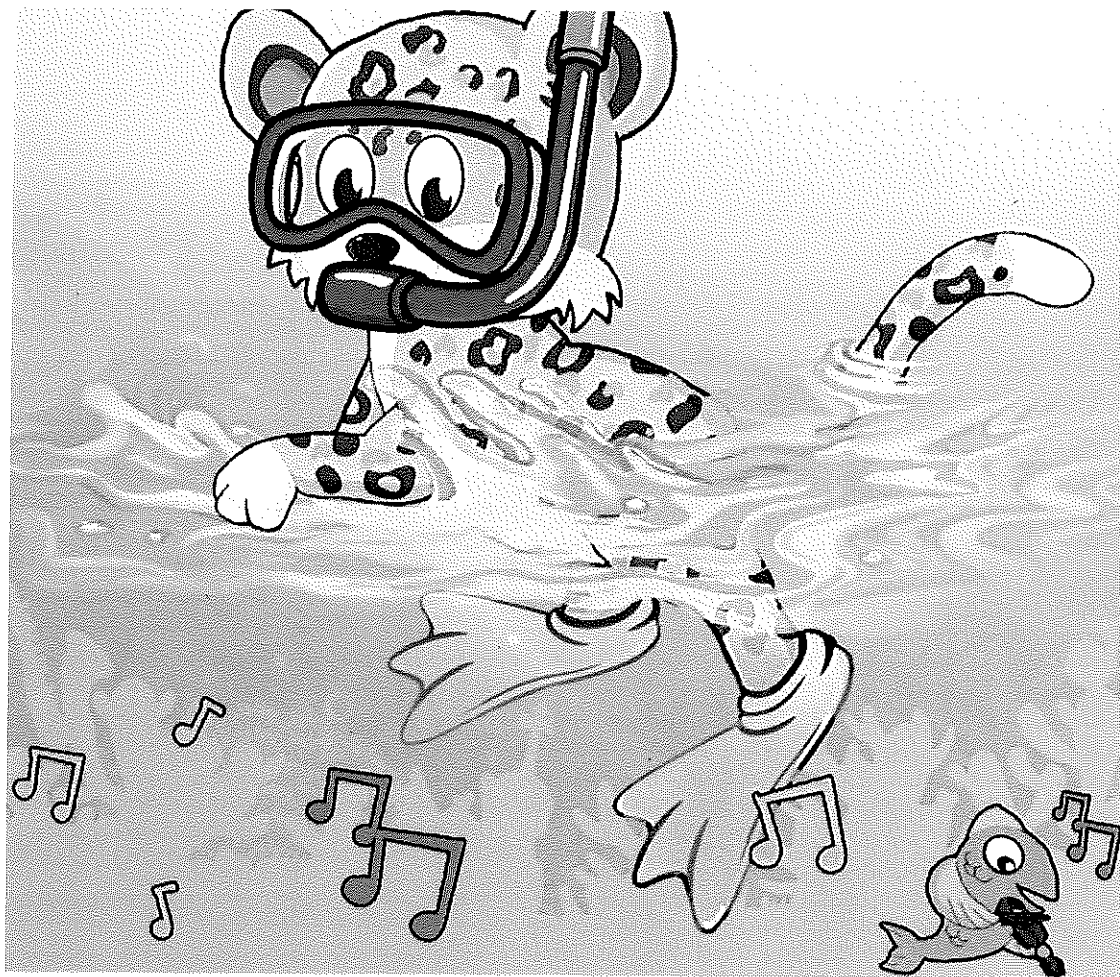
Friends of Payson Park

Spring Clean-Up & Care of Pollinator Garden

Saturday, April 21st, 10:00am-12:00pm @ Payson Park (parking lot next to Little League fields)

Volunteers, please join us for one of two opportunities --- either helping to pick up trash or helping to spread new mulch at Pollinator Garden (please bring work gloves and rake). Email FriendsOfPaysonPark@gmail.com to RSVP!





Discovery Concert: Leopold, Ocean Explorer

Sunday, May 20th, 2:30pm @ Merrill Auditorium

Join Leopold the Leopard & friends in this live-action concert to discover the wonderful world of Schubert's Symphony No. 3. This is a collaboration with Leopold and his creator, LA-based puppeteer Victor Yerrid, a renowned puppeteer and actor whose work in children's television includes "Sesame Street", "Sid The Science Kid", "Hannah Montana" and others. Discovery Concerts give the whole family a chance to enjoy the music of the PSO together. Concerts are an hour long, tickets are only \$10, and you get to experience a mind-expanding & educational journey with the full orchestra! Come early for games, an instrumental petting zoo, and lots more musical fun!

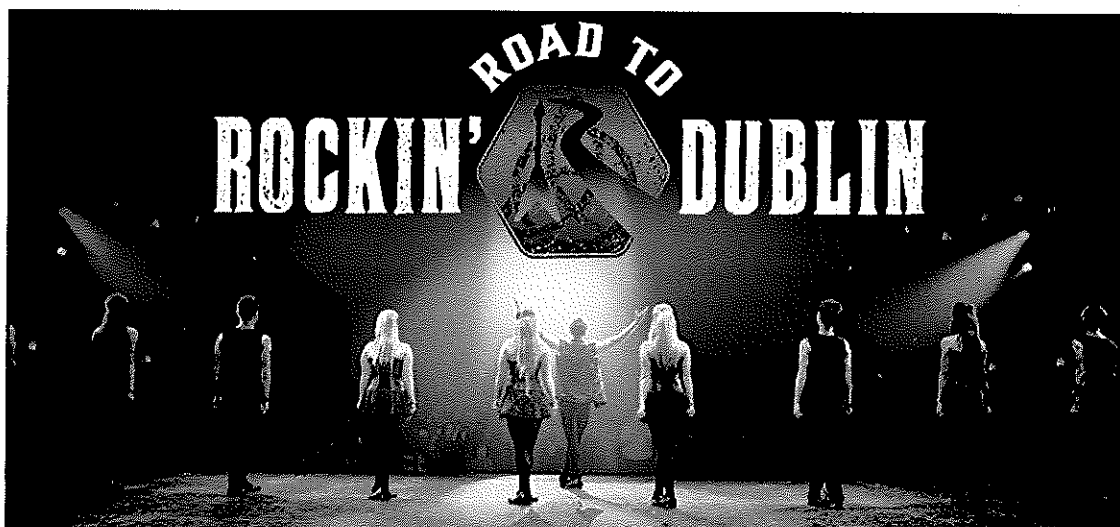




Portland Mom and Baby Expo

Saturday, May 5th, 10:00am-4:00pm @ The Portland Expo

This is a celebration of new moms, moms-to-be, babies and families in the Greater Portland Area. It is also a chance to learn about all the wonderful resources, services and products available to you to help have a healthy pregnancy, birth and new parenting experience. Tickets are \$5 per adult and can be bought at the door — babies & kids are free!



