City of Portland, Maine
Finance Committee Meeting
Wednesday, May 9th, 2018
5:30 p.m., City Council Chambers

1. Finance Committee Agenda 5/9/2018

   Documents:

   FC AGENDA 5-9-2018.PDF

2. FY19 Budget - Requests For Follow Up Items - Master Packet (Updated For Questions At 5-14-18 Workshop)

   Documents:

   FY19 BUDGET - REQUESTS FOR FOLLOW UP ITEMS - MASTER PACKET (UPDATED FOR QUESTIONS AT 5-14-18 WORKSHOP).PDF

City of Portland, Maine
Finance Committee Meeting
Wednesday, May 9th, 2018
5:30 p.m., City Council Chambers

AGENDA

1. **Introductions**

2. **Vote on FY19 City Manager's Recommended Budget and FY19 School Board Proposed Budget**

3. **Upcoming Meeting Date**
    a. **City Council Workshop on FY19 Budget – 4:00PM on May 14th**

CITY OF PORTLAND
MEMORANDUM

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

		FY18 Final	School Board Recommended 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		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	-	-	-	-	-
	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
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April 12, 2018

	FY18 Final	School Board Recommended 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*

** Debt Service reimbursements include estimated Hall ES starting in FY2019*

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

		FY18 Final	School Board Recommended 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	148,526	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
	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%

Portland, Maine Yes. Life's good here.

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.

389 Congress Street
Portland, Maine 04101
874-8633

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

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

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

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

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

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

PUBLIC HEALTH
TOTAL
FY19 PROPOSED

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

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

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

Portland Opportunity Crew

Re: POC flat fund vs. Increase program capacity

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

The cost:

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

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

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

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

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

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

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

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

Increase Capacity

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

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

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

PUBLIC HEALTH
FTE CHANGES FY18/FY19

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

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

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

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

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

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

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

PUBLIC HEALTH
FTE CHANGES FY18/FY19

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

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

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

SOCIAL SERVICES
FTE CHANGES FY18/FY19

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

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

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

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

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

SOCIAL SERVICES
FTE CHANGES FY18/FY19

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

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

Oxford Street and Family Shelter Expenditure History

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

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

4/20/2018

Families in the Family Shelter have been staying much longer:

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

Length of Stay Details for the past 10 years.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. PARTIES TO AGREEMENT.

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

2. GRANT YEAR.

The Grant is for calendar year 2008.

3. DEFINITIONS.

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

4. WORK PLAN.

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

5. PAYMENT OF GRANT.

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

> A total of One Hundred and Sixteen Dollars ($116,000.00) for the year, to be paid on a reimbursable basis within 30 days of receipt of funds for this purpose and subject to submission of all required reports by Sub Grantee to City. Request for funds reimbursement are to be submitted to the Senior Accountant at the City of Portland Social Services Division on a quarterly basis. The request for reimbursement shall be submitted during the month following the month ending 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. <u>REPORTING.</u>

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

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

9. <u>DEFAULT.</u>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15. INSURANCE; BOND:

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

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

CITY OF PORTLAND

Sonia Bean
Witness

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

OKB

PREBLE STREET (SUBGRANTEE)

Witness

Mark Swann, Executive Director

EXHIBIT A

WORK PLAN

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

HOURS OF OPERATION

Winter Hours
(November 1st through April 1st)

Monday – Friday: 8am to 6pm

Saturday – Sunday: 8am – 1pm

Summer Hours

Monday – Friday: 8am – 3pm

HOLIDAYS

New Year's Day – Closed

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

President's Day - 8am – 12pm (noon)

Patriot's Day – Closed

Memorial Day – Closed

Independence Day – Closed

Labor Day – Closed

Columbus Day – Closed

Veterans Day – 8am – 12pm (noon)

Thanksgiving – Closed

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

½ Day Christmas Eve – 8am – 6pm

Christmas Day – Closed

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

BUDGET

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

ACORD CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

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

COVERAGES

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

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

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

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

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

AUTHORIZED REPRESENTATIVE
Jeffrey Lind/BSRK

ACORD 25 (2001/08)

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

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

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

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

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

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

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

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

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

Portland, Maine Yes. Life's good here.

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)

389 Congress Street / Portland, Maine 04101 / www.portlandmaine.gov / tel: 207-874-8703 / fax: 207-874-8716

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 ENTERTAINIMENT:	
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/QUALIFED 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 Examples

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			**Payroll % of Budget:**
	FY19 Expenditure Request	$ 16,860,613	**94.5%**
	FY18 Expenditure Budget	$ 16,488,309	
	$ Change	$ 372,304	
	% Change:	**2.26%**	
	Payroll	**2.28%**	
	Other Expenses	**-0.02%**	
Total Revenue Budget			
	FY19 Budget	$ 2,947,159	
	FY18 Budget	$ 2,806,671	
	$ Change	$ 140,488	
	% Change	**5.01%**	
Total Budget-Net			
	FY19 Budget-Net	$ 13,913,454	
	FY18 Budget-Net	$ 13,681,638	
	$ Change	$ 231,816	
	% Change	**1.69%**	

Expenditure Change Highlights

	Personnel Reductions	
(4.0)	Police Officers	$ (213,580)
(1.0)	Police Sergeant	(72,471)
(1.0)	Ordinance Enforcement Officer	(34,028)
		$ (320,079)

Additional Payroll Changes	
Budgetory Increases reflect Contractual Increases & COLA:	
COLA % Increases:	
PBA/SOA	4.0%
All other/Non-Union	2.0%

Revenue Change Highlights

Salary-Reimbursable	
Outside Jobs/Security for Non-City/City Vendors	$ 82,989
MDEA Reimbursed Salaries	$ 12,640
Other Revenue Changes:	
Increase Jetport Police Expense Chargeback	$ 13,847
Increase of Cape Elizabeth PSAP Cost share-Contractual	$ 5,490
Increase Jetport Revenue Chargeback	$ 13,847
Increase in PSAP Expense Share-Revenue for Portland	$ 8,274
Increase DOJ Vest Reimbursement	$ 10,463

PORTLAND POLICE DEPARTMENT
INTERDEPARTMENTAL MEMORANDUM

April 23rd, 2018

TO: City of Portland Finance Committee

FROM: Michael Sauschuck, Chief of Police

SUBJECT: "Smartgun" Research

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

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

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

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

PORTLAND POLICE DEPARTMENT
INTERDEPARTMENTAL MEMORANDUM

April 23rd, 2018

TO: City of Portland Finance Committee

FROM: Michael Sauschuck, Chief of Police

SUBJECT: FY18 Projections Portland Police Department

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

Patrol Payroll:

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

JetPort Payroll:

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

Outside Jobs-Revenue:

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

10% Adm Fee

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

Portland Police Department
FY19 Revenue Budget-Detail

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

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	-$29,191	
	marketing duties)		
	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 Consevancy-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 Neighborhoood 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 Assocation
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 Assocation
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 Guage 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 Assocation
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

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WEDNESDAY 18 APRIL
All Access
NEWSLETTER
19TH EDITION

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
25

Portland Sea Dogs Celebrating 25 Years!

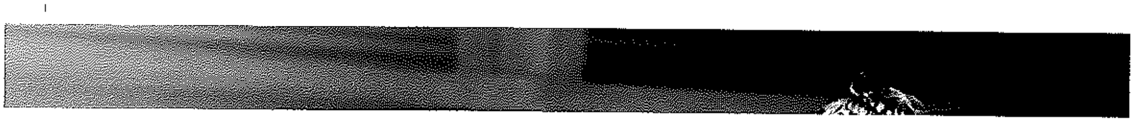
The 25th season of the Portland Sea Dogs kicked off earlier this month. Come celebrate at tonight's game with an appearance from former player Brandon Moss and former Sea Dogs manager, Carlos Tosca. April 18 was the date of Portland's first ever home game, back in 1994.

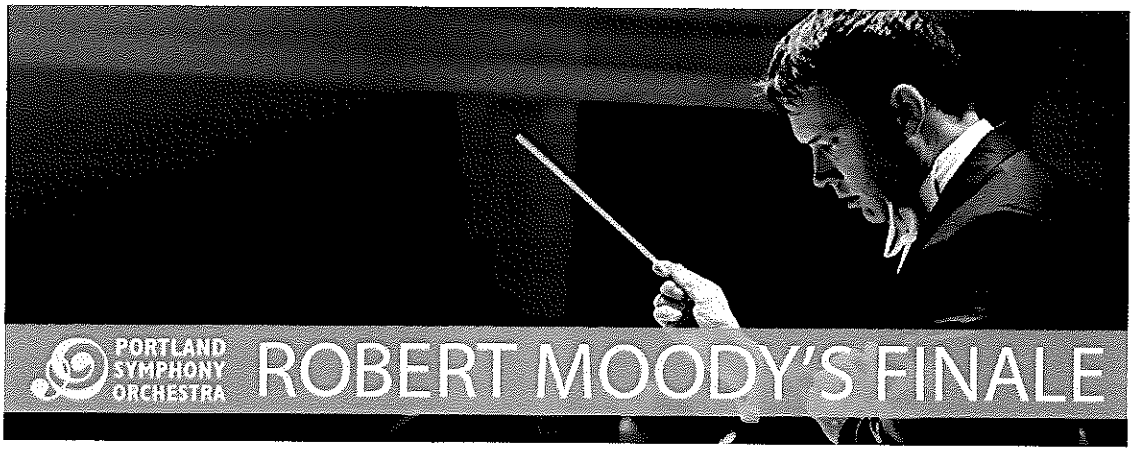
Sea Dogs Mother's Day 5K

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

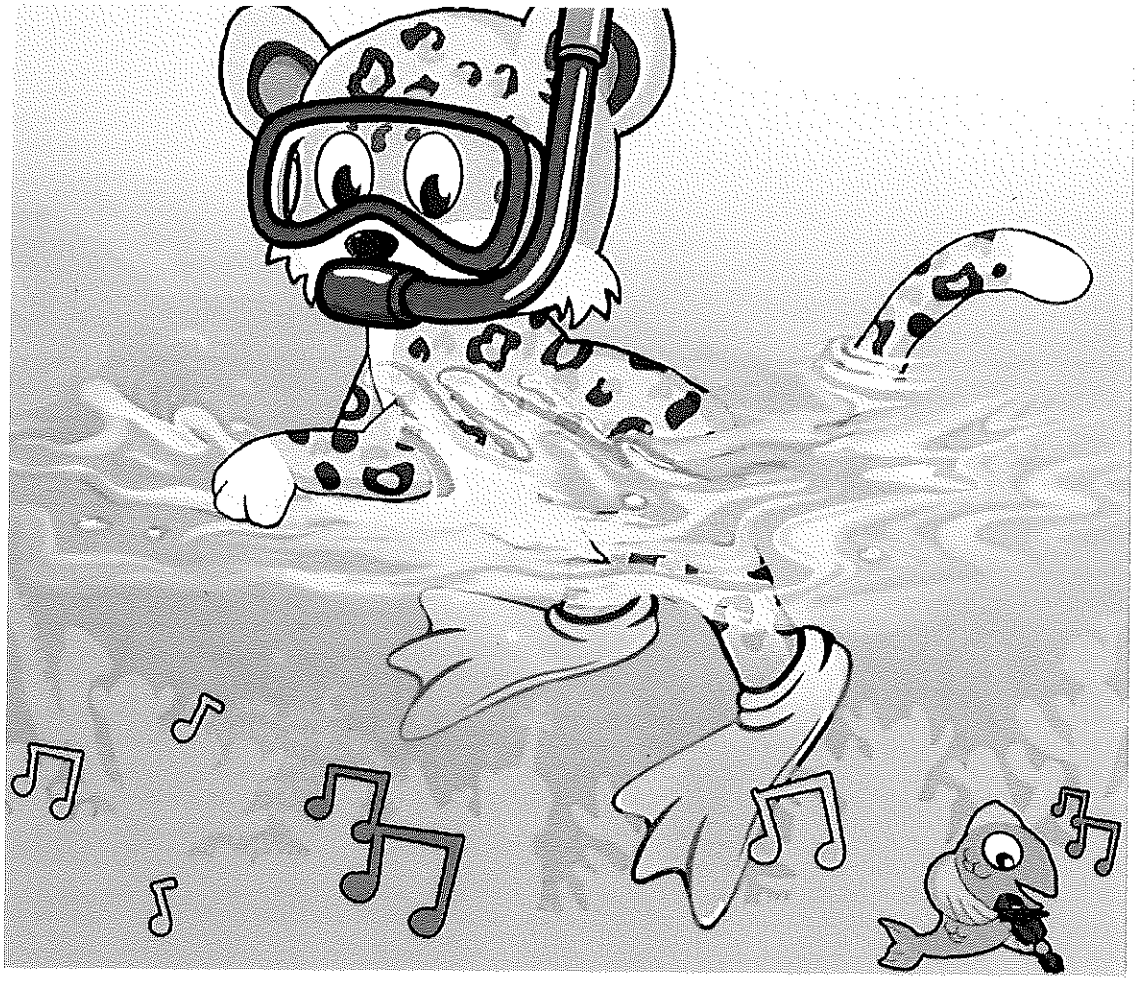
See Robert Moody in his last performances with the PSO after ten years as Music Director. Robert is moving on to concentrate on his job as Music Director for the Memphis Symphony in Tennessee.

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

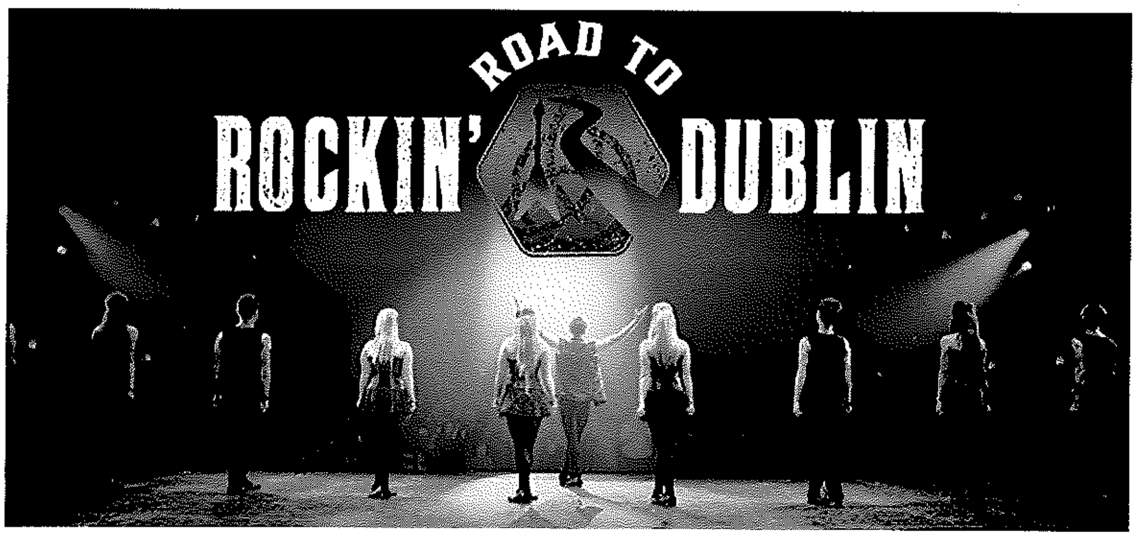
Sunday, May 20th, 2:30pm @ Merrill Auditorium

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!

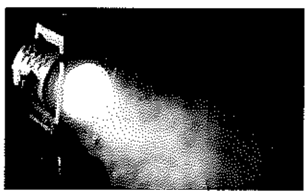


Thursday, May 10th, 7:30pm @ Merrill Auditorium

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

CONTACT US

PORTLAND
PARKS, RECREATION
& FACILITIES

212 Canco Rd., Portland, ME 04103
www.portlandevents.com
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

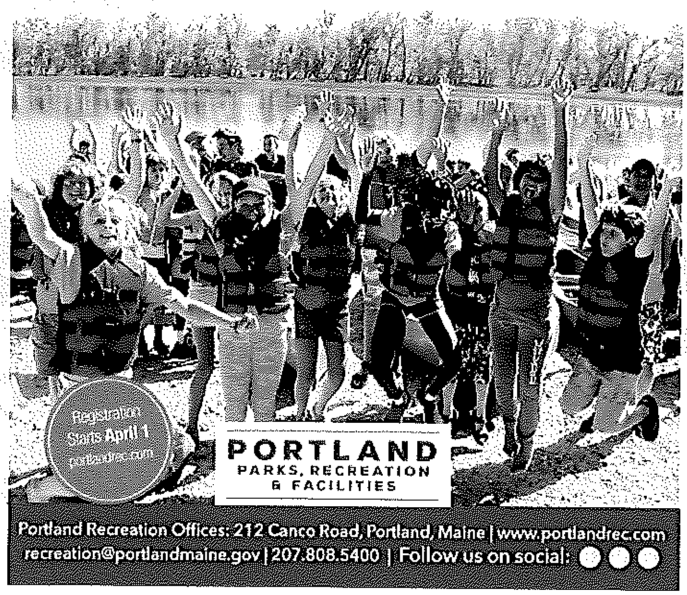
SUMMER ADVENTURE AWAITS!

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.



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 STEP 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 weeded 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 91999 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

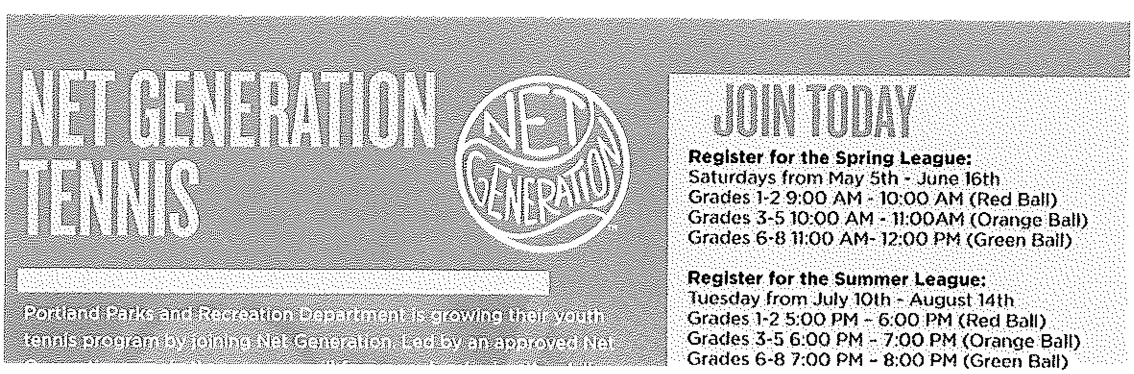
Time: 6:15 pm 7:45 pm

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



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

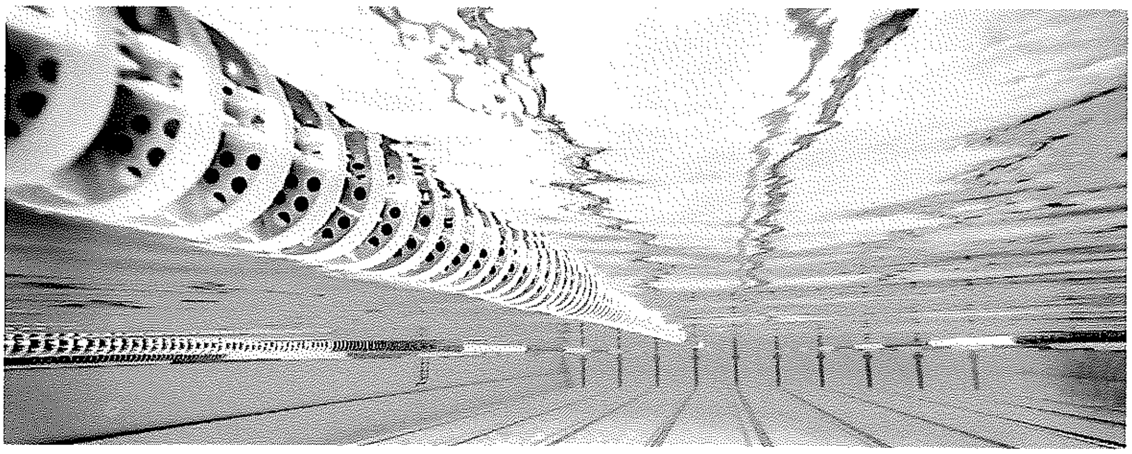
Where: Deering Oaks Tennis Courts on Park Avenue and State Street, Portland, ME 04101

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 lcote@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

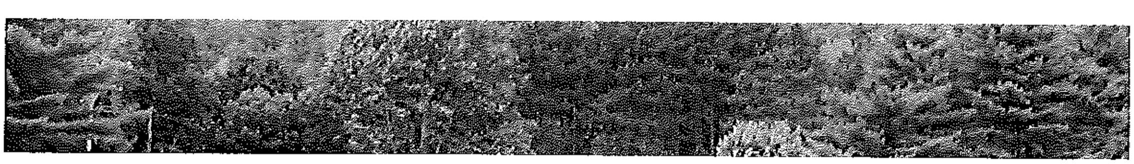
Deadline: Friday, June 1

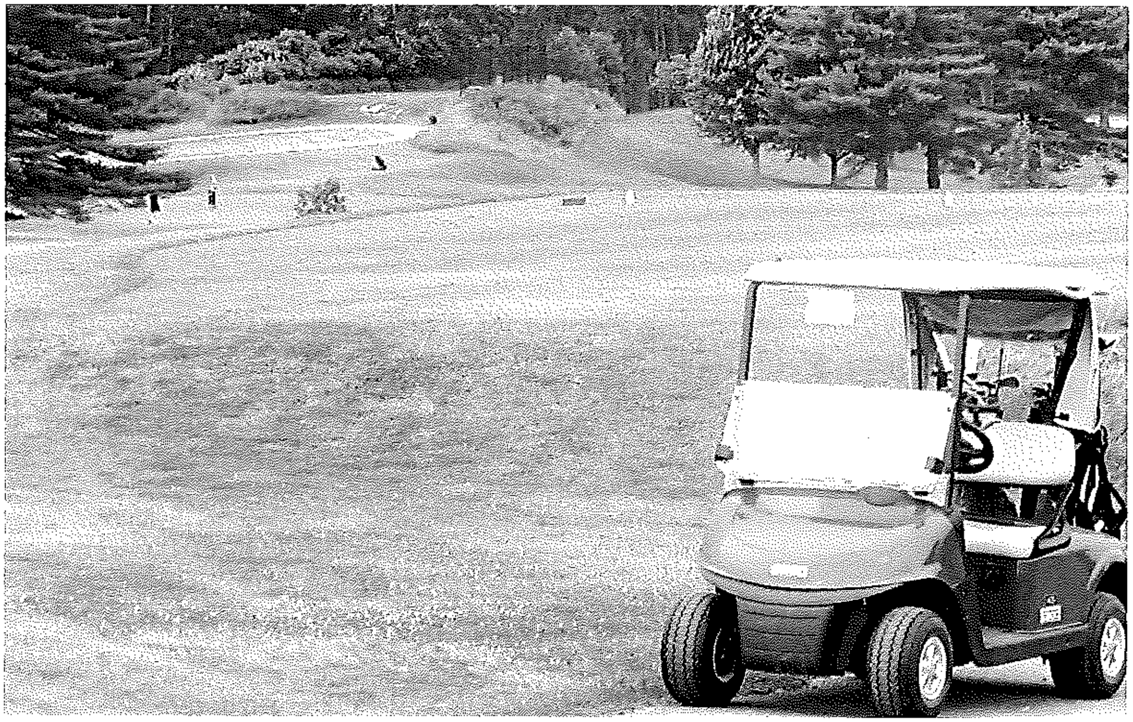
FMI: Peter Gerard— ptg@portlandmaine.gov or 773-8222

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
Ethan 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, Troubh Ice Arena Manager

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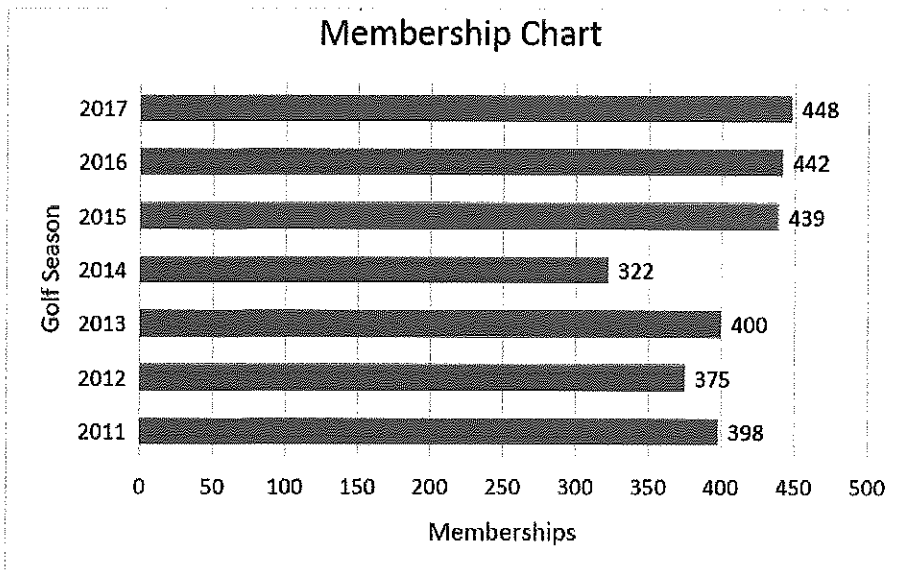
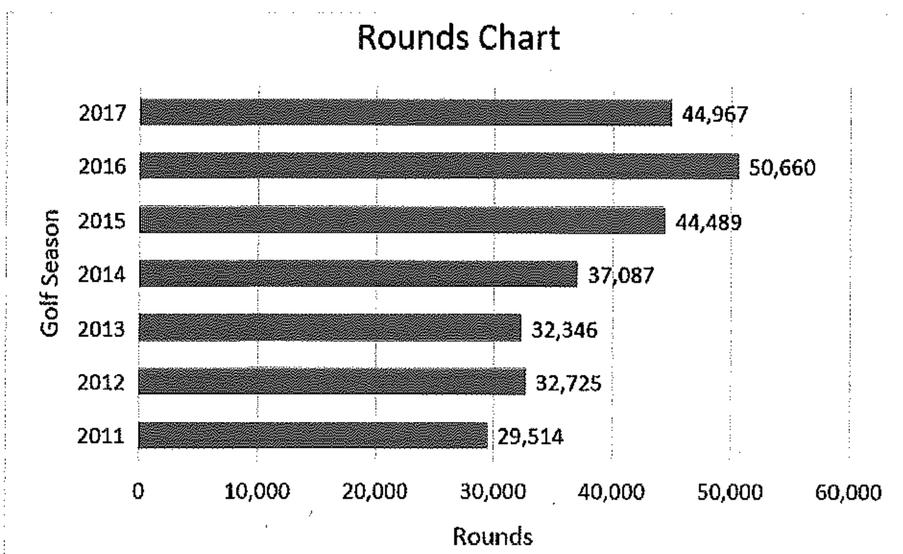
Riverside Golf Course

Membership and Rounds Chart





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

South Portland

BeforeCare:	7:00am - school starts
AfterCare:	3:00PM - 6:00PM
Fee Waiver:	NO
Price: (min. 3 days)	3 days AM/PM $90
	5 days AM/PM $130

Windam

BeforeCare:	none offered
AfterCare:	none offered
Fee Waiver:	---
Price:	---

Westbrook

BeforeCare:	7:00am - school starts
AfterCare:	end school - 6:00pm
Fee Waiver:	NO, unless extreme
	circumstance
Price: (flat montlhy 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

PORTLAND

BeforeCare:	6:30 am - school starts		
AfterCare:	school ends - 6:00pm		
Fee Waiver:	YES		
	Full Fee - 100% covered		
	Level A - 90% covered		
	Level B - 50% covered		
Price: (min 2 days)	**BeforeCare**	**AfterCare w/o Wed**	**AfterCare w/Wed**
2 days	$12	$30	--- 3 day min --
3 days	$18	$45	$49
4 days	$24	$60	$64
5 days	$25	---	$74

** 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

Scarborough

BeforeCare:	7:00am - 8:15am		
AfterCare:	2:45pm - 6:00pm		
Fee Waiver:	YES		
Price: (min 2 days- priced monthly)			
	BeforeCare	**AfterCare**	**AM&PM**
2 Days	$145	$215	$240
3 Days	$180	$270	$315
4 Days	$215	$320	$365

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.

MEMORANDUM

TO: Jon Jennings, City Manager
Anita LaChance, Deputy City Manager
Brendan O'Connell, Finance Director
FROM: Sally L. DeLuca, Director of Parks, Recreation & Facilities
SUBJECT: Youth Group Use of Grass Fields
DATE: May 2, 2018

The Finance Committee requested additional information about the use of youth groups in Portland on grass fields. Specifically, we were asked if the City staff would take over maintenance of the fields. Unfortunately, we only have 4 full time workers and 1 supervisor to maintain the 40 fields that are currently being used by the School Department and community groups.

Our ballfield budget request for FY19 is $524,458; revenues are projected at $344,225 leaving a shortfall of $180,233.

Currently, LL maintains their baseball and softball fields during their season. Each spring our athletic facilities crew assists each league to help rebuild a mound or get an infield ready. At the end of their season, the City crew takes over mowing of these fields for the rest of the growing season. LL provides us with invoices that total around $30,000 each year and the CIty has budgeted $9,000 to help offset these costs. In 2008 we proposed cutting this stipend and approving LL to sell advertising on their outfield fences. The Council passed the budget but we never took away the $9,000 stipend so LL has been selling advertising and receiving the $9,000 stipend ever since. This money used to be split evening among three LL groups but in recent years they have combined into 2 groups and split this stipend evenly.

PAYSA Soccer uses 20 fields while Portland Youth Football uses 3. Both groups help line the fields (after City staff does initial lining). Portland Youth Football lines the fields for their younger kids. The City does not reimburse either of these groups for the work they do.

Below is the Field Use by the major youth groups during their previous season and the estimated amount for each. We did propose that rather than charge $11,400 to Little League we would cut the $9,000 annual stipend.

Youth Group Grass Field Usage				
Group Name	**Total Hours**	**Amount of Kids**	**Fields Used**	**w/$10HR Fee**
Paysa Soccer	2,100	800	16	**$21,000.00**
Portland Youth Football	830	265	4	**$8,300.00**
Back Bay Lacrosse	920	300	7	**$9,200.00**
Portland Little League	1,140	1,000	8	**$11,400.00***
AAU/Summer Baseball Teams	850	400	6	**$8,500.00**
Ultimate Frisbee (Pozzy)	100	200	1	**$1,000.00**
Portland Youth Rugby (Lamb)	125	75	**1**	**$500.00**
			Totals:	**$59,900.00**

*Fees are waived for Little League in FY19

Let me know if you need additional information.

Portland, Maine | Yes. Life's good here.

Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Ethan Hipple
Deputy Director
Department of Parks, Recreation & Facilities

5/3/18

To the City Manager, Finance Director, Finance Committee, and City Council:

City Parks staff maintain 721 acres of parkland, including open spaces, playgrounds, cemeteries and athletic facilities. Of those 721 acres, 710 acres (98.5%) have been managed without the use of pesticides.

The 11 acres where pesticides are used on an occasional basis are made up of high-use athletic facilities. Portland's highest use athletic facilities see an incredible amount of use. A typical multi-use field should see about 200-400 hours of use during a year, while Portland's high use fields see 800-1,200 hours of use.

Because of the high use at these fields, maintaining a safe and playable turf surface is extremely challenging. The turf needs every advantage it can get in order to survive and thrive, including irrigation, regular aeration, compost top dressing, and removing harmful weeds and pests. Pesticides have been one of many tools used to provide optimum growing conditions for turf so that we can provide safe, playable athletic fields to the public.

Staff regularly provided feedback during the discussions leading up to the passage of the pesticide ordinance that there would be extra costs associated with removing one of the key tools (pesticides) used in maintaining our high-use fields. Due to that feedback from staff, the City Council passed a common-sense pesticide ordinance that allowed for the continued use of limited amounts of pesticides on our high-use athletic fields. However, that exempted use sunsets in 2021,with the intent being that staff would begin to experiment with new methods and tools in the meantime.

Staff are already maintaining our lower-use fields without the regular use of pesticides, but developing practices that work on high-use fields is a much more challenging task, and we wanted time to start working with the best researchers and experts in the field to implement and test new methods.

For FY19, the Parks Division submitted a budget that included new staff positions and equipment that would be required to help us meet our obligations to maintain our athletic facilities using no pesticides. As many have noted during the process, limiting the use of pesticides is not as simple as switching out one non-organic product for an organic product. It requires a complete change in the physical maintenance and practices used in maintaining the fields, and the frequency of the maintenance. Specifically, our initial program would require the following:

- Increased liming and organic fertilization to improve soil pH and soil nutrients
- Increased occurrence of de-thatching
- Increased application of compost top-dressing to enrich soil nutrients
- Increased slice-seeding to introduce new grass seed into the soil and out-compete weeds
- Increased deep-tine aeration to increase oxygen flow and reduce compaction

Portland, Maine — Yes. Life's good here.

Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Ethan Hipple
Deputy Director
Department of Parks, Recreation & Facilities

- Increased application of organic pest control materials, some of which are effective, but generally take more applications in order to be effective.
- Consultation with universities, cooperative extensions and consultants to develop the most effective organic turf maintenance program.

In order to start implementing the new pesticide ordinance, staff requested additional equipment, employees, and consulting fees to develop best-practices on our high-use athletic facilities. However, many of these items were cut to comply with overall city-wide budget limitations. The following items were requested specifically to comply with the pesticide ordinance, but eventually were cut from the FY2019 budget:

- $39,062 1 additional full time Athletic Facilities Maintenance Worker
- $12,000 1 Seasonal Athletic Facilities Maintenance Worker (Staff requested 2 Seasonal workers, 1 was funded @ $12,000)
- $10,000 consulting fees to work with researchers and consultants on developing Organic program for high-use fields
- $1,500 Reduction in agricultural supplies line (increased cost of organic products)
- $10,200 additional grass seed planter
- $14,225 additional top spreader (for compost top-dressing)

As a result of the cuts related to implementing the pesticide ordinance, Parks staff will do the following:

- Continue to maintain 98.5% (710 out of 721 acres) of our properties without the use of pesticides, as we have in the past.
- For our high-use athletic fields, we will not have the labor or equipment necessary to start the implementation of the organic program necessary to eliminate pesticides on these properties, so we will continue to use pesticides as one of the tools to maintain safe and playable facilities.
- When funding becomes available, we look forward to starting the multi-year process of implementing new practices and products to cease the use of pesticides on our high-use athletic fields.

Sincerely,
Ethan Hipple

Ethan Hipple
Deputy Director
Parks, Recreation and Facilities Department
City of Portland
212 Canco Rd.
Portland, Maine 04103
o: 207.808-5400
ehipple@portlandmaine.gov

To: Anne Bilodeau, Deputy Finance Director
From: Troy Moon, Sustainability Coordinator
Date: 4/20/2018
RE: Impacts of not fully implementing aspects of the pesticide ordinance on the Sustainability Program

Summary: The Sustainability Office currently has a single employee who manages several ongoing projects and is working to implement a number of previously enacted Council objectives. The pesticide ordinance mandates a number of administrative processes that must be completed this fiscal year unless the Council amends the ordinance. Meeting these deadlines without additional staff resources in the Sustainability Office will delay implementation of other Council mandated projects and progress toward other Council goals.

Mission: The Sustainability Office undertakes initiatives designed to make Portland a vibrant, environmentally friendly community now and into the future. It collaborates with all departments to increase the efficiency of City operations and seeks innovative approaches to improve municipal services. It partners with community organizations, citizens, and businesses working to conserve energy, reduce waste, and preserve our natural resources. It promotes actions that will make Portland resilient in the face of a changing climate.

Current Initiatives: The Sustainability Office has a number of initiatives underway to address stated Council goals and to implement programs created by the City Council by ordinance.

- Continuing the implementation of the LED streetlight conversion and smart city program
- Implementing the Energy Benchmarking and Disclosure ordinance passed by the City Council in 2016 (The first reports from businesses are due in December, 2018)
- Implementing the Pesticide Ordinance adopted by City Council in January, 2018
- Beginning the climate action planning process to achieve the Council's goal to reduce greenhouse gas emission 80% by 2050 and to operate the City on 100% clean energy by 2040

In addition to these programmatic objectives, the Sustainability Coordinator provides staff coordination to the Sustainability and Transportation Committee, conducts general education and outreach around the City's sustainability efforts, and responds to resident requests and questions related to the sustainability program.

Staffing: The Sustainability Office consists of a single employee. A Sustainability Fellow from the University of New Hampshire will join the office for ten weeks this summer to assist with the implementation of the Energy Benchmarking and Disclosure ordinance.

Implications of not funding implementation of the Pesticide Ordinance: Unless amended by the City Council, the pesticide ordinance requires the Sustainability Coordinator to complete several tasks during the upcoming fiscal year.

- Before July 1, 2018 (effective date for compliance on City property except for high use athletic fields) the City must establish the Pesticide Management Advisory Committee. A subcommittee of this group that includes the Sustainability Coordinator must be prepared to hear waiver requests from City departments that believe they need to use a prohibited pesticide as early as July 1.

- By spring, 2019 the Sustainability Coordinator and the PMAC must be prepared to schedule and hear waiver requests from private landowners requesting waivers from provisions of the ordinance.

- Before January 1, 2019 (effective date for private property) the Sustainability Coordinator must create and distribute information about the ordinance to residents, retailers, tree care companies, landscapers, and others so they are informed of their responsibilities and obligations under the ordinance.

- Beginning in July, 2018 and on an ongoing basis, the Sustainability Coordinator must work with the PMAC to develop and distribute educational material about organic landcare practices to members of the public, retailers, and landscaping professionals. The ordinance requires holding workshops for retail staff and the development of a tool kit of educational materials for display at retail to inform customers of ordinance requirements.

Meeting the deadlines established in the text of the Pesticide Ordinance without additional staff assistance in the Sustainability Office will result in deferring action on other important sustainability initiatives. Creating and administering the processes related to the pesticide ordinance will involve a significant investment of staff time to organize and attending meetings meetings of the PMAC as well as development and distribution of the education and outreach material described in the ordinance.,

NOTES ON RED CLAWS AGREEMENT

The current agreement gives the Red Claws priority in scheduling their games while protecting pre-existing agreements with other users.

Lease payments have been structured to cover all staffing costs related to Red Claws events. This does not include Police/Fire staffing costs or electrical use (which are billed separately).

- Seasons 10 (7/1/18-6/30/19) $65,688 ($2,737/game)
- Seasons 11-13 (7/1/19-6/30/22) $69,840 ($2,910/game)
- Seasons 14-15 (7/1/22-6/30/24) $72,240 ($3,010/game)
- Seasons 16-18 (7/1/24-6/30/27) $75,120 ($3,130/game)
- Seasons 19-20 (7/1/27-6/30/29) $77,520 ($3,230/game)

The Red Claws receive the net proceeds from parking and concessions and are allowed to sell advertising and sponsorship opportunities.

The Red Claws were responsible for capital improvements to the building including new scoreboards, a removable basketball court, additional basketball hoops, four sets of temporary bleachers, outdoor digital sign, renovations to the concession stand and locker rooms, and most recently all new bleachers with seat backs and individual seats. These improvements were all considered in the structure of the agreement.

The complete Red Claws agreement is available upon request

Portland, Maine Yes. Life's good here.

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. <u>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</u>. 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)*

<u>**Other Questions Asked During Finance Committee Review:**</u>

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

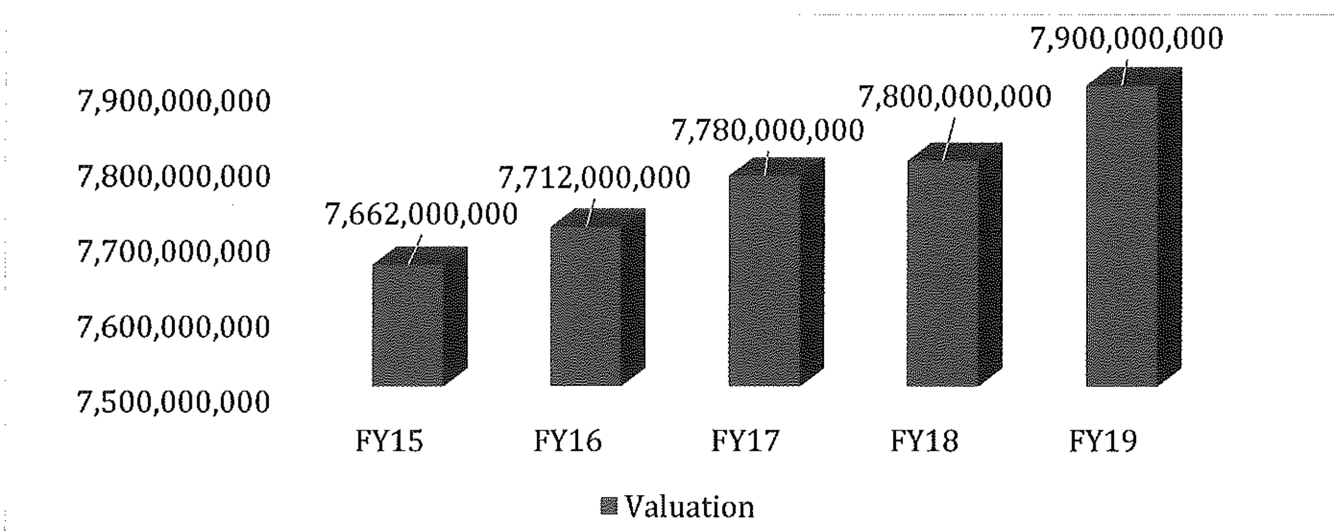
Each year, prior to February 1st, Maine Revenue Services must certify to the Secretary of State the full equalized value of all real and personal property which is subject to taxation under the laws of Maine. The State Valuation process, which takes about 18 months to complete, begins with the compilation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

FY19 Operating Budget Changes (RE: Project Employees & Expenses):

In the FY19 Budget, Health & Human Services Project Funded Employees (either fully or partially grant funded), as well as miscellaneous other expenses, and 100% Project Funded Employees in other departments, were removed from the General Fund Operating Budget, both from the Expenditures and Revenues (Net $0).

Beginning in FY19, the above described Project Employees will be charged directly to the Grant Project accounts, with grant project revenue offset in an equal amount. As a result of this exclusion, the FY19 Expenditures and FY19 Revenues amounts are lower than if these revenues and expenditures had been included in the FY19 Operating Budget.