Thursday, May 10th, 7:30pm @ Merrill Auditorium

Rockin' Road to Dublin is the new sensation that combines the art of an Irish dance show with the power of a rock concert, all with the finish of a Broadway theatrical production. Starring World Champion Irish dancers Scott Doherty and Ashley Smith, Rockin' Road to Dublin is a must-see spectacle that *Irish Dancing Magazine* calls "World-Class."





Saturday, April 21st, 7:30pm & Sunday, April 22nd, 2:30pm
Merrill Auditorium

Showstopper after showstopper, it's the very best of Rodgers and Hammerstein on Broadway. All your favorite hits from "Oklahoma!", "The Sound of Music", "The King and I", "South Pacific", "Carousel" and more!



Spotlight On:

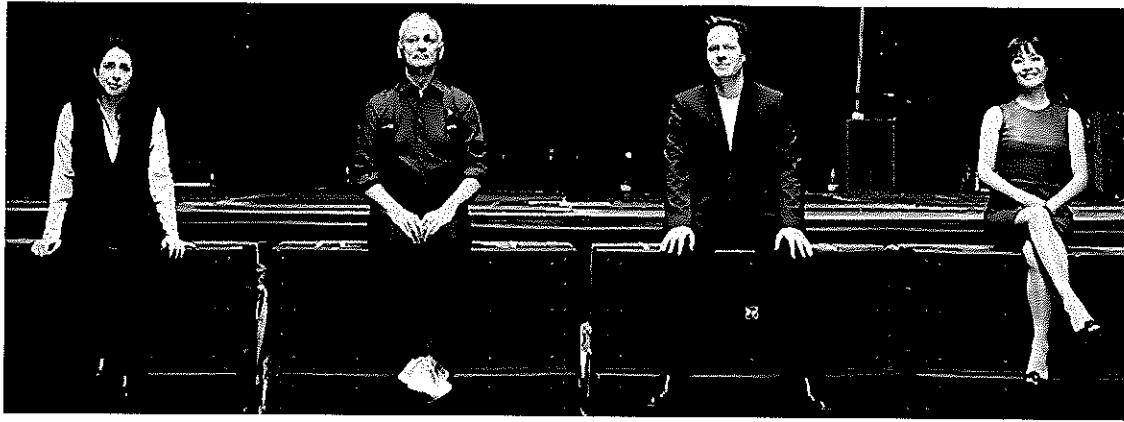


Urban Runoff 5k & Green Neighbor Family Fest

Run/Walk: 9:00am | Fest: 9:30am-12:30pm @ Deering High School

Grab the family and come participate in the Urban Runoff 5k Run/Walk, which leads into the Green Neighbor Family Fest, the City of Portland's annual kick off for their Greener Neighborhoods. Cleaner Streams program, encouraging residents to help keep Capisic Brook clean!





New Worlds | Bill Murray, Jan Vogler & Friends

Monday, April 23rd, 7:30pm @ Merrill Auditorium

Bill Murray sings and reads American classics from his 2017 album "New Worlds," accompanied by a classical trio. The album was created with the help of Jan Vogler, a German cellist and Murray's creative partner on the project, after a chance meeting between Murray and Vogler on an airplane. Along with Murray on vocals & narration and Vogler on cello, the "New Worlds" ensemble features Vanessa Perez on piano and Mira Wang on violin.



Daniel Tiger's Neighborhood Live | King for a Day!

Thursday, April 19th 2:00pm & 6:00pm @ Merrill Auditorium

Based on characters created from the #1 PBS KIDS television show, Daniel Tiger's Neighborhood returns to Merrill with a brand-new adventure in Neighborhood of Make-Believe, where Daniel learns just what it takes to be King.

View Our Full Schedule of Events

Interested in Renting a Venue? Go Here



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PARKS, RECREATION
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212 Canco Rd., Portland, ME 04103

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207.808.5400

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April With Parks, Rec & Facilities

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PORTLAND PARKS, RECREATION & FACILITIES

Greetings!

Read on for upcoming projects, events and programs with the Parks,
Recreation & Facilities Department

SUMMER ADVENTURE AWAITS!

Adventure Summer Camp

WHEN:

June 25 –
August 10, 2018
Mon–Fri

WHO:

Children who have just
completed grades K–5

HIGHLIGHT:

Three specialized
activity options for
campers: Sports, Art and
Nature, as well as exciting
trips to beaches, tide
pools, fun parks and more.



Portland Recreation Offices: 212 Canco Road, Portland, Maine | www.portlandrec.com
recreation@portlandmaine.gov | 207.808.5400 | Follow us on social:   

New Field Trip Camp!

#Camp Castaway

WHEN:

June 25 –
August 10, 2018
Tues–Thurs

WHO:

Children who have just
completed grades 6–8

HIGHLIGHT:

Three field trips a
week of the most out-of-
this-world adventures
your tween and teen
could want! From zip-
lining down a mountain
to rafting through huge
waves and more.



Portland Opportunity Crew

In 2017, Portland piloted the Opportunity Crew program, designed to provide work opportunities for those in need and to simultaneously beautify our public spaces. A few days a week, City Crew Leader Matt Pryor picks up folks who are panhandling on Portland street corners, to give them the opportunity to do positive work in our parks and public spaces.