Currently the FY19 Project Employee count to be charged directly to the Project accounts is estimated at 47.6 FTEs, based on the preliminary projection of project funds. A summary of this information is described below:

Dept / Div	Funding Source	FTE Count	Dollars
Executive:	Cities Readiness Initiative	**1.00**	**$46,237**
Planning:	**Totals:**	**5.00**	**$290,805**
Administration	HCD	1.85	$117,294
	HOME	0.15	$9,307
Housing & Community Dev	HCD	0.20	$10,798
	HOME	1.00	$53,985
	Lead	1.00	$56,232
	Program Income	0.80	$43,189
Health & Human Services:	**Totals:**		**$2,834,464**
	Various Grants: Salaries	**41.60**	*2,188,007*
	Various Grants: Other Misc. Expenses	**---**	*$646,457*
Public Health	Various Grants	15.00	$835,356
Social Services	Various Grants (Shelters)	26.60	$1,352,651

Contingency History FY16-FY19

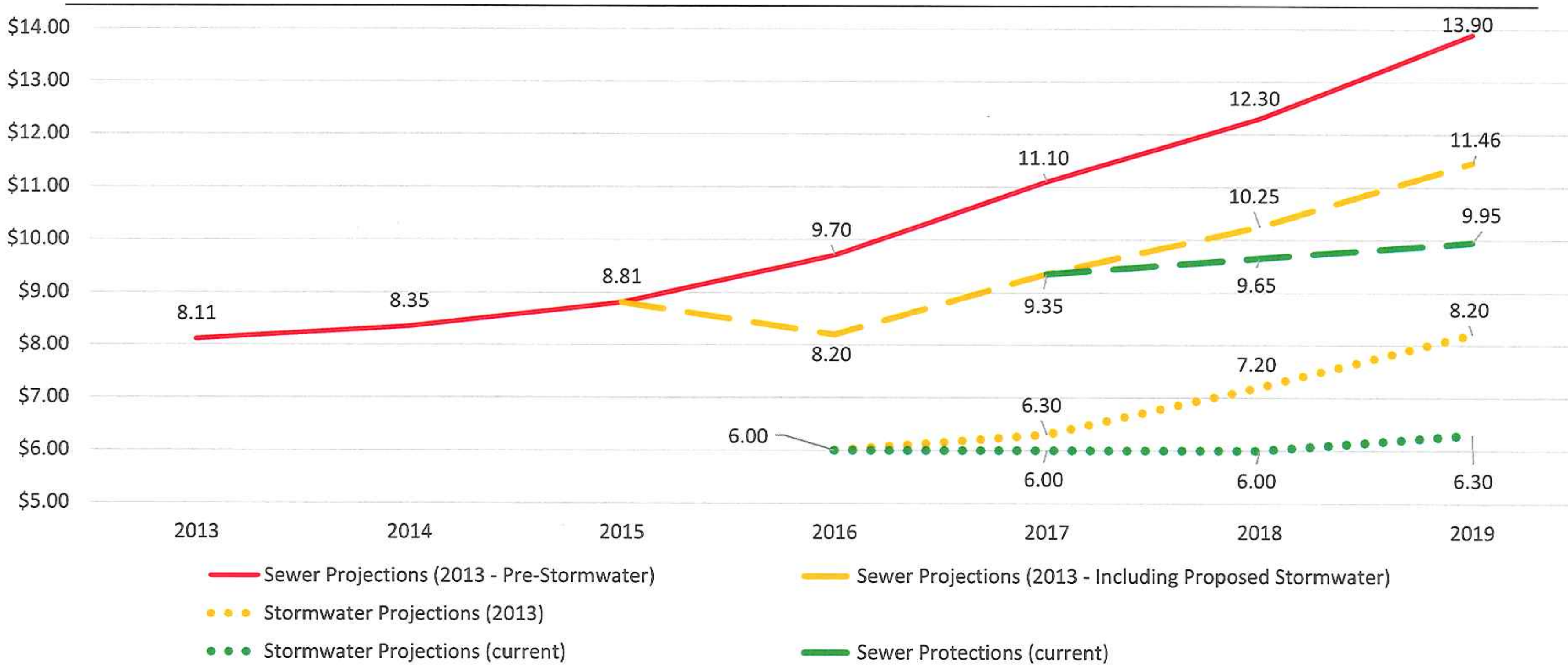
The Contingency budget has been typically been reserved for legal services, emergency issues or other nonrecurring funding needs which occur during the course of the fiscal year. Over the past several fiscal years the funding has been expended on outside / specialty legal services and settlements.

Fiscal Year	Revised Budget	Actual	Balance	Notes
FY19 - CM Rec Budget	$275,820	TBD	TBD	$275k estimated for outside legal services and emergency issues
FY18 - In Progress	$275,820	$337,405	($61,585)	Higher than anticipated outside legal services, general representation, and settlements.
FY17	$325,750	$200,395	$125,355	ADA Study of $125 - budgeted in FY17 but expended in FY18
FY16	$611,000	$450,998	$160,002	$250k of GA legal services, $131k of Year 1 Stormwater, $55k for Parks Master Plan
FY15	$125,000	$148,132	($23,132)	Entirely spent on outside legal / contractual services

Memberships / Contributions FY19

- METRO (Division 02) Increase of $74k (2.8%)
- RTP (Division 06) Flat Budget – No Increase/Decrease
- Memberships Misc (Division 07) – Increase of 2k to $365k
  - Community Television $100k
  - Peaks Island Council $40k
  - Other Island Transportation $5k
  - Maine Municipal Association $73k
  - Harbor Commission $43k
  - Community Counseling TIP Program (Maine Behavioral Health) - $10k
  - GPCOG - $69k
  - Milestone Home Team - $27k (they also received $112.5k of CDBG funds and $216k in HHS budget)

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



Portland, Maine — Yes. Life's good here.

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

Vacant Position Detail

Org	Pos #	Auth#	Position Name	FTE	Dist Code	Yearly Cost	Last Employed	Term Date	Status
17-01-410	1065	1	OCCUPATIONAL HLTH & SAFETY DIR	1.0	100-1701-410-0110	$63,667.50			
21-24-421	397	19	POLICE DETECTIVE	1.0	100-2124-421-0110	$50,128.00		11/30/2017	
21-24-421	397	2	POLICE DETECTIVE	1.0	100-2124-421-0110	$50,128.00		4/27/2018	
21-21-421	269	9	POLICE LIEUTENANT	1.0	100-2121-421-0110	$74,401.60		4/27/2018	
21-04-421	270	93	POLICE OFFICER	1.0	100-2104-421-0110	$47,736.00		3/31/2018	
21-21-421	270	220	POLICE OFFICER	1.0	100-2121-421-0110	$47,736.00		10/2/2017	
21-31-421	358	30	TELECOMMUNICATOR	1.0	100-2131-421-0110	$40,497.60		8/3/2016	
21-31-421	358	28	TELECOMMUNICATOR	1.0	100-2131-421-0110	$40,497.60		8/4/2017	
21-31-421	358	31	TELECOMMUNICATOR	1.0	100-2131-421-0110	$40,497.60		2/22/2017	
21-31-421	358	22	TELECOMMUNICATOR	1.0	100-2131-421-0110	$40,497.60		1/3/2018	
21-31-421	358	1	TELECOMMUNICATOR	1.0	100-2131-421-0110	$40,497.60		3/16/2018	
22-01-422	318	18	ADMIN ASSISTANT (NU)	1.0	100-2201-422-0110	$32,974.50		4/1/2018	
22-01-422	171	2	FIRE CHIEF	1.0	100-2201-422-0110	$91,357.50		3/31/2018	

Org	Pos #	Auth#	Position Name	FTE	Dist Code	Yearly Cost	Last Employed	Term Date	Status
24-04-410	322	5	SENIOR PLANNER	1.0	100-2404-410-0110	$51,285.00	NEW FY18		
25-03-410	499	9	CERTIFIED CODE ENFORCEMENT OFF	1.0	100-2503-410-0110	$44,050.50	FAHEY, JAMES	4/18/2018	
28-01-500	951	1	AIRPORT ADMIN COORDINATOR	1.0	583-2801-500-0110	$46,624.50	TENNY, RYAN (PROM)	9/18/2017	
28-02-500	1051	2	AIRPORT MAINT WORKER I	1.0	583-2802-500-0110	$36,233.60	WOODMAN, JEFFREY (TRANS)	4/15/2018	
28-02-500	489	7	AIRPORT MAINT WORKER II	1.0	583-2802-500-0110	$40,268.80	WHITE JR, EARL J	4/3/2018	
28-02-500	489	6	AIRPORT MAINT WORKER II	1.0	583-2802-500-0110	$40,268.80	HARBAUGH JR, JAMES A	3/28/2018	
28-02-500	19	4	AIRPORT MAINT WORKER III	1.0	583-2802-500-0110	$43,992.00	CONGDON, STEPHEN	1/27/2017	
28-02-500	19	5	AIRPORT MAINT WORKER III	1.0	583-2802-500-0110	$43,992.00	DEMILLE, JEFFREY	4/6/2018	
28-05-500	952	2	AIRPORT OPER COORD I-40	1.0	583-2805-500-0110	$37,336.00	YELAYAR, JAHABAR S	4/20/2018	
28-05-500	953	5	AIRPORT OPER COORD II-40	1.0	583-2805-500-0110	$41,080.00	BRIGGS, ALEXANDER (PROM)	11/19/2017	
28-05-500	953	1	AIRPORT OPER COORD II-40	1.0	583-2805-500-0110	$41,080.00	HAMLING, ALEX	10/6/2017	
28-05-500	512	1	ASST AIRPORT OPERATIONS MGR	1.0	583-2805-500-0110	$57,817.50	KELLER, AARON E	12/2/2017	
31-14-430	221	35	MAINT WORKER II (SOLID WASTE)	1.0	100-3114-430-0110	$36,816.00	NILSEN, GLENN (PROM)	3/26/2018	
31-14-430	219	43	MAINTENANCE WORKER I	1.0	100-3114-430-0110	$35,963.20	FASK, MICHAEL I (PROM)	3/26/2018	
31-12-430	220	139	MAINTENANCE WORKER II	1.0	100-3112-430-0110	$36,816.00	POULIN II, RONALD L (TRANS)	4/23/2018	
31-12-430	220	142	MAINTENANCE WORKER II	1.0	100-3112-430-0110	$36,816.00	SULLIVAN, RYAN (TRANS)		
31-12-430	456	64	MAINTENANCE WORKER III	1.0	100-3112-430-0110	$37,897.60	WATERHOUSE, COLBY (TRANS)	4/27/2018	
31-37-430	646	2	PROJECT ENGINEER (PROJ)	1.0	100-3137-430-0110	$51,285.00	NEW		
31-37-430	767	4	SENIOR ENGINEER	1.0	100-3137-430-0110	$61,503.00	GRAY, KEITH (PROM)	2/12/2018	

Org	Pos #	Auth#	Position Name	FTE	Dist Code	Yearly Cost	Last Employed	Term Date	Status
31-12-500	1057	2	WATER RESOURCES MAINT WK II	1.0	570-3112-500-0110	$37,897.60	COTE, DUANE (PROM)	4/2/2018	
31-12-500	1057	7	WATER RESOURCES MAINT WK II	1.0	570-3112-500-0110	$37,897.60	NEW		
31-12-500	1038	2	WATER RESOURCES SUPERVISOR	1.0	570-3112-500-0110	$41,953.60	GIAMPETRUZZI, ROBERT	3/30/2018	
33-33-415	893	5	ARBORIST II	1.0	100-3333-415-0110	$37,897.60	RHINEBOLT, JACOB	2/23/2018	
33-12-415	930	3	HVAC TECHNICIAN II	1.0	100-3312-415-0110	$39,728.00	NEW FY18		
33-32-415	220	138	MAINTENANCE WORKER II	1.0	100-3332-415-0110	$36,816.00	FERNALD, MATTHEW (TRANS)	10/29/2017	
33-34-415	456	97	MAINTENANCE WORKER III PARKS	1.0	100-3334-415-0110	$37,897.60	STEIN, HOWARD	10/6/2017	
33-34-415	449	1	DIRECTOR	1.0	100-3334-415-0110	$69,946.50	NEW		
33-33-415	1064	3	PARKS/REC/FAC SR SUPERVISOR	1.0	100-3333-415-0110	$41,953.60	SHANNON, CHARLES	4/27/2018	
41-03-441	675	30	COMM HEALTH PROMO SPEC (PROJ)	1.0	100-4103-441-0110	$42,373.50	WALKER, KRISTA (PROM)	2/12/2018	
41-03-441	675	29	COMM HEALTH PROMO SPEC (PROJ)	1.0	100-4103-441-0110	$42,373.50	NEW		
41-03-441	675	33	COMM HEALTH PROMO SPEC (PROJ)	1.0	100-4103-441-0110	$42,373.50	NEW		
41-02-441	639	18	PROGRAM COORDINATOR (PROJ)	1.0	100-4102-441-0110	$52,572.00	NEW		
42-11-442	317	21	ADMIN ASSISTANT (CEBA)	1.0	100-421-442-0110	$32,701.50	MCINTOSH, PAUL J	3/15/2018	
42-11-442	884	2	HUMAN SERVICES SPEC (PROJ)	1.0	100-4211-442-0110	$36,075.00	BRISLIN, LAUREN (TRANS)	4/8/2018	
42-11-442	338	1	SENIOR HUMAN SERVICE COUNSELO	1.0	100-4211-442-0110	$43,855.50	MICHAUD, DANIEL P (TRANS)	11/27/2017	
42-11-442	325	20	SHELTER ATTENDANT	1.0	100-4211-442-0110	$33,598.50	HOWITT, JULIA (TRANS)	4/9/2018	
42-11-442	325	8	SHELTER ATTENDANT	0.4	100-4211-442-0110	$13,439.40	MILLIKEN, ALEXANDER F	12/24/2017	
42-11-442	792	12	SHELTER ATTENDANT (PROJ)	1.0	100-4211-442-0110	$33,598.50	PESCE JR, ANTHONY	12/23/2017	
42-11-442	792	6	SHELTER ATTENDANT (PROJ)	0.5	100-4211-442-0110	$16,799.25	SULLIVAN, MARY (PROM)	2/26/2018	

Org	Pos #	Auth#	Position Name	FTE	Dist Code	Yearly Cost	Last Employed	Term Date	Status
42-11-442	1049	7	SHELTER SECURITY GUARD (PROJ)	0.4	100-4211-442-0110	$13,080.60	KAYAMBA, LAWUM R	1/25/2018	
43-23-443	95	17	CNA	1.0	107-4330-443-0110	$25,194.00	NGWIRA, LOVENESS	4/17/2018	
43-24-443	95	264	CNA	1.0	107-4330-443-0110	$25,194.00	STANHOPE, RACHEL A	4/18/2018	
43-25-443	95	36	CNA	0.8	107-4330-443-0110	$20,155.20	VEILLEUX, MICHELLE A	4/12/2018	
43-26-443	216	26	LPN	0.8	107-4330-443-0110	$33,679.36	JAYNES, LAURELEEN W	9/4/2017	
43-27-443	216	20	LPN	1.0	107-4330-443-0110	$42,099.20	BLAKE-OVERBY, JACQUELINE A	4/23/2018	
43-16-443	307	1	RECREATION ASSISTANT	1.0	107-4316-443-0110	$31,629.00	NUTE, SARAH (PROM)	3/11/2018	
43-40-443	350	17	SUPPORT TEAM WORKER	1.0	107-4340-443-0110	$22,464.00	GRIFFITHS, NEVILLE (TRANS)	4/22/2018	

Org	Pos #	Auth#	Position Name	FTE	Dist Code	Yearly Cost	Last Employed	Term Date	Status
43-40-443	350	35	SUPPORT TEAM WORKER	0.0	107-4340-443-0110	$599.04	DIANE JR, MOHAMED	4/11/2018	
43-40-443	350	72	SUPPORT TEAM WORKER	1.0	107-4340-443-0110	$22,464.00	WHEELER, SHERRY L	11/30/2017	
43-40-443	350	13	SUPPORT TEAM WORKER	0.5	107-4340-443-0110	$11,232.00	HEAK, AMBER S	12/16/2017	
43-72-443	350	34	SUPPORT TEAM WORKER	1.0	107-4372-443-0110	$22,464.00	HOWITT, JULIA C (TRANS)	4/8/2018	
43-40-443	794	1	SUPPORT TEAM WORKER (PROJ)	1.0	107-4340-443-0110	$22,464.00	GRIFFITHS, NEVILLE A		
43-40-443	794	2	SUPPORT TEAM WORKER (PROJ)	1.0	107-4340-443-0110	$22,464.00	(TRANS) JARDIM, MARIA M	3/30/2017	

MEMO

TO: Finance Committee

FR: Jon P. Jennings, City Manager

DT: April 20, 2018

RE: Restructuring of City Manager's Office as part of FY19 Budget

Councilors,

As part of my FY19 recommended municipal budget, I've proposed restructuring my management team as a result of our current Deputy City Manager's planned retirement in July 2018. My plan is to eliminate both the Deputy City Manager position and the Senior Policy Advisor position and return to the two Assistant City Manager format utilized by many of my predecessors. In fact, in the late 1970's and 1980's, Portland had three Assistant City Managers and a City Manager and then in the 1990's they switched to two Assistant City Managers. Portland went to the singular Deputy City Manager position in 2011 under City Manager Mark Rees.

When I came on board, I kept the Deputy City Manager position because of Anita LaChance's vast institutional knowledge and experience in Portland's city government. However, the workload really requires two management level positions. It is my goal to have two assistants who can oversee more of the daily operational activities so that I can focus on the bigger innovation and technology projects that will help further our commitment to achieve efficiencies so we can take on more aspirational projects.

This changed will be close to cost-neutral to the FY19 budget given the current salaries of the deputy position and the senior policy advisor position. We are currently in the process of interviewing candidates for the first Assistant City Manager position in the hopes that we can have someone on board before Anita's retirement.

I am also proposing to move the Office of Economic Opportunity from within the City Manager's office into a more appropriate home within the Economic Development Department given the synergy between the work in both offices. OEO Director Julia Trujillo has been working quite closely with Economic Development staff on a number of initiatives and so I am comfortable that this will be a good fit. When new offices are created, I like to keep them within the City Manager's office for the first year to ensure things progress appropriately. Now that it is well established, I will continue to meet with Julia on a regular basis.

FY19 Position Changes
City Manager's Recommended Budget

Dept.		FTE	Position	Est $	Notes:
Executive	13-01	1.0	Assistant City Manager	$122,514	Offset
	13-01	(1.0)	Sr. Advisor to the City Manager	($95,726)	Offset
	13-01	(2.0)	Program Coord (Proj)	($120,856)	
Legal	16.00	1.0	Liability & Insurance Claims Mgr	$74,548	
Fire	22-01	1.0	Principal Administrative Officer	$59,416	
	22-03	(4.0)	Firefighters	($175,134)	
Police	21-21	(1.0)	Patrol Sgt	($72,471)	
	21-21	(4.0)	Patrol Officer	($213,580)	
	21-21	(1.0)	Ordinance Enforcement Officer	($34,028)	
Planning	24-01	1.0	Housing Program Manager	$55,141	Offset
	24-01	(1.0)	Planner	($54,327)	Offset
Public Works	31-12	1.0	Operations Manager	$92,000	
	31-12	1.0	Public Works Foreman	$41,621	Offset
	31-12	(1.0)	Maintenance Worker II	($39,874)	Offset
	31-14	1.0	Solid Waste Program Administrator	$43,290	
	31-35	1.0	Project Manager (Contract)	$73,710	
	31-35	(1.0)	Senior Technician	($48,555)	
	31-37	1.0	Survey GIS & Archives Manager	$75,000	Offset
	31-37	(1.0)	Senior Engineer	($65,626)	Offset
Parks Rec & Facilities	33-00	1.0	Deputy Dir Parks Rec & Facilities	$99,169	Offset
	33-00	0.8	Marketing & Communications Coord.	$48,516	Offset
	33-11	1.0	Concessions Coordinator	$40,200	
	33-14	(1.0)	Recreation Director	($78,648)	Offset
	33-14	(1.0)	Recreation Programmer I	($29,291)	Offset
Public Bldgs & Wtrfrnt	35-00	1.0	Project Manager	$56,004	
	35-00	1.0	Principal Financial Officer	$53,625	Offset
	35-00	(1.0)	Administrative Associate	($46,878)	Offset
	35-09	1.0	Foreman	$40,820	
	35-09	2.0	Trades Worker III	$95,014	
Public Health	41-02	(0.6)	Program Coordinator (Proj) Grant Expires 09/30/18	($48,928)	
	41-03	(1.0)	Program Coordinator (Proj)	($56,019)	
	41-03	2.3	Comm Health Promo Spec (Proj)	$105,492	
	41-10	1.0	Program Coordinator	$62,751	
Social Services	42-02	2.0	Shelter Security Guard	$77,120	
	42-02	(1.0)	Administrative Assistant	($37,569)	
	42-11	1.0	Sr Human Service Counselor	$53,015	
	42-11	4.0	Shelter Security Guard	$140,434	Previously Contracted
	42-11	1.0	Custodial Worker	$34,525	
	42-12	1.0	Custodial Worker	$34,454	
Barron Center	43-30	(12.6)	CNAs	($421,322)	
	43-30	(0.8)	LPN	($38,306)	
	43-30	(6.0)	RN	($366,320)	
General Fund Total		**(12.9)**		**($465,079)**	
Sewer	31-01	1.0	Water Quality Technician	$45,669	Shift Fron Storm Water
	31-12	2.0	Water Resouces MW I	$39,422	Shift Fron Storm Water
Stormwater	31-40	(1.0)	Water Quality Technician	($43,856)	Shift To Water Resources
	31-40	(2.0)	MW III	($88,650)	Shift To Water Resources
Jetport	28-01	1.0	Safety / Training Officer	$53,625	
	28-01	1.0	Administrative Officer	$40,677	
	28-01	(1.0)	Airport Administrative Coord	($57,089)	
	28-02	(1.0)	Assistant Airport Manager	($97,566)	
	28-02	1.0	Airport MW III	$41,954	
	28-05	2.0	Airport Operations Supervisor	$96,845	
	28-05	0.5	Airport Oper Coord I-40	$19,930	
Enterprise Fund Total		**3.5**		**$50,961**	
Grand Total		**(9.4)**		**($414,117)**	

Offset by grants or other non-tax revenues

Note: does not include minor changes in hours

To: Mayor Ethan Strimling
Cc: Members of the Finance Committee

From: Jon Jennings, City Manager

Subject: Request for Budget Reduction Scenarios

Date: May 7, 2018

I am writing this in response to your request that City staff go through the exercise of reducing the City budget by $1.6, $2, $2.4 and $2.8 million and tell you how many people we would have to lay off to meet each of those targets and what programs would be impacted. As we discussed with the full Finance Committee last week, City staff worked over several months analyzing all of the data/information we gathered to develop our budget recommendations. We worked very hard and made many difficult decisions to deliver a budget of 2.6%, well within guidance. Under no circumstances do I support a further reduction in City staff and please do not represent this as anything I would support.

Neither of the other two members supported going through this exercise or expressed support for this magnitude of cut given their review of the City budget over the past several weeks. After a lengthy discussion, staff was asked to give you an idea of the number of positions that would need to be cut based on average salaries, in the areas supported nearly exclusively by property taxes; Police, Fire, Public Works and Parks. Attempting to provide you with a number of positions in other areas would be infinitely more complicated given the impact of outside funding such as grants and/or the generation of revenue to offset the cost of programming.

The attached chart reflects what we agreed to provide, proportionate cuts across those four areas, based on average wages. We have added pension and medicare contributions to the average wages, which are predictable costs. We have not included the cost of health insurance and workers compensation since the City is self-insured in these areas and it is difficult to apportion realistic cost on a per employee basis. We have not included the staffing in divisions largely or entirely offset by revenue or charges to other funds.

I need to reiterate that I stand behind the budget I submitted. It doesn't contain everything that is needed and it raises revenues and fees in areas that I wish we could have avoided. We made these difficult choices in order to limit the impact on the taxpayers, while preserving core services, precisely the services that are the subject of this memo. I regret that this exercise will likely be upsetting to City staff and I will do my best to reassure them. It is unfortunate that you are trying to cut City staff and programs to achieve your School Department objectives.

Required staffing reductions as requested by Mayor Strimling

Department	# of Tax Supported Positions*	% of Total	Target Amount: $ 1,600,000		Target Amount: $ 2,000,000		Target Amount: $ 2,400,000		Target Amount: $ 2,800,000	
			# Positions	Amount	# Positions	Amount	# Positions	Amount	# Positions	Amount
Parks /Forestry	22	5%	2	80,000	2	100,000	2	114,989	3	133,821
Public Works	90	20%	7	320,000	8	392,144	10	470,972	11	548,802
Police	153	33%	8	528,000	10	663,545	12	800,253	14	932,962
Fire	194	42%	11	672,000	14	840,154	17	1,013,785	20	1,184,416
Total	459		28		34		41		48	

* Does not included positions which are largely offset by revenues or project charges such as Jetport Security, Air Rescue, Engineering and the downtown district

Planning & Urban Development Department			
FY19 Budget Request Highlights-Net			
Total Expenditure Request		General Fund	**Payroll % of Budget:**
FY19 Expenditure Request		$1,789,472	**74%**
FY18 Expenditure Request		$1,944,324	
$ Change		-$154,852	
% Change:		**-7.96%**	
Payroll Change		**-15.19%**	
Other Expenses Change		**21.97%**	
Total Revenue Budget			
FY19 Budget		$746,261	
FY18 Budget		$891,285	
$ Change		-$145,024	
% Change		**-16.27%**	
Total Budget-Net			
FY19 Budget-Net		$1,043,211	
FY18 Budget-Net		$1,053,039	
$ Change		-$9,828	
% Change		**-0.93%**	

FY19 Propsed Fee Changes

increase	Current Fee Type	Amount *See	by application type	explanation below
More than 8 years	After the Fact - PB	$1,000.00	$1,744.35	**$2,000.00**
More than 8 years	Conditional Use PB Review	$100.00	$575.00	**$1,000.00**
More than 8 years	Plan Amendment - Board Review	$500.00	$1,577.25	**$1,500.00**
More than 8 years	Level I Site Alteration	$200.00	$444.32	**$600.00**
More than 8 years	Level II Site Plan Under 10,000 sq ft	$400.00	$856.31	**$800.00**
More than 8 years	Level III Site Plan 50,000 - 100,000 sq	$1,000.00	$1,793.56	**$3,000.00**
More than 8 years	Level III Site Plan 100,001 - 200,000 s	$2,000.00	$2,552.00	**$4,000.00**
More than 8 years	Level III Site Plan 200,002-300,000 sq ft	$3,000.00	$3,744.35	**$5,000.00**
More than 8 years	Level III Site Plan Over 300,000 sq ft	$5,000.00	$5,744.35	**$7,000.00**
FY17 ($500 to $750)	Level III Site Plan Under 50,000 sq ft	$750.00	$1,995.26	**$2,750.00**
FY13 ($0 to $1,000)	Master Development Plan	$1,000.00	$3,732.25	**$3,000.00**
More than 8 years	Parking lots over 100 spaces	$1,000.00	$1,744.35	**$1,600.00**
FY17 ($3,000 to $5,000)	Contract/Conditional Rezoning	$5,000.00	$6,696.00	**$10,000.00**
FY17 ($2,000 to $3,000)	Zoning Map Amendment	$3,000.00	$3,978.43	**$7,500.00**
FY17 ($3,00 to $4,000)	Zoning Map and Text Amendment	$4,000.00	$4,744.35	**$10,000.00**
FY17 ($2,000 to $3,000)	Zoning Text Amendment	$3,000.00	$3,287.50	**$7,500.00**
	Total			

*Current application process: Applicant pays application fee and is billed monthly for additional costs such as noticing and staff hours

**Proposed fee for FY19: Switch to an up front cost which would take the current application fee and include the cost of receipt of application noticing and staff time up to 20 hours per project. (Average amounts based on FY17 data)

***Third party reviews and public meeting noticing would continue to be billed out monthly

Finance Committee Request: What is the breakdown of grant revenue?

The grant revenue reimburses salary costs charged to the general fund.

	Appropriation	Fund	Funded Positions
24-01 Administration Revenue	**$214,956**	**$148,908**	**$126,601**
TIF Revenue reimbursement		*$30,000*	
CDBG Grant reimbursement for salaries		*$118,908*	
CDBG Grant funded salary positions			*$126,601*
24-04 Planning Revenue	**$485,401**	**$597,353**	**$0**
CDBG Grant reimbursemenet for salaries		*$18,498*	
Historic Preservation Grant reimbursement for salary		*$20,000*	
24-05 Housing & Community Development Revenue	**$190,928**	**$0**	**$164,204**
HOME and HDF Grant reimursement for salaries			$164,204

FY 2018 Housing Projected Reviewed

Project Name	Neighborhood	Type	Amount	"Affordable" Units#
20 Thames	India	Condo	28	
221 Congress	India	Condo	17	
273 Congress	India	Condo	10	
(Verdante)	India	Condo	30	
Preserve	Stroudwater	Single Family	98	10
1714 Westbrook	Stroudwater	Townhouse	25	2
383 Commercial**	Western Waterfront	Condo	200	
155 Sheridan	Munjoy	Condo	19	1
Brandy Lane	East Deering	Single Family	16	1
502 Stevens	Deering Center	Multifamily	7	
Front Street *	East Deering	Multifamily	99	99
60 Parris	Bayside	Condo	23	2
218 Washington	East End	Condo	45	
583- 605 Stevens	Deering Center	Senior	21	
Knights Farm	North Deering	Single Family	9	
Joy Place	West End	Condo	12	1
Deering Place	Parkside	Multifamily	75	75
Boyd St	East Bayside	Multifamily	55	55
Misc. 1,2 &3 family	City Wide	Single/Two /Three	50	
			839	246

* Project being Revised for resubmission

** Total in Master Development Plan P1= 89 units

Including dedicated projects meeting low income affordability, workforce affordability and IZ projects which have indicated the intent to provide the IZ units on site

Portland, Maine | Yes. Life's good here.

Memorandum

TO: Brendan O'Connell, Finance Director
FROM: Michael Murray, Assistant to the City Manager
CC: Jon Jennings, City Manager
Anita LaChance, Deputy City Manager
SUBJECT: Peaks Island Expenditures
DATE: May 7, 2018

OBJECTIVE:

To provide background and history of specific Peaks Island Council expenditures.

BACKGROUND/HISTORY:

The Peaks Island Council was born out of the 2006-2007 secession attempt by residents of Peaks Island. Members of the Legislature's State and Local Government Committee voted "Ought Not to Pass" based on the City of Portland commitments to the creation of the Peaks Island Council, and "…annual fund for parking or transportation to be allocated to year round island residents according to a program designed and recommended by the Island Council…"1

The two allocations in question are the Peaks Island Taxi and the reimbursement to parents of students attending private schools.

Island Transportation Service: The Island Transportation Service, aka Peaks Island Taxi, is a Maine not for profit entity that provides transportation on Peaks Island to the public. It was formed in 2009 with the assistance of the Peaks Island Council, has received various levels of funding ever since. Additionally, City Code, Sec. 30-17A was amended in 2009 to facilitate the establishment of the island livery service. The "taxi", as it is known on the island, is the only means of public transportation available. It assists: persons with mobility issues, medical issues, etc. traveling to and from the ferry landing; persons without automobiles/golf carts on the island with grocery deliveries to their residences; travelers to their rental cottages, etc.

Reimbursement to Parents of Private School Students: This program provides limited assistance to parents whose children attend private schools. The value equals a 1 month pass for transit on the Casco Bay Lines from Peaks to Portland. This is equivalent to the amount provided by the PIC to convert the 10 month pass provided to public middle/high school students into a year round pass. This version of an assistance program has been in effect for the five years; in FY 18 there have been three (3) students whose parents have received the reimbursement – 1 student attends Baxter Academy; 2 students attend Breakwater School.

Peaks Island Council

FY 2019 Budget Request Summary

Approved by PIC February 28, 2018

	Request
Ferry tickets, passes, vouchers, loading control	
A. Middle & High school passes	5,208
B. College students	500
C. Private school tickets	450
D. Needs-based tickets	3,000
E. Bicycle tickets	500
On-Island transportation	
F. ITS ("The Taxi")	16,000
G. Cadet	2,067
Islanders in need	
H. PITEA (for PIC, heating assistance only)	4,000
Parks, recreation, open space	
I. PEAT brochure	400
Island services	
J. Peaks Library, A/V equipment	2,500
K. Peaks Assisted Living Facility	2,000
PIC Administrative	
L. Administrative	3,375
Total	40,000

FY 2019 Proposed Peaks Island Council Budget Request
Administrative Detail

N.	Administrative	
	Transcription	1,650
	Supplies, printing, copying	750
	Software (Survey Monkey)	550
	Island Coalition dues	200
	Postage	225
	Total administrative	3,375

Peaks Island Council
FY 2019 Budget Request
Approved for Submission
February 28, 2018

Motion: The Peaks Island Council requests the Portland City Council to allocate the following funds to the **PIC FY 19** Parking and Transportation Fund in the amount of $40,000 in accordance with the following items:

Item A: The Peaks Island Council requests the City Manager or his designee to transfer to the Portland School Department _$5,208.00_ to cover the cost of extending Portland School Department issued 10-month Casco Bay Lines passes for Peaks Island public middle and high schools students to 12-month passes. *(5th year)*

________________________________ ___________________

Jon Jennings, Portland City Manager Date

Item B: The Peaks Island Council requests the City Manager or his designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines for Island resident college students: for up to 3 monthly stickers per student @ $82.45/sticker, not to exceed _$500.00_ . For the purposes of PIC transportation support, a college student shall be defined as a full-time island resident carrying a full-time course load (12 credits) at a Portland-area institution of higher education. *(4rd year)*

________________________________ ___________________

Jon Jennings, Portland City Manager Date

Item C: The Peaks Island Council requests the City Manager or his designee to issue vouchers in the amount of $84 per voucher per student to the parents of children attending private schools off-island. Criteria for determination of residency will be directed through the Island/Neighborhood Administrator's Office. Total cost allocated is $450.00 . *(5th year)*

________________________________ _______________________

Jon Jennings, Portland City Manager Date

Item D: The Peaks Island Council requests the City Manager or his designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase tickets for needs-based Peaks Island residents. To receive **Needs-Based tickets,** recipients must fit defined criteria developed by the Peaks Island Council. The total is not to exceed $3,000. *(5th year)*

_________________________________ ____________________
Jon Jennings, Portland City Manager Date

Item E: The Peaks Island Council requests the City Manager or his designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase bicycle tickets for a **summer bike ticket program** on Peaks Island. This program was approved last year and was very successful. The total is not to exceed $500.00 . *(5th year)*

_________________________________ ____________________
Jon Jennings, Portland City Manager Date

Item F: ITS: a.k.a., Island "Taxi" The Peaks Island Council requests the City Manager of his designee to provide an allocation of $16,000.00 to the **Island Transportation System** for continued support of the only transportation service available to residents. *(5th year)*

_________________________________ ________________________
Jon Jennings, Portland City Manager Date

Item G: ITS: Cadet Funding

The Peaks Island Council requests that the Portland City Manager allow the allocation of authorized PIC FY 18 funds to reimburse the Portland Police Department for the cost of establishing a Police Cadet on Peaks Island for the period from ***July 1, 2018 – Sept 17, 2018, and for the period from May 25, 2019-June 30, 2019*.** The Cadet will be assigned a four-day per week schedule and will focus on the Island Avenue/Welch Street area. The Cadet will assist with congestion issues in and around the Peaks Island ferry landing. The total FY 18 cost of the cadet for the four-day per week schedule is $8,269.00, of which $2067.00 is to be paid from PIC funds, and $6,202.00 from the City Budget. *(3nd year)*

_________________________________ ____________________
Jon Jennings, Portland City Manager Date

Item H: The Peaks Island Council requests the City Manager of his designee to provide an allocation of _$4,000.00__to **Peaks Island Tax & Energy Assistance (PITEA)** for the express purposes of assisting eligible island residents with heating costs. Applications for eligibility approved by Peaks Island Clergy, and monies are paid by PITEA directly to the fuel company.
(5th year)

______________________________ ______________________
Jon Jennings, Portland City Manager Date

Item I: The Peaks Island Council requests the City Manager of his designee to provide an allocation of _$400__to the **Peaks Island Environmental Team (PEAT)** for the purposes of printing existing two different **visitor-education brochures**. *(3nd year)*

______________________________ ______________________
Jon Jennings, Portland City Manager Date

Item J: The Peaks Island Council requests the City Manager, or his designee provide an allocation of $2,500.00 to the **Peaks Island Library** for the purchase of audio visual equipment to be used in the renovated community center for various public meetings and gatherings. *(1st year)*

______________________________ ______________________
Jon Jennings, Portland City Manager Date

Item K: The Peaks Island Council requests the City Manager, or his designee, provide an allocation of $2,000.00 in support of **Peaks Assisted Living** (PAL) a nonexempt group working to create an assisted living facility on Peaks Island. Funds are to be used for the cost of the group's filing to become a 501c3 organization and part of the time of an Island Institute Island Fellow to assist in the process. PAL is in discussion with existing 501c3 organization that will serve as fiscal agent for the city funds allocated until its own nonprofit tax status is obtained. *(1st year)*

______________________________ ______________________
Jon Jennings, Portland City Manager Date

Item L: The Peaks Island Council requests the City Manager of his designee to provide an allocation of $3,375.00 to the Peaks Island Council for **Administrative Expenses**. *(All previous years.)*

______________________________ ______________________
Jon Jennings, Portland City Manager Date

GREATER PORTLAND TRANSIT DISTRICT

Budget Calendar for Preparation of Calendar Year 2019 Operating/Capital Budgets

Board and Committee dates are subject to change

August 2018

- August 1, 2018 – Presentation to and input from the Finance Committee on internal and external financial issues which need to be considered as part of the budget development process.
- August 16, 2018 – Presentation to and input from the Ridership Committee on anticipated service levels for 2019 and review potential changes to fare policy and collection technology.
- Late August 2018 – Consultations with member community city staff on service development and budget considerations.

September 2018

- September 5, 2018 – Presentation of preliminary budget to Finance Committee.
- September 20, 2018 – Presentation of final proposed service levels and recommended fare policy/technology changes to Ridership Committee.
- Mid-September 2018 – Consultations with member community city staff and/or Councils on proposed service levels and preliminary budget.
- September 26, 2018 – Overview presentation of preliminary budgets and proposed service levels to Board of Directors.

October 2018

- October 3, 2018 – Planned approval of preliminary budget by Finance Committee.
- Mid-October 2018 –
    - Additional consultations with member community city staff and/or Councils on proposed service levels and preliminary budget.
    - Additional Finance Committee meeting if necessary.
- October 24, 2018 – Board of Directors approves formula for allocating local costs/preliminary budget.
- **October 31, 2018 – Statutory deadline** for Metro to formally submit the formula for allocating local costs and preliminary budget to the “municipal officers” (i.e., the City/Town Councils) of the member communities.

November 2018

- **As required by Maine Revised Statutes, the “municipal officers” of the member communities have 30 days to review and formally notify Metro of any dispute with the formula for allocating local costs.** A formal dispute triggers a mediation process managed by the Public Utilities Commission.

As required by Maine Revised Statutes, by March 1, 2019, Metro is required to adopt a final budget.

By April 1, 2019, Metro must submit the “Warrants for Taxes” to the member communities.

Attachment: Statutory Budget Procedures for the Greater Portland Transit District (2010 memo by Metro Legal Counsel: Drummond Woodsum).

Drummond Woodsum

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August 20, 2010

David C. Redlefsen
General Manager
Greater Portland Transit District
114 Valley Street
Portland, ME 04102

RE: Statutory Budget Procedures Applicable to Greater Portland Transit District

Dear Dave:

I am writing as you requested to outline the statutory procedures for the preparation and adoption of the annual budget and for the assessment and collection of taxes by the Greater Portland Transit District (the "District"). The statutory procedures for the preparation and adoption of the annual budget are governed by 30-A MRS §3516 and the procedures for assessment and collection of taxes are governed by 30-A MRS §3517. In the balance of this letter, I will outline these statutory procedures.

Preparation and Adoption of Annual Budget.

Under 30-A MRS §3516, the procedure for preparation and adoption of the annual budget of the District is as follows:

1. Formula for municipal contributions. On or before October 31, and before submitting the budget estimates required by paragraph 2 below to the municipal officers of the member towns, the board of directors of the District, by a 2/3 vote of its entire membership (i.e., 7 in favor), must approve a formula for calculating the contribution to be made by each member municipality to defray any projected deficit of the District. Under 30-A MRS §3516(2)(A) this formula must be based on such items as route mileage, profit or loss resulting from service to each municipality, population and any other factors that the board of directors considers relevant.

2. Estimate of expenditures and revenues. After establishing the formula for municipal contributions under paragraph 1, the board of directors of the District must adopt a vote on or before October 31 at a duly called meeting approving an estimate of expenditures and revenues for the ensuing year and directing that it be submitted by the District to the municipal officers of each of the member towns. Under 30-A MRS §3504(2) a majority of the board of directors of the District constitutes a quorum and action taken by two-thirds of the directors is considered to be the action of the full board. The "municipal officers" in Portland, Westbrook and Falmouth are the members of the Portland City Council, Westbrook City Council and Falmouth Town Council respectively. Under 30-A MRS §3516(1)(A)-(E) the required estimate must include:

   A. An itemized estimate of anticipated revenues during the ensuing fiscal year from each source;
   B. An itemized estimate of expenditures for each classification for the ensuing fiscal year, including payments of principal and interest on bonds or notes issued or to be issued by the District;
   C. An itemized statement of all actual receipts from all sources to, and including September 30th of each previous fiscal year, with estimated receipts from those sources shown for the balance of the year;
   D. An itemized statement of all actual expenditures, up to and including September 30th of each previous fiscal year, with estimated expenditures shown for the balance of the year; and
   E. An estimate of revenue surplus or deficit of the District for the fiscal year for which estimates are being prepared.

The formula for municipal contributions adopted under paragraph 1 above and the amount of the contribution required from each member municipality must be shown in the estimates submitted to the municipal officers of each town.

3. Failure of Board of Directors to approve formula for municipal contributions by November 1st and petition to Public Utilities Commission. If the Board of Directors is unable to establish a formula for municipal contributions by a two-thirds vote of the entire membership (i.e., 7 favorable votes) then, also by November 1st, the Board must petition the Public Utilities Commission to adopt a formula. A vote of the directors approving the petition and directing its submission to the PUC should be approved by two-thirds of the members of the Board present and voting at a meeting at which a quorum of the Board is present. This vote must be adopted, and the petition must be submitted, to the PUC prior to November 1st, and prior to filing the estimates required under paragraph 1. In addition, if the board has failed to approve a formula, the estimates filed under

paragraph 2 must include a statement "that a formula has not been established but that a petition has been made to the PUC for findings and a decision with respect to a formula." Under 30-A MRS §3516(2)(c), if a petition is filed with the PUC, the PUC must give notice to the member municipalities, hold a hearing, make findings and establish a formula within sixty (60) days from the filing of the District's petition. The findings and decision of the PUC are binding on the District and the member towns, provided that the District or any member town may appeal the PUC's decision to the Law Court in accordance with 35-A MRS §1320.

4. Refusal of municipal officers to accept the formula established by the District's Board of Directors. If the District's board of directors establishes a formula for municipal contributions by a two-thirds vote of its full membership and submits that formula to the municipal officers of the member towns by November 1st, but the municipal officers of a member town refuse to accept the formula, then the municipal officers are required, within thirty (30) days after the District's submission of the formula, to notify the District's board of directors of their refusal. If the District receives notice of such a refusal to accept the formula by the municipal officers of a member town, the District's board of directors is then required to petition the PUC by December 15th to establish a formula. In that situation, two-thirds of the board of directors present and voting at a meeting at which a quorum is present should adopt a vote approving the petition to the PUC and directing its submission to the PUC prior to December 15. The PUC must then give notice to the member municipalities, conduct a hearing, make findings and a decision with respect to the formula within sixty (60) days of the filing of the District's petition. The district or any member municipality may appeal the PUC's decision to the Law Court under 35-A MRS §1320.

5. Adoption of final District budget. By March 1st of each year, the board of directors of the District is required to adopt a final budget for the District for that year which is itemized in the same manner as required for the estimates required under paragraph 2. The final budget must be approved by two-thirds of the members of the district in accordance at a meeting at which a quorum is present. The final budget is then required to be submitted immediately to the municipal officers of the member municipalities. The amounts required to defray any projected deficit must be included in a warrant issued to the assessors of each member municipality as provided in 30-A MRS §3517. 30-A MRS §3516(3)(A) establishes the procedures to be followed if an appeal has been taken from a decision of the PUC and that appeal is still pending on March 1st.