In 2017, the program accomplished the following:

- 17 clients worked in program.
- Three clients working with SHIP program.
- One client working on finding housing through Shelter Plus.
- One client housed with shelter plus.
- 287 hours of work over 51 days in field, with 114 sites visited.
- 214 needles found and removed.
- 310 bags of trash collected and removed.
- Yardscaping garden beds on Back Cove wooded and maintained on a weekly basis.
- Five clients found full-time employment.

For 2018, the funding stream for this program through Community Development Block Grants (CDBG) has been very competitive and the program is not currently funded. However, staff are seeking alternative grant funding to at least get the program started again in late April, 2018. The public can help support this program by making a direct donation to the Opportunity Crew that will cover the cost of wages, meals and tools for this hard working crew. Make a donation [here](#) or text the word "CREW" to phone number 51999 to donate by phone.



The City of Portland Recreation Division offers rental spaces that include small room meeting spaces, large function rooms and full-size gymnasiums. We can accommodate and coordinate events ranging in size; from large festivals and sport leagues to small private meetings and birthday parties.

Past Rental Groups Include:

Maine Yoga Fest, Casco Bay Sports Leagues, VegFest, Community Group Functions, Maine Summer Camp Fair, Private Gym Rentals and many more!

**FOR MORE INFORMATION OR
TO SCHEDULE YOUR NEXT EVENT, CONTACT:**

EAST END COMMUNITY CENTER: Pete Gerard / (207) 773-8222 / ptg@portlandmaine.gov
RIVERTON COMMUNITY CENTER: Noah Kerrigan / (207) 874-8455 / nkerrigan@portlandmaine.gov
REICHE COMMUNITY CENTER: Jon Call / (207) 874-8873 / jcall@portlandmaine.gov

PORTLAND
PARKS, RECREATION
& FACILITIES





Evergreen Cemetery Wall Restoration

This cemetery wall was built in 1901, had repairs done in 1947, and over the past few years has been completely rebuilt — this work was just completed and looks amazing! Here is an article from a few months back about the project: <http://www.theforecaster.net/evergreen-cemetery-wall-restoration-rocks-on-in-portland/>.



Are you looking for a place to learn the sport of archery? We are offering spring classes for adults to get started in this disciplined and fun sport. Come and join us for five classes where you will learn proper shooting techniques and get a great workout at the same time. We will be using both compound and recurve bows.

Dates: Wednesdays, April 11, 18, 25, May 2, & 9 (5 Classes)

Time: 5:30-7:00 pm

Ages: 18+

Location: Reiche Gymnasium, 66 Brackett St.

Instructor: Pete Gerard, Certified USA Archery Level 1 Coach

Fee: \$75 Non-resident: \$85

Min/Max: 6/12

What should I bring? Comfortable clothing and sneakers. Optional: finger tab

Deadline: Friday, April 6

Fee Waiver Eligible: No

FMI: Call 773-8222 or email ptg@portlandmaine.gov



New Program! Adult Fitness Boot Camp

Are you looking to get into better shape? Do you have some personal health or fitness goals you would like to accomplish? Come join others in the community under the instruction of our staff for our body weight exercises. This course is open to anyone looking to better their health whether you are a beginner, or well-seasoned in working out!

Dates: Tuesdays -- April 24 through June 26

Time: 6:15 pm - 7:45 pm

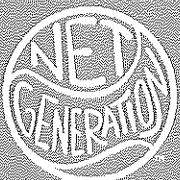
Location: EFCC Baseball Field

Ages: 18+

Instructors: Michael Arangio and Raechel Allen

Fee: \$10 per class, \$80 for ten classes; Non-resident: \$12 per class, \$90 for ten classes

NET GENERATION TENNIS



Portland Parks and Recreation Department is growing their youth tennis program by joining Net Generation. Led by an approved Net Generation coach.

JOIN TODAY

Register for the Spring League:
Saturdays from May 5th - June 16th
Grades 1-2 9:00 AM - 10:00 AM (Red Ball)
Grades 3-5 10:00 AM - 11:00 AM (Orange Ball)
Grades 6-8 11:00 AM - 12:00 PM (Green Ball)

Register for the Summer League:
Tuesday from July 10th - August 14th
Grades 1-2 5:00 PM - 6:00 PM (Red Ball)
Grades 3-5 6:00 PM - 7:00 PM (Orange Ball)
Grades 6-8 7:00 PM - 8:00 PM (Green Ball)

Generation coach the program will focus on developing the skills to serve, rally, and score - so it's perfect for first time tennis players! Once the skills are there, the kids will be playing fun organized team matches.

This program will use modified tennis balls and court sizes so players can learn & play the game without the stress of leaving their comfort zone.

All players receive a USTA Junior Team Tennis t-shirt & an age appropriate racquet and ball!

Minimum 12 players per session - no maximum

Where: Deering Oaks Tennis Courts on Park Avenue and State Street, Portland, ME 04101

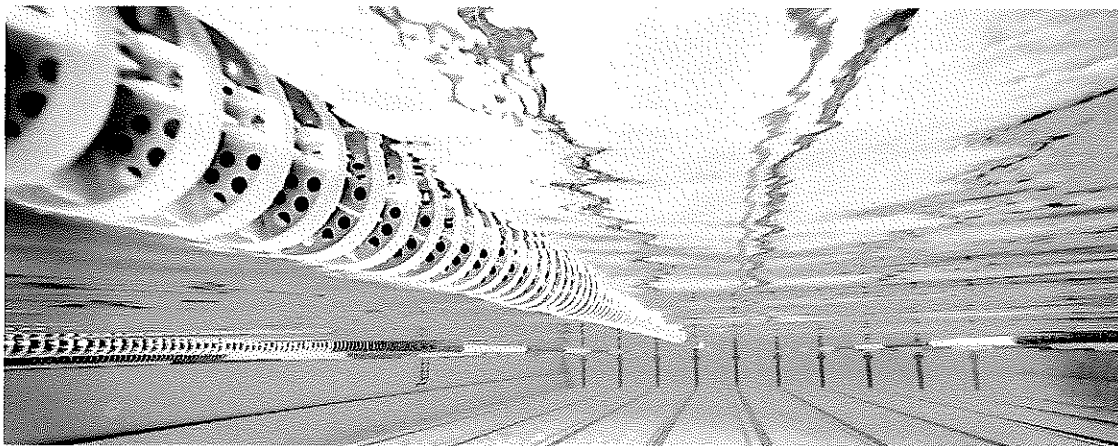
Cost: \$65 per league*

*50% fee waiver available to qualifying players during application process

Register with the Portland Parks and Rec either in person or online

WE NEED PARENT VOLUNTEERS

No prior experience necessary - if interested please let the Park and Rec know



What's New In Aquatics?