6. The District's Warrant for Taxes. Pursuant to 30-A MRS §3517, the directors of the District are required to issue their warrant for the collection of taxes to the

assessors of the member municipalities. The form of warrant should be based on the form of the warrant which has been used by the Treasurer of State for State taxes, with proper changes to adapt it to the District's situation. The warrants should be approved by two-thirds of the members of the District board of directors in attendance at a meeting at which a quorum is present. The warrants should be signed by the District's board of directors. The warrants direct the assessors of the member municipalities to assess the sums allocated to each municipality on their taxable property and to commit that assessment to the tax collector of each member municipality. Within thirty (30) days after the date that taxes are due within each member municipality, the treasurer of that municipality is required to pay the amounts due to the District.

If you have any questions about these procedures, or if I can be of assistance in preparing the necessary votes, notices or warrants, please do not hesitate to give me a call.

Very truly yours,

Dick Spencer

Richard A. Spencer

RAS/kmr

Council Finance Committee Questions - April 26, 2018

1. Are the positions that are being closed currently vacant or not?
    a. Only one of the positions that are being eliminated is currently vacant, that is the Assistant Director of Finance position, formerly the Controller.
    b. Here are a list of currently vacant positions in the district:
        i. Bayside educator 1.0 FTE
        ii. IT Director 1.0 FTE
        iii. Data Analyst 1.0 FTE
        iv. EECS Reading/Math Title position 1.0 FTE
        v. Custodian at Longfellow 1.0 FTE
        vi. MLC Parent/Community Specialist 1.0 FTE
        vii. Two custodians at PHS 2.0 FTE
        viii. Food Service team leader LYS .625
        ix. Hall SpEd resource room teacher 1.0 FTE

2. Current class sizes at the elementary and MS/HS
    a. Please see attachment A for current (FY2018) elementary, middle school and high school class sizes.

3. Position analysis of everything that was opened in 2018 SY (what is closing at the end of the year (as in 1 year only), what is being cut, what is staying on)
    a. Please see attachment B for the one year only positions.

4. Analysis of the 19 positions lost since last year. Who were they, where were they located, when did they go, why?
    a. Please see attachment C for a listing of all central reductions and additions, as well as all school reductions and additions for the past two fiscal years.
    b. Should you have specific questions (the "why" for any specific position we would be happy to provide further information).

5. Research if we can charge out of district people in Adult Ed
    a. There is a basic difference in adult education in that we are not required to offer adult education courses - we can choose to serve non-residents or not and their community may or may not serve them. Several of our surrounding communities (Falmouth, Cape Elizabeth, Cumberland, Yarmouth) do not offer adult education. They offer enrichment type classes through their recreation depts. We do receive a state subsidy for all of our students, regardless of resident status. Because we are reimbursed based on the warrant and our

expenditures rather than per pupil - we are being partially reimbursed for our non-resident students.

b. Please see attachment D for revenue collected from non-residents.
c. Fees cannot be charged for basic literacy and ESL, courses for students with disabilities, and high school completion courses. Fees can be charged for career and technical education, work training, workforce re-training, courses that are not part of a students high school completion program, and for enrichment programs. Fees collected from the operation of adult education programs shall be used to defray the cost of non-subsidizable expenditures incurred in the conduct of such programs. Fees that are used in support of subsidizable activities must be subtracted from the amount requested for subsidy from the Maine Department of Education (STATUTORY AUTHORITY: M.R.S.A. Title 20, Chapter 308).

6. Analysis of stipends: what was added, why?
    a. Stipends are increasing for the following reasons:
        i. Teacher additional pay is up $217,361 or 267.1%
            a. The 2 Day planning institute is approximately $182,000 not including benefits.
            b. A $14,000 contracted service in FY2018 was transferred into a Teacher Additional Pay for assessment related activities.
            c. A $1,500 stipend was added at Ocean Ave for a Leadership Team Retreat - this is part of their school allocation
            d. The remaining $20,000 is due to budgeting for a Summer School Coordinator stipend. This work was performed by the former CAO during this past summer (charged to salaries instead of stipends).
        ii. Stipend/differential is up $103,963 or 7%, please provide reason for increase.
            a. All stipends were increased 1% over FY2018 due to the contract, this is approximately $15,000
            b. During the FY2018 budget process floats and athletic stipends were cut from the budget, this budget restores those stipends $38,000
            c. Teacher Leader Stipends increased approximately $20,000. We added to the budget Teacher Leader stipends at Peaks ($9,018) and Longfellow ($4,509) and Extended School Year stipend ($7,171) at Lincoln. They are approved amounts within the contract but do not specify what

schools have them. These stipends have been attached to individuals at these schools for many years but were not added to the master differential file, thus becoming "un-bugeted" expenditures year over year. This corrects the budget oversight and we have updated the procedure to ensure finance signs off on all stipends before they go to payroll (now in HR). These stipends are now reflected on the differential master file maintained by Finance and HR jointly.

d. Special Ed Stipends increased approximately $38,000. In FY2018 when we reduced the centrally located Special Services staffing by 2, we added $1,000 stipends at each school for taking additional responsibility which still resulted in budgeted savings. After reviewing the stipend against the contract, it was determined that we should have budgeted a Level A stipend of $3,607. The increase represents the net difference in those two amounts. This still represents a net savings.

iii. Stipend/other is up $720 or 3%, please provide description of this stipend and reason for increase.

a. Stipend Other is a Special Education stipend, the $720 represents a 3% increase over FY2018. The stipend is used to fund wages for special education students to promote learning. Some of our high school students receiving special education services are involved in a paid work/technical experience through Portland Public Schools, typically 2 - 4 hours weekly during the school year, a few more hours weekly during the summer months. This amount covers the student wages for this program. The total budget for FY2019 is $24,720. Note: We are not allowed to use local entitlement funds for this purpose.

b. Please see attachment E for the stipend summary.

7. Updated multi-year budget
   a. The updated multi-year budget was sent via email but is also included as attachment F.

8. Update staffing going back to FY 13
   a. Staffing has been updated back to FY2012. Please see attachment G.

Portland Public Schools - Enrollments as of 3/1/18

Cliff Island School

Teacher	PreK	K		1		2		3		4		5		Totals
Teacher 1		1		1		0		1		0		0		Staff = 1
Totals	**0**	**1**		**1**		**0**		**0**		**0**		**0**		**3**

East End Community School

Teacher	PreK	K		1		2		3		4		5		Totals
Teacher 1	15	16		18		22		18		11	+	11		Clsrm Tchrs = 21
Teacher 2		16		16		22		18		13	+	9		Tchr:Stud = 1:19
Teacher 3		16		17		20		18		13	+	9		
Teacher 4		16		16				19		8	+	14		
Teacher 5										11	+	10		
Teacher 6										10	+	9		Total including preK
Homeschool														415
Attend OOD														
Bayside LC		2		1								1		
Totals	**0**	**66**		**68**		**64**		**73**		**66**		**63**		**400**

Hall Elementary School

Teacher	PreK	K		1		2		3		4		5		Totals
Teacher 1	16	14		18		18		20		20		18		Clsrm Tchrs = 22
Teacher 2		16		18		14		23		20		17		Tchr:Stud = 1:18.1
Teacher 3		14		20		15				19				
Teacher 4		16						6	+	6	+	6		
Teacher 5				10	+	10		7	+	4	+	8		
Teacher 6				8	+	11		8	+	7	+	3		
Homeschool														Total including preK
Bayside LC		1						1		2				414
Attend OOD														
Totals	**0**	**61**		**74**		**68**		**65**		**78**		**52**		**398**

Longfellow Elementary School

Teacher	PreK	K		1		2		3		4		5		Totals
Teacher 1		19		15		19		18		19		21		Clsrm Tchrs = 18
Teacher 2		18		16		18		19		18		19		Tchr:Stud = 1:19.2
Teacher 3		20		17		18		19		17		19		
Bayside LC														
Attend OOD		1		1				2		3		5		
Homeschool						1		1		1		1		
Totals	**0**	**58**		**49**		**56**		**59**		**58**		**65**		**345**

Lyseth Elementary School

Teacher	PreK	K		1		2		3		4		5		Totals
Teacher 1	13	17		19		18		18		18		21		Clsrm Tchrs = 25
Teacher 2		17		20		17		20		18		23		Tchr:Stud = 1:19.2
Teacher 3		16		23		19		18		18		21		
Teacher 4		22		22		19		16		19				

Teacher 5						21				17				Total including preK
Attend OOD								1						492
Bayside LC				1										
Homeschool														
Totals	**0**	**72**		**85**		**94**		**73**		**90**		**65**		**479**

Ocean Avenue Elementary School

Teacher	**PreK**	**K**		**1**		**2**		**3**		**4**		**5**		**Totals**
Teacher 1		17		17		21		18		18		19		Clsrm Tchrs = 20
Teacher 2		15		16		22		18		18		19		Tchr:Stud = 1:19
Teacher 3		17		17		20		19		18		21		
Teacher 4		17										19		
BEACH		2	+	5	+	2		1						
Attend OOD														
Bayside LC								2		1				
Homeschool														
Totals	**0**	**68**		**55**		**65**		**58**		**55**		**78**		**379**

Peaks Island School

Teacher	**PreK**	**K**		**1**		**2**		**3**		**4**		**5**		**Totals**
Teacher 1		10	+	3		1		9	+	3		11		Clsrm Tchrs = 3
Homeschool														Tchr:Stud = 1:12.3
Totals	**0**	**10**		**3**		**1**		**9**		**3**		**11**		**37**

Presumpscot Elementary School

Teacher	**PreK**	**K**		**1**		**2**		**3**		**4**		**5**		**Totals**
Teacher 1	15	16		18		20		18		18		21		Clsrm Tchrs = 13
Teacher 2		17		18		18		18		18		19		Tchr:Stud = 1:18.4
Teacher 3		17												
Bayside								1				1		Total including preK
Homeschool										1				254
Attend OOD														
Totals	**0**	**50**		**36**		**38**		**37**		**37**		**41**		**239**

Reiche Elementary School

Teacher	**PreK**	**K**		**1**		**2**		**3**		**4**		**5**		**Totals**
Teacher 1	16	17		17		17		19		18		22		Clsrm Tchrs = 23
Teacher 2	13	18		18		18		18		18		22		Tchr:Stud = 1:17.7
Teacher 3		18		17		18		17		18		21		
Teacher 4		18		9	+	10		19		17				Total including preK
Bayside														436
Homeschool						1						1		
Attend OOD										1				
Totals	**0**	**71**		**61**		**64**		**73**		**72**		**66**		**407**

Riverton Elementary School

Teacher	**PreK**	**K**		**1**		**2**		**3**		**4**		**5**		**Totals**
Teacher 1	16	18		16		17		16		20		24		Clsrm Tchrs = 24
Teacher 2	15	18		14		20		16		20		22		Tchr:Stud = 1:17.5

Teacher 3		17		15		19		14		19		23		
Teacher 4		18		15		18		14						
BRIDGE		4	+	2	+	2		6	+	1	+	6		
Bayside						1				1		1		Total including PreK
Homeschool										1				449
Attend OOD														
Totals	**0**	**75**		**62**		**77**		**66**		**62**		**76**		**418**

****Bayside Learning Community**

Teacher		**K**	**1**	**2**	**3**	**4**	**5**	**Totals**
Teacher 1		3	2	2	4	3	3	
Totals		**3**	**2**	**2**	**4**	**3**	**3**	**17**

Middle School

Grade	**King**	**Lincoln**	**Moore**	****Bayside LC**	**Totals**
6	169	177	145	6	491
7	176	171	147	2	494
8	176	180	150	0	506
Totals	**521**	**528**	**442**	**8**	**1491**

High School

Grade	**Casco Bay**	**Deering**	**Portland**	****Bayside LC**	**Totals**
9	97	224	196	3	517
10	98	228	184	2	510
11	97	228	185	0	510
12	95	252	197	5	544
PG					0
Totals	**387**	**932**	**762**	**10**	**2081**

Grade	**PATHS**
8	
9	1
10	24
11	166
12	200
PG	
Totals	**391**

**Bayside Learning Community students are counted in their neighborhood school.

Total Enrollment*	**6677**
Pre-K	119
Grand Total (reported by schools)	**6796**

FY2018 Middle School Class Sizes - Portland Public Schools

	King	Lincoln	Moore
Core Classes	20-23	17-25	14-22
Elective			
Band	33	58	28
Chorus	64	70	37
Music	19-20	20-22	10-13
Art	22	20-22	19
PE	20-22	19-23	
Health	20-23	19-21	
French	17-21	16-20	14-16
Spanish	18-20	14-24	13-17
Latin			16
ASL			13-17
Technology		19-14	16-20
FACS	22	19-22	13-17

All 3 schools have 2 core teams per grade
King and Lincoln teams average ~90 students
Moore teams average ~75 students

Portland High School Class Size (FY2018) - Portland Public Schools

Row Labels	Count of Cour:	Average of Roster Count
US History	1	1
AP Studio Art	1	7
Art 4 Adv Studio Art	1	7
American Sign Language 1	3	7
Art 3 Studio Art	1	8
Hon Spanish 5	1	9
Orchestra	1	9
Chemistry	1	10
AP Physics (Daily - yr)	1	10
CP Spanish Intermediate	1	11
AP Biology (Daily-Yr)	1	11
Emergency Medical Responder	1	11
Modern U.S. & World History	1	11
Hon Calculus	1	11
Contemporary Environ Issues	2	12
Computer Science 2	1	12
CP Physics	1	12
Hon Statistics	2	13
Digital Photography 1	4	13
CP Algebra 1 (10,11,12)	1	13
AP Calculus BC	2	14
CP English 10	3	14
CP Latin 2	3	14
CP French 2	2	14
AP Statistics	1	14
CP English 11	3	14
Journalism	1	14
CP English 12	5	14
CP Chemistry	3	14
Public Speaking	1	15
CP Spanish 1	1	15
CP Big History	4	15
CP Mod U.S. & World History	3	15
Clay 1	4	16
Psychology	4	16
Hon Spanish 3	3	16
Intro to Engineering Design	1	16
Computer Sc. & Software Eng	1	16
Hon Pre-Calculus	3	17
Hon Physics	2	17

AP English 11 Language & Comp	3	17
Hon Adv U.S. History (AP Pt 1)	3	17
Col Algebra I	1	17
Introduction to Body Movement	1	17
Hon Early U.S. History	3	17
Hon English 12	3	17
Health	11	17
CP Geometry	3	18
CP English 9	4	18
Hon French 5	1	18
CP Ocean Science	1	18
Art 2	2	18
CP Early U.S. History	3	18
Criminal Justice	4	19
Hon Geometry	2	19
CP Algebra 2	4	19
AMP 9	3	19
CP FST Fnctns,Statistics,Trig	3	19
CP French 1/CP French Inter	1	19
CP Alg 1 (daily-S2)	1	19
American Government	2	19
Intermediate Guitar/Piano	1	19
Sociology	3	19
AP English 12 Literature &Comp	4	20
Honors Forensic Science	2	20
Hon English 9	4	20
AP U.S. History	2	20
AP Calculus AB (Daily-Yr)	2	20
Hon Earth Science	6	20
AMP 10 (daily-Yr)	2	20
Personal Finance	1	20
CP Earth Science	3	20
CP Spanish 2	4	20
Hon Latin Poetry	3	20
AP Psychology	2	21
Guitar/Piano Fundamentals	4	21
Hon Ocean Science	1	21
Drama Workshop	1	21
Hon Mod U.S. & World History	3	21
Hon Anatomy & Physiology	2	22
Hon Algebra II	2	22
Hon Chemistry	5	22
Hon Biology	5	22

Global Studies	2	22
Honors Big History	5	22
Hon French 4	1	23
Musical Theater Workshop	3	23
Freshman Seminar	7	23
CP Biology	2	24
Drawing	2	24
CP Latin 1	2	24
Hon French 3	1	24
Hon Spanish 4	1	24
Hon English 11	2	24
Physical Ed 1	9	24
Art 1 Fundamentals	6	25
Percussion Ensemble	2	25
Physical Ed 2	9	26
Hon English 10	4	26
Creative Writing	1	27
Honors Algebra 1	2	28
Band	1	34
Grand Total	**260**	**19**

Deering High School Class Size (FY2018) - Portland Public Schools

Row Labels	Count of Cour:	Average of Roster Count
CERAMICS II	2	2
BAND (HR)	1	2
ARABIC FOR HERITAGE SPEAKI	1	7
ARABIC II	1	7
FRENCH LANG & CULTURE (AF	1	7
CHORUS	2	7
STUDIO ART	1	7
FUNNY BUSINESS	1	8
CERAMICS I	2	8
BAND	2	9
CREATIVE WRITING I	1	10
STUDIO ART (AP)	1	10
STATISTICS & PROBABILITY	2	10
CULTURE & LINGUISTICS	4	11
WORLD RELIGIONS	1	12
GOVERNMENT & POLITICS (AF	1	12
ORCHESTRA (HR)	2	12
ART II	1	12
FRENCH III	1	12
FRENCH, INTERMEDIATE	2	13
ART OF WRITING	2	13
SPANISH III	4	13
COMPUTER SCIENCE (AP)	1	13
ARABIC	2	13
EXPLORE LANG. INTERPRET.	1	13
QUANTITATIVE REASONING	2	14
CHEMISTRY (AP)	1	14
HEALTH (GR. 11/12)	2	15
FRENCH I	1	15
INTRO GREEK/LATIN ETYMOL(	1	15
UNITED STATES HISTORY (AP)	1	15
CREATIVE WRITING II	1	15
ENGLISH 9 (HR)	4	15
INTRO TO MUSIC	2	16
MULTIMEDIA & INTERNET TEC	1	16
PRE-AP FRENCH	1	16
GOOGLE APPLICATIONS	1	16
PHYSICS	2	16
PRECALCULUS (HR)	3	16
DEBATE	1	17

PSYCHOLOGY	2	17
SKETCH UP	1	17
CALCULUS (HR)(NON-AP-1 SEI	2	17
ENGLISH 11	7	17
CALCULUS BC (AP-YL)	2	18
ENGLISH 9	6	18
ENGLISH 10 (HR)	4	18
SPANISH, INTERMEDIATE	3	18
BIOLOGY (AP)	4	18
FRENCH II	2	18
ENGLISH LANG & COMP (AP)	3	18
PHYSICS (HR)	3	18
CALCULUS AB (AP-YL)	2	19
BIOLOGY	6	19
EARTH & SPACE SCIENCE	6	19
PRE-AP SPANISH	4	19
ENGLISH LIT & COMP (AP)	4	19
SPANISH II	4	19
SPANISH (AP)	1	19
SPANISH I	2	19
ALGEBRA II	3	19
ALGEBRA II (YL)	3	19
GEOMETRY	6	19
EARTH & SPACE SCIENCE (HR)	4	20
ACCELERATED ALG. II (HR)(AN	1	20
INTRODUCTION TO JAVA	1	20
PSYCHOLOGY (AP)	3	21
INTRO TO ROBOTICS, ENG. & I	2	21
ALGEBRA SEMESTER	2	21
STREET LAW	3	21
CHEMISTRY	3	21
BIOLOGY (HR)	5	21
GEOMETRY (HR)	5	21
PERSONAL FINANCE	4	21
ACCELERATED GEOM. (HR)(AN	4	22
ALGEBRA I	4	22
ENGLISH 10	5	22
PHYSICAL EDUCATION	20	22
FORENSIC SCIENCE	3	22
MARINE ECOLOGY	1	22
WORLD CIVILIZATIONS (HR)	3	22
DRAMA & SPEECH	4	22
ART I FOUND.	7	22

SOCIOLOGY	2	22
ECONOMICS	2	22
The US & MODERN WORLD	3	22
ENGLISH 12	7	23
CHEMISTRY (HR)	5	23
WORLD CIVILIZATIONS	5	23
EARLY US HISTORY	9	23
HUMAN RIGHTS	1	23
HEALTH (GR. 10)	8	23
GLOBAL ISSUES	8	24
ALGEBRA II (HR)	4	24
THE US & MODERN WORLD (H	5	24
STATISTICS (AP)	2	25
ANATOMY & PHYSIOLOGY (HR	3	25
HUMAN GEOGRAPHY (AP)	3	25
EARLY US HISTORY (HR)	4	26
ALGEBRA I (HR)	2	28
ACC PRECALCULUS (HR-PRE AI	2	28
Grand Total	**303**	**19**

Casco Bay High School Class Size (FY2018) - Portland Public Schools

Row Labels	Count of Roste	Average of Roster Count2
Advanced Studio Art 2	1	1
Art	1	1
French 5	1	6
Spanish 5	2	6
Engineering 2	1	8
AP Environmental Science	2	11
Spanish 4	2	12
Vocal Ensemble (S2)	1	12
Junior/Senior Pre-Calculus	2	12
French 3	1	13
Vocal Ensemble (S1)	1	13
Spanish 3	2	14
French 4	1	14
Advanced Studio Art	1	15
French 2	1	15
Introduction to Engineering	2	17
Civil Rights	2	17
AP U.S. History	1	17
Spanish 1	1	18
Personal Fitness (S1)	1	18
The Code: Adv Alg&Programming	2	19
Calculus	1	19
Spanish 2	2	19
Sophomore Algebra	3	20
Senior Humanities Soc. Studies	4	22
Senior Humanities English	4	23
Junior/Senior Algebra	2	23
AP English Literature & Compos	1	23
Humanities 3 English	4	24
Humanities 3 Social Studies	4	24
Wellness	4	24
Chemistry	4	24
Biology	4	24
Humanities 2 Social Studies	4	24
Humanities 1 Social Studies	4	24
Humanities 2 English	4	24
Humanities 1 English	4	24
Physics	4	24
Visual Arts	4	25
Geometry and Probability	4	26

Statistics	1	26
Creative Writing	1	26
Sophomore Pre-Calculus	1	32
Grand Total	**97**	**20**

FY18 One Year Only FTE Increases						
Effective Date	Position Code	FTE	Unit	Loc	Position/ Content	
8/26/2017	ASSESSCOORD	0.20	Teacher	Academics	Assessment Coordinator	
8/26/2017	TEVALCOORD	0.20	Teacher	HR	TEVAL Coordinator	
8/28/2017	EECTCHRCLSRM	1.00	Teacher	East End	Teacher	
8/28/2017	CLFTCHRART	0.10	Teacher	Presumpscot	Art Teacher	
8/28/2017	RCHTCHRART	0.20	Teacher	Peaks	Art Teacher	
11/17/2017	ET3MLTK8HLL	0.22	Ed Tech	Hall	ELL Ed Tech	
12/13/2017	PRSSPEECH/RVRSPEECH	0.80	Teacher	Presumpscot	Speech Therapist	
1/2/2018	SPEDPSYCH	0.20	Teacher	Bayside	Psychologist	
1/2/2018	ET3RSRCK8LMS	0.21	Ed Tech	Lincoln	SPED Ed Tech	
1/22/2018	DHSTCHRSS	0.25	Teacher	DHS	Teacher	
2/13/2018	DHSTCHRFL	0.10	Teacher	DHS	ELL Teacher	
2/26/2018	SOCWRKRVR	1.00	Teacher	Riverton	Social Worker	**FTE added in FY19 Budget**
3/9/2018	ET3RSRCK8KMS	0.80	Ed Tech	King	SPED Ed Tech	
		5.28				

Portland Public Schools Position Changes FY2018 and FY2019

		Title	FTE	Department	Group				Title	FTE	Department	Group		
	Reductions at Central Office						**Additions at Central Office**							
	FY2018	Pre-K Coordinator	(0.50)	Academics (across district)	Teacher			FY2018	Director of Data	1.00	Department of Academics	Admin		
	FY2018	K-5 Math Specialist	(1.00)	Academics (across district)	Teacher			FY2018	Director of Community Engagement	1.00	Superintendent's Office	Admin		
	FY2018	Communications Coordinator	(0.30)	Communications Office	Admin		*	FY2018	Network Director Engineer	1.00	Information Technology	Admin		
	FY2018	TV3 Manager	(0.40)	Communications Office	Admin		*	FY2018	Custodial Supervisor	1.00	District	Admin		
	FY2018	Executive Assistant	(1.00)	Department of Academics	Admin		#	FY2019	Teacher on Sabbatical	0.50	Department of Academics	Teacher		
*	FY2018	Staff Accountant	(0.80)	Finance Office	Admin			FY2019	Parent & Community Specialists	0.20	Multilingual	Regular Support Staff		
	FY2018	Payroll Analyst	(1.00)	Human Resources	Admin			FY2019	Director of Social & Emotional Learning	1.00	Department of Academics	Admin		
	FY2018	Web Manager	(1.00)	Information Technology	Admin									
*	FY2018	IT Tech	(1.00)	Information Technology	Admin									
	FY2018	Team Leader	(1.00)	SPED	Teacher									
	FY2018	Team Leader	(1.00)	SPED	Teacher									
	FY2018	Academic Coordinator	(1.00)	Superintendent's Office	Admin									
	FY2018	Coord Family & Community	(1.00)	Superintendent's Office	Admin									
	FY2018	Director of Operations	(1.00)	Superintendent's Office	Admin									
#	FY2019	Literacy Coach	(0.50)	Academics (across district)	Teacher									
	FY2019	Assistant Director of Finance	(1.00)	Finance	Admin									
	FY2019	Kitchen Manager	(1.00)	Food Service	Regular Support Staff									
	FY2019	HR Generalist	(1.00)	Human Resources	Admin									
	FY2019	Benefits Specialist	(1.00)	Human Resources	Admin									
	FY2019	Parent & Community Specialist	(1.00)	Multilingual	Regular Support Staff									
	FY2019	Administrative Assistant	(1.00)	Operations	Admin									
	FY2019	Transportation Operations	(0.24)	Transportation	Admin									
	Central Reduction		**(18.74)**					Central Addition		**5.70**			Central Net	**(13.04)**

	Reductions in Schools						**Additions in Schools**							
	FY2018	ELL Teacher	(0.50)	Casco Bay High	Teacher			FY2018	Teacher	1.00	Longfellow Elementary	Teacher		
	FY2018	Teacher	(1.00)	East End Community	Teacher		*	FY2018	Director of Student Life Teacher	0.50	Casco Bay	Teacher		
	FY2018	Teacher	(1.00)	Hall Elementary	Teacher		*	FY2018	Wellness/PE Teacher	0.25	Casco Bay	Teacher		
	FY2018	MLTI Coordinator	(1.00)	King Middle	Ed Tech		*	FY2018	Ed Tech	0.50	Cliff Island	Ed Tech		
	FY2018	MLTI Coordinator	(1.00)	Lincoln Middle	Ed Tech		*	FY2018	Social Worker	1.00	East End/Reiche	Teacher		
*	FY2018	Ed Tech Librarian	(1.00)	Lincoln/Moore	Ed Tech		*	FY2018	Ed Tech Pre-K	1.00	Hall	Ed Tech		
	FY2018	Ed Tech	(1.00)	Longfellow Elementary	Ed Tech		*	FY2018	Pre-K Teacher	1.00	Hall	Teacher		
	FY2018	Literacy Teacher	(0.50)	Moore Middle	Teacher		*	FY2018	Librarian	0.50	Lincoln/Moore	Teacher		
	FY2018	MLTI Coordinator	(1.00)	Moore Middle	Ed Tech		*	FY2018	Ed Tech	1.00	Ocean Avenue	Ed Tech		
	FY2018	Teacher	(1.00)	Ocean Avenue Elem	Teacher		*	FY2018	Librarian	0.50	Ocean/Riverton/Presumpscot	Teacher		
*	FY2018	Ed Tech Librarian	(1.00)	Ocean/Riverton/Presumpscot	Ed Tech		*	FY2018	Ed Tech	0.50	Portland High	Ed Tech		
	FY2018	CTE Teacher	(1.00)	PATHS	Teacher		*	FY2018	Teacher	1.00	Reiche	Teacher		
	FY2018	Teacher	(0.50)	Peaks Island Elementary	Teacher		#	FY2019	ELL Teacher	0.50	Hall Elementary	Teacher		
	FY2018	Math Teacher	(0.50)	Portland High	Teacher		#	FY2019	ELL Teacher	0.50	East End Community	Teacher		
	FY2018	Math Teacher	(0.50)	Portland High	Teacher		#	FY2019	Kindergarten Teacher	1.00	East End Community	Teacher		
	FY2018	PE Teacher	(0.50)	Portland High	Teacher		#	FY2019	Office Secretary	1.00	Adult Ed	Regular Support Staff		
	FY2018	Ed Tech	(1.00)	Portland High	Ed Tech		#	FY2019	Library Ed Tech	1.00	Portland High	Ed Tech		
	FY2018	Literacy Teacher	(1.00)	Portland High	Teacher		#	FY2019	Ed Tech	1.00	King Middle	Ed Tech		
	FY2018	World Languages Teacher	(1.00)	Portland High	Teacher			FY2019	ESOL Chair	0.50	Adult Ed	Teacher		
	FY2018	Teacher	(1.00)	Presumpscot Elementary	Teacher			FY2019	Exploratory Learning Coordinator	1.00	Deering High	Teacher		
	FY2018	Teacher	(1.00)	Presumpscot Elementary	Teacher			FY2019	Social Worker	0.10	Longfellow	Teacher		
#	FY2019	ELL Ed Tech	(1.00)	Moore Middle	Ed Tech			FY2019	Exploratory Learning Coordinator	1.00	Portland High	Teacher		
	FY2019	Adult Ed Instructor	(1.00)	Adult Ed	Teacher			FY2019	Social Worker	1.00	Riverton Elementary	Teacher		
	FY2019	Adult Ed Instructor	(1.00)	Adult Ed	Teacher			FY2019	Building Custodian I	0.40	Adult Ed	Regular Support Staff		
	FY2019	Ed Tech	(2.00)	East End	Ed Tech			FY2019	Building Custodian I	1.00	Hall Elementary	Regular Support Staff		
	FY2019	Ed Tech	(1.00)	Hall	Ed Tech			FY2019	Building Custodian I	0.06	Longfellow Elementary	Regular Support Staff		
	FY2019	Ed Tech	(1.00)	Reiche	Ed Tech			FY2019	Building Custodian I	0.06	Lyseth Elementary	Regular Support Staff		
								FY2019	Building Custodian I	0.06	Presumpscot Elementary	Regular Support Staff		
								FY2019	Building Custodian II	1.00	Facilities (across district)	Regular Support Staff		
								FY2019	Intake Coordinators	1.50	Adult Ed	Regular Support Staff		
								FY2019	Make It Happen Coordinator	1.00	Multilingual	Regular Support Staff		
								FY2019	Volunteer Coordinator	0.32	King Middle	Regular Support Staff		
								FY2019	Assistant Director of Adult Ed	1.00	Adult Ed	Admin		
								FY2019	Assistant Principal	0.50	Reiche Elementary	Admin		
	School Reduction		**(25.00)**					School Addition		**24.25**			School Net	**(0.75)**
	Total Reduction		**(43.74)**					Total Addition		**29.95**			Total Net	**(13.79)**

*** mid-year addition FY2017 to FY2018**

 # mid-year addition FY2018 to FY2019

FY17 Non-Resident Student Information

	Total Students	Non-Residents	Percentage	Revenue Collected from Non-Residents*
ESOL	1,798	308	17%	4,919.00
Academic	515	124	24%	6,595.00
Job Skills	538	209	39%	43,044.00
Enrichment	1,294	374	29%	33,884.00
Total	4,145	1,015	24%	88,442.00

*ESOL revenue would be for books only. The revenue in each of the other categories could be from books and/or course fees. Academic and Job Skills revenue include includes FPAE scholarship money paid for the non-resident students. Course fees for Non-Residents students are typically higher than the resident fee. (One-day enrichment courses are $5 higher.)

FY17 NR Revenue Information

	Total Revenue Collected from Student Fees	NR Revenue	Percentage
Academic	23,409.05	11,514.00	49%
Job Skills	64,613.20	43,044.00	67%
Enrichment	103,168.58	33,884.00	33%
	191,190.83	88,442.00	46%

Total revenue information is from Finance Plus. Academic category includes any ESOL revenue. In each category, the percentage of revenue collected from non-residents is higher than the percentage of non-resident students. Some resident students in Academic and Job Skills classes qualify for fee waivers based on their income, which would explain why the non-resident percentage of revenues is even higher in these categories. Non-residents are not eligible for these waivers. There are no income-based waivers for Enrichment classes. The higher percentage in this case is solely from the additional fee charged to non-resident students.

Stipend Summary FY2019 Budget - Portland Public Schools

	FY2018	FY2019	Increase	Contract Increase	New Pay	Notes
Teacher Add'l Pay	81,380.00	298,741.00	217,361.00	-	217,361.00	Planning Institute, Transfer from Contracted Service to Teacher Add'l Pay
Stipends - Co & Extra Curricular	994,743.00	1,044,367.00	49,624.00	9,945.00	39,679.00	Restores the floats & stipend reductions made during FY2018 budget process, 1% contractual increase
Stipends - Teacher	178,207.00	206,535.00	28,328.00	179.00	28,149.00	Nellie Mae Stipends @ PHS
Stipends - Central	293,980.00	302,470.00	8,490.00	2,945.00	5,545.00	Includes Teacher Leader adds at Peaks, Longfellow and Extended School Year Stipend at Lincoln. Other decreases offset $20k increase
Stipends - MLC	16,000.00	16,000.00	-	-	-	
Stipends - SPED	54,779.00	75,600.00	20,821.00	17.00	20,804.00	Reduced 2 Team Leaders in FY2018, Added $1,000 stipend but should have been $3,607 per contract (net change)
	1,619,089.00	**1,943,713.00**	**324,624.00**	**13,086.00**	**311,538.00**	

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

		FY18 Final	School Board Recommended 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		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	-	-	-	-	-
	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	School Board Recommended 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*

** Debt Service reimbursements include estimated Hall ES starting in FY2019*

	FY18 Final	School Board Recommended FY2019	FY2020	FY2021	FY2022	FY2023
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

		FY18 Final	School Board Recommended 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	148,526	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
	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%

Portland Public Schools Local Staffing Comparison FY12 to FY19

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Cliff Island Elementary	1.95	1.95	1.95	1.95	1.95	1.95	2.45	2.45
East End Community	43.07	47.57	48.57	48.78	51.78	52.28	51.78	51.95
Hall Elementary	51.28	52.28	51.28	51.28	51.78	51.78	52.78	54.62
Longfellow Elementary	35.81	40.81	37.86	36.66	36.66	36.66	36.66	37.14
Lyseth Elementary	52.88	57.38	54.78	54.91	54.91	53.91	53.91	53.31
Ocean Avenue Elem.	62.70	61.70	60.47	60.14	60.64	60.64	60.48	59.45
Peaks Island Elem.	11.37	11.54	10.09	9.78	9.78	10.28	9.78	9.03
Presumpscot Elem.	41.73	40.73	37.73	37.73	37.73	36.73	34.55	33.90
Reiche Elementary	44.81	49.11	49.01	49.28	50.88	52.88	54.38	54.43
Riverton Elementary	68.24	74.24	73.24	77.15	77.15	78.15	77.99	80.95
King Middle School	67.53	72.03	71.03	71.53	72.03	72.28	72.28	74.07
Lincoln Middle School	72.03	74.53	69.17	69.17	70.17	69.92	69.17	67.69
Moore Middle School	71.86	78.86	75.86	75.86	78.66	78.31	77.56	75.90
Casco Bay High	27.71	26.21	28.21	32.69	33.19	36.04	36.29	35.93
Deering High School	108.05	113.55	108.05	108.05	110.29	111.29	112.29	111.67
Portland High School	91.17	95.97	92.87	92.87	93.25	92.85	88.85	91.38
PATHS	40.18	39.18	38.68	38.18	38.18	38.18	37.18	36.20
Bayside Learning Ctr	26.64	26.64	25.64	25.47	25.47	26.47	26.47	24.37
Special Services	12.79	14.19	12.69	13.19	13.19	14.79	12.79	15.29
Communications Office	1.52	1.52	1.52	1.52	1.60	1.80	1.10	2.10
Superintendent Office	6.00	6.00	6.00	6.00	6.00	7.00	5.00	5.00
Finance	8.70	8.70	7.70	7.80	7.80	7.80	7.00	6.00
Human Resources	8.20	9.60	8.60	9.60	10.00	11.00	10.00	8.00
Information Technology	9.75	10.75	10.75	10.75	11.75	11.75	10.75	11.00
Facilities	7.40	8.00	8.00	8.00	8.00	9.00	10.00	12.00
Multilingual	11.98	12.88	12.38	12.78	13.28	13.28	14.48	13.48
Depart. of Academics	3.00	3.00	4.30	4.50	5.50	7.80	6.30	7.90
Transportation	36.63	36.63	36.63	35.88	36.88	36.88	36.88	36.64
Adult Ed	14.51	16.36	15.36	15.36	15.36	15.36	15.36	18.31
Food Service	39.58	38.11	36.84	38.34	38.34	38.34	38.34	36.19
Total	**1,079.07**	**1,130.02**	**1,095.26**	**1,105.20**	**1,122.20**	**1,135.40**	**1,122.85**	**1,126.35**
Increase	**n/a**	**50.95**	**(34.76)**	**9.94**	**17.00**	**13.20**	**(12.55)**	**3.50**

	FY12 to FY13	FY13 to FY14	FY14 to FY15	FY15 to FY16	FY16 to FY17	FY7 to FY18	FY18 to FY19	FY12 to FY19
Cliff Island Elementary	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
East End Community	4.50	1.00	0.21	3.00	0.50	-0.50	0.17	8.88
Hall Elementary	1.00	-1.00	0.00	0.50	0.00	1.00	1.84	3.34
Longfellow Elementary	5.00	-2.95	-1.20	0.00	0.00	0.00	0.48	1.33
Lyseth Elementary	4.50	-2.60	0.13	0.00	-1.00	0.00	-0.60	0.43
Ocean Avenue Elem.	-1.00	-1.23	-0.33	0.50	0.00	-0.16	-1.03	-3.25
Peaks Island Elem.	0.17	-1.45	-0.31	0.00	0.50	-0.50	-0.75	-2.34
Presumpscot Elem.	-1.00	-3.00	0.00	0.00	-1.00	-2.18	-0.65	-7.83
Reiche Elementary	4.30	-0.10	0.27	1.60	2.00	1.50	0.05	9.62
Riverton Elementary	6.00	-1.00	3.91	0.00	1.00	-0.16	2.96	12.71
King Middle School	4.50	-1.00	0.50	0.50	0.25	0.00	1.79	6.54
Lincoln Middle School	2.50	-5.36	0.00	1.00	-0.25	-0.75	-1.48	-4.34
Moore Middle School	7.00	-3.00	0.00	2.80	-0.35	-0.75	-1.66	4.04
Casco Bay High	-1.50	2.00	4.48	0.50	2.85	0.25	-0.36	8.22
Deering High School	5.50	-5.50	0.00	2.24	1.00	1.00	-0.62	3.62
Portland High School	4.80	-3.10	0.00	0.38	-0.40	-4.00	2.53	0.21
PATHS	-1.00	-0.50	-0.50	0.00	0.00	-1.00	-0.98	-3.98
Bayside Learning Ctr	0.00	-1.00	-0.17	0.00	1.00	0.00	-2.10	-2.27
Special Services	1.40	-1.50	0.50	0.00	1.60	-2.00	2.50	2.50
Communications Office	0.00	0.00	0.00	0.08	0.20	-0.70	1.00	0.58
Superintendent Office	0.00	0.00	0.00	0.00	1.00	-2.00	0.00	-1.00
Finance	0.00	-1.00	0.10	0.00	0.00	-0.80	-1.00	-2.70
Human Resources	1.40	-1.00	1.00	0.40	1.00	-1.00	-2.00	-0.20
Information Technology	1.00	0.00	0.00	1.00	0.00	-1.00	0.25	1.25
Facilities	0.60	0.00	0.00	0.00	1.00	1.00	2.00	4.60
Multilingual	0.90	-0.50	0.40	0.50	0.00	1.20	-1.00	1.50
Depart. of Academics	0.00	1.30	0.20	1.00	2.30	-1.50	1.60	4.90
Transportation	0.00	0.00	-0.75	1.00	0.00	0.00	-0.24	0.01
Adult Ed	1.85	-1.00	0.00	0.00	0.00	0.00	2.95	3.80
Food Service	-1.47	-1.27	1.50	0.00	0.00	0.00	-2.15	-3.39
Total	**50.95**	**-34.76**	**9.94**	**17.00**	**13.20**	**-12.55**	**3.50**	**47.28**

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
TEACHERS	663.82	666.42	652.22	657.12	664.22	673.72	665.67	672.73
ED TECHS	176.52	171.52	162.23	165.23	170.33	168.83	166.83	161.30
BASE	162.01	211.89	201.12	201.87	204.19	206.19	205.79	205.26
PRINCIPALS	29.00	29.50	29.50	29.50	29.50	29.50	29.50	32.00
NON REP	47.72	50.69	50.19	51.48	53.96	57.16	55.06	55.06
Total FTE	**1,079.07**	**1,130.02**	**1,095.26**	**1,105.20**	**1,122.20**	**1,135.40**	**1,122.85**	**1,126.35**

Portland Board of Public Education

Workshop – 7:00 pm
Tuesday, May 8, 2018
Casco Bay High School – Room 200

Workshop - 7:00 pm

a. **FY19 School Board Budget**

Upcoming School Board Meetings

Tues, May 15, 7:00 pm	City Hall, Council Chambers
Tues, June 5, 7:00 pm	City Hall, Council Chambers
Tues, June 19, 7:00 pm	City Hall, Council Chambers
Tues, Aug 7, 7:00 pm	City Hall, Council Chambers
Tues, Aug 21, 7:00 pm	City Hall, Council Chambers
Tues, Sept 4, 7:00 pm	City Hall, Council Chambers
Tues, Sept 18, 7:00 pm	City Hall, Council Chambers
Tues, Oct 2, 7:00 pm	City Hall, Council Chambers
Tues, Oct 16, 7:00 pm	City Hall, Council Chambers
Tues, Nov 13, 7:00 pm	Casco Bay High School, Room 200
Tues, Nov 27, 7:00 pm	Casco Bay High School, Room 200

Upcoming Committee Meetings

Wed, May 14, 7:00 pm	*City Council Meeting (2nd Read and Vote recommended FY19 Budget), City Hall*
Tues, May 22, 5:30 pm	Policy/Leg Affairs/Public Affairs, Portland District Offices
Tues, May 22, 6:00 pm	Operations, Portland District Offices
Wed, May 29, 6:00 pm	Curriculum and Ed Planning, Portland District Offices
Tues, June 12	**Public Referendum on FY19 School Budget**
Wed, June 13, 6:00 pm	Curriculum and Ed Planning, Portland District Offices
Tues, June 19, 4:30 pm	Policy/Leg Affairs/Public Affairs, City Hall
Tues, June 26, 6:00 pm	Operations, Portland District Offices
Tues, Aug 14, 6:00 pm	Finance/Personnel, Portland District Offices
Tues, Aug 28, 6:00 pm	Operations, Portland District Offices
Wed, Aug 28, 6:00 pm	Curriculum and Ed Planning, Portland District Offices
Tues, Sept 11, 6:00 pm	Finance/Personnel, Portland District Offices
Tues, Sept 25, 6:00 pm	Operations, Portland District Offices
Wed, Sept 25, 6:00 pm	Curriculum and Ed Planning, Portland District Offices
Tues, Oct 9, 6:00 pm	Finance/Personnel, Portland District Offices
Tues, Oct 30, 6:00 pm	Operations, Portland District Offices
Wed, Oct 30, 6:00 pm	Curriculum and Ed Planning, Portland District Offices
Tues, Nov 6, 6:00 pm	Operations, Portland District Offices