Session 5 Swim Lessons

Start on Monday, April 23rd --- registration is open!

April Break Lifeguard Course

Information and registration coming soon!

Email Lauren.fcote@portlandmaine.gov to receive info when available.





Junior Naturalist Recreation Programs

Sunday, April 29 (running four consecutive Sundays)

The Junior Naturalist: Beaches and Beyond: Grades 3-5, 9:30am-12:30pm

The Junior Naturalist: Outdoor Classroom: Grades 1-3, 1:30-4:00pm

Have your child join an exciting outdoor group this spring! The Junior Naturalist Recreation programs will offer two unique sessions jam packed with adventure and discovery. These programs will get your child exploring and learning about incredible beaches and other natural areas.

FMI: Samara Ray, Recreation Naturalist, sray@portlandmaine.gov, 808.5400

Register: In person at 212 Canco Rd. or online at portlandrec.com.

Master's Weekend Golf Bag Giveaway!





Join Riverside Grill this Weekend For Our Master's Tournament Event!

Friday 4-6 pm: Putting Contest and New Belgium Tap Takeover

Saturday 12-4 pm: Putting Contest and New Belgium Tap Takeover

Plus \$4 Featured apps all weekend, \$3 Fat Tire Drafts all weekend, free golf giveaways including golf bags (pictured above), balls, tee's and other swag!

Thursdays: Join us for Trivia Night! Every Thursday night starting at 6:30pm.



Year-Round Ice Skating Institute (ISI) Group Lessons & Hockey Skills

Late Spring: 7-week session beginning the week of May 14th

Summer: 7-week session beginning the week of July 9th

Registration is open - secure your spot and register today!

Public Skate Hours

Monday, Tuesday, Wednesday, Friday: 11:45am-1:15pm

Saturday: 2:30-4:00pm & Sunday: 1:30-3:00pm
\$3.00 - Up to 17 years old / 60+ years old / Veterans
\$5.00 - 18-59 years old
\$2.00 - Skate Rentals

Pick-Up Hockey Hours

Monday, Tuesday, Wednesday* & Friday: 1:30-2:30pm
\$5.00 - 18+ years old
*Beginning March 14th

Freestyle Ice Calendar

Visit www.troubhicearena.com for our calendar.

For up-to date calendar information, ask to be added to our FS email list:

vla@portlandmaine.gov

Spring Ice Show: "Bright Lights, Big City"

Saturday, May 5 @ 7:00pm & Sunday, May 6 @ 5:00pm
Tickets: \$8 - 18-60 years old; \$5 - Youth, Senior, Veteran

William B. TROUBH ICE ARENA

225 Park Ave Portland, ME 207.774.8553



Allagash Wilderness Waterway—Guided Canoe Trip

Dates: Friday, June 15 – Tuesday, June 19

Time: 5:00 am (6/15) - 8:00 pm (6/19)

Ages: 18+ or 13+ years old with a parent / legal guardian

Deadline: Friday, June 1

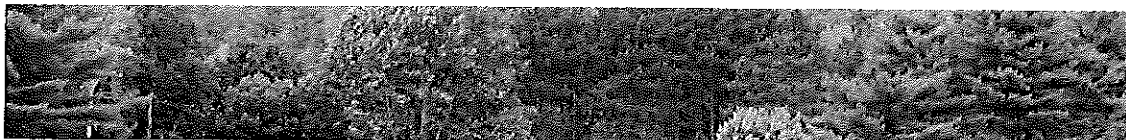
FMI: Peter Gerard— ptg@portlandmaine.gov or 773-8222

Join us for a 60-mile canoe trip from Churchill Lake to Allagash Village with registered Maine guides. We will leave on canoe and paddle roughly 10-15 miles a day until we reach Allagash Village, passing many natural and historical landmarks along the way—from the exciting Chase Rapids to the breathtaking Allagash Falls. This is an excellent trip for lake and river paddling, photography, wildlife viewing, fishing, overall wilderness experience and learning about the rich cultural history of the Allagash Waterway—great for both the beginning canoeist and the experienced paddler. This amazing trip includes all canoes, tents, gear, transportation, great fireside meals and one fun adventure!



"A Walk In the Park" Series

Portland Parks Division invites you to join us for our "Walk In The Park" series of tours and lectures in Portland's Parks. Highlights this season include a Tree Bus Tour, Park History Bike Slow Ride, Peaks Island Bike Slow Ride, Edible Plants Walk, Tour of Portland's Statues and Monuments, and more.





Riverside Golf Course & Grill

Course Opening Soon!

Call 797.3524 or email rls@portlandmaine.gov for updates.

New Membership Category! Under 35

Valid at the North Course only for anyone 35 and under (must show valid ID), seven days a week with a 10-day advance tee time booking; seven-day memberships, play either course on Sat/Sun after 1:00pm. Resident \$645, Non-resident \$830.

Jobs with Parks, Recreation & Facilities

Throughout the year, we have many open positions within the Department. [check current openings.](#)

Happy Trails,

Your Parks, Recreation & Facilities Team

[Sally DeLuca](#), Parks, Recreation & Facilities Director

[Elhan Hipple](#), Parks, Recreation & Facilities Deputy Director

[Andy Downs](#), Public Assembly Facilities Director

[Kathy Alves](#), Public Buildings, Port Director

[Marie Davis](#), Recreation Manager

[Ryan Scott](#), Riverside Golf Course Manager

Alex Marshall, Trough Ice Arena Manager



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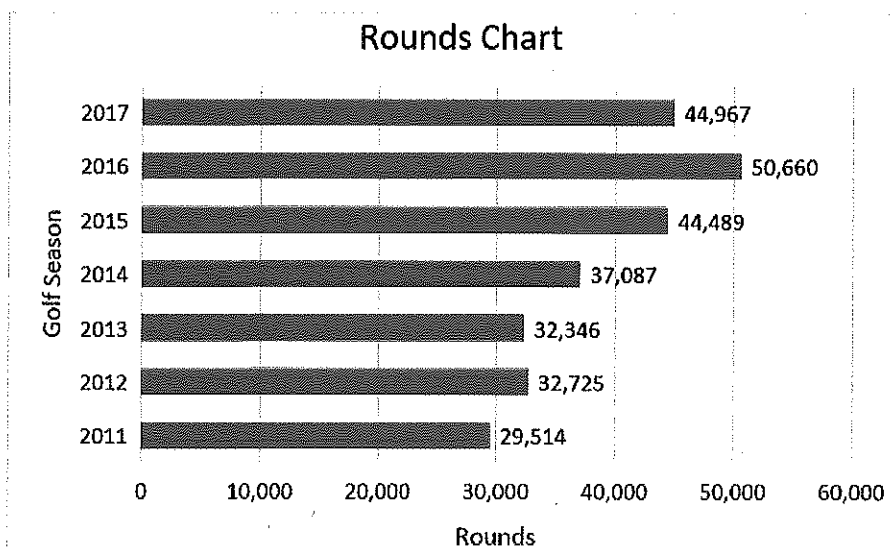
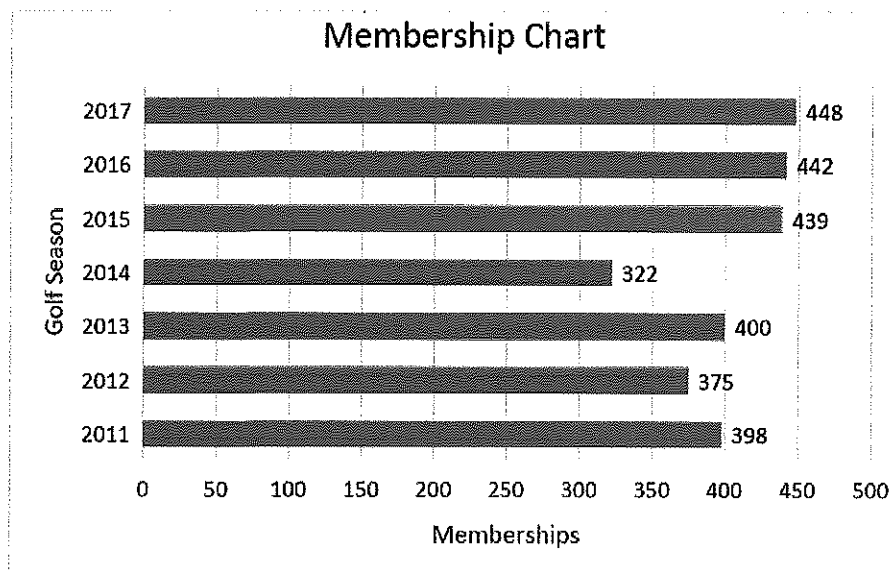
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Riverside Golf Course

Membership and Rounds Chart



Before & After Care for the Surrounding Towns (April 2018)

South Portland		PORTLAND							
BeforeCare:	7:00am - school starts	BeforeCare:	6:30 am - school starts						
AfterCare:	3:00PM - 6:00PM	AfterCare:	school ends - 6:00pm						
Fee Waiver:	NO	Fee Waiver:	YES						
Price: (min. 3 days)	3 days AM/PM \$90		Full Fee - 100% covered						
	5 days AM/PM \$130		Level A - 90% covered						
			Level B - 50% covered						
Windam		Price: (min 2 days)	BeforeCare	AfterCare w/o Wed	AfterCare w/Wed				
BeforeCare:	none offered	2 days	\$12	\$30	--- 3 day min ---				
AfterCare:	none offered	3 days	\$18	\$45	\$49				
Fee Waiver:	---	4 days	\$24	\$60	\$64				
Price:	---	5 days	\$25	---	\$74				
Westbrook		** additional children recieve a 10% discount**							
Proposed FY19 increase of \$10 per week (\$74 to \$84) for five days of aftercare.		Total for both before and after care with FY19 proposed increase of \$10 / \$109 per week							
BeforeCare:	7:00am - school starts								
AfterCare:	end school - 6:00pm								
Fee Waiver:	NO, unless extreme								
	circumstance								
Price: (flat monthly fee)									
BeforeCare:	\$88.50 (\$5 per day)								
AfterCare:	\$177 (10 per day)								
Gorham									
BeforeCare:	7:00am - 8:00am								
AfterCare:	end school - 5:30pm								
Fee Waiver:	NO, but scholarships								
	offered at town office								
Price:	BeforeCare	AfterCare	AM&PM						
	\$15/day	\$19/day	\$29/day						
		\$80/week	\$105/week						

Question: How much concessions revenue comes from each major City venue?

Expo	\$143,000
Merrill	\$165,000
Fitzpatrick	\$23,000
Ice Arena	\$ 15,000
Red Claws (Net)	\$110,000
Total	\$ 456,000

Question: What is the cost of the City's subsidy for Community Gardens

Within the FY19 City Manager Recommended budget the subsidy / net cost for Community Gardens is \$10,040. The budget includes estimated revenues of \$20,060 and estimated expenses of \$30,100. The expenses include \$20,000 paid by Community Gardens to non-City employee who oversees the gardens, \$7,600 for compost, \$1,500 for fence repair and \$1,000 for supplies.

Still To Be Provided:

Copy of Red Claws Contract

Memo on Little League In Lieu of Services Provided

Memo on Impact of Pesticides budget reductions

**MEMORANDUM****FY19 Budget - Frequently Asked Questions**

DISTRIBUTE TO: Members of the Finance Committee, City Manager

FROM: Brendan T. O'Connell - Finance Director

DATE: April 12, 2018

SUBJECT: **FY19 City Manager Recommended Budget - Frequently Asked Questions**

During the past several months the Finance Department as well as the Assessors Department have fielded many questions from residents of the City in regards to the FY19 budget and valuation. Many of these questions have come up repeatedly via phone, email and in person. This memo is intended to summarize responses to many of the frequently asked questions ("FAQ"). This FAQ list will be updated as the budget process continues in April and May.