In the event that reductions need to be made, the Superintendent made the following suggestions for the Board to consider:

Pg	Reductions	Possible Reductions	3/27/18	3/30/18	4/12/18	5.50% 5/8/18	5.00% 5/8/18	4.50% 5/8/18	4.00% 5/8/18	3.50% 5/8/18	3.00% 5/8/18
2	Administrative Cuts	825,956	1,004,947	825,956	825,956						
3	Middle School Electives (6)	387,192	387,192			387,192	387,192	387,192	387,192	387,192	387,192
4	Elementary Class Size (6)	322,640	322,640			387,192	387,192	387,192	387,192	387,192	387,192
5	Elementary World Language (4.5) - updated totals	334,563	316,554					334,563	334,563	334,563	334,563
6	Closing Peaks/Cliff	551,859	551,859								
7	ELL Ed Techs	186,019	186,019	186,019	186,019						
8	Retirement Incentive	273,251	273,251	273,251	273,251						
9	School Resource Officer	118,000	118,000								
11	Crossing Guards	56,992	56,992								
13	Facilities	65,000	65,000	65,000	65,000						
15	Board Contingency	100,000	100,000								
16	High Schools	400,000	400,000				400,000	400,000	400,000	400,000	400,000
n/a	Health Insurance Rate	113,330		68,100	113,330						
n/a	Utility Reductions	124,106			124,106						
n/a	Adult Education	150,000						150,000	150,000	150,000	150,000
17	Reduction of Contract Days	230,293									
18	Teacher Planning Institute	183,431									
"	Director of Social Emotional Learning (1.0)	122,640									
"	Expanded Learning Opporunity Coordinator (2.0)	187,771									
"	Assistant Principal Reiche (0.50)	49,267									
"	CBHS School Model Costs - formerly funded by Nellie Mae	20,000									
"	PHS Stipends - formerly funded by Nellie Mae	27,982									
"	Adult Ed Positions (1.5 FTE)	92,512									
"	Adult Ed Transfer to Street Academy	35,000									
"	Social Worker (1.1)	86,151									
n/a	Reduction of Teachers (6)	387,192							387,192	387,192	387,192
n/a	Reduction of Teachers (6)	387,192								387,192	387,192
n/a	Reduction of Teachers (7)	451,724									451,724
		6,270,064	**3,782,454**	**1,418,326**	**1,587,662**	**774,384**	**1,174,384**	**1,658,947**	**2,046,139**	**2,433,331**	**2,885,055**
	Superintendent's Proposed		113,385,274	113,385,274	113,385,274	111,797,612	111,797,612	111,797,612	111,797,612	111,797,612	111,797,612
	Including Reductions Above		109,602,820	111,966,948	111,797,612	111,023,228	110,623,228	110,138,665	109,751,473	109,364,281	108,912,557
	Tax Levy		87,007,804	89,371,932	89,202,596	88,428,212	88,028,212	87,543,649	87,156,457	86,769,265	86,317,541
	$ Increase		4,219,883	6,584,011	6,414,675	5,640,291	5,240,291	4,755,728	4,368,536	3,981,344	3,529,620
	% Increase		5.10%	7.95%	7.75%	6.81%	6.33%	5.74%	5.28%	4.81%	4.26%
	Tax Rate		11.01	11.31	11.29	11.19	11.14	11.08	11.03	10.98	10.93
	$ Increase		0.40	0.70	0.68	0.58	0.53	0.47	0.42	0.37	0.32
	% Increase		3.80%	6.62%	6.42%	5.50%	5.02%	4.44%	3.98%	3.52%	2.98%
	City Tax Rate		11.33	11.33	11.33	11.33	11.33	11.33	11.33	11.33	11.33
	Combined		22.34	22.64	22.62	22.52	22.47	22.41	22.36	22.31	22.26
	Increase over PY		0.69	0.99	0.97	0.87	0.82	0.76	0.71	0.66	0.61
	% Increase over PY		3.20%	4.59%	4.49%	4.03%	3.80%	3.52%	3.29%	3.06%	2.80%

The Superintendent's Cabinet (Finance, HR, Communications, Data & Research, Assistant Superintendents, PEF, Executive Asst.) met on 5/8/18 and made changes to the suggested reductions as discussed at the Board workshop on 5/8/18

							5.50%	5.00%	4.50%	4.00%	3.50%	3.00%
Pg	**Reductions**	**Possible Reductions**	**3/27/18**	**3/30/18**	**4/12/18**		**5/8/18**	**5/8/18**	**5/8/18**	**5/8/18**	**5/8/18**	**5/8/18**
2	Administrative Cuts	825,956	1,004,947	825,956	825,956							
3	Middle School Electives (6)	387,192	387,192				387,192	387,192	387,192	387,192	387,192	387,192
4	Elementary Class Size (6)	322,640	322,640				387,192	387,192	387,192	387,192	387,192	387,192
5	Elementary World Language (4.5) - updated totals	334,563	316,554							334,563	334,563	334,563
6	Closing Peaks/Cliff	551,859	551,859									
7	ELL Ed Techs	186,019	186,019	186,019	186,019							
8	Retirement Incentive	273,251	273,251	273,251	273,251							
9	School Resource Officer	118,000	118,000									
11	Crossing Guards	56,992	56,992									
13	Facilities	65,000	65,000	65,000	65,000							
15	Board Contingency	100,000	100,000							60,000	60,000	60,000
16	High Schools	400,000	400,000					400,000	400,000	400,000	400,000	400,000
n/a	Health Insurance Rate	113,330		68,100	113,330							
n/a	Utility Reductions	124,106			124,106							
n/a	Adult Education	150,000							25,000	50,000	80,000	80,000
17	Reduction of Contract Days	230,293							230,293	230,293	230,293	230,293
18	Teacher Planning Institute	183,431							183,431	183,431	183,431	183,431
"	Director of Social Emotional Learning (1.0)	122,640										
"	Expanded Learning Opporunity Coordinator (2.0)	187,771										
"	Assistant Principal Reiche (0.50)	49,267										
"	CBHS School Model Costs - formerly funded by Nellie Mae	20,000										
"	PHS Stipends - formerly funded by Nellie Mae	27,982										
"	Adult Ed Positions (1.5 FTE)	92,512										
"	Adult Ed Transfer to Street Academy	35,000										
"	Social Worker (1.1)	86,151										
	Elementary Teachers (3)	193,596									193,596	193,596
	Middle School Teachers (1)	64,532									64,532	64,532
	High School Teachers (2)	129,064									129,064	129,064
	Elementary Teachers (3)	193,596										193,596
	Middle School Teachers (2)	129,064										129,064
	High School Teachers (2)	129,064										129,064
		5,882,872	**3,782,454**	**1,418,326**	**1,587,662**		**774,384**	**1,174,384**	**1,613,108**	**2,032,671**	**2,449,863**	**2,901,587**
	Superintendent's Proposed		113,385,274	113,385,274	113,385,274		111,797,612	111,797,612	111,797,612	111,797,612	111,797,612	111,797,612
	Including Reductions Above		109,602,820	111,966,948	111,797,612		111,023,228	110,623,228	110,184,504	109,764,941	109,347,749	108,896,025
	Tax Levy		87,007,804	89,371,932	89,202,596		88,428,212	88,028,212	87,589,488	87,169,925	86,752,733	86,301,009
	$ Increase		4,219,883	6,584,011	6,414,675		5,640,291	5,240,291	4,801,567	4,382,004	3,964,812	3,513,088
	% Increase		5.10%	7.95%	7.75%		6.81%	6.33%	5.80%	5.29%	4.79%	4.24%
	Tax Rate		11.01	11.31	11.29		11.19	11.14	11.09	11.03	10.98	10.92
	$ Increase		0.40	0.70	0.68		0.58	0.53	0.48	0.42	0.37	0.31
	% Increase		3.80%	6.62%	6.42%		5.50%	5.02%	4.50%	4.00%	3.50%	2.96%
	City Tax Rate		11.33	11.33	11.33		11.33	11.33	11.33	11.33	11.33	11.33
	Combined		22.34	22.64	22.62		22.52	22.47	22.42	22.36	22.31	22.25
	Increase over PY		0.69	0.99	0.97		0.87	0.82	0.77	0.71	0.66	0.60
	% Increase over PY		3.20%	4.59%	4.49%		4.03%	3.80%	3.54%	3.30%	3.05%	2.79%

At the 5/8/18 Workshop, the Board discussed reductions only at the 5% tax increase level, this does not represent a decision made by the Board, only what was discussed at the workshop.

Pg	Reductions	Possible Reductions	3/27/18	3/30/18	4/12/18		5.00% 5/8/18	4.50% 5/8/18	4.00% 5/8/18	3.50% 5/8/18	3.00% 5/8/18
2	Administrative Cuts	825,956	1,004,947	825,956	825,956						
3	Middle School Electives (6)	387,192	387,192					387,192	387,192	387,192	387,192
4	Elementary Class Size (6)	322,640	322,640				387,192	387,192	387,192	387,192	387,192
5	Elementary World Language (4.5) - updated totals	334,563	316,554						334,563	334,563	334,563
6	Closing Peaks/Cliff	551,859	551,859								
7	ELL Ed Techs	186,019	186,019	186,019	186,019						
8	Retirement Incentive	273,251	273,251	273,251	273,251						
9	School Resource Officer	118,000	118,000								
11	Crossing Guards	56,992	56,992								
13	Facilities	65,000	65,000	65,000	65,000						
15	Board Contingency	100,000	100,000						60,000	60,000	60,000
16	High Schools	400,000	400,000				400,000	400,000	400,000	400,000	400,000
n/a	Health Insurance Rate	113,330		68,100	113,330						
n/a	Utility Reductions	124,106			124,106						
n/a	Adult Education	150,000						25,000	50,000	80,000	80,000
17	Reduction of Contract Days	230,293					230,293	230,293	230,293	230,293	230,293
18	Teacher Planning Institute	183,431					183,431	183,431	183,431	183,431	183,431
"	Director of Social Emotional Learning (1.0)	122,640									
"	Expanded Learning Opporunity Coordinator (2.0)	187,771									
"	Assistant Principal Reiche (0.50)	49,267									
"	CBHS School Model Costs - formerly funded by Nellie Mae	20,000									
"	PHS Stipends - formerly funded by Nellie Mae	27,982									
"	Adult Ed Positions (1.5 FTE)	92,512									
"	Adult Ed Transfer to Street Academy	35,000									
"	Social Worker (1.1)	86,151									
	Elementary Teachers (3)	193,596								193,596	193,596
	Middle School Teachers (1)	64,532								64,532	64,532
	High School Teachers (2)	129,064								129,064	129,064
	Elementary Teachers (3)	193,596									193,596
	Middle School Teachers (2)	129,064									129,064
	High School Teachers (2)	129,064									129,064
		5,882,872	**3,782,454**	**1,418,326**	**1,587,662**		**1,200,916**	**1,613,108**	**2,032,671**	**2,449,863**	**2,901,587**
	Superintendent's Proposed		113,385,274	113,385,274	113,385,274		111,797,612	111,797,612	111,797,612	111,797,612	111,797,612
	Including Reductions Above		109,602,820	111,966,948	111,797,612		110,596,696	110,184,504	109,764,941	109,347,749	108,896,025
	Tax Levy		87,007,804	89,371,932	89,202,596		88,001,680	87,589,488	87,169,925	86,752,733	86,301,009
	$ Increase		4,219,883	6,584,011	6,414,675		5,213,759	4,801,567	4,382,004	3,964,812	3,513,088
	% Increase		5.10%	7.95%	7.75%		6.30%	5.80%	5.29%	4.79%	4.24%
	Tax Rate		11.01	11.31	11.29		11.14	11.09	11.03	10.98	10.92
	$ Increase		0.40	0.70	0.68		0.53	0.48	0.42	0.37	0.31
	% Increase		3.80%	6.62%	6.42%		4.99%	4.50%	4.00%	3.50%	2.96%
	City Tax Rate		11.33	11.33	11.33		11.33	11.33	11.33	11.33	11.33
	Combined		22.34	22.64	22.62		22.47	22.42	22.36	22.31	22.25
	Increase over PY		0.69	0.99	0.97		0.82	0.77	0.71	0.66	0.60
	% Increase over PY		3.20%	4.59%	4.49%		3.79%	3.54%	3.30%	3.05%	2.79%

Administrative Reductions - FY2019 Budget

Position	Department	Cost
Assistant Director, Other Department Cuts	Finance	120,769
HR Generalist, Benefits Specialist, Other Department Cuts	HR	202,131
Admin Assistant	Superintendent	61,890
Food Service Manager	Food Service	69,963
Transportation Position (Full Year to School Year)	Transportation	21,181
Family & Community Specialist	Comm & Part.	64,999
.20 Assessment Coordinator	One Year Only	16,626
.20 TEVAL Coordinator	One Year Only	16,626
1.0 SS Curriculum	Academics	80,348
0.1 Director of Int.	Academics	10,726
1.0 Science Curriculum	Academics	80,348
0.50 ELA Content Leader	Academics	40,174
0.50 ELA Content Leader	Academics	40,174
		825,957

Middle School Elective Program Reductions

Salary	Medical	Medicare	Retirement	Total
49,831	12,000	723	1,978	64,532

School	# of Teachers		
King	2	129,063.68	
Lincoln	2	129,063.68	
Moore	2	129,063.68	
		387,191.04	**savings**

Elementary Class Size Proposal

Projected Enrollment 2019	K	1	2	3	4	5	Total
EECS	66	66	68	64	73	66	403
Hall	74	74	68	65	78	52	411
Longfellow	58	58	49	56	59	58	338
Lyseth	72	72	85	94	73	90	486
OAES	68	68	55	65	58	55	369
Presumpscot	50	50	36	38	37	37	248
Reiche	71	71	61	64	73	72	412
Riverton	71	71	60	74	60	61	397
							3064

MAX	20	22	22	25	25	25	
Staffing @ new allocation levels	K	1	2	3	4	5	Total
EECS	3.30	3.00	3.09	2.56	2.92	2.64	17.5
Hall	3.70	3.36	3.09	2.60	3.12	2.08	17.9
Longfellow	2.90	2.64	2.23	2.24	2.36	2.32	14.7
Lyseth	3.60	3.27	3.86	3.76	2.92	3.60	21
OAES	3.40	3.09	2.50	2.60	2.32	2.20	16.1
Presumpscot	2.50	2.27	1.64	1.52	1.48	1.48	10.9
Reiche	3.55	3.23	2.77	2.56	2.92	2.88	17.9
Riverton	3.55	3.23	2.73	2.96	2.40	2.44	17.3
							133.2

Current Staffing	K	1	2	3	4	5	Total
EECS	4	4	3	4	3	3	21
Hall	4	4	4	3	3	4	22
Longfellow	3	3	3	3	3	3	18
Lyseth	4	4	5	4	5	3	25
OAES	4	3	3	3	3	4	20
Presumpscot	3	2	2	2	2	2	13
Reiche	4	3	4	4	4	3	22
Riverton	4	4	4	4	3	3	22
							163

Projected	K	1	2	3	4	5	Total		
EECS	4	3	4	3	3	3	20	-1	
Hall	4	4	4	3	4	3	22	0	
Longfellow	3	3	3	3	3	3	18	0	
Lyseth	4	4	4	4	3	4	23	-2	
OAES	4	4	3	3	3	3	20	0	
Presumpscot	3	3	2	2	2	2	14	1	
Reiche	4	4	3	3	3	3	20	-2	
Riverton	4	4	3	3	3	3	20	-2	
							157	-6	(387,192)

ss Size Proposal

Elementary Class Size Proposal

Current Ratios	K	1	2	3	4	5	Total
EECS	16.5	16.5	22.67	16	24.33	22	19.67
Hall	18.5	18.5	17	21.67	26	13	19.11
Longfellow	19.33	19.33	16.33	18.67	19.67	19.33	18.78
Lyseth	18	18	17	23.5	14.6	30	20.18
OAES	17	22.67	18.33	21.67	19.33	13.75	18.79
Presumpscot	16.67	25	18	19	18.5	18.5	19.28
Reiche	17.75	23.67	15.25	16	18.25	24	19.15
Riverton	17.75	17.75	15	18.5	20	20.33	18.22
	17.69	20.18	17.45	19.38	20.09	20.11	**19.15**

Proposed Ratios	20	22	22	25	25	25	
	K	**1**	**2**	**3**	**4**	**5**	Total
EECS	16.50	22.00	17.00	21.33	24.33	22.00	20.53
Hall	18.50	18.50	17.00	21.67	19.50	17.33	18.75
Longfellow	19.33	19.33	16.33	18.67	19.67	19.33	18.78
Lyseth	18.00	18.00	21.25	23.50	24.33	22.50	21.26
OAES	17.00	17.00	18.33	21.67	19.33	18.33	18.61
Presumpscot	16.67	16.67	18.00	19.00	18.50	18.50	17.89
Reiche	17.75	17.75	20.33	21.33	24.33	24.00	20.92
Riverton	17.75	17.75	20.00	24.67	20.00	20.33	20.08
	17.69	18.38	18.53	21.48	21.25	20.29	**19.60**

Elementary World Language								
POSITION	**FTE**	**SALARY**	**MEDICAL**	**MEDICARE**	**RETIREMENT**	**TOTAL**	**Location**	**Role/Grant**
PRSTCHRWL	0.4	17,908.80	6,674.11	259.68	710.98	25,553.57	Presumpscot Elem	Teachers
RCHTCHRWL	0.6	26,863.20	10,011.17	389.51	1,066.47	38,330.35	Reiche Elementary	Teachers
HLLTCHRWL	0.5	29,500.50	8,342.64	427.75	1,171.17	39,442.06	Hall Elementary	Teachers
OAETCHRWL	0.5	29,500.50	8,342.64	427.76	1,171.17	39,442.07	Ocean Avenue Elem	Teachers
LNGTCHRWL	0.5	29,500.50	-	427.76	1,171.17	31,099.43	Longfellow Elementary	Teachers
EECTCHRWL	0.4	20,476.80	6,674.11	296.91	812.93	28,260.75	East End Community	Teachers
HLLTCHRWL	0.6	30,715.20	10,011.17	445.37	1,219.39	42,391.13	Hall Elementary	Teachers
LYSTCHRWL	0.8	55,669.60	13,348.22	807.21	2,210.08	72,035.11	Lyseth Elementary	Teachers
PKSTCHRWL	0.2	13,917.40	3,337.06	201.8	552.52	18,008.78	Peaks Island Elem	Teachers
	4.5	**254,052.50**	**66,741.12**	**3683.75**	**10085.88**	**334,563.25**		

2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 REQUESTED	CHANGE	% CHANGE
855,782.00	**830,951.00**	**886,119.00**	**463,644.00**	**840,623.00**	**(45,496.00)**	**-5%**

		# of Students			
PEAKS & CLIFF					
	Teachers	39.00	2.44	207,187.50	
	SPED			84,227.00	
	ELL			-	
	Allocation	39.00	135.00	5,265.00	
	Admin	39.00	305.00	13,426.23	
	Contingency		10%	84,062.30	
			Total Cost to Education Students	394,168.03	
				446,454.97	**Savings**

When including utility costs located outside of the Peaks and Cliff cost centers, the estimated total savings is $551,859

Ed Techs Not Properly Placed						
	Salary	**Benefits**	**Medical**	**Medicare**	**Retirement**	**Total**
Ed Tech	33,406.80	386.20	17,135.40	-	1,326.25	52,254.65
Ed Tech	33,406.80	386.20	17,135.40	-	1,326.25	52,254.65
Ed Tech	30,296.98	386.20	9,682.20	439.31	1,202.79	42,007.48
Ed Tech	27,920.48	386.20	9,682.20	404.85	1,108.44	39,502.17
						186,018.95

FY2018 Retirement Incentive (to pay incentive 7/1/18)

PEA

	Salary	Medical	Medicare	Retirement	Total
Average Salary for hire	49,831	12,000	723	1,978	64,532
Average Salary for > 65	73,717	12,000	1,069	2,927	89,712
Average Salary for > 62	73,205	12,000	1,061	2,906	89,173

		% who take incentive	$ Incentive	Total Incentive	Total Retirees	Total New Hires	Savings	Savings Less Incentive
Employees > 65	39	50%	10,000	195,000	1,749,393	1,258,371	491,022	296,022
Employees > 62	74	50%	10,000	370,000	3,299,390	2,387,678	911,712	541,712
	18		**10,000**	**180,000**	**1,614,824**	**1,161,573**	**453,251**	**273,251**

FY 2019 W-7 BUDGET DEVELOPMENT

Object Code 3401
Cost Center 310
School PHS
Date 1.16.18

Description: Security

Program Code	Function Code	Expenditure Description	Allocation
9601	1000	Security at games	0.00
9602	1000	Security at games	0.00
9601	1000	City charges for security at boys games	1,600.00
		(added by C.O; not from school allocation)	
0000	2190	SRO	58,877.00
		(added by C.O; not from school allocation)	
		PLACEHOLDER UNTIL CITY EST. IS RECEIVED	
0000	2600	City charges for security provided for school dances	797.00
		(added by C.O; not from school allocation)	
		TOTAL:	$61,274.00

W-7

FY 2019 W-7 BUDGET DEVELOPMENT

Object Code 3401
Cost Center 320
School DHS
Date 1.16.18

Description: Security

Program Code	Function Code	Expenditure Description	Allocation
9601	1000	Athletics/Boys	3,300.00
9602	1000	Athletics/Girls	1,000.00
0000	2600	City charges for security provided for school dances	275.00
		(added by C.O; not from school allocation)	
0000	2190	SRO	58,877.00
		(added by C.O; not from school allocation)	
		PLACEHOLDER UNTIL CITY EST. IS RECEIVED	
		TOTAL:	$63,452.00

W-7

PORTLAND PUBLIC SCHOOLS
prepared & empowered

Memorandum

To: Xavier Botana

From: Fred Barlow

Date: March 18, 2018

Re: Crossing Guard Assignments

The following are the results of my review of current crossing guard assignments with the intent of reducing this deployment in such a way that every student who follows a prescribed route will have safe passage while walking to and from school. PPS currently orders 27 guards for 56 hours per day. A reduction of nine (9) hours per shift, involving eight (8) guarded crossings, is submitted for your consideration.

Potential Cost Reductions:
The Agreement between PPS and All Cities Management LLC, D/B/A The Crossing Guard Company, specifies the following hourly rates per guard:

Year 1, FY18:	$19.54	Extended 180 School Days, 2 Hrs/Day:	$7,034
Year 2, FY19:	$19.79	Extended 180 School Days, 2 Hrs/Day:	$7,124
Year 3, FY20:	$20.24	Extended 180 School Days, 2 Hrs/Day:	$7,286

Ocean Avenue School – Two (2) Guarded Crossings

- Ocean Avenue @ Parent Pick Up/Drop Off Entrance
- Walton Street @ Bus Loop Entrance
  - Students would walk along sidewalks on Ocean Avenue and Walton Street respectively to the existing guard post at Ocean/Walton. The guard would alternate between crossing students on Ocean Avenue and Walton Street.

Presumpscot School – One (1) Guarded Crossing

- Washington Avenue at Presumpscot Street:
  - All students who utilize this crossing are bus eligible. A safe route to school therefore exists without a need to cross Washington Avenue.

Reiche School – Four (4) Guarded Crossings

- State Street at Pine Street:
  - Students could cross Pine Street at the existing guarded crossing on Pine Street at Brackett Street.
- Congress Street at Bramhall Street, and
- Congress Street at Mellen Street:
  - Students could walk parallel to Congress Street via Cumberland Avenue, and cross at the existing guarded site on Cumberland Avenue at State Street if necessary. Students could continue along the existing walking route via State Street, and cross Congress Street at the existing guarded crossing on State Street at Congress Street.
- Danforth Street at Clark Street:
  - Students could walk via Danforth Street to Brackett Street, and cross at the existing guarded site on Danforth Street at Brackett Street.

Lyseth/Moore Schools –0ne (1) Guarded Crossing/Double Post:

- Auburn Avenue at School Entrance:
  - John Peverada, Director of Parking for the City of Portland, has provided the attached information related to the Lyseth/Moore crossing. While it does not state that two crossing guards are required, it does state that a uniformed traffic control officer is required at this crossing, which at the time was interpreted to be a police officer. Mr. Peverada stated that he thinks that compromise was made to have two crossing guards assigned to this site, but such a was made prior to his tenure with the City.
  - I recall being told that two crossing guards may have been required at this location as a condition of the site plan for the school buildings. The attached memorandum speaks to textured cross walks being reviewed and included in these schools' site plan, but it does not specifically speak to a requirement that both such crosswalks must be guarded.
  - All students would walk along the east sidewalk adjacent to the school if the crossing that connects to the west sidewalk along the exit roadway is eliminated.
  - This location utilizes two (2) assigned crossing guards, each of whom are posted for two (2) hours in the morning and two (2) hours in the afternoon. Reducing deployment to one guard at this location therefore results in a reduction equal to two (2) guard assignments elsewhere within the school district.

FY 2019 W-7 BUDGET DEVELOPMENT

Object Code 4302
Cost Center 900
School Facilities
Date 1/5/2018

Description: Grounds maintenance - moving away from predominantly reimbursable City services

Program Code	Function Code	Expenditure Description	Allocation
0000	2620	The City of Portland's Public Works and Recreation/Facilities team have provided comprehensive reimbursable grounds maintenance support including mowing, forestry, snow/ice removal, sidewalk plowing and athletic field and playground maintenance to the District for decades, but we have slowly begun the process of contracting out most snow removal, mowing, tree trimming and landscape services with the City retaining all work on the peninsula as well as forestry, athletic field maintenance, playground maintenance and sidewalk route plowing.	
		Forestry including tree pruning and special care of landscape features	20,000.00
		Grounds (Districting)	10,000.00
		Winter Operations including school walking routes sidewalk clearing	94,800.00
		Athletic Fields/Playgrounds (includes second phase of budget increase)	199,566.00
		cut 4/2/18	**-25,000.00**
		Reimbursable subtotal - $324,366	
		plus:	
		Regulatory green infrastructure maintenance	28,000.00
		Contracted mowing	50,000.00
		Contracted snow removal (includes extras except snow hauling)	141,400.00
		Contracted school opening landscape services	15,000.00
		Contracted fall clean up	10,000.00
		Paving repairs/Striping/Winter buffer	10,000.00
		United Way Day of Caring support	10,000.00
		TOTAL:	$563,766.00

W-7

FY 2019 W-7 BUDGET DEVELOPMENT

Object Code 4301
Cost Center 900
School Facilities
Date 1/5/2018

Description: HVAC maintenance - City Reimbursable Service

Program Code	Function Code	Expenditure Description	Allocation
0000	2620	The City of Portland's Public Buildings HVAC team led by Mr. Chuck Wallace provides day to day operations and maintenance support for PPS heating, ventilation and air conditioning systems 24/7, 365 on reimbursable basis. The City requested $554,663 for FY18 in late December 2016, but we only supported $517,756. They only spent $420,748 in FY17. We are assessing appropriate level of service and support; thus, have opted to budget for their requested FY18 amount until we reach a formal agreement.	554,663.00
		cut 4/2/18	-40,000.00
		TOTAL:	$514,663.00

W-7

School Board Contingency, FY15 - FY18

FY15	Budget	175,000
	Expense	-

FY16	Budget	175,000
	Expense	20,986

Uses:

- National School Board Association conference expenses.
- School Board Legal Liability insurance deductible related to settlement
- MaineCare Audit and other settlements

FY17	Budget	175,000
	Expense	86,509

Uses:

- To cover the shortfall in special education out-of-district student transportation
- Superintendent's moving/relocation expenses
- Legal fees related to an employee settlement
- To cover unpaid student meal balances
- To cover the expense of delivering breakfast and lunch to alternate locations on election day

FY18	Budget	175,000	
	Expense	4,463	as of 3/28/18

Uses:

- National School Board Association conference registration fees.
  An additional ~$10k will be used to cover travel and other expenses for this conference
  (taking place April 2018)

Casco Bay's Reductions	
Cut Texts and Supplies	10,975
.2 Community Coordinator	12,442
1.0 Make it Happen Coordinator	10,000
.25 Health/PE	16,250
.25 Ed Tech	11,333
TOTAL	**61,000**
Portland's Reductions	
Co-Curricular Stipends	10,000
Per Pupil Allocation	27,500
1.0 Science Elective	65,000
0.50 Latin	32,500
JMG Specialist	25,000
	160,000
Deering's Reductions	
Anatomy of Leadership	2,500
Library Books	4,000
Stipends	5,000
Per Pupil Allocation	14,500
0.30 Arabic	19,000
Mentoring Coordinator (reduce to 0.50)	27,000
1.0 English position	65,000
0.66 Science	42,000
	179,000
	400,000

Reduce Student Attendance Days by 3

	Contract Days	Reduction	New Days
PEA			
PEA			
Ed Tech	181	2	179
SY Employees	178	2	176
FY Employees	260	2	258
PAA			
Non-Rep	260	2	258

Current Total Cost	Current Salary	New Salary	Benefits	Medical (remains the same)	Medicare	Retirement	Total	SAVINGS
9,023,358	5,782,766	5,718,868	59,990	2,719,970	82,924	374,586	8,956,337	67,021
3,561,588	2,625,138	2,595,642	12,566	680,593	37,637	202,979	3,529,418	32,170
8,299,487	5,805,950	5,761,288	40,263	1,771,870	83,539	549,051	8,206,011	93,476
6,221,064	4,740,884	4,704,416	22,352	1,015,866	68,214	372,590	6,183,438	37,626
27,105,497	**18,954,738**	**18,780,214**	**135,171**	**6,188,300**	**272,313**	**1,499,206**	**26,875,204**	**230,293**

Requested Information - Status of Superintendent's Investments & Additions to FY2019 Budget

Superintendent's Investments FY2019		**Notes**
Student Laptops	167,300	Leased through Androscoggin Savings Bank
Teacher Laptops	26,300	Leased through Apple, 67% paid via grant through MLTI
Teacher Leader Stipends	14,260	Contracted Stipends not previously included in budget
Special Education Building Coordinator Stipends	38,235	Contracted Stipends not previously included in budget
0.50 Teacher Sabbatical	29,015	Created a position through position control to account for placement of teacher on sabbatical
1.0 Director Social Emotional Learning	122,640	Funded via ConnectEd Grant in FY2018
2.0 Expanded Learning Opportunity Coordinator	187,771	Funded via Nellie Mae/JMG prior to FY2019, funding ends 6/30/18
1.0 Make it Happen Coordinator	53,989	Transfer of one Americorp volunteer to local position
0.50 Assistant Principal Reiche	49,267	Addition of 0.50 administrator position at Reiche for parity with other elementary schools
CBHS School Model Costs	20,000	Funded via Nellie Mae/JMG prior to FY2019, funding ends 6/30/18
PHS Stipends	27,982	Funded via Nellie Mae/JMG prior to FY2019, funding ends 6/30/18
1.50 Adult Ed Positions (net)	92,512	1.0 Assistant Director, 1.5 Intake Coordinators, 0.50 Department Chair, funded via 2.0 Teacher Retirements
Adult Ed Transfer to Street Academy	35,000	Additional assistance from local needed to run Street Academy
Planning Institute for Middle & High School Teachers	183,431	Estimated cost for 80% of Middle & High School teachers to attend a two day planning institute
1.10 Social Worker Increases	86,151	1.0 increase to Riverton, 0.10 increase to Longfellow (for 3 full days)
	1,133,854	
Reductions		
3.0 Content Area Leadership Position	**241,045**	

Christopher C. Branch, P.E.
Director of Public Works

26 Mar 18

TO: JON JENNINGS, City Manager, City of Portland

FROM: BILL PATNAUDE, Special Projects Manager, Dept of Public Works

SUBJECT: PORTLAND DOWNTOWN DISTRICT (PDD) COSTS

- On 9 March 18, employees of the City of Portland met with the Portland Downtown non-profit organization to discuss possible expansion of the PDD boundaries
- Discussion topics included: increased property values, a new mil rate, expansion of the physical boundaries, possibly increasing the PDD work force by 1 or 2 employees
- The City Manager was concerned about increasing services without proper compensation to the City; he indicated the current mil rate did not cover the actual costs of PDD because benefits, equipment, maintenance and fuel costs were not included
- The City has not included capital plan renewal costs in the analysis below
- The Director of Public Works directed this analysis to capture all of the costs associated with PDD currently and if an expansion takes place
- FY 19 PDD Budget: $363,628
- FY 19 PDD Budget with 32.21% benefits added: **$438,821**

- PDD Missed Costs: **$14,502**
    - o These are costs that aren't included in the budget but should be; they include shipping, actual cost for tools, color toner, Christmas light overtime, etc
- PDD Salt: **$29,850**
- Vehicle Maintenance: **$31,201**
- Fuel: **$5,776**

The sum of the of the bolded costs above equals: $520,150
This number represents the actual cost to operate PDD today without expansion or without additional workers. Since the City of Portland will receive only $363,628 from the assessment, the City defecit is $156,522 (only 69% of City's costs are paid for)

- Portland Downtown expressed interest in adding 1 or 2 new workers to the PDD crew. This comes at a cost of $62,775/person (include benefits & gear)
- If the PDD boundaries are expanded and similar services are expected, an additional $7,065 will be required to fund the Bobcats and crews to remove the sidewalk snow in the expanded area as well as an additional 50 tons of salt
- A proposed expansion with full services and 1 additional worker will cost $589,990. With two workers, the cost is $596,267.

Assessor's Department
Christopher A. Huff, CMA
Tax Assessor

MEMORANDUM

DATE: 5/15/2018
TO: Brendan O'Connell, Finance Director
FROM: Chris Huff, Assessor
RE: Residential Average Assessment and Median Assessment Values

In response to the inquiries last night regarding the residential average assessment and how it is calculated, I have prepared the below data for review. To begin, I feel that an explanation of the data and process is necessary, as I potentially misspoke or was misunderstood last evening based on tweets and comments regarding this topic.

First, properties are currently classified in our CAMA (Computer Assisted Mass Appraisal) system as Residential, Commercial, Industrial, Utility and Exempt. Within these classifications, Land Use Codes further break down properties into a more specific grouping. Within the Residential class, these Land Use Codes include: Residential Condo, Single-Family Dwelling, Two-Family, Three-Family, Four-Family, Seasonal, Garage/Shed on Lot, Vacant Land, Condo Parking Space and Multi-Use Residential.

When we talk about calculating the average residential assessment, the Assessor's Office has primarily used the average of the Residential Condo, Single-Family, Two, Three and Four-Family Land Use Codes only. **The FY2018 average residential assessment of $240,000 was based on this methodology.** Within the assessment industry however, it is only the single-family dwelling most used for this calculation based on the median.

Let's quickly recap the difference between *average* (or the *arithmetic mean*) and *median*. The average is the sum of all numbers in the set divided by the amount of numbers in the set. The median is the middle point of a number set in which half the numbers are above the median and half are below. In my opinion, the median assessed value would be the better figure used in the context of what a potential tax increase might mean to the average homeowner in Portland. When these numbers are calculated with FY19 data, I recommend moving to the median value when reporting this, rather than the average.

LAND USE CODE	COUNT	TOTAL ASSESSMENT	AVERAGE	MEDIAN
Residential Condo	3,569	$ 729,369,840	$ 204,363	$ 175,600
Single-Family	11,262	$ 2,674,524,150	$ 237,482	$ 206,200
Two-Family	1,740	$ 487,393,480	$ 280,111	$ 266,700
Three-Family	910	$ 288,495,100	$ 317,028	$ 312,100
Four-Family	282	$ 95,373,200	$ 338,203	$ 333,950
TOTALS	**17,763**	**$ 4,275,155,770**	**$ 240,678**	

City of Portland, Maine
Debt Management Policy

Policy Statement

The City borrows money to finance its Capital Improvement Program and other capital assets. It also borrows money to fund workers' compensation settlements, loan programs, non-recurring extraordinary circumstances (such as funding pension obligations) and economic development activities. The City's ability to achieve the lowest possible financing costs is tied directly to its fiscal management, including the existence and adherence to formal fiscal policies. Because of the significant annual cost of debt service, and to assure both taxpayers and bond rating agencies that debt levels and ability to pay debt service are actively managed, the City of Portland adopts this policy.

Purpose

The purpose of this policy is to provide the City with a guide to manage debt levels by evaluating the need for capital investment against the capacity to pay for financing the costs of meeting that need. The primary focus of this policy is to measure debt secured by the full faith and credit of the City (general obligation, or GO), for which the debt service is supported. The goal of this policy is to equip the City Council, administration, and taxpayers with guidelines and information that can inform good decisions on borrowing money to accomplish the fiscal and operational mission of the City.

The City currently has limited instances of debt issuance that is not supported by taxes. The Jetport issues debt that is secured solely by the revenues generated by the Jetport operations. These types of borrowings are not covered by this policy, as they are analyzed using commercially-based methods, such as debt service coverage ratios and other financial covenants.

The City also has instances of debt requirements that, while ultimately backed by a GO pledge of the City, is by its nature self-supporting through user fees or other non-tax sources of revenue.

Governing Factors

The City shall maintain an outstanding GO debt total that complies with State law, which currently limits long-term debt outstanding to 15% of the State assessed valuation of the City. The City Charter describes conditions that require a referendum vote to borrow funds. It also contains the conditions under which financing can be used. Issuance of General Obligation debt requires affirmative votes of seven members of the City Council.

It is understood, and imperative, that the School Department capital investment financing is included in this policy, as it is also GO debt of the City and debt service is supported by tax dollars. All calculations within this policy will also include debt service that is all or partially reimbursed, such as State School Funding.

The City shall not issue debt to fund current or ongoing operations of the City or Schools, except in the form of Tax Anticipation Notes (TANs) when applicable; in compliance with State law and in conformance with Internal Revenue Service (IRS) regulations.

The City shall not lend its borrowing capacity to or guarantee debt of any other entity.

Maturity of debt obligations must be no more than the useful life of the capital investment being financed, or than the final maturity of refunded debt; pursuant to Maine law which may not exceed 30 years from issuance.

Refunding opportunities will be evaluated annually to achieve future interest cost savings.

Rules of borrowing and this Policy also cover lease purchases, as they are secured by the general obligation of the City.

Debt Limitations

The City's Capital Improvement Program is based on a Capital Plan . This Plan includes projections for replacement of assets as well as anticipating investment in new assets that may be needed. The Plan is expected to be updated periodically to reflect additions, deletions and other changes in assets or circumstances. It is expected that investment in operating equipment, fleet and technology will be transitioned such that acquisitions will be made through annual budget appropriations when applicable, as determined by management and City Council.

Borrowing capacity will be evaluated first by the Governing Principles, and then using a number of factors, specifically:

1. *Demand*—what is the need for borrowing
    a. Demand is measured by the needs presented by the Capital Plan. It can also be based on opportunities that arise from time to time which require capital investment by the City.
2. *Capacity*—what is the maximum amount to borrow
    a. The maximum amount to be borrowed at any given time will be determined by evaluating the following factors:
        1. Current and projected annual debt service level, based on current outstanding debt.
        2. Market conditions (ability to access the financing market, interest rates, etc.).
        3. Economic conditions, including cost of construction.

4. Opportunity for participation in low interest financing programs, debt service reimbursement, grant opportunities, or other situations beneficial to the City.

3. *Affordability*—what is the fiscal impact
   a. A projection of annual debt service impact for each borrowing will be done, incorporating the elements of Capacity. It will include budgetary impact, as well as a projection of tax impact. Debt service will be calculated as annual amount needed to satisfy principal and interest payments, net of any applicable revenue.
      1. Net debt service* payments should not exceed 15% of general fund expenditures.
      2. Net debt service payments should not exceed 1.5% of per capita income.**
      3. Net Debt per capita should not exceed the "moderate" range by Moody's, currently at $5,000.
      4. Total outstanding debt should not exceed 5% of the State equalized valuation of the City.
4. *Term*—length of payback period
   a. Financing shall be secured with the goal of paying back the debt in the shortest term that is economically feasible.
5. *Payment Structure*—how payments are applied
   a. Payments will be structured with level principal and declining interest over the life of the debt, except
   b. In instances where level debt service payments offer economic benefit, such as for rate stabilization.
6. *Advance Refundings*— bond issuance used to pay off another outstanding bond, issued at a lower rate
   a. Opportunities for advance refunding will be reviewed when issuing other GO bonds in order to package issues.
   b. Opportunities for advance refunding will be considered independently for issues where the net savings, after costs of issuance, is estimated to be at least $50,000 annually for the new financing period.

Pension Obligation Bonds (POB's)

In 2002, the city refinanced its unfunded pension liability with the Maine State Retirement system through Variable Rate Demand Obligation (VRDO) financing. This saves and estimated $21 million in interest costs over the 25 year term.

The VRDO structure bears interest at a floating rate that is adjusted at specified intervals (daily, weekly, monthly) and can be redeemed at the holder's option when the rate changes. This structure requires a Standby Bond Purchase Agreement (SBPA), and is managed by a remarketing agent.

While this financing offered the City significant savings, it is the goal of the City to refinance this obligation into a more standard and predictable debt. However, refinancing of this type of debt is costly to do because of the buyout requirements. The Finance Director will periodically review the status of the cost of buyout and refinancing, and pursue any reasonable opportunity.

Bond Ratings

Debt issuance is rated by agencies specializing in the analysis of organizations' ability to pay off their debt. The City is rated for each bond issue, and also during an annual affirmation of ratings. As of 2011, the City is rated AA by Standard & Poor's and Aa1 by Moody's.

It is the goal of the City to maintain these ratings, as it allows easy entry into the bond sale market and favorable interest rates. This policy, in conjunction with other fiscal policies of the City and overall good fiscal management are critical in rating maintenance.

Debt Issuance

The City relies on the sale of bonds for the majority of its financing needs. These sales are conducted through the use of a financial advisory firm and recognized bond counsel. This allows the City continued access to the bond market and ensures compliance with all Securities and Exchange Commission (SEC), Municipal Securities Rulemaking Board (MSRB) and IRS regulations. The City may also enter into lease purchase agreements if it is determined to be cost effective.

Each issuance of general obligation debt will be evaluated to determine compliance with this policy, and that information will be submitted to the City Council as they deliberate actions on financing approvals.

Reporting

The City's debt information is part of the Comprehensive Annual Financial Report (CAFR). Annual debt service requirements are budgeted as part of the annual budget approval process. Bond ratings received by rating agencies are published and available for public review.

The City Council will receive an annual report on the overall debt status of the City. This will include a specific discussion on the status of the Pension Obligation Bonds.

The City is required to provide certain information to investors periodically and financial information annually. This information is filed through the Electronic Municipal Market Access system (EMMA), provided by the MSRB.

Administration

This Policy is for use in guiding financing decisions of the City, and can be interpreted by the City Council as part of overall discussions related to debt issuance. It is administered in conjunction with the City's other fiscal policies, including Investment and Fund Balance policies. It may be amended or revised from time to time as determined by the City.

**Net Debt Service equals budgeted debt service net of Enterprise Funds and State reimbursed School Debt Service*
***Per Capita Personal Income, as published by the U.S. Bureau of Economic Analysis (BEA), Bearfacts, for Portland-South Portland-Biddeford region.*

Recommended by City Council Finance Committee, October 6, 2011
Order 64-11/12 – Given first reading on 11/7/2011, and passage on 11/21/2011.