Frequently Asked Budget Questions

1. I read the budget includes \$100M of new estimated valuation. Why are my taxes increasing during a time when there is so much new value in the City of Portland?
2. What is the breakdown of the tax levy between City and School operations? Is it 50/50?
3. Is there a long term plan to address the large multi-year tax rate increases currently being projected by the School Department?
4. The State of Maine equalized valuation for Portland is nearly \$9B but the local assessed value is \$7.8B. What is the difference between these values and how do they impact my taxes?
5. Will the upcoming revaluation help alleviate budget pressure and provide more tax dollars for the budget?

Question 1: I read the budget includes \$100M of new estimated valuation. Why are my taxes increasing during a time when there is so much new value in the City of Portland?

Property valuation has grown by \$100 million in the current year due to significant new projects breaking ground and continues our upward trajectory in overall valuation. This \$100 million of new property valuation creates an additional approximately \$1,133,000 in tax revenue for municipal use. While this may seem like a significant amount, it represents only a 0.128% overall increase to our FY18 valuation of approximately \$7.8 billion, and can only fund a fraction of the cost increases and budget challenges we face in FY19, many of which are outside of City control. These include the increases in Cumberland County tax (\$381k), increases in pension obligation bond debt service (\$872k and increasing by around \$1M annually through 2026), contractually obligated union compensation increases (approximately \$3.2M) and health insurance cost increases (\$2M). As you can see, the increase in valuation can only fund a fraction of the cost increases that are outside of City control.

Question 2: What is the breakdown of the tax levy between City and School operations?

The current overall City of Portland tax rate for FY18 (\$21.65) can be broken down between education (49% of the \$21.65), municipal operations (47.5% of the \$21.65) and Cumberland County tax (3.5% of the \$21.65). The portion of the overall tax levy related to Cumberland County is outside of City control and is separately passed each year by the County - the levy is largely dependent on valuation of each community within the county. The portion of the tax levy related to education is approved by voters each spring (after being separately approved by the Board of Education and the City Council). The portion of the tax levy related to municipal operations is approved by the City Council each May.

Question 3: Is there a long term plan to address the large multi-year tax rate increases currently being projected by the School Department?

One of the biggest budget issues currently facing the City of Portland is the steep reduction in State of Maine educational subsidy payments being made to the City as a result of our large increases in State of Maine equalized valuation. As our State equalized valuation rises, our educational subsidy from the State decreases. Payments from the State are projected to decrease significantly over the next several fiscal years as current market values of property in Portland rise and are factored into the State valuation. This is the main driver behind the near double digit tax rate increases recently projected by the Portland Public Schools. Although the PPS budget is the responsibility of the Superintendent, the City is committed to assisting however possible (valuation sheltering via creation of new and addition to existing TIFs, contract renegotiations, joint procurement, creation of capital reserves to reduce debt service, bond refundings to reduce debt service, lobbying efforts at the State level with external counsel and the Maine Municipal Association). In addition to these efforts, multi-year budget projections for both City/School/County will be a topic of discussion during FY19 budget review by the Finance Committee. It is important to note that the City Council does not have the ability to reduce or increase individual line items proposed within the school budget. The Council may simply approve (and send to the voters) the Board of Education budget, or they can reject the budget and send it back to the Board for additional revision.

Question 4: The State of Maine equalized valuation for Portland is nearly \$9B but the local assessed value is \$7.8B. What is the difference between these values and how do they impact my taxes?

Answer from our Assessor Christopher Huff: The State Equalized Valuation (SEV) is used as the basis to apportion the county tax, state-municipal revenue sharing, road assistance (highway block grants), general assistance grants and, the largest piece, state aid for education. It is also used by some utilities, such as the Portland Water District in its assessment of wastewater fees to municipalities.

State aid is vital to our municipal finances. The formula used to calculate the various municipal shares of state aid employ a variety of variables, including valuation of taxable property. For the state aid to be distributed equitably, the variables used in the formulas must be consistent; that is, the valuation figures must reflect the same percentage of market value for every municipality. Municipalities are required to assess at no less than 70% of true and just market value for property tax purposes, but within that constraint there is great variability. Through the process known as State Equalized Valuation, Maine Revenue Services develops annually an equalized value of every organized municipality and the unorganized territory. The finished product reflects the 100% taxable value for the municipality but does not represent the actual valuation used within the municipality which can vary widely between different municipalities.

- The City has not appealed or challenged the State Equalized Valuation. We agree with their analysis and their value and would have a difficult time proving they are incorrect.
- The current State Equalized Valuation is based on actual property sales in the second half of 2015 and the first half of 2016. Values have risen since then so we know our SEV will continue to rise.
- The reason the City uses the \$7.82bn (now \$7.9bn) in its estimated projections is because this is the actual valuation that local taxes are levied against. The State's Equalized Value is not used to levy local property taxes, it is an indicator of what the actual 100% valuation should be. There is a wide difference between the two and this is one reason why we need to have a revaluation.
- While the State "certifies" their equalized value, this is only an aggregate total based on a sales ratio study of market data from the preceding 18-24 months. The State does not apportion or allocate individual uniform values to the 24,000+ parcels that make up the City of Portland.

Further information on SEV can be found:

Maine Revenue Services Property Tax Bulletin No. 1 - Maine State Valuation

Rule 201 - Rules of Procedures Used to Develop State Valuation

Question 5: Will the upcoming revaluation help alleviate budget pressure and provide more tax dollars for the budget?

Staff Response: No – the revaluation has no impact on total funds collected for the budget. Each year the City Manager will recommend a budget, calling for the required amount of tax dollars to be levied on property owners. The revaluation will have no impact on the dollar amount levied – the total amount of tax dollars required for City / School operations will be the same both before and after the revaluation.

The revaluation will only impact how the dollars levied are split between City taxpayers. In general about 1/3 of the residents will pay more after the revaluation, 1/3 of the residents will pay the same amount, and 1/3 of the residents will pay less, but in total the amount of tax dollars collected will remain the same. When property values rise overall as a result of the revaluation, the mil rate will see a corresponding drop. For example, if total City property value increased 25% during the revaluation from \$8B to \$10B as a result of the revaluation (i.e. adjusting property values to their just values) the mil rate would then see a corresponding 25% percentage decrease.

EXAMPLE:

Pre-City Revaluation:

Total City Valuation: \$8,000,000,000

Mil Rate: \$20.00

*Total Tax Levy Needed for City/School Operations: \$160,000,000 ($\$8,000,000,000 / 1000 * \20.00)*

Post-City Revaluation:

Total City Valuation: \$10,000,000,000

Mil Rate: \$16.00 (drops because we still only need a tax levy of \$160,000,000)

*Total Tax Levy Needed for City/School Operations: \$160,000,000 ($\$10,000,000,000 / 1000 * \16.00)*

Other Questions Asked During Finance Committee Review:

Question – Please provide additional information on the State Valuation vs the Actual Local Valuation?

State Valuation vs. Actual Local Valuation

The State Equalized Valuation is based on an analysis of sales data and is more generally aimed at determining an equalized value for all municipalities so that state aid is apportioned equally. The actual local valuation is the total of all *taxable* real and personal property for each individual parcel in the City.

State Valuation

Each year, prior to February 1st, Maine Revenue Services must certify to the Secretary of State the full equalized value of all real and personal property which is subject to taxation under the laws of Maine. The State Valuation process, which takes about 18 months to complete, begins with the compilation of

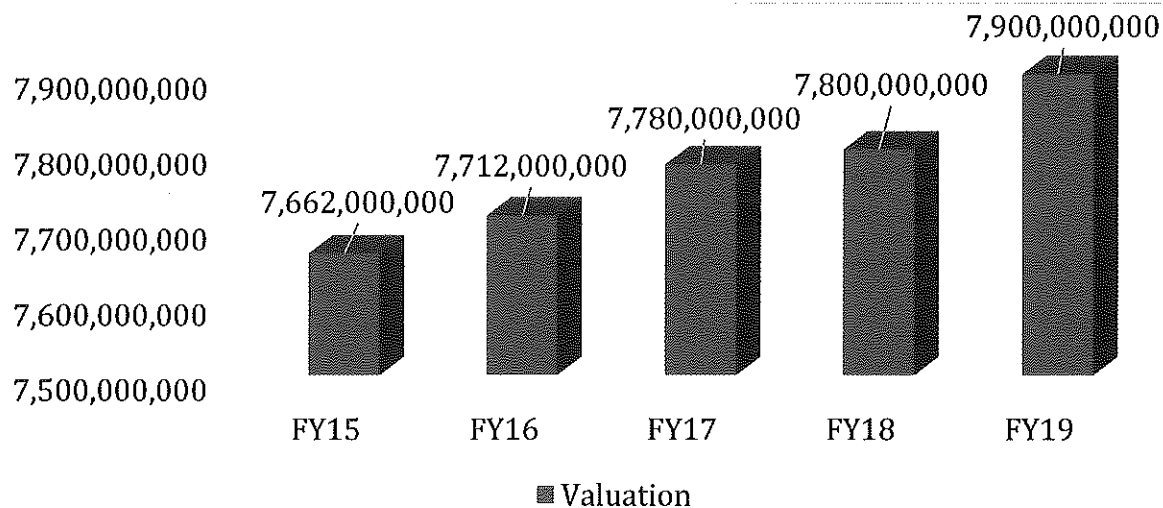
a sales ratio study which measures the assessed value of properties relative to their actual selling price.

Ratio studies are primarily formulated from information reported on the "declaration of value" that must accompany deeds that convey ownership of real estate and must be filed with the registry of deeds when the required Real Estate Transfer Tax is paid.

The State Valuation lags actual market values and municipal assessments by nearly two years by the time it is final and certified. Accordingly, for the 2018 State Valuation, work on the sales ratio analysis commenced in the fall of 2016 and utilized actual sales data from July 2015 to June 2016. In other words, the 2018 State Equalized Valuation represents the full equalized value of all taxable property as of April 1, 2016; the uniform assessment date for property with 2016 tax status in Maine.

The State Equalized Valuation is designed to ensure that each municipality, as a whole, is treated equitably for the State to determine aid given. Equalized valuations are used to apportion among each municipality the share of county government taxes, the school education subsidy, state revenue sharing and other aid from the State.

Question – Can staff provide a 5 year history of valuation increases?



Question – Can staff provide a history of parking rate increases for both garages and meters?

Parking Garages

Current	Proposed 7/1/03	July 2007	July 2008	July 2010	July 2012	July 2016
1 st half hour free	Same	1 st Hour Free	Same	Eliminated	-----	
\$.50 per half hour	\$1.00 per Hour	\$1.25 per hour	Same	Same	\$1.75 per hr	\$2.00 hr
\$ 12.00 per day max	Same	Same	Same	Same	\$21	\$21
\$ 80.00 monthly rate	\$90.00	\$100.00	\$110	Same	Same	\$120

Parking Meters

	Prior	July 2007	July 2009	July 2017
	50¢	75¢	\$1.00	\$1.25
Nickle	6min	4 min	3 min	1st nickle 3 min 2nd 2 min
Dime	12 min	8 min	6 min	5 min
Quarter	30 min	20 min	15 min	12 min

Question – Can staff provide details on the timing of P-STEP Senior Tax Equity Program?

- 1st applications accepted: **MARCH 15, 2019.** (Apps available by the end of 2018.)
- Application period: **MARCH 15TH** through **MAY 15TH** annually
- Must receive a **MAINE PROPERTY TAX FAIRNESS CREDIT** (state income tax program) in the tax year prior to P-STEP application. For example, if you are submitting an application for the local P-STEP in 2019, you must have been approved and received a 2018 credit for the *Maine Property Tax Fairness Credit*.

****If you do not apply, or are not eligible for the Maine Property Tax Fairness Credit, you will not be eligible for the P-STEP program.**

- Any refund received under the P-STEP program is a dollar-for-dollar match of your Maine Property Tax Fairness Credit (up to \$900).
- Information and forms for the Maine Property Tax Fairness Credit can be found at:

<http://www.maine.gov/revenue/taxrelief/ptfcsummary.htm>

- **Effective Date Per the City ordinance**

§ 2-459. Effective Date.

This Ordinance shall apply to benefit applications filed with the City on or after March 15, 2019, for a benefit relative to the 2018 income tax year and subsequent income tax years.

Question: Can you provide more detail on the impact of the proposed cut to the Marine Division?

- In the FY19 City Manager's Recommended budget, the Marine Division will be staffed with 2 firefighters per shift instead of 3. This change does not trigger any Fire Department layoffs.
- Marine 1 (the City's largest fire boat) is used for firefighting and EMS transport from the Islands and you've noted the boat requires three firefighters to operate the boat safely.
- With only two firefighters within the Marine Division, Marine 1 will have to wait for an additional firefighter to be dispatched to the Marine Division before the boat departs
- Marine 1 already waits for an ambulance crew to arrive at the Marine Division before departing for EMS calls on the islands so there is no additional delay on those calls
- Marine 1 already waits for a Fire Company to arrive for any Fire related calls on the islands so there is no additional delay on those calls
- The only potential impact of the change will be on the mainland if there are multiple significant incidents occurring at the same time - which is very rare. If there are multiple major events occurring at the same time, and additional units from other units from the three major fire stations within a 1 mile radius of Downtown Portland are all unavailable (Central Fire Station, Munjoy Hill Fire Station, Bramhall Fire Station), then an additional unit will need to be dispatched from one of Portland's four other Fire Stations or the City's mutual aid would be triggered (i.e. help from a neighboring community Fire Department). It is worth noting that South Portland's largest fire station is located just across the "million dollar bridge".

Question: How many employees are enrolled in each of our four health plans - single, employee with children, employee & spouse, and employee, spouse & children?

FY19 budget submitted with 1365 subscribers and breakdown of plans as follows:

- Employee only = 750
- Employee & child(ren) = 185
- Employee & adult (spouse/domestic partner) = 170
- Employee, adult (spouse/domestic partner) & child(ren) = 260

Question: What is the participation rate for our health incentive plan?

Participation rate for 2016-2017 campaign (impacted 7/1/17-6/30/18 health insurance employee only rates):

- 85% completed health risk assessment
- 83% completed biometric screening
- 83% completed health coaching
- 82% completed a tobacco attestation/online tobacco cessation workshop
- 70% completed physical activity challenge

**MEMORANDUM**

DISTRIBUTE TO: Members of the Finance Committee, City Manager

FROM: Finance Director, Deputy Finance Director

DATE: April 25, 2018

SUBJECT: Revenue breakdown

The Finance Committee has asked for a breakdown or explanation on the revenue pieces of the FY19 budget and how the property tax revenue gets distributed. Many of the City's Departments also generate revenues in support of the City's overall mission – in most cases the revenues generated are offset by Department expenditures. The remaining balance of expenditures not covered by revenues is the overall tax levy which must be collected via property taxes. In FY18, the property tax distribution was as follows:

School Department	49.0%
Public Safety (Police/Fire)	18.2%
Debt Service	13.3%
Public Works	6.0%
County Tax	3.5%
Health & Human Services	1.7%
Library	2.3%
Recreation & Facilities	3.7%
Metro	1.6%
General Government	.7%

We won't know the breakdown for FY19 until both the school and city budgets are finalized. The proposed revenue in the City Manager recommended city budget is below. It is important to note that these revenues should not be considered in a vacuum – in nearly every instance there are offsetting related expenses.

Other Local Taxes	10,099,009
Licenses & Permits	5,767,244
Intergovernmental Rev	10,239,979
Charges for Services	36,104,048
Fines, Forfeits, Penalties	2,107,635
Use of \$ and Property	11,222,951
Other Sources	29,307,591

Other Local Taxes

This revenue is comprised of PILOT (Payment in Lieu of Taxes) estimated receipts of \$600,000 for FY19, an estimated receipt of tax interest and penalties of \$320,000 for FY19 and the remainder is related to estimated auto excise tax collections for FY19 along with area wide tax increment and credit enhancement agreements.

Licenses & Permits

This income is generated primarily from our Business Licensing and Permitting programs. The major components are:

Building Permits	\$2,480,000
Business Licensing	\$1,181,881
Housing Safety	\$ 539,815

Intergovernmental Revenue

This category represents the revenue we receive from the State throughout the year for:

State Revenue Sharing	\$4,200,000
General Assistance	\$4,098,444
Barron Center	\$ 976,835
Local Road Assistance	\$ 500,000

Charges for Services

The City generates revenue in this category to offset many expenses incurred in departments throughout the city. It includes thing like charges for patients at the Barron Center, Recreation camps and Before & After school care, income from waterfront activities including cruise ships, and trash bag revenue.

Barron Center	\$18,316,441)
Recreation	\$ 4,230,460
Health Ins Contributions	\$ 3,377,212
Fire Dept Medcu	\$ 3,100,000
Waterfront	\$ 2,218,027
PW Trash Bags	\$ 1,962,250
Police	\$ 1,319,002
Planning Fees	\$ 541,855

Fines, Forfeits, Penalties

This revenue of \$2.1 million in the proposed FY19 budget is primarily all from the parking department. Parking tickets are projected to generated \$1.9 million in FY19 with smaller amounts coming from parking boot fees and police code violations.

Use of \$ and Property

The income in this category comes from collecting rent for city property and parking money collected for city owned parking garages. It is broken down as follows:

Parking	\$7,613,170
Rec & Facilities	\$2,492,511
Waterfront	\$ 509,335
Interest on investments	\$ 550,000

Other Sources

This section refers primarily to "chargebacks" among city departments and enterprise funds. It is the accounting method used to distribute costs for items like debt service and health & other benefits to the school department, library and enterprise funds. The main components are:

Pension bond debt	\$16,430,159
Enterprise chargebacks	\$ 4,318,243
Health Ins	\$ 1,911,961
WC, FICA etc	\$ 552,016